



## How to add ICICI Bank and Register for Direct salary Payment?

### Step 1: -

Add the Bank details:

To add the Bank details: - Go to **Payroll settings** >> **Banks** >> Enter the Bank name, Account No, Branch, IFSC and MICR click on **Add Bank**.

Payroll Settings

Company Profile Banks

Configure Rules

Create Masters

Locations

**Banks** ←

Leaves

Holidays

PF Rules

Salary Components

My Subscription

Account Balance

Name \*

Branch \*

Account No \*

IFSC

MICR

Add Bank

Banks List

BANK	BRANCH	ACCOUNT NO	BANK IFSC	ACTIVE	
ICICI Bank LTD	Bangalore	123456789101234	ICICI1215421	Yes	<a href="#">View/Edit</a>

### Step 2: -

To Register for Direct salary Payment: -

From **Dashboard** >> Select **Salary Payment** >> Click on **Register Here** >> Select the A/C Number and Enter the Corporate Id and User Id and tick on **Accept the Terms of Service** and click on **Submit to Bank**.

paybooks Payroll Specialist Team

Payments powered by ICICI Business

Please register and enable your ICICI bank current account for direct payment through Paybooks

**Registration information**

ICICI Bank Current Account Number: -- Select --

Paybooks domain: TEAM

Corporate Id:

User Id:

accept the [terms of service](#)

Cancel Submit to bank

**Note:-**

**Corporate Id: - Corporate Id which is used for login to ICICI Corporate Internet Banking Portal**

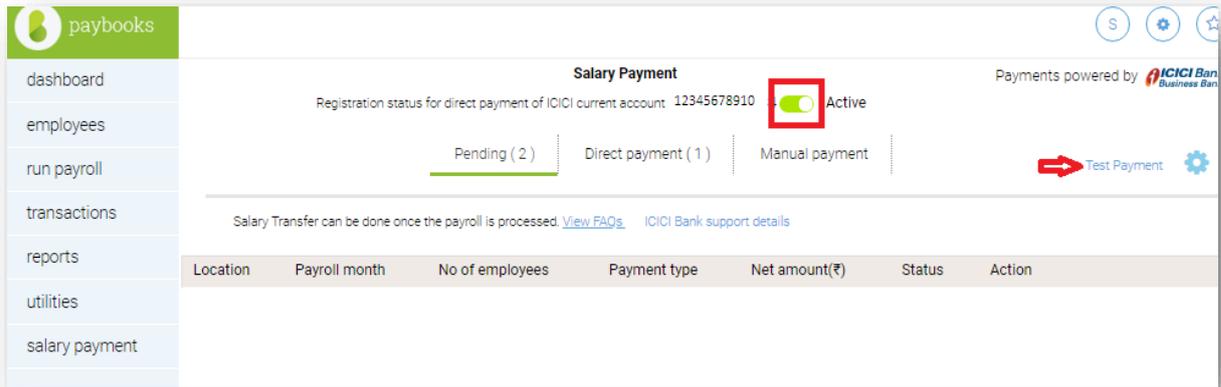
**User Id: - User Id which is used for login to ICICI Corporate Internet Banking Portal.**

**Step 3: -**

- After click on the “Submit to Bank”, login to ICICI Bank Corporate Banking Portal.
- On the Homepage, click on **Pending on Me** which is on the top right corner of the Home Page.
- Click on the Connected Banking Approval Sub Menu.
- Click on **Approve** button under the tab Paybooks after you go through the terms in the Disclaimer section to complete the one-time registration for the Direct Salary Payment.

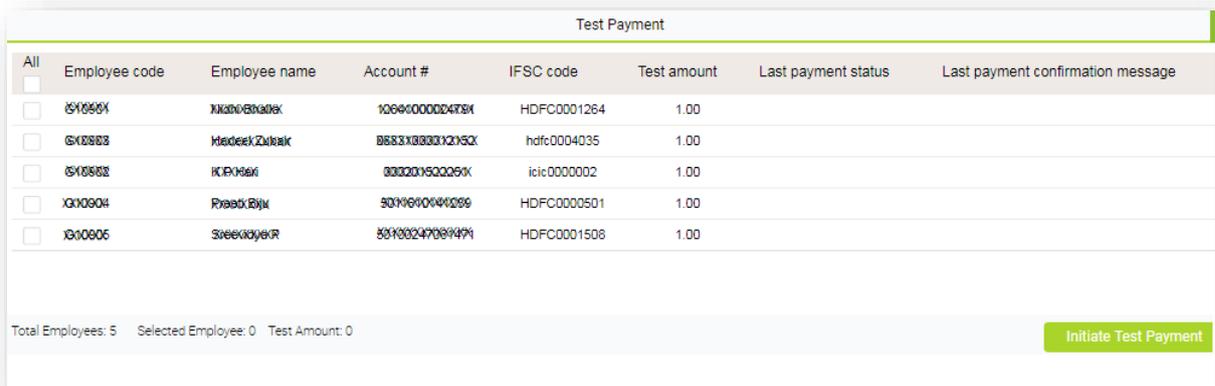
**Step 4: -**

After successful registration, registration status of direct salary payment of ICICI current account will reflect as **Active**.



And after activation of Direct salary Payment do the test payment to check whether the Direct salary payment is working fine

- Click on the Test Payment option
- Select the employees and click on the Initiate Test Payment



Once Direct Salary Payment is initiated, please log in to ICICI Bank, net-banking portal (Hyperlink)

*Note: The salary will be credited to employees based on RBI guidelines.*

Once the payment is successful, **Last payment** Status and **Last payment** confirmation message will be updated in application

*Note: - Pay Salary from menu should be selected as ICICI Bank in the employee master under Official Tab.*