



# How to create a group payment

## STEPS

## INSTRUCTIONS

1



Log in to VM Express Online and select **Self-Management**.

2



Click **Manage Beneficiaries Group** then click **+ New Group** and enter **Group Name**.

3



Click the beneficiary's name and drag and drop beneficiaries into the box on the right to form the group.

4



Click **Create Beneficiaries' Group**.

5



Enter the one-time password (OTP) code sent via SMS text to your mobile phone and click **Confirm**.