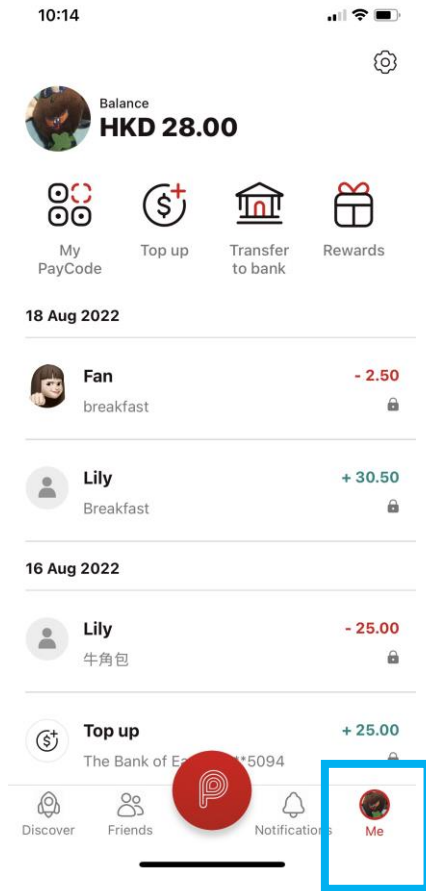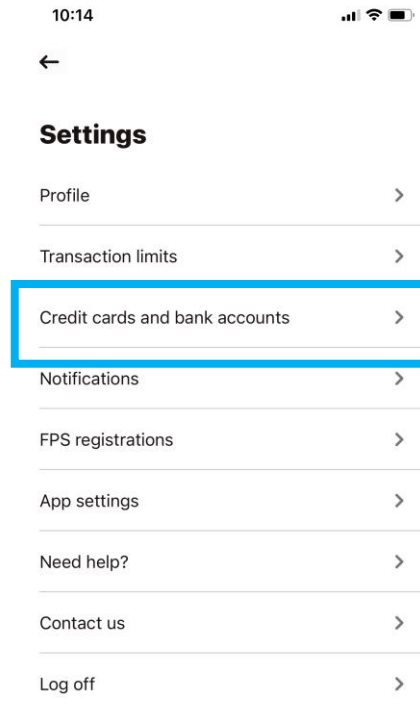# Step 1 – Add BEA Account on PayMe*
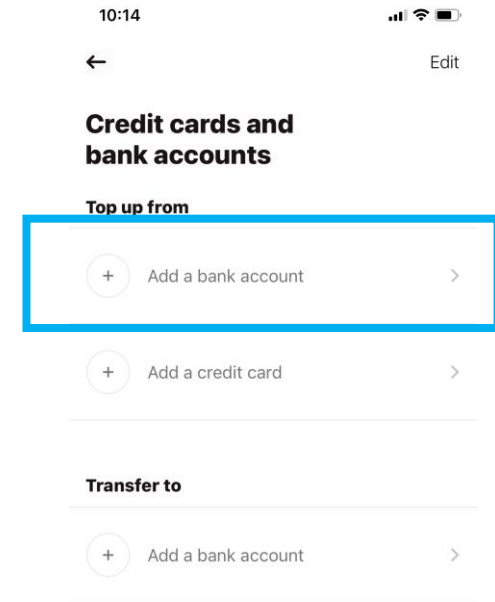
1. Open PayMe, select "Me".

2. Click "Credit cards and bank accounts".

3. Click "Add a bank account".

* Identity verification is required in PayMe first.

4. After filling in BEA account information, click "Add bank account".

Enter the branch code (the first 3 digits) and account number shown on your ATM card (as below).

5. Click "Verify phone number" and enter the verification code.

6. Log in to the BEA App, click "Electronic Direct Debit Authorisation (eDDA)".

7. Select the pending instruction under Summary page.

Electronic Direct Debit Authorisation (eDDA)

Setup   Summary

Search

Active/Pending

CHEUNG
HKDB
(Accept/reject required by 23 Aug 2022)   Pending your confirmation >

*You can view the cancelled and rejected e-Direct Debit Authorisation ("eDDA") records for latest 12 months (counted from the instruction creation date)
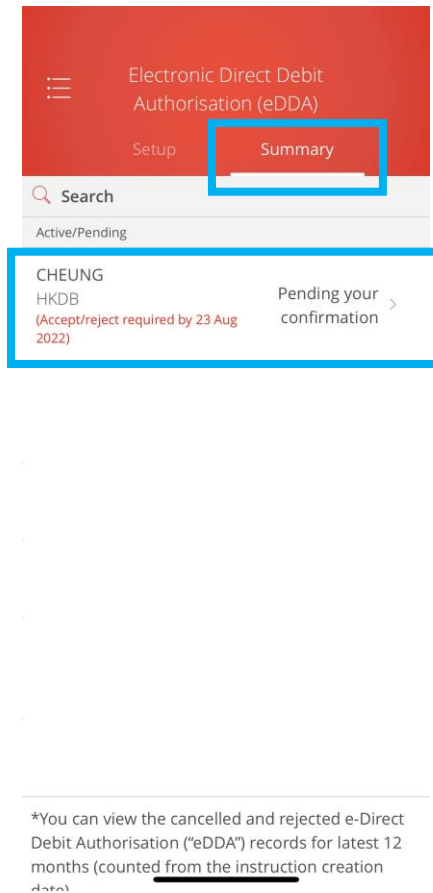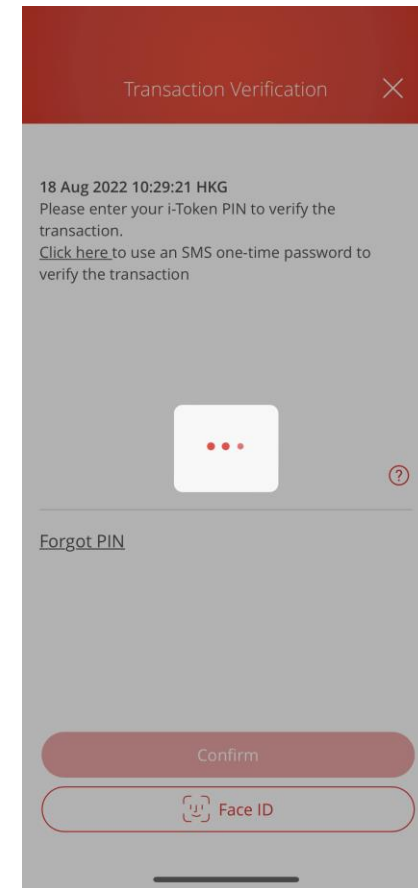
8. Click "Accept" > Select payment account > Click "Next" > Click "Confirm" after checking the information.

**Electronic Direct Debit Authorisation (eDDA)**

Pay to

CHEUNG
954

Debtor reference

HKDB

Start date

18 Aug 2022

End date

31 Dec 9999

Payment limit frequency

Monthly

Payment limit

HKD 99999.00

Back   Confirm
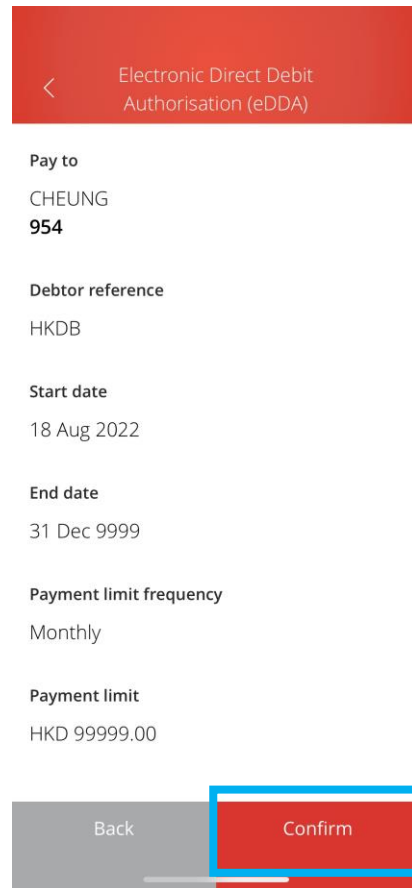
9. Use i-Token for transaction verification.

Transaction Verification ✕

18 Aug 2022 10:29:21 HKG
Please enter your i-Token PIN to verify the transaction.
Click here to use an SMS one-time password to verify the transaction

• • •

Forgot PIN

Confirm

Face ID

If you have not activated i-token, please click here for the demo.

10. After setting up the instruction, go to PayMe, select "Notification" to confirm the bank account has been added successfully.
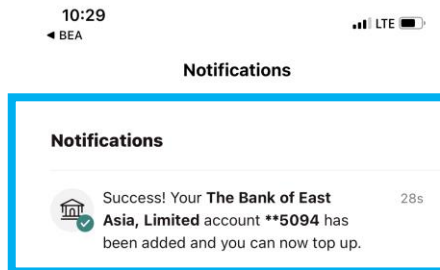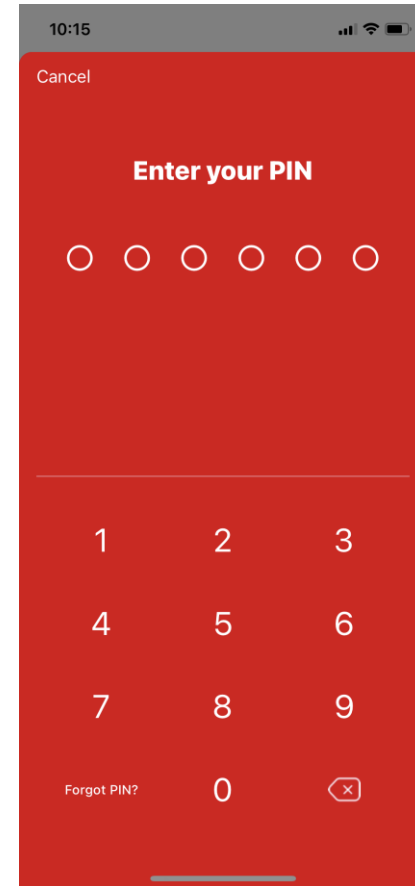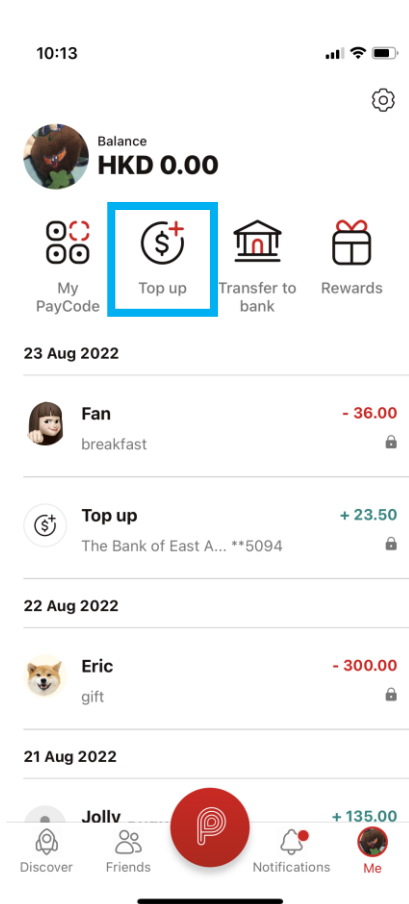

11. Log into your bank (either via mobile or desktop) and transfer HK$1 from your BEA bank account to your PayMe account to complete the linking process.

Step 2 – Top up with BEA account on PayMe

1. Open PayMe, click "Top up" under "Me" page.

2. Enter top up amount and click "Top up".

3. Confirm with Face ID / PIN.

4. Top up completed.