Vitesse

Stored Recipients Guide

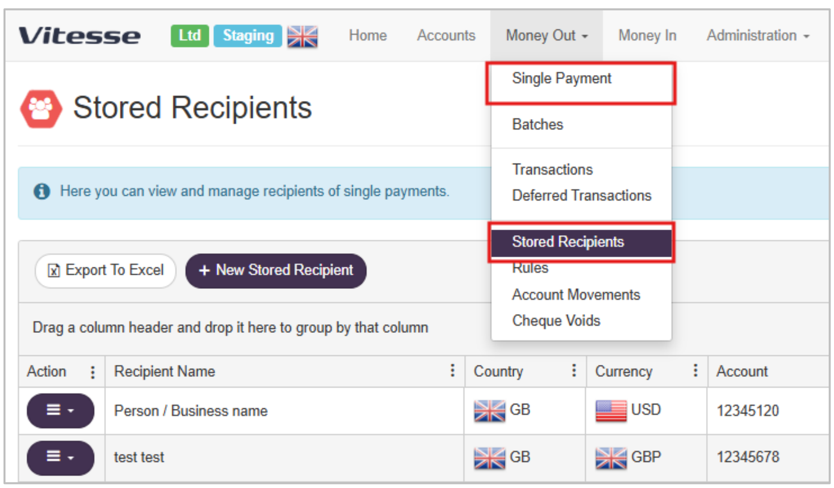
Overview

This guide explains how to **manage Stored Recipients** within MAS. Stored Recipients allow you to streamline repeat outbound payments by pre-saving beneficiary details. You can manage these recipients either through the **Stored Recipients page** or during the **Single Payment flow**.

Where To Manage Stored Recipients

You can create and update Stored Recipients in two places:

1. **Stored Recipients page**
   Navigate to MAS: Money Out > Stored Recipients
2. **Single Payment workflow**
   During creation of a **New Account Payment** or **New Funded Payment**



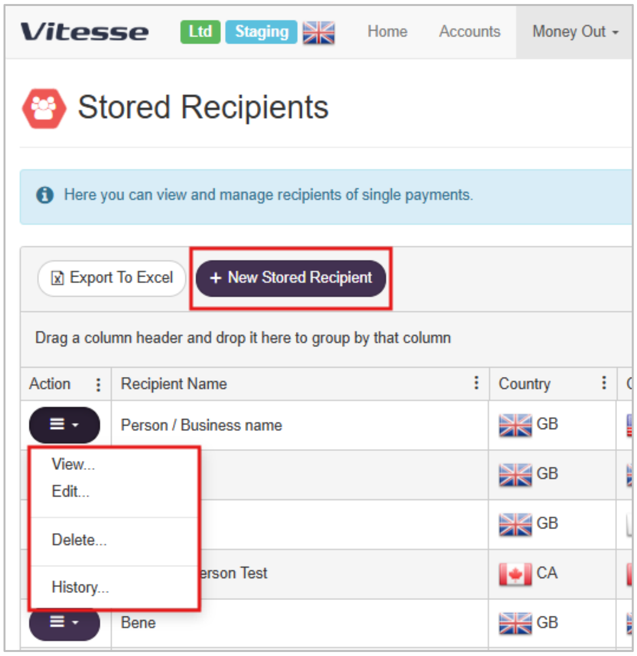
Managing Stored Recipients

Via the Stored Recipients Page

Access the full list of Stored Recipients

- Available actions:
  - **Create:** Click **"New Stored Recipient"**, enter the recipient details, then click **“Save”**.
  - **View:** Click the Action button for the relevant recipient and select **"View"**.
  - **Update:** Click the Action button, select **"Edit"**, update the necessary fields, then click **“Save”**.

- **Delete:** Click the Action button, select **"Delete"**, then confirm by clicking **"Delete"** again.
- **Audit** (View History): Click the Action button, **"History"**, then click the Action button next to the relevant event and choose **"View"**.



Via the Single Payment Workflow

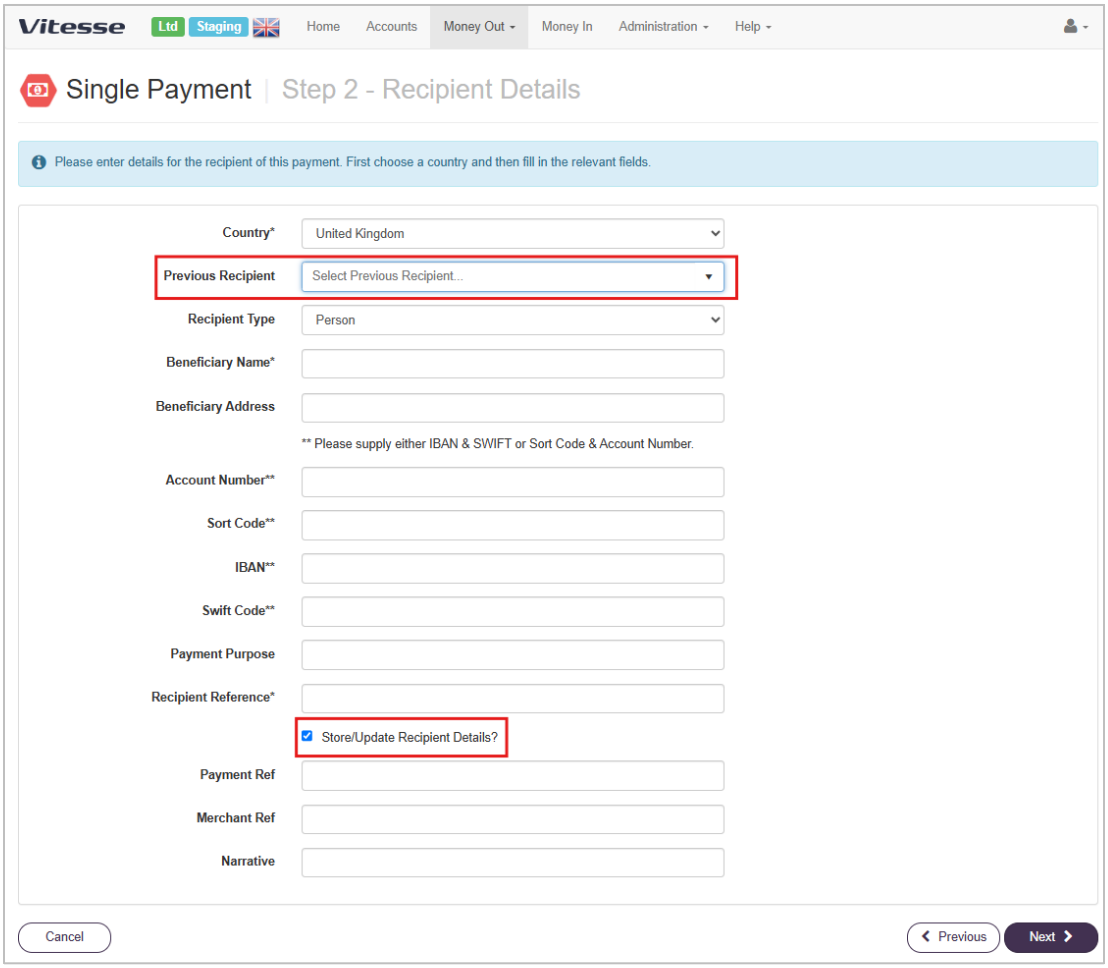
You can also add or update recipient details while setting up a single payment:

- **Create a new recipient**: Enter recipient data during payment setup and tick Store/Update Recipient Details.
- **Update an existing recipient**: Modify recipient fields (e.g. name) during payment setup, then tick Store/Update Recipient Details.

Once the transaction is submitted:

- The recipient appears/updates on the **Stored Recipients page**.
- The data reflects in the **'Previous Recipient'** dropdown in future transactions.

Stored Recipient IDs are automatically generated when creating a payment via single transaction. If your merchant has the setting enabled, you may edit the ID on the Stored Recipients page post-submission. To request access to this feature, please contact FCPSupport@vitessepsp.com.



API Users

Stored Recipients can also be managed using the **Transactions API.** Please visit the following links for more details:

- [Stored Recipient API client]
- [Stored Recipients Examples]

Any changes you make to a stored recipient through the API should be reflected in MAS. Please note that having the 'Editable External Stored Recipient ID' on or off does not impact the API - you can update the recipient ID via the API regardless of the setting.

Support

If Stored Recipients are not yet enabled for your account, or if you have any questions or would like to request a demo session, please contact your Relationship Manager.