How to add a new beneficiary
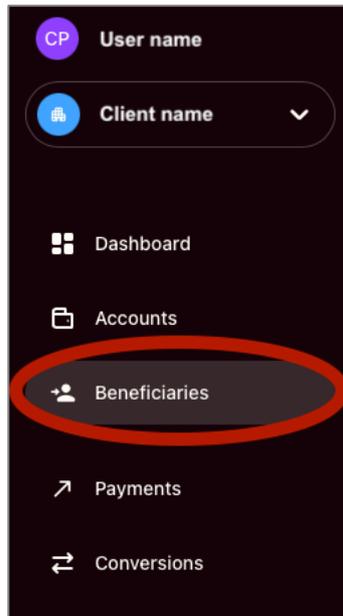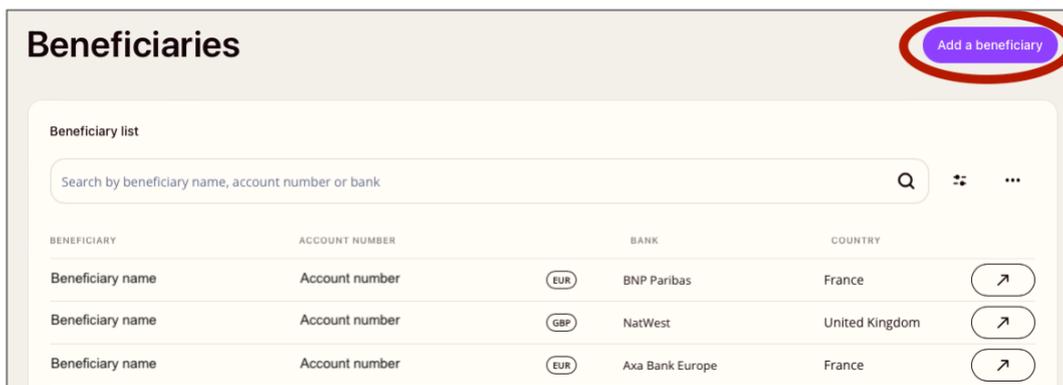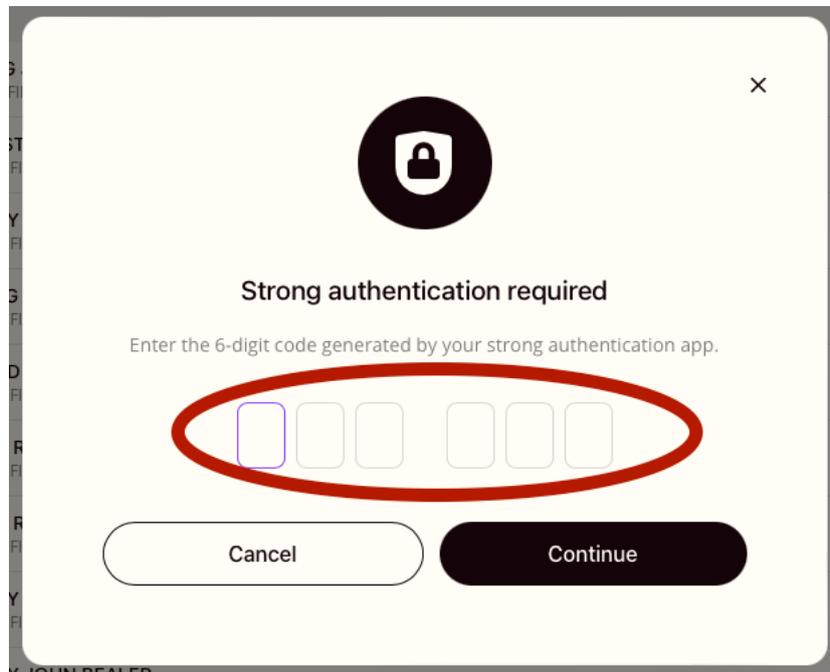
From your dashboard…

1. Go to the **'Beneficiaries'** tab in the platform menu.

2. Click the **'Add a beneficiary'** button in the top right corner
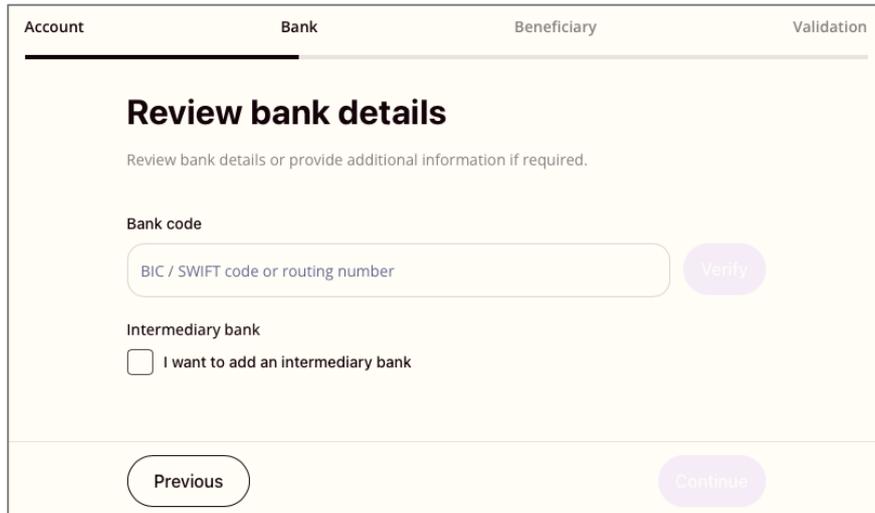
3. Complete the **'multi-factor authentication request'** in the popup that appears.

4. Fill in your beneficiary's **'Account details'**.

5. Fill in your beneficiary's **'BIC/SWIFT code'**.

> **NOTE:** if you added an IBAN number in the previous section, this view will auto-populate with the BIC/SWIFT code and bank details. If you added account number only, you'll need to manually fill this field out.

6. Fill out the mandatory fields in the **'Beneficiary details'** view.
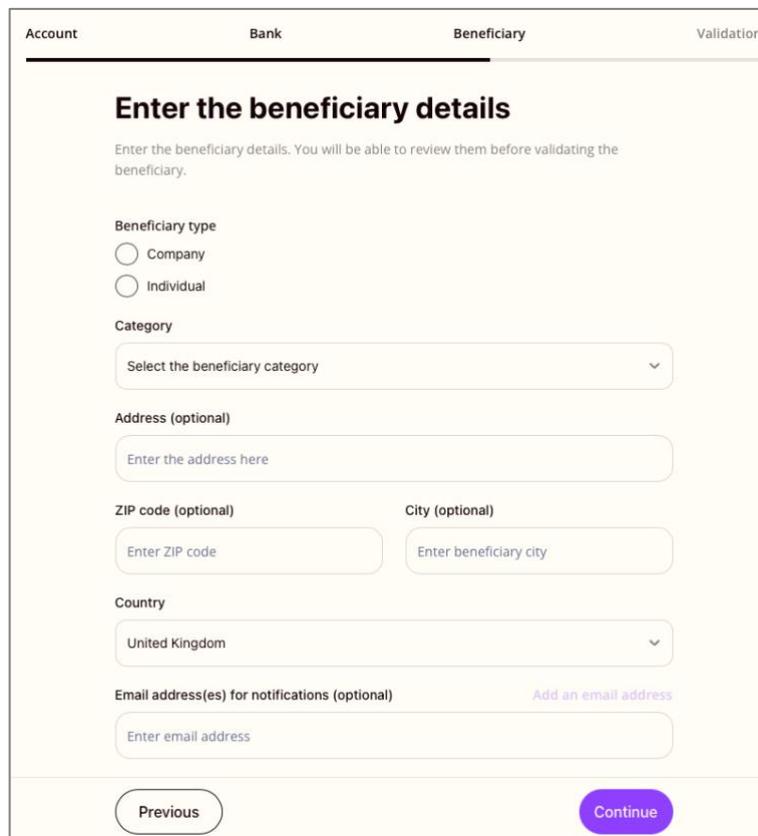
7. In the final step, review all beneficiary details and confirm by clicking the **'Add beneficiary'** button in the bottom right corner of the screen.

8. When the beneficiary has been added, it'll show in your list of beneficiaries.