

BSP INTERNET BANKING

Quick Reference Guide

ADD A NEW SOLAR POWER PAYEE



Quick Reference Guide: Add a New Solar Power Payee



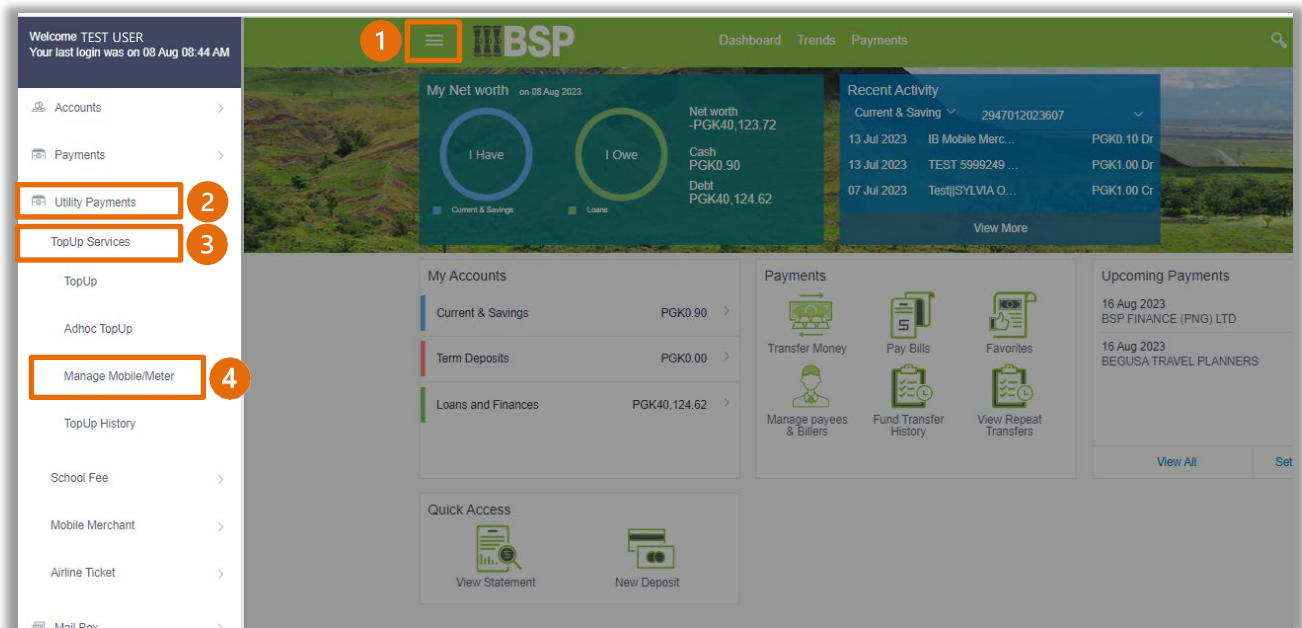
Use this Quick Reference Guide to:

Add a new Solar Power Payee for future payments.

Add a new Solar Power Payee

Use the **Manage Mobile/Meter** function to add a new **Solar Power Payee**.

1. Select the **three lines** to access the toggle menu
2. Select **Utility Payments**
3. Select **TopUp Services**
4. Select **Manage Mobile/Meter**

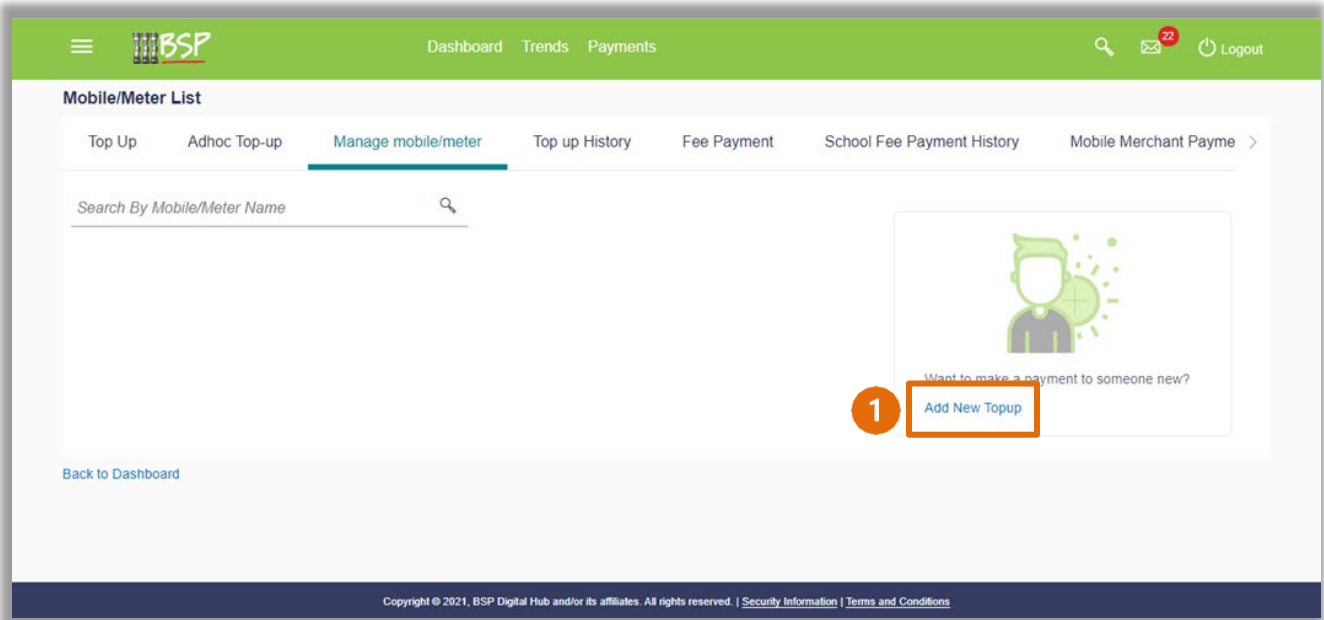


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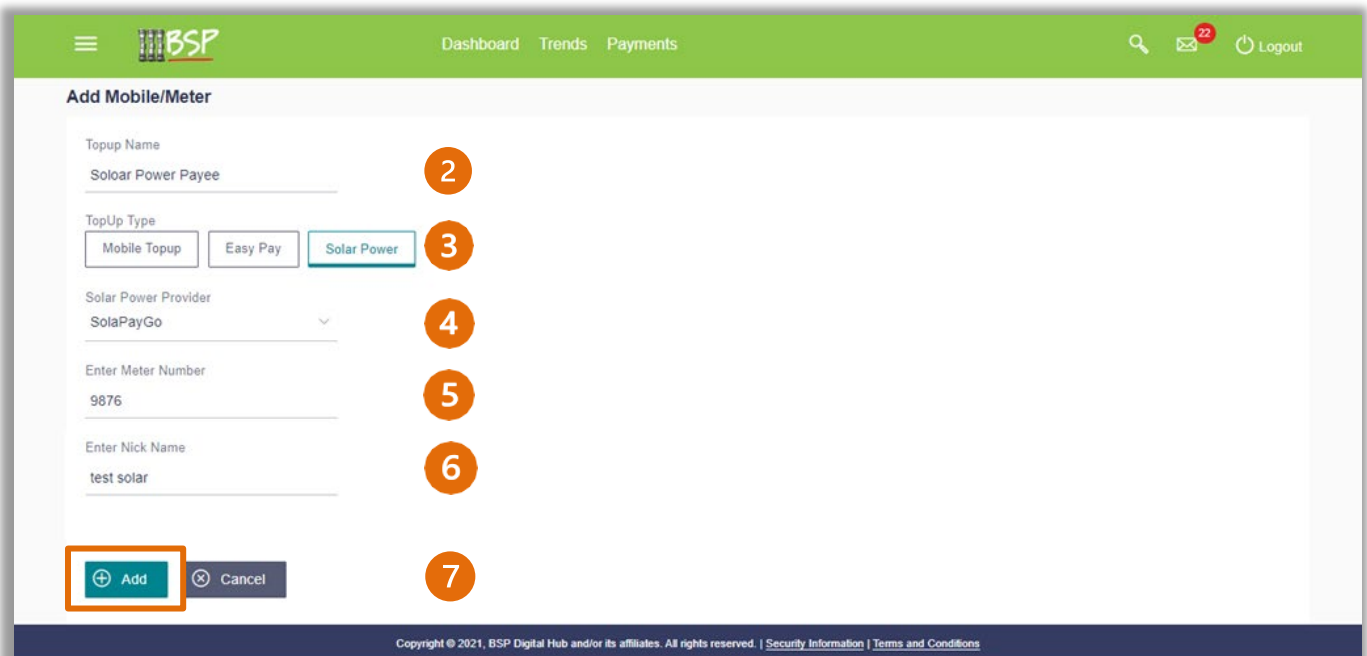
You're now on the **Manage mobile/meter** screen.

Use the following steps to add a new Solar Power payee.

1. Click **Add New Topup**

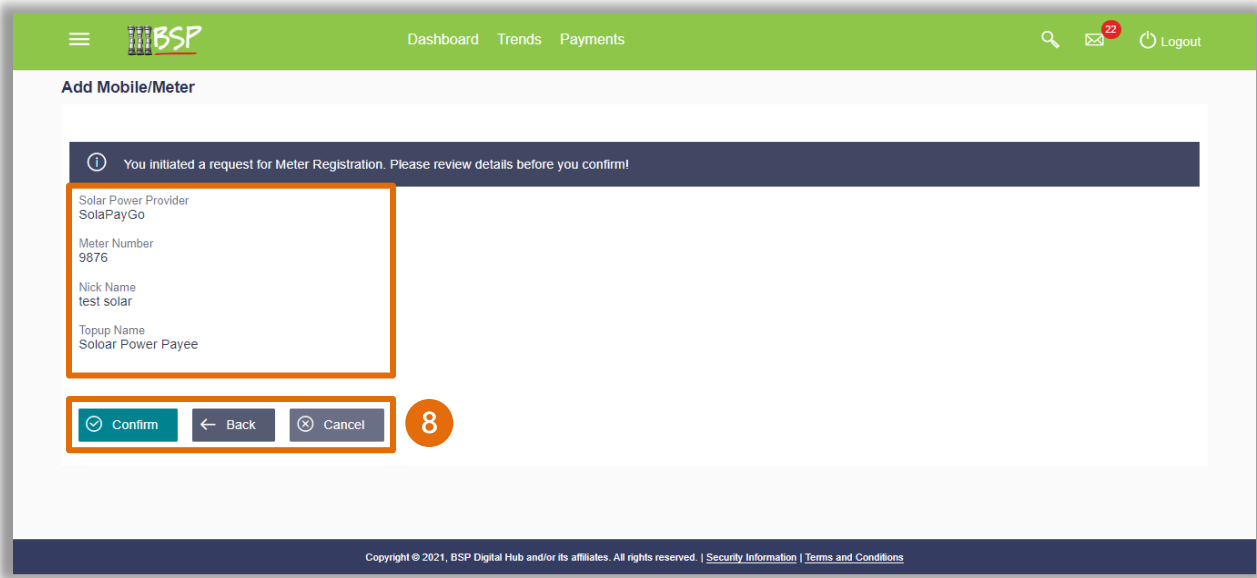


2. Enter the Payee Name in the **Topup Name** field
3. Select **Solar Power**
4. Select the **Solar Power Provider** from the drop-down menu
5. Enter the **Meter Number**
6. Enter a **Payee Nick Name**
7. Select **Add**



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8. If the payee details are correct, select **Confirm**. If not, select **Back** to revise the information or **Cancel** to exit the screen



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New Payee Verification

Verify your payment using your preferred verification method when registering for BSP Internet Banking:

Option 1 - Mobile and Email Verification

A verification code will be sent to your registered mobile number and email address.

1. Enter the verification code in the designated space
2. Select **Submit**

The screenshot shows a mobile banking interface titled "Transfer" with a sub-section "One Time Verification". A message states: "A verification code has been sent to your registered mobile number. Please enter that code below to complete the process". Below this is a text input field labeled "Verification Code" with a "Resend Code" link and "Attempts Left: 3". A "Reference Number" field contains "625135". At the bottom, there are "Submit" and "Cancel" buttons. An orange box highlights the "Verification Code" field, and another orange box highlights the "Submit" button. A "1" in a circle points to the first box, and a "2" in a circle points to the second box.

Option 2 – Soft Token Verification

Using the **BSP PNG PaySecure App** on your mobile device to generate a One Time Password (OTP).

1. Enter the One Time Password (OTP) into the **One Time Password** field
2. Select **Submit**

The screenshot shows a mobile banking interface titled "Transfer" with a sub-section "Soft Token Verification". Instructions state: "Please follow the steps to generate an OTP (One Time Password)" and list: "• Open Soft Token App on your handheld device and login with your PIN" and "• Enter the OTP displayed on the screen in the textbox below". Below this is a text input field labeled "One Time Password" with a "Resend Code" link and "Attempts Left: 4". A "Reference Number" field contains "853153". At the bottom, there are "Submit" and "Cancel" buttons. An orange box highlights the instructions, another orange box highlights the "One Time Password" field, and a third orange box highlights the "Submit" button. A "1" in a circle points to the first box, a "2" in a circle points to the second box, and a "3" in a circle points to the third box.

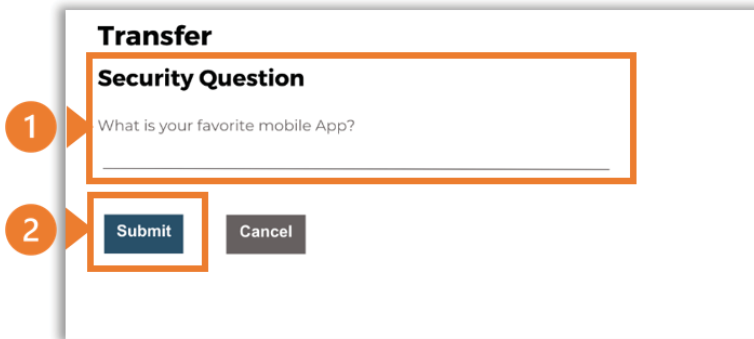
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Option 3 – Security Question

Answering one of five (5) security questions.

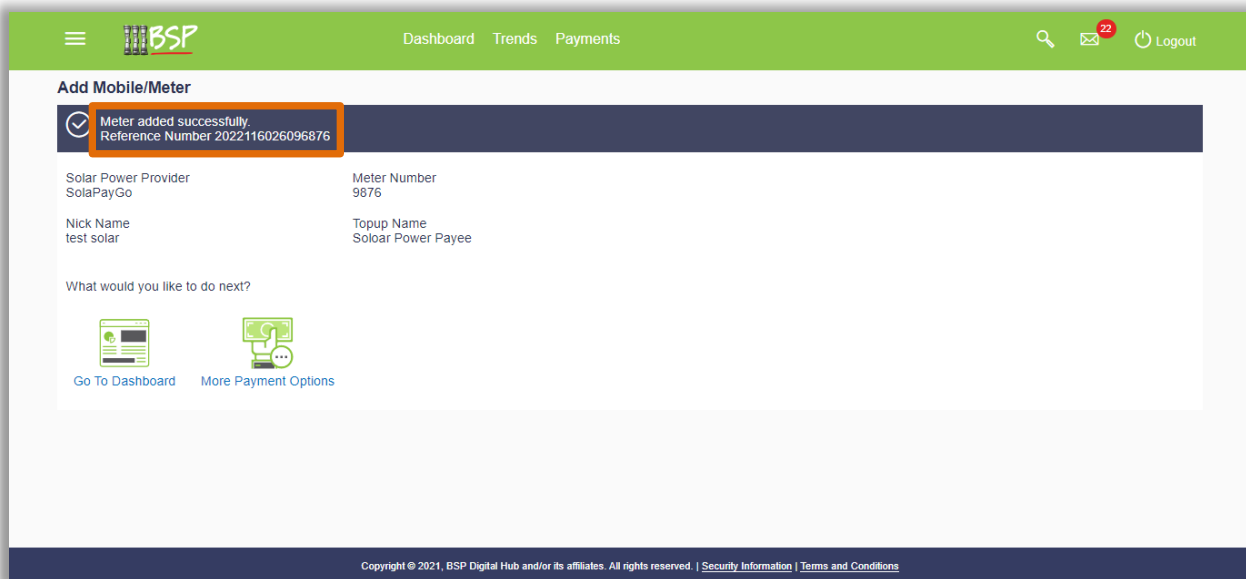
1. Answer the question
2. Select **Submit**

Note: If you answer incorrectly, another question will be displayed. Repeat the above steps.



The screenshot shows a 'Transfer' screen with a 'Security Question' section. A text input field contains the question 'What is your favorite mobile App?'. Below the input field are two buttons: 'Submit' and 'Cancel'. An orange circle with the number '1' points to the input field, and another orange circle with the number '2' points to the 'Submit' button.

Once the verification process is complete, the confirmation screen indicates a new payee has been added.



The screenshot shows the 'Add Mobile/Meter' confirmation screen. At the top, there is a green navigation bar with the BSP logo and links for 'Dashboard', 'Trends', and 'Payments'. A search icon, a notification icon with '22', and a 'Logout' button are also present. The main content area features a dark blue banner with a checkmark icon and the text 'Meter added successfully. Reference Number 2022116026096876'. Below this, the details for the added payee are listed: 'Solar Power Provider: SolaPayGo', 'Meter Number: 9876', 'Nick Name: test solar', and 'Topup Name: Solaar Power Payee'. A section titled 'What would you like to do next?' offers two options: 'Go To Dashboard' and 'More Payment Options'. The footer contains copyright information: 'Copyright © 2021, BSP Digital Hub and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

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Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 320 1212 or 7030 1212

Email: servicebsp@bsp.com.pg

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