BSP INTERNET BANKING
Quick Reference Guide

TRANSFER FUNDS TO A BSP ACCOUNT IN REAL-TIME

BSP

Use this Quick Reference Guide to:

Learn how to transfer funds to other BSP accounts in real-time using the Adhoc Payments function.

Transfer Funds to a BSP Account in Real-time

Real-time fund transfers are instant if made between the hours of 9am to 4pm Monday to Friday (exlcuding public holidays).

There are two ways to access the function.

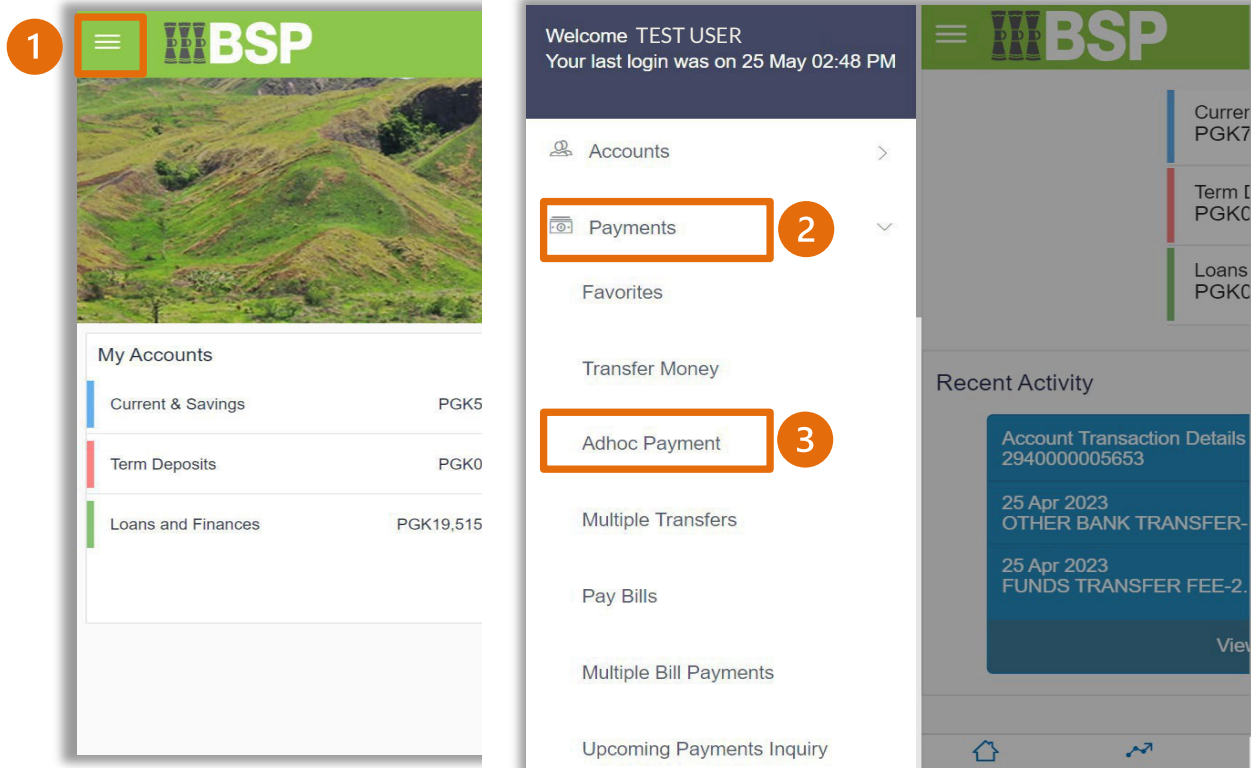**Option 1 – From your BSP Internet Banking Dashboard**

1. Click on the **Payments** tab to access the Adhoc Payment function
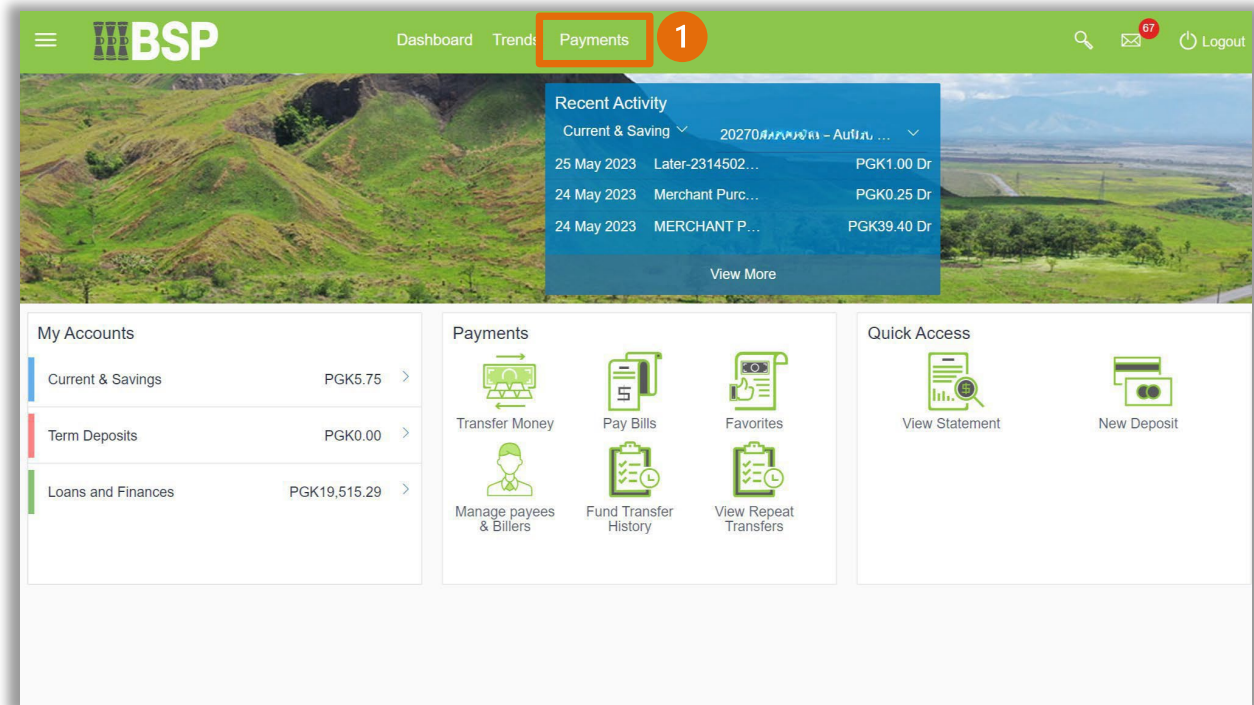
Quick Reference Guide: Transfer funds to a BSP Account in real-time

Option 2 – Using the Toggle Menu from the BSP Personal Internet Banking Dashboard

1. Select the **three lines** to access the toggle menu

2. Select **Payments**

3. Select **Adhoc Payment**

Quick Reference Guide: Transfer funds to a BSP Account in real-time

You're now on the **Adhoc Internal Transfer** screen. Use the following steps to transfer funds to other BSP accounts.

1. Select **Adhoc Transfer**

2. Under **Account Type**, select **Internal**

3. Select the **Branch** from the **Branch** drop-down menu

4. Enter the **Account Number**

5. Enter the **Account Name**

6. Select the payment account from the **Transfer** drop-down menu

7. Enter the **transfer amount**

8. Select **Now.** Note: real-time transfers are processed when the transfer is made between 9am and 4pm Monday to Friday (excluding public holidays). Transfers made outside of these hours will be processed on the following business day.

9. Enter an optional payment description in the **Note field**

10. Select **Pay**

Quick Reference Guide: Transfer funds to a BSP Account in real-time

Review the **Real-time Adhoc Transfer Details** entered in the confirmation page.

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

Quick Reference Guide: Transfer funds to a BSP Account in real-time

Transfer 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** to complete the transfer

Transfer

One Time Verification

A verification code has been sent to your registered mobile number. Please enter that code below to complete the process

1 ▸ Verification Code

Resend Code

Attempts Left

3

Reference Number

625135

2 ▸ Submit   Cancel

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** to complete the transfer

Transfer

Soft Token Verification

1 ▸ Please follow the steps to generate an OTP (One Time Password)
- Open Soft Token App on your handheld device and login with your PIN
- Enter the OTP displayed on the screen in the textbox below

2 ▸ One Time Password

Reference Number

853153

Attempts Left

4

3 ▸ Submit   Cancel

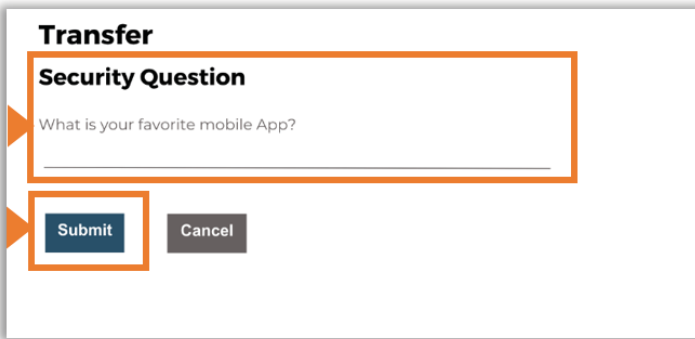**Option 3 – Security Question**

Answering one of five (5) security questions.

1. Answer the question

2. Select **Submit** to complete the transfer

Note: If you answer incorrectly, another question will be displayed. Repeat the above steps.
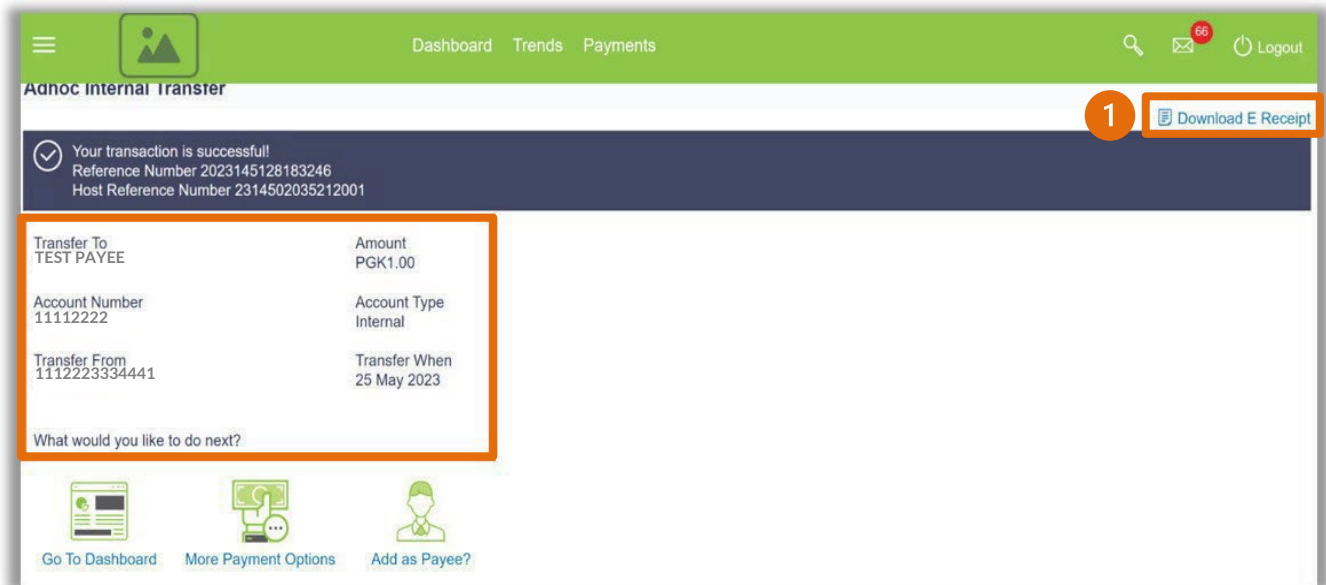
Quick Reference Guide: Transfer funds to a BSP Account in real-time

Once the verification process is complete, the confirmation screen indicates a successful transfer.

1. Select **Download E-Receipt** to download your PDF transfer receipt

Additional Support
Please contact the BSP Customer Call Centre:
Phone: (+675) 320 1212 or 7030 1212
Email: servicebsp@bsp.com.pg

Disclaimer
The accounts used in this guide are fictitious and contain non-customer data.