

# BSP INTERNET BANKING

## Quick Reference Guide

### VIEW AND EDIT A PAYEE



## Quick Reference Guide: View and Edit a Payee



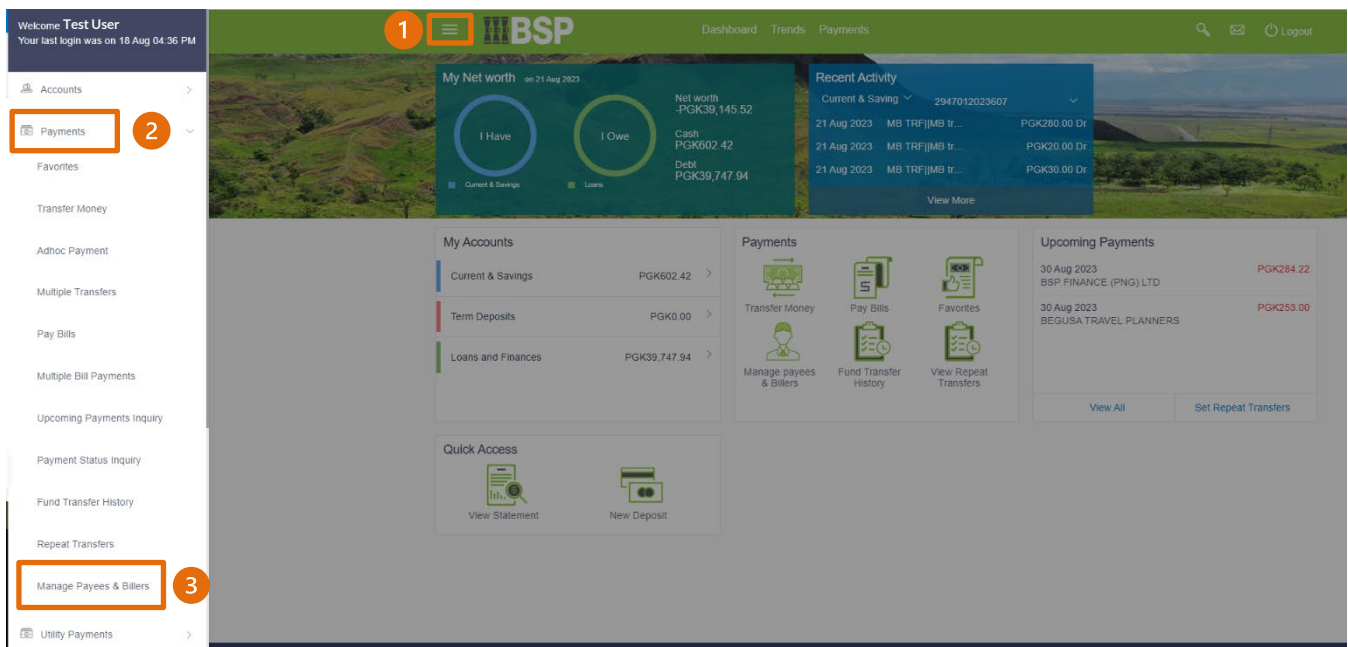
### Use this Quick Reference Guide to:

Learn how to view and edit a Payee.

### View and Edit a Payee

Use the **View/Edit Payee function** to View and Edit a Payee.

1. Click the **three bars** to open the toggle menu in the BSP Internet Banking Dashboard
2. Select **Payments**
3. Select **Manage Payees & Billers**

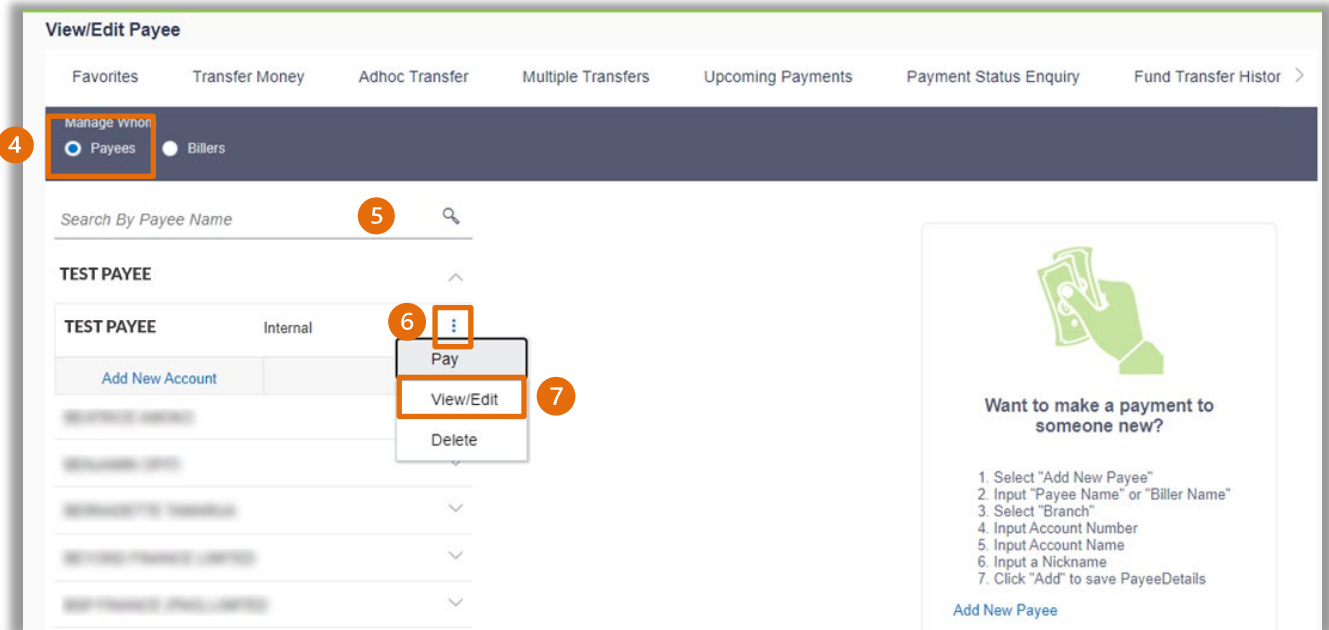


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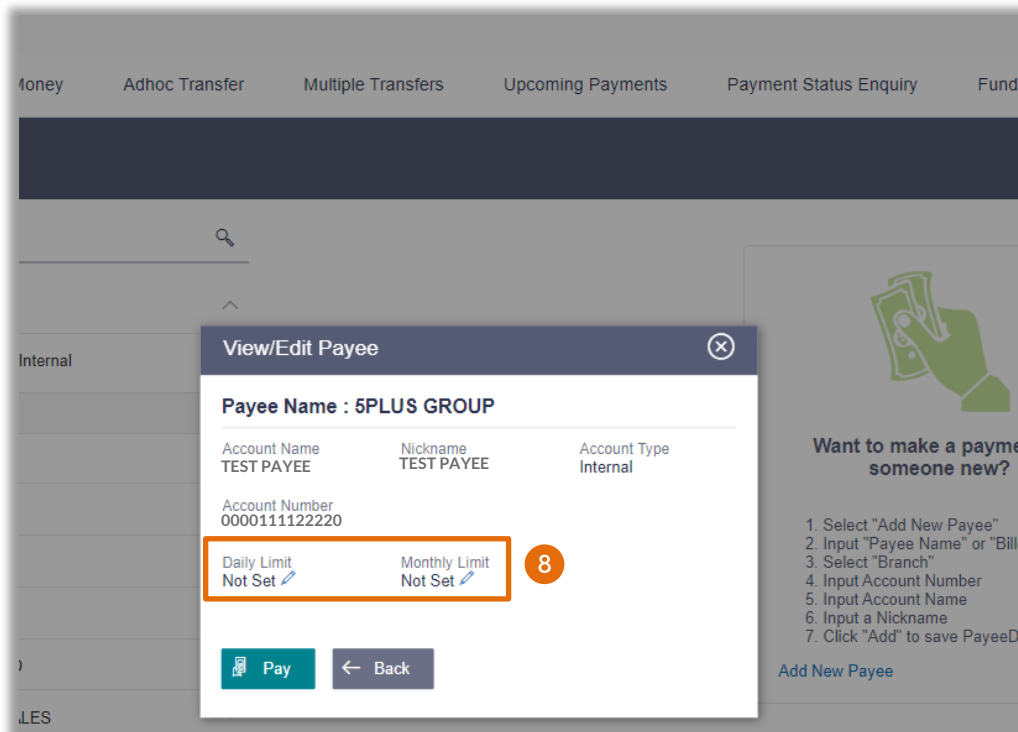
You're now on the View/Edit Payee page. Follow these steps to edit a Payee.

Note: You're only able to edit the Daily and Monthly Limits.

4. Select **Payees**
5. Search for or use the drop-down menu to select the **Payee** you want to edit
6. Click the **three-dots** to open the toggle menu
7. Select **View/Edit**

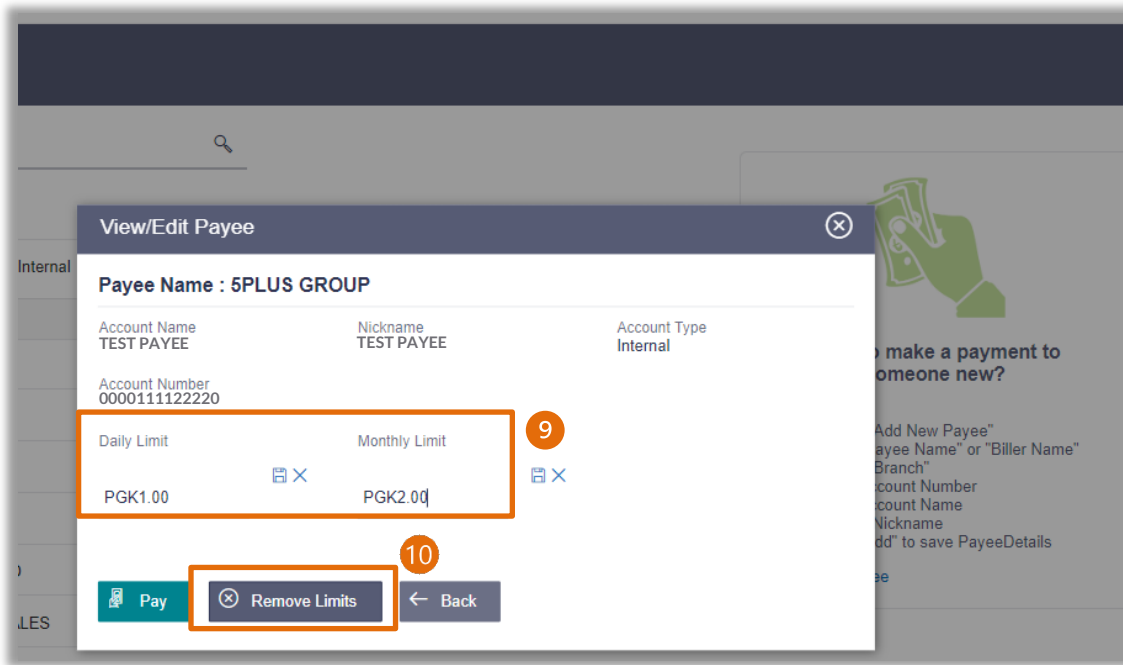


8. Select the **Limit** you wish to change

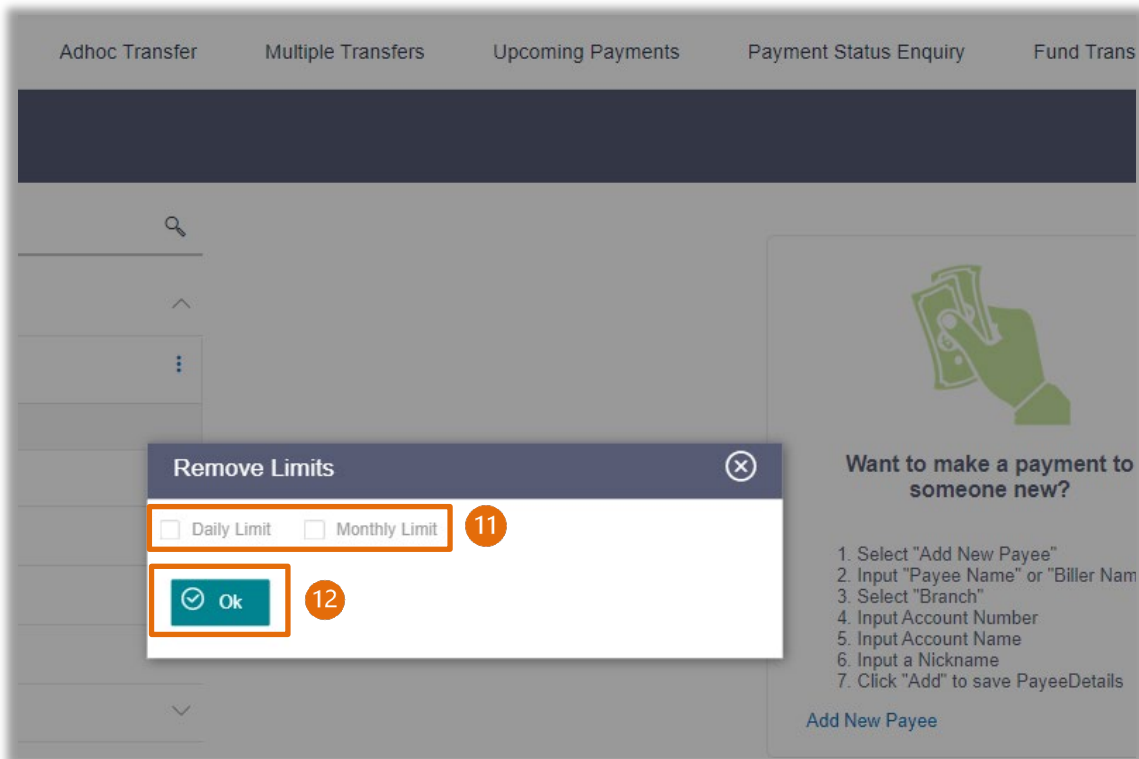


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9. Enter the new **Daily** or **Monthly Limit** and hit enter.
10. To remove your Limits, select **Remove Limits**



11. Select the **Limit** you wish to remove
12. Select **OK**



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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](mailto:servicebsp@bsp.com.pg)

### Disclaimer

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