

# BSP INTERNET BANKING

## Quick Reference Guide

### INTERNAL TRANSFER TO A BSP ACCOUNT



## Quick Reference Guide: Internal Transfer to a BSP Account



### Use this Quick Reference Guide to:

Transfer money to other BSP accounts.

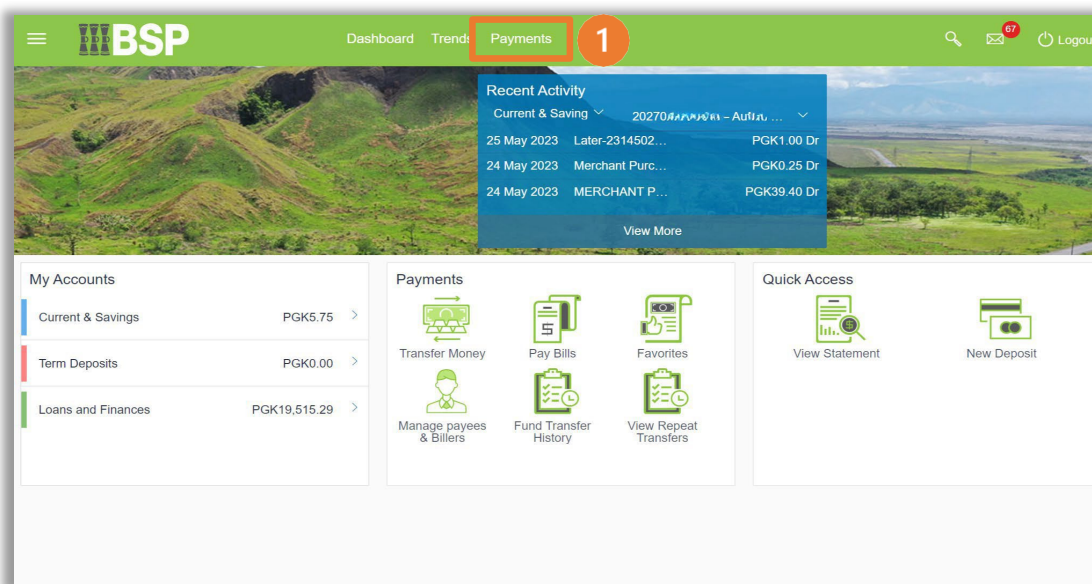
### Internal Transfer to a BSP Account

Use the **Adhoc Payments** function to transfer money to other BSP accounts.

There are two ways to access the function.

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

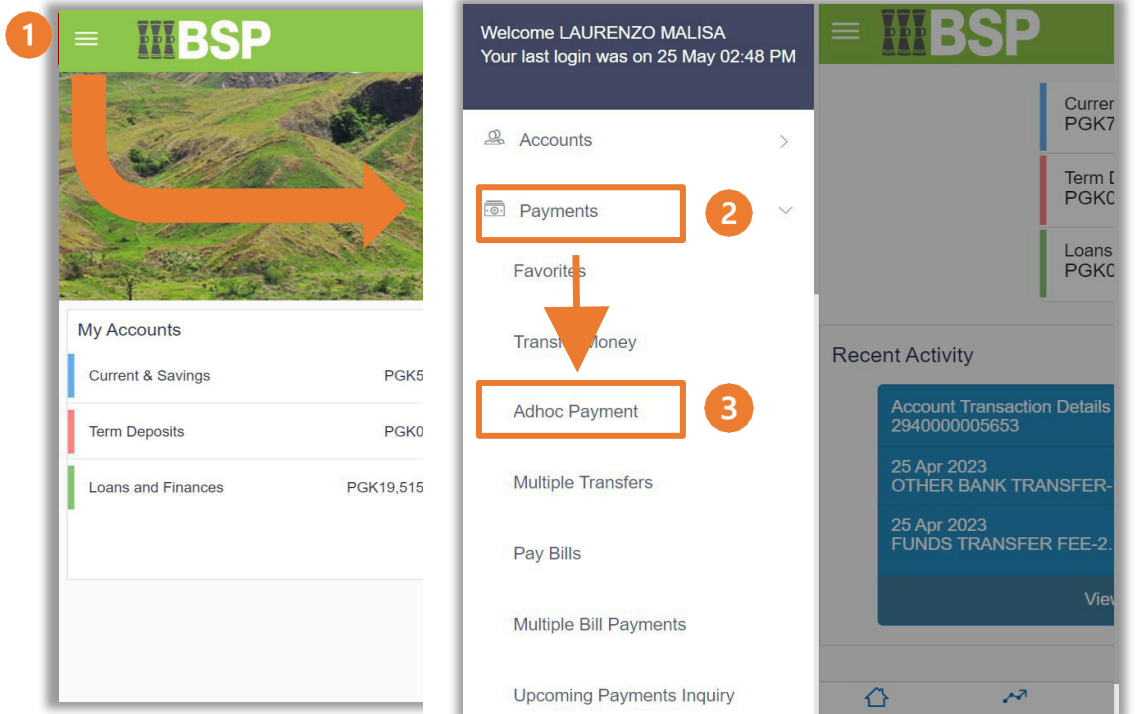
1. Click on the **Payments** tab to access the **Adhoc Payment** function



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### 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**



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You're now on the **Adhoc Payments** screen. Use the following steps to transfer money to other BSP accounts.

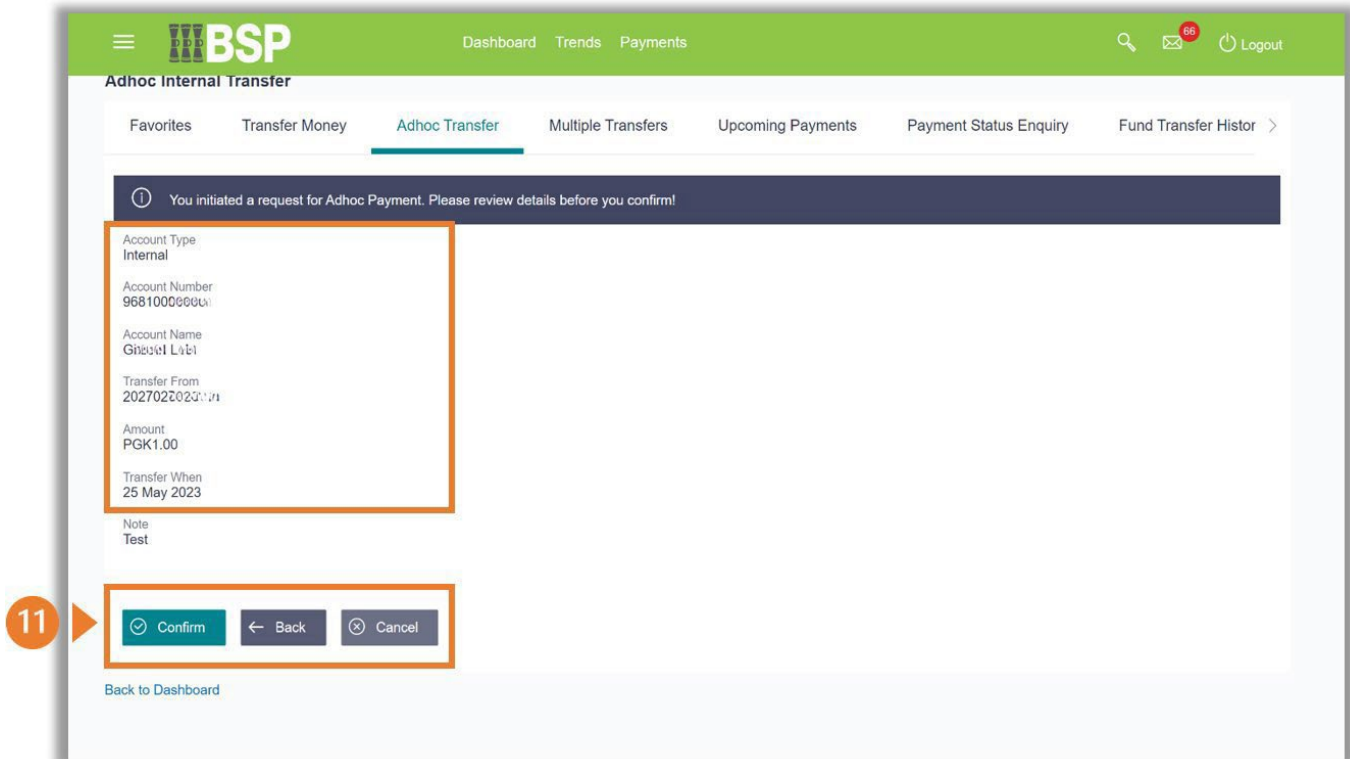
1. Select **Adhoc Transfer**
2. Under **Account Type**, select **Internal**
3. From the **Branch drop-down** menu, select the appropriate **Branch**
4. Enter the **Account Number**
5. Enter the **Account Name**
6. Choose the account you wish to transfer money from under the **Transfer From drop-down** menu
7. Enter the transfer **amount**
8. Select **Now** under **Transfer When**. To transfer at a later date, select **Later** and choose the send date
9. Enter a payment description in the **Note field** (Optional)
10. Select **Pay**

The screenshot shows the 'Adhoc Internal Transfer' form in the BSP system. The form is titled 'Adhoc Internal Transfer' and has a green header with the BSP logo and navigation links for 'Dashboard', 'Trends', and 'Payments'. The form is divided into several sections: 'Transfer Money', 'Adhoc Transfer', 'Multiple Transfers', 'Upcoming Payments', 'Payment Status Enquiry', and 'Fund Transfer Histor'. The 'Adhoc Transfer' section is highlighted with a red box and a red circle with the number 1. Below this, there are three tabs: 'Internal', 'Domestic', and 'International'. The 'Internal' tab is selected and highlighted with a red box and a red circle with the number 2. Below the tabs, there is a 'Branch' dropdown menu with 'Bank of South Pacific - Head Office 000' selected, highlighted with a red box and a red circle with the number 3. Below the branch, there are input fields for 'Account Number' (highlighted with a red box and a red circle with the number 4) and 'Account Name' (highlighted with a red box and a red circle with the number 5). Below these, there is a 'Transfer From' dropdown menu with '294000005653' selected, highlighted with a red box and a red circle with the number 6. Below the dropdown, there is a 'Balance' field showing 'PGK79,724.98'. Below the balance, there is an 'Amount' input field (highlighted with a red box and a red circle with the number 7) and a 'View Limits' link. Below the amount, there is a 'Transfer When' section with 'Now' selected (highlighted with a red box and a red circle with the number 8) and 'Later' as an option. Below the transfer when, there is a 'Note (Optional)' field (highlighted with a red box and a red circle with the number 9) with a character count of '80 Characters Left'. At the bottom of the form, there are two buttons: 'Pay' (highlighted with a red box and a red circle with the number 10) and 'Cancel'. On the right side of the form, there is a green icon with a 'K' and a circular arrow, and a text box that reads: 'The Adhoc Transfer service also allows you to register your payee for future use, once you have made the transfer.' Below this, there is a section titled 'Transfer money to any bank account by simply specifying the account number and supporting bank and branch information. You can transfer money to accounts held within BSP as well as to other bank accounts held both within the country and internationally.' Below this, there is a section titled 'Lets do a Adhoc Transfer.' with a list of steps: 1. Select Account Type - Internal, Domestic, and International; 2. Select Branch; 3. Input 'Account Number'; 4. Select Account you wish to transfer from; 5. Input Amount; 6. Select Transfer Now; 7. Input optional notes as payment description; 8. Click 'Pay' and confirm review details before processing the payment. Below the list, there is a note: 'An OTP will be sent to your email/SMS or you generate a soft token from BSP Pay Secure, upon input the payment is processed.' Below the note, there is another note: 'Upon selection of relevant Account type specific information will be requested for Internal, Domestic, and International. To'

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Review the **Adhoc Transfer Details** entered in the confirmation page.

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



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### 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

The screenshot shows a web form titled "Transfer" with a sub-heading "One Time Verification". Below the sub-heading, a message states: "A verification code has been sent to your registered mobile number. Please enter that code below to complete the process". There is a text input field labeled "Verification Code" with a "Resend Code" link below it. Below the input field, it says "Attempts Left: 3". Further down, there is a "Reference Number" field containing the value "625135". At the bottom, there are two buttons: "Submit" and "Cancel". An orange box highlights the "Verification Code" field and "Resend Code" link, with a circled "1" next to it. Another orange box highlights the "Submit" button, with a circled "2" next to it.

#### 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

The screenshot shows a web form titled "Transfer" with a sub-heading "Soft Token Verification". Below the sub-heading, there are instructions: "Please follow the steps to generate an OTP (One Time Password)" followed by a bulleted 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". There is a text input field labeled "One Time Password" with a "Resend Code" link below it. Below the input field, it says "Attempts Left: 4". Further down, there is a "Reference Number" field containing the value "853153". At the bottom, there are two buttons: "Submit" and "Cancel". An orange box highlights the instructions and the "One Time Password" field, with a circled "1" next to it. Another orange box highlights the "One Time Password" field, with a circled "2" next to it. A third orange box highlights the "Submit" button, with a circled "3" next to it.

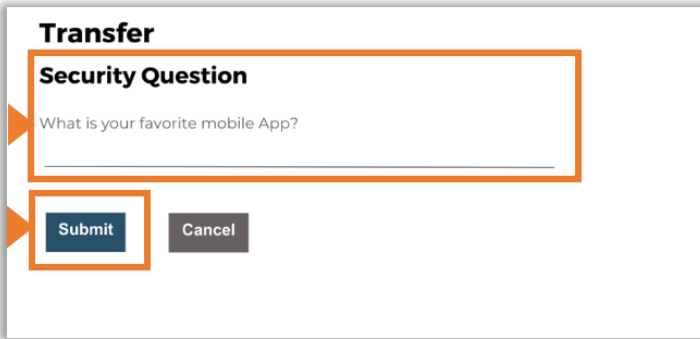
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### Option 3 – Security Question

Answering one of five (5) security questions.

1. Answer the question
2. Select **Submit** to complete the transfer

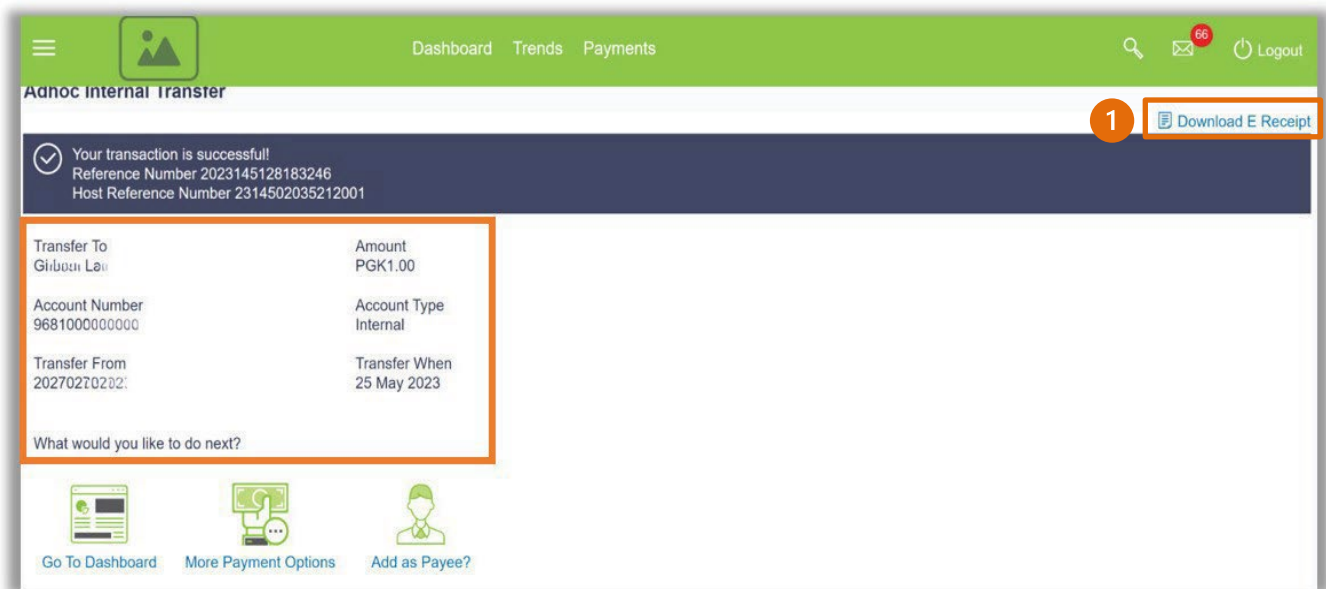
Note: If you answer incorrectly, another question will be displayed. Repeat the above steps.



The screenshot shows a 'Transfer' screen with a 'Security Question' section. A red circle with the number '1' points to the question: 'What is your favorite mobile App?'. Below the question is a text input field. A second red circle with the number '2' points to a blue 'Submit' button, with a grey 'Cancel' button to its right.

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

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



The screenshot shows the 'Adhoc Internal Transfer' confirmation screen. At the top, there is a green navigation bar with 'Dashboard', 'Trends', and 'Payments' links. A search icon, a notification bell with '66', and a 'Logout' button are also present. The main content area has a dark blue header with a checkmark icon and the text: 'Your transaction is successful! Reference Number 2023145128183246 Host Reference Number 2314502035212001'. Below this, a table displays transfer details: 'Transfer To: Gibson Law', 'Amount: PGK1.00', 'Account Number: 968100000000', 'Account Type: Internal', 'Transfer From: 2027027020202', and 'Transfer When: 25 May 2023'. A red circle with the number '1' points to a 'Download E Receipt' button in the top right corner. Below the table, there is a section titled 'What would you like to do next?' with three icons and links: 'Go To Dashboard', 'More Payment Options', and 'Add as Payee?'.

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### Additional Support

Please contact the BSP Customer Call Centre:

**Phone:** (+675) 3201212 or 7030 1212

**Email:** [servicebsp@bsp.com.pg](mailto:servicebsp@bsp.com.pg)

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