



BSP Business Internet Banking

Add Biller Guide

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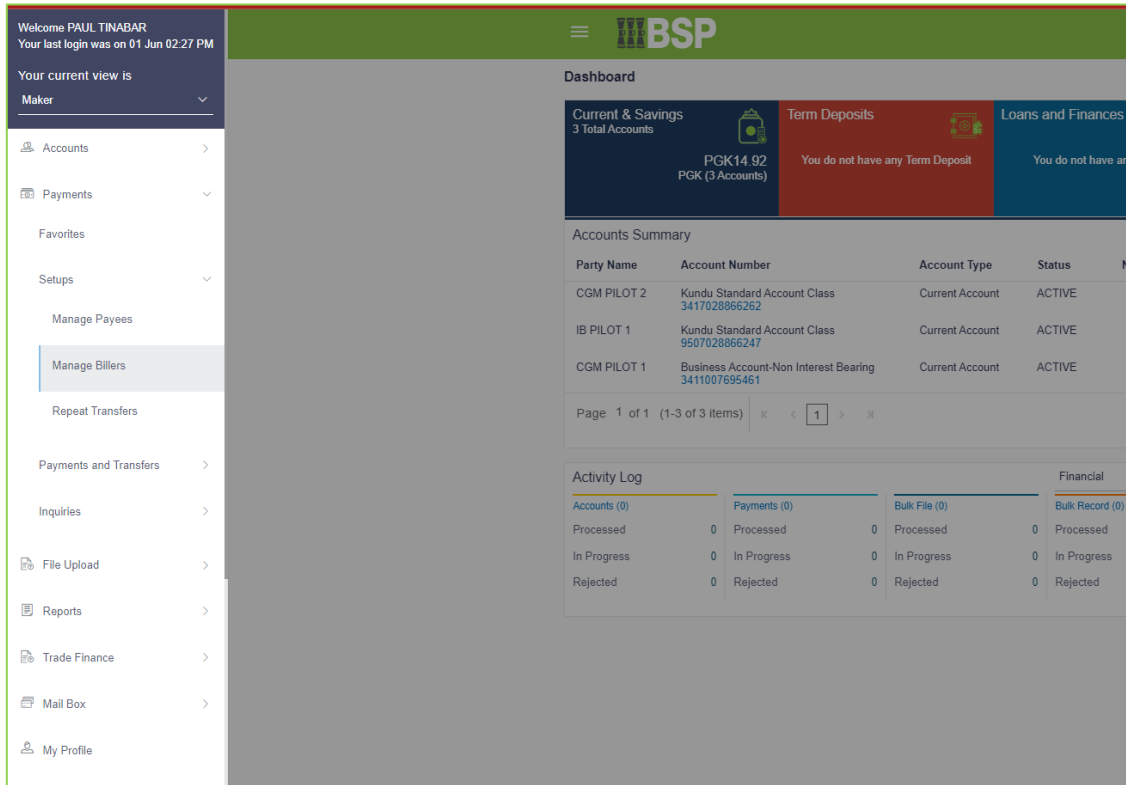
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Introduction

By creating billers, you may get a comprehensive view of all your billers and their payment histories, which can help you shorten branch wait times. A unified view of all recharges and payments in one location gives you the option to set standing orders up to a certain threshold amount or schedule payments for a later time.

Add Biller

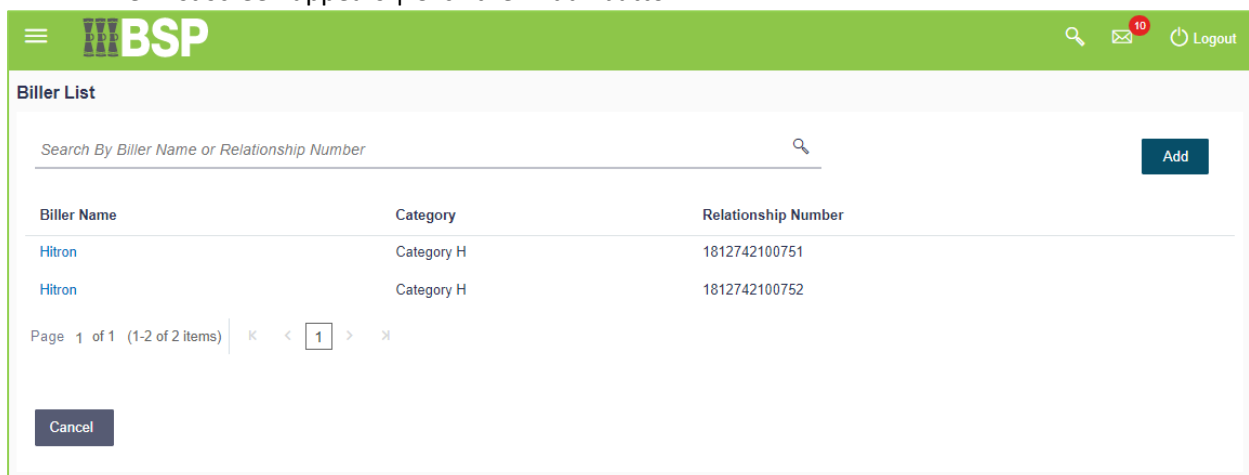
1. Maker logs into OBDX | Go to the Toggle menu | Select Payments | Select Setups | Select Manager Billers



The screenshot shows the BSP Business Internet Banking dashboard. The user is logged in as PAUL TINABAR. The left sidebar contains a navigation menu with 'Manage Billers' highlighted. The main dashboard area shows a summary of accounts and an activity log.

Party Name	Account Number	Account Type	Status	Ne
CGM PILOT 2	Kundu Standard Account Class 341702886262	Current Account	ACTIVE	
IB PILOT 1	Kundu Standard Account Class 950702886247	Current Account	ACTIVE	
CGM PILOT 1	Business Account-Non Interest Bearing 3411007695461	Current Account	ACTIVE	

2. Biller List screen appears | Click the “Add” button

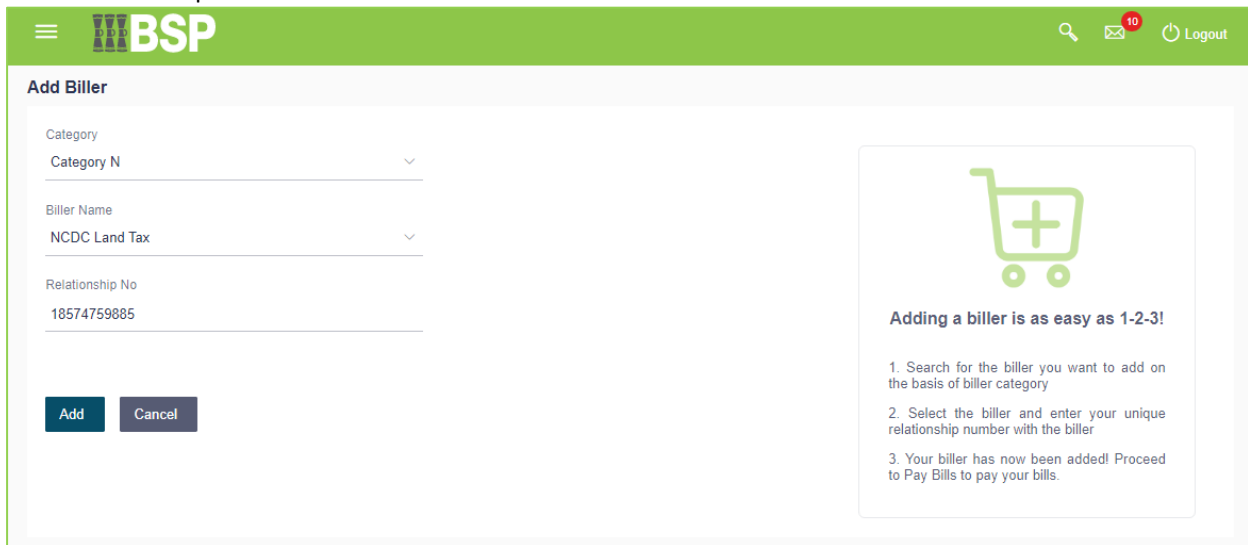


The screenshot shows the 'Biller List' screen. It features a search bar with the placeholder text 'Search By Biller Name or Relationship Number' and an 'Add' button. Below the search bar is a table listing billers.

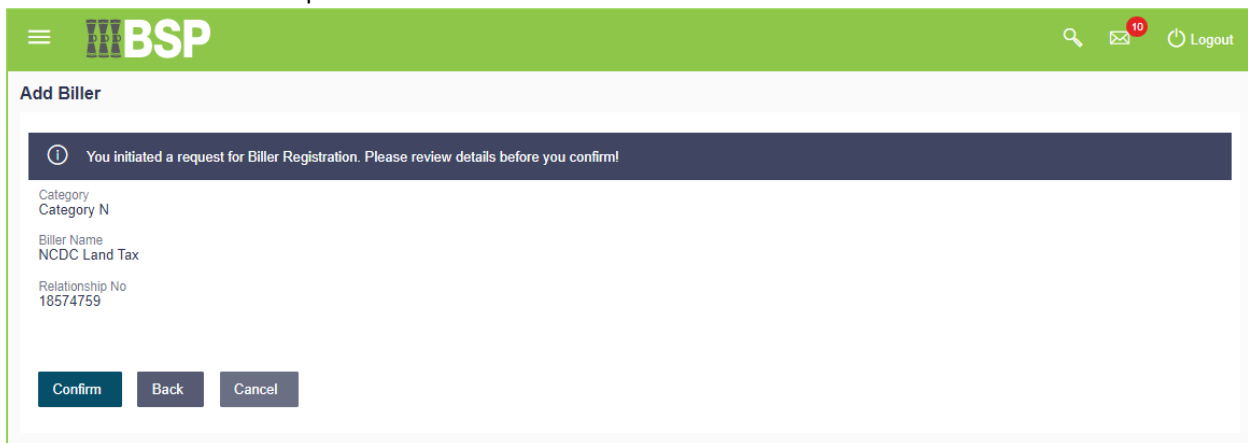
Billar Name	Category	Relationship Number
Hitron	Category H	1812742100751
Hitron	Category H	1812742100752

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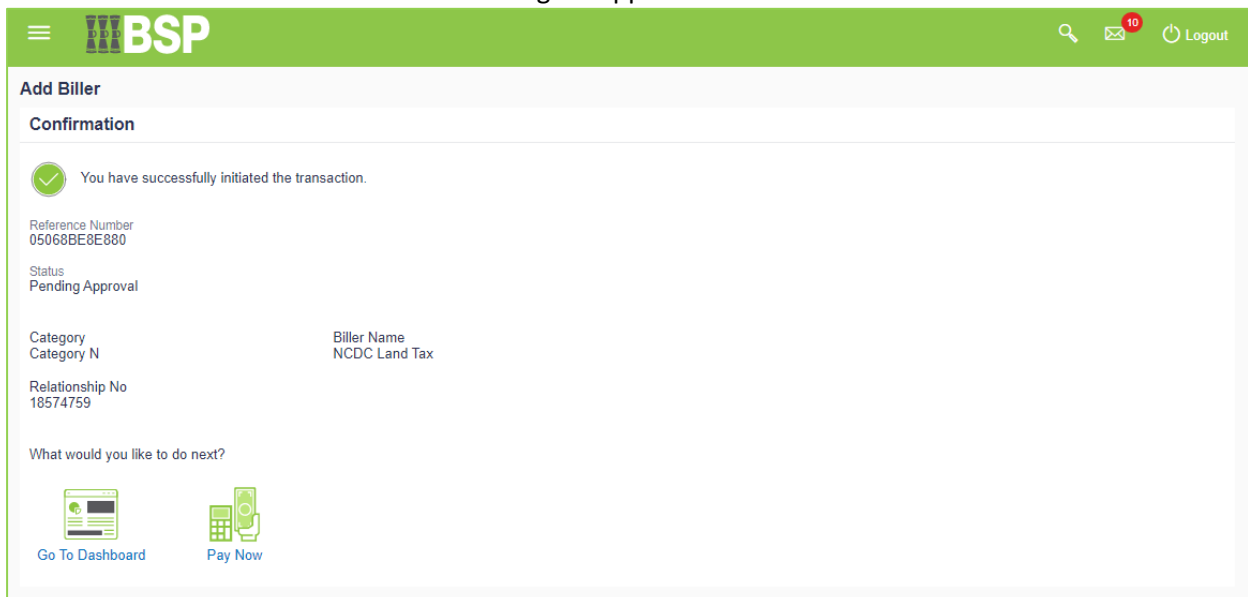
3. Select the Category of the biller | Select the Biller Name of the biller | Enter the Relationship number | Click the Add button



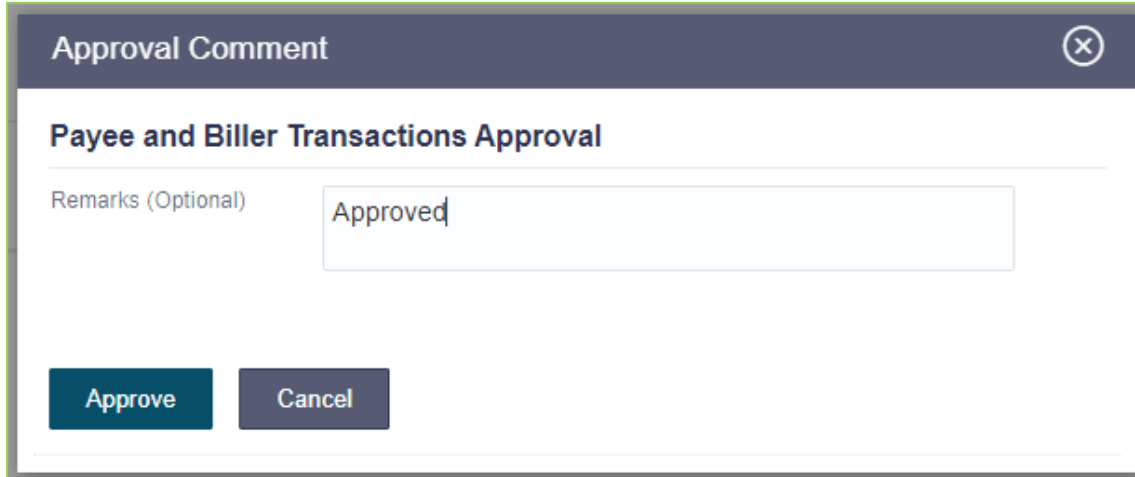
4. Review the details | Click the Back button to edit the details | Click the Cancel button to go back to the dashboard | Click the Confirm button to confirm the details.



5. Details are confirmed and now waiting for approval



9. Put down your remarks. That is optional | Select the “Approve” button to continue



The dialog box is titled "Approval Comment" and contains the following elements:

- Payee and Biller Transactions Approval** (Section Header)
- Remarks (Optional)** (Label) with a text input field containing the text "Approved".
- Approve** (Dark blue button)
- Cancel** (Grey button)

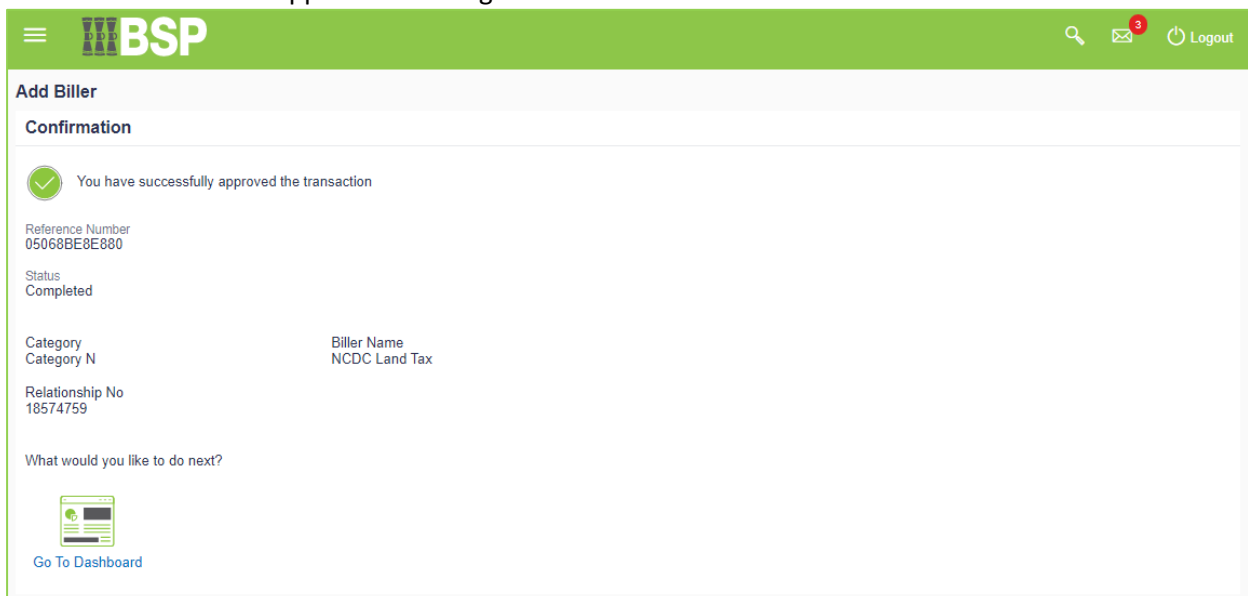
10. A One Time Password (OTP) is required to verify the Biller | Type in the OTP | Select the “Submit” button



The screen is titled "Add Biller" and shows the "One Time Verification" step. It includes:

- A message: "A verification code has been sent to your registered mobile number. Please enter that code below to continue." A tooltip above the input field says "Enter 1 or more characters, up to a maximum of 10." The input field contains "....".
- Resend Code** (Link)
- Attempts Left** (4)
- Reference Number** (10149346)
- Submit** (Dark blue button)
- Cancel** (Grey button)

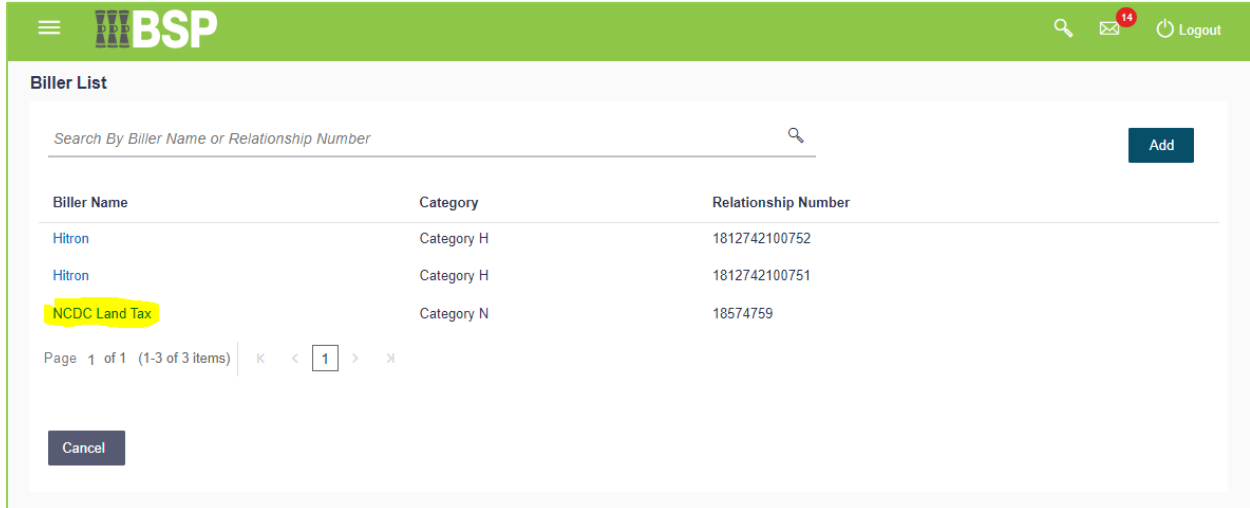
11. A confirmation appears informing the user the Biller is created.



The screen is titled "Add Biller" and shows the "Confirmation" step. It includes:

- A green checkmark icon and the text: "You have successfully approved the transaction".
- Reference Number** (05068BE8E880)
- Status** (Completed)
- Category** (Category N) and **Biller Name** (NCDC Land Tax)
- Relationship No** (18574759)
- What would you like to do next?** (Text)
- A "Go To Dashboard" link with a small icon.

12. Biller is now added and listed.



Biller List

Search By Biller Name or Relationship Number

Biller Name	Category	Relationship Number
Hitron	Category H	1812742100752
Hitron	Category H	1812742100751
NCDC Land Tax	Category N	18574759

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