BSP BUSINESS INTERNET BANKING

Quick Reference Guide

BUSINESS BANKING YOUR WAY

UPLOAD A BULK PAYMENT FILE

BSP

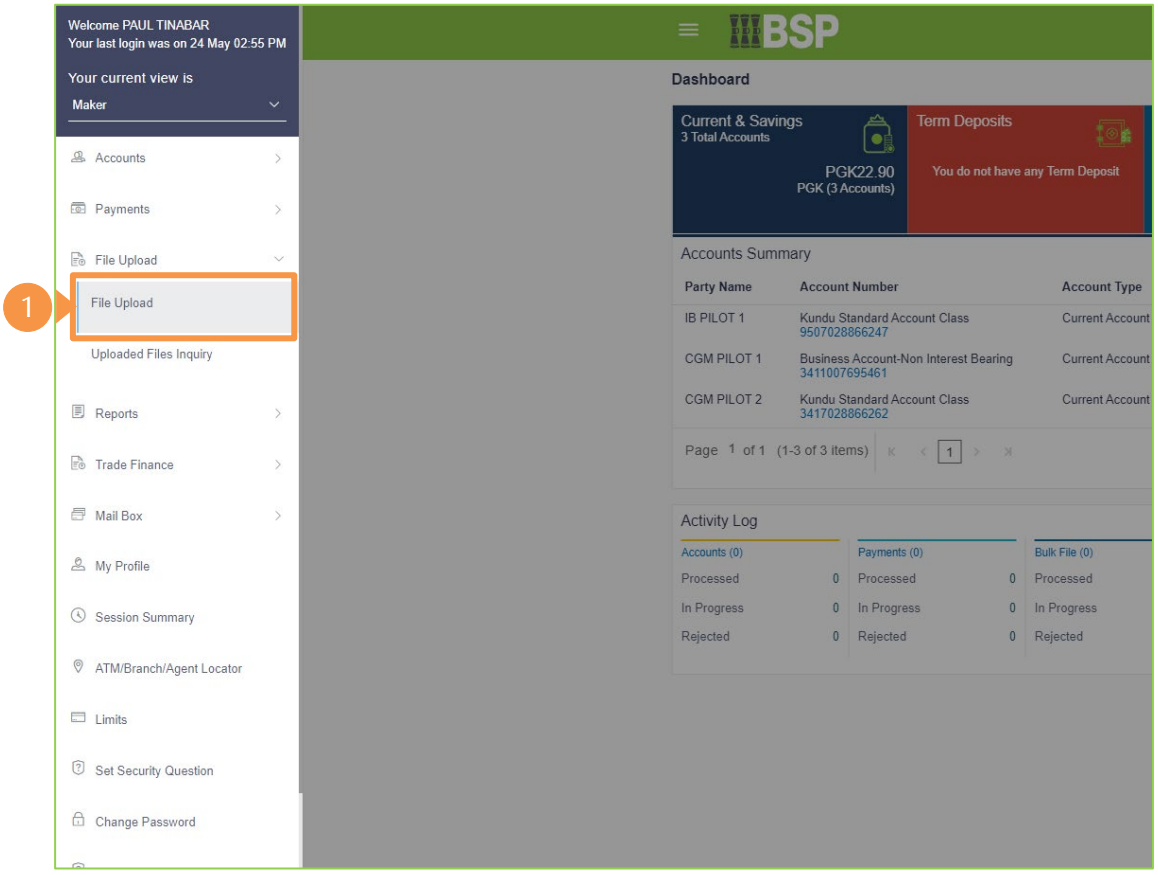
Use this Quick Reference Guide to:

Upload a Bulk Payment File to BSP Business Internet Banking.

Upload a Bulk Payment file

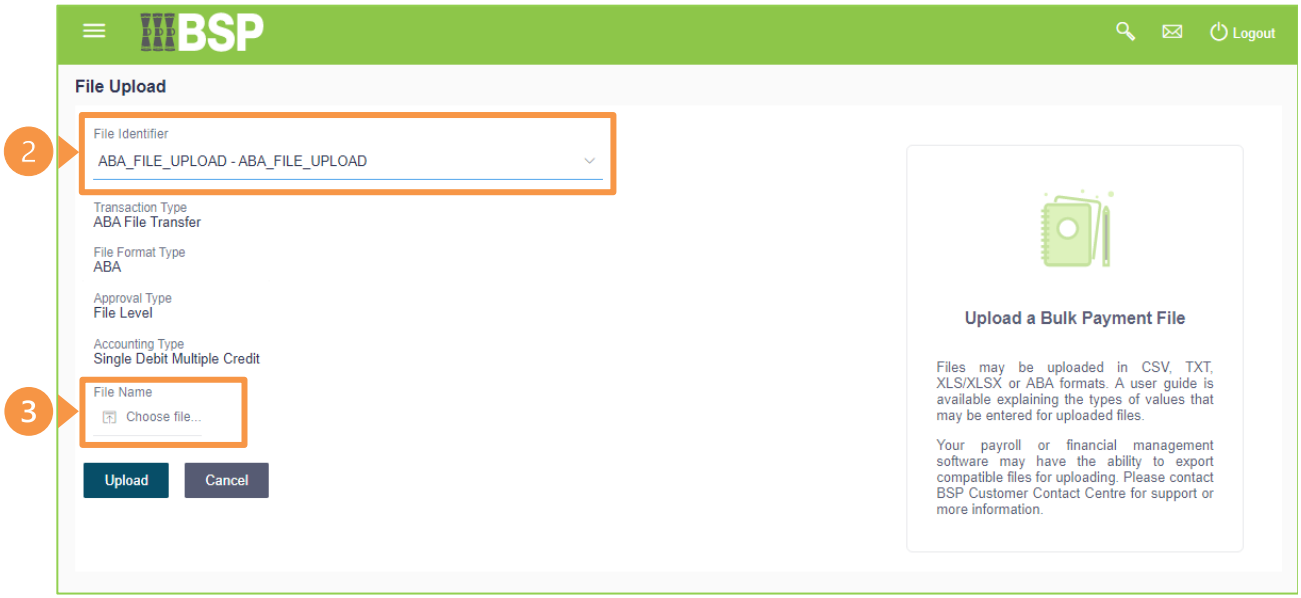
Use the **File Upload** function to upload a Bulk Payment File to BSP Business Internet Banking.
To access the **File Upload** function, log in to BSP Business Internet Banking as a **Maker** or **Approver**.

1. From the **File Upload drop-down** menu, select **File Upload**

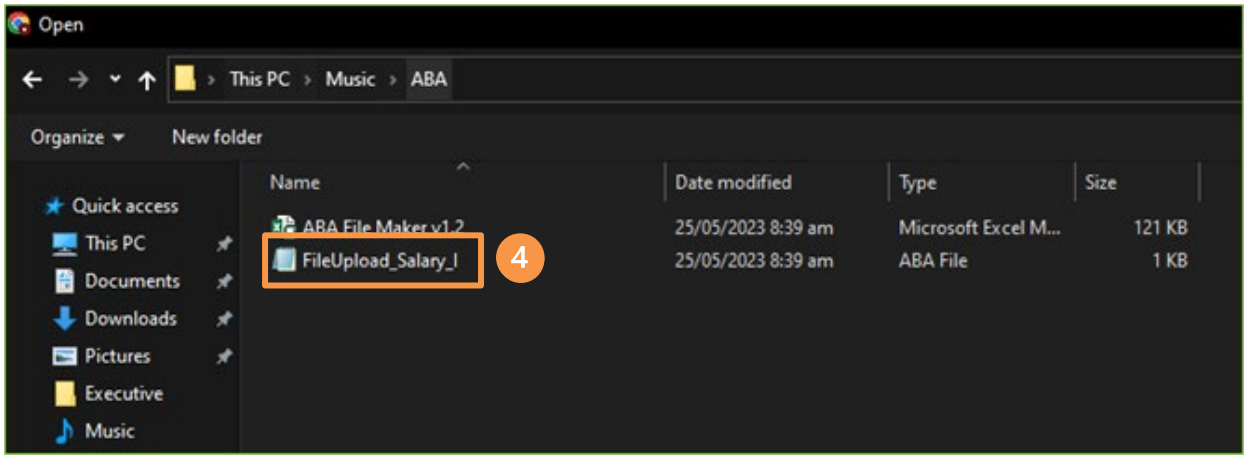


2. From the **File Identifier drop-down** menu, select the **Bulk Payment (.ABA)** file

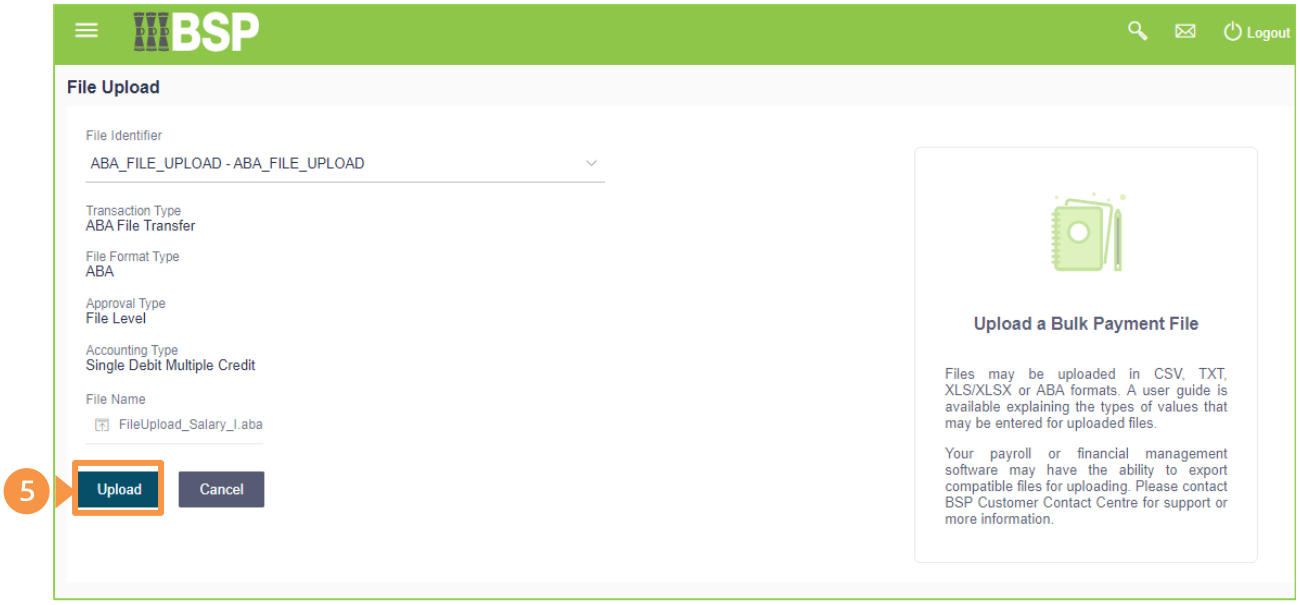
3. Select **Choose file** from the **File Name** field



4. Select the **ABA file** you want to upload



5. Select **Upload**



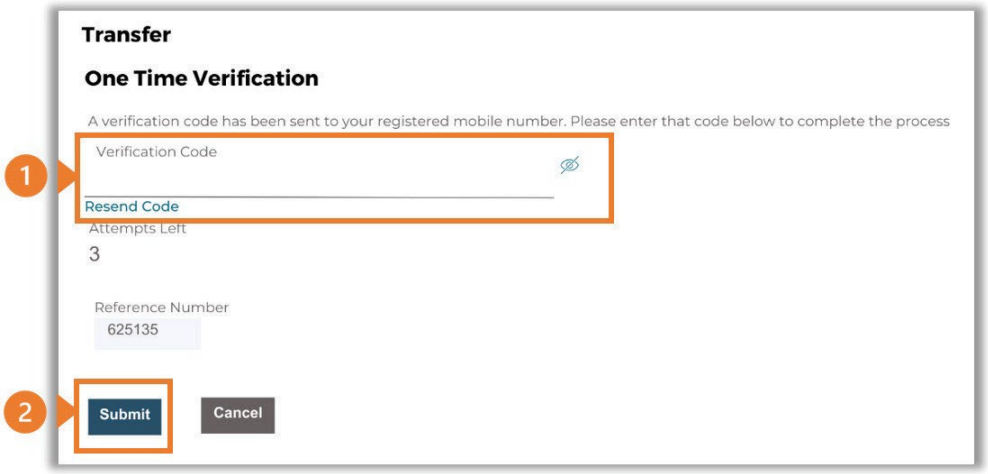
Upload Verification

Verify your file upload using your preferred verification method when registering for BSP Business Internet Banking:

Option 1 - Mobile and Email Verification

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

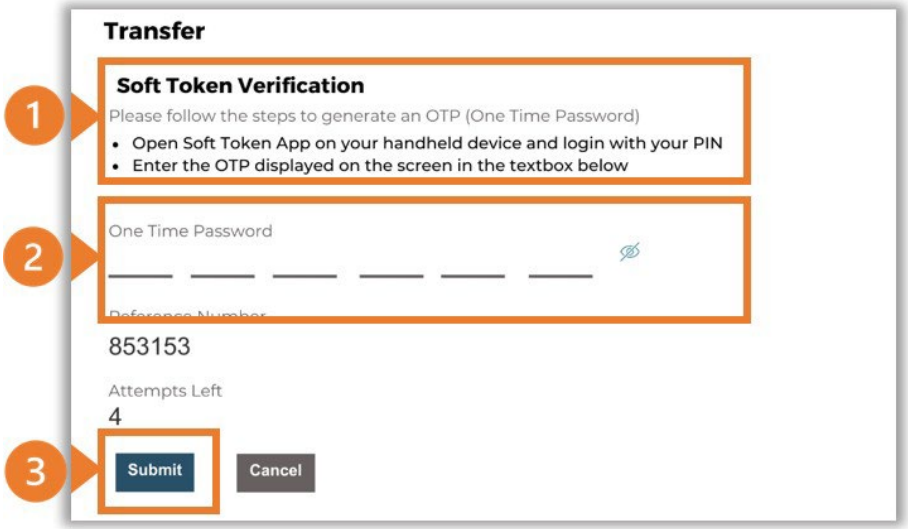
1. Enter the verification code in the designated space
2. Select **Submit** to complete the upload



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 upload



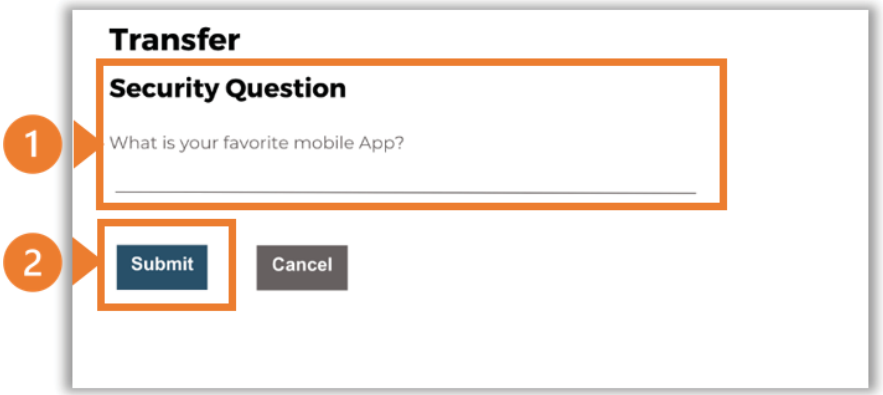
Option 3 - Security Question

Answering one of five (5) security questions.

1. Answer the question

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

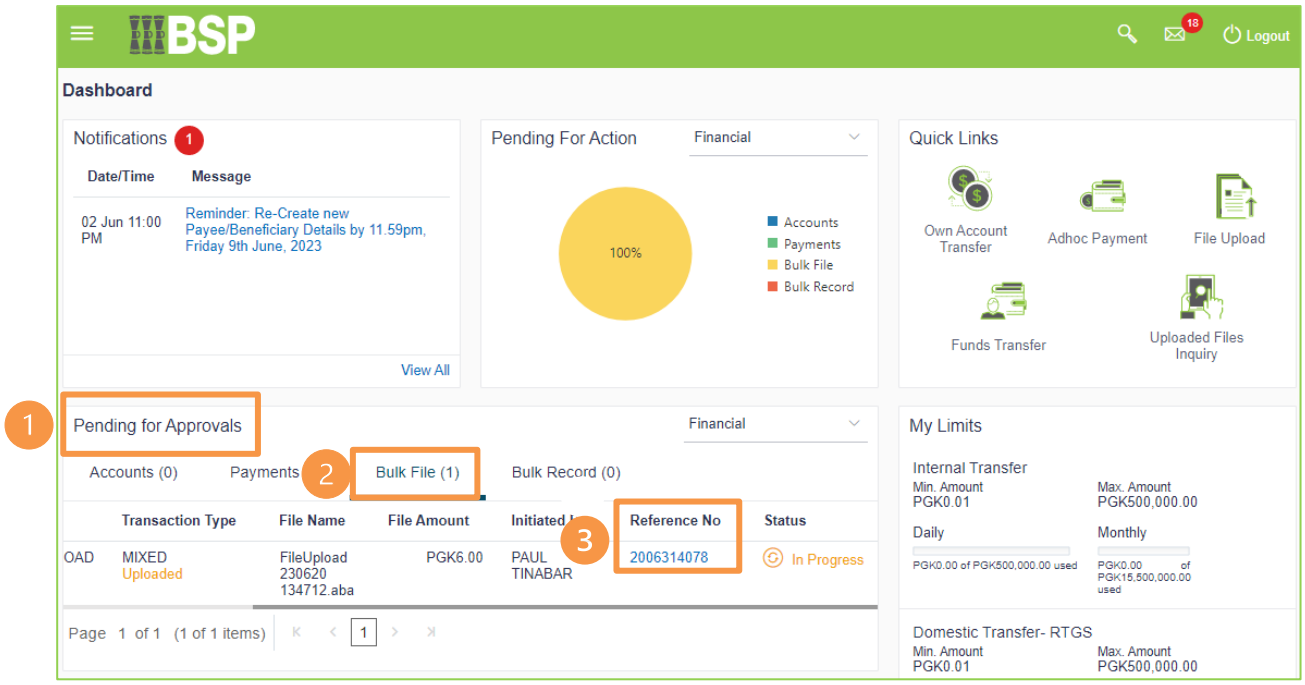
Note: If you answer incorrectly, another question will be displayed. Repeat the above steps.



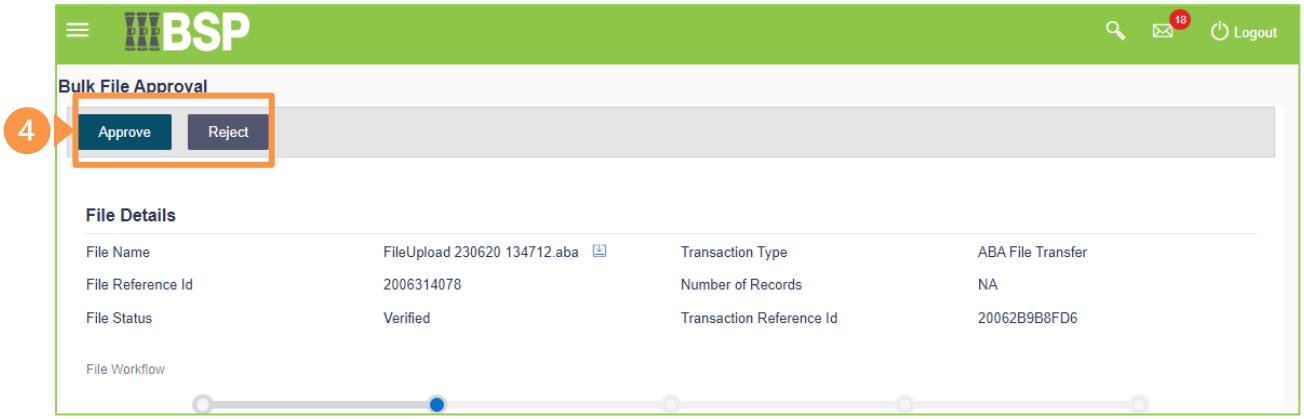
Approving the File Upload

To approve the file upload, log in as an **Approver** to **BSP Business Internet Banking**.

1. From the **Dashboard**, select **Pending for Approvals**
2. Select the **Bulk File** tab
3. Select the **Reference number** (in blue font)

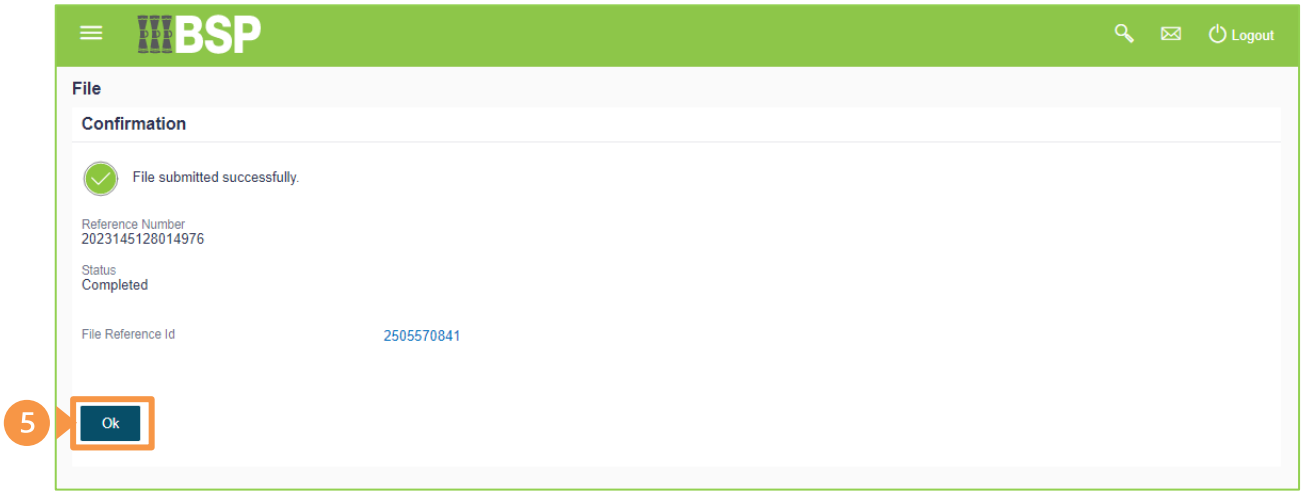


4. Review the **File Upload** details. If the details are correct, select **Approve** to authorise the file upload. If not, select **Reject** to cancel the request.



Once authorisation is completed, the confirmation screen shows the file has been uploaded successfully.

5. Select **Ok**



Additional Support
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