

BSP INTERNET BANKING

Quick Reference Guide

DELETE A BILLER



Quick Reference Guide: Delete a Biller



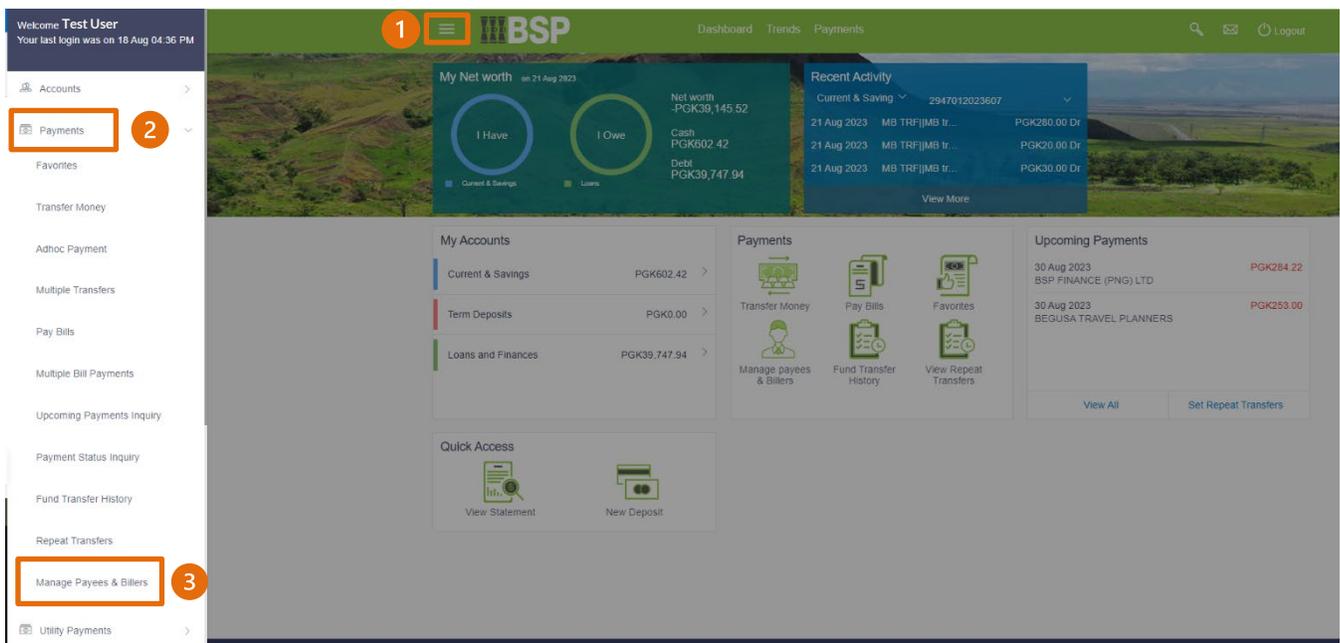
Use this Quick Reference Guide to:

Learn how to delete a Biller.

Delete a Biller

Use the **View/Edit Payee function** to Delete a Biller.

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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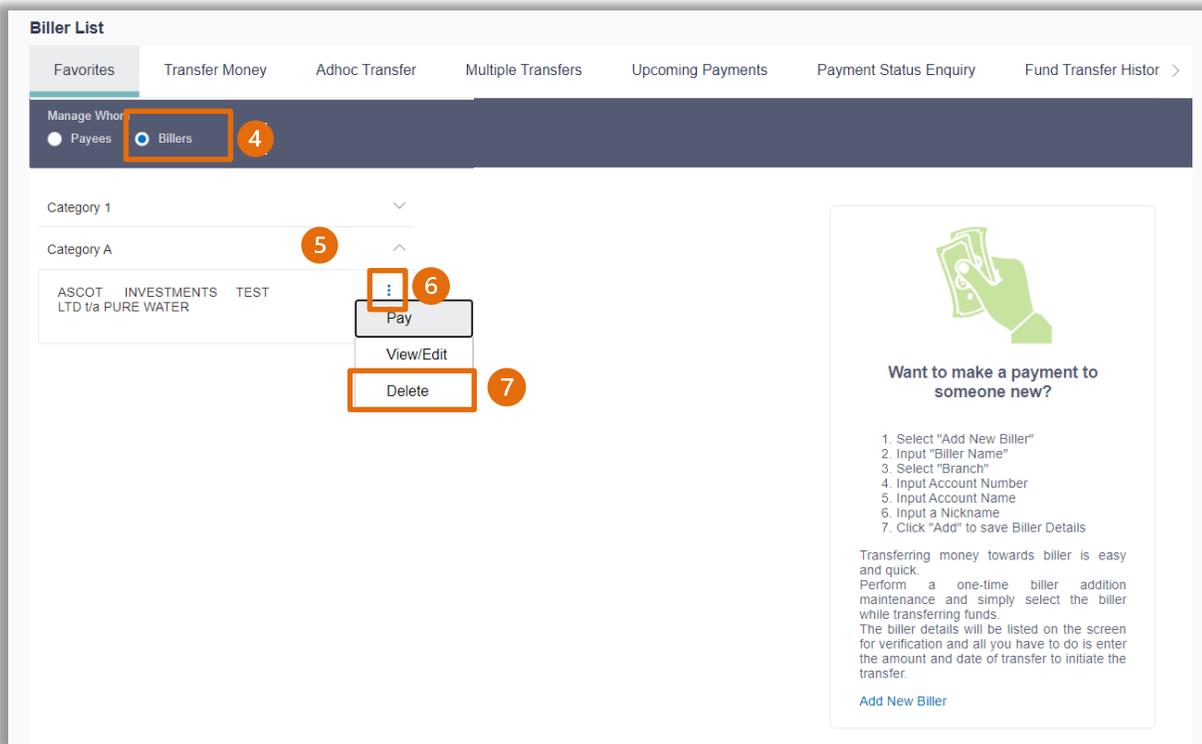
You're now on the Biller List page. Follow these steps to delete a Biller. Select **Billers**

4. Select **Billers**

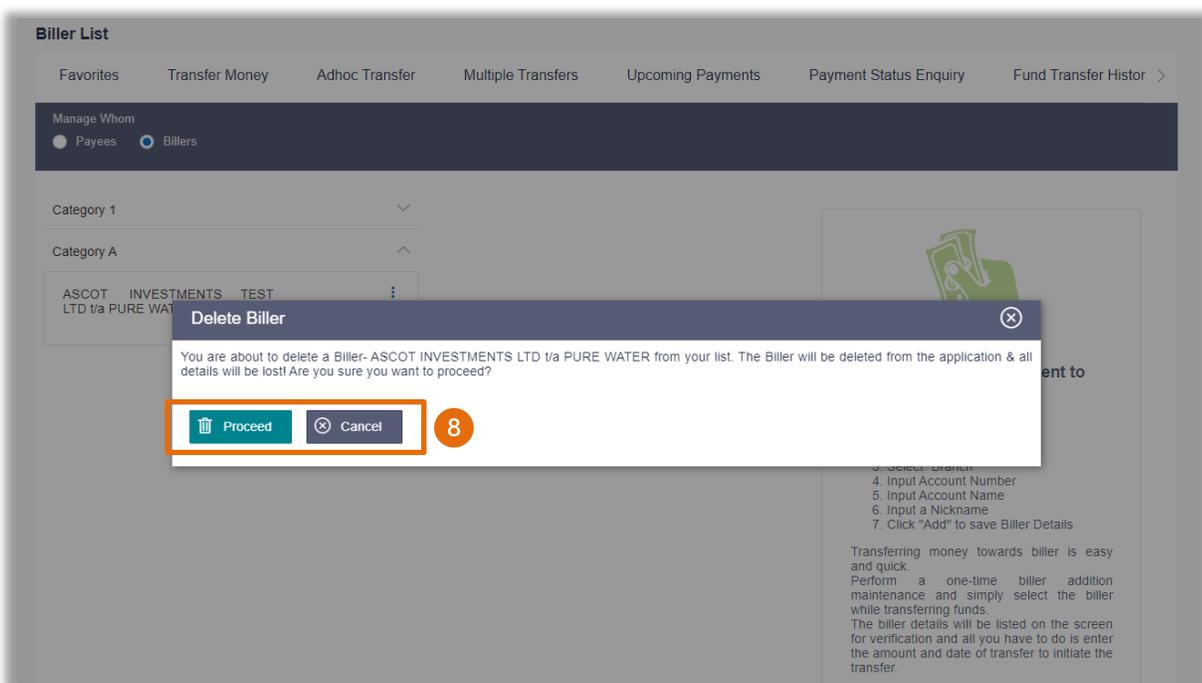
5. Select the **Biller** to edit filed in alphabetical order under the **Category** drop-down menu

6. Click the **three-dots** to open the toggle menu

7. Select **Delete**



8. If the Biller details are correct, select Proceed to delete the Payee, or Cancel



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Identity 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**

The screenshot shows a mobile banking interface titled "Transfer" with a sub-section "One Time Verification". A message states: "A verification code has been sent to your registered mobile number. Please enter that code below to complete the process". Below this is a text input field labeled "Verification Code" with a "Resend Code" link and "Attempts Left: 3". A "Reference Number" of "625135" is displayed. At the bottom, there are "Submit" and "Cancel" buttons. An orange box highlights the "Verification Code" field and "Resend Code" link, with a "1" in a circle to its left. Another orange box highlights the "Submit" button, with a "2" in a circle to its left.

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**

The screenshot shows a mobile banking interface titled "Transfer" with a sub-section "Soft Token Verification". Instructions state: "Please follow the steps to generate an OTP (One Time Password)" and 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". Below this is a text input field labeled "One Time Password" with a "Resend Code" link and "Attempts Left: 4". A "Reference Number" of "853153" is displayed. At the bottom, there are "Submit" and "Cancel" buttons. Three orange boxes highlight the instructions, the "One Time Password" field, and the "Submit" button, with "1", "2", and "3" in circles to their left respectively.

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Option 3 – Security Question

Answering one of five (5) security questions.

1. Answer the question
2. Select **Submit**

Note: If you answer incorrectly, another question will be displayed.

The screenshot shows a 'Transfer' screen with a 'Security Question' section. A text input field contains the question 'What is your favorite mobile App?'. Below the input field are two buttons: 'Submit' and 'Cancel'. An orange box highlights the input field, and another orange box highlights the 'Submit' button. A '1' in a circle points to the input field, and a '2' in a circle points to the 'Submit' button.

The screenshot shows a 'Delete Biller' confirmation screen. At the top, a dark blue banner with a white checkmark icon contains the text 'Biller Deleted Successfully' and 'Reference Number 2023234324380744'. Below this, the following information is displayed:

| | |
|---------------------|--------------------------------------|
| Category | Biller Name |
| Category A | ASCOT INVESTMENTS LTD t/a PURE WATER |
| Relationship Number | |
| TEST | |

Below the information, the text 'What would you like to do next?' is displayed. Two options are provided with icons:

-  [Go To Dashboard](#)
-  [More Payment Options](#)

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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

Disclaimer

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