

BSP INTERNET BANKING

Quick Reference Guide

REGISTER FOR BSP INTERNET BANKING



Quick Reference Guide: Register for BSP Internet Banking

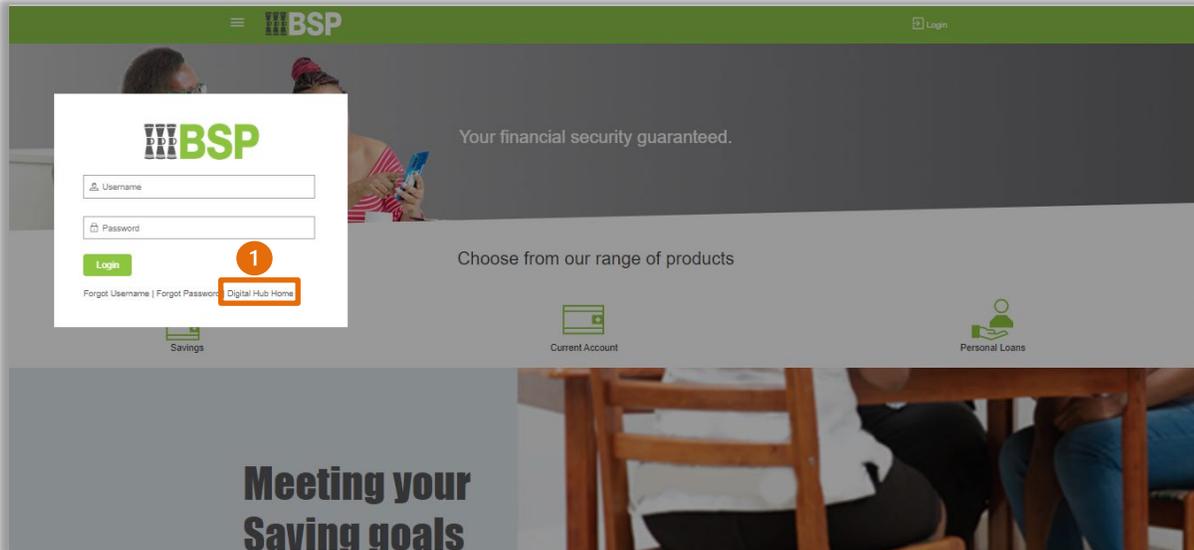


Use this Quick Reference Guide to:

Learn how to register for BSP Internet Banking.

Register for BSP Internet Banking

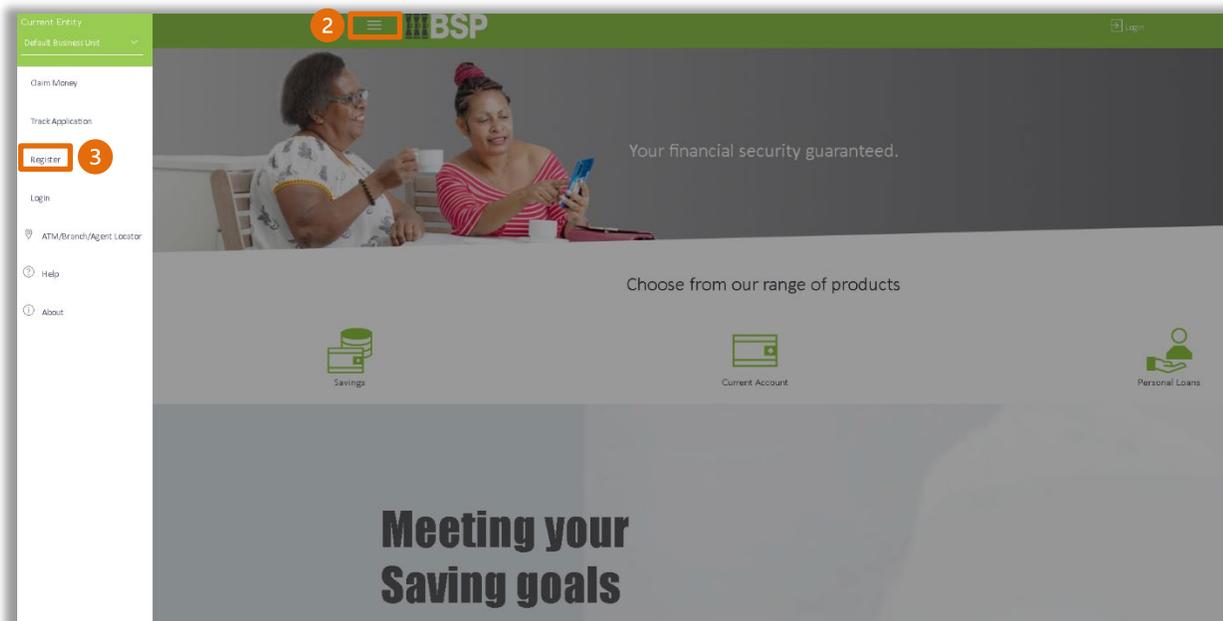
1. Click **Digital Hub Home** from the BSP Personal Internet Banking Login screen



You're now on the Digital Hub Home screen.

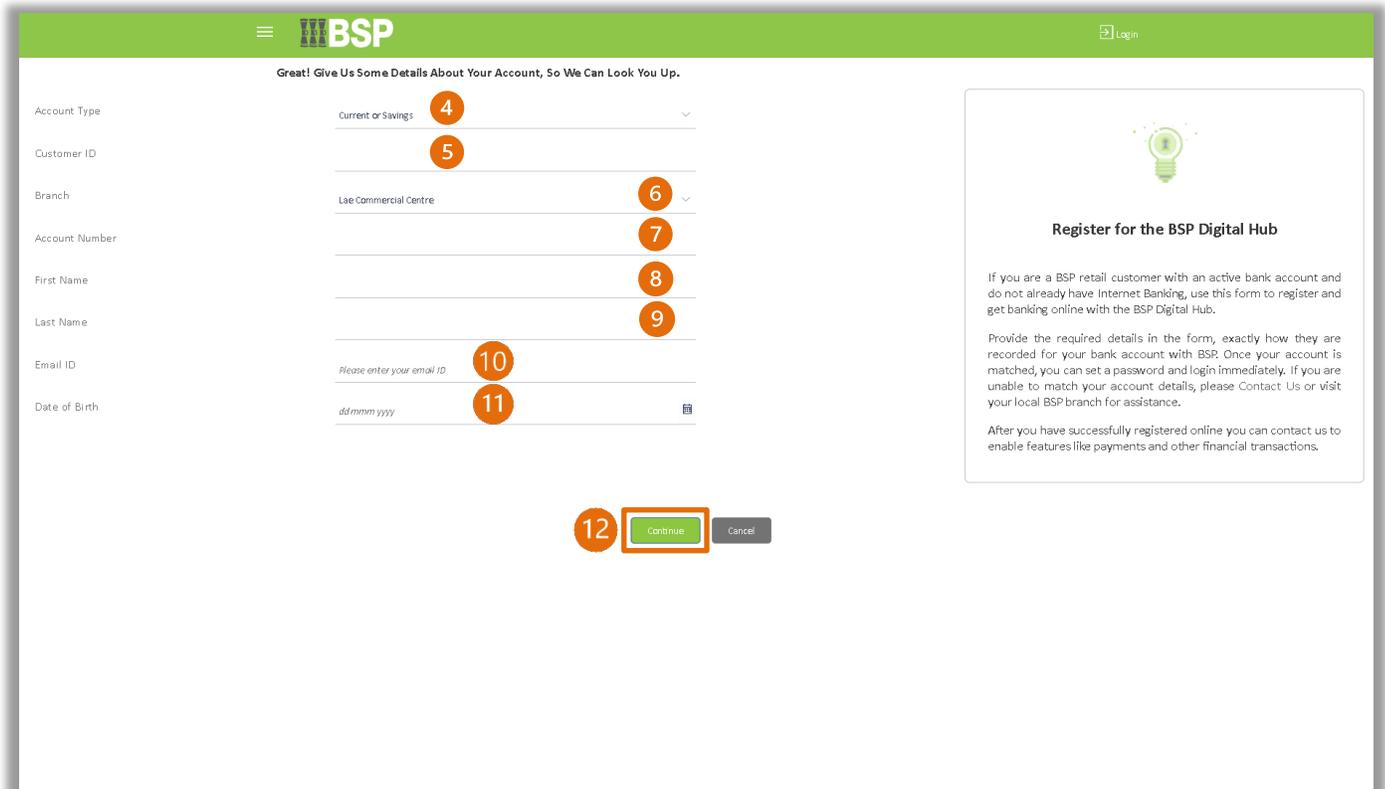
testuser@emailclient.com.pg

2. Click the **three bars** to open the toggle menu
3. Select **Register**



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4. Enter your **Account Type** from the **drop-down** menu
5. Enter your BSP Bank **Customer ID**
6. Select the **Branch** you opened your account from
7. Enter your **Account Number**
8. Enter your **First Name**
9. Enter your **Last Name**
10. Enter your **Email Address**
11. Enter your **Date of Birth**
12. Select **Continue**



The screenshot shows the BSP Internet Banking registration form. The header is green with the BSP logo and a 'Login' link. The main heading reads 'Great! Give Us Some Details About Your Account, So We Can Look You Up.' The form fields are: Account Type (Current or Savings), Customer ID, Branch (Lae Commercial Centre), Account Number, First Name, Last Name, Email ID (with placeholder 'Please enter your email ID'), and Date of Birth (with placeholder 'dd/mm/yyyy'). A 'Continue' button is highlighted with a red box, and a 'Cancel' button is next to it. A sidebar on the right contains a lightbulb icon and the text 'Register for the BSP Digital Hub' followed by instructions for existing customers and a note about features after registration.

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Identification Verification

Verify your identity using one of three verification methods:

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 web interface for a transfer. At the top, it says "Transfer" and "One Time Verification". Below that, 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. Underneath, it says "Attempts Left" with the number "3". Further down, there is a "Reference Number" field containing "625135". At the bottom, there are two buttons: "Submit" and "Cancel". An orange box highlights the "Verification Code" field and the "Resend Code" link, with a "1" in a circle next to it. Another orange box highlights the "Submit" button, with a "2" in a circle 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**

The screenshot shows a web interface for a transfer. At the top, it says "Transfer" and "Soft Token Verification". Below that, it says "Please follow the steps to generate an OTP (One Time Password)". There are two bullet points: "• 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. Underneath, it says "Reference Number" with the number "853153". Further down, it says "Attempts Left" with the number "4". At the bottom, there are two buttons: "Submit" and "Cancel". An orange box highlights the instructions and the "One Time Password" field, with a "1" in a circle next to it. Another orange box highlights the "One Time Password" field, with a "2" in a circle next to it. A third orange box highlights the "Submit" button, with a "3" in a circle 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**

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

Transfer

Security Question

What is your favorite mobile App?

Submit **Cancel**

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Once you've verified your identity, you need to create your username and password. These are used to log into BSP Internet Banking and the BSP PNG App.

1. Select **Get new Username**, to get a system generated username
2. Enter your **Password**. Make sure it is between 8-15 characters, is a combination of uppercase and lowercase, has at least 1 number and 1 special character.
3. Re-enter your **Password**
4. Agree to the **Terms and Conditions** and select **Sign Up**

1234567890

Get New Username

Password

Re Enter Password

I agree to Terms and Conditions

Sign Up Cancel

Your Password can :

- ✓ Have 8 to 15 characters
- ✓ Have uppercase (Minimum 1 mandatory)
- ✓ Have lowercase (Minimum 1 mandatory)
- ✓ Have numbers (Minimum 1 mandatory)
- ✓ Have special characters (Minimum 1 mandatory) (Allowed characters are @,%,+!,!#,\$,?,;... (,)-_~)
- ✓ Not contain consecutive (abc)characters more than 3
- ✓ Not contain identical (aaa) characters more than 2
- ✓ Not be a common password

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5. Select **Login** to return to the BSP Internet Banking log in screen and start using banking services

Successfull

Please click on the Login to start banking - anywhere, anytime!

Login

To set up your limits and authentication type, contact the BSP Customer Call Centre or visit your local branch.

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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

The accounts used in this guide are fictitious and contain non-customer data.

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