



BSP INTERNET BANKING

Quick Reference Guide

SCHEDULE REPEAT TRANSFERS TO EXISTING BSP ACCOUNTS



Quick Reference Guide: Schedule Repeat Transfers to Existing BSP Accounts



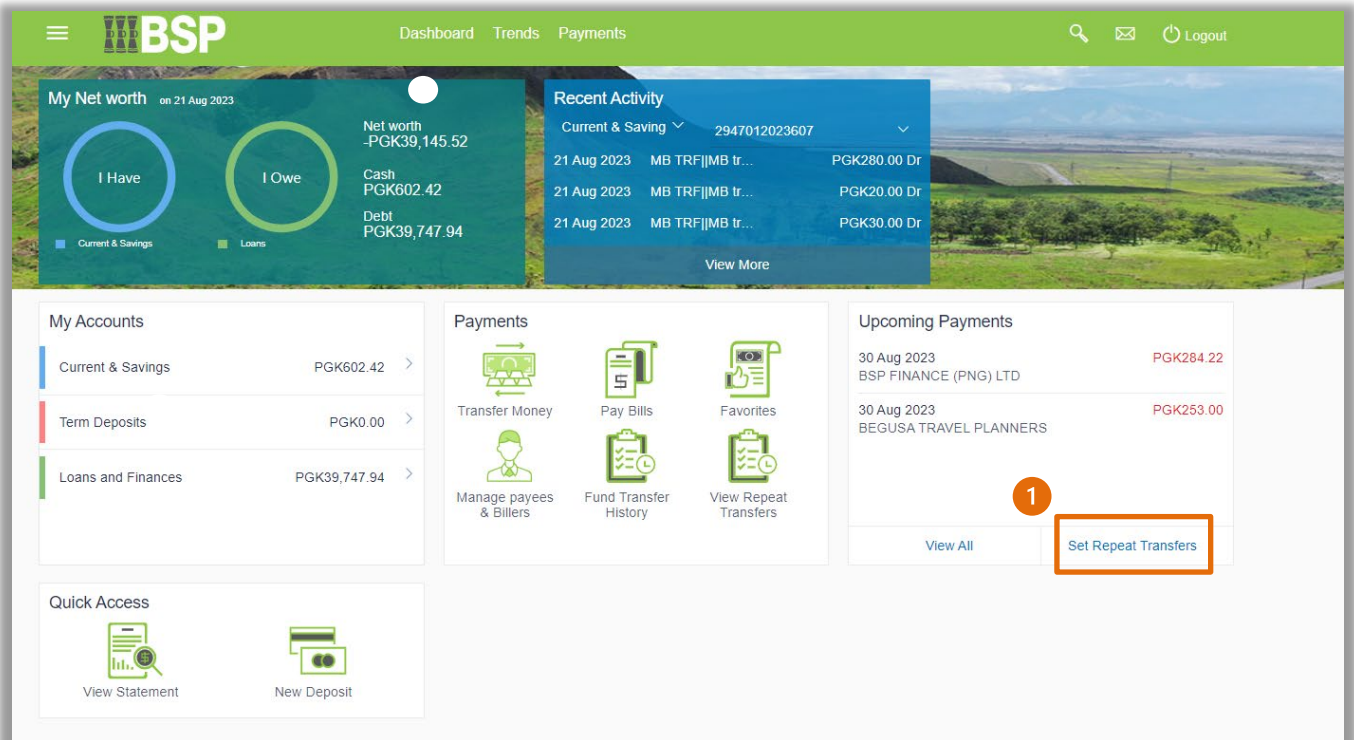
Use this Quick Reference Guide to:

Learn how to schedule a Repeat Transfer to existing BSP Accounts.

Schedule repeat transfers to existing BSP accounts

Use the **Set Repeat** function to schedule a Repeat Transfer to an existing BSP Account.

1. Click on **Set Repeat Transfers** on the BSP Personal Internet Banking Dashboard



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You're now on the Set Repeat Transfer page. Follow these steps to schedule a Repeat Transfer to an existing BSP Account.

2. Select **Exist Payee**
3. Select the **Payee** from the drop-down menu
4. Select the **Payment Account** from the **Transfer From** drop down menu
5. Enter the **Payment Amount**
6. Select the **Transfer Frequency** from the drop-down menu
7. Select a **Transfer Start Date**
8. Select **on** or **after** and a **Transfer End Date**
9. Enter an optional **Note**
10. Select **Setup**

Set Repeat Transfer

View Repeat Transfers | **Set Repeat Transfers**

2 **Transfer Type**
 Existing Payee My Accounts

Payee
TEST PAYEE 3

Account Number	Account Type	Account Name
0000111122221	Internal	TEST PAYEE

FINANCIAL DETAILS

Transfer From 4
2947012023607

Balance : PGK800.00

Amount 5
PGK PGK1.00
[View Limits](#)

Transfer Frequency 6
Weekly

Start Transferring 7
23 Aug 2023

Stop Transferring
 on after
31 Aug 2023 8

Note (Optional) 9
TEST
78 Characters Left

10 **Setup**

[Back to Dashboard](#)

Setting Repeat Transfers allows you to reduce branch queue times through a consolidated view of all billers and payment history. A one single view of all payments and rechargers at one place, availing you to the ability to set standing instructions up to a defined amount threshold or schedule payments for a later date.

Lets setup a Repeat Transfer.

1. Under Payee 1, Select "Existing Payee"
2. Select Account you wish to transfer
3. Input "Amount"
4. Select Transfer Frequency - Daily, Weekly, Fortnightly Monthly, Bi-Monthly
5. Select date you wish to begin transferring
6. Select date you wish to stop transfer and select on the specified date or after.
7. Input optional note as payment description.
8. Click "Setup" to payment description

An OTP will be sent to your email/SMS or you generate a soft token from BSP Pay Secure, upon input the transfer details will be saved.

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

The screenshot displays the 'Set Repeat Transfer' interface. At the top, a dark blue banner contains an information icon and the text: 'You initiated a request for Internal Transfer. Please review details before you confirm!'. Below this, a white box with an orange border lists the following details: 'Transfer To: TEST PAYEE', 'Account Type: Internal', 'Account Number: 0000111122221', 'Account Name: TEST PAYEE', 'Transfer From: 2947012023607', 'Amount: PGK1.00', 'Transfer Frequency: Every 7 days', 'Start Transferring: 23 Aug 2023', 'Stop Transferring: 31 Aug 2023', and 'Note: TEST'. At the bottom, there are three buttons: 'Confirm' (green), 'Back' (grey with left arrow), and 'Cancel' (grey with X icon). A red circle with the number '11' is positioned to the right of the buttons.

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Payment 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 web interface for a transfer. At the top, it says "Transfer" and "One Time Verification". Below this, 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". A "Reference Number" field displays "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 this, a message states: "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 "Attempts Left" with the number "4". A "Reference Number" field displays "853153". At the bottom, there are two buttons: "Submit" and "Cancel". An orange box highlights the "Soft Token Verification" instructions, 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.

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.

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

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

The screenshot shows the 'Set Repeat Transfer' confirmation screen. At the top right, there is a 'Download E Receipt' link. A dark blue banner contains a checkmark icon and the text: 'Your request has been accepted. Reference Number 2023233322105516 Host Reference Number 2323301954644014'. Below this, a table lists transfer details:

Transfer To TEST PAYEE	Amount PGK1.00
Account Number 0000111122221	Account Type Internal
Transfer From 2947012023607	Transfer Frequency Every 7 days
Start Transferring 23 Aug 2023	Stop Transferring 31 Aug 2023

Below the table, it asks 'What would you like to do next?' and provides two options: 'Go To Dashboard' (with a dashboard icon) and 'More Payment Options' (with a lightbulb icon).

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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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