

# BSP INTERNET BANKING

## Quick Reference Guide

### VIEW AND EDIT A BILLER



## Quick Reference Guide: View and Edit a Biller



### Use this Quick Reference Guide to:

Learn how to view and edit a Biller.

### View and Edit a Biller

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

1. Click the **three bars** to open the toggle menu in the BSP Personal Internet Banking Dashboard
2. Select **Payments**
3. Select **Manage Payees & Billers**

The screenshot displays the BSP Personal Internet Banking Dashboard. The interface includes a top navigation bar with 'Dashboard', 'Trends', and 'Payments'. A left sidebar menu is visible, with 'Payments' and 'Manage Payees & Billers' highlighted by orange boxes and numbered 2 and 3 respectively. The main content area shows 'My Net worth' (as of 21 Aug 2023) with 'I Have' and 'I Owe' sections, 'Recent Activity' table, 'My Accounts' table, 'Payments' section with icons for 'Transfer Money', 'Pay Bills', and 'Favorites', 'Upcoming Payments' table, and 'Quick Access' section with 'View Statement' and 'New Deposit' options.

Date	Description	Amount
21 Aug 2023	MB TRF(I)MB tr...	PGK280.00 Dr
21 Aug 2023	MB TRF(I)MB tr...	PGK20.00 Dr
21 Aug 2023	MB TRF(I)MB tr...	PGK30.00 Dr

Account Type	Balance
Current & Savings	PGK602.42
Term Deposits	PGK0.00
Loans and Finances	PGK39,747.94

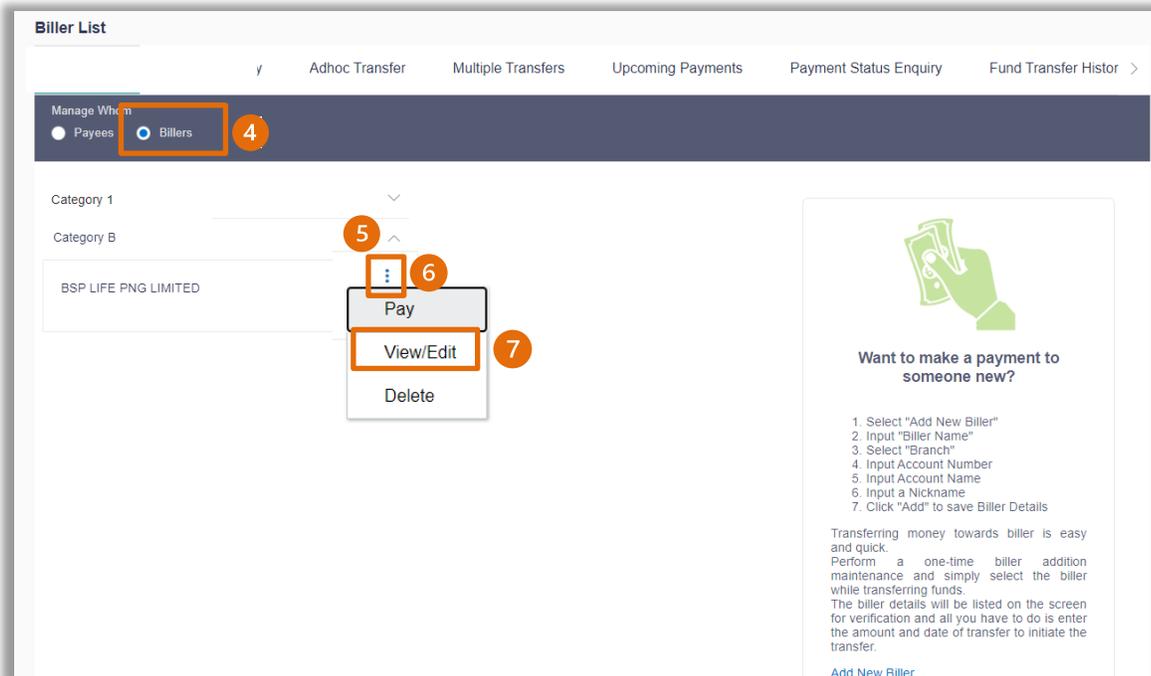
Date	Payee	Amount
30 Aug 2023	BSP FINANCE (PNG) LTD	PGK284.22
30 Aug 2023	BEGUSA TRAVEL PLANNERS	PGK253.00

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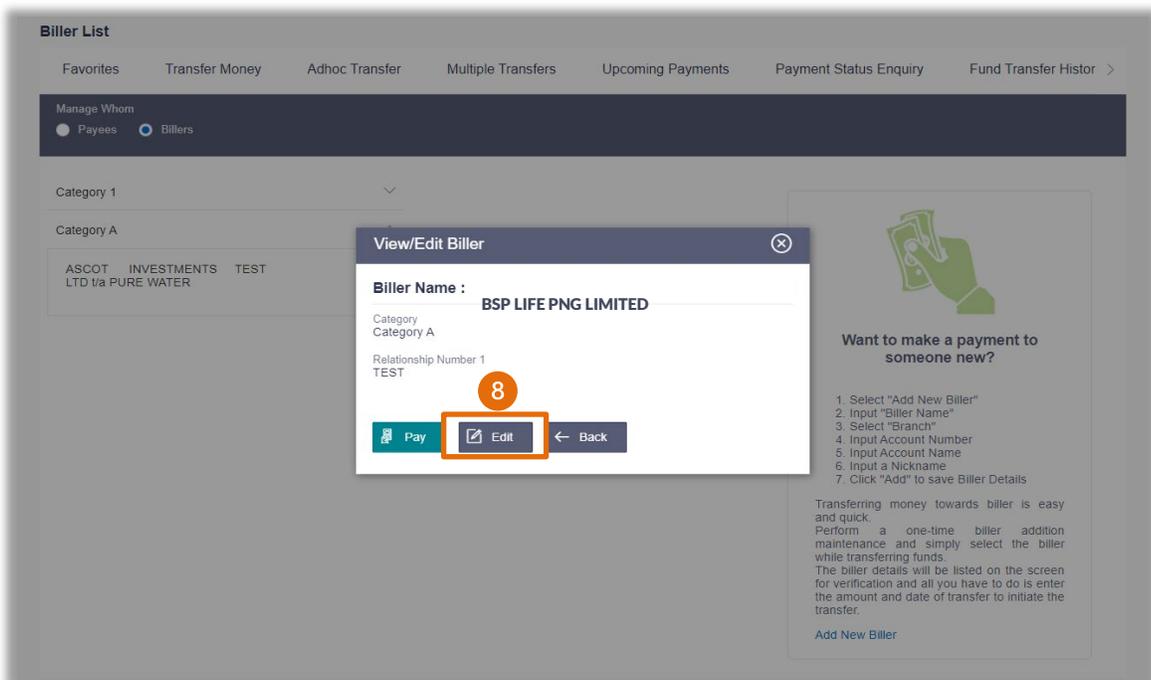
You're now on the Biller List page. Follow these steps to edit a Biller.

Note: You're only able to edit the Category and Relationship No.

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 **View/Edit**



8. Select **Edit**



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9. Change the **Category** or **Relationship No 1**

10. Select **Save**

**Biller List**

Manage Whom  
● Payees ● **Billers**

Category 1

Category B

BSP LIFE PNG LIMITED TEST

**View/Edit Biller**

Category  
Category B

Biller Name  
BSP LIFE PNG LIMITED

Relationship No 1  
TEST

10 **Save** ← Back ⊗ Cancel

9

**Want to make a payment to someone new?**

1. Select "Add New Biller"
2. Input "Biller Name"
3. Select "Branch"
4. Input Account Number
5. Input Account Name
6. Input a Nickname
7. Click "Add" to save Biller Details

Transferring money towards biller is easy and quick. Perform a one-time biller addition maintenance and simply select the biller while transferring funds. The biller details will be listed on the screen for verification and all you have to do is enter the amount and date of transfer to initiate the transfer.

[Add New Biller](#)

**Edit Biller**

✓ **Biller Edited Successfully**  
Reference Number 2023234324425950

Category  
Category B

Biller Name  
BSP LIFE PNG LIMITED

Relationship No 1  
001

What would you like to do next?

[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](mailto:servicebsp@bsp.com.pg)

### Disclaimer

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

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