

BSP INTERNET BANKING

Quick Reference Guide

MAKE MULTIPLE TRANSFERS



Quick Reference Guide: Make Multiple Transfers



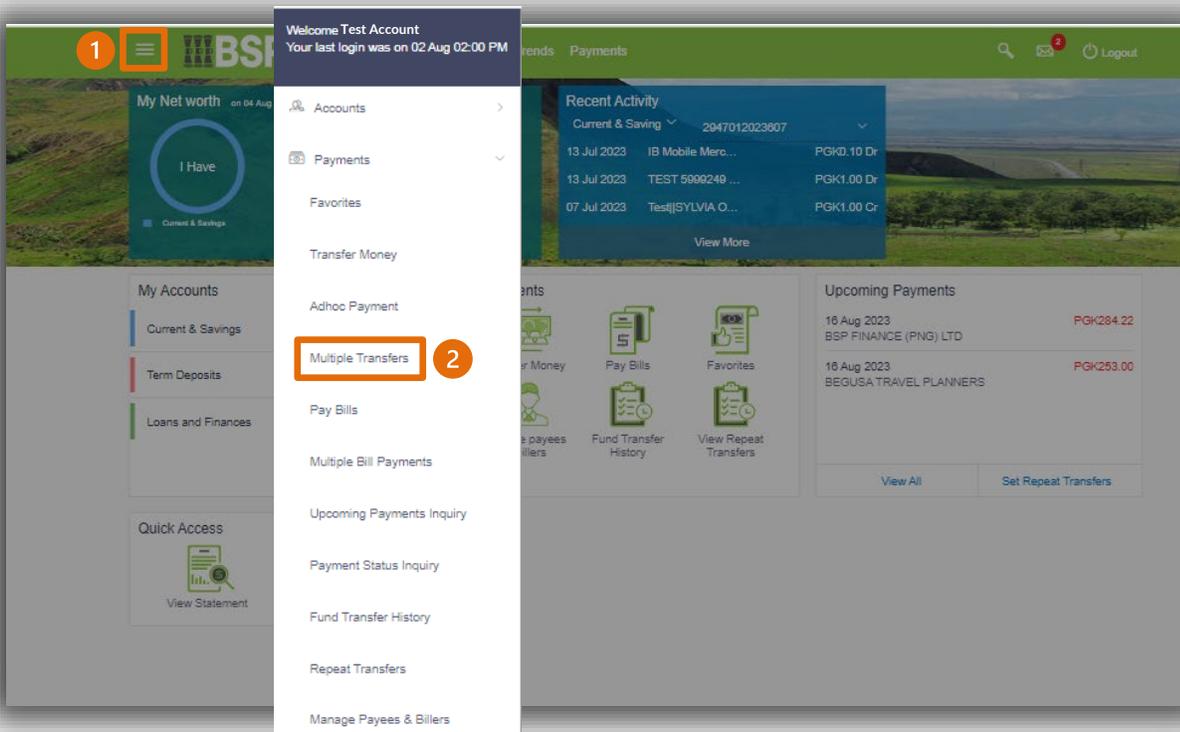
Use this Quick Reference Guide to:

Learn how to make Multiple Transfers to existing payees.

Make Multiple Transfers

Use the **Multiple Transfers** function to make up to 10 fund transfers to existing payees.

1. Click on the **three-bars** to access the toggle menu in the BSP Personal Internet Banking Dashboard
2. Select **Multiple Transfers**



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You're now on the Multiple Transfers screen. To make multiple transfers, follow these steps.

3. Under **Payee 1**, select an existing **Payee** from the **Payee** drop-down menu
4. Select your **payment account** from the **Transfer From** drop-down menu
5. Enter the payment amount in PGK. You can transfer up to PGK25,000 per day
6. Select **Now** under **Transfer When**. To transfer at a later date, select **Later** and choose the send date
7. Enter a description of the transfer in the **Optional Note** field
8. Select **Save**. Repeat these steps for **Payee 2**.

The screenshot displays the BSP Digital Hub interface for making multiple transfers. The top navigation bar includes the BSP logo, 'Dashboard Trends Payments', and a 'Logout' button. The main content area is divided into two sections, 'Payee 1' and 'Payee 2'. Each section contains a form with the following fields and callouts:

- Payee 1:**
 - Callout 3: 'TEST PAYEE 1' (Payee selection)
 - Callout 4: '0000111122220' (Transfer From account)
 - Callout 5: 'PGK1.00' (Amount)
 - Callout 6: 'Now' (Transfer When selection)
 - Callout 7: 'Note (Optional)' field
 - Callout 8: 'Save' button
- Payee 2:**
 - Callout 8: 'Save' button

A callout box for the 'Note (Optional)' field in Payee 2 states: 'Enter 1 or more characters, up to a maximum of 80.' Below the forms is a 'Submit' button and a 'Cancel' button.

Let's do a Multiple Transfer.

1. Under Payee 1, Select "Existing Payee"
2. Select Account you wish to transfer
3. Input "Amount"
4. Select to transfer "Now"
5. Input optional note as payment description.
6. Click "Save" to capture payment description
7. Repeat process for Payee 2, and click "Save"
8. Click "Submit" to confirm payment details before processing

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

To learn how to do a Multiple Transfer click on the Link.

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- To add additional payments, click **Add Another Payment** and repeat the steps. You can add up to a maximum of 10 payments.
- Select **Submit**

Multiple Transfers

Dashboard Trends Payments

Search 2 Logout

Multiple Transfers

Favorites Transfer Money Adhoc Transfer **Multiple Transfers** Upcoming Payments Payment Status Enquiry Fund Transfer Histor >

Payee 1

Payee	Transfer From	Amount		
TEST PAYEE 1	0000111122220	PGK1.00		

Payee 2

Payee	Transfer From	Amount		
TEST PAYEE 2	0000111122220	PGK1.00		

Add Another Payment 9

Submit **Cancel** 10

Back to Dashboard

Paying multiple payees at once is easy with the BSP Digital Hub Multiple Transfers service. You can specify details for each transfer record and to save additional time, copy the details of one record on to the next. You can select different accounts from which you want funds transferred to each payee and also select different dates on which each transfer is to be made.

Lets do a Multiple Transfer.

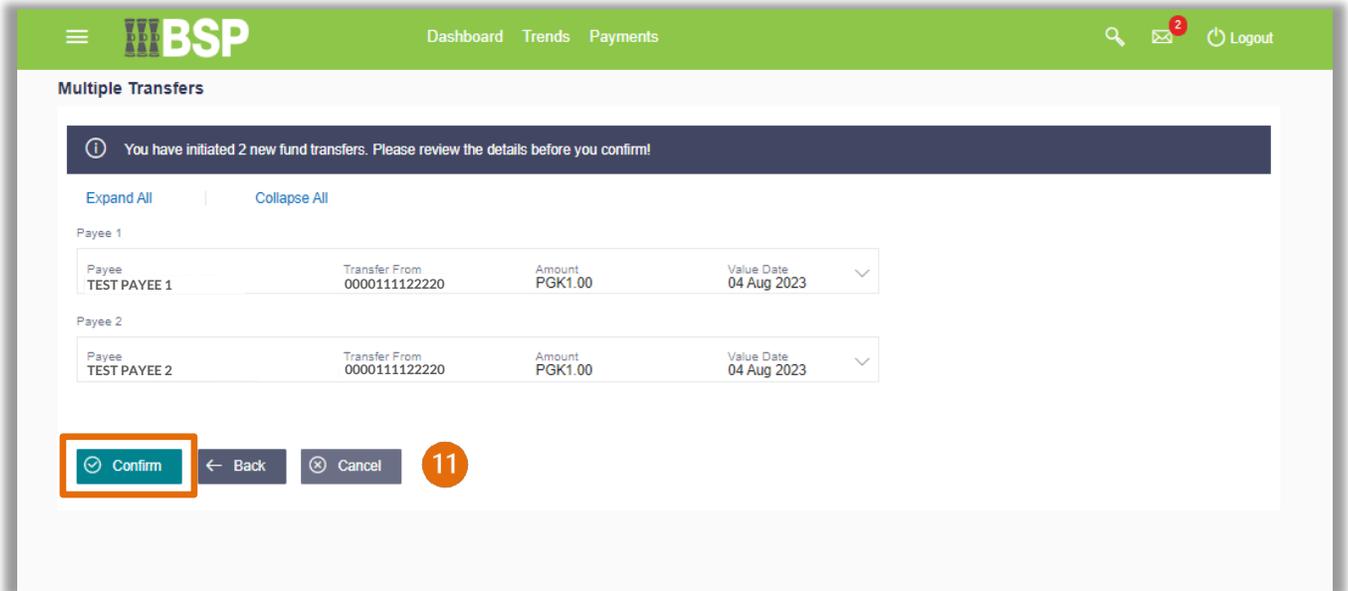
1. Under Payee 1, Select "Existing Payee"
2. Select Account you wish to transfer
3. Input "Amount"
4. Select to transfer "Now"
5. Input optional note as payment description.
6. Click "Save" to capture payment description
7. Repeat process for Payee 2, and click "Save"
8. Click "Submit" to confirm payment details before processing

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

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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



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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**

Transfer

One Time Verification

A verification code has been sent to your registered mobile number. Please enter that code below to complete the process

Verification Code

[Resend Code](#)

Attempts Left
3

Reference Number
625135

Submit **Cancel**

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**

Transfer

Soft Token Verification

Please follow the steps to generate an OTP (One Time Password)

- Open Soft Token App on your handheld device and login with your PIN
- Enter the OTP displayed on the screen in the textbox below

One Time Password

Reference Number
853153

Attempts Left
4

Submit **Cancel**

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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' form 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 'Submit' button. A red circle with the number '1' points to the input field, and another red circle with the number '2' points to the 'Submit' button.

Once the verification process is complete, the confirmation screen shows your transfers were initiated successfully.

1. Click **Status** to view the status of your multiple transfers, noting any completed or failed payments.

The screenshot shows the 'Multiple Transfers' confirmation screen. A dark blue banner at the top contains a checkmark icon and the text 'Transfers initiated successfully.' Below the banner, there is a link labeled 'Status' with a red circle containing the number '1' next to it. Below the link, there is a question 'What would you like to do next?' and two buttons: 'Go To Dashboard' and 'More Payment Options'.

The screenshot shows the 'Multiple Transfers Status' screen. It features a table with the following data:

Payee	From Account	Date & Amount	Host Reference No.	Status	Failure Reason
TEST PAYEE 1 111122223330	0000111122220	08 Aug 2023 PGK1.00	—	Failed	Source Account has insufficient balance
TEST PAYEE 2 1111222233301	0000111122220	08 Aug 2023 PGK1.00	—	Failed	System cannot process the request currently. Please try later.

Below the table, there is a link labeled 'Back to Dashboard'. A red box highlights the 'Status' and 'Failure Reason' columns of the table.

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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

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