BSP INTERNET BANKING
Quick Reference Guide

DELETE A BILLER
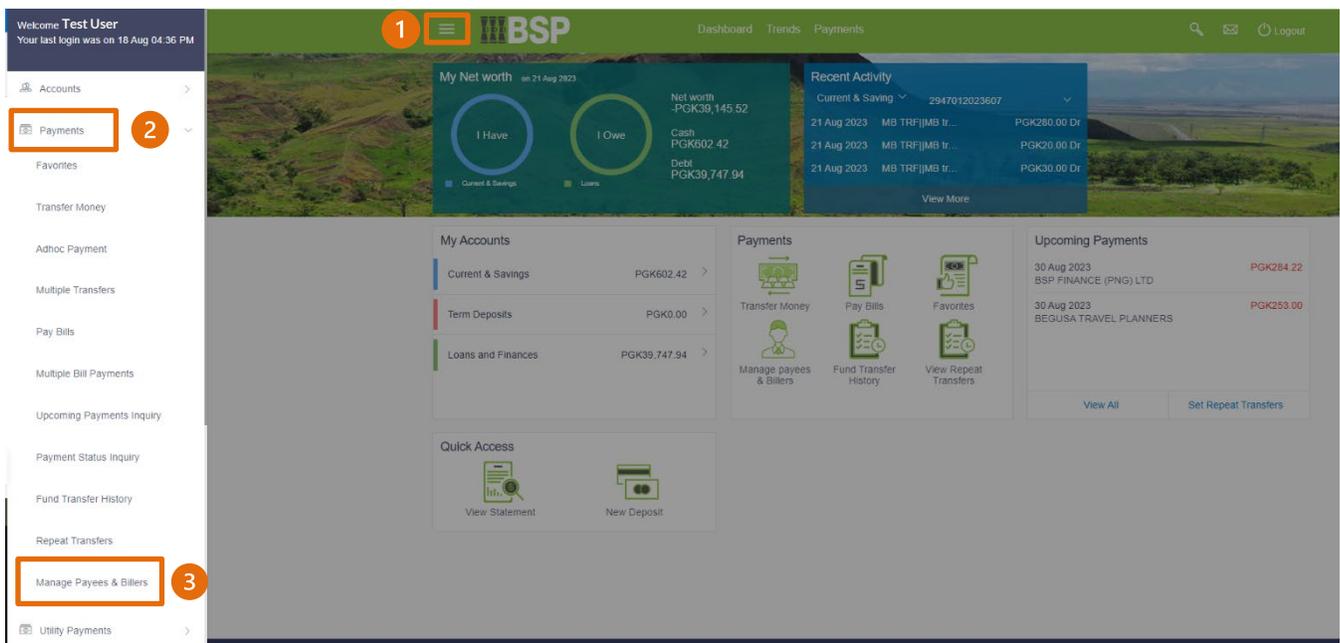
IIIBSP

BSP

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**
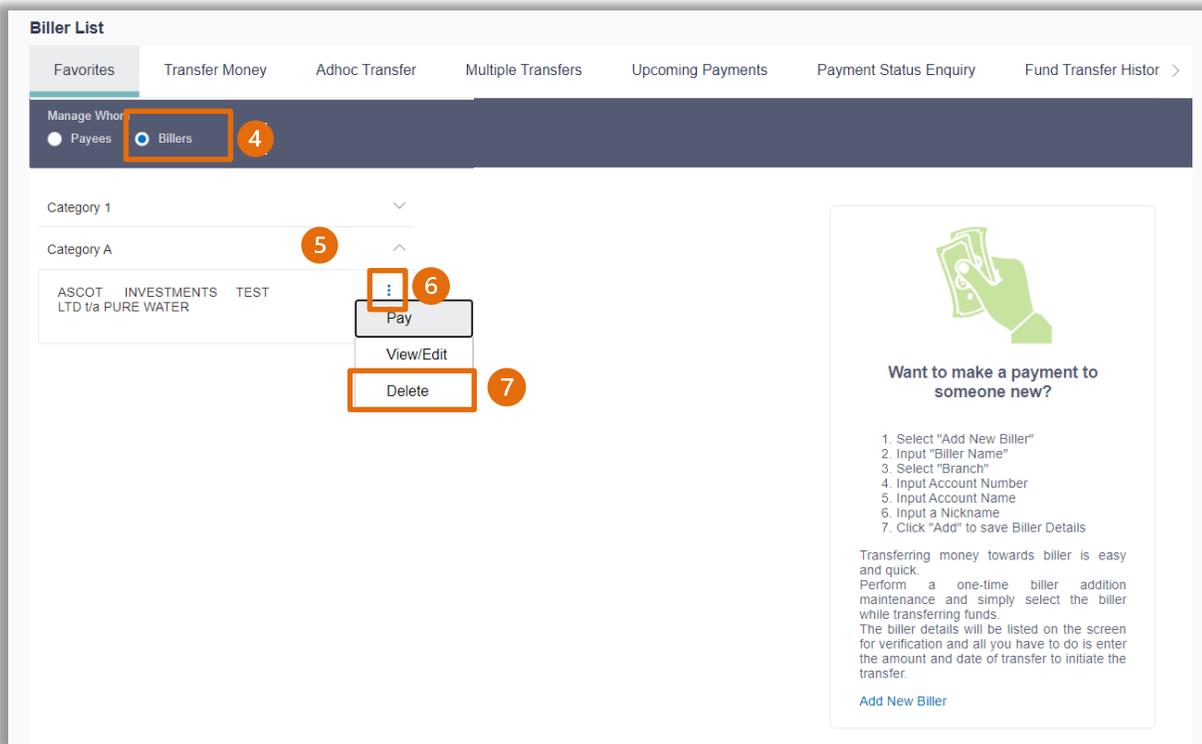
Quick Reference Guide: Delete a Biller

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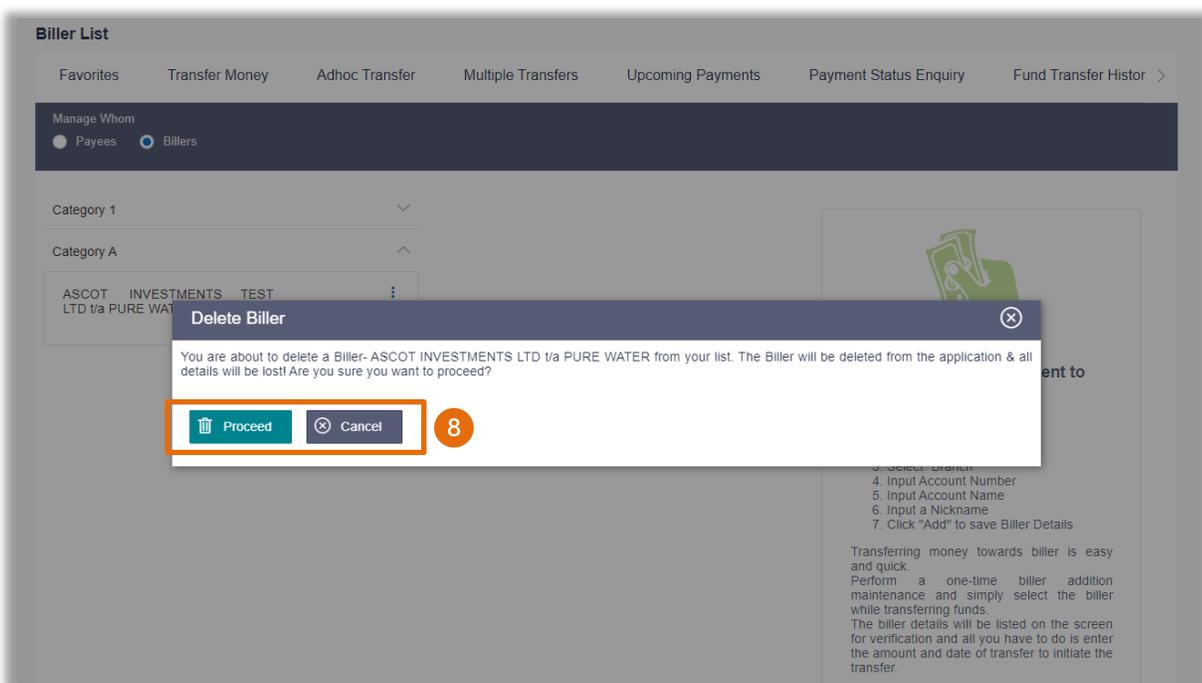
4. Select **Billers**

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

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**

Transfer

One Time Verification

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

1 Verification Code

Resend Code

Attempts Left

3

Reference Number

625135

2 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

1 **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

2 One Time Password
___ ___ ___ ___ ___ ___

Reference Number

853153

Attempts Left
4

3 Submit   Cancel

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.

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.

Copyright Information
All rights reserved world-wide under international copyright agreements. No part of this document can be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of BSP Financial Group Limited.