



BSP BUSINESS INTERNET BANKING

Quick Reference Guide

BUSINESS BANKING YOUR WAY

ADD A NEW BILLER



Quick Reference Guide: Business Internet Banking - Add a new Biller



Introduction

Add and approve new Billers to your BSP Business Internet Banking account using the Manage Billers Function.

Add a new Biller

To access the **Manage Billers** function, log in as a **Maker** and select the three lines to access the **toggle menu**.

1. Select **Payments**
2. Select **Setups**
3. Select **Manager Billers**

The screenshot displays the BSP Business Internet Banking interface. On the left, a navigation menu is visible with three orange callout boxes: '1' pointing to 'Payments', '2' pointing to 'Setups', and '3' pointing to 'Manage Billers'. The main content area shows a dashboard with sections for 'Current & Savings', 'Term Deposits', and 'Loans and Finances'. Below the dashboard is an 'Accounts Summary' table with the following data:

Party Name	Account Number	Account Type	Status	Ne
CGM PILOT 2	Kundu Standard Account Class 3417028866262	Current Account	ACTIVE	
IB PILOT 1	Kundu Standard Account Class 9507028866247	Current Account	ACTIVE	
CGM PILOT 1	Business Account-Non Interest Bearing 3411007695461	Current Account	ACTIVE	

Below the table is a pagination control showing 'Page 1 of 1 (1-3 of 3 items)'. At the bottom, there is an 'Activity Log' section with a table for 'Financial' data:

Accounts (0)				Payments (0)				Bulk File (0)				Bulk Record (0)			
Processed	0	Processed	0	Processed	0	Processed	0	Processed	0	Processed	0	Processed	0		
In Progress	0	In Progress	0	In Progress	0	In Progress	0	In Progress	0	In Progress	0	In Progress	0		
Rejected	0	Rejected	0	Rejected	0	Rejected	0	Rejected	0	Rejected	0	Rejected	0		

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4. On the **Biller List** screen, select **Add**

Biller List

Search By Biller Name or Relationship Number

Biller Name	Category	Relationship Number
Hitron	Category H	1812742100751
Hitron	Category H	1812742100752

Page 1 of 1 (1-2 of 2 items)

Cancel

Add

5. From the **Category** drop down menu, add the **Biller Category**

6. From the **Biller Name** drop down menu, add the **Biller Name**

7. In the **Relationship No** field, add the **Relationship Number**

8. Select **Add**

Add Biller

Category
Category N

Biller Name
NCDC Land Tax

Relationship No
18574759885

Add Cancel

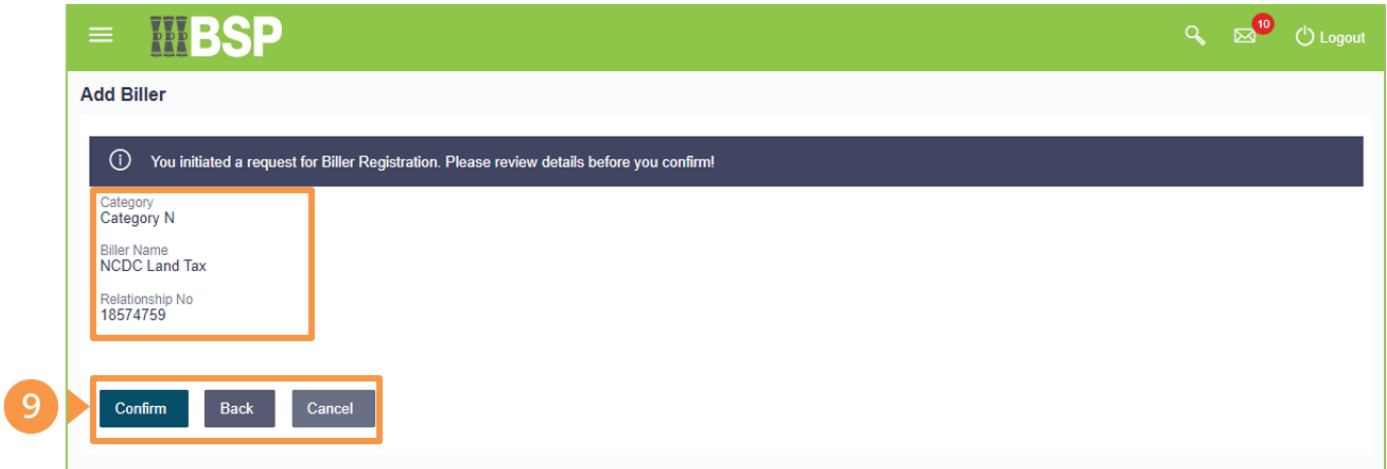
Adding a biller is as easy as 1-2-3!

1. Search for the biller you want to add on the basis of biller category
2. Select the biller and enter your unique relationship number with the biller
3. Your biller has now been added! Proceed to Pay Bills to pay your bills.

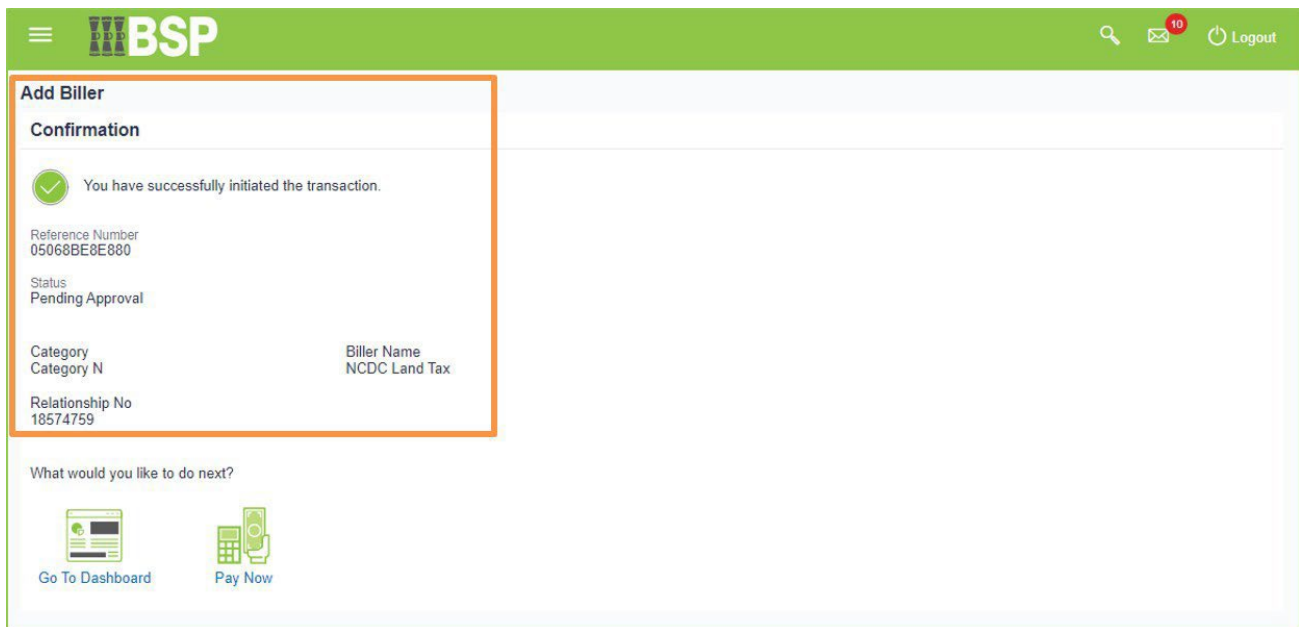
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Review the **Add Biller** details entered on the confirmation page.

9. If the Biller details are correct, select **Confirm**. If not, select **Back** to revise or **Cancel** to exit the screen



The **Add Biller** confirmation screen indicates the addition of a new Biller awaiting approval.



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Approving a new Biller

To approve a new Biller, log in as an **Approver**.

1. From the Dashboard, go to the **Pending for Approvals** section
2. From the **Financial** drop-down menu, select **Non-Financial**

The screenshot displays the BSP Business Internet Banking dashboard. At the top, there is a green header with the BSP logo and a 'Logout' button. The main content area is divided into several sections:

- Notifications:** A notification from 02 Jun 11:00 PM regarding a reminder to re-create new payee/beneficiary details by 11:59pm on Friday 9th June, 2023.
- Pending For Action:** A section with a 'Financial' dropdown menu. The dropdown is open, showing 'Financial' and 'Non Financial' options. An orange arrow points to the 'Non Financial' option.
- Quick Links:** Includes 'Own Account Transfer', 'Adhoc Payment', 'File Upload', 'Funds Transfer', and 'Uploaded Files Inquiry'.
- My Limits:** Shows limits for 'Internal Transfer', 'Domestic Transfer- RTGS', and 'Domestic Transfer- NEFT', with daily and monthly options.

The 'Pending for Approvals' section is highlighted with an orange box. It contains a table with columns: Date, Description, Account Details, Amount, and Initiated By. The table is currently empty, displaying 'No data to display'. Below the table, there is a 'Page 1 (0 of 0 items)' indicator.

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3. Select the **Payee and Biller** tab
4. Select the **Reference Number** in blue font

Pending for Approvals							Non Financial		
Accounts (0)		Payee and Biller (1)		Bulk File (0)		Bulk Record (0)		Trade Finance (0)	
<input type="checkbox"/>	Date	Description	Payee Type	Category	Initiated By	Reference No	Status		
<input type="checkbox"/>	05 Jun 11:05 AM	Add Biller	BILLER	Category N	PAUL TINABAR	05068BE8E880	In Prog		

Page 1 of 1 (1 of 1 items) | < 1 >

5. Review the **New Biller Details**. If the details are correct, select **Approve** to accept the new Biller. If not, select **Reject** to cancel the request.

Add Biller

Approve **Reject**

Biller Details

Category
Category N

Biller Name
NCDC Land Tax

Relationship No
18574759

Transaction Journey

Initiation Approval Completion

PAUL TINABAR
05 Jun 11:05 AM

Back

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6. Use the optional **Remark** field to add a comment to your action
7. Select **Approve** to add the comment

The screenshot shows a dialog box titled "Approval Comment" with a close button in the top right corner. Below the title is the heading "Payee and Biller Transactions Approval". There is a text input field labeled "Remarks (Optional)" containing the word "Approved". A callout box with the number "6" points to this field. Below the input field are two buttons: "Approve" and "Cancel". A callout box with the number "7" points to the "Approve" button.

Verify your **Add Biller Approval** using your preferred verification method when registering for BSP Business 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** to Approve the new Biller

The screenshot shows a screen titled "Transfer" with the sub-heading "One Time Verification". Below the heading is a message: "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 callout box containing the number "1" pointing to it. Below the input field is a "Resend Code" link and the text "Attempts Left: 3". Below that is a "Reference Number" field containing "625135". At the bottom, there are two buttons: "Submit" and "Cancel". A callout box with the number "2" points to the "Submit" button.

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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** to Approve the new Biller

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**

Option 3 – Security Question

Answering one of five (5) security questions.

1. Answer the question
2. Select **Submit** to Approve the new Biller

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

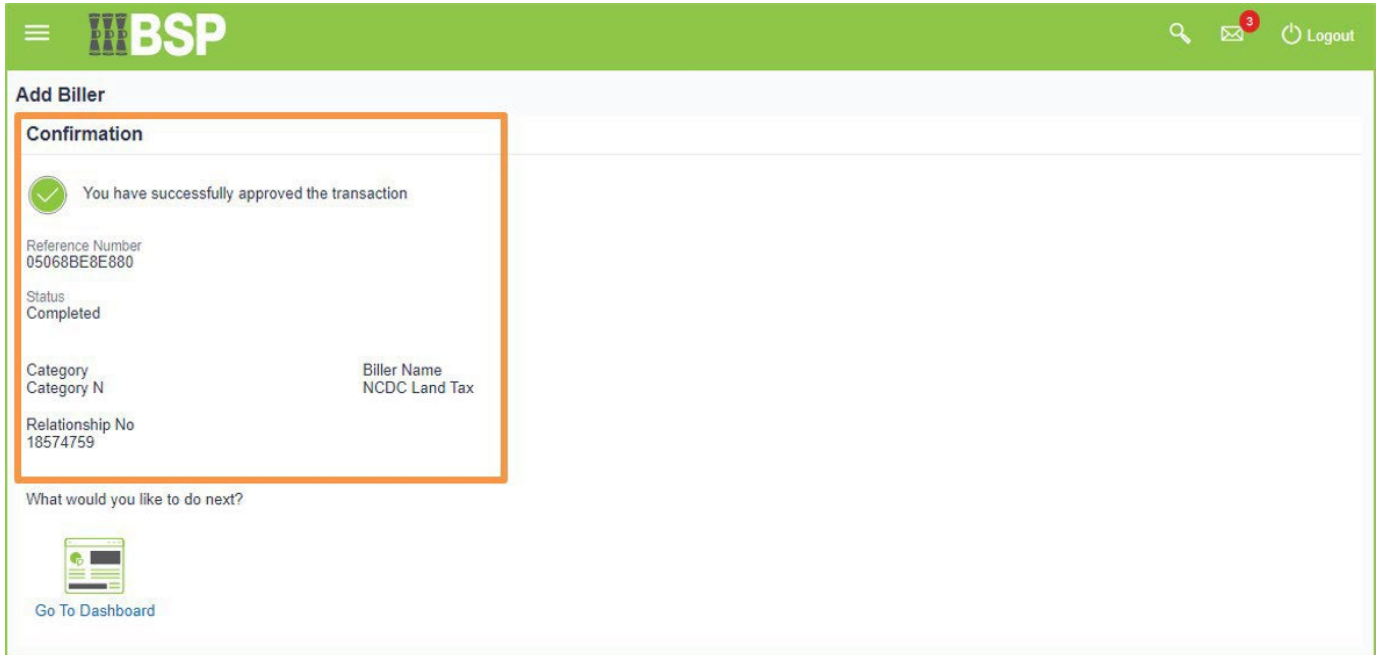
Transfer

Security Question

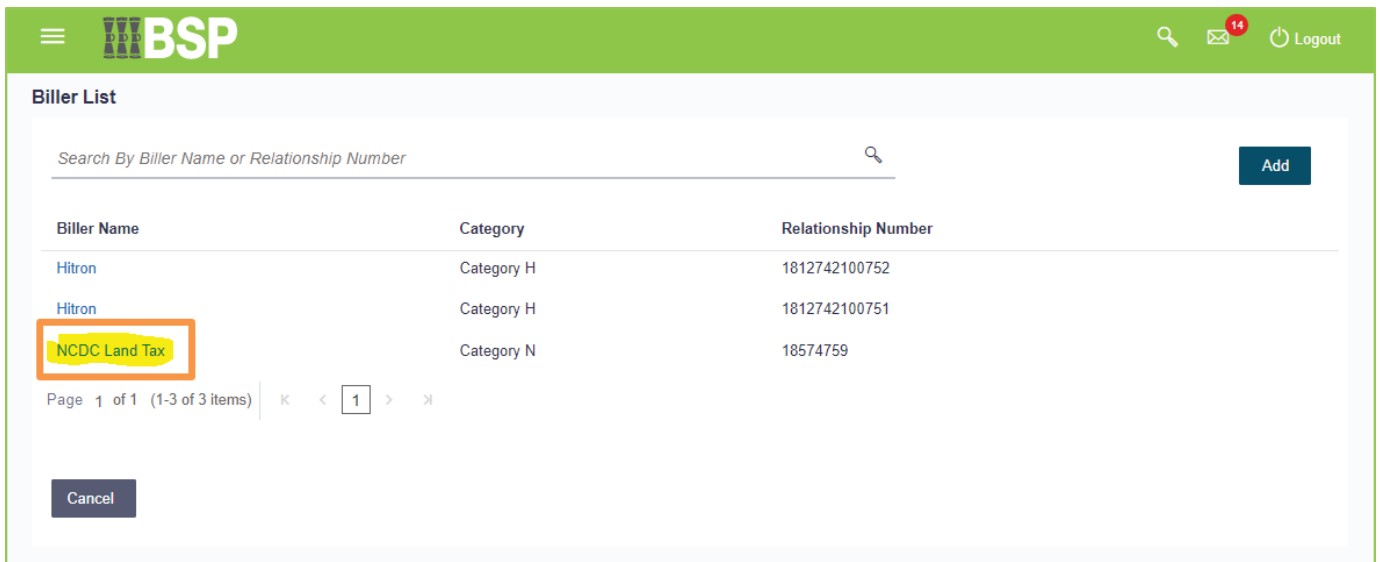
What is your favorite mobile App?

Submit **Cancel**

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Once the verification process is complete, the confirmation screen shows the Biller has been added successfully.



To view your newly approved Biller in your **Biller List** search enter the **Biller Name** or **Relationship Number**.

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Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 3201212 or 7030 1212

Email: servicebsp@bsp.com.pg

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