

BSP INTERNET BANKING

Quick Reference Guide

**MAKE AN ADHOC (ONE-OFF)
SOLAR POWER PAYMENT**



Quick Reference Guide: Make an ad-hoc (one-off) Solar Power Payment



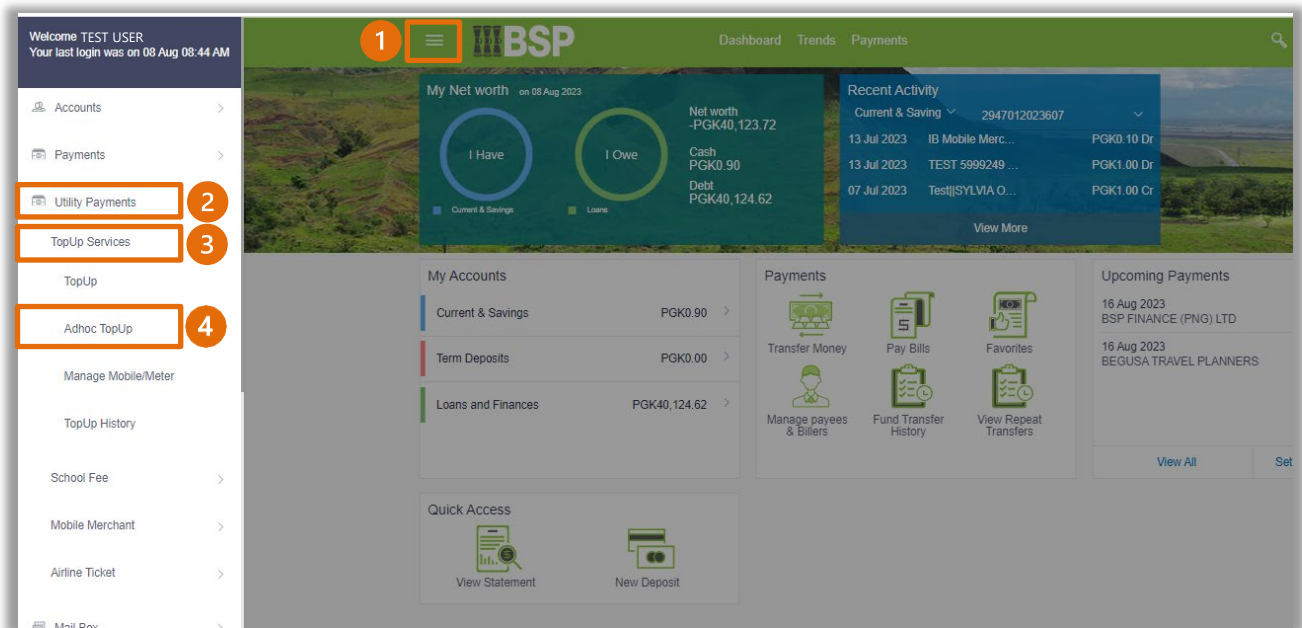
Use this Quick Reference Guide to:

Make a one-off Solar Power Payment.

Make a one-off Solar Power Payment

Use the **Adhoc TopUp** function to make a one-off Solar Power payment.

1. Select the **three lines** to access the toggle menu
2. Select **Utility Payments**
3. Select **TopUp Services**
4. Select **Adhoc TopUp**



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You're now on the **Manage mobile/meter** screen. Use the following steps to add a new Solar Power payee.

1. Select **Solar Power**
2. Select the **Solar Power Provider** from the drop-down menu
3. Enter the **Meter Name**
4. Enter the **Meter Number**
5. Select the **Payment Account** from the **Transfer From drop-down** menu
6. Enter the payment amount
7. Select **Pay**

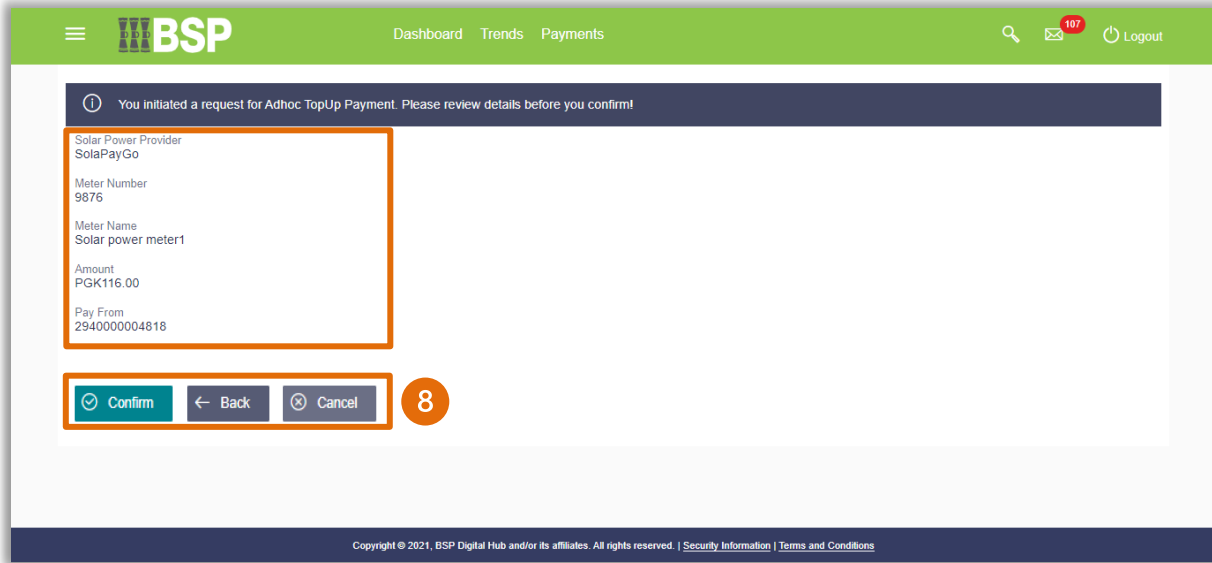
The screenshot shows the 'Adhoc TopUp' form in the BSP system. The form is titled 'Adhoc TopUp' and has several tabs: 'TopUp', 'Adhoc TopUp', 'Manage mobile/meter', 'TopUp History', 'Fee Payment', 'School Fee Payment History', and 'Mobile Merchant Paymen'. The 'Adhoc TopUp' tab is selected. The form contains the following fields and options:

- TopUp Type:** Three buttons: 'Mobile TopUp', 'Easipay', and 'Solar Power'. The 'Solar Power' button is highlighted with a red box and a red circle with the number 1.
- Solar Power Provider:** A dropdown menu with 'SolaPayGo' selected. A red circle with the number 2 is next to it.
- Enter Meter Name:** A text input field with 'Solar power meter1' entered. A red circle with the number 3 is next to it.
- Meter Number:** A text input field with '9876' entered. A red circle with the number 4 is next to it.
- Transfer From:** A dropdown menu with '294000004818 - ABD' selected. A red circle with the number 5 is next to it.
- Balance:** A text label showing 'PGK1,019,357,230.30'.
- Amount:** A text input field with 'PGK116.00' entered. A red circle with the number 6 is next to it.
- View Limits:** A link below the amount field.
- Pay:** A button with a red box around it and a red circle with the number 7 next to it.
- cancel:** A button next to the 'Pay' button.

At the bottom left, there is a 'Back to Dashboard' link. At the bottom right, there is a copyright notice: 'Copyright © 2021, BSP Digital Hub and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

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8. 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**

The screenshot shows a 'Transfer' screen with a 'One Time Verification' section. A message states: 'A verification code has been sent to your registered mobile number. Please enter that code below to complete the process'. Below this is a 'Verification Code' input field with a 'Resend Code' link and 'Attempts Left: 3'. A 'Reference Number' field contains '625135'. At the bottom, there are 'Submit' and 'Cancel' buttons. An orange box highlights the 'Verification Code' field, and another orange box highlights the 'Submit' button. A '1' in a circle points to the first box, and a '2' in a circle points to the second box.

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 'Transfer' screen with a 'Soft Token Verification' section. Instructions state: 'Please follow the steps to generate an OTP (One Time Password)'. A bulleted list includes: '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'. Below this is a 'One Time Password' input field with a 'Resend Code' link and 'Attempts Left: 4'. A 'Reference Number' field contains '853153'. At the bottom, there are 'Submit' and 'Cancel' buttons. Three orange boxes highlight the instructions, the 'One Time Password' field, and the 'Submit' button. A '1' in a circle points to the first box, a '2' in a circle points to the second box, and a '3' in a circle points to the third box.

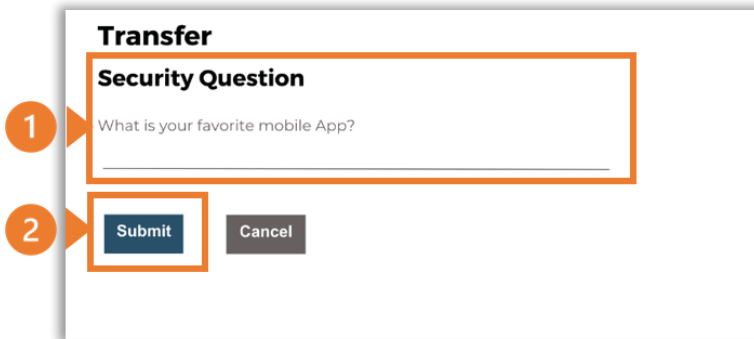
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Option 3 – Security Question

Answering one of five (5) security questions.

1. Answer the question
2. Select **Submit**

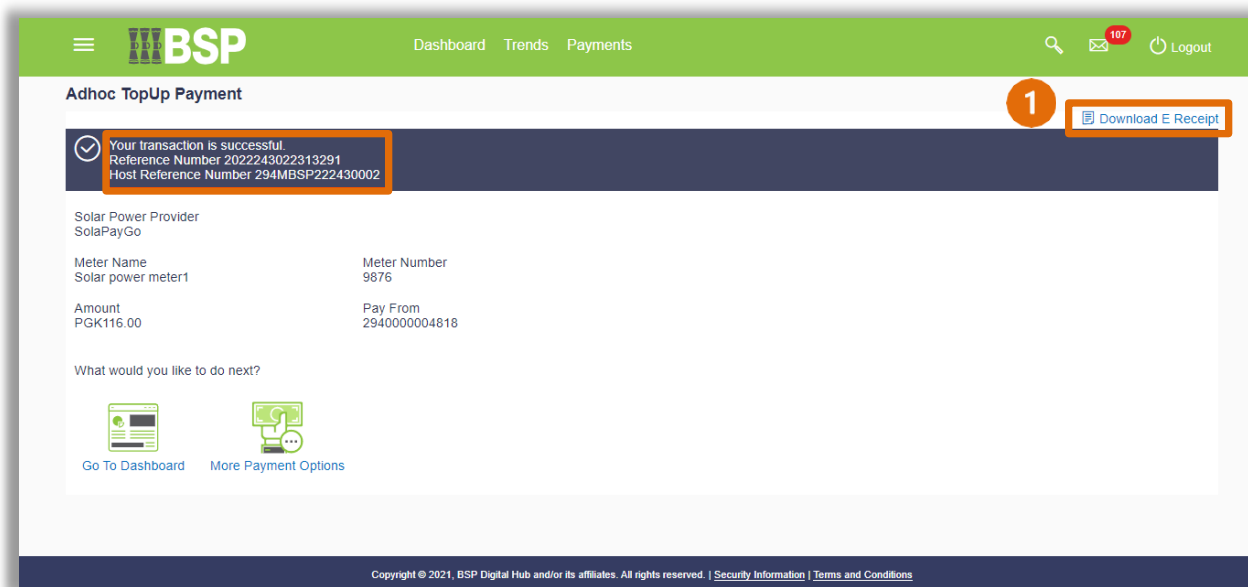
Note: If you answer incorrectly, another question will be displayed. Repeat the above steps.



The screenshot shows a 'Transfer' screen with a 'Security Question' section. A red box highlights the question 'What is your favorite mobile App?' and the 'Submit' button. A red circle with the number '1' points to the question, and another red circle with the number '2' points to the 'Submit' button. A 'Cancel' button is also visible.

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

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



The screenshot shows the 'Adhoc TopUp Payment' confirmation screen. A red circle with the number '1' highlights the 'Download E Receipt' button. The screen displays a success message: 'Your transaction is successful. Reference Number 2022243022313291. Host Reference Number 294MBSP222430002'. Below this, it shows the Solar Power Provider (SolaPayGo), Meter Name (Solar power meter1), Meter Number (9876), Amount (PGK116.00), and Pay From (2940000004818). At the bottom, there are two options: 'Go To Dashboard' and 'More Payment Options'. The footer contains copyright information: 'Copyright © 2021, BSP Digital Hub and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

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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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