

# BSP INTERNET BANKING

## Quick Reference Guide

### **ADD PAYEE (Internal, Domestic, International)**



# Quick Reference Guide: Add a New Payee - Internal, Domestic & International Transfers



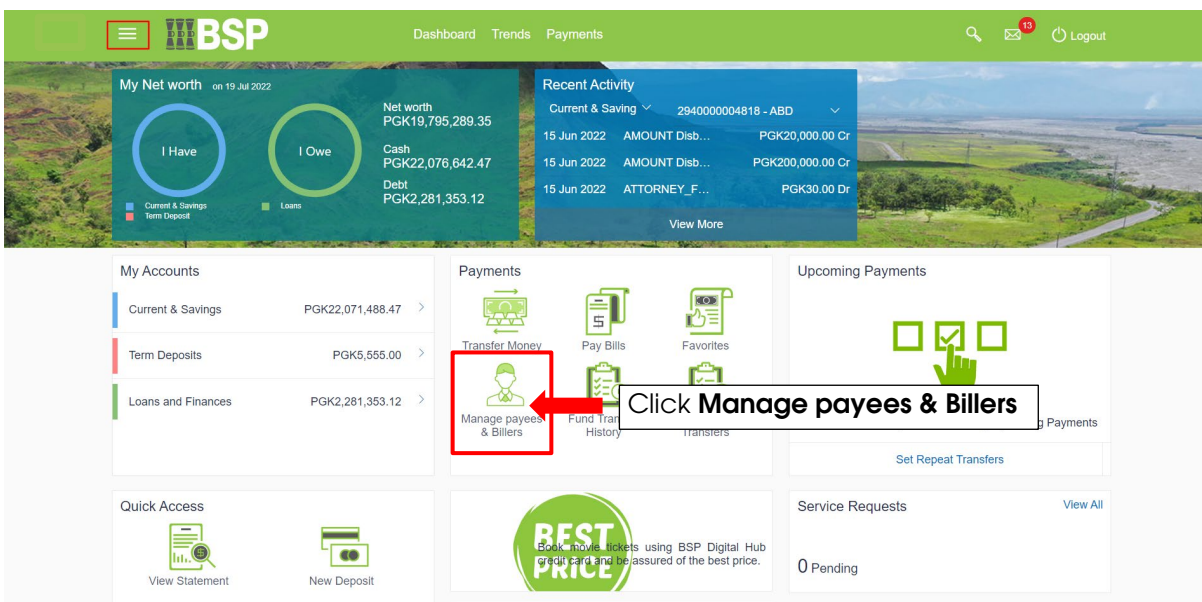
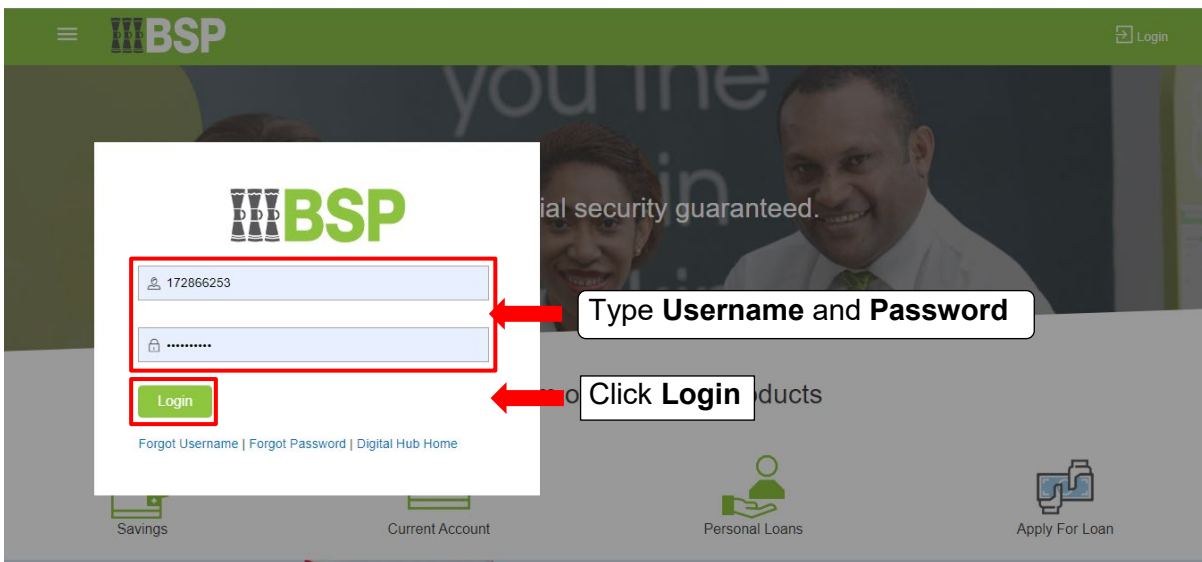
## Use this Quick Reference Guide to:

Add a New Payee for Internal, Domestic & International Transfers

### Sections within this guide:

- Add a new Internal Payee.
- Add a new Domestic Payee
- Add a new International Payee

### 1. Add New Internal Payee



# Add a new Internal, Domestic or International Payee - Quick Reference Guide

**View/Edit Payee**

Manage Whom  
 Payees  Billers

Search By Payee Name

OBDX

Want to make a payment to someone new?  
**Add New Payee**

Click **Add New Payee**

Back to Dashboard

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**View/Edit Payee**

Manage Whom  
 Payees  Billers

Search By Payee Name

OBDX

What type of payee would you like to add?  
 Bank Account

Click **Ok**

Want to make a payment to someone new?  
**Add New Payee**

Back to Dashboard

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**Add Payee**

Bank Account

Payee Name

Account Type  
 Internal  Domestic  International

Branch  
Bank of South Pacific - Head Office

Account Number

Account Name

Nickname

Click **Add**

Click **Add**

Type the name by which the payee is to be identified

Click **Internal** (For BSP Accounts)

Select the Payee's domicile branch

Type the Payee account number

Type the Payee account name

Type the Nickname you want for the Payee to appear in your list of Payees

Back to Dashboard

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# Add a new Internal, Domestic or International Payee - Quick Reference Guide

**Add Payee**

You initiated a request for Internal Bank Account Payee. Please review details before you confirm!

Payee Name  
Charlie Melengas

Account Type  
Internal

Account Number  
2940000004281

Account Name  
Charlie Melengas

Nickname  
Internal Payee

Click **Confirm**

Confirm Back Cancel

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**Add Payee**

**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

Attempts Left  
4

Reference Number  
86448

Click the **Submit** button

Type the **Verification Code**

- Type the **Verification Code** as received by email and mobile
- Or, Type **Security Question** answer
- Or, Type **Verification Code** generated on the **BSP Pay Secure App**

**NOTE:** The source for the authorization code will depend on the verification option you have set up with the Bank (in this example, **Verification Code** was set up for customer's registered email and mobile)

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**Add Payee**

Payee added successfully.  
Reference Number 2022305029891276

Account Type  
Internal

Account Number  
2940000004281

Account Name  
Charlie Melengas

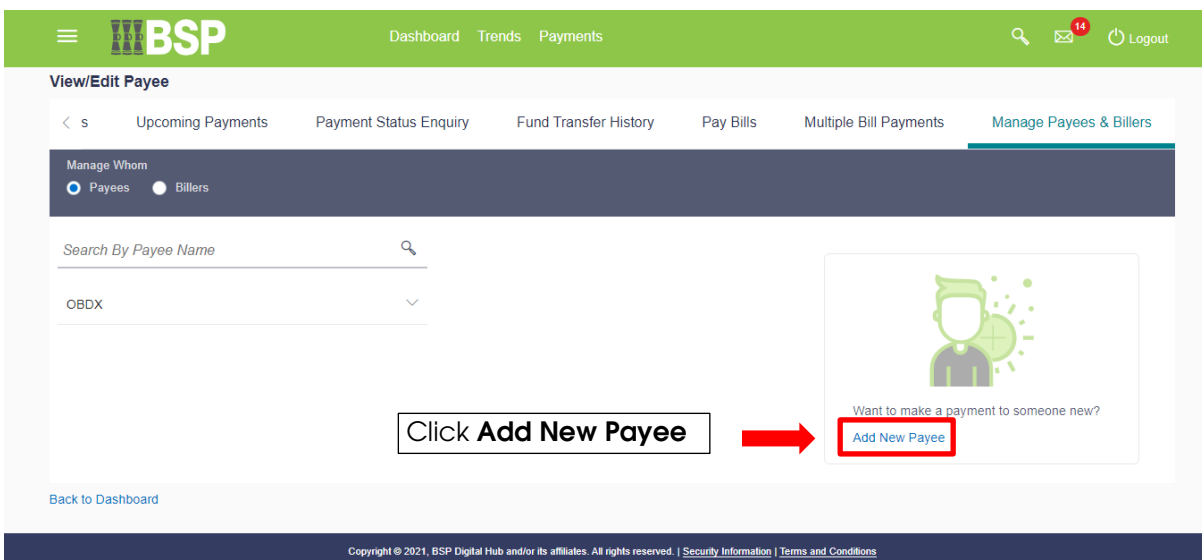
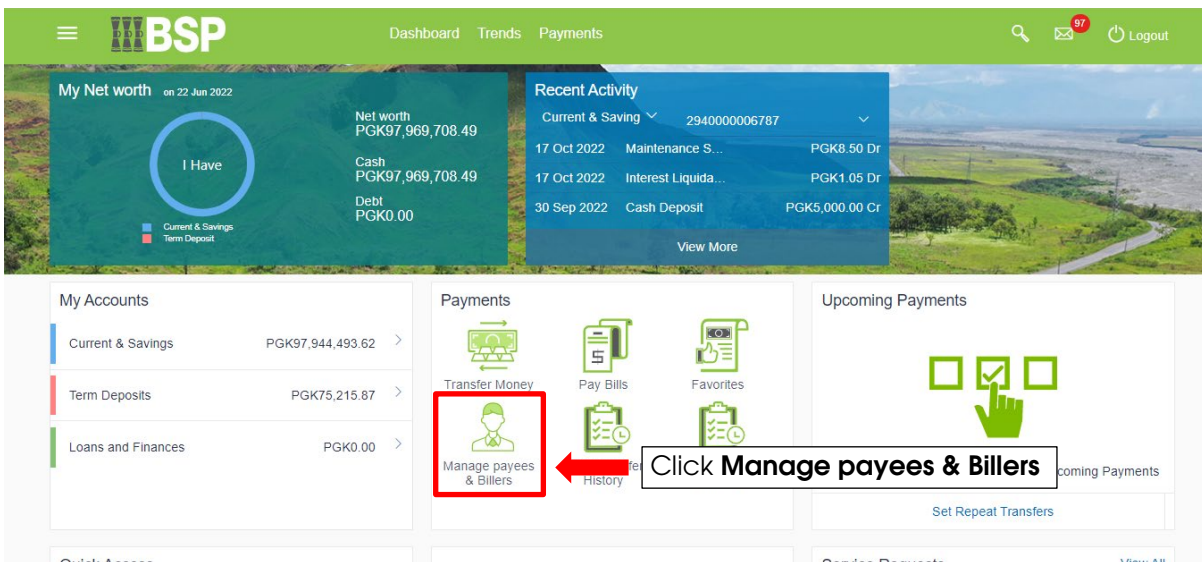
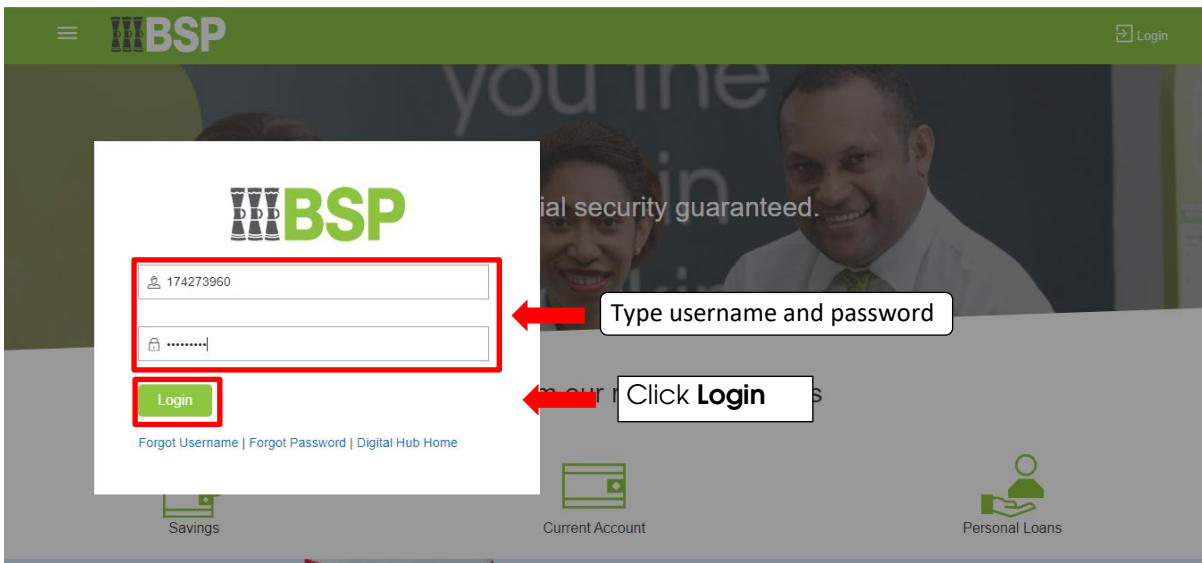
What would you like to do next?

Go To Dashboard More Payment Options Pay Now Set up Payee Limits

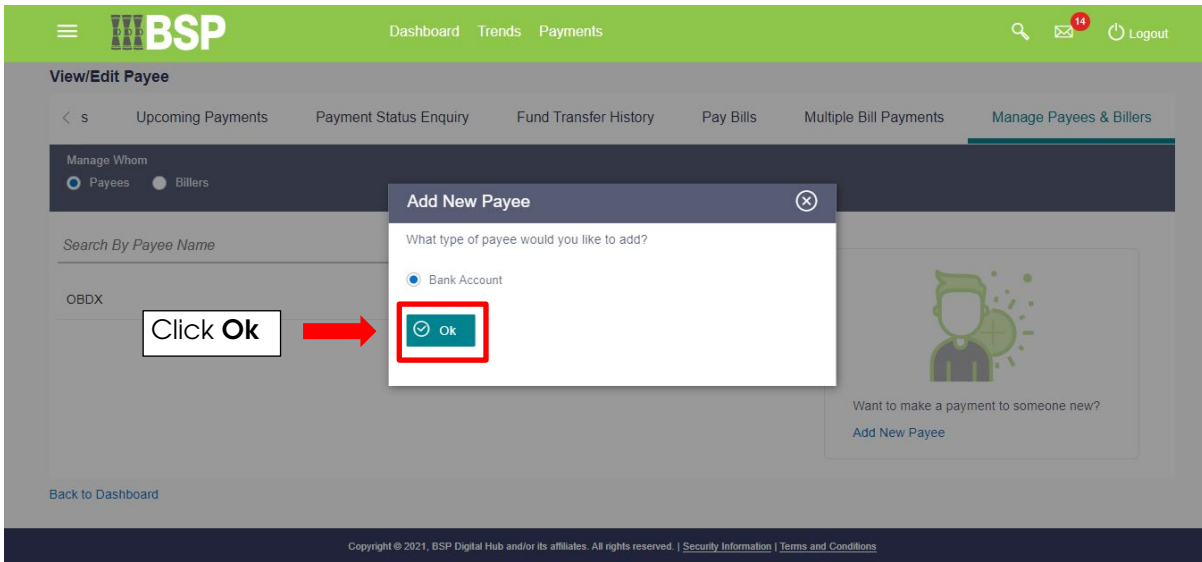
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# Add a new Internal, Domestic or International Payee - Quick Reference Guide

## 2. Add New Domestic Payee



# Add a new Internal, Domestic or International Payee - Quick Reference Guide



# Add a new Internal, Domestic or International Payee – Quick Reference Guide

**Add Payee**

① You initiated a request for Domestic Bank Account Payee. Please review details before you confirm!

Payee Name  
Agatha Kauye

Account Type  
Domestic

Account Number  
600000240

Account Name  
Agatha Kauye

Beneficiary Address  
2nd Cross  
Van  
City  
Vanuatu  
Country  
Papua New Guinea

Pay Via  
Credit Transfer

Bank Code  
Westpac Bank

Nickname  
Domestic payee

Click the **Confirm** button

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**Transfer Money**

**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  
4

Reference Number  
86448

Click the **Submit** button

- Type the **Verification Code** as received by email and mobile
  - Or, Type **Security Question** answer
  - Or, Type **Verification Code** generated on the **BSP Pay Secure App**
- NOTE:** The source for the authorization code will depend on the verification option you have set up with the Bank (in this example, **Verification Code** was set up for customer's registered email and mobile)

**Add Payee**

✔ Payee added successfully.  
Reference Number 2022305029891595

Account Type  
Domestic

Account Number  
600000240

Account Name  
Agatha Kauye

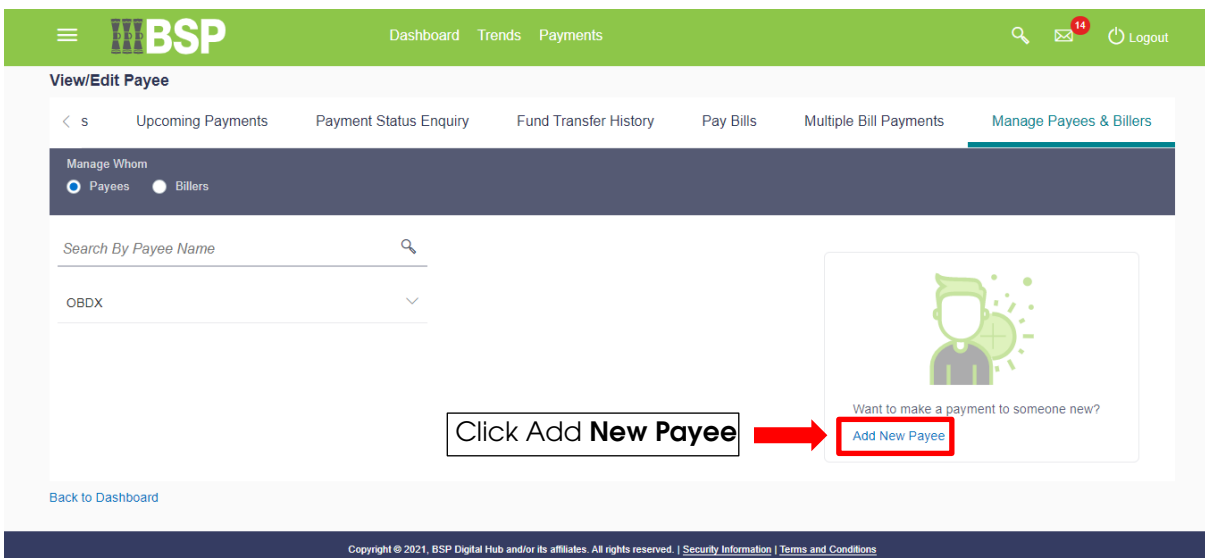
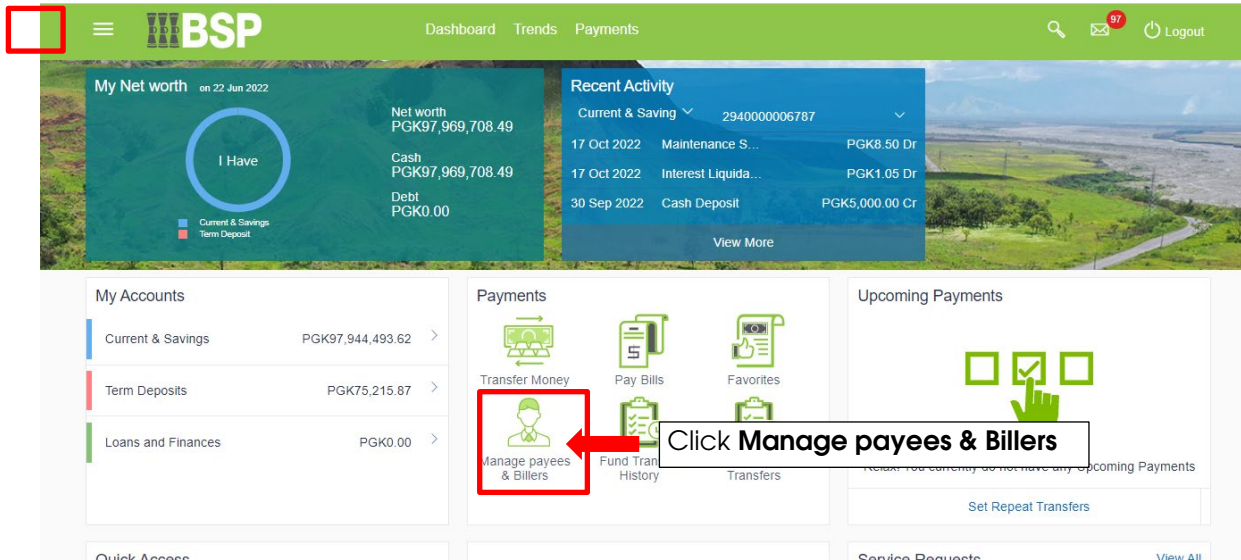
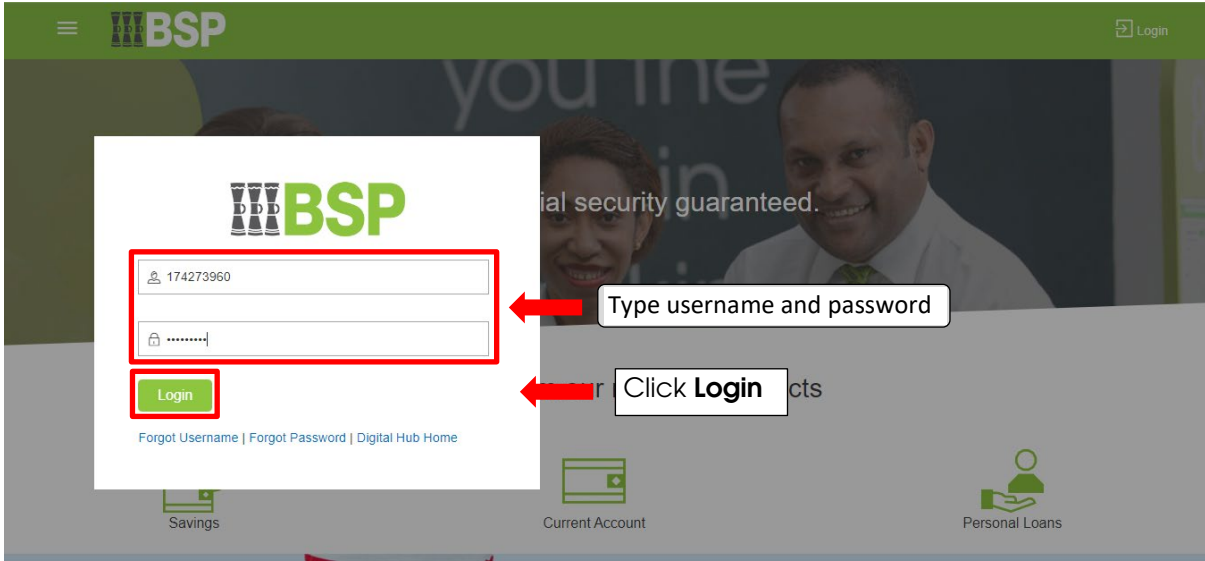
Bank Details  
038, Westpac Bank, 038

What would you like to do next?

[Go To Dashboard](#) [More Payment Options](#) [Pay Now](#) [Set up Payee Limits](#)

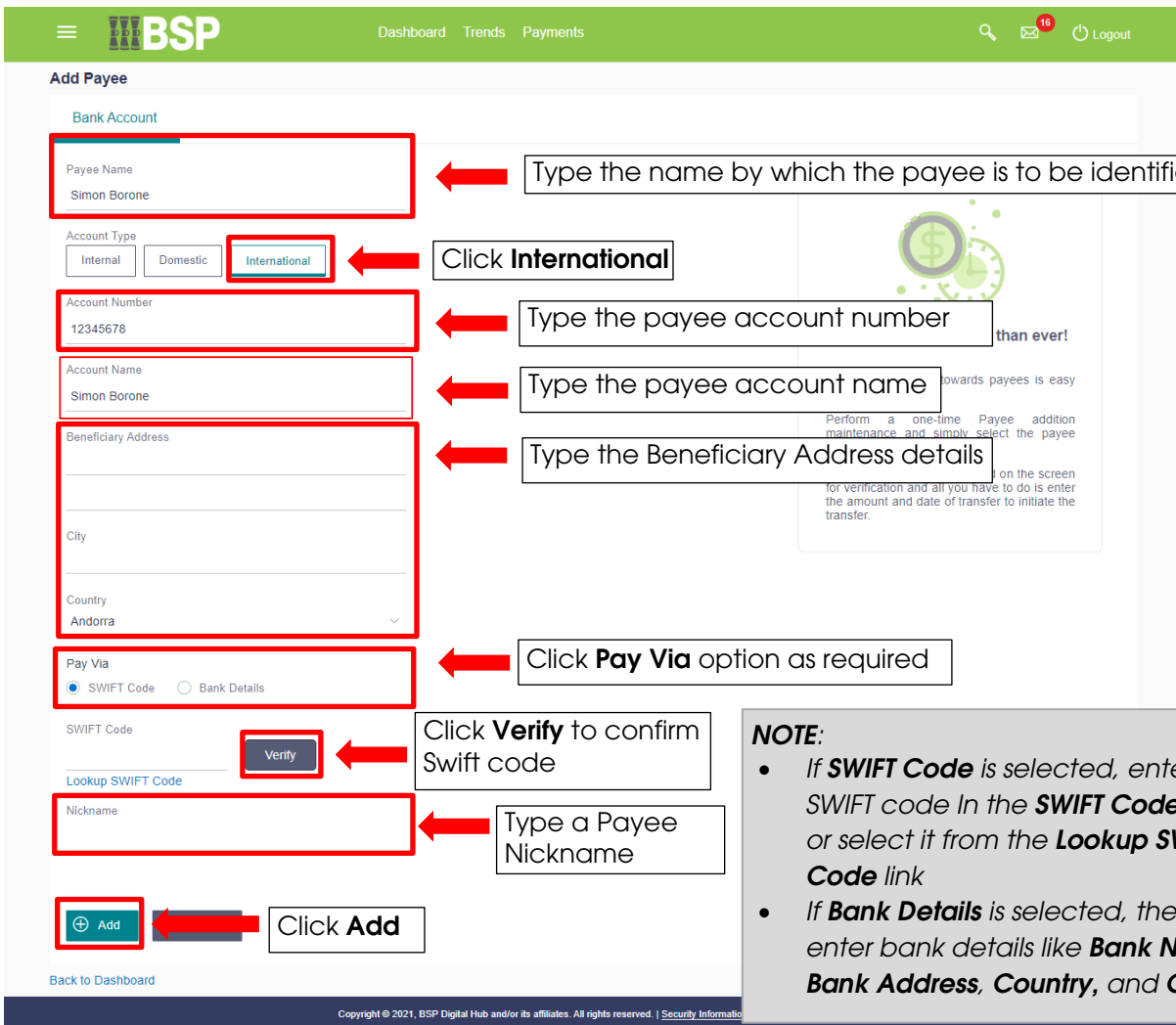
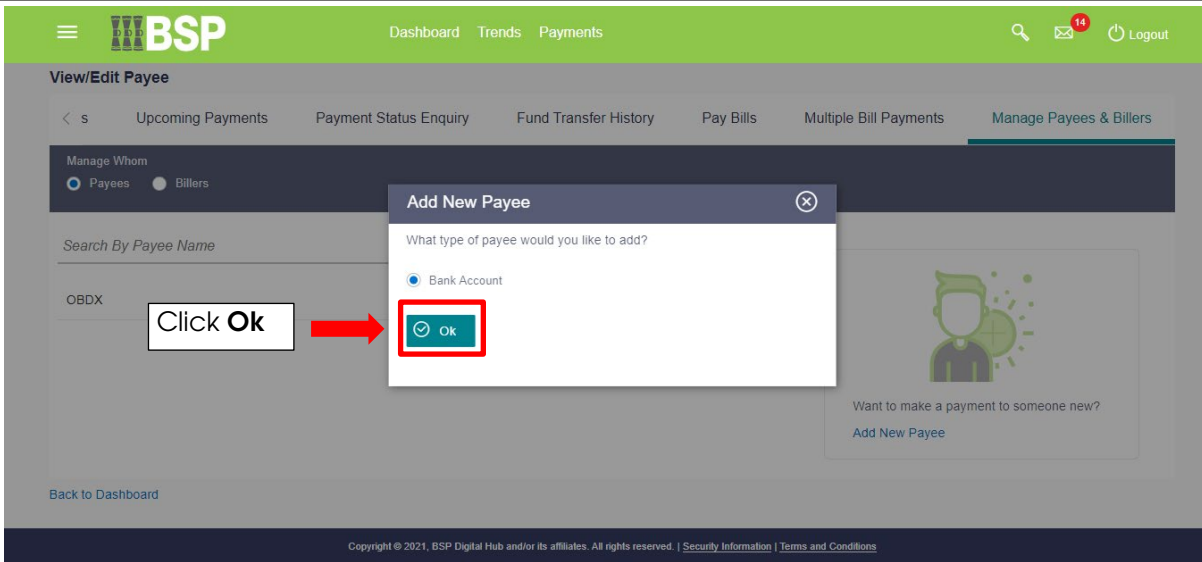
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## 3. Add New International Payee





# Add a new Internal, Domestic or International Payee – Quick Reference Guide



# Add a new Internal, Domestic or International Payee - Quick Reference Guide

**Add Payee**

① You initiated a request for International Bank Account Payee. Please review details before you confirm!

Payee Name  
Simon Borone

Account Type  
International

Account Number  
12345678

Account Name  
Simon Borone

Beneficiary Address  
SECT 123 LOT 45  
HELICONIA STREET

City  
New York

Country  
United States

Pay Via  
SWIFT Code

SWIFT Code  
MBNYUS33XXX  
VALLEY NATIONAL BANK  
924 BROADWAY  
NY  
US

Nickname  
International payee

**Click Confirm**

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**Transfer Money**

**One Time Verification**

Type the **Verification Code**

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  
4

Reference Number  
86448

**Click the Submit button**

- Type the **Verification Code** as received by email and mobile
- Or, Type **Security Question** answer
- Or, Type **Verification Code** generated on the **BSP Pay Secure App**

**NOTE:** The source for the authorization code will depend on the verification option you have set up with the Bank (in this example, **Verification Code** was set up for customer's registered email and mobile)

# Add a new Internal, Domestic or International Payee - Quick Reference Guide

The screenshot shows the 'Add Payee' page in the BSP Digital Hub. At the top, there is a green navigation bar with the BSP logo, 'Dashboard', 'Trends', and 'Payments' links, and a search icon, a notification icon with '16', and a 'Logout' button. Below the navigation bar, the page title 'Add Payee' is displayed. A dark blue banner at the top of the main content area contains a green checkmark icon and the text 'Payee added successfully. Reference Number 2022305029891650'. Below this banner, the account details are listed in two columns: 'Account Type: International' and 'Account Name: Simon Borone' in the first column; 'Account Number: 12345678' and 'Bank Details: MBNYUS33XXX, VALLEY NATIONAL BANK, NY, US' in the second column. Below the account details, the text 'What would you like to do next?' is followed by four icons with corresponding text links: 'Go To Dashboard', 'More Payment Options', 'Pay Now', and 'Set up Payee Limits'. At the bottom of the page, a dark blue footer contains the copyright notice: 'Copyright © 2021, BSP Digital Hub and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 3201212 or 7030 1212

Email: [customerfeedback@bsp.com.pg](mailto:customerfeedback@bsp.com.pg)

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