

BSP INTERNET BANKING

Quick Reference Guide

ADD A BILLER



Quick Reference Guide: Add a Biller



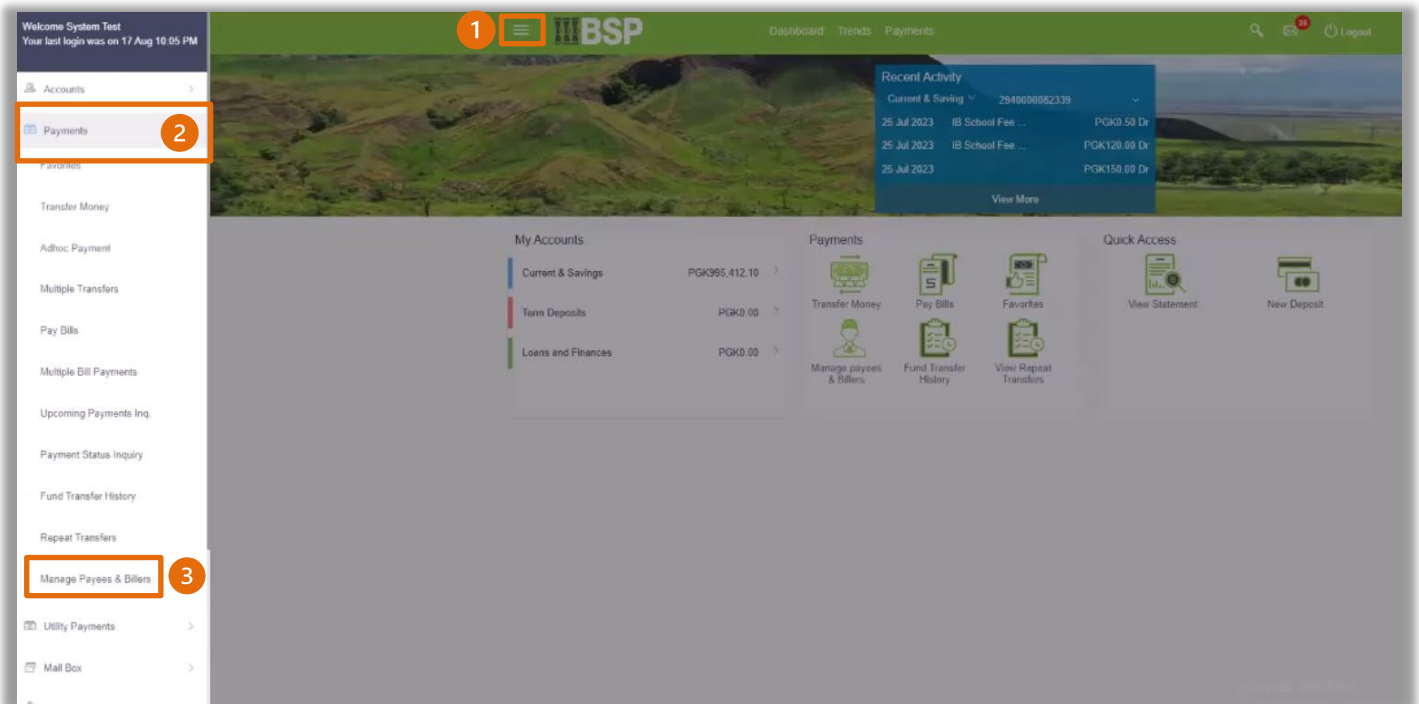
Use this Quick Reference Guide to:

Learn how to add a new Biller.

Add a Biller

Use the **Manage Payees & Billers** function to add a new Biller.

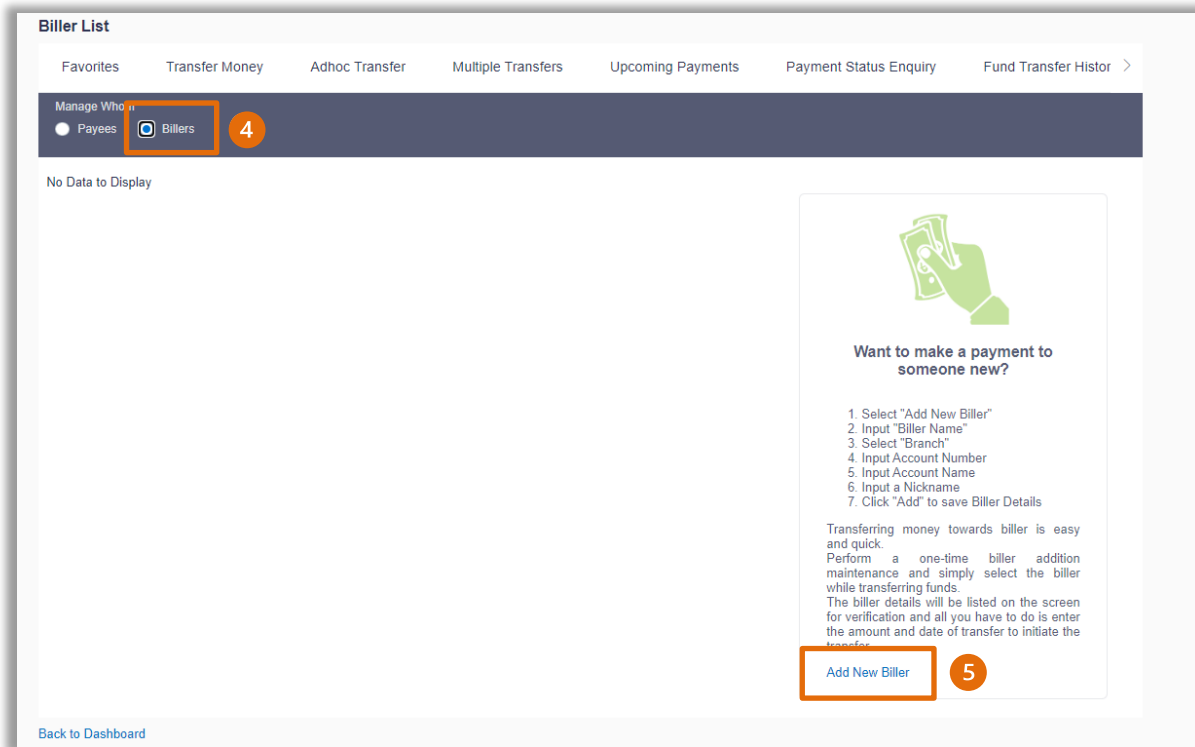
1. Click the **three bars** to open the toggle menu in the BSP Personal Internet Banking dashboard
2. Select **Payments**
3. Select **Manage Payees & Billers**



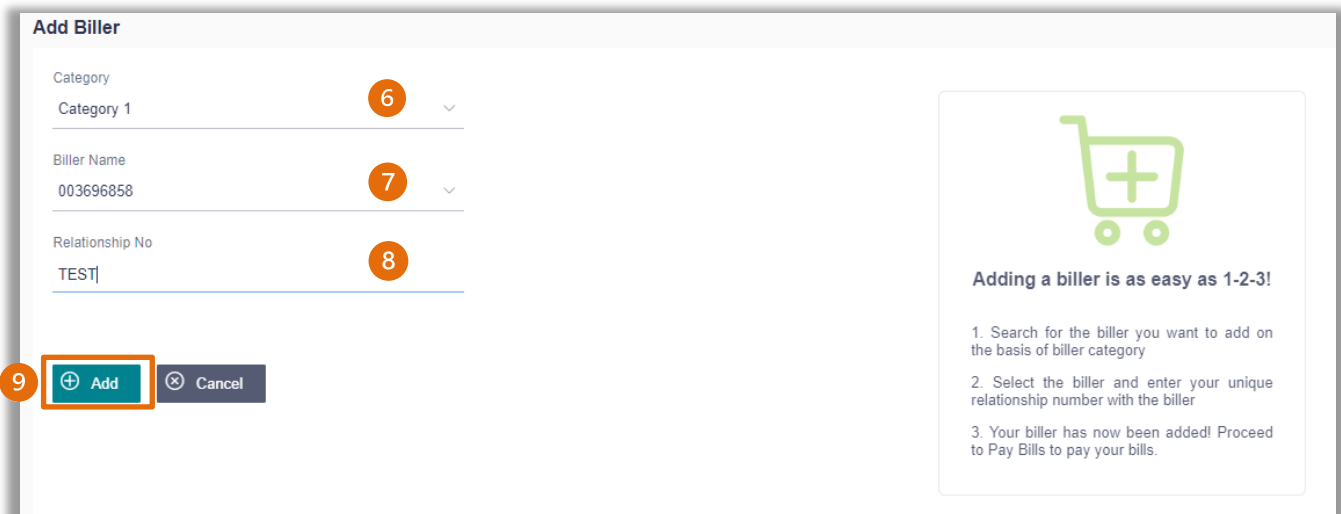
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You're now on the Biller List page. Follow these steps to add a new biller.

4. Select **Billers**
5. Select **Add New Biller**



6. Select the **Biller Category**. Categories apply to your **Biller Name** and are divided into numbers and letters of the alphabet. For example, if your biller was Origin, then file under **Category O**.
7. Enter the **Biller Name**
8. Enter the **Relationship No**. This is your unique Biller reference number, and you'll find this on the bill of the Biller you're adding.
9. Select **Add**



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10. If the biller details are correct, select **Confirm**. If not, select **Back** to revise the information or **Cancel** to exit the screen

Add Biller

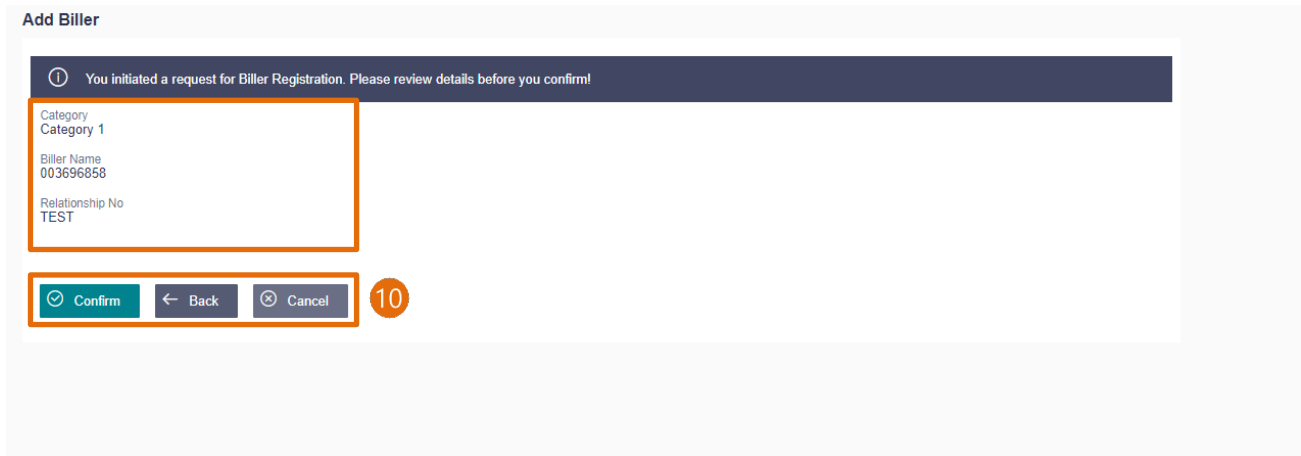
ⓘ You initiated a request for Biller Registration. Please review details before you confirm!

Category
Category 1

Biller Name
003696858

Relationship No
TEST

10

The screenshot shows a mobile application interface for adding a biller. At the top, there is a dark blue header with a white information icon and the text "You initiated a request for Biller Registration. Please review details before you confirm!". Below this is a white card with a thin orange border containing the biller details: "Category: Category 1", "Biller Name: 003696858", and "Relationship No: TEST". At the bottom of the card, there are three buttons: a teal "Confirm" button with a checkmark icon, a grey "Back" button with a left arrow icon, and a grey "Cancel" button with a close icon. To the right of the buttons is a large orange circle containing the number "10".

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Identification Verification

Verify your identity 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 mobile banking interface titled "Transfer" with a sub-section "One Time Verification". 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 text input field labeled "Verification Code" with a "Resend Code" link underneath. A counter shows "Attempts Left: 3". A "Reference Number" field displays "625135". At the bottom, there are two buttons: "Submit" (highlighted with an orange box and a '1' callout) and "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**

The screenshot shows a mobile banking interface titled "Transfer" with a sub-section "Soft Token Verification". Instructions read: "Please follow the steps to generate an OTP (One Time Password)" followed by a bulleted list: "• 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 the instructions is a "One Time Password" field with a "Resend Code" link. A "Reference Number" field displays "853153". A counter shows "Attempts Left: 4". At the bottom, there are two buttons: "Submit" (highlighted with an orange box and a '3' callout) and "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 screen titled "Transfer" 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". Two orange callout boxes with numbers 1 and 2 point to the input field and the "Submit" button, respectively.

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

The screenshot shows a confirmation screen titled "Add Biller". A dark blue banner at the top contains a checkmark icon and the text "Biller added successfully. Reference Number 2023233322276419". Below the banner, the following information is displayed: "Category 1", "Biller Name 003696858", and "Relationship No TEST". At the bottom, there is a question "What would you like to do next?" followed by three icons and their corresponding text: "Go To Dashboard", "More Payment Options", and "Pay Now".

Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 320 1212 or 7030 1212

Email: servicebsp@bsp.com.pg

Disclaimer

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