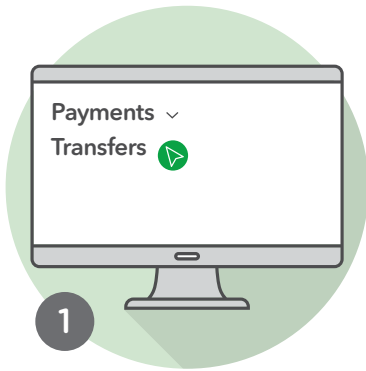


How to effect bill payments and donations

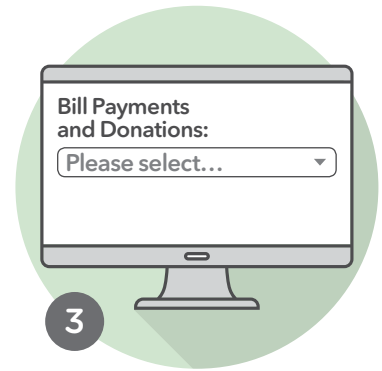
DESKTOP



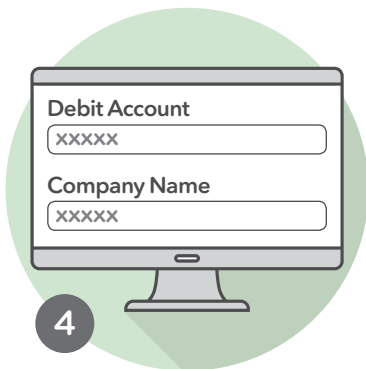
1
Open the side menu
Select **Payments**
Choose **Transfers**



2
Choose the **Bill Payments and Donations** tab



3
Select between **Donation** or **Bill Payment**




4
Choose the **Debit Account** from where the funds are being taken
Choose the **Company** or **Organisation Name** from the dropdown list



5
Enter the requested information



6
Choose between an immediate or a future **Payment Date**

Enter the **Amount** to be paid
 This transaction can be saved as a template




7
Click either **Send for Authorisation** or click **Confirm**



8
Recheck details and click **Yes**



9
If you clicked **Confirm**, a **CRONTO image** will appear

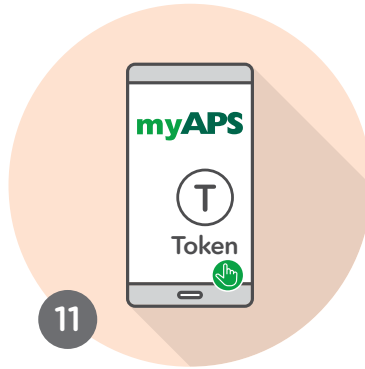
 Transactions awaiting authorisation by the signatory/ies will be listed in the **Pending Authorisation List**

To continue choose between myAPS app on your mobile (*step 10*) or the physical token (*step 15*)

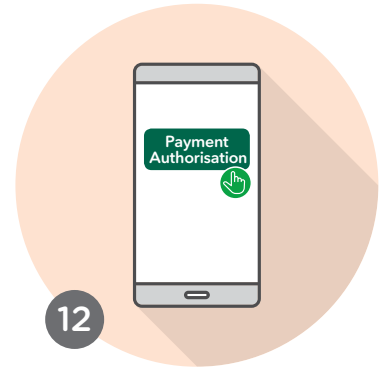


OPTION 1 - Authorise using the mobile app

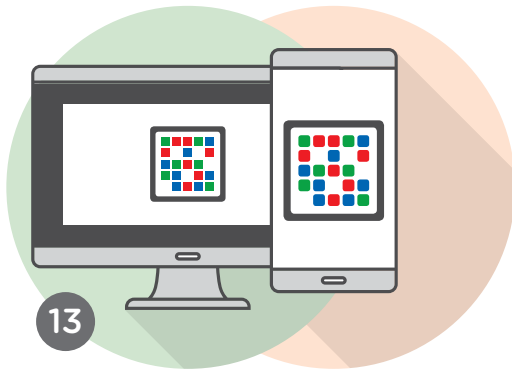
Open the myAPS app on your mobile



Tap **Token**



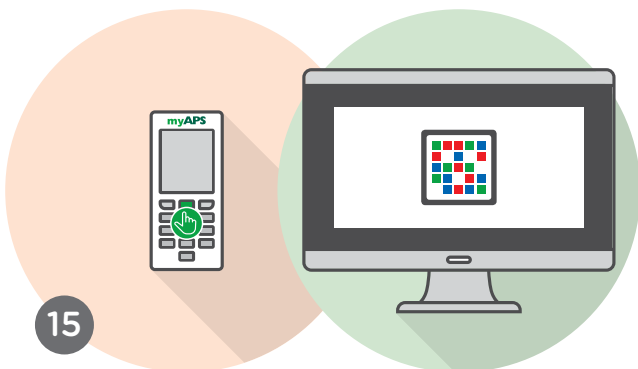
Tap **Payment Authorisation**



Enter your app **PIN** followed by **Next**
With your mobile scan the **CRONTO image** on your desktop



A **Secure Code** will appear on your mobile
Enter the **Secure Code** on your desktop and click **Submit** followed by **OK**

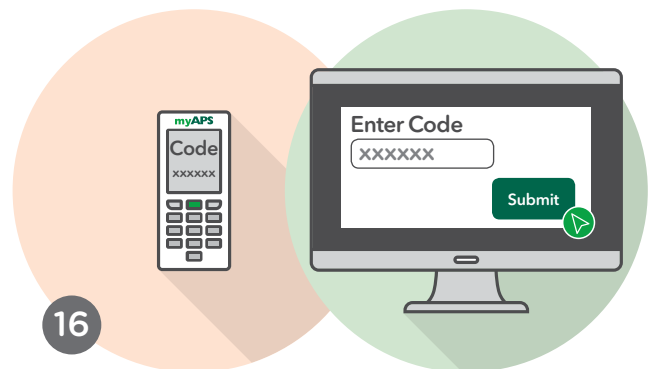


OPTION 2 - Authorise using the physical token

Switch on physical token by pressing the green button and scan the **CRONTO image** on your desktop

Enter physical token **PIN** followed by **OK**

Press **Continue** followed by **OK**



A **6-digit code** will appear on your physical token
Enter this **code** on your desktop
Click **Submit**