

How to transfer between own accounts and to other APS accounts

MOBILE



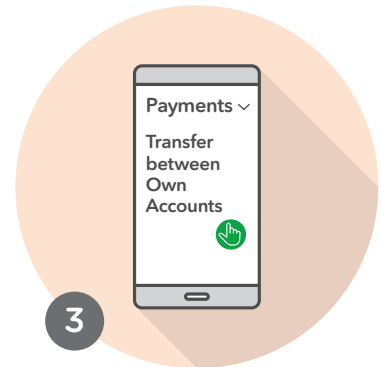
1

Open **myAPS app**
on your mobile
Tap **Business**



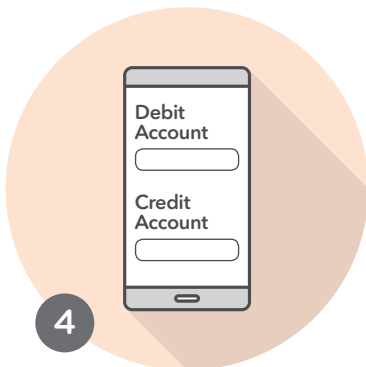
2

Log In to myAPS app
with either your app **PIN**,
Fingerprint or **Face ID**
If requested, tap on your
chosen legal entity



3

Open the side menu
Choose **Payments**
Select **Transfer between
Own Accounts** or **Transfer
to another APS Account**



4

Choose the **Debit Account** from
where the funds are being taken
Choose the **Credit Account** where
the funds will be transferred



5

Fill in **Amount** to
be transferred
Type in a
Payment Reference



6

Choose the **Payment Date**



7

This transaction can be
saved as a standing order
and/or as a template



8

Tap either
Send for authorisation
or tap **Confirm**

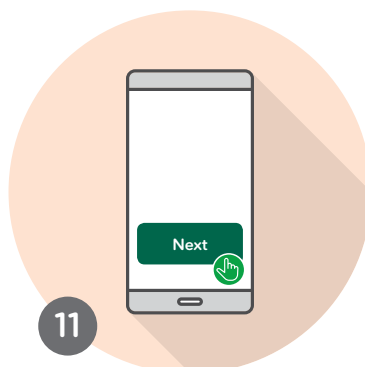


9

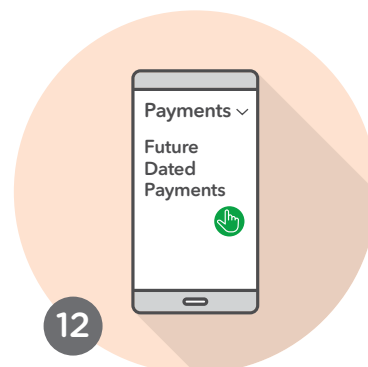
Transactions awaiting
authorisation by the
signatory/ies will be listed in the
Pending Authorisation List



To confirm, recheck details and tap **Yes**
Authorise payments with either your app **PIN**, **Fingerprint** or **Face ID**



Tap **Next** and close the pop up window



To view or delete any future payments open the side menu and under **Payments**, tap **Future Dated Payments**
Scroll and/or delete as necessary