## Authorising payments.

Follow this guide to authorise payments in **Corporate Mobile**.

To perform this procedure you require **Authoriser** access in Online payments, along with the **Debit account** and the **Currency** of the payment(s) to be authorised.

Please refer to the **How to access Corporate Mobile** quick reference guide for assistance on how to sign in to Corporate Mobile.

Getting started
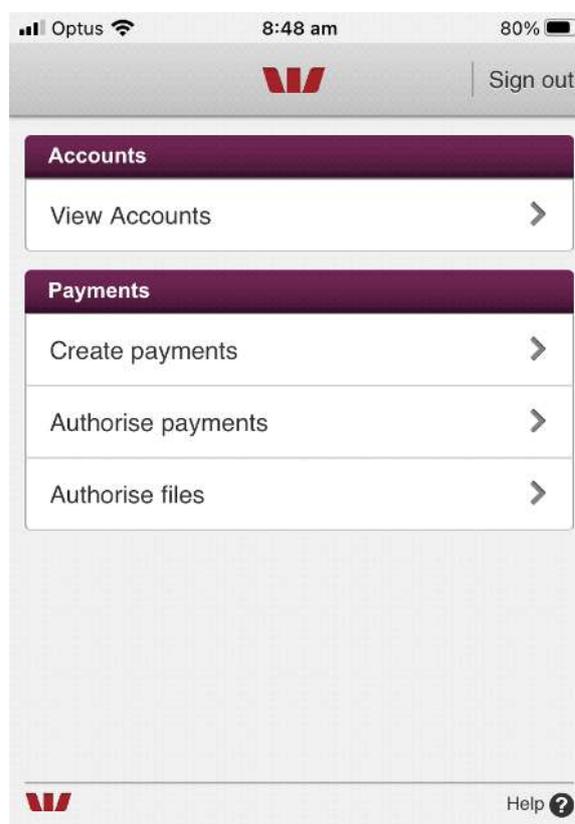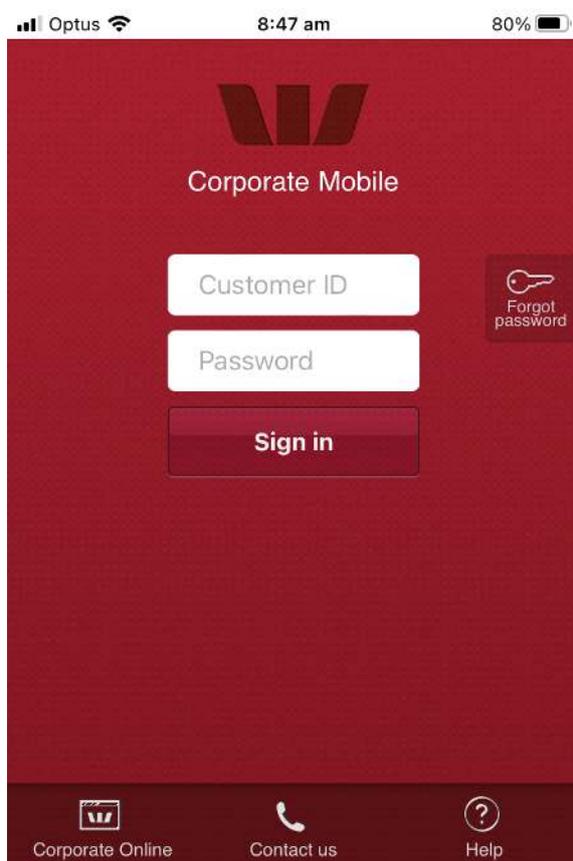
Step 1: Enter your 8 digit **Customer ID** and case sensitive **Password**, and then select **Sign in**.

Notes:

i. If you have forgotten your password and have a Corporate Online token you can reset your sign in password from the Corporate Online website. If you don't have a Corporate Online token please contact your administrator or the Corporate Help Desk to arrange for your password to be reset.

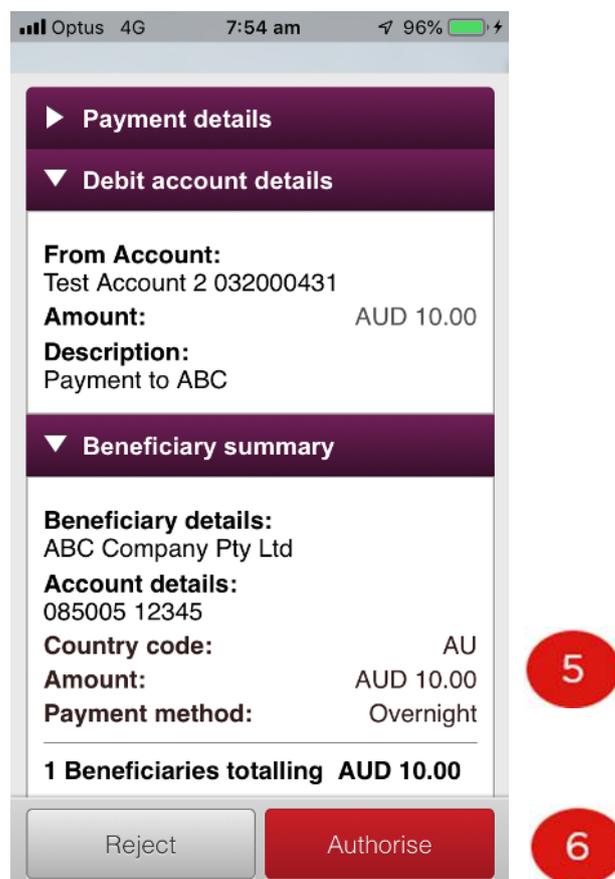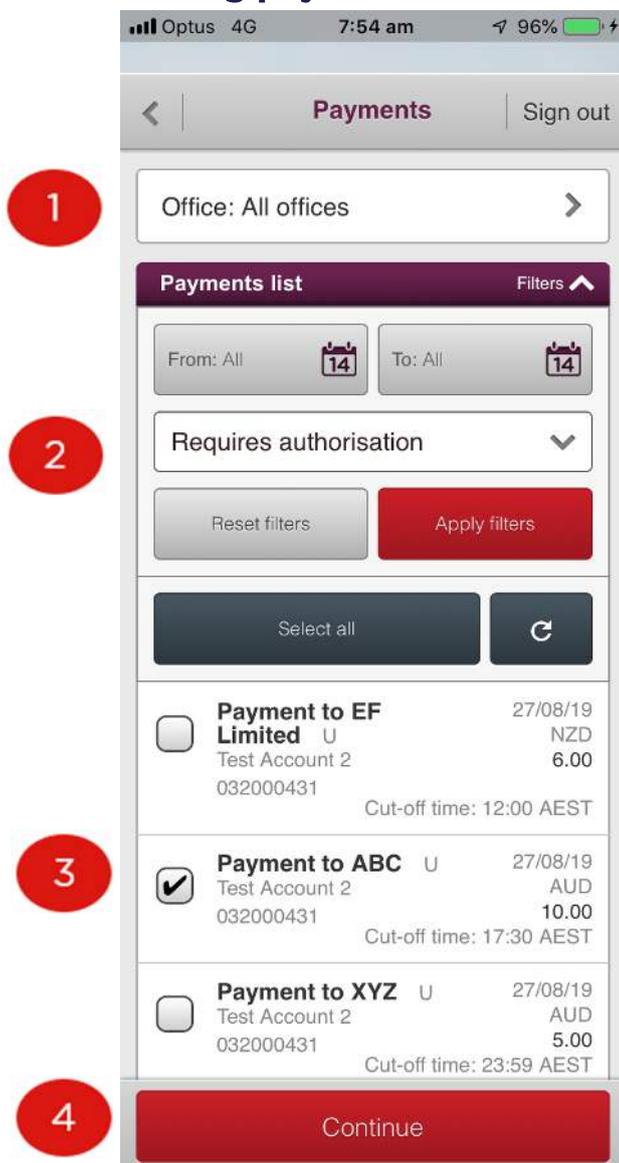ii. Allowed access times are set by your Corporate Online administrator(s).

The options displayed are based on your access.

Step 2: Select **Authorise payments.**

You will be required to Enter your **Token password** and the 6 digit **token number** displayed on the front of your SecurID token.

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Authorising payments

Step 1: Select an **Office.**

Step 2: Use the **Filters** to change the **From** and **To** (value) dates and **status** and then select **Apply filters** to refresh the list.

Step 3: Select the payments to be authorised (or rejected) either one by one or use the **Select all** option.

Step 4: Select **Continue** to view the details of each selected payment before authorising.

Notes:

The Office, Date range and Status displayed by default can be changed via Set Preferences in Corporate Online Payments.

Step 5: Review details of the payment.

Step 6: Select to **Authorise** or **Reject** the payment.

Corporate Mobile displays any further actions required based on payment type then provides confirmation of your action.

Notes:

Depending on the authorisation model used by your organisation for payments and your personal Authority level within Online Payments may be required to validate your token again.