# **Corporate Online**



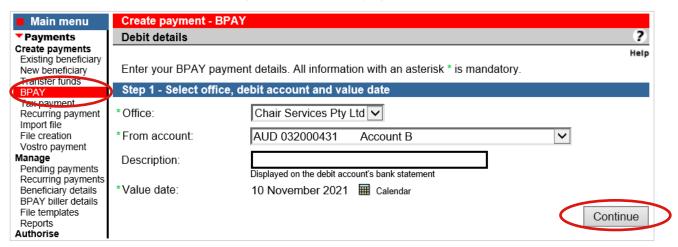
### Creating BPAY payments.



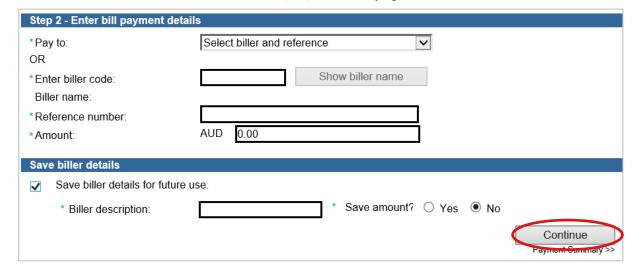
Follow this guide to create a **BPAY payment**, which can include up to 15 bill payments.

To perform this procedure, you require **Creator** access to the **BPAY** feature, access to an **Office** that allows payments and a **Westpac AUD account** held in Australia within that office.

1. From the left-hand menu, select Payments > Create payments > BPAY.



- 2. Complete the details as follows:
  - Select the Office to make this transfer within.
  - Select a From account. (Must be a Westpac AUD account held in Australia).
  - Enter the **Description** you want to appear on the bank statement of the account chosen above
  - Ensure the Value date for the payment. (BPAY payments can be forward dated up to 18 months)
  - Select Continue. Corporate Online displays the Bill payment details screen.



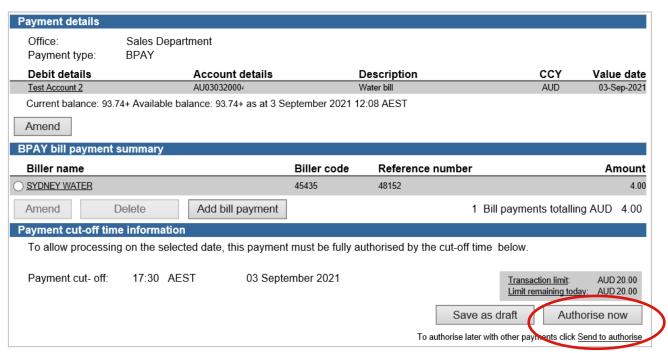
- 3. Complete the details as follows:
  - Either select a biller from the list of saved Billers **OR** enter **a Biller code** and then select **Show biller name**.
  - Enter the Reference number for the payment.
  - Enter the **Amount** of the payment.
  - Select Continue. Payment summary is displayed.

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## **Corporate Online**



#### **Payment summary**



- 4. Complete the following:
  - Review the details of the payment and make any amendments.
  - Select Send to authorise to make the payment available for authorisation.
    OR
  - Where your access also allows you to authorise confirm there are available funds in the from account to make the payment and then select **Authorise now**.

#### Confirmation

Online Payments displays the **Payment confirmation** screen. If the status of the payment is "Created / unauthorised" or "Partially authorised" authorisation is required before the payment is made. Ask another user to sign-in and authorise the payment by selecting **Authorise** from the left-hand menu.

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