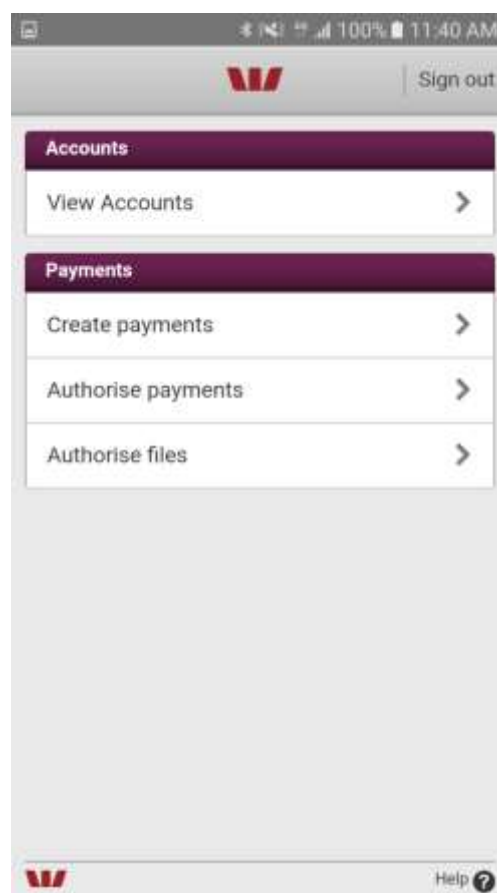


## Authorising files.

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

To perform this procedure you require **Authoriser** access in Online payments along with the **Payment service** (Direct Entry or Payment processing) used in each file to be authorised.

### 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).

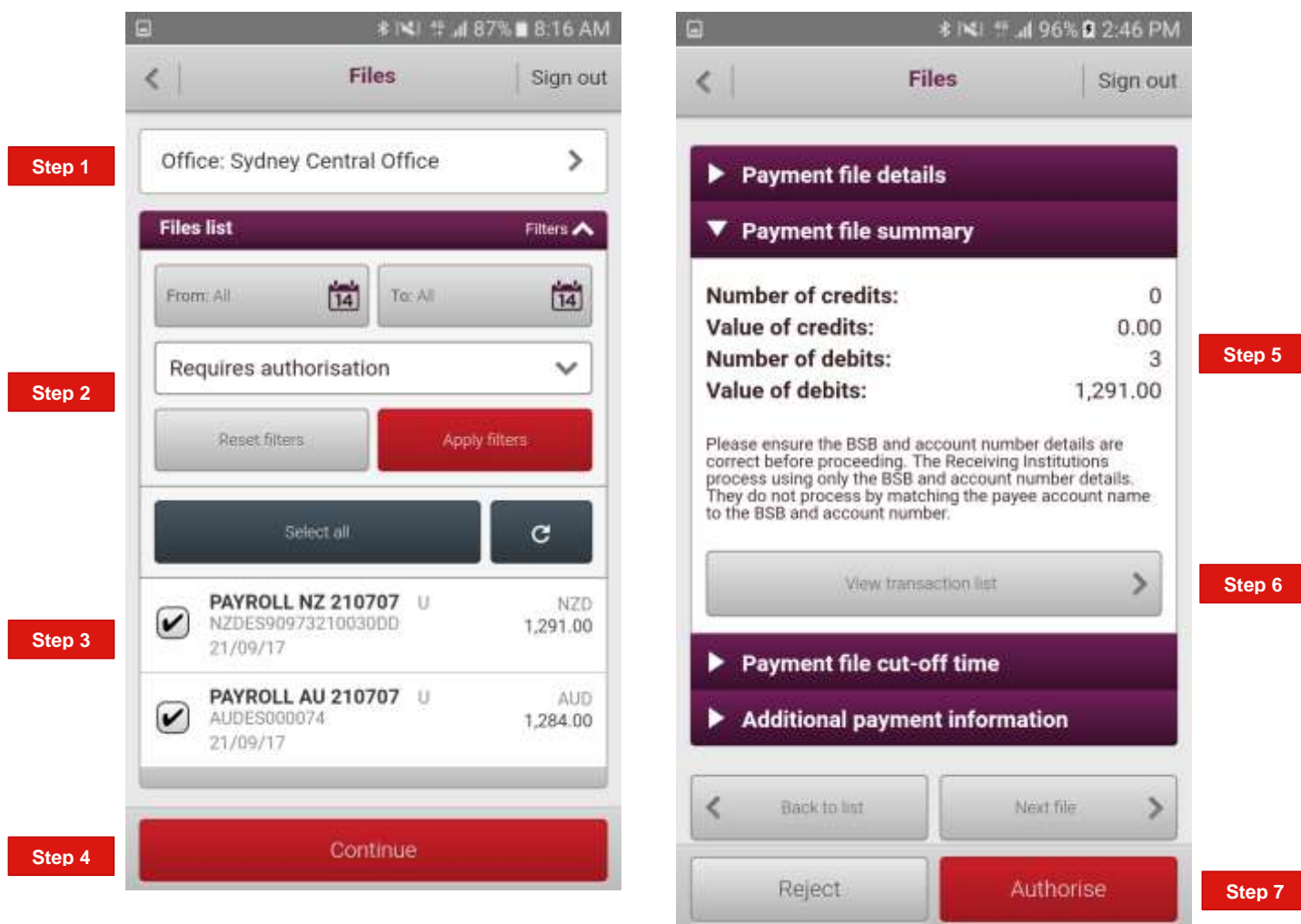
The options displayed are based on your Corporate Online access.

**Step 2:** Select **Authorise files**

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



## Authorising files



**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 payment files 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 file 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 payment file details.

**Step 6:** Select **View transaction list** to view the individual transactions making up the file.

**Step 7:** Select to **Authorise** or **Reject** the payment file.

Corporate Mobile provides confirmation of your action.

### Notes:

Depending on the authorisation model used by your organisation for payment files and your personal Authority level within Online Payments you may be required to enter your token details again.