Corporate Online



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

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and and a second se	NI			\ //	Sign out
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	Sign in		Authorise pay	ments	>
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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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▶ Payment details							
Debit account							
From Account: Test Account 2 032 Amount: Description: Payment to ABC	2000431 AUD 10.00						
Beneficiary summary							
Beneficiary detail ABC Company Pty Account details:	ls: / Ltd						
085005 12345 Country code: Amount: Payment method	AU AUD 10.00 : Overnight	5					
1 Beneficiaries totalling AUD 10.00							
Reject	Authorise	6					

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.