

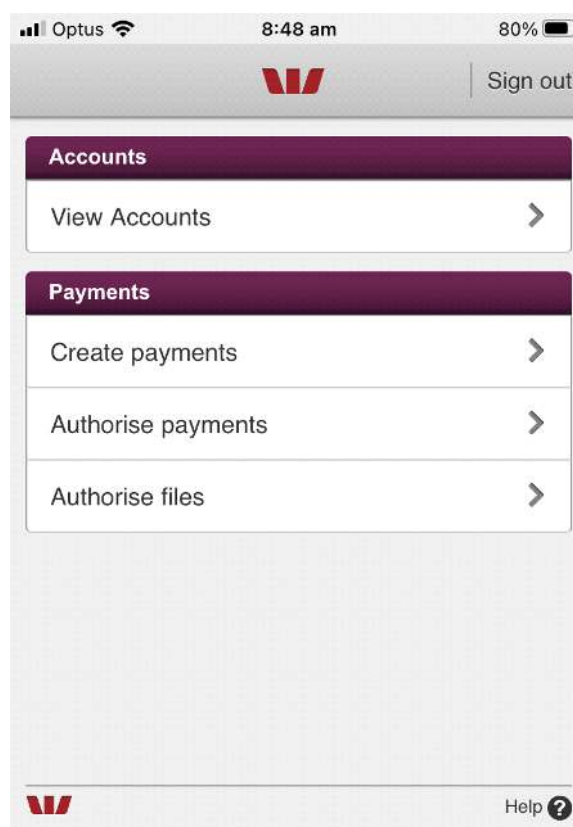
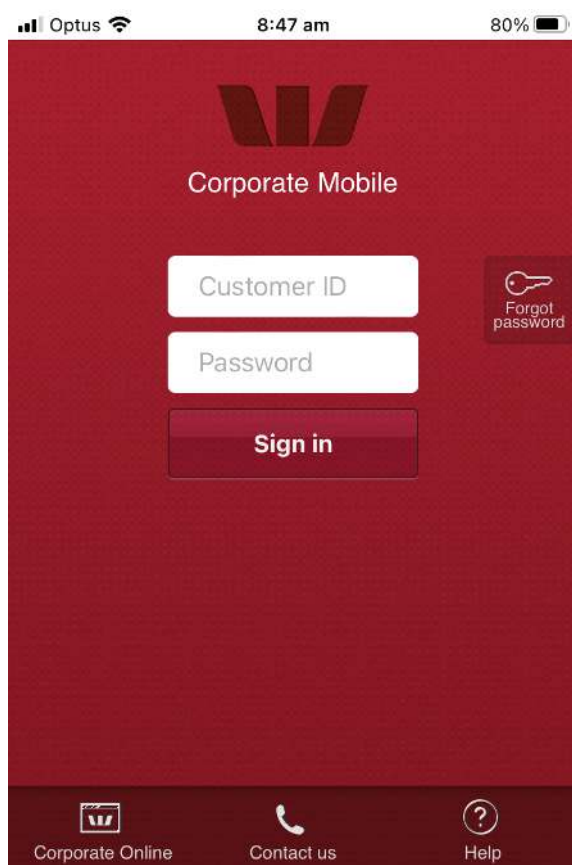
Authorising payments.

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.



Authorising payments

1 Office: All offices

2 **Payments list** Filters

From: All 14 To: All 14

Requires authorisation

Reset filters Apply filters

Select all

Payment	Date	Currency	Amount	Cut-off time
<input type="checkbox"/> Payment to EF Limited U Test Account 2 032000431	27/08/19	NZD	6.00	Cut-off time: 12:00 AEST
<input checked="" type="checkbox"/> Payment to ABC U Test Account 2 032000431	27/08/19	AUD	10.00	Cut-off time: 17:30 AEST
<input type="checkbox"/> Payment to XYZ U Test Account 2 032000431	27/08/19	AUD	5.00	Cut-off time: 23:59 AEST

4 Continue

Payment details

Debit account details

From Account:
Test Account 2 032000431

Amount: AUD 10.00

Description:
Payment to ABC

Beneficiary summary

Beneficiary details:
ABC Company Pty Ltd

Account details:
085005 12345

Country code: AU

Amount: AUD 10.00

Payment method: Overnight

1 Beneficiaries totalling AUD 10.00

5

6 Reject Authorise

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.