

NAB CONNECT

Quick Reference Guide



Authorising payments using the Mobile App

If you are set up as an Authorised user, you can authorise domestic and international payments using the Mobile App. You can authorise your own payments, and payments submitted to you for authorisation. You can also view previously authorised payments.

Login to the Mobile App to get started.

HOW TO

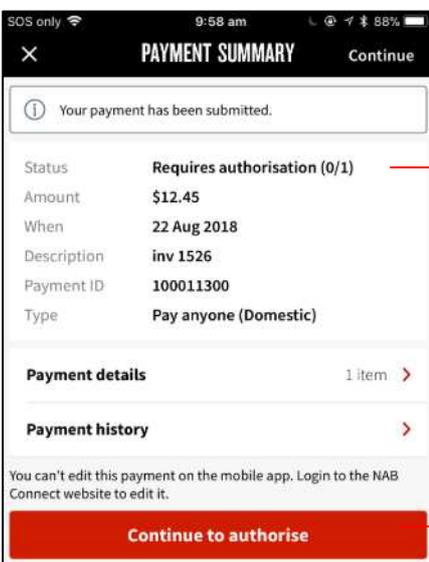
1. Create and authorise a domestic payment
2. Authorise a payment created by another user
3. Authorise an international payment with RTR
4. View payment and authorisation history

1 Create and authorise a domestic payment

If you have been set up as an 'Authorised user', you can create a domestic payment and continue on to authorise it straight away.

If you need help with the initial steps in creating a payment, see the quick reference guide [Creating a domestic payment using the Mobile App](#).

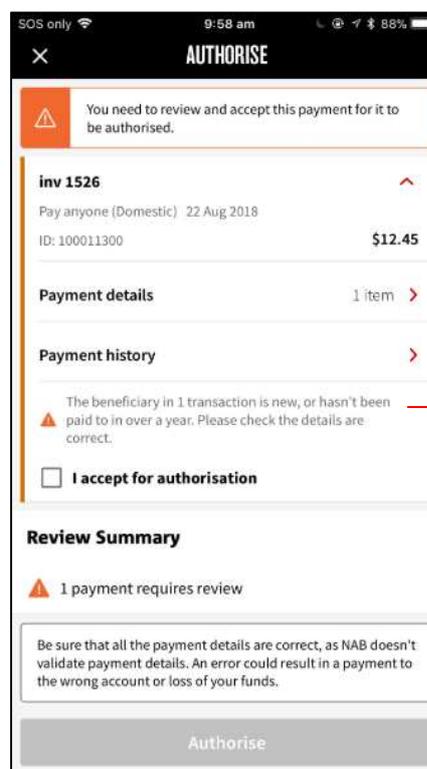
When you have created the payment and successfully submitted it, the PAYMENT SUMMARY screen displays. If the details are correct, you can tap the red **Continue to Authorise** button at the bottom:



Note: The payment status is Requires authorisation

Continue to authorise button

The *AUTHORISE* screen displays:



Note: This alert appears if the payee is new

1. Review the details. Tap **Payment details** or **Payment history** to view further payment or transaction details.
2. If there is an alert and you want to authorise the payment, tap **I accept for authorisation**. The **Authorise** button at the bottom of the screen is enabled.
3. Tap the **Authorise** button. You are prompted to enter your 4-digit PIN (see next page)

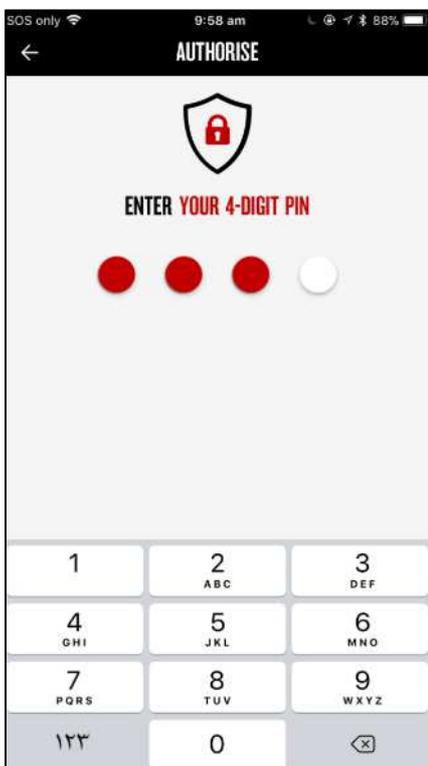
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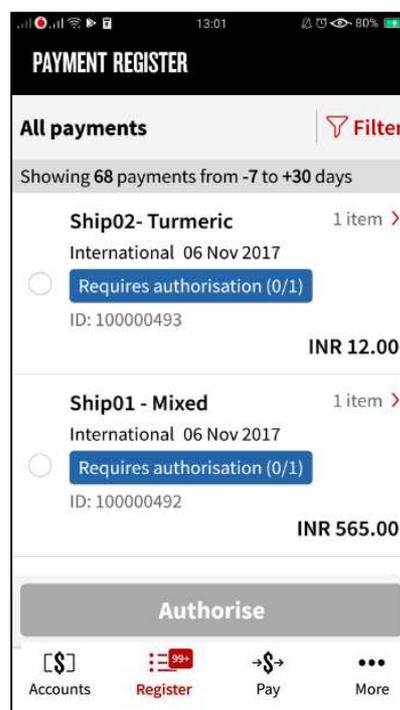


The payment is sent to the server. Upon successful authorisation, the AUTHORISATION SUMMARY screen displays, with a confirmation message at the top:



2 Authorise a domestic payment created by another user

1. In the main menu at the bottom of the screen, tap the  icon to view the payment list.
 - The number of payments awaiting authorisation is indicated in the Register icon.
 - If you have access to authorise payments you'll be able to select the payments for authorisation. You can select up to 25 payments to authorise at one time.
 - Users who can't authorise payments will see a register of payments with a value date of 7 days in the past or 30 days in the future. You can also filter to view a particular payment status only.

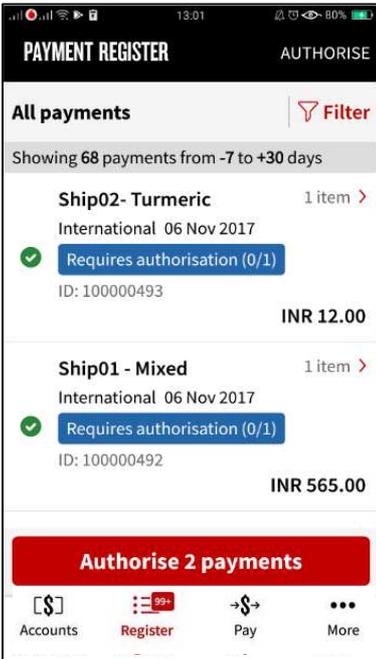


Hint: Use the **Filter** option to view **Payments I can Authorise**.

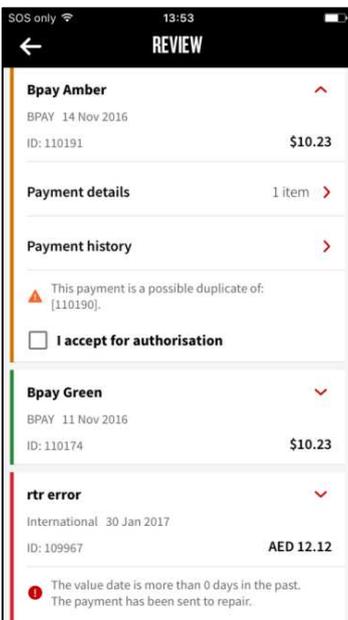
Important: You can't use the mobile app to authorise a payment that requires Transaction signing. However, you can use the mobile app to generate a Transaction signing code. You will need to **logout** of the app, tap **More** from the app's Home screen, and tap **Signing code**.

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- You can select one or more payments to authorise by select the radio button on each payment.



- Once you've selected all payments you want to authorise, select the Authorise button to review payment.



Note: This example is explained below

'Green' payment is ready to be authorised.

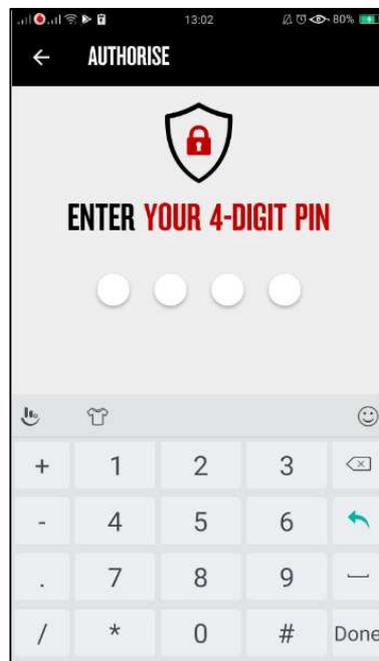
'Amber' payment requires review, can only be authorised when 'I accept for authorisation' is ticked. For example, if you see a **New beneficiary**

details message, you'll need to check the accuracy of the beneficiary's details to confirm they are correct.

'Red' payment can't be authorised on the mobile app.

Hint: You can view payment details for further information about the payment

- Enter your Authorisation PIN to proceed with authorisation.



When no payment is with Real Time Rate (RTR), you will see an authorisation summary that provides the authorisation result, i.e. number of payments have been successfully authorised and number of payments that cannot be authorised.

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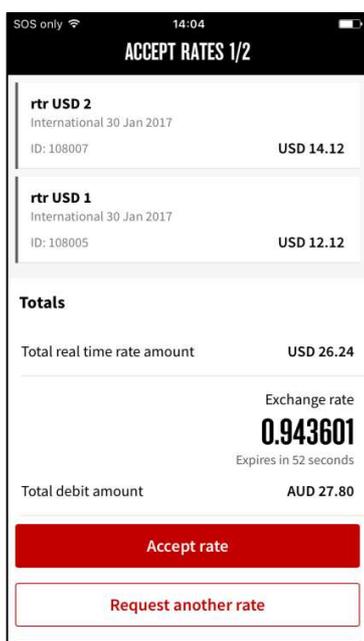
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3 Authorise international payments with Real Time Rate (RTR)

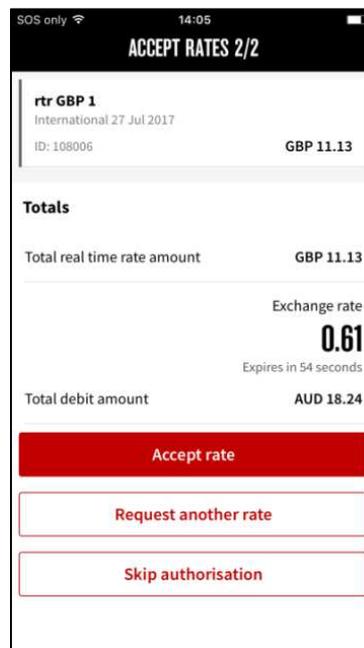
1. For international payments created with Real Time Rate (RTR), you will see the following screen after entering your 4-digit PIN.



Tips:

- *The exchange rate is a real time rate, you can accept before the rate is expired as indicated.*
- *When authorising multiple international payments of different currencies, payments are grouped by currency, with a total foreign currency amount and total debit amount in AUD.*

2. When you have more groups of international payments, you will see the next rate screen.



3. Review the exchange rate and the debit amount listed on the screen.

If you want to...	Then tap
Accept the rate and authorise the payment	Accept rate
Request another rate now	Request another rate.
To not continue with the authorisation	Skip authorisation. The next payment displays and the RTR payment is relisted in the Payment register as a payment which requires authorisation.

4. You will see an authorisation summary that provides the authorisation result, i.e. number of payments that have that been successfully authorised

Tap on the arrow next to **Payment details** or **Payment history** for more information about the payment (see 5 *View Payment details and history*).

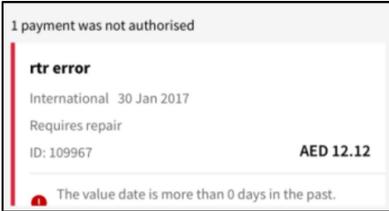
If the payment could not be authorised you will see the following information:

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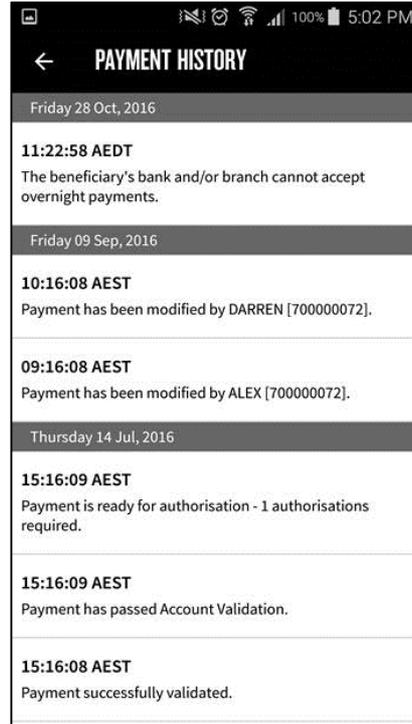
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To go back, tap the Back arrow at the top left of the screen:



In the *AUTHORISATION SUMMARY* screen, tap **Payment history** to see the following information:



4 View payment details and history

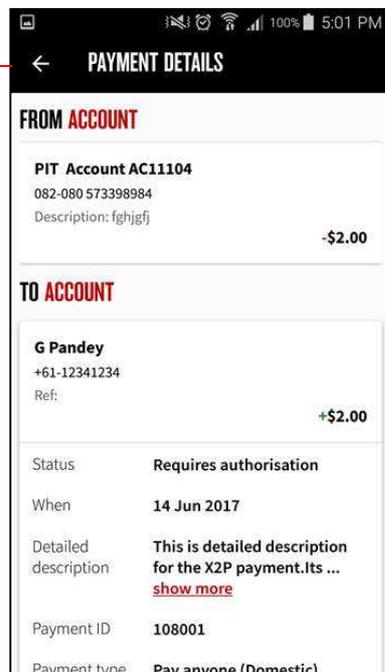
You can view payment details and payment history from two main locations in the mobile app:

- By tapping the **Payment details** or **Payment history** in the *AUTHORISATION SUMMARY* screen
- By selecting **Payment Summary** when viewing a payment in the *Payment Register*.

From the *AUTHORISATION SUMMARY* screen:

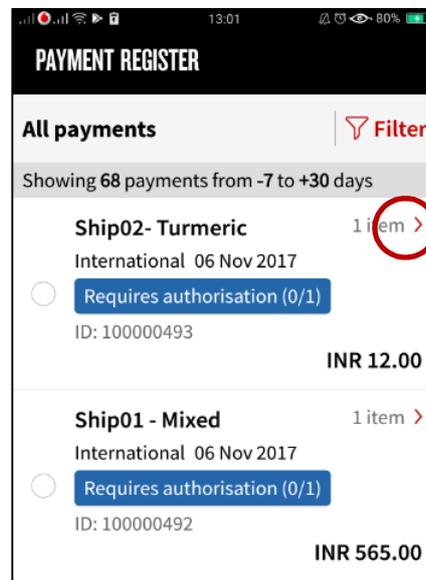
Tap **Payment details** to see the following details:

Note: Tap the back arrow to go back to the Authorisation summary

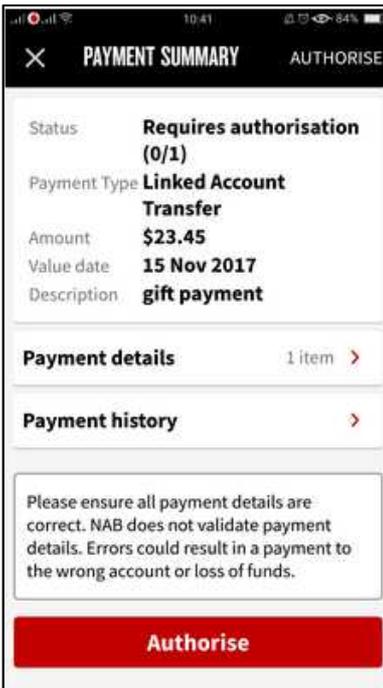


From the *PAYMENT REGISTER* screen

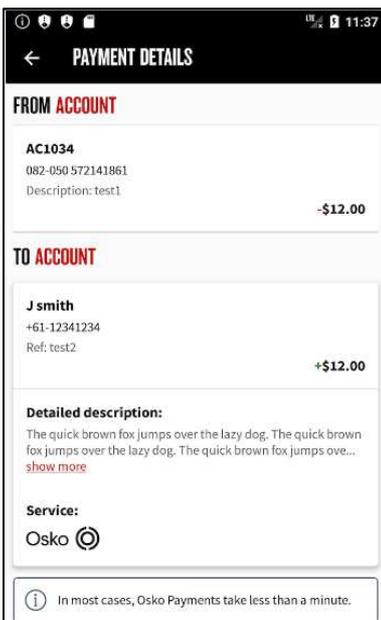
From the *PAYMENT REGISTER* screen, you can view the payment summary of an individual payment by tapping the red arrow to the right of the payment.



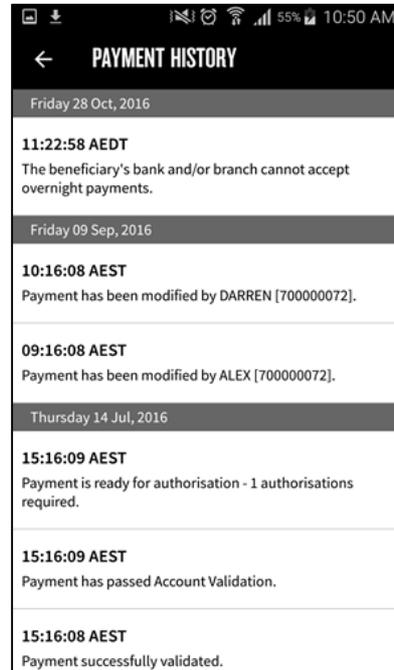
1. The Payment Summary provides information on the payment selected. You can authorise this payment by tapping **Authorise**.



2. You can drill down to view payment details:



3. You can also view a payment's history from the **PAYMENT SUMMARY** screen (see opposite).



For further assistance, call the NAB Connect Client Centre on 1300 888 413.