



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

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 <u>Creating a</u> <u>domestic payment using the Mobile App</u>.

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:





- 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 AUTHORISE screen displays:







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

)S only	🗢 9:59 am ⊾	@ 🛪 🖇 88% 🧰
	AUTHORISATION SUMMARY	Logout
\odot	1 payment successfully authorised	
inv 1	526	^
Pay a	nyone (Domestic) 22 Aug 2018	
Proce	ssing	
ID: 10	0011300	\$12.45
Payn	nent details	1 i.em >
Payn	nent history	>
		Total amount \$12.45
	Back to navments	

2 Authorise a domestic payment created by another user

- In the main menu at the bottom of the screen, tap the icon to view the payment list. Register
 - 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.

al 🖲 a	1 1 1		3:01	10 👁 80% 💼
PA	/MENT	REGISTER		
All p	ayme	ents		Filter
Shov	ving 68	payments	from - 7 to +	30 days
	Ship Interr	02-Turm national 06	eric Nov 2017	1 item >
	Req	uires autho	risation (0/	1)
	ID: 10	0000493		INR 12.00
	Ship Interr	01 - Mixe national 06	d Nov 2017	1 item >
	Req	uires autho	risation (0/	1)
	ID: 10	0000492		INR 565.00
		Aut	horise	
Acco	\$] ounts	Register	→ \$→ Pay	••• More

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



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



Note: This example is explained below

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

4. 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.

'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





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.

SOS only 🗢 14:04	
ACCEPT RATE	S 1/2
International 30 Jan 2017	
ID: 108007	USD 14.12
rtr USD 1	
ID: 108005	USD 12.12
Totals	
Total real time rate amount	USD 26.24
	Exchange rate
	0.943601
	Expires in 52 seconds
Total debit amount	AUD 27.80
Accept ra	te
Request anoth	er rate

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.

SOS only 14:05	1 2/2
AUGEPT RATES	2/2
rtr GBP 1	
ID: 108006	GBP 11.13
Totals	
Total real time rate amount	GBP 11.13
	Exchange rate
	0.61
	Expires in 54 seconds
Total debit amount	AUD 18.24
Accept rat	e
Request anothe	er rate
Skip authoris	ation
<u> </u>	

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

lf 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:





rtr error	
International 30 Jan 2017	
Requires repair	
ID: 109967	AED 12.12

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



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:



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

	i 🗱 🗑 🛜 📶 100% 🛢 5:02 PM
← PA'	YMENT HISTORY
Friday 28 Oct	, 2016
11:22:58 AEI The beneficiar overnight payr	DT y's bank and/or branch cannot accept nents.
Friday 09 Sep	, 2016
10:16:08 AES Payment has b	ST een modified by DARREN [700000072].
09:16:08 AES Payment has b	ST een modified by ALEX [700000072].
Thursday 14	Jul, 2016
15:16:09 AES	БТ
Payment is rea required.	dy for authorisation - 1 authorisations
15:16:09 AES	ST
Payment has p	assed Account Validation.
15:16:08 AES	ST
Payment succe	essfully validated.

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**.

1 🕘 . il 😤	10:41	血口 👁 84% 🔜
×P	AYMENT SUMMARY	AUTHORISE
Status	Requires aut (0/1)	thorisation
Paymén	t Type Linked Accor Transfer	unt
Amount	\$23.45	
Value da	te 15 Nov 2017	
Descript	ion gift paymen	t
Paymer	nt details	1 item >
Paymer	nt history	>
Please en correct. details. E the wron	nsure all payment det NAB does not validate irrors could result in a ng account or loss of fu	ails are payment payment to unds.
	Authorise	

2. You can drill down to view payment details:

	^{III} ∕ _≭ 💈 11:37
← PAYMENT DETAILS	
ROM ACCOUNT	
AC1034	
082-050 572141861	
Description: test1	-\$12.00
O ACCOUNT	
J smith	
+61-12341234	
Ref: test2	
	+\$12.00
Detailed description:	
The quick brown fox jumps over the laz fox jumps over the lazy dog. The quick show more	y dog. The quick brown brown fox jumps ove
Service:	
Osko 🙆	

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.