# NAB CONNECT – DESKTOP

## HOW TO AUTHORISE PAYMENTS

A step-by-step guide to authorising payments in NAB Connect.

1. Click ‘Payments’ in the menu.
2. Click ‘Payment Register’.
3. Select up to a hundred payments at a time by ticking the checkboxes.
4. Click ‘Authorise’.
5. Review messages and follow prompts that may appear onscreen.
6. Enter your four-digit PIN into your security token to generate your one-time password.
7. In the ‘One-time password’ field enter the one-time password.
8. Click ‘Authorise’.

**You have now authorised the payments.**

If your payments have been set up so that more than one person needs to authorise them, then they won't be processed until all the authorisations have been completed.