

**Our Bank.  
Our People.**



# Internet Banking User Guide – Authorise Transactions for Corporate Customers



# Corporate Customer Guide



## Topics:

### 1. Login

Access your Internet Banking

### 2. Find incoming approval requests

Access items to approve in the Digital Hub Dashboard

### 3. Approve Transactions

As an Approver, review transactions and approve them

### 4. Logout

Keep your account and personal details safe

# 1. Login



Note: You will need your NEW Username and Password to proceed with Internet Banking.

## Login

– Please use your **Username** and **Password** to Login

### Login

Enter your  
**Username**

Enter your  
**Password**

A screenshot of the BSP Internet Banking login page. The page has a green header with the BSP logo and a 'Login' button. The main content area features a white login form with the BSP logo at the top. The form contains two input fields: 'Username' and 'Password', each with a key icon on the right. Below the fields is a green 'Login' button. At the bottom of the form, there are links for 'Forgot Username', 'Forgot Password', and 'Digital Hub Home'. The background of the page shows a blurred image of people in a meeting.

**Important Note**  
Please make sure  
your **Email** and  
**Mobile** contacts  
are up-to-date



## 2. Find Incoming Approval Requests



Select Approver role from side menu

- Selection will change the dashboard to display pending items

**Note:** Select Menu will only appear if you are configured with more than one role. If you are only configured as an **Approver**, skip this step.

The screenshot shows the BSP dashboard interface. The browser address bar displays 'https://ib.bsp.com.pg/vu/'. The top navigation bar is green and contains a hamburger menu icon (three horizontal lines) highlighted with a red box and a red arrow pointing to it. The left sidebar is dark blue and contains a 'Viewer' dropdown menu. The dropdown menu is open, showing options: 'Corporate', 'Viewer', 'Approver' (highlighted with a red box and a red arrow), and 'Maker'. Below the dropdown are various menu items: 'File Upload', 'Reports', 'Trade Finance', 'Mail Box', 'My Profile', 'Session Summary', 'ATM/Branch/Agent Locator', 'Limits', and 'Set Security Question'. The main dashboard area is titled 'Dashboard' and contains several widgets: 'Financial Overview' with a donut chart, 'Position By Currency' with a bar chart, 'Bills Receivable/Payable' with a gauge chart, 'Trade Instruments' with a table, and 'Credit Line Usage' with a gauge chart. The bottom of the dashboard has a navigation bar with tabs for 'Current & Savings', 'Term Deposits', 'Loans and Finances', and 'Corporate Limits'.

## 2. Find Incoming Approval Requests



Select and review incoming transactions

- Selection Transaction type and reference number to open details

The screenshot shows the BSP web application dashboard. The 'Pending for Approvals' section is highlighted, showing a table with one pending transaction. A red arrow points to the 'Payments (1)' tab, and another red box highlights the 'Reference No' '14107349DD5F' in the table row.

From Account	Amount	Payee Account Details	Initiated By	Reference No	Status
002000004274	A\$89.00	Harriet Cameron 123456789	Mike Maker	14107349DD5F	In Progress

The count on the **Payments** tab shows 1 pending transaction for approval. Select the tab and then the **Reference No** to bring up the approval screen

## 2. Find Incoming Approval Requests



Review details of the transaction and approve

- This may complete the transaction or send for another approval level

Select **Approve** or **Reject** to bring up the Comment box. Provide a comment and submit.

Depending on how your organisation has been configured there may be a single, or multiple levels of approval required. Contact **BSP Customer Care** for more details

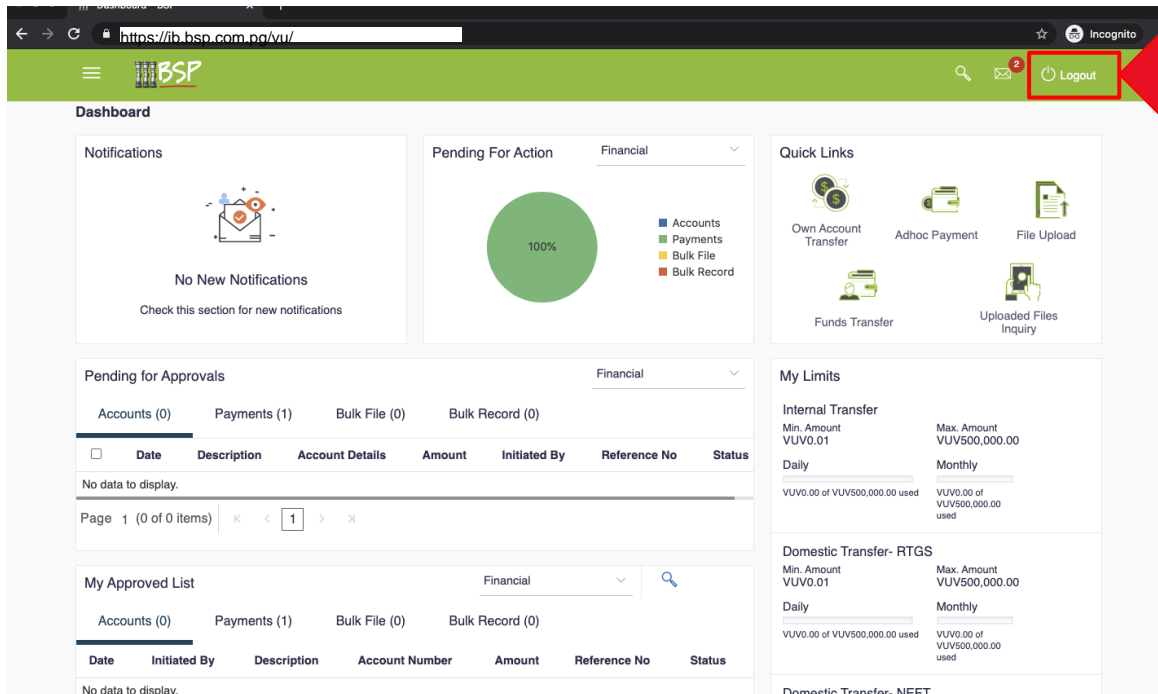
The screenshot shows the BSP web interface for an 'Adhoc International Payment'. At the top, there are 'Approve' and 'Reject' buttons, with 'Approve' highlighted by a red box. Below this is a 'Transaction Journey' section with stages: Initiation, Approval, and Completion. The 'Initiation' stage is active, showing 'Mike Maker' on '14 Oct 01:06 PM'. A modal window titled 'Payments Transactions Approval' is open, displaying a 'Remarks (Optional)' field containing the text 'Thanks Mike Maker, this is approved!'. The 'Approve' and 'Cancel' buttons are at the bottom of the modal. Red arrows point to the 'Approve' button in the modal and the 'Remarks' field. The footer of the page contains the text: 'Copyright © 2020 Bank South Pacific and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

# 4. Logout



When you're done

- Be safe and stay secure – always **Logout**



**Logout**  
Click this button to close your session