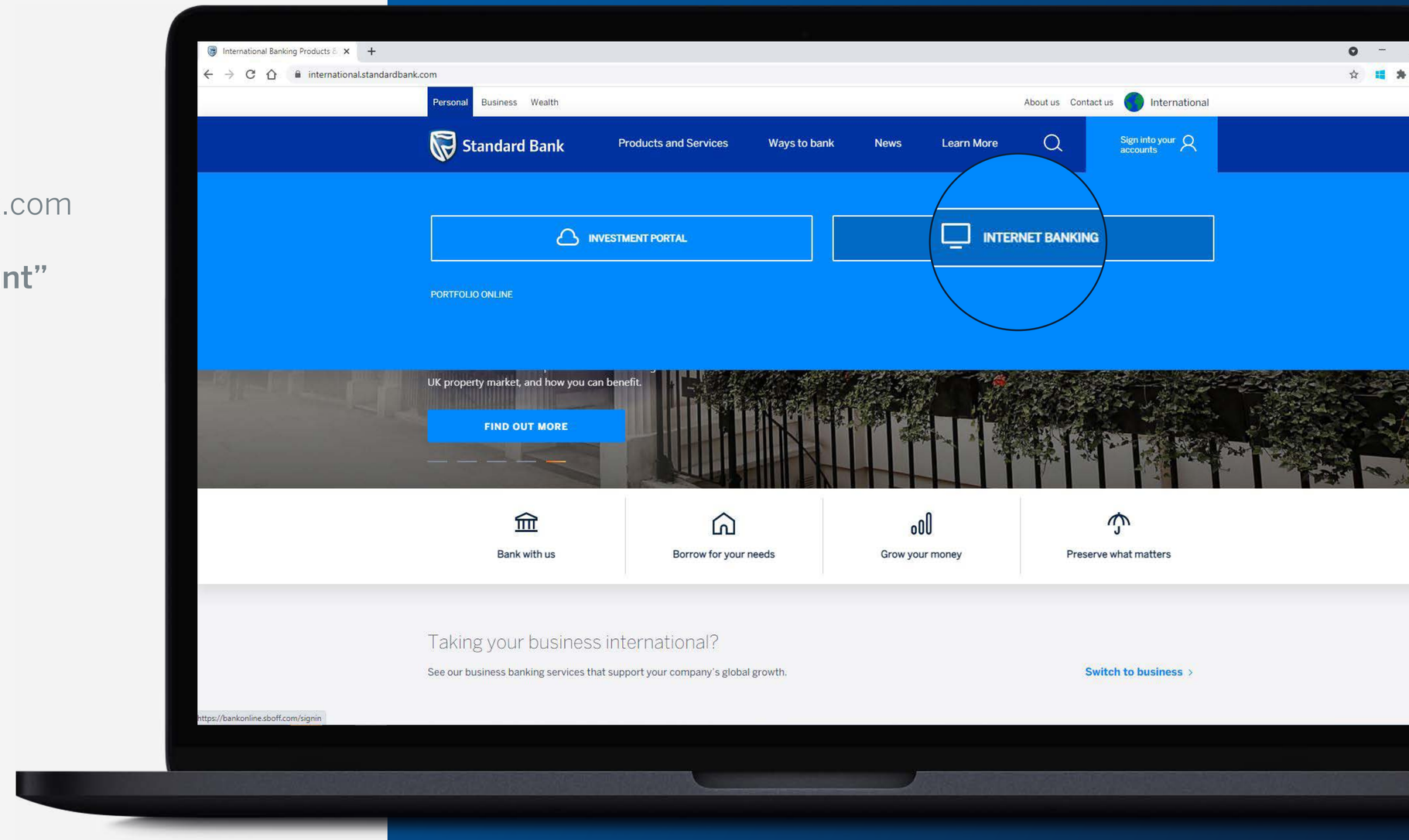
AUTHORISING A PAYMENT OR BATCH OF PAYMENTS

Standard Bank IT CAN BE™

STEP **ONE**

Go to:
www.international.standardbank.com

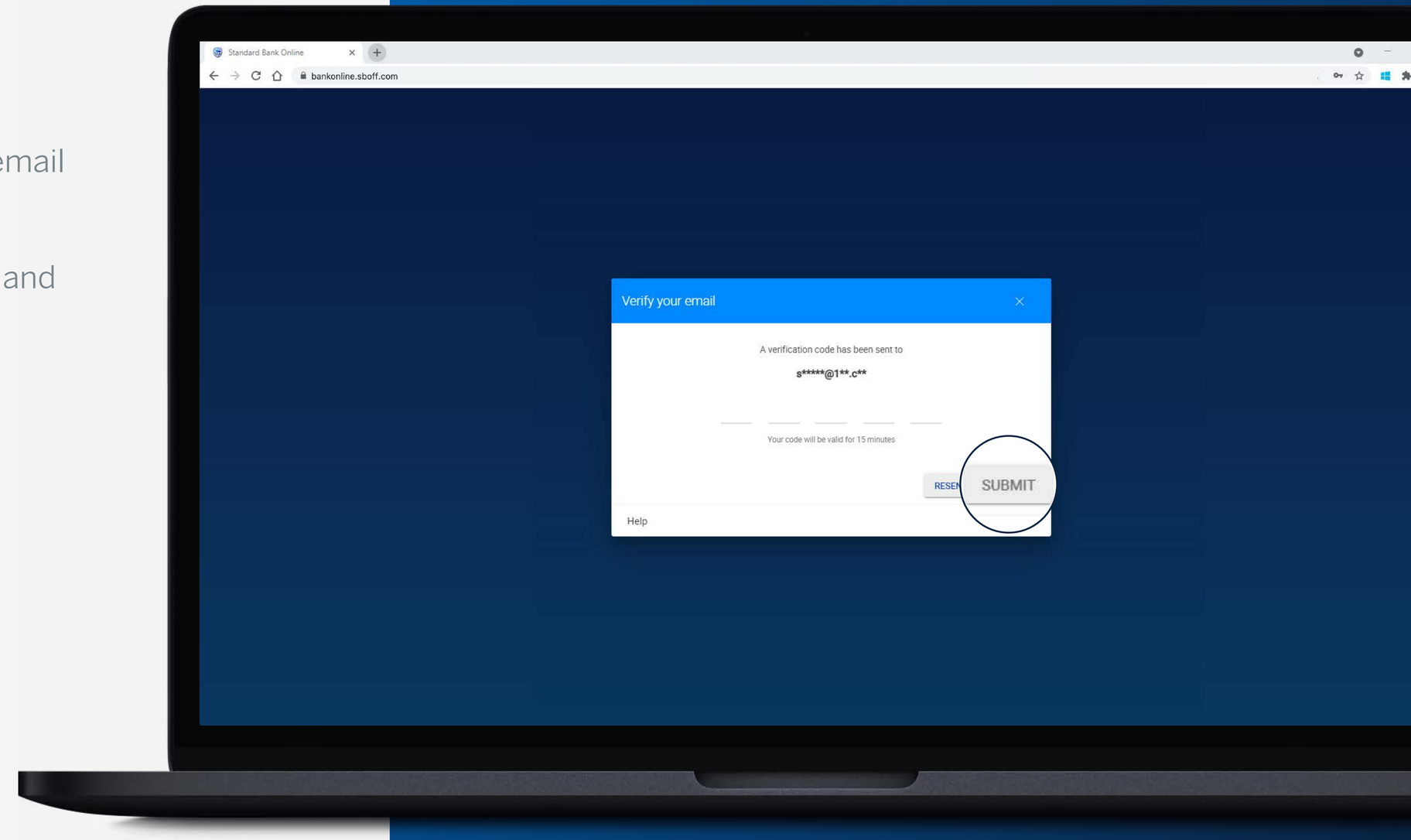
- **Click** on **“Sign into your Account”**
- Go to **“Internet Banking”**
- Sign in using your **Username and Password**



STEP **TWO**

You may be asked to check your email for a verification code.

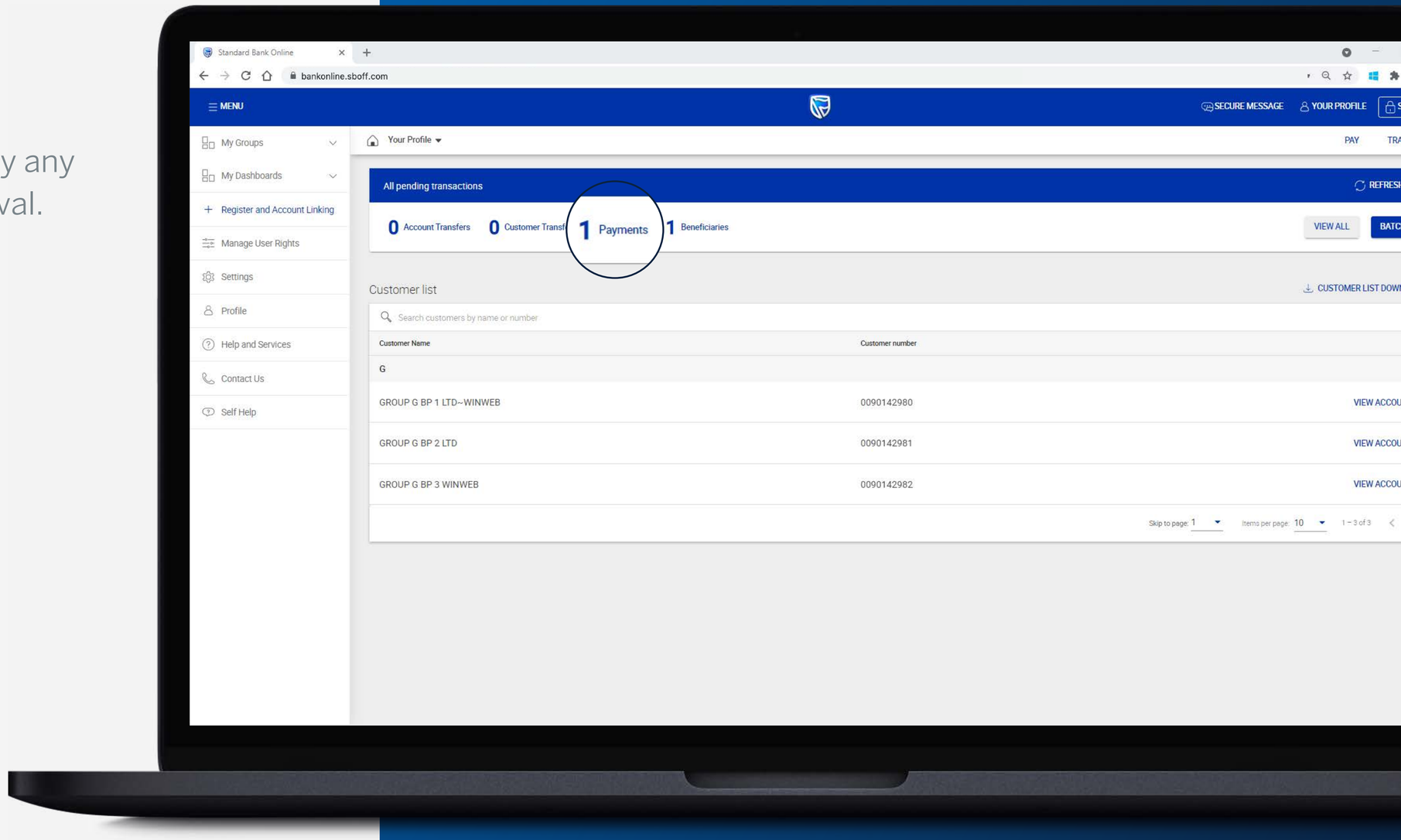
Please enter the verification code and **click “Submit”**.



STEP **THREE**

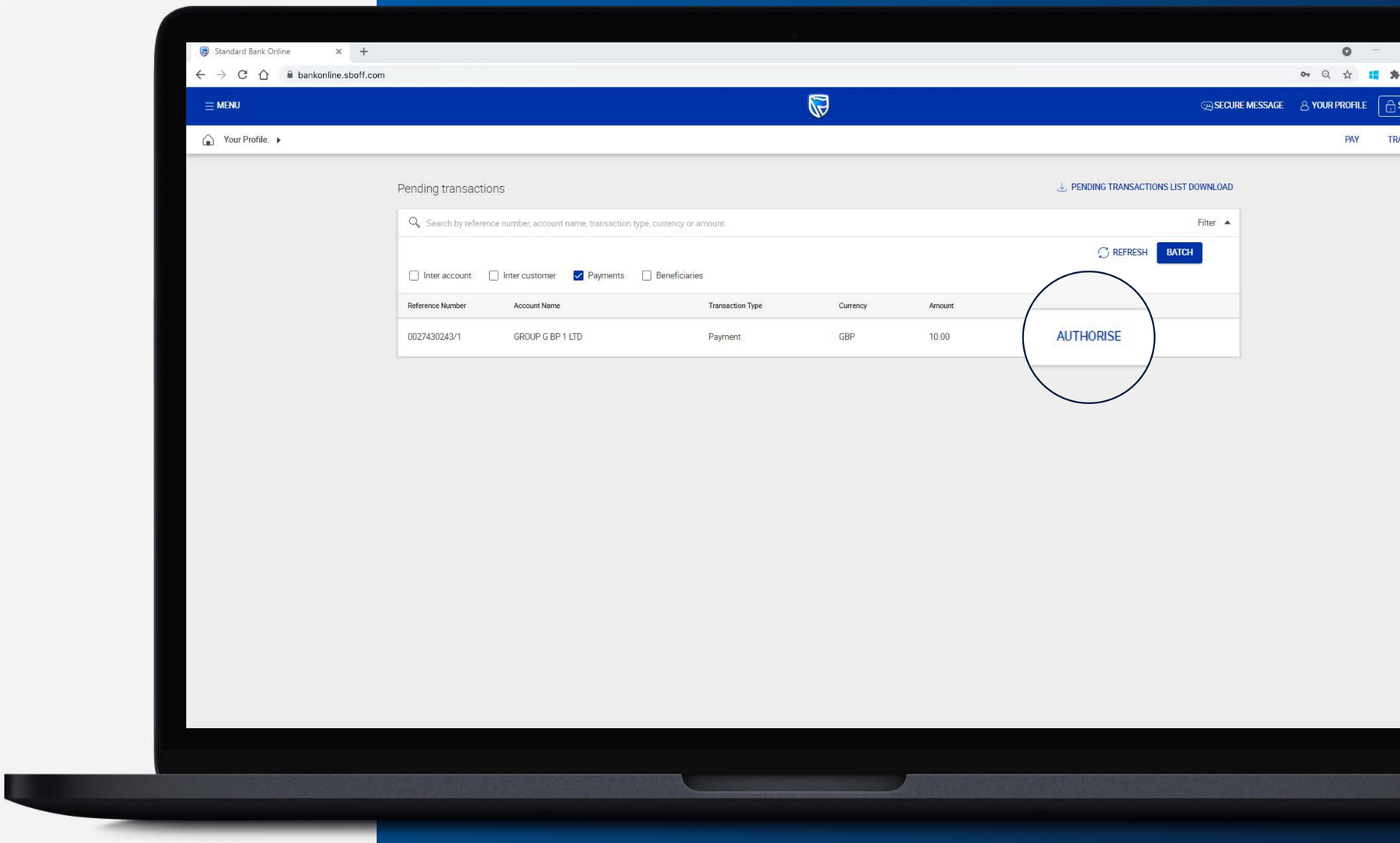
All pending transactions will display any requests which are pending approval.

Click on **“Payments”**.



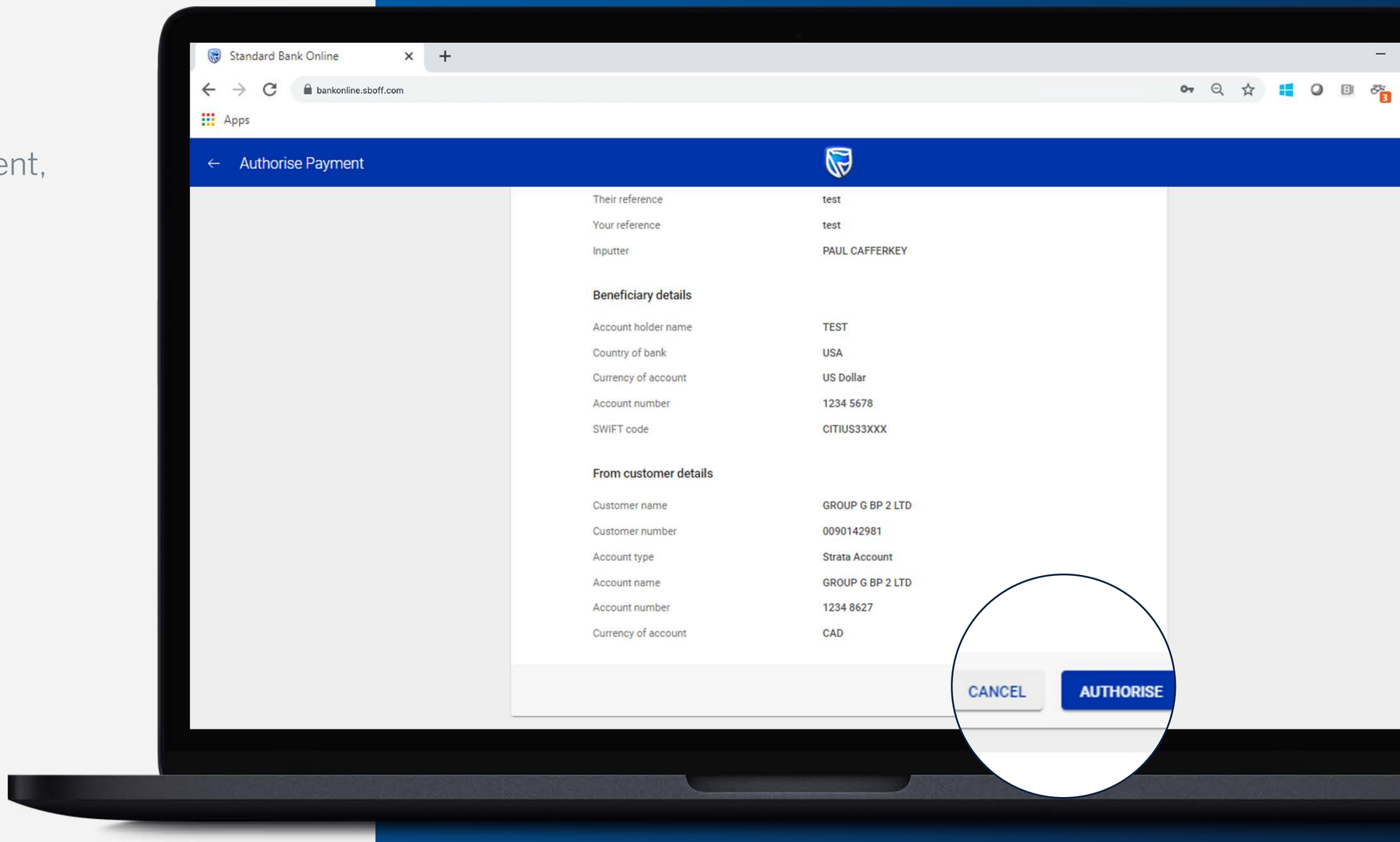
STEP **FOUR**

To view the payment,
click on **“Authorise”**.



STEP **FIVE**

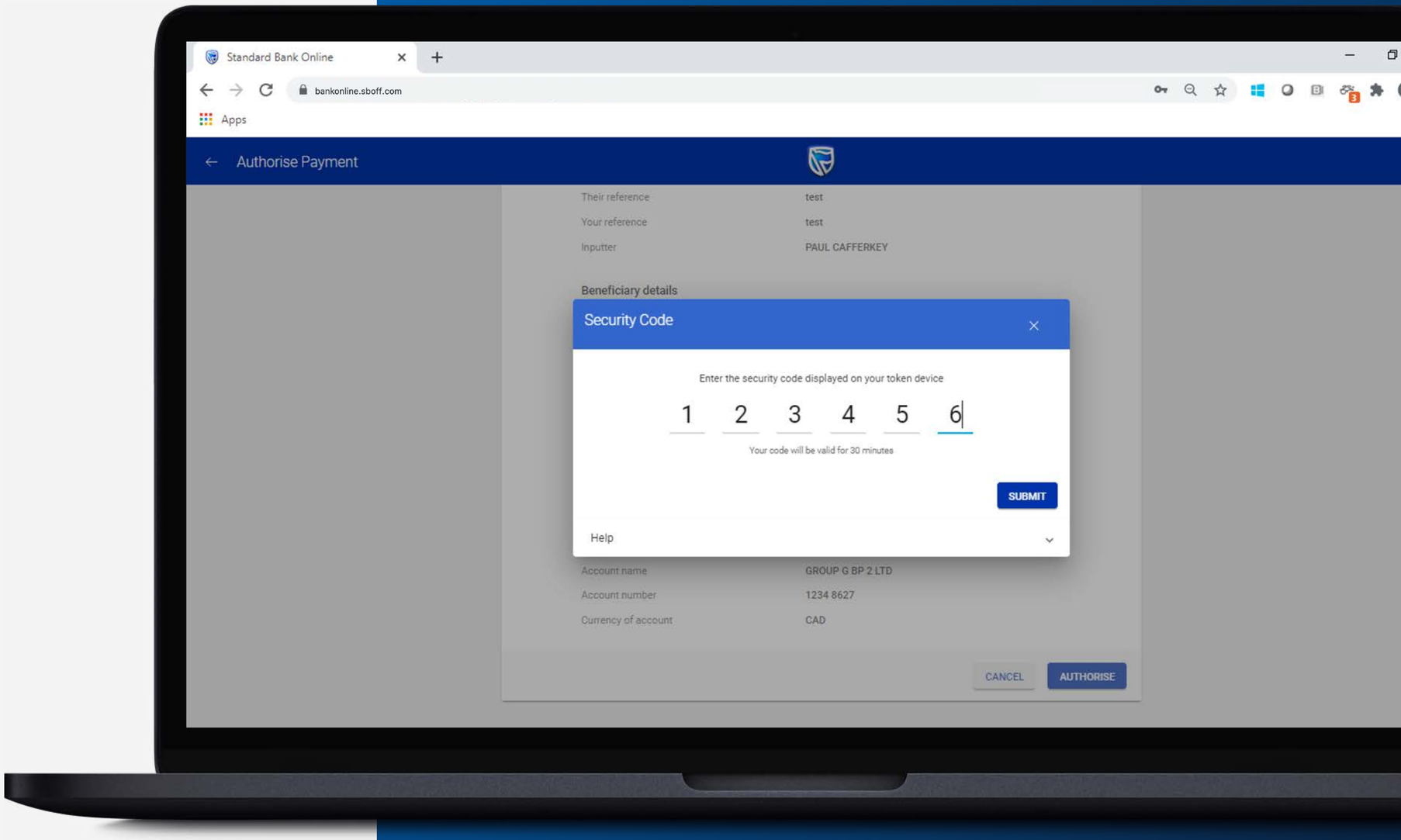
Once you have reviewed the payment, **click** either **“Cancel”** to go back or **“Authorise”** to continue.



STEP **SIX**

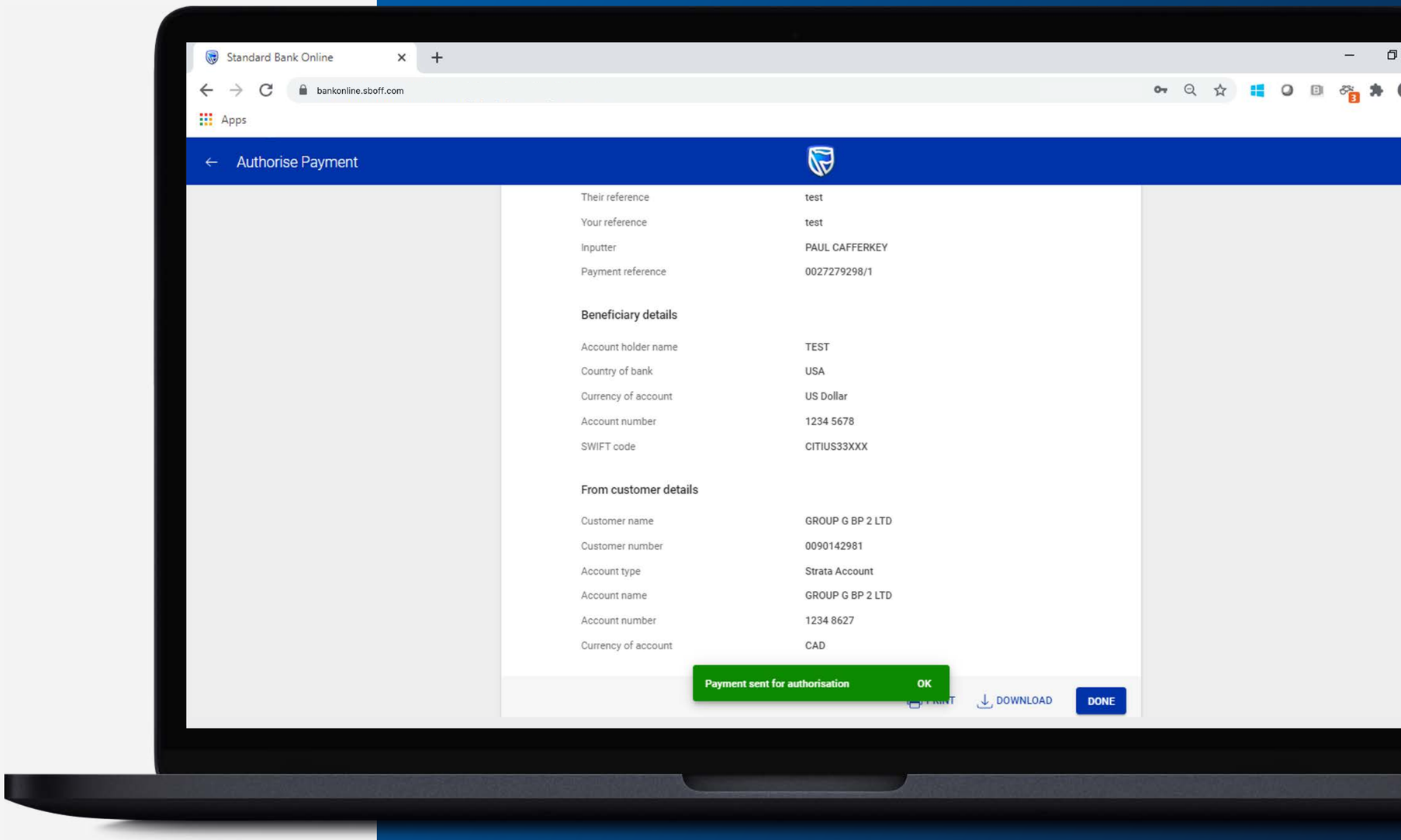
You will need to enter the security code from your token.

Click “Submit”.



STEP **SEVEN**

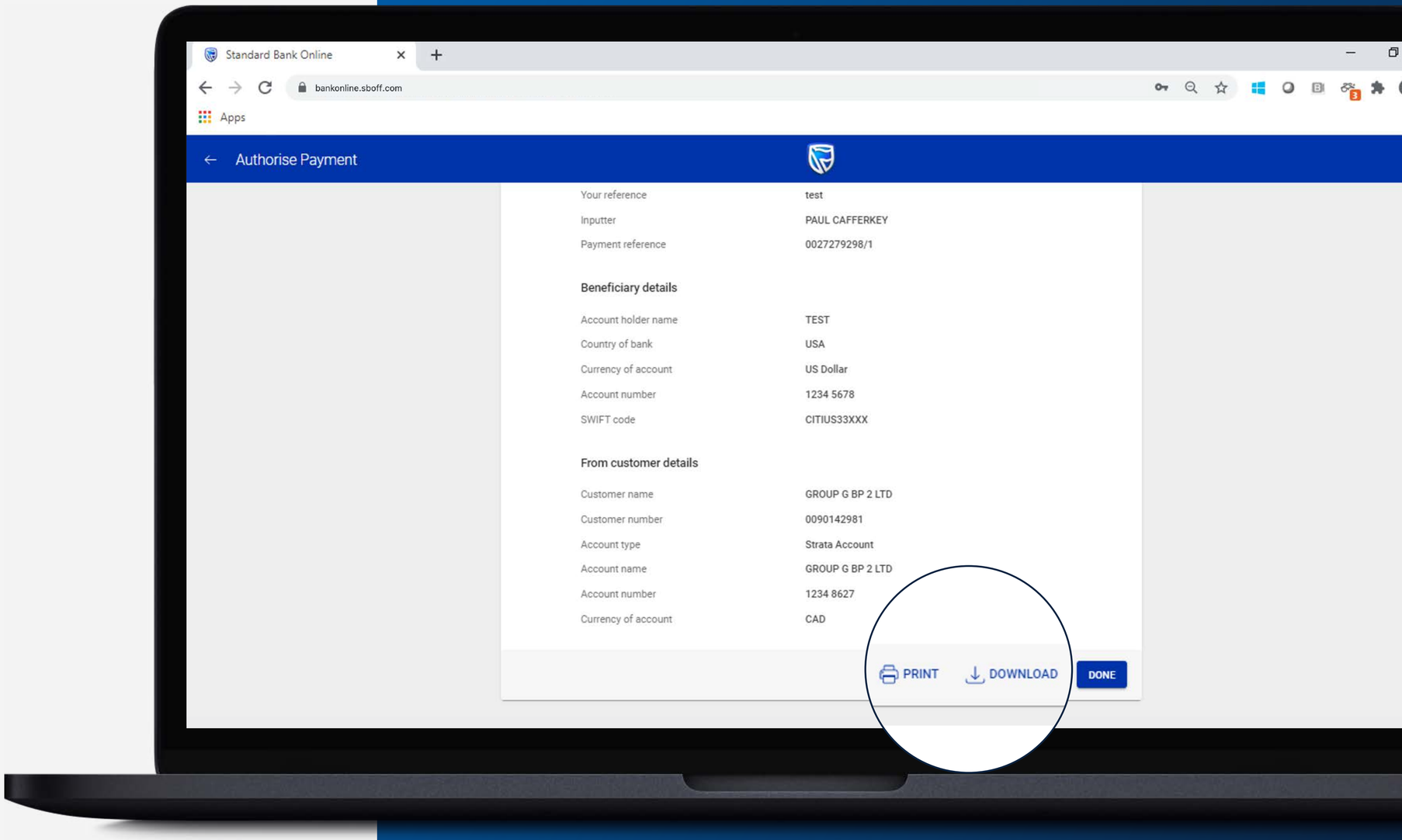
Your payment will be sent for authorisation by the next level authoriser.



STEP **EIGHT**

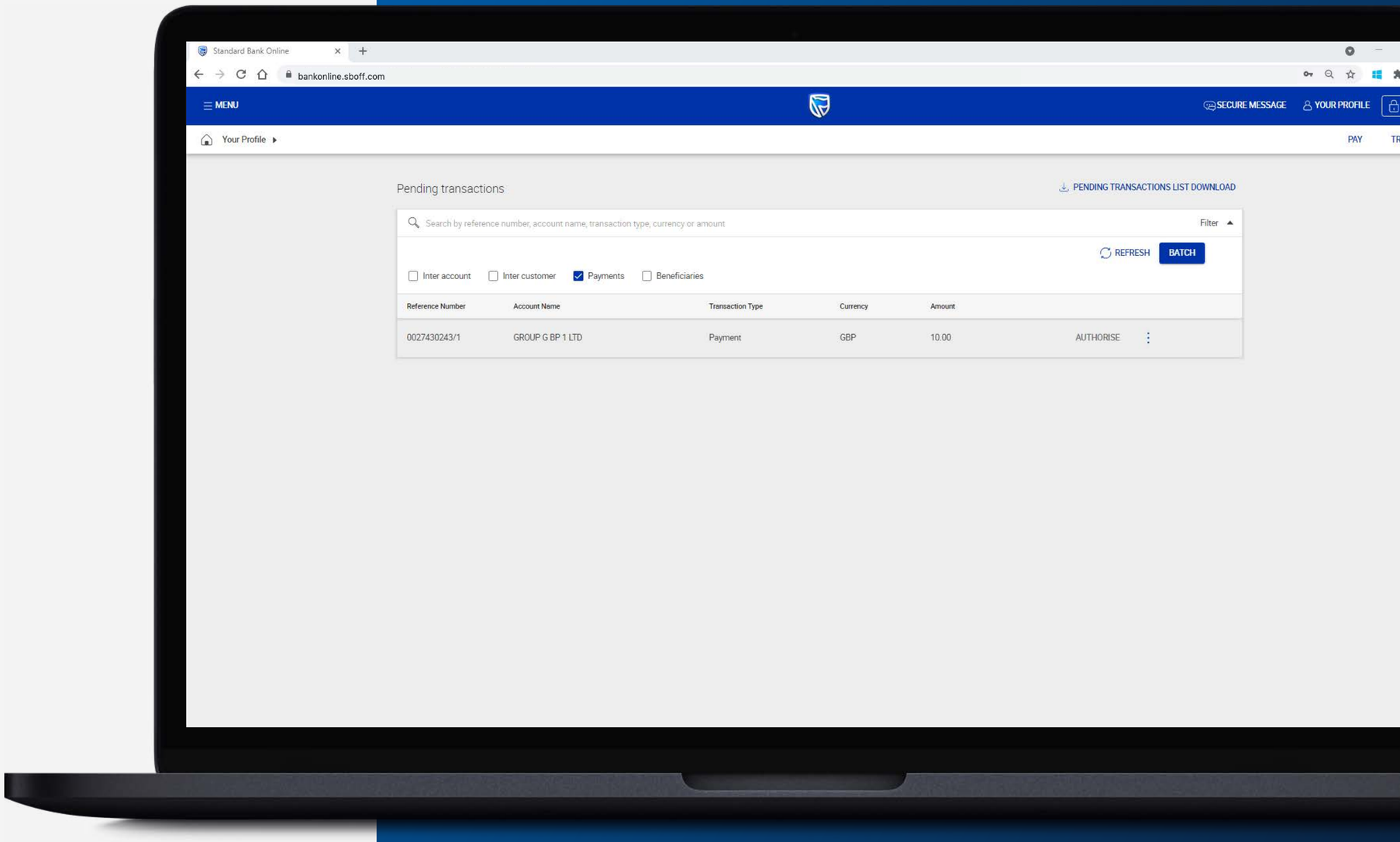
You can print or download a copy of the payment.

Click “Done”.



STEP **NINE**

You will be returned to your pending transactions.



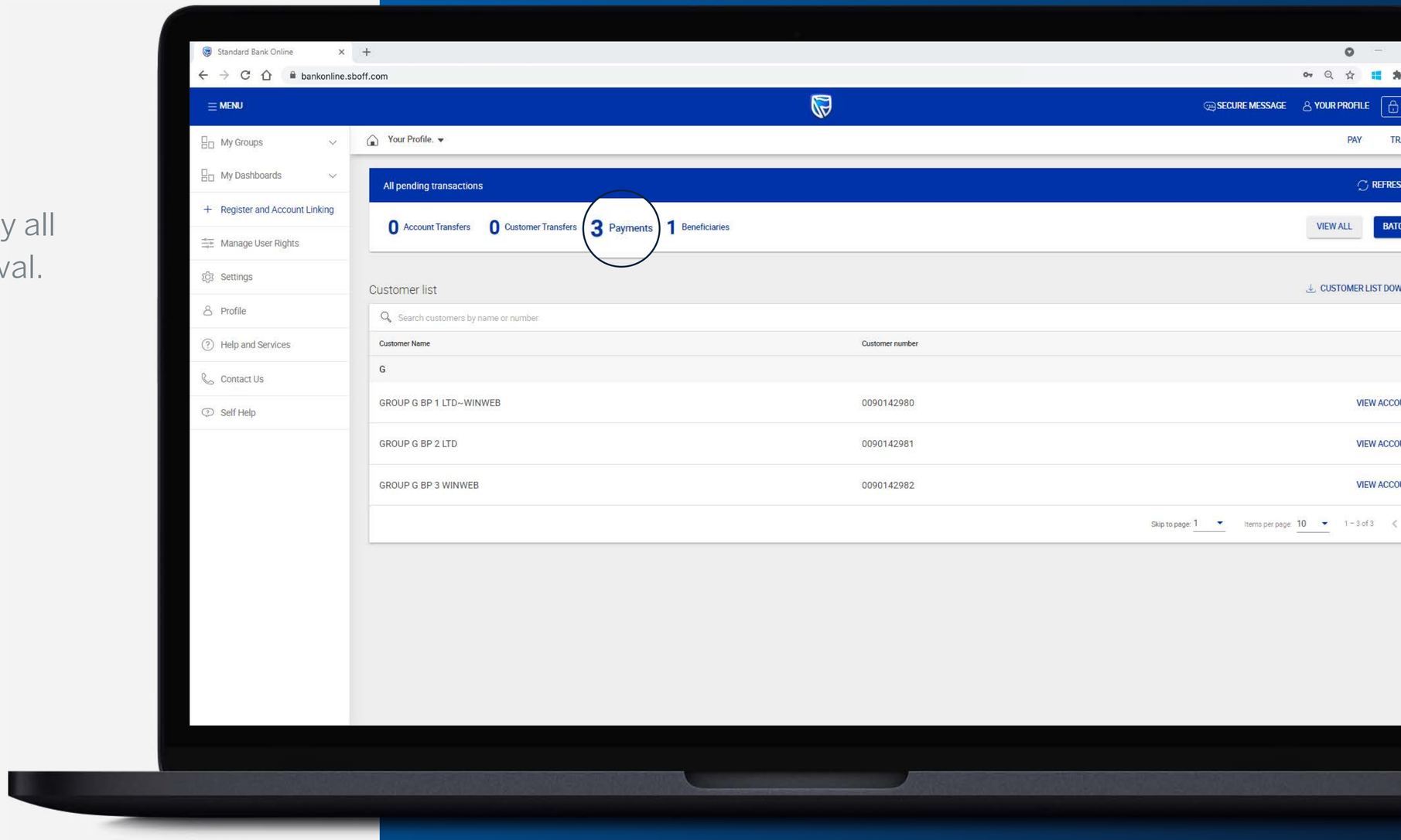
TO AUTHORISE
A BATCH
OF PAYMENTS
Standard Bank IT CAN BE™

STEP **ONE**

Sign in to Internet Banking.

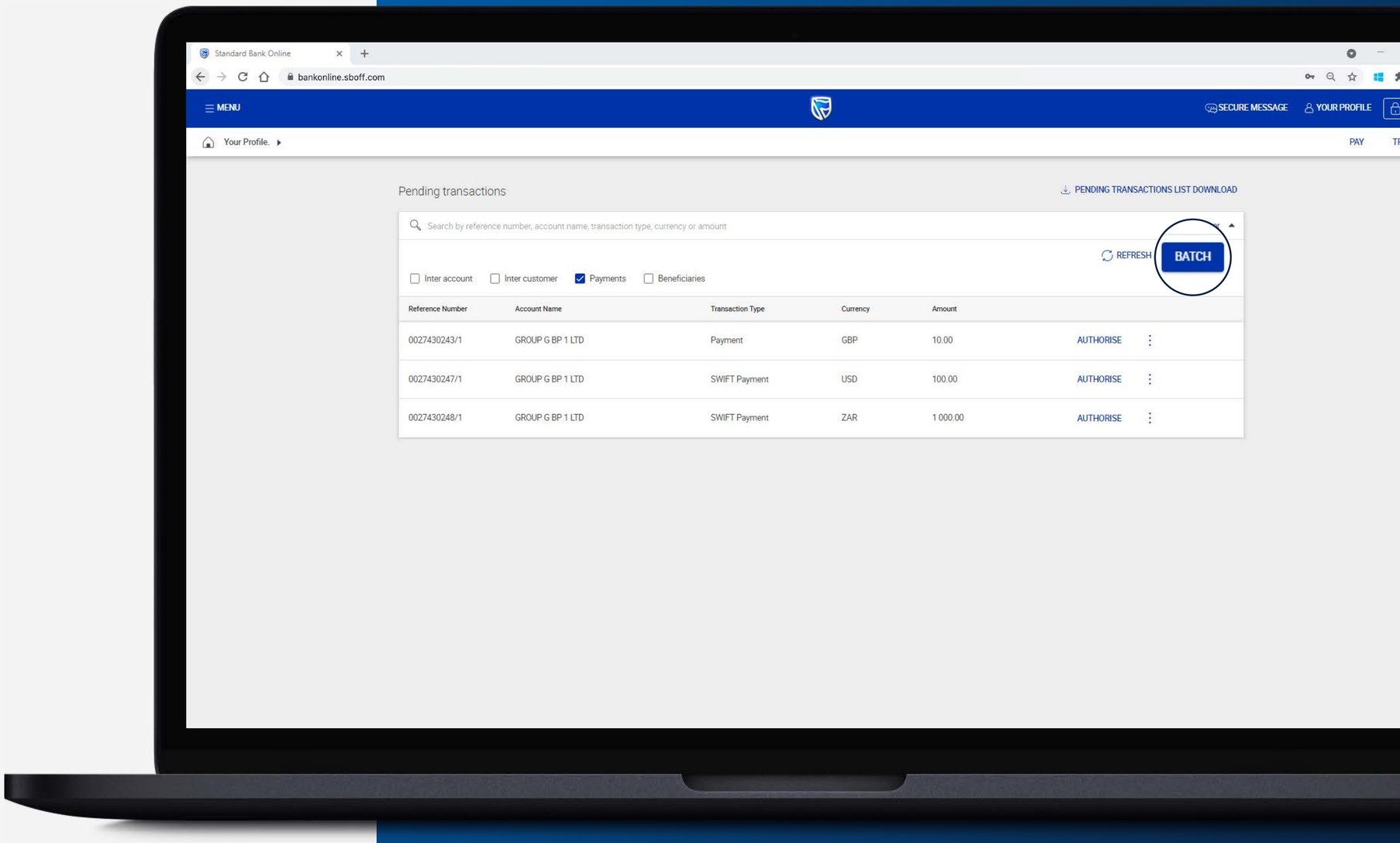
All pending transactions will display all requests which are pending approval.

Click on **“Payments”**.



STEP **TWO**

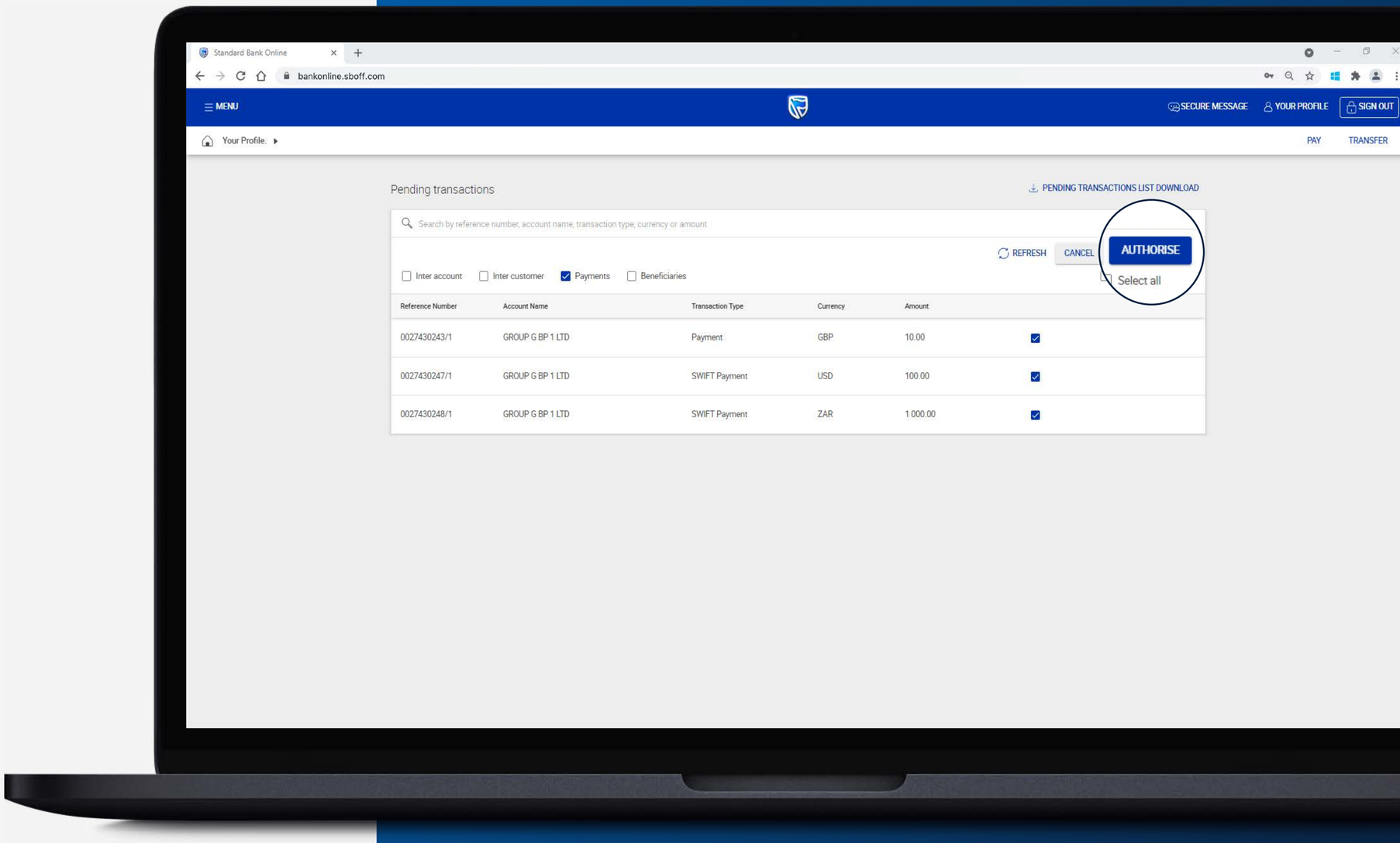
Click “Batch”.



STEP **THREE**

Select all of the payments to be authorised.

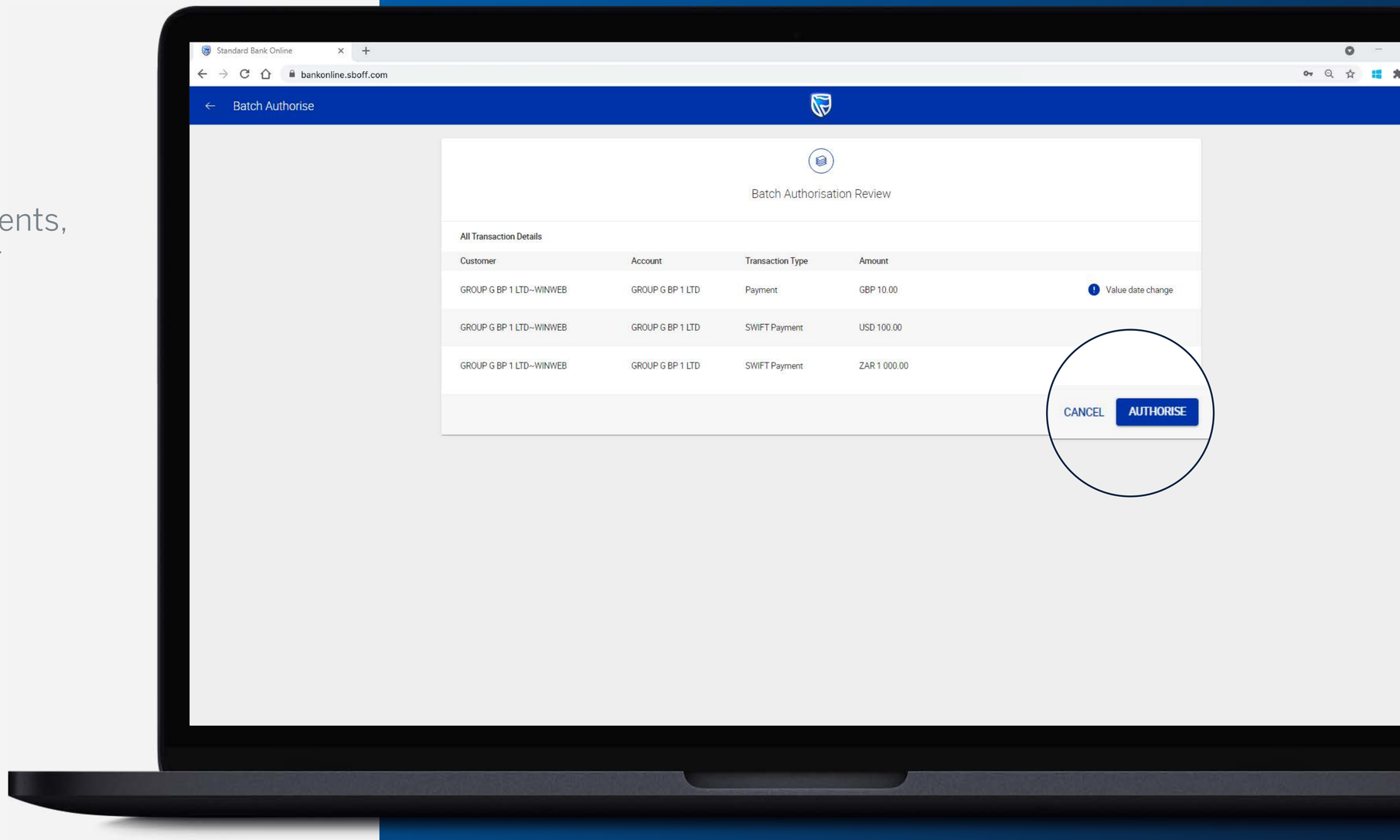
Click “Authorise” once selected.



STEP **FOUR**

Review the authorisations.

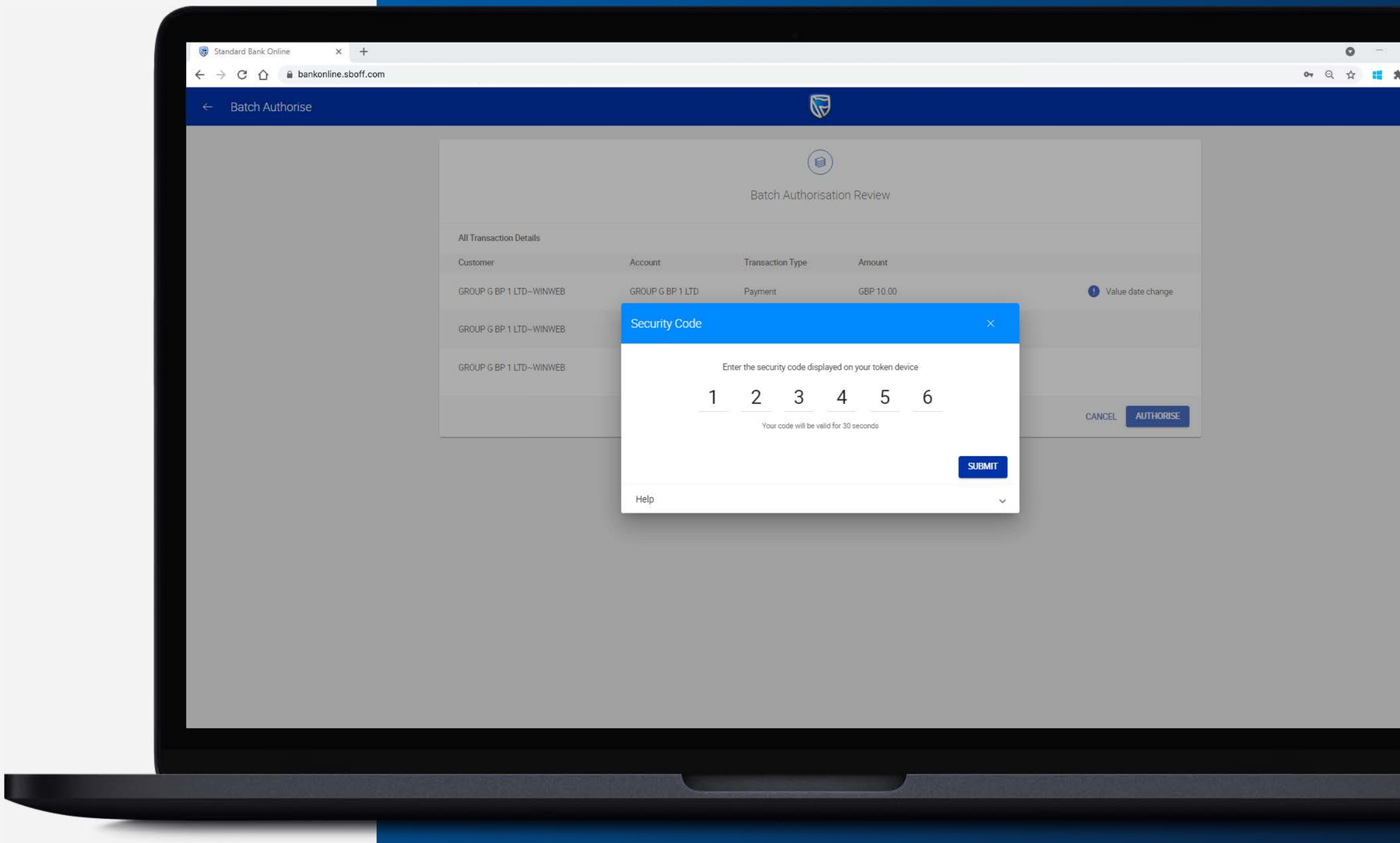
Once you have reviewed the payments, **click** either **“Cancel”** to go back or **“Authorise”** to continue.



STEP **FIVE**

You will need to enter the security code from your token.

Click “Submit”.

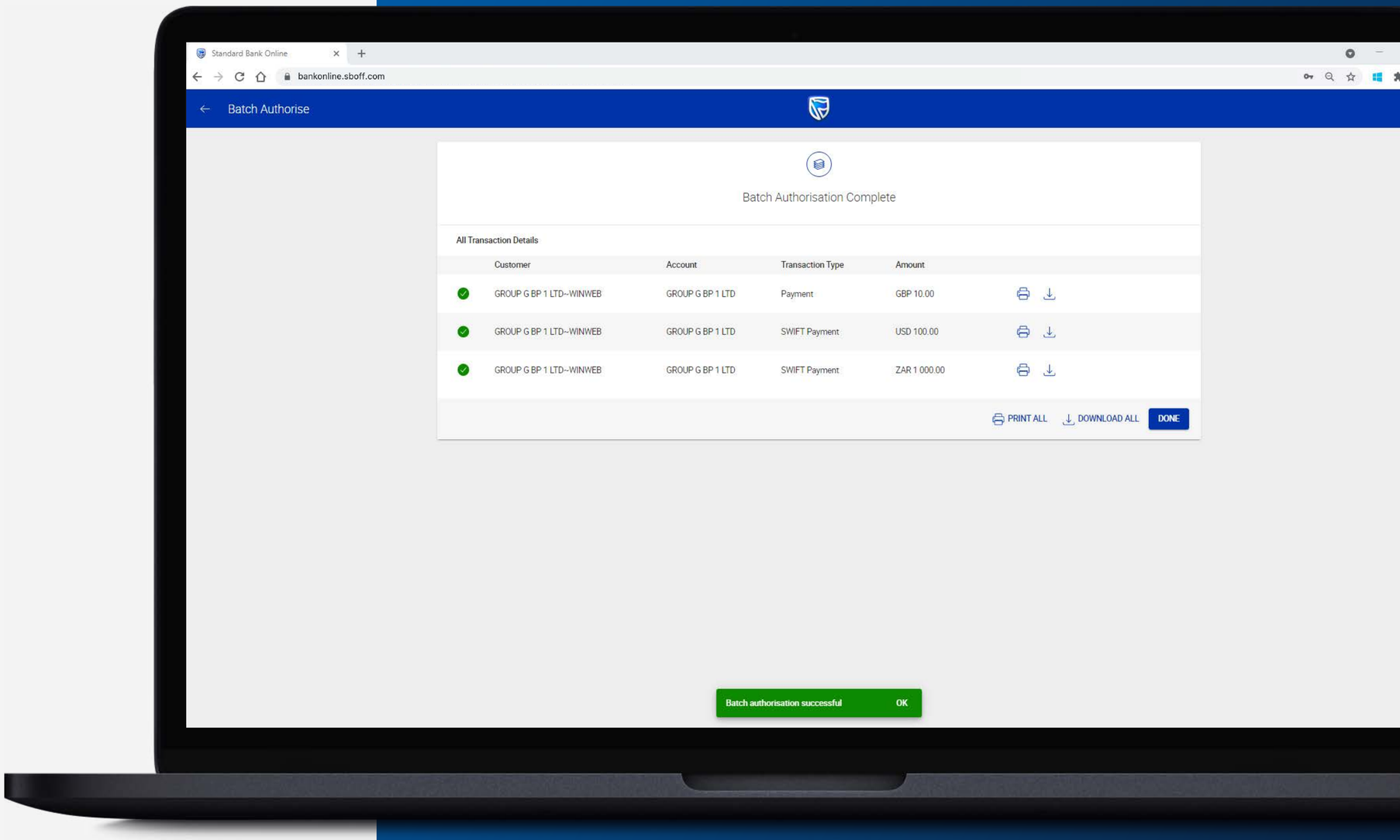


STEP **SIX**

Your payments will be sent for authorisation by the next level authoriser.

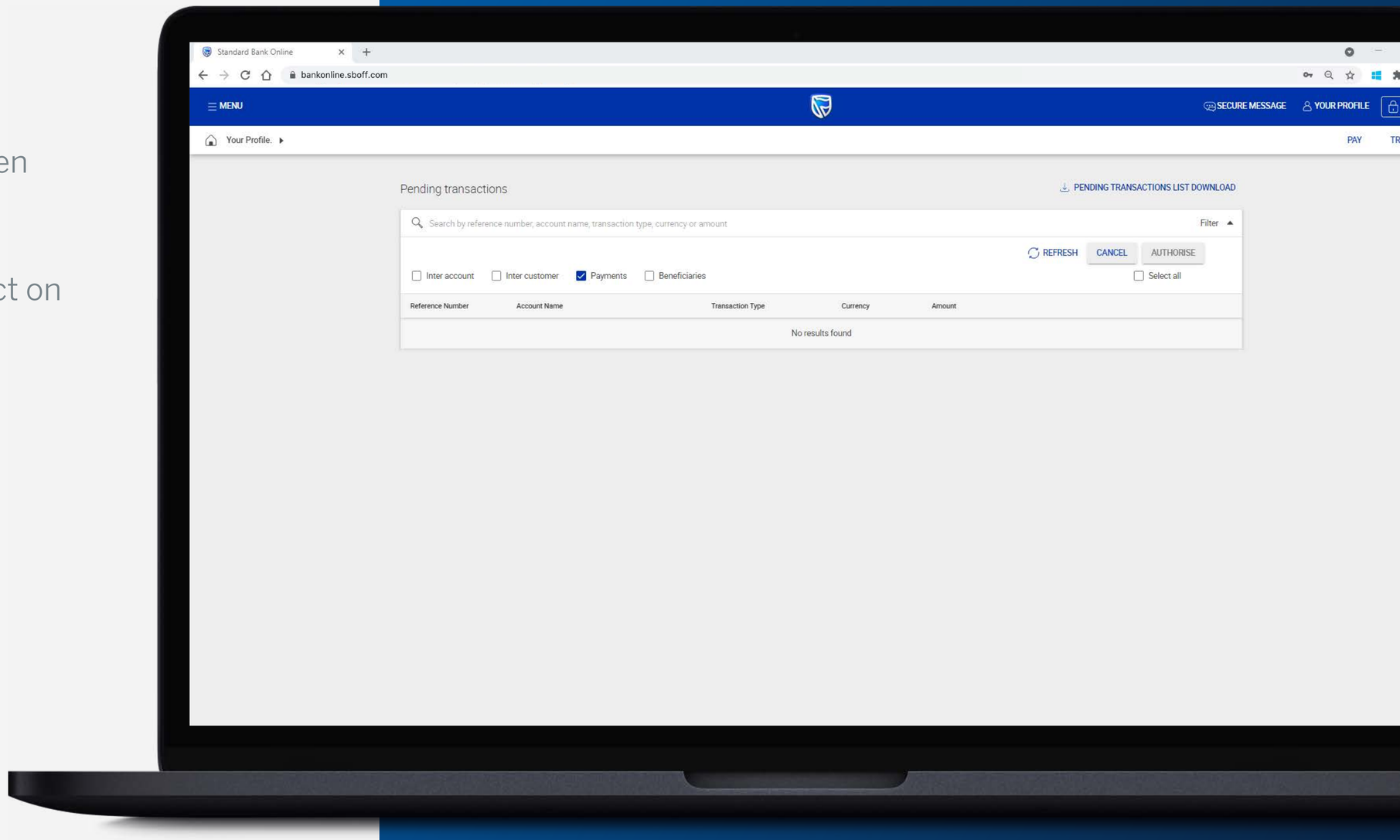
You can print or download a copy of the transfer.

Click “Done”.



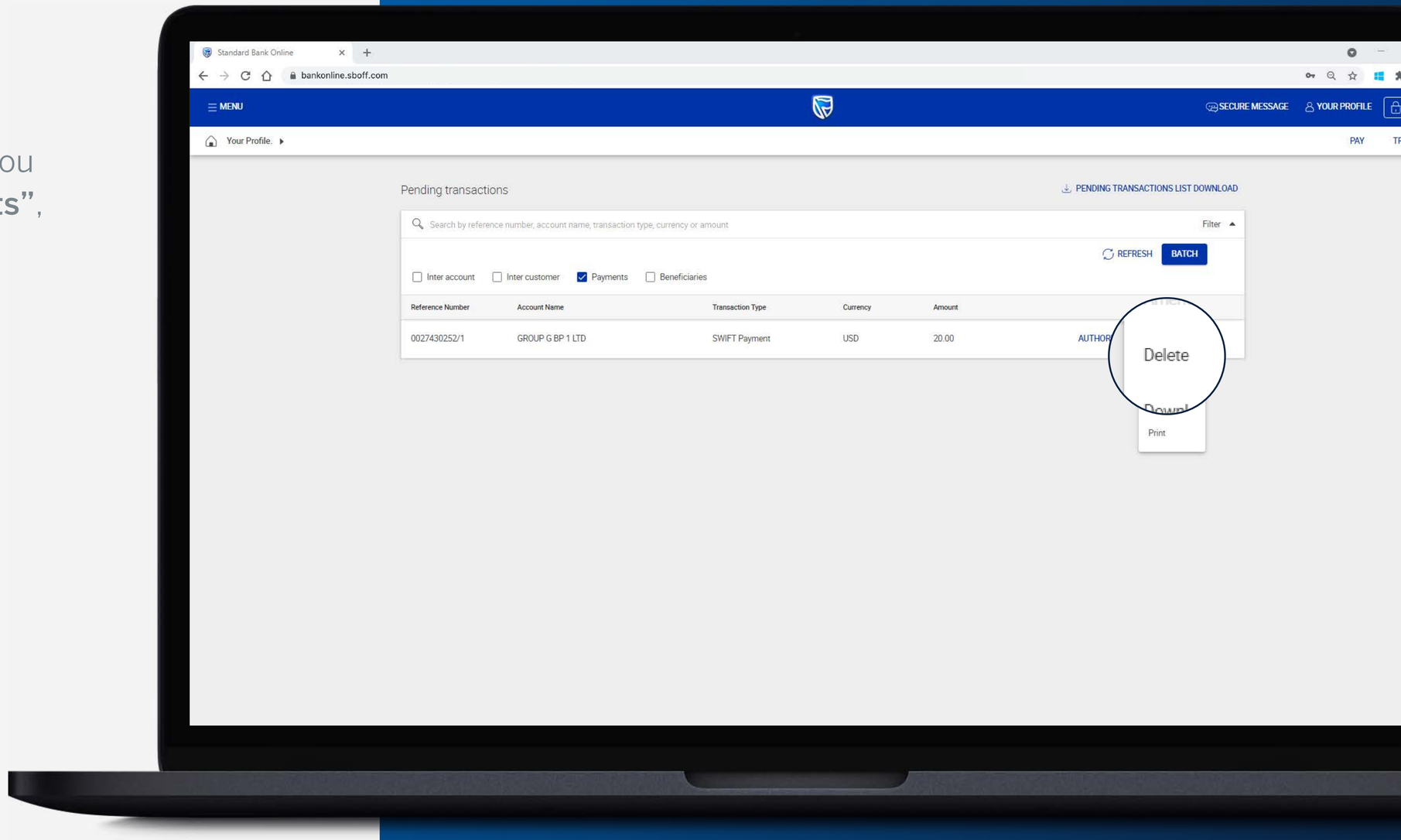
STEP **SEVEN**

Once the approval process has been completed your payments will no longer be displayed in the pending transactions window and will reflect on the account transaction history.



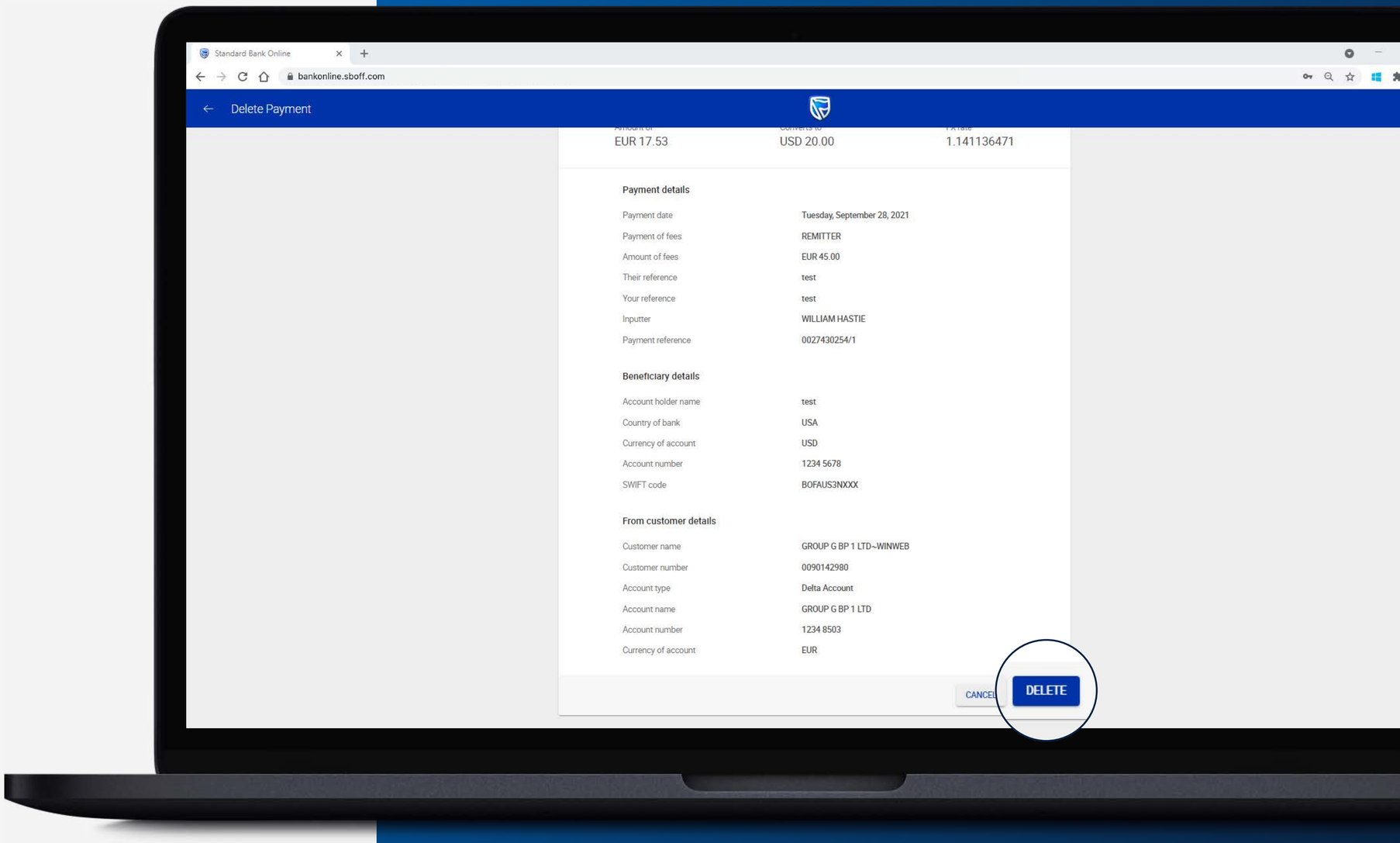
STEP **EIGHT**

If you wish to reject the payment you can do this by **selecting** the **“3 dots”**, followed by **“Delete”**.



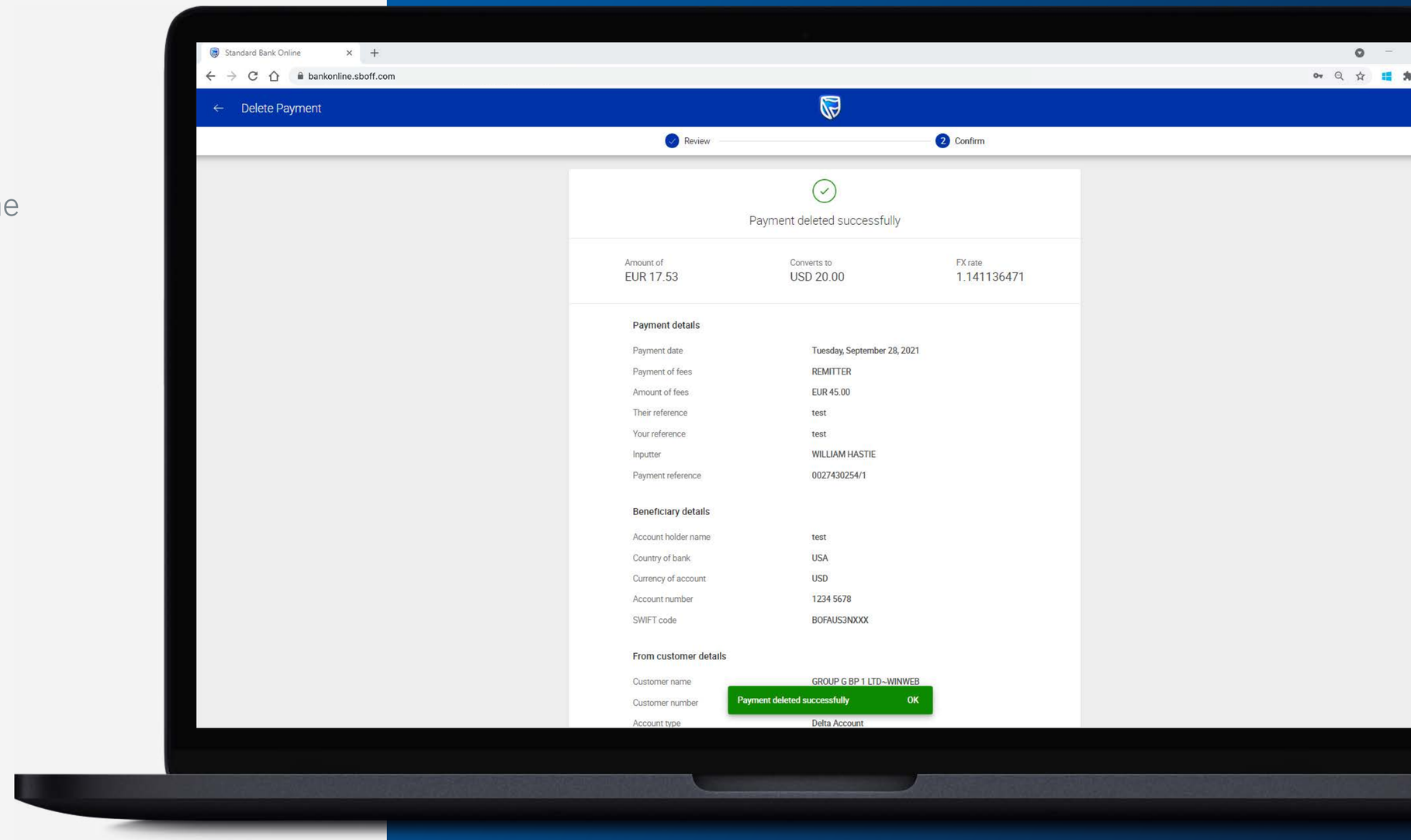
STEP **NINE**

Review the payment details and **click “Delete”**.



STEP **TEN**

You will then be presented with a confirmation screen confirming the payment has been deleted.



THANK YOU

Standard Bank IT CAN BE™