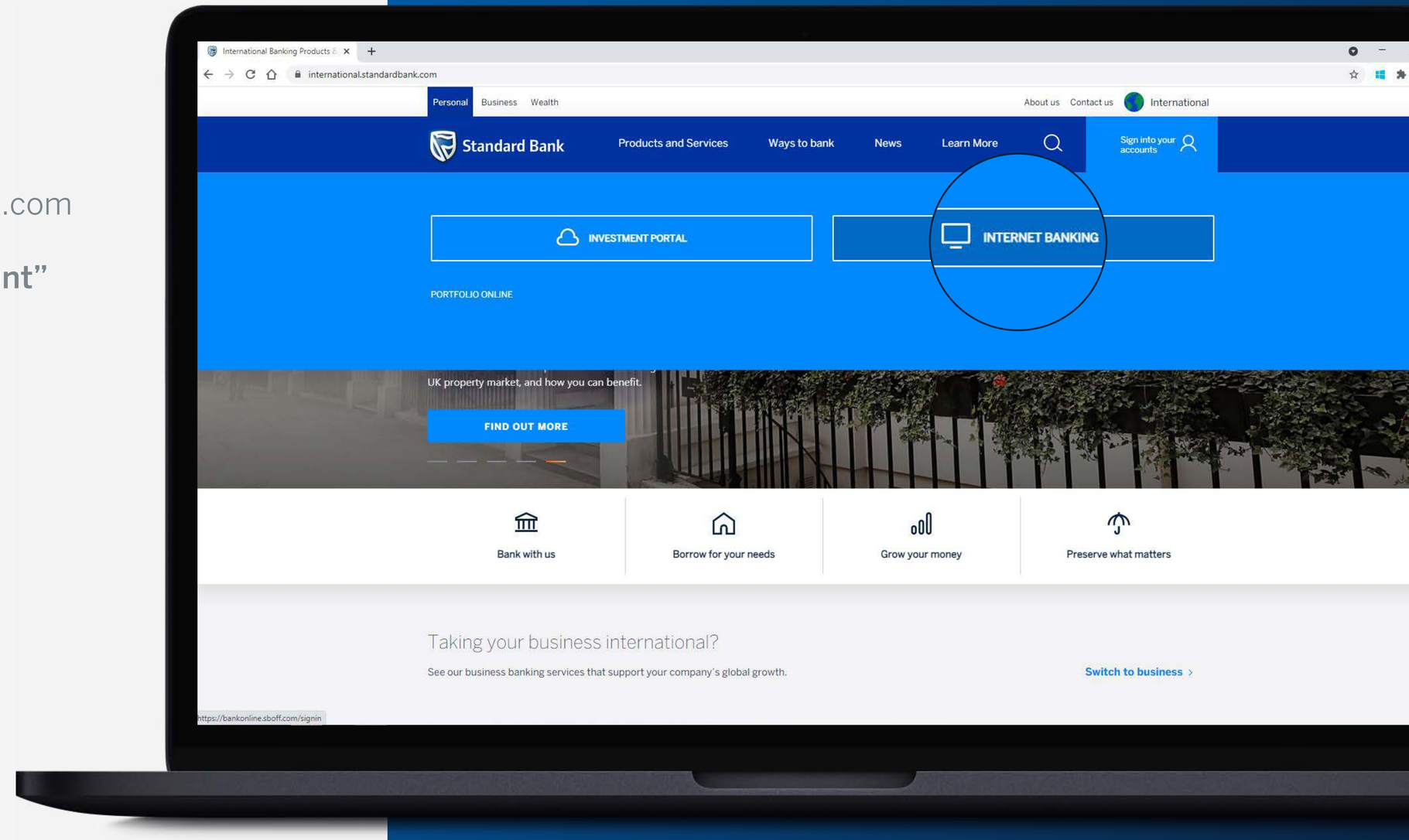
AUTHORISING AN INTER-ACCOUNT TRANSFER

Standard Bank *IT CAN BE*™

STEP **ONE**

Go to:
www.international.standardbank.com

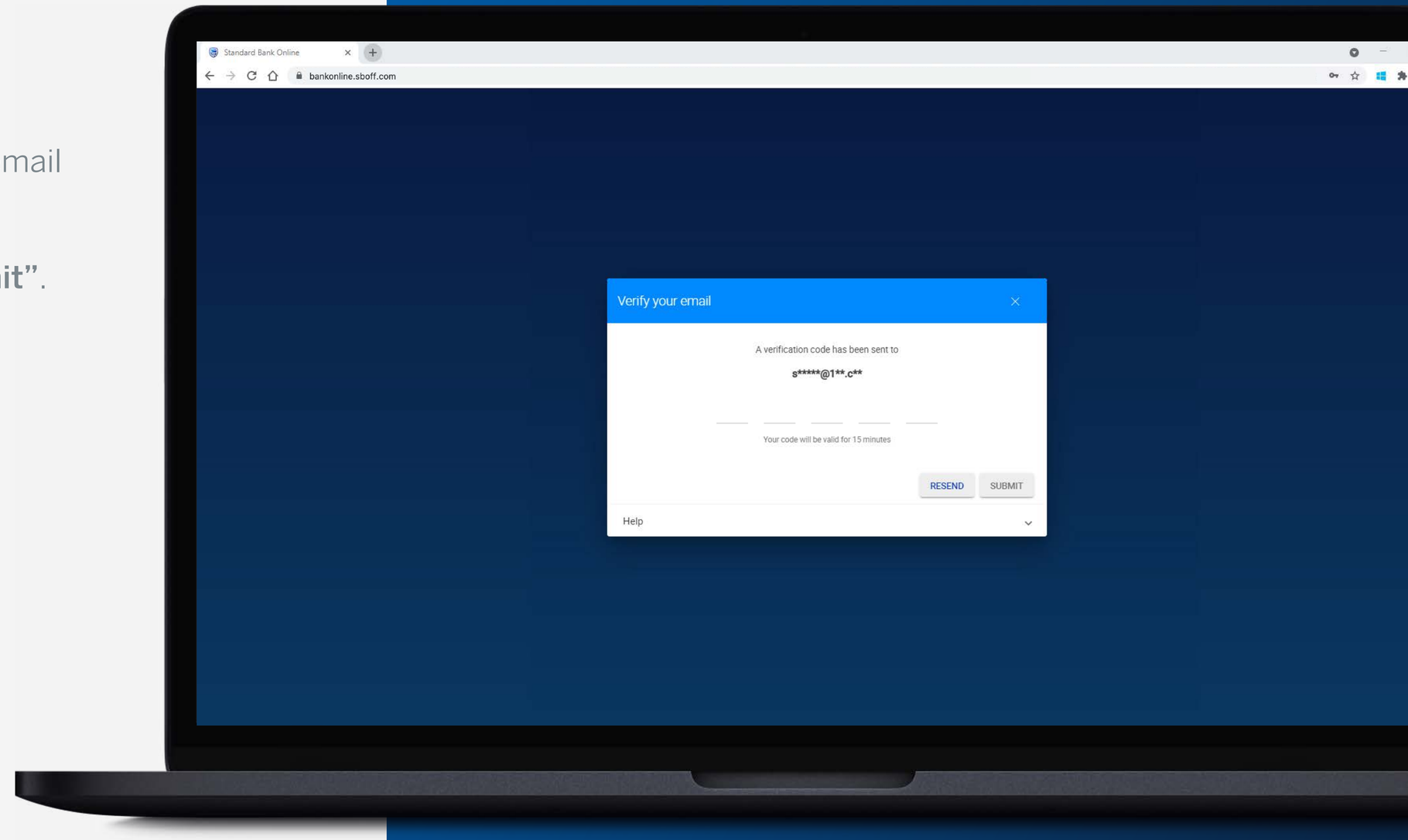
- **Click** on **“Sign into your Account”**
- Go to **“Internet Banking”**
- Sign in using your **Username and Password**



STEP **TWO**

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

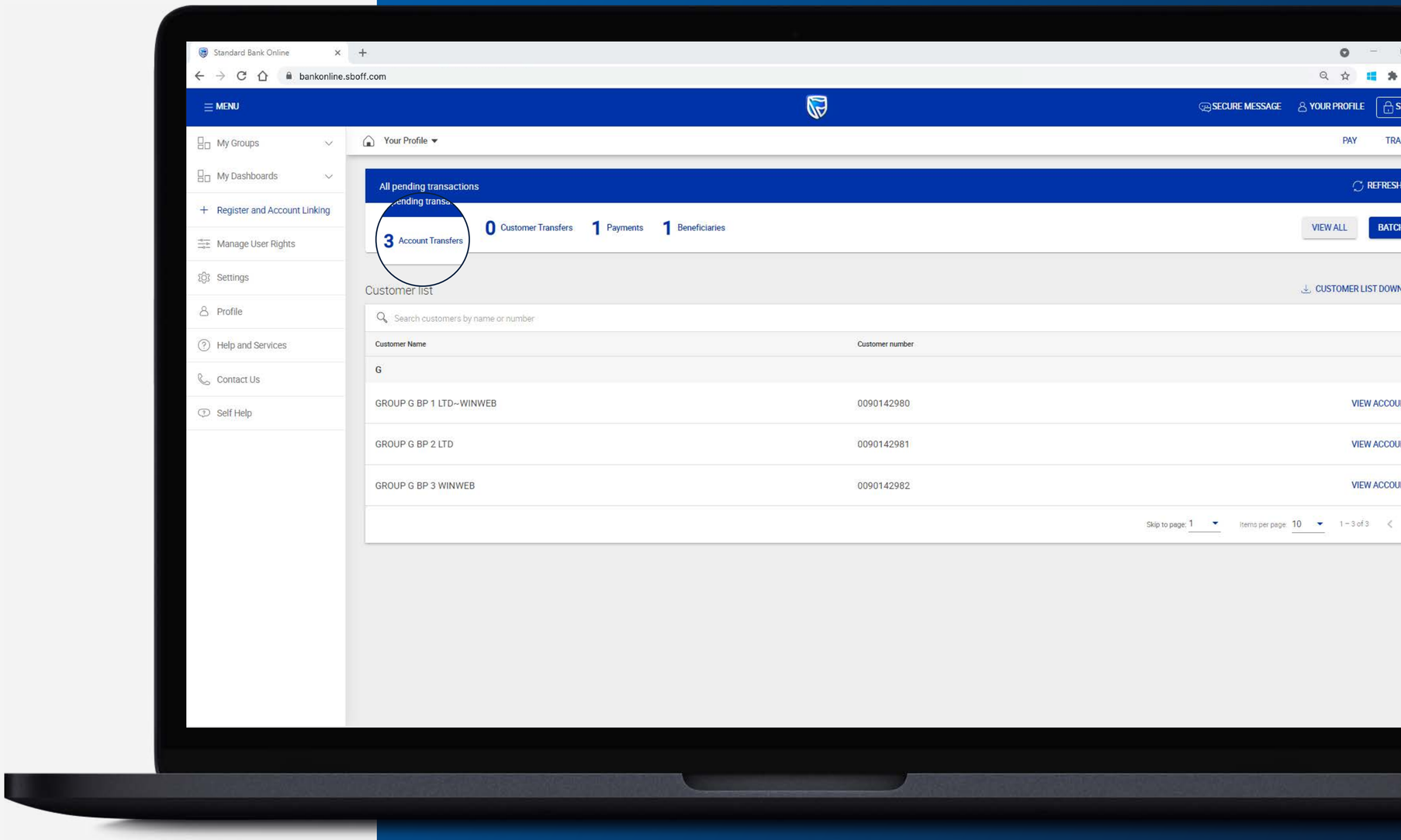
Please enter this and **click “Submit”**.



STEP **THREE**

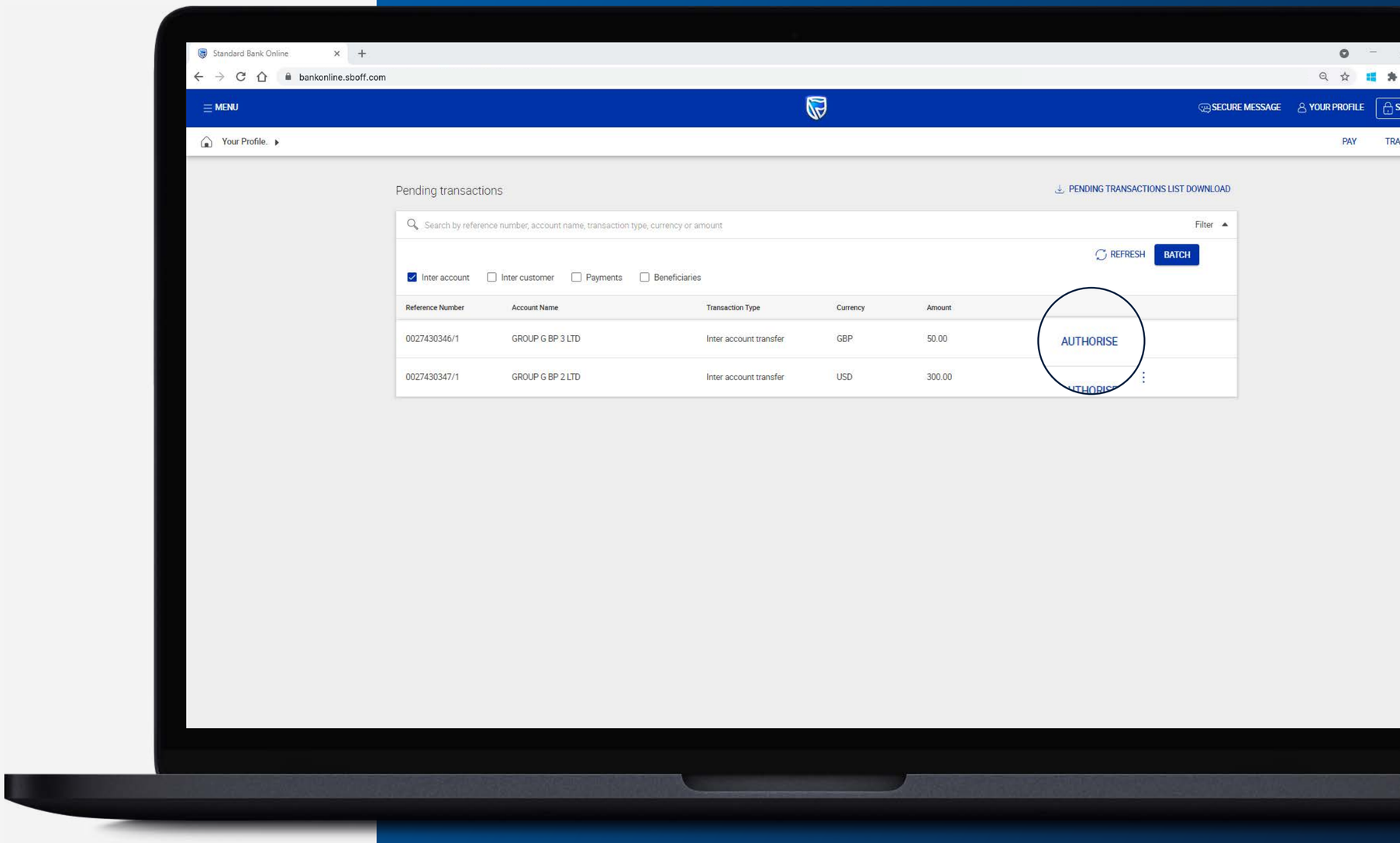
All pending transactions will show you the pending transactions to be approved.

Click on **“Account Transfers”**.



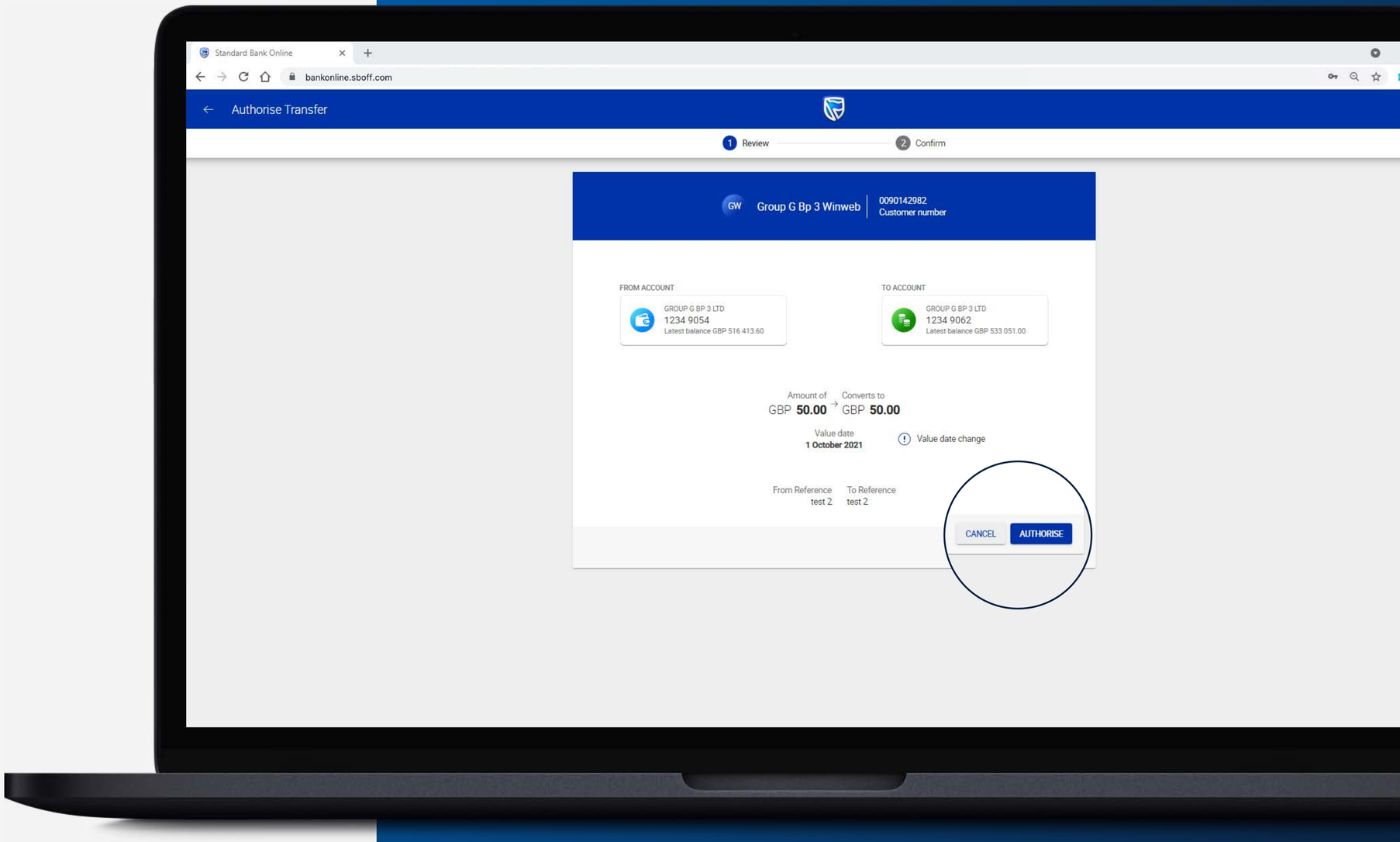
STEP **FOUR**

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



STEP **FIVE**

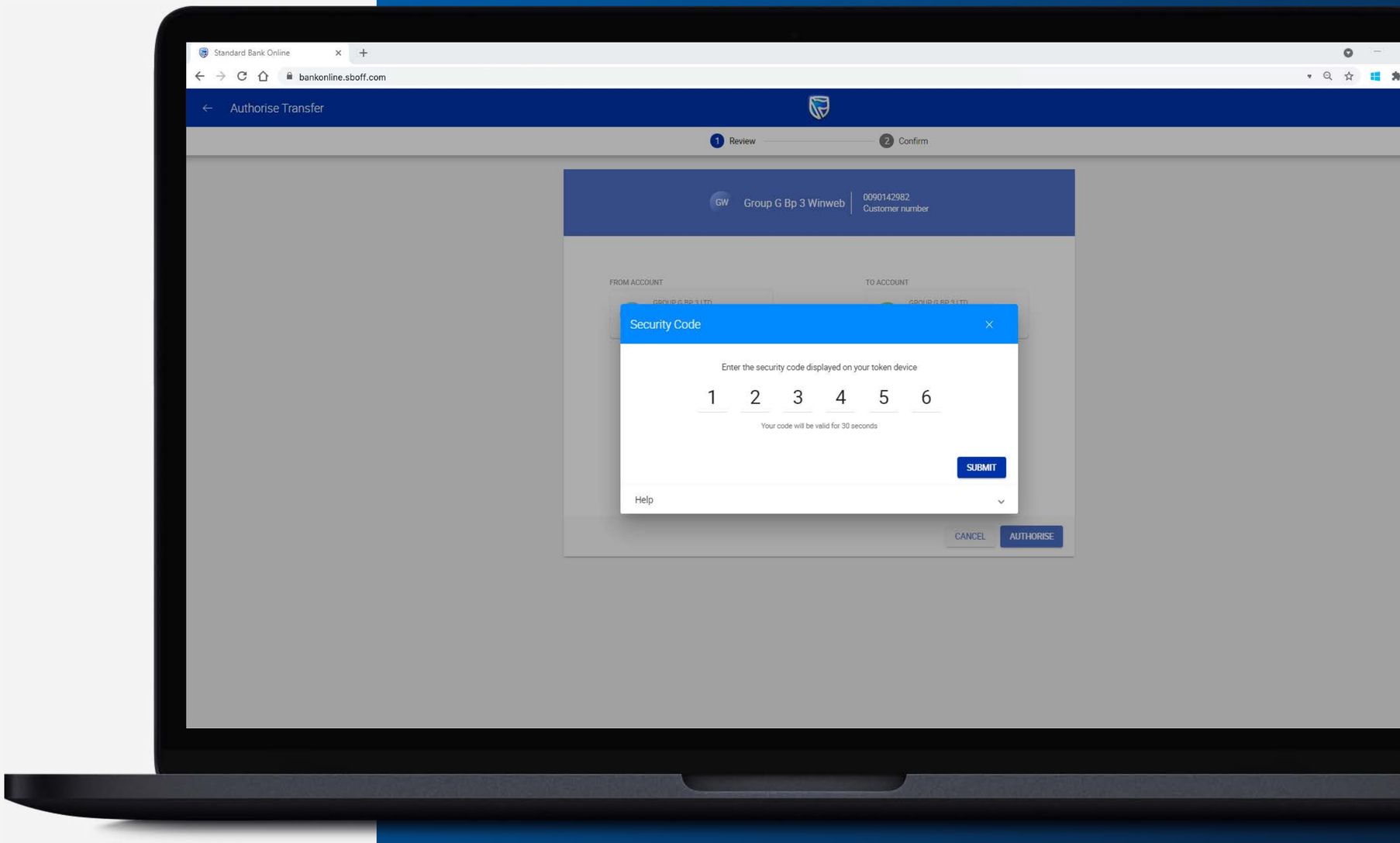
Once you have reviewed the transfer, **click** either **“Cancel”** or **“Authorise”**.



STEP **SIX**

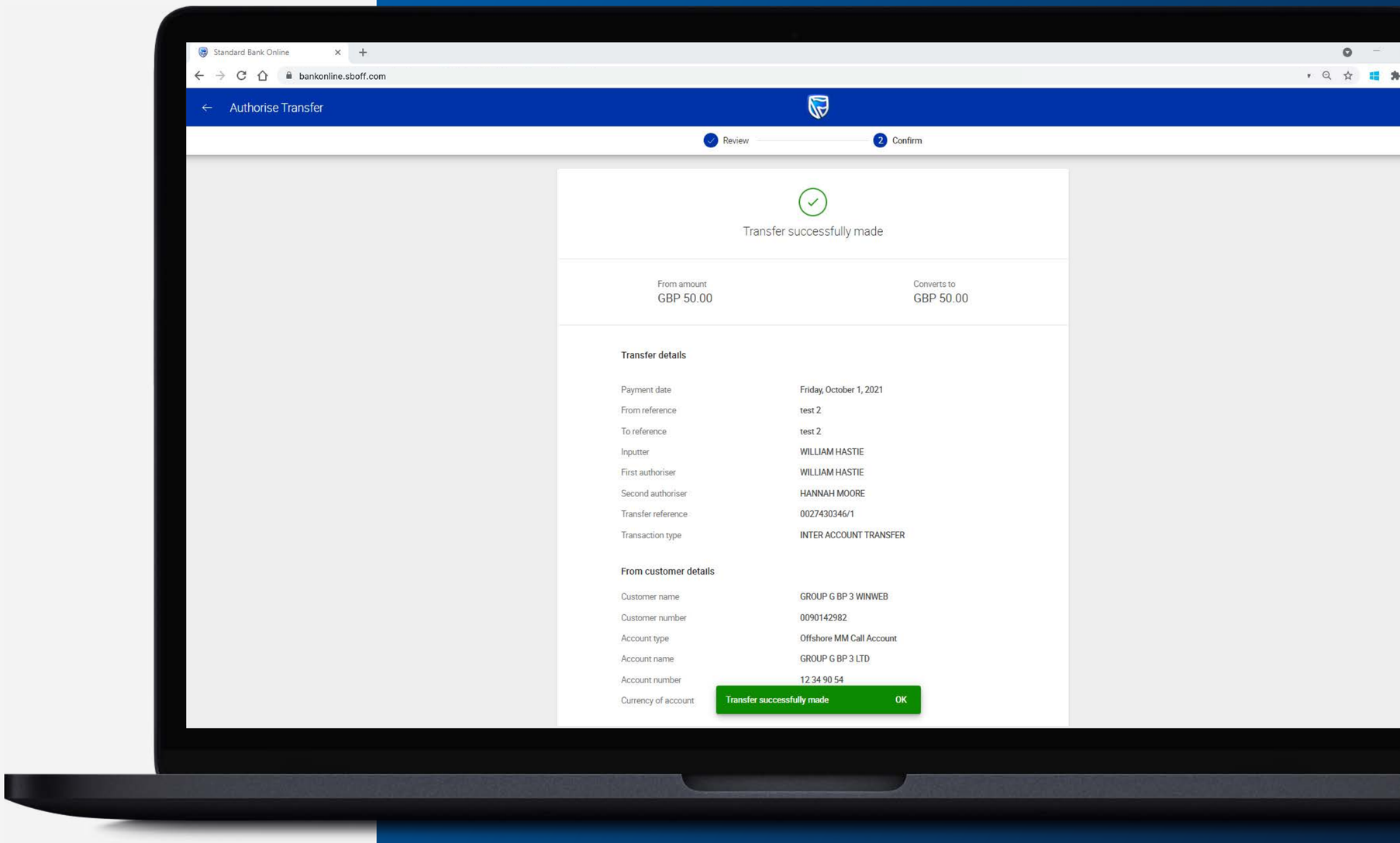
You will need to enter the security code on your token.

Click “Submit”.



STEP **SEVEN**

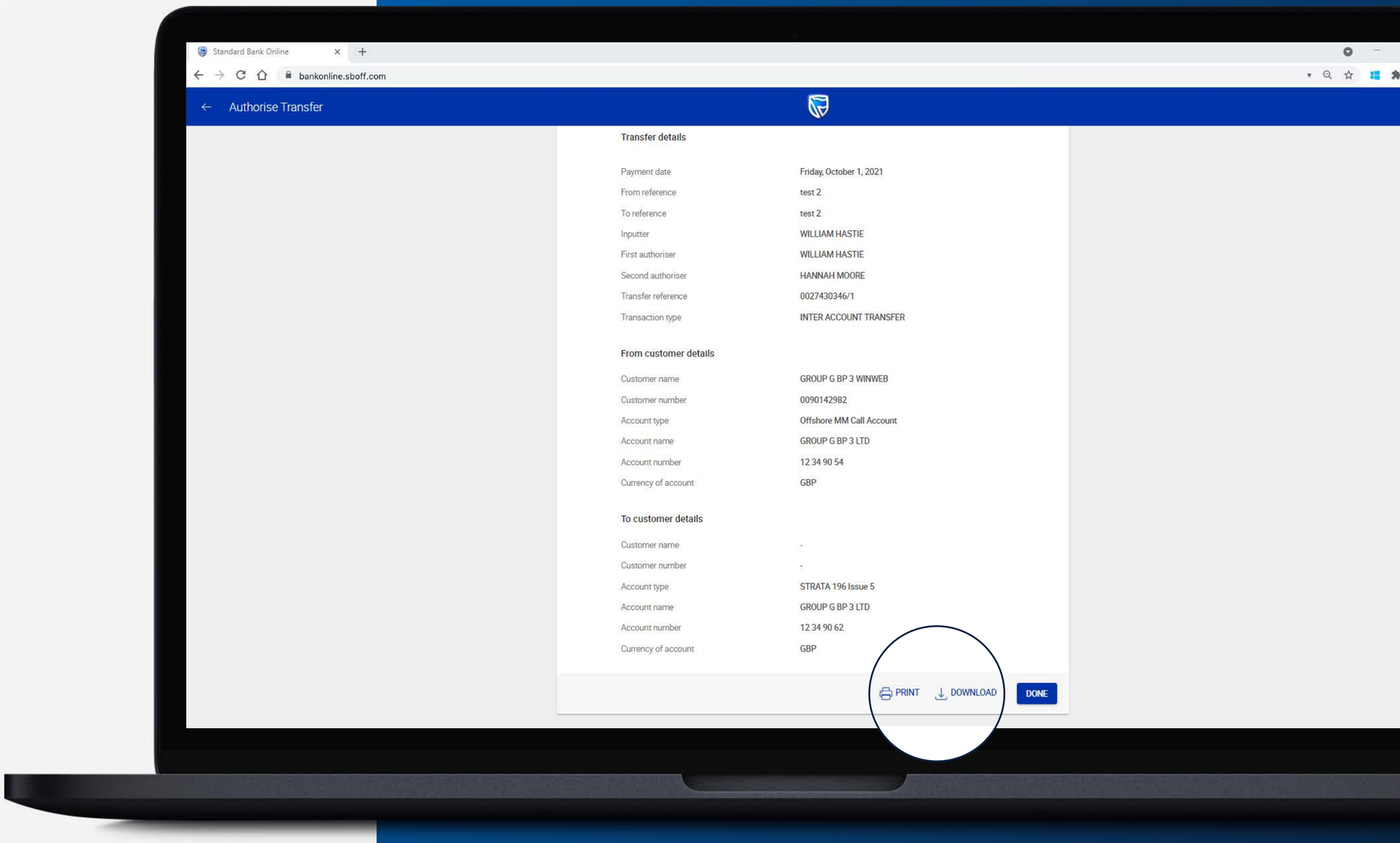
Your transaction will be sent for authorisation by the next level authoriser.



STEP **EIGHT**

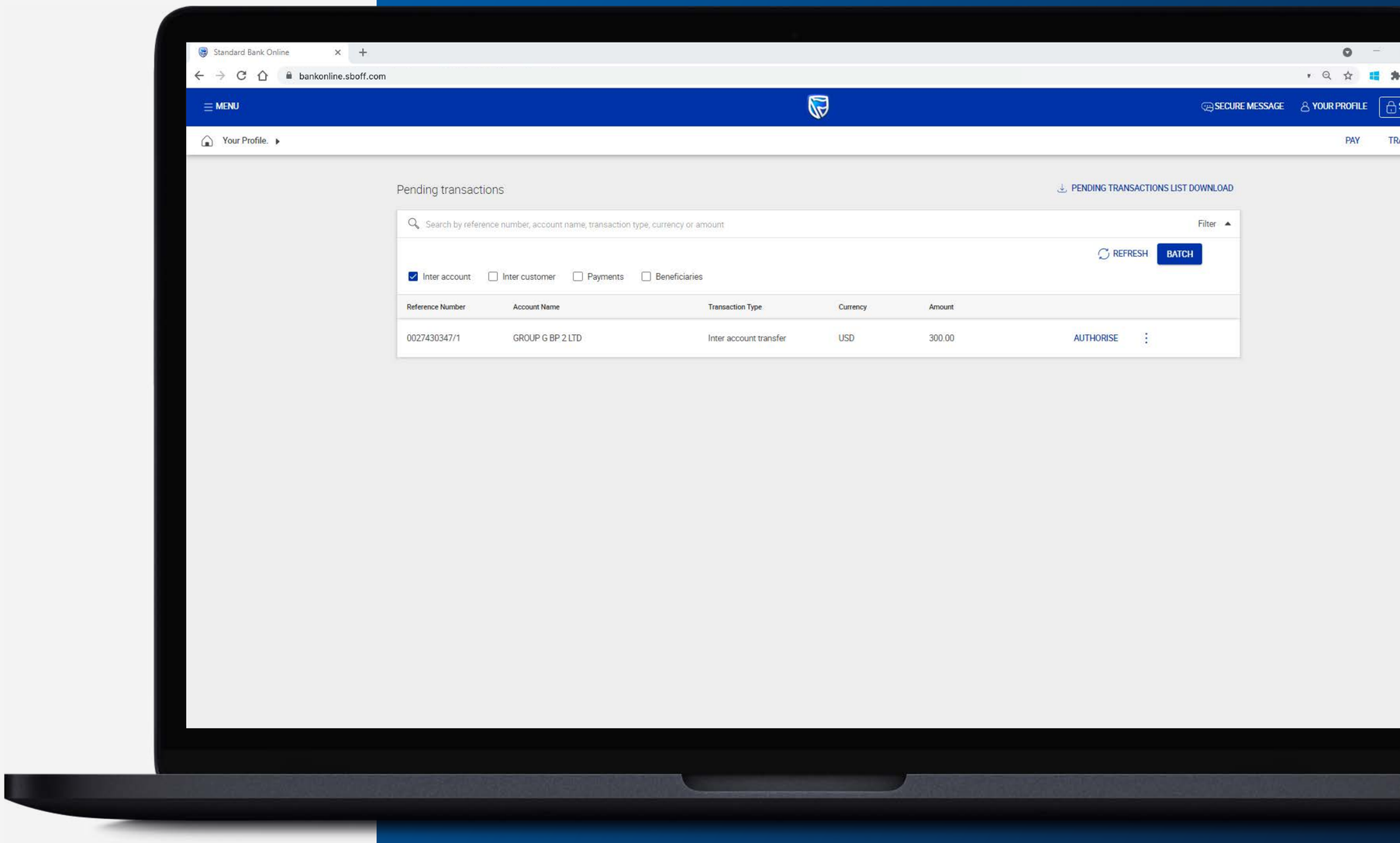
You can print or download a copy of the transfer.

Click “Done”.



STEP **NINE**

You will be returned to your pending transactions.



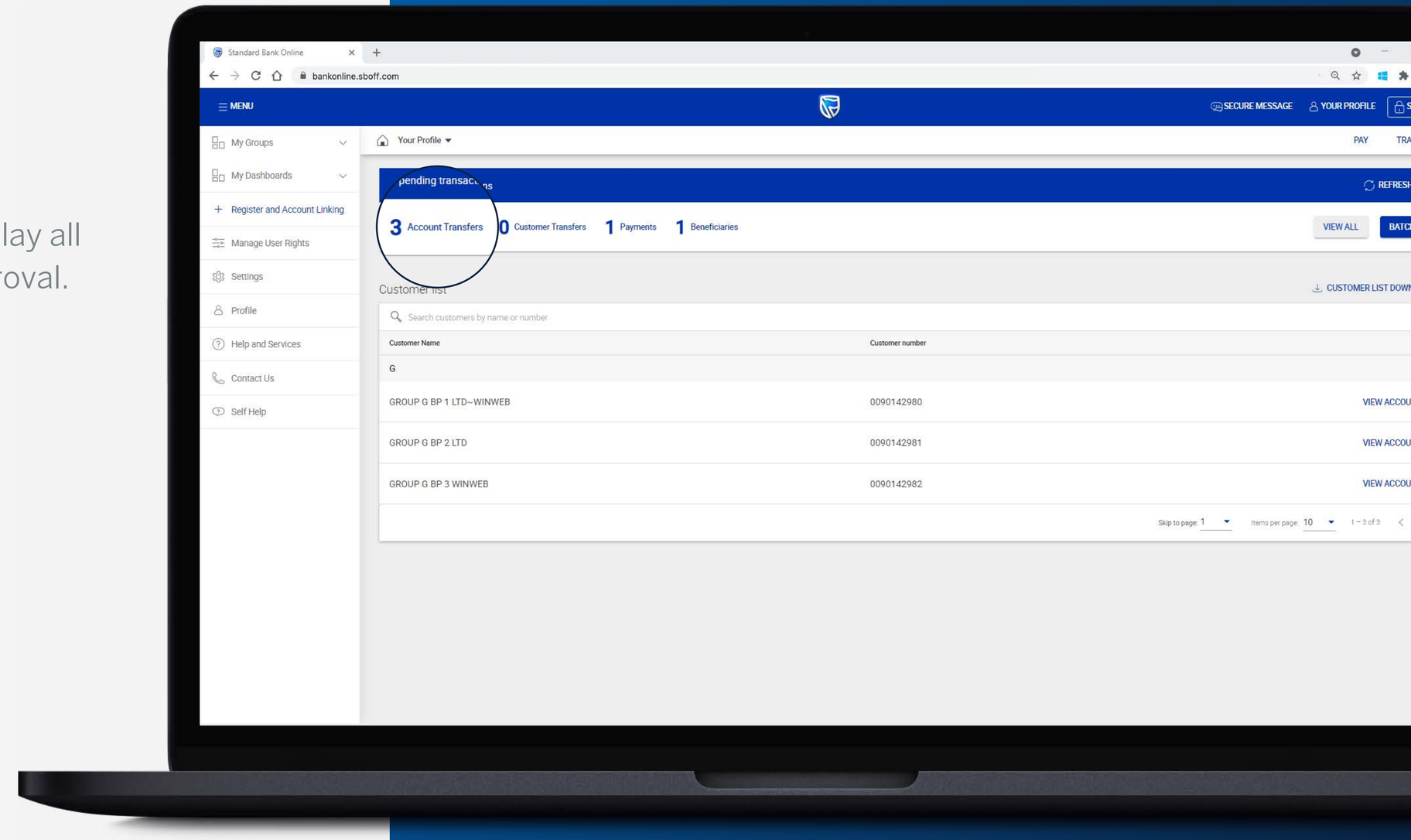
TO AUTHORISE
A BATCH OF
INTER-ACCOUNT
TRANSFERS
Standard Bank IT CAN BE™

STEP **ONE**

Sign into internet banking.

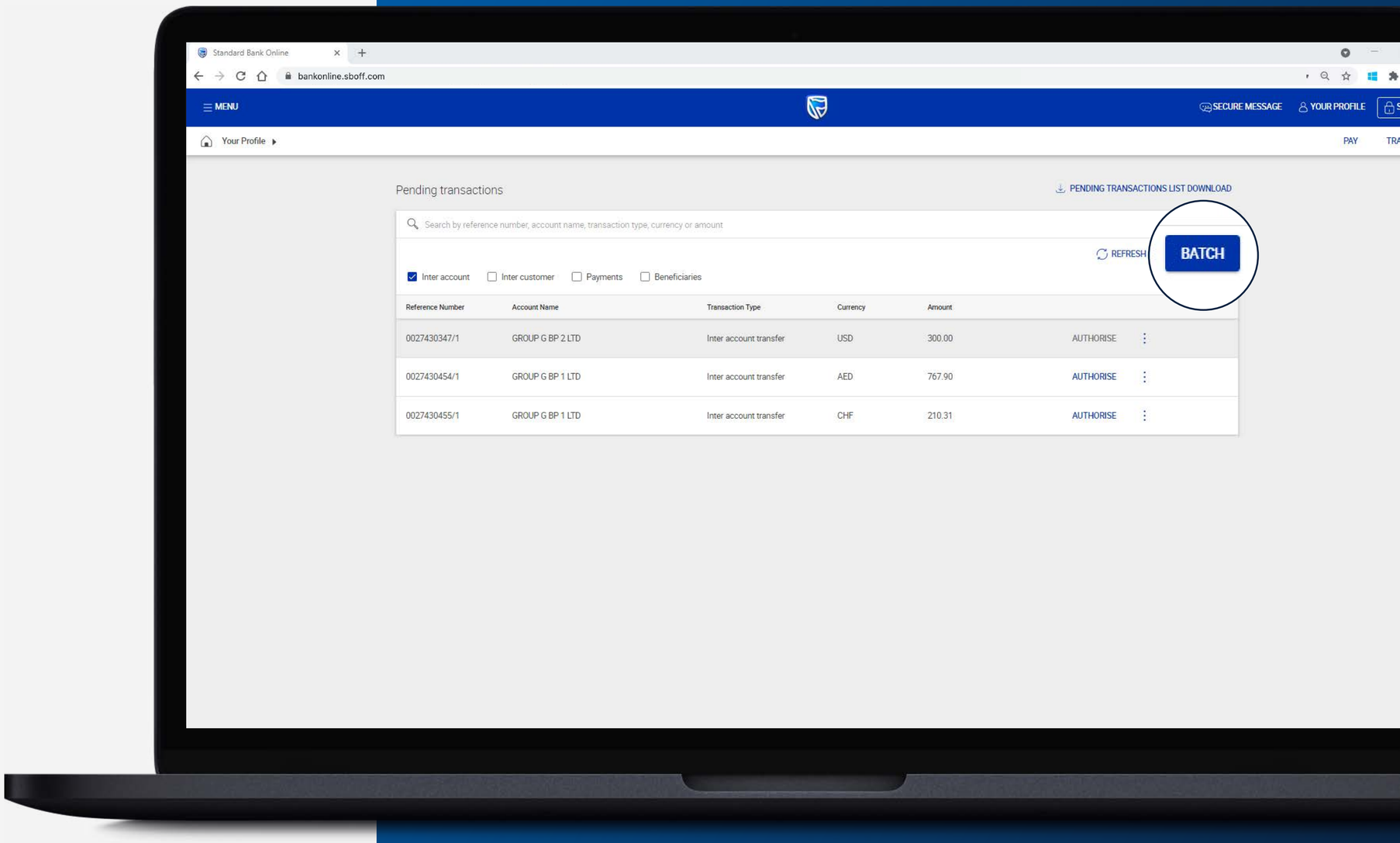
All pending transactions will display all requests which are pending approval.

Click on **“Account Transfers”**.



STEP **TWO**

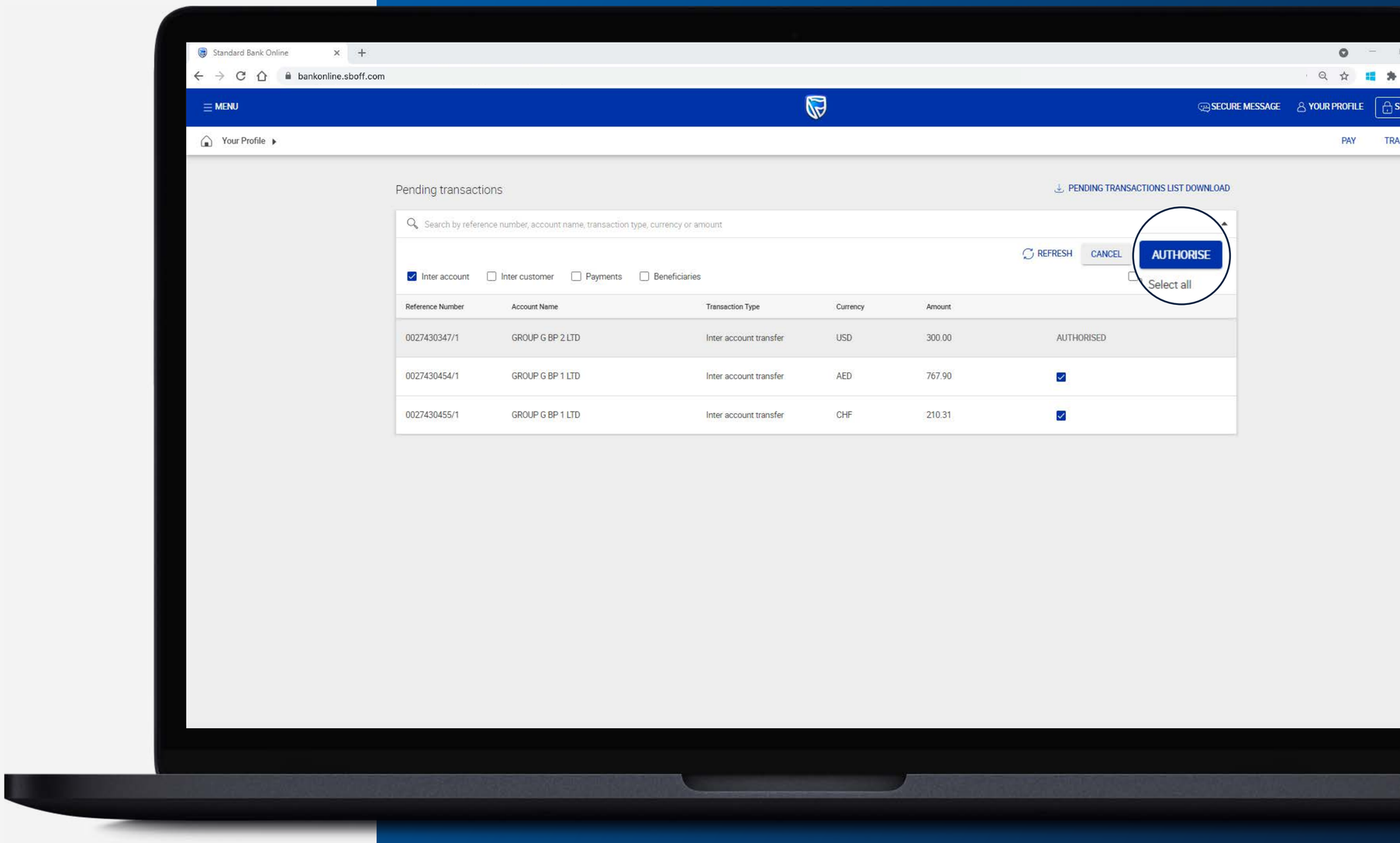
Click “Batch”.



STEP **THREE**

Select all of the transfers to be authorised.

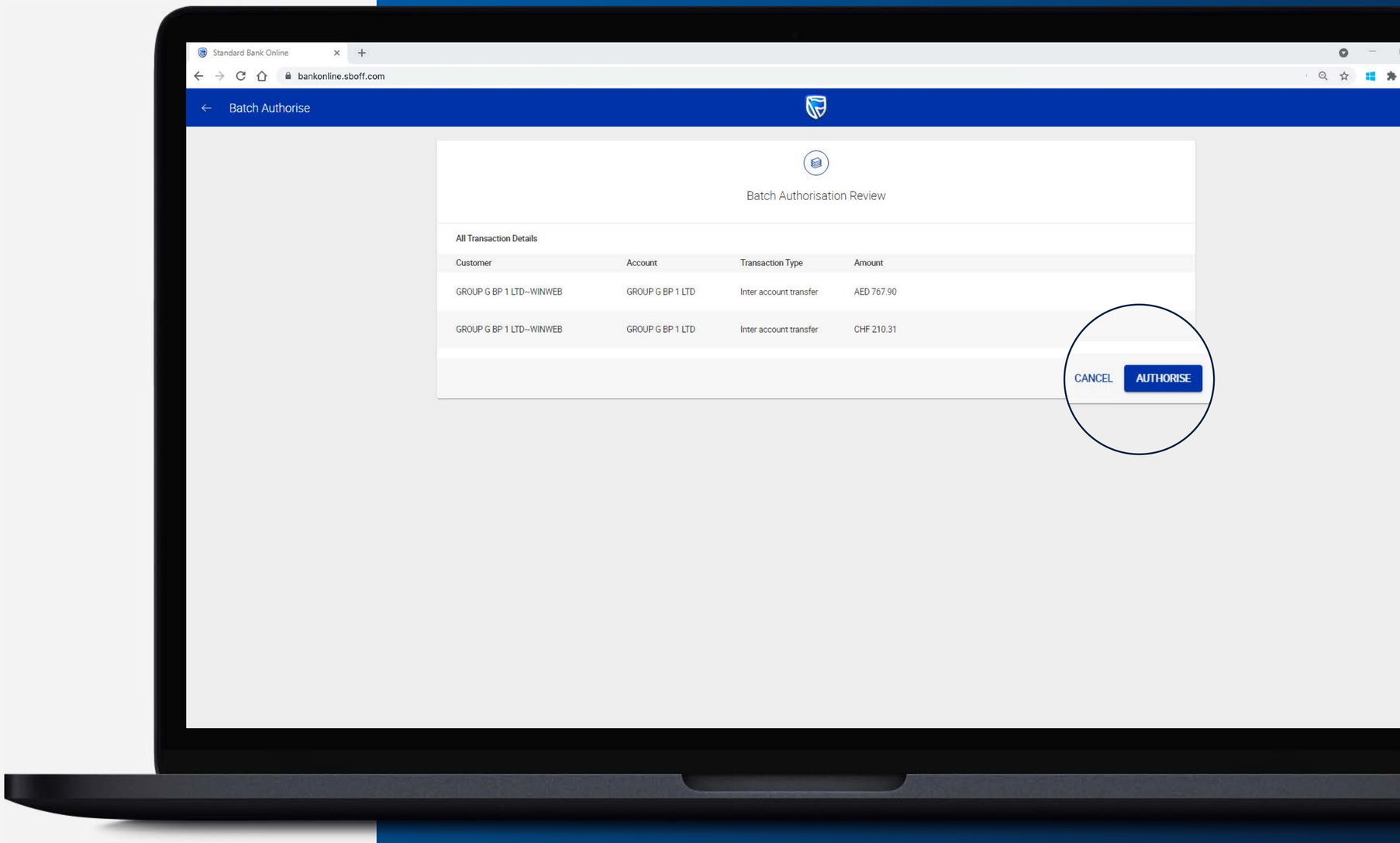
Click “Authorise” once selected.



STEP **FOUR**

Review the authorisations.

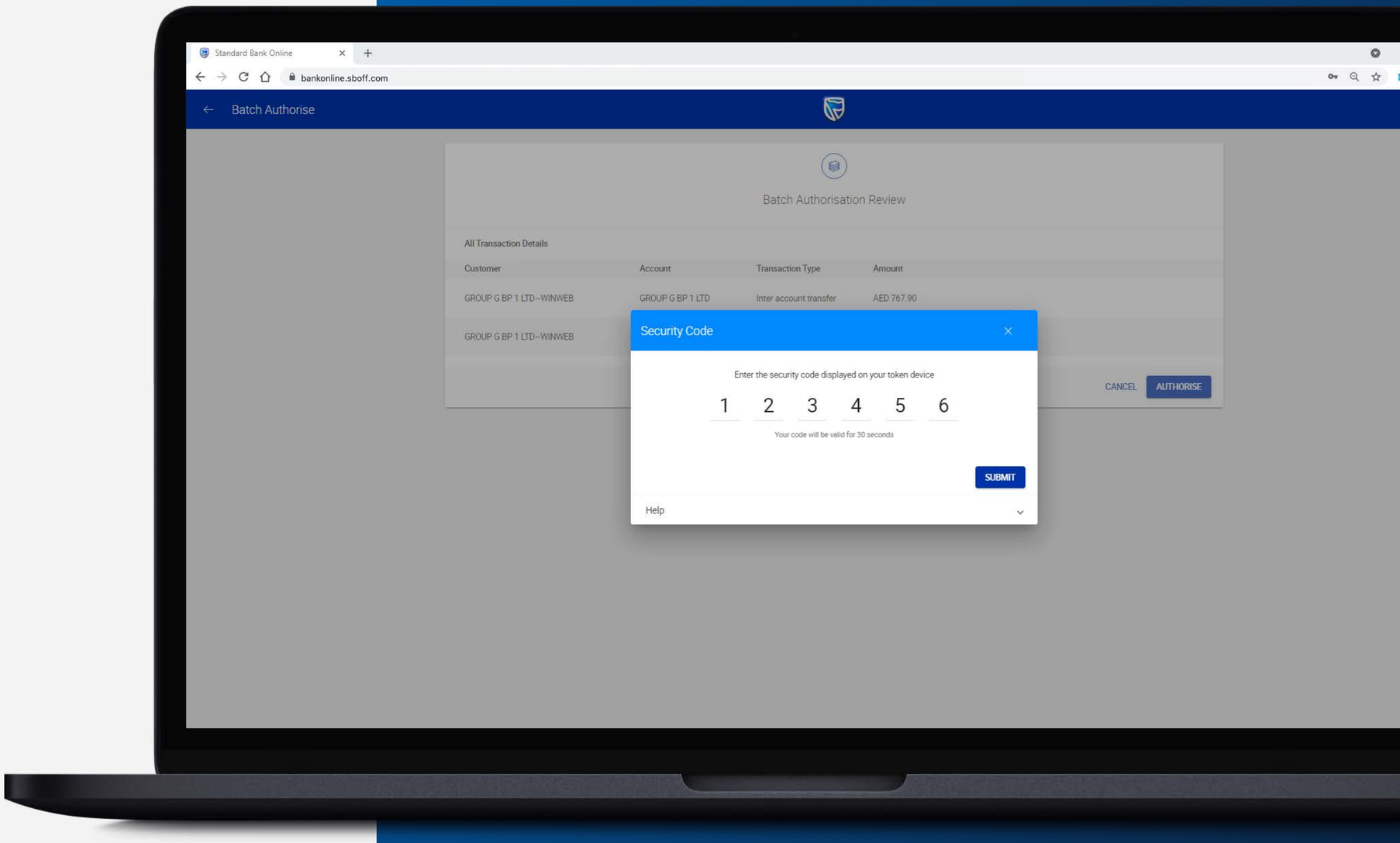
Once you have reviewed the transfers, **click** either **“Cancel”** or **“Authorise”**.



STEP **FIVE**

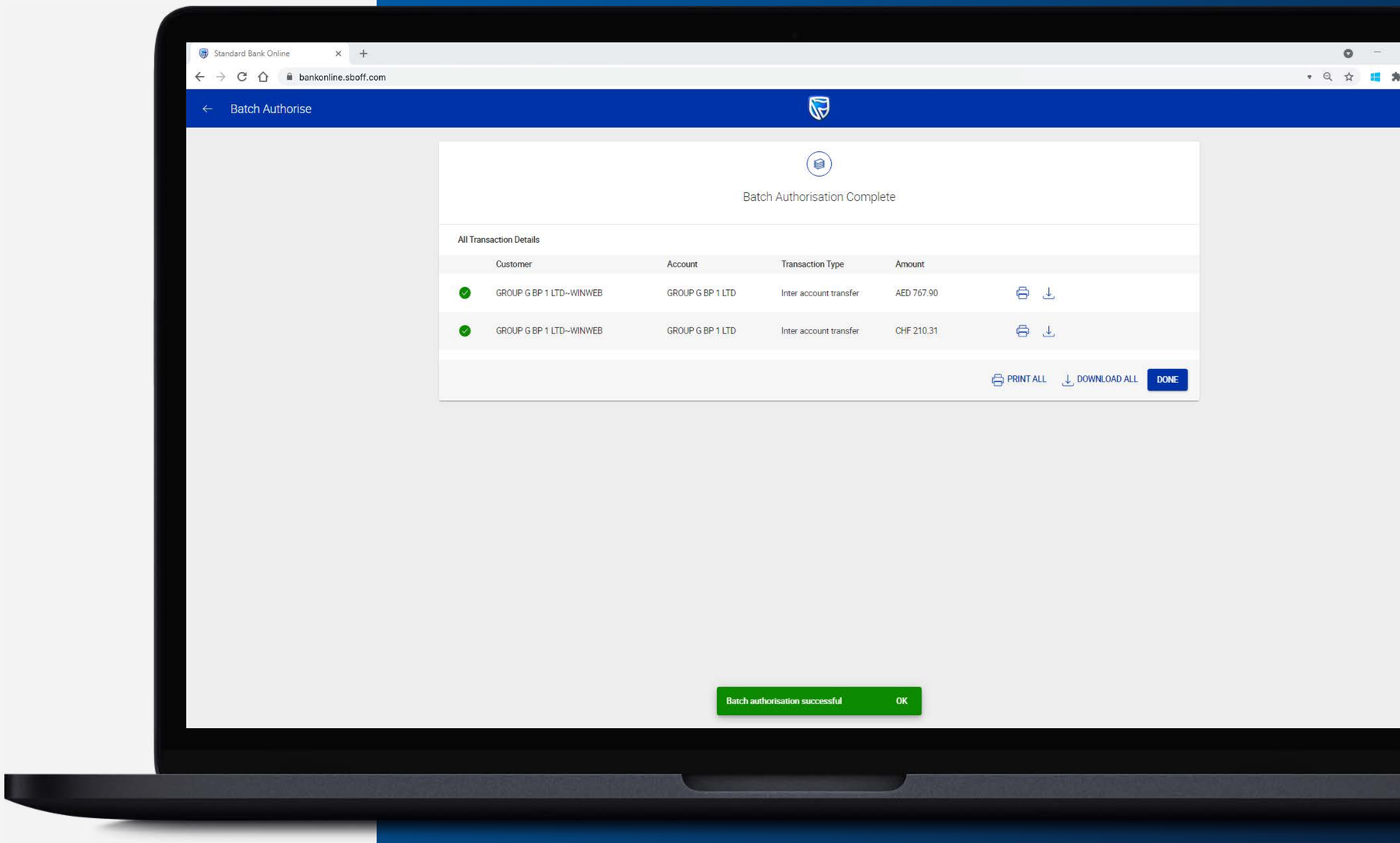
You will need to enter the security code on your token.

Click “Submit”.



STEP **SIX**

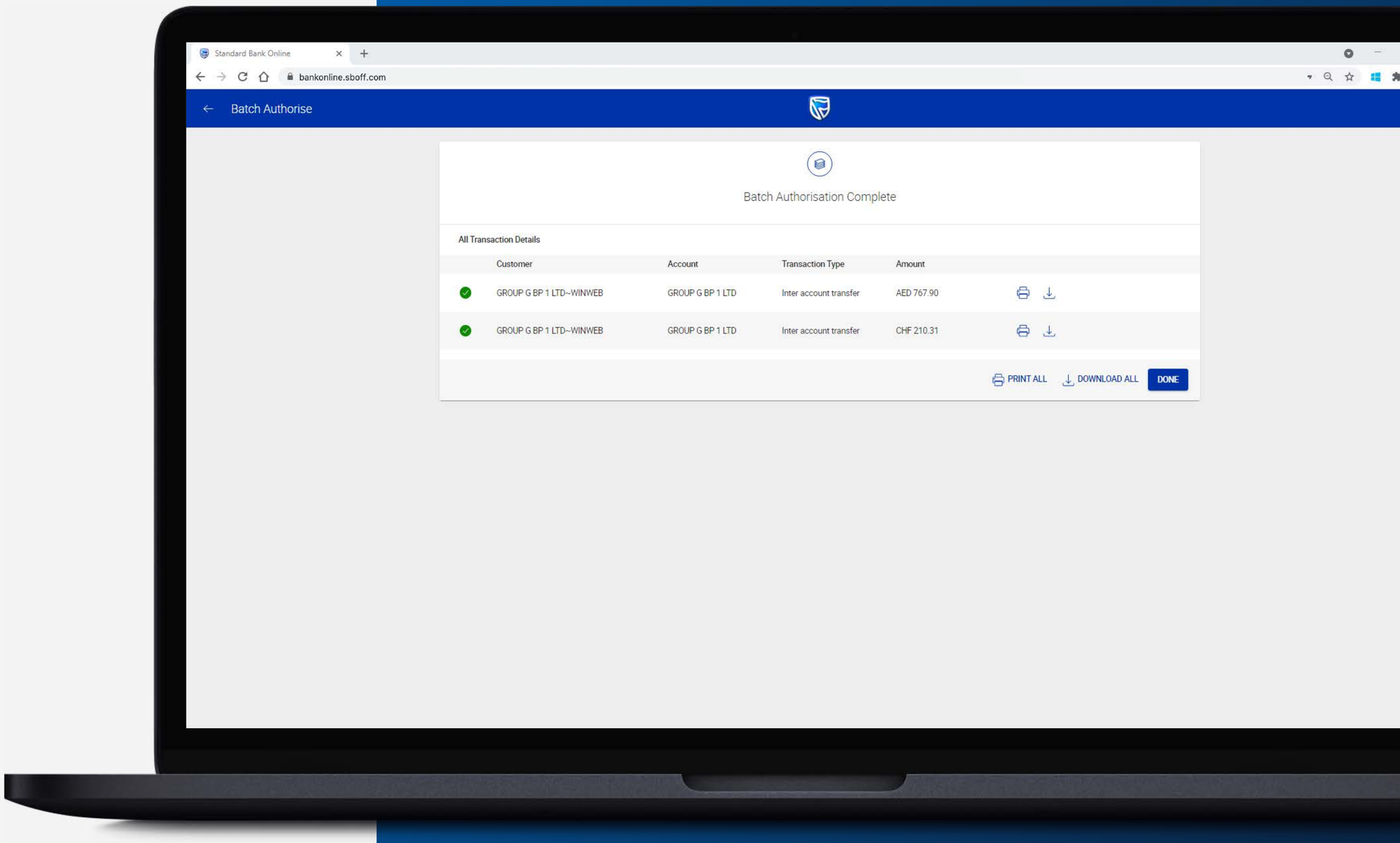
Your transactions will be sent for authorisation by the next level authoriser.



STEP **SEVEN**

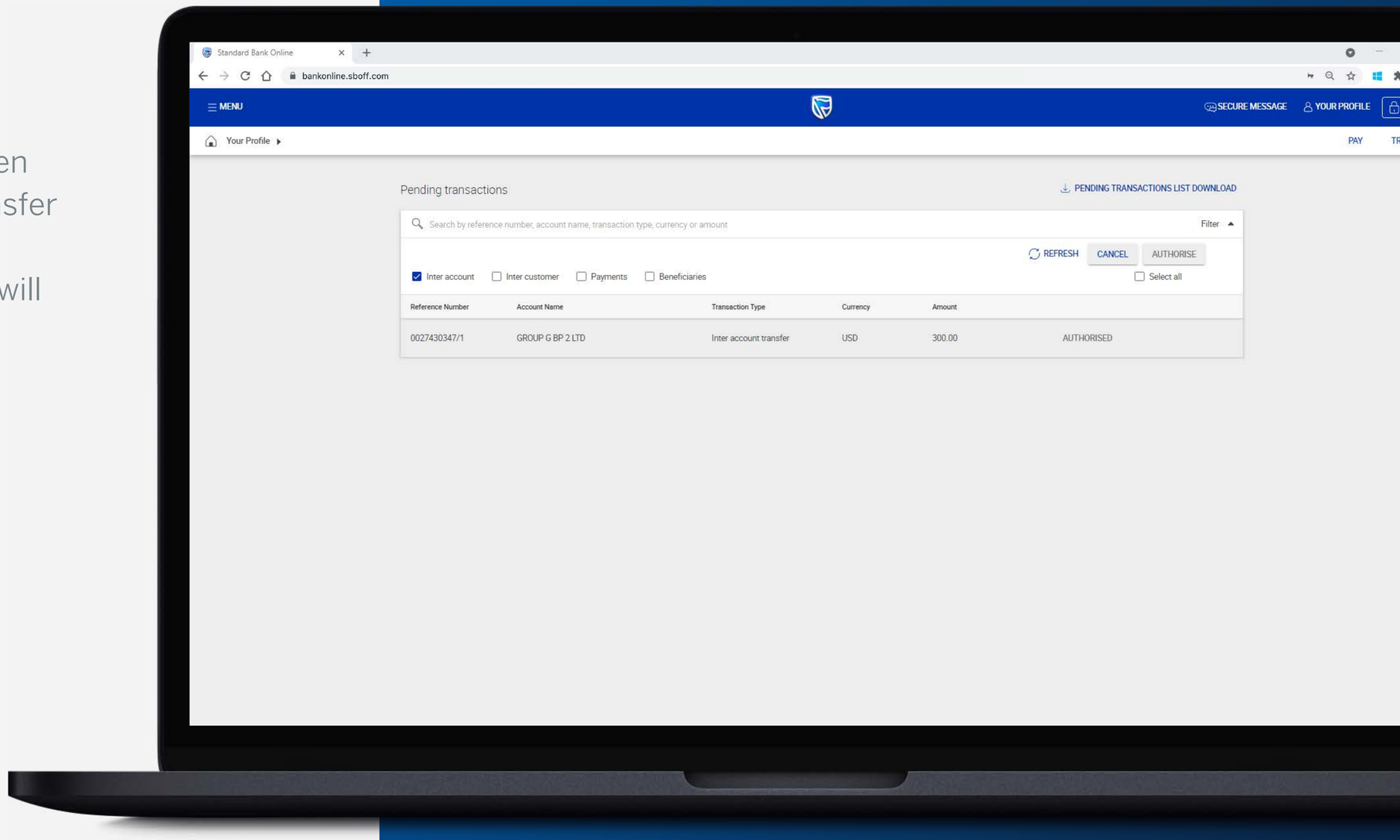
You can print or download a copy of the transfer.

Click “Done”.



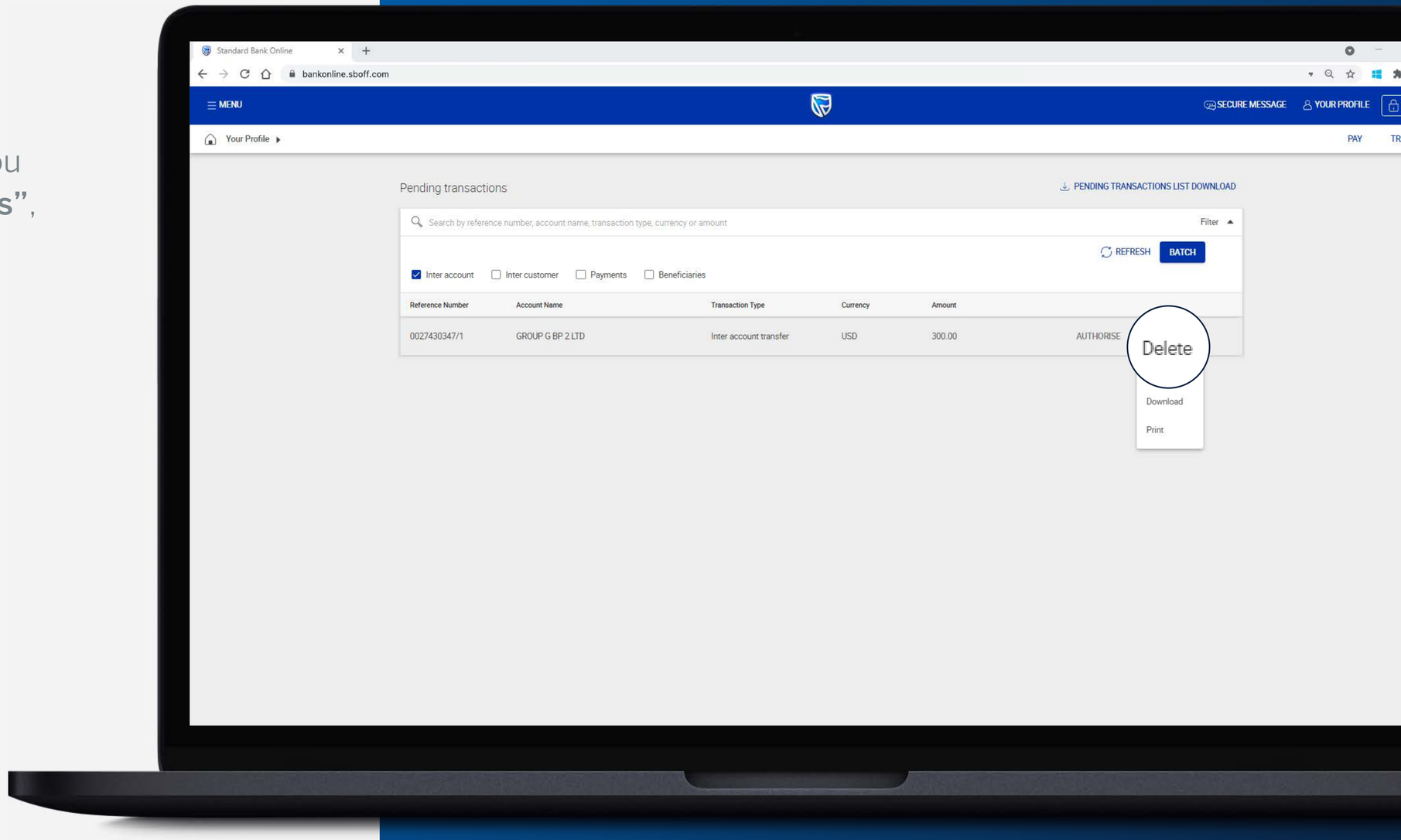
STEP **EIGHT**

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



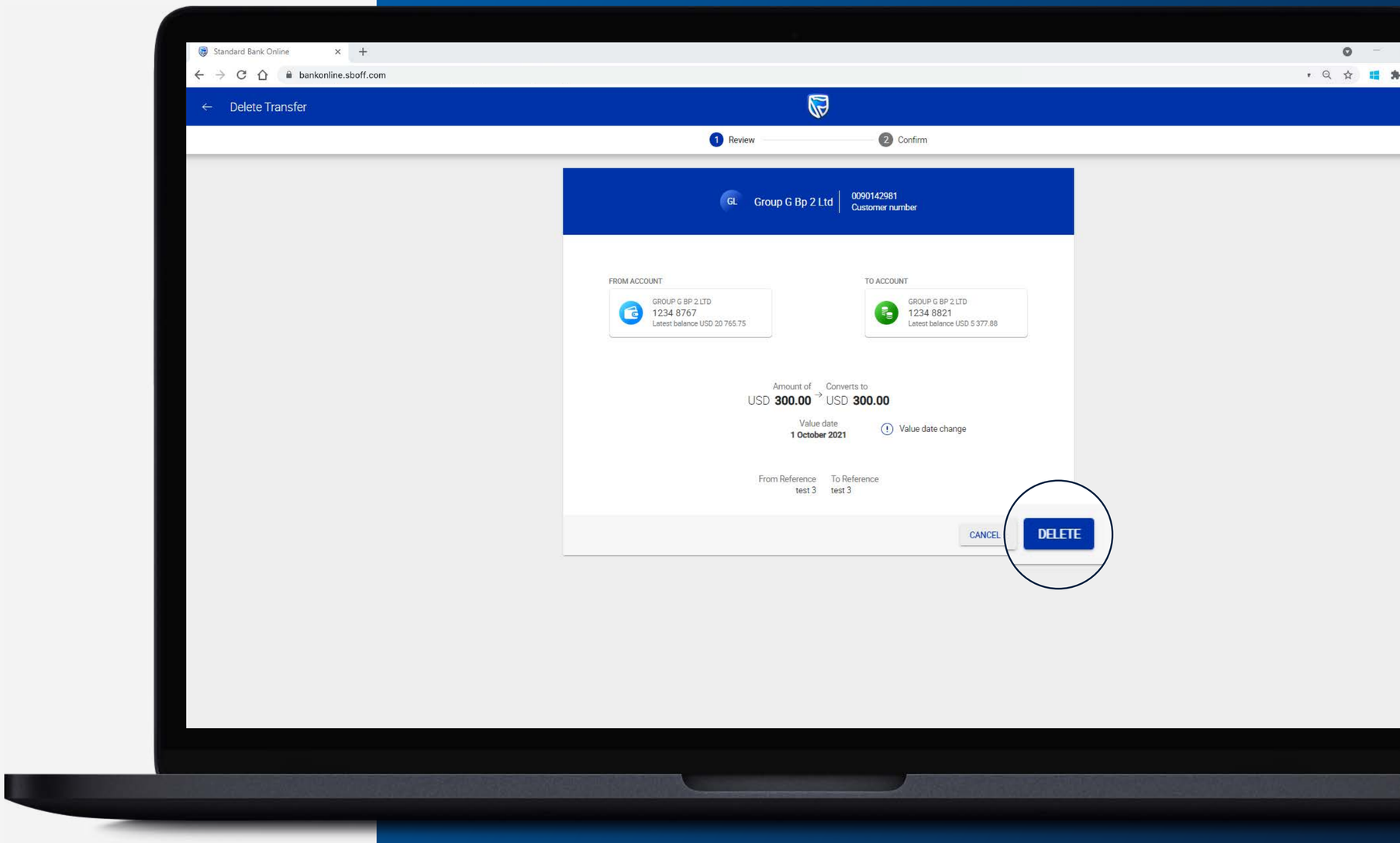
STEP **NINE**

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



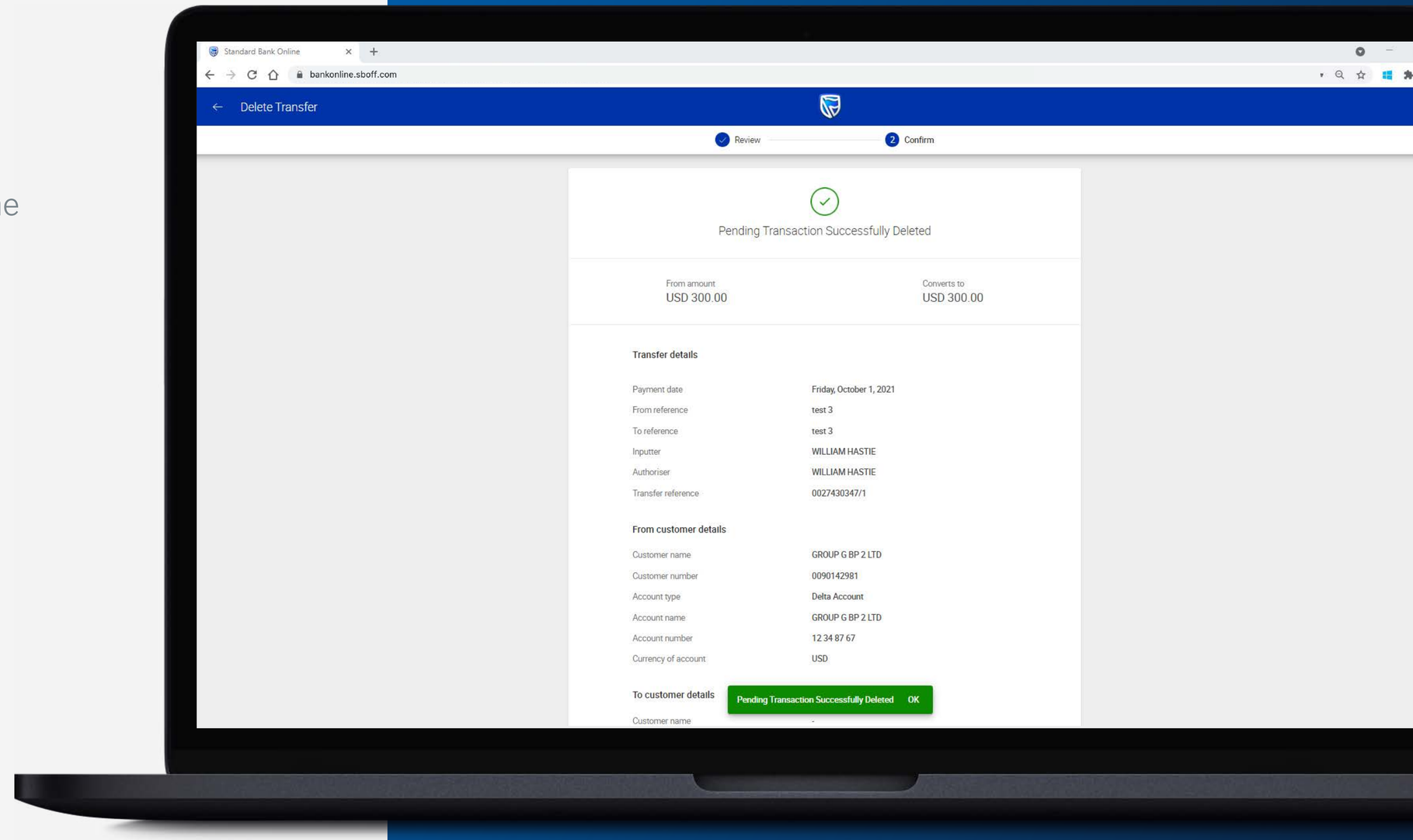
STEP **TEN**

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



STEP **ELEVEN**

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



THANK YOU

Standard Bank IT CAN BE™