

Managing payments online

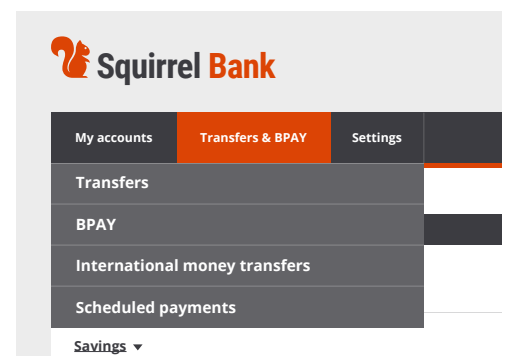
Practise some advanced banking activities with Squirrel Bank.

Let's practise some common banking transactions using Squirrel Bank. Remember, while Squirrel Bank will look a little different from your bank's secure online system, the steps for each activity will be similar.

Transferring funds between accounts

Online banking makes it easy to move money from one of your bank accounts to another. Let's transfer money from our **Everyday Account** to the **Savings Account**:

1. Using the Be Connected *Managing payments online* course, find the **Transferring funds between accounts** practice activity, then click on **Transfers & BPAY** in the top menu.
2. Click on **Transfers** in the drop-down menu. You will see the screen for transferring funds.
3. Click on the **From** box. This will show a list of accounts from which you can move the money.
4. Click **Everyday Account**.
5. Click in the **To** box. This will show a list of accounts you can move the money to.
6. Click on the **Savings** account.
7. Type **57.20** into the **Amount** box. This is the amount that you will be transferring.
8. Type **Weekly savings** into the **Your description** box to remind yourself why you made the transfer.
9. Click the **Next** button near the bottom right. A **Confirm payment** screen will appear. You should check that you've entered the details correctly.
10. Click the **Pay** button near the bottom right to complete the transfer.
11. Now, log off securely with the **Log off** button.



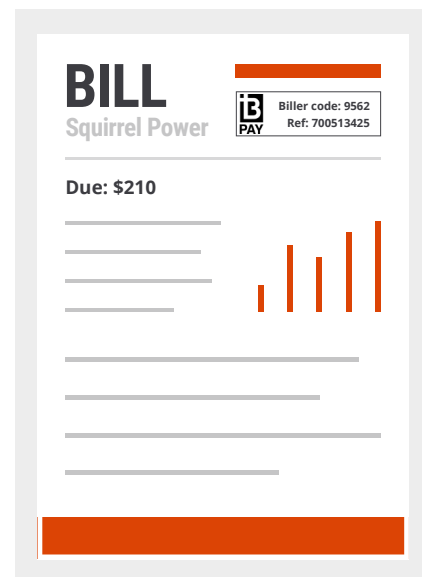
Transfer funds between your accounts or pay bills via BPAY

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Paying using BPAY

You can use **Bill Payment**, or **BPAY** for short, to pay most bills with online banking, including gas, phone and electricity. All you need is the company's **Biller code** and your **Customer reference number**, which will be printed on your bill. In this example, we'll pay a power bill.

1. Using the Be Connected *Managing payments online* course, find the **Adding a new biller** and **Paying a bill** practice activities, then click on **Transfers & BPAY** in the top menu.
2. Click on **BPAY** in the drop-down menu to see the screen for making payments by BPAY.
3. In the **From** box, select **Everyday Account**. This is the account from which you'll pay the power company, or **payee**.
4. To add the payee's BPAY details, click the **Add new** button. The BPAY details are on the bill you're paying.
5. Type **9562** into the **Biller code** box. This identifies the company you're paying.
6. Type **700513425** into the **Reference** box. This is the number that identifies your account to the company.
7. Type **Squirrel Power** into the **Name** box.
8. Click the **Add** button to save Squirrel Power to your list of billers. A confirmation screen will appear.
9. Return to the BPAY screen and click the **To** box and select Squirrel Power from your list of saved billers. Your saved customer reference number will appear in the **Reference** box below.
10. Type **210** into the **Amount** box. This is the amount you will pay Squirrel Power.



Find the Biller code and your customer number on your bill

Add new

Add the account details of people and businesses to transfer funds and pay bills

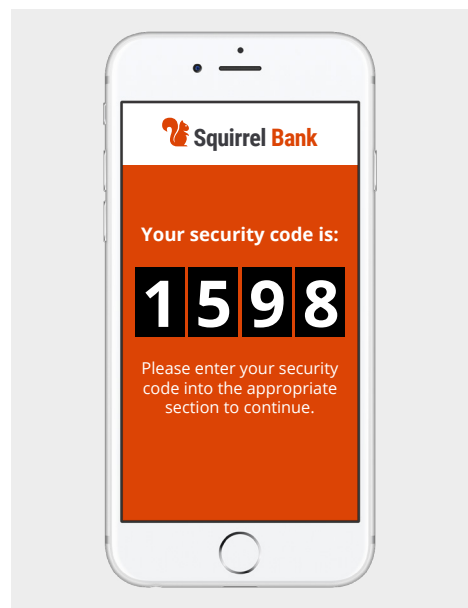
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11. Type **Electricity bill** into the **Your description** box.
12. Click the **Next** button near the bottom right. A **Confirm payment** screen will appear. You should check that you've entered the details correctly.
13. Click **Get Code** to receive a security code from Squirrel Bank on your phone. Type the code – **1598** – into the box next to that button.
14. Click the **Pay** button. There, your power bill has been paid!
15. Now, log off securely with the **Log off** button.

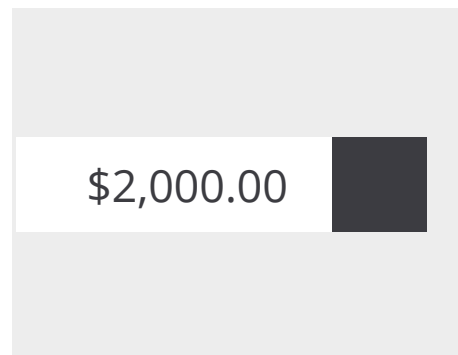
Setting transaction limits

Banks usually limit the amount that can be paid from each of your accounts to assist security. You can change the limits set by your bank to amounts that you're comfortable with:

1. Using the Be Connected *Managing payments online* course, find the **Setting transaction limits** practice activity, then click **Settings** in the top menu.
2. Click on **Online banking limits** from the drop-down menu. You'll see that each account has a different limit.
3. Click on the box next to the **Everyday account** limit.
4. Select **4000** from the options in the box. Your bank may require an additional security confirmation before accepting the change.
5. Click **Get Code**. Your phone will receive a security code from Squirrel Bank. Type the code into the box next to that button.
6. Click the **Save changes** button to confirm the new daily limit. You have increased the daily limit on that account from \$2,000 to \$4,000.
7. Now, log off securely with the **Log off** button.



Your bank sends a secure code to your phone to confirm some transactions



Change the daily transaction limits on your accounts with online banking