# New Payments Platform (NPP) Osko and PayID in Online Banking

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## Overview of the New Payments Platform

NPP is an exciting initiative, which will allow you to be able to make and receive payments in real time, 24/7 through this new fast payments service. It will make getting paid or paying someone a lot easier, faster and simpler through the use of a unique identifier, or 'PayID'. PayID will be as simple as using the mobile phone number or email address for payments, which means you will no longer need to remember your BSB and account number. In MVP/Online Banking, you can manage your PayIDs, transfer money using NPP and view a history of NPP transactions.

#### This is how you can benefit from NPP:

- Faster payments: You will be able to make and receive payments faster than ever before, 24/7 through G&C Mutual Bank's Online and Mobile Banking.
- Pay the right person: When you use a PayID, the name of the person who owns that PayID is shown immediately before you approve the payment, then all you have to do is simply confirm it's the right person.
- Smarter payments: You will be able to use 280 characters to better describe your payment including who and why.

## PayID Management

This section covers:

- What is a PayID?
- How do PayIDs work in MVP/Online Banking?
- Create a PayID
- Update a PayID
- Close a PayID

## What is a PayID?

A PayID is a smart address for payments, composed of a piece of recognisable and memorable information that is linked to your financial account with the NPP. The PayID is the address by which the account will be identified to generate transactions through the NPP system.

You can create a PayID using a mobile phone number, email address or ABN for a linked financial account. Business clients can also create a PayID using an Organisation ID. The different types of information that you can use to create a PayID are referred to as "PayID Types".

You can only link a PayID to a single financial account. You cannot use the same mobile number, email address, ABN or Organisation ID in more than one PayID. You will need to contact G&C Mutual Bank if you would like to create a PayID using an ABN or Organisation ID (mainly for business account).

## How does PayIDs work in MVP?

Within MVP you can create a PayID using your mobile number or email address. You will need to contact G&C Mutual Bank if you would like to create a PayID using an ABN or Organisation ID (mainly for business account).

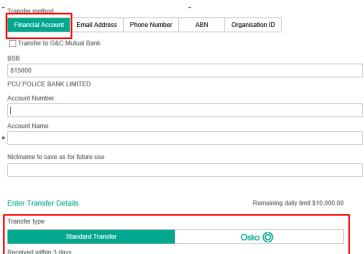
You can manage your PayIDs (mobile number and email address PayID Types only), including creating, updating, closing and cancelling transfers of PayIDs.

Please note that contact details that are used to create a PayID cannot be updated until the PayID has been closed. If required you will have to close the PayID, update the contact details and then create a new PayID with the updated contact details.

#### Related FAO:

Does a member have to have a PayID to send a Real Time Payment?

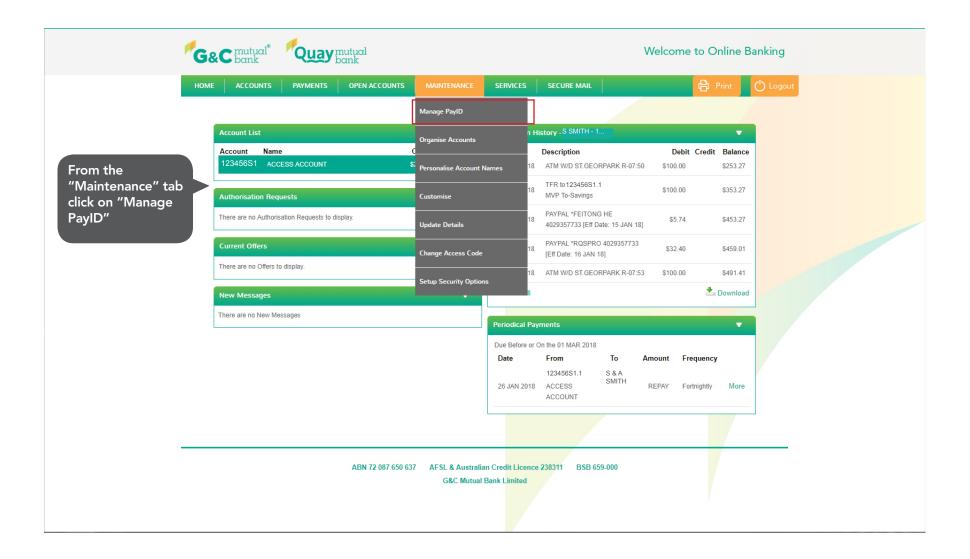
NO. A member can send a real time payment using a BSB and Account number as they do now. In Online Banking and the Banking App choose "Financial Account" to Transfer money to. The member can choose to send the payment as Standard or OSKO.



## Create a PayID

Before you create a PayID, you must ensure that the mobile number or email address you want to use is already available in the system. To create a PayID follow these steps:

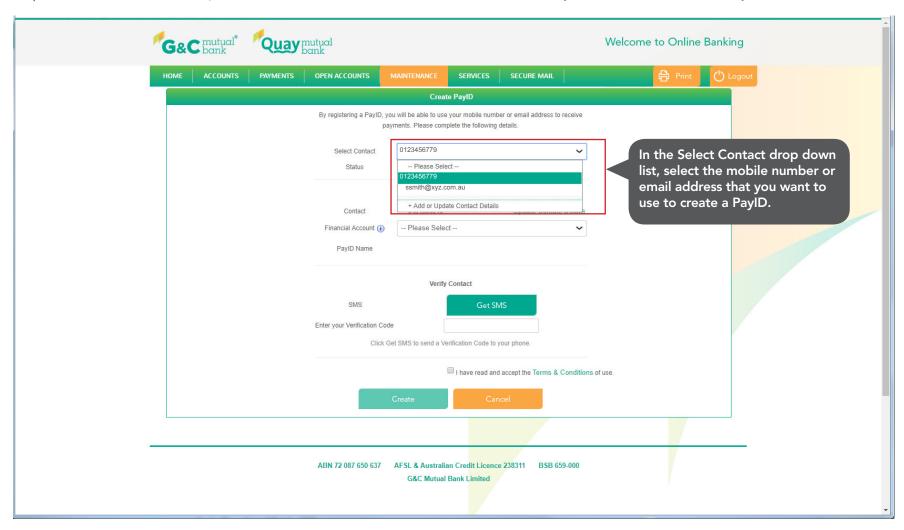
Step 1: From the "Maintenance" tab at the top, select "Manage PayID"



## Create a PayID (continued)

Step 2: The Create PayID screen is displayed.

Step 3: In the Select Contact drop-down list, select the mobile number or email address that you want to use to create a PayID\*.

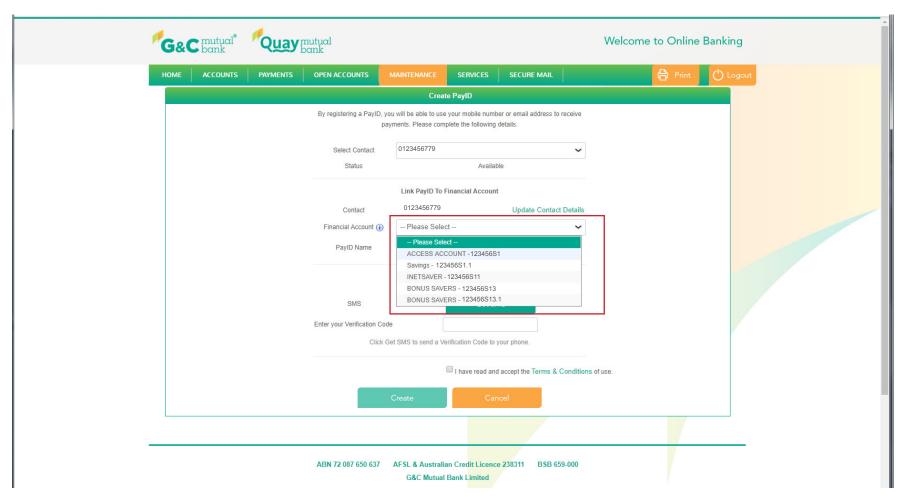


<sup>\*</sup>If required, you can select + Add or Update Contact details option in the drop-down list to go to the Contact Details screen and add a new or update an existing contact.

The current PayID status of the selected contact will display in the Status field.

## Create a PayID (continued)

**Step 4:** In the **Financial Account drop-down** list, select the account that you want to link to the PayID. The name of the PayID will automatically display in the **PayID Name field**.



Step 5: Depending on the PayID Type selected, click either Get SMS or Get Email to have a verification code sent to you, so that you can verify the selected mobile number or email address.

Step 6: In the Enter your Verification Code field, type the verification code that you have received.

Step7: Tick the I have read and accept the Terms & Conditions of use checkbox to confirm that you have read and agree to the terms and conditions for PayID creation.

Step8: Click Create. The PayID is now created and you are returned to the Manage PayID screen.

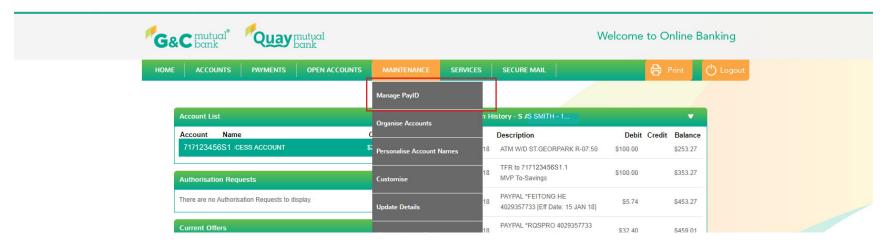
## Update a PayID

For an existing PayID, the only detail you can change is the financial account. You cannot update the contact details used for an existing PayID. If you need to change these details, you will need to close the existing PayID, update the contact details and then create a new PayID with the updated details.

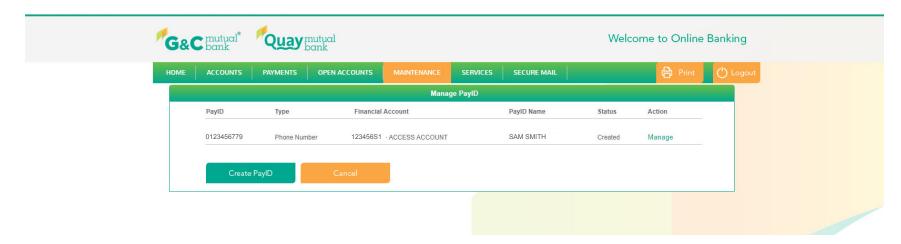
You can only update mobile number and email address PayID types.

To update a PayID follow the steps:

Step 1: From the "Maintenance" tab at the top, select "Manage PayID"



The Manage PayID screen is displayed.



# Update a PayID (continued)

Step 2: Click the Manage link on the right for the PayID you want to update.



# Update a PayID (continued)

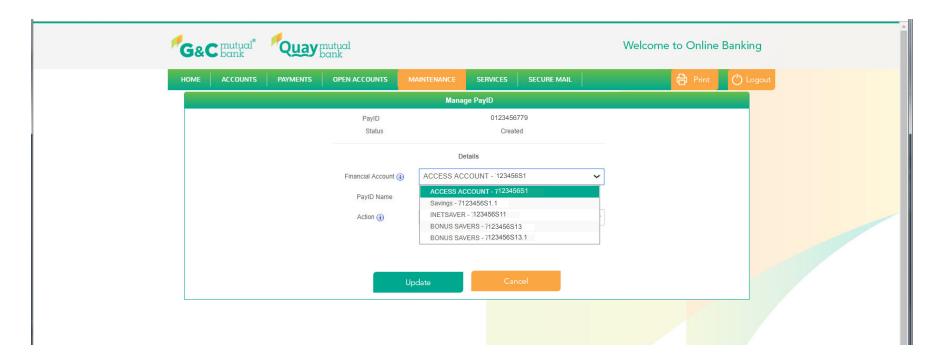
**Step 3:** The PayID details are displayed, including the current status of the PayID. In the **Financial Account drop-down** list, select the account that you want to link to the PayID.

Step 4: Leave the Action drop-down list unselected.

Step 5: In your Access Code field, type your access code.

#### Step 6: Click Update.

The PayID is now updated and you are returned to the Manage PayID screen.

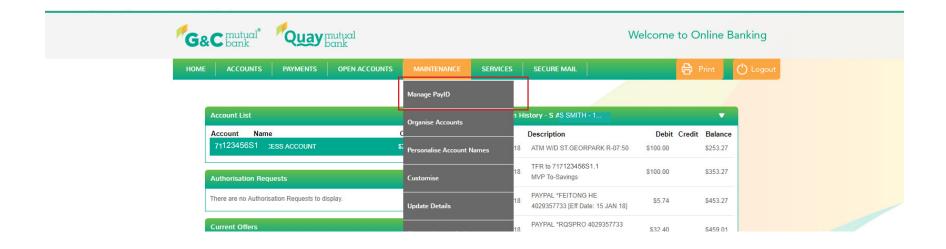


## Close a PayID

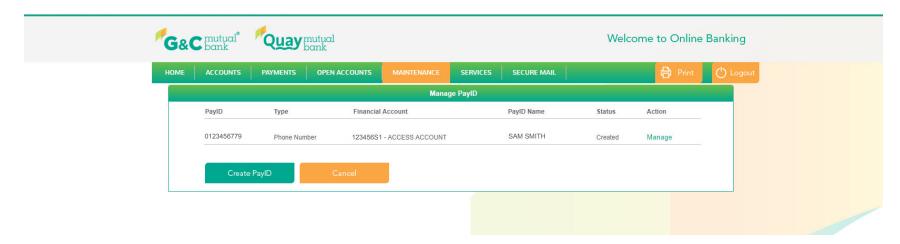
If required, you can close a PayID.

Closing a PayID will remove the PayID from the NPP system and remove the link between the selected PayID Type and your account. To close a PayID follow the steps:

Step 1: From the "Maintenance" tab at the top, select "Manage PayID"



The Manage PayID screen is displayed. Click the Manage link for the PayID you want to close.



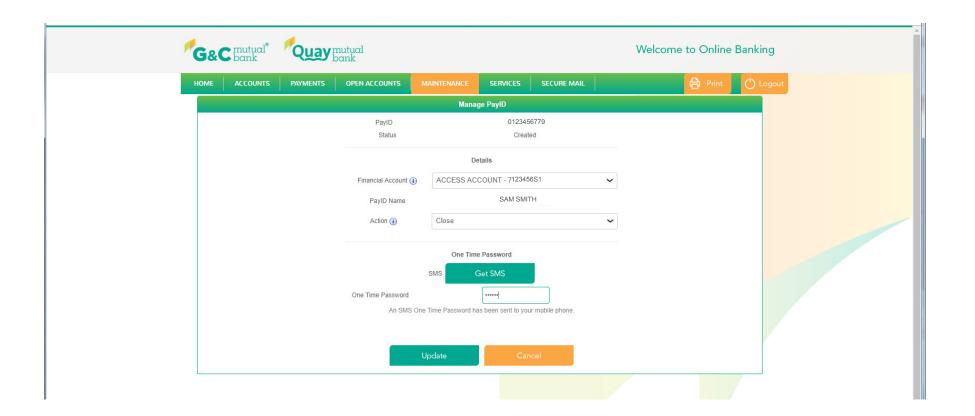
# Close a PayID (continued)

**Step 3:** The PayID details are displayed, including the current status of the PayID. In the **Action drop-down** list, select **Close**.

Step 4: In your Access Code field, type your access code.

#### Step 6: Click Update.

The PayID is now closed and you are returned to the Manage PayID screen.



## **Transfer Money**

This section covers:

- How do NPP payments work in MVP/Online Banking
- Transfer money using NPP

## How do NPP payments work in MVP/Online Banking?

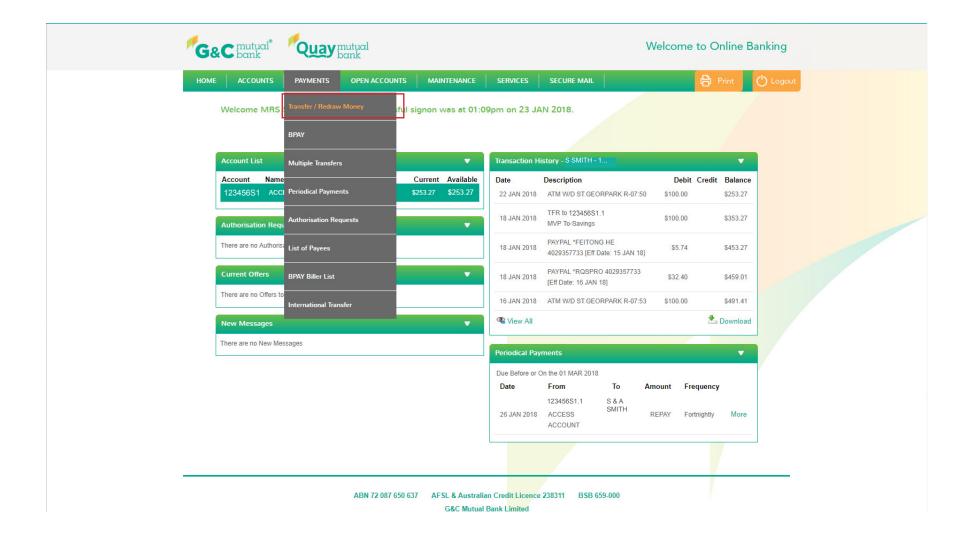
The Transfer Money function allows you to easily transfer money from one of your accounts to another account by entering a PayID or by entering the full account details. You can choose to transfer the money immediately, schedule it for a later date or set up a recurring transfer.

You can save NPP accounts to your Payee Address Book for easy access, using either a PayID or the full account details. Once saved, you can select the payee from a drop-down list when making a payment. Whenever you make a payment to a new NPP account and enter a nickname, the details will be saved as a payee in your Payee Address Book automatically.

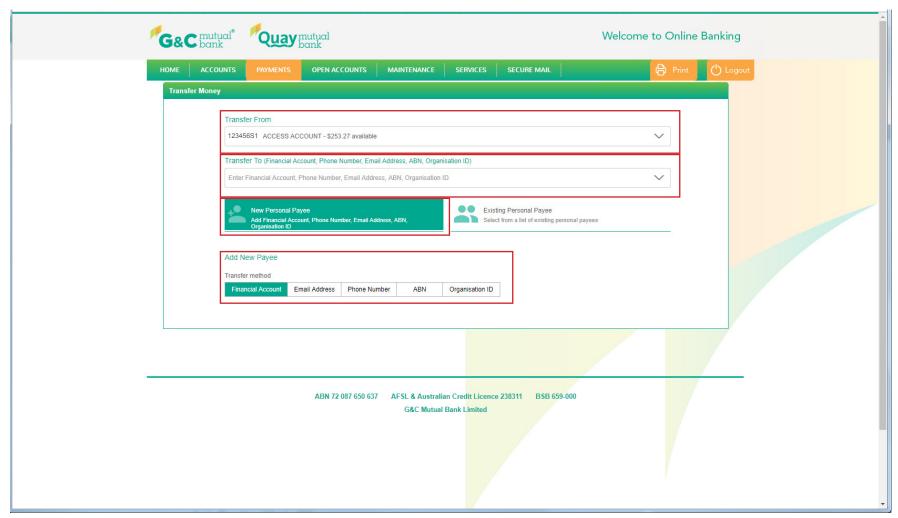
## Transfer money using NPP

To transfer money using NPP follow these steps:

Step 1: From the "Payments" tab at the top, select "Transfer/Redraw Money"



The Transfer/Redraw Money screen is displayed.



Step 2: In the Transfer From drop-down list, select the account from which you want the transfer to be made.

Step 3: In the Transfer To section, do one of the following:

- Select one of your own accounts from the drop-down list
- Select an existing payee from the Other Accounts section of the drop-down list
- Click the New Payee tile and then select the new Payee Type from the Transfer method field. Enter the applicable new payee details as per information on next page.

Payee Method Type: Financial Account



Enter the following details:

BSB: Enter the BSB of the payee's account

Tick the Transfer to G&C Mutual Bank account checkbox if you are transferring money to an account within G&C Mutual Bank. This will automatically populate the BSB.

Account Number: Enter the Account Number of the payee's account

Account Name: Enter the name of the account holder of the payee's account

Nickname to save as for future use: Enter the nickname by which you want the payee to be saved in the Payee Address Book. This is optional, if you do not enter a nickname, the payee will not be saved in your Address Book.

Payee Method Type: Email Address

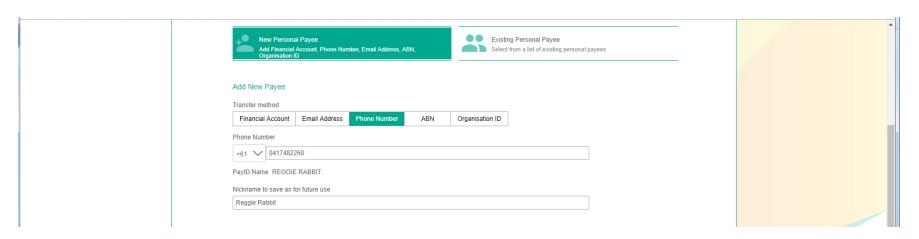
Add New Payee	
Transfer method	
Financial Account Email Address Phone Number ABN Organisation ID	
Email Address	
changemanagement@policebank.com.au	
PayID Name T Mellows	
Nickname to save as for future use	
Mellows	

#### Enter the following details:

Email Address: Enter the email address of the payee's PayID. The PayID name linked to the entered email address will be displayed.

Nickname to save as for future use: Enter the nickname by which you want the payee to be saved in the Payee Address Book. This is optional, if you do not enter a nickname, the payee will not be saved in your Address Book.

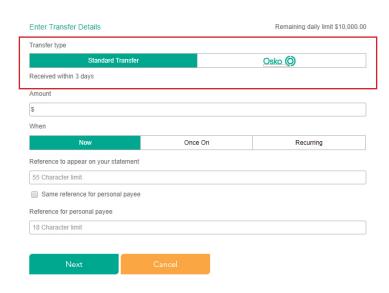
Payee Method Type: Phone Number



Enter the following details:

Phone Number: Select the area code and enter the phone number of the payee's PayID. The PayID name linked to the entered phone number will be displayed.

Nickname to save as for future use: Enter the nickname by which you want the payee to be saved in the Payee Address Book. This is optional, if you do not enter a nickname, the payee will not be saved in your Address Book.



You can continue to make payments using a Standard Transfer method if you do not want to use PayID. This means that payments won't be processed in real time.

After you have selected the Transfer From and Transfer Method Type, you are now ready to proceed with the transfer.

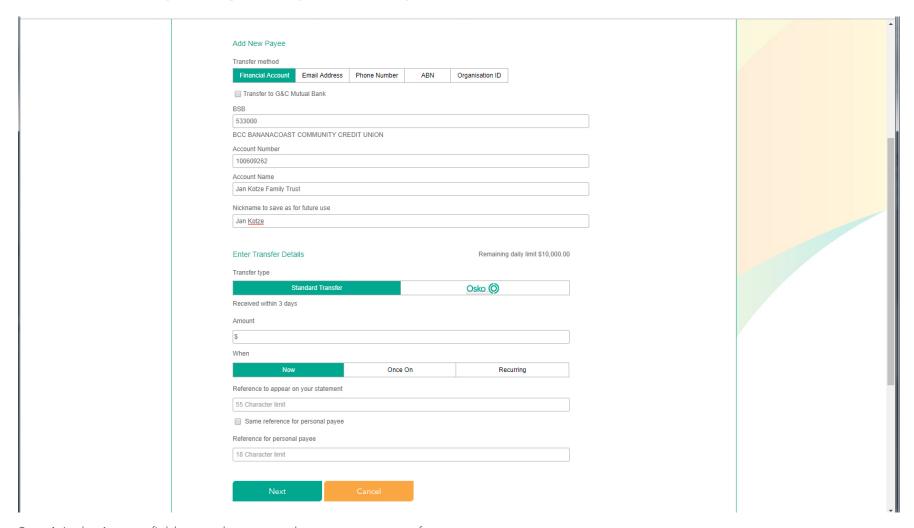
If you selected Financial Account and you are transferring funds to an external account at a financial institution that is registered with NPP, you will be able to choose the Transfer Type for the transfer - Standard Transfer or Osko. If you select Standard Transfer, the transfer will not be sent using NPP.

Once selected, an estimate of when the funds will be available to the payee will be displayed.

#### Related FAQ:

#### Does a member have to have a PayID to send a Real Time Payment?

NO. A member can send a real time payment using a BSB and Account number as they do now. In Online Banking and the Banking App choose "Financial Account" to Transfer money to. The member can choose to send the payment as Standard or OSKO, however the payment won't be processed in real time.



Step 4: In the Amount field, enter the amount that you want to transfer.

Step 5: In the When field, do one of the following:

- Select Now to transfer the money immediately.
- Select Once On and then enter a date in the format DD MMM YYYY or use pop-up calendar to select the date.
- Select **Recurring** and then select the frequency from the drop-down list and complete the additional fields.



Step 6: In the Reference to appear on your statement field, enter the payment description. This will appear on your statements for any payments to this payee.

Step 7: Do one of the following:

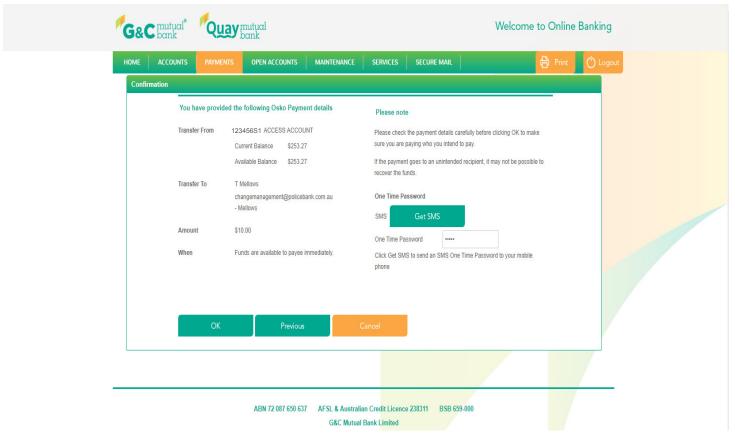
- Tick the Same reference for payee checkbox to use the same reference you entered in the Reference to appear on your statement field for the payee's reference.
- In the Reference for payee or End to End Identification field, enter the details to be displayed against the account at the other financial institution.

Step 8: In the Message to payee field, enter a message to be provided to the payee with the payment. This message can be up to 280 characters.

Step 9: Click Next.

The confirmation screen displays with the details of your transfer.

Carefully review the details before proceeding. If the payment goes to an unintended recipient, it may not be possible to recover the funds.



**Step 10**: Click **Get SMS**, enter the OTP in the field and **click OK**. Your transfer is processed.