



# AUTHORISING A PAYMENT OR BATCH OF PAYMENTS

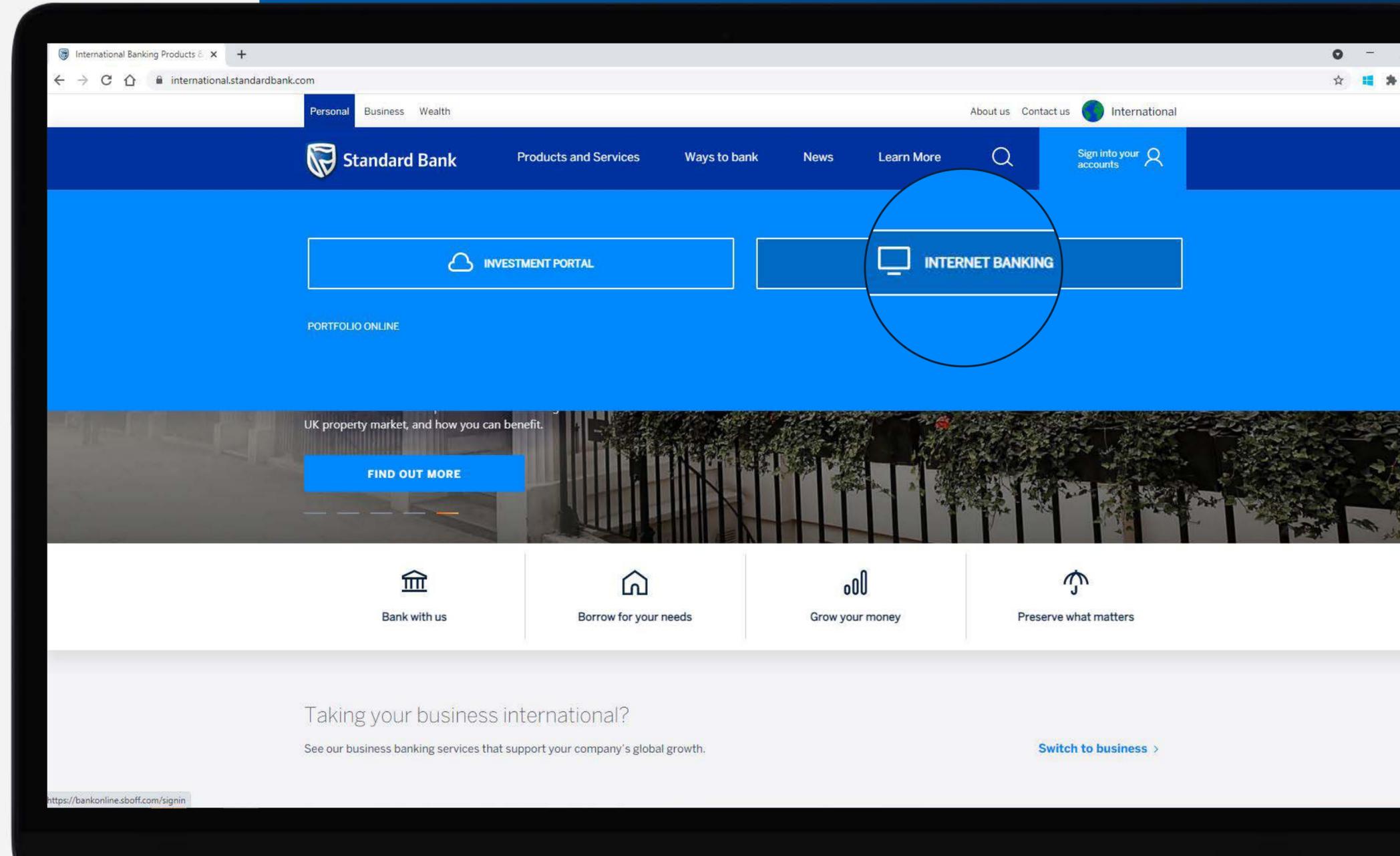


## STEP ONE

Go to:

[www.international.standardbank.com](http://www.international.standardbank.com)

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

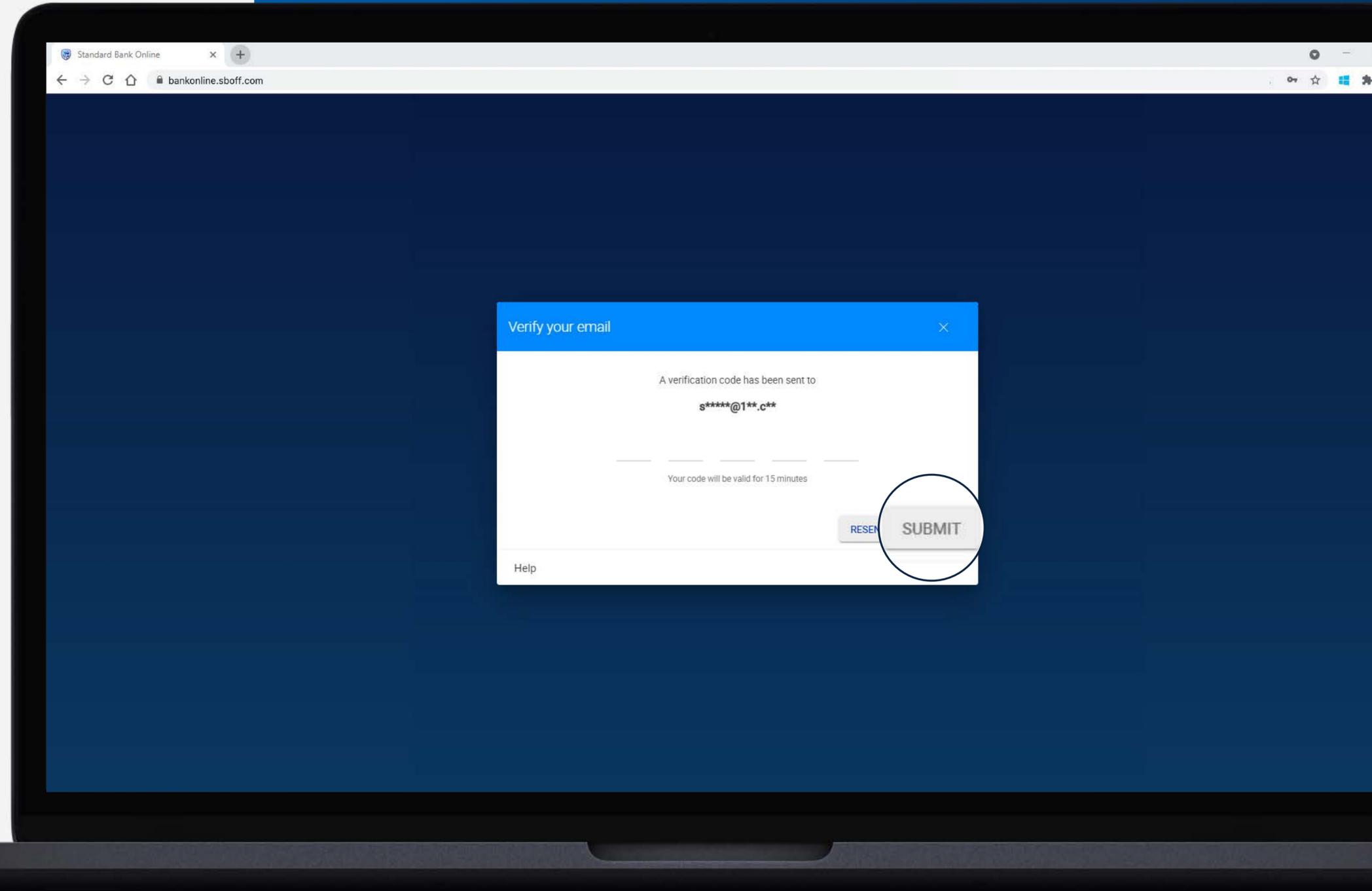




## STEP TWO

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

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

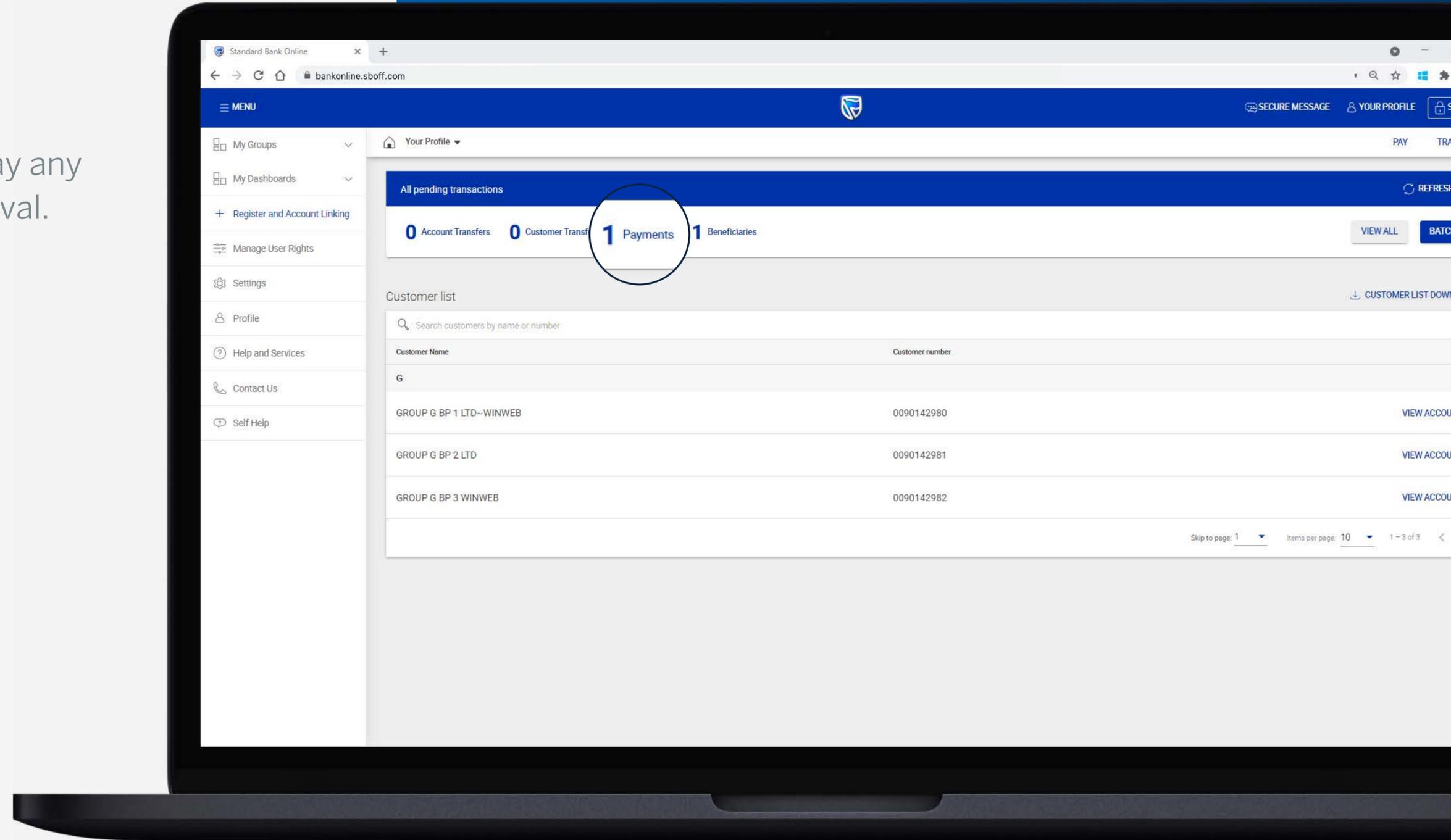




## STEP THREE

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

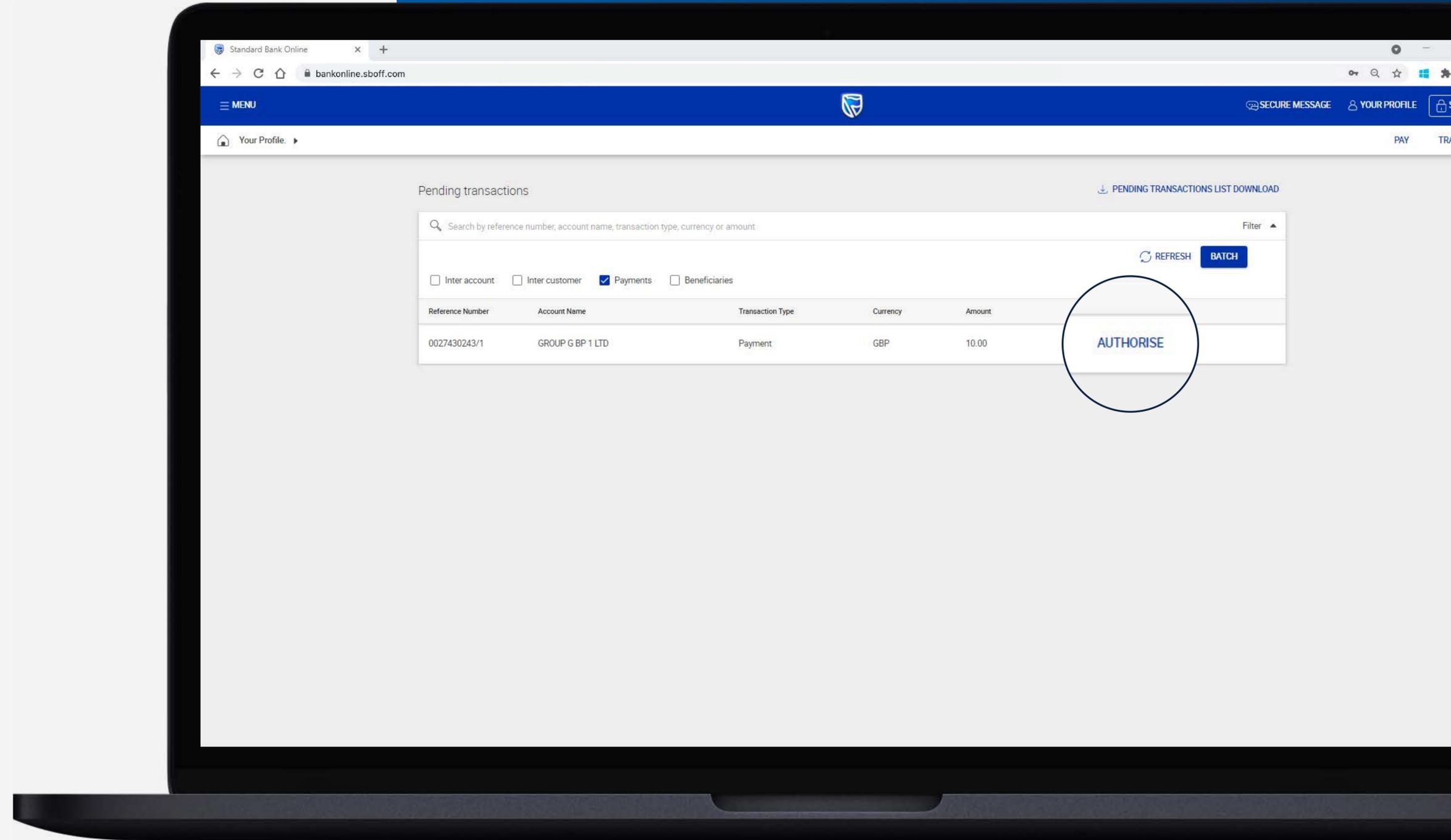
Click on “Payments”.





## STEP FOUR

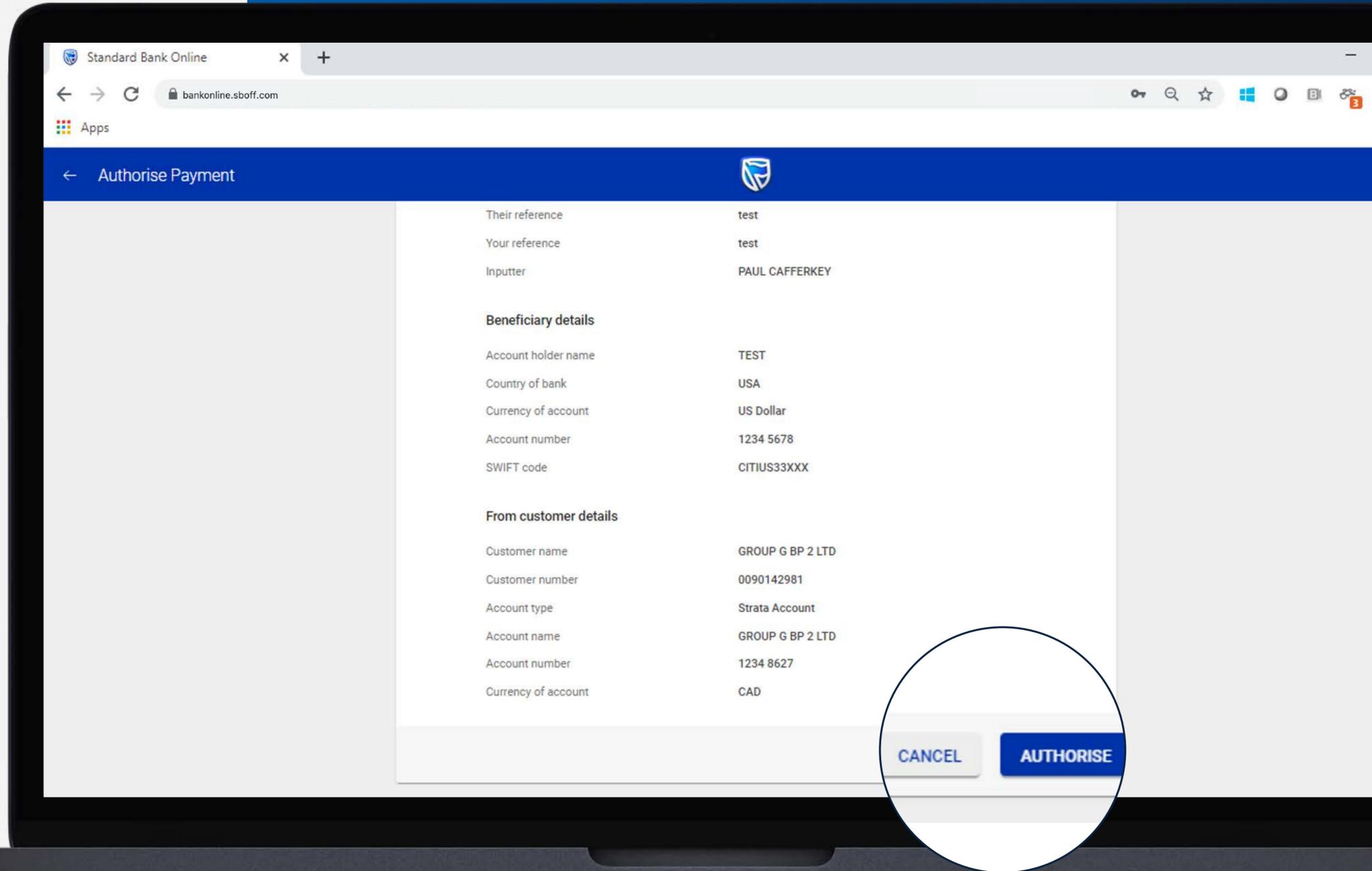
To view the payment,  
click on “Authorise”.





## STEP FIVE

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

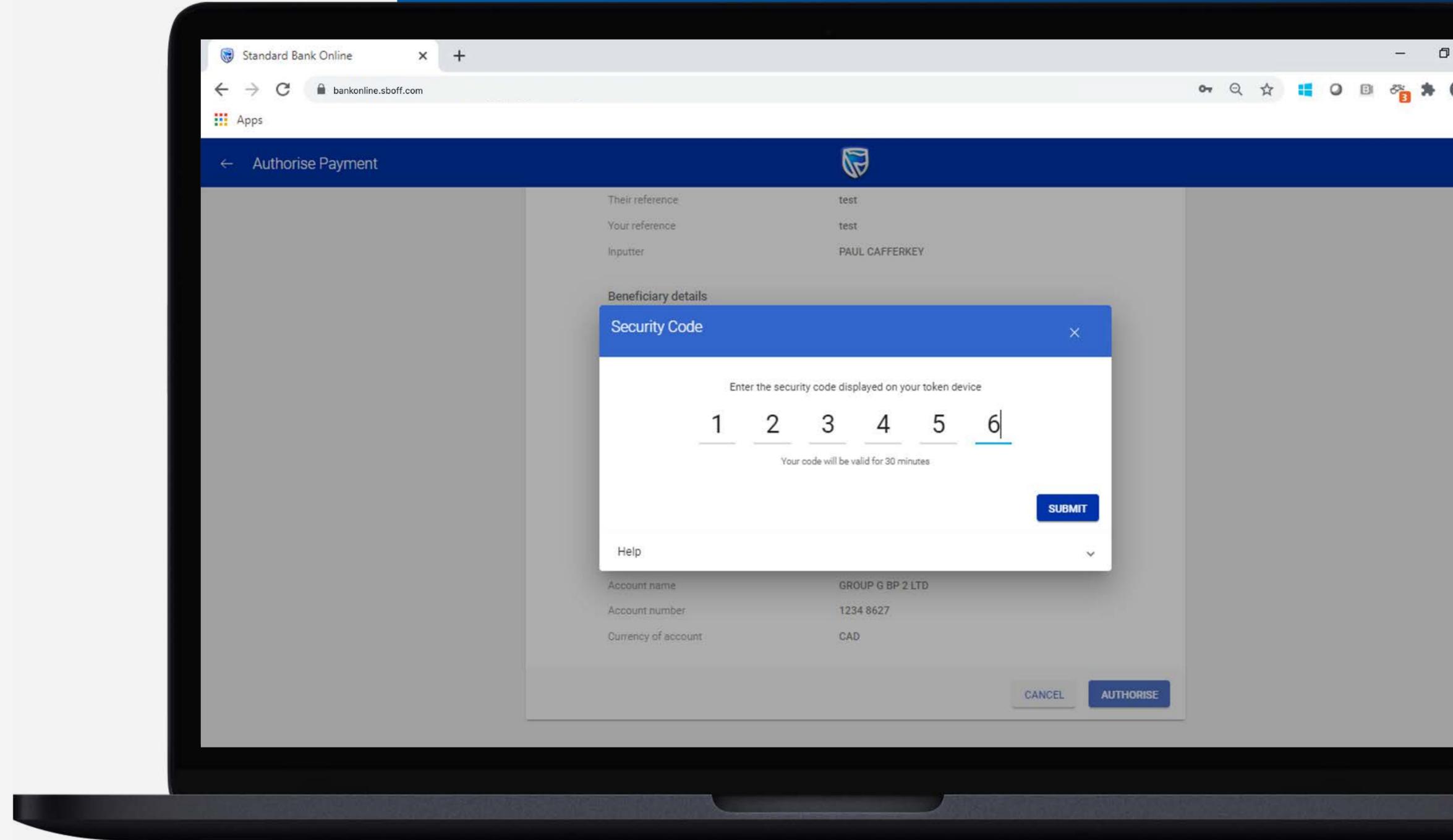




## STEP SIX

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

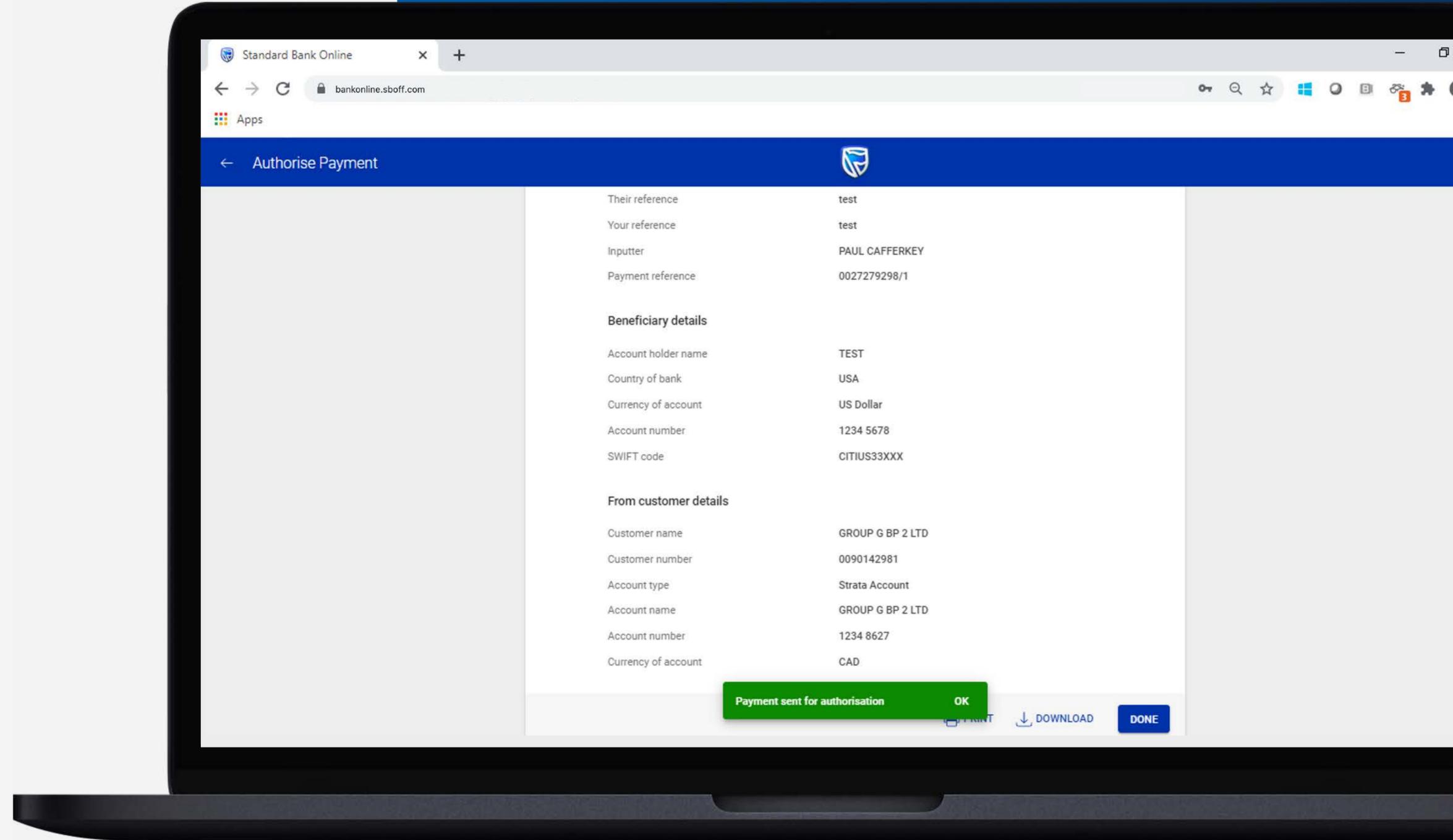
**Click “Submit”.**





## STEP SEVEN

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

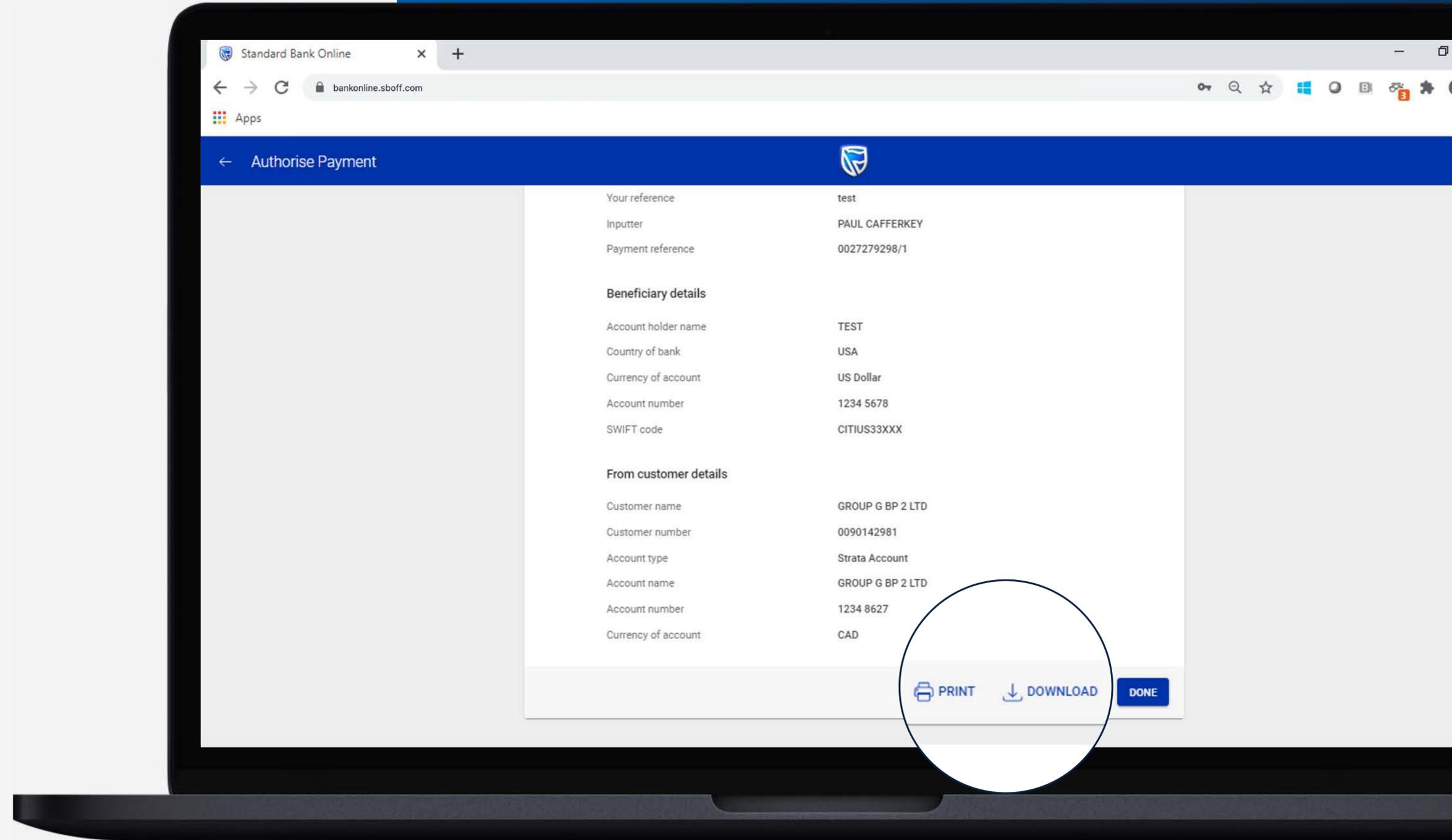




## STEP EIGHT

You can print or download a copy of the payment.

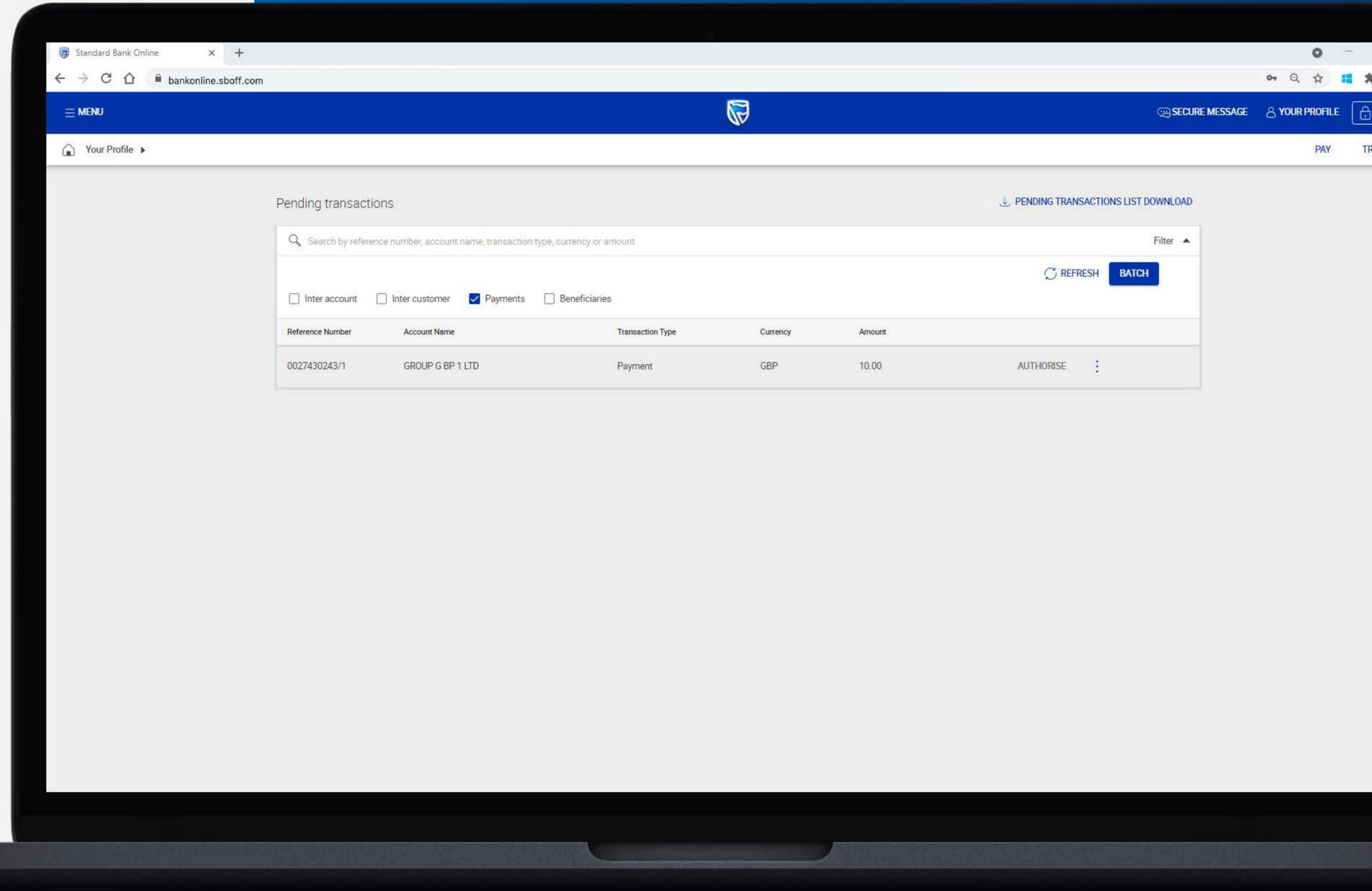
Click “Done”.





## STEP NINE

You will be returned to your pending transactions.





# TO AUTHORISE A BATCH OF PAYMENTS

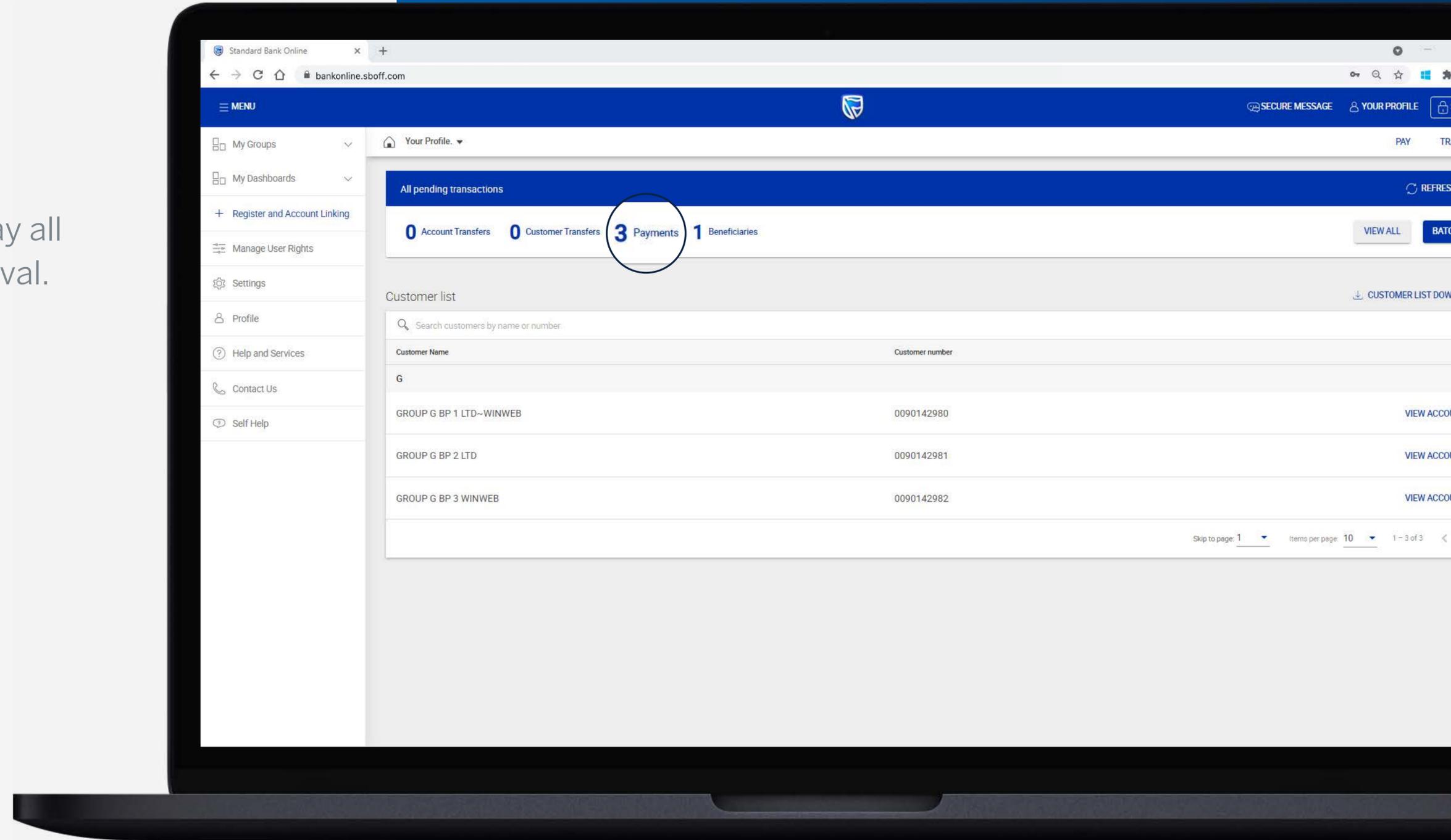


# STEP ONE

**Sign in** to Internet Banking.

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

**Click on “Payments”**.





## STEP TWO

Click "Batch".

Standard Bank Online  
bankonline.sboff.com

MENU

SECURE MESSAGE YOUR PROFILE

Your Profile

Pending transactions

PENDING TRANSACTIONS LIST DOWNLOAD

Search by reference number, account name, transaction type, currency or amount

REFRESH BATCH

Inter account  Inter customer  Payments  Beneficiaries

Reference Number	Account Name	Transaction Type	Currency	Amount	AUTHORISE	
0027430243/1	GROUP G BP 1 LTD	Payment	GBP	10.00	AUTHORISE	⋮
0027430247/1	GROUP G BP 1 LTD	SWIFT Payment	USD	100.00	AUTHORISE	⋮
0027430248/1	GROUP G BP 1 LTD	SWIFT Payment	ZAR	1 000.00	AUTHORISE	⋮

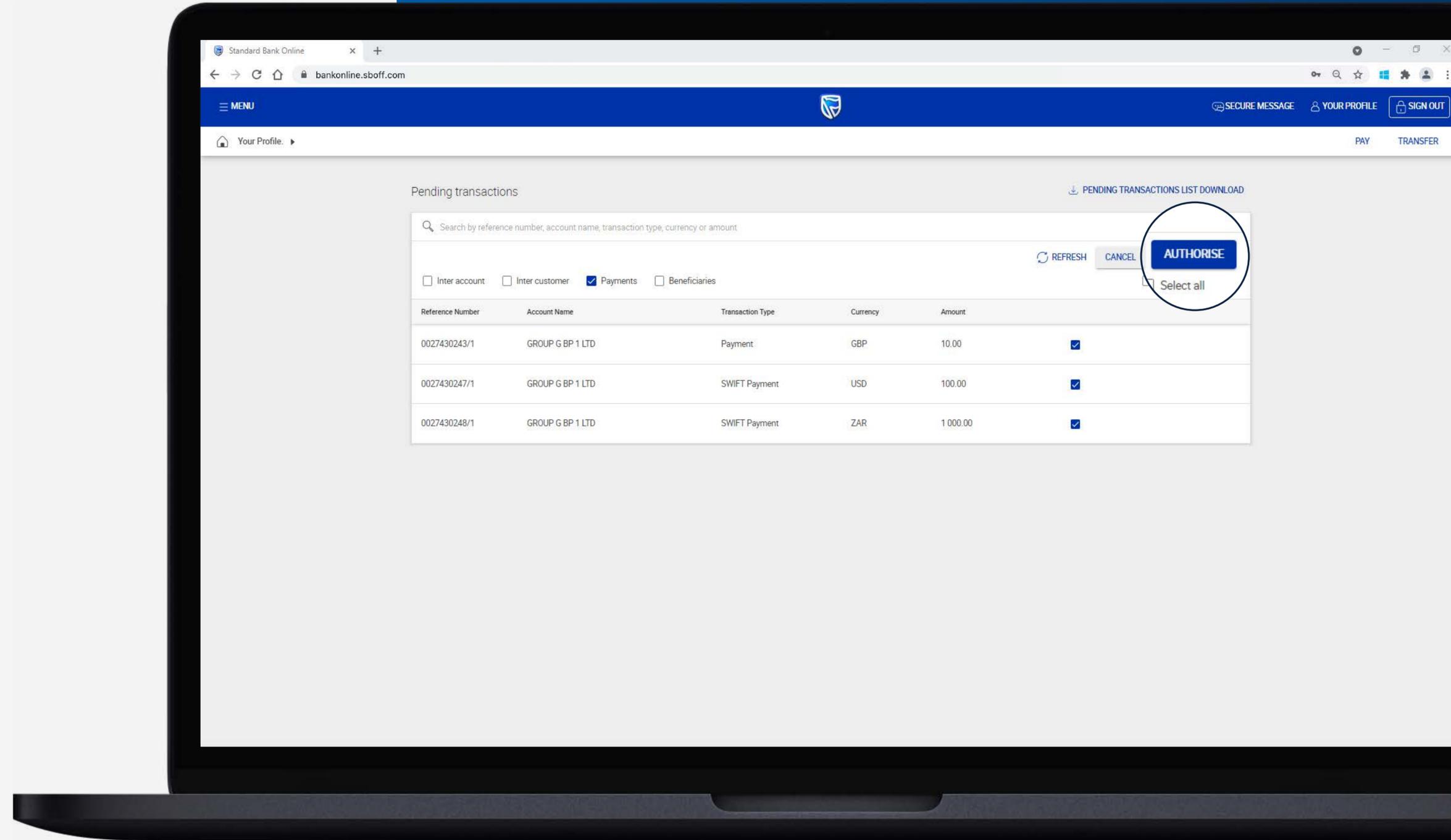




## STEP THREE

Select all of the payments to be authorised.

Click “Authorise” once selected.

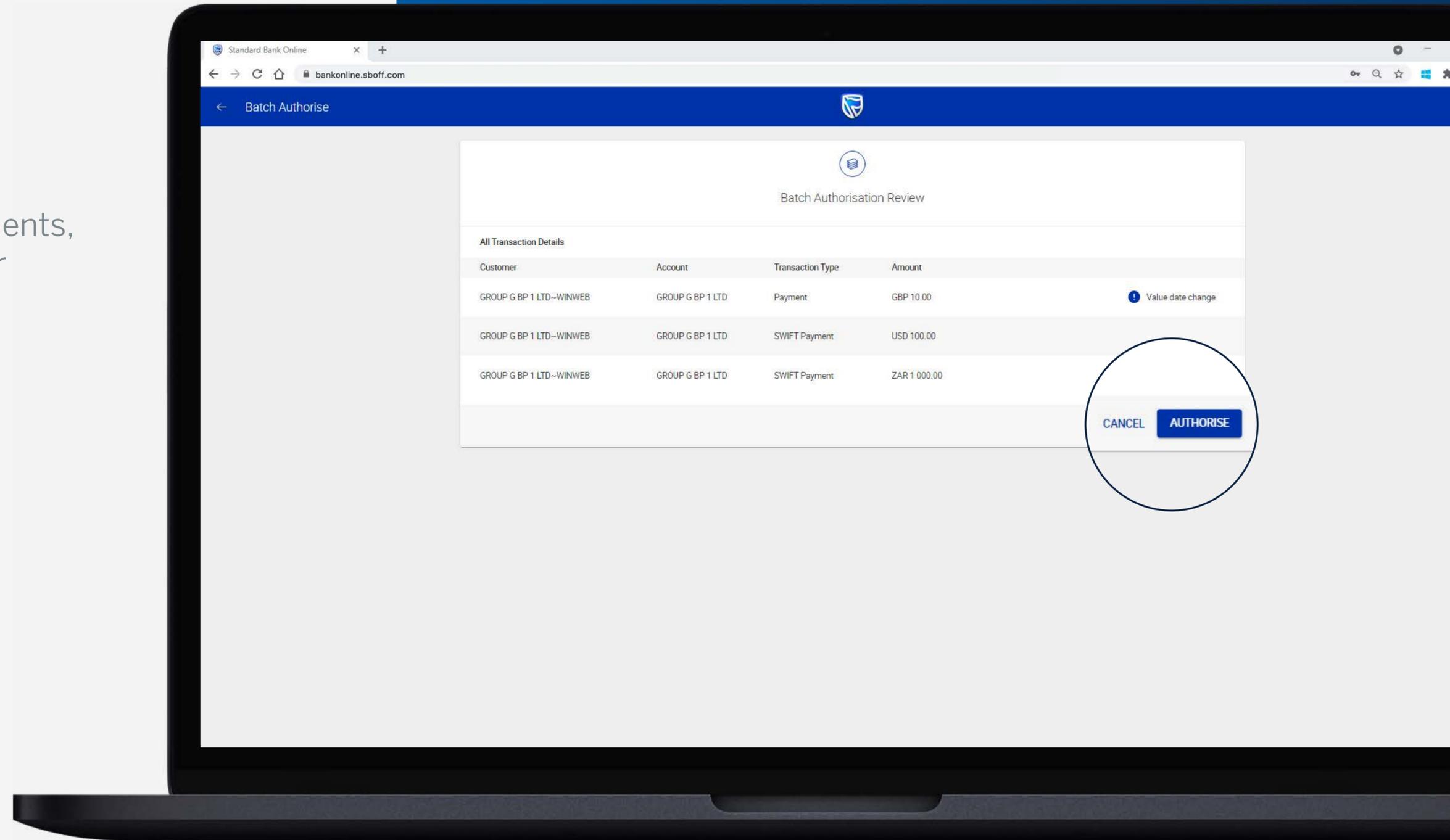




## STEP FOUR

Review the authorisations.

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

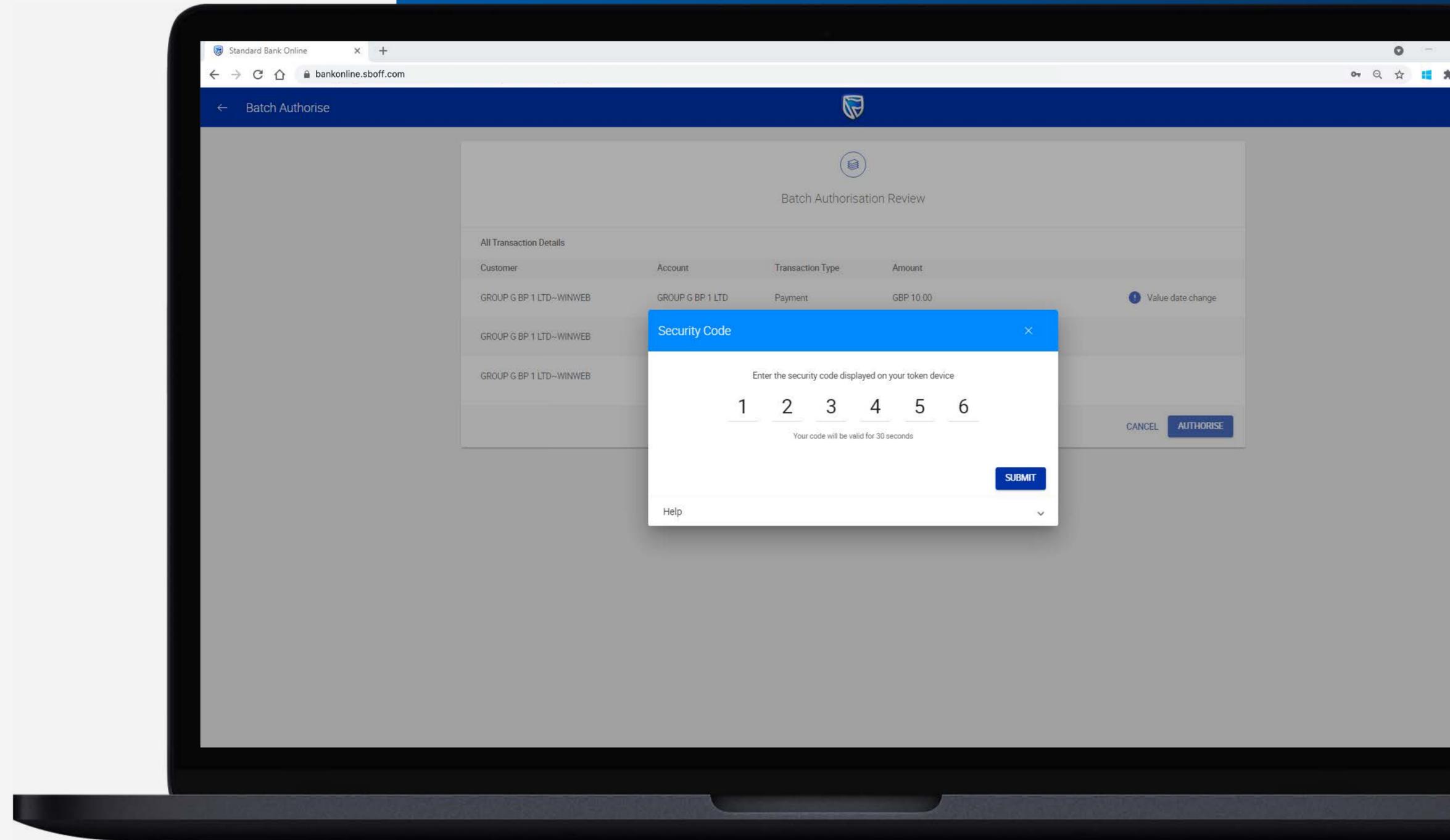




## STEP FIVE

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

**Click “Submit”.**



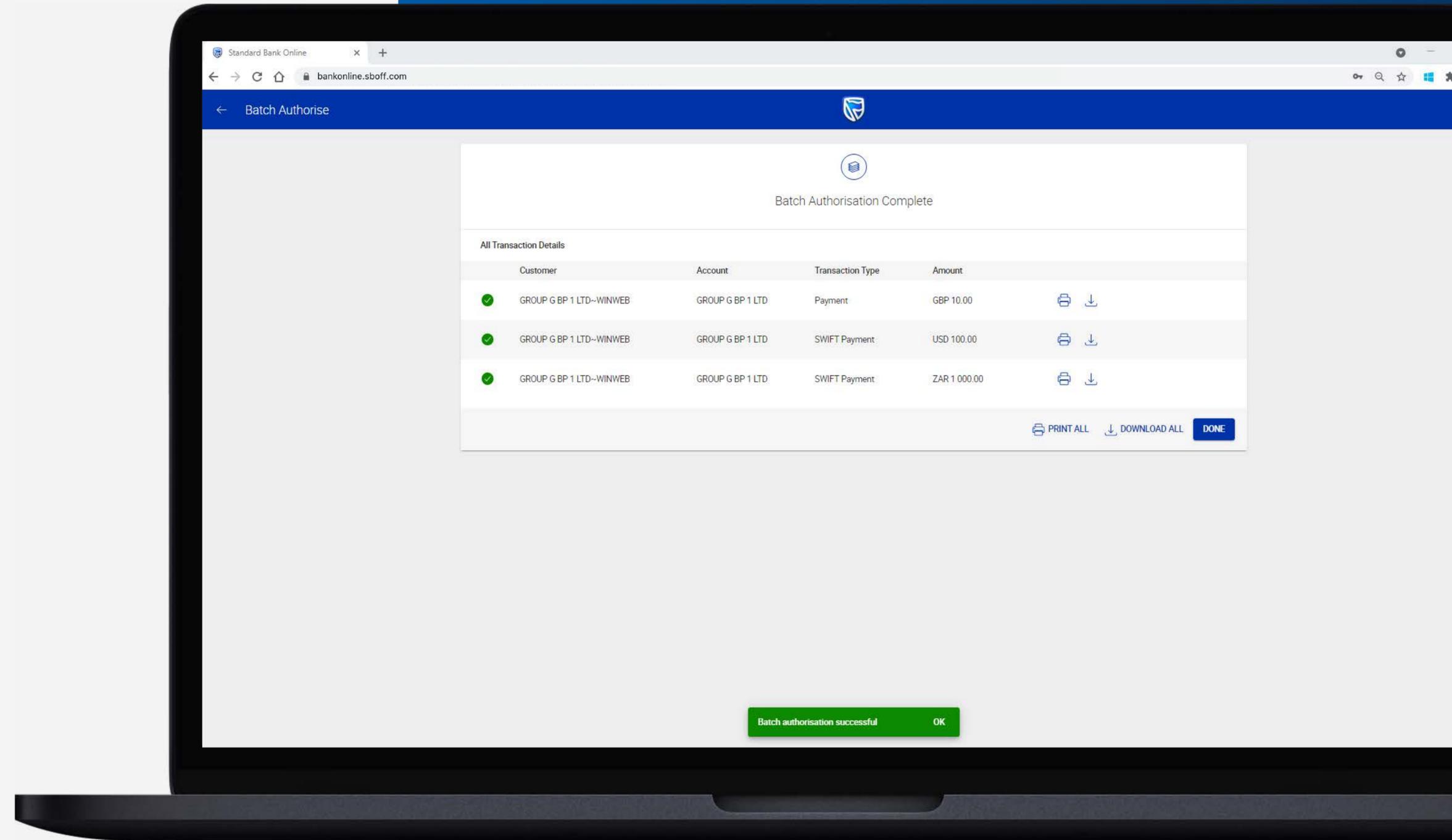


## STEP SIX

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

You can print or download a copy of the transfer.

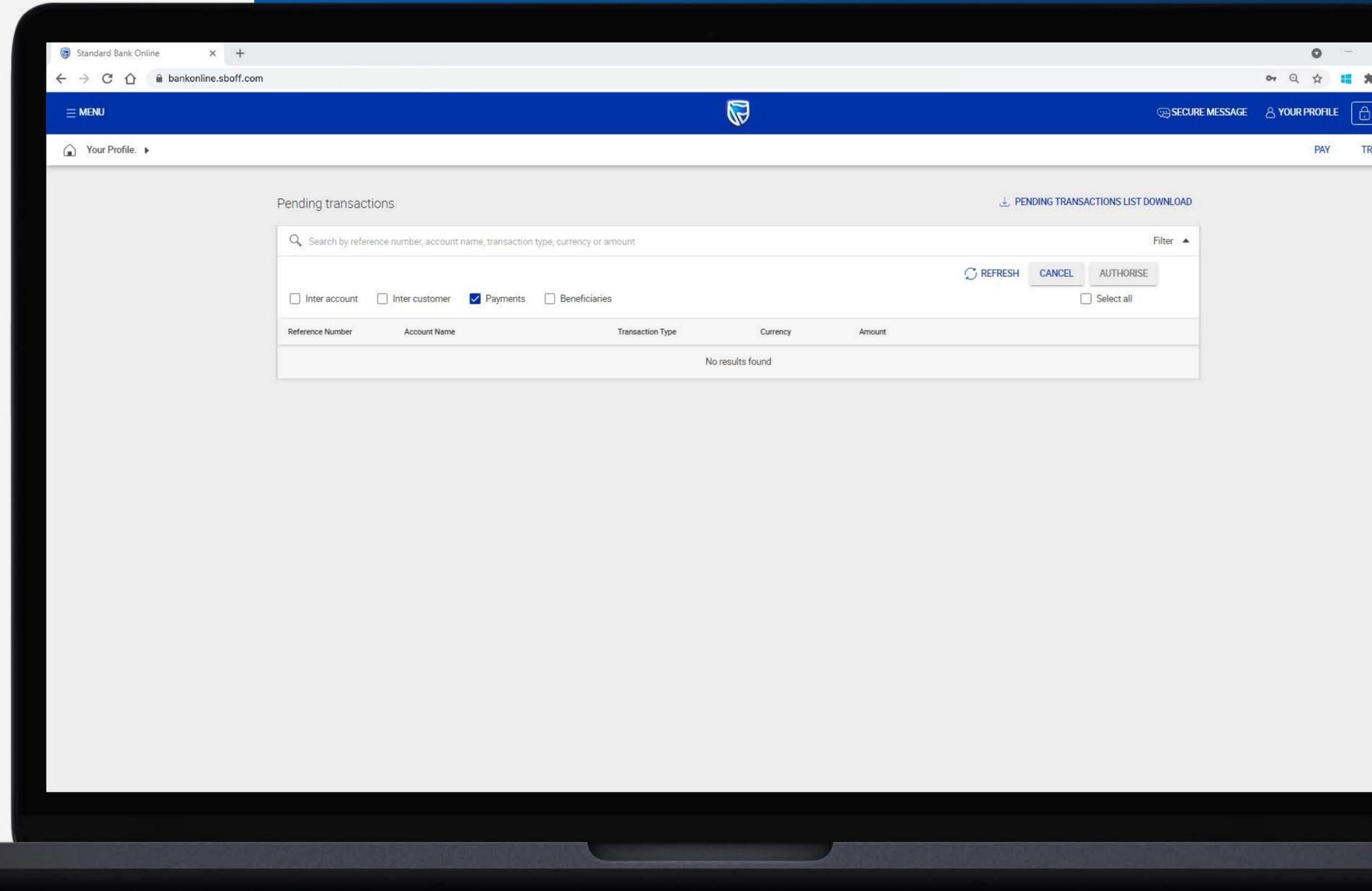
Click “Done”.





## STEP SEVEN

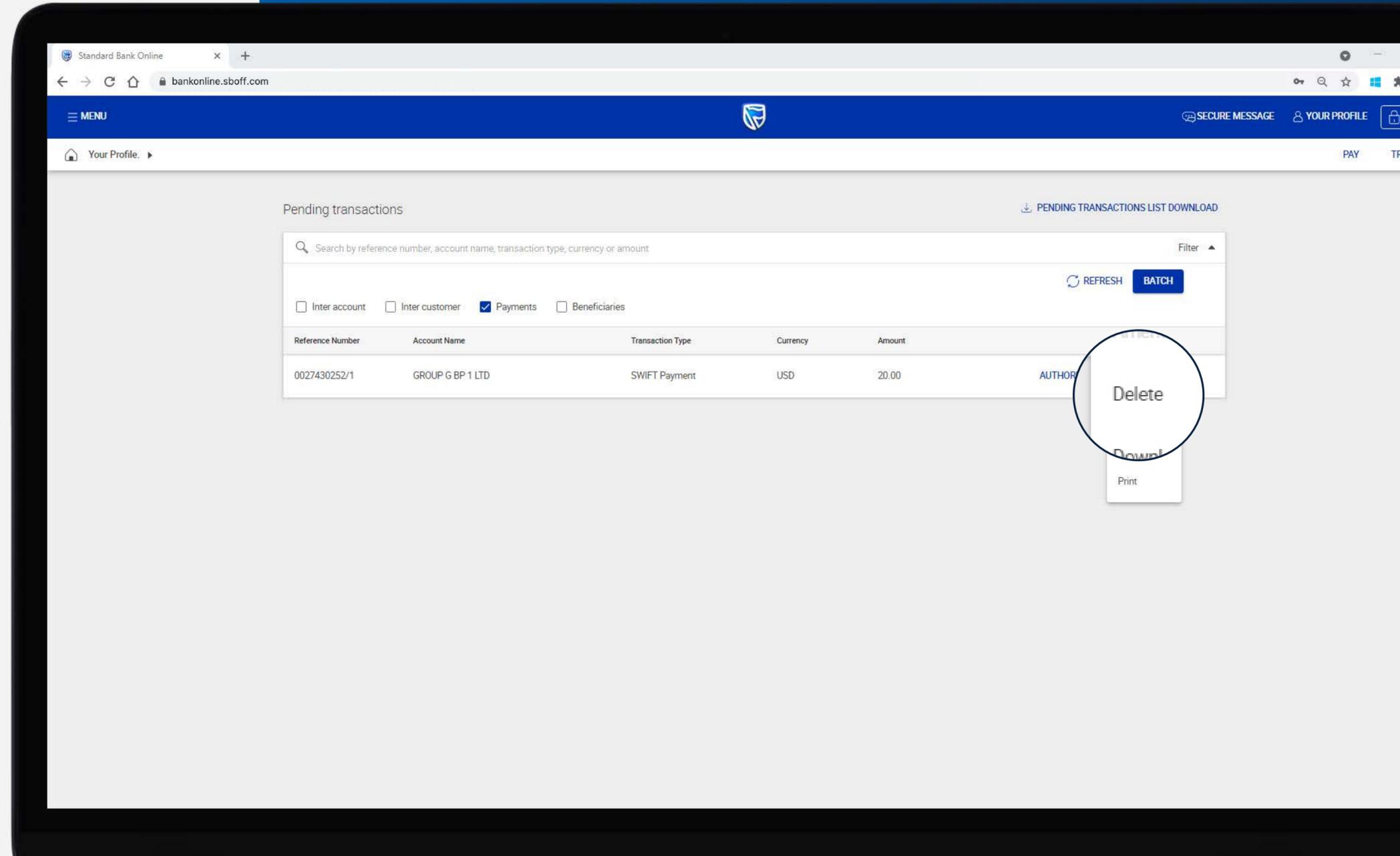
Once the approval process has been completed your payments will no longer be displayed in the pending transactions window and will reflect on the account transaction history.





## STEP EIGHT

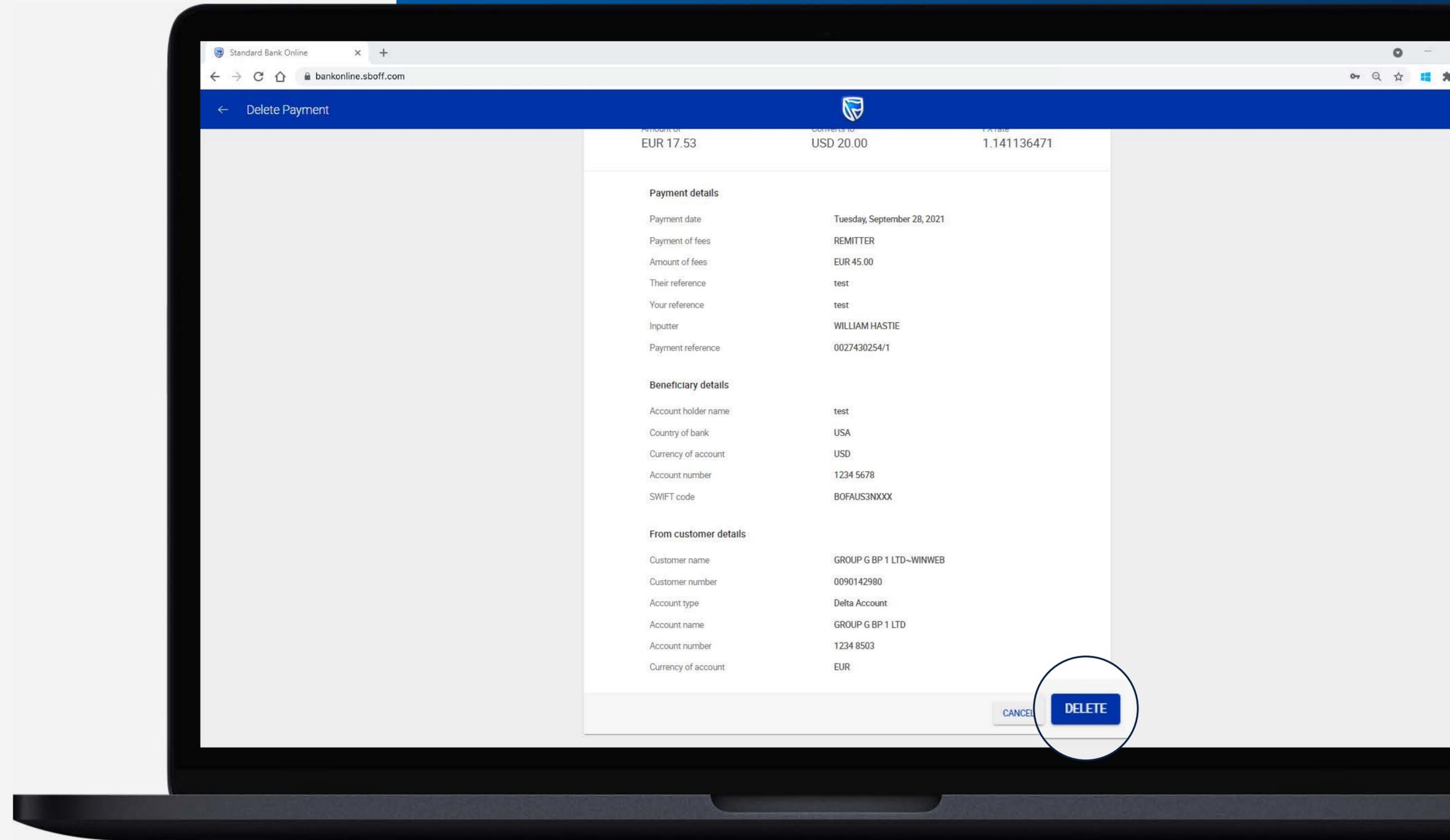
If you wish to reject the payment you can do this by **selecting** the “3 dots”, followed by “Delete”.





## STEP NINE

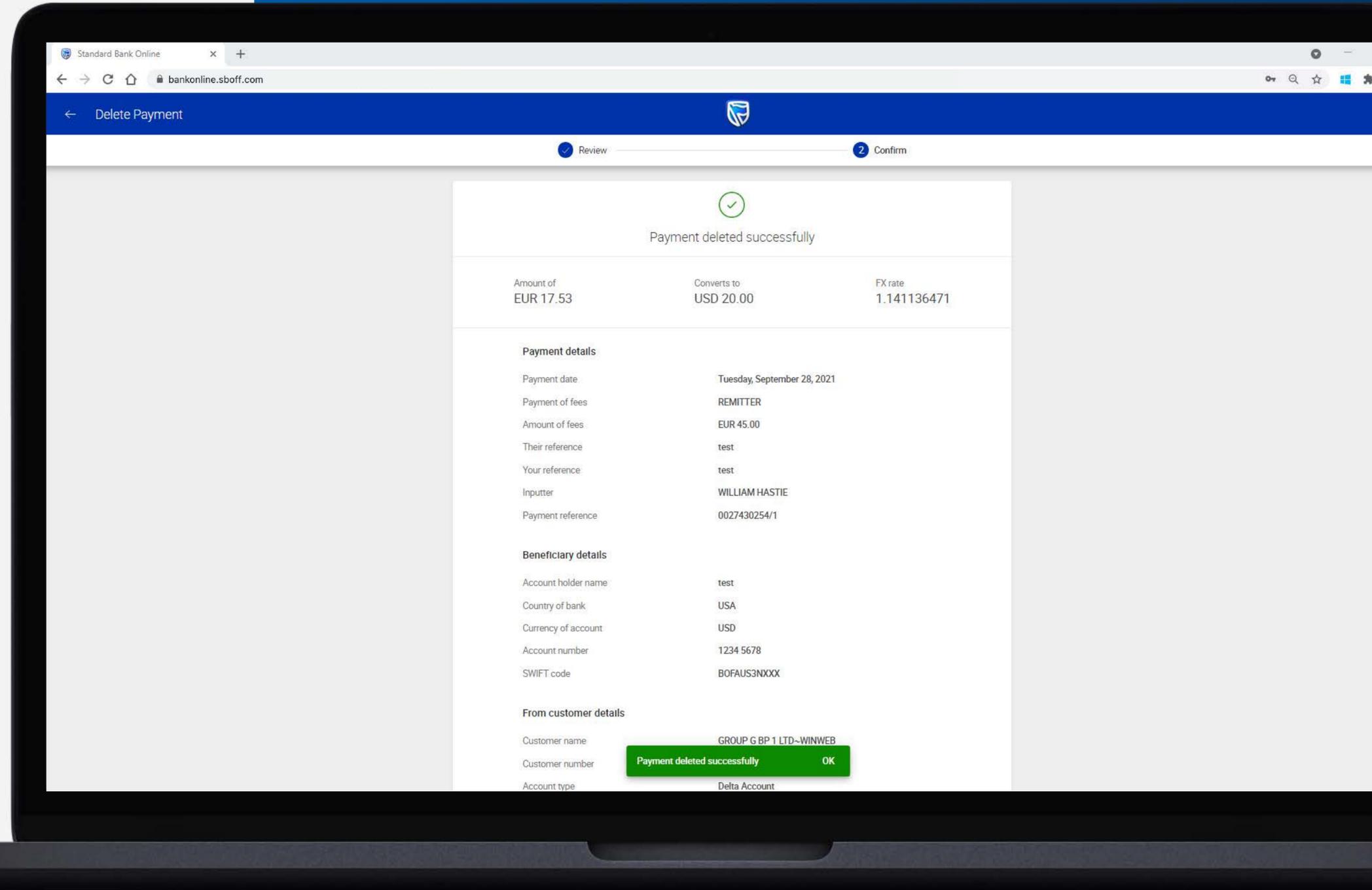
Review the payment details and **click “Delete”**.





## STEP TEN

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





THANK  
YOU



Standard Bank *ITCANBE*™