

How to manage two-to-sign payments using Internet Banking for Business

Does your business, club, or trust need two people to authorise payments? This guide will show you how to set up two-to-sign authorisation options, create payees for people or organisations you pay regularly, create bill payments, and authorise payments on a computer or smartphone in Internet Banking for Business.

Annual Construction			
Authorisation	and limits		
0226			
(netse	Targaniter lette		
Library Concerns	Taxable	Revises bread developt breakler.	Restort ground developer the
Annal Stationers	Reported .	60.00	10.00
Transaction Testing Systems	for page 44		
Stand Rates Fee	Rest and an in		1000
Advision within		1997	100
Para da			
out trains in such	Deal and the grant		10.00
minima high	Part read	64.0	\$34.00
Autom .	Panistic statements	termine and the second s	2010
	Parel Numbel	010	10.00
	Dead-blir stauff	100	ter settate
	limit and has a largely		Not applying
	Dest later for spinst		the automa
	Safe to destructed	64M	800.00
	Pange same tanks	80-81	10.00
	Manufaced Physicals	11.0	101-00
	Parage Andrease Stating		he ashes

To get started, you need to be registered for Internet Banking for Business. If you're not registered, visit **bnz.co.nz/business/register** and complete the online form, which takes about 10 minutes. Then print the form, sign, scan, and email it back to us at **onlinerequests@bnz.co.nz**. Once the registration is accepted, we'll email you the login details.

To authenticate your login, you'll need to have the BNZ Business app. Just search for 'BNZ Business app' in the App store, if you have an iPhone, or the Google Play Store, if you have an Android. Then download and follow the set up instructions.

How to set up a two-to-sign payment authorisation

If you're not already registered for Internet Banking for Business:

Follow the registration steps above.

At the 'Authorisation and limits' section at step 2 of 6: of the registration form, you'll need to select two users to authorise a transaction before it's processed.

Select 2 in the **Number of Authorisers** drop down options for transaction types needed.

If you're already registered for Internet Banking for Business:

Your site Administrator can check authorisation options by clicking on **Administration** then **Authorisation and Limits.**

If authorisation options need to be changed, the site Administrator will need to:

• Print the authorisations change form.



Authorisations	and limits		
And a free lines	Transaction limits		
Change Passanet	3mmlm	Maximum (elevated allowed and Service State	Name and Area
Amount Statement	(in payment	C18	120.00
Parador Netro General Menor feature Fea	for partners	10.00	1100
	and the off	101.00	626.04
Advention accord	of could have a increase	10 m	allow a
Rollington	Dreal credit for united	Lucio l	620-00
Contracting Proceedings	Factored	10-m	100-00
Autting	Payrish from a fampate	10100	10.00
THE COLORER Design	Payrid-Na agreed	121.00	610.00
	Deal data ward		for exclusive
	Dataset about Prom a Harmanide	UT-M	Not approach
	Const and to appeal	\$15.00	Not approach
	Sales By (see a) jug-harts	are in:	
	Farego culture bandler		800.00
	International Paciments	101.00	. 425-00
	Energy in charge linear	Tries.	Tel maturita

Print authorisations change form



- Make any changes in the **New number** column.
- Get the Account Operating Authorities to sign it.
- Scan and email the signed form to onlinerequests@bnz.co.nz

Authorisation Type	Number of Authorisers (max. 2)	
	Current	New numbe
Funds transfor	1	
Bill payment	2	
Tax payments	2	
Direct credit one-off	2	
Direct credit from a template	2	
Direct credit file upload	2	
Payroll one-off	2	

How to add a bill payee in Internet Banking for Business

You can save a person or organisation as a payee, and use their saved details every time you need to make a payment.

Step 1.

Log into Internet Banking for Business and then click on **Transfer/Pay.**

Step 2.

Click on **Add a New Bill Payee**. Select one of the three options:

- Search for a company name to set up as a payee, e.g. to pay utility bills or credit cards.
- View the full list of companies that have registered their details with BNZ.
- Set up an individual payee, e.g. to pay a contractor or landlord.

Click **Next**.

Step 3.

Enter the name, or part of the name of the company you want to pay and click **Go**.

ompany Nam	e Search
Turnhen, and Phymathy of	Partie dwa fire accord number particle at laws of two Zasteid accepts to expendibility for partnersh made to the using accord. Selection
Make a Funda Transfer	
Import a Transaction File	Collections Frank
Name a Dif Payment	
Hale a Same-day Cleaned Pauliant	Beards Results
Notes a Tax Payment	SPARK NZ LTD - MOBULE EPOCCEDN (E1-100123-000 SPREK NZ LTD - MOBULE MOTOROXLA (EN-10123-000
Ruhe a Direct Credit Payment	SHARK K2 LTG - MOBILE / 41 4000 00 20 4000 SHARKES HALKER CHARTERED ACCOUNTANTE LIMITED / 85 40000 110713 /000
Collect Direct Date	
Template Lod	
Bit Payer List	
Add a line did Fayne	
Create an Automatio Payment	

Thermite's and Payments	To call up a new payee, called one of the three splices balance and click the Said Sudley. Freek may apply
But Automator	C Studenth for a company name to onl up at a dances, e.g. to pain framework did bits or credit cards.
Mater o Pundo Tratales	When the full bit of companies that have regulated their details with them of New Zakiawit
import a Transaction File	C Sel us an individual assess was to pay a Principal or landard
Mate a dis Payment	
Mate a Same day Charel Payment	
Make a fai Payment	
Mater a Creed Creed	
Culer Dent Dent	
Tampilly List	
Bill Paper Lini	
And a free Bill Payme	
Condite an Automation Processed	
The lastest line is TLARAM, 10 Accounts Databar Page 1	Ne MIT sat spin 12/00, 19No 2005



Step 4.

Find the company in the **Search Results** field.

Tip: Remember to check the account number matches the one the payee wants you to pay to.

Transfers and Phymatte List	Passe check the account number carefully as bare of two Zastand accepts no responsibility for payments made to the energy account.
Full Authoritation	Lengton .
Make a Punda Transfer	Constant land
Import a Transaction File	Servery Server Land
Make a Bit Payment	
Make a Same-day Con-	Search Results
Date a Tec Payment	SPARK NZ LID - NOBLE ERICCION (B) BEE-NO(2)-NH
Nuke a Direct Credit Payment	BY-9X-12, LTD - M-94 BY-9X-52, FALLER CHARTERED ACCOUNTANTS LIMITED (5-000) 157(1)-000
Collect Direct Dated	
Template Lot	
Bit Payer Ltd.	
Add a line did Fayne	
Create an Automatio	
	Box

Step 5.

Enter the details you want to show on the bill payee's account statement.

Enter the details you want to show on your own account statement.

Click **Next** to review the details of your new bill payee.

11 - 1 - Tanipa
facts Cancer Cancer

Step 6.

Click **Submit** to add the payee or **Back** to make any changes.

Built nutrientation	Payes harts	SPARKINEW ZEALAND LIMITED		
Note a Funds Yumiter	the film			
Import a Transaction Play	Account Number	01-000 0 00123-000		
table a \$10 Payment	Payer Name	ABC DR		
Wele a Sarenday Chand Payment	Partners			
liste a Tax Payment	Colle	122400100		
Waters a Taxed Could Payment	Falerica	BC BUPOT		
Called Dred Seal	Statement Details			
Senjate Link				
Int Payme Last		Parliates Colt Parliance		
idd a New Bill Payme	Your Statement			
Deale an Automatic Payment				
			 ið Gern	-
			in Caro	

Step 7.

If you're ready to make a payment, click on **Make Bill Payment Now**.

Tip: If you can't find a payee's name, you can enter their details manually. Select **Set up an individual payee,** click **Next** and complete the payee details.





How to create a bill payment in Internet Banking for Business

Step 1.

Log into Internet Banking for Business. Click on **Transfer/Pay**, and select **Make a Bill Payment**.

Step 2.

Click **From Account** to select the account you want to make the payment from.

Click **Payee Name** to select from a list of your payees.

Enter **Payer Name** if different from your company name.

Enter the amount you want to pay.

You can choose when the payment goes out in the **Payment Date** field.

Enter the particulars, code, and reference in the **Your Statement** and **Payee's Statement** fields.

Click **Next**.

Step 3.

Click on **Next/Proceed to Authorisation** – your payment is now ready to be authorised.

Note:

There are no fees for making a bill payment. Charges may apply for direct credits, same day cleared payments, and international payments. For more information on our service fees refer to **bnz.co.nz/servicefees**

Constant and Payments	Cetain
tak tuburatlar	
Ante a Paren Travelle	Free Access & Converting Concerning Concerning
god & Turnathin File	Fayes tame SPUR
inte a fiel Pagment	Payee Access 11-000
ann a farra day Chand Annal	Pier Same Add UK Annut 31 IV
the a Tor Payment	Parment bals 19552021
late a Direct Credit	
when Down Debt	Reservent Decails
anglate List	Inclusion from the Annual
# Payee Line	Yes Manner Rowin ABC 131
of a free bill Payme	Annual Car Annual
nate an Automatic System	Payer's Statement 12546/18 Bit2 31L/P/97

How to authorise a payment using Internet Banking for Business

Every payment created in Internet Banking for Business must be authorised by users with the 'Authorise Activity' role. If you have permission to authorise payments, you'll be notified that there are payments to be authorised when you log in to Internet Banking for Business.

You can authorise each payment individually, or all at once using Bulk Authorisation.

You can also authorise most payment types on the BNZ Business app.





To authorise payments individually:

Step 1.

Log into Internet Banking for Business and click **Transfer/Pay**.



Step 2.

Review the payment and click the **AUTH REQD** button next to the payment that needs to be authorised.

Step 3.

Click on the button again when it turns green and displays the word **Confirm**.

The payment has now been authorised.

To authorise more than one payment at the same time:

Step 1.

Click Transfer/Pay. Then click Bulk Authorisation.

Step 2.

Use the check boxes to select the payments you want to authorise.

Step 3.

Review the payments and click the **Authorise** button.

Click **OK** to confirm. The payments have now been authorised.

Tip: You'll only be able to authorise payments you are permitted to and haven't authorised already.









How to authorise a payment using the BNZ Business app

You can authorise most payment types in the BNZ Business app.

Step 1.

Log into the BNZ Business app.

Step 2.

Tap Menu, then select Authorise payments.



Step 3.

Tap on the **payment** you want to authorise.



Step 4.

If you are the first one authorising the payment, you'll see **First authorisation** or **Final authorisation** if you are the second authoriser.

Step 5.

Tap on **First authorisation** or **Final authorisation**. Review the payment and then tap **Confirm** to complete the authorisation.

Tip: You can set up notifications on the BNZ Business app to let you know when a payment is ready to authorise.





To set up notifications:

- Tap on Menu, then Settings, then Notifications
- Tap on **Button** to turn on or off



Nice work, you now know how to manage your two-to-sign payments in Internet Banking for Business.

To find out more about other payment options available in Internet Banking for Business, watch the **Online Payments Overview video** or visit our **Help & Support page**.

Need a hand?

Visit **bnz.co.nz** or call us on **0800 269 4242** (+64 4 931 8234), option 1.

Internet Banking for Business terms and conditions apply to the use of BNZ's Internet Banking for Business services and the BNZ Business app. Mobile coverage and data required to access the BNZ Business app. Maintenance sometimes required. Android and Google Play are trademarks of Google Inc. iPhone is a trademark of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc.