



MACQUARIE BANK

How to pay BPAY® bills

Active Banking

Use BPAY to pay bills from billers offering this payment option.

1 Select **Transfers & Payments**.

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Active Banking

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Account Summary Accounts & Statements Open & Manage Accounts **Transfers & Payments** Pending Authorisation Downloads

Create Payment Upload Pending Authorisation Payment List Audit List

Select Account

Search Account number

Account	Account name	Account type	Available funds	Choose an action
<input type="radio"/> 000000000	SAMPLE REAL ESTATE - GENERAL	Cheque	\$0.00	<input type="button" value="Funds transfer"/>
<input type="radio"/> 111111111	SAMPLE REAL ESTATE - TRUST	Cheque	\$108.56	<input type="button" value="BPAY®"/>
<input type="radio"/> 000000000	FTB VENDOR TO PURCHASER	Investment	\$0.10	<input type="button" value="Group payment"/>

Showing rows 1-3 of 3 << prev - next >>

2 Select the account you want to pay from, and then click **BPAY**.

3 Enter your BPAY payment details on the **Create BPAY** page.

* **TIP:**
If you pay someone often, tick the box to save their details to the biller list so that next time you can access their details quickly from the **Find existing biller** button.

* **TIP:**
Use the **Timing** options to set-up a payment for a particular date, or a recurring payment that automatically makes regular payments over a set period (weekly, monthly, quarterly, half-yearly or annually).

Create BPAY BPAY

From account
Account & available funds 111111111 - SAMPLE REAL ESTATE - TRUST \$108.56

Amount

To biller
Biller code

Customer reference number Save detail to biller list

Description
Description of BPAY® (optional)
This will appear on your statement

Timing (select one)
Once only
 Current payment date Future payment date (dd/mm/yy)
 Recurring transfer Frequency -Select frequency- Day -Select day-
If a payment falls on a non-business day Pay on previous business day Pay on next business day
First payment date (dd/mm/yy)
Final payment date (dd/mm/yy)

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4 Click **Save**.

5

Check the payment details are correct (if not, you can **Modify** or **Delete**). You can also select **Create new payment** if you no longer wish to submit the current payment.

Choose an action

- ▶ **Modify**
- ▶ **Delete**
- ▶ **Create new payment**

6

Authorise by entering your **Macquarie Access Code (MAC)** and **Calculator Password** at the bottom of the page, and clicking **Authorise**.

Macquarie Access Code: Calculator Password: **▶ Authorise**

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TIP:
If you wish to authorise the payment at a later date, or the payment needs a second level of authorisation, find it on the **Pending Authorisation** page.

Account Summary	Accounts & Statements	Open & Manage Accounts	Transfers & Payments	Pending Authorisation	Downloads	
Create Payment	Upload	Pending Authorisation	Payment List	Audit List		

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TIP:
To find a BPAY payment that has been successfully authorised but not yet processed, visit the **Payment List**.

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TIP:
To find a BPAY payment from the last 45 days, visit the **Audit List**.

NOTE:

Once fully authorised, the payment is submitted for processing and cannot be deleted or stopped.

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NEED HELP?

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