

# How to pay BPAY® bills

## Active Banking

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

1 Select **Transfers & Payments**.

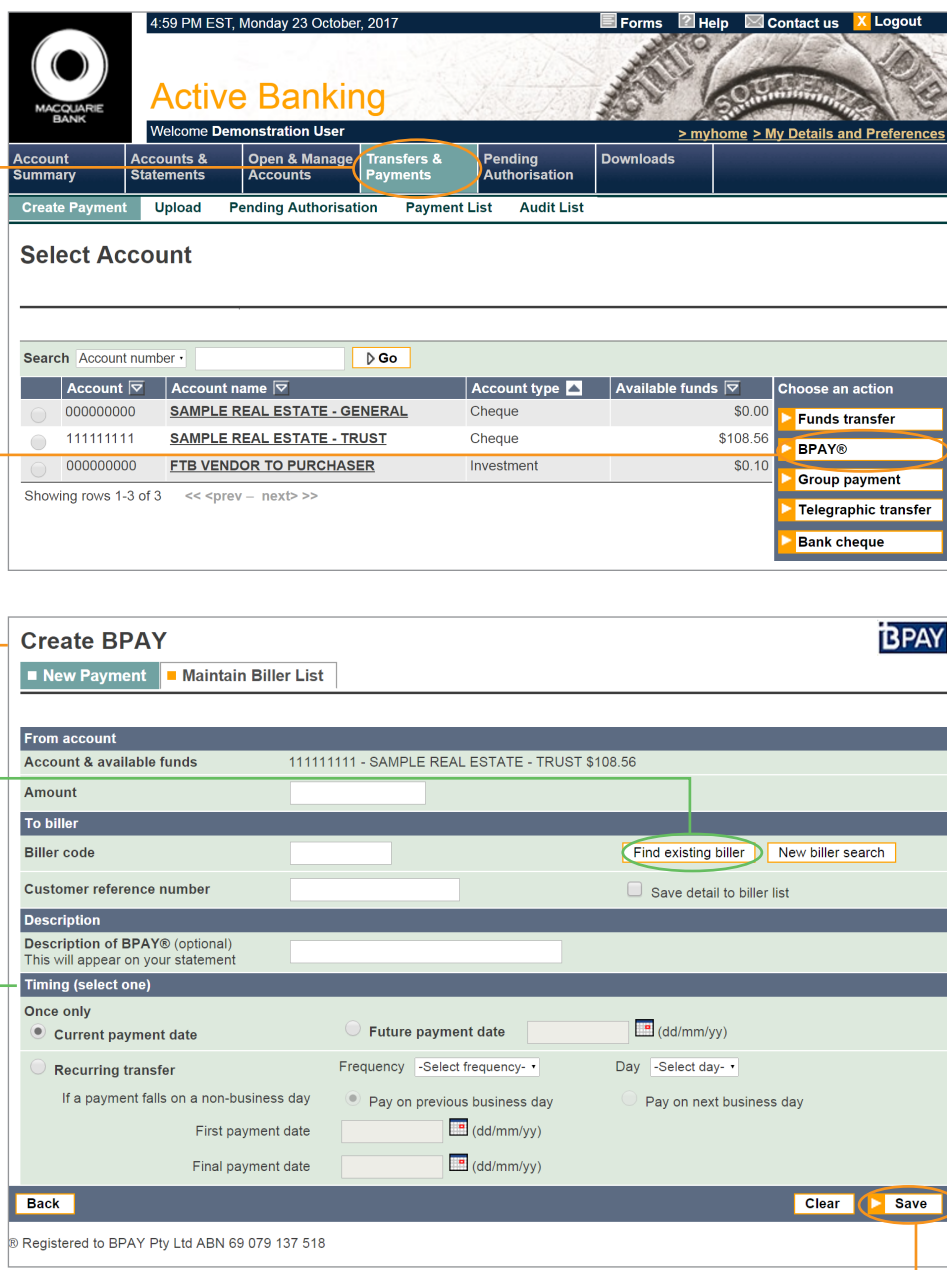
2 Select the account you want to pay from, and then click **BPAY**.

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).

4 Click **Save**.



The screenshot shows the Macquarie Bank Active Banking interface. The top navigation bar includes links for Forms, Help, Contact us, and Logout. The main menu has tabs for Account Summary, Accounts & Statements, Open & Manage Accounts, Transfers & Payments (highlighted), Pending Authorisation, and Downloads. Below the menu is a 'Select Account' section with a search bar and a table of accounts. The table lists three accounts: 'SAMPLE REAL ESTATE - GENERAL' (Cheque, \$0.00), 'SAMPLE REAL ESTATE - TRUST' (Cheque, \$108.56), and 'FTB VENDOR TO PURCHASER' (Investment, \$0.10). The 'BPAY®' option is highlighted in the 'Choose an action' column. The 'Create BPAY' section is shown below, with tabs for 'New Payment' and 'Maintain Biller List'. It includes fields for 'From account', 'To biller' (with a 'Find existing biller' button), 'Description', and 'Timing' (with options for 'Current payment date' and 'Recurring transfer'). The 'Save' button is highlighted at the bottom right.

4:59 PM EST, Monday 23 October, 2017

Forms Help Contact us Logout

Active Banking

Welcome Demonstration User > myhome > My Details and Preferences

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  Go

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

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

Telegraphic transfer Bank cheque

Create BPAY

New Payment Maintain Biller List

From account

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

Amount

To biller

Biller code  Find existing biller New biller search

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)

Back Clear Save

Registered to BPAY Pty Ltd ABN 69 079 137 518

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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**

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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?



2:39 PM EST, Monday 23 October, 2017

Forms [Help](#) [Contact us](#) [Logout](#)

## Active Banking

Welcome **Demonstration User** [> myhome](#) [> My Details and Preferences](#)

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