



Create a new/ recurring bill payment

1. As an NAB customer, you will need to **login** to online banking.
2. From the main menu, go to the **Bill Payment** section and click **New bill payment**.

more give, less take

Wednesday 14 January 2015

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New bill payment

New bill payment

Payment list Select account: (\$204.47) Funds available to transfer are displayed next to the account

Payee list Select the biller you wish to pay from your Biller list, or search for a biller by entering the BPAY® biller code or biller name and clicking the Next button.

BPAY View billers

Select biller

From my biller list: Select biller: [dropdown]

Search by biller code: 36012

Search by biller name: [text box]

BPAY

Next

3. From the **Select account** drop-down list, select the account you want to make the payment from. Then either:

Select **From my biller list**.

- select **ALEXANDRINA COUNCIL 36012** from the drop-down list. A blank list is displayed if you have no billers saved and you will need to search for a biller.
- click **Next**.

Select **Search by biller code**

- enter **36012** in the field
- click **Next** to display a list of matching billers.
- click on the biller name **ALEXANDRINA COUNCIL 36012** to select the biller

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New bill payment

New bill payment

Payment list 1. From account: (\$204.47) Funds available to transfer are displayed next to the account

Payee list 2. Biller code: 36012

Biller name: ALEXANDRINA COUNCIL

Customer reference no.: Per Rates Notice

Amount: \$0.00

Daily transfer limits apply for payments outside of your own accounts. Online help for more information

3. One off payment

Periodic payment

Cycle: Quarterly

First payment date: 06/03/15

Last payment: [calendar icon]

Until further notice

[text box] [calendar icon]

For [text box] payments

Please ensure your payment does not exceed your limit and you have available funds on the due date

4. Enter the customer reference number (per rate notice) in the **Customer reference no.** field. If you've selected a pre-existing biller from your biller list, the customer reference number will automatically populate.

5. Enter the **amount** you want to pay in the Amount field (for example, you would enter \$165.20 as 165.20).
6. Select **Periodic Payment** and select **Cycle** eg. how often you want to make regular payment – quarterly, weekly or monthly. Then set up your payment schedule by entering **First Payment Date** eg. 01/ 07/2014 and **Last Payment Date** eg. 30/06/2015.
7. Click **Next**.

8. Check that the payment details are correct on the **New bill payment confirmation** screen. The confirmation screen will indicate the method of authorisation (SMS code or internet banking password).
9. Enter either your internet banking password or SMS code, as applicable.
10. Click **Next**. The New bill payment acknowledgment screen displays with the details of your bill payment instruction.

Alternatively click:

- **Cancel** to cancel your instruction.
- **Back** and amend your instruction details.
- **Print** to print the acknowledgement details as a record of your payment.

Click **Add to biller list** to add this biller to your biller list if you wish to save the details for future payments.