

Setting up your payment

STEP 1:

Create your payment

Select your two-to-sign account to make a payment from and add your details below. Click **Pay** **A** to continue.

STEP 2:

Are you sure?

Confirm your payment by clicking **Yes, confirm** **B**

STEP 3:


Sent for approval

Your payment has now been sent for approval. You can now let any signatories know a payment is waiting for their approval.

The screenshot shows the ASB 'One-off payments' success screen. At the top, it says 'Your payment has been sent for approval' with a clock icon. The amount is '\$50.00'. Below this, it shows the payment details: 'From' FastSaver (12-3000-00000-00) and 'To' John Sample (03-0000-00000-00). The payment was made 'When Today 11:32am, Tuesday 16 March 2021'. It also lists 'Their reference Writing services' and 'Your reference Payment for novel'. At the bottom, there are buttons for 'Make another payment', 'Return to balances', 'View payment approvals', and 'Give your feedback'.

STEP 4:

Pending approval

From the one-off payments success screen, select **View payment approvals**. If you wish to cancel a payment, you can do so here .

Payments awaiting approval will automatically expire after 24 hours.

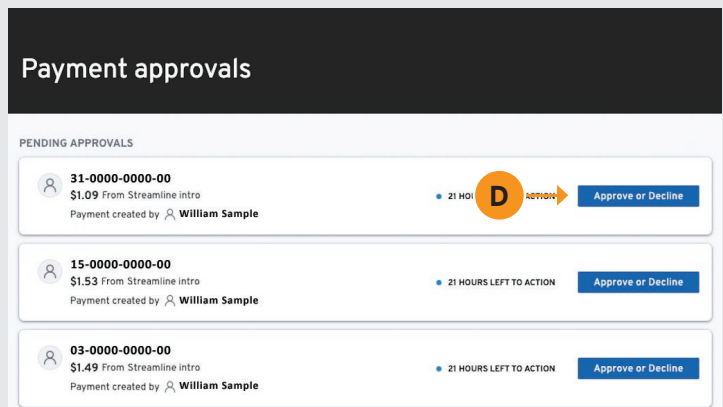
The screenshot shows the ASB 'Payment approvals' screen. It is titled 'PENDING APPROVALS' and lists several payments awaiting approval. Each entry includes a payment icon (TL or OW), the recipient name, the amount, the source, and a 'Cancel this payment' button. The first entry is highlighted with a large orange 'C' icon and an arrow pointing to the 'Cancel this payment' button. Below the pending list is a 'RECENT ACTIVITY' section showing a cancelled payment of \$1.00 from FastSaver to TRADE ME LTD.

Co-signing a payment

STEP 1:

Payments approval notification

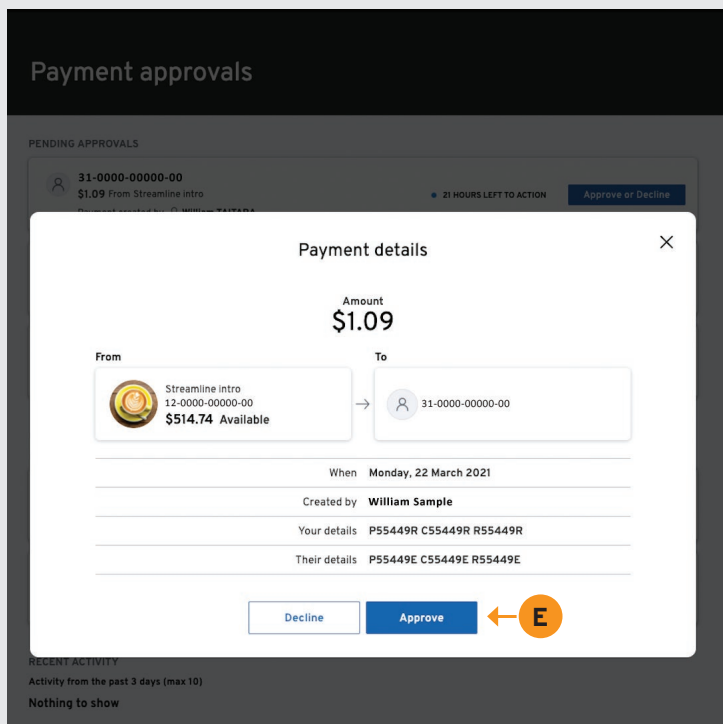
You will receive a notification in FastNet Classic internet banking when a payment created by another signatory is requiring approval. To approve or decline a payment, click either the **Approve or Decline** **D** button.



STEP 2:

Review payment

To approve a payment, click **Approve** **E**



STEP 3:

If Decline

If you're sure that you want to decline a payment, click **Decline** **F** (adding a reason is optional), or click **Cancel** **G** to return to your payment approvals.

