



Internet Banking Solution (CalNet)

USER GUIDE

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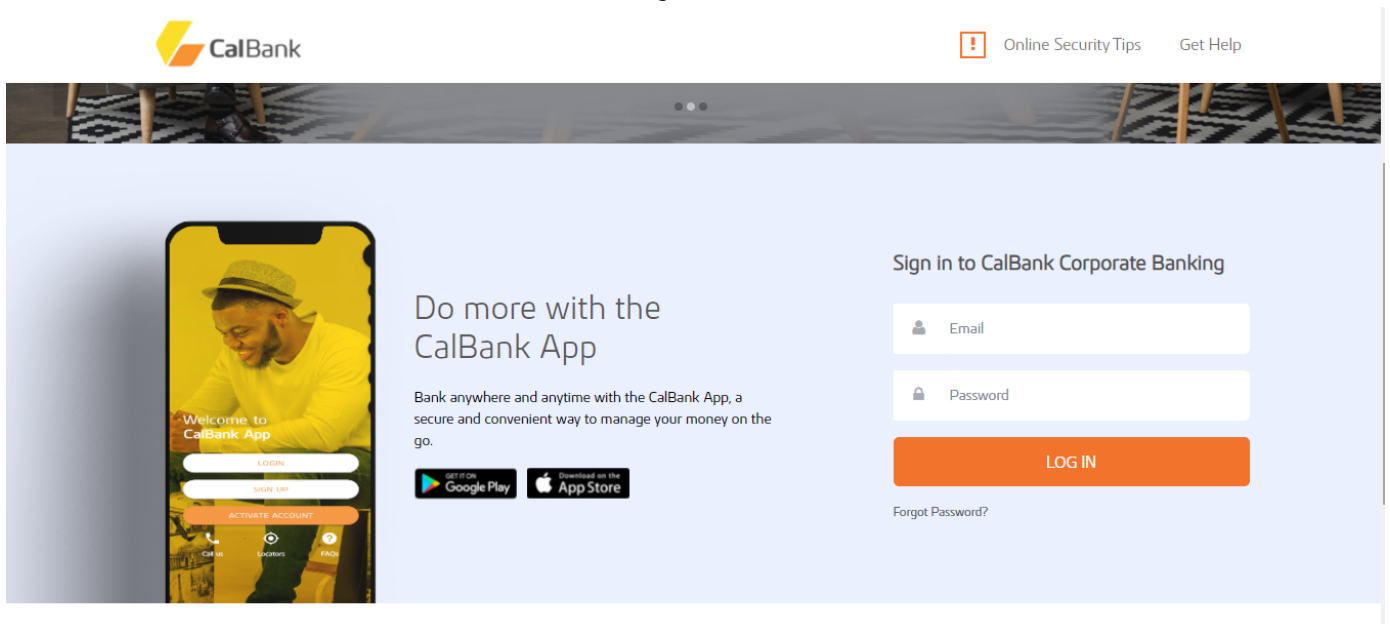
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1.0 LOGIN

1.1 Login Credentials

- i. Users shall be set up in accordance with the profile indicated by the Company on the sign-up form (Uploader, Verifier or Authorizer)
- ii. Each user shall be sent an email with the login credentials and a link to the portal.
- iii. The link for the portal is <https://mycorporate.caleservice.net/>
- iv. The username is the email address provided for the user set up while the initial password is a random password generated by the portal.
- v. The user will be required to change the initial password to a preferred password after first time login
- vi. A One-Time Password (OTP) will be sent to the user phone/email and required to be entered on the login screen after the user password is accepted

Login screen.



1.2 Password Reset

In the event that a user is unable to remember the login password. The steps below can be used to reset the password

- i. On the Login Screen, enter the **Email Address** only, click on **Forgot Password** under the Log In button and confirm to proceed.
- ii. An email will be received with instructions for the password reset

Password Reset Email

CalBank Online Banking

Dear
Victor Ocloo

We have just received a password reset request for VOcloo@calbank.net

Please click [here](#) to reset your password.

If the above link does not work for you, please copy, and paste the following into your browser address bar:

<https://mycorporate.caleservice.net/Launch/validatePasswordReset/4cd9a155-2b5a-44d7-bb58-db3292c9a749>

If you didn't request this, please ignore this email, and never share this token with anyone.

Your password won't change until you access the link above and create a new one.

Please ignore this message if you did not initiate this request. Never share this token with anyone.

[Visit Website](#)

[Visit Online Banking](#)

CalBank Limited
23 Independence Avenue,
customercare@calbank.net
233 302 680 062
Accra-Ghana,

Password Reset Confirmation

CalBank Online Banking

Dear
Victor Ocloo Your account has been reset with the following details:

Email: VOcloo@calbank.net

Kindly check your phone for your new password

click the link below to login

<https://mycorporate.caleservice.net/>

Please ignore this message if you initiated the request.

[Visit Website](#)

[Visit Online Banking](#)

CalBank Limited
23 Independence Avenue,
customercare@calbank.net
233 302 680 062
Accra-Ghana,

- iii. After logging in successfully with the new default password received on the user phone number, the user will be required to set a new preferred password. (Note: the **Old Password** for the reset is the default password received on the user phone)

Reset Password

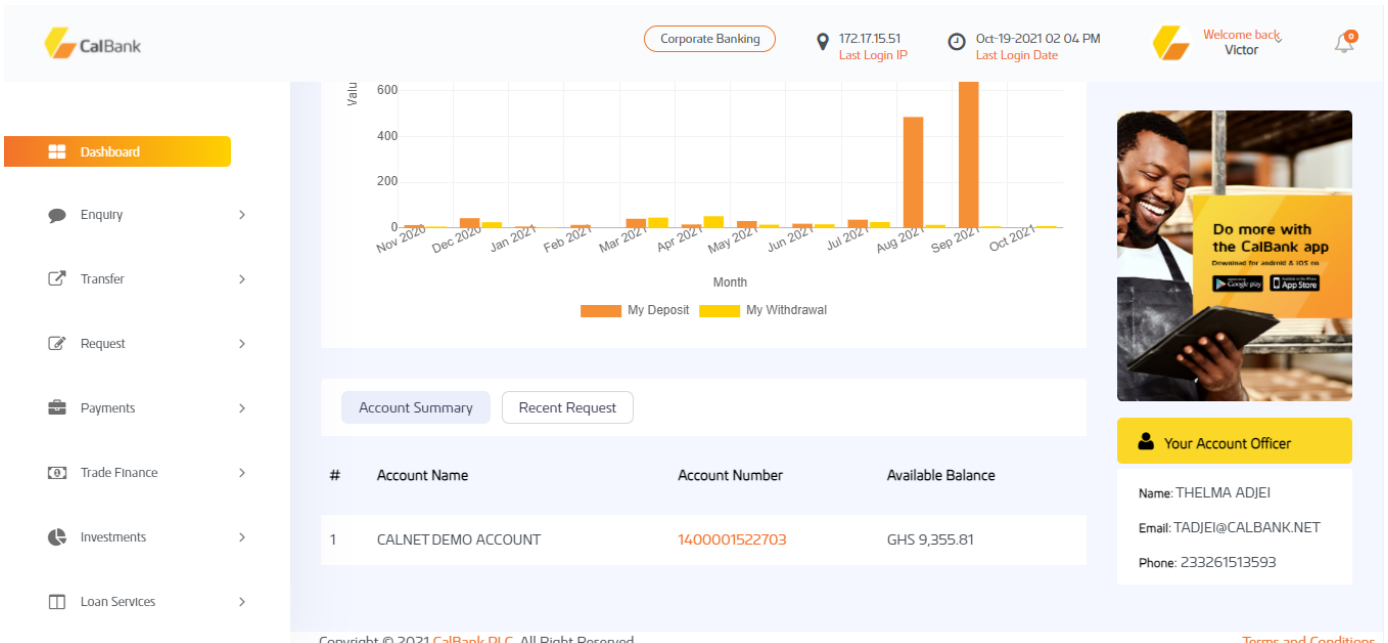
Input your old and new password to reset it

1.3 Dashboard

This page is displayed after the User has successfully logged in to the portal. The Dashboard provides a summary of the Account Details and Balances.

On the left side of the Dashboard is a Menu of Functions and Enquiries that can be performed on CalNet.

On the right side are Quick Links of frequently used Functions and Enquiries as well as the contact details of your Account Officer.

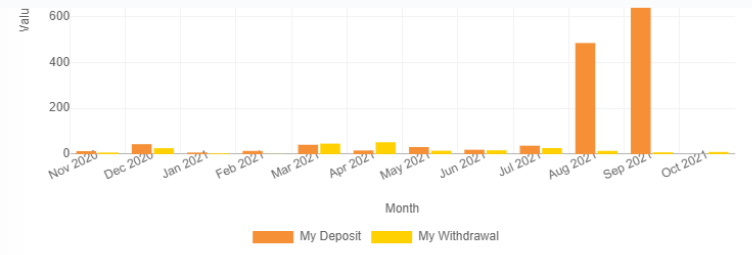


Corporate Banking

📍 172.17.15.51
Last Login IP
🕒 Oct-19-2021 02:04 PM
Last Login Date

Welcome back
Victor
🔔

- Dashboard
- Enquiry >
- Transfer >
- Request >
- Payments >
- Trade Finance >
- Investments >
- Loan Services >



Month

My Deposit (Orange) My Withdrawal (Yellow)

Account Summary
Recent Request

#	Account Name	Account Number	Available Balance
1	CALNET DEMO ACCOUNT	1400001522703	GHS 9,355.81

👤 Your Account Officer

Name: THELMA ADJEI

Email: TADJEI@CALBANK.NET

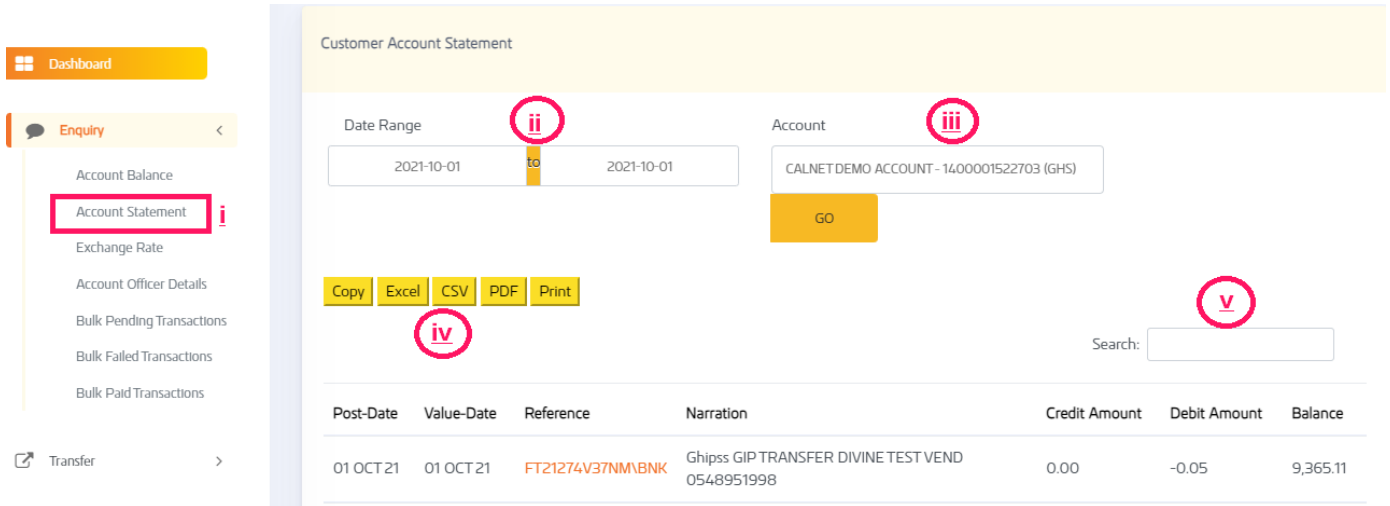
Phone: 233261513593

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[Terms and Conditions](#)

Account balances and Statements will only be visible to users authorized by the Company to view balances

2.0 VIEW, PRINT OR DOWNLOAD ACCOUNT STATEMENT

- i. Click on **Enquiry** on the Menu and Select **Account Statement**
- ii. Select and **Start** and **End Dates** for the Statement period required
- iii. Select the **Account** and Click on **Go** to display the statement
- iv. Choose the statement format to download or click **Print** to send to printer
- v. The **Search** box at the top of the list can be used to search for specific transactions by Reference, Narration, Amount, etc



Customer Account Statement

Date Range: 2021-10-01 to 2021-10-01

Account: CALNET DEMO ACCOUNT - 1400001522703 (GHS)

GO

Copy Excel CSV PDF Print

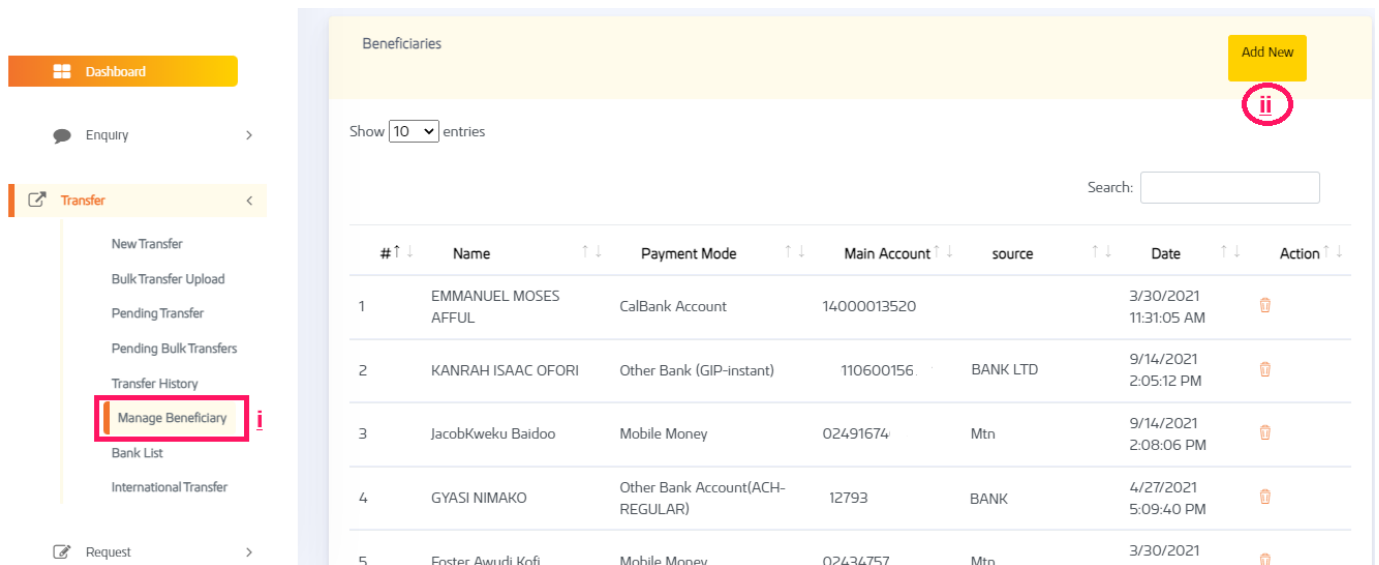
Search:

Post-Date	Value-Date	Reference	Narration	Credit Amount	Debit Amount	Balance
01 OCT 21	01 OCT 21	FT21274V37NMBNK	Ghipss GIP TRANSFER DIVINE TEST VEND 0548951998	0.00	-0.05	9,365.11

3.0 TRANSFERS

3.1 Create Beneficiary

- i. Click **Transfer** on the Menu & Select **Manage Beneficiary**
- ii. Click **Add New** to set up a new beneficiary



Beneficiaries

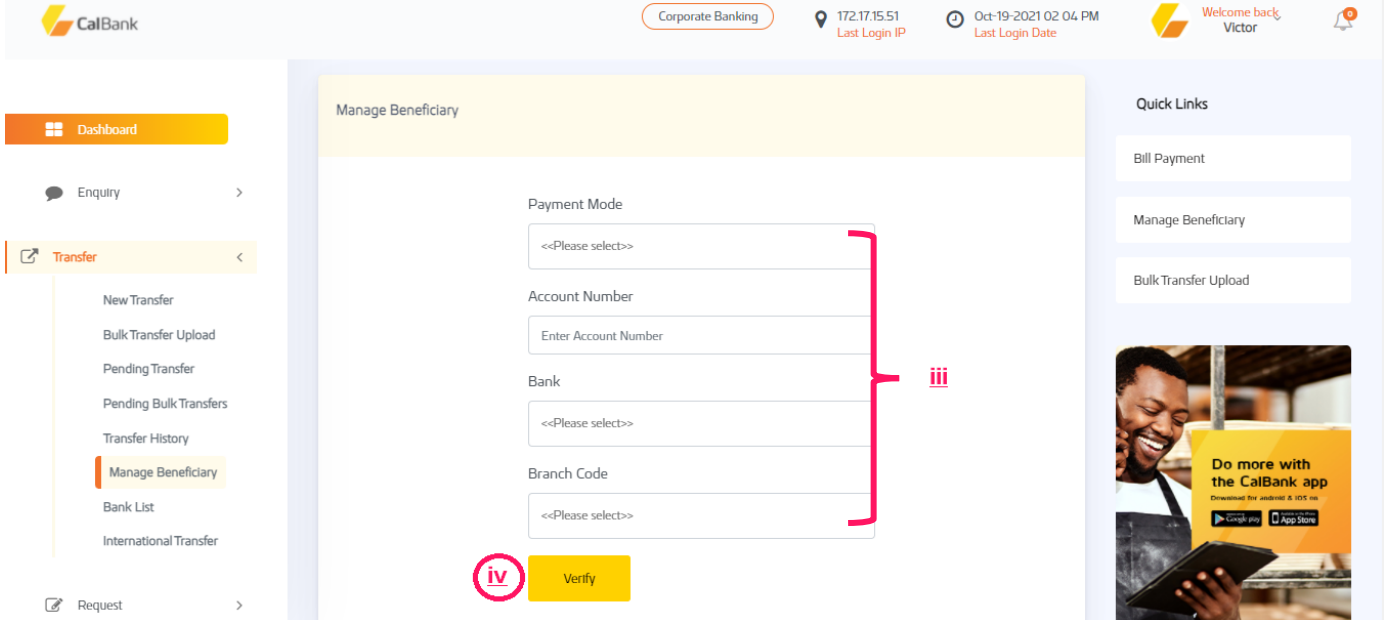
Show 10 entries

Search:

Add New

#	Name	Payment Mode	Main Account	source	Date	Action
1	EMMANUEL MOSES AFFUL	CalBank Account	14000013520		3/30/2021 11:31:05 AM	
2	KANRAH ISAAC OFORI	Other Bank (GIP-instant)	110600156	BANK LTD	9/14/2021 2:05:12 PM	
3	JacobKweku Baidoo	Mobile Money	02491674	Mtn	9/14/2021 2:08:06 PM	
4	GYASI NIMAKO	Other Bank Account(ACH-REGULAR)	12793	BANK	4/27/2021 5:09:40 PM	
5	Foster Awudi Kofi	Mobile Money	02434757	Mtn	3/30/2021	

- iii. Enter the Beneficiary details
- iv. Click **Verify** to validate the Beneficiary details for CalBank accounts, Other Bank-GIP and Mobile Money Wallets



Corporate Banking | 172.17.15.51 Last Login IP | Oct-19-2021 02:04 PM Last Login Date | Welcome back Victor

Manage Beneficiary

Payment Mode: <<Please select>>

Account Number: Enter Account Number

Bank: <<Please select>>

Branch Code: <<Please select>>

iii

iv Verify

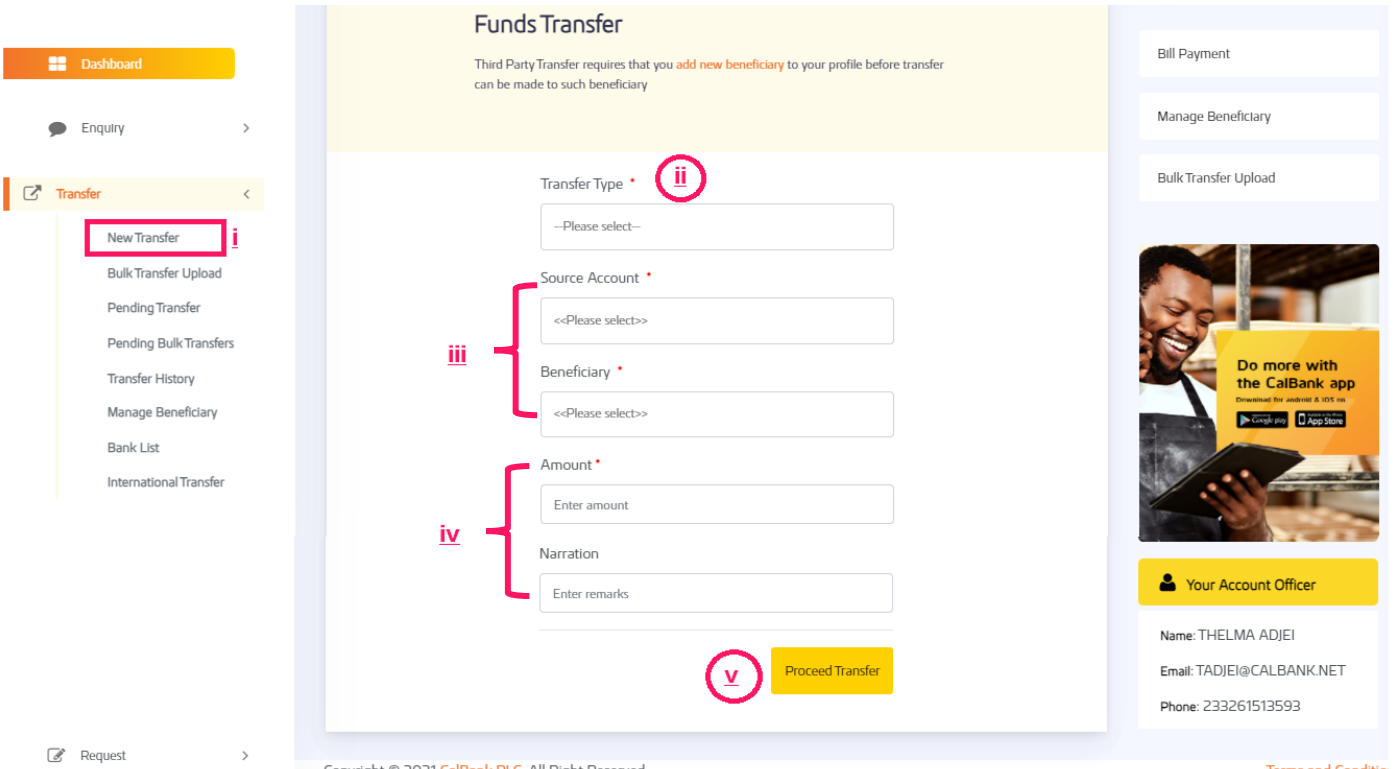
Quick Links: Bill Payment, Manage Beneficiary, Bulk Transfer Upload

Do more with the CalBank app

- v. Click **Submit** to Save beneficiary details

3.2 Process Single Transfer

- i. Click **Transfer** on the Menu and Select **New Transfer**
- ii. Select **Transfer Type** (Own Account or Third Party)
- iii. Select **Source Account** and **Beneficiary**
- iv. Enter **Amount** and **Narration** (description for the transfer)
- v. Click **Proceed Transfer** and **Enter OTP** received on phone



Funds Transfer

Third Party Transfer requires that you add new beneficiary to your profile before transfer can be made to such beneficiary

Transfer Type: --Please select-- **ii**

Source Account: <<Please select>> **iii**

Beneficiary: <<Please select>> **iii**

Amount: Enter amount **iv**

Narration: Enter remarks **iv**

v Proceed Transfer

Quick Links: Bill Payment, Manage Beneficiary, Bulk Transfer Upload

Do more with the CalBank app

Your Account Officer

Name: THELMA ADJEI
Email: TADJEI@CALBANK.NET
Phone: 233261513593

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(**Note:** Single Transfers may require approval as per the authorization process flow)

3.3 Approve Single Transfer

The approval process for both Verifiers and Authorizers are the same.

- i. Click **Transfer** on the Menu and Select **Authorize Transfer**
- ii. Individual transfers can be Approved or Decline
- iii. Multiple transfers can also be selected and Approved
- iv. **Select All** to approve all transfers
- v. Click **Approve Selected** and Enter **OTP** received on phone when prompted to confirm approval

Transfer Type	Source #	Destination #	Beneficiary	Amount	Remarks	Date	Action
Third Party Transfer	1400001522703	4011130005808	GRA (DTRD) DIRECTTAX REVENUE, TAKO	1.00	Transfer from CALNET DEMO ACCOUNT to GRA (DTRD) DIRECTTAX REVENUE TAKO - DEMO	Jul-22-2021 02:35 PM	Authorise Decline
Third Party Transfer	1400001522703	0150513129000	FREDERICK ALLOTEY	1.00	Transfer from CALNET DEMO ACCOUNT to FREDERICK ALLOTEY - TRANSPORT	Oct-08-2021 02:42 PM	Authorise Decline
Third Party Transfer	1400001522703	2013001171590	EDWARD AKOTO WOSEY	1.00	Transfer from CALNET DEMO ACCOUNT to EDWARD AKOTO WOSEY - test	Jun-11-2021 09:21 AM	Authorise Decline

3.4 Upload Bulk Transfer

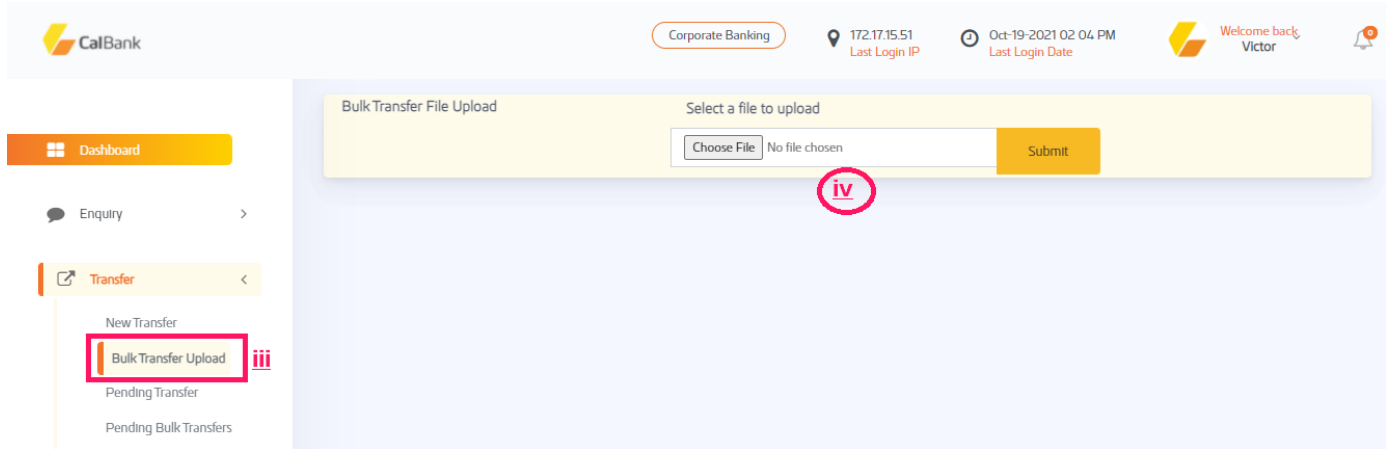
- i. Click on the username at the top right corner of the page and select **"Generate Excel Template"** to create a new template for the payments to be uploaded.

- ii. Complete the Excel sheet with the payment details and save.


Bank	Name	PhoneNumber	Amount	wallet	PaymentMode	Beneficiary	Branch	Account Number	wallet network	TransactionID
CalBank	EMMANUEL MOSES AFFUL	240101010	1.00	wallet	CalBank Account	INDEPENDENCE AVENUE	1400001352069	wallet network	SAL JUN 21	
GT Bank	EMMANUEL ADU-ASARE	208520555	1.00	wallet	Other Bank (GIP-instant)	INDEPENDENCE AVENUE	2013002951590	wallet network	SAL JUN 22	
	VICTOR DELA OCLOO	249275830	1.00	249275830	Mobile Money		249275830	MTN	SAL JUN 23	

iii. Click **Transfer** on the Menu and Select **Bulk Transfer Upload**

iv. Click **Choose File** to select the Excel File from the saved location on the computer and **Submit** to upload



v. Verify the transfer details displayed after submitting the Excel file

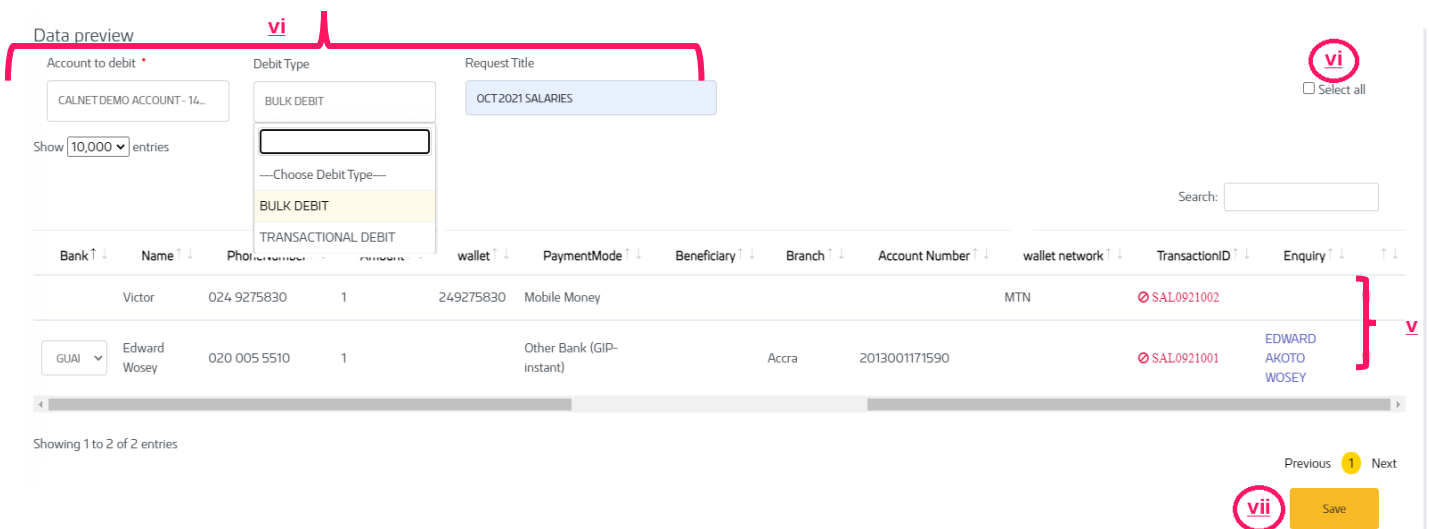
- ✓ The Enquiry Column above displays the validated name of the Beneficiary.
- ✓ A  indicates a Missing Field. Ensure that all missing fields are completed on the Excel sheet and re-upload

vi. Select the payments to be processed (or Select All)

vii. Select **Account to Debit**, **Debit Type** (Transactional or Bulk) and enter **Request Title**

- ✓ Bulk Debit – for the total transfer amount to be debited to the account
- ✓ Transactional – for each transfer to be debited individually to the account

viii. Click **Save** to submit transfers




(Note: Bulk Transfers may require approval as per the authorization process flow)

3.5 Approve Bulk Transfer

The approval process for both Verifiers and Authorizers are the same.

i. Click **Transfer** on the Menu and Select **Bulk Transfer Approval**

ii. The **Search** box at the top of the list can be used to search for specific bulk uploads by Description

iii. Click the **Action** button  for the uploaded transfer batch to be approved

Dashboard

Enquiry >

Transfer <

- Pending Transfer
- Pending Bulk Transfers
- Authorize Transfer
- Transfer History
- Bulk Transfer Approval** i
- Manage Beneficiary
- Bank List
- Authorize International Transfer

Request >

Approve Bulk Transfer Batch

Show entries

Search: ii

Debit type ↑ ↓	Description ↑ ↓	Total Value ↑ ↓	Total Volume ↑ ↓	Account to debit ↑ ↓	Uploaded Date ↑ ↓	Action ↑ ↓
BULK	OCT 2021 SALARIES	2.00	2	1400001522703	10/5/2021 11:19:19 AM	<input type="checkbox"/> iii
BULK	CALASSET1	3.00	3	1400001522703	9/7/2021 12:34:08 PM	<input type="checkbox"/>
BULK	AUG 2021 SALARIES	2.00	2	1400001522703	8/31/2021 3:57:59 PM	<input type="checkbox"/>
BULK	SAL JUL 2021	1.00	1	1400001522703	7/22/2021 3:13:43 PM	<input type="checkbox"/>
BULK	JUN 2021 SALARIES	3.00	3	1400001522703	7/2/2021 2:23:25 PM	<input type="checkbox"/>

- iv. Select the transfers within the batch to be Approved or Declined
- v. The **Search** box at the top of the list can be used to search for specific transfers by Beneficiary, Amount, etc
- vi. Click **Select All** to approve all transfers
- vii. Click **Approve** and enter **OTP** received on phone to confirm approval

Bulk Transfer Authorization

Select all vi

Show entries

Search: v

BANK ↑ ↓	NAME ↑ ↓	PHONENUMBER ↑ ↓	AMOUNT ↑ ↓	WALLET ↑ ↓	PAYMENTMODE ↑ ↓	BENEFICIARY ↑ ↓	BRANCH ↑ ↓	ACCOUNTNUMBER ↑ ↓	WALLETNETWORK ↑ ↓	TRANSACTIONID ↑ ↓	Charge ↑ ↓	↑ ↓
	EMMANUEL ADU-ASARE	208520555	1		Other Bank (GIP-instant)	INDEPENDENCE AVENUE		2013002951590		SAL JUN 22	0.5	<input type="checkbox"/>
	EMMANUEL MOSES AFFUL	240101010	1		CalBank Account	INDEPENDENCE AVENUE		1400001352069		SAL JUN 21	0	<input type="checkbox"/>
	VICTOR DELA OCLOO	249275830	1	249275830	Mobile Money			249275830	MTN	SAL JUN 23	0	<input type="checkbox"/>

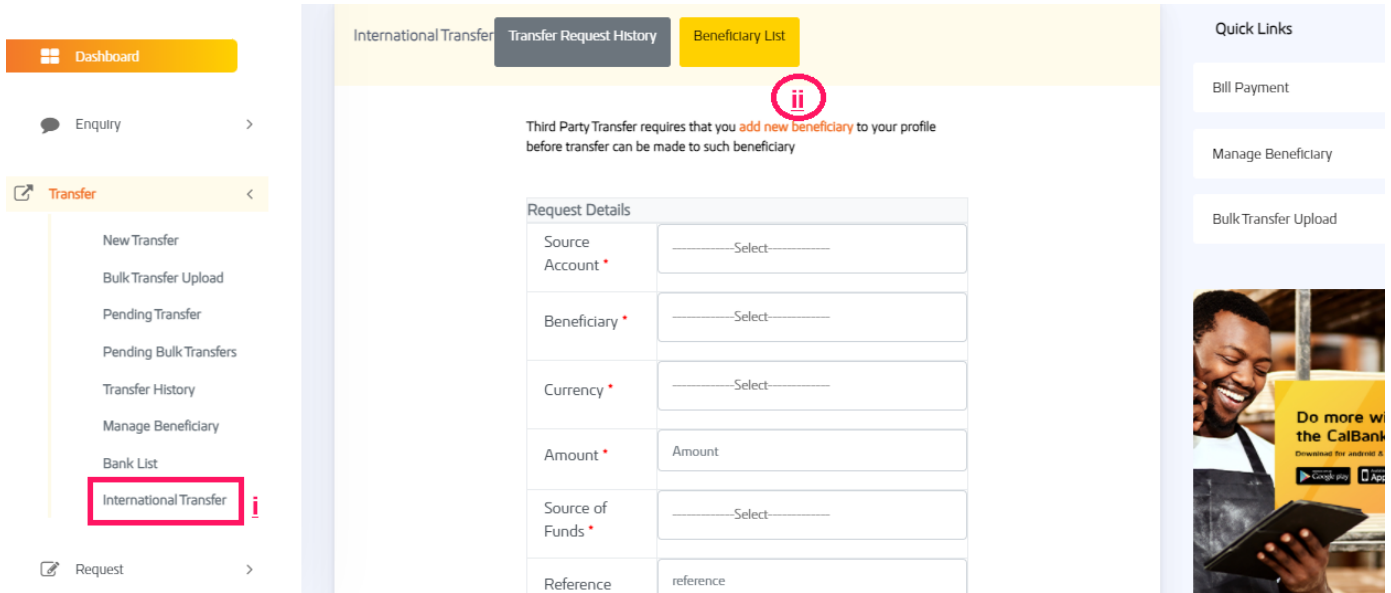
Showing 1 to 3 of 3 entries

Previous 1 Next

vii

3.6 International Transfer

- i. Click **Transfer** on the Menu and Select **International Transfer**
- ii. Click **add new beneficiary** to create a new international transfer beneficiary



International Transfer | Transfer Request History | Beneficiary List

Third Party Transfer requires that you **add new beneficiary** to your profile before transfer can be made to such beneficiary

Request Details

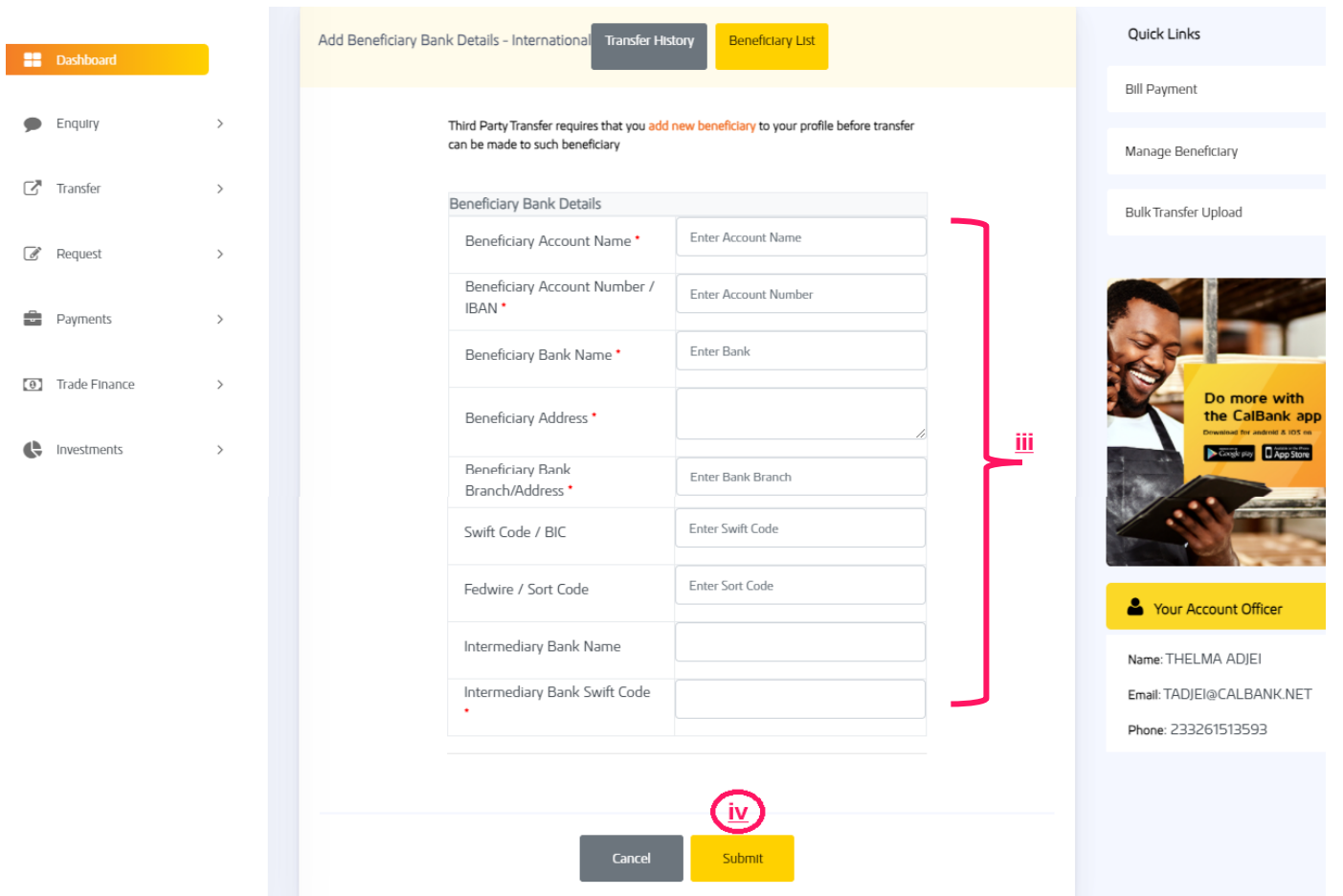
Source Account *	-----Select-----
Beneficiary *	-----Select-----
Currency *	-----Select-----
Amount *	Amount
Source of Funds *	-----Select-----
Reference	reference

Quick Links

- Bill Payment
- Manage Beneficiary
- Bulk Transfer Upload

Do more with the CalBank app

- iii. Enter the details of the Beneficiary to be setup
- iv. Click Submit to save beneficiary



Add Beneficiary Bank Details - International | Transfer History | Beneficiary List

Third Party Transfer requires that you **add new beneficiary** to your profile before transfer can be made to such beneficiary

Beneficiary Bank Details

Beneficiary Account Name *	Enter Account Name
Beneficiary Account Number / IBAN *	Enter Account Number
Beneficiary Bank Name *	Enter Bank
Beneficiary Address *	
Beneficiary Bank Branch/Address *	Enter Bank Branch
Swift Code / BIC	Enter Swift Code
Fedwire / Sort Code	Enter Sort Code
Intermediary Bank Name	
Intermediary Bank Swift Code *	

Cancel | **Submit**

Quick Links

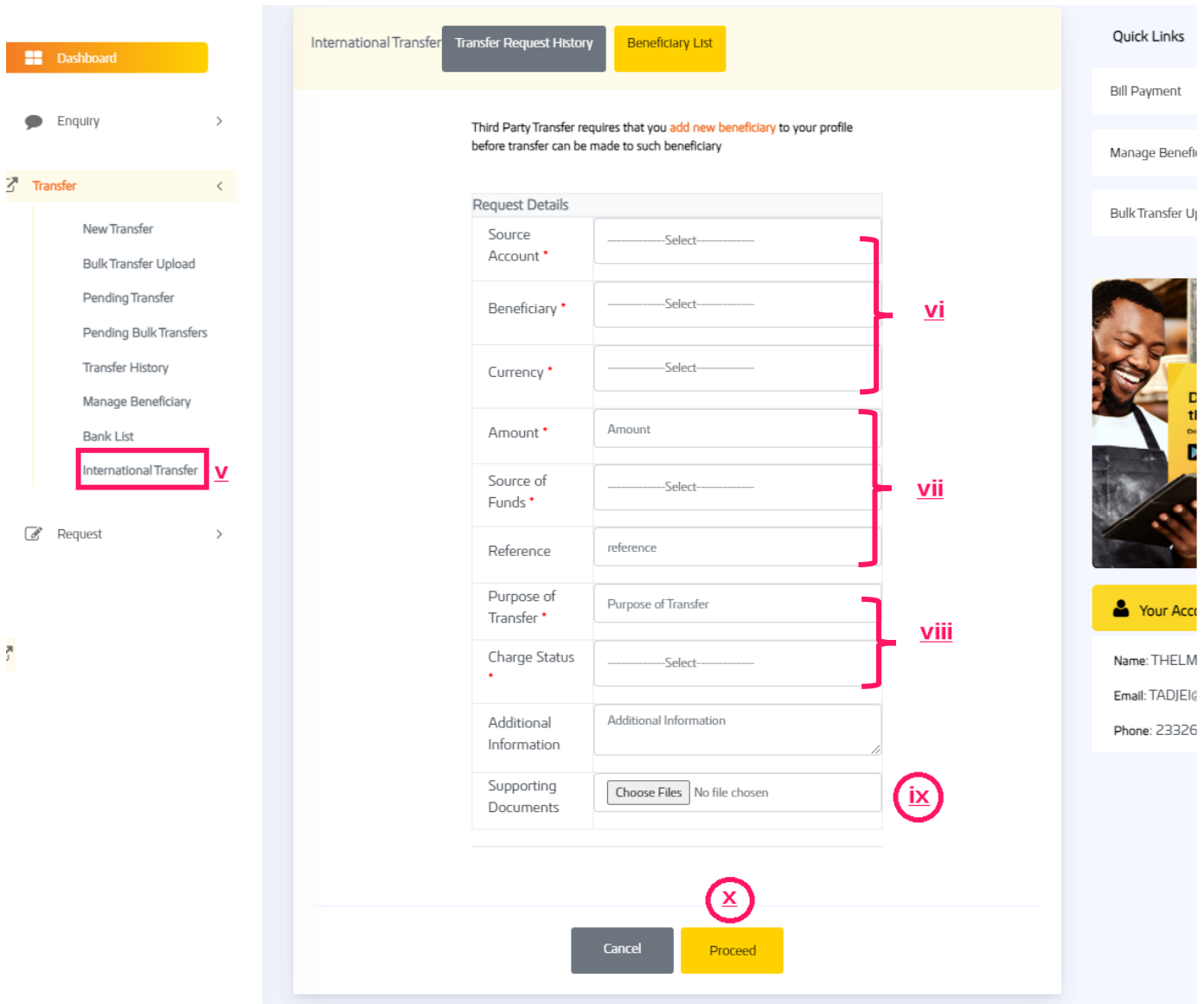
- Bill Payment
- Manage Beneficiary
- Bulk Transfer Upload

Do more with the CalBank app

Your Account Officer

Name: THELMA ADJEI
 Email: TADJEI@CALBANK.NET
 Phone: 233261513593

- v. To initiate an international transfer, click **Transfer** on the Menu and Select **International Transfer**
- vi. Select **Source Account, Beneficiary** and **Currency**
- vii. Enter **Amount**, Select **Source of Funds** and enter **Reference** (the reference is any description for the transfer eg: Invoice Number)
- viii. Select **Purpose of Transfer** and **Choose any of the Charge Status types below**
 - **OUR** -both local and foreign charges to be debited to Sender
 - **SHA** - local charges to be debited to sender and foreign charges to be borne by Beneficiary
 - **BEN** - both local and foreign charges to be borne by Beneficiary
- ix. Upload supporting transfer documents required for the purpose of the international transfers
- x. Click **Proceed** and enter **OTP** received on phone to confirm



The screenshot shows the 'International Transfer' form in the CalBank mobile app. The form is titled 'International Transfer' and has tabs for 'Transfer Request History' and 'Beneficiary List'. A message states: 'Third Party Transfer requires that you add new beneficiary to your profile before transfer can be made to such beneficiary'. The form fields are as follows:

Request Details	
Source Account *	-----Select-----
Beneficiary *	-----Select-----
Currency *	-----Select-----
Amount *	Amount
Source of Funds *	-----Select-----
Reference	reference
Purpose of Transfer *	Purpose of Transfer
Charge Status *	-----Select-----
Additional Information	Additional Information
Supporting Documents	Choose Files No file chosen

Annotations on the form:

- A red bracket groups the 'Source Account', 'Beneficiary', and 'Currency' fields, labeled with 'vi'.
- A red bracket groups the 'Amount', 'Source of Funds', and 'Reference' fields, labeled with 'vii'.
- A red bracket groups the 'Purpose of Transfer' and 'Charge Status' fields, labeled with 'viii'.
- A red circle with 'ix' is placed around the 'Supporting Documents' field.
- A red circle with 'x' is placed around the 'Proceed' button.


The left sidebar shows the 'Transfer' menu with 'International Transfer' highlighted. The right sidebar shows 'Quick Links' and 'Your Account' information.

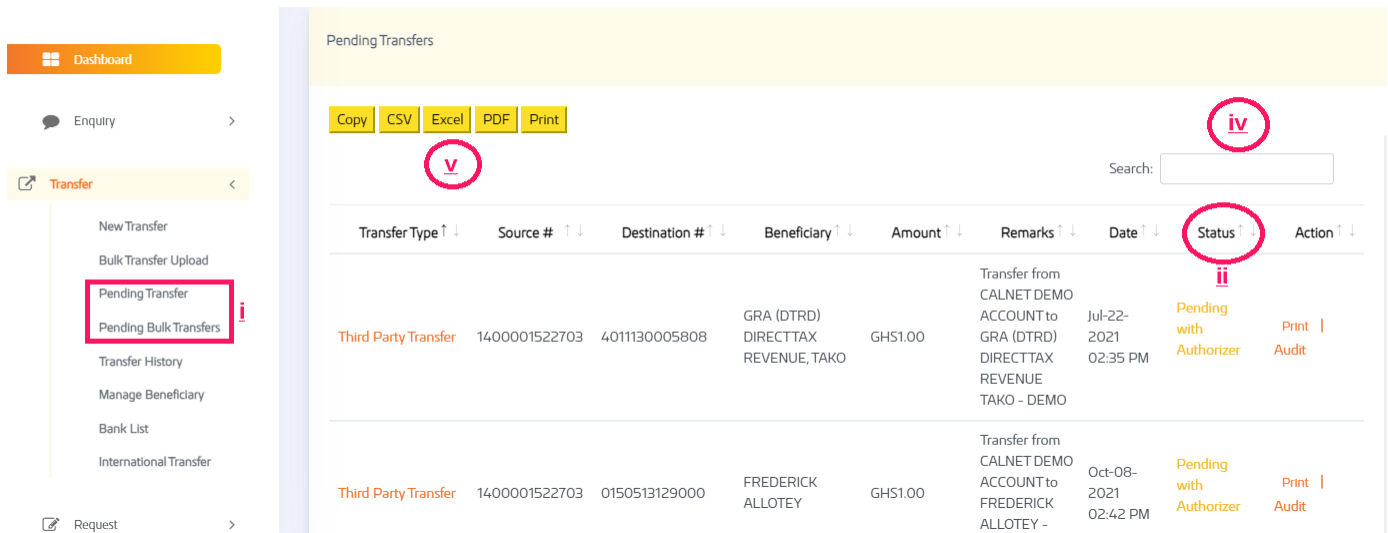
The approval process for International Transfers is similar to the approval of Single Transfers

Note: International Transfers processed on CalNet are not instant and will require processing at the bank end by the Bank

3.7 View Pending Transfers

To view transfers processed or uploaded but not approved,

- i. Click **Transfer** on the Menu and Select **Pending Transfers** (for Single Transfers) or **Pending Bulk Transfers** (for Bulk Transfers)
- ii. The list displayed indicates the approval status for each transfer
- iii. For Pending Bulk Transfers, click the **Action**  button for the uploaded batch to view the approval status for the individual transfers
- iv. The **Search** box at the top of the list can be used to search for specific transfers by Beneficiary, Amount, etc
- v. The list of Pending Transfers can be Copied, exported to CSV, Excel, PDF or printed



Pending Transfers

Copy CSV Excel PDF Print

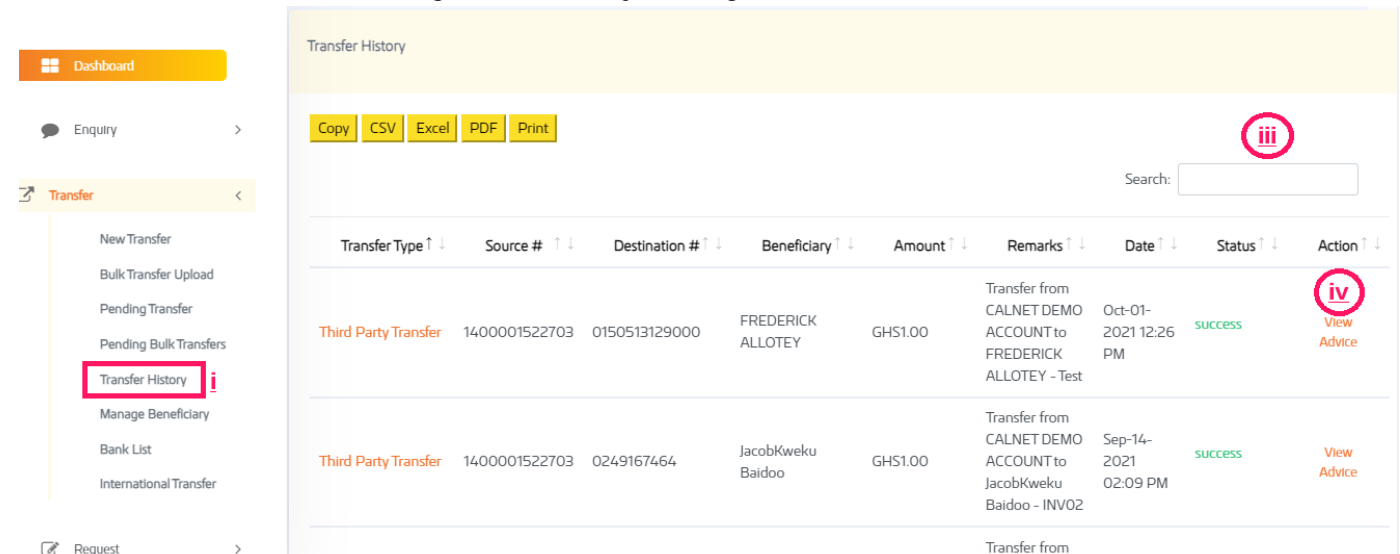
Search:

Transfer Type	Source #	Destination #	Beneficiary	Amount	Remarks	Date	Status	Action
Third Party Transfer	1400001522703	4011130005808	GRA (DTRD) DIRECTTAX REVENUE, TAKO	GHS1.00	Transfer from CALNET DEMO ACCOUNT to GRA (DTRD) DIRECTTAX REVENUE TAKO - DEMO	Jul-22-2021 02:35 PM	Pending with Authorizer	Print Audit
Third Party Transfer	1400001522703	0150513129000	FREDERICK ALLOTEY	GHS1.00	Transfer from CALNET DEMO ACCOUNT to FREDERICK ALLOTEY -	Oct-08-2021 02:42 PM	Pending with Authorizer	Print Audit

3.8 View Transfer History

To view Transfer History,

- i. Click **Transfer** on the Menu and Select **Transfer History**
- ii. The list displayed indicates the approval status for each transfer
- iii. The **Search** box at the top of the list can be used to search for specific transfers by Beneficiary, Amount, etc
- iv. A transfer advice can be generated to by clicking on the **View Advice** link



Transfer History


Copy CSV Excel PDF Print

Search:

Transfer Type	Source #	Destination #	Beneficiary	Amount	Remarks	Date	Status	Action
Third Party Transfer	1400001522703	0150513129000	FREDERICK ALLOTEY	GHS1.00	Transfer from CALNET DEMO ACCOUNT to FREDERICK ALLOTEY - Test	Oct-01-2021 12:26 PM	success	View Advice
Third Party Transfer	1400001522703	0249167464	JacobKweku Baidoo	GHS1.00	Transfer from CALNET DEMO ACCOUNT to JacobKweku Baidoo - INV02	Sep-14-2021 02:09 PM	success	View Advice

v. Advices generated can be printed or downloaded in Pdf

Transfer Details



Transfer Advice

Transfer Type	Third Party Transfer
Source	1400001522703
Beneficiary Name	FREDERICK ALLOTEY
Beneficiary Mode	Other Bank (GIP-Instant) - STANDARD CHARTERED BANK
Beneficiary Account	0150513129000
Amount	GHS - 1
Reference	FTZ1181XYGD2
Request Date	Jun-30-2021 04:24 PM
Narration	Transfer from CALNET DEMO ACCOUNT to FREDERICK ALLOTEY - Test
Status	success

Kindly note that payments to other banks will be made within 24 hours after processing

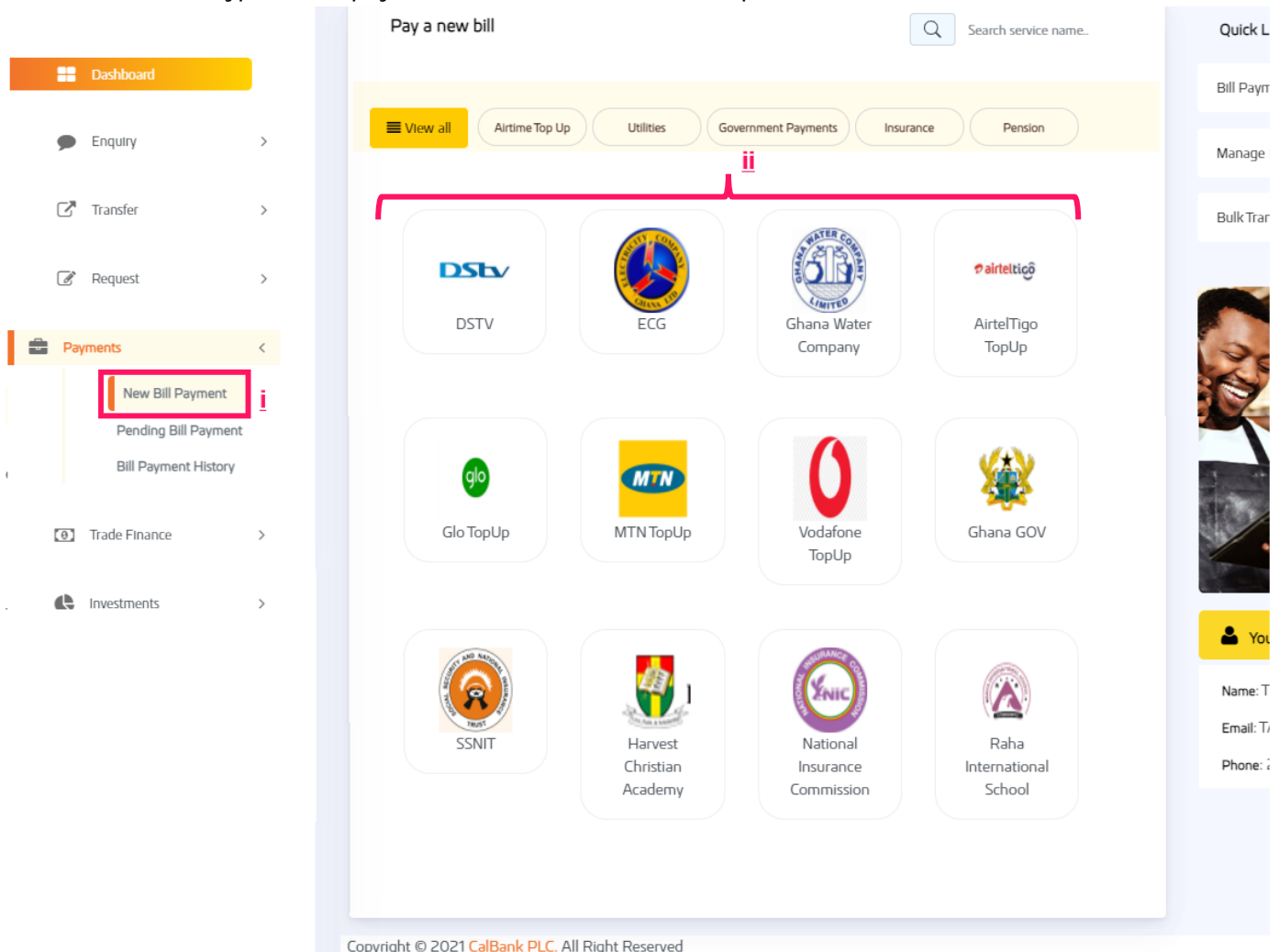
If you have any queries regarding the above details, please contact us as soon as possible quoting our transaction reference.

[Download](#)
[Print](#)
[Back to List](#)

4.0 BILL PAYMENTS

4.1. Process Bill Payments

- i. Click **Payments** on the Menu and Select **New Bill Payment Transfer**
- ii. Click the type of bill payment to be made from the options available



Pay a new bill

Search service name..

View all Airtime Top Up Utilities Government Payments Insurance Pension

ii

DSTV ECG Ghana Water Company AirtelTigo TopUp

Glo TopUp MTN TopUp Vodafone TopUp Ghana GOV

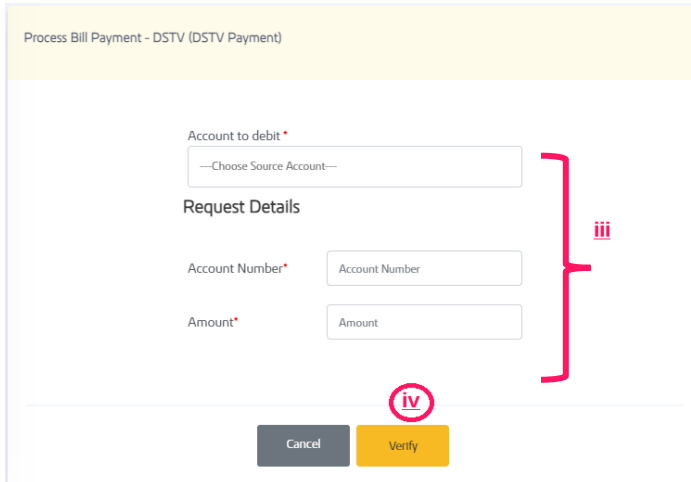
SSNIT Harvest Christian Academy National Insurance Commission Raha International School

Quick Links

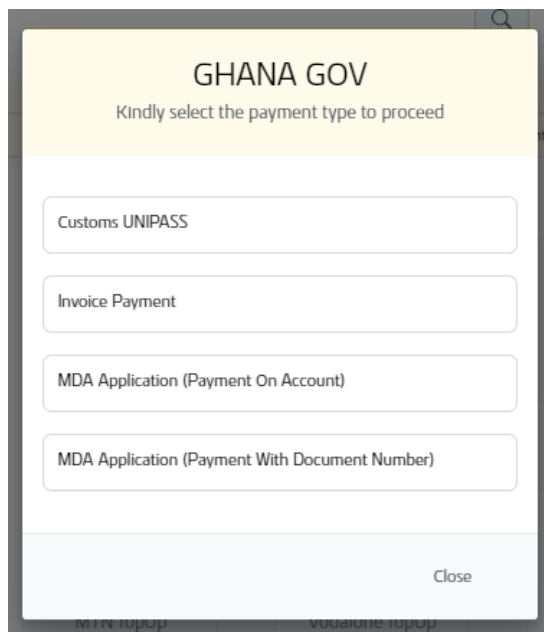
- Bill Paym
- Manage
- Bulk Tran

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- iii. For utilities (DSTV, ECG & Ghana Water), Select the **Account to Debit**, Enter the Utility/Subscription **Account Number**, provide Contact Details and enter the **Amount** to be paid
- iv. Click **Verify** to validate and display the Utility/Subscription Account Name and other details
- v. Click **Proceed Payment** to submit



For **Ghana.gov payments**, Select the type of payment from the options below



Note : Ghana Revenue Authority payments (Taxes & Levies) can be made with the MDA Application option

vi. **Customs UNIPASS or Invoice Payment**

- ✓ Select the **Account to Debit** and Enter the **Account Reference**. The Account Reference is the Bill/Invoice Number
- ✓ Provide **Contact Details** and Enter the **Amount** to be paid
- ✓ Click **Verify** to validate and display the Payment Details
- ✓ Click **Proceed Payment** to process

Process Bill Payment - Ghana GOV (Customs UNIPASS)

Account to debit *

—Choose Source Account—

Request Details

Account Reference*

Email

Phone Number

Amount*

vii. **MDA Application (Taxes & Levies)**

There are two options for making GRA payments.

1. **MDA Application (Payment on Account)** is used when the payment is being made without first validating it on the Ghana.gov platform. After payment, an advice can be generated as proof of payment.
2. **MDA Application (Payment with Document Number)** is used when the payment has first been validated on the Ghana.gov platform to generate an invoice. The Document Number on the invoice generated will be required to process the payment.

Steps

- ✓ Select the **Account to Debit**
- ✓ Enter **Document Number** (required for **Payment with Document Number**)
- ✓ Enter the **Account Reference**. The Account Reference is the TIN Number
- ✓ Select the **Tax type** and provide **Contact Details**
- ✓ Enter the **Amount** to be paid and click **Verify** to validate and display the Payment Details
- ✓ Click **Proceed Payment** to process

Process Bill Payment - Ghana GOV (MDA Application (Payment With Document Number))

Account to debit*

—Choose Source Account—

Request Details

Account Reference*

Account Reference

Document Number*

Document Number

Email

Email

Phone Number

Phone Number

Amount*

Amount

Amount*

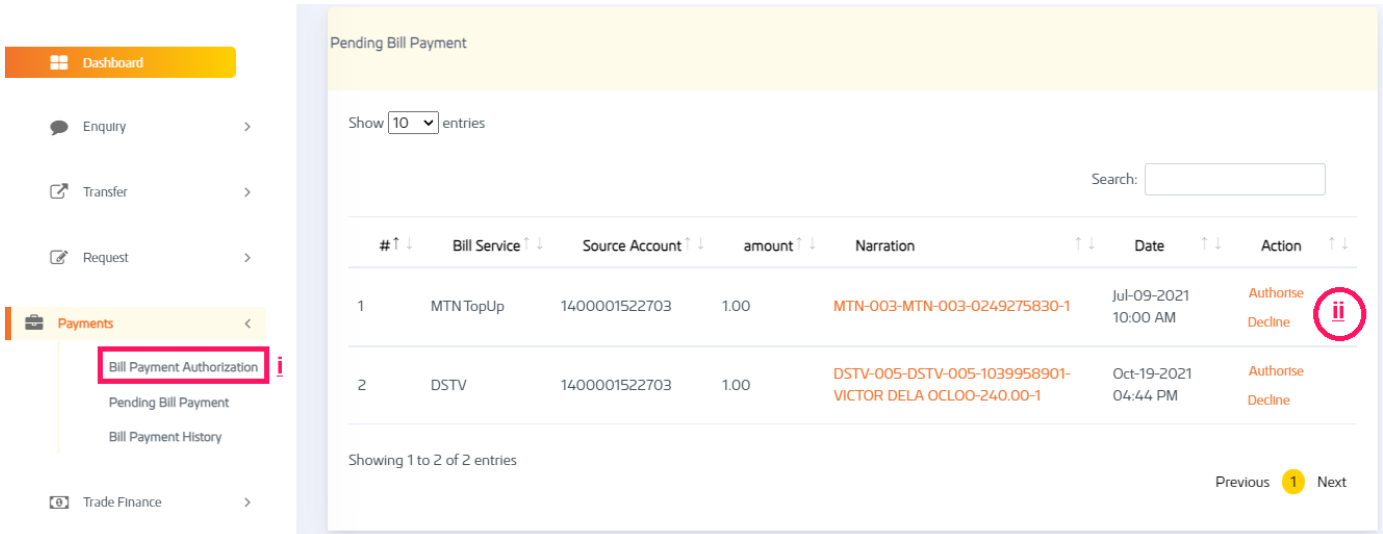
Amount

Cancel

Verify

4.2. Approve Bill Payments

- i. Click **Payments** on the Menu and Select **Bill Payment Authorization**
- ii. Click **Authorize** or **Decline** for each payment



Pending Bill Payment

Show 10 entries

Search:

# ↑ ↓	Bill Service ↑ ↓	Source Account ↑ ↓	amount ↑ ↓	Narration	↑ ↓	Date ↑ ↓	Action ↑ ↓
1	MTN TopUp	1400001522703	1.00	MTN-003-MTN-003-0249275830-1		Jul-09-2021 10:00 AM	Authorize Decline
2	DSTV	1400001522703	1.00	DSTV-005-DSTV-005-1039958901-VICTOR DELA OCLLOO-240.00-1		Oct-19-2021 04:44 PM	Authorize Decline

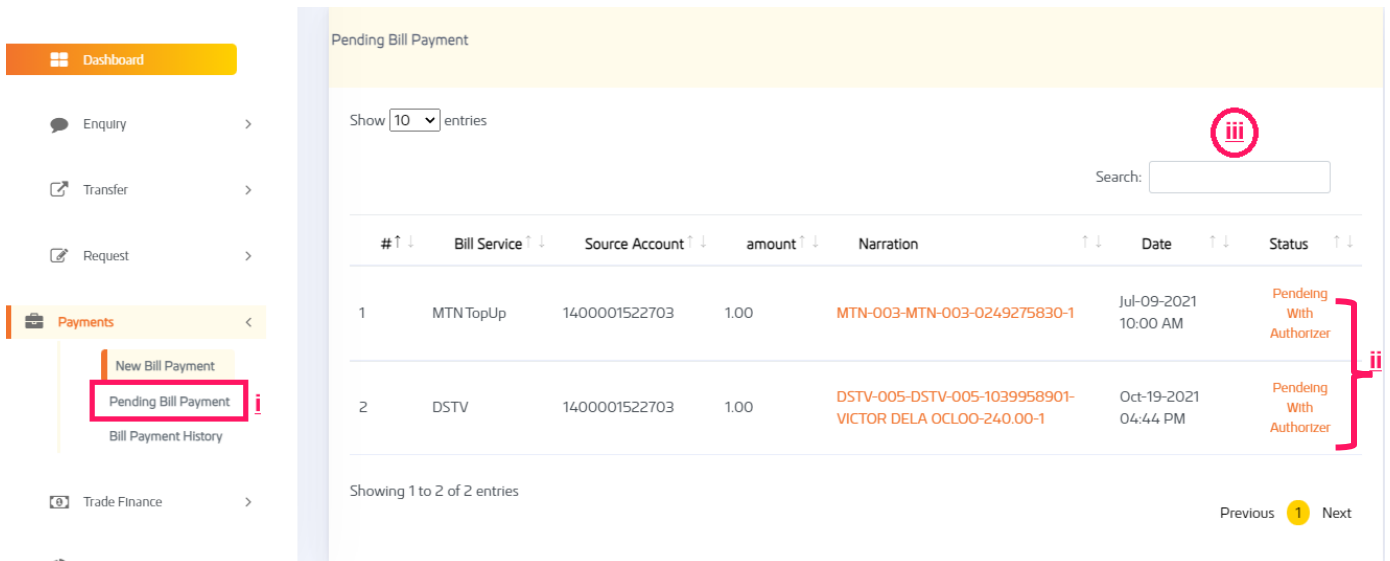
Showing 1 to 2 of 2 entries

Previous 1 Next

4.3. Pending Bill Payments

To view transfers processed but not approved,

- i. Click **Payment** on the Menu and Select **Pending Bill Payments**.
- ii. The list displayed indicates the approval status for each transfer
- iii. The **Search** box at the top of the list can be used to search for specific transfers by Beneficiary, Amount, etc



Pending Bill Payment

Show entries

Search:

# ↑ ↓	Bill Service ↑ ↓	Source Account ↑ ↓	amount ↑ ↓	Narration	Date ↑ ↓	Status ↑ ↓
1	MTNTopUp	1400001522703	1.00	MTN-003-MTN-003-0249275830-1	Jul-09-2021 10:00 AM	Pending With Authorizer
2	DSTV	1400001522703	1.00	DSTV-005-DSTV-005-1039958901-VICTOR DELA OCL00-240.00-1	Oct-19-2021 04:44 PM	Pending With Authorizer

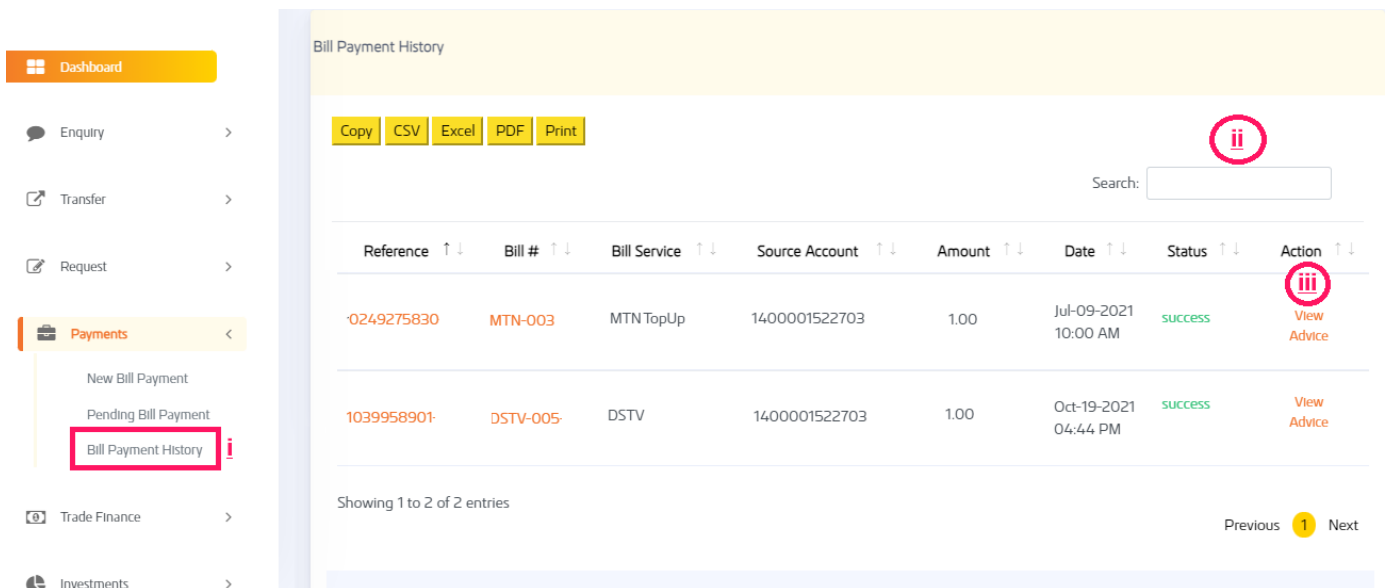
Showing 1 to 2 of 2 entries

Previous **1** Next

4.4. Bill Payments History

To view Bill Payments History,

- i. Click **Payments** on the Menu and Select **Bill Payments History**. A list of all payments processed on CalNet will be displayed.
- ii. The **Search** box at the top of the list can be used to search for specific payments by Bill Type, Amount, etc
- iii. A Bill Payment advice can be generated to by clicking on the **View Advice** link



Bill Payment History

[Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Search:

Reference ↑ ↓	Bill # ↑ ↓	Bill Service ↑ ↓	Source Account ↑ ↓	Amount ↑ ↓	Date ↑ ↓	Status ↑ ↓	Action ↑ ↓
0249275830	MTN-003	MTNTopUp	1400001522703	1.00	Jul-09-2021 10:00 AM	success	View Advice
1039958901	DSTV-005	DSTV	1400001522703	1.00	Oct-19-2021 04:44 PM	success	View Advice

Showing 1 to 2 of 2 entries

Previous **1** Next

5.0 REQUESTS

i. Click **Request** on the Menu and Click any of the options available



ii. Provide the details required for the type of request selected and submit.

Note: Requests are required to be approved as per the Authorization process flow