

# How to manage your payments

The new Teachers Mutual Bank Mobile Banking App<sup>1</sup> is designed to make managing payments fast, simple and secure.

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### Download the app

Make sure you have your Member Number and your Internet Banking Access Code, then simply download the app to get started.

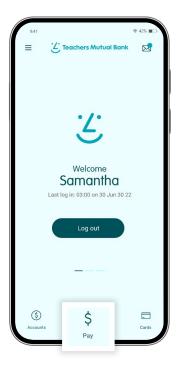




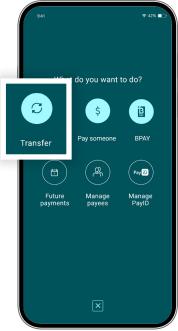


#### Transfer between your accounts

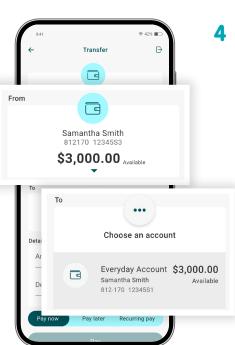
From the home screen, select the **Pay** button.



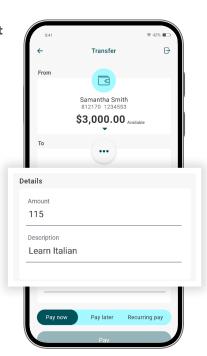
The app will ask you
What do you want
to do? Select
Transfer.



3 Select the account you want to transfer money out of, and the account the money will go into.

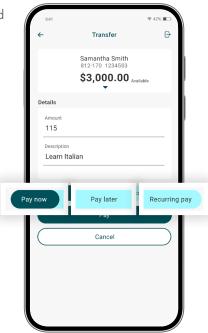


Enter the amount to transfer and a description (optional).

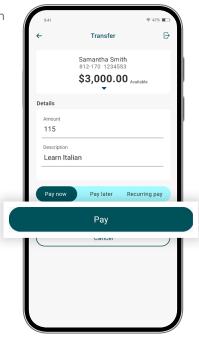


### Transfer between your accounts - cont'd

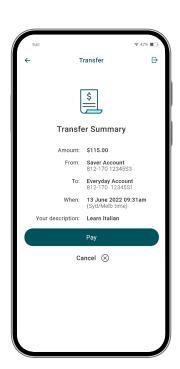
Choose when you'd like us to process the payment – Pay now, Pay later or Recurring.

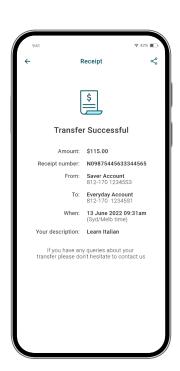


6 Tap the **Pay** button and confirm that what you see is correct.



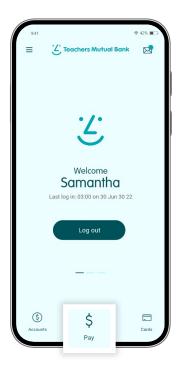
**7** Tap **Pay** again.



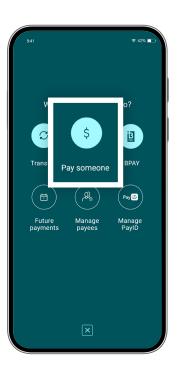


### Paying someone else

You can pay an individual or Business using their BSB & account number, or with their PayID². Start by tapping **Pay**.



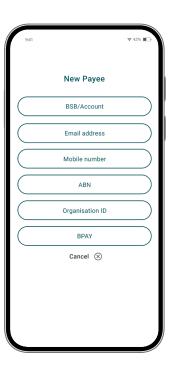
Next, tap Pay someone.



If you're paying an existing payee, select them by tapping their nickname and go to step 6. Otherwise tap **New**.

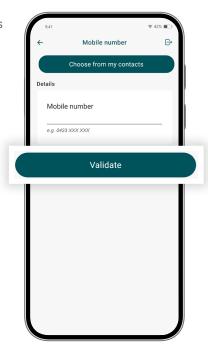


4 Select an option: pay by BSB and account number, PayID<sup>2</sup> alias (email, mobile, ABN) or BPAY.

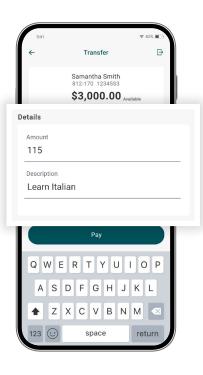


#### Paying someone else – cont'd

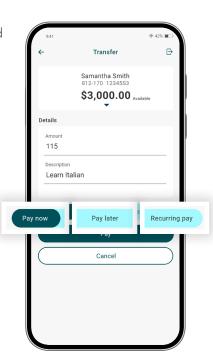
5 Enter the recipient's payment details and tap **Validate**.



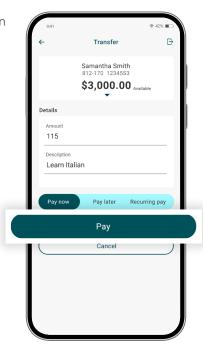
Under **Details**, enter the amount you wish to pay. Enter any Reference details requested by the Payee. You can also enter an optional description for yourself and assign the payee a nickname, so you can quickly pay them in future.



7 Choose when you'd like us to process the payment – Pay now, Pay later or Recurring.



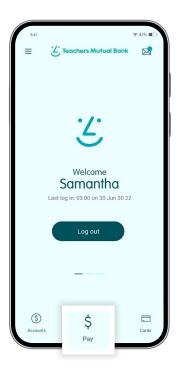
8 Tap the **Pay** button and confirm that what you see is correct. Tap **Pay** again.



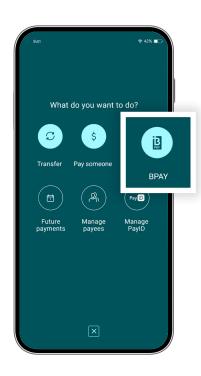
### **BPAY**

### Pay using BPAY

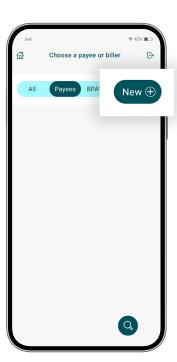
From the home screen, select the **Pay** button.



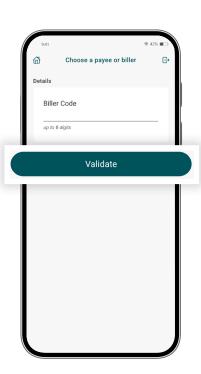
The app will ask you What do you want to do? Select BPAY.



If you are paying a pre-existing payee, tap on their nickname and go to step 6.
Otherwise tap on **New**, then BPAY.



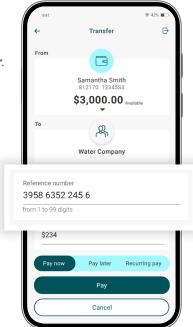
4 Enter the BPAY
Biller Code of the
organisation you
wish to pay, then
select Validate.



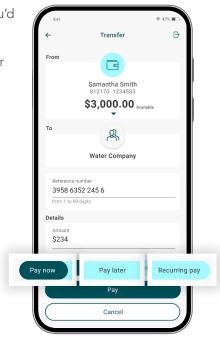
### **BPAY**

### Pay using BPAY – cont'd

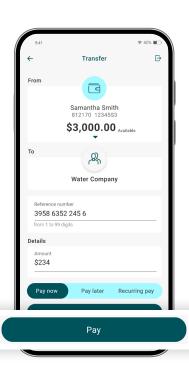
5 Enter the dollar amount of the bill and the BPAY Reference Number.



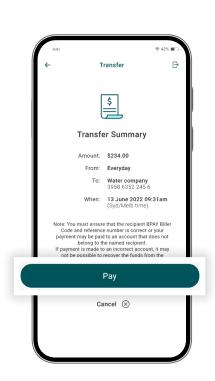
6 Choose when you'd like us to process the payment – Pay now, Pay later or Recurring.



7 Tap the **Pay** button and confirm that what you see is correct.



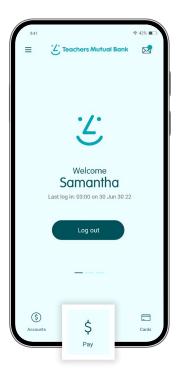
8 Tap Pay again.



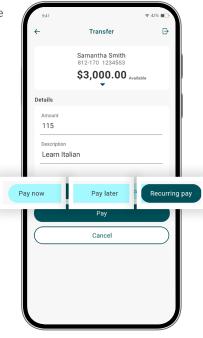
# Recurring transactions

#### Set up recurring payments

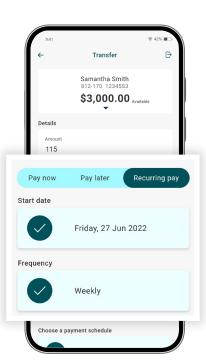
You can set up regular payments for all payment types, whether paying a bill via BPAY, transferring between accounts, paying by PayID<sup>2</sup> or by BSB and account number.



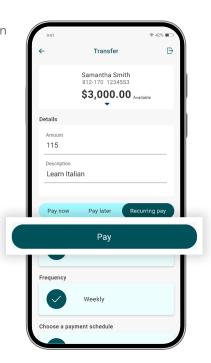
When you reach the Pay screen, select Recurring, instead of Pay now or Pay later.



3 Enter a Start date, Frequency and Payment schedule for the regular transfer you wish to make.



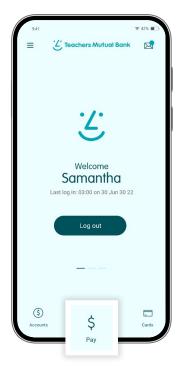
Tap the **Pay** button and confirm that what you see is correct. Tap **Pay** again.



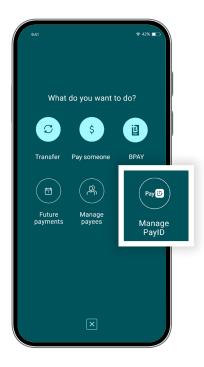
### PayID<sup>2</sup>

#### How to set up PayID<sup>2</sup>

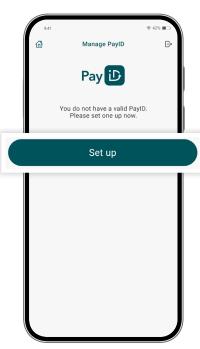
From the home screen, select the Pay button. The app will ask you What do you want to do?



Select Manage PayIDs.



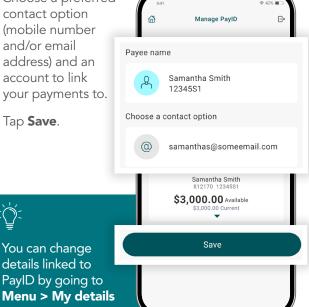
Then Set up.



Choose a preferred contact option (mobile number and/or email address) and an account to link your payments to.

Tap Save.

You can change details linked to



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Important information: 1. You should consider whether this service is appropriate for you before acquiring it. For additional information please refer to our Security Guide for electronic transactions and the Mobile App Terms of Use. Internet connection is needed to access the Mobile App. Normal mobile data charges apply. We test mobile banking to ensure compatibility with the majority of popular devices, but annot guarantee compatibility with all devices and operating systems. 2. PayID Terms of Use apply in respect of any PayID you create, attempt to create or request that we create for an Account and must be read together with any other terms and conditions that apply to the relevant Account. The complete PayID Terms of Use can be reviewed and accepted before you create any PayID within your Internet Banking.

3. The phones screens shown are for illustration purposes. There may be slight colour, wording or display variances between Android and iOS and the version you are viewing on. Teachers Mutual Bank is a division of Teachers Mutual Bank Limited ABN 30 087 650 459 AFSL/Australian Credit Licence 238981 | DB02110-TMB-0622-Managepayments