

# 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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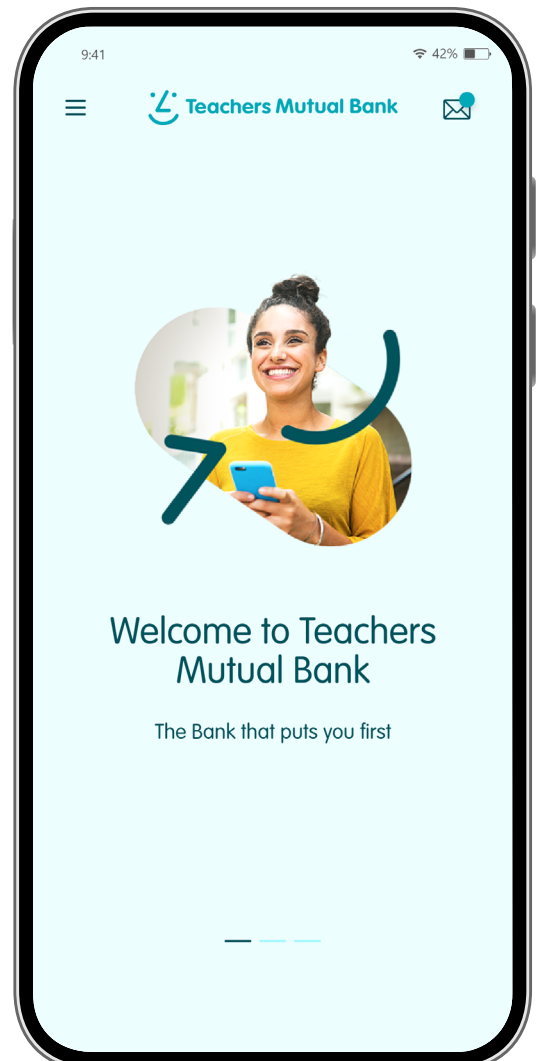
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## Download the app

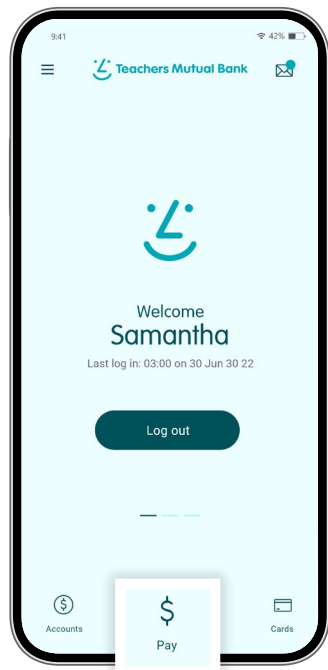
Make sure you have your Member Number and your Internet Banking Access Code, then simply download the app to get started.



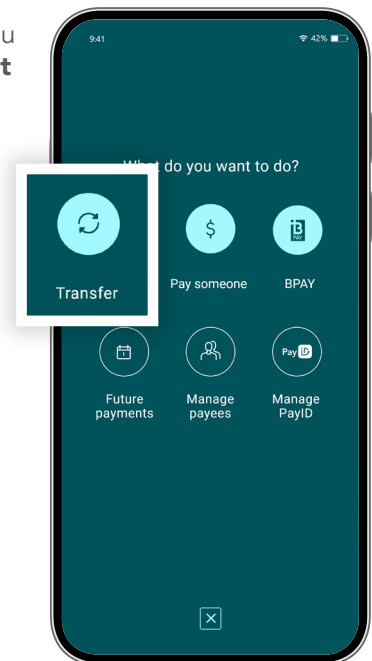
# Managing payments

## Transfer between your accounts

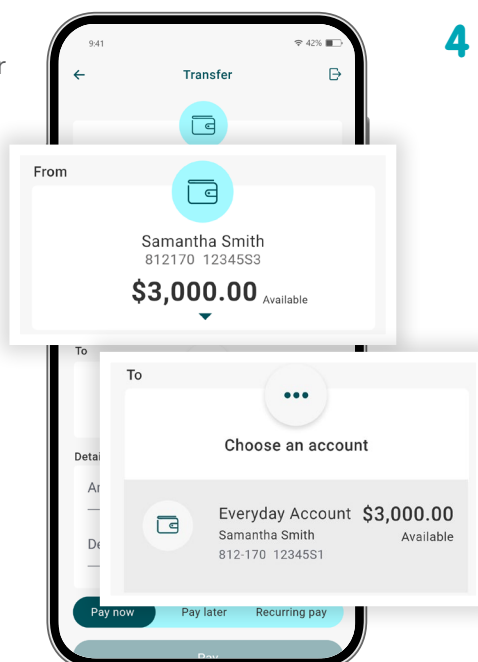
1 From the home screen, select the **Pay** button.



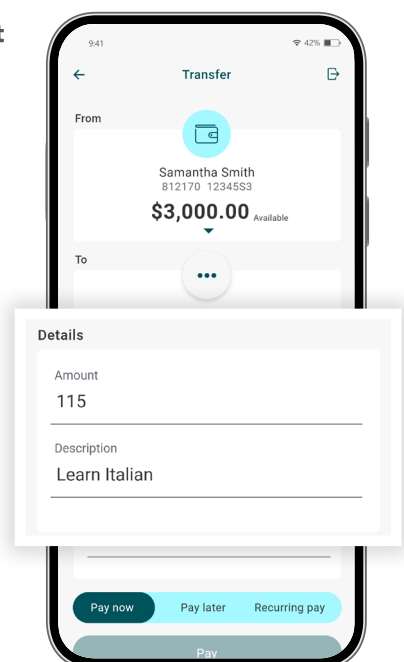
2 The app will ask you **What do you want to do?** Select **Transfer**.



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



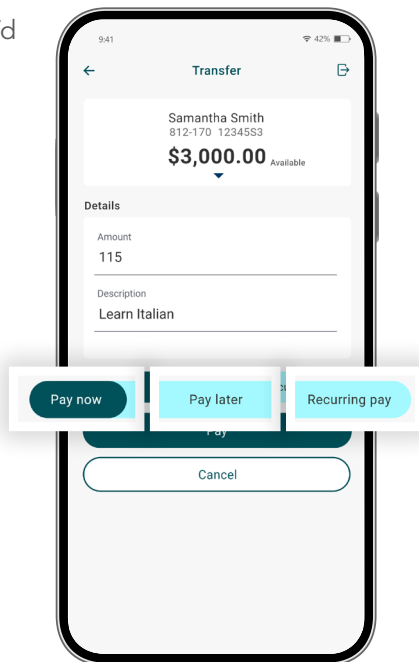
4 **Enter the amount to transfer** and a description (optional).



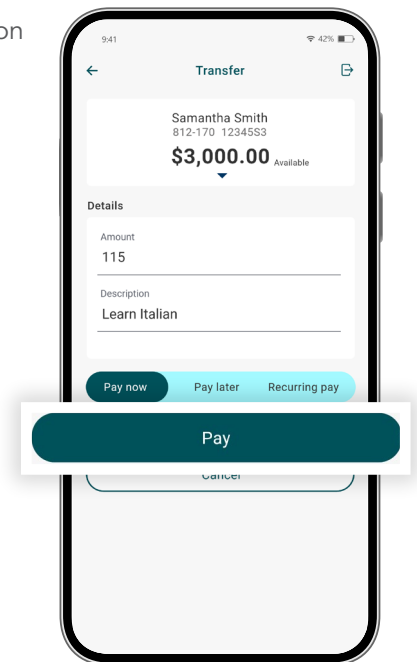
# Managing payments

## Transfer between your accounts – cont'd

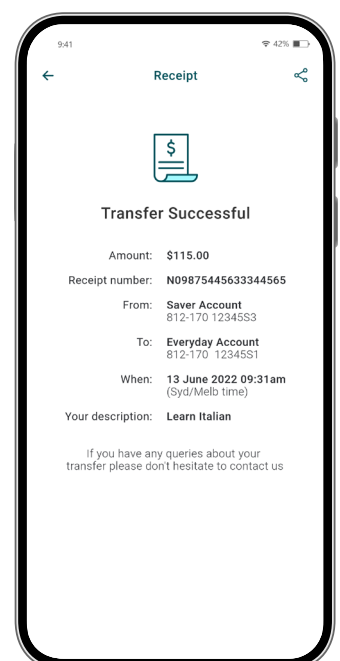
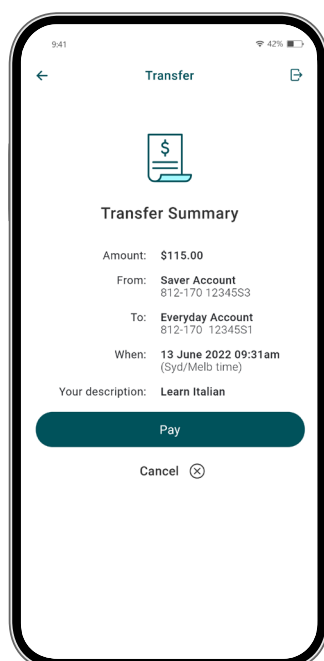
5 Choose **when** you'd like us to process the payment – Pay now, Pay later or Recurring.



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



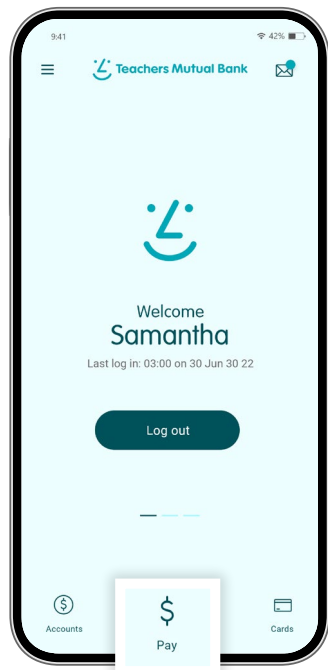
7 Tap **Pay** again.



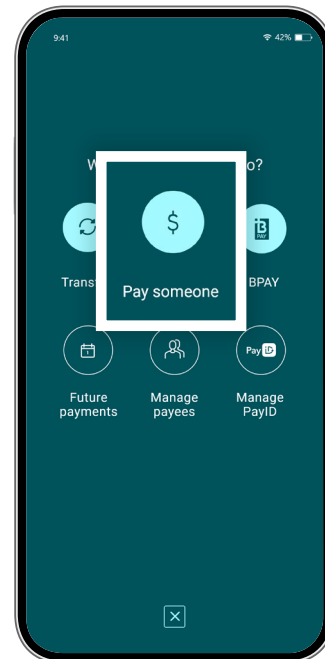
# Managing payments

## Paying someone else

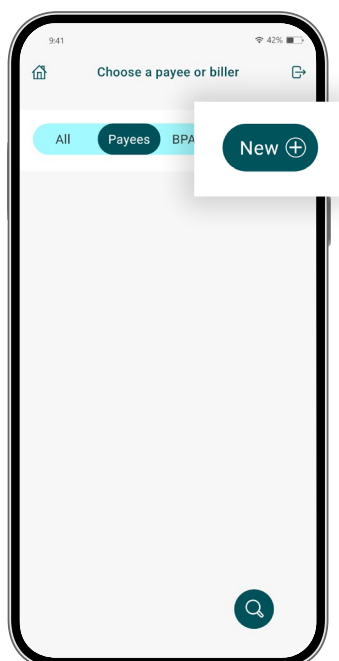
- 1 You can pay an individual or Business using their BSB & account number, or with their PayID<sup>2</sup>. Start by tapping **Pay**.



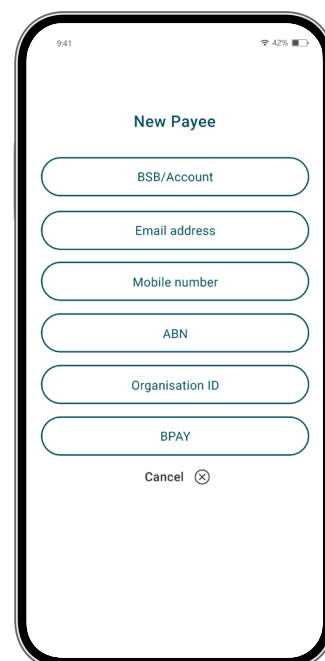
- 2 Next, tap **Pay someone**.



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



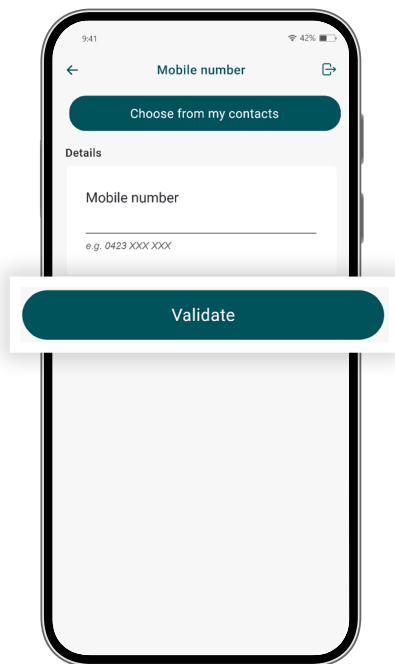
- 4 **Select an option:** pay by BSB and account number, PayID<sup>2</sup> alias (email, mobile, ABN) or BPAY.



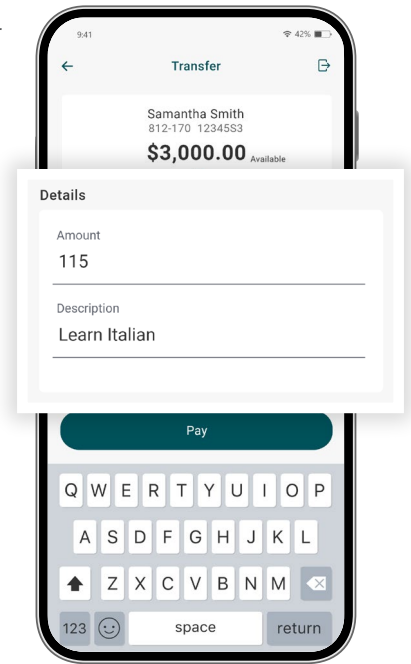
# Managing payments

## Paying someone else – cont'd

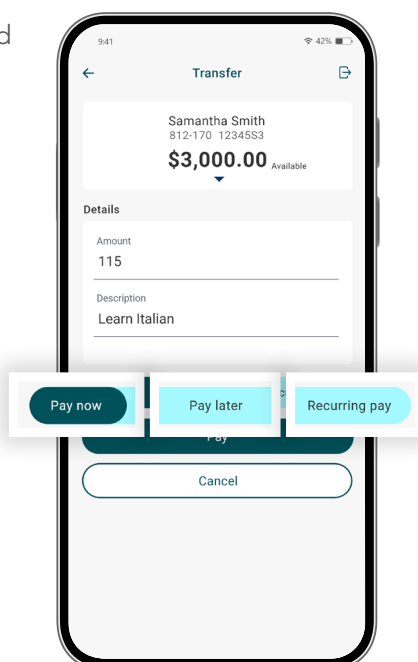
- 5 Enter the recipient's payment details and tap **Validate**.



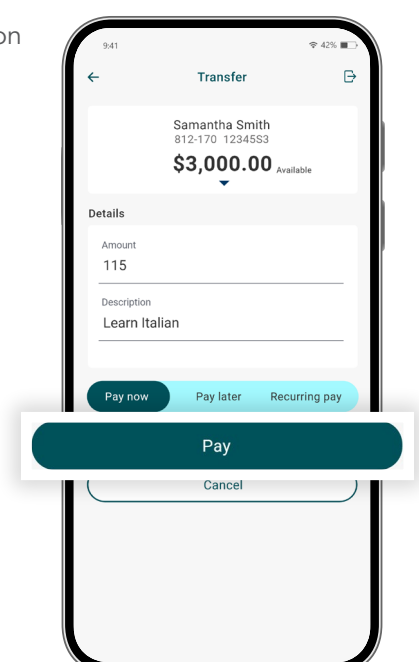
- 6 Under **Details**, enter the amount you wish to pay. Enter any Reference details requested by the Payee. You can also enter an optional description for yourself and assign the payee a nickname, so you can quickly pay them in future.



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



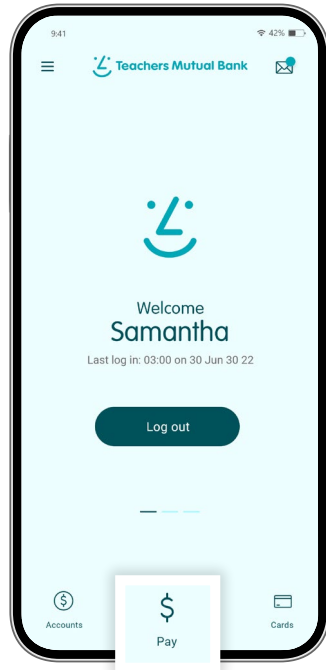
- 8 Tap the **Pay** button and confirm that what you see is correct. Tap **Pay** again.



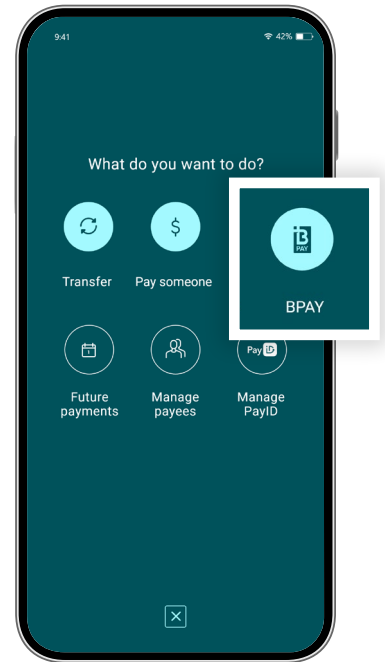
# BPAY

## Pay using BPAY

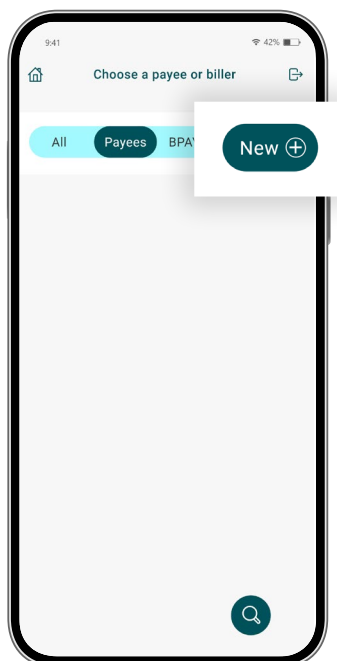
- 1 From the home screen, select the **Pay** button.



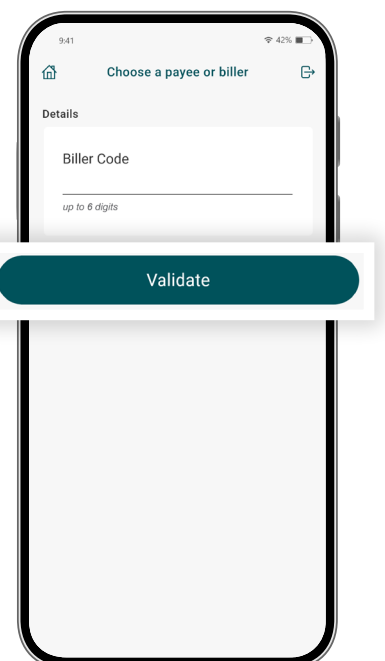
- 2 The app will ask you **What do you want to do?** Select **BPAY**.



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



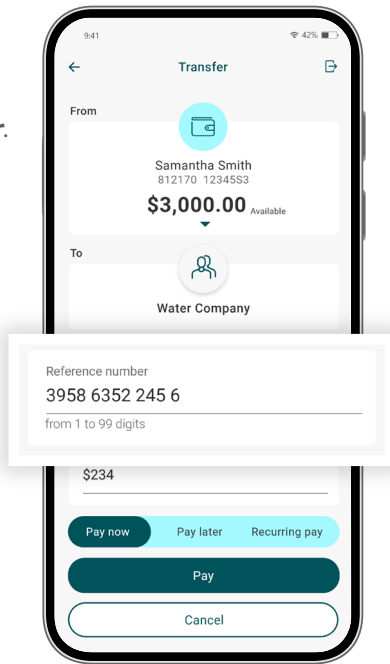
- 4 Enter the **BPAY Biller Code** of the organisation you wish to pay, then select **Validate**.



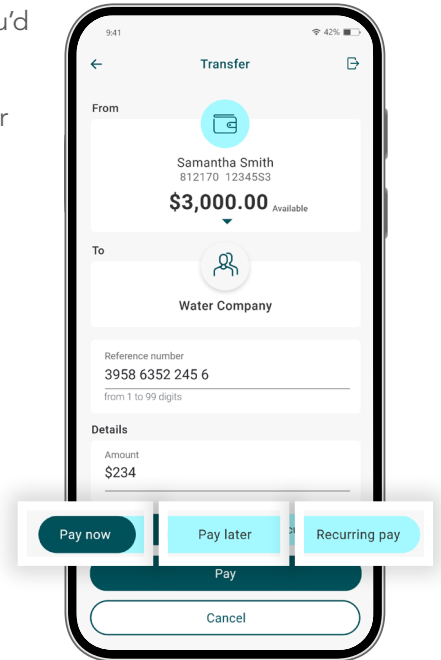
# BPAY

## Pay using BPAY – cont'd

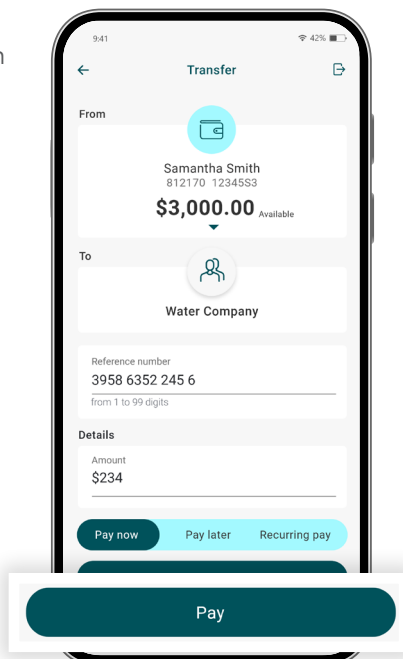
- 5 Enter the dollar amount of the bill and the BPAY Reference Number.



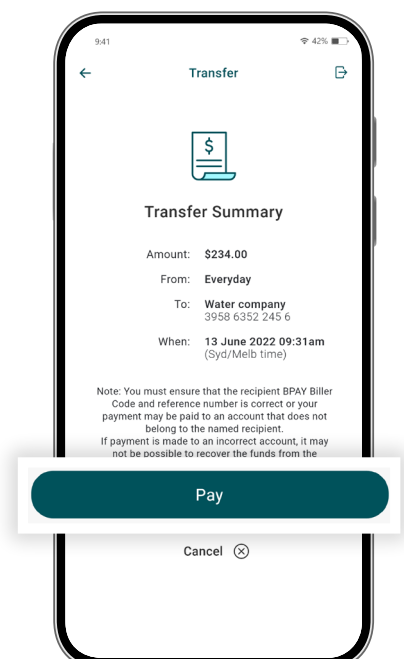
- 6 Choose when you'd like us to process the payment – Pay now, Pay later or Recurring.



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



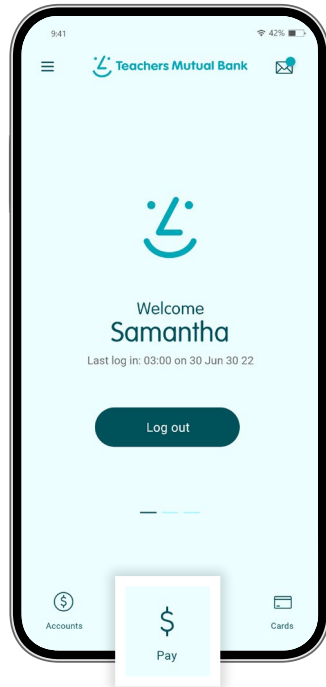
- 8 Tap **Pay** again.



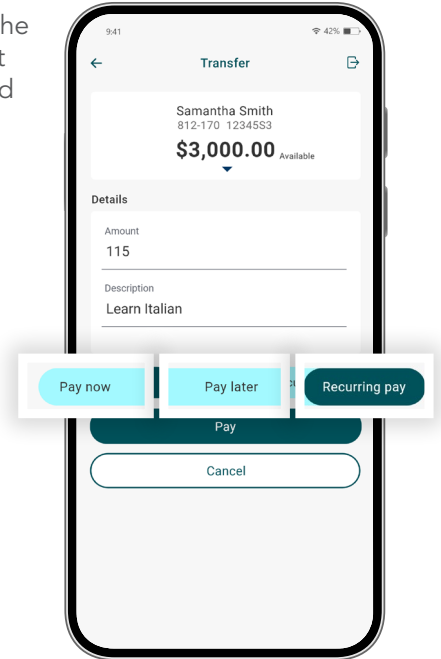
# Recurring transactions

## Set up recurring payments

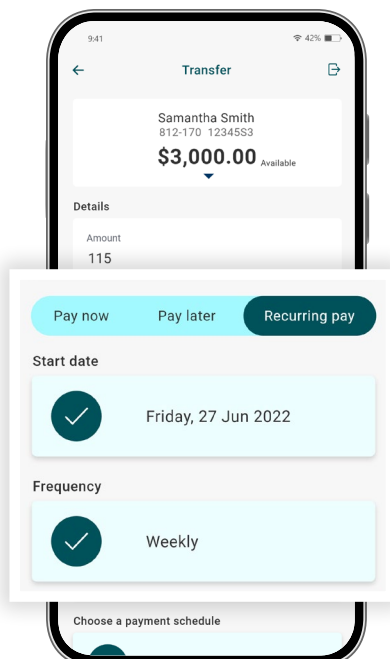
1 You can set up regular payments for all payment types, whether paying a bill via BPAY, transferring between accounts, paying by PayID<sup>2</sup> or by BSB and account number.



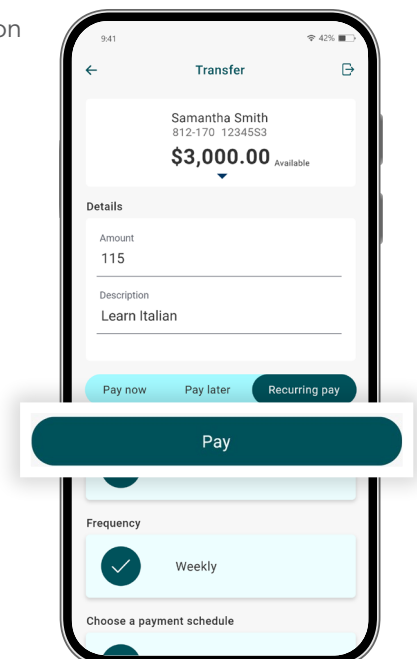
2 When you reach the **Pay** screen, select **Recurring**, instead of Pay now or Pay later.



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



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

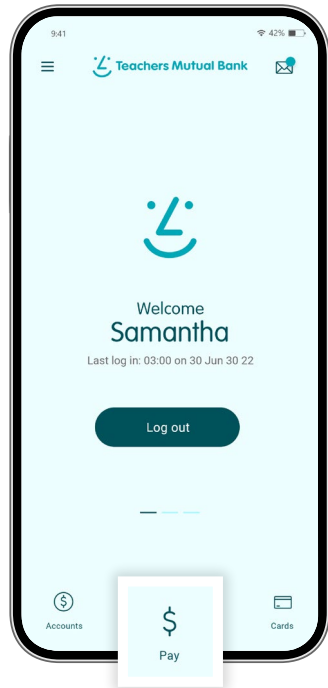




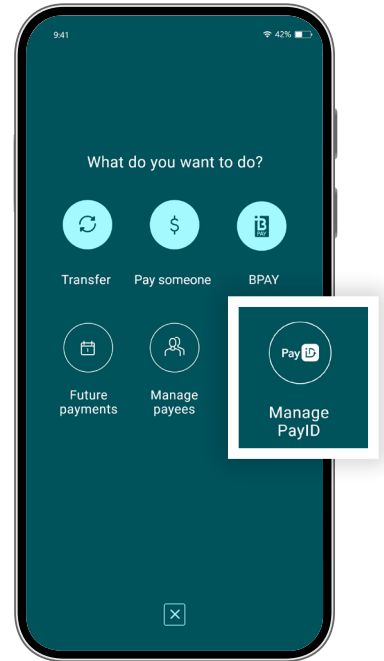
# PayID<sup>2</sup>

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

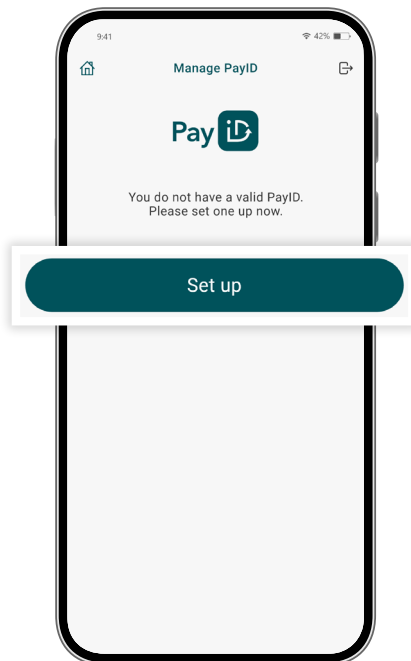
- 1 From the home screen, select the **Pay** button. The app will ask you What do you want to do?



- 2 Select **Manage PayIDs**.

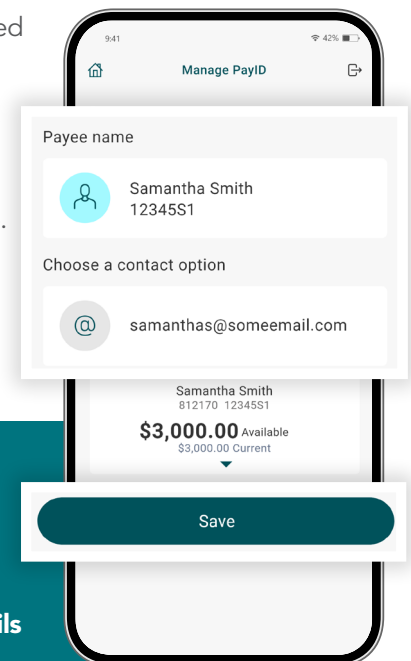


- 3 Then **Set up**.



- 4 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 PayID by going to **Menu > My details**