

INTERNET BANKING BULK PAYMENTS GUIDE

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About Bulk Payments

Bulk Payments is an additional non-cash payment facility provided by Rural Bank to customers who register for this service.

Bulk Payments allows customers who have compliant accounting or farm management software programs to create electronic payments to third parties. The payment file is created in the accounting or farm management software and is then exported into the Bank's Internet Banking service for settlement the next business day.

This service is typically beneficial to high transactional volume users.

Fees and charges apply. Refer to the current Schedule of Fees and Charges for information.

Assistance

This guide has been written to provide customers with an overview of Rural Bank Internet Banking Bulk Payments functionality.

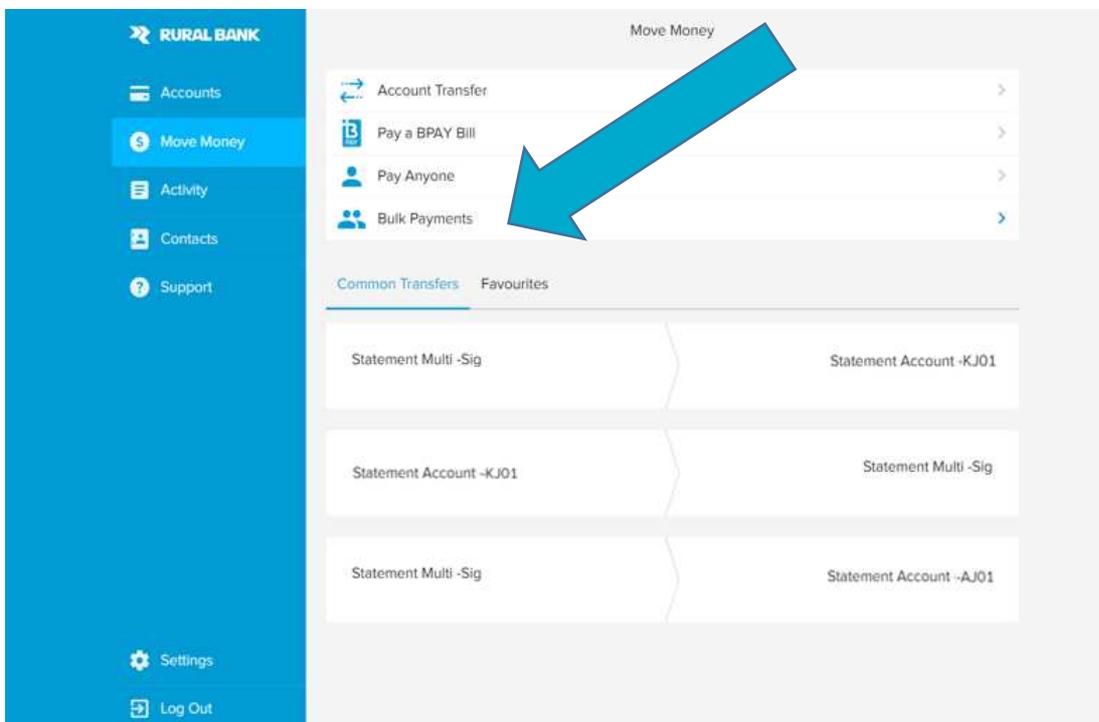
If you have any enquiries about, or require assistance with Bulk Payments or Internet Banking, please contact Rural Bank Phone and Internet Banking Support Services on 1300 651 839.

Making Bulk Payments

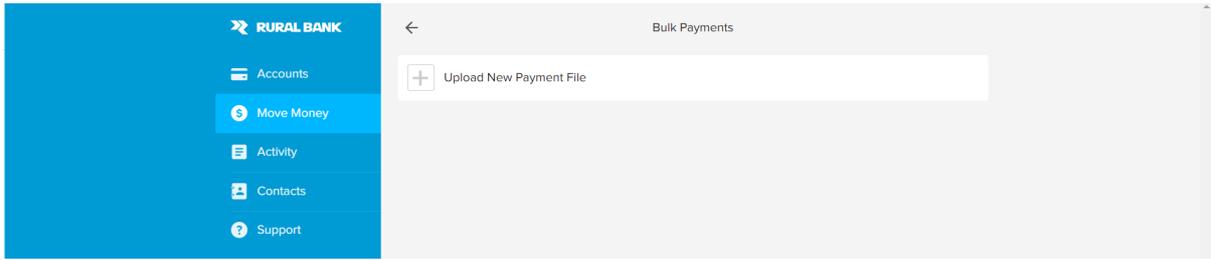
To view bulk payments, click on the **“Move Money”** link. For customers that are registered for bulk payments, they will see an additional option to move money, labelled **“Bulk Payments”**.

Only customers that are registered for Bulk Payments will have this option.

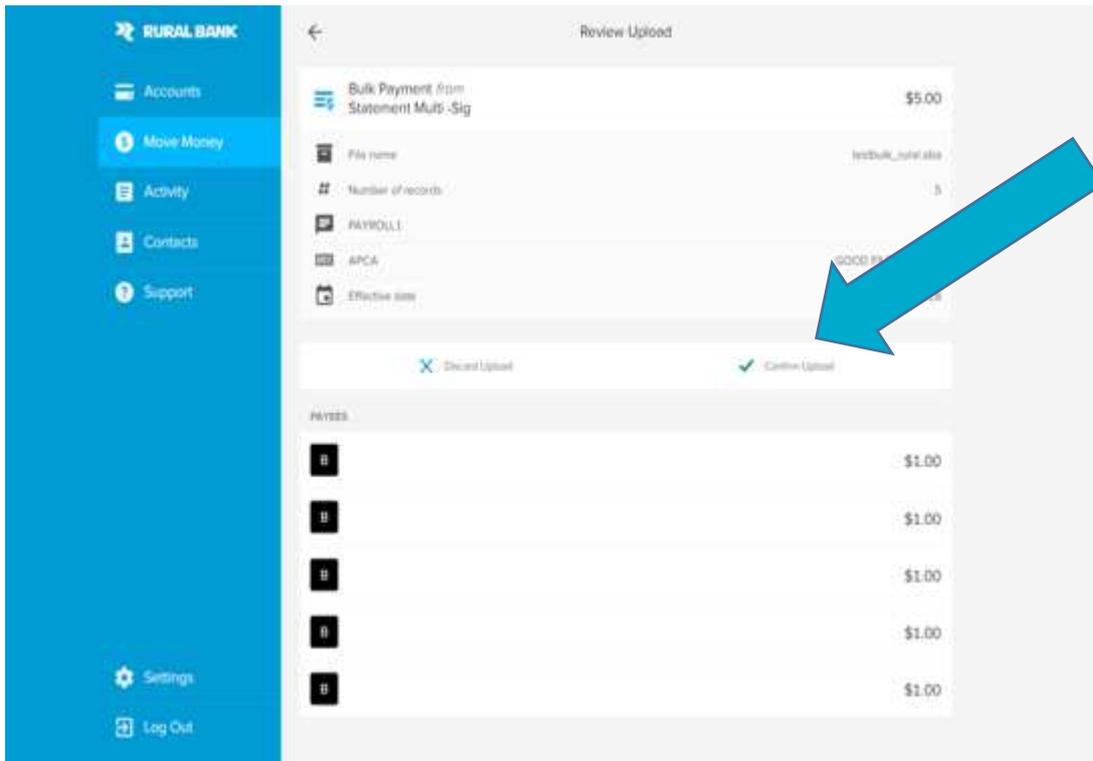
If you click on the link **“Bulk payments”**.



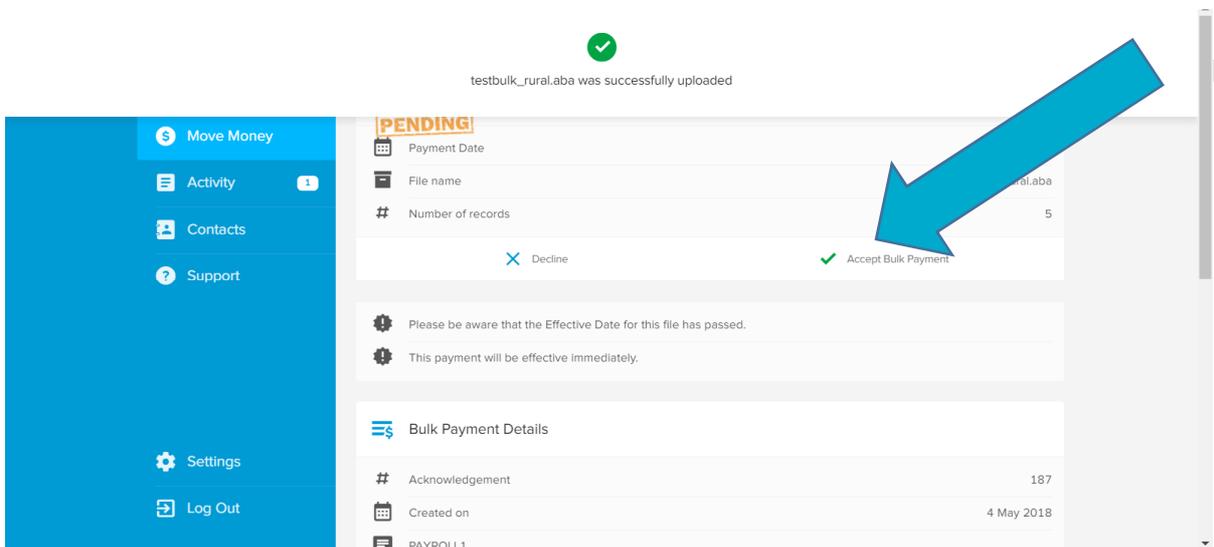
You will then see the Bulk Payments file upload screen.



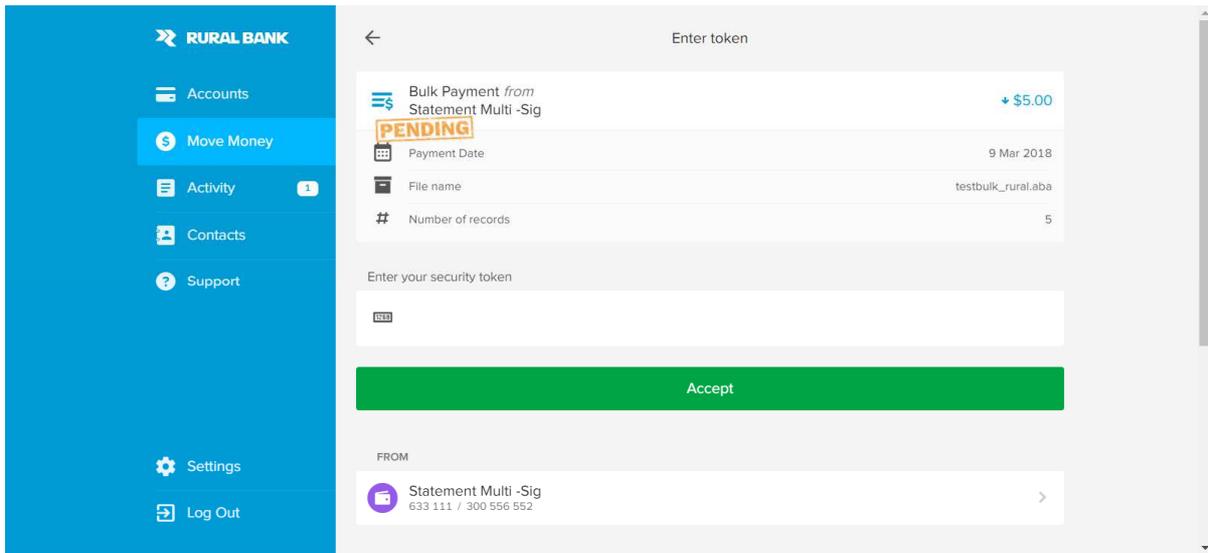
Your Bulk Payments will be uploaded. Select **“Confirm Upload”** if details are correct.



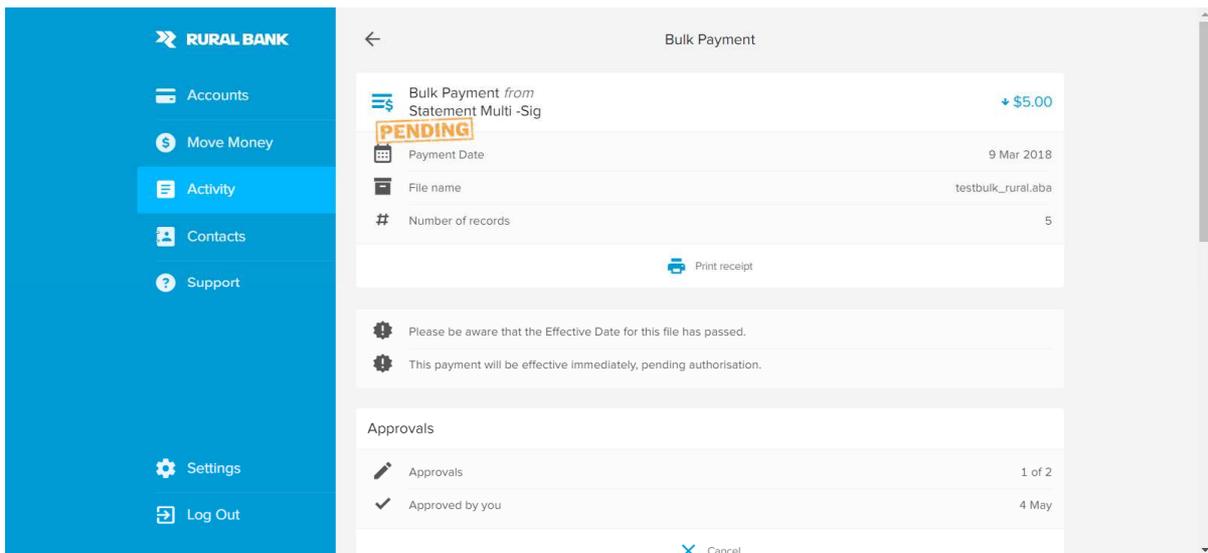
The upload confirmation screen will be displayed. Click Accept this Bulk Payment.



Enter your security token details and select accept.

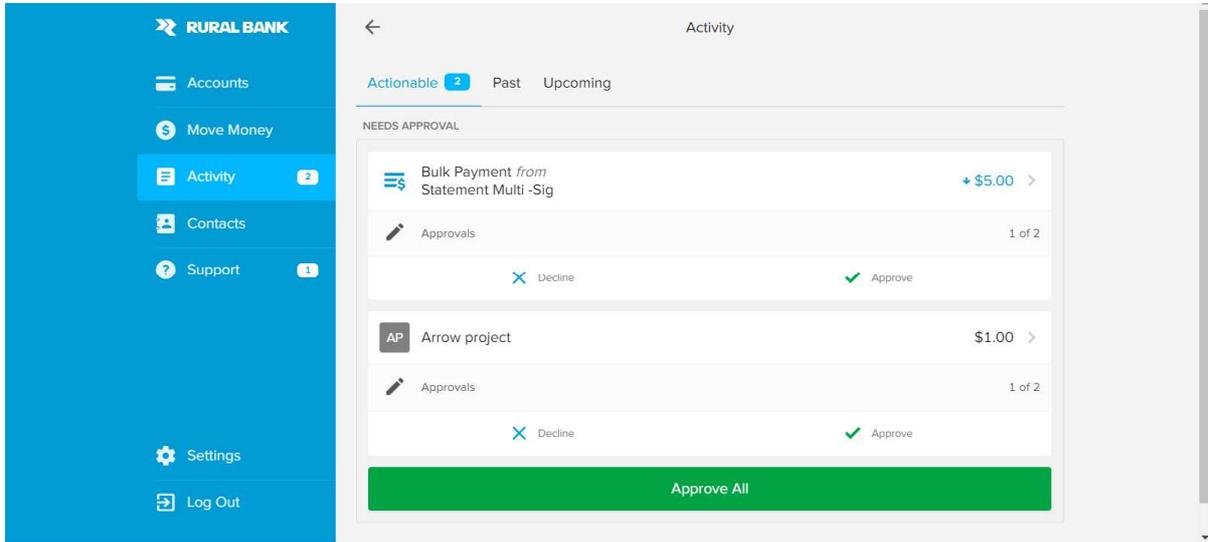


The bulk upload pending screen will be displayed. (For Single Signatory users, based on the date Status will be Paid or Scheduled)

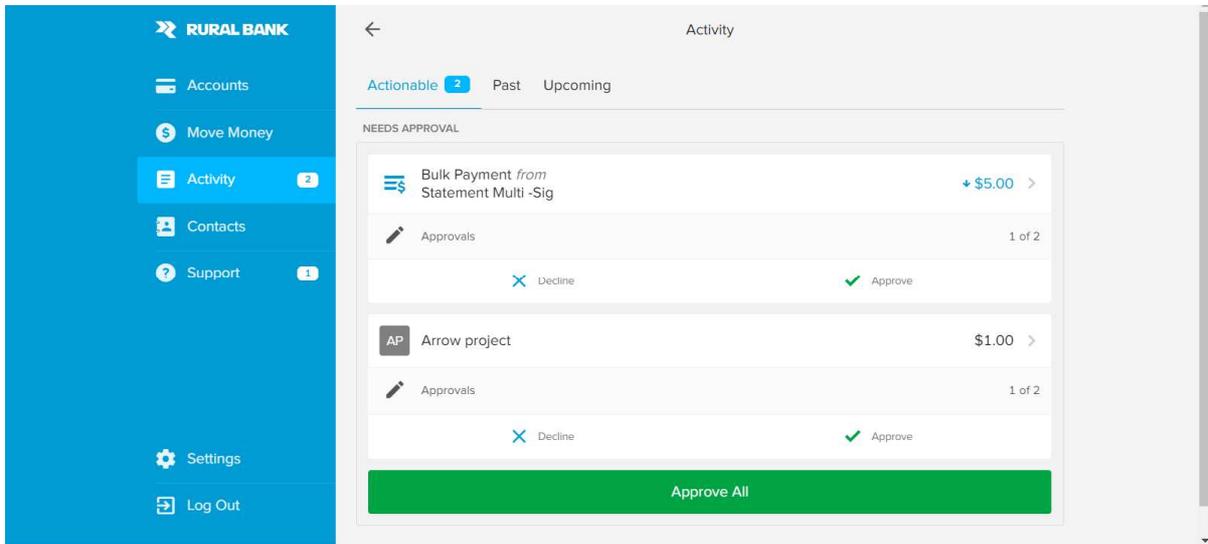


Viewing and approving Bulk Payments

If a bulk payment has been set up and is pending approval a badge **2** is displayed on the **Activity** menu. Click on the **Activity** menu, then the **Actionable** tab to see bulk payments pending approval.



From here you will be able to view the details of bulk payments you created in your Internet Banking.



If you click on the payment, you will see the transaction details. You can **approve** or **decline** from this screen.

RURAL BANK

- Accounts
- Move Money
- Activity
- Contacts
- Support

Settings

Log Out

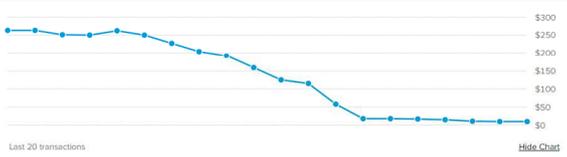
Accounts ⚙️

NEW FEATURE ✕

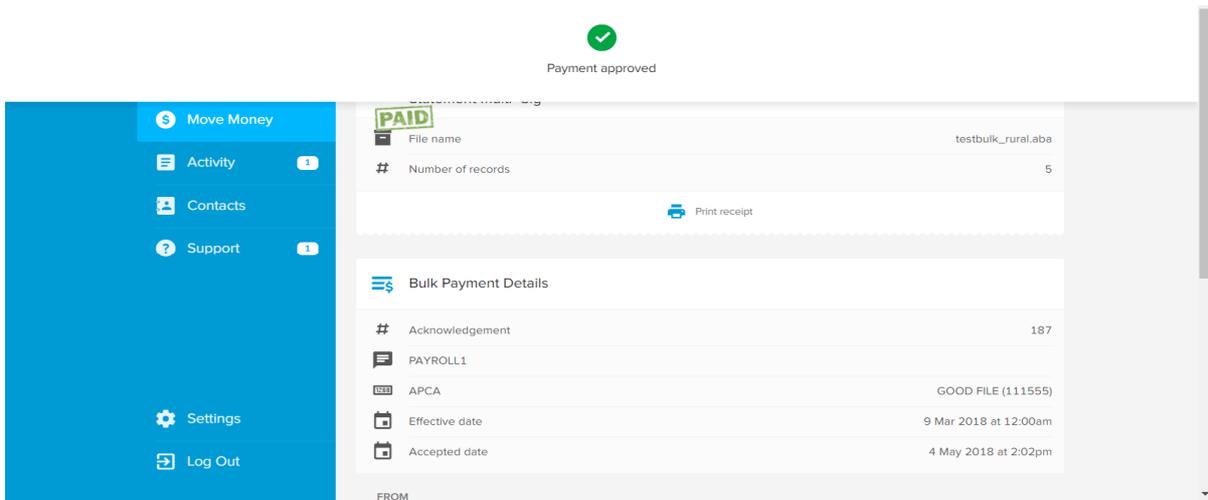
👤

You can now upload, accept and approve Bulk Payments right here!

Make a Bulk Payment

<p>Statement Account - Hidden account -KJ01</p> <p><small>633 111 / 300 557 873</small></p>  <p style="font-size: small;">Last 20 transactions Hide Chart</p>	<p>\$8.16</p> <p style="font-size: x-small;">Available</p>	<p>\$8.16</p> <p style="font-size: x-small;">Balance</p>
<p style="text-align: center;">↔️ Transfer 👤 Pay Anyone 📄 Pay Bill</p>		
<p>Statement Multi -Sig</p> <p><small>633 111 / 300 556 552</small></p>	<p>\$18,082.47</p> <p style="font-size: x-small;">Available</p>	<p>\$18,082.47</p> <p style="font-size: x-small;">Balance</p>
<p style="text-align: center;">↔️ Transfer 👤 Pay Anyone 📄 Pay Bill</p>		
<p>Statement Account-AJ01</p> <p><small>633 111 / 300 556 651</small></p>	<p>\$20,290.12</p> <p style="font-size: x-small;">Available</p>	<p>\$20,290.12</p> <p style="font-size: x-small;">Balance</p>

If you approve the transaction, you will see the payment approved screen.



Want to find out more?

Simply visit www.ruralbank.com.au or call 1300 660 115.

All information is subject to change. Products are issued by Rural Bank - A Division of Bendigo and Adelaide Bank Limited, ABN 11 068 049 178 AFSL/Australian Credit Licence 237879. Products are distributed by Bendigo and Adelaide Bank Limited and Elders Rural Services Australia Limited ABN 72 004 045 121 AFSL 237757.

