



How to...

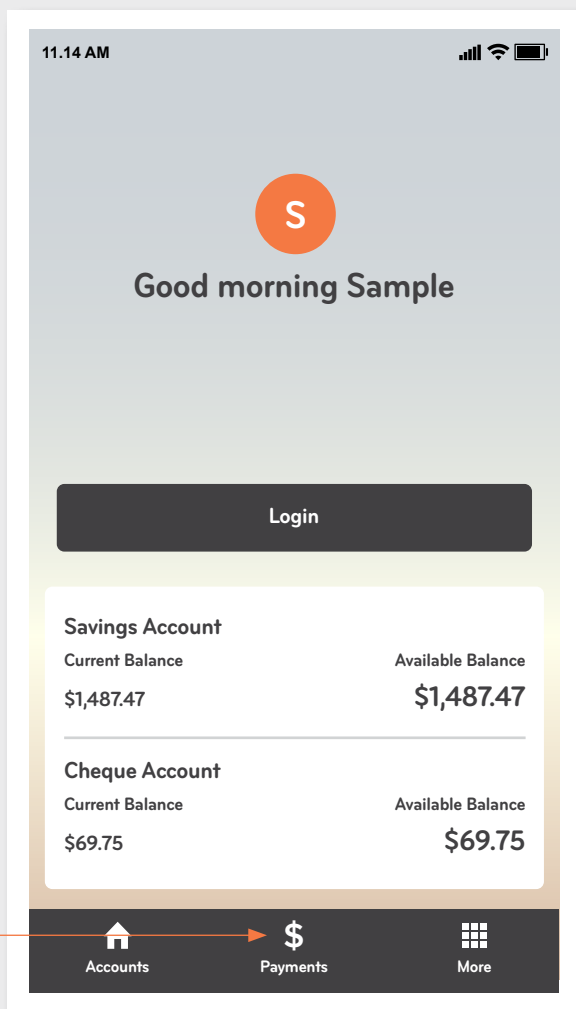
Make payments
and set up payees.

SBS Mobile App guides.

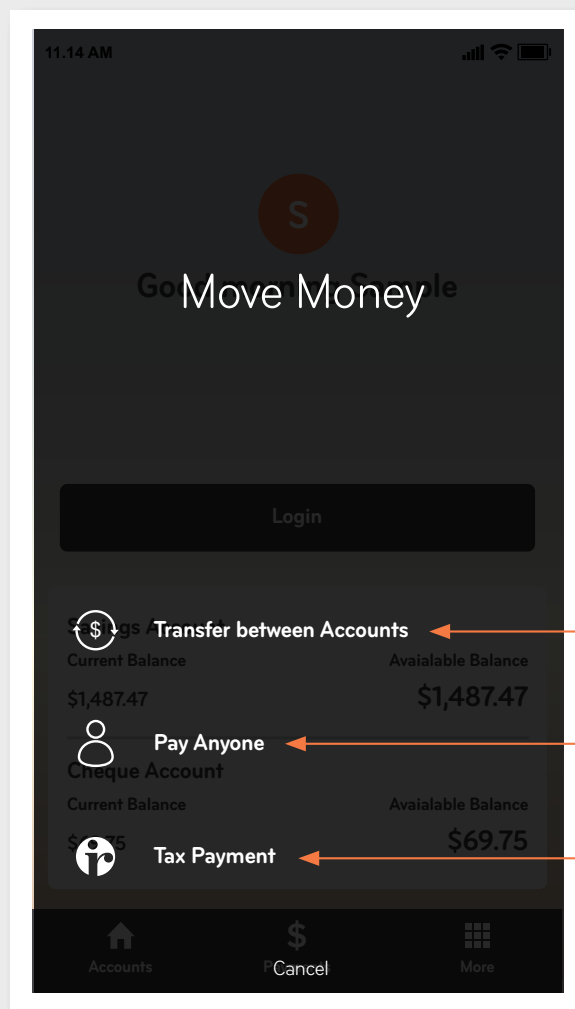


Making payments or transferring funds.

Once you have opened the SBS Bank mobile app, the 'Login' screen will appear.



To make a payment or transfer funds select the **Payments** tab on the home screen.



To transfer funds between your accounts select **Transfer between Accounts**.

To make a payment to a payee or approved payee select **Pay Anyone**.

To make an IRD payment select **Tax Payment**.

The 'From Account' screen has an orange header with a back arrow, the title 'From Account', a search icon, and a close icon. Below the header is a text field labeled 'Mrs Sample Name'. The main content area lists two accounts:

Account Name	Account Number	Available Balance
Savings Account	03-1234-0123456-00	\$1,487.47
Cheque Account	03-1234-0123456-01	\$69.75

Select the account you want to make the payment from.

The 'Pay anyone' screen has an orange header with a back arrow, the title 'Pay anyone', a search icon, a person icon with a plus sign, and a close icon. Below the header are two sections: 'Payees' and 'Approved Payees'. The 'Payees' section shows a list of payees, with the first one being 'Landlord' with account number '02-1234-0123456-01'.

To make a payment to a person select **Payees**.

To make a payment to an organisation select **Approved Payees**.

If this is the first time you are paying a person or organisation select the **person+ icon** to enter their details.

< Enter Amount X

Available: \$1,234.56

10.00

1 2 3

4 5 6

7 8 9

. 0 X

Next

On the keypad, enter the amount to pay and click **Next**.

< Reference X

Details on account statement

Particular

Code

Reference

Use different details on my statement ☐

Next


Fill in required **Particular**, **Code** and **Reference** fields.

Click **Next**.

<

Confirmation

×



SAVINGS ACCOUNT

03-1234-0123456-00

\$10.00

From

Cheque Account

03-1234-0123456-00

Description

Particular

Savings


When

Today (Wed 20 Jan)


Pay


Select **Pay** to confirm and process the payment.

Receipt




Payment Successful


 12345678




Savings Account
03-1234-0123456-01




\$10.00



Today (Wed 20 Jan)



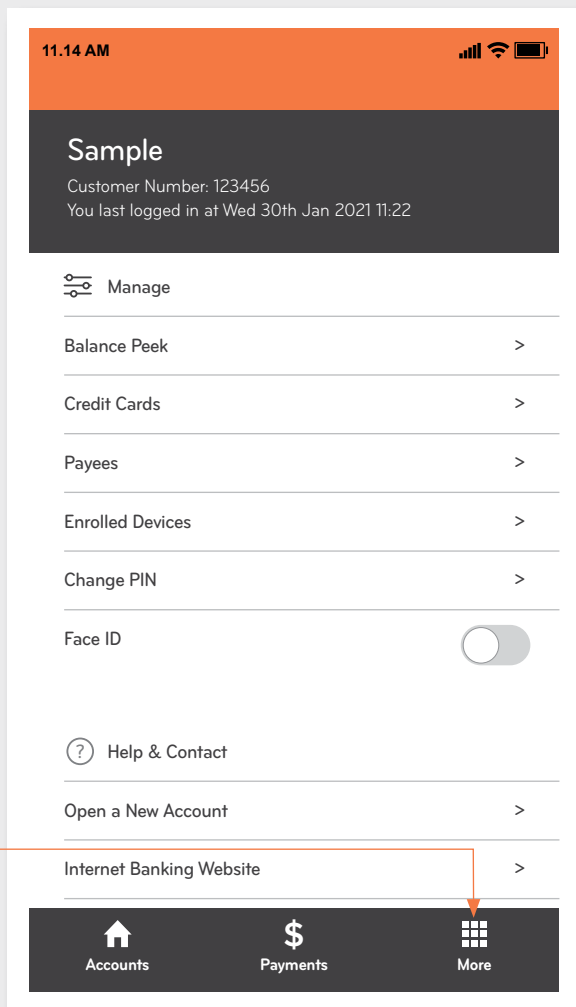
Cheque Account
03-1234-0123456-00



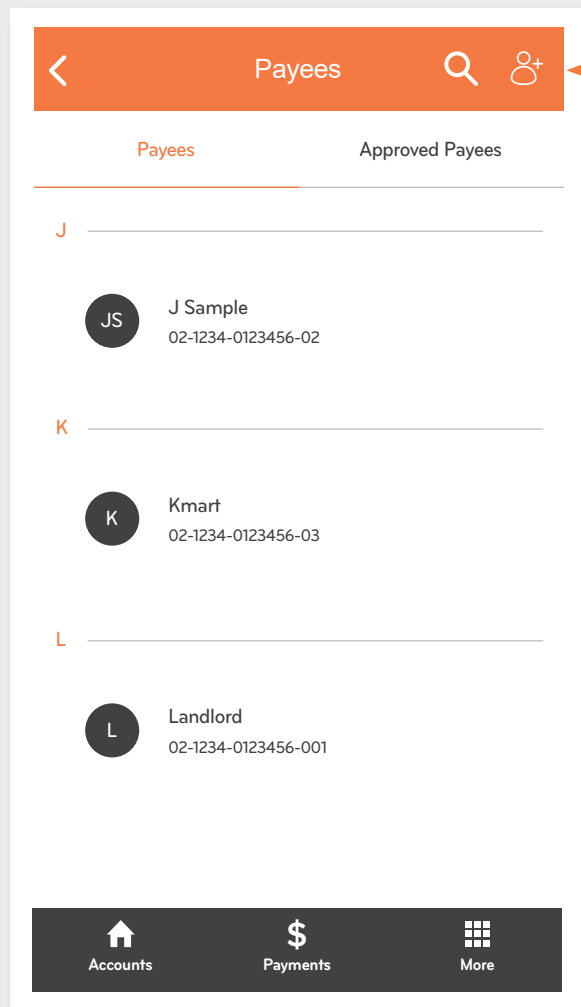
Share

Done

You will get a payment receipt to confirm the payment was successful.
Select **Done** to return to your home screen.



To view or add payees without making a payment select the **More** tab and click **Payees**.



To add a new payee or approved payee click on the **person+ icon** in the top right of the screen.

Check out our other 'How to' guides in this series:

[View your accounts and balances.](#)

[Make payments and set up payees.](#)

[Make a multiple signatory payment.](#)

[Make an IRD payment.](#)

If you would like a complete copy of our 'How to guide' for mobile app, you can download the full version [here](#) (you will need to have a PDF reader installed).

You can also follow our 'How to' online videos for mobile app by visiting our website sbsbank.co.nz/how-to-guides

If you prefer to chat with our friendly team you can give us a call on **0800 727 2265** and we can talk you through it step-by-step.

