

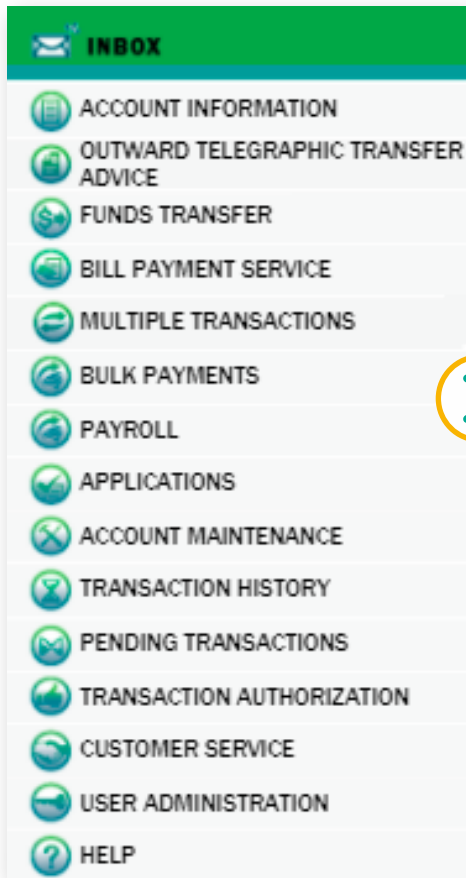


Ways to donate to the COVID-19 Relief Fund

(for Business i-Banking users)

A step-by-step guide

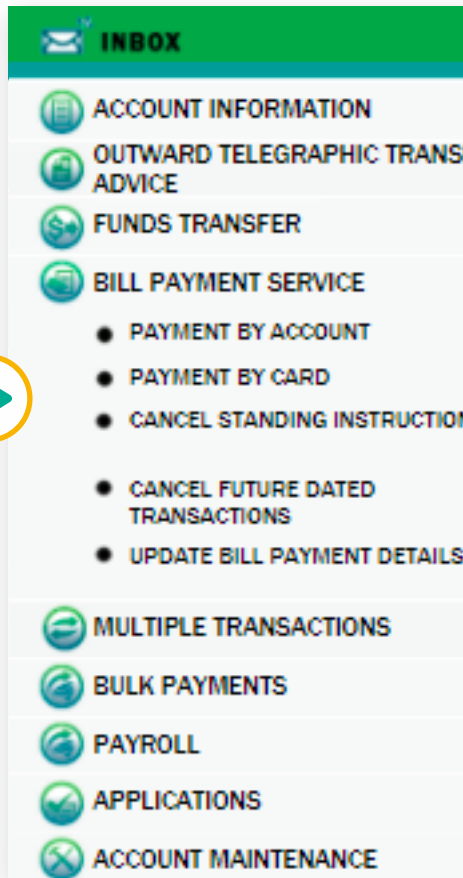
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Step 1

Click on the top left icon and select **Bill Payment Service**

Then select **Payment By Account**



Step 2

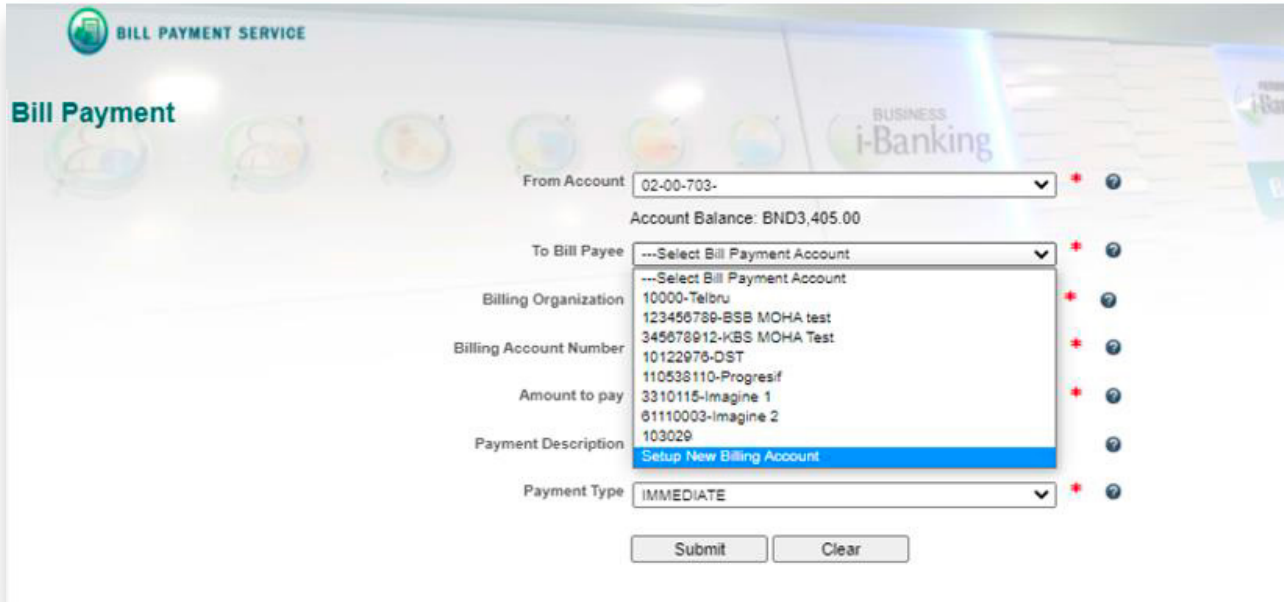
Select the account you would like to use to make the donation

A screenshot of the 'BILL PAYMENT SERVICE' form. The form is titled 'Bill Payment' and includes the following fields: 'From Account' (dropdown menu with '---Select From Account' selected), 'To Bill Payee' (text field with '02-00-703-'), 'Billing Organization' (dropdown menu with '---Select Biller' selected), 'Billing Account Number' (text field), 'Amount to pay' (text field), 'Payment Description' (text field), and 'Payment Type' (dropdown menu with 'IMMEDIATE' selected). There are 'Submit' and 'Clear' buttons at the bottom.

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Step 3

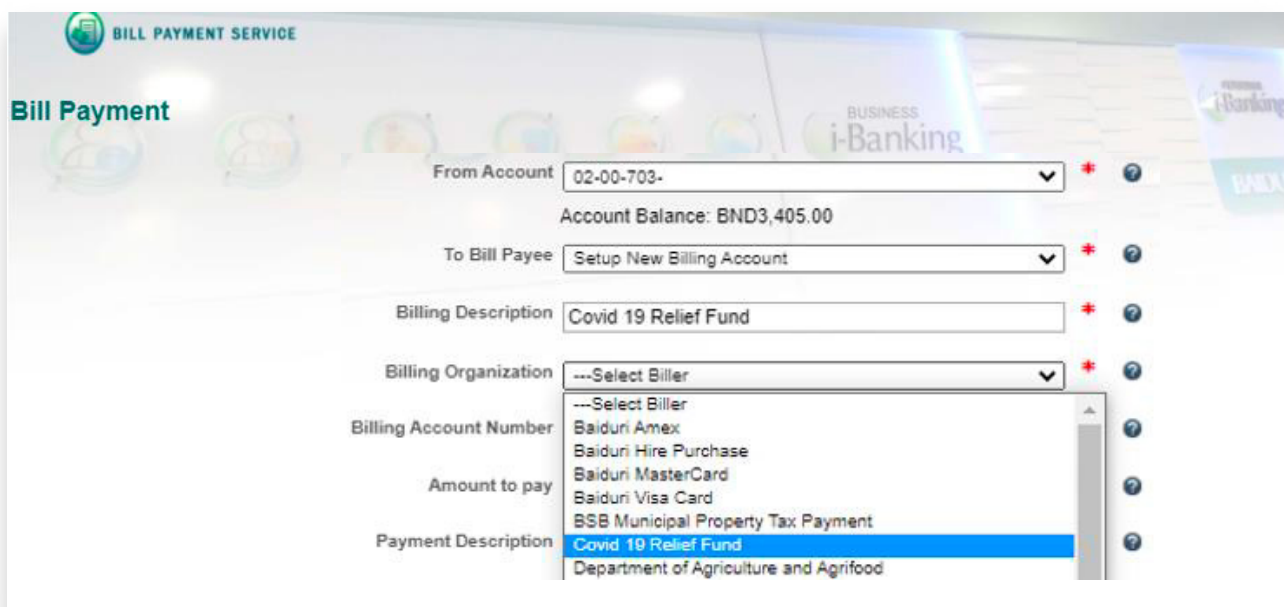
Under "To Bill Payee" select "Setup New Billing Account"



The screenshot shows the 'BILL PAYMENT SERVICE' interface. The 'From Account' is set to '02-00-703-' with an account balance of BND3,405.00. The 'To Bill Payee' dropdown menu is open, displaying a list of options: '---Select Bill Payment Account', '10000-Telbru', '123450789-BSB MOHA test', '345678912-KBS MOHA Test', '10122976-DST', '110538110-Progresif', '3310115-Imagine 1', '61110003-Imagine 2', and '103029'. The option 'Setup New Billing Account' is highlighted in blue. The 'Payment Type' is set to 'IMMEDIATE'. There are 'Submit' and 'Clear' buttons at the bottom.

Step 4

Enter your **Billing Description**. Under **Billing Organization**, select **Covid 19 Relief Fund**



The screenshot shows the 'BILL PAYMENT SERVICE' interface. The 'From Account' is set to '02-00-703-' with an account balance of BND3,405.00. The 'To Bill Payee' dropdown menu is set to 'Setup New Billing Account'. The 'Billing Description' field is filled with 'Covid 19 Relief Fund'. The 'Billing Organization' dropdown menu is open, displaying a list of options: '---Select Biller', 'Baiduri Amex', 'Baiduri Hire Purchase', 'Baiduri MasterCard', 'Baiduri Visa Card', 'BSB Municipal Property Tax Payment', 'Covid 19 Relief Fund', and 'Department of Agriculture and Agrifood'. The option 'Covid 19 Relief Fund' is highlighted in blue. The 'Payment Description' field is empty. There are 'Submit' and 'Clear' buttons at the bottom.

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Step 5

Enter "CV19" under the **Billing Account Number** field



BILL PAYMENT SERVICE

Bill Payment

From Account: 02-00-703- Account Balance: BND3,405.00

To Bill Payee: Setup New Billing Account

Billing Description: Covid 19 Relief Fund

Billing Organization: Covid 19 Relief Fund

Billing Account Number: CV19

Amount to pay:

Payment Description:

Payment Type: IMMEDIATE

Step 6

Enter the amount you wish to donate under **Amount to pay**



BILL PAYMENT SERVICE

Bill Payment

From Account: 02-00-703- Account Balance: BND3,405.00

To Bill Payee: Setup New Billing Account

Billing Description: Covid 19 Relief Fund

Billing Organization: Covid 19 Relief Fund

Billing Account Number: CV19

Amount to pay: 5.00

Payment Description: Covid 19 Donation

Payment Type: IMMEDIATE

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Step 7

Review your donation details and enter your 6-digit One-Time PIN (OTP) generated from your token

The screenshot shows the 'Confirm Bill Payment' screen. At the top left is the 'BILL PAYMENT SERVICE' logo. The main heading is 'Confirm Bill Payment'. Below this, there are several circular icons representing different services. The central area displays the following details:

- From Account 02-00-703-
- To Bill Payee Setup New Billing Account
- Billing Description Covid 19 Relief Fund
- Billing Organization Covid 19 Relief Fund
- Billing Account Number CV19
- Amount to pay BND 5.00
- Payment Description Covid 19 Donation
- Payment Type IMMEDIATE
- Authentication Press the button on your Token once to generate the One Time PIN
- One Time PIN:

At the bottom, there are two buttons: 'Confirm' and 'Back'. A 'Please Note' section at the bottom left states: 'Transactions made after 10.30 PM will be reflected in the account on the next working day.'

Step 8

Transaction will be sent for authorisation. You may check the status under **Pending Transactions**

The screenshot shows the 'Bill Payment' screen. At the top left is the 'BILL PAYMENT SERVICE' logo. The main heading is 'Bill Payment'. Below this, there are several circular icons representing different services. The central area displays the following details:

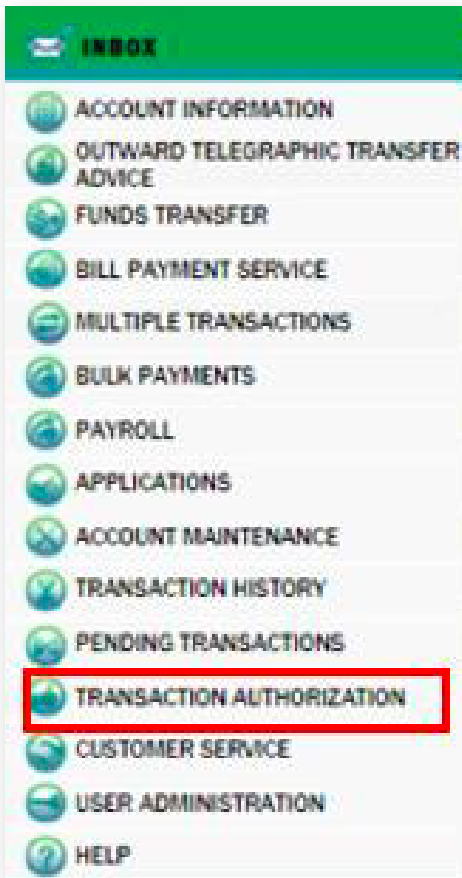
- Reference Number 3168931
- Transaction Date 09-09-2021 10:09
- Transaction Status Transaction Saved For Authorization
- From Account 02-00-703-
- To Bill Payee Setup New Billing Account
- Billing Description Covid 19 Relief Fund
- Billing Organization Covid 19 Relief Fund
- Billing Account Number CV19
- Amount to pay BND 5.00
- Payment Description Covid 19 Donation
- Payment Type IMMEDIATE

At the bottom, there are two buttons: 'Save Transaction' and 'Next Transaction'.

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Step 9

The authoriser is required to select **Transaction Authorization** on the side menu



Step 10

Click **Approve** on the transaction requested
Then select **Confirm** to proceed

Note: Some organisation requires more than one authoriser to approve transactions

Activity Name	Description	Amount	Date/Time of Input	Inputted By	Approval	Approval Remarks
Add Bill Payment - Immediate	To Covid 19 Relief Fund - Brunei Dollar - BND CV19 Currency	5.00	09-09-2021 10:07		PENDING	
Funds Transfer Within Bank - Immediate		0.01	01-09-2021 16:36		PENDING APPROVE REJECT	

Reference Number	Account Name	Account Number	Activity Name	Description	Amount	Date/Time of Input	Inputted By	Approval	Approval Remarks
3156931			Add Bill Payment - Immediate	To Covid 19 Relief Fund - Brunei Dollar - BND CV19 Currency	5.00	09-09-2021 10:07		APPROVE	

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Step 11

You will see this screen once transaction has been approved and sent for processing



Transaction Approvals										
Reference Number	Account Name	Account Number	Activity Name	Description	Amount	Date/Time of Input	Inputted By	Approval	Approval Remarks	
3158931			Add Bill Payment - Immediate	To Covid 19 Relief Fund - CV19 Brunel Dollar - BND	5.00	09-09-2021 10:07		APPROVE		