How to authorise pending transactions
DESKTOP

APS bank

1
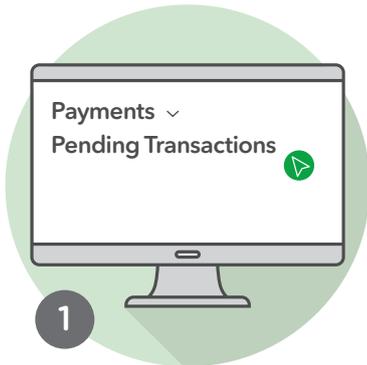
Open the side menu

Select **Payments**

Choose **Pending Transactions**

2

Select the **transaction** you want to authorise

Click **Sign and Send** followed by **Yes**

Recheck details and confirm by clicking **Yes**

3

To authorise, a **CRONTO image** will appear

To continue choose between myAPS app on your mobile (*step 4*) or the physical token (*step 9*)

4

OPTION 1 - Authorise using the mobile app

Open the myAPS app on your mobile

5

Tap **Token**

6
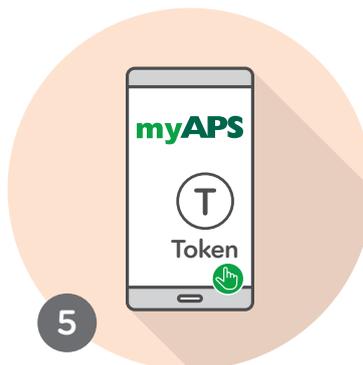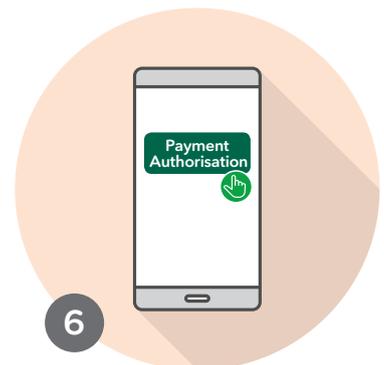
Tap **Payment Authorisation**

7

Enter your app **PIN** followed by **Next**

With your mobile scan the **CRONTO image** on your desktop

8
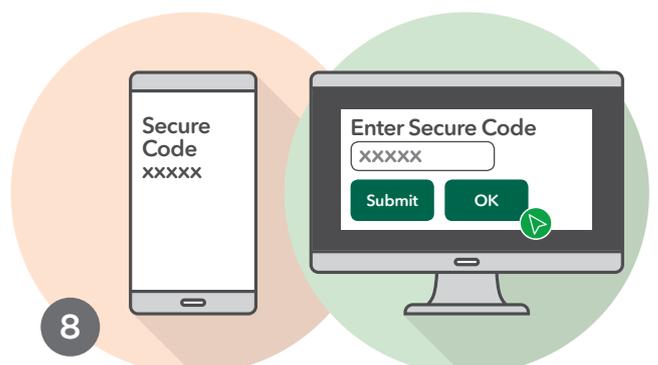
A **Secure Code** will appear on your mobile

Enter the **Secure Code** on your desktop and click **Submit** followed by **OK**

(9)
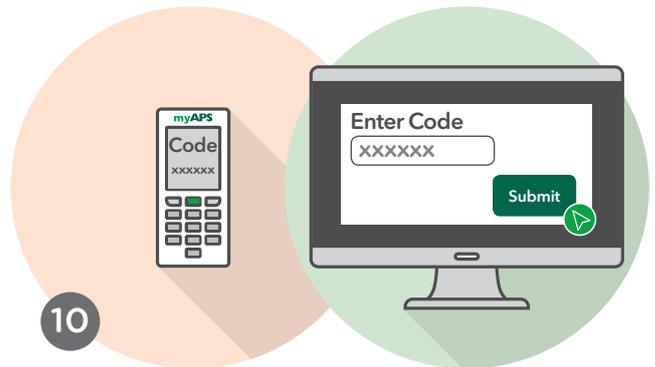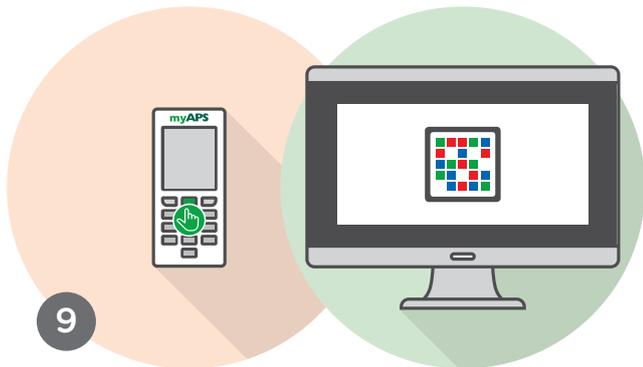
OPTION 2 - Authorise using the physical token

Switch on physical token by pressing the green button and scan the **CRONTO image** on your desktop

Enter physical token **PIN** followed by **OK**

Press **Continue** followed by **OK**

(10)

A **6-digit code** will appear on your physical token

Enter this **code** on your desktop

Click **Submit**

(11)
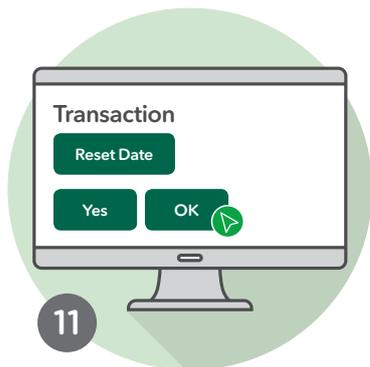
To reset date from a back-dated transaction:

Select **Transaction**

Click **Reset Date** followed by **Yes** and **OK**

(12)
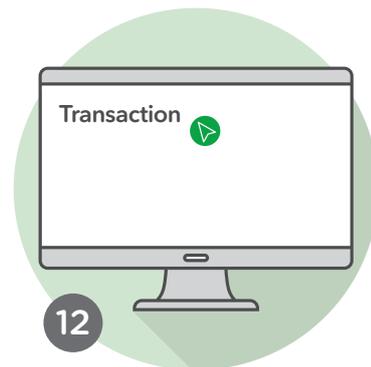
Select the transaction again and authorise following the previous steps