How to effect bill payments and donations
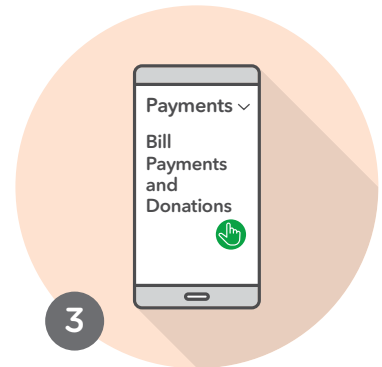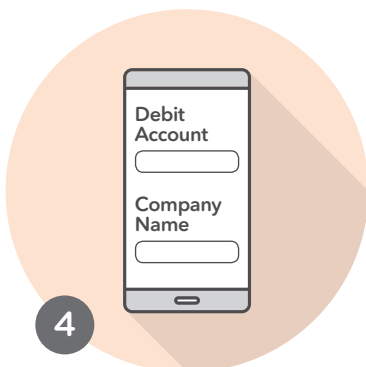## MOBILE

APS bank

1

Open **myAPS app**
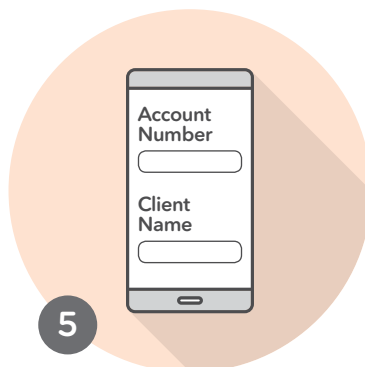on your mobile

Tap **Business**

2

Log In to **myAPS app**
with either your app **PIN**,
Fingerprint or **Face ID**

If requested, tap on your
chosen legal entity

3

Open the side menu

Select **Payments** followed by
Bill Payments and Donations

Select between **Donation**
or **Bill Payment**

4

Choose the **Debit Account** from
where the funds are being taken
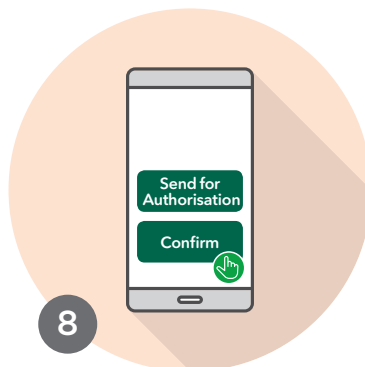
Choose the **Company**
or **Organisation Name**

5
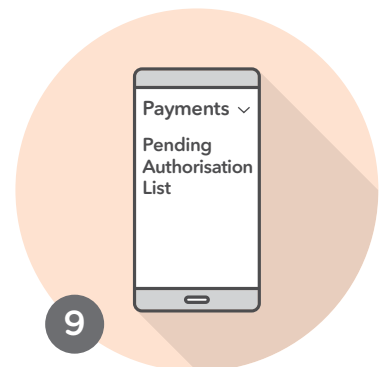
Enter the requested
information

6

Choose the **Payment Date**

Enter the **Amount** to be paid

7

This transaction can be
saved as a template

8

Tap either
Send for authorisation
or tap **Confirm**

9

Transactions awaiting
authorisation by the
signatory/ies will be listed in the
Pending Authorisation List

10

To confirm, recheck
details and tap **Yes**

Authorise payments with
either your app **PIN**,
Fingerprint or **Face ID**

11

Tap **Next** and close the
pop up window

12

To view or delete any future
payments open the side menu
and under **Payments**, tap
Future Dated Payments

Scroll and/or delete as necessary