How to transfer to third-parties outside APS
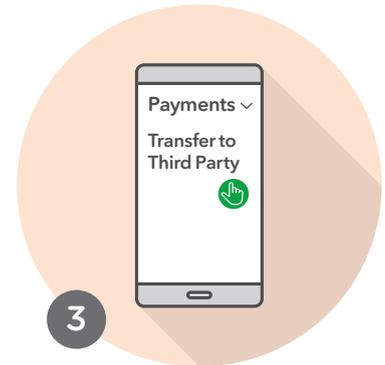## MOBILE

APS bank

1

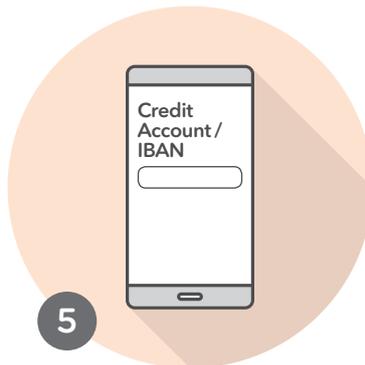Open **myAPS app** on your mobile

Tap **Business**

2

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

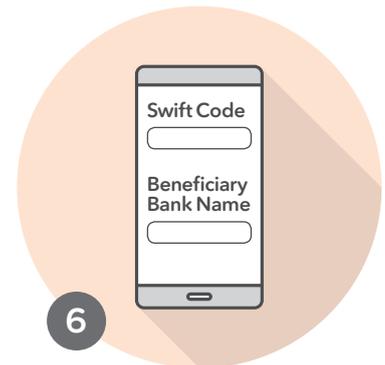If requested, tap on your chosen legal entity

3

Open the side menu

Choose **Payments** followed by **Transfer to Third Party**

4

Choose the **Debit Account** from where the funds are being taken

Input **Amount** to be transferred

5

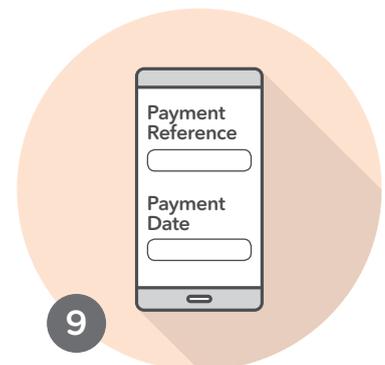Enter a **Credit Account Number or IBAN** where the funds will be transferred

6

Enter the **Swift Code** and the **Beneficiary Bank Name** unless automatically generated

7

Enter the **Beneficiary Bank Address**
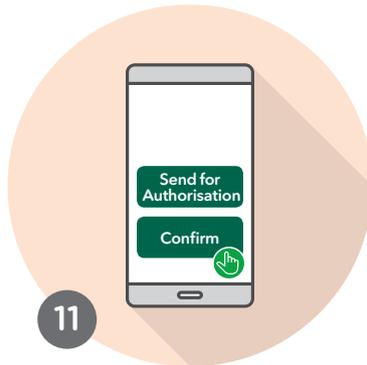
Choose the **Beneficiary Bank Country**

8

Enter the **Beneficiary Name**

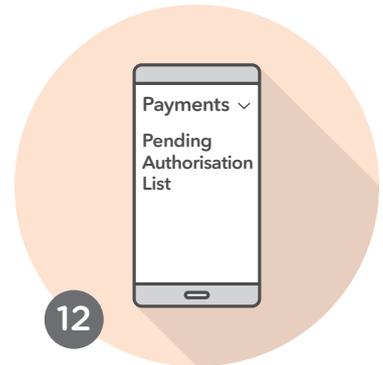Enter the **Beneficiary Address**

9

Enter a **Payment Reference**

Choose the **Payment Date**

Save as Standing order / template

10 This transaction can be saved as a standing order and/or as a template

Send for Authorisation

Confirm

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

Payments ⌄
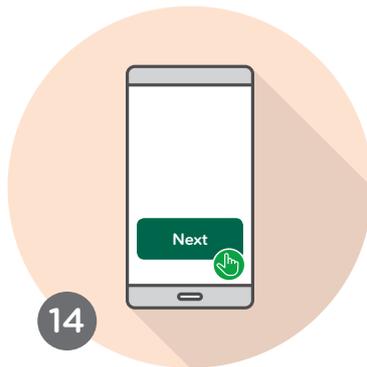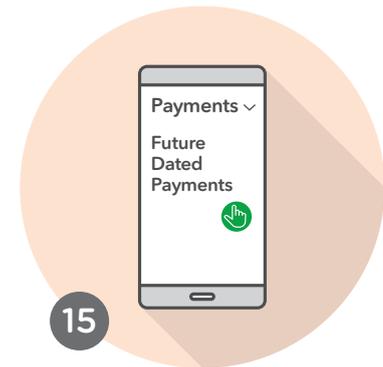
Pending Authorisation List

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

Enter PIN
◯◯◯◯

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

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

Next

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

Payments ⌄

Future Dated Payments

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

Scroll and/or delete as necessary