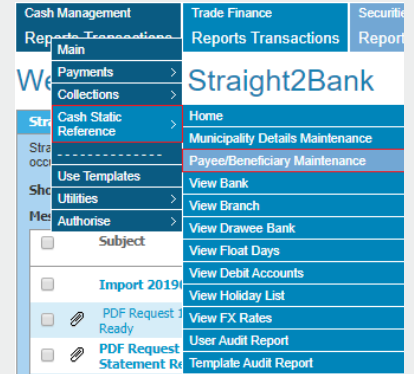


How to Authorise a Payee, a Single Payment, and Batched Payments

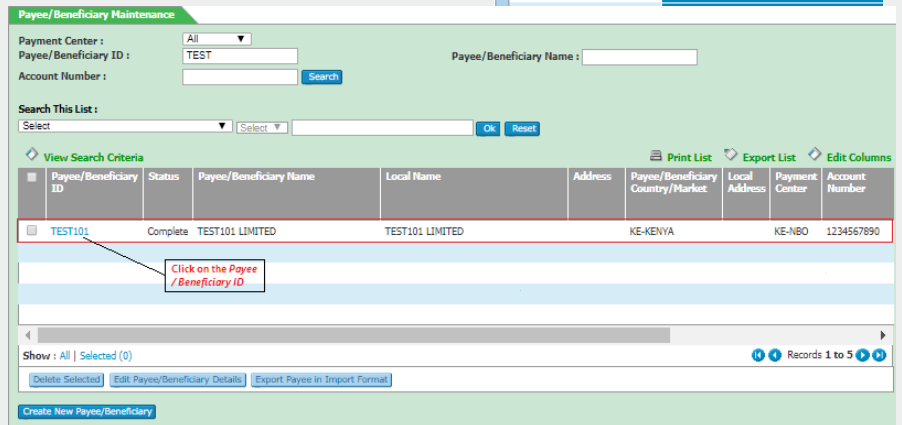
1

Log into Straight2Bank and navigate to Cash Management > Transactions > Cash Static Reference > Payee / Beneficiary Maintenance:



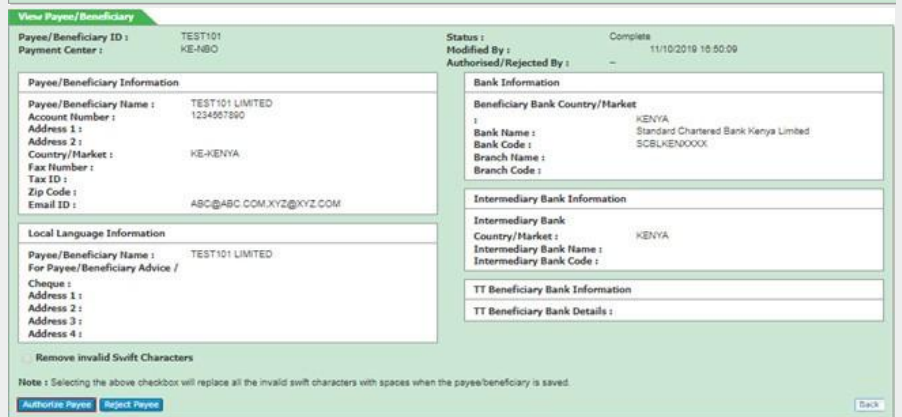
2

Identify the payee that needs to be authorised, and then click on its Payee / Beneficiary ID:



3

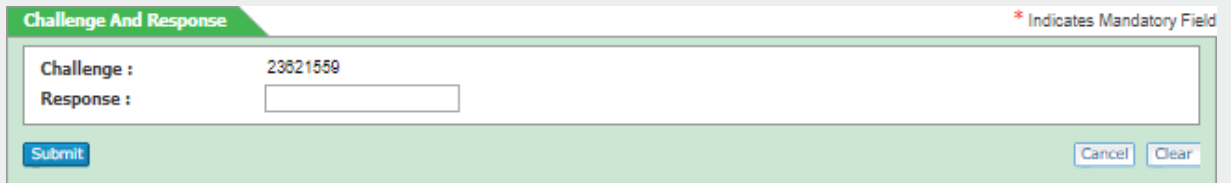
Click on Authorize Payee at the bottom:



How to Authorise a Payee, a Single Payment, and Batched Payments

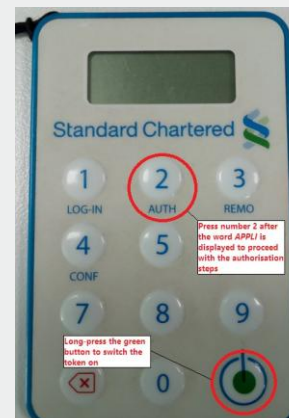
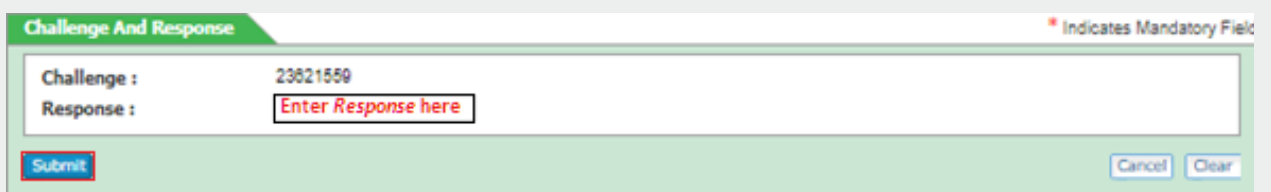
4

A pop-up window appears presenting a Challenge Number and requesting for a

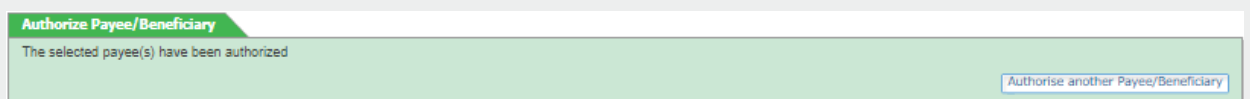


Response: if you are using a physical token use the below steps. If you are using mobile token (soft token) refer to the last page please.

- a. Turn on the Token by long-pressing the green button for about 4 seconds
- b. Enter your personalised PIN
- c. The screen will display the word APPLI upon successful login
- d. Press button number 2 to activate the Authorisation function:
- e. The token will display dashes. Input the Challenge Number being displayed by Straight2Bank into the token, and then press the green button once
- f. The token will display an 8-digit number. This is the Response that should be keyed into Straight2Bank before clicking on the Submit button:

- g. Straight2Bank will then generate the following confirmation:

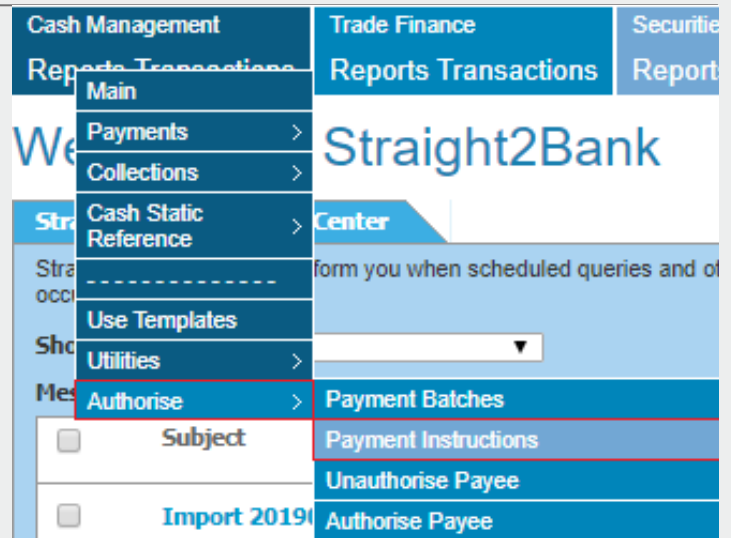


NB: Payees require only one approval.

How to Authorise a Single Payment

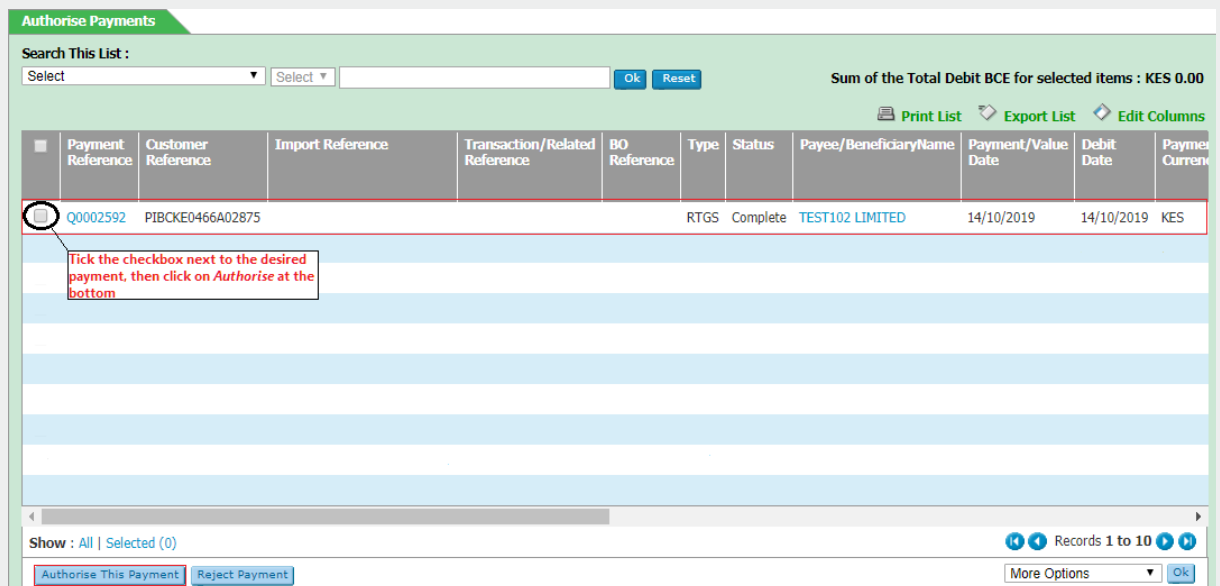
1

Log into Straight2Bank and navigate to Cash Management > Transactions > Authorise > Payment Instructions:



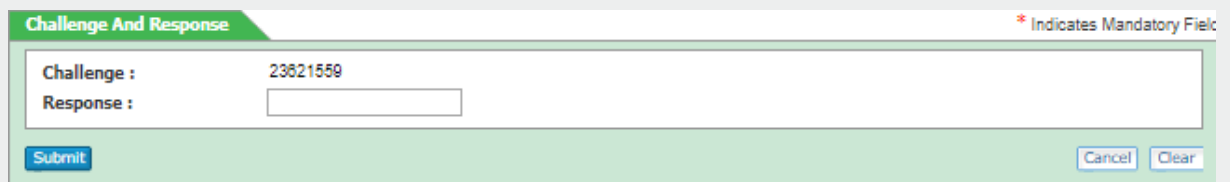
2

Tick the checkbox next to the payment requiring approval, then click on the Authorise This Payment button at the bottom:



3

A pop-up window appears presenting a Challenge Number and requesting for a Response:



How to Authorise a Single Payment

3

If you are using a physical token use the below steps. If you are using mobile token (soft token) refer to the last page please.

- Turn on the Token by long-pressing the green button for about 4 seconds
- Enter your personalised PIN
- The screen will display the word APPLI upon successful login
- Press button number 2 to activate the Authorisation function:
- The token will display dashes. Input the Challenge Number being displayed by Straight2Bank into the token, and then press the green button once
- The token will display an 8-digit number. This is the Response that should be keyed into Straight2Bank before clicking on the Submit button:



Challenge And Response * Indicates Mandatory Field

Challenge :	23821559
Response :	<input type="text"/>

Submit Cancel Clear

- g. Straight2Bank will then generate the following confirmation:

Challenge And Response * Indicates Mandatory Field

Challenge :	23821559
Response :	<input style="border: 1px solid red;" type="text" value="Enter Response here"/>

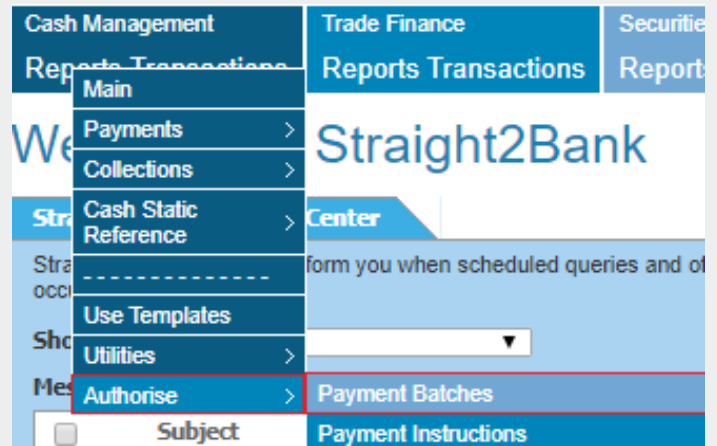
Submit Cancel Clear

NB: If the signing mandate requires two or more people to authorise payments, the transaction will be saved with status Partially Signed awaiting the other signatories to log in and perform the approval steps. However, if the signing mandate only requires one person to authorise payments, the transaction will be saved with status Fully Signed. In that case, click on the Send to Bank button which will be displayed at the bottom of the confirmation window above.

How to Authorise Batched Payments

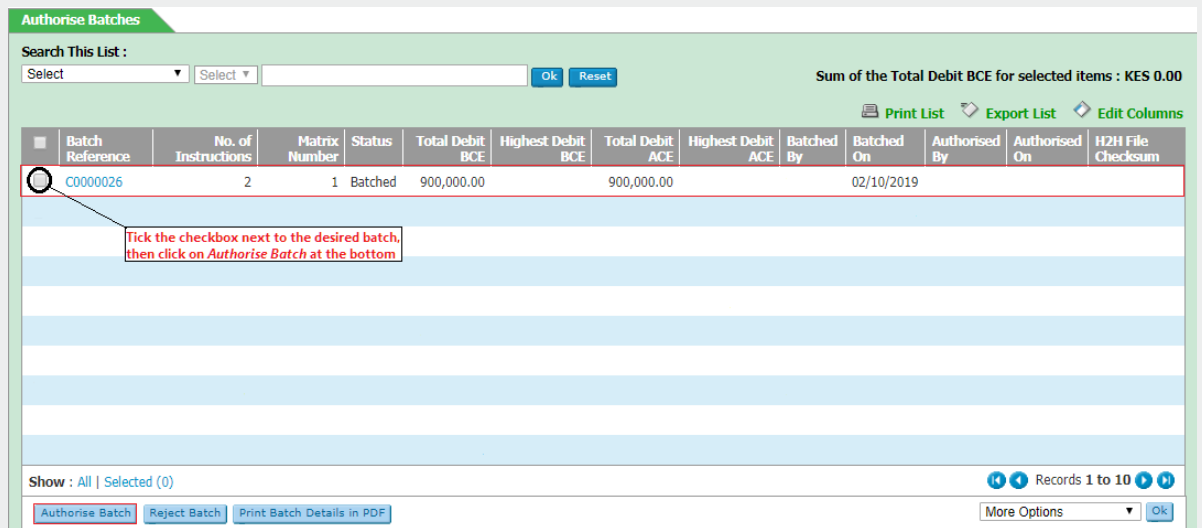
1

Log into Straight2Bank and navigate to Cash Management > Transactions > Authorise > Payment Batches:



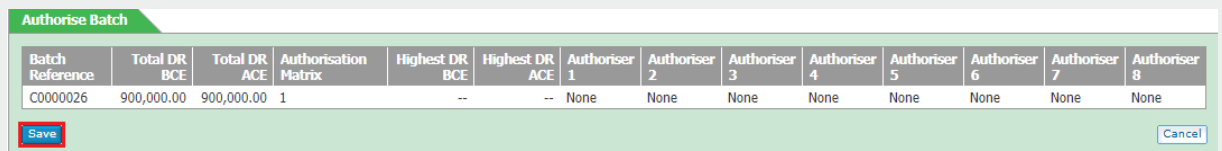
2

Tick the checkbox next to the batch requiring approval, then click on the Authorise Batch button at the bottom:



3

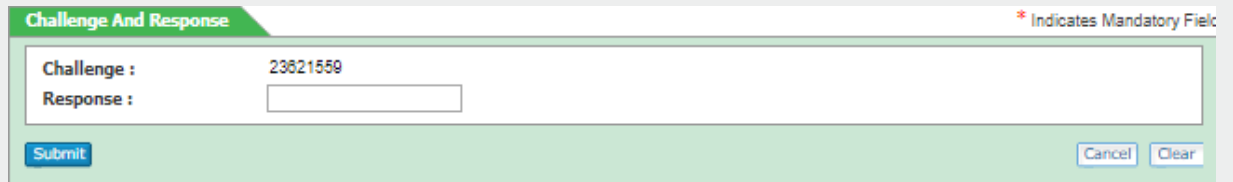
The following summary page will be generated. Click on the Save button to proceed:



How to Authorise Batched Payments

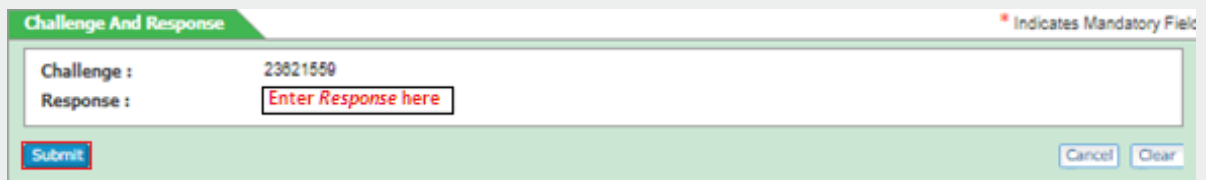
4

A pop-up window appears presenting a Challenge Number and requesting for a Response:



If you are using a physical token use the below steps. If you are using mobile token (soft token) refer to the last page please.

- a. Turn on the Token by long-pressing the green button for about 4 seconds
- b. Enter your personalised PIN
- c. The screen will display the word APPLI upon successful login
- d. Press button number 2 to activate the Authorisation function:
- e. The token will display dashes. Input the Challenge Number being displayed by Straight2Bank into the token, and then press the green button once
- f. The token will display an 8-digit number. This is the Response that should be keyed into Straight2Bank before clicking on the Submit button:

g. Straight2Bank will then generate the following confirmation:

Batch Authorised							
Batch Reference	No. of Instructions	Status	Matrix Number	Total Debit BCE (Base Currency Equivalent)	Total Debit ACE (Authorization Currency Equivalent)	Batched By	Batched On
C0000026	2	Partially Signed	1	900,000.00	900,000.00		02/10/2019 22:13:28

[Print Batch](#)
[Unauthorise Batch](#)
[Back To Payments](#)

How to Authorise Batched Payments

NB: If the signing mandate requires two or more people to authorise payments, the transaction will be saved with status *Partially Signed* awaiting the other signatories to log in and perform the approval steps. However, if the signing mandate only requires one person to authorise payments, the transaction will be saved with status Fully Signed. In that case, click on the Send to Bank button which will be displayed at the bottom of the confirmation window above.

For all approvals done using the mobile token, follow the below steps;

Note: You need to use your mobile token to authorize your transactions if you have logged in earlier using mobile token. The same device must be used during same session, e.g. if you have logged in with your Vasco token earlier, you need to use Vasco to authorize the transactions.

1. When you have reached the Challenge and Response screen on Straight2Bank web, open your mobile app (input PIN if required)
2. Tap **Mobile Token to Approve**
3. Tap on **Scan QR Code** and point to the QR code on the screen with your phone.
4. After scanning QR code, confirm that the **challenge code** provided on the web and token are same. Once you have validated, tap **Done**



For further assistance, our Support Team is available 24/7 through the following channels:
 Email: Businessclient.Service@sc.com | Phone: +254 020 329 3901 / +254 703 093 901