COMBANK DIGITAL

# GROUP PAYMENTS

## USER GUIDE

COMMERCIAL BANK

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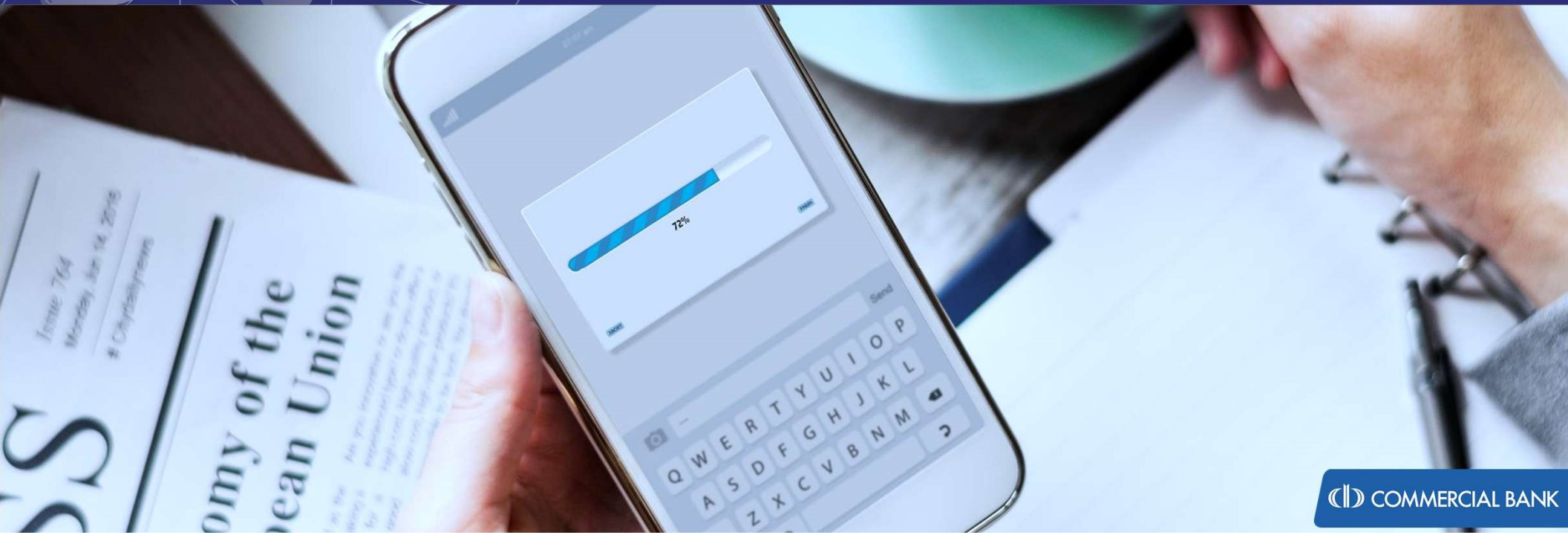
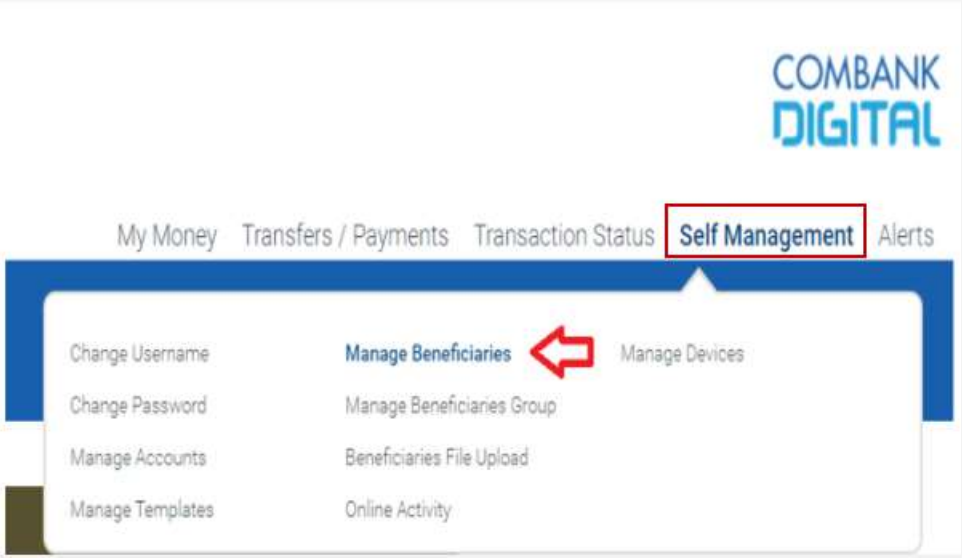
# GROUP PAYMENTS



# Create a beneficiary group

- Select “Self Management” from top menu bar
- Select “Manage beneficiaries”

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1

- Click on +New Group

2

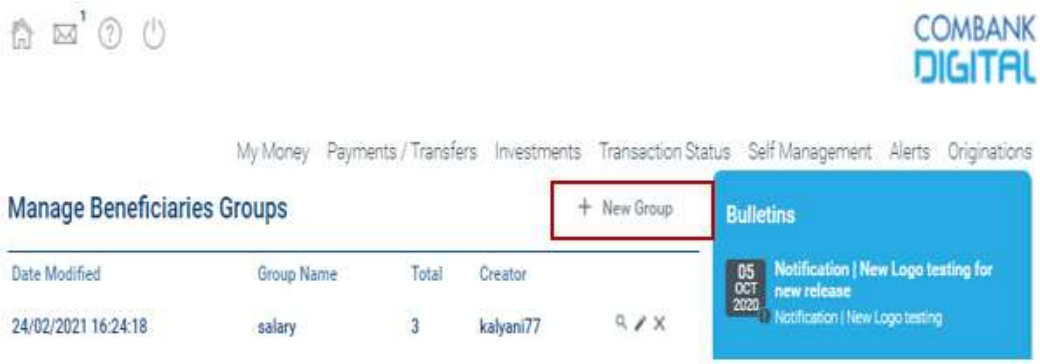
- Type a name for new group.

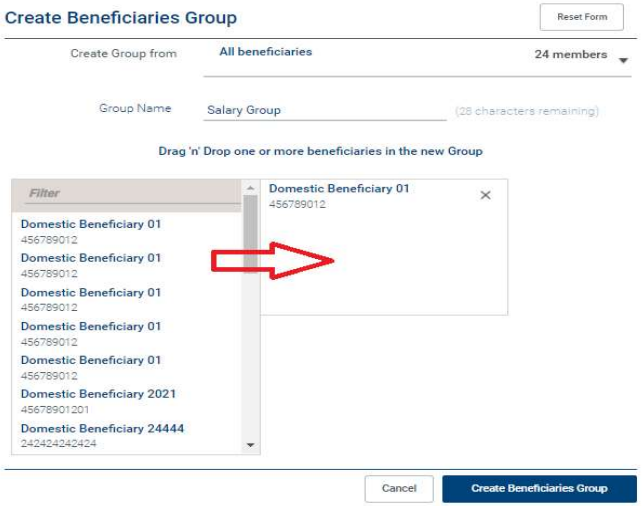
3

- Drag & drop beneficiaries to new group

4

- Select "Create Beneficiaries group"

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# GROUP PAYMENTS

## Make a Group Payment

Submit a payment to a group of beneficiaries

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1

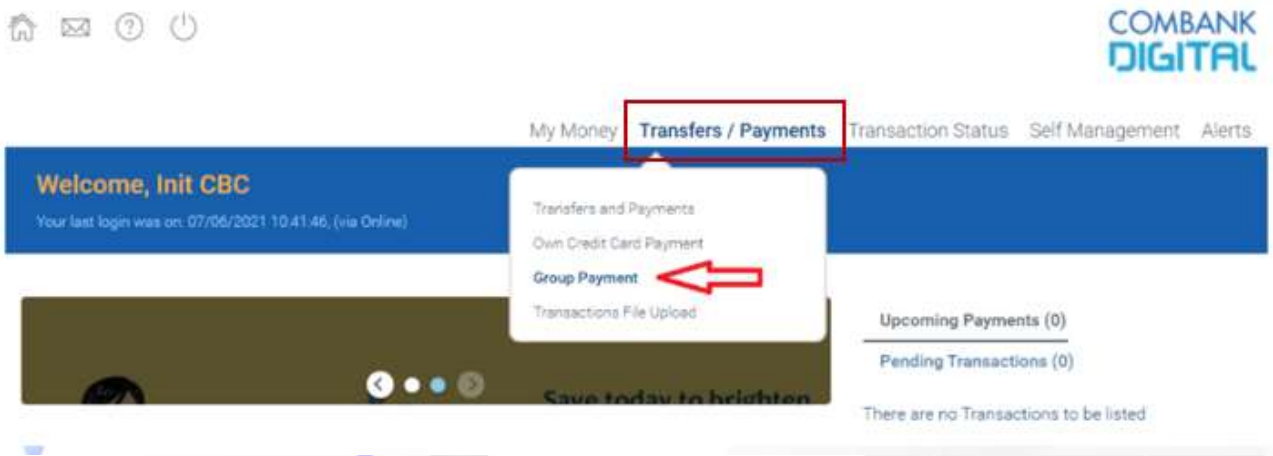
• Select “Transfers & Payments” from top menu bar

2

• Select “Group Payments”

3

• Enter amount and description for each beneficiary & submit

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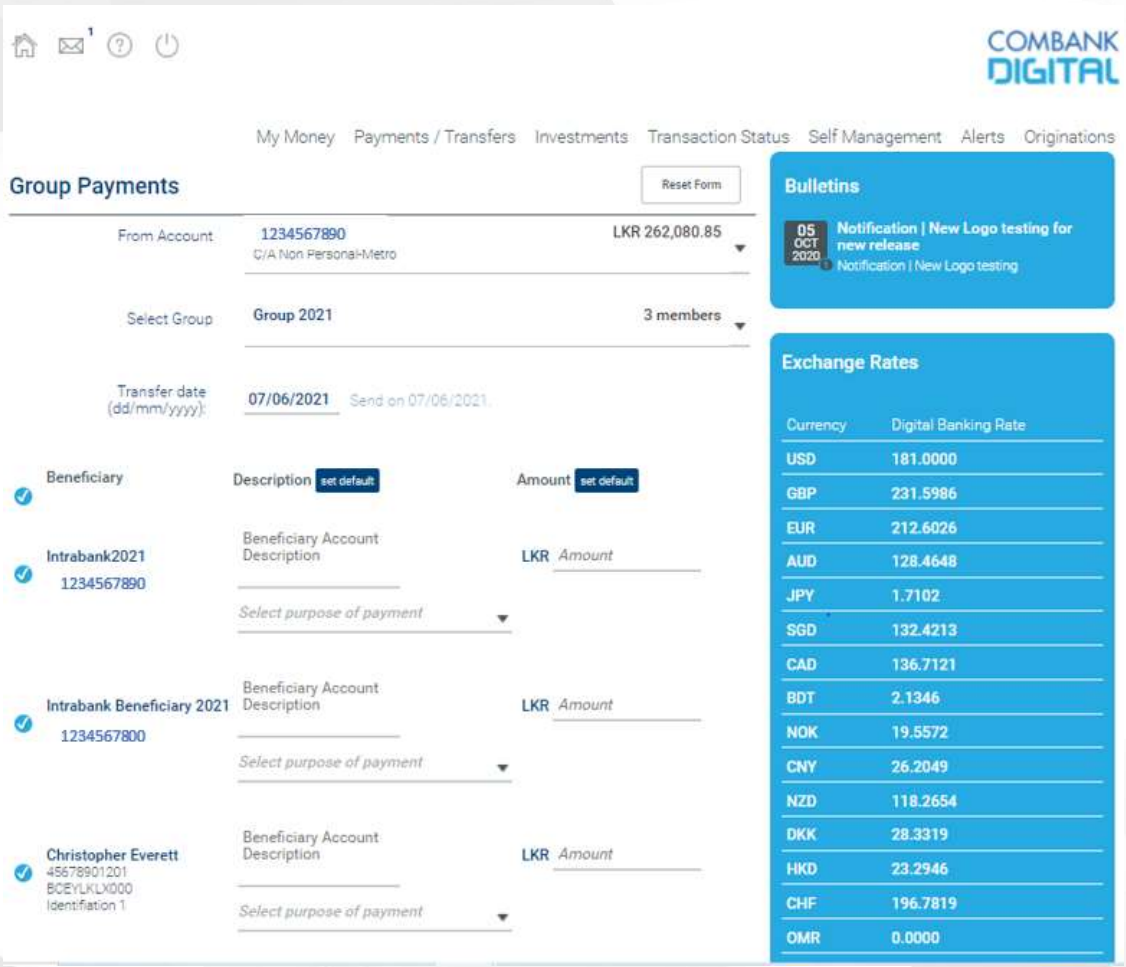
# GROUP PAYMENTS

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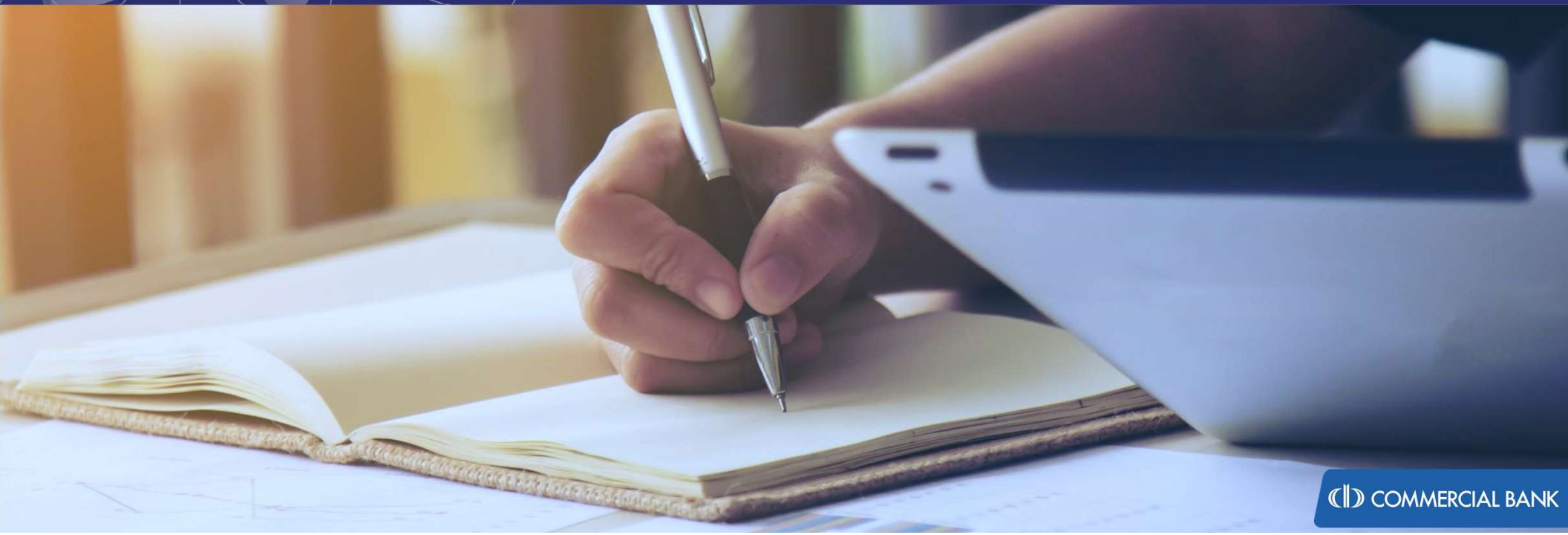
# TRANSACTION AUTHORIZATION



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# TRANSACTION AUTHORIZATION

## Authorize Submitted Transactions

Submit Transactions to Authorizers

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1

- Login to ComBank Digital

2

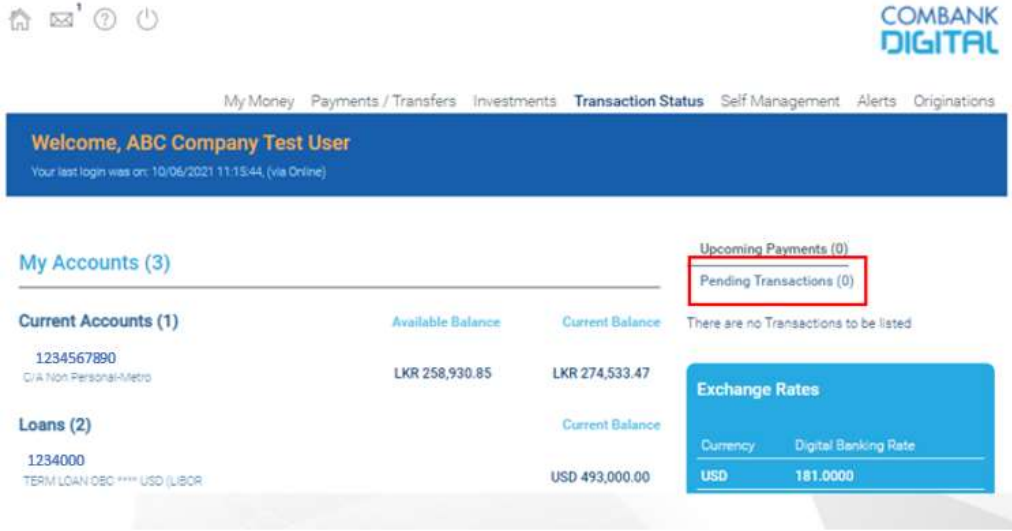
- Select “Display Pending” under Transaction Status”

3

- Select the required transaction

4

- Select “Approve”

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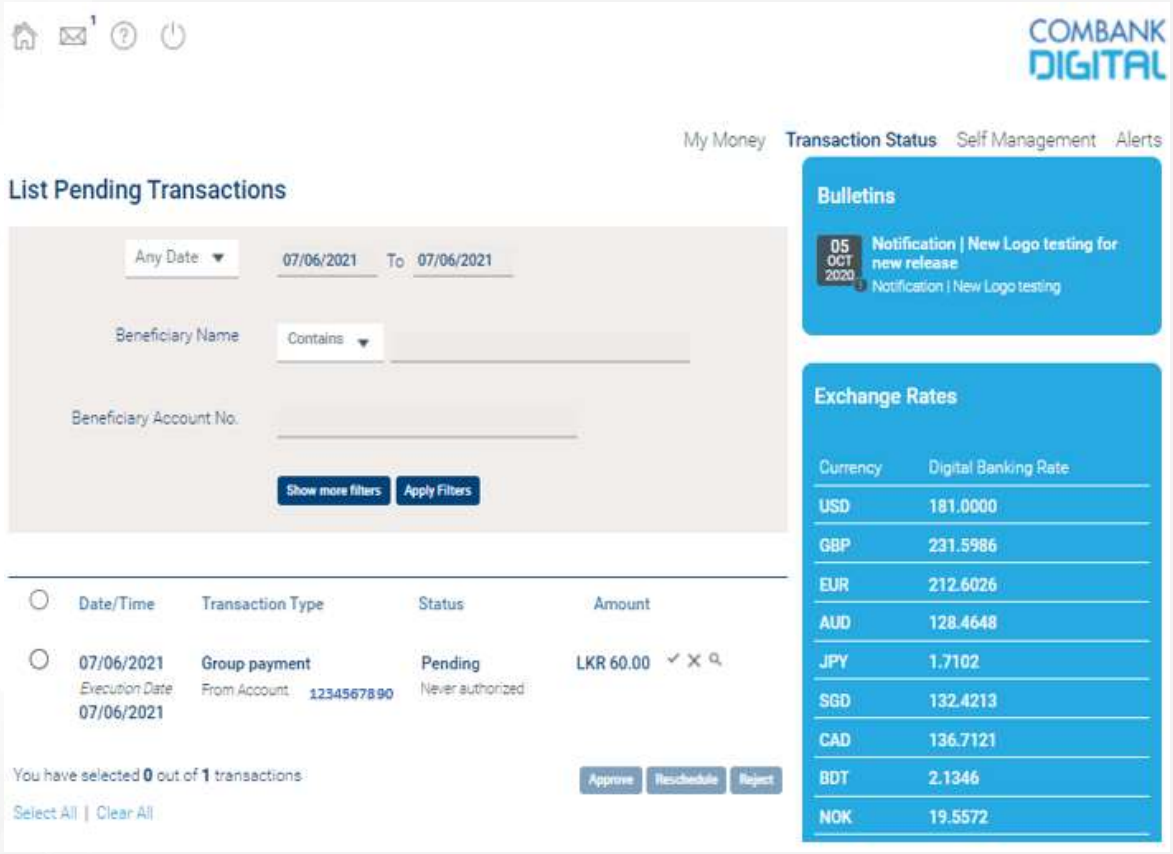
# DISPLAY PENDING TRANSACTIONS

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# AUTHORIZE SUBMITTED TRANSACTIONS

1

- Transaction will be approved & will display as “Signed’ in Activity log

2

- Transaction will be shown as “Completed” after final approval.

3

- Cyber receipt can be taken from “Transaction Results”

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# THANK YOU!

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