



How do I make a payment?

Effective date 21 August 2018

Once you have logged on to Internet Banking using your member number and password you will be able to make a payment using a number of different options.

Option 1 – Use the top menu to navigate to the applicable payment page.

1. Select 'Payments' from the menu bar, followed by the applicable payment type (Transfer, Pay Anyone, Osko® or BPAY®)
2. You can choose Transfer (to transfer between your own accounts), Pay Anyone (to make a payment to a third party using a BSB and Account Number), Osko (for almost instant payments), or BPAY (to pay a biller)

Option 2 – Click the 'More' icon to reveal shortcut options.

The 'More' icon reveals a short cut to Transfer, Pay Anyone, Osko or make a payment using BPAY from your selected account

Option 3 – Use the Quick Pay widget to make transfers between your own accounts or payments to your existing Billers or Payees (including PayIDs).

1. Select your preferred payment option from the Quick Pay widget tabs
2. Select the account you wish to make the payment from
3. Select the account, payee or biller you wish to make the payment to
4. Enter an amount and description
5. Click 'Transfer Now'

The screenshot shows the Newcastle Permanent internet banking interface. At the top is a navigation bar with 'HOME', 'ACCOUNTS', 'PAYMENTS', 'SERVICES', 'MAIL' (with a '155' notification), and 'SETTINGS'. A user profile 'Hi GARY' and a 'LOG OFF' button are also visible. Below the navigation bar, the 'PAYMENTS' section is active, showing an 'Account Summary' table with columns for 'Account Details', 'Current Balance', and 'Available Balance'. The table lists 'Club Account', 'Statement Saving', 'bpay once', 'bpay recurring' (\$4.00), and 'ft once' (\$122.60). A 'More' icon is shown next to the 'bpay recurring' row. To the right of the account summary is a promotional banner for 'mozo EXPERTS CHOICE 2018 HOME LENDER OF THE YEAR' with the text 'We're Australia's Home Lender of the Year' and a 'Discover why' link. Below the account summary is the 'Pending Transactions' section, which includes a calendar for July 2018 and a message: 'There are no transactions on this date.' To the right of the pending transactions is the 'Quick Pay' widget, which has tabs for 'Transfer', 'Pay Anyone', 'Osko', and 'BPAY'. It includes fields for 'From', 'To', 'Amount', and 'Description (18 characters)', along with a 'Transfer Now' button.

