

# INSTRUCTION MANUAL



## Bill Payment

### Method 1: Single and Multiple Payments

April 2012



### Instructions for making bill payments on LIVE by JN

#### METHOD 1 – Single and Multiple Payments

**Step 1:** Click "Payments" then "Single and Multiple Payments"

The screenshot shows the LIVE banking portal interface. On the left, a navigation menu is visible with 'Payments' selected. Under 'Payments', 'Single and Multiple Payments' is highlighted with a red circle. The main content area displays account information for ANDERSON, DENZIL, including a 'Welcome to JNBS-Banking' message and lists for Saving Accounts, Loan Accounts, and Fixed Deposit Accounts.

**Step 2:** Select the account that the payment will be taken from

**Step 3:** Select the appropriate Bill category

The screenshot shows the 'Payment Single and Multiple' screen. It displays currency exchange rates for Jamaican, American, Canadian, Pounds, and Caymanian Dollars. Below this, there is a 'Source Accounts' table with three rows: 'Principal account', 'test account', and 'Winston secret account'. The 'Principal account' is selected with a radio button. Below the table is a form for selecting a bill category, with 'Utilities' selected from a dropdown menu. At the bottom right, there are 'Back' and 'Pay' buttons.

Name	Type	Number	Currency	Current Balance	Available Balance
Principal account	SAV	33764621	J\$	17,534.28	17,534.28
test account	SAV	10030957	J\$	110.00	110.00
Winston secret account	SAV	10043999	US\$	287.95	4.77



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**LIVE**

**My Options** Last Login: 04/21/2012 16:24 email JNBS log off My Favorites

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**Payment Single and Multiple**

Currency: Jamaican Dollars ( J\$ )	Buy Rate: 1.00	Sale Rate: 1.00
Currency: American Dollars ( US\$ )	Buy Rate: 60.30	Sale Rate: 61.60
Currency: Canadian Dollars ( C\$ )	Buy Rate: 48.75	Sale Rate: 51.20
Currency: Pounds ( £ )	Buy Rate: 114.30	Sale Rate: 117.95
Currency: Caymanian Dollars ( K\$ )	Buy Rate: 71.30	Sale Rate: 74.00

**Source Accounts**

Name	Type	Number	Currency	Current Balance	Available Balance
Principal account	SAV	33764621	J\$	17,534.28	17,534.28
test account	SAV	10030957	J\$	110.00	110.00
Winston secret account	SAV	10043999	US\$	287.95	4.77

Category	Company	Contract/Invoice Id	Amount (JMD)	Add
Utilities	[Select Option]			<input type="checkbox"/>
[Select Option]	Jamaica Public Service National Water Commis			<input type="checkbox"/>
[Select Option]	Cable and Wireless Digicel			<input type="checkbox"/>
[Select Option]	[Select Option]			<input type="checkbox"/>

Back Pay

**Step 4: Select the company you wish to make the payment to**

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**Payment Single and Multiple**

Currency: Jamaican Dollars ( J\$ )	Buy Rate: 1.00	Sale Rate: 1.00
Currency: American Dollars ( US\$ )	Buy Rate: 60.30	Sale Rate: 61.60
Currency: Canadian Dollars ( C\$ )	Buy Rate: 48.75	Sale Rate: 51.20
Currency: Pounds ( £ )	Buy Rate: 114.30	Sale Rate: 117.95
Currency: Caymanian Dollars ( K\$ )	Buy Rate: 71.30	Sale Rate: 74.00

**Source Accounts**

Name	Type	Number	Currency	Current Balance	Available Balance
Principal account	SAV	33764621	J\$	17,534.28	17,534.28
test account	SAV	10030957	J\$	110.00	110.00
Winston secret account	SAV	10043999	US\$	287.95	4.77

Category	Company	Contract/Invoice Id	Amount (JMD)	Add
Utilities	Jamaica Public Serv	121201010212021	10000	<input checked="" type="checkbox"/>
[Select Option]	[Select Option]			<input type="checkbox"/>
[Select Option]	[Select Option]			<input type="checkbox"/>
[Select Option]	[Select Option]			<input type="checkbox"/>

Back Pay

Click to

**Step 5: Type in the "account number" then "Amount"**

**Step 6 (Option): Click in the check box if you wish to save this account number for further payments**

**Step 7: Click "Pay"**



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### Payment Single and Multiple Confirmation

Currency: Jamaican Dollars ( J\$ )	Buy Rate: 1.00	Sale Rate: 1.00
Currency: American Dollars ( US\$ )	Buy Rate: 60.30	Sale Rate: 61.60
Currency: Canadian Dollars ( C\$ )	Buy Rate: 48.75	Sale Rate: 51.20
Currency: Pounds ( £ )	Buy Rate: 114.30	Sale Rate: 117.95
Currency: Caymanian Dollars ( K\$ )	Buy Rate: 71.30	Sale Rate: 74.00

Source Account					
Name	Type	Number	Currency	Current Balance	Available Balance
Principal account	SAV	33764621	J\$	17,534.28	17,534.28

Payments			
Category ▲	Company	Contract/Invoice Id	Amount (JMD)
Utilities	Jamaica Public Service	101121201010212021	10000

Back **Confirm**

Step 8: Click "Confirmed"

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### Recurring Payment Confirmation

Currency: American Dollars ( US\$ ) Rate: 61.65

Your Transaction is Complete, Please Print or Record This Receipt Number for your Records

Receipt of Payments	
<b>Transaction</b>	
Number:	223858
Date:	04/24/2012
Time:	21:06:40
<b>Source Account</b>	
Number:	10043999
Type:	SAV
Amount:	200.00
Currency:	US\$
<b>Bill Payment</b>	
Company:	Digital
Contract/Invoice Id :	3539999
Category:	Utilities
Amount:	1,200.00
Currency:	J\$

**Continue**

Step 9: Click "Continue"