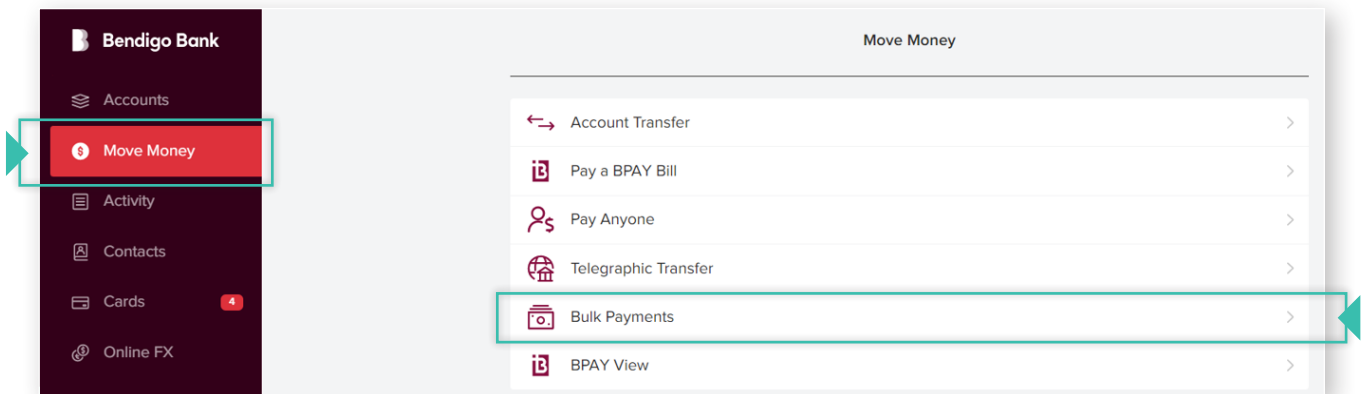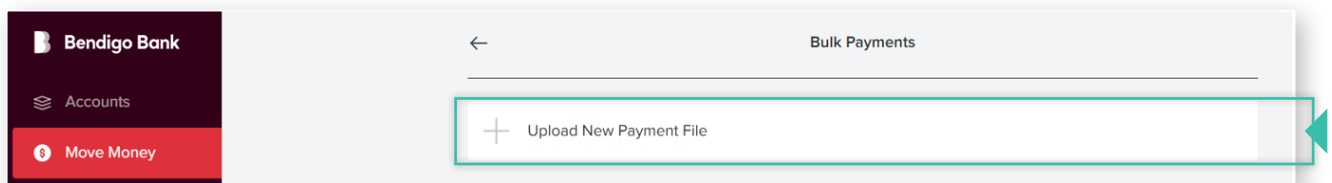# Bulk Payments User Guide

Bendigo Bank

Bulk Payment uploads

To access Bulk Payments, logon to e-banking and choose **'Move Money'**, then **'Bulk Payments'**.
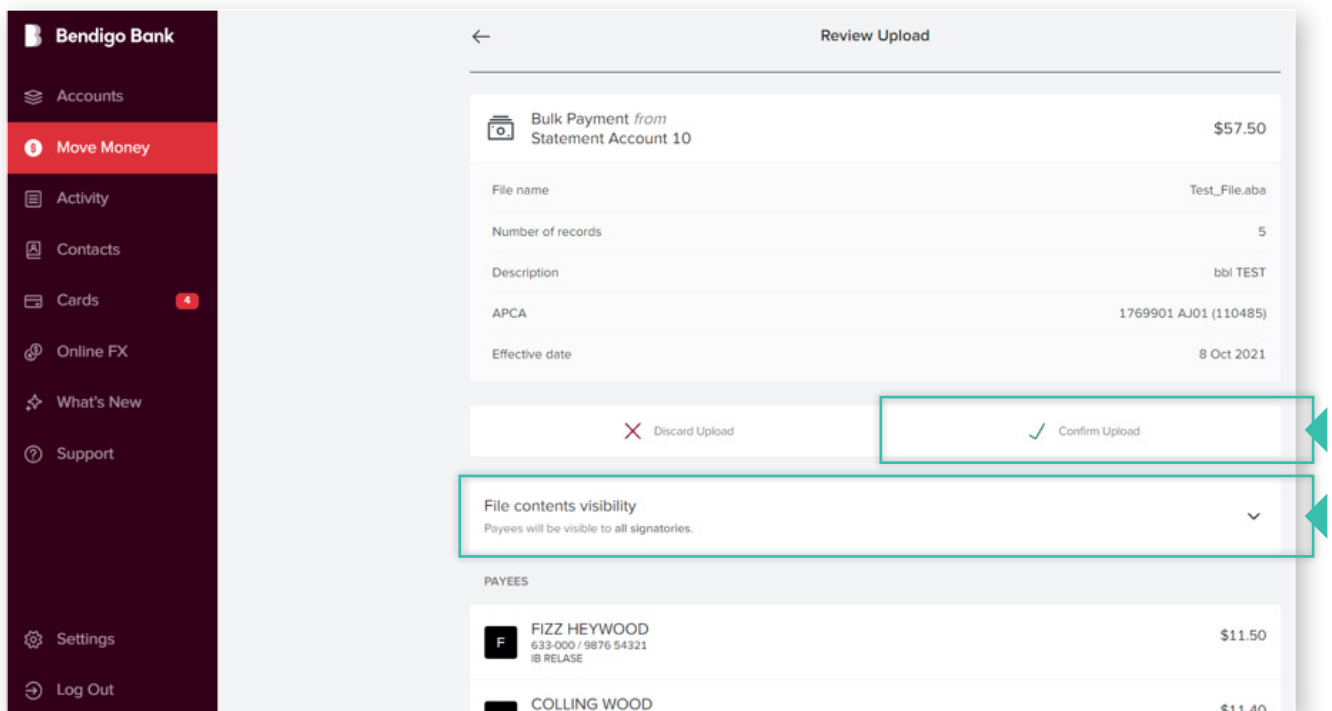
Only customers that are registered for Bulk Payments will have this option.

You see the Bulk Payments file upload screen where you can select your file for upload.

Your Bulk Payments file will be uploaded. Select **'Confirm Upload'** if details are correct.
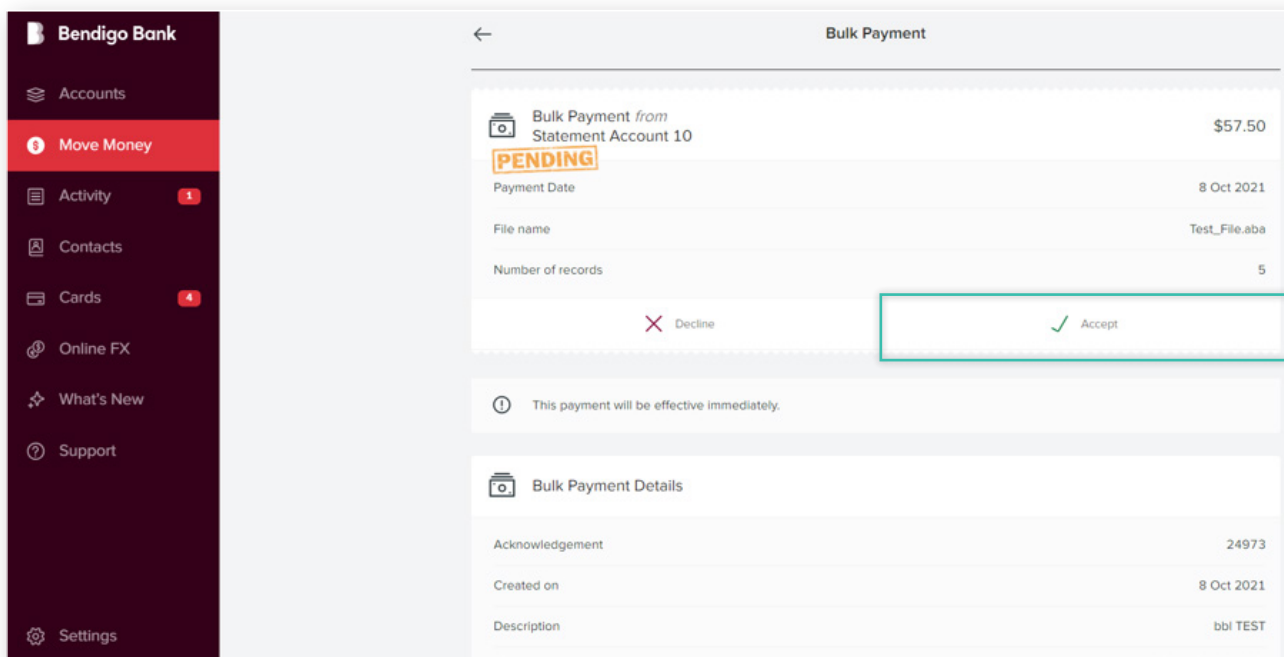

Organisations who have multiple staff using the Bulk Payments service can limit the visibility of sensitive payment files. e.g. Staff payroll.

After a payment file has been uploaded use the '**File contents visibility'** option to select who should have access to view the file contents.
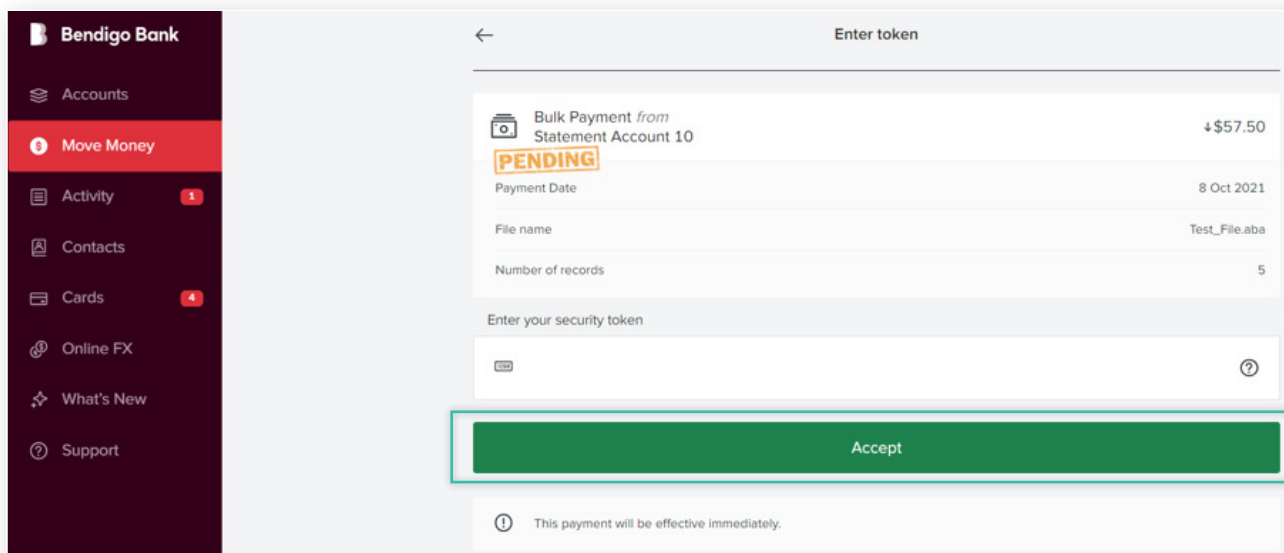
Note:
·   All signatories on the account will still be able to see the total file value.
·   The option to limit file contents visibility will only be available if there are more signatories on the account than the total number of signatories required to approve payments.
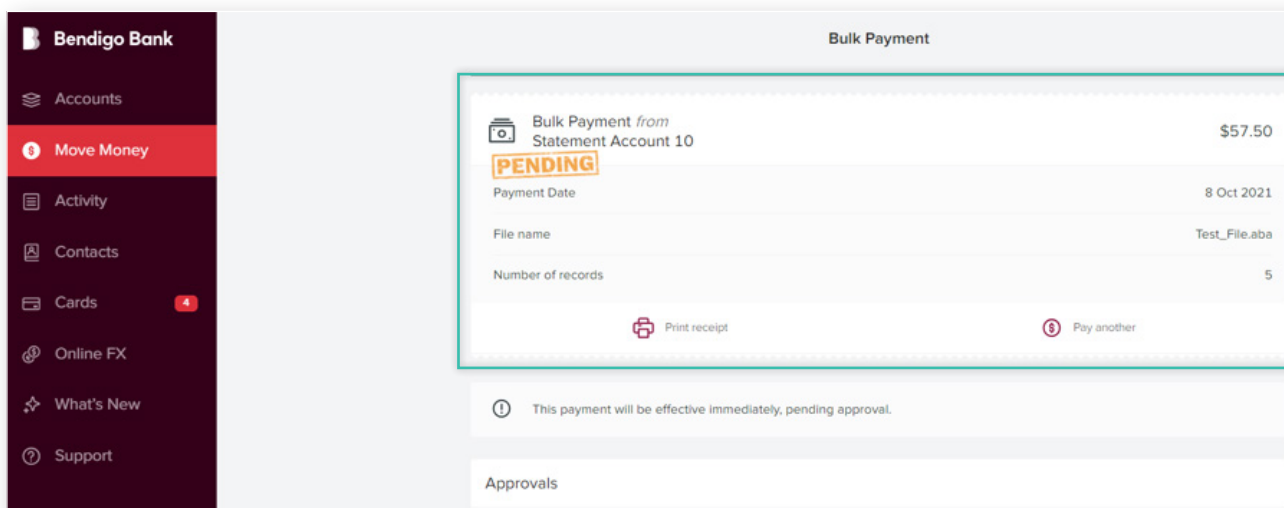
The upload confirmation screen will be displayed. Choose **'Accept Payment'**.

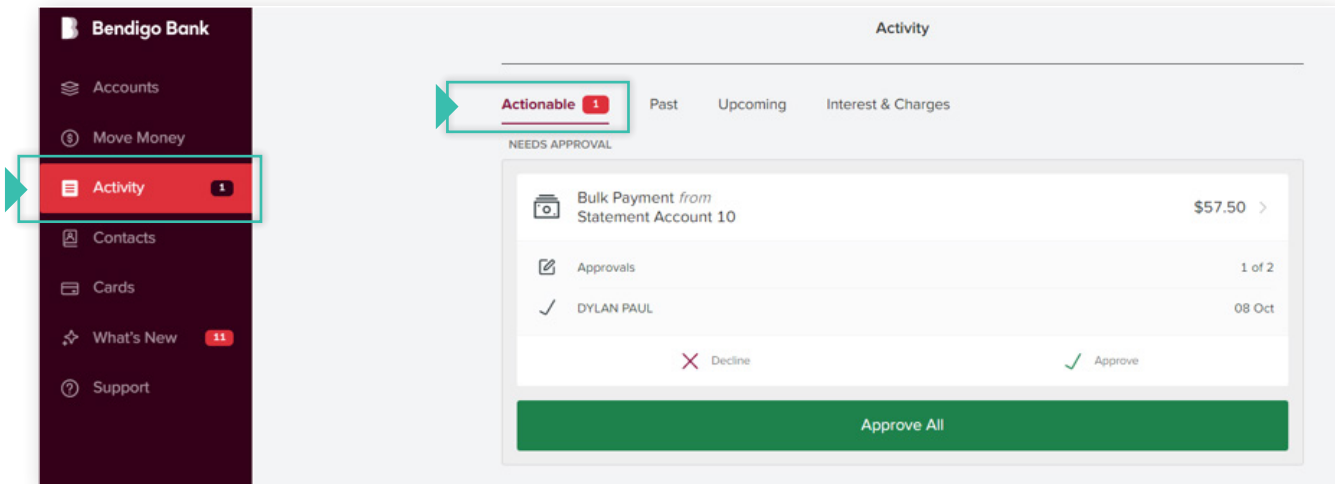Enter your security token details and select '**Accept**'.

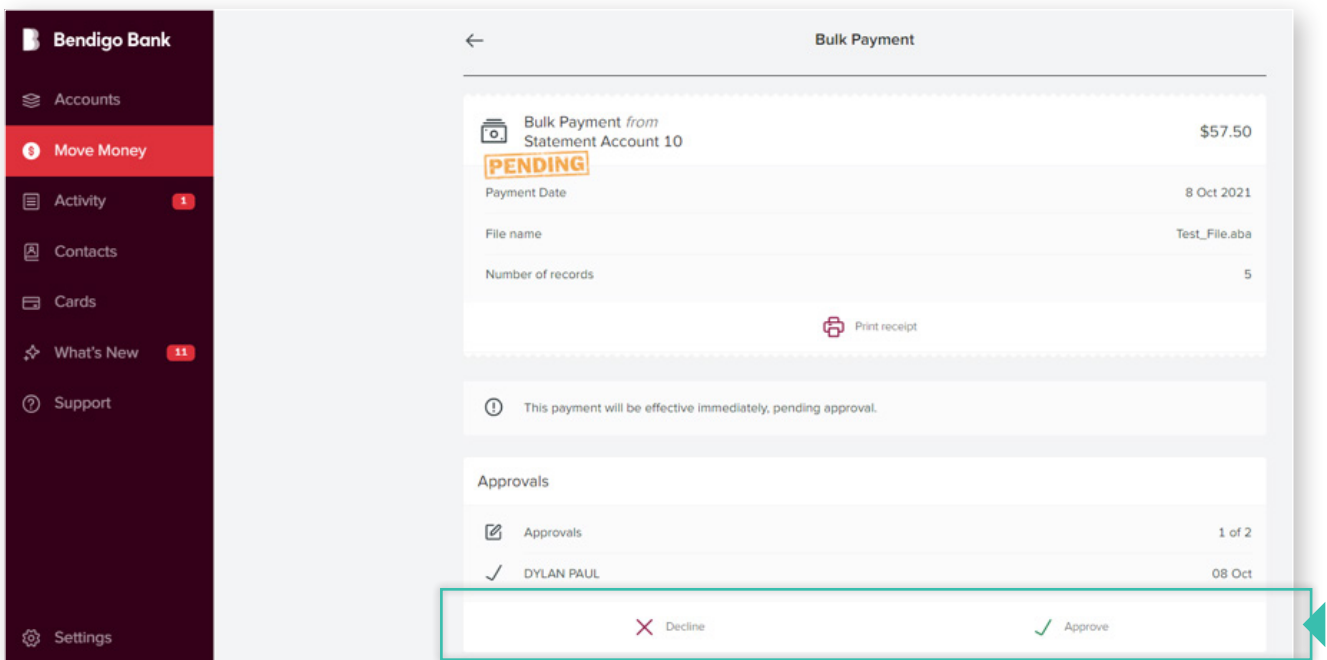The Bulk Payment upload pending screen will be displayed.

Viewing and approving Bulk Payments in e-banking

If a Bulk Payment has been set up and is pending approval a badge **1** is displayed on the Activity menu.

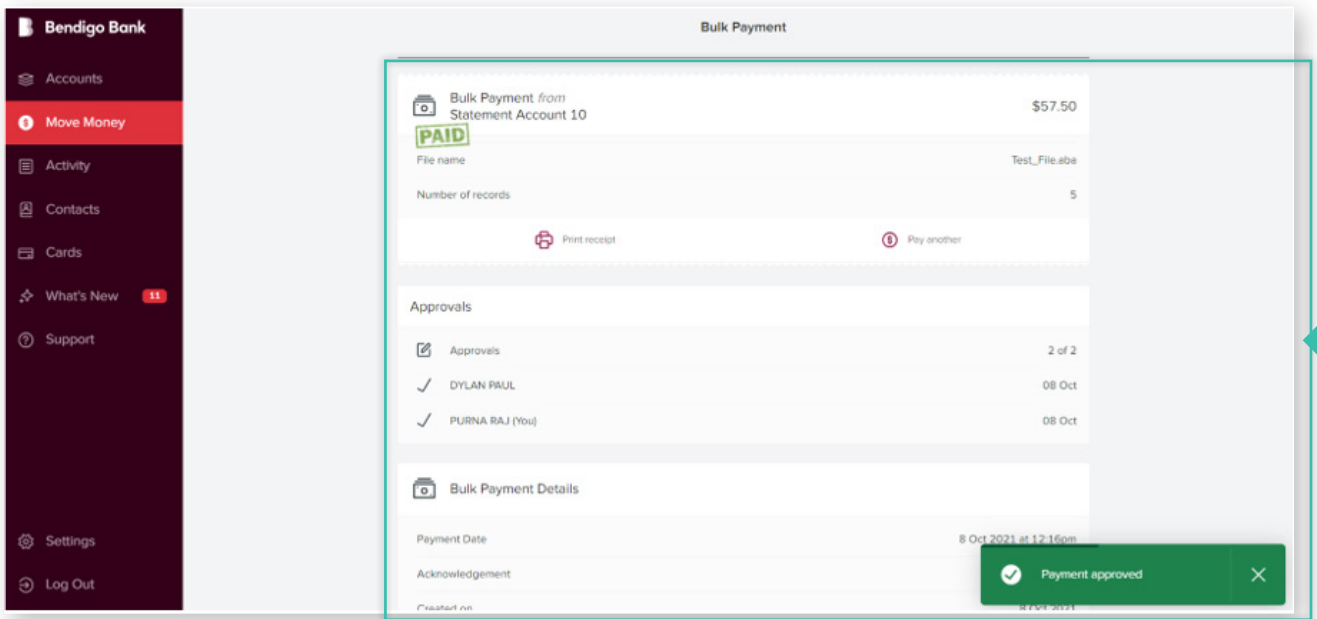Select the '**Activity**' menu, then the '**Actionable**' tab to see payments pending approval.

From here you'll be able to view the details of Bulk Payments uploaded in e-banking. You can approve or decline the Bulk Payment from this screen, or you can choose the line item for more information.

If you select the payment, you'll see the transaction details. You can '**Approve**' or '**Decline**' from this screen.
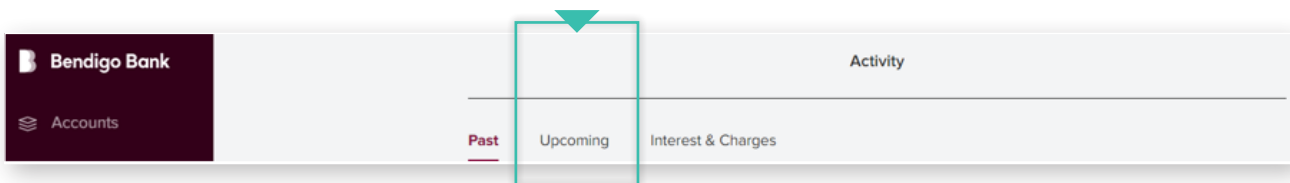
If you approve the transaction, you'll see the payment approved screen.

Future payment files

Future-dated payment files can be located under the '**Activity**' link in the '**Upcoming**' transaction section.

Files can be cancelled by the party that completed the upload prior to the effective processing date.

For help, call
1300 236 344 (1300 BENDIGO)

bendigobank.com.au