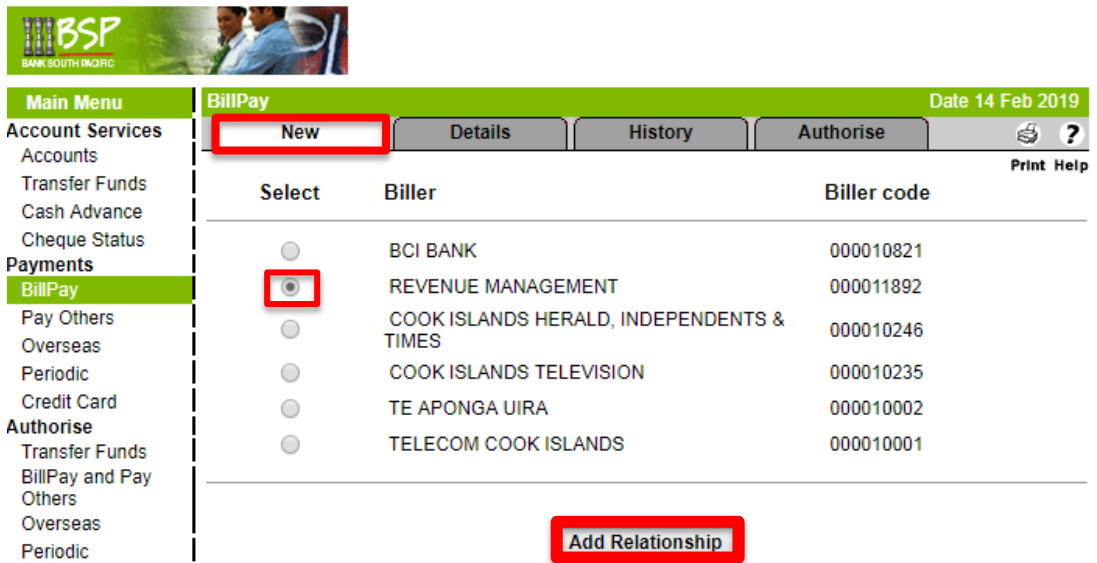




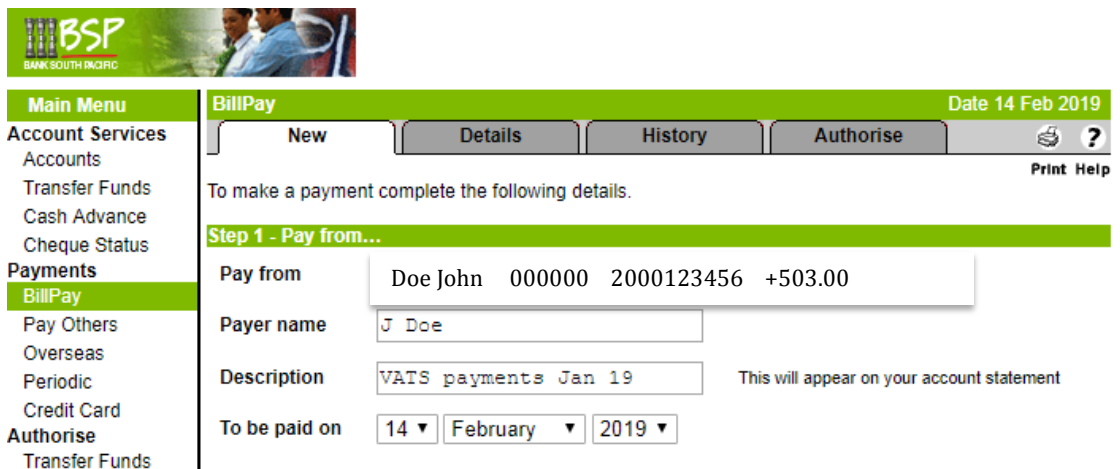
RMD BILL PAYMENT

1. Select **"BillPay"** under Payments.
2. Select **"New"** tab, then select **"Revenue Management"** and select **"Add Relationship"**



Main Menu		BillPay			Date 14 Feb 2019
Account Services		New	Details	History	Authorise
Payments		Select	Billers		Billers code
BillPay		<input checked="" type="radio"/>	REVENUE MANAGEMENT		000011892
Pay Others		<input type="radio"/>	BCI BANK		000010821
Overseas		<input type="radio"/>	COOK ISLANDS HERALD, INDEPENDENTS & TIMES		000010246
Periodic		<input type="radio"/>	COOK ISLANDS TELEVISION		000010235
Credit Card		<input type="radio"/>	TE APONGA UIRA		000010002
Authorise		<input type="radio"/>	TELECOM COOK ISLANDS		000010001
Transfer Funds		Add Relationship			

3. Fill in step 1 (Pay from)
 - Pay from – Select account to be debited
 - Payer Name – No change required
 - Description – This for your own reference eg: VAT payments Jan 19
 - To be paid on – No change required, but can be changed if desired.



Main Menu		BillPay			Date 14 Feb 2019
Account Services		New	Details	History	Authorise
Payments		To make a payment complete the following details.			
BillPay		Step 1 - Pay from...			
Pay Others		Pay from	Doe John 000000 2000123456 +503.00		
Overseas		Payer name	J Doe		
Periodic		Description	VATS payments Jan 19 This will appear on your account statement		
Credit Card		To be paid on	14 February 2019		
Authorise		Transfer Funds			



4. Fill in step 2 (Pay to)

- Reference No: - Format is **RMD#/TAXTYPE/MONTH/YEAR**

Eg: 69325VAT0119, 69325INC0119, 69325PAYE0119

- Amount –Desired amount
- Select **“OK”** to proceed to the next screen

Step 2 - Pay to...

When will this be actioned? [Click here to find out.](#)

Pay to	REVENUE MANAGEMENT	Billers
Reference No:	<input type="text"/>	Insert account number shown on Biller's invoice.
Amount	<input type="text"/>	Enter the dollar amount followed by a decimal point and cents i.e. 34.56
<input type="button" value="OK"/> <input type="button" value="Reset"/>		

- Confirm details then select **“OK”** submit payment



BillPay Date 14 Feb 2019

Print Help

Please confirm that the following details are correct. Select **OK** to submit this transaction for processing. After selecting **OK** please wait for the next screen to appear before proceeding.

Note: Proceeding or going back through screens before the next screen is displayed may alter or affect this transaction.

Step 1 - Pay from...

Pay from	KAVANA ANGAREI PET	039038	2000423760	+8.26
Payer name	J Doe			
Description	VATS payments Jan 19	This will appear on your account statement		
To be paid on	14 Feb 2019			

Step 2 - Pay to...

Pay to	REVENUE MANAGEMENT			
Reference No:	69325PAYE0119			
Amount	+25.00			
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Go Back"/>				



These details will be saved as template that you can use for your next payment.



Main Menu	BillPay				Date 14 Feb 2019
Account Services	New	Details	History	Authorise	Print Help ?
Accounts	Select	Biller Name	Reference No	Payment Date	Amount
Transfer Funds	<input type="radio"/>	REVENUE MANAGEMENT	69325PAYE0119	14 Feb 2019	25.00
Cash Advance					
Cheque Status					
Payments					
BillPay					
Pay Others					
Overseas					