

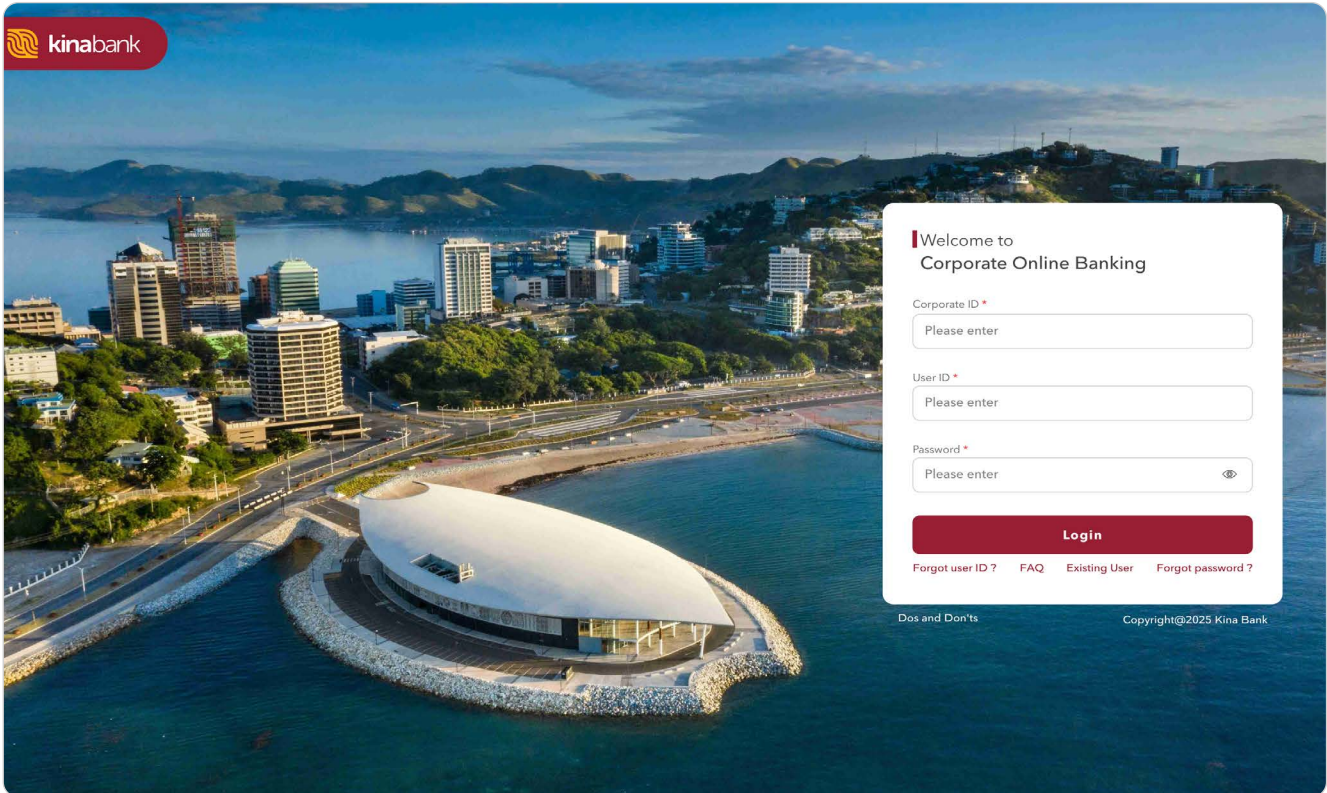
# Bill Payments User Guide.



## Purpose of the Document

This document guides users on how to make Bill Payments through Corporate Online Banking.

1. Log in to **Kina Corporate Online Banking** via <https://corporate.kinabank.com.pg/CorpUser/>



2. Enter the **6-digit One Time Password (OTP)** sent to your preferred channel (SMS, WhatsApp, or Email).

**Enter the OTP**

Please enter the 6-digit OTP sent to your preferred communication channel.

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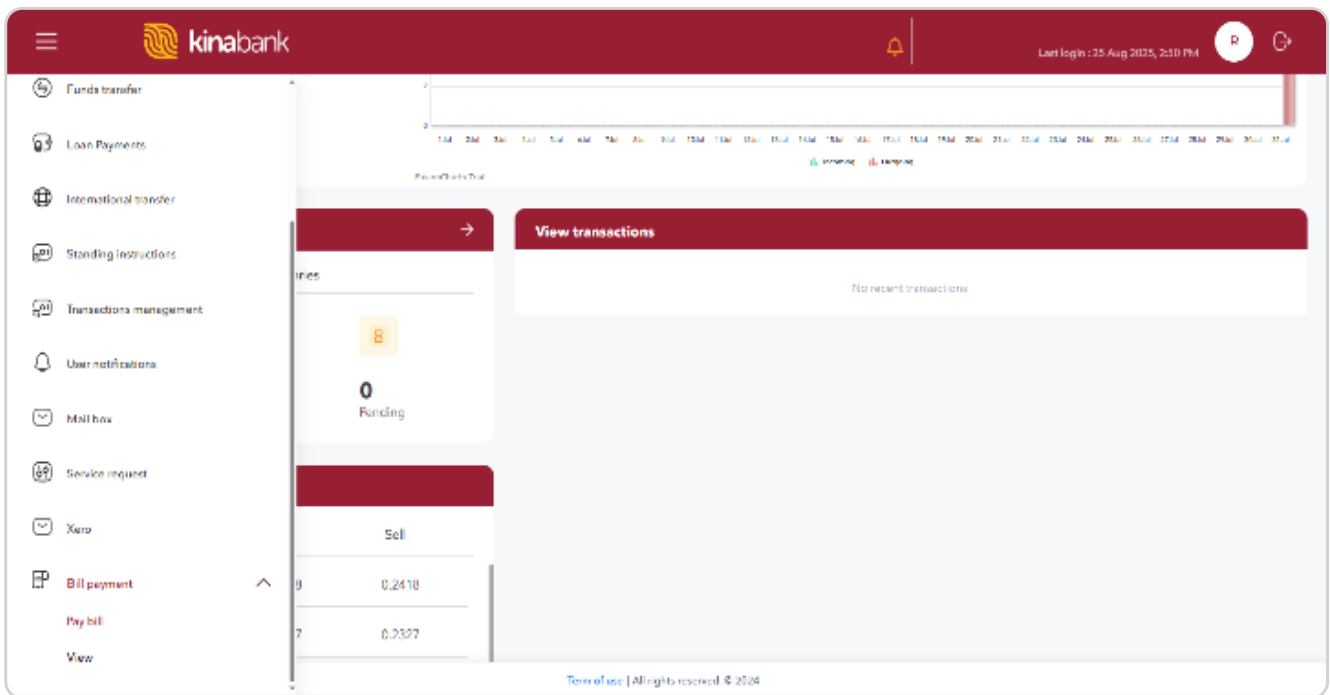
**Time left: 02:56**

**Cancel** **Continue**

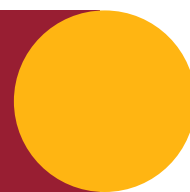
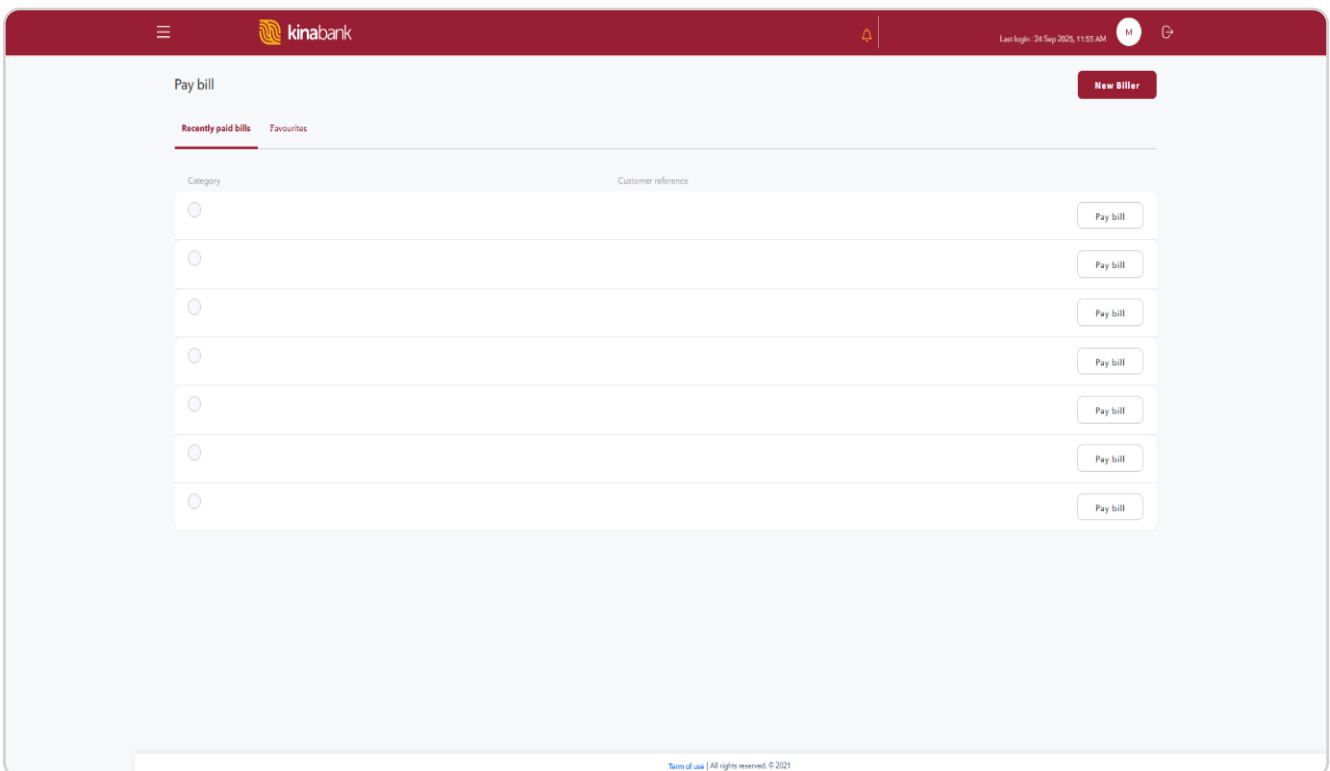


**3.** On the Main Menu, click on the toggle bar, then click on the option **Bill Payment** and a drop-down menu will show:

- Pay Bill
- View



**4.** On the Pay Bill Menu, Click on **New Biller** to add a new biller. Click on **Pay Bill** to make payments to an existing biller.



## 5. Select a Biller Category

The screenshot shows the 'Pay bill' form in the Kinabank mobile app. The form is titled 'Pay bill' and has a 'Category' section with four input fields. Below this, there are three main sections: 'Please select biller\*' with a dropdown menu, 'Customer Reference\*' with a text input field, and 'Bill Amount\*' with a dropdown menu set to 'PGK' and a text input field. A 'Description\*' text input field is also present. At the bottom, there are two radio buttons for 'Schedule This Payment': 'Yes' and 'No', with 'No' selected. The form is set against a light gray background with a dark red header and footer. The header contains the Kinabank logo and the text 'Last login: 24 Sep 2025, 11:55 AM'. The footer contains two buttons: 'Cancel' and 'Continue'.

## 6. Ensure to enter all the details, including:

- Customer Reference
- Bill Amount
- Description

This screenshot is identical to the one above, showing the 'Pay bill' form. The 'Customer Reference\*' and 'Bill Amount\*' fields are now filled with text, indicating that the user has entered the required details. The 'Please select biller\*' dropdown menu is still open, and the 'Description\*' field is empty. The 'Schedule This Payment' radio buttons remain the same, with 'No' selected. The form layout and branding are consistent with the previous screenshot.



## 7. Select the **account** that you would like to make the **payment from**.

Select from account

CUSTOMER

Current account

PGK

CUSTOMER

Current account

PGK

Cancel Continue

## 8. **Review and confirm** Bill Payment details.

Review & Confirm

**Debit From**

Account name  
CUSTOMER

Account number

Balance  
PKK

**Billier Details**

Category

Customer reference

Biller

Total amount  
**PKK**

Cancel Continue



9. Enter the **6-digit One Time Password (OTP)** sent to your preferred channel (SMS, WhatsApp, or Email).

### Enter the OTP

Please enter the 6-digit OTP sent to your preferred communication channel.

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**Time left: 02:56**

[Cancel](#) [Continue](#)

A notification screen shows upon successfully performing Bill Payment



**Note:** Any transaction submitted by a Maker and Both will be pending approval from a checker.

Last login : 08 Apr 2026, 4:37 PMB

 **Payment approved successfully**

<b>Debit From</b> Account name Account number Balance	<b>Biller Details</b> Category Consumer Number Biller	<b>Total amount</b> <b>PGK 1.00</b> Reference no.
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**Request status**

 Initiated by  Approved by

[Go to dashboard](#) [Add to Favourites](#)

