

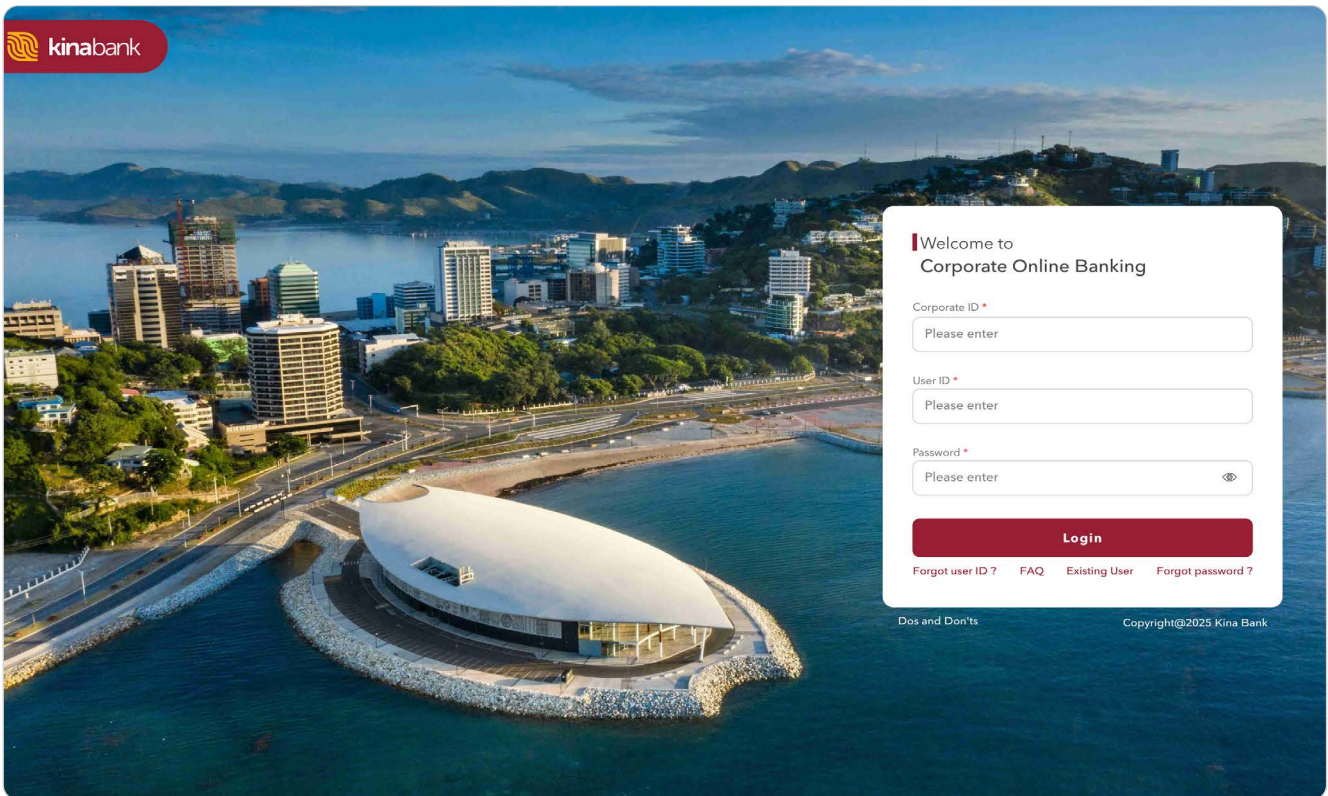
# Schedule Payments User Guide.



## Purpose of the Document

This guide provides a step-by-step walkthrough on how to schedule a transfer or payment using your Corporate Online Banking.

1. Log in to **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**

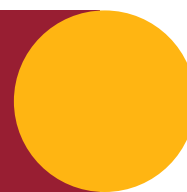
Please enter the 6-digit OTP sent to your preferred communication channel.

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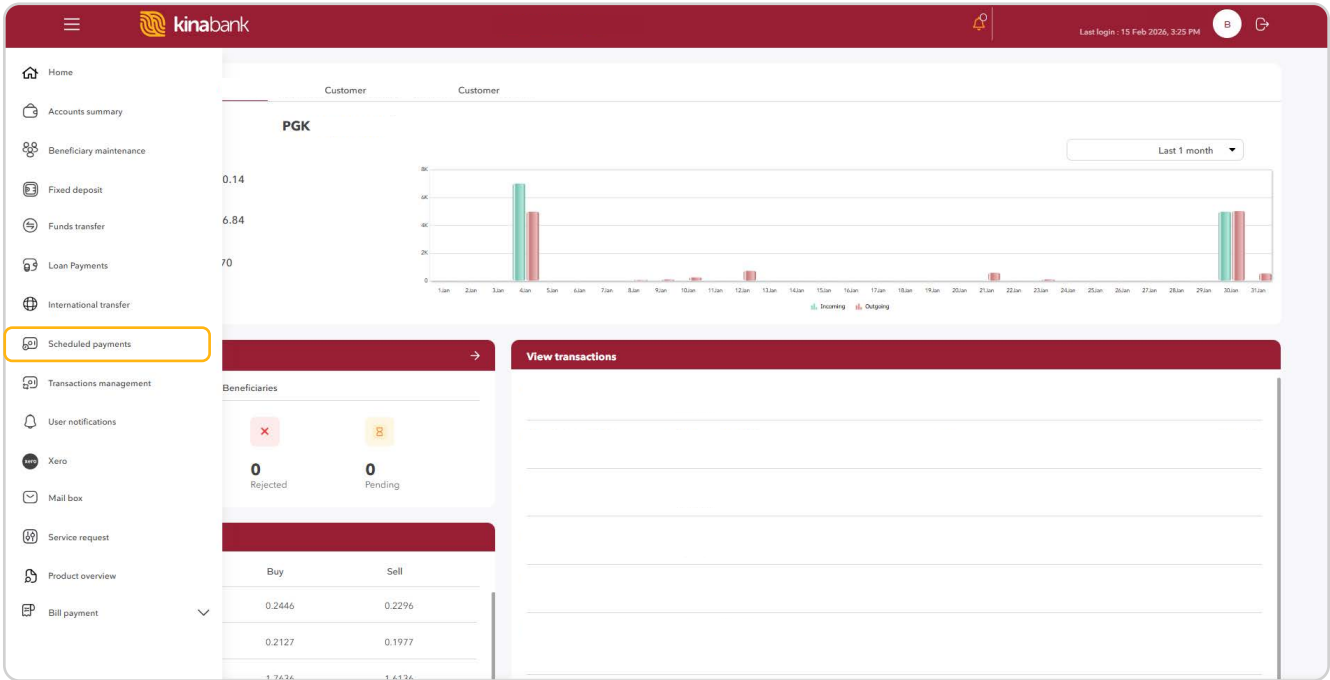
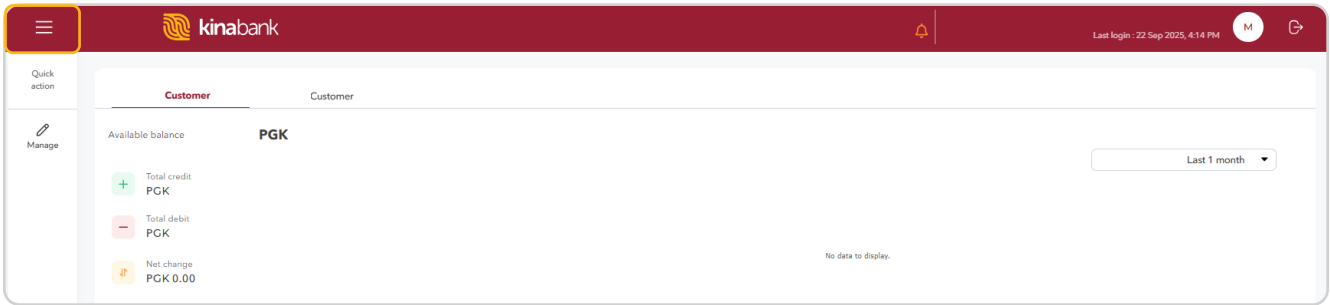
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**Time left: 02:56**

**Cancel** **Continue**

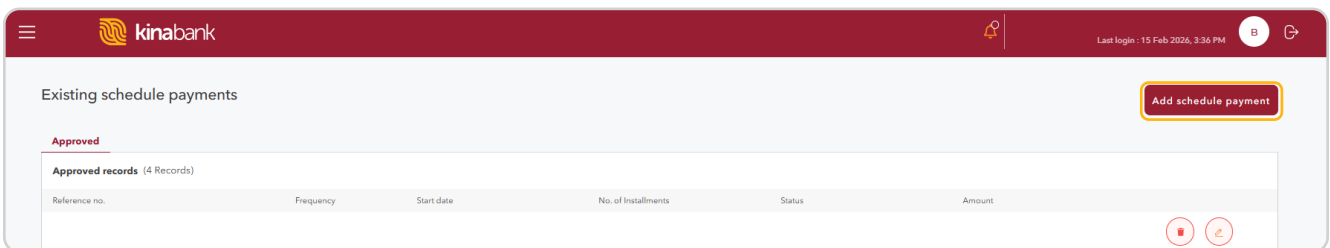


### 3. Click the Menu option on the top left of the Dashboard and select **Scheduled Payments**.

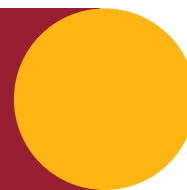
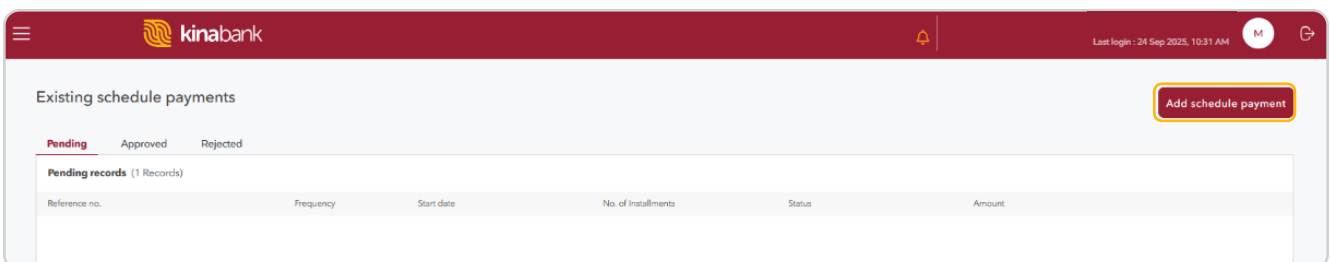


### 4. On the Schedule Payment screen, click **Add schedule payment**.

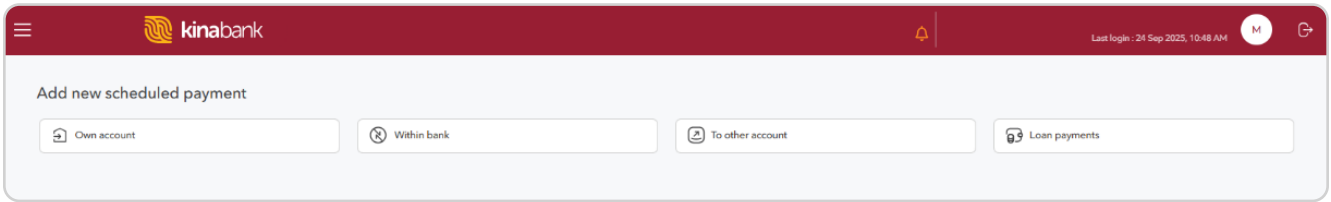
#### **Straight Through Processor (STP) view**



#### **Maker view**

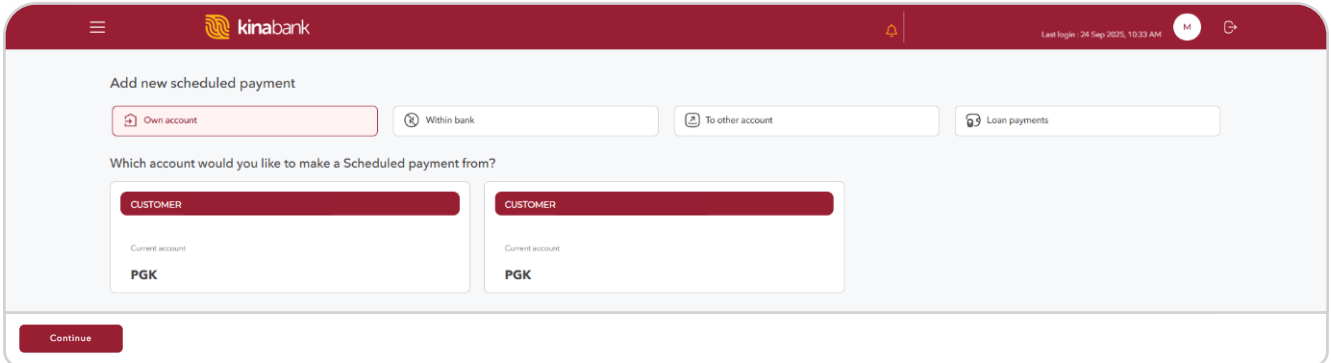


## 5. Select the preferred type of Schedule Payment



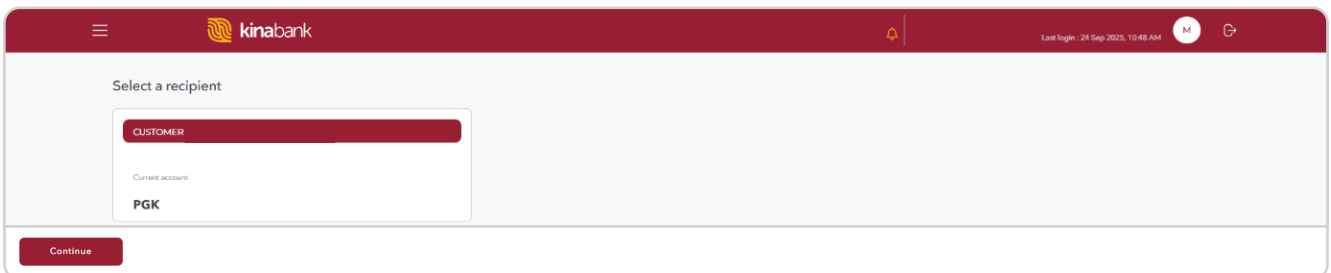
The screenshot shows the 'Add new scheduled payment' interface. At the top, there is a navigation bar with the Kinabank logo, a notification bell, and the user's profile. Below the header, the title 'Add new scheduled payment' is displayed. There are four buttons: 'Own account' (selected), 'Within bank', 'To other account', and 'Loan payments'.

## 6. Select the relevant account and click **Continue**.

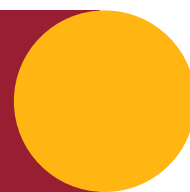


The screenshot shows the 'Add new scheduled payment' interface. The 'Own account' button is selected. Below it, the question 'Which account would you like to make a Scheduled payment from?' is displayed. There are two account options, both labeled 'CUSTOMER' and 'Current account', with the account number 'PGK' visible. A 'Continue' button is located at the bottom left.

## 7. Next, select the recipient of your choice.



The screenshot shows the 'Select a recipient' interface. A single account option is displayed, labeled 'CUSTOMER' and 'Current account', with the account number 'PGK' visible. A 'Continue' button is located at the bottom left.



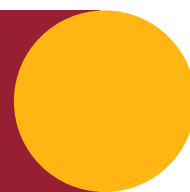
## 8. Enter Schedule Payment details.

**Note:** Schedule Payment to other bank accounts requires selection of the beneficiary bank.

The screenshot shows the 'Scheduled payments - own account' form in the Kinabank interface. The form is divided into two main sections: 'Transfer from' and 'Transfer to'. The 'Transfer from' section is a dark red rounded rectangle containing fields for 'Account name', 'Account number', 'Balance', and a 'Change account' link. The 'Transfer to' section is a white rounded rectangle containing fields for 'Account name' (CUSTOMER 240138), 'Account number' (31496011), 'Currency' (PGK), and a 'Change account' link. Below these sections is the 'Amount & Scheduled payments info' section, which includes a 'Currency' dropdown (PGK), an 'Amount' input field, a 'Scheduled payment name' input field, a 'Remarks' input field (containing 'Scheduled Payment'), a 'Frequency' section with radio buttons for 'Once' (selected), 'Daily', 'Weekly', 'Fortnightly', 'Monthly', 'Half Yearly', and 'Yearly', and a 'Transaction date' input field with a calendar icon. At the bottom of the form are two buttons: 'Cancel' (orange) and 'Continue' (dark red).

## 9. Review the Schedule Payment Details. Click **Edit** to make changes, and click **Confirm** to proceed.

The screenshot shows the 'Review and confirm' form in the Kinabank interface. The form is divided into two main sections: 'Transfer from' and 'Transfer to'. The 'Transfer from' section is a dark red rounded rectangle containing fields for 'Account name', 'Account number', and 'Account available balance'. The 'Transfer to' section is a white rounded rectangle containing fields for 'Account name' (CUSTOMER 240138), 'Account number' (31496011), and 'Currency' (PGK). Below these sections is the 'Amount & Scheduled payments info' section, which includes a 'Currency' dropdown (PGK), an 'Amount' input field, a 'Scheduled payment name' input field, a 'Payment description' input field, a 'Frequency' input field, and a 'Transaction date' input field with a calendar icon. At the bottom of the form is a 'Please note' section with the text: 'Please note : IF BENEFICIARY'S NAME, ACCOUNT NUMBER, CURRENCY and AMOUNT are entered properly. The customer is liable for any losses and responsibilities due to the incorrect information provided'. At the bottom of the form are two buttons: 'Edit' (orange) and 'Confirm' (dark red).



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

**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**

Your screen will display a successful transaction notification, once the payment has been scheduled.

Note: Transaction initiated by Makers will require Checker Approval via the transaction Management Option.



### **Straight-Through Processor (STP) screen.**

 Last login: 15 Feb 2026, 3:36 PM B

 Your request for a scheduled payment has been successfully initiated.

<b>Transfer from</b>	<b>Transfer to</b>	<b>Transferred amount</b>
Account name	Account name	<b>PGK 1.00</b>
Account number	Account number	Reference no. S7421876896130781184
Currency	Currency	Scheduled payment name Scheduled Payment
PGK		Remarks Scheduled Payment


**Transaction status**


 Initiated by  Approved By

**New transaction** **Go to dashboard**




# Maker Screen.

 Last login: 24 Sep 2025, 10:48 AM M

 Your request for scheduled payment is successfully sent for approval

<b>Transfer from</b> Account name Account number Currency PKK	<b>Transfer to</b> Account name Account number Currency PKK	<b>Transferred amount</b> Reference no. Scheduled payment name Remarks
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**Transaction status**

 Initiated by 2 Pending with

