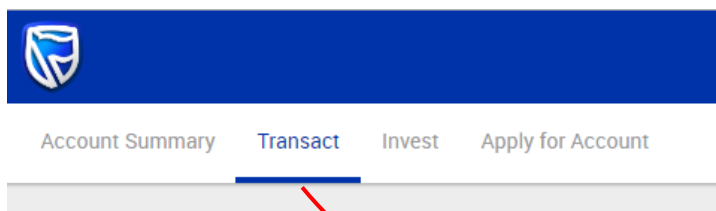




Internet Banking How-To Guide

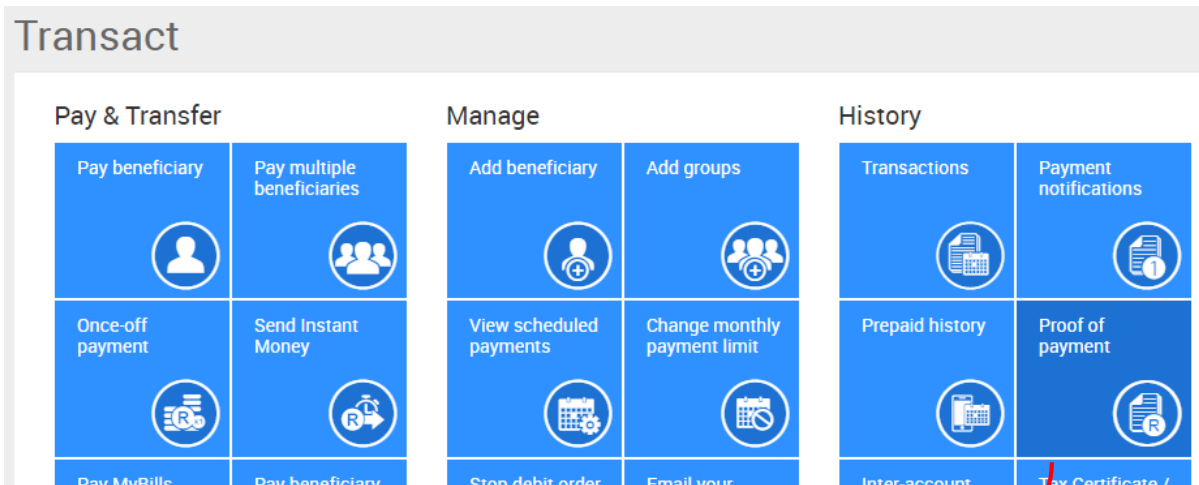
Viewing, Printing and Downloading a Proof of Payment

- 1 Log into the Online Banking site using your email address and password.
- 2 Once logged on, you will see the default view (Account Summary):



- 3 Select the menu option "Transact"

- 4 You will now see the various tile options under the "Transact" menu:



- 5 Click the tile "Proof of Payment"

Viewing, Printing and Downloading a Proof of Payment using Online Banking

- 6 You will now see the “Proof of Payments” view, showing all payments made for the defined period (defaulting to the last 30 days):

Latest	From	To	Sent to / Via	Amount (R)
11 Nov	Pvt Banking - 30-2	FEA HOA XMAS		500.00
04 Nov	Pvt Banking - 30-2	BIANCA CORD STANDARD BANK		1 075.00

If needed, for the period of time selected, you can search for a specific payment (this searches only the period you are viewing)

- 7 Access the details of a specific payment by selecting the actual payment line item (in this example, the payment to FEA HOA):

Latest	From	To	Sent to / Via	Amount (R)
11 Nov	Pvt Banking - 30-2	FEA HOA XMAS		500.00
04 Nov	Pvt Banking - 30-2	BIANCA CORD STANDARD BANK		1 075.00

- 8 Click the button “PROOF OF PAYMENT”

- 9 The Proof of Payment for that specific payment is now displayed:

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5 Simmonds Street, Johannesburg
2001

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Fax: +27 11 631 4456

Website: www.standardbank.co.za

- 10 You can now select the option to Download, Print or Send.