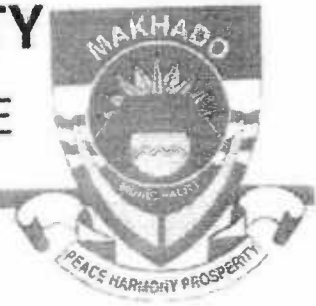


# ANNEXURE A MAKHADO LOCAL MUNICIPALITY



**FNB**  
First National Bank

## PAYMENT PROCEDURE MANUAL v1.0.0



### ONLINE PAYMENT PROCEDURE

#### 1. CAPTURE THE PAYMENT

- After login into the system, select the payment tab
- On the left hand panel click Add
- Then click from folder
- Insert required info and select folder to pay from
- Click continue
- Add the amounts
- Click save & exit at the bottom
- Click the captured payments
- Print the captured payments
- Click close at the bottom right
- Log off the system
- Submit print out for verification (*two signatures*)

#### 2. CAPTURED PAYMENT VERIFICATION (*This must be done by two officials*)

- Check captured payment(s) and sign off for system authorization submission
- Submit checked and signed (*two signatures*) document(s) back to Data Processing Officer

#### 3. SUBMIT FOR AUTHORIZATION (*After two verification signatures*)

- Make sure returned print out has two different signatures on it before submitting for authorization
- After login into the system, select the payment tab
- Click maintain on the left hand panel and select the checked captured payments
- Click submit at the bottom right
- Print the Submission/Authorization report
- Click finish
- Log off the system
- Submit print out for authorization

#### 4. AUTHORIZE SUBMITTED PAYMENTS (*This step is done by two different officials*)

- After login into the system, select the authorization tab
- Check/Tick the check box for submitted payment for authorization
- Click authorize at the bottom right
- Wait for certificate window to open
- Insert certificate password
- Click accept
- Now the payment is partially authorized because it needs a second authorizer
- Click finish
- Log off the system
- Sign the submitted print out for authorization as first signatory/authorizer
- Submit print out to the next authorizer
- Next Authorizer must repeat step 4 until "Click accept"
- Now the payment is Fully authorized and payment is complete
- Click finish
- Log off the system
- Sign the submitted print out for authorization as second signatory/authorizer

Manual is hereby adopted as a true reflection/step by step guide/working document of the online banking payment procedure of Makhado Local Municipality.