



How to approve transactions

STEPS

INSTRUCTIONS

1



Log into VM Express Online, Look to the right of the page for **Pending Transactions**.

2



Select **View Pending Transactions** and the details of the pending transaction will display. Click in the check box to the left.

3



If there are multiple transactions click, **Select All** to the bottom left of the list. A tick will appear in all the check boxes. Click the **Approve** button.

4



Enter the one-time password (OTP) code sent via SMS text to your mobile phone. Confirm transfer(s). Multiple authorisation results will display.

5



It is important to note that two “A” approvers or two “B” approvers cannot authorise the same transaction. Combinations of “A” & “B” or “A” & “I” or “B” and “I” can authorise transactions.

6



You have the option to cancel, view or edit the transfer using the icons to the right of each transaction.