

**Steps to make payments to National Cooperative Bank Ltd using CORPORATEPAY.**

1. Browse to CORPORATEPAY website.  
<https://corporatepay.connectips.com/#/login>
2. Enter the **Username**, **Password** and **Corporate Code** and click on **Login** on the right-hand side if already enrolled in CORPORATEPAY or contact your bank if not already enrolled in CORPORATEPAY for further user enrollment in CORPORATEPAY or watch the reference video for reference:  
[https://www.youtube.com/watch?v=zEG07kqX1\\_c&list=PLPSzdWxrsng8J7G2NdSskz0cZ1Lpumlf\\_s&index=1](https://www.youtube.com/watch?v=zEG07kqX1_c&list=PLPSzdWxrsng8J7G2NdSskz0cZ1Lpumlf_s&index=1)



**CORPORATE PAY**  
 Business Payment Platform

**Login**

**Username**

Please enter your username!

**Password**

Please enter your password!

**Corporate Code**

Forgot Username or Password ?

**Login**

[User Manual](#)

3. Enter the **2 factor Authenticator** (2FA -6 Digit Numeric Code) displayed in your Mobile Authenticator App and click on **Submit**.  
*For First Time login / New Account Setup, click on Set Up 2FA and enter the OTP received on registered*



**CORPORATE PAY**  
 Business Payment Platform

**Step 2 of 2**

**Confirm 2FA Code**

Fill the field below with the code that has been generated on your authenticator app.

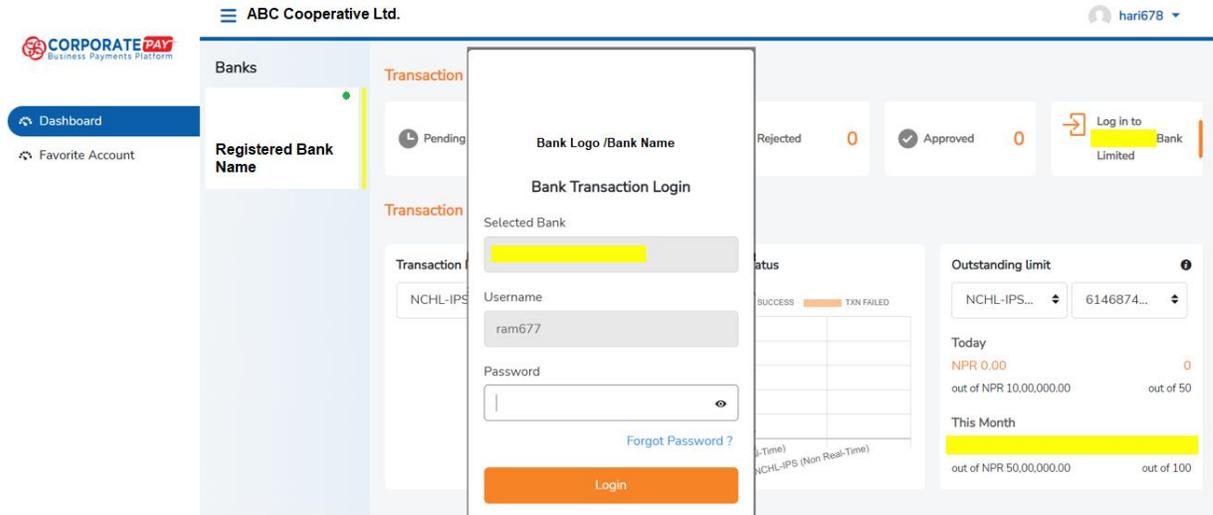
[Setup 2FA](#) [Having trouble with OTP?](#)

Enter 2FA Code from your authenticator app.

[Back to login](#) **Submit**

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- mobile number as SMS or Email and enter to See the QR Code Image and scan the QR shown on screen to view 6 Digit Code shown on the screen from any authenticator app (e.g. Google Authenticator)
- From the list of approved debtor bank, select the debtor bank and click on **Log in into the bank name** on the right-hand side.
  - Enter the **Debtor Bank Login** Password received over email from Bank while enrollment in CORPORATEPAY and click on **Login**



- From Bank Login Dashboard, Select any one of NCHL-IPS (Non-Real Time) or ConnectIPS (Real Time)

*Please note using [NCHL-IPS Non-Real Time (maximum 20 Crore Per Transaction could be processed)], [ConnectIPS Real Time (maximum 20 Lakhs Per Transaction could be processed)] \* contact your debit bank for transactions processing limits.*

Select Topic

ABC Cooperative Ltd. hari678

**CORPORATE PAY** Business Payments Platform

Dashboard  
 Favorite Account

**Banks**

**Registered Bank Name**

**Transaction Statistics**

Pending on me 3   Pending on other 0   Rejected 0   Approved 0

Log in to Bank Limited

**Transaction Summary** Today

**Transaction By Channel**  
 NCHL-IPS (Non Real-Time)  
 No data

**Transaction Status**

TXN SUCCESS TXN FAILED

Transaction Count

connectIPS (Real-Time) NCHL-IPS (Non Real-Time)

**Outstanding limit**

NCHL-IPS... 6146874...

**Today**  
 NPR 0.00 out of NPR 10,00,000.00 out of 50

**This Month**  
 out of NPR 50,00,000.00 out of 100

7. Select **Service Payments** under **Financial Institution** of NCHL-IPS (Non-Real-time) or connectIPS (Real-time) and Click on **National Cooperative Bank Ltd** for Social Security payments.

ABC Cooperative Limited ram677

**Registered Bank Logo**

Dashboard  
 NCHL-IPS (Non Real-Time)  
 Salary Payment  
 Fund Transfer (Bulk)  
 Vendor Payment  
 Service Payment  
 Government Payment  
 Utility Payment  
**Financial Institution**  
 Creditor Payment  
 connectIPS (Real-Time)  
 Bank Service  
 Receivable Management  
 Report

**Initiation**

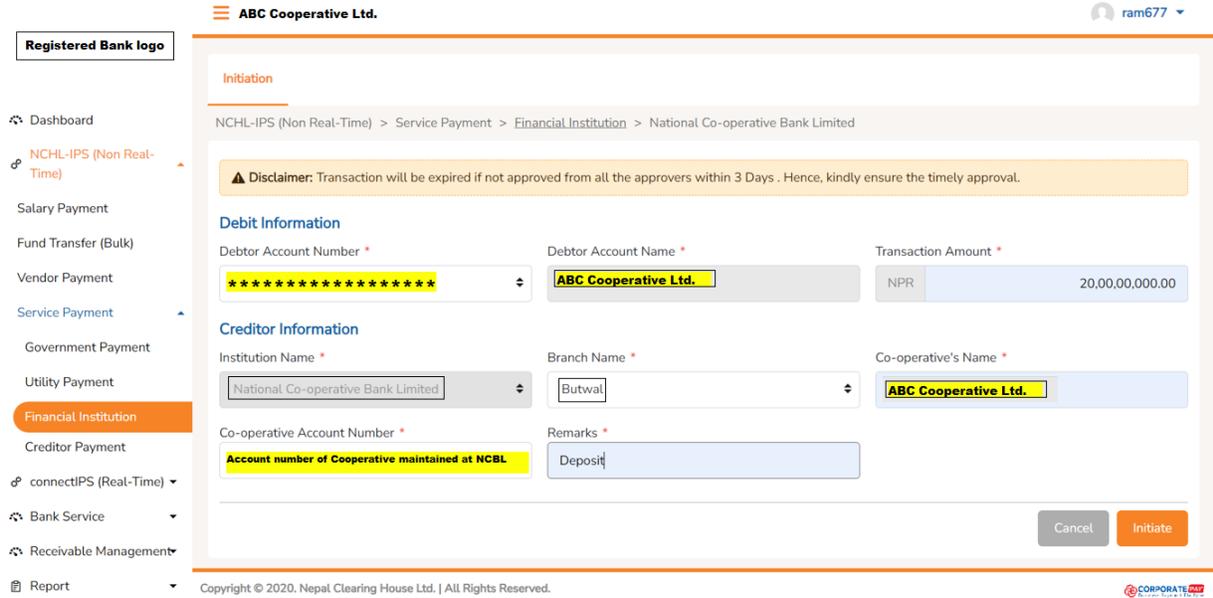
NCHL-IPS (Non Real-Time) > Service Payment > Financial Institution

**Financial Institution** Search ...

  
 National Co-operative Bank Limited

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8. Enter the **required information** and click on **Initiate** to initiate the payment.



**ABC Cooperative Ltd.** ram677

**Registered Bank logo**

Dashboard

NCHL-IPS (Non Real-Time)

Salary Payment

Fund Transfer (Bulk)

Vendor Payment

Service Payment

Government Payment

Utility Payment

**Financial Institution**

Creditor Payment

connectIPS (Real-Time)

Bank Service

Receivable Management

Report

**Initiation**

NCHL-IPS (Non Real-Time) > Service Payment > Financial Institution > National Co-operative Bank Limited

**Disclaimer:** Transaction will be expired if not approved from all the approvers within 3 Days. Hence, kindly ensure the timely approval.

**Debit Information**

Debtor Account Number \*

Debtor Account Name \*

Transaction Amount \*

**Creditor Information**

Institution Name \*

Branch Name \*

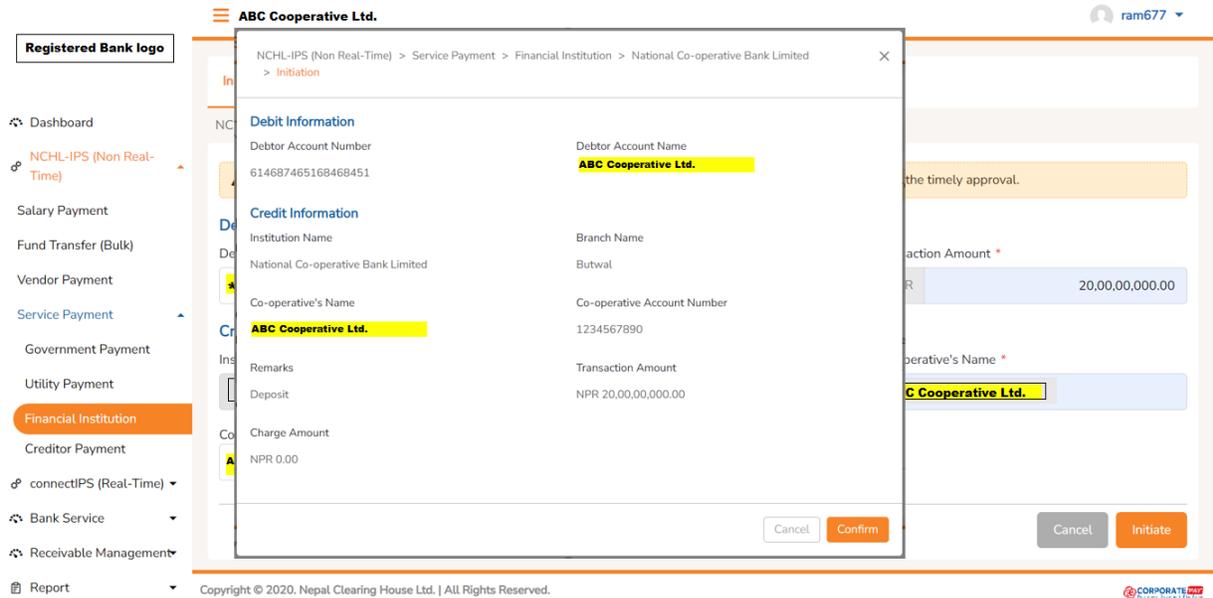
Co-operative's Name \*

Co-operative Account Number \*

Remarks \*

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9. A confirmation page will be displayed. Verify the details and click on **Confirm**.



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**Registered Bank logo**

Dashboard

NCHL-IPS (Non Real-Time)

Salary Payment

Fund Transfer (Bulk)

Vendor Payment

Service Payment

Government Payment

Utility Payment

**Financial Institution**

Creditor Payment

connectIPS (Real-Time)

Bank Service

Receivable Management

Report

**Initiation**

NCHL-IPS (Non Real-Time) > Service Payment > Financial Institution > National Co-operative Bank Limited

**Debit Information**

Debtor Account Number: 614687465168468451

Debtor Account Name: ABC Cooperative Ltd.

**Credit Information**

Institution Name: National Co-operative Bank Limited

Branch Name: Butwal

Co-operative's Name: ABC Cooperative Ltd.

Co-operative Account Number: 1234567890

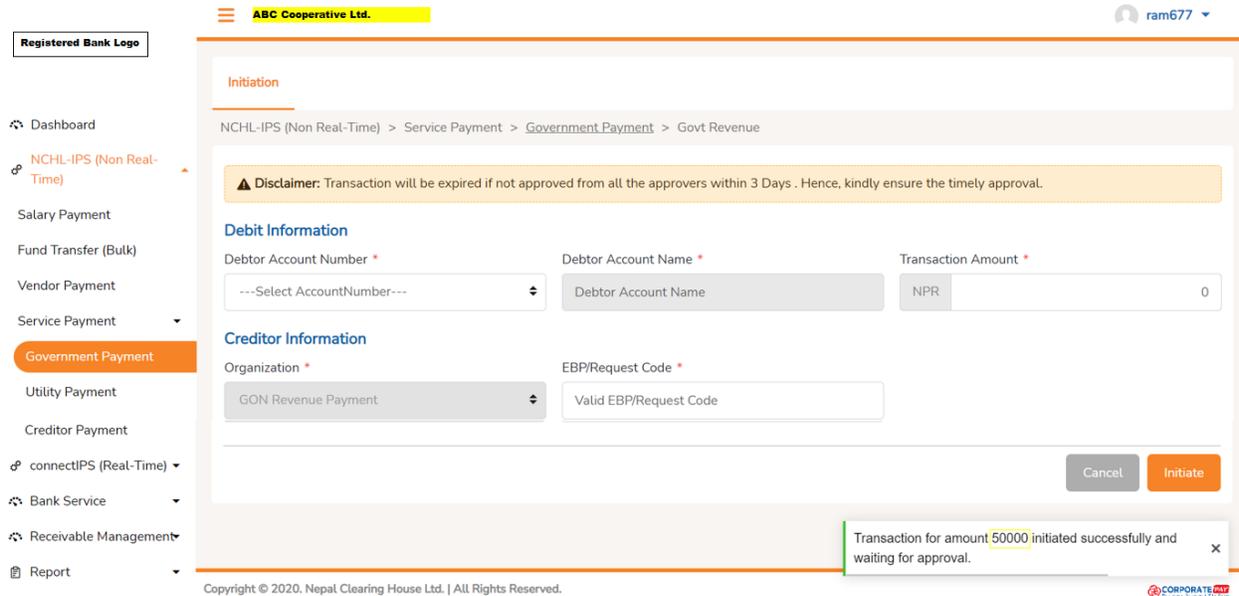
Remarks: Deposit

Transaction Amount: NPR 20,00,00,000.00

Charge Amount: NPR 0.00

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10. A confirmation for successful initiation of the transaction will be displayed on bottom right.



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Registered Bank Logo

Initiation

NCHL-IPS (Non Real-Time) > Service Payment > Government Payment > Govt Revenue

**Disclaimer:** Transaction will be expired if not approved from all the approvers within 3 Days . Hence, kindly ensure the timely approval.

**Debit Information**

Debtor Account Number \* ---Select AccountNumber--- Debtor Account Name \* Debtor Account Name Transaction Amount \* NPR 0

**Creditor Information**

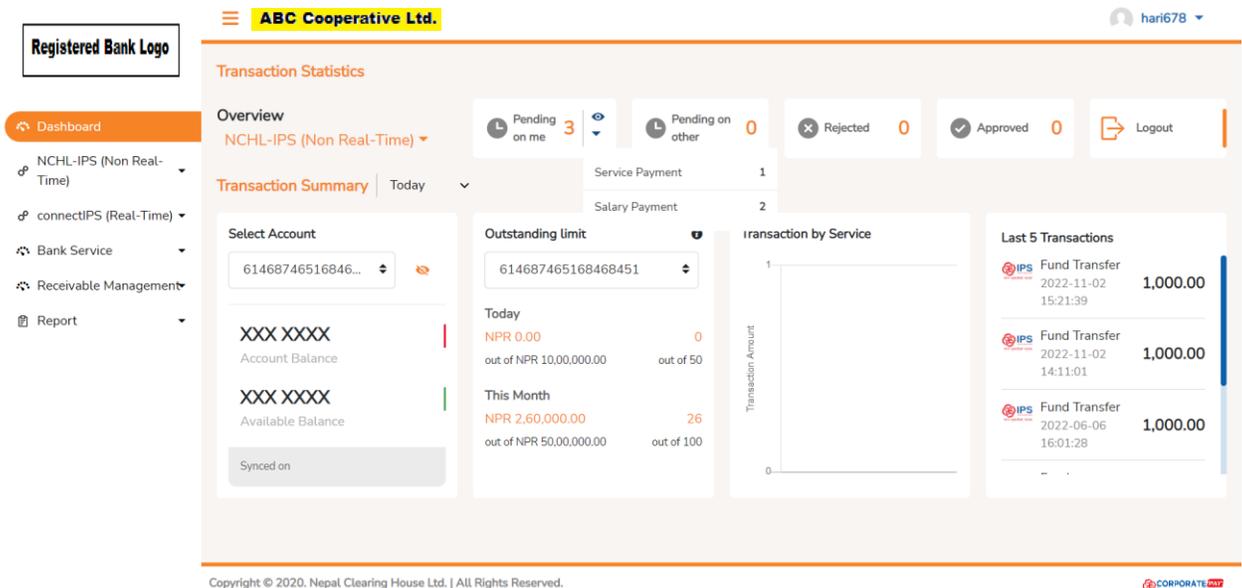
Organization \* GON Revenue Payment EBP/Request Code \* Valid EBP/Request Code

Cancel Initiate

Transaction for amount 50000 initiated successfully and waiting for approval.

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11. Login to Checker / Approver User of CORPORATEPAY and repeat the same process from CORPORATEPAY Login to Debit Bank Login and Select NCHL-IPS (Non-Real-time) or ConnectIPS (Real-time) from which Payment is initiated under service payment click to View and approve the transactions for further payments . (Please refer to step 1 to 5)



**ABC Cooperative Ltd.** hari678

Registered Bank Logo

Transaction Statistics

Overview

NCHL-IPS (Non Real-Time)

Pending on me 3 Pending on other 0 Rejected 0 Approved 0 Logout

Transaction Summary Today

Service Payment 1 Salary Payment 2

Select Account 61468746516846... Account Balance XXX XXXX Available Balance XXX XXXX Synced on

Outstanding limit 614687465168468451 Today NPR 0.00 out of NPR 10,000,000.00 out of 50 This Month NPR 2,60,000.00 out of NPR 50,000,000.00 out of 100

Transaction by Service

Last 5 Transactions

IPS Fund Transfer	2022-11-02 15:21:39	1,000.00
IPS Fund Transfer	2022-11-02 14:11:01	1,000.00
IPS Fund Transfer	2022-06-06 16:01:28	1,000.00

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**12. Click on View Details.**

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**Registered Bank Logo**

- Dashboard
- NCHL-IPS (Non Real-Time)
- Salary Payment
- Fund Transfer (Bulk)
- Vendor Payment
- Service Payment**
- connectIPS (Real-Time)
- Bank Service
- Receivable Management
- Report

**Approve**

NCHL-IPS (Non Real-Time) > Service Payment

1 Entries Found Show Filter

From Date : 2022-12-28 To Date : 2023-01-11

Search

S.N.	Batch ID	Debtor Bank	Debtor Branch	Debtor Account Num...	De	Action
1	230110-11863	Siddhartha Bank Lim...	Corporate Hattisar	614687465168468...	Hiltaka Pvt Ltd	<a href="#">View Details</a>

Page 1 of 1 | 1 to 1 of 1

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**13. Verify the details and click on Approve.**

**ABC Cooperative Ltd.** | hari678

**Registered Bank Logo**

- Dashboard
- NCHL-IPS (Non Real-Time)
- Salary Payment
- Fund Transfer (Bulk)
- Vendor Payment
- Service Payment**
- connectIPS (Real-Time)
- Bank Service
- Receivable Management
- Report

**Approve**

NCHL-IPS (Non Real-Time) > Fund Transfer > Approve

**Debit Information**

Debtor Bank: Siddhartha Bank Limited | Debtor Branch: Corporate Hattisar | Created By: ram677

Account Name: Hiltaka Pvt Ltd | Account Number: 614687465168468451 | Created On: 2023-01-10 16:50:55

Transaction Count: 1 | Amount: NPR 50,000.00 | Signatories: [View Signatory](#)

Remarks: 305043511

**Credit Information**

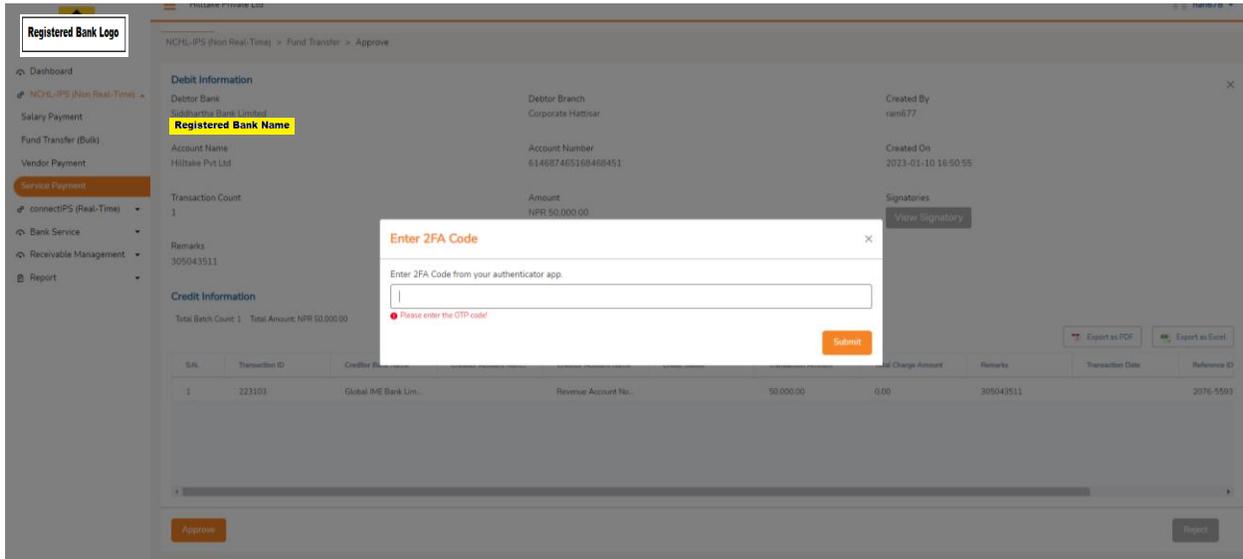
Total Batch Count: 1 | Total Amount: NPR 50,000.00

Export as PDF | Export as Excel

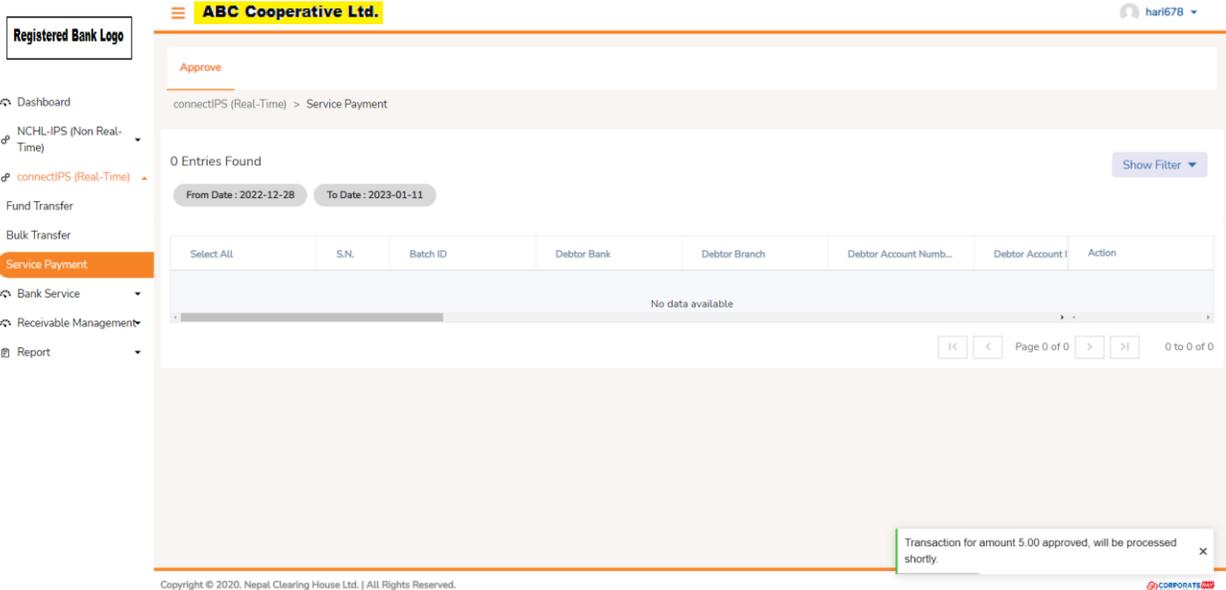
S.N.	Transaction ID	Creditor Bank Name	Creditor Account Num...	Creditor Account Name	Credit Status	Transaction Amount	Total Charge Amount	Remarks	Transaction Date	Reference ID
1	223103	Global IME Bank Lim...	Revenue Account No...	Revenue Account No...		50,000.00	0.00	305043511		2076-5593

[Approve](#) [Reject](#)

14. Enter the 2FA code from the Google Authenticator Mobile app and **submit**.



15. A notification of successful transaction process will be displayed at the bottom right.



**16. To Download Payment Advice report, click on **Dashboard** upon **Bank Login** > **Reports** > **Transactions Query** > Select Payment System > **Show Filter** and Select Transactions and **Export PDF****

The screenshot shows the 'Transaction Query' filter page for 'ABC Cooperative Ltd.'. The left sidebar contains a 'Registered Bank Logo' and a navigation menu with options: Dashboard, NCHL-IPS (Non Real-Time), connectIPS (Real-Time), Bank Service, Receivable Management, Report (highlighted), Batch Query, Transaction Query (highlighted), and NEPALPAY Request Query. The main content area has a breadcrumb 'Report > Transaction Query' and a 'Show Filter' button. Below this is a table with columns 'S.N.' and 'Batch ID'. To the right of the table is an 'Apply Filter' section with the following fields: 'Date From' (2023-01-10), 'Date To' (2023-01-11), 'Creditor Account Number' (empty), 'Debtor Account Number' (Select...), and 'Payment System' (Select Payment). There is an 'Add Filter' button and 'Cancel' and 'Filter Results' buttons at the bottom right.

The screenshot shows the 'Transaction Query' results page for 'ABC Cooperative Ltd.'. The left sidebar is identical to the previous screenshot. The main content area has a breadcrumb 'Report > Transaction Query' and a 'Show Filter' button. Below this, it displays '1 Entries Found' with filter criteria: 'From Date : 2023-01-10', 'To Date : 2023-01-11', and 'Payment System : connectIPS (Real-Time)'. There is a search bar and 'Export as PDF' and 'Export as Excel' buttons. Below this is a table with the following data:

S.N.	Batch ID	Transaction ID	System	Service Name	Debtor Bank	
1	230111-8445	3213	connectIPS (Real-TI...	Service Payment	Siddhartha Bank Lim...	6