

Windows User Guide

Set-up Process

Home Page

BPAY Welcome to BPAY[®] for businesses **CommonwealthBank**

Commonwealth Bank is making it simple to become a BPAY Biller. This easy to use tool will provide you with all the information you need to know about becoming a BPAY Biller.

Getting Started
Download the BPAY Step by Step Application Guide to becoming a Commonwealth Bank BPAY Biller.
This section also allows you to download the BPAY Biller Establishment Form, BPAY Biller Operations Manual and FAQs.
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CRN Generator Tool
The BPAY Customer Reference Number (CRN) identifies each of your customers & invoices to allow for easy reconciliation of payments.
Click here to download the BPAY CRN generator tool.
[More...](#)

Templates & Logos
Access sample invoices to assist you in meeting the BPAY design guidelines.
You can also download the BPAY logo and design guidelines here.
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BPAY in CommBiz
Step through a demonstration on CommBiz for accessing your daily BPAY payment file as well as how to report an issue with a BPAY payment.
[More...](#)

Did you know that you can now pay your bills via BPAY in CommBiz. [Click here for a demonstration of this service.](#)

The advice on this website has been prepared without considering your objectives, financial situation or needs. Because of that, you should, before acting on the advice, consider its appropriateness to your circumstances. Please view our Financial Services Guide.

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Click on "More..." in the CRN Generator Tool box to create CRNs.

http://www.commbank.com.au/bpaymadesimple/

File Edit View Favorites Tools Help

Commonwealth Bank – BPAY Made Simple

Pop-up blocked. To see this pop-up or additional options click here...

If you are unable to open any of the tabs in the home page, ensure that you right click on this message to allow the pop-up screens to appear.

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CRN Generator Tool Page



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CRN Generator Tool

Windows users: Please select one of the following CRN Generator tools: ▪ Modulus 10 Version 1 ▪ Modulus 10 Version 5 ▪ Modulus 10 Version 5 (64bit) Windows User Guide	MAC users: Please select one of the following CRN Generator tools: ▪ Modulus 10 Version 1 ▪ Modulus 10 Version 5 MAC User Guide
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Note: If you are currently using a check digit routine other than Modulus 10 Version 1 or Modulus 10 Version 5 please continue to use your existing method of creation.

[Return to main menu](#)

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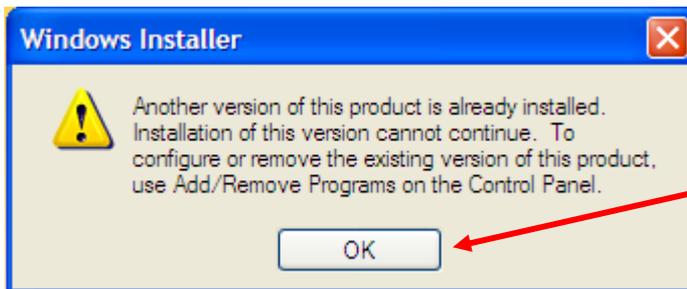
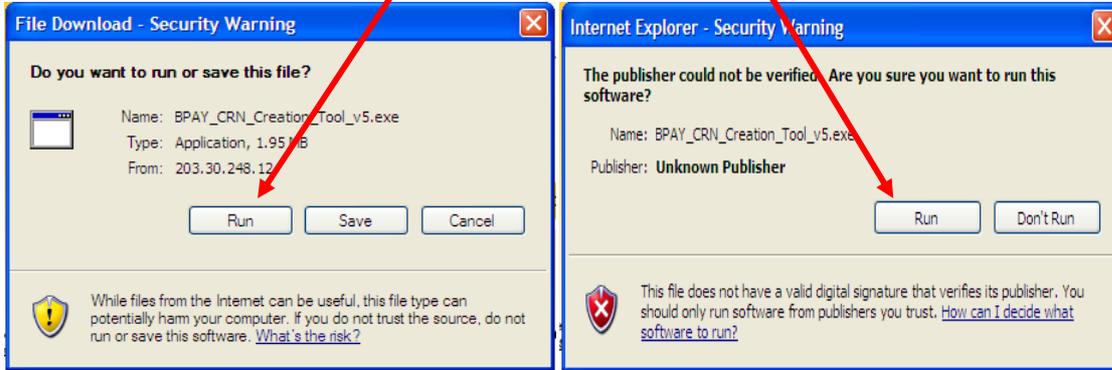
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Note: If you are a new Biller, please select “Modulus 10 Version 5”. If you are an existing Biller, please select the CRN Generator Tool you currently use.

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Installation Process

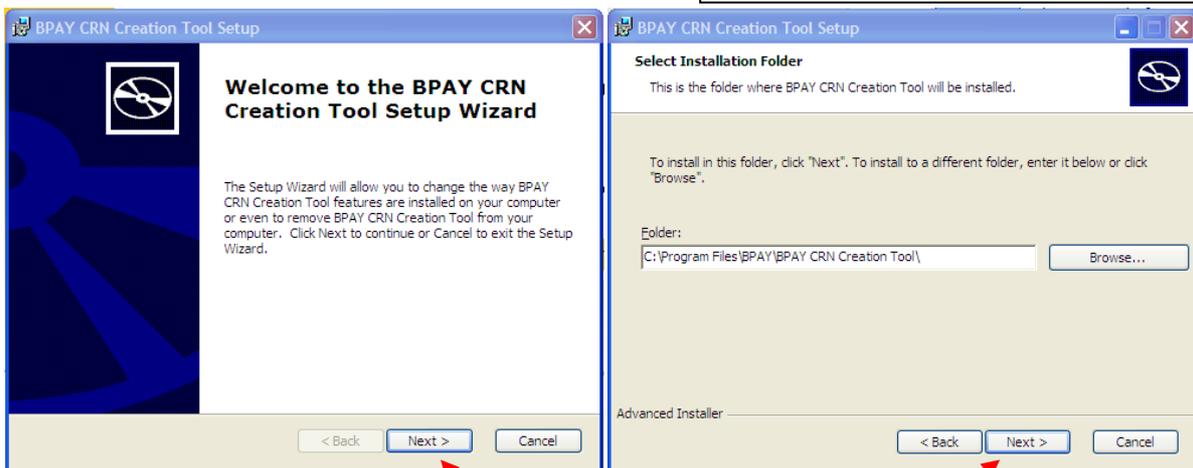
Select "Run" when the below screen appears.



If you already have the CRN generator tool installed on your computer, you will get this error.

If you want to use the same version exit out of the set up Wizard and open the tool from where you originally saved it.

If you need to use a different version to the one installed, follow the instructions on the pop up message to uninstall the old version and start the installation again for the new version.

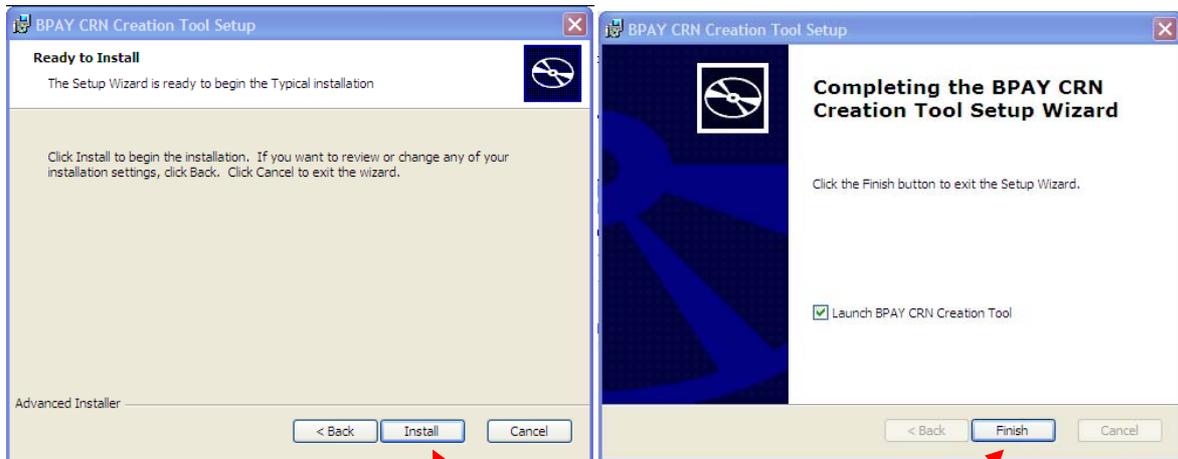


Once it is ok to proceed, you will be directed to the set up wizard where you select "Next" for both screens.



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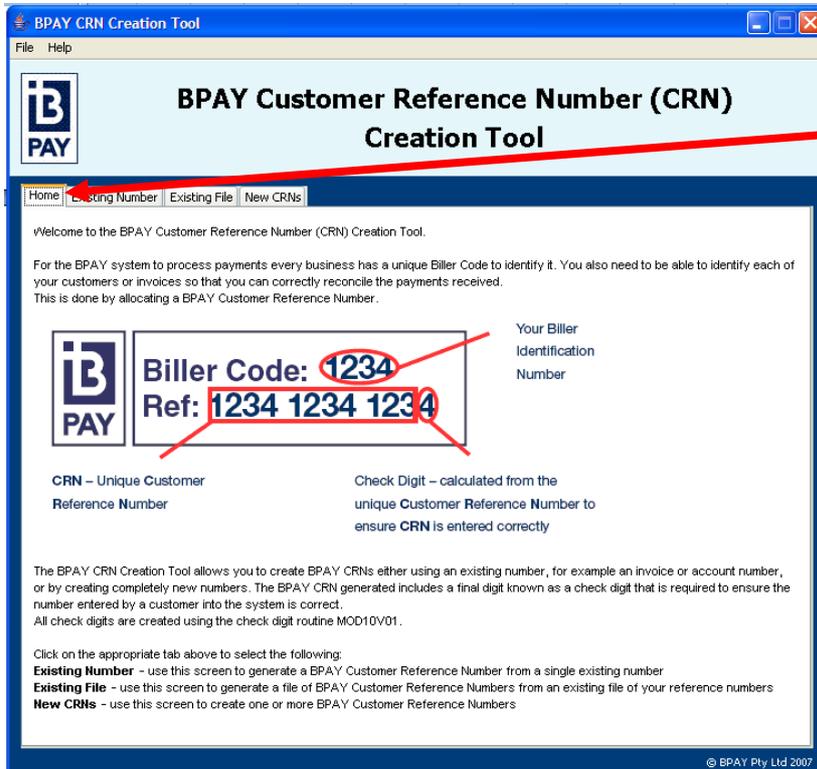
Installation Process (continued)



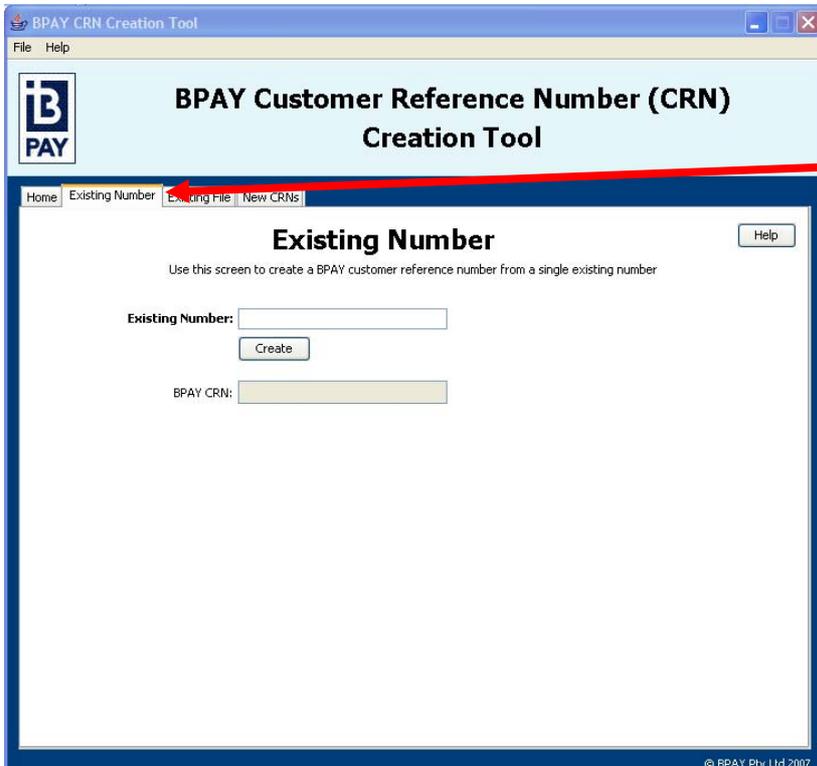
Select "Install" and then "Finish".

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CRN Generator Tool Program



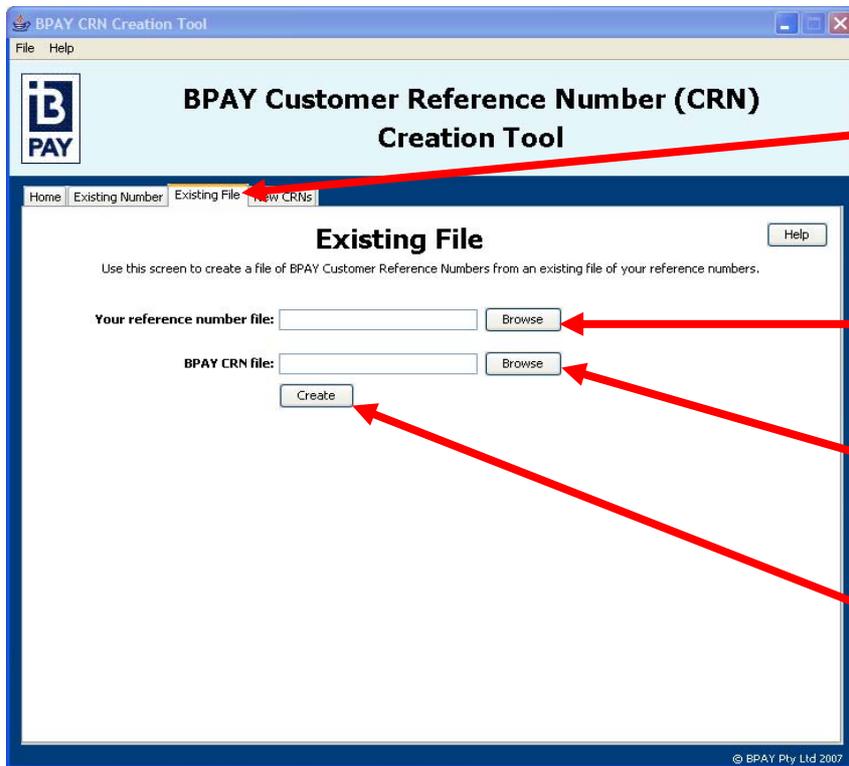
Once installed, open the Tool and you will see the Home page.



If you have a small amount of existing numbers, use the "Existing Number" tab to convert these into BPAY CRN's.

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CRN Generator Tool Program (continued)

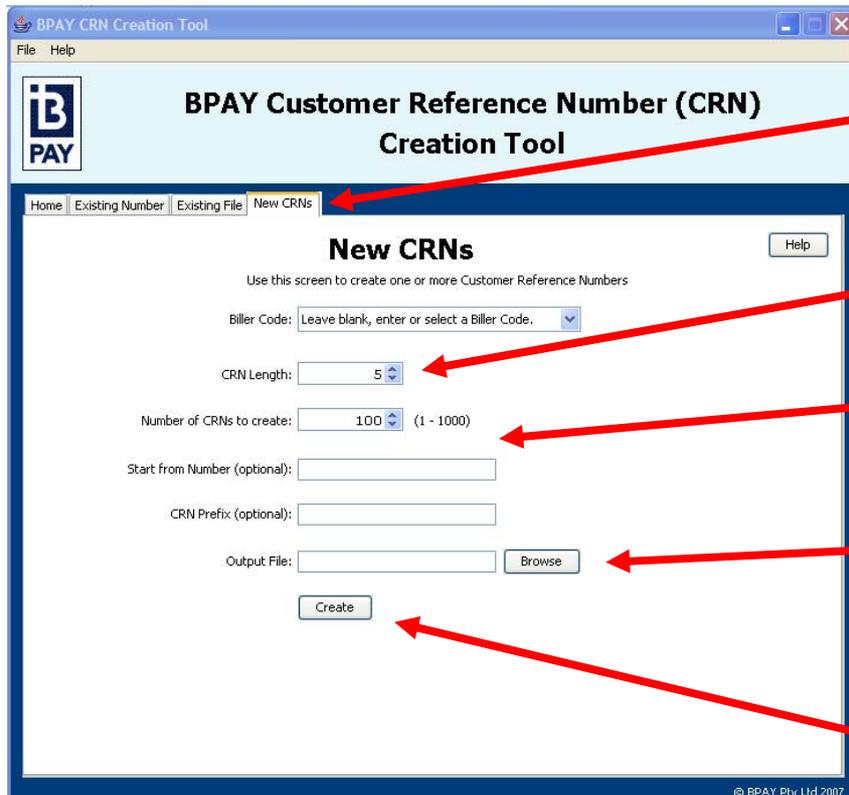


If you have a large amount of existing numbers in an electronic file, use the "Existing file" tab to convert these into BPAY CRN's.

Browse and upload your existing file to the "Your reference number file:" field.

Create and save a blank file. Browse and upload this blank file to the "BPAY CRN file:" field.

When you select "Create" the BPAY CRN will be populated in the blank file you created.



Use the "New CRNs" tab, when you do not have any existing numbers and would like the tool to create new CRNs.

Enter CRN length (it can be between 2 and 20 digits).

Enter the number of CRNs you require.

Output File: Open a blank notepad document and save it. Then select "Browse" and choose the saved file.

Click "Create" and the CRNs will populate in the saved file.

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Next Steps

Once you have been advised of a live date, send your clients an updated invoice (the invoice needs to be approved by the Bank prior to sending them to your clients). On the invoice you should have the BPAY logo, your Biller Code and CRN that has been assigned to that particular client.

