

## Grange Bacstel-iP Systems

### Logging into the BACS live Website

If you have a smart card, you can log into the BACS website to administer your accounts and perform various functions such as checking on previous submissions and receive reports.

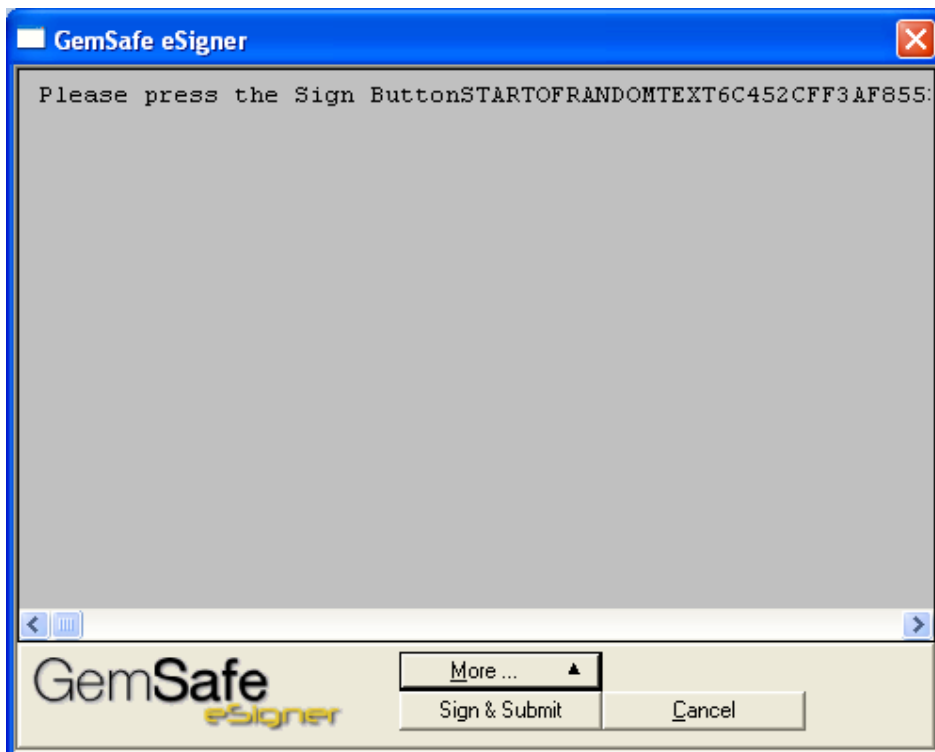
The Gemplus smart card software supplied by your Bank installs its own plug-in into your browser to assist in the logging in process.

To log in to Bacs:

Put your smart card into the reader

Go to <https://paymentservices.bacs.co.uk/online/newbacs/loginBrowser.do>  
(note that this is case sensitive)

One of the following screens will appear:

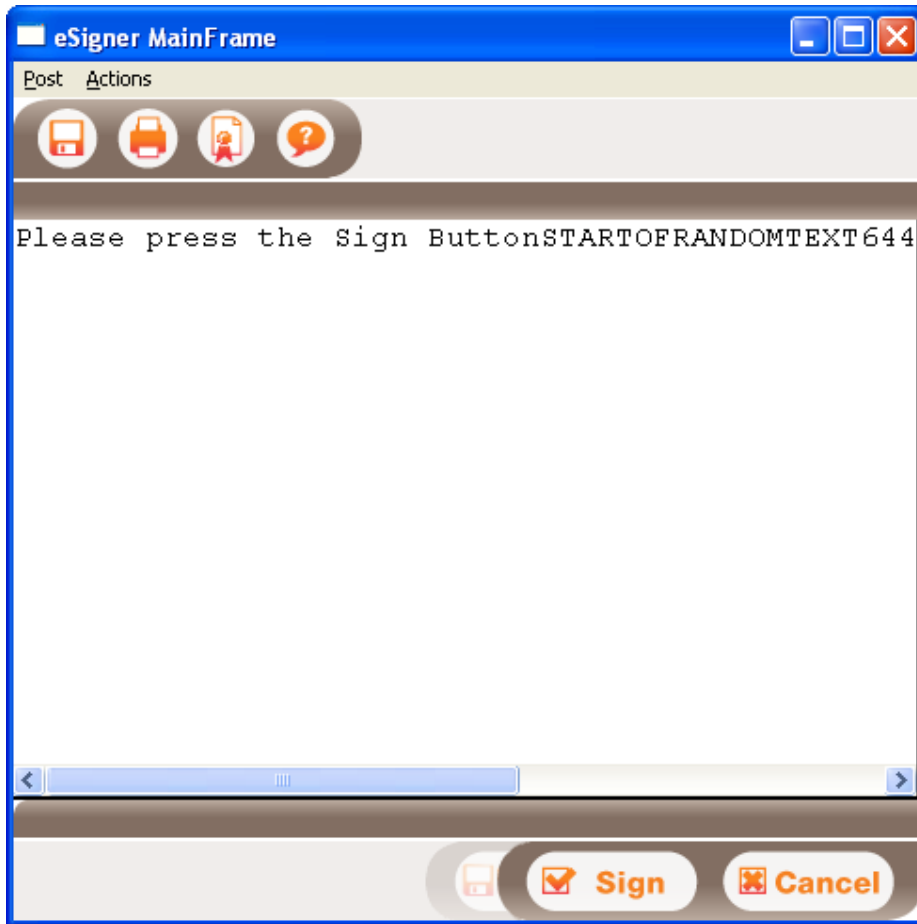


Click on the Sign & Submit button

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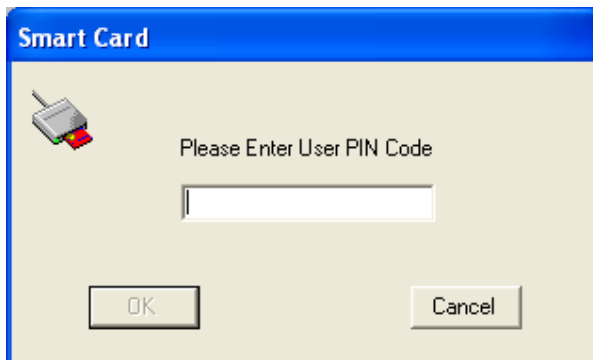
## Logging into the BACS live Website

or



Click on the Sign button

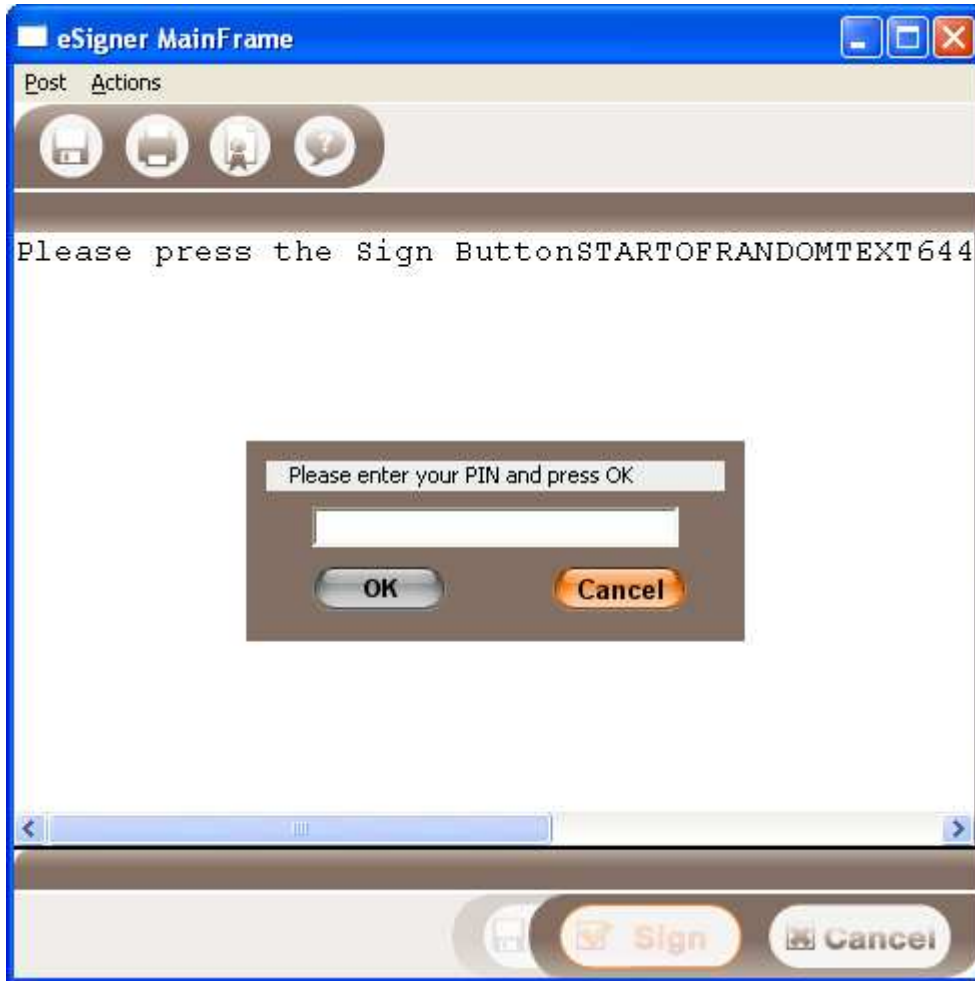
The request for PIN screen will appear as follows:



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or



Enter your PIN and click on OK.

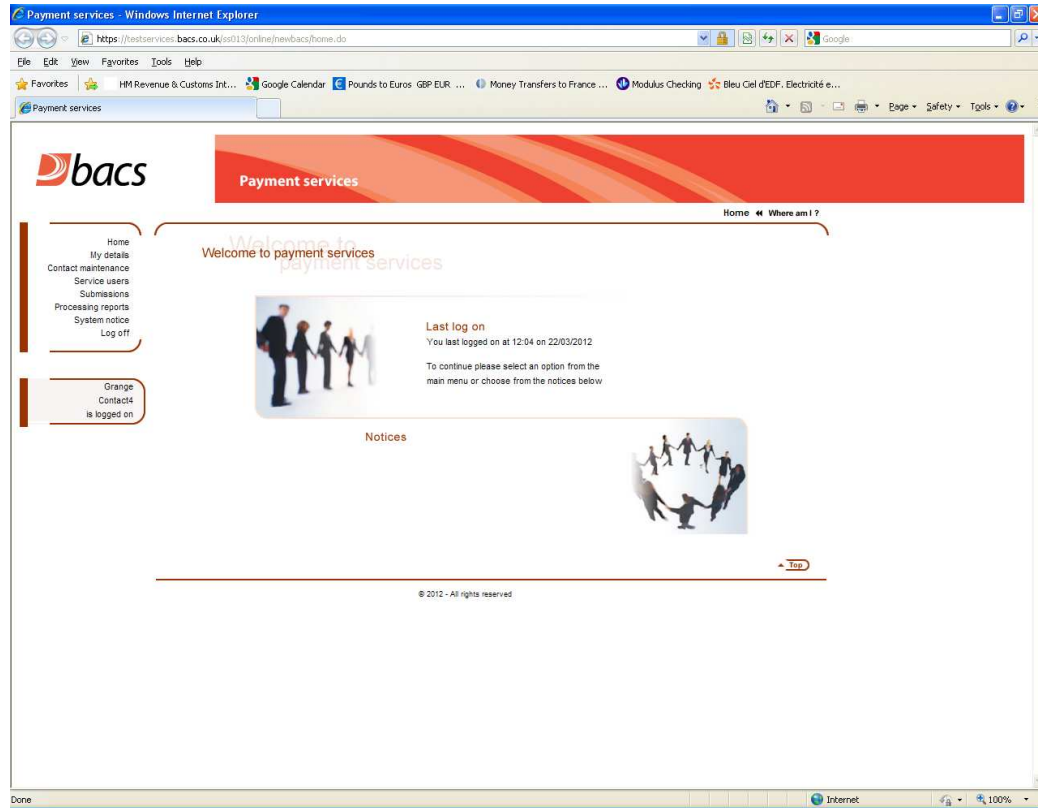
If the signing screens above do not appear, first check if they are behind the main web page (minimise the web page).

If you still can not see the signing screen, then the Gemplus plug-in has not been installed correctly or has been prevented from installing or functioning by your security systems. Check with your IT support.

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You should now see the Payment services web page:



You can perform many functions as defined in the left hand menu.

For example, to check previous submissions:

Click on Submissions

Click on the Service User number you want to check

Click on the date selection criteria

Don't forget to log out of the website when you are finished, using the Log off menu option.