Corporate Online

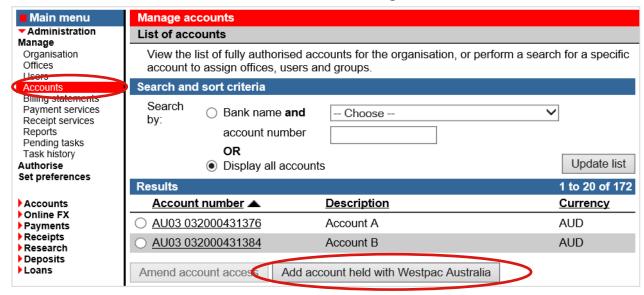


Adding accounts to Corporate Online.

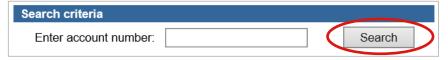
Follow this guide to add a **Westpac account held in Australia** to your Corporate Online Organisation.

To perform this procedure, you require **Creator** access to Administration and a user role of either **Super Administrator** or **Local Administrator**.

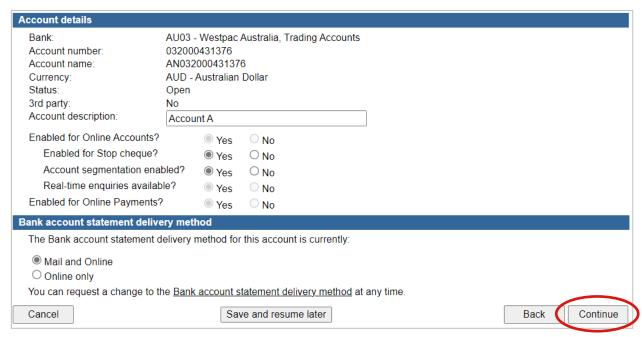
1. From the left-hand menu, select Administration > Manage > Accounts.



2. Select Add account held with Westpac Australia.



3. Enter the account to be added (either a 6 digit BSB and a 6 digit account number or a 10 digit account number) and select **Search**. Corporate Online confirms the account can be added, displays any error messages and refreshes the screen with the **Account details**.



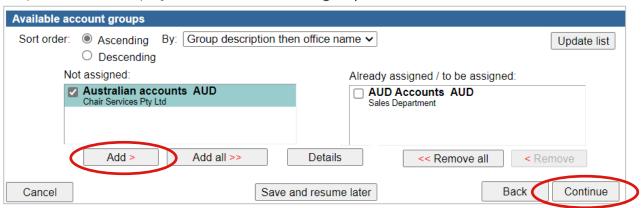
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- 4. Complete the details as follows:
 - Update the **Description** of the account to be used on Corporate Online screens.
 - Enable the account for features where applicable.
 - Update the Account statement delivery method.
 - Select Continue.

Corporate Online displays the Online Accounts group's screen.

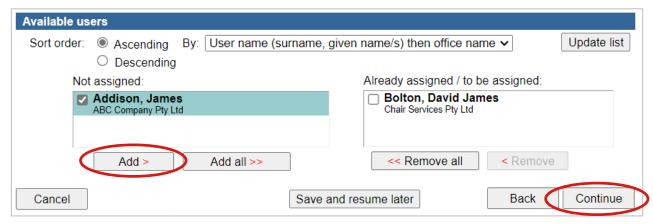


- 5. Complete the details as follows:
 - Select groups to be assigned access from the not assigned list on the left and then select Add.

OR

- To select all groups, select Add all.
- Select Continue.

Corporate Online displays the Online Payments user's screen.



- 6. Complete the details as follows:
 - Select the users to be assigned access from the not assigned list on the left and then select Add.

OR

- To select all users, select Add all.
- Select Continue. Summary is displayed.

Summary

The task is now ready for authorisation.

7. If you also have authoriser access and your organisation permits self-authorisation, review the details of the task, and then select **Authorise** now.

Authorise now

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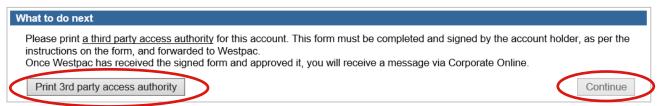
Corporate Online



Corporate Online updates the task's status depending on the authorisation model used by your organisation for administrative tasks and displays the **Pending tasks** list. If the task is no longer displayed the process is complete. If the task is detailed as "Part authorised" another authorisation is required. Ask another Administrator who can authorise to sign in and select **Administration** > **Authorise** from the left-hand menu.

Additional procedures for 3rd party accounts

Where the account is not owned by your Corporate Online organisation or an authorised Third-party customer for your Organisation it will not be available until Westpac receives a third-party access form completed and signed by the account holder(s).



After you authorise the task Corporate Online displays the **Print a third-party access** authority screen.

- 1. Select **Print 3rd party access authority**.
- 2. When you have printed the form select Continue.

Corporate Online displays the pending tasks screen where the task will be detailed with a status of "Pending Bank approval".

Arrange for the account holder(s) to complete, sign and date the form you have printed, as per the instructions printed on the authority and send to your Westpac Representative. Once Westpac receives the form and approves the addition of the third-party accounts, you will then receive a message to let you know the accounts are available to Online Accounts groups and Online Payment users it was assigned above.

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