

Getting started.

Follow this guide to start using Corporate Online.

To perform these procedures, you require your 8-digit customer number, sign in password and a SecurID token where your access requires (i.e.: access to Administration, Online FX or an authoriser in Online Payments, Online Deposits or Online Agency).

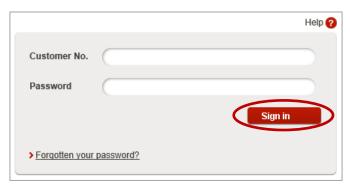
Signing in

1. Using your internet browser, enter the one of the following addresses:

Australia, Fiji, and Papua New Guinea https://online.corp.westpac.com.au

New Zealand https://online.corp.westpac.co.nz

The Corporate Online sign-in screen is displayed:

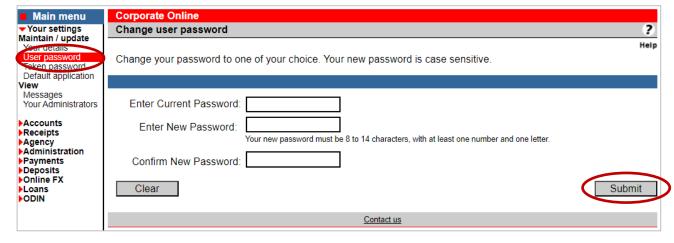


- 2. Enter your 8-digit Customer No. followed by your Password.
- 3. Select Sign in. Your default application and screen are displayed.

Changing your user password

You will be required to change your sign in password at regular intervals.

1. From the left-hand menu select Your settings > User password.



- 2. Enter your current password, a new password of your own choosing, then your new password again.
- 3. Select Submit. Corporate Online provides confirmation of your request.

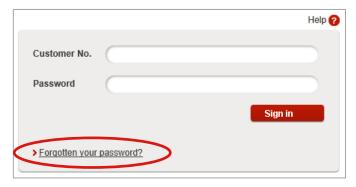
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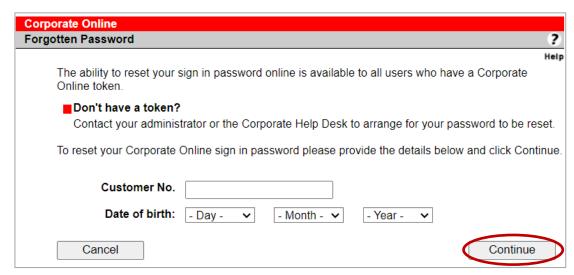
Resetting your user password

If you do not have a token, contact your Corporate Online Administrators. If you do have a token, follow this procedure.

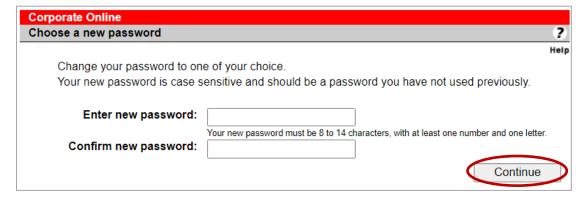
1. From the Corporate Online sign in page select the Forgotten your password link.



Corporate Online displays the Forgotten password screen.



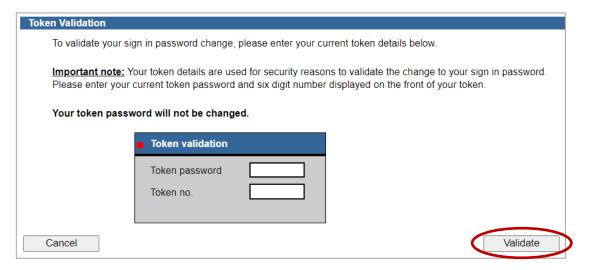
2. Enter your 8-digit Customer No and Date of birth and then select Continue.



3. Enter a new password, confirm the new password, and then select Continue.

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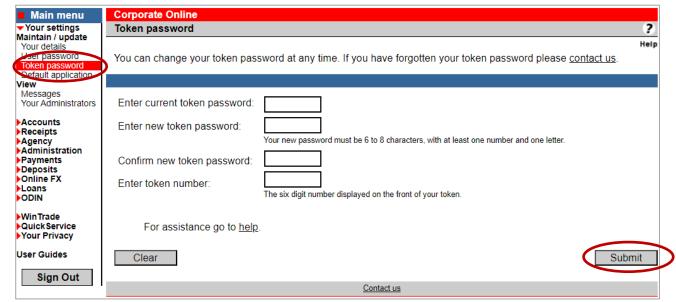




4. Enter your **Token password** followed by the **6-digit number** displayed on the front of the token (this number changes every 60 seconds) and then select **Validate**. Corporate Online provides confirmation of your request.

Changing your token password

1. From the left-hand menu select Your settings > Token password.



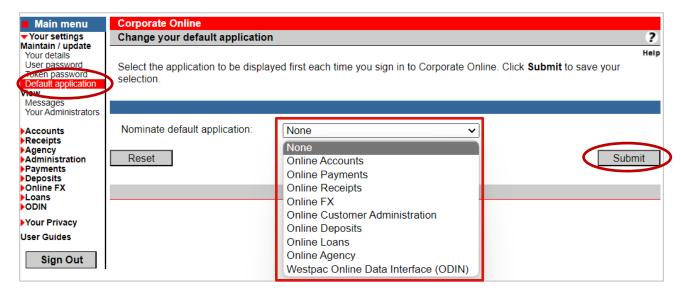
- 2. Enter your current token password, a new token password of your own choosing, then your new token password again.
- 3. Enter the 6-digit number displayed on the front of the token (this number changes every 60 seconds)
- 4. Select Submit. Corporate Online provides confirmation of your request.

Setting your default application

1. From the left-hand menu select Your settings > Default application.

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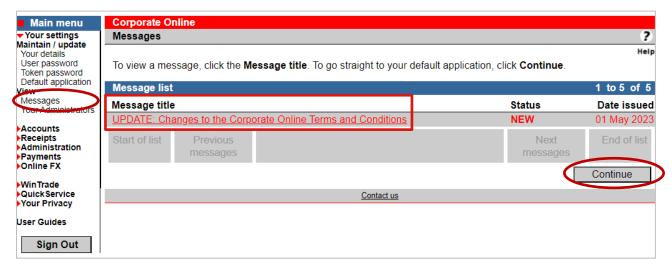




- 2. Select your default application from the list.
- 3. Select Submit. Corporate Online provides confirmation of your request.

Viewing messages

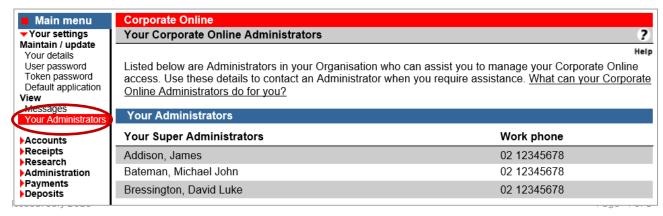
1. From the left-hand menu select Your settings > View > Messages.



- 2. To view the details of a message, select the Message title link.
- 3. Select Continue to exit and view your default application and screen.

Viewing your Administrators

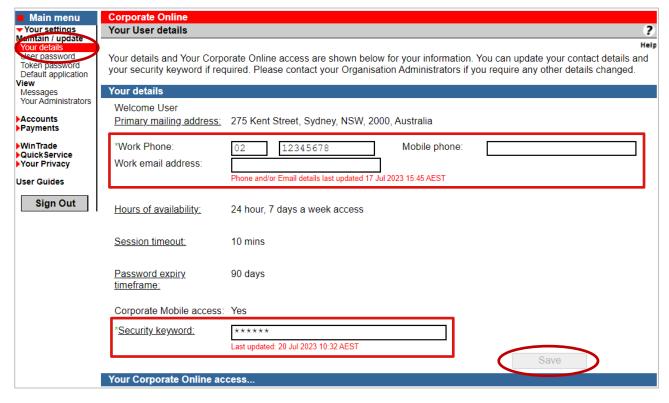
From the left-hand menu select Your settings > View > Your Administrators.





Managing your details

- 1. From the left-hand menu select Your settings > Your details.
- 2. Enter your token details (token user) or security keyword (non-token user).



3. Make any changes and then select Save.

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