Viewing account information.

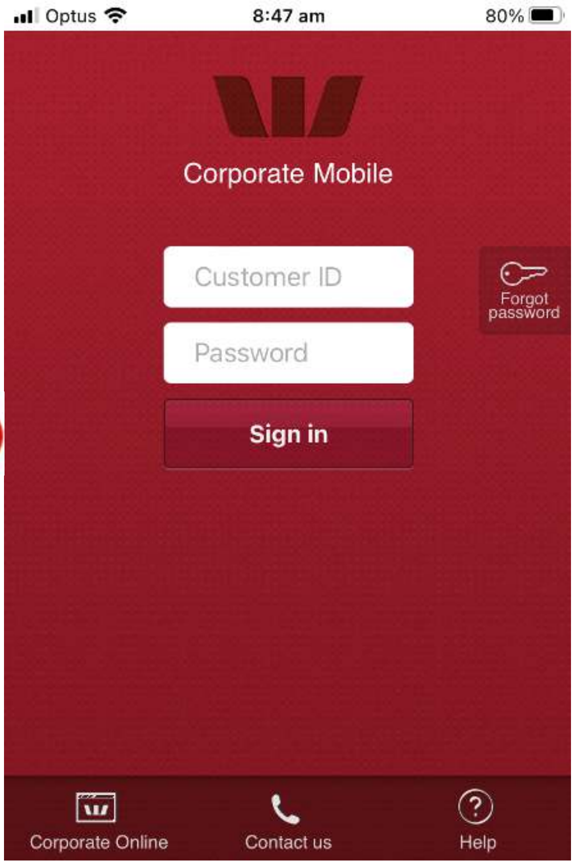
Follow this guide to view account balances and transactions in Corporate Mobile.

To perform this procedure you require access to the View and print transaction information feature of Online Accounts and an Office and Account group that includes the account you want to view.

Please refer to the How to access Corporate Mobile quick reference guide for assistance on how to sign in to Corporate Mobile.

Getting started

1

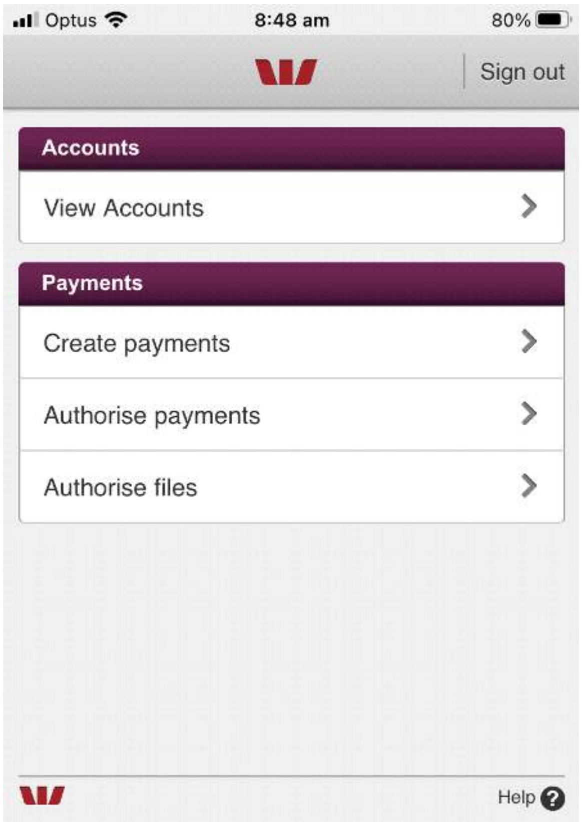


Step 1: Enter your 8 digit **Customer ID** and case sensitive **Password**, and then select **Sign in**.

Notes:

i. If you have forgotten your password and have a Corporate Online token you can reset your sign in password from the Corporate Online website. If you don't have a Corporate Online token please contact your administrator or the Corporate Help Desk to arrange for your password to be reset.

ii. Allowed access times are set by your Corporate Online administrator(s).

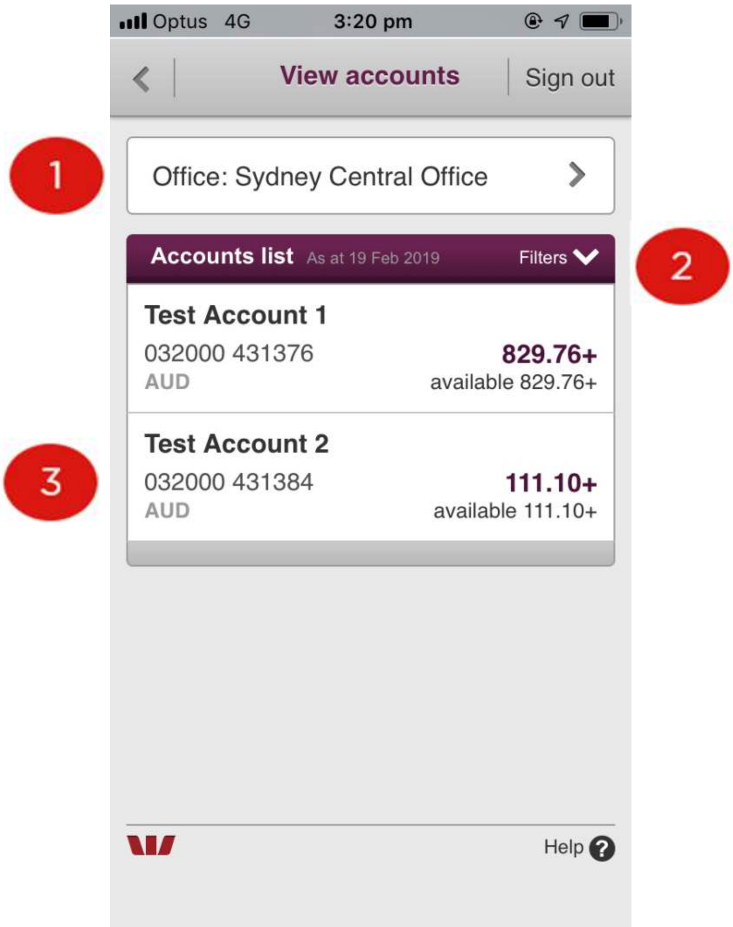


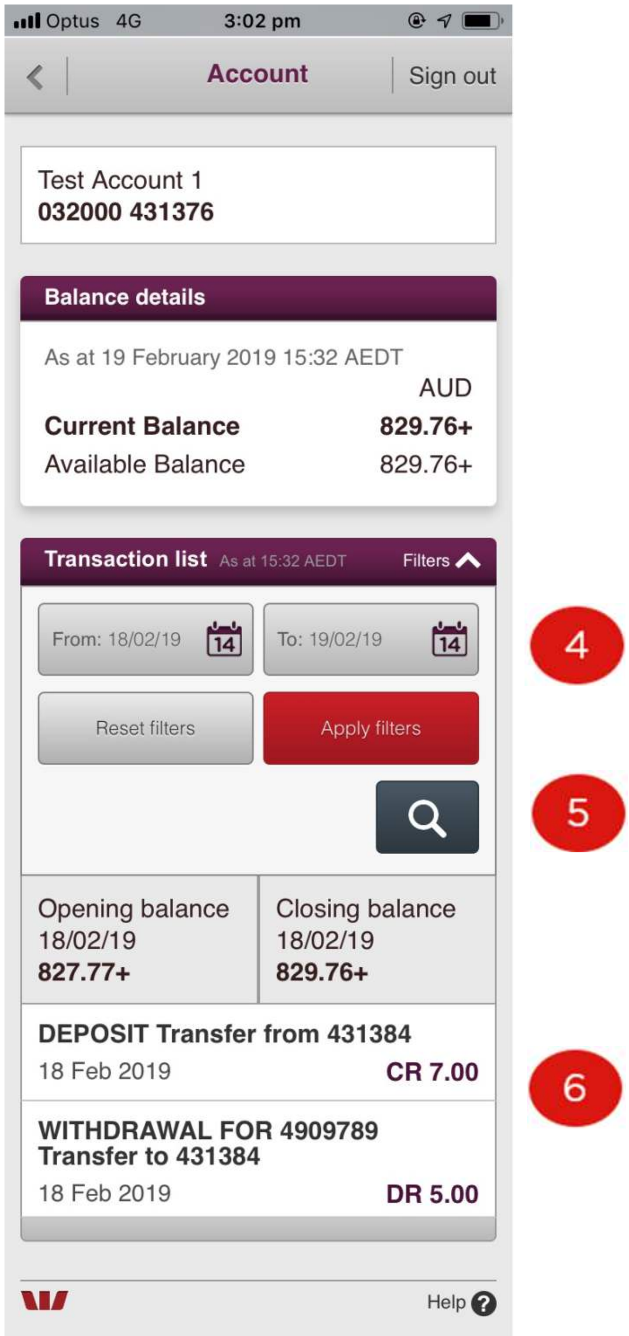
2

The options displayed are based on your Corporate Online access.

Step 2: Select **View accounts**

Viewing account balances and transactions





Account list

View the current and available balances of account(s).

Step 1: Select an **Office**

Step 2: Select an **Account group**

Step 3: Select the **Account** to view transactions

Notes:

i. The Office and Account Group displayed on your entry screen can be changed within the Set Preferences screen of Corporate Online Accounts.

ii. “Available balance” is not displayed for all account types.

Transaction list

View account balances and transactions.

Step 4: Change the **From** and **To** dates then select **Apply filters** to view transactions for up to 24 months.

Step 5: **Search** for a transaction by entering a date or range or dates or a single or range of transaction values.

Step 6: Select the **Transaction** to view full details.