

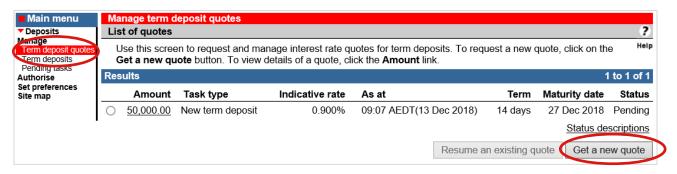
Opening a term deposit.

Follow this guide to open a new Term Deposit.

To perform this procedure, you require **Creator** access to the **Get quotes for Term deposits** and **Manage Term deposits** features and be an **Authoriser** to confirm the opening of the deposit.

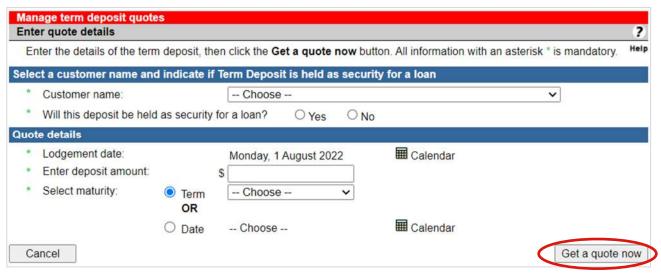
Getting started

1. From the left-hand menu, select **Deposits > Manage > Term deposit quotes**.



- 2. Complete one of the following:
 - To obtain a new interest rate select **Get a new quote**.
 - To accept an existing quote created today by either your organisation or the Bank on your behalf, select the quote and select Resume an existing quote.

Entering quote details

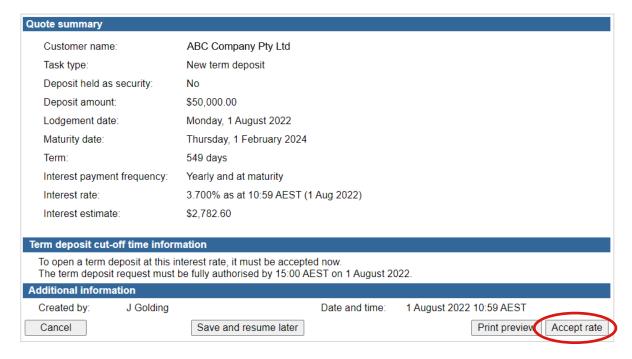


- 3. Complete the details as follows:
 - Select the Customer name for the term deposit where available.
 - Indicate if the term deposit is held as **security** for a loan.
 - Use the Calendar to select a Lodgement date.
 - Enter the deposit **Amount** (minimum \$5,000)
 - Select a Term from the list or use the Calendar to select a specific maturity Date.
 - Select Get a quote now.

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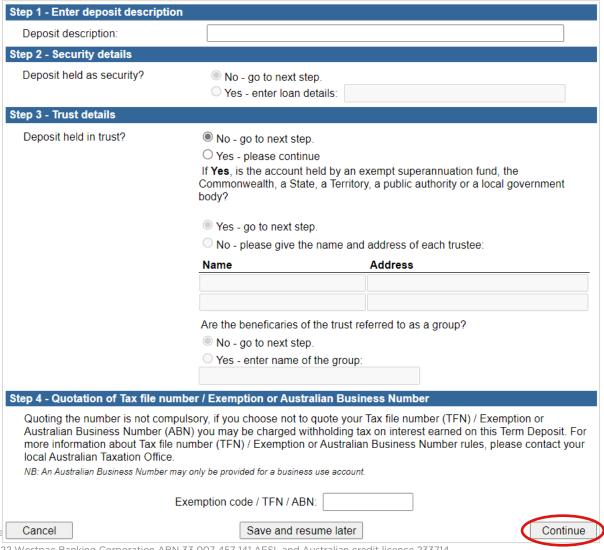


Quote confirmation



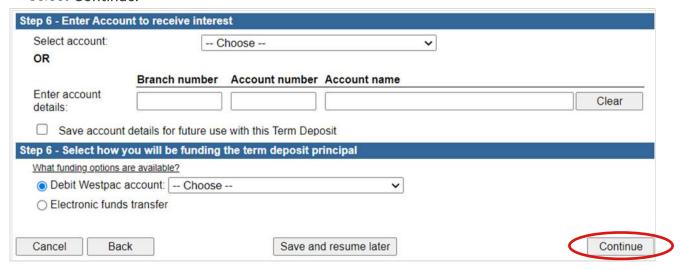
4. To accept the rate quote and create a request to open a Term deposit, select Accept rate.

Entering deposit details





- 5. Complete the details as follows:
 - Enter a **Deposit description** for the term deposit.
 - If this term deposit is to be held as **security** for a loan, enter the loan details.
 - If this term deposit is to be held in **trust**, enter the trustee details.
 - Enter your organisation's **Tax file number**, **Exemption or Australian Business Number** as applicable.
 - Select Continue.



- 6. Complete the details as follows:
 - Enter the details of the **account to receive interest** payments where applicable. Select to save the account for future use with this Deposit.
 - Select how you intend to **fund the principal** of this term deposit. If you chose to debit a Westpac account, select an account.
 - Select Continue.

Deposit confirmation



The Term deposit is now ready for authorisation. Depending on the Authorisation model used by your Organisation for Term Deposits "single" or "dual" authorisation may be required.

7. Where your access allows, review the term deposit details and then select **Authorise now**. Corporate Online updates the status of the term deposit.

If your organisation requires single authorisation, **Funding instructions** is displayed (see below). If your organisation requires dual authorisation, **Pending tasks** is displayed. Ask another user to sign-in and second authorise the Term deposit by selecting **Authorise** from the left-hand menu.

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Help

Funding instructions

Authorise

Funding instructions

The account details for your term deposit are displayed. Please follow the funding instructions to ensure the term deposit is opened on the lodgement date.

Deposit account details

Your temporary account number allocated to your term deposit is COL-01082022-00001. A permanent reference will be issued under your account details when this deposit has been settled.

Confirmation will be sent to the address specified once the principal is received and the term deposit opened.

Debit Westpac account

The Bank will debit your account 032000 123456 ABC Company Pty Ltd on 1 August 2022 for \$50,000.00. Please ensure funds are available.

Viewing this term deposit in Online Accounts

If your Organisation has access to Online Accounts, this term deposit will be added to the accounts made available for viewing. However, it will not be visible to users until it has been assigned to at least one account group in Administration by your organisation's Corporate Online Administrator(s). For more information on how to do this, Administrators should refer to the user guides.

Go to list of term deposits

Print preview

Where you selected to fund the principal of the term deposit yourself, please follow the instructions follow the instructions on screen to ensure the principal is received by the Bank on the lodgement date. Where you nominated an account for the Bank to debit the principal from, please ensure enough funds are available.

The process to open a Term Deposit is now complete. The term deposits will be display with a status of "Pending" on the **Manage > Term deposits** screen until the principal is received and applied to the deposit when the status will change to "Current".

Your Organisation Administrators will receive a secure message to let them know the Term deposit is available to assign to account group(s) to view in Online Accounts.

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