

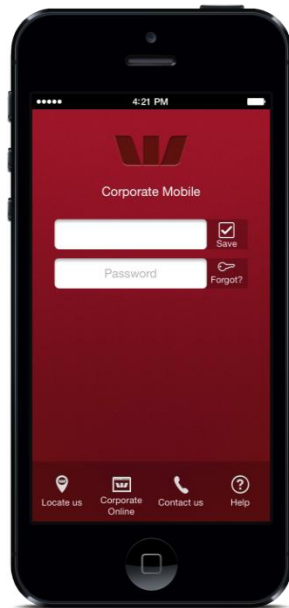
Corporate Mobile

A quick reference guide

? Follow this guide to use Corporate Mobile. You can view account balance and transaction information or authorise payments and files created in Corporate Online.

💡 To use Corporate Mobile you will need access to either the View or print transaction information Accounts feature and/or be a Payments Authoriser of Corporate Online.

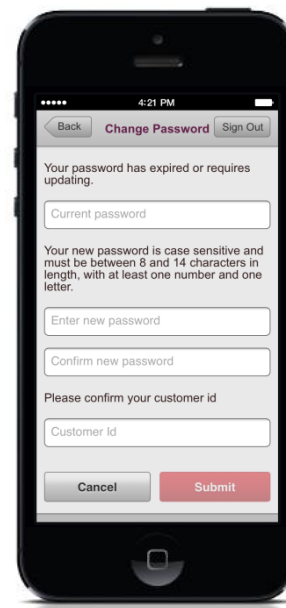
Getting started



Sign-in

Enter the same 8 digit **Customer ID** and case sensitive **Password** you use to access Corporate Online, and then select **Go**.

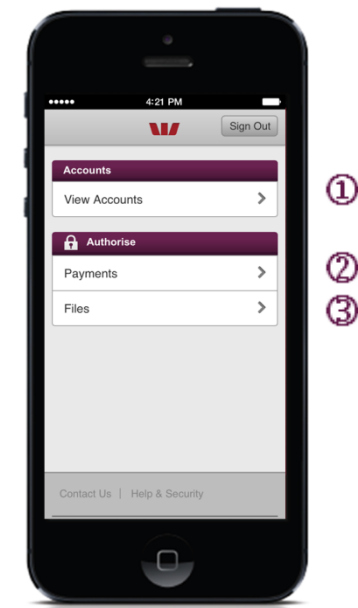
Note: Allowed access times are set by your Corporate Online administrator(s).



Changing your sign-in password

Update your expired or temporary Corporate Online sign-in password.

Note: Reset your sign in password from Corporate Online (if you have a token) or contact your administrator or the Corporate Help Desk.



Main menu

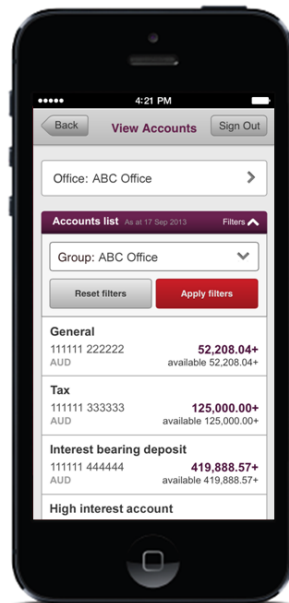
The functions displayed are based on your Corporate Online access. These could include:

- ① **View accounts** and transactions
- ② Authorise (or reject) **Payments**
- ③ Authorise (or reject) **Files**

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Viewing account balances and transactions

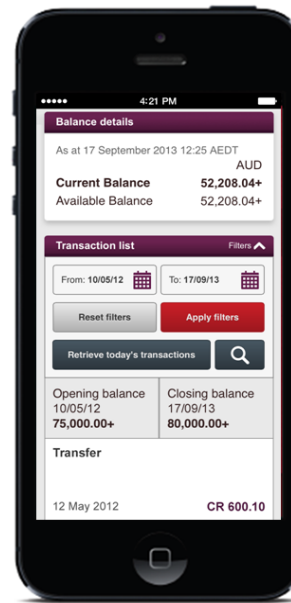


Account list

View your account(s) and balances.

- 1 Switch between **Offices**
- 2 Filter your **Account groups**
- 3 Select the **Account** to view transactions

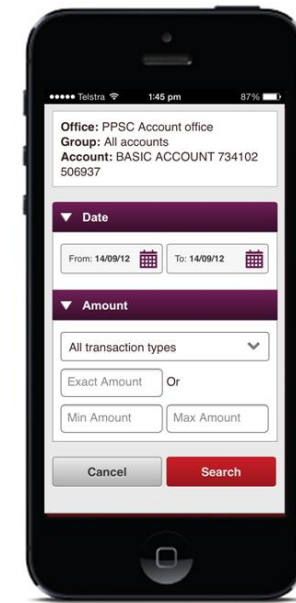
Note: The Office and Account Group displayed on your entry screen can be changed within the Set Preferences screen of Corporate Online.



Transaction list

View your account balances and transactions.

- 1 **Retrieve today's transactions** (this is subject to your level of access)
- 2 Change the **Start** and **End date**.
- 3 **Search** for a transaction
- 4 Select the **Transaction** to view full details



Transaction search

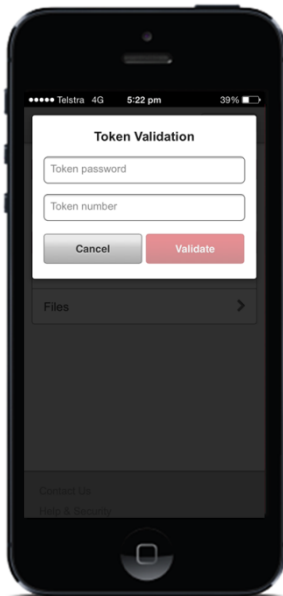
Options available to search for transactions.

- 1 Change the **Start** and/or **End date**.
- 2 Enter the **Amount** and **Transaction type**.

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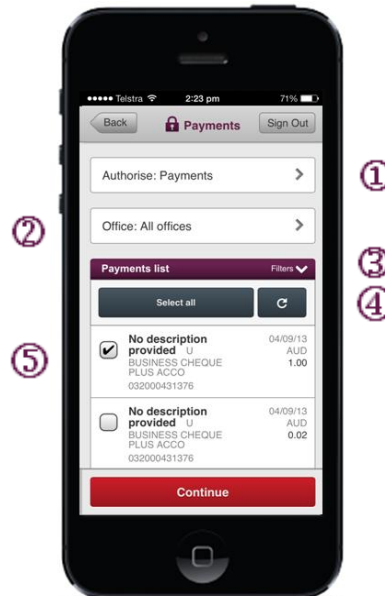
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Authorising payments and files



Token validation

Enter your **Token password** and 6 digit **token number** displayed on the front of the SecurID token to authorise your payments or files.



Payment or Files list

View your payments and files available to authorise.

- ① Switch between **Payments** and **Files**
- ② Switch between **Offices**
- ③ Filter by **Date range** and **Status**
- ④ Update the Payments list
- ⑤ Select the items to be authorised (or rejected)

Note: The Office, Date range and Status (filter) displayed on your entry screen can be changed within the Set Preferences screen of Corporate Online



Payment or File details

View and action payments and files

- ① View payment or file details
- ② **Authorise** or **Reject** the payment or file

Note: Please sign in to the Corporate Online website if you need to see the individual transactions contained in a file

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Things you should know

The Corporate Mobile application is only available for use by Westpac Australia and New Zealand and Pacific customers.

Internet connection is needed to access Corporate Mobile. Normal mobile data charges apply.

Accessing ATM, branch or banker locations is available for Australia only.

We support Apple iPhone and iPad iOS 5.1 and above, Android™ 3 and above, BlackBerry 7 and above, and Windows Phone 8 and above.

Customers using the IronKey™ Trusted Access™ Solution will not be able to use Corporate Mobile. For assistance please contact the Corporate Help Desk on 1300 134 291.

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