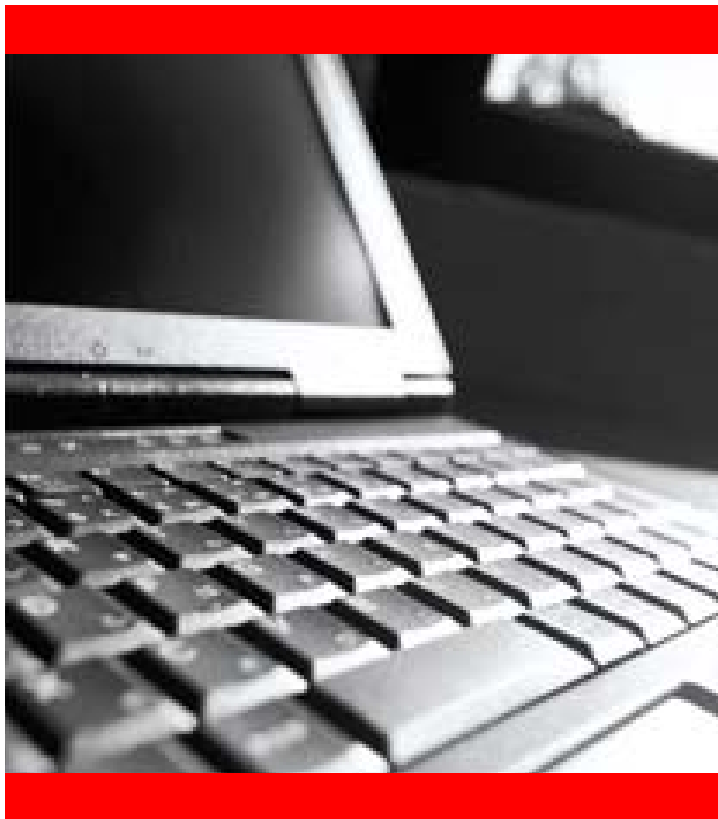


# High Yield Investment Account

Web Based Interface

Quick Reference Guide



November 2005

## Main Features

### Step 1 - Logon

To access the system, at the 'Enter Logon Details' screen, the user is required to enter the:

1. Security ID Number ('SIN'), as previously distributed to all Agencies by Westpac;
2. Amount of Transfer; and
3. Security Code, refer to 'Operating Instructions' on how to calculate.

HYIA Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://pnpnet.qvalent.com/HYIALoginViewServlet?bv\_pin=19129&cd\_community=HYIVIC&id\_community=81501&cd\_sin=19002&id\_error=true&am\_transfer=1.00

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### High Yield Investment Account Transfers

**Enter Login Details**

Please enter your ID Number, the amount you wish to transfer today and the Security Code.

ID Number:	<input type="text" value="19002"/>
Transfer Amount:	<input type="text" value="1.00"/>
Security Code:	<input type="password" value="*****"/>

**Invalid Login**

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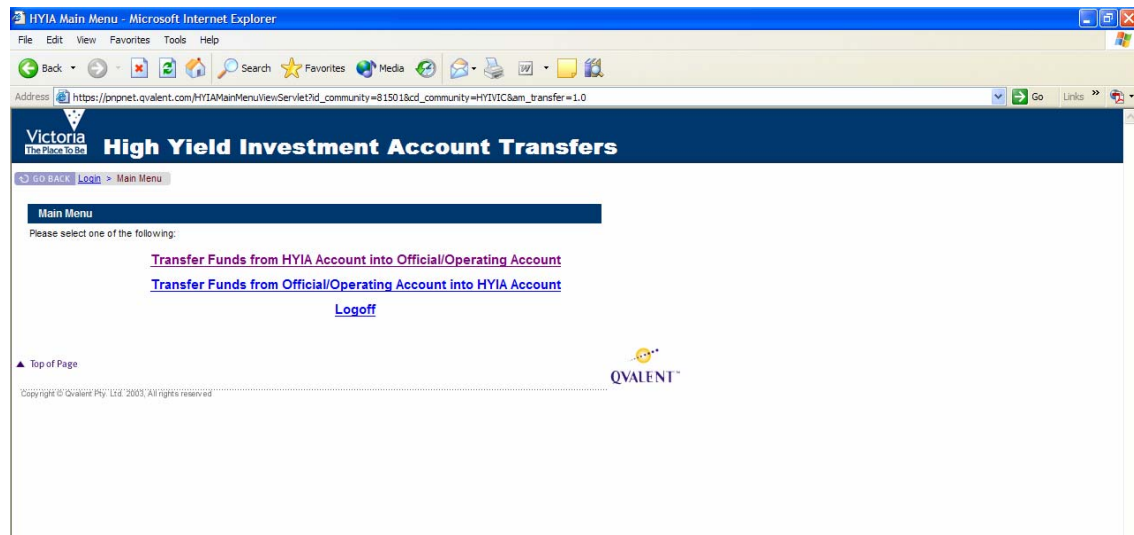
If the Security Code is correct, then the user should proceed to the 'Main Menu', if not, then the user will be re-directed to a blank logon screen. 3 failed attempts will suspend the user.

When a user is logged out, the user should contact HYIA Enquiry Line 1300 362 119 for assistance.

### Step 2 - Main Menu

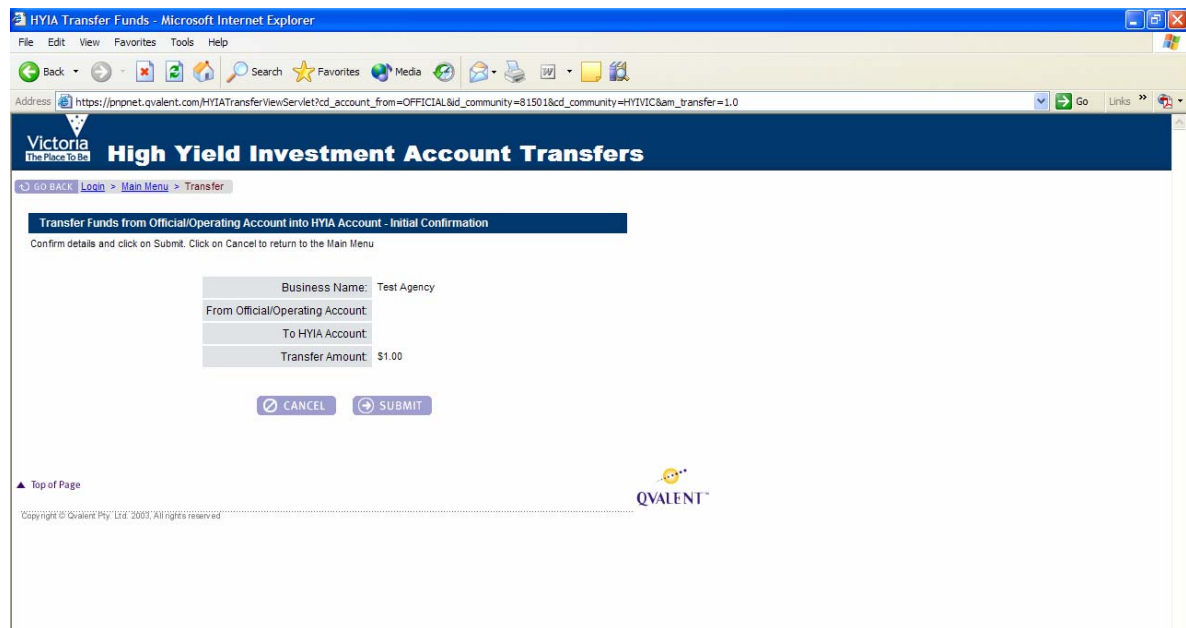
The main menu will contain 3 options:

- Transfer Funds from Operating Account into HYIA Account; or
- Transfer Funds from HYIA into Operating Account; or
- Logoff.



### Step 3 - Transfer Funds from Operating Account into HYIA Account

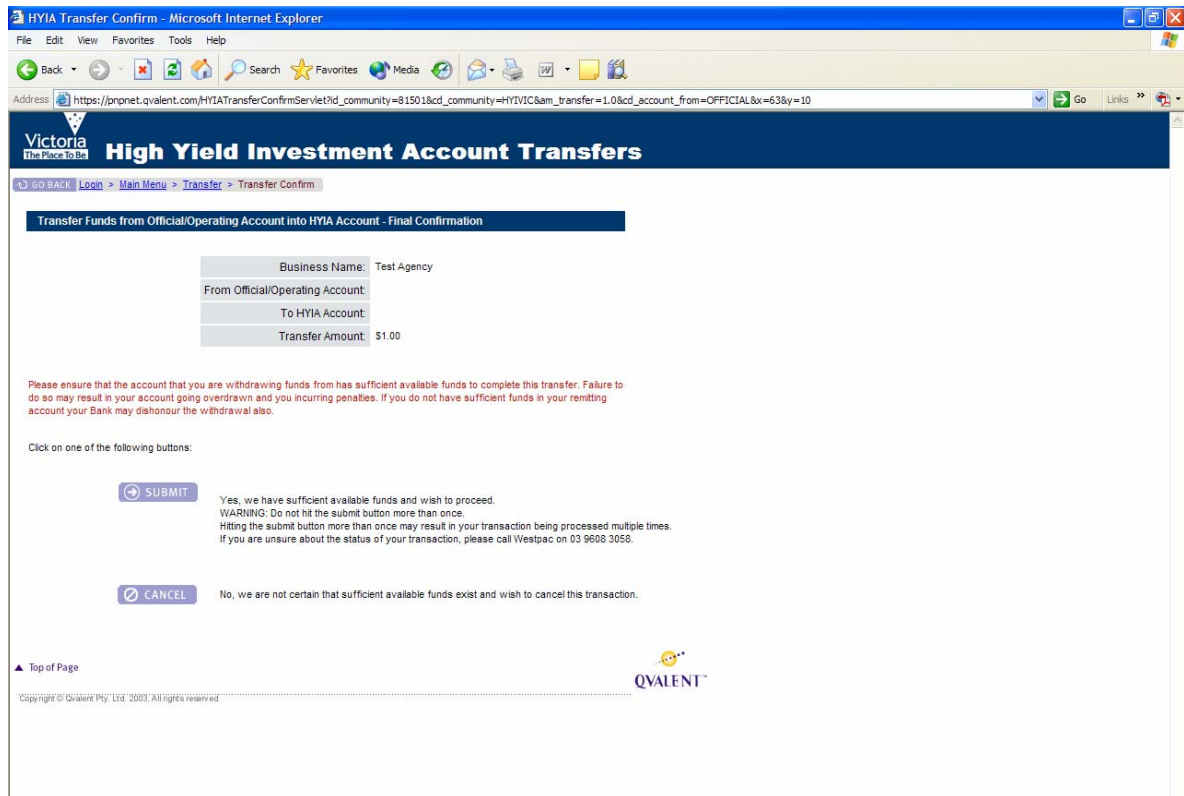
By selecting this option, the user will be taken to the screen below:



The user is given the opportunity to confirm these details. On clicking 'Submit', another screen is displayed with the following text:

"Please ensure that the account that you are withdrawing funds from has sufficient available funds to complete this transfer. Failure to do this may result in your account becoming overdrawn and your Agency incurring penalties. If you do not have sufficient funds in your remitting account your Bank may dishonour the withdrawal also."

**Step 4 - Transfer Funds from Operating Account into HYIA Account continued**



Available Click Options are:

- 'Submit' - Yes, we have sufficient available funds and wish to proceed;

If the user clicks the 'Submit' button, the system behaviour is as follows:

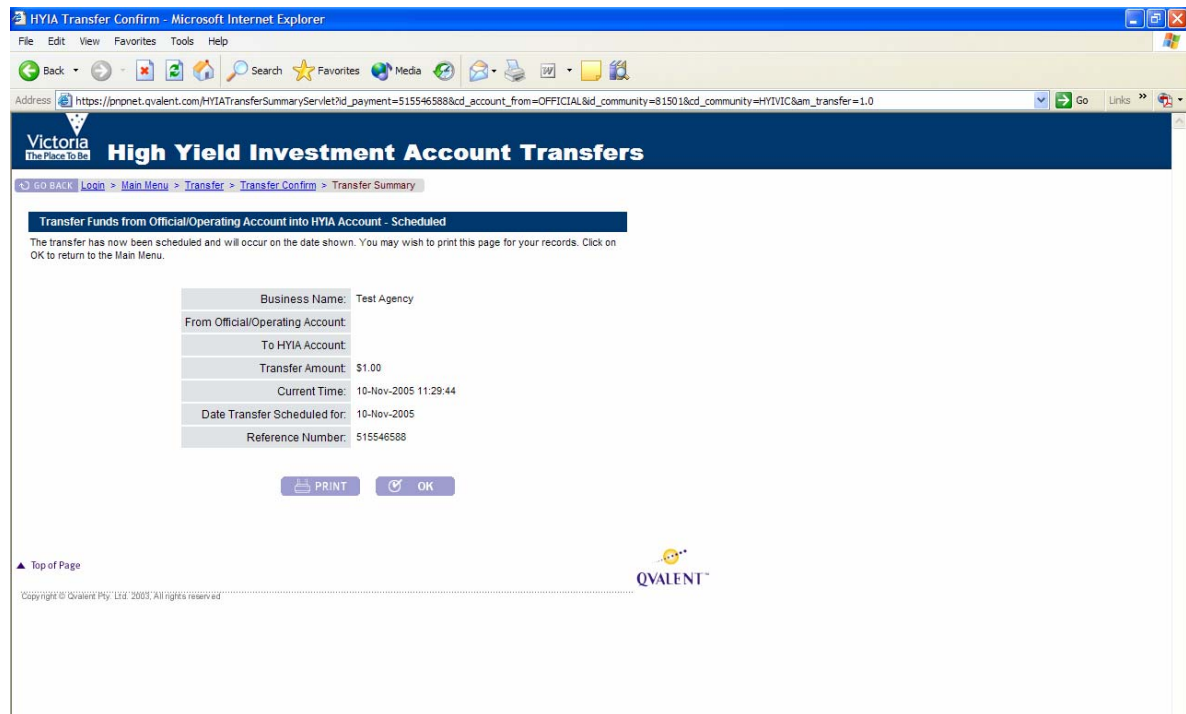
- Transaction is written to a database and the user is presented with a screen confirming the transfer is in process and issuing a reference number, then the user is taken back to the main menu.

- 'Cancel' - No, we are not certain that sufficient available funds exist and wish to cancel this transaction;

If the user clicks 'Cancel', the user is returned to the Main Menu.

If the user clicks 'Submit', the transaction will have been scheduled and they will be taken to the screen shown below.

**Step 5 - Transfer Funds from Operating Account into HYIA Account continued**



It is recommended that this screen be printed as a receipt of the transaction. Click 'Print' to do so.

Click 'OK' to return to the Main Menu.

To perform transfer from HYIA Account to Operating Account from initial logon screen, repeat Steps 1 - 5, and make sure appropriate transfer type is selected for Step 2.

Please contact the HYIA Enquiry line on 9608 3058 should you require further assistance.