

Adding accounts to Corporate Online.

Follow this guide to add a **Westpac** account held in **Australia** to your Corporate Online Organisation.

To perform this procedure, you require **Creator** access to Administration and a user role of either **Super Administrator** or **Local Administrator**.

- From the left-hand menu, select **Administration > Manage > Accounts**.

Main menu

- Administration
 - Manage
 - Accounts

Manage accounts

List of accounts

View the list of fully authorised accounts for the organisation, or perform a search for a specific account to assign offices, users and groups.

Search and sort criteria

Search by: ☐ Bank name and account number

OR

☒ Display all accounts

Results 1 to 20 of 172

Account number	Description	Currency
<input type="radio"/> AU03 032000431376	Account A	AUD
<input type="radio"/> AU03 032000431384	Account B	AUD

- Select **Add account held with Westpac Australia**.

Search criteria

Enter account number:

- Enter the account to be added (either a 6 digit BSB and a 6 digit account number or a 10 digit account number) and select **Search**. Corporate Online confirms the account can be added, displays any error messages and refreshes the screen with the **Account details**.

Account details

Bank: AU03 - Westpac Australia, Trading Accounts

Account number: 032000431376

Account name: AN032000431376

Currency: AUD - Australian Dollar

Status: Open

3rd party: No

Account description:

Enabled for Online Accounts? ☒ Yes ☐ No

Enabled for Stop cheque? ☒ Yes ☐ No

Account segmentation enabled? ☒ Yes ☐ No

Real-time enquiries available? ☒ Yes ☐ No

Enabled for Online Payments? ☒ Yes ☐ No

Bank account statement delivery method

The Bank account statement delivery method for this account is currently:

☒ Mail and Online

☐ Online only

You can request a change to the [Bank account statement delivery method](#) at any time.

4. Complete the details as follows:

- Update the **Description** of the account to be used on Corporate Online screens.
- **Enable** the account for features where applicable.
- Update the **Account statement delivery** method.
- Select **Continue**.

Corporate Online displays the **Online Accounts group's** screen.

Available account groups

Sort order: ☒ Ascending By:
☐ Descending

Not assigned:

- ☒ **Australian accounts AUD**
Chair Services Pty Ltd

Already assigned / to be assigned:

- ☐ **AUD Accounts AUD**
Sales Department

5. Complete the details as follows:

- Select groups to be assigned access from the not assigned list on the left and then select **Add**.
- OR
- To select all groups, select **Add all**.
- Select **Continue**.

Corporate Online displays the **Online Payments user's** screen.

Available users

Sort order: ☒ Ascending By:
☐ Descending

Not assigned:

- ☒ **Addison, James**
ABC Company Pty Ltd

Already assigned / to be assigned:

- ☐ **Bolton, David James**
Chair Services Pty Ltd

6. Complete the details as follows:

- Select the users to be assigned access from the not assigned list on the left and then select **Add**.
- OR
- To select all users, select **Add all**.
- Select **Continue**. **Summary** is displayed.

Summary

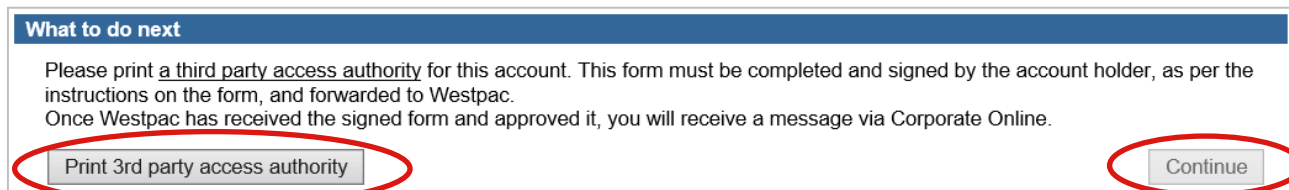
The task is now ready for authorisation.

7. If you also have authoriser access and your organisation permits self-authorisation, review the details of the task, and then select **Authorise now**.

Corporate Online updates the task's status depending on the authorisation model used by your organisation for administrative tasks and displays the **Pending tasks** list. If the task is no longer displayed the process is complete. If the task is detailed as "Part authorised" another authorisation is required. Ask another Administrator who can authorise to sign in and select **Administration > Authorise** from the left-hand menu.

Additional procedures for 3rd party accounts

Where the account is not owned by your Corporate Online organisation or an authorised Third-party customer for your Organisation it will not be available until Westpac receives a third-party access form completed and signed by the account holder(s).



What to do next

Please print a **third party access authority** for this account. This form must be completed and signed by the account holder, as per the instructions on the form, and forwarded to Westpac.
Once Westpac has received the signed form and approved it, you will receive a message via Corporate Online.

Print 3rd party access authority **Continue**

After you authorise the task Corporate Online displays the **Print a third-party access authority** screen.

1. Select **Print 3rd party access authority**.
2. When you have printed the form select **Continue**.

Corporate Online displays the pending tasks screen where the task will be detailed with a status of "Pending Bank approval".

Arrange for the account holder(s) to complete, sign and date the form you have printed, as per the instructions printed on the authority and send to your Westpac Representative. Once Westpac receives the form and approves the addition of the third-party accounts, you will then receive a message to let you know the accounts are available to Online Accounts groups and Online Payment users it was assigned above.