

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**.

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

Main menu

- Administration
- Manage
 - Organisation
 - Offices
 - Users
 - Accounts**
 - Billing statements
 - Payment services
 - Receipt services
 - Reports
 - Pending tasks
 - Task history
- Authorise
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Accounts

- Online FX
- Payments
- Receipts
- Research
- Deposits
- Loans

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

2. Select **Add account held with Westpac Australia**. Corporate Online displays the **Add account held with Westpac Australia** screen.

Search criteria

Enter account number:

3. 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: 032000431

Currency: AUD - Australian Dollar

Status: Open

3rd party: Yes

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

You are not the owner of this account. You should only change the Bank account statement delivery method for this account where you have received permission from the account owner.

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

Mail and Online

Online only

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**.

[Continue](#)

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

Available account groups					
Sort order: <input checked="" type="radio"/> Ascending	By: <input type="text" value="Group description then office name"/>				
<input type="radio"/> Descending	Update list				
Not assigned:	Already assigned / to be assigned:				
<div style="border: 1px solid black; height: 40px;"></div>	<table border="1"><tr><td><input type="checkbox"/></td><td>AUD Accounts Porridge Shop Pty Ltd</td></tr><tr><td><input checked="" type="checkbox"/></td><td>AUD Accounts Finance Department</td></tr></table>	<input type="checkbox"/>	AUD Accounts Porridge Shop Pty Ltd	<input checked="" type="checkbox"/>	AUD Accounts Finance Department
<input type="checkbox"/>	AUD Accounts Porridge Shop Pty Ltd				
<input checked="" type="checkbox"/>	AUD Accounts Finance 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**.

[Add >](#)

[Add all >>](#)

[Continue](#)

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

Available users					
Sort order: <input checked="" type="radio"/> Ascending	By: <input type="text" value="User name (surname, given name/s) then office name"/>				
<input type="radio"/> Descending	Update list				
Not assigned:	Already assigned / to be assigned:				
<div style="border: 1px solid black; height: 40px;"></div>	<table border="1"><tr><td><input type="checkbox"/></td><td>Bateman, Michael John Chair Services Pty Ltd</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Bolton, David James Finance Department</td></tr></table>	<input type="checkbox"/>	Bateman, Michael John Chair Services Pty Ltd	<input checked="" type="checkbox"/>	Bolton, David James Finance Department
<input type="checkbox"/>	Bateman, Michael John Chair Services Pty Ltd				
<input checked="" type="checkbox"/>	Bolton, David James Finance Department				

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.

[Add >](#)

[Add all >>](#)

[Continue](#)

Summary

The task is now ready for authorisation.

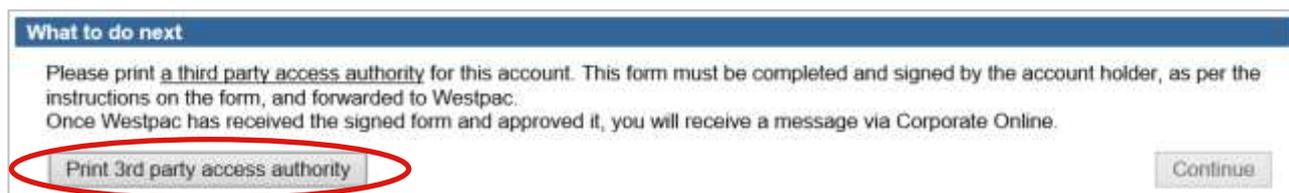
7. If you also have authoriser access and your organisation permits self-authorisation, review the details of the task, and then select **Authorise now**.

[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**.

[Print 3rd party access authority](#)

[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.