

Creating a user.

Follow this guide to create a **User** and / or **Administrator** in your Corporate Online Organisation. Note: Establishment, Identification and/or approval forms may be provided for completed once the new user is fully authorised.

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 > Users**.

Main menu

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

Accounts

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

Manage users

List of users ? Help

View the list of fully authorised users for the organisation, perform a search for a specific user to amend or delete it, or create a new user at any time.

Search criteria

Search by: User surname
 User given name/s
 User customer number
OR
 Display all users Update list

Results 1 to 1 of 1

User name (surname, given name/s)	Customer no.
<input type="radio"/> Bateman, Michael John	86980457

2. Select **Create user**. Corporate Online displays the **User details** screen.

User details

Please provide the user with the [Westpac Privacy Statement](#) before collecting their personal information.

* Title:

* User given name/s:

* User surname:

Work email:

* Work phone:

Fax:

Mobile:

* Job title:

* Primary office (mail & billing):

* Westpac Relationship Manager:

Session timeout period: 10 minutes

Hours of availability: 24 hour, 7 days a week access
 Limited access
 Monday to Friday only - select times below

OR

Monday Tuesday Wednesday
 Thursday Friday

Start time: (AEST)
Finish time: (AEST)

Restricted internet access? Yes No

User expiry:

3. Complete the details as follows:

- Provide the user with the **Westpac Privacy Statement** before collecting their details.
- Enter the **Title, Names** and **Contact details**.
- Enter the **Job title** of the user within the Organisation.
- Select a **Primary office for correspondence and billing**.
- Enter the name of your Organisations **Westpac Relationship manager**.
- Enter the users **Hours or Availability**.
- Enter when the users **Access expires** (if applicable).

Personal information required for security verification purposes only

* Is the user known by any other names (past or present)? Yes No

Other names (enter given names then surname) **Preferred name?** Yes No, not applicable

Add more other names

* **Personal address:**

Must be a residential street address. Do not enter a Post Office address.

* **City:**

State:

Postal code:

* **Country:**

* **Date of birth:**

4. Complete the details as follows:

- If the user has previously or is currently known by other names (i.e.: maiden name, married name, or has changed their name), select **Yes** and enter those names.
- Enter the user's **Personal address** and **Date of birth**.
- Select **Continue**. Corporate Online displays the **Assign offices** screen.

Continue

Available offices

Copy the details of an existing user
OR
 Assign specific offices to the user

Not assigned:

Porridge Shop Pty Ltd
Accounts / Payments / Receipts / Deposits

Sales Department
Accounts / Payments / Receipts / Deposits

➔

Already assigned / to be assigned:

Chair Services Pty Ltd
Accounts / Payments / Receipts / Online FX / Administration / Deposits / Research

Finance Department
Accounts / Payments / Receipts / Deposits

5. Complete the details as follows:

- Select the offices to be assigned to the user from the not assigned list on the left and then select **Add**.
- Select **Continue**. Corporate Online displays the **Assign applications** screen.

Add >

Continue

Available applications

Not assigned:

Online Agency
View and export transactions for your agency services

Online Deposits
View, execute and authorise deposits

Online FX
View, execute and authorise foreign exchange deals

Online Loans
Access loans information

➔

Already assigned / to be assigned:

Online Accounts
Access balances and transactions for accounts

Online Customer Administration
View and update access to Corporate Online applications

Online Payments
View, execute and authorise payments from your accounts

6. Complete the details as follows:

- Select the applications to be assigned to the user from the not assigned list on the left and then select **Add**.
- Select **Continue**.

Add >

Continue

What happens next depends on the applications assigned to the user, and what additional information Corporate Online needs you to specify. Tasks for completion may include:

- ✓ **Administration** - Select an Authority level and User role.
- ✓ **Accounts features** - Select the features the user can access, and an authority level (required for stop cheques only).
- ✓ **Account groups** - Assign account group to the user via an office.
- ✓ **Billing statements** - Assign billing statements to the user.
- ✓ **Receipts features** - Select features the user can access.
- ✓ **Receipts services** - Assign receipt services to the user via an office.
- ✓ **Payments features** - Select features, an authority level and authorisation limits.
- ✓ **Payment accounts** - Assign payment accounts to the user via an office.
- ✓ **Payment services** - Assign payment services to the user via an office.
- ✓ **Online FX features** - Select the Online FX features the user can access, and an authority level.
- ✓ **Deposit features** - Select features, an authority level and authorisation limits.
- ✓ **List of loans** - Assign the loan companies this user can access.
Note: The user is automatically given access to your own company loans.

User
Details
List of offices
List of applications
Administration
Accounts features
Account groups
Receipts features
Receipt services
Payment features
Payment accounts
Online FX features
Agency features
Agency services
Deposit features
List of loans
Summary

7. Complete the details and select **Continue** on each screen. **Summary** is displayed.

Continue

Summary

The task is now ready for authorisation. If you also have authoriser access and your Organisation permits self-authorisation:

Authorisation and acknowledgment

I authorise the user to access Corporate Online as indicated above. I agree to advise Westpac as soon as practicable if the User's access needs to be amended or revoked (i.e. due to a change of role or on termination of employment). I warrant that I provided the user with the [Westpac Privacy Statement](#) before I collected their personal information.

Go to pending tasks Authorise now Amend Print preview

8. Review and select in the box to agree to the **Authorisation and acknowledgment** terms for establishing a new user.

9. Review the details of the task and then select **Authorise now**.

If the "Create user" task requires no further authorisation, Corporate Online displays a confirmation screen. If the "Create user" task requires a second authorisation, the task will be displayed with a status of "Part authorised" on the **Pending tasks** screen. Ask another Administrator who can authorise to sign in and select **Administration > Authorise** from the left-hand menu.

Finalising a create user task after authorisation.

If the new user is to be an Administrator, Payment's authoriser or have access to Online FX or Online Deposits a SecurID® Token is required. Corporate Online displays the **Assign token** screen.

Administrator to receive token	
Name of administrator:	Addison, James
Office address:	Chair Services Pty Ltd 10 Main street Sydney 2000 NSW Australia

10. Choose an Administrator to receive the SecurID® token for the user and then select **Continue**. Corporate Online displays the **Corporate Online user confirmation** screen.

Continue

What to do next
<p>Action: Please Print the User application form, request all relevant parties to sign and then send to Westpac for processing before their Corporate Online access can be finalised. This User is also required to be <u>identified by Westpac</u> before the request will be approved.</p>
<p>Print the User application form Continue</p>

11. Select **Print the User application form** (where the users access requires).

12. Complete the forms as follows:

- Corporate Online User Establishment form - to be signed by the user.
- Corporate Online Administrator Establishment form - to be signed by the user and Executive Officers.
- Corporate Online Identification Form - hand to the user for identification at a Westpac Branch.

13. Select **Continue**.

Continue

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

On receipt of the completed forms, the task will be approved by Westpac, and the Administrators involved in creating and authorising the task will receive a confirmation message.