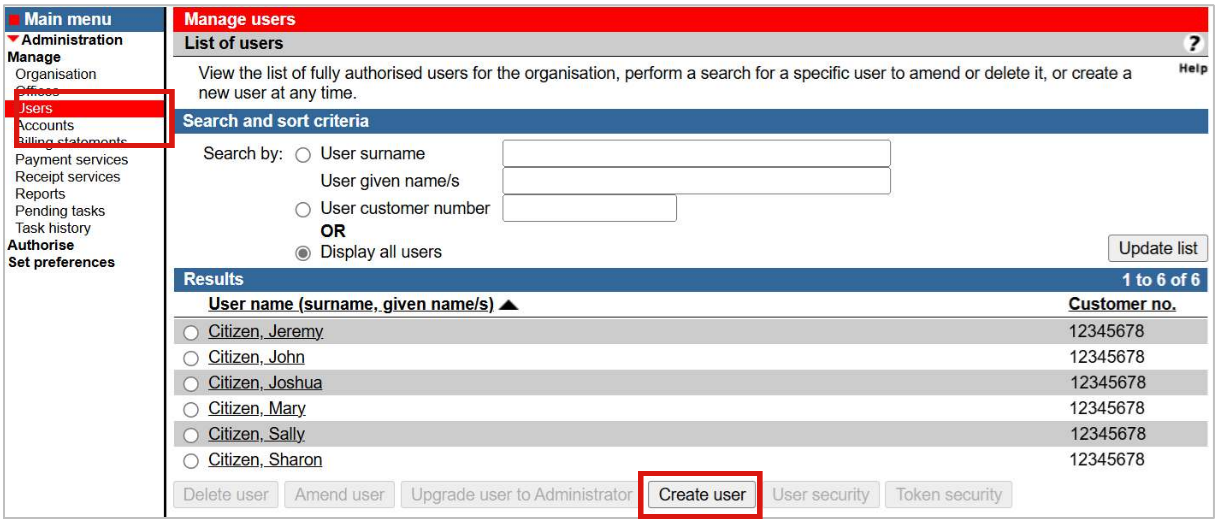
Creating a user.

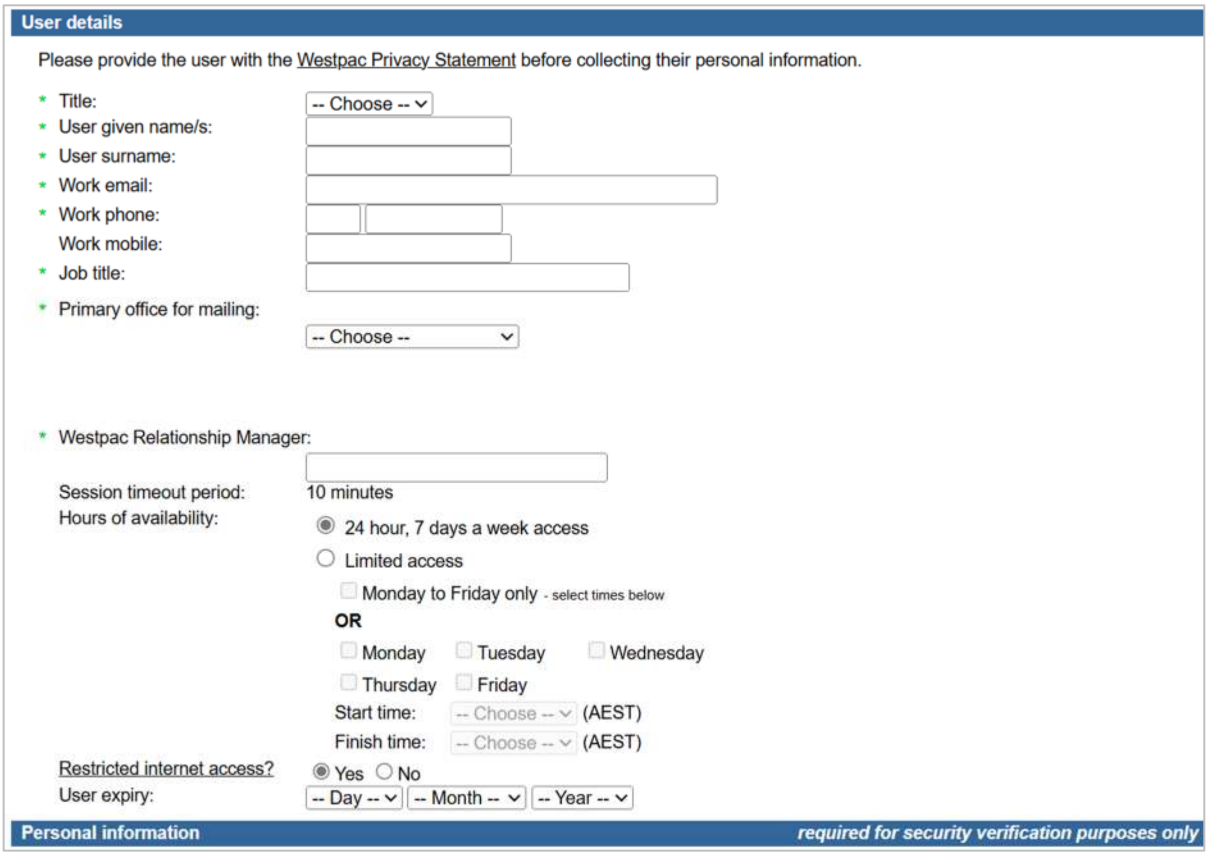
Follow this guide to create a **User** and / or **Administrator** in your Corporate Online Organisation. Note: Establishment, Identification and/or approval forms may be provided for completed once the new user is fully authorised.

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

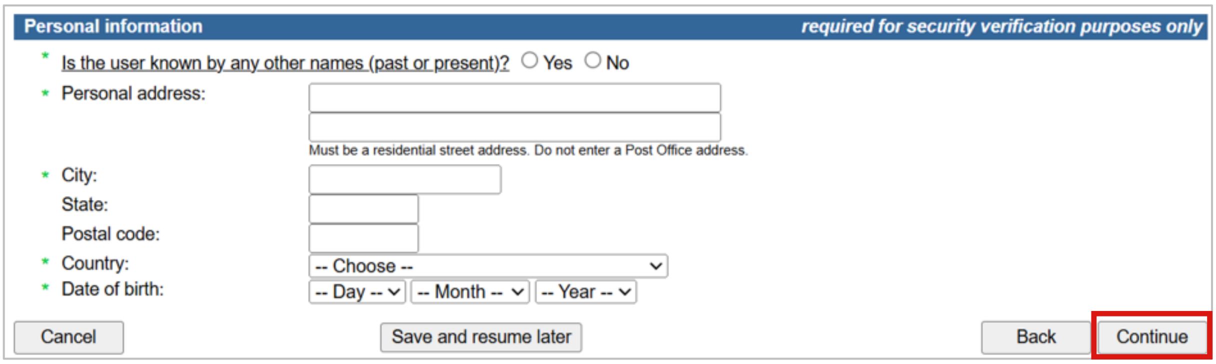
1. From the left-hand menu, select **Administration > Manage > Users**.



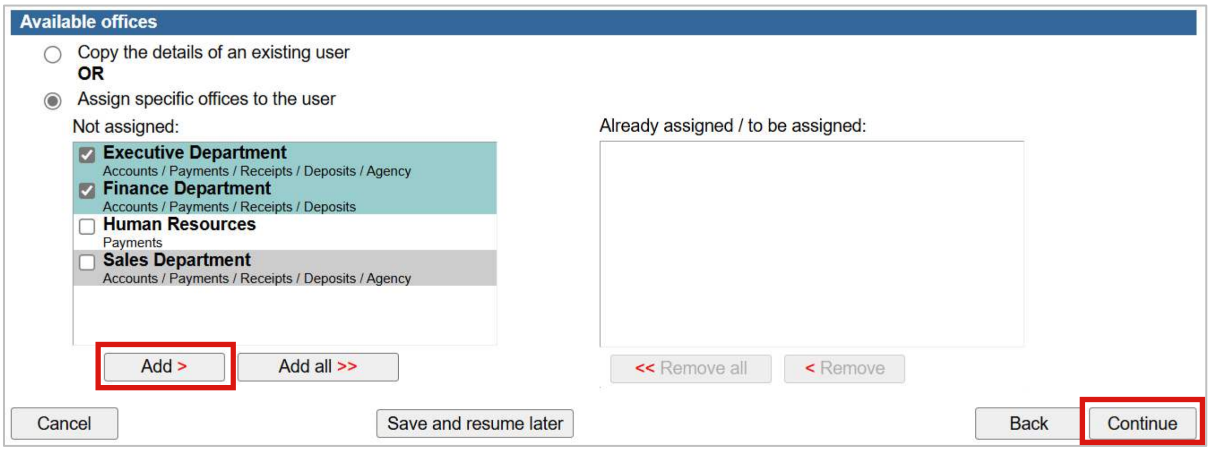
2. Select **Create user**. Corporate Online displays the **User details** screen.



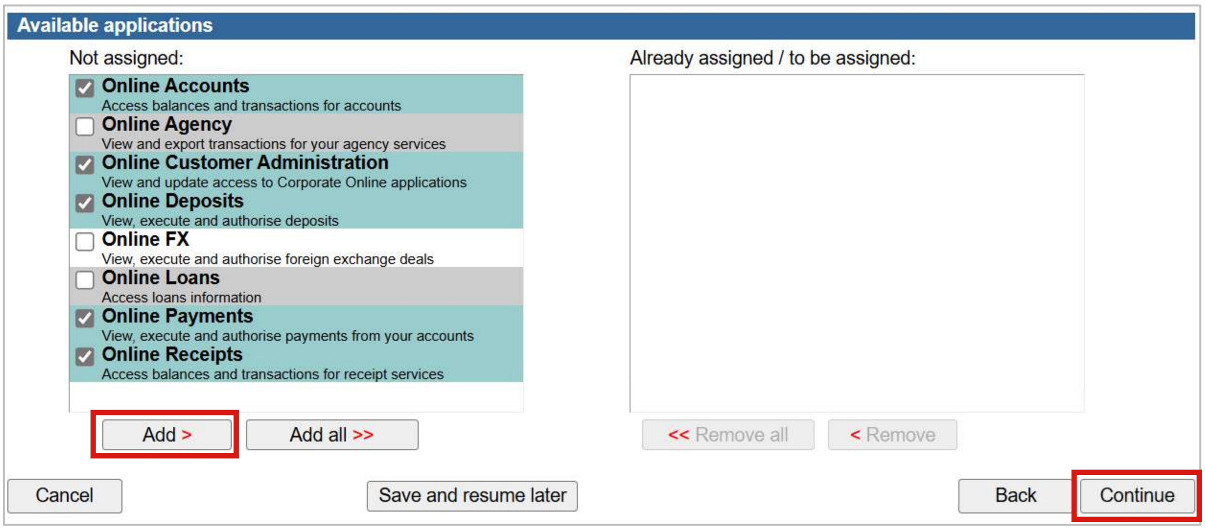
3. Complete the details as follows:
   - Provide the user with the **Westpac Privacy Statement** before collecting their details.
   - Enter the **Title**, **Names** and **Contact details.**
   - Enter the **Job title** of the user within the Organisation.
   - Select a **Primary office for mailing**.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



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.



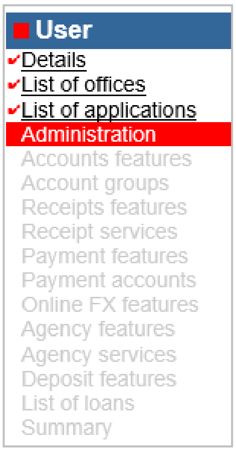
5. Complete the details as follows:
   - Select the offices to be assigned to the user from the not assigned list on the left and then select **Add**.
   - Select **Continue**. Corporate Online displays the **Assign applications** screen.



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.

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:

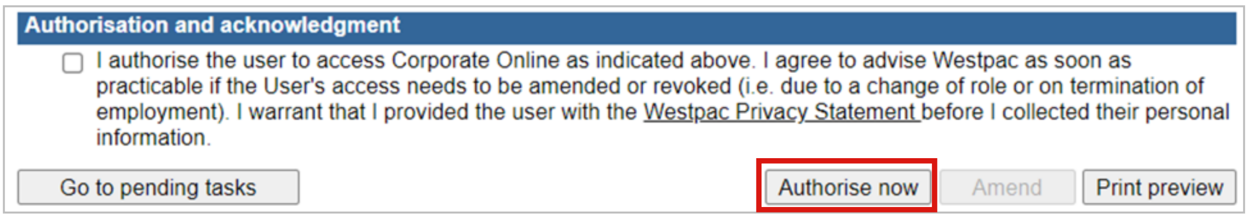
✓ Administration – Select an Authority level and User role.
✓ Accounts features – Select the features the user can access, and an authority level (required for stop cheques only).
✓ Account groups - Assign account group to the user via an office.
✓ Billing statements - Assign billing statements to the 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.



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

Summary

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

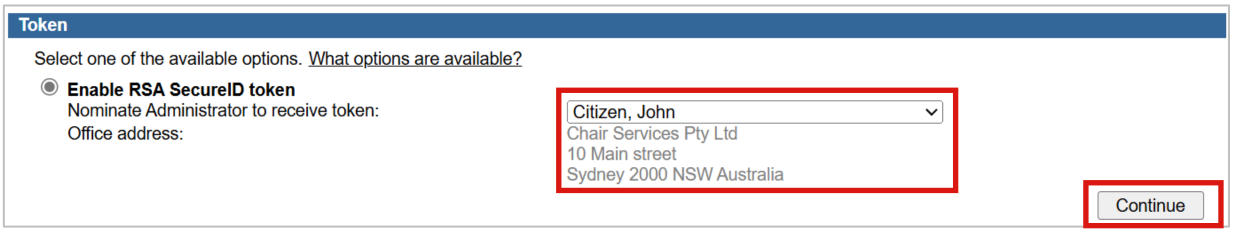


8. Review and select in the box to agree to the **Authorisation and acknowledgment** terms for establishing a new user.
9. Review the details of the task and then select **Authorise now**.

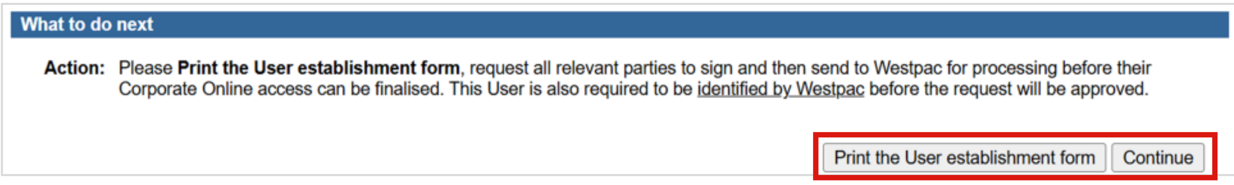
   If the "Create user" task requires no further authorisation, Corporate Online displays a confirmation screen. If the "Create user" task requires a second authorisation, the task will be displayed with a status of "Part authorised' on the **Pending tasks** screen. Ask another Administrator who can authorise 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 an RSA SecurID® Token is required. Corporate Online displays the **Assign token** screen.



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.

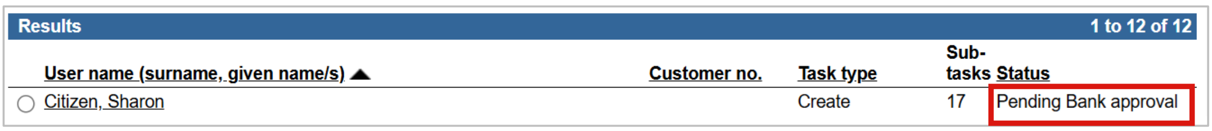


11. Select **Print the User establishment form** (where the users access requires).

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 to arrange identification by contacting your Westpac Representative.

13. Select **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.