

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**.

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

- 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**.

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.

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.

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.

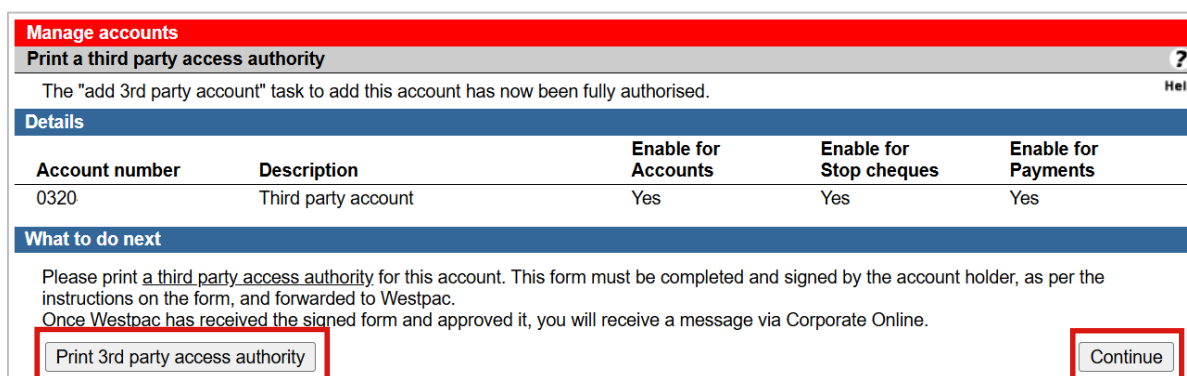
- If you also have authoriser access and your organisation permits self-authorisation, review the details of the task, and then select **Authorise now**.

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).

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



Manage accounts

Print a third party access authority ?

The "add 3rd party account" task to add this account has now been fully authorised. Help

Details

Account number	Description	Enable for Accounts	Enable for Stop cheques	Enable for Payments
0320	Third party account	Yes	Yes	Yes

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**

- Select **Print 3rd party access authority**.
- 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".

Results				1 to 1 of 1
Account number	Description	Task type	Sub-tasks	Status
<input type="radio"/> AU03 0320	Third party account	Add 3rd party account	3	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.