

GLOBAL CONNECT EMPLOYEE WEBSITE VIEW

Welcome to Global Connect!

Service! That's what it all comes down to. You can have the best equipment, the most modern facilities, and the latest technology, but without a complete commitment to customer service, one has nothing. After all, our business isn't just moving – it's helping people through a very important process.

That's why Graebel does everything it can to put your mind at ease. Personal, one-on-one communication, helpful literature, careful packing procedures, and multiple valuation options; these are just a few ways Graebel helps make your transition to a new town, and a new life, a stress-free experience.

After talking with your Graebel Relocation Consultant, the Team will provide you with a username and password to our website: Global Connect. **You will receive 2 emails from the system – one will have your username (your email address) and a link; the other will have a password and a link.**

You may click on the link at any time. This will take you to: <https://Relocation.Graebel.com/>



You may click on Forgot your User ID or Password any time if you are having trouble logging in.

Login / Password Rules

Enter your User ID – this is your email address.

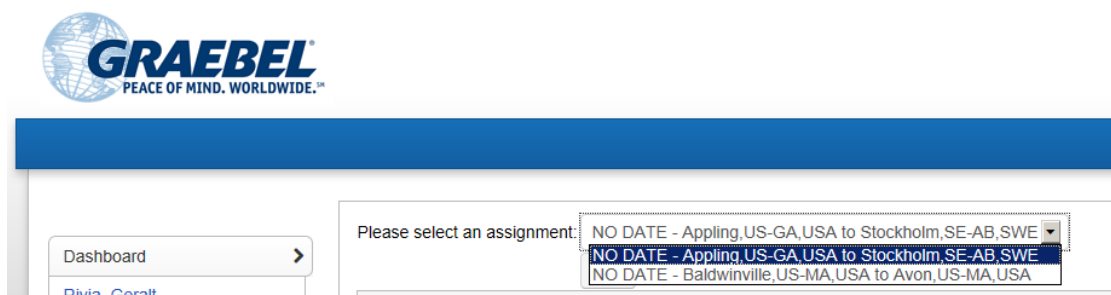
The original password that you receive via email must be typed into the login screen. Then you will be asked to re-set your password following the Password Characters Rule. Your password must be at least 8 characters with at least 1 numeric character and 1 special character. The system will prompt you when you need to change your password.

We have additional security measures which will require you to enter an access code to register your device (Computer, Laptop, etc.). There will be an automated email sent to your email address, per below. Retrieve that code and enter it on the login screen where prompted. This will register the device you are using and you will not need to enter this access code going forward unless you remove the 'cookies' from your device. If you attempt to log-in from another device, you will be asked to enter a different code and should follow the same process.



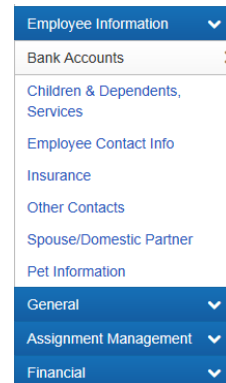
Selecting an Assignment

If you have moved with Graebel before you will first need to select the current assignment in order to access information about your assignment.



Dashboard

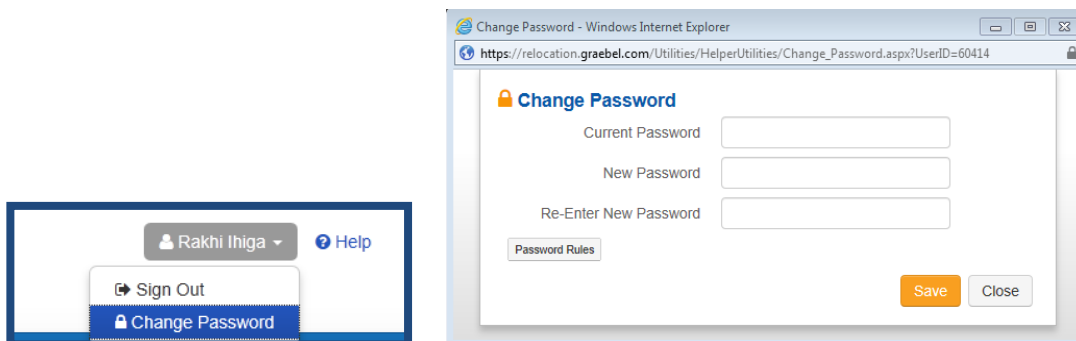
When you log in, your Dashboard will include a welcome message from the Client Relations Manager that manages your company's relocations. You will also see your Relocation Coordinator, and their contact information.



At the beginning of the year you will also be able to retrieve your **Year-End Tax Information** for tax purposes.

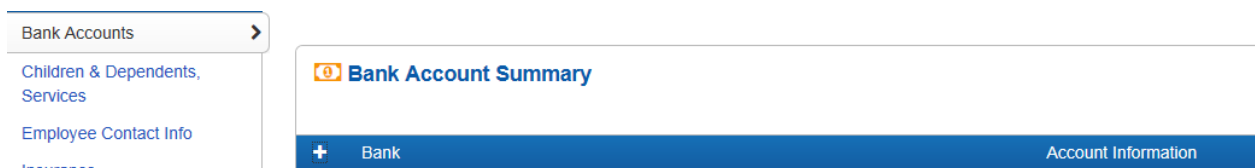
Change Password

You have the ability to change your password at any time by clicking on **Change Password** as shown below.



Entering Banking Information

Once logged in you will select Bank Accounts from the menu on the left side of the screen. Select the **+** sign to enter a new bank account.



Bank Account Details

Primary	<input type="checkbox"/>	Inactive	<input type="checkbox"/>
* Account Location	<input type="text" value="Home"/>	* Account Type	<input type="text" value="Checking - ACH"/>
* Account Currency	<input type="text" value="USD"/>		
Used For	<input type="text" value="Relocation"/>		

Bank Account Details

Account Location: Select one of the below:

Home – if bank is located in city of origin

Host –if bank is located in destination location

Other – if bank is located outside of the origin or destination location

Account Type: Select correct type of account

Account Currency: Please indicate currency for the bank account you have listed

Used for: If you would like different disbursements to go into different accounts

Check **Primary** if you are adding more than one account

Final Bank Information

Final Bank Information

* Account Number

* Names On Account

* Bank Name

SWIFT/BIC Code

ABA Routing #

IBAN

Contact Name

Contact Phone

Contact Email

Contact Fax

Bank Address

* Line 1

Line 2

Line 3

* Country

State/Province

Select City

* City

Postal Code

[Save](#) [Close](#)

Beneficiary Bank Address

Line 1

Line 2

Line 3

Country

State/Province

Select City

City

Postal Code

Beneficiary Information

* Beneficiary name as it appears on the accounts

* Beneficiary phone number

* Country of beneficiary

Originator to Beneficiary Info - Line 1

Originator to Beneficiary Info - Line 2

Originator to Beneficiary Info - Line 3

Additional Bank Acct Fields

BSB Code

CPF Number

Transit Number

IFSC Code

Zengin Code

RTGS (China Clearing Code)

Bank Agency Code

CLABE

Please see the Wire and ACH requirements listed below for your reference.

Wire and ACH Requirements per Country

Country	Code
Australia	BSB Code:
Brazil	CPF Number: Bank Agency Code:
Canada	Transit Number:
China	SWIFT/BIC Code:
Europe (see list on other tab)	IBAN:
Hong Kong	SWIFT/BIC Code:
India	SWIFT/BIC Code: IFCS Code:
Japan	Zengin code:
Korea	SWIFT/BIC Code:
Mexico	CLABE:
New Zealand	BSB Code:
Singapore	SWIFT/BIC Code:
South Africa	SWIFT/BIC Code:
Taiwan	SWIFT/BIC Code:
Thailand	SWIFT/BIC Code:
U.A.E	SWIFT/BIC Code:
All Others Not Listed Above	Routing Number:

IBAN Countries	Rules
Austria	20 digits starting with AT
Belgium	16 digits starting with BE
Bulgaria	22 digits starting with BG
Czech Republic	24 digits starting with CZ
Denmark	18 digits starting with DK
Finland	18 digits starting with FI
France	27 digits starting with FR
Germany	22 digits starting with DE
Greece	27 digits starting with GR
Hungary	28 digits starting with HU
Iceland	26 digits starting with IS
Ireland	26 digits starting with IE
Israel	23 digits starting with IL
Italy	27 digits starting with IT
Luxembourg	20 digits starting with LU
Netherlands	18 digits starting with NL
Norway	15 digits starting with NO
Poland	28 digits starting with PL
Portugal	25 digits starting with PT
Saudi Arabia	24 digits starting with SA
Spain	24 digits starting with ES
Sweden	24 digits starting with SE
Switzerland	21 digits starting with CH
Turkey	26 digits starting with TR
United Kingdom	22 digits starting with GB or account number and sort code (6 digits)

Final Step: Click Save anywhere on the screen

Congratulations, you have successfully completed your banking information!

Graebel Relocation Services hopes that you find this guide helpful. If, at any time, you need assistance accessing the website, please contact your Relocation Consultant and they can provide additional assistance.

Relocation is what we do, Service is what we are all about!