

## Linking login accounts

If you have several login accounts for different CommBiz Services, you can link them together, so that you only need to log in once to access them. The advantages of linking your login accounts are:

- you only need to remember one login ID and password; and
- you only need one security token for all of your Services.

You can only link login accounts that have been issued to you personally.

### Important

When you link one login account with another, the first login is retained for future use, while the second login is deleted. Make sure you log in with the user ID and password you want to keep.

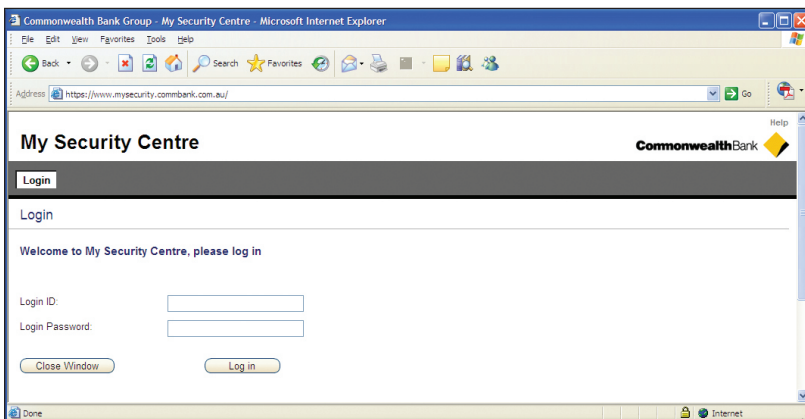
After you have linked two login accounts, they cannot be separated again - so you need to be sure that you want to link them permanently before following this procedure.

### Before you start

Make sure that you have set security preferences for all of the Services you are linking. See CommBiz User Guide 'Setting Security Preferences'.

### Logging in to the Security Centre

1. Open your internet browser and visit **www.commbiz.com.au** then click **Log on to CommBiz**
2. In the **We can help** menu at the bottom of the screen, click **My Security Centre**. The Security Centre Login page is displayed:



3. Log in using the ID and password you want to keep. Enter your login ID and password, then click **Log in**.

4. The My Profile page is displayed:

**My Security Centre** CommonwealthBank

My profile | Change password | Activate token | Change Login Id | Reset questions | Reset PIN | Link Login Accounts | Log off

**My Profile**

To update your contact details, click "Update"

Login ID:

Contact details:

Contact Email Address:

Current Device Details:

Device Status:

Device Type:

Device Model:

Serial number:

5. In the top menu bar, click **Link Login Accounts**.

Authorisers and Administrators only

6. If you have a security token, you will be prompted to enter the one-time password displayed on the token. Type the password in the **One Time Password** field, then click **Next**.

7. The Link Login Accounts (Step 1) page is displayed:

**My Security Centre** CommonwealthBank

My profile | Change password | Activate token | Change Login Id | Reset questions | Reset PIN | Link Login Accounts | Log off

**Link Login Accounts**

**Step 1 of 3**

If you have two or more login ids, you can link them together so that you can use one login id to access multiple accounts. This is helpful if you have separate accounts for multiple companies and you want to use the same Login Id for all accounts.

**Advantages of linking your Login Accounts:**

- Only one Login ID and Login Password to remember
- If you use a security token, only one security to carry around

**IMPORTANT!**

- This function will **ONLY** allow you to merge CommBiz Login Accounts. Ability to merge Login Accounts for other Commonwealth Bank applications will become available in the future.
- This function will allow you to merge two Login Accounts. To merge more than two Login Accounts this process would have to be repeated.
- Both Login Accounts you are trying to link must have been issued to specifically to you.
- After linking, one of the Login Accounts will be retained and the other one will be discarded.
- After linking, the entitlements from the two Login Accounts will be merged and will be accessible from the Login Account that is retained.
- Once the two Login Accounts are linked, it will not be possible to split them again. Please ensure that you definitely want to link the two Login Accounts before proceeding.
- The Login Account that you are currently logged in with will be the Login Account that will be retained. If you wish to retain your other Login Account, please log out and login to My Security Centre with the Login Account you wish to retain.

Please click "Next" if you wish to proceed with linking your Login Accounts.

Review the information on the page. If you have any questions, call the CommBiz Helpdesk on **13 23 39**. If you are ready to link your login accounts, click **Next**.

Other users

8. If you do not have a security token, you will be prompted to enter the answers to two of your identity questions. Type in the answers, then click **Next**.

9. The Link Login Accounts (Step 2) page is displayed:

**My Security Centre** CommonwealthBank

My profile Change password Activate token Change Login Id Reset questions Reset PIN Link Login Accounts Log off

Link Login Accounts

**Step 2 of 3**

Please provide the Login credentials of the Login Account that you want to link to and click 'Next'.

**Note:** After linking is complete this Login Account will be discarded and you will no longer be able to use it. All entitlements from this Login Account will be transferred to the Login Account that you've chosen to retain.

Login ID:

Login Password:

If you use a security token or have Activated the security token for this Login Account, please enter the One Time Password from the token.

One Time Password: from token

Cancel Next

Enter the Login ID and password for the account you want to link to. If you have a security token, also enter the current one-time password.

10. Click **Next**.

11. The Link Login Accounts (Step 3) page is displayed:

**My Security Centre** CommonwealthBank

My profile Change password Activate token Change Login Id Reset questions Reset PIN Link Login Accounts Log off

Link Login Accounts

**Step 3**

Please review your Login Account details and click "Confirm".

<b>Login Account to be retained</b>	<b>Login Account to be discarded</b>
Login ID: <input type="text" value="Test Account 1"/>	Login ID: <input type="text" value="Test Account 2"/>
<b>Device to be retained</b>	<b>Device to be discarded</b>
Device Status: <input type="text" value="Active"/>	Device Status: <input type="text" value="Active"/>
Device Type: <input type="text" value="Token"/>	Device Type: <input type="text" value="Token"/>
Device Model: <input type="text" value="GO3"/>	Device Model: <input type="text" value="GO3"/>
Serial Number: <input type="text" value="9999999999"/>	Serial Number: <input type="text" value="8888888888"/>

Cancel Confirm

Review the details of the two accounts. If they are correct, click **Confirm**; otherwise click **Cancel**.

12. To link additional login accounts to this account, repeat Steps 5–11.

13. When you have finished linking accounts, click **Log off**.