

Getting started in CommBiz - setting security preferences

After you've received your login details, you're ready to log in and set your security preferences before you begin using the CommBiz service. It only takes a few minutes, and it's essential to ensuring the security of your business' financial information.

Important

You need to log in within 28 days after we send you your login ID, or your ID will expire.

What you'll need

Everyone


1. A letter from the Bank with your CommBiz login ID.
2. A separate letter from the Bank with your sealed login password. If you believe your password letter has been tampered with, call the **CommBiz Helpdesk on 13 23 39**.

Administrators and Authorisers

3. Your **CommBiz** security token.

Logging in to the Security Centre

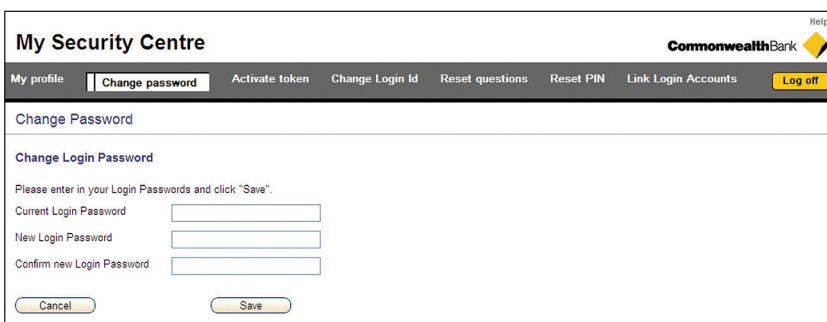
1. Open your internet browser and visit **www.commbiz.com.au**
2. In the **Need Help?** menu on the right, click **My Security Centre**. The Security Centre login page is displayed:



3. Enter your login ID and password, then click **Log in**.

Changing your password

4. The Change Password page is displayed:



To ensure the security of your account, you need to change your password to a confidential password of your choice.

Enter your current password and your new password, then click **Save**. Make sure you follow the password requirements listed at the bottom of the page.

Confirming your email address

- You'll be prompted to confirm or update your email address. It's important that your email address is up to date, so that we can contact you quickly if required.
Enter your email address, then click **Next**.

Choosing identity questions and answers

- The Reset Questions page is displayed:

You'll be prompted to choose a minimum of four identification questions and provide your confidential answers. The questions and answers are used to verify your identity if you forget your CommBiz password. Click on a question in the **Questions** list, type the answer in the answer field, then click **Add**. Continue until you have answered at least four questions, then click **Next**.

Activating your security token (*Authorisers and administrators only*)

- If you are an Authoriser or Administrator, you will be prompted to confirm the last four digits of your security token number, printed on the back of the token.
If the numbers match, type all four digits, *without* hyphens, in the entry field, then click **Next**. If they do not match, call the CommBiz Helpdesk on **13 23 39**.

Changing your login ID (*optional*)

- If you prefer, you can change your CommBiz login ID to a different ID of your choice.
Enter your new ID in the **New login ID** field, then click **Change**. Make sure you follow the ID requirements listed at the bottom of the page.

Logging off

- When you have finished setting your security preferences, click **Log off**. Your security details will take a few minutes to be updated. You are then ready to log in to CommBiz.