

CommBiz User Guide.

Define Authorisers on Term Deposit accounts

About this guide.

This guide takes you through the process of:

- I. Defining Authorisers on Term Deposit accounts in CommBiz.

Before you start.

You must have access to view your Retail Term Deposit account in CommBiz. Adding your Term Deposit account requires a CommBiz administrator to complete a maintenance request. You will only be able to add accounts and establish Authorisers if you have been assigned Admin (Administrator) permissions and have a security token.

I. Defining Authorisers on Term Deposit accounts.

Authorisers can be defined at the time of linking the account to the CommBiz service. If an account has already been linked to the CommBiz service, you can define authorisers using the Add EAA functionality and if the EAA is defined, then you can edit the authorisers on the accounts. Custom EAA with Method of Operation band is not in scope.

Open your internet browser, visit www.commbiz.com.au and log in to CommBiz using your password AND your token password from your security token.

1. On the top menu, click **Admin > Maintenance Requests**.

The screenshot shows the CommBiz Admin interface. The top navigation bar includes Home, Accounts, Payables, File Transfer, Functions, Insights, and Admin. The Admin menu is highlighted. The left sidebar shows the following options: Ramana SOne, Service, Users, Audit, Maintenance Requests, Maintenance Request Status List (highlighted), Add Account(s), Add an Electronic Account Authority, Edit an Electronic Account Authority, and Enable a Transaction. The main content area is titled 'Find Maintenance Request' and contains a search form with the following fields: Date (radio buttons for All, Exact, From, To), Request Type (dropdown menu), and Request Number (text input). Below the search form is a 'Clear' button and a 'Search' button. Below the search form, a table displays 18 Maintenance Requests found, displaying 1 - 10. The table has columns for Date Created, Request Number, Created By, Request Type, and Status. The first row shows a request created on 04/02/2015 with request number 101275075-18, created by Ramana SOne, and status Processed.

Date Created	Request Number	Created By	Request Type	Status
04/02/2015	101275075-18	Ramana SOne	Add Account(s)	Processed

2. On the left hand menu, select **Add an Electronic Account Authority**.

The screenshot shows the 'Admin' section of a web application. The top navigation bar includes 'Home', 'Accounts', 'Payables', 'Markets', 'File Transfer', 'Functions', 'Offers & Apply', 'Insights', and 'Admin' (highlighted). The main content area is titled 'Select View Account'. On the left, a vertical menu lists various options, with 'Add an Electronic Account Authority' highlighted in orange. The main area contains the text 'Select the account you wish to add an Electronic Account Authority to.' followed by a form field labeled 'Account:' with a dropdown menu showing '2882 30019857 td with 1aug'. At the bottom right of the form area is a yellow 'Next' button.

3. Select the Account holder type.

The screenshot shows the 'Admin' section of a web application. The top navigation bar includes 'Home', 'Accounts', 'Payables', 'Markets', 'File Transfer', 'Functions', 'Offers & Apply', 'Insights', and 'Admin' (highlighted). The main content area is titled 'Select Account Holder Type'. On the left, a vertical menu lists various options, with 'Add an Electronic Account Authority' highlighted in orange. The main area contains the text 'Select the Account Holder Type.' followed by a form field labeled 'Account Holder Type:' with a dropdown menu showing 'Company'. At the bottom of the form area are three buttons: 'Cancel', 'Previous', and 'Next' (highlighted in yellow).

4. Select the option, if you want to copy authorisers from existing accounts.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Accounts', 'Payables', 'Markets', 'File Transfer', 'Functions', 'Offers & Apply', 'Insights', and 'Admin'. The 'Admin' tab is active. Below the navigation bar, the page title is 'Admin Copy An Existing Electronic Account Authority'. On the left is a vertical sidebar menu with items: 'Jay Bagall', 'Service', 'Users', 'Audit', 'Maintenance Requests', 'Maintenance Request Status List', 'Add Account(s)', 'Add an Electronic Account Authority' (highlighted in orange), 'Edit an Electronic Account Authority', 'Enable a Transaction Type / Report', and 'Add an APCA ID'. The main content area contains the question 'Do you want to copy an Electronic Account Authority from an existing account?' with two radio button options: 'Yes' (selected) and 'No'. At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'.

5. Select the account from which authorisers are to be copied.

The screenshot shows the same web application interface as above. The page title is 'Admin Select Existing Account'. The sidebar menu is identical, with 'Add an Electronic Account Authority' highlighted. The main content area contains the instruction 'Select the account that you want to copy the Electronic Account Authority from.' followed by a label 'Account:' and a dropdown menu. The dropdown menu is open, showing the selected account: '2688 50033420 TD for HF'. At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'.

6. Select the Method of Operation rules (Custom option with MOO band is not applicable for TD accounts).

Admin **Electronic Method of Operation Function**

Jay Bagali How would you like the Electronic Method of Operation to function?

Service One authoriser required

Users More than one authoriser required

Audit Custom (multiple authorisers with rules)

Maintenance Requests

Maintenance Request Status List

Add Account(s)

Add an Electronic Account Authority

Edit an Electronic Account Authority

Cancel Previous Next

Admin **Account Authorisers**

Jay Bagali **Account Authorisers**

Service You currently have the following Electronic Method of Operation.

Users Lower Limit (\$) Upper Limit (\$) List A and List B and List C and List D and List E

Audit 0.00 No Limit Only 1 0 0 0 0

Maintenance Requests You have the following list of authorisers for this account. Assign each authoriser to a list, each authoriser may only belong to a single list.

Maintenance Request Status List Authoriser Assigned to List

Add Account(s)

Add an Electronic Account Authority Do you want to add a new authoriser? Yes

Edit an Electronic Account Authority No

Cancel Previous Next

7. Select option as 'No' if no more authorisers are required on the account.

Admin Account Authorisers

Jay Bagail

Service You currently have the following Electronic Method of Operation.

Users	Lower Limit (\$)	Upper Limit (\$)	List A	and List B	and List C	and List D	and List E
Audit	0.00	No Limit	Only	1	0	0	0

Maintenance Requests You have the following list of authorisers for this account. Assign each authoriser to a list, each authoriser may only belong to a single list.

Authoriser	Assigned to List	
Mr Bugj Banaras	A	Delete

Do you want to add a new authoriser? Yes No

Cancel Previous Next

8. Confirm the details.

Admin Confirm Details

Jay Bagail

Service You have the following Electronic Account Authority on this account:

Users	Lower Limit (\$)	Upper Limit (\$)	List A	and List B	and List C	and List D	and List E
Audit	0.00	No Limit	Only	1	0	0	0

Maintenance Requests You have the following list of authorisers for this account:

List Name	User ID	First Name	Last Name
A	101010071	Bugj	Banaras

Do you want to add a new authoriser? Yes No

Cancel Modify Confirm

9. Maintenance Request will be submitted with details for processing.

Home
Accounts
Payables
Markets
File Transfer
Functions
Offers & Apply
Insights
Admin

Admin

- Jay Bagali
- Service
- Users
- Audit
- Maintenance Requests
- Maintenance Request Status List
- Add Account(s)
- Add an Electronic Account Authority
- Edit an Electronic Account Authority
- Enable a Transaction Type / Report
- Add an APCA ID
- Add a Direct Debit Request
- Enable Foreign Exchange
- Service Delegate
- Card Administrator

View Maintenance Request

Request Number: 101049071-62
Created Date: 19/07/2016 4:50:32 PM

Request Type: Add an Electronic Account Authority
Created By: Jay Bagali

Status: Submitted

Term Deposit

Accounts

Account Type	Account Holder Type	Account Name	Account Number
Term Deposit	Company	td with 1aug	269250019857

Electronic Method of Operation

Lower Limit (\$)	Upper Limit (\$)	List A	and List B	and List C	and List D	and List E
0.00	No Limit	Only 1	-	-	-	-

Authorisers

Name	Assigned to List	Identified
Mr Buji Banaras	A	✔

CommBiz Forms

Please print the following Authority form and ensure Parts A, B and C are signed.

[Electronic Account Authority Form](#)

Account Number(s): 269250019857

Please ensure that all relevant forms have been printed and signed and then post them (stamp not required) to the following address:

CommBiz
Reply Paid 332
Silverwater NSW 2128

Back

Cancel Request

10. Select the **Edit an Electronic Account Authority** option, if you wish to change the authorisers defined on the account.

Admin

Account Summary

Watch a demo

Jay Bagali

Service

Users

Audit

Maintenance Requests

Maintenance Request Status List

Add Account(s)

Add an Electronic Account Authority

Edit an Electronic Account Authority

Enable a Transaction Type / Report

Add an APCA ID

Add a Direct Debit Request

Enable Foreign Exchange

Service Delegate

Card Administrator

• When defining a new Electronic Account Authority for multiple accounts the Product Type and Account Holder Type must be the same across these accounts.

Select one or more accounts to define an Electronic Account Authority.

Savings/Cheque Account

Foreign Currency Account

Term Deposit

Account Type	Account Holder Type	Account Name	Account Number	Electronic Account Authority
<input type="checkbox"/> Group				One to sign Edit
<input type="checkbox"/> Term Deposit	Company	TD with MD 18jul	2099 50156022	
<input type="checkbox"/> Term Deposit	Company	Td with MD 21jul	3845 50046340	
<input type="checkbox"/> Group				Many to sign Edit
<input type="checkbox"/> Term Deposit	Company	Td with MD 20jul	3490 50208934	
<input type="checkbox"/> Term Deposit	Company	TD with MD 22jul	7850 50096429	
<input type="checkbox"/> Group				Many to sign Edit
<input type="checkbox"/> Term Deposit	Company	TD with MD 19 jul	5006 50068729	
<input type="checkbox"/> Term Deposit	Company	TD with 20jul	7850 50083281	
<input type="checkbox"/> Group				One to sign Edit
<input type="checkbox"/> Term Deposit	Company	td with 24jul	2583 50094762	
<input type="checkbox"/> Term Deposit	Company	Td with 25jul	2692 50019363	
<input type="checkbox"/> Term Deposit	Company	TD with FW on 23jul	2692 50018862	One to sign Edit
<input type="checkbox"/> Term Deposit	Company	Td with 24jul1	2190 50153087	One to sign Edit
<input type="checkbox"/> Term Deposit	Company	Td with 23 jul	2692 50014722	One to sign Edit
<input type="checkbox"/> Term Deposit	Company	TD with 22jul	7941 50000687	One to sign Edit
<input type="checkbox"/> Term Deposit	Company	TD with 24jul	2692 50019726	One to sign Edit
<input type="checkbox"/> Term Deposit	Company	TD with 18jul	6000 50309961	One to sign Edit
<input type="checkbox"/> Term Deposit	Company	td with 25jul2	2692 50019435	One to sign Edit
<input type="checkbox"/> Term Deposit	Company	td with 24jul2	2692 50018096	One to sign Edit
<input type="checkbox"/> Group				One to sign Edit
<input type="checkbox"/> Term Deposit	Company	Td with 28jul	2000 50834034	

11. Select the account and click on the 'Define Authority' button.

The screenshot shows the 'Admin' section of a web application. The main heading is 'Define Electronic Account Authority'. A navigation menu on the left includes 'Home', 'Accounts', 'Payables', 'Markets', 'File Transfer', 'Functions', 'Offers & Apply', 'Insights', and 'Admin'. The 'Admin' menu is expanded, showing options like 'Jay Bagali', 'Service', 'Users', 'Audit', 'Maintenance Requests', 'Maintenance Request Status List', 'Add Account(s)', 'Add an Electronic Account Authority', and 'Edit an Electronic Account Authority'. The main content area has a sub-heading 'Define Electronic Account Authority' and a note: 'Define Electronic Account Authorities may impact the authorities and authorisers of the linked accounts on other services.' Below this, there are three radio button options: 'Define a new Electronic Account Authority' (selected), 'Add the selected accounts to an existing Electronic Account Authority.', and 'Copy and edit an existing Electronic Account Authority.'. A dropdown menu labeled 'Accounts:' shows 'Select...'. At the bottom, there are 'Cancel' and 'Next' buttons.

12. From the Account Authorisers page, select the authorizers and Apply Authority.

The screenshot shows the 'Admin' section of a web application. The main heading is 'Account Authorisers'. A navigation menu on the left includes 'Home', 'Accounts', 'Payables', 'Markets', 'File Transfer', 'Functions', 'Offers & Apply', 'Insights', and 'Admin'. The 'Admin' menu is expanded, showing options like 'Jay Bagali', 'Service', 'Users', 'Audit', 'Maintenance Requests', 'Maintenance Request Status List', 'Add Account(s)', 'Add an Electronic Account Authority', 'Edit an Electronic Account Authority', 'Enable a Transaction Type / Report', and 'Add an Account ID'. The main content area has a sub-heading 'Account Authorisers' and a note: 'You currently have the following Electronic Method of Operation.' Below this, there is a table with columns 'Lower Limit (\$)', 'Upper Limit (\$)', and 'List A'. The table contains one row with values '0.00', 'No Limit Only', and '1'. Below the table, there is a section titled 'Account Authorisers List' with a note: 'Selecting existing Identified users from the list below or select 'Add Authoriser' from the list to add an existing user as an authoriser on this authority.' Below this, there is a dropdown menu labeled 'Identified Users:' with 'Add Authoriser' and an 'Add' button. Below this, there is a table with columns 'Authoriser', 'Assigned to List', and 'Identified'. At the bottom, there are 'Cancel', 'Previous', and 'Apply Authority' buttons.

Home Accounts Payables Markets File Transfer Functions Offers & Apply Insights **Admin**

Admin Account Authorisers

Jay Bagal Account Authorisers

Service You currently have the following Electronic Method of Operation.

Users	Lower Limit (\$)	Upper Limit (\$)	List A
Audit	0.00	No Limit Only	1

Maintenance Requests

Maintenance Request Status List

Add Account(s)

Add an Electronic Account Authority

Edit an Electronic Account Authority

Enable a Transaction Type / Report

Account Authorisers List

Selecting existing Identified users from the list below or select 'Add Authoriser' from the list to add an existing user as an authoriser on this authority.

Identified Users: Add Authoriser

Authoriser	Assigned to List	Identified	
Mr Buji Banaras	A	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

13. Confirm the details.

CommBiz

User ID: 10101944 User Name: Jay Bagal
Service ID: 10104871 Service Name: Jason Associates

Home Accounts Payables Markets File Transfer Functions Offers & Apply Insights **Admin**

Admin Confirm Details

A new maintenance request to edit this Electronic Account Authority may not be created until this request is processed or cancelled.

Terms Deposit

Accounts	Account Type	Account Holder Type	Account Name	Account Number
	Term Deposit	Government	TD with 22Jul1	6888 0227365


Electronic Method of Operation

Lower Limit (\$)	Upper Limit (\$)	List A	List B	List C	List D	List E
0.00	No Limit	Only	1			

Authorisers

Name	Assigned to List	Identified
Mr Buji Banaras	A	<input checked="" type="checkbox"/>

14. A Maintenance Request will be created which will be processed by the Bank. Please download the EAA Form, sign & submit it to the bank for processing your request.

Admin	Edit an Electronic Account Authority - Confirmed
Jay Bagall	i Your request has been successfully submitted to the Commonwealth Bank of Australia for processing
Service	For future reference please note your request number. CommBiz Request Number: 101049071-63
Users	
Audit	CommBiz Forms
Maintenance Requests	The following CommBiz forms are required to be completed and submitted to the bank for verification. Please print the forms, request all relevant parties to sign and post to the following address:
Maintenance Request Status List	CommBiz Reply Paid 332 Silverwater NSW 2128
Add Account(s)	The following authority form is required to be signed by all authorisers defined on your Electronic Account Authority for the account.
Add an Electronic Account Authority	<ul style="list-style-type: none">  Electronic Account Authority Form
Edit an Electronic Account Authority	Account Number(s): <ul style="list-style-type: none"> 600650327369
Enable a Transaction Type / Report	Please acknowledge the following before proceeding
Add an APCA ID	<input type="checkbox"/> Maintenance request forms have been saved/printed.
Add a Direct Debit Request	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Print All Documents OK </div>
Enable Enreinn	w Please note, generating all forms may take some time. Do not hit the Print All Documents button more than once.