

# YOUR QUICK START GUIDE TO ANZ DIRECT ONLINE (ADO)

## EIGHT STEPS TO GETTING STARTED

### STEP 1

#### CHECK YOUR SOFTWARE

Check that your computer is setup correctly to operate ANZ Direct Online by running our handy Technical Environment Check tool ([anzdirect.co.nz/check](http://anzdirect.co.nz/check)).

Follow the instructions, as directed by the tool, to update/install any missing components.


If you ever get stuck or need extra help, we're only a phone call away on 0800 269 347.

Eligibility, terms and conditions and fees apply to ANZ Direct Online. Details are subject to change. See our ADO Conditions of Use at [anz.co.nz/terms](http://anz.co.nz/terms) for more information.

Please note, the account information in this guide is for example purposes only.

02/21 21729



 Check Your Technical Environment

Click on the Run button below to check whether your technical environment meets the system requirements for ANZ Direct Online and ANZ Internet Banking. We recommend you perform all checks. Untick the checkboxes if you do not want to run all system checks.

- ☒ Browser and Version
- ☒ JavaScript Enabled
- ☒ Cookies Enabled
- ☒ Operating System
- ☒ Pop-up Blockers Turned Off \*


\* Not required for ANZ Internet Banking

Run

Need further help?

[Contact ANZ Internet Banking](#)

[Contact ANZ Direct Online](#)

 Check Your Technical Environment

Results: [Click here](#) if you wish to check again.

1. Browser and Version	✓ Google Chrome - 86.0
2. JavaScript Enabled	✓ Successful
3. Cookies Enabled	✓ Successful
4. Operating System	✓ Successful
5. Pop-up Blockers Turned Off	✓ Successful

▶ [View Detailed Results](#)

**Troubleshooting Tips:** We recommend taking a look at these troubleshooting tips which step you through how to get your technical environment set up to meet the system requirements for ANZ Direct Online and ANZ Internet Banking.

Need further help?

[Contact ANZ Internet Banking](#)

[Contact ANZ Direct Online](#)

## STEP 2

### LOG ON AND CHANGE YOUR PASSWORD


Before you start you must change your password from the password provided in your initial log on email.


- 1 Open your browser  
e.g. Google Chrome or Mozilla Firefox.  
Then go to **www.anzdirect.co.nz**.
- 2 Select **Log on**.
- 3 Enter the log on details from your initial log on email.
- 4 Click **Log on**.
- 5 Change password.


## STEP 3


### PLAN ON PAPER

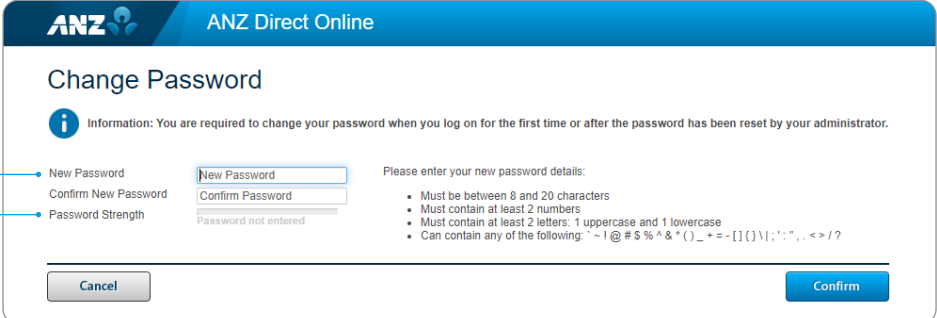
We recommend that you plan the set-up of ANZ Direct Online for your organisation on paper before you proceed. Please refer to the **Plan-on-Paper** sheet sent with this guide, to complete this. This will assist you with the next four steps.

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## STEP 4A

### SET UP AND MANAGE USERS

**Note:** User profiles for your authoriser(s) have already been established, however the initial passwords will need to be assigned (see Step 1).

Any other users will need to be created (see Step 2).

#### Setting the initial password for your authorisers

- 1 Select **Manage Users** from the **Administration** menu.
- 2 Click on the applicable **User ID** hyperlink from the list of users displayed.
- 3 Check the **Reset Password** box.
- 4 Give the user a temporary password.
- 5 Check the box to allow the user to log on via the ANZ Direct Online mobile site.
- 6 **Optional field** – Allocate user transaction limit(s).
- 7 Click **Update**.

Repeat these steps for each authoriser. Give each authoriser the Client Code, their User ID and their temporary password.

Authorisers have been allocated the Default Authoriser role. Additional or alternate roles can be allocated in Step 6.

ANZ Direct Online

408859 | 153649  
09 Apr 2018 11:52 NZT

Log off

Batches ▾ Reports ▾ Database ▾ Administration ▾ Tools ▾ Help ▾

Welcome 🏠 Help ?

### Manage Users

You can search for, add, edit, delete and assign roles to users.

Search for users where:

User ID ▾ contains

Add New

Display 50 ▾ records per page

All

showing 1-50 back | next

User ID	Name	Roles	Mobile	Status	Last Logon (NZT)	Lockout	Select
<a href="#">000012</a>	STAFF MEMBER	Default - Authoriser	Yes	Active		No	<input type="checkbox"/>
<a href="#">000111</a>	JOHN CITIZEN	Default - Authoriser	Yes	Active		No	<input type="checkbox"/>

Management menu:

- Manage Users
- Manage Batch Groups
- Manage Roles
- Manage Account Names
- Manage Account Information Groups
- View Signatories & Devices
- Your Organisation's Details
- Your Details
- Change Password

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Log off

Batches ▾ Reports ▾ Database ▾ Administration ▾ Tools ▾ Help ▾

Welcome 🏠 Help ?

### Edit User

Click next to view or edit roles assigned to this user

User Details Roles

User ID: 0011223

First Name: JOE

Last Name: CITIZEN

Email: joe@company.com

Mobile Number: +64 21 232 323

Password Expiry: ☒ Never expires ☐ After 99 days

Status: Active ▾

Reset Password: ☒

New Password:

Confirm Password:

Reset to 'Able to Log On': ☐

View Welcome Screen: ☒

ANZ Direct Mobile User: ☒

Transaction Limits ⓘ

Domestic Payment: 999,999,999.99

International Payment (NZD Equivalent): 999,999,999.99

Same Day Cleared Payment: 999,999,999.99

Cancel Next >> Update

## STEP 4B

### SETTING UP OTHER USERS

- 1 Select **Manage Users** from the **Administration** menu.
- 2 Click **Add New**.
- 3 Enter the user's details.
- 4 Select the **Password Expiry** period for the user.
- 5 Give each new user a temporary password.
- 6 Check the box to allow the user to log on via the ANZ Direct Online mobile site.
- 7 **Optional field** – Allocate user transaction limit(s).
- 8 Click **Update**.

Repeat these steps for each new user.  
Give each new user the Client Code, their User ID and their temporary password.

Roles for all these users will be allocated in Step 6.

Refer to chapter 9 in the User Guide for assistance.

**1** Select **Manage Users** from the **Administration** menu.

**2** Click **Add New**.

**3** Enter the user's details.

**4** Select the **Password Expiry** period for the user.

**5** Give each new user a temporary password.

**6** Check the box to allow the user to log on via the ANZ Direct Online mobile site.

**7** **Optional field** – Allocate user transaction limit(s).

**8** Click **Update**.

Repeat these steps for each new user.  
Give each new user the Client Code, their User ID and their temporary password.

Roles for all these users will be allocated in Step 6.

Refer to chapter 9 in the User Guide for assistance.

## STEP 5

### CREATE AND NAME YOUR BATCH GROUPS

- 1 Select **Manage Batch Groups** from the **Administration** menu.
- 2 Click **Add New**.
- 3 Enter a unique name for each Batch Group.
- 4 Click **Save**.

Repeat these steps for each batch group.

Refer to chapter 9 in the User Guide for assistance.

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Log off

Batches ▾ Reports ▾ Database ▾ Administration ▾ Tools ▾ Help ▾

### Manage Batch Groups

You can search for, add, edit, delete and assign roles to batch groups.

Search for Batch Groups where:

Name contains

Display 50 records per page

All

showing 1-21 [back](#) | [next](#)

Batch Group	Batches	Creator	Creation Date	Modified Date	Select
PAYROLL	<a href="#">view</a>	153649	05 Nov 2014		<input type="checkbox"/>
CREDITOR	<a href="#">view</a>	ADMIN	08 Sep 2012	08 Sep 2012	<input type="checkbox"/>
PAYE	<a href="#">view</a>	510205	19 Nov 2013		<input type="checkbox"/>

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Log off

Batches ▾ Reports ▾ Database ▾ Administration ▾ Tools ▾ Help ▾

### Add New Batch Group

Enter a batch group name. Assign roles to this batch group by selecting one or more roles from the left column and clicking the Add (>>) button. Remove roles by selecting one or more roles from the right column and clicking the Delete (<<) button.

Batch Group Name

Default Roles with access to Group: Default - Super User  
Default - Standard User  
Default - Advanced User  
Default - Authoriser

Select one or more Roles

Bank Limit Admin  
Demo role

Roles assigned to Group

## STEP 6A

### SET YOUR OWN ROLES OR USE THE BANK DEFAULT ROLES

#### Apply Bank default roles

- 1 Select **Manage Roles** from the **Administration** menu.
- 2 Click on the link for the required **default role**; remember there are six default roles.
- 3 From the list select the users to be assigned to this role. Click >>.
- 4 Click **Update**.

Repeat these steps for each different default role you want to use.

Refer to chapter 9 in the User Guide for assistance.

Bank default roles allow you to choose from pre-set user types. Default roles are as follows:

<b>Super User</b>	Full access to all functions
<b>Advanced User</b>	Access to all functions except system administration functions
<b>Standard User</b>	Access to basic functions with domestic batches
<b>System Administrator</b>	Access to System Administrator functions only
<b>Account Information Only</b>	Access to view account information only – payments functions are disabled
<b>Authoriser</b>	Access to approve and release batches

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Log off

Batches Reports Database Administration Tools Help

### Manage Roles

You can search for, add, edit, copy, and delete roles.  
A number of pre-defined default roles have been created by the Bank. You can assign users to these roles, or create your own roles depending on the needs of your organisation.

Search for roles where:  
Role Name contains  Search

Add New

Display 50 records per page

All

showing 1-8 back | next

Delete Copy

Role	Creator	Creation Date	Modified Date	Select
<a href="#">Default - Account Information Only</a>	ANZ	29 Jan 2012	29 Jan 2012	<input type="checkbox"/>
<a href="#">Default - Advanced User</a>	ANZ	25 Jun 2006	25 Jun 2006	<input type="checkbox"/>
<a href="#">Default - Authoriser</a>	ANZ	27 May 2018	27 May 2018	<input type="checkbox"/>
<a href="#">Default - Standard User</a>	ANZ	25 Jun 2006	25 Jun 2006	<input type="checkbox"/>
<a href="#">Default - Super User</a>	ANZ	25 Jun 2006	25 Jun 2006	<input type="checkbox"/>
<a href="#">Default - System Administrator</a>	ANZ	25 Jun 2006	25 Jun 2006	<input type="checkbox"/>
<a href="#">Bank Limit Admin</a>	ADMIN	12 Aug 2018	17 Jun 2020	<input type="checkbox"/>
<a href="#">Demo role</a>	153649	12 Jul 2016	13 Nov 2019	<input type="checkbox"/>

showing 1-8 back | next

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ANZ Direct Online

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Log off

Batches Reports Database Administration Tools Help

### Edit Role

Default - Advanced User

This role and its permissions have been pre-defined by ANZ. Assign users to this role by selecting one or more users from the left column and clicking the Add (>>) button.  
The 'Advanced User' Role has access to all permissions, except the system functions.

Members Permissions View Accounts Batch Groups

Select one or more Users:

010074  
038536  
042033  
099573  
104548  
131988  
149789  
153649  
162991  
176423  
176913  
182221  
183408  
201886  
202224

Users assigned to this Role:

>> <<

Cancel

Next >> Update

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## STEP 6B

### CREATE CUSTOM ROLES

Use this process if you would like to limit access for some users to particular functions, batch groups or accounts.

- 1 Select **Manage Roles** from the **Administration** menu.
- 2 Click **Add New**.
- 3 Enter role name.
- 4 From the list select the user(s) to be assigned to this role.
- 5 Click **Next >>**.
- 6 Open each function link. Tick the check boxes for the functions this role can access.
- 7 Click **Next >>**.
- 8 From the list select the **Domestic Accounts** assigned to this role.
- 9 Click **Next >>**.
- 10 From the list select the **Credit Card Accounts** assigned to this role.
- 11 Click **Next >>**.
- 12 From the list select the **Foreign Currency Accounts** assigned to this role.
- 13 Click **Next >>**.
- 14 From the list select the **Batch Groups** assigned to this role.
- 15 Click **Save**.

Repeat these steps for each new role.

The screenshot shows the ANZ Direct Online interface for creating a new role. The interface is divided into several sections with numbered callouts:

- 1**: Points to the **Administration** menu in the top navigation bar.
- 2**: Points to the **Add New** button in the **Manage Roles** sidebar.
- 3**: Points to the **Role Name** input field.
- 4**: Points to the **Select one or more Users:** list.
- 5**: Points to the **Next >>** button at the bottom right of the role creation form.
- 6**: Points to the **Permissions** tab and the list of permissions to be selected.
- 8**: Points to the **Domestic** tab in the **View Accounts** section.
- 10**: Points to the **Credit Card** tab in the **View Accounts** section.
- 12**: Points to the **Foreign Currency** tab in the **View Accounts** section.
- 14**: Points to the **Batch Groups** tab in the **View Accounts** section.
- 15**: Points to the **Save** button at the bottom right of the interface.



## STEP 7

### OPTIONAL – SET UP DAILY SITE LIMIT

Use this process if you would like to apply a daily site limit for transactions processed on your ADO site. If you would like to leave the setting as **Unlimited** then skip this step.

**Note:** The ADO site limit is applied to all payment types ready to be processed on the site per day. To set a limit for transaction values that a user can create refer to Step 4.

- 1 Select **Manage Payment Limits** from the **Administration** menu.
- 2 Uncheck the **Unlimited** box for any payment product types you would like to apply a daily limit for.
- 3 Enter the daily site limit amount.
- 4 Click **Save**.

The screenshot shows the 'Manage Payment Limits' page in the ANZ Direct Online interface. The page has a blue header with the ANZ logo and 'ANZ Direct Online' text. A navigation bar below the header contains links for Batches, Reports, Database, Administration, Tools, and Help. The main content area is titled 'Manage Payment Limits' and includes a sub-header 'Site Limits (per day)'. Below this, a section titled 'This section contains your organisation's daily payment limits, by product type.' lists three payment types: Domestic Payments, International Payments (NZD Equivalent), and Same Day Cleared Payments. Each type has a text input field with a value of 50,000.00. A 'Save' button is located to the right of these fields. Below the 'Site Limits' section is a 'User Limits (per transaction)' section, which includes a search bar and a table with columns for User ID, First Name, Last Name, Domestic Limit, International Limit, and Same Day Cleared Payment Limit. The table is currently empty. The page also features a 'Log off' button in the top right corner and a 'Display 20 records per page' option at the bottom right.

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## STEP 8

### SET UP BATCHES

- 1 Select **Batch Workflow** from the **Batches** menu.
- 2 Click on the **Create New** link.
- 3 Select the **Batch Group**, **Batch Type** and **Transaction Type** from the drop down boxes and enter the new **Batch Name**.
- 4 Click **OK**.

Repeat these steps for each new batch.

Go to **Online Help** to find out how to create batches if you're bulkloading data from your accounting software or if you're sending secure mail requests to ANZ.

Refer to chapter 4 in the User Guide for assistance.

## SUMMARY

You are now ready to use ANZ Direct Online.

- A Please refer your users to the Online Help and PDF User Guide, accessible from the **ANZ Direct Online Help menu** for how-to information at their fingertips.

