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)**.

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 for more information.

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

ANZ   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

ANZ   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.

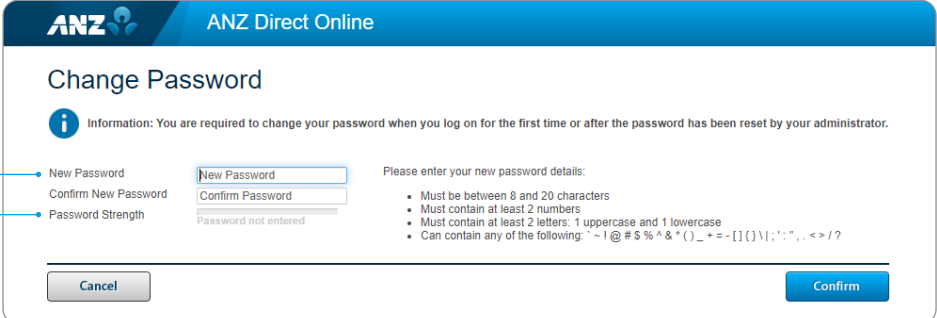4. Click **Log on**.

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.

1 🔒 anzdirect.co.nz

ANZ Direct Online 🔒 Log on 2

AUTHORISING
YOUR ANZ DIRECT ONLINE PAYMENTS
JUST GOT EASIER

Learn more

ANZ Direct Online

ANZ Direct Online Log on

Please enter your ANZ Direct Online client code, user ID and password below. Once you have finished your ANZ Direct Online session, please ensure that you log off.

3
Client Code
User ID
Password
☐ Remember Me
Forgotten Password? 🔒 Log on 4

By accessing this service, you confirm you are an authorised user and have agreed to ANZ Direct Online Conditions of Use. Unauthorised use may be referred to the appropriate authorities.

SEND MONEY OVERSEAS
WITH ANZ DIRECT ONLINE NOW FROM JUST $9
* Conditions of Use apply. Overseas bank fees may apply.

Helpful Links
▸ System Requirements
▸ Security and Privacy
▸ iOS Quickstart Guide
▸ Android Quickstart Guide
▸ Other Mobile Quickstart Guide

ANZ Direct Online

Change Password

ⓘ Information: You are required to change your password when you log on for the first time or after the password has been reset by your administrator.

5
New Password
Confirm New Password
Password Strength

New Password
Confirm Password
Password not entered

Please enter your new password details:
- Must be between 8 and 20 characters
- Must contain at least 2 numbers
- Must contain at least 2 letters: 1 uppercase and 1 lowercase
- Can contain any of the following: ` ~ ! @ # $ % ^ & * ( ) _ + = - [ ] { } \ | ; ' : " , . < > / ?

Cancel   Confirm

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.

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.

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.

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:

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

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.

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**.

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.