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).

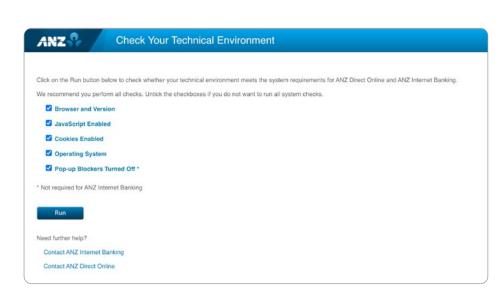
Follow the instructions, as directed by the tool, to update/install any missing components.

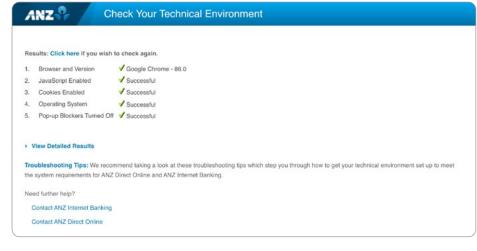
If you ever get stuck or need extra help, we're only a phone call away on 0800 269 347.

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.

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LOG ON AND CHANGE YOUR PASSWORD

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

Open your browser
 e.g. Google Chrome or Mozilla Firefox.
 Then go to www.anzdirect.co.nz.

2 Select Log on.

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. 🗎 anzdirect.co.nz



ANZ	ANZ Direct Online	
	ANZ Direct	t 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.	SEND MONEY OVERSEAS
	Client Code User ID	WITH AND DISECT ONLINE NOW FROM JUST \$3
	Password Remember Me Forgotten Password? Log on	Helpful Links System Requirements Security and Privacy
	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.	Occump and Friday IOS Quickstart Guide Android Quickstart Guide Other Mobile Quickstart Guide



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.

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Last Name	CITIZEN		
Email	joe@company.com		
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Reset to 'Able to Log On'	0		
View Welcome Screen	2		
ANZ Direct Mobile User	Ø •		
Transaction Limits ②			
Domestic Payment	999,999,999,99		

STEP 4B

SETTING UP OTHER USERS

Select Manage Users from the Administration menu.

- 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.

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Last Name	CITIZEN		
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Mobile Number	* +64 21 232 323		
Password Expiry	Never expires After 99 days		
Status	Active *		
Reset Password	8		
New Password	Password	Password Criteria	
Confirm Password	Confirm Password		
Reset to 'Able to Log On'	0		
View Welcome Screen			
ANZ Direct Mobile User			
Transaction Limits ②			
Domestic Payment International Payment (NZD Equivalent)	999,999,999.99		
Same Day Cleared Payment	999,999,999.99		

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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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

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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 ti	hese roles, or create your own roles dep	sending on the needs of your organisa	ation
Search for roles where:				
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STEP 6B

CREATE CUSTOM ROLES

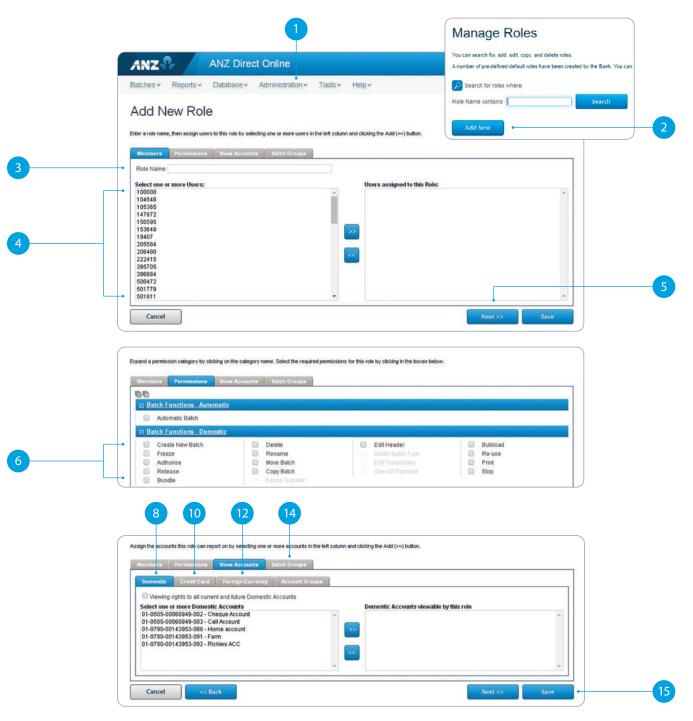
Use this process if you would like to limit access for some users to particular functions, batch groups or accounts.

- 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.
- 1) 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.



SET UP OR CHANGE A DAILY PAYMENT SITE LIMIT

Use this process to set up or change a daily payment site limit for Domestic Payments, International Money Transfers and Same Day Cleared Payments processed on your ADO site.

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 4B.

Select Manage Payment Limits from the Administration menu.

2 Enter the daily site limit amount.

Click Save.

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Note: In order to make changes to your daily International Payments limit you will need to contact the ANZ Direct Online Helpdesk on 0800 269 347, available 7.30am-6pm Monday - Friday (excluding public holidays).

SET UP BATCHES

Select Batch Workflow from the Batches menu.

Click on the **Create New** link.

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.

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