

THE ANZ goMoney APP IOS GUIDE FOR BUSINESSES

LINK PERSONAL AND BUSINESS ACCOUNTS

You can link business and personal accounts with a feature called Customer Select. This allows you to log in to your personal ANZ goMoney and view both your personal and business accounts in a single list. You can choose to hide your business accounts when you don't want to see them under Settings > Customer Accounts.

To register for Customer Select you need to do the following:

- 1 Register for ANZ Internet Banking for both your personal and business accounts.
- 2 Contact us on 0800 269 296 to set up Customer Select. If you are overseas, call +64 4 470 3142 (toll charges apply).

If you ever get stuck or need extra help, we're only a phone call away on 0800 269 249.

Eligibility criteria, terms and conditions apply to ANZ goMoney and Pay to Mobile. See our Electronic Banking Conditions at anz.co.nz/terms for more information.

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

HOW TO LOG IN

- 1 Open the **ANZ goMoney app**.
 - 2 Enter your **four-digit security PIN**. Remember, never share your PIN and make sure it's different to your card PINs.
- A Menu.** Tap here if you've forgotten your PIN, need to find a branch or ATM, or if you need our contact phone numbers.
- B Quick Balance.** Tap to view your account balances without logging in. It's an optional feature, so if you want to set it up, go to **Settings** on your app home screen.

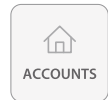


THE HOME SCREEN



Changes the **layout**.

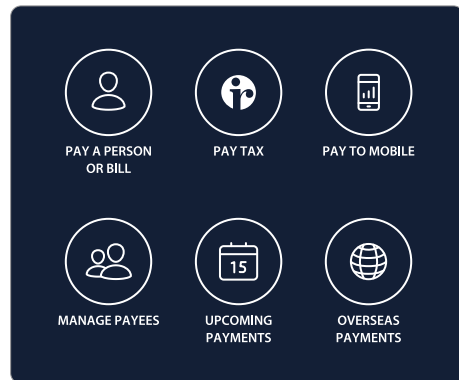
Your Accounts and/or Loans.

Tap on an account to view transactions, statements and account details.

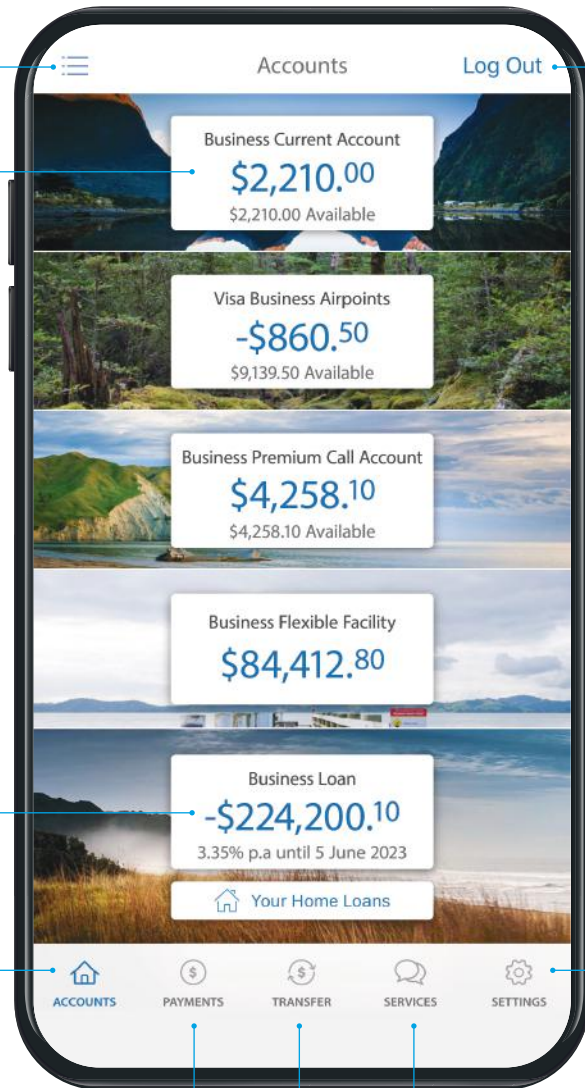


If you ever get stuck and can't find your way back to the home screen, tap the **Accounts** button.

If you don't see the Accounts button, look for a **Close**  or **Back**  options until you reach your home screen.



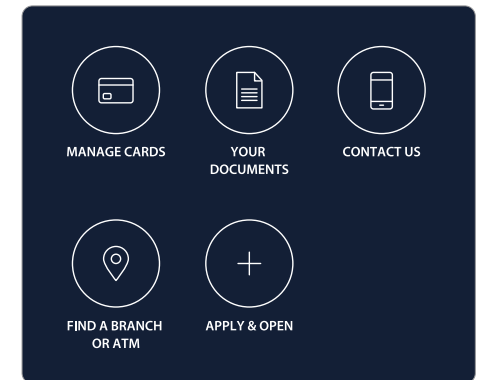
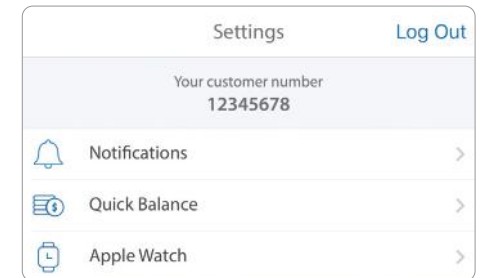
Payments. Tap here to pay a person, bill, mobile number, or manage your Payees.



Transfer. Tap here to move money between your accounts or pay money to your credit card.

Log out when you're finished. Don't worry if you forget, you'll automatically be logged out after 3 minutes of inactivity.

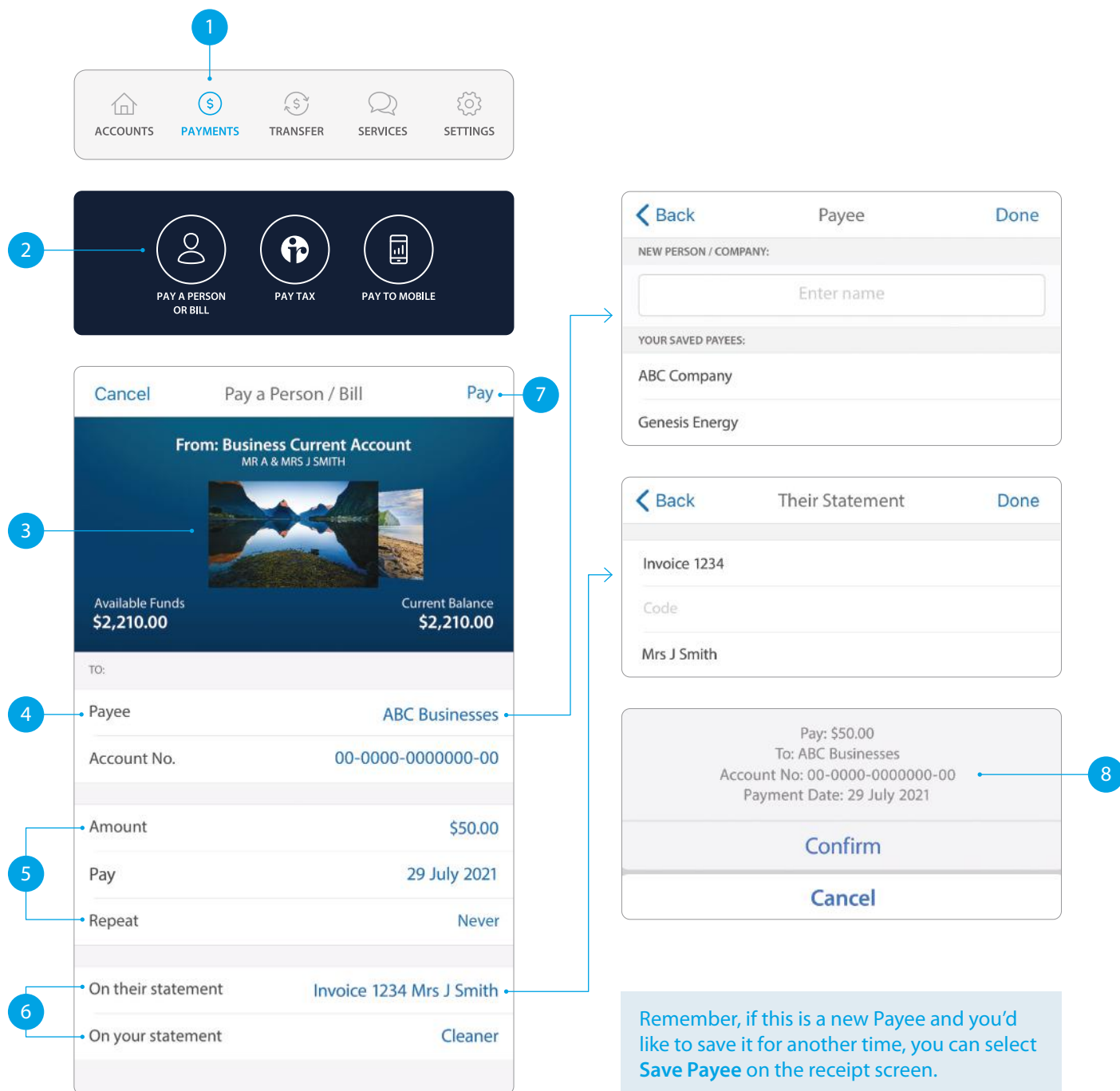
View and manage app **Settings** including the app security PIN, Quick Balance, notifications and your **Customer Number**.



Services. Tap here to manage cards (i.e. set/change a personal card PIN), open new accounts, view documents and accounts statements.

PAY A PERSON OR BILL

- 1 Select **Payments** from the bottom of your home screen.
- 2 Select **Pay a person or bill**.
- 3 Choose the **Account** you want to pay from by scrolling left to right.
- 4 Enter a **Payee**. You can:
 - **Select an existing Payee** from your list of saved Payees or search for an ANZ Registered Payee. (The account number will populate automatically).
 - **Set up a new Payee**
 - Type in their name and tap **Done**.
 - Type in their account number and tap **Done**.
 - After you've paid you'll have the option to save as a new Payee.
- 5 Payment details:
 - Enter the **Amount** and tap **Done**.
 - Choose a **Date** to pay using the pop up calendar (excludes weekends and public holidays).
 - Payments will always be set to **Repeat: Never** unless you choose for it to repeat.
- 6 Type in any **statement details** (i.e. invoice number, reference, and/or your name)
- 7 Tap **Pay**. A pop-up will appear.
- 8 Check the details are correct. Tap **Confirm** to complete payment. If you need to make a change, tap **Cancel**.



If you need your transfer limit increased or you need help getting set up as a Payee, please contact us on 0800 269 249.

Remember, if this is a new Payee and you'd like to save it for another time, you can select **Save Payee** on the receipt screen.

SET UP AN AUTOMATIC PAYMENT

- 1 Select **Payments** from the bottom of your home screen.
- 2 Select **Pay a Person or Bill**.
- 3 Choose the **Account** you want to pay from by scrolling left to right.
- 4 Enter a **Payee**.
(See Pay a Person or Bill – page 3, step 4).
- 5 Enter the **Amount** and select **Done**.
- 6 Choose the **Date** you want them to be paid.
- 7 Select **Repeat** if you'd like an **automatic/repeating payment**.
- 8 Select when you want the payment made until.
 - **Until further notice** means this payment will be automatically paid until you change or stop it.
 - **Until a chosen date** means this payment will be automatically paid until the date you've indicated.
- 9 Select the **payment frequency** you'd like and select **Done**.
- 10 Tap **Pay**. A pop-up will appear.
- 11 Check the details are correct. Tap **Confirm** to complete payment. If you need to make a change, tap **Cancel**.
- 12 If this is a new Payee and you'd like to save it for another time, you can select **Save Payee** on the receipt screen.

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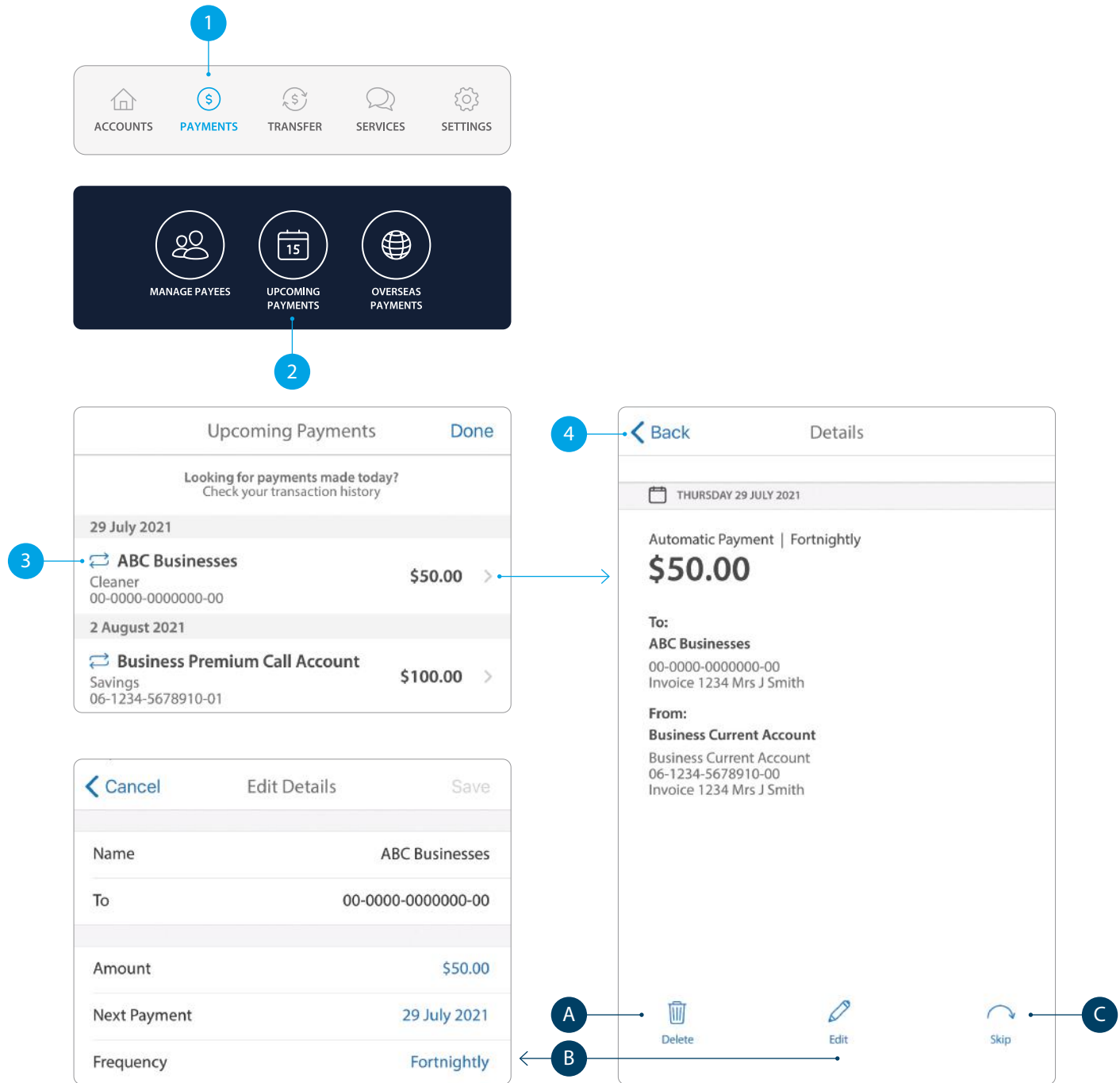
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You can also set up automatic payments between your own accounts. This is helpful for things like paying off a credit card or setting aside a regular amount into your savings account.

AMENDING AN EXISTING AUTOMATIC PAYMENT

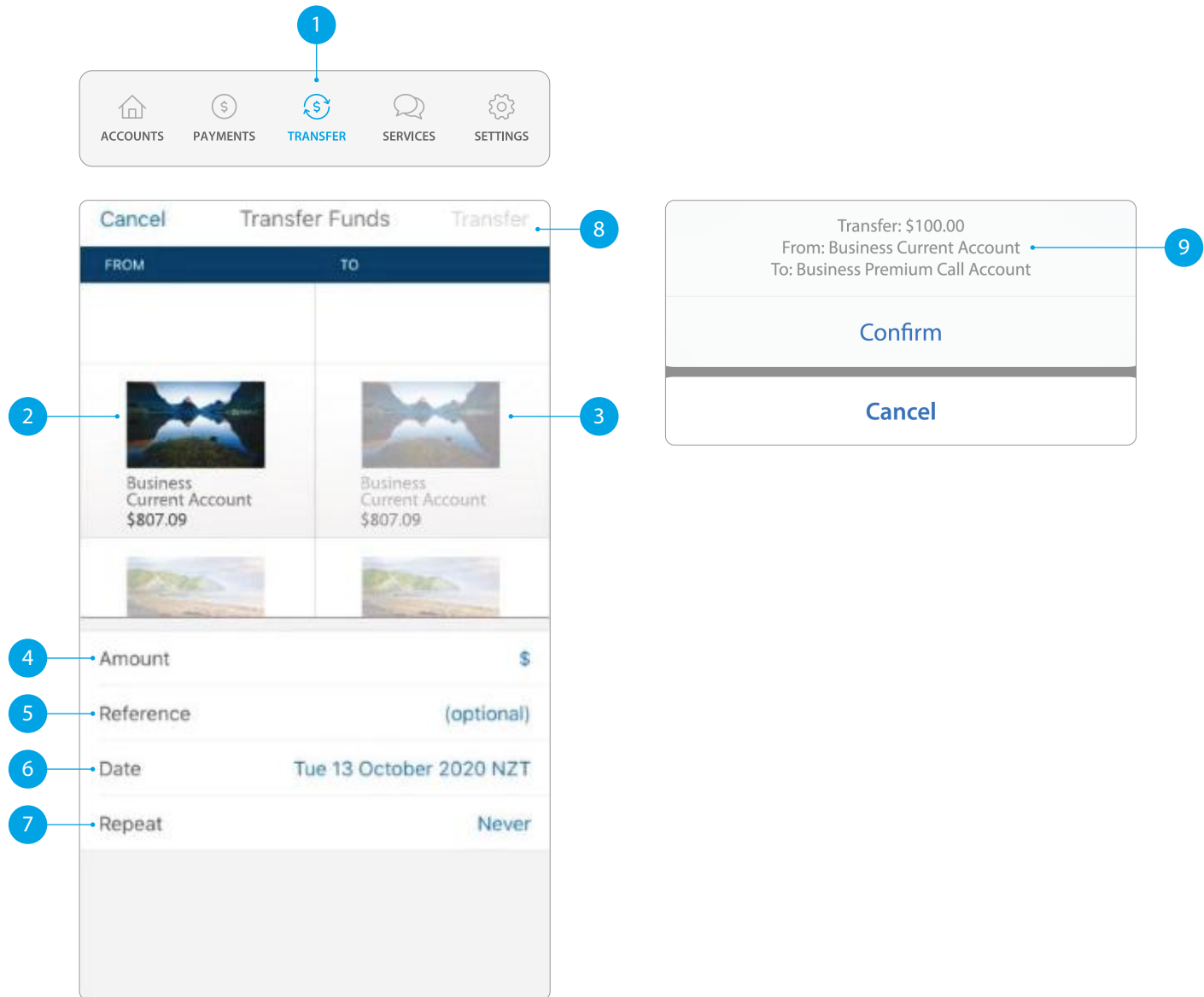
- 1 Select **Payments** from the bottom of your home screen.
 - 2 Select **Upcoming Payments**.
 - 3 Choose the payment you want to amend or delete.
- A** To **Delete** a payment, tap delete and then Delete Payment.
- B** To **Edit**, tap edit, amend any information and click Save.
- C** To **Skip** a payment, tap skip and Confirm.
- 4 Once you've amended the automatic payment, tap **Back** and then **Done**.

Note, when looking at your upcoming payment, you will only see the next payment that is due. For example, if it's a monthly payment, you will only see the next month's payment date, not the payments due after that.



TRANSFER MONEY BETWEEN ACCOUNTS INCLUDING PAYING A CREDIT CARD

- 1 Select **Transfer** from the bottom of your home screen.
- 2 Choose the **Account** you want to **transfer money from**, by scrolling down.
- A If you have **Customer Select**, you can transfer between any of your linked accounts.
- 3 Choose the **Account** you want to **transfer money to**, by scrolling down your accounts.
- 4 Enter the **Amount** you want to transfer.
- 5 Enter the **Reference** (this is optional).
- 6 Choose the **Date** you want it transferred.
- 7 Choose if you want this as an **automatic/repeating transfer** or not.
- 8 Select **Transfer**. A pop-up will show confirming the details of the transfer.
- 9 If the details are correct, select **Confirm**.





ACCESS STATEMENTS

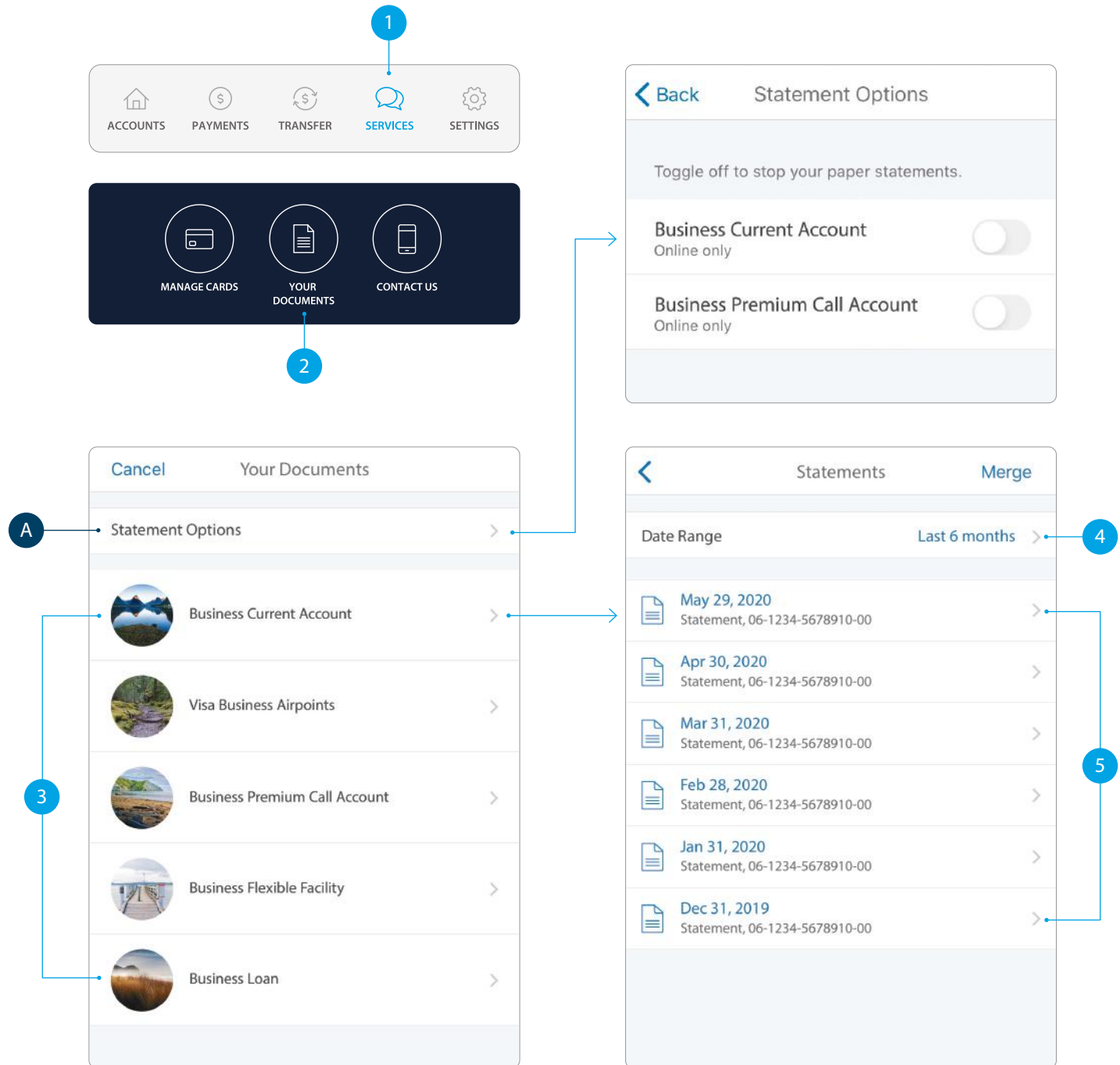
- 1 Select **Services** from the bottom of your home screen.
- 2 Select **Your Documents**.
- 3 Choose the **Account** you want a statement for.
- 4 Choose the **Date Range** and select **Done**.
- 5 A list of statements will appear, **select one to view**.

A Statement Options:
This is where you can see the statement types you've set for each account.
Online only means that you can only view this statement online. With online statements you can easily email or print them off.
Paper means that we will send you a paper statement to your nominated address.

B Exporting statements:
If you want to **email** or **print** a particular statement, select the statement.

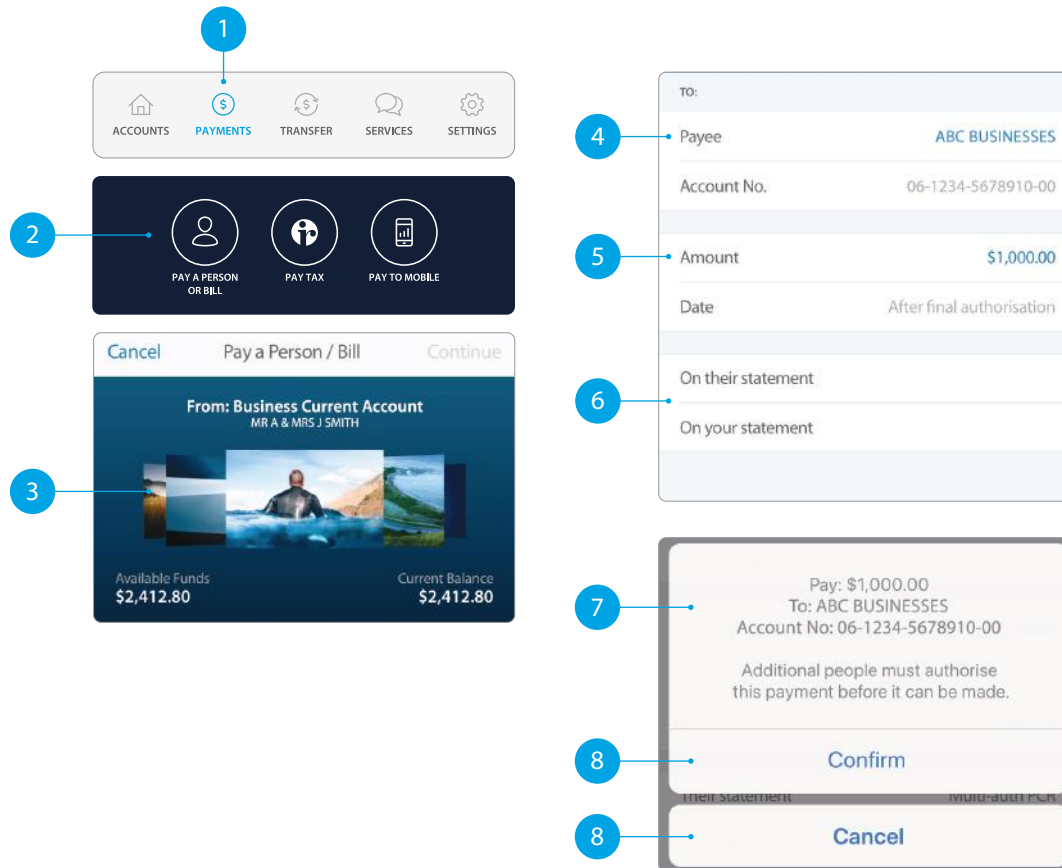
 In the **top right corner** you'll see this icon. From here you can email it to yourself or someone else by selecting your Email app.

 Or scroll down to see the **Print** option.



SETTING UP PAYMENTS THAT REQUIRE MULTIPLE PEOPLE TO AUTHORISE

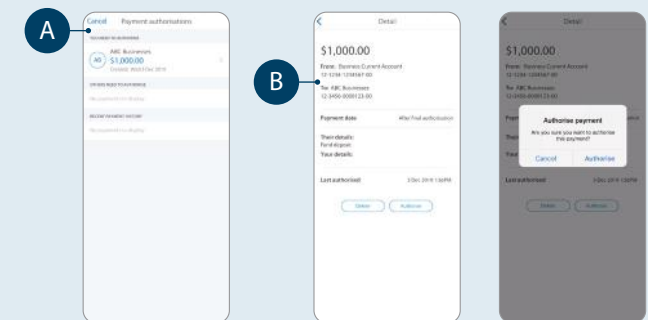
- 1 Select **Payments** from the bottom of your home screen.
- 2 Select **Pay a Person or Bill** or **Pay Tax**.
- 3 Choose the **Account** you want to pay from by scrolling left to right.
- 4 Enter a **Payee**. You can:
 - Select an **existing Payee** from your list of **saved Payees** or search for an **ANZ Registered Payee**. (The account number will populate automatically).
 - Set up a **new Payee**.
 - Type in their **name** and tap **Done**.
 - Type in their **Account Number** and tap **Done**.
- 5 Payment details:
 - Enter the **Amount** and tap **Done**.
 - You'll notice the payment date is "**After final authorisation**".
- 6 Type in any **statement details** (i.e. invoice number, reference, and/or your name).
- 7 Tap **Continue**. A pop-up will appear, advising additional people must authorise the payment.
- 8 Check the details are correct. Tap **Confirm** to complete payment. If you need to make a change, tap **Cancel**.



To authorise a payment, follow these simple steps:

- A Go to **Payment authorisations**. Payments waiting for your review will be under "**You need to authorise**".
- B Select the payment to review the details.
 - To **Authorise** a payment, tap Authorise and then Authorise again.
 - To **Delete** a payment, tap Delete and then Delete again.

The payment will be made when all required people have authorised it.



PAY TO MOBILE

You can use Pay to Mobile on ANZ goMoney, which uses a mobile number to make a payment instead of a bank account number.

- 1 Navigate to **Payments** > **Pay to Mobile**.
- 2 Select **Pay to Mobile**.
- 3 Complete the following fields:
 - A **Send To** – either enter a mobile number (check it carefully first) or select a contact from your phone's contact list.
 - B **Amount**.
 - C **Your Name**.
 - D **Message**.
- 4 Select **Pay** then **Confirm**.

If the person you're paying is registered for Pay to Mobile within ANZ goMoney, we'll send them a text message telling them that you've made a mobile payment to their ANZ account. We'll send the payment immediately.

If the person you're paying isn't registered for Pay to Mobile, we'll send them a text message telling them that you've sent them a mobile payment. The person you're paying will then need to visit the secure ANZ goMoney Claim Payment website at collect.anz.co.nz

Note

Provided that all the relevant details have been entered correctly, the funds will appear in the payee's nominated account immediately (for ANZ accounts) or the next business day (for all other banks). Please note that the timing of when funds are available in non-ANZ bank accounts ultimately depends on other banks.

