



The ANZ goMoney App Android™ guide for business

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.

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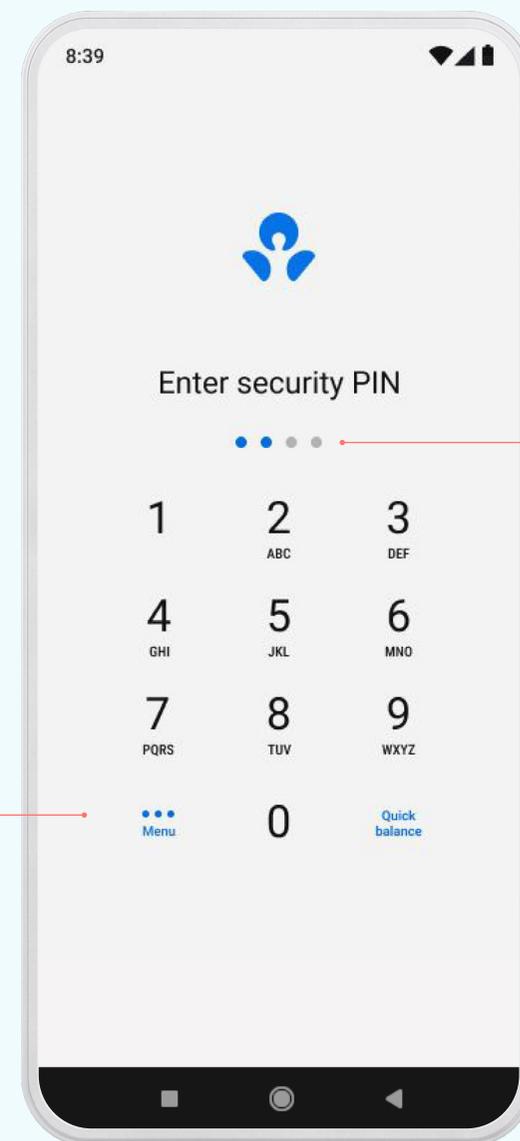
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How to log in

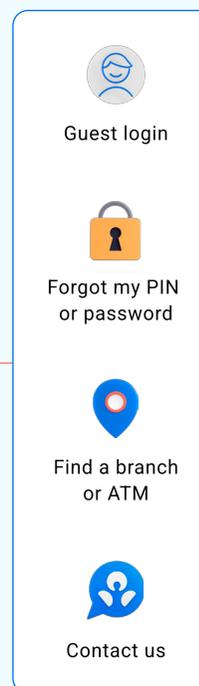
- 1 Open the **ANZ goMoney app**.
 - 2 Enter your **four-digit security PIN**. Remember, never share your PIN and make sure it's different to your card PINs.
- (A) Menu.** Tap here if you've forgotten your PIN, need to find a branch or ATM, or our contact phone numbers.



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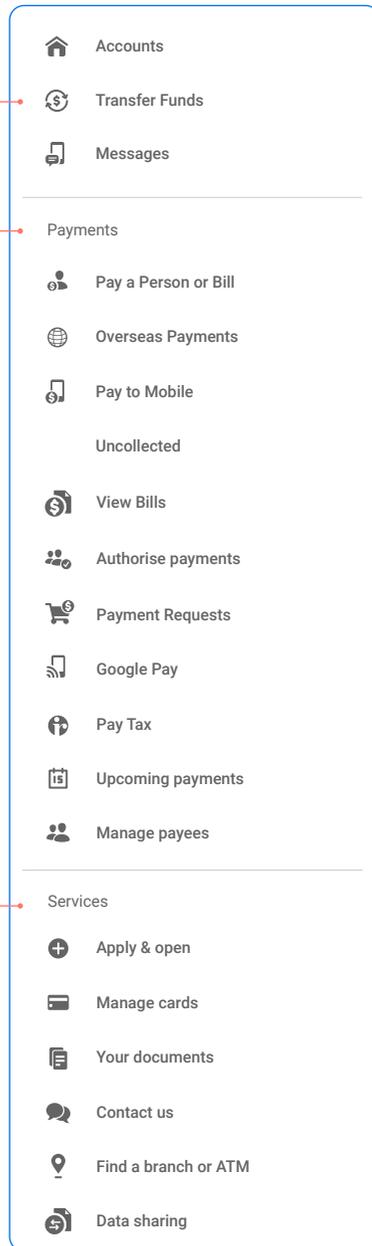
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The home screen

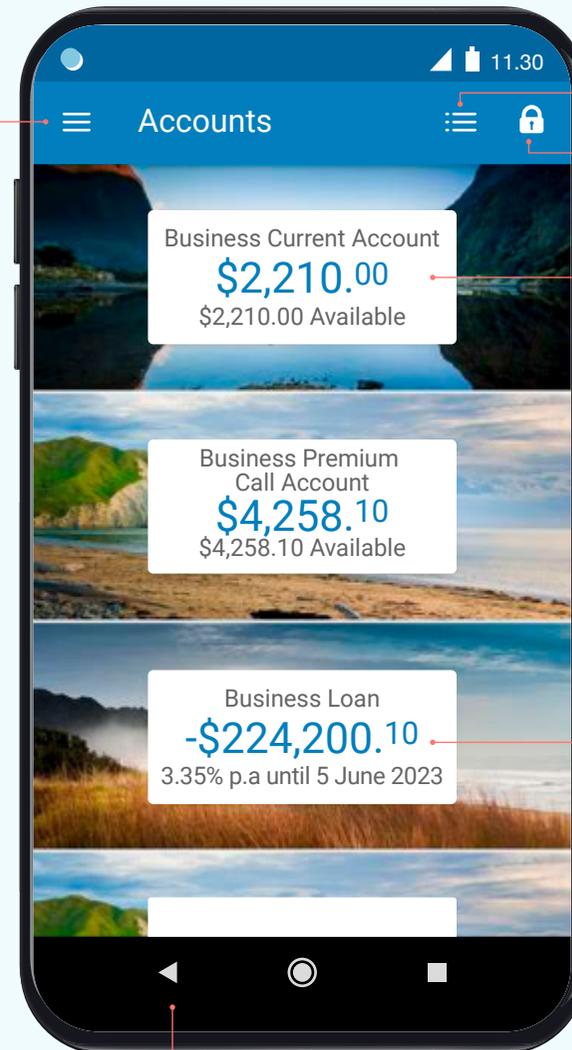
Transfer Funds. Move money between your accounts or pay money to your credit card or KiwiSaver account.

Payments. Pay a person, bill, mobile number, or manage your Payees.

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



Tap here to find the **Menu** where you can transfer funds, make payments, manage cards, and view statements.



Changes the **layout**.

Log out when you're finished. If you forget, you'll automatically be logged out after 3 minutes of inactivity.

Your Accounts and/or Loans. Tap on an account to view transactions, statements and account details.

This button will take you **Back** one screen.

Pay a person or bill

- 1 Tap the **Menu** in the top left corner.
- 2 Scroll down until you see **Pay a Person or Bill** and then tap it.
- 3 Choose the **Account** you want to pay from by scrolling left to right.
- 4 **Select a Payee**, then you can:
 - Select **Find Payee** to choose from your saved payees list or search for an ANZ registered payee (The account number will populate automatically).
 - **Set up a new Payee:**
 - Select **Add new** to enter the details of who you are paying, then select **Continue**.
 - 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.
 - 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 **Continue**. A pop-up will appear.
- 8 Check the details are correct. Tap **Pay** to complete payment. If you need to make a change, tap the **arrow on the top left corner**.

Take care entering payment details

We don't check that the account name entered matches the account number. Take care when entering these details, as there's no guarantee you'll get the money back if you make a mistake.

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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 Tap the **Menu** in the top left corner.
- 2 Scroll down until you see **Pay a Person or Bill** and then tap it.
- 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 **Continue**. A pop-up will appear.
- 11 Check the details are correct. Tap **Pay** to complete payment. If you need to make a change, tap the **arrow on the top left corner**.

Take care entering payment details

We don't check that the account name entered matches the account number. Take care when entering these details, as there's no guarantee you'll get the money back if you make a mistake.

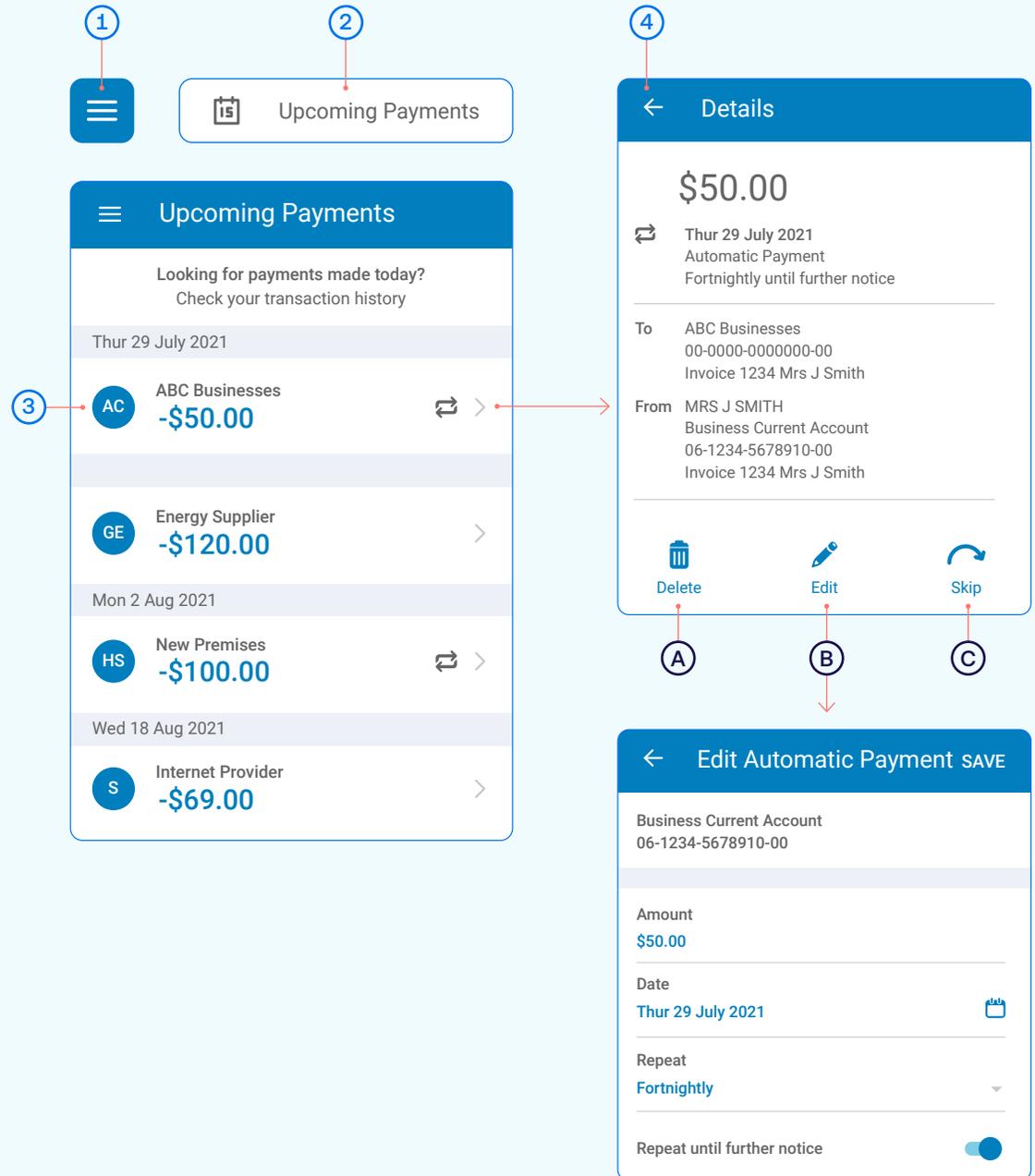
- 12 If this is a new Payee and you'd like to save it for another time, you can select **Save Payee** on the receipt screen.

The image shows three sequential screenshots of a mobile banking app interface for setting up an automatic payment. The first screenshot shows the 'Pay a Person or Bill' menu option. The second screenshot shows the 'Pay a person or bill' screen with fields for Payee (ABC Businesses), Amount (\$50.00), Date (Mon 20 Nov 2023), and Repeat (Never). The third screenshot shows the 'Pay a person or bill' screen with a pop-up for 'Business Current Account' showing the amount \$2,210.00 Avl. and a 'Pay' button.

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 Tap the **Menu** in the top left corner.
- ② Scroll down until you see **Upcoming Payments** and then tap it.
- ③ Choose the payment you want to amend or delete.
- Ⓐ To **Delete** a payment, tap delete and then Delete Payment.
- Ⓑ To **Edit**, tap edit, amend any information and then Save once you've checked the updated details.
- Ⓒ To **Skip** a payment, tap skip and Confirm.
- ④ Once you've amended the automatic payment, tap the **Back** arrow at the top of the screen.



Note, when looking at your upcoming payments, 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 Tap the **Menu** in the top left corner.
- 2 Scroll down until you see **Transfer Funds** and then tap it.
- A If you have **Customer Select**, you can transfer between any of your linked accounts.
- 3 Choose the **Account** you want to **transfer money from**, by selecting from the list.
- 4 Choose the **Account** you want to **transfer money to**, by selecting from the available list of your accounts.
- 5 Enter the **Amount** you want to transfer.
- 6 Choose the **Date** you want it transferred.
- 7 Choose if you want this as an **automatic/repeating transfer** or not.
- 8 Enter the **Reference** (this is optional).
- 9 Select **Transfer**. A pop-up will show confirming Transfer successful.
- 10 To **View Receipt**, tap the green banner.

The image illustrates the steps to transfer money between accounts in a mobile banking app. It consists of three main screenshots with numbered callouts (1-10) indicating the sequence of actions.

Step 1: The user taps the **Menu** (three horizontal lines) in the top left corner.

Step 2: The user scrolls down and taps **Transfer Funds**.

Step 3: The user is on the **Transfers** screen. They select the **FROM** account: **Business Current Account** (\$2,210.00).

Step 4: They select the **TO** account: **Business Premium Call Account** (\$4,258.10).

Step 5: They enter the **Amount**: **\$100.00**.

Step 6: They select the **Date**: **Today**.

Step 7: They select the **Repeat** option: **Never**.

Step 8: They enter the **Reference**: **New premises**.

Step 9: They tap **TRANSFER** in the top right corner. A pop-up shows the transfer details:

- FROM:** Business Current Account \$2,210.00
- TO:** Choose an Account
- Which account are you transferring to? (dropdown menu)
- Business Current Account \$2,210.00 Available
- Business Premium Call Account \$4,258.10 Available
- Visa Business Airpoints -\$600.00

Step 10: A green banner at the bottom says **Transfer successful** with a **VIEW RECEIPT** button. Tapping this button leads to the **Receipt** screen:

- Amount:** \$100.00
- From:** Business Current Account, ABC Company, 06-1234-5678910-00
- To:** Business Premium Call Account, ABC Company, 06-1234-5678910-01

Access statements

- 1 Tap the **Menu** in the top left corner
- 2 Scroll down until you see **Your Documents** and then tap it.
- 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 **Send file**.

Or tap **Print**.

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Statement Options

Toggle off to stop your paper statements

Business Current Account
Paper and online

Business Premium Call Account
Online only

Business Loan
Online only

Statement Options
1 Paper

Business Current Account

Business Premium Call Account

Business Loan

Visa Business Airpoints

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01-0901-0946...

Send file...

Download

Print

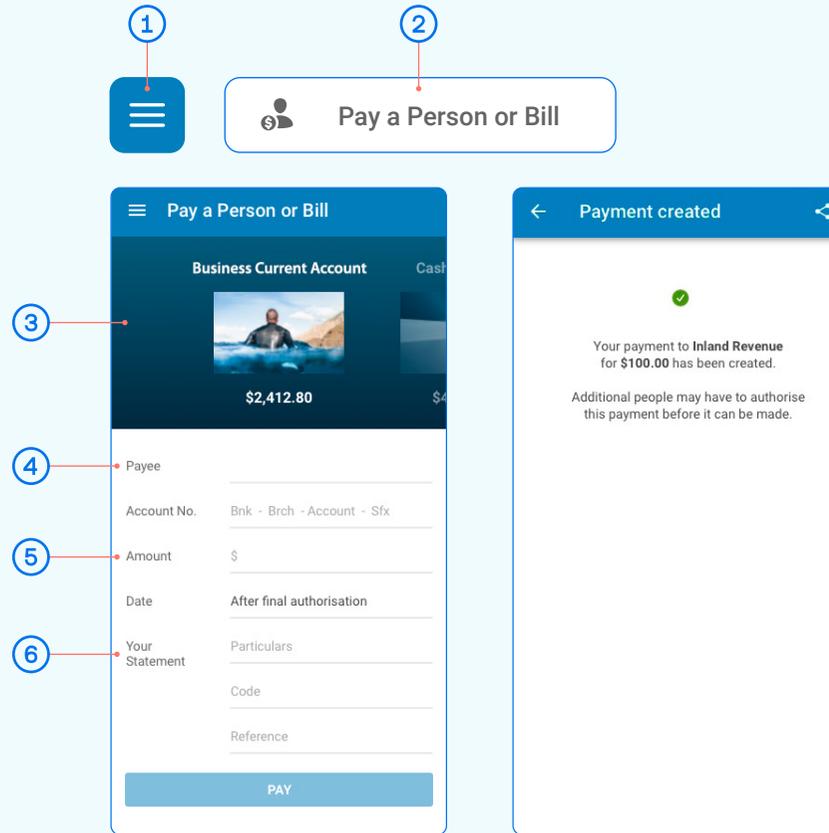
Report a problem

Setting up payments that require multiple people to authorise

- ① Tap the **Menu** in the top left corner.
- ② Scroll down until you see Select **Pay a Person or Bill** or **Pay Tax** and then tap it.
- ③ Choose the **Account** you want to pay from by scrolling left to right.
- ④ **Select a Payee**, then you can:
 - Select **Find Payee** to choose from your saved payees list or search for an ANZ registered payee. (The account number will populate automatically).
 - **Set up a new Payee:**
 - Select **Add new** to enter the details of who you are paying, then select **Continue**.
- 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 **Pay**. 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**.

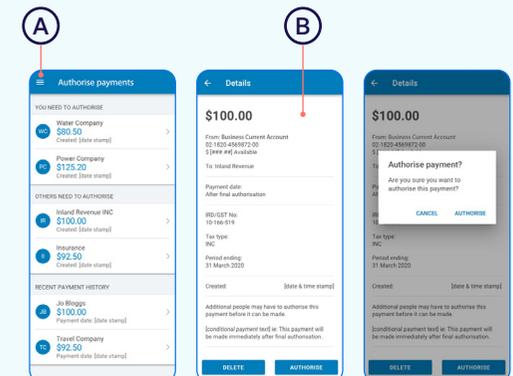
Take care entering payment details

We don't check that the account name entered matches the account number. Take care when entering these details, as there's no guarantee you'll get the money back if you make a mistake.



To authorise a payment, follow these simple steps:

- Ⓐ Go to **Authorise Payments**. Payments waiting for your review will be under **"You need to authorise"**
- Ⓑ 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.



Manage your cards

This is a helpful section if you've lost or had your card stolen, want to place a temporary block, change or set your card PIN. You can also enable Card settings for your ANZ Visa Debit card or personal credit card.

- 1 Tap the **Menu** in the top left corner.
 - 2 Scroll down until you see **Manage Cards** and then tap it.
 - 3 **Select the card** you want to manage. Here you can place a temporary block, report it lost or stolen, manage your card PIN and enable Card settings.
- A Show card details.** Find out how to use your card details and ANZ Dynamic Security Code on page 9.
- B** When a **Temporary block** is on, your card can't be used for any transactions. Any direct debits you've set up from this card won't be made. Any card fees will continue to be charged. Of course you can remove this temporary block at any time by swiping the toggle to the left.
- C** Select **Card settings** to set up what your ANZ Visa Debit card or personal credit card, including any card set up in a Mobile Wallet can and can't be used for.
- D Lost or stolen card.** If your EFTPOS, ANZ Visa Debit or personal credit card has been lost or stolen, this is where you can report it. You can also order a replacement card.
- E Manage card PIN.** This is where you can create or change a PIN for a particular card. Simply select 'Manage card PIN', ensure you read the guidelines and then enter a PIN of your choice. It will prompt you to re-enter your selected PIN to confirm it's correct.
- F Decrease your credit card limit.** Before decreasing your card limit, please ensure you choose a new limit that supports your future credit card use.
- Important** – any subsequent credit card limit increase requests will be subject to our full lending application process, including reviewing your financial situation.
- G** Select **Card Tracker** to see where your card details may have been saved.

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Lost or stolen card

If your card has been lost or stolen you can cancel it and order a replacement card if required.

I've lost my card >

My card was stolen >

If you know where your card may be you can go back and place a temporary block on it while you have another look.

Note, if you've received a replacement card, the PIN will be the same as you previously selected.

Using your card details

Your ANZ Visa card details are available within the goMoney app. This ensures that your card details are accessible in one, safe place. ANZ Dynamic Security Code can be used instead of the 3-digit security code on the back of your card and provides an extra layer of protection when shopping online as the code changes regularly, potentially making it harder for people to use your card details fraudulently.

- 1 From **Manage cards**, select your card, then tap **Show card details** to view your card details in app.
- 2 Type or copy your **Card number** into your web browser when shopping online. To copy your card number, simply press the icon on the right of it and paste the number into your website browser.

Your ANZ Dynamic Security Code will change regularly, but if you've used it to set up a payment for a subscription you won't need to update the payment details.

Important - never share your card details with anyone

When your card is reissued or reported lost or stolen, new card details will be updated in the app so you can start using your card before it arrives.

