CommBiz User Guide

Linking login accounts

If you have several login accounts for different CommBiz Services, you can link them together, so that you only need to log in once to access them. The advantages of linking your login accounts are:

- you only need to remember one login ID and password; and
- you only need one security token for all of your Services.

You can only link login accounts that have been issued to you personally.

Important

When you link one login account with another, the first login is retained for future use, while the second login is deleted. Make sure you log in with the user ID and password you want to keep.

After you have linked two login accounts, they cannot be separated again - so you need to be sure that you want to link them permanently before following this procedure.

Before you start

Make sure that you have set security preferences for all of the Services you are linking. See CommBiz User Guide 'Setting Security Preferences'.

Logging in to the Security Centre

1. Open your internet browser and visit **www.commbiz.com.au** then click **Log on to CommBiz**

2. In the **We can help** menu at the bottom of the screen, click **My Security Centre**. The Security Centre Login page is displayed:
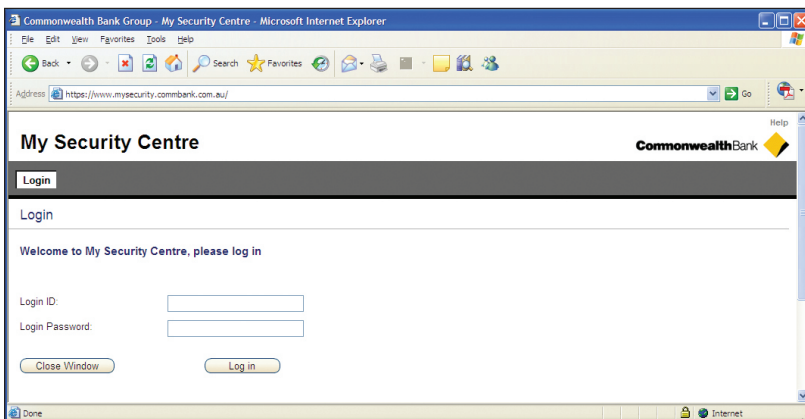
3. Log in using the ID and password you want to keep. Enter your login ID and password, then click **Log in**.

Commonwealth Bank

4. The My Profile page is displayed:

5. In the top menu bar, click **Link Login Accounts**.

Authorisers and Administrators only

6. If you have a security token, you will be prompted to enter the one-time password displayed on the token. Type the password in the **One Time Password** field, then click **Next**.

7. The Link Login Accounts (Step 1) page is displayed:

Review the information on the page. If you have any questions, call the CommBiz Helpdesk on **13 23 39**.

If you are ready to link your login accounts, click **Next**.

Other users

8. If you do not have a security token, you will be prompted to enter the answers to two of your identity questions. Type in the answers, then click **Next**.

9. The Link Login Accounts (Step 2) page is displayed:

Enter the Login ID and password for the account you want to link to. If you have a security token, also enter the current one-time password.

10. Click **Next.**

11. The Link Login Accounts (Step 3) page is displayed:

Review the details of the two accounts. If they are correct, click **Confirm**; otherwise click **Cancel**.

12. To link additional login accounts to this account, repeat Steps 5–11.

13. When you have finished linking accounts, click **Log off**.