

CommBiz User Guide.

Add and View your Retail Term Deposits online

About this guide.

This guide takes you through the process of:

- I. Adding a Retail Term Deposit account to your CommBiz service.
- II. Viewing Transaction History details.
- III. Viewing the Account Information.

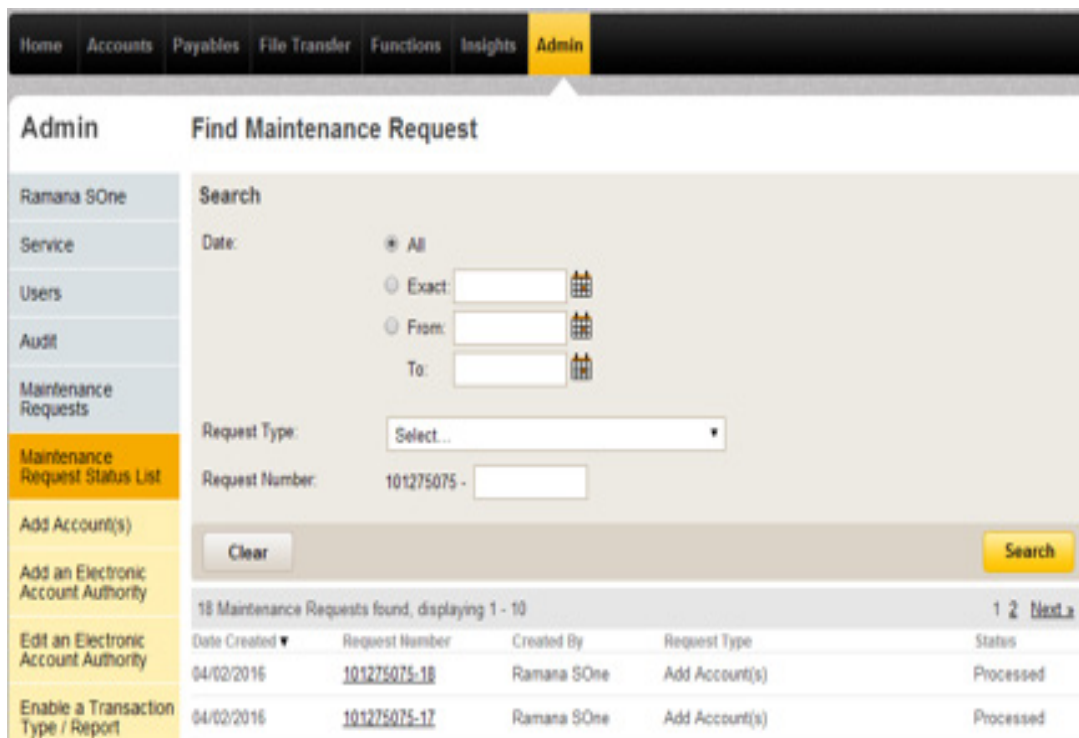
Before you start.

You must have access to view your Retail Term Deposit account in CommBiz. Adding your Term Deposit account requires a CommBiz administrator to complete a maintenance request. You will only be able to add accounts if you have been assigned Admin (Administrator) permissions and have a security token.

I. Add a Term Deposit account to your CommBiz service.

Open your internet browser, visit www.commbiz.com.au and log in to CommBiz using your password AND your token password from your security token.

1. On the top menu, click **Admin > Maintenance Requests**.



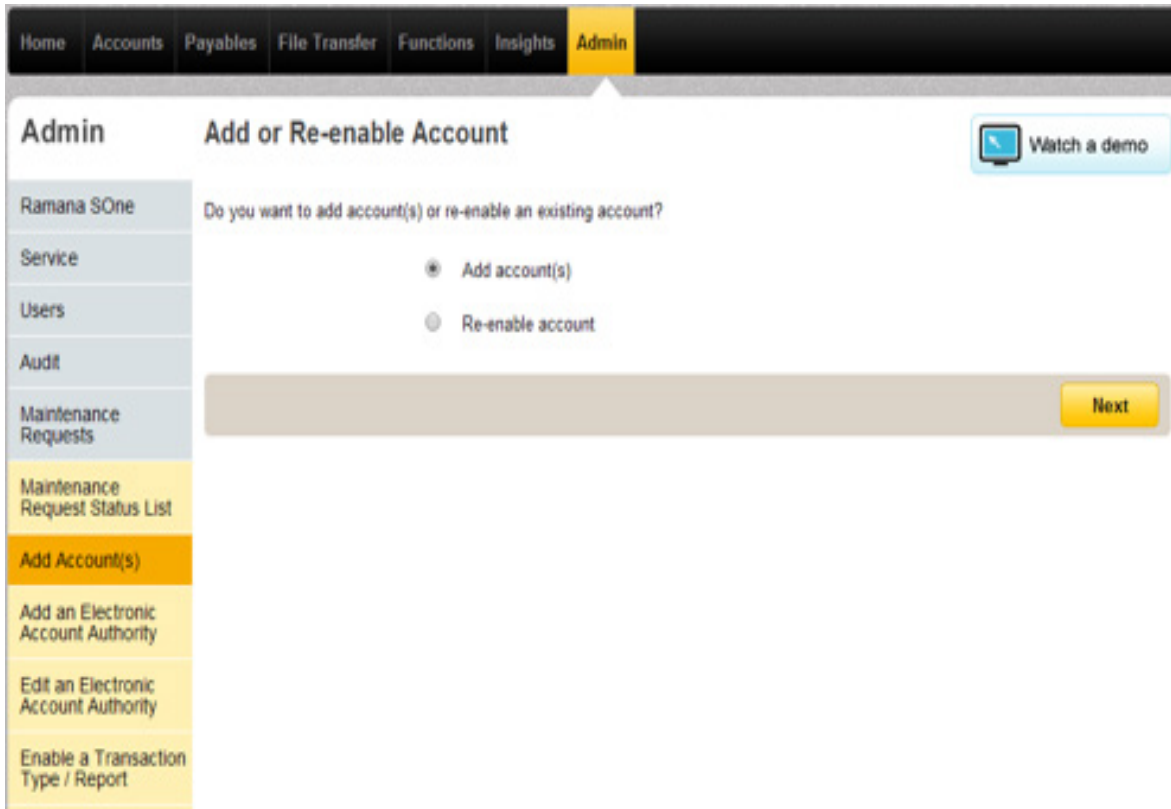
The screenshot shows the CommBiz Admin interface. The top navigation bar includes links for Home, Accounts, Payables, File Transfer, Functions, Insights, and Admin. The Admin menu is expanded, showing options like Ramana SOne, Service, Users, Audit, Maintenance Requests, and Maintenance Request Status List. The 'Find Maintenance Request' page is active, featuring a search form with the following fields:

- Date: All, Exact, From, To
- Request Type: Select..
- Request Number: 101275075 -

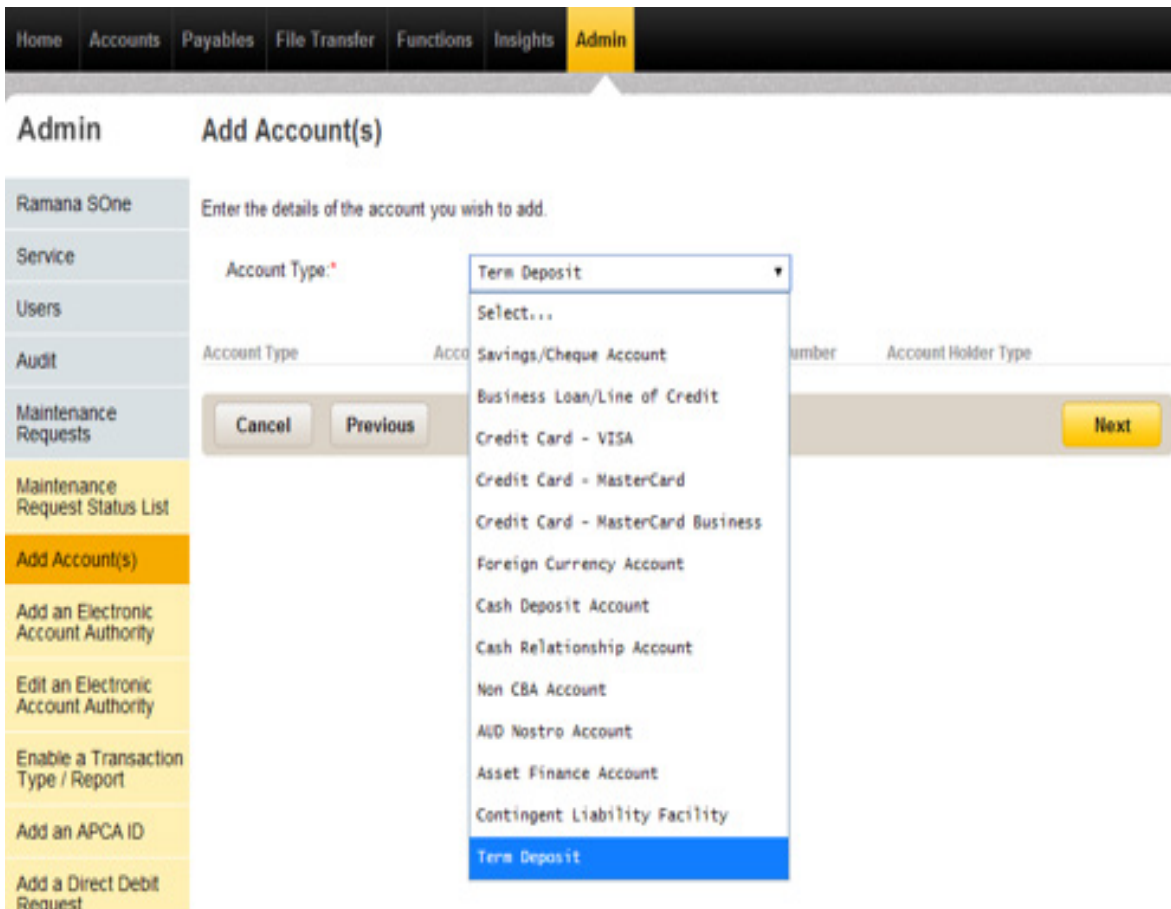
Buttons for 'Clear' and 'Search' are present. Below the search form, it indicates '18 Maintenance Requests found, displaying 1 - 10'. A table displays the following data:

Date Created	Request Number	Created By	Request Type	Status
04/02/2016	101275075-18	Ramana SOne	Add Account(s)	Processed
04/02/2016	101275075-17	Ramana SOne	Add Account(s)	Processed

2. On the left hand menu, select **Add Account(s)**.



3. Select 'Term Deposits' from the Account type dropdown.



4. Enter the Account details including account number, name and select the account holder type from the drop down list. Click 'Add' once you have confirmed all details are correct.

Admin Add Account(s)

Enter the details of the account you wish to add.

Account Type: Term Deposit

Account Name:

BSB: 06 -

Account Number:

Account Holder Type: Company

Add

Account Type	Account Name	BSB	Account Number	Account Holder Type

Cancel Previous Next

5. Details of the new accounts are now populated. You can also **edit** or **delete** the account details.

Admin Add Account(s)

Enter the details of the account you wish to add.

Account Type: Term Deposit

Account Name: IBS company Deposit

BSB: 2692

Account Number: 50015469

Account Holder Type: Company

Add

Account Type	Account Name	BSB	Account Number	Account Holder Type
Term Deposit	IBS company Deposit	2692	50015469	Company

Cancel Previous Next Edit Delete

Note : Repeat Step 4 to add more accounts to your request.

- When you have finished all the accounts you wish to add, click the **Next** button. The **Account Summary** screen is displayed.

Admin **Account Summary**

Ramana SOne

Service

Users

Audit

Maintenance Requests

Maintenance Request Status List

Add Account(s)

Add an Electronic Account Authority

Edit an Electronic

Account Summary

ⓘ When defining a new Electronic Account Authority for multiple accounts the Product Type and Account Holder Type must be the same across these accounts.

Select one or more accounts to define an Electronic Account Authority.

Account Type	Account Holder Type	Account Name	Account Number	Electronic Account Authority
<input checked="" type="checkbox"/> Term Deposit				
<input type="checkbox"/> Term Deposit	Company	IBS company Deposit	2692 50015469	Undefined

Select this button if you wish to define a new Electronic Account Authority for the account(s) selected above. **Define Authority**

Cancel **Previous** **Next**

- If you need only View Access for your Term Deposit (you are not required to set up authorisers), click the **Next** button to continue.

- The **Confirm Details** screen is displayed.

Admin **Confirm Details**

Ramana SOne

Service

Users

Audit

Maintenance Requests

Maintenance Request Status List

Add Account(s)

Add an Electronic Account Authority

Confirm Details

ⓘ Certain accounts below are not transactable, see details below.

Please select the Modify button to define an authority, or select the Confirm button to proceed.

Term Deposit


Accounts (Undefined)

Account Type	Account Holder Type	Account Name	Account Number
Term Deposit	Company	IBS company Deposit	2692 50015469

ⓘ Authorisers are required to make the undefined account transactable.

Cancel **Modify** **Confirm**

9. Check the details are correct and click the Confirm button. The **Add Account(s) – Confirmed** screen is displayed.

Admin	Add Account(s) - Confirmed
Nishithacnosd Ttwo	i Your request has been successfully submitted to the Commonwealth Bank of Australia for processing.
Service	For future reference please note your request number. CommBiz Request Number: 101262079-68
Users	
Audit	CommBiz Forms
Maintenance Requests	The following CommBiz forms are required to be completed and submitted to the bank for verification. Please print the forms, request all relevant parties to sign and post to the following address:
Maintenance Request Status List	CommBiz Reply Paid 332 Silverwater NSW 2128
Add Account(s)	The following authority form is required to be signed by all authorisers defined on your Electronic Account Authority for the account.
Add an Electronic Account Authority	<ul style="list-style-type: none">  Electronic Account Authority Form
Edit an Electronic Account Authority	Account Number(s): • 269250015469
Enable a Transaction Type / Report	Please acknowledge the following before proceeding
Add an APCA ID	<input type="checkbox"/> Maintenance request forms have been saved/printed.
Add a Direct Debit Request	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> Print All Documents OK </div> <p>! Please note, generating all forms may take some time. Do not hit the Print All Documents button more than once.</p>

10. Make note of your CommBiz request number for future reference.
11. Under **CommBiz Forms**, you must print out, complete, sign and return the form(s) displayed before your account(s) can be finalised.
12. You must also check the tick box next to “Maintenance request forms have been saved/printed” before clicking on **OK** button. You will now be returned to the ‘Find Maintenance Request ‘screen.

II. Viewing the Transaction History details for Term Deposit account.

1. Open your internet browser, visit www.commbiz.com.au and log in to CommBiz.
2. On the top menu navigate to **Accounts**, then on the left menu navigate to Transaction History to view Transaction History details for Term Deposit accounts.

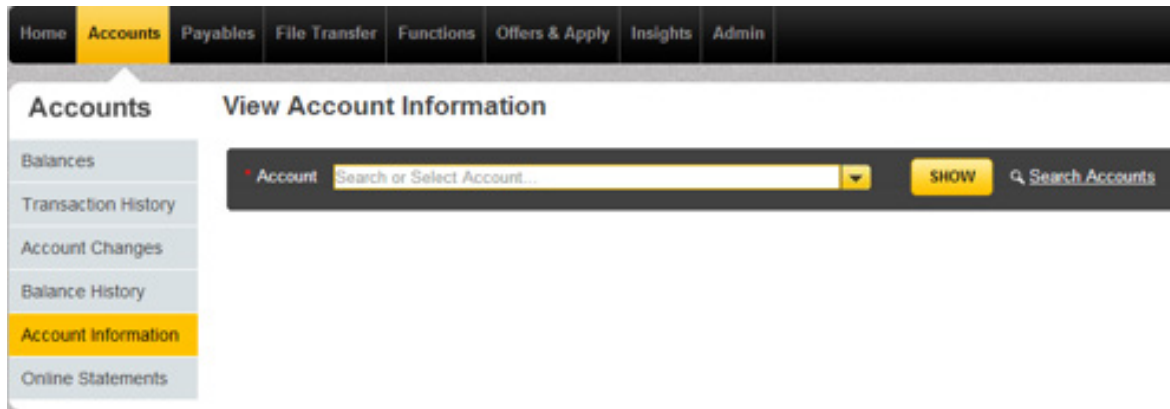
3. Select the Term Deposit account and click on the Show button.

Account Name	Account Type	Account Number	Arrangement ID	Account Balance	Available Balance
Alutop Company Deposit	Term Deposit	200050155314		\$9,869.83 CR	N/A

Date	Description	Debit	Credit	Balance
10/02/2016	Prepynt Interest Adjusted Value Date: 09/02/2016	\$0.17		\$9,869.83 CR
10/02/2016	Early Withdrawal Fee Value Date: 09/02/2016	\$30.00		\$9,870.00 CR
9/02/2016	Transfer - Early TD Withdrawal	\$71.00		\$9,900.00 CR

III. View Account Information.

1. Open your internet browser, visit www.commbiz.com.au and log in to CommBiz.
2. On the top menu navigate to **Accounts**, then on the left menu navigate to **Account Information** tab to view account details for Term Deposit accounts.



3. Select the Term Deposit account and click on the Show button.

Note: The User can also download the Offer Confirmation Letter on clicking Account Confirmation link.

Account Name	Account Type	Account Number	Account Balance	Available Balance
Acc 1 MD Jul 02	Term Deposit	207050053694	\$27,502.92 CR	N/A

General Information	Details
Account Mailing Address	SCRAMBLED STREET, MOSMAN, NSW, 2088
Account Owner	Scrambled Title
Account Title	Scrambled Title
Currency	AUD
Investment Term	2 Months
Start Date	2/07/2016
Maturity Date	2/09/2016
Interest Rate	3.20% p.a.
Interest Payment Frequency	Paid 4 Weekly and/or at maturity
Next Interest Payment	27/08/2016
Interest Payment Option	Pay interest into Same Term Deposit Account
Original Start Date	2/09/2010

Interest, Charges and Taxes	This Accrual Period	Last Financial Year	This Financial Year
Deposit Interest	\$67.35	\$805.19	\$894.94
NR Withholding Tax	N/A	\$0.00	\$0.00
TFN Withholding Tax	N/A	\$0.00	\$0.00

If you have not provided any maturity instructions, this Term Deposit will be renewed for the same investment term, at the interest rate which applies on the day of maturity to that term. This may be a significantly different interest rate, higher or lower, from the current interest rate. You can change Maturity Instructions by going to [Manage Term Deposit](#)

[Click here to view Account confirmation Letter](#)