

# NetBanking

# **User Guide**

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| 3. Click on the<br>NOTE: After enterin<br>This is a security fo                 | word Log<br>ig each ch<br>sature. | aract             | er, yo     | r will o     | otice ra | ndom                    | move  | ement | t of the               | keypad.                                 |                   |  |
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July 2011

#### Welcome to the new NetBanking User Guide!

Here at Queenslanders Credit Union, we understand that our members need secure, flexible and convenient access to their money. Whether you have just settled your home loan, opened a GoSaver or are simply continuing to go about your everyday banking, NetBanking is an important part of our service to you, and one that we are constantly working to improve.

With the new version of NetBanking, regular users will immediately notice an updated look and feel – aimed at improving the usability of the service. Rest assured that the changes go much further than simple cosmetics however, with some remarkable improvements to the service's security features.

Below you will find a list of the changes you can expect to encounter when using NetBanking; take note this list acts as your table of contents for this User Guide – you can find more information about each of the new features (and how to make the most of them) on the page number listed.

#### Before you get started:

Please note that the new version of NetBanking has a new URL/web address. This means that if you have NetBanking saved as a 'Bookmark' or 'Favourite' in your web browser and regularly access it by this saved link, you will need to access NetBanking via the Queenslanders website (<u>www.queenslanders.com.au</u>) and save the new NetBanking link as a new 'Bookmark' or 'Favourite' in your browser.

NetBanking now also has certain criteria for log in passwords. If your current log in password for NetBanking does not match the new rules, you will be asked to choose a new password that must be between 4 and 8 characters long, containing at least one letter and one number.

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**Please Note**: account details and numbers have been blocked out in diagrams throughout this User Guide for security purposes, despite a test account being used.

## Updated Look and Feel (New Layout)

Some of the first changes you will notice as a user of NetBanking are cosmetic changes that refresh the look of the service. These changes have been made in order to improve your overall internet banking experience.





# Updated Look and Feel (New Layout) continued

#### Menu Navigation

For easier access to the exact information/function you are after, changes have been made to the display of menus in NetBanking with the introduction of the 'Show'/'Hide' feature. This feature enables you to navigate quickly and easily between accounts and other functions such as security settings and maintenance.

You can access the additional options under each heading by clicking 'Show All'.

| Accounts           | Show All |
|--------------------|----------|
| Transfers          | Show All |
| BPAY               | Show All |
| View               | Show All |
| SMS & Email Alerts | Show All |
| Security Settings  | Show All |
| Maintenance        | Show All |
| Applications       | Show All |
| Help               | Show All |
|                    |          |

The menu option will then expand to show all remaining options.

| Accounts                            | Hide All |  |
|-------------------------------------|----------|--|
| <ul> <li>All Accounts</li> </ul>    | 1        |  |
| <ul> <li>Savings</li> </ul>         |          |  |
| <ul> <li>Loans</li> </ul>           |          |  |
| <ul> <li>Investments</li> </ul>     | \        |  |
| <ul> <li>Overdrafts</li> </ul>      | <b>\</b> |  |
| <ul> <li>Member Chequing</li> </ul> |          |  |
| <ul> <li>Christmas Club</li> </ul>  |          |  |
| <ul> <li>Sweep Accounts</li> </ul>  |          |  |
| <ul> <li>Redraw Accounts</li> </ul> |          |  |
| Transfers                           | Show All |  |
| BPAY                                | Show All |  |
| View                                | Show All |  |
| SMS & Email Alerts                  | Show All |  |
| Security Settings                   | Show All |  |
| Maintenance                         | Show All |  |

Additional menu options can then be hidden using the 'Hide All' button.

## Updated Look and Feel (New Layout) continued

#### Quick Links

With the introduction of a streamlined vertical menu, NetBanking now provides a feature called Quick Links. Quick Links is a static horizontal menu that acts as a short cut to the most frequently used internet banking functions.

| Detox your finances with a healthier the second sec |            |                      |                          |              |                         |  |                                    |
|--|------------|----------------------|--------------------------|--------------|-------------------------|--|------------------------------------|
|  | Quick Link | s: Internal Transfer | External Transfers       | OPAY         | View Accounts           | Accounts                                   | and Bala                           |
| Accounts   | Show All   |                      |                          | -            |                         | Print                                      | S I lugar                          |
| Transfers  | Show All   |                      |                          | 1            |                         |  |                                    |
| IIPAY  | Show All   | -                    |                          |              |                         |  |                                    |
| View   | Show All   |                      |                          |              |                         |  |                                    |
| SHS & Email Alerts   | Shaw All   | Accounts and Balar   | ICES Your accounts and b | alanom un Ti | amlay, 29 March 2011 at | 11:044M are:                               |                                    |
| Security Settings  | Show All   |                      |                          |              |                         |  | Security Che                       |
| Maintenance  | Show Ail   | Masked Account       |                          |              | -                       | \$8,000.00 current<br>\$8,000.00 available | Last logged in<br>29 MAR 2011 10:5 |

#### Account Balance Display

NetBanking account listing/balance display has been redesigned so it is easier to use.

| Accounts and Balances Your accounts and balances o | n Tuesday, 29 March 2011 at 11:10AM are:          |
|--|---|
| Masked Account                                     | <b>\$8,000.00</b> current<br>\$8,000.00 available |
| Test Account                                       | <b>\$2,910.00</b> current<br>\$2,910.00 available |
| Mask Account                                       | <b>\$1,000.00</b> current<br>\$1,000.00 available |
| ≥ Leah   | <b>\$0.00</b> current<br>\$0.00 available         |
| - Action   | <b>\$100.00</b> current \$100.00 available        |

#### Placement of Print and Logout Buttons

The new prominent and consistent placement of print and logout buttons allows you to quickly and easily perform these basic actions without searching in menus.

| neck Lie | oka: Internal transfer | External Transfers:         | BPAY   View Accounts          | Accounts             | and Balances         |
|----------|------------------------|-----------------------------|-------------------------------|----------------------|----------------------|
| •        | La la                  |                             |                               | Print                | a lingout            |
|          |                        |                             |                               |                      |                      |
|          |                        |                             |                               |                      |                      |
|          |                        |                             |                               |                      |                      |
|          | Accounts and Balar     | ICES Your ecounts and belan | vane en Tuendiev, 24 March 20 | 11 at 10:30AH are:   |                      |
|          |                        |                             |                               |                      | Security Check       |
|          | Masked Account         |                             |                               | \$8,000.00 current   | Last logged in       |
|          |                        |                             |                               | \$8,000.00 available | 29 PSek 2011 10:08am |

# Enhanced Security: SMS Security Codes

#### SMS Security

At Queenslanders Credit Union, we know that online security is paramount for our members. For this reason we have been working to improve the levels of protection in place within NetBanking so you can rest assured your online banking transactions are secure.

A new feature called Two Factor Authentication (2FA) has been introduced within NetBanking. This added level of security involves self-registration and activation available from within NetBanking itself. Once registered for this added security feature, you will use SMS security 'tokens' at the time of certain transactions to ensure the person conducting the transaction is permitted to do so.

With the updates to NetBanking, you will notice that you cannot complete any **new** transfers or payments external to your membership without entering a security token. In order to receive these security tokens when transacting, you need to activate SMS security within NetBanking. Once you have registered for 2FA SMS Security using the step-by-step process detailed in this user guide, you will be able to receive security tokens to your mobile phone and use them at the time of transaction.

When attempting to set up a new transfer or payment, you will need to select the phone number you registered with and request that a onetime 'password' be sent (more information page 8). Once you have requested a password, you will receive a one-time security code via SMS within 90 seconds. This token will need to be entered into the appropriate field within NetBanking in order for the transaction to be completed.

Take note that SMS Security or this required for **new** external funds transfers, **new** internal funds transfers, card management and for changing contact/personal details. Once you have transferred funds to a particular external payee, you will not need to enter an SMS token for that payee again. This means that you get an extra level of protection without the hassle of entering a security token for any regular transactions you may conduct. You will, however, also need an SMS Security token to complete any BPAY Payments where the BPAY Biller code stays the same but the Customer Reference Number (CRN) varies each time you receive the bill. While a majority of BPAY Billers have a static (non-changing) CRN for each customer, those with variable CRNs will need to be set up as new Billers each time you make a payment. Because of this, you will need to enter an SMS Security token each time you pay one of these Billers, even if you have used their BPAY Biller code previously.

# Enhanced Security: SMS Security Codes continued

#### **Registering for SMS Security**

You can activate SMS Security yourself within NetBanking or by calling our friendly staff on 1800 QLDERS.



NetBanking now has certain criteria for log in passwords. If your current log in password for NetBanking is not compliant with the new regulations, you will be asked at this point to change it. Your new password must be a minimum of 4 and maximum of 8 characters, and must contain at least one letter and one number.

If you choose, you can progress past the identification page above by clicking 'Next' and instead register for SMS Security within the secure environment of NetBanking. You can do this by using the 'Register' button under the Security Settings tab in the left hand vertical menu.



# Enhanced Security: SMS Security Codes continued

You will be taken to the Registration screen. You will be required to click on the 'Register' button under 'Action'.

| Welcome to NetBanking                                |               |      |                   |  |
|--|---------------|------|-------------------|--|
| Your Security Settings on Tuesday, 29 March 2011, at | 11:19AM, are: |      |                   |  |
| Name   |               | Cost | Action            |  |
| SMS  |               | 0.00 | Register<br>About |  |

You will then receive a prompt to enter your mobile phone number.

| Register for SMS security |               |  |
|---------------------------|---------------|--|
| Mobile Phone Number:      | 04            |  |
|                           | submit cancel |  |

View

SMS & Email Alerts

Security Settings

Haintenance

Show All

Show AI

Show All

Show Al

Clicking on 'Submit' will return a message from the web page requesting confirmation that the mobile number is correct:

|           |                 | Member<br>number:                              |  |
|-----------|-----------------|--|--|
| Me        | ssage from webp | page 🔀   |  |
|           | Please Confi    | irm your mobile number is 04 before continuing |  |
| Regi      |                 | OK Cancel                                      |  |
| Mobile Ph | hone Number:    | 041  | Confirm that your                        |
|           |                 | submit cancel                                  | mobile number is<br>correct and click OK |
| SMS tok   | en security i   | s now activated.                               | Birma I Pre-                             |
|           |                 |  |  |
| counts    | Show Al         | Security Token processing rep                  | ort                                      |
| ansfers   | Show Al         |  |  |
| PAY       | Show Al         | Your security token has been activated         |  |

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## Enhanced Security: SMS Security codes continued

Once the SMS Security registration is completed, an SMS message will be generated and sent to the mobile number you registered with.

Should you wish to read information regarding the SMS Security service, you can select the 'About' button for further information.

Once registration has been completed, the SMS Security status will display as Active.

| Welcome to NetBanking  |        |         |  |          |  |  |
|--|--------|---------|--|----------|--|--|
| Your Security Settings on Tuesday, 29 March 2011, at 11:54AM, are: |        |         |  |          |  |  |
|  |        |         |  |          |  |  |
| Name   | Cont . | Chaburg |  | Takan ID |  |  |
| name   | COSL   | Status  |  | Token ID |  |  |
| SMS  |        | Active  |  | SMS04    |  |  |
|  |        |         |  |          |  |  |

#### SMS & Email Settings and Options

Once you have successfully registered for SMS Security, there are various settings and options that you can change as you wish.

Go to 'Alert Settings and options' under the 'SMS & Email Settings' tab in the left hand vertical menu.

|                                       | Stute Al |   | You will see various SMS<br>settings that you can<br>apply to your accounts.   |
|---------------------------------------|----------|---|--|
| Min II. Local Alexts                  | inte l'  | Changing MHS details for execution                      | Simply check the boxes   |
| <ul> <li>On demand message</li> </ul> | *        | rease enter your sear tells artitygs below              |  |
| <ul> <li>Very sets natury</li> </ul>  |          | PREAM TAX POWER   | as appropriate.  |
| security Settlings                    | Shine M  | 1995. Alexand Irran                                     | # 307  |
| faintmarice.                          | Show M   |   | Topology Hearts  |
| uplications.                          | Show M   |   | Contraction of the second seco |
|                                       | Show M   |   | Tu . 12 00 en  |
|                                       |          | Allow SMS Dent Planteting                               | -  |
|                                       |          | Allow SMS (Indexand Requests                            | TP you   |
|                                       |          | Send SHS when my Phyrol Danaectors is posted            | 11 Yes   |
|                                       |          | Send SHS when a droppe deposit is shared                | (Cives   |
|                                       |          | Taind SML where a term dispect a display remewed        | 1 ma   |
|                                       |          | fauld SHS when a fetthering transaction a performed     | (** ym   |
|                                       |          | Send Strill when a technolog airt is performed          | (( <b>F</b> 1986   |
|                                       |          | Sarial SHS when my available balance single balan limit | (C. 96   |

## Enhanced Security: SMS Security codes continued

#### Transacting using SMS Security

Once you have registered for SMS Security, you will notice that you cannot complete any **new** external transfers or payments without entering a security code. When setting up a new external transfer, you will see the following:

| Confirm External F | unds Transfer for Member   | In order to complete   |
|--------------------|--|--|
| From Account       |  | will need to select  |
| Amount             | \$100.00   | your mobile number   |
| Reference Number   | LEAH   | from the drop down   |
| Payment Type       | Pay Now  | list. If your number   |
| BSB DETAILS        |  | does not appear  |
| BSB                |  | nere, revisit the  |
| Account Number     |  | to ensure you have   |
| Account Name       | LEAH   | not missed any   |
|                    | Please ensure you have your mobile phone with you if you are using SMS security.   | steps.   |
| ,                  | Please select your security option from the dropdown list<br>SMS - SMS04<br>Your one time password may take up to 90 seconds to be delivered to your mobile phone. | Click on 'send one time<br>password' to request<br>your SMS Security code. |



## Enhanced Security: SMS Security codes continued

| Confirm External Funds Transfer | r for Hember  |                                     |
|---------------------------------|---|-------------------------------------|
| From Account                    |   | Your CMC token will take up to      |
| Amount                          | \$100.00  | 90 seconds to be delivered to       |
| Reference Number                | LEAH  | your mobile phone. Once you         |
| Payment Type                    | Pay Now   | have received your SMS token,       |
| 858 DETAILS                     |   | type the number into the box and    |
| 858                             |   | click 'submit' to continue with the |
| Account Number                  |   | transaction.                        |
| Account Name                    | LEAH  |                                     |
| As you are registered for enh   | anced security, you are required to enter your transaction parks<br>below<br>Please enter your details below<br>SMS_SMSC<br>submit carcel | vord or security token code         |

Note that you will also need to request a one-time SMS Security code when changing your personal details online, activating/cancelling or changing the status of a card and when paying a BPAY Biller with a variable Customer Reference Number (see page 5). The SMS Security code request and entering process will look much the same as the above (new external funds transfer) process.

# Enhanced Security: Transaction Authority Password

#### Transaction Authority Password

In addition to SMS Security, you also have the option to request a Transaction Authority (TA) Password on functions requiring 2FA (**new** external transfers, change of personal details etc.). This security option will need to be used if you do not wish to register your mobile phone, do not have a mobile phone, or if you wish to complete a transaction that requires 2FA while overseas.

Just like SMS Security codes, the TA Password will be required for **new** external funds transfers, **new** internal funds transfers, **new** BPAY Billers and BPAY payments where the Biller code may have been used previously but the Customer Reference Number is different, card management and for changing contact/personal details. Once you have transferred funds to a particular external payee, you will not need to enter a TA Password for that payee again. This means that you get an extra level of protection without the hassle of entering a second password for any regular transactions you may conduct.

To set up a TA Password, you will need to contact us on 1800 QLDERS (1800 753 377). One of the Queenslanders team will assign you a temporary TA Password, which you will need to change when you log in to NetBanking.

| Accounts<br>Transfers<br>BPAY  | Show All<br>Show All<br>Show Al          |   | Once you have contacted<br>Queenslanders and been<br>assigned a temporary TA<br>Password, log in to |
|--|--|---|---|
| View<br>SMS & Email Alerts<br>Security Settings<br>Maintenance<br>• Change Contact Detail  | Show Al<br>Show Al<br>Show Al<br>Hole Al | Accounts and Balances Your accounts and I | Change TA Crypto<br>Password' found under the<br>Maintenance tab in the left<br>hand vertical menu. |
| Personal Settings     Download transactions     Change TA Crypto This     Change Address     Activate Cand     Cand Cancellation     Change Login Passwore | asword                                   | Gosaver                                   | L   |

# Enhanced Security: Transaction Authority Password continued

You will need to enter the temporary TA Password assigned to you by Queenslanders using the floating keyboard. If the keyboard appears over the form, simply click on the floating keyboard to move it and click again to drop it elsewhere on the page.

|                                   | Questions   Second Transfe  | Elementel Transform BOAP View Accounts  | Click to grab, click again to drop.  |
|-----------------------------------|---|---|--|
|                                   | Charge Transition Astronomy   | presented by Namber   |  |
|                                   | OUTSIDARE.  |   |  |
| - 46                              | New Parameter   |   |  |
| -                                 | Carlina Into Parimetell   | 1         2         7         4         5         6         7         0         #         0         =         0           Cere         1         w         0         f         1         V         0         #         0         #         0         #         0         #         0         #         0         #         1         0         #         1         0         #         1         1         #  |  |
|                                   | MOTE transactional and for 4 had has<br>been also gate one parameter of the<br>important: When Changing / Add   | SNM 12241C1940 [n   n   n   1   1   1   1   1   1   1   | There (i, $\mathbb{Z}$ , with we space :   |
| Galitation III                    | energia da serie da s   | Change ( Change C   | Click in each field and<br>use the floating<br>keyboard to enter your<br>old and new password<br>as necessary      |
| Martin Strengt in<br>Consultation | ,<br>The set of the of the Second set of the Second set of the<br>Second set of the Second set of the Second set of the<br>Second set of the Second | Image: | When conducting a<br>transaction that requires your<br>TA Password, you will need<br>to select 'TAPwd Crypto' from |
|                                   | From Account  |   | the drop down list. If you have  |
|                                   | Annurt  | \$120.40  | more than one form of 2FA  |
|                                   | Conferences to effect   | hast  | enabled (both SMS Security   |
|                                   | Research Trees  | free bloor  | and TA Password), you are  |
|                                   | BSB DETAILS   | and care -  | able to choose which 2FA you   |
|                                   | 858   | 100   | will use for the transaction   |
|                                   | Account Number  |   |  |
|                                   | Account Name  | test  |  |
|                                   | Please e<br>Your one to   | Milese select your security option from the dropdown list SMS - SMSO4 Please Select APWed Crypto-1  | de phone.  |

# Enhanced Security: Transaction Authority Password continued

Once you have selected 'TAPwd Crypto' from the drop down list, your TA Password will need to be entered via the crypto (floating screen) keypad using your computer mouse.

| From Account  | 21731751  | 1       |        |        |       |                   |       |        |     |    |     |      |        |
|---|-----------|---------|--------|--------|-------|-------------------|-------|--------|-----|----|-----|------|--------|
| Amount  | \$100.00  |         |        |        |       |                   |       |        |     |    |     |      |        |
| Reference Number  | SAMPLE SI | CREEP   | į.     |        |       |                   |       |        |     |    |     |      |        |
| Payment Type  | Pary Naw  |         |        |        |       |                   |       |        |     |    |     |      |        |
| 858 DETAILS   |           |         |        |        |       |                   |       |        |     |    |     |      |        |
| 858   |           |         |        | _      |       |                   |       |        |     |    | ç   | lick | to dra |
| Account Number  | 1         | 2       | 3      | 4      | 5     | 6                 | 7     | 8      | 9   | 0  | -   | =    | Det    |
| Account Name  | Clear     | 9<br>8  | W      | e<br>d | f     | t.                | h     | u<br>1 | *   | 0  | P : | -    | Ente   |
|   | Shift     | 1       | z      | x      | T     | 1                 | b     | n      | m   | İ. | Í   |      | Shift  |
| TAPwd Crypto  |           |         |        |        |       |                   |       |        |     |    |     |      |        |
| TAPwd Crypto -<br>Your one. time password may take up to 90 s<br>submit | econds to | e bec d | leiw   | cred ( | 10 YO | <b>_</b> ]<br>w m | obile | pho    | ne. |    |     |      |        |
| TAPwd Crypto -<br>Your one. time password may take up to 90 s<br>subrit | econds to | •       | leliyi | cred ( | io Yo | ur m              | oble  | pha    | ne. |    |     |      |        |

## Making NetBanking Easier to Use: Personalise Accounts

The new version of NetBanking will provide the ability to personalise the way your accounts are displayed. Using the new 'Personalise Accounts' menu, you can:

- > Update the account type with preferred account name. e.g. My Holiday Account
- > Mask an account number when displayed within Internet Banking
- > Hide an account so that it is not displayed within Internet Banking

When the 'Personalise Accounts' menu is selected, a list of your accounts is shown. You can then edit each individual account as you wish.

|   | Quit                             | ik Links: D | sternal Transfer | External Transfers   | BPAY View Ac | counts  | Person  | al Account    | Settings   |
|---|----------------------------------|-------------|------------------|--|--------------|---|---|---------------|--|
| Accounts  | Show All                         | 1           |                  |  |              |   |   | R             | TO NOON  |
| Transfers   | Show All                         | ·           |                  |  |              |   |   |               |  |
| IPAY  | Show All                         | 18          |                  | 1000   | 10.000       |   | <ul> <li></li> </ul>  |               |  |
| Sew   | Show All                         | 0.0         |                  |  |              |   |   |               |  |
| iP15 & Email Alertr   | Show All                         | 1.2         |                  |  |              |   |   |               |  |
| ecurity Settings  | Hide All                         |             |                  |  |              |   |   |               |  |
| Register<br>Vew   |                                  | Cars of Act | count Settings ( | or Hember  |              |   |   |               |  |
|   |                                  |             |                  |  |              |   |   |               |  |
| Session History     Personalize Account                               |                                  | Account     | Account Na       | me   | Nicklame     | Display<br>Option   | Plasking  | HaskedAccount | Option   |
| Session History     Personalize Account                               | nta                              | Account     | Account Na       | me<br>ACTION   | Nickflame    | Display<br>Option<br>Account Hoden  | Hasking   | HaskedAccount | Option<br>EDIT   |
| Session History<br>Personative Accour<br>Gaintemance                  | show All                         | Account     | Account Na       | ACTION   | Mickflame    | Display<br>Option<br>Account Hidden<br>Yes  | Plasking<br>No<br>No  | HaskedAccount | EDIT   |
| Session History<br>Personalize Accour<br>Maintemance                  | Show All                         | Account     | Account Na       | ACTION<br>ACTION<br>ACTION   | NickName     | Display<br>Option<br>Account Hidden<br>Yes<br>Yes   | Hasking<br>No<br>No   | HaskedAccount | EDIT<br>EDIT   |
| Session History<br>Personalue Accour<br>Maintenance<br>gplications    | Show All                         | Account     | Account Na       | - ACTION<br>- ACTION<br>- ACTION<br>- ACTION<br>- ACTION   | Nicklame     | Display<br>Option<br>Account Hidden<br>Yes<br>Yes<br>Yes                                    | Hasking<br>No<br>No<br>Yes  | HaskedAccount | EDIT<br>EDIT<br>EDIT<br>EDIT                                 |
| Session History<br>Personalize Account<br>taintemance<br>applications | Show All<br>Show All<br>Show All | Account     | Account Ra       | - ACTION<br>- ACTION<br>- ACTION<br>- ACTION<br>- ACTION<br>- ACTION   | NickRame     | Display<br>Option<br>Account Hidden<br>Yes<br>Yes<br>Yes<br>Yes                             | Hasking<br>No<br>No<br>Yes<br>No                                    | HaskedAccount | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT                 |
| Session History<br>Personative Account<br>taintemance<br>upplications | Show All<br>Show All<br>Show All | Account     | Account No.      | ACTION                                  | NickRame     | Display<br>Option<br>Account Hidden<br>Yes<br>Yes<br>Yes<br>Yas<br>Yes                      | Hasking<br>No<br>No<br>No<br>Yes<br>No                              | HaskedAccount | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT         |
| Session History<br>Personative Account<br>taintemance<br>upplications | Show All<br>Show All<br>Show All | Account     | Account No.      | ACTION                                  | Nickilame    | Desplay<br>Option<br>Account Holden<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes                      | Hasking<br>No<br>No<br>No<br>Yes<br>No<br>No<br>No<br>No<br>No      | HaskedAccount | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT         |
| Session History<br>Personative Account<br>taintemance<br>upplications | Show All<br>Show All<br>Show All |             | Account Na       | ACTION                       | Nickilame    | Desplay<br>Option<br>Account Holden<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes               | Hasking<br>No<br>No<br>Yes<br>No<br>No<br>No                        | HaskedAccount | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT         |
| Session History     Personative Accountaintemance     templications   | Show All<br>Show All<br>Show All |             | Account Na       | ACTION                       | Nickilame    | Desplay<br>Option<br>Account Holden<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes        | Hasking<br>No<br>No<br>No<br>No<br>No<br>No<br>No<br>No             | HaskedAccount | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT |
| Session History     Personate Account taintenance tapplications telp  | Show All<br>Show All<br>Show All |             | Account Na       | ACTION     ACTION | NickName     | Desplay<br>Option<br>Account Holden<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes | Hasking<br>No<br>No<br>No<br>No<br>No<br>No<br>No<br>No<br>No<br>No | HaskedAccount | EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT<br>EDIT |

#### Account Name

To change the displayed account name, simply enter in the preferred name into the free format text field and click 'submit'.

| Default Account<br>Details      | Current Account Settings   |
|---------------------------------|--|
| Account name:<br>-<br>ACTION    | Custom account name Max. 50 characters - leave blank for default<br>My Holiday Account |
| Do not display this<br>Account: |  |
| Mask Account:                   |  |
|                                 | submit cancel  |

# **Usability: Personalise Accounts continued**

| Account | Account Name | NickName           | Display<br>Option | Masking | MaskedAccount |
|---------|--------------|--------------------|-------------------|---------|---------------|
|         | - ACTION     |                    | Account Hidden    | No      |               |
|         | - ACTION     | My Holiday Account | Ves               | No      |               |
|         | - ACTION     |                    | Yes               | No      |               |
|         | - ACTION     |                    | Yes               | Yes     | ########      |
|         | - ACTION     |                    | Yes               | No      |               |

The account name will be updated on the Accounts and Balances screen, and also in the account name drop lists.

#### Hide Account

To prevent an account from displaying in Internet Banking, simply select the desired account, check the 'Do not display this account' check box and click submit.

To redisplay an account, simply uncheck the same field.

| Current Account Settin          | ngs for Member   |
|---------------------------------|--|
| Default Account<br>Details      | Current Account Settings   |
| Account name:<br>ACTION         | Custom account name Max. 50 characters - leave blank for default |
| Do not display this<br>Account: |  |
| Mask Account:                   |  |
|                                 | submit cancel  |

|         |         |          | _     | -    |    |  |
|---------|---------|----------|-------|------|----|--|
| Current | Account | Settings | for № | 1emb | er |  |
|         |         | Secongs  |       |      |    |  |

| Account | Account Name | NickName           | Display<br>Option | Masking | MaskedAccount | Optic |
|---------|--------------|--------------------|-------------------|---------|---------------|-------|
|         | - ACTION     | <                  | Account Hidden    | No      |               | E     |
|         | ACTION       | My Holiday Account | Yes               | No      |               | E     |
|         | ACTION       |                    | Yes               | No      |               | E     |

The account will now no longer display on the Accounts and Balances screen, or in the account name drop lists.

## **Usability: Personalise Accounts continued**

#### Account Number Masking

L

Test Account

#########

To mask part of the account number displayed in Internet Banking, simply select the desired account within the 'Personalise Accounts' menu, check the 'Mask Account' check box and click submit.

To redisplay an account number in full, simply uncheck the same field.

| Current Account Sett            | ings for Member  |
|---------------------------------|--|
| Default Account<br>Details      | Current Account Settings   |
| Account name:<br>-<br>ACTION    | Custom account name Max. 50 characters - leave blank for default<br>TEST ACCOUNT |
| Do not display this<br>Account: |  |
| Mask Account:                   |  |
|                                 | submit cancel  |

| 1        |                                  | option   |   | HaskeuAccount   | Οþ   |
|----------|----------------------------------|--|---|---|--|
| - ACTION |                                  | Account Hidden                                 | No  |   |  |
| - ACTION | My Holiday Account               | Yes  | No  |   |  |
| - ACTION |                                  | Yes  | Yes   | #######   |  |
| - ACTION |                                  | Yes  | No  |   |  |
|          | - ACTION<br>- ACTION<br>- ACTION | - ACTION My Holiday Account<br>- ACTION ACTION | - ACTION         My Holiday Account         Yes           - ACTION         Yes           - ACTION         Yes | - ACTION My Holiday Account Yes No<br>- ACTION Yes Yes<br>- ACTION Yes No | - ACTION         My Holiday Account         Yes         No           - ACTION         Yes         Yes         #################################### |

When viewing the Accounts and Balances screen, the account number will now be partially masked.

\$8,000.00 available

\$2,910.00 current

\$2,910.00 available

## Card Management

#### Report Lost/Stolen Card

You can now report your Visa Debit and/or Redicard lost or stolen within NetBanking. The status of your card is updated in real time so appropriate action can be taken. Please note you will need to contact Queenslanders after you've cancelled the card so we can order you a new one.

To change the status of a card, select 'Card Cancellation' under the Maintenance tab in the left hand vertical menu.

| Quick D   | oks: Jatama | Transfer | Esterna     | il Tramfers | BPAY        | Vine Accounts           | Securit    | y Settings |
|---|-------------|----------|-------------|-------------|-------------|-------------------------|------------|------------|
| Accounts  | Show Al     | -        |             |             |             | -                       |            |            |
| Transfers   | Show A8     | 32       |             | -           |             |                         |            |            |
| BPAY  | Show All    |          |             |             |             |                         |            |            |
| View  | Show Al     | Est      |             |             |             |                         |            |            |
| SNS & Email Alerts  | Show AL     | Bright   | ier for SMS | sector      |             |                         |            |            |
| Security Settings   | Show All    |          |             |             | -           |                         |            |            |
| Maintenance   | Hede Alt    | 700      | a Hurren    | mon         | 94          |                         |            |            |
| Change Contact Det     Personal Settings     Download Inamachie | ah.         |          |             | sub         | nit 🔤       | accel .                 |            |            |
| Change TA Crypto P     Change Address                           | trees       |          |             | Copyright ( | ) 1997-2411 | by NetTeller Pty Ltd. t | etSarking* |            |
| Advite Ged     Cent CauseLation                                 |             |          |             |             |             |                         |            |            |
| <ul> <li>Change Login Piesw</li> </ul>                          | ord         |          |             |             |             |                         |            |            |
| Applications  | Show Al     |          |             |             |             |                         |            |            |
| Help  | Show Al     |          |             |             |             |                         |            |            |

Simply select the card number from the drop list and select the appropriate status. Take note that an SMS Security code is required for this function.

| Card Cancellation for member  |
|---|
| Please select the card you wish to cancel from the listing provided then click "Submit" |
| Card Number   |
| Lost: C Stolen: C   |
| Please ensure you have your mobile phone with you if you are using SMS security.        |
| Please select your security option from the dropdown list                               |
| SMS - SMS04   |
| Your one time password may take up to 90 seconds to be delivered to your mobile phone.  |
|   |
| cancel  |
|   |

# Card Management continued

#### Activate Card

You can now activate your own issued Visa Debit Card and Redicard online. The card will activate in real time so as soon as you've activated it, it's ready to use!

To activate your new card, select Activate Card under the Maintenance tab on the left hand vertical menu.

| Qolick 13                              | olos: Jietern | al travefer | Esternal Tra    | nufers BPA       | Wine Accounts          | Security Settings |
|--|---------------|-------------|-----------------|------------------|------------------------|-------------------|
| Accounts                               | Show All      | 1           |                 |                  | - 1                    |                   |
| Transfers                              | Show Al       | 33          |                 |                  |                        |                   |
| BPAY                                   | Shon Ak       |             |                 |                  |                        |                   |
| View                                   | Show Al       | 6.0         |                 | 1                | 4                      |                   |
| SNS & Email Alerts                     | Show AL       | Begle       | for for MHL and | erity            |                        |                   |
| Security Settings                      | Show All      |             |                 |                  |                        |                   |
| Maintenance                            | Hede Alt      | -           | n frost tampe   |                  |                        |                   |
| <ul> <li>Change Contact Det</li> </ul> | ait.          |             |                 | subret           | canod                  |                   |
| Personal Settings                      |               |             |                 |                  |                        |                   |
| Change TA Cripto P                     |               |             |                 |                  |                        |                   |
| · Change Address                       |               |             | CD              | DAUDAR () 1885-1 | HILL BY NATIONE PTY LD | I. TertiBanking*  |
| <ul> <li>Activity Card</li> </ul>      |               |             |                 |                  |                        |                   |
| <ul> <li>Cast Care elation</li> </ul>  |               |             |                 |                  |                        |                   |
| Change Login Passw                     | ord           |             |                 |                  |                        |                   |
| Applications                           | Show Al       |             |                 |                  |                        |                   |
| and a state of the                     | Draw 41       |             |                 |                  |                        |                   |

Simply enter the card number and expiry date. Take note that an SMS Security code is required for this function.

| Activating pre issued card for member   |
|---|
| Enter your 16 digit Visa or Redicard number in the space outlined below then click "Submit" |
| Card Number   |
| Expiry Date (MM/YY)   |
| Please ensure you have your mobile phone with you if you are using SMS security.            |
| Please select your security option from the dropdown list                                   |
| SMS - SMS04   |
| Your one time password may take up to 90 seconds to be delivered to your mobile phone.      |
|   |
| cancel  |

# **Reference Field on Internal Transfers**

You can now enter reference text when making internal transfers. This field is not mandatory, but allows you to add a short narration to internal transfers for your own reference.

| Funds transfer internal        |                       |  |
|--------------------------------|-----------------------|--|
| From account:                  | 217317S1.1(My Holiday | Account) \$8,000.00  |
| To account:                    | 217317S1.4 (Leah)     | ×  |
| Amount:                        | 100.00                |  |
| Reference:                     | new field             |  |
| Pay Now                        | O Pay Later           |  |
| Due Date (First<br>Payment):   | 31/03/2011            | Frequency of Once Only Y   |
| Expiry Date<br>(Last Payment): | 31/03/2011            | <b>Option:</b> Enter NEVER to create a<br>permanent repeating item |

## **Open Savings Account Online**

You can now open additional savings accounts online (under the same member number) and transfer money from an existing account to make your opening deposit.

When opening a new account, the 'Open Savings Account' screen is very similar to the internal transfer screen.

| Open Savings Account |                                 | You will need to select a 'from account' for debiting the opening deposit. |
|----------------------|---------------------------------|--|
| From account:        | (My Holiday Account) \$7,900.00 |  |
| To account:          | S30 GOSaver 💌 🗲                 | The 'to account' drop list displays<br>an available listing of account     |
| Amount:              | 100.00                          | types that can be opened.  |
| Reference:           | GO SAVER                        | An account nickname can also be  |
| Nickname:            | HONG KONG A/C                   | entered at the time of opening.  |
|                      | submit clear                    |  |

Once the opening transfer has been processed, you will receive a receipt page. The account is then immediately available for use and displayed in your account listing.

|                  | \$10.00 available                             |
|------------------|---|
| 2                | <b>\$10.00</b> current<br>\$10.00 available   |
| - Visa Overdraft | <b>\$0.01</b> current<br>\$0.01 available     |
| Hong Kong A/c    | <b>\$100.00</b> current<br>\$100.00 available |
| <b>≥</b>         | <b>\$0.00</b> current<br>\$0.00 available     |

## Transaction Listing Download

NetBanking now supports the Open Financial eXchange (OFX) download format. To download a transaction listing into an OFX file type, simply select 'Download transactions' under the Maintenance Tab in the left hand vertical menu.

| Quick I   | loks: Joterna | Ingender | External Tran    | afers BPAY        | View Acza         | efecas      | Security | Settings |
|---|---------------|----------|------------------|-------------------|-------------------|-------------|----------|----------|
| Accounts  | Stow Al       | -        |                  |                   |                   |             |          |          |
| Transfers   | Show A8       |          |                  |                   |                   |             |          |          |
| BPAY  | Show All      |          |                  |                   |                   |             |          |          |
| View  | Show All      | -        |                  |                   |                   |             |          |          |
| SNS & Exual Alerts  | Shon AL       | Beglele  | e for the second | ity               |                   |             |          |          |
| Security Settings   | Show All      | 1        |                  |                   |                   |             |          |          |
| Maintenance   | Hede Alt      |          | Press surpre     | De la             |                   |             |          |          |
| <ul> <li>Change Contact De</li> <li>Personal Settings</li> <li>Downical transact</li> </ul> |               |          | 1                | subret            | cantol            |             |          |          |
| Change TA Crypto  | Password      |          | Cop              | vietre () 1997-24 | 11 by NetTeller P | Ty LDL Fact | BarRing* |          |
| <ul> <li>Change Address</li> </ul>  |               |          |                  | eter Beterhan     |                   |             |          |          |
| <ul> <li>Activity Land</li> <li>Card Caracilation</li> </ul>                                |               |          |                  |                   |                   |             |          |          |
| <ul> <li>Change Login Piesr</li> </ul>  | word          |          |                  |                   |                   |             |          |          |
| Another addresses   | three 44      |          |                  |                   |                   |             |          |          |
| - Characteria   | ALM 16        |          |                  |                   |                   |             |          |          |
| Help  | Show All      |          |                  |                   |                   |             |          |          |

Then select the account you wish to download a transaction listing for and select 'Open Financial Exchange' from the Format drop list.

| Download transactio | ns                            |
|---------------------|-------------------------------|
| From Date:          | oldest                        |
| To Date:            | newest                        |
| Transaction Type:   | All Types of Transactions 💌   |
| Account:            | (My Holiday Account)          |
| Format:             | Open Financial eXchange (OFX) |
|                     | submit clear                  |

This file can then be saved on your local computer hard drive for importing into 3<sup>rd</sup> party applications/software such as QuickBooks at a later stage.

## **Extended Transaction Search**

NetBanking now features an extended transaction search function which includes an 'Advanced Search' option.

This allows you to perform a transaction search using a minimum/maximum or specific dollar amount, to conduct a search by transaction reference text, within dates specified by you or within a pre-defined period.

The standard search capabilities are still supported by default and have been labelled 'Basic Search', so you can toggle between the two search options.

| Example of the Basic Search screen:<br>Switch to:-<br>ADVANCED SEARCH  | Simply click the button under<br>'switch to:' to change search<br>function.   |
|--|---|
| Oldest Date oldest       Newest Date newest         Select Account       Last         (My Holiday Account)       Image: Compare the second secon | <ul> <li>Filter</li> <li>All Types of Transactions GO &gt;&gt;&gt;</li> </ul> |
| Cheque Number to lookup  |   |
| Effective date Description   | Debits Credits Balance  |
| 30MAR11 16DEC10 IFR TO   | 100.00- 7,800.00  |

## Example of the Advanced Search screen:

| Switch to:-      |                     |              |                  |   |                             |  |
|------------------|---------------------|--------------|------------------|---|-----------------------------|--|
| BASIC S          | EARCH               | •            |                  |   |                             |  |
| Account          |                     | (My Holiday  | Account)         |   | ~                           | Choose pre-<br>defined time<br>period  |
|                  | Period:<br>Or date: | 。<br>←       | Last 365 days 👻  |   |                             | OR                                     |
| Search Using:    |                     | Start<br>End | oldest<br>newest |   | Select<br>date ar<br>own da | to download by<br>nd enter your<br>ate |
|                  | Amount:             | Min<br>Max   |                  |   | specifi                     | cations.                               |
|                  | Search for:         |              |                  | ] | G                           | 0 >>>                                  |
| Cheque Number to | lookup              |              | ≯                |   |                             |  |

## **Joint Signatories**

Modifications have been made to NetBanking to only apply '2 to sign' restrictions on particular accounts instead of across all accounts under the membership, as in previous versions. For example, only those accounts that have been flagged as '2 to sign' will require second signatory validation at the time of transaction. Please note that the second party to the account needs to be available to enter **their password** (as '2 to sign' accounts require two passwords in order to transact) on the floating keyboard at the time of transaction.

#### Sample 2 to sign account:

|                        |  | \$10.00 available  |  |
|------------------------|--|--|--|
| E Te                   | st Account (2 to sig   | m) \$1,700.00 current<br>\$1,700.00 available  |  |
| - Visa Overdraft       |  | \$0.01 current<br>\$0.01 available   |  |
|                        |  |  |  |
|                        | Confirm Fuesds Transfer Internal for   | Hember 217317  |  |
|                        | Prom account   |  |  |
|                        |  |  |  |
|                        | To account   |  |  |
|                        | To account<br>Amount   | \$700.00   |  |
|                        | To account<br>Amount<br>Reference:   | \$750.00<br>2 TO SIGN EXAMPLE  |  |
|                        | To account<br>Amount<br>Reference:<br>Please enter your Authorisa  | \$700.00<br>2 TO SIGN EXAMPLE<br>ation Password:   |  |
|                        | To account<br>Amount<br>Reference:<br>Please enter your Authorisa  | \$70.00<br>2 TO STORIESAMPLE<br>stion Password:  |  |
|                        | To account Amount Reference: Please enter your Authorisa   | ston Password:   |  |
|                        | To account Amount Reference: Please enter your Authorisa   | s700.00<br>2 TO SIGN EXAMPLE<br>ation Password:  |  |
| 1 2                    | To account<br>Amount<br>Reference:<br>Please enter your Authorisa  | s700.00<br>2 TO SIGN EXAMPLE<br>ation Password:  |  |
| 1 2<br>ear q           | To account<br>Amount<br>Reference:<br>Picase enter your Authorisa<br>3 4 5 6 7 8 9 0<br>W 9 r t y u i o                    | s700.00<br>2 TO SIGN EXAMPLE<br>ation Password:<br>Click to drag <sup>stril</sup> carcal   |  |
| 1 2<br>lear q<br>aps a | To account<br>Amount<br>Reference:<br>Picase enter your Authorisa<br>3 4 5 6 7 8 9 0<br>w e r t y u i o<br>s d r g h j k 1 | F700.00 2 TO SIGN EXAMPLE  ation Password:  Click to drag  T    |

## **Conclusion**

Queenslanders is proud to have launched the updates detailed in this document, and we sincerely hope the changes we've made enrich your internet banking experience and meet your needs.

As always, Queenslanders values your feedback, so feel free to drop us a line! Let us know what you like (and think still needs improvement) about NetBanking by calling 1800 QLDERS or log on to our Facebook page – facebook.com/QueenslandersCU

