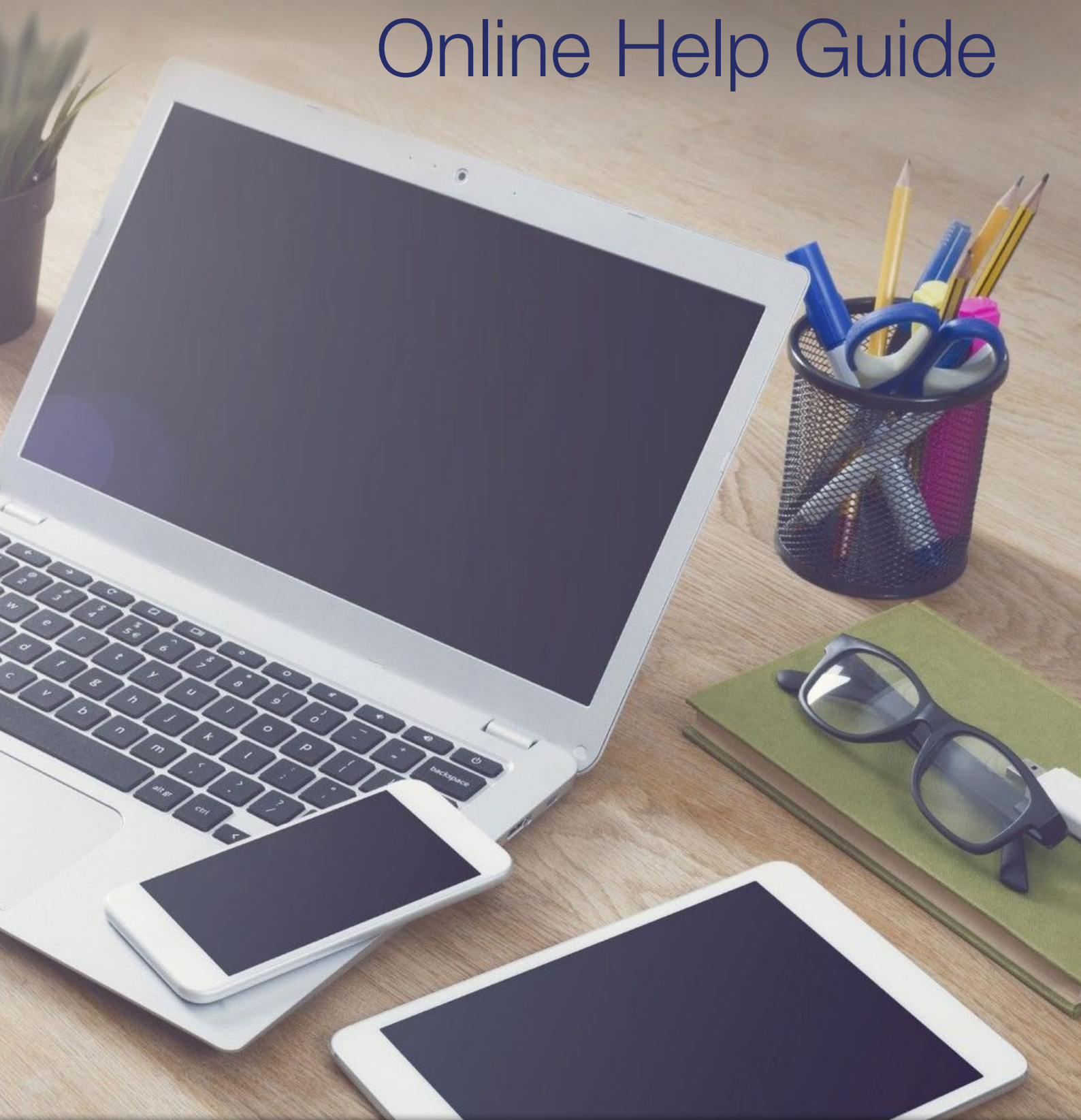


# Online Help Guide



An instruction guide to navigating ANFIN Online.

**Anfin**  
Anglican Financial Services



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# General Information

## Register for ANFIN Online

You can register for ANFIN Online at any time by completing an ANFIN Online Application form.

To access the form visit our website at <http://anfin.com.au/anfin-online-register/> or call ANFIN on 07 3835 2355.

Once registered, you will receive a welcome letter with instructions on how to Log In for the first time.

## To access ANFIN Online:

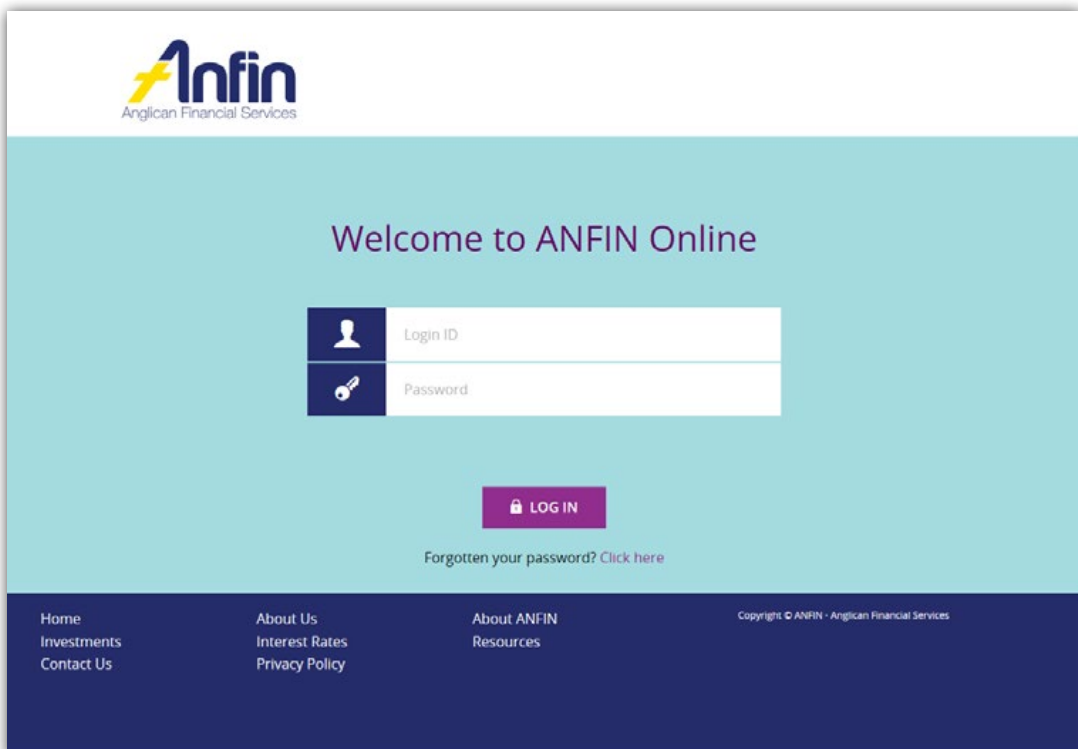
1. Go to [www.anfin.com.au](http://www.anfin.com.au).
2. Click on ANFIN Online – Connect Direct button.



Once on the Welcome to ANFIN Online page, select the ANFIN Online – Click here to access your ANFIN Online accounts button.



3. Then enter Log In details.





**Please Note:** First time users will be asked to read and acknowledge the ANFIN Terms & Conditions.

## Creating first time password

ANFIN will notify you, via mail, of your Login ID and instructions on how to set up your ANFIN Online service for the first time.

When logging in for the first time, you will be required to choose a new password.

Your new password:

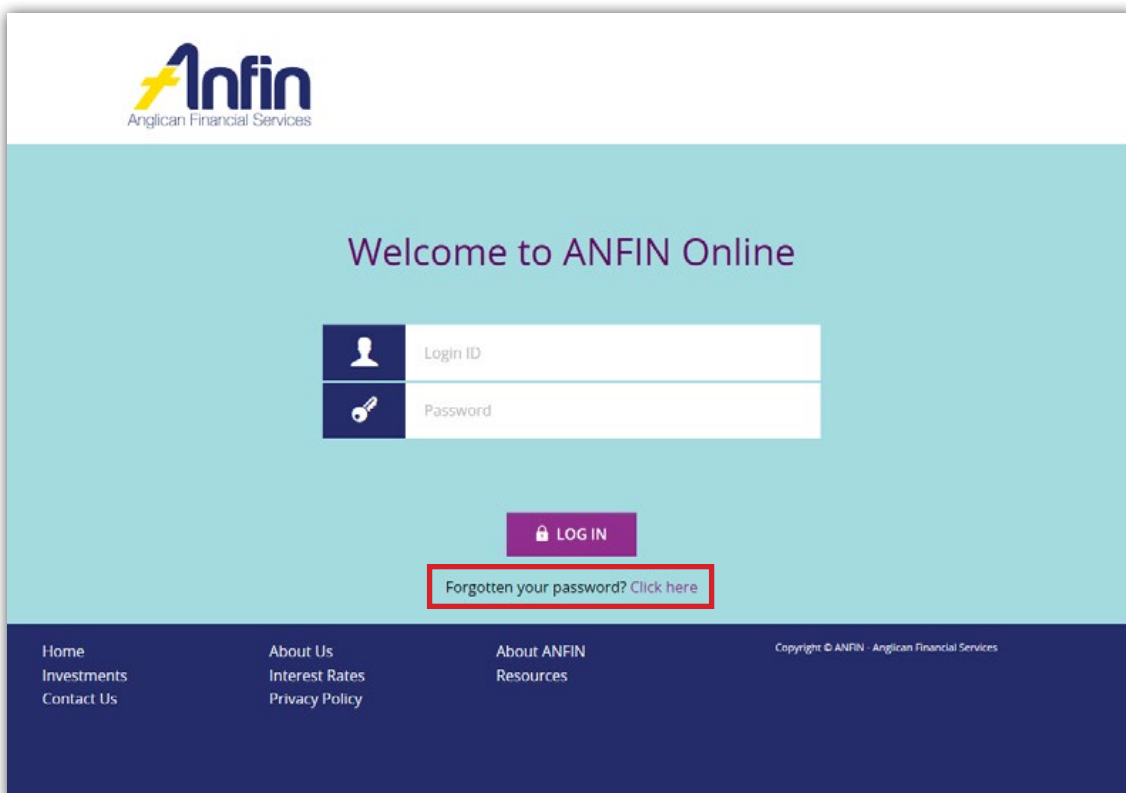
- ✓ Must be between 8 and 16 characters long
- ✓ Must contain both upper and lower case letters and numbers
- ✓ Should be different to your previous 5 passwords
- ✓ Must contain 1 special character @\$%!^&\*+=
- ✓ Should not contain part of your name or your date of birth
- ✓ Must not contain your client number.

## Resetting your ANFIN Online Password

If you've forgotten your password you can use the reset password function found on the ANFIN Online Log In page.

**Note:** To use this service you must have a mobile phone number registered with ANFIN. If you haven't provided ANFIN with your mobile number call us on 07 3835 2355.

1. Click the 'Forgotten your password' link under the Log In button.





2. Complete your ANFIN member number and personal details in the relevant fields.
3. Click 'Next' to be taken to a confirmation screen.

**Forgot Password**  
Please use the form below to reset your password

Member Number	
First Name	
Last Name	
Date Of Birth	DD/MM/YYYY
Email	

**CANCEL** **NEXT**

The system matches your details and verifies your identity.

4. Select 'Reset' and then 'Log In'.

**Forgot Password**  
Please use the form below to reset your password

Once you have confirmed all details are correct, click the 'Reset' button to reset your password. You will be issued with a temporary password via SMS and you will be required to change your password on your next login.

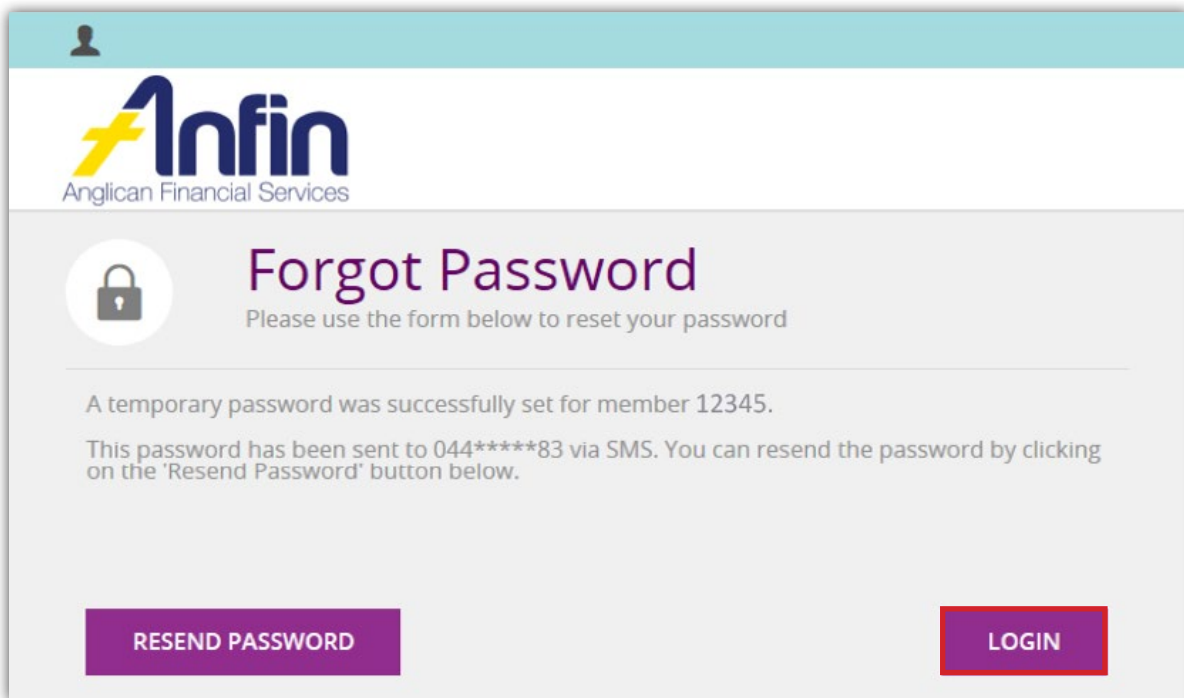
MEMBER NUMBER	12345
FIRST NAME	John
LAST NAME	Sample
DATE OF BIRTH	01/01/1970
EMAIL	jsample@anglicanchurchsq.org.au

**BACK** **RESET**



You'll receive an SMS to your registered mobile number containing your temporary password. If you have not received it within 5 minutes please call us on 07 3835 2355.

5. Select 'Log In'.



**Your new password:**

- ✓ Must be between 8 and 16 characters long
- ✓ Must contain both upper and lower case letters and numbers
- ✓ Should be different to your previous 5 passwords
- ✓ Must contain 1 special character @\$%!^&\*+=
- ✓ Should not contain part of your name or your date of birth
- ✓ Must not contain your client number.

6. Enter the temporary password, your new password and confirm your new password and then select 'Change Password'.

**ANFIN**  
Anglican Financial Services

## Change Password

Password change required.

**Your new password:**

- Must be between 8 and 16 characters long
- Must contain both upper and lower case letters and numbers
- Should be different to your previous 5 passwords
- Must contain 1 special character @\$%!^&\*+=
- Should not contain part of your name or your date of birth
- Must not contain your client number

Current Password

New Password

Confirm Password

**CHANGE PASSWORD**

Once the password has been changed, select 'Continue' to navigate to the 'Welcome Page'.

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## Change Password

Password has been changed successfully! John Sample - 12345

**CONTINUE**

Home  
Investments  
Contact Us

About Us  
Interest Rates  
Privacy Policy

About ANFIN  
Resources

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## Security Tips

ANFIN Online uses industry-standard encryption to keep you safe online.

However, there are many ways you as the user can protect yourself from fraudulent transactions occurring on your account.

We suggest protecting your computer by ensuring:

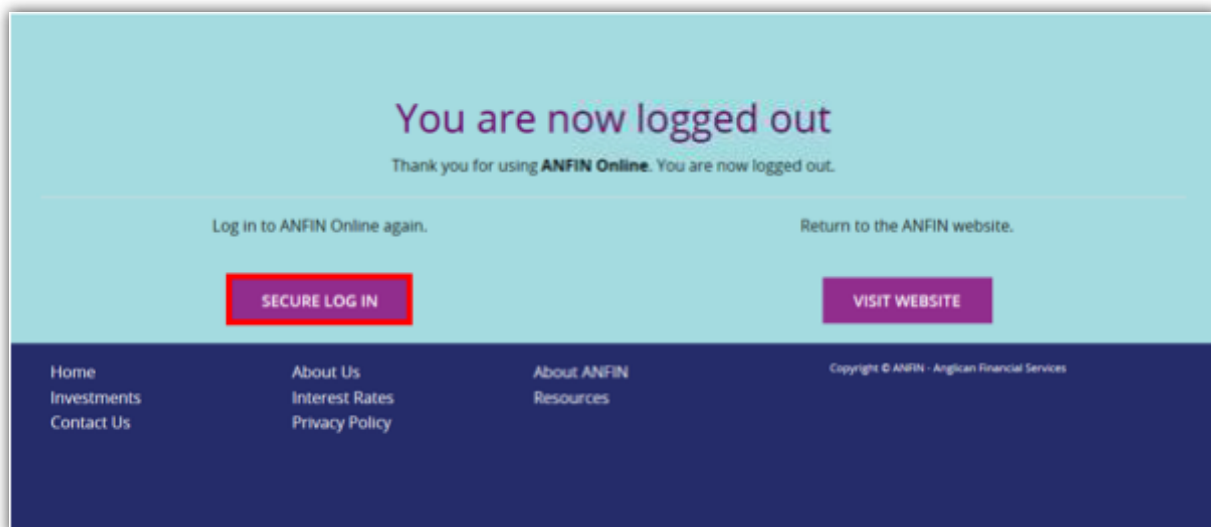
- ✓ Your internet browser is updated to the latest version i.e. Internet Explorer or Google Chrome. Most browser updates are available free online;
- ✓ The software on your computer is kept up-to-date; and
- ✓ You use a reliable and reputable antivirus and firewall software to regularly check your computer system for malicious software (malware).

We suggest protecting yourself by ensuring you:

- ✓ Change your password regularly (at least every 90 days);
- ✓ Don't use passwords which could be easily guessed – such as your name, date of birth, telephone number or repeated numbers or sequences e.g. 1111, 1234;
- ✓ Never save or store your Log In name and/or password on your personal computer;
- ✓ Should not divulge your Log In and/or password to any person or allow any person to watch you enter or hear your password; and
- ✓ If for any reason you believe that the security of your account may have been compromised, change your password immediately by using the Reset Password link found on the ANFIN Online Log In page.

**Please note:** ANFIN Online will automatically end your session after 10 minutes of inactivity, after which that time you will be directed to the ANFIN Online Log In page.

To Log In again, click the 'Secure Log In' button.





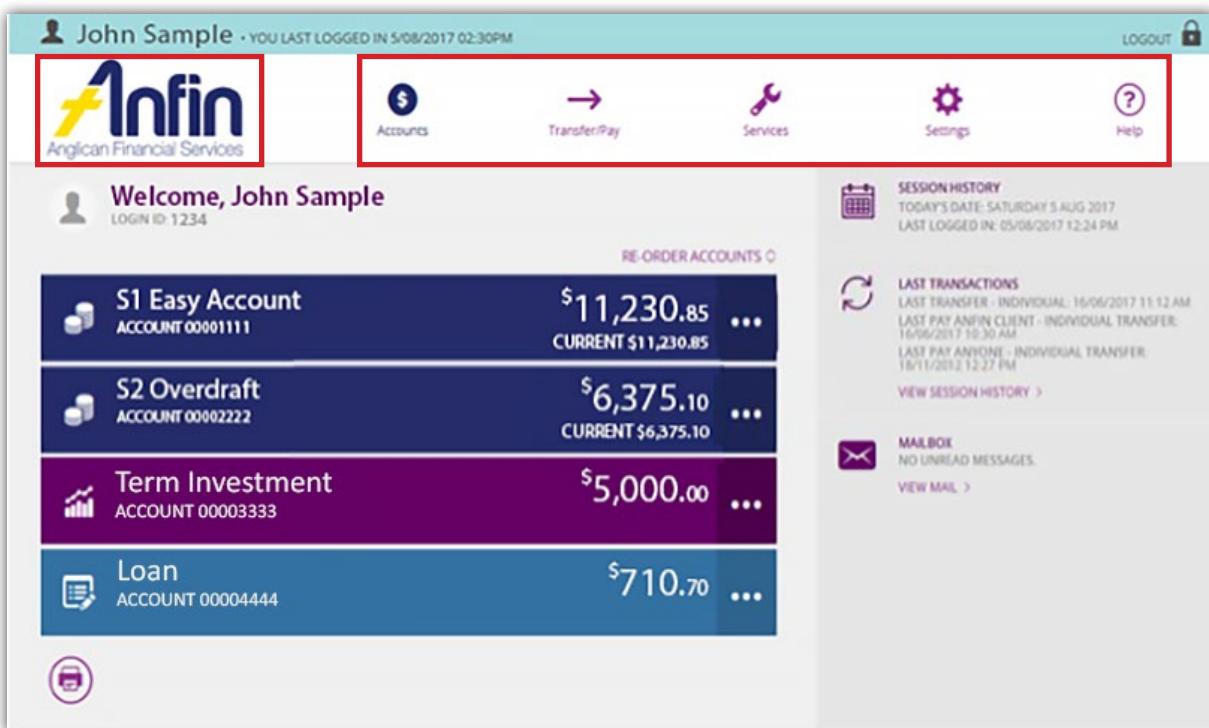
## Navigating ANFIN Online

The navigation menu is expandable and contains 5 sections:

- ✓ Accounts;
- ✓ Transfer/Pay;
- ✓ Services;
- ✓ Settings; and
- ✓ Help.

If you click any of the options available a sub-menu will display below the option you have selected.

If at any time you would like to return to the Home page, click the ANFIN logo at the top left hand of screen.



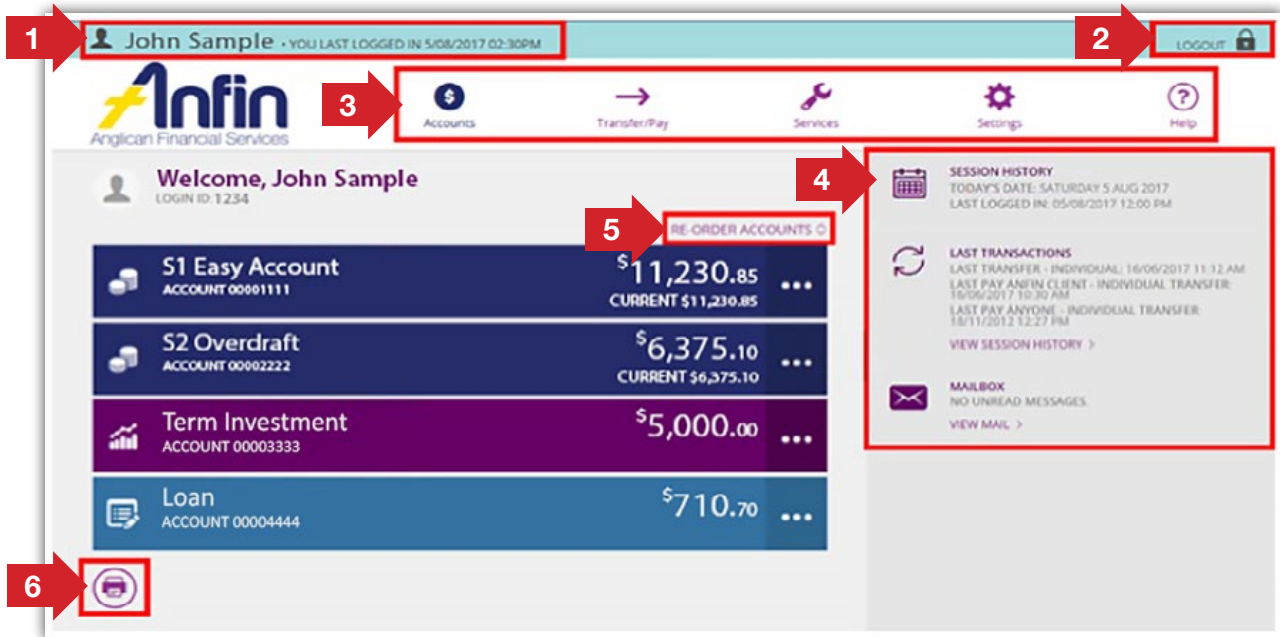
The 3 dot symbol, also known as a horizontal ellipsis, is used throughout ANFIN Online to indicate more options available with the particular function. It will generally expand the existing field on the page already displayed.



# Accounts

## Balances

When you Log In to ANFIN Online, the Home page will display also known as the Account Balances page.



1. **Your name** and the **last time you logged in**.
2. **The Logout button**.
3. **The navigation menu:** this allows you to visit all sections within ANFIN Online.
4. **Information panel:** this displays your session history along with today's date, the date you logged in last, batches awaiting approval, the last funds transfer you performed and whether you have any new Secure Messages (refer to Services Secure Mail for more information).
5. **Reorder Accounts icon:** this allows you to change the order in which your accounts are displayed on the home page.
6. **Print icon:** lets you print the dashboard for your records.



John Sample - YOU LAST LOGGED IN 5/08/2017 02:30PM

Accounts Transfer/Pay Services Settings Help

Welcome, John Sample  
LOGIN ID: 1234

RE-ORDER ACCOUNTS

S1 Easy Account ACCOUNT 00001111	\$11,230.85 CURRENT \$	...
S2 Overdraft ACCOUNT 00002222	\$6,375.10 CURRENT \$6,375.10	...
Term Investment ACCOUNT 00003333	\$5,000.00	...
Loan ACCOUNT 00004444	\$710.70	...

SESSION HISTORY  
TODAY'S DATE: SATURDAY 5 AUG 2017  
LAST LOGGED IN: 05/08/2017 12:24 PM

LAST TRANSACTIONS  
LAST TRANSFER - INDIVIDUAL: 16/06/2017 11:12 AM  
LAST PAY ANFIN CLIENT - INDIVIDUAL TRANSFER: 16/06/2017 10:30 AM  
LAST PAY ANYONE - INDIVIDUAL TRANSFER: 18/11/2012 12:27 PM  
VIEW SESSION HISTORY >

MALBOX  
NO UNREAD MESSAGES.  
VIEW MAIL >

1. **Account information:** the account details show your account name and account number.
2. **Account Expansion:** this button will expand the corresponding account to provide more information and options specific to that account (refer below for more information).
3. **Balances:** this shows your current and available balance.

By clicking the Account Expansion button you will see icons allowing you quick access to internal and external transfers as well as BPAY.

S1 - Easy Access  
ACCOUNT 00001111

\$11,230.85  
CURRENT \$11,230.85

ACCOUNT OWNERS    UNCLEARED FUNDS    CREDIT LIMIT    INTEREST EARNED    INTEREST PAID

A ANGLICAN    \$3,200.00    NONE    \$102.20    \$0.00  
PARISH

DATE	DESCRIPTION	AMOUNT
27/07/2017	EXT TFR - NET# 3347496 TO 12345678 R. JONES 167 EAGLE STREET	-\$500.00
22/07/2017	TRANSFER TO SAV00005678 NET#3347491	-\$500.00
21/07/2017	TRANSFER TO SAV00005678 NET#3347486	-\$5.00
20/07/2017	TRANSFER JULY POWER FROM SAV00001234 NET#3347481	\$5.00
20/07/2017	TRANSFER RENT FROM SAV00001234 NET#3347476	\$40.00
20/07/2017	TRANSFER PAY FROM SAV00001145 NET#3347471	\$50.00
20/07/2017	TRANSFER RAFFLE FROM SAV00001234 NET#3347456	\$5.00

1. **Account Owners:** names of those who own the account.
2. **Uncleared Funds:** shows cheque amounts deposited but not yet cleared (usually less than three working days).
3. **Credit Limit:** advises any limitation on the funds available.
4. **Interest Earned and Interest Paid:** interest details on the account for the financial year to date.



## Uncleared funds

A difference between your current and available balance can occur due to uncleared cheque deposits on your account.

ACCOUNT OWNERS	UNCLEARED FUNDS	CREDIT LIMIT	INTEREST EARNED	INTEREST PAID
A ANGLICAN PARISH	\$3,200.00	NONE	\$102.20	\$0.00

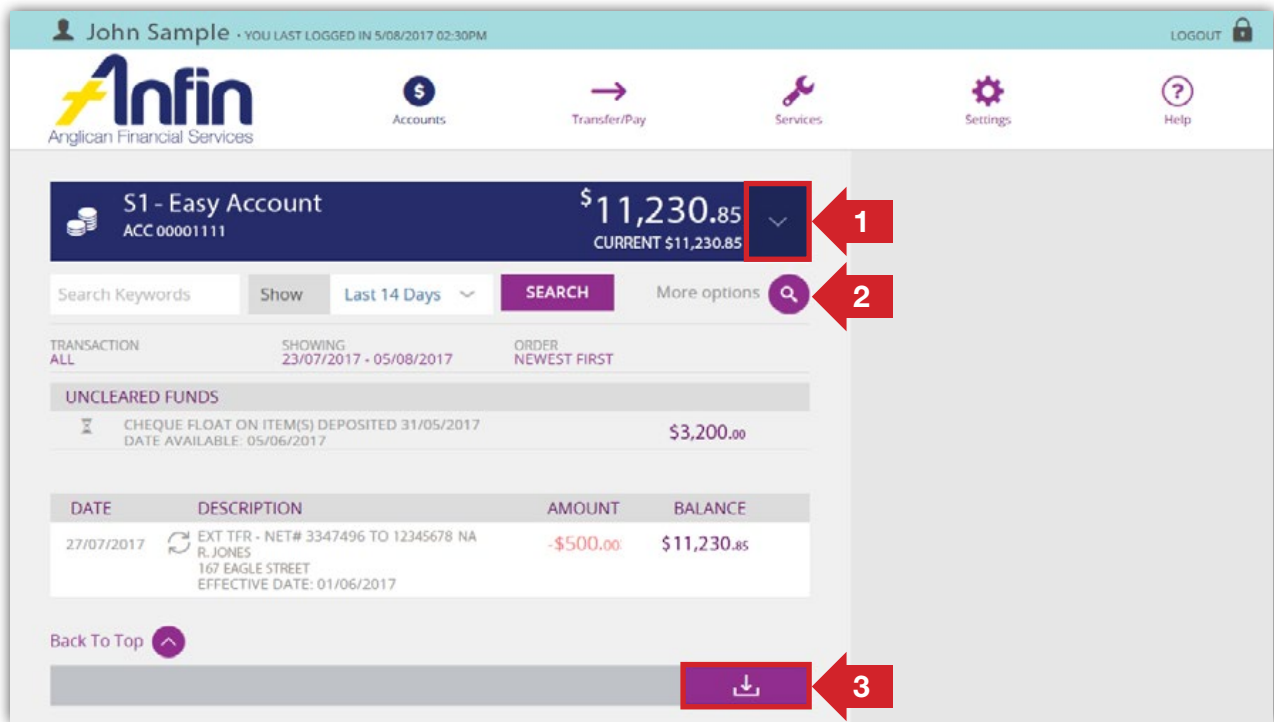
To see a list of your uncleared funds click the 'Uncleared Funds' link highlighted above.

UNCLEARED FUNDS	
CHEQUE FLOAT ON ITEM(S) DEPOSITED 31/05/2017 DATE AVAILABLE: 05/06/2017	\$3,200.00

You can always return to the Accounts page by selecting the 'Accounts tab' on the top of the screen then 'Balances' or by clicking the ANFIN logo in the top left hand corner.

## Transaction History

To view your account transaction history, select the 'Accounts tab' from the navigation menu, then 'History' from the drop down menu. Alternatively from the Home page click on the 'Account Name'.



By default the last 14 days of transactions are displayed. To view more transactions:-

1. Click the down arrow to view a list of all your accounts and from here you can choose which account history to view.
2. You can use the search bar to look for keywords or change the number of days displayed. You can also click the magnifying glass to access the advanced search functions.
3. To download the displayed transactions into various formats, or to print the transactions, click on the download icon at the end of the transactions, then select from the options displayed. Available download formats include .xls, .csv, and .gif.

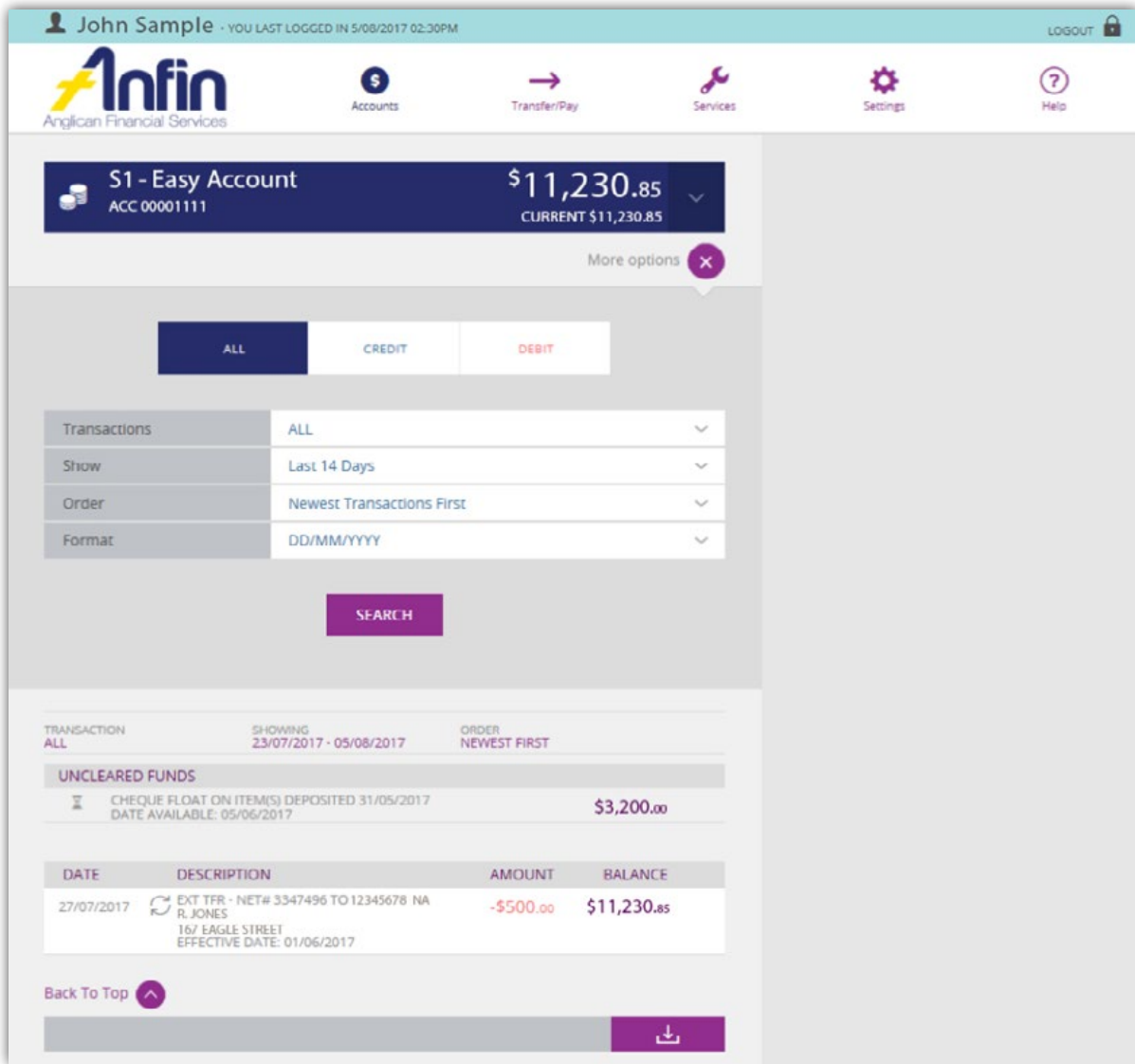
This expanded view will show the 10 most recent transactions that you've performed in the last 30 days.

For more detailed information, or to view more transactions, click on the account name or the 'History' button in the slide-out navigation menu.

## Advanced Search Function

The advanced search function allows you to search your transaction history by selecting Credits or Debits or by using the dropdown boxes to select transaction type e.g. Internet only, Transfer only, Amount or Cheque Number. You can also change the order in which your transactions are displayed and the date format.

Once you make your advanced search selection then click 'Search'.

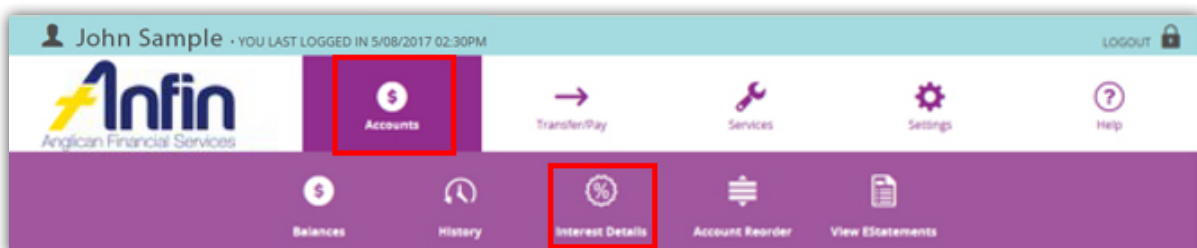


**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.

## Interest Details

On this page you will find your account interest details for current financial year, as well as the previous financial year.

To access select 'Accounts' from the Navigation Menu bar then click on 'Interest Details' icon.



Interest details will be displayed in the following format:



The screenshot shows the ANFIN user interface for John Sample. At the top, it displays the user's name and login time. Below the ANFIN logo, there are navigation icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area is titled "Interest Details" and includes a note about interest YTD. It features two summary boxes for financial years: "FINANCIAL YEAR TO DATE 2017/18" (1 JUL 2017 - 5 AUG 2017) and "PREVIOUS FINANCIAL YEAR 2016/17" (1 JUL 2016 - 30 JUN 2017). A table below shows interest earned and paid for various accounts, with a total row at the bottom.

ACCOUNT	EARNED	PAID	TAX
S1 - EASY ACCESS 00001111	-	-	-
TOTAL	-	-	-

**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.

## Account Reorder

You can change the order in which your accounts are displayed on the Home page by selecting 'Accounts' in the Navigation Menu then 'Account Reorder' icon.

This screenshot shows the "Accounts" menu in the ANFIN interface. The "Accounts" icon in the top navigation bar is highlighted with a red box. Below it, in the bottom navigation bar, the "Account Reorder" icon is also highlighted with a red box.

From here simply click the icon to the right hand side of the account balance and drag and drop your accounts into your desired order. Once you are happy with the account order click 'Save'.

This screenshot shows the "Account Reorder" screen in the ANFIN interface. It lists four accounts with their current balances and reorder icons (three horizontal lines) on the right side. The reorder icon for the "S1 Easy Account" is highlighted with a red box. A "SAVE ORDER" button is located at the bottom of the screen.

S1 Easy Account ACCOUNT 00001111	\$11,230.85 CURRENT \$11,230.85	[Reorder Icon]
S2 Overdraft ACCOUNT 00002222	\$6,375.10 CURRENT \$6,375.10	[Reorder Icon]
Term Investment ACCOUNT 00003333	\$5,000.00	[Reorder Icon]
Loan ACCOUNT 00004444	\$710.70	[Reorder Icon]





## eStatements

eStatements are a convenient way to view your monthly statements online rather than receiving them by mail. In most cases, eStatements are received by the 3rd business working day of the month. ANFIN will send an email notification when your statement is ready to view.

## eStatements Management

Users can self-serve the management of eStatements via their ANFIN Online account.

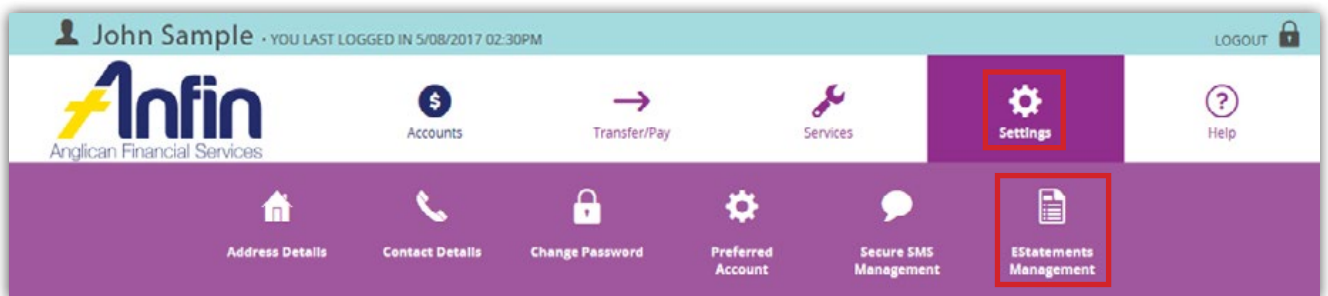
**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the EStatements Management page.

The screenshot shows the ANFIN Online account interface. At the top, it displays the user's name 'John Sample' and the last login time '5/08/2017 02:30PM'. Below this is the ANFIN logo and a navigation menu with icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area features a 'Secure SMS Validation' warning box with an exclamation mark icon. The text inside the box reads: 'This option requires Secure SMS validation. If you wish to proceed, simply click on 'Request SMS Code'. You will receive SMS message containing an SMS code. Please enter the SMS code received and proceed with your action.' Below the text is a form with a 'Phone Number' field containing 'Mobile: 1234567891' and a dropdown arrow. There are two buttons: a purple 'REQUEST SMS CODE' button and a grey 'VALIDATE' button.

However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

To register for eStatements:

1. Select 'Settings' in the Navigation Menu then 'EStatements Management'.



2. From the action drop down box, ensure 'Register' is selected and check the box titled 'I have read and accept the Terms & Conditions'.

I Want To	Register
Send To	Home Email Address
Home Email	jsample@gmail.com.au
Work Email	jsample@anglicanchurchsq.org.au

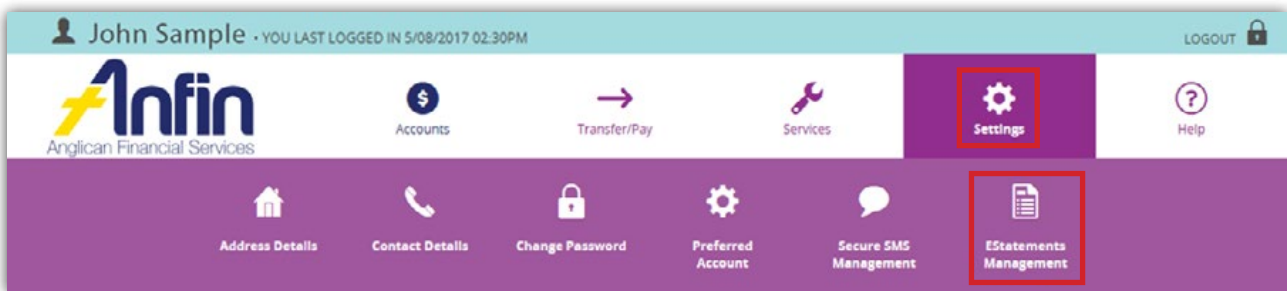
I have read and accept the Terms & Conditions

SAVE

3. Then select 'Save'.

To update your details:

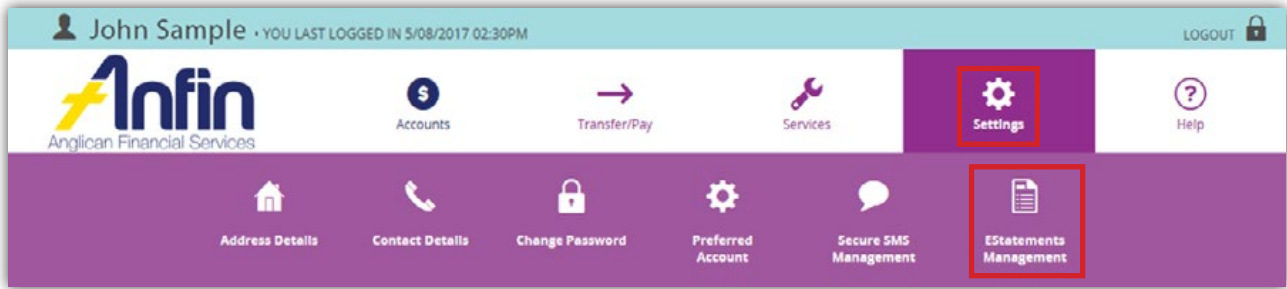
1. Select 'Settings' in the Navigation Menu then 'EStatements Management'.



2. From the action drop down box, select 'Update my Details' and then 'Save'.

I Want To	Update my Details
Send To	Home Email Address
Home Email	jsample@gmail.com.au
Work Email	jsample@anglicanchurchsq.org.au

SAVE



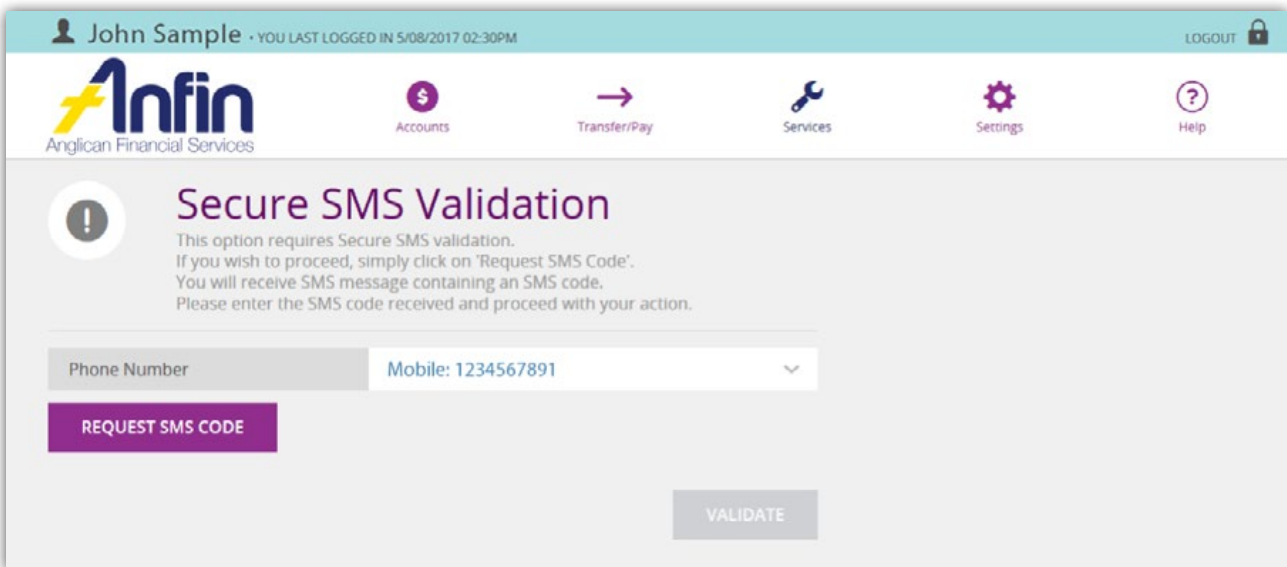
To deregister your eStatement account:

1. Select 'Settings' in the Navigation Menu then 'EStatements Management'.
2. From the action drop down box, select 'Deregister' and then 'Save'.

## View eStatements

Monthly ANFIN statements are available to be downloaded, saved to your computer and printed.

**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the View EStatements page.



However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

To view eStatements:

1. Select 'Accounts' from the Navigation Menu then the 'View EStatement' icon.





- To view the most recent statements click on either 'View' or the statement date range, and a PDF version of your statement will open.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Accounts Transfer/Pay Services Settings Help

## View eStatements

Type: All

Order: [dropdown]

Date Range: dd/mm/yyyy [calendar] dd/mm/yyyy [calendar]

EStatement No. [input]

SEARCH

STATEMENTS	NUMBER	TYPE	ACTIONS
01/05/2017 - 31/05/2017	221		VIEW
01/05/2017 - 31/05/2017	21		VIEW
01/05/2017 - 31/05/2017	10		VIEW

- To search for older statements, use the search fields and enter the details of the statement you wish to download/print.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Accounts Transfer/Pay Services Settings Help

## View eStatements

Type: All

Order: [dropdown]

Date Range: dd/mm/yyyy [calendar] dd/mm/yyyy [calendar]

EStatement No. [input]

SEARCH

STATEMENTS	NUMBER	TYPE	ACTIONS
01/05/2017 - 31/05/2017	221		VIEW
01/05/2017 - 31/05/2017	21		VIEW
01/05/2017 - 31/05/2017	10		VIEW

Then select 'Search'.

- From the result select the relevant statement by clicking on either 'View' or the statement date range, and a PDF version of your statement will open.

**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.

# Transfer/Pay

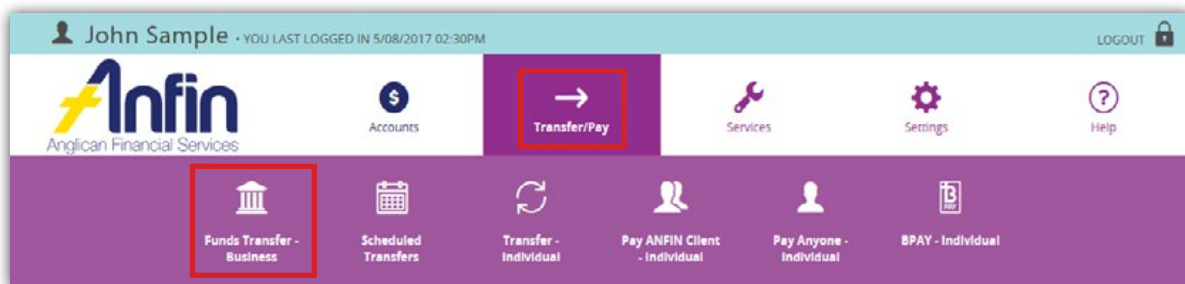
## Funds Transfer - Business

ANFIN Investments that are two to sign will be required to process transactions through Funds Transfer – Business. You will be able to do the following transactions through Business Banking:

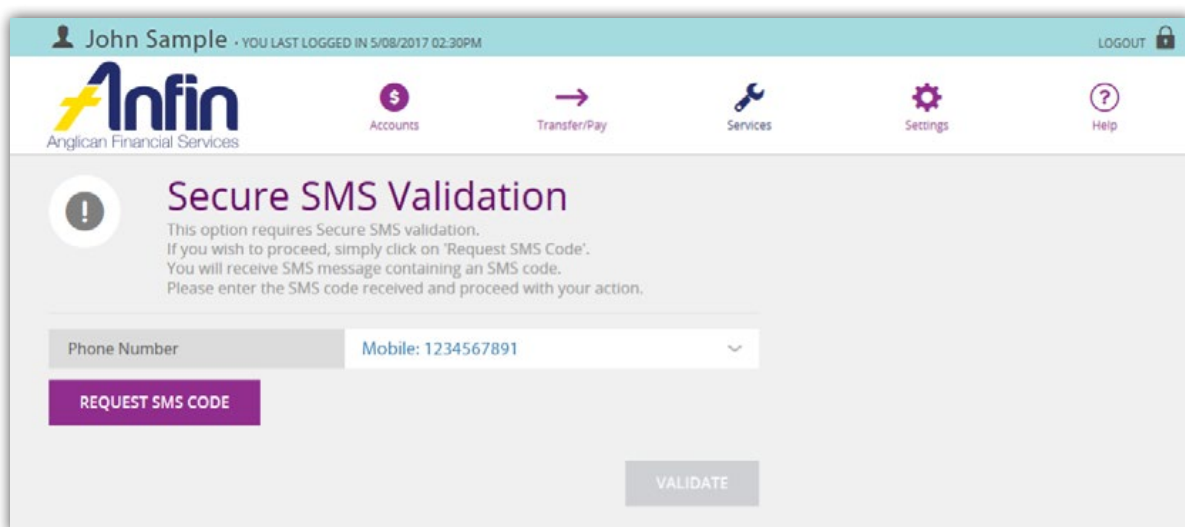
- ✓ **Create a New Batch** – to generate a brand new batch
- ✓ **Upload Cemtex File** – to import a batch from an accounting package
- ✓ **Edit a Batch** – to change the details of a batch
- ✓ **Approve a Batch** – this allows the second authority to approve a batch
- ✓ **Delete a Batch** – to delete a batch or batch data (this does not stop a processed batch)
- ✓ **View Batch/History** – to see batch details and history

The Business Banking Home page displays a batch history detailing information such as Batch Name, Debit Account and status of the batch.

To view your batch history select 'Transfer/Pay' in the Navigation Menu then 'Funds Transfer – Business'.



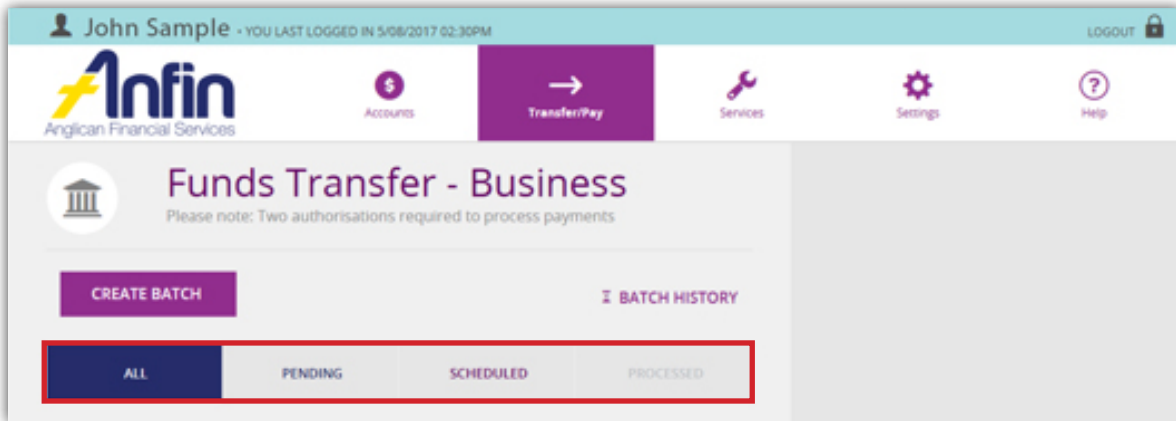
**Please note:** As part of our security protocols you will be asked to enter an SMS code upon entering the Funds Transfer - Business page.



However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.



You can view all batch status by clicking one of the four tabs available: All, Pending, Scheduled or Processed.



Clients who nominated to receive email notifications for Business Banking (see Notification Section of this help guide) will receive two email notifications in relation to Business Banking transactions.

- ✓ **Business Banking Batch Schedule Confirmation Advice** when the batch is submitted for processing. This email contains details of the batch transactions and the scheduled date of the batch.
- ✓ **Batch Processing Status Advice** when the batch is processed. This email contains the results of the transactions that were submitted in the batch and the date the batch was processed. If transactions fail within your batch, the failure reason will be stated accordingly.

**Please note:**

1. On the Business Banking Home page the failed batch transactions are listed after all the successful transactions.
2. Batch transactions will fail with reason 'System Error -1' if the debit or credit account (for internal transfers) has been closed or the account cannot process debits i.e. status 'No debits allowed'.
3. We strongly recommend you activate Business Banking email notifications prior to creating a batch for the first time. This will enable you to see why a transaction has failed.

## Failed Transactions

To investigate a failed batch:

1. Go to the email address for which you are receiving email notifications;
2. Search for email titled 'ANFIN Batch Processing Status' and print;
3. Highlight transactions that were not accepted. Depending on the reason for failure (transaction exceeds limit, insufficient funds) then follow the 'Edit Batch' steps to correct the transaction and redo.

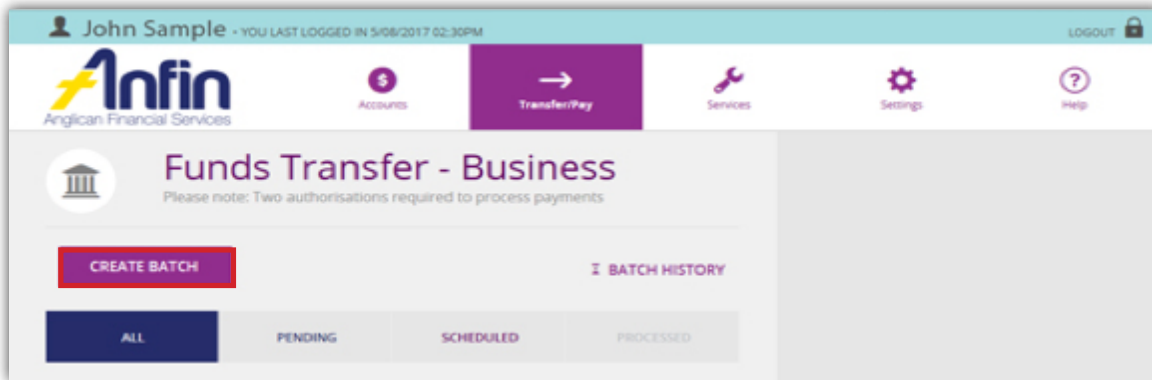
There are four types of fund transferring options when processing batch payments:

- ✓ **Transfer** – Transfer funds to a linked ANFIN account
- ✓ **ANFIN Client** – Transfer funds to another ANFIN client's account  
*Please note:* only the first three letters of another ANFIN client's Member Name is required for the Account Name field. For example, South Brisbane Anglican Parish would require SOU in Account Name field.
- ✓ **Anyone** – Transfer funds to an external account
- ✓ **BPAY** – Transfer funds using an invoice with BPAY details

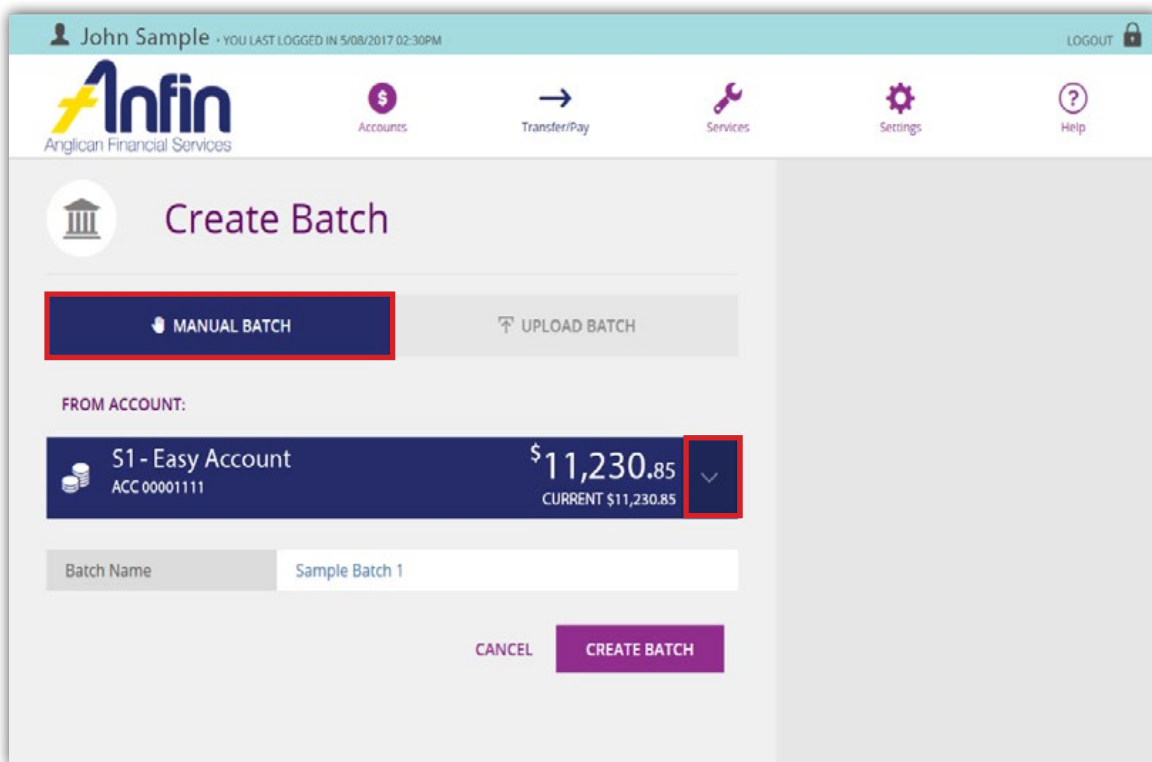


## Transfer funds to a linked ANFIN account

1. Click on 'Create Batch' from the Business Banking Home page.

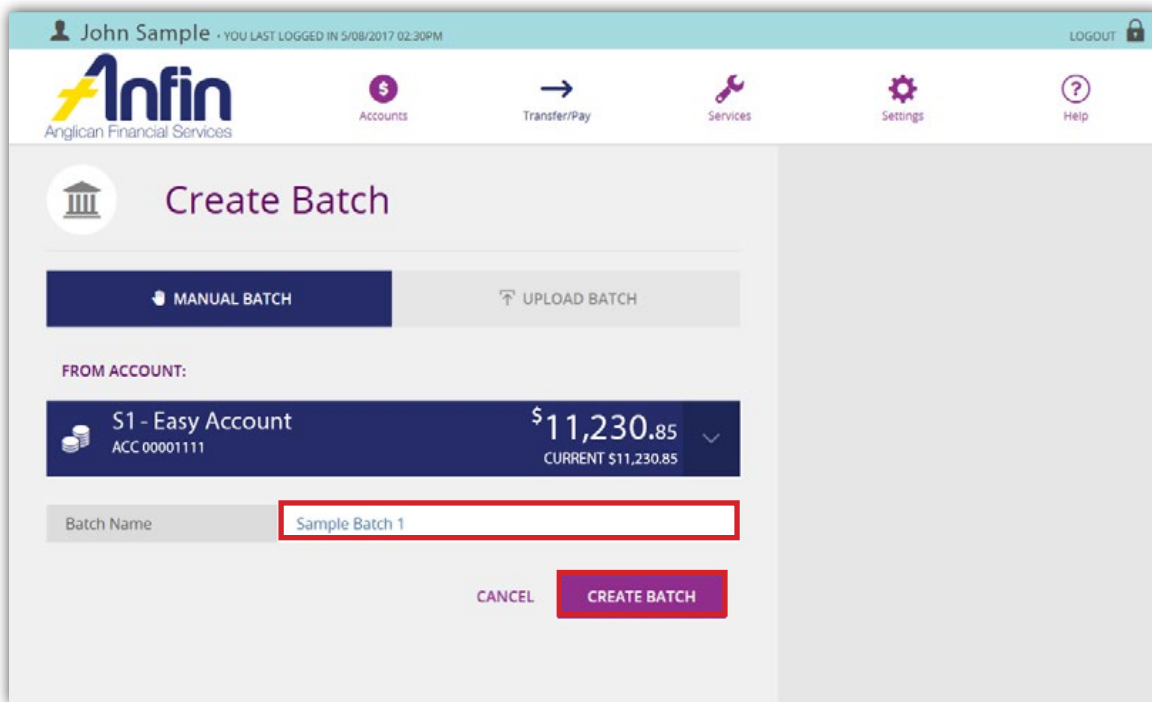


2. Select 'Manual Batch' tab, the downward arrow and from the drop down list select the 'From Account'.



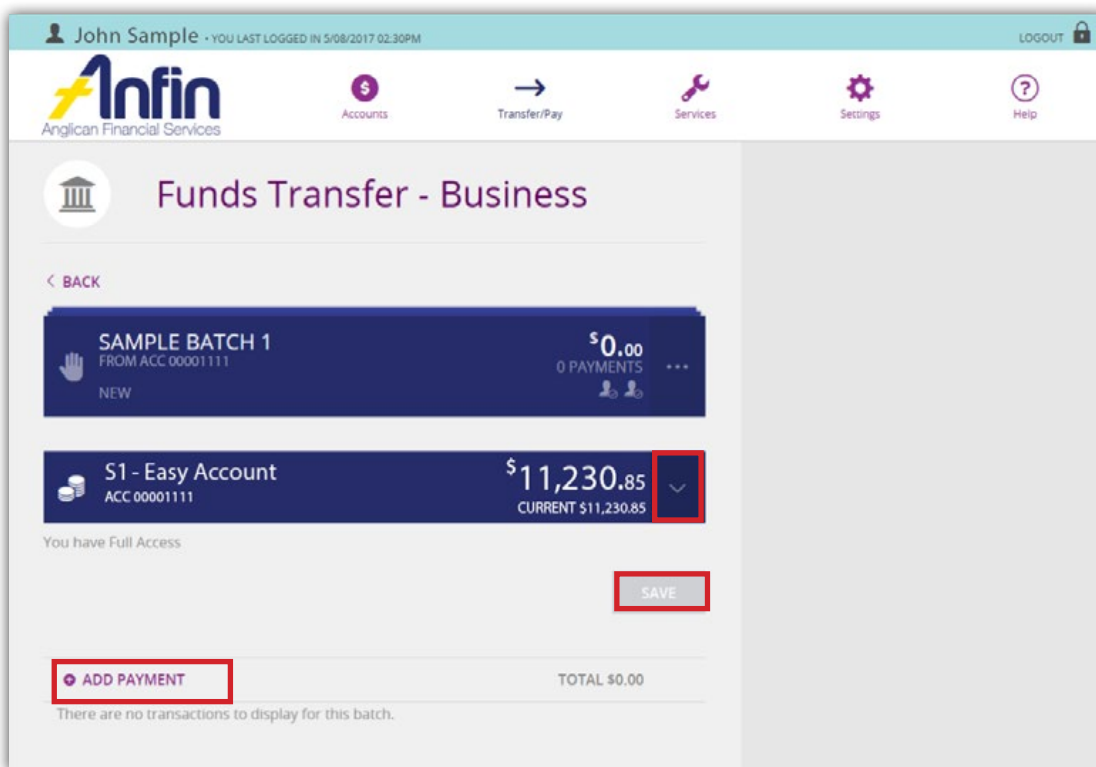


3. Enter the name of the batch in the Batch Name field.
4. Click 'Create Batch'.



If after you have clicked 'Create Batch' and the 'From Account' is wrong, use the downward arrow. From the drop down list re-select the 'From Account', then select 'Save'.

5. Select 'Add Payment'.







6. Select 'Transfer' as the transaction type from list provided.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

LOGOUT

Accounts Transfer/Pay Services Settings Help

## Funds Transfer - Business

< BACK

**SAMPLE BATCH 1**  
FROM ACC 0001111 **\$0.00**  
NEW 0 PAYMENTS

**S1 - Easy Account**  
ACC 00001111 **\$11,230.85**  
CURRENT \$11,230.85

You have Full Access

SAVE

ADD PAYMENT TOTAL \$0.00

TRANSFER ANFIN CLIENT ANYONE BPAY

There are no transactions to display for this batch.

7. Click the downward arrow to select the 'To Account' from the drop down list.
8. Enter the transfer 'Reference' details and 'Amount' in the fields provided.
9. Select 'Create Transfer'.

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LOGOUT

Accounts Transfer/Pay Services Settings Help

## Transfer

Create transfer to your own account and add it to batch. MORE INFORMATION

FROM S1 - Easy Access  
00001111

Working Capital  
ACC 00003333 **\$5,000.00**  
CURRENT \$5,000.00

Reference Rent

Amount \$ 250.00

BACK TO BATCH CREATE TRANSFER



10. You will be asked to confirm the details. If details are incorrect, select 'Edit Payment'. Otherwise select 'Confirm'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

LOGOUT

**Anfin**  
Anglican Financial Services

Accounts   Transfer/Pay   Services   Settings   Help

## Transfer

Create transfer to your own account and add it to batch. [MORE INFORMATION](#)

FROM	S1 - Easy Access 00001111
TO	Working Capital 00003333
REFERENCE	RENT
AMOUNT	\$250.00

[< EDIT PAYMENT](#)   [CONFIRM](#)

11. The following message will appear confirming the transaction was successfully added to the batch.
12. Click 'Back to Batch' if additional transfers are needed. Otherwise navigate your way back to the Business Banking Home page.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

LOGOUT

**Anfin**  
Anglican Financial Services

Accounts   Transfer/Pay   Services   Settings   Help

## Transfer

Create transfer to your own account and add it to batch. [MORE INFORMATION](#)

TRANSACTION WAS SUCCESSFULLY ADDED TO THE BATCH.

FROM	S1 - Easy Access 00001111
TO	Working Capital 00003333
REFERENCE	RENT
AMOUNT	\$250.00

[BACK TO BATCH](#)



13. Select the 'All' tab and under the heading 'Unscheduled Batches' find the batch you wish to approve.
14. Select the 3 dot symbol.

John Sample - YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Accounts Transfer/Pay Services Settings Help

### Funds Transfer - Business

Please note: Two authorisations required to process payments

CREATE BATCH BATCH HISTORY

ALL PENDING SCHEDULED PROCESSED

UNSCHEDULED BATCHES

- SAMPLE BATCH 3 FROM ACC 00002222 \$566.70 1 PAYMENTS ... STATUS: NEW
- SAMPLE BATCH 2 FROM ACC 00002222 \$325.10 1 PAYMENTS ... STATUS: NEW
- SAMPLE BATCH 1 FROM ACC 00001111 \$250.00 1 PAYMENTS ... STATUS: NEW

15. Select 'Approve'.

John Sample - YOU LAST LOGGED IN 5/08/2017 02:30PM M

Logout

Accounts Transfer/Pay Services Settings Help

### Funds Transfer - Business

Please note: Two authorisations required to process payments

CREATE BATCH BATCH HISTORY

ALL PENDING SCHEDULED PROCESSED

UNSCHEDULED BATCHES

- SAMPLE BATCH 3 FROM ACC 00002222 \$566.70 1 PAYMENTS X STATUS: NEW
- SAMPLE BATCH 1 FROM ACC 00001111 \$250.00 1 PAYMENTS ... STATUS: NEW

DELETE VIEW/EDIT HISTORY APPROVE



16. A message will appear asking if you are sure you want to approve, select 'Yes' and then 'OK'.
17. The batch status has now changed to 'Awaiting Approval'.

The screenshot shows the ANFIN Funds Transfer - Business interface. At the top, the user is logged in as John Sample, with a last login time of 5/08/2017 02:30PM. The interface includes a navigation bar with icons for Accounts, Transfer/Pay, Services, Settings, and Help. Below the navigation bar, the main heading is "Funds Transfer - Business" with a sub-note: "Please note: Two authorisations required to process payments". There are two main buttons: "CREATE BATCH" and "BATCH HISTORY". Below these are tabs for "ALL", "PENDING", "SCHEDULED", and "PROCESSED". The "UNSCHEDULED BATCHES" section lists three batches:

Batch Name	From Account	Amount	Payments	Status
SAMPLE BATCH 3	FROM ACC 00002222	\$566.70	1 PAYMENTS	AWAITING APPROVAL
SAMPLE BATCH 2	FROM ACC 00002222	\$325.10	1 PAYMENTS	AWAITING APPROVAL
SAMPLE BATCH 1	FROM ACC 00001111	\$250.00	1 PAYMENTS	AWAITING APPROVAL

The "STATUS: AWAITING APPROVAL" for the bottom batch is highlighted with a red box.

18. The batch is now ready for the second Authority to Operate Signatory on the account to approve the batch.

## Transfer funds to another ANFIN client

1. Click on 'Create Batch' from the Business Banking Home page.

The screenshot shows the ANFIN Funds Transfer - Business interface, similar to the previous one. The "CREATE BATCH" button is highlighted with a red box. The rest of the interface, including the navigation bar and batch list, is identical to the previous screenshot.



2. Select 'Manual Batch' tab, the downward arrow and from the drop down list select the 'From Account'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Accounts Transfer/Pay Services Settings Help

## Create Batch

MANUAL BATCH | UPLOAD BATCH

FROM ACCOUNT:

Overdraft ACC 00002222 \$6,375.10  
CURRENT \$6,375.10

Batch Name: Sample Batch 2

CANCEL CREATE BATCH

3. Enter the name of the batch in the 'Batch Name' field.
4. Click 'Create Batch'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Accounts Transfer/Pay Services Settings Help

## Create Batch

MANUAL BATCH | UPLOAD BATCH

FROM ACCOUNT:

Overdraft ACC 00002222 \$6,375.10  
CURRENT \$6,375.10

Batch Name: Sample Batch 2

CANCEL CREATE BATCH



If after you have clicked 'Create Batch' and the 'From Account' is wrong, use the downward arrow. From the drop down list re-select the 'From Account', then select 'Save'.

5. Select 'Add Payment'.

The screenshot shows the ANFIN web interface for 'Funds Transfer - Business'. At the top, the user is identified as 'John Sample' with a 'LOGOUT' button. The navigation bar includes 'Accounts', 'Transfer/Pay', 'Services', 'Settings', and 'Help'. The main heading is 'Funds Transfer - Business'. Below this is a '< BACK' link. Two account cards are visible: 'SAMPLE BATCH 2' (FROM ACC 00001111, \$0.00, 0 PAYMENTS) and 'S2 - Overdraft' (ACC 00002222, \$6,375.10, CURRENT \$6,375.10). A red box highlights the downward arrow on the 'S2 - Overdraft' card. Below the accounts, there is a 'SAVE' button and an 'ADD PAYMENT' button. The total amount is \$0.00. A message at the bottom states 'There are no transactions to display for this batch.'

6. Select 'ANFIN Client' as the transaction type from list provided.

This screenshot shows the same ANFIN web interface, but with the transaction type selection options visible. The 'S2 - Overdraft' account card is still highlighted with a red box. Below the 'ADD PAYMENT' button, there is a row of four transaction type options: 'TRANSFER', 'ANFIN CLIENT', 'ANYONE', and 'BPAY'. The 'ANFIN CLIENT' option is highlighted with a red box. The rest of the interface, including the account cards and navigation bar, remains the same as in the previous screenshot.



7. Click the downward arrow to select the 'To Account' from the drop down list.
8. Enter transfer Description, Account No, Pay To, Reference and Amount in the fields provided.
9. Select 'Create Payment'.

John Sample - YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Accounts Transfer/Pay Services Settings Help

### Pay ANFIN Client

Create new Pay ANFIN Client transaction and add it to a batch.

FROM **S2 - Overdraft**  
00002222

Description	Optional e.g. Rent or John Smith
Account No.	e.g. 12345678
Pay To	First 3 characters of last name ⓘ
Reference	Will appear on payee's statement

ADD TO FAVOURITES

Amount **\$ 325.10**

BACK TO BATCH CREATE PAYMENT

Favourites Search

Sort By Description

No saved payees found.

10. You will be asked to confirm the details. If they are incorrect, select 'Edit Payment'. Otherwise select 'Confirm'.

John Sample - YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Accounts Transfer/Pay Services Settings Help

### Pay ANFIN Client

Create new Pay ANFIN Client transaction and add it to a batch.

FROM **S2 - Overdraft**  
00002222

DESCRIPTION **WATER**

ACCOUNT NO. **00001960**

PAY TO **COR**

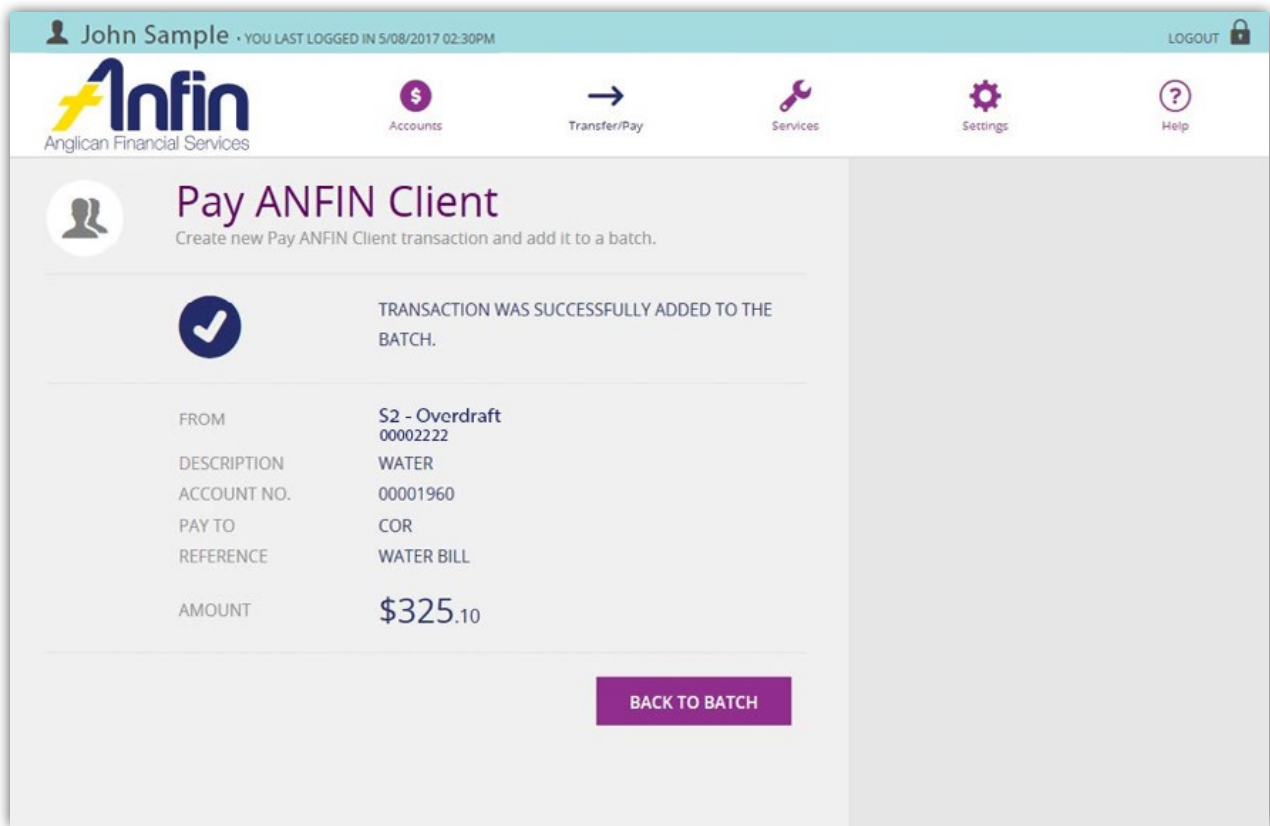
REFERENCE **WATER BILL**

AMOUNT **\$325.10**

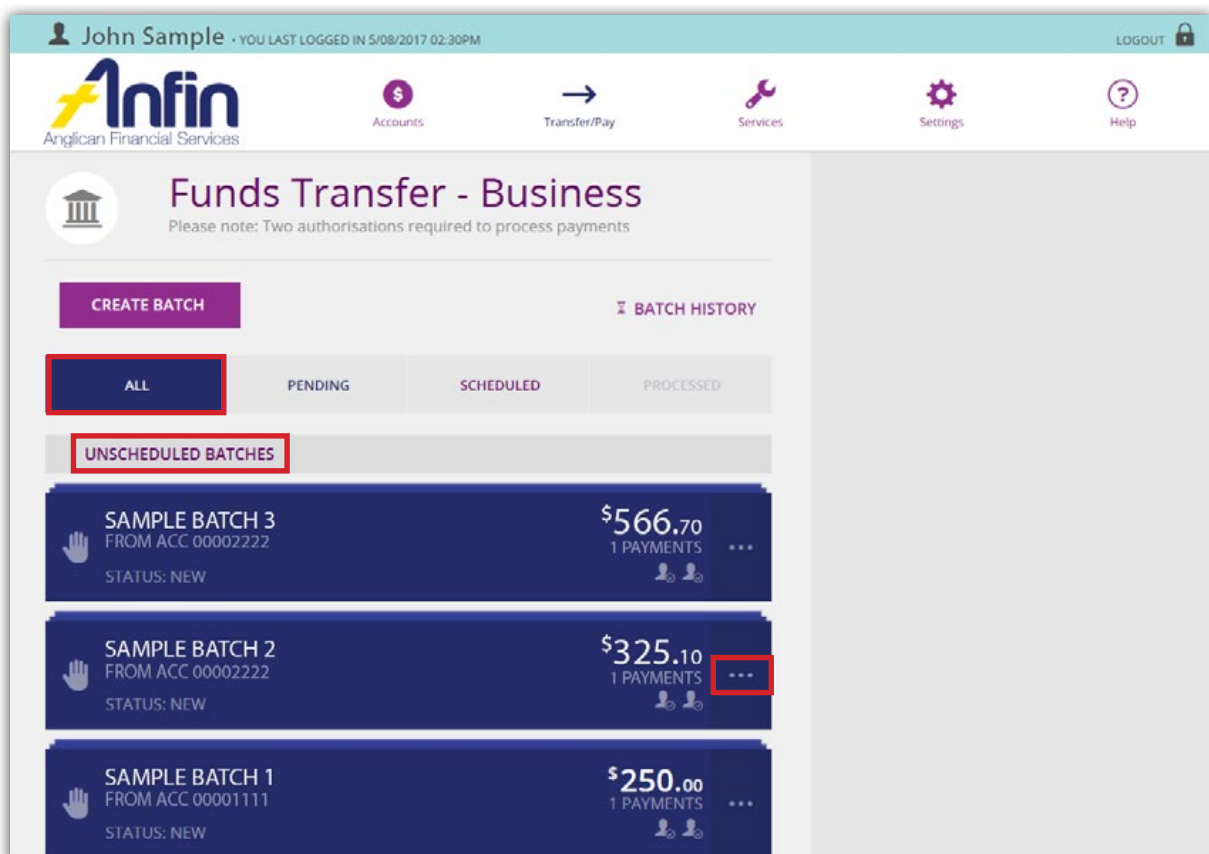
< EDIT PAYMENT CONFIRM



11. The following message will appear confirming the transaction was successfully added to the batch.
12. Click 'Back to Batch' if additional transfers are needed. Otherwise, navigate your way back to the Business Banking Home page.

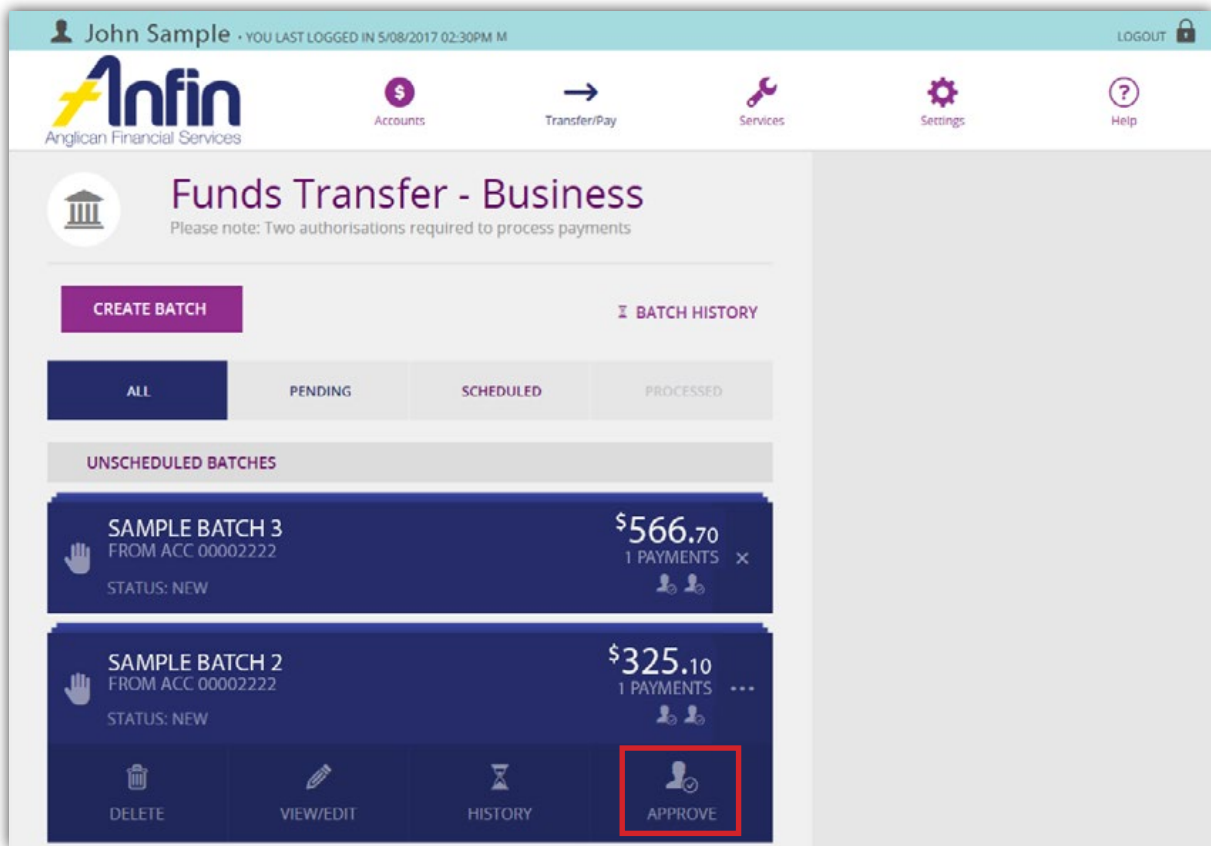


13. Select the 'All' tab and under the heading 'Unscheduled Batches' find the batch you wish to approve.
14. Select the 3 dot symbol.

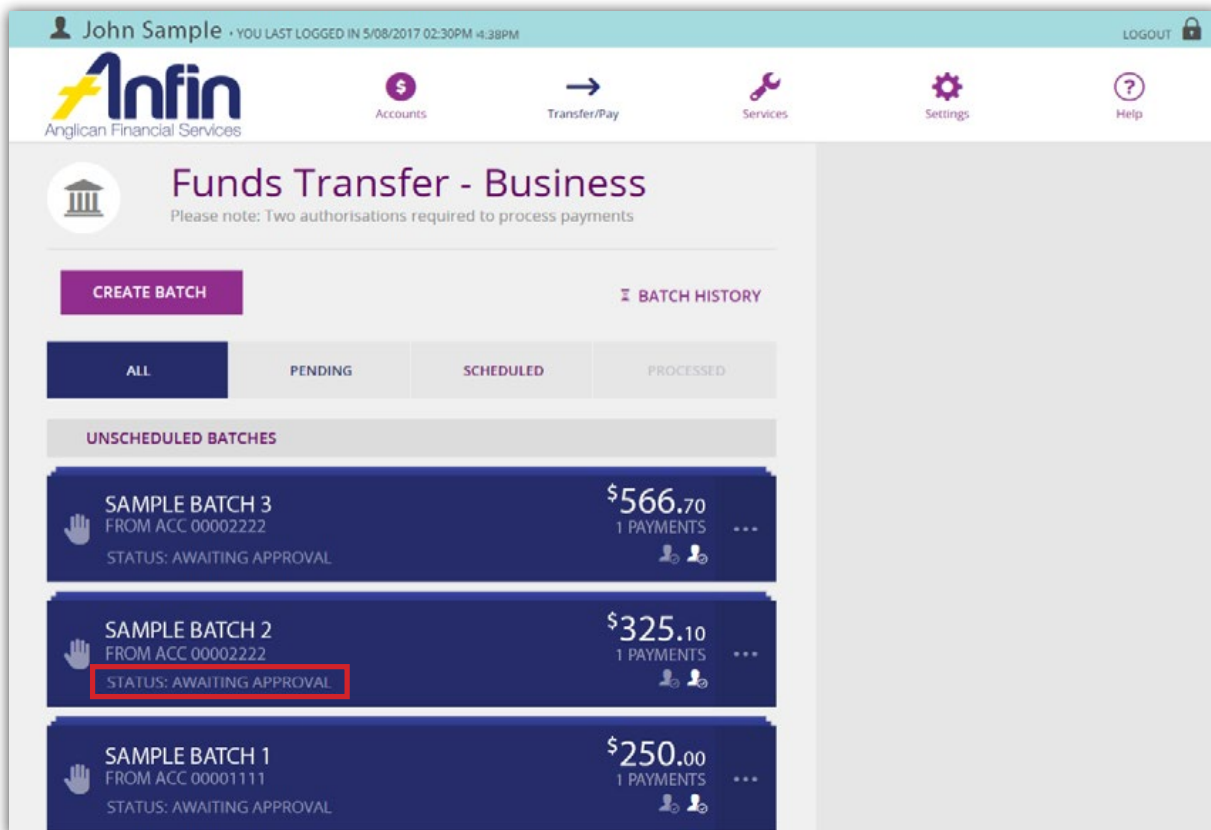




- Select 'Approve'.



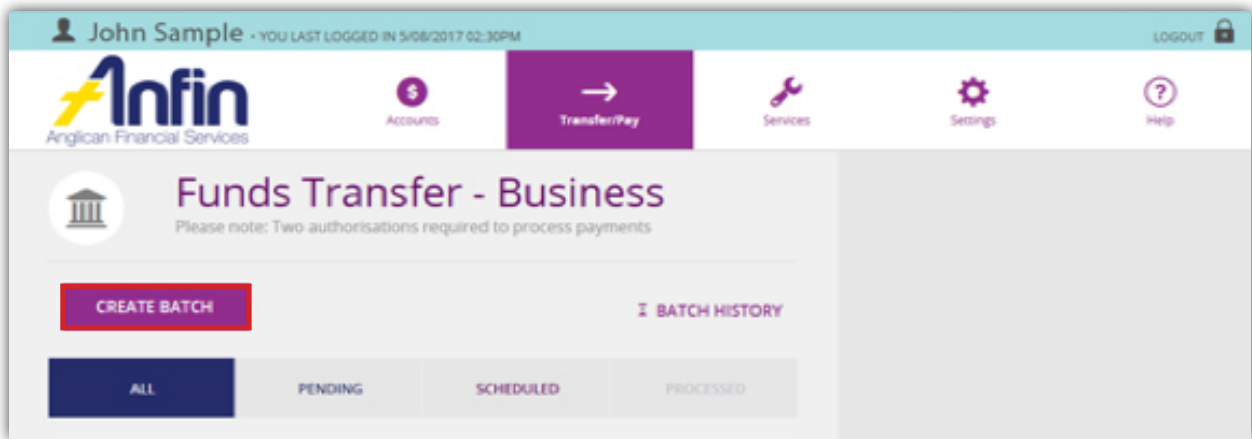
- A message will appear asking if you are sure you want to approve, select 'Yes' and then 'OK'.
- The batch status has now changed to 'Awaiting Approval'.



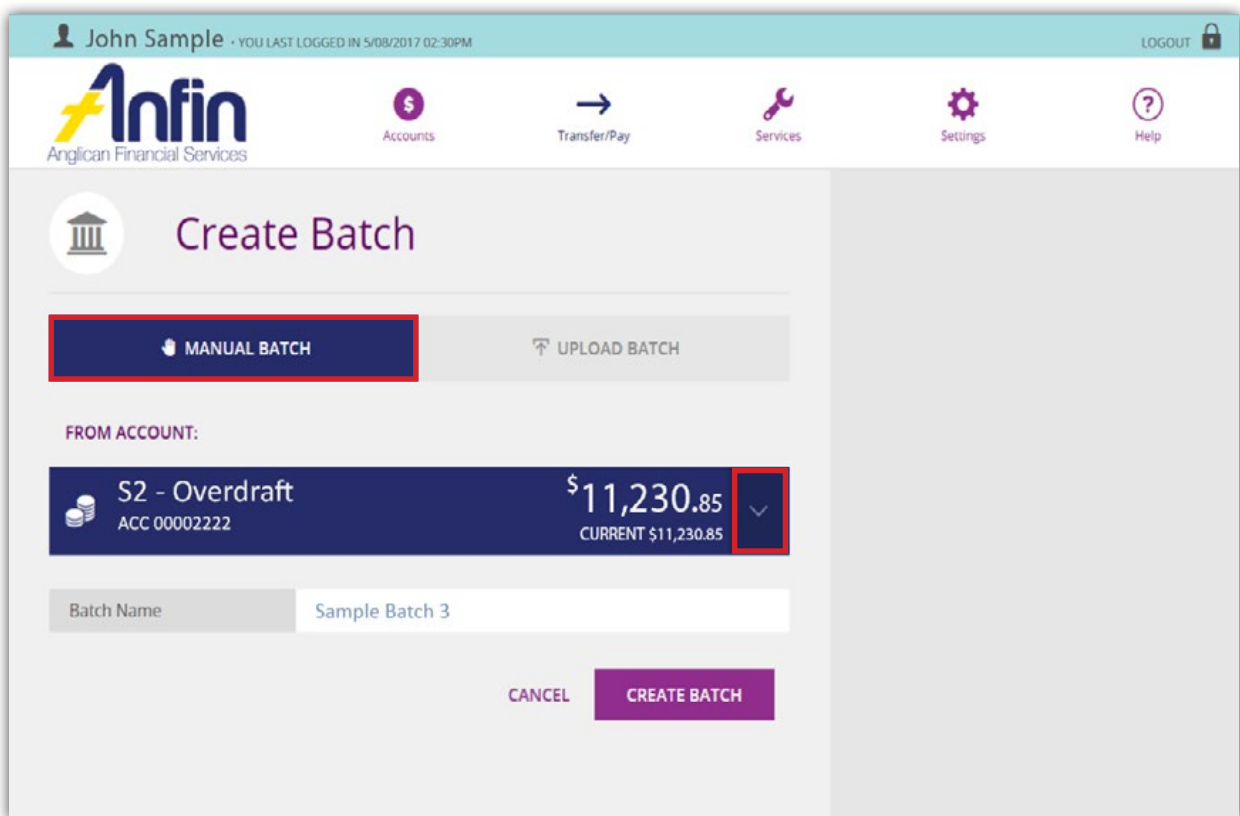
- The batch is now ready for the second Authority to Operate Signatory on the account to approve the batch.

## Transfer funds to external account

1. Click on 'Create Batch' from the Business Banking Home page.

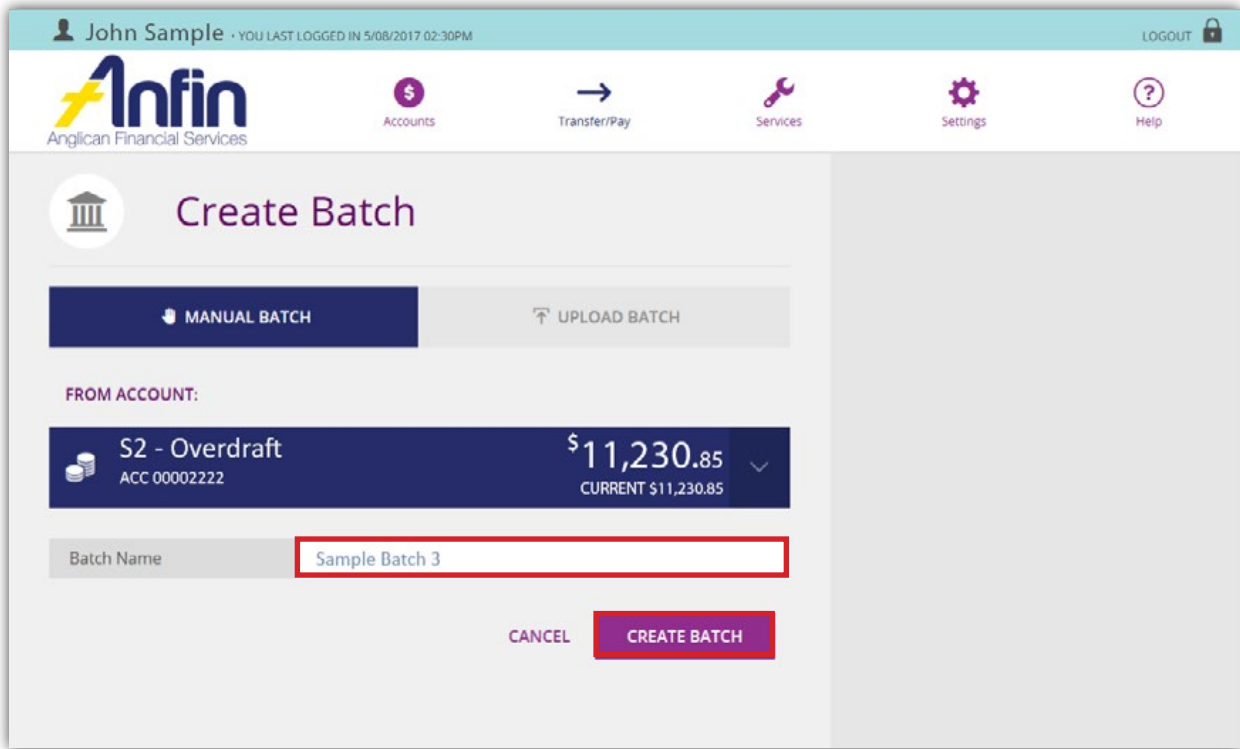


2. Select 'Manual Batch' tab, the downward arrow and from the drop down list select the 'From Account'.



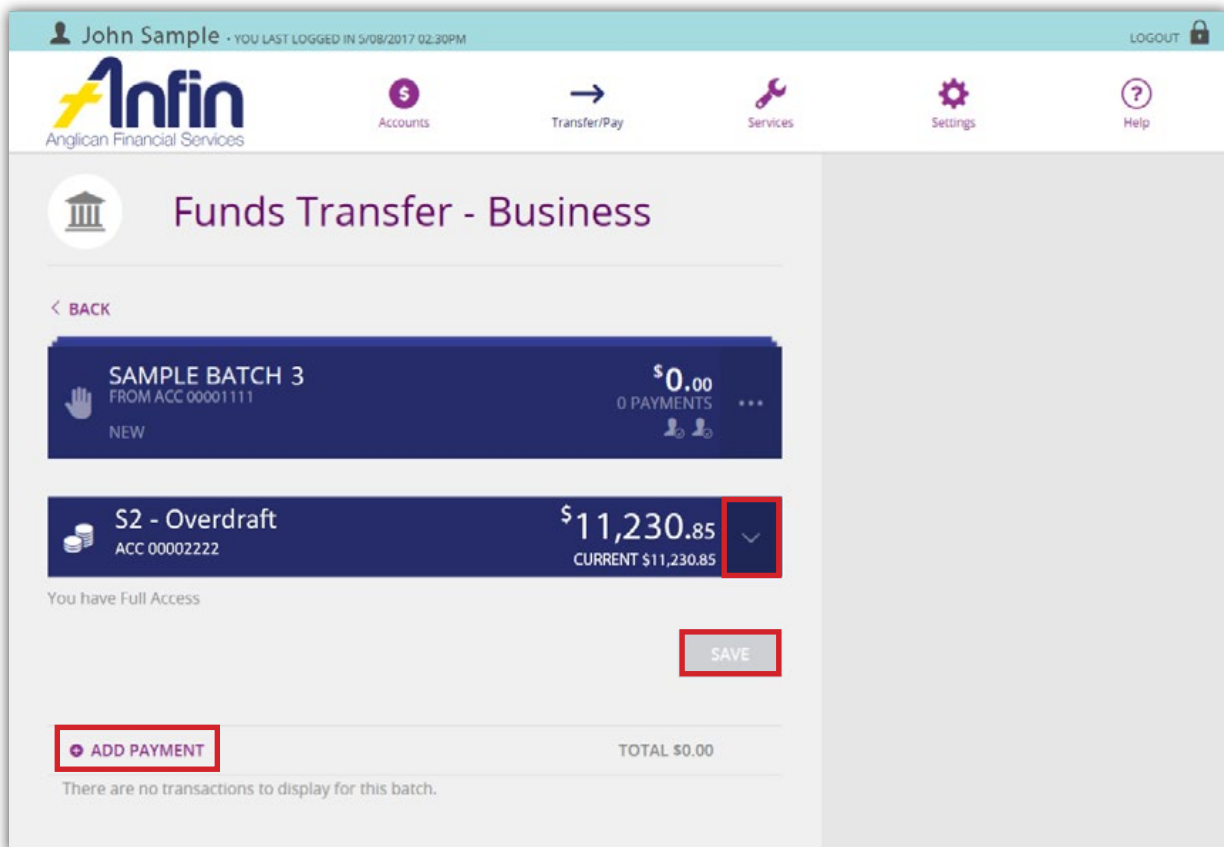


3. Enter the name of the batch in the 'Batch Name' field.
4. Select 'Create Batch'.



If after you have clicked 'Create Batch' and the 'From Account' is wrong, use the downward arrow. From the drop down list re-select a 'From Account', then select 'Save'.

5. Select 'Add Payment'.





6. Select 'Anyone' as the transaction type from list provided.

The screenshot shows the ANFIN Funds Transfer - Business interface. At the top, the user is identified as John Sample, with a last login time of 5/08/2017 02:30PM. The page features a navigation bar with icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area displays a 'Funds Transfer - Business' section with a 'SAMPLE BATCH 3' card showing a balance of \$0.00 and a 'S2 - Overdraft' card showing a balance of \$11,230.85. Below these cards, there is a 'SAVE' button and an 'ADD PAYMENT' section with a 'TOTAL \$0.00'. At the bottom, a navigation bar includes icons for TRANSFER, ANFIN CLIENT, ANYONE (highlighted with a red box), and BPAY. A message at the bottom states 'There are no transactions to display for this batch.'

7. Click the downward arrow to select the 'To Account' from the drop down list.
8. Enter the transfer Description, BSB, Account No, Pay To, Reference and Amount in the fields provided.
9. Select 'Create Payment'.

The screenshot shows the ANFIN Pay Anyone interface. At the top, the user is identified as John Sample, with a last login time of 5/08/2017 02:30PM. The page features a navigation bar with icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area displays a 'Pay Anyone' section with a sub-header 'Create new Pay Anyone transaction and add it to a batch.' Below this, there is a form with the following fields: FROM (S2 - Overdraft, 00007777), Description (Optional e.g. Rent or John Smith), BSB (e.g. 123456), Account No. (Last 9 digits only), Pay To (Payee Name), and Reference (Will appear on payee's statement). There is an 'ADD TO FAVOURITES' checkbox which is checked. At the bottom, there is an 'Amount' field with a dollar sign and two buttons: 'BACK TO BATCH' and 'CREATE PAYMENT' (highlighted with a red box). On the right side, there is a 'Favourites' section with a search bar and a 'Sort By' dropdown menu set to 'BSB'. Below this, it says 'No saved payees found.'

- You will be asked to confirm the details. If details are incorrect, select 'Edit Payment'. Otherwise select 'Confirm'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM LOGOUT

**ANFIN**  
Anglican Financial Services

Accounts    Transfer/Pay    Services    Settings    Help

## Pay Anyone

Create new Pay Anyone transaction and add it to a batch.

FROM	52 - Overdraft 00002222
DESCRIPTION	JOHN SMITH
BSB	WBC - AITKENVALE - 734212
ACCOUNT NO.	123456
PAY TO	JOHN SMITH
REFERENCE	PERSONAL LOAN
AMOUNT	\$566.70

[EDIT PAYMENT](#)    **CONFIRM**

- The following message will appear confirming the transaction was successfully added to the batch.
- Click 'Back to Batch' where you can continue the above steps and add additional transfers to this batch as needed. Otherwise, navigate your way back to the Business Banking Home page.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM LOGOUT

**ANFIN**  
Anglican Financial Services

Accounts    Transfer/Pay    Services    Settings    Help

## Pay Anyone

Create new Pay Anyone transaction and add it to a batch.

TRANSACTION WAS SUCCESSFULLY ADDED TO THE BATCH.

FROM	52 - Overdraft 00002222
DESCRIPTION	JOHN SMITH
BSB	WBC - AITKENVALE - 734212
ACCOUNT NO.	123456
PAY TO	JOHN SMITH
REFERENCE	PERSONAL LOAN
AMOUNT	\$566.70

**BACK TO BATCH**



13. Select the 'All' tab and under the heading 'Unscheduled Batches' find the batch you wish to approve.
14. Select the 3 dot symbol.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

LOGOUT

**Anfin**  
Anglican Financial Services

Accounts Transfer/Pay Services Settings Help

### Funds Transfer - Business

Please note: Two authorisations required to process payments

CREATE BATCH BATCH HISTORY

ALL PENDING SCHEDULED PROCESSED

UNSCHEDULED BATCHES

- SAMPLE BATCH 3**  
FROM ACC 00002222  
STATUS: NEW  
\$566.70  
1 PAYMENTS ...
- SAMPLE BATCH 2**  
FROM ACC 00002222  
STATUS: NEW  
\$325.10  
1 PAYMENTS ...
- SAMPLE BATCH 1**  
FROM ACC 00001111  
STATUS: NEW  
\$250.00  
1 PAYMENTS ...

15. Select 'Approve'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM M

LOGOUT

**Anfin**  
Anglican Financial Services

Accounts Transfer/Pay Services Settings Help

### Funds Transfer - Business

Please note: Two authorisations required to process payments

CREATE BATCH BATCH HISTORY

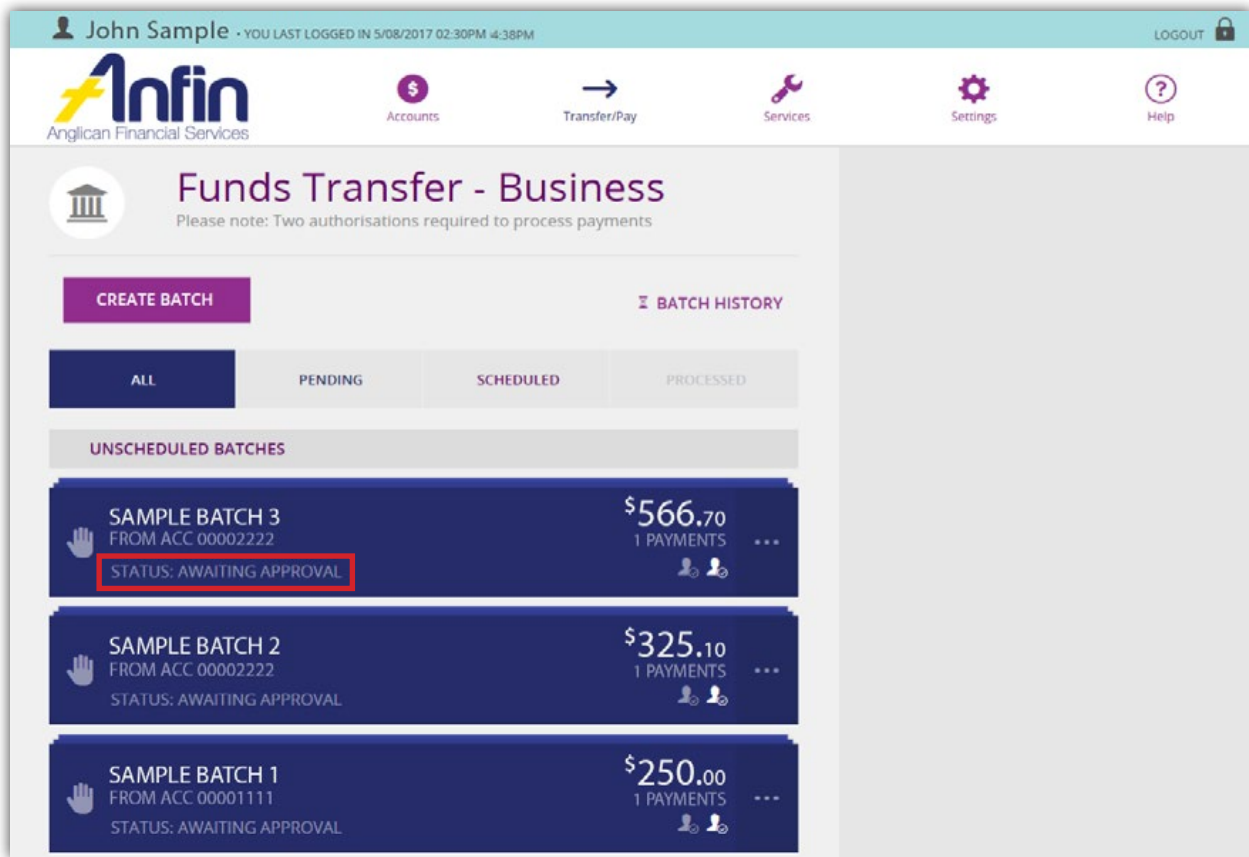
ALL PENDING SCHEDULED PROCESSED

UNSCHEDULED BATCHES

- SAMPLE BATCH 3**  
FROM ACC 00002222  
STATUS: NEW  
\$566.70  
1 PAYMENTS ×  
DELETE VIEW/EDIT HISTORY **APPROVE**
- SAMPLE BATCH 2**  
FROM ACC 00002222  
STATUS: NEW  
\$325.10  
1 PAYMENTS ...



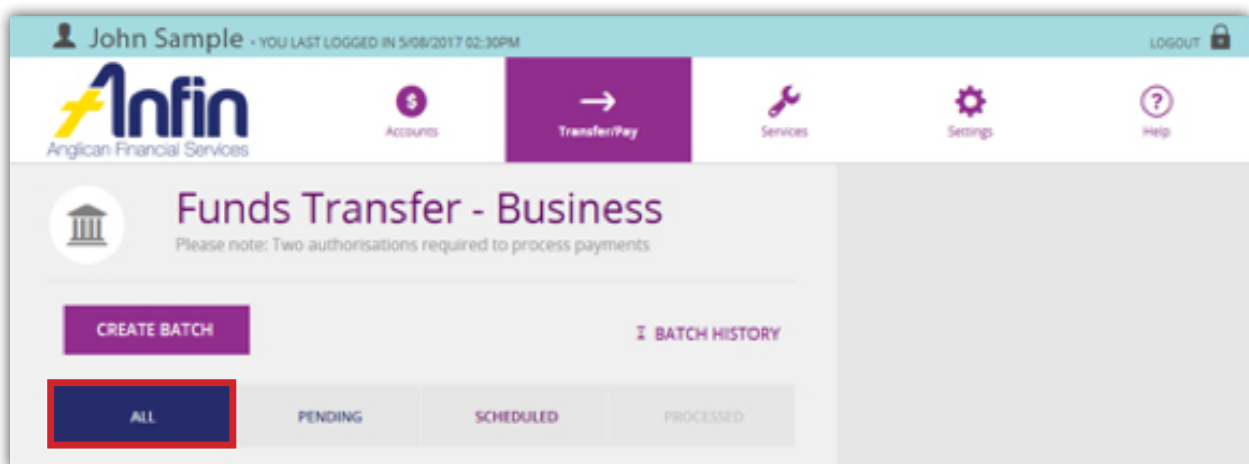
16. A message will appear asking if you are sure you want to approve, select 'Yes' and then 'OK'.
17. The batch status has now changed to 'Awaiting Approval'.



18. The batch is now ready for the second Authority to Operate Signatory on the account to approve the batch.

## Transfer funds via BPAY

1. Click on 'Create Batch' from the Business Banking Home page.



2. Select 'Manual Batch' tab, the downward arrow and from the drop down list select the 'From Account'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM LOGOUT

**Anfin**  
Anglican Financial Services

Accounts Transfer/Pay Services Settings Help

### Create Batch

**MANUAL BATCH** | UPLOAD BATCH

**FROM ACCOUNT:**

S2 - Overdraft ACC 00002222 **\$6,375.10** ▼  
CURRENT \$6,375.10

Batch Name: Sample Batch 4

CANCEL CREATE BATCH

3. Enter the name of the batch in the 'Batch Name' field.
4. Select 'Create Batch'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM LOGOUT

**Anfin**  
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Accounts Transfer/Pay Services Settings Help

### Create Batch

**MANUAL BATCH** | UPLOAD BATCH

**FROM ACCOUNT:**

S2 - Overdraft ACC 00002222 **\$6,375.10** ▼  
CURRENT \$6,375.10

Batch Name: Sample Batch 4

CANCEL CREATE BATCH

If after you have clicked 'Create Batch' and the 'From Account' is wrong, use the downward arrow. From the drop down list re-select the 'From Account', then select 'Save'.





5. Select 'Add Payment'.

The screenshot shows the ANFIN user interface for 'Funds Transfer - Business'. At the top, the user is identified as 'John Sample' with a last login time of 5/08/2017 02:30PM. The navigation bar includes icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area displays two account entries: 'SAMPLE BATCH 4' with a balance of \$0.00 and 'S2 - Overdraft' with a current balance of \$6,375.10. A red box highlights the dropdown arrow next to the overdraft balance. Below the accounts, there is a 'SAVE' button and an 'ADD PAYMENT' button, which is also highlighted with a red box. The total amount shown is \$0.00.

6. Select 'BPAY' as the transaction type from list provided.

This screenshot shows the same ANFIN interface as the previous one, but with the 'ADD PAYMENT' dropdown menu open. The menu options are 'TRANSFER', 'ANFIN CLIENT', 'ANYONE', and 'BPAY'. The 'BPAY' option is highlighted with a red box. The 'TOTAL \$0.00' is displayed above the menu. The 'SAVE' button is now disabled.



7. Click the downward arrow to select the 'To Account' from the drop down list.
8. Enter the BPAY Description, Biller Code, Customer Ref No. and Amount in the fields provided.
9. Select 'Create Payment'.

John Sample • YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Anfin  
Anglican Financial Services

Accounts Transfer/Pay Services Settings Help

### BPAY

Create new BPAY Payment and add it to a batch.

FROM **S2 - Overdraft**  
00002222

Description	Rates
Biller Code	78550
Customer Ref No.	5000000000001111

ADD TO BILLERS

Amount **\$ 799.76**

BACK TO BATCH CREATE PAYMENT

Favourites Search

Sort By Biller Name

No saved payees

10. You will be asked to confirm the details. If details are incorrect, select 'Edit Payment'. Otherwise select 'Confirm'.

John Sample • YOU LAST LOGGED IN 5/08/2017 02:30PM

Logout

Anfin  
Anglican Financial Services

Accounts Transfer/Pay Services Settings Help

### BPAY

Create new BPAY Payment and add it to a batch.

FROM **S2 - Overdraft**  
00002222

TO BILLER **BRISBANE CITY COUNCIL RATES**

BILLER CODE **78550**

CUSTOMER REF NO. **5000000000001111**

DESCRIPTION **RATES**

AMOUNT **\$799.76**

< EDIT PAYMENT CONFIRM



11. The following message will appear confirming the transaction was successfully added to the batch.
12. Click 'Back to Batch' if additional transfers are needed. Otherwise, navigate your way back to the Business Banking Home page.

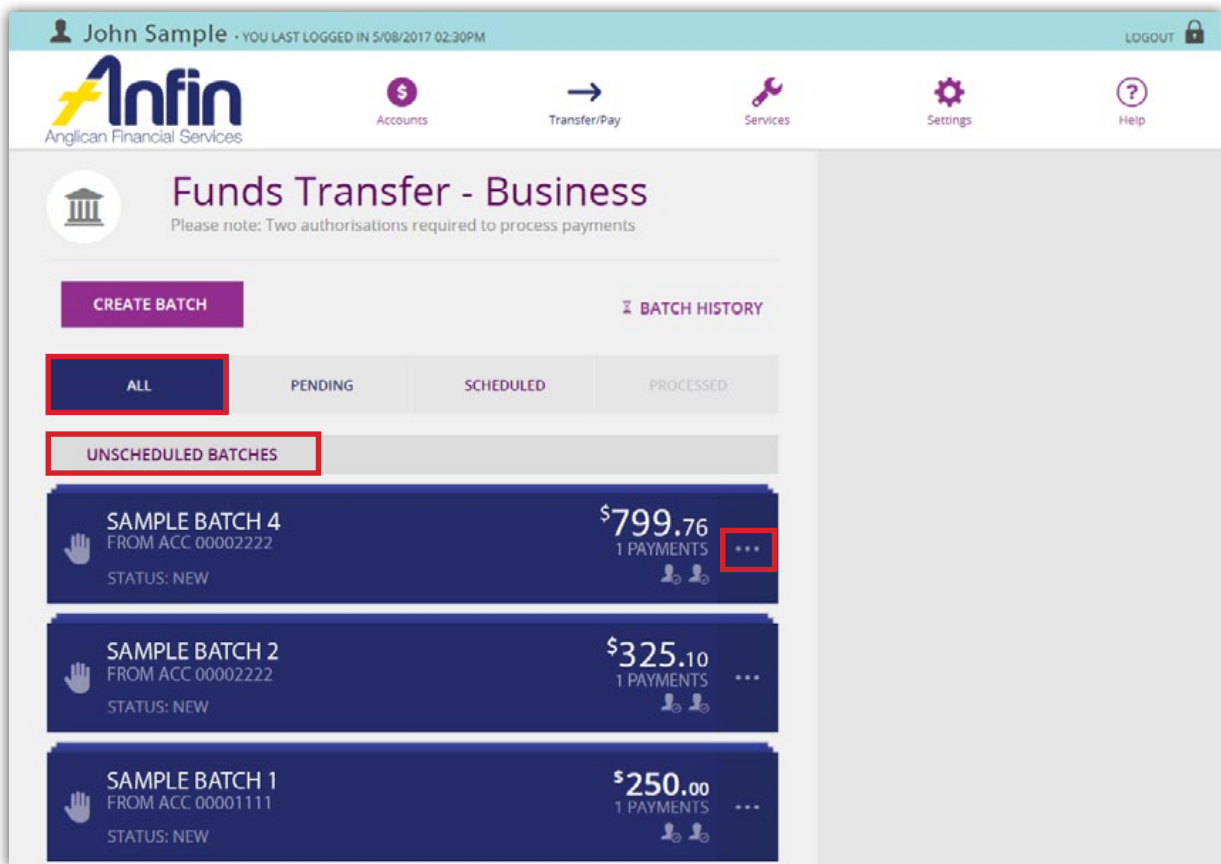
The screenshot shows the Anfin web interface for user John Sample. The top navigation bar includes the Anfin logo, a user profile, and a 'LOGOUT' button. Below the navigation bar are icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area displays a 'BPAY' section with a confirmation message: 'TRANSACTION WAS SUCCESSFULLY ADDED TO THE BATCH.' Below this message is a table of transaction details:

FROM	S2 - Overdraft 00002222
TO BILLER	BRISBANE CITY COUNCIL RATES
BILLER CODE	78550
CUSTOMER REF NO.	5000000000001111
DESCRIPTION	RATES
AMOUNT	\$799.76

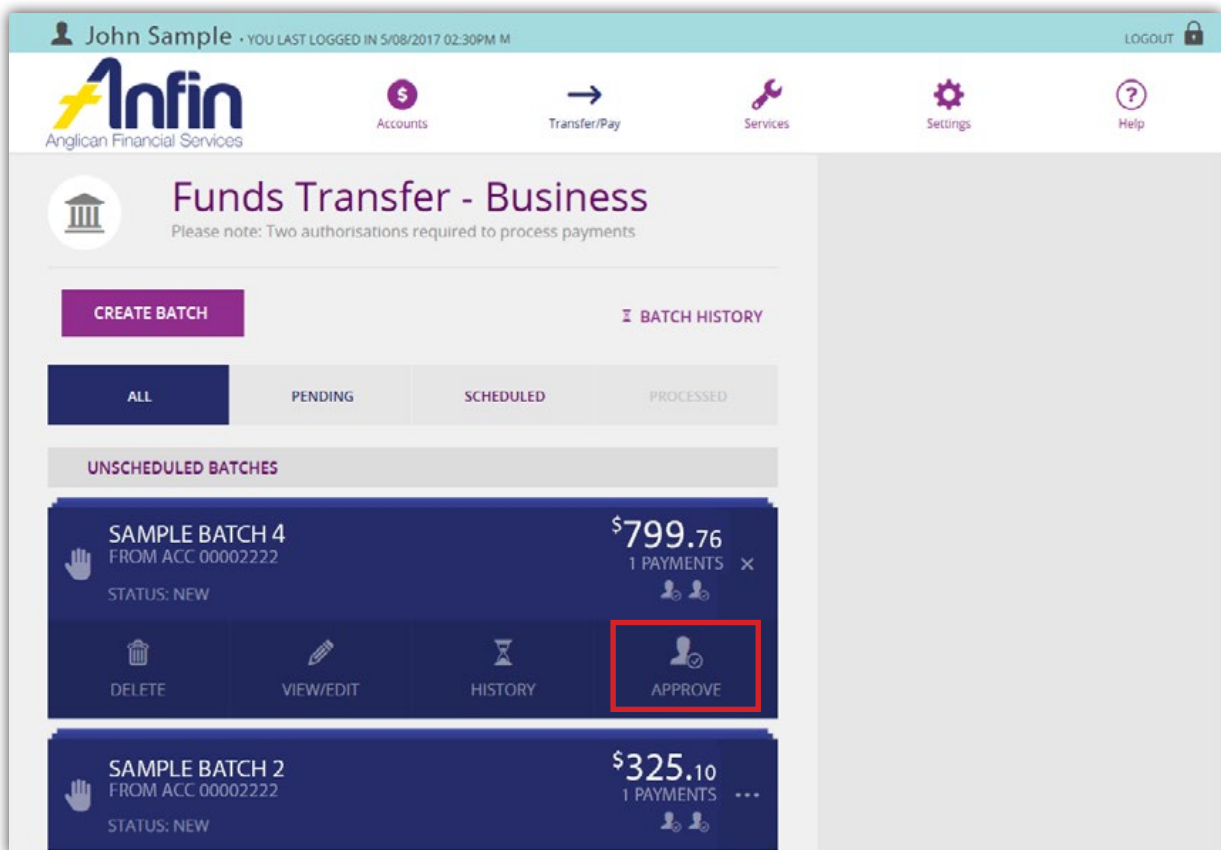
A red button labeled 'BACK TO BATCH' is located at the bottom right of the transaction details section.



13. Select the 'All' tab and under the heading 'Unscheduled Batches' find the batch you wish to approve.
14. Select the 3 dot symbol.



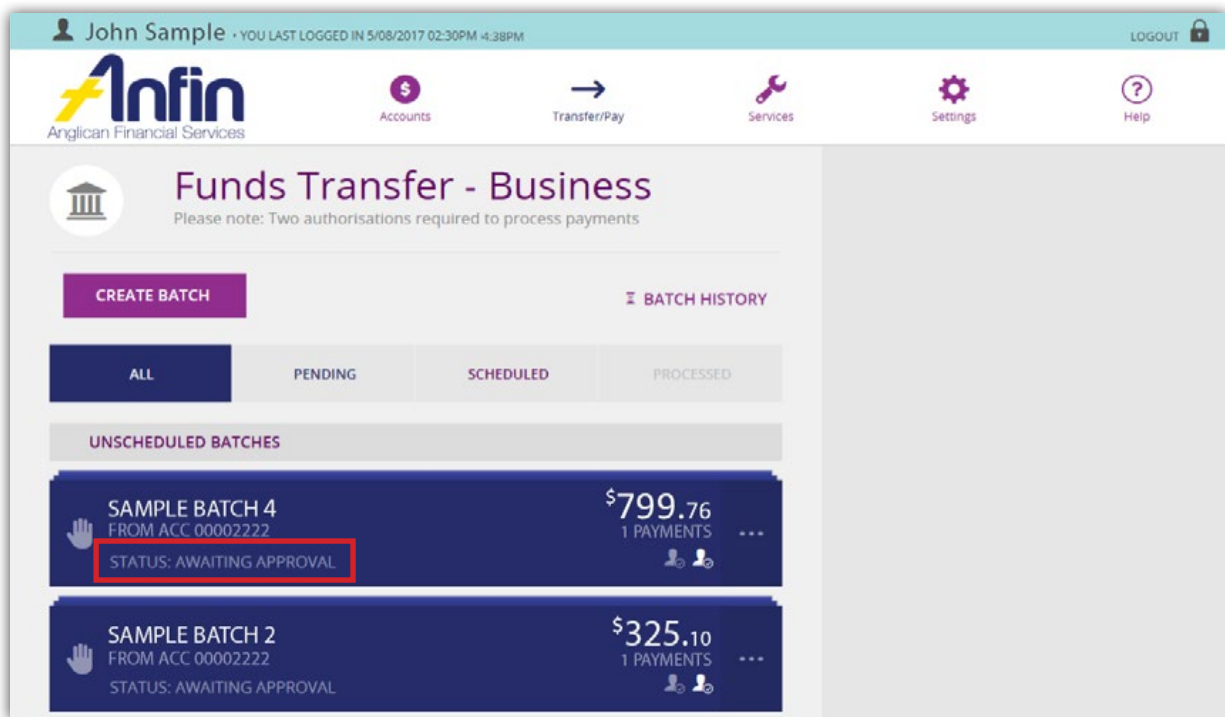
15. Select 'Approve'.



16. A message will appear asking if you are sure you want to approve, select 'Yes' and then 'OK'.



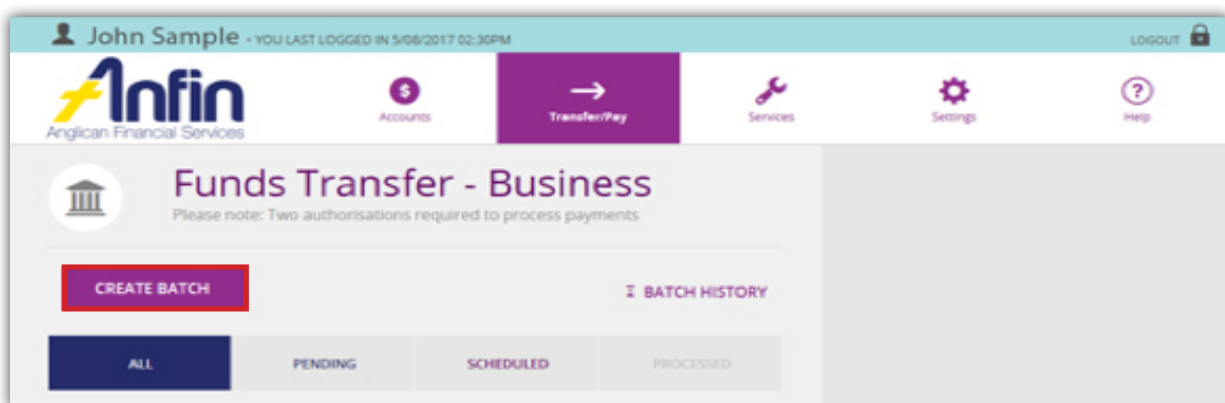
17. The batch status has now changed to 'Awaiting Approval'.



18. The batch is now ready for the second Authority to Operate Signatory on the account to approve the batch.

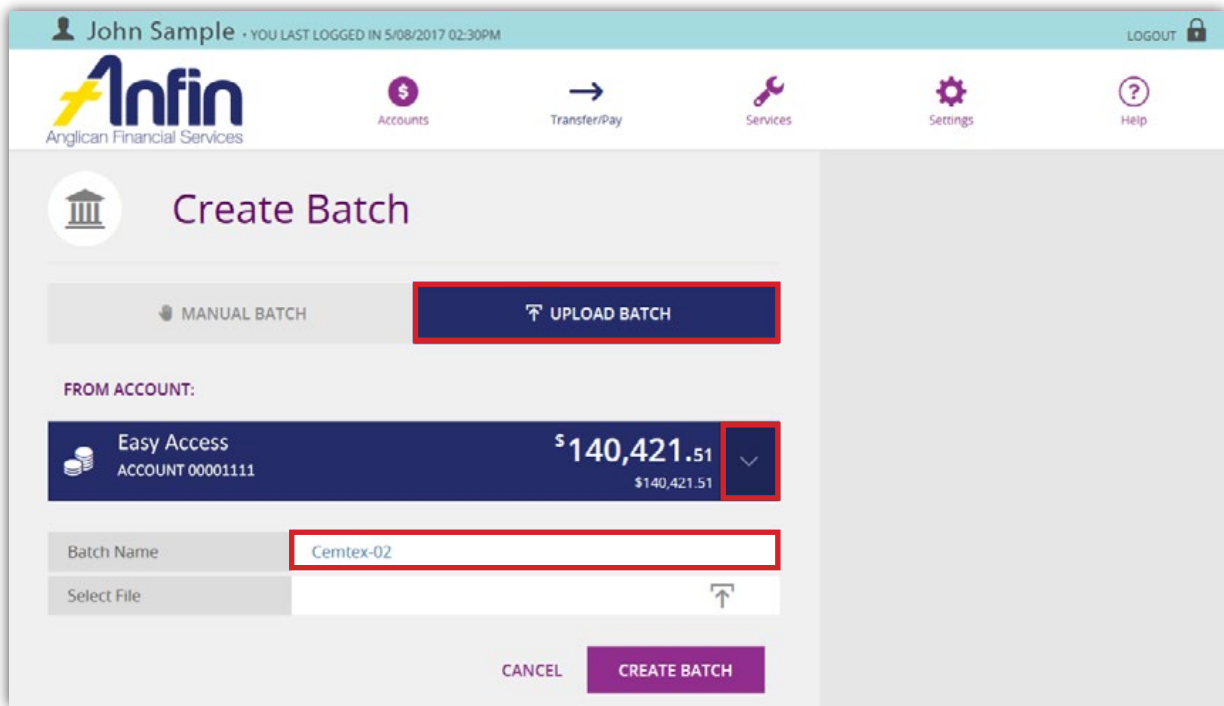
## Upload a Cemtex File (ABA File)

1. Click on 'Create Batch' from the Business Banking Home page.

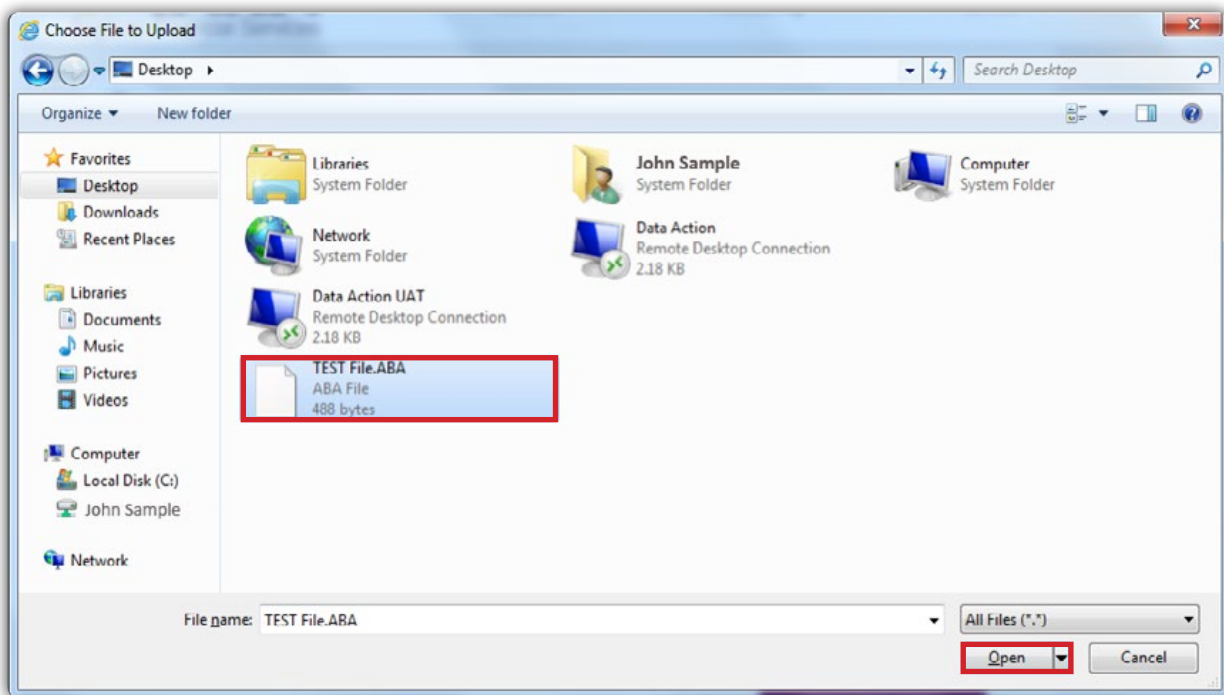




2. Select 'Upload Batch' tab, the downward arrow and from the drop down list select the 'From Account'.



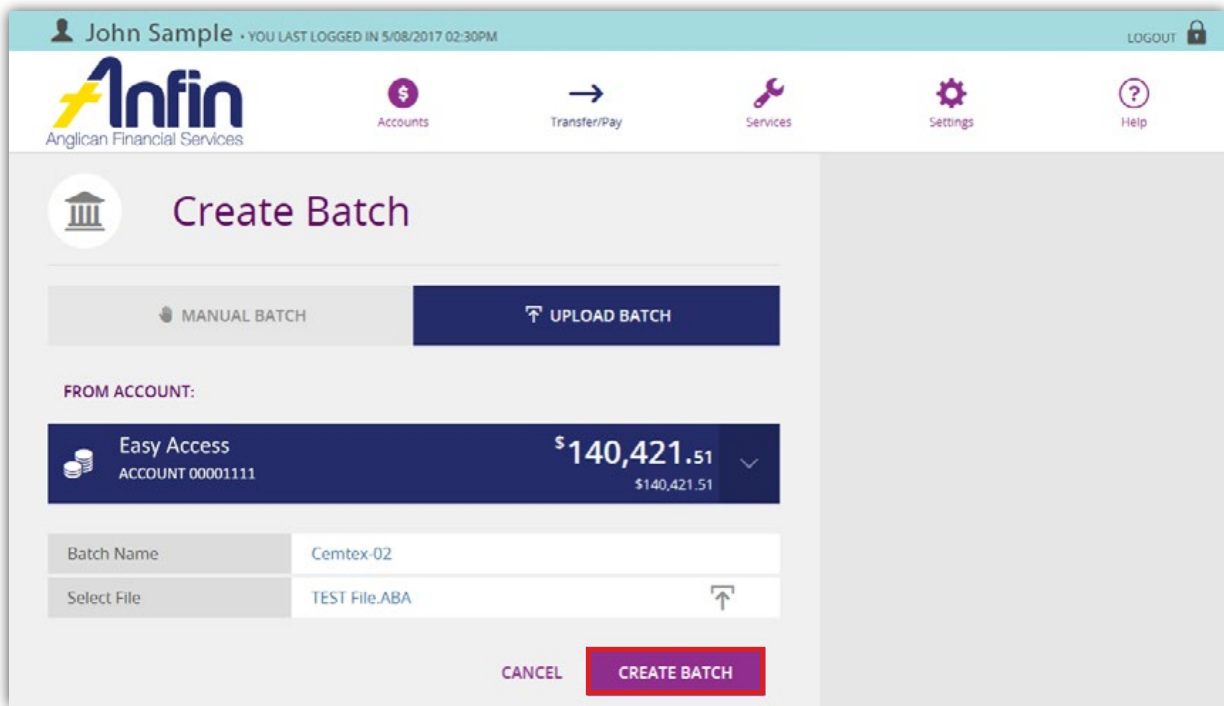
3. Enter the name of the batch in the 'Batch Name' field.
4. Click in the 'Select File' field. A pop-up box will appear requesting you to choose the file to upload from your computer directory.
5. Select the .ABA file and then 'Open'.



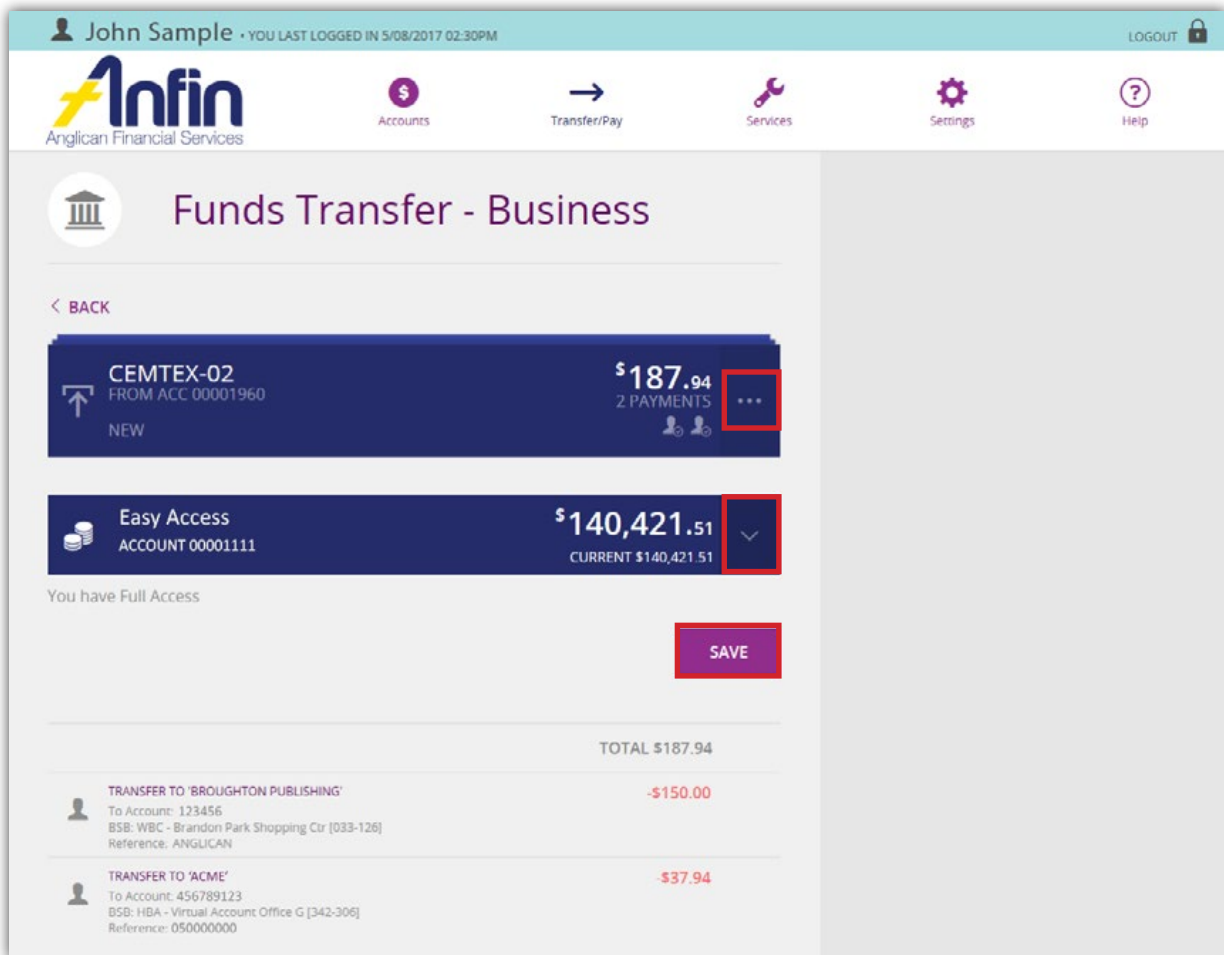
Your file will now display in the 'Select File' field.



6. Select 'Create Batch'.



7. If after you have clicked 'Create Batch' and the 'From Account' is wrong, use the downward arrow. From the drop down list re-select a 'From Account', then select 'Save'.



8. Select the 3 dot icon.

The screenshot shows the 'Funds Transfer - Business' page for user Natalie Klemm. At the top, there are navigation icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area displays a batch for 'CEMTEX-02' with a total value of \$187.94 and 2 payments. Below this, there is an 'Easy Access' account summary for \$140,421.51. A table at the bottom lists two transfers: one to 'BROUGHTON PUBLISHING' for -\$150.00 and another to 'ACME' for -\$37.94. A red box highlights the 'APPROVE' button on the batch card.

9. Select 'Approve'.
10. A message will appear asking if you are sure you want to approve, select 'Yes' and then 'OK'.
11. Otherwise, navigate your way back to the Business Banking Home page.
12. Select the 'All' tab and under the heading 'Unscheduled Batches' find the batch you just completed.
13. The batch status has now changed to 'Awaiting Approval'.

This screenshot shows the same 'Funds Transfer - Business' page, but now for user John Sample. The 'Accounts' navigation icon is highlighted in purple. The batch 'CEMTEX-02' is now listed under 'UNSCHEDULED BATCHES' with a status of 'STATUS: AWAITING APPROVAL' highlighted by a red box. The interface also shows 'CREATE BATCH' and 'BATCH HISTORY' buttons, and tabs for 'ALL', 'PENDING', 'SCHEDULED', and 'PROCESSED'.

14. The batch is now ready for the second Authority to Operate Signatory on the account to approve the batch.





## Edit a Batch

The status of a batch is important in determining who can edit the details if an error has been found. Please use the below table to find the status of the batch and the associated user type who can edit the batch.

Batch Status	User Type
New	Creator and/or First Approver
Awaiting Approval	Second Approver only
Needs Your Approval	Second Approver only
Scheduled	Batch has been locked and cannot be changed
Processed on	Batch has been sent to the bank and cannot be changed

To edit an existing batch:

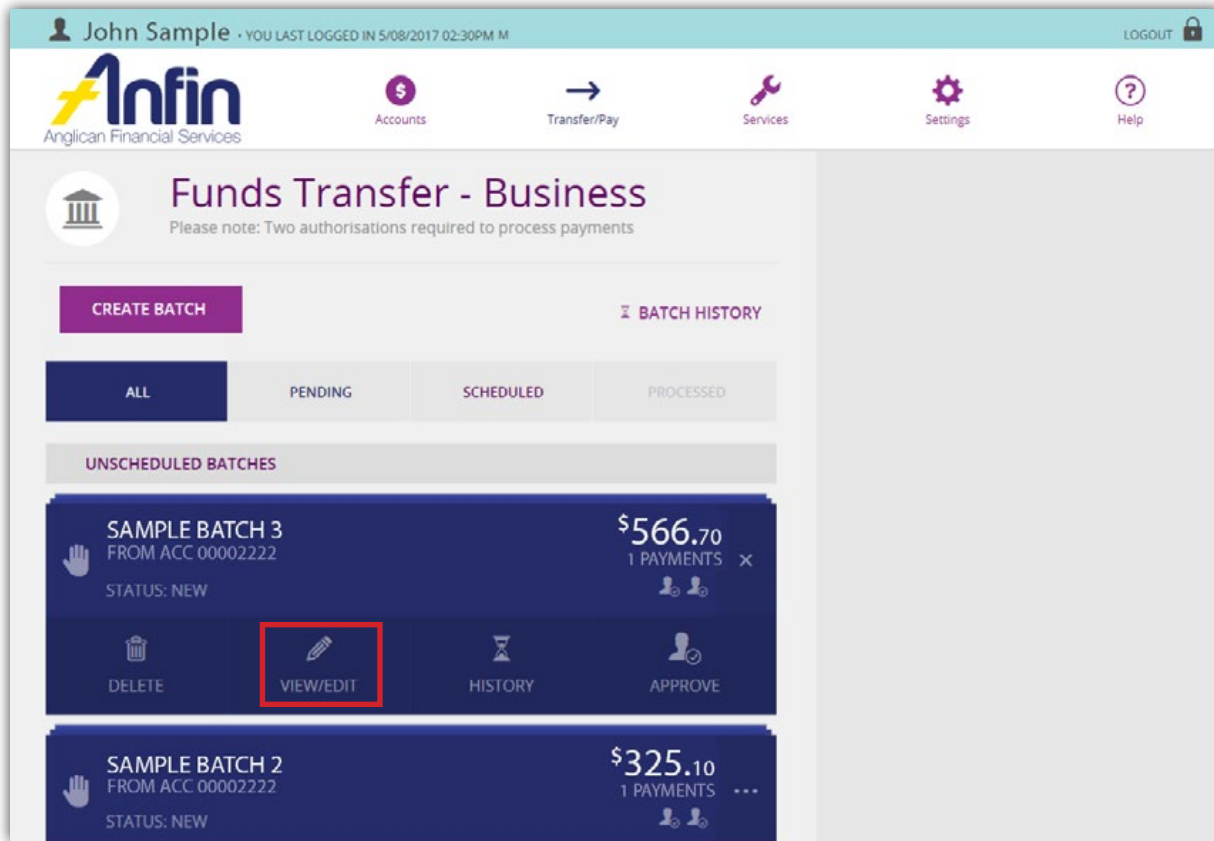
1. Navigate to the Business Banking Home page.
2. Select the 'All' tab and find the batch you wish to edit.
3. Select the 3 dot symbol.

The screenshot shows the ANFIN Business Banking interface. At the top, the user is identified as John Sample, with a last login time of 5/08/2017 02:30PM. The main navigation bar includes icons for Accounts, Transfer/Pay, Services, Settings, and Help. The current page is titled "Funds Transfer - Business" and includes a note: "Please note: Two authorisations required to process payments". Below this, there are buttons for "CREATE BATCH" and "BATCH HISTORY". A tabbed interface shows "ALL", "PENDING", "SCHEDULED", and "PROCESSED" tabs, with "ALL" selected. Under the "ALL" tab, there is a section for "UNSCHEDULED BATCHES" containing three batch entries:


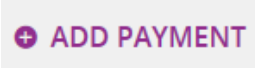



- SAMPLE BATCH 3**: FROM ACC 00002222, STATUS: NEW, \$566.70, 1 PAYMENTS. A red box highlights the three-dot menu icon.
- SAMPLE BATCH 2**: FROM ACC 00002222, STATUS: NEW, \$325.10, 1 PAYMENTS.
- SAMPLE BATCH 1**: FROM ACC 00001111, STATUS: NEW, \$250.00, 1 PAYMENTS.



4. Select 'View/Edit'.



5. Using the table below find the correction type and follow the corresponding directions.

Correction Type	Associated Icon	Directions
Change 'From Account'	Downward Arrow 	<ol style="list-style-type: none"> <li>1. Select downward arrow</li> <li>2. From the drop down list re-select the 'From Account'</li> <li>3. Select 'Save'</li> </ol>
Add another transfer	Add Payment 	<ol style="list-style-type: none"> <li>1. Select 'Add Payment'</li> <li>2. Select a transaction type</li> <li>3. Complete new transfer details</li> <li>4. Select 'Create Payment'</li> <li>5. Select 'Confirm'</li> </ol>
Edit details of 'To Account' <b>IMPORTANT</b> 'To Account' details cannot be changed, eg BSB, Account No, Description or Reference. Therefore 'To Account' must be deleted	3 Dot Symbol found below the 'Add Payment' icon 	Follow 'Delete To Account' steps below
Change the amount going to the 'To Account'	3 Dot Symbol found below the 'Add Payment' icon 	<ol style="list-style-type: none"> <li>1. Select 3 dot icon associated with the 'To Account'</li> <li>2. Enter new amount</li> <li>3. Select 'Save'</li> </ol>
Delete To Account	3 Dot Symbol found below the 'Add Payment' icon 	<ol style="list-style-type: none"> <li>1. Select 3 dot icon associated with the 'To Account'</li> <li>2. Select 'delete'</li> <li>3. A message will ask you 'are you sure you want to delete'. Select 'Yes' and then 'Ok'</li> </ol>

6. Once you have completed the above steps, authorise the batch.



# Authorise a Batch

To authorise a batch:

1. From the Business Banking Home page, find the batch you wish to approve by scrolling through the Unscheduled Batches and click on the 3 dot icon.

The screenshot shows the 'Funds Transfer - Business' page. At the top, there's a navigation bar with 'Accounts', 'Transfer/Pay', 'Services', 'Settings', and 'Help'. Below this, the page title is 'Funds Transfer - Business' with a note: 'Please note: Two authorisations required to process payments'. There are two main buttons: 'CREATE BATCH' and 'BATCH HISTORY'. Below these are tabs for 'ALL', 'PENDING', 'SCHEDULED', and 'PROCESSED'. The 'UNSCHEDULED BATCHES' section lists three batches:

Batch Name	From Account	Amount	Payments	Status
SAMPLE BATCH 3	FROM ACC 00002222	\$566.70	1 PAYMENTS	NEEDS YOUR APPROVAL
SAMPLE BATCH 2	FROM ACC 00002222	\$325.10	1 PAYMENTS	NEEDS YOUR APPROVAL
SAMPLE BATCH 1	FROM ACC 00001111	\$250.00	1 PAYMENTS	NEEDS YOUR APPROVAL

2. Select 'Process'.

This screenshot shows the same interface as the previous one, but with the 'SAMPLE BATCH 3' row expanded. Below the batch details, there are four action buttons: 'VIEW/EDIT', 'HISTORY', 'CANCEL', and 'PROCESS'. The 'PROCESS' button is highlighted with a red box.



3. Select 'Request SMS Code'.

**Funds Transfer - Business**  
Please note: Two authorisations required to process payments

**CREATE BATCH** BATCH HISTORY

ALL | PENDING | SCHEDULED | PROCESSED

**UNSCHEDULED BATCHES**

**SAMPLE BATCH 3** \$566.70  
FROM ACC 00002222 1 PAYMENTS

STATUS: NEEDS YOUR APPROVAL

VIEW/EDIT | HISTORY | CANCEL | PROCESS

Payment Date: 07/08/2017

This option requires Secure SMS validation.  
If you wish to proceed, simply click on 'Request SMS Code'.  
You will receive SMS message containing an SMS code.  
Please enter the SMS code received and proceed with your action.

Phone Number: Mobile: 123456789

**REQUEST SMS CODE**

4. Enter the code in the 'Request SMS Code' field.

**CREATE BATCH** BATCH HISTORY

ALL | PENDING | SCHEDULED | PROCESSED

**UNSCHEDULED BATCHES**

**SAMPLE BATCH 3** \$566.70  
FROM ACC 00002222 1 PAYMENTS

STATUS: NEEDS YOUR APPROVAL

VIEW/EDIT | HISTORY | CANCEL | PROCESS

Payment Date: 07/08/2017

This option requires Secure SMS validation.  
If you wish to proceed, simply click on 'Request SMS Code'.  
You will receive SMS message containing an SMS code.  
Please enter the SMS code received and proceed with your action.

Phone Number: Mobile: 123456789

If you are sure you wish to process this Batch then please confirm the details in the SMS most importantly confirming that the SMS signature below matches with the SMS signature in the message you receive.

SMS Signature: FF83E919CB17C75F

REQUEST SMS CODE

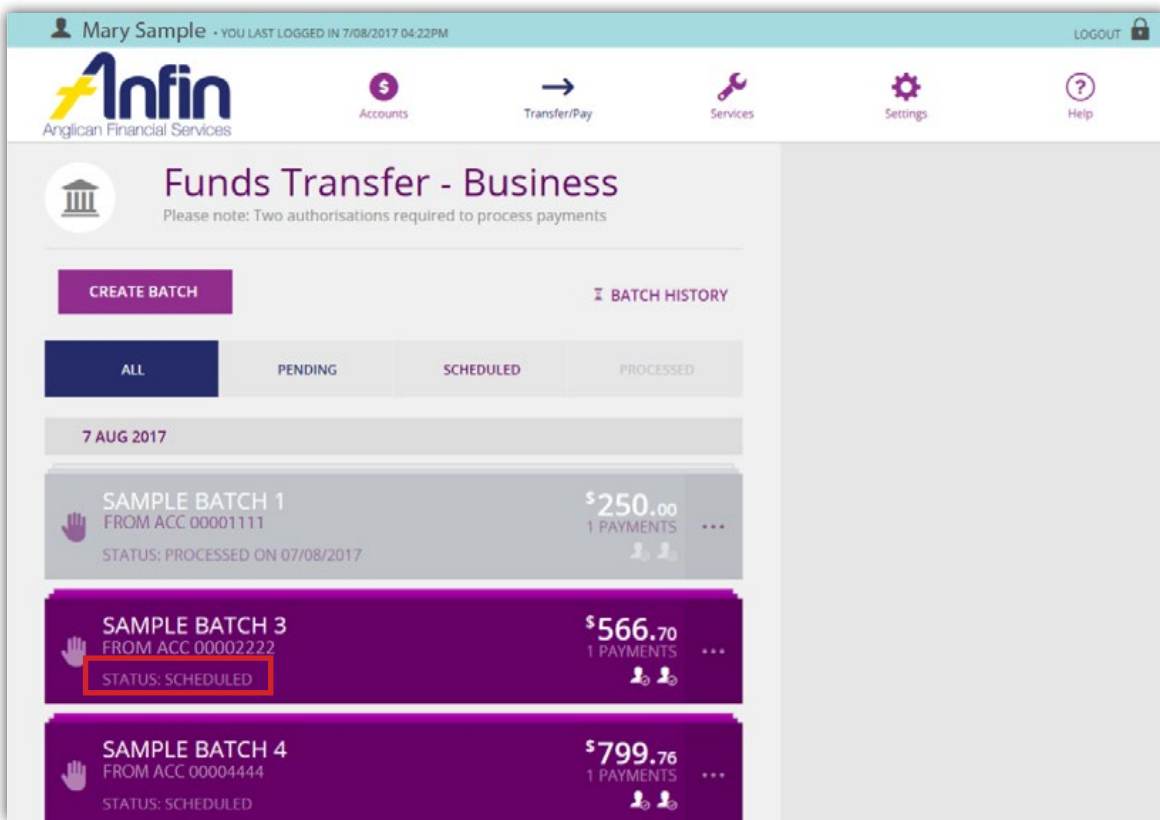
SMS Code Sent. Please enter the code.



5. A message will appear asking if you are sure you want to process the batch, select 'Yes' and then 'OK'.

**Note:**

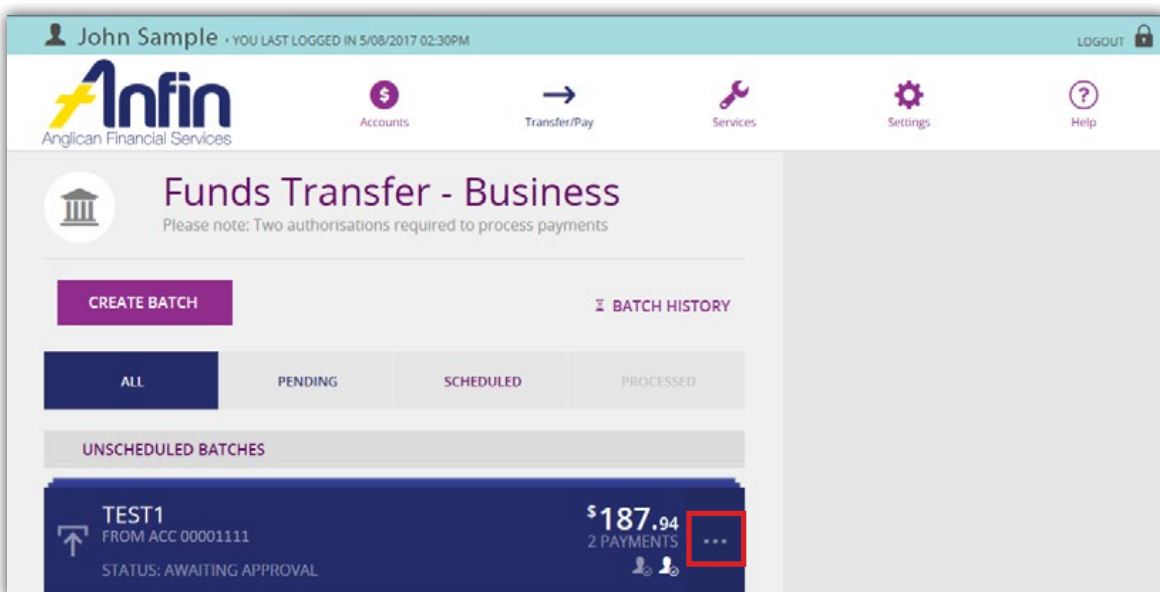
- ✓ Make sure you are aware of your **daily limits**, as exceeding your limit may result in the batch failing.
- ✓ It is good practice to check the batch that has just been authorised by verifying the status is 'Scheduled'.



## Delete a Batch

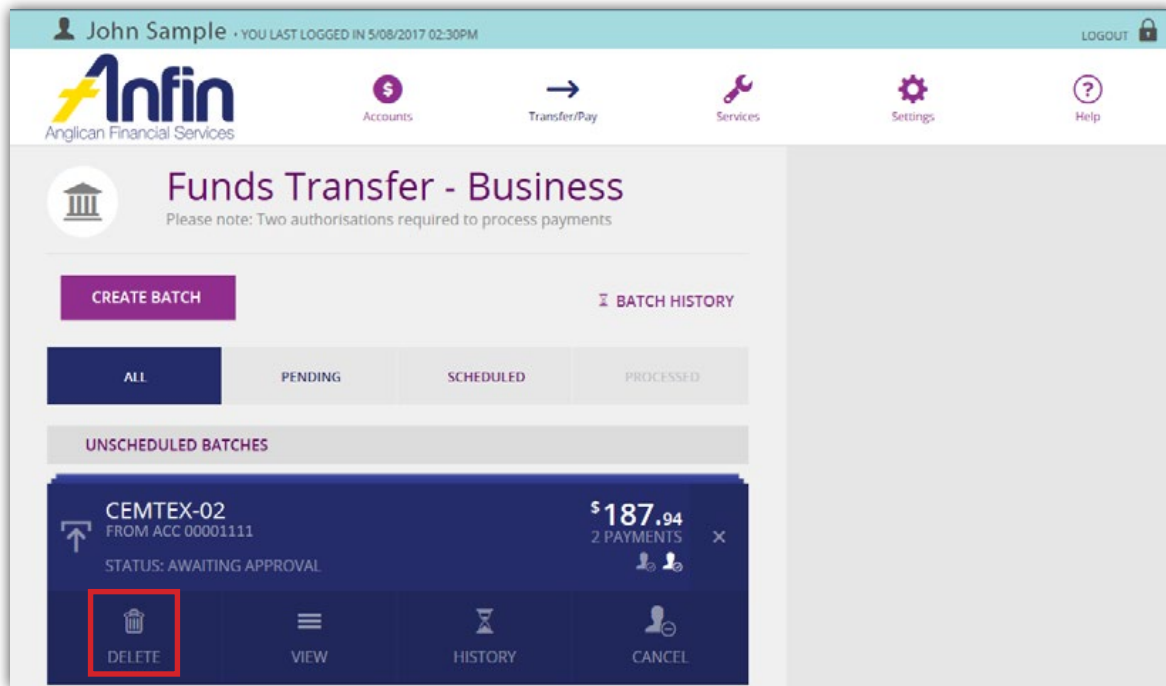
To delete a batch:

1. From the Business Banking Home page, select the 'All' tab and under the heading 'Unscheduled Batches' find the batch you wish to delete.
2. Select the 3 dot icon.





3. Select 'Delete'.



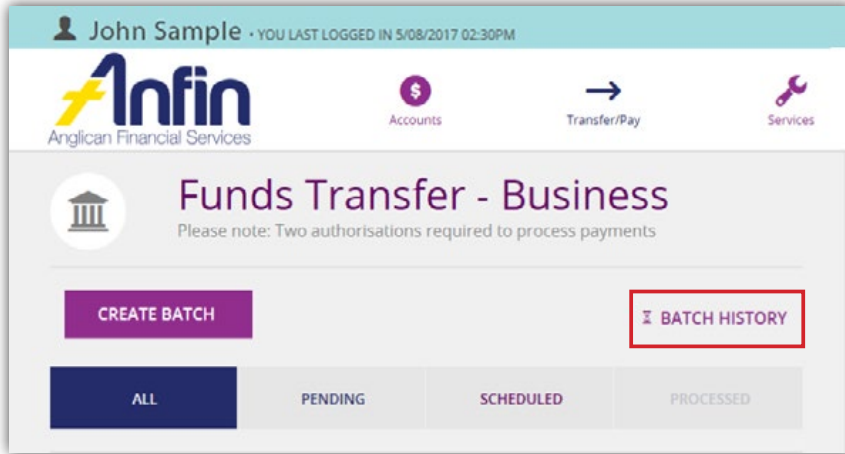
4. A message will appear asking you 'are you sure you want to delete'.
5. Select 'Yes' and then 'OK'.



## View a Batch

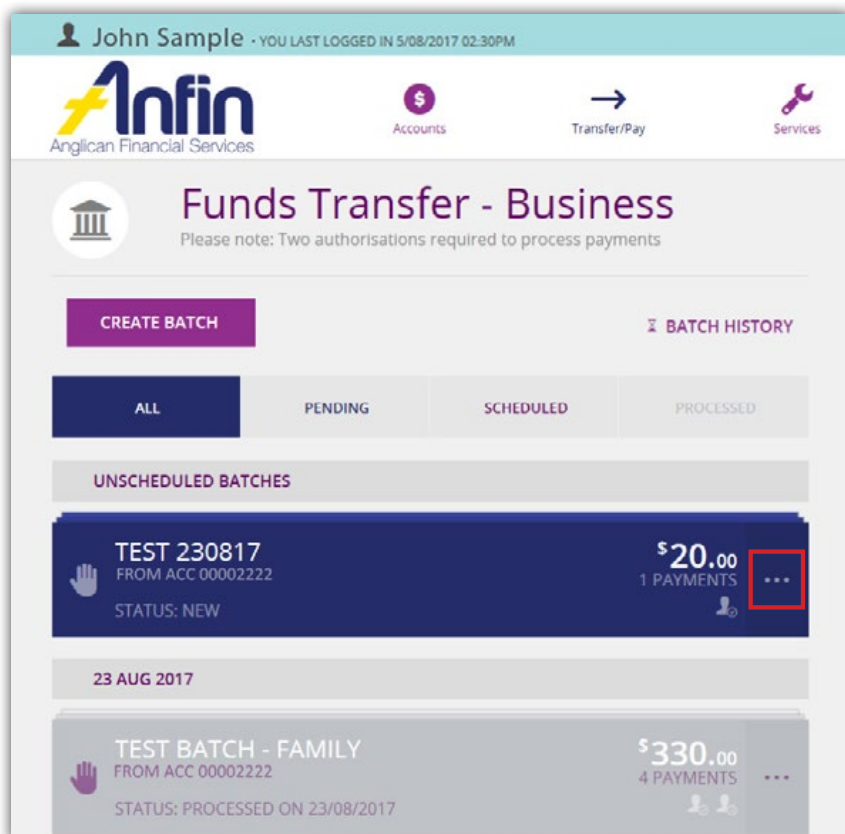
Use this option to view an individual batch and its history, or perform a search for batches within a timeframe and view their histories.

**Please note:** When selecting the 'Batch History' icon, the batch history list window appears and displays all previous batches including the latest batch.



To view an individual batch:

1. From the Business Banking Home page, select the 'All' tab and scroll down the list of batches to find the one you wish to view.  
**Please note:** The 'All' tab displays all batches that have been processed including batches that have had a failed transaction.
2. Select the 3 dot icon.





3. Select 'History' to view batch details.

4. Select the 3 dot icon to view latest batch history.

5. All transactions within the batch will be displayed.



# Funds Transfer – Individual

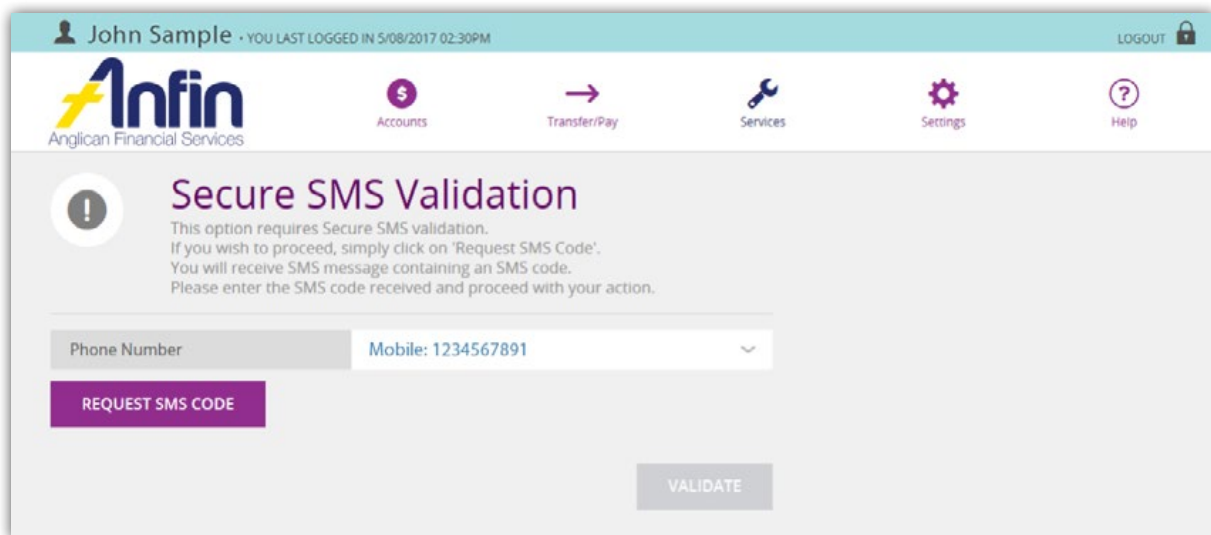
## Transfer - Individual

ANFIN Investments that are one to sign will be required to process transactions through Transfer/Pay Individual.

There are four types of fund transferring options when processing batch payments:

- ✓ **Transfer** – Transfer funds to a linked ANFIN account
- ✓ **ANFIN Client** – Transfer funds to another ANFIN client’s account  
*Please note:* only the first three letters of another ANFIN client’s Member Name is required for the Account Name field. For example, South Brisbane Anglican Parish would require SOU in Account Name field.
- ✓ **Pay Anyone** – Transfer funds to an external account
- ✓ **BPAY** – Transfer funds using an invoice with BPAY details

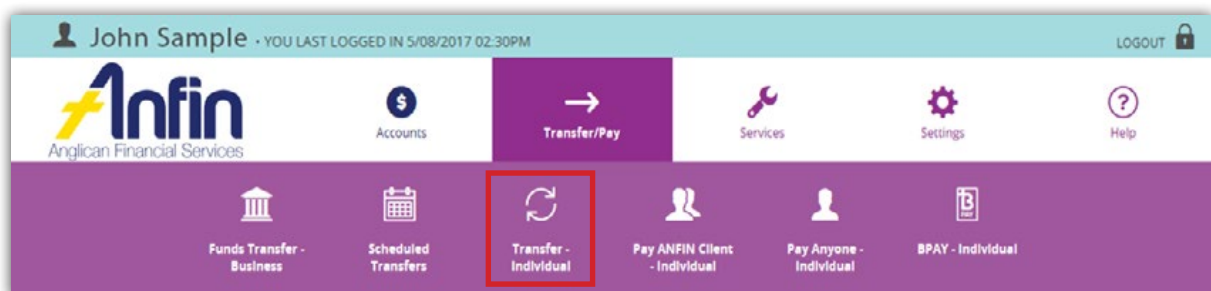
**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the Transfer – Individual page.



However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

## Transfer funds to a linked ANFIN account

1. Click on ‘Transfer Individual’.





2. Click the downward arrows to select the 'From' and 'To' Accounts from the drop down lists.
3. Enter the Reference and Amount details in the fields provided. If you wish to transfer the funds immediately click 'Pay Now'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Accounts Transfer/Pay Services

### Transfer - Individual

Transfer money between your own accounts. [MORE INFORMATION](#)

FROM

Easy Access ACCOUNT 00001111	\$1,329.53 CURRENT \$1,329.53
---------------------------------	----------------------------------

TO

S3 - Overdraft ACCOUNT 00002222	\$14,971.34 CURRENT \$6,651.74
------------------------------------	-----------------------------------

Reference	SAMPLE
Amount	\$ 25.00

[SCHEDULE PAYMENT](#) [PAY NOW](#)

4. If the transfer is to be processed at a later date, click 'Schedule Payment' and type in the 'Make Payment On' date and 'Frequency', then select 'Set Schedule'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

### Transfer - Individual

Transfer money between your own accounts. [MORE INFORMATION](#)

FROM

Easy Access ACCOUNT t00001111	\$1,329.53 CURRENT \$1,329.53
----------------------------------	----------------------------------

TO

S3 - Overdraft ACCOUNT 00002222	\$14,971.34 CURRENT \$6,651.74
------------------------------------	-----------------------------------

Reference	SAMPLE
Amount	\$ 25.00

[SCHEDULE PAYMENT](#)

Make Payment On	Select date
Frequency	One Off

Number of Payments: ONGOING

[SET SCHEDULE](#)



- You will be asked to confirm the details. If details are incorrect, select 'Edit Payment'. Otherwise select 'Confirm'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Accounts Transfer/Pay Services

### Transfer - Individual

Transfer money between your own accounts. [MORE INFORMATION](#)

FROM	EASY ACCESS 00001111
TO	S3 - OVERDRAFT 00002222
REFERENCE	SAMPLE
MAKE PAYMENT ON	23 OCT 2017
FREQUENCY	ONE OFF
NUMBER OF PAYMENTS	1
AMOUNT	\$25.00

[< EDIT PAYMENT](#) [CONFIRM](#)

- The following message will appear confirming the transaction was successful. If you wish to make another transfer, click 'Pay Another'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Accounts Transfer/Pay Services

### Transfer - Individual

Transfer money between your own accounts. [MORE INFORMATION](#)

23 OCT 2017 04:42:38 PM  
TRANSFER REFERENCE NUMBER  
1509713

FROM	EASY ACCESS 00001111
TO	S3 - OVERDRAFT 00002222
REFERENCE	SAMPLE
MAKE PAYMENT ON	23 OCT 2017
FREQUENCY	ONE OFF
NUMBER OF PAYMENTS	1
AMOUNT	\$25.00

[PAY ANOTHER](#)



## Pay ANFIN Client - Individual

**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the Pay ANFIN Client – Individual page.

However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

1. Click on 'Pay ANFIN Client Individual'.

2. Click the downward arrow to select the 'From Account' from the drop down list.
3. Enter the Description, Account No, Pay To, Reference and Email details in the fields provided. If you wish to transfer the funds immediately click 'Pay Now'.
4. If the transfer is to be processed at a later date click 'Schedule Payment' and type in the 'Make Payment On' date and 'Frequency', then select 'Set Schedule'.

- You will be asked to confirm the details. If details are incorrect, select 'Edit Payment'. Otherwise select 'Confirm'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

**ANFIN**  
Anglican Financial Services

Accounts      Transfer/Pay      Services

### Pay ANFIN Client - Individual

Please note: Payments made to other ANFIN clients are processed immediately and will be available in the payee account straight away.

FROM	EASY ACCESS 00001111
DESCRIPTION	SAMPLE
ACCOUNT NO.	00003333
PAY TO	ABC
REFERENCE	RENT
EMAIL	-
MAKE PAYMENT ON	23 OCT 2017
FREQUENCY	ONE OFF
NUMBER OF PAYMENTS	1
AMOUNT	\$120.00

< EDIT PAYMENT      CONFIRM

- The following message will appear confirming the transaction was successful. If you wish to make another Pay ANFIN Client transfer, click 'Pay Another Member'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

**ANFIN**  
Anglican Financial Services

Accounts      Transfer/Pay      Services

### Pay ANFIN Client - Individual

Please note: Payments made to other ANFIN clients are processed immediately and will be available in the payee account straight away.

23 OCT 2017 06:08:32 PM  
PAY ANFIN CLIENT REFERENCE NUMBER  
**1500000**

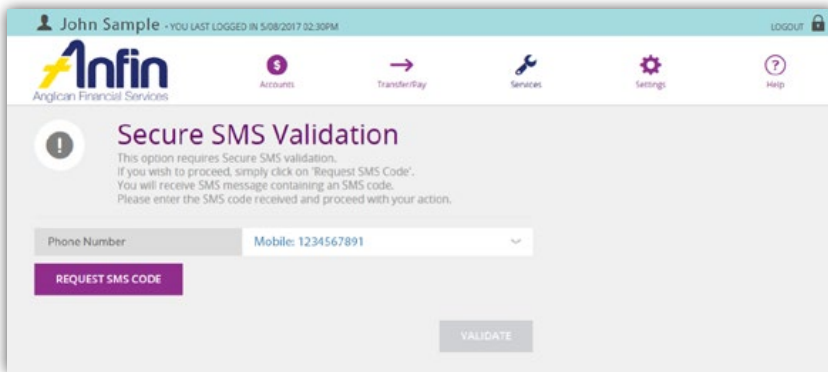
FROM	EASY ACCESS 00001111
DESCRIPTION	SAMPLE
ACCOUNT NO.	00003333
PAY TO	ABC
REFERENCE	RENT
EMAIL	-
MAKE PAYMENT ON	23 OCT 2017
FREQUENCY	ONE OFF
NUMBER OF PAYMENTS	1
AMOUNT	\$120.00

PRINT      PAY ANOTHER MEMBER



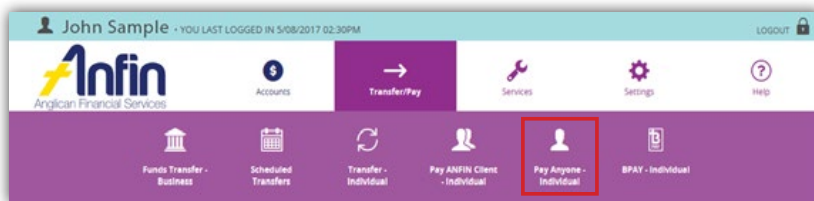
# Pay Anyone - Individual

**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the Pay Anyone - Individual page.

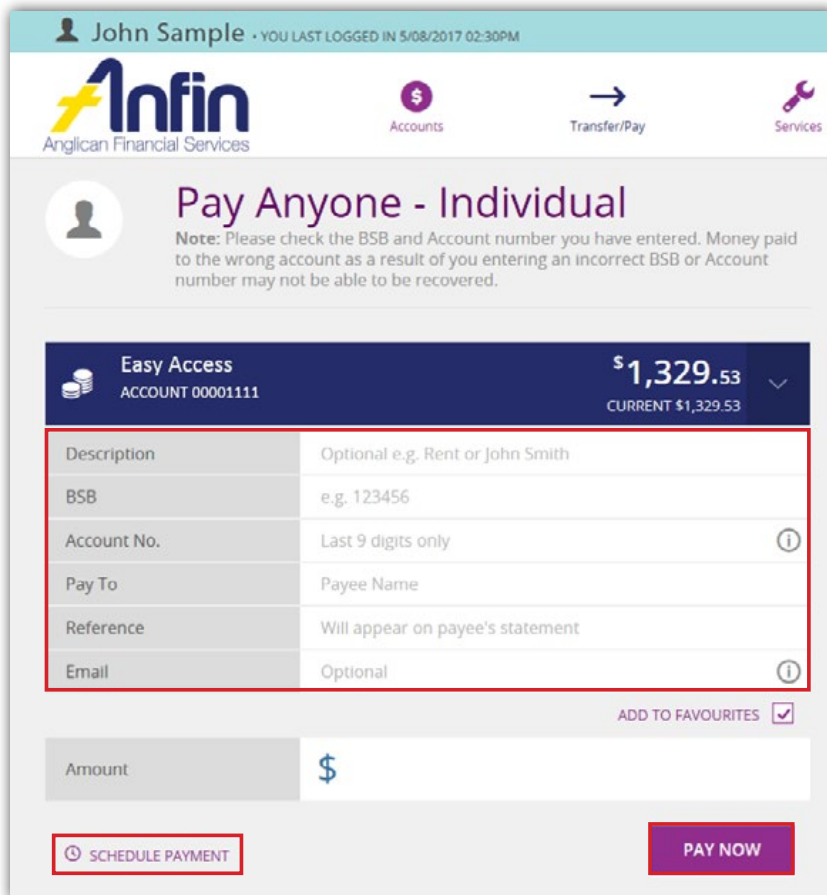


However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

1. Click on 'Pay Anyone - Individual'.



2. Click the downward arrow to select the 'From Account' from the drop down list.
3. Enter the Description, BSB, Account No, Pay To, Reference and Email details in the fields provided. If you wish to transfer the funds immediately click 'Pay Now'.
4. If the transfer is to be processed at a later date click 'Schedule Payment' and type in the 'Make Payment On' date and 'Frequency', then select 'Set Schedule'.



- You will be asked to confirm the details. If details are incorrect, select 'Edit Payment'. Otherwise select 'Confirm'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

**Anfin**  
Anglican Financial Services

Accounts      Transfer/Pay      Services

### Pay Anyone - Individual

**Note:** Please check the BSB and Account number you have entered. Money paid to the wrong account as a result of you entering an incorrect BSB or Account number may not be able to be recovered.

FROM	EASY ACCESS 00001111
DESCRIPTION	SAMPLE
BSB	WBC - AITKENVALE - 034212
ACCOUNT NO.	123456
PAY TO	SAMPLE
REFERENCE	SAMPLE
EMAIL	-
AMOUNT	\$25.00

< EDIT PAYMENT      CONFIRM

- The following message will appear confirming the transaction was successful. If you wish to make another transfer, click 'Make Another Payment'.


John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

**Anfin**  
Anglican Financial Services


Accounts      Transfer/Pay      Services

### Pay Anyone - Individual

**Note:** Please check the BSB and Account number you have entered. Money paid to the wrong account as a result of you entering an incorrect BSB or Account number may not be able to be recovered.

 23 OCT 2017 06:20:56 PM  
PAY ANYONE REFERENCE NUMBER  
**1500000**

FROM	EASY ACCESS 00001111
DESCRIPTION	SAMPLE
BSB	ABC
ACCOUNT NO.	123456
PAY TO	SAMPLE
REFERENCE	SAMPLE
EMAIL	-
AMOUNT	\$25.00

 MAKE ANOTHER PAYMENT



## BPAY – Individual

**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the BPAY – Individual page.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Accounts Transfer/Pay Services Settings Help

### Secure SMS Validation

This option requires Secure SMS validation.  
If you wish to proceed, simply click on 'Request SMS Code'.  
You will receive SMS message containing an SMS code.  
Please enter the SMS code received and proceed with your action.

Phone Number Mobile: 1234567891

REQUEST SMS CODE

VALIDATE

However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

1. Click on 'BPAY - Individual'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Accounts Transfer/Pay Services Settings Help

Funds Transfer - Business Scheduled Transfers Transfer - Individual Pay ANFIN Client - Individual Pay Anyone - Individual **BPAY - Individual**

2. Click the downward arrow to select the 'From Account' from the drop down list.
3. Enter the Description, Biller Code and Customer Reference No. details in the fields provided. If you wish to transfer the funds immediately click 'Pay Now'.
4. If the transfer is to be processed at a later date click 'Schedule Payment' and type in the 'Make Payment On' date and 'Frequency', then select 'Set Schedule'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

Accounts Transfer/Pay Services

### BPAY - Individual

Please note: BPAY® payments performed after 6pm on a business day, weekend or public holiday will be processed the following business day.

Easy Access ACCOUNT 00001111 **\$1,304.53**  
CURRENT \$1,304.53

Description e.g. Electricity Bill

Biller Code

Customer Ref No. ?

ADD TO BILLERS

Amount \$

? SCHEDULE PAYMENT **PAY NOW**



- You will be asked to confirm the details. If details are incorrect, select 'Edit Payment'. Otherwise select 'Confirm'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

**ANFIN**  
Anglican Financial Services

Accounts      Transfer/Pay      Services

**BPAY - Individual**  
Please note: BPAY® payments performed after 6pm on a business day, weekend or public holiday will be processed the following business day.

FROM	EASY ACCESS 00001111
TO BILLER	BRISBANE CITY COUNCIL RATES
BILLER CODE	00000
CUSTOMER REF NO.	5000000001111
DESCRIPTION	SAMPLE
AMOUNT	\$300.00

< EDIT PAYMENT      CONFIRM

- The following message will appear confirming the transaction was successful. If you wish to make another transfer, click 'Pay Another'.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

**ANFIN**  
Anglican Financial Services

Accounts      Transfer/Pay      Services

**BPAY - Individual**  
Please note: BPAY® payments performed after 6pm on a business day, weekend or public holiday will be processed the following business day.

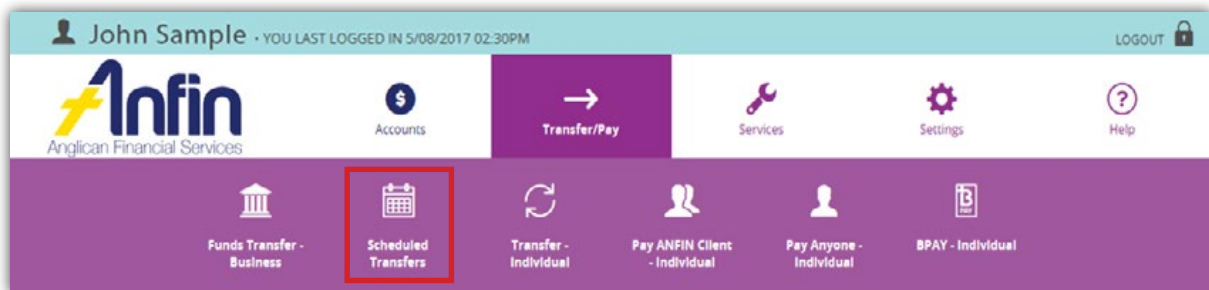
✓ 23 OCT 2017 06:31:23 PM  
BPAY REFERENCE NUMBER  
1486

FROM	EASY ACCESS 00001111
TO BILLER	BRISBANE CITY COUNCIL RATES
BILLER CODE	00000
CUSTOMER REF NO.	5000000001111
DESCRIPTION	SAMPLE
AMOUNT	\$300.00

MAKE ANOTHER PAYMENT

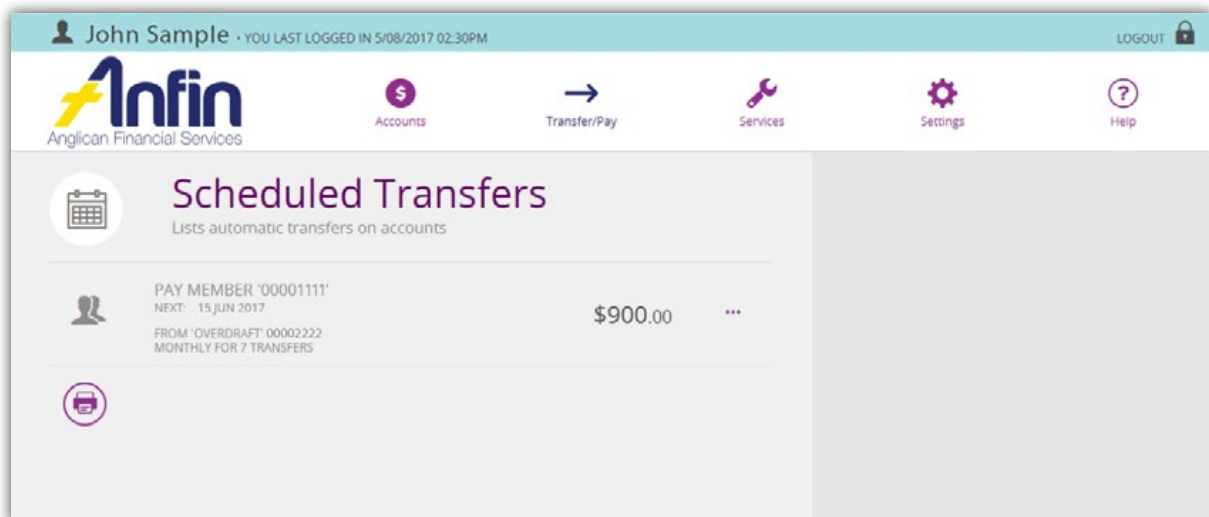
## Automatic Transfers (Periodical Payments)

To view automatic transfers on accounts, select 'Transfer/Pay' in the Navigation Menu and then 'Scheduled Transfers'.



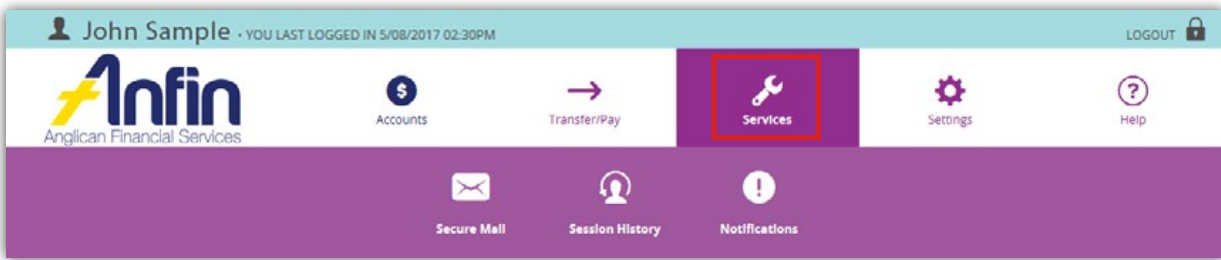
The Scheduled Transfers page will display a list of all current automatic transfers.

For information on the To and From accounts, select the 3 dot icon.



For any alterations to automatic transfers, contact the ANFIN Customer Service team.

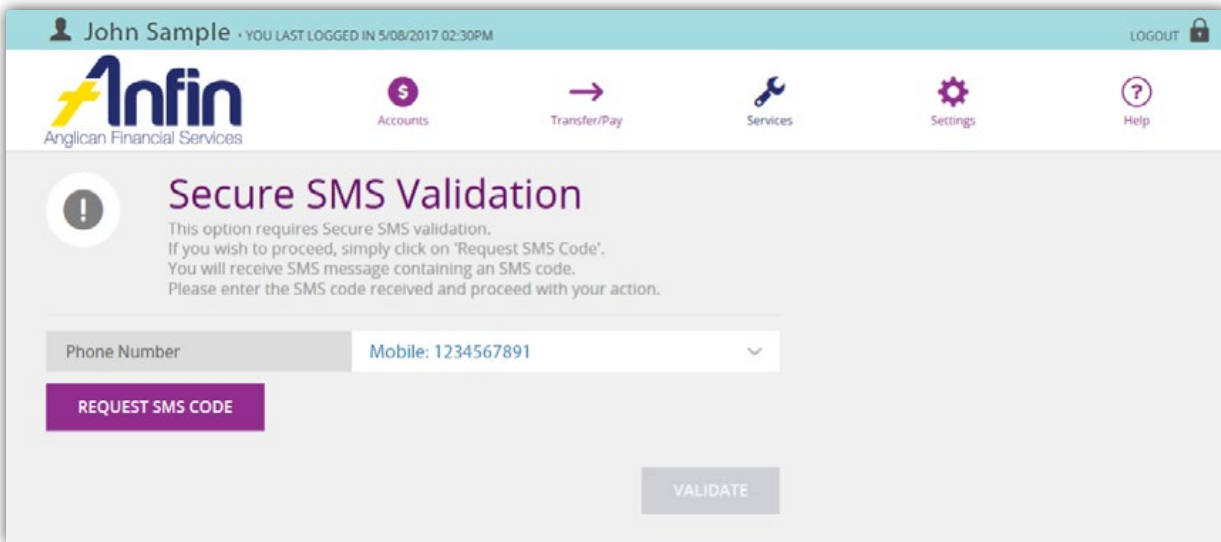
# Services



## Secure Mail

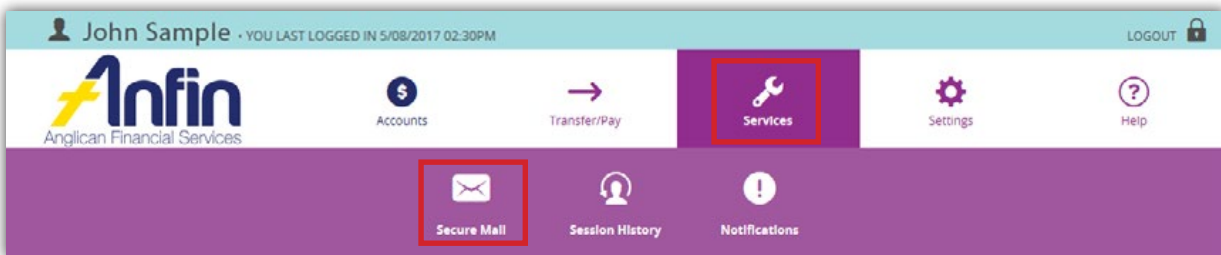
Our Secure Mail facility enables you to communicate with ANFIN in a secure environment. ANFIN may also send you important information via secure messages.

**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the Secure Mail page.



However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

To access your Secure Mailbox, select 'Services' in the Navigation Menu and then 'Secure Mail'.



To view a message click on the Subject.



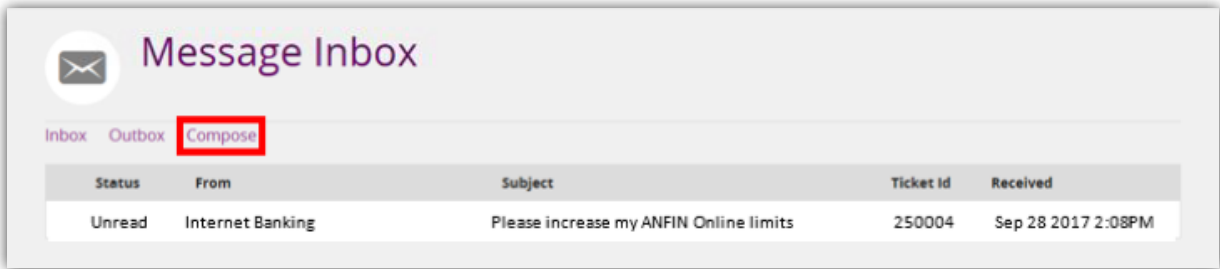


To view a sent message, select 'Outbox'.

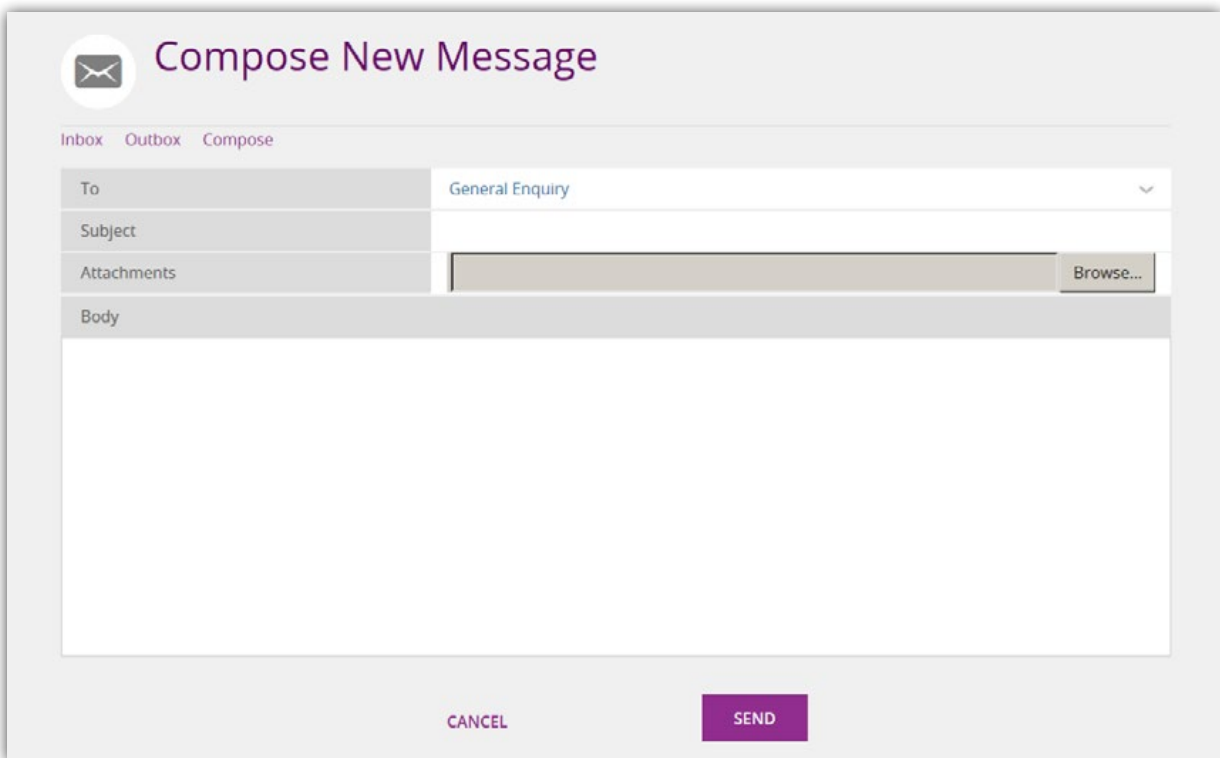


To send us a message:

1. Select 'Compose'.



2. Compose your message and add any required attachments\*\*.



3. Once you've completed the message click 'Send' and a ANFIN Team Member will respond to your request within 24 business hours.

\*\* You will be able to upload a maximum of 5 attachments per message. Each attachment must be no bigger than 1Mb and one of either .jpg, .txt or .pdf file types.

For security reasons, our ANFIN Online has a time-out limit that will automatically log you out after a period of 10 minutes. If your message requires a large amount of content, it is recommended that you complete a draft message in another application, such as Word, then copy the contents to the message field to avoid loss of information. There is a maximum limit of 1,000 characters for messages.

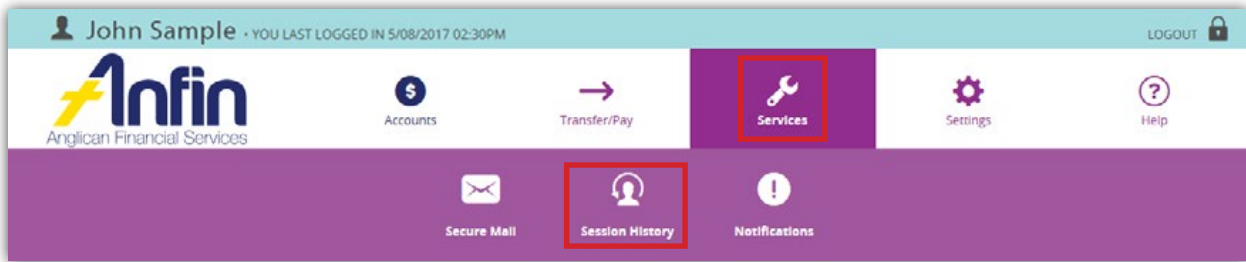


## Session History

The session history feature allows you to search all actions completed by you through ANFIN Online.

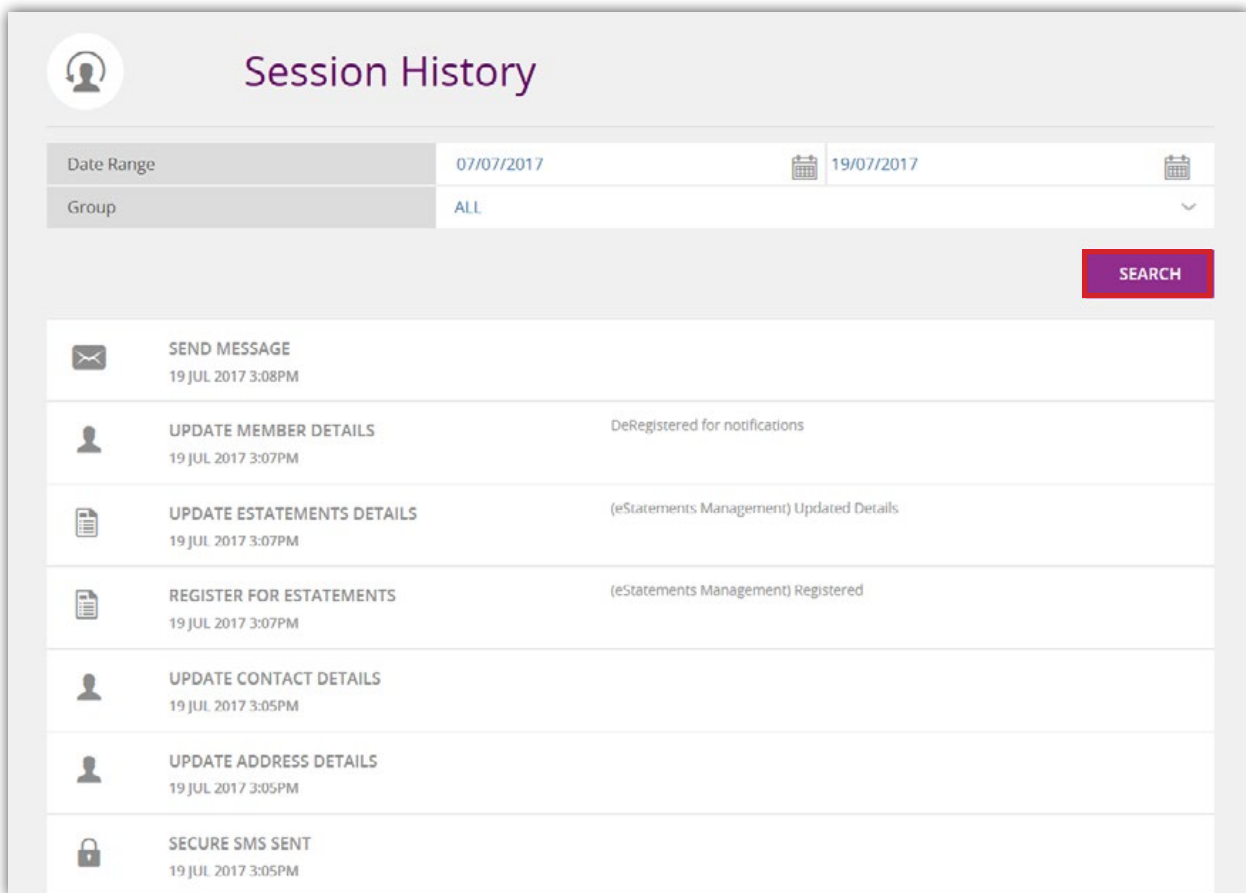
**Please note:** that the maximum amount of rows the Session History will display is 200. Ensure that you narrow your search to be as specific as possible in relation to what you're searching for.

To view your session history select 'Services' on the Navigation Menu then 'Session History'.



To search your session history:

1. Select 'Search'.





- Using either the Date Range.

The screenshot shows the 'Session History' page with a search filter for 'Date Range' set to '16/06/2017' and 'Group' set to 'ALL'. A red box highlights the search filter area. Below the filters is a 'SEARCH' button and a list of session events.

Icon	Event Name	Timestamp	Details
Key	LOGOUT	16 JUN 2017 4:11PM	
Bank Building	APPROVE BATCH	16 JUN 2017 4:08PM	Approved batch: UAT TEST 1
Bank Building	MODIFY BATCH DETAILS	16 JUN 2017 4:04PM	Modify batch: UAT TEST 1
Bank Building	ADD BATCH	16 JUN 2017 4:04PM	Batch:UAT TEST 1
Key	LOGON	16 JUN 2017 3:54PM	

or by Group you are able to narrow your selection results.

The screenshot shows the 'Session History' page with a search filter for 'Date Range' set to '25/06/2017' and '30/06/2017'. A red box highlights the search filter area. Below the filters is a 'SEARCH' button and a dropdown menu for 'Group' with a list of options.

Date Range	Group
25/06/2017 - 30/06/2017	ALL

- Update Details
- Transfers/Payments
- Business Banking
- Downloads
- eStatements
- Internet Lending
- Login
- MailBox
- Security
- SMS Alert

- Once you have completed the search parameters, click 'search'.

The screenshot shows the 'Session History' page with a search filter for 'Date Range' set to '07/07/2017' and '19/07/2017'. A red box highlights the search filter area. Below the filters is a 'SEARCH' button.

Date Range	Group
07/07/2017 - 19/07/2017	ALL

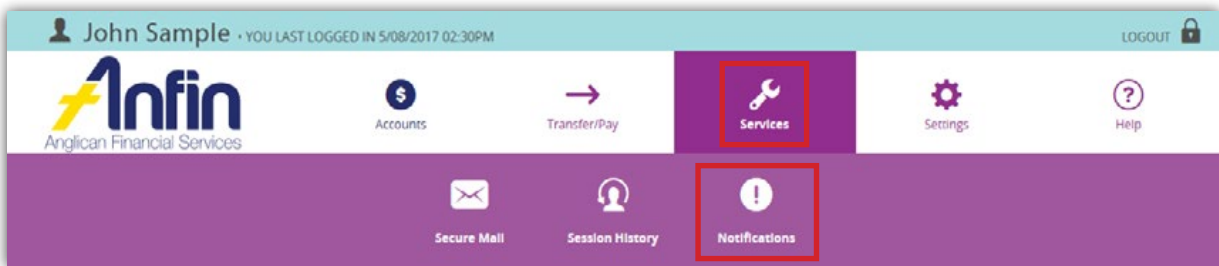
**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.

## Notifications

Notifications will send you an email regarding transactions processed through Business Banking or transactions involving individual accounts (1 to sign).

To register for notifications:

1. Select 'Services' in the Navigation Menu then 'Notifications' icon.



2. Enter the email address you would like to receive notifications.

A screenshot of the 'Notifications' settings page. The title is 'Notifications' with a sub-header: 'We will send receipts and notifications to the following email address. Please use the options below to choose which you would like to receive.' Below this is a form with an 'Email' field containing 'jsample@anglicanchurchsq.org.au'. There is a list of four notification options with checkboxes: 'Internal Transfer - Individual', 'Pay ANFIN Client - Individual', 'External Transfer - Individual', and 'Business Banking'. The 'Business Banking' checkbox is checked. A 'SAVE' button is located at the bottom right of the form.

3. Tick on any of the four options available and then click 'Save'.
4. The following message will appear with a record of the change sent to the notification email address.

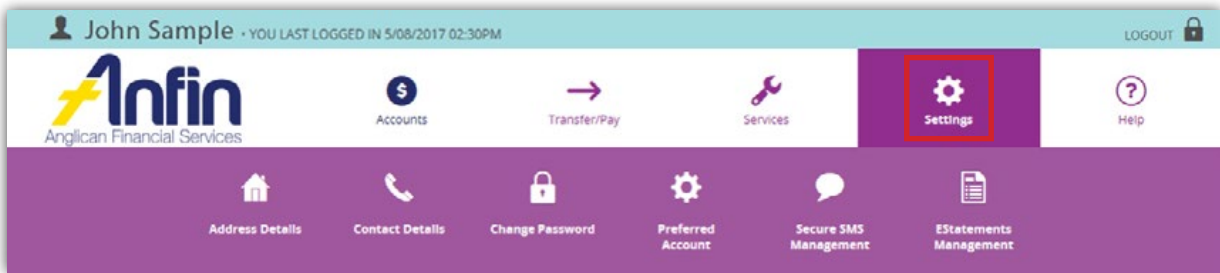
Your email notification details have changed. An email has been sent to confirm this.

To update your notification details please follow the above steps.

**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.



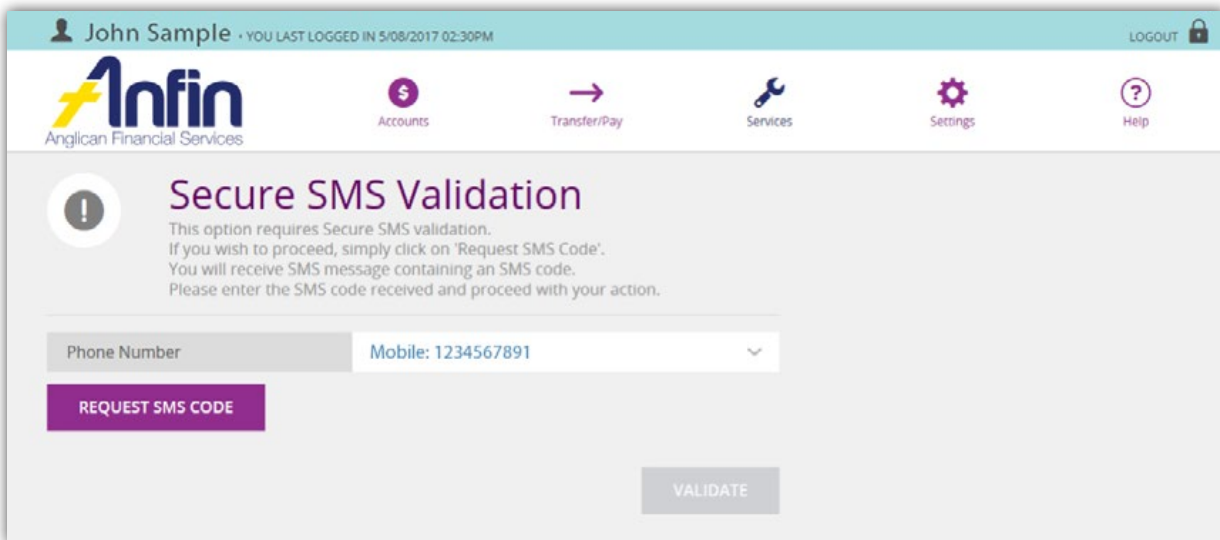
# Settings



## Address Details

You can now update your address details through ANFIN Online. When you enter this page your current and previous addresses will display.

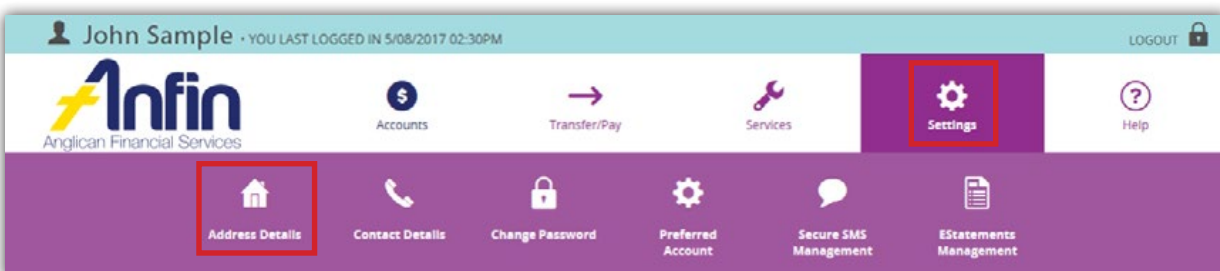
**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the Address Details page.



However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

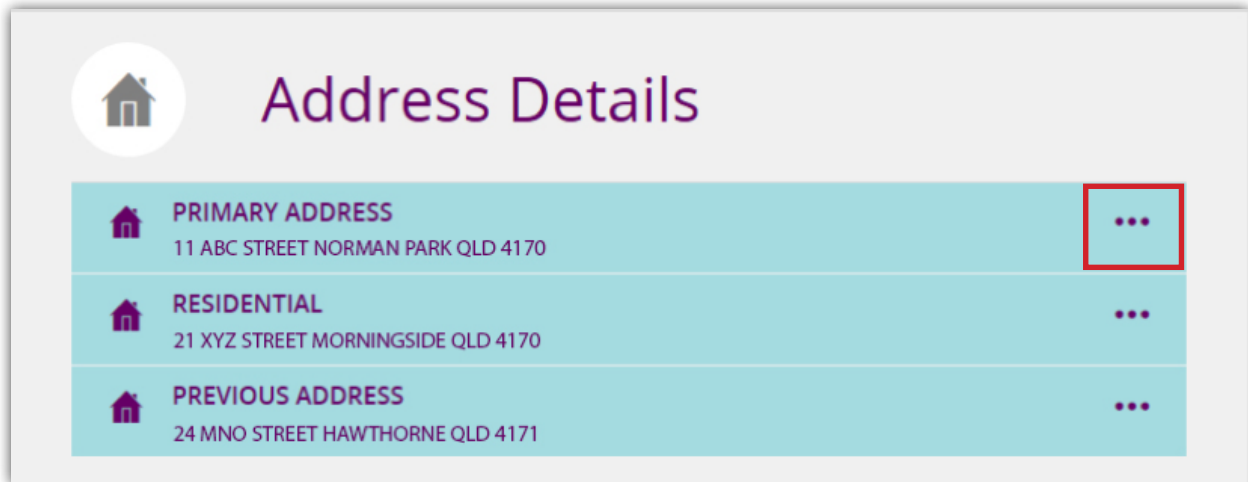
To update your address:

1. Select 'Settings' in the Navigation Menu and then 'Address Details'.

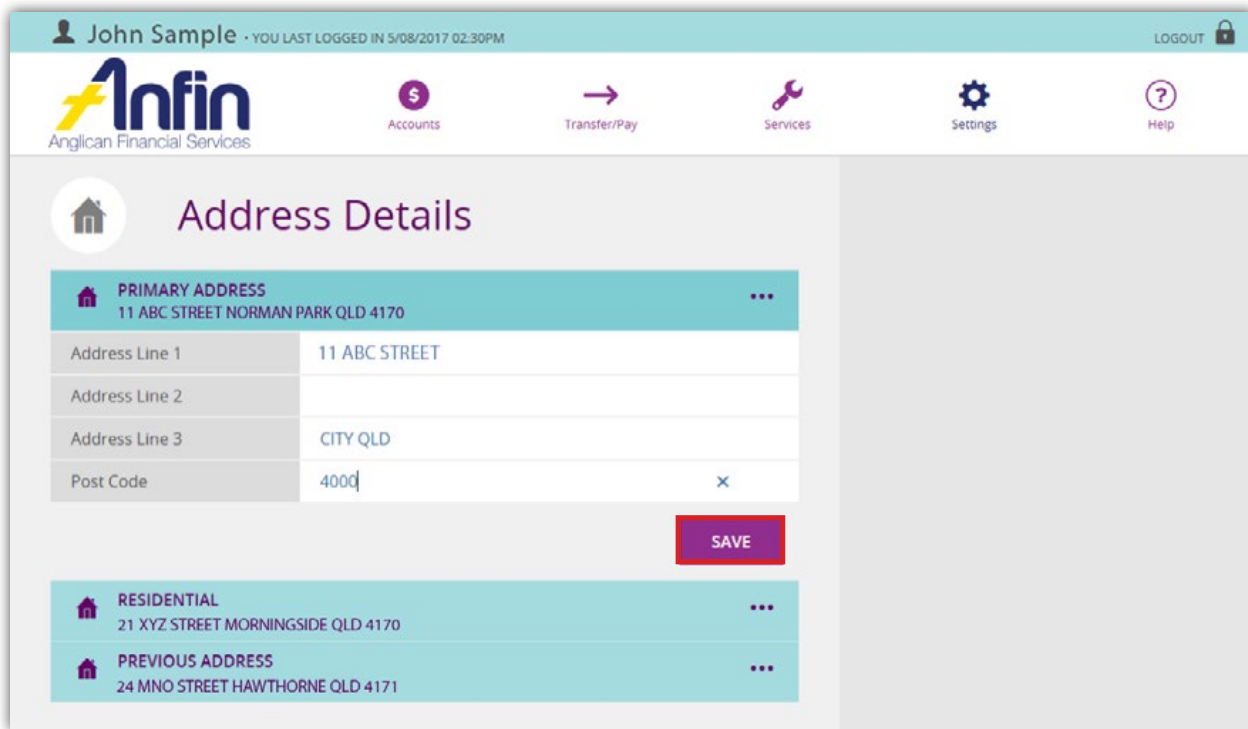




2. Select the 3 dot symbol to expand the address type you are updating.



3. Enter the new details in the corresponding fields.



1. Select 'Save'.
2. The following message will appear once details have been updated.

You have successfully updated your address details. Please provide the reference number (#1507158) while making inquiries regarding this update.

**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.



## Contact Details

You can now update your contact information quickly and easily through this section of ANFIN Online.

**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the Contact Details page.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

LOGOUT

Accounts Transfer/Pay Services Settings Help

**Secure SMS Validation**  
This option requires Secure SMS validation.  
If you wish to proceed, simply click on 'Request SMS Code'.  
You will receive SMS message containing an SMS code.  
Please enter the SMS code received and proceed with your action.

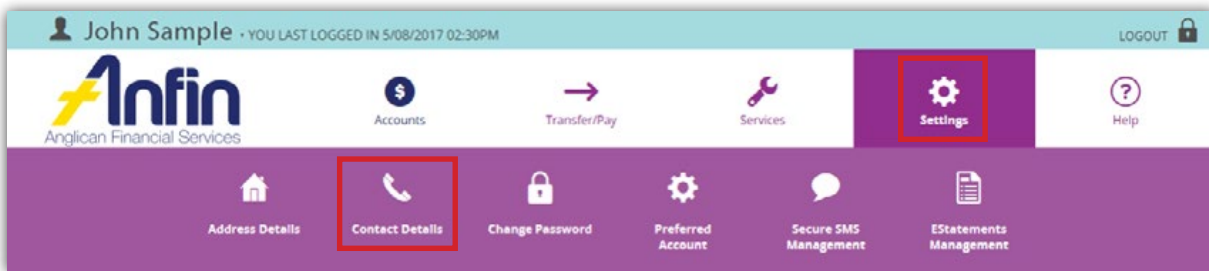
Phone Number Mobile: 1234567891

REQUEST SMS CODE

VALIDATE

However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

You can find out your current contact information by selecting 'Settings' from the Navigation Menu then 'Contact Details'.





To update your contact details:

1. Select 'Settings' from the Navigation Menu then 'Contact Details' and your current information will display.

PHONE NUMBERS	
Home	
Business	
Mobile	
Fax	

EMAIL ADDRESSES	
Home	jsample@anglicanchurchsq.org.au
Business	jsample@anglicanchurchsq.org.au

SAVE

2. Enter the new information in the corresponding fields.

John Sample · YOU LAST LOGGED IN 5/08/2017 02:30PM

LOGOUT

Accounts Transfer/Pay Services Settings Help

**Contact Details**

You have successfully updated your address details. Please provide the reference number (#1507158) while making inquiries regarding this update.

PHONE NUMBERS	
Home	0712312312
Business	
Mobile	1234567891
Fax	

EMAIL ADDRESSES	
Home	
Business	jsample@anglicanchurchsq.org.au

SAVE

3. Then click 'Save'.
4. The following message will appear once details have been updated.

You have successfully updated your contact details. Please provide the reference number (#1507161) while making inquiries regarding this update.

**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.

## Change Password

To ensure your online security is safe-guarded, we recommend periodically changing your online passwords and to never write down the password or give it to anyone.

A common fraud method to obtain your password is phishing emails. These generally contain a request from your bank to provide your password to them. ANFIN will never ask you for your password therefore never reply to such emails.

Please notify ANFIN immediately if you suspect that your password has become known to, or used by, someone else.

More information in relation to password protection can be found on the Australian Government website:

[www.staysmartonline.gov.au](http://www.staysmartonline.gov.au).

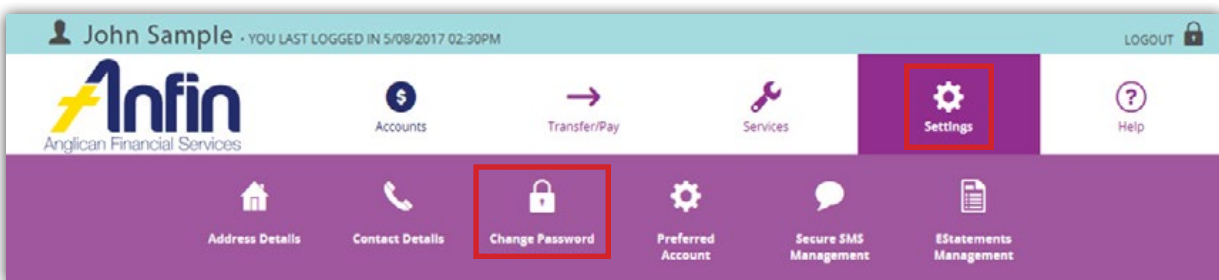
ANFIN now requires your password to be between 8 and 16 characters containing at least one numeric digit, one upper case letter, one lower case letter and one special character.

**Please note:** as part of our security protocols you will be asked to enter an SMS code upon entering the Change Password page.

However you will only be asked to verify an SMS code once per log on session. Therefore, if you have already been asked for an SMS code during your current session you will not be asked again on entering this page.

To change your password:

1. Select 'Settings' from the Navigation Menu then 'Change Password'.





2. Enter your current password, new password and confirm your new password in the corresponding fields.

**ANFIN**  
Anglican Financial Services

## Change Password

Password change required.

Your new password:

- Must be between 8 and 16 characters long
- Must contain both upper and lower case letters and numbers
- Should be different to your previous 5 passwords
- Must contain 1 special character @#%/^&\*+=
- Should not contain part of your name or your date of birth
- Must not contain your client number

Current Password

New Password

Confirm Password

**CHANGE PASSWORD**

3. Click 'Change Password'.
4. The following message will appear once details have been updated.

Password was changed successfully for John Sample

**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.

## Transaction and Daily Limits

Daily limits apply to the transfer and withdrawal of funds from all accounts. These limits are set to reduce the risk of large fraudulent transfers.

Standard limits are -

	Daily transaction limits	Daily limits
Internal Transfers	\$5,000	\$10,000
External Transfers	\$5,000	\$10,000

	3-day transfer limits*
Internally Transferred	\$30,000
Externally Transferred	\$30,000

\*Over three consecutive days, there is a limit of \$30,000 that can be transferred internally or externally.

If you require to have higher transaction and daily limits, contact the ANFIN Customer Service team on 07 3835 2355 or [askus@anfin.com.au](mailto:askus@anfin.com.au).

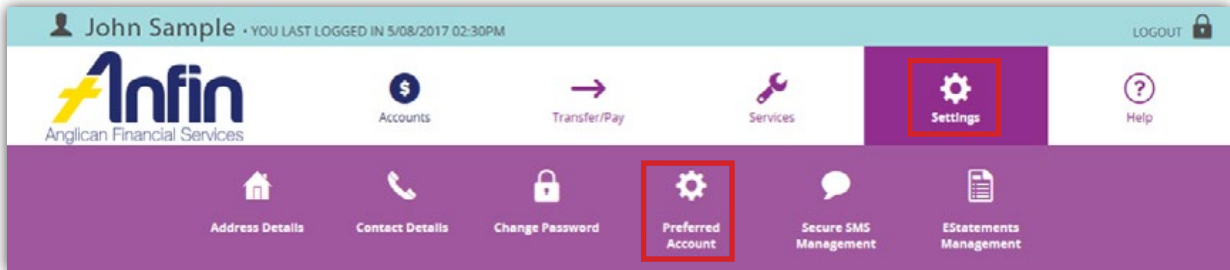
Important to remember -

- ✓ When transferring funds or processing batches, the total amount of these transfers must not exceed these limits or they will fail.
- ✓ When a batch needs to be authorised by two or more people, each person responsible for processing and authorising the batch must have a daily limit above the total batch amount plus any transaction processed on ANFIN Online that day, or transactions in the batch will fail once the limit is reached.
- ✓ Customers may apply in writing to ANFIN to increase or decrease transfer limits, with written requests requiring the appropriate authorising signatures.

# Preferred Account

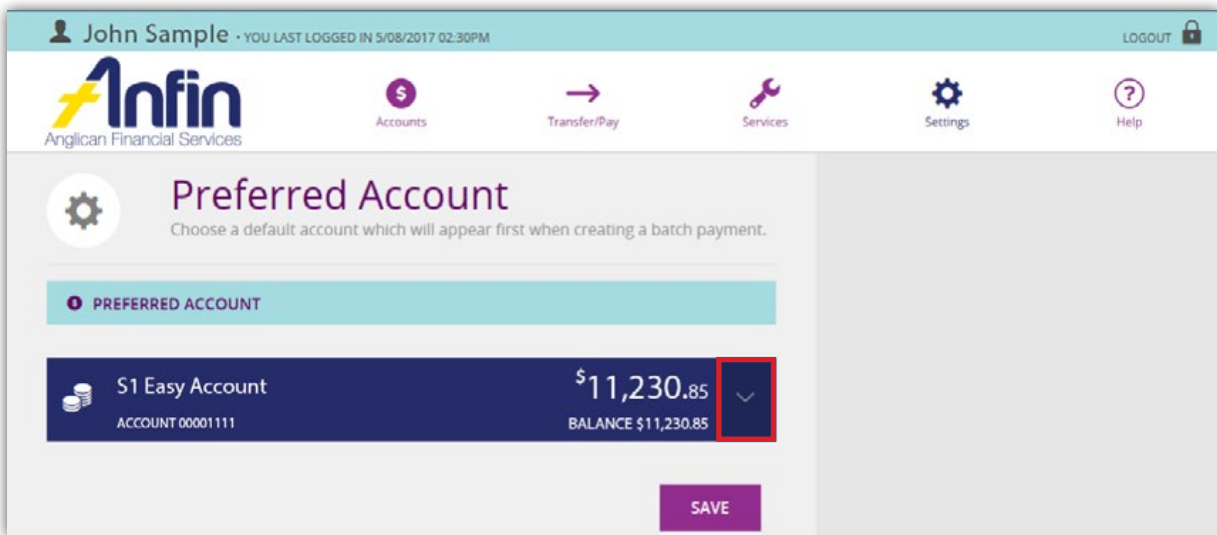
This feature allows you to choose a default debit account which will display when creating batches.

You can find out your current default debit account by selecting 'Settings' from the Navigation Menu then 'Preferred Account'.

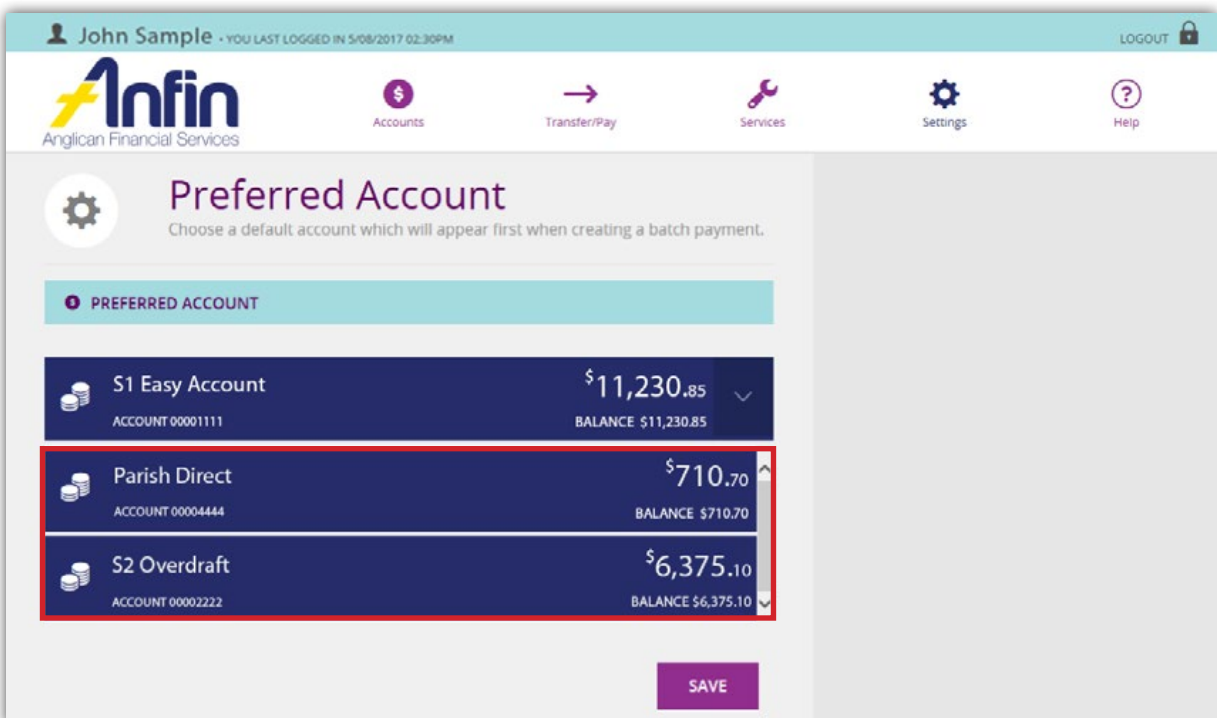


To change your preferred account:

1. Select 'Settings' from the Navigation Menu then 'Preferred Account'.

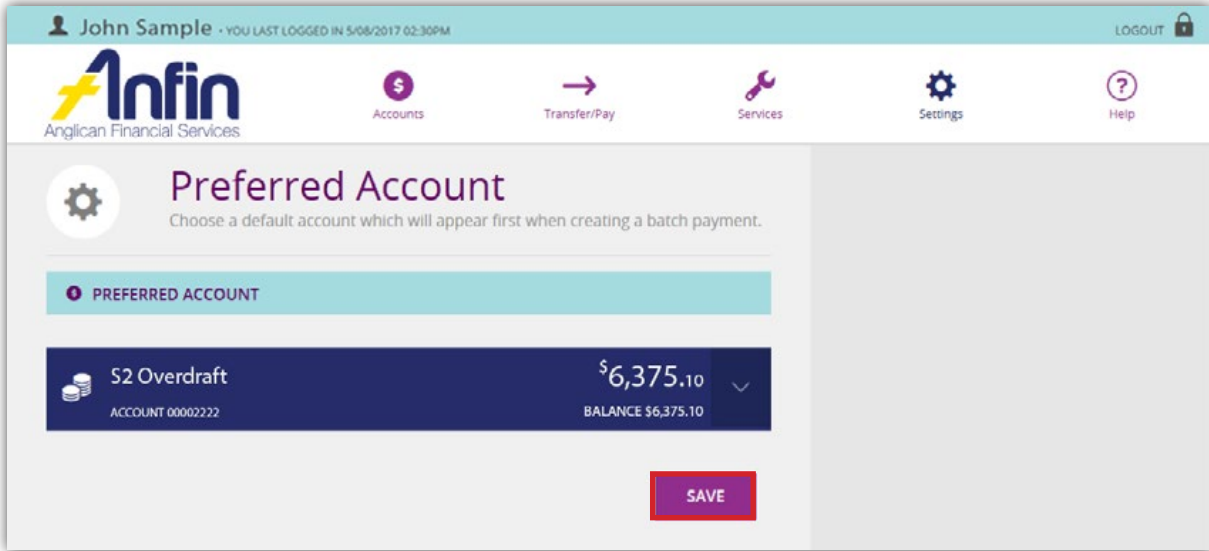


2. Select the downward arrow on the account listed and scroll through your list of accounts.





3. Select your preferred account from the list displayed.



4. Click 'Save'.
5. A notification will display to confirm changes.

Successfully updated preferred debit account.

**Note:** To return to the Home page, click the ANFIN logo at the top left hand of screen.

## Secure SMS Management

Secure SMS is ANFIN's authentication protocol and provides an additional layer of security.

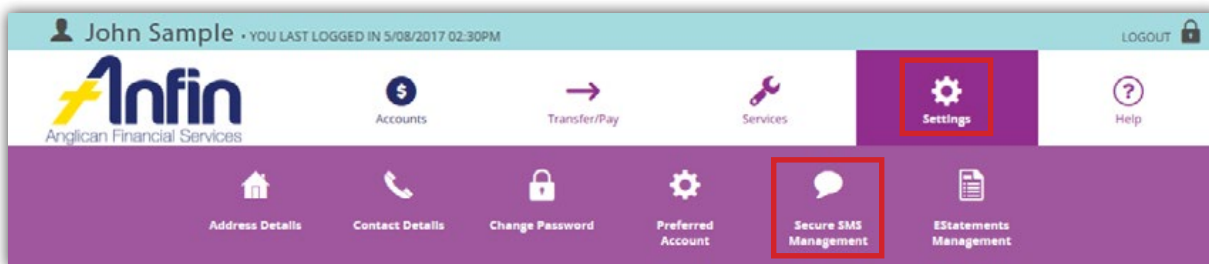
The use of Secure SMS authentication applies when performing sensitive functions, or transferring funds. This minimises the risk of fraudulent activity on your account.

When performing these types of functions you will be prompted to 'Request SMS Code' which will be forwarded to the mobile phone you have registered with ANFIN. You will then 'Validate' the randomly generated 6 digit code provided before continuing with your transaction.

**Please note:** you'll only need to authenticate yourself once per ANFIN Online session.

To register for secure SMS:

1. Select 'Settings' from the Navigation Menu then 'Secure SMS Management'.





2. Click 'Register'.

Secure SMS Registration

Phone Number Mobile: 1234567891

REGISTER

3. Click 'Request SMS Code'. A confirmation message will display notifying you a code has been sent and you will receive a secure SMS code.

Secure SMS Registration

Phone Number Mobile: 1234567891

REGISTER

This option requires Secure SMS validation.  
If you wish to proceed, simply click on 'Request SMS Code'.  
You will receive SMS message containing an SMS code.  
Please enter the SMS code received and proceed with your action.

REQUEST SMS CODE Enter SMS Code

SMS Code Sent. Please enter the code.

CANCEL CONTINUE REGISTRATION

4. Enter the code into the field outlined in the image above and click 'Continue Registration'.
5. You will be taken to a confirmation page where it asks if you would like to continue to the Account Balances page.

Secure SMS Registration

You have successfully registered for Secure SMS. Click Continue to return to Account Balances.

CONTINUE

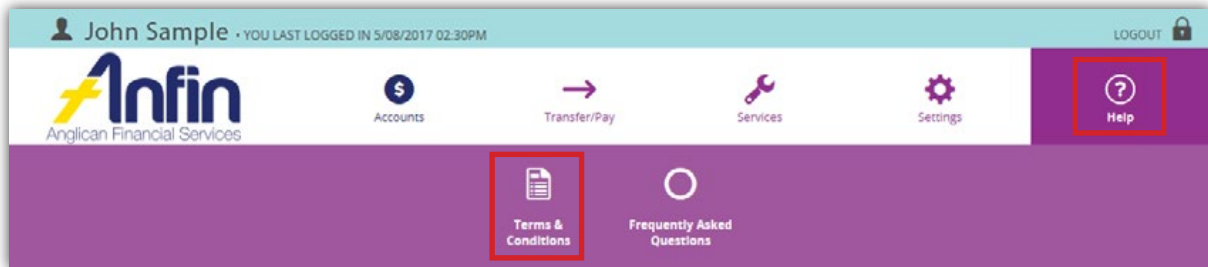
6. Click 'Continue'.





# Help

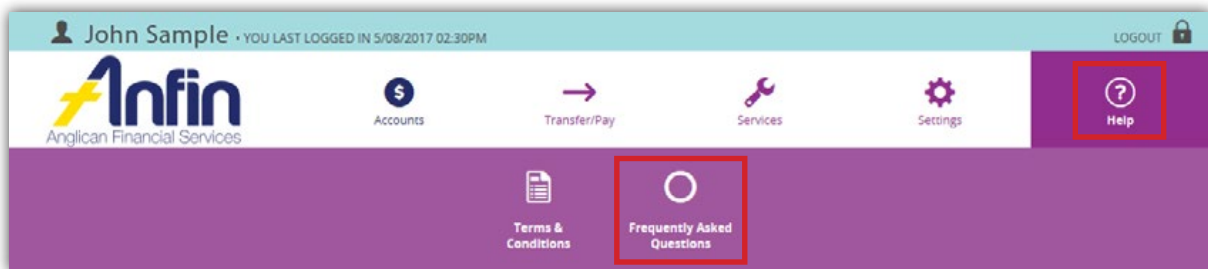
## Terms & Conditions



If you wish to review our ANFIN Online Terms & Conditions at any time they can be found by selecting 'Help' in the Navigation Menu then 'Terms & Conditions'.

If you have any queries or concerns with the Terms & Conditions please send us a secure mail message or contact us on 07 3835 2355 during business hours.

## FAQs



The help page outline's a number of FAQs relating to ANFIN Online and can be found by selecting 'Help' in the Navigation Menu, then 'Frequently Asked Questions'.

If you are unable to find the answer you are looking for please send us a secure mail message or contact us on 07 3835 2355 during business hours.



St Martin's House  
373 Ann Street, Brisbane  
Queensland 4000

Anglican Financial Services  
GPO Box 421  
Brisbane Queensland 4001

**Phone** (07) 3835 2355 or  
1300 889 700 (regional)  
**Fax** (07) 3835 2299  
**Email** [askus@anfin.com.au](mailto:askus@anfin.com.au)  
**Website** [anfin.com.au](http://anfin.com.au)

Effective December 2018