Four key steps to setting up your profile in ANFIN Online

When you sign in to the ANFIN Online for the first time, we recommend the following steps are followed:

1. Read the Terms & Conditions of ANFIN Online and acknowledge by clicking 'I ACCEPT'.

2. Go to 'SETTINGS' and click on:
   a. **Address details** – ensure your current address is accurate and recorded correctly, if no, please update.
   b. **Contact details** – ensure your current contact details are accurate and recorded correctly, if no, please update.
   c. **Password** – change password if required.
   d. **Preferred Account** – choose a default account which will appear first when creating a batch.
   e. **eStatement Management** – ensure your monthly eStatement notification is sent to your preferred email address.

3. Go to 'SERVICES' and click on:
   a. **Notifications** – this will enable you to receive receipts and notifications when processing batch payments.

      Important to note: We strongly recommend you activate Business Banking email notifications prior to creating a batch for the first time. This will enable you to see a batch has successfully been processed or why a batch has failed.

4. Read new Online Help guide.

If you require any assistance, please contact the ANFIN Customer Service Team on 07 3835 2355 (Monday to Friday, 8:00am – 4:30pm) or email askus@anfin.com.au.