Internet Banking – Business Banking

Date: / /

HOLIDAYCOAST credit union

MEMBER NAME: _____ **MEMBER No:** _____

Email Address: _____

ACCOUNT OPERATION

One to Sign____ Two to Sign _____ One to Sign wanting to send Batch without authorisation _____

LIST AUTHORITIES REQUIRED (ACCESS)

						Office Use
Authority 1	Name					Auth set up in Host
	Email					TA password provided
	Mobile #					Mobile Loaded
	Permission	Upload	Sign	Delete	Trans	Permissions Loaded
Authority 2	Name					Auth set up in Host
	Email					TA password provided
	Mobile #					Mobile Loaded
	Permission	Upload	Sign	Delete	Trans	Permissions Loaded
Authority 3	Name					Auth set up in Host
	Email					TA password provided
	Mobile #					Mobile Loaded
	Permission	Upload	Sign	Delete	Trans	Permissions Loaded
Authority 4	Name					Auth set up in Host
	Email					TA password provided
	Mobile #					Mobile Loaded
	Permission	Upload	Sign	Delete	Trans	Permissions Loaded

Permissions Explained: Permissions allow the member to restrict authorities in the areas outlined below

Upload: [1] in this field allows the authority to upload bank files into Business Banking. [0] In this field restricts the user from uploading a bank file.

Sign: Setting this permission to [1] will allow the authority to sign a batch from either the Review Batches or Check job Status screens. The authority password will be required each time a user signs a batch and can be disabled by placing a [0] in this field.

Delete: This permission controls the ability of the authority to delete a batch. [1] In this field will require the password to be used each time the authority wants to delete a batch. [0] In this field will restrict the authority from deleting batches.

Trans: The Trans permission is for transactional core NetTeller functionality.

2 to Sign – You will be issued separate passwords for each Authority. It is the responsibility of each Authority to keep this password secret.

MEMBER ACKNOWLEDGEMENT

Name:…… Position:…… Members Signature: …….... Date: ……

Name:…… Position:…… Members Signature: …….... Date: ……

IMPORTANT INFORMATION: For companies, clubs, & incorporated associations please complete this form for all who require Internet banking access. If there is a person who is not an Identified Authority to Operate who requires View Only Access please attach a certified minute of the meeting, signed by the Chair/CEO or authorised person. Please ensure the certified minute expressly states that view only access is authorised for the persons indicated.