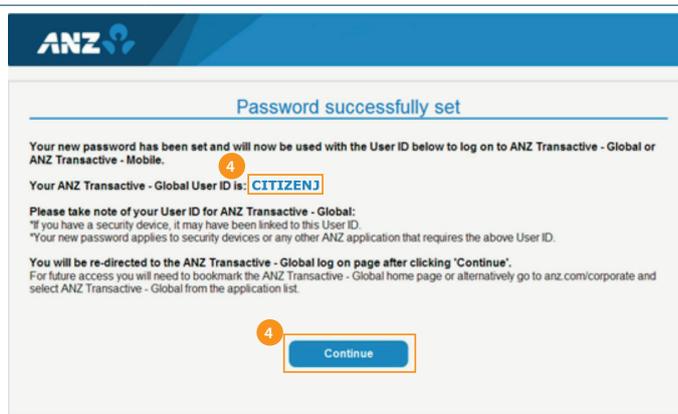
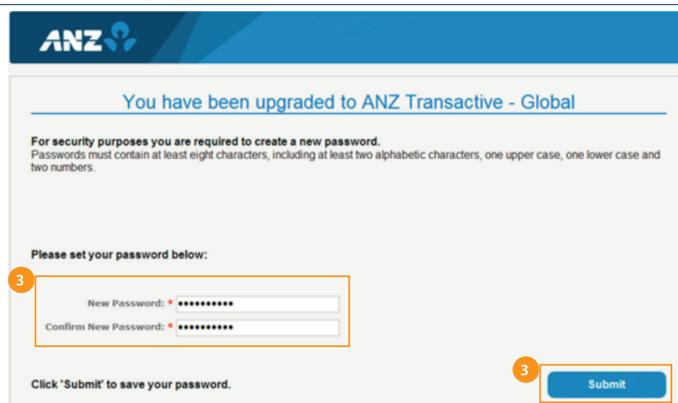
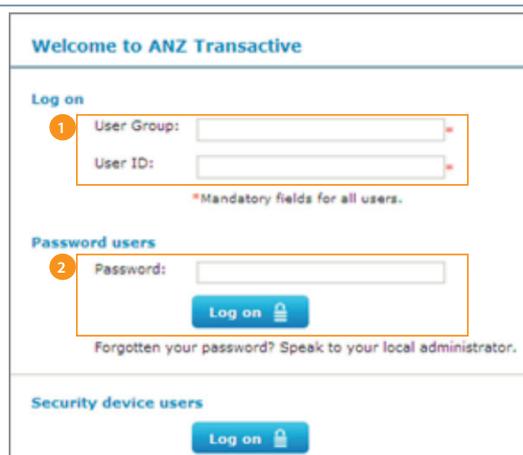


ANZ TRANSACTIVE – GLOBAL QUICK REFERENCE GUIDE UPGRADE

This Guide has been designed to assist users in upgrading to ANZ Transactive – Global. The upgrade process is slightly different depending on your logon method. Follow the appropriate step-by-step instructions.

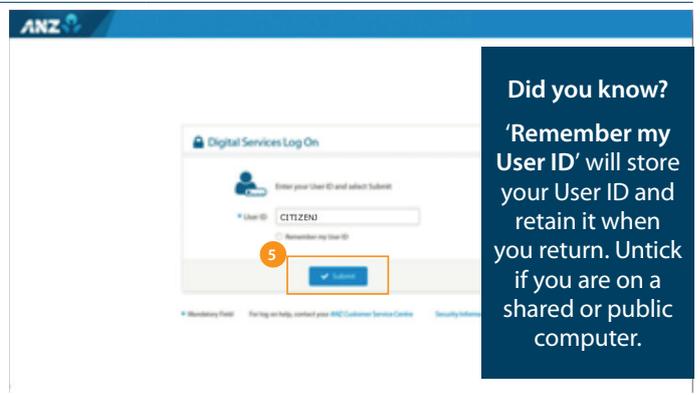
1. UPGRADE FOR PASSWORD USERS

STEP	ACTION
1	Go to the ANZ Transactive Log on page and enter your User Group and User ID .
2	Enter your Password and click the Log on button. Result: A confirmation that you have been upgraded to ANZ Transactive – Global will be displayed.
3	Enter and Confirm a New Password* . Passwords must: <ul style="list-style-type: none"> > Contain at least eight characters, and > Include at least two alphabetic characters, one upper case, one lower case and two numbers Click Submit . Result: A confirmation screen will be displayed.
4	Take note of your ANZ Transactive - Global User ID as it may have changed. Click Continue . Result: You will be redirected to the ANZ Transactive – Global logon page.



*If you use the ANZ Transactive Mobile App and log into it *before* upgrading via the web solution, the Mobile App will prompt you to update your password. Please note that you will still be taken through the upgrade steps upon next log on to the web solution.

5 Your User ID will be automatically populated.
As this is your new logon page we recommend you save this page to your Favourites to replace your old ANZ Transactive - AU & NZ link.
Click **Submit**.
Result: The ANZ Transactive – Global authentication page is displayed.



6 Enter your credentials.
Result: The ANZ Transactive – Global Homepage is displayed.

2. UPGRADE FOR TOKEN OR SMARTCARD/SMART USB USERS

STEP	ACTION
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1	Go to the ANZ Transactive Log on page and enter your User Group and User ID .
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2	Click the Log On button in the Security device users section.
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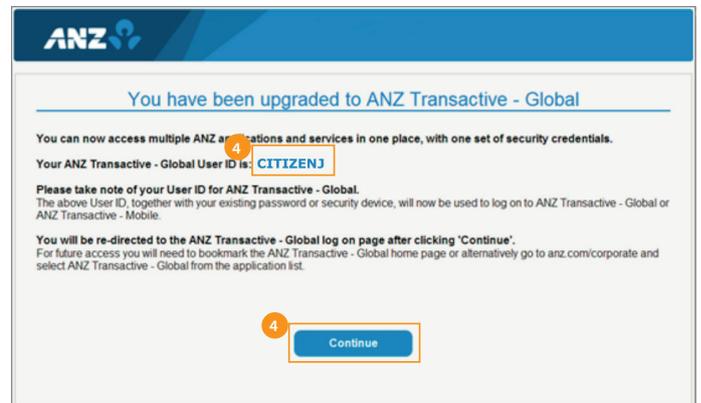


3	Smartcard/USB users: Enter your PIN and click OK. Token users: Enter your password and Token OTP and click Log On . Result: A confirmation box is displayed.
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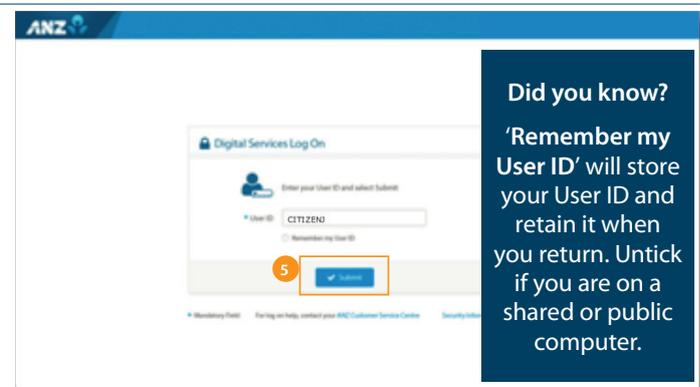
4	Take note of your ANZ Transactive - Global User ID as it may have changed.
---	---

Click **Continue**.

Result: You will be redirected to the ANZ Transactive – Global logon page.



5	Your User ID will be automatically populated. As this is your new logon page we recommend you save this page to your Favourites to replace your old ANZ Transactive - AU & NZ link. Click Submit . Result: The ANZ Transactive – Global authentication page is displayed.
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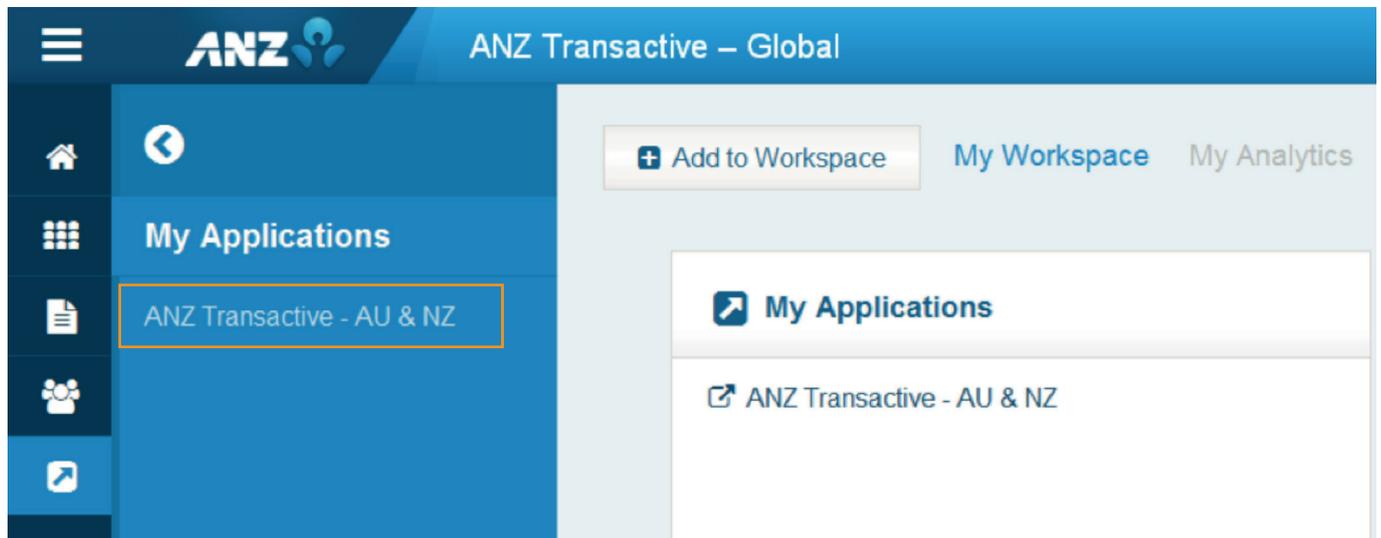
6	Enter your credentials. Result: The ANZ Transactive – Global Homepage is displayed.
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3. BROWSER SUPPORT

- > Ensure compatibility mode is not enabled within Internet Explorer and the URL has been added to the Trusted Sites
- > For further information on how to do this, refer to the ANZ Transactive – Global Troubleshooting Guide

4. ACCESSING PAYMENTS

To access payments, simply click on **Menu > My Applications > ANZ Transactive – AU & NZ**.



5. BALANCE & TRANSACTION REPORTS

Use the table below to find where you can view information and run reports from within ANZ Transactive – Global. The table also provides you with mapping of the old and new report names.

ANZ TRANSACTIVE – AU & NZ		ANZ TRANSACTIVE – GLOBAL		ANZ TRANSACTIVE – GLOBAL SCREEN (Where reports can be created or details viewed)					
Report Name	Report/File Name	Operating Accounts							
		Net Position	Operating Accounts	Account Activity	Balance Summary	Returned Items	Transaction Search	Report Profiles	Scheduled Reports
Statement	Account Statement Report		✓	✓	✓			✓	✓
Transaction Details	Transaction Detail Report			✓			✓	✓	✓
Daily Balance	Account Summary Report		✓	✓	✓			✓	✓
Balance History	Balance Summary Report		✓	✓	✓			✓	✓
Returned Payments	Returned Items Payment Report			✓	✓	✓		✓	✓
Returned Cheques	Returned Items Cheque Report			✓	✓	✓		✓	✓
-	Returned Items File			✓	✓	✓		✓	✓
Transaction Summary	-						✓*		
Balance Enquiry	-		✓	✓	✓				
Current Day Transaction	-			✓					
Transaction Summary with record Vouchers	-			✓					
-	Net Position View Report	✓						✓	✓
-	Daily Account Statement Report							✓	
-	Monthly Account Statement Report							✓	
-	Daily Account Summary Report							✓	
-	Monthly Balance Summary Report							✓	

* create a Save Search in the Transaction Search screen to produce a similar report.

NEED HELP?

For further assistance, please contact your local Customer Service Centre. Details can be found at www.anz.com/servicecentres.