



AIDF Online Transaction Services
(Business)
User Guide



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Log in to Online Transaction Services

Enter your member number into the first field and the password that your have chosen (or been provided) into the second, and then click Log In.

If you are unsure of your member number please contact us. From this page, you can also return to our website by clicking “Home”

ANGELICAN INVESTMENT & DEVELOPMENT FUND

Welcome to AIDF Online Transaction Services

| | |
|--|---------------|
| | member number |
| | password |

LOG IN

Important Security Information

- Never login to this site from an email link.
- Never respond to emails requesting your login details or password.
- All customers should keep their software up to date, including operating system, anti-virus, anti-spyware, and firewall security.
- **If you have forgotten your password, or experience any difficulty using this service, please contact AIDF staff on 02 6247 3744.**

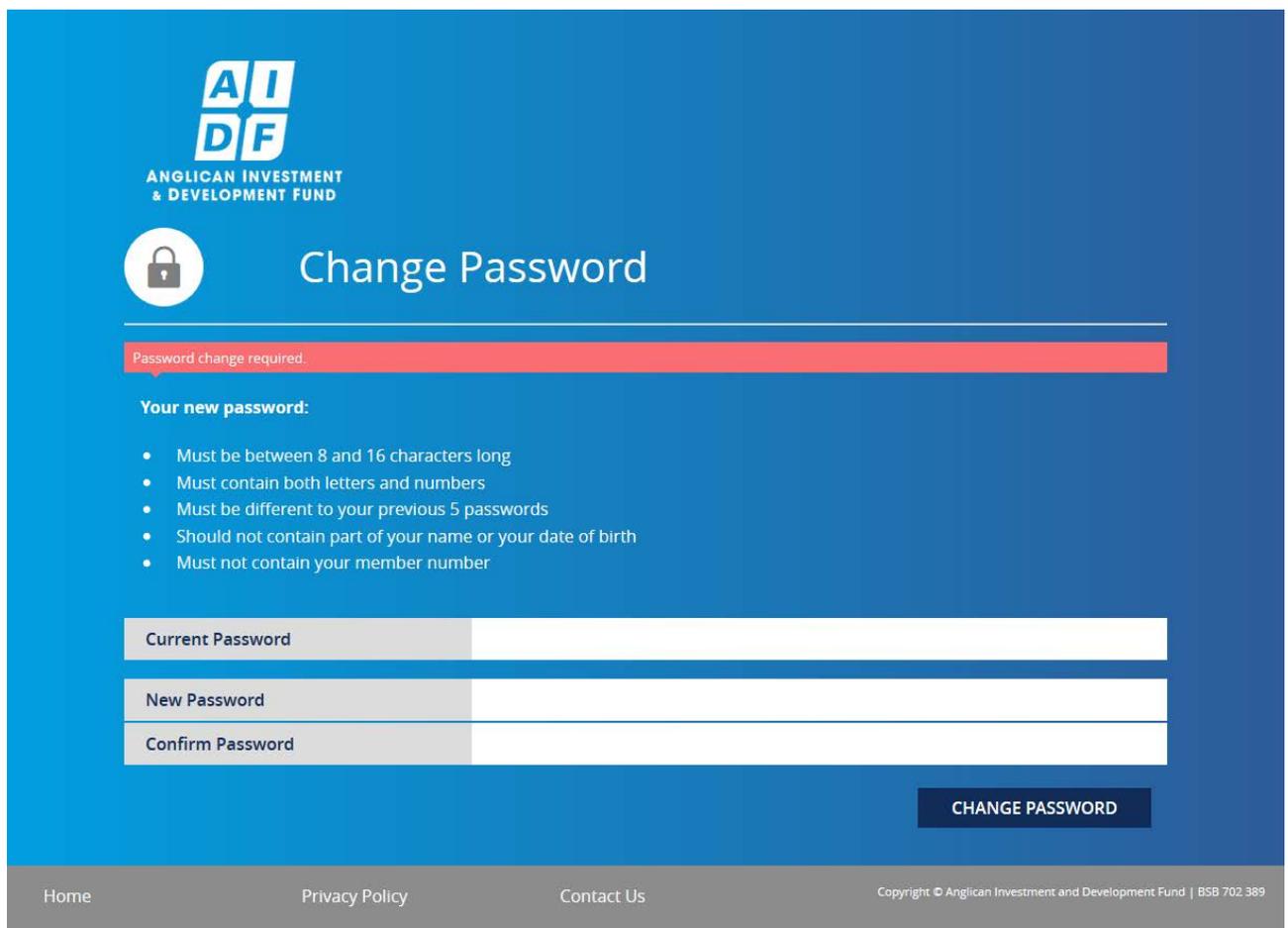
Home Privacy Policy Contact Us Copyright © Anglican Investment and Development Fund | BSB 702 389

Setting up your Online Transaction Services Password

If this is your first time using Online Transaction Services you will be automatically prompted to choose a new password. Remember not to choose a password that is the same as your member number, or that is sequential letters or numbers.

To Maintain Security, your chosen password must comply with below:

- Must be between 8 and 16 characters long
- Must contain both letters and numbers
- Must be different to your previous 5 passwords
- Should not contain part of your name or your date of birth
- Must not contain your member number



The screenshot shows the 'Change Password' page for the Anglican Investment & Development Fund (AIDF). The page has a blue header with the AIDF logo and the text 'ANGLICAN INVESTMENT & DEVELOPMENT FUND'. Below the logo is a padlock icon and the title 'Change Password'. A red error message bar states 'Password change required.' Below this, the text 'Your new password:' is followed by a list of password requirements: 'Must be between 8 and 16 characters long', 'Must contain both letters and numbers', 'Must be different to your previous 5 passwords', 'Should not contain part of your name or your date of birth', and 'Must not contain your member number'. There are three input fields labeled 'Current Password', 'New Password', and 'Confirm Password'. A dark blue button labeled 'CHANGE PASSWORD' is located at the bottom right of the form area. The footer contains links for 'Home', 'Privacy Policy', and 'Contact Us', along with the copyright notice 'Copyright © Anglican Investment and Development Fund | BSB 702.389'.

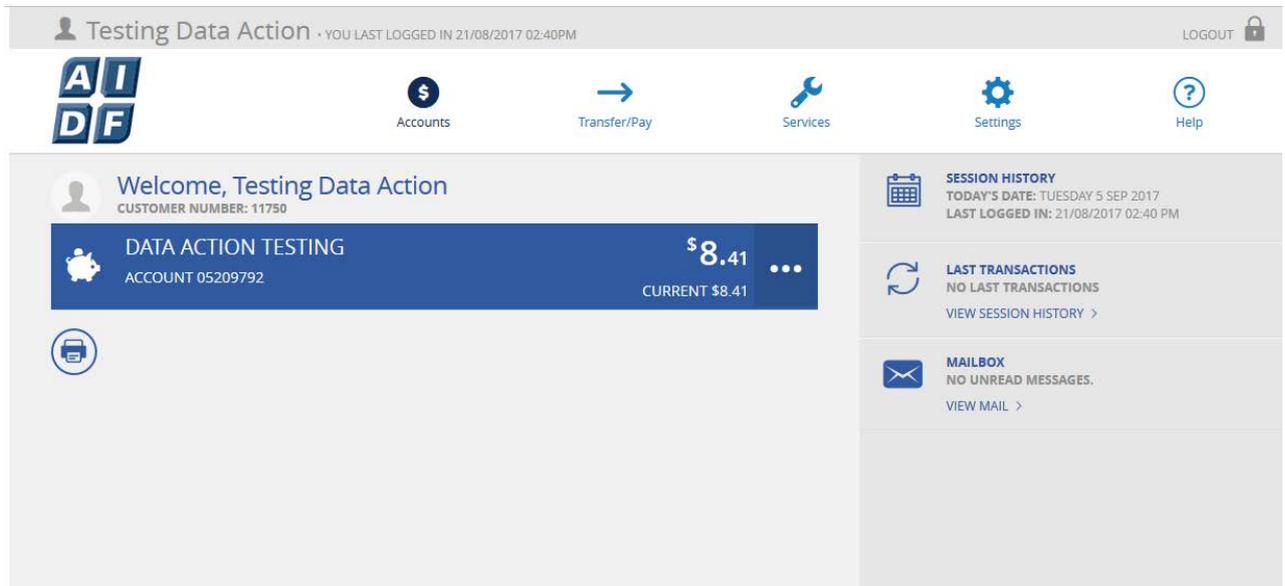
When you have selected a password that is suitable, click “Change Password”



You will then receive a “Password Successful” click “Continue”



You will then be re-directed to the AIDF Online Transaction Services Welcome page.





Navigating Online Transaction Services

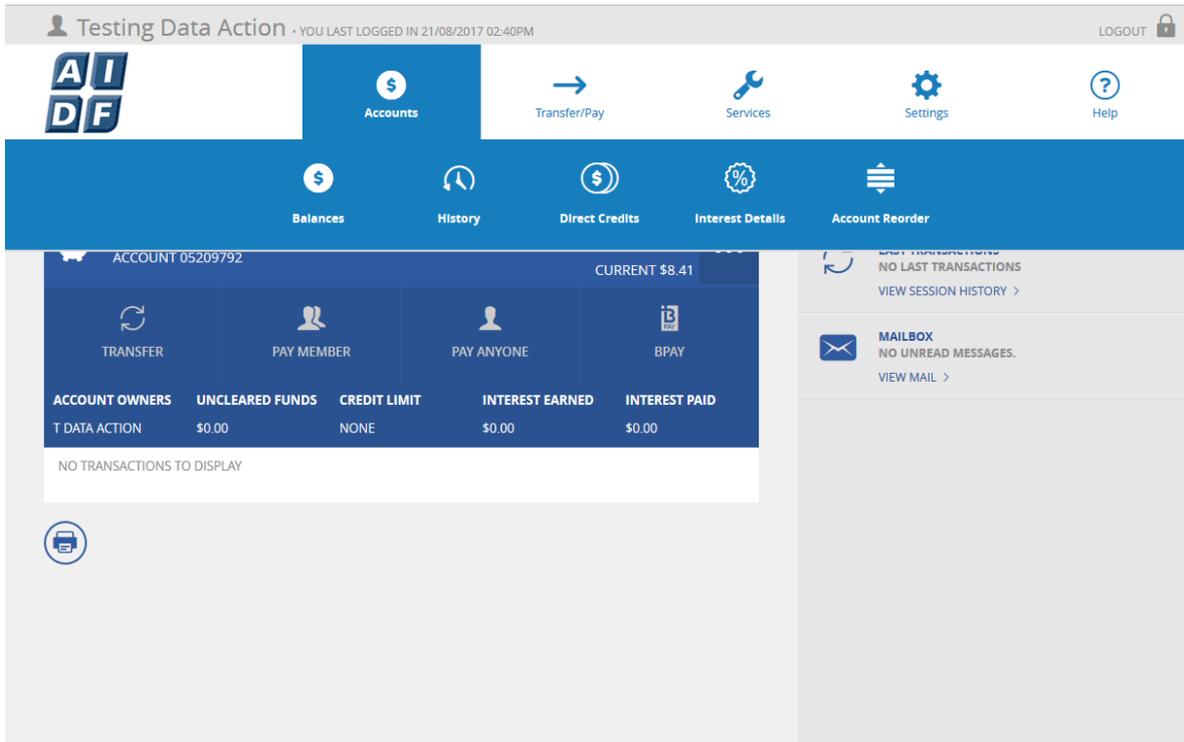
You will see if you click on the “...” this will give you quick click options to Transfer/BPAY for account of two to sign, please only use the “Bulk Transfers” tab to transfer – more on this, is detailed further in this document. There is also see a snap shot of Interest paid and earned.

The screenshot shows the user interface for 'Testing Data Action'. At the top, there is a navigation bar with the AIDF logo, 'Accounts', 'Transfer/Pay', 'Services', 'Settings', and 'Help' icons. Below this, a header area displays 'Welcome, Testing Data Action' and 'CUSTOMER NUMBER: 11750'. The main content area features a 'DATA ACTION TESTING' card for account 05209792 with a current balance of \$8.41. This card includes buttons for 'TRANSFER', 'PAY MEMBER', 'PAY ANYONE', and 'BPAY', and a table with account details:

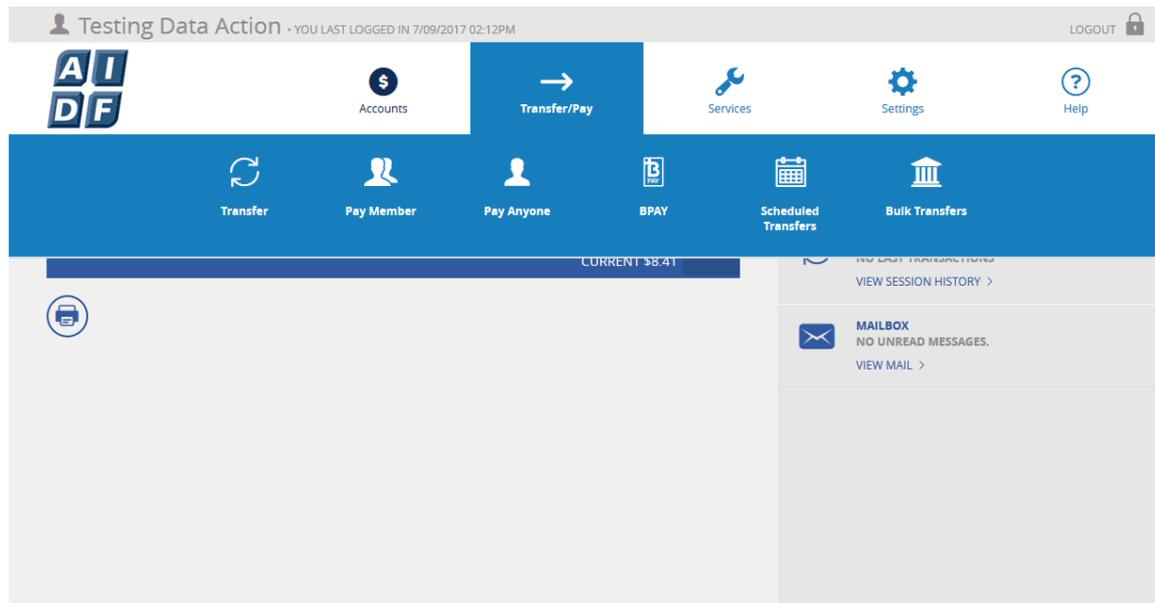
| ACCOUNT OWNERS | UNCLEARED FUNDS | CREDIT LIMIT | INTEREST EARNED | INTEREST PAID |
|----------------|-----------------|--------------|-----------------|---------------|
| T DATA ACTION | \$0.00 | NONE | \$0.00 | \$0.00 |

Below the table, it states 'NO TRANSACTIONS TO DISPLAY'. To the right of the main card, there are three summary sections: 'SESSION HISTORY' (Today's Date: Tuesday 5 Sep 2017, Last Logged In: 21/08/2017 02:40 PM), 'LAST TRANSACTIONS' (No last transactions, View Session History >), and 'MAILBOX' (No unread messages, View Mail >).

If you click on the top menu items, you will notice this then gives you a “sub-menu” where you can view your account balances, transaction history, direct credits, interest details and re-order your accounts.



Under “Transfer/Pay” there are a number of options. For accounts with two signatories, use the “Bulk Transfers” Tab



Under the “Services” tab you have the secure mail functionality. You can check your session history and any notifications.

Using the “Settings” tab, this is where you are able to update all of your contact information, your Online Transaction Services Password and Secure SMS.



To access our Terms & Conditions use the “Help” Tab

The screenshot shows the AIDF online transaction services interface. At the top, the user is logged in as 'Testing Data Action' and the last login time is '21/08/2017 02:40PM'. The navigation bar includes icons for Accounts, Transfer/Pay, Services, Settings, and Help. The 'Help' tab is highlighted in blue. Below the navigation bar, there is a 'Terms & Conditions' link. The main content area displays a table with account information and a mailbox notification.

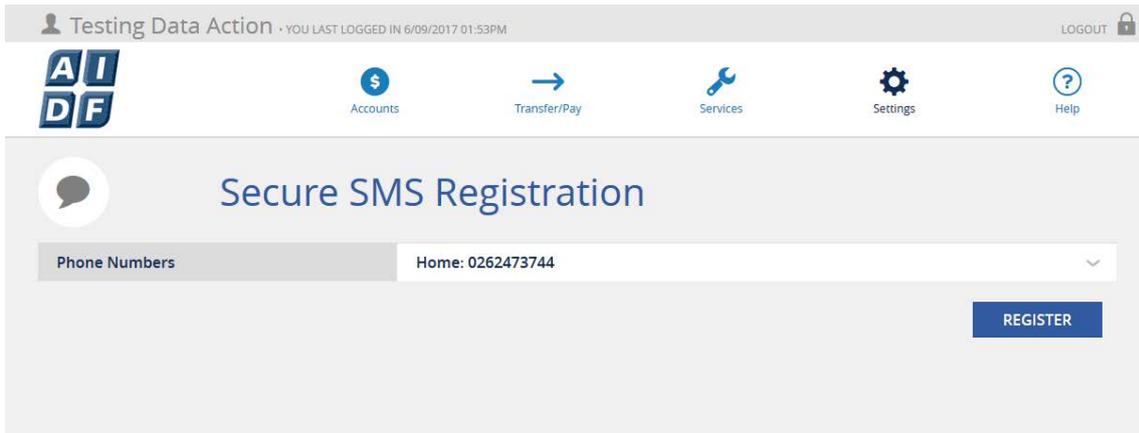
| ACCOUNT OWNERS | UNCLEARED FUNDS | CREDIT LIMIT | INTEREST EARNED | INTEREST PAID |
|----------------|-----------------|--------------|-----------------|---------------|
| T DATA ACTION | \$0.00 | NONE | \$0.00 | \$0.00 |

NO TRANSACTIONS TO DISPLAY

MAILBOX
NO UNREAD MESSAGES.
VIEW MAIL >

Registering for Secure SMS

Under “Settings” select “Secure SMS Registration” Ensure the correct number is listed – if not, check the drop down box and use the correct phone number. Click “Register” Then select “Request SMS Code” Depending on whether you have registered a Mobile or Landline you will either receive a text message (on mobile) or an automated voice message (on landline)



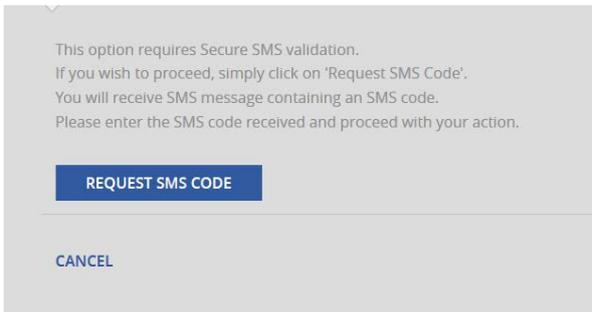
Testing Data Action · YOU LAST LOGGED IN 6/09/2017 01:53PM LOGOUT

Accounts Transfer/Pay Services Settings Help

Secure SMS Registration

Phone Numbers Home: 0262473744

REGISTER

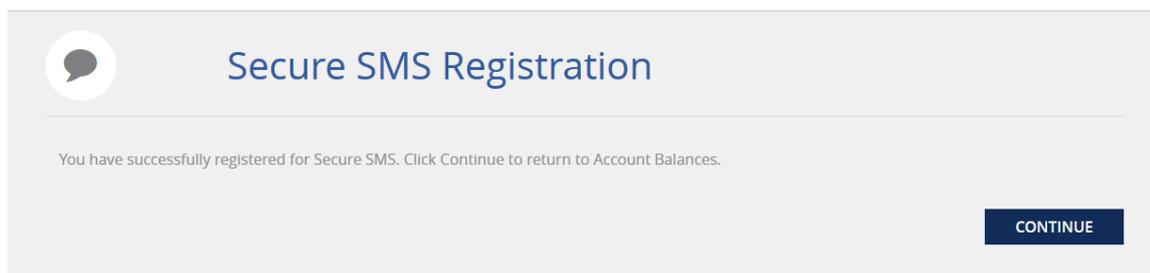


This option requires Secure SMS validation.
If you wish to proceed, simply click on 'Request SMS Code'.
You will receive SMS message containing an SMS code.
Please enter the SMS code received and proceed with your action.

REQUEST SMS CODE

CANCEL

When you receive the code enter it into the box and click “Continue Registration” then “Continue” You are now registered for Secure SMS.



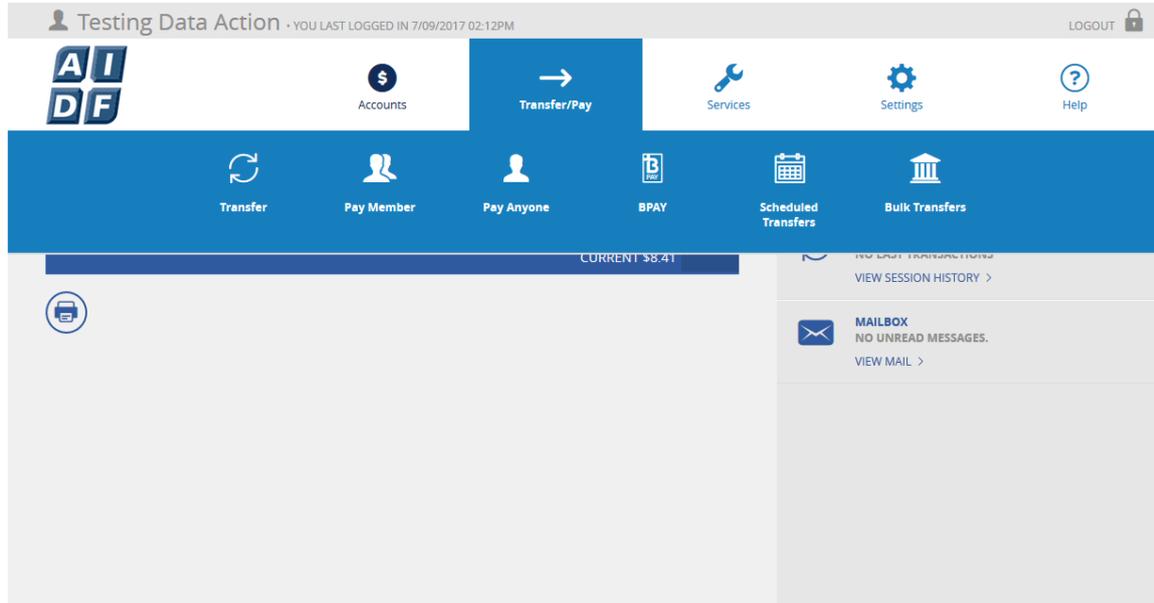
Secure SMS Registration

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

CONTINUE

Transfer Funds

Under “Transfer/Pay” there are a number of options. For accounts with two signatories, use the “Bulk Transfers” Tab



This is where you will set up a payment – Click “Create Batch” You can either enter a “Manual Batch” or “Upload Batch” for payroll/multiple payments.

Create Batch

MANUAL BATCH

UPLOAD BATCH

FROM ACCOUNT:

DATA ACTION TESTING
ACC. 05209792
\$8.41
▼

Batch Name

CANCEL

CREATE BATCH

Once you have created the batch, you will need to add your payments – click “Add Payment” then choose the relevant option: Transfer – Between your own accounts, Member - Transfer to another AIDF account, Anyone - accounts held with other financial institutions, BPAY

Once you have filled in the details, click “Create Payment”

Check the details are all correct and select “Confirm”

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

| | |
|-------------|---------------------------------|
| FROM | DATA ACTION TESTING 05209792 |
| DESCRIPTION | TEST |
| BSB | WBC - PETRIE PLAZA - 032719 |
| ACCOUNT NO. | 325697 |
| PAY TO | AIDF |
| REFERENCE | TEST TRANSFER |
| AMOUNT | \$1.00 |

< EDIT PAYMENT CONFIRM

Return to your Batch and ensure you select “Approve” before handing it over to the second signatory:

Bulk Transfers (Details)

< BACK

| | | |
|--|-----------------------------|---------|
| BATCH01 FROM ACC 05209792 NEW | \$1.00 1 PAYMENTS | |
| DELETE | HISTORY | APPROVE |

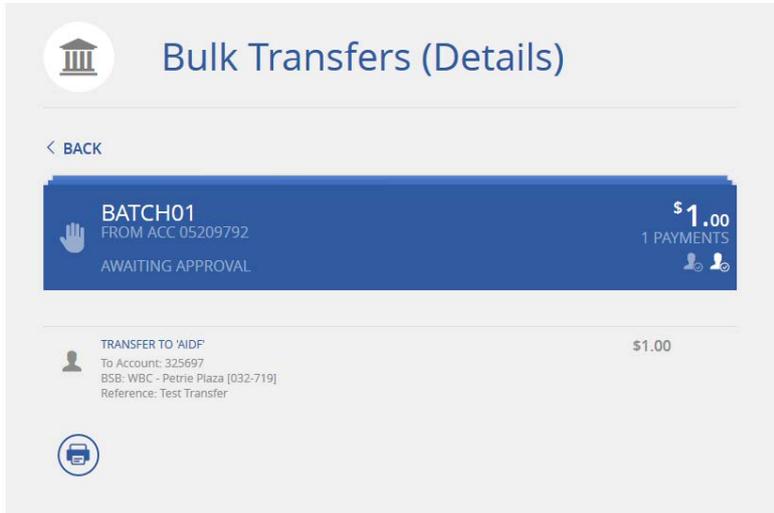
| | |
|---|---------------------------------|
| DATA ACTION TESTING ACC. 05209792 | \$8.41 CURRENT \$8.41 |
|---|---------------------------------|

You have Full Access SAVE

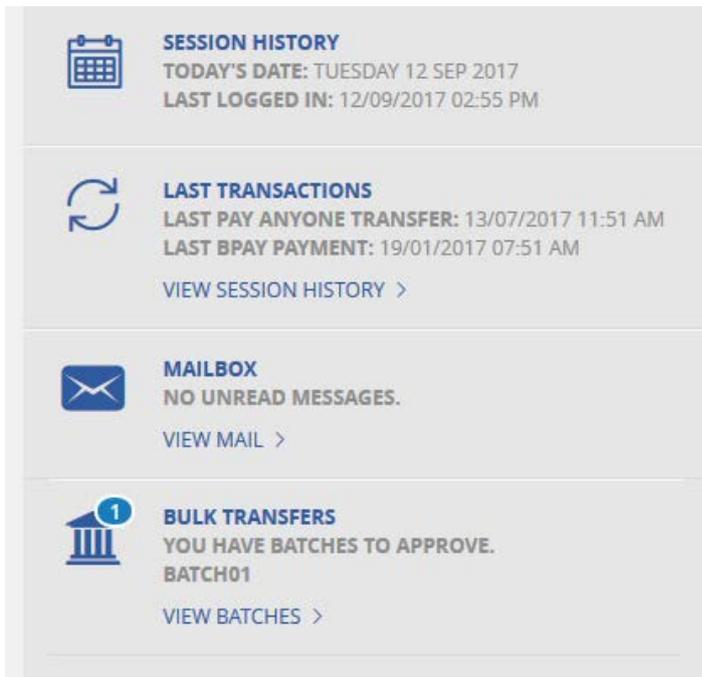
+ ADD PAYMENT TOTAL \$1.00

| | |
|--------------------|--------|
| TRANSFER TO 'AIDF' | \$1.00 |
|--------------------|--------|

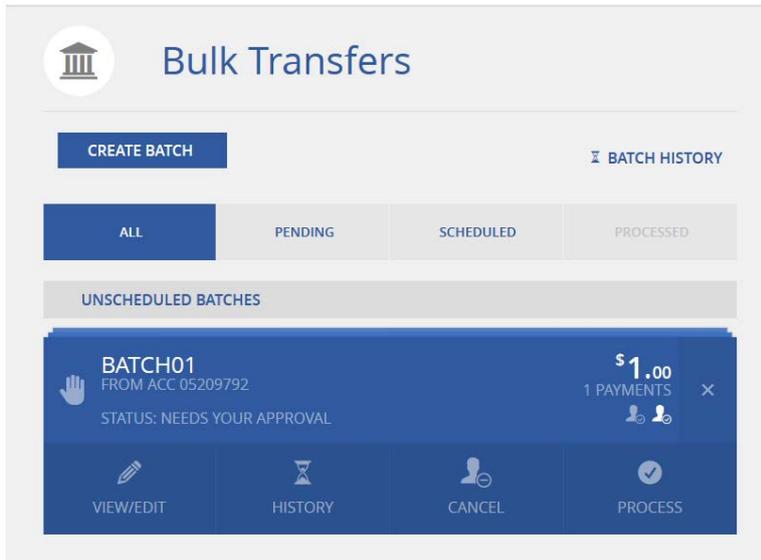
Once you have approved the Batch it will show, “awaiting approval” you will then advise the other signatory to Login and review/authorise the Batch



When the second signatory signs in, they will see in the notifications pane “Bulk Transfers” You have batches to approve. They need to click on “View Batches”

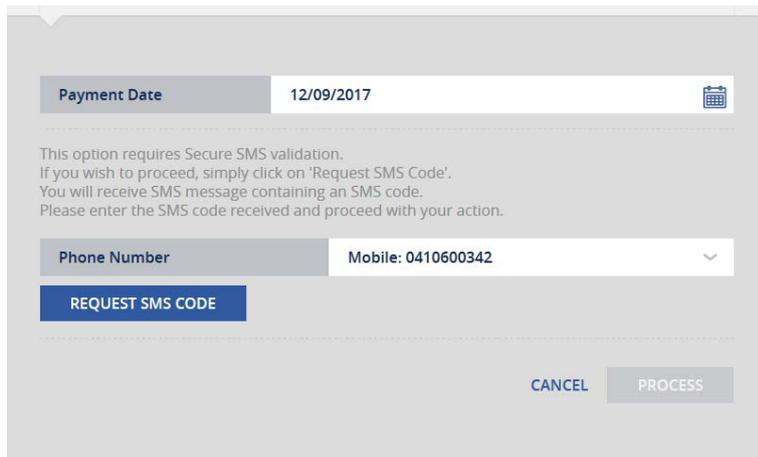


Press the ... and you will get the options below to “View/Edit” and “Process”



The screenshot shows the 'Bulk Transfers' interface. At the top, there is a 'CREATE BATCH' button and a 'BATCH HISTORY' link. Below this are tabs for 'ALL', 'PENDING', 'SCHEDULED', and 'PROCESSED'. A section titled 'UNSCHEDULED BATCHES' contains a card for 'BATCH01'. The card displays 'FROM ACC 05209792', '\$ 1.00', and '1 PAYMENTS'. The status is 'STATUS: NEEDS YOUR APPROVAL'. At the bottom of the card are four buttons: 'VIEW/EDIT', 'HISTORY', 'CANCEL', and 'PROCESS'.

You will then be required to request the SMS code to process the transaction:



The screenshot shows a form for requesting an SMS code. It includes a 'Payment Date' field with the value '12/09/2017'. Below this is a text block: '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.' There is a 'Phone Number' field with the value 'Mobile: 0410600342'. At the bottom are three buttons: 'REQUEST SMS CODE', 'CANCEL', and 'PROCESS'.

Once you have requested the SMS – put the code in the box provided and click “Process” Your batch will then be scheduled for processing.

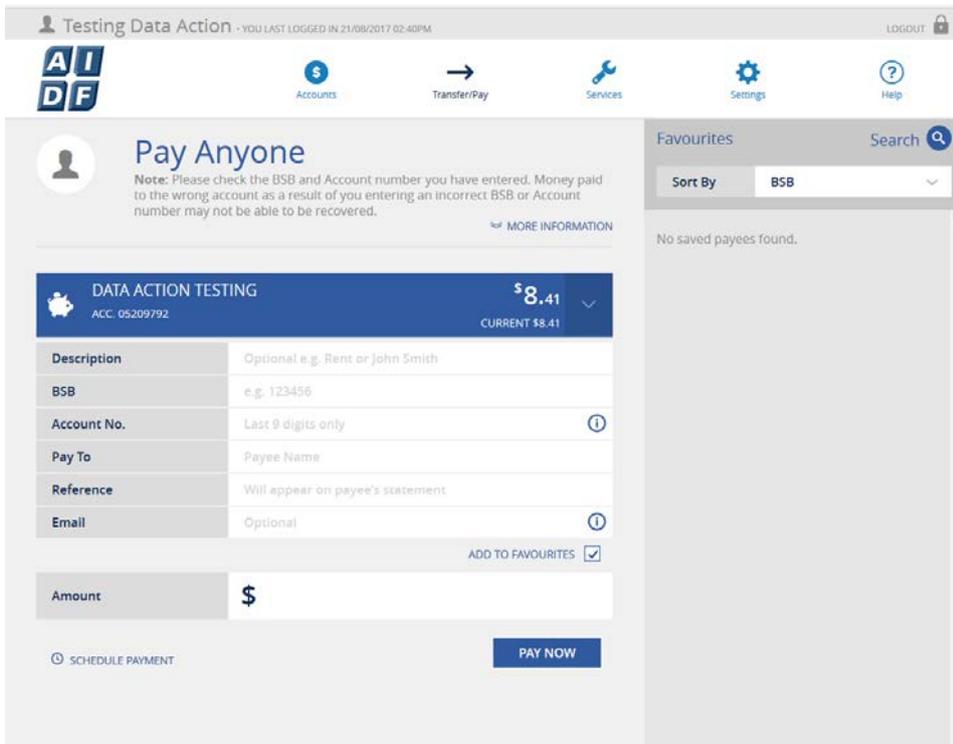
The “Transfer” tab is to transfer between your accounts

The screenshot shows the 'Transfer' page for a user named 'Testing Data Action'. The page header includes the AIDF logo, navigation icons for Accounts, Transfer/Pay, Services, Settings, and Help, and a 'LOGOUT' button. The main content area is titled 'Transfer' and includes a sub-header 'Transfer money between your own accounts.' Below this, there are two account selection boxes. The 'FROM' box is for 'DATA ACTION TESTING ACCOUNT 05209792' with a current balance of \$8.41. The 'TO' box is also for 'DATA ACTION TESTING ACCOUNT 05209792' with a current balance of \$8.41, but it has a red error message: 'You can not transfer to the same account. Please try again.' Below the account boxes are input fields for 'Reference' (with a placeholder 'Will appear on your statement') and 'Amount' (with a '\$' symbol). At the bottom, there is a 'SCHEDULE PAYMENT' link and a 'PAY NOW' button.

“Pay Member” transferring funds to an account held with the AIDF

The screenshot shows the 'Pay Member' page for a user named 'Testing Data Action'. The page header is identical to the 'Transfer' page. The main content area is titled 'Pay Member' and includes a sub-header 'Please note: Payments made to other members are processed immediately and will be available in the payees account straight away.' Below this, there is a selection box for 'DATA ACTION TESTING ACC. 05209792' with a current balance of \$8.41. This is followed by a form with several input fields: 'Description' (placeholder: 'Optional e.g. Rent or John Smith'), 'Account No.' (placeholder: 'e.g. 12345678'), 'Pay To' (placeholder: 'First 3 characters of last name'), 'Reference' (placeholder: 'Will appear on payee's statement'), and 'Email' (placeholder: 'Optional'). There is an 'ADD TO FAVOURITES' checkbox which is checked. At the bottom, there is a 'SCHEDULE PAYMENT' link and a 'PAY NOW' button. On the right side of the page, there is a 'Favourites' section with a search bar and a 'Sort By' dropdown menu set to 'Description'. Below this, it says 'No saved payees found.'

“Pay Anyone” is to transfer funds to accounts held outside of the AIDF to other financial institutions.



The screenshot shows the 'Pay Anyone' interface for 'Testing Data Action'. At the top, there is a navigation bar with icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area is titled 'Pay Anyone' and includes a note: '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.' Below this is a form for 'DATA ACTION TESTING' with a current balance of \$8.41. The form fields include: Description (Optional e.g. Rent or John Smith), BSB (e.g. 123456), Account No. (Last 9 digits only), Pay To (Payee Name), Reference (Will appear on payee's statement), and Email (Optional). There is an 'ADD TO FAVOURITES' checkbox which is checked. At the bottom, there is an 'Amount' field with a dollar sign icon, a 'SCHEDULE PAYMENT' link, and a 'PAY NOW' button. On the right side, there is a 'Favourites' section with a search bar and a 'Sort By' dropdown set to 'BSB'. Below this, it says 'No saved payees found.'

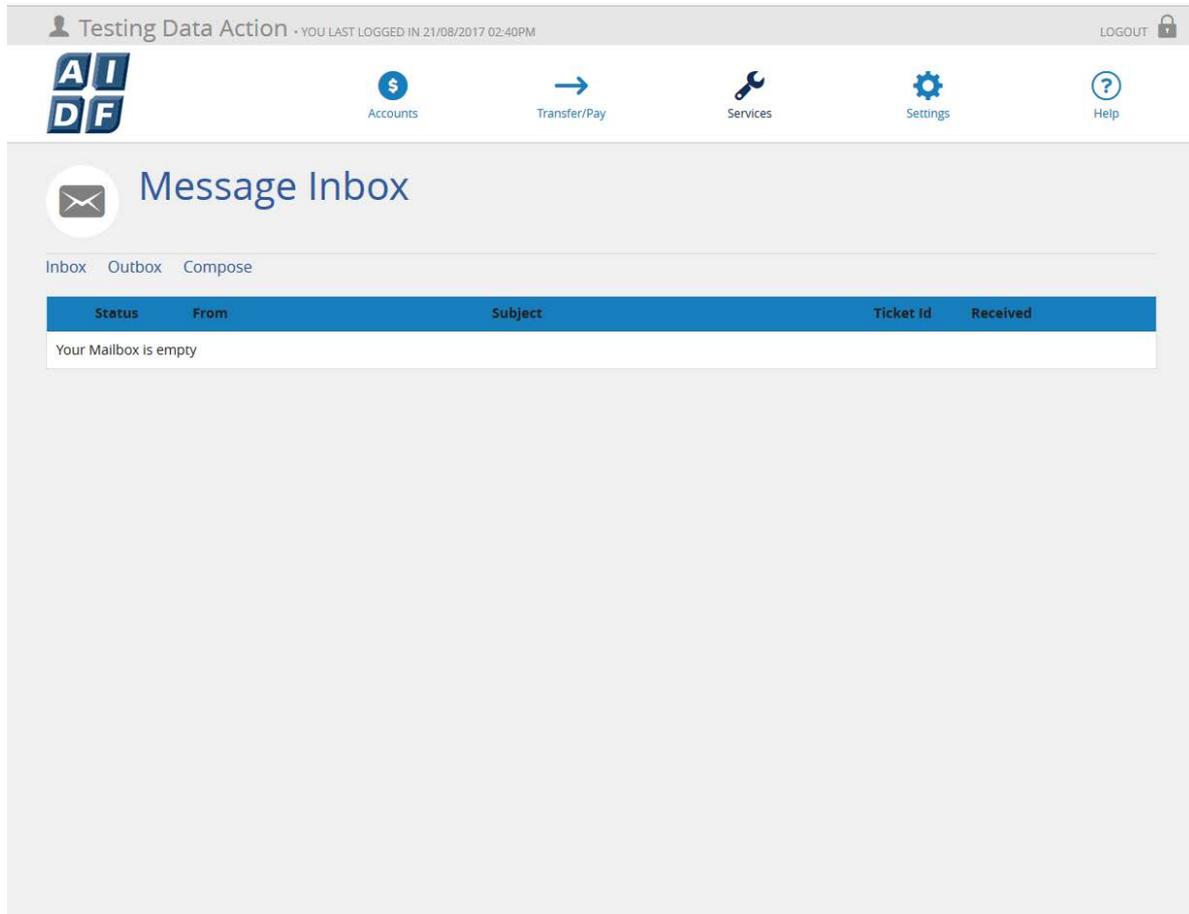
Using BPAY

You will see on the right there is the blank space, this is where your saved payees will be stored and where you can change the name of the Payee to something you prefer.

The screenshot displays the AIDF BPAY interface. At the top, the user is logged in as 'Testing Data Action' with a last login time of 21/08/2017 02:40PM. The navigation bar includes icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area is titled 'BPAY' and includes a note: 'Please note: BPAY® payments performed after 6pm on a business day, weekend or public holiday will be processed the following business day.' Below this is a payment form for 'DATA ACTION TESTING' (ACC. 05209792) with a current amount of \$8.41. The form has fields for Description (e.g. Electricity Bill), Biller Code, and Customer Ref No., along with an 'ADD TO BILLERS' checkbox. An 'Amount' field is set to '\$'. At the bottom of the form are 'SCHEDULE PAYMENT' and 'PAY NOW' buttons. On the right, the 'Favourites' sidebar shows a search bar and a 'Sort By' dropdown menu set to 'Biller Name'. The main list area under 'Favourites' is currently empty, displaying 'No saved payees'.

Secure Mail

You will find your secure mail box under “Services” then “Secure Mail” this is where you will be able to view and submit correspondence from the AIDF. Press “Compose” to start new correspondence to AIDF.



The screenshot shows the AIDF user interface. At the top, a user profile bar displays 'Testing Data Action' and 'YOU LAST LOGGED IN 21/08/2017 02:40PM', with a 'LOGOUT' button. Below this is a navigation menu with icons for 'Accounts', 'Transfer/Pay', 'Services', 'Settings', and 'Help'. The main content area is titled 'Message Inbox' and includes a sub-menu with 'Inbox', 'Outbox', and 'Compose'. A table header is visible with columns for 'Status', 'From', 'Subject', 'Ticket Id', and 'Received'. The table body contains the message 'Your Mailbox is empty'.

| Status | From | Subject | Ticket Id | Received |
|-----------------------|------|---------|-----------|----------|
| Your Mailbox is empty | | | | |

In here you will type your request and any attachments that may be relevant to your query.

When new correspondence is received by you from AIDF, you will have a notification in this panel of your welcome page, you can also find these under the “Notifications” tab under “Services”

| | |
|--|---|
| | SESSION HISTORY TODAY'S DATE: TUESDAY 5 SEP 2017 LAST LOGGED IN: 21/08/2017 02:40 PM |
| | LAST TRANSACTIONS NO LAST TRANSACTIONS VIEW SESSION HISTORY > |
| | MAILBOX NO UNREAD MESSAGES. VIEW MAIL > |

Updating your contact details

You can update all of your contact details through your Online Transaction Services.

Testing Data Action · YOU LAST LOGGED IN 21/08/2017 02:40PM

LOGOUT

Accounts

Transfer/Pay

Services

Settings

Help

Contact Details

PHONE NUMBERS

| | |
|----------|--------------|
| Home | 02 6247 3744 |
| Business | |
| Mobile | |
| Fax | |

EMAIL ADDRESSES

| | |
|----------|--------------------|
| Home | helpdesk@da.com.au |
| Business | aidf@aidf.com.au |

Updating your address

You can update all of your address details through your Online Transaction Services.

Testing Data Action · YOU LAST LOGGED IN 21/08/2017 02:40PM
LOGOUT

Accounts

Transfer/Pay

Services

Settings

Help

Address Details

PRIMARY ADDRESS

Data Action Level 3 55 Currie Street ADELAIDE 5000 SA

| | |
|------------------------|-------------|
| Care Of Details | |
| Property | Data Action |
| PO Box/Flat Type | ▼ |
| PO Box/Flat Number | Level 3 |
| Street Number | 55 |
| Street Name | Currie |
| Street Type | Street ▼ |
| State | SA ▼ |
| Post Code | 5000 |
| Suburb | ADELAIDE ▼ |

SAVE

Other Information

You can now elect to receive receipts and notifications via email

Testing Data Action • YOU LAST LOGGED IN 21/08/2017 02:40PM LOGOUT

Notifications

We will send receipts and notifications to the following email address. Please use the options below to choose which you would like to receive.

Email

Please note: This email address has been extracted from our system but not currently being used for this option.

- Internal Transfer
- Institution Transfer
- External Transfer
- BPay Payments
- Business Banking
- Non Transactional Email

SAVE

You can check all of your session history and changes made

Testing Data Action - YOU LAST LOGGED IN 21/08/2017 02:40PM LOGOUT

Accounts Transfer/Pay Services Settings Help

Session History

Date Range: 21/08/2017 05/09/2017

Group: ALL

SEARCH

| | |
|--|--|
| | SECURE SMS REGISTERED 05 SEP 2017 2:39PM |
| | SECURE SMS SENT 05 SEP 2017 2:38PM |
| | PASSWORD CHANGED 05 SEP 2017 2:34PM |
| | LOGON 05 SEP 2017 2:33PM |
| | PASSWORD CHANGED 21 AUG 2017 2:24PM |

Changing your password

Testing Data Action · YOU LAST LOGGED IN 21/08/2017 02:40PM LOGOUT

Accounts Transfer/Pay Services Settings Help

Change Password

To change your password, please enter your current password, then enter your new password and confirm it. Click the Change Password button when you are done.

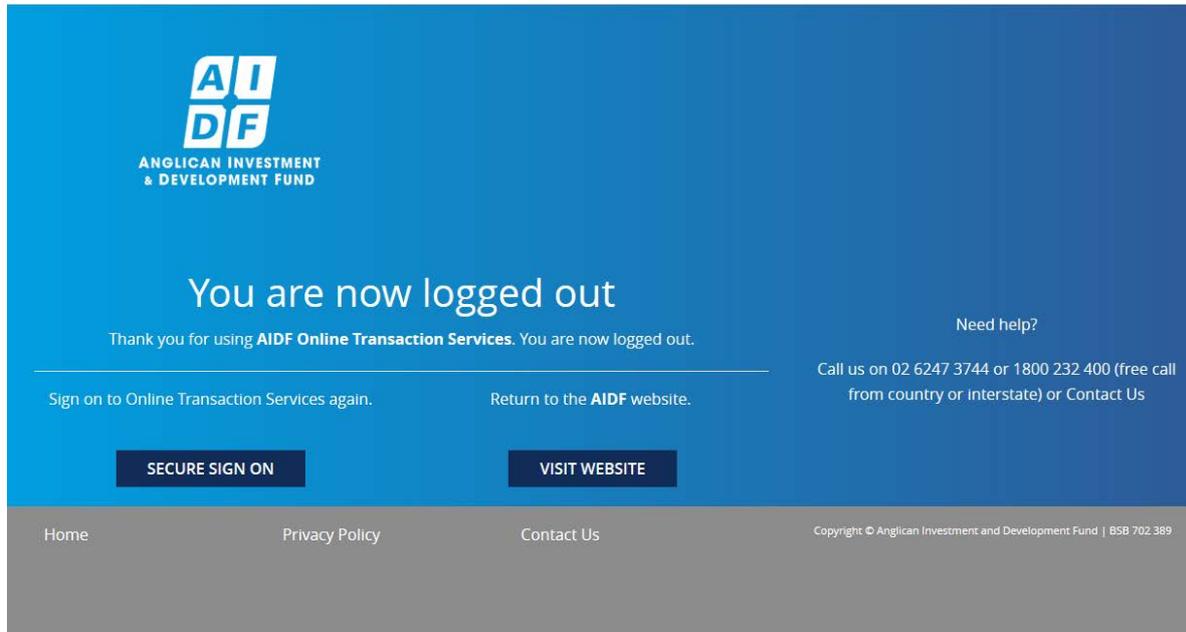
Your new password (examples may not be configured as such):

- Must be between 8 and 16 characters long
- Must contain both letters and numbers
- Must be different to your previous 5 passwords
- Should not contain part of your name or your date of birth
- Must not contain your member number

| | |
|----------------------|--------------------------|
| Current Password | <input type="password"/> |
| New Password | <input type="password"/> |
| Confirm New Password | <input type="password"/> |

[CHANGE PASSWORD](#)

Ensure you always “Logout” at the end of your session



The screenshot shows the AIDF Online Transaction Services 'Logged Out' page. At the top left is the AIDF logo with the text 'ANGELICAN INVESTMENT & DEVELOPMENT FUND'. The main heading is 'You are now logged out'. Below this, it says 'Thank you for using AIDF Online Transaction Services. You are now logged out.' There are two links: 'Sign on to Online Transaction Services again.' and 'Return to the AIDF website.' To the right, there is a 'Need help?' section with contact information: 'Call us on 02 6247 3744 or 1800 232 400 (free call from country or interstate) or Contact Us'. At the bottom, there are two buttons: 'SECURE SIGN ON' and 'VISIT WEBSITE'. The footer contains links for 'Home', 'Privacy Policy', and 'Contact Us', along with the copyright notice: 'Copyright © Anglican Investment and Development Fund | BSB 702 389'.

If you have any questions in relation to the new look Online Transaction Services or any other enquiries, please don't hesitate to contact us:

02 6247 3744

1800 232 400 (Free Call)

aidf@aidf.com.au

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