



AIDF Online Transaction Services
(Personal)
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”


ANGLICAN 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.**

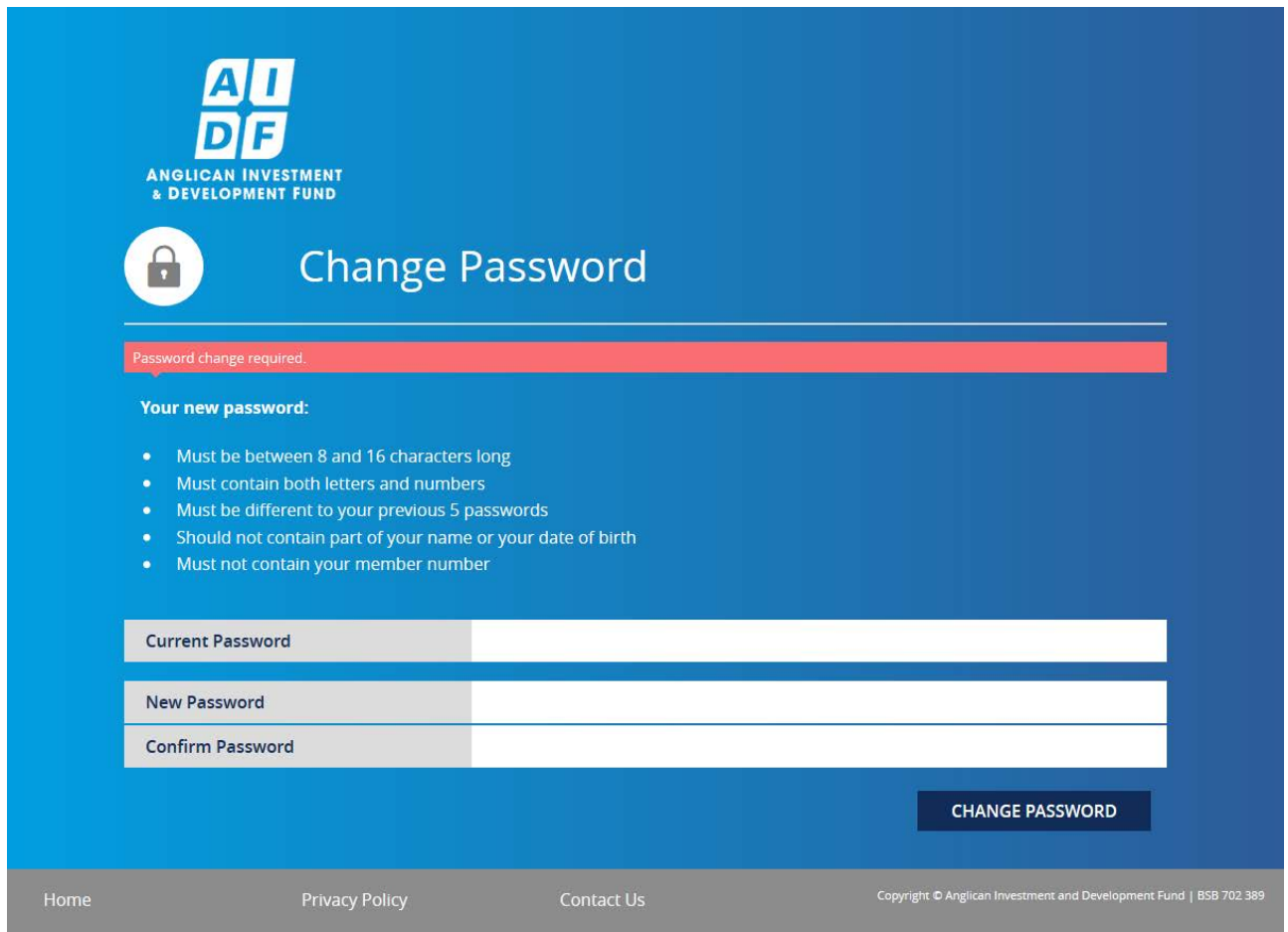
[Home](#) [Privacy Policy](#) [Contact Us](#) Copyright © Anglican Investment and Development Fund | BSB 702 389

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 AIDF (Anglican Investment & Development Fund) 'Change Password' interface. At the top left is the AIDF logo. Below it, a padlock icon in a circle is next to the title 'Change Password'. A red banner with the text 'Password change required.' is displayed. Below this, the heading '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
- Must not contain your member number

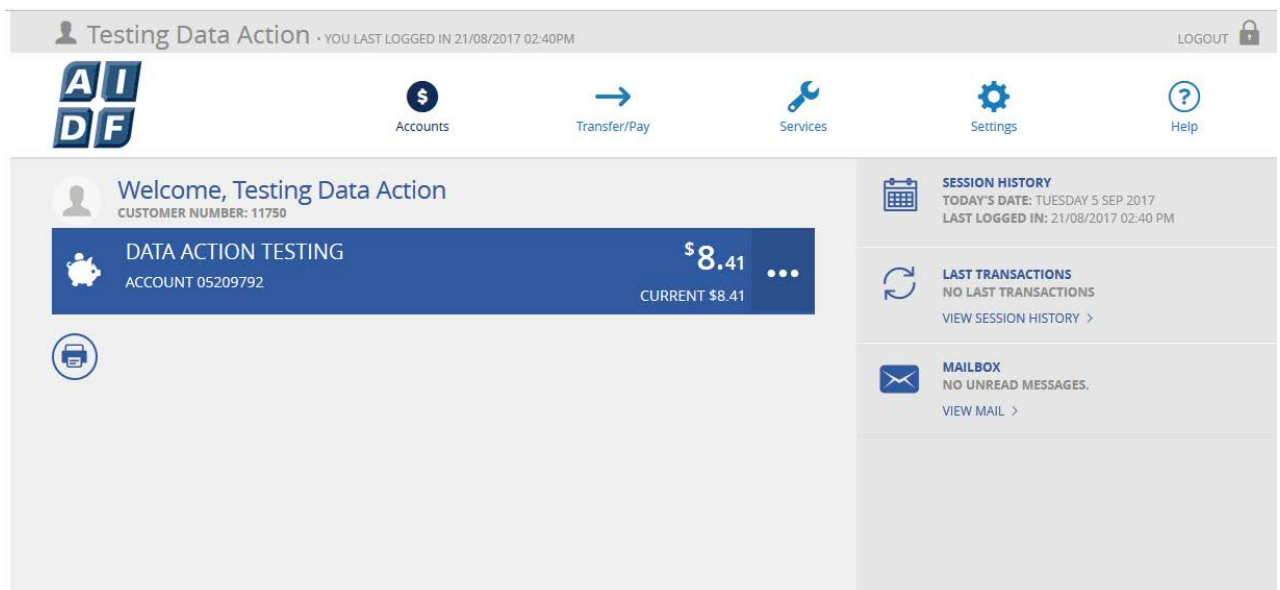
 Below the list are three input fields labeled 'Current Password', 'New Password', and 'Confirm Password'. A dark blue button labeled 'CHANGE PASSWORD' is positioned to the right of the input fields. The footer contains links for 'Home', 'Privacy Policy', and 'Contact Us', along with a copyright notice: '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 and also see a snap shot of Interest paid and earned.

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

LOGOUT

Accounts

Transfer/Pay

Services

Settings

Help

Welcome, Testing Data Action
CUSTOMER NUMBER: 11750

DATA ACTION TESTING

ACCOUNT 05209792

\$8.41

CURRENT \$8.41

TRANSFER

PAY MEMBER

PAY ANYONE

BPAY

ACCOUNT OWNERS

UNCLEARED FUNDS

CREDIT LIMIT

INTEREST EARNED

INTEREST PAID

T DATA ACTION

\$0.00

NONE

\$0.00

\$0.00

NO TRANSACTIONS TO DISPLAY

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 >



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.

The screenshot shows the AIDF online transaction services interface. At the top, there is a header bar with the user name "Testing Data Action" and the login time "YOU LAST LOGGED IN 21/08/2017 02:40PM". A "LOGOUT" button is visible in the top right corner. Below the header, there is a navigation bar with the AIDF logo and five main menu items: "Accounts", "Transfer/Pay", "Services", "Settings", and "Help". The "Accounts" menu is currently selected, and its sub-menu is displayed below it. The sub-menu includes "Balances", "History", "Direct Credits", "Interest Details", and "Account Reorder". The "Balances" option is highlighted. Below the sub-menu, the account details for "ACCOUNT 05209792" are shown, including the current balance of "\$8.41". There are four buttons: "TRANSFER", "PAY MEMBER", "PAY ANYONE", and "BPAY". Below these buttons, there is a table with the following data:

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

Below the table, it says "NO TRANSACTIONS TO DISPLAY". On the right side of the interface, there is a "MAILBOX" section with the message "NO UNREAD MESSAGES." and a "VIEW MAIL" link. There is also a "VIEW SESSION HISTORY" link.

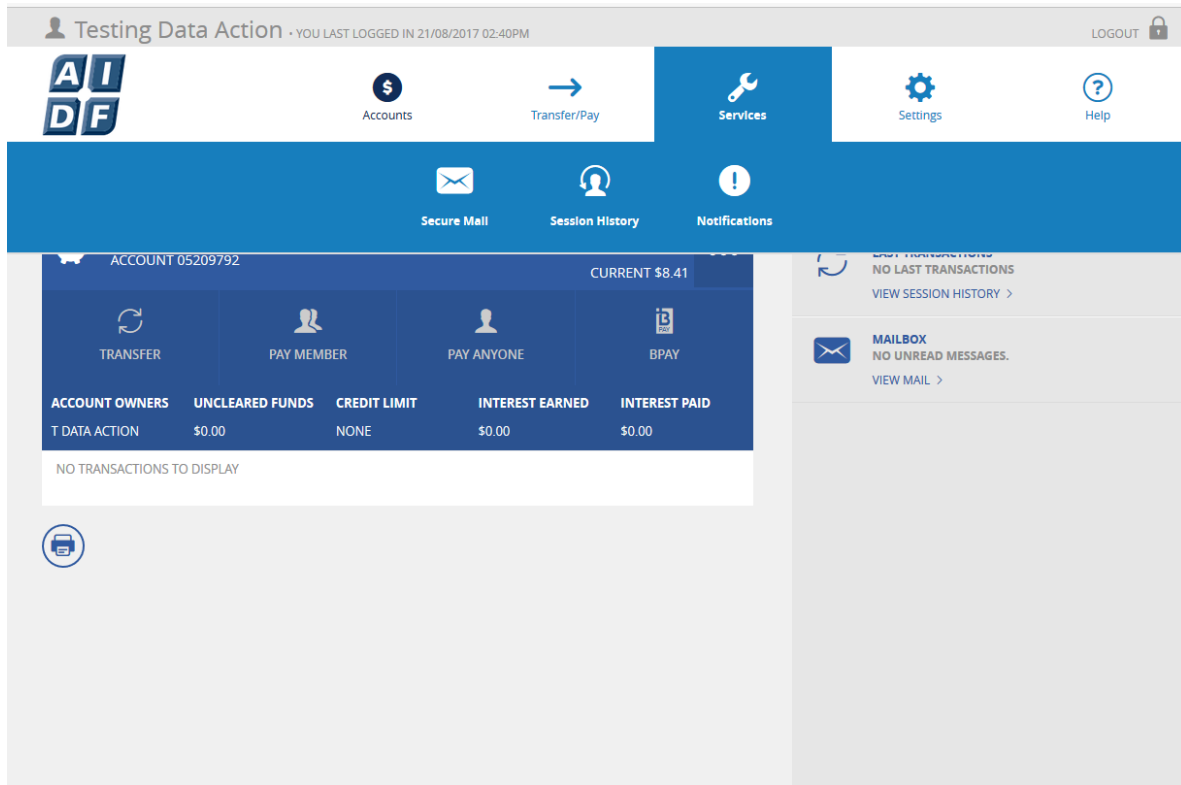
Under “Transfer/Pay” there are a number of options. “Transfer” is for a transfer between your own accounts. “Pay Member” is to transfer funds to another account within the AIDF. “Pay Anyone” is to credit an account outside of the AIDF.

The screenshot shows the AIDF online transaction services interface with the "Transfer/Pay" menu selected. The header bar is the same as in the previous screenshot. The navigation bar now shows "Accounts", "Transfer/Pay" (selected), "Services", "Settings", and "Help". The sub-menu for "Transfer/Pay" is displayed below it, including "Transfer", "Pay Member", "Pay Anyone", "BPAY", and "Scheduled Transfers". The "Transfer" option is highlighted. Below the sub-menu, the account details for "ACCOUNT 05209792" are shown, including the current balance of "\$8.41". There are four buttons: "TRANSFER", "PAY MEMBER", "PAY ANYONE", and "BPAY". Below these buttons, there is a table with the following data:

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

Below the table, it says "NO TRANSACTIONS TO DISPLAY". On the right side of the interface, there is a "MAILBOX" section with the message "NO UNREAD MESSAGES." and a "VIEW MAIL" link. There is also a "VIEW SESSION HISTORY" link.

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



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

ACCOUNT 05209792 CURRENT \$8.41

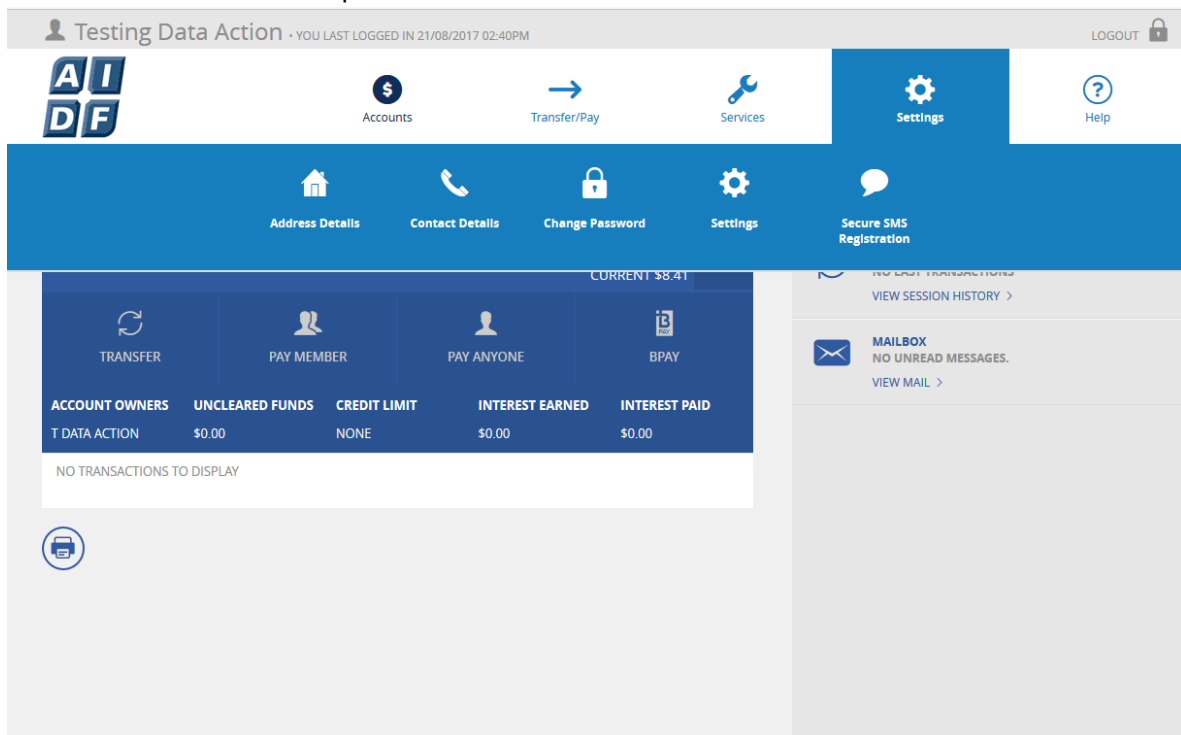
TRANSFER PAY MEMBER PAY ANYONE BPAY

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 >

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.



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

ACCOUNT 05209792 CURRENT \$8.41

TRANSFER PAY MEMBER PAY ANYONE BPAY

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 >



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

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

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

Terms & Conditions

CURRENT \$8.41

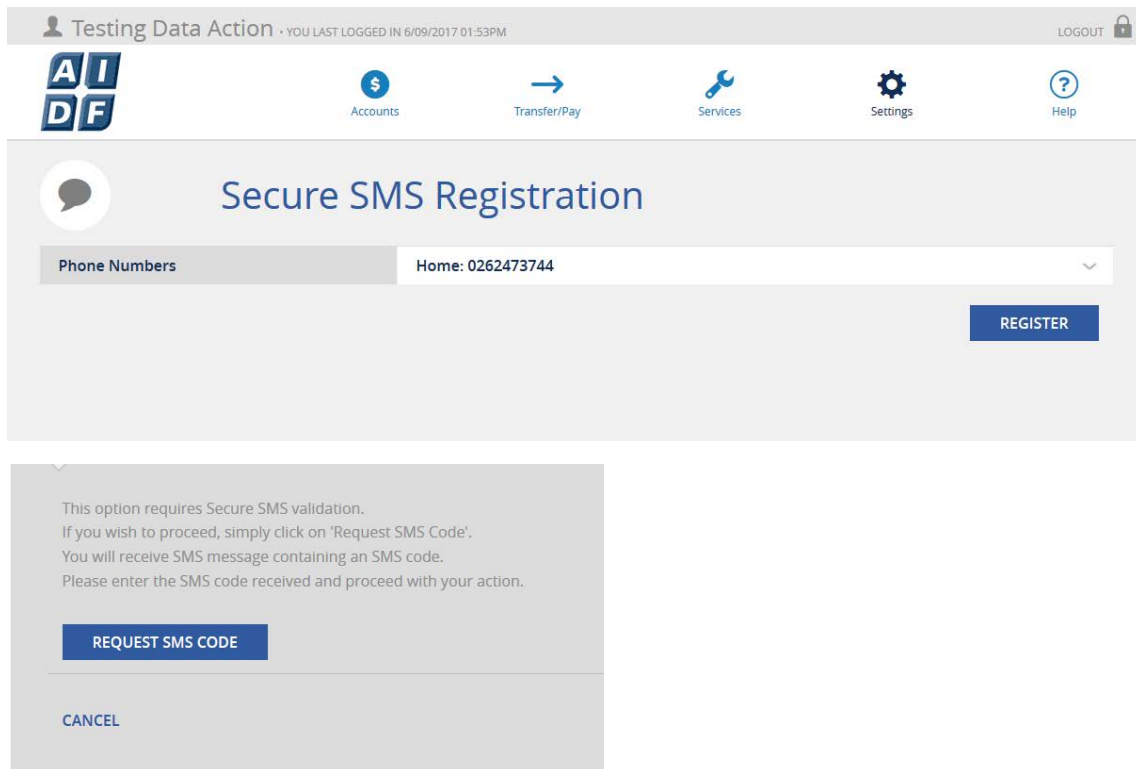
TRANSFER	PAY MEMBER	PAY ANYONE	BPAY	
ACCOUNT OWNERS	UNCLEARED FUNDS	CREDIT LIMIT	INTEREST EARNED	INTEREST PAID
T DATA ACTION	\$0.00	NONE	\$0.00	\$0.00

NO TRANSACTIONS TO DISPLAY

MAILBOX
NO UNREAD MESSAGES.
VIEW MAIL >

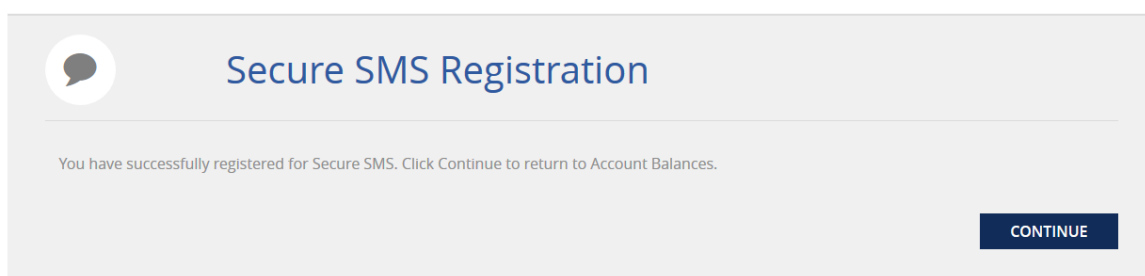
Registering for Secure SMS

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)



The screenshot shows the AIDF Online Transaction Services interface. At the top, there is a header bar with the AIDF logo, a user profile icon, the text "Testing Data Action", and a "YOU LAST LOGGED IN 6/09/2017 01:53PM" timestamp. To the right of the header is a "LOGOUT" button with a lock icon. Below the header is a navigation bar with icons for Accounts, Transfer/Pay, Services, Settings, and Help. The main content area is titled "Secure SMS Registration" and features a "Phone Numbers" section with a dropdown menu showing "Home: 0262473744". A "REGISTER" button is located to the right of the dropdown. Below this, there is a section with instructions: "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." A "REQUEST SMS CODE" button is present, along with a "CANCEL" link.

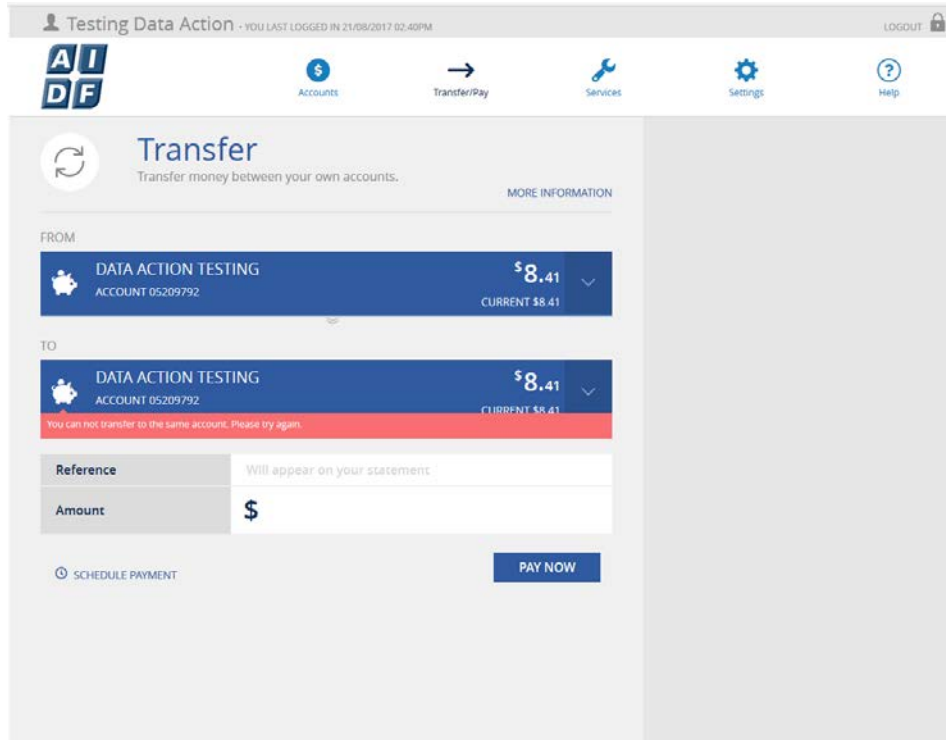
When you receive the code enter it into the box and click “Continue Registration” then “Continue” You are now registered for Secure SMS.



The screenshot shows the AIDF Online Transaction Services interface after successful registration. The main content area is titled "Secure SMS Registration" and displays a message: "You have successfully registered for Secure SMS. Click Continue to return to Account Balances." A "CONTINUE" button is located at the bottom right of the message.

Transfer Funds

The “Transfer” tab is to transfer between your accounts



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

LOGOUT

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

FROM

DATA ACTION TESTING \$8.41
ACCOUNT 05209792 CURRENT \$8.41

TO

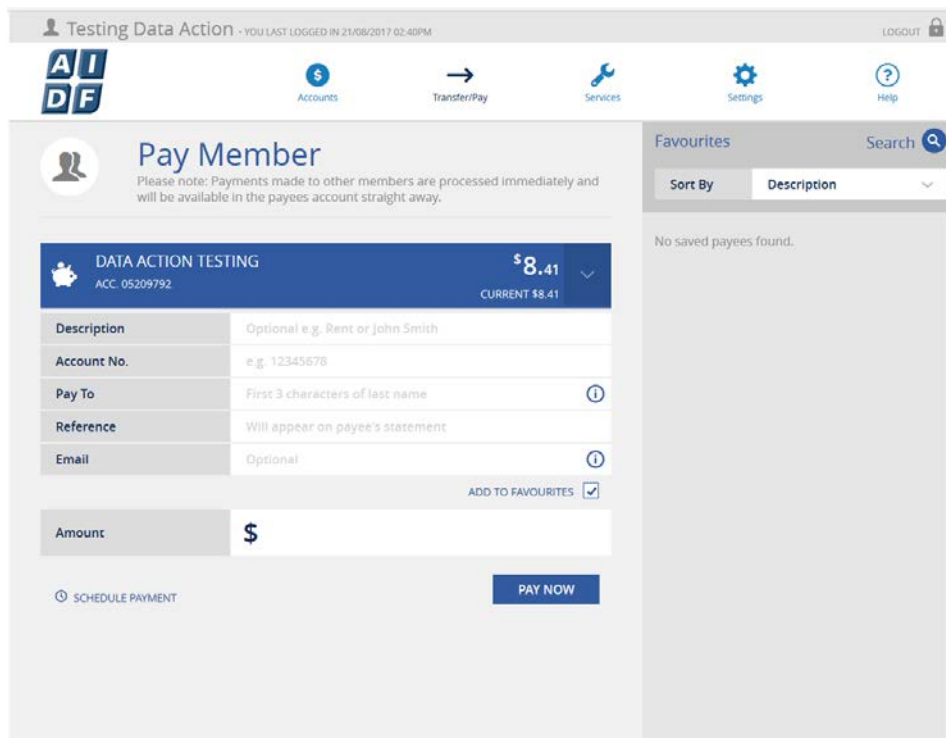
DATA ACTION TESTING \$8.41
ACCOUNT 05209792 CURRENT \$8.41
You can not transfer to the same account. Please try again.

Reference Will appear on your statement

Amount \$

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

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



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

LOGOUT

Pay Member
Please note: Payments made to other members are processed immediately and will be available in the payees account straight away.

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

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

Email Optional

[ADD TO FAVOURITES](#) ☒

Amount \$


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

Favourites Search

Sort By Description

No saved payees found.

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




Accounts

Transfer/Pay

Services

Settings

Help



Pay Anyone

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.



[MORE INFORMATION](#)

DATA ACTION TESTING

ACC: 05209792

\$8.41

CURRENT \$8.41


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
Email	Optional 

Amount

\$

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

Favourites


Search 

Sort By BSB

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.




Accounts

Transfer/Pay


Services

Settings

Help



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

LOGOUT



BPAY

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



DATA ACTION TESTING

\$8.41

ACC. 05209792

CURRENT \$8.41

Description

e.g. Electricity Bill

Billers Code

Customer Ref No.

ADD TO BILLERS

☒

Amount

\$

SCHEDULE PAYMENT

PAY NOW

Favourites

Search

Sort By

Billers Name

No saved payees



AIDF ONLINE TRANSACTION SERVICES







USER GUIDE




Secure Mail

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

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

 Accounts  Transfer/Pay  Services  Settings  Help




Message Inbox

[Inbox](#) [Outbox](#) [Compose](#)

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.



Accounts

Transfer/Pay

Services

Settings

Help

Logout

Compose New Message

Inbox

Outbox

Compose

To

General Enquiry

Subject

Attachments

Browse...


No file selected.

Body

CANCEL

SEND


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


SAVE


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




Accounts

Transfer/Pay

Services

Settings

Help



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



helpdesk@da.com.au


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

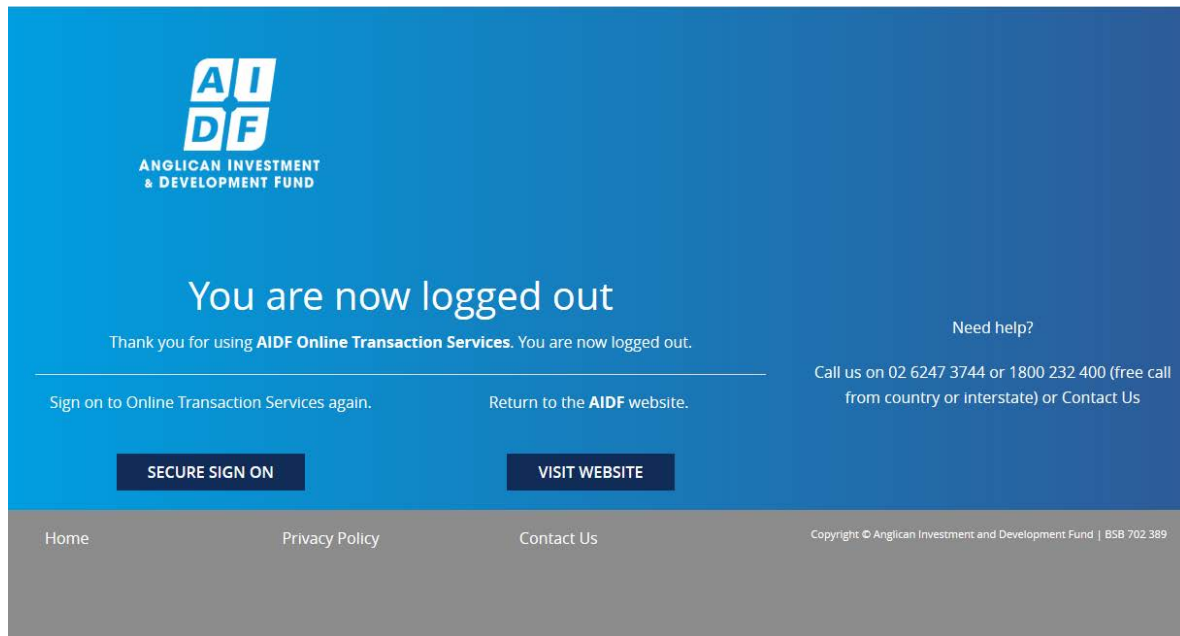
Current Password

New Password

Confirm New Password

CHANGE PASSWORD

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



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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