



MACQUARIE BANK

How to provide or edit an email address

Active Banking

Receive account confirmation letters and term deposit notifications by email instead of post.

1 Select **Open & Manage Accounts**.

2 Select **Manage Facilities**.

* **TIP:**
You can also see whether an email address has been previously provided from this screen.

3 Choose which facilities you would like to provide/edit an email address for then click **Provide an email address**.

4:28 PM EST, Monday 19 September, 2016

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Account Summary Accounts & Statements **Open & Manage Accounts** Transfers & Payments Pending Authorisation Downloads DEFT References

Manage Facilities Manage Accounts Open Account Term Deposits Cheque Stops Pending Authorisation History

Select Facilities

<input type="checkbox"/>	Facility	Facility name	Facility type	Email	Choose an action
<input checked="" type="checkbox"/>	111111	FACILITY 1	Investment Accounts	Not Provided	Provide an email address
<input type="checkbox"/>	222222	FACILITY 2	Investment Accounts	Not Provided	
<input type="checkbox"/>	333333	FACILITY 3	Cheque Accounts	Not Provided	
<input type="checkbox"/>	444444	FACILITY 4	Loans	Not Provided	

Showing rows 1-4 of 4 << prev - next >>

NOTE:
Switching to email correspondence will replace postal correspondence for all of the accounts under the selected facilities. It will only be possible to provide an email address where you have access to all accounts under that facility.

4 Enter the business email address, then click **Submit**.

* **TIP:**
Hotmail, Gmail and Yahoo emails cannot be accepted.

Provide an Email Address

Selected facilities		
Facility	Facility Name	Email
111111	FACILITY 1	Not Provided
1 facilities selected		
Email		
Please provide an email address for the selected facilities		
Email	<input type="text" value="testing@test.com"/>	
Confirm Email	<input type="text" value="testing@test.com"/>	
Back	Submit	

5 The Email Address Confirmation page will display.

Request Submitted

Email			
Email	testing@test.com		
Facility	Request created	Request ID	Status
111111 - FACILITY 1	19 Sep 16	15861440	Submitted
Print			

6 The email address submitted can be viewed on the Facilities Details or Manage Facilities page.

Facility Details

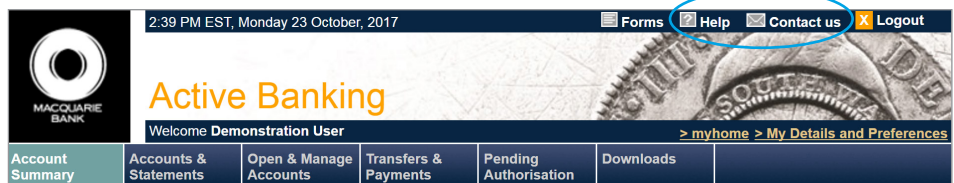
Facility	111111
Facility type	Investment Accounts
Facility classification	Client Managed Investment/s
Account manager	Courtney Lauren
Email	testing@test.com

Balance breakdown	
Start of day balance	\$6,083,885.55 CR
+ Today's transactions	\$0.00 CR
= Current balance	\$6,083,885.55 CR
- Uncleared funds	\$0.00
= Available funds	\$6,083,885.55

Customers linked to this facility

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* **NEED HELP?**



2:39 PM EST, Monday 23 October, 2017

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