

VIEW-ONLY INTERNET BANKING – NON PERSONAL POA



What is the View-Only Internet Banking setting?

A member with the View-Only Internet Banking setting is **not able** to transact on a specified account(s). However, it allows them to perform all **other** functionality in Internet Banking such as viewing e-statements and changing address details etc.

Note: To apply this function, members are required to complete the Non-Personal Savings and Products form. The request can be performed by:

- Contact Centre supervisors
 - Branch managers
 - Sales & Service supervisors
 - Authorised users appointed by the business managers
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When to apply the View-Only Internet Banking setting for a member?

You only apply this setting when a member with Internet Banking access needs to be restricted from making payments. For example,

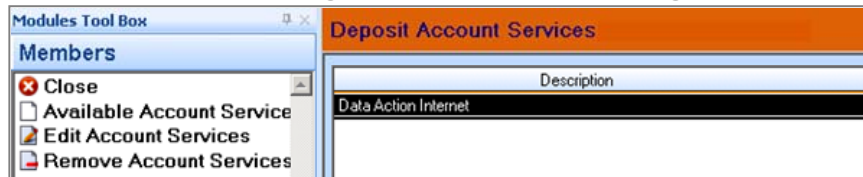
- Non-Personal Accounts – View-Only is only option. Signatories need to transact through their own log-on.
 - POA RIMs - when the owner of account is not the person accessing the RIM.
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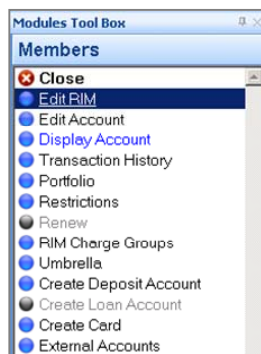
How to apply the View-Only Internet Banking setting

Follow the below steps to apply the View-Only Internet Banking setting to the member’s account.

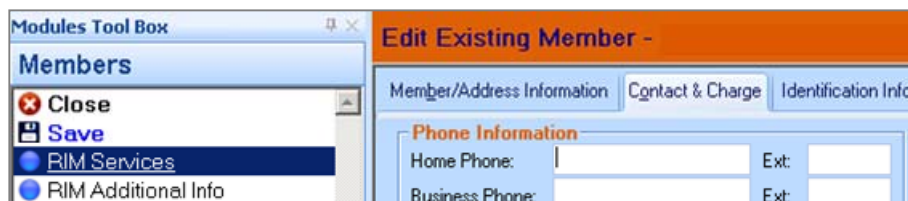
1. Log into AP to search for the Member’s RIM
2. Check if the account is registered for Internet Banking



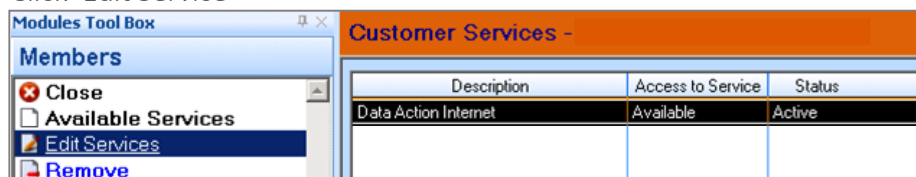
3. Click ‘Edit RIM’



4. Click the ‘Contact and Charge’ tab
5. Click ‘RIM Services’



6. Click to highlight ‘Data Action Internet’
7. Click ‘Edit Service’

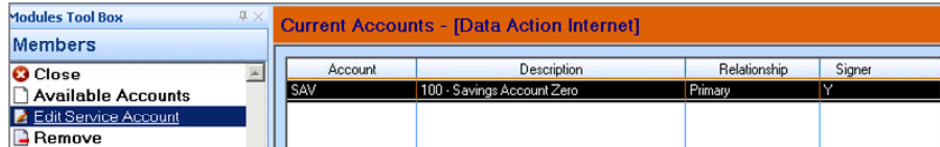


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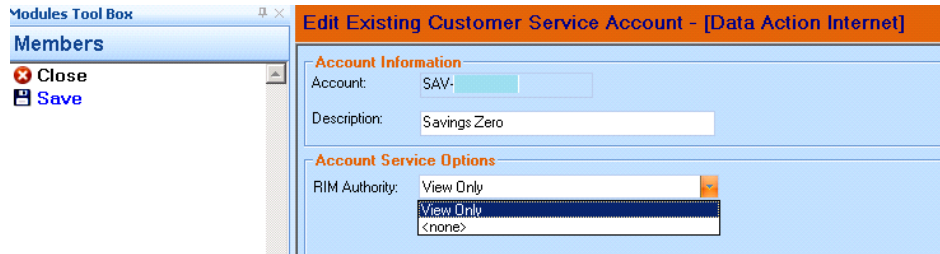


(Continued) How to apply the View-Only Internet Banking setting

- 8. Select the account to have the 'View-Only' restriction applied
- 9. Click Edit Service Account



- 10. Click the dropdown and select 'View-Only'
- 11. Click 'Save' then 'Close'



- 12. This restricts only the account selected in step 8, not all accounts under the Member's RIM. Repeat these steps for **all other accounts which require the restriction.**
- 13. Record the details in Prosper.

When the member logs in Internet Banking using the RIM which has had this setting applied, the 'View Only' sign will display only for the account(s) placed in the 'View-Only' mode.



**Contact for help**

Contact your immediate supervisor for help.

Date	Reviewed By	Purpose/Change
MAY 2018	Devika K Cameron S	Creation of Document
JULY 2018	Devika K	Revision of Document