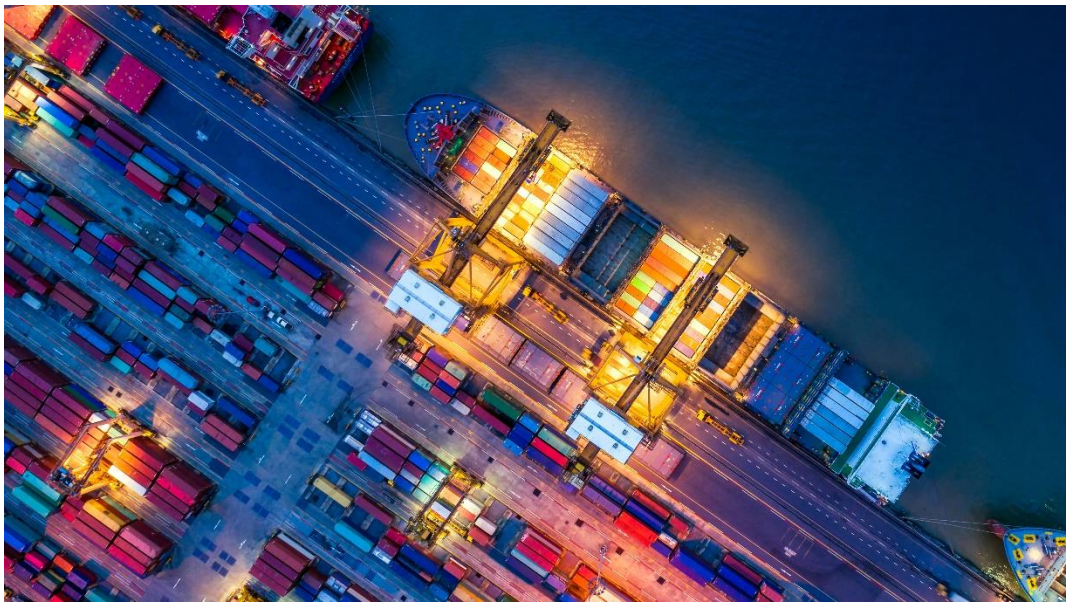


# WinTrade



## **Corporate Administrator User Guide** **New Zealand**

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## Corporate Administrator

This guide explains the Corporate Administrator's role and how to manage user profiles and reset passwords in WinTrade®.

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### Need help with WinTrade administration?

Contact Trade Service.

## Administration roles and responsibilities

WinTrade's Corporate Administration function enables you to manage the user profiles of your employees who use WinTrade.

### Overview

	Master Administrator (Us)	Corporate Administrator (You)
<b>Who</b>	<ul style="list-style-type: none"> <li>The Master Administrator for WinTrade is the Bank.</li> </ul>	<ul style="list-style-type: none"> <li>The Corporate Administrator is one or more employees in your organisation.</li> </ul>
<b>Role</b>	<ul style="list-style-type: none"> <li>Onboard and create new users and companies in WinTrade.</li> <li>Set default profile – user has access to all products and transactions available to the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the profiles of the organisation's employees in WinTrade.</li> <li>Edit the default user profile so the employee has required access and approval level for their role.</li> </ul>
<b>Key tasks</b>	<ul style="list-style-type: none"> <li>Identify users in accordance with respective legislative requirements.</li> <li>Create users</li> <li>Create Corporate Administrators</li> <li>Create companies</li> <li>Maintain WinTrade.</li> </ul>	<ul style="list-style-type: none"> <li>View and maintain user profiles</li> <li>Set access to trade products</li> <li>Reset user passwords</li> <li>Edit another Corporate Administrator's profile</li> <li>Reset another Corporate Administrator's password.</li> </ul>

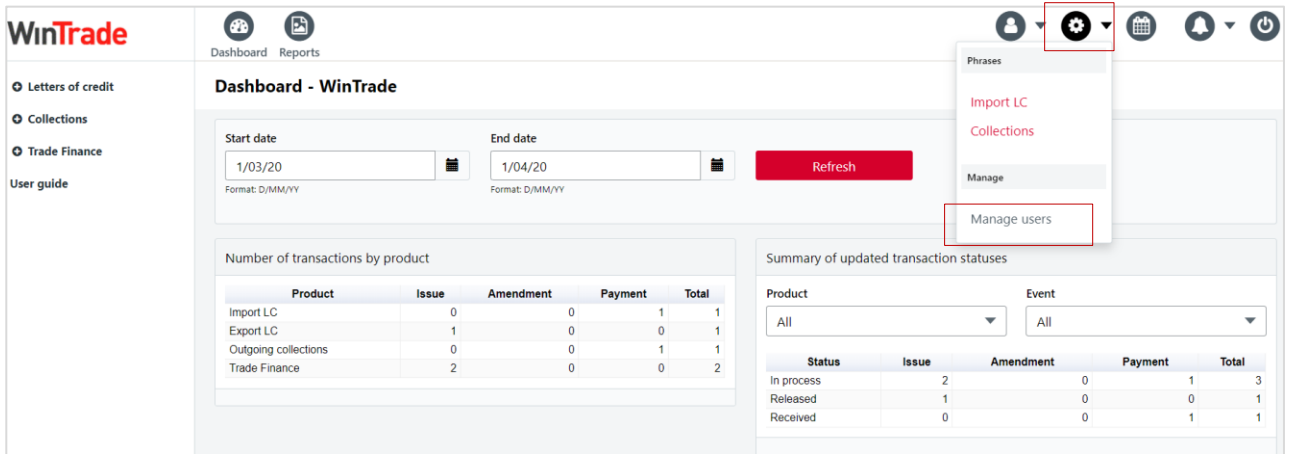
- Note:** Corporate Administrators can maintain the profiles of all users in their organisation. We recommend that there are at least two Corporate Administrators for the organisation. Changes to a Corporate Administrator's profile must be made by another Corporate Administrator. If no Corporate Administrator is available, the customer can request the Bank Administrator to edit a Corporate Administrator profile or reset a password. The Bank Administrator is unable to reset limits for customers.

### How to request new user access

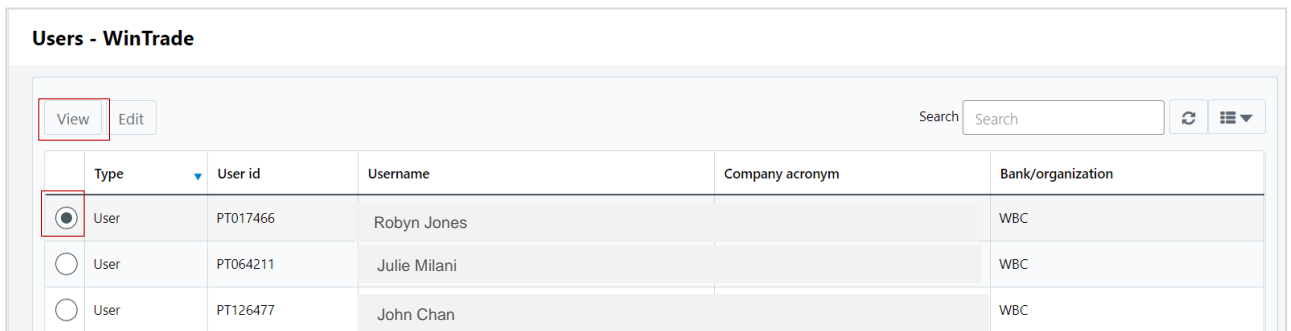
- Submit a **WinTrade Amendment Form** to advise the new user's details. For all amendments to Wintrade for your organisation, please contact the Trade Service team who will send you a **Wintrade Amendment Form**.
- Once the user identity check is complete and the user is setup in WinTrade, the Bank will notify the Corporate Administrator/user by letter.
- The new user will be created with default access to company's required trade products. The Corporate Administrator can then modify the user profile as required.

## View a user profile

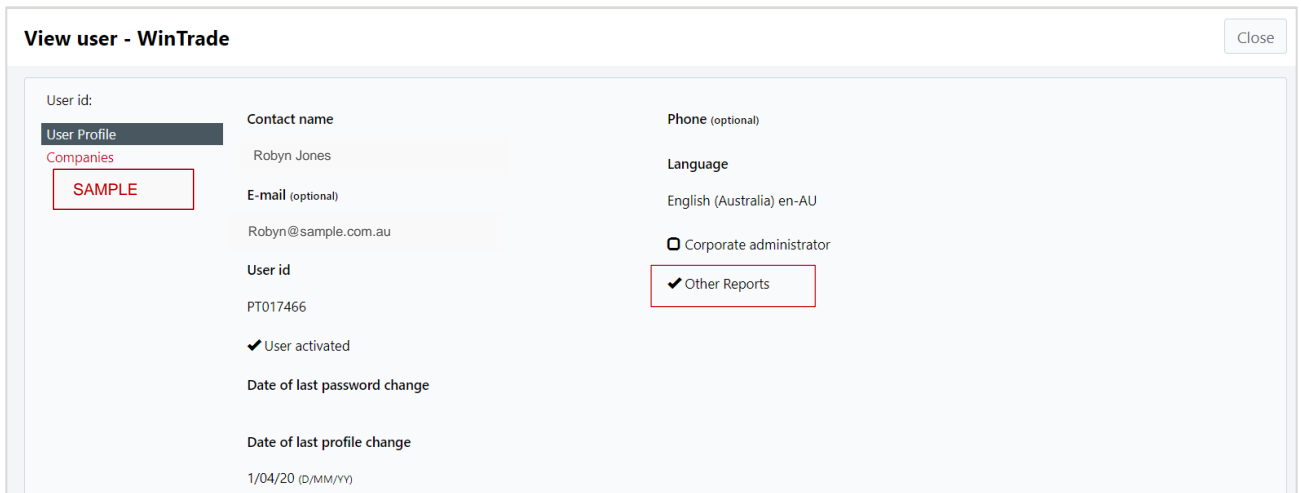
1. Login to WinTrade and open **Settings** then click **Manage users**.



2. Select the required user, then click **View** to display a summary.



3. To view the user's detailed profile, click your company name.



**Note:** If **Other Reports** is checked, user will have access to these reports under the Reports module. If this is unchecked, then user cannot see the **Other Reports** tab under Reports module on WinTrade.

4. Click each tab to view the user's assigned products, access levels, privileges and authorisations, event notifications and calendar notifications.

**View user - WinTrade** Close

User id: SAMPLE

User Profile  
Companies

**SAMPLE**

1. Products
2. Access
3. Privileges & Authorizations
4. Notifications
5. Calendar Notifications

Products User has access to	Default product
✓ Import letters of credit	<input type="checkbox"/>
✓ Export letters of credit	<input type="checkbox"/>
✓ Outgoing collections	<input type="checkbox"/>
✓ Incoming collections	<input type="checkbox"/>

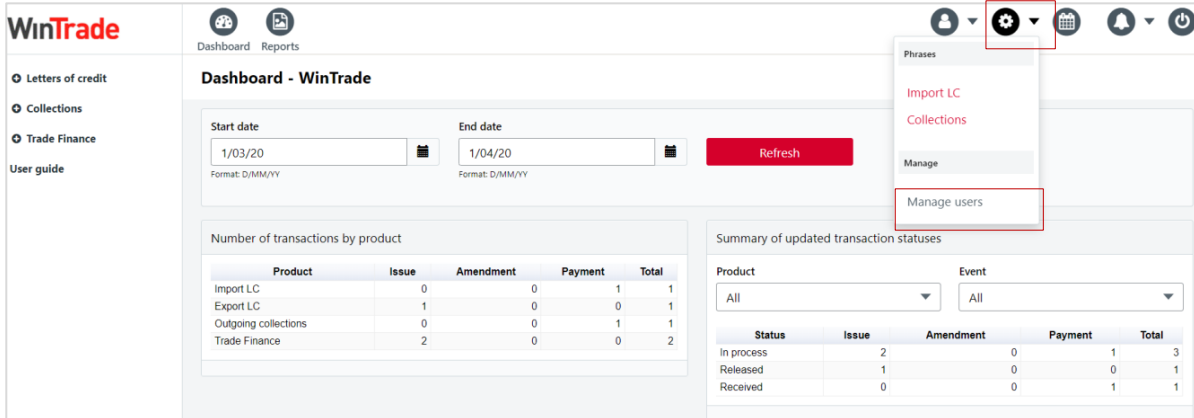
## Tab overview

Tab	Purpose
<b>1. Products</b>	<ul style="list-style-type: none"> <li>▪ Shows which products the user has access to.</li> </ul>
<b>2. Access</b>	<ul style="list-style-type: none"> <li>▪ Shows specific product event types the user has access to.</li> <li>▪ For example, Issues, Amendments and Payments.</li> </ul>
<b>3. Privileges &amp; Authorisations</b>	<ul style="list-style-type: none"> <li>▪ Shows the user's authorisation level and amount for each product.</li> </ul>
<b>4. Notifications</b>	<ul style="list-style-type: none"> <li>▪ Shows the product wise event notification emails the user will receive.</li> </ul>
<b>5. Calendar notifications</b>	<ul style="list-style-type: none"> <li>▪ Shows the product wise lead time in days for receiving notifications.</li> </ul>

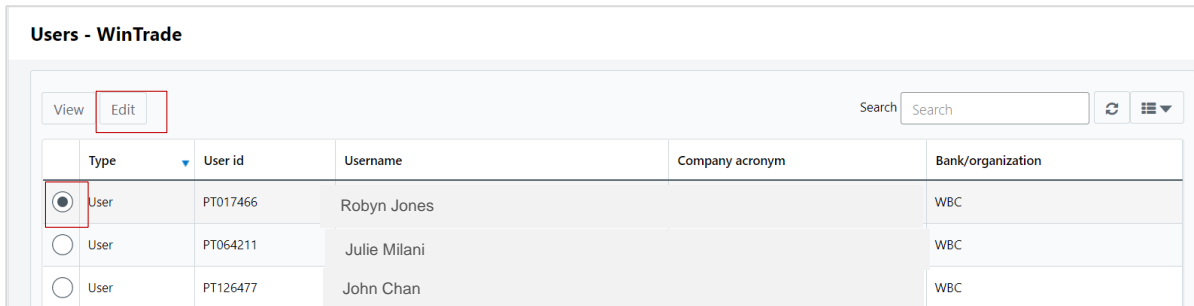
## Manage users

This section explains how to manage user profiles for your employees.

1. Login to WinTrade and open **Settings**, then click **Manage users**.



2. Select the required user, then click **Edit**.



3. Edit the User Profile screen as required.

The screenshot shows the 'Edit user - WinTrade' screen. The form contains the following fields and options:

- User id:** PT017466
- Contact name:** Robyn Jones
- Phone (optional):** 0414 888 888
- E-mail (optional):** Robyn@sample.com.au
- Language:** English (Australia) en-AU
- User id:** Jones
- Corporate administrator:**
- Other Reports:**
- Reset password:** [button]
- Password (optional):** [input field]
- User activated:**
- Date of last password change:** [input field]

For a general user:

- Enter/update email. (Notifications will be sent to this address.)
- Enter/update contact phone number.
- If required, check **Other Reports**. This will give the user access to **Other Reports** in the WinTrade Reports tab (shown below). If unchecked, the user will not see the **Other Reports** option.

- Click **Save**.

4. To view the user’s detailed profile, click your company name.

5. Select **1. Products** to set the products that the user has access to.

- You can add or remove products by selecting or deselecting the check boxes.
- Click **Save** to save any changes.

SAMPLE	
1. Products	
Products User has access to	Default product
<input checked="" type="checkbox"/> Import letters of credit	<input type="radio"/>
<input checked="" type="checkbox"/> Export letters of credit	<input type="radio"/>
<input checked="" type="checkbox"/> Outgoing collections	<input type="radio"/>
<input checked="" type="checkbox"/> Incoming collections	<input type="radio"/>
<input checked="" type="checkbox"/> Trade Finance	<input type="radio"/>
<input checked="" type="checkbox"/> Transfer exportLC	<input type="radio"/>

6. Select **2. Access**.

- Use this tab to set access for events, secure messages, images, phrases and payment instructions.
- Set the **Events** the user has access to.



- You can add or remove events by selecting or deselecting the check boxes.

**SAMPLE**

1. Products    **2. Access**    3. Privileges & Authorizations    4. Notifications    5. Calendar Notifications

<input type="checkbox"/> Check all boxes		Products							
		Letters of credit		Transfer export LC		Collections		Trade Finance	
Events		Import	Export	Transfer	Assignment of proceeds	Outgoing	Incoming		
<b>Events</b>	Issue/advise	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Amendments	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Payments	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

- Scroll down and set access to **Secure messages** and **Images**. Please note that users can view secure messages from the Bank. There is no option to send messages to the Bank.

<b>Secure messages</b>	Authorize		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Images</b>	Create	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Scroll down and set access to **Phrases** and **Payment instructions**.

<b>Phrases</b>	Create	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Payment instructions</b>	Create		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
	Approve		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	

- Click **Save** to save any changes.

## 7. Select **3. Privileges & Authorisations**.

- Under Authorisations, select the Product, then either May approve own transactions or Additional approval is required.
- Under **Authorisation up to equivalent**, select the currency, then approver limits.
- Click **Save** to save any changes.



### Key Points

#### Approval types

- **Super approver** - can approve any transaction, whether initiated by self or another user, with no limit.
- **May approve own transactions** – can approve own transactions up to a set limit.
- **Additional approval is required** – requires another person’s approval for transactions.
- **Flexible approval levels for each product**
- You can grant users 1st and 2nd level approvals and set the amounts for these approvals if required.
- The 1st level approval field shows the maximum amount which the user can approve.
- 2nd level approval is used when an organisation is set up for dual approval. This field shows the maximum amount the user can approve as a second approver if the **Additional approval is required** check box is selected.

1. Products	2. Access	3. Privileges & Authorizations	4. Notifications	5. Calendar Notifications
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**Authorizations**

Product

Import letters of credit ▼

May approve own transactions

Additional approval is required

**Authorization up to equivalent in**

Currency

AUD - AUSTRALIAN DOLLAR ▼

<input checked="" type="checkbox"/> First level approver	500000
<input checked="" type="checkbox"/> Second level approver	1000000
Daily aggregate limit	5000000
<input type="checkbox"/> Super approver	Unlimited

#### 8. Select **4. Notifications**.

- The default setting is to receive all notifications.
- You can add or remove notifications by selecting or deselecting the check boxes.
- Click **Save** to save any changes.

1. Products		2. Access		3. Privileges & Authorizations		4. Notifications		5. Calendar Notifications	
<input type="checkbox"/> Check all boxes		Events							
Products		Issue	Amendments	Payments	Cancellation	Messages	Adjustment	Documents received	
<b>Import transactions</b>	LC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Export transactions</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Collections</b>	Incoming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Trade Finance</b>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
<b>Transfer export LC</b>	Transfer								
	Assignment of proceeds								
<input type="checkbox"/> I want to receive e-mails									

9. Select **5. Calendar Notifications**.

- Notifications will be sent on the event date minus the lead time in days.
- Enter the required lead times.
- Click **Save** to save any changes.

1. Products		2. Access		3. Privileges & Authorizations		4. Notifications		5. Calendar Notifications		
<input type="checkbox"/> Check all boxes		Events								
Products		Expiry date		Earliest shipment date		Latest shipment date		Maturity / settlement date		Send by e-mail
<b>Import transactions</b>	LC	<input checked="" type="checkbox"/>	<input type="text" value="2"/> day(s)	<input checked="" type="checkbox"/>	<input type="text" value="2"/> day(s)	<input checked="" type="checkbox"/>	<input type="text" value="1"/> day(s)	<input checked="" type="checkbox"/>	<input type="text" value="4"/> day(s)	<input checked="" type="checkbox"/>
<b>Export transactions</b>	LC	<input checked="" type="checkbox"/>	<input type="text" value="2"/> day(s)	<input checked="" type="checkbox"/>	<input type="text" value="2"/> day(s)	<input checked="" type="checkbox"/>	<input type="text" value="1"/> day(s)	<input checked="" type="checkbox"/>	<input type="text" value="4"/> day(s)	<input checked="" type="checkbox"/>
<b>Collections</b>	Incoming							<input type="checkbox"/>	<input type="text"/> day(s)	<input type="checkbox"/>
	Outgoing							<input type="checkbox"/>	<input type="text"/> day(s)	<input type="checkbox"/>
<b>Trade Finance</b>								<input checked="" type="checkbox"/>	<input type="text" value="0"/> day(s)	<input checked="" type="checkbox"/>

Notifications will be sent on the event date minus the leadtime in days. Then the notification will be sent each day until the event date is reached.

## Reset passwords



### Passwords

- Users are suspended after three consecutive unsuccessful login attempts and can contact their Corporate Administrator to reset their access.
- If the Corporate Administrator is unavailable, the user can contact the Bank to reset the password.
- If a Corporate Administrator is suspended after three consecutive unsuccessful login attempts, he/she will need to contact either another Corporate Administrator or the Bank to reset the access.
- After a password reset, the user will need to login and change the temporary password.

1. Login to WinTrade and open **Settings**, then click **Manage users**.

Product	Issue	Amendment	Payment	Total
Import LC	0	0	1	1
Export LC	1	0	0	1
Outgoing collections	0	0	1	1
Trade Finance	2	0	0	2

Status	Issue	Amendment	Payment	Total
In process	2	0	1	3
Released	1	0	0	1
Received	0	0	1	1

2. Select the required user, then click **Edit**.

Type	User id	Username	Company acronym	Bank/organization
<input checked="" type="radio"/> User	PT017466	Robyn Jones	ALECOL99	WBC
<input type="radio"/> User	PT064211	Julie Milani	ALECOL99	WBC
<input type="radio"/> User	PT126477	John Chan	ALECOL99	WBC

3. On the User Profile screen, click **Reset password**.

User id: **PT017466**

Contact name: Robyn Jones

Phone (optional): 0414777777

E-mail (optional): robyn@sample.com.au

Language: English (Australia) en-AU

User id: Jones

Corporate administrator

Other Reports

**Reset password**

Password (optional):

User activated

Date of last password change:

Date of last profile change: 2/04/20 (D/MM/YY)

- The temporary password will display in the **Password (optional)** field.

**Edit user - WinTrade** Close Save

User id: **User Profile** **Companies** **SAMPLE**

Contact name: Robyn Jones

Phone (optional): 0414777777

E-mail (optional): robyn@sample.com.au

Language: English (Australia) en-AU

User id: Jones

Reset password

**Password (optional)**: UGT3TH

Corporate administrator

Other Reports

User activated

Date of last password change: 2/04/20 11:41:02

**Note:** the password will become hidden after 10 seconds. To view, click on the 'eye' icon.

4. Advise the user of the new temporary password which can be changed when the user logs into WinTrade. The password should be a combination of 6 alpha-numeric digits/characters.

## Request deletion of a user profile



### Key Points

- The Corporate Administrator is responsible for maintaining the profiles of an organisation's employees in WinTrade.
- When an employee leaves the company or changes roles and no longer requires access to WinTrade, the Corporate Administrator should request deletion of that employee's profile.
- Please submit a **WinTrade Amendment Form** to request deletion or changes for a user profile.
- Please contact the Trade Service team who will send you a **Wintrade Amendment Form**.