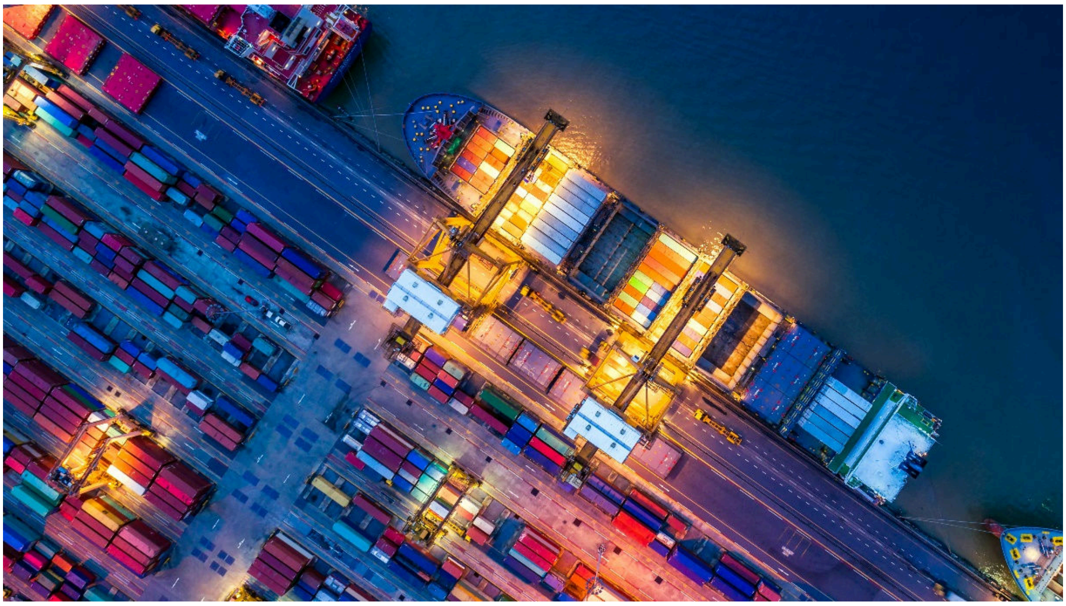
WinTrade



Corporate Administrator User Guide

New Zealand

Issue date: 19/10/22 Version 2.4

Corporate Administrator

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

Quick Find

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)
Who	▪ The Master Administrator for WinTrade is the Bank.	▪ The Corporate Administrator is one or more employees in your organisation.
Role	▪ Onboard and create new users and companies in WinTrade. ▪ Set default profile – user has access to all products and transactions available to the organisation.	▪ Maintain the profiles of the organisation's employees in WinTrade. ▪ Edit the default user profile so the employee has required access and approval level for their role.
Key tasks	▪ Identify users in accordance with respective legislative requirements. ▪ Create users ▪ Create Corporate Administrators ▪ Create companies ▪ Maintain WinTrade.	▪ View and maintain user profiles ▪ Set access to trade products ▪ Reset user passwords ▪ Edit another Corporate Administrator's profile ▪ Reset another Corporate Administrator's password.

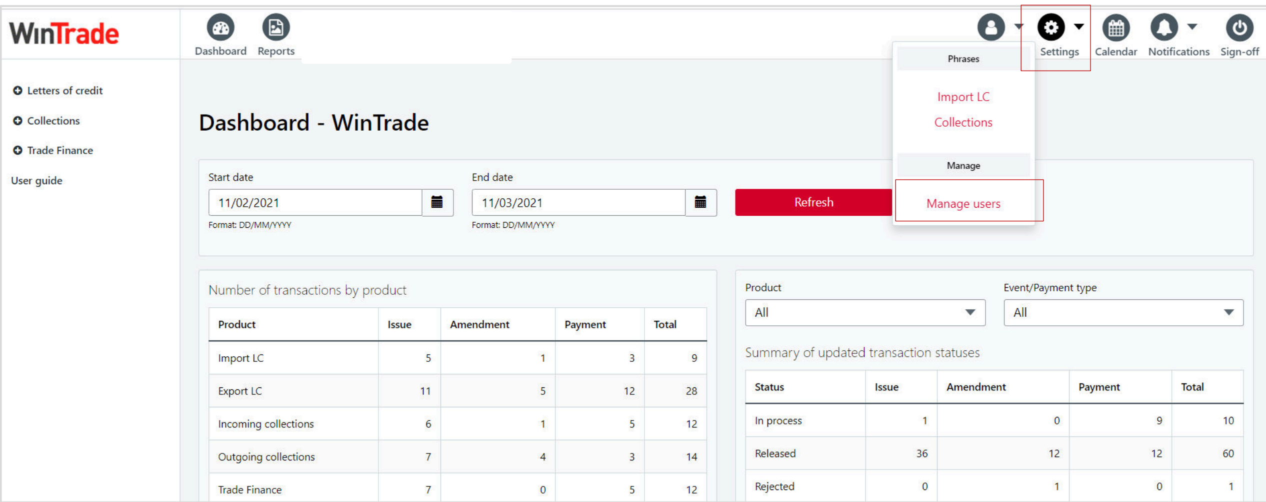
- **Note:** Corporate Administrators can maintain the profiles of all users in their organisation. We recommend that there are at least two Corporate Administrators for the organisation. Changes to a Corporate Administrator's profile must be made by another Corporate Administrator. If no Corporate Administrator 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

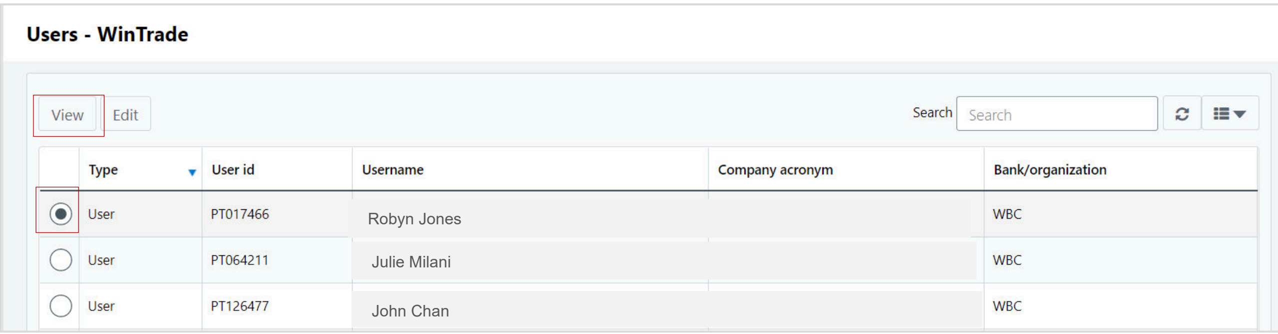
- Submit a **WinTrade Amendment Form** to advise the new user's details. For all amendments to Wintrade for your organisation, please contact the Trade Service team who will send you a **Wintrade Amendment Form.**
- Once the user identity check is complete and the user is setup in WinTrade, the Bank 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

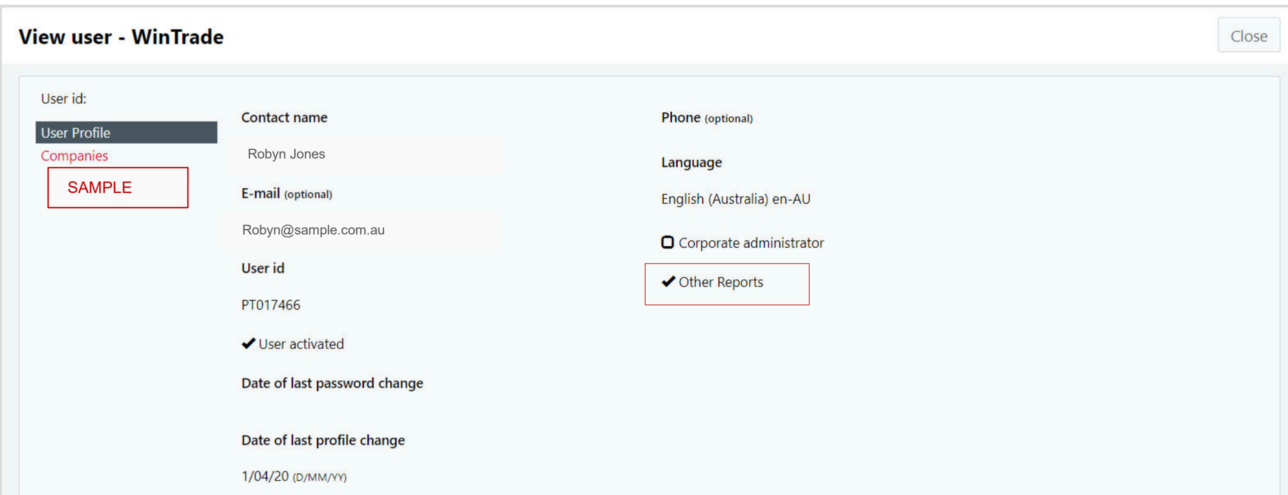
1. Login to WinTrade and open **Settings** then click **Manage users**.



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

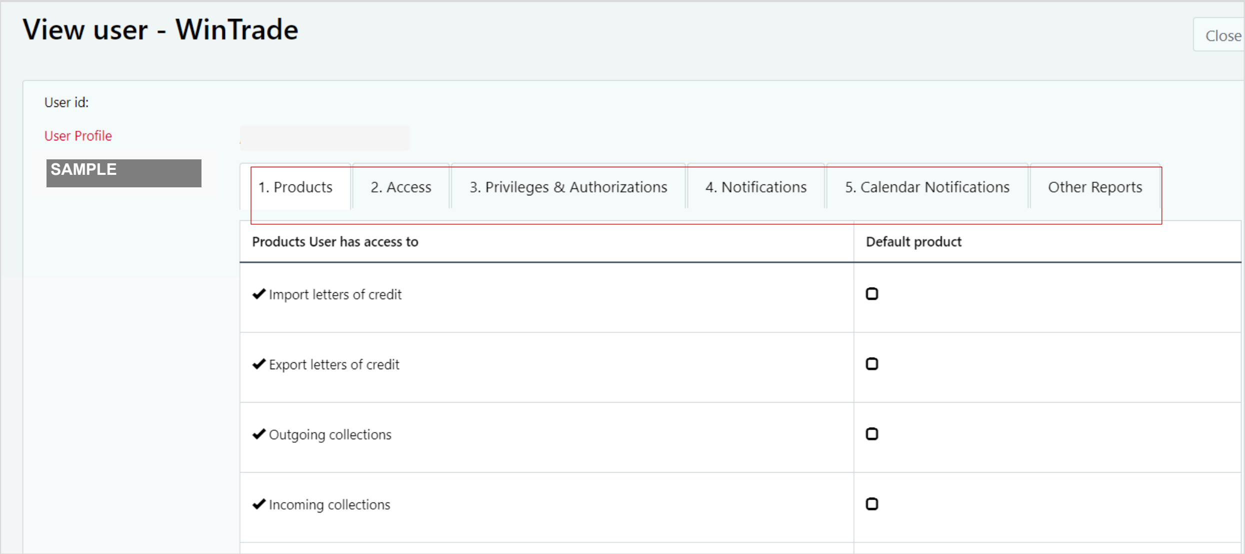


3. To view the user's detailed profile, click your company name.



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.



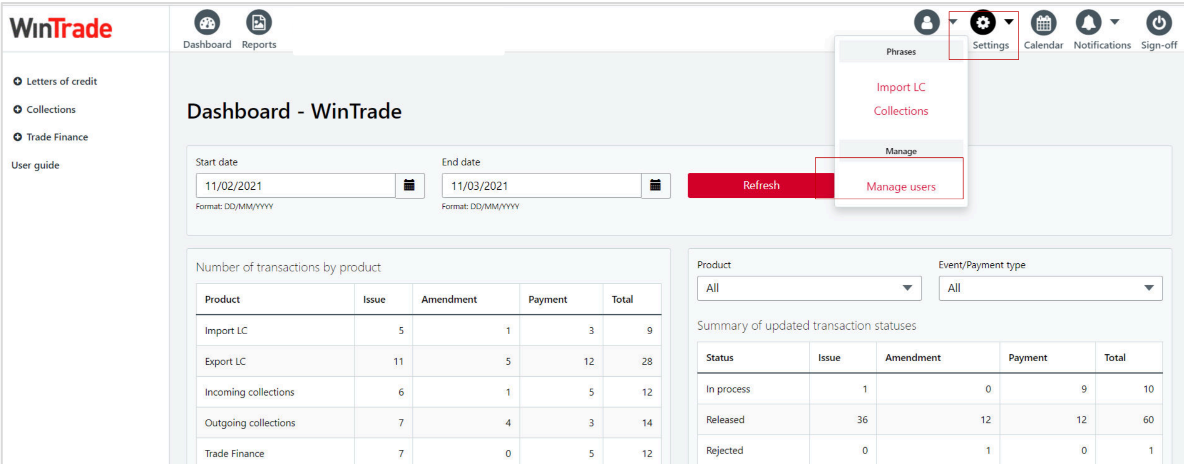
Tab overview

Tab	Purpose
1. Products	▪ Shows which products the user has access to.
2. Access	▪ Shows specific product event types the user has access to. ▪ For example, Issues, Amendments and Payments.
3. Privileges & Authorisations	▪ Shows the user's authorisation level and amount for each product.
4. Notifications	▪ Shows the product wise event notification emails the user will receive.
5. Calendar notifications	▪ Shows the product wise lead time in days for receiving notifications.
6. Other Reports	▪ Shows specific Other Reports assigned to the user.

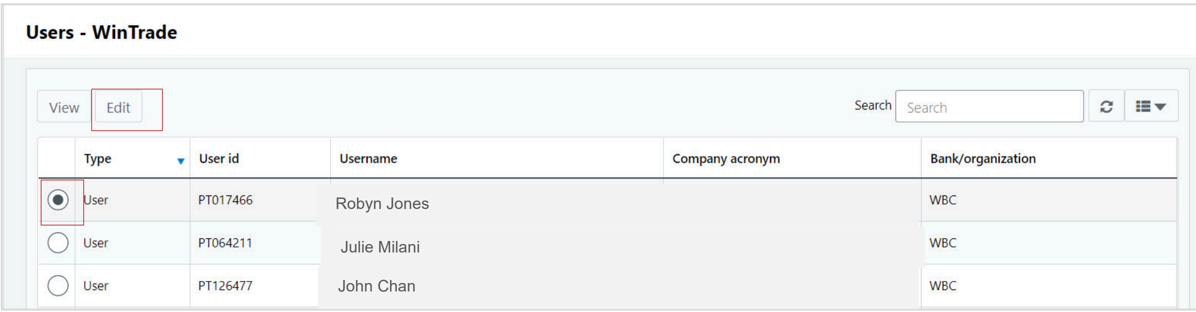
Manage users

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

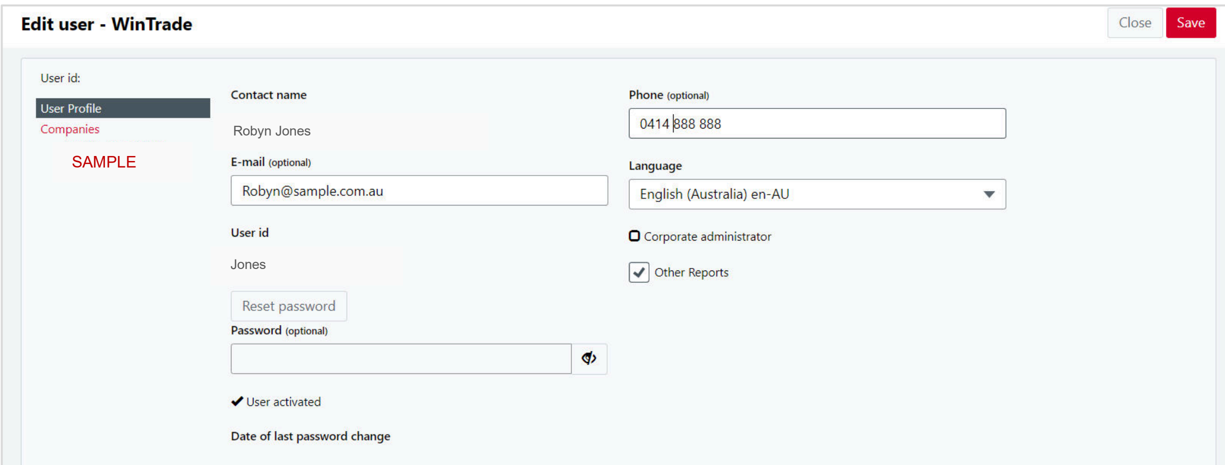
1. Login to WinTrade and open **Settings,** then click **Manage users**.



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

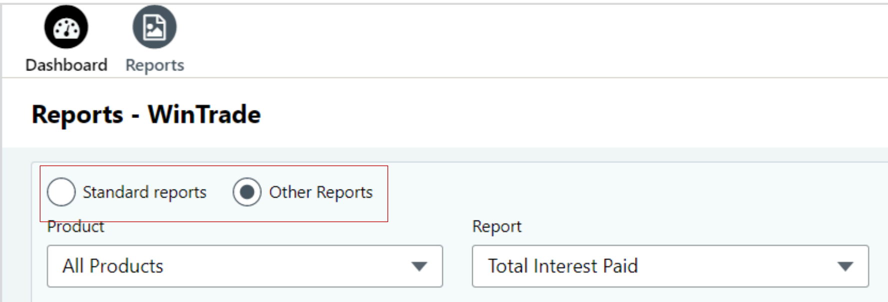


3. Edit the User Profile screen as required.



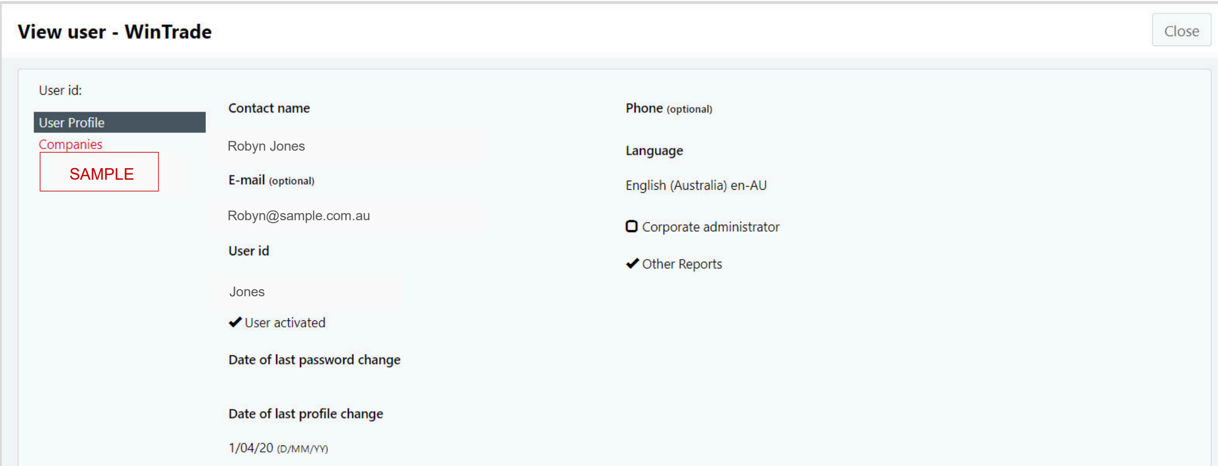
For a general user:

- 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.

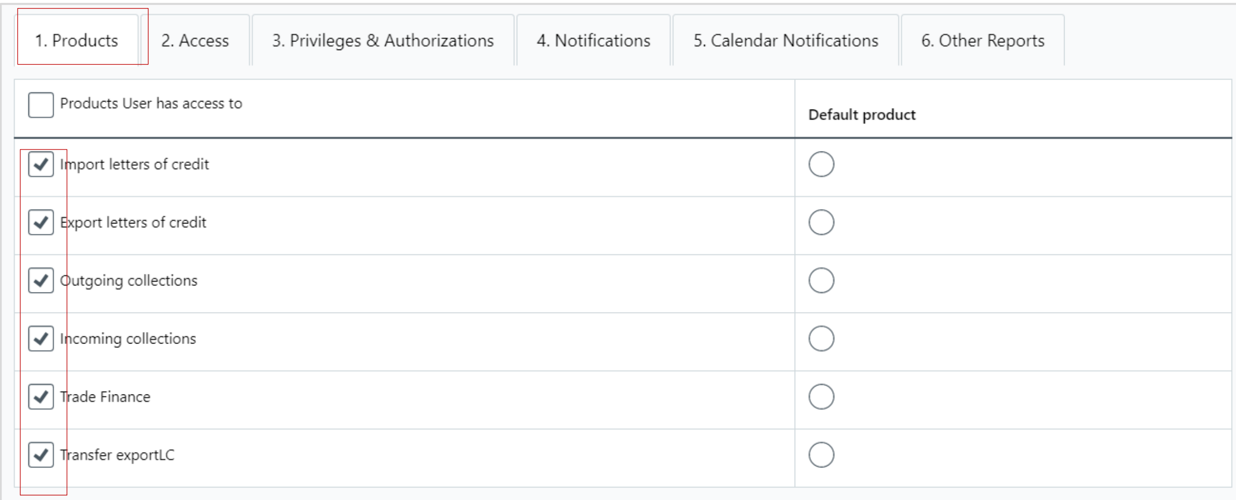


- Click **Save**.

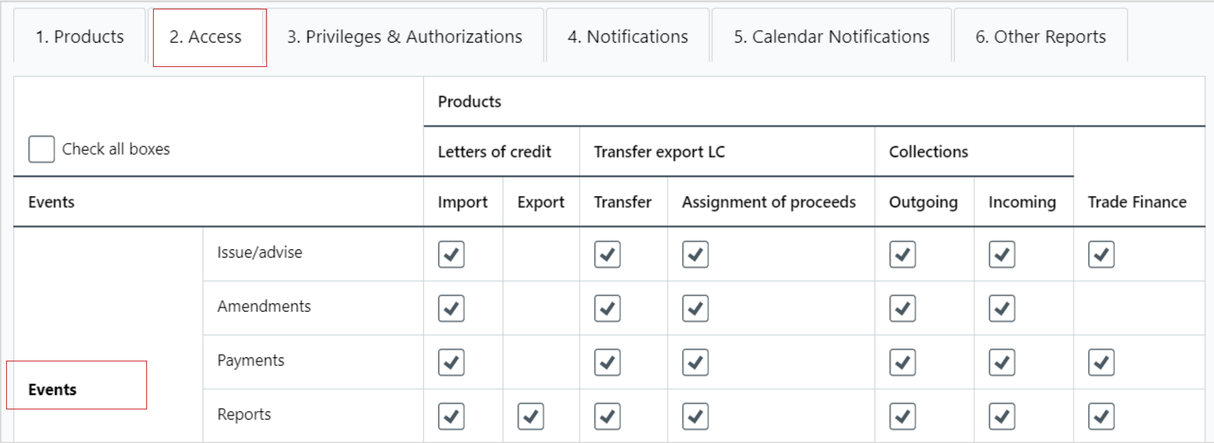
4. To view the user's detailed profile, click your company name.



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.

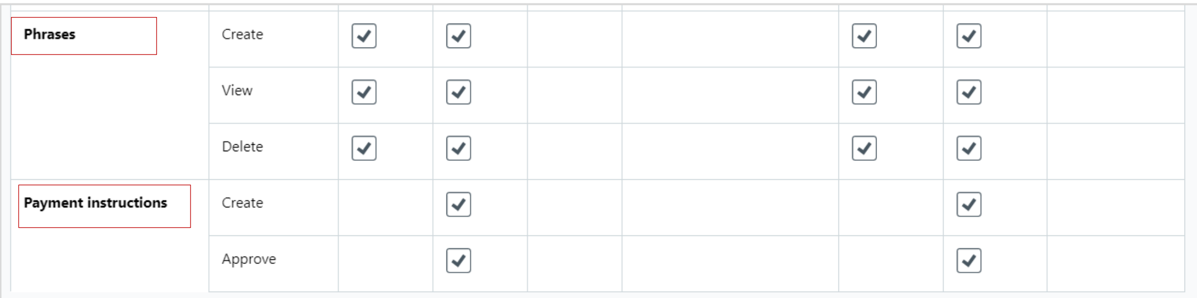


6. Select **2. Access.**
   - Use this tab to set access for events, secure messages, images, phrases and payment instructions.
   - Set the **Events** the user has access to.
   - You can add or remove events by selecting or deselecting the check boxes.



- 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.

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



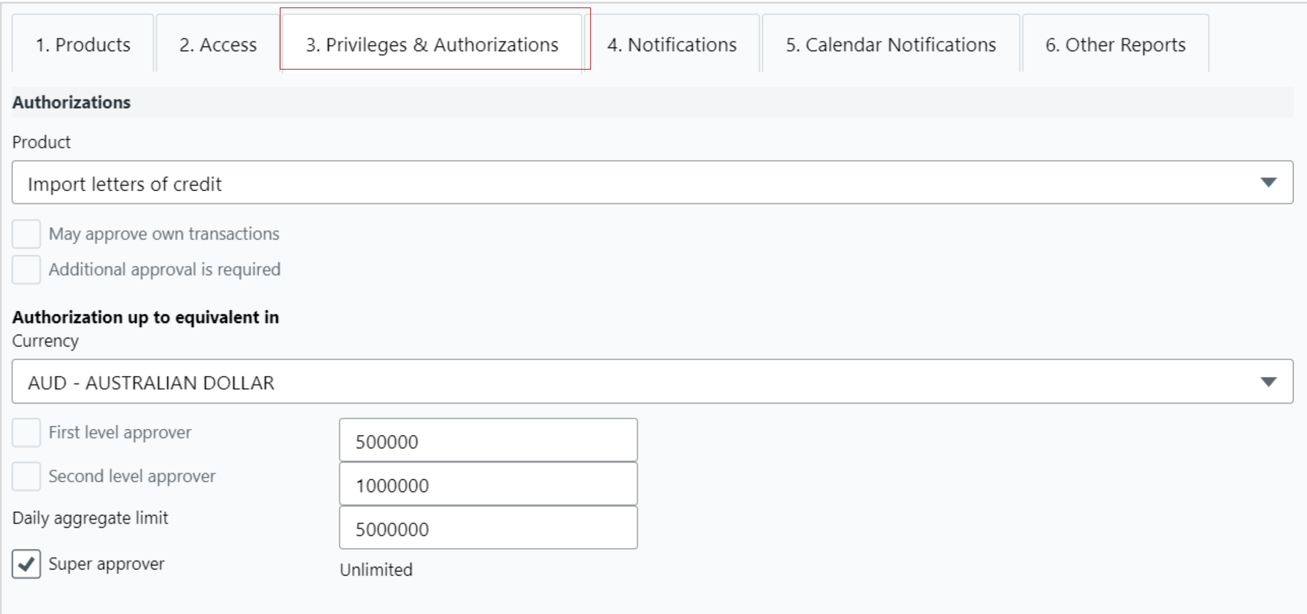
- Click **Save** to save any changes.

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.

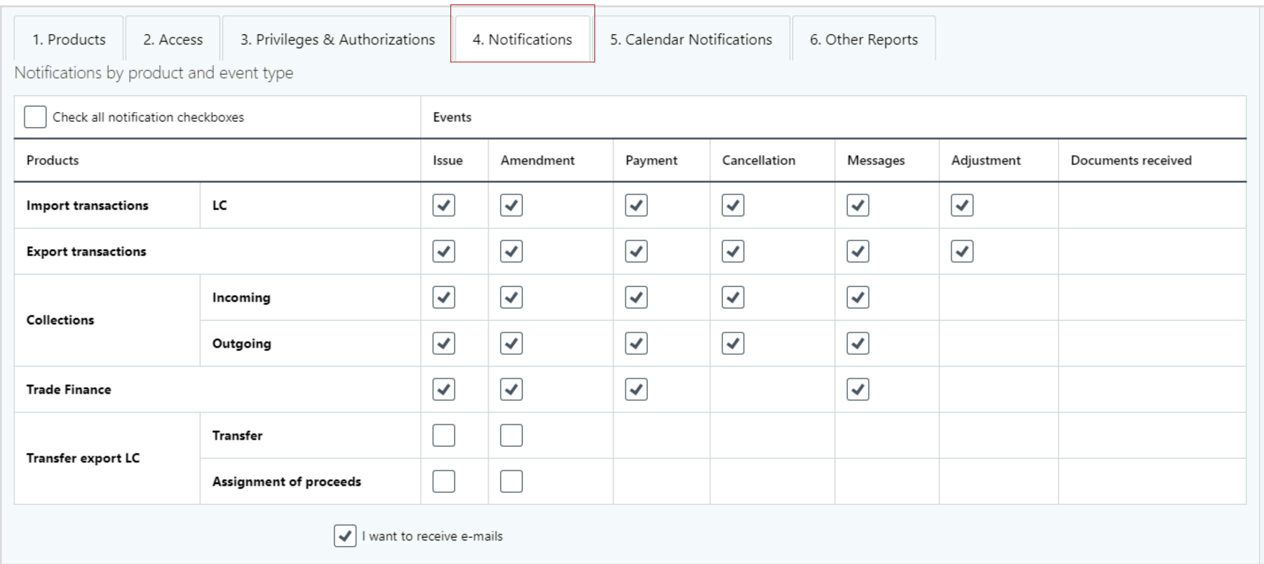
Key Points

Approval types

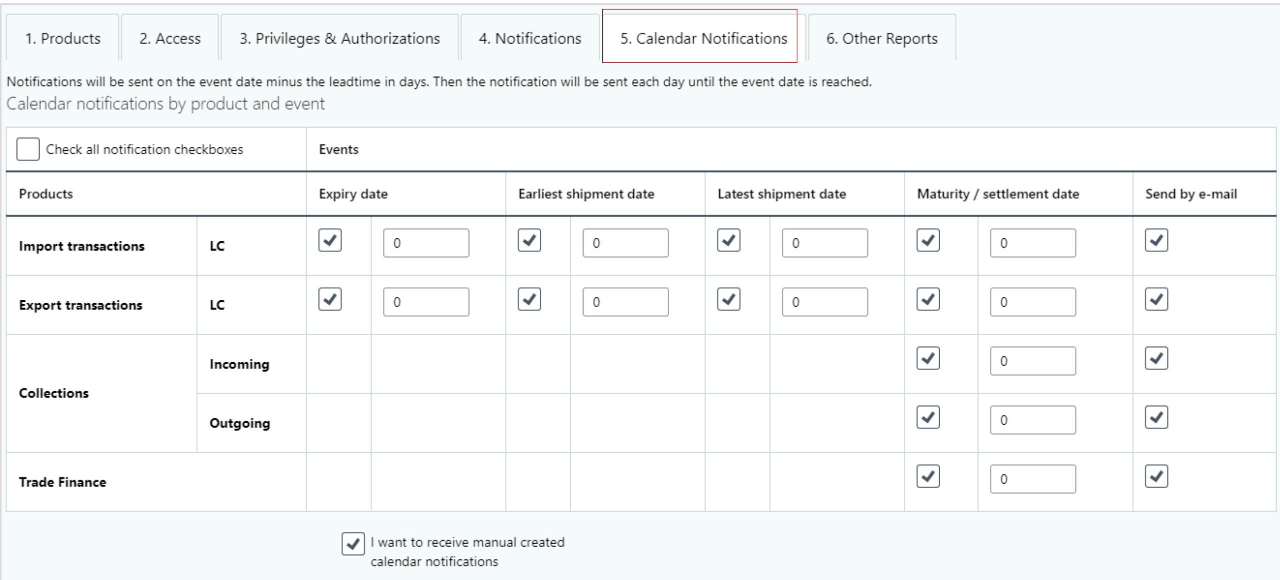
- **Super approver** - can approve any transaction, whether initiated by self or another user, with no limit.
- **May approve own transactions** – can approve own transactions up to a set limit.
- **Additional approval is required** – requires another person's approval for transactions.
- **Flexible 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.



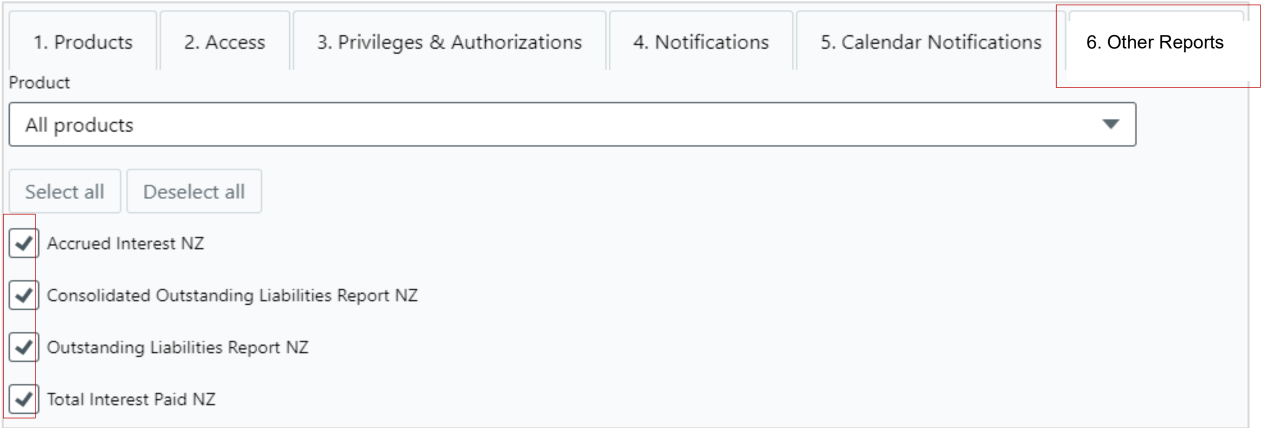
8. Select **4. Notifications**.
   - The default setting is to receive all notifications.
   - You can add or remove notifications by selecting or deselecting the check boxes.
   - Click **Save** to save any changes.



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.



10. Select **Other Reports**.
    - Select **All products** in the Product drop-down menu to display the available reports.
    - To assign specific reports, select the check box for each report. To select all reports, click **Select all**.
    - Click **Save** to save the selections.



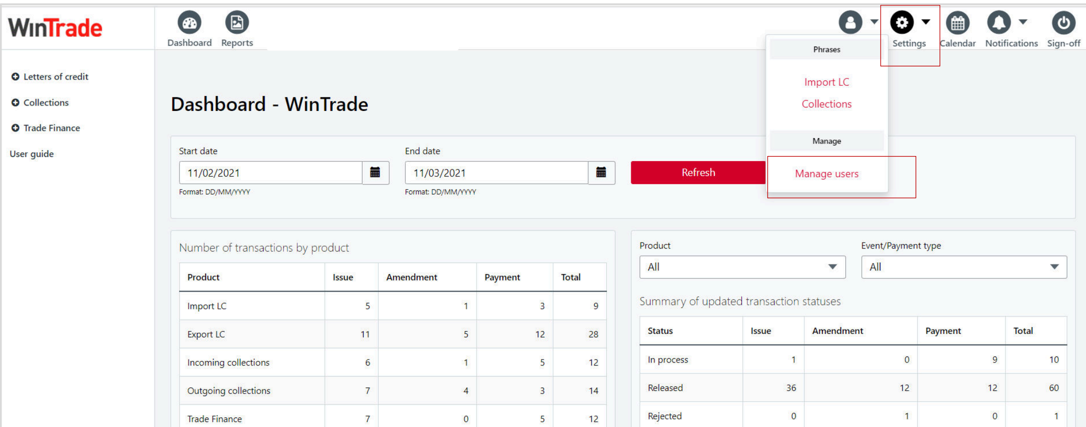
Note

- The **Consolidated Outstanding Liabilities Report NZ** shown above is available if you have multiple companies set up in WinTrade.

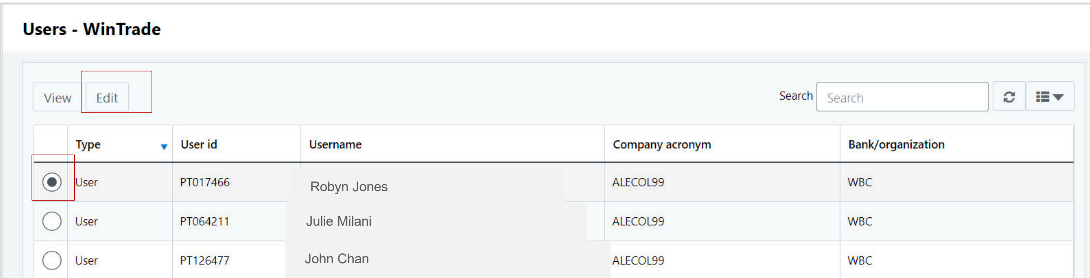
Reset passwords

Passwords	▪ Users are suspended after three consecutive unsuccessful login attempts and can contact their Corporate Administrator to reset their access. ▪ Corporate Administrators can reset passwords for users who only log in to WinTrade and have no other online services with the Bank. ▪ 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.

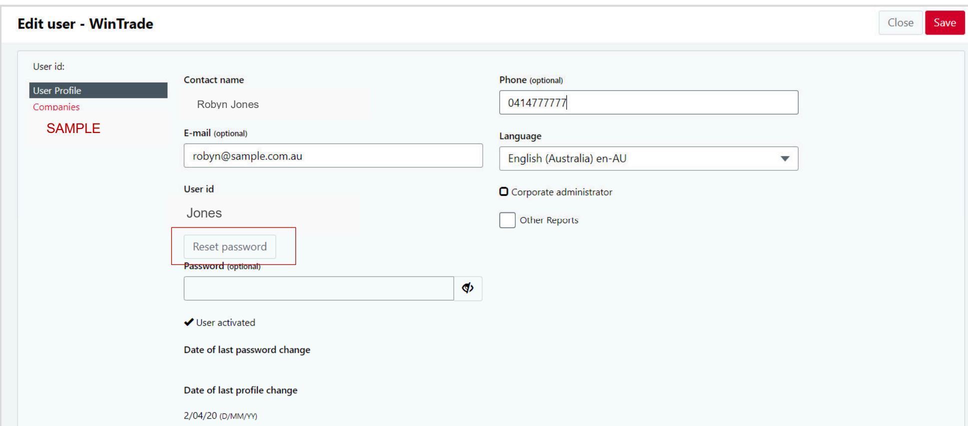
1. Login to WinTrade and open **Settings**, then click **Manage users**.



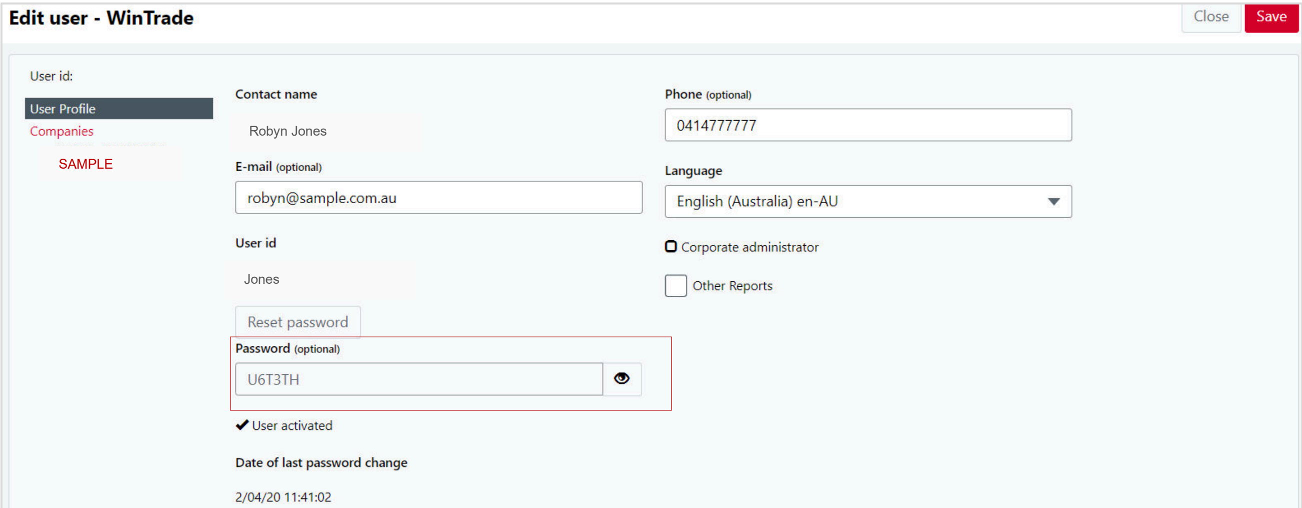
2. Select the required user, then click **Edit**.



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



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



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 (six characters) which can be changed when the user logs into WinTrade.

Password format

Effective 14 November 2022, the WinTrade password format has been enhanced to provide greater flexibility for users to create a memorable password or pass phrase that is unique to their banking.

What are the minimum requirements?

- Minimum 8-30 characters.
- Must contain 1 letter, 1 number and a special character/symbol.

What is allowed?

- A-Z (both upper and lower case).
- Numerical values 0-9.
- Special characters/symbols ~@#$^*()+\<>"';`&%!/=[]{}|,.?:-

What is not allowed?

- Password cannot contain spaces.
- Password cannot be the same as any of your previous 3 passwords used for WinTrade.
- No more than 2 repeating characters in a row. (e.g. AAB, 112, @@! is allowed. AAA, 111, @@@ is not)

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**.