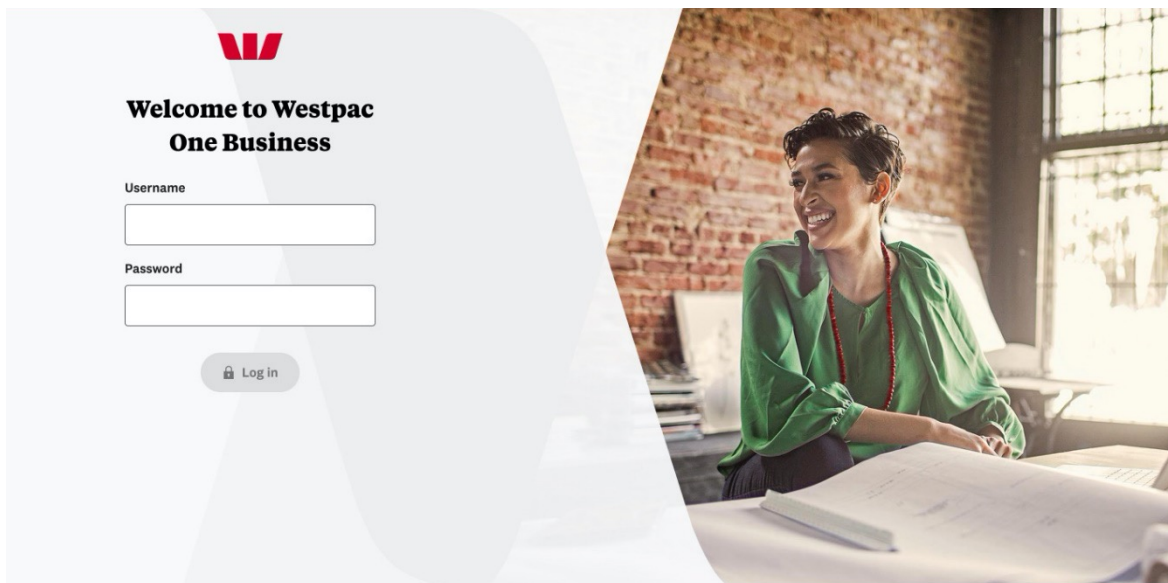# Logging on & off

How to login for the first time.

Your Login ID will be emailed to you. Following this, we will arrange a suitable time to call to help you log in for the first time. During this call we will confirm your temporary password.

To login, you will need to:

- Visit **business.westpac.co.nz** and click on the 'Login' button
- Once presented with the login screen, enter your Login ID and provided password
- Click on 'Login'.

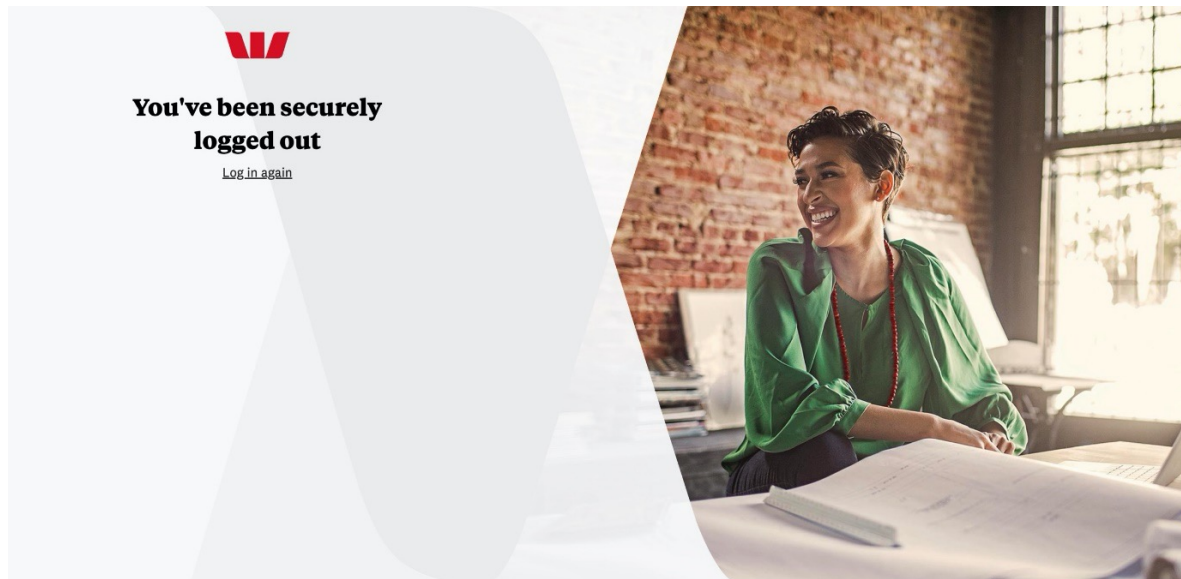The Terms and conditions screen will be displayed. You must read and accept our terms and conditions to use Westpac One Business.

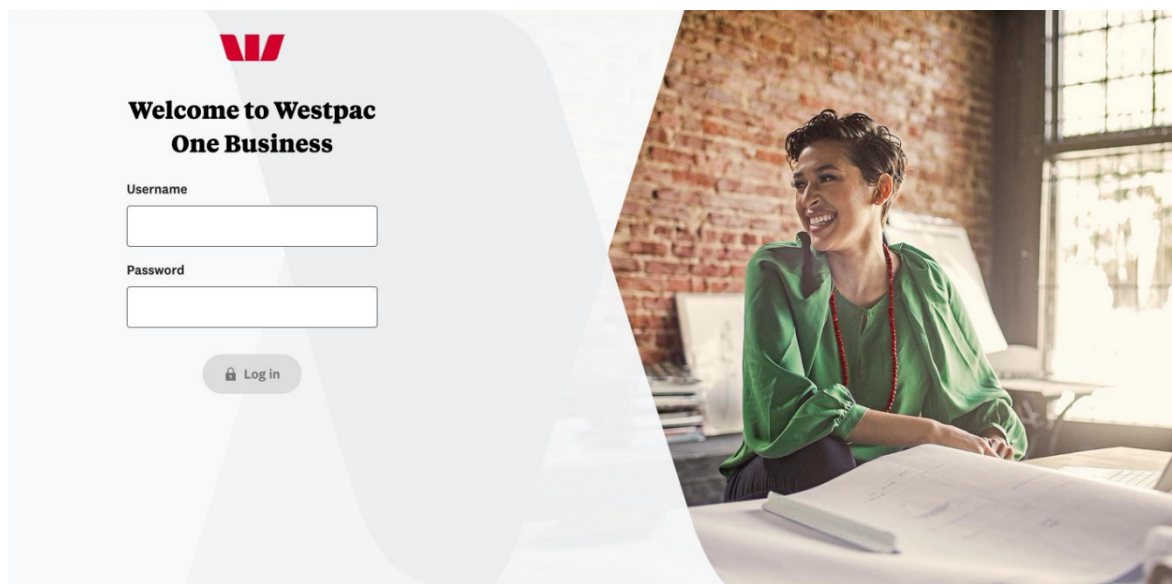On the 'Create a new password' screen, follow the on-screen instructions to set up your password.

Once your password is set, click 'Continue'.

You'll be logged out. Click on 'login again' to log in with your new password.

On the main login page enter your original Login ID and your new password.

Note: Passwords are case sensitive, and you will be locked out after trying to log in with the incorrect details three times. If this happens, you can call us on **0800 00 99 11**.

How to logout.

Once you have finished and wish to logout, click on the button on the bottom left of the screen which says 'Logout'. Wait for the confirmation page to ensure you have logged out successfully.

For security reasons, never remain logged in if you are not using Westpac One Business.