# Your Guide to Online Banking Free 24/7 Online Access



From your comfy couch at home or just as conveniently from a hotel room overseas, you have 24/7 easy online access to your loan account, wherever internet is available.

Enjoy unlimited transactions, whether you simply want to check your balance, pay bills or transfer funds between accounts, you can access your account online as often as you like. You can also call us any time if you need help and we will be able to guide you through the process.



### **Getting Started**

You will need your Username and password to login to online banking.

After your loan is settled you will receive your Welcome letter and within two days an Email with your Username and temporary password. Each borrower will have their own unique Username.

> Hours: Mon – Fri Sat - Sun

Fri 9:00 AM - 5:00 PM un CLOSED

Once you login to internet banking for the first time you will be able to change this password to one that is secure and easy to remember.

**Note:** Your temporary password is only valid until the end of the day on which it is issued

## To login to online banking:

#### STEP 1:

Click on **www.mortgagestreet.com.au/Customerlogin** OR go to top right-hand corner of the page then click on "Customer Login"

#### STEP 2:

Then click on **LoanPal** and you will reach the login screen where you can enter your Username & password.

### **Forgotten Your Password?**

Your login screen will look like the one below. The first time you login you will be requested to change your password. If you have forgotten your password, please refer to the FORGOT? and RESET? prompts on the right side of the USERNAME and PASSWORD fields.



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On the next screen you can reset your password by entering your Username and contact details. Your temporary password will be sent to the mobile number or email address you've provided.

Reset your Password
Username
Username
i Please choose a method to receive your temporary password.
<ul> <li>Send via SMS</li> <li>Send via E-mail</li> </ul>
REQUEST PASSWORD

If you have Forgotten your Username or want to change your password at any time please contact us here <u>https://www.mortgagestreet.com.au/contact-us/</u>

## Setting up MFA for use in Loanpal

You need to set up Multi Factor Authentication (MFA) by clicking on the icon below and then click on Two-Factor Authentication from the menu that appears.



<			MORIGINE STREET				
Home Accounts	Welcome back. Barry Barryson	"total \$21 "total	Current Balance 01,278.46 Available Balance	Make	e a Transfer Statements		Welcome Barry Barryso
③ Transfers & Payments		\$1,	,/98,/42.5/			a	Last Login
All Statements	My Finances		F	Recent Activity For Accou	unt: 101022358	0	26/08/2022 Last Login Locati
	Sir Barry Barryson - 16350103		6	15/12/2022 Facility Fee	\$395.00 \$200.849.40		[::1]::50157
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	Sir Barry Barryson	Curr Bal \$0.00		24/08/2021 Interaccount Payment Received Astafa	-\$300.00 \$200,064.41		Manage Settings
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	Show	v All	6	10/09/2021 Interaccount Payment Received Interest for 2002-08-25	- <b>\$10.00</b> \$200,384.41		
		Total Current Bi \$201,2 Total Available Bi	atance 278.46 G alance	15/12/2020 Interaccount Payment Received Inter Account payment from account: 40000001	-\$10.00 \$200,384.41		
		\$1,798,7	42.57	15/12/2020 Facility Fee	\$395.00 \$200,384.41		
<b>A</b>				03/12/2020	\$200,000.00		

## You then enter your Security Token and click on the SETUP AUTHENTICATOR button

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۸.	Home
ŵ	Accounts
3	Transfers & Payments
Đ	All Statements
~	All Transactions
Ø	Help 🗸

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•	Home	
血	Accounts	Managa Two Factor Authentication
S	Transfers & Payments	Manage Two-Factor Authentication
Đ	All Statements	Two-Factor Authentication (2FA) adds an extra layer of security to your account by requiring more than just a password to login.
~	All Transactions	If you choose to remove 2FA, you will lose a layer of security and will only receive login tokens via SMS/Email.
		2FA Authenticator REMOVE
Ð	Help 🗸	

To set up Authentication, download an Authenticator app to your phone, create a new profile and scan the QR code. Enter the code displayed in your Authenticator app into the **Please enter your code** field

	<	Mer Monterer	8
▲ 血	Home	Setup Two-Factor Authentication	
3	Transfers & Payments	Using your preferred authentication app scan the following QR code or manually enter the secret below to setup your authenticator.	
	All Statements	Once your authenticator is installed please enter the current code below contiming your installation.	
		If you cancel before confirming your installation the authenticator will not be applied to your account and the below QR code and secret will no longer be valid.	
		Secret: UZIDAWWF3LOKFODLNXA7E83KDH2NBWLZ	
		Please enter your code	
		CANCEL	
0	Help 🗸		

#### **Viewing Your Loan Summary and Accounts**

The Loan Summary screen is your main screen. Basic loan details and all accounts that are linked to the loan are displayed here. Click the 'Home' button at the top of the screen to return to this screen at any time.

It also shows you when you last logged on, under your profile name at top right.

	<						
•	Home	Walcome back			Total Current Balance		Make a Transfer
血	Accounts	Barry Barrys	on		Total Available Balance		Mone & Honoret
٢	Transfers & Payments				\$1,798,742.57	,	view statements
	All Statements						
~	All Transactions	My Finances			R	ecent Activity For Accou	nt: 101022358
		Sir Barry Barryson - 1635010	13		0	15/12/2022 Facility Fee	\$395.00 \$200,849.40
		Sir Barry Barryson 101022358	Curr Bal Avail Bal	\$201,264.40 \$1.798,742.57	0	15/02/2022 Interaccount Payment Received Inter Account payment from account: 40000001	<b>-\$0.01</b> \$200,454.40
		Sir Barry Barryson 40000001	Curr Bal Avail Bal	\$14.06 \$0.00 \vee	0	15/12/2021 Facility Fee	\$395.00 \$200,454.41
		Sir Barry Barryson 40400544	Curr Bal Avail Bal	<b>\$0.00</b> \$0.00 ~	0	15/02/2022 Interaccount Payment Received 5 Bucks	- <b>\$5.00</b> \$200,059.41
		Sir Barry Barryson	Curr Bal Avail Bal	\$0.00 \$0.00	0	24/09/2021 Interaccount Payment Received Astafa	-\$300.00 \$200,064.41
		Sir Barry Barryson	Curr Bal	\$0.00	0	17/09/2021 Interaccount Payment Received Austroo test	<b>-\$5.00</b> \$200,364.41
		40400540	Avail Bal	\$0.00	0	15/09/2021 Interaccount Payment Received Test	-\$5.00 \$200,454.40

#### **Top Tips to Keep Your Account Secure**



#### A few tips to staying safe:

- Keep your Online Banking details and password in a safe place
- Do not write down your password on any bank-issued forms or statements
- Do not write down or keep your password with your Personal Identification Number (your ATM PIN).

When first selecting to update payment limits, the default limits will be displayed. These limits can only be updated if MFA is set up for you.



#### **Payment Limits**

Functionality to allow you to change your own payment limits has been included in LoanPal. To update these limits, click on Payment Limits from the same menu as Two-Factor Authentication (2FA) and Change password.



### **Account Summary**

To view an account in detail, click on the account and it will show you full details of that account and a list of transactions from when the loan first settled.



## **Transferring Funds**

To transact from your selected account, click the Make a Transfer button as shown below.



This will show you a list of available options and also any upcoming or recently processed payments or redraws. To start a transaction, select any of the options in the top navigation. Please note: if your lender has turned off any or all of these options, they will not be visible.

## How To Use BPAY<sup>®</sup>

Free to use, BPAY is one of Australia's most popular bill payment services, allowing you to pay multiple bills at the same time and schedule future-dated payments in advance.

If the biller accepts BPAY payments, you will need the Biller Code and Reference number (these can be found near the BPAY logo on your bill).

- **STEP I**: In the right hand menu, click on Transfer & Payments, click Payees and then click BPAY
- **STEP 2**: Select an existing BPAY biller or add a new BPAY biller to send your payment to.
- **STEP 3**: Select the account to make your payment from.
- **STEP 4**: Enter the date you would like to make this payment and select the frequency.
- STEP 5: Review all the details before you hit 'Pay Bill'.

	<	MORTGAGE			
٨	Home				
ŵ	Accounts	Transfers & Payments			
\$	Transfers & Payments	TRANSFERS & PAYMENTS PAYEES			
	All Statements	PAY ANYONF BPAY			
~	All Transactions				
		BPAY <sup>®</sup> Billers		<b>→</b>	ADD BILLER
		Biller Name	Biller Code	Customer Ref	
		Altx (American Express Australia Ltd)	88013	377736077391001	Î
		GAS (SUMO NSW GAS)	307462	50191543	Î
		MHA Vodafone BPAY (VODAFONE PIL POSTPAID)	52225	723307615	Î
		Test ATO MH account (AUSTRALIAN TAXATION OFFICE)	75556	590031731993360	Î

#### Top Tip

When you have to make regular payments on specific dates, you can set up a payment schedule in advance in online banking. That way your payments are taken care of automatically.

#### **Transfer Between Accounts**

If you have multiple accounts linked to your loan, you can transfer money between accounts at any time provided there is enough redraw. These transfers can also be scheduled to occur at specific frequencies.

<		M	St. MORTGAGE		
Home	Transform 0 Day				
Accounts	Transfers & Payr	nents			
Transfers & Payments	TRANSFERS & PAYMENTS P	AYEES			
All Statements	FROM				
All Transactions	Offset-Custom name 1				Available: \$0.00
	TO Offset-Custom name 2				Available: \$0.00
	Payment Details				
	Amount				
	\$				
	Description			Reference	
	This will appear in the accom youth with	awing money from		This will appear in the account youre depo	siting money int
	Frequency			Starting On	
	ONCE WEEKLY	FORTNIGHTLY	MONTHLY	11 OCT 2023	
	Any transfers added after 2p	om EST on normal business day will no	t be processed at the tow	ing business day	
	CANCEL				CREATE TRANSFER

#### **Pay Anyone**

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Click on the **ADD PAY ANYONE** button to pay funds to another Australian bank account holder.

	<				
•	Home				
血	Accounts	Transfers & Payments			
٢	Transfers & Payments	TRANSFERS & PAYMENTS PAYEES			
Đ	All Statements				
~	All Transactions	PAY ANYONE BPAY"			
		Pay Anyone Accounts			ADD PAY ANYONE
		Name ↑	BSB	Account No.	I
		Luke Test	732-270	639748	Î
		test	802-919	201061355	Î

## **Customise Your Account**

You are able to personalise your accounts to help identify and manage them easily.

To rename your account, click into the **Accounts Name** field and type in the new nickname, then click the **Save** button to accept the change

	<			NTCAGE		
4	Home					
Û	Accounts	Accounts Name				
\$	Accounts 101022358	Home Loan	SAVE CANCEL	•	Make a Transfe	r View Statement
S	Transfers & Payments	Acc: 101022358 Available balance				
	All Statements	\$1,798,742,57 Current balance: \$200,849.40				
~	All Transactions					
		DETAILS TRANSACTIO	ONS SCHEDULED TRANSFERS			
		Date	Desciptions	Debit	redit	Balance
		15/12/2022	Facility Fee	\$395.00		\$200,849.40
		15/02/2022	Interaccount Payment Received Note: Inter Account payment from account: 40000001	-\$	0.01	\$200,454.40
		15/12/2021	Facility Fee	\$395.00		\$200.454.41

#### Payment

This option allows you to make extra payments to your loan account from your nominated bank account.



## Would You Like Assistance?

Please contact us here https://www.mortgagestreet.com.au/contact-us/







#### Web: www.mortgagestreet.com.au

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