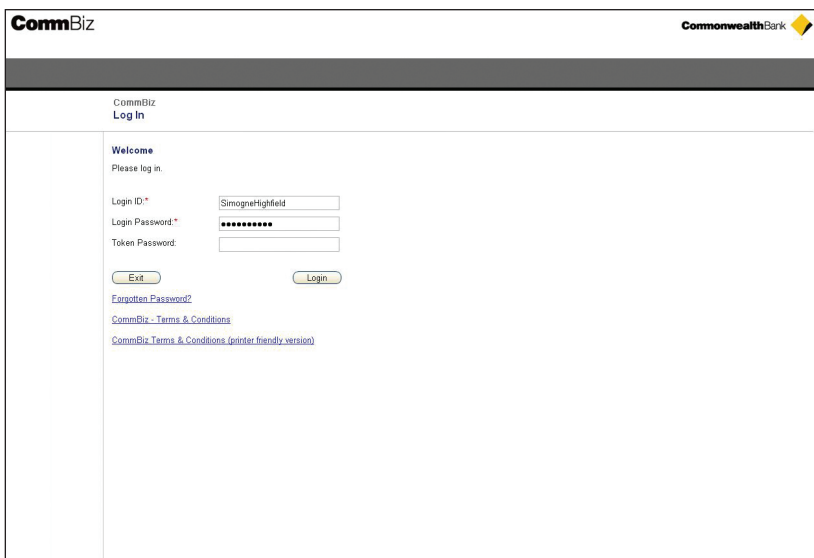# CommBiz User Guide

Money Markets - deposits

This guide takes you through the process of depositing funds to your Cash Deposit Account (CDA) At Call Deposit through CommBiz Markets (Markets).

Important

- CDA deposits made in Markets by 4pm Sydney time will be processed on the same business day for same day value. Deposits made after this time will be processed on the next business day with next business day value.
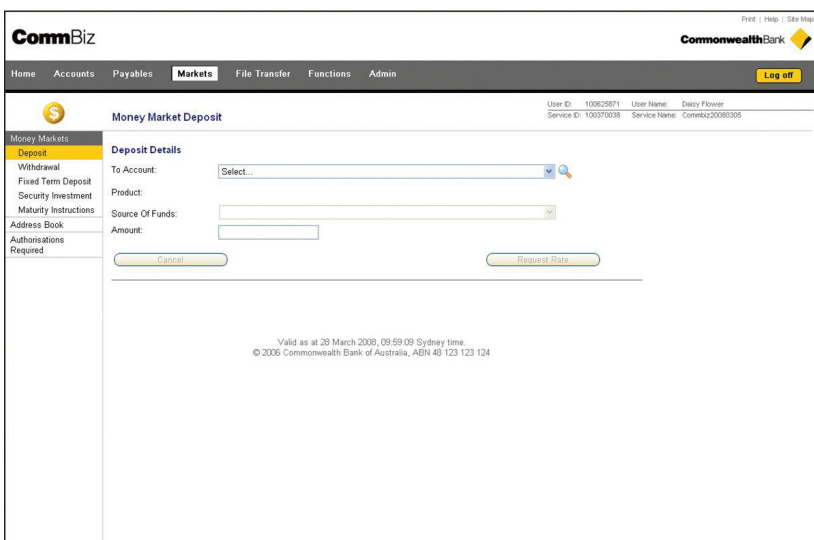
Login to CommBiz

1. Open your internet browser and go to **www.commbiz.com.au**, then login with your Login ID and password.

2. Select **Markets** from the top menu. The Money Market Deposit screen is displayed.
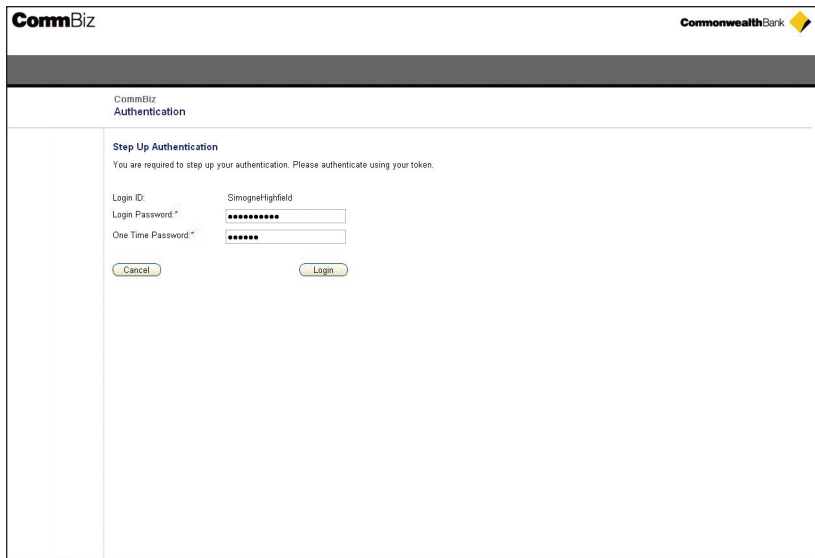
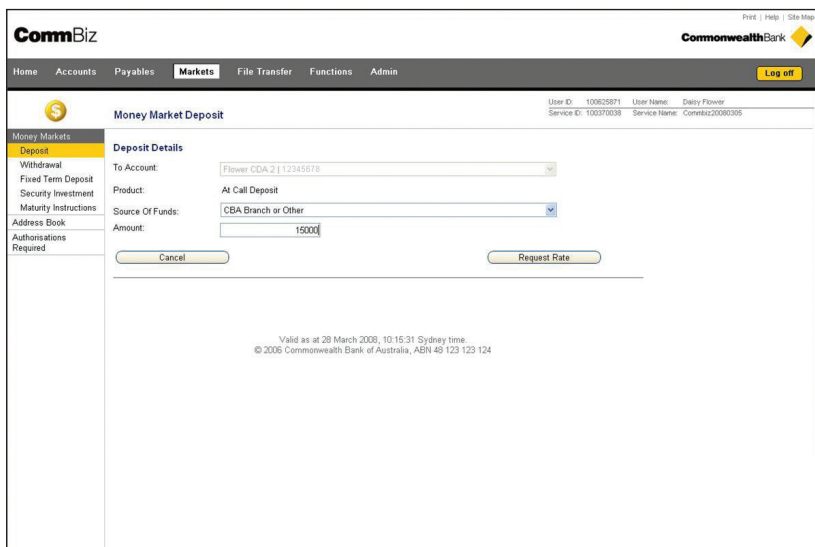**3.** Choose the CDA you wish to deposit to from the dropdown list.

4. If you are prompted to step up your authentication, simply enter your Login password and the unique digits created by the security token provided to you by the Bank, then click the **Login** button.

5. You will be returned to the Money Market Deposit screen.

6. From the **Source of Funds** dropdown list, select the account the funds are to be withdrawn from. The options available in that list will depend on your existing settlement instructions with the Bank. We will automatically transfer the funds to your CDA if the funds are to be debited from a Commonwealth Bank (CBA) account. However, if you choose any other method, it is your responsibility to ensure that the Bank receives the funds on the value date of the transaction.

Note: Customers who deposit funds using **CBA Branch or other**, are given the option to settle using Real Time Gross Settlement (RTGS). Click on the RTGS tickbox if you wish to settle using RTGS. If you choose this option it is your responsibility to ensure that the funds are transferred to the designated CBA account via RTGS.

7. Enter the deposit amount in the **Amount** field.

8. Click the **Request Rate** button to proceed. If you do not wish to proceed, click the **Cancel** button.

9. The Deposit Details screen is displayed. You have a pre-set time to accept or reject your deposit request.

Note: If you do not click Accept Rate or Reject Rate within the pre-set time, your request will be cancelled.

10. If you click **Accept Rate**, the Acknowledgement screen is displayed.

11. For a copy of the confirmation, click on the **Print Confirmation** button. You will be prompted to save a PDF copy on your computer or print it using your local printer.

12. To complete your deposit, click the **OK** button.