# **Comm**Biz 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.

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Money Markets Depont Withdrawal Fixed Term Geposit Security Investity Marking Instructions Address Book Authorisations Required	Poposi Details To Account Product: Source Of Funds: Amount: Canced	Valid as at 20 March 2008, 09:590 9 Sydn © 2006 Commonwealth Bank of Australia, ABN 4	article Control Contro

- 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.

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	CommBiz Authentication		
	Step Up Authentication You are required to step u	n your authentication. Please authenticate using your token.	
	Login ID: Login Password:* One Time Password:*	SimogneHighfield	
	Cancel	Login	

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

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Deposit	Deposit Details			
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Security Investment	Product:	At Call Deposit		
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Address Book	Amount:	15000		
Authorisations Required	-			
	Cancel		Request Rate	
		Valid as at 28 March 2008, 10:15:31 Sydney © 2006 Correceives alth Bank of Australia, ABM 48.	time.	

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 From the Source of Funds dropdown list, select the account the funds are to be withdrawn from.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.

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Money Markets Deposit	Deposit Details				
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	Value Date		Amount	Interest Rate	
	Reject Rate		\$ 15,000.00	Accept Rate	
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**Note:** If you do not click Accept Rate or Reject Rate within the pre-set time, your request will be cancelled.

#### **Confirmation Advice**

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

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Payables Mark	ets File Transfer	Functions Admin					Log off
Money Market De	posit			User ID: 100625871 Service ID: 100370038	User Name Service Name	Daisy Flower Commbiz20080305	
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- **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.