CommBiz User Guide

Update CommBiz Address Details

About this guide

This guide takes you through the process of updating the following addresses within CommBiz:

- Token Delivery Address
- The Primary Service Contact's Address

Important Information

A user must have Admin access to update address details within CommBiz. If you do not have Admin access, please speak to an Administrator on your CommBiz service.

It is important to ensure all your details are updated and correct. This will ensure all CommBiz tokens and NetLock devices are securely delivered to the correct location as well as important CommBiz information is sent to the correct mailing address.

Update the Token Delivery Address

- 1. Open your internet browser, visit commbiz.com.au and log into CommBiz using your login password and your token password.
- 2. On the top menu, select Admin > Service.
- 3. On the left menu, select **Preferences**.

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Fire	First Name: Pater							
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300	1100		Executive I	vialiager, commu	2			
Ту	pe		Country	Code	Area Code		Number	
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Fa	x		61		02		91180000	
Mo	bile		61				0414649563	

Page 1 of t

4. The Preferences page is displayed. At the bottom of the page, it lists the various Token Delivery Addresses on your service. To change any of these addresses, select the **Edit** button at the bottom of the page.

15 addresses fo Default	und, displaying 1 - 15	Dentel Address	Culture (City	Canto	Destanda	Country
Address	Recipient	Postal Address	Suburb/City	State	Postcode	Country
	Andrew Williams	Level 3 81 Elizabeth Street	Hobart	TAS	7000	Australia
	Conrad White	Level 15 385 Bourke Street	Melbourne	VIC	3000	Australia
	Darren Galbraith	Level 3 150 St George's Terrace	Perth	WA	6000	Australia
	David Carchidi	Level 2, 2 Dawn Fraser Ave	Sydney Olympic Park	NSW	2127	Australia
	Derek Adams- White	Level 6 10 Dawn Fraser Ave	Homebush	NSW	2140	Australia
	lan Howarth	Level 11, ASB Bank Centre 135, Albert Street	Auckland		1010	New Zealand
	Merrin Hopkins	Level 6 101 George Street	Parramatta	NSW	2150	Australia
~	Narinder Singh	Commonwealth Bank Level 4 101 George Street	Parramatta	NSW	2150	Australia
	Paul Peacock	Level 9 240 Queen Street	Brisbane	QLD	4000	Australia
	Ricardo Pinto	Level 7 201 Sussex Street	Sydney	NSW	2000	Australia
	Rick Cave	Level 5 100 King William St	Adelaide	SA	5000	Australia
	Steve Frazer	Level 6 10 Dawn Fraser Ave	Sydney Olympic Park	NSW	2127	Australia
	Steve Jensen	Level 16 363 George Street	Sydney	NSW	2000	Australia
	Steven Aquel	Tower 1, Level 7 201 Sussex Street	Sydney	NSW	2000	Australia
	Vicky Lau	Level 4 120 Pitt Street	Sydney	NSW	2000	Australia
15 addresses fo	und, displaying 1 - 15					

5. Identify the incorrect Token Delivery Address and select the **Edit** button next to the address that needs to be updated.

15 addresses f	ound, displaying 1 - 15	-					
Default Address	Recipient A	Postal Address	Suburb/City	State	Postcode	Country	
0	Andrew Williams	Level 3 81 Elizabeth Street	Hobart	TAS	7000	Australia	Edit Delete
0	Conrad White	Level 15 385 Bourke Street	Melbourne	VIC	3000	Australia	Edit Delete
0	Darren Galbraith	Level 3 150 St George's Terrace	Perth	WA	6000	Australia	Edit Delete
0	David Carchidi	Level 2, 2 Dawn Fraser Ave	Sydney Olympic Park	NSW	2127	Australia	Edit Delete
0	Derek Adams- White	Level 6 10 Dawn Fraser Ave	Homebush	NSW	2140	Australia	Edit Delete
0	lan Howarth	Level 11, ASB Bank Centre 135, Albert Street	Auckland		1010	New Zealand	Edit Delete
0	Merrin Hopkins	Level 6 101 George Street	Parramatta	NSW	2150	Australia	Edit Delete
۲	Narinder Singh	Commonwealth Bank Level 4 101 George Street	Parramatta	NSW	2150	Australia	Edit
0	Paul Peacock	Level 9 240 Queen Street	Brisbane	QLD	4000	Australia	Edit Delete
0	Ricardo Pinto	Level 7 201 Sussex Street	Sydney	NSW	2000	Australia	Edit Delete
0	Rick Cave	Level 5 100 King William St	Adelaide	SA	5000	Australia	Edit Delete
0	Steve Frazer	Level 6 10 Dawn Fraser Ave	Sydney Olympic Park	NSW	2127	Australia	Edit Delete
0	Steve Jensen	Level 16 363 George Street	Sydney	NSW	2000	Australia	Edit Delete

6. Above the list of Token Delivery Addresses, the details of the address that you selected to edit will be displayed. Update the Token Delivery Address details and click **Add**.

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Address Re Address Control Con	Recipient 🛦 Andrew Villiams	Address Level 3 81 Elizabeth Street	Suburb/City Hobart	State TAS	Postcode 7000	Country Australia	Edit Delete
	Andrew Villiams	Level 3 81 Elizabeth Street	Hobart	TAS	7000	Australia	Edit Delete
	Villiams	81 Elizabeth Street					
O Co O Da Ga		Level 15					
O Da Ga	Conrad White	Feact 12	Melbourne	VIC	3000	Australia	Edit Delete
O Da Ga		385 Bourke Street					
G	Darren	Level 3	Perth	WA	6000	Australia	Edit Delete
	Salbraith	150 St George's					
		Terrace					
O Da	David Carchidi	Level 2, 2 Dawn Fraser Ave	Sydney Olympic Park	NSW	2127	Australia	Edit Delete
O De	Derek Adams-	Level 6	Homebush	NSW	2140	Australia	Edit Delete
W	Vhite	10 Dawn Fraser Ave					
O lar	an Howarth	Level 11, ASB	Auckland		1010	New Zealand	Edit Delete
		Bank Centre 135, Albert Street					
0 M		Level 6	Parramatta	NSW	2150	Australia	Edit Delete

- 7. If you need to update other Token Delivery Addresses, repeat steps 5 6.
- 8. At the bottom of the page, select the **Save** button.

		385 Bourke Street					
0	Darren Galbraith	Level 3 150 St George's Terrace	Perth	WA	6000	Australia	Edit Delete
0	David Carchidi	Level 2, 2 Dawn Fraser Ave	Sydney Olympic Park	NSW	2127	Australia	Edit Delete
0	Derek Adams- White	Level 6 10 Dawn Fraser Ave	Homebush	NSW	2140	Australia	Edit Delete
0	lan Howarth	Level 11, ASB Bank Centre 135, Albert Street	Auckland		1010	New Zealand	Edit Delete
0	Merrin Hopkins	Level 6 101 George Street	Parramatta	NSW	2150	Australia	Edit Delete
•	Narinder Singh	Commonwealth Bank Level 4 101 George Street	Parramatta	NSW	2150	Australia	Edit
0	Paul Peacock	Level 9 240 Queen Street	Brisbane	QLD	4000	Australia	Edit Delete
0	Rick Cave	Level 5 100 King William St	Adelaide	SA	5000	Australia	Edit Delete
0	Steve Frazer	Level 6 10 Dawn Fraser Ave	Sydney Olympic Park	NSW	2127	Australia	Edit Delete
0	Steve Jensen	Level 16 363 George Street	Sydney	NSW	2000	Australia	Edit Delete
0	Steven Aquel	Tower 1, Level 7 201 Sussex Street	Sydney	NSW	2000	Australia	Edit Delete
0	Vicky Lau	Level 4 120 Pitt Street	Sydney	NSW	2000	Australia	Edit Delete
14 addresses for	und, displaying 1 - 14						
Cancel							Sav

9. The Confirmation page will be displayed. Check the new details are correct and select the **Confirm** button.

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۲	Preferences	8			User ID: 10058 Service ID: 10000	8724 User Name: 2001 Service Nam	David Howe e: CommBiz Demi	onstration Live
David Howe Service Accounts	Confirm Sav Please confirm	re the following pr	eferences details.					
Transaction Types Receivable Reports	Security Toke	en Delivery Add	Iresses					
Preferences	Modification	Default Address	Recipient	Postal Address	Suburb/City	State	Postcode	Country
Direct Debit Requests	Modified		Ricardo Pinto	Level 7 201 Sussex	Sydney	NSW	2000	Australia
Users				Street				
Audit							(
Maintenance Requests	Cancel						Mod	lify Confirm

Update the Primary Service Contact

- 1. On the top menu, select Admin > Service.
- 2. On the left menu, select Preferences.
- 3. The Preferences page is displayed. At the top of the page, it lists the Primary 'Service Contact' details for your service. Select the **Edit** button at the bottom of the page.
- 4. Update the 'Service Address' and 'Service Contact' details.

Home Accounts	Payables Receivables	File Transfer Function	s Insights	Admin		
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Preferences	Name & Contact Deta	ails				
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aintenance Requests	Company.	Commonwealth Dank of Austr	č			
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		201 Sussex Street]			
	Suburb/City:	Sydney]			
	State:	NSW]			
	Postcode:	2000	1			
	Country:	Australia	1			
	Service Contact:					
	Title:	Mr				
	First Name:	Peter]			
	Last Name:	Maddison]			
	Job Title:	Head of CommBiz]			
	Туре	Country Code	Area Code		Number	
	Work	61	02		91180000	
	Fax	61	02		91180000	
	Mobile	61			0414123456	
	Email	commbiz@cba.com.au	_			

5. Click the Save button at the bottom of the page.

6. The Confirmation page is displayed. Check the updated details are correct and select the **Confirm** button.

Com	monwea	HthBank				8	Print Page 🕴 🤇	Contact Us Site N	lap Help	LOG OFF
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		Cancel							Modify	Confirm

7. The Primary Service Contact address details have been updated.