

Glebe Income Accounts

GIA ON-LINE INTERNET ACCESS APPLICATION FORM



You can access your account via the internet using GIA On-line and take advantage of the following features:

ALL-IN-ONE ACCOUNT

- Balance enquiry
- Viewing and printing of statements
- Transfers of funds to other GIA accounts
- Credit external accounts
- Set up payments and future payments
- Set up personal payees for regular payments
- Cheque book ordering
- Stop cheque payments

AT-CALL PREMIUM ACCOUNT

- Balance enquiry
- Viewing and printing of statements
- Transfers of funds to other GIA accounts
- Credit external accounts
- Set up payments and future payments
- Set up personal payees for regular payments

TERM ACCOUNTS

- Balance enquiry

LOGIN NAME AND PASSWORD

You will require a login name, generally your client number and a password to access your account(s) via the internet. You will be notified of your login name / client number when your personal details are first registered with Glebe Income Accounts. You will receive your allocated GIA On-line password in a separate envelope when your internet access form has been processed.

If you forget your login name / client number or password, or your access is blocked, contact Glebe Income Accounts. You will be required to identify yourself to staff by providing the answers to the identification questions you provided.

ACCOUNTING SOFTWARE CAPABILITY

GIA On-line's account capability is compatible with most accounting software packages (eg. MYOB, Quicken).

AUTHORISING PAYMENTS VIA GIA ON-LINE

A pending authorisation can be created for an account that requires more than one signature by storing the transaction until another authorised signatory logs onto GIA On-line to authorise it.

A pending authorisation can be created for:

- immediate transactions
- periodical payments
- a transaction batch

After the payment(s) have been entered, the required number of signatories must then log onto GIA On-line to authorise the payment(s). The authorising signatories may log onto GIA On-line from their own computers at a time and place convenient to themselves. The payment(s) will not transact until the required number of signatories have logged onto GIA On-line and authorised the payment(s).

The pending authorisation payments will remain on GIA On-line for 14 days after which they will be removed from the system. If a payment is then still required it will need to be re-entered and re-authorised by the required number of signatories.

TERMS AND CONDITIONS

The Terms and Conditions can be found on the Glebe Income Accounts website www.glebegroup.com.au/gia/tc.htm. You will need to agree to the Terms and Conditions before signing onto GIA On-line for the first time.

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