

INTERNET BANKING IMPORTING CONTACTS GUIDE

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About Contacts

The contacts section of Internet Banking is where you will find your BPAY and Pay Anyone accounts. These contacts are unique to your login, however you can share your contacts with other Internet Banking users by exporting your contacts.

Exporting Contacts

Please note, that you can only export your contacts from the desktop version of Internet Banking.

To view your contacts, click on the "Contacts" link.



You will then see your list of contacts. Click on the "**Download contacts**" link, which is located at the bottom of your contact list.







You will then see list of your contacts. Each contact has a tick box next to them. Select the contacts that you would like to share. If you would like to export all your contacts, click on the "Select All Contacts" link. Then click on "Download Contacts". Your contacts will then be downloaded as a "CSV" file.

Save this file to your computer. The file contains the names and details of the accounts associated with your login. Please note that for security reasons, you can only upload Contacts files that were downloaded from Internet Banking and have not been modified.

🎗 RURAL BANK	← Select Contacts To Download	
E Accounts	How Download Contacts Works	
S Move Money	Download selected BPAY (excluding billers with editable CRNs), Pay Anyone and Others can then upload your contacts if you send them your Contacts CSV file wit	PayID Contacts to a CSV file, thout editing it.
Activity		
Contacts	Select All Contacts	
🔅 What's New	DA Pay Anyone 1	
Support 1	C Energy Australia	
	T2 Pay Anyone 2	
	Download 2 Contacts	



Sharing/Uploading Contacts

To upload contacts, select "Contacts", then click on "+" in the top right-hand corner.

RURAL BANK	÷	Contacts	+
Accounts	All Pay Anyo		
S Move Money	autorie -		
E Activity	COLIMANS		
Contacts	DA Pay Anyone 1 Paid \$1.00 on 6 Nov 2018		>
🔅 What's New	C Energy Australia		>
? Support 1	Pay Anyone 2 Paid \$1.01 on 29 Apr 2018		>
		Show deleted contacts	
		Download contacts	

You will then be provided with several options for adding contacts. Select the "**Upload Contacts**" link, then select the "**Choose File**" button.

🌂 RURAL BANK	← Upload Contacts
Accounts	Pay Anyone BPAY PayID Upload Contacts
S Move Money	Downloaded Files Only
Activity	For security reasons, you can only upload Contacts files that were downloaded from Internet Banking and have not
Contacts	been modified.
📫 What's New	Select Contacts CSV
? Support 1	Choose File No file chosen
	Enter your security token
	ECO
	Upload



You will then be prompted to upload your contacts. Browse the folders on your computer to find the location of the file, then select the contacts file.

RURAL BANK	÷	Upload Contacts	
Accounts	Open Contacts-InternetBanking		× (7) Search Contacts Inter
S Move Money	Organize New folder		
Activity	Favorites		Type Size
Contacts	Dewnloads Becent Phone	21/08/2019 10:43	Microsoft Excel Co 1 KB
🔅 What's New	Le Receit Places		
Support			
	Libraries Documents Music Pictures Videos Computer		
	👟 OSDisk (C:) 🚽 🛓		•
	File name: contacts (1)		Microsoft Excel Comma Sep Open Cancel

You will then need to enter your security token. Once entered, click on upload. Your contacts will now be uploaded.

💐 RURAL BANK	← Upload Contacts
Accounts	Pay Anyone BPAY PayID Upload Contacts
S Move Money	Downloaded Files Only
E Activity	For security reasons, you can only upload Contacts files that were downloaded from Internet Banking and have not
Contacts	been modified.
🐡 What's New	Select Contacts CSV
? Support 1	Choose File contacts.csv
	Enter your security token
	Upload

You will now be able to see these new contacts when you click on the "Contacts" link.





Want to find out more?

Simply visit www.ruralbank.com.au or call 1300 660 115.

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