

INTERNET BANKING IMPORTING CONTACTS GUIDE

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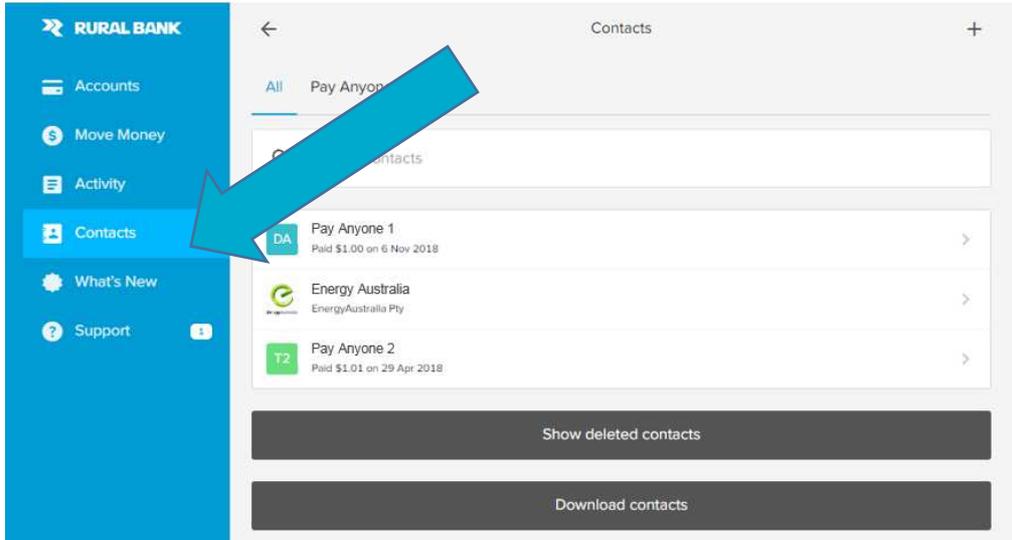
About Contacts

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.

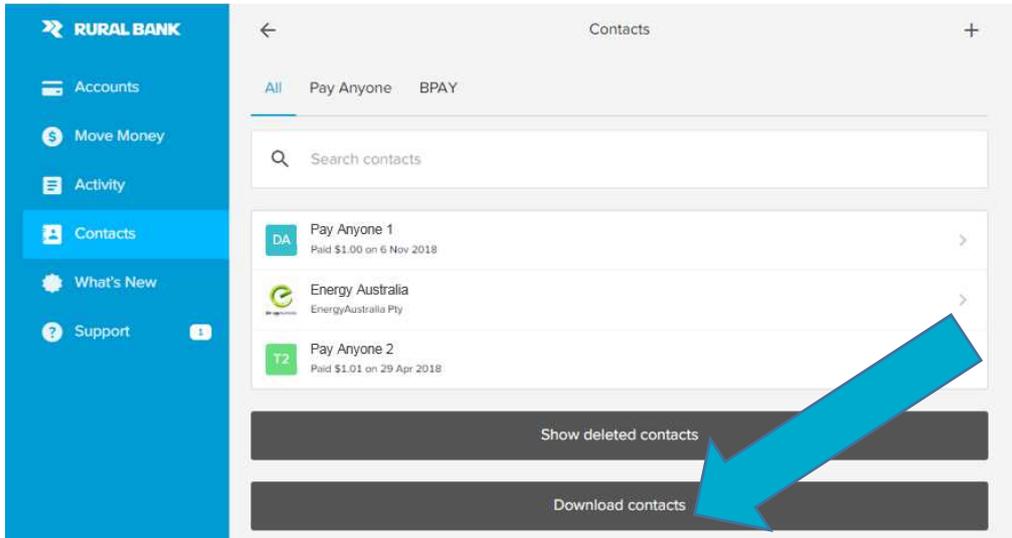
Exporting Contacts

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.

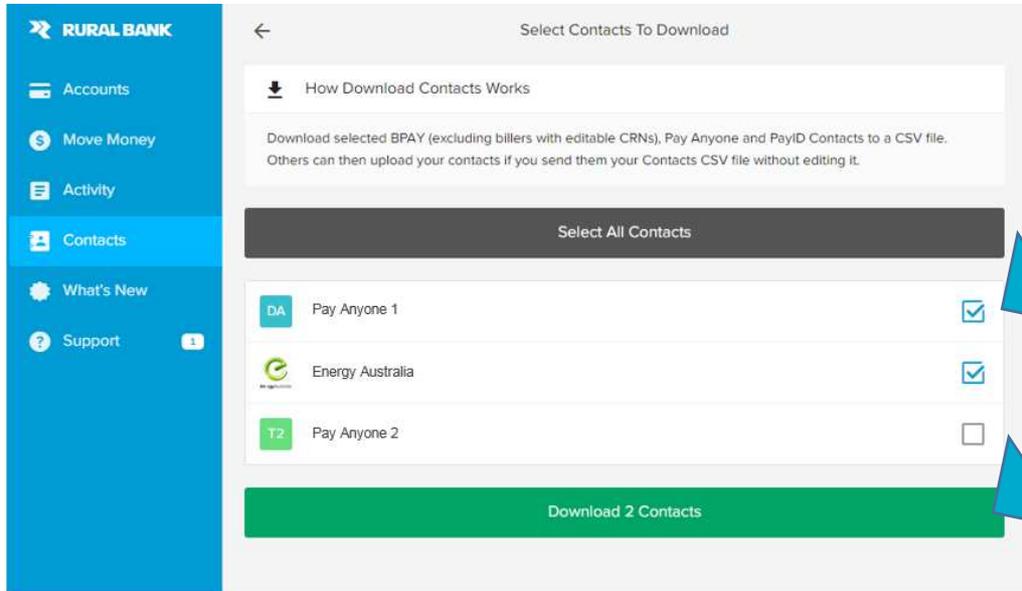


You will then see your list of contacts. Click on the “**Download contacts**” link, which is located at the bottom of your contact list.



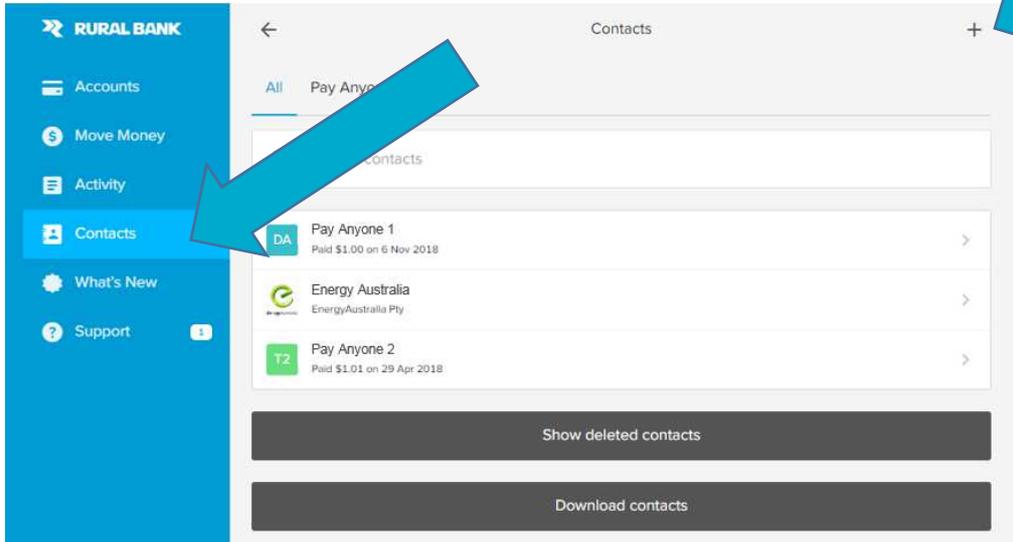
You will then see list of your contacts. Each contact has a tick box next to them. Select the contacts that you would like to share. If you would like to export all your contacts, click on the **“Select All Contacts”** link. Then click on **“Download Contacts”**. Your contacts will then be downloaded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

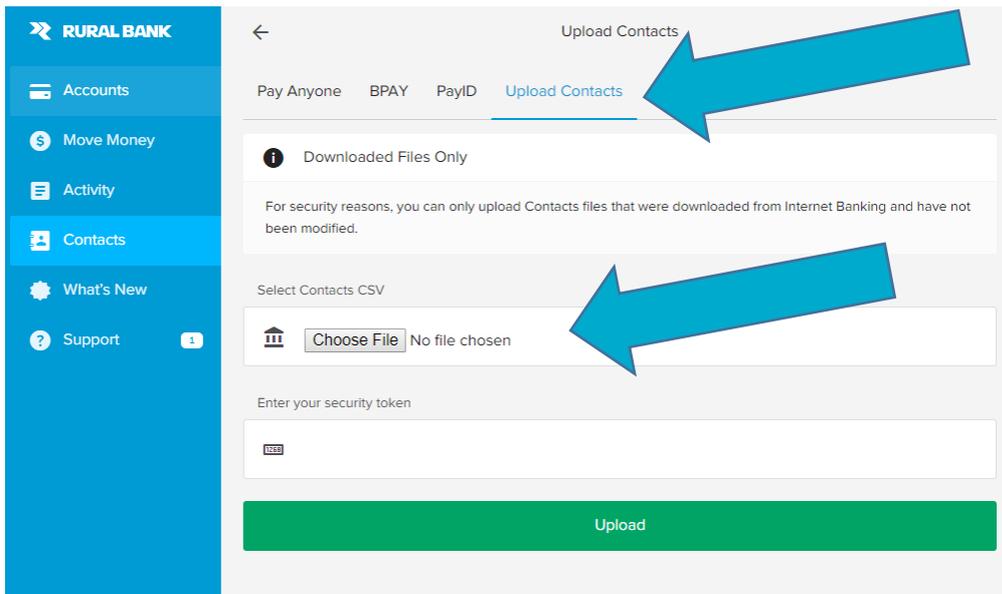


Sharing/Uploading Contacts

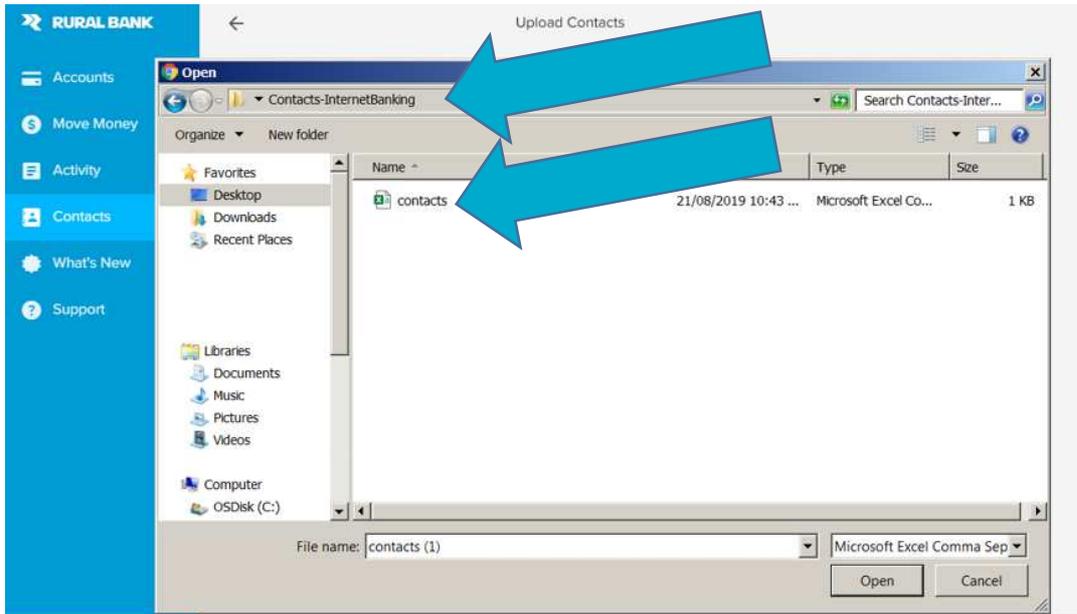
To upload contacts, select “**Contacts**”, then click on “+” in the top right-hand corner.



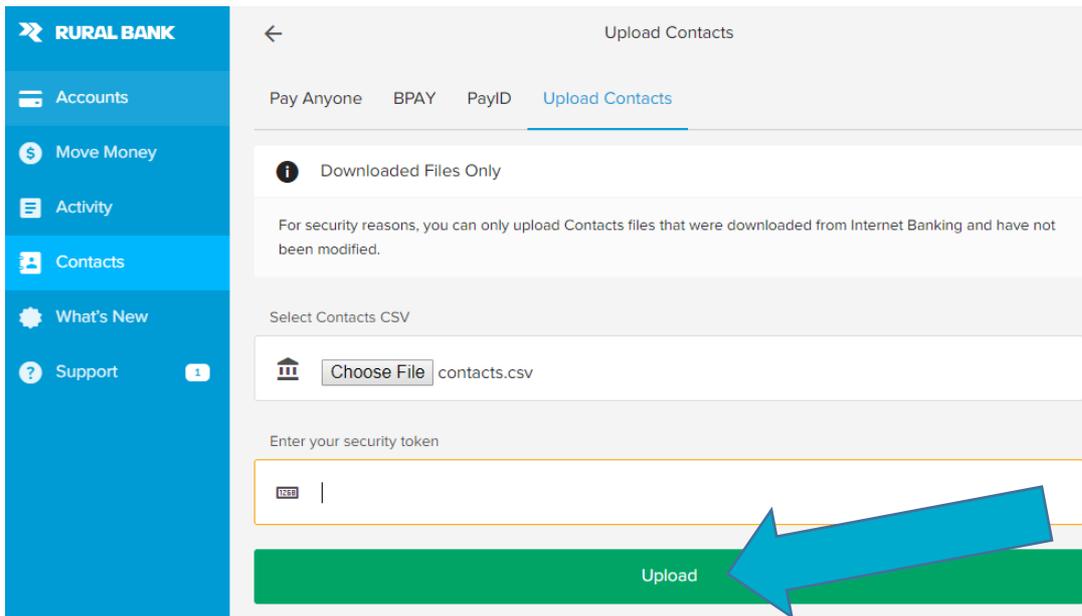
You will then be provided with several options for adding contacts. Select the “**Upload Contacts**” link, then select the “**Choose File**” button.



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.



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



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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