

BAPNET



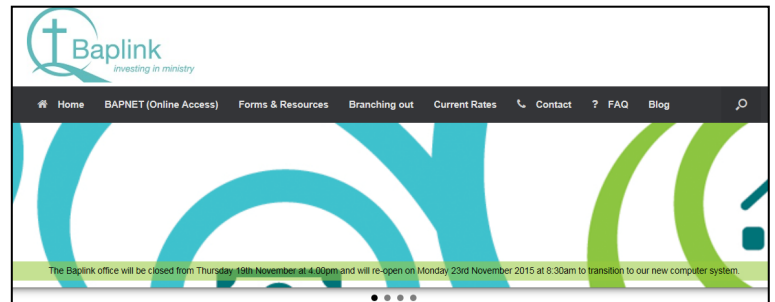
The new way to access Baplink over the Internet

How to Log In and Frequently Asked Questions

With the planned Go-Live of our new computer system on 23rd November 2015, you will notice a change in how you process your online transactions and how you access your Baplink accounts.

How to Log Into BAPNET

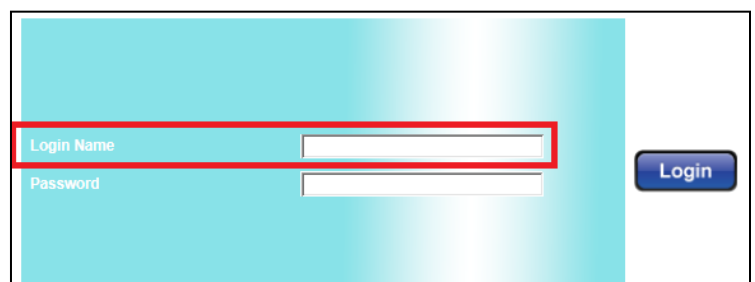
Step 1 – go to <http://www.baplink.org.au> and click **BAPNET (Online Access)** or go directly to the web page at <https://online.baplink.org.au>



Step 2 – once you have clicked BAPNET (Online Access), depending on your browser and your individual browser settings, you may either be automatically directed to the login page or you will be taken to a landing page where you will need to click the Bapnet link

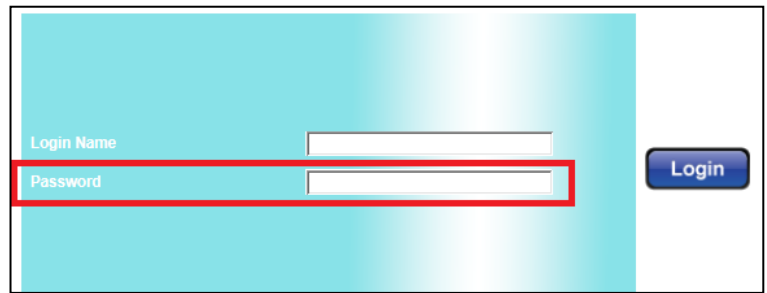


Step 3 – for Existing Members - Enter your **E-Client Number** (usually 9 digits long) in **Login Number**.



Step 4 – enter your current Access Code.

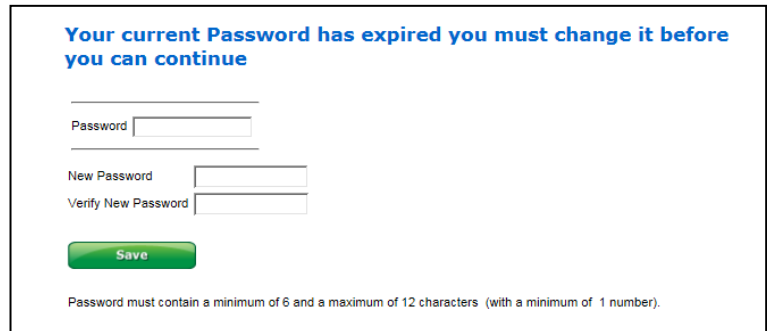
If you experience any issues with your Access code or logging into BAPNET please call one of the team members at Baplink on 1800 650 062.



The image shows a login form with a light blue background. It has two input fields: 'Login Name' and 'Password'. The 'Password' field is highlighted with a red border. To the right of the fields is a blue 'Login' button.

Step 5 – You will be prompted to change your Access Code. Your new password must be a minimum of 6 characters and a maximum of 12 characters, including a number. You will be asked to enter your password a second time to verify this change. Once completed, click Save.

You will be brought to the new Home Screen.



The image shows a password change form with a white background. It has three input fields: 'Password', 'New Password', and 'Verify New Password'. Below the fields is a green 'Save' button. At the bottom, there is a note: 'Password must contain a minimum of 6 and a maximum of 12 characters (with a minimum of 1 number).'

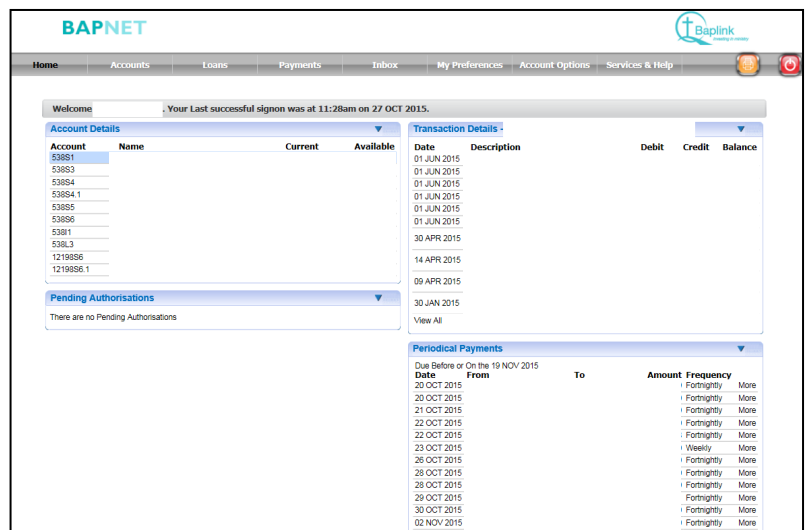
What will look different?

Home Screen

When you log into the new home screen using your Login Number, you will see all accounts that you have authority to access.

The screen has some great features to help manage your finances:

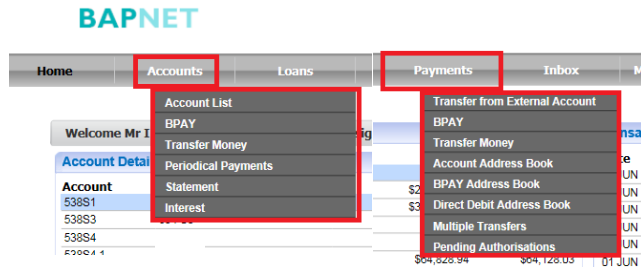
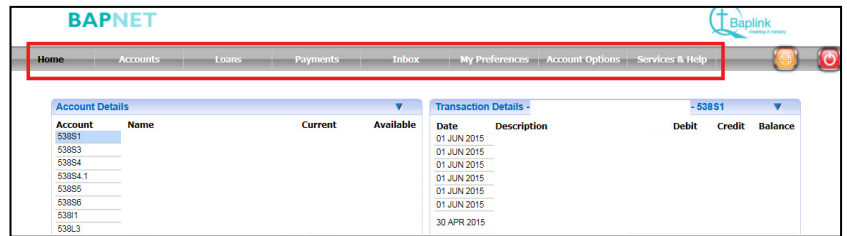
- Easy navigation with the pages at the top
- Specific account details including a unique number for each account. This will be very useful for giving out tithing payment information.
- Quick snapshot of all authorisations awaiting your approval.
- Transaction details and future payments on each account



The image is a screenshot of the BAPNET Home Screen. At the top, there is a navigation bar with 'Home', 'Accounts', 'Loans', 'Payments', 'Inbox', 'My Preferences', 'Account Options', and 'Services & Help'. Below the navigation bar, there is a 'Welcome' message and a notification: 'Your Last successful signon was at 11:28am on 27 OCT 2015.' The main content area is divided into four sections: 'Account Details', 'Transaction Details', 'Pending Authorisations', and 'Periodical Payments'. The 'Account Details' section shows a table with columns for Account, Name, Current, and Available. The 'Transaction Details' section shows a table with columns for Date, Description, Debit, Credit, and Balance. The 'Pending Authorisations' section shows 'There are no Pending Authorisations'. The 'Periodical Payments' section shows a table with columns for Date, From, To, Amount, and Frequency.

What are the Navigation pages?

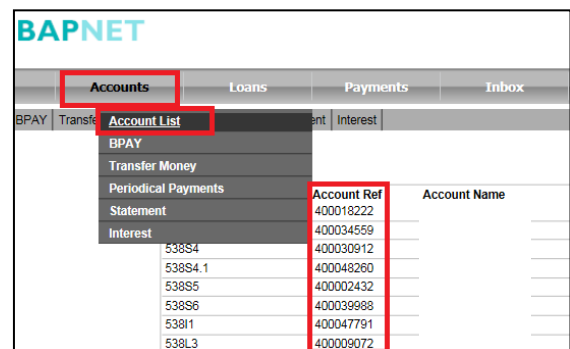
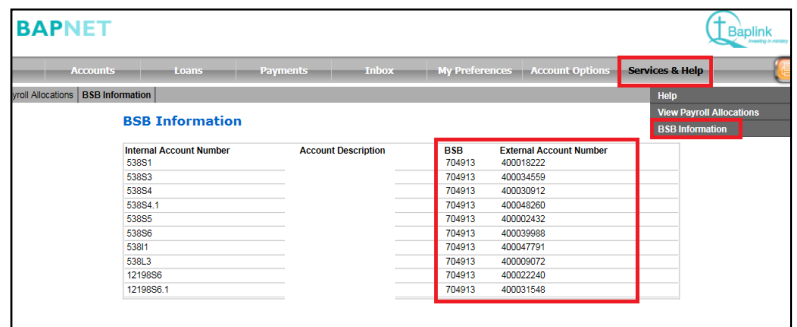
The Navigation page allows you to quickly find and select the option that you like to access for example, make payments, view information and manage your accounts.



How do I find the unique Account Number for each account?

With the new system, we have allocated a unique account number to all of your accounts. This feature allows you to transfer money more accurately through the payments system. If you use the unique **Account Reference Number/External Account Number**, you can be sure funds go directly to the intended account. This is the account number that you should quote to your congregation for them to use if they want to make their tithe payments to you electronically or on any customer invoices.

You can find the unique Account Number for each of your accounts via **Services & Help**, then click on **BSB Information** OR going through **Accounts and Account List**.



How do I transfer money on BAPNET?

The new system has streamlined the old Internal Transfers, External Transfers and Within Baplink Transfers. External Transfers will now only require your Access Code to authorise a transfer, the External Transfer Code will no longer be required.

Step 1 – Select **Accounts > Transfer Money**
or select **Payments > Transfer Money**

Step 2 – Use the “**Transfer From**” box to select an account you want to debit from.

Step 3

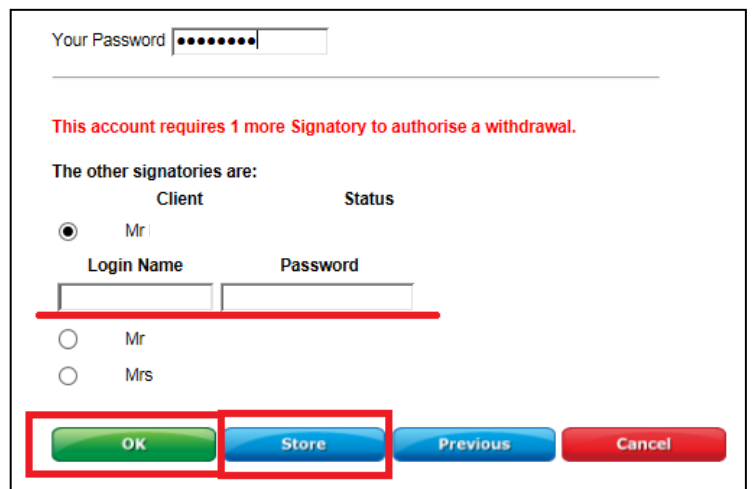
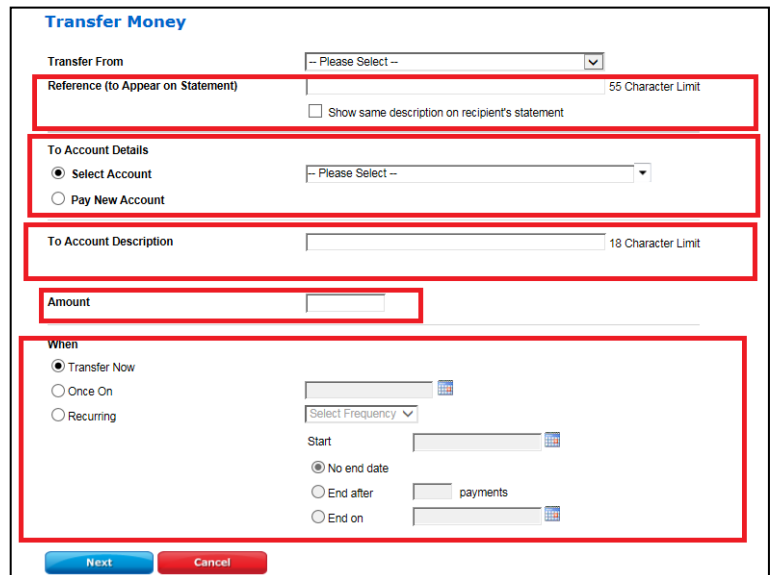
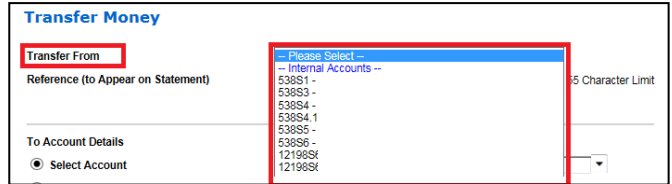
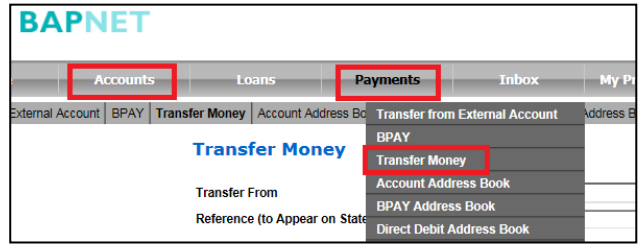
- Fill in the **reference** for your statement
- Select the account you want to send money to – keep in mind if you have transferred to them before it will be listed in the drop down. If it is a new payee, you will need to select ‘**Pay New Account**’ and fill in the appropriate details.
- Fill in the ‘To Account Description’ and Amount
- **When** – if you want an immediate transfer, choose Transfer Now.
To transfer once on a future date, select the date in the ‘Once On’ box.
To set up a recurring transfer/future payment/periodical payment’ fill in the Recurring fields.

Step 4

Once you click Next, you will be taken to a screen to confirm the transfer by entering your password again.

If the account requires two to sign (dual authority) you have two options to proceed:

1. The second authorisation can be entered right then and there (fill in the login name and access code) then click OK
2. Or, if they are not with you at the time of the transfer, click the ‘Store’ option. This will send the transfer to the Pending Authorisations for them to confirm



What is a Batch of External Transfers/Bulk Transfer and how do I do it in BAPNET?

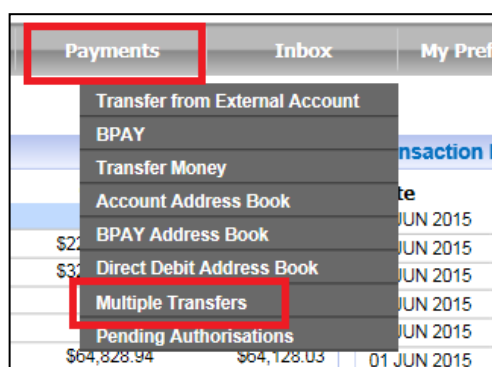
Batch Transfers are a way that many accounting software systems bundle one or more bills/wages/other payments into one file that can be uploaded to BAPNET (and many other financial institutions). They are commonly known as an "ABA" file. If you need assistance with this function and you are a current Xero subscriber, please don't hesitate to contact xero@baplink.org.au.

Step 1

Make sure you have saved your Batch Transfer file somewhere on your computer before you start.

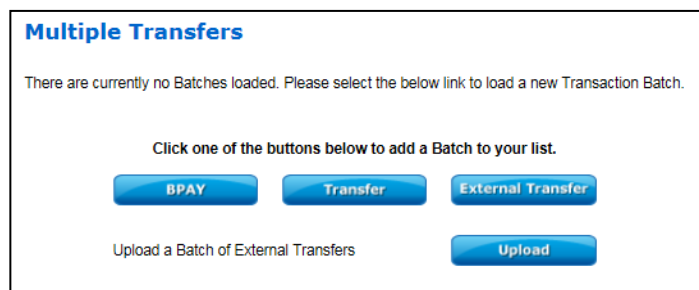
Step 2

Hover over the Payments page, then click of Multiple Transfers page



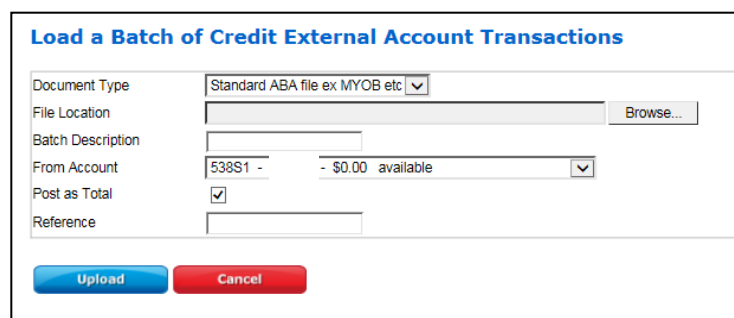
Step 3

On the Multiple Transfers screen, click 'Upload' next to 'Upload a Batch of External Transfers'



Step 4

Follow the prompts and upload the ABA (Bank file), type a description, choose the account to debit, and put a reference for your statements. Once you click it will start the upload to our system.



Frequently Asked Questions

Are client numbers replacing member numbers?

You will be issued with a new client number. All accounts that you have previously had authority to operate on will be linked to this new client number.

How do I receive direct credits to my account? Will I have to change my account details with people who pay into my account or to the church account?

Using your old client number (e.g. 1234) as an account number will still work, however we recommend that any new direct credits should be established using the new unique account number. There is no change to the Baplink online transfer BSB 704-913.

Are my accounts still going to be called S0, S6 or L0? How will I be able to tell my accounts apart?

Some "S" (S is for Savings product) are changing but you will still be able to recognise your accounts by name. The following is the new standard for accounts as it relates to their product:

- S1 – Access accounts
- S2 – Special Call accounts
- S3 – Kingdom Offset (member maintained)
- S4 – Church Offset (Baplink maintained)
- S5 – Insurance accounts
- S6 – Cheque accounts

What you will notice, is that your church could potentially have several S6 – Cheque Accounts, which could look like this S6, S6.1, S6.2, S6.3. We have taken steps to display your old account details on statements and on BAPNET to assist you with transitioning to the new Account Numbers.

Will I need a different Login Number and BAPNET Access Code to access my different accounts?

No. You will only need to know your Customer Number/Login Number and Access code. It will provide access to every account which you are linked to.