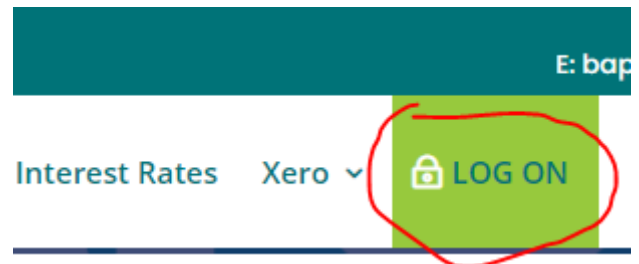
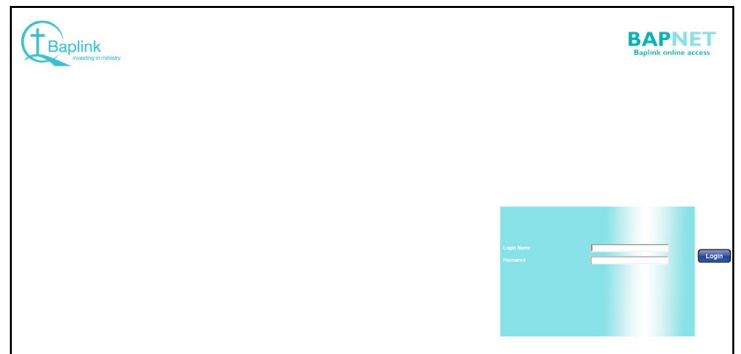


## How to Log Into BAPNET

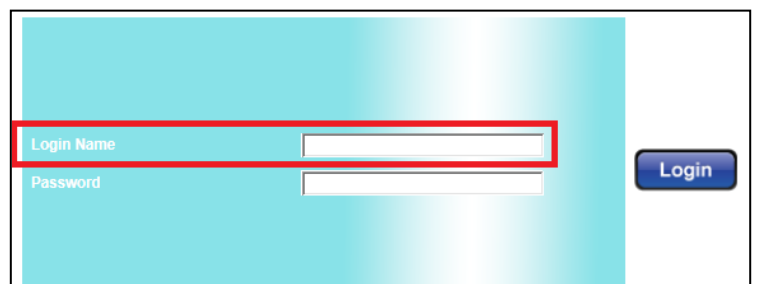
**Step 1** – go to <http://www.baplink.org.au> and click **BAPNET (Online Access)** or go directly to the web page at <https://online.baplink.org.au>



**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

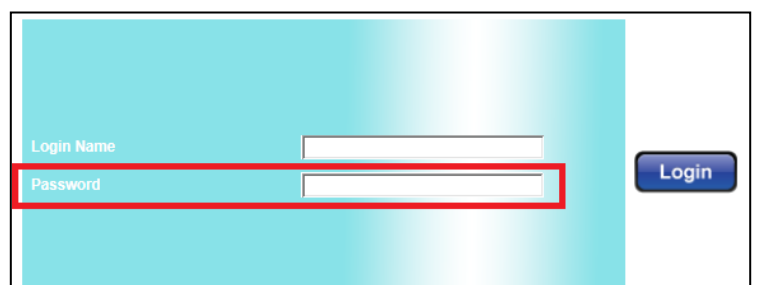


**Step 3** – for Existing Members - Enter your **Login Number**.



**Step 4** – enter your current **Password**.

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



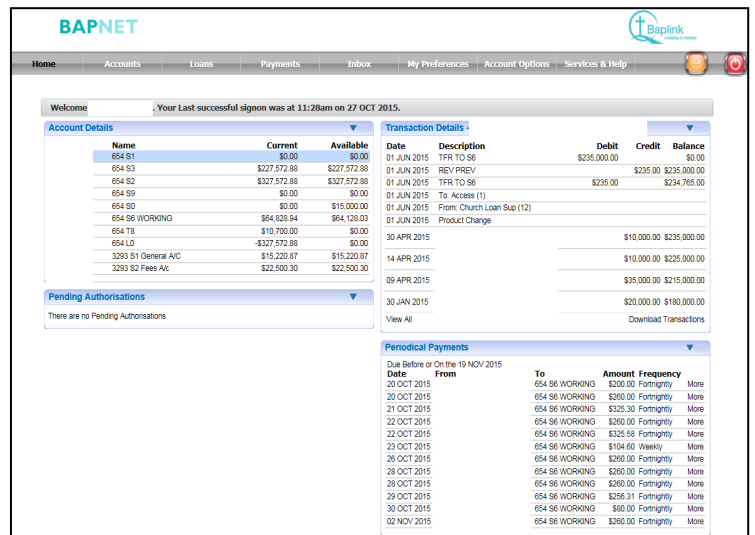
# What will look different?

## Home Screen

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

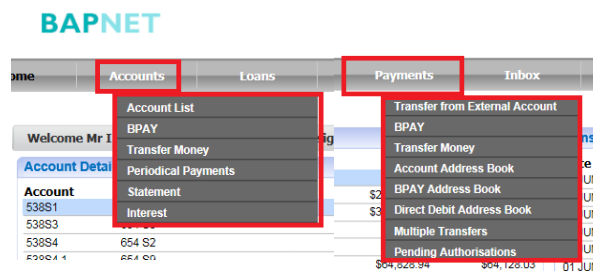
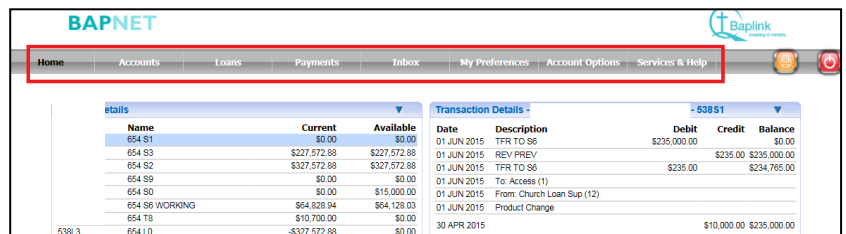
The screen has some great features to help manage your finances:

- 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



## What are the Navigation pages?

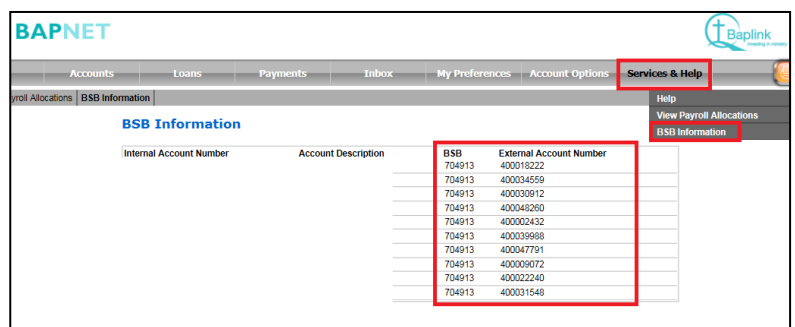
The Navigation page allows you to quickly find and select the option that you like to access for example, make payments, view information and manage your accounts.



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

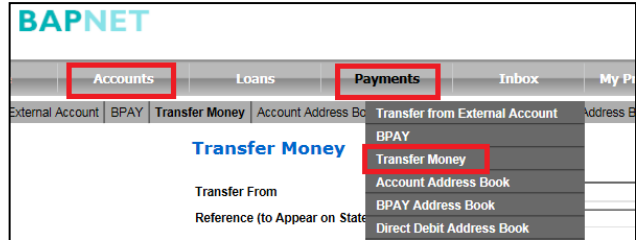
If you use the unique **Account Reference Number/External Account Number**, you can be sure funds go directly to the intended account. This is the account number that you should quote to your congregation for them to use if they want to make their tithe payments to you electronically or on any customer 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**.

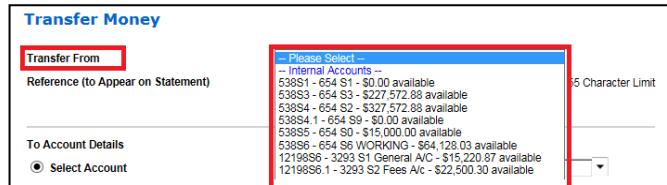


# How do I transfer money on BAPNET?

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

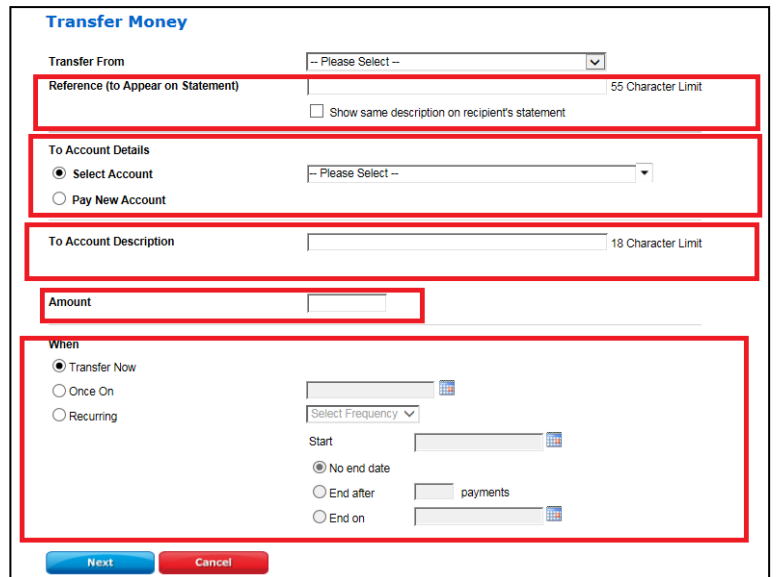


**Step 2** – Use the “**Transfer From**” box to select an account you want to debit from.



## 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.

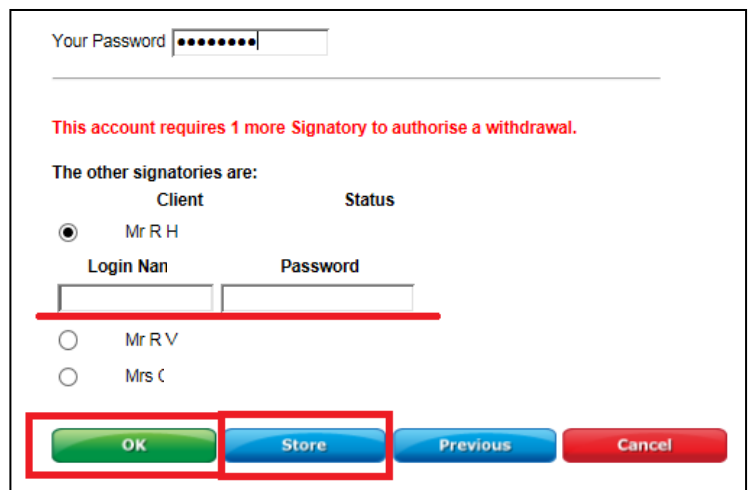


## Step 4

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?

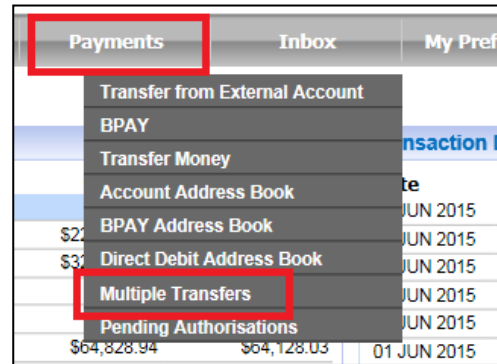
Batch Transfers are a way that many accounting software systems bundle one or more bills/wages/other payments into one file that can be uploaded to BAPNET (and many other financial institutions). They are commonly known as an “ABA” file. If you need assistance with this function and you are a current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

### Step 1

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

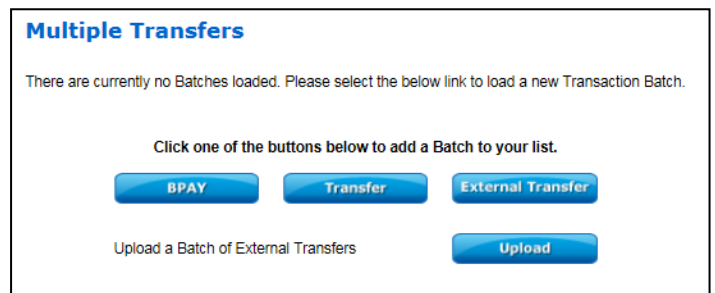
### Step 2

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



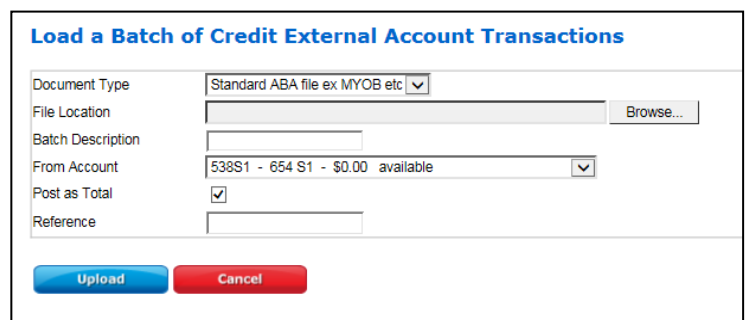
### Step 3

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.

A screenshot of the 'Load a Batch of Credit External Account Transactions' form. The form has the following fields: 'Document Type' (dropdown menu with 'Standard ABA file ex MYOB etc' selected), 'File Location' (text input with 'Browse...' button), 'Batch Description' (text input), 'From Account' (dropdown menu with '538S1 - 654 S1 - \$0.00 available' selected), 'Post as Total' (checkbox checked), and 'Reference' (text input). At the bottom, there are two buttons: 'Upload' (blue) and 'Cancel' (red).

## Frequently Asked Questions

### **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
- S7 – Exempt Benefit 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 Password. It will provide access to every account which you are linked to.