# How to register for Internet Banking for Business

This guide will help you register for Internet Banking for Business using the online registration form on the BNZ website. The form will take approximately 10 minutes to complete and needs to be completed in one sitting.

Before you start, make sure you have in front of you, the BNZ account number you'd like to register. You'll also require identification details for yourself, or any other person who will use Internet Banking for Business, if they aren't known to BNZ as existing customers or account owners.

If you need help with registering, you can call us Mon-Fri, 8:30am-5:30pm on 0800 269 4242 or +64 4 931 8234 if you're outside New Zealand (international toll charges apply).
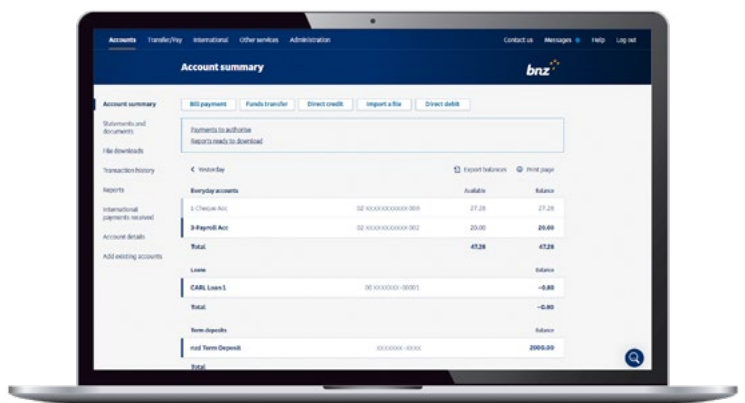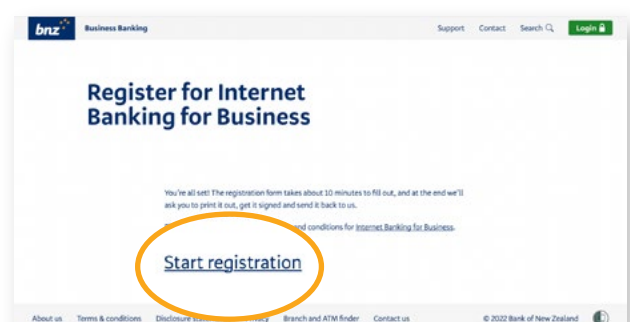

Visit bnz.co.nz/registerforIB4B to start registering and follow the onscreen prompts.

Click **Submit.**
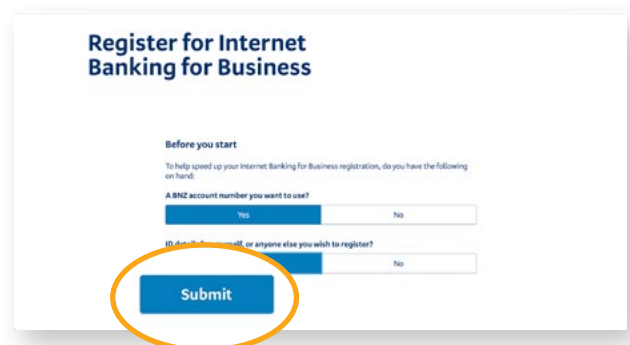
Click **Start registration**.

Step 1 of 6:
Business details and accounts

Enter the 'Business name', 'Business phone number', and 'Business account number'*

*Internet Banking for Business service and payment fees will be deducted from this account.

Tip: All existing and new accounts linked to the 'Business account number' will be automatically added to the Internet Banking for Business access number. This will include any credit cards, term deposits, loans, and foreign currency accounts. Some exceptions apply.

Click **Next.**

Step 2 of 6:
Authorisations and limits

Authorisation Options

Select the Number of Authorisers required to process each payment type.

Every payment created in Internet Banking for Business must be authorised by either one user, or two users jointly, with 'Authorise Activity' role.

Maximum Amounts

Set the maximum dollar limits for each transaction type.

The maximum limits indicate the largest amount that can be processed per transaction and/or per day.

For example, if you set your bill payments transaction limit at $50k and daily limit at $150k, you could make three payments of $50k on a given day.

Tip: We recommend setting limits that will allow you to process payments on your busiest creditor payment day.

Other services

Fill out this section if you require Foreign Exchange Dealing as part of your Internet Banking for Business.

Foreign Exchange Dealing isn't required to make international payments or transfers.

Additional documentation and credit approval is required for this service. We'll contact you once you've registered for Internet Banking for Business, if we don't already have this information.

Click **Next.**
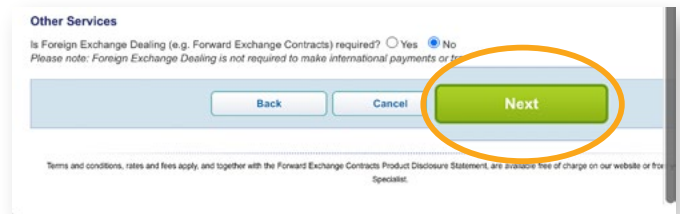
Step 3 of 6: User setup

Initial Administrator

The Initial Administrator is the first user you create. They'll be the first user to log in and activate your site.

Administrators are responsible for updating all user details, including their account access, roles and transaction limits in Internet Banking for Business.

They can also generate requests to add or delete users, and amend site limits and the number of authorisers, required to process a payment using Internet Banking for Business.

Identification

Select the user's relationship to the business. You can choose from, 'sole account owner', 'one of multiple account owners', 'signatory only', or 'none of the above'.

You'll need to provide address and identification details for users with Manage Site Administration or Authorise Activity roles, and/or Foreign Currency Dealing, who are not the account owner or signatory of the accounts.

Add more users

You can add more users now or later, once Internet Banking for Business is set up.

Click **Next.**

Step 4 of 6: Mobile authentication

Provide a mobile number for all users in this section.

This information will be required to activate the BNZ Business app.

For added security, you need to authenticate yourself using BNZ Business app when logging in to Internet Banking for Business on desktop.

If you already have BNZ Business app on your smartphone to access another Internet Banking for Business site you'll need to complete a 'Request to consolidate my authentication services' form.

Step 5 of 6: Confirm your details

Check all details are correct before confirming.

Click **Confirm**.

Step 6 of 6: Print, sign, and send us your registration

1. Click **Make PDF.**

2. Save and print the form.

3. Ask the appropriate account signatories and users to sign where required.

Signature requirements:

- All Owners/Directors will need to sign the registration twice, if they've been added as a user on Internet Banking for Business.

- Their signature will be required:

  - Once as an Owner/Director at the bottom of 'Customer Declaration' section – each individual will need to write their name, sign and date;

  - and again as a 'User' where their name is printed in 'Administrator(s) and additional User(s) Declaration' section.

- The Account Owners/Directors need to match those listed on the Account Operating Authority held by BNZ.

- All other 'Users' only sign once in the 'Administrator(s) and additional User(s) Declaration' section.

- All signatures need to be an ink-pen signature or an image of an ink-pen signature (typed signatures will not be accepted). Signatures need to match those we have on file for each individual.

4. Gather any identification and proof of address documents and Person Acting on Behalf of forms for users who aren't known to BNZ as existing customers or account owners.

Person Acting on Behalf requirements:

- If Person on Behalf form is generated as part of the registration it needs to be signed by the required 'Users', (i.e. the person who will be logging in).

- To avoid processing delays, this form is best submitted along with the Internet Banking for Business registration form.

Identification of user role type Administrator/Authoriser/Foreign currency dealing, who are not BNZ customers:

- The individual(s) will need to identify themselves in a BNZ Partner centre or BNZ branch with photo ID and a proof of address – we'll verify the documents and take copies.

- Alternatively the individual(s) can get their ID documents certified by a trusted referee (e.g., Justice of Peace, a Notary Public, Chartered Accountant, Lawyer etc). Scan and email documents to BNZ at onlinerequests@bnz.co.nz. Please include on the document the Internet Banking for Business registration reference number.

5. Scan and email the documents to onlinerequests@bnz.co.nz

Tip: For faster processing, the registration documentation needs to be sent from the email address we have on file for your business or organisation.

We'll contact you by email with instructions on how to login once your application is approved.
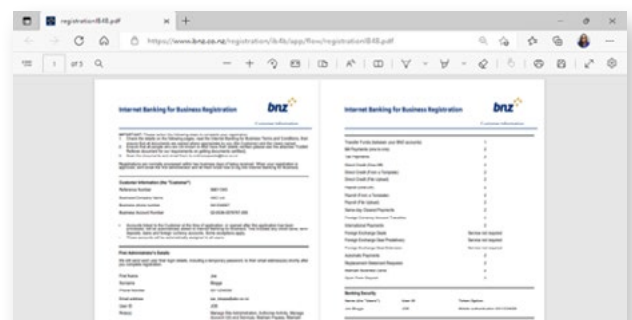
Internet access required for online banking and the BNZ app.
BNZ Standard and Internet Banking T&Cs apply. Maintenance sometimes required.

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