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FastNet Business Term Deposit process

OPTION ONE: To **open** a new term deposit please follow the below steps:

1. Select the **Accounts** tab
2. Select **Balances**
3. Under Open account, select **Term Deposit**

4. Complete the details of the term deposit

5. Select **Authorise**

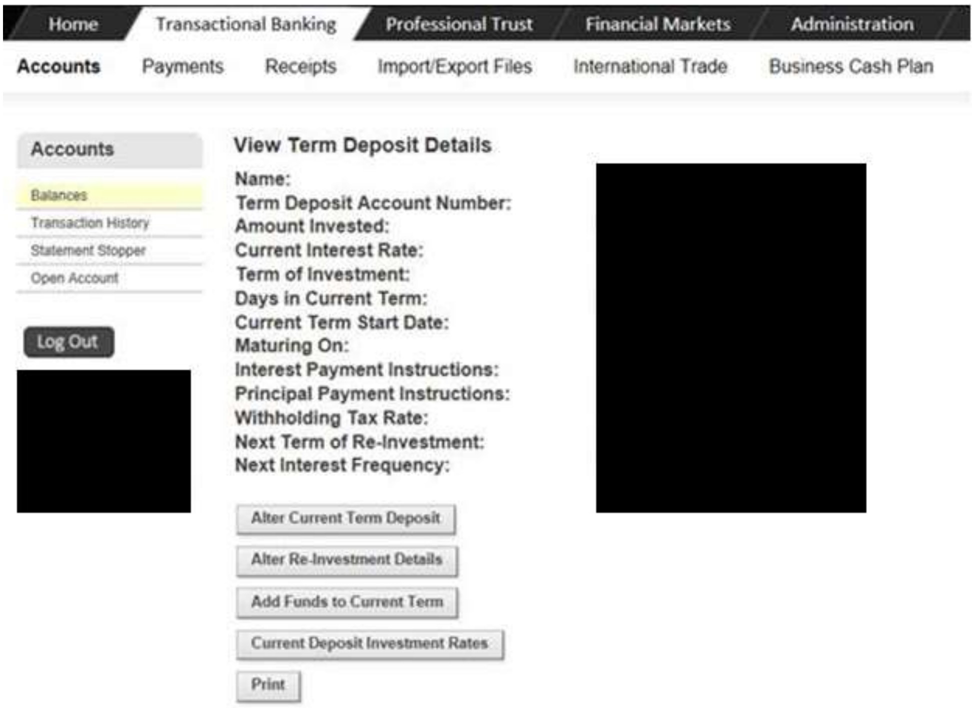
6. **E-mail your School Account Manager** with the new investment number so the interest rate can be amended where appropriate

FastNet Business Term Deposit process

Please note if you receive an error message and you have followed the permissions instructions on page 4 then please call our FastNet Business team on 0800225527 for further support.

OPTION TWO: To **amend** an existing Term Investment in FastNet Business please follow the below steps:

1. Select **Transactional Banking**
2. Select **Balances**
3. Select the term investment to make alterations
4. Follow the below prompts to make alterations to the investment



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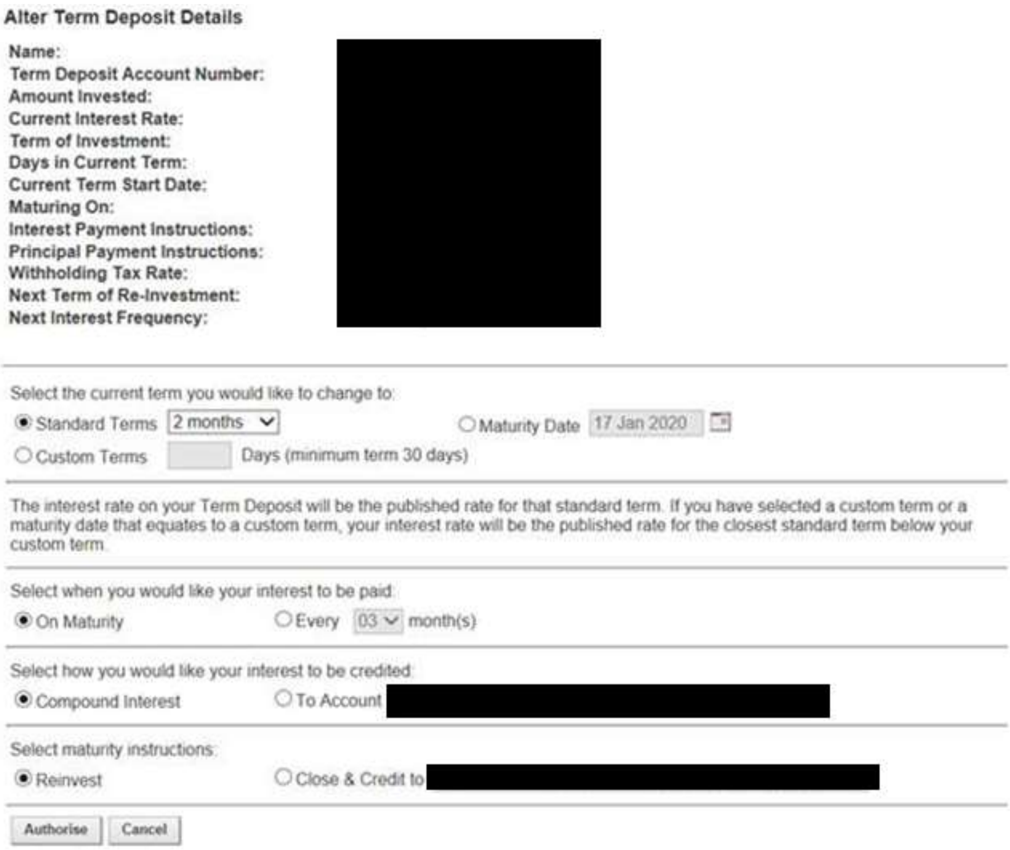

Alter Term Deposit Details

Name:
Term Deposit Account Number:
Amount Invested:
Current Interest Rate:
Term of Investment:
Days in Current Term:
Current Term Start Date:
Maturing On:
Interest Payment Instructions:
Principal Payment Instructions:
Withholding Tax Rate:
Next Term of Re-Investment:
Next Interest Frequency:

[redacted]

Select the current term you would like to change to:
Standard Terms 2 months — Maturity Date 17 Jan 2020
Custom Terms — Days (minimum term 30 days)

The interest rate on your Term Deposit will be the published rate for that standard term. If you have selected a custom term or a maturity date that equates to a custom term, your interest rate will be the published rate for the closest standard term below your custom term.

Select when you would like your interest to be paid:
On Maturity — Every 03 month(s)

Select how you would like your interest to be credited:
Compound Interest — To Account [redacted]

Select maturity instructions:
Reinvest — Close & Credit to [redacted]

Authorise Cancel

5. **Authorise** the change

Home | Transactional Banking | Professional Trust | Financial Markets | Administration

Accounts | Payments | Receipts | Import/Export Files | International Trade | Business Cash Plan

Accounts
Balances
Transaction History
Statement Stopper
Open Account

Log Out

[redacted]

Authorise Term Deposit

Name:
Term Deposit Account Number:
Interest Payment Instructions:

[redacted]

Please enter your User ID and Password to authorise the Term Deposit.

User ID — Password

Authorise Cancel

6. **E-mail your School Account Manager** with the investment number so the interest rate can be amended where appropriate

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FastNet Business Term Deposit process

Please note if you would like the investment to close on maturity into your current account this option is only available <u>before</u> the investment matures.

If the investment has matured and you would like the investment closed please contact your School Account Manager.

OPTION THREE: Permissions instructions. To create the authority to open and amend investments in FastNet Business please follow the below steps:

1. Select the **Administration** tab
2. Select **Users**
3. Select **User Profiles**
4. Select a User
5. Under that User select the **Accounts** Tab
6. Tick the box beside ‘**open**’ (As shown below)
7. Each term investment suffix should have the **Transact** access selected
8. Select **Save**
9. **Authorise** the change/s