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Newsletter



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

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ANZ Information on Line

It is now possible to obtain information about your ANZ corporate credit card on the internet through ANZ eManagement. The benefits of this are:

- Ability to keep track of ANZ expenditure on the Card Holder Activity Report.
- Notification by email from the ANZ when the Card Holder Activity Report has been closed for the month.

Instructions for Registering with ANZ eManagement.

- To register with ANZ eManagement use the following link
<https://www.anzemanagement.com.au/secure/welcome.asp>
- Register as a corporate cardholder and follow the prompts
- You will need to nominate a password.
- You can contact ANZ eManagement on 1800 502 694 if you have any problems with this process.

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Use of ANZ eManagement

- You will **only** be able to access your ANZ Credit Card Activity Report. You will not be able to access your ANZ Statement of Account.
- The ANZ Credit Card Activity Report can be accessed and viewed at any time to check the usage on the card.
- When your ANZ statement is issued you will receive an email from ANZ stating that your ANZ credit Card Activity Report is ready.
- You then access the ANZ Credit Card Activity Report and collate the receipts
- When the ANZ statement arrives through the post, collate the ANZ Statement with the ANZ Card Activity Report, receipts and ANZ Card Payment Acquittal and forward to us.
- If the ANZ Statement does not arrive by post in a reasonable time, forward to us your ANZ Credit Card Activity Report with the receipts and the ANZ Payment of Credit Card Acquittal. When we receive this we will obtain the ANZ statement Online.
- You can forward the relevant documents to us by the following:
 - scanning documents & attaching to an email to us
 - faxing the documents to our fax no. 03 9654 1019
 - sending by post.

Bernice & Priya

16/03/12