

Card Management Platform Cardholder Guide



Accessibility support.

At any time, you can inform us how you would prefer to be contacted. If you are deaf and/or find it hard hearing or speaking with people who use a phone, you can reach us through the National Relay Service (NRS). To use the NRS, you can register by visiting accesshub.gov.au/about-the-nrs

Visit westpac.com.au/web-accessibility for further information on our accessible products and services for people with disability.

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Document Purpose

This document provides information and step by step instructions for Cardholders to complete their card applications on the Card Management Platform System.

What is Card Management Platform?

Card Management Platform is an online portal that enables businesses to manage their corporate card program, providing the ability to view, amend and report from one central location. Card Management Platform provides an integrated approval workflow, reducing the time required for businesses to approve card related requests. CMP also provides a full audit trail for all card requests submitted through the portal.

Key Features.

- Online card management
- Account applications
- Account amendment requests (e.g. change of monthly card limit)
- Notifications
- Full visibility of Card Holder transactions
- Online approval workflow
- Extensive reporting
- Dynamic dashboard

CMP Browser Requirements

Card Management Platform is accessible via a web browser.

CMP supports the following browsers on an ongoing basis. Please note these browsers are limited to versions which are:

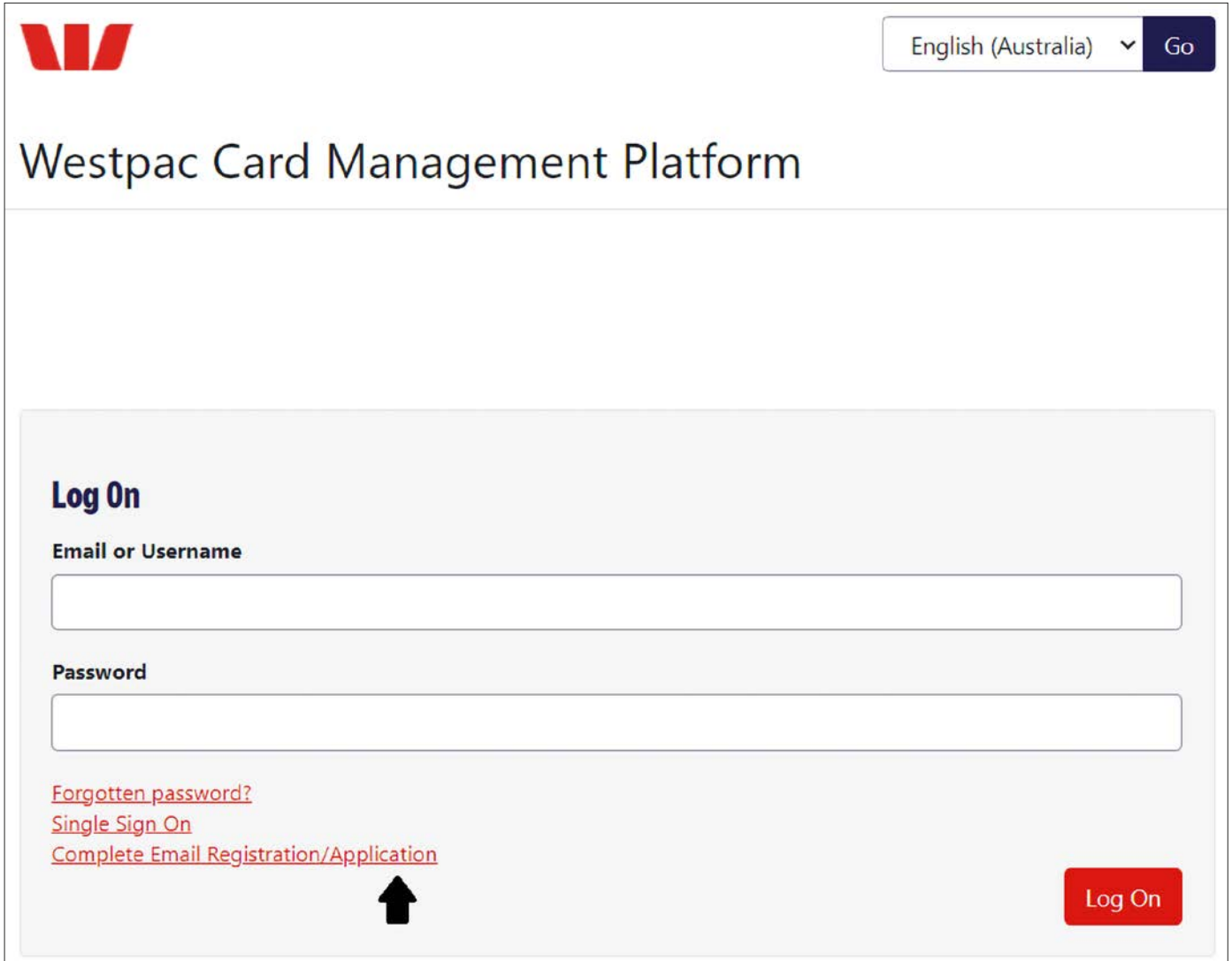
- 1) still supported by the manufacturer; and
- 2) have TLS 1.2 or later turned on:
 - Microsoft Edge
 - Google Chrome
 - Firefox
 - Safari

Invitation to Complete a Card Application

Cardholders are invited to complete card applications by their Card Administrator (CA). You will have received an email from noreply@cmp.westpac.com.au containing your email code to access the card application.

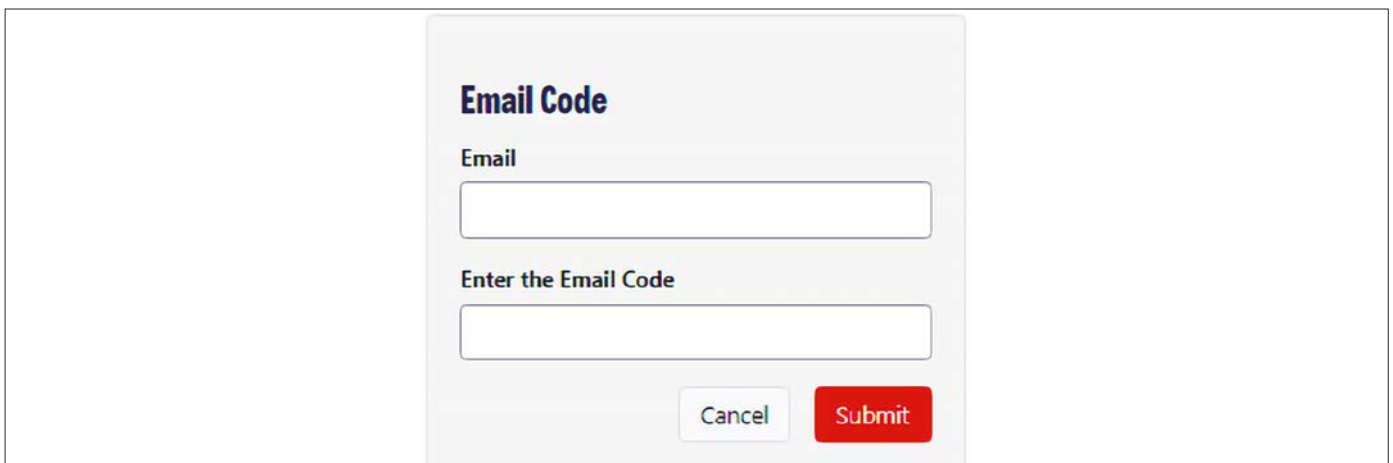
Follow the steps below to access your card application:

1. Locate the email inviting you to fill up the card application. Note the email code listed in the invitation email.
2. In a browser, go to <https://cmp.westpac.com.au>. The Log On screen displays:



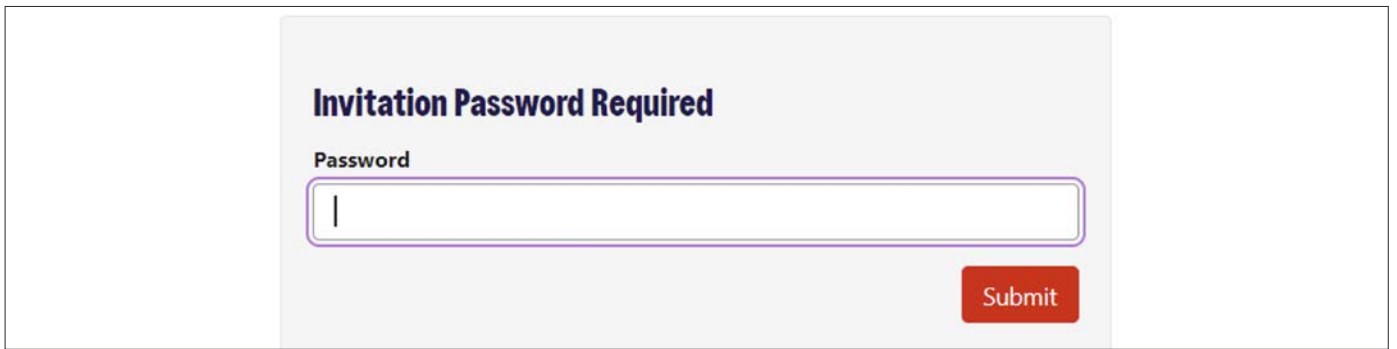
The screenshot shows the Westpac Card Management Platform Log On screen. At the top left is the Westpac logo. At the top right, there is a language dropdown menu set to "English (Australia)" and a "Go" button. The main heading is "Westpac Card Management Platform". Below this is a "Log On" section with two input fields: "Email or Username" and "Password". Below the password field are three links: "Forgotten password?", "Single Sign On", and "Complete Email Registration/Application". A black arrow points to the "Complete Email Registration/Application" link. A red "Log On" button is located at the bottom right of the form area.

3. Click the **Complete Email Registration/Application** link. A window will display requesting your email address and the email code:



The screenshot shows a window titled "Email Code". It contains two input fields: "Email" and "Enter the Email Code". Below the input fields are two buttons: "Cancel" and "Submit".

4. Enter the details and click **Submit**. If your Card Administrator has set an Invitation Password to access your application, an additional screen displays prompting you to enter your password:

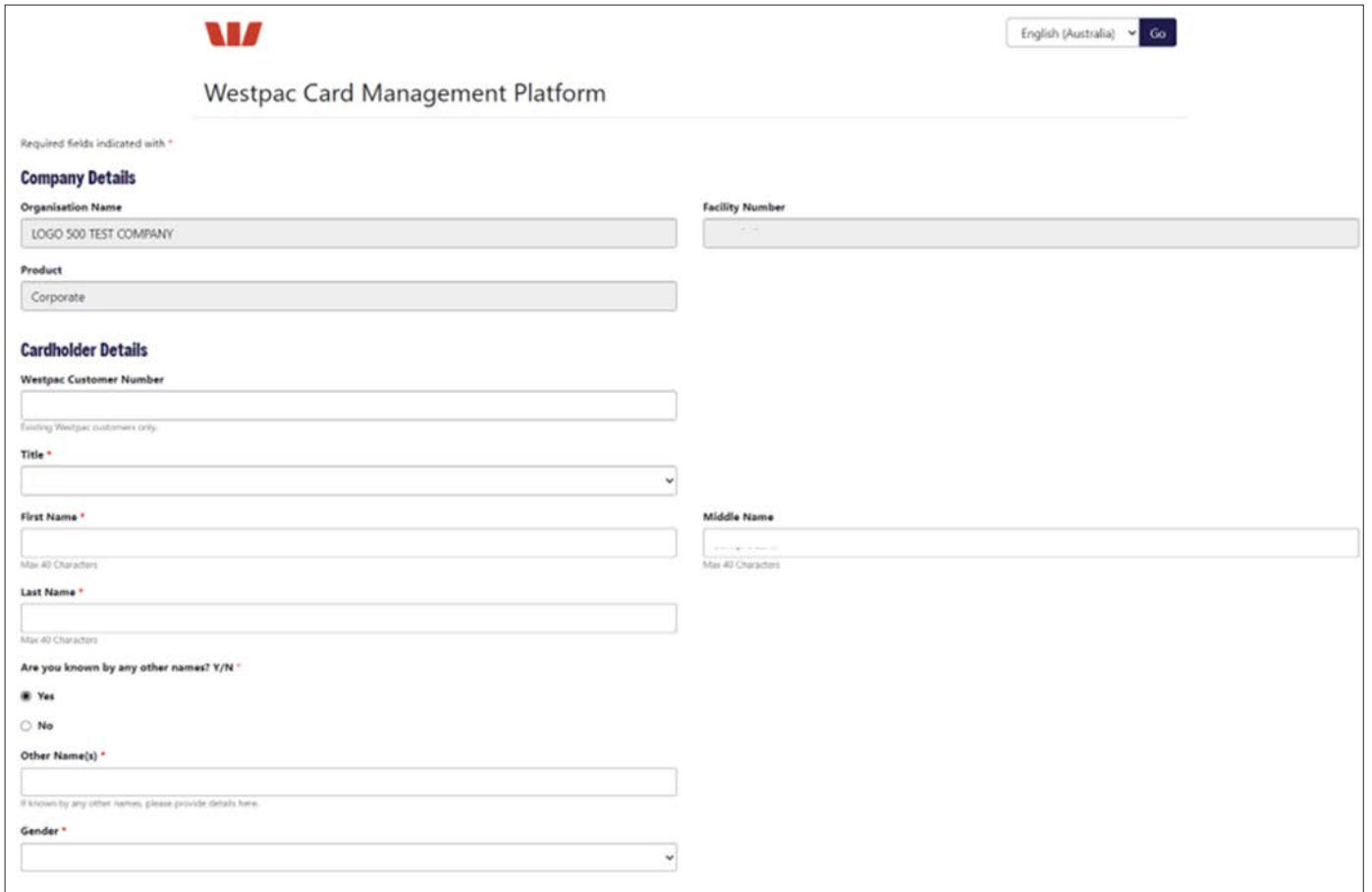


Invitation Password Required

Password

Submit

5. Click **Submit**. The Card Application form displays:



W English (Australia) Go

Westpac Card Management Platform

Required fields indicated with *

Company Details

Organisation Name Facility Number

Product

Cardholder Details

Westpac Customer Number

Existing Westpac customers only.

Title *

First Name * Max 40 Characters Middle Name Max 40 Characters

Last Name * Max 40 Characters

Are you known by any other names? Y/N *

Yes

No

Other Name(s) *

If known by any other names, please provide details here.

Gender *

Date of birth *

Employee Number

Employee ID within the organisation.

Occupation *

Position held with employer *

Contact Details

Residential Address

Residential Address for Cardholder. Note: PIN will be delivered to this address if a new customer number is being set up for the cardholder.

Floor No

Unit No

Street No *

Street Name *

Street Type *

State *

Postcode *

City *

Phone & Email

Mobile Number *

Format 61xxxxxxx, Max 20 characters

Email Address *

Card Details

Card delivery address *

The Organisation nominates for cards to be sent either to a Branch or Business address. If you are unsure of the facility card delivery options, please contact 1300 650 107. If the Organisation has nominated Branch for card delivery, please provide: BSB or Branch Address.

Branch Address

Please select Branch Address below:

Credit Limit

Minimum Credit Limit should be \$1000. (Multiples of \$100).

Cardholder Declaration

Cardholder Declaration *

I consent to the issue of a Corporate or Purchasing Card (The Card) in my name for my use as agent of the Principal. I acknowledge that use of the Card will be governed by Corporate or Purchasing Cards Conditions of Use (available at westpac.com.au/commercial) by which I agree to be bound. All personal information and credit-related information (if applicable) we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at westpac.com.au/privacy/privacy-statement or through a Westpac representative. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information (if applicable) but, if you don't, we may not be able to process an application or a request for a product or service.



Cancel

Submit

6. Populate your details on the card application form and Click **Submit**. A confirmation displays containing your Application Reference Number. Your card application has now been sent for verification and approval.



The screenshot displays the Westpac Card Management Platform interface. At the top left is the Westpac logo (a red 'W'). At the top right, there is a language selection dropdown set to 'English (Australia)' and a 'Go' button. The main heading is 'Westpac Card Management Platform'. Below this, a grey banner contains the following text:

New Card Application
Your application has been submitted and is now awaiting approval for processing.
Your Application Reference Number is **AU2310**



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