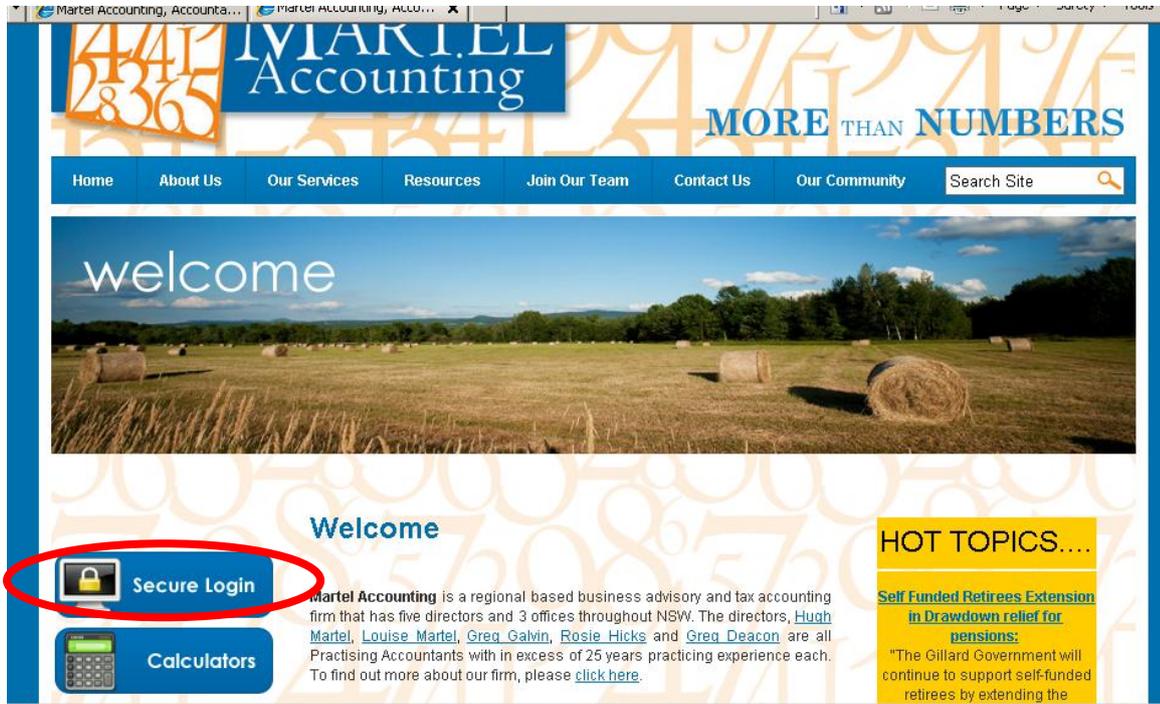


Client Secure Login Area

How to code BankLink Transactions

Logging in to the secure area

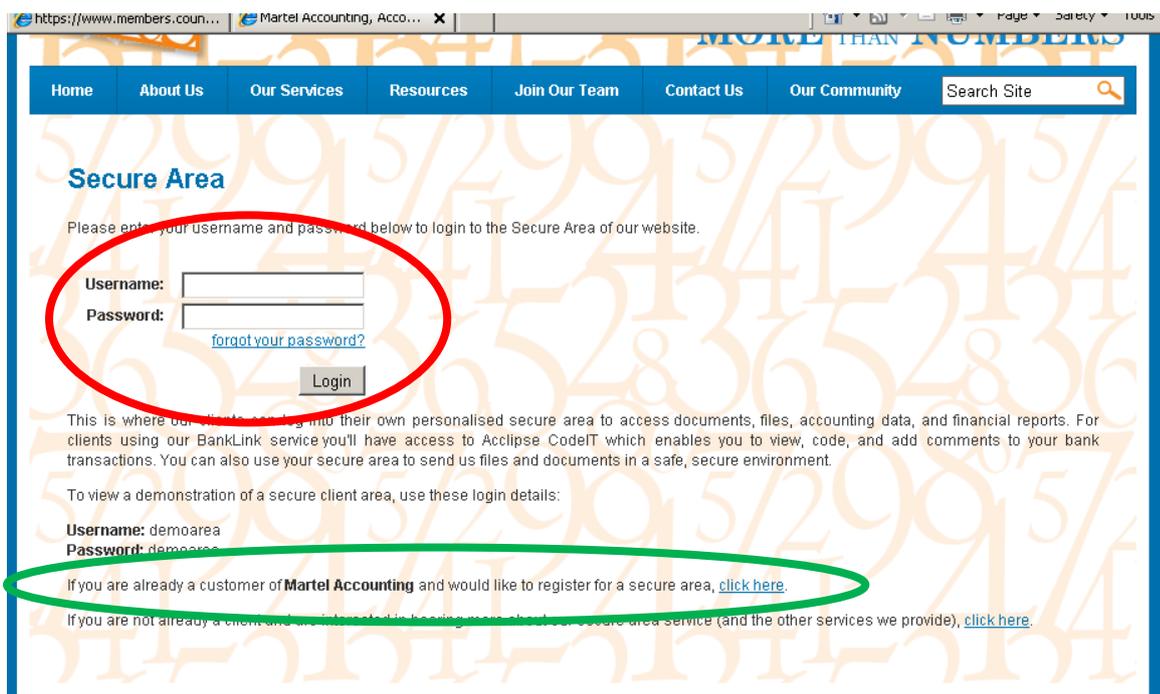
1. Go to our Home Page (www.martelaccounting.com.au).
2. On the Left hand side of the home page click on the "Secure Login" box.



If you already have a login:

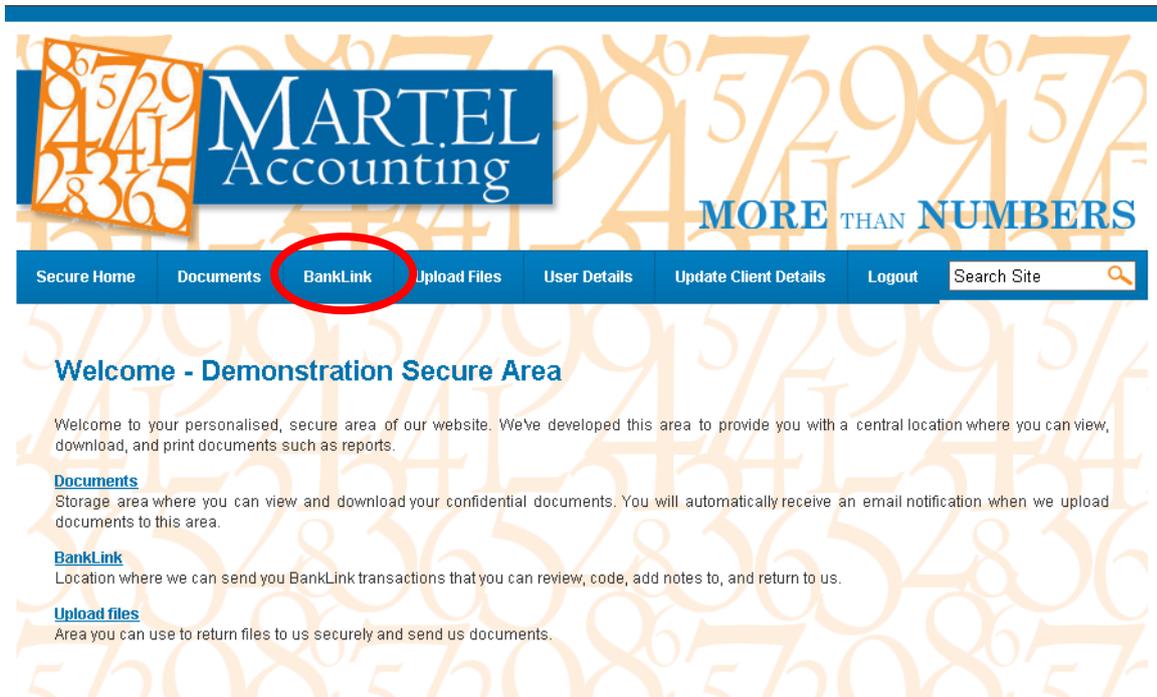
3. Enter your Username and Password and click on the "Login" button.

If you DO NOT already have a login – Please scroll to the bottom of the page to register. Alternatively, please call our office to arrange a Username and Password.

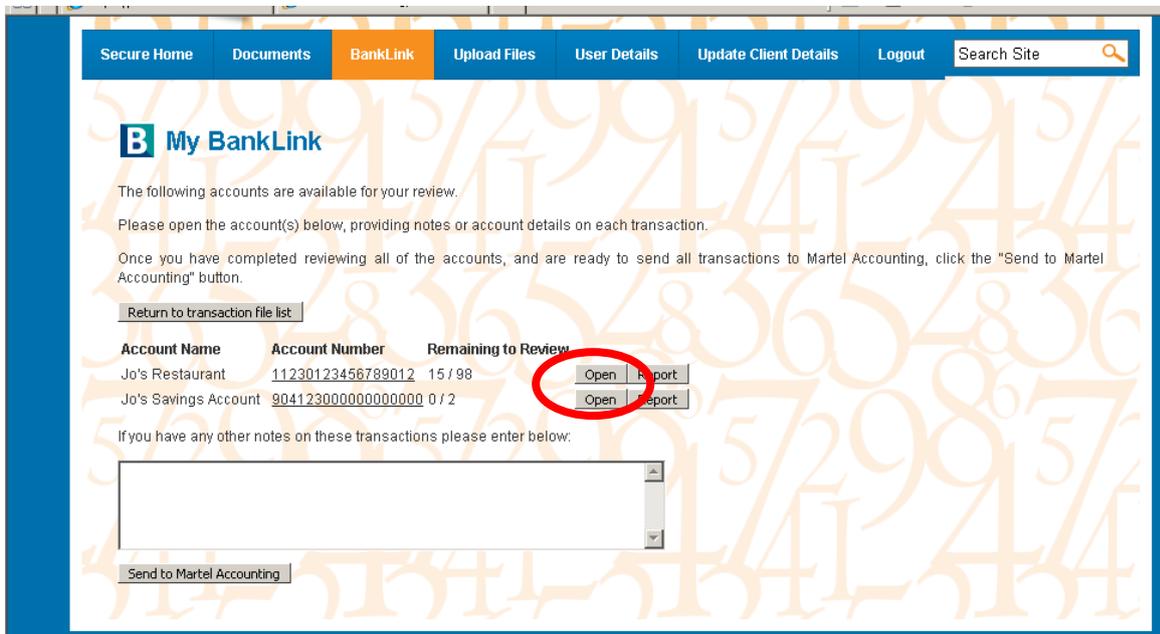


Coding Transactions through Banklink

1. On the Menu Bar click on the "Banklink" tab

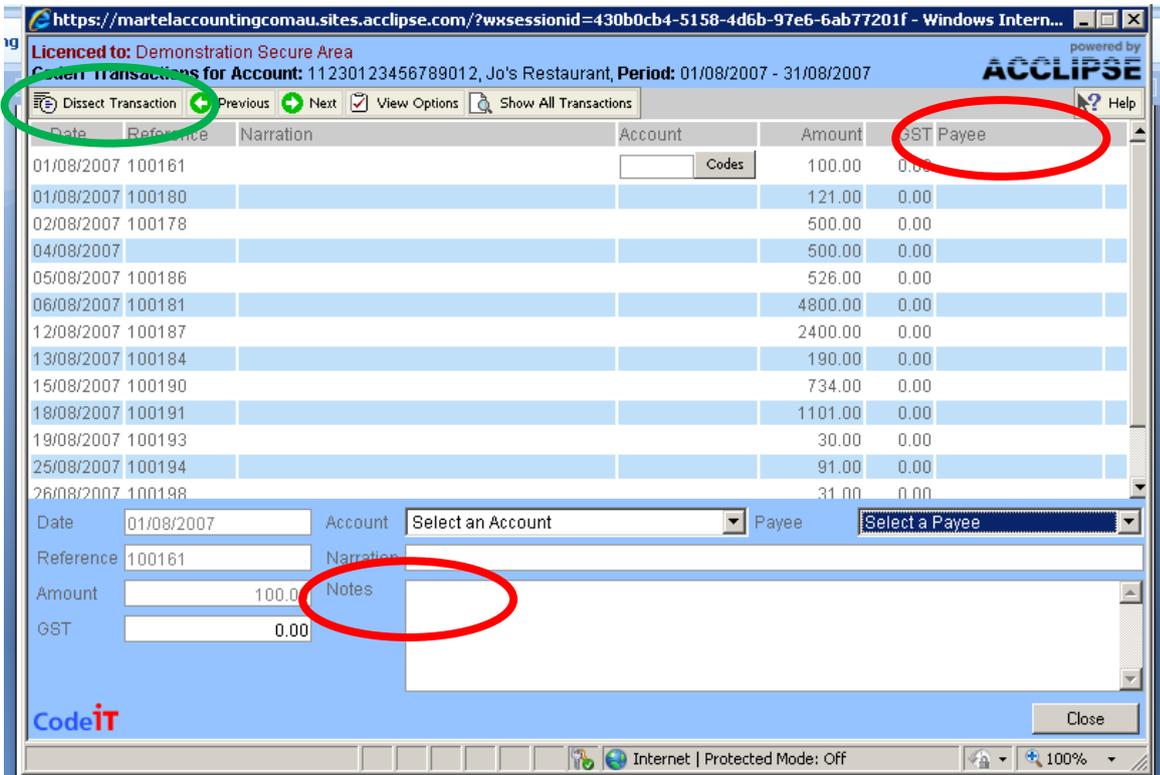


2. Click on the "Open" button next to the bank account you wish to code the transactions for.

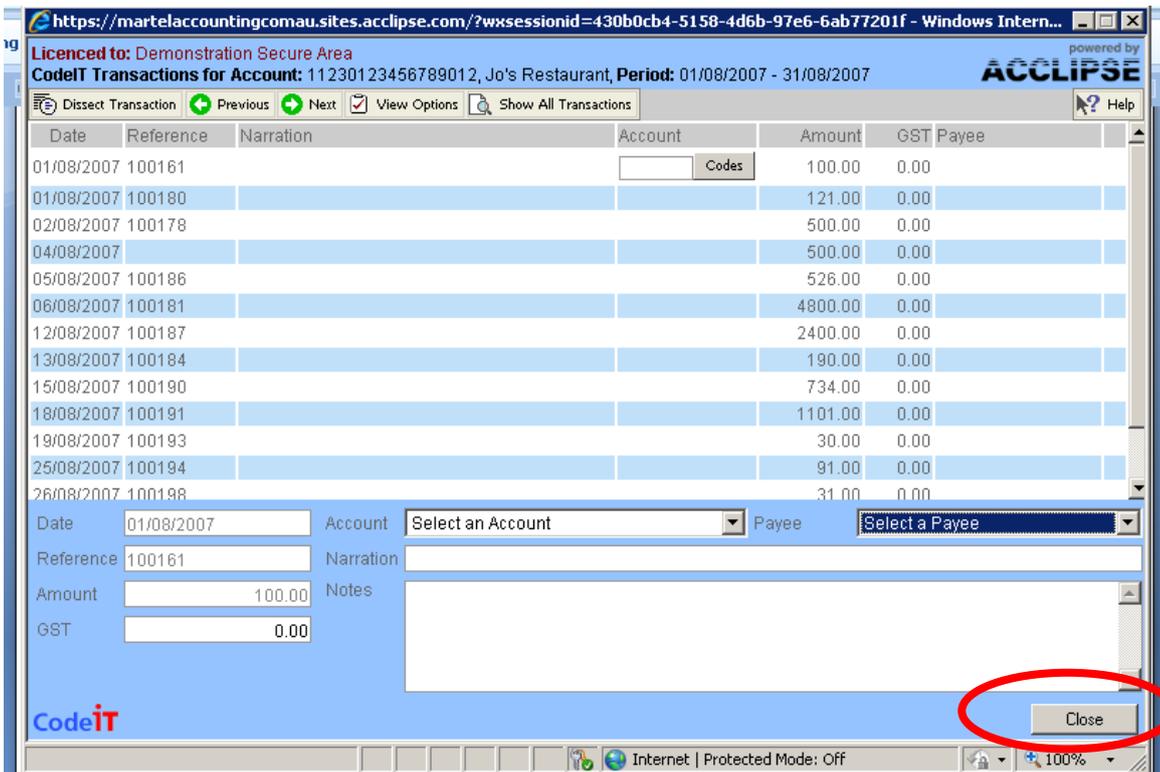


3. A new window will open with your bank transactions for the account previously selected.
4. You will need to select the payee, and add in any notes that may be applicable.

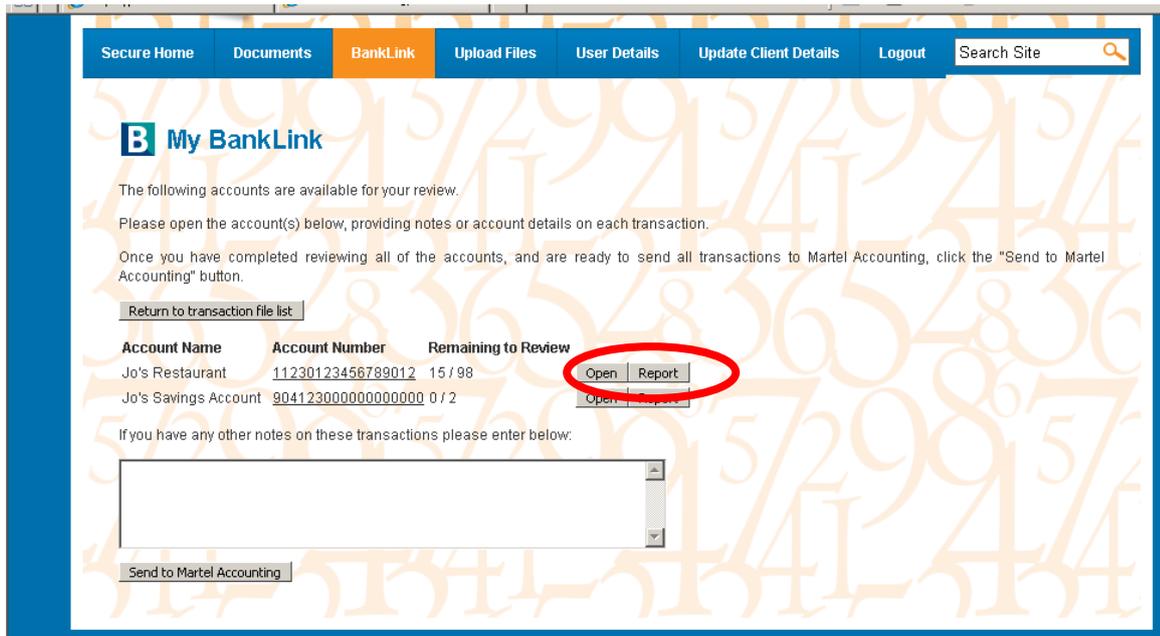
Note: You can also dissect a transaction by clicking on the “Dissect Transaction” Tab on the left of the page



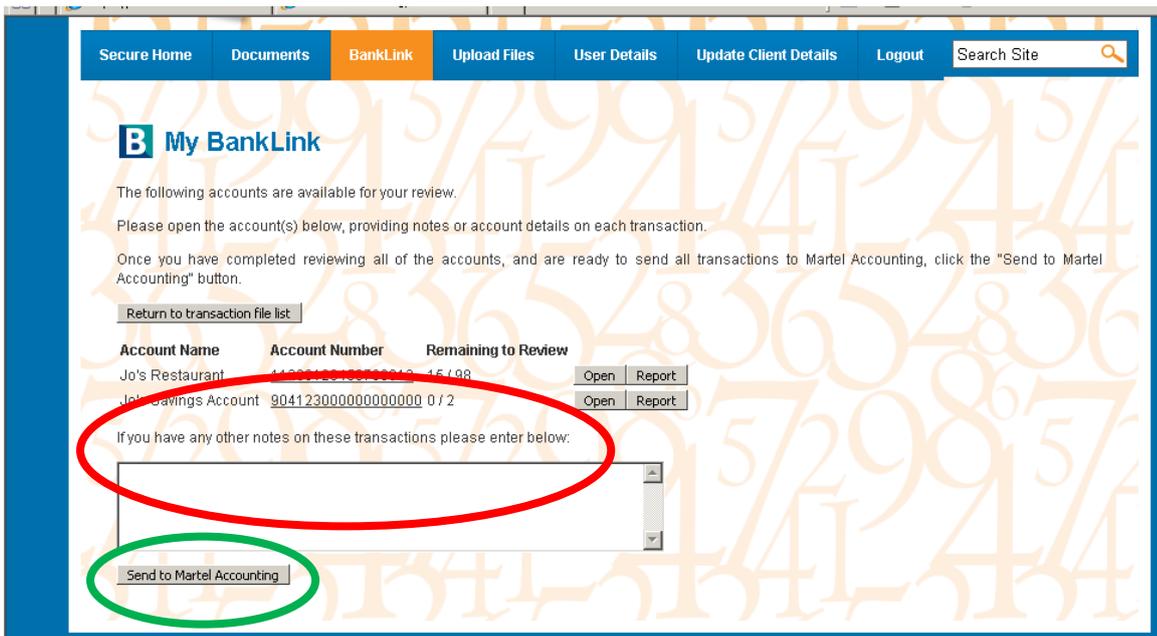
5. Once you have finished coding your transactions, click close.



6. If you wish, you can now preview/print a copy of your coded transactions by clicking on the Report tab.



7. Before sending to Martel Accounting you can also add a message as shown below.
8. Once ready to send, click on 'send to Martel Accounting'.



Once the BankLink Files have finished uploading, Martel Accounting will automatically receive a notification via email informing them that you have uploaded a BankLink file to your secure area and that Martel Accounting can now access the sent file.

You will also receive an email to say that your BankLink files have been uploaded for Martel Accounting to view.

If you do not receive this notification email, please contact Martel Accounting on 02 6882 5922

Security: Acclipse uses a 128-bit SSL secure certificate. This ensures no data can be intercepted by an external party while a user is accessing secure sections of the website (including the secure areas).