



Commbank Process

Scout Group requests account

Scout Group information form

Completed and returned to Head Office

Head Office check

Check SG information form

Check signatories registered with Scouts SA

Check signatories profile status with bank

If signatories not registered - await registration

If profiles not with bank - signatories to attend Branch to setup

Bank Forms

Prepared at Head Office

Provided to Group to get signatures on forms

Return to Head Office for finalisation and approval

Submitted to Commbank

Service Setup

ICT Manager added as Account Administrator

Users and service setup by Commbank

Tokens and netlock devices issued by Commbank

Service Management

Group Leader or Treasurer setup as Administrator

Add/remove users and signatories when needed

Reset passwords

Receive / update netlocks when expired

Any other queries raised by Groups

Training and Support s required