



This quick reference guide shows Security Officer Plus users how to set up a user to access NAB Rewards. It also explains how to view your NAB Rewards points balance and access the NAB Rewards Store from NAB Connect. Login to NAB Connect to get started.

## HOW TO

1. Assign NAB Rewards access to a user
2. View your NAB Rewards points balance in NAB Connect
3. Access the NAB Rewards Store from NAB Connect

2. Either select the user from the list, or, in the search fields, type whatever user details you know and click **Display** to show user/s who match the criteria.
3. Select the checkbox for the user and click **Modify user**:

<input type="checkbox"/>	User ID	First name	Last name	Type	Status	Last logged in	Alerts
<input checked="" type="checkbox"/>	28SELENIUM	Dtz6VEvMqU	SELENIUM	Authorising	Provisioned		

### 1 Assign NAB Rewards access to a user

#### Important:

Before you start, be aware that you can only assign access if the NAB Rewards account is in the same business name as the registered NAB Connect client name.

It is the role of the Security Officer Plus to assign NAB Rewards access to a user. The user must be an Authorising user.

If you are not a Security Officer Plus, go to section 2.

1. From the Admin menu, select Users & Permissions.

Admin	Items awaiting action
<b>Manage</b>	<b>View</b>
Amendments	Billing details
Accounts	Tax invoice
<b>Users &amp; permissions</b>	Payment authorisation rules
Payment daily limits	Payment audit log

The **MODIFY USER** screen displays with all the user's current details:

MODIFY USER	
<b>User details</b>	
Title Mr	* Email address null@nab.com.au
First name FN26	Contact number
Middle name	* Mobile number
Last name LN26	Type General
User ID UQ26	Status Active
Last logged in 12/05/2009 10:47:02	

4. Scroll to the Services section, and select the NAB Rewards Points checkbox.

Assign all	Unassign all	
<input checked="" type="checkbox"/> Account Balance History	<input checked="" type="checkbox"/> Direct Credit GDES	<input checked="" type="checkbox"/> International
<input checked="" type="checkbox"/> Account Balance Summary	<input checked="" type="checkbox"/> Direct Debit	<input checked="" type="checkbox"/> Linked Account Transfer
<input checked="" type="checkbox"/> Account Information File	<input checked="" type="checkbox"/> Direct Link Direct Credit	<input checked="" type="checkbox"/> NAB Payments
<input checked="" type="checkbox"/> Account Profile	<input checked="" type="checkbox"/> Direct Link Direct Debit	<input checked="" type="checkbox"/> NAB Rewards Points
<input checked="" type="checkbox"/> Account Transaction History	<input checked="" type="checkbox"/> Domestic	<input checked="" type="checkbox"/> NAB SuperPay
<input checked="" type="checkbox"/> Alias Management	<input checked="" type="checkbox"/> EForm Apply	<input checked="" type="checkbox"/> NAB Transact
<input checked="" type="checkbox"/> Australian Deposits	<input checked="" type="checkbox"/> EForm Service Request	<input checked="" type="checkbox"/> Online Statements
<input checked="" type="checkbox"/> BPAY	<input checked="" type="checkbox"/> Executive Payroll	<input checked="" type="checkbox"/> Payroll
<input checked="" type="checkbox"/> Corporate Vouchers Online	<input checked="" type="checkbox"/> Extend FX Deal	<input checked="" type="checkbox"/> Self Service Migration
<input checked="" type="checkbox"/> Daily Settlement Report EB165	<input checked="" type="checkbox"/> Financial File Transfer Download	<input checked="" type="checkbox"/> Set Off Reports
<input checked="" type="checkbox"/> Daily Settlement Report FX165	<input checked="" type="checkbox"/> Financial File Transfer Upload	<input checked="" type="checkbox"/> Stop Cheque
<input checked="" type="checkbox"/> Direct Credit	<input checked="" type="checkbox"/> FX Deals	<input checked="" type="checkbox"/> Tax Invoice

The **USERS & PERMISSIONS** screen displays:

USERS & PERMISSIONS							
First name	<input type="text"/>	Last name	<input type="text"/>	User ID	<input type="text"/>	Status	Select a user status
						Clear all	Display
<b>Create user</b> <b>Modify user</b> <b>Request mobile token</b> <b>Reset password</b> <b>Print</b> <b>More</b>							
<input type="checkbox"/>	User ID	First name	Last name	Type	Status	Last logged in	Alerts

5. Scroll down to the Resources section and click the Accounts link.

**Note:** Your NAB Rewards account only displays in the accounts resources list if it is set up using the same business name as the registered NAB Connect client name.

Type	Assigned
Accounts	
DE User IDs	
Mailboxes	

- In the **Assign accounts** list, select the NAB Rewards Account/Facility. It looks like a 6-digit BSB followed by a 16-digit number. Your account name is whatever was specified when NAB Rewards was set up

<input checked="" type="checkbox"/>	NAB Rewards One	082-080 72-314-3011
<input type="checkbox"/>	NAB Rewards Two	082-080 37-457-3178

- Click **Continue**.
- Click **Modify user**. A message displays telling you the amendment request is submitted.

## 2 View your NAB Rewards points balance in NAB Connect

*Note: If a NAB Rewards account/facility is closed, points continue to appear in NAB Connect for 60 days to allow you to redeem your points.*

- Access the **NAB REWARDS POINTS SUMMARY** screen in one of the two ways:
  - Click the **Products** tab and select **NAB Rewards** from the drop-down menu:

Products ^	Ad
NAB Rewards	
Commercial Cards	
NAB Invoice Finance	
NAB Transact	
Trade Finance	
NAB SuperPay	

OR

- Click **Items awaiting action** and select **View NAB Rewards**.

Admin v	Items awaiting action ^
FFT files	Rewards
6 require authorisation >	View NAB Rewards >
1 requires approval >	

The **NAB REWARDS** screen displays the:

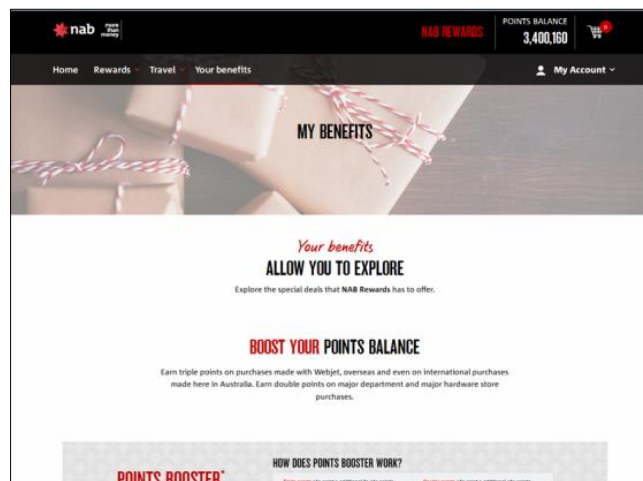
- Total Rewards points balance at **company** level (note, not cardholder level)
- Points expiring this month.

NAB REWARDS			
Organisation	Rewards points balance	Points expiring this month	Redeem
LEITH M WOODWARD16	1,000	45,463	<a href="#">Redeem</a>

## 3 Access the NAB Rewards Store from NAB Connect

To access the NAB Rewards store, on the **NAB REWARDS** screen click the **Redeem** button.

You are taken directly to your account in the NAB Rewards Store where you can access points, browse through the rewards catalogue and redeem points.



For further assistance, call the NAB Connect Client Centre on 1300 888 413.