



AUTOMATE

YOUR DATA COLLECTION

YOUR UNIQUE EMAIL FOR YOUR SMSF IS

AUTOMATE YOUR DATA COLLECTION

To authorise the automatic collection of your Contract Notes data, please update your email address online through your CommSec account. Instructions can be found in the following page.

YOUR BROKER

Commsec
13 15 19
shares@commsec.com.au
Locked Bag 22
Australian Square NSW 1215

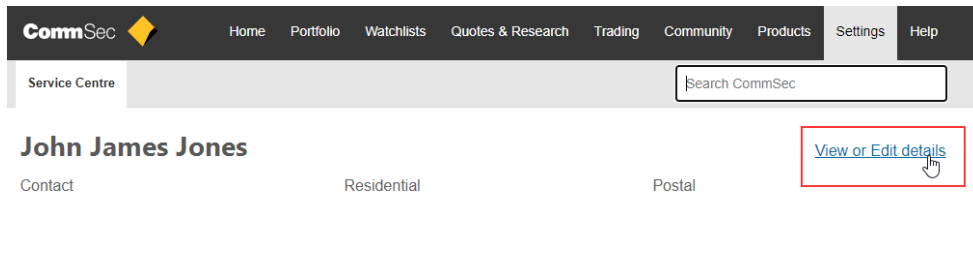
BGL.

Suite 2, 606-608 Hawthorn Road
PO Box 8063, Brighton East
Victoria 3187 Australia

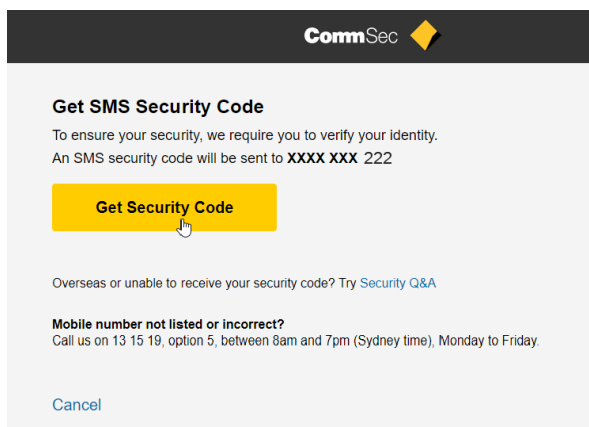
T 1300 654 401
F (03) 9530 6964
E info@bglcorp.com.au
W www.bglcorp.com

Update your email address online through your CommSec account –

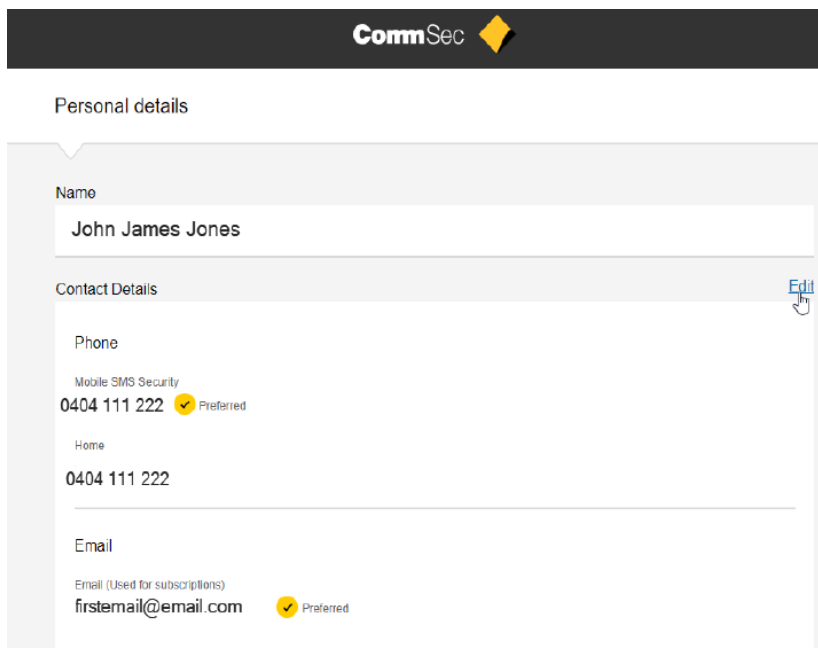
- 1) Login to your CommSec account and navigate to the Settings tab in the menu. Click on **View or Edit details**



- 2) You will then be prompted to complete the below additional authorisation check



- 3) Once the additional authorisation check has been completed, please click on the **Edit** button in the Contact Details section



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4) Under the Email section, click on **Add new email**

Email

Please select a preferred email address. If you delete an email address that's used for subscriptions, they will be transferred to your preferred email. You can view your subscriptions in the Service Centre.

Email (Used for subscriptions)

Preferred [Delete](#)

[+ Add new email](#)

5) Please add the Unique Email Address provided (page 1) and **Save Updates**

Email

Please select a preferred email address. If you delete an email address that's used for subscriptions, they will be transferred to your preferred email. You can view your subscriptions in the Service Centre.

Email (Used for subscriptions)

Preferred [Delete](#)

Enter New Email

[Add email](#) [Cancel](#)

Email

Please select a preferred email address. If you delete an email address that's used for subscriptions, they will be transferred to your preferred email. You can view your subscriptions in the Service Centre.

Email (Used for subscriptions)

Preferred [Delete](#)

Email 2

Preferred [Delete](#)

[+ Add new email](#)

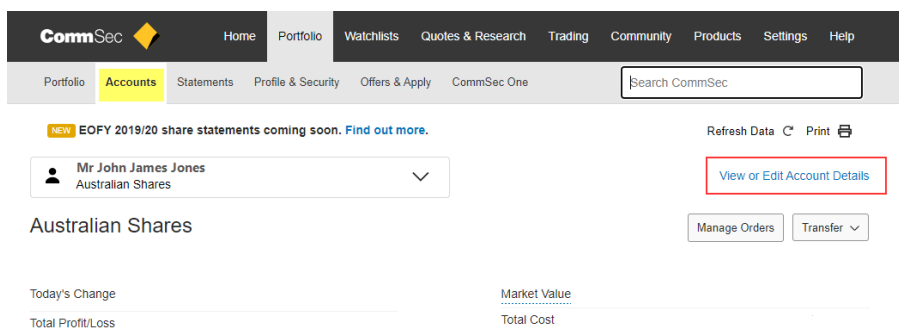
[Cancel and go back](#) [Save Updates](#)

BGL.

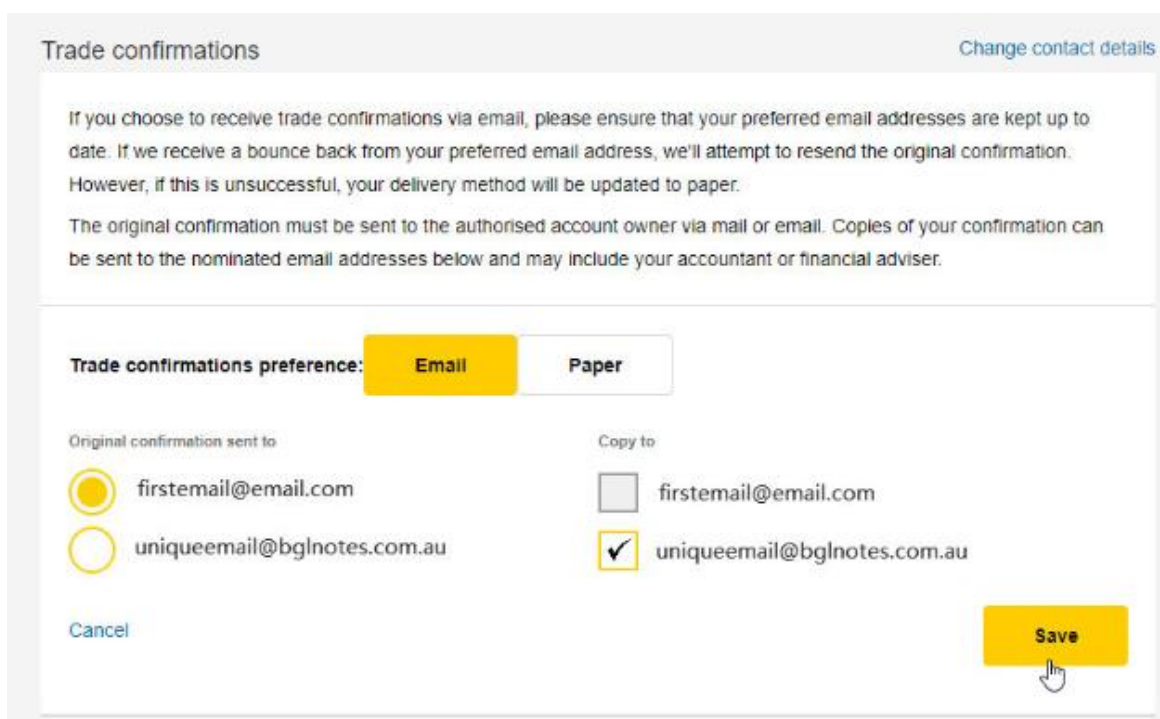
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6) Lastly, navigate to Portfolio > Accounts and click on **View or Edit Account Details**



7) Under Trade Confirmations click **Edit**. Please select the fund's unique email address under the 'Copy to' section and **Save**



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