



AUTOMATE

YOUR DATA COLLECTION

YOUR UNIQUE EMAIL FOR YOUR SMSF IS

AUTOMATE YOUR DATA COLLECTION

To authorise the automatic collection of your Contract Note data, BGL requires you to complete the following steps:

YOUR BROKER

Westpac
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Part 1: Add the unique email address to your Westpac Online Account

- Log into your Westpac Online Account and go to **My Account**
- Go to **My Profile > Personal Details**
- Scroll to **Email Addresses** and add the unique email address

Part 2: Add the unique email address to Order Confirmations

- Go to **Holdings & Accounts > Account Details**
- Scroll to **Confirmations**
- Select the **Original Confirmation Preference to Email**
- Under **Email Confirmations** and **Email Order Notifications** select the unique email address to receive Contract Notes

Note: If you have multiple login details, the above steps only need to be completed once. Your existing email can remain as the **Preferred/Original** email address.

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