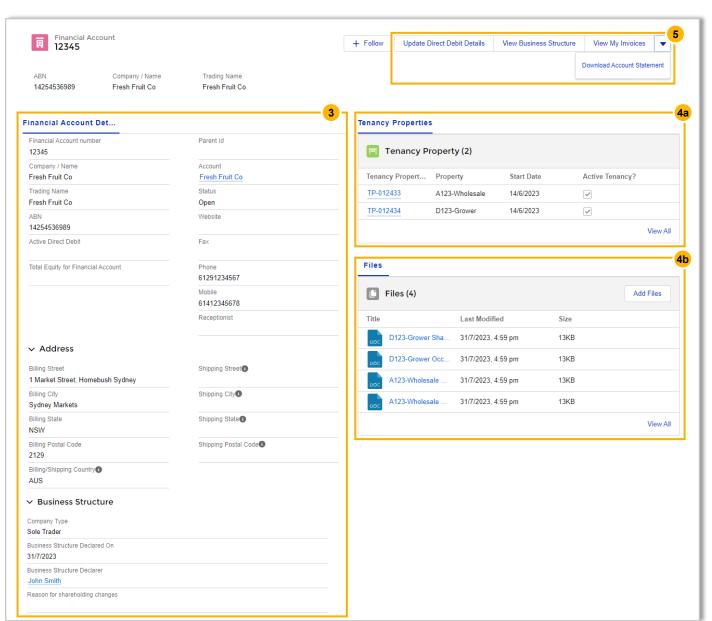




View Financial Account Details

- 1. On the home page, click My Finances
- 2. Select the Financial Account by clicking on the account number
- 3. You will see all the details related to this financial account including:
 - a. Company / Name & Trading Name
 - b. ABN
 - c. Billing and Shipping Address
 - d. Business Structure of the account
- 4. On the right-hand side, you will see 2 sections:
 - Tenancy Properties A list of properties related to this account
 - **b.** Files Tenancy related documents
- You will see 4 different actions that can be done from your financial account. This includes:
 - a. Update Direct Debit Details Provide new details to Sydney Markets
 - **b. View Business Structure** View your current business structure that has been declared to Sydney Markets
 - **c. View My Invoices** View your invoices and download at any time
 - **d. Download Account Statement** View and download at any time







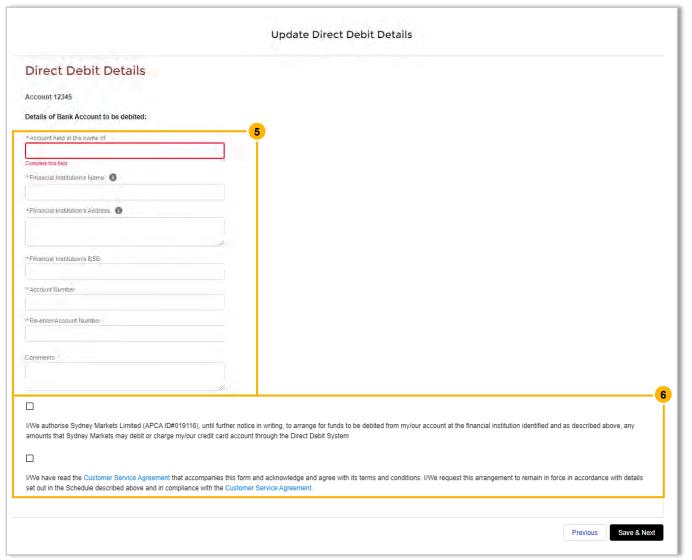
Update Direct Debit Details

Before you begin

If you proceed with updating your direct debit details, the change will overwrite the current details Sydney Markets holds against your account. The new details will provide default for all transactions.

- 1. On the home page, click My Finances
- 2. Select the Financial Account by clicking on the account number
- 3. Click Update Direct Debit Details
- 4. Select Bank Account or Credit Card
- 5. Fill in details including:
 - Account held in the name of
 - b. Financial Institution's Name
 - c. Financial Institution's Address
 - d. For Bank Account BSB and Account Number
 - e. For Credit Card Card Number, CVV and Expiry Date
- Tick the Consent checkboxes after you have read and understood
- Submit the details Upon submitting, this will be routed to Sydney Markets' Finance Team to verify and approve. The result of the approval will be sent to you as a SML Hub notification. If it is rejected, you will be asked to fill the form again.



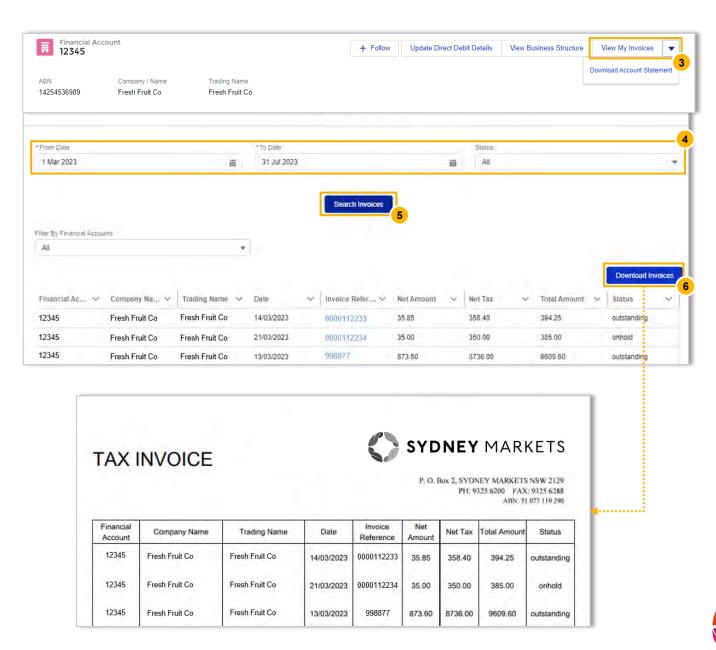






View My Invoices

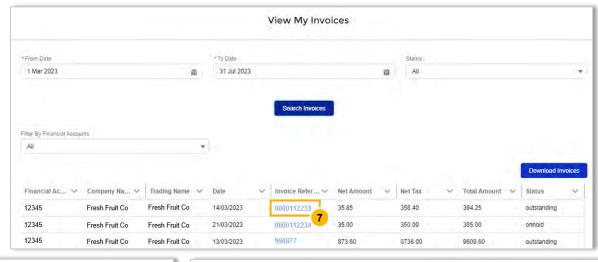
- 1. On the home page, click My Finances
- 2. Select the Financial Account by clicking on the account number
- 3. Click View My Invoices
- 4. Select the parameters of your search with the date and invoices status field
- 5. Click **Search Invoices** A list of invoices matching the search parameters will appear
- To download a list view of the invoices, click **Download** Invoices – A PDF version will be downloaded onto your device



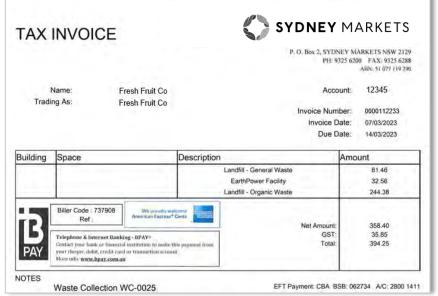




- 7. To open an individual invoice, in the **Invoice Reference Number** column, click the link This will show invoice line items for that specific invoice
- To download this invoice, click **Download Invoice Line** A
 PDF version of the invoice will be downloaded onto your
 device











Download Account Statement

- 1. On the home page, click **My Finances**
- 2. Select the Financial Account by clicking on the account number
- 3. Click Download Account Statement
- 4. Enter the period in which you want the statement for
- 5. Click **Download Statement -** A PDF version of the statement will be downloaded onto your device

