

Your Digital Banking Dashboard

On the go or from the comfort
of your home.



The People First Bank App and Online Banking were designed for quick, easy and secure banking – either on the go or from the comfort of your home.

In this guide:

How to customise your dashboard

How to set a favourite account

How to hide or show an account

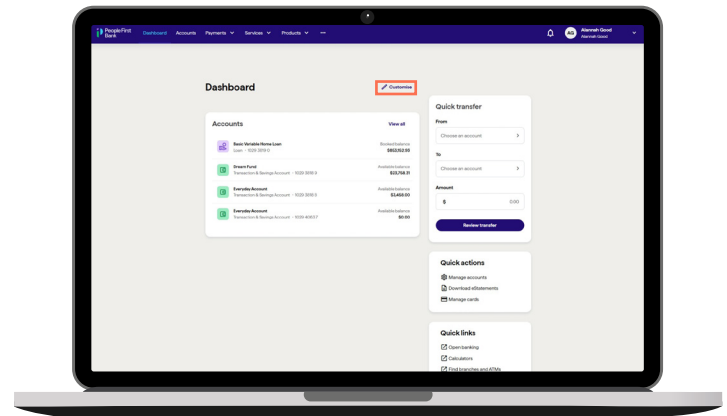
How to set a nickname for an account

Customise your dashboard

If you'd like your dashboard to look a certain way, you can rearrange it in People First Online Banking.

Online Banking

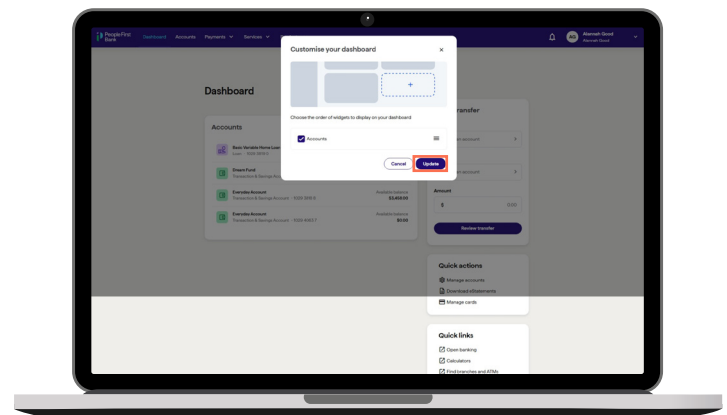
1. Once you've logged in to Online Banking, click on **'Customise'**.



2. Change the order of your widgets by dragging the icons next to the widget names in your preferred order.

To remove or add a widget from your dashboard, just tick or untick the tick box beside the widget name.

3. Press **'Update'** once you have made your desired changes.

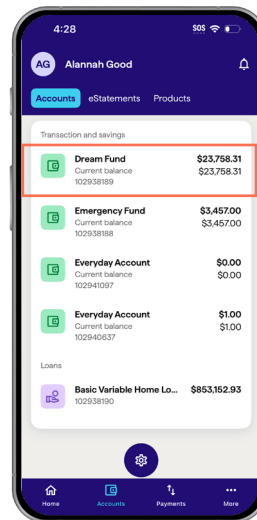
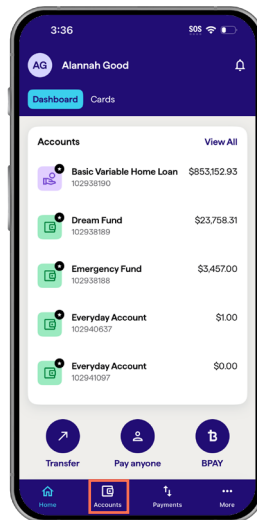


Set a favourite account

If you have a favourite or most frequented account, you can configure it to appear at the top of your dashboard. You can add up to five accounts to your dashboard.

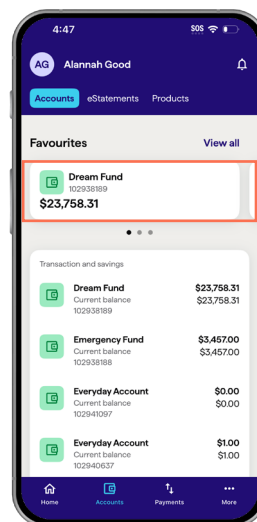
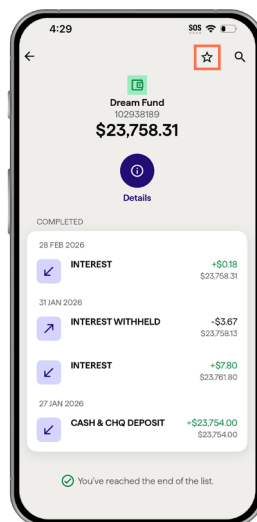
People First Bank App

- Once you're logged in to the app, press **'Accounts'** from the main bottom menu.



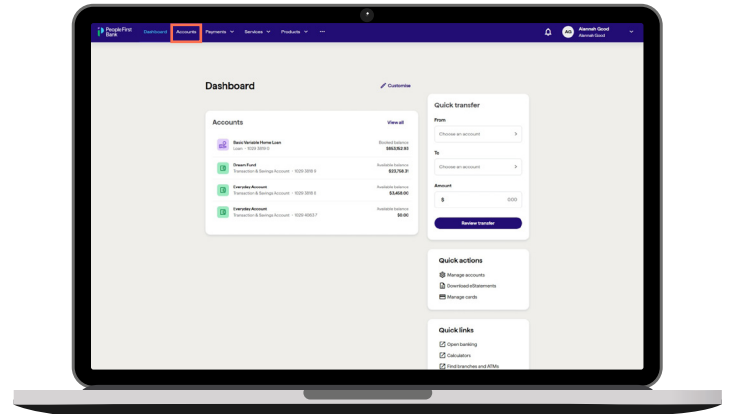
- Select the account you want to add to your favourites.
- Once the account is open, tap the star at the top right of the screen. Now, the account will appear as a favourite on your home dashboard and within your accounts screen.

To view all your accounts, select **'View all'** to see them all together.

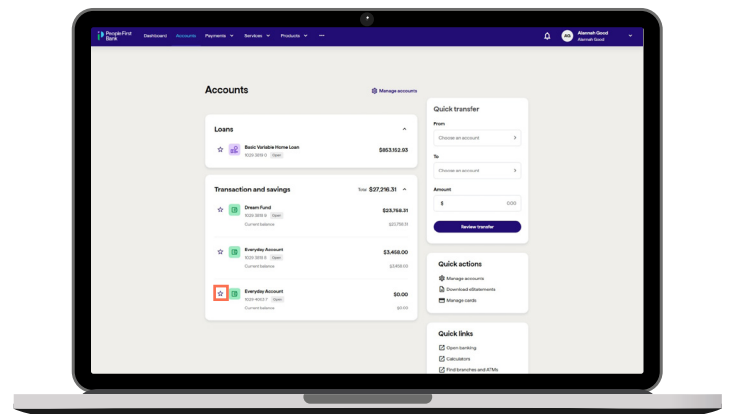


Online Banking

1. Once you've logged in to Online banking, click on 'Accounts' from the top menu.



2. Click the star icon to add an account to your favourites.

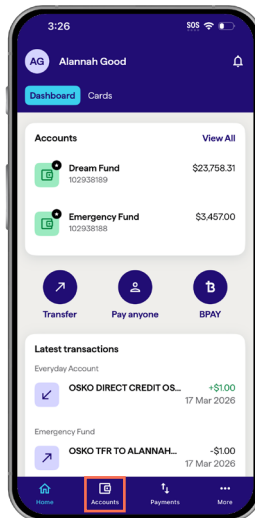


Hide or show an account

Choose to show or hide certain accounts from your dashboard in three easy steps.

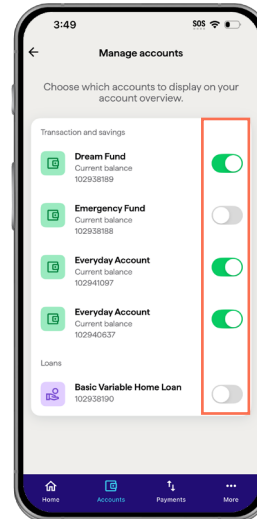
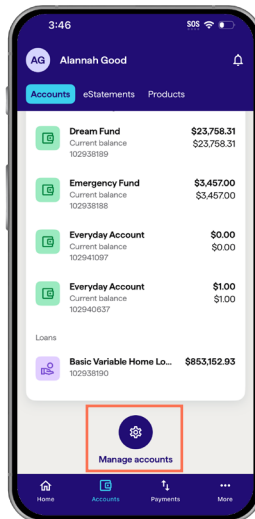
People First Bank App

1. Once you're logged in to the App, select **'Accounts'** from the menu.



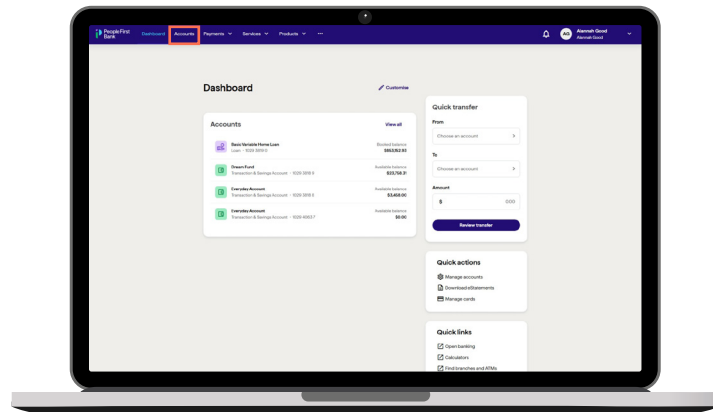
2. Select **'Manage accounts'** at the bottom of your accounts list.
3. Toggle accounts on or off based on your preference.

(The green toggle means this account will show on your dashboard and accounts screen, and the grey toggle means this account is hidden from view on your dashboard and accounts screen.)

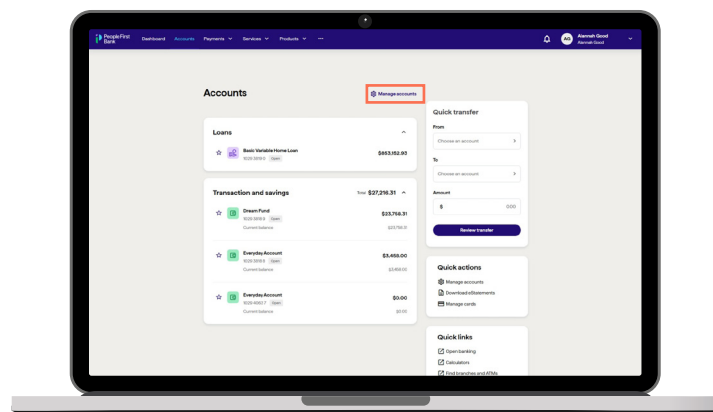


Online Banking

1. Once you're logged in to the App, select **'Accounts'** from the menu.

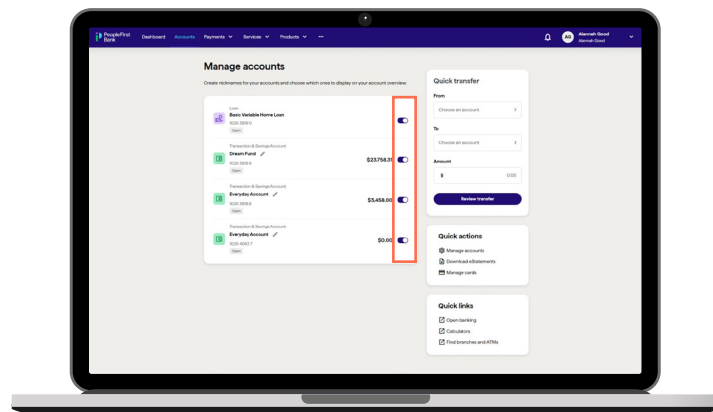


2. Click **'Manage accounts'** on the top right of the screen.



3. Click to toggle accounts on or off based on your preference.

(The green toggle means this account will show on your dashboard. The grey toggle means this account is hidden from view on your dashboard.)

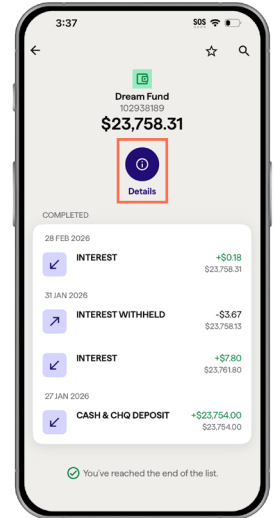
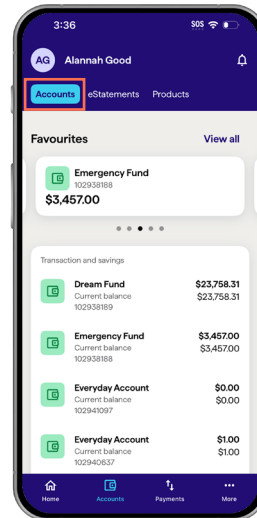
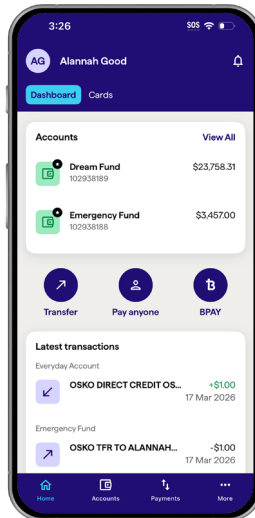


Create a nickname for an account

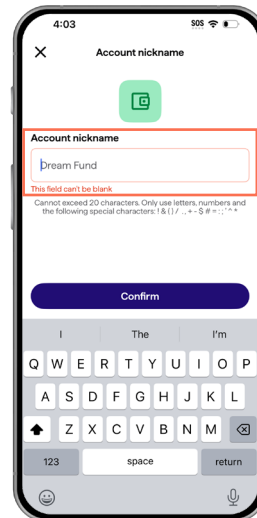
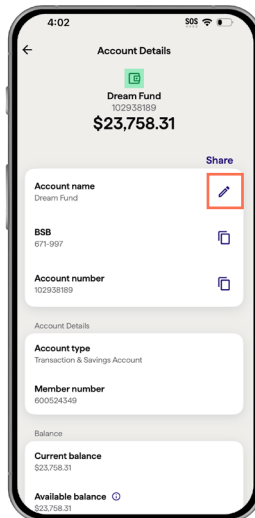
To make it easier to tell your accounts apart, you can assign nicknames. Remember, only eligible account types can be updated.

People First Bank App

1. Once logged in to the app, select **'Accounts'** from the bottom menu to view all accounts.
2. Select the account you want to rename, then press the **'Details'** button.

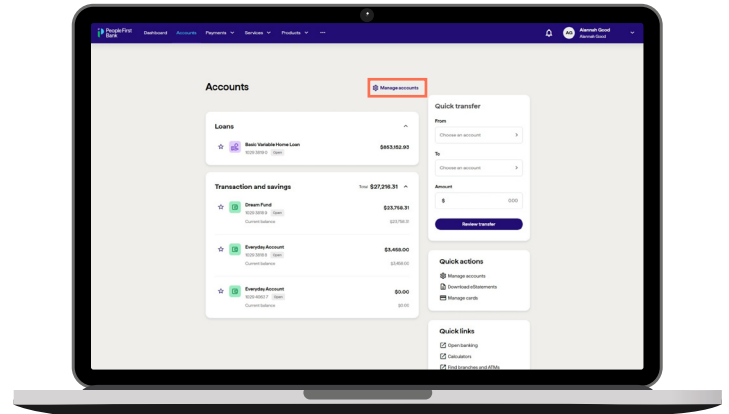


3. Select the pencil icon next to the **'Account name'** you want to rename.
4. Type in your desired account name, and press **'Confirm'** to save the change.

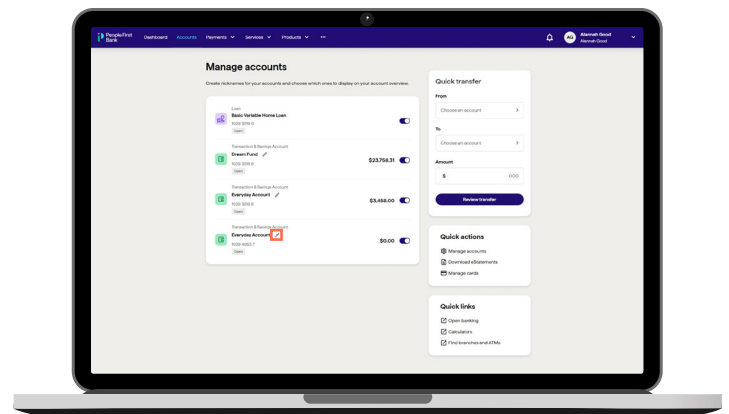


Online Banking

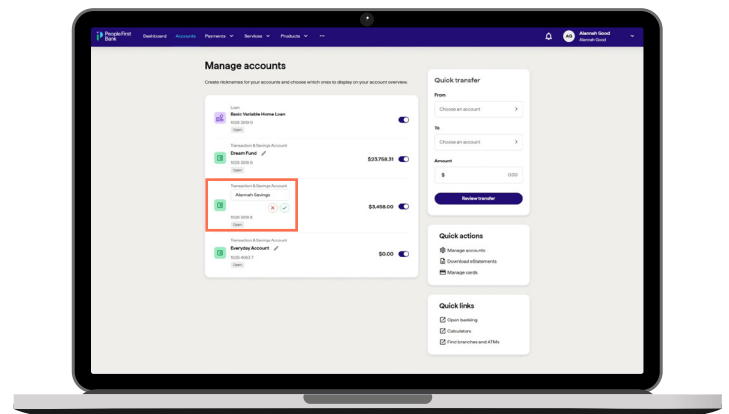
1. Once logged in to the app, select **'Accounts'** from the navigation bar at the top, and then **'Manage accounts.'**



2. Select the pencil icon next to the account you want to rename.



3. Select the text and press backspace to remove it, type in your desired account name, and press **'Confirm'** to save the change.





Need some help? No worries.

We're here to help. Here are a few ways you can get the help you need:

- **View our Welcome Hub:**
Check out peoplefirstbank.com.au/help-and-support/support-topics/welcome
- **View our FAQs:**
Some of our most frequently asked questions are answered at peoplefirstbank.com.au/help-and-support/support-topics
- **Give us a call:** Give our Customer Hub a call on 13 11 82. We're available 24/7.
- **Chat to us in person:**
Drop into your local branch and our friendly team can help you navigate the new App and Online Banking systems.