## Open24 Online Banking Guidance

**User Guide** 



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# Open24 Online Banking Guide

#### Change your password

- Click on the 'Apply Online' option.
- Click on the 'Personal Settings' at the top of the screen.
- Then the 'Change your password' option.



 You'll be asked to authenticate via registered device and then follow the onscreen steps to update your password.

## Change your address, home and work phone numbers

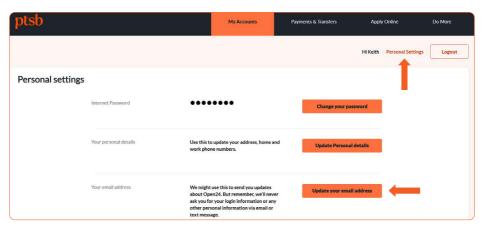
- Click on the 'Apply Online' option.
- Click on the 'Personal Settings' at the top of the screen.
- Then the 'Update Personal Details' option.



 You'll be asked to authenticate via registered device and then follow the onscreen steps to update your address, home or phone number.

#### Change your email address

- Click on the 'Apply Online' option.
- Click on the 'Personal Settings' at the top of the screen.
- Then the 'Update your email address' option.



 You'll be asked to authenticate via registered device and then follow the onscreen steps to update your email address.

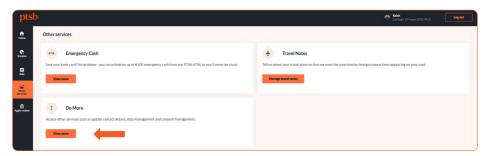
## Change your mobile number or Personal Access Number (PAN)

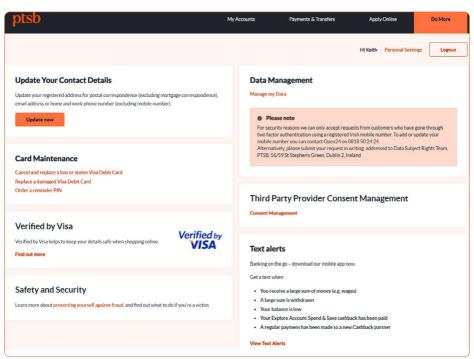
- You can change your mobile or Personal Access Number by calling us on 01 212 4101.
- You can find our contact centre opening hours here.



## Manage Card Maintenance, Data Management, SMS Text alerts and Third Party Consent

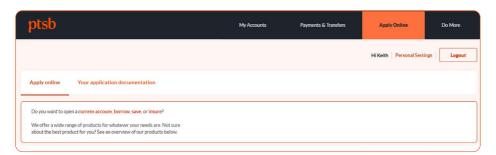
- Firstly select the 'Other Services' option on the left-hand column.
- Then select 'Do More'.
- From there, you will be brought to the 'Do More' selection where you can Manage Card Maintenance, Data Management, SMS Text alerts and Third-Party Consent.





## How to Apply for a Product

- Firstly select the 'Apply Online' option on the left-hand column.
- Within the 'Apply Online section', you'll be presented with products to suit your needs and options available to start your application.



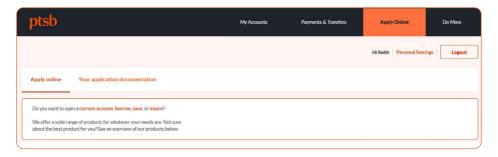
Products Available Online	In-App	Open 24 Desktop	ptsb.ie
Mortgages	No	No	Yes
Term Loan	Yes	Yes	No
Business Mortgages	No	No	No
Business Loans	No	No	No
Asset Finance	No	No	No
Deposit Accounts	Yes	Yes	No
Savings	Yes	Yes	No
Current Accounts	Yes	No	No
Credit Cards	Yes	No	No
Overdrafts	Yes	No	No
Life Insurance	No	Yes	Yes
Home Insurance	No	Yes	Yes

Note: Once an application has been submitted you can check the status via both Open24 and the PTSB app. Need more help? You can also call us on 0818 50 24 24 or visit 'Help and Information' within the PTSB app to access Support Chat.

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## Check the status of your Application Document

- Firstly, select the 'Apply Online' option on the left-hand column.
- Within the 'Your Application Documentation', you'll be presented with product related journeys for you to view, download or print.



#### Contact Us

 Need to talk to somebody about an application, your product options or financial advice? You can visit your local PTSB branch, call us on 0818 800 905 or visit 'Help and Information' within the PTSB app to access Support Chat.

PTSB, 56-59 St. Stephen's Green, Dublin 2. Phone: 0818 50 24 24

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