

## ACTIVATING 'SPLIT PAYMENTS' FOR PRIZEMONEY VIA HARNESSWEB

*'Split payments' for prizemoney enables prizemoney to be remitted into the individual bank account of each owner in the group. Please note that this function is only available for groups where all members have agreed to split payments. This is not available for Syndicates, as they are a single entity.*

This feature can only be initiated by the **Managing Owner** of a partnership group. Any other members of the partnership or group can either accept or decline the request. Please note if any members decline the request, split payments cannot proceed.

For this feature to work all members must have a Harnessweb account, bank details and a valid email account.

Harnessweb accounts are free and can be setup by clicking this [link](#) or typing it in your web browser.

There are three main stages to the process:

1. **Lodgement** - Managing owner initiates the function online via Harnessweb portal.
2. **Approval** - The remainder of the ownership group must approve the transition to split payments.
3. **Completion** - Once all components are completed and approved by relevant parties, the function is live.



- Don't have a Harnessweb account? Sign up [here](#).
- Don't want a Harnessweb account, no problem. Simply complete the linked [banking details form](#) and return to our office on [licreginfo@rwwa.com.au](mailto:licreginfo@rwwa.com.au) for processing.

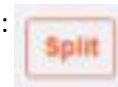
## How to initiate Split Payments

**Activating the Split Payments – only the Managing Owner may initiate the split payments.**

1. Log into Harnessweb.
2. Select the **Ownership** tab.
3. Select **Prize Money Accounts**.

### Selecting the Ownership Group.

4. This page will show all ownership groups.
5. All groups that are eligible for split payments will have the following button:
6. Identify the relevant group and select the 'Split' button.



### Confirm the Ownership details.

7. This page will outline the split payments features and all horses the change will apply to.
8. Once confirmed, select the 'Continue' button.
9. Enter the share percentage for each owner, for each horse in the partnership, select the 'Continue' button.

### Update the bank details.

10. You will now be prompted to enter your bank details:
  - a. If there is no change to your bank details, select 'Yes' and then 'Continue'.
  - b. To update your details, select 'No' and then 'Continue'.
11. Enter the new bank details for the prizemoney payments then select 'Continue'.

### Review the bank details and submit.

12. You will then be prompted to review all details. Once you are happy with what has been updated put a tick in the box and click on "Submit Request". (This will then execute and email to the other owners advising them that they need to login to Harnessweb and accept this change.)
13. A notice will appear advising that you have submitted a request, click on "Okay".
14. You will then return to the request screen. As the managing owner your details will change to green, the other owners will appear in yellow until the feature is fully activated. Click on "return to account". The managing owner's part has now been completed. If you made an error click "Cancel" and start over from the beginning.
15. When you return to the **Prize Money Accounts** screen the previous 'Split' button will now show the following: 'Split Request in Progress'.

## How to accept Split Payments

### Accepting the Split Payments

*Please note all owners in the group are required to approve the split payments.*

1. Access the confirmation email received from Harnessweb that split payments has been initiated (*please note all users are required to have a unique email address*).
2. Click on the link in the confirmation email, or alternatively, log into Harnessweb and access the **Prize Money Accounts** page. (See note)
3. Click on 'Split Request in Progress' and 'Accept Request'.
4. Check the percentages that were entered by the managing owner for each horse listed then click on 'Continue'.
5. You will be prompted to confirm or update your bank details then click 'Continue'.
6. Look over all the details, if all is correct tick the box and click on "Accept Request".
7. Click "Okay" to confirm acceptance of Split Prize Money Request.

Note – While it is preferred that all participants confirm and accept the split payment request via Harnessweb, it is acknowledged that not all participants have access, or desire, to have an account. If the split payment request has been initiated online and a member does not have a Harnessweb account, the owner may complete a form to update the bank details and opt in to split payments. The forms must be returned to the Controlling Authority for confirmation to proceed with split payments for the group.

## FREQUENTLY ASKED QUESTIONS

### **Who starts the process?**

The *Managing Owner* must start the process via Harnessweb.

### **Who needs to approve the split payments?**

All existing owners must approve the split payments. If any member of the ownership group declines the feature, it cannot be enabled for the group.

### **What if I don't have a Harnessweb account?**

Creating a Harnessweb account is easy, simply go to <https://Harnessweb.harness.org.au> and register. If a request has been submitted online but one or more members are unable to create a Harnessweb account, you can download and complete individual banking details form. Please forward to [licreginfo@rwwa.com.au](mailto:licreginfo@rwwa.com.au) for processing.

### **Do I need an email address?**

Yes, Harnessweb relies on a unique email address to keep you up to date with the progress of your transfer.

### **I manage owner groups; do I need to do this for all groups I want split payments for?**

Yes, the split payment authority applies to the owner group and not the individual.

### **Can I have different bank accounts assigned to me?**

No, the bank account details loaded for split payments are assigned to the individual within the system and therefore only one unique account can be utilised.