

Getting Started on Bankline

2. Adding accounts and account management – a guide for Administrators

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Royal Bank
of Scotland

TOMORROW BEGINS TODAY

Welcome to Bankline

Let's start by looking at the different types of accounts you can add to Bankline:

Account Types

You can register the following account types on Bankline (both business and personal):

- Current accounts
- Deposit accounts, including notice accounts

Helpful tips



You can register a maximum of 999 accounts on one Bankline profile. Remember Bankline charges relate to the number of accounts you have registered on your profile, for more information on charges visit [Get to know Bankline](#)

Bankline has two classifications for accounts, own accounts and 3rd party accounts:

Own Accounts

On the Bankline application form, you'll have given account details of which account to register. This is now classed as your 'main' account on Bankline.

Administrators can add any accounts that are in the same legal entity by following the steps on page 3 for 'Adding your own accounts'.

3rd Party Accounts

3rd party accounts are any accounts that are **not** in the same legal entity as your 'main' account on Bankline.

You can still add 3rd party accounts, you'll just need to get the owners of these accounts to give authorisation to add it to your Bankline profile, by signing a 3rd party account form. You can find instructions on page 3 for 'adding 3rd party accounts'.

How do I register accounts to my profile?

Adding your own accounts

To register an account in the same legal entity as your main account:

1. Once logged in, select the 'Accounts' tab at the top.
2. Click 'Register Accounts'.
3. Accounts which already exist in the same entity as your main account will appear as a list.
4. Scroll through the pages by clicking the page numbers below the list or use the 'search for an account' box to find the account you need.
5. Tick the boxes to the left of the accounts you want to register (you can select more than one at a time).
6. Select 'Continue'.
7. You'll then have to confirm that you're aware this may increase your charges and click 'Submit'.
8. Depending on how you set up Bankline, you may need a second administrator to accept these changes.

You'll then be able to view these accounts in Bankline by going to 'Accounts' and then 'Manage accounts'.

Adding 3rd party accounts (accounts not in the same legal entity)

To register a 3rd party account, go to 'Accounts', 'Register accounts' and then follow these steps:

1. Select 'Register new account' and then 'Continue' at the bottom of the screen.
2. Choose if the account is a sterling or currency account.
3. Answer if this is an account held by another company.
4. Enter the details of the account and click 'Add to list'.
5. Repeat for any other accounts you need to add.
6. Once all accounts are listed, you'll then need to confirm the names of the accounts match what is on their bank statements.
7. Click 'Review request'.
8. Tick the two confirmation boxes and click 'Submit'.
9. Next, you'll need to download and complete the third-party mandate form (you'll find out more on the form or can read our [Third Party Account Guide](#)).

You'll get an email confirming when the account has been added to Bankline.

How do I remove accounts from my profile?

Removing accounts

If you need to remove any accounts from your Bankline profile, go to 'Accounts', 'Register accounts' and then follow these steps:

1. Choose 'De-register accounts'.
2. Click 'Continue' at the bottom of the screen.
3. Tick the account(s) you want to de-register (you can't de-register your main Bankline account, so you won't be able to select this).
4. Click 'de-register selected accounts'.
5. Select 'Confirm'.

Tips for adding and removing accounts:



Depending on how you set up Bankline, you may need a second administrator to accept any of these changes.

Any accounts you register on Bankline will automatically be available in master roles. If you have any customer roles, you'll need to add these newly registered accounts to these roles. For more information see [How do I assign an account to a customer role?](#)

How do I manage my accounts?

Now you have all the accounts you need on Bankline, here are some ways you can help organise them:

Make accounts confidential and give accounts an alias (nickname)

You can mark an account as 'Confidential', then decide who can use this account:

From 'Accounts' go to 'Edit account names and confidentiality' then select the account you'd like to make confidential by ticking the box 'Confidential'. You can also create an account alias (nickname) from here to make it easier to identify your different accounts in Bankline.

If you want a user to be able to see a confidential account, from 'Administration' select 'Manage users' then select their User ID. Now you need to check the 'User can access confidential accounts' box in the 'Attributes – confidentiality' section.

Once you've made any changes, click 'Continue' and 'Confirm'. If you have dual administration switched on, you may need to get a second administrator to accept these changes.

Organise your accounts using account sets

An account set is a way for you to group any of your accounts together for Bankline reporting. For example, you might want to view the overall balance of your Euro accounts or all accounts in a certain sector of your business.

To create account sets:

1. Go to 'Accounts', then 'Account sets'.
2. Click on 'Create new account set'.
3. Give the set a name and tick the accounts you want to include.
4. Tick the users you want to access the set and click 'Review'.
5. Check the details and select 'Confirm'.

If you have dual administration switched on, you may need to get a second administrator to accept these changes.

Staying safe when using Bankline



- **Always** log in from www.rbs.co.uk/bankline
- We'll **never** ask for your **full** password when logging in (we'll only ask for certain characters).
- We'll **never** ask for **any** part of your password or smartcard codes over the phone.
- We'll **never** text, email or WhatsApp you a QR code to scan.
- **Never** share passwords, PINs or smartcard codes with anyone. Each user should have their own to log in.

You can also find more help with Bankline in our [Bankline Help and Support hub](#)