AGRONetBIZ Section 2:

Corporate Administrator (CA)

2.1 Username and SMS PIN

- In order to use AGRONetBIZ, CA is required to do First Time Login.
- CA needs a Username and SMS PIN for First Time Login.
- CA gets Username and SMS PIN as below:

<u>Username</u>

- i. Agrobank has sent a Username for CA in the Welcome Pack.
- ii. The Username will be stated in the Welcome Letter.

<u>SMS PIN</u>

- i. CA calls Agrobank Contact Centre (1-300-88-2476) to get SMS PIN.
- ii. Agrobank Contact Centre performs the verification.
- iii. After verification, SMS PIN will send to the registered mobile number.

2.2 First Time Login (FTL)

1. Select First Time Login at AGRONetBIZ website https://www.agronet.com.my/BIB



2. Click on "Corporate Administrator" button as below.

First Time Login
Note(s)
For Corporate Administrator, please ensure you have the Username and PIN before you proceed with the registration.
For Corporate User, please ensure you have the Username and Password before you proceed with the registration.
Select your password type:
Corporate Administrator
Cancel

3. Key in Username and SMS PIN then click "Next" as below.

First Time Login

Note(s)	
1) Please key-in your Username.	
2) Please key-in your activation PIN.	
Your Username must be alphabets or mixture of alphanumeric format with a minimum of 6 to 16 characters. It cannot contain a special characters, except for 'underscore'.	any
Your activation PIN is the PIN received via SMS from AGRONet to your registered mobile number.	
	Step 1/3
Username*: caSinar	

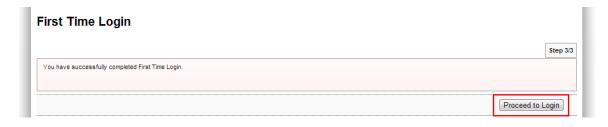
Username*:	caSinar	
PIN*:	•••••	
	Cancel	Next

4. The system will prompt for New Password and Confirm New Password and click Next.

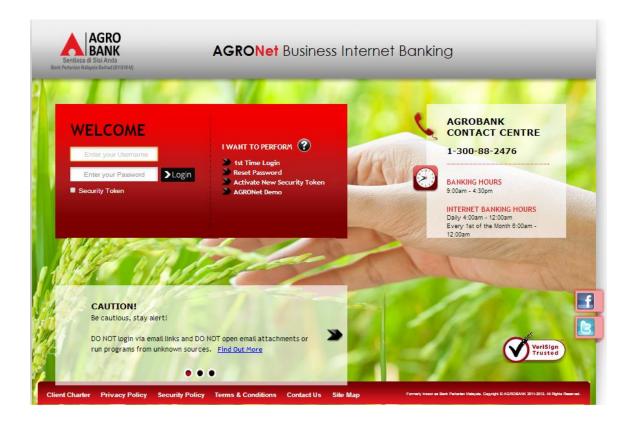
First Time Login

	2	Step 2/3
New Password:		
Confirm New Password:		
	N.	ext

5. First Time Login is successful and click "Proceed to Login".



6. CA will be redirected to the Login Page.



- 7. CA may now proceed to Login using the Username and Password created.
- 8. Please refer to paragraph 2.3 for the Login steps.

2.3 Login

1. Access to AGRONetBIZ website as below. (URL : <u>https://www.agronet.com.my/BIB</u>)



2. Key in Username and the new Password, then click Login as below.

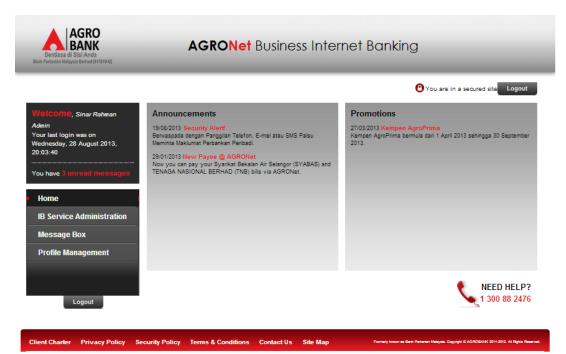


3. Once click Login, CA will be received TAC at his/her registered mobile number and key in the TAC number as below.

Enter TAC

TAC Number:	
	Back Next

4. Home page of AGRONetBIZ will be displayed.



5. Below are the information in the Home page:

	Sentiasa di Sisi Anda Bark Pertarkan Naleysia Berhud (SIISI0-U)	AGRONet Business Inter	ernet Banking				
	Welcome, Sinar Rahman Admin Your last login was on Wednesday, 28 August 2013, 20:03:40 You have 3 unread messages Home IB Service Administration Message Box Profile Management	Announcements 1908/2013 Security Alert! Berusspada dengan Panggilan Telefon, E-mel atau SMS Palau Meminta Maklumat Perbaahkan Peribadi. 2901/2013 Hevr Payee @ AGROINE! Now you can pay your Syarikat Bekalan Air Selangor (SYABAS) and TENAGA NASIONAL BERHAD (TNB) bills via AGRONet.	Promotions 27/03/2013 Kempen AgroPrima Kempen AgroPrima bermula dari 1 April 2013 sehingga 30 September 2013.				
	Logout		NEED HELP?				
c	tlient Charter Privacy Policy Sec	curity Policy Terms & Conditions Contact Us Site Map	Formely Incom an Berk Perlamen Makyak, Capyright & AGROBANK 2011-2012, Al Rights Reserved.				

Reference	Description						
А	This box show display name of the user, last login date and number of unread						
	messages in the Message Box.						
В	This box show module which are allowed to the user.						
С	This box show announcements published by the bank.						
D	This box show promotion carried out by the bank.						
E	This buttons for logout.						
F	These links show Client Charter, Privacy Policy, Security Policy and Term &						
	Conditions of AGRONetBIZ.						

6. Refer to B, these are the modules which allowed to be executed by CA in AGRONetBIZ:

	Sentiasa di Sisi Anda Bank Pertarikan Makaysia Benhad (\$11510-0)	AGRONet Business Inter	net Banking
			You are in a secured site Logout
	Welcome, Sinar Rahman Admin Your last login was on Wednesday, 28 August 2013, 20:03:40 You have 3 unread messages Home IB Service Administration Message Box Profile Management	Announcements 19:08/2013 Security Alert! Berwaspada dengan Panggian Telsfon, E-mel atau SMS Palsu Meminta Maklumat Perbankan Peribadi. 29:01/2013 New Payee @ AGROHet Now you can pay your %yarikat Bekalan Air Selangor (SYABAS) and TENAGA NASIONAL BERHAD (TNB) bills via AGRONet.	Promotions 27/03/2013 Kempen AgroPrima Kempen AgroPrima bermula dari 1 April 2013 sehingga 30 September 2013.
·	Logout		NEED HELP? 1 300 88 2476
	Client Charter Privacy Policy Se	curity Policy Terms & Conditions Contact Us Site Map	Formerly known as Back Partanian Malaysia. Copyright © AGROBANK 2011-2012. All Rights Reserved.

Module	Description	For Details, Refer To :
Home	The user directed to Home page of AGRONetBIZ when clicking the "Home" button.	
IB Service Management	Allow the user to create/delete user, to assign/revoke Security Token and to manage Approval Matrix based on limit of transaction.	Paragraph 2.4
Message Box	Allow the user to read message send by the bank and delete the message.	Paragraph 2.5
Profile Management	Allow user to change display name and change password.	Paragraph 2.6

2.4 Module – IB Service Management

A company with Multiple Users	A company with Single User
(1) User Maintenance	(1) User Maintenance
(2) Edit Security Token Management	
	(2) Edit Security Token Management
(3) Edit Approval Matrix	

IB Service Management features allowed CA to manage Company's AGRONetBIZ account as below:

For details, refer features as below:

(1) User Maintenance

- User Maintenance is a feature to manage End User for company to access AGRONetBIZ.
- The feature of User Maintenance allows CA as below:
 - i. To create End User
 - Create new user
 - ii. To delete End UserDelete any user which has been created
 - iii. To edit End User

User detail

- Detail profile of user such as name, address, phone/mobile number and email.

<u>Services</u>

- Services allow to user such as Account Enquiry, Fund Transfer and Bill Payment.

Accessible Account

- Account allow to user such as Current, Loan, Fixed Deposit, Saving accounts.

iv. To reset End User password

Forgot Password

- CA use the function to reset the user password and create temporary new password for the user.

User account has been locked

- In the event End User (Initiator, Approver, Viewer or Single Use) keyed-in wrong password more than 3 times, system automatically locked the user for security reason.
- CA use the function to reset the user password and create temporary new password for the user.
- v. To suspend End User
 - CA use the function to temporarily suspend the user from accessing AGRONetBIZ for certain reason.
 - The user cannot login to AGRONetBIZ after CA suspended the account.

- vi. To unlock suspended End User
 - CA use the function to unlock the user account when the company has decided to unlock the suspended user.
- CA is allowed to create End User as below:

For company with Multiple Users

- i. Initiator
 - The user function is to initiate transaction.
- ii. Approver
 - The user function is to approve/reject transaction.
- iii. Viewer
 - The user can only perform account inquiry.

For company with Single User

- i. Single User
 - The user is not required to approve the transaction.
- ii. Viewer
 - The user can only perform account inquiry.

(2) Edit Security Token Management

- Edit Security Token Management is a feature to manage Security Token.
- Each company will be provided with 1 Security Token (Free of Charge). The company may request extra Security Token if having more than 1 Approver. The Security Token is sent in the Welcome Pack.
- Sample of the Security Token as below:



Front View



Back View

- Token is used by Approver or Single User to perform the following:
 - i. First Time Login/Login to AGRONetBIZ
 - ii. Approve/Reject a transaction

(3) Edit Approval Matrix

- For **company with Multiple Users**, the feature is to manage how many approvers is needed to approve a transaction based on amount of transaction limit.
- For **company with Single User**, the feature is to set amount of transaction limit only.
- The system provides 3 levels of transaction have own limit of the transactions. Each level the transaction has own number of approvers from group A/B/C/D/E required approving the transaction.

				Approval	Matrix				
1	A	0	в	0	с	0	D	0	E
1	A	2	в	0	с	0	D	0	E
1	А	1	в	2	с	0	D	0	E
				1				ノ	
			1 A 2	1 A 0 B 1 A 2 B	1 А 0 в 0 1 А 2 в 0	1 A 2 B 0 C	1 A 0 B 0 c 0 1 A 2 B 0 c 0	1 A 0 B 0 c 0 D 1 A 2 B 0 c 0 D	1 A 0 B 0 c 0 D 0 1 A 2 B 0 c 0 D 0

3 levels of transaction (RM)

Number of Approver required from group A/B/C/D/E

- Limit of transaction and number of approver will be defined by company.
- The feature of Edit Approval Matrix allows CA do as below:
 - i. To set limit of transaction has been defined by company.

Amount (up to RM) Approval Matrix										
1000	1	A	0	в	0	с	0	D	0	E
10000 ←	1	A	2	в	0	с	0	D	0	E
100000 ←	1	A	1	в	2	с	0	D	0	E

3 limits of transaction (RM) has been defined by company

- The transaction limits are RM1,000.00 , RM10,000.00 and RM100,000.00 .

ii. To set number of approver has been defined by company to approve transaction for 3 levels of the transaction.

Amount (up to RM)	Approval Matrix				
1000	1 A	0 В	0 C	0 D	0 E
10000	1 A	2 В	0 C	0 D	0 E
100000	1 A	1 В	2 C	0 D	0 E

-Sample approval matrix set by company ABCD:

Legend :	a) Number in the box is number of Approver require to approve transaction.
	b) "A" is Approver from group A.

-Based on the approval matrix set by company ABCD as above, it can be summarized as below:

Limits of	Number of Approver required for each group				
transaction (RM)	Group A	Group B	Group C	Group D	Group E
1,000	1	None	None	None	None
10,000	1	2	None	None	None
100,000	1	1	2	None	None

Number of Approver for the group has been defined by company

FOR COMPANY WITH MULTIPLE USER – Refer 2.4.1.1

2.4.1.1 Create End Users – Multiple Users

- 1. Click "IB Service Management".
- 2. Click "User Maintenance".
- 3. The system shows User Maintenance page as below.

IB Service Administration

User Maintenance Edit Security Token Management Edit Approval Matrix
The company does not have any initiator or approver
Create

- 4. Currently, the system shows no End Users (Initiator, Approver or Viewer) created as above.
- 5. To create End Users for company has multiple users, please refer step by step as below:

Step	Description		
1	Create Initiator. Refer to Initiator.		
2	Create Approver. Refer to <u>Approver</u> .		
3	Create Viewer. Refer to Viewer.		

<u>Initiator</u>

- 1. For example to create Initiator and Username for the Initiator is **InitiatorSinar**.
- 2. Click "IB Service Management".
- 3. Click "User Maintenance".
- 4. The system shows User Maintenance page and click "Create" as below.

IB Service Administration
User Maintenance Edit Security Token Management Edit Approval Matrix
The company does not have any initiator or approver
Create

5. The system shows as below.

IB Service Administration	
 User Maintenance Edit Secure Pass Management Edit Approval Matrix 	
Step 1/3	
User Role*: Initiator 💌	
	Cancel Next

6. Choose Initiator in the User Role box and click "Next" as below.

IB Service Admini	stration			
 User Maintenar Edit Secure Pas Edit Approval N 	s Management			
Step 1/3				
User Role*:	Initiator 💌			
			Cancel	Next

7. The system show page as below.

Crea	te User					
S	ep 2/3					
_						
	User Nam	iet:				
	Full Nam	e*:	1			
			_			
	Tel	NO:	(Eg. 03x00000	00		
	Office Ext.	No:				
	Mobile N	io*:	(Eg. 6012000	0000)		
	Addres	81	1			
		Rr:	1			
	· ·	4 -	_			
	Sta	tet:Please select				
	Postcoo	(a+	1			
		•••				
	Ema	01:]			
	Passwo	rat:	1			
	Confirm Passwo	rd*:				
		Service			Allow	•
1	Account Enguly				0	
2	Fund Transfer - Own				0	
3	Fund Transfer - 3rd Party				0	
4	Fund Transfer - Interbank				0	
5	Bill Payment				0	
Ľ.,	and a distant				-127 	
	Account Number	Account Type		Account	nt Status	Allow
		Account Type		Account		- Allow
1	1005491000012750	Current Account		ACTIVE		

	Account Number	Account Type	Account Status	Allow
1 10054	91000012750	Current Account	ACTIVE	
10070	21000055938	Current Account	ACTIVE	
20070	21000068279	Saving Account	ACTIVE	
20070	21000068286	Saving Account	ACTIVE	
30070	21000098756	Fixed Deposit Account - Item	ACTIVE	
30070	21000098763	Fixed Deposit Account - Item	ACTIVE	
30070	21000098749	Fixed Deposit Account	ACTIVE	
40491	003202500000	Loan Account	MATURED	

- 8. Key in as below:
 - i. Initiator Details
 - Refer to below, CA is required to key in details of Initiator.
 - CA **MUST** key in for item marked with Asterisk (*).

User Name*:	InitiatorSinar
Full Name*:	ROSLI AHMAD
Tel No:	0327311666 (Eg. 03xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Office Ext. No:	313
Mobile No*:	60174747577 (Eg. 6012xxxxxxx)
Address*:	SINAR SDN BHD
	NO 11
	WISMA KENAGA
City*:	KUALA LUMPUR
State*:	Wilayah Persekutuan - Kuala Lumpur 💌
Postcode*:	43400
Email*:	rosli@yahoo.com
Password*:	
Confirm Password*:	

- ii. Service
 - Refer to below, CA is required to tick the box which service is allow or available to Initiator.
 - To make service unavailable to Initiator, CA is required not tick the service.

	Service	Allow
1	Account Enquiry	
2	Fund Transfer - Own	
3	Fund Transfer - 3rd Party	×
4	Fund Transfer - Interbank	×
5	Bill Payment	

- iii. Accessible Account
 - Refer to below, CA is required to tick the box which account is allow or available to Initiator.
 - To make account unavailable to Initiator, CA is required not tick the account.

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	
2	1007021000055938	Current Account	ACTIVE	
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098756	Fixed Deposit Account - Item	ACTIVE	
6	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
8	40491003202500000	Loan Account	MATURED	
		-	Back (Confirm

9. After completed step 7, click "Confirm" to confirm Initiator creation as below.

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	
2	1007021000055938	Current Account	ACTIVE	
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098756	Fixed Deposit Account - Item	ACTIVE	
6	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
8	40491003202500000	Loan Account	MATURED	

10. The system shows creation for Initiator is successful.

 Status:	Success
	-411112
	3007021000098749 4049100320250000
	3007021000098763
Account Number:	2007021000058286 3007021000098756
	2007021000068279
	1005491000012750 1007021000055938
	Bill Payment
	Fund Transfer - Interbank
Service	Fund Transfer - Own Fund Transfer - 3rd Party
	Account Enguiny
User's Status:	New
Email:	rosli@yahoo.com
Postcode.	43400
State:	Wilayah Persekutuan - Kuala Lumpur
City:	KUALA LUMPUR
	WISMA KENAGA
	NO 11
Address:	SINAR SDN BHD
Mobile No:	60174747577
Office Ext. No:	313
Tel No:	0327311666
Full Name:	ROSLI AHMAD

11. Click "Create another user" as above to create Approver. Please refer <u>Approver</u> at next page.

<u>Approver</u>

1. Refer to step 11 (as page before), the system shows as below.

IB Service Administration	
 User Maintenance Edit Secure Pass Management Edit Approval Matrix 	
Step 1/3	_
User Role*: Initiator 💌	
Cancel Next	

- 2. For example to create Approver and Username for the Approver is **Approver1**.
- 3. Choose Approver in the User Role box and click "Next" as below.

IB Service Administration	
User Maintenance Edit Security Token Management Edit Approval Matrix	
Step 1/3	
User Role*:	
	Cancel Next

4. The system show page as below.

Creat	te User			
St	ep 2/3			
_				
	User Name*:			
	Full Name*:	[]		
	Tel No:		(Eg. 03xxxxxxx)	
	Office Ext. No:			
	Mobile No*:		(Eg. 6012xxxxxx)	
	Address*:			
	Oit/*:			
	State*:	Please select		
	Postcode*:			
	Email*:			
	Password*:			
	Confirm Password*:			
		Service		Allow
1	Account Enquiry			0
2	Fund Transfer - Own			0
3	Fund Transfer - 3rd Party			0
4	Fund Transfer - Interbank			8
5	Bill Payment			8
	Account Number	Account Type	Accou	nt Status Allow

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	8
2	1007021000055938	Ourrent Account	ACTIVE	
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098756	Fixed Deposit Account - Item	ACTIVE	
6	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
8	40491003202500000	Loan Account	MATURED	
			Back	Confirm

- 5. Key in as below:
 - i. Approver Details
 - Refer to below, CA is required to key in details of Approver.
 - CA **MUST** key in for item marked with Asterisk (*).

User Name*:	Approver1	
Full Name*:	LEE CHONG WEI	
Tel No:	0327311666	(Eg. 03x000000x)
Office Ext. No:	300	
Mobile No*:	60124534555	(Eg. 6012x000000x)
Address*:	SINAR SDN BHD	
	NO 11	
	NOTI	
	WISMA KENANGA	
City*:	KUALA LUMPUR	
State*:	Wilayah Persekutuan - Ki	uala Lumpur 💌
Postcode*:	43400	
Email*:	lee@yahoo.com	
Approver Group:	A	
Password*:	•••••	
Confirm Password*:		
Contirm Password*:		J

- ii. Service
 - Refer to below, CA is required to tick the box which service is allow or available to Approver.
 - To make service unavailable to Initiator, CA is required not tick the service.

	Service	Allow
1	Account Enquiry	×
2	Fund Transfer - Own	
3	Fund Transfer - 3rd Party	
4	Fund Transfer - Interbank	
5	Bill Payment	×

- iii. Accessible Account
 - Refer to below, CA is required to tick the box which account is allow or available to Approver.
 - To make account unavailable to Approver, CA is required not tick the account.

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	
2	1007021000055938	Current Account	ACTIVE	
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098758	Fixed Deposit Account - Item	ACTIVE	
8	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
8	40491003202500000	Loan Account	MATURED	

6. After completed step 4, click "Confirm" to confirm Approver creation as below.

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	
2	1007021000055938	Current Account	ACTIVE	
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098758	Fixed Deposit Account - Item	ACTIVE	
8	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
8	40491003202500000	Loan Account	MATURED	

7. The system shows creation for Approver is successful.

User N	lame:	Approver1
Full N	ame:	LEE CHONG WEI
- unit	ame.	
Tel N	D:	0327311666
Office	Ext. No:	300
Mobil	e No:	80124534555
Addre	55:	SINAR SDN BHD
		NO 11
		WISMA KENANGA
City:		KUALA LUMPUR
State:		Wilayah Persekutuan - Kuala Lumpur
Posto	ode:	43400
Email	:	lee@yahoo.com
Role:		Approver
User's	Status:	ACTIVE
Appro	ver Group:	A
		Account Enguiny
Servio		Fund Transfer - Own Fund Transfer - 3rd Party
Gervio		Fund Transfer - Interbank
		Bill Payment
		1005491000012750 1007021000055835
		2007021000068279
	at his sectors	2007021000068286
Accou	nt Number:	3007021000098756
		3007021000098763
		3007021000093749 40491003202500000
		**** ·································
Status		Success

7. Click "Create another user" as above to create Viewer. Please refer <u>Viewer</u> at next page.

<u>Viewer</u>

1. Refer to step 7 (as page before), the system shows as below.

IB Service Administration	
User Maintenance Edit Secure Pass Management Edit Approval Matrix	
Step 1/3	
User Role*: Initiator 💌	
	Cancel Next

- 2. For example to create Viewer and Username for the Viewer is ViewerSinar.
- 3. Choose Viewer in the User Role box and click "Next" as below.

IB Service Administration	
User Maintenance Edit Security Token Management Edit Approval Matrix	
Step 1/3	
User Role*: Viewer	
	Cancel Next

4. The system show page as below.

Create User			
Step 2/3			
		12	
User Nan	net:		
Full Nan	net:		
Tel	No:	(Eg. 03xxxxxxx)	
Office Ext.	NO:		
Mobile N	Vot:	(Eg. 6012xxxxxx)	
		1	
Addres	55*:		
0	R*:		
510	tet:Please select		
Postcor	set:		
Em	s0*:		
Passwo			
Confirm Passwo	rd*:		
	Service	Allo	w
1 Account Enguiry		0	
Account Number	Account Type	Account Status	Allow
1 1005491000012750	Current Account	ACTIVE	
2 1007021000055938	Current Account	ACTIVE	
3 2007021000068279	Saving Account	ACTIVE	
4 2007021000068286	Saving Account	ACTIVE	
5 3007021000098756	Fixed Deposit Account - Item	ACTIVE	
6 3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7 3007021000098749	Fixed Deposit Account	ACTIVE	0
8 40491003202500000	Loan Account	MATURED	0
			Confirm

- 5. Key in as below:
 - i. Viewer Details
 - Refer to below, CA is required to key in details of Viewer.
 - CA **MUST** key in for item marked with Asterisk (*).

User Name*:	ViewerSinar	
Full Name*:	ROSMAH MANSOR	
Tel No:	0327311666	(Eg. 03xxxxxxxxx)
Office Ext. No:	101	
Mobile No*:	60133456789	(Eg. 6012x000000x)
Address*:	SINAR SDN BHD	
	NO 11	
	WISMA KENANGA	
City*:	KUALA LUMPUR	
State*:	Wilayah Persekutuan -	Kuala Lumpur 💌
Postcode*:	43400	
Email*:	rosmah@yahoo.com	
Password*:		
Confirm Password*:		

- ii. Service
 - Refer to below, CA is required to tick the box which service is allow or available to Viewer.
 - To make service unavailable to Viewer, CA is required not tick the service.

	Service	Allow
1	Account Enquiry	

- iii. Accessible Account
 - Refer to below, CA is required to tick the box which account is allow or available to Viever.
 - To make account unavailable to Viever, CA is required not tick the account.

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	
2	1007021000055938	Current Account	ACTIVE	
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098756	Fixed Deposit Account - Item	ACTIVE	
6	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
8	40491003202500000	Loan Account	MATURED	
	Back Confirm			

6. After completed step 4, click "Confirm" to confirm Viewer creation as below.

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	
2	1007021000055938	Current Account	ACTIVE	
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098758	Fixed Deposit Account - Item	ACTIVE	
6	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
8	40491003202500000	Loan Account	MATURED	
Back Confirm				

7. The system shows creation for Viewer is successful.

User Name:	ViewerSinar
Full Name:	ROSMAH MANSOR
Tel No:	0327311666
Office Ext. No:	101
Mobile No:	60133456789
Address:	SINAR SDN BHD
	NO 11
	WISMA KENANGA
City:	KUALA LUMPUR
State:	Wilayah Persekutuan - Kuala Lumpur
Postcode:	43400
Email:	rosmah@yahoo.com
User's Status:	New
Service	Account Enquiry
Account Number:	1005491000012750 1007021000058938 2007021000068279 2007021000068286 3007021000098756 3007021000098749 40491003202500000
Status:	Success

- 8. To see list of End Users has been created, please click "Back to User Management".
- 9. If company requires additional user (Initiator, Approver or Viewer), please refer step to <u>Create Additional User For Initiator, Approver or Viewer</u> as below.

Create Additional User For Initiator, Approver or Viewer (For Company With Multiple Users)

- 1. A company can have more than one user for Initiator, Approver or Viewer.
- 2. For additional Initiator or Viewer, CA create additional user as requested by the company.
- 3. For example, the company requires additional Viewer named **SinarViewer2**. CA follows step <u>Viewer</u> as above to create the user.
- 4. However to create more than one Approver, the company to ensure token is available for next Approver. If the company had one token only, please call Agrobank Contact Center 1-300-88-2476 to request additional token.

2.4.1.2 Create End Users – Single User

- 1. Click "IB Service Management".
- 2. Click "User Maintenance".
- 3. The system shows User Maintenance page as below.
- 4. Currently, the system shows no End Users (Single User or Viewer) created as above.
- 5. To create End Users for company has multiple users, please refer step by step as below:

Step	Description
1	Create Single User. Refer to Single User as
-	below.
2	Create Viewer. Refer to create Viewer at
2	Paragraph 2.4.1.1 as above.

Single User

- 1. For example to create Initiator and Username for the Single User is **SingleUser1**.
- 2. Click "IB Service Management".
- 3. Click "User Maintenance".
- 4. The system shows User Maintenance page and click "Create" as below.

IB Service Administration	
 User Maintenance Edit Security Token Management Edit Approval Matrix 	
The company does not have any initiator or approver	
	Create

5. The system shows as below.

IB Service Administration

User Maintenance Edit Security Token Manage Edit Approval Matrix	nent	
Step 1/3		
User Role*: Single Use	r 💌	
		Cancel Next

6. Choose Single User in the User Role box and click "Next" as below.

IB Service Administration	
User Maintenance Edit Security Token Management Edit Approval Matrix	
Step 1/3	
User Role*: Single User 💌	
Cancel	Next

7. The system show page as below.

Biep 2/3	
User Name*:	
Full Name*:	
Tel No:	(Eg. 03xxxxxxx)
Office Ext. No:	
Mobile No*:	(Eg. 6012000000)
Address*:	
Oityr:	
State*:	Please select
Postcode*:	
Email*:	
Password*:	
Confirm Password*:	

	Service	Allow
1	Account Enguly	8
2	Fund Transfer - Own	0
3	Fund Transfer - 3rd Party	0
4	Fund Transfer - Interbank	0
5	Bill Payment	0

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	0
	1007021000055938	Ourrent Account	ACTIVE	
8	2007021000068279	Saving Account	ACTIVE	
	2007021000068286	Saving Account	ACTIVE	0
;	3007021000098756	Fixed Deposit Account - Item	ACTIVE	
	3007021000098763	Fixed Deposit Account - Item	ACTIVE	8
	3007021000098749	Fixed Deposit Account	ACTIVE	
	40491003202500000	Loan Account	MATURED	0

- 8. Key in as below:
 - i. Single User Details
 - Refer to below, CA is required to key in details of Single User.
 - CA **MUST** key in for item marked with Asterisk (*).

Create User

Step 2/3	
User Name*:	SingleUser1
Full Name*:	SAMAD AHMAD
Tel No:	0327322600 (Eg. 03xxxxxxxx)
Office Ext. No:	
Mobile No*:	60177774444 (Eg. 6012xxxxxxxx)
Address*:	SAMAD SDN BHD
	WISMA SAMAD
City*:	DAMANSARA
State*:	Wilayah Persekutuan - Kuala Lumpur 💌
Postcode*:	43400
Email*:	test@yahoo.com
Password*:	
Confirm Password*:	

- ii. Service
 - Refer to below, CA is required to tick the box which service is allow or available to Single User.
 - To make service unavailable to Initiator, CA is required not tick the service.

	Service	Allow
1	Account Enquiry	
2	Fund Transfer - Own	
3	Fund Transfer - 3rd Party	
4	Fund Transfer - Interbank	
5	Bill Payment	

- iii. Accessible Account
 - Refer to below, CA is required to tick the box which account is allow or available to Single User.
 - To make account unavailable to Single User, CA is required not tick the account.

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	
2	1007021000055938	Current Account	ACTIVE	
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098758	Fixed Deposit Account - Item	ACTIVE	
3	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
3	40491003202500000	Loan Account	MATURED	

9. After completed step 7, click "Confirm" to confirm Single User creation as below.

	Account Number	Account Type	Account Status	Allow
1	1005491000012750	Current Account	ACTIVE	
2	1007021000055938	7021000055938 Current Account ACTIVE		
3	2007021000068279	Saving Account	ACTIVE	
4	2007021000068286	Saving Account	ACTIVE	
5	3007021000098758	Fixed Deposit Account - Item	ACTIVE	
8	3007021000098763	Fixed Deposit Account - Item	ACTIVE	
7	3007021000098749	Fixed Deposit Account	ACTIVE	
8	40491003202500000	Loan Account	MATURED	

kp 3/3		
	User Name:	SingleUsert
	Full Name:	SAMAD AHMAD
	Tel No:	0327322600
	Office Ext. No:	
	Mobile No:	60177774444
	Address:	SAMAD SDN BHD
		WISMA SAMAD
	City	DAMANSARA
	State:	Wilayan Persekutuan - Kuala Lumpur
	Postcode:	43400
	Emailt	test@janco.com
	User's Status:	Nez
	Service	Account Enquiry Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment
	Account Number:	1005491000012750 1007021000055938 2007021000058279 2007021000058286 3007021000098756 3007021000098758 3007021000098749 40491003202500000
	Status:	Success
		Create another user Back to User Manageme

10. The system shows creation for Single User is successful.

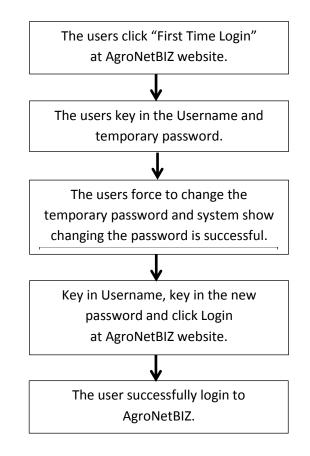
11. Click "Create another user" as above to create Viewer. Please refer step to create Viewer at Paragraph **2.4.1.1** as above.

Create Additional User For Viewer (For Company With Single User)

- 1. A company can have more than one user for Viewer.
- 2. For additional Viewer, CA create additional user as requested by the company.

What to do after the CAs have created the user for Multiple Users and Single User companies?

- 1. Give Username and temporary password has been created by CA to the users.
- 2. Make sure the users do step as flow below:



How does CA know the user status after the users did the login?

- 1. Click "IB Service Management".
- 2. Click "User Maintenance".
- 3. The system shows list as below.

Sample list for Multiple Users Company

IB Service Administration

- User Maintenance
- Edit Security Token Management
 Edit Approval Matrix
- User Name Full Name User Role User's

	User Name	Full Name	USEF ROIE	USELS STATUS	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	-	-
2	Approver1	LEE CHONG WEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-04 12:10:22.107
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
4	ViewerSinar2	MARINA CHIN	Viewer	NEW	-	-
						Create

Sample list for Single User Company

IB Service Administration

- User Maintenance
- Edit Security Token Management
- Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	SingleUser1	SAMAD AHMAD	Single User	ACTIVE	-	-
2	Viewer1	ONG KIM SWEE	Viewer	ACTIVE	-	-
						Create

Column	Description					
User Name	Username for Initiator/Approver/Viewer.					
Full Name	Full name for Initiator/Approver/Viewer has been keyed in during creation of the user.					
User Role	Role of the user.					
	ACTIVE – The user allow to login AGRONetBIZ and his/her account is					
	active.					
	NEW – The user newly created by CA and yet to perform First Time					
	Login.					
User's Status	LOCKED – The user account has locked due to invalid login exceed					
User's Status	3 times by user.					
	UNLOCKED – The user account has been unlocked by CA.					
	(The status appears when CA unlocked the account due					
	to invalid login exceed 3 times by the user)					
	SUSPEND – The user account has been suspended by CA for temporary.					
Updated By	Name of Corporate Administrator.					
	Date that Corporate Administrator has updated profile for					
Lindated date	Initiator/Approver/Viewer such as update address/mobile/phone					
Updated date	number/email, update certain service allow to use by user and update					
	certain account allow to access by user.					

4. To know status of the users as step 3 above, details explanation for the list as below.

2.4.1.3 Delete End Users

- 1. Click "IB Service Management".
- 2. Click "User Maintenance".
- 3. The system shows as below.

IB Service Administration

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	-	-
2	Approver1	LEE CHONG WEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-04 12:10:22.107
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
4	ViewerSinar2	MARINA CHIN	Viewer	NEW	-	-

4. To delete End Users, click username as require at the User Name column. For example to delete ViewerSinar2, click ViewerSinar2 at the User Name column as below.

1	Edit Approval					
	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
T	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	-	-
	Approver1	LEE CHONG WEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-04 12:10:22.107
I	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
I	ViewerSinar2	MARINA CHIN	Viewer	NEW	-	-

IB Service Administration

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

L	lser Name:	ViewerSinar2
F	ull Name:	MARINA CHIN
1	'el No:	0327311666
(office Ext. No:	151
N	foblie No:	60174747576
A	ddress:	SINAR SDN BHD
		NO 11
		WISMA KENANGA
c	ity:	KUALA LUMPUR
s	tate:	Wilayah Persekutuan - Kuala Lumpur
F	ostcode:	43400
E	mall:	marina@google.com
F	tole:	Viewer
L. L.	iser's Status:	NEW
s	ervice:	Account Enquiry
A	ccount Number:	1005491000012750 1007021000055938 2007021000065279 2007021000065256 3007021000098749 3007021000098756 3007021000088763 40491003202500000
L	ast Update Date:	
L	ast Update Time:	
	Ipdated By:	

- 6. Click "Delete" as above.
- 7. The system shows as below.

IB Service Administration

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

Delete User

User details will be Deleted

Back Delete

8. Click "Delete" as below.

IB Service Admini	tration	
 User Maintenar Edit Security To Edit Approval N 	ken Management	
Delete User		
Step 1/2		
	Confirmation	
	User details will be Deleted	
		Back Delete

9. The system shows delete the user is successful.

IB Service Administration	
User Maintenance Edit Security Token Management Edit Approval Matrix Delete User	
Successful	
User details has been successfully Deleted	
	Back to User Maintenance

10. Click "Back to User Maintenance" as above and the system shows the user has been deleted from the list.

User Maintenance Edit Security Token Management Edit Approval Matrix						
	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	-	-
2	Approver1	LEE CHONG WEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-04 12:10:22.107
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13

2.4.1.4 Reset End Users Password

- 1. Click "IB Service Management".
- 2. Click "User Maintenance".
- 3. The system shows as below.

IB Service Administration

- User Maintenance
- Edit Security Token Management
 Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	-	-
2	Approver1	LEE CHONG WEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-04 12:10:22.107
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
	Viewersmar					

4. To reset End Users password because the user forgot password or the user account has been locked, click username as require at the User Name column. For example to reset password **InitiatorSinar**, click **InitiatorSinar** at the User Name column as below.

- User Maintenance
- Edit Security Token Management
- Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	-	-
2	Approver1	.EE CHONG VEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-04 12:10:22.107
3	ViewerSinar	ROSMAH IANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
						Create

User Naintenance Edit Security Token Management Edit Approval Matrix ser Detalis	
User Name:	InitiatorSinar
Full Name:	ROSLI AHMAD
Tel No:	0327311666
Office Ext. No:	313
Mobile No:	60174747577
Address:	SINAR SON BHD
	N0 11
	WIEMA KENAGA
City:	KUALA LUMPUR
State:	Wilayah Persekutuan - Kuala Lumpur
Postcode:	43400
Email:	rosil@yahoo.com
Role:	Initiator
User's Status:	ACTIVE
Service:	Account Enquiry Fund Transfer - Own Fund Transfer - Sid Party Fund Transfer - Interbank Bill Payment
Account Number:	1005491000012750 1007021000058279 2007021000058279 2007021000058285 3007021000058749 3007021000058756 3007021000058755 404910032022500000
Last Update Date:	•
Last Update Time:	
Updated By:	·

- 6. Click "Reset Password" as above.
- 7. The system shows as below.

IB Service Administration

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

Reset Password

User Name:	InitiatorSinar
Full Name:	ROSLI AHMAD
Role:	Initiator
User's Status:	ACTIVE
New Password:	
Confirm Password:	
	Back Confirm

8. Key in temporary password for **InitiatorSinar** in the New Password box and Confirm Password box; and click "Confirm" as below.

IB Service Administration								
 User Maintenance Edit Security Token Management Edit Approval Matrix 								
Reset Password								
User Name:	InitiatorSinar							
Full Name:	ROSLI AHMAD							
Role:	Initiator							
User's Status:	ACTIVE							
New Password:								
Confirm Password:	•••••							
		Back Confirm						

9. The system shows reset password the user is successful.

IB Service Administration	
User Maintenance Edit Security Token Management Edit Approval Matrix Reset Password	
Successful	
User details has been successfully Updated	
Ва	ck to User Details

- 10. Once complete step 9 as above, CA gives the temporary password to the user.
- 11. The user must follow step for **Reset Password / Unlock Account**. For this case the user is Initiator, the user must follow step for **Reset Password / Unlock Account For Initiator** at **Section 3.9**.

2.4.1.5 Suspend End Users

- 1. Click "IB Service Management".
- 2. Click "User Maintenance".
- 3. The system shows as below.

IB Service Administration

- User Maintenance
- Edit Security Token Management
 Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	-	-
2	Approver1	LEE CHONG WEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-04 12:10:22.107
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
	1		1	-		Create

4. To suspend End Users, click username as require at the User Name column. For example company request to suspend **Approver1**, click **Approver1** at the User Name column as below.

- User Maintenance
- Edit Security Token Management
- Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	Sinar Rahman Admin	2013-09-11 09:15:30.253
2	Approver1	.EE CHONG VEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-04 12:10:22.107
3	ViewerSinar	ROSMAH IANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
						Create

User Maintenanoe Edit Seourity Token Management Edit Approval Matrix	
etalls User Name:	Approvent
Full Name:	LEE CHONG WEI
Tel No:	0327311666
Office Ext. No:	300
Mobile No:	60124534555
Address:	SINAR SON BHD
	NO 11
	WISMA KENANGA
City:	KUALA LUMPUR
State:	Wilayah Persekutuan - Kuala Lumpur
Postcode:	43400
Email:	lee@yshoo.com
Role:	Approver
User's Status:	ACTIVE
Approver Group:	A
Service:	Account Engulity Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment
Account Number:	1005491000012750 1007021000055938 2007021000058295 3007021000058298 3007021000058749 3007021000058756 3007021000058758 300702100058753 40491003202500000
Last Update Date:	04/09/2013
Last Update Time:	12:10:22
Updated By:	Sinar Rahman Admin

- 6. Click "Suspend" as above.
- 7. The system shows as below.

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

```
Suspend User
```

Step 1/2
Step 1/2

User will be Suspended	
	Back Confirm

8. Click "Confirm" as below.

IB Service Administration	
 User Maintenance Edit Security Token Management Edit Approval Matrix 	
Suspend User	
Step 1/2	
Confirmation	
User will be Suspended	
	Back Confirm

9. The system shows suspended the user is successful.

IB Service Administration	
User Maintenance Edit Security Token Management Edit Approval Matrix Suspend User	
Successful	
User has been successfully Suspended	
	Back to User Maintenance

10. Click "Back to User Maintenance" and the system shows Approver1 has been suspended as below.

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	Sinar Rahman Admin	2013-09-11 09:15:30.253
2	Approver1	LEE CHONG WEI	Approver	SUSPEND	Sinar Rahman Admin	2013-09-11 11:33:05.007
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
						Create

2.4.1.6 **Unlock Suspended End Users**

- 1. Click "IB Service Management".
- 2. Click "User Maintenance".
- 3. The system shows as below.

IB Service Administration

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	Sinar Rahman Admin	2013-09-11 09:15:30.253
2	Approver1	LEE CHONG WEI	Approver	SUSPEND	Sinar Rahman Admin	2013-09-11 16:29:13.93
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13

4. To unlock suspended Approver1, click username as require at the User Name column as below.

- User Maintenance
- Edit Security Token Management
- Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	Sinar Rahman Admin	2013-09-11 09:15:30.253
2	Approver1	.EE CHONG VEI	Approver	SUSPEND	Sinar Rahman Admin	2013-09-11 16:29:13.93
3	ViewerSinar	ROSMAH IANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
	· · ·)				Create

 Edit Approv 	ty Token Management	
er Details	lser Name:	Approver1
	uli Name:	LEE CHONG WEI
	Tel No:	0327311666
(Office Ext. No:	300
N	lobile No:	60124534585
· · · · · · · · · · · · · · · · · · ·	didress:	SINAR SON BHD
		N0 11
		WISMA KENANGA
	Xity:	KUALA LUMPUR
5	itate:	Wilayah Persekutuan - Kuala Lumpur
	Postcode:	43400
	imall:	lee@yahoo.com
	tole:	Approver
	Iser's Status:	SUSPEND
	opprover Group:	A
s	iervice:	Account Engulry Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment
,	Account Number:	1005491000012750 1007021000055938 2007021000068279 2007021000068256 3007021000098749 3007021000098756 3007021000098756 3007021000098756 3007021000098756
	ast Update Date:	11/09/2013
	ast Update Time:	16:29:13
	lpdated By:	Sinar Rahman Admin

- 6. Click "Unsuspend" as above.
- 7. The system shows as below.

IB Service Administration

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

Unsuspend User

Step 1/2	
Confirmation	
User will be Unsuspend	
	Back Confirm

8. Click "Confirm" as below.

IB Service Administration	
 User Maintenance Edit Security Token Management Edit Approval Matrix 	
Unsuspend User	
Step 1/2	
Confirmation	
User will be Unsuspend	
Back C	Confirm

9. The system shows unlock suspended the user is successful.

IB Service Administration	
 User Maintenance Edit Security Token Management Edit Approval Matrix 	
Unsuspend User	
Successful	
User has been successfully Unsuspend	
	ack to User Maintenance

10. Click "Back to User Maintenance" and the system shows Approver1 is active (suspended is unlock) as below.

- User Maintenance
- Edit Security Token Management
 Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	Sinar Rahman Admin	2013-09-11 09:15:30.253
2	Approver1	LEE CHONG WEI	Approver	ACTIVE	Sinar Rahman Admin	2013-09-11 16:41:47.34
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
						Create

2.4.1.7 **Edit End Users**

- 1. Click "IB Service Management".
- 2. Click "User Maintenance".
- 3. The system shows as below.

IB Service Administration

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	Sinar Rahman Admin	2013-09-11 09:15:30.253
2	Approver1	LEE CHONG WEI	Approver	SUSPEND	Sinar Rahman Admin	2013-09-11 16:29:13.93
3	ViewerSinar	ROSMAH MANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
-						

4. To edit Approver1, click username as require at the User Name column as below.

- User Maintenance
- Edit Security Token Management
 Edit Approval Matrix

	User Name	Full Name	User Role	User's Status	Updated By	Updated Date
1	InitiatorSinar	ROSLI AHMAD	Initiator	ACTIVE	Sinar Rahman Admin	2013-09-11 09:15:30.253
2	Approver1	.EE CHONG VEI	Approver	SUSPEND	Sinar Rahman Admin	2013-09-11 16:29:13.93
3	ViewerSinar	ROSMAH IANSOR	Viewer	ACTIVE	Sinar Rahman Admin	2013-09-03 14:48:44.13
						Create

User Maintenance Edit Seourity Token Management Edit Approval Matrix					
Detalls					
User Name:	Approver1				
Full Name:	LEE CHONG WEI				
Tel No:	0327311666				
Office Ext. No:	300				
Mobile No:	60124534555				
Address:	SINAR SON BHD				
	NO 11				
	WISMA KENANGA				
City:	KUALA LUMPUR				
State:	Wilayah Persekutuan - Kuala Lumpur				
Postcode:	43400				
Email:	iee@yshoo.com				
Role:	Approver				
User's Status:	ACTIVE				
Approver Group:	A				
Service:	Account Engulry Fund Transfer - Own Fund Transfer - Jrd Party Fund Transfer - Interbank Bill Payment				
Account Number:	1005491000012750 1007021000055938 2007021000065279 2007021000065285 3007021000058756 3007021000058756 3007021000058755 40491003202500000				
Last Update Date:	04/09/2013				
Last Update Time:	12:10:22				
Updated By:	Sinar Rahman Admin				

6. Click "Edit" as above.

7. The system shows as below.

	User Nar	me*: A	pprover1]			
	Full Nar	net U	EE CHONG WEI	1			
	Tel	No: 0	327311666	(Eg. 03x000000	K)		
				1			
	Office Ext.	No: 3	00	J			
	Mobile 1	No*: 6	0124534555	(Eg. 6012xxxxxx	ix)		
	Addre	ss*: S	INAR SDN BHD				
			10 11				
			1011				
		V	VISMA KENANGA				
	c	zy*: K	UALA LUMPUR				
	Sta	ite*:	Vilayah Persekutuan - K	uala Lumpur 💌			
	Postco	de*: 4	3400				
	Em	wir: Te	e@yahoo.com				
				1			
		5	Service			Allo	w
1	Account Enquiry	5	Service		×		w
1	Account Enquiry Fund Transfer - Own	\$	Service		×		w
<u> </u>		\$	Service				w
2	Fund Transfer - Own	2	Service				w
2	Fund Transfer - Own Fund Transfer - 3rd Party	3	Service		e e		w
2 3 4	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank	• • • • • • • • • • • • • • • • • • •	Service Account Type		2 2 2		Allow
2 3 4	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment			AC	2 2 2 2		
2 3 4 5	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment Account Number	Current	Account Type		Account		Allow
2 3 4 5 1	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment Account Number 1005491000012750	Current	Account Type Account	AC	Account 1		Allow
2 3 4 5 1 2	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment Account Number 1005491000012750 1007021000055938	Current Current Saving	Account Type Account Account	AC AC			Allow Ø
2 3 4 5 1 2 3	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment Account Number 1005491000012750 1007021000055938 2007021000068279	Current Current Saving Saving	Account Type Account Account Account	AC AC AC			Allow © ©
2 3 4 5 1 2 3 4	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment Account Number 1005491000012750 1007021000055938 2007021000068279 2007021000068286	Current Current Saving Saving Fixed D	Account Type Account Account Account Account	AC AC AC			Allow Ø
2 3 4 5 1 2 3 4 5	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment Account Number 1005491000012750 1007021000055938 2007021000068279 2007021000068286 3007021000098756	Current Current Saving Saving Fixed D Fixed D	Account Type Account Account Account Account Account eposit Account - Item	AC AC AC AC AC			Allow 2 2 2 2 2 2 2 2 2 2 2 2 2
2 3 4 5 1 2 3 4 5 6	Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment Account Number 1005491000012750 1007021000055938 2007021000068279 2007021000068286 3007021000098768 3007021000098763	Current Current Saving Saving Fixed D Fixed D	Account Type Account A	AC AC AC AC AC AC			Allow Ø Ø Ø Ø

- 11. The system allows Corporate Administrator to update Profile, Service and accessible account of the user.
- 12. Once edit completed, click "Update" as above.

13. The system shows as below.

	User Name:	Approver1		
	Full Name:	LEE CHONG WEI		
	Tel No:	0327311666		
	Office Ext. No:	300		
	Mobile No:	60124534555		
	Address:	SINAR SON BHD		
		NO 11		
		WISMA KENANGA		
	City:	KUALA LUMPUR		
	State:	Wilayah Persekutuan - Kua	la Lumpur	
	Postcode:	43400		
	Email:	lee@yahoo.com		
	Approver Group:	*		
		Service		Allow
	Account Engulry			8
2	Fund Transfer - Own			8
	Fund Transfer - 3rd Party			8
	Fund Transfer - Interbank			8
•				121
_	Bill Payment			
_	Account Number	Account Type	Account Status	
4 5	-	Account Type	Account Status	Allow

1	1005491000012750	Current Account	ACTIVE	8
2	1007021000055938	Current Account	ACTIVE	8
3	2007021000068279	Saving Account	ACTIVE	8
ŧ.	2007021000068286	Saving Account	ACTIVE	8
5	3007021000098756	Fixed Deposit Account - Item	ACTIVE	8
	3007021000098763	Fixed Deposit Account - Item	ACTIVE	8
7	3007021000098749	Fixed Deposit Account	ACTIVE	8
	40491003202500000	Loan Account	MATURED	8

14. Click "Confirm" as above.

15. The system shows edited the user is successful.

User Name:	Approven1
Full Name:	LEE CHONG WEI
Tel No:	0327311666
Office Ext. No:	300
Mobile No:	60124534555
Address:	SINAR SDN BHD
	NO 11
	WISMA KENANGA
City:	KUALA LUMPUR
State:	Wilayah Persekutuan - Kuala Lumpur
Postcode:	43400
Email:	lee@yahoo.com
Approver Group:	A
	Accord Franks
	Account Engulry Fund Transfer - Own
Service	Fund Transfer - 3rd Party
	Fund Transfer - Interbank
	Bill Payment
	1005491000012750
	1007021000055938
	2007021000068279
Account Number:	2007021000068286
	3007021000098756 3007021000098763
	3007021000098763

	3007021000098749 40491003202500000	
Status:	Success	
		Back to User Maintenance

2.4.2 Edit Security Token Management

2.4.2.1 Assign Security Token to Approver/Single User

- 1. Click "IB Service Management".
- 2. Click "Edit Security Token Management".
- 3. The system shows a token has been provided by the Bank to company.

	Edit Security Token Management Edit Approval Matrix			
Security Token Serial Number				
	Security Token Serial Number	Status	Assigned To	



- 4. For example, the system shows the token with serial number "2600215708747" has been provided to the company.
- 5. However, "Status" shows **Not Assigned** means the token not yet been assigned to an Approver or a Single User.
- 6. To assign the token to an Approver or a Single User, click "**2600215708747**" (the serial number) as below.

•	User	Maintenan	ce

- Edit Security Token Management
- Edit Approval Matrix

		Security Token Serial Number	Status	Assigned To
1	2600215708747		Not Assigned	-

IB Service Administration		
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details		
Serial Number:	2600215708747	
Status:	Not Assigned	
Assigned To:		
		Back

8. Click "Edit"

IB Service Administration		
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details		
Serial Number:	2600215708747	
Status:	Not Assigned	
Assigned To:		
		Back

9. The system show page as below.

urity Token Details		
erial Number:	2600215708747	
atus:	Assigned Step Number 10	
ssigned To:	Approver1 Step Number 11-13	

- 10. Select Assigned at the Status dropdown list box.
- 11. Select Approver name at the Assigned To dropdown list box to assign the token.
- 12. For example, CA wish to assign the token to an Approver named Approver1.
- 13. Select "Approver1" at the Assigned To dropdown list box.
- 14. Click "Next".

User Maintenance Edit Security Token Managem Edit Approval Matrix ecurity Token Details	ent	
Serial Number:	2600215708747	
Status:	Assigned	
Assigned To:	Approver1	

16. Click "Confirm" to confirm the token assigned to **Approver1**.

User Maintenance		
 Edit Security Token Manag Edit Approval Matrix 	jement	
curity Token Details		
Serial Number:	2600215708747	
Status:	Assigned	
status.		

17. The system shows the token assigned to **Approver1** is successful.

IB Service Administration		
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details		
Serial Number:	2600215708747	
Status:	Assigned	
Assigned To:	Approver1	
Status:	Success	
		Back to Security Token management

18. To assign token to **SingleUser1** for company with Single User, CA follows steps 1 – 17 as above.

2.4.2.2 Revoke status of Assigned Security Token to Not Assigned/Faulty/Lost/Suspend

- 1. Click "IB Service Management".
- 2. Click "Edit Security Token Management".
- 3. The system shows the token has been assigned (the "status" shows Assigned) to Approver1.

IB S	Service Administration		
	User Maintenance Edit Security Token Management Edit Approval Matrix		
	Security Token Serial Number	Status	Assigned To
1	2600215708747	Assigned	Approver1

4. To change status of the token, click "2600215708747" (the serial number).

IB Service Administration

- User Maintenance Edit Security Token Management
 Edit Approval Matrix

		Security Token Serial Number	Status	Assigned To
1	2600215708747		Assigned	Approver1

5. The system show page as below.

IB Service Administration	
 User Maintenance Edit Security Token Management Edit Approval Matrix 	
Security Token Details	
Serial Number:	2600215708747
Status:	Not Assigned 💌
Assigned To:	Approver1
	Back Revoke

6. CA select a new status require for the token at the Status dropdown list as below:

No	New Status	Purpose
1	Not Assigned	- CA uses this status if company has decided existing
		Approver no longer acts as Approver.
2	Faulty	- CA uses this status if token cannot be used.
		 When changing status to "Faulty", CA cannot re-assign token again.
3	Lost	- CA uses this status if token has lost.
		 When changing status to "Lost", CA cannot re-assign token again.
4	Suspend	- CA uses this status if company has decided to suspend
		token usage for temporary.
		 If company has decided token to be used again, CA to re- assign token to Approver again.

7. As per step 6, CA can select from the dropdown list box as below.

IB Service Administration

- User Maintenance
 Edit Security Token Management
- Edit Approval Matrix urity Token Details

Security Token Details	
Serial Number:	2600215708747
Status:	Not Assigned -
Assigned To:	Not Assigned
	Faulty Lost
	Suspend Back Revoke

- 8. For example, CA requires change status to Not Assigned for Approver named Approver1.
- 9. Select Not Assigned at the Status dropdown list box.
- 10. Click "Revoke".

User Maintenance Edit Security Token Management Edit Approval Matrix	
Security Token Details Serial Number:	2600215708747
Status:	Not Assigned Step Number 7 - 8
Assigned To:	Approver1
	Back Revoke

IB Service Administration	
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details	
Serial Number:	2600215708747
Status:	Not Assigned
Assigned To:	Approver1
	Back Confirm

12. Click "Confirm" to confirm the token change status to Not Assigned for Approver1.

IB Service Administration	
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details	
Serial Number:	2600215708747
Status:	Not Assigned
Assigned To:	Approver1
	Back

13. The system shows the token changed status to **Not Assigned** for **Approver1** is successful.

IB Service Administration		
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details		
Serial Number:	2600215708747	
Status:	Not Assigned	
Assigned To:	-	
Status:	Success	
		Back to Security Token management

14. Click "Back to Security Token management" and system shows status of the token has been changed to **Not Assigned** as below.

B	Service Administration		
	 User Maintenance Edit Security Token Management Edit Approval Matrix 		
	Security Token Serial Number	Status	Assigned To
	2600215708747	Not Assigned	

- 15. If CA requires revoke status of token to **Faulty**, **Lost** or **Suspend** for **Approver1**; CA chooses status to **Faulty**, **Lost** or **Suspend** at the Status dropdown list.
- 16. Repeat step 9 14 as above.
- 17. To revoke status Assigned to Not Assigned, Faulty, Lost or Suspend for SingleUser1 (company with Single User), CA follows steps 1 16 as above.

2.4.2.3 Revoke status of Not Assigned/Suspend Security Token to Assigned

Revoke status Not Assigned to Assigned

- 1. Click "IB Service Management".
- 2. Click "Edit Security Token Management".
- 3. The system shows status of the token has been not assigned (the "status" shows **Not Assigned**) as below.

IB S	ervice Administration		
	 User Maintenance Edit Security Token Management Edit Approval Matrix 		
	Security Token Serial Number	Status	Assigned To
1	2600215708747	Not Assigned	-

4. To change status of the token, click "2600215708747" (the serial number) as below.

User Maintenan Edit Security Tol Edit Approval Ma	ken Management		
s	Security Token Serial Number	Status	Assigned To

5. The system show page as below.

IB Service Administration

IB Service Administration

User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details	
Serial Number:	2600215708747
Status:	Not Assigned
Assigned To:	
	Back

6. Click "Edit".

IB Service Administration

User Maintenance
 Edit Security Token Management
 Edit Approval Matrix
Security Token Details
Serial Number: 2600215708747
Status: Not Assigned
Assigned To: Back Edit

7. The system shows as below.

IB Service Administration		
User Maintenance Edit Security Token Manage Edit Approval Matrix Security Token Details	nent	
Serial Number:	2600215708747	
Status:	Assigned •	
Assigned To:	Approver1	
	Back Next]

- 8. Select Assigned at the Status dropdown list box.
- 9. Select Approver name at the Assigned To dropdown list box to assign the token.
- 10. For example, CA wish to assign the token to an Approver named **Approver1**.
- 11. Select "Approver1" at the Assigned To dropdown list.
- 12. Click "Next".

 User Maintenance 		
 Edit Security Token Manager Edit Approval Matrix 	nent	
ecurity Token Details		
Serial Number:	2600215708747	
Chathan	Assigned Step Number 8	
Status:		

13. The system show page as below.

IB Service Administration			
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details			
Serial Number:	2600215708747		
Status:	Assigned		
Assigned To:	Approver1		
		Back	Confirm

14. Click "Confirm" to confirm the token change status to **Assigned** for **Approver1**.

IB Service Administration			
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details			
Serial Number:	2600215708747		
Status:	Assigned		
Assigned To:	Approver1		
		Back	firm

15. The system shows the token changed status to **Assigned** for **Approver1** is successful.

IB Service Administration		
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details		
Serial Number:	2600215708747	
Status:	Assigned	
Assigned To:	Approver1	
Status:	Success	
		Back to Security Token management

16. Click "Back to Security Token management" and system shows status of the token has been changed to **Assigned** as below.

IB S	Service Administration		
	 User Maintenance Edit Security Token Management Edit Approval Matrix 		
	Security Token Serial Number	Status	Assigned To
1	2600215708747	Assigned	Approver1

17. To revoke status **Not Assigned** to **Assigned** for **SingleUser1** (company with Single User), CA follows steps 1 – 16 as above.

Revoke status Suspend to Assigned

- 1. Click "IB Service Management".
- 2. Click "Edit Security Token Management".
- 3. The system shows status of the token has been suspended (the "status" shows **Suspend**) as below.

IB S	ervice Administration		
	 User Maintenance Edit Security Token Management Edit Approval Matrix 		
	Security Token Serial Number	Status	Assigned To
1	2600215708747	Suspend	-

4. To change status of the token, click "2600215708747" (the serial number) as below.

Edit Security 10 Edit Approval N	oken Management Iatrix		
	Security Token Serial Number	Status	Assigned To

5. The system show page as below.

IB Service Administration

IB Service Administration

User Maintenance Edit Security Token Managemen Edit Approval Matrix	t	
curity Token Details		
Serial Number:	2600215708747	
Status:	Suspend	
Assigned To:		

6. Click "Edit".

IB Service Administration		
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details		
Serial Number:	2600215708747	
Status:	Suspend	
Assigned To:	-	
	Back Edit	

7. The system shows as below.

IB Service Administration			
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details			
Serial Number:	2600215708747		
Status:	Not Assigned -		
Assigned To:			
	Back Next		

- 8. Select Assigned at the Status dropdown list box.
- 9. Select Approver name at the Assigned To dropdown list box to assign the token.
- 10. For example, CA wish to assign the token to an Approver named **Approver1**.
- 11. Select "Approver1" at the Assigned To dropdown list.
- 12. Click "Next".

IB Service Administration

Edit Approval Matrix curity Token Details		
Serial Number:	2600215708747	
itatus:	Assigned Step Number 8	
Assigned To:	Approver1 Step Number 9 - 11	

13. The system show page as below.

- User Maintenance
 Edit Security Token Management
 Edit Approval Matrix
- rity Token Details

Security Token Details	
Serial Number:	2600215708747
Status:	Assigned
Assigned To:	Approver1
	Back Confirm

14. Click "Confirm" to confirm the token change status to **Assigned** for **Approver1**.

IB Service Administration		
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details		
Serial Number:	2600215708747	
Status:	Assigned	
Assigned To:	Approver1	
		Back Confirm

15. The system shows the token changed status to **Assigned** for **Approver1** is successful.

IB Service Administration		
User Maintenance Edit Security Token Management Edit Approval Matrix Security Token Details		
Serial Number:	2600215708747	
Status:	Assigned	
Assigned To:	Approver1	
Status:	Success	
		Back to Security Token management

16. Click "Back to Security Token management" and system shows status of the token has been changed to **Assigned** as below.

IB S	Service Administration		
	User Maintenance Edit Security Token Management Edit Approval Matrix		
	Security Token Serial Number	Status	Assigned To
1	2600215708747	Assigned	Approver1

17. To revoke status **Suspend** to **Assigned** for **SingleUser1** (company with Single User), CA follows steps 1 - 16 as above.

For Multiple Users

• For example, a company set limits of transaction and number of Approver for each group as below:

Limits of	Numb	Number of Approver required for each group									
transaction (RM)	Group A	Group B	Group C	Group D	Group E						
10,000	1	None	None	None	None						
50,000	1	2	None	None	None						
250,000	1	1	2	None	None						

- The system allows CA to do as below:
 - i. Set limits of transaction
 - ii. Set number of Approver for each group
- To set the 2 things, CA should refer steps as below:
 - 1. Click "IB Service Management".
 - 2. Click "Edit Approval Matrix".
 - 3. The system shows default setting as below.

Amount (up to RM)			Approval Matrix							
0	0	A	0	в	0	с	0	D	0	E
0	0	A	0	в	0	с	0	D	0	E
0	0	A	0	в	0	с	0	D	0	E
				-				-		
Updated By	Sinar	Rahman	Admin							
Updated Date	27/08	/2013 05	5:33:22 PI	Л						
									E	dit

4. To set the 2 things, click "Edit" as above.

5. The system shows as below.

A	Amount (up to RM)					Approva	l Matrix				
0		0	A	0	в	0	с	0	D	0	E
0		0	A	0	в	0	с	0	D	0	E
0		0	A	0	в	0	с	0	D	0	E
	Updated By	Sinar	Rahma	n Admin							
	Updated Date	27/08	/2013 0	5:33:22 PI	N						
									B		ext

6. **To set the limits of transaction** has been defined, key in the box at column "Amount (up to RM)" as below.

Am	iount (up to RM)		Approval Matrix										
10000		0	A	0	в	0	с	0	D	0	E		
50000		0	A	0	в	0	с	0	D	0	E		
250000		0	A	0	в	0	с	0	D	0	E		
	Updated By	Sinar	Rahma	n Admin			·						
	Updated Date	27/08/	2013 0	5:33:22 PI	vi								
									B		ext		

7. To set the number of Approver for each group has been defined, key in the box at column "Approval Matrix" as below.

Amount (up to RM)	Approval Matrix
10000	1 A 0 B 0 C 0 D 0 E
50000	1 A 2 B 0 C 0 D 0 E
250000	1 A 1 B 2 C 0 D 0 E
Updated By	Sinar Rahman Admin
Updated Date	27/08/2013 05:33:22 PM
	Back Next

8. To accept the setting, click "Next" as above.

9. The system shows as below.

Amount (up to RM)			Approval Matrix								
10000	1	A	0	в	0	с	0	D	0	E	
50000	1	A	2	в	0	с	0	D	0	E	
250000	1	A	1	в	2	с	0	D	0	E	
				-							
Updated By	Sinar	Rahmar	n Admin								
Updated Date	27/08	/2013 05	5:33:22 PI	л							
								Back	Confi		

- 10. To confirm the setting, click "Confirm" as above.
- 11. The system shows edit approval matrix setting is successful as below.

A	mount (up to RM)					Approva	l Matrix				
10000		1	A	0	в	0	с	0	D	0	E
50000		1	A	2	в	0	с	0	D	0	E
250000		1	A	1	в	2	с	0	D	0	E
	Updated By	Sinar	Rahma	n Admin							
	Updated Date	27/08/	2013 0	5:48:50 PI	N						
Status:				Su	opess						
								Back	to App	roval Ma	trix

12. Click "Back to Approval Matrix" and the system show the approval matrix setting as below.

Amount (up to RM)		Approval Matrix										
10,000	1 A	0 В	0	с	0	D	0	E				
50,000	1 A	2 В	0	с	0	D	0	E				
250,000	1 A	1 В	2	с	0	D	0	Е				
Updated By	Sinar Rahma	an Admin										
Updated Date	27/08/2013 (
								dit				

For Single Users

- Assume company decided to set maximum amount of transaction limit for Single User is RM10,000.00
- To set the amount (RM10,000.00), CA should refer steps as below:
 - 1. Click "IB Service Management".
 - 2. Click "Edit Approval Matrix".
 - 3. The system shows default setting as below.

Amount (up to RM)				Approval	Matrix				
0	0 A	0	в	0	с	0	D	0	E
0	0 A	0	в	0	с	0	D	0	E
0	0 A	0	в	0	с	0	D	0	E
Updated By	Sinar Rahmar	n Admin							
Updated Date	27/08/2013 08	5:33:22 PI	И						
								_	dit

- 4. Click "Edit" as above.
- 5. The system shows as below.

Ато	unt (up to RM)				Approva	l Matrix				
0		0 A	0	в	0	с	0	D	0	E
0		0 A	0	в	0	с	0	D	0	E
0		0 A	0	в	0	с	0	D	0	E
	Updated By	Sinar Rah	man Admin							
	Updated Date	27/08/201	3 05:33:22 PI	л						
								В	ack N	ext

5. **To set the limits of transaction** has been defined, key in 10000 in the box at column "Amount (up to RM)" as below.

	Approval Matrix								
0 A	0 в	0	с	0	D	0	E		
0 A	0 в	0	с	0	D	0	E		
0 A	0 в	0	с	0	D	0	E		
Sinar Pahma	a Admin								
						ack N	ovt		
	0 A 0 A Sinar Rahma	0 A 0 6	0 A 0 B 0 0 A 0 B 0 0 A 0 B 0 0 A 0 B 0	0 A 0 B 0 C 0 A 0 B 0 C 0 A 0 B 0 C 0 A 0 B 0 C Sinar Rahman Admin C C C C	0 A 0 B 0 C 0 0 A 0 B 0 C 0 0 A 0 B 0 C 0 0 A 0 B 0 C 0 Sinar Rahman Admin C C C C C	0 A 0 B 0 C 0 D 0 A 0 B 0 C 0 D 0 A 0 B 0 C 0 D 0 A 0 B 0 C 0 D Sinar Rahman Admin 27/08/2013 05:33:22 PM 27/08/2013 05:33:22 PM 20 20	0 A 0 B 0 C 0 D 0 0 A 0 B 0 C 0 D 0 0 A 0 B 0 C 0 D 0 0 A 0 B 0 C 0 D 0 Sinar Rahman Admin C		

- 6. To accept the setting, click "Next" as above.
- 7. The system shows as below.

Amount (up to RM)		Approval Matrix									
10000	0	A	0	в	0	с	0	D	0	E	
	0	A	0	в	0	с	0	D	0	E	
	0	A	0	в	0	с	0	D	0	E	
Updated By	Sinar R	Rahman	Admin								
Updated Date	27/08/2	2013 05	:33:22 PI	N							
								Back	Confi	m	

- 8. To confirm the setting, click "Confirm" as above.
- 9. The system shows edit approval matrix setting is successful as below.

Amount (up to RM)	Approval Matrix									
10000	0	A	0	в	0	с	0	D	0	E
	0	A	0	в	0	с	0	D	0	E
	0	A	0	в	0	с	0	D	0	E
Updated By	Sina	r Rahm	an Admin							
Updated Date	Updated Date 27/08/2013 05:48:50 PM									
Status:			Su	coess						
							Baci	to Ap	proval Ma	atrix

2.5 Function – Message Box

2.5.1 Inbox

- 1. Ensure the user in the landing page as step 5 in the Paragraph 3.3.
- 2. Click "Message Box".
- 3. The system shows as below.

Message Box To view a message
Inbox Inbox
Trash Can To delete a message
Click "Inbox" as above. The system shows Inbox as below.

Inbox

Subject	Date
Security Alert!	19 Aug 2013 11:22:40
Service Maintenance New	19 Jul 2013 12:21:49
TESTING New	02 Jul 2013 17:58:25
	Delete

- 6. Message with indication of "New" means that the message is unread by the user. For the sample, **TESTING** and **Service Maintenance** are new messages.
- 7. Message without indication of "New" means that the message is has been read by the user. For the sample, **Security Alert!** has been read by the user.
- 8. To read message content, go to Read Message.
- 9. To delete message content, go to Delete Message.

Read Message

1. To read message content, click on any message subject as below.

Inbox

Subject	Date
Security Alert!	19 Aug 2013 11:22:40
Service Maintenance New	19 Jul 2013 12:21:49
TESTING ^{New}	02 Jul 2013 17:58:25
	Delete

- 2. For example to read message content of **Security Alert!**, click on **Security Alert!**.
- 3. The system shows content of the message as below.

Read Message

From:	Tester number 1	
Subject:	Security Alert	
Date:	19 Aug 2013 11:22:40	
Message:	Berwaspada dengan Panggilan Telefon, E-mel atau SMS Palsu meminta maklumat peribadi perbankan @ arahan pindahan wang ke akaun tidak dikenali. Hubungi 1300882476 @ cawangan Agrobank terdekat bagi pengesahan.	
		Back to inbox Print

- 4. To go Inbox as step 5, click "Back to inbox".
- 5. To print the shown message to your printer, click "Print".

Delete Message

1. To delete message, tick the box at left side as below.

Inbox

Subject	Date
Security Alert!	19 Aug 2013 11:22:40
Service Maintenance New	19 Jul 2013 12:21:49
TESTING New	02 Jul 2013 17:58:25
	Delete

2. For example to delete message **TESTING**, tick the box as below and click "Delete".

Inbox

	Subject	Date
	Security Alert!	19 Aug 2013 11:22:40
	Service Maintenance New	19 Jul 2013 12:21:49
V	TESTING New	02 Jul 2013 17:58:25
		Delete

3. The system shows delete inbox message and click "Confirm" to confirm delete as below.

Se	cu	re l	Mai	lbox

Delete inbox message

Subject	Date
TESTING	02 Jul 2013 17:58:25
	Back

4. The system shows deleted the message to Trash Can is successful as below.

Se	cure	Mail	box

Your message have been deleted.	
Subject	Date
TESTING	02 Jul 2013 17:58:25

6. To go Inbox as step 1, click "Back to inbox".

2.5.2 Trash Can

- 1. Click "Message Box".
- 2. The system shows as below.



- 3. Click "Trash Can" as above.
- 4. The system shows the deleted message **TESTING** in the Trash Can as below.

Trash

Subject	Date
TESTING New	02 Jul 2013 17:58:25
TEST New	02 Jul 2013 17:55:57
	Restore Delete

- 5. To read restore message, go to Restore Message.
- 6. To permanent delete message, go to Permanent Delete Message.

Restore Message

1. To restore message, tick the box at left side as below.

Trash

Subject	Date
TESTING New	02 Jul 2013 17:58:25
TEST New	02 Jul 2013 17:55:57
	Restore Delete

2. For example to restore message **TESTING**, tick the box as below and click "Restore".

Trash

Subject	Date
TESTING New	02 Jul 2013 17:58:25
TEST New	02 Jul 2013 17:55:57
	Restore Delete

3. The system shows restore trash message and click "Confirm" to confirm restore as below.

Secure Mailbox	(
----------------	---

Restore trash message

Subject	Date
TESTING	02 Jul 2013 17:58:25
	Back Confirm

4. The system shows the message restored to Inbox is successful as below.

Secure Mailbox	
Restore trash message	
Your message have been restored.	
Subject	Date
TESTING	02 Jul 2013 17:58:25

5. To go Trash Can as step 1, click "Back To Trash Can".

Permanent Delete Message

1. To permanent delete message, tick the box at left side as below.

Trash

Subject	Date
TESTING New	02 Jul 2013 17:58:25
TEST New	02 Jul 2013 17:55:57
	Restore Delete

2. For example to restore message **TEST**, tick the box as below and click "Delete".

Trash

	Subject	Date
	TESTING New	02 Jul 2013 17:58:25
•	TEST New 02 Jul 2013 17:55:57	
		Restore Delete

3. The system shows delete trash message and click "Confirm" to confirm permanent delete as below.

Secure Mailbox

Delete Trash message.

Secure Mailbox

Subject	Date
TEST	02 Jul 2013 17:55:57
	Back Confirm

4. The system shows permanent deleted the message is successful as below.

Your message have been deleted.	
Subject	Date
TEST	02 Jul 2013 17:55:57

5. To go Trash Can as step 1, click "Back to Trash".

2.6 Function – Profile Management

2.6.1 View/Update Your Profile

- 1. Ensure the user in the landing page as step 5 in the Paragraph 2.3.
- 2. Click "Profile Management".
- 3. The system shows as below.

Profile Management

View / Update Your Profile View and Update Profile

Change Password To change the Password

- 4. Click "View/Update Your Profile" as above.
- 5. The system shows the user profile Sinar Rahman Admin as below.

Update profile

Note(s)

Please take note on the followings:

i) The address shown is for display purposes (as per opening of account).

ii) Please visit our nearest branch to update your Name, Address, Gender and Date of Birth.

		Step 1/
Display Name*:	Sinar Rahman Admin	
Username:	caSinar	
Full Name:	Sinar Rahman Admin	
Tel No:	0638766890	
Ext Office No:		
Mobile No:	60174747576	
Address:	Pekan Kuala Sg Baru	
	Kuala Sg Baru	
	Melaka	
Email:	lizahwati@penril.net	

Confirm

6. To change Display Name Sinar Rahman Admin to Sinar Rahman Corporate Admin, type Sinar Rahman Corporate Admin in the Display Name box and click "Confirm" as below.

Update profile

Update profile

N	ote	(5)
1.4	ore	(=)

Please take note on the followings:

i) The address shown is for display purposes (as per opening of account).

ii) Please visit our nearest branch to update your Name, Address, Gender and Date of Birth.

		Step 1/2
Display Name*:	Sinar Rahman Corporate Admin	
Username:	caSinar	
Full Name:	Sinar Rahman Admin	
Tel No:	0638766890	
Ext Office No:		
Mobile No:	60174747576	
Address:	Pekan Kuala Sg Baru	
	Kuala Sg Baru	
	Melaka	
Email:	lizahwati@penril.net	
	Cor	firm

7. The system shows Display Name Sinar Rahman Corporate Admin has been updated.

Note(s)		
1. Please take note that the new changes are now updated.		
		Step 2
Your profile ha	s been updated	
Display Name	Sinar Rahman Corporate Admin	
Username:	caSinar	
Full Name:	Sinar Rahman Admin	
Tel No:	0638766890	
Ext Office No:		
Mobile No:	60174747576	
Address:	Pekan Kuala Sg Baru	
	Kuala Sg Baru	
	Melaka	
	lizahwati@penril.net	

- 1. Click "Profile Management".
- 2. The system shows as below.

Profile Management

View / Update Your Profile View and Update Profile



- 6. Click "Change Password" as above.
- 7. The system shows Change Password page as below.

Change password

Note(s)

Your Password must contain a mixture of numeric and alphabet format and cannot include these special character ["<>"%;&+] with a range between 8 to 12 characters.

		Step 1/2
Username:	caSinar	
Old password*:		
New password*:		
Confirm new password*:		
Note (*): All fields with asterisks (*) a	re required.	
	Clear Cor	nfirm

- 8. To change new password for user, the user must provide old password and new password to the system.
- 9. Key in old password to Old password box; new password to New password box and Confirm new password box; and click "Confirm" as below.

Note(s)		
Your Password must contain a mi between 8 to 12 characters.	ixture of numeric and alphabet format and cannot include these special character ["<>'%;&+] with a ra	ange
	S	tep 1/2
Username:	caSinar	
Old password*:		
New password*:		
Confirm new password*:		
Note (*): All fields with asterisks (*)	are required.	
	Clear	m

10. The system shows the user password has been updated.

Change password	
Note(s)	
1. Please take note that the new changes are now updated.	
	Step 2/2

Your password has been changed/updated.

Change password

2.7 Reset Password / Unlock Account For CA

Reset Password is required for CA in circumstance as below:

- i. CA forgets password
- ii. CA account is locked

Steps for resetting password as below:

- 1. CA calls Agrobank Contact Centre (1-300-88-2476) to get SMS PIN.
- 2. Agrobank Contact Centre verifies him/her as CA.
- 3. After verification, SMS PIN will send to his/her mobile phone number.
- 4. Select Reset Password at AGRONetBIZ website as below.



5. Click on "Corporate Administrator" button.

Reset Password

Note(s)		
You must be an existing user in order	to reset your password online.	
Select your password type*:		
Corporate Administrator	Corporate User	

Cancel

6. The system shows as below.

Reset Password

Note(s)		
Your password must contain the combination of nu special characters.	meric and alphabet format with a range between 8 to 12 characters and must not include these	a
	s	Step 1/3
Username*:		
PIN*:		
	Cancel Ne	ext

7. The user key in Username to Username box; key in the SMS PIN sent by Agrobank Contact Centre to Password box; and clicks "Next" as below.

Reset Password

Note(s)		
Your password must contain the combination of numer special characters.	ric and alphabet format with a range between 8 to 12 characters and must not include the	se
	[Step 1/3
Username*: CaS	Sinar	
PIN*:		
	Cancel	Vext

8. The system shows as below.

Reset Password

		Step 2/3
New Password*:		
Confirm New Password*:		
	(Back)	Next

9. The user key in new password as required to New Password box and Confirm New Password box; and clicks "Next" as below.

Reset Password

		Step 2/3
New Password*:		
Confirm New Password*:		
	Back	Next

10. The system shows reset password is successful.

Reset Password

	Step 3/3
Your password had been reset.	
	ed to Login

11. Click on "Proceed to Login" to go back to AGRONetBIZ website.

12. To login AGRONetBIZ, the user must use the new password has been created as step 9 as above.

2.8 Log Out

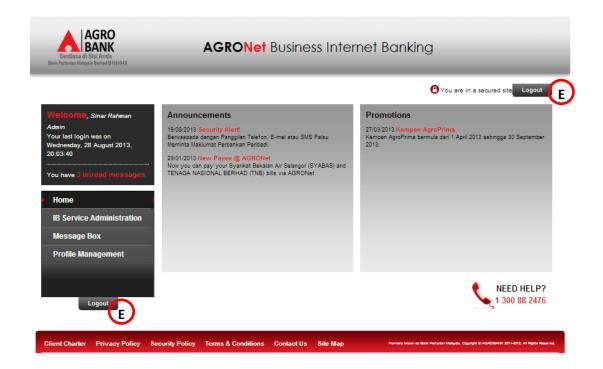
1. Access to AGRONetBIZ website as below.



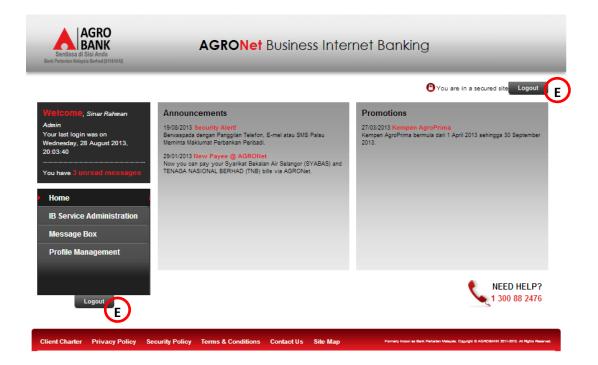
2. Key in Username to box highlighted "Enter your Username"; password to box highlighted "Enter your Password"; and click "Login" as below.



3. The system displays landing page of AGRONetBIZ as below.



4. Refer to E, click any "Logout" button to exit AGRONetBIZ page.



5. After logout, the system shows page as below.

