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:

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

    SMS PIN
    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   Corporate User

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 any special characters, except for 'underscore'.

Your activation PIN is the PIN received via SMS from AGRONet to your registered mobile number.

Step 1/3

Username*:   caSinar

PIN*:   ••••••

Cancel   Next

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

First Time Login

Step 2/3

New Password: ••••••••••••

Confirm New Password: ••••••••••••

Next

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 : https://www.agronet.com.my/BIB)

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.
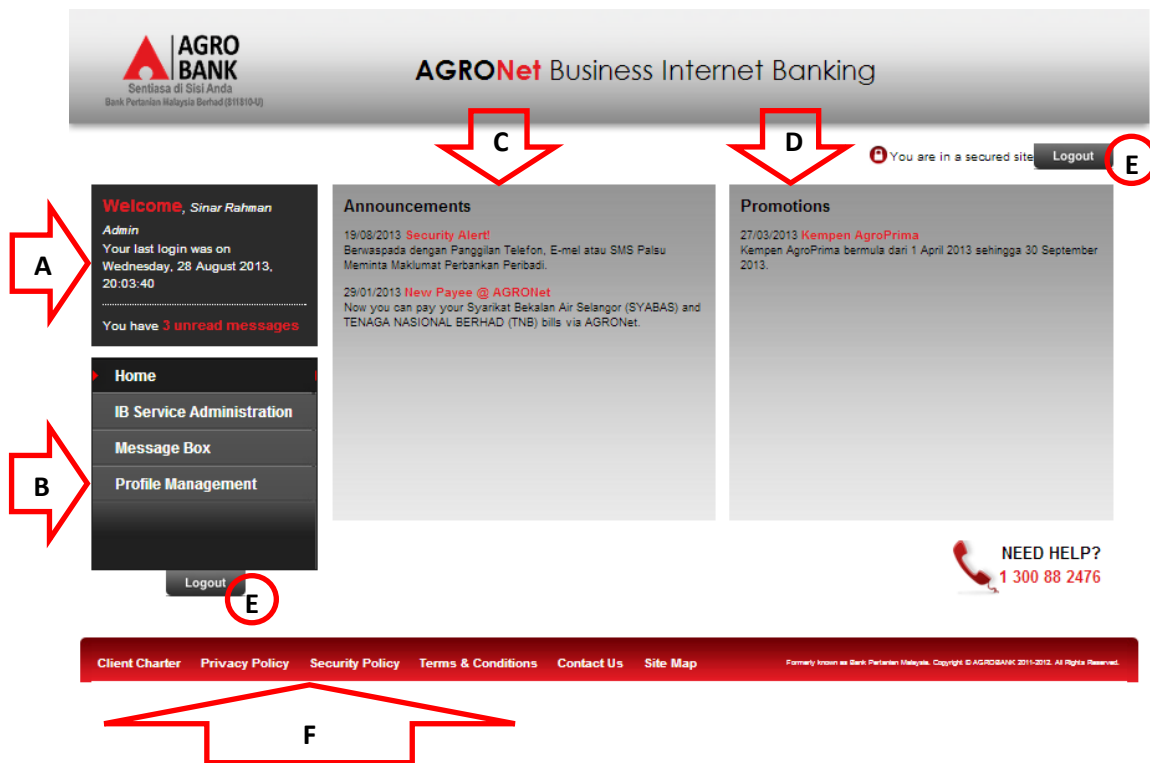
Enter TAC

TAC Number:	••••••••

Back   Next

4. Home page of AGRONetBIZ will be displayed.

AGRO BANK
Sentiasa di Sisi Anda
Bank Pertanian Malaysia Berhad (811810-U)

AGRONet Business Internet 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

Logout

Announcements

19/08/2013 Security Alert!
Berwaspada dengan Panggilan Telefon, E-mel atau SMS Palsu
Meminta Maklumat Perbankan Peribadi.

29/01/2013 New Payee @ AGRONet
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.

NEED HELP?
1 300 88 2476

Client Charter   Privacy Policy   Security Policy   Terms & Conditions   Contact Us   Site Map   Formerly known as Bank Pertanian Malaysia. Copyright © AGROBANK 2011-2012. All Rights Reserved.

5. Below are the information in the Home page:

Reference	Description
A	This box show display name of the user, last login date and number of unread messages in the Message Box.
B	This box show module which are allowed to the user.
C	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:
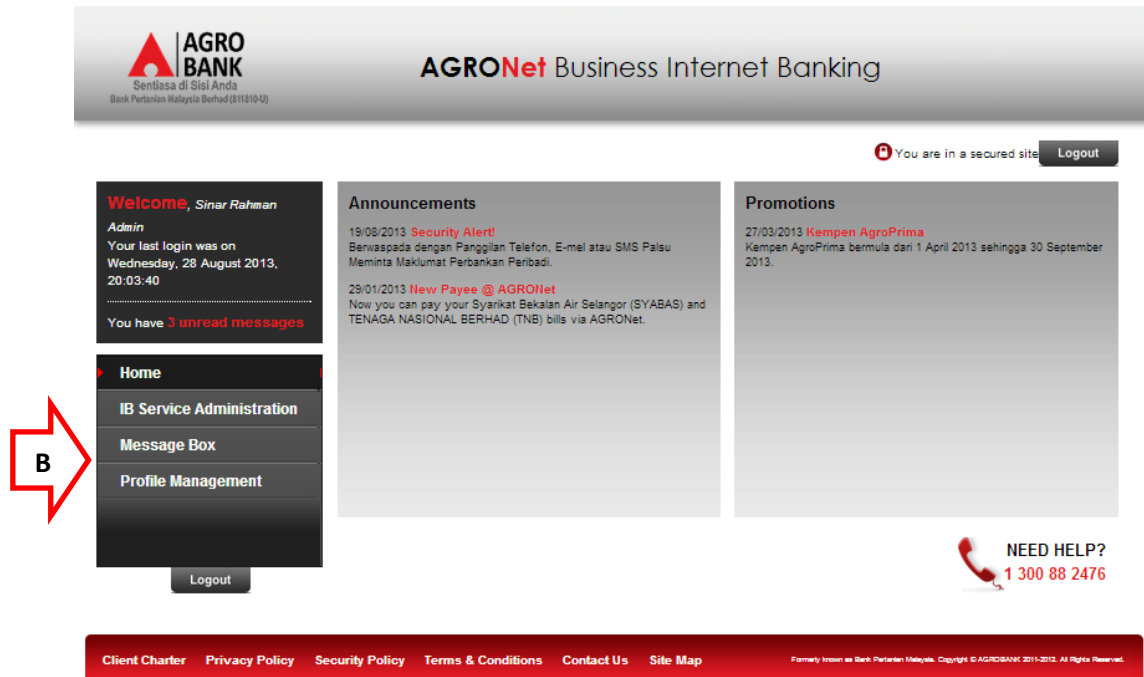
Module	Description	For Details, Refer To :
Home	The user directed to Home page of AGRONetBIZ when clicking the "Home" button.	
IB Service Management	Allow the user to create/delete user, to assign/revoke Security Token and to manage Approval Matrix based on limit of transaction.	**Paragraph 2.4**
Message 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

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

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	

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 User
        - Delete 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.

        Services
        - 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.

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

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	B	0	C	0	D	0	E
10000	1	A	2	B	0	C	0	D	0	E
100000	1	A	1	B	2	C	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.

-Sample approval matrix set by company ABCD:

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

Number of Approver for the group has been defined by company

Legend :

1	A

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 transaction (RM)	Number of Approver required for each group				
	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

2.4.1   User Maintenance

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.

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 Approver.
3	Create Viewer. Refer to Viewer.

Initiator

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.

5. The system shows as below.

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

7. The system show page as below.

Create User

Step 2/3

Field	
User Name*:	
Full Name*:	
Tel No:	(Eg. 03xxxxxxxx)
Office Ext. No:	
Mobile No*:	(Eg. 6012xxxxxxx)
Address*:	
City*:	
State*:	--Please select--
Postcode*:	
Email*:	
Password*:	
Confirm Password*:	

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

	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

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. 03xxxxxxxx)
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	✔

[Back] [Confirm]

10. The system shows creation for Initiator is successful.

Step 3/3	
User Name:	InitiatorSinar
Full Name:	ROSLI AHMAD
Tel No:	0327311666
Office Ext. No:	313
Mobile No:	60174747577
Address:	SINAR SDN BHD
	NO 11
	WISMA KENAGA
City:	KUALA LUMPUR
State:	Wilayah Persekutuan - Kuala Lumpur
Postcode:	43400
Email:	rosli@yahoo.com
User's Status:	New
Service	Account Enquiry Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment
Account Number:	1005491000012750 1007021000055938 2007021000068279 2007021000068286 3007021000098756 3007021000098763 3007021000098749 40491003202500000
Status:	Success

Create another user   Back to User Management

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

Approver

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*: Approver ▼

Cancel   Next

4. The system show page as below.

Create User

Step 2/3

User Name*:	
Full Name*:	
Tel No:	(Eg. 03xxxxxxx)
Office Ext. No:	
Mobile No*:	(Eg. 6012xxxxxx)
Address*:	
City*:	
State*:	--Please select--
Postcode*:	
Email*:	
Password*:	
Confirm Password*:	

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

	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]

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 (*).

Field	Value	
User Name*:	Approver1	
Full Name*:	LEE CHONG WEI	
Tel No:	0327311666	(Eg. 03xxxxxxxx)
Office Ext. No:	300	
Mobile No*:	60124534555	(Eg. 6012xxxxxxx)
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	
Password*:	••••••••	
Confirm Password*:	••••••••	

   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	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 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	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

7. The system shows creation for Approver is successful.

User Details

User Name:	Approver1	
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	
Role:	Approver	
User's Status:	ACTIVE	
Approver Group:	A	
Service	Account Enquiry Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment	
Account Number:	1005491000012750 1007021000055938 2007021000068279 2007021000068286 3007021000098756 3007021000098763 3007021000098749 40491003202500000	
Status:	Success	

Create another user   Back to User Management

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

<u>Viewer</u>

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

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.

4. The system show page as below.

Create User

| Step 2/3 |

User Name*:	
Full Name*:	
Tel No:	(Eg. 03xxxxxxx)
Office Ext. No:	
Mobile No*:	(Eg. 6012xxxxxxx)
Address*:	
City*:	
State*:	--Please select--
Postcode*:	
Email*:	
Password*:	
Confirm Password*:	

	Service	Allow
1	Account Enquiry	☐

	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]

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. 03xxxxxxxx)
Office Ext. No:	101
Mobile No*:	60133456789 (Eg. 6012xxxxxxx)
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	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

7. The system shows creation for Viewer is successful.

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 Create Additional User For Initiator, Approver or Viewer 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 Viewer 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.

FOR COMPANY HAS MULTIPLE USER – Refer 2.4.1.2

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 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 Management
- Edit Approval Matrix

Step 1/3

User Role*:   Single User ▼

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.

Step 2/3

User Name*:	
Full Name*:	
Tel No:	(Eg. 03xxxxxxxx)
Office Ext. No:	
Mobile No*:	(Eg. 6012xxxxxxx)
Address*:	
City*:	
State*:	--Please select-- ▼
Postcode*:	
Email*:	
Password*:	
Confirm Password*:	

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

	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]

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. 6012xxxxxxx)
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	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 Single User 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	✔

Back   Confirm

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

Step 3/3	
User Name:	SingleUser1
Full Name:	SAMAD AHMAD
Tel No:	0327322600
Office Ext. No:	
Mobile No:	60177774444
Address:	SAMAD SDN BHD
	WISMA SAMAD
City:	DAMANSARA
State:	Wilayah Persekutuan - Kuala Lumpur
Postcode:	43400
Email:	test@yahoo.com
User's Status:	New
Service	Account Enquiry Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment
Account Number:	1005491000012750 1007021000055938 2007021000068279 2007021000068286 3007021000098756 3007021000098763 3007021000098749 40491003202500000
Status:	Success

[Create another user] [Back to User Management]

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:

```
┌─────────────────────────────────┐
│   The users click "First Time Login"  │
│      at AgroNetBIZ website.      │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│   The users key in the Username and  │
│        temporary password.      │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│   The users force to change the  │
│  temporary password and system show  │
│  changing the password is successful.  │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│   Key in Username, key in the new  │
│      password and click Login   │
│      at AgroNetBIZ website.      │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│   The user successfully login to  │
│           AgroNetBIZ.            │
└─────────────────────────────────┘
```
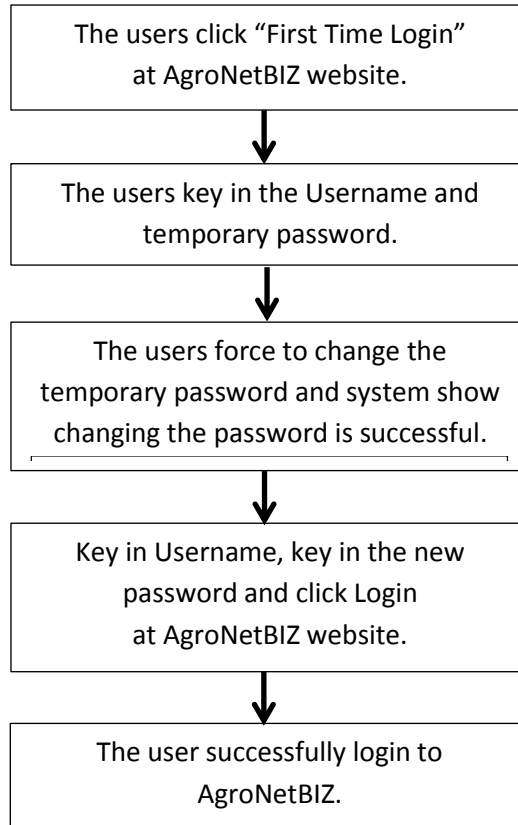
How does CA know the user status after the users did the login?

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

Sample list for Multiple Users Company

Sample list for Single User Company

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

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.
User's Status	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.
	LOCKED – The user account has locked due to invalid login exceed 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.
Updated date	Date that Corporate Administrator has updated profile for Initiator/Approver/Viewer such as update address/mobile/phone number/email, update certain service allow to use by user and update certain account allow to access by user.

2.4.1.3 Delete End Users

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

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.

5. The system show page as below.

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

8. Click "Delete" as below.

9. The system shows delete the user is successful.

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

2.4.1.4 Reset End Users Password

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

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.

5. The system show page as below.

6. Click "Reset Password" as above.

7. The system shows as below.

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

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

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.

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.

5. The system show page as below.

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

8. Click "Confirm" as below.

9. The system shows suspended the user is successful.

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

	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

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

Create

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

Create

5. The system show page as below.

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

8. Click "Confirm" as below.

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

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

2.4.1.7   Edit End Users

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

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

5. The system show page as below.

6. Click "Edit" as above.

7. The system shows as below.

	User Name*:	Approver1	
	Full Name*:	LEE CHONG WEI	
	Tel No:	0327311666	(Eg. 03xxxxxxxx)
	Office Ext. No:	300	
	Mobile No*:	60124534555	(Eg. 6012xxxxxxx)
	Address*:	SINAR SDN BHD	
		NO 11	
		WISMA KENANGA	
	City*:	KUALA LUMPUR	
	State*:	Wilayah Persekutuan - Kuala Lumpur	
	Postcode*:	43400	
	Email*:	lee@yahoo.com	

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

	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	404910032025000000	Loan Account	MATURED	✔

Back | Update

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 SDN BHD
		NO 11
		WISMA KENANGA
	City:	KUALA LUMPUR
	State:	Wilayah Persekutuan - Kuala Lumpur
	Postcode:	43400
	Email:	lee@yahoo.com
	Approver Group:	A

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

	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]

14. Click "Confirm" as above.

15. The system shows edited the user is successful.

User Name:	Approver1
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

Service	Account Enquiry Fund Transfer - Own Fund Transfer - 3rd Party Fund Transfer - Interbank Bill Payment

Account Number:	1005491000012750 1007021000055938 2007021000068279 2007021000068286 3007021000098756 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.

IB Service Administration

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

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

Security Token Serial Number (13 digits)

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.

IB Service Administration

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

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

7. The system show page as below.

8. Click "Edit"

9. The system show page as below.

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".

15. The system show page as below.

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

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

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 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

Security Token Details

Serial Number:	2600215708747
Status:	Not Assigned ▼
	Not Assigned
	Faulty
	Lost
Assigned To:	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".

IB Service Administration

- 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

11. The system show page as below.

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

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

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

IB Service Administration

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

	Security Token Serial Number	Status	Assigned To
1	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.

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

5. The system show page as below.

6. Click "Edit".

7. The system shows as below.

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".

13. The system show page as below.

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

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

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

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 Service 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.

IB Service Administration

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

	Security Token Serial Number	Status	Assigned To
1	2600215708747	Suspend	-

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:	Suspend
Assigned To:	-

Back | Edit

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.

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".

13. The system show page as below.

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

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

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

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

2.4.3 Edit Approval Matrix

For Multiple Users

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

Limits of transaction (RM)	Number of Approver required for each group				
	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 B	0 C	0 D	0 E
0	0 A	0 B	0 C	0 D	0 E
0	0 A	0 B	0 C	0 D	0 E

Updated By	Sinar Rahman Admin
Updated Date	27/08/2013 05:33:22 PM

Edit

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

5. The system shows as below.

Amount (up to RM)	Approval Matrix									
0	0	A	0	B	0	C	0	D	0	E
0	0	A	0	B	0	C	0	D	0	E
0	0	A	0	B	0	C	0	D	0	E

Updated By   Sinar Rahman Admin
Updated Date   27/08/2013 05:33:22 PM

Back   Next

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

Amount (up to RM)	Approval Matrix									
10000	0	A	0	B	0	C	0	D	0	E
50000	0	A	0	B	0	C	0	D	0	E
250000	0	A	0	B	0	C	0	D	0	E

Updated By   Sinar Rahman Admin
Updated Date   27/08/2013 05:33:22 PM

Back   Next

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	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   Confirm

10. To confirm the setting, click "Confirm" as above.
11. The system shows edit approval matrix setting is successful 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 05:48:50 PM

Status:	Success

Back to Approval Matrix

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	B	0	C	0	D	0	E
50,000	1	A	2	B	0	C	0	D	0	E
250,000	1	A	1	B	2	C	0	D	0	E

Updated By	Sinar Rahman Admin
Updated Date	27/08/2013 05:48:50 PM

Edit

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	B	0	C	0	D	0	E
0	0	A	0	B	0	C	0	D	0	E
0	0	A	0	B	0	C	0	D	0	E

Updated By	Sinar Rahman Admin
Updated Date	27/08/2013 05:33:22 PM

[Edit]

  4. Click "Edit" as above.

  5. The system shows as below.

Amount (up to RM)	Approval Matrix									
0	0	A	0	B	0	C	0	D	0	E
0	0	A	0	B	0	C	0	D	0	E
0	0	A	0	B	0	C	0	D	0	E

Updated By	Sinar Rahman Admin
Updated Date	27/08/2013 05:33:22 PM

[Back] [Next]

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

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

7. The system shows as below.

8. To confirm the setting, click "Confirm" as above.

9. The system shows edit approval matrix setting is successful as below.

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

4. Click "Inbox" as above.
5. 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.

<u>Read Message</u>

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
☑	TESTING New	02 Jul 2013 17:58:25
		Delete

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

Secure Mailbox

Delete inbox message

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

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

Secure Mailbox

Delete inbox message

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

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.

Message Box
To view a message

Inbox
Inbox

Trash Can
To delete a message

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

[Back To Trash Can]

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.

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

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

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

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.

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

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

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 1/2

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

Confirm

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

Update profile

Note(s)

1. Please take note that the new changes are now updated.

Step 2/2

Your profile has 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
Email:	lizahwati@penril.net

2.6.2　Change Password

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

Profile Management

View / Update Your Profile
View and Update Profile

Change Password
To change the Password

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 (*) are required.

Clear　　Confirm

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.

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 (*) are required.

Clear   Confirm

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.

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.

6. The system shows as below.

Reset Password

Note(s)

Your password must contain the combination of numeric and alphabet format with a range between 8 to 12 characters and must not include these special characters.

Step 1/3

| Username*: | |
| PIN*: | |

Cancel   Next

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 numeric and alphabet format with a range between 8 to 12 characters and must not include these special characters.

Step 1/3

| Username*: | caSinar |
| PIN*: | •••••• |

Cancel   **Next**

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.

Proceed 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.
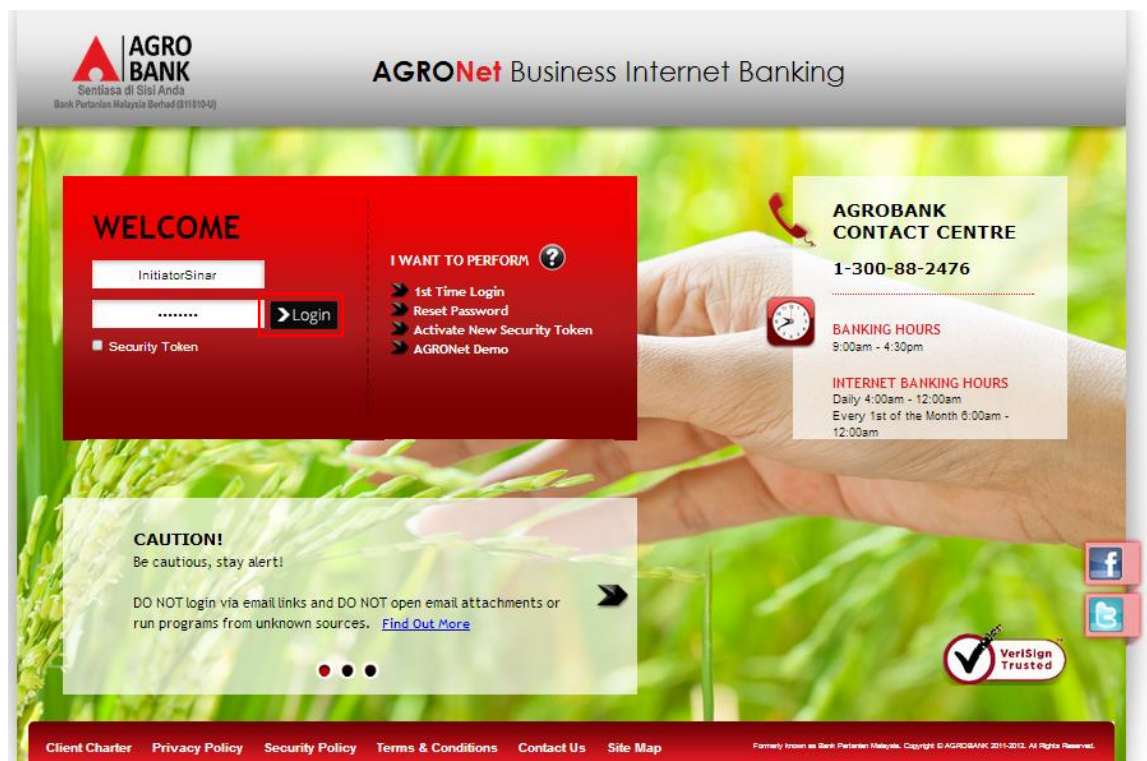
3. The system displays landing page of AGRONetBIZ as below.
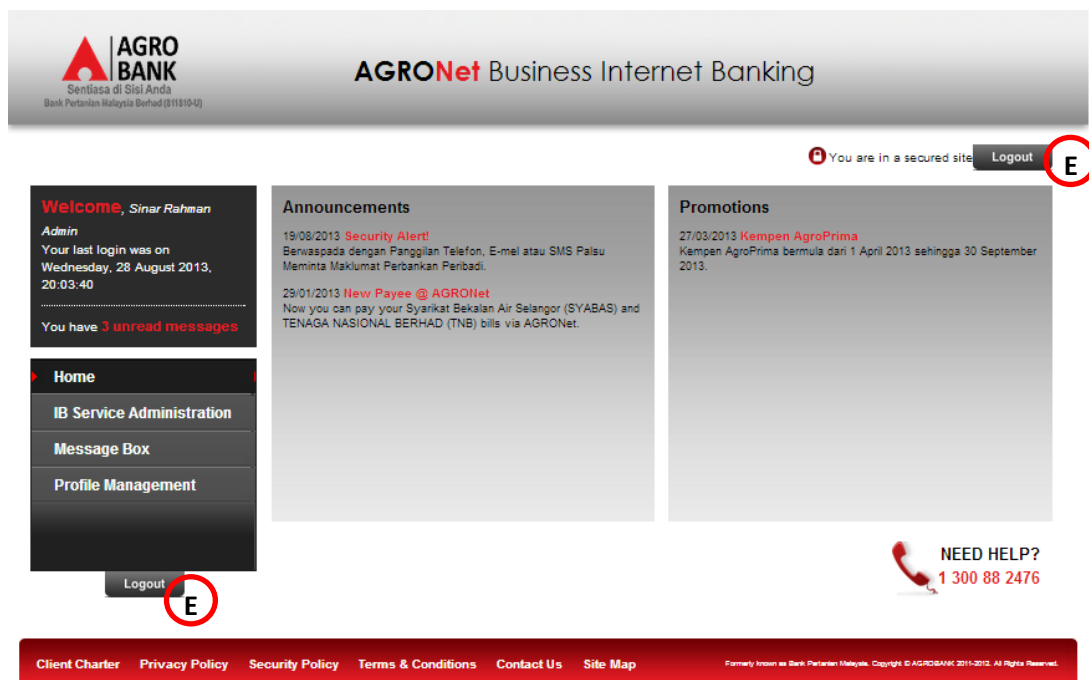
4. Refer to E, click any "Logout" button to exit AGRONetBIZ page.

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