AGRONetBIZ Section 3:
Initiator

3.1 Username and Password

- In order to use AGRONetBIZ, Initiator is required to do First Time Login.

- Initiator needs a Username and a temporary password for First Time Login.

- Initiator gets his/her Username and temporary password from CA after the CA has created his/her role as Initiator.

3.2 First Time Login (FTL)
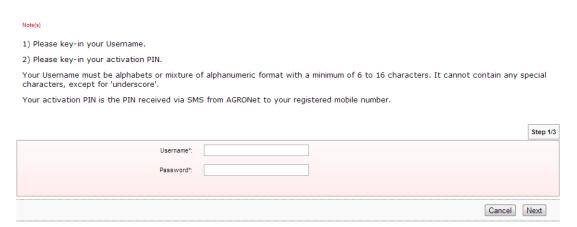
1. Select First Time Login at AGRONetBIZ website.
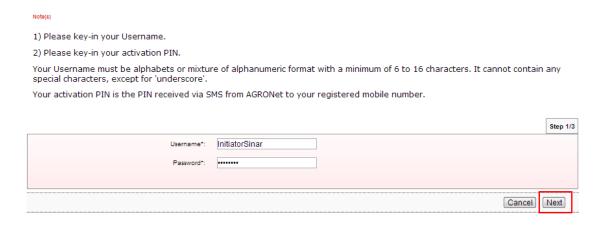
2. Click on "Corporate User" as below.

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. The system shows 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*: [   ]

Password*: [   ]

Cancel   Next

4. Key in Username to Username box; temporary password to Password box; and clicks "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*: InitiatorSinar

Password*: ••••••••

Cancel   Next

5. The system request New Password and Confirm Password.

6. Key in new password as required to New Password box and Confirm New Password box; and click "Next".

First Time Login

Step 2/3

New Password: ••••••••••

Confirm New Password: ••••••••••

Next

7. The system shows First Time Login is successful.

First Time Login

Step 3/3

You have successfully completed First Time Login.

Proceed to Login

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

9. Currently, Initiator is allowed to do normal login to access AGRONetBIZ.

10. Please continue to Login at **paragraph 3.3**.
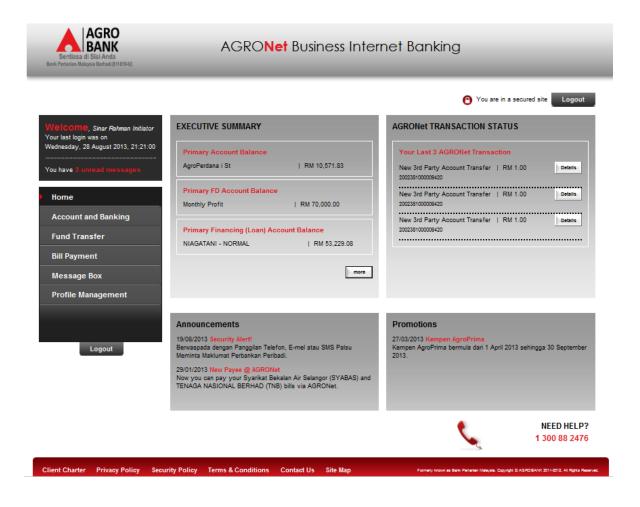
3.3   Login
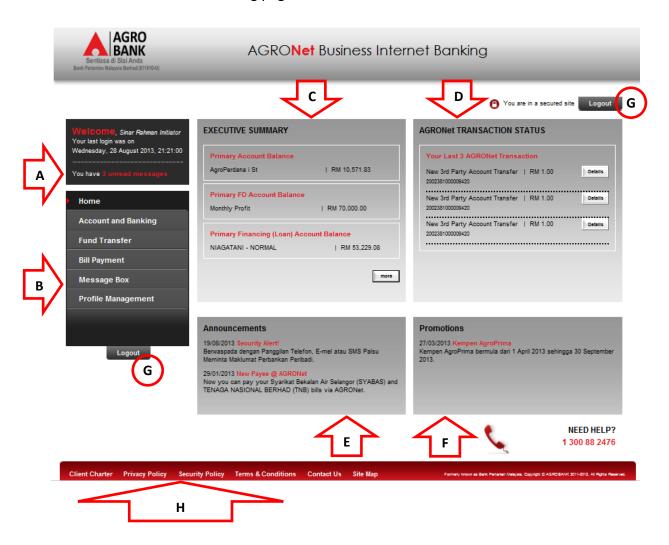
1. Access to AGRONetBIZ website as below

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

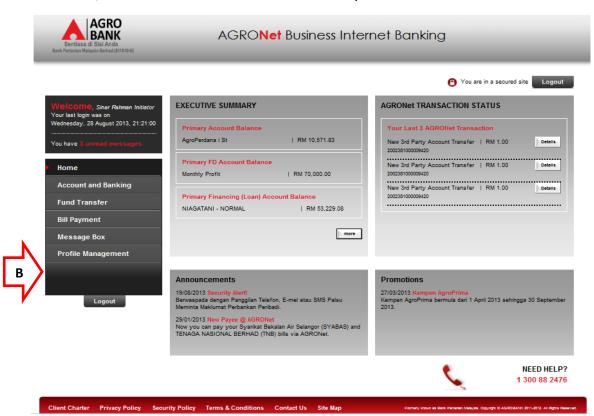3. The system displays landing page of AGRONetBIZ as below.

4. Main information in the landing page are as below:

Reference	Description
A	This box shows display name of the user, when last login and number of unread messages in the Message Box.
B	This box shows functions are allowed to the user.
C	This box shows Executive Summary of accounts balance.
D	This box shows last 3 Agronet transactions have been done.
E	This box shows announcements published by the bank
F	This box shows promotion carried out by the bank
G	This buttons for logout from AGRONetBIZ
H	This link shows Client Charter, Privacy Policy, Security Policy and Term & Conditions of AGRONetBIZ when clicking the links.

5. Refer to B, the functions are allowed to execute by Initiator in AGRONetBIZ as below:

Function	Description	For Details, Refer To :
Home	The user goes to landing page of AGRONetBIZ when clicking the "Home" button.	Step 3
Account and Banking	Allow the user access to summary of accessible accounts such as current account, saving account, loan account and fixed deposit.	**Paragraph 3.4**
Fund Transfer	Allow the user to initiate fund transfer for own account, third party and interbank.	**Paragraph 3.5**
Bill Payment	Allow the user to initiate payment for new bill and favourite bill. In addition this function allows add/delete favourite bill for payment.	**Paragraph 3.6**
Message Box	Allow the user to read message send by the bank and delete the message.	**Paragraph 3.7**
Profile Management	Allow user to change their display name and their password.	**Paragraph 3.8**

6. Please see details of the functions in the next **Paragraph**.

3.4   Function – Account and Banking

1. Ensure the user in the landing page as step 5 in the Paragraph 3.3.
2. Click "Account and Banking".
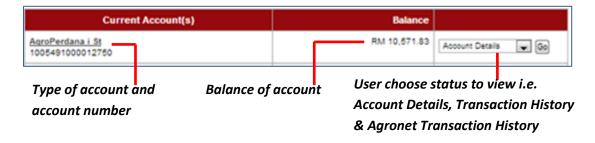3. The system shows accounts can be accessible by the user as below.

Account and Banking

Note(s)

1. Account Summary lists out all your current, savings and financing account(s) at IB.

2. Please take note that your Investment account listing can be viewed at Fixed Deposit (FD) menu.

Current Account(s)	Balance	
AgroPerdana i St 1005491000012750	RM 10,571.83	Account Details ▾ Go
AgroPerdana i St 1007021000055938	RM 7,900.06	Account Details ▾ Go

Loan Account(s)	Balance	
NIAGATANI - NORMAL 40491003202500000	RM 53,229.08	MATURED

Savings Account(s)	Balance	
AgroTani i 2007021000068279	RM 15,200.90	Account Details ▾ Go
Simp. Al-Mudharaba 2007021000068286	RM 5,670.98	Account Details ▾ Go

Fixed Deposit(s)	Balance	
FIXED-DEP GROUP 3007021000098749	RM 120,000.00	Account Details ▾ Go
Monthly Profit 3007021000098756	RM 70,000.00	Account Details ▾ Go
Maturity Profit 3007021000098763	RM 50,000.00	Account Details ▾ Go

4. Explanation for table of the Account and Banking as below:

Current Account(s)	Balance	
AgroPerdana i St 1005491000012750	RM 10,571.83	Account Details ▾ Go

Type of account and account number   *Balance of account*   *User choose status to view i.e. Account Details, Transaction History & Agronet Transaction History*

5. To see Account Details, go to Account Details.
6. To see Transaction History, go to Transaction History.
7. To see Agronet Transaction History, go to Agronet Transaction History.

Account Details

1. To view detail of account, choose **Account Details** in the box at right column and click "Go".
2. For example to view detail of AgroPerdana account **1005491000012750**, choose **Account Details** in the box and click "Go" as below.

3. The system shows as below.

4. Click "Back" to go previous page as step 2.

Transaction History

1. To view all transaction history of account, choose **Transaction History** in the box at right column and click "Go".

2. For example to view all transaction history of AgroPerdana account **1005491000012750**, choose **Transaction History** in the box and click "Go" as below.

Account and Banking

Note(s)

1. Account Summary lists out all your current, savings and financing account(s) at IB.

2. Please take note that your Investment account listing can be viewed at Fixed Deposit (FD) menu.

Current Account(s)	Balance	
AgroPerdana i St 1005491000012750	RM 10,579.91	Transaction history ▾ Go
AgroPerdana i St 1007021000055938	RM 7,906.09	Account Details ▾ Go

Loan Account(s)	Balance	
NIAGATANI - NORMAL 40491003202500000	RM 53,656.48	MATURED

Savings Account(s)	Balance	
AgroTani i 2007021000068279	RM 15,216.07	Account Details ▾ Go
Simp. Al-Mudharaba 2007021000068286	RM 5,676.66	Account Details ▾ Go

Fixed Deposit(s)	Balance	
FIXED-DEP GROUP 3007021000098749	RM 120,000.00	Account Details ▾ Go
Monthly Profit 3007021000098756	RM 70,000.00	Account Details ▾ Go
Maturity Profit 3007021000098763	RM 50,000.00	Account Details ▾ Go

5. The system shows as below.

Accounts & Banking

1005491000012750
Transaction History

Note(s)

Transaction History displaying all transactions of yours.

Transaction Date	Description	Channel	Debit	Credit	Balance
31/07/13	INT/HIBA	Internet		RM 7.41	RM 10,571.83
30/07/13	IB BILL PAYMENT	Internet	RM 43.00		RM 10,564.42
17/07/13	IB TRF FROM DD	Internet		RM 122.00	RM 10,607.42
17/07/13	IB TRF TO DD	Internet	RM 222.00		RM 10,485.42
11/07/13	IB BILL PAYMENT	Internet	RM 17.00		RM 10,707.42
11/07/13	IB BILL PAYMENT	Internet	RM 23.00		RM 10,724.42
11/07/13	IB IBG CHARGES	Internet	RM 0.10		RM 10,747.42
11/07/13	IB IBG DEBIT	Internet	RM 14.60		RM 10,747.52
11/07/13	IB IBG CHARGES	Internet	RM 0.10		RM 10,762.12
11/07/13	IB IBG DEBIT	Internet	RM 21.00		RM 10,762.22

Print | Download as CSV | Download as Text | More Transactions

Account Details ▼ Go Back

6. To see more transaction of the account, click "More Transactions".
7. The system shows as below.

Accounts & Banking

1005491000012750
Transaction History

Note(s)

Transaction History displaying all transactions of yours.

Transaction Date	Description	Channel	Debit	Credit	Balance
11/07/13	IB TRF TO DD	Internet	RM 30.20		RM 10,783.22
11/07/13	IB TRF FROM DD	Internet		RM 1.11	RM 10,813.42
09/07/13	IB TRF TO DD	Internet	RM 50.00		RM 10,812.31
09/07/13	IB TRF TO DD	Internet	RM 20.00		RM 10,862.31
09/07/13	IB IBG CHARGES	Internet	RM 0.10		RM 10,882.31
09/07/13	IB IBG DEBIT	Internet	RM 10.00		RM 10,882.41
04/07/13	CASH DEPOSIT	Internet		RM 10,000.00	RM 10,892.41

Print | Download as CSV | Download as Text

Account Details ▼ Go Back

8. To print all transaction history of the account to your printer, click "Print".

9. To download all transaction history of the account in Excel format to your computer, click "Download as CSV".

10. To download all transaction history of the account in Text format to your computer, click "Download as Text".

11. Click "Back" to go previous page as step 2.

Agronet Transaction History

1. To view transaction history initiate by an account, choose **Agronet Transaction History** in the box at right column and click "Go".

2. For example to view transaction history initiate by AgroPerdana account **1005491000012750**, choose **Agronet Transaction History** in the box and click "Go" as below.

Account and Banking

Note(s)

1. Account Summary lists out all your current, savings and financing account(s) at IB.

2. Please take note that your Investment account listing can be viewed at Fixed Deposit (FD) menu.

Current Account(s)	Balance	
AgroPerdana i St 1005491000012750	RM 10,579.91	Agronet Trxn History ⌄ [Go]
AgroPerdana i St 1007021000055938	RM 7,906.09	Account Details ⌄ [Go]

Loan Account(s)	Balance	
NIAGATANI - NORMAL 404910032025000000	RM 53,656.48	MATURED

Savings Account(s)	Balance	
AgroTani i 2007021000068279	RM 15,216.07	Account Details ⌄ [Go]
Simp. Al-Mudharaba 2007021000068286	RM 5,676.66	Account Details ⌄ [Go]

Fixed Deposit(s)	Balance	
FIXED-DEP GROUP 3007021000098749	RM 120,000.00	Account Details ⌄ [Go]
Monthly Profit 3007021000098756	RM 70,000.00	Account Details ⌄ [Go]
Maturity Profit 3007021000098763	RM 50,000.00	Account Details ⌄ [Go]

3. The system shows as below.

Accounts & Banking

1005491000012750
Online Trxn History

Date Time	Beneficiary Name Transaction Details Payment Ref Remarks	From Account To Account	Amount	Charges	Status Reference No. Bill Number	Reprint Receipt
23 Aug 2013 16:21:54		1005491000012750 2002381000009420	RM 1.00	RM 0.00	Pending 0000001668	
18 Jul 2013 11:05:14	test New Interbank Transfer 20130718000000001095	1005491000012750 13231232	RM 10.00	RM 0.10	Pending 0000001095	
18 Jul 2013 11:04:53	Mohd Rizzuan bin Roslan Favourite Interbank GIRO Transfer 20130718000000001094	1005491000012750 164892025468	RM 12.00	RM 0.10	Pending 0000001094	
16 Jul 2013 12:06:25	test New Interbank Transfer 20130716000000000893	1005491000012750 13231231232321	RM 21.00	RM 0.10	Accepted 0000000893	

Account Details ⌄ Go Back

4. Click "Back" to go previous page as step 2.

3.5   Function – Fund Transfer

1. Click "Fund Transfer".
2. The system shows as below.

Fund Transfer
To transfer money to own account, 3rd Party Account or Interbank Account

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Own Account Transfer
SIT Transfer to Own Account Number

3rd Party Account Transfer
Fund Transfer to 3rd Part Account

New 3rd Party Account Transfer
Favourite 3rd Party Account Transfer
3rd Party Beneficiary Acc Maintenance

Interbank Account Transfer
SIT IBG Transfer

New Interbank GIRO Transfer
Favourite Interbank GIRO Transfer
Favourite Interbank Maintenance

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3. Please refer to next page to understand steps for transferring money to own account, 3rd party account, Interbank account (using IBG) and create listing for favourite 3rd party beneficiary/interbank beneficiary.

Own Account Transfer

1. Click "Own Account Transfer".
2. The system shows as below.

Own Account Transfer

Note(s)

*Select the account and key-in the amount you would like to transfer to.

Step 1/3

From Account*:	--Please select--
To Account*:	--Please select--
Amount*:	

Note (*): All fields with asterisks (*) are required.

Next

3. Select from account at From Account box; select account to transfer at To Account box; key in amount at Amount box; and click "Next" as below.

Own Account Transfer

Note(s)

*Select the account and key-in the amount you would like to transfer to.

Step 1/3

From Account*:	2007021000068279 S
To Account*:	2007021000068286 S
Amount*:	100.00

Note (*): All fields with asterisks (*) are required.

Next

4. Click "Confirm" as below.

Own Account Transfer

Note(s)

Please ensure the **Amount** entered and **From/To Accounts** are correct before confirming the transaction.

	Step 2/3
From Account:	2007021000068279
To Account:	2007021000068286
Amount:	RM 100.00

[Back] [Confirm]

5. The system shows transaction "Pending Approval" for Approver to approve the transaction as below.

Own Account Transfer

Note(s)

You are advised to print the **Receipt** for your future reference and record keeping.

	Step 3/3
From Account:	2007021000068279
To Account:	2007021000068286
Amount:	RM 100.00
Status :	Pending Approval
Reference No.:	0000001785
Transaction Date:	03/09/2013
Transaction Time:	18:39:01

[Print receipt] [Make another transaction]

New 3rd Party Account Transfer

1. Click "New 3rd Party Account Transfer".
2. The system shows as below.

New 3rd Party Account Transfer

Note(s)

Make a one-off transfer to another Agrobank Savings or Current Account

Step 1/3

From Account*:	--Please select--
To Account*:	
Amount*:	
Remarks:	
Beneficiary Email:	

Note (*): All fields with asterisks (*) are required.

Clear | Next

3. Select from account at From Account box; key in account number to transfer at To Account box; key in amount at Amount box; and click "Next" as below.

New 3rd Party Account Transfer

Note(s)

Make a one-off transfer to another Agrobank Savings or Current Account

Step 1/3

From Account*:	2007021000068279 S
To Account*:	2000071000127650
Amount*:	200.00
Remarks:	
Beneficiary Email:	

Note (*): All fields with asterisks (*) are required.

Clear | Next

4. Click "Confirm" as below.

New 3rd Party Account Transfer

Note(s)

Please ensure the followings, before confirming the transaction:

- All details entered are correct.

Step 2/3

From Account:	2007021000068279
To Account:	2000071000127650
Account Holder Name:	CAHAYA CEPAT TRADIN
Amount:	RM 200.00
Remarks:	-
Beneficiary Email:	-

Back   Confirm

5. The system shows transaction "Pending Approval" for Approver to approve the transaction as below.

New 3rd Party Account Transfer

Note(s)

You are kindly advised to print the Receipt for your future reference and record keeping.

Step 3/3

From Account	2007021000068279
To Account:	2000071000127650
Account Holder Name:	CAHAYA CEPAT TRADIN
Amount:	RM 200.00
Remarks:	-
Beneficiary Email:	-
Status:	Pending Approval
Reference No.:	0000001787
Transaction Date:	03/09/2013
Transaction Time:	18:51:05

Print receipt   Make another transaction

3rd Party Beneficiary Account Maintenance

1. Click "3rd Party Beneficiary Account Maintenance"

2. The system shows 3rd party beneficiary accounts not add to the list as below.

3rd Party Beneficiary Acc Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make a recurring transaction to the same beneficiary.

Account Number	Beneficiary Name (Beneficiary Nickname)	Beneficiary Email
		Add

3. Click "Add" as above and the system shows as below.

3rd Party Beneficiary Maintenance - Add

Note(s)

Kindly enter your favourite beneficiary details here.

Step 1/3

Account Number*: [   ]

Beneficiary Nickname*: [   ]

Beneficiary Email: [   ]

Note (*): All fields with asterisks (*) are required.

Next

4. Key in account number at Account Number box; beneficiary name of the account at Beneficiary Nickname box; beneficiary email (optional) at Beneficiary Email box; and click "Next" as below.

3rd Party Beneficiary Maintenance - Add

Note(s)

Kindly enter your favourite beneficiary details here.

Step 1/3

Account Number*:	200049100009083
Beneficiary Nickname*:	CENDERENG ENTERPRISE
Beneficiary Email:	cendereng@yahoo.com

Note (*): All fields with asterisks (*) are required.

Next

5. Click "Confirm" to confirm as below.

3rd Party Beneficiary Maintenance - Add

Note(s)

Please ensure the followings before confirming the request:

1) Account Holder Name.

2) Account Number and email address details are correct.

Step 2/3

Account Number:	2000491000090835
Beneficiary Name:	CENDERENG ENTERPRIS
Beneficiary Nickname:	CENDERENG ENTERPRISE
Beneficiary Email:	cendereng@yahoo.com

Back Confirm

6. The system shows add 3rd party beneficiary account is successful as below.

3rd Party Beneficiary Maintenance - Add

Note(s)

You may now view the registered beneficiary details at the main page.

Step 3/3

Account Number:	2000491000090835
Beneficiary Name:	CENDERENG ENTERPRIS
Beneficiary Nickname:	CENDERENG ENTERPRISE
Beneficiary Email:	cendereng@yahoo.com
Status:	Successful
Reference No.:	2013090300000001788
Transaction Date:	03/09/2013
Transaction Time:	18:58:00

Back To 3rd Party Beneficiary Acc Maintenance

7. Click "Back To 3rd Party Beneficiary Account Maintenance" and the system shows list of the beneficiary account has been added.

3rd Party Beneficiary Acc Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make a recurring transaction to the same beneficiary.

	Account Number	Beneficiary Name (Beneficiary Nickname)	Beneficiary Email
☐	2000491000090835	CENDERENG ENTERPRIS (CENDERENG ENTERPRISE)	cendereng@yahoo.com

Delete   Add

8. Click "Add" to add another beneficiary account. For example to add beneficiary name TBS ECOTECH and repeat steps as above.

9. After successfully added TBS ECOTECH as beneficiary account, the list shows as below.

3rd Party Beneficiary Acc Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make a recurring transaction to the same beneficiary.

	Account Number	Beneficiary Name (Beneficiary Nickname)	Beneficiary Email
☐	2000491000090835	CENDERENG ENTERPRIS (CENDERENG ENTERPRISE)	cendereng@yahoo.com
☐	2007021000003548	TBS ECOTECH (TBS ECOTECH)	tbs@yahoo.com.my

[Delete] [Add]

Favourite 3rd Party Account Transfer

1. Click "Favourite 3rd Party Account Transfer".
2. The system shows as below.

Favourite 3rd Party Account Transfer

Note(s)

Make a transfer to a favourite Agrobank Savings or Current Account.

Step 1/3

From Account*:	--Please select-- ▾
To Account*:	--Please select-- ▾
Amount*:	
Remarks:	

Note (*): All fields with asterisks (*) are required.

Clear Next

3. Select from account at From Account box; select account to transfer at To Account box; key in amount at Amount box; remark for transfer (optional) at Remarks box; and click "Next" as below.

Favourite 3rd Party Account Transfer

Note(s)

Make a transfer to a favourite Agrobank Savings or Current Account.

Step 1/3

From Account*:	2007021000068279 S ▾
To Account*:	2000491000090835 - CENDERENG ENTERPRISE ▾
Amount*:	222.00
Remarks:	rental payment

Note (*): All fields with asterisks (*) are required.

Clear Next

4. Click "Confirm" as below.

Favourite 3rd Party Account Transfer

Note(s)

Please ensure all details entered are correct before confirming the transaction.

Step 2/3

From Account:	2007021000068279
To Account:	2000491000090835
Account Holder Name:	CENDERENG ENTERPRIS
Amount:	RM 222.00
Remarks:	rental payment
Beneficiary Email:	cendereng@yahoo.com

Back Confirm

5. The system shows transaction "Pending Approval" for Approver to approve the transaction as below.

Favourite 3rd Party Account Transfer

Note(s)

You are kindly advised to print the Receipt for your future reference and record keeping.

Step 3/3

From Account	2007021000068279
To Account:	2000491000090835
Account Holder Name:	CENDERENG ENTERPRIS
Amount:	RM 222.00
Remarks:	rental payment
Beneficiary Email:	cendereng@yahoo.com
Status:	Pending Approval
Reference No.:	0000001790
Transaction Date:	03/09/2013
Transaction Time:	19:06:37

Print receipt Make another transaction

Delete 3rd Party Beneficiary Account Maintenance

1. Click "3rd Party Beneficiary Account Maintenance".
2. The system shows as below.
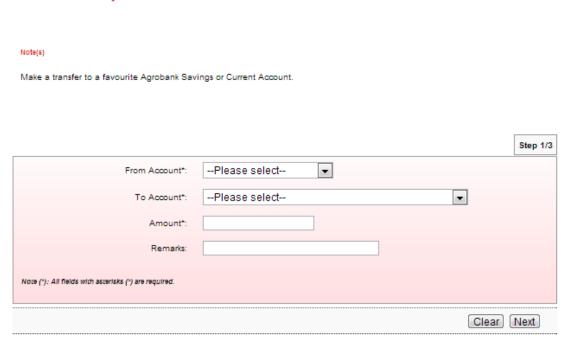
3rd Party Beneficiary Acc Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make a recurring transaction to the same beneficiary.

	Account Number	Beneficiary Name (Beneficiary Nickname)	Beneficiary Email
☐	2000491000090835	CENDERENG ENTERPRIS (CENDERENG ENTERPRISE)	cendereng@yahoo.com
☐	2007021000003548	TBS ECOTECH (TBS ECOTECH)	tbs@yahoo.com.my

[Delete] [Add]

3. Tick the box to delete TBS ECOTECT from the list and click "Delete" as below.

3rd Party Beneficiary Acc Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make a recurring transaction to the same beneficiary.

	Account Number	Beneficiary Name (Beneficiary Nickname)	Beneficiary Email
☐	2000491000090835	CENDERENG ENTERPRIS (CENDERENG ENTERPRISE)	cendereng@yahoo.com
☑	2007021000003548	TBS ECOTECH (TBS ECOTECH)	tbs@yahoo.com.my

[Delete] [Add]

4. The system shows below and click "Confirm".

3rd Party Beneficiary Maintenance - Delete

Step 1/2

Account Number:	2007021000003548
Beneficiary Name:	TBS ECOTECH
Beneficiary Nickname:	TBS ECOTECH
Beneficiary Email:	-

Back Confirm

5. The system shows delete TBS ECOTECH is successful as below.

3rd Party Beneficiary Maintenance - Delete

Step 2/2

Account Number:	2007021000003548
Beneficiary Name:	TBS ECOTECH
Beneficiary Nickname:	TBS ECOTECH
Beneficiary Email:	-
Status:	Successful
Reference No.:	2013090300000036708
Transaction Date:	03/09/2013
Transaction Time:	19:09:19

Back To 3rd Party Beneficiary Acc Maintenance

6. Click "Back To 3rd Party Beneficiary Account Maintenance" and shows TBS ECOTECH not in the list as below.

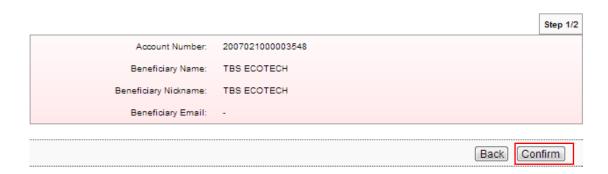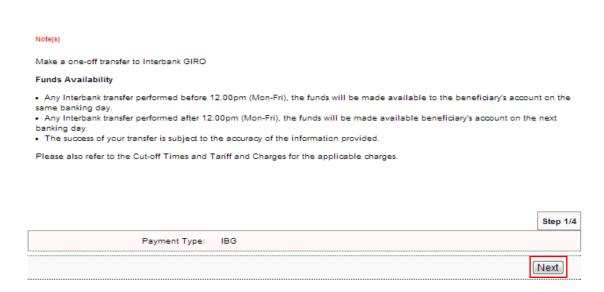**3rd Party Beneficiary Acc Maintenance**

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make a recurring transaction to the same beneficiary.

	Account Number	Beneficiary Name (Beneficiary Nickname)	Beneficiary Email
☐	2000491000090835	CENDERENG ENTERPRIS (CENDERENG ENTERPRISE)	cendereng@yahoo.com

Delete Add

New Interbank GIRO Transfer

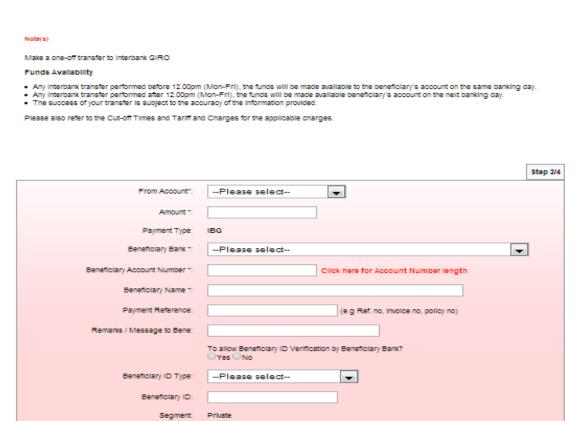1. Click "New Interbank GIRO Transfer".
2. The system shows as below.

New Interbank Transfer

Note(s)

Make a one-off transfer to Interbank GIRO

Funds Availability

- Any Interbank transfer performed before 12.00pm (Mon-Fri), the funds will be made available to the beneficiary's account on the same banking day.
- Any Interbank transfer performed after 12.00pm (Mon-Fri), the funds will be made available beneficiary's account on the next banking day.
- The success of your transfer is subject to the accuracy of the information provided.

Please also refer to the Cut-off Times and Tariff and Charges for the applicable charges.

	Step 1/4
Payment Type: IBG	
	Next

3. Click "Next" as above and the system shows as below.

New Interbank Transfer

Note(s)

Make a one-off transfer to Interbank GIRO

Funds Availability

- Any Interbank transfer performed before 12.00pm (Mon-Fri), the funds will be made available to the beneficiary's account on the same banking day.
- Any Interbank transfer performed after 12.00pm (Mon-Fri), the funds will be made available beneficiary's account on the next banking day.
- The success of your transfer is subject to the accuracy of the information provided.

Please also refer to the Cut-off Times and Tariff and Charges for the applicable charges.

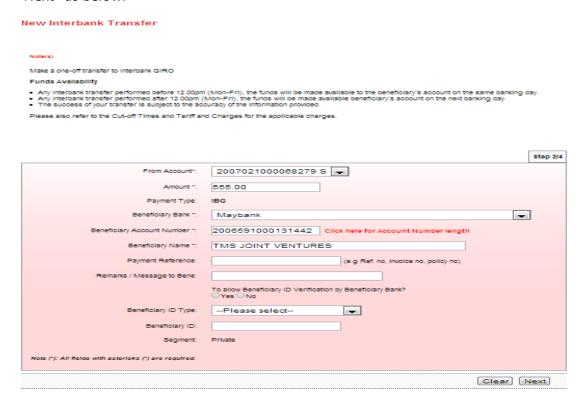|	Step 2/4
From Account*:	--Please select--
Amount *:	
Payment Type:	IBG
Beneficiary Bank *:	--Please select--
Beneficiary Account Number *:	Click here for Account Number length
Beneficiary Name *:	
Payment Reference:	(e.g Ref. no, Invoice no, policy no)
Remarks / Message to Bene:	
	To allow Beneficiary ID Verification by Beneficiary Bank? ○Yes ○No
Beneficiary ID Type:	--Please select--
Beneficiary ID:	
Segment:	Private

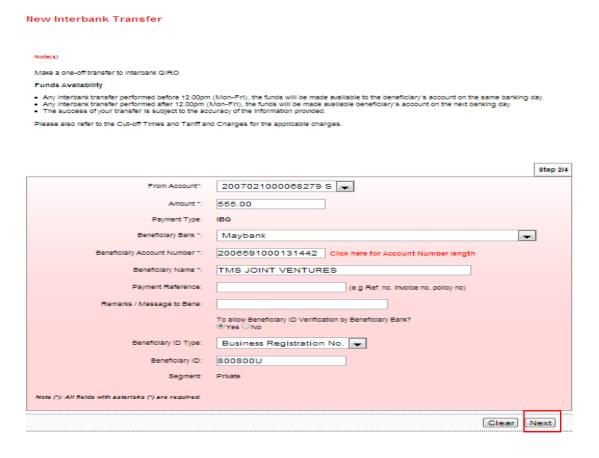*Note (*): All fields with asterisks (*) are required.*
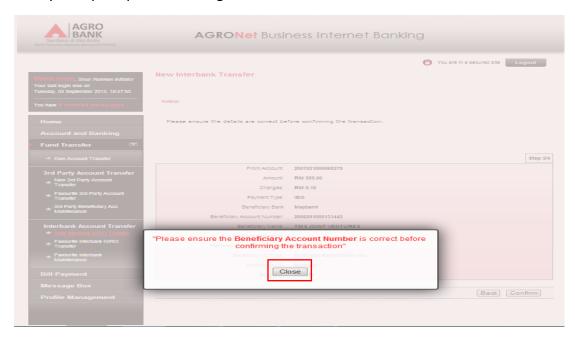
| | Clear | Next |

4. Select from account at From Account box; key in amount at Amount box; select bank of beneficiary account at Beneficiary Bank box; select the beneficiary account number at Beneficiary Account Number box; name of the beneficiary at Beneficiary Name box; and click "Next" as below.

New Interbank Transfer

Note(s)

Make a one-off transfer to Interbank GIRO

Funds Availability

- Any interbank transfer performed before 12.00pm (Mon-Fri), the funds will be made available to the beneficiary's account on the same banking day.
- Any interbank transfer performed after 12.00pm (Mon-Fri), the funds will be made available beneficiary's account on the next banking day.
- The success of your transfer is subject to the accuracy of the information provided.

Please also refer to the Cut-off Times and Tariff and Charges for the applicable charges.

		Step 2/4
From Account*:	2007021000068279 S ▼	
Amount *:	555.00	
Payment Type:	IBG	
Beneficiary Bank *:	Maybank ▼	
Beneficiary Account Number *:	2006591000131442 *Click here for Account Number length*	
Beneficiary Name *:	TMS JOINT VENTURES	
Payment Reference:	(e.g Ref. no, Invoice no, policy no)	
Remarks / Message to Bene:		
	To allow Beneficiary ID Verification by Beneficiary Bank? ○Yes ○No	
Beneficiary ID Type:	--Please select-- ▼	
Beneficiary ID:		
Segment:	Private	

Note (*): All fields with asterisks (*) are required.

[Clear] [Next]

5. To allow beneficiary ID verification (optional), tick "Yes"; select Beneficiary ID type; key in Beneficiary ID (based on Beneficiary ID type) and click "Next" as below.

New Interbank Transfer

Note(s)

Make a one-off transfer to Interbank GIRO

Funds Availability

- Any interbank transfer performed before 12.00pm (Mon-Fri), the funds will be made available to the beneficiary's account on the same banking day.
- Any interbank transfer performed after 12.00pm (Mon-Fri), the funds will be made available beneficiary's account on the next banking day.
- The success of your transfer is subject to the accuracy of the information provided.

Please also refer to the Cut-off Times and Tariff and Charges for the applicable charges.

		Step 2/4
From Account*:	2007021000068279 S ▼	
Amount *:	555.00	
Payment Type:	IBG	
Beneficiary Bank *:	Maybank ▼	
Beneficiary Account Number *:	2006591000131442 *Click here for Account Number length*	
Beneficiary Name *:	TMS JOINT VENTURES	
Payment Reference:	(e.g Ref. no, Invoice no, policy no)	
Remarks / Message to Bene:		
	To allow Beneficiary ID Verification by Beneficiary Bank? ⦿Yes ○No	
Beneficiary ID Type:	Business Registration No. ▼	
Beneficiary ID:	800800U	
Segment:	Private	

Note (*): All fields with asterisks (*) are required.

[Clear] [Next]

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6. The system prompts the message and click "Close" as below.

7. Click "Confirm" as below.

New Interbank Transfer

Note(s)

Please ensure the details are correct before confirming the transaction.

Step 3/4

From Account:	2007021000068275
Amount:	RM 555.00
Charges:	RM 0.10
Payment Type:	IBG
Beneficiary Bank	Maybank
Beneficiary Account Number:	2006591000131442
Beneficiary Name:	TMS JOINT VENTURES
Payment Reference:	-
Remarks / Message to Bene:	-
Beneficiary ID Type:	Business Registration No.
Beneficiary ID:	800800U
Segment:	Private

Back   Confirm

8. The system shows transaction "Pending Approval" for Approver to approve the transaction as below.

New Interbank Transfer

Note(s)

You are advised to print the Receipt for your future reference and record keeping.

Step 4/4

From Account:	2007021000068279
Amount:	RM 555.00
Charges:	RM 0.10
Payment Type:	IBG
Beneficiary Bank	Maybank
Beneficiary Account Number:	2006591000131442
Beneficiary Name:	TMS JOINT VENTURES
Payment Reference:	-
Remarks / Message to Bene:	-
Beneficiary ID Type:	Business Registration No.
Beneficiary ID:	800800U
Segment:	Private
Status :	Pending Approval
Reference No.:	0000001791
Transaction Date:	03/09/2013
Transaction Time:	19:23:57

Print receipt   Make another transaction

Favourite Interbank Maintenance

1. Click "Favourite Interbank Maintenance"
2. The system shows interbank beneficiary accounts not add to the list as below.

Favourite Interbank Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make to make a recurring transaction of the same beneficiary.

You do not have any favorite interbank account in this list.
You can add favorite interbank account after you have performed a successful transaction.

Add

4. Click "Add" as above and the system shows as below.

Interbank Beneficiary Account Registration

Note(s)

Kindly enter your favourite benefiary details here.

Step 1/3

Beneficiary Bank*:	--Please select--
Beneficiary Account Number*:	**Click here for Account Number length**
Beneficiary Name*:	
Beneficiary ID Type:	--Please select--
Beneficiary ID:	
Notes for own Reference:	

Note (*): All fields with asterisks (*) are required.

Next

5. Select bank of beneficiary account at Beneficiary Bank box; select the beneficiary account number at Beneficiary Account Number box; name of the beneficiary at Beneficiary Name box; select Beneficiary ID type (optional); key in Beneficiary ID (based on Beneficiary ID type) and click "Next" as below.

6. The system prompts message and click "Close" as below.

7. Click "Confirm" to confirm as below.

Interbank Beneficiary Account Registration

Note(s)

Please ensure the followings before confirming the request:

Beneficiary Account Number and beneficiary ID (if require 2nd validation) are correct.

Step 2/3

Beneficiary Bank:	Maybank
Beneficiary Account Number:	2006591000131442
Beneficiary Name:	TMS JOINT VENTURE S
Beneficiary ID Type:	Business Registration No.
Beneficiary ID:	800800U
Notes for own Reference:	

Back   Confirm

8. The system shows add interbank beneficiary account is successful as below.

Interbank Beneficiary Account Registration

Note(s)

You may now view the registered beneficiary details at the main page.

Step 3/3

Account Number:	2006591000131442
Beneficiary Bank:	Maybank
Beneficiary Name:	TMS JOINT VENTURE S
Beneficiary ID Type:	Business Registration No.
Beneficiary ID:	800800U
Notes for own Reference:	
Status:	Successful
Reference No.:	2013090300000036709
Transaction Date:	20130903 19:28:44
Transaction Time:	19:28:44

Back To Favourite Interbank Maintenance

9. Click "Back To Favourite Interbank Maintenance" and the system shows list of the beneficiary account has been added.

Favourite Interbank Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make to make a recurring transaction of the same beneficiary.

	Account Number	Beneficiary Bank	Beneficiary Name	Beneficiary ID	Notes for own Reference
☐	2006591000131442	Maybank	TMS JOINT VENTURE S	800800U	-

Delete Add

10. Click "Add" to add another beneficiary account. For example to add beneficiary name TUNAS RANCAK SDN BHD and repeat steps as above.
11. After successfully added TUNAS RANCAK SDN BHD as beneficiary account, the list shows as below.

Favourite Interbank Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make to make a recurring transaction of the same beneficiary.

	Account Number	Beneficiary Bank	Beneficiary Name	Beneficiary ID	Notes for own Reference
☐	2007021000014822	Bank Rakyat	TUNAS RANCAK SDN BHD	700700P	-
☐	2006591000131442	Maybank	TMS JOINT VENTURE S	800800U	-

Delete Add

Favourite Interbank GIRO Transfer

1. Click "Favourite Interbank GIRO Transfer".
2. The system shows as below.

Favourite Interbank GIRO Transfer

Note(s)

Make a transfer to a favourite local non-Agrobank Account.

	Step 1/4
Payment Type:	IBG

Next

3. The system shows as below.

Favourite Interbank GIRO Transfer

Note(s)

Make a transfer to a favourite local non-Agrobank Account.

Step 2/4

From Account*:	--Please select--
Amount *:	
Payment Type:	IBG
Interbank Transfer to *:	--Please select--
Payment Reference:	(e.g Ref. no, invoice no, policy no)
Remarks / Message to Bene:	
Segment:	Private

Note (*): All fields with asterisks (*) are required.

Clear   Next

4. Select from account at From Account box; key in amount at Amount box; select name of the beneficiary at Interbank Transfer to box; and click "Next" as below.

Favourite Interbank GIRO Transfer

Note(s)

Make a transfer to a favourite local non-Agrobank Account.

Step 2/4

From Account*:	2007021000068279 S ▾
Amount *:	444.00
Payment Type:	IBG
Interbank Transfer to *:	2006591000131442-MBBEMYKL-TMS JOINT VENTURE S ▾
Payment Reference:	(e.g Ref. no, invoice no, policy no)
Remarks / Message to Bene:	
Segment:	Private

Note (*): All fields with asterisks (*) are required.

Clear   Next

5. Click "Confirm" as below.

Favourite Interbank GIRO Transfer

Note(s)

Please ensure all details entered are correct before confirming the transaction.

Step 3/4

From Account:	2007021000068279
Amount:	RM 444.00
Charges:	RM 0.10
Payment Type:	IBG
Interbank Transfer to:	Maybank
Beneficiary Account Number:	2006591000131442
Beneficiary Name:	TMS JOINT VENTURE S
Payment Reference:	-
Remarks / Message to Bene:	-
Beneficiary ID Type:	Business Registration No.
Beneficiary ID:	800800U
Segment:	Private

Back   Confirm

6. The system shows transaction "Pending Approval" for Approver to approve the transaction as below.

Favourite Interbank GIRO Transfer

Note(s)

You are advised to print the Receipt for your future reference and record keeping.

Step 4/4

From Account:	2007021000068279
Amount:	RM 444.00
Charges:	RM 0.10
Payment Type:	IBG
Interbank Transfer to:	Maybank
Beneficiary Account Number:	2006591000131442
Beneficiary Name:	TMS JOINT VENTURE S
Payment Reference:	-
Remarks / Message to Bene:	-
Beneficiary ID Type:	Business Registration No.
Beneficiary ID:	800800U
Segment:	Private
Status :	Pending Approval
Reference No.:	0000001793
Transaction Date:	04/09/2013
Transaction Time:	08:32:49

Print receipt   Make another transaction

Favourite Interbank Maintenance

1. Click "Favourite Interbank Maintenance".
2. The system shows as below.

3. Tick the box to delete TUNAS RANCAK SDN BHD from the list and click "Delete" as below.

4. The system shows below and clicks "Confirm".

Interbank Beneficiary Account Deregistration

Step 1/2

Beneficiary Bank:	**Bank Rakyat**
Beneficiary Account Number:	**2007021000014822**
Beneficiary Name:	**TUNAS RANCAK SDN BHD**
Beneficiary ID Type:	**Business Registration No.**
Beneficiary ID:	**700700P**
Notes for own Reference:	

Back Confirm

5. The system shows delete TUNAS RANCAK SDN BHD is successful as below.

Interbank Beneficiary Account Deregistration

Step 2/2

Account Number:	**2007021000014822**
Beneficiary Bank:	**Bank Rakyat**
Beneficiary Name:	**TUNAS RANCAK SDN BHD**
Beneficiary ID Type:	**Business Registration No.**
Beneficiary ID:	**700700P**
Notes for own Reference:	
Status:	**Successful**
Reference No.:	**2013090400000036711**
Transaction Date:	**20130904 08:36:33**
Transaction Time:	**08:36:33**

Back To Favourite Interbank Maintenance

6. Click "Back To 3rd Party Beneficiary Account Maintenance" and shows TBS ECOTECH not in the list as below.

Favourite Interbank Maintenance

Note(s)

You may maintain your favourite beneficiary account details here. This is to ease you to make to make a recurring transaction of the same beneficiary.

	Account Number	Beneficiary Bank	Beneficiary Name	Beneficiary ID	Notes for own Reference
☐	2006591000131442	Maybank	TMS JOINT VENTURE S	800800U	-

Delete Add

3.6   Function – Bill Payment

1. Click "Bill Payment".
2. The system shows as below.

Bill Payment
Bill Payment

New Bill Payment
Make a new bill payment

Favourite Bill Payments
Payment to Favourite Account

Favourite Payee Maintenance
Favourite Account Maintenance

---

4. Please refer to next page to understand steps make payment to one-off bills, payment to favourite bills and how to create listing for favourite bills.

New Bill Payment

1. Click "New Bill Payment".
2. The system shows as below.

New Bill Payments

Note(s)

1. You may select a Payee Corporation category from the list below.

2. Please be reminded that your bill will be updated on the next working days by the payee.

Step 1/5

Payee Corporation Category*:   --Please select-- ▼

Note (*): All fields with asterisks (*) are required.
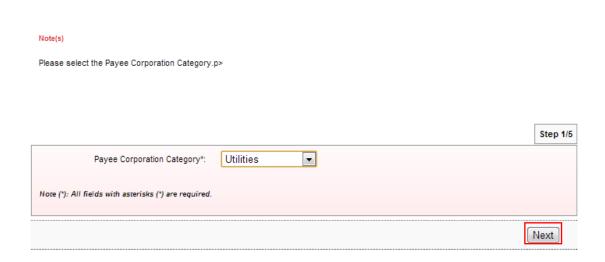
Next

3. Select Payee category as below.

New Bill Payments

Note(s)

1. You may select a Payee Corporation category from the list below.

2. Please be reminded that your bill will be updated on the next working days by the payee.

Step 1/5

Payee Corporation Category*:   --Please select-- ▼
                                 --Please select--
                                 Telcos
                                 Utilities

Note (*): All fields with asterisks (*) are required.

Next

4. For example Payee category is Utilities and click "Next" as below.

New Bill Payments

Note(s)

1. You may select a Payee Corporation category from the list below.

2. Please be reminded that your bill will be updated on the next working days by the payee.

Step 1/5

| Payee Corporation Category*: | Utilities ▼ |

Note (*): All fields with asterisks (*) are required.

Next

5. The system shows as below.

New Bill Payments

Note(s)

You may select a Payee Corporation from the list below.

Step 2/5

| Payee Corporation | --Please select-- ▼ |

Note (*): All fields with asterisks (*) are required.

Back   Next

6. Select Payee name as below.

7. For example Payee name is ASTRO and click "Next" as below.

8. The system shows as below.

New Bill Payments

Please enter the transaction details.

Step 3/5

From Account*:	--Please select-- ▼
Amount*:	
Biller Institution:	**ASTRO**
Bill Account No * :	

Note (*): All fields with asterisks (*) are required.

Back   Next

9. Select account number for payment at From Account box; key in amount to pay at Amount box; bill account number to pay at Bill Account No box; and click "Next" as below.

New Bill Payments

Please enter the transaction details.

Step 3/5

From Account*:	2007021000068279 S ▼
Amount*:	79.45
Biller Institution:	**ASTRO**
Bill Account No * :	0841028096

Note (*): All fields with asterisks (*) are required.

Back   Next

10. Click "Confirm" as below.

New Bill Payments

Note(s)

Please ensure all details are correct before clicking the **Confirm** button:

- All details entered are correct.

Step 4/5

From Account:	2007021000068279
Amount:	RM 79.45
Biller Institution:	ASTRO
Bill Account No:	0841028096

[Back] [Confirm]

11. The system shows transaction "Pending Approval" for Approver to approve the transaction as below.

New Bill Payments

Note(s)

You are advised to print the Receipt for your future reference and record keeping.

Step 5/5

From Account:	2007021000068279
Amount:	RM 79.45
Biller Institution:	ASTRO
Bill Account No:	0841028096
Status:	Pending Approval
Reference No.:	0000001794
Transaction Date:	04/09/2013
Transaction Time:	08:49:39

[Print receipt] [Make another transaction]

Favourite Payee Maintenance

1. Click "Favourite Payee Maintenance".

2. The system shows favourite bills not add to the list as below.

3. Click "Add" as above and the system shows as below.

4. Select Payee category as below.

5. For example Payee category is Utilities and click "Next" as below.

Bill Payment Favourite Payee Add

Note(s)

Please select the Payee Corporation Category.p>

Step 1/5

Payee Corporation Category*:   Utilities

Note (*): All fields with asterisks (*) are required.

Next

6. The system shows as below.

Bill Payment Favourite Payee Add

Note(s)

Please select the Payee Corporation to be added as favourite.

Step 2/5

Payee Corporation   --Please select--

Note (*): All fields with asterisks (*) are required.

Back   Next

7. Select Payee name as below.

Bill Payment Favourite Payee Add

Note(s)

Please select the Payee Corporation to be added as favourite.

Step 2/5

Payee Corporation | --Please select--

--Please select--
Tenaga Nasional Berhad (TNB)
Sabah Electricity Sdn Bhd (SESB)
Syarikat Air Terengganu (SATU)
Perbadanan Bekalan Air Pulau Pinang (PBAPP)
Syarikat Bekalan Air Selangor (SYABAS)
Pengurusan Air Pahang (PAIP)
Syarikat Air Darul Aman (SADA)
Syarikat Air Negeri Sembilan (SAINS)
Majlis Perbandaran Johor Baru Tengah (MPJBT)
Majlis Perbandaran Kuantan (MPK)
Majlis Perbandaran Ampang Jaya (MPAJ)
Majlis Bandaraya Shah Alam (MBSA)
Majlis Perbandaran Selayang (MPS)
Sarawak Electricity (SESCO)
Syarikat Air Johor (SAJ)
Air Kelantan Sdn Bhd (AKSB)
Lembaga Air Perak (LAP)
Syarikat Air Melaka Bhd (SAMB)
Jabatan Air Negeri Sabah (JANS)

Note (*): All fields with asterisks (*) are required.

Back   Next

8. For example Payee name is TNB and click "Next" as below.

Bill Payment Favourite Payee Add

Note(s)

Please select the Payee Corporation to be added as favourite.

Step 2/5

Payee Corporation | Tenaga Nasional Berhad (TNB)

Note (*): All fields with asterisks (*) are required.

Back   Next

9. The system shows as below.

10. Key in bill account number to pay at Bill Account No box; bill account name at Bill Account Holder Name box; and click "Next" as below.

11. Click "Confirm" as below.

12. The system shows add favourite payee is successful as below.

Bill Payment Favourite Payee Add

		Step 5/5
Biller Institution:	Tenaga Nasional Berhad (TNB)	
Bill Account No:	03220045505608	
Bill Account Holder Name:	SINAR SDN BHD	
Status:	Successful	
Reference No.:	2013090400000036712	
Transaction Date:	04/09/2013	
Transaction Time:	08:58:23	

Back to Favorite Payee List

13. Click "Back to Favourite Payee List" and the system shows list of the favourite payee has been added.

Bill Payment Favourite Maintenance

☐	Corporation Name	Account/Reference Number	Bill Account Holder Name
☐	Tenaga Nasional Berhad (TNB)	03220045505608	SINAR SDN BHD

Delete Add

14. Click "Add" to add another favourite bill. For example to add beneficiary name Telekom Malaysia and repeat steps as above.
15. After successfully added Telekom Malaysia as favourite bill, the list shows as below.

Bill Payment Favourite Maintenance

☐	Corporation Name	Account/Reference Number	Bill Account Holder Name
☐	Telekom Malaysia	A100110670201	SINAR SDN BHD
☐	Tenaga Nasional Berhad (TNB)	03220045505608	SINAR SDN BHD

Delete Add

Favourite Bill Payments

1. Click "Favourite Bill Payments".
2. The system shows as below.

Payment to Registered Payee Corporation

Note(s)

1. Make a transfer to a favourite Payee Corporation.

2. Please be reminded that your bill will be updated on the next working days by the payee.

Step 1/4

Payee Corporation*:   --Please select-- ▼

Note (*): All fields with asterisks (*) are required.

Next

3. Select favourite Payee as below.

Payment to Registered Payee Corporation

Note(s)

1. Make a transfer to a favourite Payee Corporation.

2. Please be reminded that your bill will be updated on the next working days by the payee.

Step 1/4

Payee Corporation*:   --Please select-- ▼

--Please select--
Tenaga Nasional Berhad (TNB) 03220045505608 SINAR SDN BHD
Telekom Malaysia A100110670201 SINAR SDN BHD

Note (*): All fields with asterisks (*) are required.

Next

4. For example Payee name is TNB and click "Next" as below.

Payment to Registered Payee Corporation

Note(s)

1. Make a transfer to a favourite Payee Corporation.

2. Please be reminded that your bill will be updated on the next working days by the payee.

Step 1/4

Payee Corporation*: Tenaga Nasional Berhad (TNB) 03220045505608 SINAR SDN BHD ▼

Note (*): All fields with asterisks (*) are required.

Next

5. The system shows as below.

Payment to Registered Payee Corporation

Please select your From Account and enter the Amount to be paid.

Step 2/4

From Account*: --Please select-- ▼

Amount*:

Biller Institution: **Tenaga Nasional Berhad (TNB)**

Bill Account No *: **03220045505608**

Note (*): All fields with asterisks (*) are required.

Back   Next

6. Select account number for payment at From Account box; key in amount to pay at Amount box; and click "Next" as below.

Payment to Registered Payee Corporation

Please select your From Account and enter the Amount to be paid.

Step 2/4

From Account*:	2007021000068279 S
Amount*:	99.00
Biller Institution:	**Tenaga Nasional Berhad (TNB)**
Bill Account No * :	**03220045505608**

Note (*): All fields with asterisks (*) are required.

Back | Next

7. Click "Confirm" as below.

Payment to Registered Payee Corporation

Note(s)

Please ensure all the details entered are correct before confirming the transaction.

Step 3/4

From Account:	2007021000068279
Amount:	RM 99.00
Biller Institution:	**Tenaga Nasional Berhad (TNB)**
Bill Account No:	03220045505608

Back | Confirm

8. The system shows transaction "Pending Approval" for Approver to approve the transaction as below.

Payment to Registered Payee Corporation

Note(s)

You are advised to print the Receipt for your future reference and record keeping.

Step 4/4

From Account:	2007021000068279
Amount:	RM 99.00
Biller Institution:	Tenaga Nasional Berhad (TNB)
Bill Account No:	03220045505608
Status:	Pending Approval
Reference No.:	0000001796
Transaction Date:	04/09/2013
Transaction Time:	09:48:35

Print receipt   Make another transaction

Favourite Payee Maintenance

1. Click "Favourite Payee Maintenance".
2. The system shows as below.

Bill Payment Favourite Maintenance

	Corporation Name	Account/Reference Number	Bill Account Holder Name
☐	Telekom Malaysia	A100110670201	SINAR SDN BHD
☐	Tenaga Nasional Berhad (TNB)	03220045505608	SINAR SDN BHD

Delete Add

4. Tick the box to delete Telekom Malaysia from the list and click "Delete" as below.

Bill Payment Favourite Maintenance

	Corporation Name	Account/Reference Number	Bill Account Holder Name
☑	Telekom Malaysia	A100110670201	SINAR SDN BHD
☐	Tenaga Nasional Berhad (TNB)	03220045505608	SINAR SDN BHD

Delete Add

5. The system shows below and clicks "Confirm".

Bill Payment Favourite Payee Delete

Step 1/2

Biller Institution:	Telekom Malaysia
Account / Reference Number:	A100110670201
Bill Account Holder Name:	SINAR SDN BHD

Back Confirm

6. The system shows delete Telekom Malaysia is successful as below.

Bill Payment Favourite Payee Delete

	Step 2/2

Biller Institution:	Telekom Malaysia
Account / Reference Number:	A100110670201
Bill Account Holder Name:	SINAR SDN BHD
Status:	Deleted
Reference No.:	2013090400000036714
Transaction Date:	04/09/2013
Transaction Time:	09:51:34

Back to Favorite Payee List

7. Click "Back to Favorite Payee List" and shows Telekom Malaysia not in the list as below.

Bill Payment Favourite Maintenance

	Corporation Name	Account/Reference Number	Bill Account Holder Name
☐	Tenaga Nasional Berhad (TNB)	03220045505608	SINAR SDN BHD

Delete   Add

3.7 Function – Message Box

3.7.1 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.

Read Message

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

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

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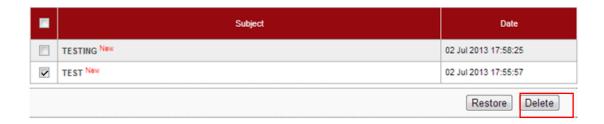5. To print the shown message to your printer, click "Print".

Delete Message

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

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

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

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

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

3.7.2 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 <u>Restore Message</u>.
6. To permanent delete message, go to <u>Permanent Delete Message</u>.

Restore Message

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

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

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

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

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

<u>Permanent Delete Message</u>

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".

3.8 Function – Profile Management

3.8.1 View/Update Your Profile

1. Ensure the user in the landing page as step 5 in the Paragraph 3.3.
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 Initiator** as below.

6. To change Display Name **Sinar Rahman Initiator** to **ROSLI SINAR**, type **ROSLI SINAR** 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*:	ROSLI SINAR
Username:	InitiatorSinar
Full Name:	ROSLI AHMAD
Tel No:	0327311666
Ext Office No:	313
Mobile No:	60174747577
Address:	SINAR SDN BHD
	NO 11
	WISMA KENAGA
Email:	rosli@yahoo.com

Confirm

7. The system shows Display Name **ROSLI SINAR** 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	ROSLI SINAR
Username:	InitiatorSinar
Full Name:	ROSLI AHMAD
Tel No:	0327311666
Ext Office No:	313
Mobile No:	60174747577
Address:	SINAR SDN BHD
	NO 11
	WISMA KENAGA
Email:	rosli@yahoo.com

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3.8.2 Change Password

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

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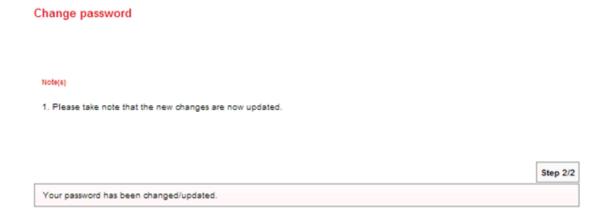7. The system shows Change Password page as below.

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:	**Initiator Sinar**
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.
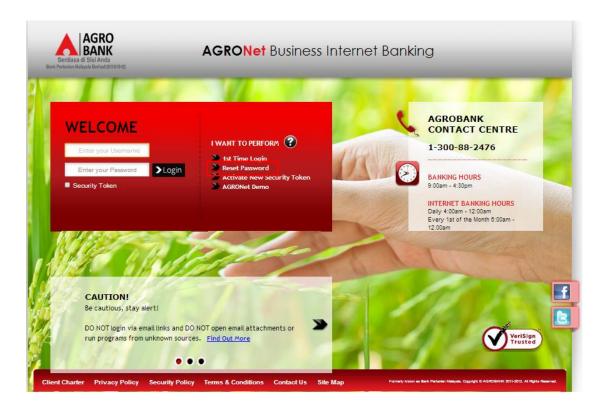
Step 2/2

Your password has been changed/updated.

3.9   Reset Password/Unlock Account For Initiator

Reset Password is required for the user in circumstance as below:
i.   User forget password
ii.   User account is locked

Steps for resetting password as below:

1. The user informs CA if he/she forgets password or account is locked.
2. CA do reset the user password as below:
    i.   CA login to AGRONetBIZ website
    ii.   CA click "IB Service Management"
    iii. CA click "User Maintenance"
    iv.   CA choose Username of the user and click "Reset Password"
    v.   CA key in new password for the user.
    vi.   The system shows reset password of the user is successful.

3. Once completed step 2, CA give new password to the user.
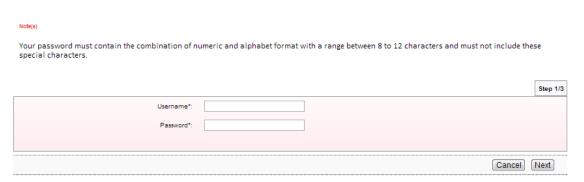4. The user selects Reset Password at AGRONetBIZ website as below.
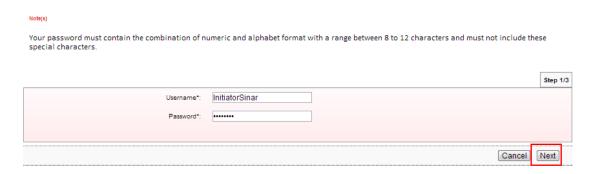
5. Click on "Corporate User" button.

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

Step 1/3

Username*: [   ]
Password*: [   ]

Cancel   Next

7. The user key in Username to Username box; key in the new password has been given by CA 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*: InitiatorSinar
Password*: ••••••••

Cancel   Next

8. The system shows as below.

Reset Password

Step 2/3

New Password*: [   ]
Confirm New Password*: [   ]

Back   Next

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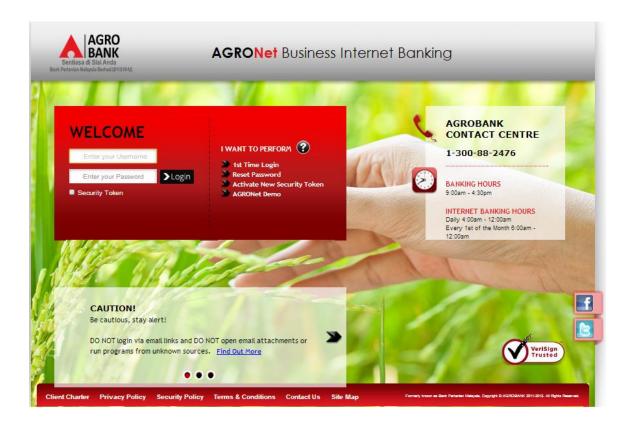

10. The system shows reset password is successful.

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.
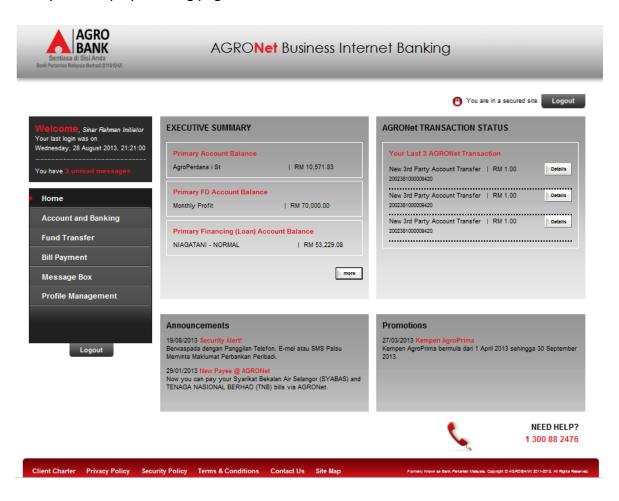
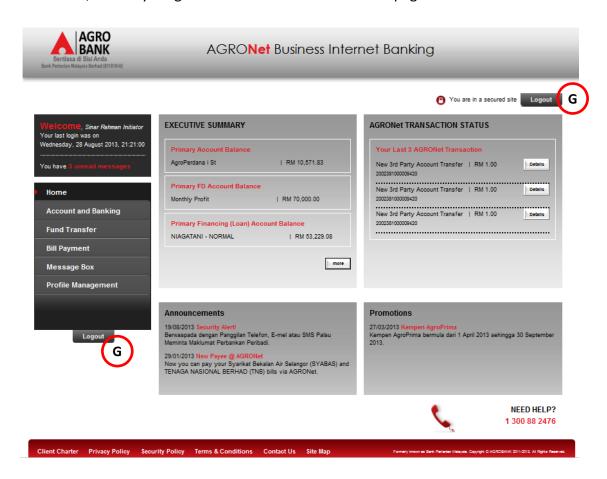## 3.10   Log Out

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 G, click any "Logout" button to exit AGRONetBIZ page.

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