



MULTIPLE USER

03

**CREATE
USER**

AGRONetBIZ
Business Internet Banking

Approver

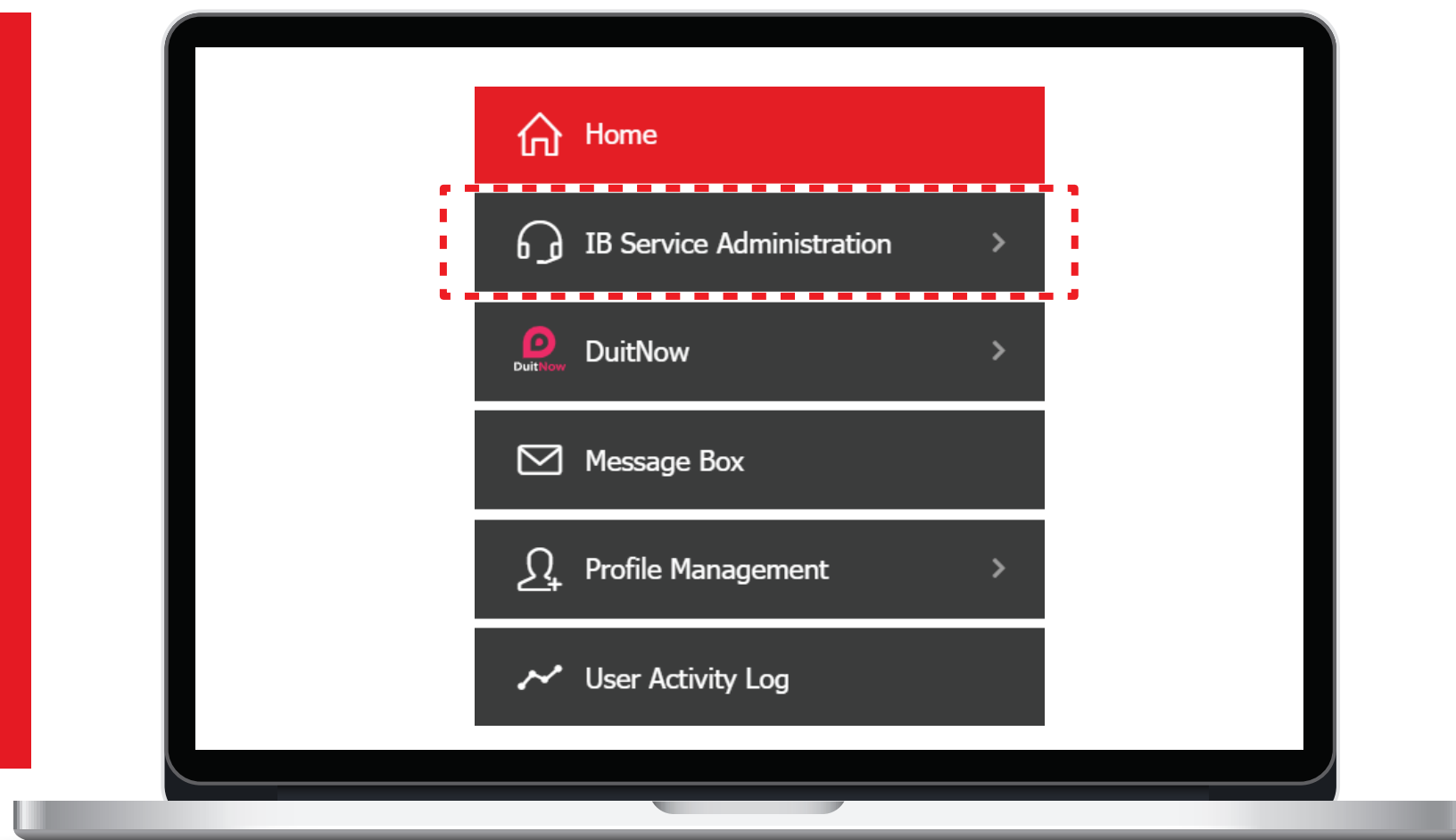


STEP 1

GETTING STARTED:

Corporate Administrator (CA)
to create **Corporate Users (Approver)**.

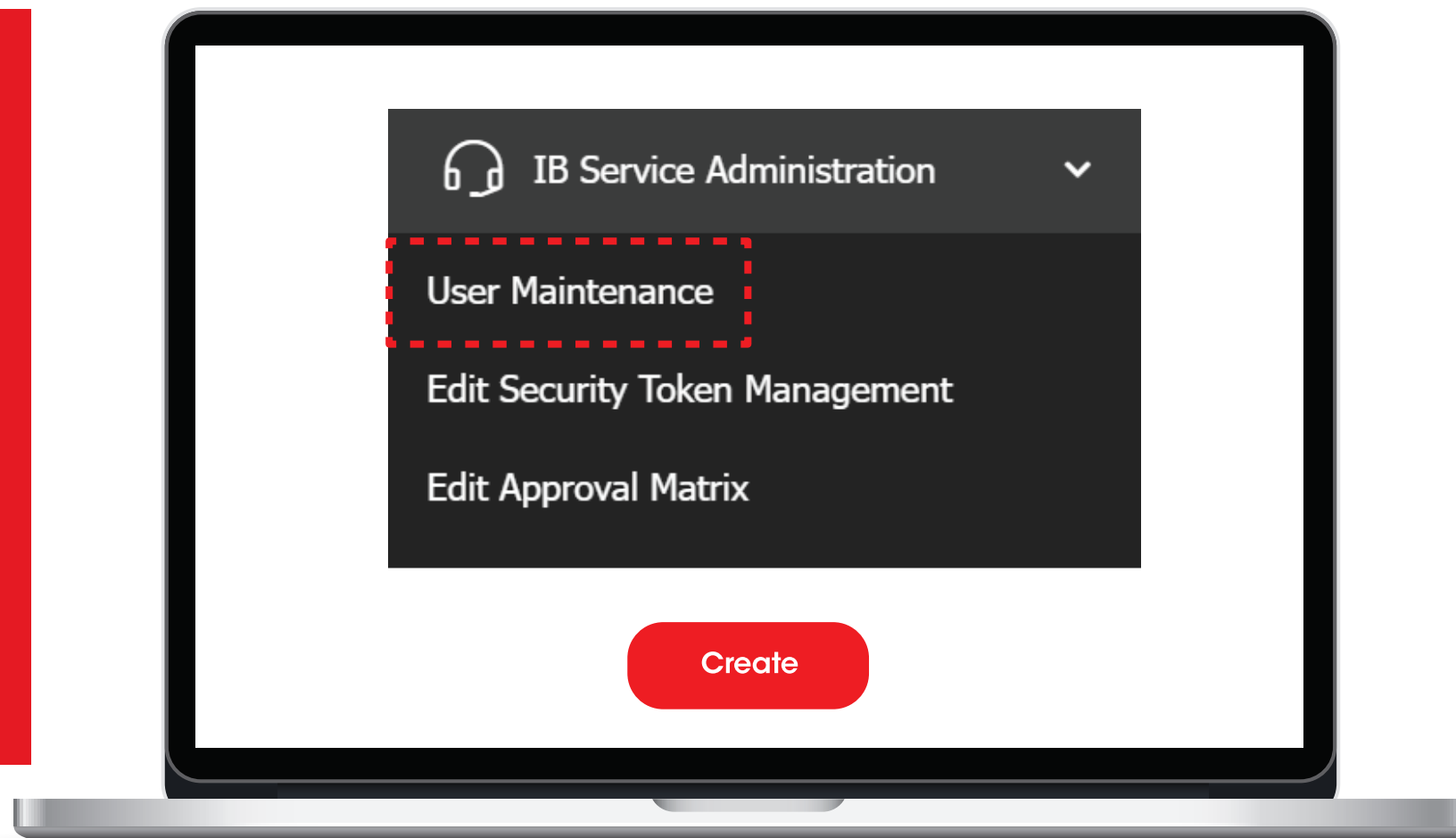
Click:
IB Service Administration.



STEP 2

Click:
User Maintenance.

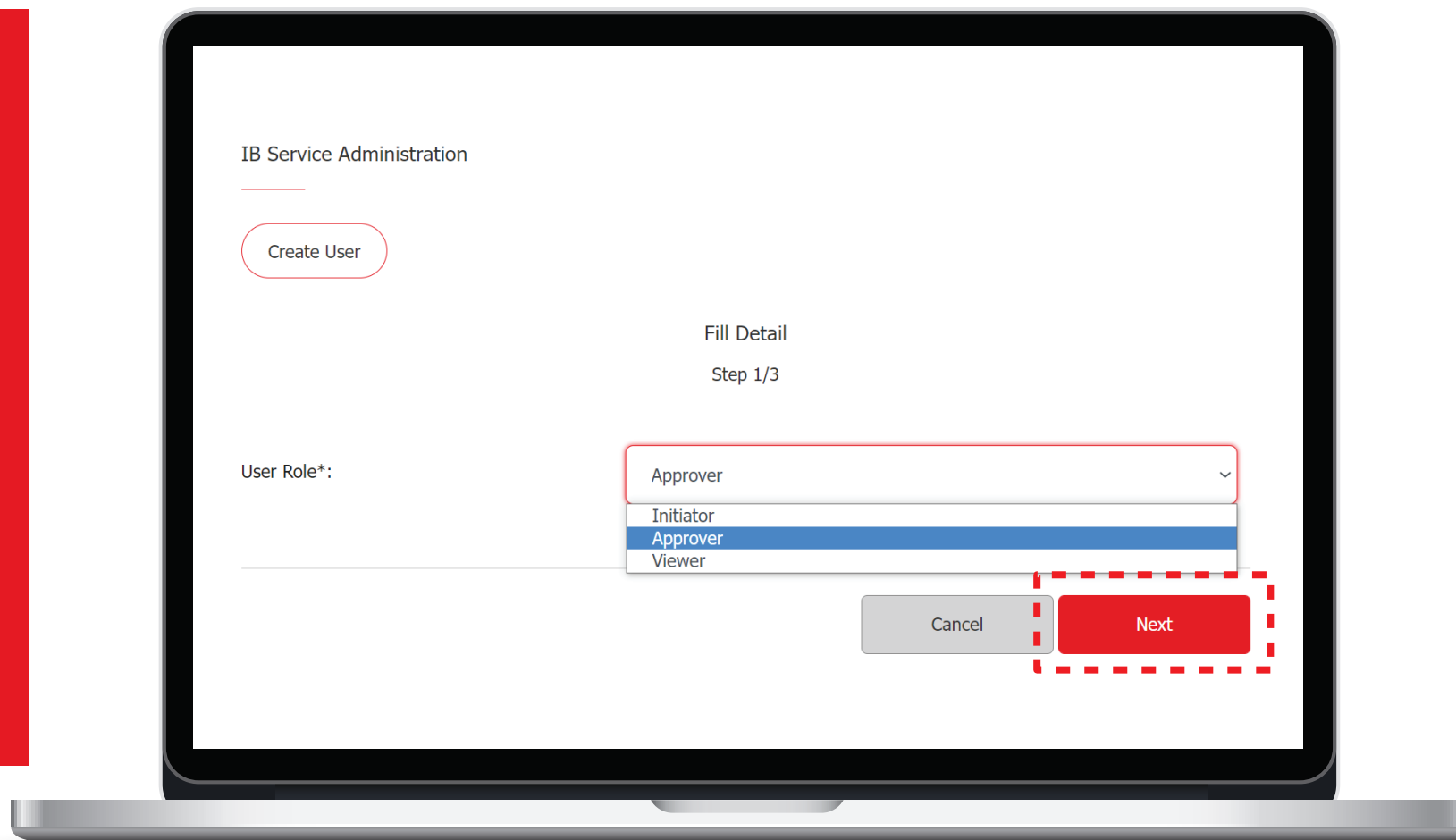
Click:
Create.



STEP 3

Choose User Role:
Approver.

Click:
Next.



IB Service Administration

Create User

Fill Detail
Step 1/3

User Role*:

- Approver
- Initiator
- Approver
- Viewer

Cancel Next

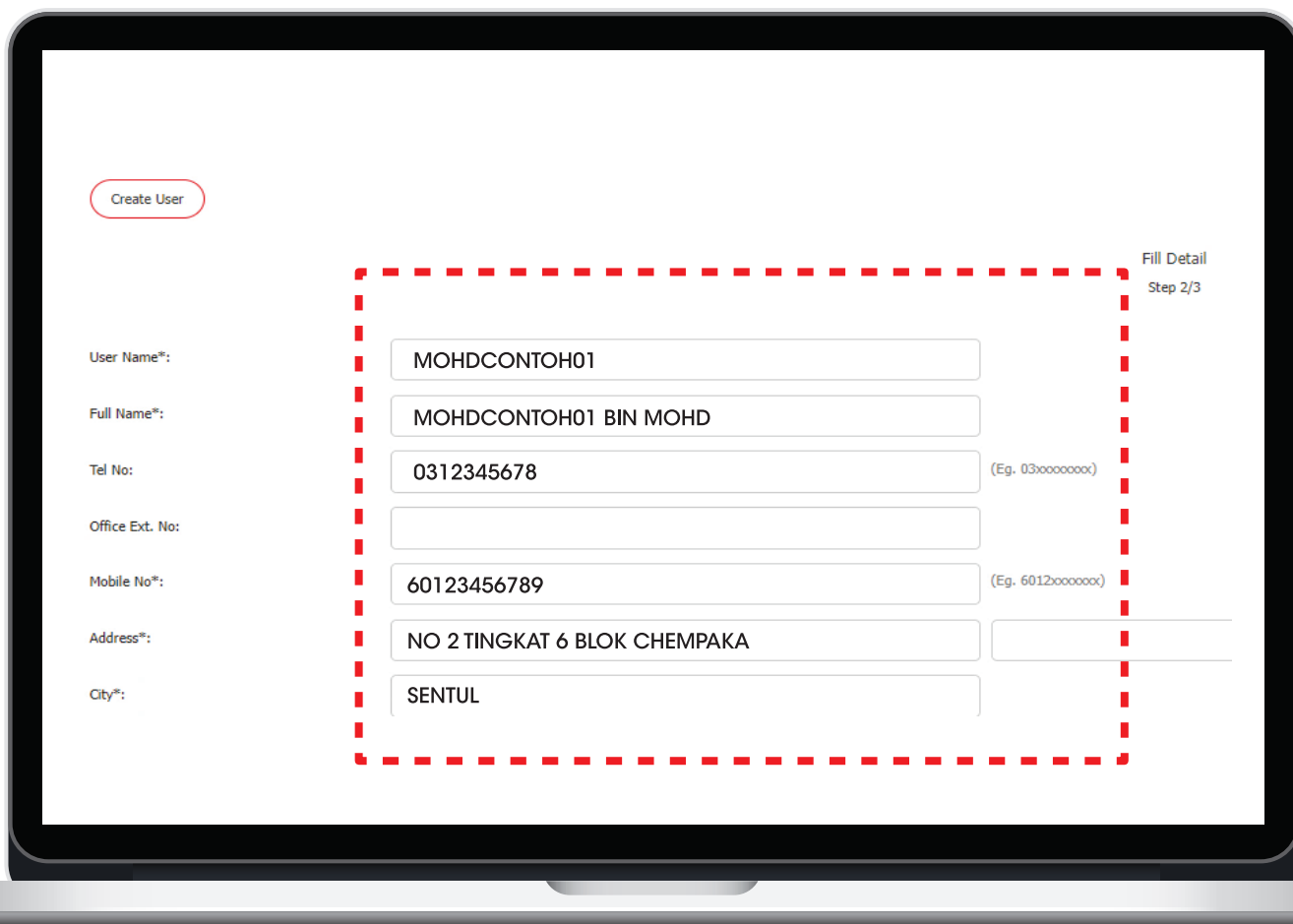
STEP 4

User Details:
Corporate Administrator (CA)
 must key in all Asterisk (*) info.

Notes:

Address must be in a proper format (must not include any special characters i.e /, -, &).

- Mobile number must include number 6 in front for Malaysia code.
- No special character except in Email detail.



Create User

Fill Detail Step 2/3

User Name*: MOHDCONTOH01

Full Name*: MOHDCONTOH01 BIN MOHD

Tel No: 0312345678 (Eg. 03xxxxxxxx)

Office Ext. No:

Mobile No*: 60123456789 (Eg. 6012xxxxxxxx)

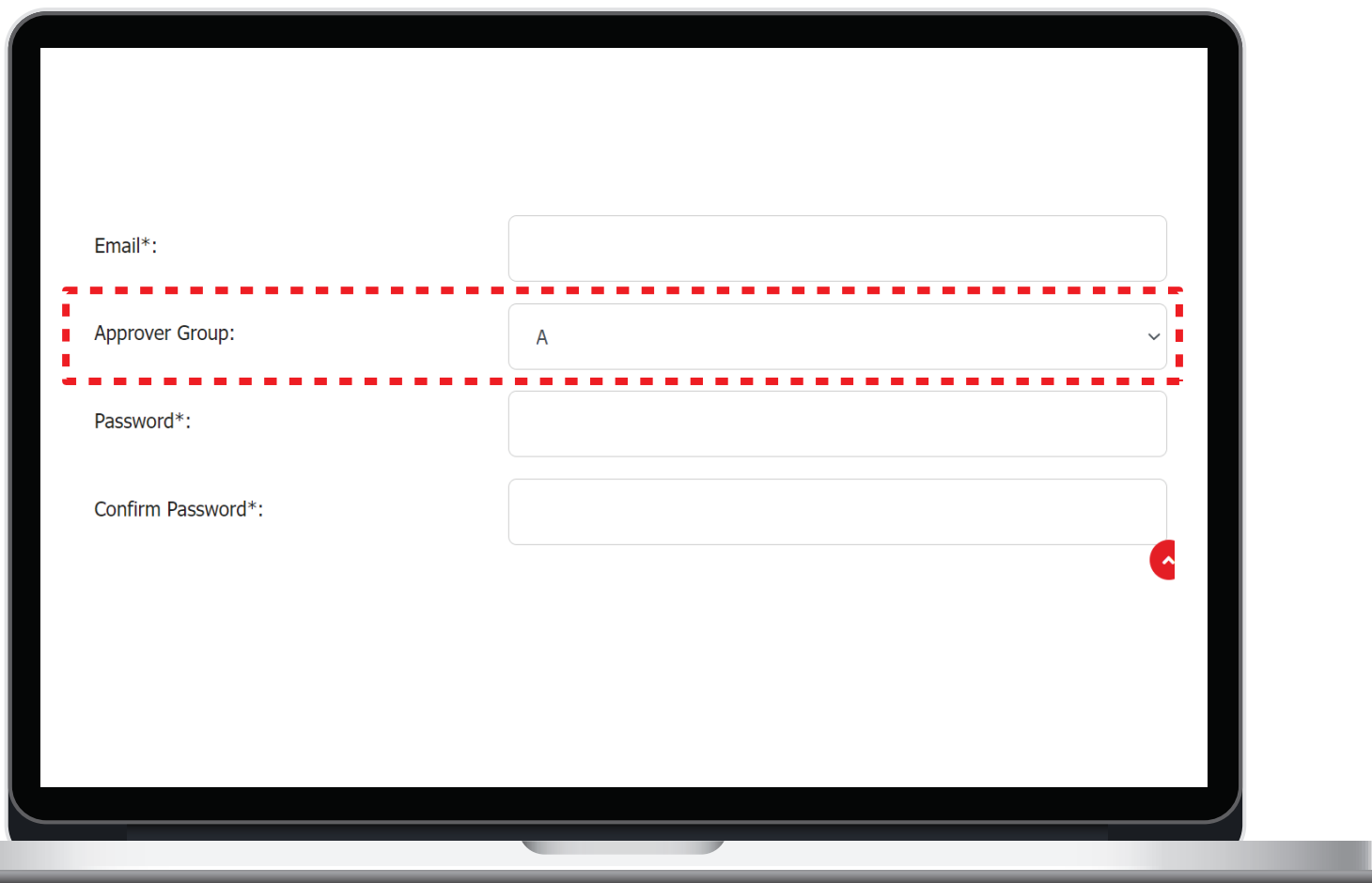
Address*: NO 2 TINGKAT 6 BLOK CHEMPAKA

City*: SENTUL

STEP 5

User Details:
**Corporate
Administrator (CA)**
must set
Approver Group
to the **Users (Approver)**
for **Approval Matrix**.

Notes:
Approval Matrix
grouping based on
transaction limit to
approve
(please refer to
Approval Matrix
guidance).



Email*:

Approver Group: ▼

Password*:

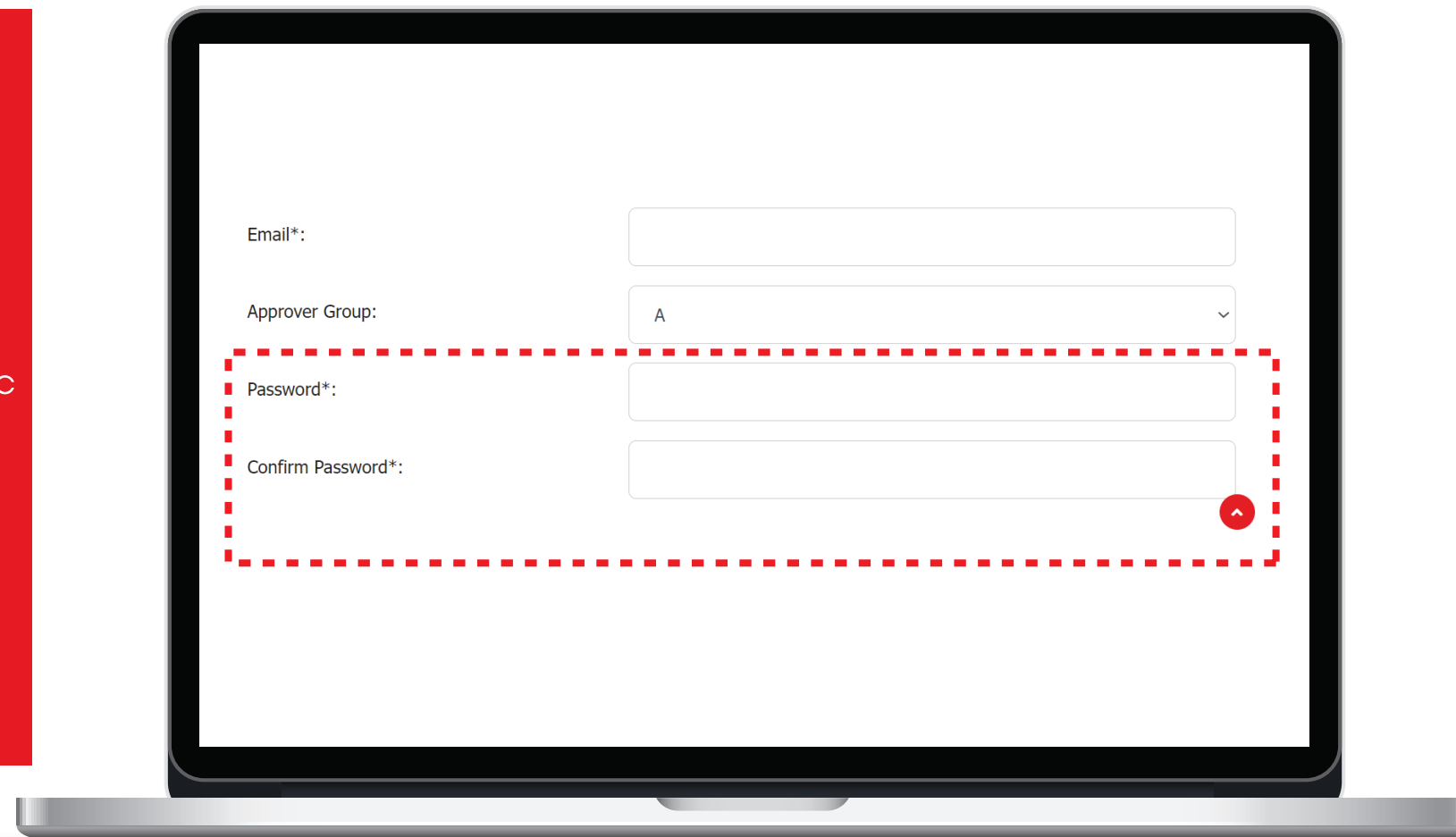
Confirm Password*:

STEP 6

User Details:
**Corporate
Administrator (CA)**
creates **Temporary
Password** for Users
(Approver).

Notes:
Temporary Password
must have alphanumeric
and cannot include
a special character.
Password length
must 8-12 digits.

Example:
ABCD1234



Email*:

Approver Group:

Password*:

Confirm Password*:

STEP 7

User Details:
Corporate Administrator (CA)
 must tick ☒
Allow Box
 for **Approver**
 requirements.

Service	Allow
Account Enquiry	☒
Fund Transfer - Own	☒
Fund Transfer - 3rd Party	☒
Fund Transfer - Interbank	☒
Bill Payment	☒
JomPAY Payment	☒
Instant Transfer	☒
Zakat	☒
Standing Instruction	☒
Bulk Payment - File Upload	☒
Bulk Payment - payroll	☒

STEP 8

User Details:
**Corporate
 Administrator (CA)**
 must tick 
Allow Box
 to choose
Account Number.

Click:
Confirm.

	Account Number	Account Type	Company Name	Account Status	Allow
1	10000000000000000001	Current Account	syarikat ABC sdn Bhd	ACTIVE	☒
2	10000000000000000002	Current Account	syarikat ABC sdn Bhd	ACTIVE	☒
3	10000000000000000003	Current Account	syarikat ABC sdn Bhd	ACTIVE	☒
4	30000000000000000001		syarikat ABC sdn Bhd	ACTIVE	☐
5	30000000000000000002		syarikat ABC sdn Bhd	ACTIVE	☐
6	30000000000000000003		syarikat ABC sdn Bhd	ACTIVE	☐
7	30000000000000000004		syarikat ABC sdn Bhd	ACTIVE	☐

Back

Confirm

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Business Internet Banking

Please provide
Username and Temporary Password
created to:

Approver Authorized Person

Please refer to the next guidance

**04 | APPROVAL MATRIX: APPROVAL LIMIT
AND APPROVER GROUP**



For further information and inquiries,
please contact Agrobank Contact Centre at 1-300-80-2476, visit any Agrobank branch,
or visit the Agrobank website www.agrobank.com.my.