

**AUTHORISED COMPANY
ACCOUNT UPDATE GUIDE
FOR CIB**

-Bulk Payment -

STEP 1: Log in as System Administrator.

The screenshot shows the Affin Online Corporate System Admin interface. At the top, there is a navigation bar with the following items: Account Management, Corporate Payment, Bulk Payment, Corporate System Admin, and Message Centre. Below the navigation bar, there is a header area with the text "Hi cibsadmin," and a "Welcome CIB DEMO !" message. The main content area displays a list of user statistics: "Your last successful login was 10/01/2012 21:07:35", "You have : 0 new unread message(s)", "0 pending transaction(s)", and "0 rejected transaction(s)". A yellow circle with a mouse cursor is positioned over the "0 new unread message(s)" link. At the bottom of the page, there is a footer with links for Online Security Tips, FAQ, User Guide, Privacy Policy, Terms and Conditions, Client Charter, Bulk Payment Excel Format, and CIB Demo. The copyright notice reads: "Copyright © Affin Bank Berhad reserved. Use of the information on this page only and all contents on this website are governed by Malaysian law and are subject to read on the disclaimer page."

STEP 2: Select 'Corporate System Admin' and then select 'View User Group'.

The screenshot shows the Affin Online Corporate System Admin interface. At the top, there is a navigation bar with the following items: Account Management, Corporate Payment, Bulk Payment, Corporate System Admin, and Message Centre. Below the navigation bar, there is a header area with the text "Hi cibsadmin," and a "Welcome CIB DEMO !" message. The main content area displays a list of user statistics: "Your last successful login was 10/01/2012 21:07:35", "You have : 0 new unread message(s)", "0 pending transaction(s)", and "0 rejected transaction(s)". A yellow circle with a mouse cursor is positioned over the "0 new unread message(s)" link. At the bottom of the page, there is a footer with links for Online Security Tips, FAQ, User Guide, Privacy Policy, Terms and Conditions, Client Charter, Bulk Payment Excel Format, and CIB Demo. The copyright notice reads: "Copyright © Affin Bank Berhad reserved. Use of the information on this page only and all contents on this website are governed by Malaysian law and are subject to the disclaimer which can be read on the disclaimer page."

STEP 3: Click 'Search' button.

rwUserGroup.swf

Account Management Corporate Payment Bulk Payment **Corporate System Admin** Message Centre Change Password Logout

Home : User Access Management : Workflow Setup : Corporate Daily Limit : Account Registration : Transaction Status & Authorization : Reports

Hi cibsadmin,

View User Group Add User Group View User Profile Add User Profile

View User Group

Search By

User Group Code : All

User Group Name :

Search

Online Security Tips | FAQ | User Guide | Privacy Policy | Terms and Conditions | Client Charter | Bulk Payment Excel Format | CIB Demo

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STEP 4: Select 'User Group Name'

***All User Group (Maker/Authorizer/Observer) must be updated.**

Account Management Corporate Payment Bulk Payment **Corporate System Admin** Message Centre Change Password Logout

Home : User Access Management : Workflow Setup : Corporate Daily Limit : Account Registration : Transaction Status & Authorization : Reports

Hi cibsadmin,

View User Group Add User Group View User Profile Add User Profile

View User Group

Search By

User Group Code : All

User Group Name :

Search

Search Result

Date: 10/01/2012 21:15:20
User Group Code : All

Results : 1 - 3 of 3 record(s)

	User Group Code	User Group Name	Role	Status	User Listing
<input type="checkbox"/>	authorizer01	authorizer	Authorizer	Active	View
<input type="checkbox"/>	maker01	maker	Maker	Active	View
<input type="checkbox"/>	observer01	observer	Observer	Active	View

Results : 1 - 3 of 3 record(s)

Print Add Delete

STEP 5: Click 'Next' at the bottom of the page.

Account Management Corporate Payment Bulk Payment **Corporate System Admin** Message Centre Change Password Logout

Home : User Access Management : Workflow Setup : Corporate Daily Limit : Account Registration : Transaction Status & Authorization : Reports

Hi cbsysadmin,

View User Group Add User Group View User Profile Add User Profile

View User Group

User Group Details

User Group Code : authorizer01
 User Group Name :
 Role : Authorizer

Select Service Select Account

Accessible Functions	
<input checked="" type="checkbox"/> Account Management	
<input checked="" type="checkbox"/> Own Account Overview	
<input checked="" type="checkbox"/> Other Account Overview	
<input checked="" type="checkbox"/> Transaction History	
<input checked="" type="checkbox"/> Statement Download	
<input checked="" type="checkbox"/> Cheque Management	
<input checked="" type="checkbox"/> Inbox	
<input checked="" type="checkbox"/> Sent Message	

Back Print **Next**

STEP 6: On this page, select 'Add/Remove Accounts' for Bulk Payment to update your new current account.

Telegraphic Transfer)	No Account Found.	Add/Remove Accounts
Remittance (Banker's Cheque)	No Account Found.	Add/Remove Accounts
Bill Payment	No Account Found.	Add/Remove Accounts
Financial Payment Exchange (FPX)	No Account Found.	Add/Remove Accounts
DagangNet FPX	No Account Found.	Add/Remove Accounts
Bulk Payment		
Auto Pay	No Account Found.	Add/Remove Accounts
Corporate IBG	No Account Found.	Add/Remove Accounts
KWSP Payment	N/A	N/A
SOCOS Payment	N/A	N/A
LHDN Payment	N/A	N/A
Government Bulk Payment		
JPAJHEV Daily	N/A	N/A
JANM	N/A	N/A

Back Print Next

STEP 7: Tick on the small box next to the new account number and then click Update.

Rentas	No Account Found.	Add/Remove Accounts
Remittance (Foreign Telegraphic Transfer)	No Account Found.	Add/Remove Accounts

Add/Remove Accounts

Auto Pay

<input type="checkbox"/>	Account Number	Account Name	Account Type	Currency
<input type="checkbox"/>	100260055180	ABC SAMPLE SDN BHD	Current Account	MYR
<input type="checkbox"/>	100260055478	ABC SAMPLE SDN BHD	Current Account	MYR
<input type="checkbox"/>	100260055481	ABC SAMPLE SDN BHD	Current Account	MYR
<input type="checkbox"/>	100260055494	ABC SAMPLE SDN BHD	Current Account	MYR

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STEP 8: Click 'Next' after updating the new account(s).

Bill Payment	No Account Found.	Add/Remove Accounts
Financial Payment Exchange (FPX)	No Account Found.	Add/Remove Accounts
DagangNet FPX	No Account Found.	Add/Remove Accounts
Bulk Payment		
Auto Pay	100234567890 - ABC SAMPLE SDN BHD	-- Add/Remove Accounts
Corporate IBG	100234567890 - ABC SAMPLE SDN BHD	-- Add/Remove Accounts
KWSP Payment	N/A	N/A
SOCISO Payment	N/A	N/A
LHDN Payment	N/A	N/A

STEP 10: Click 'Confirm'.

<input checked="" type="checkbox"/> Bulk Payment
<input checked="" type="checkbox"/> Auto Pay
<input checked="" type="checkbox"/> Corporate IBG
<input checked="" type="checkbox"/> Corporate Payments Transaction Status and Authorization
<input checked="" type="checkbox"/> Transaction Status
<input checked="" type="checkbox"/> Transaction Pending Authorization
<input checked="" type="checkbox"/> Bulk Payment Transaction Status and Authorization
<input checked="" type="checkbox"/> Transaction Status
<input checked="" type="checkbox"/> Transaction Pending Authorization
<input checked="" type="checkbox"/> Secured Message
<input checked="" type="checkbox"/> Compose Message
<input checked="" type="checkbox"/> Inbox
<input checked="" type="checkbox"/> Sent Message

STEP 11: Confirmation sent for approval.

ViewUserGroup.swf

[Account Management](#) [Corporate Payment](#) [Bulk Payment](#) [Corporate System Admin](#) [Message Centre](#) [Change Password](#) [Logout](#)

Home : [User Access Management](#) : [Workflow Setup](#) : [Corporate Daily Limit](#) : [Account Registration](#) : [Transaction Status & Authorization](#) : [Reports](#)

Hi cibsysadmin,

View User Group	<h3>Update User Group - Acknowledgement</h3> <p>Transaction is successfully sent for approval.</p> <h4>User Group Details</h4> <p>User Group Code : authorizer01 User Group Name : authorizer Role : Authorizer</p> <p><input type="button" value="Select Service"/> <input type="button" value="Select Account"/></p> <table border="1"><thead><tr><th colspan="2">Accessible Functions</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> Account Management</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Own Account Overview</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Other Account Overview</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Transaction History</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Statement Download</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Cheque Management</td><td></td></tr></tbody></table>	Accessible Functions		<input checked="" type="checkbox"/> Account Management		<input checked="" type="checkbox"/> Own Account Overview		<input checked="" type="checkbox"/> Other Account Overview		<input checked="" type="checkbox"/> Transaction History		<input checked="" type="checkbox"/> Statement Download		<input checked="" type="checkbox"/> Cheque Management	
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Add User Group															
View User Profile															
Add User Profile															



STEP 11: Log out as System Administrator.

STEP 12: System Authorizer needs to log in and approve the transaction.

*****End*****