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| **User Guide – Corporate User**  **for**  **BSNeBiz and BSNeBiz Mobile** |
| ***(PENRIL/BSN/UG\_CDB021)***  ***Revision: 00*** |
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# Document Amendment Log

| **Rev. No** | **Date Update** | **Description of Change** | **Update By**  **<Name, Dept>** | **Review By**  **<Name, dept>** | **Approved By**  **<Name, Dept>** |
| --- | --- | --- | --- | --- | --- |
| 00 | 16/04/2023 | Initial Release | Amir Hakim Mior  Quality Engineer | Athirah Umairah  Quality Engineer | Norhaidah Dasuki  Senior Manager |
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# Perform First Time Login

First Time Login is a function for BSNeBiz Online users to login to their BSNeBiz account for the first time after they have made a New Application. BSNeBiz offers customers almost every service traditionally available through a local branch including deposits, transfers, and online bill payments that you can access through a computer or app.

## Step 1

1. When user enters BSNeBiz, user can access 1st Time Login function by clicking ‘1st Time Login‘ at the bottom left corner of the screen.

A screen shot of a login page

Description automatically generated Figure 1: BSNeBiz Login Screen

## Step 2

1. User read the Terms & Conditions.
2. User may download and print the Terms & Conditions by clicking the icons located at the top right part of the screen.
3. Click ‘YES, I agree with Terms and Conditions’ radio button and click Continue button to go to the next screen.
4. If user do not wish to proceed, user may click Cancel button.

A screenshot of a computer

Description automatically generatedFigure 2: FTL Terms & Conditions screen.

## Step 3

1. User choose Corporate User as the type of User Type they want to First Time Login.
2. Corporate User is an account that can access BSNeBiz and all related functions on behalf of their business entity.
3. Some Corporate User accounts need to do device pairing in order to perform a transaction. These accounts are :
   1. Single User
   2. Approver

A screenshot of a computer

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Figure 3: FTL User Type Screen

## Step 4

1. User enters Username.
2. User enters Temporary Password they have received in their assigned email.
3. Click ‘Next’ button to go to the next screen.
4. If user do not wish to proceed, user may click ‘Back’ button.

A screenshot of a computer

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Figure 4: FTL credential screen.

1. User may refer the Temporary Password they have received in their assigned email as shown below:

A screenshot of a computer

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Figure 5: FTL temporary password email screen.

## Step 5

1. User enters New Password.
2. User enters Confirm New Password.
3. Click ‘Next’ button to go to the next screen.
4. If user do not wish to proceed, user may click ‘Back’ button.

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Figure 6: FTL Register Password screen.

## Step 6

1. User enters Security Phrase.
2. Click ‘Next’ button to go to the next screen.
3. If user do not wish to proceed, user may click ‘Back’ button.

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Figure 7: FTL Security Phrase screen.

## Step 7

1. User selects Security Questions for question 1 until 3.
2. User fill in Answer and Confirm Answer for Security Questions for question 1 until 3.
3. Click ‘Next’ button to go to Acknowledgement screen.
4. If user do not wish to proceed, user may click ‘Back’ button to go back to previous screen.

A screenshot of a computer

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Figure 8: FTL Register Security Question screen.

## Step 8

1. Click ‘Proceed to Login’ button to go to Login screen.

A screenshot of a computer

Description automatically generatedFigure 9: FTL Acknowledgement Screen

# Device pairing

Device pairing is a function that allows BSNeBiz web user to sync Single User / Approver / Corporate Administrator account that could be accessed through their mobile phone to BSNeBiz web . This allows them to access features in the BSNeBiz web. By pairing the device, user acts as an approver to perform a transaction.

## Step 1

1. When a Single User / Approver / Corporate Administrator enters BSNeBiz, they can access Device Pairing by clicking ‘Device Pairing‘ icon under the New Application icon.

A computer screen shot of a login form

Description automatically generatedFigure 10: BSNeBiz Login Screen

## Step 2

1. User enters Username
2. User enters Password.
3. Click ‘Next’ button to go to the next screen.
4. If user do not wish to proceed, user may click ‘Cancel’ button.

A screenshot of a computer

Description automatically generatedFigure 11: BSNeBiz Username and Password Screen

## Step 3

1. System displays the QR for user to scan using their BsneBiz mobile application.
2. Click ‘Finish’ button after user scanned the QR.
3. If user do not wish to proceed, user may click ‘Cancel’ button to go to the previous screen.

A screenshot of a computer

Description automatically generatedFigure 12: BSNeBiz Token Registration Screen

1. If user haven’t downloaded the BSNeBiz mobile application, user may download & install BSNeBiz mobile application from Play Store / Apple Store with the following logo :



Figure 13: BSNeBiz mobile application logo Screen

## Step 4

1. User opens their BSNeBiz mobile application.
2. User enters Username.
3. User enters Password.
4. Click ‘Submit’ button to login.

A blue and white card with a key

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Figure 14: BSNeBiz Mobile Login Screen

## Step 5

1. System will ask if user wants to activate mobile token.
2. User clicks ‘No Thanks, I will setup later’ hyperlink to go to Home Screen.
3. If user clicks ‘Next’ button. System will bring user to Step 8.

A screen shot of a phone

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Figure 15: BSNeBiz Mobile Token Setup Screen

## Step 6

1. User click the ‘Mobile Token' button.

A screenshot of a cellphone

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Figure 16: BSNeBiz Mobile Home Screen

## Step 7

1. User click the ‘Register Device' button located at the bottom part of the screen.

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Figure 17: BSNeBiz Mobile Token Screen

## Step 8

1. User scan the QR that appeared at the screen on BSNeBiz web.

A screen shot of a computer

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Figure 18: BSNeBiz QR scan Screen

## Step 9

1. User enter a new passcode.

A screenshot of a password

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Figure 19: BSNeBiz Enter New Passcode Screen

## Step 10

1. User re-enter the new passcode.

A screenshot of a password

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Figure 20: BSNeBiz Re-enter New Passcode Screen

## Step 11

1. System will display the result pop-up.

A screenshot of a phone

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Figure 21: BSNeBiz Device Pairing Result Screen

## Step 12

1. Once Single User / Approver / Corporate Administrator user has done device pairing, user may login to BSNeBiz. Other type of users have a different interface after clicking ‘Next’ button.

A screen shot of a login page

Description automatically generated Figure 22: BSNeBiz Login Screen