

for

## **BSNeBiz and BSNeBiz Mobile**

(PENRIL/BSN/UG\_CDB021) Revision: 00

16<sup>th</sup> April 2024



Penril Datability (M) Sdn Bhd (816792-X) Suite A-07-07 Plaza Mon't Kiara No. 2, Jalan Kiara, Mon't Kiara 50480 Kuala Lumpur, Malaysia Tel: (603) 6201 2622Fax: (603) 6201 7622

## **Document Amendment Log**

Rev.	Date Update	Description of Change	Update By	Review By	Approved By
No			<name, dept=""></name,>	<name, dept=""></name,>	<name, dept=""></name,>
00	16/04/2023	Initial Release	Amir Hakim Mior Quality Engineer	Athirah Umairah Quality Engineer	Norhaidah Dasuki Senior Manager



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## 1 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 1<sup>st</sup> Time Login function by clicking '1<sup>st</sup> Time Login' at the bottom left corner of the screen.



Figure 1: BSNeBiz Login Screen



- 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.

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Figure 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 :
  - a) Single User
  - b) Approver

₿BSN	C- Login
First Time Login	
User Type	
Corporate Administrator	

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.

	Credential	
Username*		
Temporary Password*		
Back		Next

Figure 4: FTL credential screen.



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

Notification of User Creation via BSNeBiz		
bsnebizadmin@bsn.com.mv	$\textcircled{\begin{tabular}{lllllllllllllllllllllllllllllllllll$	<b>ii</b>
To Amir Hakim Bin Mior Kamarul Bahrain	Thu 18/4	4/2024 1:59 PM
Dear Sir/Madam,		
Thank you for choosing BSNeBiz services.		
Please find your Temporary Password to your User ID that was sent separately in anothe	r email:	
Temporary Password: 065011		
Organization: DON.TRADER Account No: [0574141100000079. 1413641000001667. 1474141100000102. 141004210	00001463.001006700078950.001007200078884.	
1410041100003604]		
Organization ID: M0344,A5728,A5729, Organization Code: A5729700.M0344200.M0344500.M0344700.A5728200.M0344600.N	M0344800.M0344580.A5729580.	
Important Notes: To Start		
lo start		
Step 1 : Perform 1st Time Login (all user)	to Administrator	
Or	te Administrator	
Perform Active Token (if Hard Token) only for Single User / Approver		
Step 3 : Login to BSNeBiz		
This is a computer generated email. Please do not reply this email.		
Disclaimer: This is a computer generated email. No signature is required.		

Figure 5: FTL temporary password email screen.

- 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.

∯ BSN	k	Login
First Time Login		
Register Password		
Password complexity MUST include at least 1 number, 1 special character, 1 upper and 1 lower case alphabet characters. Supported special character @#\$%^&+=		
New Password* 0	Q	
Confirm New Password*	Ø	
Back		





### 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.

₩ BSN	<b>K</b> -	Login
First Time Login		
		1
Security Phrase		
Please Login to BSNeBiz		
DO NOT use your actual password for the security phrase.		
Security Phrase*		
Back		
	_	

#### Figure 7: FTL Security Phrase screen.

- 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.

		- 1
st Time Login		
	Register Security Question	
If you are Single User, Approver or Corporate Administrator please proceed to perform Device Pairing before Login		
Security Question 1*	-Pann totel-	~
inswer 1*		
anfirm Answer 1*		
acurity Question 2*	-Passa select-	,
rswer 2"		
onfirm Answer 2*		
curity Question 3*	Pasa stati-	,
swer 3*		
onfirm Answer 3*		
Back		ent





### Step 8

1. Click 'Proceed to Login' button to go to Login screen.

₩BSN	· ·	Login
First Time Login		
Congratulation!		
Please Login to BSNeBiz If you are Single User, Approver or Corporate Administrator please proceed to perform Device Pairing before Login Proceed to Login		

Figure 9: FTL Acknowledgement Screen



### 2 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.



Figure 10: BSNeBiz Login Screen

- 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.



₿BSN	- Logii	þ
Device Pairing		
User	name and Password	
Username*		
Password*		
Cancel	Next	

Figure 11: BSNeBiz Username and Password Screen

- 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.

₿BSN			Login
Device Pa	airing		
		Token Registration	
	Username	SINGLEAMIR	
	Activation Code	76431013257177	
		Please scan this QR code to complete the registration.	
Car	ncel	Finish	

Figure 12: BSNeBiz Token Registration Screen



4. 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

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



Figure 14: BSNeBiz Mobile Login Screen



- 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.



Figure 15: BSNeBiz Mobile Token Setup Screen



## Step 6

1. User click the 'Mobile Token' button.



Figure 16: BSNeBiz Mobile Home Screen



## Step 7

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





Figure 17: BSNeBiz Mobile Token Screen



### Step 8

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



Figure 18: BSNeBiz QR scan Screen



#### Step 9

1. User enter a new passcode.



Figure 19: BSNeBiz Enter New Passcode Screen



## Step 10

1. User re-enter the new passcode.

3:42			.ıl 🤅	96
÷	Setur	New Pass	code	
	Re-ent	ter New Pas ● ● ● ●	o	
	1	2	3	
	4	5	6	
	7	8	9	
	Clear	0	Cancel	

Figure 20: BSNeBiz Re-enter New Passcode Screen



#### Step 11

1. System will display the result pop-up.



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.



Figure 22: BSNeBiz Login Screen