



# BizChannel@CIMB Customised Package

How-to guide for System Administrators

- Account and User Setup

FORWARD  Together



# BizChannel@CIMB Customised Package: How-to Guide for System Administrators

➤ This user guide is to assist System Administrators with the following tasks:

1

## Account Setup

Set up Account Name and Debiting Limits.



2

## Account Group

Set up Account Groups to customize how each business account is managed. You can assign account aliases to easily identify accounts such as “Main current account”. Additionally, you can set maximum debit amounts for transactions, specify the types of transactions and services allowed for each account, or even restrict an account to view-only access for balances. This setup gives you full control over how each account is used and managed.



3

## User Group and User Maintenance

Set up User Groups to assign specific roles and access levels to individual users. For example, you can designate some users as makers who initiate transactions and others as approvers who authorize them. This setup also lets you control which users can perform specific transactions, based on the type of transaction or its limit. Additionally, you can set daily transaction limits that are tailored to each user’s role, seniority, or management level within the company. This ensures that each user has the appropriate responsibilities and controls according to their position.



4

## Signature Set and Approval Matrix

Set up Signature Sets and Approval Matrix to define the approvers needed for various transactions types and amounts, as well as for different services. You can specify how many approvers are required and what roles they should have, based on the transaction type or amount. Additionally, you can set up sequential approvals if certain transactions need to be approved in a specific order. This ensures that all transactions and functions are properly authorized according to your organization’s policies.



# 1) Account Setup: Account Alias – System Administrator Maker

## SCREENS

BizChannel@CIMB

Account Management / Account Setup / Account Alias / Confirmation Page / Result Page

Guides and Forms

Pending Tasks

Account Management **1**

- ▶ Account Setup **2**
- ▶ Account Group
- ▶ Favourite Account
- ▶ Favourite Account Upload
- ▶ Designated Fund Transfer
- ▶ Designated Fund Transfer Upload

User Management


Information Management

Utilities

Reports

LOG OUT



Account Alias **3** Account Limit

Account No  **4**

Account Listing			
No.	Account No.	Account Name.	Currency.
1.	<u>1005630713</u>	AG-PERLIS-EFT-MT-940	MYR
2.	<u>14081200841053</u>	KTUS BLTLB BNDOKMOKK SEKJKB (KMKUKFPB)	MYR

Account Management / Account Setup / Account Alias / Confirmation Page / Result Page

Account Alias Account Limit

Account No 1005630713 - RTB\_TESTER2\_CLUBS\_APRISMA(MYR)  

Account Information

Account No 1005630713

Account Name RTB\_TESTER2\_CLUBS\_APRISMA

Account Currency MYR

Account Type Loan / Financing Account

Account Alias\* TESTING001 **6**

**7** Confirm Back

## STEPS

Create custom aliases for your accounts to make them easier to identify at a glance.

System Administrator Maker will have to complete the following steps upon logging in to BizChannel@CIMB:

1. Click “Account Management”
2. Click “Account Setup”
3. Click “Account Alias”
4. Click “Search” icon
5. Select Account No.
6. Input your preferred name in “Account Alias”
7. Click “Confirm” and Click “Submit”

# 1) Account Setup: Account Alias – System Administrator Approver

## SCREENS

## STEPS

**BizChannel@CIMB**

Guides and Forms

Pending Tasks **1**

▶ Pending Tasks **2**

Account Management

User Management

Information Management

Utilities

Reports

LOG OUT

**Current Tasks** | All Tasks

Task Listing 1 - 1 of 1 transaction(s)

No.	<input type="checkbox"/>	Creation Date	Menu	Maker User ID	Maker User Name
1	<input checked="" type="checkbox"/> <b>3</b>	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**4** Approve Reject

Once the System Administrator Maker has submitted the request to update Account Alias, the System Administrator Approver will need to approve the request. Follow the simple steps below:

1. Click “Pending Tasks”
2. Click sub “Pending Tasks”
3. Tick on the left box
4. Click “Approve”
5. Generate and input the Response Number from Mobile Token / Hard Token
6. Click “Submit”

**Approve**

No.	Creation Date	Menu	Maker User ID	Maker User Name
1	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**Authentication**

Challenge Number 12345678

Response Number **5**  Help

**6** Submit Back

# 1) Account Setup: Account Limit – System Administrator Maker

## SCREENS

BizChannel@CIMB

Account Management / Account Setup / **Account Limit** / Confirmation Page / Result Page

Account Alias Account Limit 3

Account No [Search Icon] 4

Search

No.	Account No.	Account Name.	Currency.
1.	1005630713	AG-PERLIS-EFT-MT-940	MYR
2.	14081200841053 5	KTUS BLTLB BNDOKMOKK SEKJBK (KMKUKFPB)	MYR

## STEPS

Set up the maximum debit limit per transaction for the different accounts.

System Administrator Maker will have to complete the following steps upon logging in to BizChannel@CIMB:

1. Click “Account Management”
2. Click “Account Setup”
3. Click “Account Limit”
4. Click “Search” icon
5. Select Account No.
6. Input your Maximum Account Debit per transaction
7. Click “Confirm” and Click “Submit”

Account Management / Account Setup / **Account Limit** / Confirmation Page / Result Page

Account Alias Account Limit

Account No 14081200841053 - KTUS BLTLB BNDOKMOKK SEKJBK (KMKUKFPB)(MYR) [Search Icon] [Print Icon]

**Account Information**

Account No 14081200841053

Account Name KTUS BLTLB BNDOKMOKK SEKJBK (KMKUKFPB)

Account Currency MYR

Account Type Current Account / Current Account-i

Max.Account Debit Limit per transaction\* 1,000,000 6

7 Confirm Back

# 1) Account Setup: Account Alias – System Administrator Approver

## SCREENS

## STEPS

**BizChannel@CIMB**

Guides and Forms

Pending Tasks **1**

▶ Pending Tasks **2**

Account Management

User Management

Information Management

Utilities

Reports

LOG OUT

Current Tasks | All Tasks

Task Listing 1 - 1 of 1 transaction(s)

No.	<input type="checkbox"/>	Creation Date	Menu	Maker User ID	Maker User Name
1	<input checked="" type="checkbox"/> <b>3</b>	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**4** Approve Reject

Once the System Administrator Maker has submitted the request to update Account Alias, the System Administrator Approver will need to approve the request. Follow the simple steps below:

1. Click “Pending Tasks”
2. Click sub “Pending Tasks”
3. Tick on the left box
4. Click “Approve”
5. Generate and input the Response Number from Mobile Token / Hard Token
6. Click “Submit”

Approve

No.	Creation Date	Menu	Maker User ID	Maker User Name
1	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

Authentication

Challenge Number 12345678

Response Number **5** ..... Help

**6** Submit Back

## 2) Account Setup: Account Group – System Administrator Maker

### SCREENS

BizChannel@CIMB

Account Management / Account Group / Confirmation Page / Result Page

Account Group

Account Group Listing

Account Group Code Account Group Name

Page 1 Of 11 Go | First | Prev | Next | Last

1

2

3

Account Management / Account Group / Confirmation Page / Result Page

Account Group

Account Group Add

Account Group Code\* TEST

Account Group Name\* TEST

Account

Account No

Search

4

5

Account Listing

<input type="checkbox"/>	Account No - Account Name ( Currency )	Allow Transaction	Allow Inquiry
<input type="checkbox"/>	1005630713 - AG-PERLIS-EFT-MT-940 ( MYR )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	14081200841053 - KTUS BLTLB BNDOKMOKK SEKJBK (KMKUKFPB ( MYR )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### STEPS

Accounts can be configured for Inquiry only (where only balances and account details can be viewed) or enabled to perform transactions by creating Account Groups.

System Administrator Maker will have to complete the following steps:

1. Click "Account Management"
2. Click "Account Group"
3. Click "Add"
4. Input "Account Group Code" and "Account Group Name"
5. Click "Search" to select the Account No and the Service Listing

*(Continue to next page)*

## 2) Account Setup: Account Group – System Administrator Maker

### SCREENS

**Account Listing**

<input type="checkbox"/>	Account No - Account Name ( Currency )	Allow Transaction	Allow Inquiry
<input checked="" type="checkbox"/> 6	- MAIN CURRENT CA ( MYR )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 7
<input type="checkbox"/>	- YYYZMF RZWWX FYYZW ( MYR )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Service Listing**

<input type="checkbox"/>	Service Name
<input checked="" type="checkbox"/> 8	AG Bulk Payments
<input type="checkbox"/>	Bill Payments
<input type="checkbox"/>	Bill Payments Host 2 Host
<input type="checkbox"/>	Bill Payments Upload

9

**Service - Account Listing**

**Bill Payments**

<input type="checkbox"/>	Account No - Account Name ( Currency )	Allow Transaction	Allow Inquiry
<input type="checkbox"/>	- MAIN CURRENT CA( MYR )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Bulk Payments**

<input type="checkbox"/>	Account No - Account Name ( Currency )	Allow Transaction	Allow Inquiry
<input type="checkbox"/>	- MAIN CURRENT CA( MYR )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Payroll**

<input type="checkbox"/>	Account No - Account Name ( Currency )	Allow Transaction	Allow Inquiry
<input type="checkbox"/>	- MAIN CURRENT CA( MYR )	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 10

### STEPS

(Continued from previous page)

6. Tick the Account No. to be tagged under this Account Group
7. Tick “Allow Transaction” and/or “Allow Inquiry” for each Account No.
8. Select the Service Listing to be tagged under this Account Group
9. Click “Add To List”
10. Click “Confirm” and click “Submit”



## 2) Account Setup: Account Group – System Administrator Approver

### SCREENS

**BizChannel@CIMB**

Guides and Forms

Pending Tasks **1**

▶ Pending Tasks **2**

Account Management

User Management

Information Management

Utilities

Reports

LOG OUT

Current Tasks | All Tasks

Task Listing 1 - 1 of 1 transaction(s)

No.	<input type="checkbox"/>	Creation Date	Menu	Maker User ID	Maker User Name
1	<input checked="" type="checkbox"/> <b>3</b>	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**4** Approve Reject

### STEPS

Once the System Administrator Maker has submitted the request to create Account Group, the System Administrator Approver will need to approve the request. Follow the simple steps below:

1. Click “Pending Tasks”
2. Click sub “Pending Tasks”
3. Tick on the left box
4. Click “Approve”
5. Generate and input the Response Number from Mobile Token / Hard Token
6. Click “Submit”

Approve

No.	Creation Date	Menu	Maker User ID	Maker User Name
1	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

Authentication

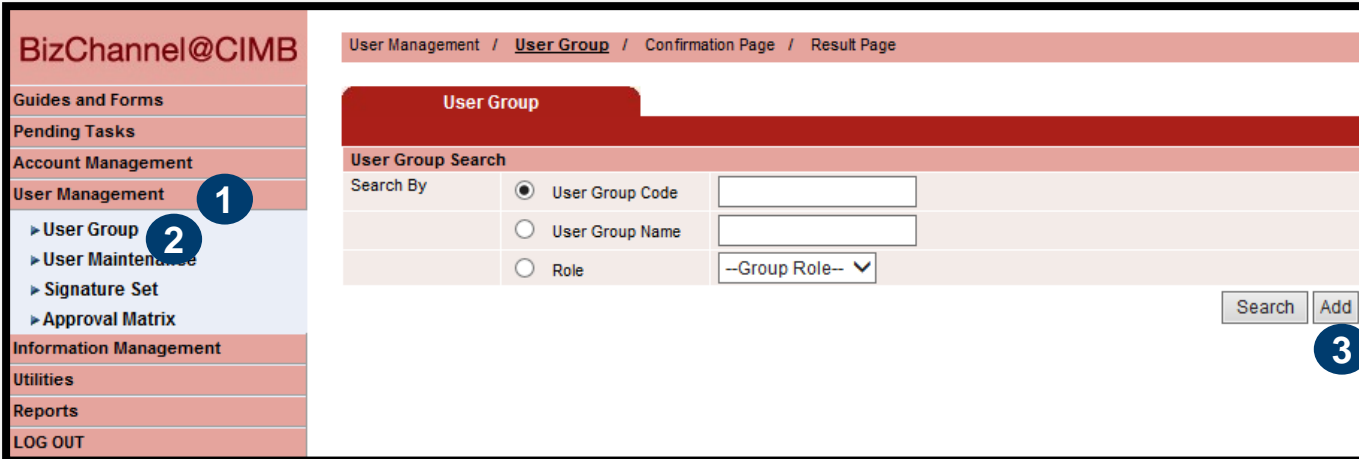
Challenge Number 12345678

Response Number **5** [.....] Help

**6** Submit Back

# 3) User Access: User Group – System Administrator Maker

## SCREENS



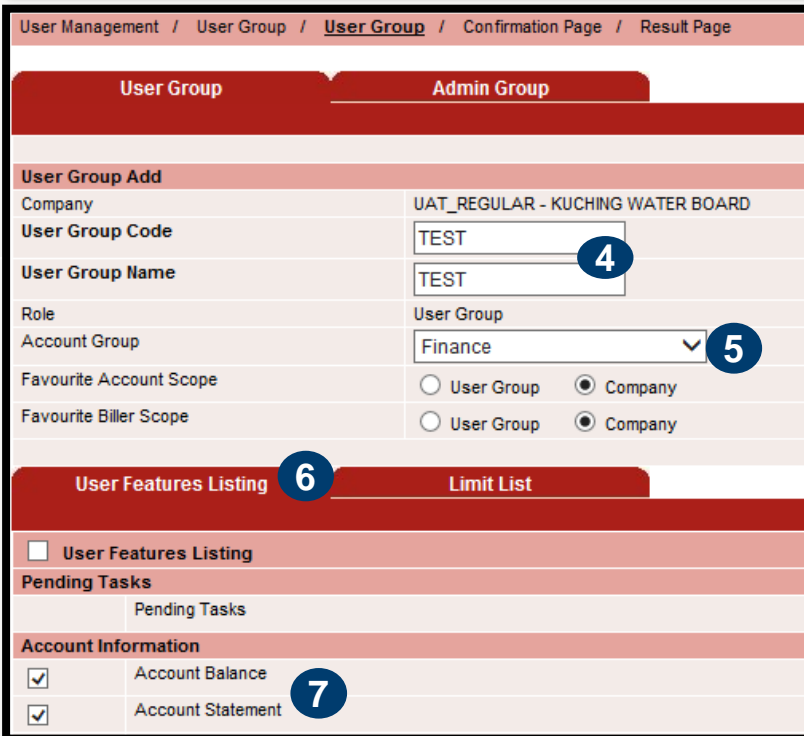
## STEPS

To assign the appropriate access to individual users, start by creating User Groups.

These User Groups allow you to manage permissions and set maximum daily transaction limits tailored to different users.

System Administrator Maker will have to complete the following steps:

1. Click “User Management”
2. Click “User Group”
3. Click “Add”
4. Input “User Group Code” and “User Group Name”
5. Select respective “Account Group”
6. Click “User Features Listing”
7. Select the “User Feature” for this User Group. Click “Confirm”



(Continue to next page)

### 3) User Access: User Group – System Administrator Maker

#### SCREENS

#### STEPS

User Features Listing		Limit List <b>8</b>	
Limit List			
Services	Currency Matrix	Maximum Daily Transaction Amount	
GST Payment	Local - Local	MYR -	<input type="text" value="999,999,999,999.00"/> <b>9</b>
GST Payment Upload	Local - Local	MYR -	<input type="text" value="999,999,999,999.00"/>
1GFMAS Bulk Payment	Local - Local	MYR -	<input type="text" value="999,999,999,999.00"/>
1GFMAS Salary Payment	Local - Local	MYR -	<input type="text" value="999,999,999,999.00"/>
1SPEK Bulk Payment	Local - Local	MYR -	<input type="text" value="999,999,999,999.00"/>
DuitNow	Local - Local	MYR -	<input type="text" value="999,999,999,999.00"/>
Domestic Transfer - IBG	Local - Local	MYR -	<input type="text" value="999,999,999,999.00"/>

*(Continued from previous page)*

8. Click "Limit List"
9. If required, input the "Maximum Daily Transaction Amount". Click "Confirm" and click "Submit"

### 3) Account Setup: Account Group – System Administrator Approver

#### SCREENS

**BizChannel@CIMB**

Guides and Forms

Pending Tasks **1**

▶ Pending Tasks **2**

Account Management

User Management

Information Management

Utilities

Reports

LOG OUT

**Current Tasks** **All Tasks**

Task Listing 1 - 1 of 1 transaction(s)

No.	<input type="checkbox"/>	Creation Date	Menu	Maker User ID	Maker User Name
1	<input checked="" type="checkbox"/> <b>3</b>	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**4** Approve Reject

#### STEPS

Once the System Administrator Maker has submitted the request to create User Group, the System Administrator Approver will need to approve the request. Follow the simple steps below:

1. Click “Pending Tasks”
2. Click sub “Pending Tasks”
3. Tick on the left box
4. Click “Approve”
5. Generate and input the Response Number from Mobile Token / Hard Token
6. Click “Submit”

**Approve**

No.	Creation Date	Menu	Maker User ID	Maker User Name
1	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**Authentication**

Challenge Number 12345678

Response Number **5**  Help

**6** Submit Back

# 4) User Access: User Maintenance – System Administrator Maker

## SCREENS

The screenshot shows the BizChannel@CIMB User Management interface. The left sidebar contains a navigation menu with the following items: Guides and Forms, Pending Tasks, Account Management, User Management (1), User Group (2), User Maintenance (2), Signature Set, Approval Matrix, Information Management, Utilities, Reports, and LOG OUT. The main content area displays the breadcrumb path: User Management / User Maintenance / Confirmation Page / Result Page. Below this is a 'User' header and a 'User Search' section. The search options are: Search By, User ID (selected), User Name, and User Group (1 ACC). There are 'Search' and 'Add' buttons, with the 'Add' button circled in blue and labeled with the number 3.

## STEPS

Once User Groups have been created, add individual users to the specific User Groups to grant them the appropriate access levels.

System Administrator Maker will have to complete the following steps:

1. Click “User Management”
2. Click “User Maintenance”
3. Click “Add”
4. Input;
  - i. “User ID”
  - ii. “User Name”
  - iii. “Email Address”
5. Tick the boxes, if requires Notifications
6. Input “Mobile Phone Number”
7. Select;
  - i. “User Role” (Maker/Approver/Inquiry)
  - ii. “User Group”
8. Tick;
  - i. “Booker” Role
  - ii. “Payroll” Role
9. Select “Authentication Type”
10. Click “Confirm”

The screenshot shows the 'User Add' form in the BizChannel@CIMB system. The form fields are: User ID\* (TEST, 4), User Name\* (TEST USER, 4), Email Address\* (test@mail.com), Notify when new task is routed (Authoriser) (checked, 5), Notify when transaction involved is expiring soon (Authoriser) (checked, 5), Notify when transaction involved is processed (checked, 5), Mobile Phone Number\* (+60 121234567, 6), User Role (Maker, 7), User Group\* (MAKER 1, 7), Booker (unchecked, 8), View Payroll & Statutory Payment Details (unchecked, 8), Authentication type\* (Mobile Token, 9), and System ID (unchecked). The 'Confirm' and 'Back' buttons are at the bottom right, with the 'Confirm' button circled in blue and labeled with the number 10.

# 4) User Access: User Maintenance – System Administrator Approver

## SCREENS

## STEPS

**BizChannel@CIMB**

Guides and Forms

Pending Tasks **1**

▶ Pending Tasks **2**

Account Management

User Management

Information Management

Utilities

Reports

LOG OUT

**Current Tasks** | **All Tasks**

Task Listing 1 - 1 of 1 transaction(s)

No.	<input type="checkbox"/>	Creation Date	Menu	Maker User ID	Maker User Name
1	<input checked="" type="checkbox"/> <b>3</b>	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**4** Approve Reject

Once the System Administrator Maker has submitted the request to add users to a specific User Group, the System Administrator Approver will need to approve the request. Follow the simple steps below:

1. Click “Pending Tasks”
2. Click sub “Pending Tasks”
3. Tick on the left box
4. Click “Approve”
5. Generate and input the Response Number from Mobile Token / Hard Token
6. Click “Submit”

**Approve**

No.	Creation Date	Menu	Maker User ID	Maker User Name
1	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**Authentication**

Challenge Number 12345678

Response Number **5** [.....] Help

**6** Submit Back

# 5) Approvals: Signature Set – System Administrator Maker

## SCREENS

The screenshot shows the BizChannel@CIMB interface. On the left is a navigation menu with categories: Guides and Forms, Pending Tasks, Account Management, User Management (1), Information Management, Utilities, Reports, and LOG OUT. Under User Management, there are sub-items: User Group, User Maintenance, Signature Set (2), and Approval Matrix. The main content area shows a breadcrumb trail: User Management / Signature Set / Confirmation Page / Result Page. Below this is a red header for 'Signature Set'. A form titled 'Signature Set' contains a text input for 'Signature Set Name' and two buttons: 'Search' and 'Add' (3).

The screenshot shows the 'Signature Set Add' form. It has a red header 'Signature Set'. The form fields are: 'Signature Set Name\*' with the value 'Group A' (4); 'Total Number of Approver(s) Required\*' with a dropdown menu set to '2' (5); and a table for adding approvers. The table has three columns: 'Number of Approver(s)', 'Company', and 'User Group'. The first row has '1' (6) in the first column, 'TBM' in the second column (with a dropdown arrow and '- CIMB Group' (7)), and 'DIRECTORS' in the third column (with a dropdown arrow and '- Directors' (8)). The second row has '1' in the first column, 'TBM' in the second column (with a dropdown arrow and '- CIMB Group'), and 'CEO' in the third column (with a dropdown arrow and '- CEO'). At the bottom right are 'Confirm' and 'Back' buttons (9).

## STEPS

To set up an Approval Matrix for your company accounts, start by creating Signature Set(s).

System Administrator Maker will have to complete the following steps:

1. Click “User Management”
2. Click “Signature Set”
3. Click “Add”
4. Input “Signature Set Name”
5. Select “Total Number of Approver(s) Required”
6. Input the “Number of Approver(s)” from the particular “User Group”
7. Select “Company ID”
8. Select “User Group”
9. Click “Confirm” and click “Submit”

# 5) Approvals: Signature Set – System Administrator Approver

## SCREENS

## STEPS

**BizChannel@CIMB**

Guides and Forms

Pending Tasks **1**

▶ Pending Tasks **2**

Account Management

User Management

Information Management

Utilities

Reports

LOG OUT

**Current Tasks** | All Tasks

Task Listing 1 - 1 of 1 transaction(s)

No.	<input type="checkbox"/>	Creation Date	Menu	Maker User ID	Maker User Name
1	<input checked="" type="checkbox"/> <b>3</b>	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**4** Approve Reject

Once the System Administrator Maker has submitted the request create a Signature Set, the System Administrator Approver will need to approve the request. Follow the simple steps below:

1. Click “Pending Tasks”
2. Click sub “Pending Tasks”
3. Tick on the left box
4. Click “Approve”
5. Generate and input the Response Number from Mobile Token / Hard Token
6. Click “Submit”

**Approve**

No.	Creation Date	Menu	Maker User ID	Maker User Name
1	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**Authentication**

Challenge Number 12345678

Response Number **5** [.....] Help

**6** Submit Back



# 6) Approvals: Approval Matrix – System Administrator Maker

## SCREENS

The screenshot shows the BizChannel@CIMB interface. On the left is a navigation menu with categories: Guides and Forms, Pending Tasks, Account Management, User Management (1), Information Management, Utilities, Reports, and LOG OUT. Under User Management, there are sub-items: User Group, User Maintenance, Signature Set, and Approval Matrix (2). The main content area shows a breadcrumb trail: User Management / Approval Matrix / Confirmation Page / Result Page. Below this is a red header for 'Approval Matrix' and a table titled 'Approval Matrix Listing'.

Menu	Service	Account
<a href="#">Non AG Bulk Payments</a>		-
<a href="#">Fixed/Time Deposit Placement</a>		-
<a href="#">Deposit Maintenance</a>		-
<a href="#">Default Approval Matrix</a> (3)		-

## STEPS

Once Signature Set(s) have been created, you can now set up the Approval Matrix.

System Administrator Maker will have to complete the following steps:

1. Click “User Management”
2. Click “Approval Matrix”
3. Scroll down and click “Default Approval Matrix “
4. Select the Currency “MYR”
5. Input the Range Approval Limit
6. Click on “Signature Set”

*(Continue to next page)*

The screenshot shows the 'Approval Matrix' configuration form. It includes a breadcrumb trail: User Management / Approval Matrix / Confirmation Page / Result Page. The form has a red header and several sections. The 'DuitNow' section has a dropdown menu set to 'ALL' (4) and a currency dropdown set to 'MYR'. The 'Add New' section has two radio buttons for 'Range Limit Approval'. The first is selected (5) and has input fields for '100000.01' and '0'. The second is 'Unlimited'. The 'Signature Set' section has a dropdown menu set to '11' (6). At the bottom right is an 'Add To List' button. At the bottom center are 'Remove From List', 'Confirm', and 'Back' buttons.

# 6) Approvals: Approval Matrix – System Administrator Maker

## SCREENS

## STEPS

**Signature Set**

Signature Set Name\* : TESTING1234

Total Number of Approver(s) Required\* :

User Group\* :

**7**

<input type="checkbox"/>	Signature Set Name	Total Number of Approver(s) Required	Number of Approver(s)	Company	User Group	Targeted User	Sequential
<b>8</b> <input type="checkbox"/>	TESTING1234	2	1	UAT_REGULAR	A1	<b>9</b> <input type="text" value="Any User"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No <b>10</b>
			1	UAT_REGULAR	A2	<input type="text" value="Any User"/>	

**11**

(Continued from previous page)

7. Click "Search"
8. Tick on the "Signature Set"
9. Select "Targeted User"
10. Tick on "Sequential"
  - i. "Yes" – to assign which Approver to approve payment first
  - ii. "No" – any Approver to approve payment first

User Management / **Approval Matrix** / Confirmation Page / Result Page

**Approval Matrix**

Menu: DuitNow

Account: ALL

Currency: MYR

**Add New**

**Range Limit Approval** | **Signature Set**

100000.01 -

100000.01 - Unlimited

**12**

<input type="checkbox"/>	Range Limit Approval	Signature Set
<input checked="" type="checkbox"/>	0.00 - 100,000.00	<b>11</b>

**13**

11. Click "Save"
12. Click "Add To List"
13. Click "Confirm" and click "Submit"

# 6) Approvals: Approval Matrix – System Administrator Approver

## SCREENS

## STEPS

**BizChannel@CIMB**

Guides and Forms

Pending Tasks **1**

▶ Pending Tasks **2**

Account Management

User Management

Information Management

Utilities

Reports

LOG OUT

**Current Tasks** | **All Tasks**

Task Listing 1 - 1 of 1 transaction(s)

No.	<input type="checkbox"/>	Creation Date	Menu	Maker User ID	Maker User Name
1	<input checked="" type="checkbox"/> <b>3</b>	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**4** Approve Reject

Once the System Administrator Maker has submitted the request to create an Approval Matrix, the System Administrator Approver will need to approve the request. Follow the simple steps below:

1. Click “Pending Tasks”
2. Click sub “Pending Tasks”
3. Tick on the left box
4. Click “Approve”
5. Generate and input the Response Number from Mobile Token / Hard Token
6. Click “Submit”

**Approve**

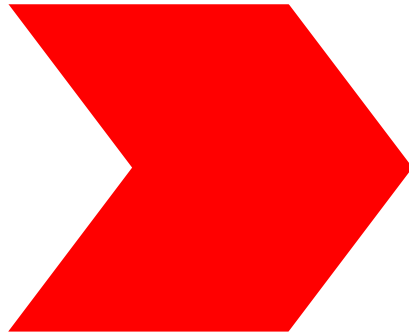
No.	Creation Date	Menu	Maker User ID	Maker User Name
1	08-Jun-2021 17:02:19		SYSADMIN1	SYSADMIN1

**Authentication**

Challenge Number 12345678

Response Number **5** [.....] Help

**6** Submit Back



THANK YOU