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.

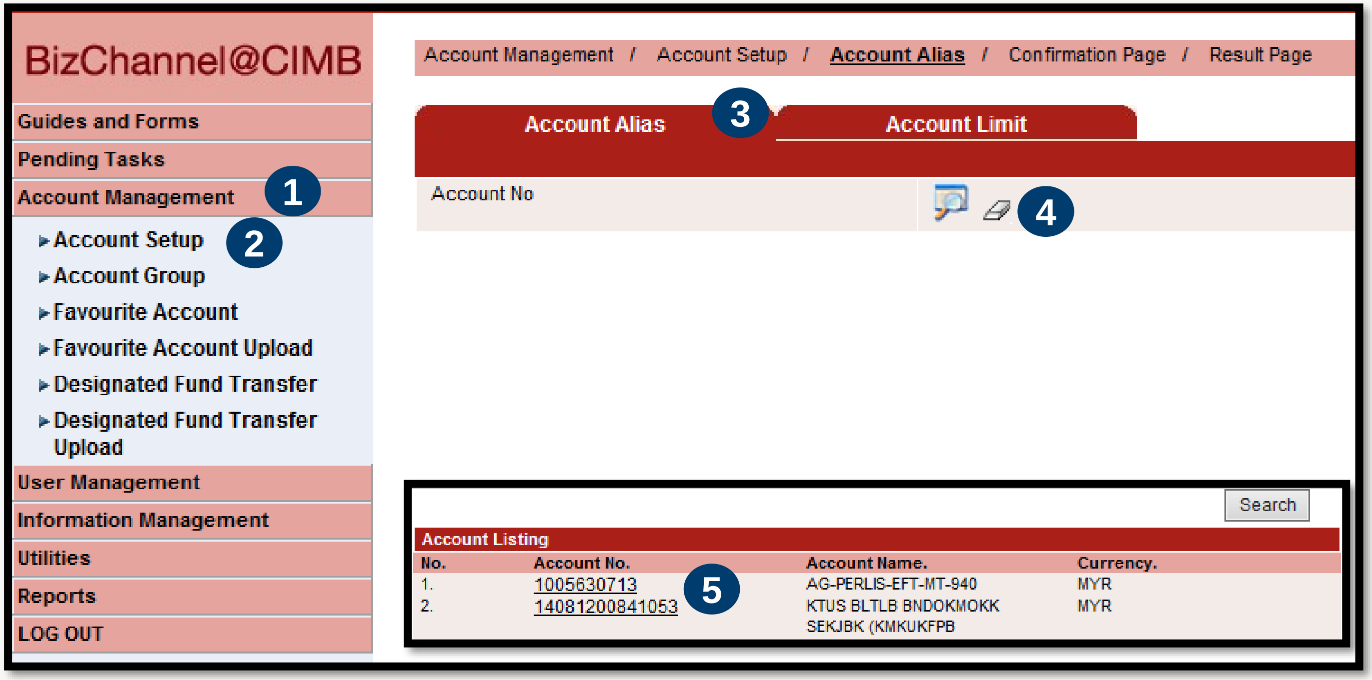
4

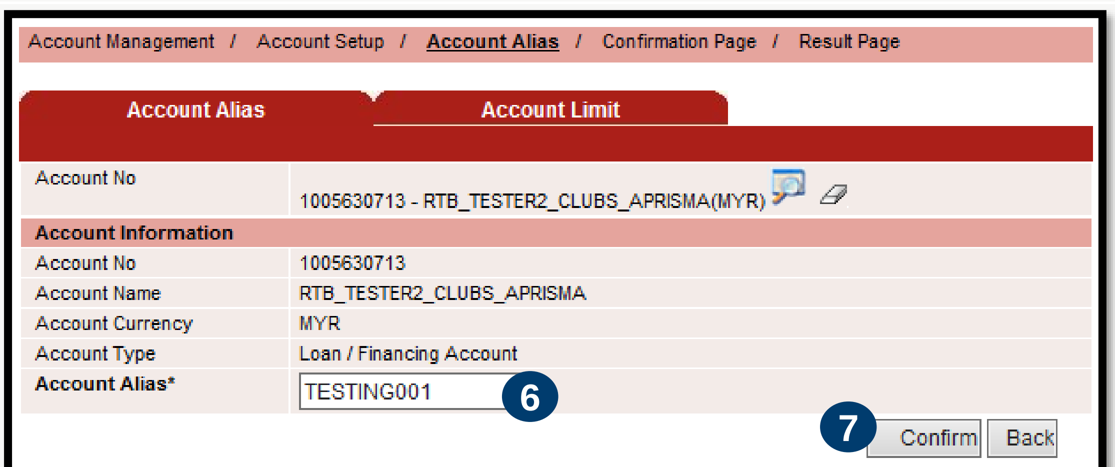
Signature Set and Approval Matrix

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





STEPS

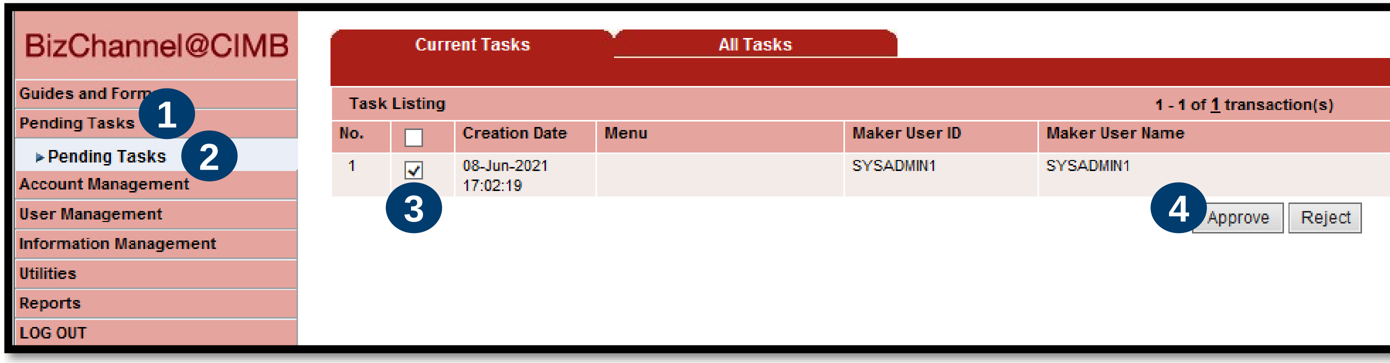
Create custom aliases for your accounts to make them easier to identify at a glance.

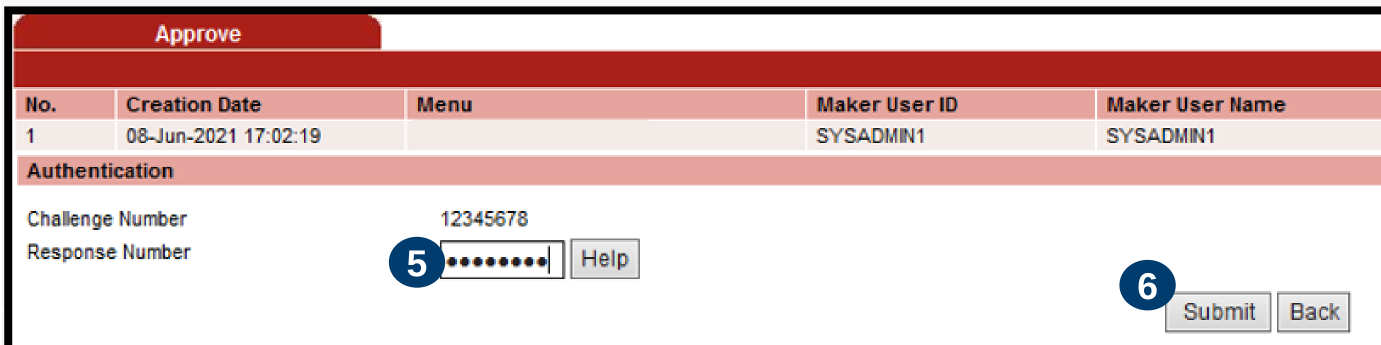
System Administrator Maker will have to complete the following steps upon logging in to BizChannel@CIMB:

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





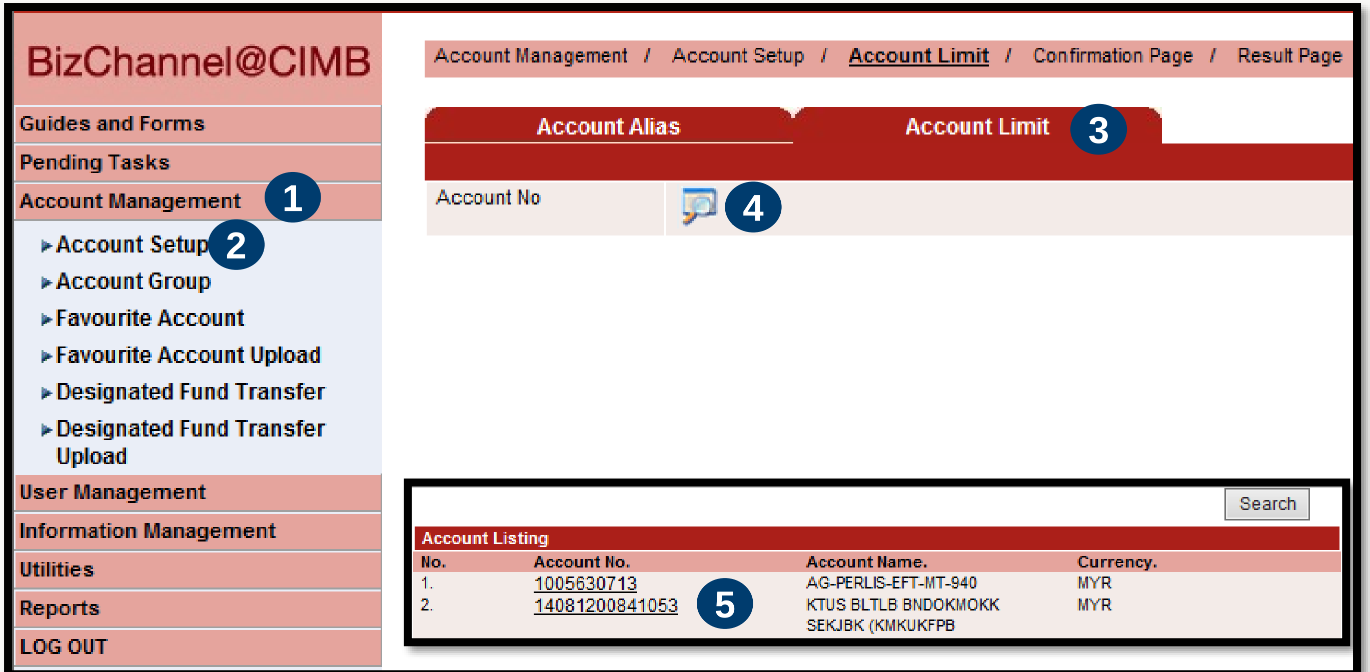
STEPS

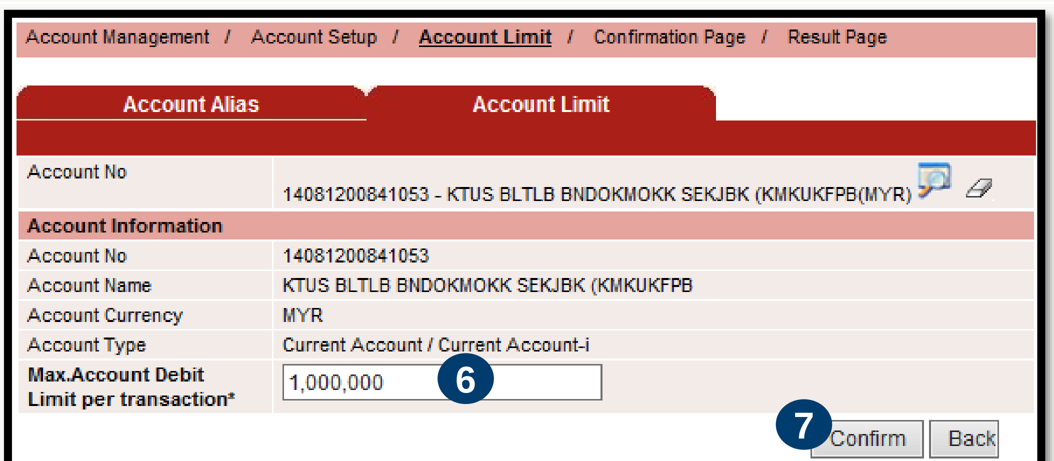
Once the System Administrator Maker has submitted the request to update Account Alias, the System Administrator Approver will need to approve the request. Follow the simple steps below:

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”

1) Account Setup: Account Limit – System Administrator Maker

SCREENS	STEPS





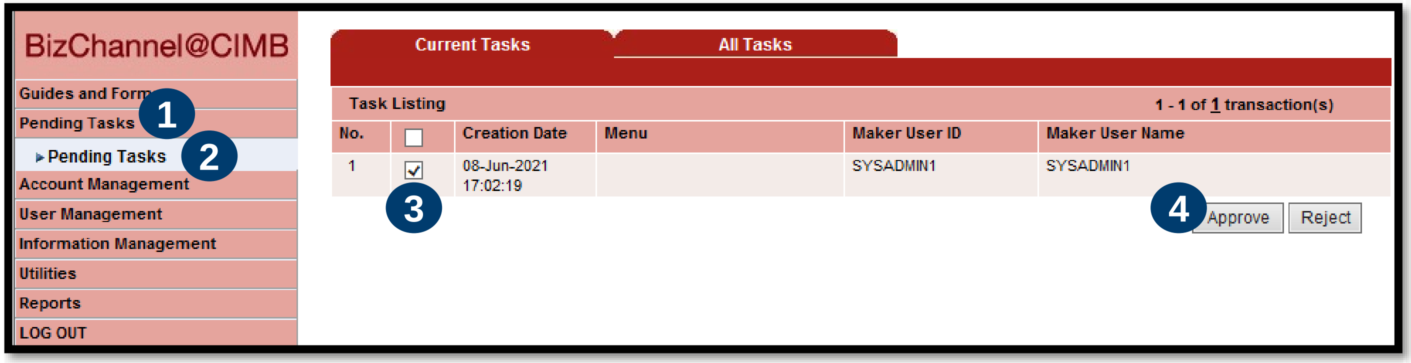
Set up the maximum debit limit per transaction for the different accounts.

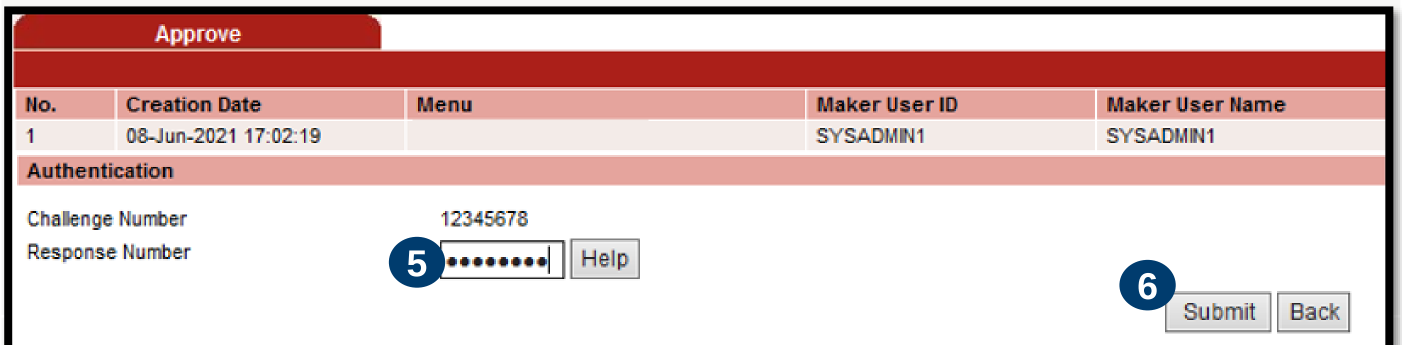
System Administrator Maker will have to complete the following steps upon logging in to BizChannel@CIMB:

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”

1) Account Setup: Account Alias – System Administrator Approver

SCREENS





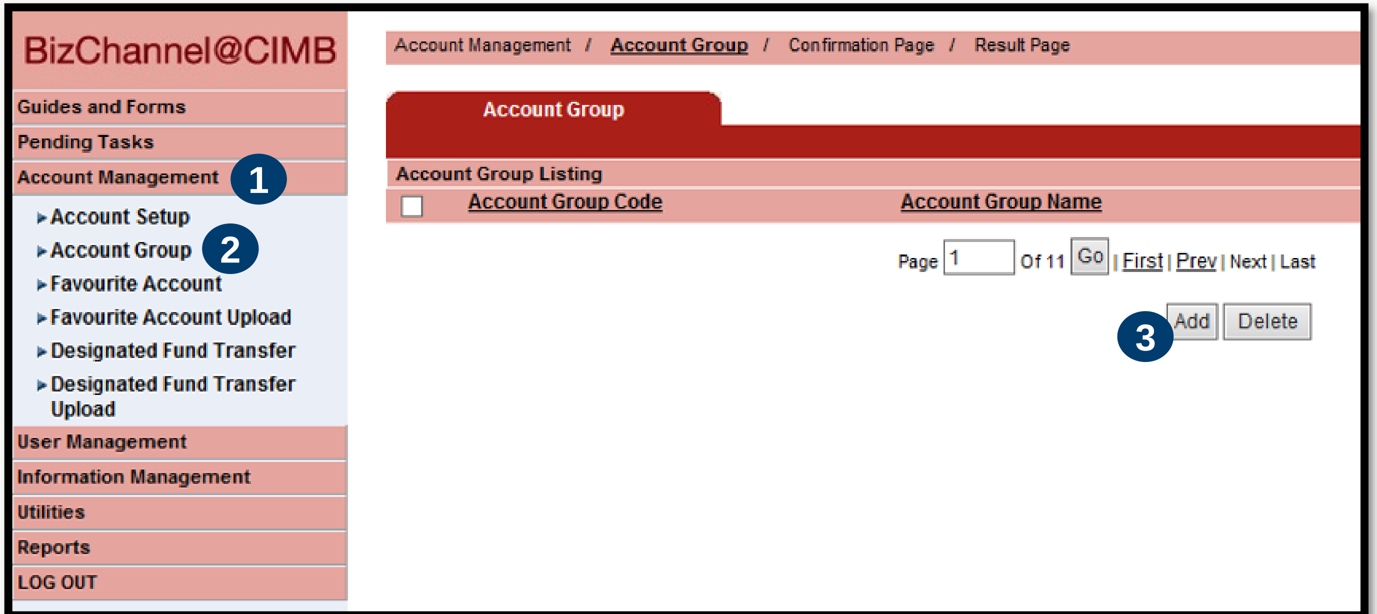
STEPS

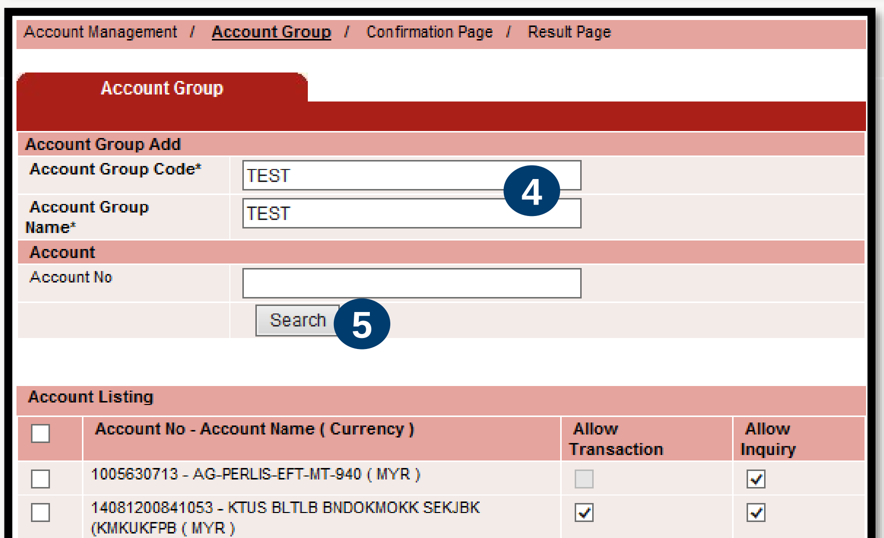
Once the System Administrator Maker has submitted the request to update Account Alias, the System Administrator Approver will need to approve the request. Follow the simple steps below:

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”

2) Account Setup: Account Group – System Administrator Maker

SCREENS





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

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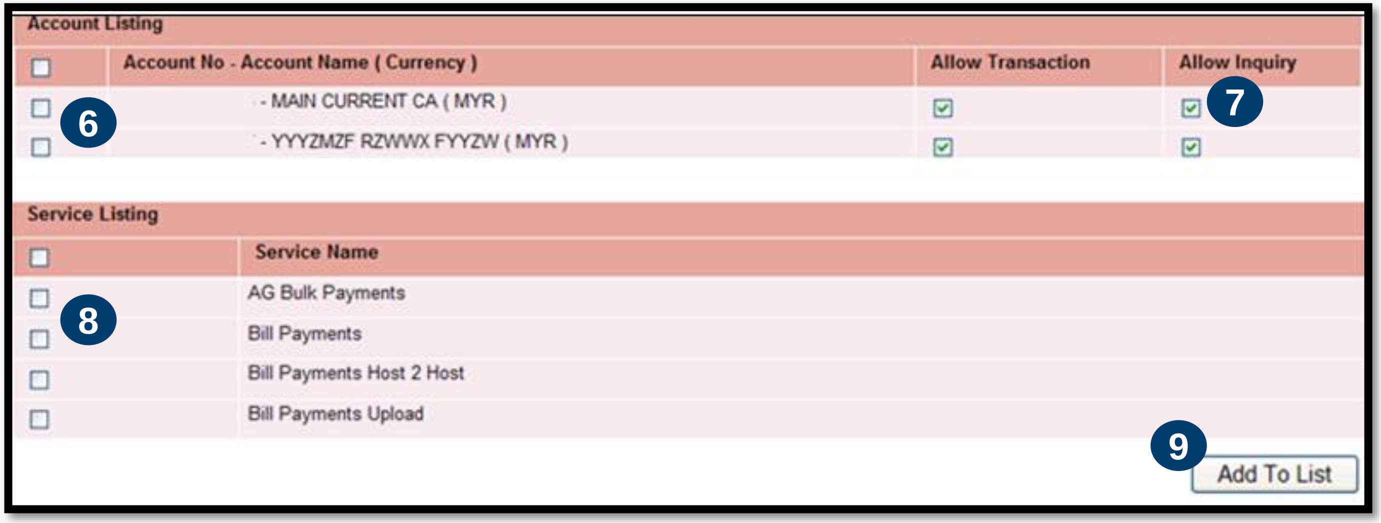
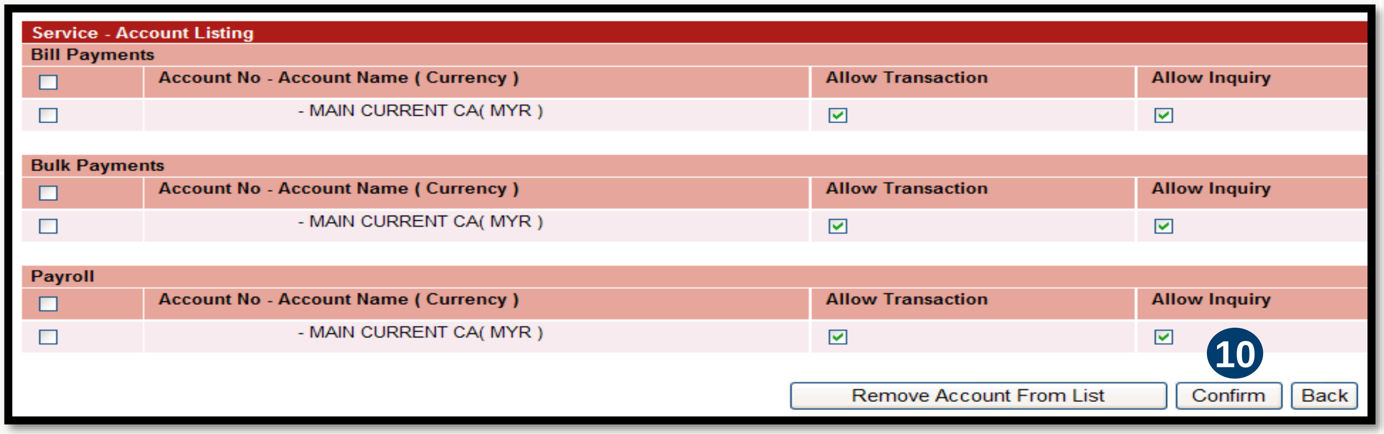
2) Account Setup: Account Group – System Administrator Maker

SCREENS





STEPS

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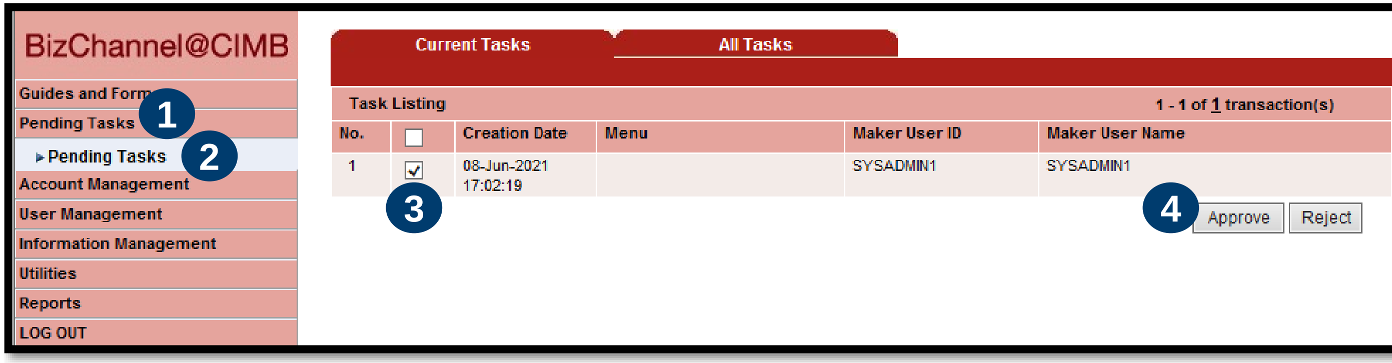
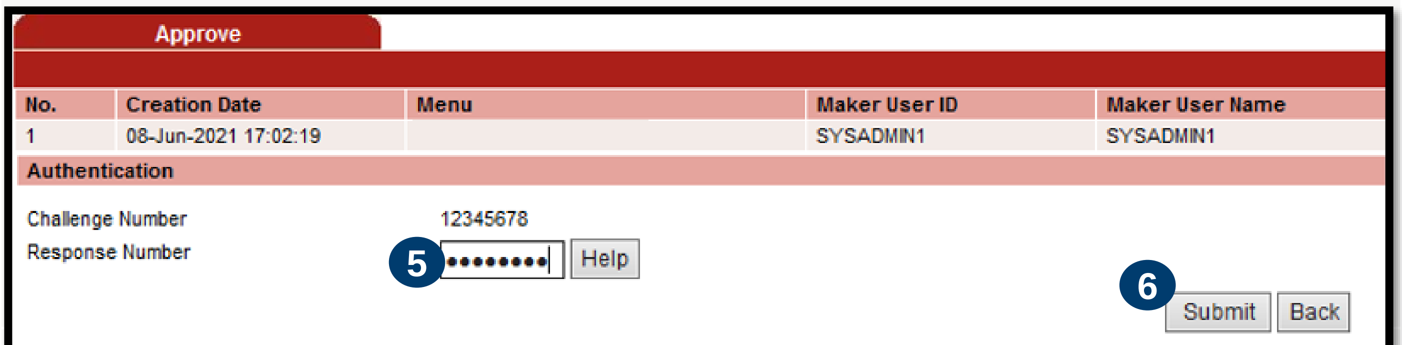
6. Tick the Account No. to be tagged under this Account Group
7. Tick “Allow Transaction” and/or “Allow Inquiry” for each Account No.
8. Select the Service Listing to be tagged under this Account Group
9. Click “Add To List”
10. Click “Confirm” and click “Submit”

2) Account Setup: Account Group – System Administrator Approver

SCREENS





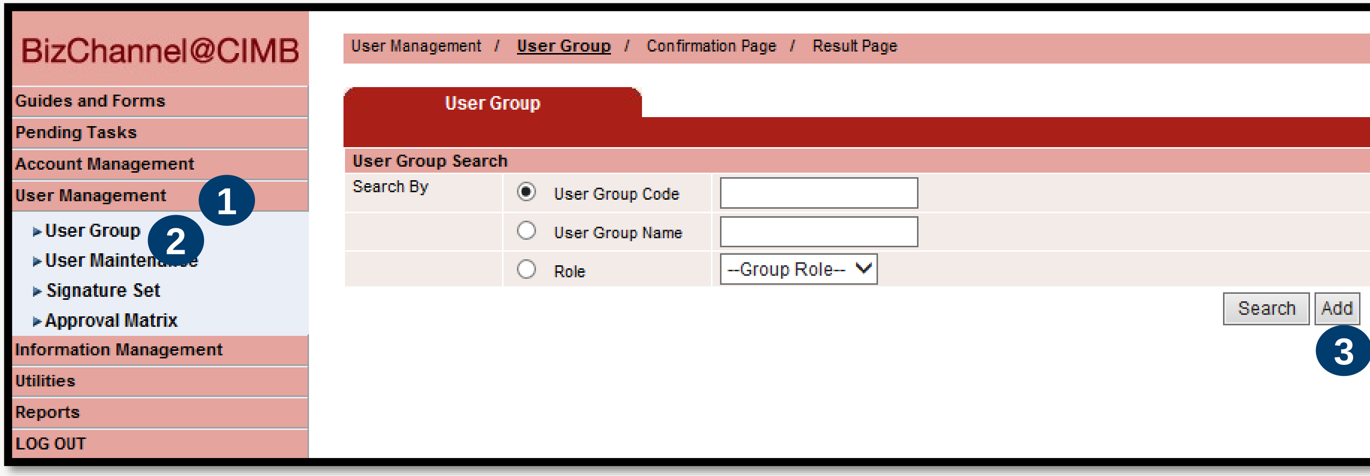
STEPS

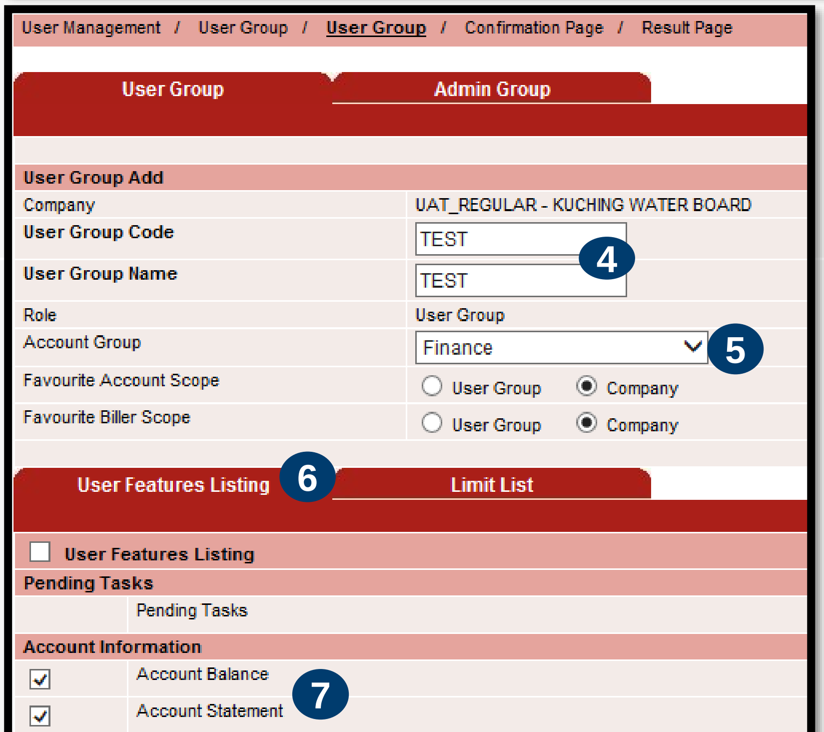
Once the System Administrator Maker has submitted the request to create Account Group, the System Administrator Approver will need to approve the request. Follow the simple steps below:

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”

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”

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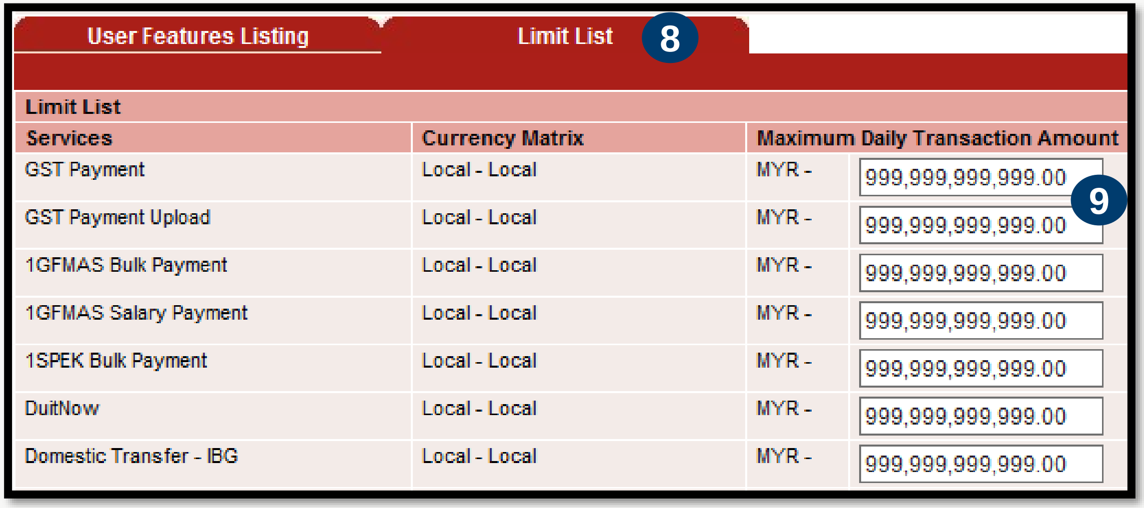
3) User Access: User Group – System Administrator Maker

SCREENS



Limit List			
Services	**Currency Matrix**	**Maximum Daily Transaction Amount**	
GST Payment	Local - Local	MYR -	999,999,999,999.00
GST Payment Upload	Local - Local	MYR -	999,999,999,999.00
1GFMAS Bulk Payment	Local - Local	MYR -	999,999,999,999.00
1GFMAS Salary Payment	Local - Local	MYR -	999,999,999,999.00
1SPEK Bulk Payment	Local - Local	MYR -	999,999,999,999.00
DuitNow	Local - Local	MYR -	999,999,999,999.00
Domestic Transfer - IBG	Local - Local	MYR -	999,999,999,999.00

STEPS

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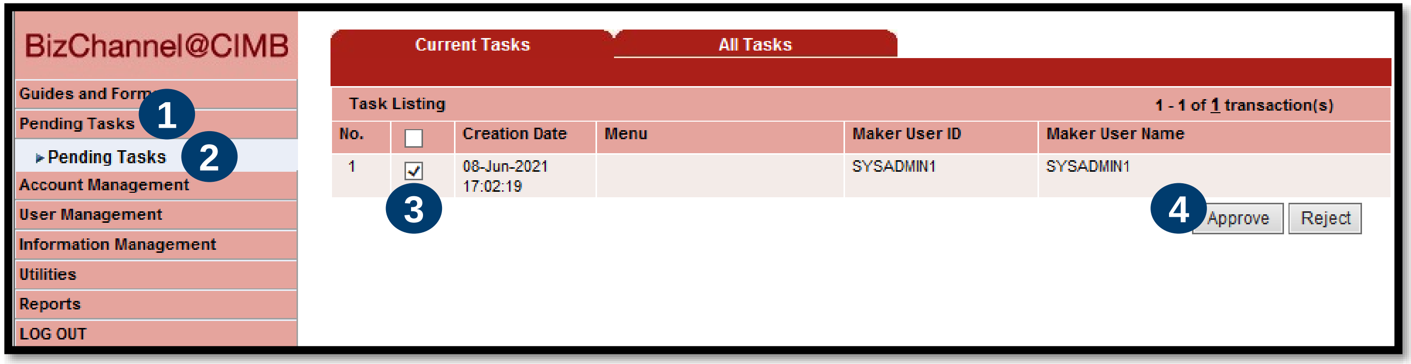
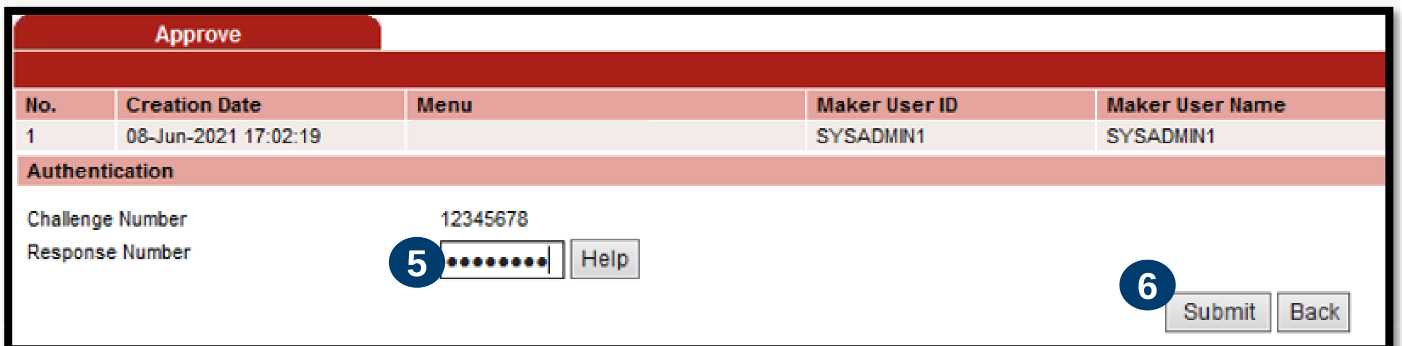
8. Click “Limit List”

9. If required, input the “Maximum Daily Transaction Amount”. Click “Confirm” and click “Submit”

3) Account Setup: Account Group – System Administrator Approver

SCREENS





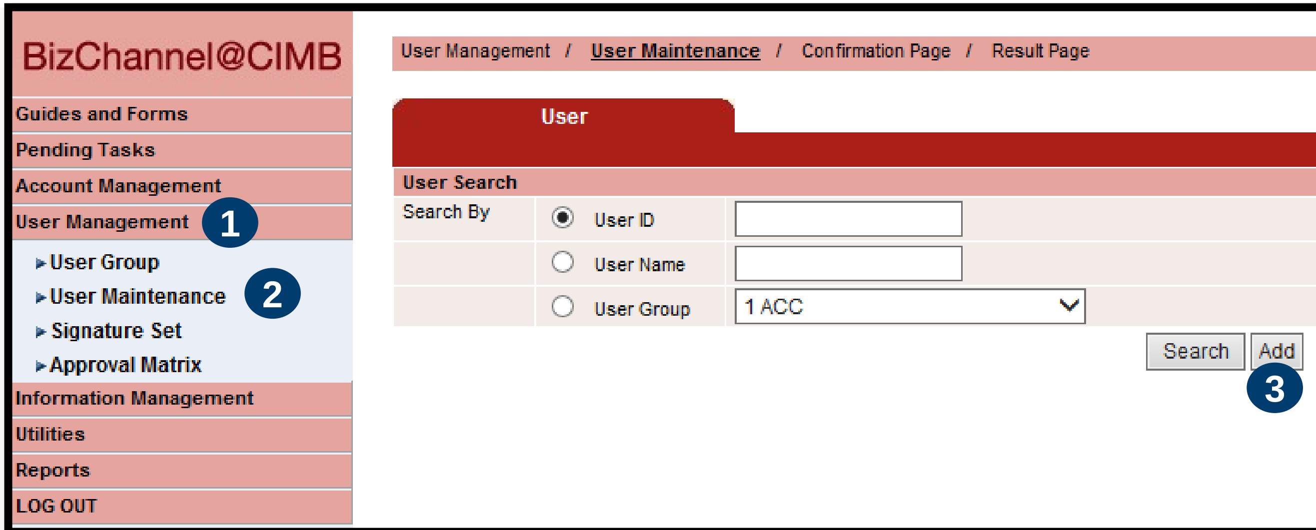
STEPS

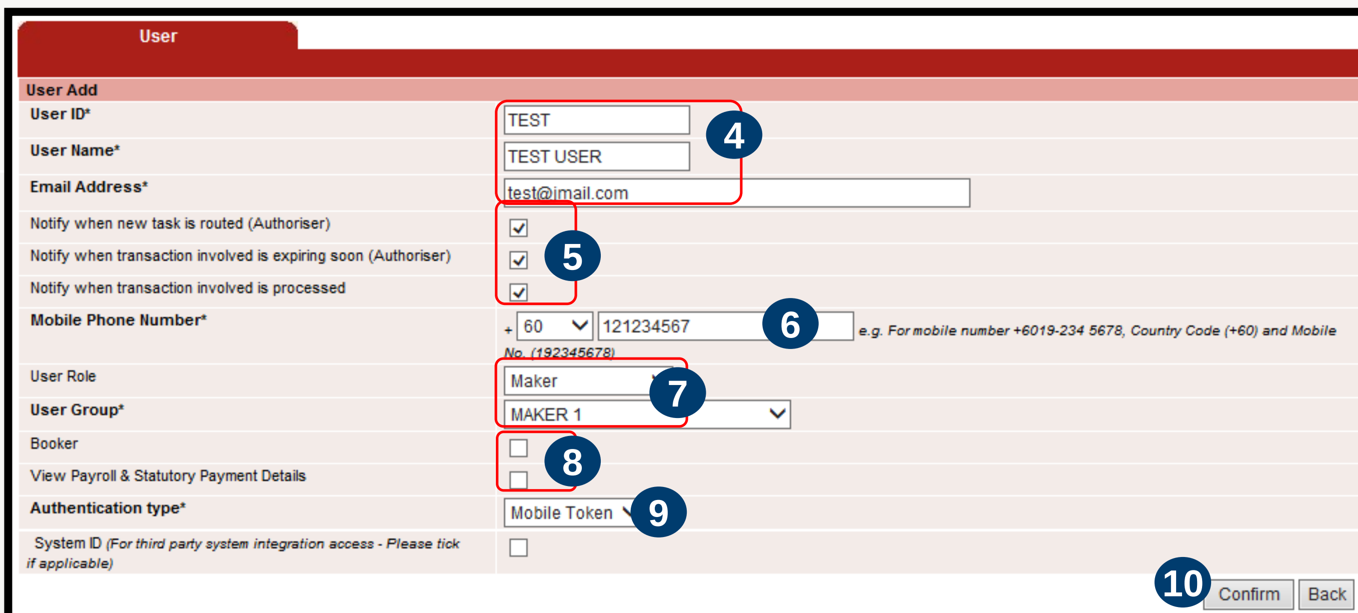
Once the System Administrator Maker has submitted the request to create User Group, the System Administrator Approver will need to approve the request. Follow the simple steps below:

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”

4) User Access: User Maintenance – System Administrator Maker

SCREENS





STEPS

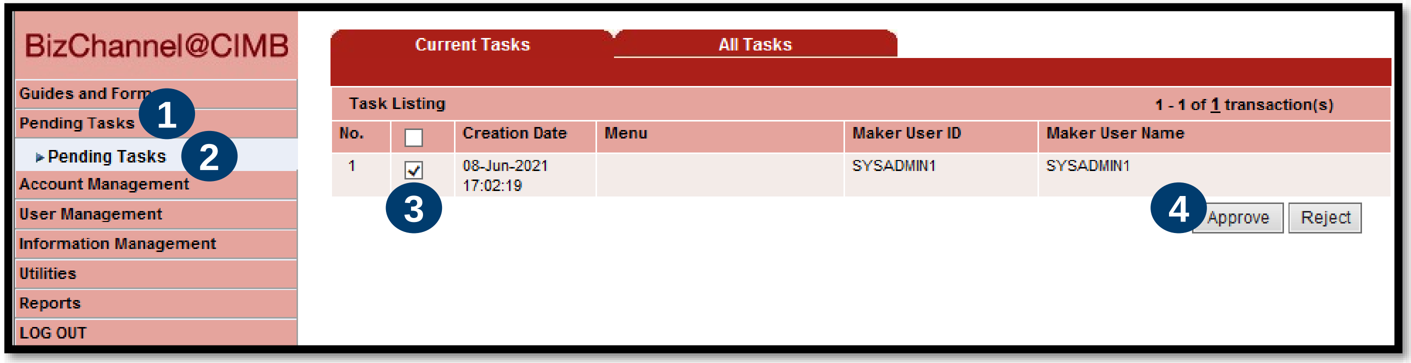
Once User Groups have been created, add individual users to the specific User Groups to grant them the appropriate access levels.

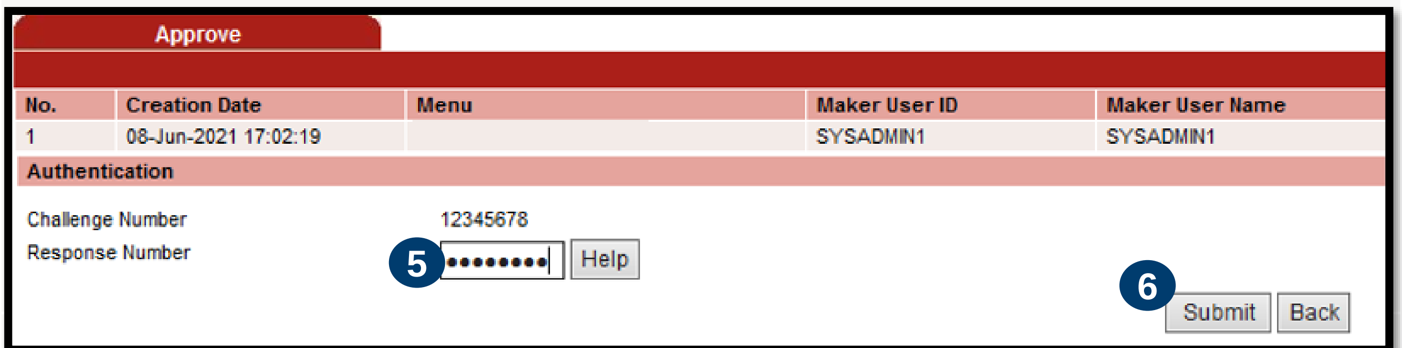
System Administrator Maker will have to complete the following steps:

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”

4) User Access: User Maintenance – System Administrator Approver

SCREENS





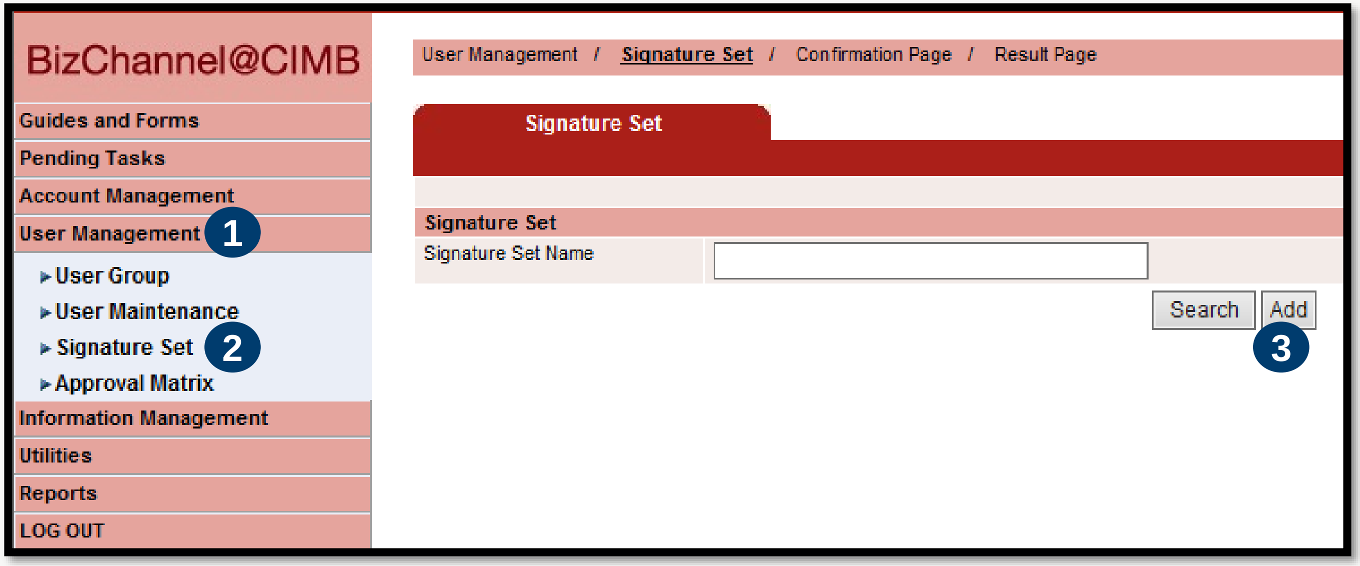
STEPS

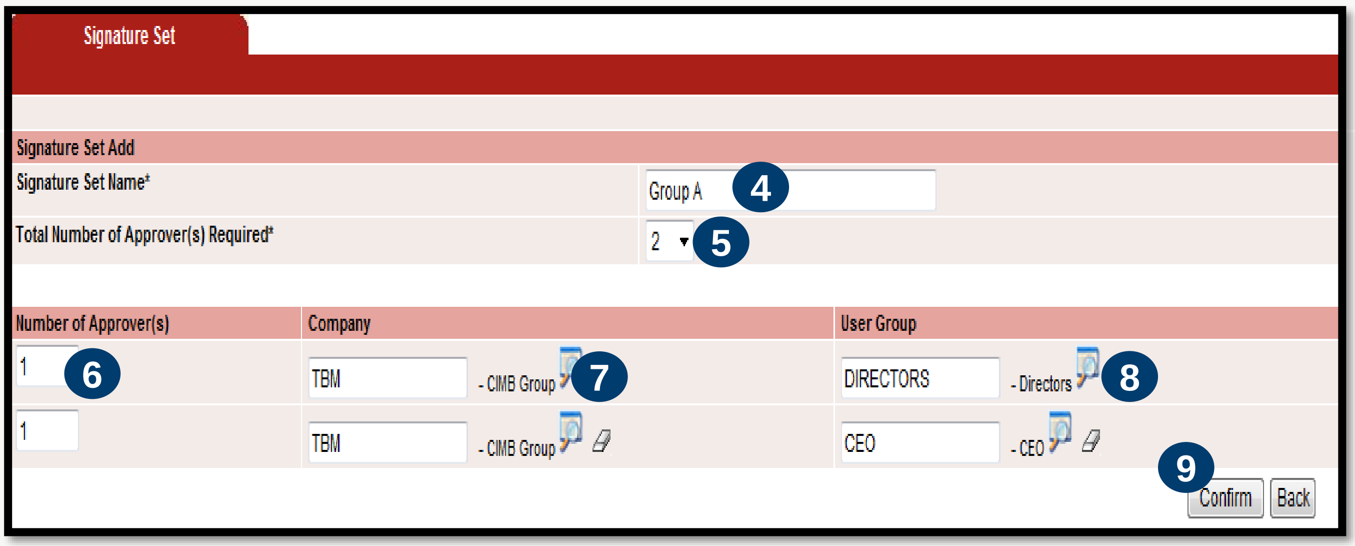
Once the System Administrator Maker has submitted the request to add users to a specific User Group, the System Administrator Approver will need to approve the request. Follow the simple steps below:

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”

5) Approvals: Signature Set – System Administrator Maker

SCREENS	STEPS





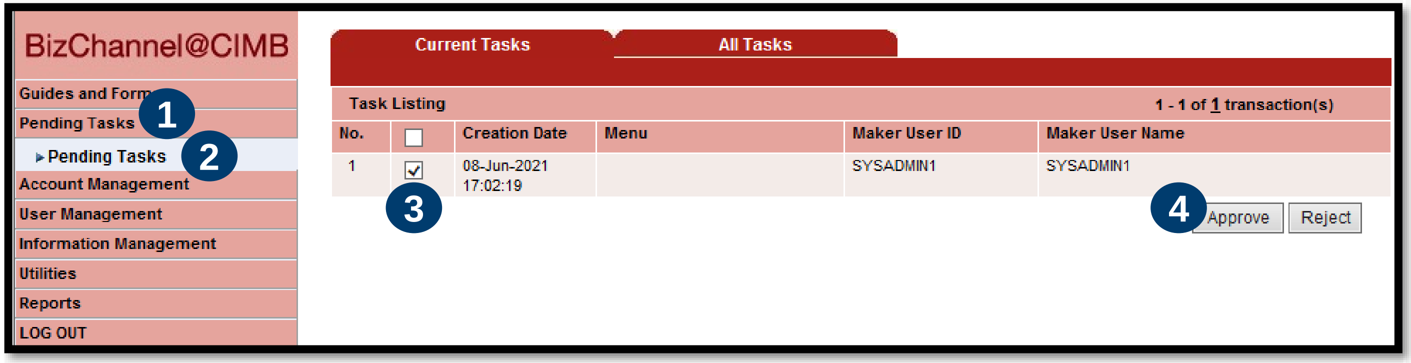
To set up an Approval Matrix for your company accounts, start by creating Signature Set(s).

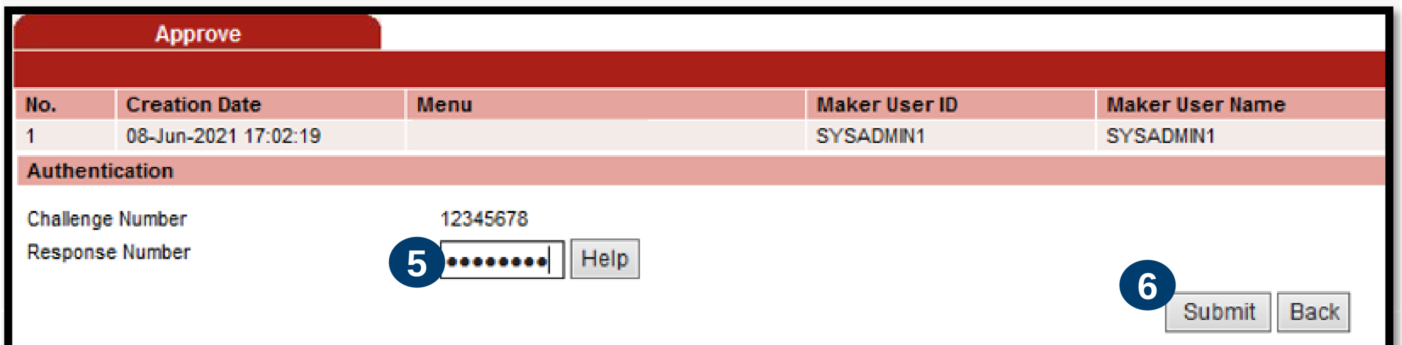
System Administrator Maker will have to complete the following steps:

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





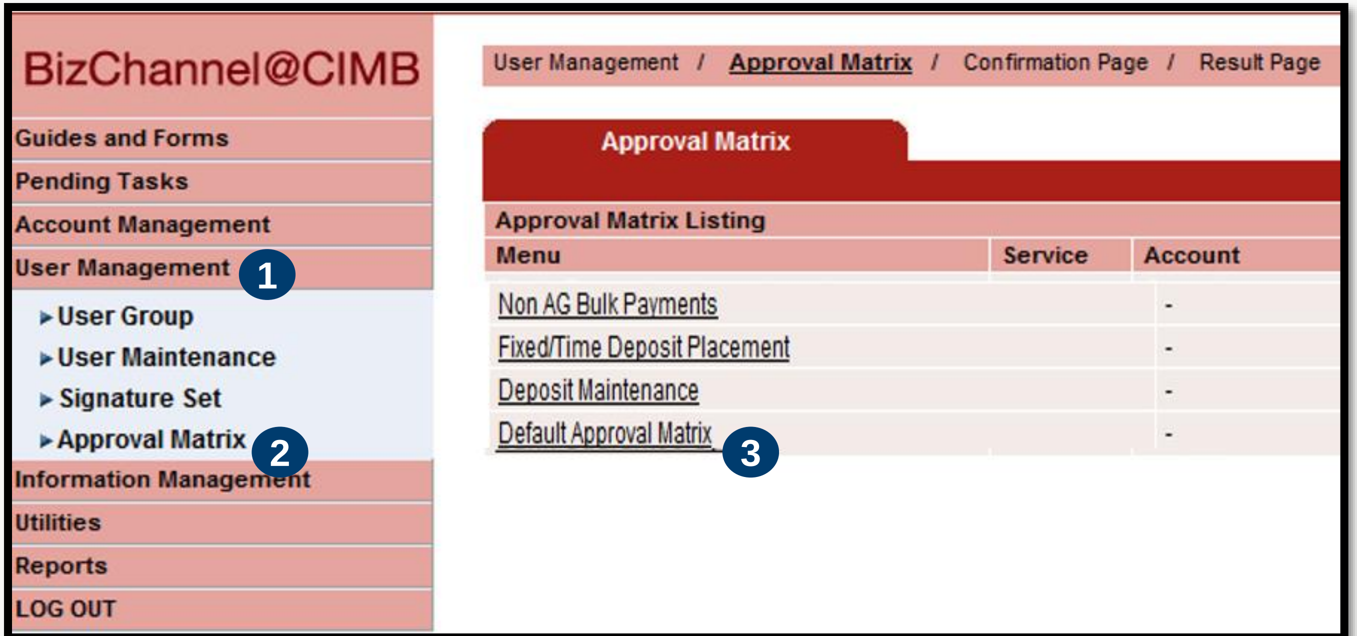
STEPS

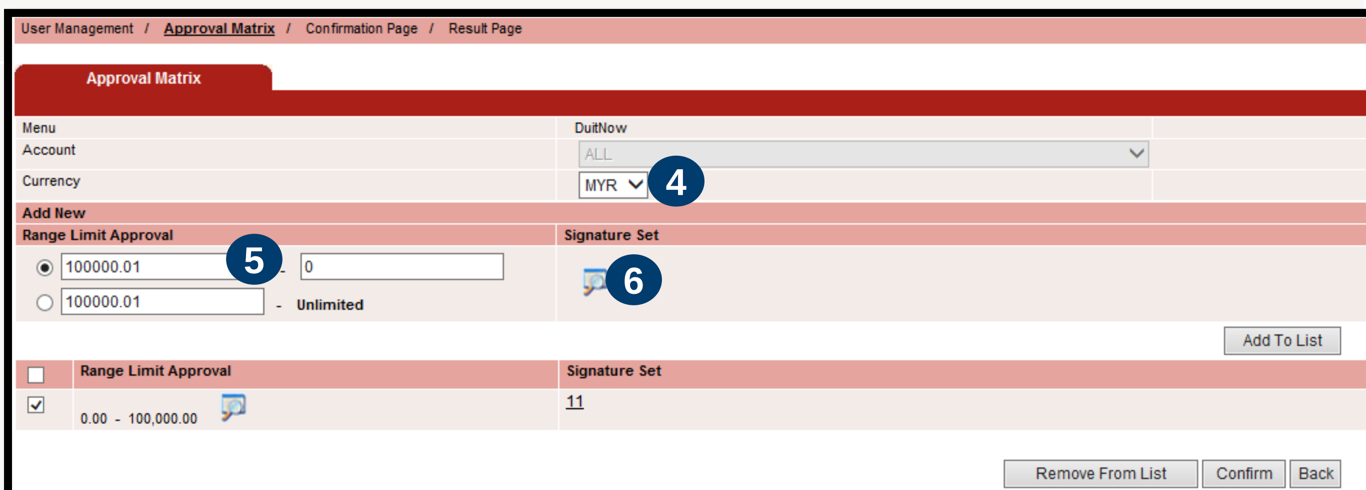
Once the System Administrator Maker has submitted the request create a Signature Set, the System Administrator Approver will need to approve the request. Follow the simple steps below:

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”

6) Approvals: Approval Matrix – System Administrator Maker

SCREENS





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"

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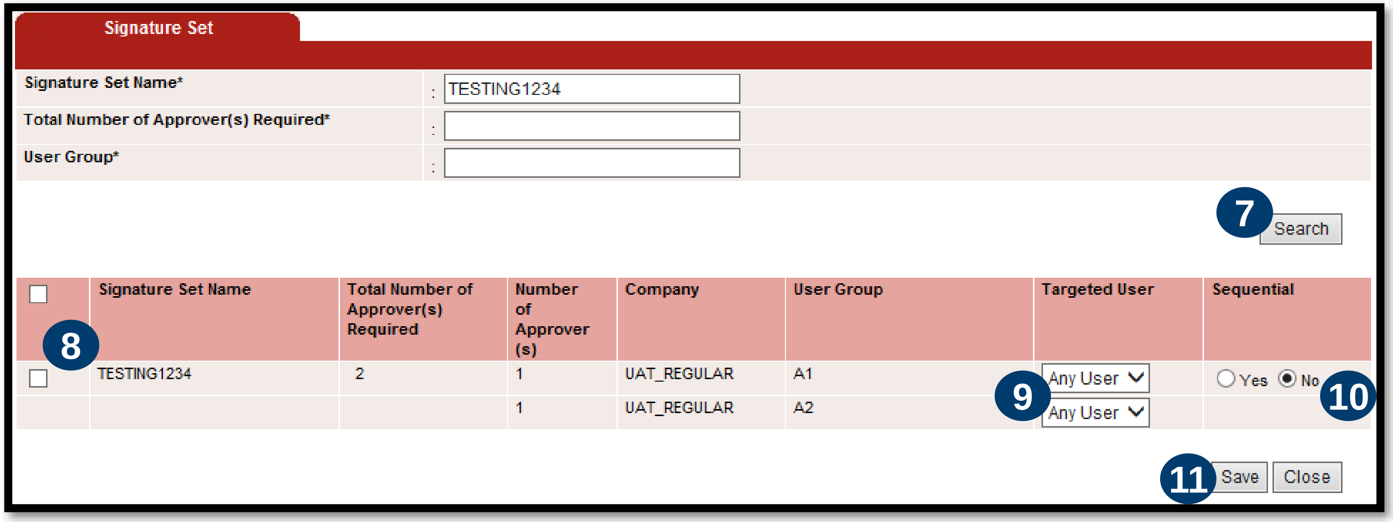
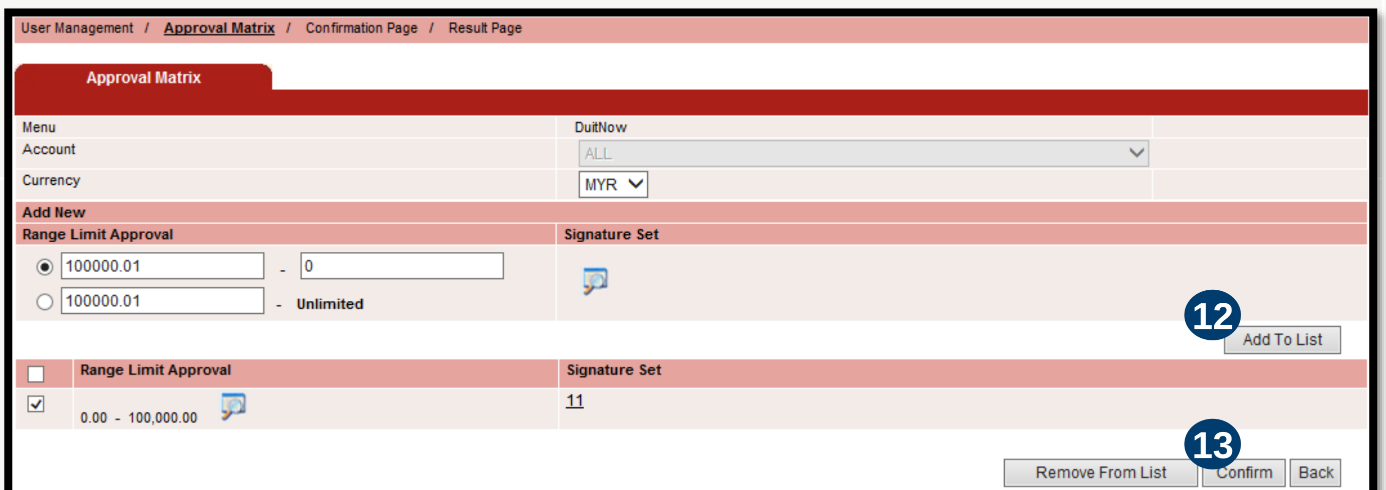
6) Approvals: Approval Matrix – System Administrator Maker

SCREENS





STEPS

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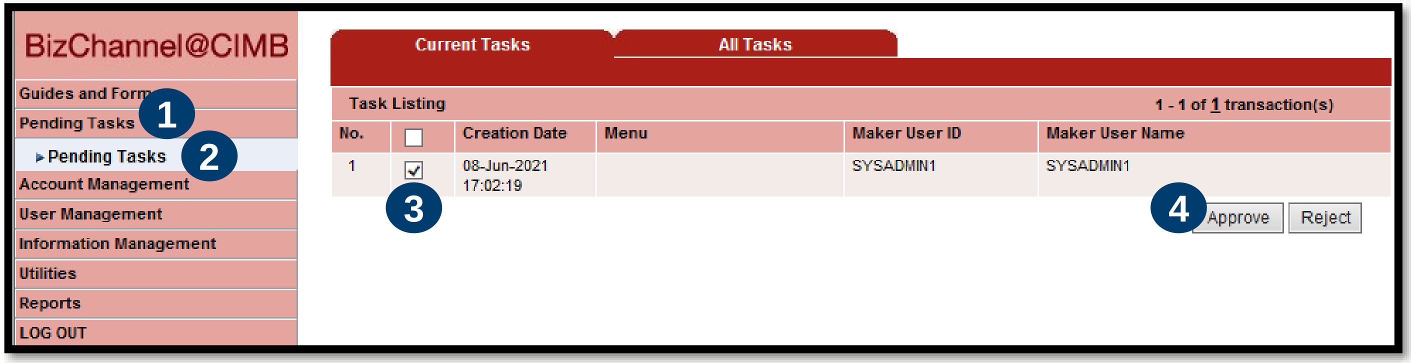
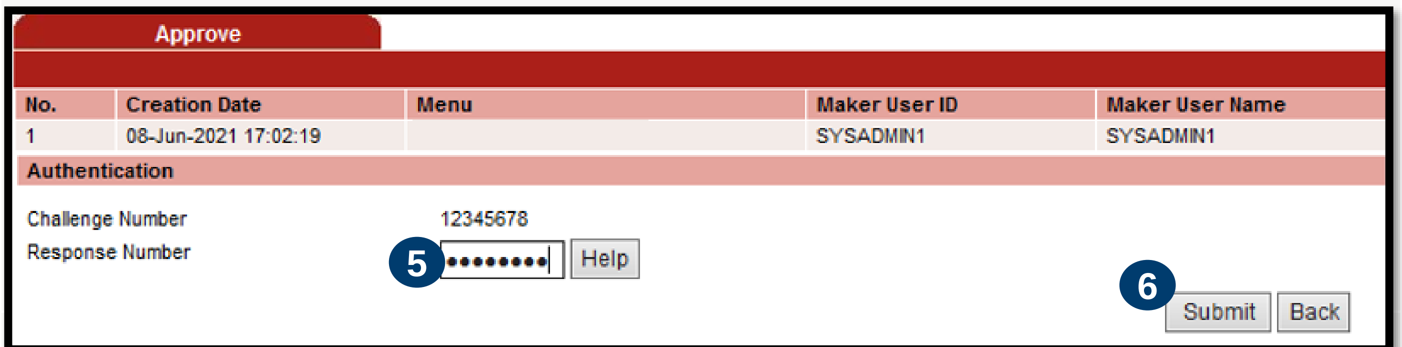
7. Click "Search"
8. Tick on the "Signature Set"
9. Select "Targeted User"
10. Tick on "Sequential"
    i. "Yes" – to assign which Approver to approve payment first
    ii. "No" – any Approver to approve payment first
11. Click "Save"
12. Click "Add To List"
13. Click "Confirm" and click "Submit"

6) Approvals: Approval Matrix – System Administrator Approver

SCREENS	STEPS





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”

THANK YOU