

## HOW TO INITIATE "EXTERNAL" NON WPS TRANSFER

- 1- Open the website: https://www.cbd.ae/iBusiness/channel.jsp
- 2- Enter Your User ID and enter the PIN(4 digits) + TOKEN (6 digits number displayed on the user device)
- 3- Click on Login Button

بنك دبي التجـــاري Commercial Bank of Dubai		♥ Location
iBusiness		
Login	New User? Frequently Asked Questions Login Trouble	
PIN+Token	Live Chat	
	Contact Us	

- 4- Click on Transact Tab on the top bar. Click on Payroll and click on External under it.
- 5- Select the debit account from Select Account\* dropdown, Enter Total Amount\* and select Type\* as Salary. Click on Download Sample External Salary File and download the sample excel file.

Home	Enquire	Transact	Queue	Trade & (	Guarantees	Services		
<b>iBusin</b>	ess	♂ Transact > Payroll > External						
Central Bank Direct Debit		External Salary/Pension	n Payments	your employee accounts that a	ne in another bank, by hilling up a	ind submitting the below form.		
Remittance Through Templ Old Transaction History	late	● IMPORTANT INFORMATION FILE ★ DOWNLOAD SAMPL Select Account* 1000	INSTRUCTIONS ABUDHABI PENSION FI	DOWNLOAD SAMPLE EXTER LE O ABUDHABI PENSION Test Business 1	I-INSTRUCTIONS   ★ DOW   Total Amount*	NLOAD SAMPLE PENSION		
Payroll Internal (CBD)	0	Avail. Ba	alary ○ GPSSA ○ ADPBR ∋ File No file chosen	F				
Internal (Rateb) External		* indicates mandatory fields.* File si	ize should not exceed 2 MB .			SUBMIT		
WPS WPS Refund Request	_							

6- Enter Debit A/C IBAN as Company IBAN, Select Tran Type from the dropdown (For details description of the codes click on Tran Types tab at the bottom of excel sheet), enter beneficiary IBAN in Beneficiary A/C IBAN Field, Bank Code will automatically populated after entering IBAN. Enter Salary amount in Amount in AED field and mention Payment Details (e.g. salary Sep 2020).



After filling the details as per instructions, Save and upload the file through **Attach File** option and click on **SUBMIT** (please do not change the Excel file type).

	A	В	с		D	E	F
1	DEB	IT A/C IBAN				10.00	AED Total for 1 items
2							
3	Bank Co	de Tran Type	Beneficiary Name		Beneficiary A/c IBAN	Amount in AED	Payment Details
4	EBIL	SAL	TEST BENEFICARY		AE920260001016776676781	10.00	SALARY
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		OutwardDe	tails BankwiseTotals	BankCodes Tran	Types (+)		•

You will be redirected to the RSA token screen where you are required to enter the token code (4 digits PIN + 6 digits number displayed on the device), you will get the confirmation that transaction is initiated successfully and it will follow the authorization path setup by the admin.

ease enter security P	PIN along with the co	de displayed on yo	ur RSA token:		
RSA Token *					
* indicates mandate	ory fields.				SUBMIT
		0			