

HOW TO CREATE HARD TOKEN USER ID AND HOW TO ACTIVATE IT

- 1- Open the website: <u>https://www.cbd.ae/iBusiness</u>
- 2- Enter Your Admin ID and enter the PIN(4 digits) + Token (6 digits number displayed on the user device)
- 3- Click on Login Button

بنك ديي النّجـــاري Commercial Bank of Dubai		♥ Location
iBusiness		
Login	New User? Frequently Asked Questions Login Trouble	
PIN+Token	Live Chat	
LOG IN	Contact Us	

4- Click on Users & Roles Management on the top bar

Users & Roles Management Account Sel		Bulk Management	Queue	Reports	Services
iBusiness	希 > Users Management > Create User	r			
06-08-2020 17:23:50 GMT +0530	Please select the user type for which you want	to create user:			

5- Click on User management

	Users & Roles Management		Account Setup	Bulk Management	Queue	Reports	Services
	iBusiness	∰⇒ (Jsers Management > Create User				
	06-08-2020 17:23:50 GMT +0530	Please sel	ect the user type for which you want	to create user:			
U	Jsers Management	User Ty	pe CORPORATE	USER 🗸			



6- Click on Create User tab and then click on Create User button on the right side

	Users & Roles Management	Account Setup	Bulk Management	Queue	Reports	Services
	iBusiness	☆ > Users Management > Create User				
	06-08-2020 17:23:50 GMT +0530	Please select the user type for which you want	to create user:			
	Users Management 🔿 🔶					
-	View User	CORFORATE	USER -			
	Create User					CREATE USER
	Modify User					
	Activate User					
	Deactivate User					
	Lock User					

- 7- Enter the below mandatory details in the User Profile page
 - a. First name:
 - b. Last name:
 - c. Token serial number: Enter 9 digits mentioned on the back of user token on the bar code
 - d. Check the User Bulk Template ID Mapping Required box
 - e. Email:

Users & Roles Manager	nent	Account Setup		Bulk Management	Queue	Reports	Services
iBusiness 06-08-2020 19:03:23 GMT +0530		Salutation First Name * Token Serial No *	Mr ADRIAN	~	Last Name *	HODGES	5
Users Management	٥		120100700				
View User		Addrass			City		
Create User		Address			ony		
Modify User							
Activate User		Phone Number			Country		
Deactivate User		Fax Number			Zip/Postal Code		
Lock User		User Bulk Template ID Mapping			Email *	andrian@	§cbd.ae
Unlock User		Limits Package	CORP	~			
Delete User							
Revoke User		Appage Loval &	Makar				
Token Assignment/Activation		AUGSS LEVEL	Waker	Ť			
Roles Management	0	 indicates mandatory fields ** Please upload passport second page if ** Please note Emirates ID is mandatory 5 Note : The user will not be activated if incompared in the second page of the s	applicable. or UAE residents. rrrect/invalid docur	ments are uploaded in the	system.	CANCEL	SUBMIT
f. Select	Acc	ess Level: View	Only (F	or View Acc	cess Only)		
		Make	er (Acce	ss to make	the transactio	ons)	
		Chec	ker & V	erifier (Acce	ess to approve	e the transa	ctions)

Maker & Checker (For complete access)



8- <u>Note</u>: For Access Level*: Checker & Verifier/ Maker & Checker, Please fill up additional details and Click SUBMIT

16-09-2020 17:27:47 GMT	\$\$ +0530	Access Level *	Checker/Verifier	
Users Management				
View User		Nationality *	Select V	
Create User		Mobile Number *		
Modify User		EmiratesID	Passport O	
Activate User				
Deactivate User	_	Emirates ID		
Lock User	_	Emirates ID **	Expiry Date *	
Unlock User	_	Front Page **	UPLOAD	
Delete User		Back Page **	UPLOAD	
Revoke User				
Users Management	Ô	Eminte ID		
Users Management View User	Ô	EmiratesID 🔿	Passport 💿	
Users Management View User Create User		EmiratesID O	Passport	
Users Management View User Create User Modify User		EmiratesID Passport Passport Number **	Passport Expiry Date *	
Users Management View User Create User Modify User Activate User		EmiratesID O Passport Passport Number ** Passport - Details Page **	Passport Expiry Date * UPLOAD	
Users Management View User Create User Modify User Activate User Deactivate User	Ô	EmiratesID O Passport Passport Number ** Passport - Details Page ** Passport - Second Page **	Passport Expiry Date * UPLOAD UPLOAD	a
Users Management View User Create User Modify User Activate User Deactivate User Lock User		EmiratesID Passport Passport Number ** Passport - Details Page ** Passport - Second Page **	Passport Expiry Date * UPLOAD UPLOAD	
Users Management View User Create User Modify User Activate User Deactivate User Lock User Unlock User	© ^	EmiratesID O Passport Passport Number ** Passport - Details Page ** Passport - Second Page ** * indicates mandatory fields ** Please upload passport second pa	Passport	
Users Management View User Create User Modify User Activate User Deactivate User Lock User Unlock User Delete User	ô	EmiratesID Passport Passport Number ** Passport - Details Page ** Passport - Second Page ** * indicates mandatory fields ** Please upload passport second pp ** Please note Emirates ID is manda Note : The user will not be activated	Passport	

9- Select Internet and Mobile Application boxes and Enter the User ID* in Internet and Mobile
 Banking field and click on SUBMIT. The User ID* is the user name you are setting up for user token, It will be used to access iBusiness.

Channel Details		
	Channel Description	User ID
Internet and Mobile Banking	testcheck	
✓ Internet		
Mobile Browser		
Mobile Application		
	ВАСК	SUBMIT



10- Review information and click on SUBMIT.

Access	Level	Maker		
Limits Pa	ckage	CORP		
Channe	I Assigned To User			
Channel	l Group	Internet and Mobile Banking	Subscribed Channel	Internet, Mobile Browser, Mobile Application
User ID		adrn3919		
Mapped	Customer			
	Mapped Customer	Customer Type		Is Primary
	IR0000983203	Third Party Entity-Bank	Customer	۲
				BACK SUBMIT

11- Select all check boxes available next to predefined rules in order to give complete access(View and Transactions) to user except **BENE RESTRICTIONS** and click **SUBMIT**.

Default Roles	DEFAULT ROLE
Default Roles Default Roles	MOBILEAPPLICATION
Pre-defined Roles	ALL ALL CORP DS CORPORATE ENQUIRY & TRANSACTIONS

BACK	SUBMIT	

12- Click CONFIRM.

Role	DEFAULT ROLE	
	ALL	
	ALL	
	CORP	
	DDS	
	CORPORATE ENQUIRY & TRANSACTIONS	
	MOBILE	
	MOBROLETEST	
	MOBILEAPPLICATION	
		BACK CONFIRM

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13- You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). You will get a confirmation that User ID is created successfully.

A > Users Management > Modify User > Authentication	
Please enter security PIN along with the code displayed on your RSA token:	
RSA Token *	
* indicates mandatory fields.	SUBMIT

Once User is created, please follow the below steps for Account Setup

1- Click on Account Setup and on next page without entering any details click the **SEARCH** button.

Users & Roles Management	Accou	nt Setup	Bulk Ma	nagement	Queue	Reports	Services
iBusiness 16-09-2020 17:27:47 GMT +0530	Account Mapping Search and select the user	3 Setup from below for settir	ig up the account:				
Account Setup	Setup Account For	User Account S	Setup	~			
	First Name User ID	Starts With Starts With	•	Last Na Email	ame Starts Starts	With	
							SEARCH

2- User ID will be displayed at the bottom of page. Check the button next to user id and click the **SELECT** button



3-



4- Select all the check boxes (Internet, Browser Based Mobile, Mobile Application, Transactions, Inquiries) and click on **SUBMIT**

Users & Roles Management	Account Setu	p Bulk Management	Queue	Reports	Services
iBusiness	合 > Account Setup > Initiate /	Account Setup			
Account Setup	User	o uo me account mapping.			
	User Type Customer Name	CORPORATE USER CBD PCM TEST BUSINESS 2	Customer IRIM User ID	IR0000983203 ccsa0148user	
	Internet Browser based	Mobile Application			
	Transactions			TRANSACTION COL	Page 1 of 1
				CANCEL	SUBMIT

5- Click on **CONFIRM**, You will get the confirmation that Account Setup is completed successfully.

Users & Roles Management		Account Set	up	Bulk Management		Queue	Reports	Services
	1991 ×	Account Setup verificat	tion					
iBusiness	Please	rerify and confirm the acco	ount mapping	below:				
08-10-2020 17:57:49 GMT +0530	User							
Account Setup	User	Туре	CORPORA	TE USER	Custor	mer IRIM	IR0000983203	
	Cust	omer Name	CBD PCM	TEST BUSINESS 2	User II	0	neel7120	
	<u>In</u>	ternet Browser bas	ed Mobile					
	<u>Tra</u> Inc	insactions juiries					TRANSACTION CO	Page 1 of 1
							BACK	CONFIRM

6- Click on Users & Roles Management, and select Authorizations Management, Click on Authorization Rules, Click on CREATE

Users & Roles Manage	ment	Account Setup	Bulk Management	Queue	Reports	Services
iBusiness	# >	View / Modify Rules				
16-09-2020 17:27:47 GMT +0530	Please	select the User Type below for which yo	u would like to view / modify the authorisati	on rules:		
Users Management	©	ser Type				
Token Assignment/Activation		CORPORA	ATE USER V			
Roles Management					VIEW / MODIFY	CREATE
Authorisations Management	0					
Manage User List						
Authorisation Rules						

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7- Select Maker (User who create transactions) from Drop down, Enter Amount From* (Minimum Amount Limit), Enter Amount To* (Maximum Amount Limit) and Click on SUMBIT

Authorization Required Condition

a. Authorization Required box needs to remain unchecked for Auto Authorized transactions. (User will initiate the transaction and it will go to bank for further processing without any approval)

Users & Roles Managem	ent	Accou	nt Setup	Bulk Managen	nent		Queue	Reports	Services	
iBusiness 16-09-2020 17:27:47 GMT +0530		User Type	CORPORATE US	ER		Rule ID		generated by the applicat	tion	
Users Management	0	Note: *Internet Channel								
Token Assignment/Activation		Maker	abdl3507 *	abdl3507 #	1					
Roles Management	•	Customer ID	All			Transaction	n	All	~	
Authorisations Management		0								
Manage User List		Currency	AED(AED)		1 7 F	Account ID		All	~	
Authorisation Rules		Amount From*	1		Γ	Amount To	·	1000000		
		Authorisation Required								
								CANCEL	SUBMIT	

b. Click on CONFIRM

Users & Roles Manageme	Users & Roles Management		Bulk Management	Queue	Reports	Services	
iBusiness 08-10-2020 17:57:49 GMT +0530	Please rev IBUSINESS 08-10-2020 17:57:49 GMT +0530 User Ty		are about to submit for creating a	new authorisation rule: Rule ID	IR0000983203		
Users Management	Note: *In	lernet Channel					
Roles Management	Maker	amir	2 * amir2 #	Customer ID	All		
Authorisations Management Manage User List	Accourt	tion All		Currency	AED		
Authorisation Rules	Amoun	t From 1.00		Amount To	999999999	999999.00	
	Authori	sation Required					
					BACK	CONFIRM	

c. You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). You will get a confirmation that Authorization Rules has been successfully created.

Users & Roles Manageme	ent	Account Setup	Bulk Management	Queue	Reports	Services
iBusiness	AL	ithorisation Rules > Create Rule A	uthentication			
08-10-2020 17:57:49 GMT +0530	Please ent	er security PIN along with the code d	isplayed on your RSA token:			
Users Management	♥ RSA	Token *				
Token Assignment/Activation		l				
Roles Management	* indic	ates mandatory fields.				SUBMIT
Authorisations Management	0					
Manage User List						
Authorisation Rules						

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1. Select **Authorization Required** box and choose Approval ID in List ID (User will initiate the transaction, List ID user will approve it and it will go to bank for further processing. Multiple list ID may be populated depending on the approval matrix) and click on **SUBMIT**

IBUSINESS 16-09-2020 17-27:47 GMT +0530 Custome	abdi3507 * r ID All	abdl3507 # 🗸 🗸			
16-09-2020 17:27:47 GMT +0530	r ID All				
		~	Transaction	All	~
Jsers Management SCurrency	AED(AED)	~	Account ID	All	~
oken Assignment/Activation	From* 1		Amount To*	1000000	
Roles Management					
Authorisations Management Authoris Required	ation				
Manage User List ID:	amir2 * am	nir2# 🗸			
Authorisation Rules List ID:	Select	~			
List ID:	Select	~			
List ID:	Select	~			
List ID:	Select	~			
				CANCEL	SUBMIT

2. Click on CONFIRM

Users & Roles Manage	ment	Account Set	ıp	Bulk Managem	ent	Queue	Reports	Services
		Please review the following information	ion that you	are about to submit for creat	ing a new auth	orisation rule:		
Business 16-09-2020 17:27:47 GMT +0530		User Type	COR	PORATE USER	Rule ID		IR0000983	203
Users Management	⊘	Note: *Internet Channel						
Token Assignment/Activation								
Roles Management	•	Maker	abdl3	507 * abdl3507 #	Custon	ner ID	All	
Authorisations Management		Transaction	All		Curren	су	AED	
Manage User List		Account ID	All					
Authorisation Rules		Amount From	1.00		Amour	t To	1000000.0	0
		Authorisation Required						
		Authoriser			Au	thoriser Type		
		amir2 * amir2 #			U	ser		
							BACK	CONFIRM

3. You will be redirected to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). You will get a confirmation once the Authorization Rules are successfully created.

iBusiness		希 > Authorisation Rules > Create Rule Authentication
16-09-2020 17:27:47 GMT +0530		Please enter security PIN along with the code displayed on your RSA token:
Users Management	◙	RSA Token *
Token Assignment/Activation		
Roles Management	•	* indicates mandatory fields. SUBMIT
Authorisations Management	٥	
Manage User List		
Authorisation Rules		

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