

HOW TO ACTIVATE RATEB CARD

- 1- Open iBusiness through <u>www.cbd.ae</u>.
- 2- Enter your iBusiness User ID.
- 3- Enter the PIN(4 digits) + TOKEN (6 digits number displayed on the user device)
- 4- Click on Login Button



- 5- Click on **Services** tab on the top menu.
- 6- Click on Rateb Card Activation option in the left side menu.
- 7- Select the account from **Select Account*** drop down.
- 8- Click on the link <u>DOWNLOAD A SAMPLE CARD ACTIVATION FILE</u> and download sample activation file in excel format

	Home	Enquire	Transact	Queue	Trade	& Guarantees	Services
	iBusiness 04-08-2020 18:35:14 GMT +0530		Services > Rateb Card Activation Please upload the excel file with card details for activation.				
Cheque Book Request Rateb Card Activation		A	Select Account *	1000932234 AED CBD	PCM Test 🖌	O DOWNLOAD A SAM	PLE CARD ACTIVATION FILE
	Domestic Standing Ord International Standing C	er Order	Rateb Company Name	CBD PCM TEST BUSINE	SS 1		
	PCM Products WPS Registration	_	Attach File *	hoose File No file chosen			
	- Value Added Tax (VAT)						SUBMIT

- 9- Fill up the sample activation File
 - a. Company ID: Six digit Company ID
 - b. Company Name: Copy and paste it from Rateb Company Name Field
 - c. Employee ID: Mention on prepaid card next to company name
 - d. Last four digits of Rateb card
 - e. Name of card holder provided when apply for Rateb card



10- Save the File and upload it by clicking Choose File under Attach File

11- Click on **SUBMIT**

1	А	В	С	D E F
1	CompanyID	10000001		
2	CompanyName	TEST COMP A LLC 479 -	Sajid Test1	is avalable in company details
3	EmpID	Last4DigitsOfCard	CardHolderName	file provided by CBD
4	A1	1234	TEST COMP A LLC 479	Sajid Te
5	A2	1235	TEST COMP BB LLC 47	79Sajid Test2
6	A3	1236	TEST COMP CCC LLC	479 Sajid Test3
7				This is the Card holder Name
8				Name field in the Embossing
9				file
10				
11				
12				
13				1234,1235 etc are
14				last 4 digit of card
15		This is th	e company	no from the
16	This is the Employee Id. embossing		s avalaible in	Embossing file
18			ng file in	
19	Inis is avaiable	e in address	ine 3	
20	code field			
21	Code field			
22				
23				

12- You will be navigated to the pre-confirmation screen to review the request. Click on **CONFIRM**

	BACK	CONFIRM

- 13- It will navigate to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device)
- 14- Click on **SUBMIT** button to complete the action.

Please enter security PIN along with the code displayed on your RSA token:				
RSA Token *				
* indicates mandator	ry fields.	SUBMIT		

