

## How to reactivate a user?

If the user status is 'BLOCKED', System Administrator can reactivate the status in Alliance BizSmart®.

### Login as System Administrator (XXXXXXcad)

**Step 1.** Go to User Access Management > User Management > Click on "User Profile"

**Step 2.** Click on "Search"

**Step 3.** Click at the **User Name** that you would like to reactivate the status.

User ID	User Name	User Group Name	Role	Mobile No / Email Address	User Status	Login Status
asrimaker	<a href="#">asrimaker</a>	maker A	Maker	60192876595 m@email.com	Active	No
autodebit01	<a href="#">Auto Debit User 1</a>	maker A	Maker	60166930882 gergf@ofhoerw.com	Expired	No
bpcmaker2	<a href="#">BPC System Autho</a>	makerpay2	Maker	60166930882 wongsimye@alliancefg.com	Blocked Password Expired	No
chapsengautho1	<a href="#">Chap Seng Authorizer Azlina</a>	auhtoriser	Authorizer	60166930882 a@w.com.my	Deleted	No
corpauth11	<a href="#">Corporate Authorizer</a>	auhtoriser	Authorizer	60122165848 kharsiong@gmail.com	Active	No
corpmaker22	<a href="#">LKS Maker</a>	Payroll Group Maker 1 AC 84	Maker + Checker	60122165848 kharsiong@gmail.com	Suspended	No

**Step 4.** Click on "Edit"

**Step 5.** Click on “Change Status”

User Profile Details

User ID : bpcmaker2

User Name \* : BPC System Authc

User Group Name \* : makerpay2 - makerpay2

[View Accessible Services](#)

Role : Maker

User Status : Blocked Password Expired **Change Status**

Mobile No \* : 60166930882 ( TAC will be sent via SMS to this registered mobile number )

Email Address \* : wongsimjee@alliancefg.com

IC No. / Passport No. : cp12345678

Login Status : No

Password : 50063482

**Back Update Reset Password Delete**

**Step 6.** Change the status to **Active** > Click on “Submit”

Change Status - bpcmaker2

Current Status : Blocked Password Expired

New Status : **Please Select**

**Please Select**

Active

Suspended

**Back Submit**

**Step 7.** Click on “Submit” at the **Preview** page

Change Status - Preview

	Old data	New Data
User ID	bpcmaker2	bpcmaker2
User Name	BPC System Autho	BPC System Autho
User Group Name	makerpay2 - makerpay2	makerpay2 - makerpay2
Role	Maker	Maker
User Status	Blocked Password Expired	Active
Mobile No	60166930882	60166930882
Email Address	wongsimjee@alliancefg.com	wongsimjee@alliancefg.com
IC No. / Passport No.	cp12345678	cp12345678
Login Status	No	No
Password	50063482	50063482

**Back Submit**

**Step 8.** System will display “Transaction is successfully sent for approval”. Please proceed for System Authoriser to approve the maintenance.

Change Status - Acknowledgement

Transaction is successfully sent for approval.

User ID : bpcmaker2

User Name : BPC System Autho

User Group Name : makerpay2 - makerpay2

[View Accessible Services](#)

Role : Maker

User Status : Active

Mobile No : 60166930882

Email Address : wongsimjee@alliancefg.com

IC No. / Passport No. : cp12345678

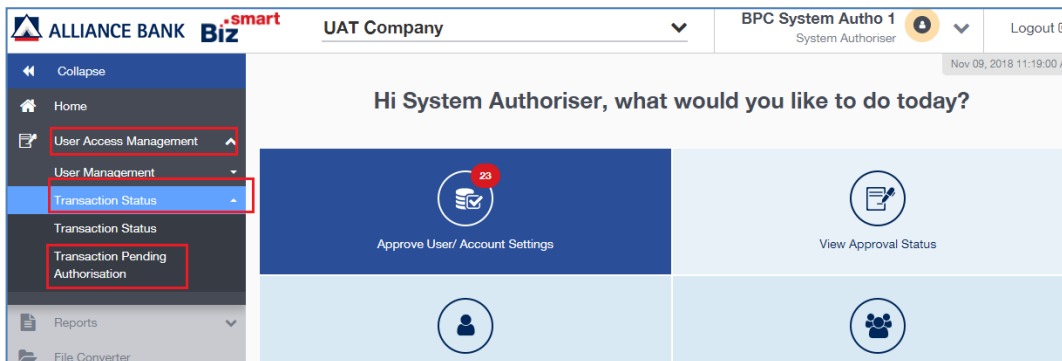
Login Status : No

Password :

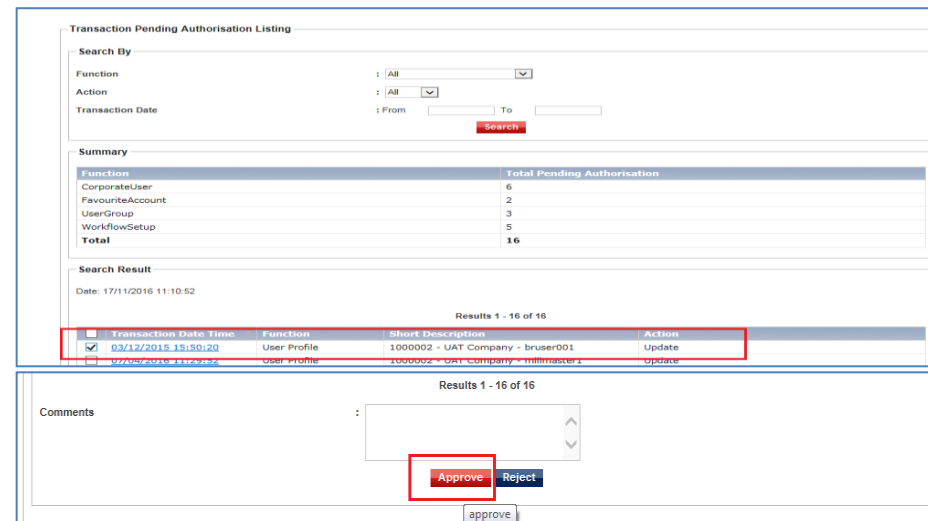
**Print OK**

### Login as System Authoriser (XXXXXXXcau)

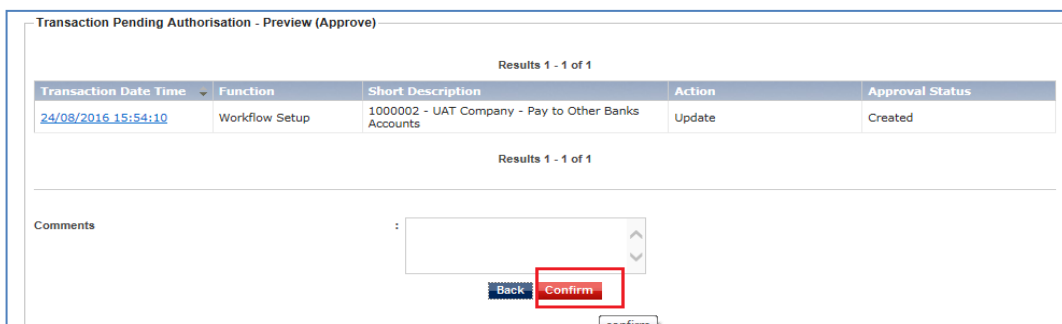
**Step 1.** Go to **User Access Management > Transaction Status > Click on “Transaction Pending Authorisation”**



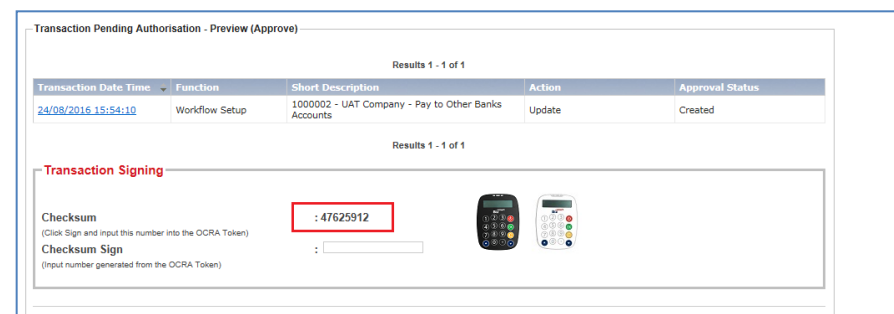
**Step 2.** Tick the checkbox of the transaction that needs to be approved and click on **“Approve”**



**Step 3.** Click on **“Confirm”**



**Step 4.** Turn on the token and enter your 8-digit PIN > Press **OK** > Press **OK** at sign menu on the token > token will request to ‘input checksum’ > Enter the checksum number you see on the screen to the token > Press **OK**> Enter the number you see on the token into the checksum sign column





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**Step 5.** Click on “Confirm”

Comments :

**Step 6.** System will show “Transaction Signed” > Click on “OK”

**Transaction Signed.**

Your transaction(s) is now being processed.  
**Do not logout or close the browser until transaction(s) status is available.**

Click OK to continue.

From Name	ID	Amount	Equivalent Amount
140280010000252 29000002197	werw	MYR 1,000.00	1