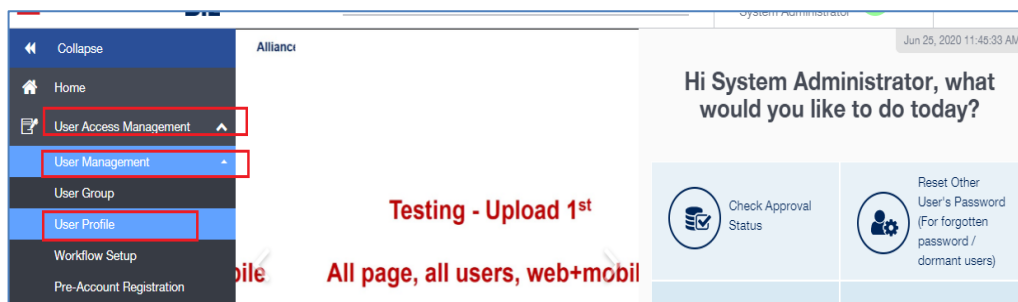


How to update user mobile no./email address?

Login as System Administrator (XXXXXXcad)

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



Step 2. Click on **“Search”** > Click the **User Name** that you wish to edit the mobile no./email address from the **Search Result** section

View User Profile

Search By

User ID :

User Name :

User Group Name :

User Status :

Login Status :

Search Result

User ID	User Name	User Group Name	Role	Mobile No/Email Address	User Status	Login Status
asrimaker	asrimaker	maker A	Maker	60192876595 m@email.com	Active	No
autodebit01	Auto Debit User 1	maker A	Maker	60166930882 gergf@ofhoerv.com	Expired	No
bpcmaker2	BPC System Autho	makerpay2	Maker	60166930882 wongsimjee@alliancefg.com	Blocked Password Expired	No
chapsengauth01	Chap Seng Authorizer Azlina	auhtoriser	Authorizer	60166930882 a@w.com.my	Deleted	No
corpauth11	Corporate Authorizer	auhtoriser	Authorizer	60122165848 kharsiong@gmail.com	Active	No
corpmaker22	LKS Maker	Payroll Group Maker 1 AC 84	Maker + Checker	60122165848 kharsiong@gmail.com	Suspended	No

Step 3. Click on **“Edit”**

User Profile Details

User ID : bpcmaker2

User Name : BPC System Autho

User Group Name : makerpay2 - makerpay2

Role : Maker

User Status : Blocked Password Expired

Mobile No : 60166930882

Email Address : wongsimjee@alliancefg.com

IC No. / Passport No. : cp12345678

Login Status : No

Password : 50063482

Step 4. Update the mobile no./ email address > Click on **“Update”**

User Profile Details

User ID : bpcmaker2

User Name * :

User Group Name * :

Role : Maker

User Status : Blocked Password Expired

Mobile No * :

Email Address * :

IC No. / Passport No. :

Login Status :

Password :

Step 5. Click on “Confirm” at the Preview page

Update User Profile - Preview

	Old data	New Data
User ID	: raja123456	raja123456
User Name	: Tharmaraja	Tharmaraja
User Group Name	: Maker - Make [REDACTED]	Maker - Maker [REDACTED]
Role	: Maker	Maker
User Status	: Dormant Password Expired	Dormant Password Expired
Mobile No	: 60123177539	0125633322
Email Address	: raja123@hotmail.com	raja123@hotmail.com
IC No. / Passport No.	: 790508085527	790508085527
Pin Mailer Collection Method	: Courier	Courier
Branch Name	:	
Login Status	: No [REDACTED]	No [REDACTED]
Password	:

[View Accessible Services](#)

[Back](#) [Submit](#)

Step 6. System will display “Transaction is successfully sent for approval”. Please proceed for System Authoriser to approve the maintenance.

Update User Profile- Acknowledgement

Transaction is successfully sent for approval.

User ID	: raja123456
User Name	: Tharmaraja
User Group Name	: Maker - Maker [REDACTED]
Role	: Maker
User Status	: Dormant Password Expired
Mobile No	: 60125633322
Email Address	: raja123@hotmail.com
IC No. / Passport No.	: 790508085527
Login Status	: No [REDACTED]
Password	: 66070951 [REDACTED]
Last Reset Password Date Time	: -

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[Print](#) [OK](#)

Login as System Authoriser (XXXXXXXcau)

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

ALLIANCE BANK Biz UAT Company BPC System Autho 1 System Authoriser Logout

Nov 09, 2018 11:19:00 A

Hi System Authoriser, what would you like to do today?

[Approve User/ Account Settings](#) [View Approval Status](#)

[Reports](#) [File Converter](#)

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

Transaction Pending Authorisation Listing

Search By: Function: [All] Action: [All] Transaction Date: [From] To [To] [Search](#)

Summary

Function	Total Pending Authorisation
CorporateUser	6
FavouriteAccount	2
UserGroup	3
WorkflowSetup	5
Total	16

Search Result

Date: 17/11/2016 11:10:52

Results 1 - 16 of 16

Transaction Date/Time	Function	Short Description	Action
03/12/2015 15:50:20	User Profile	1000002 - UAT Company - bruser001	Update
03/12/2015 15:50:20	User Profile	1000002 - UAT Company - bruser001	Update

Comments:

[Approve](#) [Reject](#)

[approve](#)

Step 3. Click on “Confirm” at the Preview page.

Transaction Pending Authorisation - Preview (Approve)

Results 1 - 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2016 15:54:10	Workflow Setup	1000002 - UAT Company - Pay to Other Banks Accounts	Update	Created

Results 1 - 1 of 1

Comments :

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

Transaction Pending Authorisation - Preview (Approve)

Results 1 - 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2016 15:54:10	Workflow Setup	1000002 - UAT Company - Pay to Other Banks Accounts	Update	Created

Results 1 - 1 of 1

Transaction Signing

Checksum : 47625912
(Click Sign and input this number into the OCRA Token)

Checksum Sign :
(Input number generated from the OCRA Token)

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	werw	MYR 1,000.00	1
2900002197			