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First Time Login

for

System Authoriser

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As a **System Authoriser**, you can Approve or Reject the following:

- User Group Maintenance
- User Profile Maintenance
- Pre-Account Registration
- User Password Reset
- Workflow Setup

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Let’s get started!

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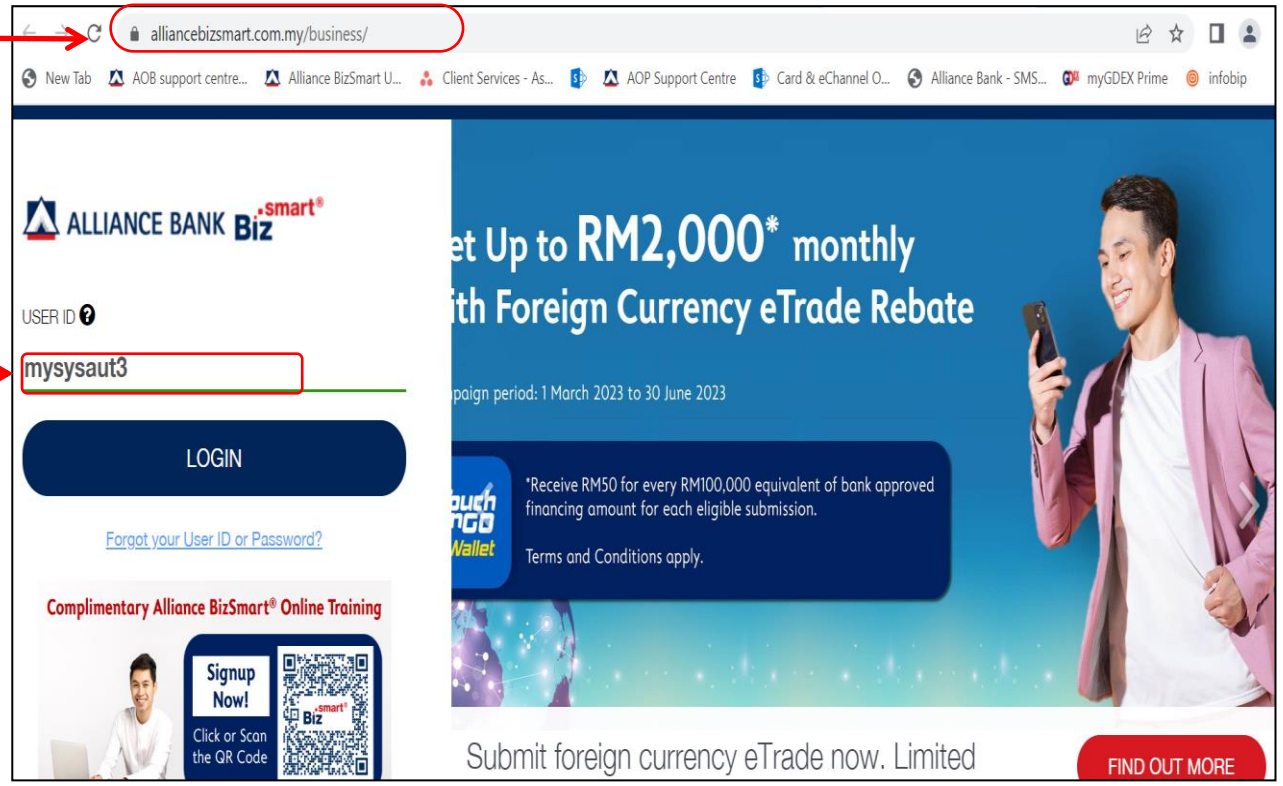
1 **Log on to www.alliancebizsmart.com.my/business/**

- Do not access through any suspicious email or unauthorised link to safeguard your online access

2 **Input User ID**

- Click **LOGIN** to proceed



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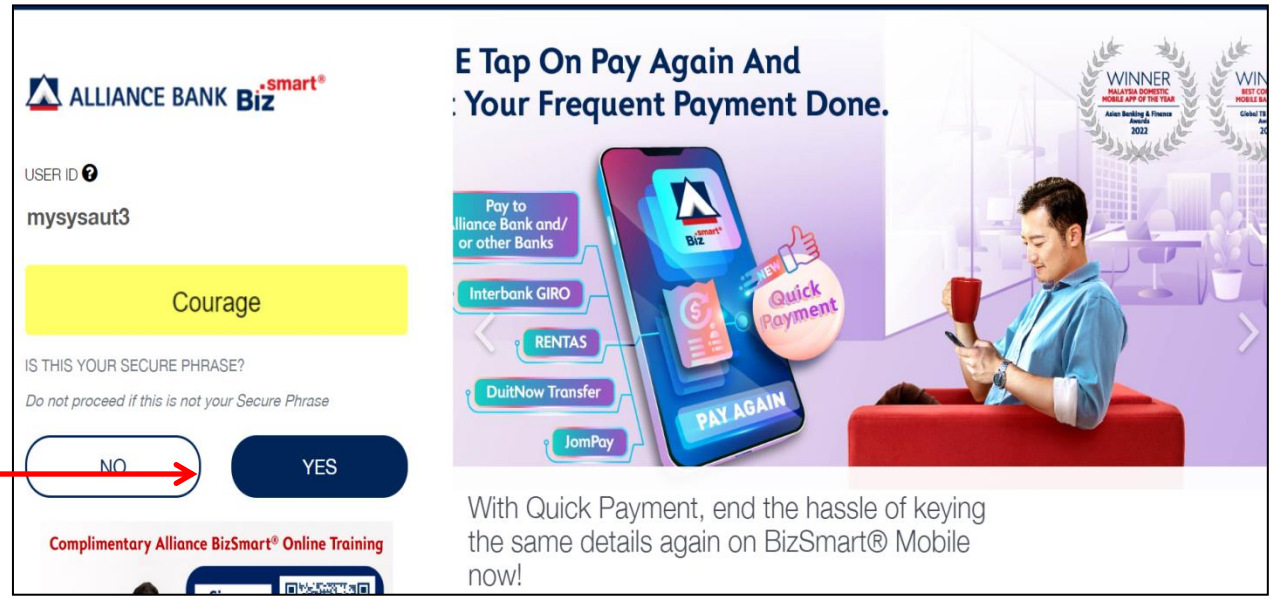
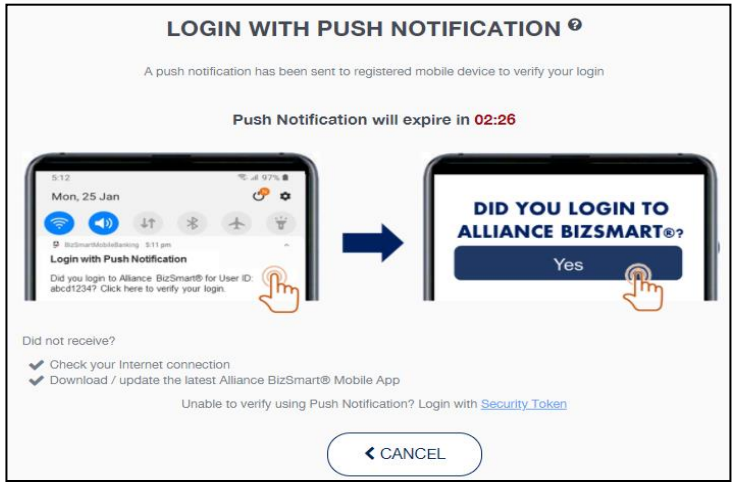
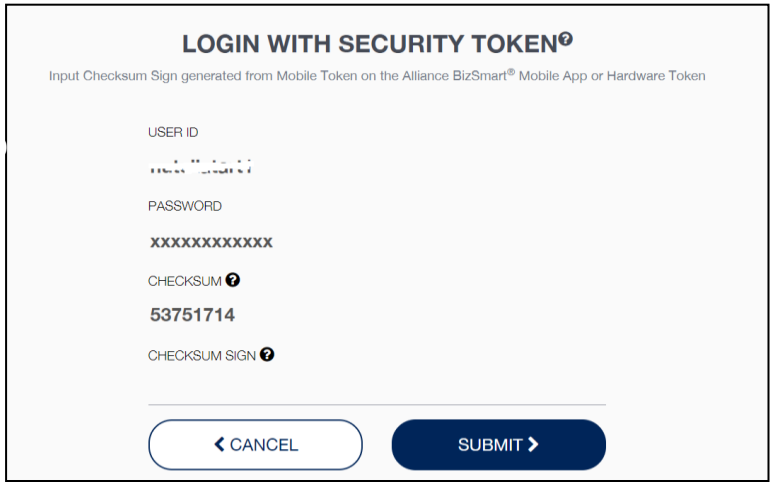
3 **Confirm Secure Phrase By Clicking Yes and key in Password**



3a **Login with Push Notification via Mobile Application**



3b **Login with Security Token (applicable for token user only)**



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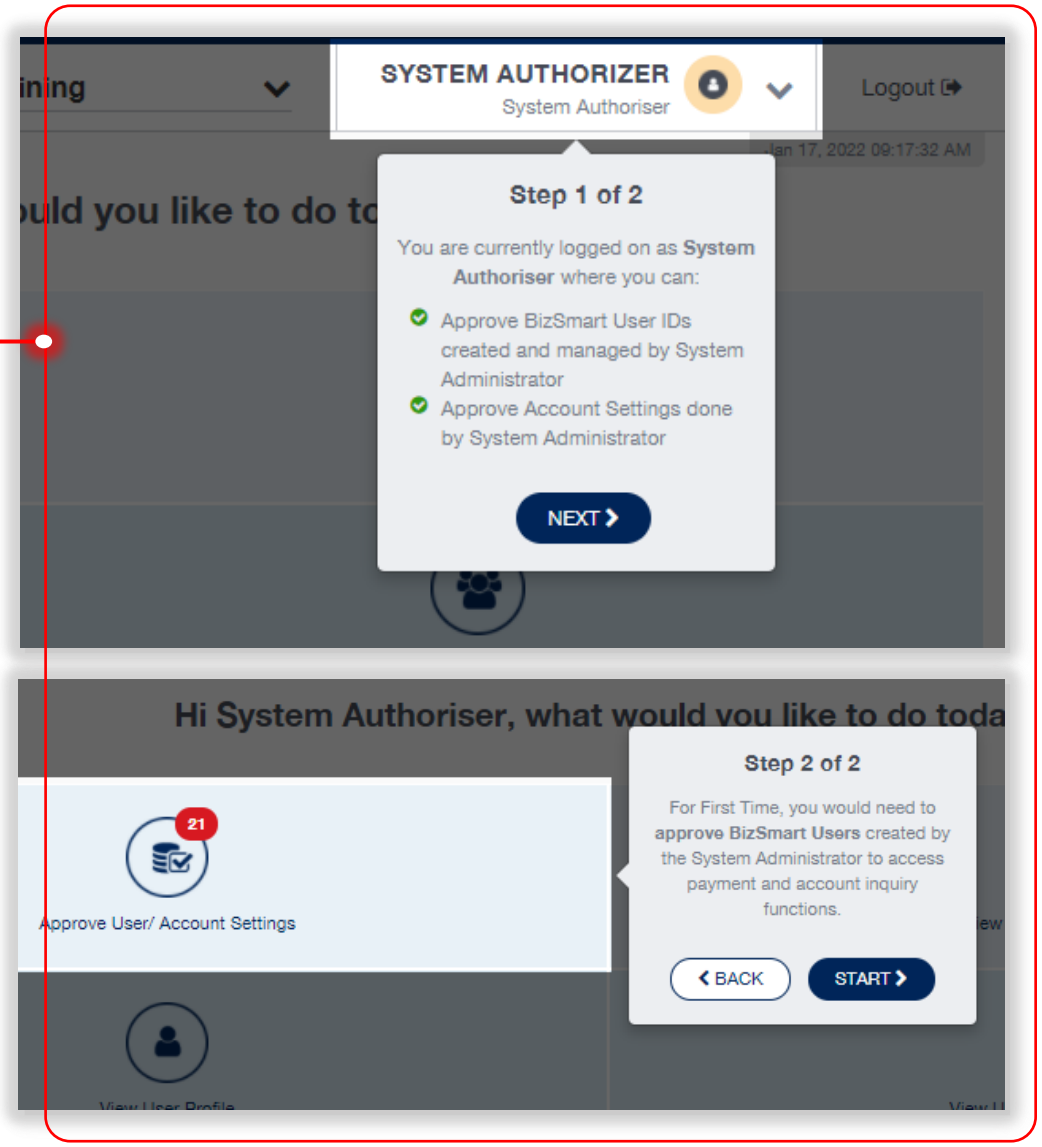
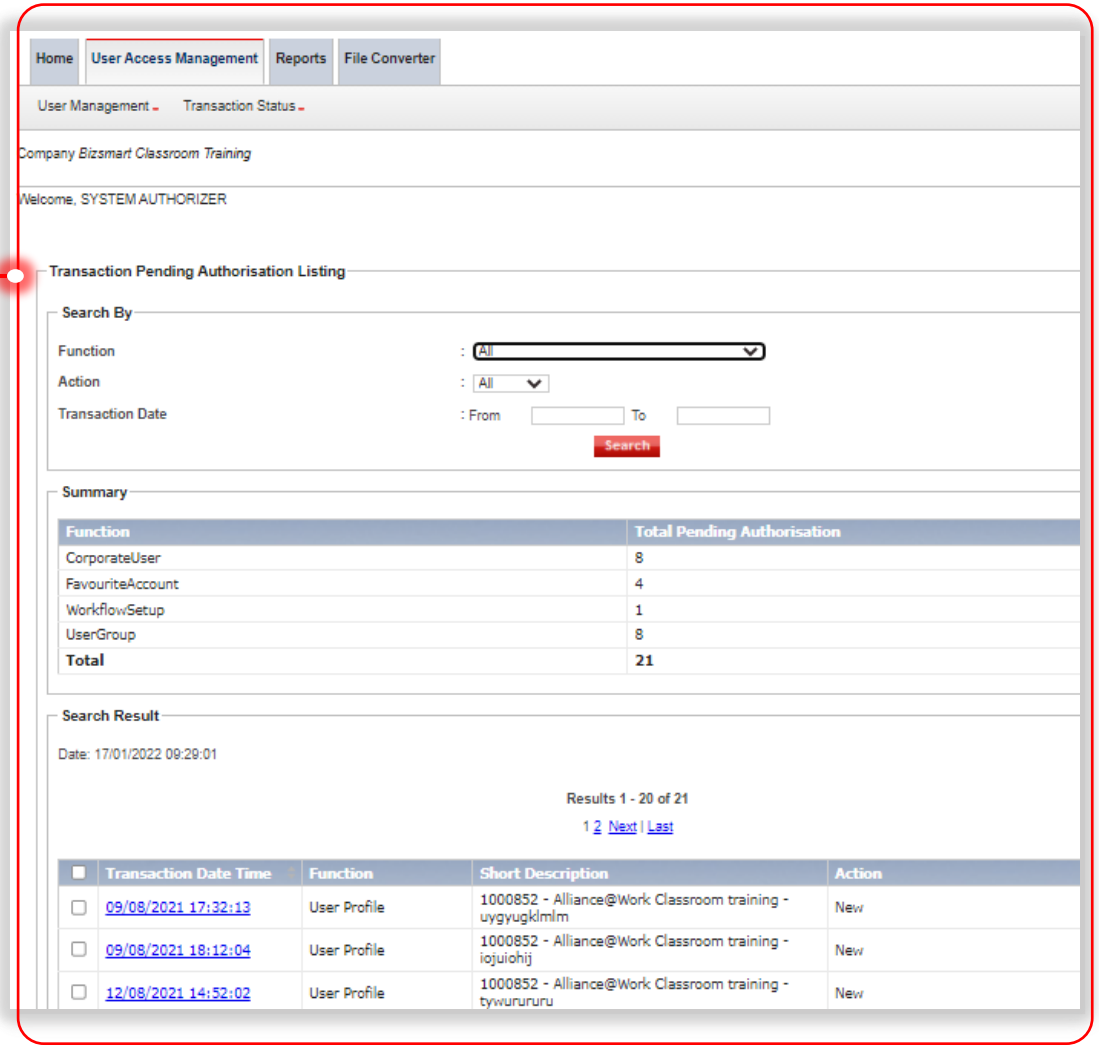
Navigate BizSmart® Homepage

- You can see your name and the User Role at the top right corner
- Follow our guided instructions to approve the Payment Maker and Payment Authoriser created by System Administrator
- Click **NEXT** and **START** to proceed



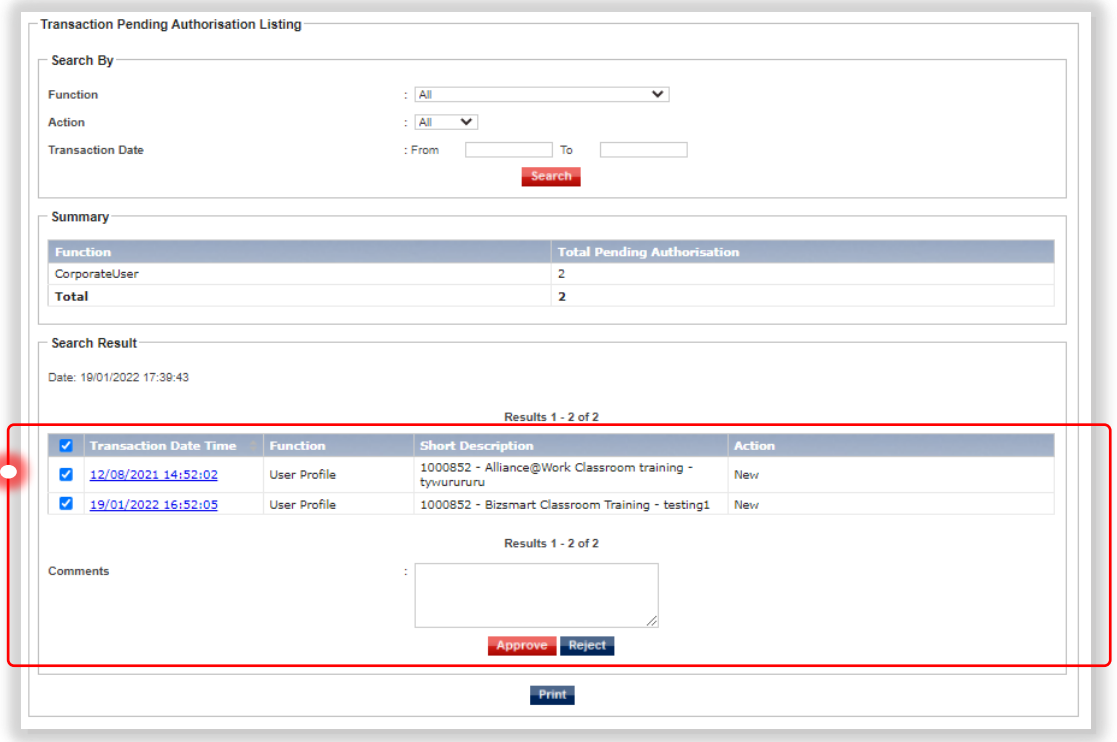
View Transaction Pending Authorisation

- Select **Approve User/Account Setting** on homepage
- Select **User Access Management** tab to view the list of transactions pending for System Authoriser approval
- Click on the transaction hyperlink to view more details and proceed for approval. You may tick the checkbox to approve multiple transactions together
- You may search a specific transaction by function, action, or transaction date



View Transaction Pending Authorisation

- Tick the item(s) that you would like to approve
- Click **APPROVE** to proceed



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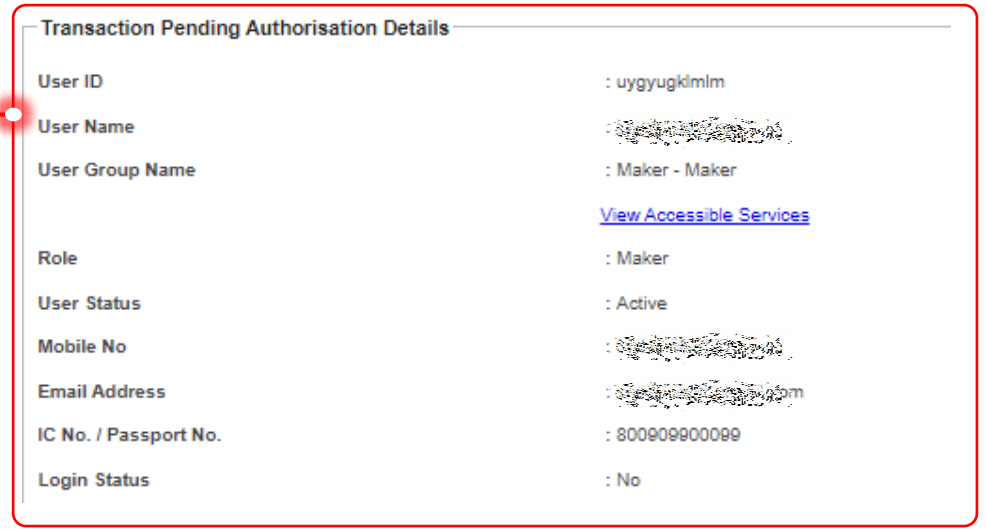
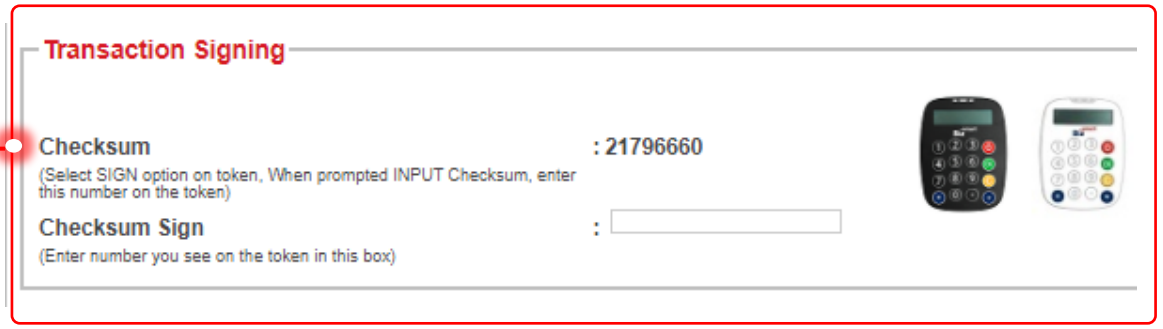
View Transaction Details

- Verify the user details and user access prior to approval/rejection



Approve/Reject User Maintenance

- You will need your activated BizSmart® Mobile or hardware security token to generate **Checksum Sign** to perform transaction approval/rejection
- Once approved, Payment Maker and Payment Authoriser will receive their respective ePIN for login. They can then submit and approve transaction upon successful activation



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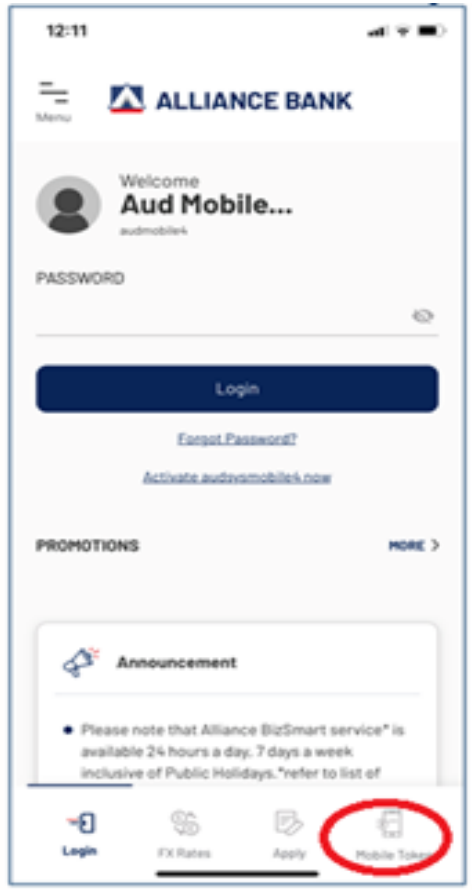
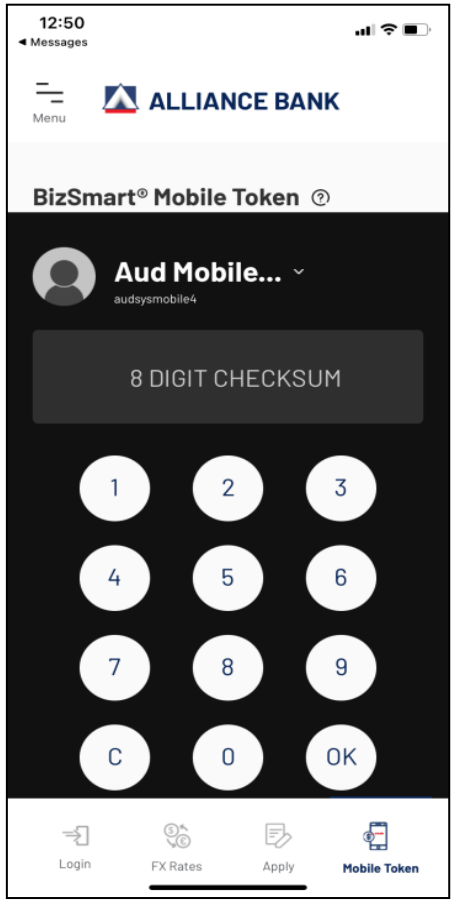
BizSmart® Mobile Token

APPROVE WITH MOBILE TOKEN

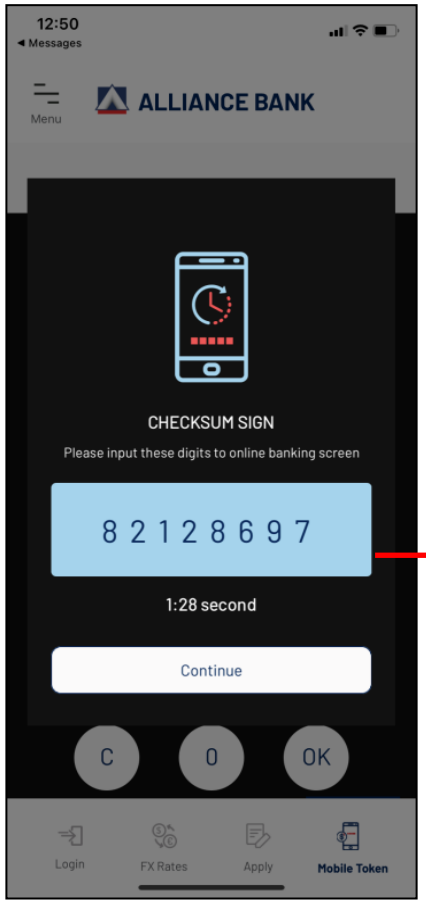
Step 1. Launch mobile apps and click on ‘Mobile token’



Step 2. Dark mode token will be display and enter 8 digit checksum and click ‘OK’



Step 3. A Checksum digit will be display and enter it into web in the checksum column on the approval page.



Step 4. Click Confirm

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