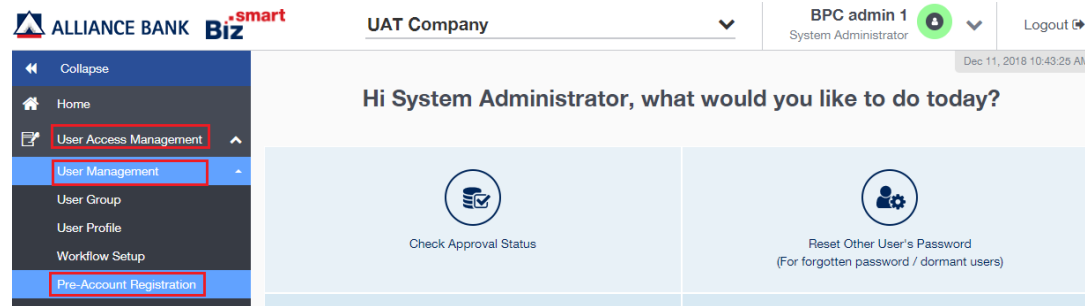


## How to do Pre-account Registration?

Login as System Administrator (XXXXXXcad)

### Step 1. Go to User Access Management > User Management > Click Pre-Account Registration



ALLIANCE BANK Biz UAT Company BPC admin 1 System Administrator Logout

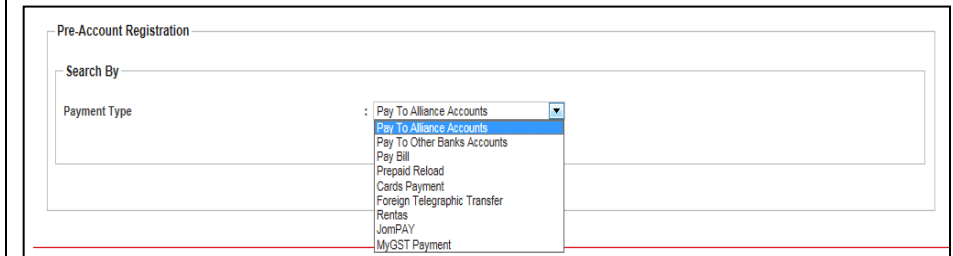
Dec 11, 2018 10:43:26 AM

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

Check Approval Status

Reset Other User's Password  
(For forgotten password / dormant users)

### Step 2. Select the payment type that you would like to register



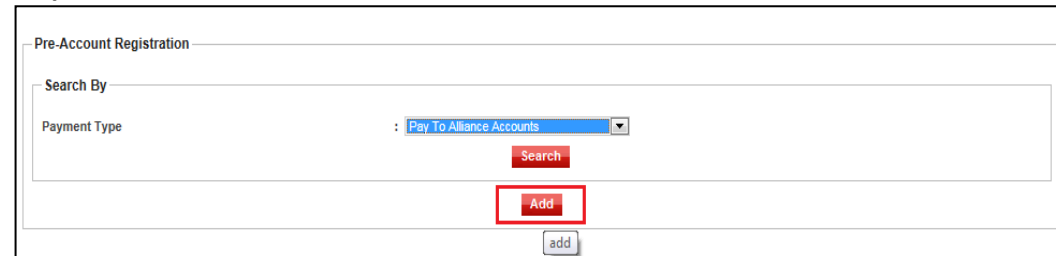
Pre-Account Registration

Search By

Payment Type : Pay To Alliance Accounts

- Pay To Alliance Accounts
- Pay To Other Banks Accounts
- Pay Bill
- Prepaid Reload
- Cards Payment
- Foreign Telegraphic Transfer
- Rentas
- JomPAY
- MyGST Payment

### Step 3. Click Add



Pre-Account Registration

Search By

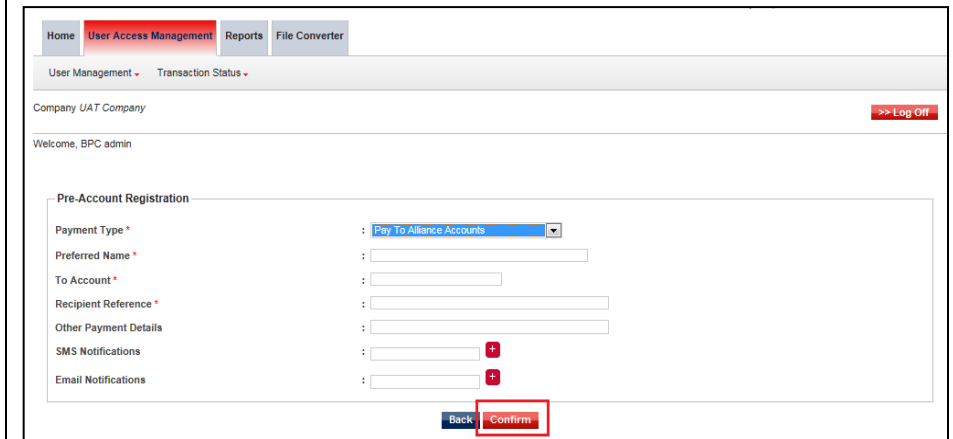
Payment Type : Pay To Alliance Accounts

Search

Add

add

### Step 4. Enter the information (field with asterisk(\*) is a mandatory field) > click Confirm



Home User Access Management Reports File Converter

User Management Transaction Status

Company UAT Company Log Off

Welcome, BPC admin

Pre-Account Registration

Payment Type \* : Pay To Alliance Accounts

Preferred Name \* : \_\_\_\_\_

To Account \* : \_\_\_\_\_

Recipient Reference \* : \_\_\_\_\_

Other Payment Details : \_\_\_\_\_

SMS Notifications : \_\_\_\_\_ +

Email Notifications : \_\_\_\_\_ +

Back Confirm

**Step 5. Click Confirm at the Preview page**

Pre-Account Registration- Preview

Payment Type	: Pay To Other Banks Accounts
Preferred Name	: tester name
Beneficiary Bank	: Affin bank Bhd
Beneficiary Name	: tester name
Beneficiary Account No	: 1233654789
ID Type	: Not Applicable
Recipient Reference	: from tester
Other Payment Details	:
SMS Notifications	:-
Email Notifications	:-

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

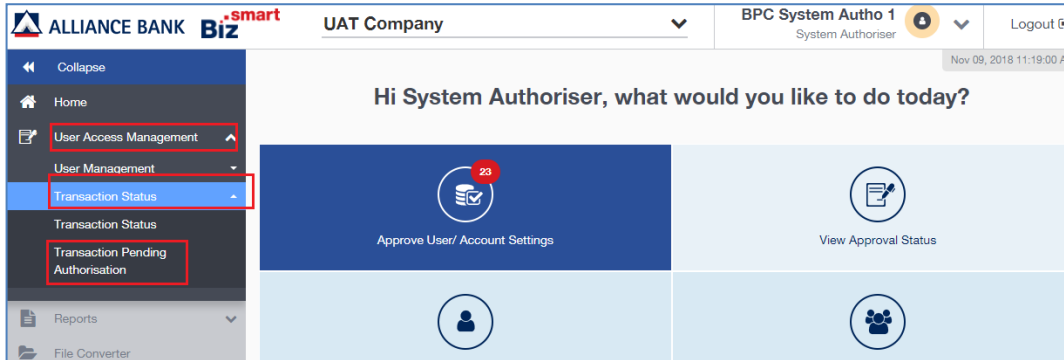
Pre-Account Registration- Acknowledgement

*Transaction is successfully sent for approval.*

Payment Type	: Pay To Other Banks Accounts
Preferred Name	: tester name
Beneficiary Bank	: Affin bank Bhd
Beneficiary Name	: tester name
Beneficiary Account No	: 1233654789
ID Type	: Not Applicable
Recipient Reference	: from tester
Other Payment Details	:
SMS Notifications	:-
Email Notifications	:-

Login as System Authoriser (XXXXXXXcau)

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



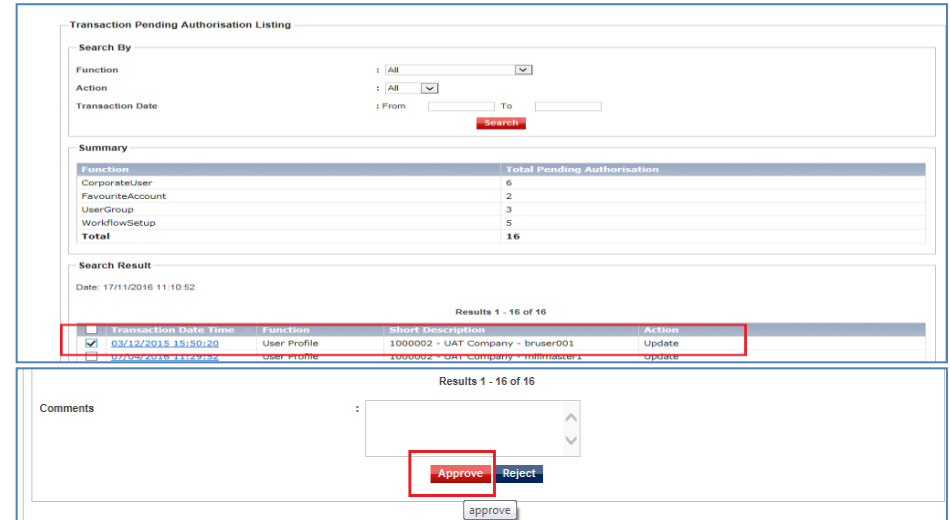
ALLIANCE BANK Biz UAT Company BPC System Autho 1 System Authoriser Logout

Nov 09, 2018 11:19:00 A

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

Approve User/ Account Settings View Approval Status

**Step 2. Tick the checkbox for the maintenance that needs to be approved and click Approve**



Transaction Pending Authorisation Listing

Search By  
Function : All  
Action : All  
Transaction Date : From To

Summary

Function	Total Pending Authorisation
CorporateUser	6
FavouriteAccount	2
UserGroup	3
WorkflowSetup	5
<b>Total</b>	<b>16</b>

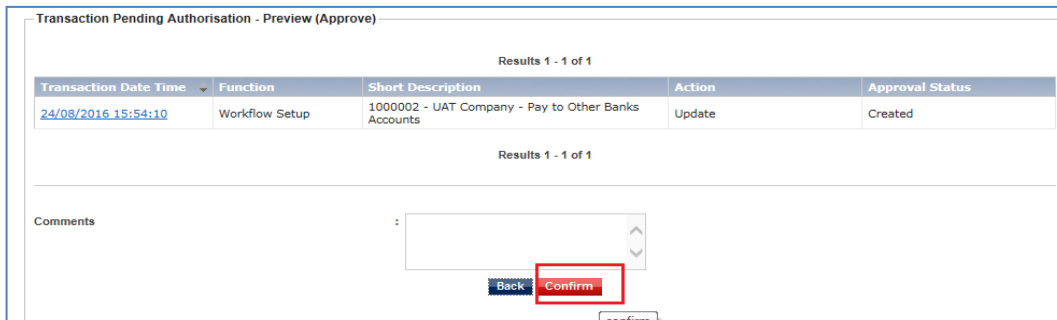
Search Result  
Date: 17/11/2016 11:10:52

Results 1 - 16 of 16

Transaction Date Time	Function	Short Description	Action
<input checked="" type="checkbox"/>	02/12/2015 15:30:20	User Profile	1000002 - UAT Company - bruser001 Update
<input type="checkbox"/>	02/02/2015 15:42:27	User Profile	1000002 - UAT Company - adminmaster Update

Comments :  
Approve Reject

**Step 3. Click Confirm at Preview page.**



Transaction Pending Authorisation - Preview (Approve)

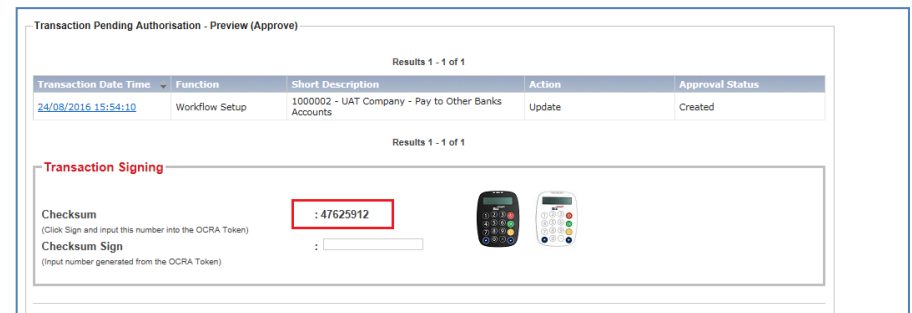
Results 1 - 1 of 1

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 :  
Back Confirm

**Step 4. Switch on the token and enter your own 8 digit PIN > Press OK > Press OK at sign menu on the token > token will request to 'input checksum' > Enter the checksum you see on the screen to the token > Press OK> Please enter the number you see on the token into in the checksum sign column > Click Confirm > System will show 'Transaction Signed' >Click OK**



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)



**ALLIANCE BANK**

Alliance Bank Malaysia Berhad (88103-W)

**Biz**.smart

Comments :

Back

Confirm

**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.

OK

From Name	ID	Amount	Equivalent Amount
140280010000252 2900002197	werw	MYR 1,000.00	1