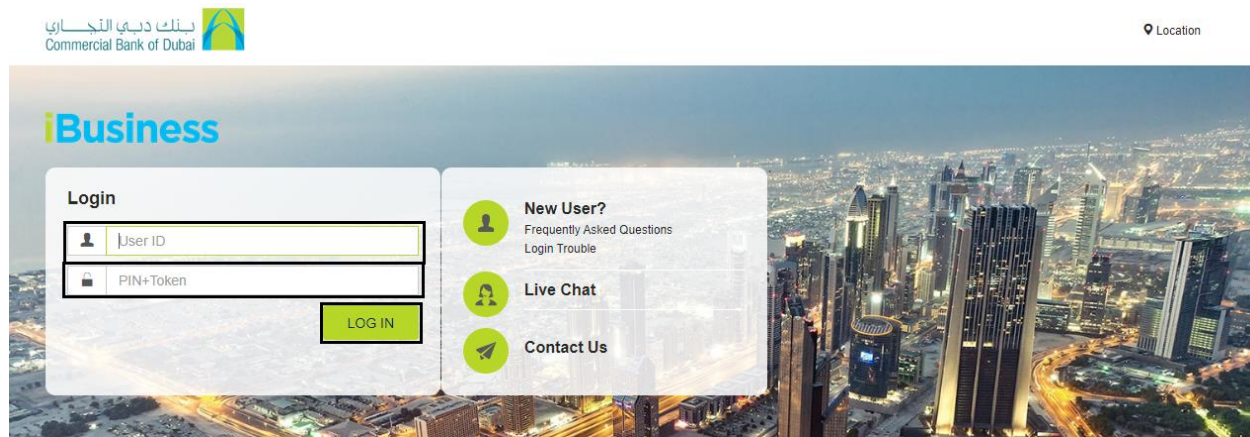


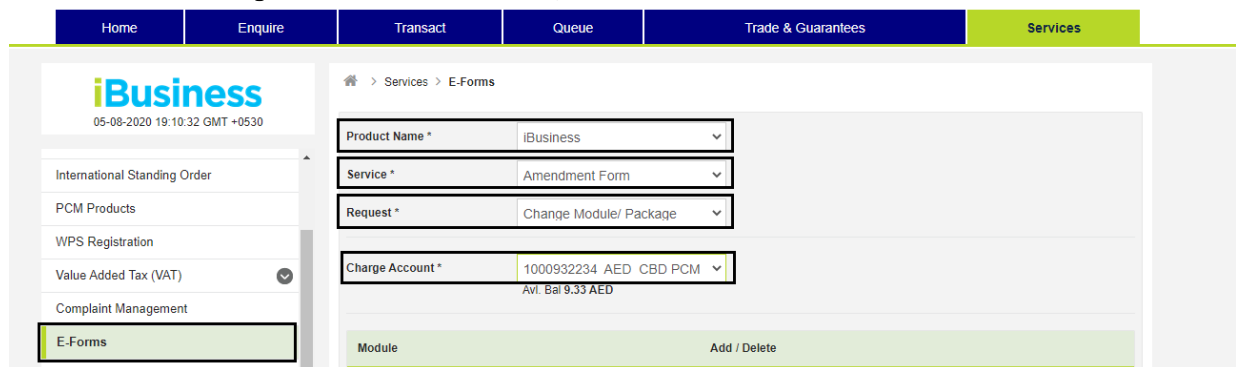


Addition/Deletion of services within Transaction Package

- 1- Open the website: <https://www.cbd.ae/iBusiness/channel.jsp>
- 2- Enter your Corporate User ID and enter the PIN(4 digits) + TOKEN (6 digits number displayed on the user device)
- 3- Click on Login Button



- 4- Click on **Services** on top right corner
- 5- Select **E-Forms** on left side
- 6- Choose **Product Name*** as iBusiness
- 7- Choose **Service*** as Amendment Form
- 8- Choose **Request*** as Change Module/ Package
- 9- Choose **Charge Account*** from the drop down



- 10- Select the services you wish to **Add** or Delete using the dropdown button for each service in your CBD IBusiness profile
- 11- Accept **Terms and Conditions** and click on “INITIATE” button

The screenshot shows the 'Services' page in the iBusiness portal. The navigation bar includes 'Home', 'Enquire', 'Transact', 'Queue', 'Trade & Guarantees', and 'Services'. The main content area displays a list of services with dropdown menus for selection:

- Rateb Card Activation: Select
- Remittance: Select
- Salary Non WPS: Select
- Salary WPS: Select
- Trade Finance: Select
- UAE PGS: Select
- WPS Registration: Select

Below the service list, there is a note: "* Indicates mandatory fields" and a checkbox labeled "I Accept Terms and Conditions". An "INITIATE" button is located at the bottom right of the service selection area.

- 12- You will be directed to the pre-confirmation screen to review the request details. Review and click on **CONFIRM**.

The screenshot shows the pre-confirmation screen for an 'Amendment Form' service. The details are as follows:

- Service: Amendment Form
- Request: Change Module/ Package
- Charge Account: 1000932234
- Account Title: CBD PCM Test Business 1
- Account Currency: AED

Below the details is a table with the following data:

Module/ Package	Add/Del
Remittance	Add
Salary Non WPS	Add
Salary WPS	Add

At the bottom right, there are "BACK" and "CONFIRM" buttons.

- 13- You will be directed to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device).
- 14- Click the **Submit** button



One of the following messages will appear after submitting.

Transaction submitted for iBusiness E-Form having reference “XYZ” has been initiated:

It means that the request has been successfully initiated and needs an approval from your ‘approval user’ and then it will be sent to the bank for further processing.

OR

Transaction submitted for iBusiness E-Form having reference “XYZ” has been Auto Authorized:

It means that the request has been successfully placed in the system and has been auto authorized and sent to the bank for further processing.