

## Addition/Deletion of services within Transaction Package

- 1- Open the website: <u>https://www.cbd.ae/iBusiness/channel.jsp</u>
- 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

International Standing Order       Product Name * IBusiness v         International Standing Order       Product Name * IBusiness v         PCM Products       Request * Change Module/ Package v         WPS Registration       Charge Account * 1000932234 AED CBD PCM v         Value Added Tax (VAT)       Charge Account * 1000932234 AED CBD PCM v         Avit Bel 9.33 AED       Avit Bel 9.33 AED	Home	Enquire	Transact	Queue	Trade & Guarantees	Services
05-08-2020 19:10:32 GMT +0530       Product Name * iBusiness •         International Standing Order       Service * Amendment Form •         PCM Products       Request * Change Module/ Package •         WPS Registration       Charge Account * 1000932234 AED CBD PCM •         Value Added Tax (VAT)       Charge Account * 1000932234 AED CBD PCM •         E-Forms       Module	iBusiness		A > Services > E-Forms			
International Standing Order     Service * Amendment Form v       PCM Products     Request * Change Module/ Package v       WPS Registration     Charge Account * 1000932234 AED CBD PCM v       Value Added Tax (VAT)     Charge Account * 1000932234 AED CBD PCM v       Complaint Management     Avi. Bail 9.33 AED	05-08-2020 19:10:	:32 GMT +0530	Product Name *	iBusiness	~	
PCM Products     Request *     Change Module/ Package ~       WPS Registration	International Standing C	Order	Service *	Amendment Form	~	
WPS Registration Value Added Tax (VAT) Complaint Management E-Forms Module Module Add (Delete	PCM Products		Request *	Change Module/ Pac	ckage 🗸	
Value Added Tax (VAT) Charge Account * 1000932234 AED CBD PCM V Avi. Bal 9.33 AED Avi. Bal 9.33 AED	WPS Registration					
Complaint Management E-Forms Module Add / Delete	Value Added Tax (VAT)	•	Charge Account *	1000932234 AED 0 Avl. Bal 9.33 AED	CBD PCM ¥	
E-Forms Module Add / Delete	Complaint Management	it				
Aut / Delete	E-Forms		Module		Add / Delete	



- 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

Home	Enquire	Transact	Queue	Trade & Gua	arantees	Services
iRue	inoss	Rateb Card Activation		Select	~	
05-08-2020 19	:10:32 GMT +0530	Remittance		Select	~	
International Standir	ng Order	Salary Non WPS		Select	~	
PCM Products		Salary WPS		Select	~	
WPS Registration		Trado Einanco		Ortest		
Value Added Tax (VA	AT) 📀	Trade I mance		Select	v	
Complaint Managen	nent	UAE PGS		Select	~	
E-Forms		WPS Registration		Select	~	
Digital Documentation	n					
Internal Standing Or	der	* Indicates mandatory fields	tions			
						INITIATE

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

Home	Enquire	Transact	Queue	Trade & Guarantees	Services
iRuci	0055	Service	Amendment Form		
05-08-2020 19:10:	32 GMT +0530	Request	Change Module/ Package		
International Standing (	)rder	Charge Account	1000932234		
PCM Products		Account Title	CBD PCM Test Business 1		
WPS Registration		Account Currency	AED		
Value Added Tax (VAT)	0	Module/ Package		Add/Del	
Complaint Management	t in the second s	Remittance		Add	
E-Forms		Salary Non WPS		Add	
Digital Documentation		Salary WPS		Add	
Internal Standing Order					
				B	ACK CONFIRM

- 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



International Standing Order	•	R\$A Token *	
PCM Products			
WPS Registration		* indicates mandatory fields.	
Value Added Tax (VAT)			
Complaint Management			
E-Forms			
Digital Documentation			
Internal Standing Order			

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.