HOW TO ACTIVATE RATEB CARD
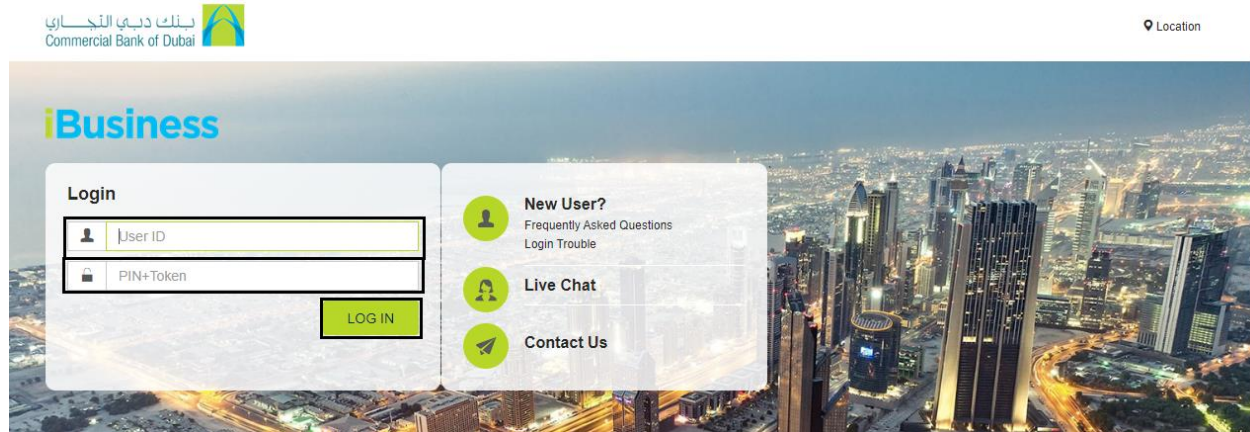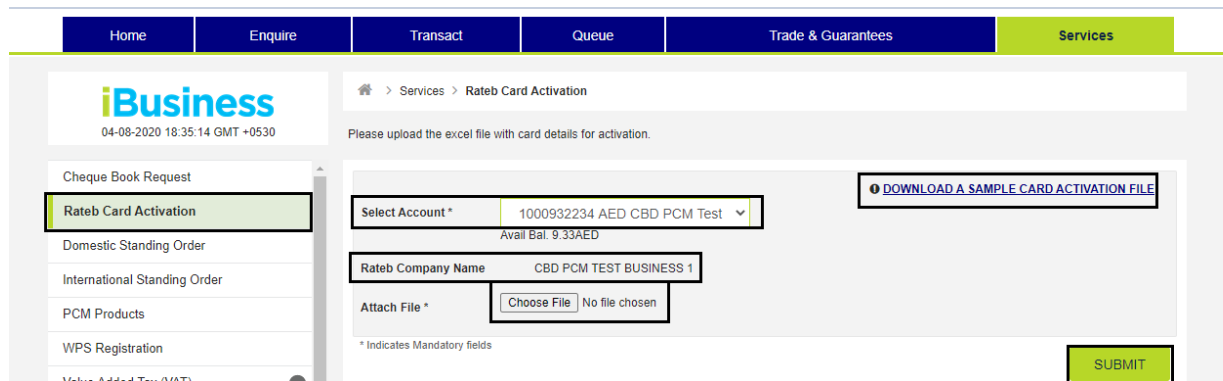
1- Open iBusiness through www.cbd.ae.
2- Enter your iBusiness User ID.
3- Enter the PIN(4 digits) + TOKEN (6 digits number displayed on the user device)
4- Click on Login Button

5- Click on **Services** tab on the top menu.
6- Click on **Rateb Card Activation** option in the left side menu.
7- Select the account from **Select Account*** drop down.
8- Click on the link <u>DOWNLOAD A SAMPLE CARD ACTIVATION FILE</u> and download sample activation file in excel format

9- Fill up the sample activation File
   a. **Company ID**: Six digit Company ID
   b. **Company Name**: Copy and paste it from Rateb Company Name Field
   c. **Employee ID**: Mention on prepaid card next to company name
   d. **Last four digits of Rateb card**
   e. **Name of card holder** provided when apply for Rateb card

10- Save the File and upload it by clicking Choose File under **Attach File**

11- Click on **SUBMIT**

◢	A	B	C	D	E	F	G
1	**CompanyID**	10000001					
2	**CompanyName**	TEST COMP A LLC 479 - Sajid Test1		This is the company Name. This is avalaible in company details file provided by CBD			
3	**EmpID**	**Last4DigitsOfCard**	**CardHolderName**				
4	A1	1234	TEST COMP A LLC 479 - Sajid Te				
5	A2	1235	TEST COMP BB LLC 479Sajid Test2				
6	A3	1236	TEST COMP CCC LLC 479 Sajid Test3				
7				This is the Card holder Name available in the Embosser Name field in the Embossing file			
8							
9							
10							
11							
12							
13				1234,1235 etc are last 4 digit of card no from the Embossing file			
14							
15			This is the company Id. This is avalaible in embossing file in addressline 3				
16							
17		This is the Employee Id. This is avalaible in embossing file in Postal code field					
18							
19							
20							
21							
22							
23							

12- You will be navigated to the pre-confirmation screen to review the request. Click on **CONFIRM**

BACK   CONFIRM

13- It will navigate to the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device)

14- Click on **SUBMIT** button to complete the action.

Please enter security PIN along with the code displayed on your RSA token:

RSA Token *

* indicates mandatory fields.

SUBMIT