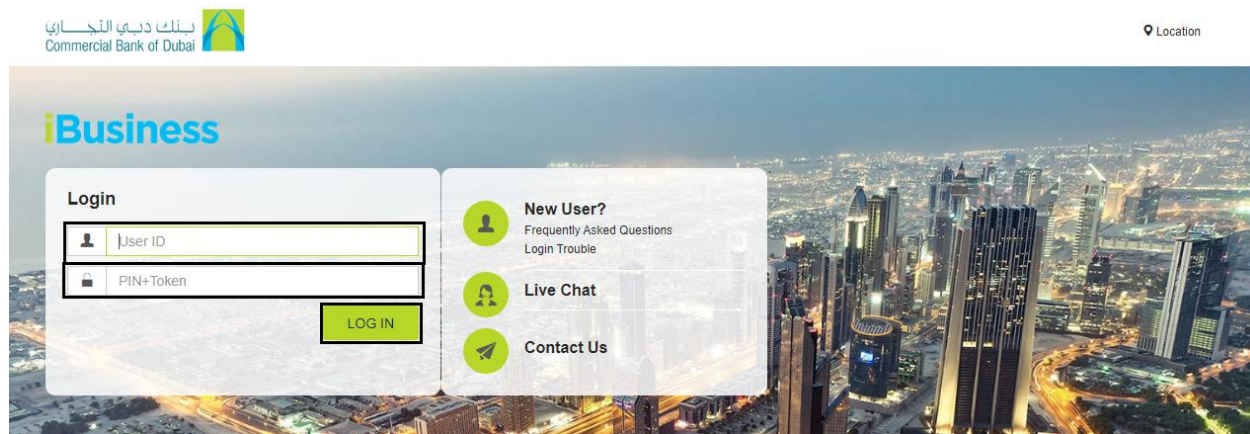


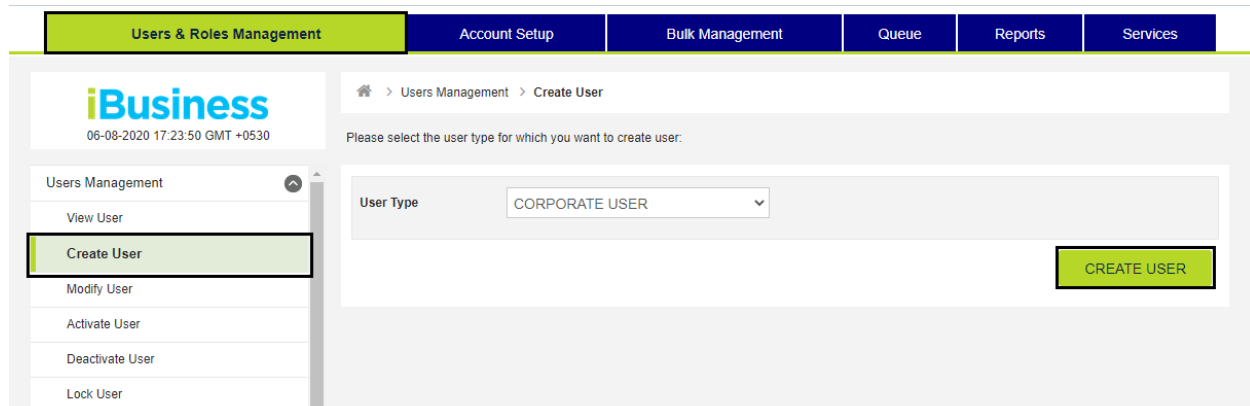


HOW TO CREATE USER ID WITH SOFT TOKEN AND PROCESS TO ACTIVATE IT

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



- 4- Click on **Users & Roles Management** at top bar
- 5- Click on **User management**
- 6- Click on **Create User** tab and then click on **create user** button on right



- 7- In the User profile page, enter the below mention mandatory details
 - a. First name: First Name of User assignee
 - b. Last name: Last Name of User assignee
 - c. Token serial number: Enter 9 digits dummy number like “123456789”
 - d. Select the User Bulk template ID mapping required box



- e. Email: Enter the Email you would like to register with user token
- f. Access Level: View Only (For View Access Only)

Maker (Access to make the transactions)

Checker & Verifier (Access to approve the transactions)

Maker & Checker (For complete access)

8- Click the **submit** button

The screenshot shows the 'Create User' form in the iBusiness system. The form is titled 'Users & Roles Management' and includes a sidebar with options like 'View User', 'Create User', 'Modify User', etc. The main form area contains the following fields and values:

- Salutation: Mr
- First Name *: ADRIAN
- Last Name *: HODGES
- Token Serial No *: 123456789
- Address: (empty)
- City: (empty)
- Phone Number: (empty)
- Country: (empty)
- Fax Number: (empty)
- Zip/Postal Code: (empty)
- Email *: XXXX@XX
- User Bulk Template ID Mapping Required:
- Limits Package: CORP
- Access Level *: Maker

At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'. Below the form, there is a note: '* indicates mandatory fields. ** Please upload passport second page if applicable. *** Please note (Emirates ID is mandatory for UAE residents). Note: The user will not be activated if incorrect/invalid documents are uploaded in the system.'

9- On next page, Scroll down select the below mentioned boxes and Enter the user ID* in **Internet and Mobile Banking** field and click on **SUBMIT**.

User ID* is the user name you are setting up for user token, It will be used to access the iBusiness.

- ✓ Channel Description
- ✓ Internet
- ✓ Mobile Browser
- ✓ Mobile Application



Channel Details

<input checked="" type="checkbox"/>	Channel Description	User ID
	Internet and Mobile Banking	<input type="text" value="adrn3919"/>

Internet
 Mobile Browser
 Mobile Application

10- On next page, Scroll down and click on **SUBMIT**.

Access Level	Maker
Limits Package	CORP

Channel Assigned To User

Channel Group	Internet and Mobile Banking	Subscribed Channel	Internet, Mobile Browser, Mobile Application
User ID	adrn3919		

Mapped Customer

<input type="checkbox"/>	Mapped Customer	Customer Type	Is Primary
<input type="checkbox"/>	IR0000983203	Third Party Entity-Bank Customer	<input type="radio"/>

11- On next page, Scroll Down and select all check boxes available next to predefined rules in order to give complete access(View and Transactions) to user except **BENE RESTRICTIONS** and click on **SUBMIT**.



Default Roles	<u>DEFAULT ROLE</u>
Default Roles	
Default Roles	<u>MOBILEAPPLICATION</u>

Pre-defined Roles	<input checked="" type="checkbox"/> ALL <input checked="" type="checkbox"/> ALL <input checked="" type="checkbox"/> CORP <input checked="" type="checkbox"/> DDS <input checked="" type="checkbox"/> CORPORATE ENQUIRY & TRANSACTIONS
-------------------	---

12- On next page, Click on **CONFIRM**.

Role Assigned To The User

Role	DEFAULT ROLE
	ALL
	ALL
	CORP
	DDS
	CORPORATE ENQUIRY & TRANSACTIONS
	MOBILE
	MOBROLETTEST
	MOBILEAPPLICATION

13- This will open the RSA token screen where you can enter the token code (PIN + 6 digits number displayed on the device). You will get a confirmation that User ID is created successfully.



🏠 > Users Management > Modify User > Authentication

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

RSA Token *

* indicates mandatory fields.

SUBMIT

- 14- In order to place the request for token activation (For Transaction package Access), Click on Service Tab at top right corner
- 15- Select **E-Forms** from the menu on the left
- 16- Choose **Product** as iBusiness
- 17- Choose **Service** as Amendment Form
- 18- Choose **Request** as Additional Token
- 19- Choose the **Charge Account**
- 20- Select the Type as **Soft token**
- 21- Place a check mark next to User ID from Left side and provide the below mention details.
 - a. Device Binding ID: 24 characters alphanumeric appearing on soft user token home page
 - b. Device Operating System: IOS (For iPhone operating system) and ANDRIOD (For Android operating system)
 - c. Email: In this email you will receive the token activation link.
- 22- Accept Terms and Conditions and click on **INITIATE**

Users & Roles Management | Account Setup | Bulk Management | Queue | Reports | **Services**

iBusiness
09-08-2020 16:57:52 GMT +0530

Complaint Management

E-Forms

PCM Products

Value Added Tax (VAT)

Customer Profile

🏠 > Services > E-Requests

Product Name * iBusiness

Service * Amendment Form

Request * Additional Token

Charge Account * 1002382594 AED CBD PCM

Type Hard Token Soft Token

<input type="checkbox"/>	User ID	Device Binding ID.	Device Operating System	Email
<input checked="" type="checkbox"/>	abdl3507	1709a27e1d9e1336176cd5s2	Android	xyz@cbd.ae

* Indicates mandatory fields

I Accept Terms and Conditions

INITIATE

23- Click the **SUBMIT** button.

User ID	Device Binding ID1	Device OS	Email
abd13507	db9c0e02eee628828004c14e	Android	xyz@cbd.ae

Buttons: BACK, CONFIRM

24- It will navigate to the RSA token screen where you must enter the token code of the admin (PIN + 6 digits number displayed on the device). You will get the confirmation that request is created successfully.

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

RSA Token *

* indicates mandatory fields.

Button: SUBMIT

25- In order to place the request for token activation (For INQUIRY package Access), Click on **Users & Roles management**

26- Click on **Token Assignment/ Activation**



Users & Roles Management | Account Setup | Bulk Management | Queue | Reports | Services

iBusiness
09-08-2020 17:12:26 GMT +0530

Users Management
Token Assignment/Activation
 Roles Management
 Authorisations Management

iBusiness
بنك دبي التجاري
Commercial Bank of Dubai

PRINT

Security Token Acknowledgement / Activation Form

Customer Details

Company Name:	CBD PCM Test Business 2
Company Account Number:	1000932242
Administrator ID:	ccadmin003

27- Click on PRINT on top right corner and have the token activation form signed by Authorized signatories and send the RSA binding ID of each user along with the signed token activation form through your register email address to ssdescrow.ib@cbd.ae , it takes 1 business day for token activation.

- a. User ID: User ID for user token
- b. Device Binding ID: 24 characters alphanumeric appearing on soft user token home page
- c. Device Operating System: IOS (For iPhone operating system) and ANDRIOD (For Android operating system)
- d. Email: In this email you will receive the token activation link.