# E-Forms Guide ADMIN

Administrator token will have access to initiate e-Forms for the following requests by going to **Services -> E-Forms**

## iBusiness - Amendment Form

- Additional Token Request (Hard Token/ Soft Token Request)
- Clear PIN
- Add/ Modify Accounts on iBusiness Profile
- Re-issuance of Token
- Token Re-assignment

## iBusiness Amendment – Additional Token Request

1. Select Product Name: iBusiness
2. Select Service: Amendment Form
3. Select Request: Additional Token
4. Select Charge Account
5. Select Token Type: Hard or Soft

   **For Hard Token**

   - Enter new number of new hard tokens required
   - Consignee Details: Enter Name and Address for token delivery
   - Contact Number: Enter Contact Number for token delivery

   **For Soft Token**

   - Create the user ID first under user management
   - Once user ID is created, select the user ID from the list
   - Enter Device Binding ID (To generate, please follow the below steps)

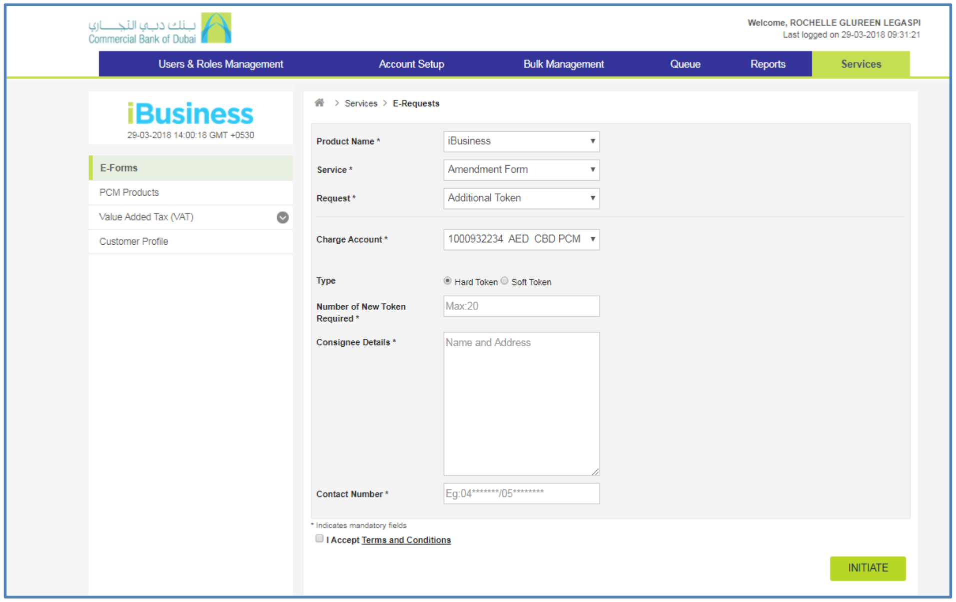
     **For Android users, download the RSA SecurID App**

     - Device Binding ID will be available in the home screen
     - Enter Device Binding ID, select the Device Operating System and enter the email address where the activation link will be sent.

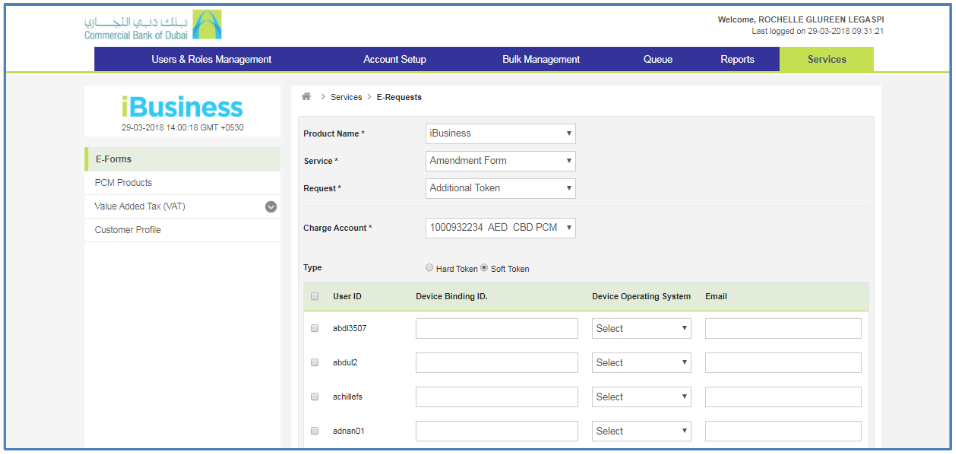
     **For IOS users, download the RSA SecurID App**

     - Click on the Information button located at the lower right of the screen to get the Device Binding ID
     - Enter Device Binding ID, select the Device Operating System and enter the email address where activation link needs to be sent.
6. Accept Terms and Conditions and click Initiate
7. Click submit and confirm by entering 4 digit pin and 6 digit token number

## Hard Token request



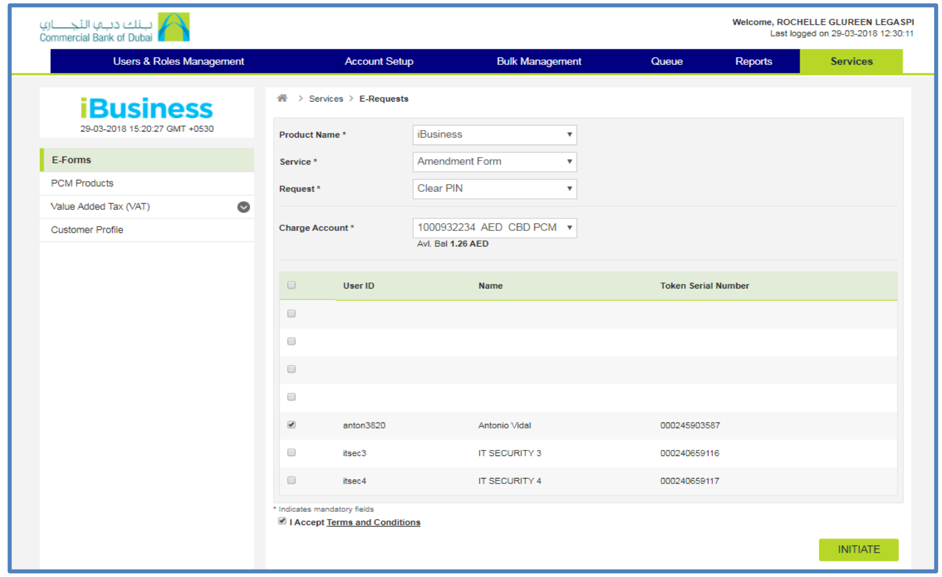

## Soft Token request



## iBusiness Amendment – Clear Pin

1. Select Product Name: iBusiness
2. Select Service: Amendment Form
3. Select Request: Clear Pin
4. Select Charge Account
5. Select the user ID
6. Accept Terms and Conditions and click Initiate
7. Click submit and confirm by entering 4 digit pin and 6 digit token number

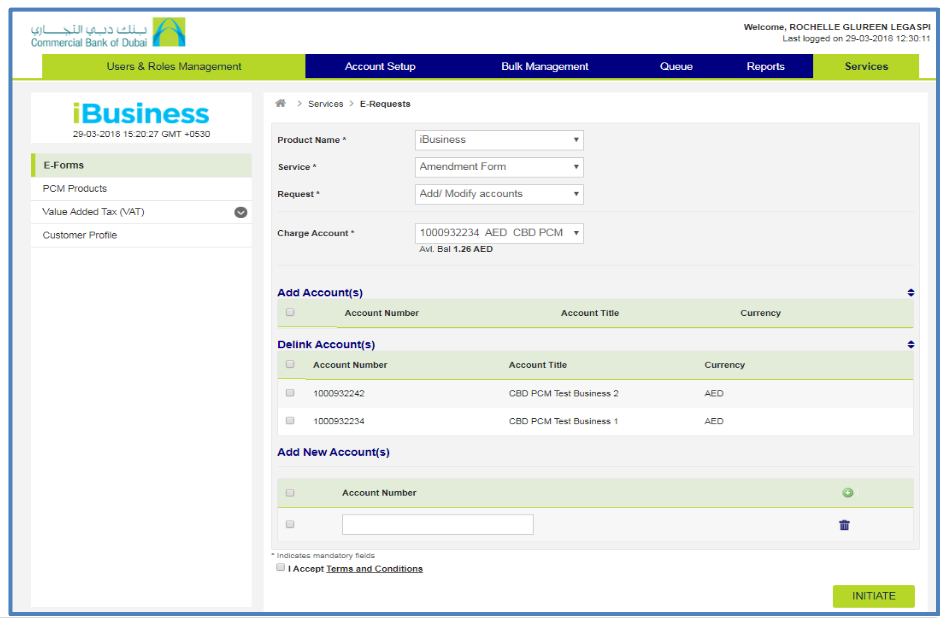
## Clear Pin




## iBusiness Amendment – Add/Modify Accounts on iBusiness Profile

1. Select Product Name: iBusiness
2. Select Service: Amendment Form
3. Select Request: Add/Modify Accounts on iBusiness Profile
4. Select Charge Account
5. Tick Add or Delink Account accordingly and select the account numbers
6. If New Account Number is to be added, Enter the Account Number
7. Accept Terms and Conditions and click Initiate
8. Click submit and confirm by entering 4 digit pin and 6 digit token number

## Add/Modify Accounts on iBusiness Profile



## iBusiness Amendment – Re-issuance of Token

1. Select Product Name: iBusiness
2. Select Service: Amendment Form
3. Select Request: Reissue Token
4. Select Charge Account
5. Select Token Type: Hard or Soft

   **<u>For Hard Token</u>**

   Consignee Details: Enter Name and Address for token delivery

   Contact Number: Enter Contact Number for token delivery

   **<u>For Soft Token</u>**

   Select the user ID from the list

   Enter Device Binding ID (To generate, please follow below steps)

   **For Android users, download the RSA SecurID Application**

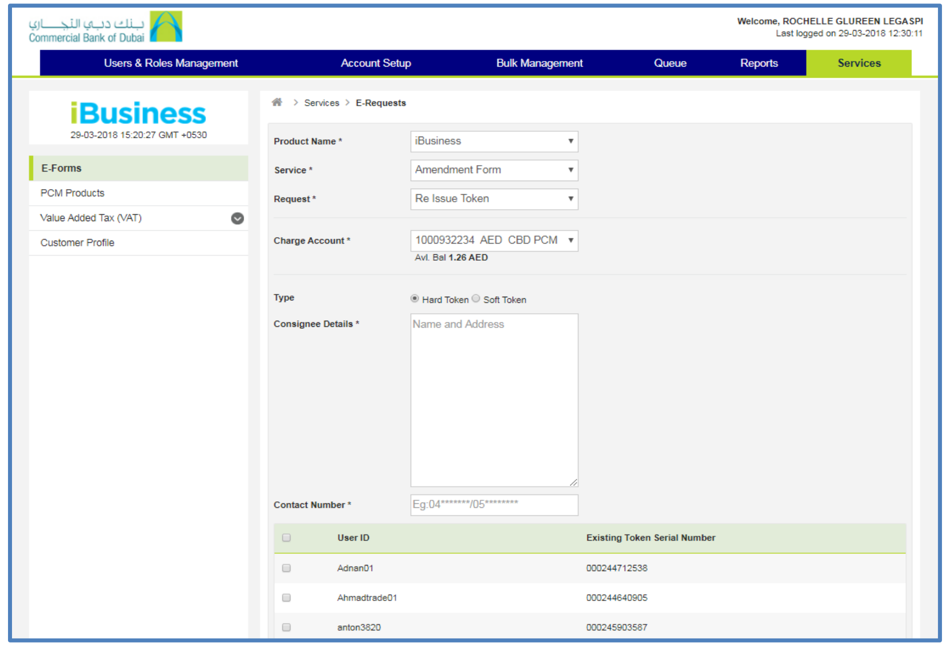
   - Device Binding ID will be available in the home screen
   - Enter Device Binding ID, select the Device Operating System and enter the email address where activation link needs to be sent.

   **For IOS users, download the RSA SecurID Application**

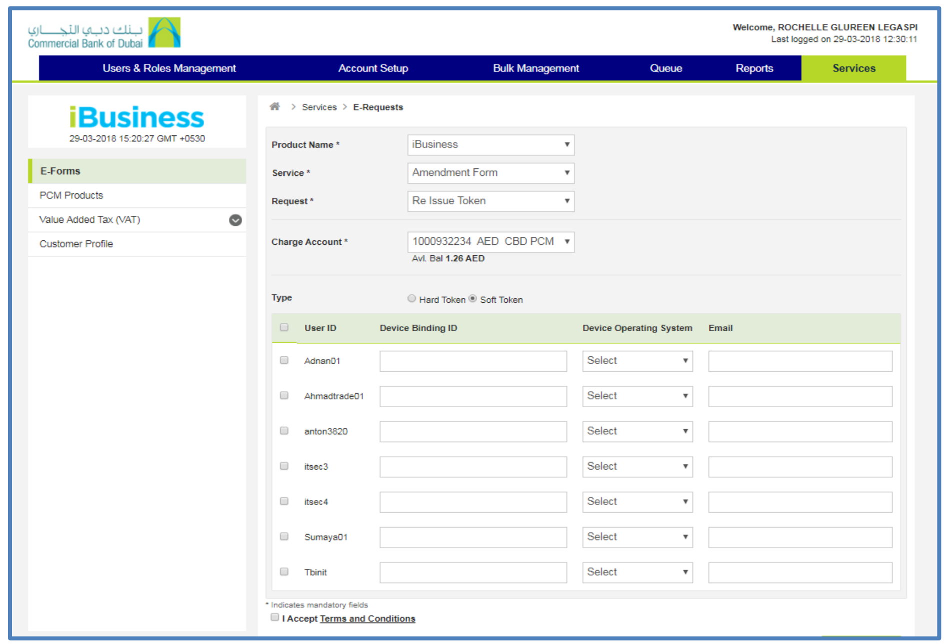
   - Click on the Information button located at the lower right of the screen to get the Device Binding ID
   - Enter Device Binding ID, select the Device Operating System and enter the email address where activation link needs to be sent.

8. Accept Terms and Conditions and click Initiate
9. Click submit and confirm by entering 4 digit pin and 6 digit token number

### Hard Token



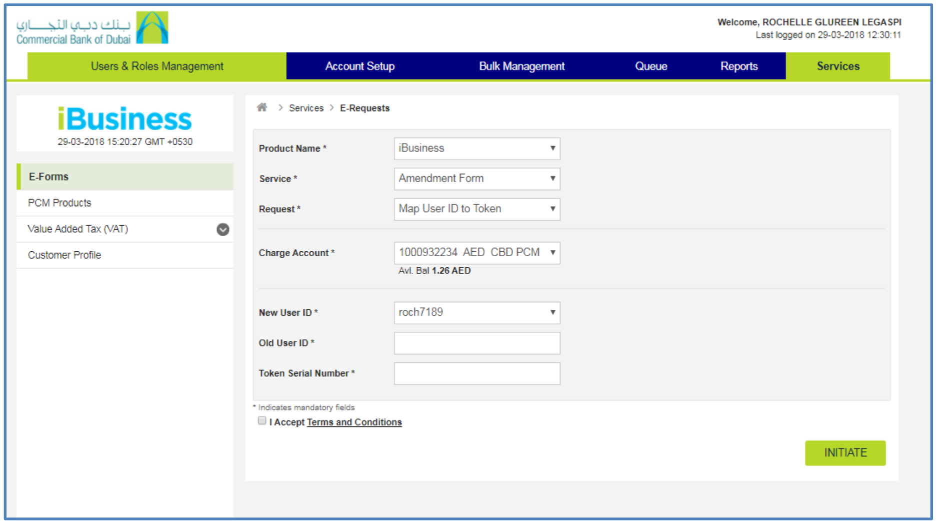

### Soft Token



## iBusiness Amendment – Token Re-assignment

1. Select Product Name: iBusiness
2. Select Service: Amendment Form
3. Select Request: Map User ID to Token
4. Select Charge Account
5. Select New User ID from the dropdown
6. Enter Old User ID
7. Enter Token Serial No.
8. Accept Terms and Conditions and click Initiate
9. Click submit and confirm by entering 4 digit pin and 6 digit token number

## Token Re-assignment



# E-Forms Guide Corporate User

Administrator can give access to the corporate user to enable E-Forms options by mapping the role to the user and allowing account access to E-Forms.

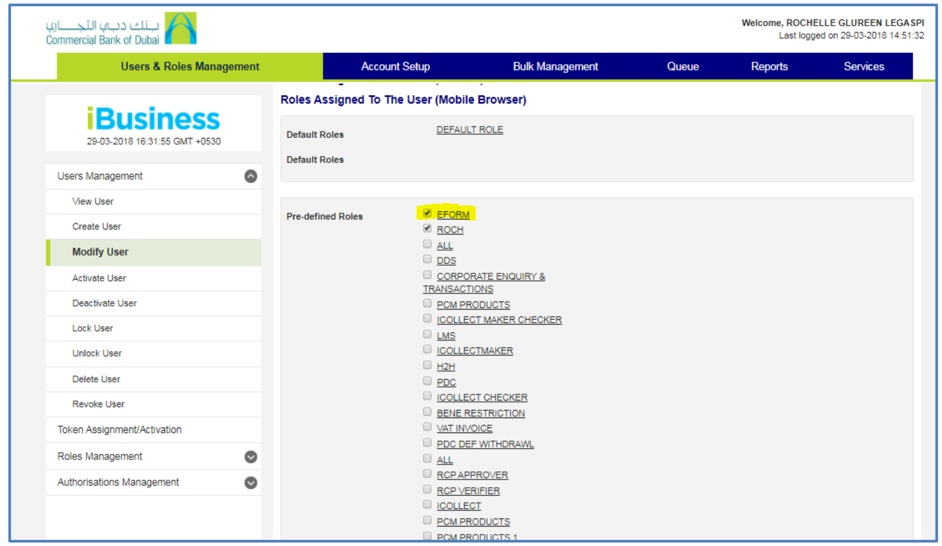
User will have E-Form access to the following options:

1. **iBusiness**
   - Change Module/Package
   - Change Debit Account for iBusiness Charges
   - MT940 External Bank Statement Reporting
   - MT942 External Bank Statement Reporting
2. **iCollect (Cheque Scanning Solution)**
   - iCollect Registration (Including iDoc)
   - iCollect Amendment
     Modify – User/Account
     Request Additional Scanner
3. **iConnect (Host-to-Host Solution)**
   - iConnect Registration
   - iConnect Amendment
     Add/Modify Accounts
     Add/Modify Users
     Other Amendment Requests e.g. Client Tool Installation
4. **SMS Service**
   - Add New Mobile Numbers
   - Notification and Alerts
5. **Attijari E-Advise**
   - Add new email address
   - Modify existing email address
   - Add new account numbers for alerts

## Role Mapping to Existing User

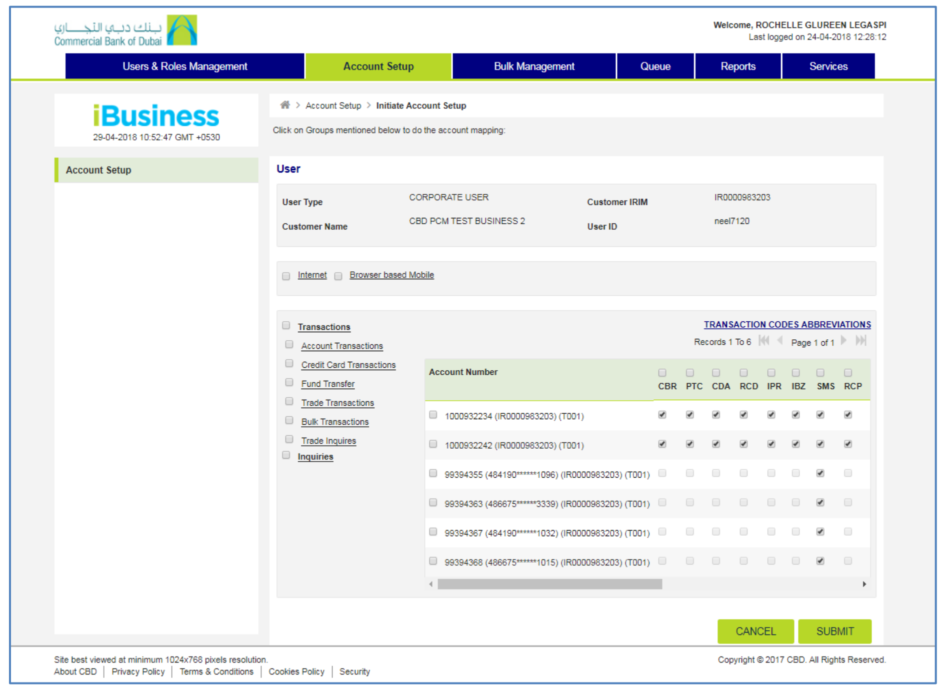
1. Log-in to iBusiness using Administrator Token
2. Go to Users and Roles Management
3. Click on Modify User
4. Enter the User ID and click Search
5. Select the User ID
6. Click Submit on the first 3 pages, on the 4th page, select E-Form
7. Click submit and confirm by entering 4 digit pin and 6 digit token number

## Assigning role to the user



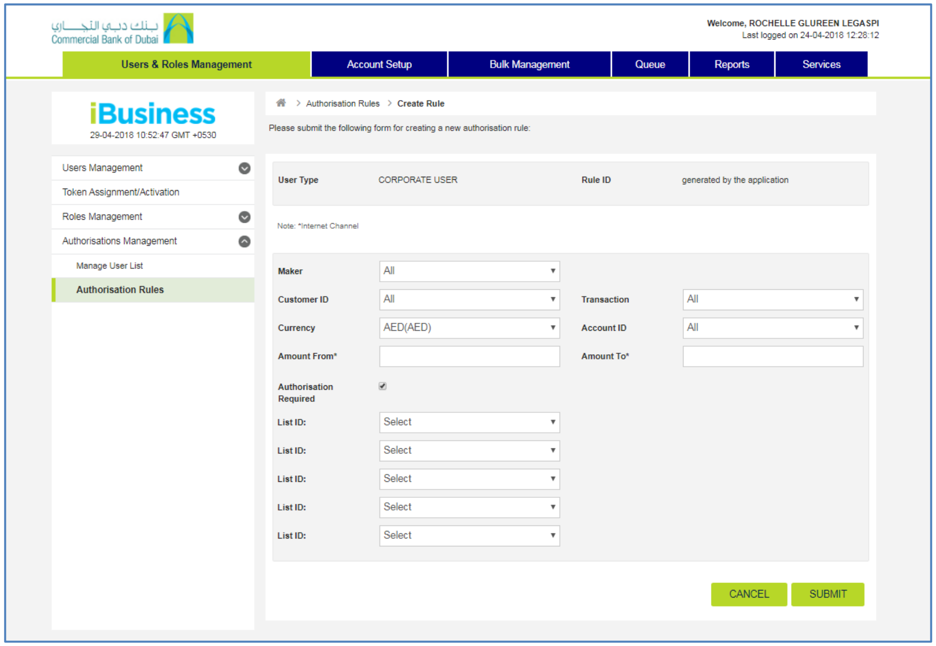

## Map E-Forms Access for Users

1. Go to Account Setup
2. Enter the user ID which requires access to E-Forms
3. Select the user ID
4. Once Selected, you will be routed to Initiate Account Setup Screen
5. Click on the word "Transactions" then tick the box beside Account Transactions
6. Click submit and confirm



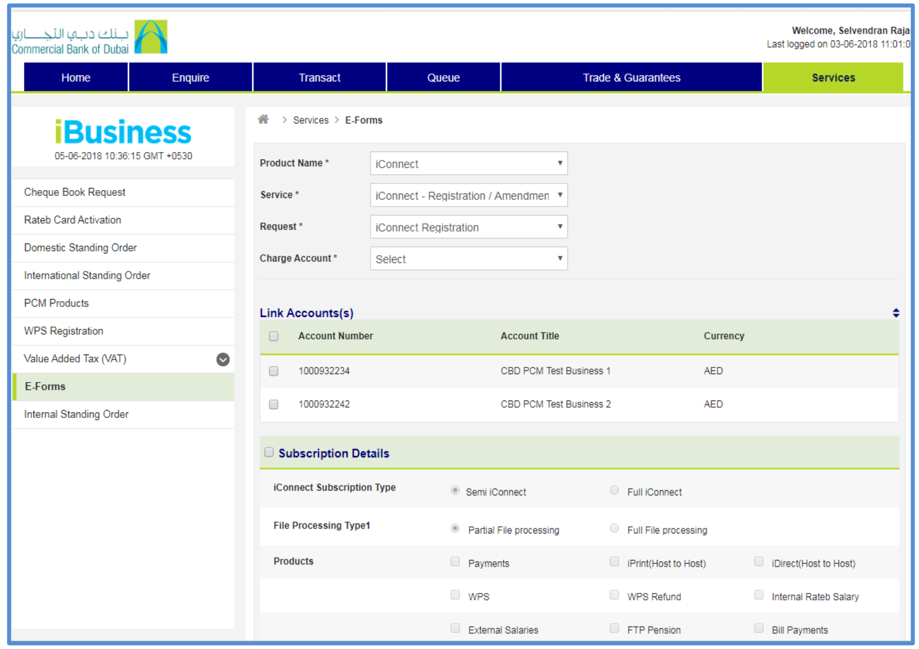
## Create Authorization Rules

1. Go to Authorizations Management
2. Click on Authorization Rules
3. Select Corporate User and Click on Create
4. Select the options accordingly as follows:
    - For Single Authorization, tick on “Authorization required” and select the approver user ID under the first List ID Field.
    - For Multiple Authorizations, tick on “Authorization required” and select the approver user IDs under List ID fields.
    - Note: The authorization rule should be according to the account’s bank matrix. If same is not followed, E-Form request will be rejected
5. Click submit and confirm by entering 4 digit pin and 6 digit token number



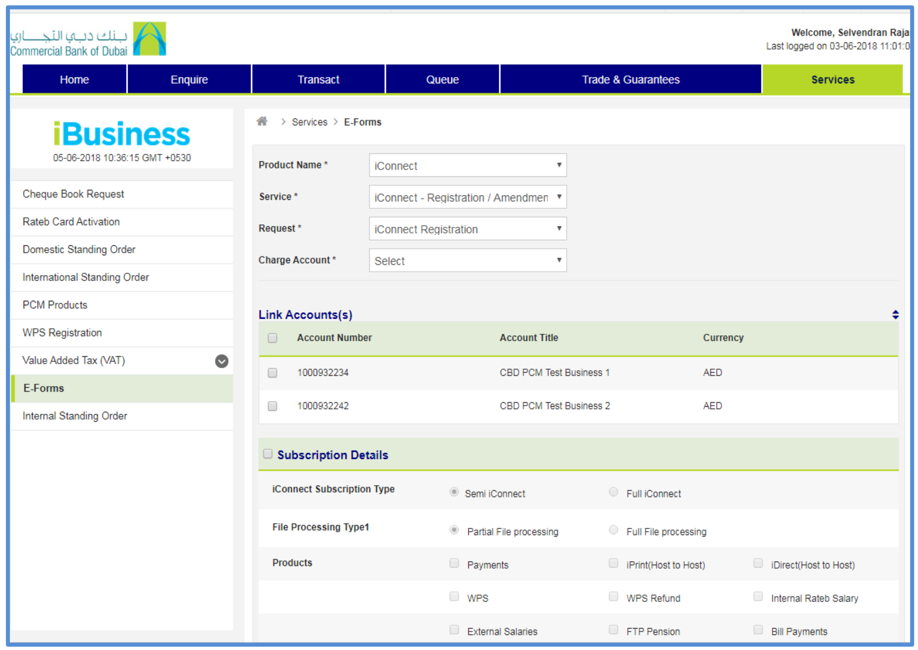
## iConnect Registration request

1. Select Product Name: iConnect
2. Select Service: iConnect Registration / Amendment
3. Select Request: iConnect Registration
4. Select Charge Account
5. Select the account(s) to be registered
6. In Subscription Details: Select iConnect Subscription Type
7. Select File Processing type
8. Select the products to be registered in iConnect
9. Enter the Contact details for Implementation
10. In case of iPrint required via iConnect, Please select the appropriate option. (optional)
11. Accept Terms and Conditions and click Initiate
12. Click submit and confirm by entering 4 digit pin and 6 digit token number



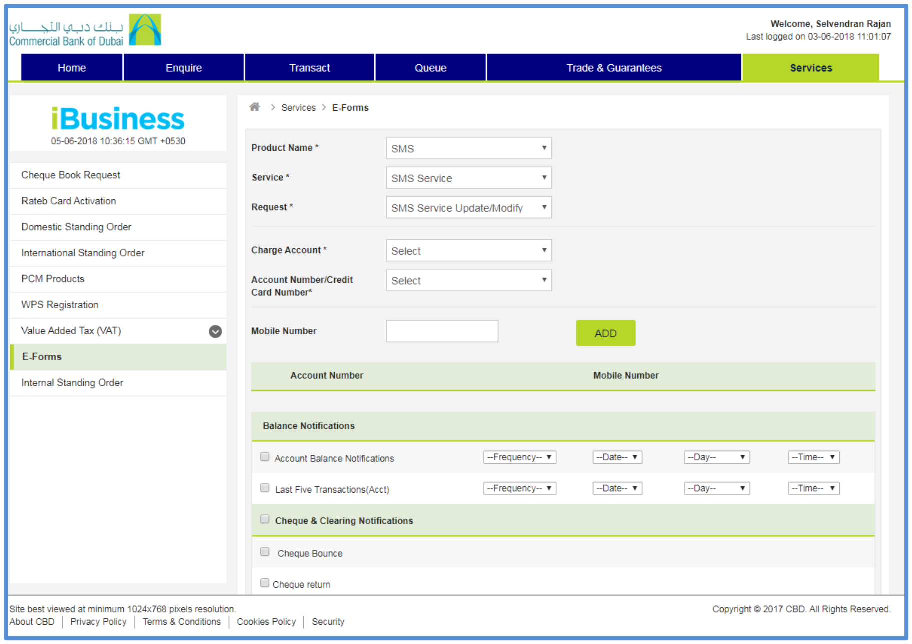

## iConnect Amendment request

1. Select Product Name: iConnect
2. Select Service: iConnect Registration / Amendment
3. Select Request: iConnect Amendment
4. Select Charge Account
5. Select the account(s) to be added in registration or Select the accounts to be delinked if they are to be removed from the registered account list.
6. Enter the Contact details for Implementation
7. In case of iPrint required via iConnect, Please select the appropriate option. (optional)
8. Accept Terms and Conditions and click Initiate
9. Click submit and confirm by entering 4 digit pin and 6 digit token number



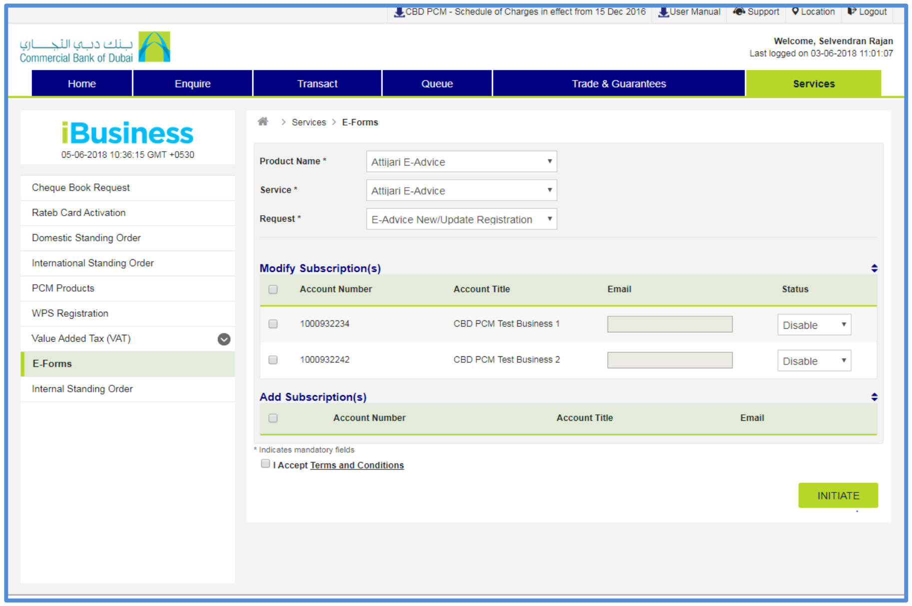
## SMS Registration/Modification request

1. Select Product Name: SMS
2. Select Service: SMS Service
3. Select Request: SMS Service Update/Modify
4. Select Charge Account
5. In case of modify, Select the account number/card number for which the SMS to be updated.
6. In case of adding the mobile number, please add the mobile number and click on Add.
7. Select the Type of SMS notification required, i.e. Balance notification, Cheque and Clearing notification, Deposit notification, reminders and alerts & withdrawals notification.
8. Accept Terms and Conditions and click Initiate
9. Click submit and confirm by entering 4 digit pin and 6 digit token number



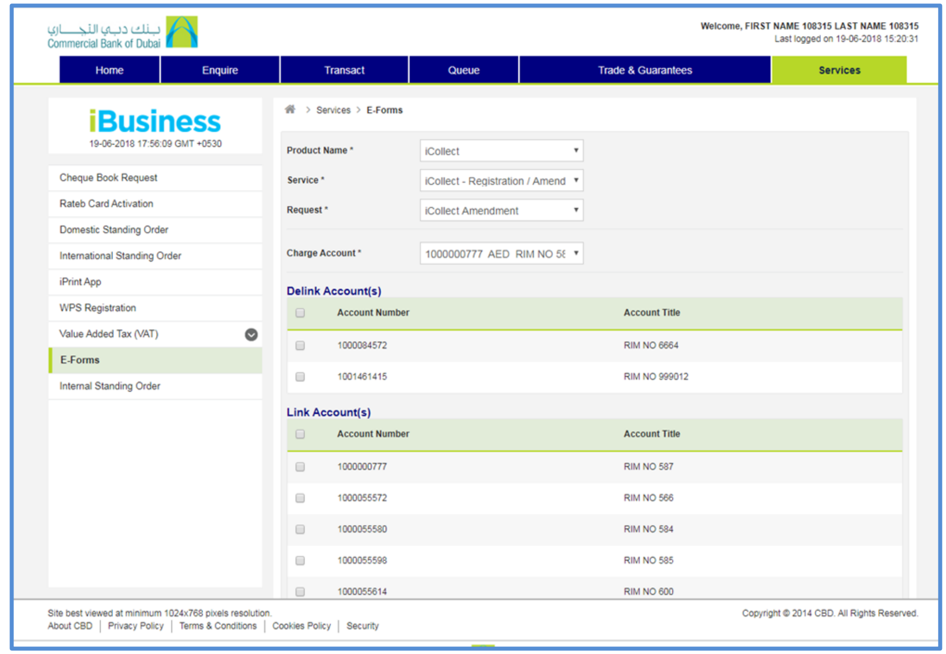

## E-Advice Registration/Modification request

1. Select Product Name: Attijari E-Advice
2. Select Service: Attijari E-Advice
3. Select Request: E-Advice New / Update registration
4. In case of modify, Select the account number and enter new email address
5. In case of de-register, Select the account number and select Disable to de-activate the E-Advice.
6. In case of subscribing an email for an account, please select the account and enter the email address to be registered.
7. Accept Terms and Conditions and click Initiate
8. Click submit and confirm by entering 4 digit pin and 6 digit token number



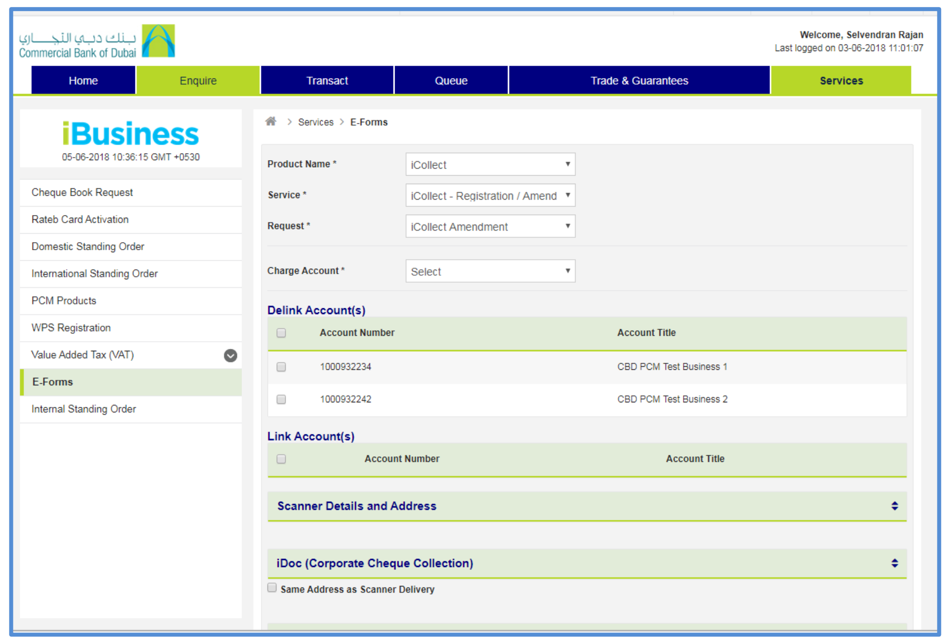
## iCollect Registration request

1. Select Product Name: iCollect
2. Select Service: iCollect Registration / Amendment
3. Select Request: iCollect Registration
4. Select Charge Account
5. Select the account(s) to be registered under Link account(s)
6. Enter the scanner details and address
7. Enter the iDoc details
8. Add any special instructions, if required or helpful (optional)
9. Accept Terms and Conditions and click Initiate
10. Click submit and confirm by entering 4 digit pin and 6 digit token number



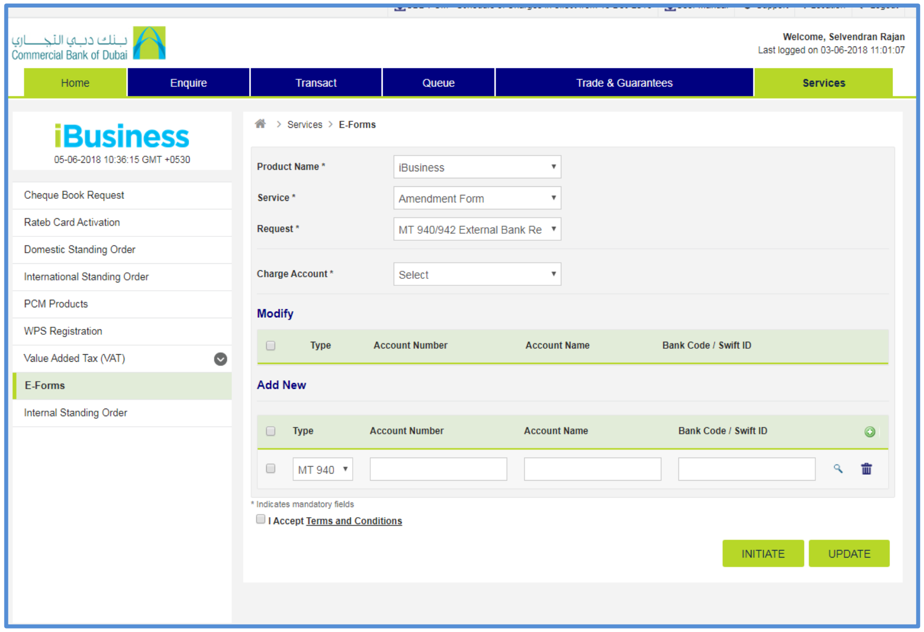

## iCollect Amendment request

1. Select Product Name: iCollect
2. Select Service: iCollect Registration / Amendment
3. Select Request: iCollect Amendment
4. Select Charge Account
5. Select the account(s) to be delinked under Delink Account(s)
6. Select the account(s) to be registered under Link account(s)
7. Enter the additional scanner details and address
8. Enter the iDoc details (if required to be changed)
9. Add any special instructions, if required or helpful (optional)
10. Accept Terms and Conditions and click Initiate
11. Click submit and confirm by entering 4 digit pin and 6 digit token number



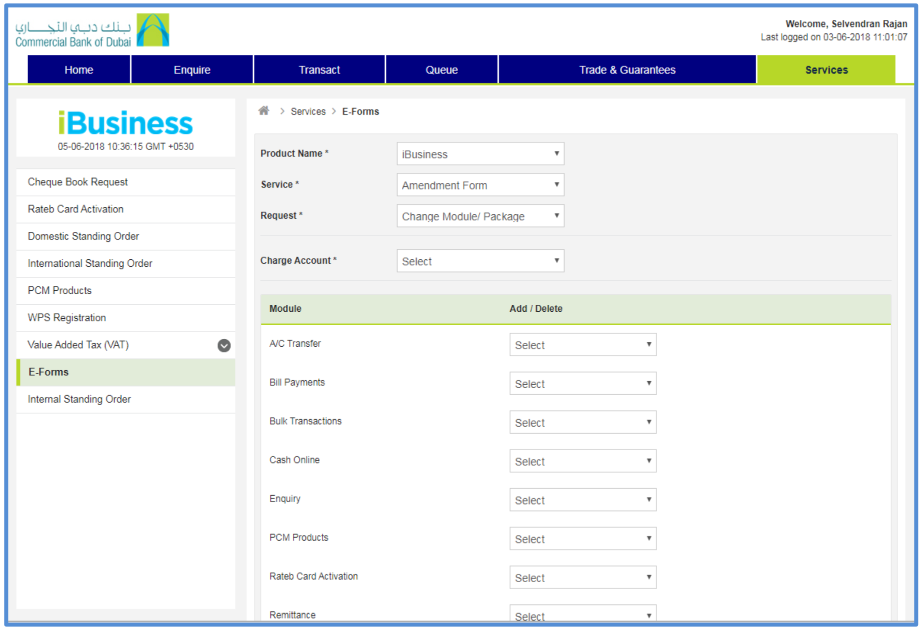
## MT940/942 external bank reporting Registration / Amendment

1. Select Product Name: iBusiness
2. Select Service: Amendment form
3. Select Request: MT940/942 External Bank reporting
4. Select Charge Account
5. Select the account(s) to be modified (if required)
6. In order to add the account, kindly select the type, add the account number, account name, Bank Swift code
7. Accept Terms and Conditions and click Initiate
8. Click submit and confirm by entering 4 digit pin and 6 digit token number



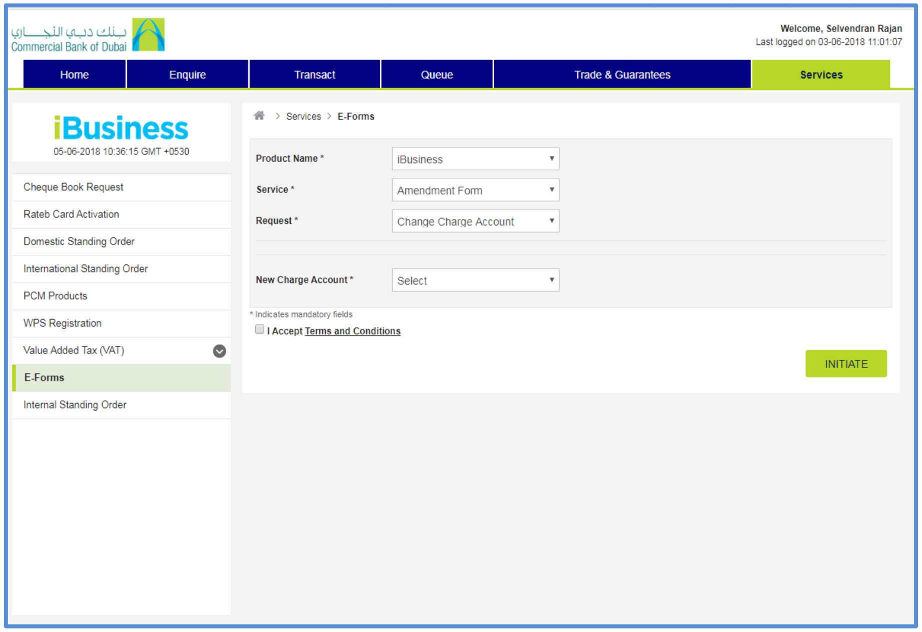

## iBusiness Package Amendment request

1. Select Product Name: iBusiness
2. Select Service: Amendment form
3. Select Request: Change Module/package
4. Select Charge Account
5. Select the type of Module to be subscribed or removed
6. Accept Terms and Conditions and click Initiate
7. Click submit and confirm by entering 4 digit pin and 6 digit token number



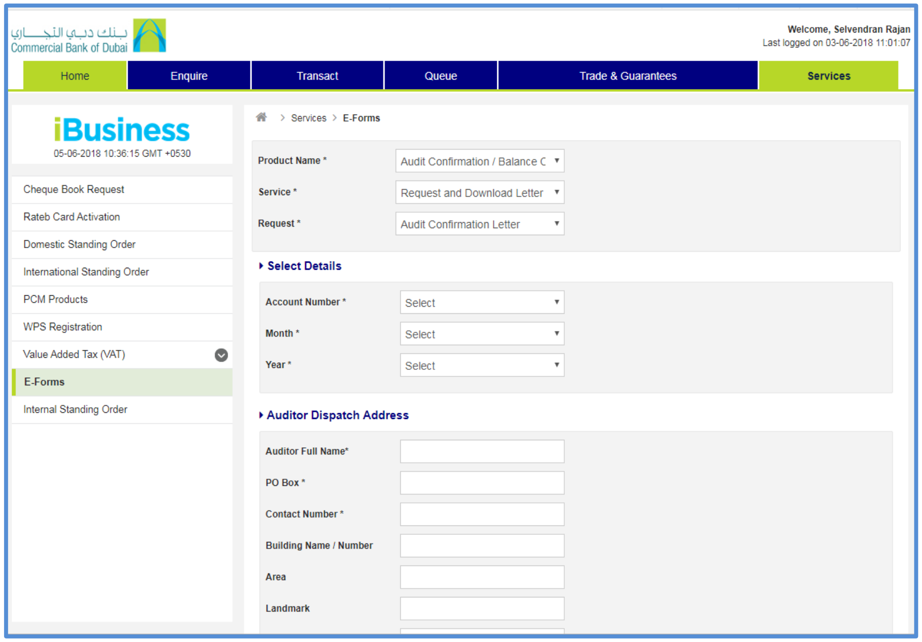
## iBusiness Change Charge Account request

1. Select Product Name: iBusiness
2. Select Service: Amendment form
3. Select Request: Change Charge Account
4. Select the new Charge Account
5. Accept Terms and Conditions and click Initiate
6. Click submit and confirm by entering 4 digit pin and 6 digit token number



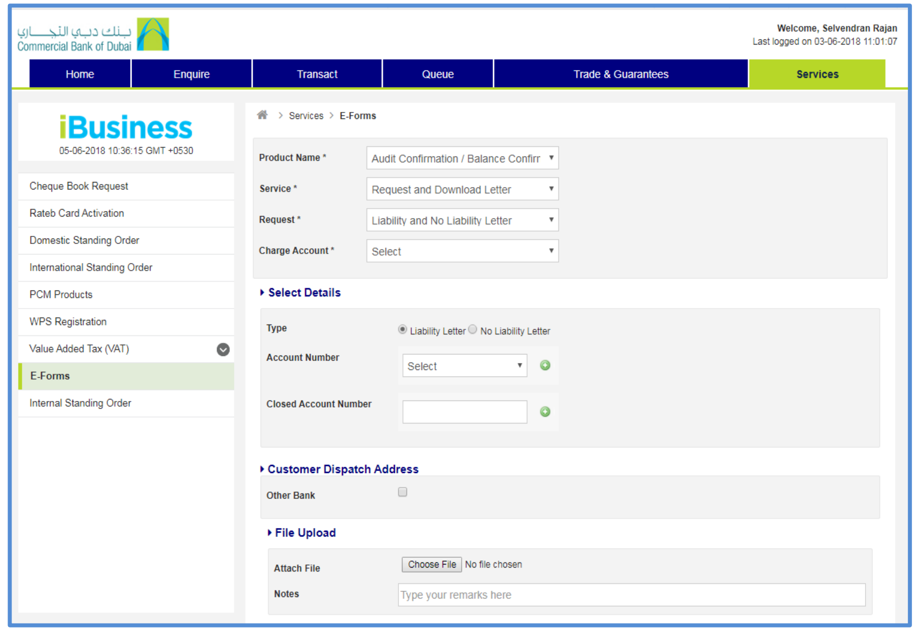

## Audit Confirmation Letter request

1. Select Product Name: Audit Confirmation/Balance confirmation
2. Select Service: Request and Download Letter
3. Select Request: Audit Confirmation Letter
4. Select Account number, Month, Year
5. Enter the Auditor Dispatch Address
6. Accept Terms and Conditions and click Initiate
7. Click submit and confirm by entering 4 digit pin and 6 digit token number



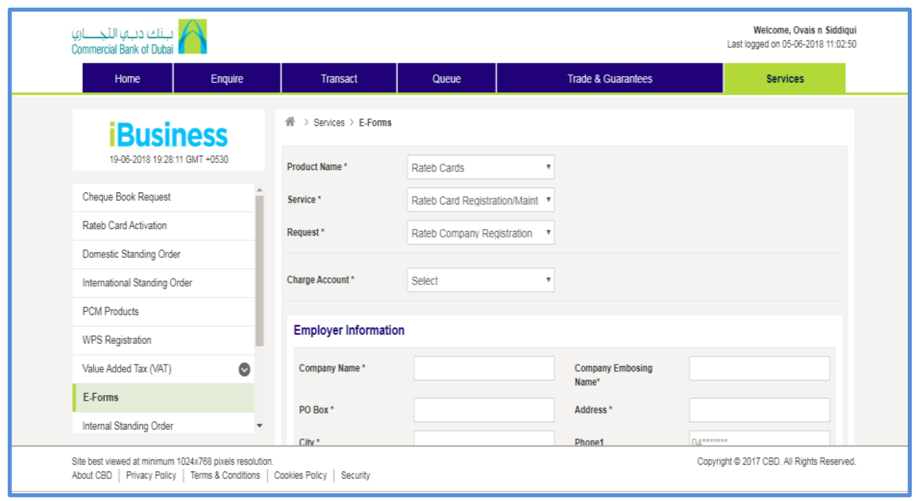
## Liability and No Liability Letter request

1. Select Product Name: Audit Confirmation/Balance confirmation
2. Select Service: Request and Download Letter
3. Select Request: Liability and No Liability Letter
4. Select the Charge Account
5. Select the type of the letter required
6. Select the Active account number or Closed Account Number
7. Select the Other bank details
8. Attach the required documents
9. Enter any note or information that will be useful
10. Accept Terms and Conditions and click Initiate
11. Click submit and confirm by entering 4 digit pin and 6 digit token number



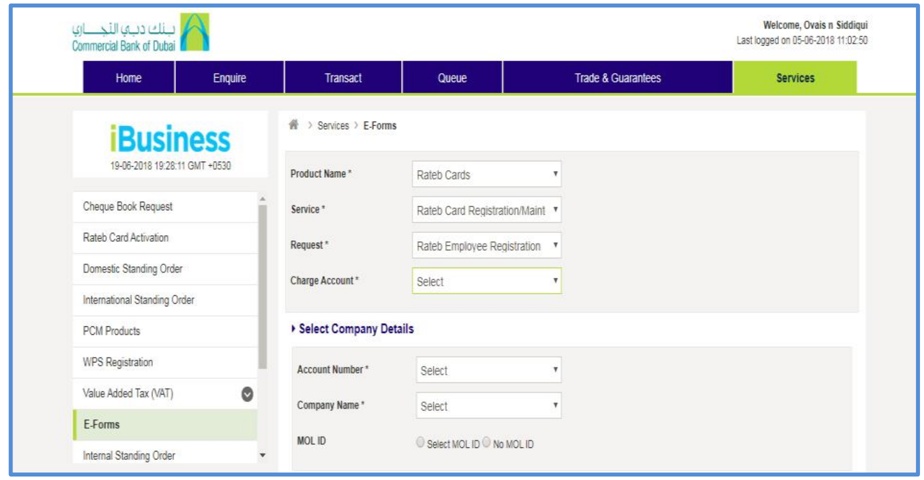

## Rateb Card Corporate Registration request

1. Select Product Name: Rateb Cards
2. Select Service: Rateb Card Registration/Maintenance
3. Select Request: Rateb Company Registration
4. Select the Charge Account
5. Enter Employer/Corporate Information
6. Enter Card and Pin Custodian details (please note that both persons have to be different.)
7. Enter the account details
8. Accept Terms and Conditions and click Initiate
9. Click submit and confirm by entering 4 digit pin and 6 digit token number



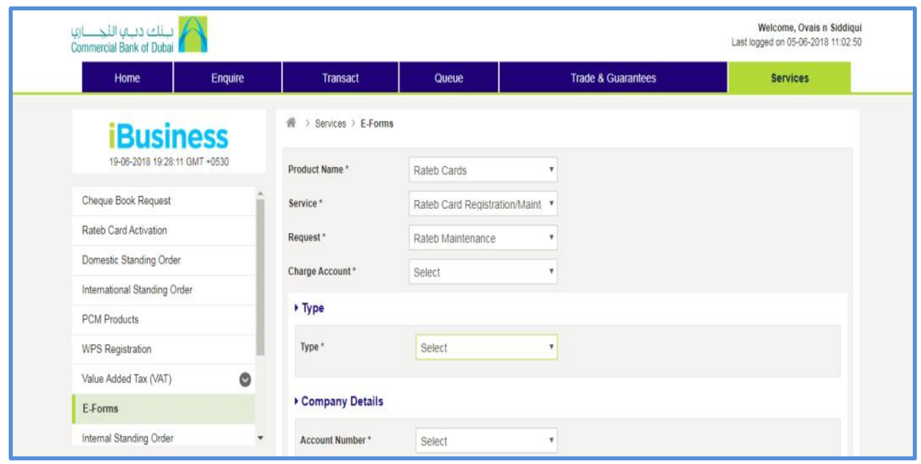
## Rateb Card Employee Registration request

1. Select Product Name: Rateb Cards
2. Select Service: Rateb Card Registration/Maintenance
3. Select Request: Rateb Employee Registration
4. Select the Charge Account
5. Select Company details and MOL ID to be linked(in case of WPS)
6. Upload the employee registration file as per CBD format
7. Accept Terms and Conditions and click Initiate
8. Click submit and confirm by entering 4 digit pin and 6 digit token number




## Rateb Card Employee Amendment request

1. Select Product Name: Rateb Cards
2. Select Service: Rateb Card Registration/Maintenance
3. Select Request: Rateb Maintenance
4. Select the Charge Account
5. Select the type of request e.g. re-issuance, temporary blocking etc.
6. Enter the Company details
7. Accept Terms and Conditions and click Initiate
8. Click submit and confirm by entering 4 digit pin and 6 digit token number



## Rateb Card change company charge account request

1. Select Product Name: Rateb Cards
2. Select Service: Rateb Company Amendments
3. Select Request: Rateb company Amendment
4. Select the new Charge Account
5. Select the Company Account
6. Select the company registered account title
7. Accept Terms and Conditions and click Initiate
8. Click submit and confirm by entering 4 digit pin and 6 digit token number