BSP Business Internet Banking
User Guide

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Introduction to BSP Business Internet Banking:

This User Guide describes the functions available to BSP Business Internet Banking customers.

Customers can safely access their BSP accounts using BSP Business Internet Banking at any time, from any location in the world, with speed and ease. Without going to a branch or an ATM, you can conduct your banking from the comfort of your home or place of business.

Login Screen

In order to log on to BSP Online Business Banking you must enter your;

- Username (this is unique to you)
- Password then Click on [Login] button

Forgot Username
1. Users can click on the link if they forgot their username.
2. Click "Forgot Username"
3. Enter your registered email address and Date of Birth.
4. Click Continue
5. Username will be sent to your email address and mobile number.

Forgot Password
1. Users can click on the link if they forgot their password.
2. Click "Forgot Password"
3. Enter your new username and Date of Birth.
4. Click Continue
5. OTP will be sent to your email address and mobile number.
6. Enter the OTP
7. Change your password

Note: On first login you will be required to accept the BSP Business Internet Banking Terms and Conditions and be prompted to change your password.
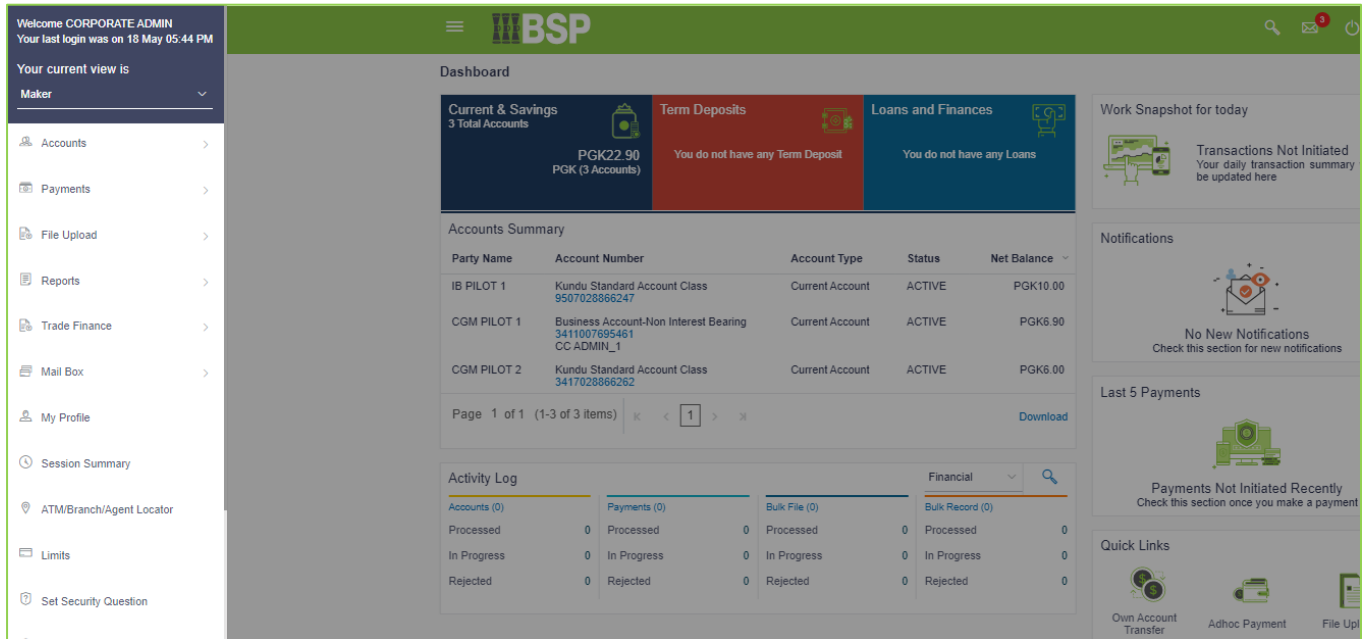
Logout Screen

To log out of BSP Internet Banking, click on the [Logout] button at the top right hand corner of the screen.
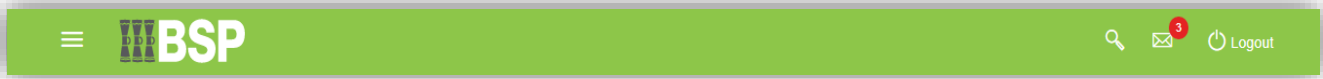
Toggle Menu

The Toggle Menu consists of the list of functions that can be selected to perform your banking needs online.

Type of Users

There are three (3) types of users:

1. Maker – this user can initiate transactions and does not approve them.
2. Approver – this user can approve the transaction initiated by the maker.
3. Viewer – this user can only view accounts and not perform any maintenance.

Accounts > Current and Savings > Overview

This function shows a list of each customer's open current and savings accounts, both active and inactive. It is a list of all the accounts that the customer has. Users have the ability to access every important account features and information thanks to this feature.

Accounts > Current and Savings > Cheque Status Inquiry

The cheque status inquiry function allows the user to inquire about the status of the cheques. This allows consumers to compare their cheque register with the banks' cheque register and get an estimate of any pending payments. By supplying a cheque number or a range of cheque numbers, the user can find out the status of a single cheque or a series of cheques.

1. From the **Select Account Number** list, select the account number for the account statement.
2. From the **From Date** list, select the start date of the account statement.
3. From the **To Date** list, select the end date of the account statement.
4. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
5. The **Review** screen appears. Verify the details and click **Confirm**. The success message of Statement Request appears along with the transaction reference number.
   OR
   Click **Back** to navigate to the previous screen. User is directed to **Statement Request – screen** with values in editable form.
   OR
   Click **Cancel** to cancel the transaction.
6. Click **Go To Dashboard** to navigate to the dashboard screen.
   OR
   Click **Go To Account Details** to view the **Account Details** screen

Accounts > Current and Savings > Stop Cheque

The stop-cheque function enables users to stop a cheque that has been issued for payment. The user has the option to start a stop payment and give the cheque number.

Stop Cheque

Select Account Number

3411007695461 - CC ADMIN_1

Balance : PGK6.90

Select Action

○ Stop

Specify Reason

Give Cheque Details

○ Number   ○ Range

Cheque Number

Submit   Back

1. From the Account Number field, select the appropriate account number.
2. In the Select Action field, select the appropriate option.
3. In the Specify Reason field, specify reason for stopping / unblocking.
4. In the Give Cheque Details field, select the appropriate option:
   a. If you select the Number option:
      i. In the Cheque Number field, enter the cheque number.
   b. If you select the Range option:
      i. In the From field, enter the cheque start number.
      ii. In the To field, enter the cheque end number.
5. Click Submit.
   OR
   Click Cancel to cancel the transaction.
6. The Review screen appears. Verify the details and click Confirm. The success message of stop/ unblock cheque appears along with the reference number.
   OR
   Click Back to navigate to the previous screen. User is directed to Stop / Unblock Cheque – screen with values in editable form.
   OR
   Click Cancel to cancel the transaction.
7. Click Go To Dashboard to navigate to the dashboard screen.
   OR
   Click Go To Account Details to view the Account Details screen.

Accounts > Current and Savings > Request Statement

Customers can use the statement request function to obtain a physical copy of an account's statement for a certain time period from the bank.

Request Statement

Select Account Number

3411007695461 - CC ADMIN_1

Balance : PGK6.90

From Date

dd mmm yyyy

To Date

dd mmm yyyy

Submit   Back

1. From the Select Account Number list, select the account number for the account statement.
2. From the From Date list, select the start date of the account statement.
3. From the To Date list, select the end date of the account statement.
4. Click Submit.
   OR
   Click Cancel to cancel the transaction.
5. The Review screen appears. Verify the details and click Confirm. The success message of Statement Request appears along with the transaction reference number.
   OR
   Click Back to navigate to the previous screen. User is directed to Statement Request – screen with values in editable form.
   OR
   Click Cancel to cancel the transaction.
6. Click Go To Dashboard to navigate to the dashboard screen.
   OR
   Click Go To Account Details to view the Account Details screen

Accounts > Term Deposits > Overview

Term Deposits overview gives a summary of your deposits and details such as party name, deposit number, interest rate, maturity date, principal balance and maturity balance. Click on a particular account number to view account details.
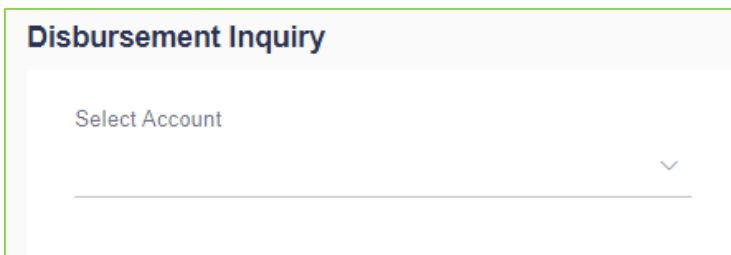
Term Deposits

You do not have any term deposit with us

Current Position

TD Accounts Summary

Accounts > Loans and Finances > Overview

This function, which is similar to a dashboard, gives the corporate user access to a summary of the loan accounts. The loan overview lists the total borrowings across all accounts, along with the amount currently owing. It enables the user to understand the current status of loan accounts.

Accounts > Loans and Finances > Disbursement Inquiry

This function allows the user to view disbursement details such as the amount disbursed, the date it was disbursed, and the sanctioned amount. The user can use it to examine the loan account's current position in relation to the disbursed amount.
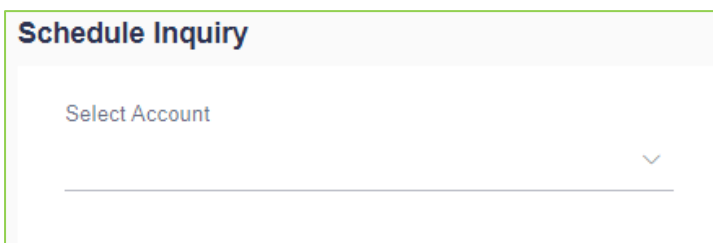
1. From the **Select Account** list, select appropriate account number.
   The disbursement details appear on the screen.
2. Click **Back** to go back to previous screen.

Accounts > Loans and Finances > Schedule Inquiry

This function shows a thorough breakdown of each installment, including the interest, principle, and, if applicable, fees, as well as the total amount due on each specified date during the course of the loan. It allows the user to get crucial information, like the frequency of repayment installment payments, the overall number of installments, the number of paid installments, and the number of pending installments.

1. From the **Select Account** list, select the appropriate loan account number. The system displays the Installment Summary, Payment Overview, and Schedule Summary.
2. From the **Date Range** field, select the start and end dates to view the schedule.
   The schedule summary appears accordingly.
3. Click **Download**.
   The schedule is downloaded as a password protected file. A message appears regarding the password to be used for opening the file.

Payments > Favorites

Users can access money transfers that they have marked as favorites by using this feature. Then, users can use these favorite transactions as templates to start new transactions. A transaction is shown in your favorite transaction list once it has been tagged as a favorite.

Favorites

Money Transfer	Bill Payments

Search By Payee 🔍

Payee	Transfer Type	Account Details	Nickname	Amount
No data to display.				

Page 1 (0 of 0 items) ⏮ ◁ [1] ▷ ⏭

Cancel

Payments > Setups > Manage Payees

Users can manage payees using this function. The user can view, amend, or delete already-registered payees from the Manage Payees tab in addition to adding new payees.

Payees

Accounts					Create

Search By Payee Name 🔍

Payee Name	Account Type	Account Details	Nickname	Created By	Access Type
CGM PILOT 1	Internal	3411007695461 Internal Account	CGM PILOT 1	286225357 286225357	Public
LADIES CLUB	Internal	2941005574023 Internal Account	LADIES CLUB	286225357 286225357	Public
LIGORI FABILA DO NOT USE	International	123456 BANK SOUTH PACIGIC	LIGORI FABILA	572009676 572009676	Public
LYNDA KARO	Internal	2021001138714 Internal Account	LYNDA KARO	286225357 286225357	Public
LYNDA KASSMAN	Internal	2941005053978 Internal Account	LYNDA KASSMAN	286225357 286225357	Public
NATHAN BROWN DO NOT USE	International	12780561 NATIONAL AUSTRALIA BANK LIMITED	NATHAN BROWN	572009676 572009676	Public
PHILIP MEK DO NOT USE	International	12345678912 WELLS FARGO BANK, N.A.	PHILIP MEK	572009676 572009676	Public
SARA MESH	Internal	9701000134891 Internal Account	SARA MESH	286225357 286225357	Public
SHAPHINE OSEMBO	Internal	3031001011348 Internal Account	SHAPHINE OSEMBO	286225357 286225357	Public

Page 1 of 1 (1-9 of 9 items) ⏮ ◁ [1] ▷ ⏭

Cancel

1. From the **Payee List**, select and click on the payee whose details you want to view.
   OR
   Click to search for a specific payee whose details you want to view. The specific payee record appears.
   OR
   Click the **Create button** to create a new payee.

Payments > Setups > Manage Billers

The Manage Biller function allows users to edit and delete the details of registered billers.

Biller List

Search By Biller Name or Relationship Number			Add

Biller Name	Category	Relationship Number
Hitron	Category H	1812742100751
Hitron	Category H	1812742100752

Page 1 of 1 (1-2 of 2 items) |< < 1 > >|

Cancel

Payments > Setups > Repeat Transfers

With the help of this function, users can specify instructions for automatic transfers of money to their own accounts or to registered payees at predetermined intervals. Once launched, the View Repeat Transfers tab allows users to view the specifics of these transfers. Also referred to as Standing Instructions or Standing Orders.

Repeat Transfers

Search By Payee Account Name				Add New

Payee Account Name	Account Type	Account Number	Frequency	Start Date	Stop Date
No data to display.					

Page 1 (0 of 0 items) |< < 1 > >|

Cancel

1. Select "**Add New**" button
2. Under Payee 1, Select "**Existing Payee**"
3. Select **Account** you wish to transfer
4. Input "**Amount**"
5. Select Transfer Frequency - Daily, Weekly, Fortnightly Monthly, Bi-Monthly
6. Select date you wish to **begin** transferring
7. Select date you wish to **stop** transfer and select on the specified date or after.
8. Input optional note as **payment description**.
9. Click "**Setup**" to payment description

Payments > Payments and Transfers > Transfer Money

This function allows the user to transfer money to registered payees.

Transfer Money

Transfer Type
- ○ Existing Payee   ● My Accounts

Payee

LADIES CLUB

LADIES CLUB

Account Number	Account Type	Account Name
2941005574023	Internal	LADIES CLUB

FINANCIAL DETAILS

Transfer From

9507028866247

Balance : PGK10.00

Amount

PGK | PGK5.00

View Limits

Transfer When
- ● Now   ○ Later

Note (Optional)

80 Characters Left

[Pay] [Cancel]

1. **Enter** correct data in the fields
2. Click **Pay** to initiate the payment.
   OR
   Click **Cancel** to cancel the operation and to navigate back to the dashboard.
3. The **Make Payment - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to navigate to the dashboard.
   OR
   Click **Back** to navigate back to the previous screen.
4. The success message appears along with the transaction reference number, status and transaction details.
   Click **Go to Dashboard** to go to the **Dashboard** screen.
   OR
   Click the **e-Receipt** link to download the electronic receipt

Payments > Payments and Transfers > Multiple Transfer

The Multiple Transfers feature enables users to initiate transfers towards a group of people as part of a

single transaction.

Multiple Transfers

Payee 1

Payee

Please Select ⌄   🗑

FINANCIAL DETAILS

Transfer From

3411007695461 - CC ADMIN_1   ⌄

Balance : PGK6.90

Amount

NZD   ⌄

View Limits

Transfer When

⦿ Now   ○ Later

Note (Optional)

80 Characters Left

[Save]   [Make a Copy & Save]   [Reset Fields]

Payee 2

Payee

1. From the **Payee** list, select the payee towards whom you wish to transfer funds. The payee details of the selected payee appear.
2. From the **Transfer From** account list, select the account from which the transfer needs to be made.
3. From the **Currency** list, select the appropriate currency.
4. In the **Amount** field, enter the transfer amount.
5. In the **Transfer When** field, select the option to indicate when the transfer is to take place.
    a. If you select the option **Now**, the transfer will be made on the same day.
        OR
        If you select the option **Later**, from the **Transfer When** field, select the appropriate future date for when the transfer is to take place.
6. If the transfer type is **Internal** or **Domestic**, select the appropriate purpose of transfer from the **Purpose** list.
7. In the **Note** field, specify a note or remarks.
8. Click **Save** to save the payment record.
    OR
    Click **Make a Copy and Save**, if you want to save a copy of the transaction.
    OR
    Click **Reset Fields** to clear the entered data.
9. Repeat Steps 1 to 9 for Payee 2.
    OR
    Click **Add Another Payment** if you want to add another payment record.

Payments > Payments and Transfers > Adhoc Payment

To transfer money from a user's account to a beneficiary or payee account that is not listed with the bank, utilize the Adhoc Payment function. Customers must manually enter the beneficiary information as well as the transfer details when starting an ad hoc transfer because the transfer is going to an unregistered beneficiary.

Adhoc Internal Transfer

Account Type

| Internal | Domestic | International |

Branch

Lae Commercial Centre

Account Number

Account Name

Transfer From

3411007695461 - C...

Balance : PGK6.90

Amount

View Limits

Transfer When

● Now   ○ Later

Note (Optional)

80 Characters Left

| Pay | Cancel |

1. Select either **Internal**, **Domestic** or **International**
2. Enter your details in the data fields and click **Pay** to initiate transfer
   OR
   Click **Cancel** to cancel the transaction and to be navigated to the Dashboard.

1. **Internal**: A payee with an Internal Bank Account is one who has an account at the same bank as the remitter.
2. **Domestic**: A payee with a Domestic Bank Account is one who has an account at a different bank but within the same country.
3. **International**: A payee with an International Bank Account is one who has an account at a different bank and outside the country.

Payments > Payments and Transfers > Pay Bills

Users are able to pay their utility bills online using the bill payment feature. Users can easily, safely, and at their convenience pay their invoices with this function.

Bill Payment

Biller Name
Please Select

Amount

View Limits

Pay From
3411007695461 - CC AD...

Balance : PGK6.90

Bill Date
dd mmm yyyy

Bill Number

Note (optional)

80 Characters Left

Pay   Cancel

1. Under Biller, Select "**Existing Biller**"
2. Input "**Amount**"
3. Select **Account** you wish to transfer
4. Input "**Bill Date**"
5. Input "**Bill Number**"
6. Input optional note as payment description
7. Click "**Pay**" to confirm payment details before processing

Payments > Payments and Transfers > Multiple Bill Payments

You can specify details for each transfer record and save time by copying the details from one record to the next. You can choose different accounts from which funds should be sent to each payee, as well as different dates for each transfer..

Multiple Bill Payments

Bill 1

Biller Name
Please Select

Amount

View Limits

Pay From
3411007695461 - CC ADMIN_1

Balance : PGK7.90

Bill Date
dd mmm yyyy

Bill Number

Note (optional)

80 Characters Left

Save   Make a copy & save   Reset Fields

Bill 2

Biller Name

1. Under Payee 1, Select "**Existing Payee**"
2. Select **Account** you wish to transfer
3. Input "**Amount**"
4. Select to transfer "**Now**"
5. Input optional note as payment description.
6. Click "**Save**" to capture payment description
7. Repeat process for Payee 2, and click "**Save**"
8. Click "**Submit**" to confirm payment details before processing

Payments > Inquiries > Upcoming Payments Inquiry

Users have access to a special feature called "Upcoming Payment Inquiry" that lists all of their initiated payments that are awaiting processing either immediately or at a later date.

Upcoming Payments Inquiry

Account Number   All

| 0 | 0 |
| This Week | This Month |

Date	Payee Name	Transaction Type	Account Details	Payment Type	Amount	Action

No data to display.

Page 1 (0 of 0 items) |◁   ◁ | 1 | ▷   ▷|

Cancel

Payments > Payments and Transfers > Inward Remittance Inquiry

Money received in user accounts through various domestic and international routes is known as an inward remittance. You can find out about the inbound transfers that have been received in your account by using this enquiry function.

Inward Remittance Inquiry

Account Number
3411007695461

From Date   To Date
15 May 2023   20 May 2023

From Amount   To Amount
50   100

Search   Cancel   Reset

1. From the **Account Number** list, select the appropriate account number.
2. Click **Search** to view the list of inward remittance.
   OR
   Click **Reset** to clear the details entered.
   OR
   Click **Cancel** to cancel the transaction.
3. Click on **reference number** of the transaction to view the remittance details. The **Inward Remittance Details** screen appears.
   OR
   Click Cancel to cancel the transaction.
4. Click **Cancel** to go back to the search **Inward Remittance Inquiry** summary screen.

Payments > Inquiries > Payment Status Inquiry

Users have access to the Payment Status Inquiry function, which allows them to see and monitor all of their payments. Regardless of the channel through which they were started, this feature displays information about all payments made from the current and savings accounts to which the user has access.

Payment Status Inquiry

Host Reference Number
RFD73677466

From Date
08 May 2023

To Date
20 May 2023

From Amount
50

To Amount
100

^ Less Search Option

[Search] [Cancel] [Reset]

1. In the **Payment Status Inquiry** screen, enter one or more search criteria as follows.
   a. Enter a transaction reference number of a payment transfer initiated in the **Reference Number** field to search for a payment record on the basis of transaction reference number.
   b. From the **Account Number** list, select a CASA account so as to view payments initiated involving that account as the source account.
   c. Click **More Search Options** if required.
      i. In the **From Date** and **To Date** fields, enter a date range so as to view payments initiated within that date range.
      ii. In the **From Amount** and **To Amount** fields, enter an amount range so as to view payments with transfer amounts ranging between the two amounts specified.
   d. Click **Search**.
      The search results appear.
      OR
      Click **Reset** to reset the search criteria.
      OR
      Click **Cancel** to go to the Dashboard.
2. To download the search results, click **Download All**

File Upload > File Upload

User has the option to submit files comprising numerous payments and payees using the submit the File Upload function. Once submitted, the payments are queued in the appropriate Core Banking system or Back office system.

File Upload

File Identifier
ABA_FILE_UPLOAD - ABA_FILE_UPLOAD

Transaction Type
ABA File Transfer

File Format Type
ABA

Approval Type
File Level

Accounting Type
Single Debit Multiple Credit

File Name
[ ] Choose file...

[Upload] [Cancel]

1. From the **File Identifier list**, select the file identifier.
   The file identifier details appear.
2. In the **File Name** field, select the file to be uploaded
3. Click **Upload**.
   OR
   Click **Cancel** to abort the file uploading process.
4. The success message along with the file reference ID and status of the transaction appears.
   Click **OK** to complete the file upload.
   OR
   Click the **File Reference ID** to inquire about the uploaded file status.
   The Uploaded File Inquiry screen appears.

File Upload > Uploaded Files Inquiry

The funtion shows a list of the files that were uploaded that day along with their corresponding statuses. The user has the option of viewing the file's details by clicking on the File Reference ID, or even searching for files uploaded in the past days by using search filters.

Uploaded Files Inquiry

Today's Files

[Search] [Cancel] [Clear]

Upload Details	Type	File Identifier	File Name	File Reference Id	File Status	Action

No data to display. Please modify your search inputs.

Page 1 (0 of 0 items) |< < 1 > >|

[Cancel]

File Status
- **Uploaded :** File has been uploaded and file reference number is generated.
- **Approved :** File has been approved.
- **Rejected :** File has been rejected.
- **Processing In Progress :** File is pending for liquidation.
- **Error :** File has been pre-processed and contains error.
- **Processed :** File is liquidated.
- **Processed with Exceptions :** File is processed but some of the records are in error.
- **Deleted :** File has been deleted.
- **Verified :** File has been pre-processed and authorization checks are done (limit + account access check).
- **Expired :** File has been expired

1. Click on the "Magnifying glass" icon to expand the search criteria. The search section appears.
2. Enter any two search criteria in the search section.
3. Click **Search**. The search results appear on the **Uploaded File Inquiry** screen based on the search parameters.
   OR
   Click **Clear** to reset the search criteria.
   OR
   Click **Cancel** to close the search panel.

Reports > Report Generation

The user of this function must choose the type of report that needs to be generated. Other report parameters are shown on the screen as input fields for each report so that it can be requested with particular data.

Adhoc Report

Reports that are generated on demand or on request.

Reports

Adhoc | Schedule

Report Name

Select Report Type

[Generate Report] [Cancel] [Clear]

Schedule Report

Reports that are generated on a regular basis, such as daily, weekly, or monthly.

Trade Finance > Letter of Credit > Initiate LC

In the application, you can start an Import Letter of Credit (LC). A letter of credit is a bank document that guarantees that, assuming the terms and conditions are met, the seller will be paid in relation to the specified papers.

The shipment information from the LC application process is captured in this tab.

The relevant document information, INCO terms (International Commercial Terms), and a list of clauses linked to the papers are all included on this tab. Additionally, it offers the possibility to add extra conditions, so users can provide the necessary information to have a clause specific to their needs.

This tab contains miscellaneous information such as Advising Bank SWIFT ID, Charges Borne By, and Instructions to the Bank (not part of the LC).

This lists the documents that were submitted to start the LC. The default LC product linkage is used to fill the document list on this tab.

Trade Finance > Letter of Credit > View Import LC

You can view the details of any current Import Letters of Credit (LC) in the application by using this function. Different search criteria can be used to search the necessary LC.

Trade Finance > Letter of Credit > View Export LC

This option allows you to access the application's current Export Letters of Credit (LC) details. You can download the LC list in pdf format and find the necessary LC using various search criteria.

Trade Finance > Bills & Collection > Initiate Collection

This function allows the user to launch Collection in the application.

Initiate Collection

LC Linkage
○ Yes ○ No

LC Number

[Verify]

Lookup LC Number

⊘ Collection Details

Party ID
Please Select ⌄

Branch
Lae Commercial Centre ⌄

[Continue]

⊘ Shipment Details

⊘ Instructions

⊘ Attachments

☐ I accept the Terms & Conditions

[Initiate Collection] [Save As ⌄] [Back] [Cancel]

Trade Finance > Bills & Collection > View Import Bills

You can view the details of any current import bills in the program using this function. You can use various search criteria to find the necessary import bills, and you can download the import bill list in a variety of file formats.

View Import Bill

Bill Reference Number

Drawee
IB PILOT 1 ⌄

Drawer

Bill Amount
50   100

Bill Date
11 May 2023   19 May 2023

Status
Liquidated ⌄

[Search] [Cancel] [Reset]   Less search options ⌃

Trade Finance > Bills & Collections > View Export Bill

You can search, analyze, and download the information of the Export Bills given under LC using this function.

View Export Bill

Bill Reference Number

Drawer
IB PILOT 1

Drawee

Bill Amount
100   2000

Bill Date
11 May 2023   18 May 2023

Status
Hold

[Search] [Cancel] [Reset]   Less search options ⌃

Trade Finance > Guarantee > View Outward Guarantee

You can view current Outward Guarantees in the application by using this function. A guarantee from a lending institution ensures that a debtor will fulfill their commitments. In other words, the lending institution will pay if the applicant doesn't keep a promise. With a bank guarantee, a user can conduct business with more authenticity.

View Outward Guarantee

Applicant Name
Please Select

Beneficiary Name

Outward Guarantee Number

Outward Guarantee Status
Active

Guarantee Amount
50   100

Issue Date
17 May 2023   20 May 2023

Date of Expiry
04 May 2023   09 May 2023

[Search] [Cancel] [Reset]   Less search options ⌃

Trade Finance > Customer Acceptance

Bill Discrepancies

The user can search for revisions to Export Letters of Credits by using several factors such as Beneficiary Name, LC Number, Exporter Name, and Importer Name.

Customer Acceptance

Bill Discrepancies   Export LC Amendment

Drawee
CGM PILOT 1

Drawer

Bill Reference Number

[Search] [Cancel] [Reset]

Export LC Amendments

You can accept or reject LC Amendments using this option. The modified value appears on the screen, while the previous value appears in red beneath the same field.

Customer Acceptance

Bill Discrepancies	Export LC Amendment

Beneficiary Name
CGM PILOT 1

Applicant Name

LC Number

[Search] [Cancel] [Reset]

Trade Finance > Beneficiary Maintenance

A facility to maintain beneficiaries is provided to make it easier for the user to fill out the beneficiary information. If a user wants to share the same beneficiary with other users, he or she can add, amend, or delete the beneficiary's details and choose a different access level.

Create Beneficiary

Beneficiary / Drawee Details

Beneficiary / Drawee Name

Address

Country
Please Select

Nickname

Bank Details

Beneficiary / Drawee Bank Swift Code

[Verify]

Lookup Swift Code
Access Type

⦿ Private   ◯ Public

Applicability

☐ Letter Of Credit   ☐ Collections   ☐ Guarantee

[Save] [Back] [Cancel]

Mailbox > Mail

Mailbox serves as a two-way conduit of communication between the business user and the bank administrator. The user is shown a list of mails in the mailbox along with the date, time, message subject, and message body. Customers can use the encrypted mailbox capability to send the bank mail messages with specified pre-defined subjects for their inquiries, complaints, or feedback. These messages will be routed to either OBDX Bank administrator.
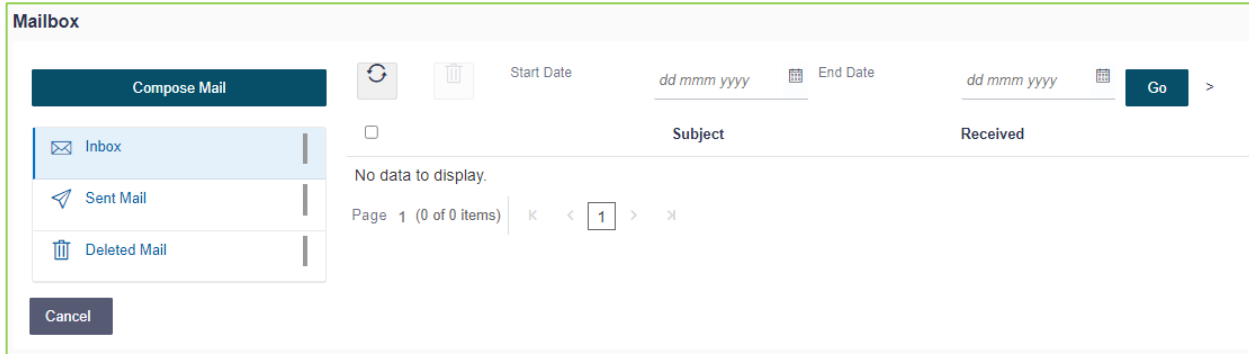

Mailbox > Alerts

This function will show all the alerts that are automatically created and sent to the logged-in user. The mailbox alerts that the user receives are not eligible for reply. If there are any unread alerts, the number will also be displayed in this area.
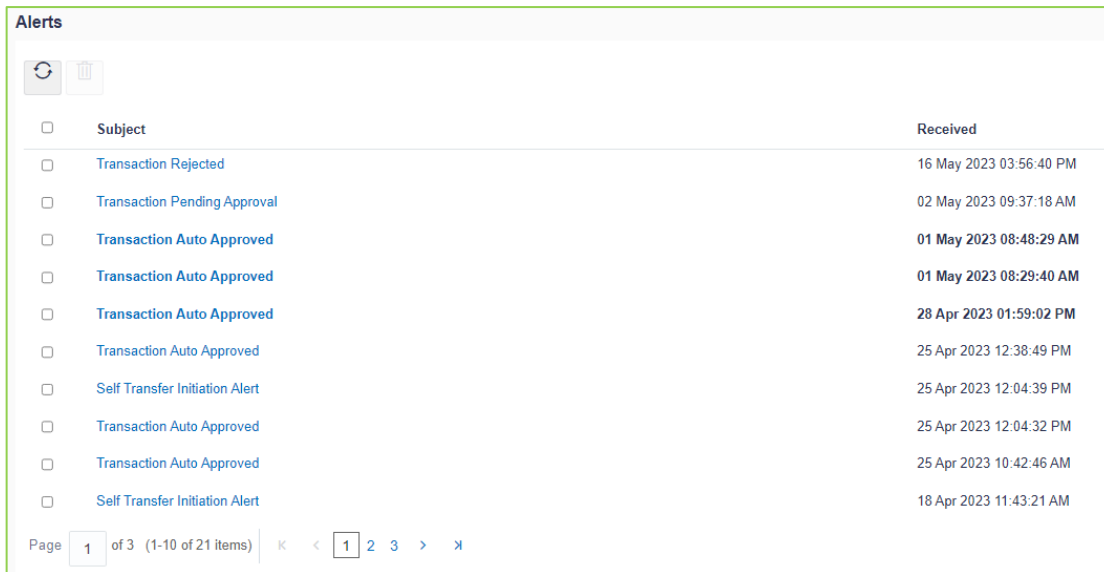
Mailbox > Notifications

This function displays all of the alerts that the logged-in user has received. Although the user can view the detailed notifications, he or she cannot respond to them. If there are any unread notifications, the number will be displayed in this area.
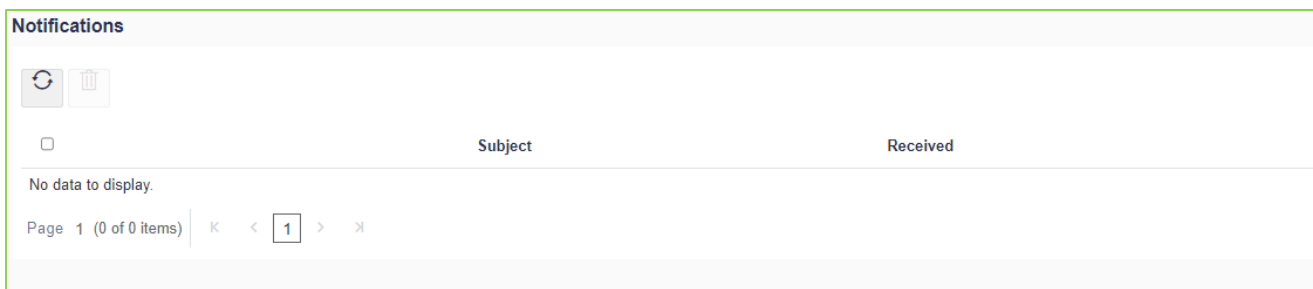
Session Summary

The function enables users to view the transaction log and login information for the previous five logins. The user can examine the whole session summary for the previous five logins, the date and time of each login and logoff, the channel used for each session's transactions, and the channel's IP address.

Limits

The user (Maker or Approver) can view the daily limits used or available for use using this feature.

The Maker can access the daily and monthly transaction start limits, while the Approver can view the amounts allotted to him or her at the user and party levels.