

Getting Started:

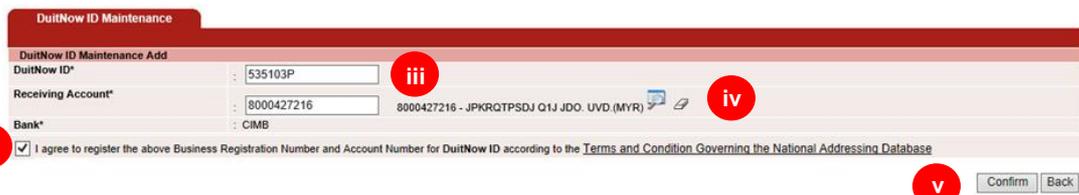
- System Administrator(s) to login to BizChannel@CIMB (only applicable to BizChannel@CIMB Customised Package customers).
- Note: Fields marked with asterisk (*) in the sections below are mandatory fields.

Section 1: New DuitNow ID Registration

For first time user, register your Business Registration Number (BRN) as DuitNow ID and select your company's CIMB account to be linked to your DuitNow ID.



- i) Click **'Utilities'** > select **'DuitNow ID Maintenance'**.
- ii) Click **'Add'** to register new DuitNow ID.



- iii) Enter your Business Registration Number without any special characters e.g. hyphen (-) or space.
- iv) Click on magnifier icon to select the Receiving Account.
- v) Check the terms and conditions box and click **'Confirm'** to continue.



- vi) Click **'Submit'** & **'OK'**.

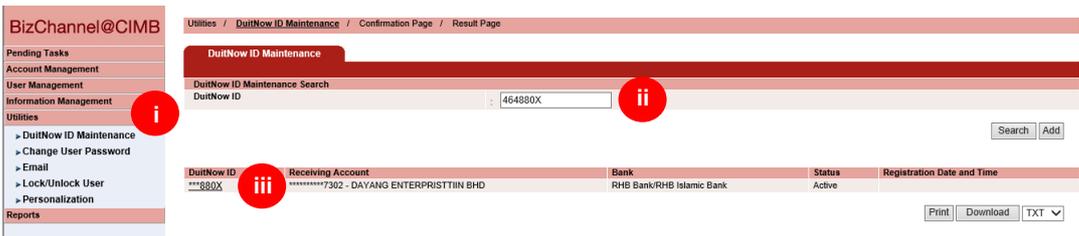
Result Message: This transaction is pending for approval.

Please refer to Section 4 for next steps on Approval.



Section 2: DuitNow ID Maintenance - Switch Bank to CIMB

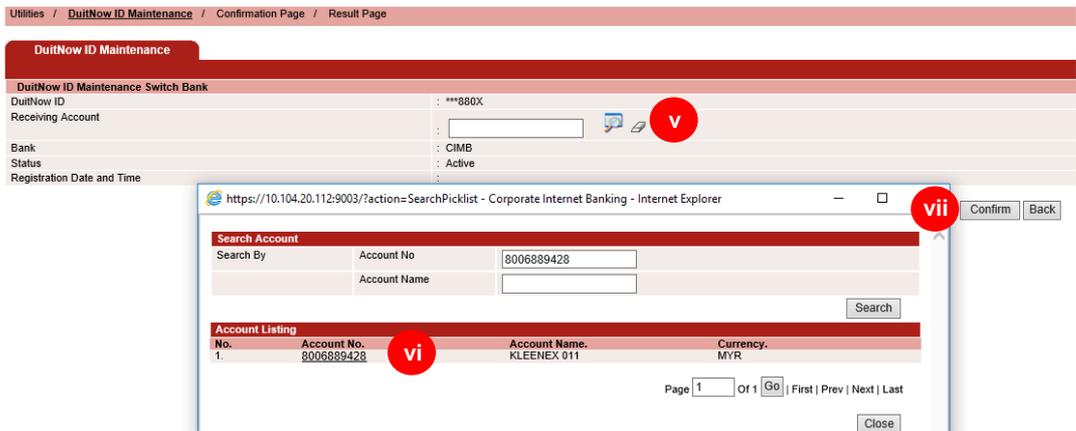
You have an existing DuitNow ID with other bank and would like to link your CIMB account to the DuitNow ID.



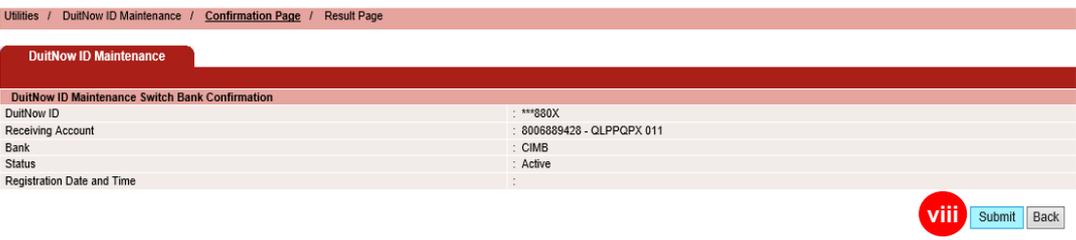
- i) Click **'Utilities'** > select **'DuitNow ID Maintenance'**.
- ii) Enter your registered DuitNow ID (Business Registration Number) without any special characters e.g. hyphen (-) or space and click **'Search'**.
- iii) Click on the record displayed.



- iv) Click **'Switch Bank'** to proceed.



- v) Click on magnifier icon to select the Receiving Account.
- vi) Select the 'Account No' displayed
- vii) Click 'Confirm' to proceed.



- viii) Click 'Submit'.
- Result Message: This transaction is pending for approval.
- Please refer to Section 4 for next steps on Approval.

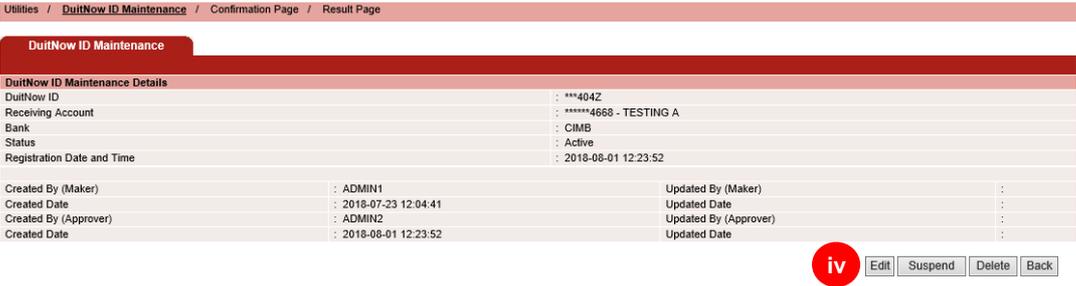


Section 3: DuitNow ID Maintenance - Others

You have an existing registered DuitNow ID with CIMB and would like to perform DuitNow ID maintenance such as edit (change to other CIMB account), suspend, delete or re-activate your existing DuitNow ID.



- i) Click 'Utilities' >select 'DuitNow ID Maintenance'.
- ii) Enter your registered DuitNow ID (Business Registration Number) without any special characters e.g. hyphen (-) or space and click 'Search'.
- iii) Click on the record displayed.



- iv) Click on the respective button to proceed.
- Follow onscreen instructions. Upon submission of request, refer to Section 4 on the next steps for Approval.

Section 4: Approval

Approval of any requests will need to be performed by another system administrator who did not submit the request.

BizChannel@CIMB

Pending Tasks

Account Management

User Management

Information Management

Utilities

Reports

Current Tasks All Tasks

Task Listing	Creation Date	Menu	Maker User ID	Maker User Name
<input type="checkbox"/>	07-Aug-2018 15:08:06	DuitNow Maintenance Add	ADMIN2	ADMIN 2
<input type="checkbox"/>	07-Aug-2018 15:01:35	DuitNow Maintenance Suspend	ADMIN2	ADMIN 2

1 - 2 of 2 transaction(s)

Approve Reject

i) Click 'Pending Tasks' from the left side menu.

ii) Tick the task that needs to be approved.

iii) Click 'Approve'.

DuitNow ID Maintenance Pending Task Detail

DuitNow ID : 535103P

Receiving Account : 8000427216 - JPKRQTSPDJ Q1J JDO. UVD.

Bank : CIMB

Registration Date and Time : 2018-08-07 15:08:06

Authentication

Challenge Number : 450813

Response Number : [Redacted] [Help]

Message from webpage

Click OK to Approve

OK Cancel

Approve Reject Back

iv) Enter "Response Number" generated from token.

v) Click 'Approve' and 'OK' to complete the approval process.

For further enquiries, please contact our Business Call Centre at **1300 888 828** between 7AM to 7PM from Monday to Friday or 8AM to 5PM on Saturday (excluding public holidays) or email to **mybusinesscare@cimb.com**.