## **DuitNow ID Registration & Maintenance**

# CIMB BANK CIMB ISLAMIC

#### **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.



### 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'.
- 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.

		-				
Utilities / DuitNow ID Maintenance /	Confirmation Page / Result F	age				
DuitNow ID Maintenance						
DuitNow ID Maintenance Details						
DuitNow ID		: **	**880X			
Receiving Account		: **	*********7302 - DA	YANG ENTERPRISTTIIN BHD		
Bank		: R	HB Bank/RHB Is	lamic Bank		
Status		: A	ctive			
Registration Date and Time						
Created By (Maker)				Updated By (Maker)		:
Created Date			:	Updated Date		
Created By (Approver)			:	Updated By (Approver)		:
Created Date			:	Updated Date		1
					iv	Switch Bank Back

Utilities / DuitNow ID Maintenance / Confirmation Page / Result Page DuitNow ID Maintenance DuitNow ID Maintenance Switch Bank DuitNow ID Receiving Account Bank Status Registration Date and Time Search Account Search Account Search By Account No Account No Account Issing		<ul> <li>v) Click on magnifier icon to select the Receiving Account.</li> <li>vi) Select the 'Account No' displayed</li> <li>vii) Click 'Confirm' to proceed.</li> </ul>
No. Account No.     1. 8006889428     Vi	Account Name. KLEENEX 011 Page 1 Of 1 G0   First   Prev   Next   Last Close	viii) Click ' <b>Submit'.</b> Result Message: This
Duttion ID Maintenance switch bank Continuation Duttion ID Receiving Account Bank Status Registration Date and Time	: ***80X : 8006889428 - QLPPQPX 011 : CIME : Active :	transaction is pending for approval.
Utilities / DuitNow ID Maintenance / Confirmation Page / <u>Result Page</u>		Submit Back next steps on Approval.
DuitNow ID Maintenance		
Mess DuitNow ID Maintenance Switch Bank Result DuitNow ID Receiving Account Bank Status Registration Date and Time	age: This fransaction is pending for approval ***380X Solo8889428 - GLPPGPX 011 CMB Adve Salore	we As Done

#### 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.

BizChannel@CIMB	Utilities / DuitNow ID Maintenar	ce / Confirmation Page / Re	sult Page				
Pending Tasks	DuitNow ID Maintenance						
Account Management							
User Management	DuitNow ID Maintenance Search						
Information Management	DuitNow ID		: 500404Z				
Utilities							
DuitNow ID Maintenance							Search Add
Change User Password							
► Email	DuitNow ID	Receiving Account		Bank	Status	Registration Date and Time	
Lock/Unlock User	****404Z	******4668 - TESTING A		CIMB	Active	2018-08-01 12:23:52	
Personalization							
Reports							Print Download TXT V
Hibitas / DuitMovill Multisenses	se / Confirmation Days /	2aeuil Dane					
Unines / <u>Duritwow to Maintenance</u> / Commission Page / Kesun Page							
DuitNow ID Maintenance							
DuitNow ID Maintenance Details							

- i) Click 'Utilities' >select 'DuitNow ID Maintenance'.
  - 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.

DuitNow ID Maintenance					
DuitNow ID Maintenance Details					
DuitNow ID		: ***404Z			
Receiving Account		: ******4668 - TEST	ING A		
Bank		: CIMB			
Status		: Active			
Registration Date and Time		: 2018-08-01 12:23	:52		
Created By (Maker)	: ADMIN1		Updated By (Maker)		1
Created Date	: 2018-07-23 12:04:41		Updated Date		1
Created By (Approver)	: ADMIN2		Updated By (Approver)		1
Created Date	: 2018-08-01 12:23:52		Updated Date		1
				V Edit 3	Suspend Delete Ba

#### **Section 4: Approval**

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

OK

Cancel



- i) Click '**Pending Tasks**' from the left side menu.
- ii) Tick the task that needs to be approved.
- iii) Click 'Approve'.

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**.