

# Payment Authorisation Guide

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## Getting Started

Before you begin, please have these items ready:

| BizChannel@CIMB PACKAGE | ITEM REQUIRED   |
|-------------------------|---|
| LITE                    | The mobile phone with the registered mobile number to receive the SMS OTP or Mobile Token OTP |
| STANDARD / CUSTOMISED   | Security device to generate Response Number   |

## Section 1: How to Authorise Multiple Transactions (CR Token)



| Pending Approval         |                      |                    |               |  |                    |                  |                  |               |                           |         |
|--------------------------|----------------------|--------------------|---------------|--|--------------------|------------------|------------------|---------------|---------------------------|---------|
| No.                      | Creation Date        | Reference No.      | Menu          | Pay From                                     | Transaction Amount | Instruction Mode | Instruction Date | Maker User ID | 1 - 6 of 6 transaction(s) |         |
| 1                        | 13-Feb-2018 15:15:08 | 201802130001038511 | EPF           | 8000204243 / JJPEJRPO NPDSTJ (MYR)           | MYR 150.00         | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |               |  |                    |                  |                  |               |                           |         |
| 2                        | 13-Feb-2018 15:07:22 | 201802130001038510 | LHDN          | 8000204243 / JJPEJRPO NPDSTJ (MYR)           | MYR 2,691.55       | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |               |  |                    |                  |                  |               |                           |         |
| 3                        | 13-Feb-2018 15:03:42 | 201802130001038505 | SOCSO         | 8000204243 / JJPEJRPO NPDSTJ (MYR)           | MYR 7,717.02       | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |               |  |                    |                  |                  |               |                           |         |
| 4                        | 13-Feb-2018 14:41:39 | 201802130001038503 | ZAKAT         | 8000204243 / JJPEJRPO NPDSTJ (MYR)           | MYR 1,189.80       | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |               |  |                    |                  |                  |               |                           |         |
| 5                        | 13-Feb-2018 14:19:47 | 201802130001038500 | Payroll       | 8000200738 / Bank Admn Change (MYR)          | MYR 9,700.00       | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |               |  |                    |                  |                  |               |                           |         |
| 6                        | 12-Jan-2018 10:45:23 | 201801120001035688 | JomPAY Upload | 8001049708 / JJPOJNE ONFUK UNO PIJQKNO (MYR) | MYR 406.00         | Today            | 12-Jan-2018      | USER7         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |               |  |                    |                  |                  |               |                           |         |

**i** Click 'Pending Tasks' from the left side menu to view list of transactions pending your authorisation.

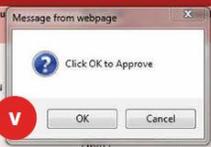
**ii** Click on the check box '☑' to authorise multiple transactions in one go.

**iii** Click 'Approve' to proceed.

**iv** For Authorisers of **LITE Package**, enter the **SMS OTP** sent to the registered mobile number into the 'Response Number' field. If you are using **Mobile Token**, please follow the instructions on the screen.



| Pending Approval         |                      |                    |       |                                    |                    |                  |                  |               |                           |         |
|--------------------------|----------------------|--------------------|-------|------------------------------------|--------------------|------------------|------------------|---------------|---------------------------|---------|
| No.                      | Creation Date        | Reference No.      | Menu  | Pay From                           | Transaction Amount | Instruction Mode | Instruction Date | Maker User ID | 1 - 6 of 6 transaction(s) |         |
| 1                        | 13-Feb-2018 15:15:08 | 201802130001038511 | EPF   | 8000204243 / JJPEJRPO NPDSTJ (MYR) | MYR 150.00         | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |       |                                    |                    |                  |                  |               |                           |         |
| 2                        | 13-Feb-2018 15:07:22 | 201802130001038510 | LHDN  | 8000204243 / JJPEJRPO NPDSTJ (MYR) | MYR 2,691.55       | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |       |                                    |                    |                  |                  |               |                           |         |
| 3                        | 13-Feb-2018 15:03:42 | 201802130001038505 | SOCSO | 8000204243 / JJPEJRPO NPDSTJ (MYR) | MYR 7,717.02       | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |       |                                    |                    |                  |                  |               |                           |         |
| 4                        | 13-Feb-2018 14:41:39 | 201802130001038503 | ZAKAT | 8000204243 / JJPEJRPO NPDSTJ (MYR) | MYR 1,189.80       | Today            | 13-Feb-2018      | USERS         | Approver Task             | Advance |
| <input type="checkbox"/> |                      |                    |       |                                    |                    |                  |                  |               |                           |         |



Authentication

Challenge Number (a) 19046305

Response Number (b) \*\*\*\*\* Help

For Authorisers of **Standard / Customised Package**, use your security device to generate the Response Number. See diagram below:



- Press **◀** and **⏻** hold button followed by pressing button to switch on the device.
- Enter the 6-digit PIN.
- Press **'3'** when **'APPLI'** is displayed on screen.
- Enter the **'Challenge Number (a)** in your security device.
- Enter the Response Number displayed on the security device into the **'Response Number' field (b)**.

**v** Click **'Submit'** and **'OK'**. The selected transaction(s) will be approved.

## Section 2: How to Authorise Single Transactions (CR Token)

**Pending Approval**

| No. | Creation Date        | Reference No.      | Menu          | Pay From                                    | Transaction Amount | Instruction Mode | Instruction Date | Maker User ID | Status                |
|-----|----------------------|--------------------|---------------|---|--------------------|------------------|------------------|---------------|-----------------------|
| 1   | 13-Feb-2018 15:15:00 | 201802130001036511 | EPP           | 800204243 / JPEJRO NPOSTJ (MYR)             | MYR 150.00         | Today            | 13-Feb-2018      | USER5         | Approver Task Advance |
| 2   | 13-Feb-2018 15:37:22 | 201802130001036510 | LHDN          | 800204243 / JPEJRO NPOSTJ (MYR)             | MYR 2,691.55       | Today            | 13-Feb-2018      | USER5         | Approver Task Advance |
| 3   | 13-Feb-2018 15:03:42 | 201802130001036505 | SOCSSO        | 800204243 / JPEJRO NPOSTJ (MYR)             | MYR 7,717.02       | Today            | 13-Feb-2018      | USER6         | Approver Task Advance |
| 4   | 13-Feb-2018 14:41:39 | 201802130001036503 | ZAKAT         | 800204243 / JPEJRO NPOSTJ (MYR)             | MYR 1,189.80       | Today            | 13-Feb-2018      | USER5         | Approver Task Advance |
| 5   | 13-Feb-2018 14:19:47 | 201802130001036500 | Payroll       | 800207320 / Bank Adm Change (MYR)           | MYR 9,700.00       | Today            | 13-Feb-2018      | USER9         | Approver Task Advance |
| 6   | 12-Jan-2018 10:45:23 | 201801120001035688 | JobPay Upload | 8601648708 / JPEJRO CHPUK UNO PUJOKNO (MYR) | MYR 406.00         | Today            | 12-Jan-2018      | USER7         | Approver Task Advance |

**Payroll**

Transaction Reference No. : 201802130001036500

**File Details**

File Format : Autopay TXT  
 File Type : Non Encrypted  
 File Upload : AP20180213141643.txt

**Transaction Detail**

Pay From : 800207320 - Bank Admin Change(MYR)  
 Total Record : 3  
 Total Amount (MYR) : 9,700.00

**Instruction Mode**

Today : 13-Feb-2018

**Transaction History List**

| Action Date         | User ID | User Name | Action  |
|---------------------|---------|-----------|---------|
| 2018-02-13 14:19:47 | USER9   | User 9    | Created |

**Approval Matrix List**

| Signature Set | Total Approver (s) Required | Number of Approver | Company | User Group     | Targeted User |
|---------------|-----------------------------|--------------------|---------|----------------|---------------|
| A+B           | 2                           | 1                  | RTB0001 | UserGrp0001    | Any User      |
|               |                             | 1                  | RTB0001 | Parent_Child 1 | Any User      |
| SS1           | 1                           | 1                  | RTB0001 | user group all | Any User      |

**Approver List**

| User ID    | User Group     |
|------------|----------------|
| RTBDEMO    | user group all |
| USER1      | user group all |
| MUNWAI     | user group all |
| TBDEMO     | user group all |
| SHAZUAN1   | user group all |
| USER2      | user group all |
| USER3      | user group all |
| APPROVERH2 | user group all |
| APRISMA3   | UserGrp0001    |
| APPROVER   | user group all |
| APPROVERN1 | user group all |
| APPROVERS  | user group all |

**Authentication**

Challenge Number (a) : 48710535  
 Response Number (b) : [\*\*\*\*\*] [Help]

[Approve] [Reject] [Back]

**i** Click 'Pending Tasks' from the left side menu to view list of transactions pending your authorisation.

**ii** Click the reference number in the 'Reference No' column to view transaction details and authorise the transaction individually.

**iii** For Authorisers of **LITE Package**, enter the **SMS OTP** sent to the registered mobile number into the 'Response Number' field. If you are using **Mobile Token**, please follow instructions on the screen.

For Authorisers of **Standard / Customised Package**, use your security device to generate the Response Number. See diagram below:



- Press **1** and **0** hold button followed by pressing button to switch on the device.
- Enter the 6-digit PIN.
- Press '3' when 'APPLI' is displayed on screen.
- Enter the 'Challenge Number' (a) in your security device.
- Enter the Response Number displayed on the security device into the 'Response Number' field (b).

**iv** Click 'Approve' and 'OK'. The selected transaction(s) will be approved.

## Section 3: How to Authorise Multiple Transactions (TS Token) NEW

| No. | Creation Date        | Instruction | Menu                   | Reference No.      | Pay From                                    | Transaction Amount | Instruction Mode | Maker User ID | Status                | Status                |
|-----|----------------------|-------------|------------------------|--------------------|---|--------------------|------------------|---------------|-----------------------|-----------------------|
| 1   | 07-Feb-2022 13:56:31 | 07-Feb-202  | 1GFMAS Salary Payments | 202202071496563010 | 8006980571 (A & I CLASSIC ENTERPRISE (MYR)) | MYR 7,670.00       | Today            | IZYAN         | Approver Task Advance | Approver Task Advance |
| 2   | 07-Feb-2022 11:19:24 | 07-Feb-202  | 1GFMAS Salary Payments | 202202072659644920 | 8006980571 (A & I CLASSIC ENTERPRISE (MYR)) | MYR 6,670.00       | Today            | FAIZZ         | Approver Task Advance | Approver Task Advance |
| 3   | 07-Feb-2022 11:15:07 | 07-Feb-202  | 1GFMAS Salary Payments | 202202074151032850 | 8006980571 (A & I CLASSIC ENTERPRISE (MYR)) | MYR 6,670.00       | Today            | FAIZZ         | Approver Task Advance | Approver Task Advance |
| 4   | 28-Jan-2022 17:19:16 | 28-Jan-202  | 1GFMAS Salary Payments | 202201281210703000 | 8006980571 (A & I CLASSIC ENTERPRISE (MYR)) | MYR 7,670.00       | Today            | FARRIS        | Approver Task Advance | Approver Task Advance |
| 5   | 28-Jan-2022 17:14:57 | 28-Jan-202  | 1GFMAS Salary Payments | 202201283231327970 | 8006980571 (A & I CLASSIC ENTERPRISE (MYR)) | MYR 6,670.00       | Today            | FARRIS        | Approver Task Advance | Approver Task Advance |

**i** Click 'Pending Tasks' from the left side menu to view of transactions pending your authorization.

**ii** Click on the check box '☑' to authorise multiple transactions in one go,

**iii** Click 'Approve' or 'Reject' to proceed.

Pending Task / Pending Task / Confirmation Page / Result Page

**Pending Approval**

| No. | Creation Date        | Instruction Date | Menu                   | Pay From                                    | Transaction Amount | Maker User ID | Status                | Transaction Amount |
|-----|----------------------|------------------|------------------------|---|--------------------|---------------|-----------------------|--------------------|
| 1   | 07-Feb-2022 13:56:31 | 07-Feb-2022      | 1GFMAS Salary Payments | 8006980571 (A & I CLASSIC ENTERPRISE (MYR)) | MYR 7,670.00       | IZYAN         | Approver Task Advance | MYR 7,670.00       |
| 2   | 07-Feb-2022 11:19:24 | 07-Feb-2022      | 1GFMAS Salary Payments | 8006980571 (A & I CLASSIC ENTERPRISE (MYR)) | MYR 6,670.00       | FAIZZ         | Approver Task Advance | MYR 6,670.00       |

Authentication through your BizChannel@CIMB security device

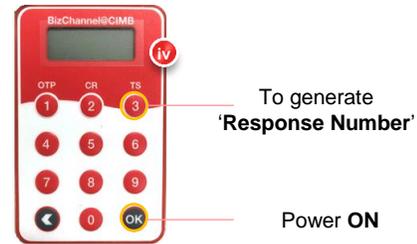
- Select the Transaction Signing (TS); by pressing **TS** on security device.
- Key in account number 80069805 shown on the BizChannel@CIMB Website into your security device when prompted field "1\_ \_ \_ \_ \_" and followed by **OK**.  
\*\* If the account number is less than 8 digit, press and hold the **0**. Stop pressing **0** once all dashes disappear on security device and proceed with next step.
- Key in total amount 14340 into your security device when prompted field "2\_ \_ \_ \_ \_" and followed by **OK**.  
\*\* If the total amount is less than 8 digit, press and hold the **0**. Stop pressing **0** once all dashes disappear on security device and proceed with next step.
- Enter the 8-digit response number generated by the security device into the Response Number field shown on BizChannel@CIMB Website below.

Response Number:  **Help**

**Approve** **Reject** **Back**

**iv** For Authorisers of **LITE Package**, enter the **SMS OTP** sent to the registered mobile number into the 'Response Number' field. If you are using **Mobile Token**, please follow the instructions on the screen.

For Authoriser of **Standard / Customised Package** use your security device to generate the Response Number. See diagram below:



- Press and hold **OK** button to switch on the security device.
- Enter 6-digit PIN.
- Press **OK**.
- Follow the steps stated in "Authentication through your BizChannel@CIMB security device" tab.
- Alternatively, click **Help** for detailed instructions.

**v** Click 'Approve' and 'OK'. The selected transaction(s) will be approved.

## Section 4: How to Authorise Single Transaction (TS Token)

NEW

| BizChannel@CIMB |                                     | Pending Approval     |                    |               |   |                    |                  |               |                       | 1 - 10 of 19 transaction(s) |  |
|-----------------|-------------------------------------|----------------------|--------------------|---------------|---|--------------------|------------------|---------------|-----------------------|-----------------------------|--|
| No.             | <input type="checkbox"/>            | Creation Date        | Reference No.      | Menu          | Pay From                                    | Transaction Amount | Instruction Date | Maker User ID | Status                |                             |  |
| 1               | <input type="checkbox"/>            | 14-Feb-2022 15:15:38 | 202202140095393745 | Bulk Payments | 8006980571 / A & I CLASS ENTERPRISE ( MYR ) | MYR 4,828.20       | 14-Feb-2022      | FARRIS        | Approver Task Advance |                             |  |
| 2               | <input type="checkbox"/>            | 14-Feb-2022 15:15:33 | 202202140095393746 | Bulk Payments | 8006980571 / A & I CLASS ENTERPRISE ( MYR ) | MYR 4,402.05       | 14-Feb-2022      | FARRIS        | Approver Task Advance |                             |  |
| 3               | <input checked="" type="checkbox"/> | 14-Feb-2022          | 202202140095393747 | Bulk Payments | 8006980571 / A & I CLASS ENTERPRISE ( MYR ) | MYR 1,297.38       | 14-Feb-2022      | FARRIS        | Approver Task Advance |                             |  |

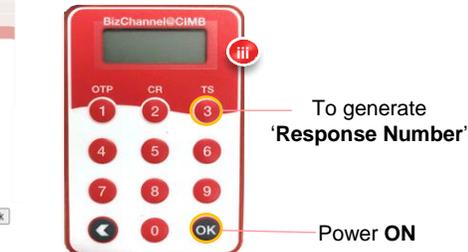
**i** Click 'Pending Tasks' from the left side menu to view of transactions pending your authorization.

**ii** Click the reference number in the 'Reference No' column to view transaction details and authorise the transaction individually.

**iii** For Authorisers of **LITE Package**, enter the **SMS OTP** sent to the registered mobile number into the 'Response Number' field. If you are using **Mobile Token**, please follow the instructions on the screen.

For Authoriser of **Standard / Customised Package** use your security device to generate the Response Number. See diagram below:

The screenshot shows the 'Bulk Payments' page with transaction details for reference number 202202140095393747. A 'Message from webpage' dialog box is displayed with the message 'Click OK to Approve' and 'OK' and 'Cancel' buttons. A red circle 'iv' points to the 'OK' button.



- Press and hold **OK** button to switch on the security device.
- Enter the 6-digit PIN.
- Press **OK**.
- Follow the steps stated in "Authentication through your BizChannel@CIMB security device" tab.
- Alternatively, click **Help** for detailed instructions.

**iv** Click 'Approve' and 'OK'. The selected transaction(s) will be approved.