Step1: Login as Signatory and click on 'Admin Icon' from top menu.

Step2: Click on Define new user.

	Administ	ration Modul	e		
&	User Management	O	Limits &	Rules	
Define New	User	Manage Re	strictions		
Sub Signator	ry Management	Approval Ru	ile Managemei	nt	
Reset Passw	ord or Security Question	Limits Mana	gement		
User State M	lanagement				
Update User	Information		Sottings		
Manage Role	Authorization		Sertings		
View User St	tatus	Upgrade Bu	siness Banking	g	
Reports		Business Al	ert Registratio	n	

Step3: Enter values in all other fields and select the role (Poster/Approver/etc..).

	Administration N	1odule	2		
	Define New Use	r			
Please enter below details					
Username*	Role				
newpost11	Please	select			-
First Name*	Corpor	ate Admin			
i iist Name	Corp In	quiries			
	Corp Ti Corp Ti	ansaction Poster ansaction Appro	ver		
Email Address*	Corp B	atch Transfer			
Employee ID*					

Step4: Click on confirm. OTP screen will be displayed

			SECURITY	SETTINGS	FAVORITES	Sabrin	(?) HELP	CONTACT	CHARGES	LOG C
First Name*	•		Last Na	me*						
poster			poster							
Email Addre	255*		Mobile I	No.*						
poster@gmail.co	om		971	1						
Employee II)*									
01										
Please specify a	account access									
	Account Type		Accou	nt Numbe	ī				÷	
	Current		02952	000620400	1					
			CONFIRM							
		-								

Step5: Click on 'Send SMS'. Enter the OTP received and click on confirm. User is created.

	SECUR		FAVORITES		? HELP	CONTACT	CHARGES	LOG OUT
Account Type Current	 Account 029 	Number 01	PAVORITES	ADPIN	HEUP	LUNIALI	¢	
	ENTER ONE TIME PASSW VALID FOR ONLY 6 MINU Remaining Time: SEND SMS SE	ORD (OTP))					
	ВАСК	CONFIRM	_					
بنك ببي الإسلامي Dubai Islamic Bank	RELATIONSHIP SUMMARY ~	PAYMEN	ITS -	TRANSFE	RS -	TOOLS	-	•

	Image: Securitry Image: Securitry <th>CHARGES LOG OUT</th>	CHARGES LOG OUT
Account Type Current	Account Number 025 01	
	ENTER ONE TIME PASSWORD (OTP) VALID FOR ONLY 6 MINUTES Remaining Time:05:33 RESEND SMS RESEND EMAIL BACK CONFIRM	
بنك ىبى الإسلامي Dubai Islamic Bank	RELATIONSHIP SUMMARY - PAYMENTS - TRANSFERS - TOOLS	- 🐋
Reference Number	SECURITY SETTINGS FAVORITES ADMEN HELP CONTACT Administration Module Vour transaction is submitted successfully	CHARGES LOG OUT
بنك ببي الإسلامي Dubai Islamic Bank	RELATIONSHIP SUMMARY ~ PAYMENTS ~ TRANSFERS ~ TOOLS	- 0 <u>,</u>