

Get the most out of  
Online Business Banking **with DIB**



## Approval Queue

A Quick Guide

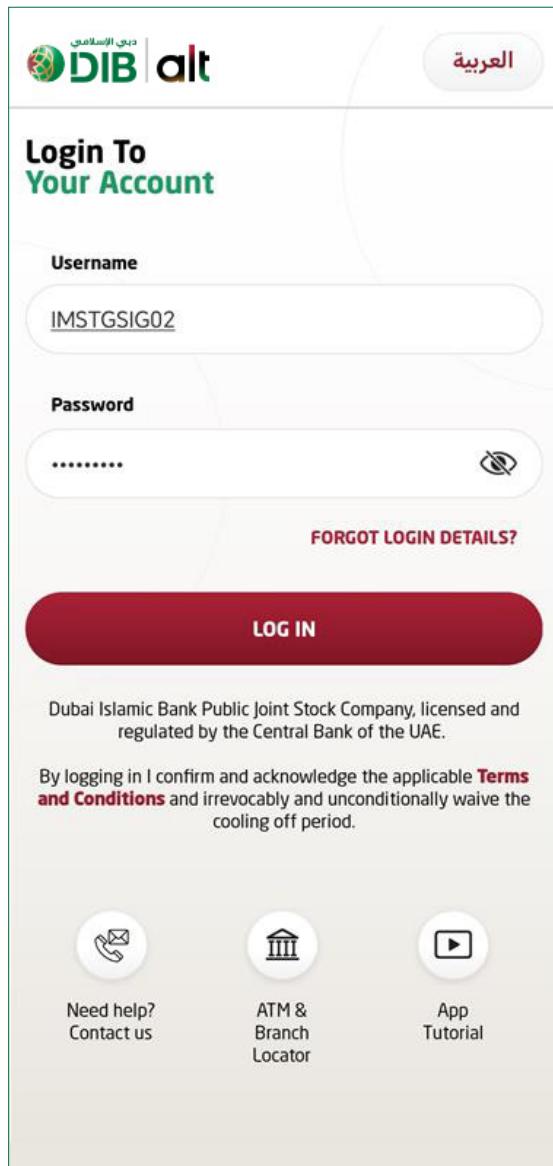


# Approval Queue



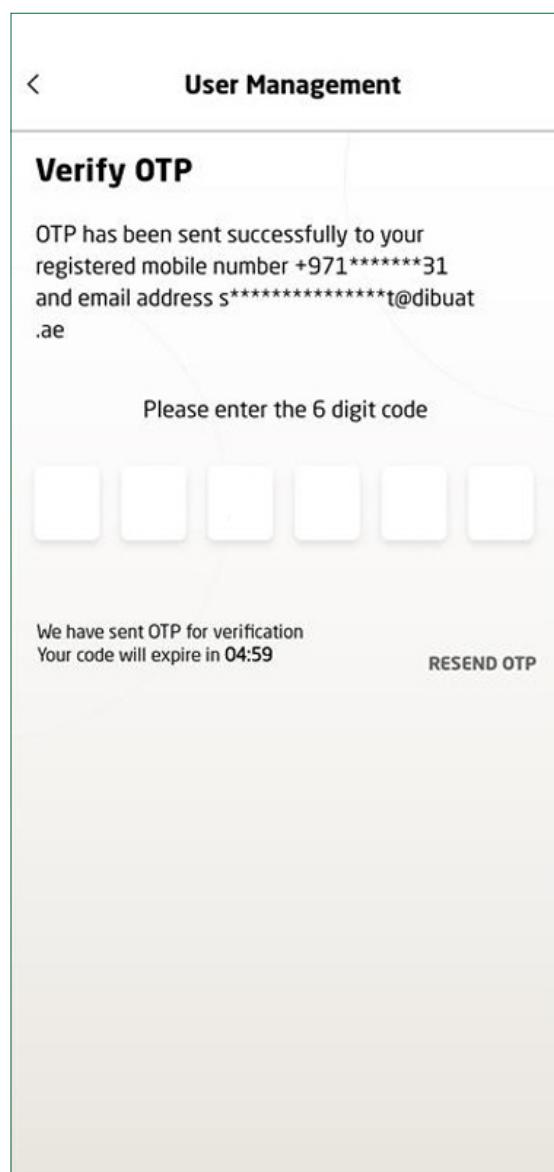
## Step 01 ►

Login to MB SME App with valid user credentials



## Step 02 ►

Enter valid OTP



# Approval Queue



## Step 03 ►

In the Overview section, below the Accounts, the Approval Queue will display any pending transactions. Up to 3 transactions can be viewed at a time in the Approval Queue.

Flow 1: To approve a transaction, click the Approve button in the transaction summary.

The screenshot shows the DIB alt mobile application interface. At the top, there is a logo for "DIB alt" with the Arabic name "دبي الإسلامي" above it. Below the logo, there are two tabs: "Overview" (which is underlined in green) and "My Favorite Accounts". A red box highlights the "Overview" tab. A callout box with a red border and white text says "Learn more about services on the App. [View App Tutorial](#)".

The main content area is titled "My Accounts" and shows "Accounts (5)". A large AED balance of **5,068,687.09** is displayed, with a note below it stating "Total Available Balance" and "Foreign currency account balance is displayed in AED equivalent".

Below this, there is a section titled "Approval/Transaction" with two tabs: "Approval Queue (1)" (which is highlighted in green) and "Transaction History (0)".

The "Approval Queue (1)" tab shows a list of pending transactions. The first transaction is for "Other DIB Accounts" with a transaction ID of "MBD0014443741" and a status of "PENDING". The transaction details are: **Nancy Olivier**, # 001520262941301, AED **2,000.00**. The transaction date is 09/07/2025. At the bottom of this section are two buttons: "REJECT" and "APPROVE".

## Step 04 ►

The transaction details will be displayed for review. Review the transactions, then click the Confirm button at the bottom of the screen.

The screenshot shows the "Approval Details" screen for a pending transaction. At the top, there is a back arrow and the title "Approval Details".

The transaction details are as follows:

- Transaction Date: 09/07/2025
- Transaction #: MBD0014443741
- Amount: AED **2,000.00**
- From: 001520036560401
- Credit Account: 001520262941301
- Debit Amount: 2000.00 AED
- Credit Amount: 2000.00 AED
- Description: FAMILY SUPPORT
- Sender Name: Sid Jamieson
- Beneficiary Name: Nancy Olivier
- Posted By: Mohamed Imthiyas

At the bottom of the screen, there are four navigation buttons: "Overview" (with a house icon), "Accounts" (with a wallet icon), "Transfer" (with a circular arrow icon), and "More" (with three dots icon).

Note: Transactions can be approved through 2 different flows.

# Approval Queue



## Step 05 ►

An OTP will be generated and sent to the registered email ID and mobile number. (If the user is registered to receive OTPs on both, it will be sent to both. Otherwise, by default, the OTP will be sent to the mobile number.)

< **Approval Details**

### Verify OTP

OTP has been sent successfully to your registered mobile number +971\*\*\*\*\*31 and email address s\*\*\*\*\*@dibuat.ae

Please enter the 6 digit code

------

We have sent OTP for verification  
Your code will expire in 04:59

[RESEND OTP](#)

## Step 06 ►

Enter the transfer amount and description, then click the Next button

< **E-Statement Registration**



REF#MBD0014454300

**E-statement registered successfully**



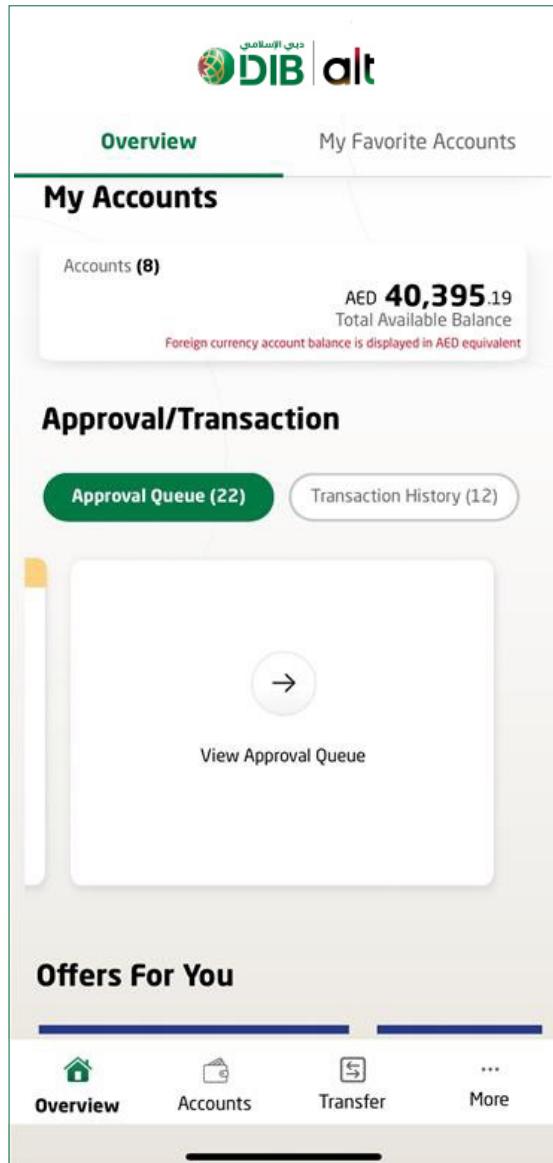
[Overview](#) [Accounts](#) [Transfer](#) [More](#)

# Approval Queue



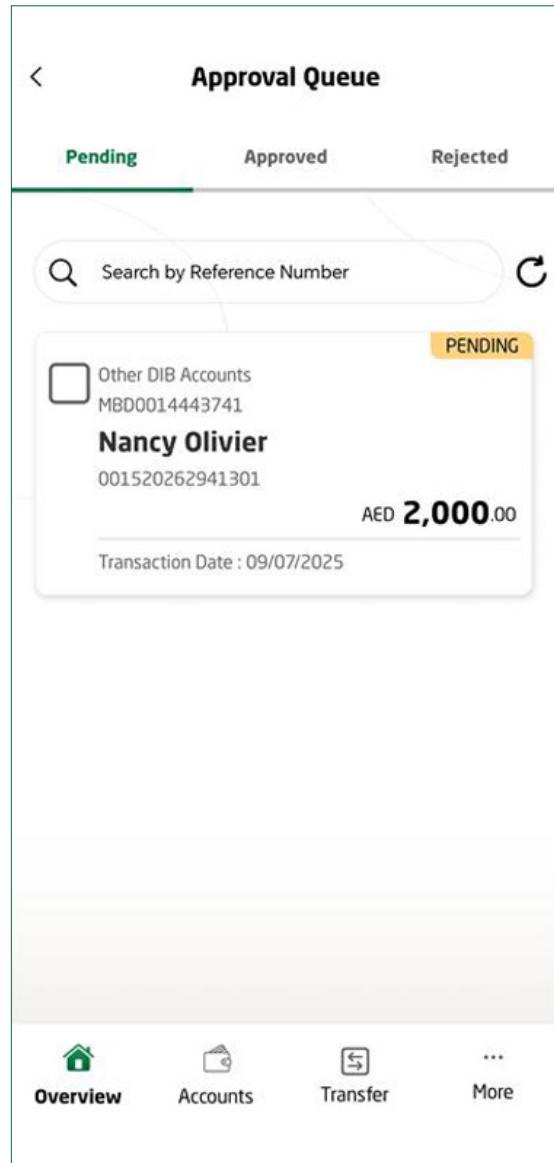
## Step 07 ►

Review the details and click on Transfer Now



## Step 08 ►

A list of pending transactions will be displayed. Past approved and rejected transactions can also be viewed.



# Approval Queue



## Step 09 ➤

Select the transaction that needs to be approved. Multiple transactions can be selected at once, then click the Approve button.

Approval Queue

Pending      Approved      Rejected

Search by Reference Number

Other DIB Accounts  
MBD0014443741  
**Nancy Olivier**  
001520262941301  
AED **2,000.00**

PENDING

Transaction Date : 09/07/2025

Selected(1)      REJECT      APPROVE

Overview      Accounts      Transfer      More

## Step 10 ➤

After selecting the transactions, review the details and click the Approve button.

Approval Details

Other DIB Accounts

Review Details

You are approving all of the below transactions. Please confirm your approval.

Other DIB Accounts  
MBD0014443741  
**Nancy Olivier**  
001520262941301  
AED **2,000.00**

PENDING

Transaction Date : 09/07/2025

APPROVE

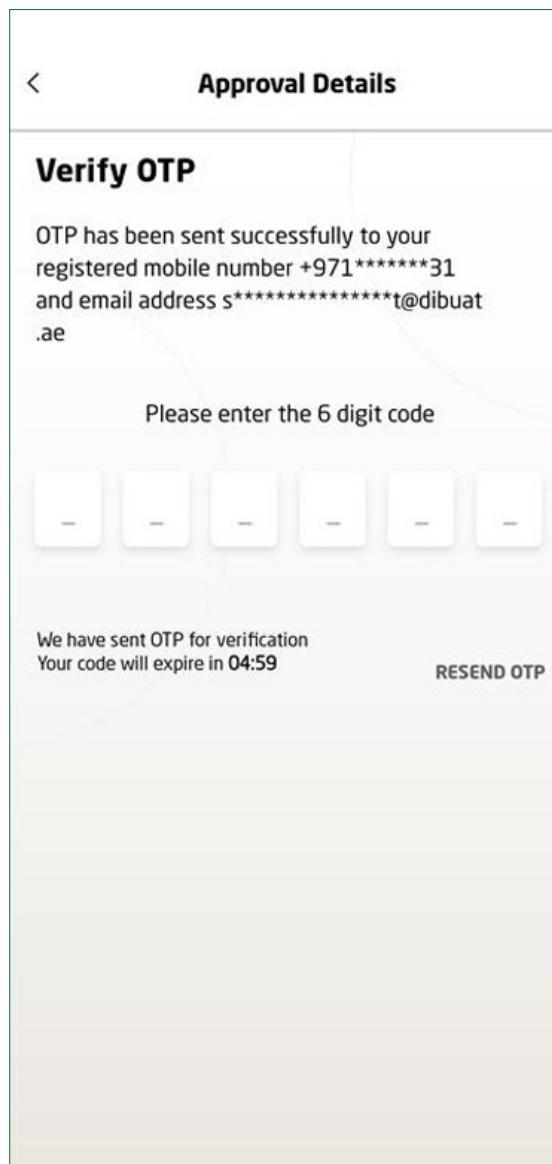
Overview      Accounts      Transfer      More

# Approval Queue



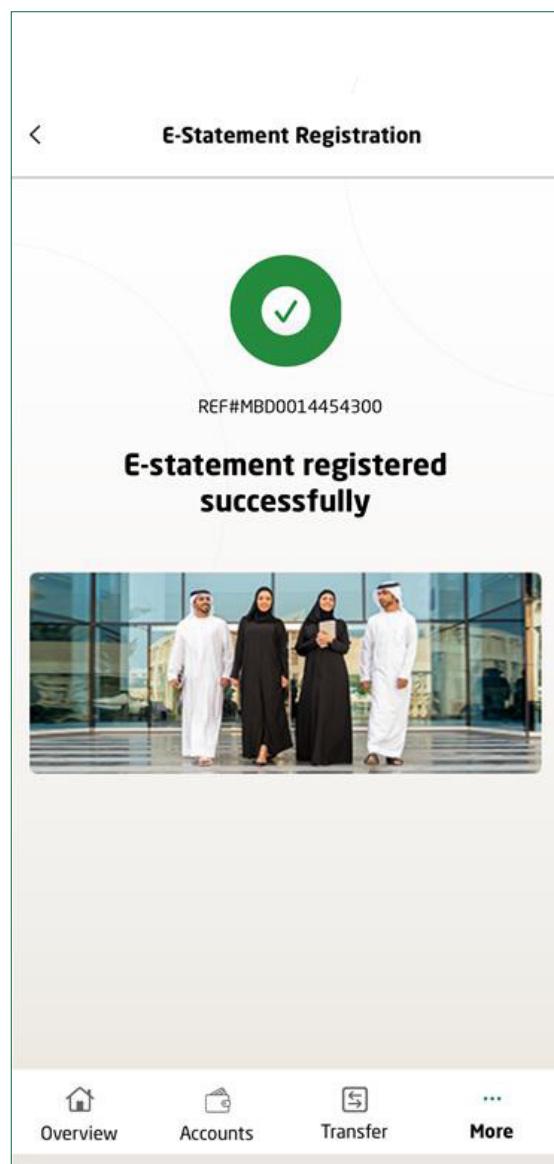
## Step 11 ►

An OTP will be generated and sent to the registered email ID and mobile number. (If the user is registered to receive OTPs on both, it will be sent to both. Otherwise, by default, the OTP will be sent to the mobile number.)



## Step 12 ►

The transaction has been successfully approved.



Go ahead and enjoy our business services offered on the **DIB Business Mobile App**.

If you have any further queries, contact us through the below means.



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Email: **info@dib.ae**



Customer Support: **dib.ae/support**