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

Approval Queue

A Quick Guide

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DIB

Approval Queue

Step 01 ▶

Login to MB SME App with valid user credentials
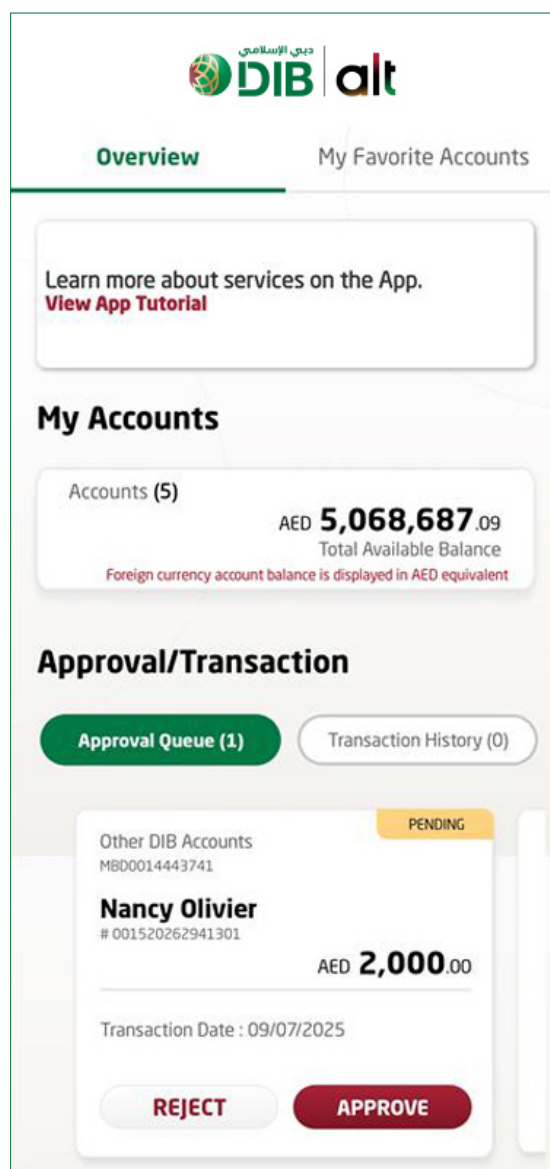

Step 02 ▶
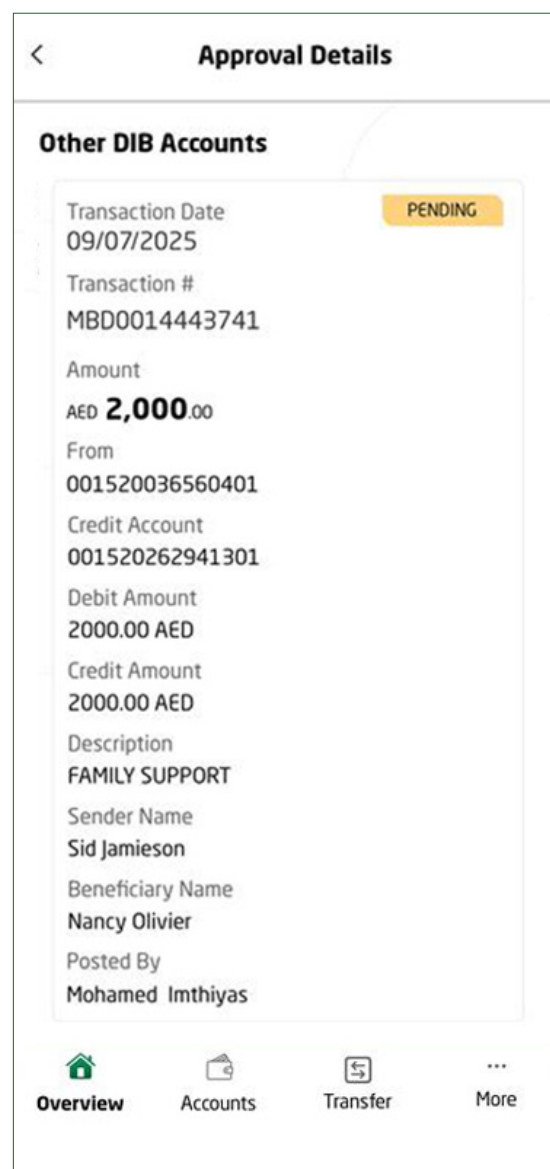
Enter valid OTP

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.

Step 04 ▶

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

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.)
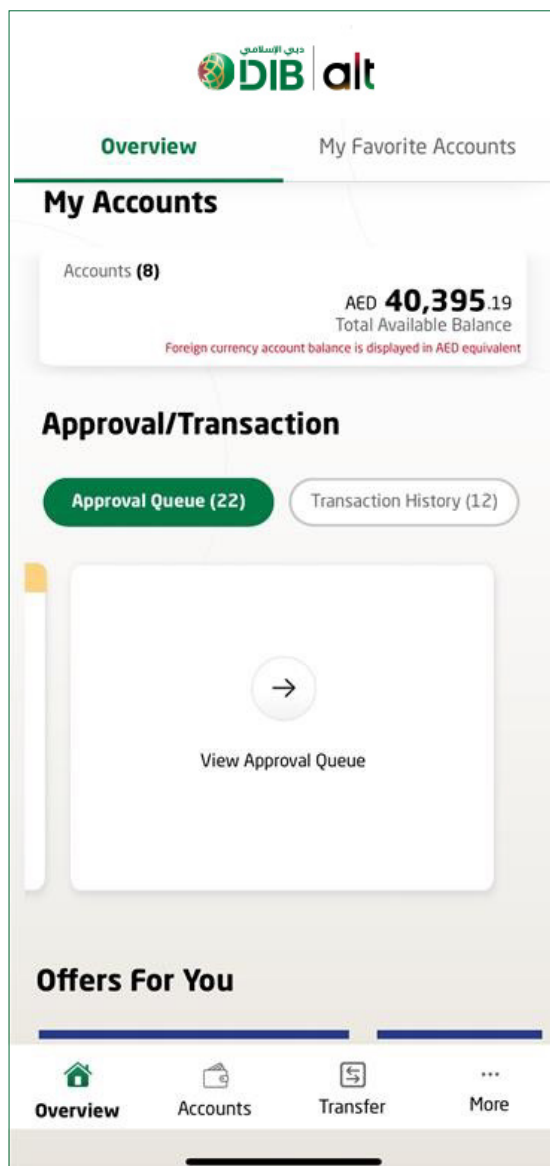

Step 06 ▶

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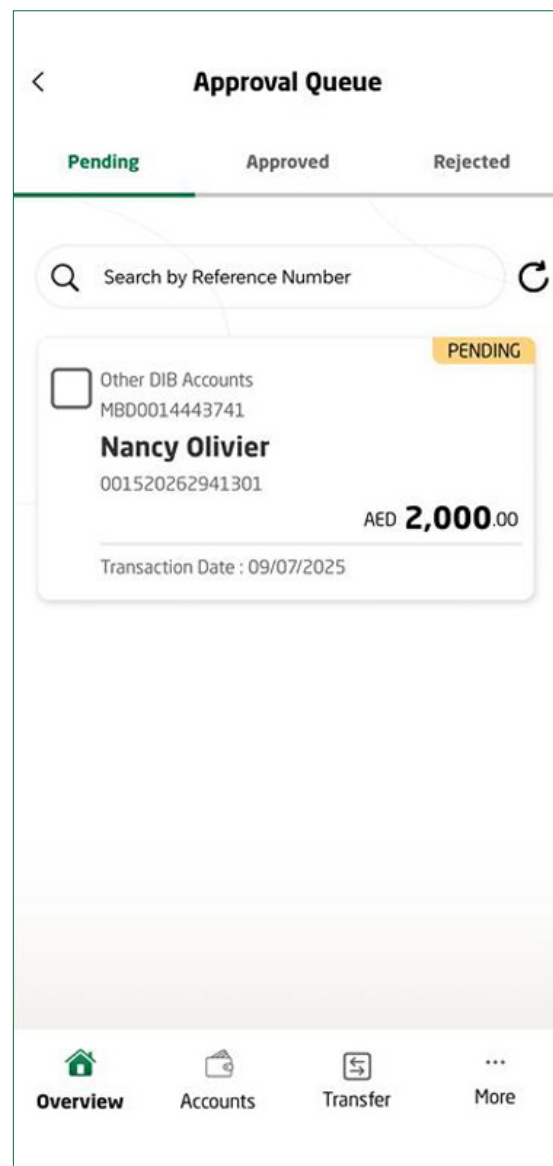
Approval Queue

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
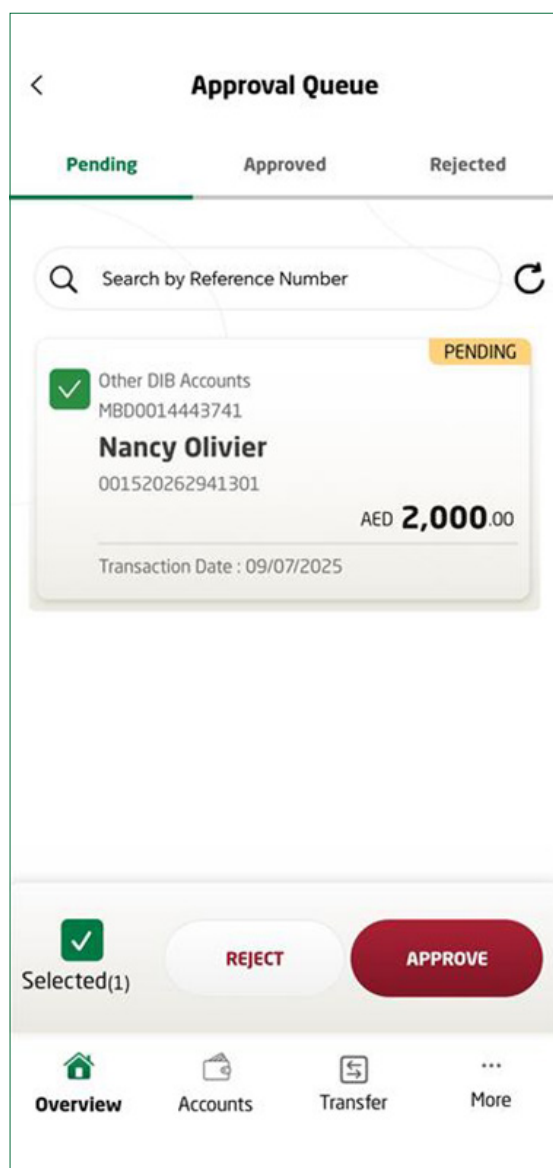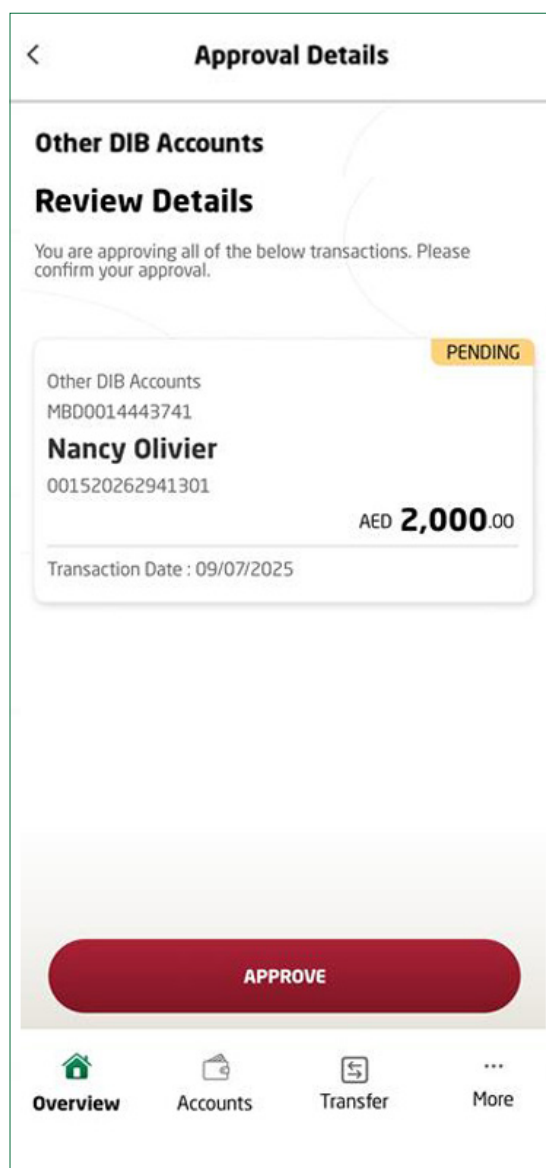also be viewed.

Approval Queue

Step 09 ▶

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

Step 10 ▶

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

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.

Call: **+971 4 609 2525**

Email: **info@dib.ae**

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