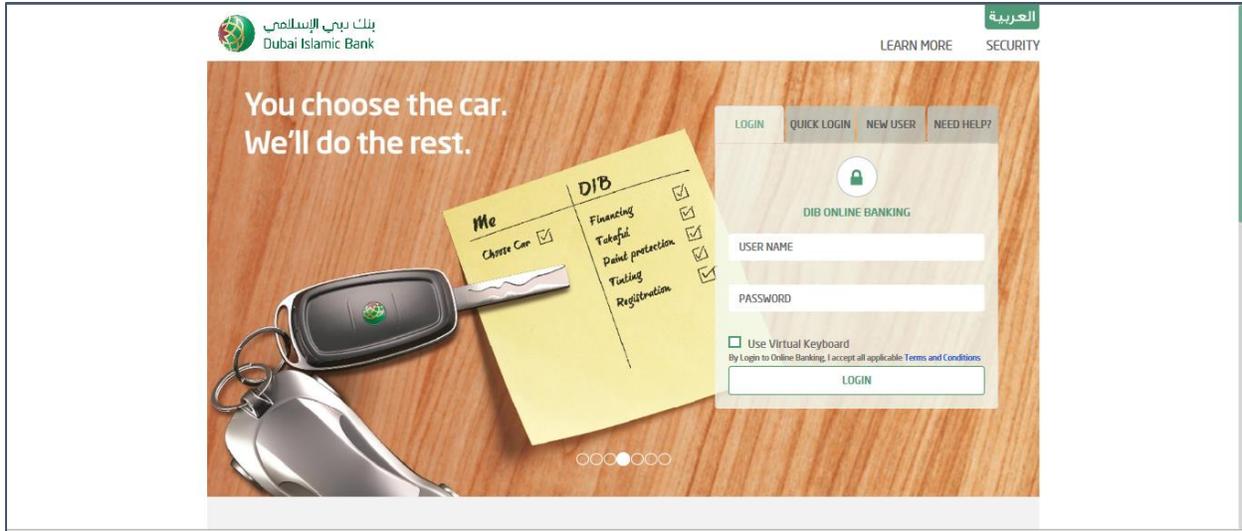


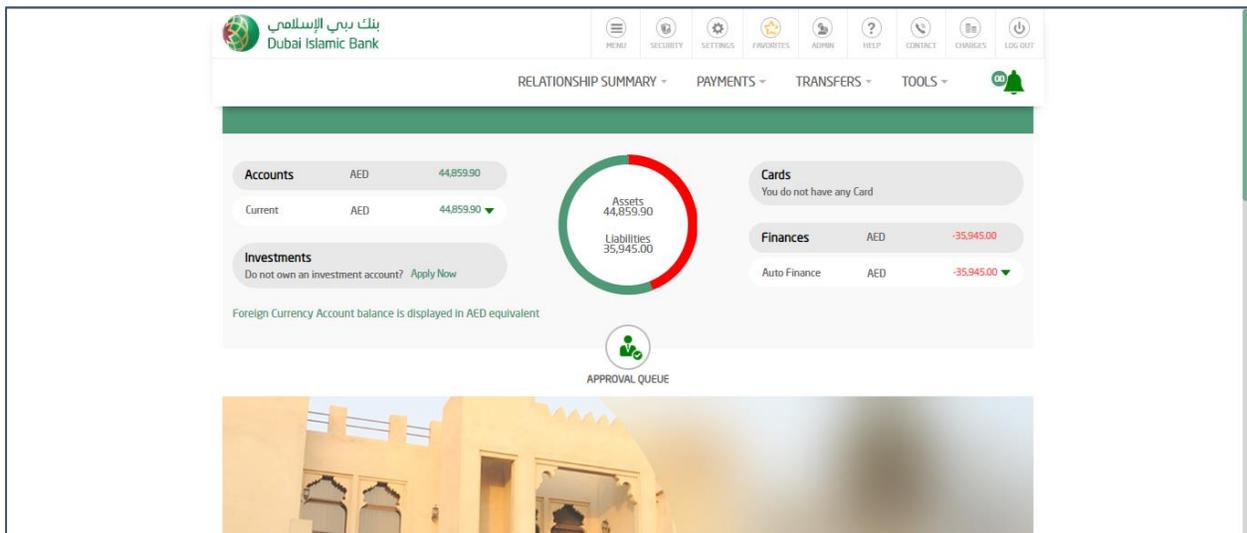
# GUIDE ON HOW TO UPLOAD THE WPS SIF FILE THROUGH AL ISLAMI BUSINESS ONLINE

## Section 1 : Uploading the SIF file

Step 1 : Login screen for Al Islami Business Online <https://online.dib.ae>

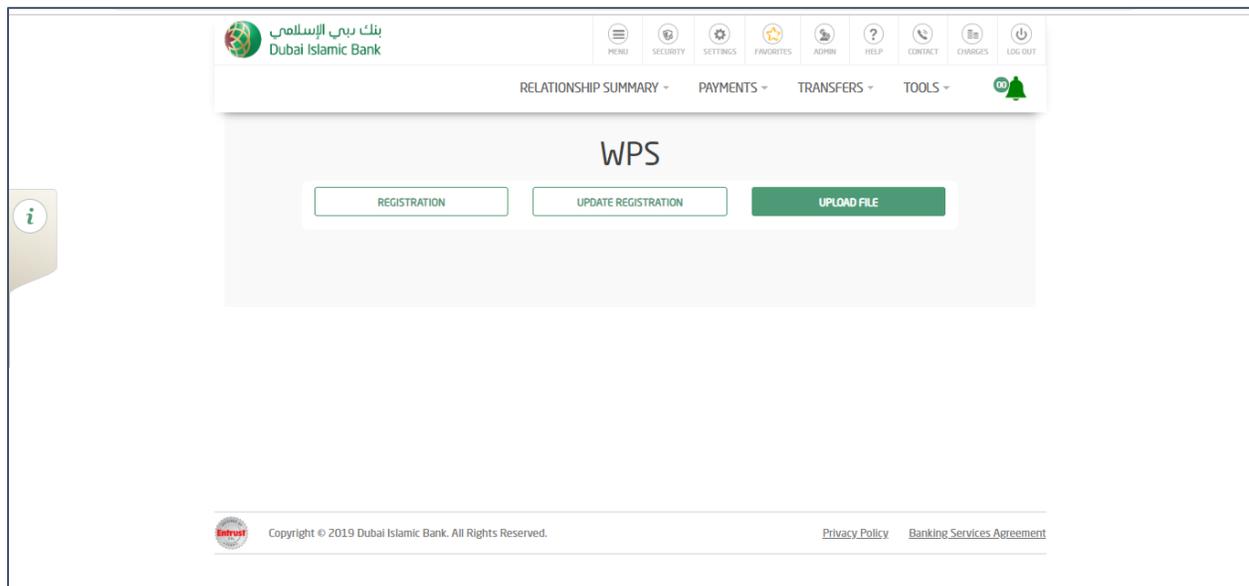
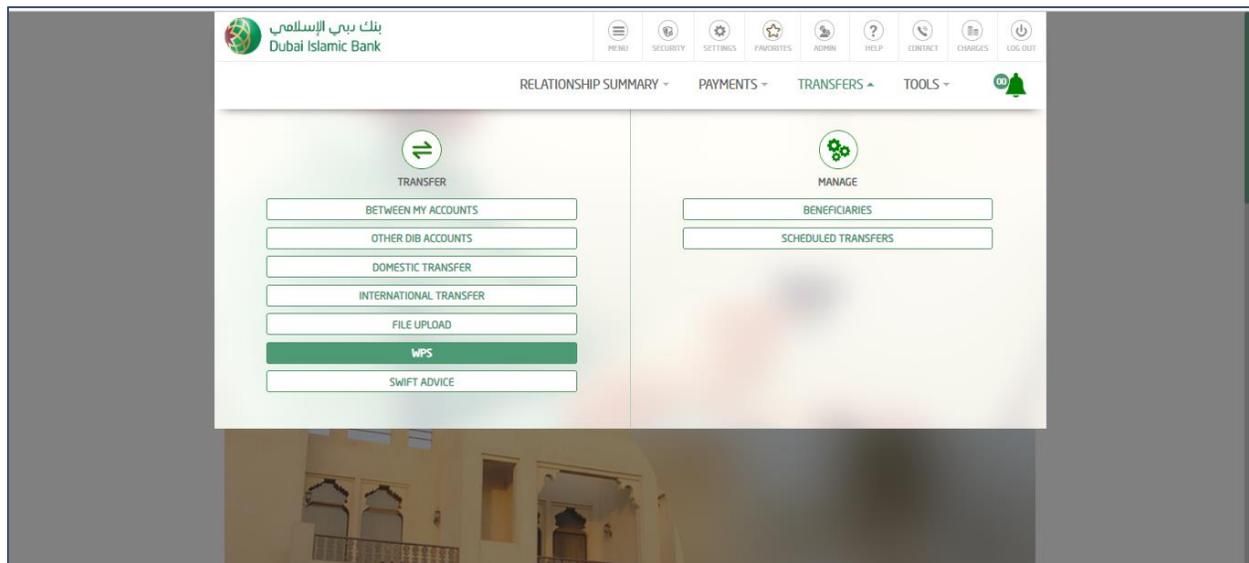


Once logged in, you will see the “Home Page”



*Disclaimer: The screens and the information seen on these screens are only for illustrative purposes*

**Step 2:** Go to Transfers and select the “WPS” option, then select “File Upload” option



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**Step 3:** Download file format, and fill the details.

**Step 4:** Select your account from where the amount needs to be debited

**Step 5:** Enter the Amount to be debited, **upload** the SIF or excel file and click proceed

Record Type	Employee ID	Agent ID	Employee A/c with Agent	Pay Start Date	Pay End Date	Days in Period	Fixed Income	Variable Income	Days on Leave
EDR	30104*****642	802420101	AE40*****01	2019-01-01	2019-01-31	0031	1387.00	0.00	11
SCR	0000000*****70	802420101	2019-12-14	1132	012019	21	66814	AED	Jan 2019

**WPS File Upload**

Please select the account to debit  
 011520119290801 CURRENT Balance: AED 1,006,372.45

Please enter below details  
 Amount To Debit\* 59.71 AED  
 Select a file for WPS Transfer\* 0000000917860190213113000.SIF

[Download File Template](#)

**PROCEED**

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**WPS File Upload**

The file you have uploaded includes information below

Log Type	Agent ID	Employee ID	IBAN	Pay Start Date	Pay End Date	Details
EDR	000000001	2000000000000000	AE30000000000000000001	2019-01-01	2019-01-31	▼
EDR	000000001	20031085073693	AE60000000000000000001	2019-01-01	2019-01-31	▼
EDR	000000000	30122046804069	AED00000000000000501	2019-01-01	2019-01-31	▼

Log Type	Employer ID	Bank Of Employer	Salary Month	Total Salary	Payment Currency	Details
SCR	0000000007860	802420101	012019	59.71	AED	▼

**BACK** **PROCEED**

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**Step 6:** After reviewing the WPS file upload, press 'Proceed' button. You will receive a One Time Password (OTP) on your registered mobile.

The screenshot shows the 'WPS File Upload' interface. At the top, there is a navigation bar with 'RELATIONSHIP SUMMARY', 'PAYMENTS', 'TRANSFERS', 'TOOLS', and 'APPLY'. Below this, the main content area displays the title 'WPS File Upload'. Underneath, there are two input fields: 'Selected Account' with the value '0150200000000001' and 'Amount' with the value '59.71 AED'. A large green box in the center contains the text 'ENTER ONE TIME PASSWORD (OTP) VALID FOR ONLY 5 MINUTES', an input field for the OTP, and a 'Remaining Time:' label. Below the input field are two buttons: 'SEND SMS' and 'SEND EMAIL'. At the bottom, there is a table showing the transaction is placed in the following signatories' task list for approval:

Rule	Signatory Username
reg (SINGLE)	wpsig wpsig

Below the table are two buttons: 'BACK' and 'CONFIRM'.

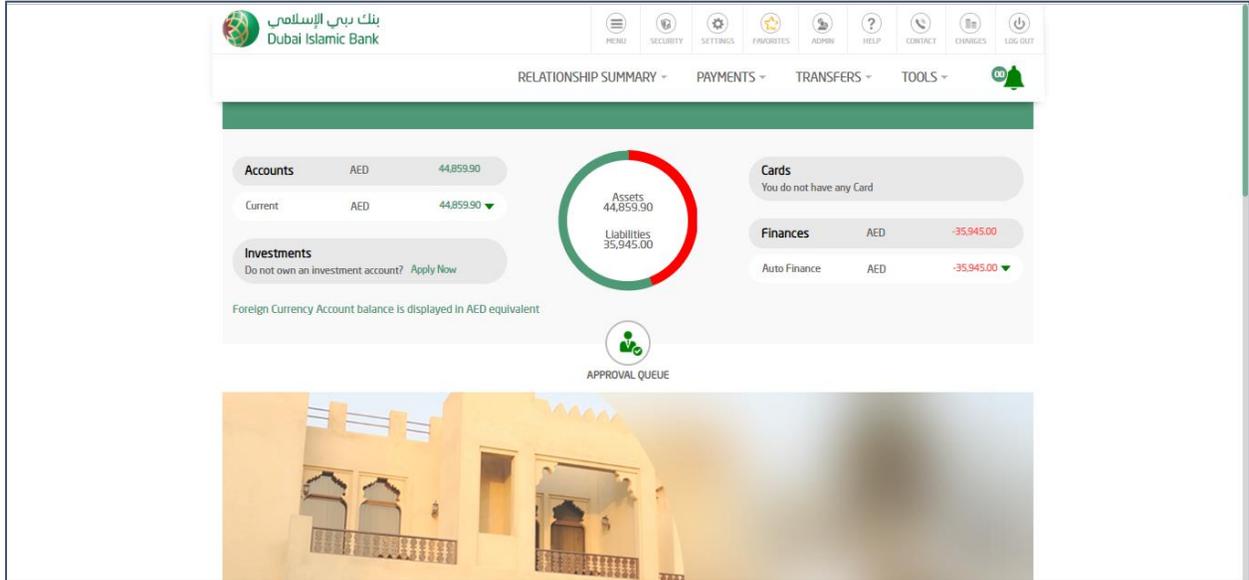
**Step 7:** You will be directed to the WPS File Upload confirmation screen and the system will display reference number

The screenshot shows the 'WPS File Upload' confirmation screen. At the top, there is a navigation bar with 'RELATIONSHIP SUMMARY', 'PAYMENTS', 'TRANSFERS', 'TOOLS', and 'APPLY'. Below this, the main content area displays the title 'WPS File Upload'. A large green checkmark icon is centered above the text 'Your transaction is submitted successfully. You will be notified once transaction is processed'. Below this, there is a 'Reference Number' field with the value 'IBR0038232980'. A button labeled 'MAKE A NEW TRANSFER' is positioned below the reference number. At the bottom, there is a section titled 'Transaction Receipt'.

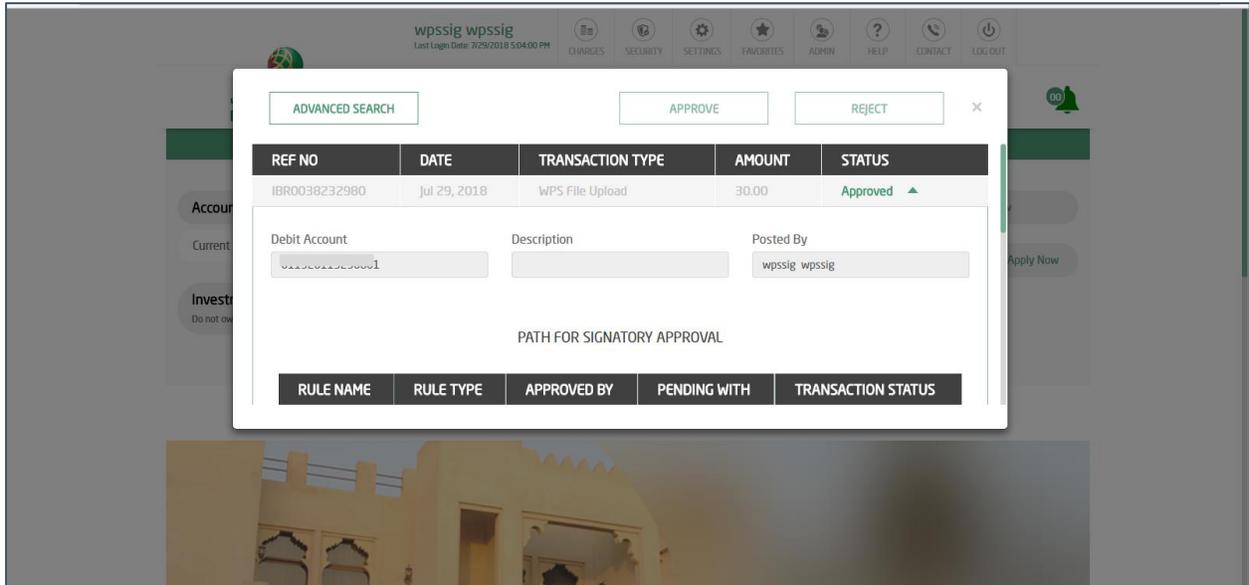
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**Section 2: Approving the transaction (in cases where there are Joint signatories or where there is a Maker-Checker option enabled)**

**Step 1:** Go to Home Page click on Approval queue icon.



**Step 2 :** View /Approve/Reject the transactions initiated through Al Islami Business Online



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