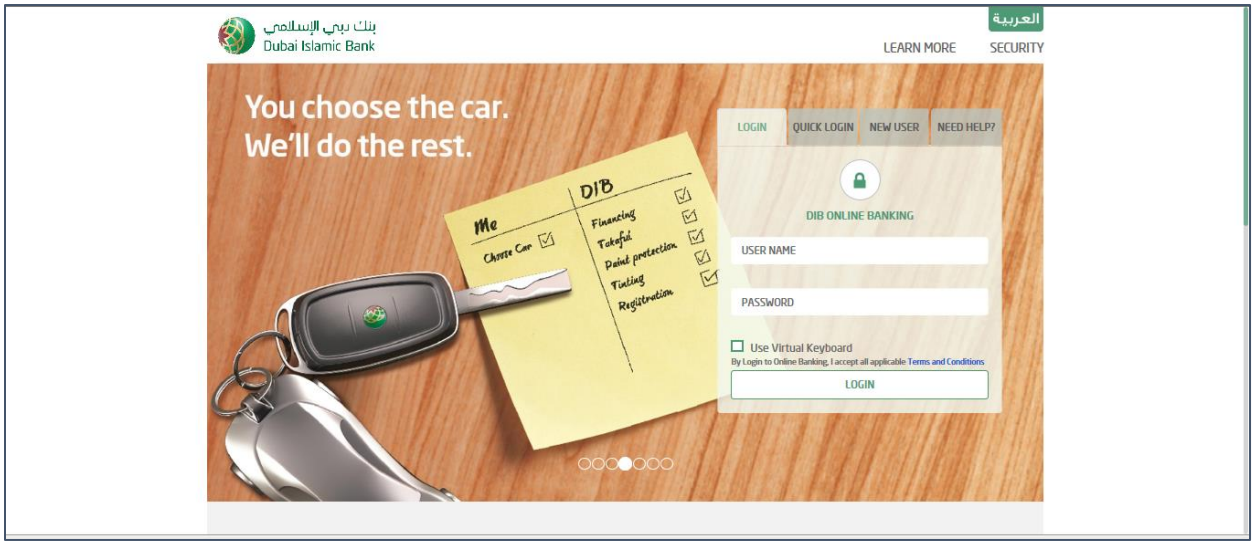
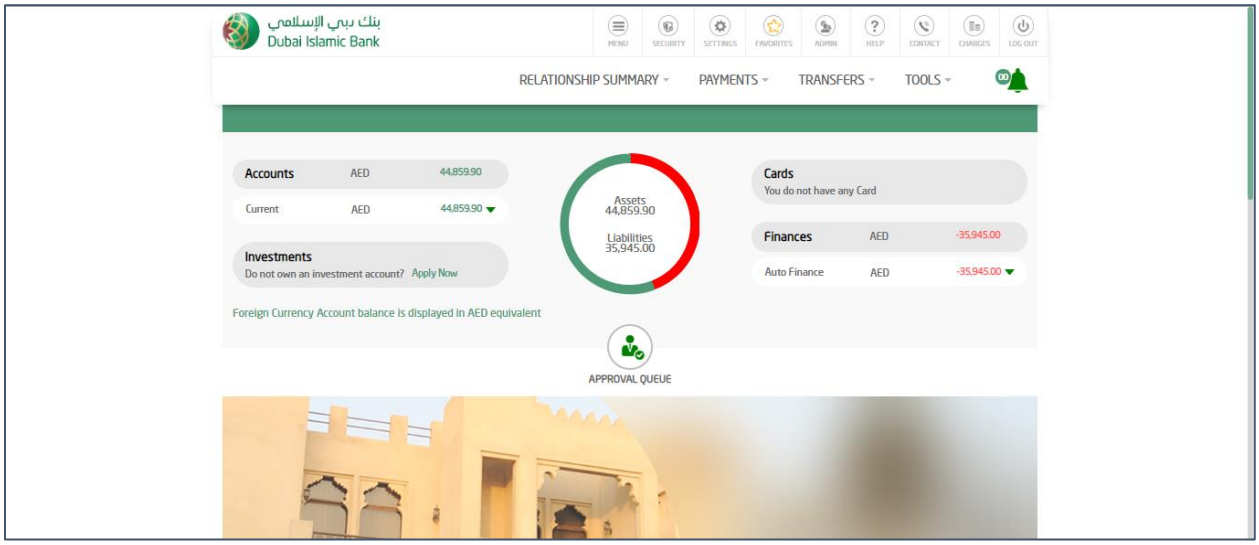
GUIDE ON HOW TO UPLOAD THE WPS SIF FILE THROUGH AL ISLAMI BUSINESS ONLINE
Section 1 : Uploading the SIF file

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

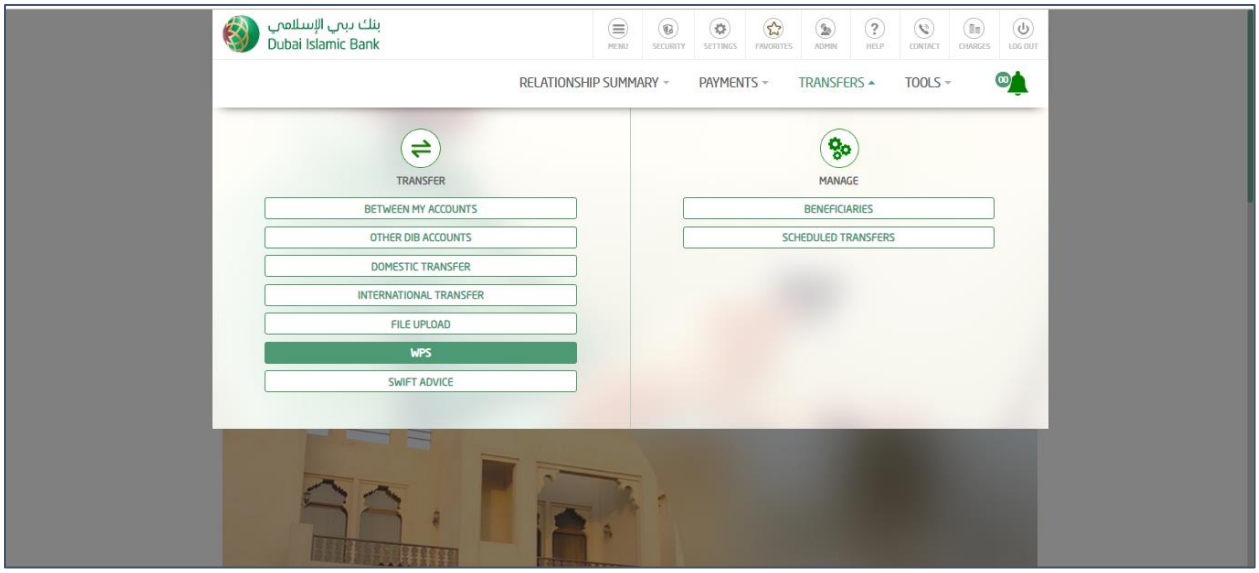


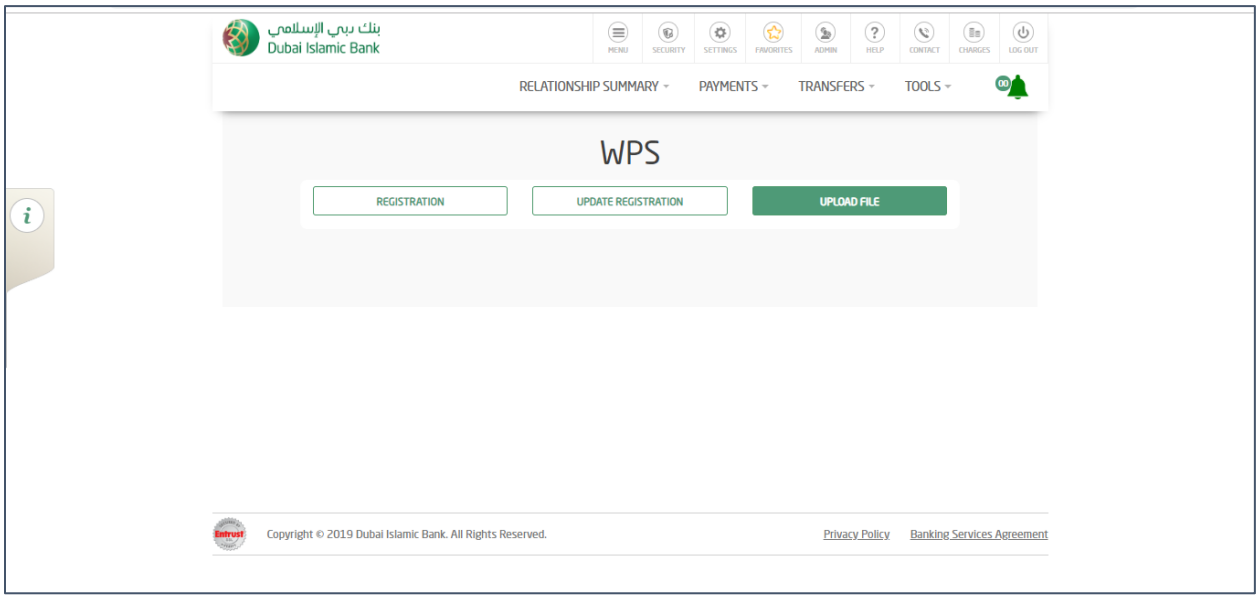
Once logged in, you will see the "Home Page"



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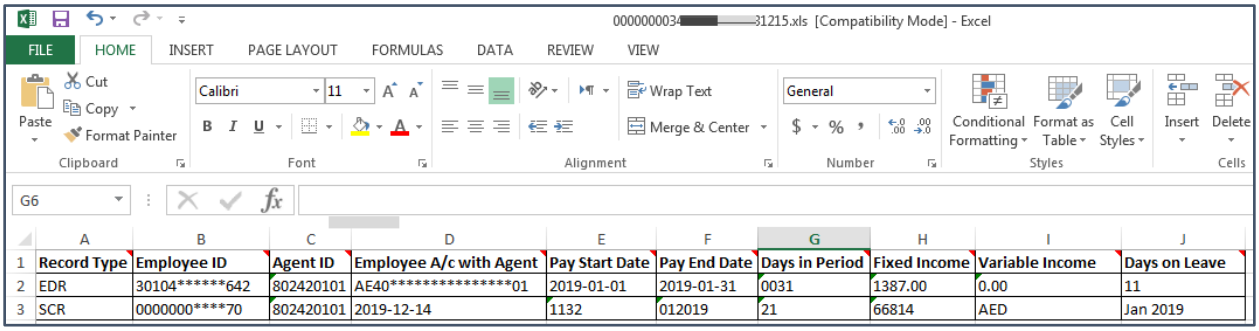
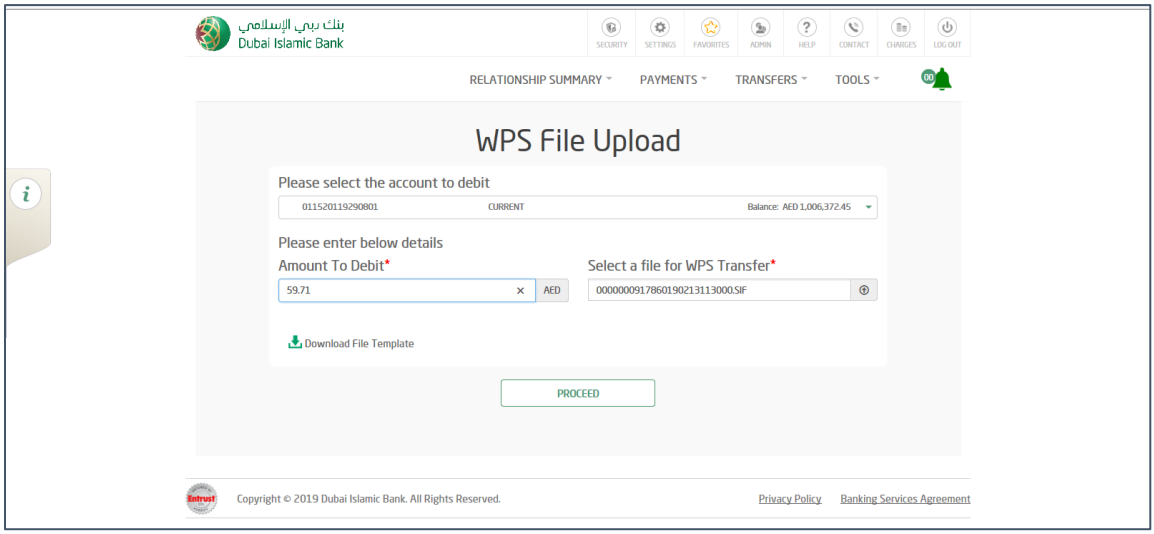
Step 3: Download file format, and fill the details.

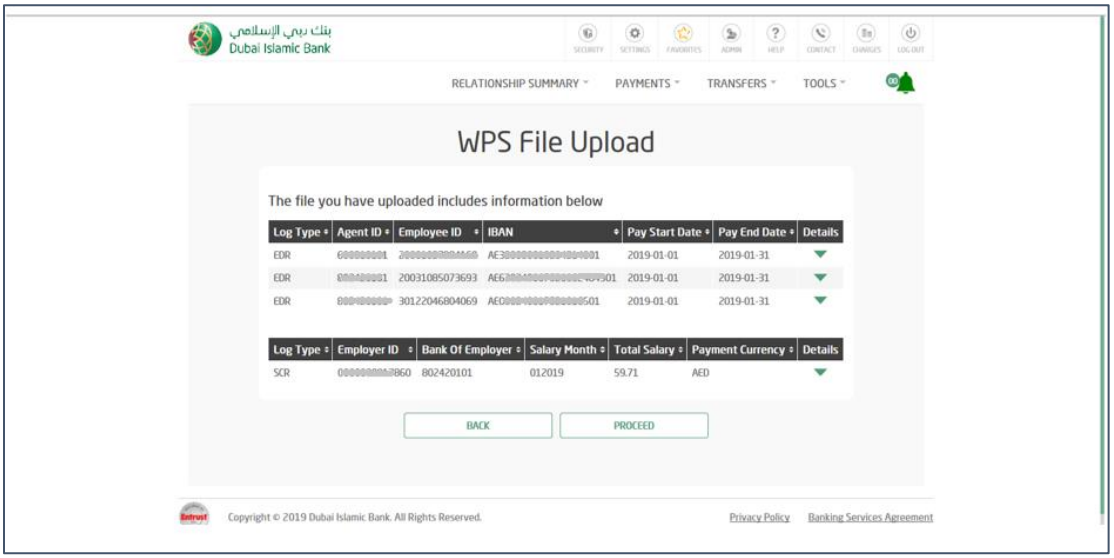
Step 4: Select your account from where the amount needs to be debited

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



	A	B	C	D	E	F	G	H	I	J
1	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
2	EDR	30104******642	802420101	AE40****************01	2019-01-01	2019-01-31	0031	1387.00	0.00	11
3	SCR	0000000****70	802420101	2019-12-14	1132	012019	21	66814	AED	Jan 2019





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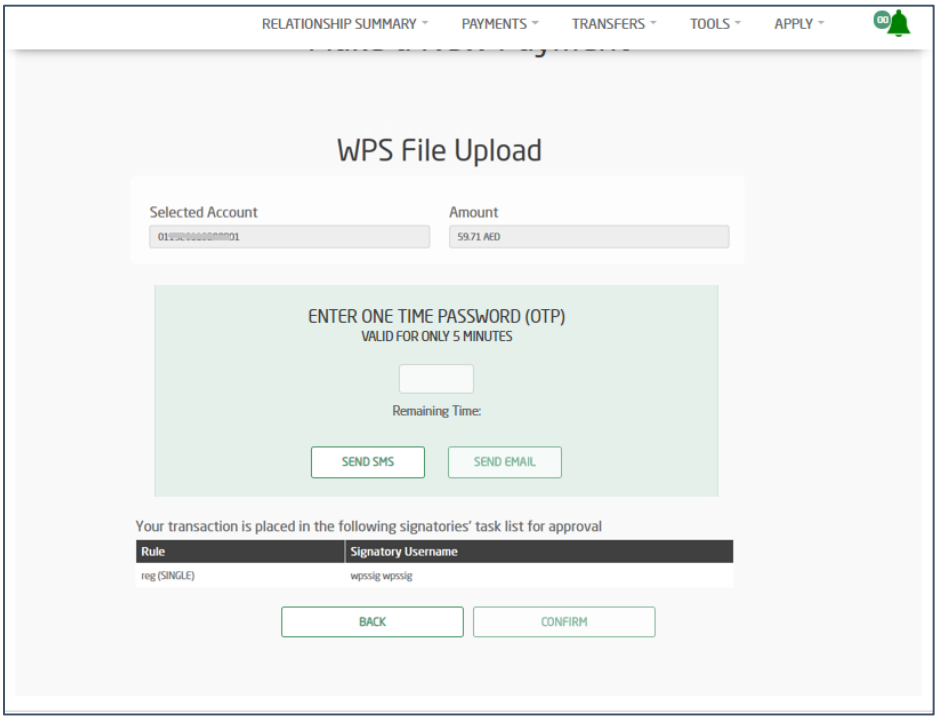
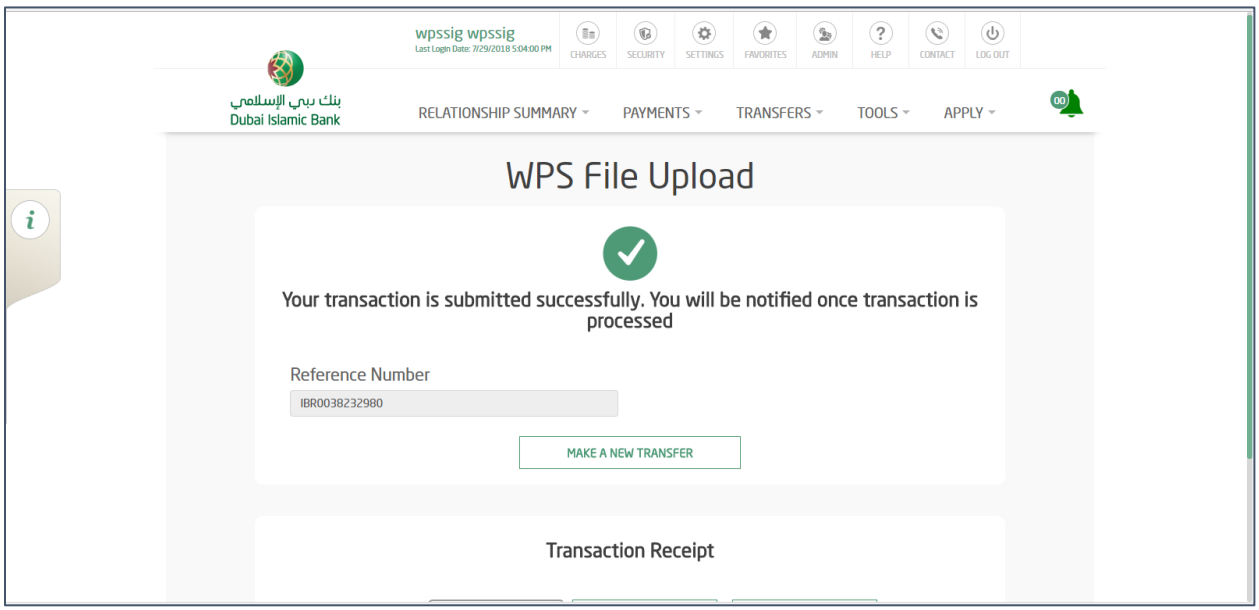
Step 6: After reviewing the WPS file upload, press 'Proceed' button. You will receive a One Time Password (OTP) on your registered mobile.



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



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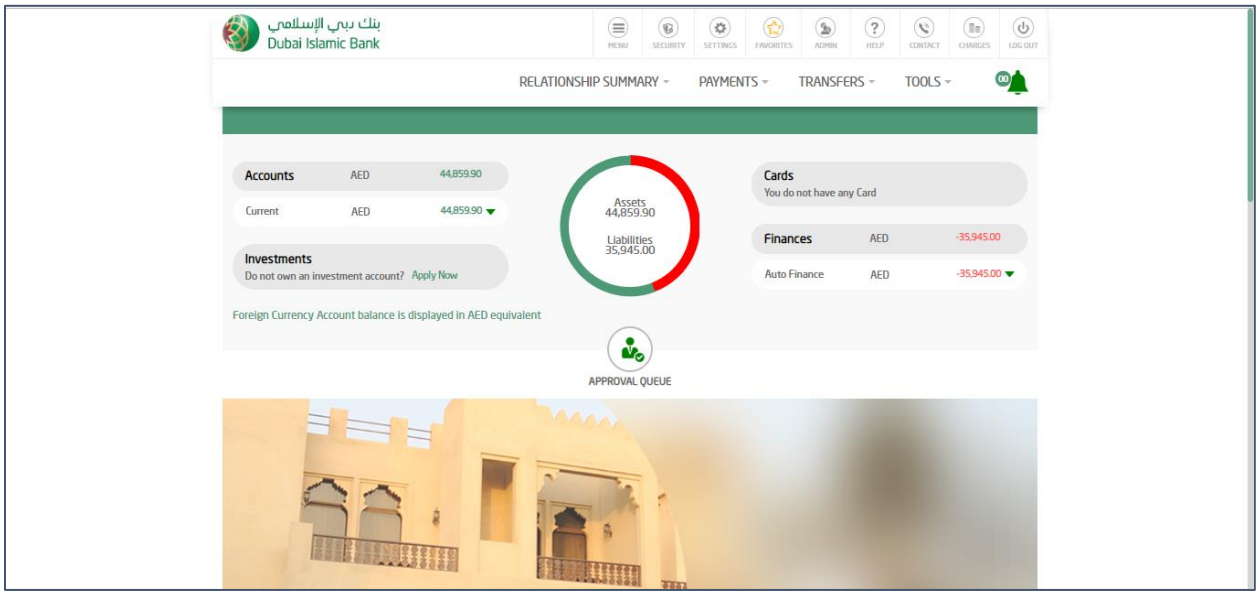
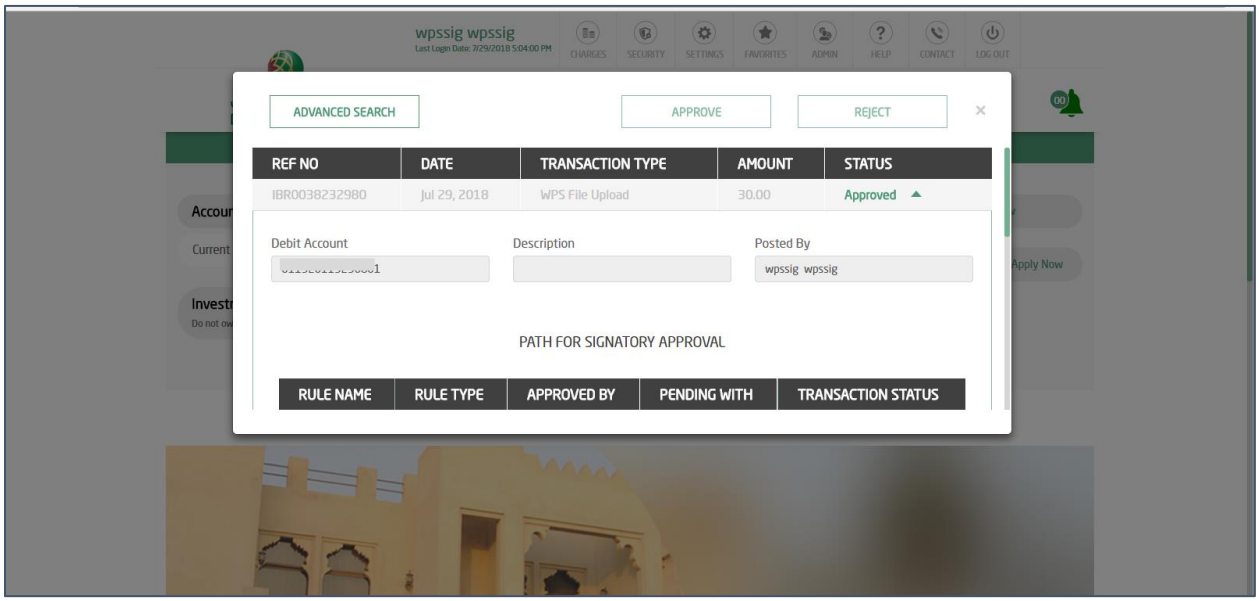
Section 2: Approving the transaction (in cases where there are Joint signatories or where there is a Maker-Checker option enabled)

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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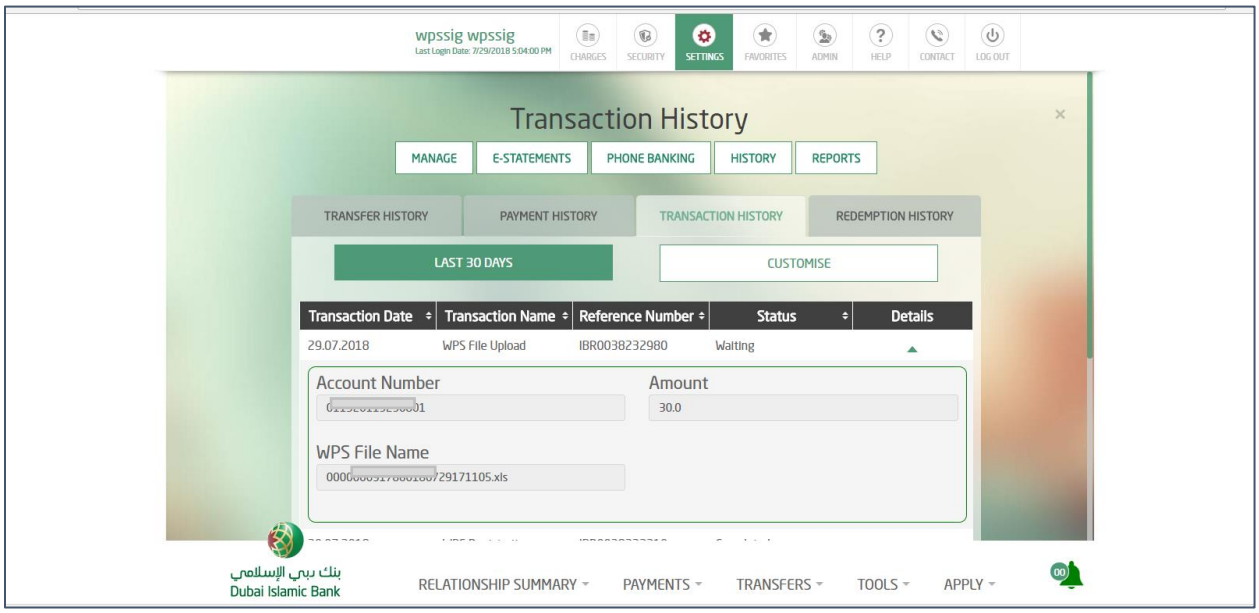
Step 3: To view all the transactions initiated through Al Islami Business Online and their status, you may click on ‘setting’ then History, then Transaction History

On clicking the “Arrow”, you can view the details of the transaction as seen below



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