

Small & Medium Business Customer Services User Manual  
Oracle Banking Digital Experience  
Patchset Release 22.2.2.0.0

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**ORACLE®**

Small & Medium Business Customer Services User Manual

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## 1.4 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

*Introduction* provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure. If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Patchset Release 22.2.2.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

## 2. Transaction Host Integration Matrix

### Legends

<b>NH</b>	No Host Interface Required.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Sr No	Transaction / Function Name	Oracle FLEXCUBE Core Banking 11.10.0.0.0	Oracle FLEXCUBE Universal Banking 14.7.1.0.0
1	Log-in to the application	NH	NH
2	Log-out of the application	NH	NH
3	Loan Installment Calculator	NH	NH
4	Loan Eligibility Calculator	NH	NH
5	Term Deposits Calculator	NH	NH
6	Foreign Exchange Calculator - Fetch Currency Conversion/Exchange Rate	✗	✓
8	First Time Login	NH	NH
9	Forgot Password	NH	NH
10	Forgot Username	NH	NH
11	Live Chat	NH	NH
12	FATCA & CRS Form	✗	✗
13	Mailbox- Mails (Without Interaction module)	NH	NH
14	Mailbox- Mails (With Interaction module)	✗	✓
15	Mailbox- Alerts	NH	NH
16	Mailbox-Notifications	NH	NH

<b>Sr No</b>	<b>Transaction / Function Name</b>	<b>Oracle FLEXCUBE Core Banking 11.10.0.0.0</b>	<b>Oracle FLEXCUBE Universal Banking 14.7.1.0.0</b>
17	Interest Certificate	✓	✗
18	Balance Certificate	✓	✗
19	TDS	✓	✗
20	Service Request – Raise New Request	NH	NH
21	Service Request – Track Request	NH	NH
22	Leave Feedback	NH	NH
23	Session Summary	NH	NH
25	ATM / Branch Locator	NH	NH
26	Apply Online For A New Account	✗	✓
27	Track Your Application	✗	✓
28	View Limits - Daily and Monthly	NH	NH
29	Profile	✓	✓
30	My Preference – Primary Account Number	NH	NH
31	Alerts Subscription	NH	NH
33	Security Question Authentication	NH	NH
34	Security and Login - Set Security Questions	NH	NH
35	Security and Login - Change Password	NH	NH
36	Security and Login - SMS and Missed Call Banking	NH	NH
37	Themes	NH	NH
38	Manage Registered Devices	NH	NH
39	Nominations	✓	✗
40	One Time Password	NH	NH

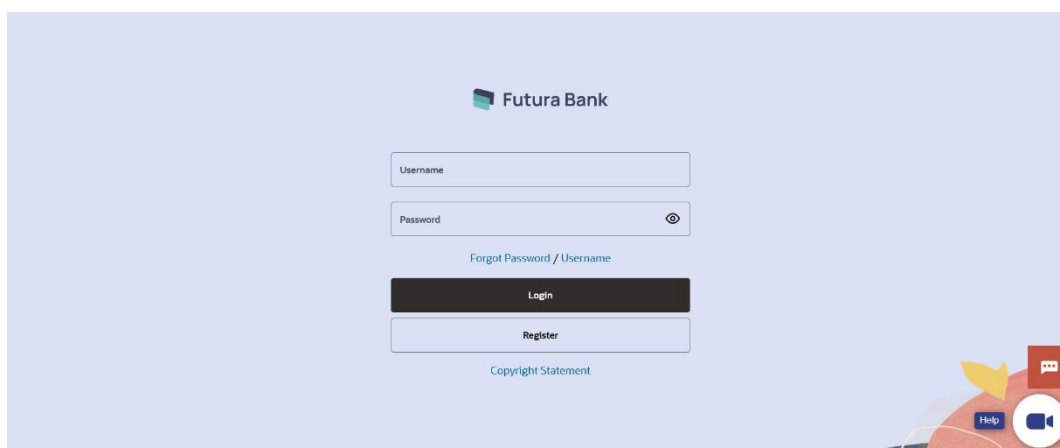
[Home](#)



## 3. Portal Page

A bank's landing page should be designed in a manner that connects with its customers and also leads to quick conversions of prospects into customers of the bank. The bank's portal page designed in a manner that enable existing customers can easily login to the system and register themselves for channel access. Which helps customers to enable self-service channels for their banking needs as it makes transactions and inquiries accessible anywhere anytime. In order to access online banking, users need to have login credentials. This feature enables users to register themselves for channel access.

### Portal page



### 3.1 Overview Page

Overview page provides users to perform tasks such as to view and apply for the bank's product offerings, track existing product applications, search for the bank's ATMs and branches etc.

The date format will be configured at bank level as long or short e.g. DD/Month/YYYY or DD/MM/YY. The date in all alerts/reports sent to the users displays the date as per the format defined in locale.

The **Oracle Banking Digital Experience** portal overview page displays various options that enable users to undertake required tasks and gain information about the bank and its products. The different sections and features provided on the portal page are documented as follows:

#### How to reach here:

*Bank's Portal Page > Open a new account*

## Portal Page Overview

The screenshot displays the Futura Bank portal interface. At the top, there is a navigation bar with the Futura Bank logo, a search bar containing the text "What would you like to do today?", and a "Login" button. The main content area is divided into several sections:






- Overview:** Features a large heading "'Hey Alexa, ask Futura Bank how much is my Account balance?'" and a sub-heading "From making bill payment to track your spending, now you can manage your Futura Bank account by simply talking with Alexa." Below this is an image of a smart speaker.
- Futura Wallet:** Includes a mobile app interface showing a "Transfer Money" screen with options for "Transfer Type" (Existing Payee, New Payee) and "My Accounts". A "WALLETS" dropdown menu is visible. To the right, text describes the wallet's functionality: "Keep the world at your fingertips with Futura Wallet! You can easily transfer money to your friends & family, pay bills and perform recharges, all with a simple click of a button. Sign up today to experience a whole new world of possibilities!" and a "Sign Up" button.
- Product Offerings:** Contains two tabs, "Personal" and "Business". A blue button says "Create your own bundle" with a sub-note "Select products from across various categories to add to your bundle." Below it is a grey button "Track or complete applications".
- Achieve your Dream with us:** Accompanied by an image of a smartphone displaying a pie chart.
- Calculators for all your Money Goals:** Lists three calculators: "Term Deposit Calculator", "Loan Installment Calculator", and "Loan Eligibility Calculator". A sub-note reads "Use our tools and calculators to calculate interests and repayments for your loans."
- Banking at your Fingertips:** Shows a desktop dashboard with various charts and graphs. Text states: "Futura Bank caters to your banking needs across the devices. From conventional Desktop to your Mobile Application and from your watch to your home & car, Futura Bank is convenient you the."
- Easy and Secured Banking:** Describes the mobile app as "a convenient and secure way of banking with a features catering to you all your financial needs." It lists four authentication methods: "Face/ Fingerprint/ PIN/ Pattern based authentication", "Quick Snapshot", "Chatbot", and "QR based Payment". An image of the mobile app shows a payment confirmation screen: "Play John Day \$50 for yesterday's lunch through Futura Bank app! Here's your Futura Bank payment for \$50. Do you want to send it?"

The footer contains a grid of links:

- Company:** Home, About Us, Help
- Legal:** Terms and Conditions, Privacy Policy, Fees
- Helpful Links:** Sign Up, Compare Rates, Members only Offers
- Contact Us:** Oracle Corporation, 500 Oracle Parkway, Redwood Shores, California 94065

## Icons

The following icons are present on the portal page:

- : The logo of the bank.
- : Click the toggle/hamburger menu to access various transactions.
- : Click this icon to log in to the application.
- : Click this icon to close the toggle menu. This icon appears if the toggle menu is open.
- : Enter the transaction name and click search icon to search the transactions.

## Toggle Menu transactions:

- **Our Products:** Click to view the product offerings of the bank.
- **Claim Money:** Click to claim money if you are a recipient of a peer to peer transfer.
- **Track your Application:** Click to track the progress of an account opening application.
- **ATM & Branch Locator:** Click this option to view the address and location of the ATMs and the branches of the Bank. For more information, refer [ATM/ Branch Locator](#).
- **Calculators:** Click to access the calculators provided by the bank.
- **Help:** Click this option to launch online help.
- **About:** Click this option to view information about the application such as version number, copyright etc.

## Our Product Offerings

This section displays the products offered by the bank for retail user as well as for small and medium size business users. Users can select any product category in order to view the products under that specific category and can proceed to apply for a product of choice. This section also provides options to apply for bundled products and to the application tracker.

## Achieve your Dream with us

Click **Apply Now** to access the Goal Calculator

## Calculators for all your Money Goals

- **Term Deposit Calculator** - Click to access the deposit calculator.
- **Loan Installment Calculator** - Click this option to access the loan instalment calculator.
- **Loan Eligibility Calculator** - Click here to access the Loan Eligibility Calculator.

**Forex Calculator** – Click here to access foreign exchange calculator to calculate foreign exchange conversion amounts and to view the exchange rates (for supported currencies).

## Easy and Secured Banking

Following mobile transactions are present in the application.

- **Face/ Fingerprint/ PIN/ Pattern based authentication**  
Allows user to login to the mobile application by drawing a pattern on screen instead of entering his user id and password
- **Chatbot**  
Chatbot is an artificial intelligence system that interacts with users over a messaging platform.
- **QR Based Payment**  
QR Based payment allows the user to initiate a payment to a beneficiary by scanning the QR code.

### **Download**

Click **Download** to download the Futura bank application on your mobile.

### **Company**

- Home: Click to go to the bank's home page
- About Us: Click to view the information about the bank

Help: Click to navigate to the Help page.

### **Legal**

This section displays the following links:

- Terms and Conditions: Click to view the bank's terms and conditions
- Privacy Policy: Click here to view the bank's privacy policy.
- Press: Click to view the bank's press related information.

### **Helpful Links**

- Sign Up : Click here to sign up to the application
- Compare Rates : Click to compare rates
- Members only Offers: Click to view offers available only to customers of the bank.

### **Contact US**

- The physical address, email ID and phone numbers of the bank are displayed here.

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[Home](#)

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## 4. Log-In & Log-Out of Oracle Banking Digital Experience

A user can access online banking services by logging in to the system from the login page. By enabling user login through entry of user name and password, the bank can ensure that its customers' financial information is always accessed in a safe and secure manner.

Once a user is done accessing the online banking system, he/she can log out by selecting the Log Out option provided. Logging out enables users to exit from the system in a secure manner, thus ensuring that no one else can gain access to the user's online banking services (without supplying valid credentials).

Users with multiple relationships (Retail and Business relationships) will be able to login using single login credentials. Users will be landed on the default relationship maintained as day 0, however, will be able to switch between the different relationships by selecting the specific party mapped at each entity level.

---

**Note:**

- No consolidated view of multiple parties will be available for Retail and Business users.
  - For retail profile, 'Personal' will be shown in the party expansion. On selecting 'Personal', the Party Name will be shown next to the user initials.
  - For all business profiles, the Business Names will be shown in the party expansion as well as next to the user initials.
- 

**Pre-requisites**

- The user must be registered for online banking access and must have valid login credentials.
- The user must have a valid account with bank that is enabled for online banking access.
- Other features related to accounts must be supported by the host system.

**Features Supported In the Application**

- Log-in to the application
- Log-out of the application

In case the user has forgotten their username or password, they can use the Forgot Username and Forgot Password links to retrieve these details. For more information, refer the Forgot Username and Forgot Password sections respectively.

### 4.1 Log-in to the application

The user can log in to the **Oracle Banking Digital Experience** application by entering his/her login username and password in the provided fields.

**To log in to the application:**

1. Access the bank's portal page.


## Login Page

### Field Description

Field Name	Description
<b>Username</b>	Enter your login user name.
<b>Password</b>	Enter your login password.

2. In the **Username** field, enter your user name.
3. In the **Password** field, enter your login password.


#### Note:

- 1) Click inside the field the Virtual Keyboard link appears. Click on the link to use virtual keyboard to enter the Username/Password.
- 2) The characters typed in the Password field appear masked (•••••) for security reasons.
- 3) Click the  eye icon while typing passwords, it will enable you to check the typing of your password to show you what you have typed.

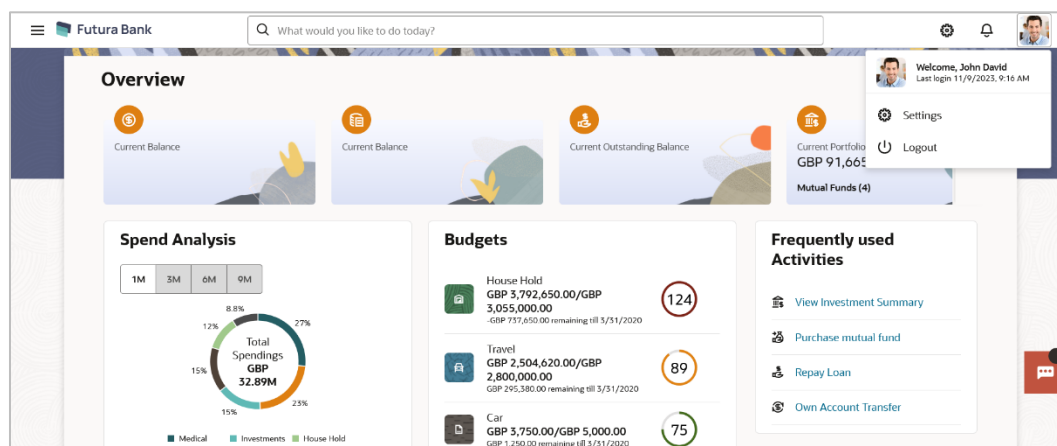
4. Click **Login**.  
The **Dashboard** screen appears.

## 4.2 Log-out of the application

### To log out of the application:

1. In the top right corner, click  icon.  
The drop-down with the options to change entity, view Settings and logout appears.

## Logout



2. Select the **Logout** option.  
The user is logged out of the system and a message confirming successful logout appears.

## 4.3 Session Timeout

Session timeout represents the event occurring when a user does not perform any action on an application during a configured interval .

The below configurations are provided:

- To configure the inactive screen time. It is a backend configuration where the inactive time after which a warning message will be shown can be configured. This time needs to be lower than the configured active timeout. Note: Default inactive screen time is configured as 10 minutes
- To configure if timeout warning needs to be shown or not. Session timeout warning configuration flag is added on the System Configuration screen

The session timeout feature is available across Oracle Banking Digital Experience product i.e., for Retail User, Business user, Corporate User and Administrator screens.

A timeout warning message will be shown when the configured inactive time is reached. The user can view the time remaining for timeout in the warning message. The below actions will be visible to the user on the timeout warning message:

1. Stay Connected
2. Logout

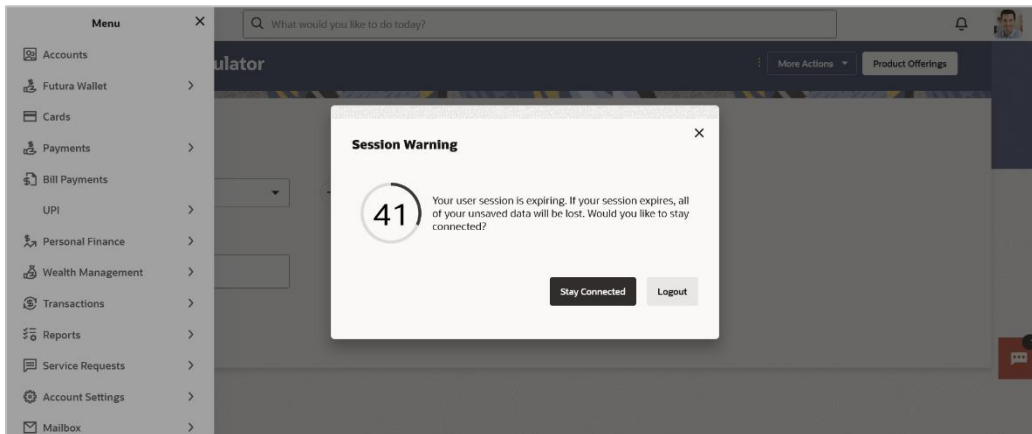
When the user clicks on 'Stay Connected', whichever transaction the user was on will be shown with any pre-filled information previously captured. When the user clicks on 'Logout', the user will be logged out of the application. At the end of timeout, the 'Login' option will be shown to the user as the session is expired.

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### Note:

- In case the user clicks on 'x' (right hand side top corner on popup), then the popup will close but the timer would continue in the backend. If any action is performed, then timer will reset
  - On timeout, if the user clicks on 'x' (right hand side top corner on popup) or login button, the login page will appear.
-

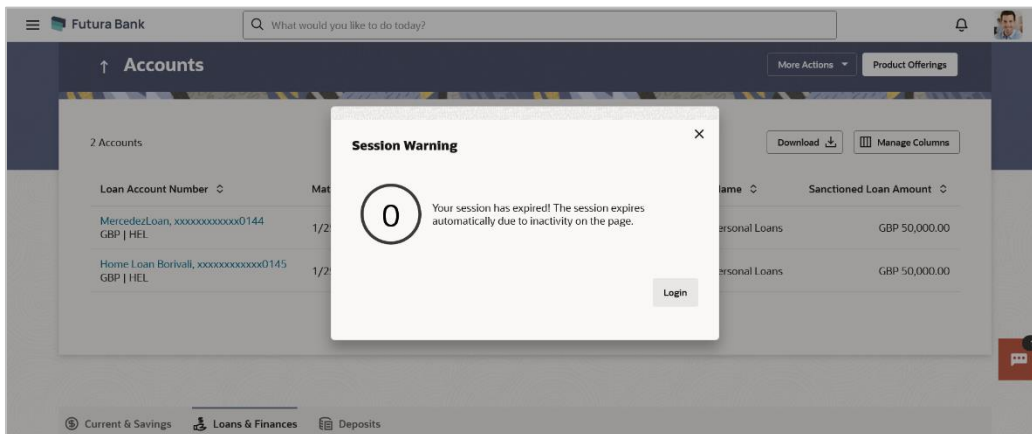
## Session Warning – Pre Session Timeout Message



1. Click **Stay Connected** to continue.  
OR  
Click **Logout** to log out of the application.

When the session expires, the **Session Warning** popup appears.

## Session Warning- Post Session Timeout Message



2. Click **Login** to re-login to the application.



## 5. Calculators

Financial calculators are tools used to arrive at a certain calculation helping to take a decision with some predefined criteria. Banks can provide details of their products and offers such as loan interest rates, fixed deposit interest rates, loan tenure etc. through calculators. Users can also use these calculators to compare different offers and products offered by the bank.

Oracle Banking Digital Experience provides calculators which banks can offer to their users on their digital channel. Calculators can be used by customers as well as prospects.

### Features Supported In the Application

The different calculators are:

- Loan Eligibility Calculator
- Loan Installment Calculator
- Term Deposit Calculator
- Forex Calculator

### 5.1 Loan Installment Calculator

The loans instalment calculator is a simple installment calculator which identifies the monthly installment amount payable on a loan based on the loan amount, tenure in years and interest percentage.

#### How to reach here:

*Dashboard > Toggle Menu > Menu > Accounts > Loans & Finances tab > More Actions > Loan Calculator > Loan Installment Calculator*

*OR*

*Dashboard > Overview widget > Loans & Finances card > Accounts > More Actions > Loan Calculator > Loan Installment Calculator*

*OR*

*Dashboard > Toggle Menu > Menu > Calculators > Loan Calculator > Loan Installment Calculator*

*OR*

*Dashboard > Toggle menu > Menu > Calculators > Loan Installment Calculator*

*OR*

*Bank's Portal Page > Calculators for all your Money Goals > > Loan Calculator > Loan Installment Calculator*

*OR*

*Bank's Portal Page > Toggle Menu > Menu > Calculators > > Loan Calculator > Loan Installment Calculator*

## Loan Installment Calculator

The screenshot shows the Futura Bank Loan Calculator interface. At the top, there is a search bar and a user profile icon. The main heading is 'Loan Calculator' with an 'Apply for Loan' button. Below this, there are two tabs: 'Loan Installment Calculator' (active) and 'Loan Eligibility Calculator'. The 'Loan Installment Calculator' section contains three input fields: 'Loan Amount' (GBP 41,420.00), 'Loan Tenure (Years)' (3), and 'Interest Rate' (0.31%). A 'Calculate' button is located below these fields. To the right, the results are displayed: 'Loan Installment' (GBP 1,356.12), 'Total Interest Payable' (GBP 7,400.18), and 'Total Payment (P+I)' (GBP 48,820.18). Below the results, there is an 'Apply Now' link and a 'Frequently Asked Questions' section with three questions and their corresponding answers.

### Field Description

Field Name	Description
<b>Loan Amount</b>	The user is required to specify the amount that he/she wants to borrow from the bank.
<b>Loan Tenure (Years)</b>	The user should specify the desired tenure of the loan in terms of years.
<b>Interest Rate</b>	The user must specify the desired interest rate that is to be charged on the loan.
<b>Loan Installment</b>	The monthly installment payable on the loan calculated on the basis of the loan amount, tenure and interest rate specified by the user.
<b>Total Interest Payable</b>	Total Interest Payable amount.
<b>Total Payment</b>	Total Payment amount.
<b>Apply Now</b>	Link to apply for a new loan.
<b>Frequently Asked Questions</b>	A list of questions and answers that are most frequently asked about a topic.

1. In the **Loan Amount** field, type or drag the slider to enter the loan amount.
2. In the **Loan Tenure (Years)** field, type or drag the slider to enter the loan tenure in years.

3. In the **Interest Rate** field, type or drag the slider to enter the interest rate.
4. Click **Calculate**. The application calculates and displays the monthly installment along with the total interest payable, and the total payment need to be done for the loan required.

## 5.2 Loan Eligibility Calculator

Loan eligibility calculator plays an important role in helping a customer understand their current position with respect to their borrowing capacity. The calculator enables customers to gain an understanding of their loan eligibility, considering their average monthly income and expenditure. It computes the loan amount and repayment amount based on income, expense, interest rate and tenure of the loan. Loan eligibility is calculated by the application and is displayed to the customer.

The eligibility is calculated on the basis of:

- The customer's average monthly income
- The customer's average Monthly Expenditures
- Tenure of the loan being inquired applied
- Estimated rate of interest

### **How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Loans & Finances tab > More Actions > Loan Calculator > Loan Eligibility Calculator*

*OR*

*Dashboard > Overview widget > Loans & Finances card > Accounts > More Actions > Loan Calculator > Loan Eligibility Calculator*

*OR*

*Dashboard > Toggle Menu > Menu > Calculators > Loan Calculator > Loan Eligibility Calculator*

*OR*

*Dashboard > Toggle menu > Menu > Calculators > Loan Eligibility Calculator*

*OR*

*Bank's Portal Page > Calculators for all your Money Goals > > Loan Calculator > Loan Eligibility Calculator*

*OR*

*Bank's Portal Page > Toggle Menu > Menu > Calculators > > Loan Calculator > Loan Eligibility Calculator*

## Loan Eligibility Calculator

The screenshot shows the 'Loan Eligibility Calculator' interface. It features a search bar at the top with the text 'What would you like to do today?'. Below the search bar, there are two tabs: 'Loan Installment Calculator' and 'Loan Eligibility Calculator'. The 'Loan Eligibility Calculator' tab is active. The form contains four input fields: 'Gross Monthly Income' (85460), 'Monthly Expenses' (38710), 'Duration (In Years)' (8), and 'Rate of Interest' (0.04). Each field has a range of values below it. A 'Calculate' button is located below the input fields. To the right of the form, there are two calculated values: 'Eligibility Amount' (GBP 5,834,236.00) and 'Average Installment' (GBP 46,750.01 / Month). Below these values is an 'Apply Now' button. At the bottom right, there is a 'Frequently Asked Questions' section with four questions listed.

### Field Description

Field Name	Description
<b>Gross Monthly Income</b>	The user is required to specify his gross monthly income.
<b>Monthly Expenses</b>	The user is required to specify the total amount spent per month towards expenses.
<b>Duration (In Years)</b>	The user is required to specify the desired loan tenure in years.
<b>Rate of Interest</b>	The user should specify the desired interest rate of the loan.
<b>Eligibility Amount</b>	Based on all the values defined by the user in the previous fields, the system will calculate the amount of loan that the user is eligible to borrow.
<b>Average Installment</b>	The system will display the estimated monthly installment amount.
<b>Apply Now</b>	Link to apply for a new loan.
<b>Frequently Asked Questions</b>	A list of questions and answers that are most frequently asked about a topic.

1. In the **Gross Income (Monthly)** field, enter your monthly income.
2. In the **Total Expenses (Monthly)** field, enter your monthly expenses.
3. In the **Loan Tenure (In Years)** field, enter the desired loan tenure.

4. In the **Interest Rate (In %)** field, enter the rate of interest.
5. Click **Calculate**. The application (In %) calculates and displays the eligible loan amount and the average installment amount.

## 5.3 Term Deposit Calculator

The Term Deposit calculator gives an indication to the user about the maturity amount which will be available, if a particular amount is invested at the bank and left for a fixed period of time. It calculates the total amount of the term deposit at the end of maturity period. The user can choose amongst different products which suits his requirements best.

### How to reach here:

*Dashboard > Toggle Menu > Menu > Accounts > Deposits tab > More Actions > Term Deposit Calculator*

OR

*Dashboard > Overview widget > Term Deposits card > More Actions > Term Deposit Calculator*

OR

*Dashboard > Toggle Menu > Menu > Calculators > Term Deposit Calculator*

OR

*Bank's Portal Page > Calculators for all your Money Goals > Term Deposit Calculator*

OR

*Bank's Portal Page > Toggle Menu > Menu > Calculators > Term Deposit Calculator*

### Term Deposit Calculator

**Calculate Your Term Deposit**

TD Product: FD-Floating Rate | Currency: GBP

Term Deposit Amount:  | Gross Monthly Income: GBP 5,928,220.00

Tenure: Years: 5 | Months: 4 | Days: 12

**Calculate**

**Maturity Amount**  
GBP 6,931,859.35

**Total Interest**  
GBP 1,003,639.35

**Rate of Interest**  
17.00%

**Apply Now**

**Unlock the freedom to invest on your terms!**

Invest today and watch your savings flourish like never before. Our Term Deposit product offers attractive interest rates which will help earn higher interest on your savings, along with flexibility and security. Our investment products assist to meet every individual's financial needs and attain a secure future.

You can open a fixed deposit with us through internet and mobile banking channels. Alternatively, for in-person assistance, please contact your relationship manager or visit the nearest bank branch. Watch your money grow with Futura Bank Deposit

**At a Glance**

- Flexible choice of deposit tenor
- Multiple redemption options for growing income
- Cover shortfalls in savings account by sweeping in funds from linked deposits

[Check our interest rate here](#)

Current & Savings | Loans & Finances | Deposits

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>TD Product</b>	The name of the product under which the term deposit is to be opened.
<b>Currency</b>	Currency in which the deposit is to be held.
<b>Term Deposit Amount (Gross Monthly Income)</b>	The customer is required to specify the amount for which the deposit is to be opened.
<b>Tenure</b>	Option to specify tenure in terms of Years / Months / Days.
<b>Maturity Amount</b>	The value of your deposit at maturity.
<b>Total Interest</b>	Displays the calculated amount as interest on the principal amount of deposit.
<b>Interest Rate (In %)</b>	Rate Interest applicable to the TD account to be opened.
<b>Pie Chart</b>	Displays the Principle Amount and Total Interest Amount in percentage (%).

**To calculate deposit value at maturity:**

1. From the **TD Product** drop-down list, select the term deposit product under which the TD is to be opened.
2. From the **Currency** drop-down list, select the desired currency in which the deposit is to be held.
3. In the **Term Deposit Amount (Gross Monthly Income)** field, type or drag the slider to enter the deposit amount.
4. In the **Tenure** fields, enter the relevant information in the **(Years/ Months / Days)** fields.
5. Click **Calculate**. The application calculates and displays the deposit value at maturity.

---

Note: Click on the **Apply Now** to open a new term deposit.

---

## 5.4 Forex Calculator

The foreign exchange calculator calculates the rate at which one currency can be exchanged for another. The Calculator displays the converted amount and the currency exchange rate applied. Exchange rates of only predefined currencies can be viewed by the customer.

Exchange rates for the currency will be fetched online from the host system and calculations will be done based on the exchange rate retrieved.

### Features Supported In the Application:

This section enables user to see the value expected for a conversion of currency into other.

- Exchange rate of currencies
- Calculation of amount of currency converted to the other

### Pre-Requisites

- Support for the currencies provided by host

### How to reach here:

*Bank's Portal Page > Calculators for all your Money Goals > Forex Calculator*  
OR

*Bank's Portal Page > Toggle Menu > Menu > Calculators > Forex Calculator*  
OR

*Dashboard > Toggle Menu > Menu > Calculators > Forex Calculator*

### Forex Calculator

### Field Description

Field Name	Description
<b>From</b>	
<b>Currency</b>	Currency to be sold for which the exchange rate is to be inquired.
<b>Amount</b>	Amount for which conversion is required.

Field Name	Description
------------	-------------

---

**To**

<b>Currency</b>	Buy currency for which the exchange rate is to be inquired.
-----------------	---

<b>Amount</b>	Amount which you will get post conversion.
---------------	--

---

**To calculate currency exchange amount:**

1. From the **From – Currency** list, select the appropriate currency.
2. In the **Amount** field, enter the amount to be converted.
3. From the **To - Currency** list, select the currency and enter the amount in the next field.
4. Application calculate and displays the currency exchange value.  
The exchange rate for both the buy and sell options for currency pair entered, appears.

[Home](#)



## 6. First Time Login

When a new user logs into the application for the first time with the user name and password provided by bank, there are certain tasks that he/she needs to fulfill before being able to access the online services of the bank. These steps are configured by Bank and can include accepting Terms and Conditions, Setting up Security Question, My profile and limit information.

**Note:** The steps and sequence for 'First Time Login' may vary for different users as defined or configured by System Administrator.

Each step will either have **Next** or **Skip** button basis on the configuration done by Bank Administrator.

### Prerequisites:

- The bank administrator has enabled the First time login steps for Business users.

### How to reach here:

*Portal Page > Login*

### To log in to the application:

- Open an internet browser to access the application.
- Type the Oracle Banking Digital Experience URL in the Address bar, and press Enter. The **Portal** page appears.
- Click **Login**. The **Login** screen appears.

### Login

### Field Description

Field Name	Description
Username	Enter your login user name.  Note: Usernames are case insensitive i.e. User can login in OBDX with any case.

Field Name	Description
Password	Enter your login password.

- In the **Username** field, enter your user name.
- In the **Password** field, enter your password.

**Note:**

- Click inside the field, the Virtual Keyboard link appears. Click on the link to use virtual keyboard to enter the Username/Password.
- The characters typed in the **Password** field appear masked (•••••) for security reasons.

- Click **Login**.  
The next **configured** screen appears.

**Note:** Force Change password is not a part of First Time Login flow wizard, this screen will appear for every new user.  
The Force Change Password screen will only appear for users for whom the password is set by administrator and not for the users who have self-registered themselves.

## First Time Login - Terms and Condition

futura bank

ATM/Branch  
 Welcome, Jones Smith  
Last login 21 Nov 02:29 PM

Thank You for choosing Futura Bank as your Banking needs partner.  
We welcome you to the Futura Bank family.  
**Happy Banking!!!**

**Terms and Conditions**

These Terms mentioned herein form the contract between the User using the Internet Banking services and the Bank. By applying for Internet Banking Services and accessing the service the User acknowledges and accepts these Terms of Service (Terms and Conditions). Any conditions relating to the accounts of customer other than these Terms will continue to apply except that in the event of any conflict between these Terms and the account conditions, these Terms will continue to prevail. The agreement shall remain valid until it is replaced by another agreement or terminated by either party or account is closed, whichever is earlier.

**1 APPLICATION FOR INTERNET BANKING SERVICES**

The Bank may offer Internet Banking Service to selected customers at its discretion. The customer would need to be Internet User or have access to the Internet. The acceptance of the application and the acknowledgement thereof does not automatically imply the acceptance of application for internet Banking Services. The Bank may advise from time to time the Internet software such as Browser, which are required for using internet Banking Services. There will be no obligation on the part of the Bank to support all the versions of this Internet software.

**2 INTERNET BANKING SERVICES**

The Bank shall endeavor to provide to the User through Internet Banking services such as inquiry about the balance in his/her account(s), details about transactions, statement of account, request for issue of cheque-books, request for transfer of funds between accounts of the same User and other accounts and many other facilities as the Bank may decide to provide from time to time. These facilities shall be offered in a phased manner at the discretion of the Bank. The Bank at its sole discretion may also make additions/deletions to the Internet Banking Services being offered without giving any prior notices or reasons. The availability /non-availability of a particular service shall be advised through the web page of the Bank or written communication or any other mode as the Bank thinks fit. The Bank shall take reasonable care to, ensure the security of and prevent unauthorized access to the Internet Banking Services using technology reasonably available to the Bank. The User shall not use or permit to use Internet Banking Service or any related service for any illegal or improper purposes.

The USER would be allotted a User-id and a password (to be used at the time of login) by the BANK in the first instance. The USER will be required to mandatorily change the User-id and password assigned by the BANK on accessing Internet Banking Services for the first time.

As a safety measure the USER shall change the password as frequently as possible, at least once in 90 days. In addition to User-id and Password the BANK may, at its discretion, advise the USER to adopt any other means of authentication including but not limited to One Time SMS Password and/or Digital certification issued by Bank, licensed or approved Certifying Authorities or vendors.

The USER shall not attempt or permit others to attempt accessing the account information stored in the computers and computer networks of the BANK through any means other than the Internet Banking Services.

**3 USER-ID AND PASSWORD**

The USER shall:

1. Keep the User-id and password totally confidential and not reveal them to any third party.
2. Create a password of at least 8 characters long and shall consist of a mix of alphabets, numbers and special characters which must not relate to any readily accessible personal data such as the USER's name, address, date of birth, telephone number, vehicle number, driver license etc. or easily guessable combination of letters and / or numbers.
3. Commit the User-id and password to memory and not record them in a written or electronic form; and
4. Not let any unauthorized person have access to his computer or leave the computer unattended while using Internet Banking Services.
5. Not disclose/reveal his/her personal or confidential information to anyone over email/SMS/phone call even if it's purportedly from our bank. Our bank or any of its representatives will never send you emails/SMS or call you over phone to seek your personal information like Username, passwords, One Time SMS passwords etc. For tips on safe usage of password(s), "Password Management" displayed as a link on the login page of our bank may be referred.
6. Not access internet banking if his/her computer device is not free of malware (Viruses, Trojans, etc.).

In the event of forgetting of User-id and/or password or expiry/ disability of password(s) USER can request for change of the password by sending a written request to the BANK or call up the customer care. The selection of a new password and/ or the replacement of User-id shall not be construed as the commencement of a new contract. The User agrees and acknowledges that BANK shall in no way be held responsible or liable if the User incurs any loss as a result of compromise of User-ID and password by the User himself or User has failed to follow the Internet Banking Service instructions as published by the BANK on the site from time to time. User agrees to fully indemnify and hold harmless BANK in respect of the same.

Locking of User ID

Internet Banking Password / User ID shall get locked after a number of incorrect attempts, up to such number (at present 3 failed attempts) as may be decided by the Bank from time to time. The same shall be available on the next day. In case of emergency, the User ID / password can be unlocked through the branch.

Deactivation of User ID

The Bank has the discretion to deactivate a User Internet Banking ID, if the same has not been used for a period defined by the Bank. Also the Bank has the right to deactivate the internet Banking login of User due to unsatisfactory behavior in the account.

Accept
Skip

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7. Read the terms and conditions.
8. Click **Accept** to accept the Terms and Conditions.  
The next configured screen appears.

## Profile

ATM/Branch

Welcome, Jones Smith  
Last login 21 Nov 02:29 PM

futura bank

My Profile

Thank You for choosing Futura Bank as your Banking needs partner.  
We welcome you to the Futura Bank family.  
**Happy Banking!!!**

Pizza Retail Download Profile

Personal Information

Date of Birth 01 Jan 2000

Contact Information

Email ID jon\*\*\*\*h@xyz.com

Communication Address Starsregio Complex 4, Postbus 77272, 3111 AP, London, GB.

Fax Number

Contact Number(Mobile) 8888\*\*\*\*88



Next

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## Field Description

Field Name	Description
<b>Personal Information</b>	
<b>User Name</b>	Full name of the user gets displayed.
<b>Date of Birth</b>	Date of birth of the user gets displayed.
<b>Aadhar Card Number</b>	Aadhar number of the user, as maintained with the bank gets displayed. It is an identification number issued by government of India.
	<b>Note:</b> This identification type is applicable for India region. Bank can configure the identification types to be displayed and to be available for modification as per their region.

Field Name	Description
<b>PAN Card Number</b>	PAN number of the user, as maintained with the bank gets displayed. It is issued by the income tax department of India.  <b>Note:</b> This identification type is applicable for India region. Bank can configure the identification types to be displayed and to be available for modification as per their region.
<b>Contact Information</b>	
<b>Communication Address</b>	Address of the user, as maintained with the bank, will be displayed.
<b>Email ID</b>	Email ID of the user, as maintained with the bank, gets displayed in masked format.
<b>Fax Number</b>	Fax number of the user, as maintained with the bank, gets displayed in masked format.
<b>Phone Number</b>	Phone number of the user, as maintained with the bank, gets displayed in masked format.

9. Click  against the field that you want to edit.
10. Click **Next**. The next configured screen appears  
OR  
Click  [Download Profile](#) to download the profile.

## Daily Limits

ATM/Branch

futura bank

Welcome, Jones Smith  
Last login 21 Nov 02:29 PM

Limits

Thank You for choosing Futura Bank as your Banking needs partner.  
We welcome you to the Futura Bank family.  
Happy Banking!!!

Channel ⓘ  
Internet

Transactions  
International Payment - File Level ...

International Payment - File Level Approval Limits

Consolidated Limits  
Consolidated & Transaction Group Limits

**Daily Limits**

Daily limit package is not assigned for the selected transaction for Internet Touch Point

**Monthly Limits**

Monthly limit package is not assigned for the selected transaction for Internet Touch Point

Next

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## Field Description

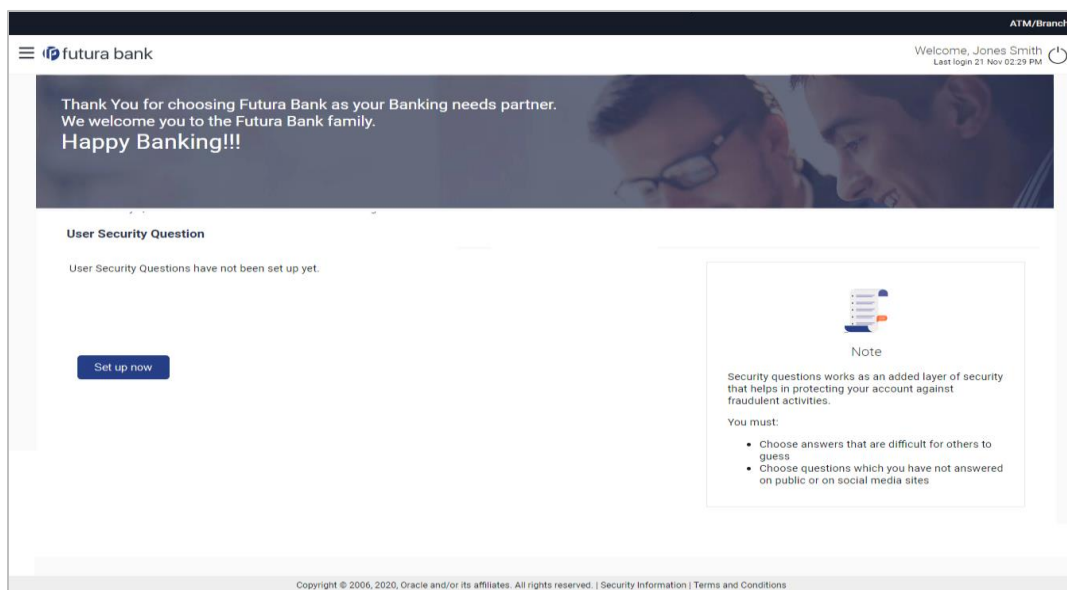
Field Name	Description
<b>Channel</b>	Select the channel for which user limits are to be displayed.
<b>Transactions</b>	Select the transaction for which user limits are to be displayed.
<b>Transaction Name</b>	The name of the transaction as selected in the above field is displayed.
<b>Min Amount</b>	The per transaction limit - minimum amount.
<b>Max Amount</b>	The per transaction limit - maximum amount.
<b>Transaction Limit - Daily Limits</b>	<p>The daily amount limit and transaction count limit (available and utilized) of a transaction is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p>

Field Name	Description
<b>Transaction Limit - Monthly Limits</b>	<p>The monthly amount limit and transaction count limit (available and utilized) of a transaction is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p>
<b>Transaction Group Limit - Daily Limits</b>	<p>The daily amount limit and transaction count limit (available and utilized) of a transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p>
<b>Transaction Group Limit - Monthly Limits</b>	<p>The monthly amount limit and transaction count limit (available and utilized) of a transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p>
<b>Channel Group Limit - Daily Limits</b>	<p>The daily amount limit and transaction count limit (available and utilized) of a channel group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p>
<b>Channel Group Limit - Monthly Limits</b>	<p>The monthly amount limit and transaction count limit (available and utilized) of a channel group is displayed.</p> <p>This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p>
<b>Channel &amp; Transaction Group Limit - Daily Limits</b>	<p>The daily amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p>

Field Name	Description
<b>Channel &amp; Transaction Group Limit - Monthly Limits</b>	<p>The monthly amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p>

11. From the **Channel** list, select a channel to view applicable limits.
12. From the **Transactions** list, select the transaction to view its limits.
13. Click the Transaction Limits / Transaction Group Limit/ Channel Group Limit/ Channel & Transaction Group Limit tabs to view the specific daily and monthly amount and count limits applicable at each level.
14. Click **Next**. The next configured screen appears  
OR  
Click **Edit** to edit the limits.

### User Security Question Setup



15. Click **Setup Now** to setup security questions.  
The **Set Security Questions** screen appears.  
OR  
Click **Skip** to skip this step.

## Set Security Questions

ATM/Branch

Welcome, Jones Smith  
Last login 21 Nov 02:29 PM

Thank You for choosing Futura Bank as your Banking needs partner.  
We welcome you to the Futura Bank family.  
**Happy Banking!!!**

Security Question  
What is the brand of your first mo...  
Answer  
XYZ brand

Security Question  
In what county were you born?  
Answer  
India

Security Question  
What is your favourite teacher's na...  
Answer  
Joseph Colt

Security Question  
Which sport you like most?  
Answer  
Football

Security Question  
How many siblings do you have?  
Answer  
2

Save Skip

Note  
Security questions works as an added layer of security that helps in protecting your account against fraudulent activities.  
You must:  

- Choose answers that are difficult for others to guess
- Choose questions which you have not answered on public or on social media sites

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## Field Description

Field Name	Description
<b>Security Questions</b>	Select a question to be assigned as a security question.  The security questions will be numbered, e.g. Security Question 1, Security Question 2 and so on. The number of security questions and answers available will be dependent on the number configured by the bank administrator.
<b>Answer</b>	Specify an answer for the selected security question.  The fields in which you can specify answers to selected security questions will be displayed below each security question and will be numbered, e.g. Answer 1, Answer 2 and so on.

- From the **Security Question** list, select the security question to be added in your security question set.
- In the **Answer** field, enter an answer for the corresponding security question.
- Click **Save** to save the security questions.  
The user is directed to the Dashboard screen.

[Home](#)

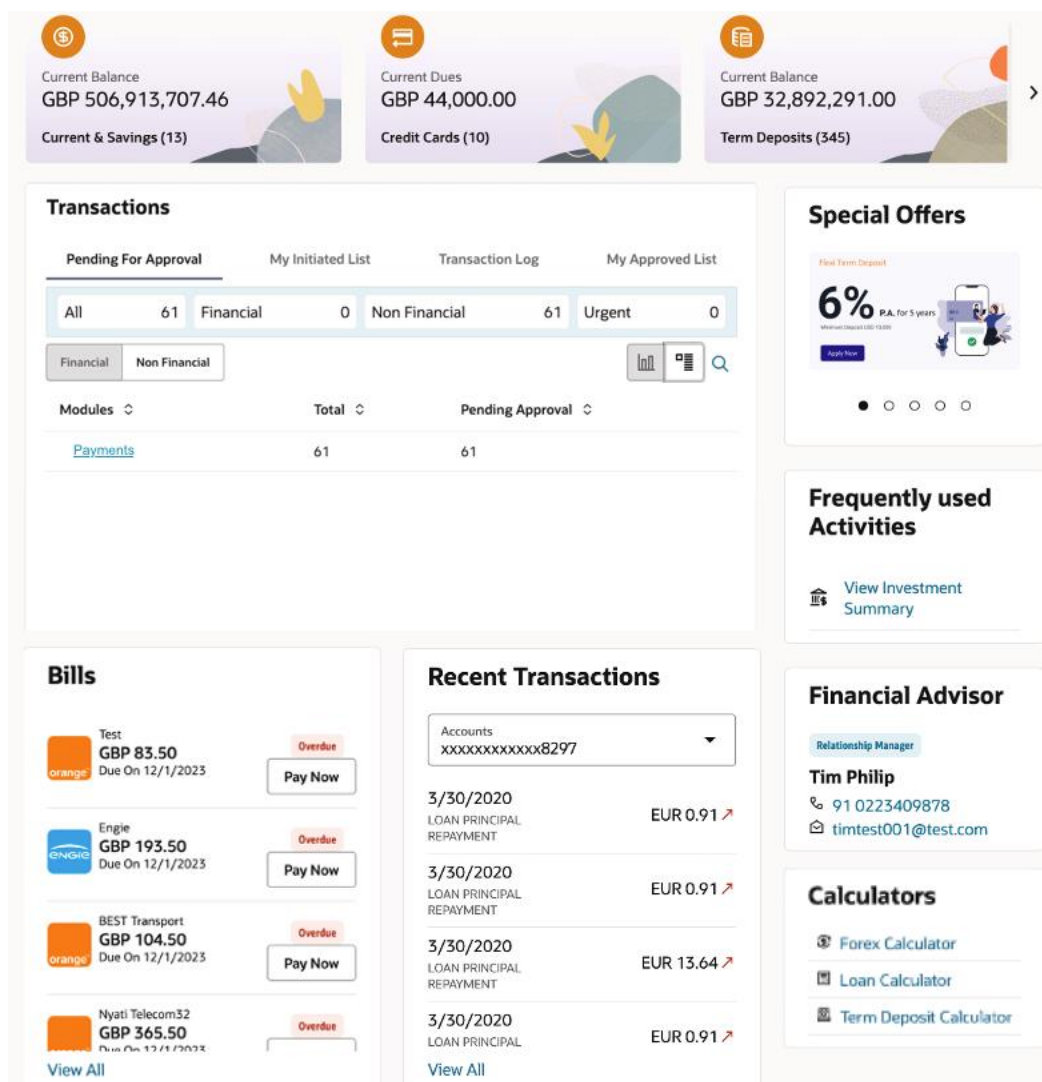


## 7. Dashboard

The dashboard is the first landing page that the customer views after logging in. It displays the summary of all the user’s accounts in a single screen. It also enables the user to access various functions quickly without having to use the toggle menu to navigate to the required screen.

### 7.1 Small & Medium Business Dashboard





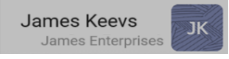


The Small & Medium Business Dashboard is displayed in the form of widgets. It follows the creative concept of cards which results in an organized dashboard that engages the user and displays information that is easy to decipher.





#### Dashboard Overview

##### Header Icons

The following icons are present on the Business dashboard:

- : This option is provided on all screens and enables the user to return to the dashboard.
- : Click this icon to navigate to the Mailbox screen.
- : Enter the transaction name and click search icon to search the transactions.
- : Click this icon to access to transactions like Change Theme, Switch to Dark Mode, Switch to Default Dashboard, and Language selection
- : Click this icon to view the user's name along with the last login date and time. Clicking on this icon displays a drop-down with the options to change entities, view the user's profile or to log out from the application.
- : Click the toggle/hamburger menu to access the transactions.
- : Click this icon to close the toggle menu. This icon appears if the toggle menu is open.

### Header Menu Options

- **Preferred Language:** Click on the , and click **Language** to set your desired language to use the application.
- **Select Entity:** Users with multiple relationships (Retail and Business relationships) will be able to login using single login credentials. Click on  icon and then click on the **Entity**, then select your desired entity. Based on the selected entity, the parties within it and listed for selection.

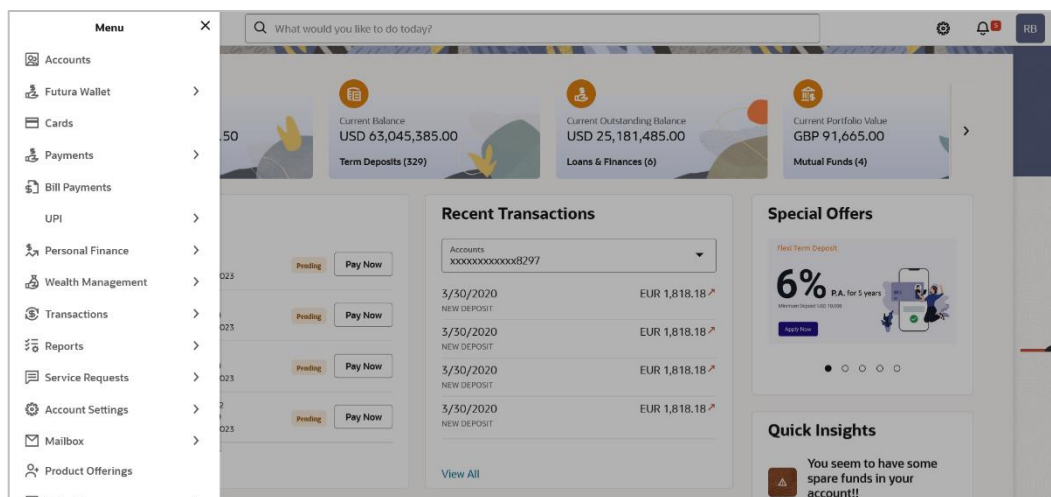
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#### Note:













- For retail profile, 'Personal' will be shown in the party expansion. On selecting 'Personal', the Party Name will be shown next to the user initials.
  - For all business profiles, the Business Names will be shown in the party expansion as well as next to the user initials.
  - If the user has presence only in a single entity with single party, then the entity value will not be available in the drop-down.
- 




**FATCA & CRS link:** Click the link to access the FATCA and CRS Self – Certification Form so as to provide information required by the bank to comply with the FATCA and CRS regulations. This link will be displayed on the dashboard only if you are required to submit the FATCA & CRS Self-Certification form.

## Toggle Menu Transactions



The following items are present on the Toggle Menu:

-  **Accounts**: This menu consists of sub menu items like Current and Savings account, Term Deposits and Loans and Finances to navigate to the respective account related transactions.
-  **Credit Cards**: Click this menu to access the credit card related transactions.
-  **Payments**: Click here to access Payments related transactions or setting up of payments.
-  **Bill Payments**: Click here to access the Electronic Bill Payments and Presentment related transactions.
-  **UPI**: Click here to access the UPI Payments transaction.
-  **Service Requests**: Click this menu to raise a new service request and track the status of a service request.
-  **Account Settings**: Click this menu to set your preferences and daily limits, change password and personalize your dashboard.
-  **Mailbox**: Click this menu to view the Mails, Alerts and Notifications.
-  **Product Offerings**: Click this menu to apply for a new account.
-  **Calculators**: Click this menu to access financial calculators to do certain calculation.
-  **Leave Feedback**: Click this menu to leave your feedback about the user interaction of the application.
-  **ATM & Branch Locator**: Click to view the address and location of the ATMs and the branches of the Bank. For more information click here.

-  **Help** : Click this menu to launch the online help.
-  **About** : Click this menu to view the information about the application like version number, copyright etc.
-  **Logout** : Click this menu to log out of the application.

## Overview

This section displays an overview of the customer's holdings with the bank as well as links to various transactions offered to the customer. The **Overview** widget displays the customer's holdings in each account type such as Current and Savings Accounts, Term Deposits, Loans Credit Cards, and Investments. The user can select an account type in order to view details of each account belonging to that specific account type. It is a container and user can scroll from left to right, right to left.

The account types that can be listed in this widget are as follows:

- Current & Savings
- Term Deposits
- Recurring Deposits
- Loans and Finances
- Credit Cards

The **Overview** widget displays cross sell cards i.e. cards which enable the user to navigate to the other modules of the bank. The **Overview** widget displays the customer's holdings in each account type such as Current and Savings Accounts, Term Deposits, Loans, Credit Cards as well as links to various transactions offered to the customer. The widget displays details specific to that account type, such as summary of that specific module which consists of information like the total count of accounts/loans/cards, etc. held by the customer with the bank along with information such as the current balance across all accounts of that module, total dues (in case of credit cards), the total amount of loan outstanding, etc.

On clicking on any account type card, the summary page gets displayed which consists of information such as the total count of accounts/loans/cards, etc. held by the customer with the bank, along with information such as the current balance across all accounts of that module, total dues (in case of credit cards), the total amount of loan outstanding, etc. Each record or card (in case of credit cards) also contains a kebab menu which provides the user with the quick access to screens related to the specific module.

---

**Note:** The **Overview** widget is applicable for both desktop and mobile (responsive) view.

---

## Quick Insights

This widget will display notifications to the user based on events such as when the user's term deposit is nearing maturity or has matured, an upcoming credit card bill due date, etc. A separate card will be displayed for each event and the user will be able to take actions as provided on each card. Multiple cards can be displayed at a time in the widget and the user will be able to scroll through the cards. Following are the insights added for Business user:

- **Personal Loan to Credit Card user:** If a credit card customer is making partial credit card payment or if the credit card payment is overdue, an Insight will be shown to the customer to avail a Personal Loan from the bank to pay the credit card outstanding amount.
- **Investment advice on deposit maturity:** If a user's Deposit account has just matured, an Insight will be shown to invest the proceeds in another Deposit account to get better returns as compared to just keeping the funds in the savings account.
- **Investment advice on Excess funds:** If a user's Savings Account has some excess funds (amount threshold defined by the bank admin), an Insight will be shown to invest the excess amount in a Deposit account to get better returns as compared to just keeping the funds in the savings account.
- **Renewal advice for deposit nearing maturity:** If a user's Deposit account is nearing maturity and auto-renew is set to 'Off' for the deposit, then an Insight will be shown to user to enable auto-renew for the deposit
- **Warning on insufficient funds:** If the user's account does not have sufficient funds for upcoming payments scheduled for the current month, then a warning is shown to the customer. There are options to see the details of the upcoming payments as well as to add funds to the account.
- **Relevant activities for the customer:** There is a widget that lists the frequently used activities by the user. It allows the user to quickly navigate to the desired section of the application.

### Recent Transactions

This widget displays the recent activity in the user's Savings, Term Deposit and Loans accounts. It displays the date of transaction, a description of the transaction and the debit / credit amount. The user can select an account number of a particular account type, to view the recent account activity of that account.

Click the [View All](#) link to view the statements of the selected account type.

### Bills

The Bills widget enables the Business user to access the Electronic Bill Payments and Presentment related transactions. Different bills are placed on the widgets, which enables the users to pay utility bills towards various types of billers such as 'payment', 'payment and presentment or recharge'. All the bills, that are due to be paid are listed in this widget, users can pay their bills easily and quickly. The bill payments widget enables the user to gain easy access to the following transactions and features:

- **Pay Now:** This feature enables users to pay utility bills towards various types of billers like 'payment', 'payment and presentment, recharge.
- **View All :** This feature enables users to view all the billers.

### Payments

The Payments widget enables the Business user to access certain transactions available under the payments module. Different transactions are displayed on the widget in the form of icons, which gives the user easy access to these transactions.

Icons for the following transactions are displayed in this widget:

- **Transfer Money:** This transaction enables the user to initiate a transfer to a registered payee.
- **Pay Bills:** This transaction enables the user to make utility bill payments.
- **Favorites:** This option enables the user to access his favorite transactions. This feature enables the user to quickly initiate payments towards a payee or a biller without having to enter details of the transfer or payment as the details are pre-populated based on prior setup. Favorite transactions can be of two types: Bill Payments and Money Transfer.
- **Manage Payees & Billers:** By selecting this option, the user can navigate to the screen on which he can manage payees and registered billers.
- **Request Money:** This feature enables the user to initiate a request to pull money from a debtor.
- **View Repeat Transfers:** This transaction enables the user to view and setup repeat transfers. All customer payments, that are periodic in nature, can be set-up and managed here.

### Term Deposits

This widget displays the list of four term deposits that are closest to reaching maturity.

The following details along with the progress bar are displayed per record on the widget:

- Term Deposit Number- click on the link to view deposit details
- Current Balance Amount (with currency)
- Maturity Amount (with currency)
- Maturity Date

Click on the '**View All**' link to view the Term Deposits summary.

### Service Requests

The service requests widget displays the number of open service requests initiated by the customer as well as the service requests that are recently closed. The customer can raise a new request and track the status of open service requests.

### Advisors

This widget displays the names and contact details of the user's relationship managers.

---

Note: Click **Up** arrow to go back to the **Dashboard** page.

---


### Transactions: This section has the following tabs

- Pending for Approval
- My Initiated List
- Transaction Log
- My Approved List

#### 1) Pending for Approval



This section displays the details of transactions that are initiated by the maker and are pending for approval. It is briefly classified into two broad categories a) Financial and b) Non-Financial. User can click each tab to view the details of transactions that are pending for approval.

The transactions pending approval within a period can be searched across modules by providing a date range. The financial and non-financial sections display module wise count of transactions which are pending approval. The details can be viewed either in a graphical format or in a list format using a switch option.

Click on  icon to search the transactions based on Date range.

---

#### Note:

- If for any module, the pending approval count is '0', then it will not be shown in the list.
  - In the  graph view, on clicking the bars in the graph, the user will be navigated to the transaction listing page.
  - In the  list view, on clicking the module name link, the list of transactions pending approval within the module can be viewed.
- 

This displays the financial transactions - further categorized into following modules:

**Financial:** This displays the financial transactions initiated by the maker and further categorized as below:

- Accounts - The details of activity log are:
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Account Number: Account number of the transaction
    - Amount: Amount of the transaction
    - Initiated By: The user who has initiated the transaction.
    - Reference Number: Reference Number of the transaction.
    - Approval Status: Approval status of the transaction
    - Processing Status: Processing status of the transaction
  - Non Accounts - The details of the activity log are:
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Amount : Amount of the transaction
    - Initiated By: The user who has initiated the transaction.
    - Reference Number: Reference Number of the transaction.
-

- Approval Status: Approval status of the transaction
- Processing Status: Processing status of the transaction
- Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Payee Account Details: Payee's account number of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Approval Status: Approval status of the transaction
  - Processing Status: Processing status of the transaction
- Bill Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Biller Name: Name of the biller
  - Biller Location: Location of the biller
  - Details: Details of bill payment
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Approval Status: Approval status of the transaction
  - Processing Status: Processing status of the transaction




**Non- Financial:** This displays the non- financial transactions initiated by the maker and further categorized as below:

- Accounts
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Details: Account number of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference No: Reference Number of the transaction.
  - Approval Status: Approval status of the transaction
  - Processing Status: Processing status of the transaction
- Biller Maintenance
  - Date: Date of the transaction
  - Description: Description of the transaction

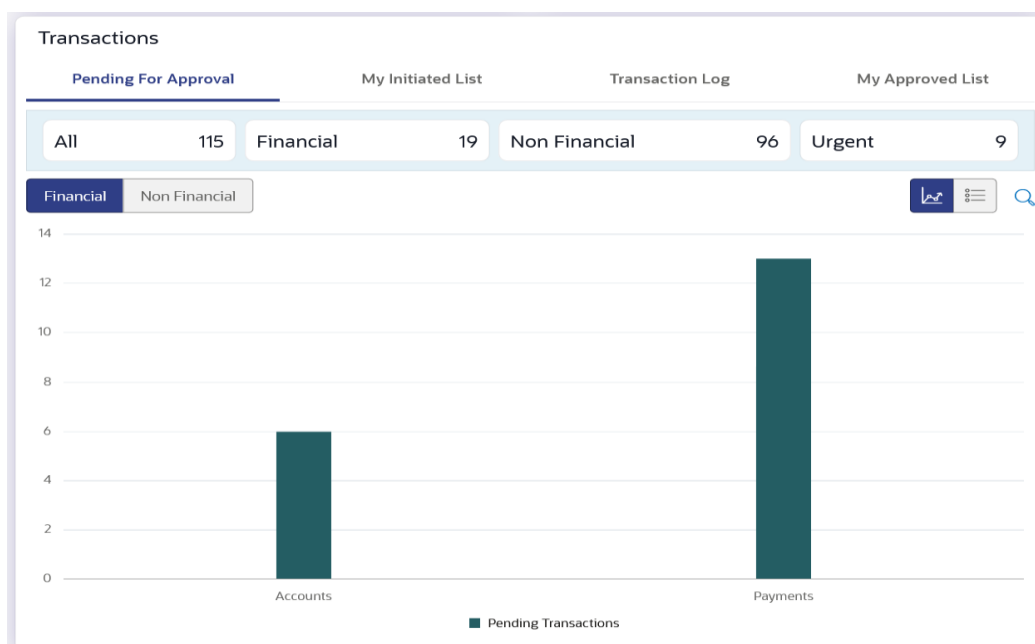


- Biller Name : Name of the biller
- Biller Type: The type of biller
- Category: The category of the biller
- Initiated By: The user who has initiated the transaction.
- Reference No: Reference Number of the transaction.
- Approval Status: Approval status of the transaction
- Processing Status: Processing status of the transaction
- Payee and Biller
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Biller Type: Type of the biller
  - Biller Category & Sub-category : Biller Category & Sub-category
  - .Reference No: Reference Number of the transaction.
  - Approval Status: Approval status of the transaction
  - Processing Status: Processing status of the transaction
- Others
  - Date: Date of the transaction
  - Initiated By: User who has initiated the transaction
  - Transaction Type: Type of the transaction initiated
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction
  - Approval Status: Approval status of the transaction
  - Processing Status: Processing status of the transaction

**Transactions - Pending for Approval (List View)**

Transactions				
Pending For Approval		My Initiated List	Transaction Log	My Approved List
All	115	Financial 19	Non Financial 96	Urgent 9
<input checked="" type="checkbox"/> Financial <input type="checkbox"/> Non Financial		  		
Modules	Total	Urgent		
Accounts	6	0		
Payments	13	0		

**Transactions - Pending for Approval (Graph View)**



For more information, refer section Pending for Approval under Approval chapter.

## 2) My Initiated List

Displays the list of all the transactions initiated by the logged in for different type of transactions like account financial, account non-financial, bulk file, bulk record, payee, biller and payments transactions.

It is divided into two sections broadly; Financial and Non-Financial. The logged in user can view the transaction list with respective statuses and details.

The details can be viewed either in a graphical format or in a list format using a switch option.



: Click this icon to search the transactions that are performed on a particular date. A date range ( **From Date** and **To Date**) can be provided to search the transaction.

Each module showcases the number of transactions belonging in each of the following statuses:

- **Initiated:** The number of transactions that have been initiated but approval workflow is not assigned.
- **Pending Approval:** The number of transactions that have been initiated, but are pending for approval.
- **Locked :** The number of transactions that have been locked by the approver
- **Pending Modification:** The number of transactions that have been sent for modification by the approver to the initiator.
- **Approved:** The number of transactions that have been approved.
- **Rejected:** The number of transactions that have been rejected by the approver.
- **Expired:** The number of transactions that have been that have been initiated but expired.
- **Released:** The number of transactions that have been released by the releaser.
- **Pending Release:** The number of transactions that are pending for release by the releaser.
- **Release Rejected:** The number of transactions that have been rejected by the releaser.

## Transactions - My Initiated List

The screenshot shows a 'Transactions' dashboard with the following data:

Category	Count
All	16
Financial	3
Non Financial	13

Modules	Initiated	PendingApproval	Locked	Modification	Approved	Rejected
Accounts	0	0	0	1	2	0

For more information, refer section **My Initiated List** under **Approval** chapter.

### 3) Transaction Log

Displays the list of all the different type of transactions like account financial, account non-financial, bulk file, bulk record, payee, biller and payments transactions.


It is divided into two categories broadly; Financial and Non-Financial. The logged in user can view the transaction summary with respective statuses and details.

The details can be viewed either in a graphical format or in a list format using a switch option.

On selecting either the Financial or the Non-Financial option, the modules under the particular option are displayed. Click the **Module** link to view the list of transactions in it.

Each module showcases the number of transactions present in each of the following statuses:

- **Initiated:** The number of transactions that have been initiated but approval workflow is not assigned.
- **Pending Approval:** The number of transactions that have been initiated, but are pending for approval.
- **Locked :** The number of transactions that have been locked by the approver
- **Pending Modification:** The number of transactions that have been sent for modification by the approver to the initiator.
- **Approved:** The number of transactions that have been approved.
- **Rejected:** The number of transactions that have been rejected by the approver.
- **Expired:** The number of transactions that have been that have been initiated but expired.
- **Released:** The number of transactions that have been released by the releaser.
- **Pending Release:** The number of transactions that are pending for release by the releaser.
- **Release Rejected:** The number of transactions that have been rejected by the releaser.

 : Click this icon to search the transactions that are performed on a particular date. A date range ( **From Date** and **To Date**) can be provided to search the transaction.

**Financial :** On clicking the module name link, the following details are displayed for each category:

- Accounts - The details of transaction log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction

- Amount: Amount of the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction
- Non Accounts - The details of the activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Amount : Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Payee Account Details: Payee's account number of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bill Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Biller Name: Name of the biller
  - Biller Location: Location of the biller
  - Details: Details of bill payment
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bulk File
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Transaction Type: Transaction types of the file upload
  - File Name: Name of the file uploaded.
  - File Amount: Amount to be debited from debit account.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

**Non- Financial:** This displays the non- financial transactions initiated by the maker and further categorized as below:

- Accounts
  - Date: Date of the transaction

- Description: Description of the transaction
- Account Number: Account number of the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction
- Payee and Biller
  - Date: Date of the transaction
  - Payee/ Biller Name: Payee/ Biller name
  - Payee Type: Type of the payee
  - Category: Payee Category
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Others
  - Date: Date of the transaction
  - Initiated By: User who has initiated the transaction
  - Transaction Type: Type of the transaction initiated
  - Description: Description of the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction

### Transactions - Transaction Log

Transactions							
Pending For Approval	My Initiated List	Transaction Log		My Approved List			
All	7	Financial	0	Non Financial	7		
Financial	Non Financial						
Modules	Initiated	PendingApproval	Locked	Modification	Approved	Rejected	
Others	0	1	0	0	6	0	


For more information, refer section **Transaction Log** under **Approval** chapter.

### 3) My Approved List








This section displays the details of transactions that are approved by the approver user. It is classified into two broad categories; Financial and Non-Financial. Click each tab to view the snapshot of transactions already approved.

The logged in user can view the transaction summary with respective statuses and details. The details can be viewed either in a graphical format or in a list format using a switch option.

On selecting either the Financial or the Non-Financial transaction options, the modules under the particular option are displayed. In the list view, on clicking the module name link, the transaction details within the module can be viewed.

 : Click this icon to search the transactions that are approved on a particular date. A date range ( **From Date** and **To Date**) can be provided to search the transaction.

### Transactions - My Approved List

Transactions			
Pending For Approval	My Initiated List	Transaction Log	My Approved List
All 2	Financial 0	Non Financial 2	
Financial	Non Financial		  
Modules 	Total 	Approved 	Rejected 
<a href="#">Biller Maintenance</a>	1	1	0
<a href="#">Others</a>	1	1	0

### Transaction Journey

Click the **reference number** link on the description of activity log to view the Transaction Journey

This screen displays the transaction details and transaction journey of a transaction, and the current status of transaction whether it is Initiated, Approved, Locked, Modification Requested or Processed.

When the user selects a transaction in 'Initiated' status, an option to assign approval workflow is available. Click on **Assign**, and select the approval workflow from the resolved workflows for the Initiated transaction, where transaction approval workflow is not assigned.

The screenshot displays the 'International Payment' section of the futura bank dashboard. At the top, there is a navigation bar with 'My Dashboard', 'ATM & Branch Locator', and 'English'. Below this, the user is identified as 'Welcome, Jason Smith' with a last login time of '27 Apr 09:51 AM'. The main content area is titled 'International Fund Transfer Details' and includes an 'e-Receipt' icon. The details are organized into several sections: 'Transfer To' (Intlintermediary), 'Account Type' (International), 'Account Number' (7654321), 'Account Name' (Intlintermediary), 'Bank Details' (test bank, 118 Northern Avenue, London, GB), 'Payee Address' (test1, test2, London, GB), 'Transfer From' (xxxxxxxxxxx0156), 'Transfer When' (30 Jan 2019), 'Amount' (€1,000.00), 'Correspondence Charges' (SHARED), 'Payment Details' (9776), and 'Note' (Account with institution). Below the details is a 'Transaction Journey' diagram showing three stages: 'Initiation' (McLeods Chemicals2, 09 Dec 05:50 PM), 'Approval', and 'Completion' (Processed, Reference No: 193431642040003, 09 Dec 05:50 PM). A 'Back' link is located at the bottom left of the diagram. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Transaction Journey

### Review

The section displays the details of the transaction.

### Transaction Journey

This section displays the status of transactions. Transaction journey displays the status as:

- Initiation
- Approval
- Completion
- Request Modification
- Locked

[Home](#)



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## 8. Approvals

Each user is assigned a particular task to perform as per their position in the hierarchy of the bank/business. Transaction created by initiator in the system is routed to the appropriate authorized signatory or group of signatories for approval depending upon the configured rules. A transaction needs to be approved by all the required approvers. A releaser may also be required to release the transaction for further processing once all approvals are completed. The Release facility can be enabled or disabled. There can be a situation wherein a transaction is pending approval and the approver is on leave. In such cases, the user must be able to re-route the transaction to another approver and mark it as high priority.

The Approvals Management function enables the user to view a summary of all the transactions pending for approval and release across different modules. The user can select the pending transactions and approve, release or re-route them as applicable.

### Features supported in application.

- View and Approve Transactions Pending Approval
- Re-route and Prioritize Transactions
- View and Release Transactions Pending Release
- View Initiated Transactions
- View Approved Transactions
- View Transaction Log

### 8.1 Pending for Approval

The transactions that have been initiated by the maker and are pending for approval/checking are listed here. The approver logs into the application, and views all the transactions that are pending for the user's approval.

When an approver/ checker logs in, the transactions pending for approval and checking will be shown as a consolidated count on the dashboard. All the users with check and approve privilege will be able to view the transactions. Dashboard displays the following:

- Count of all the transactions pending approval /checking
- Count of the financial and non-financial transactions pending approval/checking out of the total count
- Count the urgent transactions (prioritized and in grace period) pending approval

The financial and non-financial sections display module wise count of transactions pending approval. A specific transaction can be searched across modules by providing the exact reference number. The details of the transaction pending approval within the module can be viewed through the count link. Information of all the transactions pending approval within a module can be seen along with the prioritized and in-grace tags. Further drill down to view details of a specific transaction before approve/reject is available through the reference number link.

Module specific filters are provided to search for transactions pending approval within a module. The filters as well as the transaction information shown depend upon the selected module. The approver can select specific transaction or all transactions listed on that page or all transactions across pages of the selected module and approve or reject the selected records, with comments if any.

The approver can Lock a transaction pending approval, with comments if any. Approver can also Lock a transaction, if something needs to be verified operationally before approving it. Once a transaction is locked, no action (like approve, reject, send to modify) will be allowed on that transaction and the transaction status will be changed to 'Locked'. Maker will be able to see transaction with "Locked" status in his transaction log. Approver who is a part of the approval workflow of the locked transaction and is authorized to approve the transaction, will be able to unlock that transaction through the transaction approval page. Once the transaction is unlocked, it will be available for approval to the users as per the resolved approval workflow.

The approver/checker can approve or reject the transaction/s. For only specific transactions, Send to Modify functionality is enabled. Also approver can send the transaction back to modification, which are pending his approval, with comments if any.

On approval/rejection of a single transaction, the 2 factor authentication setup for individual transactions will be applicable. In "Authentication" menu, the administrator is expected to configure 2 Factor Authentication mechanism against individual transactions.

On enabling the 2-factor authentication for multiple transactions in Authentication menu, the same will be applicable even for approving and rejecting the transaction/s as a checker.

The detailed transaction journey of a transaction pending check can be seen.

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Note: For a checker, the limits are not validated.

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### **Pre-Requisites**

- Accessible Roles for Business
- Workflow and Approval Flow preference
- Party and User level account access
- Approval workflow and Rules setup for banking transaction
- Party Preference is maintained for business user

### **How to reach here:**

*Business User Dashboard > Toggle menu > Menu > Transactions > Pending for Approvals*

### Pending for Approval

The screenshot displays the 'Pending for Approvals' interface for Futura Bank. At the top, there's a navigation bar with 'Viewer', 'ATM & Branch Locator', and 'English'. Below that, the user is logged in as 'SHAIL Kadam' with a last login time of '15 Feb 11:14 PM'. The main content area is titled 'Pending for Approvals' and features a summary bar with four filters: 'All' (267), 'Financial' (202), 'Non Financial' (65), and 'Urgent' (8). There is also a search box for 'Reference Number'. Below the summary bar, a table lists various transaction categories under 'Financial' and 'Non Financial' columns. The 'Financial' column includes categories like Accounts (22), Non Accounts (0), Payments (161), Bill Payments (0), Bulk File (14), Bulk Record (5), Non Account Bulk Record (0), Host to Host Bulk Files (0), and Host to Host Bulk Records (0). The 'Non Financial' column includes Accounts (24), Biller Maintenance (0), Payee and Biller (31), Bulk File (2), Bulk Record (0), Trade Finance (0), Trade Finance Maintenance (0), Forex Deal (0), Others (8), and Liquidity Management (0). Some counts are accompanied by 'Urgent' status indicators.

Financial		Non Financial	
Accounts	22	Accounts	24
Non Accounts	0	Biller Maintenance	0
Payments	161	Payee and Biller	31
Bill Payments	0	Bulk File	2
Bulk File	14	Bulk Record	0
Bulk Record	5	Trade Finance	0
Non Account Bulk Record	0	Trade Finance Maintenance	0
Host to Host Bulk Files	0	Forex Deal	0
Host to Host Bulk Records	0	Others	8
		Liquidity Management	0


### Field Description

Field Name	Description
<b>Count of transactions pending approval</b>	<p>All- Displays the total count of all the transactions pending approval</p> <p>Financial- Displays the count of financial transactions pending approval out of the total count</p> <p>Non-Financial- Displays the count of non-financial transactions pending approval out of the total count</p> <p>Urgent- Displays the total count of urgent transactions (prioritized and in grace period) pending approval</p>

Field Name	Description
<b>Financial Table</b>	<p>Displays the module wise count of financial transactions pending approval.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions pending approval within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) pending approval within each module</li> </ul> <p>Click on the count link to view the list of all transactions pending approval within the module.</p>
<b>Non-Financial Table</b>	<p>Displays the module wise count of non-financial transactions pending approval.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions pending approval within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) pending approval</li> </ul> <p>Click on the count link to view the list of all transactions pending approval within the module.</p>
<b>Reference Number</b>	Allows to search based on exact reference number of transaction across modules.
<b>Date Filter</b>	<p>Allow to search the past transactions pending for approval.</p> <p>Specify the period for which you wish to view transactions. Search will be based on the transaction date range.</p>

#### To approve the transaction:

19. Click on count link to view the list of all transactions pending approval within the module. All the transactions pending approval within a module with the prioritized and in-grace tags appears.  
OR

In **Reference Number** field, enter exact reference number, and click  to search specific transaction pending for approval.

OR

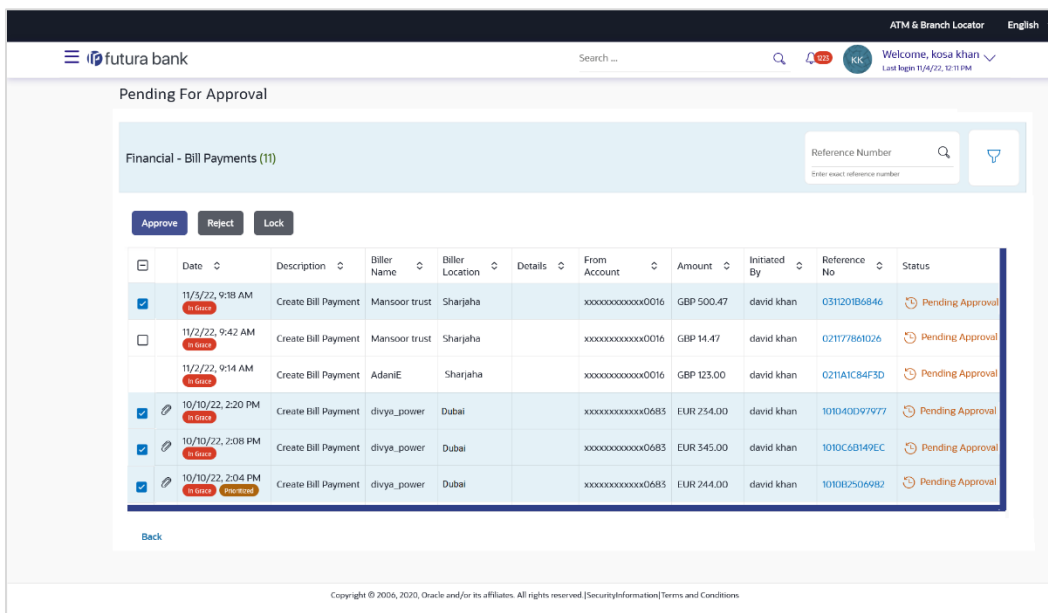
Click on the date filter and specify the period for which you wish to view back dated transactions.

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**Note:** The search will be within module.




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### List of transactions within module



### Field Description

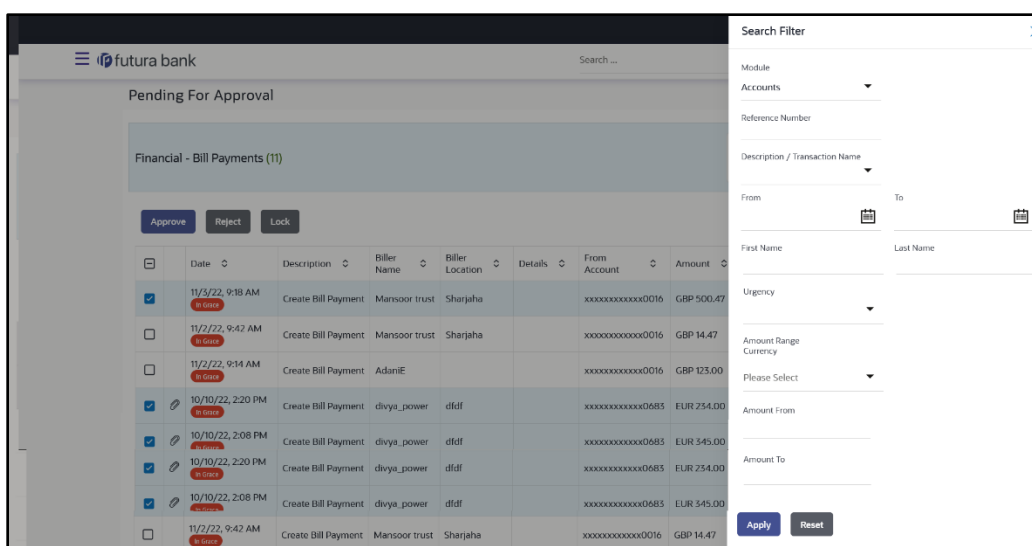
Field Name	Description
<b>Attachment Indicator</b>	<p>Displays the Attachment icon indicating the transaction has an attachment.</p> <p>The attachment cannot be viewed or downloaded using this indicator. Attachments can be viewed from the transaction details page.</p> <p><u>Note: Transactions without attachment does not show an attachment indicator.</u></p>
<b>Date</b>	Displays the transaction initiation date.
<b>Description</b>	Displays the description of the transaction pending for approval.
<b>Account Details</b>	<p>Displays the account details of transaction.</p> <p>This field is module specific.</p>
<b>Amount</b>	<p>Displays the transaction amount.</p> <p>This field is module specific.</p>
<b>Initiated by</b>	Displays the name of the user who has initiated the transaction.

Field Name	Description
<b>Reference No</b>	Displays the transaction reference number. Click on the link to view details of a specific transaction.
<b>Status</b>	Displays the current status of the transaction pending for approval by approver/checker. The status could be: <ul style="list-style-type: none"> <li> <b>Pending Approval</b> - Pending for approval</li> <li> <b>Approved</b> -Approved</li> <li> <b>Rejected</b> -Rejected</li> </ul>
<b>All</b>	Click on checkbox to select all the transactions on that page of the selected module for approve or reject.
<b>Clear All</b>	Click on link to deselect all the transactions on that page of the selected module for approve or reject.

20. Click on the  icon to enter filter new criteria. Based on the defined criteria you can view list of transactions pending approval within a module.  
Click **Apply** to search the transaction based on selected criteria.  
OR  
Click **Reset** to clear the entered details.

**Note:** The search will be module specific, not across modules.

### Pending for Approval – Filter Criteria



## Field Description

Field Name	Description
<b>Filter Criteria</b>	
<b>Search the transaction based on the criteria.</b>	
<b>Note:</b> The filter criteria in overlay screen will be changed based upon the module selected.	
<b>Module</b>	The selected module is defaulted which can be changed to view the transactions pending approval within a specific module.
<b>Reference Number</b>	Reference number of specific transaction which is to be searched.
<b>Description/ Transaction Name</b>	The transactions can be filtered based upon transaction name or description.
<b>Initiation From Date – To Date</b>	The period can be specified for which the user wants to view the transactions pending approval. Search will be based on the transaction initiation date range.
<b>First Name</b>	The first name of user who has initiated the transaction.
<b>Last Name</b>	The last name of user who has initiated the transaction.
<b>Urgency</b>	The transactions can be viewed based on its urgency type. It can be: <ul style="list-style-type: none"> <li>• Prioritized</li> <li>• In-Grace Period.</li> </ul>

**Click on Reference Number link to view the details of the transaction that is to be approved or rejected.**

### Transaction Journey

This section displays the status of transactions that has been initiated by the maker. Transaction journey displays the status as:

- Initiation
- Approval
- Completion

21. Alternately, the approver can view detailed transaction summary, before approving / rejecting/locking a transaction.

22. Click on the **Reference No** link to view details of a specific transaction. The **Pending for Approval- Transaction Details** screen along with **Transaction Journey** appears.

## Pending for Approval – Transaction Details

The screenshot displays the 'Cheque Book Request' page in the Futura Bank system. At the top, there are navigation options for 'Maker', 'ATM & Branch Locator', and 'English'. The user is identified as 'SHAIL Kadam' with a last login of '14 Feb 10:19 AM'. The page title is 'Cheque Book Request' and it features four action buttons: 'Approve', 'Reject', 'Send to Modify', and 'Lock'. The transaction details are as follows:

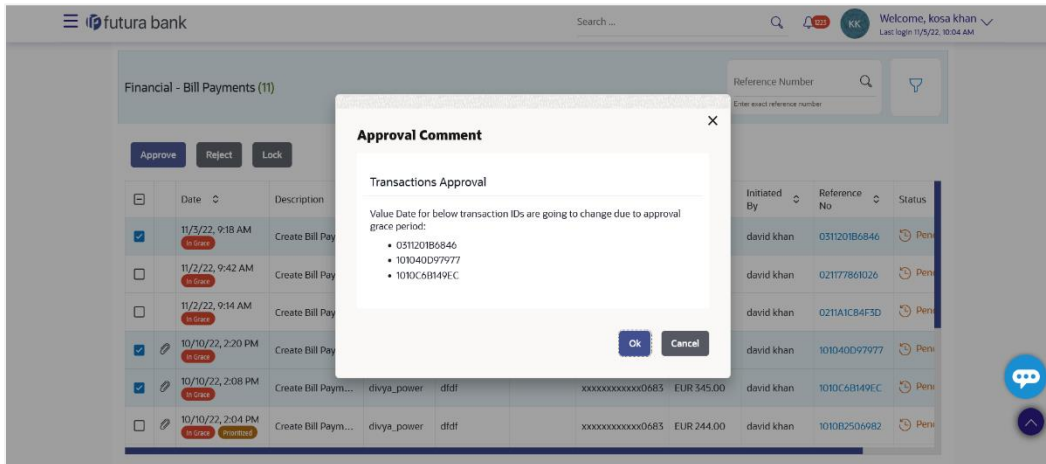
- Account Number: xxxxxxxxxxxx0010
- Type of Cheque Book: Cheque book for EUR
- Number of Cheque Books: 2
- Number of Leaves per Book: 10
- Delivery Location: 31 Dupont Tower, Aldrin Square, Near Walmart, California, US

The 'Transaction Journey' section shows a 'Detailed Journey' with three stages: 'Initiation Successful' (marked with a checkmark), 'Approval' (marked with a '2' in a circle), and 'Completion' (marked with a '3' in a circle). The 'Initiation' stage is completed by 'S R K Initiator' on '09 Feb 04:43 PM'. A 'Back' link is located at the bottom left of the journey section. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

23. Select one or multiple transactions together to approve / reject / lock by selecting checkbox against the respective record.
24. Click **Approve** to approve the initiated transaction.  
OR  
Click **Reject** to reject the transaction.  
OR  
Click **Lock** to lock the transaction.  
OR  
Click **Back** to navigate back to previous screen.
25. The summary of the transactions selected from the listing appears along with the **Comment** popup.
26. Enter the comment and click on the **Approve**.  
OR  
Click **Cancel** to cancel the transaction  
OR  
Click **Back** to navigate back to previous screen.



### Comment popup (Approve/Reject/Lock)



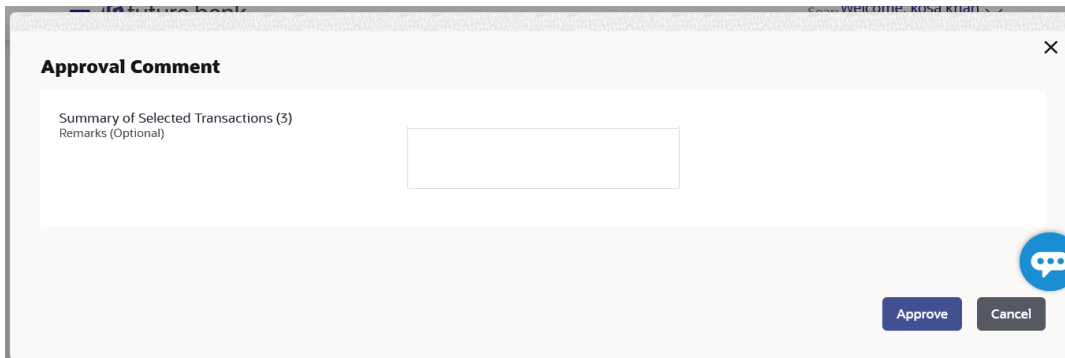
27. Enter the comment, and click **OK** to proceed with transaction.

OR

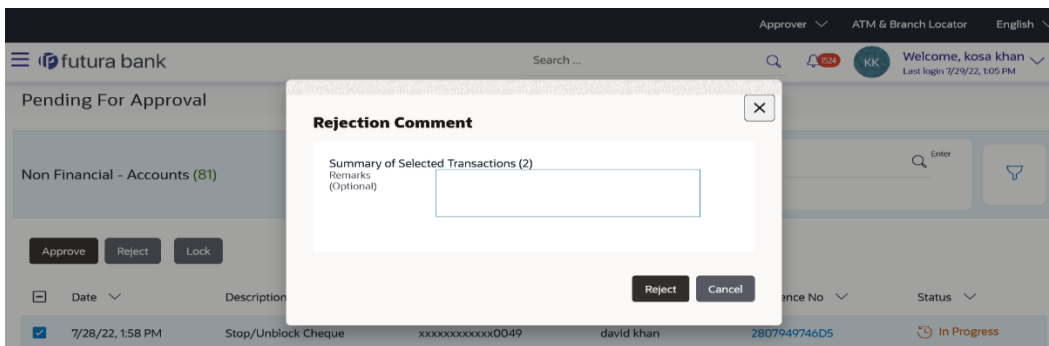
Click **Cancel** to cancel the transaction.

28. The **Transaction Approval / Rejection/Lock** screen prompting to enter the approval / rejection/lock remarks appear.

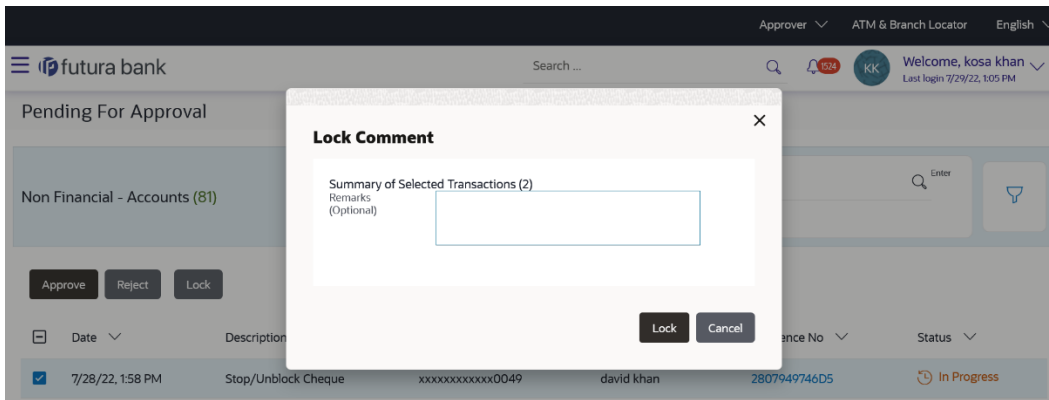
### Approve Transaction



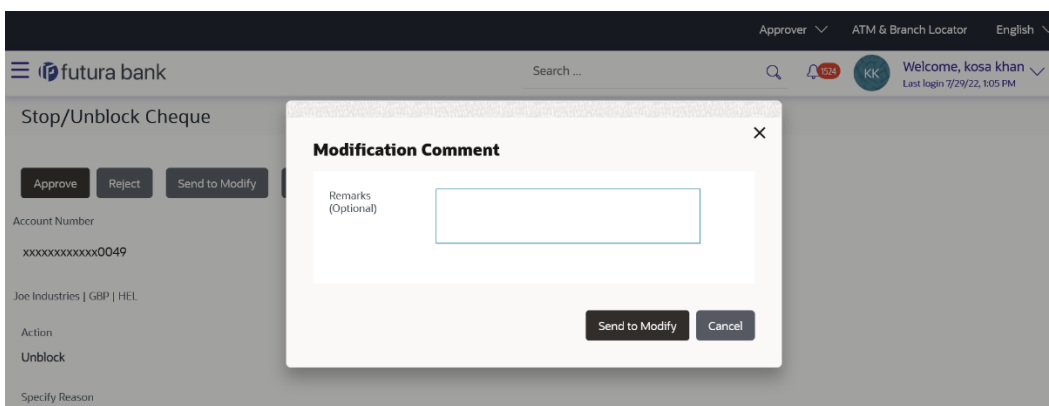
### Reject Transaction



### Lock / Unlock the transaction



### Send to Modify



29. Enter the remarks and click **Approve**.
- OR
- Enter the remarks and click **Reject**.
- OR
- Enter the remarks and click **Lock**.
- OR
- Enter the remarks and click **Send to Modify**.
- OR
- Click **Cancel** to cancel the transaction.
- The screen with success message appears.

---

Note: If the configuration to set to allow enabling multi transaction approval with 2-factor authentication, based on the 2FA set, system prompt user for verification.

---

## 8.2 Re-route and Prioritize

There can be a scenario wherein a transaction is pending approval and the approver is on leave. In such cases, the user must be able to re-route the transaction to another approver. A user can re-route a transaction if he/she has perform access for re-route transaction and view/approve privilege for the specific transaction being re-routed/prioritized. The approver logs into the application and views all the transactions that are pending for the user's approval and release. Different tabs display the transactions which are pending for approval and release.

The Reroute & Prioritise dashboard displays, the financial and non-financial sections having module wise count of transactions pending approval/release, along with the urgent transactions (prioritized and in grace period) pending approval/release. The user can view summarized details of the transactions pending approval within the module and can filter the transaction based upon different search parameters. The user can re-route or mark a transaction as high priority upon viewing the transaction details within the module.

User can reroute multiple transactions together. Transactions with the exact matching approval rules (provided all rules of one transaction is/are matching with another transaction) will be grouped together along with the evaluated rules e.g. multiple transaction buckets/groups with multiple or single resolved rule/s. A request ID will be generated for the grouped transactions. Maker can select one approval rule against the group and will be able to route the transaction.

A Day 0 configuration is available to configure the number of days after which the unused request IDs will be deleted. The default value of this configuration is 1 day which means that after 1 day, a scheduler will run and delete all the request IDs which were not re-routed.

---

Note:

- Un-grouping and re-routing the transaction to different rules will not be permitted. In order to achieve this, transactions need to be re-routed individually.
  - Transaction will be routed in an asynchronous manner.
- 

In order to re-route a transaction(s), the user must click on **Assign**. On clicking the same, the user can select a new rule (approval or release) out of all the resolved rules. The **Re-route Workflow** tab of **Workflow Details** overlay displays all the resolved rules applicable at the time of re-routing along with the current rule. The newly selected workflow will start from level 1 for approval and the limits of the approvers who already approved the transaction will be reversed upon re-routing.

For a transaction(s) pending release, the user can re-route or mark a transaction(s) as high priority upon viewing the transaction details within the module. In order to re-route a transaction(s), the user must click on **Assign**. On clicking the same, the user can select a new release rule out of all the resolved rules. On submitting the rule, the new route information will be assigned to the releaser. On submission, only the release workflow will be re-routed. The approval workflow will not be re-routed

On re-routing, a notification will be sent to the all the users who have already approved it, user/user group with whom approval was pending as per the existing workflow, maker of transaction, and users of the new workflow. Upon re-routing, the re-routing/prioritization maintenance action can also be seen in the Transaction Journey of the re-routed transaction.

---

Note: The **Re-route Workflow** tab displays the resolved rule details such as Sequential and Non-Sequential/Parallel, Details of user and user groups (Users within groups), and Amount Slab of the resolved rule.

---

An option is provided to set a high priority for the transaction and to undo it. On prioritization, a notification will be sent to the approver with whom the transaction is currently pending and maker of transaction.

**Pre-Requisites**

- Accessible Roles for Business
- Workflow and Approval Flow preference
- Party and User level account access
- Approval workflow and Rules setup for banking transaction

**How to reach here:**

*Business user Dashboard > Toggle menu > Menu > Transactions > Re-route and Prioritize*

**8.2.1 Pending for Approval**

**Re-route and Prioritize (Pending for Approval)**

The screenshot displays the 'Reroute And Prioritize' page for 'Pending For Approval'. At the top, there are navigation links for 'ATM & Branch Locator', 'English', and 'UBS OBPM 14.4 HEL Branch'. The user is identified as 'Welcome, david khan' with a last login of '10/17/22, 11:25 AM'. The main content area shows a summary of transactions categorized by 'Financial' (180 total) and 'Non Financial' (149 total). A search bar for 'Reference Number' is also present. Below the summary, there are two columns: 'Financial' and 'Non Financial'. The 'Financial' column lists 'Accounts' (1 Urgent), 'Payments' (16 Urgent), and 'Bill Payments' (14 Urgent). The 'Non Financial' column lists 'Accounts' (26), 'Billers Maintenance' (24), 'Others' (93 Urgent), 'Service Request' (3), and 'Receivables Payables Management' (3). A 'Back' button is located at the bottom left of the main content area.

**Field Description**


Field Name	Description
<b>Pending for Approval</b>	Following fields will be displayed for <b>Pending for Approval</b> tab
<b>Count of transactions pending approval</b>	<p>All- Displays the total count of all the transactions pending approval</p> <p>Financial- Displays the count of financial transactions pending approval out of the total count</p> <p>Non-Financial- Displays the count of non-financial transactions pending approval out of the total count</p> <p>Urgent- Displays the total count of urgent transactions (prioritized and in grace period) pending approval</p>
<b>Financial Table</b>	<p>Displays the module wise count of financial transactions pending approval.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions pending approval within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) pending approval within each module</li> </ul> <p>Click on the count link to view the list of all transactions pending approval within the module.</p>
<b>Non-Financial Table</b>	<p>Displays the module wise count of non-financial transactions pending approval.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions pending approval within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) pending approval within each module</li> </ul> <p>Click on the count link to view the list of all transactions pending approval within the module.</p>
<b>Reference Number</b>	Allows to search based on exact reference number of transaction across modules.
<b>Date Filter</b>	<p>Allow to search the back dated transactions pending for approval.</p> <p>Specify the period for which you wish to view transactions. Search will be based on the transaction date range.</p>

**To re-route/prioritize transaction:**

30. Click on count link within the module to view the transaction list for re-route/prioritize.  
The list of the transactions pending approval within a module with the prioritized and in-grace

tags appears.

OR

In **Reference Number** field, enter reference number, and click  to search specific transaction for re-route/prioritize.

OR


Click on the date filter and specify the period for which you wish to view back dated transactions.

---

**Note:** The search will be within module.

---

OR

Click on the  icon to enter filter new criteria. Based on the defined criteria you can view list of transactions pending approval within a module.

Click **Apply** to search the transaction based on selected criteria.

OR

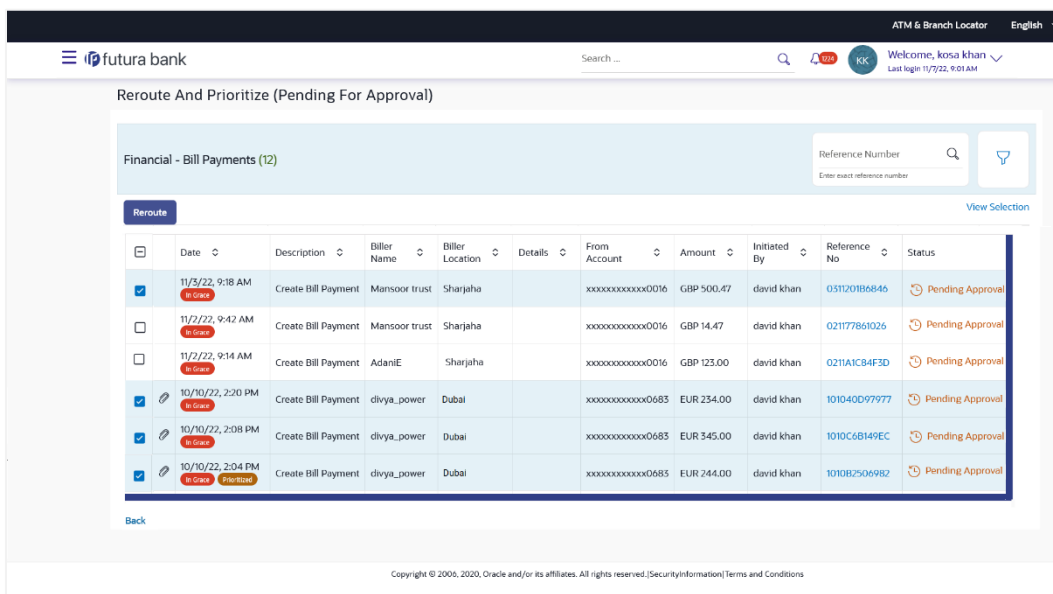
Click **Reset** to clear the entered details.

---

**Note:** The search will be module specific, not across modules.

---

### Re-route and Prioritize (Pending for Approval) Summary within module screen



The screenshot displays the 'Reroute And Prioritize (Pending For Approval)' screen. At the top, there is a search bar for 'Reference Number' and a filter icon. Below this is a table with the following data:

Date	Description	Biller Name	Biller Location	Details	From Account	Amount	Initiated By	Reference No	Status
11/5/22, 9:18 AM	Create Bill Payment	Mansoor trust	Sharjah		xxxxxxxxxxxx0016	GBP 500.47	david khan	0317201B6846	Pending Approval
11/2/22, 9:42 AM	Create Bill Payment	Mansoor trust	Sharjah		xxxxxxxxxxxx0016	GBP 14.47	david khan	021177861026	Pending Approval
11/2/22, 9:14 AM	Create Bill Payment	AdaniE	Sharjah		xxxxxxxxxxxx0016	GBP 123.00	david khan	0211A1C84F3D	Pending Approval
10/10/22, 2:20 PM	Create Bill Payment	divya_power	Dubai		xxxxxxxxxxxx0683	EUR 234.00	david khan	101040D97977	Pending Approval
10/10/22, 2:08 PM	Create Bill Payment	divya_power	Dubai		xxxxxxxxxxxx0683	EUR 345.00	david khan	1010C6B149EC	Pending Approval
10/10/22, 2:04 PM	Create Bill Payment	divya_power	Dubai		xxxxxxxxxxxx0683	EUR 244.00	david khan	1010B2506982	Pending Approval

### Field Description

Field Name	Description
Transaction Type	Displays the transaction type.
Initiated by	Displays the name of the user who has initiated the transaction.

Field Name	Description
<b>Date</b>	Displays the transaction initiation date.
<b>Reference Number</b>	Displays the transaction reference number.
<b>Account Number</b>	Displays the account number of the transaction. This field is displayed for <b>Financial</b> transaction.
<b>Re-route Workflow</b>	Click on <b>Assign</b> link to re-route approval workflow for the transaction.
<b>High Priority</b>	Click on link to mark the transaction as high priority or undo prioritization for the transaction.

### Re-route and Prioritize (Pending for Approval) Transactions – Filter Criteria

The screenshot shows the Futura Bank interface with a table of transactions and a search filter overlay. The table is titled "Reroute And Prioritize (Pending For Approval)" and shows "Financial - Payments (16)". A "Reroute" button is visible above the table. The search filter overlay includes fields for Module, Accounts, Reference Number, Description / Transaction Name, From, To, First Name, Last Name, Urgency, Prioritize, Amount Range, Currency, Amount From, and Amount To. There are "Apply" and "Reset" buttons at the bottom of the filter overlay.

Date	Description	From Account	Amount	Payee Account Details	Ref No
4/4/22, 1:00 PM	Card Payment	xxxxxxxxxxxx0038	EUR 600.00	624700xxxxxx0004	040
9/28/22, 6:46 PM	Card Payment	xxxxxxxxxxxx0016	EUR 122.00	624700xxxxxx0001	280
9/28/22, 5:30 PM	Card Payment	xxxxxxxxxxxx0027	EUR 123.00	624700xxxxxx0001	280
9/28/22, 12:17 PM	Card Payment	xxxxxxxxxxxx0685	EUR 123.00	624700xxxxxx0001	280
9/28/22, 12:14 PM	Card Payment	xxxxxxxxxxxx0027	EUR 123.00	624700xxxxxx0006	280
9/28/22, 12:13 PM	Card Payment	xxxxxxxxxxxx0016	EUR 122.00	624700xxxxxx0001	280

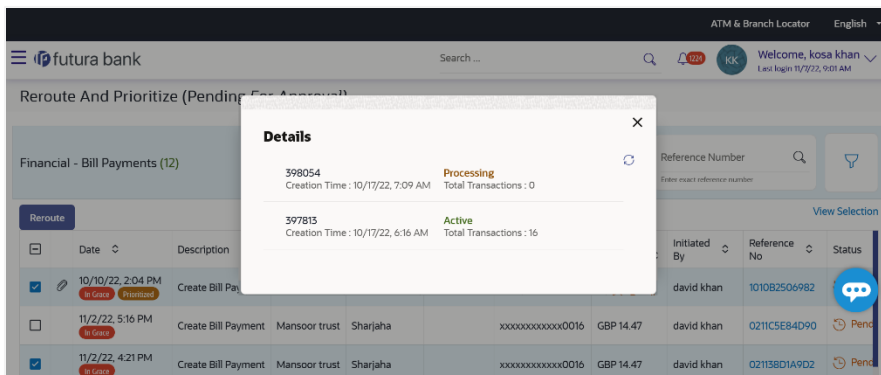
### Field Description


Field Name	Description
<b>Filter Criteria</b>	
<b>Search the transaction based on the criteria.</b>	
<b>Note:</b> The filter criteria in overlay screen will be changed based upon the module selected.	
<b>Module</b>	The selected module is defaulted which can be changed to view the transactions pending approval within a specific module.
<b>Reference Number</b>	Reference number of specific transaction which is to be searched.
<b>Description/ Transaction Name</b>	The transactions can be filtered based upon transaction name or description.
<b>Initiation From Date – To Date</b>	The period can be specified for which the user wants to view the transactions pending approval. Search will be based on the transaction initiation date range.
<b>Initiated By (First Name)</b>	The first name of user who has initiated the transaction.
<b>Initiated By (Last Name)</b>	The last name of user who has initiated the transaction.
<b>Urgency</b>	The transactions can be viewed based on its urgency type. It can be: <ul style="list-style-type: none"> <li>• Prioritized</li> <li>• In-Grace Period.</li> </ul>

31. Click on option under **High Priority** column to Prioritize/Undo Prioritize against the specific transaction record.  
OR  
Click on **Assign** option against the specific transaction record under **Re-route Workflow** column to re-route the transaction record. The **Workflow Details** overlay screen appears.  
OR  
Select multiple transactions together to route/reroute and click **Reroute**.  
The **Details** popup appears.

#### Details popup





1. Click  icon to refresh the process.

Click on the record, the transactions with the exact matching approval rules (provided all rules of one transaction is/are matching with another transaction) will be grouped together along with the evaluated


### Re-route and Prioritize (Pending for Approval) Transactions with matching groups

The screenshot shows the 'Reroute And Prioritize (Pending For Approval)' screen in the futura bank system. It displays a list of transactions under 'Group 2 (15)'. Each transaction row includes a timestamp, transaction type (Card Payment), account numbers, amount, and a 'Pending Approval' status with a clock icon. A blue 'Assign' button is visible above the table.

Timestamp	Transaction Type	Account 1	Amount	Account 2	Account 3	Status	Other
9/28/22, 6:43 AM	Card Payment	xxxxxxxxxxxx0016	EUR 122.00	624700xxxxxx0001	2809E48849FD	Pending Approval	-
9/28/22, 6:42 AM	Card Payment	xxxxxxxxxxxx0016	EUR 123.00	624700xxxxxx0001	28092577CE62	Pending Approval	-
9/28/22, 6:44 AM	Card Payment	xxxxxxxxxxxx0027	EUR 123.00	624700xxxxxx0006	2809C0A3D174	Pending Approval	-
9/28/22, 5:40 AM	Card Payment	xxxxxxxxxxxx0016	EUR 123.00	624700xxxxxx0001	28096707DESC	Pending Approval	-
9/21/22, 6:59 AM	Card Payment	xxxxxxxxxxxx0016	EUR 10.00	624700xxxxxx0001	21097C146FID	Pending Approval	-
9/28/22, 5:31 AM	Card Payment	xxxxxxxxxxxx0016	EUR 123.00	624700xxxxxx0001	28093F05FEDC	Pending Approval	-

**Note:**

Status of the transaction which is re-routed changes to **Re-routed**.

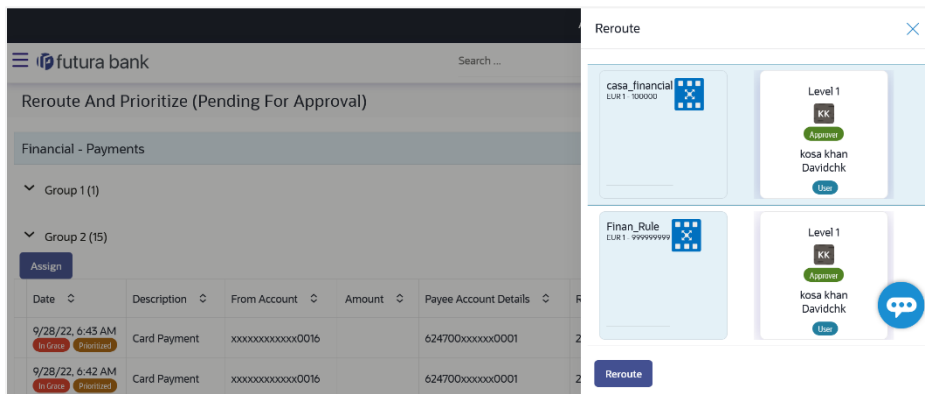
Click  icon against the specific transaction to re-route workflow.

32. Select the group to which workflow to be re-routed.
33. Click on the **Assign** option to re-route the selected group. The **Reroute** overlay screen appears.

In the **Re-route Workflow** tab:

- a. View and select new approval rule to re-route from all the resolved rules applicable at the time of re-routing for the group.
- b. Click **Re-route** to assign the workflow to the selected group.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Prioritize/ Undo Prioritized** to update the priority status of the transaction.

**Workflow Details - Re-route Workflow tab**




---

**Note:**  
User is allowed to select one out of the resolved workflows for re-routing.

---

**Field Description**

Field Name	Description
<b>Re-route Workflow tab</b>	
<b>Rules for re-route</b>	Displays the rules for re-routing for the group.
<b>Prioritize</b>	Click on the <b>Priority</b> link to set the priority for the transaction.

---

Note: Click **Undo Prioritized** link to remove the priority level of the transaction.

---

## 8.2.2 Pending for Release

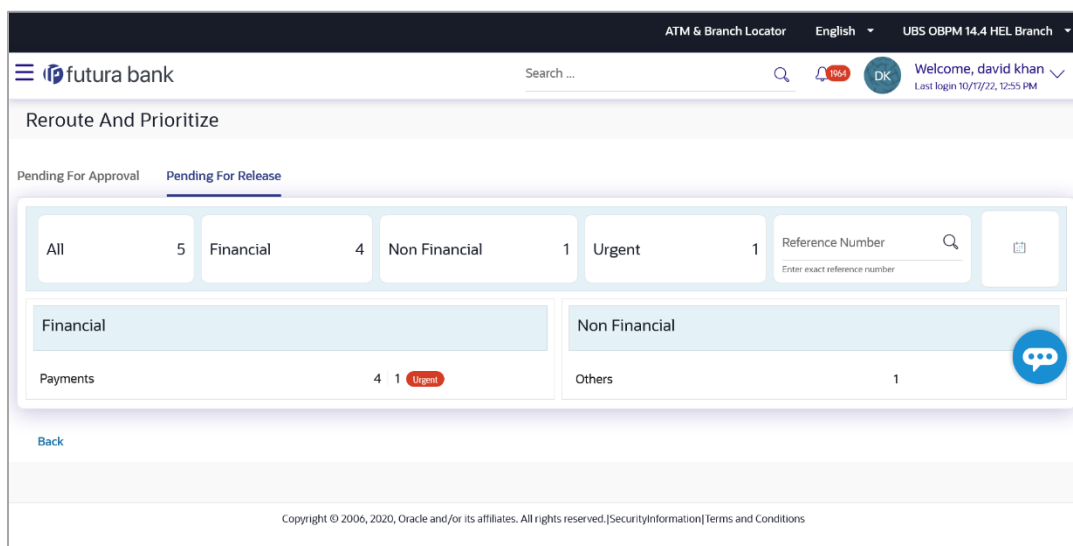
Dashboard displayed below the **Pending for Release** tab, the financial and non-financial sections having module wise count of transactions pending release, and the urgent transactions (prioritized and in grace period) pending release. The user can be a maker, approver or releaser i.e. whoever has re-route access will be able to re-route transactions pending approval or release. It displays the count of all the transactions pending release as well as the financial and non-financial transactions pending release. The total count of urgent transactions (prioritized and in grace period) pending release.

The user can view summarized details of the transactions pending release within the module and can filter the transaction based upon different search parameters. The user can re-route or mark a transaction as high priority upon viewing the transaction details within the module. In order to re-route a transaction, the user must click on **Assign**. On clicking the same, the user can select a new release rule out of all the resolved rules.

Note:

- 1) At a time, only one transaction can be selected for re-routing.
- 2) When a releaser logs in, the high priority transaction will be listed on top of all the transactions which are pending release.

### Re-route and Prioritize – Pending for Release




### Field Description

Field Name	Description
<b>Pending for Release</b>	Following fields will be displayed below <b>Pending for Release</b> tab

Field Name	Description
<b>Count of transactions pending release</b>	<p>All- Displays the total count of all the transactions pending release</p> <p>Financial- Displays the count of financial transactions pending release out of the total count</p> <p>Non-Financial- Displays the count of non-financial transactions pending release out of the total count</p> <p>Urgent- Displays the total count of urgent transactions (prioritized and in grace period) pending release</p>
<b>Financial Table</b>	<p>Displays the module wise count of financial transactions pending release.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>Count of transactions pending release within each module</li> <li>Count of urgent transactions (prioritized and in grace period) pending release within each module</li> </ul> <p>Click on the count link to view the list of all transactions pending release within the module.</p>
<b>Non-Financial Table</b>	<p>Displays the module wise count of non-financial transactions pending release.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>Count of transactions pending release within each module</li> <li>Count of urgent transactions (prioritized and in grace period) pending release within each module</li> </ul> <p>Click on the count link to view the list of all transactions pending release within the module.</p>
<b>Reference Number</b>	<p>Allows to search based on exact reference number of transaction across modules.</p>
<b>Date Filter</b>	<p>Allow to search the back dated transactions pending for release.</p> <p>Specify the period for which you wish to view transactions. Search will be based on the transaction date range.</p>


#### To re-route/prioritize transaction:

- Click on count link within the module to view the transaction list for re-route/prioritize. The list of the transactions pending release within a module with the prioritized and in-grace tags appears.  
OR  
In **Reference Number** field, enter reference number, and click  to search specific transaction for re-route/prioritize.  
OR

Click on the date filter and specify the period for which you wish to view back dated transactions.

**Note:** The search will be within module.

OR

Click on the  icon to enter filter new criteria. Based on the defined criteria you can view list of transactions pending approval within a module.

Click **Apply** to search the transaction based on selected criteria.

OR

Click **Reset** to clear the entered details.

**Note:** The search will be module specific, not across modules.

### Re-route and Prioritize (Pending for Release) Summary within module screen

	Date	Description	From Account	Amount	Payee Account Details	Reference No	Status	Processing Status	Reroute	Priority
<input checked="" type="checkbox"/>	9/21/22, 12:38 PM <small>In Error</small> <small>Prioritized</small>	Card Payment	xxxxxxxxxxxx0016	EUR 10.00	624700xxxxxx0001	2109D7F3CA7F	Pending Release	-	Assign	Undo Prioritize
<input checked="" type="checkbox"/>	9/22/22, 11:16 AM <small>Prioritized</small>	Card Payment	xxxxxxxxxxxx0016	EUR 4,500.00	624700xxxxxx0001	220927878AE1	Pending Release	-	Assign	Undo Prioritize
<input checked="" type="checkbox"/>	9/21/22, 2:14 PM <small>Prioritized</small>	Card Payment	xxxxxxxxxxxx0016	EUR 600.00	624700xxxxxx0004	2109767E98A7	Pending Release	-	Assign	Undo Prioritize
<input type="checkbox"/>	9/21/22, 12:49 PM <small>Prioritized</small>	Card Payment	xxxxxxxxxxxx0016	EUR 10.00	624700xxxxxx0001	2109335947E3	Pending Release	-	Assign	Undo Prioritize

### Field Description

Field Name	Description
<b>Date</b>	Displays the transaction initiation date.
<b>Description</b>	Description of the transaction.

Field Name	Description
<b>From Account</b>	The source account number of the transaction.
<b>Amount</b>	Amount of the transaction.
<b>Payee Account Details</b>	Payee's account number of the transaction.
<b>Reference No</b>	Displays the transaction reference number.
<b>Status</b>	The status of the transaction.
<b>Re-route</b>	Click on <b>Assign</b> link to re-route release workflow for the transaction.
<b>Priority</b>	Click on link to mark the transaction as high priority or undo prioritization for the transaction.

### Re-route and Prioritize (Pending for Release) Transactions – Filter Criteria

The screenshot shows the 'Reroute And Prioritize (Pending For Release)' interface. On the left, there is a table of transactions with columns for Date, Description, From Account, Amount, Payee Account Details, and Reference No. The table contains four rows of card payments, all marked as 'Prioritized'. A 'Reroute' button is visible above the table. On the right, there is a 'Search Filter' panel with various criteria including Module, Accounts, Reference Number, Description / Transaction Name, From, To, First Name, Last Name, Urgency, Prioritize, Amount Range, Currency, Amount From, and Amount To. The 'Apply' and 'Reset' buttons are at the bottom of the filter panel.

Date	Description	From Account	Amount	Payee Account Details	Reference No
9/21/22, 12:38 PM <small>In Grace</small> <small>Prioritized</small>	Card Payment	xxxxxxxxxxxx0016	EUR 10.00	624700xxxxxx0001	2105
9/22/22, 11:16 AM <small>Prioritized</small>	Card Payment	xxxxxxxxxxxx0016	EUR 4,500.00	624700xxxxxx0001	2205
9/21/22, 2:14 PM <small>Prioritized</small>	Card Payment	xxxxxxxxxxxx0016	EUR 600.00	624700xxxxxx0004	2105
9/21/22, 12:49 PM <small>Prioritized</small>	Card Payment	xxxxxxxxxxxx0016	EUR 10.00	624700xxxxxx0001	2105

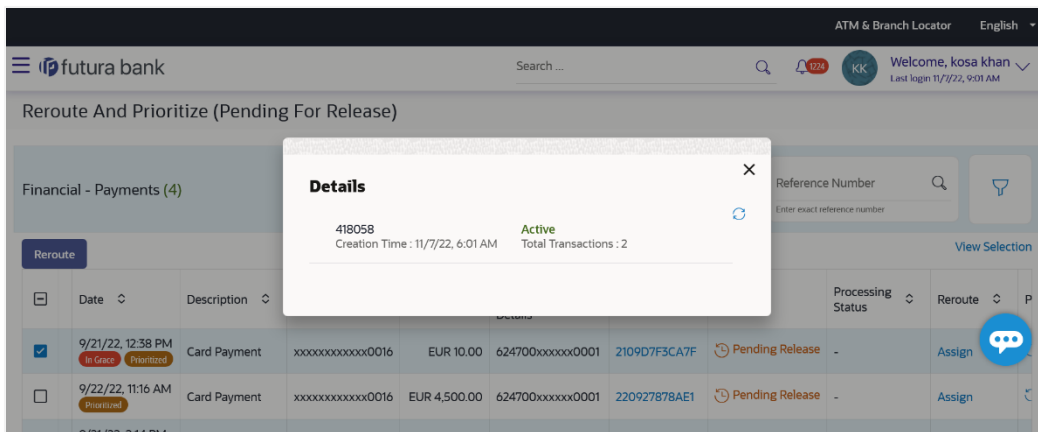
### Field Description


Field Name	Description
<b>Filter Criteria</b>	
<b>Search the transaction based on the criteria.</b>	
<b>Note:</b> The filter criteria in overlay screen will be changed based upon the module selected.	
<b>Module</b>	The selected module is defaulted which can be changed to view the transactions pending release within a specific module.
<b>Reference Number</b>	Reference number of specific transaction which is to be searched.
<b>Description/ Transaction Name</b>	The transactions can be filtered based upon transaction name or description.
<b>From – To</b>	The period can be specified for which the user wants to view the transactions pending release. Search will be based on the transaction initiation date range.
<b>First Name</b>	The first name of user who has initiated the transaction.
<b>Last Name</b>	The last name of user who has initiated the transaction.
<b>Urgency</b>	The transactions can be viewed based on its urgency type. It can be: <ul style="list-style-type: none"> <li>• Prioritized</li> <li>• In-Grace Period.</li> </ul>
<b>Payee Name</b>	The name of the payee.
<b>Customer Reference No</b>	The customer reference number of the transaction.

2. Click on option under **Priority** column to Prioritize/Undo Prioritize against the specific transaction record.  
OR  
Click on **Assign** option against the specific transaction record under **Re-route** column to re-route the transaction record. The **Workflow Details** overlay screen appears.  
OR  
Select multiple transactions together to route/reroute and click **Reroute**.  
The **Details** popup appears.

#### Details popup






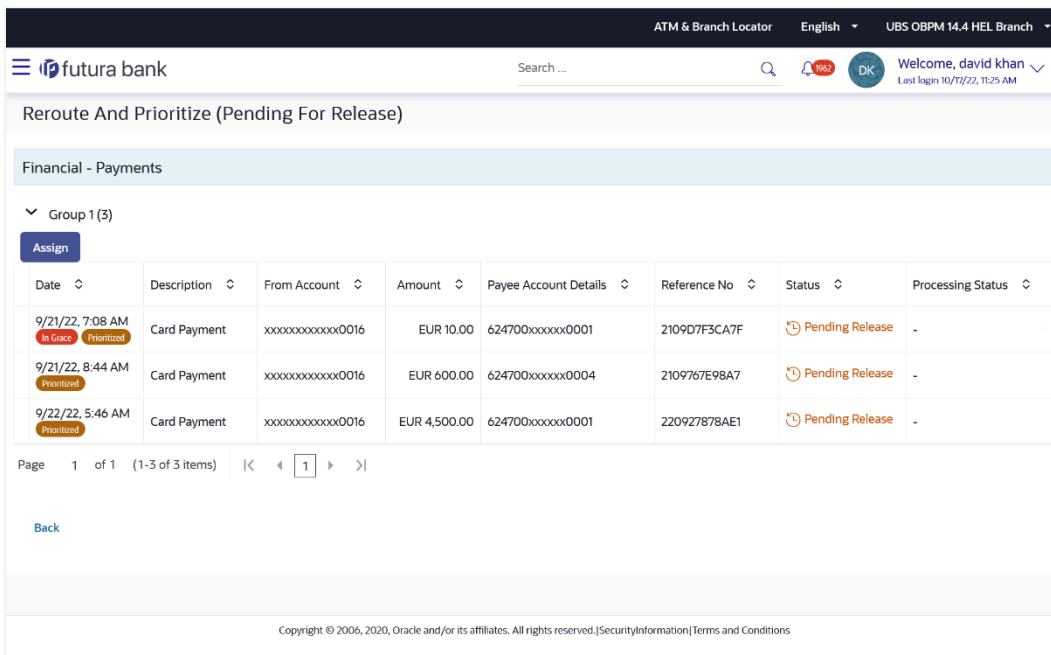
2. Click  icon to refresh the process.
3. Click on the record, the transactions with the exact matching approval rules (provided all rules of one transaction is/are matching with another transaction) will be grouped together along with the evaluated.

**Note:**

Status of the transaction which is re-routed changes to **Re-routed**.

Click  icon against the specific transaction to re-route workflow.

**Re-route and Prioritize (Pending for Release) Transactions with matching groups**



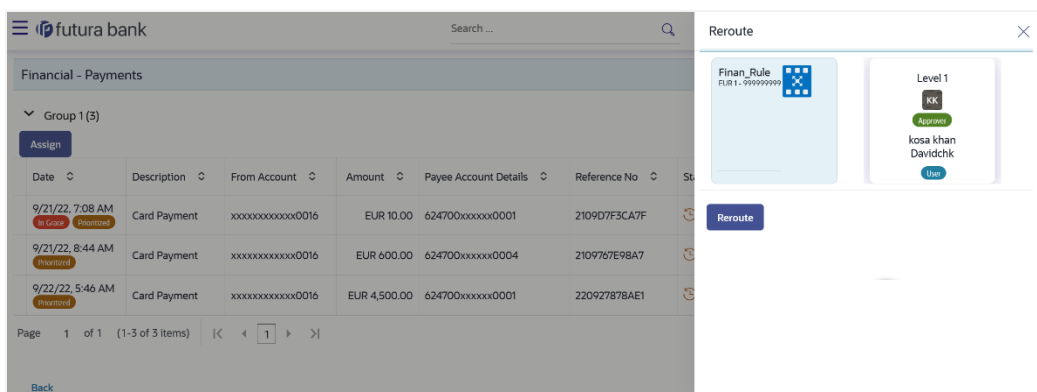
4. Select the group to which workflow to be re-routed.

5. Click on the **Assign** option to re-route the selected group. The **Reroute** overlay screen appears.

In the **Re-route Workflow** tab:

- a. View and select new approval rule to re-route from all the resolved rules applicable at the time of re-routing for the group.
- b. Click **Re-route** to assign the workflow to the selected group.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Prioritize/ Undo Prioritized** to update the priority status of the transaction.

### Workflow Details - Re-route Workflow tab




---

**Note:** User is allowed to select one out of the resolved rules for re-routing.

---

### Field Description

Field Name	Description
<b>Re-route Workflow tab</b>	
<b>Rules for re-route</b>	Displays the rules for re-routing for the group.
<b>Prioritize</b>	Click on the <b>Priority</b> link to set the priority for the transaction.
	Note: Click <b>Undo Prioritize</b> link to remove the priority level of the transaction.

---

## 8.3 Pending for Release

The transactions that have been configured for and are pending for release are listed here. The releaser logs into the application, and views all the transactions that are pending for a release.

Dashboard displays the financial and non-financial sections with module wise count of transactions pending release, and the urgent transactions (prioritized and in grace period) pending release.

The details of the transaction pending release within the module can be viewed through the count link. Information of all the transactions pending release within a module can be seen along with the prioritized and in-grace tags. Further drill down to view details of a specific transaction before approve/reject is available through the reference number link.

Module specific filters are provided to search for transactions pending release within a module. The filters as well as the transaction information shown depend upon the selected module. The releaser can select specific transaction or all transactions listed on that page or all transactions across pages of the selected module and release or reject the selected records, with comments if any.

On approval/release of a single transaction, the 2 factor authentication setup for individual transactions will be applicable. In “Authentication” menu, the administrator is expected to configure 2 Factor Authentication mechanism against individual transactions.

On enabling the 2-factor authentication for multiple transactions in Authentication menu, the same will be applicable even for approving and release the transaction/s as a checker. Each transaction in the multi-select release would be released as per the release workflow setup for each individual transaction.

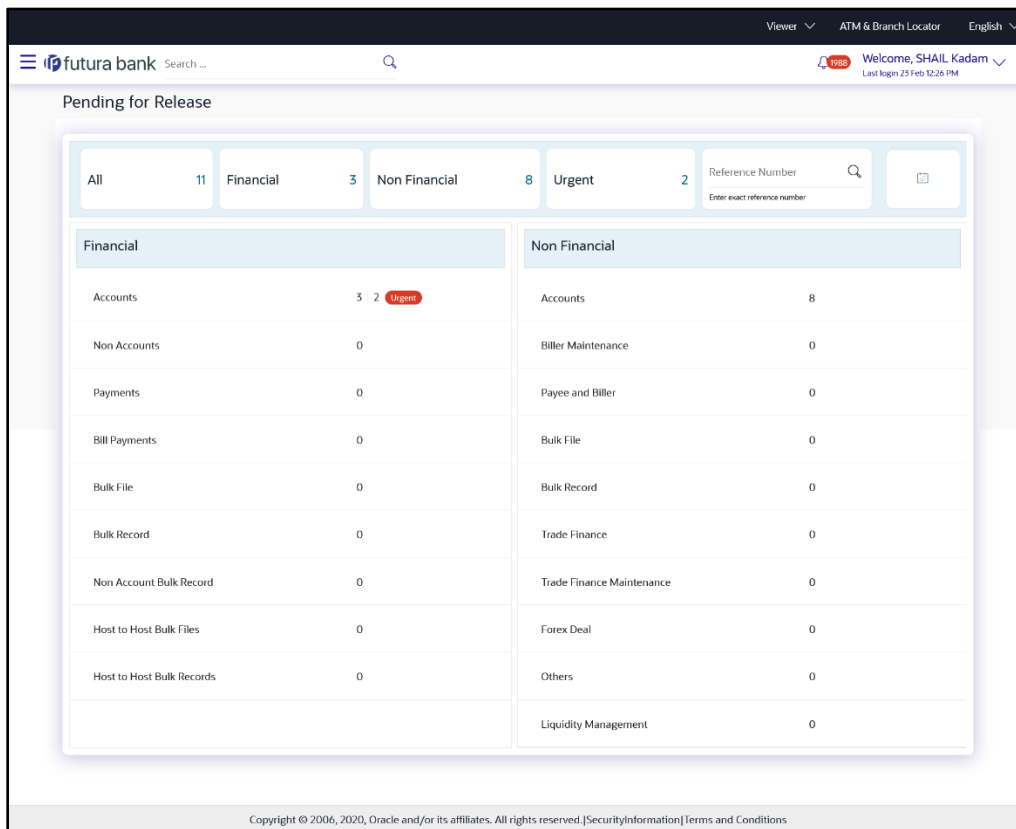
### **Pre-Requisites**

- Accessible Roles for Business
- Workflow and Approval Flow preference
- Party and User level account access
- Approval workflow and Rules setup for banking transaction
- Party Preference is maintained for business user

### **How to reach here:**

*Business user Dashboard > Toggle menu > Menu > Transactions > Pending for Release*

## Pending for Release




## Field Description

Field Name	Description
<b>Count of transactions pending approval</b>	<p>All- Displays the total count of all the transactions pending release</p> <p>Financial- Displays the count of financial transactions pending release out of the total count</p> <p>Non-Financial- Displays the count of non-financial transactions pending release out of the total count</p> <p>Urgent- Displays the total count of urgent transactions (prioritized and in grace period) pending release</p>

Field Name	Description
<b>Financial Table</b>	<p>Displays the module wise count of financial transactions pending release.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions pending release within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) pending release</li> </ul> <p>Click on the count link to view the list of all transactions pending release within the module.</p>
<b>Non-Financial Table</b>	<p>Displays the module wise count of non-financial transactions pending release.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions pending release within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) pending release</li> </ul> <p>Click on the count link to view the list of all transactions pending release within the module.</p>
<b>Reference Number</b>	Allows to search based on exact reference number of transaction across modules.
<b>Date Filter</b>	<p>Allow to search the back dated transactions pending for release.</p> <p>Specify the period for which you wish to view transactions. Search will be based on the transaction date range.</p>

#### To release the transaction:

- Click on count link to view the list of all transactions pending release within the module. All the transactions pending release within a module with the prioritized and in-grace tags appears.  
OR

In **Reference Number** field, enter reference number, and click  to search specific transaction pending for release.

OR

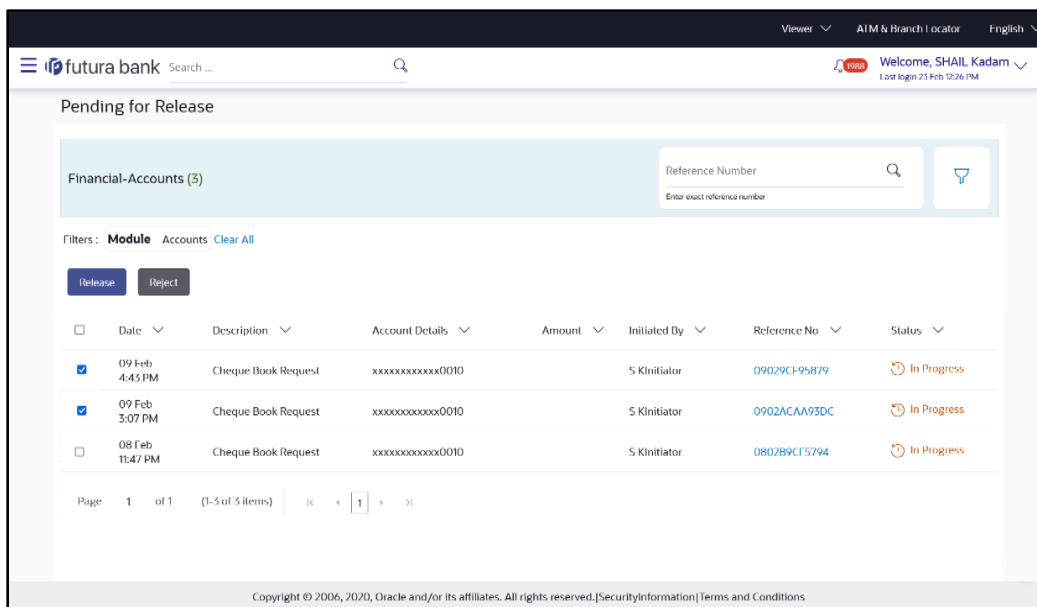
Click on the date filter and specify the period for which you wish to view back dated transactions.

---

**Note:** The search will be within module.


---

#### List of transactions within module



## Field Description

Field Name	Description
<b>Date</b>	Displays the transaction initiation date.
<b>Description</b>	Displays the description for the transaction pending for release.
<b>Account Details</b>	Displays the account details of transaction. This field is module specific.
<b>Amount</b>	Displays the transaction amount. This field is module specific.
<b>Initiated by</b>	Displays the name of the user who has initiated the transaction.
<b>Reference No</b>	Displays the transaction reference number. Click on the link to view details of a specific transaction.
<b>Status</b>	Displays the current status of the transaction pending for release.
<b>All</b>	Click on checkbox to select all the transactions on that page of the selected module for approve or reject.
<b>Clear All</b>	Click on link to deselect all the transactions on that page of the selected module for approve or reject.

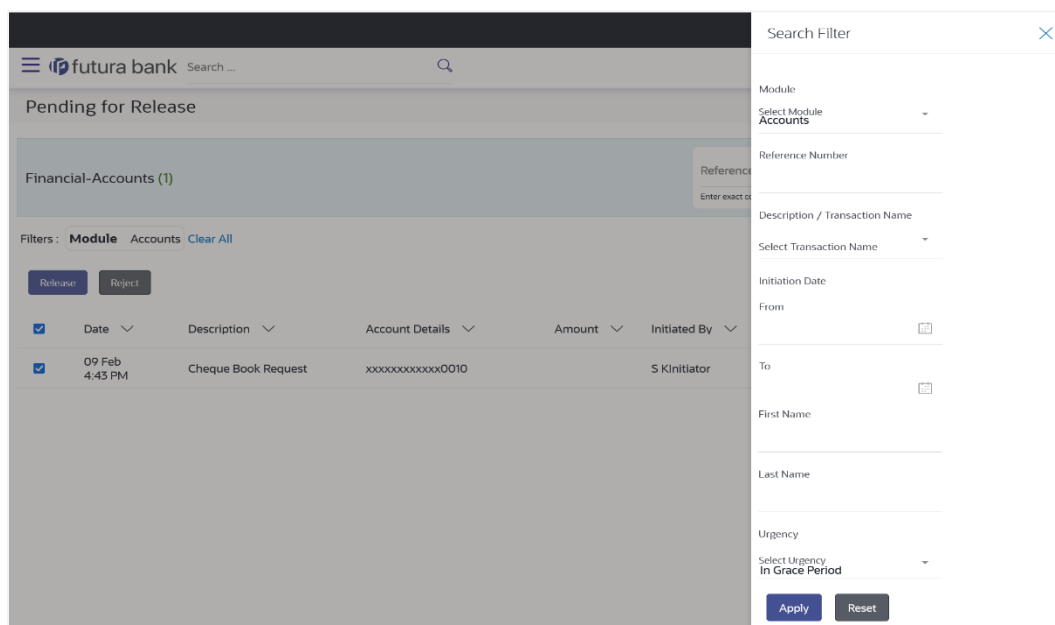
- Click on the  icon to enter filter new criteria. Based on the defined criteria you can view list of transactions pending release within a module.  
Click **Apply** to search the transaction based on selected criteria.  
OR  
Click **Reset** to clear the entered details.

---

**Note:** The search will be module specific, not across modules.

---

### Pending for Release – Filter Criteria



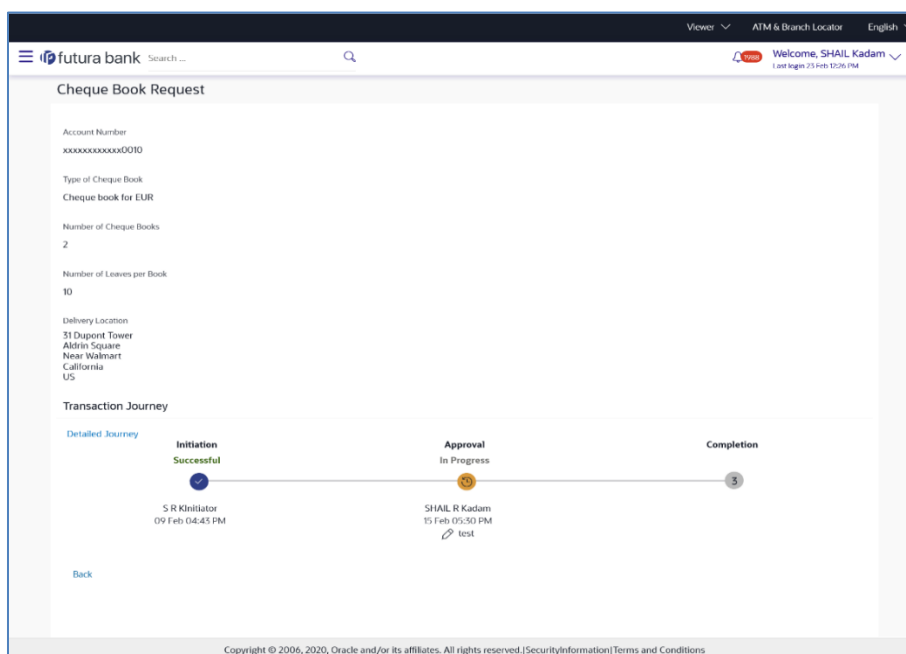
### Field Description

Field Name	Description
<b>Filter Criteria</b>	
<b>Search the transaction based on the criteria.</b>	
<b>Note:</b> The filter criteria in overlay screen will be changed based upon the module selected.	
<b>Module</b>	The selected module is defaulted which can be changed to view the transactions pending release within a specific module.
<b>Reference Number</b>	Reference number of specific transaction which is to be searched.
<b>Description/ Transaction Name</b>	The transactions can be filtered based upon transaction name or description.

Field Name	Description
<b>Initiation From Date – To Date</b>	Specify the period for which you wish to view transactions pending for release. Search will be based on the transaction date range.
<b>First Name</b>	The first name of user who has initiated the transaction.
<b>Last Name</b>	The last name of user who has initiated the transaction.
<b>Urgency</b>	Filters to view the transactions based on its urgency type. It can be: <ul style="list-style-type: none"> <li>• Prioritized</li> <li>• In-Grace Period.</li> </ul>

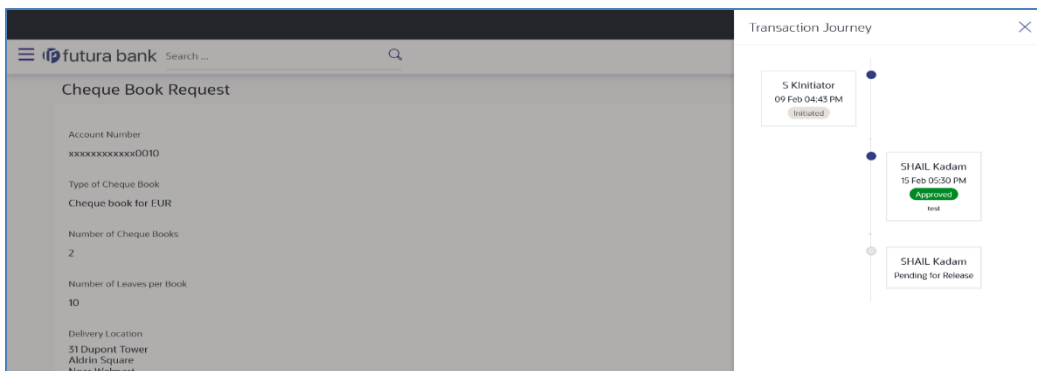
- Click on **Reference Number** link to view the details of the transaction that is to be release or reject for review. The details of transaction appears.  
Click **Detailed Journey** to view the transaction detailed journey.  
OR  
Click **Back** to navigate back to the previous screen.

### Pending for Release – Transaction Details



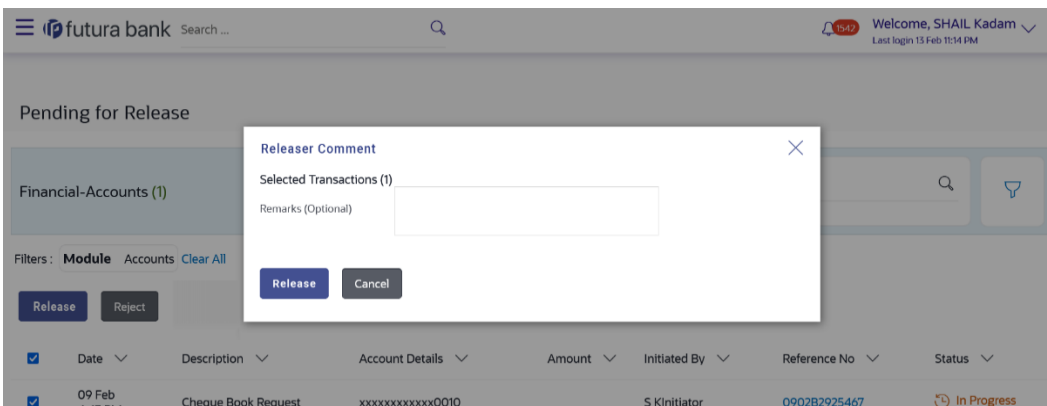
### Pending for Release – Transaction Detailed Journey



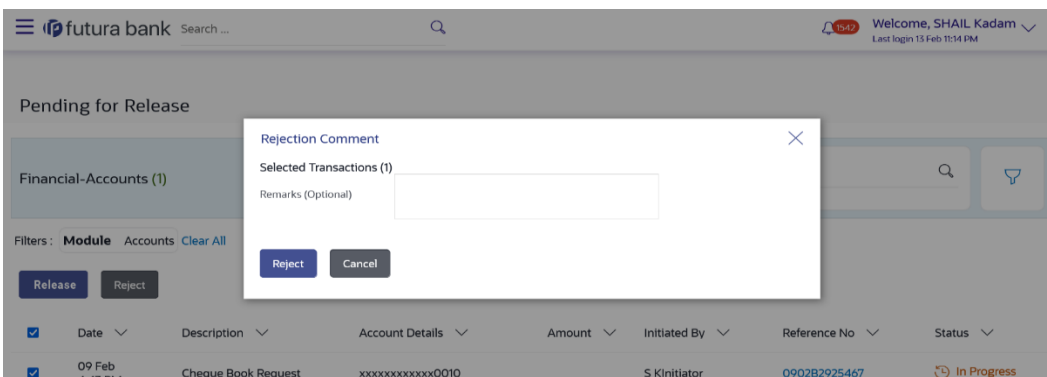


9. Click **Release** to release the initiated transaction. The **Pending for Release** screen appears.  
 OR  
 Click **Reject** to reject the transaction.  
 OR  
 Click **Back** to navigate back to previous screen.
10. The **Transaction Release / Rejection** screen prompting to enter the release / rejection remarks appear.

### Release Transaction



### Reject Transaction



- 11. Enter the remarks and click **Release**.
- OR
- Enter the remarks and click **Reject**.
- OR
- Click **Cancel** to cancel the transaction.
- The screen with success message appears.

Note: If the configuration to set to allow enabling multi transaction approval with 2-factor authentication, based on the 2FA set, system prompt user for verification.

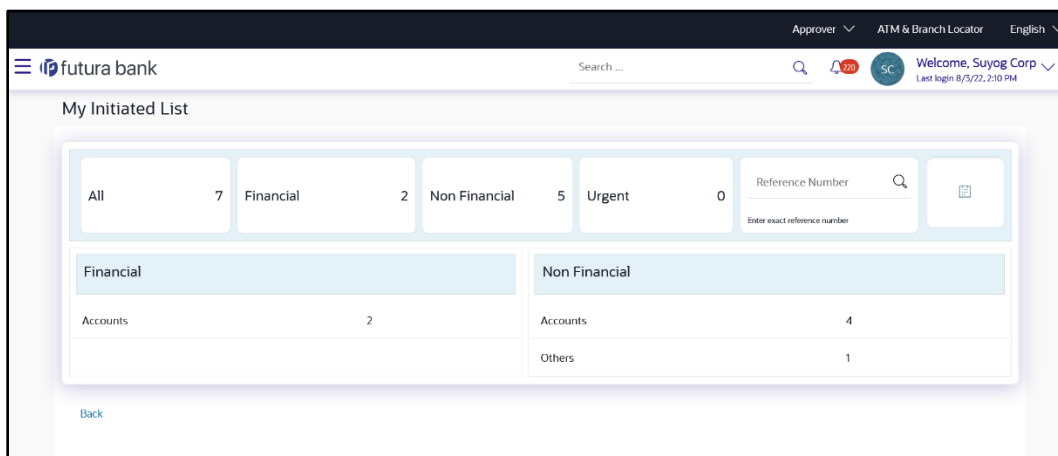
## 8.4 My Initiated List

Displays the list of all the type of transactions initiated by the logged in user like account financial, account non-financial, bulk file, bulk record, payee, biller and payments transactions. The user logs into the application, and views all the transactions.

### How to reach here:

*Business user Dashboard > Toggle menu > Menu > Transactions > My Initiated List*

### My Initiated List




### Field Description

Field Name	Description
<b>Count of transactions Initiated</b>	<p>All- Displays the total count of all the transactions initiated by user</p> <p>Financial- Displays the count of financial transactions initiated out of the total count</p> <p>Non-Financial- Displays the count of non-financial transactions initiated out of the total count</p> <p>Urgent- Displays the total count of urgent transactions (prioritized and in grace period) initiated</p>

Field Name	Description
<b>Financial Table</b>	<p>Displays the module wise count of financial transactions initiated.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions initiated within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) initiated</li> </ul> <p>Click on the count link to view the list of all transactions initiated within the module.</p>
<b>Non-Financial Table</b>	<p>Displays the module wise count of non-financial transactions initiated.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions initiated within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) initiated</li> </ul> <p>Click on the count link to view the list of all transactions initiated within the module.</p>
<b>Reference Number</b>	Allows to search based on exact reference number of transaction across modules.
<b>Date Filter</b>	<p>Allow to search the backdated initiated.</p> <p>Specify the period for which you wish to view transactions. Search will be based on the transaction date range.</p>

#### To view the initiated transaction:

1. Click on count link to view the list of all transactions initiated within the module.  
All the transactions initiated within a module with the prioritized and in-grace tags appears.  
OR

In **Reference Number** field, enter reference number, and click  to search specific transaction initiated.

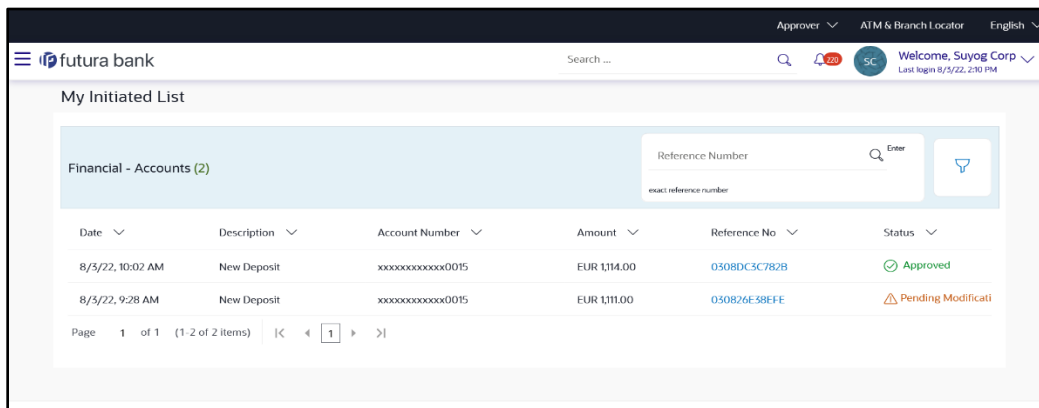
OR

Click on the date filter and specify the period for which you wish to view back dated transactions.

#### Note:


- 1) The search will be within module.
- 2) If the **Status** of transaction is "**Pending for Modification**", on transaction details; User can click **Modify**; to update the transaction details.  
OR  
User can click on **Revoke**; add comment to revoke the transaction.

## List of transactions within module



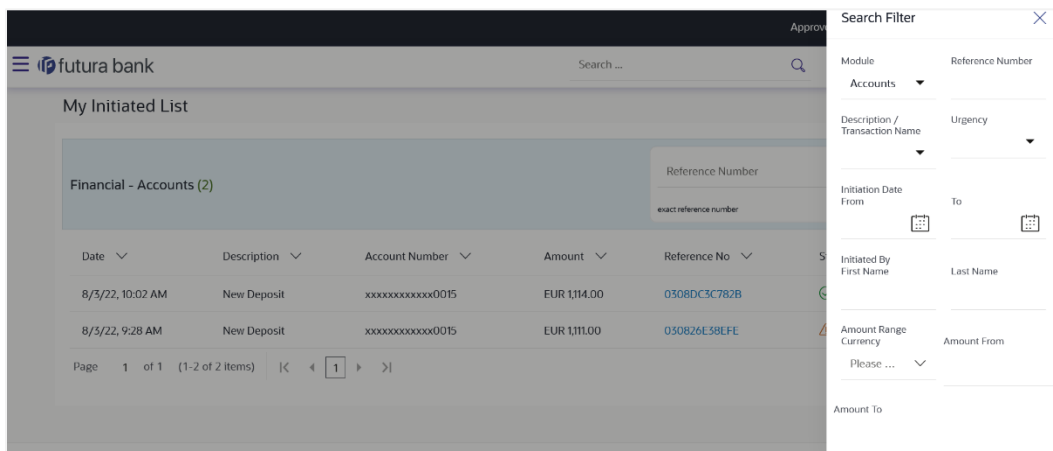
### Field Description

Field Name	Description
<b>Date</b>	Displays the transaction initiation date.
<b>Description</b>	Displays the description for the transaction initiated.
<b>Account Details</b>	Displays the account details of transaction. This field is module specific.
<b>Amount</b>	Displays the transaction amount. This field is module specific.
<b>Initiated by</b>	Displays the name of the user who has initiated the transaction.
<b>Reference No</b>	Displays the transaction reference number. Click on the link to view details of a specific transaction.
<b>Status</b>	Displays the current status of the transaction initiated.

- Click on the  icon to enter filter new criteria. Based on the defined criteria you can view list of transactions initiated within a module.  
Click **Apply** to search the transaction based on selected criteria.  
OR  
Click **Reset** to clear the entered details.

**Note:** The search will be module specific, not across modules.

## My Initiated List – Filter Criteria



### Field Description

Field Name	Description
------------	-------------

#### Filter Criteria

**Search the transaction based on the criteria.**

**Note:** The filter criteria in overlay screen will be changed based upon the module selected.

<b>Module</b>	The selected module is defaulted which can be changed to view the transactions initiated within a specific module.
<b>Reference Number</b>	Reference number of specific transaction which is to be searched.
<b>Description/ Transaction Name</b>	The transactions can be filtered based upon transaction name or description.
<b>Initiation From Date – To Date</b>	Specify the period for which you wish to view transactions initiated. Search will be based on the transaction date range.
<b>First Name</b>	The first name of user who has initiated the transaction.
<b>Last Name</b>	The last name of user who has initiated the transaction.
<b>Urgency</b>	Filters to view the transactions based on its urgency type. It can be: <ul style="list-style-type: none"> <li>• Prioritized</li> <li>• In-Grace Period.</li> </ul>

- Click on **Reference Number** link to view the details of the transaction that are initiated. The details of transaction appears.  
Click **Detailed Journey** to view the transaction detailed journey.  
OR  
Click **Back** to navigate back to the previous screen.

### My Initiated List – Transaction Details

The screenshot displays the 'New Deposit' transaction details in the Futura Bank interface. The page includes a header with the bank logo, search bar, and user information. The main content is divided into sections: Deposit Details, Maturity Details, and Transaction Journey. The Transaction Journey section shows a 'Detailed Journey' timeline with three stages: Initiation Successful, Approval Successful, and Completion Successful. Each stage includes a checkmark icon, the user name, and the timestamp. The Approval stage also lists specific actions like 'Lock Request', 'Unlock Request', and 'Approve'.

Stage	Status	User	Timestamp	Actions
Initiation	Successful	Suyog Corp	8/3/22, 10:02 AM	
Approval	Successful	Vikas Corp	8/3/22, 10:04 AM	Lock Request
		Vikas Corp	8/3/22, 10:07 AM	Unlock Request
		Vikas Corp	8/3/22, 10:08 AM	Approve
Completion	Successful	Processed	8/3/22, 10:08 AM	Reference No : HEL039960017

## 8.5 Transaction Details

### My Initiated List – Transaction Details

The screenshot displays the 'New Deposit' transaction details in the Futura Bank portal. The interface includes a header with the bank logo, search bar, and user information. The main content area is divided into several sections:

- Deposit Details:** Lists source account (XXXXXXXXXXXX0015), term deposit product (Islamic Rollover OBUX), deposit amount (EUR 1314.00), and deposit tenure (1 Year(s), 1 Month(s), 1 Day(s)).
- Maturity Details:** Shows the maturity instruction: 'Renew Principal and Pay Out the Profit'.
- Transfer To:** Lists the recipient as Suyog Corp, HEL F.C. UNIVERSAL BANK, located in Goregaon, Mumbai, Great Britain.
- Transaction Journey:** A timeline showing three stages:
  - Initiation Successful:** Completed by Suyog Corp on 8/5/22 at 10:02 AM.
  - Approval Successful:** Completed by Vikas Corp on 8/5/22 at 10:04 AM (Lock Request), 10:07 AM (Unlock Request), and 10:08 AM (Approve).
  - Completion Successful:** Completed by 'Processed' on 8/5/22 at 10:08 AM, with Reference No: HEL 039960017.

A 'Back' link is visible at the bottom left of the transaction journey section.

### 8.5.1 Withdraw Transactions Pending Approval

The transactions, which are pending approval, have an option to withdraw the transaction. Using this option user can withdraw the transaction from the transaction details. Once the maker withdraws the transaction, the transaction is removed from the Approver's pending for approval transaction list.

The transaction aspect will drive the **Withdraw** option. The bank can configure the transaction aspect for **Withdraw** option. Out of box, **Withdraw** option will be available for a business user as well as administrator.

---

**Note:** For the withdrawn transactions, the status will be changed to **Withdrawn**, which will be displayed on Train Journey, Detailed Journey, and Transaction Log.

---

## My Initiated List – Transaction Details (Withdraw transaction)

The screenshot shows the 'Cheque Book Request' details in the Futura Bank system. The account information includes Account Number (xxxxxxxxxxxx0027), currency (GBP), and delivery location (Unit 1, Block A, California, GREAT BRITAIN). The request is for 3 cheque books, each with 10 leaves. The transaction journey is shown as a horizontal timeline with three stages: 'Initiation Successful' (marked with a blue checkmark), 'Approval In-Progress' (marked with a yellow circle), and 'Completion' (marked with a grey circle). The initiation was performed by David on 12/15/22 at 5:28 AM. At the bottom, there are three buttons: 'Copy', 'Withdraw', and 'Back'.

To withdraw a transaction:

5. Click on the **Withdraw**. A confirmation popup appears.
  - i. On the confirmation popup, enter the comments for cancellation/withdrawal of transaction.
  - ii.

### 8.5.2 Copy/Re-initiate Existing Transactions

The maker can view the details of transaction by clicking on transaction available in “Transaction Log”. The **Copy** feature is provided to copy the transaction details to a new transaction with all required details in editable form.

The transaction aspect will drive the **Copy** option. The bank can configure the transaction aspect for **Copy** option. Out of box, **Copy** option will be supported for business users only.

**Note:** The copied transaction will behave as a new transaction being initiated. The approval rules will be evaluated and the transaction will be sent for approval as per the evaluated rules.



## Transaction Details with Copy option

**futura bank** Search ... Welcome, dcmaker1 user Last login 12/16/22, 11:19 AM

### Cheque Book Request

Account Number  
xxxxxxxxxxxx0027  
corpacc99 | GBP | HEL

Type of Cheque Book  
CHEQUEGBP

Number of Cheque Books  
3

Number of Leaves per Book  
10

Delivery Location  
Unit 1  
Block A  
California  
GREAT BRITAIN

### Transaction Journey

Detailed Journey

**Initiation**  
Successful  
David  
12/15/22, 5:28 AM

**Approval**  
In-Progress

**Completion**

Copy Withdraw Back

## 8.6 Transaction Log

Displays the list of all the type of transactions initiated like account financial, account non-financial, bulk file, bulk record, payee, biller and payments transactions.

It is divided into two categories broadly; Financial and Non-Financial. The logged in user can view the transaction summary with respective statuses and details. The Business Maker/Approver can view the status of transactions if a transaction failed to submit to the Host after approving multiple transactions from the Digital Banking Platform.

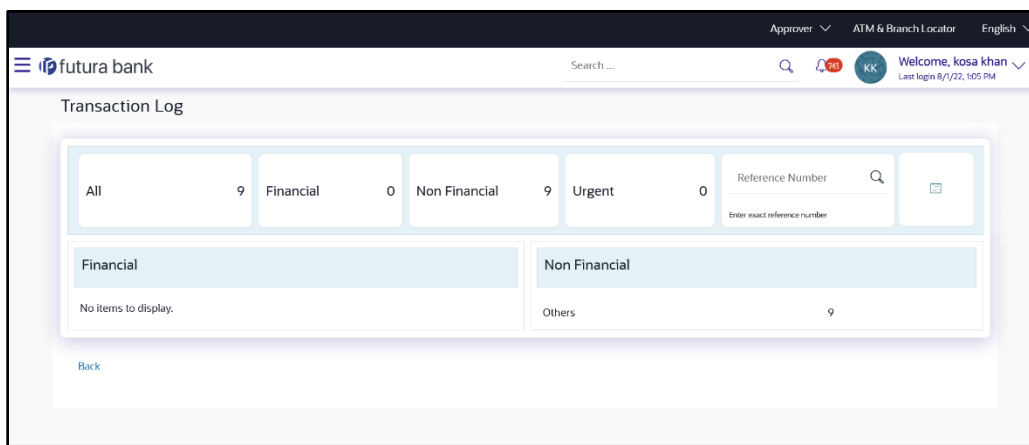
The details can be viewed either in a graphical format or in a list format using a switch option.

On selecting either the Financial or the Non-Financial transaction options, the modules under the particular option are displayed. Click the **Module** link to view the list of transactions in it.

**How to reach here:**

*Business User Dashboard > Toggle menu > Menu > Transactions > Transaction Log*

### Transaction Log




### Field Description

Field Name	Description
<b>Count of transactions</b>	<p>All- Displays the total count of all the transactions by user</p> <p>Financial- Displays the count of financial transactions out of the total count</p> <p>Non-Financial- Displays the count of non-financial transactions out of the total count</p> <p>Urgent- Displays the total count of urgent transactions (prioritized and in grace period)</p>
<b>Financial Table</b>	<p>Displays the module wise count of financial transactions.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>Count of transactions within each module</li> <li>Count of urgent transactions (prioritized and in grace period)</li> </ul> <p>Click on the count link to view the list of all transactions within the module.</p>

Field Name	Description
<b>Non-Financial Table</b>	<p>Displays the module wise count of non-financial transactions.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions within each module</li> <li>• Count of urgent transactions (prioritized and in grace period)</li> </ul> <p>Click on the count link to view the list of all transactions within the module.</p>
<b>Reference Number</b>	<p>Allows to search based on exact reference number of transaction across modules.</p>
<b>Date Filter</b>	<p>Allow to search the back dated transactions on Transaction log widget.</p> <p>Specify the period for which you wish to view transactions. Search will be based on the transaction date range.</p>

#### To view the transaction log:

4. Click on count link to view the list of all transactions within the module.  
All the transactions within a module with the prioritized and in-grace tags appears.  
OR

In **Reference Number** field, enter reference number, and click  to search specific transaction initiated.

OR

Click on the date filter and specify the period for which you wish to view back dated transactions.

---

**Note:** The search will be within module.

---


### List of transactions within module

Date	Initiated By	Transaction Type	Description	Reference No	Approval Status	Processing Status
8/1/22, 1:34 PM	david khan	Credit Card	Update Limits	01089640DDFD	In Progress	
8/1/22, 1:30 PM	david khan	Credit Card	Update Limits	0108E41D51B9	Rejected	
8/1/22, 1:26 PM	David Warner	Request User Report	Request User Report	0108442465F4	Approved	Accepted
8/1/22, 1:14 PM	david khan	Credit Card	Enable/Disable International Transactions	0108C5C81 C04	Approved	Accepted
8/1/22, 1:05 PM	david khan	Credit Card	Change Billing Cycle	0108BF70098A	Approved	Accepted
8/1/22, 9:51 AM	david khan	Request User Report	Request User Report	01083A53D805	In Progress	
8/1/22, 8:57 AM	David Warner	Request User Report	Request User Report	0108F14B452A	Approved	Accepted
8/1/22, 8:50 AM	David Warner	Request User Report	Request User Report	010806A61191	Approved	Accepted
8/1/22, 8:46 AM	David Warner	Request User Report	Request User Report	0108579C9697	Approved	Accepted
8/1/22, 8:45 AM	David Warner	Request User Report	Request User Report	0108E21829D6	Approved	Accepted

### Field Description

Field Name	Description
<b>Date</b>	Displays the transaction initiation date.
<b>Description</b>	Displays the description for the transaction initiated.
<b>Account Details</b>	Displays the account details of transaction. This field is module specific.
<b>Amount</b>	Displays the transaction amount. This field is module specific.
<b>Initiated by</b>	Displays the name of the user who has initiated the transaction.
<b>Reference No</b>	Displays the transaction reference number. Click on the link to view details of a specific transaction.
<b>Approval Status</b>	Displays the current status of the transaction initiated.

Field Name	Description
<b>Processing Status</b>	Displays the status of transactions failed during submission to the host. <hr/> <b>Note:</b> This will be displayed only when the submission has failed at host. <hr/>

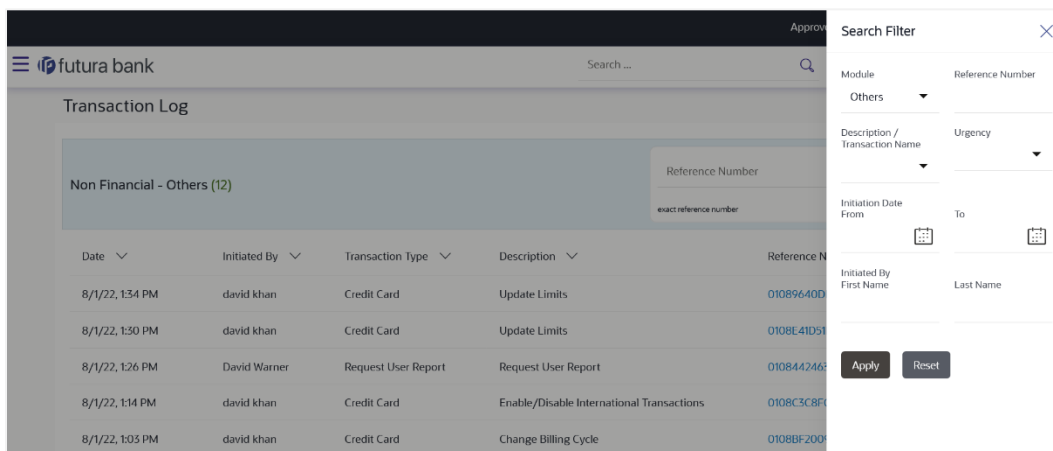
5. Click on the  icon to enter filter new criteria. Based on the defined criteria you can view list of transactions within a module.  
Click **Apply** to search the transaction based on selected criteria.  
OR  
Click **Reset** to clear the entered details.

---

**Note:** The search will be module specific, not across modules.

---

## Transaction Log – Filter Criteria



## Field Description

Field Name	Description
------------	-------------

### Filter Criteria

Search the transaction based on the criteria.

**Note:** The filter criteria in overlay screen will be changed based upon the module selected.

<b>Module</b>	The selected module is defaulted which can be changed to view the transactions within a specific module.
<b>Reference Number</b>	Reference number of specific transaction which is to be searched.
<b>Description/ Transaction Name</b>	The transactions can be filtered based upon transaction name or description.
<b>Initiation From Date – To Date</b>	Specify the period for which you wish to view transactions initiated. Search will be based on the transaction date range.
<b>First Name</b>	The first name of user who has initiated the transaction.
<b>Last Name</b>	The last name of user who has initiated the transaction.
<b>Urgency</b>	Filters to view the transactions based on its urgency type. It can be: <ul style="list-style-type: none"> <li>• Prioritized</li> <li>• In-Grace Period.</li> </ul>

- Click on **Reference Number** link to view the details of the transaction. The details of transaction appears.  
Click **Detailed Journey** to view the transaction detailed journey.  
OR  
Click **Back** to navigate back to the previous screen.

## 8.7 My Approved List

This displays the details of transactions that are approved by the approver user. It is classified into two broad categories; Financial and Non-Financial. Click each tab to view the snapshot of transactions already approved.

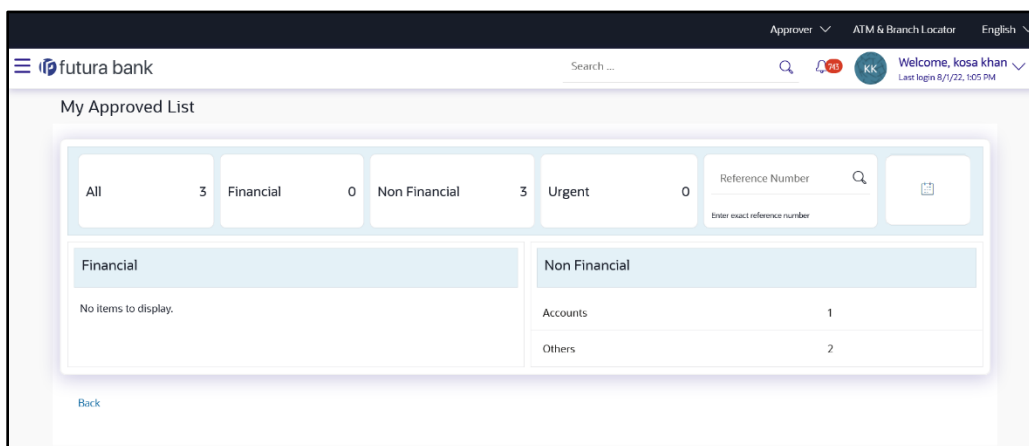
The logged in user can view the transaction summary with respective statuses and details. The details can be viewed either in a graphical format or in a list format using a switch option.

On selecting either the Financial or the Non-Financial transaction options, the modules under the particular option are displayed. In the list view, on clicking the approved/rejected count, the transaction details within the module can be viewed. Click the **Module** link to view the list of transactions in it.

### How to reach here:

*Business User Dashboard > Toggle menu > Menu > Transactions > My Approved List*


### My Approved List



### Field Description

Field Name	Description
<b>Count of transactions Initiated</b>	<p>All- Displays the total count of all the transactions approved by user</p> <p>Financial- Displays the count of financial transactions approved out of the total count</p> <p>Non-Financial- Displays the count of non-financial transactions approved out of the total count</p> <p>Urgent- Displays the total count of urgent transactions (prioritized and in grace period) approved</p>
<b>Financial Table</b>	<p>Displays the module wise count of financial transactions approved.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions approved within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) approved</li> </ul> <p>Click on the count link to view the list of all transactions approved within the module.</p>
<b>Non-Financial Table</b>	<p>Displays the module wise count of non-financial transactions approved.</p> <p>It also displays the following details:</p> <ul style="list-style-type: none"> <li>• Count of transactions approved within each module</li> <li>• Count of urgent transactions (prioritized and in grace period) approved</li> </ul> <p>Click on the count link to view the list of all transactions approved within the module.</p>
<b>Reference Number</b>	<p>Allows to search based on exact reference number of transaction across modules.</p>
<b>Date Filter</b>	<p>Allow to search the back dated transactions on the My Approved List widget.</p> <p>Specify the period for which you wish to view transactions. Search will be based on the transaction date range.</p>

#### To view the approved transaction:

1. Click on count link to view the list of all transactions approved within the module.  
All the transactions approved within a module with the prioritized and in-grace tags appears.  
OR  
In **Reference Number** field, enter reference number, and click  to search specific transaction approved.  
OR



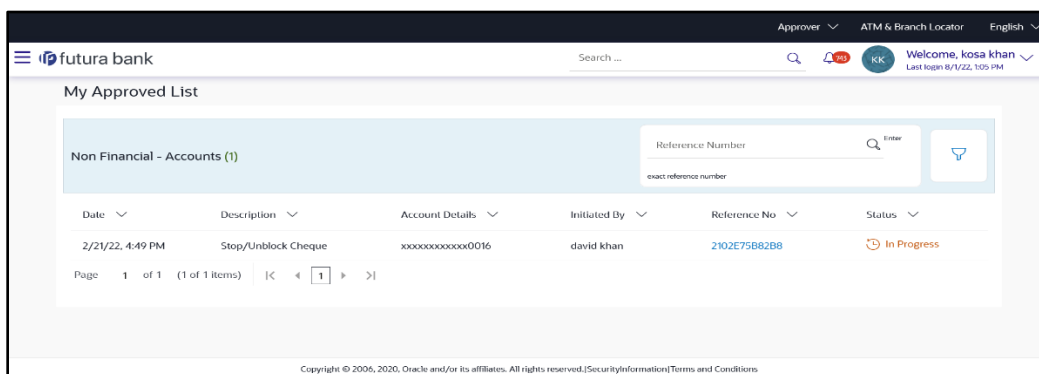
Click on the date filter and specify the period for which you wish to view back dated transactions.

---

**Note:** The search will be within module.


---

### List of transactions within module



### Field Description

Field Name	Description
<b>Date</b>	Displays the transaction approved date.
<b>Description</b>	Displays the description for the transaction approved.
<b>Account Details</b>	Displays the account details of transaction. This field is module specific.
<b>Amount</b>	Displays the transaction amount. This field is module specific.
<b>Initiated by</b>	Displays the name of the user who has initiated the transaction.
<b>Reference No</b>	Displays the transaction reference number. Click on the link to view details of a specific transaction.
<b>Status</b>	Displays the current status of the transaction initiated.

- Click on the  icon to enter filter new criteria. Based on the defined criteria you can view list of transactions approved within a module.  
Click **Apply** to search the transaction based on selected criteria.  
OR  
Click **Reset** to clear the entered details.

---

**Note:** The search will be module specific, not across modules.

---

### My Approved List – Filter Criteria

The screenshot shows the 'My Approved List' interface for 'futura bank'. A search filter overlay is active on the right side. The main list contains one item: 'Non Financial - Accounts (1)' with a reference number of 2102E75682B8, initiated by 'david.khan' on 2/21/22 at 4:49 PM. The search filter includes fields for Module (Accounts), Reference Number, Description / Transaction Name, Urgency, Initiation Date (From/To), and Initiated By (First Name/Last Name). 'Apply' and 'Reset' buttons are at the bottom of the filter.

Date	Description	Account Details	Initiated By	Reference No
2/21/22, 4:49 PM	Stop/Unblock Cheque	xxxxxxxxxxxx0016	david.khan	2102E75682B8

Page 1 of 1 (1 of 1 items) |< < 1 > >|

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## Field Description

Field Name	Description
<b>Filter Criteria</b>	
<b>Search the transaction based on the criteria.</b>	
<b>Note:</b> The filter criteria in overlay screen will be changed based upon the module selected.	
<b>Module</b>	The selected module is defaulted which can be changed to view the transactions approved within a specific module.
<b>Reference Number</b>	Reference number of specific transaction which is to be searched.
<b>Description/ Transaction Name</b>	The transactions can be filtered based upon transaction name or description.
<b>Initiation From Date – To Date</b>	Specify the period for which you wish to view transactions initiated. Search will be based on the transaction date range.
<b>First Name</b>	The first name of user who has initiated the transaction.
<b>Last Name</b>	The last name of user who has initiated the transaction.
<b>Urgency</b>	Filters to view the transactions based on its urgency type. It can be: <ul style="list-style-type: none"> <li>• Prioritized</li> <li>• In-Grace Period.</li> </ul>

- Click on **Reference Number** link to view the details of the transaction that are approved. The details of transaction appears.  
Click **Detailed Journey** to view the transaction detailed journey.  
OR  
Click **Back** to navigate back to the previous screen.

## FAQ

### 1. How can I access different dashboards if multiple roles are assigned to me?

A drop down is available on the top navigation bar to switch between the different dashboards if multiple roles are assigned to you.

### 2. Will I be able to see the current status of a transaction initiated by me?

Yes, transaction journey section shows the latest status of the transaction along with the date, time and name of the user last acted on the same.

**3. What are quick links; can I change the transactions appearing under quick link section?**

Quick links gives you easy access to some of the more commonly used transactions/maintenances in the system. You cannot change the transactions appearing under quick link section.

**4. Can I remove/grant access of a transaction to System/Bank administrator?**

Yes, transaction access can be given or removed for a particular application role from role transaction mapping function.

**5. List the transactions in the below statuses can be withdrawn and cannot be withdrawn?**

Below are the transactions with the below statuses can be withdrawn and cannot be withdrawn:

Status which can be withdrawn	Status which cannot be withdrawn
<ul style="list-style-type: none"> <li>• Initiated (Transaction initiated but not routed for approval)</li> <li>• Pending Approval (not approved at even 1 level)</li> <li>• Sent for Modification</li> </ul>	<ul style="list-style-type: none"> <li>• Partially Approved (approved at one or more levels)</li> <li>• Checked</li> <li>• Partially Checked (checked at one or more levels)</li> <li>• Released</li> <li>• Pending Release</li> <li>• Auto Approved</li> <li>• Release Rejected</li> <li>• Rejected</li> </ul>

[Home](#)

## 9. Forgot Password

The login password is the password using which the user can log into the internet banking platform. The user cannot access his bank accounts without this password. The Forgot Password feature enables users to reset their login password. While resetting password system displays the password policy block as a popup message.

The user is required to enter his User ID and Date of Birth. Post successful validation of the user's details, user is asked to enter the second factor authentication details (as per the authentication mode maintained by the Bank).

Once the user is authenticated, user will receive a link to generate the new password, on his registered email ID.

### Pre-requisites

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Password.

### Features Supported In the Application

- User Verification
- New Password Creation

### How to reach here:

*Portal > Forgot Password*

### To reset the password:

1. In the **Login** page, click **Forgot Password**. The **Forgot Password** screen appears.

### Forgot Password - User Verification

The screenshot displays the 'Forgot Password' user verification interface. At the top, there is a search bar with the placeholder text 'What would you like to do today 😊?'. Below the search bar, the page title 'Forgot Password' is visible. The main content area contains a message: 'Okay, no problem. Just enter the details below.' followed by two input fields: 'User Name' and 'Date of Birth'. Both fields are marked as 'Required'. The 'Date of Birth' field includes a calendar icon. At the bottom left, there are 'Submit' and 'Cancel' buttons. A chat icon is located at the bottom right.

## Field Description

Field Name	Description
<b>Username</b>	Enter your login username.
<b>Date of birth</b>	Enter your date of birth.

2. In the **Username** field, enter your login username.
3. In **Date of birth** field, enter your date of birth.
4. Click **Submit**.  
OR  
Click to **Cancel** the transaction.

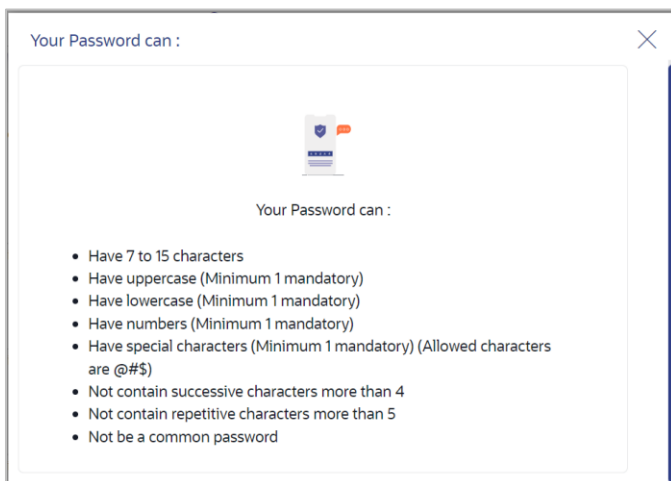
**Note:** Click Up arrow to navigate back to Dashboard.

5. The **Verification** screen appears. The user has to enter the 2factor authentication, before he can proceed. 2 factor authentication (OTP/Security question/Soft Token) will be displayed as per the setup done by the system administrator. A **Confirmation** screen appears, along with a message stating that the link to reset password has been sent to user's registered email.
6. Click the link received in your email to reset the password. The **Reset Password** screen appears.

## Reset Password – New Password Creation

The screenshot displays the 'Reset Password' interface for Futura Bank. At the top, there is a navigation bar with the bank's logo, a hamburger menu, and user information including 'ATM/Branch', 'English', and 'UBS 14.3 AT3 Branch'. The main content area is titled 'Reset Password' and contains two text input fields. The first field is labeled 'Please enter your new password' and the second is labeled 'Re-enter Password'. Both fields have a password icon (a grid of dots) to the right. Below the input fields are two buttons: a blue 'Submit' button and a grey 'Cancel' button. At the bottom of the page, there is a small footer with the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Password Policy popup



## Field Description

Field Name	Description
<b>Please enter your new password</b>	
<b>Password</b>	Enter a new password for channel access.
<b>Re-enter Password</b>	Re-enter the new password to confirm the same.

7. In the **Password** field, enter a new password.

8. In the **Re-enter Password** field, re-enter the new password.

Note: Click inside the field to use  virtual keyboard to enter the Re-enter Password/Password

9. Click **Submit**.

OR

Click **Cancel** to cancel the transaction.

10. A message confirming the successful reset of the password appears. Click **Login** to log in to the application.

[Home](#)

Forgot Password



## 10. Forgot Username

Using this feature user can retrieve his channel banking Username, in case he has forgotten the same.

### Pre-requisites

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Username.

### How to reach here:

*Portal > Forgot Username*

### To reset the username:

1. In the **Login** page, click **Forgot Username**. The **Forgot Username** screen appears.

### Forgot Username - User Verification

### Field Description

Field Name	Description
<b>Email</b>	Enter your email ID that is registered with the bank.
<b>Date of birth</b>	Enter your date of birth.

2. In the **Email** field, enter your email ID that is registered with the bank.
3. In **Date of birth** field, enter your date of birth.

---

Note: Click Up arrow to navigate back to Dashboard.

---

4. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.
5. The verification screen appears if the transaction is configured for 2 Factor Authentication.
6. Enter the details required for second factor authentication.  
The **Forgot Username** confirmation screen appears.
7. A message stating that the username has been sent to your registered email address appears. Click the **Click here** link to log in to the application.

---

**Note:** If a user has more than one user ID with the same email ID and DOB, then he/she will not be able to retrieve his/her User ID using the above function. In that case, the user will have to contact the bank for retrieving his/her user ID.

---

[Home](#)

## 11. Live Chat

Multi-Modal Assisted Banking allows you to initiate a video or voice call and can share his / her screen with the Bank user in case they face an issue while completing a transaction or have any queries pertaining to their account. The multi-modal assisted banking feature is configurable. Below are the features being provided as part of the current release:

- Integration with Oracle Live Experience for assisting customer.
- An assisted banking icon across the application for end user, by clicking on which he/she can start the call.
- Business user can enable and disable this option from his user preferences.

---


**Note:** Live Chat is supported only when the user is logging from desktops.

---

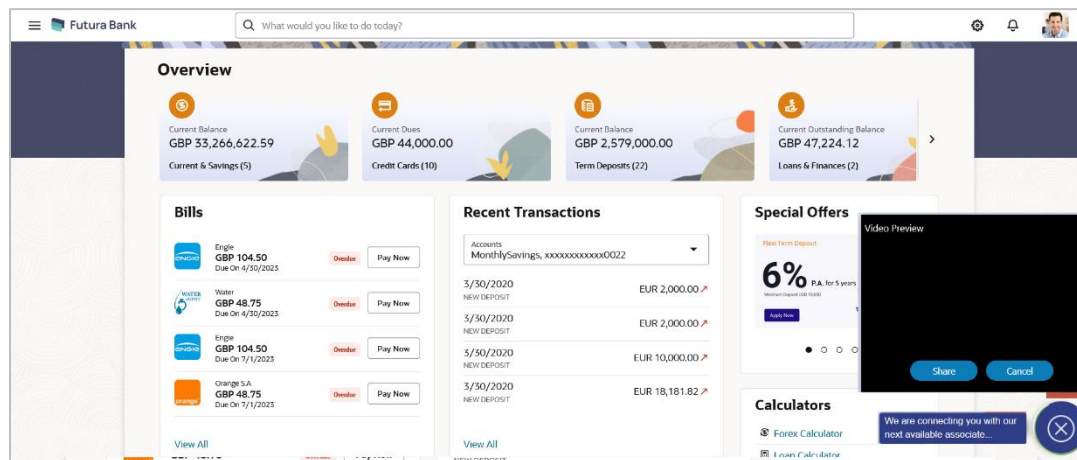
### How to reach here:

*Bottom right corner of the application*

### To start a meeting:

1. Click  icon.
2. The session recording message is displayed, Click **Yes** to continue with the modal assisted banking session.  
OR  
Click **Cancel** to close the session.

### Live Chat



3. Application prompt user to give access to the devices like camera, microphone. Click **Allow** to give access.  
OR  
Click **Block** to disallows the access to devices.

4. Share your screen message is displayed. Select the application and click **Share**.  
OR  
Click **Cancel** to abort the live chat session.
5. The screen is shared with the customer support representative.
6. Business user can voice or video chat with the Bank executive basis on the configuration done by bank.
7. Screen shows the confirmation message once the session gets ended.

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## 12. FATCA & CRS Form

The Foreign Account Tax Compliance Act (FATCA) is a United States federal law that was introduced to enable the Internal Revenue Service (IRS) to obtain detailed account information of US tax payers that invest and earn income through non U.S. institutions.

The Common Reporting Standard (CRS), is a global reporting standard developed by the Organization for Economic Cooperation and Development (OECD). This information standard was brought into effect for the purpose of combatting tax evasion at a global level.

The goal of both FATCA and CRS is to enable tax authorities to obtain information pertaining to the financial assets held by their citizens in foreign or overseas financial institutions, thereby greatly strengthening global tax compliance.

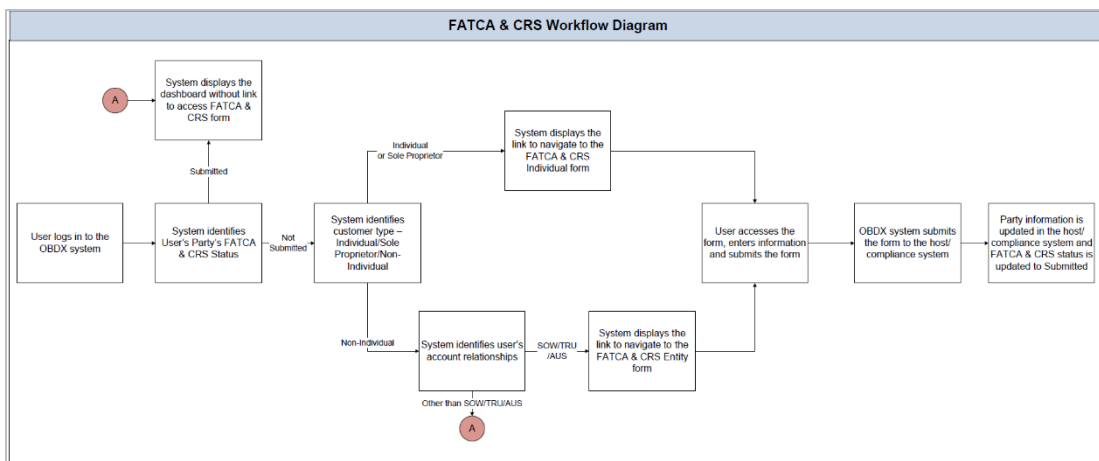
The FATCA and CRS Self – Certification Forms for Individuals and Entities has been created so as to capture required information for the purposes of complying with both FATCA and CRS.

A FATCA & CRS check is maintained under system configurations by the system administrator to identify if FATCA & CRS is to be enabled or not. If enabled, every time a business user logs into the banking application, the system will identify whether the user is required to fill out the form or not and further identify the type of form to be provided to the user based on the type of user. Individuals and sole proprietors will be displayed the FATCA & CRS Self – Certification form for Individuals and Corporates and other business entities will be displayed the FATCA & CRS Self – Certification form for Entities. Moreover, the FATCA & CRS Self – Certification form for Entities will be made available only to users that are accessing the online banking services of the entities in the capacity of trustees, sole owners or authorized signatories.

This section documents the information captured in the FATCA & CRS Self – Certification forms for both Individuals and Entities.

### Workflow

The following workflow identifies the steps involved in the process of capturing customer information required from the view point of complying with FATCA & CRS, considering that the FATCA & CRS check in system configuration is set to Enabled.



How to reach here:

*Business Dashboard > FATCA and CRS Self - Certification Form link > FATCA and CRS self - certification Form*

## **12.1 FATCA & CRS Self - Certification Form for Individuals**

The FATCA and CRS – Self Certification form for Individuals is displayed to those users that are required to fill out the FATCA and CRS form and are either individuals or sole proprietors. The sections that consist of this form are documented as follows:

### **To fill the FATCA & CRS Self - Certification Form for individuals:**

1. Select the **FATCA & CRS** link displayed as part of a message on the dashboard. The FATCA & CRS Self - Certification Form for Individuals appears.

## 12.1.1 Customer Identification

In this section, enter basic personal details that includes your name, primary address, identification information, etc.

### Customer Identification

The screenshot shows the 'FATCA & CRS Self-Certification Form For Individuals' on the Futura Bank website. The form is titled 'Customer Identification' and contains the following fields and information:

- Title:** Mr
- Full Name:** Steven George Gerrard
- Address Type:**  Permanent  Current Residential  Other
- Country:** India
- City:** Mumbai
- Address:** 401, Island Parkway, RedWood Shores
- Zip Code:** 755011
- Mailing Address:**  Same as above
- Country:** India
- City:** Mumbai
- Address:** 111, Avenida Victacure, Parkway
- Zip Code:** 755012
- Nationality:** India
- Country of Birth:** India
- City/Place of Birth:** Mumbai
- Identification Type:** Passport
- Identification Number:** 122221111
- Father's Name:** John Smith
- Spouse's Name:** Mary Jones

At the bottom left of the form is a blue 'Continue' button. To the right of the form is an informational box titled 'What is FATCA & CRS? & Why are you being asked to fill this form?' which contains the following text:

FATCA (Foreign Account Tax Compliance Act) and CRS (Common Reporting Standard) aim at combatting tax evasion on a global level.

As per the Inter-governmental agreement (IGA) with the US and OECD, all financial institutions including Zigbank are required to obtain self-certification and to carry out due diligence of all accounts held with the bank.

Please complete all sections of this form. In certain circumstances, the bank may be required to share this information with relevant tax authorities.

Please consult your professional tax advisor if you have any questions regarding this form.

Additional KYC Information ▶

Tax Residency Information ▶

Declaration ▶

Submit

**FATCA & CRS Instructions**

Along with many governments, the government of Country Name has entered into an Inter-governmental Agreement (IGA) with other governments that require financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all account holders. In relevant cases, information will have to be reported to tax authorities or appointed agencies. In order to comply with the standards set by FATCA and CRS we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Ziqbank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

**Substantial Presence Test**

You will be considered a United States resident for tax purposes if you meet the substantial presence test for the calendar year. To meet this test, you must be physically present in the United States (U.S.) on at least:

- 31 days during the current year, and
- 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
  - All the days you were present in the current year, and
  - 1/3 of the days you were present in the first year before the current year, and
  - 1/6 of the days you were present in the second year before the current year.

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## Field Description

Field Name	Description
<b>Title</b>	Your title as maintained with the bank, is displayed in read only format. Titles can be Mr., Mrs., Dr. etc.
<b>Full Name</b>	Your full name as maintained with the bank, is displayed.



Field Name	Description
<b>Address Type</b>	Select the type of address that you want to provide. The address types are: <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Current Residential</li> <li>• Other</li> </ul>
<b>Country</b>	Select the country as per the address type selected.
<b>City</b>	Enter the name of the city as per the address type selected.
<b>Address 1-2</b>	Enter details of the address as per the address type selected.
<b>Zip Code</b>	Enter the zip code of the address selected.
<b>Mailing Address</b>	
<b>Same as above</b>	Select this check box if your mailing address is the same as that defined above.
<b>Country</b>	Select the country of your mailing address. This field appears if the <b>Same as above</b> check box is not selected.
<b>City</b>	Enter the name of the city of your mailing address. This field appears if the <b>Same as above</b> check box is not selected.
<b>Address 1-2</b>	Enter the details of your mailing address. This field appears if the <b>Same as above</b> check box is not selected.
<b>Zip Code</b>	Enter the zip code of the mailing address of the user. This field appears if the <b>Same as above</b> check box is not selected.
<b>Nationality</b>	Select the country of which you are a national.
<b>Country of Birth</b>	Select the country in which you were born.
<b>City/ Place of Birth</b>	Enter the name of the city in which you were born.

Field Name	Description
<b>Identification Type</b>	<p>Select the identification document that you want to provide as proof of identity.</p> <p>The identification type could be:</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Election ID</li> <li>• PAN Card</li> <li>• National ID</li> <li>• Driving License</li> <li>• UIDAI Letter</li> <li>• NIREGA Job Card</li> <li>• Others</li> </ul>
<b>Identification Number</b>	Enter the identification number corresponding to the identification type.
<b>Father's Name</b>	Enter your father's name in full. This field is not mandatory.
<b>Spouse's Name</b>	Enter your spouse's name in full. This field is not mandatory.

2. In the **Address Type** field, select the address type of choice.
3. If you select the option **Other**, enter the type of address being defined in the **Other Address** field.
4. From the **Country** and **City** lists, select the country and city as per the Address Type specified.
5. In the **Address** and **ZIP Code** fields, enter the address and zip code as per the Address Type specified.
6. Select the **Same as Above** check box, if your mailing address is the same as the address specified as primary address , else specify details of your mailing address.
7. From the **Nationality** list, select the country in which you are a national.
8. From the **Country of Birth** and **City/ Place of Birth** lists, select the country and city in which you were born.
9. From the **Identification Type** list, select the identification document that you want to provide as proof of identification.
10. In the **Identification Number** field, enter the identification number as per the identification type selected.

11. In the **Father's Name** field, enter the name of your father in full.
12. In the **Spouse's Name** field, enter the name of your spouse in full.
13. Click **Continue**. The **Additional KYC Information** section appears.

## 12.1.2 Additional KYC Information

In this section, specify information pertaining to your occupation and income. You are also required to specify whether you are a politically exposed person or are related to a politically exposed person.

### Additional KYC Information

My Dashboard ATM/Branch English

Search Welcome, Ryan N Bohr Last login 11 May 04:51 PM

FATCA & CRS Self-Certification Form For Individuals

Customer Identification

Additional KYC Information

Occupation  
Service

Gross Annual Income  
2000000

Politically Exposed Person (PEP) Status  
 I am a Politically Exposed Person
  I am related to a Politically Exposed Person
  Not Applicable

Continue

Tax Residency Information

Declaration

Submit

**What is FATCA & CRS? & Why are you being asked to fill this form?**

FATCA (Foreign Account Tax Compliance Act) and CRS (Common Reporting Standard) aim at combatting tax evasion on a global level.

As per the inter-governmental agreement (IGA) with the US and OECD, all financial institutions including Zigbank are required to obtain self-certification and to carry out due diligence of all accounts held with the bank.

Please complete all sections of this form. In certain circumstances, the bank may be required to share this information with relevant tax authorities.

Please consult your professional tax advisor if you have any questions regarding this form.

**FATCA & CRS Instructions**

Along with many governments, the government of Country Name has entered into an Inter-governmental Agreement (IGA) with other governments that require financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all account holders. In relevant cases, information will have to be reported to tax authorities or appointed agencies. In order to comply with the standards set by FATCA and CRS we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Zigbank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

**Substantial Presence Test**

You will be considered a United States resident for tax purposes if you meet the substantial presence test for the calendar year. To meet this test, you must be physically present in the United States (U.S.) on at least:

- 31 days during the current year, and
- 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
  - All the days you were present in the current year, and
  - 1/3 of the days you were present in the first year before the current year, and
  - 1/6 of the days you were present in the second year before the current year.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Occupation</b>	<p>Select the type of occupation that best describes your current or most recent job.</p> <p>The types are:</p> <ul style="list-style-type: none"> <li>• Service</li> <li>• Business</li> <li>• Others</li> </ul>
<b>Gross Annual Income</b>	<p>Enter your gross annual income that you earn from all sources, in this field.</p>
<b>Politically Exposed Person(PEP) Status</b>	<p>Specify your status with regards to being a politically exposed person or being related to a politically exposed person.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• I am a Politically Exposed Person</li> <li>• I am related to a Politically Exposed Person</li> <li>• Not Applicable – Select this option if you are neither a PEP nor related to a PEP</li> </ul>

- 
14. From the **Occupation** list, select the type of occupation that best describes your current or most recent job.
  15. In the **Gross Annual Income** field, enter the amount you earn as gross annual income.
  16. In the **Politically Exposed Person (PEP) Status** field, select the option applicable to you.
  17. Click **Continue**. The **Tax Residency** Information section appears.

### **12.1.3 Tax Residency Information**

This section enables you to specify information about your tax residency. You are required to identify the countries in which you are considered a tax resident and also specify information pertaining to your relationship with the United States of America.

#### **Tax Residency Information**

futura bank

My Dashboard ATM/Branch English

Welcome, RyanN Bohr  
Last login 11 May 04:51 PM

### FATCA & CRS Self-Certification Form For Individuals

Customer Identification

Additional KYC Information

Tax Residency Information

Declaration

Was the Entity established in a country other than India?(Applicable to Sole Proprietor Only)

Yes  No

Are you a tax resident of any country other than India?

Yes  No

Country of Tax Residence

United States

TIN Available

Yes  No

Tax Identification Type

SSN

TIN/TIN Equivalent

EIN

[Add Another Country](#)

Are you a Citizen of the United States of America?

Yes  No

Do you meet the Substantial Presence Test?

Yes  No

Do you have a U.S Green Card?

Yes  No

[Continue](#)

[Submit](#)

#### What is FATCA & CRS? & Why are you being asked to fill this form?

FATCA (Foreign Account Tax Compliance Act) and CRS (Common Reporting Standard) aim at combatting tax evasion on a global level.

As per the inter-governmental agreement (IGA) with the US and OECD, all financial institutions including Zigbank are required to obtain self-certification and to carry out due diligence of all accounts held with the bank.

Please complete all sections of this form. In certain circumstances, the bank may be required to share this information with relevant tax authorities.

Please consult your professional tax advisor if you have any questions regarding this form.

#### FATCA & CRS Instructions

Along with many governments, the government of Country Name has entered into an Inter-governmental Agreement (IGA) with other governments that require financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all account holders. In relevant cases, information will have to be reported to tax authorities or appointed agencies. In order to comply with the standards set by FATCA and CRS we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Zigbank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

#### Substantial Presence Test

You will be considered a United States resident for tax purposes if you meet the substantial presence test for the calendar year. To meet this test, you must be physically present in the United States (U.S.) on at least:

- 31 days during the current year, and
- 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
  - All the days you were present in the current year, and
  - 1/3 of the days you were present in the first year before the current year, and
  - 1/6 of the days you were present in the second year before the current year.

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## Field Description

Field Name	Description
<b>Was the Entity established in a country other than &lt;Name of Country&gt;? (Applicable to Sole Proprietors only)</b>	<p>This field is applicable to sole proprietors only. Specify whether the entity was established in the country or in another country.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes – Select this option to identify that the entity was established in a country other than the country in which your accounts are held.</li> <li>• No – Select this option to identify that the entity was established in the country in which your accounts are held.</li> </ul>
<b>Are you a tax resident of any country other than &lt;Name of Country&gt;?</b>	<p>Specify whether you are a tax resident of country other than the country in which your accounts are held.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes – Select this option to identify that you are a tax resident of a country/countries other than the one in which your accounts are held.</li> <li>• No – Select this option to identify that you are not a tax resident of any country other than the country in which your accounts are held.</li> </ul>
<p>The following fields are enabled if you have selected the option <b>Yes</b> in either of the two fields above.</p>	
<b>Country of Tax Residence</b>	<p>Select the country in which you are considered a tax resident.</p>
<b>TIN Available</b>	<p>Specify whether your Taxpayer Identification Number (TIN) of the country in which you are a tax resident, is available or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes – Select this option if your TIN for the country selected in the <b>Country of Tax Residence</b> field is available.</li> <li>• No – Select this option if you do not have a TIN for the country selected in the <b>Country of Tax Residence</b> field.</li> </ul>



Field Name	Description
<b>Tax Identification Type</b>	<p>Select your TIN type from the list. The values in this list are populated based on the Identification documents that are accepted as TINs in the country that you have selected as <b>Country of Tax Residence</b>.</p> <p>This field appears if you have selected the option <b>Yes</b> against the <b>TIN Available</b> field.</p>
<b>Other Tax Identification Type</b>	<p>Specify the identification document that you are providing as TIN if you have selected the option Other from the list of values available under Tax Identification Type.</p> <p>This field appears if you have selected the option <b>Other</b> in the <b>Tax Identification Type</b> field.</p>
<b>TIN/ TIN Equivalent</b>	<p>Specify the taxpayer identification number.</p> <p>This field appears only if you have selected the option <b>Yes</b> against the field <b>TIN Available</b>.</p>
<b>Reason for Non Availability</b>	<p>Specify the reason of non-availability of taxpayer identification number.</p> <p>This field appears if you have selected the option <b>No</b> in the <b>TIN Available</b> field.</p>
<b>Add Another Country</b>	<p>The link to add details of another country in which the user is a tax resident. You may choose to add further records, up to a defined number, if you are a tax resident of more than one country.</p>
<b>Remove Country</b>	<p>This link is displayed against the record of a country that has been added as country of tax residence. Select this link to delete the specific record against which the link is displayed.</p>
<p>The following fields are specific to the United States of America, in which you are required to identify your relationship with the United States specifically.</p>	
<b>Are you a citizen of the United States of America?</b>	<p>Specify whether you are a citizen of the United States of America.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

Field Name	Description
<b>Do you meet the Substantial Presence Test?</b>	<p>Specify whether you meet the substantial presence test criteria. By means of the substantial presence test, it can be identified whether you are to be considered a citizen of the United States or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Do you have a U.S. Green Card?</b>	<p>Specify whether you hold a United States green card.</p> <p>A U.S. Green Card is allotted to persons who are considered lawful permanent residents of the United States and who have been granted permission to reside in as well as to seek employment in the United States.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

18. In the **Was the Entity established in a country other than <Country name>? (Applicable to Sole Proprietors only)** field, select the applicable option.
19. In the **Are you a tax resident of any country other than <Country name>?** field, select the applicable option.
- a. If you have selected the option **Yes** in either of the two fields - **Was the Entity established in a country other than <Country name>?** or **Are you a tax resident of any country other than <Country name>?**, specify details pertaining to the country/ countries in which you are a tax resident. The steps are as follows:
- iii. In the **Country of Tax Residence** list, select the country in which you are a tax resident.
- iv. In the **TIN Available** field;
1. Select the option **Yes** if you have a TIN for the country in which you are a tax resident.  
OR  
Select the option **No** if you do not have a TIN for the country in which you are a tax resident.
- v. If you have selected the option **Yes** against the field **TIN Available**, select the TIN type from the **Tax Identification Type** field and specify the TIN number in the **TIN/TIN Equivalent** field.  
OR  
If you have selected the option **No** against the field **TIN Available**, specify the reason for which you do not have a TIN in the field **Reason for Non Availability**.

- vi. Click the **Add Another Country** link, to add another country record if you are a tax resident of more than one country.  
Repeat Steps I to iii.
  - vii. Click the **Remove Country** link displayed against a country record if you wish to delete the country record.
20. In the **Are you a citizen of the United States of America** field, select the applicable option.
  21. In the **Do you meet the Substantial Presence Test?** field, select the applicable option.
  22. In the **Do you have a U.S. Green Card?** field, select the applicable option.
  23. Click **Continue**. The **Declaration** section appears.

#### **12.1.4 Declaration**

This section displays the FATCA & CRS declaration for which you are required to provide consent by selecting the provided check box.

#### **Declaration**

My Dashboard ATM/Branch English

futura bank

Welcome, RyanN Bohr  
Last login 11 May 04:51 PM

### FATCA & CRS Self-Certification Form For Individuals

- Customer Identification
- Additional KYC Information
- Tax Residency Information
- Declaration

I acknowledge and agree that information contained in this form and information regarding income above may be reported to the tax authorities of the country in which such income arises and that those tax authorities may provide the information to the country or countries in which I am a resident for tax purposes.

Zigbank is not able to offer any tax advice on FATCA or CRS or its impact on me. I shall seek advice from a professional tax advisor for any tax related questions. I undertake to notify Zigbank of any change in circumstances that causes any information on this form to become incorrect and to provide Zigbank with updated information within 30 days of said change.

I authorize Zigbank to close or suspend my account(s) without any obligation of advising me of the same if any information provided by me in this form or hereafter is found to be false, untrue or misleading. I have understood the FATCA and CRS instructions and the requirement of information collected through this form and hereby confirm that the information provided by me in this form is true, correct and complete to the best of my knowledge.

I, Steven George Gerrard declare acceptance of all statements above

**Submit**

#### FATCA & CRS Instructions

Along with many governments, the government of Country Name has entered into an Inter-governmental Agreement (IGA) with other governments that require financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all account holders. In relevant cases, information will have to be reported to tax authorities or appointed agencies. In order to comply with the standards set by FATCA and CRS we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Zigbank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

#### Substantial Presence Test

You will be considered a United States resident for tax purposes if you meet the substantial presence test for the calendar year. To meet this test, you must be physically present in the United States (U.S.) on at least:

- 31 days during the current year, and
- 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
  - All the days you were present in the current year, and
  - 1/3 of the days you were present in the first year before the current year, and
  - 1/6 of the days you were present in the second year before the current year.

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24. Select the check box to provide consent of the FATCA & CRS terms and conditions and to provide consent to the declaration.

25. Click **Submit**. The Review screen appears.

### **12.1.5 Review**

The review screen displays all the information that you have entered in the form. You can review this information and if required, select the option to edit the information of any section. Once you have verified all the information defined in the form, you can click on the option provided to submit the form, after which the form will be submitted and the confirmation page will be displayed.

#### **Review**

My Dashboard
ATM/Branch
English

futura bank
Welcome, Ryan N Bohr  
Last login 11 May 04:51 PM

### FATCA & CRS Self-Certification Form For Individuals

ⓘ Please review the following details before you submit the FATCA & CRS Self-Certification Form.

**Customer Identification**

Title  
Mr

Full Name  
Steven George Gerrard

Address Type  
Permanent

Address  
401 Island Parkway  
Redwood Shores,  
Mumbai,  
India  
7550011

Mailing Address  
Avenida Vitacura 2939 Piso 6  
Mumbai  
India  
7550033

Nationality  
India

Country of Birth  
India

City/Place of Birth  
Mumbai

Identification Type  
Passport

Identification Number  
12222111

Father's Name  
John Smith

Spouse's Name  
Mary Jones

**Additional KYC Information**

Occupation  
Service

Gross Annual Income  
200000

Politically Exposed Person (PEP) Status  
I am related to a Politically Exposed Person

**Tax Residency Information**

Was the Entity established in a country other than India?(Applicable to Sole Proprietor Only)  
No

Are you a tax resident of any country other than India?  
No

Are you a Citizen of the United States of America?  
No

Do you meet the Substantial Presence Test?  
No

Do you have a U.S Green Card?  
No

**Declaration**

I acknowledge and agree that information contained in this form and information regarding income above may be reported to the tax authorities of the country in which such income arises and that those tax authorities may provide the information to the country or countries in which I am a resident for tax purposes.


Zigbank is not able to offer any tax advice on FATCA or CRS or its impact on me. I shall seek advice from a professional tax advisor for any tax related questions. I undertake to notify Zigbank of any change in circumstances that causes any information on this form to become incorrect and to provide Zigbank with updated information within 30 days of said change.

I authorize Zigbank to close or suspend my account(s) without any obligation of advising me of the same if any information provided by me in this form or hereafter is found to be false, untrue or misleading. I have understood the FATCA and CRS instructions and the requirement of information collected through this form and hereby confirm that the information provided by me in this form is true, correct and complete to the best of my knowledge.

I, Steven George Gerrard declare acceptance of all statements above

Confirm
Cancel
Back

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26. Verify the details, and click **Confirm**.  
OR  
Click  against any section that you wish to edit, if required.  
OR  
Click **Cancel** to close the form.  
OR  
Click **Back** to navigate to the previous page.
27. The success message appears along with the status of form submission.

### **12.1.6 Confirm**

The confirmation page will be displayed once you have submitted the form. This page will display a message identifying whether the form was successfully submitted or not.

1. Click **Go to Dashboard** to navigate to the dashboard.

## **12.2 FATCA and CRS Self - Certification Form for Entities**

The FATCA & CRS Self – Certification form for Entities is made available to users that are accessing the online banking services of the entities or companies in the capacity of trustees, sole owners or authorized signatories.

The sections that consist of this form are documented as follows:

### **To fill the FATCA & CRS Self - Certification Form for Entities:**

1. Select the **FATCA & CRS** link displayed as part of a message on the dashboard.  
The **FATCA & CRS Self - Certification Form for Entities** appears.

### **12.2.1 Identification of the Entity**

In this section, basic details of the entity are captured such as the name and address details of the entity.

**Field Description**

Field Name	Description
<b>Legal Name of the Entity or Organization</b>	The name of the entity or company as maintained with the bank is displayed.
<b>Current Legal Address</b>	
<b>Country</b>	Select the country in which the entity is operating.



Field Name	Description
<b>City</b>	Enter the name of the city in which the entity has its main headquarters.
<b>Address 1-2</b>	Enter the address details of the main headquarters of the entity.
<b>Zip Code</b>	Enter the zip code of the entity's address.
<b>Mailing Address</b>	
<b>Same as above</b>	Select this checkbox if the entity's mailing address is the same as the current legal address.
<b>Country</b>	Select the country of the entity's mailing address. This field appears if the <b>Same as above</b> check box is not selected.
<b>City</b>	Enter the name of the city of the mailing address of the entity. This field appears if the <b>Same as above</b> check box is not selected.
<b>Address 1-2</b>	Enter the mailing address details. This field appears if the <b>Same as above</b> check box is not selected.
<b>Zip Code</b>	Enter the zip code of the mailing address of the entity. This field appears if the <b>Same as above</b> check box is not selected.
<b>Country of Incorporation or Organization</b>	Select the country of origin of the entity or organization.

2. From the **Country** list, select the country in which the entity is operating.
3. In the **City**, **Address** and **ZIP Code** field, enter the **City**, address details of the entity.
4. Select the **Same as Above** check box, if the entity's mailing address is the same as the current legal address, else specify details of the entity's mailing address.
5. From the **Country of Incorporation** or **Organization** list, select the country of origin of the entity or organization.
6. Click **Continue**. The **Tax Residency** section appears.

## 12.2.2 Tax Residency

This section captures information pertaining to the tax residency of the entity. You are required to specify whether the entity can be considered as a tax resident of any country other than the country in which its accounts are held and subsequently specify details pertaining to the countries in which the entity is a tax resident. Information specific to the entity's operations in the United States is also captured in this section.

### Tax Residency

The screenshot shows the 'FATCA & CRS Self-Certification Form For Entities' in the Futura Bank system. The form is divided into several sections:

- Identification of the Entity** (expanded):
  - Tax Residency** (expanded):
    - Is the entity a tax resident of any country other than <country name>?  Yes  No
    - Country of Tax Residence: United Kingdom
    - TIN Available:  Yes  No
    - Tax Identification Type: SSN
  - Add Another Country**:
    - Is the entity incorporated in the United States of America?  Yes  No
    - Does the entity have any ultimate beneficial owners (incl. controlling persons) who are tax residents (incl. U.S. citizens/green card holders) of countries other than <country name>?  Yes  No
- Entity Certification** (collapsed)
- Declaration** (collapsed)

Navigation buttons: **Continue**, **Submit**, **Cancel**.

**FATCA & CRS Instructions**

Along with many governments, the government of Country Name has entered into an inter-governmental Agreement (IGA) with other governments that require financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all account holders. In relevant cases, information will have to be reported to tax authorities or appointed agencies. In order to comply with the standards set by FATCA and CRS we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Zigbank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

**Substantial Presence Test**

You will be considered a United States resident for tax purposes if you meet the substantial presence test for the calendar year. To meet this test, you must be physically present in the United States (U.S.) on at least:

- 31 days during the current year, and
- 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
  - All the days you were present in the current year, and
  - 1/3 of the days you were present in the first year before the current year, and
  - 1/6 of the days you were present in the second year before the current year.

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## Field Description

Field Name	Description
<b>Is the Entity a tax resident of any country other than &lt;country name&gt;?</b>	<p>Specify whether the entity is a tax resident of any country other than country in which the entity's accounts are held.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes – Select this option to identify that the entity is a tax resident of a country/countries other than the one in which it's accounts are held.</li> <li>• No – Select this option to identify that the entity is not a tax resident of any country other than the country in which it's accounts are held.</li> </ul>
<p>The following fields are enabled if you have selected the option <b>Yes</b> against the field <b>Is the entity a tax resident of any country other than &lt;country name&gt;?</b></p>	
<b>Country of Tax Residence</b>	<p>Select the country in which the entity is considered a tax resident.</p>
<b>TIN Available</b>	<p>Specify whether the entity's taxpayer identification number of the country of which it is a tax resident, is available or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes – Select this option if the entity's TIN for the country selected in the <b>Country of Tax Residence</b> field is available.</li> <li>• No – Select this option if the entity's TIN for the country selected in the <b>Country of Tax Residence</b> field is not available.</li> </ul>
<b>Tax Identification Type</b>	<p>Specify the tax identification type of the entity that will be provided as proof of tax residency. The values in this list are populated based on the Identification documents that are accepted as TINs in the country that you have selected as <b>Country of Tax Residence</b>.</p> <p>This field appears if you have selected the option <b>Yes</b> in the <b>TIN Available</b> field.</p>
<b>Other Tax Identification Type</b>	<p>Specify the identification document of the entity that you are providing as TIN, if the tax identification type is other than the listed option in the Tax Identification Type list.</p> <p>This field appears if you have selected the option <b>Other</b> in the <b>Tax Identification Type</b> field.</p>
<b>TIN/ TIN Equivalent</b>	<p>Specify the Taxpayer Identification number.</p>

Field Name	Description
<b>Reason for Non Availability</b>	Specify the reason of non-availability of taxpayer identification number.  This field appears if you have selected the option <b>No</b> in the <b>TIN Available</b> field.
<b>Add Another Country</b>	The link to add details of another country in which the entity is a tax resident. You may choose to add further records, up to a defined number, if the entity is a tax resident of more than one country.
<b>Remove Country</b>	This link is displayed against the record of a country that has been added as country of tax residence. Select this link to delete the specific record against which the link is displayed.
<b>Is the entity incorporated in the United States of America</b>	Specify whether the entity was incorporated in the United States of America.  The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Does the entity have any ultimate beneficial owners (incl. controlling persons) who are a tax residents (incl. US citizens/ green card holders) of countries other than &lt;country name&gt;?</b>	Specify whether the beneficial owners including the controlling persons of the entity/ organization are tax residents of any other country.  The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

7. In the **Is the Entity a tax resident of any country other than <country name>?** field, select the applicable option.
- a. If you have selected **Yes**, specify details pertaining to the country/countries in which the entity is a tax resident. The steps are as follows:
- i. In the **Country of Tax Residence** list, select the country in which the entity is a tax resident.
  - ii. In the **TIN Available** field;
    1. Select the option **Yes** if the entity's TIN for the country in which it is a tax resident is available.  
OR  
Select the option **NO** if the TIN is not available.

- iii. If you have selected the option **Yes** against the field **TIN Available**, select the TIN type from the **Tax Identification Type** field and specify the TIN number in the **TIN/TIN Equivalent** field.  
OR  
If you have selected the option **No** against the field **TIN Available**, specify the reason for which the entity's TIN is not available in the field **Reason for Non Availability**.
  - iv. Click the **Add Another Country** link, to add another country record if you are a tax resident of more than one country.  
Repeat steps i to iii
  - v. Click the **Remove Country** link displayed against a country record if you wish to delete the country record.
8. In the **Is the entity incorporated in the United States of America?** field, select the applicable option.
  9. In the **Does the entity have any ultimate beneficial owners (incl. controlling persons) who are a tax residents (incl. US citizens/ green card holders) of countries other than <country name>?** field, select the applicable option.
  10. Click **Continue**. The **Entity Certification** section appears.

### 12.2.3 Entity Certification

This section captures information required to identify the category under which the entity falls with regards to FATCA & CRS classifications of entities.

#### Entity Certification - Financial

My Dashboard ATM/Branch English

>Welcome, Ryan N Bohr  
Last login 11 May 04:51 PM

FATCA & CRS Self-Certification Form For Entities

Identification of the Entity

Tax Residency

Entity Certification

Please select a category to which the entity belongs

Financial Institution  Non-Financial Institution

Financial Institution

An Investment Entity

Depository Institution, Custodial Institution or Specified Insurance Company

GIIN Available ⓘ

Yes  No

Enter GIIN

E6722

Continue

Entity Certification

Declaration

Submit Cancel

**What is FATCA & CRS? & Why are you being asked to fill this form?**

FATCA (Foreign Account Tax Compliance Act) and CRS (Common Reporting Standard) aim at combatting tax evasion on a global level.

As per the Inter-governmental agreement (IGA) with the US and OECD, all financial institutions including Zigbank are required to obtain self-certification and to carry out due diligence of all accounts held with the bank.

Please complete all sections of this form. In certain circumstances, the bank may be required to share this information with relevant tax authorities.

Please consult your professional tax advisor if you have any questions regarding this form.

**FATCA & CRS Instructions**

Along with many governments, the government of Country Name has entered into an Inter-governmental Agreement (IGA) with other governments that require financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all account holders. In relevant cases, information will have to be reported to tax authorities or appointed agencies. In order to comply with the standards set by FATCA and CRS we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Zigbank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

**Substantial Presence Test**

You will be considered a United States resident for tax purposes if you meet the substantial presence test for the calendar year. To meet this test, you must be physically present in the United States (U.S.) on at least:

- 31 days during the current year, and
- 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
  - All the days you were present in the current year, and
  - 1/3 of the days you were present in the first year before the current year, and
  - 1/6 of the days you were present in the second year before the current year.

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## Entity Certification - Non Financial

My Dashboard
ATM/Branch
English

futura bank
Welcome, RyanN Bohr  
Last login 11 May 04:51 PM

### FATCA & CRS Self-Certification Form For Entities

Identification of the Entity

Tax Residency

Entity Certification

Please select a category to which the entity belongs

Financial Institution
  Non-Financial Institution

Non-Financial Institution

Active Non-Financial Entity (NFE)

A corporation, the stock of which is regularly traded on an established securities market

Entity is related to a corporation whose stock is regularly traded on an established securities market

Name of the related corporation whose stock is traded

Example Corporation

Nature of relation

Subsidiary of the listed company

Name of the established securities market on which the stock of the related corporation is regularly traded

ABC Trade


A Governmental Entity or Central Bank

An International Organization

Other e.g. a start-up NFE or a non-profit NFE

Passive Non-Financial Entity (NFE)

Continue



**What is FATCA & CRS?**  
&  
**Why are you being asked to fill this form?**

FATCA (Foreign Account Tax Compliance Act) and CRS (Common Reporting Standard) aim at combatting tax evasion on a global level.

As per the Inter-governmental agreement (IGA) with the US and OECD, all financial institutions including Zigbank are required to obtain self-certification and to carry out due diligence of all accounts held with the bank.

Please complete all sections of this form. In certain circumstances, the bank may be required to share this information with relevant tax authorities.

Please consult your professional tax advisor if you have any questions regarding this form.

Declaration

Submit
Cancel

**FATCA & CRS Instructions**

Along with many governments, the government of Country Name has entered into an Inter-governmental Agreement (IGA) with other governments that require financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all account-holders. In relevant cases, information will have to be reported to tax authorities or appointed agencies. In order to comply with the standards set by FATCA and CRS we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Zigbank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

**Substantial Presence Test**

You will be considered a United States resident for tax purposes if you meet the substantial presence test for the calendar year. To meet this test, you must be physically present in the United States (U.S.) on at least:

- 31 days during the current year, and
- 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
- All the days you were present in the current year, and
- 1/3 of the days you were present in the first year before the current year, and
- 1/6 of the days you were present in the second year before the current year.

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## Field Description

Field Name	Description
<b>Please select a category to which the entity belongs</b>	<p>Specify whether the entity is a financial or non-financial institution by selecting the applicable option.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>Financial Institution - Select this option if the entity is a financial organization</li> <li>Non- Financial Institution - Select this option if the entity is a non-financial organization</li> </ul>
<p>The following fields appear if you have selected the option <b>Financial Institution</b> under the <b>Please select a category to which the entity belongs</b> field.</p>	
<b>Financial Institution</b>	<p>The categories to which the entity could belong to are listed under this field. Select an option that is applicable to the entity.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>An Investment Entity</li> <li>Depository Institution, Custodial Institution or Specified Insurance Company</li> </ul>
<b>An Investment Entity</b>	<p>The categories of investment entities are listed under this field only if you have selected the option <b>An Investment Entity</b> under the <b>Financial Institution</b> category. Select an option that is applicable to the entity.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution</li> <li>Other Investment Entity</li> </ul>
<b>GIIN Available</b>	<p>Specify whether the entity's Global Intermediary Identification Number is available or not.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>Yes – Select this option if the entity's GIIN is available</li> <li>No – Select this option if the entity does not have a GIIN</li> </ul>



Field Name	Description
<b>Enter GIIN</b>	<p>Enter the entity's Global Intermediary Identification Number.</p> <p>This field appears if you have selected the option <b>Yes</b> against the <b>GIIN Available</b> field.</p>
<b>Reason for Non Availability</b>	<p>Specify the reason of non-availability of taxpayer identification number.</p> <p>This field appears if you have selected the option <b>No</b> against the <b>GIIN Available</b> field.</p>
<p>The following fields appear if you have selected the option <b>Non-Financial Institution</b> under the <b>Please select a category to which the entity belongs</b> field.</p>	
<b>Non-Financial Institution</b>	<p>The general categories to which a non-financial entity can belong, are listed under this field.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Active Non-Financial Entity (NFE)</li> <li>• Passive Non-Financial Entity (NFE)</li> </ul>
<b>Active Non-Financial Entity (NFE)</b>	<p>The categories under Active Non-Financial Entity are listed if you have selected the option <b>Active Non-Financial Entity</b> under the field <b>Non-Financial Institution</b>. Select the option that is applicable to the entity.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• A corporation, the stock of which is regularly traded on an established securities market</li> <li>• Entity is related to a corporation whose stock is regularly traded on an established securities market</li> <li>• A Governmental Entity or Central Bank</li> <li>• An International Organization</li> <li>• Other e.g. a start-up NFE or a non-profit NFE</li> </ul>
<b>Name of the established securities market on which the corporation is regularly traded</b>	<p>Enter the name of securities market on which the entity trades regularly.</p> <p>This field appears if you have selected the option <b>A corporation, the stock of which is regularly traded on an established securities market</b> under the <b>Active Non-Financial Entity (NFE)</b> field.</p>

Field Name	Description
<b>Name of the related corporation whose stock is traded</b>	<p>Specify the name of corporation whose stock is traded by the entity.</p> <p>This field appears if you have selected the option <b>Entity is related to a corporation whose stock is regularly traded on an established securities market</b> under the <b>Active Non-Financial Entity (NFE)</b> field.</p>
<b>Nature of relation</b>	<p>Specify the relation that the entity has with the company whose stock is traded.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Subsidiary of the listed company</li> <li>• Controlled by a listed company</li> <li>• Common control as a listed company</li> </ul> <p>This field appears if you have selected the option <b>Entity is related to a corporation whose stock is regularly traded on an established securities market</b> under the <b>Active Non-Financial Entity (NFE)</b> field.</p>
<b>Name of the established securities market on which the stock of the related corporation is regularly traded</b>	<p>Enter the name of securities market on which the stock of the related corporation is traded on a regular basis.</p> <p>This field appears if you have selected the option <b>Entity is related to a corporation whose stock is regularly traded on an established securities market</b> under the <b>Active Non-Financial Entity (NFE)</b> field.</p>
<b>Sub-Category of Active NFE</b>	<p>Enter the sub-category of the active non-financial entity.</p> <p>This field appears if you have selected either of the following three options under the <b>Active Non-Financial Entity (NFE)</b> field:</p> <ul style="list-style-type: none"> <li>• A Government Entity or Central Bank</li> <li>• An International Organization</li> <li>• Other e.g. a start-up NFE or non-profit NFE</li> </ul>
<b>Passive Non-Financial Entity (NFE)</b>	<p>Select this option if the entity is a passive non-financial entity.</p>

11. In the **Please select a category to which the entity belongs** field, select the applicable option.

- If you have selected the **Financial Institution** option:

- a. Select whether the entity is an Investment Entity or Depository Institution, Custodial Institution or Specified Insurance Company.
    - i. If you have selected **An Investment Entity** option from the **Financial Institution** field, select whether the entity is an Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution or Other Investment Entity.
  - b. Specify whether the GIIN is available or not against the **GIIN Available** field.
    - i. If you have selected option **Yes**, enter the entity's GIIN in the **Enter GIIN** field.  
OR  
If you have selected option **No**, enter the reason as to why the GIIN is not available in the **Reason for Non Availability** field.
- OR
- If you have selected the **Non-Financial Institution** option, select the applicable option.
12. If you have selected the category **Active Non-Financial Entity (NFE)**, select the applicable sub-category options and enter the relevant information displayed against the selected options.
  13. Click **Continue**. The **Declaration** section appears.

#### **12.2.4 Declaration**

This section displays the FATCA & CRS declaration for which you are required to provide consent on behalf of the entity, by selecting the provided checkbox. You are also required to enter your name in full and also specify your designation in the provided fields.

**Identification of the Entity**

**Tax Residency**

**Entity Certification**

**Declaration**

I acknowledge and agree that information contained in this form and information regarding income above may be reported to the tax authorities of the country in which such income arises and that those tax authorities may provide the information to the country or countries in which I am a resident for tax purposes.

Zigbank is not able to offer any tax advice on FATCA or CRS or its impact on me. I shall seek advice from a professional tax advisor for any tax related questions. I undertake to notify Zigbank of any change in circumstances that causes any information on this form to become incorrect and to provide Zigbank with updated information within 30 days of said change.

I authorize Zigbank to close or suspend my account(s) without any obligation of advising me of the same if any information provided by me in this form or hereafter is found to be false, untrue or misleading. I have understood the FATCA and CRS instructions and the requirement of information collected through this form and hereby confirm that the information provided by me in this form is true, correct and complete to the best of my knowledge.

Zig International Services declare acceptance of all statements above

Full Name of Representative  
John Smith

Designation  
Director

**Submit** **Cancel**

**FATCA & CRS Instructions**

Along with many governments, the government of Country Name has entered into an Inter-governmental Agreement (IGA) with other governments that require financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all account holders. In relevant cases, information will have to be reported to tax authorities or appointed agencies. In order to comply with the standards set by FATCA and CRS we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Zigbank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

**Substantial Presence Test**

You will be considered a United States resident for tax purposes if you meet the substantial presence test for the calendar year. To meet this test, you must be physically present in the United States (U.S.) on at least:

- 31 days during the current year, and
- 183 days during the 3-year period that includes the current year and the 2 years immediately before that, counting:
  - All the days you were present in the current year, and
  - 1/3 of the days you were present in the first year before the current year, and
  - 1/6 of the days you were present in the second year before the current year.

[View More](#)

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## Field Description

Field Name	Description
<b>Declaration</b>	Select the check box to provide consent to the FATCA & CRS terms and conditions and to provide consent to the declaration on behalf of the entity.
<b>Full Name of Representative</b>	Enter your name in fill.

<b>Field Name</b>	<b>Description</b>
<b>Designation</b>	Specify the designation / position that you hold in the organization /entity.

14. Select the check box to provide consent of the FATCA & CRS terms and conditions and to provide consent to the declaration.
15. In the **Full Name of Representative** field, enter your full name.
16. In the **Designation** field, specify the current designation or position that you hold in the organization.
17. Click **Submit**. The **Review** screen appears.

### **12.2.5 Review**

The review screen displays all the information that you have entered in the form. You can review this information and if required, select the option to edit the information of any section. Once you have verified all the information defined in the form, you can click on the option provided to submit the form, after which the form will be submitted and the confirmation page will be displayed.

Review

My Dashboard ATM/Branch English

>Welcome, RyanN Bohr  
Last login 11 May 04:51 PM

**FATCA & CRS Self-Certification Form For Entities**

Please review the following details before you submit the FATCA & CRS Self-Certification Form.

**Identification of the Entity**

Legal Name of Entity or Organization  
JUST EAT

Current Legal Address  
1022, Redwood Shores  
Island Parkway  
CA  
Idaho  
United States  
94065

Country of Incorporation or Organization  
United Kingdom

**Tax Residency**

Is the entity a tax resident of any country other than <country name>?  
Yes

Country of Tax Residence  
United Kingdom

TIN Available  
Yes

Tax Identification Type  
TIN/TIN Equivalent

Is the entity incorporated in the United States of America?  
No

Does the entity have any ultimate beneficial owners (incl. controlling persons) who are tax residents (incl. U.S. citizens/green card holders) of countries other than <country name>?  
No

**Entity Certification**

Please select a category to which the entity belongs  
**Non-Financial Institution**

Non-Financial Institution  
**Active Non-Financial Entity (NFE)**

Name of the related corporation whose stock is traded  
Example Coporation

Nature of relation  
Subsidiary of the listed company

Name of the established securities market on which the stock of the related corporation is regularly traded  
ABC Traders

**Declaration**

I acknowledge and agree that information contained in this form and information regarding income above may be reported to the tax authorities of the country in which such income arises and that those tax authorities may provide the information to the country or countries in which I am a resident for tax purposes.

Zigbank is not able to offer any tax advice on FATCA or CRS or its impact on me. I shall seek advice from a professional tax advisor for any tax related questions. I undertake to notify Zigbank of any change in circumstances that causes any information on this form to become incorrect and to provide Zigbank with updated information within 30 days of said change.

I authorize Zigbank to close or suspend my account(s) without any obligation of advising me of the same if any information provided by me in this form or hereafter is found to be false, untrue or misleading. I have understood the FATCA and CRS instructions and the requirement of information collected through this form and hereby confirm that the information provided by me in this form is true, correct and complete to the best of my knowledge.

Zig International Services declare acceptance of all statements above

Full Name of Representative  
John Smith


Designation  
Director

**Confirm** **Cancel** Back

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18. Verify the details, and click **Confirm**.

OR

Click  against any section that you wish to edit, if required.

OR  
Click **Cancel** to close the form.  
OR  
Click **Back** to navigate to the previous page.

19. The success appears along with the status of submission of the form.

### **12.2.6 Confirm**

The confirmation page will be displayed once you have submitted the form. This page will display a message identifying whether the form was successfully submitted or not.

20. Click **Go to Dashboard** to navigate to the dashboard.

## **FAQ**

### **1. What is FATCA, why I have to fill the FATCA & CRS form?**

FATCA stands for 'Foreign Account Tax Compliance Act' and is a legislation designed to prevent tax evasion. Introduced by the United States Department of Treasury and the US Internal Revenue Service (IRS), the purpose of FATCA is to encourage better tax compliance by preventing US Persons from using foreign banks and other financial organizations in order to avoid US taxation on their income and assets.

### **1. What is a tax identification number (TIN)?**

This is your unique number issued in your jurisdiction to you as a tax payer. However we are aware that some jurisdictions do not issue a specific tax numbers. UK residents can use their National Insurance number.

### **2. Does the Co-Applicant also need to login for the system to populate the information if he/she is an existing channel user?**

No. The co-applicant's customer ID needs to be entered by the primary applicant if he/she is an existing user. A verification code will be sent to the co-applicants email ID and/or mobile number. Once the verification process is successful, the co-applicant's details will be populated.

### **3. Why am I asked to capture previous residential address details?**

The bank has a resident stability policy in place wherein if the applicant is staying at the current address for less than a defined term then he/she needs to define the previous residential address.

**4. My co-applicant and I live in the same house, do I need to enter address details again while defining co-applicant information?**

No. There is an option in the co-applicant contact information section to default the primary applicant's address in that of the co-applicant's residential address fields.



**5. Why am I being asked to capture previous employment details?**

The bank has a employment stability policy in place wherein if the applicant has not completed a defined term in the current organization then he/she needs to define previous employment details.

**6. I have saved the application. Can my co-applicant resume the application from the application tracker?**

Yes. The co-applicant needs to be a registered channel user to login to the application tracker and resume the application.

**7. Can the co-applicant perform all the pending tasks (if applicable) in the application tracker?**

Yes, the co-applicant has all the rights as that of the primary applicant.

[Home](#)

## 13. Product Showcase and Application Tracker

This option serves as a means by which the Business user can view the bank's online product offerings and also apply for any products of choice. Alternately, if the user has already applied for a product or if the user has a product application in draft, on selecting the Product Offerings option from the hamburger menu, the Application Tracker listing page will be displayed. The user will be able to track the status of any submitted applications and also retrieve applications that are in draft from the Application Tracker listing page. If the user wishes to apply for any other product, he/she can select the Start a New Application option provided on the Application Tracker Listing screen.

**Note:** To view detailed information about the Application Tracker as well as product offerings, please refer the **Oracle Banking Digital Experience Business Originations Application Tracker** user manual.

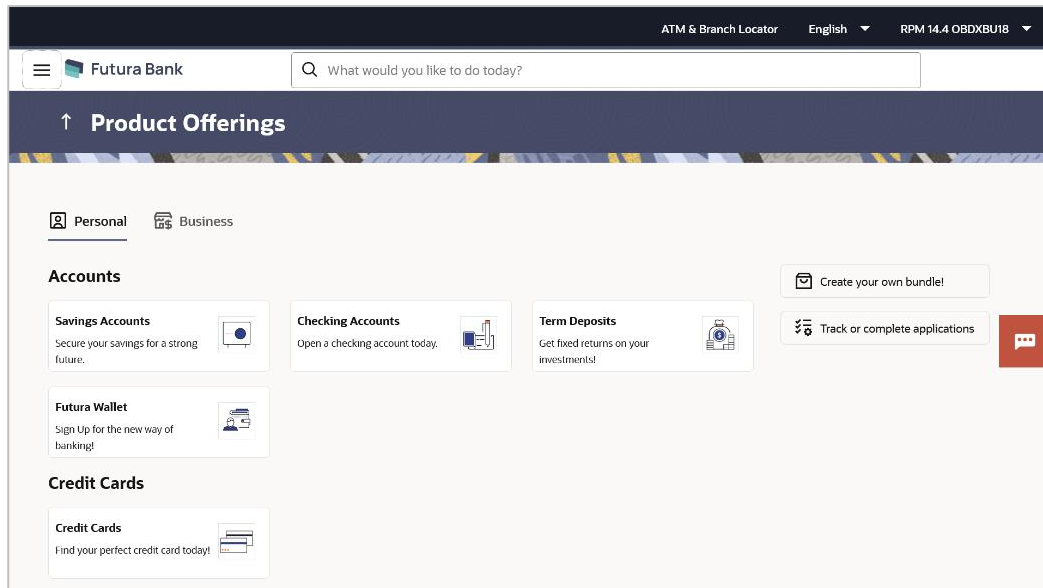
### Features Supported In Application

- Application of bank's online product offerings
- Tracking of submitted application status
- Accessing saved/in draft applications

### How to reach here:

*Dashboard > Toggle Menu > Product Offerings > Business*


### Product Offerings



## Application Tracker Listing Page

Futura Bank
What would you like to do today?
ATM & Branch Locator
English
RPM 14.4 092018

Application Tracker



**Hi John Smith**  
Find all your saved and submitted applications below

[Start a New Application](#)

Personal
Business

### Your Submitted Applications ( 6 )

Check the current status of your applications and take action, if required.

**Luxury Car Loan**  
006APP00034961

Submitted

Submitted On: 3/29/2018    Last Updated On: 3/29/2018

Amount: USD 99,990.00

**Premier Checking Account**  
006APP00035538

On Hold

Submitted On: 3/29/2018    Last Updated On: 3/29/2018

**Normal Simple Fixed Deposit**  
006APP000049364

Submitted

Submitted On: 3/29/2018    Last Updated On: 3/29/2018

Amount: GBP 10,000.00

**MaxRewards**  
006APP000049874

Submitted

Submitted On: 3/29/2018    Last Updated On: 3/29/2018

Amount: USD 60,000.00

**Instant Personal Loan**  
006APP000059522

Submitted

Submitted On: 3/29/2018    Last Updated On: 3/29/2018

Amount: USD 10,000.00

**Premier Checking Account**  
006APP000071324

Submitted

Submitted On: 3/29/2018    Last Updated On: 3/29/2018

### Your Saved Applications ( 6 )

Select an application to complete and submit it to the bank

**Futura Education Loan**  
006APP00033808

In Draft

Amount: USD 10,000.00

**Small Personal Loan**  
006APP00035959

In Draft

Amount: USD 10,000.00

**MaxRewards**  
006APP000046020

In Draft

Amount: USD 60,000.00

**Max Savings Account**  
006APP000049829

In Draft

**Normal Simple Fixed Deposit**  
006APP000049857

In Draft

Amount: GBP 100,000.00

**Normal Simple Fixed Deposit**  
006APP000050014

In Draft

### Your Processed Applications ( 1 )

View all your processed and cancelled applications here

**Normal Simple Fixed Deposit**  
006APP000049121

Customer Cancellation

[Home](#)

## 14. Interest Certificates

An interest certificate is a summary of the interest credited or debited on an account. Banks issue interest certificates against accounts held by users, so that they can ascertain how much interest they have gained on their balances in their CASA or deposit accounts, or how much interest they have paid on their loans.

Interest certificates are widely used to complete tax returns.

Using this option, the user can view and download interest certificates for current and savings accounts, deposits (Term Deposits and Recurring Deposits) and loans.

---

**Note:** Interest certificates prior to 3 years are not available.

---

### How to reach here:

*Toggle Menu > Menu > Accounts > Certificates > Interest Certificates*

*OR*

*Access through the kebab menu of Certificates (Balance Certificates & TDS Certificates)*

### Interest Certificates

### Field Description

Field Name	Description
<b>Account Category</b>	<p>Specify the account category for which the interest certificate has to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Current &amp; Savings</li> <li>• Deposits</li> <li>• Loans &amp; Finances</li> </ul>
<b>Select Interest Certificate for</b>	<p>The option to specify whether the interest certificate is to be generated for a specific account or for all accounts of the specific account type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Specific Account</li> <li>• All Accounts</li> </ul>
<b>Account Number</b>	<p>Select the account number for which the interest certificate to be generated.</p> <p>This field is enabled if you have selected the <b>Specific Account</b> option in the <b>Select Interest Certificate for</b> field.</p>
<b>Select Period</b>	<p>Define a period for which the interest certificate to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Financial Year</li> <li>• Duration</li> </ul>
<b>Financial Year</b>	<p>The financial year for which the interest certificate for the account/s is to be generated.</p> <p>This field is enabled if you have selected the <b>Financial Year</b> option in the <b>Period</b> field.</p> <hr/> <p><b>Note:</b> Interest certificates prior to 3 years are not available.</p>
<b>From Date</b>	<p>The start date of the date range from which interest certificate to be generated.</p> <p>This field is enabled if you have selected the <b>Duration</b> option in the <b>Choose a period for generating Interest Certificate</b> field.</p>

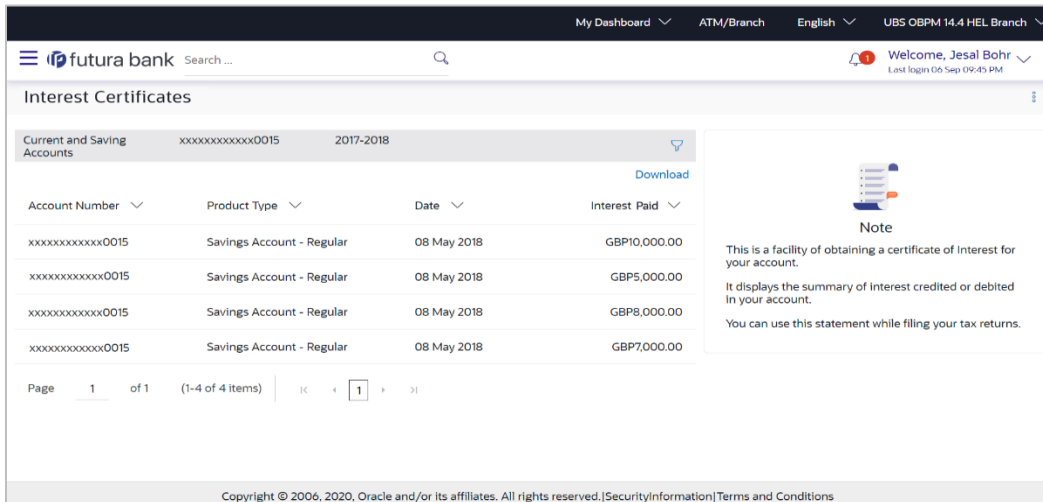
<b>To Date</b>	The end date of the date range till which interest certificate is to be generated.  This field is enabled if you have selected the <b>Duration</b> option in the <b>Choose a period for generating Interest Certificate</b> field.
----------------	--

---

**To generate Interest Certificates:**

1. From the **Account Category** list, select the account category for which the interest certificates are to be generated.
2. In the **Select Interest Certificate for** field, select the desired option for which the interest certificate is to be generated.
3. If you have selected **Specific Account**;
  - a. From the **Account Number** list, select the account for which interest certificate is required.
4. If you have selected **All Accounts**;  
The interest certificates of all the associated current and savings accounts, will be generated once you select Apply after selecting further options.
5. In the **Select Period** field, select the desired option.
  - a. If you have selected **Financial Year**;
    - i. From the **Financial Year** list, select the financial year of choice.
  - b. If you have selected **Duration**;
    - i. From the **From Date** list, select the start date of the date range from which to generate the interest certificate.
    - ii. From the **To Date** list, select the end date of the date range up-to which the interest certificate is to be generated.
6. Click **Apply** to generate the interest certificate/s based on the defined criteria. The interest certificate gets displayed.  
OR  
Click **Reset** to clear the details entered.

## Interest Certificates - Outcome




### Field Description

Field Name	Description
<b>Filter Criteria</b>	All the criteria defined in the provided fields to search or filter results will be displayed in read only mode.
The following fields are displayed as records based on filter criteria defined.	
<b>Account Number</b>	The account number for which the interest certificate has been generated.
<b>Product Type</b>	The product type for which interest was credited/debited.
<b>Date</b>	The date on which interest was credited/debited in the account.
<b>Interest Credited</b>	The amount of interest which was credited in the account. This field is displayed for <b>Current and Savings</b> and <b>Deposits</b> accounts.
<b>Interest Paid</b>	The amount of interest which was debited from the account. This field is displayed only for <b>Loan</b> accounts.

7. Click **Download** to download the certificate in pdf format.

OR

Click on the  icon to change filter criteria.

[Home](#)



## 15. Balance Certificates

Using this option Business user can view and download a balance certificate of all of his current and savings accounts and deposit accounts for the selected month which will help him to understand the balance positions across all the accounts and deposits held with the bank. The certificate is available on monthly basis. The Business user can have facility to download the account statement of the month.

**Note:** In case of Balance certificate for the current month user can view balance till the last working day of Bank.

### How to reach here:

*Toggle Menu > Menu > Accounts > Certificates > Balance Certificates*

*OR*

*Access through the kebab menu of Certificates (TDS Certificates & Interest Certificates)*

### Balance Certificates

### Field Description

Field Name	Description
Select Month	Select a month to view the account balances of that specific month.

### To generate Balance Certificates:

1. In the **Select Month** list, select the month for which you wish to view the balance certificate.
2. Click **Apply** to generate the balance certificate for the specified month. The Balance certificate gets displayed.  
OR  
Click **Reset** to clear the details entered.

## Balance Certificates - Outcome

March 2020

Download

**Current and Savings Accounts**

Account Number	Balance
xxxxxxxxxxxx0026	EUR 0.00
xxxxxxxxxxxx0035	EUR 2,125.60
xxxxxxxxxxxx0044	EUR 99,925.20
xxxxxxxxxxxx0011	-EUR 65,407.50
xxxxxxxxxxxx0022	-EUR 226,323.70
xxxxxxxxxxxx00474	-GBP 2,258.91

**Term Deposits**


No Data to Display

### Field Description

Field Name	Description
<b>Filter Criteria</b>	The selected month as specified in the Select Month field will be displayed in read only mode.
The following fields are displayed as records for balance certificates generated for the current and savings account/ s:	
<b>Account Number</b>	The current or savings account number of the customer for which the balance certificate is generated.
<b>Balance</b>	The balance maintained in the account.
The following fields are displayed as records for balance certificates generated for the term deposit account/ s:	
<b>Account Number</b>	The term deposit account number of the customer for which the balance certificate is generated.
<b>Deposit Number</b>	The number of deposits made in the term deposit in the specific month.
<b>Balance</b>	The balance maintained in the account as on the last day of the month.

3. Click **Download** to download the certificate in pdf format.

OR

Click on the  icon to change filter criteria.

---

**Note:** For the current month, balance certificate will show the values till last working day only. For example if Today is 6<sup>th</sup> November and user wants to view the balance certificate, he will be able to see the balances of all his accounts and deposits till 5<sup>th</sup> November if it was a working day else the previous working day.

---

[Home](#)

## 16. TDS Certificates

TDS or Tax Deducted at Source, is a means of indirect tax collection by Indian authorities according to the Income Tax Act, 1961. As per the Act, any company or person making a payment is required to deduct tax at source if the payment exceeds certain limits. TDS has to be deducted at the rates prescribed by the tax department. The concept of TDS was introduced with an aim to collect tax from the very source of income. TDS is applicable on the various incomes received such as salaries, interest received etc. which is deducted when income is generated rather than at a later date.

TDS is deducted when the interest payable or reinvested on Recurring Deposits or Fixed Deposits is above the government specified limit in a financial year. A Business user can view the TDS deducted from his account for the financial year. This option provides a consolidated view of TDS for all user's accounts and deposits. For taxation purposes, the Business user can download the TDS report for all his accounts.

### How to reach here:

*Toggle Menu > Menu > Accounts > Certificates > TDS Certificates*

*OR*

*Access through the kebab menu of Certificates (Balance Certificates & Interest Certificates)*

### TDS Certificates

The screenshot displays the 'TDS Certificates' interface. At the top, there's a navigation bar with 'My Dashboard', 'ATM/Branch', 'English', and 'UBS OBPM 14.4 HEL Branch'. Below this is the 'futura bank' logo and a search bar. The main content area is titled 'TDS Certificates' and features a 'Select Financial Year' dropdown menu currently set to '2017-2018'. There are 'Apply' and 'Reset' buttons below the dropdown. To the right, a 'Note' box provides details: 'TDS is deducted when interest payable or reinvested on RD and FD is above Rs. 10000 in a financial year. For TDS waiver, please submit form 15 G H when you open a Fixed Deposit/Recurring Deposit and subsequently at the beginning of each financial year, you have maintained deposit.' The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. |SecurityInformation|Terms and Conditions'.

### Field Description

Field Name	Description
Select Financial Year	The financial year for which TDS deducted on different accounts is to be viewed.

**Note:** TDS of only the previous three years are displayed.

**To generate a TDS Certificate:**

1. From the **Select Financial Year** list, select the year for which TDS deducted on accounts is to be viewed.
2. Click **Apply** to generate the TDS certificate for the specified year. The TDS certificate gets displayed.  
OR  
Click **Reset** to clear the details entered.

**TDS Certificate**


Deposit Account	Interest Earned	Tax Deducted
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00
xxxxxxxxxxxx0047	GBP 40,000.00	GBP 8,000.00

**Field Description**

Field Name	Description
<b>Filter Criteria</b>	The selected year for which TDS is required to be viewed.
The following fields are displayed as records for the tax deducted in the user's deposit accounts for the selected year.	
<b>Total TDS deducted</b>	Displays the total TDS deducted on different accounts for the selected financial year.
<b>Deposit Account</b>	The different account numbers on which TDS was applicable are listed down.
<b>Interest Earned</b>	The interests earned on each account for the financial year is displayed against the account record.
<b>Tax Deducted</b>	The TDS deducted on each account for the selected financial year is displayed against the account record.

3. Click **Download** to download the certificate in pdf format.

OR

Click on the  icon to change filter criteria.

[Home](#)

---

## 17. Service Requests

This feature enables users to initiate service requests as well as to view all the service requests initiated by them along with the updated status of each service request.

### 17.1 Raise a New Request

The user can view all the service requests defined by the System/ Bank administrator on this screen. These service requests are grouped under Product and Request Category so that the user can easily locate and raise a service request according to their requirement. A free search is also provided on the screen that enables the user to search for a specific service request on the basis of the service request name.

Using this screen the users can raise a new service request by inputting the data in the fields (fields chosen by the System/ Bank administrator while creating Service Request Definition).

#### **Pre-Requisites**

- Transaction access is provided to the Business User.

#### **Features Supported In Application**

The module supports the following features:

- Raise New Request – Summary
- Schedule an Appointment for Branch Visit
- Raise New Request

#### **How to reach here:**

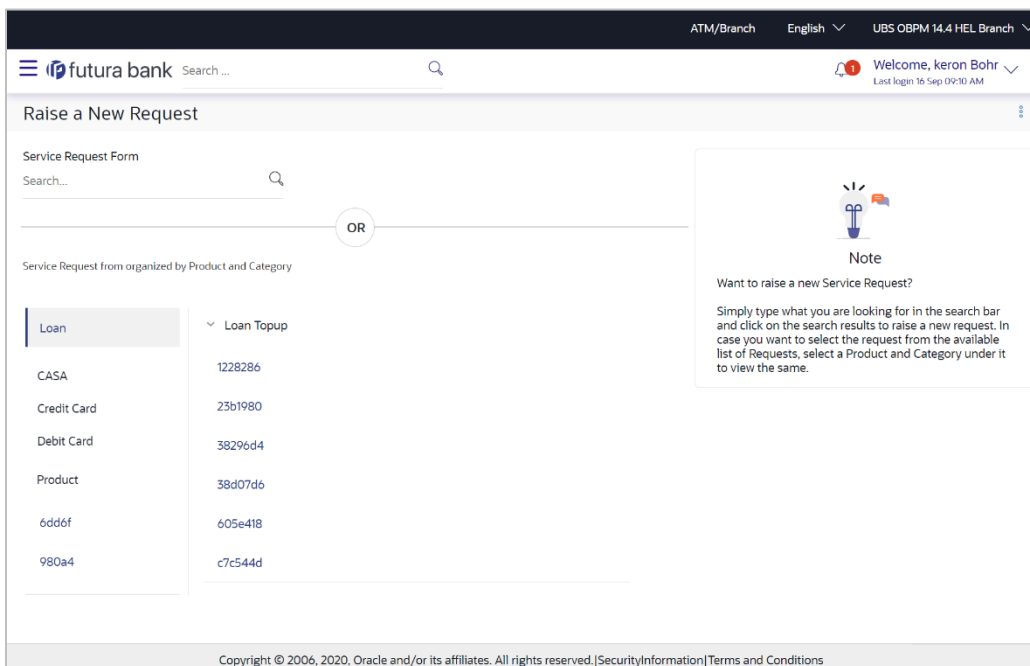
*Dashboard > Toggle menu > Menu > Service Requests > Raise a New Request*  
*OR*  
*Access through the kebab menu of **Track Requests** transaction*

#### **17.1.1 Raise a New Request - Summary**

##### **To raise a service request:**

1. The page from which the user can select the service request form on the basis of product and category appears

## Raise a New Request – Service Request Form Selection




### Field Description

Field Name	Description
<b>Search Criteria</b>	
<b>Service Request Form</b>	Enter a service request name to search for the required service request.
<b>List of Products</b>	All the products against which a service request can be raised are listed down on the left hand side of the screen. Click on a specific product/module to view the service requests related to that module.
<b>List of Categories</b>	The list of categories under the selected product are displayed on selection of a product/module. Click on a specific category to view the service requests related to that category.

2. Click the specific Product from the module list on the left side of the screen to view the service request categories related to that module.
3. Click the **Category Name** to view the service requests listed under that category.

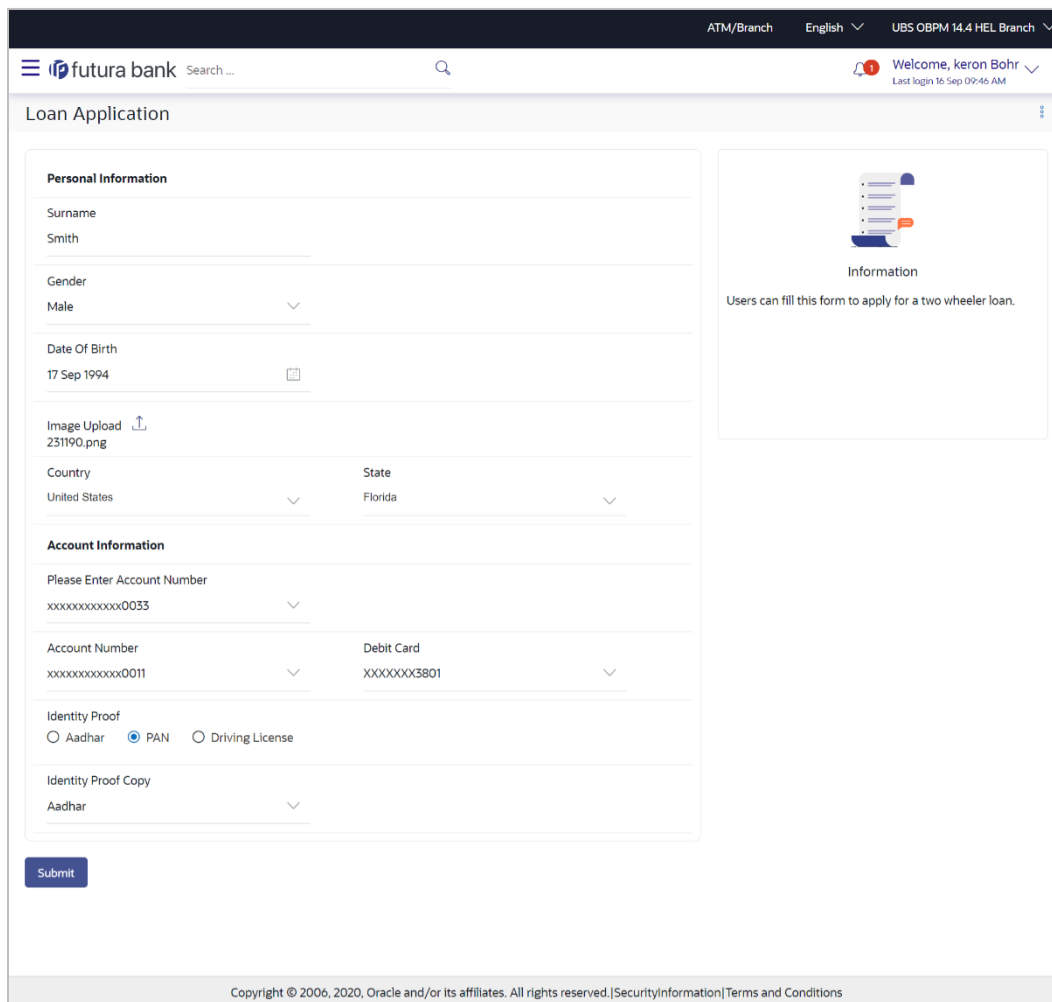


4. Click the **Service Request** link to view the service request form. The form for the specific service request appears.  
OR  
In the **Service Request Form** field, enter the desired service request name, and click the  icon. The specific service request form appears.

## 17.1.2 Service Request Form

This page is displayed once the user selects a service request form from the **Raise a New Request** page. This screen enables the user to initiate a service request by entering the data in the fields that are defined by the bank administrator in the Service Request Form Builder screen.

### Service Request



ATM/Branch English UBS OBPM 14.4 HEL Branch

futura bank Search ... Welcome, keron Bohr Last login 16 Sep 09:46 AM

#### Loan Application

**Personal Information**

Surname  
Smith

Gender  
Male

Date Of Birth  
17 Sep 1994

Image Upload  
231190.png

Country  
United States

State  
Florida

**Account Information**

Please Enter Account Number  
xxxxxxxxxxx0033

Account Number  
xxxxxxxxxxx0011

Debit Card  
XXXXXXX3801

Identity Proof  
 Aadhar  PAN  Driving License

Identity Proof Copy  
Aadhar

Submit

**Information**

Users can fill this form to apply for a two wheeler loan.

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**To create a service request:**

1. Enter the required details.
2. Click **Submit**.
3. The **Review** screen appears. Verify the details and click **Confirm**. The success message appears.  
OR  
Click **Back** to make changes if any.  
The user is directed to the Service Request screen with values in editable form.  
OR  
Click **Cancel** to cancel the transaction.

## 17.2 Track Requests

This feature enables users to track the statuses of all the service requests that they have raised. The search criteria provided enables the user to filter service requests based on various criteria such as request type, status, reference number, date range etc.

Below are the Service Requests that are available out of the box in the system:

- Credit Card Supplementary
- Credit Card PIN Request
- Replace Credit Card
- Update Card Limits
- Update Credit Card Auto Payment
- Register Credit Card Auto Payment
- Deregister Credit Card Auto Payment
- Activate Credit Card
- Hotlist Debit Card
- Cancel Debit Card
- Debit Card PIN Request
- Apply Debit Card
- Replace Debit Card
- Block Debit Card (temporary block)
- Unblock Debit Card (remove temporary block)
- Upgrade Debit Card

The bank can define new service requests in addition to the above mentioned Service Requests.

## Pre-Requisites

- Transaction access is provided to the Business User.

## Features Supported In Application

The module supports following features:

- Search Service Request
- View Service Request details

## How to reach here:

*Dashboard > Service Request Widget > Track Requests*

*OR*

*Dashboard > Toggle menu > Menu > Service Requests > Track Requests*

*OR*

*Access through the kebab menu of **Raise a New Request** transaction*

## 17.2.1 Track Requests - Search

### Track Request - Search

ATM/Branch English UBS OBPM 14.4 HEL Branch

futura bank Search ...

Welcome, keron Bohr  
Last login 16 Sep 10:20 AM

### Track Requests

Product Name  
Credit Card

Category Name  
Please Select

From Date  
From Date

To Date  
To Date

Status  
Accepted

Apply Reset

**Note**

This page lists all the Service Requests raised by you.

You can simply search a particular request and view the details of it by clicking on the same. In case you are not satisfied with the resolution provided for your request, please contact Branch or Customer Care.

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## Track Requests – Search Results

ATM/Branch English UBS OBPM 14.4 HEL Branch

futura bank Search ... Welcome, keron Bohr Last login 16 Sep 10:20 AM

Track Requests

Date	Request Name	Reference Number	Status
09 Sep 2021	Update Card Limits	910	Accepted
09 Sep 2021	Update Card Limits	911	Accepted
09 Sep 2021	Credit Card PIN Request	909	Accepted
09 Sep 2021	Activate Credit Card	908	Accepted
25 Aug 2021	Credit Card PIN Request	786	Accepted
18 Aug 2021	Update Card Limits	732	Accepted
18 Aug 2021	Update Card Limits	733	Accepted
17 Aug 2021	Update Card Limits	730	Accepted
09 Aug 2021	Credit Card PIN Request	664	Accepted
07 Aug 2021	Cancel Card	642	Accepted

Page 1 of 2 (1-10 of 14 items) | 1 2


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### Field Description

Field Name	Description
<b>Search Criteria</b>	
<b>Product Name</b>	The name of the product for which the service request is to be searched.
<b>Category Name</b>	The service request category name related to the product selected.
<b>Date Range (From Date – To Date)</b>	The user can search for service requests initiated between two dates by specifying a date range.
<b>Status</b>	The user can search for service requests based on status.
<b>Search Results</b>	
<b>Date</b>	The date on which the service request was raised.
<b>Request Name</b>	The name of the service request.

Field Name	Description
<b>Reference Number</b>	The reference number generated at the time the service request was raised.
<b>Status</b>	The current status of the service request.

### To search for a service request:

1. Enter search criteria in the service request search fields.
2. Click **Apply**. The search results based on the search criteria appears on the **Track Requests** screen.  
OR  
Click **Reset** to clear the search parameters.
3. Click the **Request Name** link of the specific service request record to view the details of that service request.  
OR  
Click on the  icon to change filter criteria. The search results based on the new defined search criteria appears on the **Track Requests** screen.

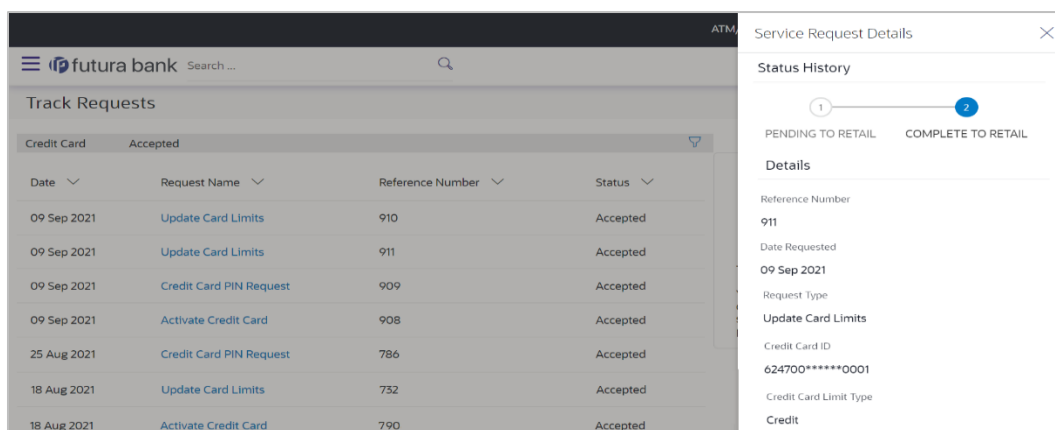
## 17.2.2 Service Request Details

Once the user clicks on a service request record from the search results page, an overlay page opens displaying all the details of the service request, along with the status.

### To view the details of a service request:

1. In the **Track Request** search results screen, click the **Request Name** link of the specific service request record to view the details of that service request. An overlay displaying the details along with the status of the specific service request appears.

### Service Request Details




The screenshot shows the 'Track Requests' screen for 'futura bank'. A table lists several requests, all with a status of 'Accepted'. The details overlay for request 911 is shown on the right, displaying a status history from 'PENDING TO RETAIL' to 'COMPLETE TO RETAIL' and the following details:

Field	Value
Reference Number	911
Date Requested	09 Sep 2021
Request Type	Update Card Limits
Credit Card ID	624700*****0001
Credit Card Limit Type	Credit

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Status History</b>	The status history of the service request, highlighting the current status is displayed.
<b>Details</b>	
<b>Reference Number</b>	The reference number generated at the time the service request was raised.
<b>Date Requested</b>	The date on which the service request was raised.
<b>Request Name</b>	The name of the service request.
<b>Comments from Bank</b>	Any comments made by the bank are displayed here.
<b>Request Details</b>	The details of the requested service. All the fields captured at the time of raising the SR will be populated.

2. Click  icon to close the overlay and to navigate back to the **Service Request Summary** screen.

[Home](#)

## 18. Settings

This section empowers users to tailor their online and mobile banking experience with precision, encompassing profile management, advanced security configurations, login customization, device registration, preference adjustments, and aesthetic personalization.

### How to reach here:

*Dashboard > My Profile icon > Settings*

*OR*

*Access through the kebab menu of any other **Preferences** screens*

### To update the settings:

1. The **Profile** screen appears under **Settings**.

## 18.1 Profile

Using this option, the customer can view and edit his profile details. Profile details include the user's personal and contact details.

### Pre-requisites

The user must be a customer of the bank and have valid login credentials.

### Features Supported In the Application

- View the profile details and preferences of user
- Edit the profile details and preferences of user

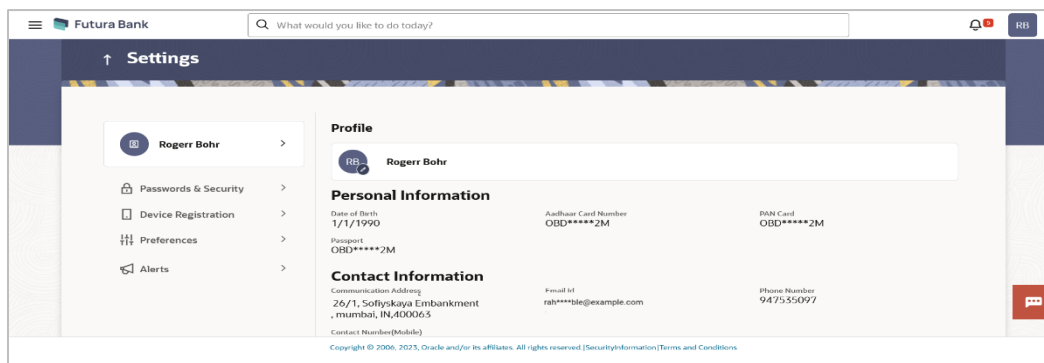
### How to reach here:

*Dashboard > Toggle Menu > Menu > Account Settings > Preferences > Profile*

*OR*


*Dashboard > My Profile icon > Settings > Profile*

### Profile



## Field Description


Field Name	Description
<b>User ID</b>	The digital banking user ID of the user will be displayed here.
<b>Personal Information</b>	
<b>Date of Birth</b>	Date of birth of the user gets displayed.
<b>Aadhaar Card Number</b>	Aadhaar number of the user, as maintained with the bank gets displayed in masked format. It is an identification number issued by government of India.  <b>Note:</b> This identification type is applicable for India region. Bank can configure the identification types to be displayed and to be available for modification as per their region.
<b>Driving Licence</b>	Driving licence number of the user, as maintained with the bank gets displayed in masked format.
<b>PAN Card</b>	PAN number of the user, as maintained with the bank gets displayed in masked format. It is issued by the income tax department of India.  <b>Note:</b> This identification type is applicable for India region. Bank can configure the identification types to be displayed and to be available for modification as per their region.
<b>Passport</b>	Passport number of the user, as maintained with the bank gets displayed in masked format.
<b>Contact Information</b>	
<b>Communication Address</b>	Address of the user, as maintained with the bank, will be displayed.
<b>Email ID</b>	Email ID of the user, as maintained with the bank, in masked format.
<b>Fax Number</b>	Fax number of the user, as maintained with the bank, in masked format.
<b>Contact Number (Mobile)</b>	Phone number of the user, as maintained with the bank, in masked format.

1. Click on  icon on profile picture;
  - c. Click on the **Upload Image** link to update the profile picture.



- d. Click on the **Delete** link to delete the profile picture
2. Click **Edit** to update the personal or contact details
3. Click **Download** to download the profile

---


Note: Click  arrow to go back to the **previous** page.

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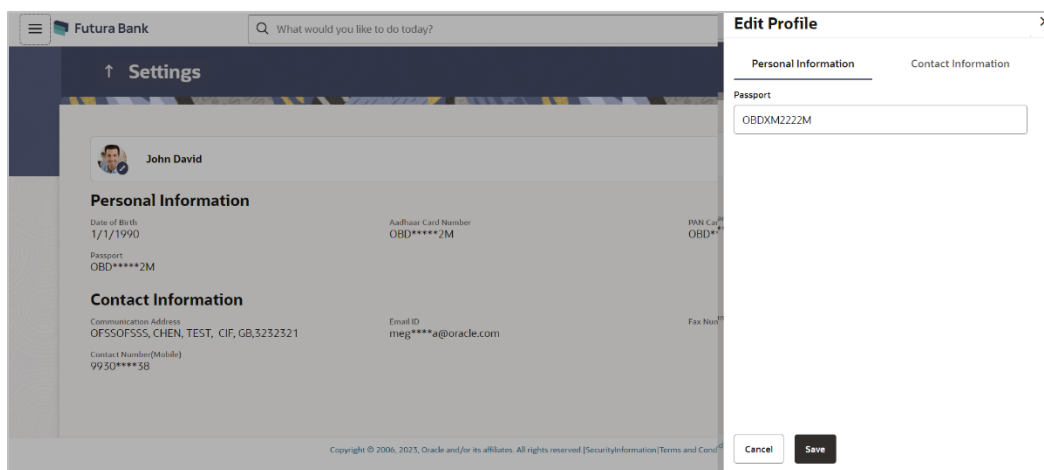
### 18.1.1 Profile - Edit

The user can edit any his personal information as well as contact information, except his date of birth.

#### To edit any information in Profile:

1. Click on the  icon on the **Profile** screen, and select the desired option that you want to edit. An overlay on which you can edit the desired information, appears.

#### Profile - Edit



#### Field Description

Field Name	Description
<b>Field Names in editable format</b>	All the fields applicable for the specific option selected to be edited, are displayed in editable format.

2. Update the field with the required information.
3. Click **Save** to save the changes.
4. The success message appears.

## **FAQ**

### **1. Can the user edit his profile information?**

Yes, user can edit his profile information except date of birth.

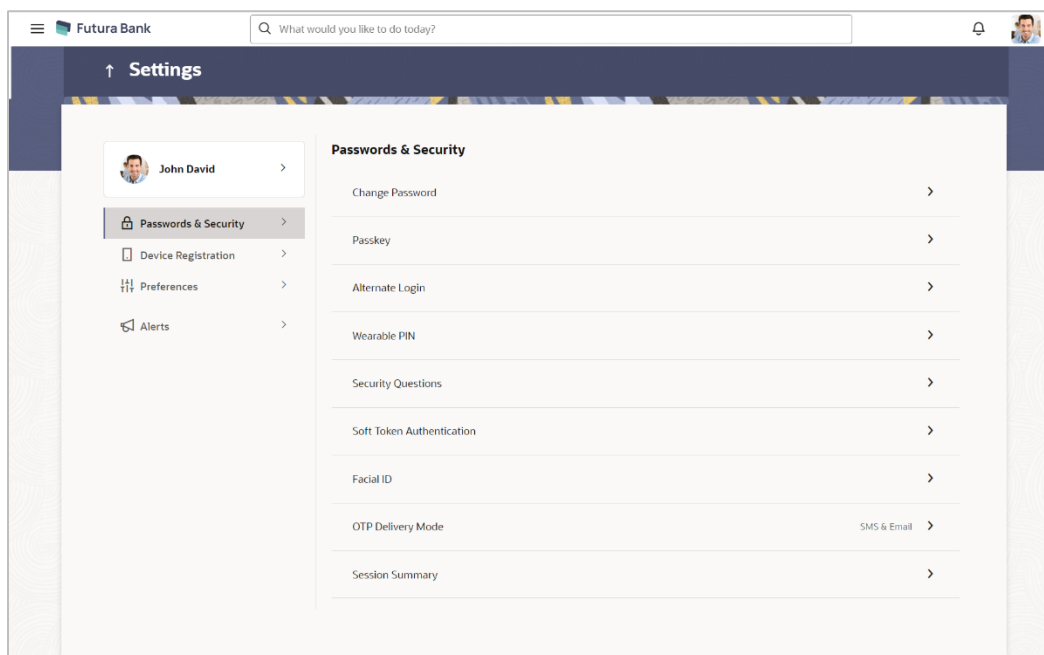
## 18.2 Password & Security

Using this option user can update the Change Password, Passkey, Alternate Login, Wearable PIN, Security Questions, Soft Token Authentication, Facial ID, and OTP Delivery Mode details.

### How to reach here:

*Dashboard > My Profile icon > Settings > Password & Security*

### Settings-Password & Security



### 18.2.1 Change Password

This feature enables existing users of the bank to change their login password.

#### Pre-requisites

- User must have existing login credentials.

#### Features Supported In Application

- Changing the login password.

#### How to reach here:

*Dashboard > My Profile icon > Settings > Password & Security > Change Password*

## Change Password

The screenshot displays the 'Change Password' interface in the Futura Bank settings. On the left, a sidebar shows the user 'John David' and a menu with 'Passwords & Security' highlighted. The main content area contains three password input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a visibility icon (an eye) and a 'Required' label. Below the fields are 'Cancel' and 'Save' buttons. To the right, a 'Password Policy' section lists the following requirements: 6 to 15 characters; at least one uppercase letter; at least one lowercase letter; at least one number; at least one special character (allowed characters are @, #, \$); no more than 4 successive characters; no more than 5 repetitive characters; and not being a common password. A copyright notice is visible at the bottom of the page.

### Field Description

Field Name	Description
<b>Current Password</b>	Enter your current login password.
<b>New Password</b>	Enter a new password to replace your current login password.
<b>Confirm New Password</b>	Re-enter the new password to confirm the same.

### To reset the password:

1. In the **Current Password** field, enter your current login password.
2. In the **New Password** field, enter a new password.

(Read the conditions defined under the **Password Conditions** section on the application screen to view the password policy.)

3. In the **Confirm New Password** field, re-enter the new password.
4. Click **Save**.  
OR  
Click **Cancel** to cancel the transaction.
5. A message confirming successful change of login password appears.
6. As the login user changed his password using 'Change Password' option, system will logout the user and user will be shown a confirmation message of password change along with an option to login again. Click **Login** on confirmation screen to log in to the application.

**Note:**

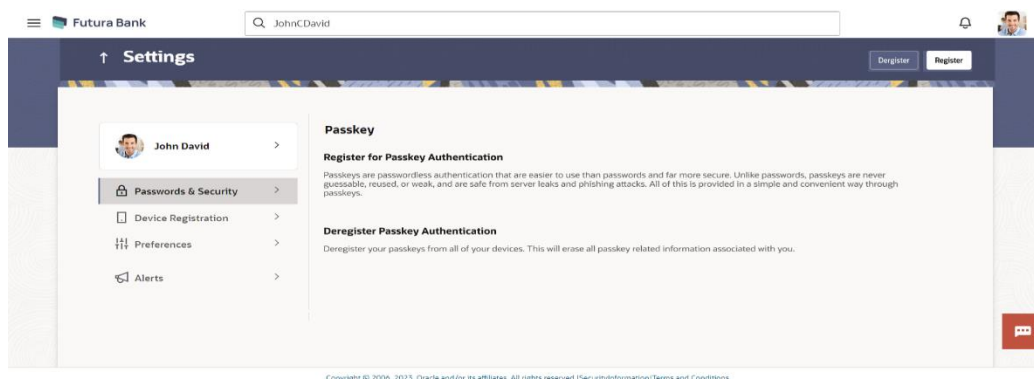
- 1) Password Conditions gets highlighted in green if the user's password is meeting the Password Policy criteria and similarly in Red if the password is not as per the Password Policy maintained.
- 2) Click inside the **Password** field, the Virtual Keyboard link appears. Click on the link to use virtual keyboard.

**18.2.2 Passkey**

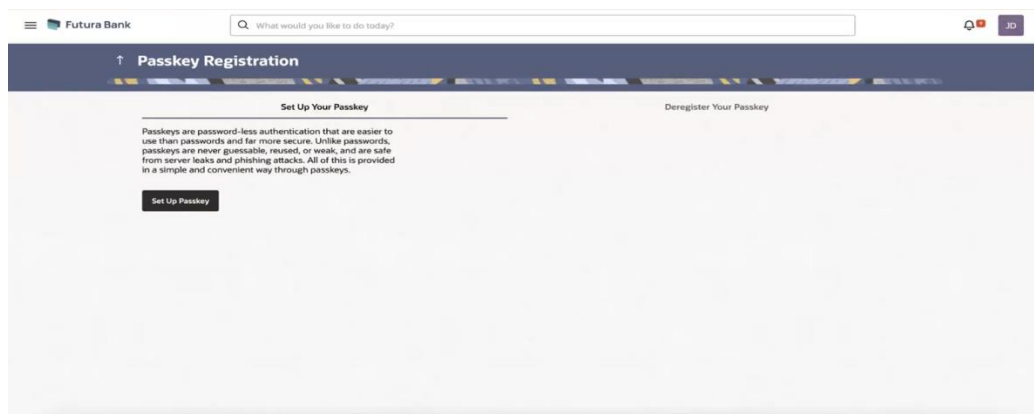
Passkeys work only on their registered websites and apps. Using this option you can register/de-register the passkey. For more details, refer **User Manual Oracle Banking Digital Experience Passwordless Login through Passkeys**.

**How to reach here:**

*Dashboard > My Profile icon > Settings > Password & Security > Passkey*

**Passkey**

1. Click **Setup Passwordless Authentication**. The **Passkey Registration** page appears.

**Passkey Registration screen**

2. Click on the **Setup Passkey**.
3. System prompts the user to save passkey in the device itself or in other mobile or table device with camera or in any security key.
4. Select a desired device.  
Click **Continue with Password**.  
OR  
You can select **Security Key** or select **Save a passkey on a device with a camera**.
  - 1) **QR Code** is displayed on the device, and it needs to be scanned with a device with camera that supports passkey authentication.
  - 2) Open the Camera app on your device. Point the camera at the QR code on the screen of the device you want to connect to.
5. Click **Save Passkey**.
6. Click **Continue** on the device.
7. The operating system may ask for authentication mechanism such as Face ID/Fingerprint/device password for registering passkey. The same mechanism will be used during login through stored passkey.

---

Note : For this feature to work, Bluetooth on both the devices needs to be turned ON.

---

8. On successful registration, passkey will be saved.

### **18.2.3 Alternate Login**

Using this option you can set PIN / Pattern / Face ID as an alternate login method for authentication and can be used instead of entering their user ID and password. For more details, refer **User Manual Oracle Banking Digital Experience PIN Pattern Touch and Face Authentication**.

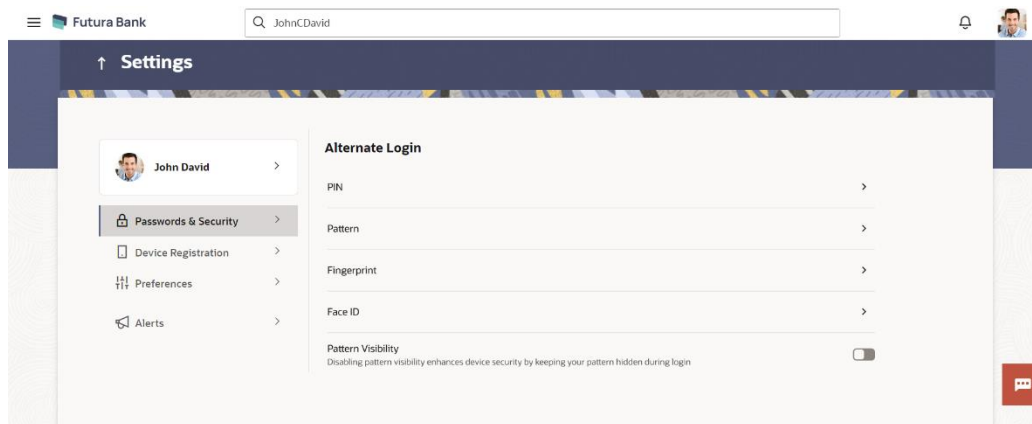
Following are the alternate method for authentication:

- PIN- define a 4 or 6 digit numeric PIN for login
- Pattern- define a pattern for authentication
- Face ID- define Face ID for login
- Touch ID- define a fingerprint (touch ID) for login

#### **How to reach here:**

*Dashboard > My Profile icon > Settings > Password & Security > Alternate Login*

## Alternate Login



1. Click on the > icon of the method to be set as alternate login method.
  - a. If **PIN** option selected;
    - i. In the **Set PIN** field, enter the PIN of 4 or 6 digit that needs to be set for login.
    - ii. In the **Confirm PIN** field, re-enter the pin for confirmation.
    - iii. The success message of PIN set appears.
  - b. If **Pattern** option selected;
    - i. Select the **Pattern** option as the login method. The **Set Pattern** screen appears.
    - ii. Set the **desired** pattern. Draw a pattern connecting a minimum of 4 dots.
    - iii. Click **Confirm**. The **Confirm Pattern** screen appears.  
OR  
Click **Undo** to reset the pattern and redraw it.  
OR  
Click **Cancel** to cancel the transaction.
    - iv. The success message of pattern set appears.
  - c. **Pattern Visibility**
    - i. Toggle **Pattern Visibility** button to make the pattern visible.  
Next time you draw the pattern at the time of login, you will be able to see it on the screen.

---

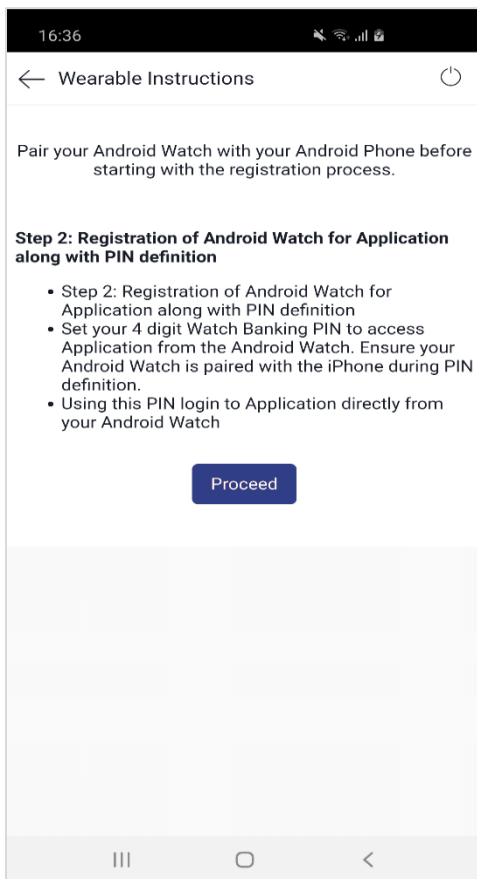
**Note:** By default, the **Pattern Visibility** option is disabled. If you keep the pattern visibility as disabled, you will not be able to see the pattern that you are drawing at the time of login and this will prevent any unauthorized access to the application.
  - d. If **Face ID** option selected;
    - i. A message is displayed prompting you to use the Face ID.
    - ii. Click **OK**. The **Set Face ID** confirmation screen is displayed.

- iii. Once the face ID recognition is successfully set as an alternate login, you will get an option to login with Face ID on the login page.
- e. If **Touch ID** option selected;
  - i. A message is displayed prompting you to use the Touch ID.
  - ii. Once the fingerprint is authenticated, a message confirming the fingerprint recognition is displayed.
  - iii. Click **OK**. The **Set Touch ID** confirmation screen is displayed.
  - iv. Once the touch ID as an alternate login is successfully set, you will have an option to **Login with Fingerprint** on the login page.

## Wearable PIN

User needs to register the wearable along with PIN definition so that he/she can perform inquiries and transactions using the wearable. You will need to install the application on the wearable and start the registration process by pairing the wearable with the mobile application i.e. pair your Apple/Android watch with iPhone / Android phone.

## Wearable Registration (Mobile)





8. Click **Proceed**. The **Verify User** screen is displayed.
9. Enter the **Password**. The message is displayed prompting that the Device ID will be stored.
10. Click **Allow** to proceed with storage of device ID.  
OR  
Click **Deny** to disallow storage of device ID.
11. You will be prompted to define the **PIN** for the wearable.
12. Re-enter the **PIN** in the **Confirm** screen.
13. Once the **PIN** is confirmed, a pop-up message is displayed with confirmation of PIN setup.
14. Click **OK**, The **PIN** successfully submitted message is displayed.
15. Once the wearable is registered and the PIN is set, you can login to the application (with access to limited features) through the wearable by entering the PIN.

#### **18.2.4 Security Questions**

Using this option, the user can setup security question maintenance. Security question maintenance entails selecting questions from a pre-defined list and defining answers for each selected question. This list of security questions and answers becomes the user's security question set and the user will be asked to answer these questions while initiating certain transactions (as defined by the bank administrator) as a second level of authentication.

##### **How to reach here:**

*Dashboard > My Profile icon > Settings > Password & Security > Security Questions*  
OR

*Access through the kebab menu of **Preference** transactions*

Security question setup is part of the first time login steps. The user can opt to skip setting security questions during first time login and can instead complete security question setup from the Security and Login screen.

##### **To set up security questions:**

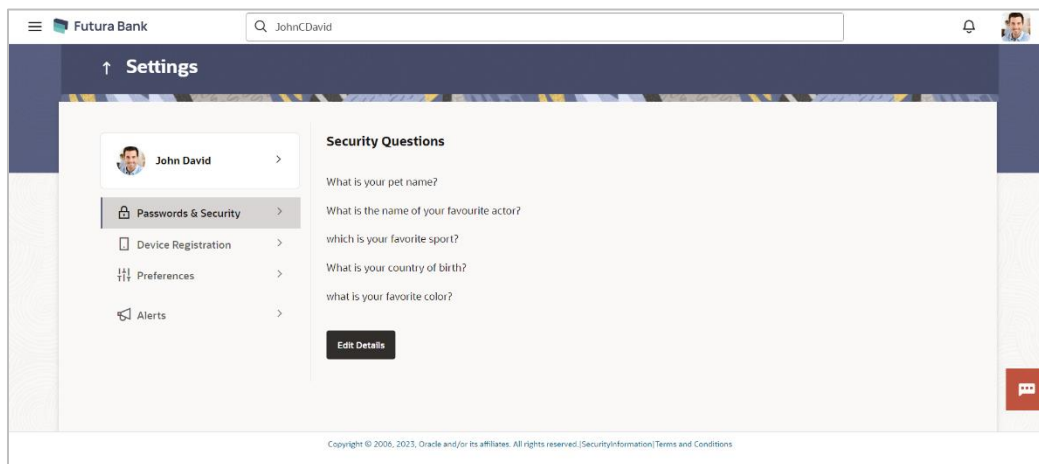
---

**Note:** If security questions have not been set-up by the user, the following message will be displayed - "Security Questions have not been set up yet". The user will be provided with the option to set up security questions.

---

1. Click **Set up now** to set-up security questions. The **Set Security Question** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous page.

## Security Question Maintenance



### Field Description

Field Name	Description
<b>User Security Questions</b>	
<b>Security Question</b>	Select a question to be assigned as a security question.  The security questions will be numbered, e.g. Security Question1, Security Question 2 and so on. The number of security questions and answers available will be dependent on the number configured by the bank administrator.
<b>Answer</b>	Specify an answer for the selected security question.  The fields in which you can specify answers to selected security questions will be displayed below each security question and will be numbered, e.g. Answer 1, Answer 2 and so on.

- From the **Security Question** list, select the appropriate security question to be added in the security question set.
- In the **Answer** field, enter an answer for the corresponding security question.
- Click **Submit** to save the security questions.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.
- The **Security Question Maintenance – Review** screen appears. Verify the details, and click **Confirm**.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to edit the security question setup.

The **User Security Question – Edit** screen with values in editable form appears.

- The success message of submitting the request appears.  
Click **OK** to complete the transaction and navigate back to '**Dashboard**'.

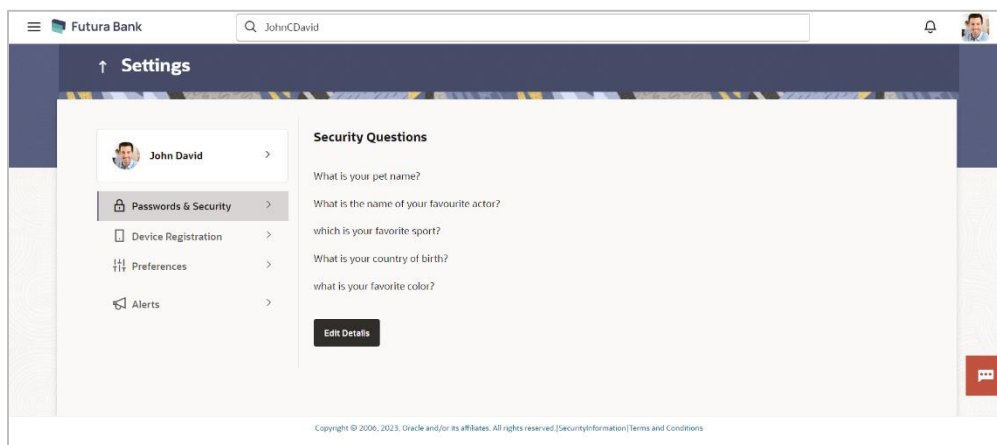
## Security Questions – View and Edit

If the user has already set-up of Security Questions, the application displays the list of security questions. It also enables the user to modify the set of security questions.

### To edit the set of security questions:

- Navigate to **Set Security Questions** screen, the **Set Security Question - View** screen appears.

### Set Security Questions - View



### Field Description

Field Name	Description
<b>Security Questions</b>	The list of security questions, which is the existing set of the user

- Click **Edit** to make changes, if required. The **Security Question Maintenance – Edit** screen with values in editable form appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.

## Security Question Maintenance - Edit

The screenshot shows the 'Set Security Question' page in the Futura Bank interface. The page title is 'Set Security Question' and it includes 'Back', 'Cancel', and 'Submit' buttons. The main content area is titled 'User Security Questions' and contains a list of questions with dropdown menus and text input fields for answers. The questions are:

- Security Question: What is your pet name? (Answer field: Required)
- Security Question: What is the name of your favourite actor? (Answer field: Required)
- Security Question: Which is your favorite sport? (Answer field: Required)
- Security Question: What is your country of birth? (Answer field: Required)
- Security Question: What is your favorite color? (Answer field: Required)

A 'Note' box on the right side of the page provides instructions:

**Note**  
Security questions works as an added layer of security that helps in protecting your account against fraudulent activities.  
You must:

- Choose answers that are difficult for others to guess.
- Choose questions which you have not answered on public or on social media sites.

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### Field Description

Field Name	Description
<b>Questions</b>	The list of security question, which is the existing set of the user.
<b>Answer</b>	Specify an answer for the selected security question.

- From the **Security Questions** list, select a different question from the currently set question, if required.
- In the **Answers** field, enter the answers corresponding to the security questions.
- Click **Submit** to save the changes made.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.
- The **Security Question Maintenance – Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.

OR

Click **Back** to make changes, if required.

The **Security Question Maintenance – Edit** screen with values in editable form appears.

- The success message of security question setup appears along with the transaction reference number.

Click **OK** to complete the transaction and to navigate back to the **Dashboard**.

## 18.2.5 Soft Token Application

This option enables Multi-factor authentication for a specific user and for a specific device. This same device must be used to generate the time-based one-time passcode every time the user signs in.

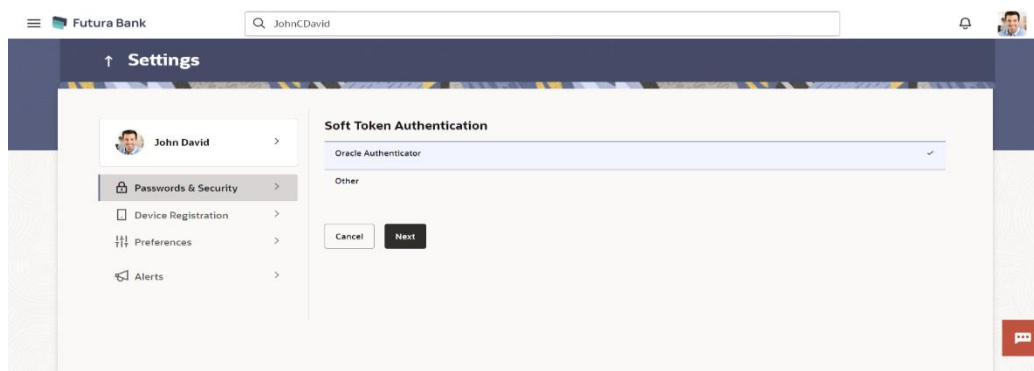
A Soft token authentication is a two - factor authentication based on Passcode or PIN. Using this option, the user can generate security token i.e. a single-use 6 digit login PIN or passcode.

If you set up 2-Step Verification, you can use the Oracle Mobile Authenticator(OMA), Google Authenticator, Microsoft Authenticator with TOTP only app to receive QR codes.

### How to reach here:

*Dashboard > My Profile icon > Settings > Password & Security > Soft Token Application*

### Soft Token Application



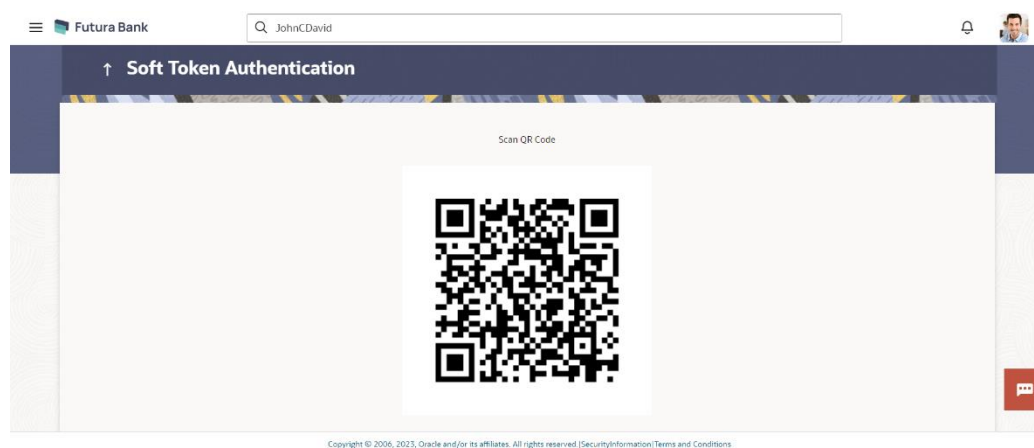
### Field Description

Field Name	Description
<b>Choose Authentication Type</b>	<p>Specify the authentication type for to generate the time-based one-time passcode every time the user signs in.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Oracle Mobile Authenticator</li> <li>• Other Mobile Authenticator</li> </ul>

Field Name	Description
<b>Can't scan? Copy the key</b>	Click on the link to generate the key to authenticate.
<b>QR Code</b>	Generated QR code to authenticate.

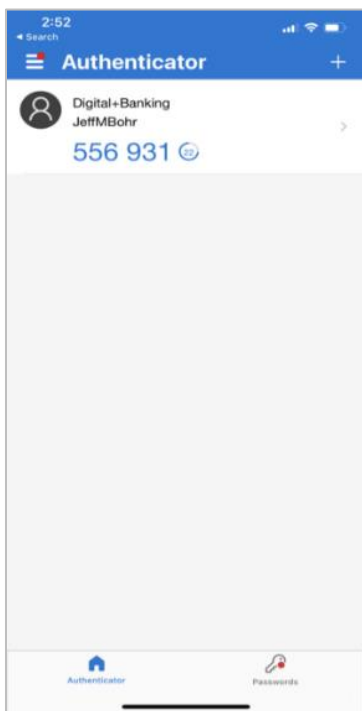
2. In the **Choose Authentication Type** field, select the desired authentication type.
3. Click **Next** to generate QR Code. QR code is generated by application.

### Scanning QR Code



4. Get the authenticator app from the **App Store**.
5. Install the authenticator app on iphone or android device.
6. Open authenticator app.
7. Click on the + icon of the authenticator.

## Authenticator



8. Choose option to scan the QR code or enter authentication key.
9. Scan the QR code by authenticator app.

---

**Note:** If you can't scan the QR Code, click on the **Can't scan? Copy the key** link to generate the key to authenticate.

---

10. The success screen appears as user is all set to use authenticator to authorise.

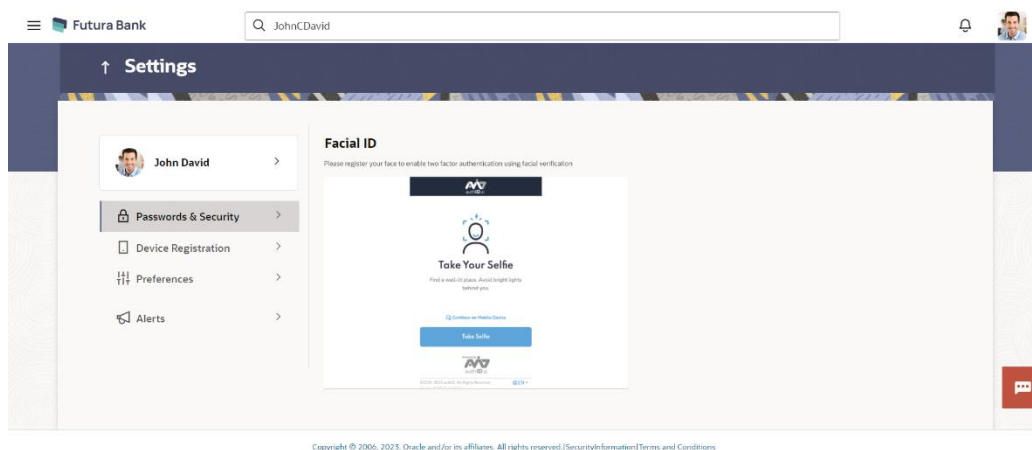
## 18.2.6 Facial ID

This option allows the user to login to the Futura Bank application using Face ID instead of user ID and password. The user also has the option of changing their alternate login from Face ID to any other method.

### How to reach here:

*Dashboard > My Profile icon > Settings > Password & Security > Facial ID*

### Facial ID



1. Click on the link **Continue on Mobile Device** to take selfie from your mobile camera.  
OR  
Click **Take Selfie** to set the face ID from the desktop.
2. The success message of face ID for authentication appears.

## 18.2.7 OTP Delivery Mode

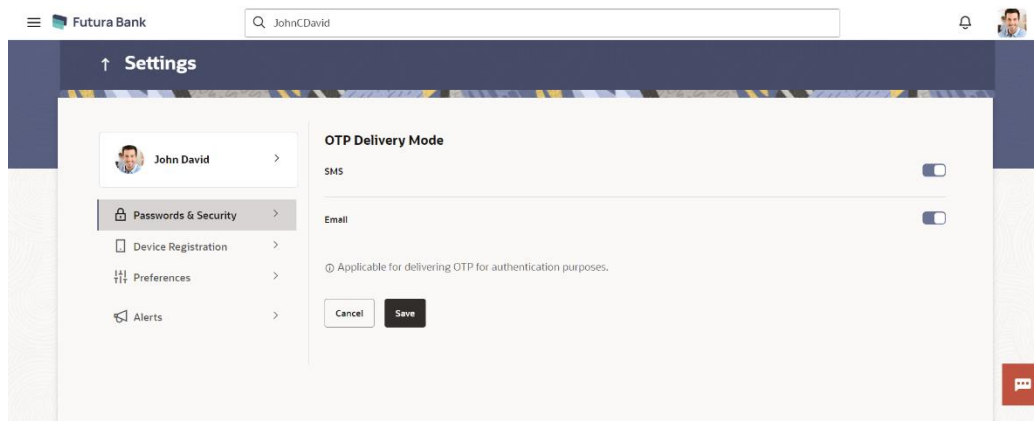
You can define delivery preference for dispatch of OTP i.e. whether you want it delivered on SMS or Email or Both. If there is a preference defined, system will dispatch the OTP on preferred delivery mode.

### How to reach here:

*Dashboard > My Profile icon > Settings > Password & Security > OTP Delivery Mode*



## OTP Delivery mode



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### Field Description

Field Name	Description
<b>Preferred Delivery Mode (Only for OTP)</b>	
<b>Dispatch Method</b>	<p>Select the preferred delivery mode to receive the one-time password (OTP).</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• SMS</li> <li>• Email</li> </ul> <p><b>Note:</b> The preference is applicable only for OTP defined as authentication mode for transactions by the bank.</p>

3. Toggle specific delivery mode to set as an OTP delivery mode for authentication.
4. Click **Save** to save the changes.  
OR  
Click **Cancel** to cancel the transaction.
5. The success message appears.

### 18.2.8 Session Summary

This option is used by the user to check the log of transactions and login details for the previous five logins. The user can view the entire session summary of the previous five logins, login and

logoff date and time for each session, channel in which transactions are carried out in each session along with the IP address of the channel.

### How to reach here:

*Dashboard > My Profile icon > Settings > Password & Security > Session Summary*

### Session Summary

The screenshot shows the Futura Bank Settings page for user John David. The 'Session Summary' section displays a table with the following data:

Start Date & Time	End Date & Time	Channel	IP Address
▶ 11/10/2023, 11:44AM	11/10/2023, 12:34PM	Internet	10.213.205.193
▶ 11/10/2023, 11:26AM	11/10/2023, 12:16PM	Internet	10.191.255.218
▶ 11/10/2023, 11:20AM	11/10/2023, 12:10PM	Internet	10.76.40.81
▶ 11/10/2023, 11:04AM	11/10/2023, 11:54AM	Internet	10.191.250.41
▶ 11/10/2023, 10:56AM	11/10/2023, 11:46AM	Internet	10.191.250.41

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### Field Description

Field Name	Description
<b>Start Date &amp; Time</b>	The date and time at which the particular session was started.
<b>End Date &amp; Time</b>	The date and time at which the particular session was ended.
<b>Channel</b>	The channel of access for the session (Desktop Browser / Mobile / Application etc.)
<b>IP Address</b>	The IP address of the channel.

1. Click ▶ against a specific record to view the details of that session. The session details appears.

## Session Summary - Details

The screenshot shows the 'Session Summary' page in the Futura Bank settings. The user is John David. The page displays a table of session details and a table of transactions.

Start Date & Time	End Date & Time	Channel	IP Address
▶ 11/10/2023, 11:44AM	11/10/2023, 12:34PM	Internet	10.213.205.193
▼ 11/10/2023, 11:26AM	11/10/2023, 12:16PM	Internet	10.191.255.218

Transaction Name	Status	Transaction Date & Time
Login	Success	11/10/2023, 11:26AM
Investment Summary	Success	11/10/2023, 11:26AM
List Investment Account	Success	11/10/2023, 11:26AM

Start Date & Time	End Date & Time	Channel	IP Address
▶ 11/10/2023, 11:20AM	11/10/2023, 12:10PM	Internet	10.76.40.81
▶ 11/10/2023, 11:04AM	11/10/2023, 11:54AM	Internet	10.191.250.41
▶ 11/10/2023, 10:56AM	11/10/2023, 11:46AM	Internet	10.191.250.41

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### Field Description

Field Name	Description
<b>Start Date &amp; Time</b>	The date and time at which the particular session was started.
<b>End Date &amp; Time</b>	The date and time at which the particular session was ended.
<b>Channel</b>	The channel of access for the session (Desktop Browser / Mobile / Application etc.)
<b>IP Address</b>	The IP address of the channel.

### Session Summary – Details

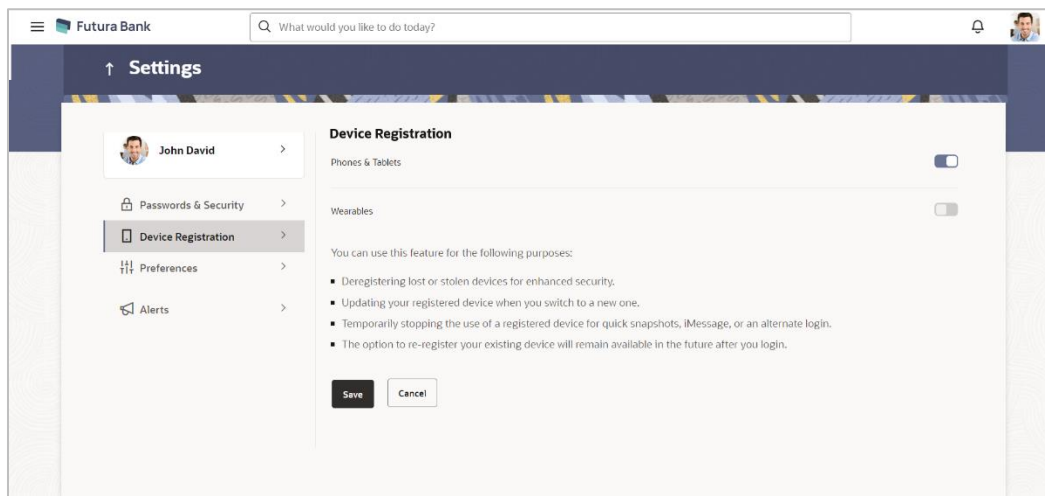
All the transactions initiated during the selected session are listed down one below the other. The fields documented below form part of a transaction record.

<b>Transaction Name</b>	The name of the transaction that was performed during the session.
<b>Status</b>	The status of the transaction.
<b>Transaction Date &amp; Time</b>	The date and time at which the transaction was performed.

## 18.3 Device Registration

This option lets the user to deregister lost or stolen devices for enhanced security, update registered device when user switch to a new one, temporarily stopping the use of a registered device for quick snapshots, iMessage, or an alternate login, and allow to re-register existing device in the future after login.

### Device Registration



### Field Description

Field Name	Description
<b>Phones &amp; Tablets</b>	This feature permits the user to deregister all their iOS and Android mobile devices, eliminating the device mapping from their mobile. As a result, alternative login methods like PIN, pattern, or facial recognition won't function on those devices.
<b>Wearables</b>	This feature enables the user to de-register their wearable devices, effectively removing the device mapping by turning off the wearable option. As a result, PIN login will not work on the wearables.

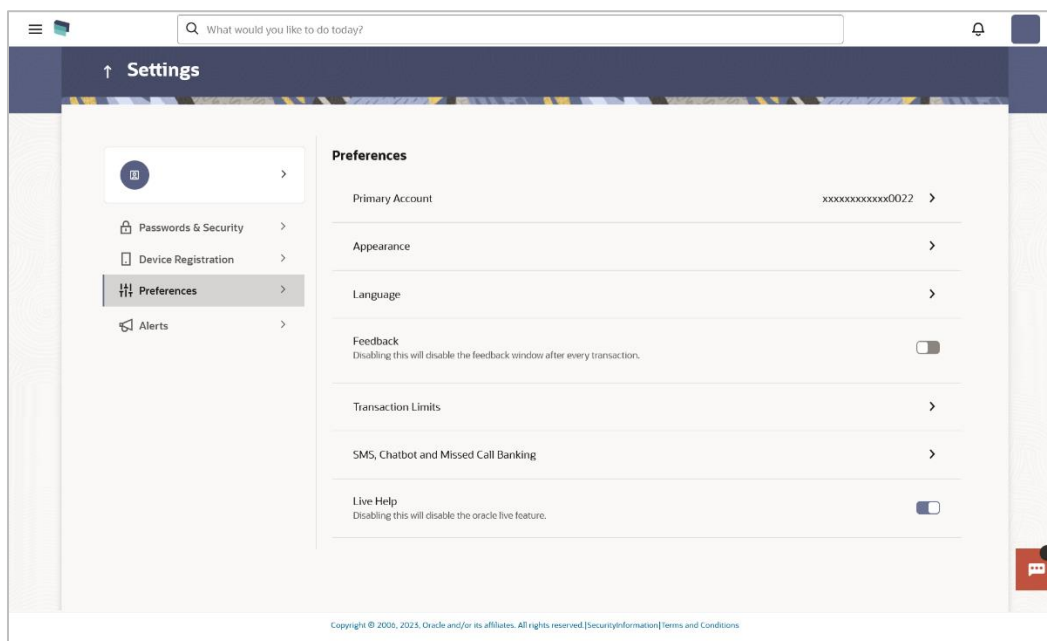
1. Under the **Phones/ Tablets** section, click the toggle button to deregister IOS/Android devices.  
Your alternate login gets disabled from all the android devices on which you have installed the banking application.
2. Under **Wearables**, click the toggle button to deregister your IOS/Android wearable devices.

Your alternate login gets disabled from all the android wearable devices on which you have installed the banking application.

3. Click **Save** to save the changes. The success message appears.  
OR  
Click **Cancel** to cancel the transaction.

## 18.4 Preferences

### Preferences



### 18.4.1 Primary Account Number

This option enables the user to define his primary account number.

---

**Note:** The account number selected in this screen will appear as a default account in all the account number selection fields (applicable for all existing and new transactions).

---

#### Pre-requisites

- The user must have a valid login credential to access the digital banking platform.

#### Features Supported In the Application

- Definition of Primary Account Number

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Account Settings > Preferences > Primary Account Number*

*OR*

*Dashboard > My Profile icon > Settings > Preferences > Primary Account Number .*

**To select the primary account number:**

1. All the user's account numbers with account type, party name and nickname (if added) appear on the **Primary Account Number** screen.

**Primary Account Number**

The screenshot shows the 'Primary Account' settings page in the Futura Bank mobile app. The page title is 'Settings' with a back arrow. Below the title are 'Clear Selection', 'Cancel', and 'Save' buttons. On the left, there is a user profile for 'John David' and a menu with options: 'Passwords & Security', 'Device Registration', 'Preferences' (highlighted), and 'Alerts'. The main content area is titled 'Primary Account' and displays a list of accounts with masked numbers and types. The selected account is 'MonthlySavings, xxxxxxxxxxxx0022' with a checkmark. Other accounts include 'xxxxxxxxxxxx0026', 'My Salary Account, xxxxxxxxxxxx0033', 'xxxxxxxxxxxx0044', 'Savings Account, xxxxxxxxxxxx0011', and 'xxxxxxxxxxxx0474'. A copyright notice is visible at the bottom: 'Copyright © 2006, 2023, Oracle and/or its affiliates. All rights reserved. (SecurityInformation)Terms and Conditions'.

**Field Description**

Field Name	Description
<b>Select</b>	The option to select any account number to be marked as primary account number.
<b>Account Type and Number</b>	The account numbers (in masked format) and the type of accounts are displayed as records.
<b>Party Name</b>	The party name of the account is displayed against the account record.
<b>Nickname</b>	The nickname given to the account by the account holder, is displayed against the account record.

2. Click on the account number that you wish to be marked as the primary account number.

3. Click **Save**.

A message confirming definition of primary account number appears.

OR

Click **Clear Selection** to deselect the selection.

OR

Click **Cancel** to cancel the transaction

## 18.4.2 Appearance

Using this option, business user can personalize the view of their application with the desired themes. The list of theme templates are available to the business users for selection, the user can select the desired theme and activate it by clicking the Apply button.

At any point in time, the user can deactivate a theme and activate another one or revert to the default theme.

### Pre-requisites

- The user must be a customer of the bank and have valid login credentials
- Bank Administrator has created the themes that are available for business user for personalization

### Features supported in application

- Apply Theme
- Switch to default Theme

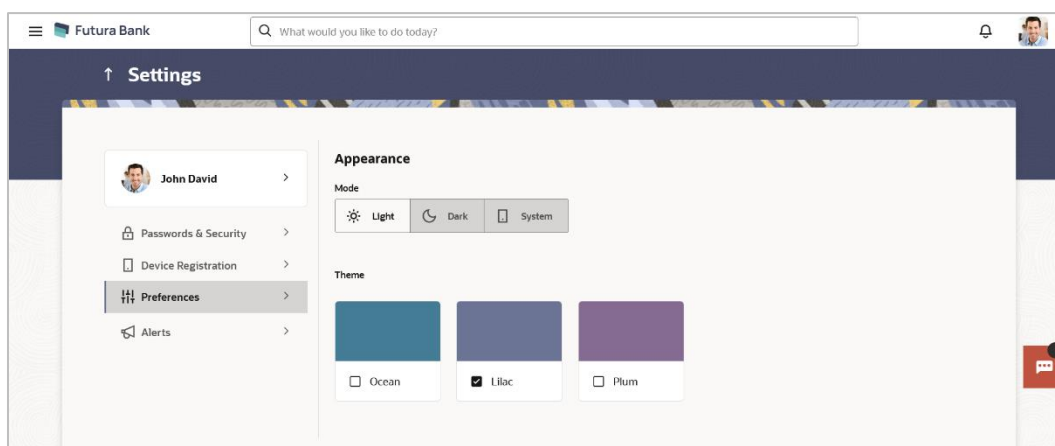
### How to reach here:

*Dashboard > Toggle Menu > Account Settings > My Preference > Appearance*

OR

*Dashboard > My Profile icon > Settings > Preferences > Appearance*

### Themes



**To apply the theme:**

1. All the themes defined by the bank users get listed here. User can view the colors of the themes in the theme templates being displayed.
2. Select the required theme from the list of available themes. The chosen theme is automatically applied within the application.

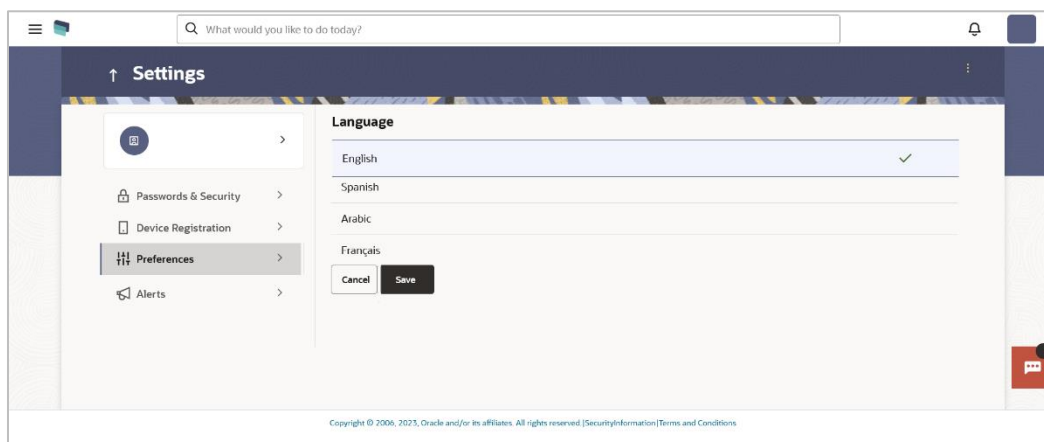
**18.4.3 Language**

Using this option user can set desired language to use in the application.

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Account Settings > Preferences > Language*  
OR

*Dashboard > My Profile icon > Settings > Preferences > Language*

**Language****Field Description**

Field Name	Description
<b>Preferred Language</b>	The option to set the user/s preferred language to use the application.

**To set the preferred language:**

3. Click on the **Language** to set as preferred language for application.



4. Click **Save**. A success message appears.  
OR  
Click **Cancel** to cancel the transaction.

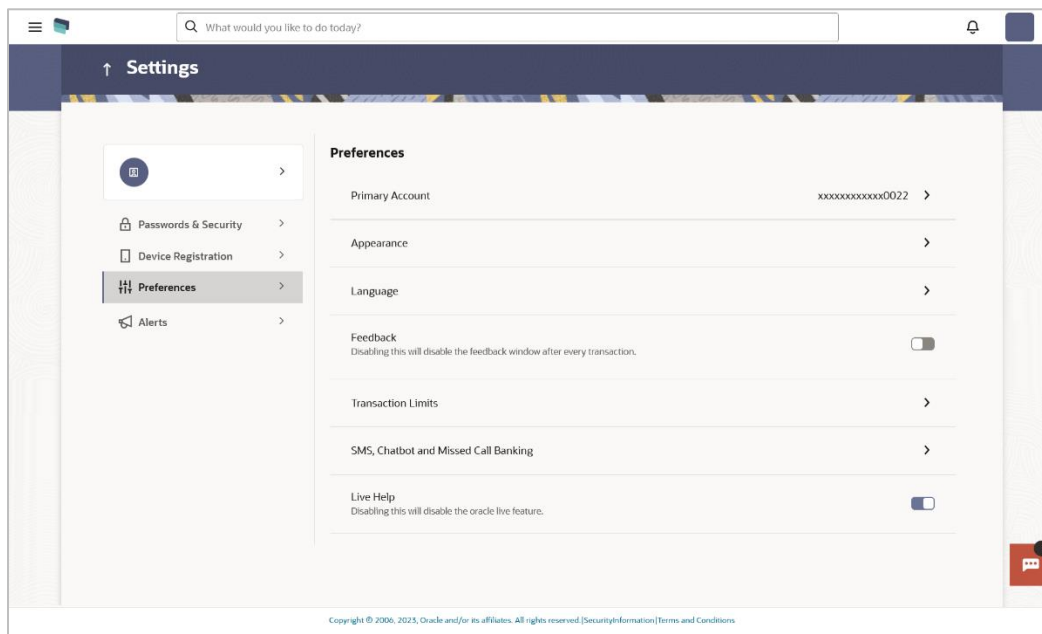
## 18.4.4 Feedback

Using this option, users can disable the feedback window, which is an option to provide feedback on generic aspects about the application.

### How to reach here

*Dashboard > My Profile icon > Settings > Preferences > Feedback*

### Feedback



1. Under the **Feedback** section, click the **Feedback** toggle button to disable the feedback option provided for transactions.

### **18.4.5 Transaction Limits**

The bank can put restrictions on the transactions initiated by customers from the online banking channels. The bank applies different types of limits on different transactions. These limits may vary depending on the user / customer type.

The different types of limits are as follows:

- Permitted number of transactions in a day
- Cumulative amount of transactions in a day
- Minimum amount for a transaction
- Maximum amount for a transaction

The limits function enables a Business user to view the daily limits (applicable at specific transaction level and at transaction group level) assigned by the bank for a specific channel or for a group of channels. The user can edit and reduce the cumulative transaction amount limit offered by the bank for individual transactions. The user can also reduce the maximum transaction count limit offered by the bank for individual transactions.

Further modification of limits will be enabled up to the limits offered by the bank for each transaction. Updated limits will be applicable from the next calendar day.

#### **Pre-requisites**

The user must have an active Current and Savings Account relationship with Bank.

#### **Features supported in the Application**

- View Transaction Limits: Daily and monthly
- Reduce cumulative daily/monthly amount limit for each transaction
- Reduce cumulative daily/monthly count limit for each transaction

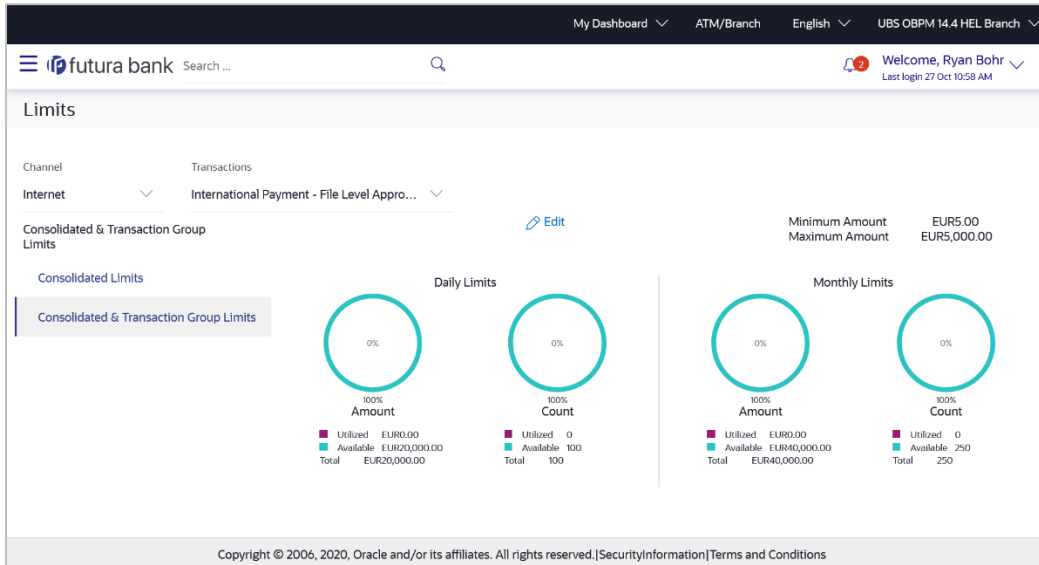
#### **How to reach here:**

*Dashboard > Toggle Menu > Menu > Account Settings > My Limits*

### 18.4.5.1 Transaction Limits – View

The logged in Business user can view the transaction limits offered by the bank for each transaction using this option.

#### Limits



#### Field Description

Field Name	Description
<b>Channel</b>	Select the channel for which user limits are to be displayed.
<b>Transactions</b>	Select the transaction for which user limits are to be displayed.
<b>Transaction Name</b>	The name of the transaction as selected in the above field is displayed.
<b>Min Amount</b>	The per transaction limit - minimum amount.
<b>Max Amount</b>	The per transaction limit - maximum amount.

Field Name	Description
<b>Transaction Limit - Daily Limits</b>	<p>The daily amount limit and transaction count limit (available and utilized) of a transaction is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with selected channel and transaction is mapped to the user.</p>
<b>Transaction Limit - Monthly Limits</b>	<p>The monthly amount limit and transaction count limit (available and utilized) of a transaction is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with selected channel and transaction is mapped to the user.</p>
<b>Transaction Group Limit - Daily Limits</b>	<p>The daily amount limit and transaction count limit (available and utilized) of a transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with selected channel and a transaction group (which has selected transaction) is mapped to the user.</p>
<b>Transaction Group Limit - Monthly Limits</b>	<p>The monthly amount limit and transaction count limit (available and utilized) of a transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with selected channel and a transaction group (which has selected transaction) is mapped to the user.</p>

Field Name	Description
<b>Channel Group Limit - Daily Limits</b>	<p>The daily amount limit and transaction count limit (available and utilized) of a channel group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with channel group (which has selected channel) and a transaction is mapped to the user.</p>
<b>Channel Group Limit - Monthly Limits</b>	<p>The monthly amount limit and transaction count limit (available and utilized) of a channel group is displayed.</p> <p>This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with channel group (which has selected channel) and a transaction is mapped to the user.</p>
<b>Channel &amp; Transaction Group Limit - Daily Limits</b>	<p>The daily amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with channel group (which has selected channel) and a transaction group (which has selected transaction) is mapped to the user.</p>
<b>Channel &amp; Transaction Group Limit - Monthly Limits</b>	<p>The monthly amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with channel group (which has selected channel) and a transaction group (which has selected transaction) is mapped to the user.</p>

Field Name	Description
<b>Consolidated Limit - Daily Limits</b>	<p>The consolidated transaction amount limit and transaction initiation limit (available and utilized) of a transaction is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction is mapped to the user.</p>
<b>Consolidated Limit - Monthly Limits</b>	<p>The consolidated monthly transaction amount limit and transaction count limit (available and utilized) of a transaction is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction is mapped to the user.</p>
<b>Consolidated &amp; Transaction Group Limit - Daily Limits</b>	<p>The consolidated daily amount limit and transaction count limit (available and utilized) of a transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction group (which has selected transaction) is mapped to the user.</p>

Field Name	Description
<b>Consolidated &amp; Transaction Group Limit - Monthly Limits</b>	<p>The consolidated monthly amount limit and transaction count limit (available and utilized) of a transaction group is displayed.</p> <p>This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.</p> <p>This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction group (which has selected transaction) is mapped to the user.</p>

**To view the daily and monthly limits of a transaction:**

1. From the **Channel** list, select a channel to view applicable limits.
2. From the **Transactions** list, select the transaction to view its limits.
3. Click the Transaction Limits / Transaction Group Limit/ Channel Group Limit/ Channel & Transaction Group Limit/ Consolidated Limit / Consolidated & Transaction Group Limit tabs to view the specific daily and monthly amount and count limits applicable at each level.
4. Click **Edit** to edit the limits.



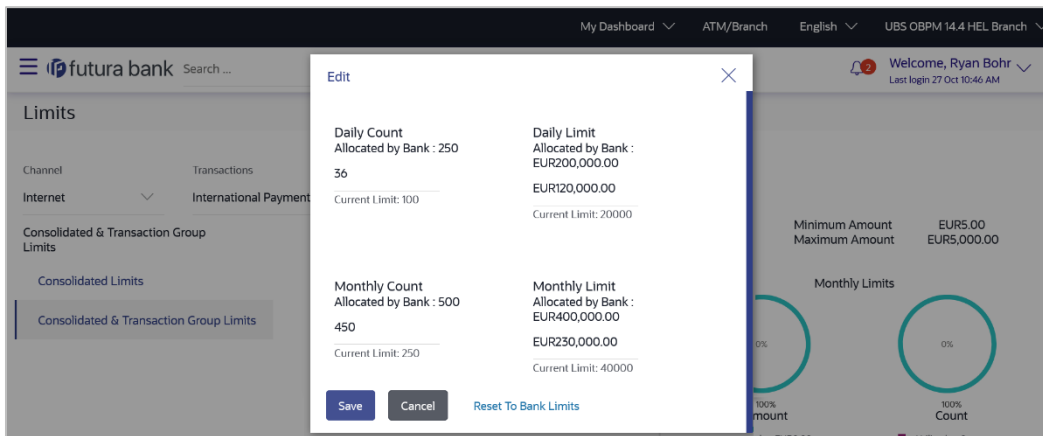
### 18.4.5.2 Transaction Daily and Monthly Limits - Edit

The Business user can edit the transaction limits offered by the bank for each transaction using this option. The user can also opt to reset to limits set by the Bank after having changed the limits.

#### To edit the daily and monthly limits at any level:

1. From the **Channel** list, select a channel to view its limits.
2. From the **Transactions** list, select a transaction to view its limits.
3. Select the level at which limits are to be edited.
4. Click **Edit**. The Edit Limits screen appears. In the **Limits** screen, click **Edit** against the transaction for which you want to change the limits.

#### Daily Limits - Edit



#### Field Description

Field Name	Description
<b>Daily Count</b>	
<b>Allocated by Bank</b>	Transaction initiation limits allocated to you by the bank for the particular Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.
<b>Enter Count</b>	Enter an amount to specify the new daily transaction count to be applicable to you for the particular Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.
<b>Monthly Count</b>	

Field Name	Description
<b>Allocated by Bank</b>	The cumulative transaction initiation limits allocated to you by the bank for the particular Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.
<b>Enter Count</b>	Enter an amount to specify the new cumulative transaction count to be applicable to you for the Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.
<b>Daily Limit</b>	
<b>Allocated by Bank</b>	The daily transaction amount allocated to you by the bank for the particular Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.
<b>Enter Amount</b>	Enter an amount to specify the new daily transaction amount to be applicable to you for the Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.
<b>Monthly Limit</b>	
<b>Allocated by Bank</b>	The monthly transaction amount, allocated to you by the bank for the particular Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.
<b>Enter Amount</b>	Enter an amount to specify the new monthly transaction amount to be applicable to you for a Transaction/ Transaction Group/ Channel Group / Transaction & Channel Group.

5. Under the **Daily Count** section, enter a value in the **Enter Count** field to modify the daily count limit, if required.
6. Under the **Monthly Count** section, enter a value in the **Enter Count** field to modify the monthly count limit, if required.
7. Under the **Daily Limit** section, enter a value in the **Enter Amount** field to modify the daily amount limit, if required.
8. Under the **Monthly Limit** section, enter a value in the **Enter Amount** field to modify the monthly amount limit, if required.
9. Click **Save** to save the changes. A message confirming successful limit update appears.  
OR  
Click **Reset to Bank Limits**, if you want to change the limits back to the limits offered by the Bank.  
The limits assigned by the bank for the transaction will be auto populated.  
OR  
Click **Cancel** to cancel the operation and to navigate back to the Dashboard.

## **FAQ**

**1. Can the customer change the daily and monthly limits pre-set by bank?**

Yes, the customer can modify the limits set i.e. the range of amount or the count etc. However any change has to be within the prescribed upper limit set by the bank.

**2. Can customer increase the limits beyond the limits offered by the Bank?**

No, customer cannot increase the limits beyond the limits set by the Bank each transaction. The Bank administrator can increase the limits for the specific customer.

[Home](#)

## 18.4.6 SMS, Chatbot & Missed Call Banking

This option enables the user to enable/ disable missed call banking and SMS banking. Registering for SMS and missed call banking, enables the user to perform certain inquiries /transactions by sending a short message consisting of a PIN to the specified number or giving a missed call to the specified contact number. User can also set and reset his SMS banking PIN.

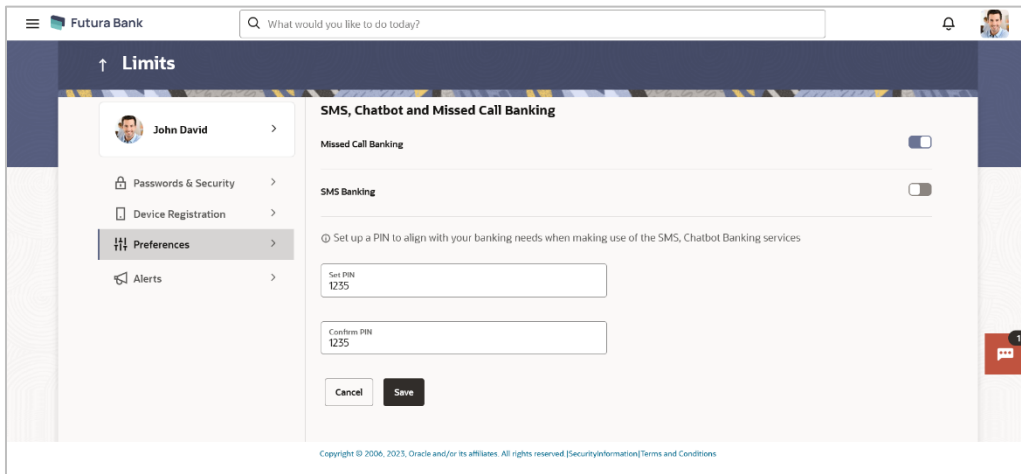
### How to reach here:

*Dashboard > Toggle Menu > Menu > Account Settings > Preferences > SMS & Chatbot & Missed Call Banking*

*OR*

*Dashboard > My Profile icon > Settings > Preferences > SMS & Chatbot & Missed Call Banking*

### SMS, Chatbot & Missed Call Banking



The screenshot shows the 'Limits' settings page for a user named John David. The page is titled 'SMS, Chatbot and Missed Call Banking'. It features two toggle switches: 'Missed Call Banking' (which is turned on) and 'SMS Banking' (which is turned off). Below these, there is a section for setting a PIN, with the instruction: 'Set up a PIN to align with your banking needs when making use of the SMS, Chatbot Banking services'. Two input fields are shown: 'Set PIN' with the value '1235' and 'Confirm PIN' with the value '1235'. At the bottom of this section are 'Cancel' and 'Save' buttons. The page also includes a search bar at the top, a navigation menu on the left, and a copyright notice at the bottom: 'Copyright © 2006, 2023, Oracle and/or its affiliates. All rights reserved. [Security/Information] Terms and Conditions'.

### Field Description

Field Name	Description
<b>Missed Call Banking</b>	The option to register / deregister the user's device for missed call banking.
<b>SMS Banking</b>	The option to register / deregister the user's device for SMS banking.
<b>Set/ Reset PIN</b>	
<b>Set PIN</b>	Enter a PIN to access SMS banking.

Field Name	Description
<b>Reset PIN</b>	Re-enter the PIN to confirm the same.

1. Click the **Missed Call Banking** toggle button to register / deregister.  
OR  
Click the **SMS Banking** toggle button to register / deregister.
2. If you have registered for SMS Banking:
  - a. In the **Set PIN** field, enter a PIN to be used to access SMS banking.
  - b. In the **Reset PIN** field, re-enter the PIN so as to confirm the same.
  - c. Click **Save** to save the changes. The success message appears.  
OR  
Click **Cancel** to cancel the transaction.

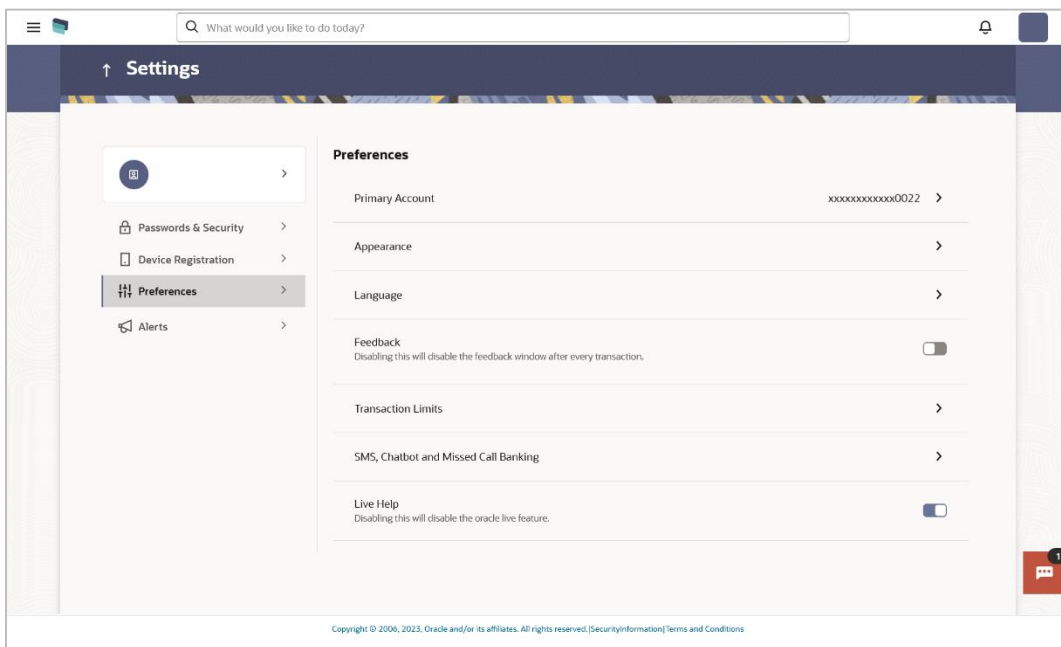
---

**Note:** The **Save** option appears only if SMS Banking is enabled and if a PIN is to be set.

### 18.4.7 Live Help

Using this option user enable/disable the live help after every transaction.

#### Live Help



1. Under the **Live Help** section, click the **Live Help** toggle button to deregister live help on your devices.  
You will no longer the option of Live Help on your devices on which you have installed the application.

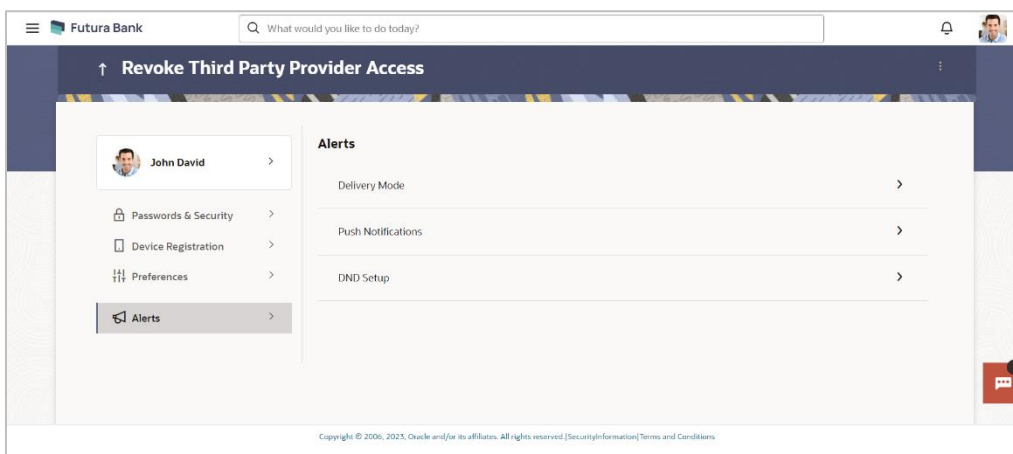
## 18.5 Alerts

This feature allows users to choose their delivery mode, control push notification preferences, and activate or deactivate the Do Not Disturb (DND) mode.

### How to reach here:

Dashboard > My Profile icon > Settings > Alerts

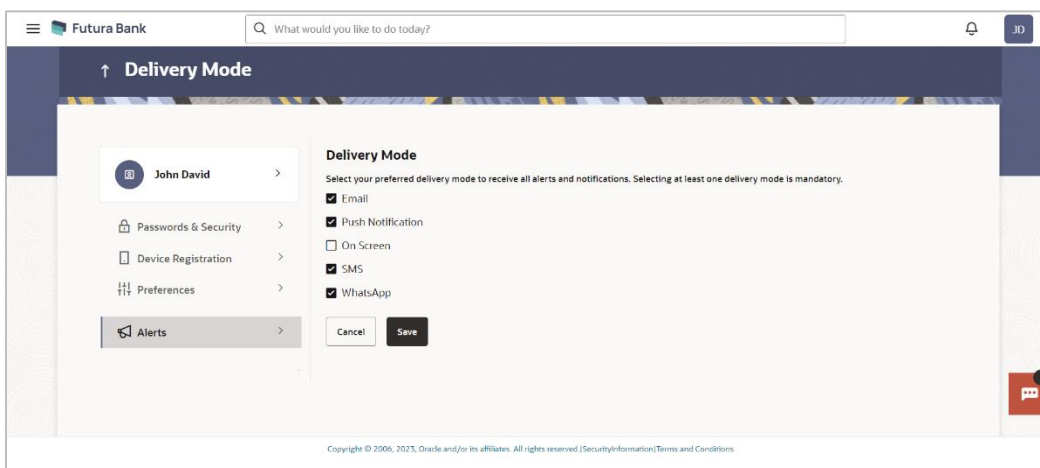
### Alerts



### 18.5.1 Delivery Mode

Through this screen, user can set preferred delivery mode to receive all alerts and notifications.

### Delivery Mode



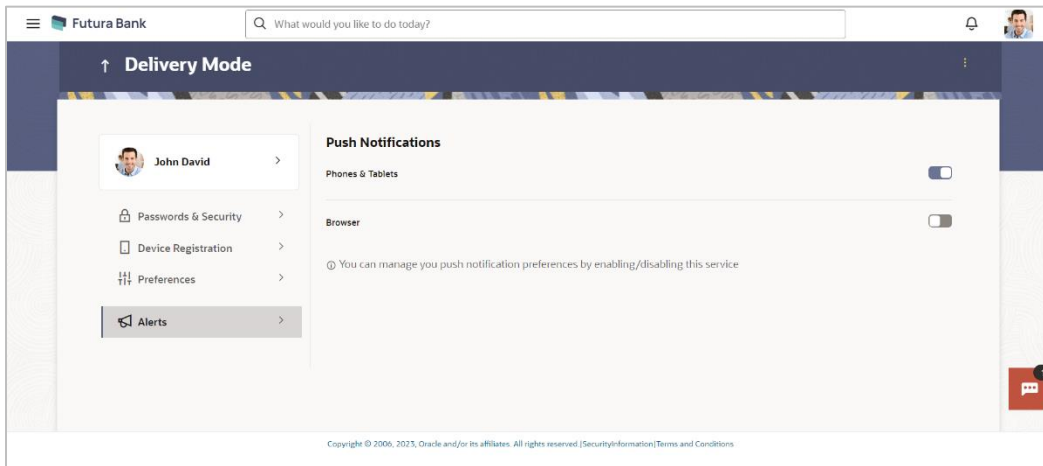




## 18.5.2 Push Notification

This option allows user to manage push notification preferences by enabling/disabling from here. This option also lets the user disable receiving alerts via push notification, disable his alternate login from all his wearable devices and disable feedback popup that appears after every transaction for security reasons.

### Push Notifications



### Field Description

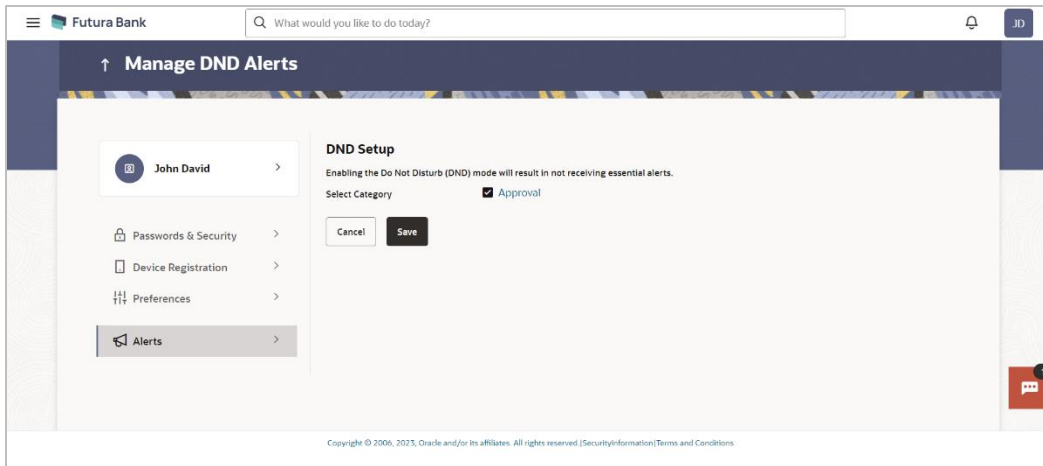
Field Name	Description
<b>Push Notifications</b>	
<b>Phones &amp; Tablets</b>	Select this option to stop receiving push notifications on all phones & tablets.
<b>Browser</b>	Select this option to stop receiving push notifications on all browsers.

1. Under **Push Notifications**, section, click the **Phones & Tablets** toggle button to deregister push notifications on particular devices.  
Your push notification alerts gets disabled from all the **Phones & Tablets** devices on which you have installed the banking application.
2. Under **Push Notifications**, click the **Browser** toggle button to deregister push notifications on browser.  
Your push notification alerts gets disabled from the browser on which you have installed the banking application.

### 18.5.3 DND Alerts

This option allows user to enable/disable do not disturb (DND) flag for mandatory alerts for the selected categories. Day 0 configuration is provided for the events which are applicable for DND. The bank can create a category of events for which DND needs to be configured.

#### DND Alerts



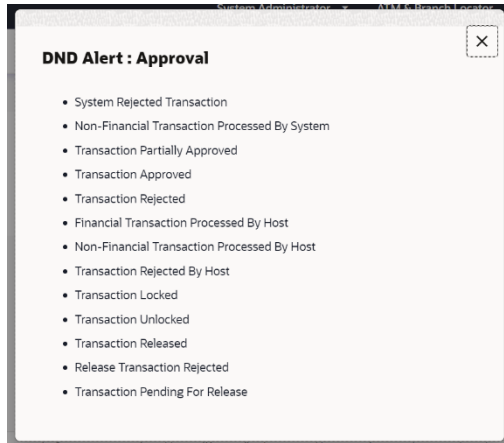
#### Field Description

Field Name	Description
<b>Select Category</b>	Select the categories for which DND need to be configured. All the categories configured for DND are listed for selection. <hr/> <b>Note:</b> Click on category link to view list of all the events for which alerts will not be sent to the user. <hr/>

#### To set DND alerts :

1. In the **Select Category** field, select the desired categories for which DND need to be configured.
  - a. Click on category link to view list of all the events for which alerts will not be sent to the user.

## DND Alerts



2. Click **Save**.  
A message confirming DND alert set appears.  
OR  
Click **Cancel** to cancel the transaction.

### Field Description

Field Name	Description
<b>Preferred Delivery Mode (Only for OTP)</b>	
<b>Dispatch Method</b>	Select the preferred delivery mode to receive all the alerts and notifications.  The options are: <ul style="list-style-type: none"><li>• SMS</li><li>• Email</li><li>• Push Notification</li><li>• On screen</li><li>• WhatsApp</li></ul>

3. You can define delivery preference for receive all the alerts and notifications. If there is a preference defined, system will dispatch the it on preferred delivery mode.

## **FAQ**

- 1. If I have more than one iOS devices and I need to deregister one of my devices from the Futura Bank application, can I do so using the 'Registered Device' option?**

If you disable 'iOS Devices' in the 'Register Device' option, it will disable your alternate login from all the devices. You need to re-install the application if you want to use it again on that device.

- 2. Why would I need to unregister a device?**

The unregistering of devices is done in case you have lost your device and you want to disable your alternate login from that device to prevent any misuse of your Bank account.

## 19. Security Question Authentication

Security Questions are the second factor authentication mechanism provided by the bank to its customers. The user needs to maintain a security question set by selecting questions and defining answers to these questions. At the time of transfer authentication, any or all of these questions are displayed to the user and the user must enter correct answers (as defined while setting up security questions) in order to enable the system to authenticate the user.

### For security question authentication:

1. In the transaction review screen, verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.
2. The 2 Factor Authentication (2FA) screen appears (if 2FA has been configured).

### Security Question Authentication

The screenshot shows the Futura Bank mobile app interface. At the top, there's a navigation bar with 'futura bank' logo, a search icon, a 24/7 support icon, and a user profile 'Welcome, Nehal Joshi' with 'Last login 08 May 05:36 PM'. Below the navigation bar is a yellow banner with an information icon and the text 'REVIEW You initiated a request for Self Transfer. Please review details before you confirm!'. The main content area displays transfer details: 'Transfer To: xxxxxxxxxxxx0168', 'Transfer From: xxxxxxxxxxxx0162', 'Amount: £1,000.00', and 'Transfer When: 30 Jan 2019'. Below this is a 'Security Question Maintenance' section with two questions: 'How many siblings do you have?' and 'Which sport you like most?'. Each question has a text input field. At the bottom of the form are 'Submit' and 'Cancel' buttons. A footer at the very bottom contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
Questions	The list of security questions set for the 2Factor authentication is displayed.

Field Name	Description
<b>Answer</b>	Enter answers to each security question as defined at the time of security question maintenance.
3.	For the Security Question - 2 Factor Authentication, in the <b>Answers</b> field, enter the answers corresponding to the security question.
4.	Click <b>Next</b> to go to the next level of authentication. OR Click <b>Cancel</b> to cancel the transaction.
5.	Complete the 2 Factor Authentication, and click <b>Confirm</b> . OR Click <b>Cancel</b> to cancel the transaction.
6.	The success message of appears along with the transaction reference number.

## 19.1 One Time Password

One Time Password is a second factor authentication method. It is a unique code that can be used only once. A verification code is sent to the registered mobile number or email ID of the account holder. The user has to enter the received code to complete the process. The user can click on Resend Code, to receive the code again (if the code was not received or if the code has expired).

### For OTP verification:

1. In the **Verification Code** field, enter the code as received.  
OR  
Click **Resend Code**, if you wish to receive the verification code again or your verification code got expired.

## Verification

**Verification** [X]

**One Time Verification**

A verification code has been sent to your registered mobile number. Please enter that code below to complete the process.

[Required]

[Resend Code](#)

Attempts Left  
4

[Reference Number](#)  
182858

## Field Description

Field Name	Description
<b>Verification Code</b>	Enter the code sent in an email to your registered email ID or as an SMS to your mobile number.

- Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.  
On successful authentication, the user is enabled to proceed with the transaction.

## FAQ

### 3. Why is there a need for a One-Time Password (OTP)?

An OTP helps to protect against online fraud. It is a secure way to authenticate whether a customer who is making an online transaction is the rightful owner of the credit / debit card being used.

### 4. When do I key in the OTP and how do I receive the OTP?

When you make an online transaction using your credit/debit card, OTP is set up will be required. OTP will be sent to your mobile phone via SMS or email.





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## 20. Alerts Subscription

Using this option, the user can subscribe for alerts. These alerts are triggered by events that are configured in the system.

The users can subscribe for alerts and define the mode through which each subscribed alert is to be delivered, i.e. through Email, SMS, on screen mailbox or through push notifications.

### Pre-requisites

- The user has registered his contact details such as email ID and Mobile number with the bank.

### Features Supported In the Application

- Alert Subscription
- Alert Un-subscription

### How to reach here:

*Dashboard > Toggle Menu > Account Settings > Alerts Subscription*

### To subscribe for an alert:

1. Click on the Alert Subscription from Account setting. The **User Alert Subscription** screen appears.

## Alert Subscription

The screenshot displays the 'User Alerts Subscription' page for a user named John David (Party ID: \*\*\*203). The interface is divided into three main sections: 'Select Module', 'Select Accounts/Party', and 'Map Events'.

- Select Module:** Includes 'Current And Savings' (selected), 'Loan', 'Party', and 'Term Deposits'.
- Select Accounts/Party:** Features a search bar and a list of accounts with checkboxes. Selected accounts include:
  - xxxxxxx0044 | **Subscribed**
  - xxxxxxx0011 | **Subscribed**
  - xxxxxxx0022
  - xxxxxxx0274
  - xxxxxxx0026 | **Subscribed**
- Map Events:** A list of events with checkboxes, all of which are selected:
  - Map All Events
  - Account Statement Generated
  - Account Status Changed
  - Account Balance Changed
  - Cash Deposited
  - Cash Refund Credited
  - Cheque Clearance Credited
  - Cheque Clearance Debited
  - Debit Card Payment
  - External Transfer Credited
  - Inward Cheque returned
  - Maintenance Charges Debited
  - Outward Cheque returned
  - Bill Payment Debited
  - External Transfer Debited
  - Future Dated Payment Instruction Failed

At the bottom, there are 'Confirm' and 'Back' buttons, and a 'Save' button is located at the bottom right of the 'Map Events' section.

## Field Description

Field Name	Description
<b>Party ID</b>	Party ID in masked format.
<b>Party Name</b>	Party Name is masked Format
<b>User Name</b>	User Name for whom alert maintenance is being set up
<b>Select Module</b>	Name of the module to which alerts is maintained (e.g. CASA,TD,LOAN)

Field Name	Description
<b>Select Account /Party</b>	Account number displayed in masked format, for which the user is viewing/ updating the alert subscription.  <b>Note:</b> <ul style="list-style-type: none"> <li>• Business User will be allowed to select and setup alert subscription for multiple or all accounts in single maintenance.</li> <li>• Once the subscription is done for an account that account will be shown with a '<b>Subscribed</b>' tag.</li> <li>• Business User will be able to quick search account number from search panel for the alert subscription</li> </ul>

<b>Map Event</b>	The type of events.
------------------	---------------------

2. From the **Select Party** list, select the party for which alerts subscription is to be defined.  
OR  
From the **Account Number** list, select the account for which alerts subscription is to be defined.
3. Select the checkbox (es) against the **Map Event** for which alerts subscription is to be defined.  
OR  
Deselect the checkbox (es) against the **Map Event** to stop receiving the specific alert..
4. Click **Save** to save the changes.  
OR  
Click **Cancel** to cancel the transaction.
5. Click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction and to navigate back to the Dashboard.
6. The success message along with the transaction reference number appears. Click **OK** .

## FAQ

### 1. Which alerts can the Business user subscribe or unsubscribe, for himself?

The alerts, which are not mandatory, can be subscribed or unsubscribed, by the Business user.

### 2. What if a Business customer wants to opt-out of alerts?

The Business user can unsubscribe the alerts as per his requirement. Please note that the customer will continue to receive the mandatory alerts irrespective of his choice on the subscribed alerts.

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## 21. Mailbox

Mailbox helps in two way communication between the bank administrator and the business user. Mailbox displays the list of messages to the user with date and time and message subject. Users can send mail messages to bank administrators with specific pre-defined subjects for their queries/complaints/feedback.

### Prerequisites:

- The user must have a relationship with Bank.
- User must have login credentials.

### Feature supported in the Application:

- **Inbox** – This folder displays all the messages sent by bank administrators to the user. The user can reply to any of these mail messages or can delete any message.
- **Compose** – This enables the user to select a predefined subject and to initiate a mail with a query/ complaint/ feedback.
- **Sent Mail** – This folder lists down the mails sent by the user. An option is provided to delete any or all sent mails.
- **Deleted Mail** – This folder displays the mails deleted from the user's **Inbox** and **Sent Mail** folders. The user can opt to permanently delete any or all of these mail messages.
- **Alerts** – This folder lists down the alerts sent by the bank to the user. The user can opt to delete any or all of these alerts.
- **Notifications** - This section enables the user to view all the notifications sent by the bank.

## 21.1 Mails

The following features are available under Mails:

- Inbox: This folder displays all the mail messages received by the user.
- Compose Mail: This option enables the user to create and send a new mail message.
- Sent Mails: This folder displays the list of mail messages sent by the user to the bank.
- Deleted Mails: This folder contains the list of mail messages deleted by the user from the inbox and the sent mail folders.

### How to reach here:

Dashboard > Toggle Menu > Menu > Mailbox > Mails  
OR

Dashboard > Click  > Mails > View All

## 21.1.1 Inbox

Using this feature, the user can view the messages received in his Inbox. The user can view an individual message by clicking on the subject of the specific mail.

### How to reach here:

*Dashboard > Toggle Menu > Menu > Mailbox > Mails > Inbox*

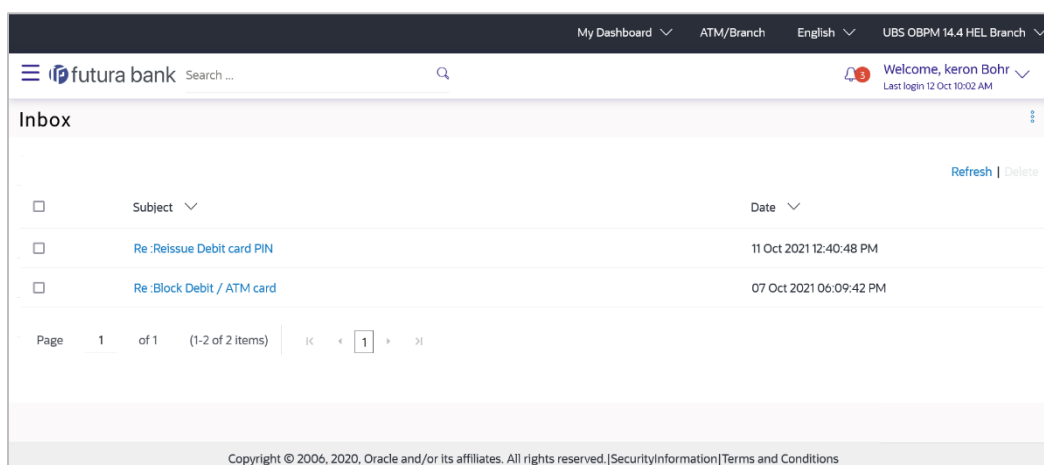
OR

*Access through the kebab menu of any other screens available under Mailbox*

### To view received mails:

1. The list of received messages appears on the **Inbox** screen. Click on the subject link of an individual message to view the details of that message.

### Inbox



### Field Description

Field Name	Description
<b>Subject</b>	The subject of the mail is displayed against each mail record.
<b>Date</b>	The date and time on which the mail was received is displayed against each mail record.

### To access the Inbox:

1. Click the subject of a mail you want to view. The mail details are displayed on the overlay window.  
OR  
Click **Refresh** to refresh the folder.  
OR

To delete one or multiple messages, select the specific check boxes against the mail and click **Delete**.

OR

Click on kebab menu to access mailbox related transactions.

### Inbox - Message Details

The screenshot displays the Futura Bank mailbox interface. On the left, the 'Inbox' section shows a list of messages with checkboxes and subject lines: 'Subject', 'Re:Reissue Debit card PIN', and 'Re:Block Debit / ATM card'. Below the list is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)'. On the right, a detailed view of a message titled 'Re:Reissue Debit card PIN' is shown. The message content includes three separate email exchanges:

- Message 1:** From: admingroup11, Sent: 11 Oct 2021 12:40:48 PM, Content: Welcome
- Message 2:** From: keron Bohr, Sent: 11 Oct 2021 12:39:25 PM, Content: thank U
- Message 3:** From: admingroup11, Sent: 11 Oct 2021 12:34:18 PM, Content: Approved

At the bottom of the message view, there are 'Reply' and 'Delete' buttons.

### Field Description

Field Name	Description
<b>Message Details</b>	
<b>Message Heading</b>	The subject of the received mail.
<b>From</b>	The name of the sender of the mail.
<b>Sent</b>	The date and time on which the mail was received.
<b>Content</b>	The content of the mail.



Field Name	Description
<b>Mail Chain</b>	<p>All the mails forming part of the mail chain being viewed are displayed one below the other with the mail received most recently displayed on top.</p> <p>Each mail in the chain contains the following:</p> <ul style="list-style-type: none"> <li>The name or ID of the sender of the mail. Mails sent by you will have your name displayed against the From field and those sent by a bank administrator will have the ID of the bank administrator displayed.</li> <li>The date and time at which the mail was sent.</li> <li>The content of the mail as sent by you or the administrator.</li> </ul> <p><b>Note:</b> A mail chain is formed when a user sends a mail to the bank and a bank administrator responds to the mail.</p>

- An overlay containing the details of the mail appears. Click **Reply** if you wish to respond to the mail.  
OR  
Click **Delete** to delete the message.  
OR  
Click **X** to close the overlay window.

## Inbox - Reply

The screenshot displays the Futura Bank mailbox interface. On the left, the 'Inbox' is visible with a list of messages. The selected message is 'Re :Reissue Debit card PIN'. The main area shows the details of this message, including the sender 'admingroup11' and the recipient 'keron Bohr'. The message content is 'Hi Sir/ madam, Issuing the new debit card PIN.' Below the message content, there is a 'Send' button and an 'Attach File' button. The interface also shows a search bar at the top and a pagination control at the bottom of the inbox list.

**Field Description**

Field Name	Description
<b>Message - Reply</b>	
<b>Message</b>	Enter a response to be sent to the bank.
<b>Attach File +</b>	Browse and select the reference document file sent along with an email message.
	<hr/> Note: Maximum allowed file size 5MB and allowed file types are JPEG, PNG, DOC, PDF, TXT, ZIP. <hr/>

3. Click **Send** to send the response to the bank.  
A message confirming that the mail has been sent successfully appears.  
OR  
Click **Attach File +** to add an attachment to the response mail.

**21.1.2 Compose Mail**

Using this option the user can initiate a mail communication with the bank. The mailbox is a communication channel between the bank and the user. In order to send a mail to the bank, the user needs to first select a category which identifies the purpose for which the message is being sent. The specification of a category enables the bank to appoint the user's concern / query to the desired team which ensures a timely and accurate response.

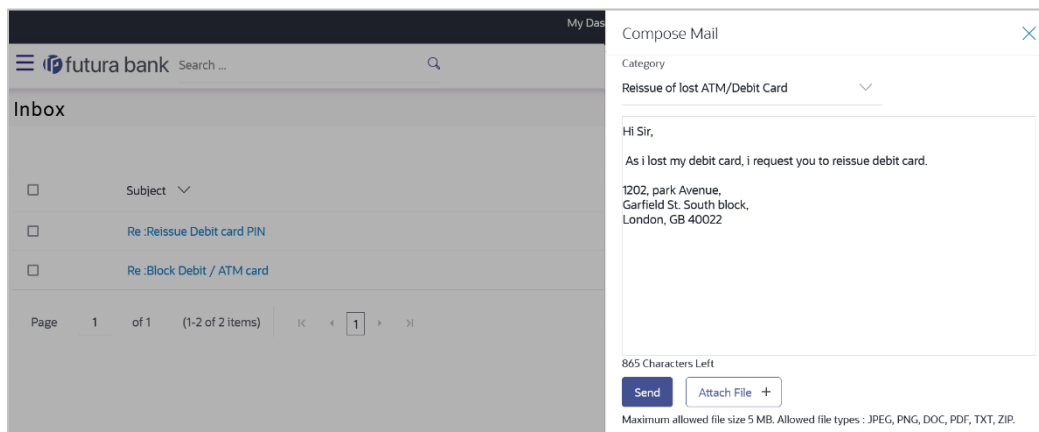
**How to reach here:**

*Access through the kebab menu of transactions available under the Mailbox*

**To send a message:**

1. Click **Compose Mail**. The overlay window on which you can compose and send a mail to the bank appears.

## Compose Mail



### Field Description

Field Name	Description
<b>Category</b>	Select a category/ subject related to which the message is to be sent.
<b>Message</b>	Enter the message that is to be sent to the bank.
<b>Attach File +</b>	Browse and select the reference document file sent along with an email message.

Note: Maximum allowed file size 5MB and allowed file types are JPEG, PNG, DOC, PDF, TXT, ZIP.

- From the **Category** list, select the desired option.
- In the **Message** section, enter the message.
- Click **Attach File +** if you want to attach any reference document.
- Click **Send**.  
The success message appears.  
OR  
Click **X** to close the overlay window.

### 21.1.3 Sent Mail

This folder displays all the messages sent by the user to the bank.

#### How to reach here:

Access through the kebab menu of transactions available under the Mailbox

#### To view the sent messages

1. Click **Sent Mail**. The list of sent mails appears on the screen. Click on the subject link of an individual message to view the details of that message.

#### Sent Mail

	Subject	Date
<input checked="" type="checkbox"/>	Block Debit / ATM card	11 Oct 2021 05:34:05 PM
<input type="checkbox"/>	Reissue Debit card PIN	11 Oct 2021 05:33:40 PM
<input type="checkbox"/>	Block Debit / ATM card	11 Oct 2021 05:33:13 PM
<input type="checkbox"/>	Term Deposit Certificate	11 Oct 2021 05:10:04 PM
<input type="checkbox"/>	Term Deposit Certificate	11 Oct 2021 05:10:01 PM
<input type="checkbox"/>	Re:Reissue Debit card PIN	11 Oct 2021 12:39:23 PM
<input type="checkbox"/>	Reissue Debit card PIN	11 Oct 2021 12:27:29 PM
<input type="checkbox"/>	Re:Block Debit / ATM card	07 Oct 2021 06:36:23 PM
<input type="checkbox"/>	Block Debit / ATM card	07 Oct 2021 06:03:10 PM

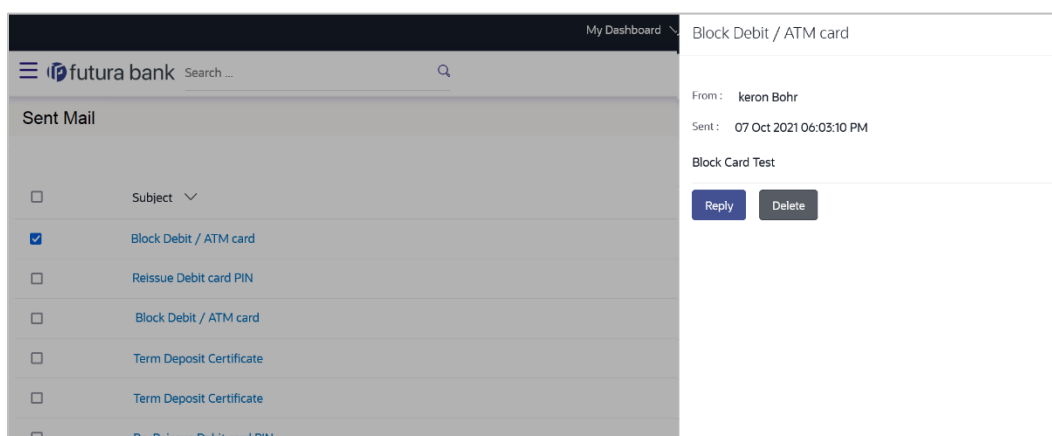
#### Field Description

Field Name	Description
<b>Subject</b>	The subject of the mail is displayed against each mail record.
<b>Date</b>	The date and time on which the mail was sent is displayed against each mail record.

2. Click the link on the subject of the specific sent message that you wish to view.  
OR  
Click **Refresh** to refresh the mailbox.  
OR  
To delete a single or multiple mails, select the check box (s) against the mail, and click **Delete** to delete the message.  
OR  
Click on kebab menu to access other mailbox related transactions.
3. An overlay with details of the selected mail appears. Click **Reply** if you wish to respond further to the mail. Type the reply and Click **Send**. The success message appears.  
OR  
Click **Delete** to delete the message.

### 21.1.4 Sent Mails – Details

#### Sent Mail - Details



#### Field Description

Field Name	Description
<b>Message Details</b>	
	This section displays the detailed message.
<b>Message Heading</b>	The subject of the sent mail.
<b>From</b>	The name of the sender of the mail.
<b>Sent</b>	The date and time on which the mail was sent.

Field Name	Description
<b>Content</b>	The content of the mail.
<b>Mail Chain</b>	<p>All the mails forming part of the mail chain being viewed are displayed one below the other with the mail received most recently displayed on top.</p> <p>Each mail in the chain contains the following:</p> <ul style="list-style-type: none"> <li>• The name or ID of the sender of the mail. Mails sent by you will have your name displayed against the <b>From</b> field and those sent by a bank administrator will have the ID of the bank administrator displayed.</li> <li>• The date and time at which the mail was sent.</li> <li>• The content of the mail as sent by you or the administrator.</li> </ul> <p><b>Note:</b> A mail chain is formed when a user sends a mail to the bank and a bank administrator responds to the mail.</p>

### Message - Reply

This section will be displayed if you have selected the option **Reply**.


**Message** Enter a response to be sent to the bank.

4. The overlay with details of the selected **Sent Mail** appears.
5. Click **Reply** if you wish to send a response to the bank.
  - a. Type the reply and click **Send**. The success message appears.  
OR  
Click **Attach File** to add an attachment to the response mail.

OR

Click **Delete** to delete the message.

OR

Click  to close the overlay window.

## 21.1.5 Deleted Mail

This folder displays all the messages that are deleted by the user from the Inbox and Sent Mail folders.

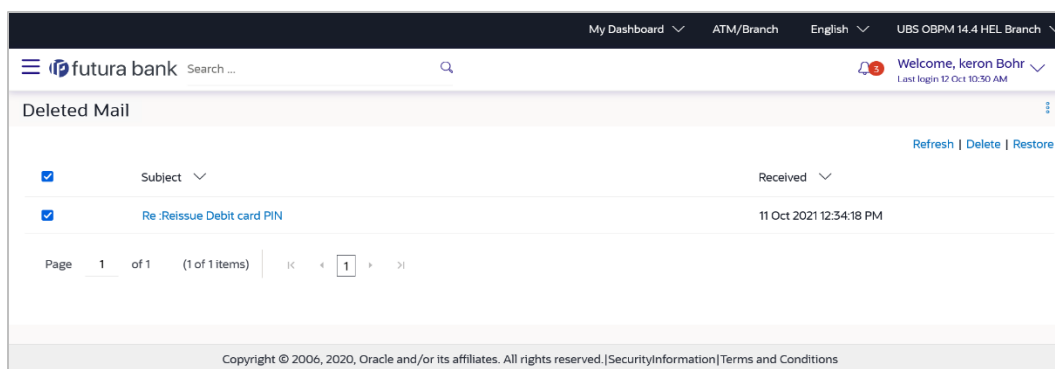
### How to reach here:

Access through the kebab menu of transactions available under the Mailbox

### To view the deleted messages

1. The list of deleted messages appears on the screen. Click the link on the subject of any individual message to view the details of that message.


### Deleted Mail



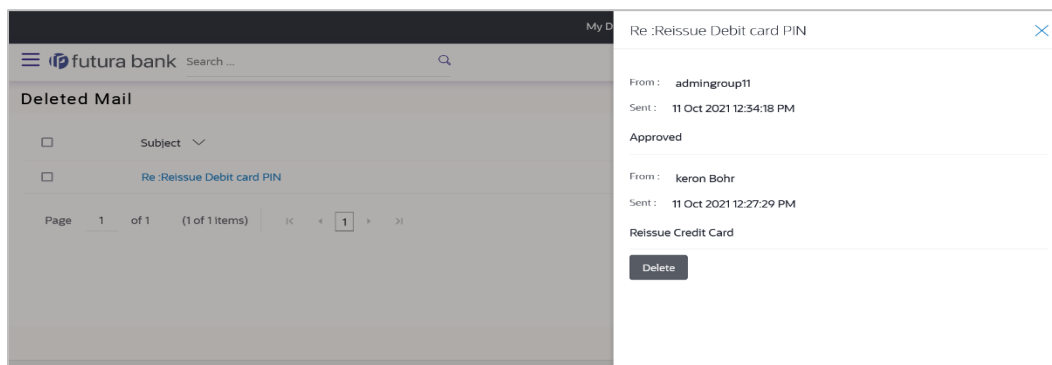
### Field Description

Field Name	Description
<b>Subject</b>	The subject of the mail is displayed against each mail record.
<b>Received</b>	The date and time on which the message was sent/received is displayed against each mail record.

2. Click the subject link of the deleted message that you wish to view.  
OR  
Click **Refresh** to refresh the folder.  
OR  
To delete a single or multiple mails, select the check box (s) against the mail, and click **Delete** to delete the message/s.  
OR  
To restore the deleted mails back to inbox, select the check box(s) against the mail, and click **Restore**.  
OR  
Click on kebab menu to access mailbox related transactions.


3. The overlay screen on which details of the selected mail are displayed, appears.  
OR  
Click  to close the overlay window.

### Deleted Mail Details



### Field Description

Field Name	Description
<b>Message Details</b>	
	This section displays the detailed message.
<b>Message Heading</b>	The subject of the deleted mail.
<b>From</b>	The name of the sender of the mail.
<b>Sent</b>	The date and time on which the message was sent/received.
<b>Message Contents</b>	The content of the deleted mail.

4. Click **Delete** to delete the message.  
OR  
Click  to close the overlay window.



## 21.2 Alerts

All the alerts that are auto generated and sent to the logged in user will be displayed on this screen.

Note:

- 1) For the transactions done in a Business Party, alert will be sent to the user's contact information available in the host system.
- 2) For the transactions done in a Business Party, alert will be sent to the user's contact information available in the OBDX at the user level.

### How to reach here:

*Dashboard > Toggle Menu > Menu > Mailbox > Alerts*  
OR

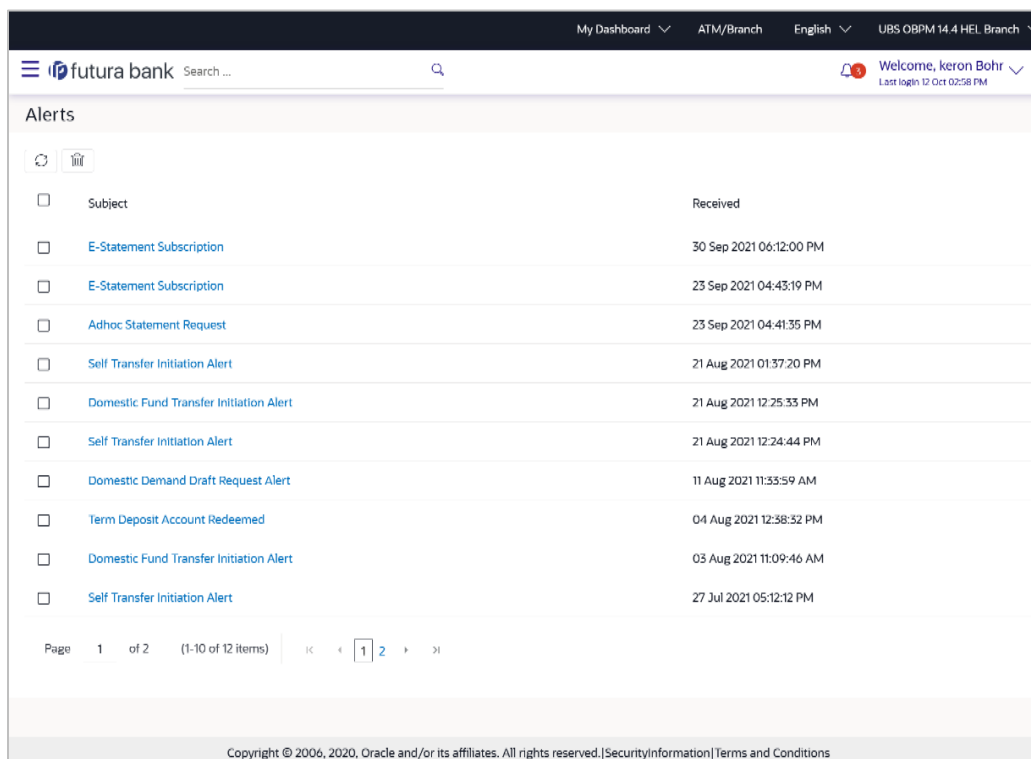
*Dashboard > Click  > Alerts > View All*  
OR

*Access through the kebab menu of transactions available under the Mailbox*

### To view the alerts:

1. The alert screen appears.

### Alerts



Subject	Received
<input type="checkbox"/> Subject	
<input type="checkbox"/> E-Statement Subscription	30 Sep 2021 06:12:00 PM
<input type="checkbox"/> E-Statement Subscription	23 Sep 2021 04:43:19 PM
<input type="checkbox"/> Adhoc Statement Request	23 Sep 2021 04:41:35 PM
<input type="checkbox"/> Self Transfer Initiation Alert	21 Aug 2021 01:37:20 PM
<input type="checkbox"/> Domestic Fund Transfer Initiation Alert	21 Aug 2021 12:25:33 PM
<input type="checkbox"/> Self Transfer Initiation Alert	21 Aug 2021 12:24:44 PM
<input type="checkbox"/> Domestic Demand Draft Request Alert	11 Aug 2021 11:53:59 AM
<input type="checkbox"/> Term Deposit Account Redeemed	04 Aug 2021 12:58:52 PM
<input type="checkbox"/> Domestic Fund Transfer Initiation Alert	03 Aug 2021 11:09:46 AM
<input type="checkbox"/> Self Transfer Initiation Alert	27 Jul 2021 05:12:12 PM

Page 1 of 2 (1-10 of 12 items) | < < 1 2 > >

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## Field Description

Field Name	Description
<b>Subject</b>	The subject of the alert is displayed against the specific alert record.
<b>Received</b>	The date and time on which the alert was sent is displayed against the specific alert record.

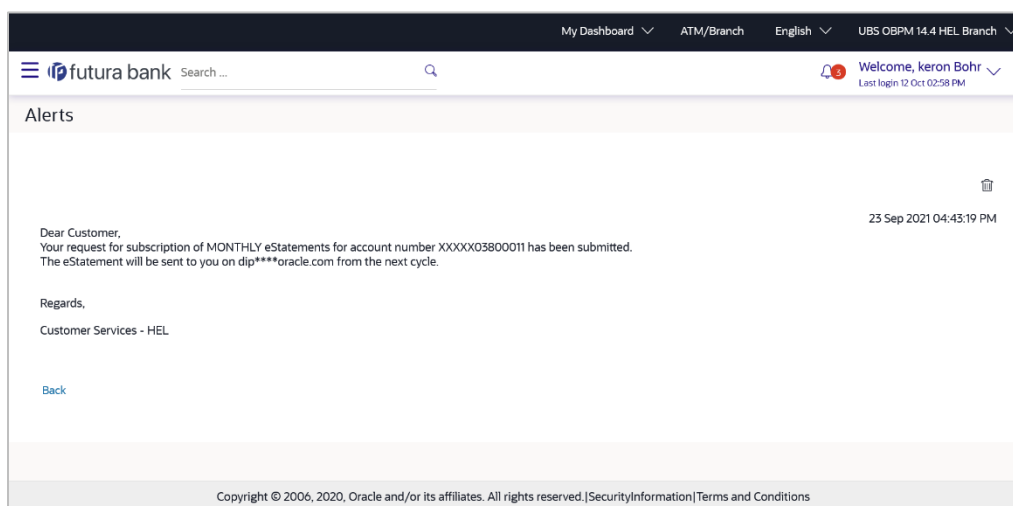
2. Click an individual alert to view the details of the alert. The details of the alert appear.  
OR

Click  to refresh the mailbox.

OR

To delete multiple alerts, select the check box (s) against the alert, and click  to delete the alert.


## Alerts Details



The screenshot shows the Futura Bank Alerts page. At the top, there is a navigation bar with "My Dashboard", "ATM/Branch", "English", and "UBS OBPM 14.4 HEL Branch". Below this is the Futura Bank logo and a search bar. The main content area is titled "Alerts" and contains a single alert message. The message text is: "Dear Customer. Your request for subscription of MONTHLY eStatements for account number XXXXX03800011 has been submitted. The eStatement will be sent to you on dip\*\*\*\*oracle.com from the next cycle." The message is dated "25 Sep 2021 04:43:19 PM". Below the message, there is a "Back" link. At the bottom of the page, there is a copyright notice: "Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions".

## Field Description

Field Name	Description
<b>Alerts Details</b>	
<b>Received Date &amp; Time</b>	The date and time on which the alert was received.
<b>Message</b>	The content of the alert.

- Click  to delete the alert. The delete warning message appears.  
OR  
Click **Back** to navigate to the previous page.

## 21.3 Notifications

This section lists all the notifications received by the logged in user.

### How to reach here:

*Dashboard > Toggle Menu > Menu > Mailbox > Notifications*

OR

*Dashboard > Click  > Notifications > View All*

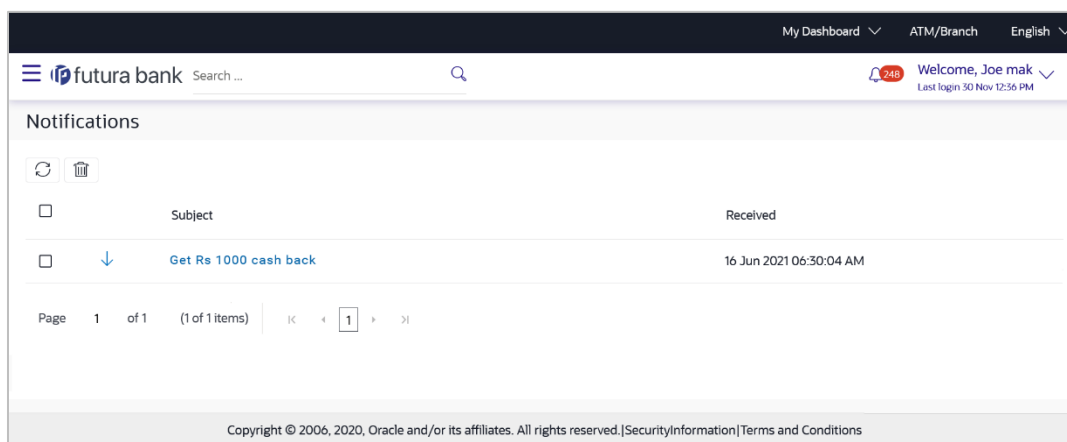
OR

*Access through the kebab menu of transactions available under the Mailbox*

### To view the notifications:

- The **Notification** screen appears.



### Notifications



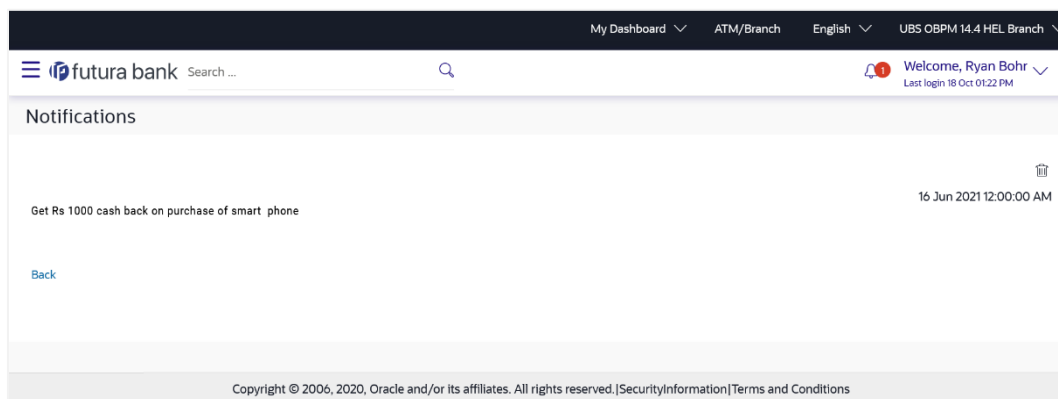
### Field Description

Field Name	Description
<b>Subject</b>	The subject of the notification.
<b>Received</b>	The date and time on which the notification was received.

- Click an individual notification to view the details of that notification. The screen on which the details of the notification are displayed appears.


3. Click  icon to refresh the notifications.  
OR  
To delete multiple notifications, select the check box (s) against the notification, and click  icon to delete the notification.

### Notification Details



### Field Description

Field Name	Description
<b>Notification Details</b>	
<b>Received</b>	The date and time on which the notification was received.
<b>Message</b>	The message body of the notification.

4. Click  icon to delete the notification. The delete warning message appears.  
OR  
Click **Back** to navigate to the previous page.

## FAQ

### 1. Can customers initiate fresh mails?

Yes, customers of the bank can initiate fresh mails by accessing compose mail option through secure mailbox. Customers can only send mails to bank administrators using this feature.

**2. Can customer delete multiple mails?**

Yes, users can select multiple mails and delete the same.

**3. Can customers restore the deleted mails?**

Yes, deleted mails can be restored from the deleted folder. User can go to the Deleted folder, select the mails and click on restore button to move those mails back to respective folder.

**4. Can Customer send a reply to the alerts/ notifications sent by the Bank?**

No, customer cannot reply to the alerts/ notifications.

**5. What are notifications generally about?**

Notifications inform customers of the bank about any new offers, promotional rates, and launch of new products or services.

[Home](#)

## 22. Feedback Capture

Feedback option enables you to provide feedback on various aspects of the application as well as specific to transactions. You will be asked a feedback question on which you need to rate on a rating scale and answer subsequent questions if defined for a scale weight that you rate. The feedback captured is analyzed by the bank administrator to decide on the course corrections in case of issues.

Feedback can be provided by the user through the following options in the system:

- General Feedback
- Transaction Specific Feedback

### 22.1.1 General Feedback

General feedback is available as an option to provide feedback on generic aspects about the application.

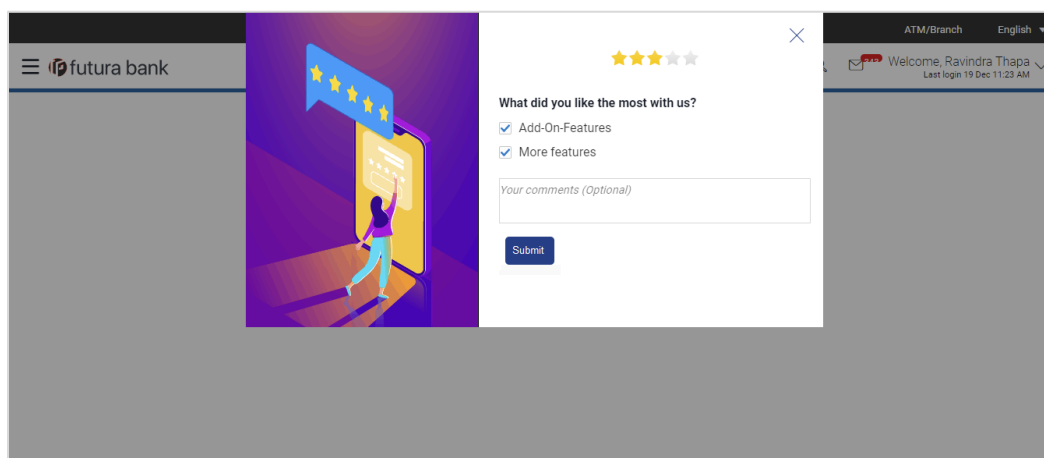
#### How to reach here

*Dashboard > Toggle Menu > Leave Feedback*

#### To provide general feedback:

1. Click **Leave Feedback**. The **Feedback** pop-up screen appears.
2. A feedback question appears along with a rating scale.
3. Select an appropriate rating on the scale.
4. Depending on the rating, the system will provide you with a question along with a set of options.
5. Select an appropriate option corresponding to the question.
6. You can also add comments, if required.

#### General Feedback



- Click **Submit**. A message confirming successful submission of feedback appears.

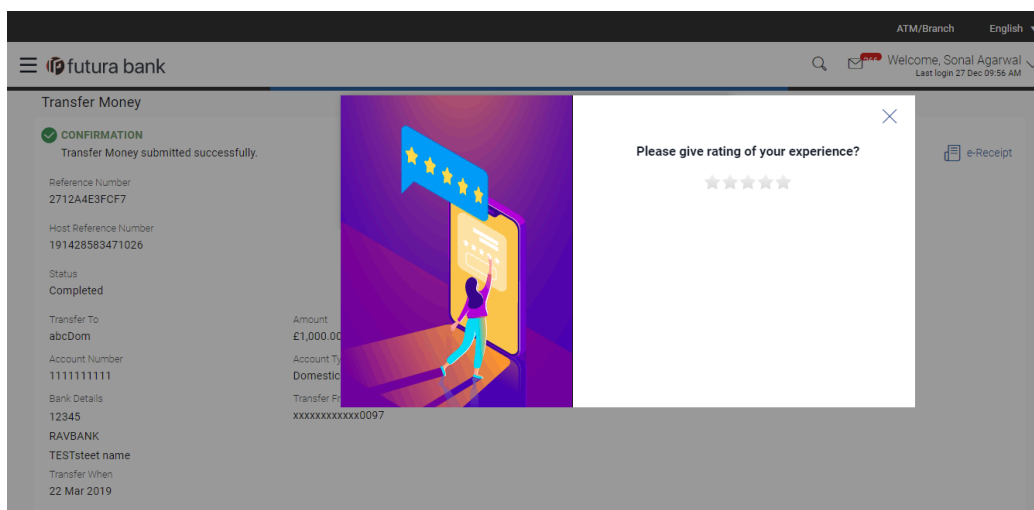
## 22.1.2 Transaction Specific Feedback

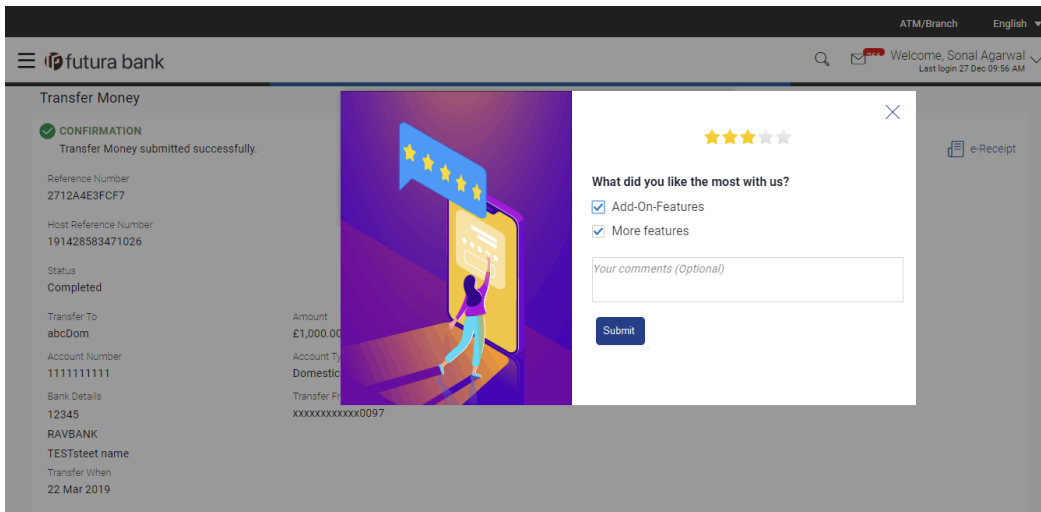
You can capture feedback specific to a transaction provided the transaction has been enabled for feedback capture by the bank. Feedback will be available as an option post transaction confirmation. Transaction specific feedback is recorded and stored for further analysis.

### To provide transaction specific feedback:

- Once the transaction is successfully submitted, feedback as an option is displayed on confirmation page.
- Click **Feedback**. The **Feedback** pop-up screen appears.  
OR  
Click **Go to Dashboard** link to navigate to the Dashboard.
- A feedback question appears along with a rating scale.
- Select an appropriate rating on the scale.
- Depending on the rating, the system will provide you with a question along with a set of options.
- Select an appropriate option corresponding to the question.
- You can also add comments, if required.  
OR  
Click **Skip** to skip the feedback process. The **Dashboard** screen is displayed.  
OR  
Click **Never ask me again** if you do not wish to be asked to provide for any transaction. The system will suspend the feedback process for all transactions and you can enable the same again (if required) through 'My Preferences' from the toggle menu.

### Transaction Feedback





8. Click **Submit**. A message confirming successful submission of feedback appears.

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## 23. ATM & Branch Locator

Using this option a user can view the address and location of the ATMs and the branches of the Bank available to serve the user in a certain location. The user is provided with the options to search for the bank's ATMs and branches in his vicinity by entering a location. The search results display the list of ATMs / branches name and distance from the user's current location.

This feature enables the user to locate the bank's ATMs/ branches available within a specific radius of his current location. The user can select a Branch / ATM from the search list and on clicking the **View Details** icon; the user will be able to view the address and services provided by the specific ATM/ branch. The additional filter feature is provided to search the ATM/Branch based on their services. In addition the user can view the detailed directions to the ATM/ branch by clicking **Get Directions**, and will also be able to view its location on a map.

### Features supported in the application

- Locate Branches
- Locate ATMs

### How to reach here:

*OBDX portal landing page > ATM & Branch Locator*

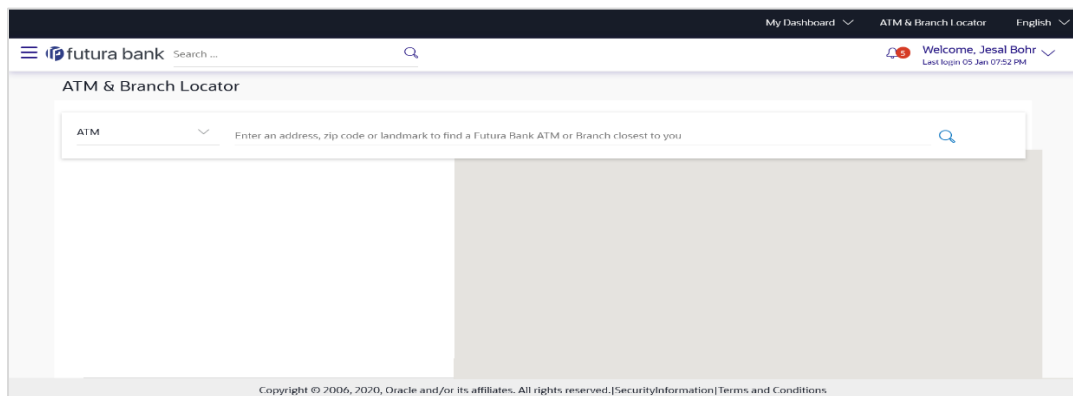
*OR*

*Dashboard > Toggle Menu > Menu > ATM & Branch Locator*

*OR*

*Dashboard > ATM & Branch Locator*

### ATM & Branch Locator



### Field Description

Field Name	Description
ATM & Branch	Specify whether you want to search for the bank's ATMs or branches. The options are: <ul style="list-style-type: none"> <li>ATM</li> <li>Branch</li> </ul>

### To locate an ATM or Branch

- Select the desired option and enter the location in which you wish to locate ATMs or Branches:
  - If you select the **Branch** option, the list of all the branches and their locations appear.
  - If you select the **ATM** option, the list of all the ATMs and their locations appear.

### ATM & Branch Locator - Search

The screenshot shows the Futura Bank ATM & Branch Locator interface. The search results for ATMs in Bengaluru, Karnataka, India are as follows:

ATM Name	Address	Distance
Marathalli	3rd floor Sunder reddy building Bangalore	2.5 km
Marathalli	3rd floor Sunder reddy building Bangalore	2.1 km
Marathalli	3rd floor Sunder reddy building Bangalore	2.5 km
ATM LBG	Labagh Botanical garden Bengaluru	80 m
cv raman nagar	Hole building Sai theja building Bangalore	3.1 km

### Field Description

Field Name	Description
Location	Key in the address/location/pin-code or city to search for an ATM / Branch.

Field Name	Description
<b>Number of ATMs/Branches</b>	A statement identifying the number of ATMs/Branches, as the case may be, will be displayed

**The following will be displayed per ATM/Branch record:**



<b>Name</b>	The name of the ATM / branch.
<b>Distance</b>	The distance of the ATM / branch from the location entered.
<b>Address</b>	The address of the ATM / branch that you have searched for.
<b>Get Directions</b>	Click the link, to view the directions to the branch / ATM from your current location in the map.

**View Details**

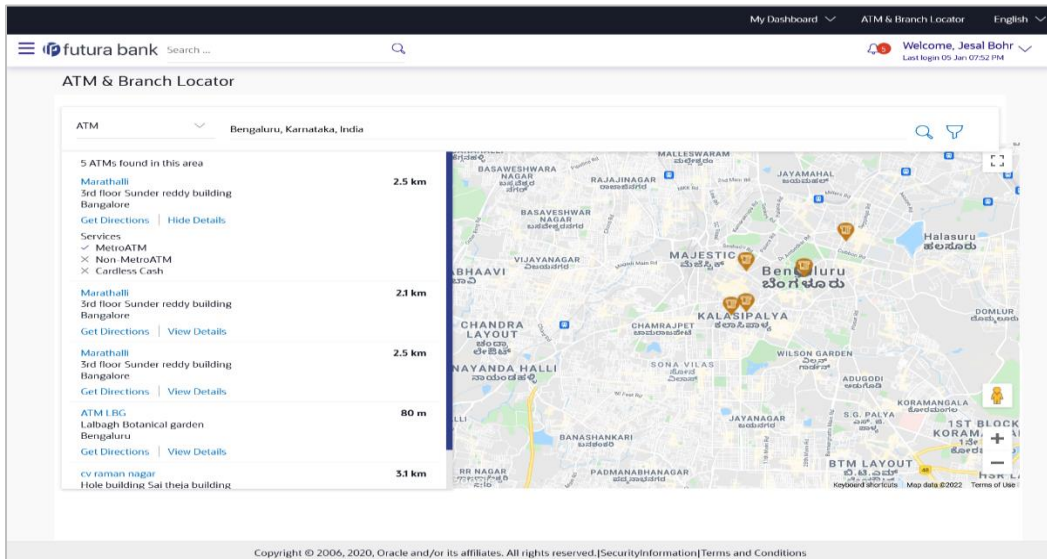
Clicking this link displays the following details.

<b>Services</b>	The services offered by the bank's ATM / branch.
-----------------	--

**Additional Information** Any additional information of the bank's ATM/branch as maintained with the bank will be displayed.

- In the **Search** box, enter the desired location. The list of ATMs / branches with Name and Distance details appear.
- Click the  icon to view the ATMs/branches in the location entered.
- Click the **View Details** link, to view the detailed address, phone number (applicable for a branch), work timings (applicable for a branch) and services provided by the bank branch/ATM.
- Click the  to filter ATMs or Branches on the basis of services that the ATMs or Branches provide.

### ATM & Branch Locator - View Details




Click on **Hide Details** to hide the details of the specific ATM/branch.

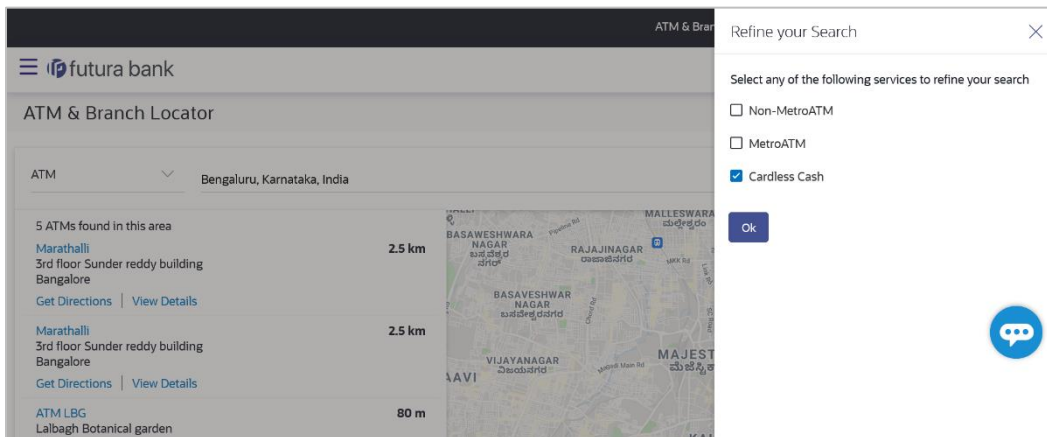
OR

Hover over the ATM/branch marker on the map to view the address of the ATM/branch.

OR

Click the  to filter ATMs or Branches on the basis of services that the ATMs or Branches provide.

### ATM & Branch Locator – Refine your Search

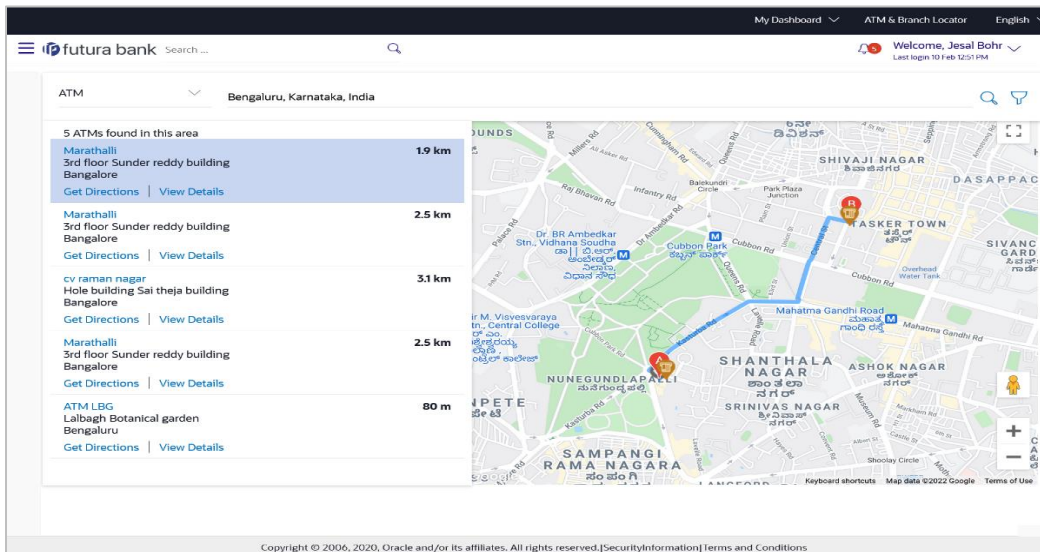


**Field Description**

Field Name	Description
Service	<p>The list of services provided by the bank in the bank's ATMs or Branches will be listed down with checkboxes available against each.</p> <p>Select any checkbox to filter your search for ATMs or Branches on the basis of service.</p>

6. Select any checkbox to filter your search for ATMs or Branches on the basis of desired service.
7. Click **Ok** to search for ATMs or Branches on the basis of the services selected. The system filters ATMs/Branches on the basis of services selected.

**ATM & Branch Locator – Get Directions**



8. Hover over the ATM/branch marker on the map to view the address of the ATM/branch.

**FAQ**

**1. Can I view ATM/ Branches of other cities/ states/ countries?**

Yes, you can view the ATMs or Branches of the bank located in any city/state or country in the map and also get their details such as address and phone numbers, working hours, services offered, etc.

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## 24. Nominations

Nominations enables Business users to appoint nominees to their accounts (each account can be appointed a single nominee only), who will be entitled to receive the amount in the bank account upon the death of the account holder.

The application provides the options to add a new nominee to the user's singly held Current and Savings, Term Deposit or Recurring Deposit account so that the nominee can claim funds in case of any death event.

The user can view or edit the existing nominee details of all his Current and Savings account, Term Deposit or Recurring Deposit accounts. The user also has an option to delete the nominee, from any of his accounts in case of any issues or disputes.

### Pre-Requisites

- Transaction access is provided to the Business user

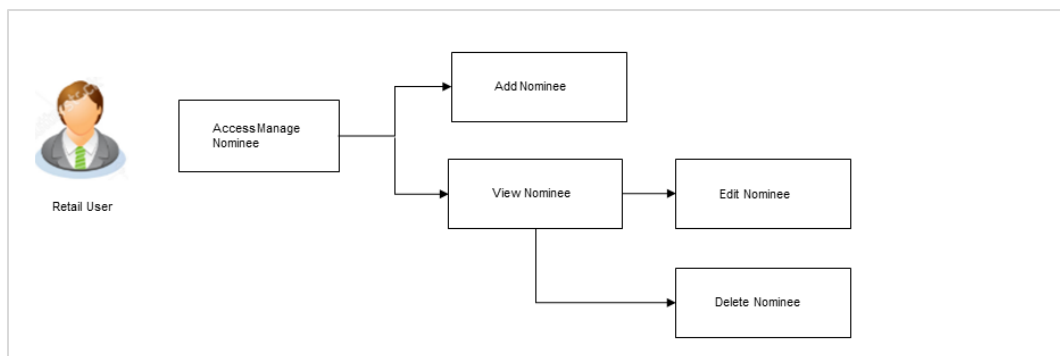
### Features supported in the application

- Add Nominee
- View Nominee
- Edit Nominee
- Delete Nominee

### Features applicable for single and joint account holder

Account Holder	View	Add	Edit	Delete
Single	✓	✓	✓	✓
Joint	✓	✗	✗	✗

### Workflow



**How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Nominations*

**To view nominations:**

1. From the **Account Category** list, select the account category of which nominees you wish to view.
2. In the **View Nominees of** field, select an option that identifies whether you wish to view the nominees of a specific account or of all accounts under the selected account category.
  - a. If you have selected the Specific Account option, from the **Account Number** list, select the account of which you wish the view the nominee.
3. Click **Apply** to view the records based on the defined criteria.  
OR  
Click **Reset** to clear the details entered.

**Nominations – Filter Criteria**

The screenshot shows the 'Nominations' filter criteria form. At the top, there are navigation links: 'My Dashboard', 'ATM/Branch', 'English', and 'UBS OBPM 14.4 HEL Branch'. The user is logged in as 'keron Bohr' with the last login on '22 Sep 10:47 AM'. The form includes a search bar, a dropdown for 'Account Category' (set to 'Current & Savings'), and radio buttons for 'View Nominees of' (selected: 'Specific Account', unselected: 'All Accounts'). Below this is an 'Account Number' dropdown menu. At the bottom of the form are 'Apply' and 'Reset' buttons. A copyright notice is visible at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

**Nominations – Search Results**

The screenshot shows the 'Nominations' search results page. It features a table with columns: 'Account Number', 'Primary Holder Name', 'Holding Pattern', 'Nominee', and 'Action'. The table contains four rows of data. To the right of the table is a 'Note' box with instructions on how to register, inquire, cancel, or modify a nomination. The page includes a pagination bar at the bottom showing 'Page 1 of 1 (1-4 of 4 Items)'. Navigation links are present at the top: 'My Dashboard', 'ATM/Branch', 'English', and 'FCR 11:10'. The user is logged in as 'keron Bohr' with the last login on '22 Sep 11:49 AM'. A copyright notice is visible at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Account Number	Primary Holder Name	Holding Pattern	Nominee	Action
xxxxxxxxxxxx2871	OBPM Payments13	Single	Not Registered	<a href="#">Add</a>
xxxxxxxxxxxx3057	OBPM Payments13	Single	Registered	<a href="#">View/Edit</a>
xxxxxxxxxxxx3196	OBPM Payment 1401	Joint	Not Registered	<a href="#">Know More</a>
Wallet	OBPM Payments13	Single	Registered	<a href="#">View/Edit</a>

**Note**

You can select the account for which you need to register, inquire, cancel or modify nomination.

Please note the facility of register nomination online is available for singly operated account only.


You may contact your nearest branch if you want to register nominee in your joint account.

## Field Description

Field Name	Description
<b>Account Category</b>	<p>Select the account category of which nominees you wish to view.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Current &amp; Savings</li> <li>• Term Deposits</li> <li>• Recurring Deposits</li> </ul>
<b>View Nominees of</b>	Select an option to identify whether you wish to view the nominees of a specific account or of all the accounts under the selected account category.
<b>Account Number</b>	<p>Select the account of which nominee you wish to view.</p> <p>This field is enabled only if the <b>Specific Account</b> option is selected in the <b>View Nominees of</b> field.</p>
<b>Search Result</b>	
<b>Account Category</b>	Displays the selected account category.
<b>Account Number/ All Accounts</b>	<p>Displays the selected account number, if defined, of which nominee is to be viewed.</p> <p>If <b>All Accounts</b> has been selected under the <b>View Nominees of</b> field, then <b>All Accounts</b> will be displayed.</p>
The following are displayed as records based on search criteria defined.	
<b>Account Number</b>	The account numbers under the selected account category are listed. If an account number has been selected as search criteria, that account number will be listed as a record.
<b>Primary Holder Name</b>	The name of the primary account holder will be listed against the account number record.
<b>Holding Pattern</b>	The holding pattern of the account i.e. Single or Joint.
<b>Nominee</b>	This column identifies whether a nominee has been registered against the specific account or not.



Field Name	Description
<b>Action</b>	<p>The available action for each account is displayed.</p> <p>The actions can be:</p> <ul style="list-style-type: none"> <li>• <b>View / Edit:</b> Click to view or edit the selected nominee details. This link is displayed against a single holding account and for which a nominee has been registered</li> <li>• <b>Add:</b> Click to add a new nominee. This link is displayed against a single holding account and for which no nominee has been added</li> <li>• <b>View:</b> Click to view the selected nominee details. This link is displayed against joint accounts for which nominee has been registered</li> <li>• <b>Know More:</b> Click the link to view the information on restrictions for jointly held deposits. This link is displayed in case of joint accounts and no nominee is registered</li> </ul>

4. Click on the  icon to modify filter new criteria.

OR

Under the kebab menu –

Click the **Current & Savings Account Details** option to view the current & savings account details.

OR

Click the **Term Deposit Details** option to view the term deposit details.

OR

Click the **Recurring Deposit Details** option to view the recurring deposit details.

## 24.1 Add Nominee

Using this option, you can add a nominee against a specific account. The following two options are present to add a nominee.

- **Add New Nominee:** This option enables the user to add a new nominee by entering – nominee's name and other details like date of birth, relationship, country state and address.
- **Replicate existing nominee:** This option enables the user to replicate a nominee by selecting a nominee of an existing CASA, Recurring Deposit or Term Deposit account. On selection of a nominee, that nominee's details are pre-populated in the respective fields. If required, the user can modify the details.

### **24.1.1 Add Nominee – Add New**

**To add a new nominee:**

1. In the **Nominations** screen, click the **Add** link against the account for which you want to add a new nominee.  
The **Add Nominee** screen appears.
2. From the **Select Option** field, select any of the following radio buttons:
  - Add Nominee
  - Replicate Existing Nominee
3. If you select the **Add Nominee** option, the fields in which you can specify nominee details appear.

## Add Nominee - Add New Nominee

ATM & Branch Locator English

futura bank Search ...

Welcome, RAHUL  
Last login 06 Jan 06:20 PM

### Add Nominee

Account Number  
xxxxxxxxxxxx4568  
John David I EUR I HEL  
Select Option  
 Add Nominee    Replicate Existing Nominee

**Nominee Details**

Full Name  
Sam Desouza

Date of Birth  
21 Dec 2005

Relationship With Account Holder  
SON

Address  
2111, Sky Apt, South Block

Country  
United States

State  
California

City  
St.Jones

Zip Code  
754244

**Guardian Details**

Full Name  
Max Samson

Address  
54, Orient Avenue

Country  
United States

State  
California

City  
St.Jones

Zip Code  
754244

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**Note**  
Nomination can be made in favor of a minor also. In case the nominee is a minor, that is, less than 18 years of age, it is mandatory to specify the guardian details.  
During the period the minor does not attain majority, the natural guardian will receive the amount on the minors behalf.

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### Field Description

Field Name	Description
<b>Account Number</b>	The current and savings/ term deposit/ recurring deposit account number against which a nominee is to be added, is displayed in masked format along with the Account Name, Account Currency, and Branch Code.

Field Name	Description
<b>Select Option</b>	The option to specify whether a new nominee is being added against the account or whether an existing nominee linked to a different account is to be added to the account.
<b>Nomination Details</b>	
<b>Full Name</b>	Enter the full name of the nominee.
<b>Date of Birth</b>	Specify the nominee's date of birth.
	<b>Note:</b> The customer will be required to specify details of the nominee's guardian if it is identified that the nominee is a minor on the basis of the nominee's date of birth.
<b>Relationship with Account Holder</b>	Specify the account holder's relationship with the nominee. E.g. Father, Mother, Daughter, Son, etc.
<b>Address</b>	Enter details pertaining to the nominee's address.
<b>Country</b>	Select the country in which the nominee resides.
<b>State</b>	Enter the name of the state in which the nominee resides.
<b>City</b>	Enter the name of the city in which the nominee resides.
<b>Zip Code</b>	Specify the zip code of the nominee's address.
<b>Guardian Details</b>	
This section appears only if the age of the nominee is a minor as per date specified in the <b>Nominee Date of Birth</b> field.	
<b>Full Name</b>	Specify the full name of the nominee's guardian.
<b>Address</b>	Enter details pertaining to the guardian's address.
<b>Country</b>	Select the country in which the guardian resides.
<b>State</b>	Enter the name of the state in which the guardian resides.
<b>City</b>	Enter the name of the city in which the guardian resides.
<b>Zip Code</b>	Specify the zip code of the guardian's address.

4. In the **Full Name** field, enter the full name of the nominee.
5. From the **Date of Birth** list, select the date of birth of the nominee.
6. From the **Relationship with Account Holder** list, select the relationship of the nominee with the bank account holder.
7. In the **Address** field, enter the address of nominee.
8. From the **Country** list, select the country in which the nominee resides.
9. In the **State** field, enter the name of the state in which the nominee resides.
10. In the **City** field, enter the name of the city in which the nominee resides.
11. In the **Zip Code** field, enter the zip code of the nominee's address.
12. If nominee is a minor, the **Guardian Details** section will appear and you will be required to specify details of the nominee's guardian as follows:
  - a. In the **Full Name** field, enter the name of the guardian.
  - b. In the **Address** field, enter the address of guardian.
  - c. From the **Country** list, select the country in which the guardian resides.
  - d. In the **State** field, enter the name of the state in which the guardian resides.
  - e. In the **City** field, enter the name of the city in which the guardian resides.
  - f. In the **Zip Code** field, enter the zip code of the guardian's address.
13. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.
14. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.
15. The success message appears.  
Click **Home**, to navigate to the dashboard.  
OR  
Click **View Nominee** to go to **Nominations** page.

## 24.1.2 Add Nominee - Replicate Existing Nominee

To add a nominee from the existing nominee list:

1. In the **Nominations** screen, click the **Add** link against the account for which you want to add a new nominee.  
The **Add Nominee** screen with options, **Add New Nominee** and **Replicate Existing Nominee** appears.
2. If you select **Replicate Existing Nominee** option, the **Select Nominee** overlay screen appears.

### Add Nominee - Replicate Existing Nominee

The screenshot shows the 'Add Nominee' screen in the Futura Bank app. The 'Add Nominee' form is visible in the background, with the 'Replicate Existing Nominee' option selected. An overlay window titled 'Select Nominee' is open, displaying a table of nominee records. The table has columns for 'Nominee Name', 'Account Type', and 'Account Number'. Three records are listed: Ms Meenal (Current and Savings, xxxxxxxxxxxx0014), Mr Meekesh (Term Deposit, xxxxxxxxxxxx0047), and Ms Meena (Recurring Deposit, xxxxxxxxxxxx0048). The first record is selected with a radio button. Below the table is a pagination control showing 'Page 1 of 1 (1-3 of 3 Items)' and an 'OK' button.

3. Select a nominee record that you want to replicate and click **OK**.  
The **Add Nominee** screen with pre-populated nominee details of the selected nominee appears. You can modify information as required.
4. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.
5. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.
6. The success message appears.  
Click **Home**, to navigate to the dashboard.  
OR  
Click **View Nominee** to go to the **Nominations** page.

## 24.2 View Nominee

This option enables the user to view the existing nominee details of all his CASA/ Term Deposit/ Recurring Deposit accounts.

### To view the details of a nominee:

1. In the **Nominee Summary** screen, click the **View** or **View / Edit** link against the account for which you want to view the nominee.  
The **View Nominee** screen appears.

### View Nominee

ATM & Branch Locator English

futura bank Search ... Welcome, RAHUL  
Last login 06 Jan 06:34 PM

#### View Nominee

Account Number  
xxxxxxxxxxx1757

Account Type  
Recurring Deposit

#### Nominee Details

Full Name  
Tom DeSilva

Date of Birth  
13 Sep 2000

Relationship  
SON

Nominee Address  
15 Manhattan  
New York City  
New York  
United States  
121212

Edit Cancel Back

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### Field Description

Field Name	Description
<b>Account Number</b>	The current and savings/ term deposit/ recurring deposit account number in masked format along with the Account Name, Account Currency, and Branch Code.

Field Name	Description
<b>Account Type</b>	The account category type of which nominees. It could be: <ul style="list-style-type: none"> <li>• Current &amp; Savings</li> <li>• Term Deposits</li> <li>• Recurring Deposits</li> </ul>
<b>Nomination Details</b>	
<b>Full Name</b>	The full name of the nominee.
<b>Date of Birth</b>	The date of birth of the nominee.
<b>Relationship with Account Holder</b>	The relationship of the nominee with the bank account holder.
<b>Nominee Address</b>	The complete address of the nominee.
<b>Guardian Details</b>	
This section appears only if the age of the nominee is a minor as per date specified in the <b>Nominee Date of Birth</b> field.	
<b>Full Name</b>	The name of the nominee's guardian. This field appears if the nominee is a <b>minor</b> .
<b>Guardian Address</b>	The complete address of the guardian of the nominee if age of the nominee is less than 18 years. This field appears if nominee is a <b>minor</b> .

2. Click **Edit** to update the nominee details. The **Edit Nominee** screen appears.  
OR  
Click **Delete Nominee** option from the kebab menu to delete the nominee.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.

---

**Note:** The **Edit** option is provided only if the action selected was **View/Edit**. This option will not be provided if the action selected was **View**.

---



## 24.3 Edit Nominee

Users can edit the details of a nominee assigned to any of their CASA / Term Deposit/ Recurring Deposit accounts.

### To edit the nominee details:

1. In the **Nominee Summary** screen, click the **View / Edit** link against the account for which you want to edit the nominee.  
The **View Nominee** screen appears.
2. Click **Edit** to update the details. The **Edit Nominee** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.

### Edit Nominee

The screenshot displays the 'Edit Nominee' interface. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, RAHUL' with a last login time of '06 Jan 06:54 PM'. Below the title 'Edit Nominee', the account number is 'xxxxxxxxxxxx1757' for 'Tom DeSilva | EUR | HIEL'. There are two radio buttons for 'Select Option': 'Add Nominee' (selected) and 'Replicate Existing Nominee'. The 'Nominee Details' section includes: Full Name 'Tom DeSilva', Date of Birth '13 Sep 2000', Relationship 'SON', Address '15 Manhattan', Country 'United States', State 'New York', City 'New York City', and Zip Code '12122'. A 'Note' box on the right states: 'Nomination can be made in favor of a minor also. In case the nominee is a minor, that is, less than 18 years of age, it is mandatory to specify the guardian details. During the period the minor does not attain majority, the natural guardian will receive the amount on the minors behalf.' At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | SecurityInformation | Terms and Conditions'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Account Number</b>	The current and savings/ term deposit/ recurring deposit account number in masked format along with the Account Name, Account Currency, and Branch Code.
<b>Select Option</b>	The option to specify whether a new nominee is being added against the account or whether an existing nominee linked to a different account is to be added to the account.

**Nomination Details**

<b>Full Name</b>	The full name of the nominee is displayed. You can edit this field.
<b>Date of Birth</b>	The nominee's date of birth is displayed. You can edit this field.
<b>Relationship with Account Holder</b>	The relationship that the nominee has with the bank account holder. You can edit this field.
<b>Address</b>	The address of the nominee is displayed. You can edit this field.
<b>Country</b>	The country in which the nominee resides. You can edit this field.
<b>State</b>	The state in which the nominee resides. You can edit this field.
<b>City</b>	The name of the city in which the nominee resides. You can edit this field.
<b>Zip Code</b>	The postal code of the nominee. You can edit this field.

**Guardian Details**

This section appears only if the age of the nominee is a minor as per date specified in the **Date of Birth** field.

<b>Full Name</b>	The name of the guardian of the nominee. You can edit this field.
<b>Address</b>	The address of the guardian. You can edit this field.

Field Name	Description
<b>Country</b>	The country in which the guardian of the nominee resides. You can edit this field.
<b>State</b>	The state in which the guardian of the nominee resides. You can edit this field.
<b>City</b>	The city in which the guardian of the nominee resides. You can edit this field.
<b>Zip</b>	The postal code of the nominee's guardian. You can edit this field.

3. Select the **Select option** field, select the option of choice;
  - a. If you have selected the option **Add Nominee** enter nominee information in the provided fields. Steps 4 onwards.
  - b. If you have selected the option **Replicate Existing Nominee**, the **Select Nominee** overlay screen appears.
 

Select a nominee record that you want to add as a nominee and click Ok.  
The **Add Nominee** screen with pre-populated nominee details of the selected nominee appears.
4. In the **Full Name** field, edit the name of the nominee, if required.
5. From the **Date of Birth** list, edit the date of birth of the nominee, if required.
6. From the **Relationship with Account Holder** list, edit the relationship of the nominee with the bank account holder, if required.
7. In the **Address** field, edit the address of the nominee, if required.
8. From the **Country** list, edit the country of the nominee, if required.
9. In the **State, City and Zip Code** fields, edit the required details.
10. If the nominee is a minor, the Guardian Information section will be displayed and can be edited as follows:
  - a. In the **Full Name** field, edit the name of the nominee's guardian, if required.
  - b. In the **Address** field, edit the address details of the nominee's guardian, if required.
  - c. From the **Country** list, edit the country of the nominee's guardian, if required.
  - d. In the **State, City and Zip Code** fields, edit the details, if required.
11. Click **Submit** to save the changes made.  
OR  
Click **Back** to navigate back to the previous screen.  
OR  
Click **Cancel** to cancel the transaction.

- OR  
Click the **Nominee** option from the kebab menu to go to the **Nominations** page.
12. The **Review** screen appears. Verify the details and click **Confirm**.  
OR  
Click **Back** to navigate back to the previous screen.  
OR  
Click **Cancel** to cancel the transaction.
13. The success message appears along with the transaction reference number and nominee details.  
Click **Home**, to navigate to the dashboard.  
OR  
Click **View Nominee** to go to the **Nominations** page.

## 24.4 Delete Nominee

### To delete a nominee:

1. In the **Nominee Summary** screen, click the **View / Edit** link against the account for which you want to delete the nominee.  
The **View Nominee** screen appears.
2. Click the **Delete Nominee** option from the kebab menu to delete the nominee.
3. The **Review** screen appears. Verify the details and click **Confirm**.  
OR  
Click **Back** to navigate back to the previous screen.  
OR  
Click **Cancel** to cancel the transaction.
4. The success message of deletion appears along with the transaction reference number and nominee details.  
Click **Home**, to navigate to the dashboard.  
OR  
Click **View Nominee** to go to the **Nominations** page.

[Home](#)