#### First time login – Corporate Admin

Download the "HBL Bank UK Mobile Banking" application from Google Playstore for Android, or the App Store for iOS operating devices. Once downloaded, select the tab on top of the application for "Business" followed by "Register."

16:08			🖬 4G 🔳
	Personal	Business	
	BL		
	IKUK		
$M/\Box$	lcom	Δ	
V V C I	COTT	C	
	LOG	IN	
	REGIS	TER	
L			

Key in the Username which you had written on the Business Internet Banking Application followed by the Password which you would had received via Text (SMS). Once completed, tap "Login."

16:09		• 1 4G
< 14E	BL BAN	ΙΚ UK
Personal		Business
User Name RICKY1		
Password		
	LOGIN	
	FAQ	

16:09

🖬 4G 🔳

## HBL BANK UK

### Welcome RICKY

If the below given security view and text is not yours, please log out from Online Banking account and contact to customer services.

#### Please Select Security Image



#### **Please Write Your Security Text**

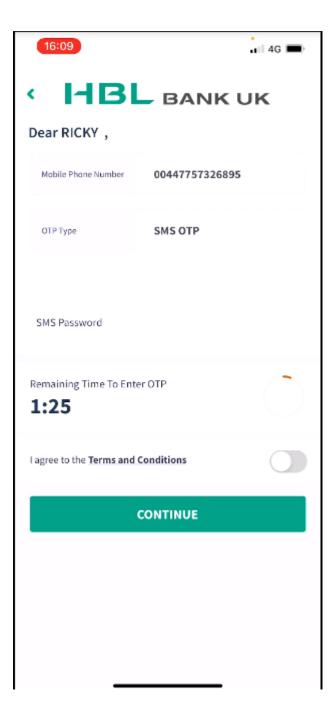
Your Text

NEXT

For anti-phishing purposes, we have added a feature where you can select a 'Security Image' and Security Text.' Select one of the images and write a text of your choice which will appear everytime you login via the website and ensure the same image and text appears.

Once your chosen image and text has been selected/keyed, tap "Next."

If for any reason, the image does not match, <u>do not</u> proceed with logging in and call our Contact Centre immediately.



You will receive a Text (SMS) message with your OTP (One Time Password) on your registered mobile number.

Key in the OTP and agree to the Terms and Conditions, followed by tapping "Continue." 16:10

4G 🔳

# HBL BANK UK

### Welcome RICKY

If the below given security view and text is not yours, please log out from Online Banking account and contact to customer services.

Please Select Security Questions	
Question 1	~
Answer is	
Question 2	~
Answer is	
Question 3	v
Answer is	

You will be required to select 3 security questions with your chosen answers. These will be requested when you have forgotten either your Username or Password.

Once completed, tap "Next."

16:11

📶 4G 🔳

# HBL BANK UK

Please Define New Password

#### Confirm New Password

Your password must not be same as your Username Your password must be between 10 and 15 characters Your password must contain at least one lowercase letter It must be a combination of letters, numbers and special characters.

Your password must not be some as your last 3 password.

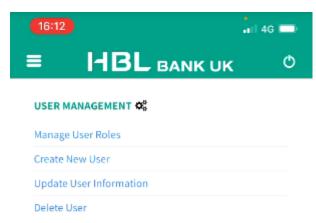
NEXT

As the initial password sent to you via Text (SMS) is for one time registration, you will be prompted to choose a password of your own.

Please ensure the following criteria are met:

- Password must not be the same as your Username
- Password must between 10-15 characters
- Password must contain at least one Upper and Lower case
- Password must be combination of letters, numbers and special characters
- Password must not be the same as your previous last 3 passwords (applicable when updating/changing your new password)

Once completed, tap "Next."



You will have logged in successfully with your main dashboard.

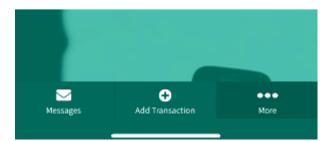
You may also login to our website, ensuring you have logged out from the mobile application.

#### USER RESTRICTIONS

IP Restrictions	
Time/Vacation Restriction	
Account Access Restrictions	
Country Restrictions	

#### LIMITS @

Define Company Level Approval Limits Define Personal Based Approval Limits



### Creating A New User

Main Page – Under the heading "User Management" click "Create New User"

		Last Login : 02/11/2020 - 11:53:32	Welcome, GEORGE User Guide 2 Last Password Change : 10/01/2021 - 18:42:32
Home			See Contraction     Log-Off
ees User	USER MANAGEMENT 🎝		
Managemen	Manage User Roles	IP Restrictions	
6	Create New User	Time/Vacation Restriction	MOBILE BANKING
User Restrictions	Update User Information	Account Access Restrictions	The power is in your hands
Limits	Delete User	Country Restrictions	
U			
Security	Define Company Level Approval Limits		
	Define Personal Based Approval Limits		

Hover mouse over "User Management" and select "Create New User"

	HBL BANK UK		Last Login : <b>02/11/2020 - 11:53:32</b>	Welcome, GEORGE User Guide Last Password Change : 10/01/2021 - 18:42:32
L Home				Messages Add Transaction Log-Off
안 User	Manage User Role >	USER RESTRICTIONS		
Management	Create New User	IP Restrictions		
<b>6</b>		Time/Vacation Restriction		MOBILE BANKING
User Restrictions	Delete User	Account Access Restrictions		The power is in your hands
₽	Update User Information	Country Restrictions		
Limits	Update User Status			
Security	LIMITS O Define Company Level Approva Define Personal Based Approva			
javascript:void	(0)			

Complete all the fields for the employee who will be required the relevant role.

The roles available are:

- Poster
- Approver
- Inquirer
- Supervisor

	Lest Login : 02/11/2020 - 11:53:32	Welcome, GEORGE U	
Home -		Messages Add Transaction	C Log-Off
User Management Create New User			0
User Restrictions			
User Name			
Employee ID			
Security Role Poster			~
Sign in Expire Date 10 Jan 2031			
Department			
First Name			
Last Name			
E-Mail			
Mobile Phone			
Sinth Date			

After completing the employee's details, the next screen will allow how each account can be viewed to the specific user. The options are:

- Inquiry and Execution
- Only Observation
- Hide

Once the appropriate option has been selected, click "Next" to proceed to the next screen.

		BL BANK UK			Welcome, GEORGE User Gui Lest Login : 02/11/2020 - 11:53:32 Lest Pessword Change : 10/01/2021 - 18:42:			
Home					,	essoges (essoges	+ Add Transaction	C Log-Off
User Management	User Manager	nent Create	New User					0
Liser Restrictions	PLEASE SELECT ACCOUNT R	ESTRICTIONS FOR NEW USER						
G	Account Number	Currency	Current Balance	Available Balance	Status			
Limits	70025400	GBP	0.00	0.00	Inquiry and Execution			^
U Security					Inquiry and Execution			
		BACK			Only Observation			
				Hide				

A summary screen will appear to view the details keyed in for the additional user; their Role and their Status for each account opened under HBL Bank UK. Click confirm if you are happy to proceed.

	<b>HBL</b> BANK UK		Lest Login : 02/11/2020 - 11:53:32	Welcome, GEORGE User Guide Last Pessword Change : 10/01/2021 - 18:42:32
Home				Messages Add Transaction Log-Off
User Management	User Management	Create New User		0
Limits Security	USER DETAILS User Name Employee ID Role Sign in Expire Date Department First Name Last Name Evmail	shaunhammond Supervisor 10 Jan 2031 Technical Shaun Hammond saad.sheikh@hbluk.com		
	Mobile Number Birth Date	07757326895 27 Jul 1991		
	ACCOUNT DETAILS			
	Account Number	Status		
	70025400	Inquir	y and Execution	
	BA	аск	CONF	RM

Once you have clicked "Confirm" the new user will receive a mobile text (and email) informing them of their Username and Password.

	HBL BANK UK	Last Login : 02/11/2020 - 11:53:32		,	User Guide - 18:42:32
Home			Sea Nessoges	+ Add Transaction	0 Log-Off
User Management	User Management Create New User				0
User Restrictions					
C Limits					
Security	Your transaction was execut Reference Number: 63745901530710	-			

#### Manager User Role

To change the role given to a specific user, from the main page click on "Manage User Role" or via the side panel, hover your mouse over "User Management" and click "Manager User Role."

		Last Login : 02/11/2020 - 11:53:32	Welcome, GEORGE User Guide Last Password Change : 10/01/2021 - 18:42:32
Home			Sector     C       Messages     Add Transaction     Log-Off
🐸 User	USER MANAGEMENT 📽		
Managemen	Manage User Roles	IP Restrictions	
<b>£</b>	Create New User	Time/Vacation Restriction	MOBILE BANKING
User Restrictions	Update User Information	Account Access Restrictions	The power is in your hands
Limits	Delete User	Country Restrictions	
U Security	LIMITS ©		
security	Define Company Level Approval Limits		
	Define Personal Based Approval Limits		

Then select the user you intend to amend/view their role and click "Next."

	ŀ	HBL BANK UK			Lest Login : 02/1	1/2020 - 11:53:32	Welcor Lest Pessword Chan	ne, aconac	Jser Guide - 18:42:32		
Home									Messoges	+ Add Transaction	O Log-Off
User Management	l	Jser M	lanagement	Manag	ge User R	oles					0
Liser Restrictions	P	LEASE SEL	ECT USER								
5			User Name Y	Department ~	First Name Y	Last Name Y	Date of registration ~	Employee ID ~	Role ~	Status ~	
Limits			david		David	Beckham	21.08.2020		Supervisor	Active	
U		٠	shaunhammond	Technical	Sheun	Hammond	10.01.2021		Supervisor	Active	
Security	-										
				BACK				NEXT			

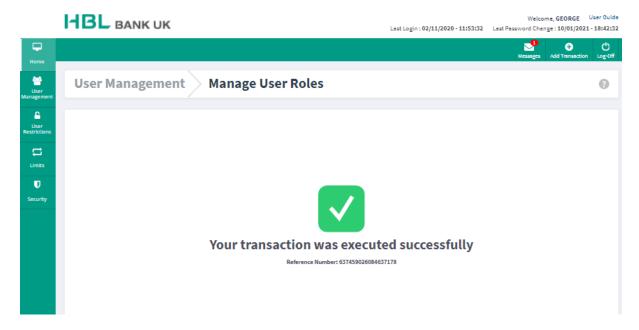
Under the heading, "Role Information" click and select the new role you intend to assign to your staff, then click "Next."

	HBL BA	ANK UK		Lest Login : 02/11/2020 - 11:53:32	Welcome, GEORGE User G Lest Password Change : 10/01/2021 - 18:4	
Home					Messages Add Transaction Log-	
User Management	User Mar	nagement Manage User Roles			G	
Luser Restrictions	USER INFORMATIO	DNS				
	Employee ID		User Name	shaunhammond		
Limits	Department	Technical	First Name	Shaun		
U	Last Name	Hammond	Status	Active		
Security						
	ROLE INFORMATIO	DNS				
	Supervisor				^	
	Poster				<b>A</b>	H
	Approver					
	Inquirer					
	Supervisor				-	

A summary screen will appear showing the intention to assign a new role to the user. If you happy to proceed, click "Confirm"

	HBL BAN	IK UK	Lest Login : 02/11/2020 - 11:53:32	Welcome, GEORGE User Guide Lest Pessword Change : 10/01/2021 - 18:42:32
Home				General Contraction         Contraction           Messages         Add Transaction         Log-Off
User Management	User Mana	gement Manage User Roles		0
Liser Restrictions	PLEASE CHECK THE D	ETAILS OF YOUR OPERATION AND PRESS CONFIRM TO CONTINUE.		
Restrictoris	Employee ID			
	User Name	shaunhammond		
Limits	Department	Technical		
-	First Name	Shaun		
U	Lest Name	Hammond		
Security	Old Role	Supervisor		
	New Role	Approver		
		BACK	CONFIR	м

A confirmation screen will then appear once the new role has been assigned.



#### Update User Information

To update either the user's, Sign in Expiry Date; Department; Email Address or Mobile Number, use this option. This can be selected via the main homepage or side panel under "User Management"

	HBL BANK UK	Last Login : <b>02</b> ,	/11/2020 - 11:53:32 Last Passwo	Welcome, GEORGE User Guide ord Change : 10/01/2021 - 18:42:32	
<b>H</b> ome				Sessages Add Transaction Log-Off	
<mark>산</mark> User	USER MANAGEMENT 📽				
Managemen	Manage User Roles	IP Restrictions			
6	Create New User	Time/Vacation Restriction	м	DBILE BANKING	
User Restrictions	Update User Information	Account Access Restrictions		power is in your hands	
C Limits	Delete User	Country Restrictions			
U Security	LIMITS ©				
security	Define Company Level Approval Limits				
	Define Personal Based Approval Limits				

Select the user you intend to update their details and click "Next"

	HBL BANK UK						Last Login : 02/1	Welcome, GEORGE Lest Login : 02/11/2020 - 11:53:32 Lest Pessword Change : 10/01/202				
Home									Messoges	+ Add Transaction	C) Log-Off	
User Management	Use	r Mana	agement	Update	e User In	formatio	n				0	
Luser Restrictions	PLEASE	E SELECT USE	R									
5		User N	lame Y	Department ~	First Name Y	Last Name Y	Date of registration ~	Employee ID ~	Role ~	Status ~		
Limits		david			David	Beckham	21.08.2020		Supervisor	Active		
U Security	•	shaun	hammond	Technical	Shaun	Hammond	10.01.2021		Supervisor	Active		
						NEXT						

Amend the necessary details required on this screen and click "Next" once updated.

			Welcome,	GEORGE	User Guide

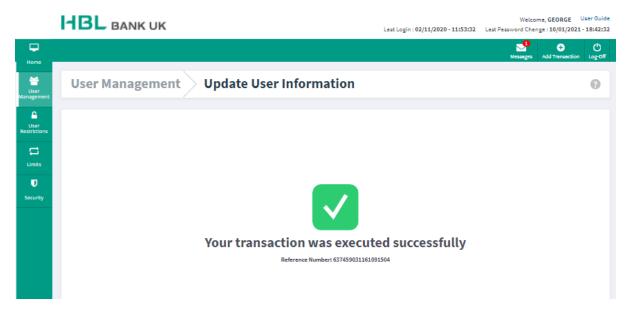
	IIBL BA	NK UK		Lest Login : 02/11/2020 - 11:53:32		ge : 10/01/2021	
Home					Sea Messages	+ Add Transaction	Ů ⊾og-Off
User Management	User Man	agement Update User Informat	ion				0
Luser Restrictions	USER INFORMATIO	INS					
	User Name	shaunhammond	Employee ID				
C Limits	First Name	Shaun	Last Name	Hammond			
U	Birth Date	27.07.1991					
Security							
	PLEASE SPECIFY A	MENDMENTS					
	Sign in Expire Date						
	Department						
	Technical						
	Designation						
	E-mail						
	saad.sheikh@hb	luk.com					
	Mobile Phone						
	07757326895						
		BACK		NEXT			

A summary screen will appear, once you are happy with the changes, click "Next"

Welcome, GEORGE User Guide Lest Login : 02/11/2020 - 11:53:32 Lest Password Change : 10/01/2021 - 18:42:32

		Search and transactive Add Tr
User Managen	nent 🔷 Update User Information	-
0	· ·	
PLEASE VERIFY DETAILS BEL	OW AND CONFIRM TO CONTINUE	
Employee ID		
User Name	shaunhammond	
First Name	Shaun	
Last Name	Hammond	
Birth Date	27 Jul 1991	
OLD USER INFORMATION		
Sign in Expire Date	10 Jan 2031	
Department	Technical	
Designation		
E-mail	saad.sheikh@hbluk.com	
Mobile Number	07757326895	
NEW VALUE		
Sign in Expire Date	10 Jan 2031	
Department	Technical	
Designation		
E-mail	saad.sheikh@hbluk.com	
Mobile Number	07757326895	
	BACK	CONFIRM

A confirmation screen will appear.



Update User Status

If you intend to change the status of a user, you can do so by clicking "Update User Status" via the main homepage or the side panel, "User Management"

	HBL BANK UK	Last Login : 02/11/2020 - 11:53:32	Welcome, GEORGE User Guide Last Password Change : 10/01/2021 - 18:42:32
Home			Sector     C       Messages     Add Transaction     Log-Off
ei User	USER MANAGEMENT 🕸		
Management	Manage User Roles	IP Restrictions	
<b>6</b>	Create New User	Time/Vacation Restriction	MOBILE BANKING
User Restrictions	Update User Information	Account Access Restrictions	The power is in your hands
Cimits	Delete User	Country Restrictions	
U Security			
security	Define Company Level Approval Limits		
	Define Personal Based Approval Limits		

Select or search your user and the "Status" you intend to assign. The options are, Active; Blocked and Inactive.

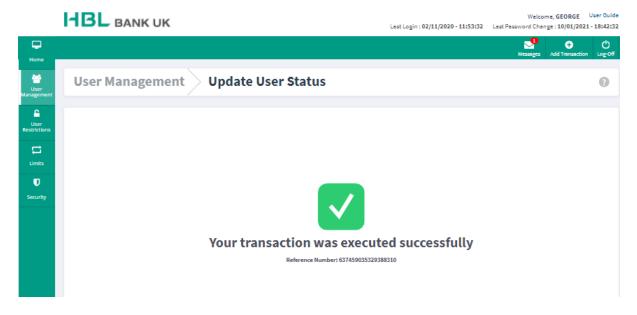
	-	HBL BANK UK					Lest Login : 02/11/2020 - 11:53:32			User Guide   - 18:42:32
Home									+ Add Transaction	0 Log-Off
User Management	Ŀ	Jser Ma	anagement	Update Use	r Status					0
User Restrictions		Active			^	User name				
C Limits		Active							SEARCH	
U		Blocked								
Security		Inactive								
			User Name Y	Department ~	First Name ~	Last Name \	Employee ID V	Role ~	Status ~	
			david		David	Beckham		Supervisor	Active	
		٠	shaunhammond	Technical	Sheun	Hemmond		Supervisor	Active	
									INACTIVE	

A summary screen will appear showing the new Status you intend to assign and click "Inactive" as a confirmation.

Welcome, GEORGE User Guide

	BANK				Last Login : 02/11/2020 - 11:53:32	Lest Pessword Cher	ige:10/01/2021-	18:42:5
Home							+ Add Transaction	C Log-Off
User Management	User Manager	nent Upda	te User Stat	us				0
User Restrictions	PLEASE CLICK ON THE CONF	FIRM BUTTON IN ORDER TO	INACTIVE THE FOLLOW	NG USERS				
	User Name	Department	First Name	Last Name	Employee ID	Role	Status	
Limits	sheunhemmond	Technical	Sheun	Hammond	1	Supervisor	Active	
U								
Security		BACK			CONFI	RM		

A summary screen will appear confirming your action.



To reactivate the user, click on "Update User Status" and from the drop-down list, select the status you have assigned to the specific user or search via their username and click "Search". Select the user and click "Active" in order reactivate their access for the pre-existing assigned role.

Welcome, GEORGE User Guide Lest Login : 02/11/2020 - 11:53:32 Lest Pessword Change : 10/01/2021 - 18:42:32

-							Mess	Add Transaction	Ć Log-O
Home User Management	User M	lanagement	Update Us	er Status					0
User Restrictions	Select User S Inactive	tetus		v	User name				
CI Limits								SEARCH	
U Security	PLEASE SELE	CT USER TO UPDATE STAT	US						
		User Name	Department	First Name	Last Name	Employee ID	Role	Status	
	٠	sheunhemmond	Technical	Sheun	Hammond		Supervisor	Inactive	
								ACTIVE	

### Review the summary screen and click "Confirm"

HBL BANK UK

Welcome, GEORGE User Guide Lest Login : 02/11/2020 - 11:53:32 Lest Pessword Change : 10/01/2021 - 18:42:32

Home							Messages	+ Add Transaction	O Log-Off
User Management	User Manage	ment Upda	ite User Sta	tus					0
Luser Restrictions	PLEASE CLICK ON THE CON	IFIRM BUTTON IN ORDER TO	ACTIVATE THE FOLLOW	VING USERS					
5	User Name	Department	First Name	Last Name	Employee ID	Role	S	tatus	
Limits	sheunhemmond	Technical	Sheun	Hammond		Supervisor		Inective	
U									
Security		ВАСК				CONFIRM			

The confirmation screen will appear.

	HBL BANK UK	Lest Login : 02/11/2020 - 11:53:32		ile, deonde	Jser Guide - 18:42:32
Home			Messages	+ Add Transaction	O Log-Off
User Management	User Management Update User Status				0
User Restrictions					
Security					
	Your transaction was execute Reference Number: 63745903854800	-			

To delete a User, you can select click on "Delete User" via the homepage of under the side panel, "User Management"

	HBL BANK UK	Last Login : 02/11/2020 - 11:53:2	Welcome, GEORGE User Guide 2 Last Password Change : 10/01/2021 - 18:42:32
Home			Messages Add Transaction Log-Off
ee User	USER MANAGEMENT 🎝		
Managemen	Manage User Roles	IP Restrictions	
6	Create New User	Time/Vacation Restriction	MOBILE BANKING
User Restrictions	Update User Information	Account Access Restrictions	The power is in your hands
C Limits	Delete User	Country Restrictions	
U Security			
	Define Company Level Approval Limits		
	Define Personal Based Approval Limits		

Select the User whose access you intend to delete.

						Lest Login : 02/1	1/2020 - 11:53:32	Welcon Lest Pessword Chen	ne, deonde	lser Guide 18:42:32
Home								Messages	+ Add Transaction	O Log-Off
User Management	User	r Managemen	t Delet	e User						0
User Restrictions	PLEASE	SELECT USER								
-		User Name 🗸	Department ~	First Name Y	Last Name 🗠	Date of registration $^{\vee}$	Employee ID ~	Role ~	Status ~	
Umits		david		David	Beckham	21.08.2020		Supervisor	Active	
U	٠	shaunhammond	Technical	Shaun	Hemmond	10.01.2021		Supervisor	Active	
Security										
					NEXT					

Review your action on the summary screen and click "Confirm" to delete the user followed by a confirmation screen.

Welcome, GEORGE User Guide Lest Login : 02/11/2020 - 11:53:32 Lest Password Change : 10/01/2021 - 18:42:32

		Messages Add Transactio
		Nesages Aud Hansaca
User Management	Delete User	
	Are you Sure to Delete shaunhammond ?	
User Name	shaunhammond	
Employee ID		
First Name	Shaun	
Last Name	Hammond	
Birth Date	27 Jul 1991	
Sign in Expire Date	10 Jan 2031	
Department	Technical	
Designation		
E-mail	saad.sheikh@hbluk.com	
Mobile Number	07757326895	
B/	ск	CONFIRM
BA	ск	CONFIRM

Poster – Processing Payments

<u>UK Payment</u>

The user with the 'Poster' login will be able to execute payments, however, will require approval from either the 'Approver' or 'Supervisor' for the payments to be processed.

To process any payments, except Bulk Payment, select from the left hand menu "Payments & Transfers" and select "UK Payment" and select the debiting account and complete the beneficiary details and amount. Once completed, select "Next."

	HBL BANK UK	Last Login : 22/01/2021 - 17:16:11	Welcome, KABIR KHAN User Guide Lest Pessword Change : 25/07/2020 - 14:05:59
Home			Messages Add Transaction Log-Off
Account Management	Payments & Transfers UK Payment		Θ
Payments & Transfers & Payment	1- FROM ACCOUNT Please choose 70012328 / 609511 - GBP 62,928.31 2- RECIPIENT DETAILS	× .	MOBILE BANKING The power is in your hands
Bulk Payment	Sort Code - Account Number Beneficiary Sort Code		
U Security	Account Number		
	Receiver Name Receiver's Currency POUND STERLING	~	
	Save Beneficiary		
	INSFER DETAILS		Mark Favorite 🔵
Refer			
	uency ediate - Today		~
First 1	ransfer Date	Final Transfer Date	
	SAVE FOR LATER	NEXT	

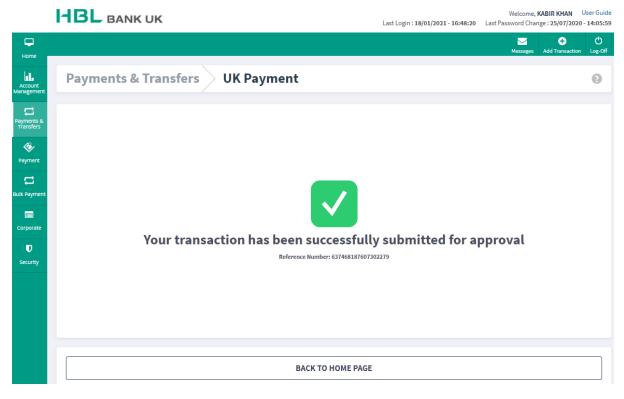
Review the account details and amount keyed, agree to the Terms and Conditions and click "Confirm."

 Welcome, KABIR KHAN
 User Guide

 Last Login : 18/01/2021 - 16:48:20
 Last Password Change : 25/07/2020 - 14:05:59

Home			Messages	+ Add Transaction	() Log-Off
hi.	CONFIRMATION				
Account Management	TRANSFER INFORMATION				
	From Account	70012328 GBP			
	To Account	GB73HLFX11086711128563			
Payments & Transfers	Receiver Sort Code	110867			
17	Receiver Account Number	11128563			
≪≻	Receiver Name	Kabir Khan			
Payment	Final Transfer Amount	GBP 10.00			
	Request Date	21 Jan 2021			
Bulk Payment	Receiver Bank	HALIFAX (A TRADING NAME OF BANK OF SCOTLAND PLC)			
	Receiver Bank Branch	WOOD GREEN			
	OTHER TRANSFER DETAILS				
Corporate		Immediate			
	Transaction Type				
U	Transaction Date	21 Jan 2021			
Security	Number Of Transfers	1			
	Mark Favorite	No			
	I agree to the <u>Terms and Conditions</u>				
	ВАСК	SAVE FOR LATER	CONFIRM		

A confirmation screen will appear with the payment Reference Number which informing the transaction has been submitted to the approver.



**Bulk Payment** 

Select "Bulk Payment" from the side dashboard and select the account you intend to debit from the dropdown menu. Click on "Download Template" where a MS Excel workbook will be downloaded for you to complete. Please ensure the "File Reference Number" differs for each Bulk Upload.

Once completed, "Click to Upload" and click "Next."

HBL BANK UK					Last Login : 22/01/2021		me, KABIR KHAN User Guide Change : 25/07/2020 - 14:05:59		
Home						Messaj			
Account Management	Bulk Pay	ment Payı	ment Upload				0		
Payments & Payment Payment Bulk Payment Corporate Corporate Corporate	Printing   Printing   Payment   Payment								
	А	В	С	D	E	F	G		
	erence Number *								
	r of Transactions *				1				
3		*	Receiver's Details		• • •	Other Details			
4 Transac	tion Order Number *	Sort Code *	Account Number *	Receiver Name *	Amount *	Reference *	Purpose		
6									
7									
8									
9									
10									

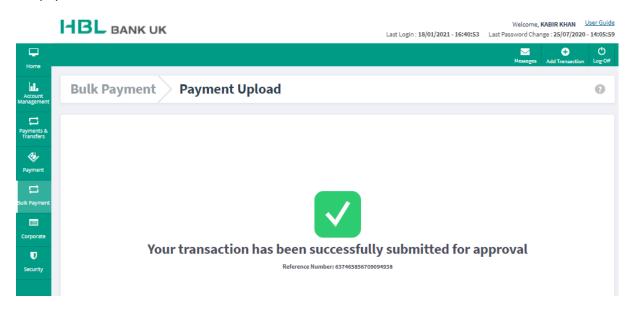
	А	В	с	D	E	F	G
1	File Reference Number *	30					
2	Number of Transactions *	3			•		
3		Receiver's Details				Other Details	
4	Transaction Order Number *	Sort Code *	Account Number *	Receiver Name *	Amount *	Reference *	Purpose
5	1	110867	11128563	Kabir Khan	1.50	Bus Fare	Refund
6	2	230580	36723807	Saad Sheikh	3.00	Travel Fare	Refund
7	3	400713	51758209	Mohammed Khan	5.00	Lunch	Refund
8							
9							
10							

Last Login : <b>18/01/2021 - 16:40:53</b>	Welcome, KABIR KHAN User Guide Last Password Change : 25/07/2020 - 14:05:59
	Messages Add Transaction Log-Off
	0
v Essa	MOBILE BANKING The power is in your hands
<b>1</b>	
	ataria 1000

Review the payment details of the beneficiaries, click "Confirm" once you are ready to proceed.

<b>HBL</b> BANK UK		Last Login	: 18/01/2021 - 16:40:53		CABIR KHAN User Guide ge: 25/07/2020 - 14:05:59
				Messoges	← Ŏ Add Transaction Log-Off
Bulk Payment	> Upload Details	;			0
FILE DETAILS File name Reference Number Debit Account Debit Currency Total Amount Number of Transactions Value date File Uploaded By	Payment Upload 3 30 70012328 GBP GBP 9.50 3 18 Jan 2021 kabir02	Sample (4).xlsx			
DISCLAIMER Corporate Disclaimer Text					
SUCCESS RECORDS					
# Transaction Type	Account Number / IBAN	Bank Name	Branch	name Amoun	t
1 DOMESTIC TRANSFER	GB73HLFX11086711128563	HALIFAX (A TRADING NAME OF BANK OF SCOTLAND	PLC) WOOD	GREEN 1.50	*
2 DOMESTIC TRANSFER	GB29MYMB23058036723807	METRO BANK PLC	Londor	n 3.00	*
3 DOMESTIC TRANSFER	GB03HBUK40071351758209	HSBC UK BANK PLC	Belgrav	via 5.00	*
	BACK		CONFIRM	м	
	Bulk Payment FIE DETAILS File name Reference Number Debit Account Debit Account Debit Account Number of Transactions Value date File Uploaded By DISCLAIMER Corporate Disclaimer Text SUCCESS RECORDS  I Transaction Type 1 DOMESTIC TRANSFER 2 DOMESTIC TRANSFER	FILE DETAILS         File name       Payment Upload 1         Reference Number       30         Debit Account       70012328         Debit Currency       GBP         Total Amount       GBP 9.50         Number of Transactions       3         Value date       18 Jan 2021         File Uploaded By       kabir02         DISCLAIMER         Corporate Disclaimer Text         SUCCESS RECORDS         #       Transaction Type       Account Number / IBAN         1       DOMESTIC TRANSFER       GB29MY/MB23058036723807         2       DOMESTIC TRANSFER       GB29MY/MB23058036723807         3       DOMESTIC TRANSFER       GB03HBUK40071351758209	Bulk Payment         Upload Details           FLEDETALS         Marine Payment Upload Sample (4).xlsx           Merence Number         30           Debi Account         T0012328           Debi Account         GBP 9.50           Number of Transactions         3           Value date         18 Jan 2021           Nie beloaded By         kabir02           DESCLAIMER         Supported Desclaimer Text           Success Records         19 DAMESTIC TRANSFER           1         DOMESTIC TRANSFER         GB73HLFXL1066711128563           2         DOMESTIC TRANSFER         GB03HBUK40071351755209           4         DOMESTIC TRANSFER         GB03HBUK40071351755209	Bulk Payment         Upload Details           FILE DETAILS         Payment Upload Sample (4).xlxx           Reference Number         30           Debt Account         70012328           Debt Account         70012328           Debt Account         GBP           Tala Amount         GBP 9.50           Number of Transactions         3           Yalux date         18 Jan 2021           Tile Uploaded By         kabir02           DESCLAIMER         Corporate Disclaimer Text           SUCCESS RECORDS <ul> <li>1 DOMESTIC TRANSFER</li> <li>GE73HLFX11086731128558</li> <li>HALIFAX (A TRADING NAME OF BANK OF SCOTLAND PLC)</li> <li>WOOD</li> <li>2 DOMESTIC TRANSFER</li> <li>GE23MYMB23056036723807</li> <li>METRO BANK PLC</li> <li>Londe</li> <li>3 DOMESTIC TRANSFER</li> <li>GE03HBUH40071351735209</li> <li>HSBC UK BANK PLC</li> <li>Beigran</li> </ul>	Bulk Payment       Upload Details         File DETAILS         File DETAILS       File DETAILS         File DETAILS       Payment Upload Sample (4).xlsx         Externers       30         Det&Account       70012328         Det&Account       GBP 9.50         Number of Transactions       3         Veloades       18 Jan 2021         File Uploaded By       Kabir02         DESCLAMER         Corporate Disclaimer Text         9       Transaction Type         1       DOMESTIC TRANSFER       GB73HL/PA11086711122563         9       Transaction Type       Account Number / IBM         1       DOMESTIC TRANSFER       GB73HL/PA11086711122563         1       DOMESTIC TRANSFER       GB73HL/PA11086711122563         2       DOMESTIC TRANSFER       GB73HL/PA1108671133173209         2       DOMESTIC TRANSFER       GB03HBUH4007133173209         2       DOMESTIC TRANSFER       GB03HBUH4007133173209

A confirmation Reference Number will appear for the "Approver/Supervisor" to view and approve the payment.



The approver will be able to view all pending transactions when you click "Corporate" on the side menu and select "Pending Approval Transactions" and the same will appear on the Dashboard.

PENDING APPROVAL TRANSACTION LIST										
Transaction ID	Transaction Type	Maker Name	Amount	Transaction date	Status					
637465856709094938	Payment Upload	kabir02	9.50 GBP	18/01/2021	Waiting for approval					
637465853298206848	UK Payment	kabir02	10.00 GBP	18/01/2021	Waiting for approval					

#### Approver/Supervisor – Approving Payments

All payments carried out by the 'Poster' user will appear on the Approver/Supervisor's Dashboard and on the side Menu of under "Corporate."

Please note, Payments will be allowed to be viewed during 9am-5pm on working days.

#### Dashboard - View

		UK				Last Login : <b>21/01/2021 - 09:04:06</b>		e, KABIR KHAN User Guide ange : 12/01/2021 - 14:19:50
Home							Message	s Add Transaction Log-Off
Account	PENDING APPROVAL TRAN	SACTION LIST					Favourite Transaction	Resume Transactions
Management	Transaction ID	Transaction Type	Maker Name	Amount	Transaction date	Status		ansactions marked as
Payments & Transfers	637468191883490366	Payment Upload	kabir02	13.00 GBP	21/01/2021	Waiting for approval	favorite.	
æ,	637468187607302279	UK Payment	kabir02	10.00 GBP	21/01/2021	Waiting for approval		
Payment							Announceme	its
Eulk Payment	LAST TRANSACTIONS				Select Account	70012328 🗸	15/10/2019	Welcome to Online Banking
	Date	Refere	ence			Amount	15/10/2019	Financial Calendar
Corporate			Show	More			15/10/2019	Rate Our Services
Security							All A	nnouncements

<u>Corporate > Pending Approval Transaction List – View</u>

Under this option, the Approver/Supervisor can view all types of transactions and requests within date ranges and as per the transaction ID (confirmation references).

	HBL B	ANK UK		Last L	ogin : <b>21/01/2021 - 09:04:06</b>	Welcome, <b>KABIR KHA</b> Last Password Change : <b>12/01</b> /	
L Home						Messages Add Transa	Ction Log-Off
Account Management	Corpora	te Pending A	pproval Transactio	n List			0
Payments & Transfers	SEARCH TRANS/ Start Date 21 Dec 2020	ACTION	minin 1995	End Date 21 Jan 2021			ninin ::::::
Payment	Transaction Type Please Select		~	Transaction ID			
ulk Payment						SEARCH	
U	TRANSACTION L	IST					
Security		Transaction ID	Transaction Type	Maker Name	Amount	Transaction date	
	•	637468191883490366	Payment Upload	kabir02	13.00 GBP	21/01/2021	
		637468187607302279	UK Payment	kabir02	10.00 GBP	21/01/2021	
						NEXT	

Review the transactions the 'Poster' user has keyed and click "Approve" or "Decline" accordingly.

Bulk Payment -	View
----------------	------

I	<b>BL</b> BANK UK		Last Login : 21/01	/2021 - 09:04:06 Last Pa	Welcome, KABIR KH ssword Change : 12/0	
<b>P</b>					Messages Add Trar	
Home						
Account	FILE DETAILS					
Management	File name	Payment Upload S	ample (4).xlsx			
	Reference Number	31				
Payments & Transfers	Debit Account	70012328				
_	Debit Currency	GBP				
<b>*</b>	Total Amount	GBP 13.00				
Payment	Number of Transactions	3				
	Value date	21 Jan 2021				
Bulk Payment	File Uploaded By	kabir02				
Corporate U Security	DISCLAIMER Corporate Disclaimer Text					
	SUCCESS RECORDS					
	# Transaction Type	Account Number / IBAN	Bank Name	Branch name	Amount	
	1 DOMESTIC TRANSFER	GB73HLFX11086711128563	HALIFAX (A TRADING NAME OF BANK OF SCOTLAND PLC)	WOOD GREEN	2.00	~
	2 DOMESTIC TRANSFER	GB29MYMB23058036723807	METRO BANK PLC	London	6.00	~
	3 DOMESTIC TRANSFER	GB03HBUK40071351758209	HSBC UK BANK PLC	Belgravia	5.00	*
	BACK		APPROVE	D	ECLINE	

### UK Payment – View

	HBL BANK UK		Last Login : <b>21/01/2021 - 09:04:06</b>	Welcome, KABIR KHAN User ( Last Password Change : 12/01/2021 - 14:	
Home -					ပ် <sub>g-Off</sub>
Account Management	Payments & Transfers	UK Payment		(	9
Payments & Transfers	CONFIRMATION				
	TRANSFER INFORMATION				
<b>~</b>	From Account	70012328 GBP			
Payment	To Account	GB73HLFX11086711128563			
	Receiver Sort Code	110867			
	Receiver Account Number	11128563			
Bulk Payment	Receiver Name	Kabir Khan			
	Final Transfer Amount	GBP 10.00			
Corporate	Request Date	21 Jan 2021			
	Receiver Bank	HALIFAX (A TRADING NAME OF BANK OF SCOTLAND PL	.C)		
U	Receiver Bank Branch	WOOD GREEN			
Security					
	OTHER TRANSFER DETAILS				
	Transaction Type	Immediate			
	Transaction Date	21 Jan 2021			
	Number Of Transfers	1			
	Mark Favorite	No			
	I agree to the <u>Terms and Conditions</u>				
	ВАСК	APPROVE		DECLINE	

Authentication will be required via OTP to confirm the payment(s) to be processed; once keyed, the payment will be processed accordingly.

Authentication Method	
Mobile Device	
iPhoneUAT04	~

