

# ADMINISTRATOR USER GUIDE FOR ENABLING USERS FOR INSTANT BANKING SERVICES

**businessONLINE**

# Take control of your banking needs

To experience the website better, we recommend that you turn off your browser's pop-up blocker.

If your previous login session has expired, click on the Login button below to access businessONLINE once again.

Login

Click on Login

## Login

Enter the Subscriber ID

Enter Subscriber ID

Enter the User ID

Enter User ID

Submit

[Forgot Password](#)

## Important Information

- ✔ Never share your Subscriber ID, User ID, Password or Security Token device with anyone
- ✔ businessONLINE access will be disabled after five consecutive, invalid login attempts



Click on Administration

Hi Misha Mohan! Welcome to businessONLINE

businessONLINE is a group-wide, single instance, multi-entity digital banking platform that supports the financial needs of our customers across geographies.

It delivers a full suite of cash management trade finance and liquidity management solutions to the bank's customer, ranging from small and medium sized businesses to large corporations and government institutions.

- To use businessONLINE, simply click one of the tabs shown above.

- Looking for support?

[Click here](#) to watch our online help videos

[Click here](#) to view our FAQs.

[Click here](#) to view our User guides..

- For more information on businessONLINE products, feedback and suggestions please contact your relationship manager or our service desk as below:

**Help Desk:**

Tel: +971 4 3160065

Email: [ElbusinessONLINEhelp@emiratesislamic.ae](mailto:ElbusinessONLINEhelp@emiratesislamic.ae)

Timings: 08:00 AM to 05:00 PM (UAE time) - Monday to Saturday

- To view Data Privacy Notice [Click here](#)

## Pending Authorizations

Roles (0)

User Groups (1)

Users (0)

Transaction Workflow Rules (2)

Other Parameters (0)



Search:

Reference

Select



Initiated by, on

Select



Status

Select



Action

There are no modification requests pending for approval

Showing 0 to 0 of 0 entries

Previous Next

### Quick Actions

Add User

Add Transaction Rule

Add Parameters

Modify Group Profile

Modify Roles

View / Modify

## Pending Authorizations

Roles (0)

User Groups (1)

Users (0)

Parameters (0)

For User Group Modification, go to 'User Groups' > 'View/Modify'



Search:

Reference	Initiated by, on	Status	Action
Select	Select	Select	

There are no modification requests pending for approval

Showing 0 to 0 of 0 entries

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### Quick Actions

- Add User
- Add Transaction Rule
- Add Parameters
- Modify Group Profile
- Modify Roles

### User Group Summary

<b>Reference Number</b> 210809200827328	<b>Primary CIF Country</b> UNITED ARAB EMIRATES EI	<b>Maker   Maker Date</b> MOUNIKA TALASILA   2021-08-09 20:08:27	<b>Checker   Checker Date</b> MISHA MOHAN   2021-08-09 20:09:31	<b>Status</b> Rejected	
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Search:

User Group Name	User Group Description	User Group Type	Maker   Maker Date	Checker   Checker Date	Profile Status	Action
Select	Select	Select	Select	Select	Select	
ADMIN	Administrator and Author...	Dual	VIVEK THOMAS   2023-...		Modified	
ADMIN and AUTHORIZER						
ADMIN and MAKER	Enquiry and Library	Functional	BHAVISHA SHIHABUDE...	MISHA MOHAN   2023-1...	Authorized	
ADMINMAKERAUTHRELEASE						
AUTHORIZER	Maker n Releaser	Functional	VIVEK THOMAS   2022-...	MISHA MOHAN   2022-0...	Authorized	
AUTHORIZER n RELEASER						
CHECKER	Checker	Functional	MOUNIKA TALASILA   2...	MISHA MOHAN   2021-0...	Rejected	
CHECKER and RELEASER						
CKRADMIN						
ENQ and LIB	Administrator MakerAuth...	Dual	MOUNIKA TALASILA   2...	MISHA MOHAN   2021-0...	Authorized	
ENQUIRY						
<b>MAKER</b>						
MAKER n RELEASER			MOUNIKA TALASILA   2...	MISHA MOHAN   2021-0...	Authorized	
MAKERAUTHORIZER						
MAKERAUTHRELEASE	Checker Administrator	Dual	Bank Approver 1   2021-...	Bank Approver 2   2021-...	Authorized	
RELEASER						

Select the 'User Group' to modify

### User Group Summary

<b>Reference Number</b> 210809200827328	<b>Primary CIF Country</b> UNITED ARAB EMIRATES EI	<b>Maker   Maker Date</b> MOUNIKA TALASILA   2021-08-09 20:08:27	<b>Checker   Checker Date</b> MISHA MOHAN   2021-08-09 20:09:31	<b>Status</b> Rejected	
--	---	---	--	---------------------------	---



Search:

User Group Name	User Group Description	User Group Type	Maker   Maker Date	Checker   Checker Date	Profile Status	Action
MAKER n RELEASER	Select	Select	Select	Select	Select	
MAKER n RELEASER	Maker n Releaser	Functional	VIVEK THOMAS   2022-...	MISHA MOHAN   2022-0...	Authorized	

Click on 'Modify Profile'

- View Profile
- Modify Profile
- Delete Profile

### U Modify User Group Profile

#### Limit Details

\*Max no. of Transactions per day(all transaction types)

99999

\*Max Transactions amount per day(all transaction types)

AED

99999999999999

\*Max transactions amount per day(individual transactions)

AED

99999999999999

\*Max no. of Files uploaded per day

99999

Max Transactions amount per day(File upload transactions)

AED

99999999999999

Approval Limit per day

AED

0

\*Max amount for individual transaction within a File

AED

99999999999999

Self authorization Limit/Transaction

AED

0

Click on 'Next'

CLOSE

NEXT

### U Modify User Group Profile

Products	Sub-products	Functions	Criteria
<input checked="" type="checkbox"/> Payments	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Customer Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Loans	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Service Request	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Core Account Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Investments	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Remote Cheque Printing	> <input type="checkbox"/> All Sub-products	All Functions	
<input type="checkbox"/> Maker and Checker Dashboard	> <input type="checkbox"/> All Sub-products	All Functions	
<input type="checkbox"/>	> <input type="checkbox"/>	All Functions	

Select 'Service Request'

CLOSE EDIT NEXT

Showing 1 to 1 of 1 entries (filtered from 16 total entries)

Previous 1 Next

### U Modify User Group Profile

Products	Sub-products	Functions	Criteria
<input checked="" type="checkbox"/> Payments	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Customer Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Loans	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Service Request	> <input checked="" type="checkbox"/> All Sub-products	All Functions	
	<input checked="" type="checkbox"/> Cheque Book Request - Normal	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Cheque Book Request - Special	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> UAE IBAN Validation	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> Business Debit Card Issuance	> <input type="checkbox"/> All Functions	
	<input checked="" type="checkbox"/> MAT Q...	> <input type="checkbox"/> All Functions	

Select 'Sub-products'

CLOSE EDIT NEXT

Showing 1 to 1 of 1 entries (filtered from 16 total entries)

Previous 1 Next

### U Modify User Group Profile

Communication Details Update

>  All Functions

Account Closure

>  All Functions

MT940 Maintenance

>  All Functions

Audit / Balance Confirmation

>  All Functions

Select any one option

Initiate

Click 'View/Modify' to select the Accounts and save

[View / Modify](#)

Initiate and Authorize

[View / Modify](#)

Authorize Transaction

[View / Modify](#)

Account Name or Title Change

>  All Functions

Passport Update

>  All Functions

CLOSE

EDIT

NEXT

U Modify User Group Profile

### Accounts Details : Function - Enquiry

Criteria Type - Account

	<input checked="" type="checkbox"/>	CIF details	Account Number	Criteria Values
>	<input checked="" type="checkbox"/>		72651407	
>	<input checked="" type="checkbox"/>		75061961	

Click on save

CLOSE SAVE EDIT NEXT

Showing 1 to 1 of 1 entries (filtered from 16 total entries)

Previous 1 Next

### U Modify User Group Profile

Products	Sub-products	Functions	Criteria
<input checked="" type="checkbox"/> Payments	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Customer Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Loans	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Service Request	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Core Account Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Investments	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Remote Cheque Printing	> <input type="checkbox"/> All Sub-products	All Functions	
<input type="checkbox"/> Maker and Checker Dashboard	> <input type="checkbox"/> All Sub-products	All Functions	
<input type="checkbox"/>	> <input type="checkbox"/>	All Functions	

Click on Next

Showing 1 to 1 of 1 entries (filtered from 16 total entries)

Previous 1 Next

### U Modify User Group Profile

#### Products/Sub-products Details

<input type="checkbox"/> Products	Sub-products	Functions	Criteria
<input checked="" type="checkbox"/> Payments	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Customer Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Loans	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Service Request	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Core Account Services	> <input type="checkbox"/> All Sub-products	All Functions	
<input checked="" type="checkbox"/> Investments	> <input type="checkbox"/> All Sub-products	All Functions	

Click on Submit

Showing 1 to 1 of 1 entries (filtered from 16 total entries)

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### Pending Authorizations

- Roles (0)
- User Groups (2)
- Users (0)
- Transaction Workflow Rules (2)
- Other Parameters (0)



Search:

Reference	Initiated by, on	Status	Action
Select	Select	Select	

There are no modification requests pending for approval

Showing 0 to 0 of 0 entries

Previous Next

- Add
- View / Modify

Click 'Transaction Rules' > 'Add'

- Add User
- Add Transaction Rule
- Add Parameters
- Modify Group Profile
- Modify Roles

## Create New Transaction Workflow Rule

\*Rule Name

Service Request

\*Rule Description

Service Request

\*Rule Currency

AED

Select Rule Type, Products and Subproducts

Financial

Non-Financial

CANCEL

NEXT

## Create New Transaction Workflow Rule

\*Rule Name

\*Rule Description

\*Rule Currency

### Select Rule Type, Products and Subproducts

Financial

Non-Financial

Select 'Non-Financial'

### \*Products

- Virtual Accounts
- Core Account Services
- Service Request

'Service Request'

CANCEL

NEXT

### Create New Transaction Workflow Rule

\*Rule Name

\*Rule Description

\*Rule Currency

#### Select Rule Type, Products and Subproducts

Financial  Non-Financial

- \*Products
- Virtual Accounts
  - Core Account Services
  - Service Request

- \*Subproducts
- Account Closure
  - Business Debit Card Issuance
  - EIDA Update
  - Suffix Account Opening
  - Account Name or Title Change
  - Cheque Book Request - Normal
  - MT940 Maintenance
  - Trade License Update
  - IBAN / Reference Letter
  - Cheque Book Request - Special
  - Passport Update
  - Visa Update
  - Audit / Balance Confirmation
  - Communication Details Update
  - Register Address Update

Select 'Sub-products'

Click on 'Next'

### Create New Transaction Workflow Rule

#### Select CIFs and Accounts

##### Account Closure

CIF :72651407 : UNITED ARAB EMIRATES

ACCOUNTS :  3707265140701

3707265140702

CIF :75061961 : UNITED ARAB EMIRATES

ACCOUNTS :  3707506196101

3707506196102

3707506196103

ACCOUNTS :

3707506196104

3707506196105

3707506196106

3707506196107

ACCOUNTS :  3707506196108

3707506196109

##### Account Name or Title Change

CIF :72651407 : UNITED ARAB EMIRATES

ACCOUNTS :  3707265140701

3707265140702

CIF :75061961 : UNITED ARAB EMIRATES

ACCOUNTS :  3707506196101

3707506196102

3707506196103

ACCOUNTS :

3707506196104

3707506196105

3707506196106

3707506196107

ACCOUNTS :  3707506196108

3707506196109

##### IBAN / Reference Letter

Select all Account numbers and 'Next'

Click on 'Next'

CANCEL

BACK

NEXT

### Create New Transaction Workflow Rule

Hierarchical  Non-hierarchical

No Rules

Select 'No Rule' if 'No authorization Required'

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

1 Select

(+)Add The Rule

Approver(s)	Action	Authorizer/Checker Rule
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CANCEL BACK SUBMIT

### Create New Transaction Workflow Rule

Hierarchical  Non-hierarchical

No Rules

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

Number	Approver Role
1	Select
OR	Authorizer A
	Authorizer B
	Authorizer C
	Authorizer D
	Authorizer E
	Authorizer F
	Authorizer G
	Authorizer H
	Authorizer I
	Authorizer J
	Maker Authorizer
	ADMIN TRN AUTH
	ADMIN TRN MKR AUTH

+ 'Approver Role' if the request is to be approved by Authorizer User

(+)Add The Rule



CANCEL BACK SUBMIT

### Create New Transaction Workflow Rule

Hierarchical
  Non-hierarchical

No Rules

Select the approver(s) role and specify how many approver(s) are required from the role

Number Approver Role

OR

Click on '(+)' 'Add The Rule'

(+)Add The Rule

Approver(s)	Action	Authorizer/Checker Rule
1 Authorizer A	Modify   Delete   Add Checker Rule	Authorizer

Click on 'Submit'

