

Guide for BIBPlus Company Administrators to Assign DuitNow Access Right to Users

As a Company Administrator (CA), you are able to assign DuitNow access right to Users.

Step 1: Assign Group Roles to the User Profile

(a) From the Left Navigation Menu Bar > Select User Accounts

(b) Select the User and click the Edit icon

Last Name, First Name	Login	Status	Maker User
GOH Mary	M0123456		
LIM Bob	BL123456		
TAN Jane	JT123456		
WIONG Peter	PW123456		

(c) Select the Accounts the User to be granted access to

(d) Click the Product Selection

(e) Select the products that the User can use the account for DuitNow

(f) Click the "Add" button to add the selected products into user account.

(g) Submit the User Account setup for Approval

Buttons: Save, **Submit**, Cancel, Help

Step 2: Approve the User Account Setup

(a) From the Left Navigation Menu Bar > Select User Accounts

(b) Click on this icon to open the User Account page for approval

Last Name, First Name	Login	Status	Maker User
CANTREY RUTH HUNG CARPENTER MARK HATTON LUCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16

(c) Click Approve upon confirming all the User Account setup is in good order

Buttons: **Approve**, Reject, Return, Cancel