User Guide For How to Add New User in BizSmart®

BizSmart® – How to Add New User

1 System Administrator

2 System Authoriser

How can System Administrator add a new user?

1 Login with **System Administrator ID**

2
- Click on **User Access Management**
- Select **User Management**
- Select **User Profile**

View User Profile

Search By

User ID	:	
User Name	:	
User Group Name	:	All ⌄
User Status	:	All ⌄
Login Status	:	All ⌄

Search   **Add**

Note: Please be informed that you have to first create your User Group, before creating a User Profile. Kindly click at the User Manual hyperlink for more information.

3 Click on **Add** to create new user

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Add User Profile - Search

IC No. / Passport No.   : [   ]

Back   Search

4 Key in the user's IC/Passport number and click on **Search**.

Note
For existing user registered with the bank (a match found), please submit **Service Request Form (SRF)** to perform user linking.

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Add New User Profile Details

User ID *   : [   ]

User Name *   : [   ]

User Group Name *   : Please Select [v]

                                             View Accessible Services

Role   :

User Status   : ACTIVE

Mobile No *   : [   ] (TAC will be sent via SMS to this registered mobile number)

Email Address *   : [   ]

IC No. / Passport No.   : 987654321

                                             Back   Submit

5 | Key in all the mandatory user details and then select **Submit**.

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Add New User Profile Details - Preview

User ID	: evelynmaker
User Name	: evelyn lui
User Group Name	: Maker
	View Accessible Services
Role	: Maker
Token Type	: Mobile Token
User Status	: Active
Mobile No	: 6017
Email Address	: nom
IC No. / Passport No.	: 8511
Login Status	: No
Password	: 06563767

Back   Confirm

6 Click **Confirm** once verified the details.

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How does the System Authoriser approve new user creation?

1 Login with **System Authoriser ID**

2 Click on **Approve User/ Account Settings** on the homepage.

Transaction Pending Authorisation Listing

Search By

Function : All ⌄

Action : All ⌄

Transaction Date : From [ ] To [ ]

Search

Summary

Function	Total Pending Authorisation
CorporateUser	3
Total	3

Search Result

Date: 23/12/2024 12:02:13

Results 1 – 3 of 3

☐	Transaction Date Time	Function	Short Description	Action
☑	24/08/2023 11:22:33	User Profile	1001279 – SDN BHD – evelynmaker	New
☐	26/10/2023 16:48:39	User Profile	1001279 – SDN BHD – maxmaker	New
☐	26/10/2023 16:50:31	User Profile	1001279 – SDN BHD – kevinhensem	New

Results 1 – 3 of 3

Comments : [ ]

Approve   Reject

3 Tick the **checkbox** of the new user(s) to be added and then select **Approve**.

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Transaction Pending Authorisation – Preview (Approve)

Results 1 – 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2023 11:22:33	User Profile	1001279 – SDN BHD – evelynmaker	New	Created

Results 1 – 1 of 1

Comments   :

Back   Confirm

4   Click **Confirm** once verified.

Transaction Pending Authorisation – Preview (Approve)

Results 1 – 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2023 11:22:33	User Profile	1001279 – SDN BHD – evelynmaker	New	Created

Results 1 – 1 of 1

Transaction Signing

Checksum   : 78044949

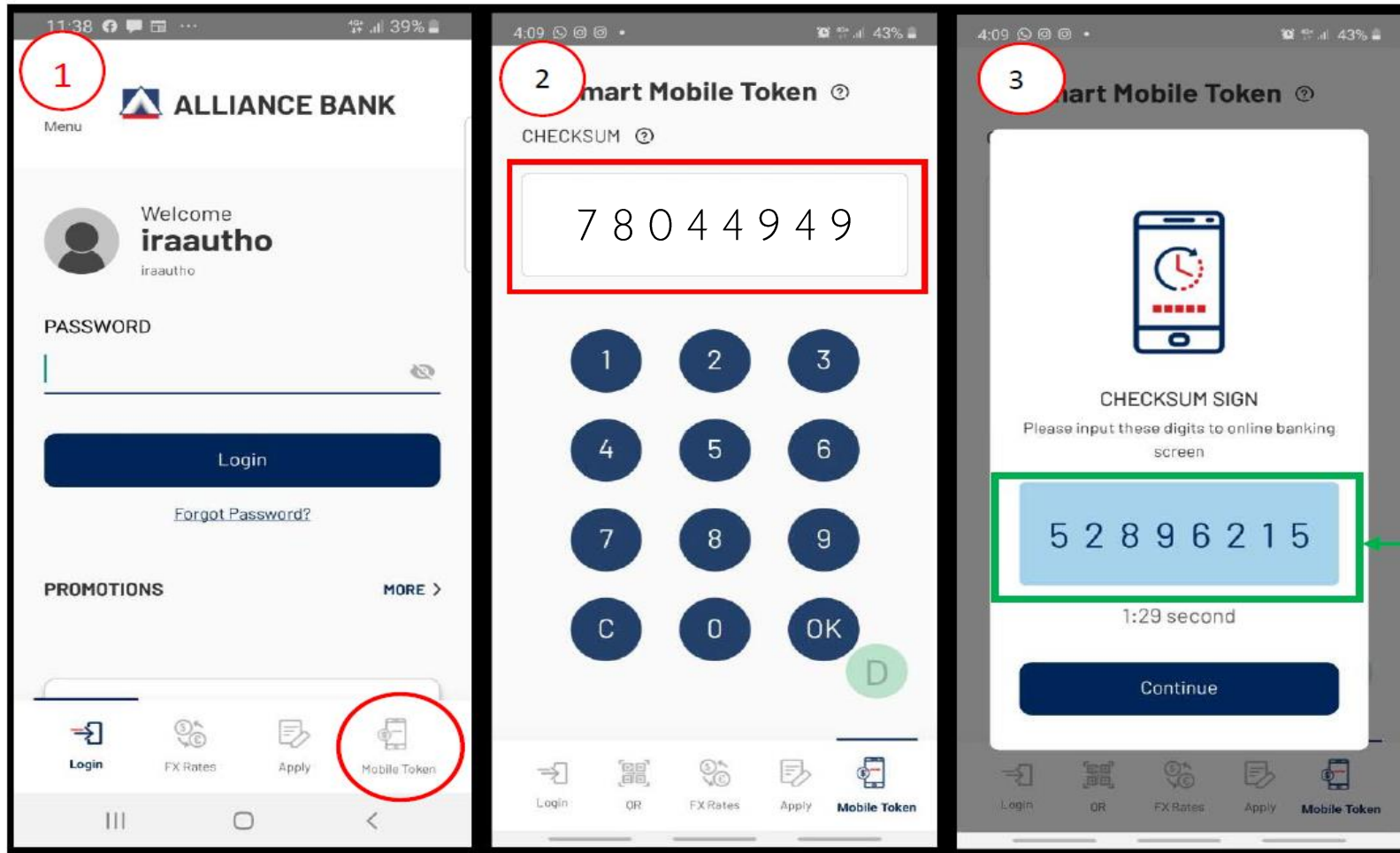(Select SIGN option on token, When prompted INPUT Checksum, enter this number on the token)

Checksum Sign   :

(Enter number you see on the token in this box)

Comments   :

Back   Confirm

5 A **Checksum number** will be auto generated.

A **Checksum Sign Number** will be generated.

7

- Launch **BizSmart® Mobile App**
- Click on **Mobile Token**
- Enter the **Checksum Number** generated

6

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Transaction Pending Authorisation – Preview (Approve)

Results 1 – 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2023 11:22:33	User Profile	1001279 – SDN BHD – evelynmaker	New	Created

Results 1 – 1 of 1

Transaction Signing

Checksum   : 78044949

(Select SIGN option on token, When prompted INPUT Checksum,
enter this number on the token)

Checksum Sign   : 52896215

(Enter number you see on the token in this box)

Comments   :

Back   Confirm

8 Enter the **Checksum Sign number** and click **Confirm**.
The new user will be added upon successful approval.

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