1.1 Login Overview

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Baiduri b.Digital Business

is a digital platform which enables your business to access your accounts and perform various financial transactions.



Companies and businesses will first need to be registered. Your company will be assigned a unique Corporate Group ID. One or more users can be created on for each organization on this platform along with their access permissions to various functions and accounts

After all individual IDs of the organization have been created, each company user will receive 2 emails;

- The first email will contain the user's Corporate Group ID, User ID and a link to login.
- The second email will contain the Temporary Password for first time activation.
- Use Digital token (generated via Baiduri b.Digital Business mobile app) for the 2FA
 Authentication

Once you have logged into the platform, you can perform certain functions depending on the type of permission access you have been assigned, for example:



Initiate Transfers, Bill Payments



Upload payment files



Manage Payees, Manage Billers



Approve Transfers, Bill Payments



View latest balances of all their company accounts



View current day transactions of all their accounts



View and download account statements



View the execution status of the payment instructions from the bank



Download the payment transactions & statuses as reports

To view a video tutorial on how to log in, click here.

1.2 First Time Login

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Receiving your Corporate Group ID, User ID and Password

Once the bank has created and activated your IDs, a notification will be sent to your registered email address to initiate the first-time login process. In the first email, you will receive your Corporate Group ID and User ID, and in the second email, you will receive a Temporary Password. Please check in your spam/junk mail if you have not received the emails.

First time registration for Digital Token

Step 1

Download the Baiduri b.Digital Business mobile app from Google Play (for Android Users) or AppStore (for iOS Users).

Step 2

Once installed, you will need to key in your **Corporate Group ID, User ID** and **Temporary Password** in the login screen, then click **Proceed** to Login.



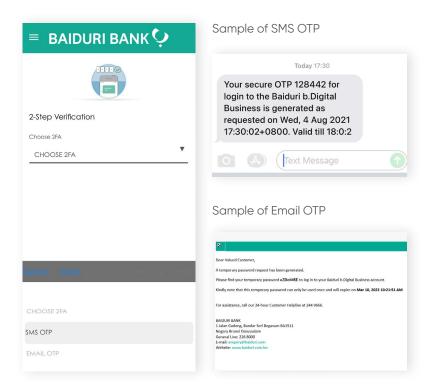
^{*}Please ensure that the temporary password received is entered correctly. For example, the number '1' and the small letter '1' can be easily mistaken for each other.

1.2 First Time Login

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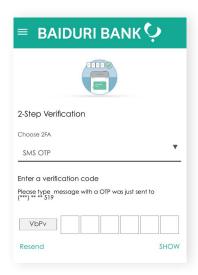
Step 3

Select the 2FA verification type you prefer for your one-time PIN (OTP), either SMS or email.



Step 4

Key in the OTP you've received on the verification page on the Baiduri b.Digital Business mobile app.

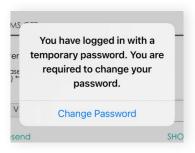


1.2 First Time Login

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Step 5

A pop-up message will appear prompting you to change your password. This step is mandatory.



Step 6

Tap Change Password

Step 7

Enter your newly set password.

Password must be 8 to 12 characters long and contain at least one number, one uppercase letter, one lowercase letter, and one special character. Only the characters !@#\$%^ are accepted.

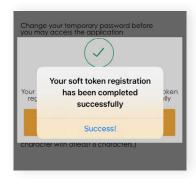


1.2 First Time Login

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Step 8

You should receive a "Success" pop up on the screen. This confirms that have successfully set up your Digital Token.





Step 9

Tap **OK** to proceed. You will then be logged out of the session and redirected back to the homepage of the mobile app.

1.3 Login via website

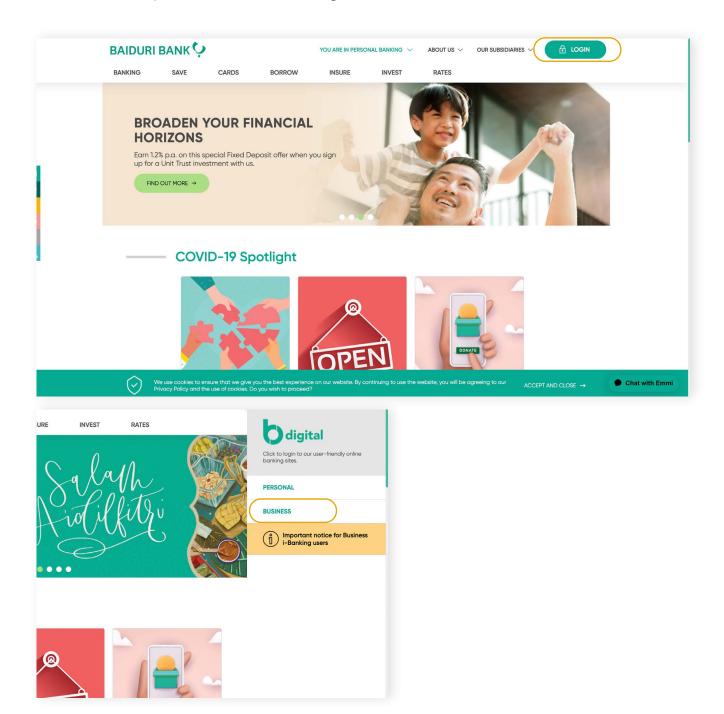
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Step 1

Go to **www.baiduri.com** on your web browser and click the **LOGIN** button.

Step 2

Under the **LOGIN** panel, click on Baiduri b.Digital Business.

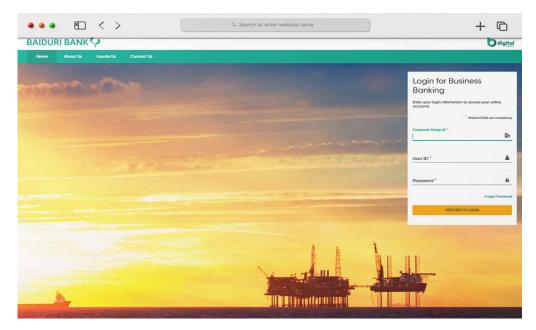


1.3 Login via website

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Step 3

Enter your Corporate Group ID, User ID and newly changed Password in the login screen



Login for Business Banking screen

Step 4

Click the **PROCEED TO LOGIN** button.

Step 5

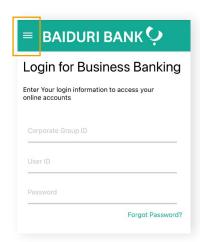
You will then be lead to the Two Factor Authentication (2FA) screen.

1.3 Login via website

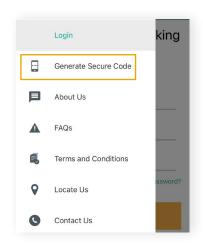
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Step 6

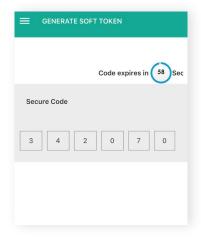
Generate the Secure Code from the Baiduri b.Digital Business mobile app.



Open the mobile app and click on the 3-line icon at the top left corner of the app



On the menu panel, tap on 'Generate Secure Code'



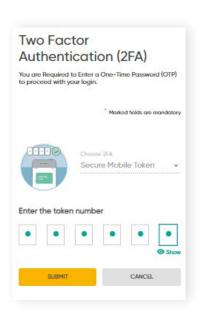
The Secure Code will appear on your screen

1.3 Login via website

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Step 7

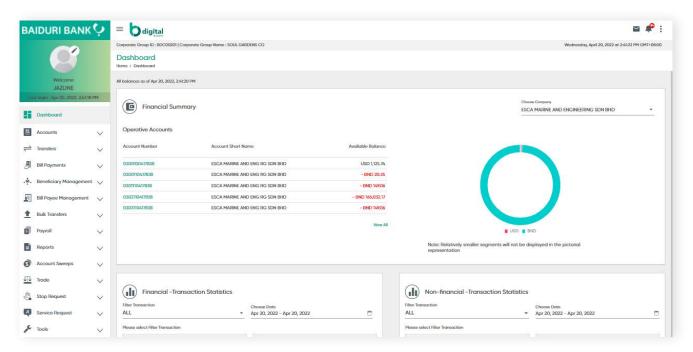
Enter the 6-digit Secure Code to the 2FA screen.



Two Factor Authentication (2FA)

Step 8

Tap **Submit**. You will then be directed to the dashboard of the Baiduri b.Digital Business platform.



Dashboard Screen

To view a video tutorial on how to log in, click here.