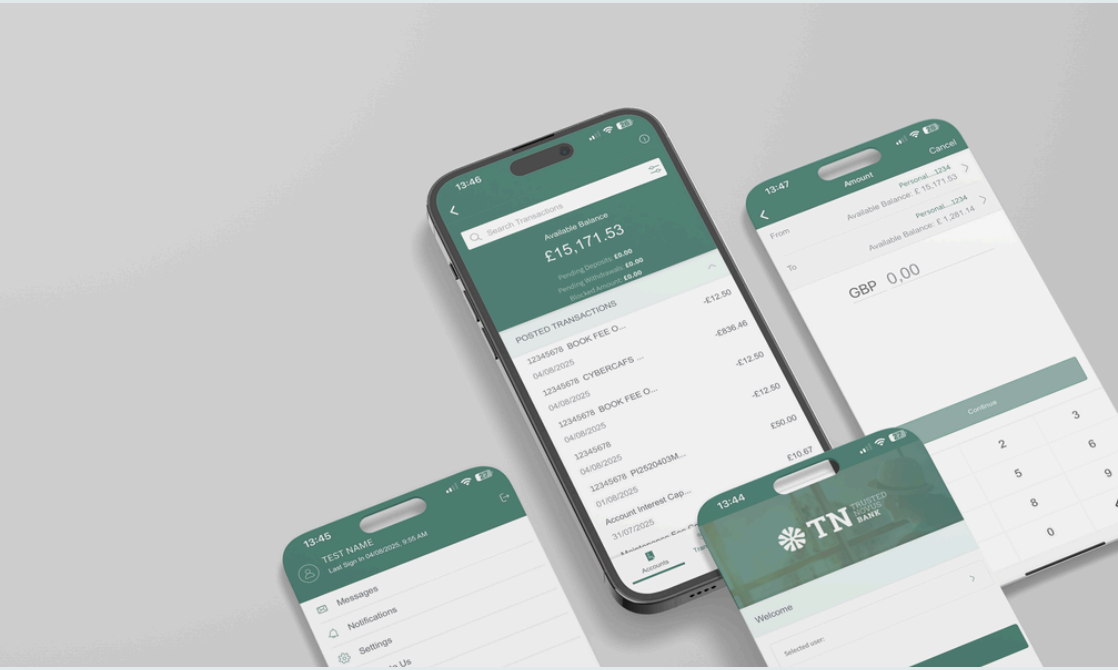
Corporate Banking

Step-by-Step Guide



Welcome to your new digital banking experience!
This step-by-step guide will cover:

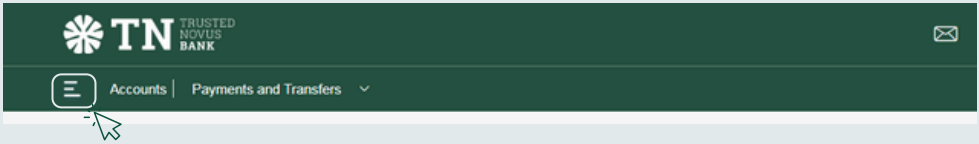
- Approvals & Requests
- Preparation Rights
- Transaction Rights

Please note: On launch day, the features will be limited to those listed above. Additional functionalities are already in development and we will keep you informed as each update becomes available.

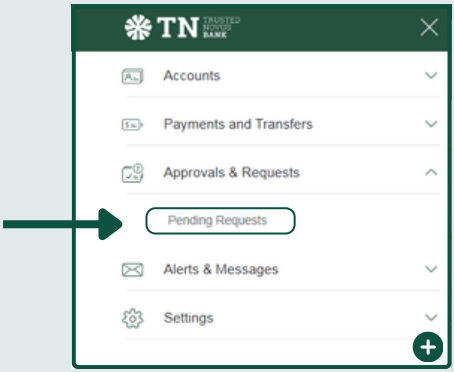
Approvals & Requests

1. Under the menu **'Approvals & Requests'.**

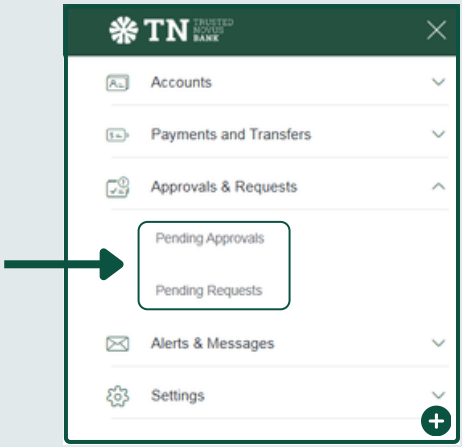
- If you have **Viewing Rights** you can only view accounts
- If you have **Preparation Rights** you can see and create a pending payments.
- If you have **Transaction Rights**, you can see both **'Pending Requests'** and **'Pending Approvals'**.



Preparation Rights



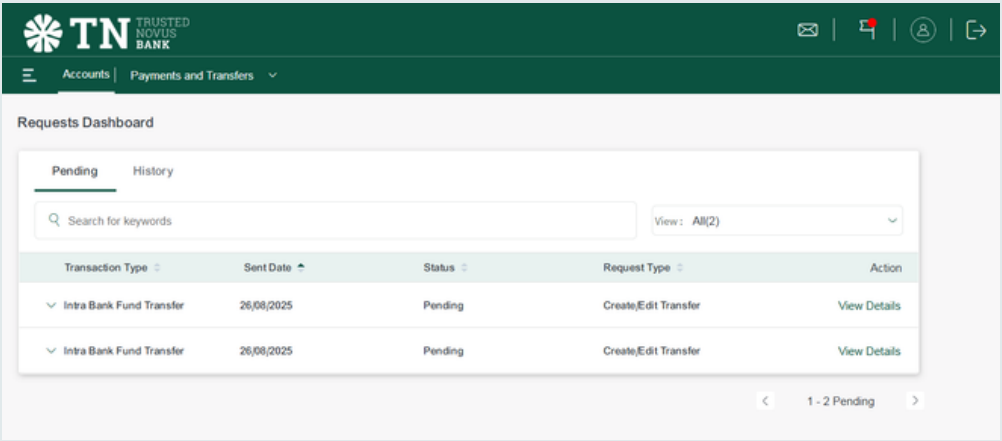
Transaction Rights



Approvals & Requests for a Preparation Rights

1. Pending requests:

- To create a pending request, make a payment as usual and complete all steps.
- It will then appear in the pending folder for approval.
- To view it, go to the **'Menu'**, click **'Approvals & Requests'** and choose: **'Pending Requests.'**



2. This is the pending requests dashboard where any waiting payments will be held.

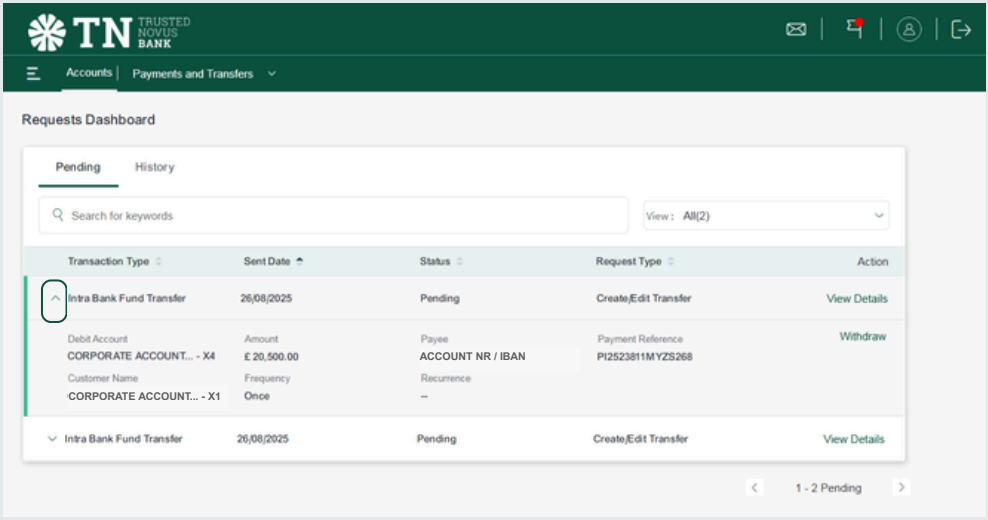
3. Past pending requests can be found in the **'History'** tab.

- You can see any pending request approved or denied
- If you have many pending or historical payments, use the search bar or the **'View'** dropdown to quickly find a specific request

Approvals & Requests for a Preparation Rights

4. Clicking the **dropdown arrow** next to a payment will reveal more detailed information about a specific request.

- For more details, click **'View Details'**
- **'Withdraw'** enables you to cancel a payment request



Approvals & Requests for Transaction Rights

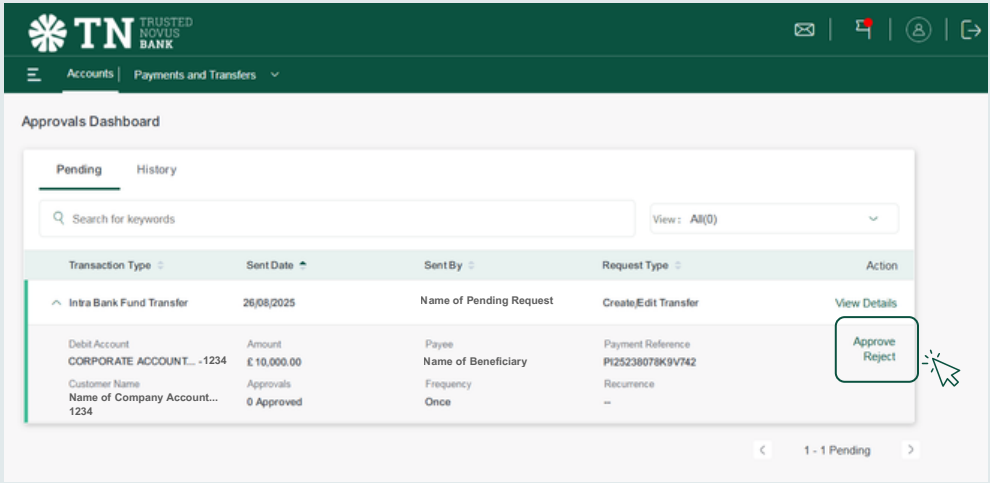
1. Pending Approvals:

- The **Approval Dashboard** - all payments pending approval appear here.

Please note: Only Transaction Rights holders can view this dashboard.

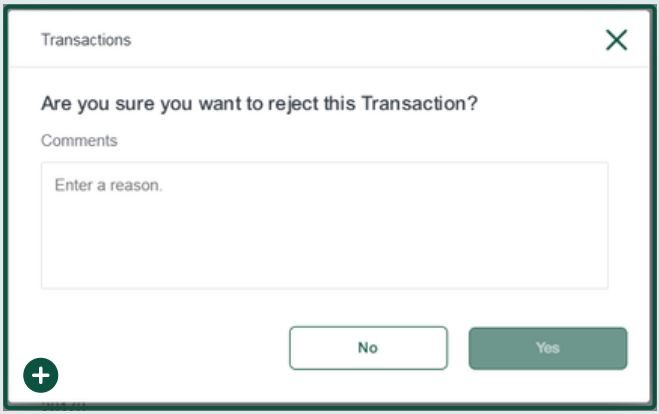
2. To access pending approvals:

- Go to **'Menu'**
- Select **'Approval & Requests'**
- Click on **'Pending Approvals'**
- Pending requests will be listed here
- Click the arrow next to a payment to expand the payment
- For more details, click **'View Details'**
- Once payment has been reviewed, choose to **'Approve'** or **'Reject'**



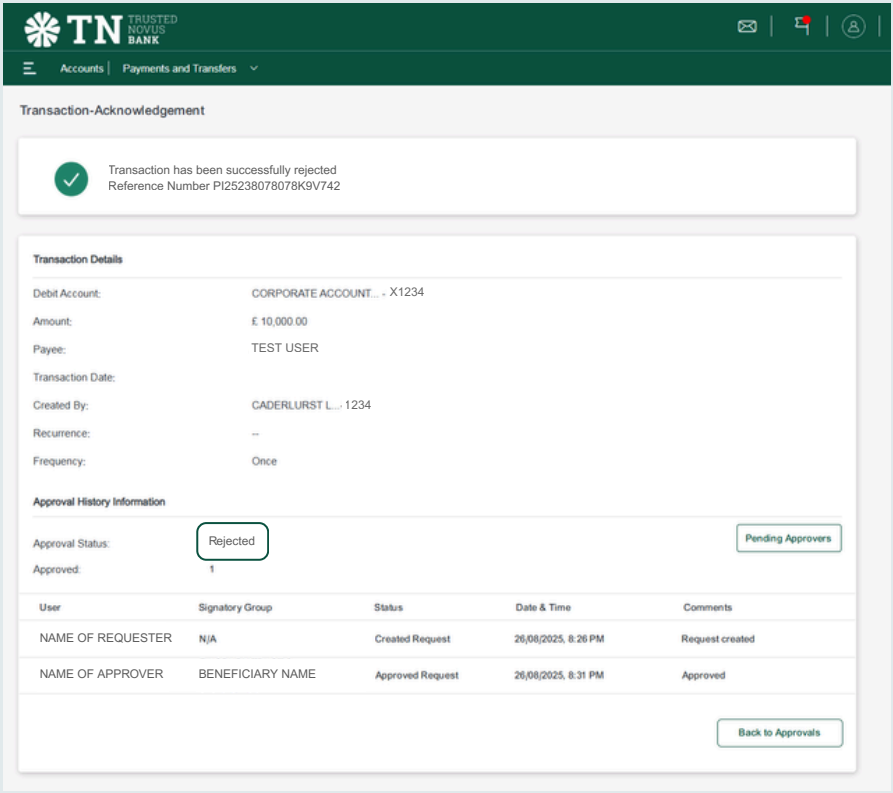
Approvals & Requests for Transaction Rights

3. If you reject the payment, you will be prompted to write the reasoning why as shown below.



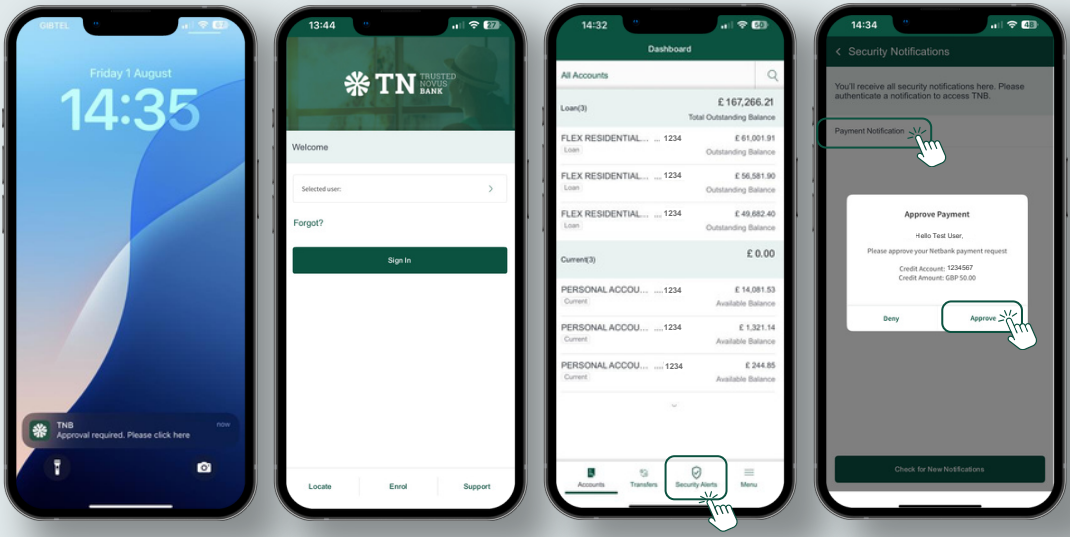
- Select **Yes** to proceed with the action, or **No** to cancel.
- The system will then display how many times the payment has been approved or rejected, and update its status accordingly (e.g., **“Rejected”** as shown on next page).

Approvals & Requests for Transaction Rights



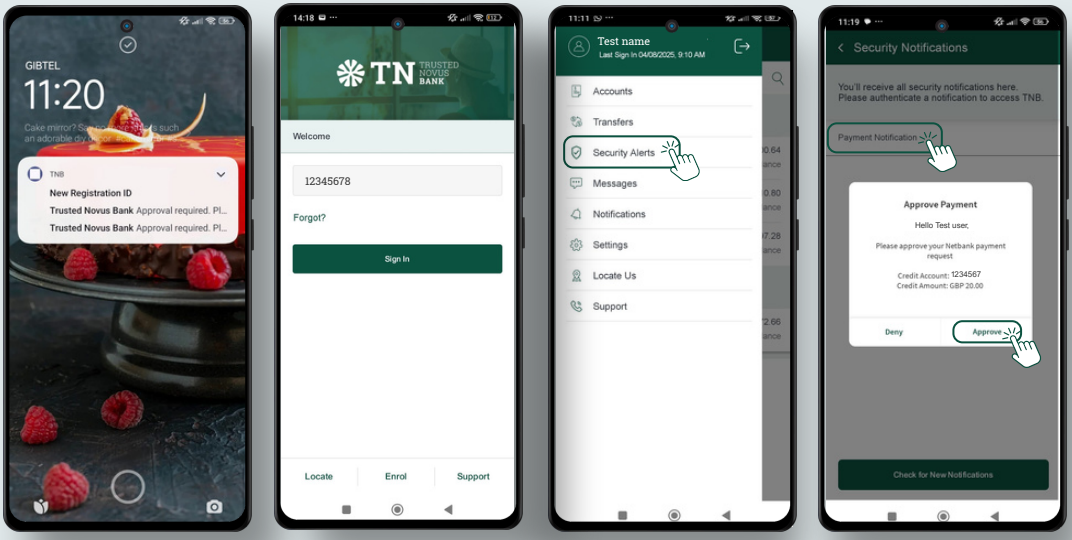
4. To approve a payment, click **'Approve'** and then select **'Yes'**. This will trigger a notification in the TNB Mobile Banking app, prompting you to confirm the approval using your app PIN or biometrics. Please see below:

iPhone

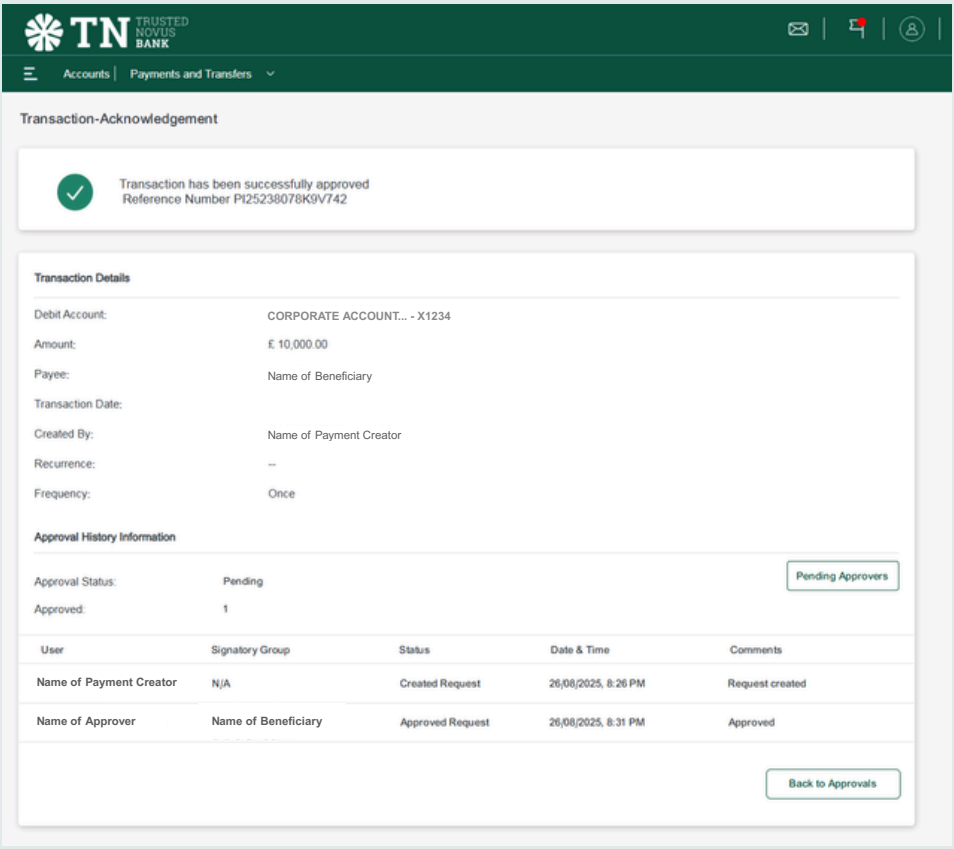


5. If you do not receive this prompt, you can manually open the application.
   - For iPhone: Tap **'Security Alerts'** in the bottom tool bar of the screen.
   - For Android: Go to the menu and select **'Security Alerts'.**

Android



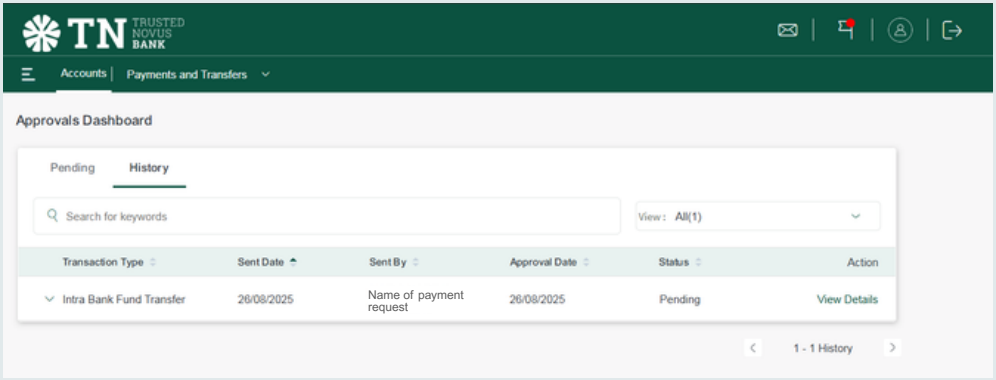
Approvals & Requests for Transaction Rights



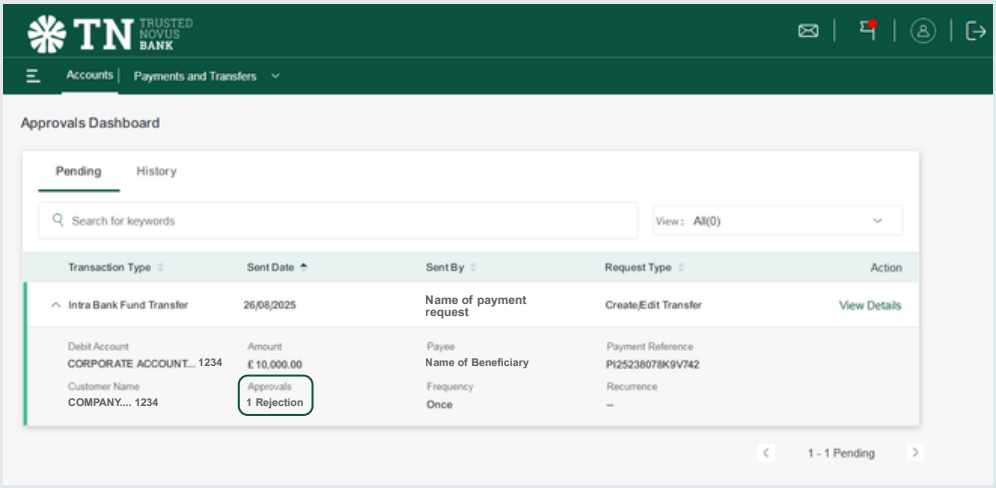
6. Once approved in the app, you'll receive a receipt on NetBank confirming that the transaction has been successfully completed.

Approvals & Requests for Transaction Rights

7. View **'History'** in the tab next to **'Pending'**:
   - Here you see all previous transactions approved or rejected

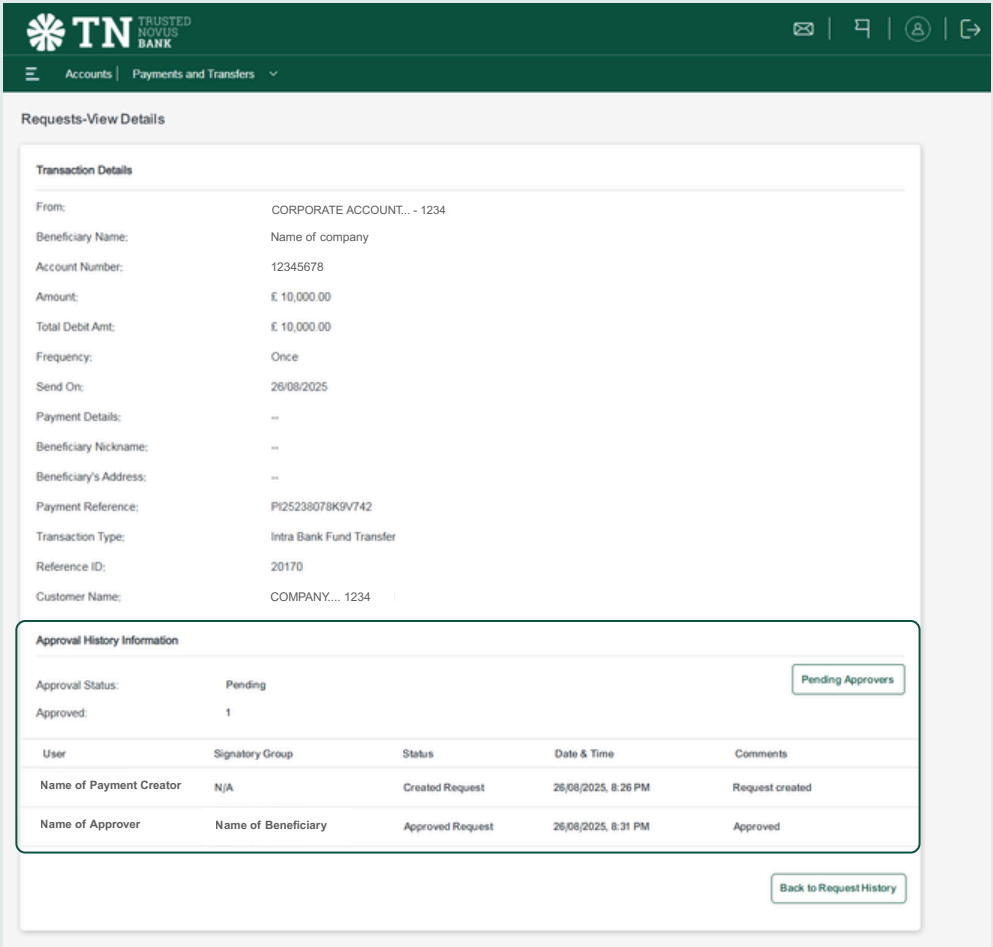


8. You can also see how many times a payment has been approved or rejected.



Approvals & Requests for Transaction Rights

9. Click **'View Details'** for full information, including recipient details, account information, and any other input related to the payment.



10. You can also see how many times a transaction has been made and by whom.