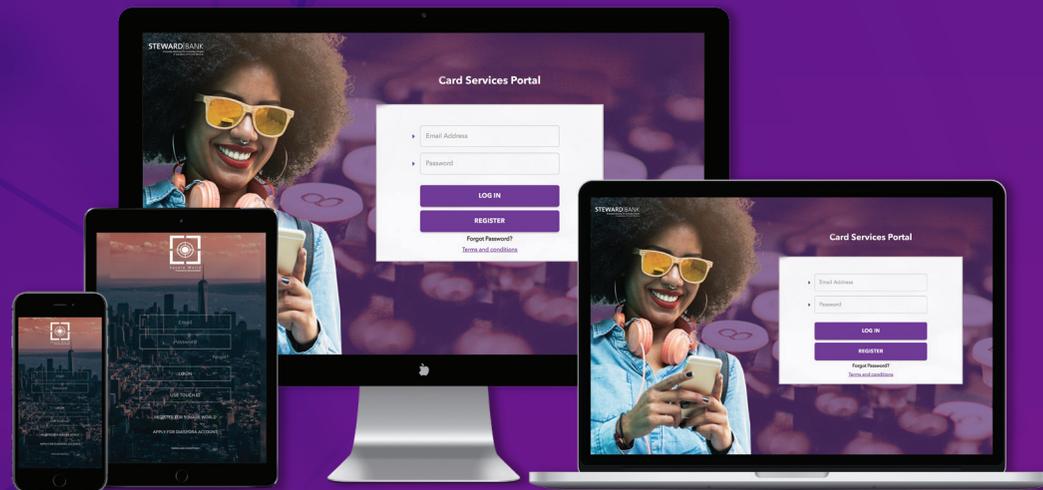


Internet Banking User Manual Corporate



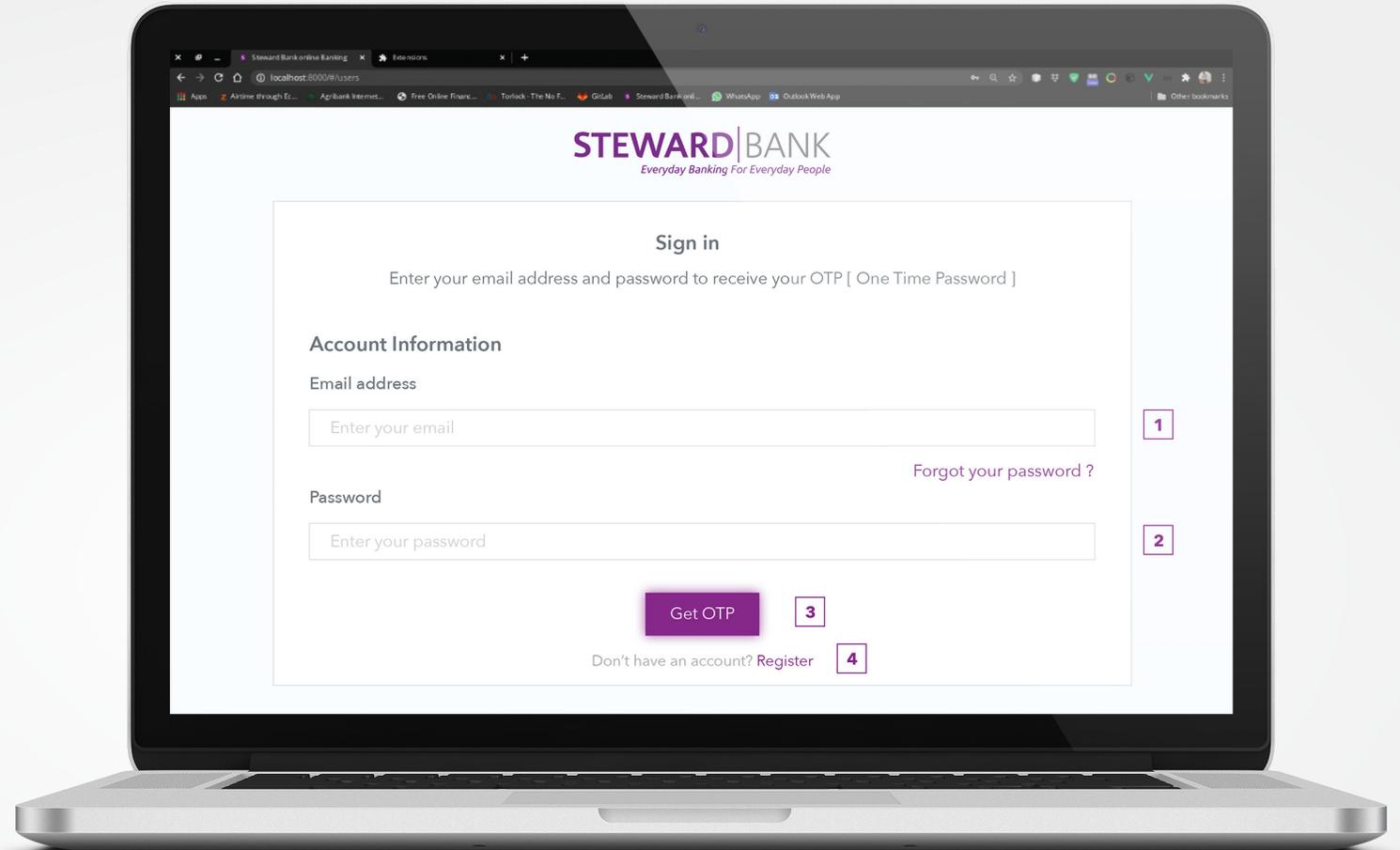


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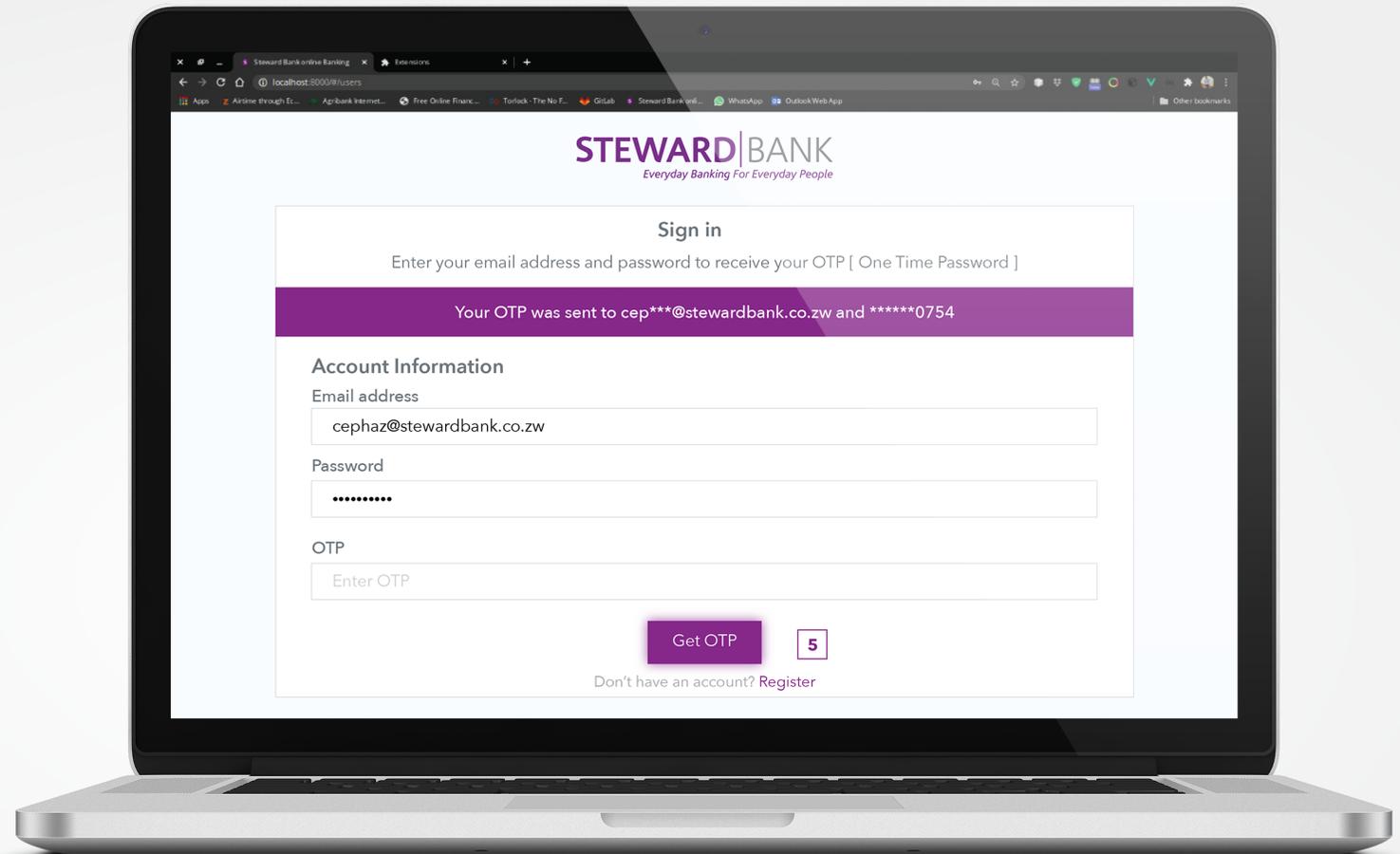
1.

USER LOGIN



To Login:

1. Enter your email address (one used to register)
2. Enter password received in the welcome message
3. Click button to get the One Time Password and check in your email or SMS

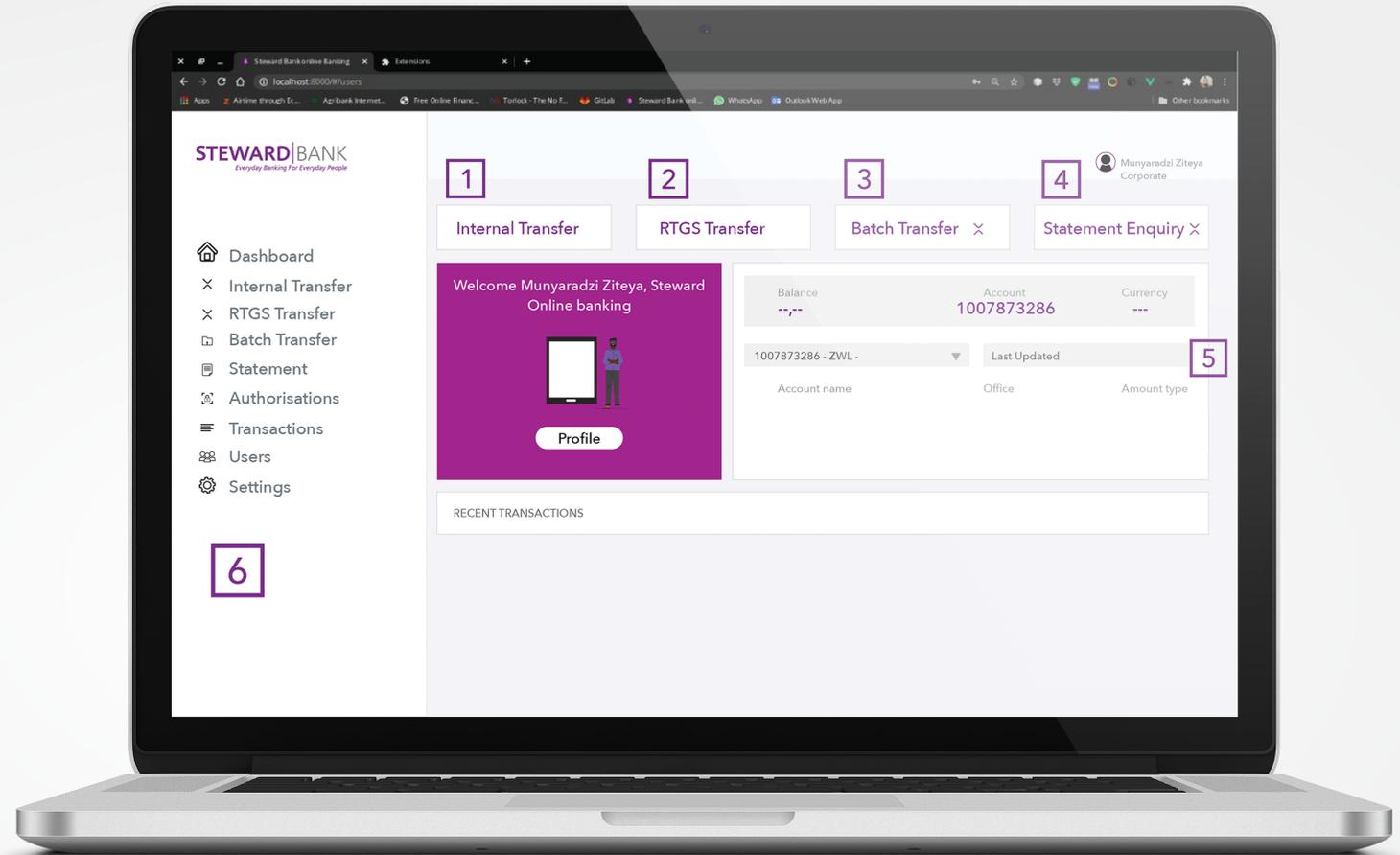


4. Click on the link if you wish to self-register on internet banking
5. Enter the OTP received on email or as an SMS

Your One Time Password will be sent to your email or phone number as an SMS.

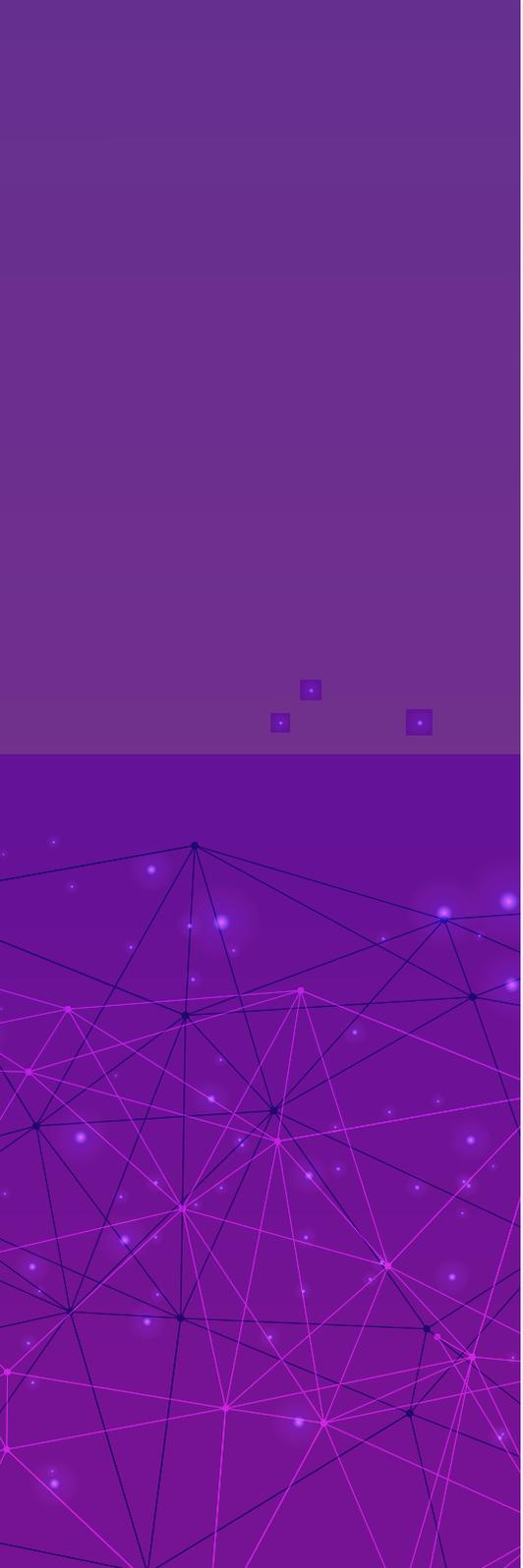
2.

USER DASHBOARD



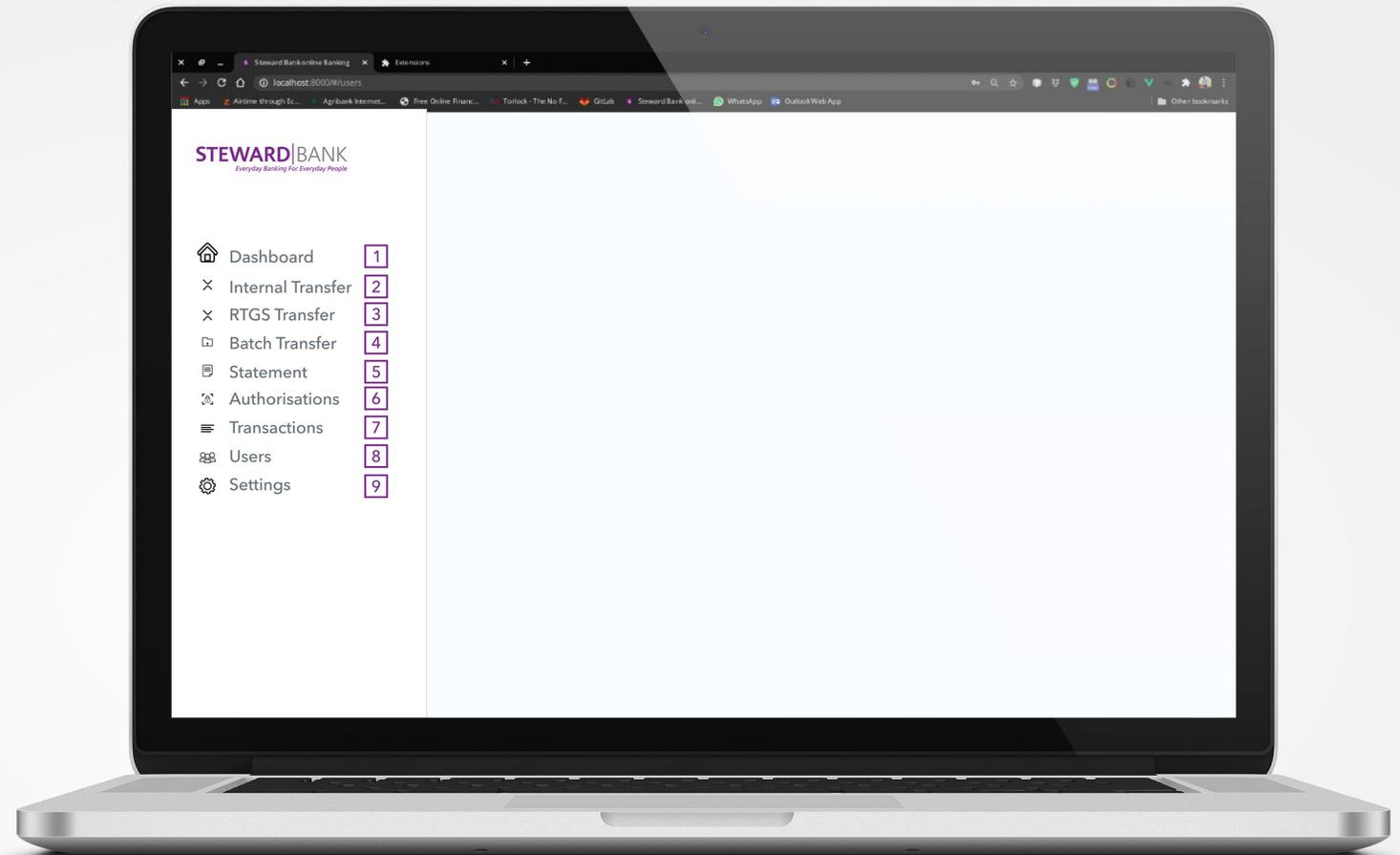
After changing the password User Will be directed to the Dashboard. A lot of options will be provided to you on the Dashboard

There are various items on the dashboard and these also include links to other functionality of the platform for your ease of access:

- 
1. Link to do an internal transfer
 2. Link to do an RTGS transfer
 3. Link to do a batch transfer
 4. Link to do a statement enquiry
 5. Account details tab
 6. Side Navigation Menu

3.

SIDEBAR NAVIGATION PANEL



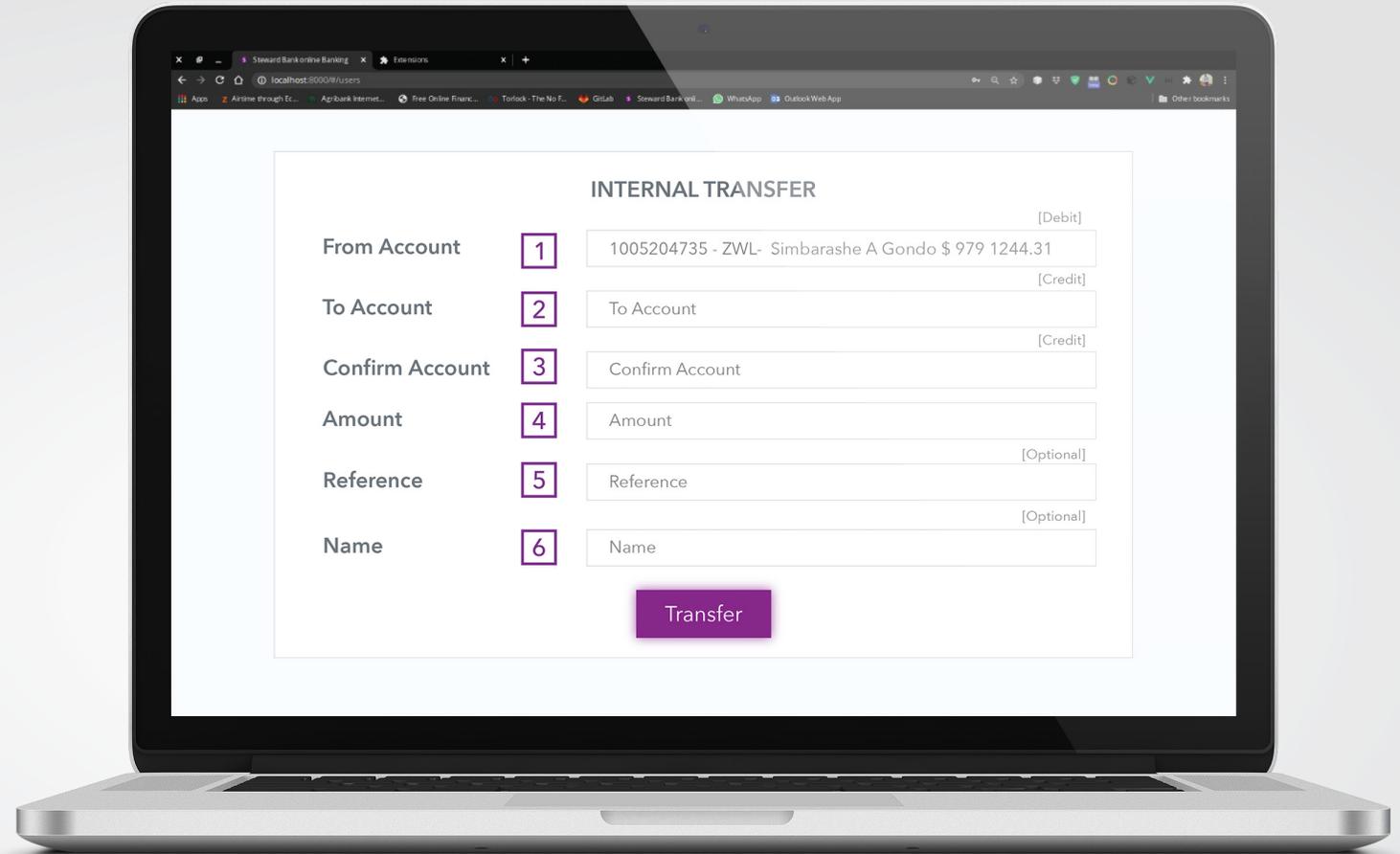
This is the main navigation bar for the platform visible after a successful login.

From the panel of your dashboard are numbered items or links and their routes are as follows:

1. Link 1 – directs you to the home page and dashboard
2. Link 2 – directs you to a page to make an internal transfer
3. Link 3 – directs you to a page to make an RTGS transfer
4. Link 4 – directs you to a page to make a batch transfer
5. Link 5 – directs you to a page to request a bank statement
6. Link 6 – directs you to a page to view all pending transaction authorisations
7. Link 7 – directs you to a page to view all your recent internet banking transactions
8. Link 8 – directs you to a page where you can manage the users under this corporate
9. Link – directs you to a page where you can change your password
NB – The above view is of the corporate admin who has all the other privileges, Other users might not see all of the above mentioned links if you do not have the necessary access rights.

4.

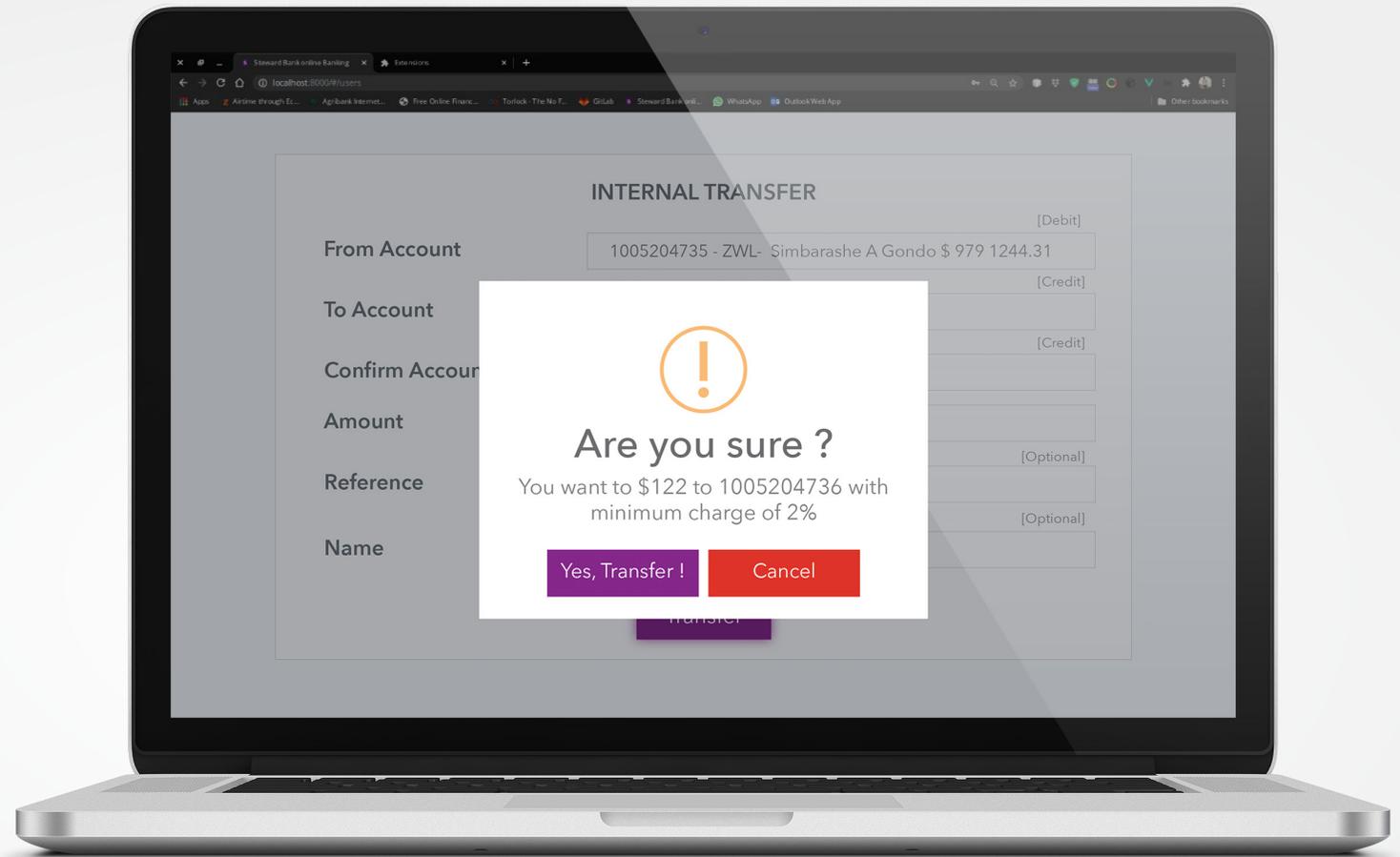
INTERNAL TRANSFER



INTERNAL TRANSFER – it is the transfer of funds from one Steward bank account to another.

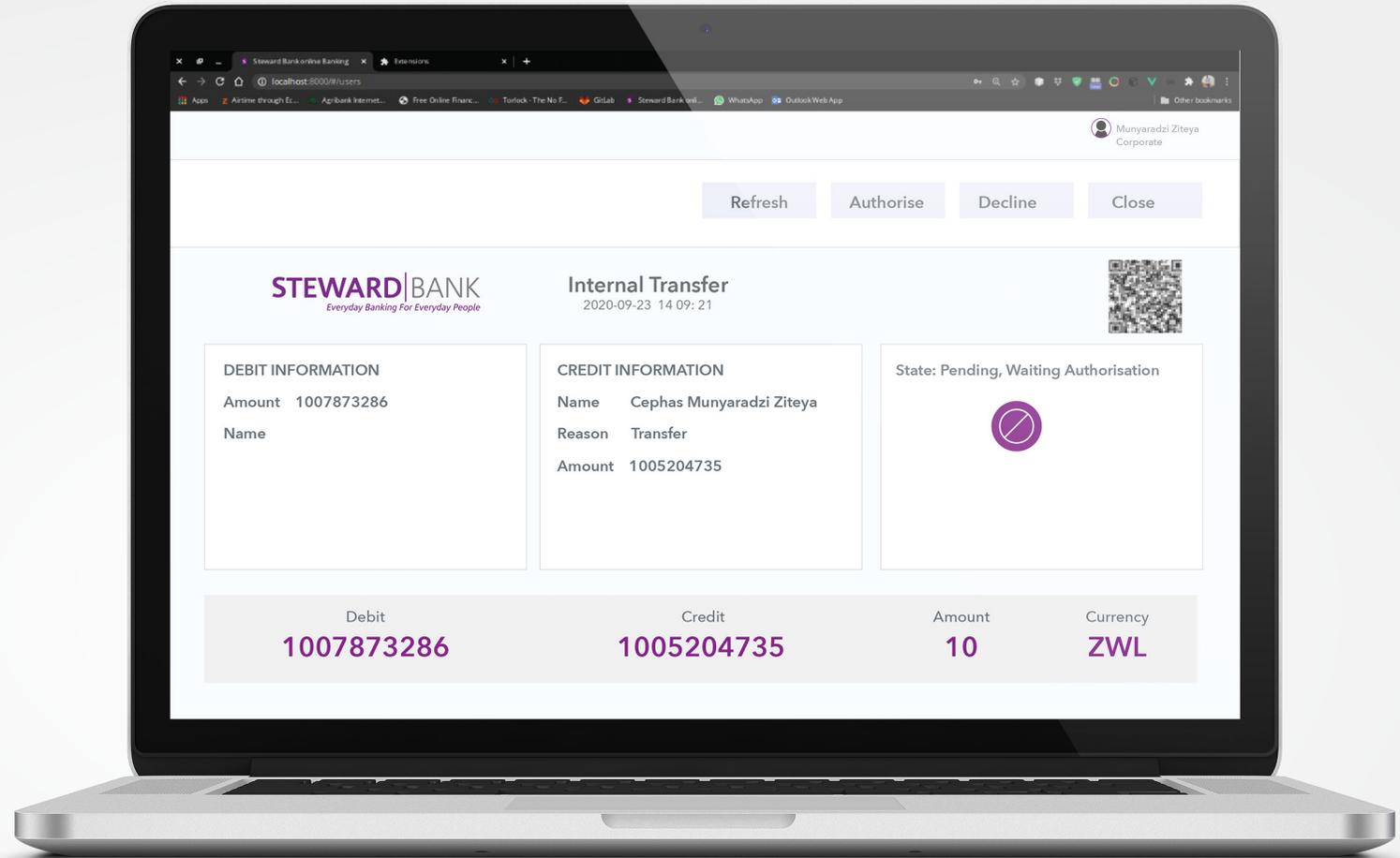
Steps:

1. Select one account from a list of your accounts which will be the source account for the transfer.
2. Insert the destination account or the account to which funds are transferred to.
3. Confirm the destination account by inserting it again
4. Enter the amount in decimal format. eg. (200.50).
5. Enter the transfer reference eg. Lunch
6. Enter the name of the recipient.
7. Click the Transfer Button to transfer the funds



A popup notification will show:

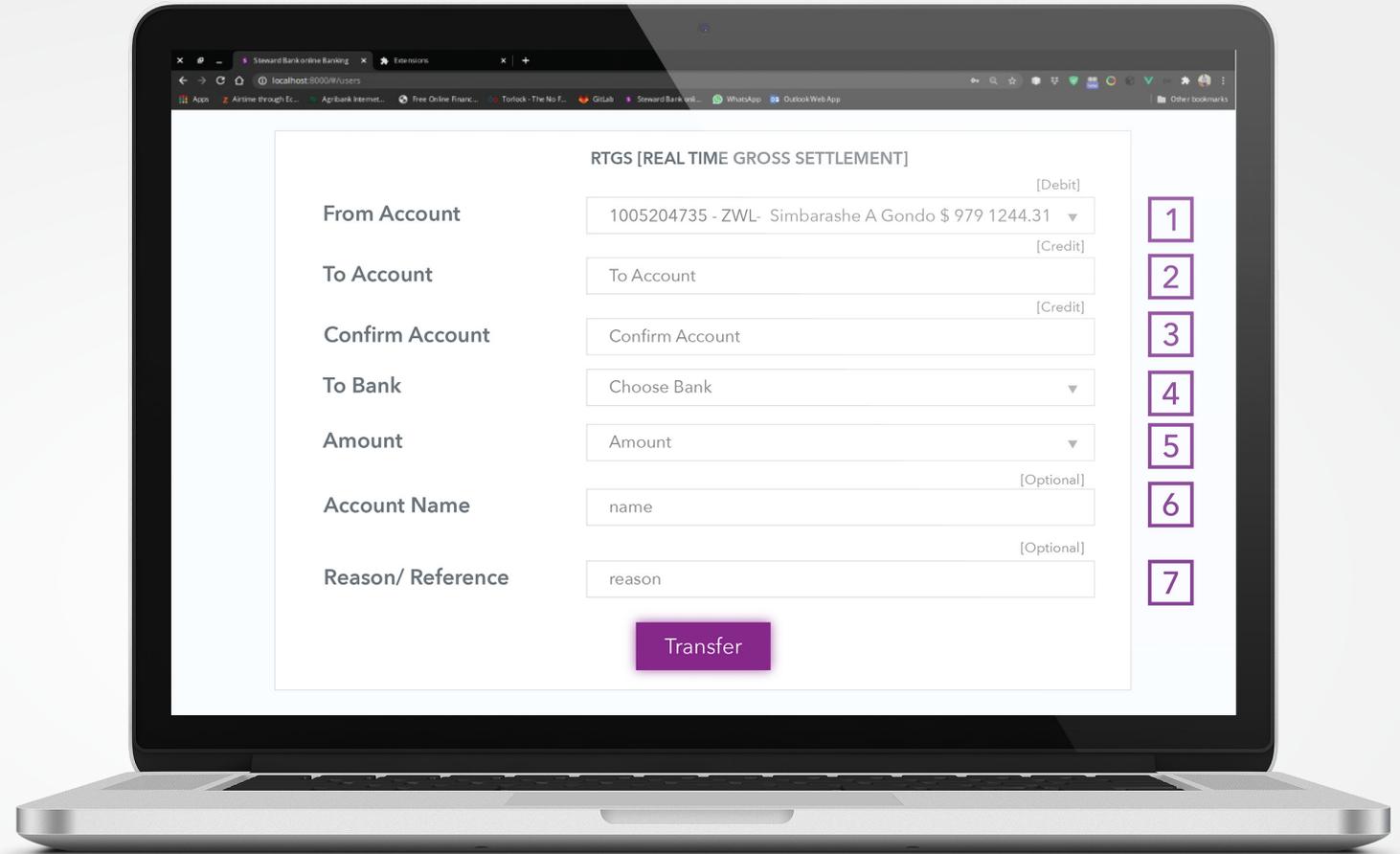
Select Yes Transfer if you are sure the transfer details are correct.



NB – If the corporate is set to have only one inputter and one authoriser then the payment would be processed as soon as the Yes Transfer button is clicked. However, if the corporate is set to have two or more authorisers then each authoriser has to login and authorise the transaction. Only when the transaction has been authorised by all the authorisers will it then be processed.

5.

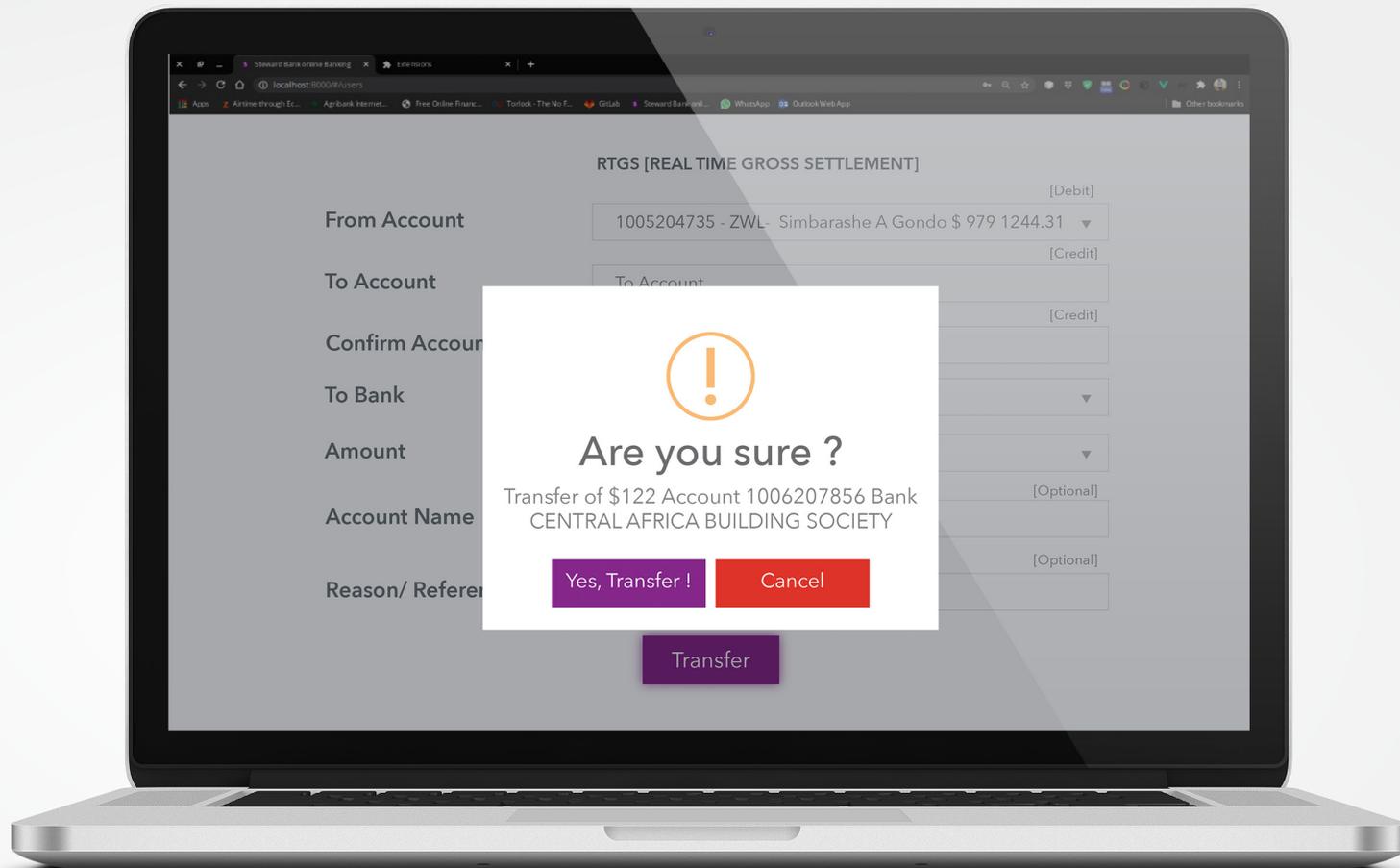
RTGS TRANSFER



Transfer funds from Steward Bank to another bank.

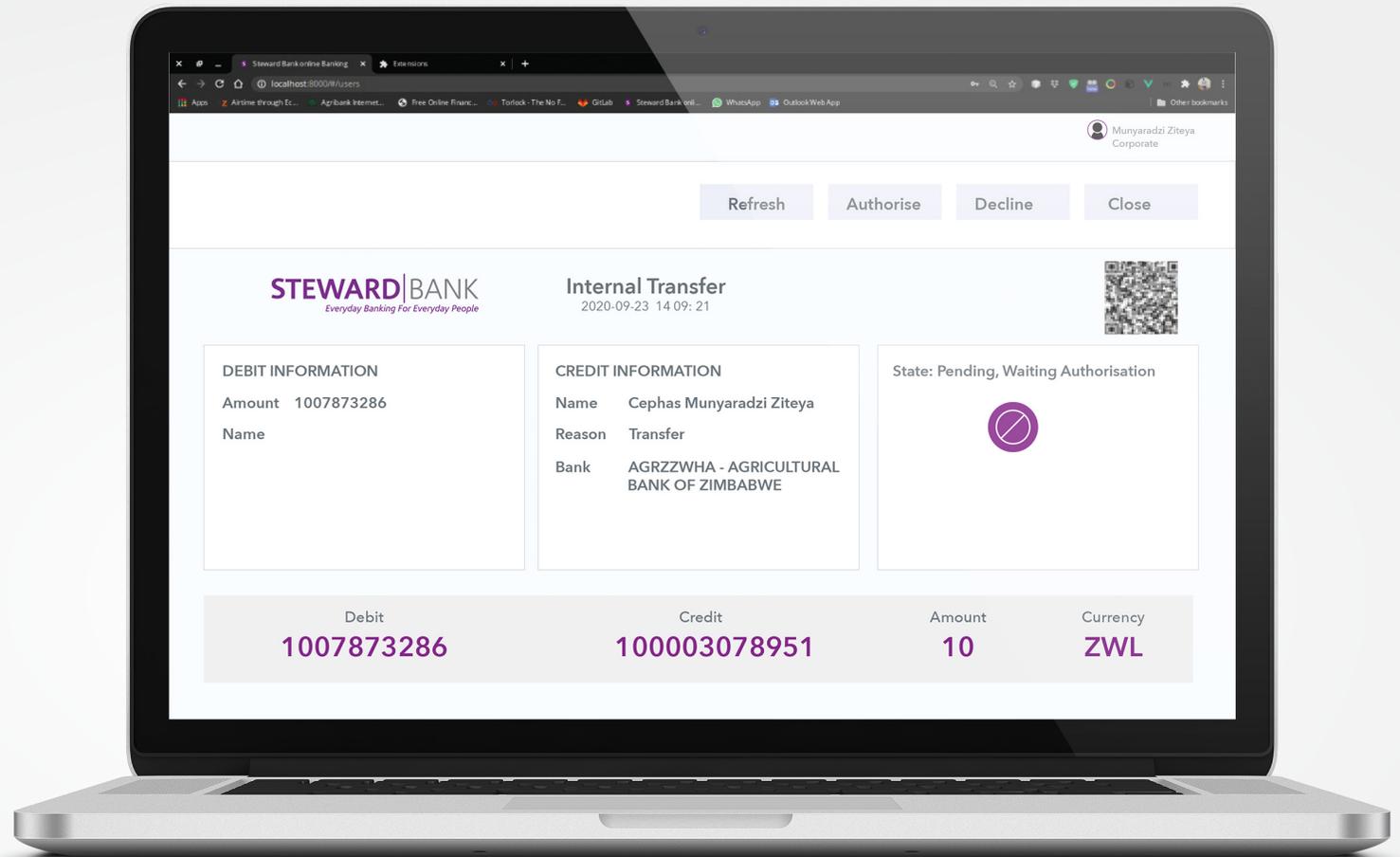
Steps:

1. Select one account from a list of your accounts which will be the source of funds for the transfer.
2. Insert the destination account or the account to which funds are transferred to.
3. Confirm the destination account by inserting it again
4. Choose the destination bank (Bank to which the credit account belongs or is registered at).
5. Enter the amount in decimal format eg. (200.50).
6. Enter the name of the receipt eg. Cephas Ziteya
7. Enter the transfer reference eg. Lunch
8. Click the Transfer Button to transfer the funds.



A popup window will show:

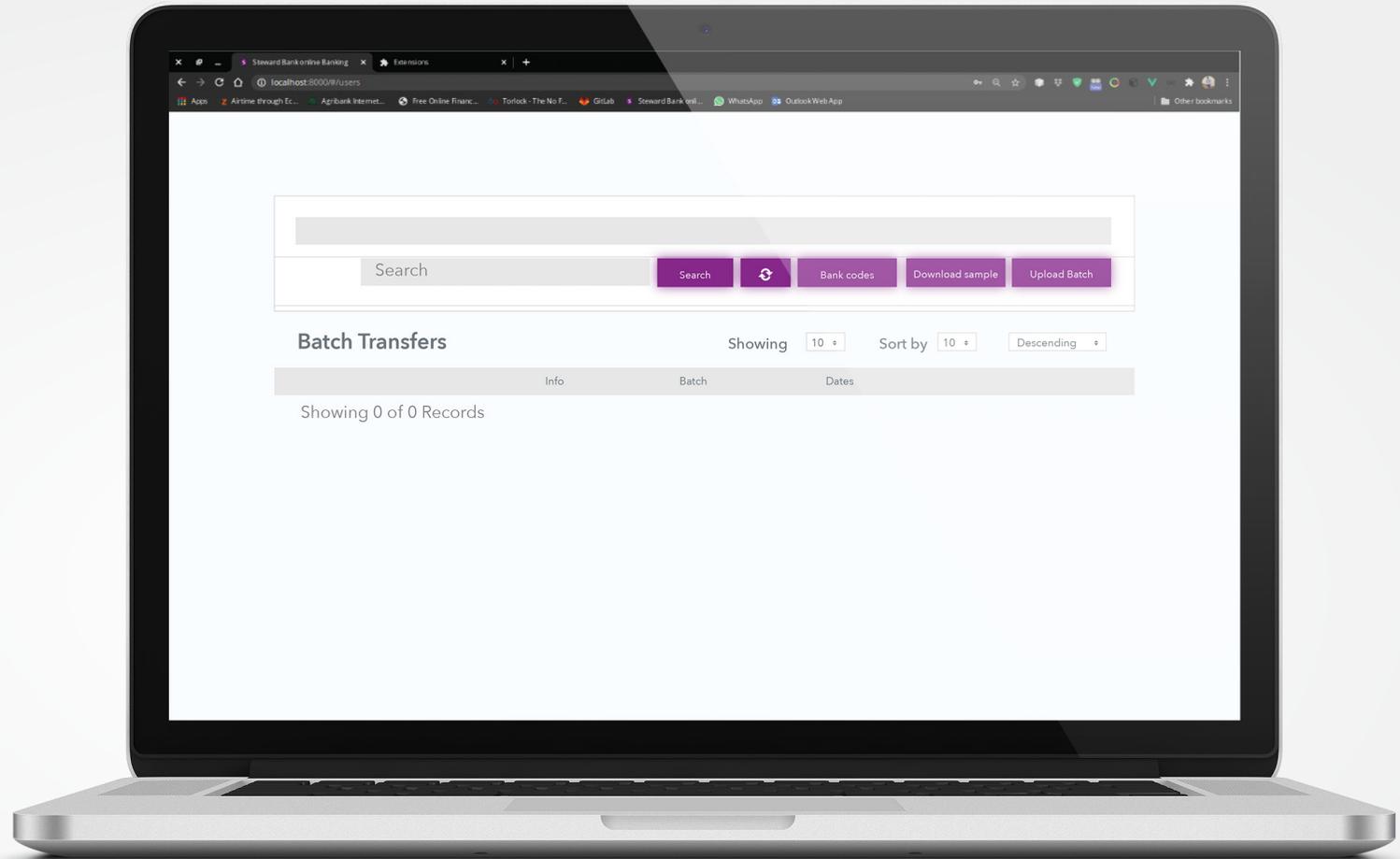
Select Yes Transfer if you are sure the transfer details are correct.



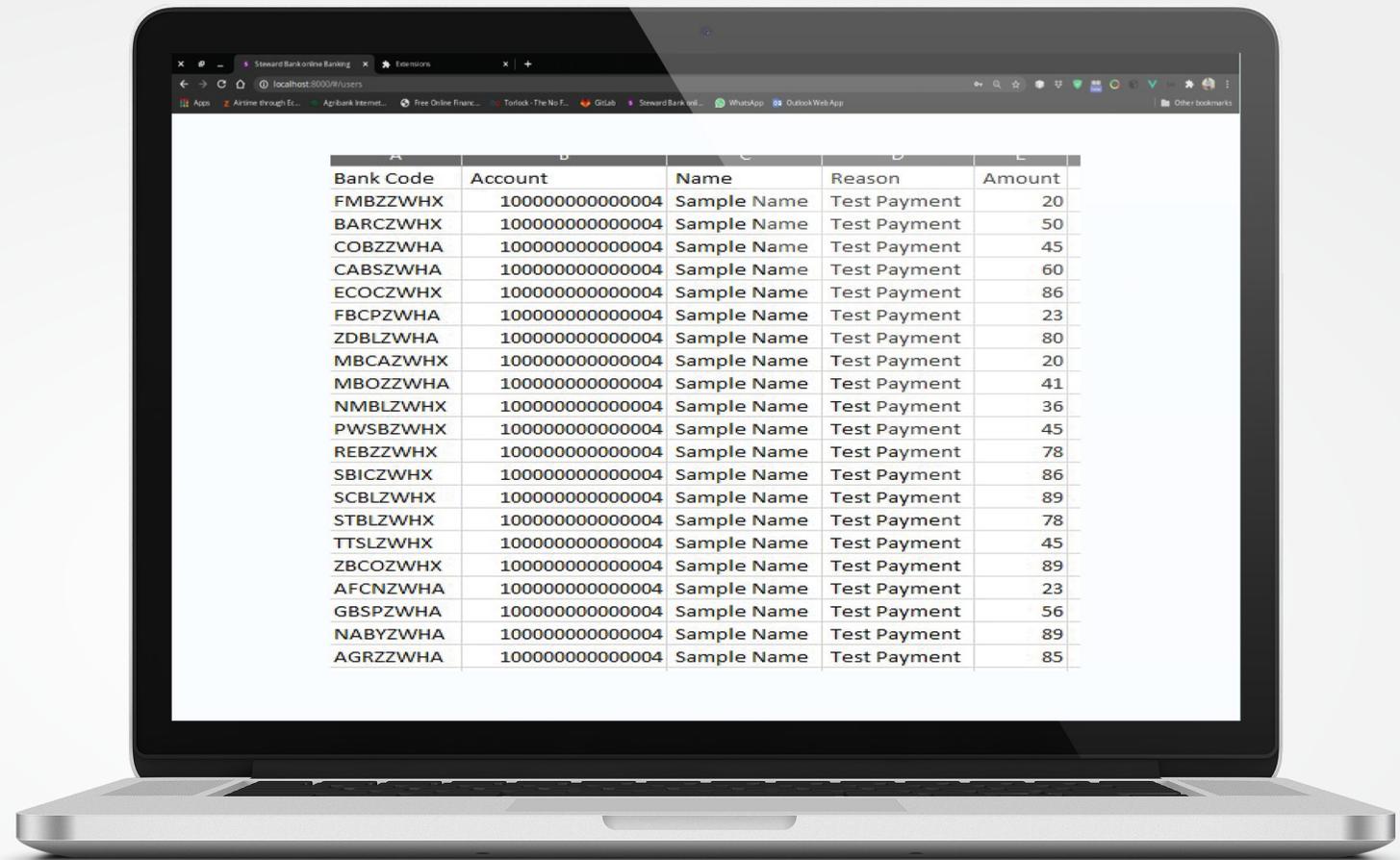
NB – If the corporate is set to have only one inputter and one authoriser then the payment would be processed as soon as the Yes Transfer button is clicked. However, if the corporate is set to have two or more authorisers then each authoriser has to login and authorise the transaction. Only when the transaction has been authorised by all the authorisers will it then be processed.

6.

BATCH TRANSFERS

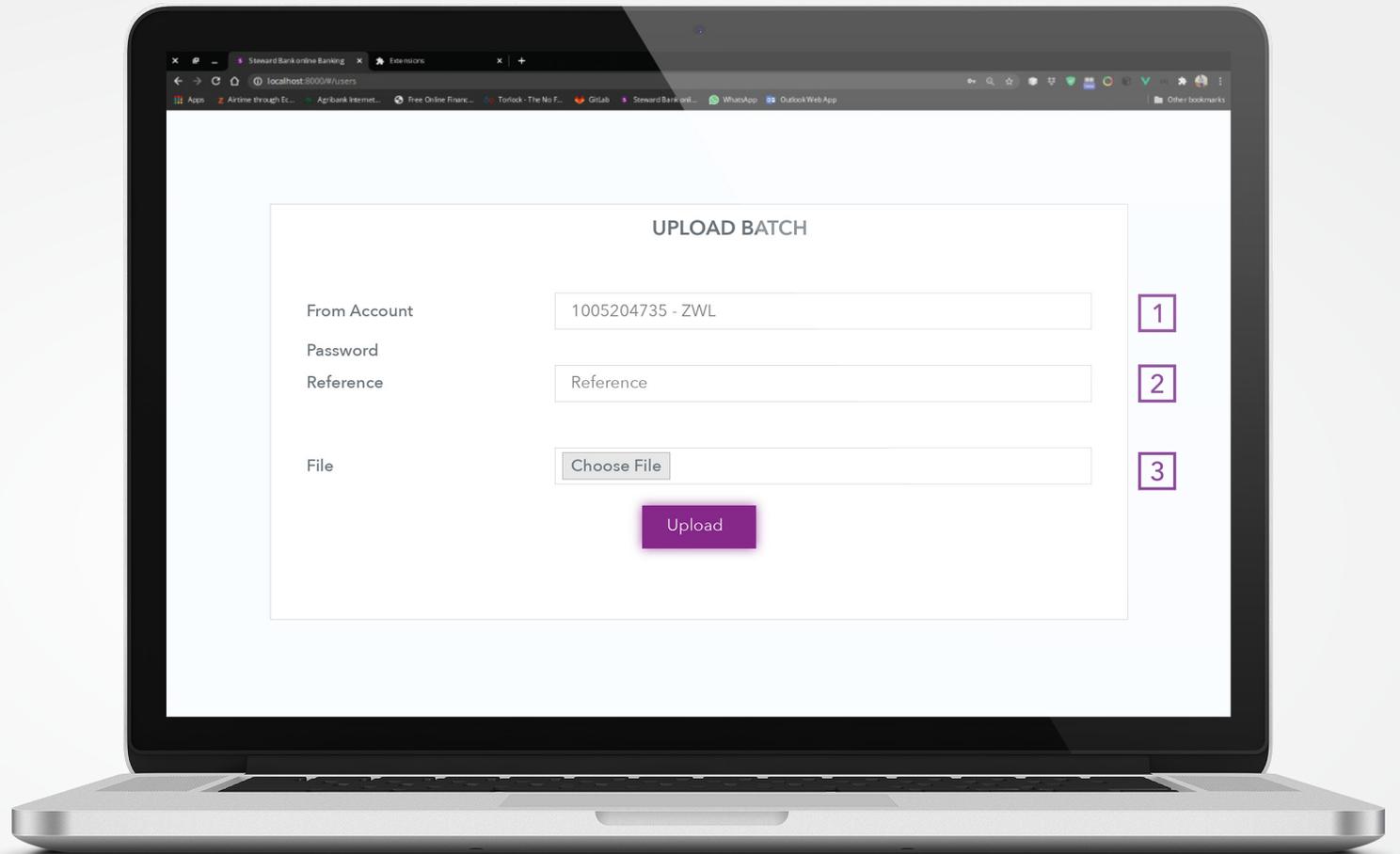


Instead of doing countless data entry for many transfers make use of the batch transfer facility which lets you upload a batch with data for the transfers. Below is the batch transfers page.



Links on the Page:

1. Search bar to find a particular record.
2. Download bank codes to put when creating your batch file
3. You can download a sample batch file which looks like the following
4. Link to upload your batch file.
5. A list of recent transactions on the batch files



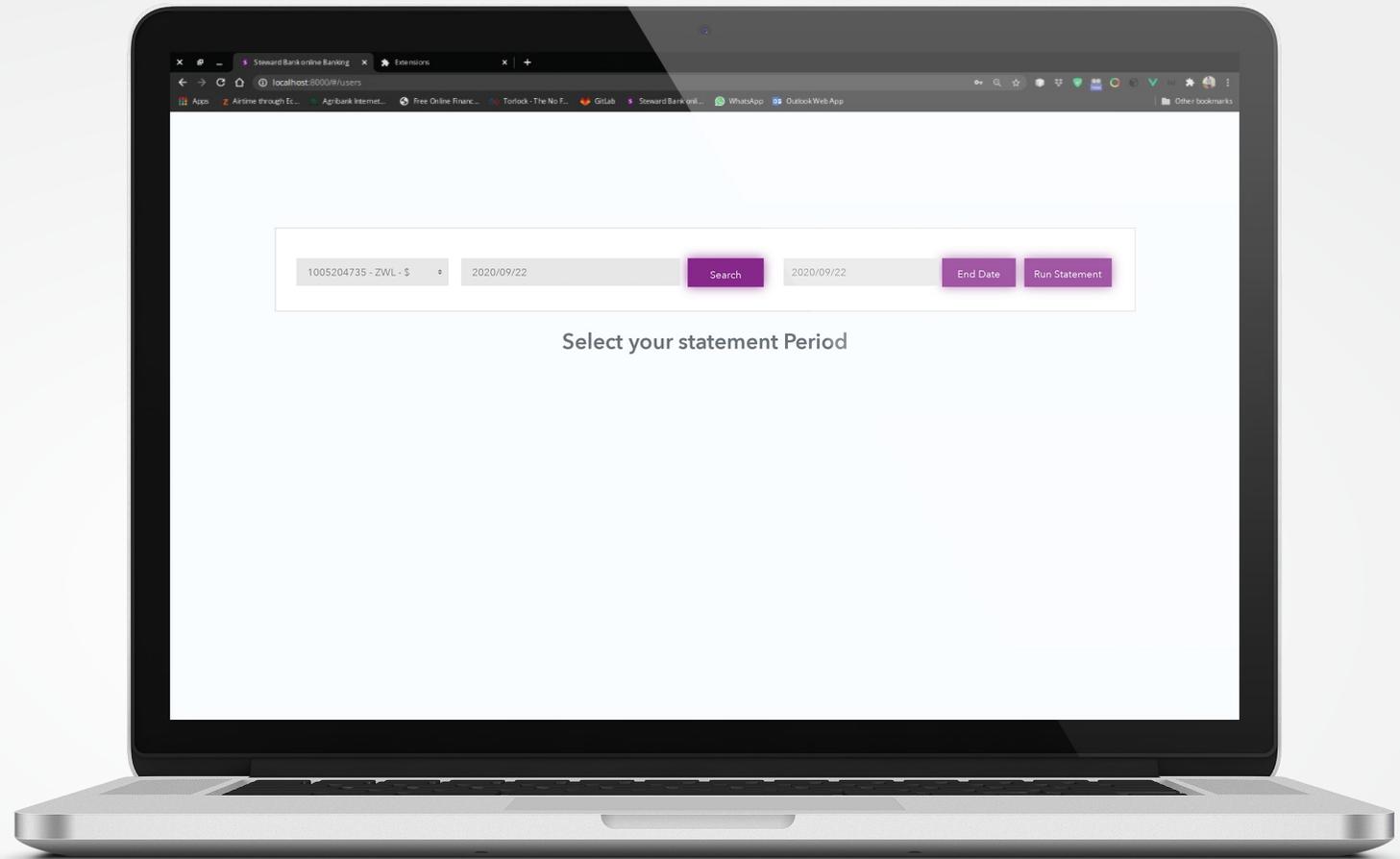
Click on Link 4 to upload a batch file

Steps:

1. Select one account from a list of your accounts which will be the source of funds for the transfer.
2. Input a reference for the payments
3. Click to choose the created batch file from your device storage.
4. Click upload to process the transactions on the batch file

7.

STATEMENTS

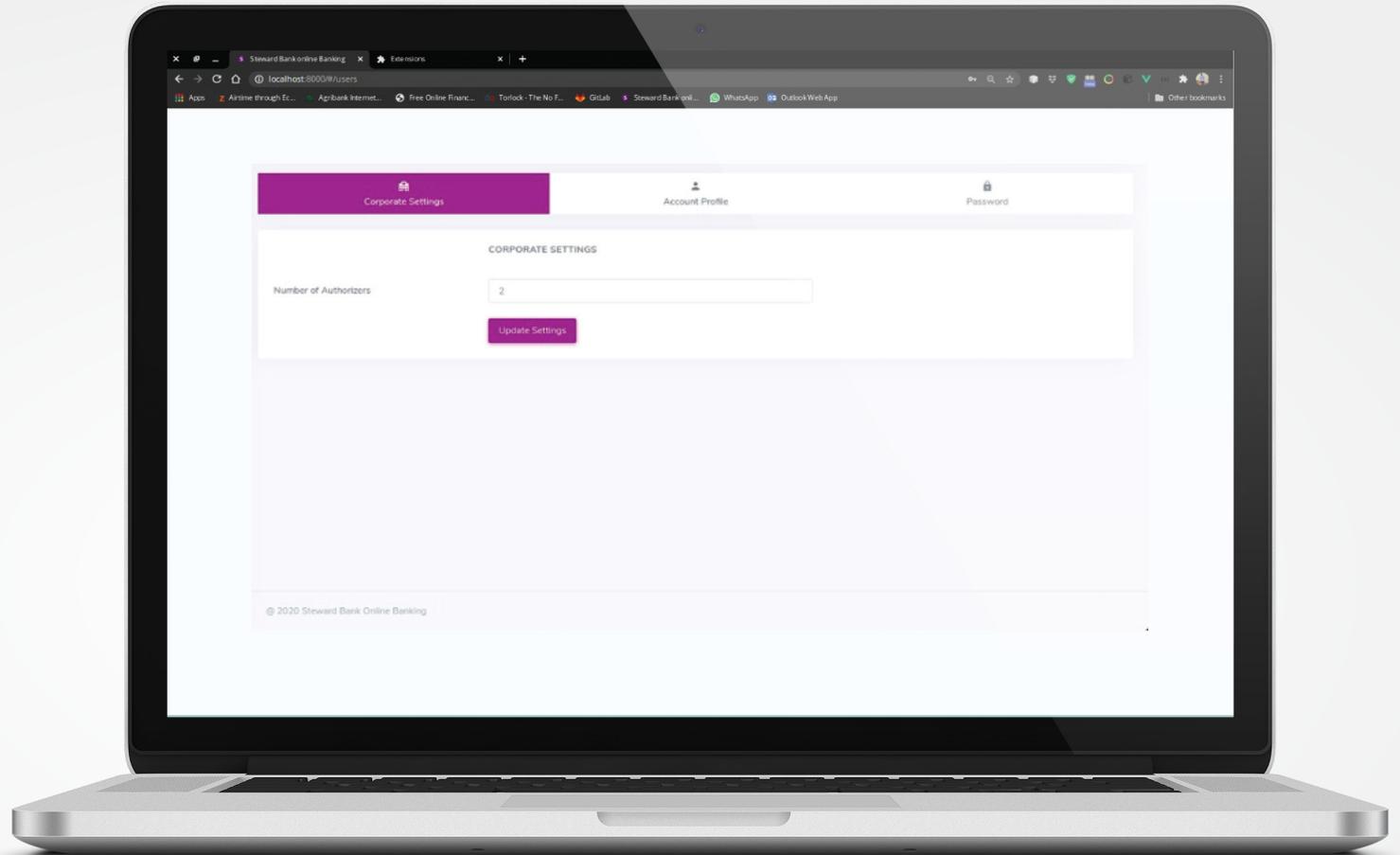


Instead of visiting the branch to get a statement you can download the statement on your own and view your activity:

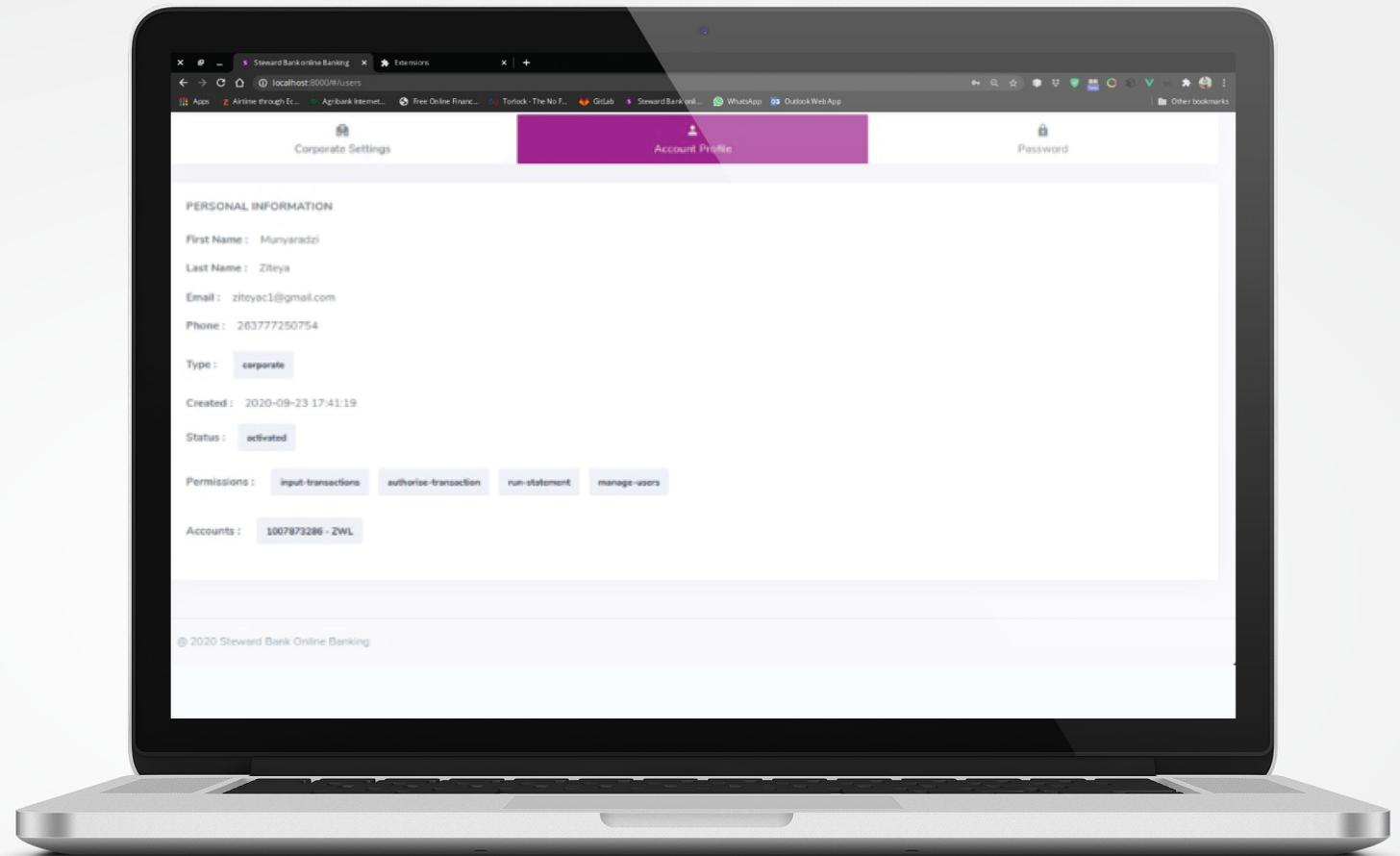
To run a statement, select the account if you have multiple accounts and choose the start and end dates for the period you wish to review in your statement and click on Run Statement to view the statement.

8.

SETTINGS



This is where you can view your corporate profile and make changes to your number of authorisers and password.



To view the corporate user profile, click on the Account Profile tab. Here you can see the Permissions that have been assigned to your profile.

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