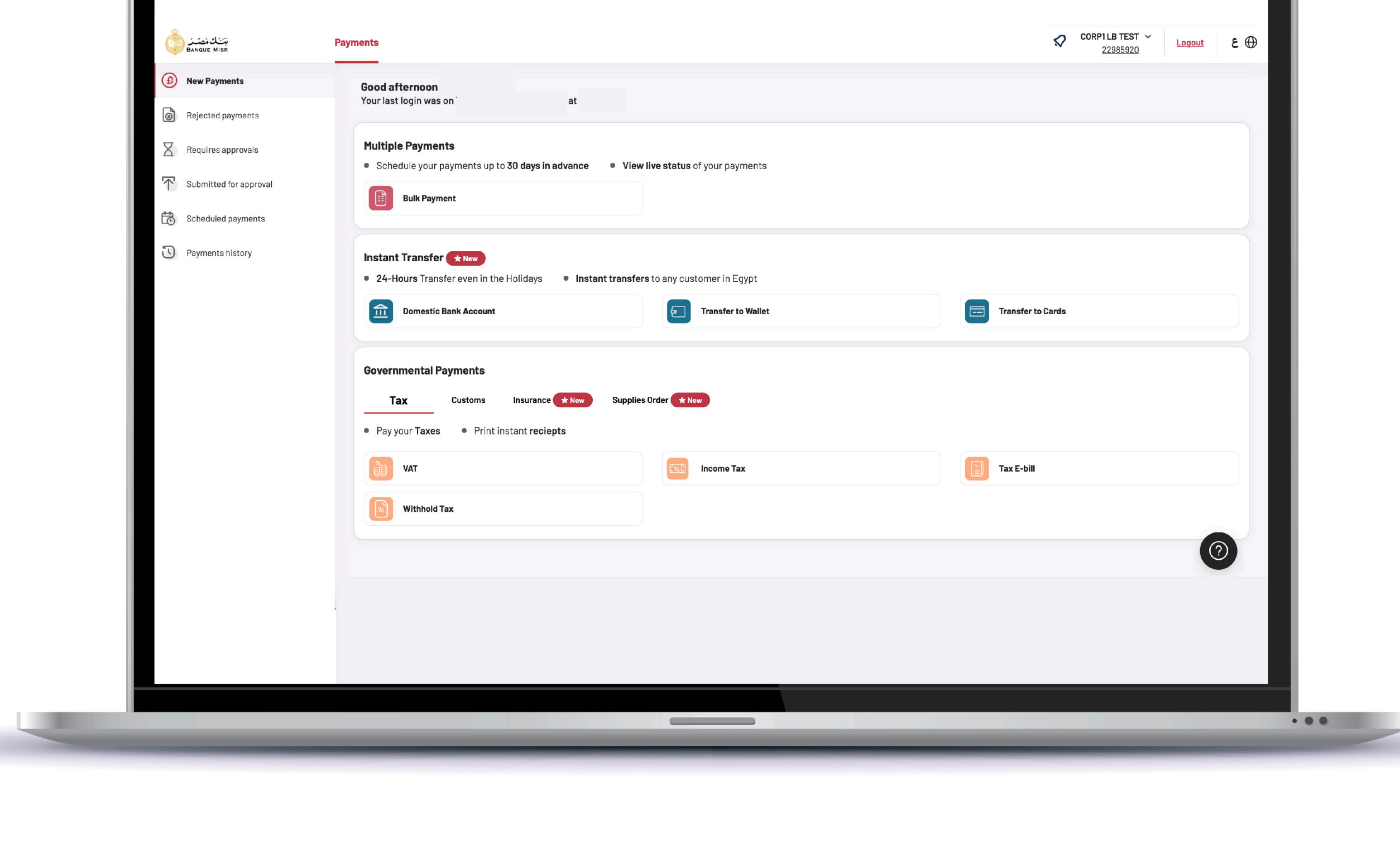


# For the first time in Egypt Make your business transactions on the go With BM Online Business



## General Topics

- Logging in to new BM Online Business.
- Sign up for the first time as a new user.
- How to change language.
- Navigate between associated companies.
- How to use the new platform.

- How to cancel payments .
- How to extend session time.
- Download payment reports.
- How to use secured token.
- How to log out.

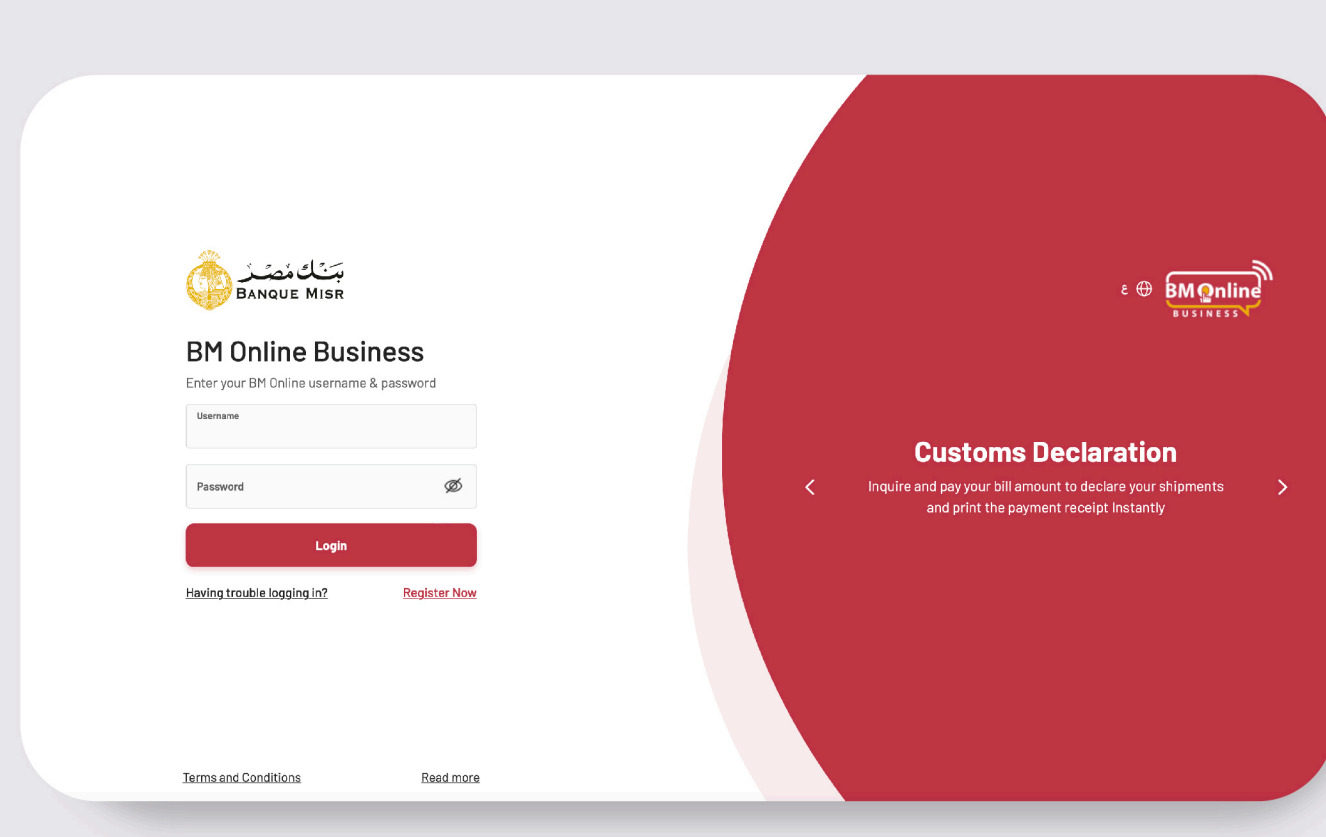
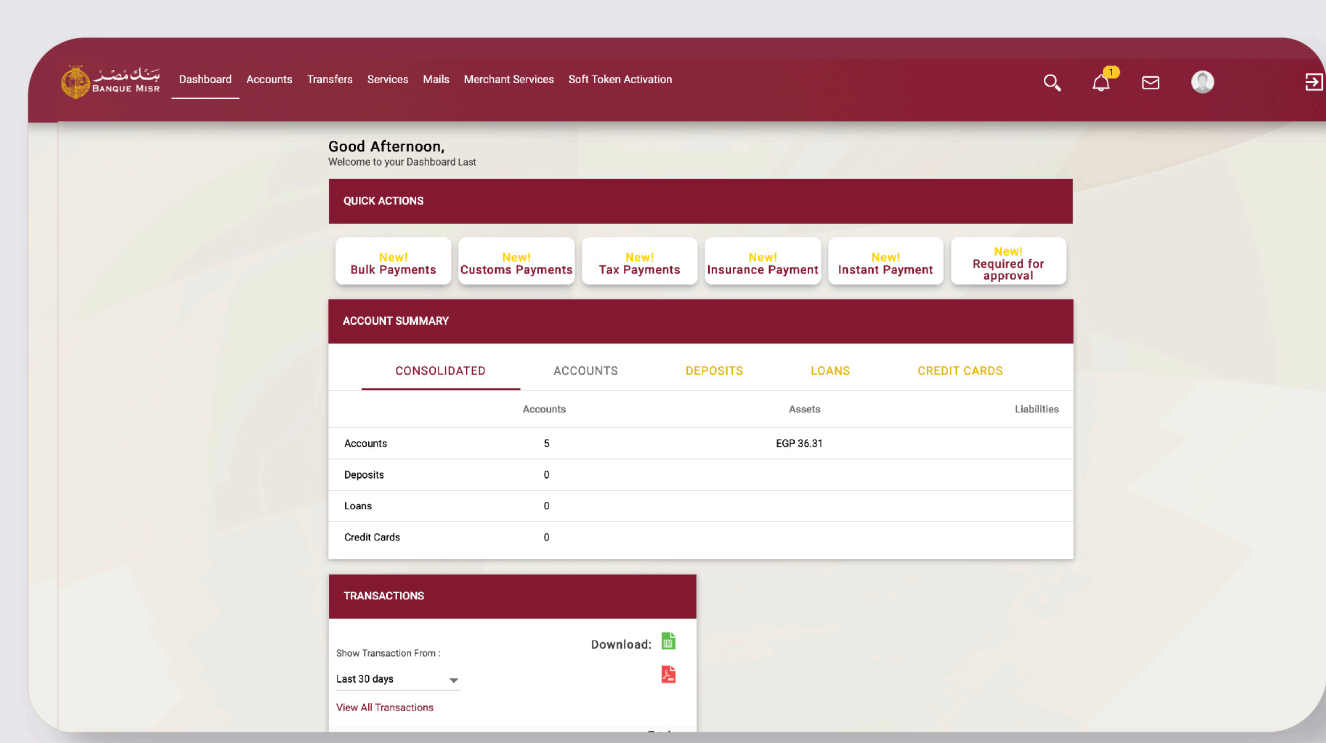
## Log in to the new BM Online Business

Through BM Online Business website

- Sign in, to your corporate BM Online Business website.
- Choose the desired payment type and you will be redirected to the new corporate online banking website.

To sign in, enter your Online Business credentials

- Enter your BM Online Business username and password.
- If you have forgotten your username/ password, please call 19888 or visit the nearest branch to reset your credentials.



## How to change language

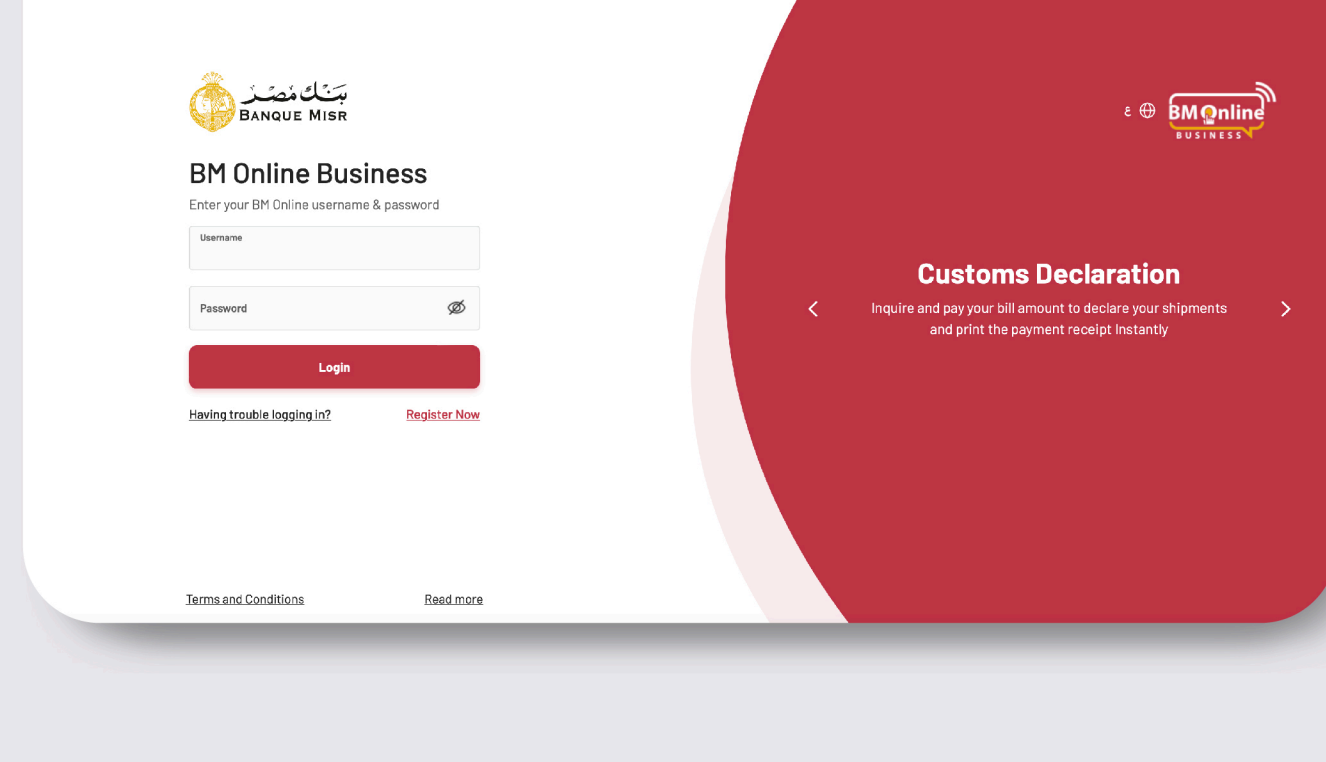
The platform's default language is Arabic. To change the language to English, follow the following steps:

- Press the icon on the top left corner "EN" and select "English" from the selection pane.

## Sign up for the first time as a new user

If you are logging in for the first time or using an OTP, a new password will be requested

- Enter the password that you received.
- Create a new password and confirm it.
- Read the terms and conditions and tick the checkbox.



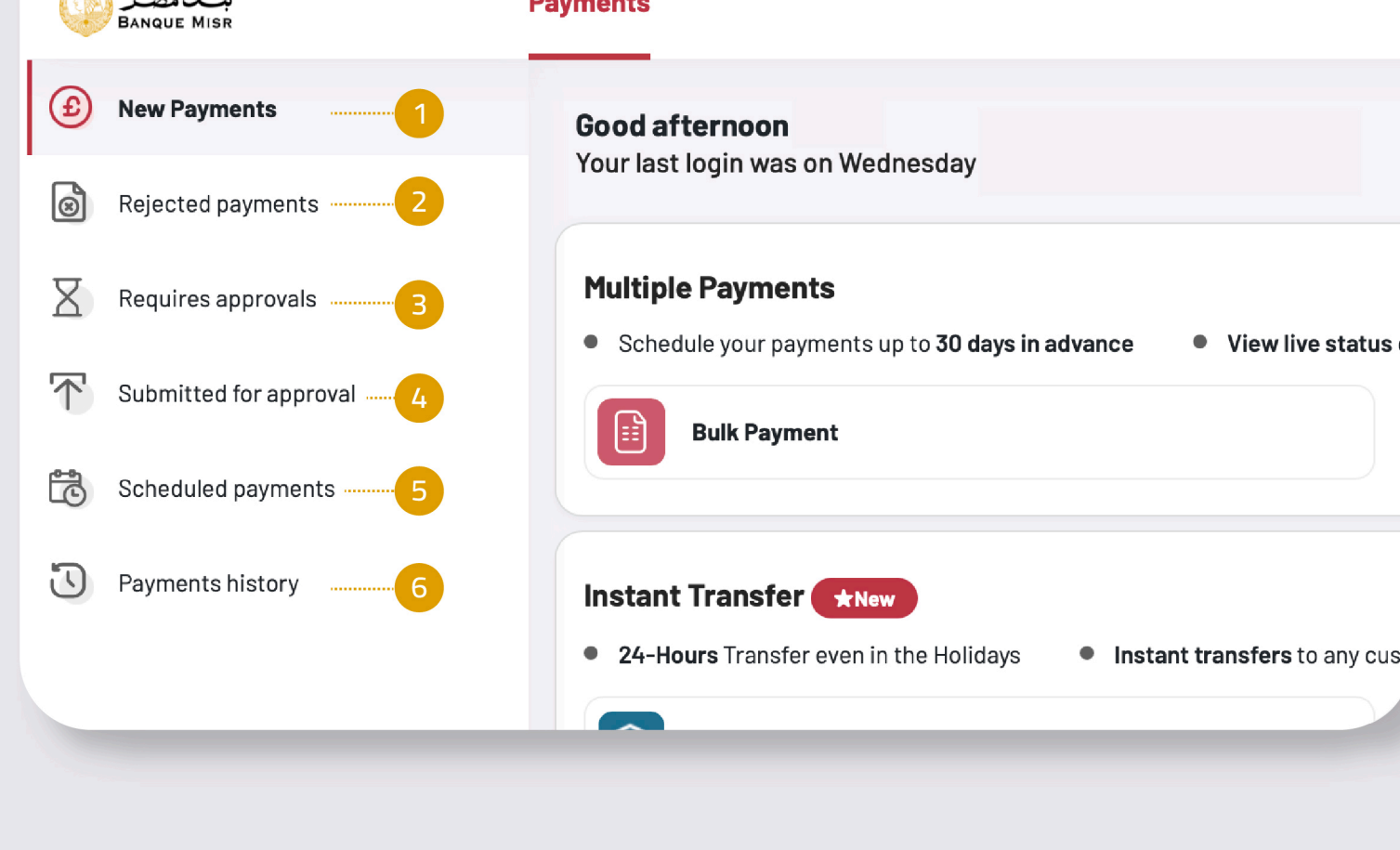
## Navigate between associated companies

If there is more than one associated company with your main company, you can navigate them using the following steps:

- Press the 8-digit company, ID or the company name to present the associated companies.
- Select the desired company to start making the payments.

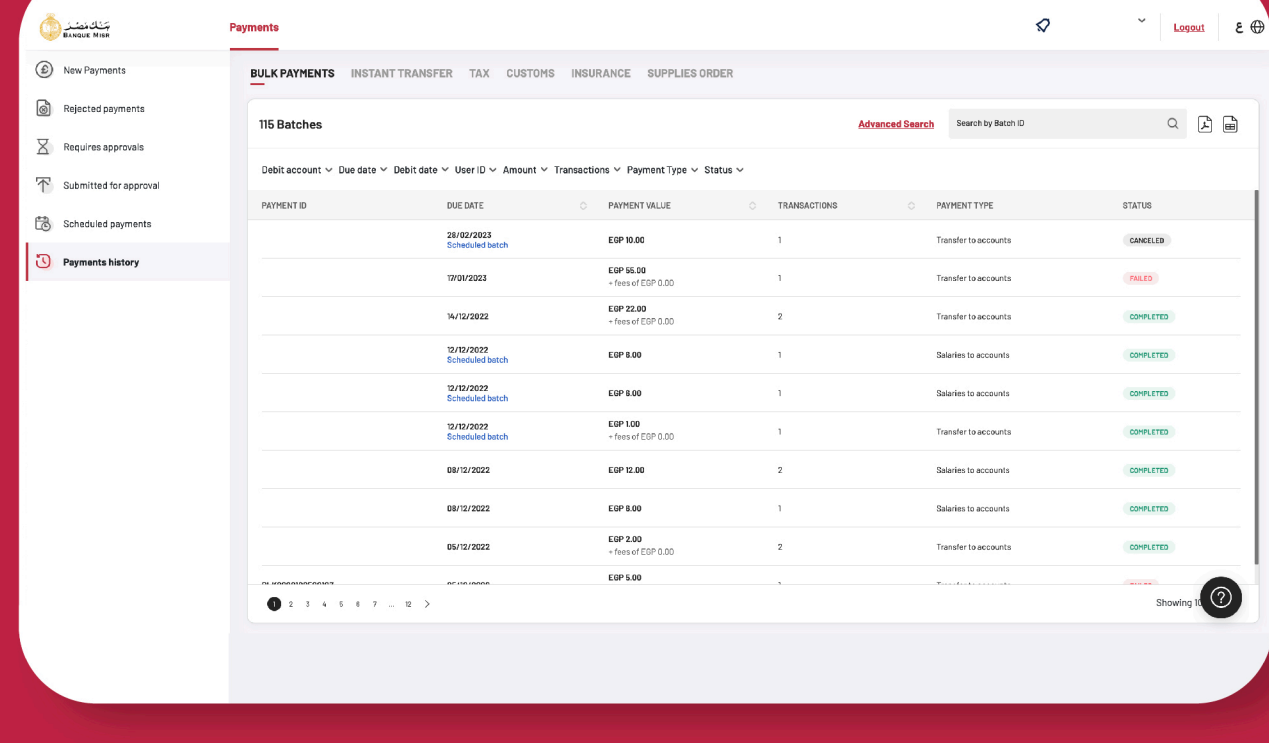
## How to use the new platform

- To initiate new payments.
- Rejected Payments: payments that were rejected by authorizer.
- Requires Approval: Payments that require authorizer approval (authorizer).
- Submitted for Approval: payments sent for approval/rejection(maker).
- Scheduled Payments: payments with future due dates.
- Payment History: history of all completed payments.



## How to extend session duration

- If you are inactive for five minutes, you will be automatically logged out.
- If the indicator isn't moved on the screen for four minutes and 30 seconds, warning notification will appear at the bottom of the screen.
- If you wish to stay logged in, please move your indicator.



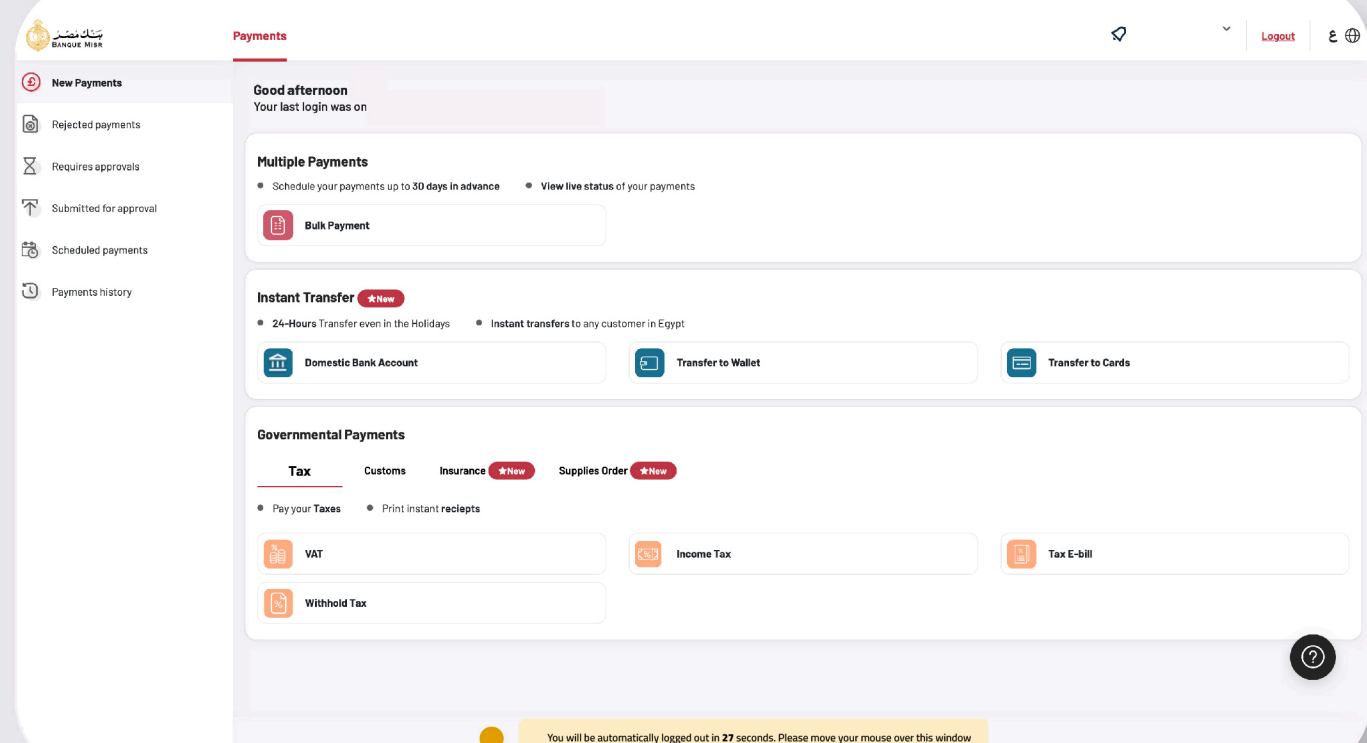
## How to cancel payments

- All payments can be cancelled before entering your OTP by clicking cancel in the top right corner.
- A pop-up window will appear asking for your confirmation of the cancellation of the payment.

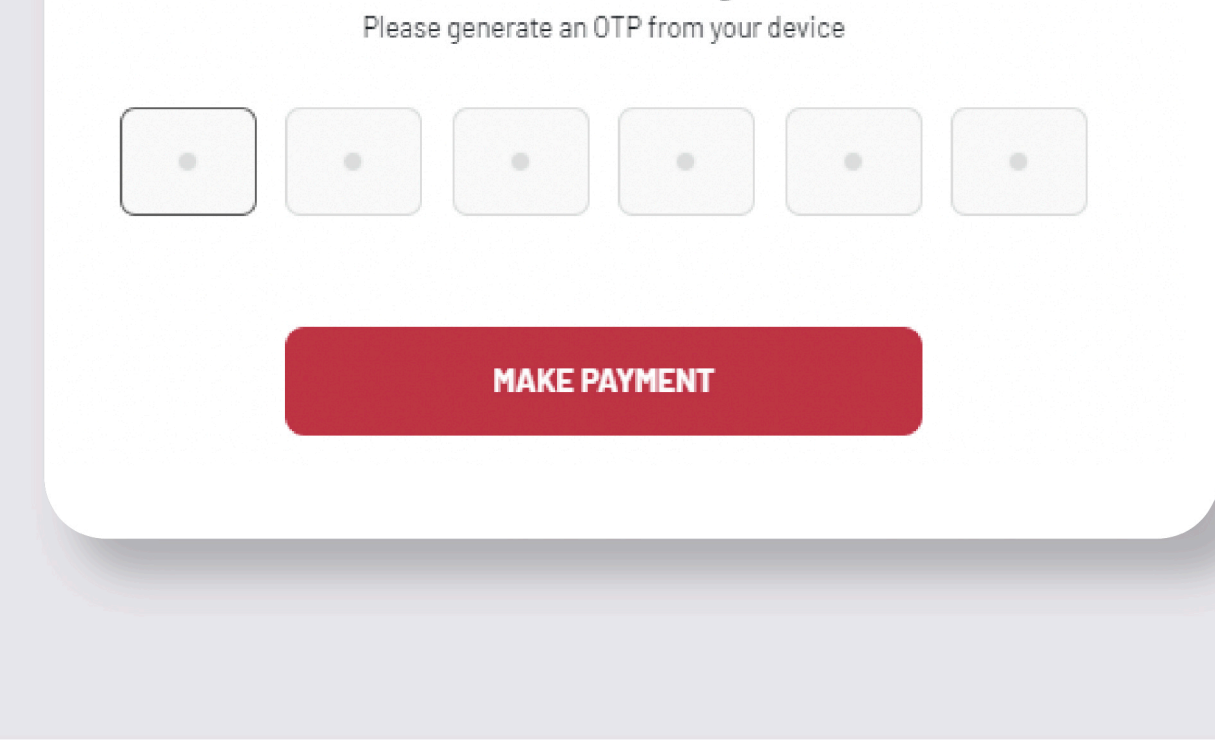
Note: this is applied to all payment types across the platform

## Download payment reports

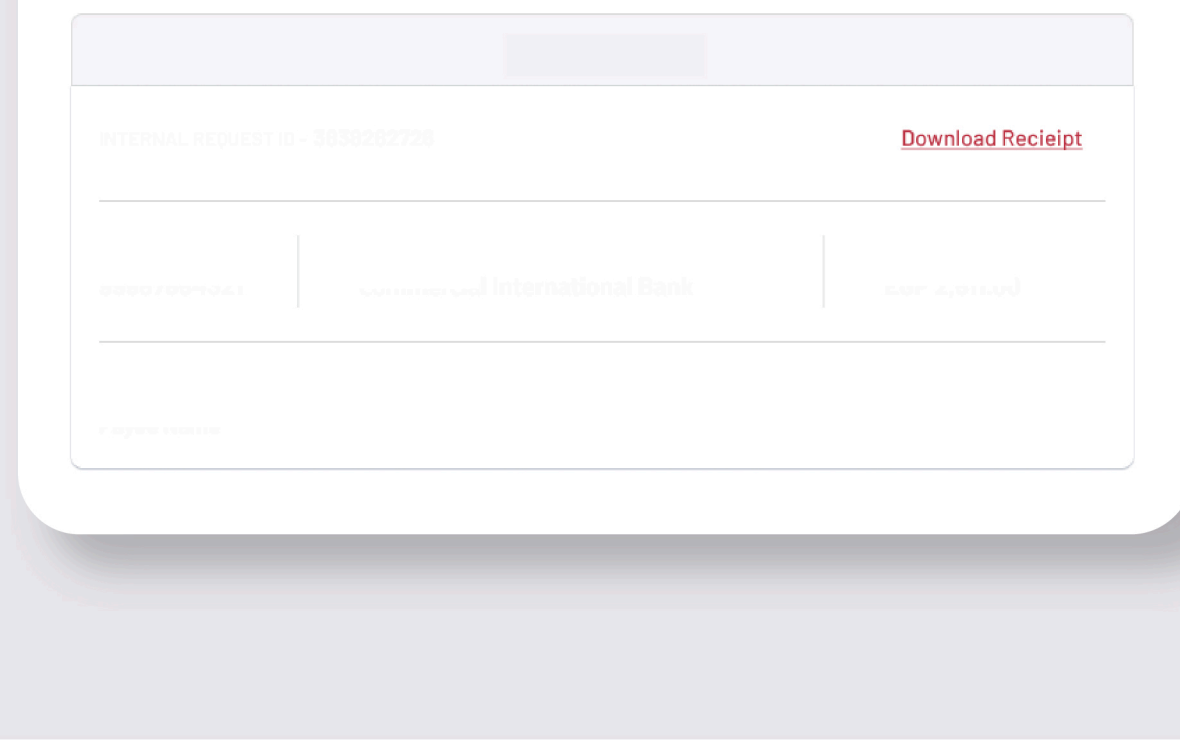
- Reports can be downloaded from any table in the main screen reports by pressing PDF or Excel.
- To get a more detailed report, you can refine and filter your report before downloading



All transactions are secured using a security code before completing any transaction



At the end of the payment, a confirmation screen will appear indicating the success of the transaction, with the option to print or download the receipt



## Logging out

- Press the "log out" button
- Press "yes" to confirm logging out or "no" to cancel

