



BANKING INDUSTRY AUTHORIZED SIGNATURE PORTAL (BIASP)

Version: 1.0

Date: 2014-07-15

Status: Draft

Classification: Restrict

Subject: BIASP User Manual

Reference: NIBSSBIASP2013001

November 2014, NIBSS PLC.

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Technical Data

Reference NIBSSBIASP2013001
Document Title: BIASP User Manual
Version: 1.0
Status: Draft
Classification: Restrict
Document type: User Manual
Document level: Restrict
Subject: BIASP User Manual
Responsible area: Quality
File name: NIBSSBIASP2013001- BIASPUser Maual.docx

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Name	Contact	Function
		Elaboration
		Revision
		Approval

Distribution List

Name

Revisions

Version	Data	Description	Author



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1. Introduction

1.1 Intended Readership

This document covers the use for the following users of the BIASP portal:

- Bank Admin/Bank Admin Authorizer
- Bank User
- Bank Auditor
- Bank Uploader
- Bank Authorizer

1.2 Applicability

This Software User Manual applies to the BIASP portal, version 1.0.

1.3 Purpose

The purpose of the Software User Manual is to assist users in using the BIASP portal.

1.4 How to use this document

- Chapter 2 gives an overview of the BIASP Portal.
- Chapter 3 gives a reference of the complete BIASP portal.

2. Overview



The Banking Industry Authorized Signature Portal is an information system that warehouses all authorized signatures from the banks which allows for easy verification of signatures on inter-bank documents. The portal also allows for easy updates of signatures.

3. Reference

This section serves as a complete guide to the use of the portal

3.2 Bank Admin

3.2.1 Logging in

- **Functional description:** this operation enables a bank admin to log into the portal.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. NIBSS Admin browses to this URL: <https://192.234.10.203/ASVPortal/>
 2. The login page is displayed as shown in Fig 3.1.1a
 3. Username and password are entered into their corresponding fields.
 4. After a successful login, the Change Password page is displayed as seen in Fig 3.2.1a for first login.


Change account password »»

Kindly fill the form below	
**You are advised to specify a password you can easily remember. **Password must be alpha-numeric, contain an Upper-case character and must not be lesser than 8 characters long	
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
<input type="button" value="Submit"/>	

Fig 3.2.1a Change Password Page

5. Enter the New Password.
6. Enter a confirmation of the new password.
7. A successful message is displayed at the top of the page as seen in Fig 3.2.1b.

[Change account password »»](#)

 Your password has successfully been changed!!!

Kindly fill the form below

****You are advised to specify a password you can easily remember.**
****Password must be alpha-numeric, contain an Upper-case character and must not be lesser than 8 characters long**

Old Password:	<input type="password" value="....."/>
New Password:	<input type="password" value="....."/>
Confirm New Password:	<input type="password" value="....."/>

Fig 3.2.1b Password Change Successful

9. For subsequent logins, the page directs to the home page which displays the signature mandate letter as seen in Fig 3.2.1c.

[Home](#) [Manage Users](#) [Archived Signature](#) [Contact Us](#)

Signature Mandate Letter

Dear all,

AUTHORISED SIGNATURES

The Banking Industry Authorized Signature Portal provides you with Specimen Signatures of the official authorised officers to sign on behalf of the respective Banks operating in Nigeria. The regular update of the list of specimen signatures is the responsibility of each Banks and supersedes all previous authorisations, which should be disregarded.

The authorised signatures of Banks could be divided into three categories: Category "A", Category "B" and/or Category "C"

All documents which engage the bank in all transactions arising out of or in connection with the bank's normal course of business, including but not limited to, the following, **MUST BEAR TWO AUTHORISED SIGNATURES, ONE OF WHICH MUST BE FROM "A" CATEGORY** i.e. Cheques, Drafts and other instruments, Payment Order drawn on other overseas correspondents, Transfers, Commercial Letters of Credit and

Fig 3.1.1c Bank Admin Home Screen Page Display

3.2.2 Create Bank Users

- **Functional description:** this operation enables a bank admin to create new bank users.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “**Manage Users**” from the menu bar.

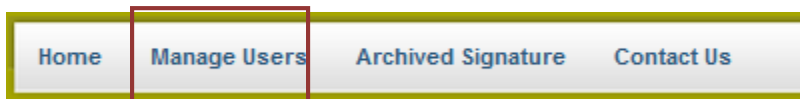


Fig 3.2.2a Bank Admin Menu Bar showing the Manage Users tab

2. Click on “**Create Bank Users**” from the drop down Menu.

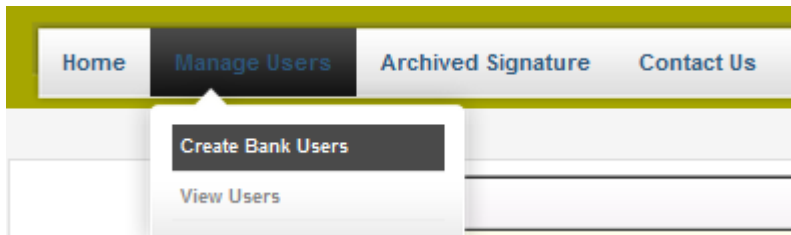


Fig 3.2.2b Bank Admin drop down menu showing ‘create bank users’

3. The ‘**create bank user**’ page is displayed as shown in Fig 3.2.2c. All Fields are required to be filled with valid information.



User Login Information	
Email:	<input type="text"/>
User Type Name:	<<>>Select User Type<<>> ▼
Personal Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Gender:	Male ▼
Phone Number:	<input type="text"/>
Company Name:	Unity Bank Plc ▼
Address:	<div><div></div></div>
<div>Create User</div>	

Fig 3.2.2c Create user page on Bank Admin Profile.

4. Click **Create User** button.
5. A successful message is displayed at the top of the page as seen in Fig 3.2.2d

Create Portal Users >>>

✓ User has been created successfully!!!

User Login Information	
Email:	<input type="text"/>
User Type Name:	<<<<Select User Type<>>>
Personal Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Gender:	Male

Fig 3.2.2d Message displayed at top of the Create Bank User Page

3.2.3 View Users

- **Functional description:** this operation enables a Bank Admin to view users of all types as well as search for specific users with certain criteria.
- **Formal Description:** To carry out this operation, the user does the following activities.
 1. Click on **Manage Users** from the menu bar as seen in Fig 3.1.2a.
 2. Click on “**View Users**” from the drop down Menu.

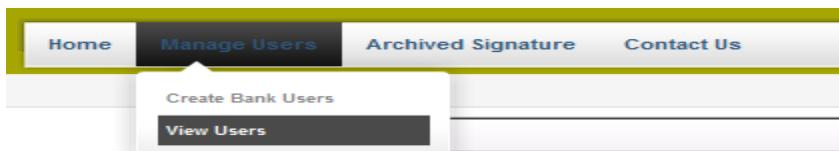


Fig 3.2.3a Bank Admin drop down menu showing ‘view users’

3. The portal user listing page is displayed as shown in Fig 3.2.3b.






Create User Login |

Records: 0	Record Limit: 10 Results	Page: 1 of 1	<	>				
Filter By: ALL		For:	Search					
S/N	First Name	Last Name	Email	User Type	Gender	Date Created	Lock	Unlock
1	Akinwale	Akintola	portaluser@abcbank.com	Portal User Privilege	M	Fri, 22 Mar 2013		
2	Modupe	Akinola	bankadmin@abcbank.com	Bank Admin Privilege	M	Tue, 2 Apr 2013		
3	Bikeye	Oladele	boladele@fcmf.com	Portal User Privilege	M	Tue, 2 Apr 2013		
4	Bikeye	Oladele	bankauthorizer@abcbank.com	Bank Authorizer Privilege	M	Thu, 4 Apr 2013		
5	Modupe	Akinola	makinola@ubaplc.com	Bank Admin Privilege	M	Fri, 5 Apr 2013		
6	Temitope	Adebayo	bankauditor@abcbank.com	Bank Audit Privilege	M	Fri, 5 Apr 2013		
7	Ayodeji	Ajibade	bankuploader@abcbank.com	Bank Uploader Privilege	M	Fri, 5 Apr 2013		
8	Agozie	Chima	agozie@unitybank.com	Bank Authorizer Privilege	M	Mon, 27 May 2013		

Fig 3.2.3b Figure showing Bank User Listing Page

*Note you will not find a NIBSS admin user type in the Bank user Listing.

- A search can be carried out based on few criteria such as 'First Name', 'Last Name' and 'Email'.
- Click on the 'Filter by' drop down button and select a search criteria e.g First Name as shown in Fig 3.1.3c.
- Enter the keyword you want to search for under the field "For" as shown in Fig 3.1.3c.
- Click on "**Search**".
- A table listing the search result is displayed as shown in Fig 3.1.3d
- A user profile can be locked by selecting the checkbox corresponding to the user and click  at the top of the page as seen in Fig 3.1.3e
- A user's password can be reset by selecting the checkbox corresponding to the user and click  at the top of the page as seen in Fig 3.1.3f
- A user profile can be locked by selecting the checkbox corresponding to the user and click  at the top of the page as seen in Fig 3.1.3g



12. A user role can be changed by clicking on the First Name Hyperlink has shown in the figure below.

S/N	First Name	Last Name	Email
1	Akinwale	Akintola	portaluser@abcbank.com
2	Modupe	Akinola	bankadmin@abcbank.com

13. The hyperlink open up the user edit page . The user edit function is subject to the Authorization of the Bank Admin Authorizer as part of user management control.

User Login Information	
Email:	<input type="text" value="portaluser@abcbank.com"/>
User Type Name:	<input type="text" value="Portal User Privilege"/>
Personal Information	
First Name:	<input type="text" value="Akinwale"/>
Last Name:	<input type="text" value="Akintola"/>
Gender:	<input type="text" value="Male"/>
Phone Number:	<input type="text" value="07069302232"/>
Company Name:	<input type="text" value="Unity Bank Plc"/>
Address:	<input type="text" value="VI"/>
<input type="button" value="Edit User"/>	

3.2.4 Archived Signatures

- **Functional description:** this operation enables a Bank Admin to search and view signatures that have been previously deleted for over a period of 6 months.

- **Formal Description:** To carry out this operation, the user does the following activities.
1. Click on **Archived Signatures** from the menu bar as seen in Fig 3.2.4a.

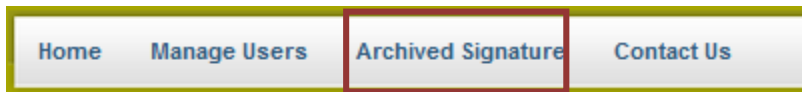


Fig 3.2.4a Bank Admin profile showing Archived Signature Tab

2. The Archived Signatories Page is displayed as shown in Fig 3.2.4b.

Search Archived Bank Signatories »»

Search by: First Name ▼	For: <input type="text"/>	Search							
Status	First Name	Middle Name	Last Name	Category Code	Signature Number	Staff ID	Designation	Bank Name	Signature

Fig 3.2.4b Search Archived Signatories Page

3. Select specific criteria from the search By Field.
4. Enter the keyword you want to search for under the field “For” as shown in Fig 3.1.8c.
5. Click on “**Search**”.
6. A table listing the search result is displayed as shown in Fig 3.2.4c

Search Archived Bank Signatories »»


Search by: First Name ▼	For: temitope		Search						
Status	First Name	Middle Name	Last Name	Category Code	Signature Number	Staff ID	Designation	Bank Name	Signature
Deleted on: Tue, 14 May 2013	Temitope	O	Adebayo	A	8908	56788	Bank Officer	Unity Bank Plc	

Fig 3.2.4c Figure showing the search result for Archived Signatories

3.3 Bank Administrator Authorizer

3.3.1 Logging in

- **Functional description:** this operation enables a Bank Admin Authorizer to log into the portal.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Bank Auditor browses to this URL: <https://192.234.10.203/ASVPortal/>
 2. The login page is displayed as shown in Fig 3.1.1a
 3. Username and password are entered into their corresponding fields. After a successful login, the Change Password page is displayed as seen in Fig 3.2.1a for first login.
 4. Enter the New Password.
 5. Enter a confirmation of the new password.
 6. A successful message is displayed at the top of the page as seen in Fig 3.2.1b.
 7. For subsequent logins, the page directs to the home page which displays the signature mandate letter as seen in Fig 3.2.1c.

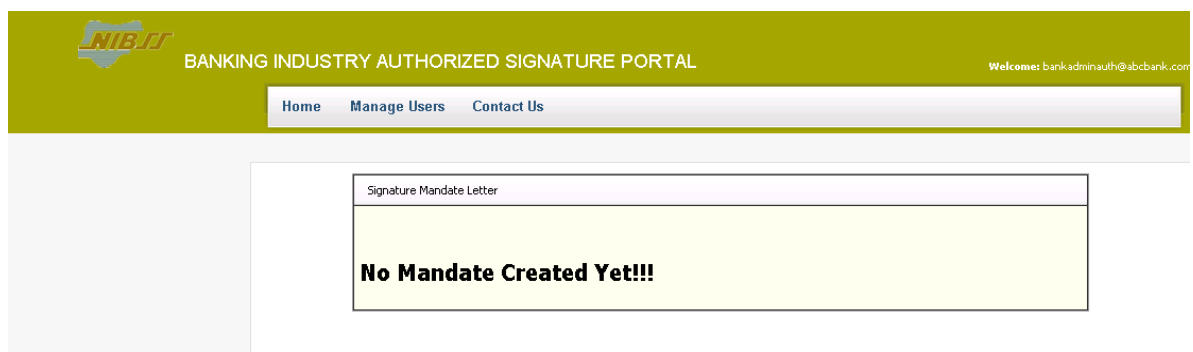
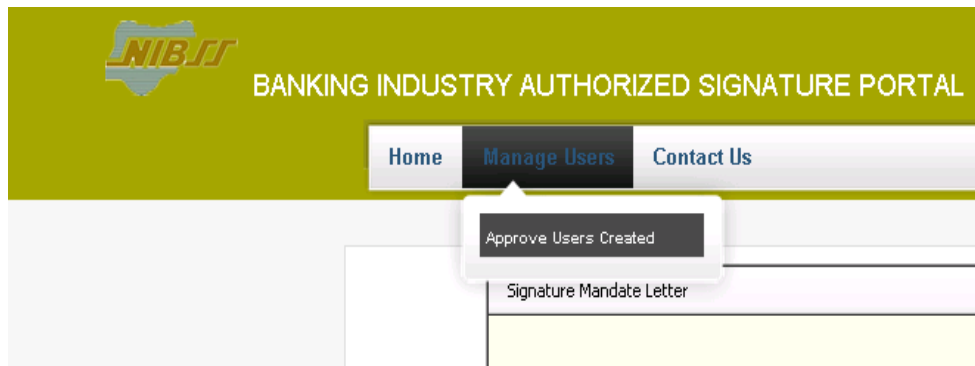


Fig. 3.3.1a Landing Page of the Bank Admin Authorizer

3.3.2 User Approval

- **Functional description:** this operation enables a bank admin authorizer to approve created users
- **Formal Description:** To carry out this operation, the user does the following
 1. The Bank Admin Authorizer shall click on manage users' link and select the "Approve users created" link



2. The link display the set of users that have been created by the bank administrator

Portal User Listing awaiting authorization»»

Records: 3		Record Limit: 10 Results		Page: 1 of 1		<div><</div> <div>></div>	
Filter By: ALL				For:		<div>Search</div>	
S/N	First Name	Last Name	Email	User Type	Gender	Date Created	<div><div><div></div><div>Decline</div></div><div><div>✓</div><div>Approve</div></div></div>
1	Bikeye	Oladele	boladele@fcm.com	Portal User Privilege	M	Tue, 2 Apr 2013	<div><div></div></div>
2	were	aweryj	were@abcbank.com	Bank Authorizer Privilege	M	Thu, 8 May 2014	<div><div></div></div>
3	ola	leke	test@abc.com	Portal User Privilege	M	Tue, 15 Jul 2014	<div><div></div></div>

3. The Bank Admin Authorizer should select the user(s) with the check box and click the on approve or decline button to make a decision to complete the user creation.

3.4 Bank Auditors

3.4.1 Logging in

- **Functional description:** this operation enables a bank auditor to log into the portal.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Bank Auditor browses to this URL: <https://192.234.10.203/ASVPortal/>
 2. The login page is displayed as shown in Fig 3.1.1a
 3. Username and password are entered into their corresponding fields.
 4. After a successful login, the Change Password page is displayed as seen in Fig 3.2.1a for first login.
 5. Enter the New Password.
 6. Enter a confirmation of the new password.
 7. A successful message is displayed at the top of the page as seen in Fig 3.2.1b.
 8. For subsequent logins, the page directs to the home page which displays the signature mandate letter as seen in Fig 3.2.1c.

3.4.2 Portal Audit

- **Functional description:** this operation enables a bank user with the audit privilege to view user activities.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “Portal Audit” from the menu bar.

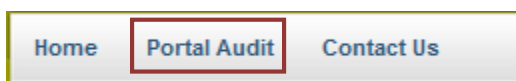


Fig 3.3.2a Bank Auditor Menu showing the Portal Audit Tab

2. The System audit listing page is displayed as seen in Fig 3.3.2b

Home Search Signature Admin Contact Us				
System Audit »»				
Show 10 entries	Search:			
Activity Type	Created By	Bank Name	Date Created	Client IP
Login Into ASV Portal	bankauthorizer@abobank.com	Unity Bank Plc	2013-04-16 02:28:55	0.0.0.0.0.1
Login Into ASV Portal	portaluser@abobank.com	Unity Bank Plc	2013-04-24 01:51:50	0.0.0.0.0.1
Login Into ASV Portal	portaluser@abobank.com	Unity Bank Plc	2013-04-24 03:04:05	0.0.0.0.0.1
Login Into ASV Portal	portaluser@abobank.com	Unity Bank Plc	2013-04-24 03:10:36	0.0.0.0.0.1
Login Into ASV Portal	portaluser@abobank.com	Unity Bank Plc	2013-04-24 03:14:59	0.0.0.0.0.1
Login Into ASV Portal	hakintoye@nibss-plc.com	NIBSS Plc	2013-05-03 08:53:50	0.0.0.0.0.1
Login Into ASV Portal	portaluser@abobank.com	Unity Bank Plc	2013-05-03 08:54:26	0.0.0.0.0.1
Login Into ASV Portal	portaluser@abobank.com	Unity Bank Plc	2013-05-03 09:00:53	0.0.0.0.0.1
Login Into ASV Portal	portaluser@abobank.com	Unity Bank Plc	2013-05-03 09:05:32	0.0.0.0.0.1
Login Into ASV Portal	portaluser@abobank.com	Unity Bank Plc	2013-05-03 09:07:04	0.0.0.0.0.1
Showing 1 to 10 of 703 entries				
First Previous 1 2 3 4 5 Next Last				

Fig 3.3.2b Bank Auditor Menu showing the System audit listing

3.5 Bank Authorizers

3.5.1 Logging in

- **Functional description:** this operation enables a bank authorizer to log into the portal.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Bank authorizer browses to this URL: <https://192.234.10.203/ASVPortal/>
 2. The login page is displayed as shown in Fig 3.1.1a
 3. Username and password are entered into their corresponding fields.
 4. After a successful login, the Change Password page is displayed as seen in Fig 3.2.1a for first login.
 5. Enter the New Password.
 6. Enter a confirmation of the new password.
 7. A successful message is displayed at the top of the page as seen in Fig 3.2.1b.

8. For subsequent logins, the page directs to the home page which displays the signature mandate letter as seen in Fig 3.2.1c.

3.5.2 View Uploads

- **Functional description:** this operation enables a bank authorizer to approve signatures that have been previously uploaded by the bank uploader.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “Authorize” from the menu bar as seen in Fig 3.5.2a.

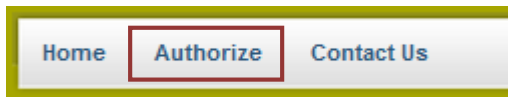


Fig 3.5.2a Bank Authorizer Menu showing the Authorize Tab

2. Click ‘View Uploads’ as seen in Fig 3.5.2b

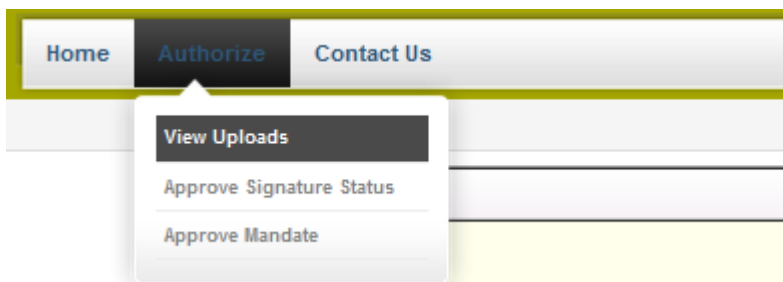


Fig 3.5.2b Bank Authorizer drop down menu showing ‘view uploads’

3. A table listing all the unapproved signatures is displayed as seen in Fig 3.5.2c
4. Select the checkboxes and click approve at the top of the page

Search Bank Signatories »»





Search by: <input type="text" value="First Name"/>		For: <input type="text"/>		<input type="button" value="Search"/>					
<input checked="" type="checkbox"/> Approve	First Name	Middle Name	Last Name	Category Code	Signature Number	Staff ID	Designation	Bank Name	Signature
<input checked="" type="checkbox"/>	Sade	Oladayo	Oladele	B	12345	5656565	AGM	Unity Bank Plc	
<input checked="" type="checkbox"/>	Olaolu	O	Babalola	B	567434	11115	Management Trainee	Unity Bank Plc	
<input checked="" type="checkbox"/>	Bayo	A	Akinboni	B	5674532	11111	Bank Office	Unity Bank Plc	
<input checked="" type="checkbox"/>	Cyril	Agozie	Obikwe	A	77777	33333	Senior Manager	Unity Bank Plc	
<input type="checkbox"/>	Cyril	Agozie	Obikwe	A	77777	33333	Senior Manager	Unity Bank Plc	

Fig 3.5.2c A table listing unapproved signatures

3.5.3 Approve Signature Status

- **Functional description:** this operation enables a bank authorizer to approve signatures whose status has been modified by bank uploader and a final approval is required.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “Authorize” from the menu bar as seen in Fig 3.5.2a.

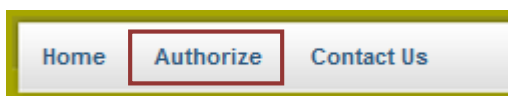


Fig 3.4.2a Bank Authorizer Menu showing the Authorize Tab

2. Click ‘Approve Signature Status’ as seen in Fig 3.5.2b

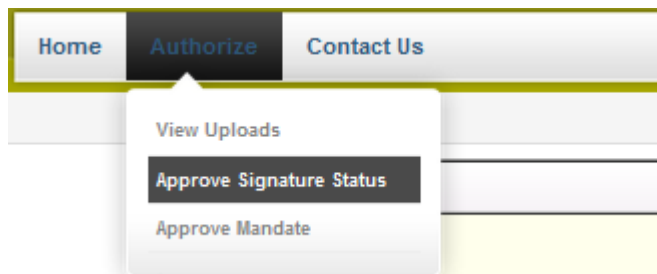


Fig. 3.5.2b Bank Authorizer drop down menu showing 'Approve Signature Status'

3. A search page is displayed as seen in Fig 3.5.2c




The image shows a search section with a 'Search by:' dropdown menu set to 'First Name'. To the right is a 'For:' text input field. A 'Search' button is located on the right side of the search bar.

Fig 3.5.2c Search section of the approve signature status page

4. Enter the name of the signatory in the For Field.
5. Click **Search**.

Signatories awaiting authorization »»

Search by: First Name ▼		For: bikeye		Search					
<input checked="" type="checkbox"/> Approve	First Name	Middle Name	Last Name	Category Code	Signature Number	Staff ID	Designation	Bank Name	Signature
<input type="checkbox"/> View Reason	Bikeye	Ebun	Oladele	A	001235	12345	AGM	Unity Bank Plc	

6. Select the checkbox corresponding to the signatory.
7. Click Approve at the top of the page

3.5.4 Approve Mandate

- **Functional description:** this operation enables a bank authorizer to approve mandates that have been previously uploaded by the bank uploader.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “Approve Mandate” from the menu bar as seen in Fig 3.5.2a.
 2. Click ‘Approve Mandate’ as seen in Fig 3.5.3a

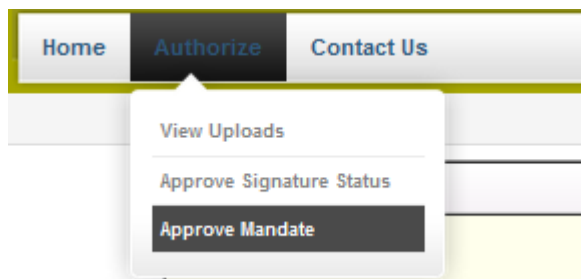


Fig 3.5.3a Bank Authorizer drop down menu showing ‘Approve Mandate’

3. The approve mandate page is displayed as seen in Fig 3.5.3b

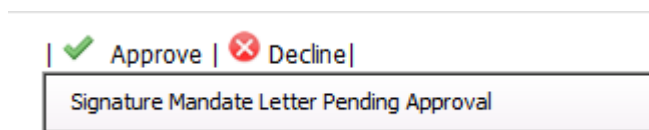


Fig 3.5.3b Approve Mandate Page

4. Click on **Approve** to approve a mandate or **Decline** to reject the mandate letter

3.6 Bank Uploader

3.6.1 Logging in

- **Functional description:** this operation enables a bank Uploader to log into the portal.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Bank Uploader browses to this URL: <https://192.234.10.203/ASVPortal/>
 2. The login page is displayed as shown in Fig 3.1.1a
 3. Username and password are entered into their corresponding fields.
 4. After a successful login, the Change Password page is displayed as seen in Fig 3.2.1a for first login.
 5. Enter the New Password.
 6. Enter a confirmation of the new password.
 7. A successful message is displayed at the top of the page as seen in Fig 3.2.1b.
 8. For subsequent logins, the page directs to the home page which displays the signature mandate letter as seen in Fig 3.2.1c.

3.6.2 Single Upload

- **Functional description:** this operation enables a bank uploader to upload a signature per time.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “Upload Signature” from the menu bar.



Fig 3.6.2a Bank Uploader Menu showing the Upload Signature Tab

2. Select ‘Single Upload’ from the drop down as seen in Fig 3.6.2b

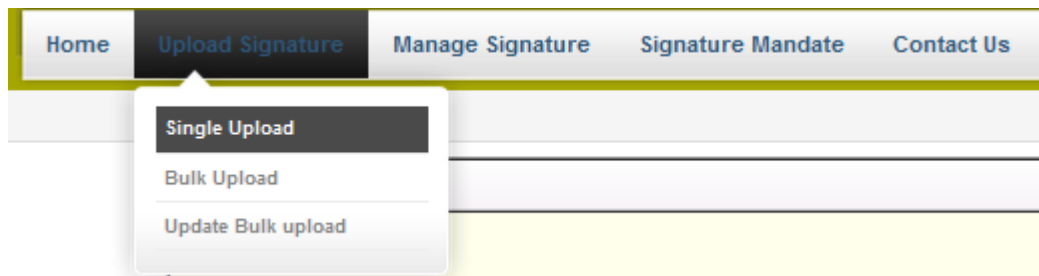


Fig 3.6.2b Bank Uploader drop down menu showing 'Single Upload'.

3. Bank Signatory page is displayed as seen in Fig 3.6.2c.
4. Enter required information into the fields provided on the form as seen in Fig 3.5.2c.
5. The Image to be uploaded must be in a required format. The image size must not be more than 200px (width) and 150px (height).
6. Click 'Upload'

Single Bank Signatory Creation »»

Signatory Information	
First Name:	Moshood
Middle Name:	Kehinde
Last Name:	Adeola
Designation:	Executive Director
Category:	Category A ▼
Signature Code:	Henry
Staff ID:	567
Signature:	C:\Users\boladele.NIBS\ Browse...
<p>**Note: Signature format is: .jpeg, .gif and .png. Also, it should be 200px (width) and 150px (Height)</p>	
<input type="button" value="Upload »»"/>	

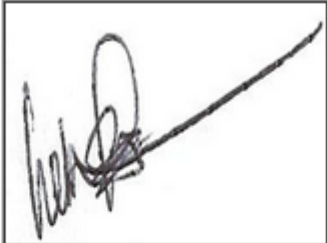


Image Height::121px
Image Width::197px

Fig 3.6.2c Figure showing a successful upload of correct image size.

Single Bank Signatory Creation »»

Signatory Information	
First Name:	Moshood
Middle Name:	Kehinde
Last Name:	Adeola
Designation:	Executive Director
Category:	Category A
Signature Code:	Akinwale
Staff ID:	567
Signature:	C:\Users\boladele.NIBS Browse...
<p>**Note: Signature format is: .jpeg, .gif and .png. Also, it should be 200px (width) and 150px (Height)</p>	
<input type="button" value="Upload »»"/>	



Image Height::276px
Image Width::790px
Image dimension is not correct!!!
It should not be more than 200px (width)
and 150px (Height)

Figure 3.6.2d Figure showing an error in the uploaded image

7. A successful message is displayed as seen in Fig 3.6.2e



Fig 3.6.2e Figure showing a successful upload of signatory.

3.6.3 Bulk Upload

- **Functional description:** this operation enables a bank uploader to upload more than one signature per time. A file containing details of signatories is uploaded.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “Upload Signature” from the menu bar as seen in Fig 3.6.3a.
 2. Select ‘Bulk Upload’ from the drop down as seen in Fig 3.6.3b

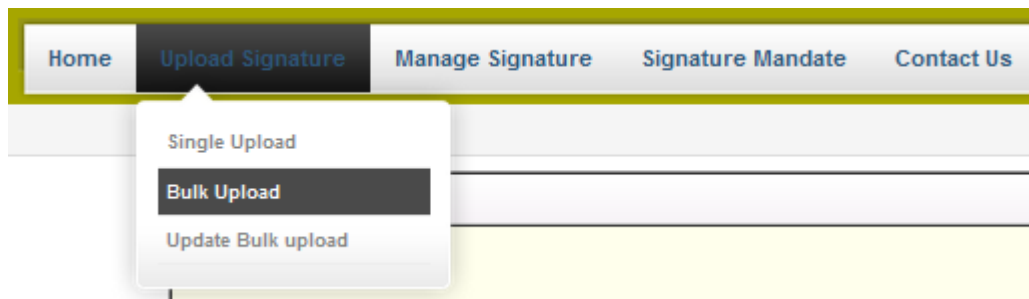


Fig 3.6.3a Bank Uploader drop down menu showing 'Bulk Upload'.

3. Upload Bulk Signatory page is displayed as seen in Fig 3.6.3b.

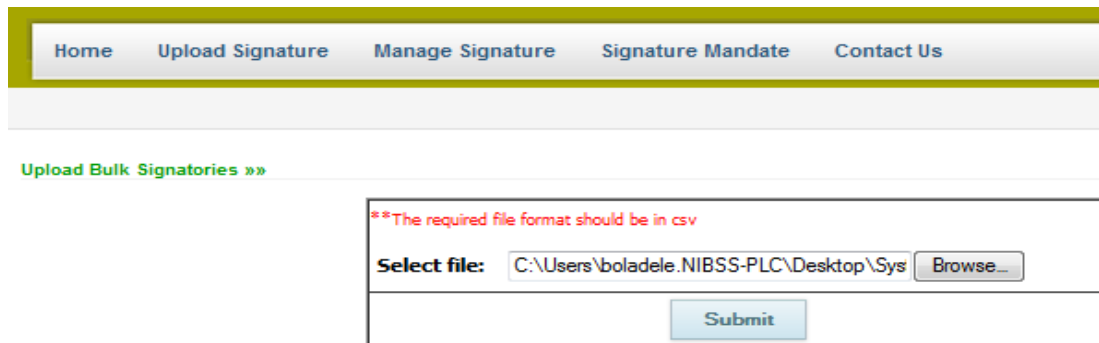


Fig 3.6.3b Upload Bulk Signatories page

4. Click 'Browse' to upload file. File sample is shown in Fig 3.6.3c.

Data format :

FIRST NAME, MIDDLE NAME, LAST NAME, CATEGORY CODE, SIGNATURE CODE, STAFF ID, DESIGNATION

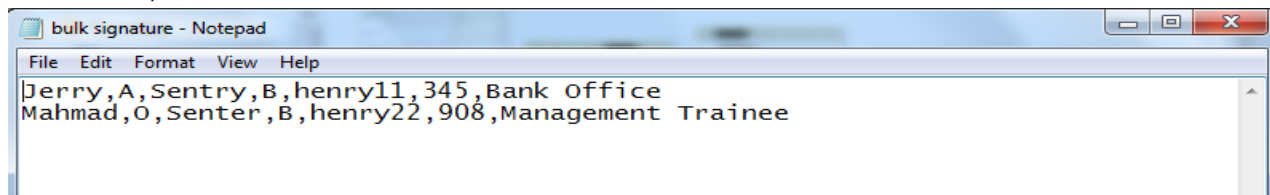


Fig 3.6.3c Sample CSV File format for bulk Upload

5. Click 'Submit'.

3.6.4 Update Bulk Upload

- **Functional description:** this operation enables a bank uploader to add images to the signatory details previously uploaded via a CSV file.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “Upload Signature” from the menu bar as seen in Fig 3.6.4a.
 2. Select ‘Update Bulk Upload’ from the drop down as seen in Fig 3.6.4b

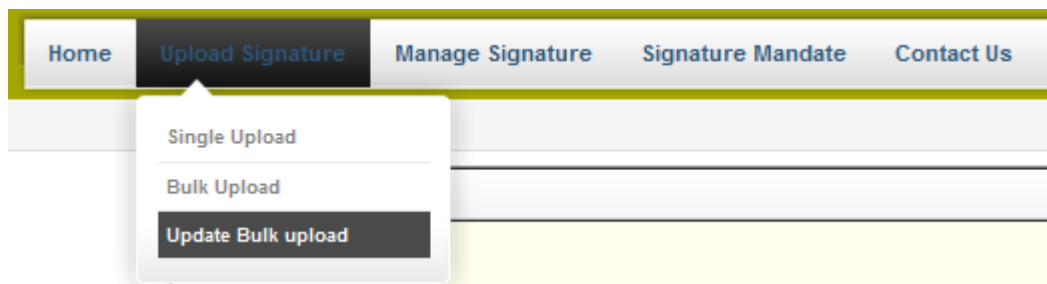


Fig 3.6.4a Bank Uploader drop down menu showing ‘Update Bulk Upload’.

3. Update Bulk Signatory form is displayed as seen in Fig 3.6.4b.
4. Select Signature Code drop down as seen in Fig 3.6.4b. A list of all the signature codes from the CSV file previously uploaded is seen. Select a signature code and the remaining fields get populated with corresponding data.

Create Bank Signatory »»

Signatory Information	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Designation:	<input type="text"/>
Category:	<input type="text"/>
Signature Code:	<div> <div>«»«»Select A Signature Number«»«»</div> <div> <div>«»«»Select A Signature Number«»«»</div> <div>567432</div> <div>56748934</div> <div>henry1</div> <div>henry11</div> <div>henry2</div> <div>henry22</div> </div> </div>
Staff ID:	<input type="text"/>
Signature:	<input type="text"/>
<p>**Note: Signature format is: .jpeg, .gif and .png. Also, it should be 200px (width) and 150px (Height)</p>	
<input type="button" value="Submit »»"/>	

Fig 3.6.4b Update Bulk Signatories page showing a selected signature code

Create Bank Signatory »»

Signatory Information	
First Name:	Christabell
Middle Name:	O
Last Name:	ONYEJEKWE
Designation:	Management Trainee
Category:	B
Signature Code:	henry2
Staff ID:	1111215
Signature:	<input type="text"/> <input type="button" value="Browse..."/>
<p>**Note: Signature format is: .jpeg, .gif and .png. Also, it should be 200px (width) and 150px (Height)</p>	
<input type="button" value="Submit »»"/>	

Fig 3.6.4c Page showing a selected signature code with its corresponding data

- Click 'Browse' to upload image that corresponds to the signature code.

Create Bank Signatory »»

Signatory Information	
First Name:	Christabell
Middle Name:	O
Last Name:	ONYEJEKWE
Designation:	Management Trainee
Category:	B
Signature Code:	henry2
Staff ID:	1111215
Signature:	C:\Users\boladele.NIBS\ Browse...
<small>**Note: Signature format is: .jpeg, .gif and .png. Also, it should be 200px (width) and 150px (Height)</small>	
<input type="button" value="Submit »»"/>	



Image Height::121px
Image Width::197px

Fig 3.6.4c Page showing Image has been uploaded successfully

6. Click 'Submit'.
7. A success message is displayed as seen in Fig. 3.6.4d



Fig 3.6.4d Message displayed after a successful update of signatory

3.6.5 Manage Signatures

- **Functional description:** this operation enables a bank uploader to change the status of a signature. Such status includes deleted, Inactive and Active. This change process is completed when the bank authorizer approves the change.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on "Manage Signature" from the menu bar as seen in Fig 3.6.5a.

[Home](#)
[Upload Signature](#)
[Manage Signature](#)
[Signature Mandate](#)
[Contact Us](#)

[Search Bank Signatories »»](#)

Search by: First Name
For:

Action	First Name	Middle Name	Last Name	Category Code	Signature Number	Staff ID	Designation	Bank Name	Signature

Fig 3.6.5a Manage Signature Page.

- Select the criteria from the search by drop down.
- Enter keyword into the For Field.
- Click 'Search'
- The search result is displayed.
- Click 'manage' on the left side of the signatory record.
- The manage signature page is displayed as seen in Fig 3.6.5b.

[Search Bank Signatories »»](#)

Search by: First Name
For:


Action	First Name	Middle Name	Last Name	Category Code	Signature Number	Staff ID	Designation	Bank Name	Signature
Manage	Christabell	O	ONYEJEKWE	B	henry2	1111215	Management Trainee	Unity Bank Plc	

Fig 3.6.5b Search result page for manage signatories

Manage Signatory »»

Select Action for Signatory	
Action Type:	<div> <div>«»«»Select An Action«»«»</div> <div>«»«»Select An Action«»«»</div> <div>Active</div> <div>Delete</div> <div>Inactive</div> </div>
Reason:	
<div>Submit</div>	

Signatory Preview	
First Name:	Christabell
Middle Name:	O
Last Name:	ONYEJEKWE
Category Code:	B
Signature No:	henry2

Fig 3.6.5c Manage Signature Page.

8. Select Action Type
9. Enter reason for the action
10. Click Submit.

3.6.7 Create Mandate

- **Functional description:** this operation enables a bank to create new mandate letter for a bank. Each Bank can only have one mandate in this application.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Click on “Signature Mandate” from the menu bar as seen in Fig 3.6.7a.

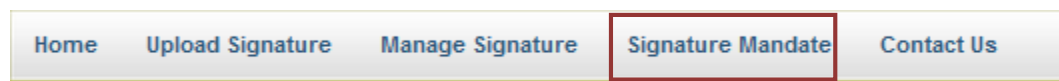


Fig 3.6.7a Bank Uploader Menu showing the Signature Mandate Tab

2. Select ‘Create Mandate’ from the drop down as seen in Fig 3.6.7b

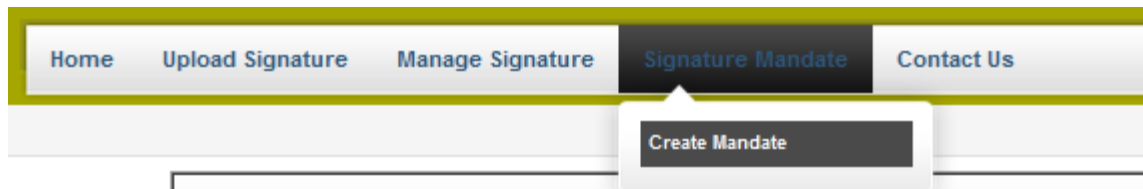


Fig 3.6.7b Bank Uploader drop down Menu showing 'Create Mandate'.

3. The Create Mandate page is displayed as seen in Fig 3.6.8c

Create Bank Signature Mandate >>>

Signatory Mandate Information	
Salutation:	Dear ma
Message Body:	Kindly be notified of the new update in the signatory of the
Complimentary close:	Kind regards
Authorised Signatory:	Oladele, Bikeye Egun
Submit	

Dear ma,
Kindly be notified of the new update in the signatory of the

Kind regards,
Oladele, Bikeye Egun

Fig 3.6. Create Mandate page

4. Select a salutation from the Salutation drop down.
5. Click the content of the mandate in the Message Body Field
6. Select a complimentary close from the Complimentary Close drop down.
7. Select the signatory from the Authorized Signatory drop down.
8. Click Submit.

3.6.8 View Own Bank Signatories

- **Functional description:** This operation enables a bank up loader to view all own bank signatories for revision and download data to csv file.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Select View My Bank Signatories from the drop down menu of the manage signatories

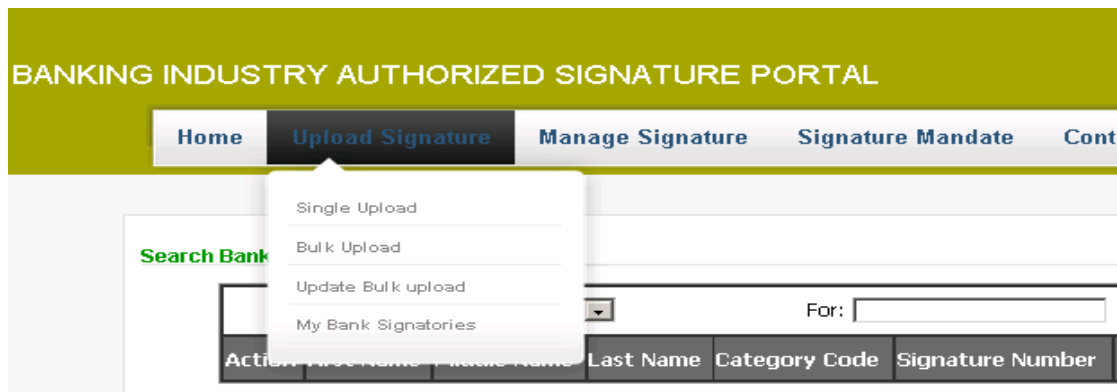


Fig 3.6.8a Bank Uploader profile showing My Bank Signatories Menu Item

2. The Bank Up loader can view all own bank signatories from this interface and download the data CSV file

Search Bank Signatories »»

Download






Status	First Name	Middle Name	Last Name	Category Code	Signature Number	Staff ID	Designation	Bank Name	Signature
Approved	Ileke	J	Olakulehin	A	56748	165	ABO	Unity Bank Plc	
Pending	Iekew	tyu	kolp	A	adama77777	12	abo	Unity Bank Plc	
Pending	TIMOTHY	OLAOSBIKAN	BOLADE	A	SN000304	SN000304	HEAD GENERAL SERVICES	Unity Bank Plc	
Declined	frank	imo	okoko	A	567934	2445	manager	Unity Bank Plc	
Declined	abimbola	omolade	okafor	A	A001	0125	manager	Unity Bank Plc	

Fig 3.6.8b Bank Uploader profile showing My Bank Signatories and Download Link

3.7 Bank User

3.7.1 Logging in

- **Functional description:** this operation enables a bank user to log into the portal.
- **Formal Description:** To carry out this operation, the user does the following activities:
 1. Bank authorizer browses to this URL: <https://192.234.10.203/ASVPortal/>

2. The login page is displayed as shown in Fig 3.1.1a
3. Username and password are entered into their corresponding fields.
4. After a successful login, the Change Password page is displayed as seen in Fig 3.2.1a for first login.
5. Enter the New Password.
6. Enter a confirmation of the new password.
7. A successful message is displayed at the top of the page as seen in Fig 3.2.1b.
8. For subsequent logins, the page directs to the home page which displays the signature mandate letter as seen in Fig 3.2.1c.

3.7.2 View Signatures

- **Functional description:** this operation enables a bank user Admin to search and view signatures for the purpose of sighting and verification.
- **Formal Description:** To carry out this operation, the user does the following activities.
 1. Click on **Search Signatures** from the menu bar as seen in Fig 3.7.2a.



Fig 3.7.2a Bank User profile showing Search Signature Tab

2. Click on “**View Signatures**” from the drop down Menu.

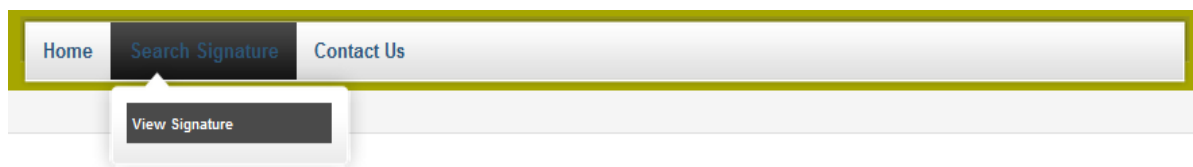


Fig 3.7.2b bank user drop down menu showing ‘View signature’.

3. The Search Bank Signatories Page is displayed as shown in Fig 3.7.2c.

Search Bank Signatories »»

Select Bank

Unity Bank Plc

View Bank's Mandate

Search by: First Name

For: bikeye

Search

Fig 3.7.2c Search section of the Search Bank Signatories Page of the bank User profile

4. Select Bank.
5. Select specific criteria from the search By Field.
6. Enter the keyword you want to search for under the field “For’ as shown in Fig 3.7.2c.
7. Click on “**Search**’.
8. A table listing the search result is displayed as shown in Fig 3.7.2d

Search Bank Signatories »»


Select Bank: Unity Bank Plc		View Bank's Mandate							
Search by: First Name		For: bikeye							
		Search							
Status	First Name	Middle Name	Last Name	Category Code	Signature Number	Staff ID	Designation	Bank Name	Signature
Active	Bikeye	Ebun	Oladele	A	001235	12345	AGM	Unity Bank Plc	

Fig 3.7.2d Figure showing the search result for Signatories on bank user profile