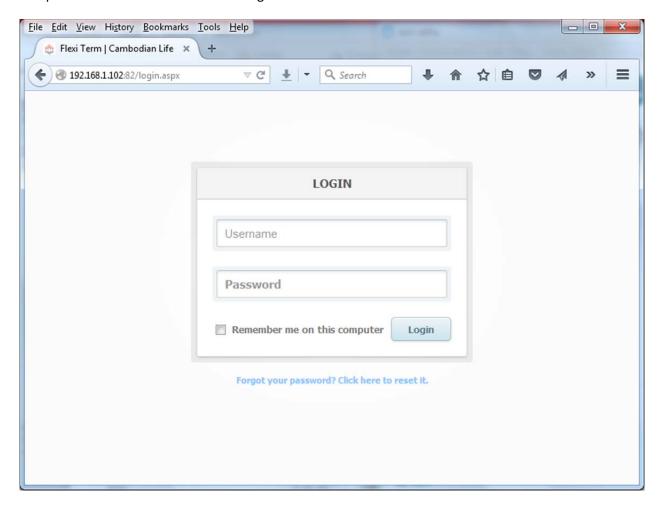
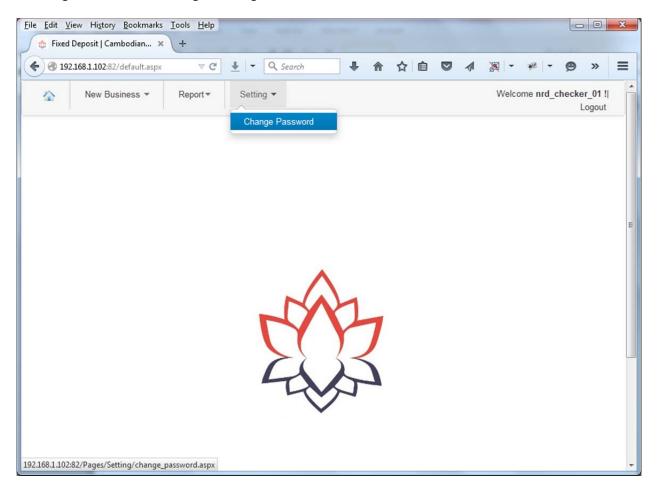
System Guide line for Phillip

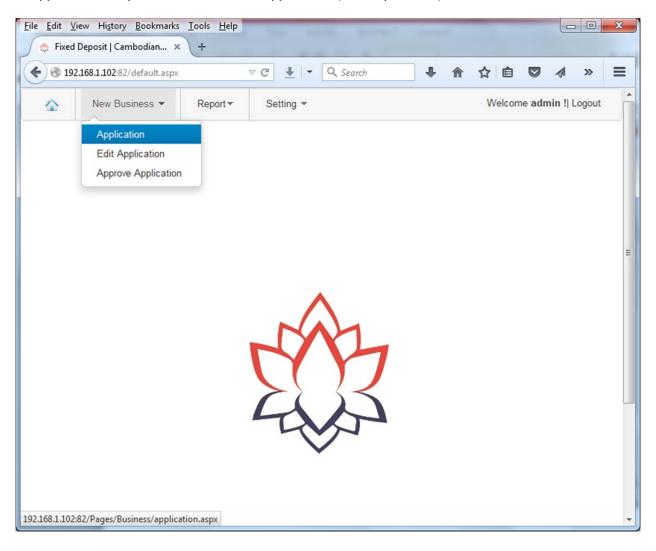
- 1. Open Internet Browser and input the application web address (Will be provided)
- 2. Input UserName and Password → Login



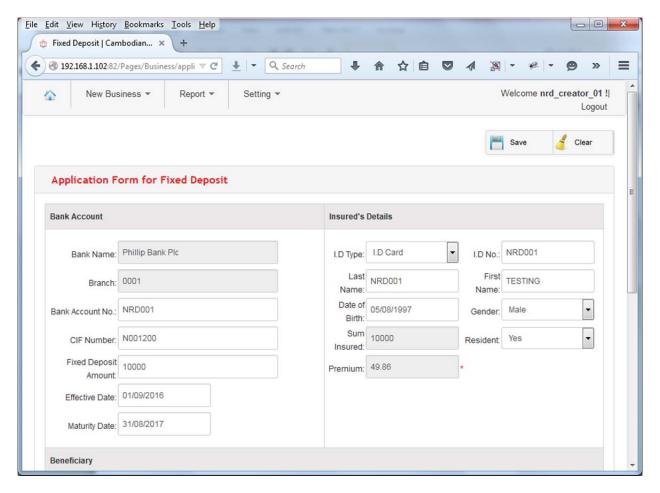
3. Change Password → Setting → Change Password



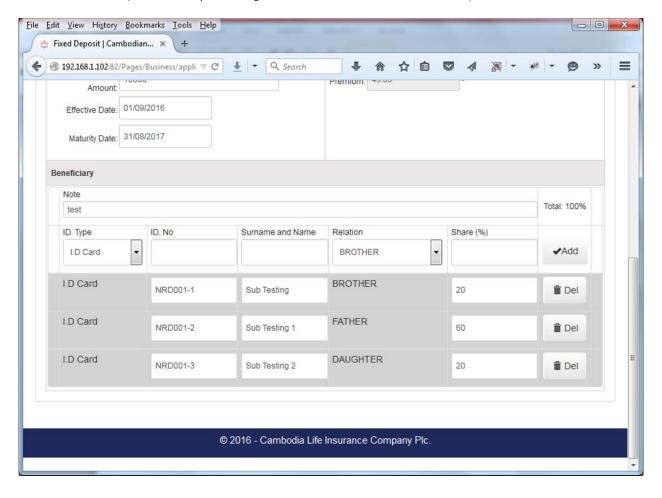
4. Application Entry → New Bussiness → Application (For only Creator)



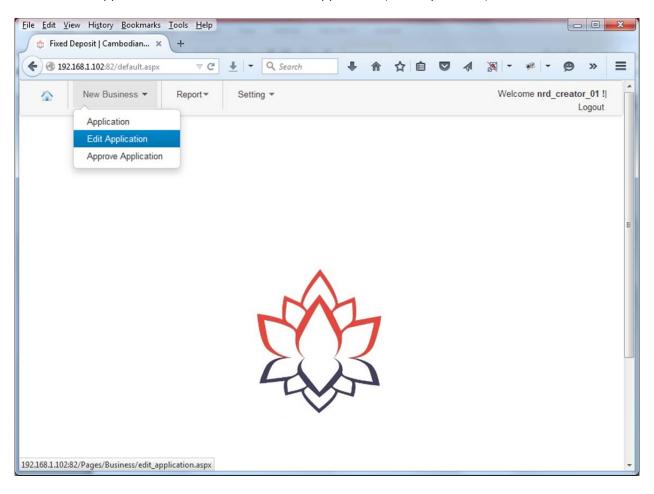
Input Bank Account information and Insured's Information (Sum Assured and Premium are automatically filled base on FD amount and maximum SA per life (USD20,000.00); DOB must be between 18-60 years old; If CIF number is already exist then system will automatically load existing customer data from database to fill in the form)



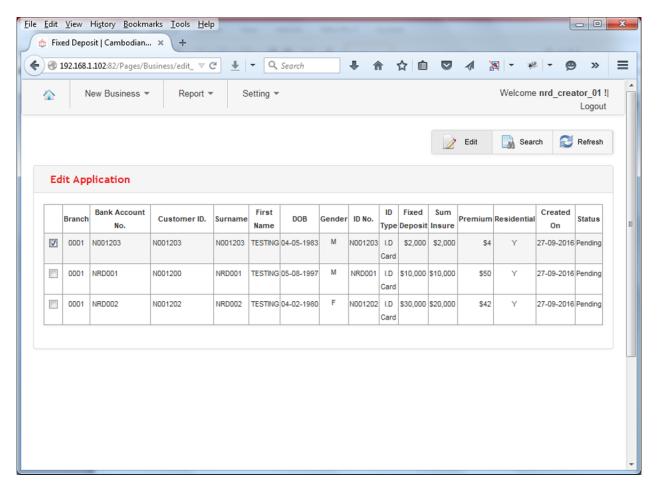
Add Beneficiaries (Total share percentage cannot be over or less than 100%)



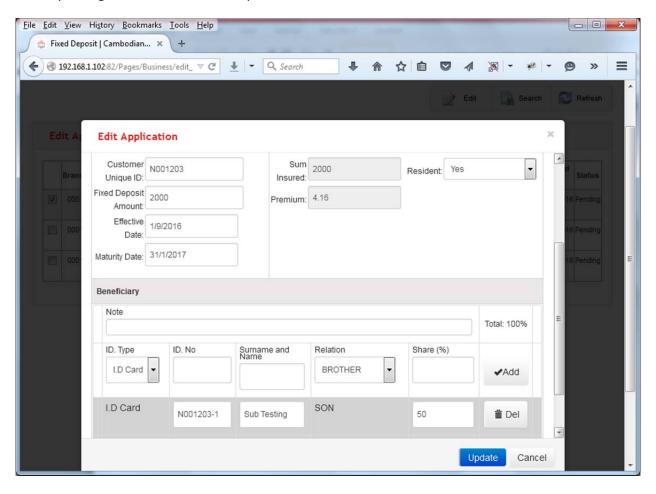
5. Edit Saved Application → New Business → Edit Application (For only Creator)



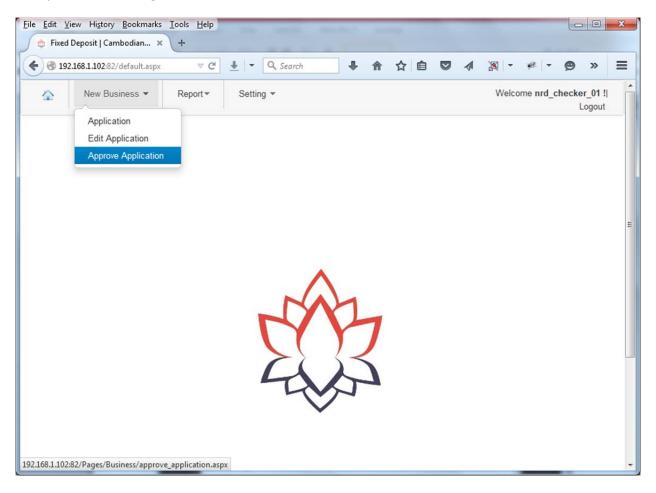
Select specific application to edit and click Edit (New Record will have status 'Pending'; Edited Record will have status 'Updated'; Approved Record will have status 'Approved'). User can edit only record with status 'Pending' and 'Updated'.



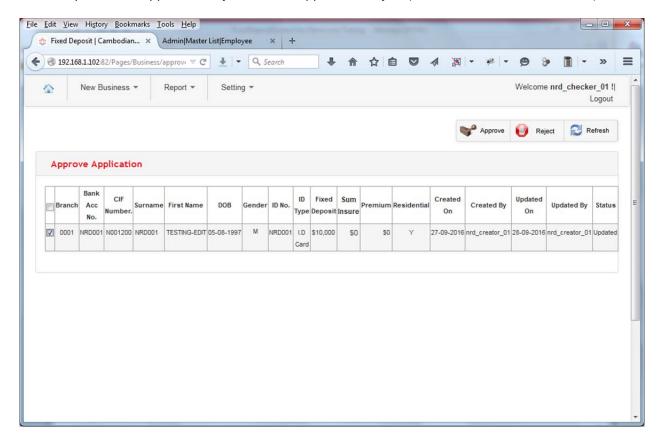
Edit any wrong information and click Update to save



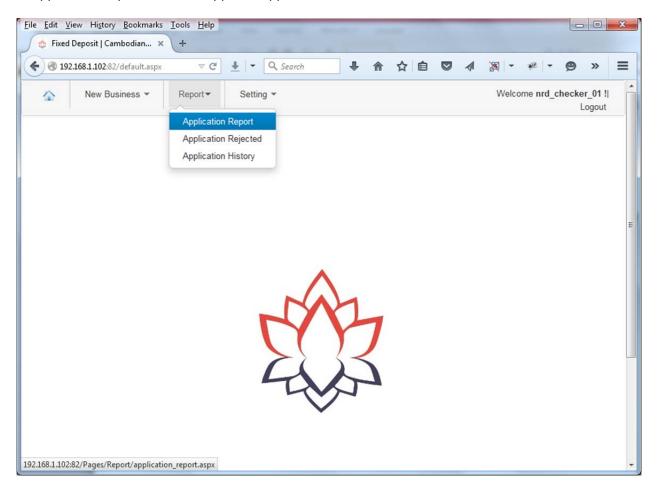
6. Approve application → New Business → Approve Application (For only Checker; Can be approved in multiple records or single record)



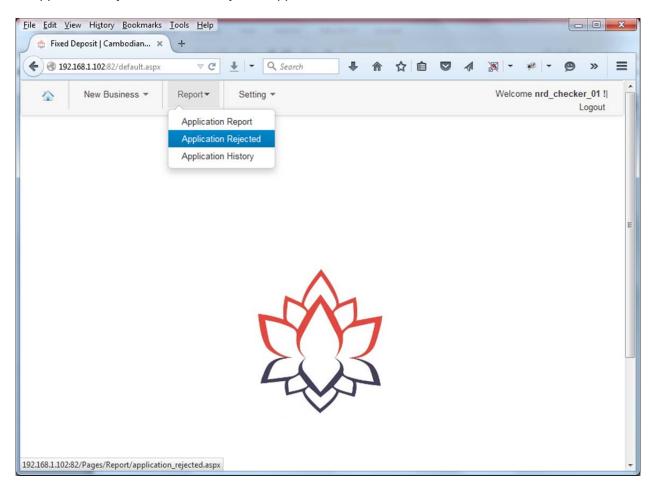
Select any record to approve or reject → Click Approve or Reject (Click Refresh to reload all data)



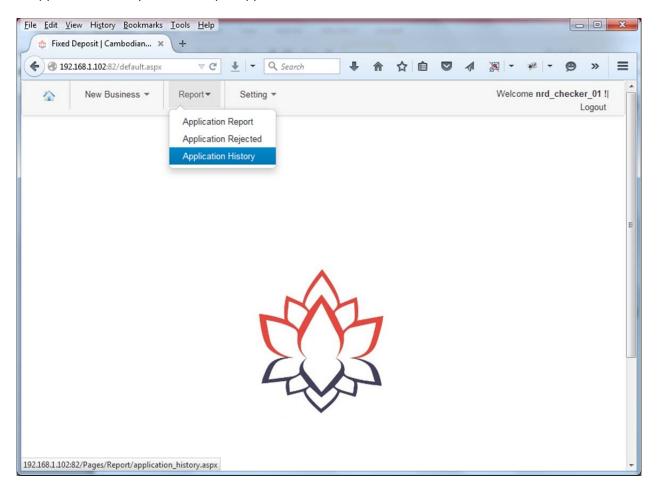
- 7. Check Application List Report → Report (For only Checker and Bank Admin)
- a. Application Report to see all approval applications



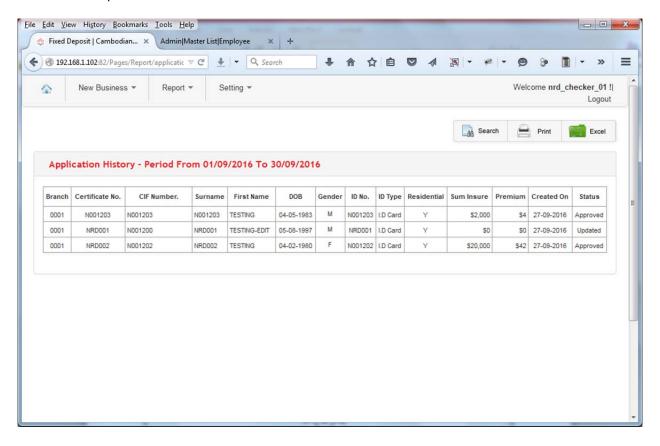
b. Application Rejected to see all rejected applications



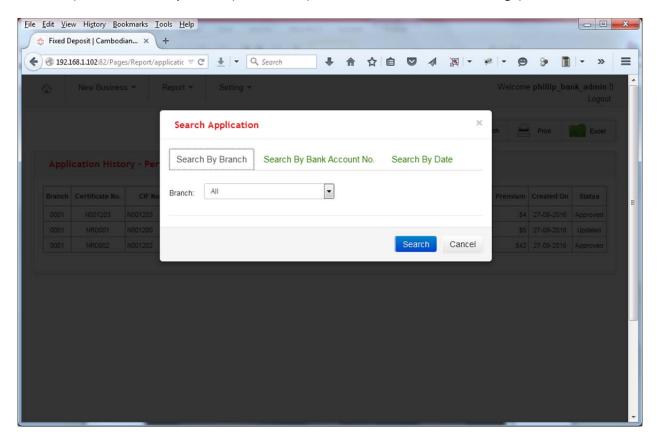
c. Application History to see all input applications



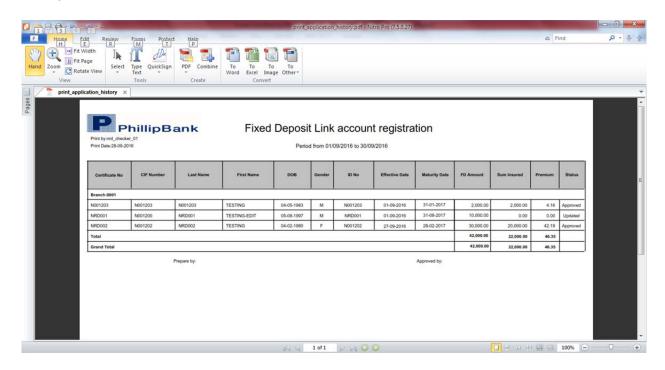
Note: In all reports page there are three buttons as Search to filter data in the list, Print to print report and Excel to export data from the list to excel in detail.



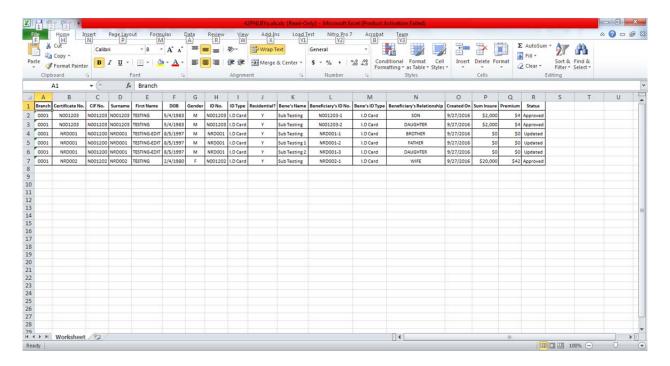
+ Search (Search or filter by Branch (Bank Admin), Bank Account No, and Date range)



+ Print



+ Excel



8. Unauthorized Page (when you access unauthorized page then the system will load a restriction message page then you can click the arrow button to go back to system home page)

