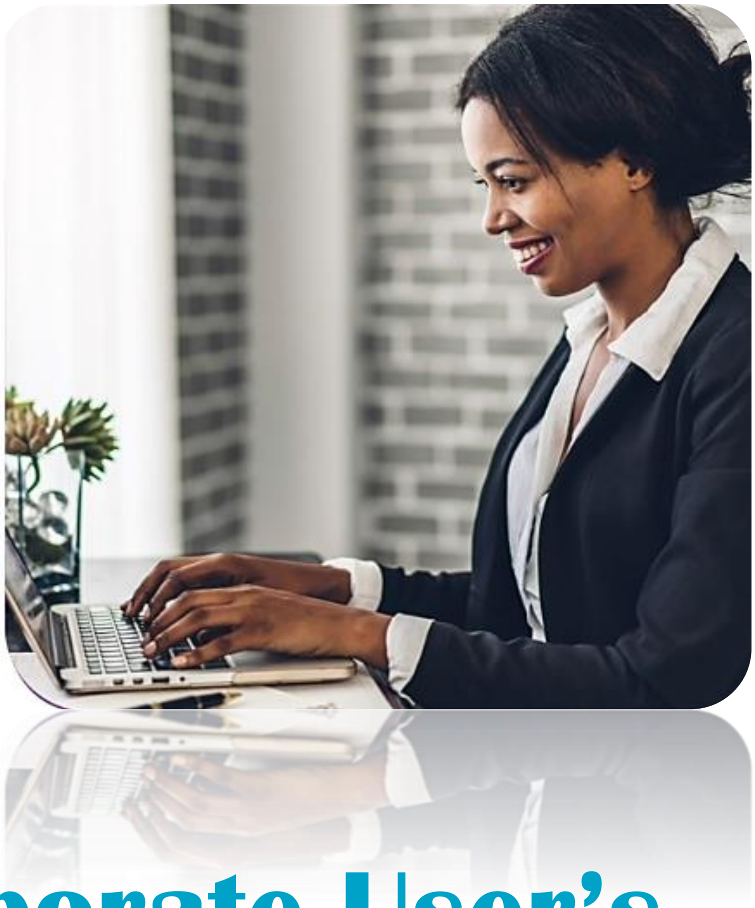


Corporate User's Internet Banking User Guide (RBSR)

Republic Online

Republic Bank

TABLE OF CONTENTS

How do I register?

Registration Requirements

The first step in registering your business for Internet Banking, is to ensure you have the following requirements:

1. **Site Administrator:**

   Your Company will be required to assign a Site Administrator, who will be responsible for the Company's internet banking profile, as well as adding company users, and assigning permissions to these users.

2. **New Customer ID**

   New Customers: Your Customer ID will be given to you at the onboarding stage

   Existing Customers: Your Customer ID would have been communicated to you via letter/email. If you have not received this information please contact your Engagement Lead/Relationship Manager.

3. **Mobile Device**

   RepublicOnline requires that all users register a mobile device which will be used as the second-factor authentication device when logging in.

Existing Customer's Registration Process

Existing Customers!

Here's what you need to do…

STEP 1

<u>Company Official/Director/Site Administrator must:</u>

1. Identify your Company's Internet Banking Site Admininstrator.
2. Attend virtual demo/training session with the Bank officials.
3. Complete the Registration form provided with users' details.
4. Obtain authorization from Company's Authorised Signatories *(as noted on the company mandate held at the bank)* and include company stamp on document.
5. Return completed registration form to the Bank.

Once the users have been created an email notification will be sent to the email addresses registered on the form, confirming that their Company's IB profiles have been created.

STEP 2

Site Administrators:

6. Retrieve email sent from the Bank with the temporary password assigned.

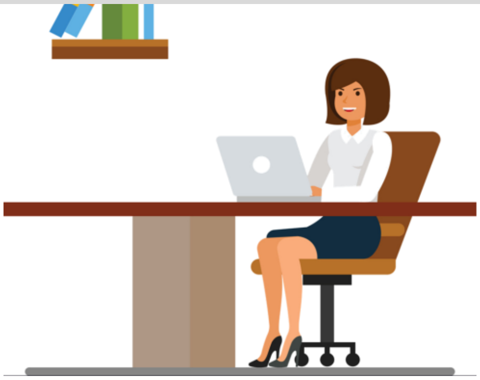
7. Log on to Online Banking from the website using the username selected at registration and the Temporary password sent via email from the Bank.

8. Complete the first loging process and setup of security devices **(refer to First login process on pg 25)**

9. Proceed to create/setup other company users as required.

New Customer’s Registration Process

For our New Customers…

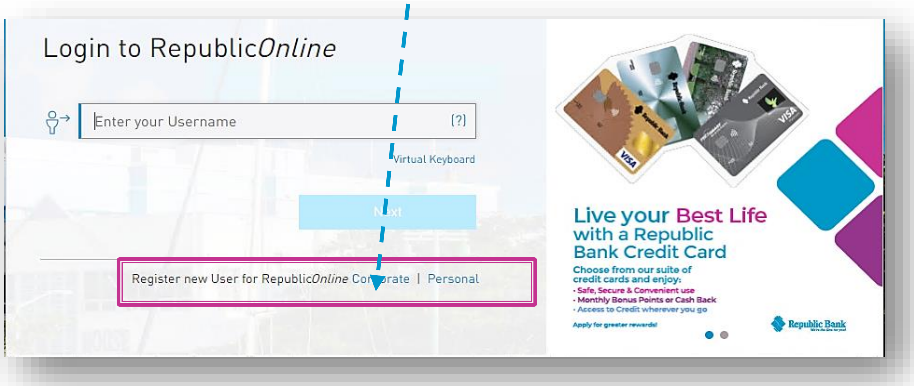


Company Official/Director/Site Administrator

10. Log on to Online Banking from the website

11. Go to the bottom of the screen in the *Register for RepublicOnline* section and select the **Corporate** link (as shown below)

STEP 1



Live your Best Life with a Republic Bank Credit Card

Choose from our suite of credit cards and enjoy:
- Safe, Secure & Convenient use
- Monthly Bonus Points or Cash Back
- Access to Credit wherever you go

Apply for greater rewards!

- Complete the 5-step process, **(see page 10)**, to register your company/business.

- Print completed form and obtain authorization from Company's Authorised Signatories *(as noted on the company mandate held at the bank)* and include company stamp on document.

- Scan completed form and forward to **rbsribsupport@republicbanksr.com**

Once the user has been created an email notification will be sent to the email addresses registered on the form, confirming that the Company's IB profiles has been created

STEP 2

Site Administrator

12. Retrieve email sent from the Bank with the temporary password assigned

13. Log on to Online Banking from the website using the username selected at registration and the Temporary password sent via email from the Bank.

14. Complete the first login process and setup of security devices **(refer to First login process .**

15. Proceed to create/setup other company users Proceed to the site and create/setup other company users as required.

The Online Registration Process

includes the following five (5) steps:

Step 1:
Accept Terms and Conditions

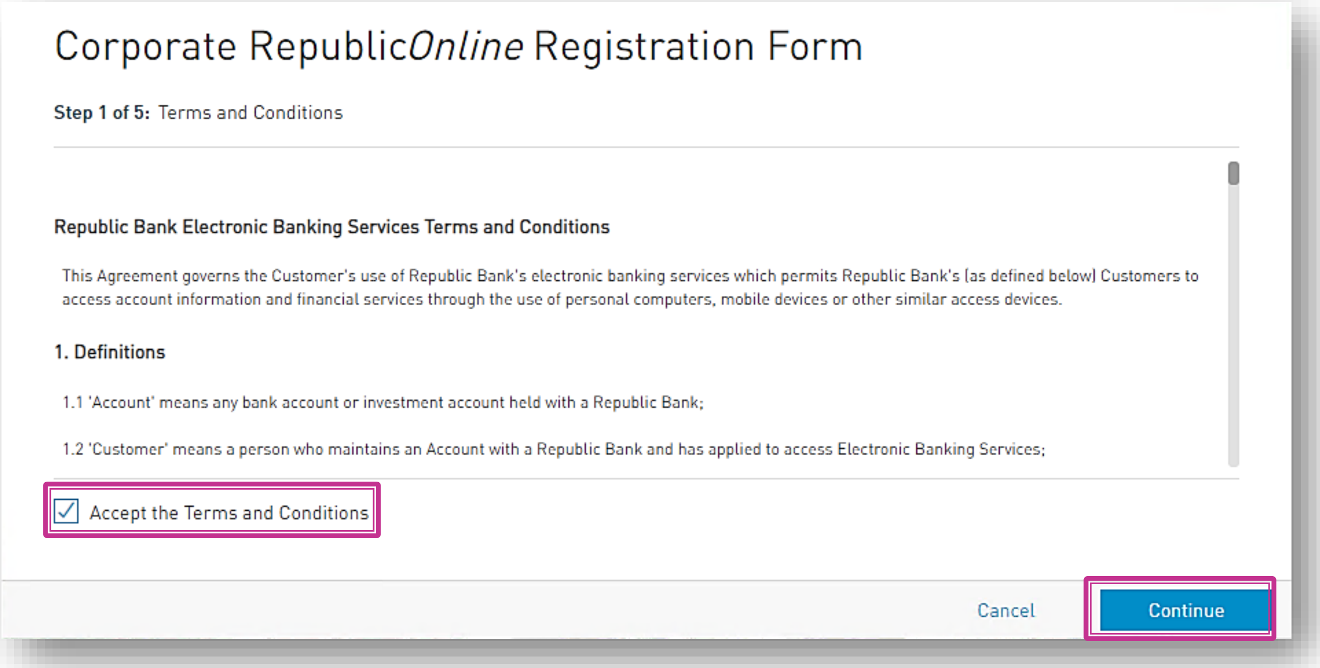
Step 2:
Input Business' and Company's Information

Step 3:
Input Administrator's Info

Step 4:
Confirm Data

Step 5:
Download Registration Form and Obtain Autorization

Step 1: Accept Terms and Conditions



Corporate Republic*Online* Registration Form

Step 1 of 5: Terms and Conditions

Republic Bank Electronic Banking Services Terms and Conditions

This Agreement governs the Customer's use of Republic Bank's electronic banking services which permits Republic Bank's (as defined below) Customers to access account information and financial services through the use of personal computers, mobile devices or other similar access devices.

1. Definitions

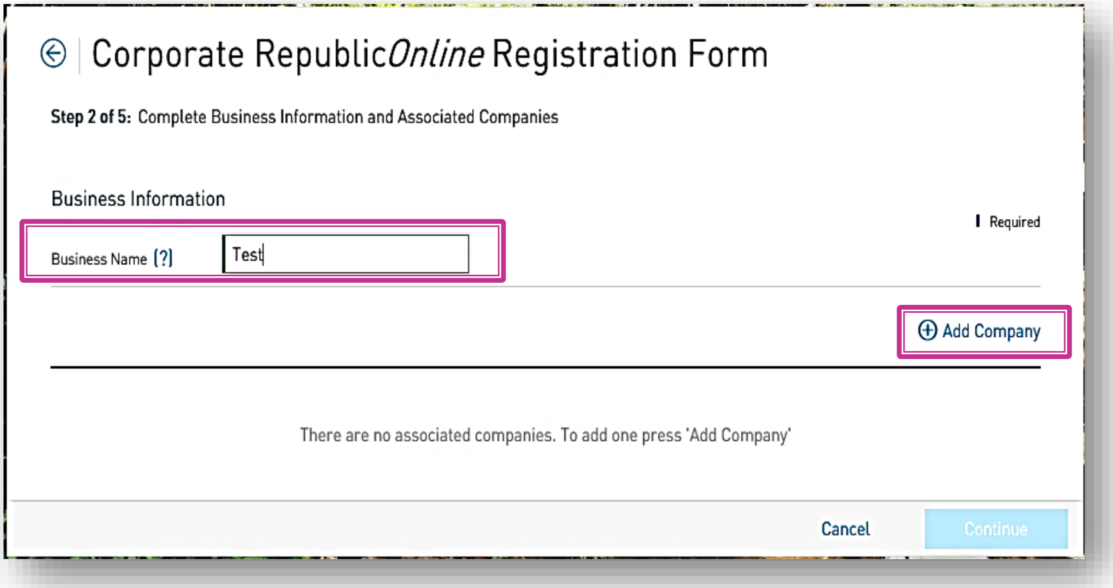
1.1 'Account' means any bank account or investment account held with a Republic Bank;

1.2 'Customer' means a person who maintains an Account with a Republic Bank and has applied to access Electronic Banking Services;

☑ Accept the Terms and Conditions

- Please read the Republic Online Terms and Conditions carefully
- Select the radio button labelled "Accept Terms and Conditions" once completed and Continue to proceed.

Step 2: Input Business' and any Associated Company's Information



Corporate Republic*Online* Registration Form

Step 2 of 5: Complete Business Information and Associated Companies

Business Information

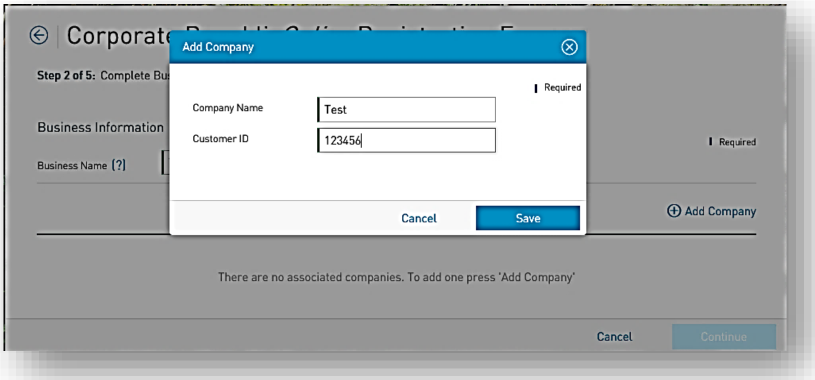
Business Name (?) Test

There are no associated companies. To add one press 'Add Company'

All mandatory fields will be denoted by the blue bar at the beginning of the field.

Required

- Please input the name of your business in the field provided
- Select the 'Add Company' option to input all associated companies.
  - For each company, the company name and customer ID are required (as shown below).



Company Name Test

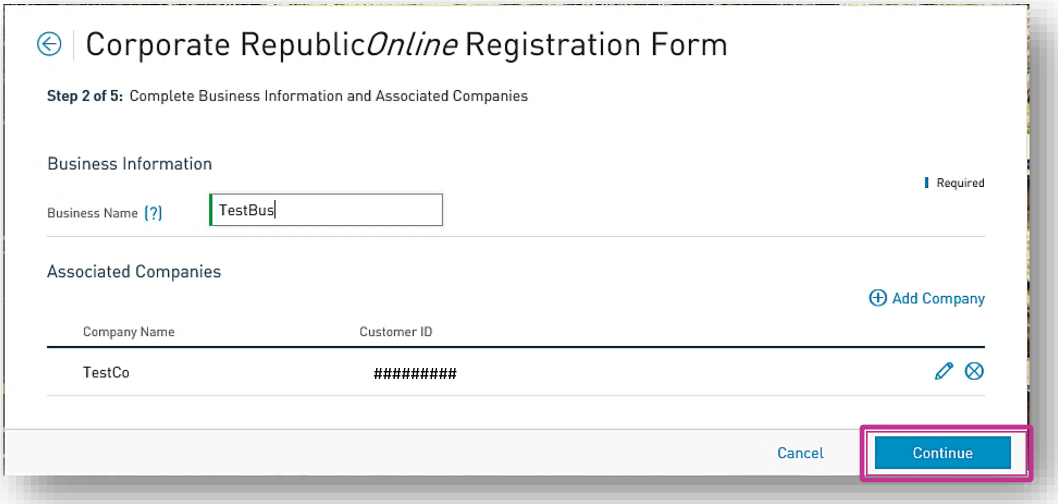
Customer ID 123456

There are no associated companies. To add one press 'Add Company'

- **BUSINESS NAME: If your business comprises a group of companies, the business name would be the group name and then each company should be listed under the 'Add Company' option.**

If you only have one company then the Business Name and Company Name would be the same.

- **CUSTOMER ID: The Customer ID will be provided by the Bank either at registration or, via mail. If you have not received your Customer ID, please contact your Engagement Lead.**



Corporate Republic*Online* Registration Form

Step 2 of 5: Complete Business Information and Associated Companies

Business Information

Required

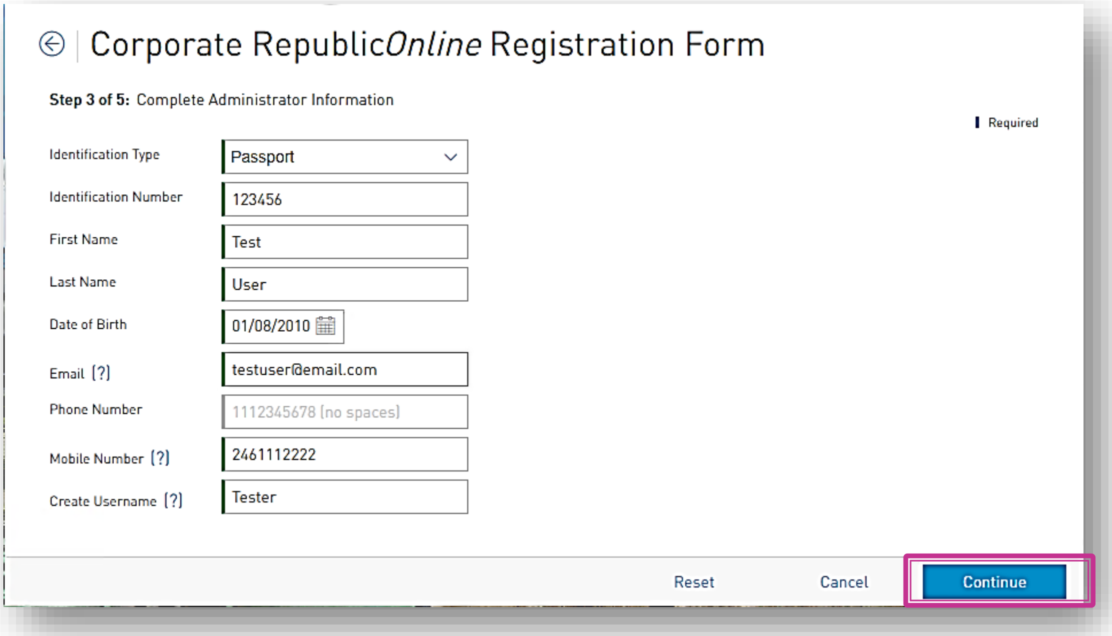
Business Name (?) TestBus

Associated Companies

Company Name	Customer ID
TestCo	##########

- Once you have finished inputting your company/companies' information, you will be redirected to the screen above.
- Select Continue to proceed to step 3.

Step 3: Input Administrator's Information



Corporate Republic*Online* Registration Form

Step 3 of 5: Complete Administrator Information

Identification Type	Passport
Identification Number	123456
First Name	Test
Last Name	User
Date of Birth	01/08/2010
Email (?)	testuser@email.com
Phone Number	1112345678 (no spaces)
Mobile Number (?)	2461112222
Create Username (?)	Tester

- Please enter the details of the Company Administrator (your details).
- Once completed select Continue to proceed to step 4.

☑ ***ID type and Number:*** **These will be used for future instances where the user needs to be verified**

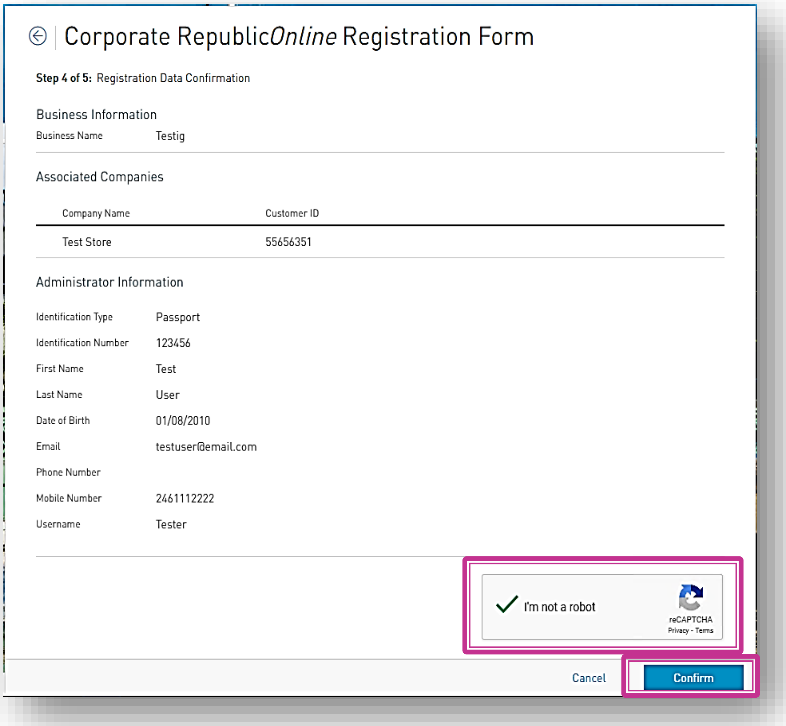
☑ ***Date of birth:*** **Used to validate the age of the user. All Corporate RepublicOnline users must be 18yrs or older.**

☑ ***Email:*** **This email will be used to confirm registration of user, send temporary passwords (OTPs) and any future correspondence for resetting the user's account.**

☑ ***Mobile Number:*** **Mobile devices are required to be registered for second factor authentication.**

☑ ***Username:*** **All users have the flexibility of creating their own unique Username (alphanumeric/no special characters allowed)**

Step 4: Registration Data Confirmation



Corporate Republic*Online* Registration Form

Step 4 of 5: Registration Data Confirmation

Business Information

Business Name	Testig

Associated Companies

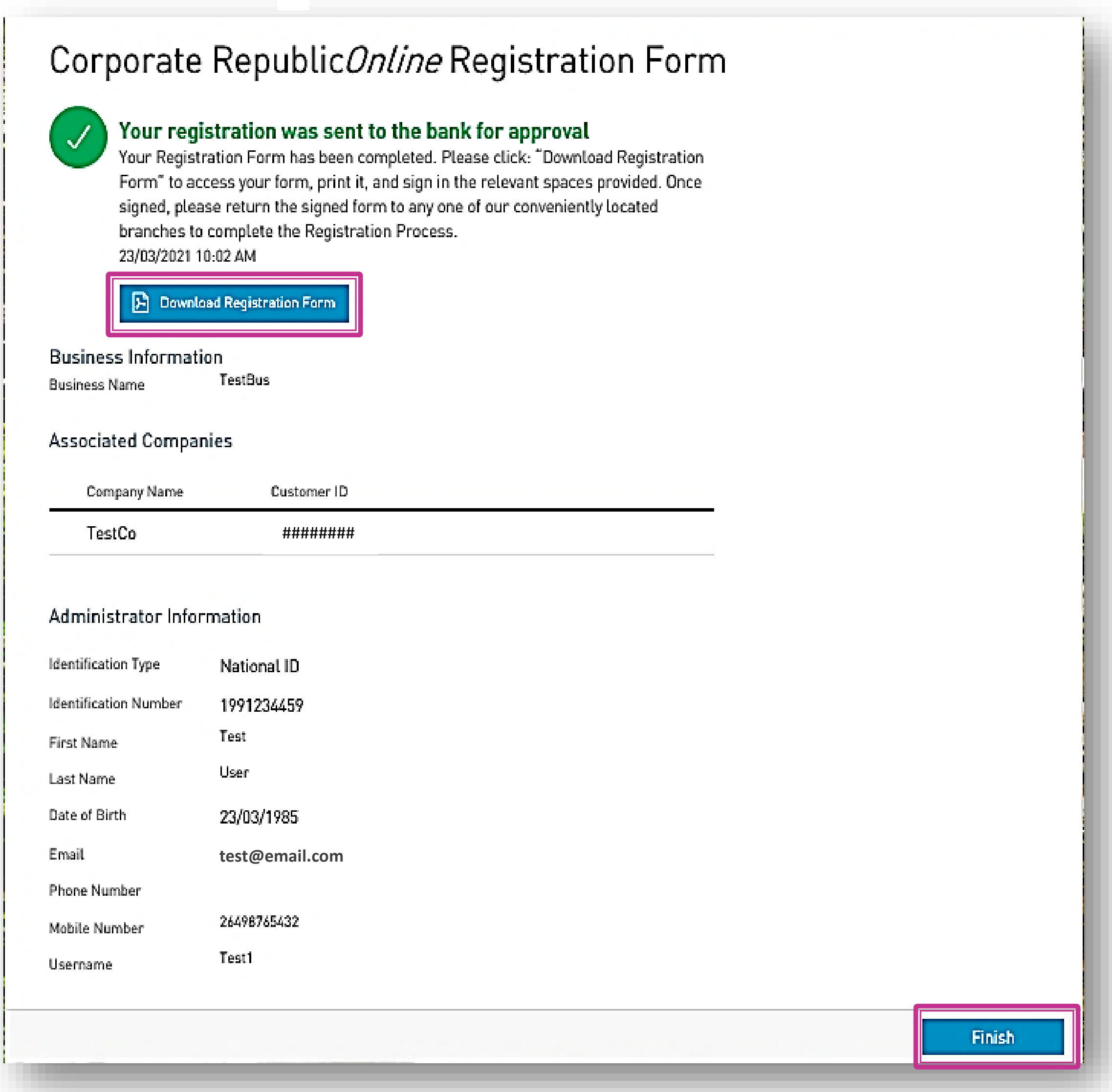
Company Name	Customer ID
Test Store	55656351

Administrator Information

Identification Type	Passport
Identification Number	123456
First Name	Test
Last Name	User
Date of Birth	01/08/2010
Email	testuser@email.com
Phone Number	
Mobile Number	2461112222
Username	Tester

- Once all the required data has been entered, you will be required to confirm the details on the confirmation page.
- Confirm the reCaptcha by selecting the radio button labelled '***I am not a robot***'.
- Select Confirm to proceed to Step 5.

Step 5: Authorisation



Corporate Republic*Online* Registration Form

Your registration was sent to the bank for approval

Your Registration Form has been completed. Please click: "Download Registration Form" to access your form, print it, and sign in the relevant spaces provided. Once signed, please return the signed form to any one of our conveniently located branches to complete the Registration Process.

23/03/2021 10:02 AM

Business Information

Business Name TestBus

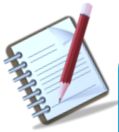
Associated Companies

Company Name	Customer ID
TestCo	########

Administrator Information

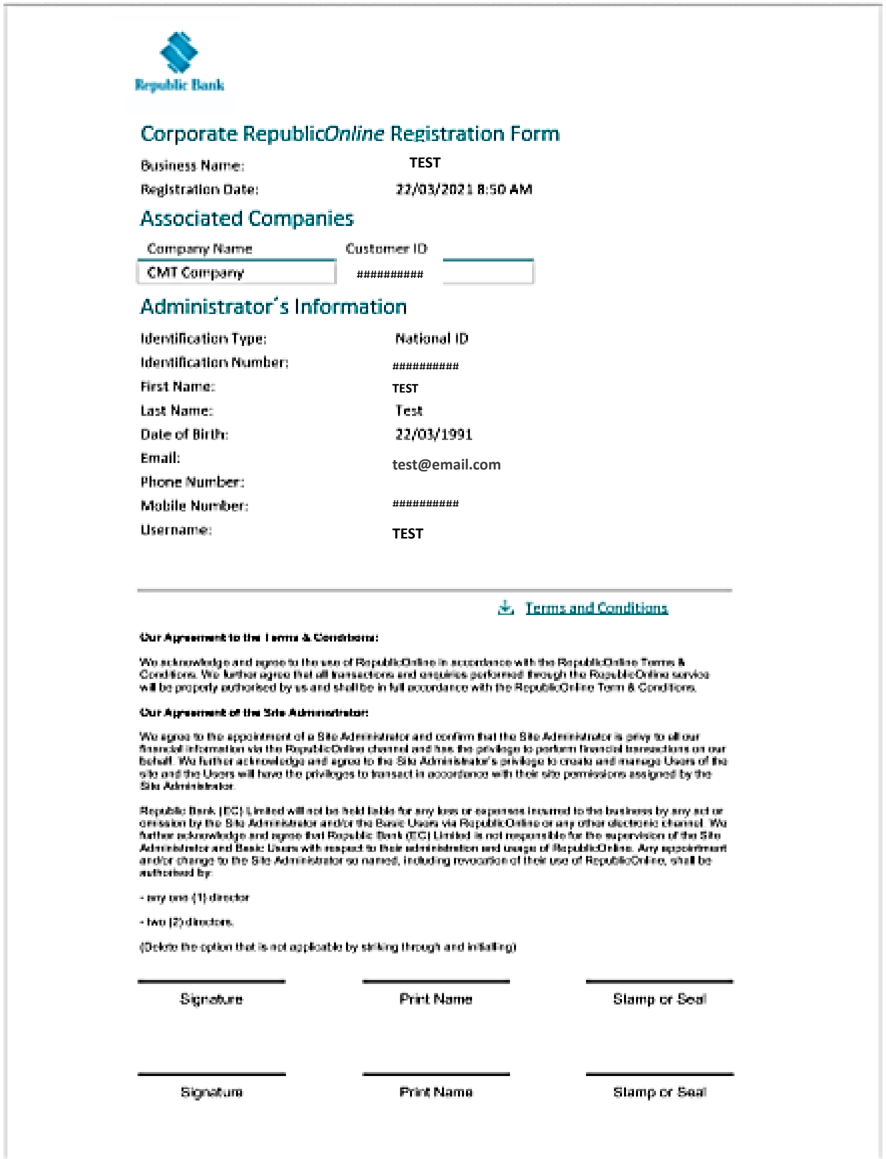
Identification Type	National ID
Identification Number	1991234459
First Name	Test
Last Name	User
Date of Birth	23/03/1985
Email	test@email.com
Phone Number	
Mobile Number	26498765432
Username	Test1

When the data is verified, the user will receive the confirmation message above, confirming that the request has been submitted to the Bank for approval.



The request will not be approved until the bank receives and validates the authorized registration form which bears the Director's signatures and company official stamp as listed in the Bank's records.

- Click on the **Download Registration Form** to retrieve the registration form.



Republic Bank

Corporate Republic*Online* Registration Form

Business Name: TEST
Registration Date: 22/03/2021 8:50 AM

Associated Companies

Company Name	Customer ID
CMT Company	##########

Administrator's Information

Identification Type:	National ID
Identification Number:	##########
First Name:	TEST
Last Name:	Test
Date of Birth:	22/03/1991
Email:	test@email.com
Phone Number:	
Mobile Number:	##########
Username:	TEST

Terms and Conditions

Our Agreement to the Terms & Conditions:

We acknowledge and agree to the use of RepublicOnline in accordance with the RepublicOnline Terms & Conditions. We further agree that all transactions and enquiries performed through the RepublicOnline service will be properly authorised by us and shall be in full accordance with the RepublicOnline Term & Conditions.

Our Agreement of the Site Administrator:

We agree to the appointment of a Site Administrator and confirm that the Site Administrator is privy to all our financial information via the RepublicOnline channel and has the privilege to perform financial transactions on our behalf. We further acknowledge and agree to the Site Administrator's privilege to create and manage Users of the site and the Users will have the privileges to transact in accordance with their site permissions assigned by the Site Administrator.

Republic Bank (EC) Limited will not be held liable for any loss or expenses incurred to the business by any act or omission by the Site Administrator and/or the Basic Users via RepublicOnline or any other electronic channel. We further acknowledge and agree that Republic Bank (EC) Limited is not responsible for the supervision of the Site Administrator and Basic Users with respect to their administration and usage of RepublicOnline. Any appointment and/or change to the Site Administrator so named, including revocation of their use of RepublicOnline, shall be authorised by:

- any one (1) director

- two (2) directors.

(Delete the option that is not applicable by striking through and initialling)

Signature Print Name Stamp or Seal

Signature Print Name Stamp or Seal

- Print the form and pass to the relevant company authorities who must sign and affix the company stamps on the form.

  Scan and submit the authorized form to **rbsribsupport@republicbanksr.com**

When the request is approved, the System Administrator will receive an email notification.

What makes the site secure?

What will I need to access the system?

To access the application, you will need the following:

Username:

- Users can set their own username at registration. The username is not case sensitive, but it must be unique and alphanumeric (i.e. comprise letters and numbers). Special characters (**e.g. "@", "_" or “**) are not permitted.

Password:

- Users set their password during the registration process.

(*See Password guidelines on page 22*)

Security Image:

- At your first login to the application, you must select one security image from the options provided.

- The image will be used as an anti-phishing device. Thereafter, each time you log in to Republic*Online*, the selected image will be displayed. This helps you to differentiate between the correct site versus a phishing site.

Your security image helps confirm you're logging in through a trusted site. Always ensure that it appears before entering your password to avoid phishing risks

Second Factor Authentication Device:

- Users **must** register a mobile device, which will be used for authentication when logging on.
- This mobile device maybe a mobile phone or a tablet.
- Each user will also be required to select the preferred channel from the following options:

  - **SMS Code:**
    If this option is selected, each time an attempt is made to access the application via the web, a unique SMS code will be generated and sent to the registered mobile number, which the user will be prompted to enter.

  - **RepublicMobile App:**
    The Republic Mobile App offers 2 options for users:

    o ***OTP (One-time Password)***

    Each time the user attempts to login to Republic*Online*, the system will generate an OTP code which the user must retrieve via the mobile app, and input on the web login.

    o **SYNC**
    When the user attempts to login to the application via the web, the system will attempt to connect or sync with the registered mobile device. The user will be required to either "Accept" or "Reject" this connection, before proceeding.

- **SMS fees may be applicable in some cases**
- **The user will set the username at Registration. All other security features will be setup thereafter, at the user's first login.**

What are the Security Restrictions?

The following constraints have been deliberately imposed in the application to enhance the security and integrity of the system and the transactions conducted online:

Disabled Back Button

If you select the Back button, the system will terminate the operation and the login page will appear.

Session Timeout Duration

To enhance the security, the system is equipped with a Session Timeout feature which enables the application to log off after 20 minutes of inactivity. The system will advise that the session has expired and prompt you to log in again.

Unique session control

The system will only allow you to access one session at a time. In instances where you attempt to log into the system and there is already an active session using the same credentials, a warning message will appear advising that you must cancel one of the active sessions before proceeding.

What are the Password Guidelines?

Consider the following guidelines when creating your Republic*Online* password:

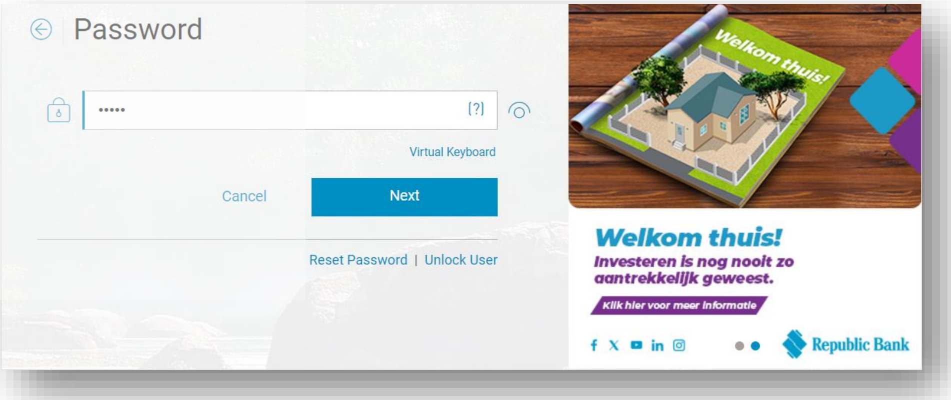
- The password should contain a minimum of 12 and maximum of 64 characters and requires atleast one Uppercase, one numeric and one special character (e.g. @#$%^&* etc)
- Avoid using names of pets, parents or friends & relatives for your passwords.
- Refrain from using passwords containing all the characters in your login ID. For example, if your login ID is 'jSmith', then your password should not be 'jSmithOne'.
- The password fields will not allow any information to be copied from the clipboard

- Change your password at regular intervals.
- Always avoid the use of the ‘saved password’ feature offered by any mailing application or software.
- Ensure you always logout of the application, terminating transactions and all possible activities.

What are the Second Factor Authentication Device Guidelines?

The following are guidelines for the use of the second factor authentication device:

- The device may be a mobile phone or a separate tablet with a sim card and/or wifi accessibility.
- The selected should belong to the Internet banking customer.
- Avoid leaving the device unattended.
- Always ensure that you use the screen lock.
- Connect to secure WIFI to conduct internet banking transactions, as public WIFI hotspots may be susceptible to hackers.
- Keep your device's operating system up-to-date, to ensure that you have the most secure and efficient experience.

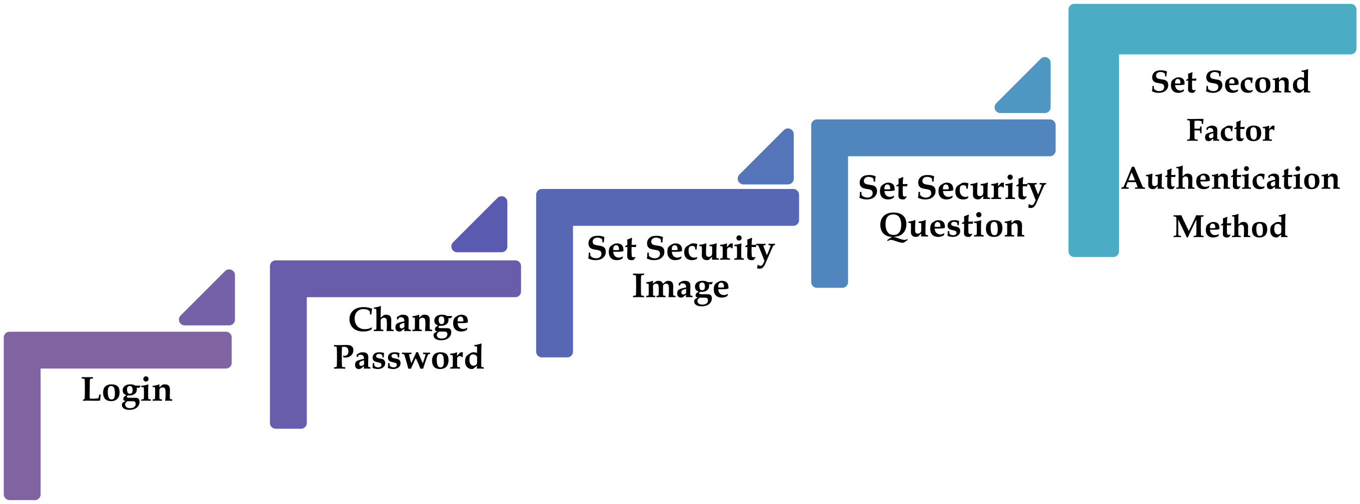

Password
•••••
[?]
Virtual Keyboard
Cancel
Next
Reset Password | Unlock User
Welkom thuis!
Welkom thuis!
Investeren is nog nooit zo aantrekkelijk geweest.
Klik hier voor meer informatie
Republic Bank

Logging in

Things I should know about the First Login

- As the site administrator, you will be the first user to access the Company's site. You will be required to login and complete the setup of your administrator profile first, then proceed to create the profiles of all other user's required by the Company.
- As the Site Administrators, you can create 2 types of users: **Basic** or **Administrative**
- All users, when created, will receive an email with a temporary password, which they must use to access the system for their first login.

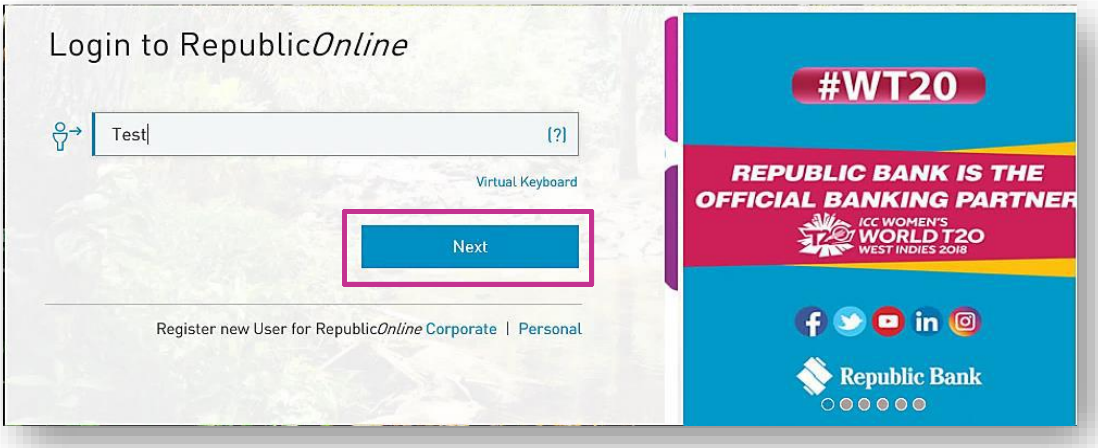
The first login entails the following **five(5)** step process for all users:



What are the steps involved in the First Login Setup?

Step 1. Login

You must logon to Republic*Online* using the username chosen at registration.

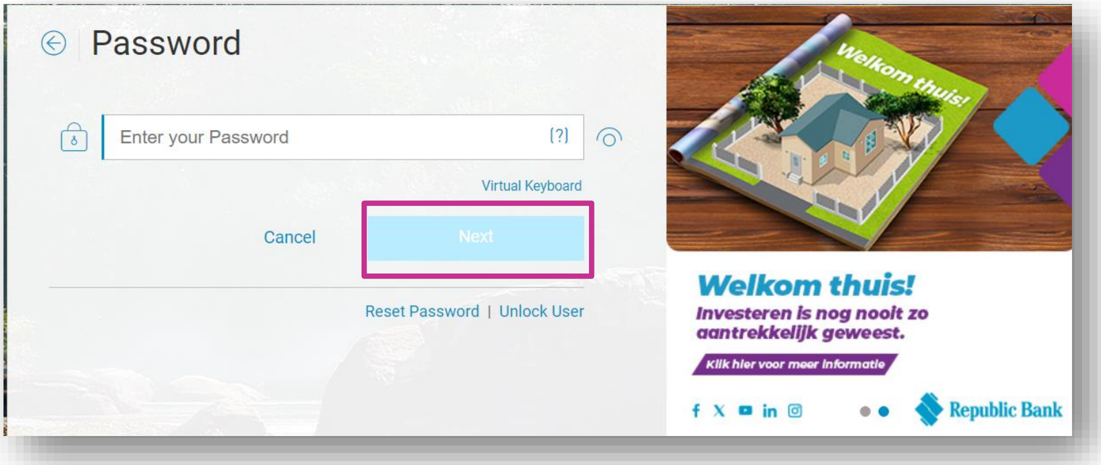


Login to Republic*Online*

Test

- Click **Next** to proceed.

You will then be redirected to the password screen.



Password

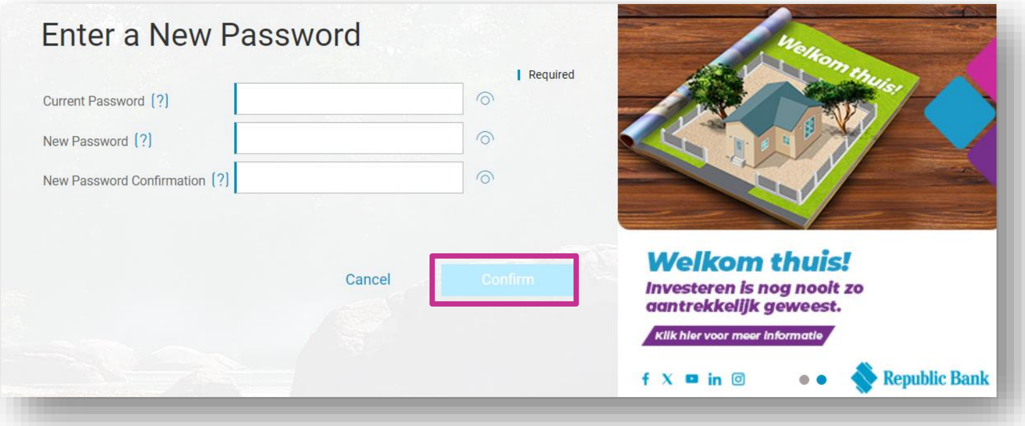
Enter your Password

- Enter the temporary password sent via email and select to continue to step 2.

Users will have the choice of using a virtual keyboard, as an anti-key-logging device

Step 2. Change the password

When the temporary password is entered, you will be prompted to change the password:



The “Current Password” will be the temporary password sent to the user via email

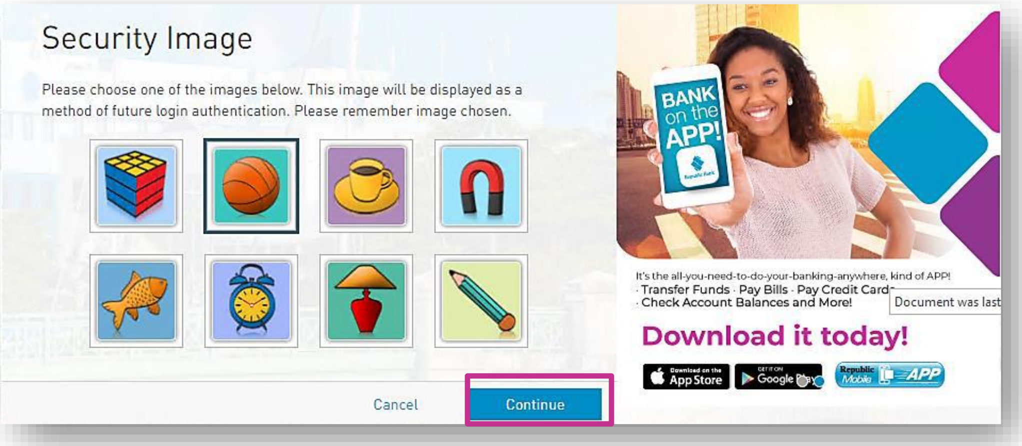
- Once this step is completed, select Confirm and continue to step 3.

The Password selected should be 12-64 characters long and must include at least one capital letter, one number and one special character

Step 3: Set Security Image

The security image functions as an anti-phishing device. The image selected here, during the security setup will appear during all the user's future logons. This reassure users that they are logging into the correct site.

Select one (1) image from the list provided.



Security Image

Please choose one of the images below. This image will be displayed as a method of future login authentication. Please remember image chosen.

- Click **Continue** to proceed to the following step of the security setup process.

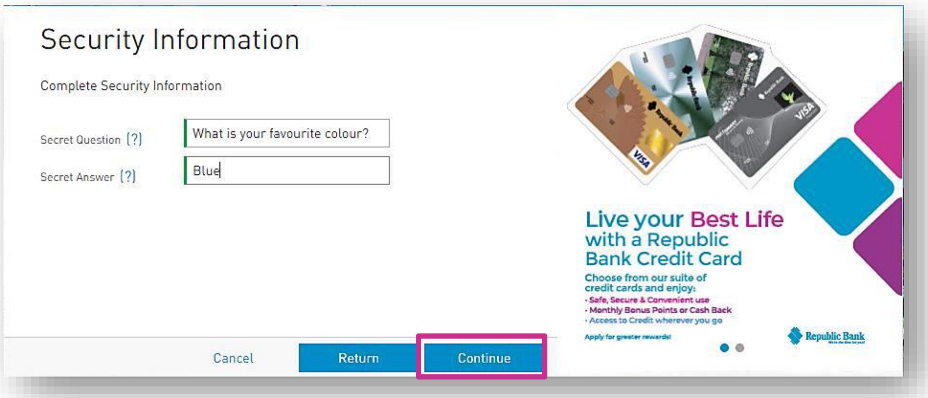
The chosen image will not be saved until all the steps are completed

- The **Cancel** option cancels the entire process and redirects you to the login screen.

Step 4. Set Secret Question

The secret question will be used as a validation to update personal data, security and user settings.

You must create your own secret question. The system does not provide any templates or options for the secret question.



Security Information

Complete Security Information

Secret Question [?] What is your favourite colour?

Secret Answer [?] Blue

- Enter a secret question (of your choice)

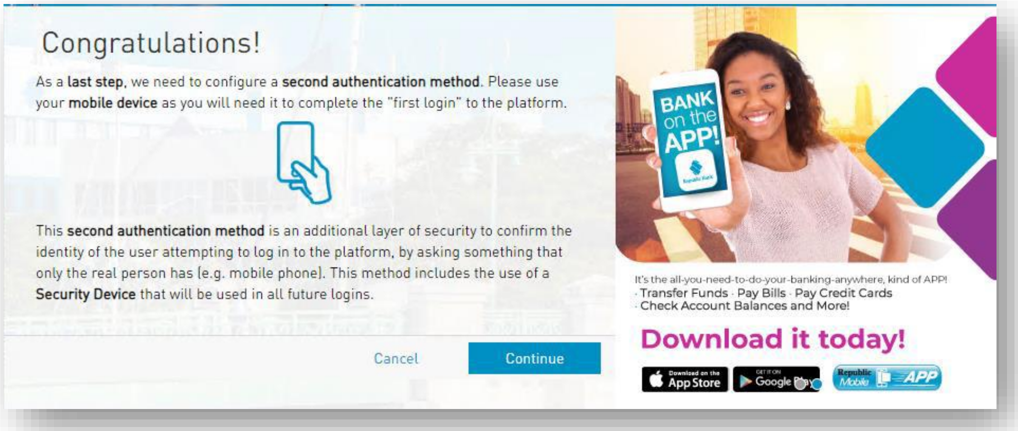
- Enter the answer to the question in the “Secret Answer” field provided.

- Select Continue and proceed to step 5 of the process.

  - **Return:** redirects user to the previous step
  - **Cancel**: takes user to the login screen

The secret question and answer are not case-sensitive

Once completed the user will receive the following message.



Congratulations!

As a **last step**, we need to configure a **second authentication method**. Please use your **mobile device** as you will need it to complete the "first login" to the platform.

This **second authentication method** is an additional layer of security to confirm the identity of the user attempting to log in to the platform, by asking something that only the real person has (e.g. mobile phone). This method includes the use of a **Security Device** that will be used in all future logins.

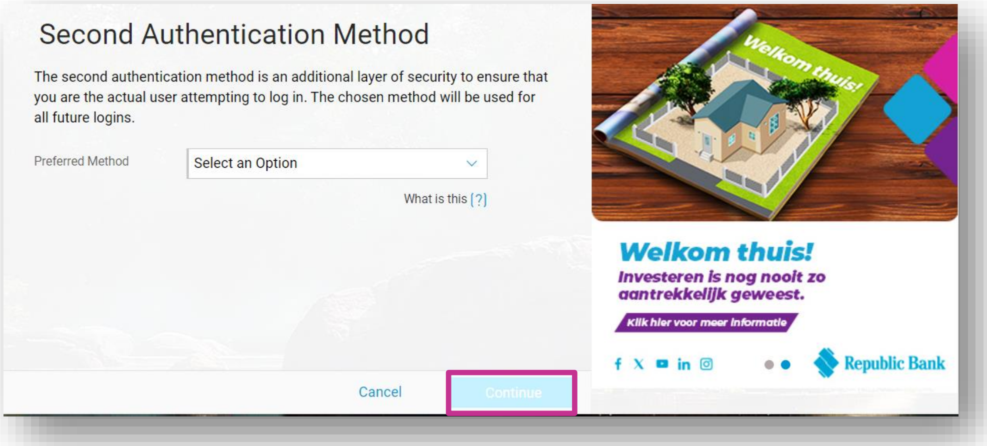
- Select Continue

Step 5. Select Second Authentication Method

The final step in the process is the setup of the second-factor authentication method. This security device will serve as an additional layer of security.

This step involves the enrolment of a separate, mobile device which will be used to validate the user at each login.

The options available here are *SMS* and *Mobile App*. You will be required to select one of these options and enter the mobile number, to register or enrol the device.



Second Authentication Method

The second authentication method is an additional layer of security to ensure that you are the actual user attempting to log in. The chosen method will be used for all future logins.

Preferred Method: Select an Option

The second-factor authentication device will only be required for web logins only. Mobile App. users will not be required to have a separate security device when accessing the App unless they are accessing their login via another app that is NOT the Security Device

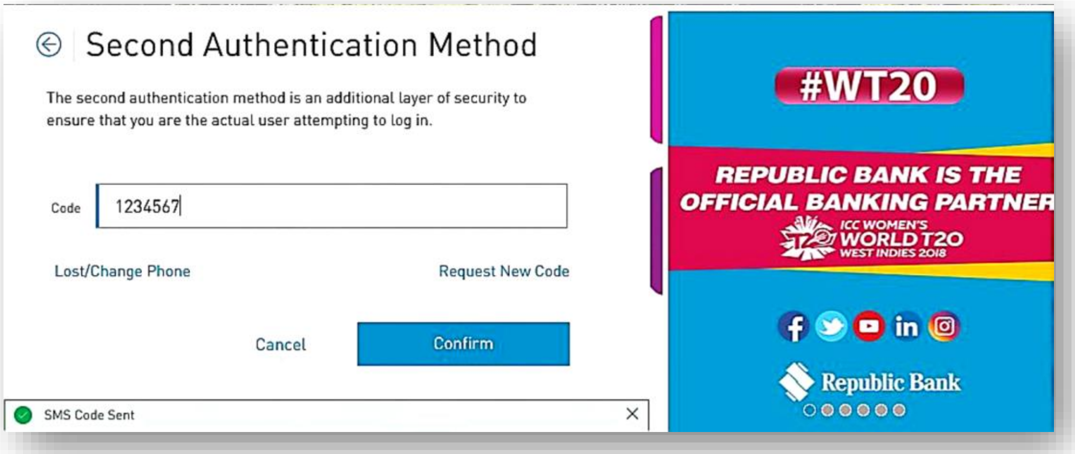
Option 1- SMS:

Once the SMS option is selected, you must perform the following:

1. Confirm Mobile Number → **2. Enter SMS Token** → **3. Confirm Action**

1: Confirm/Input Mobile Number

Input the mobile number you wish to enrol and select Confirm to proceed.



Second Authentication Method

The second authentication method is an additional layer of security to ensure that you are the actual user attempting to log in.

Code: 1234567

SMS Code Sent

- **The SMS option requires the user to enter a local mobile number.**
- **The prefix for the mobile number being used is also required for registration (E.g.597#######)**

2: Enter SMS Token

An SMS code/token will then be sent to the mobile number entered. Enter the code received in the field labelled "Code"

3: Confirm Action

Select Confirm to complete the registration of the mobile device.

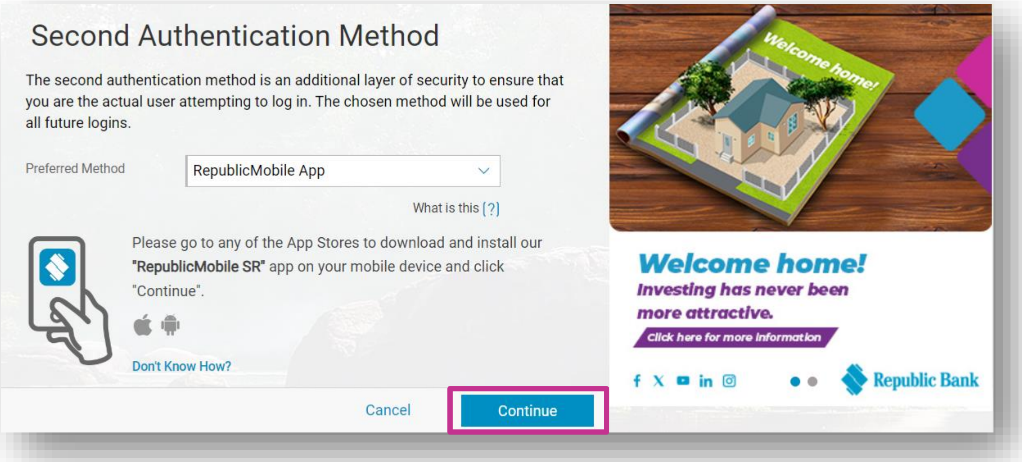
When this step is completed, you will be redirected to the Republic*Online* dashboard.

Each time an attempt is made to login to Republic*Online*, you will receive an SMS, containing a code/token which must be entered on the website to validate the user.

Option 2 - RepublicMobile App:

When the Mobile App option is selected, you will be instructed to complete the following:

1. Download Mobile App → 2. Activate New User → 3. Scan/Enter Code → 4. Confirm



Second Authentication Method

The second authentication method is an additional layer of security to ensure that you are the actual user attempting to log in. The chosen method will be used for all future logins.

Preferred Method: RepublicMobile App

What is this [?]

Please go to any of the App Stores to download and install our "RepublicMobile SR" app on your mobile device and click "Continue".

Don't Know How?

1: Download the App

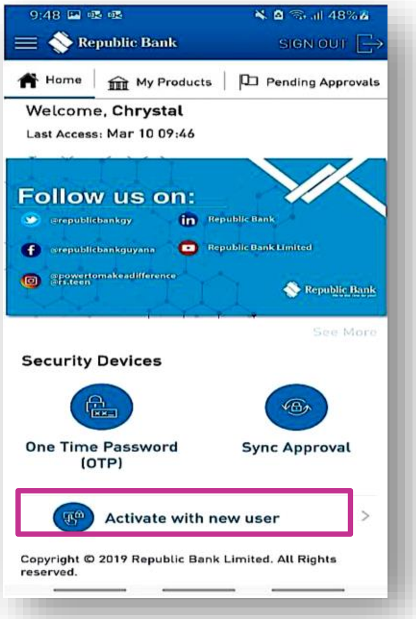
The Republic Mobile App is available on both Android and Apple devices.

Go to the relevant app store, search for **RepublicMobile SR App** and download.

GET IT ON Google Play   Download on the App Store

2: Activate New User

Once the Mobile App has been downloaded, you will be prompted to activate the new user. Launch the App and select the '*Activate with new user*' option at the bottom of the screen



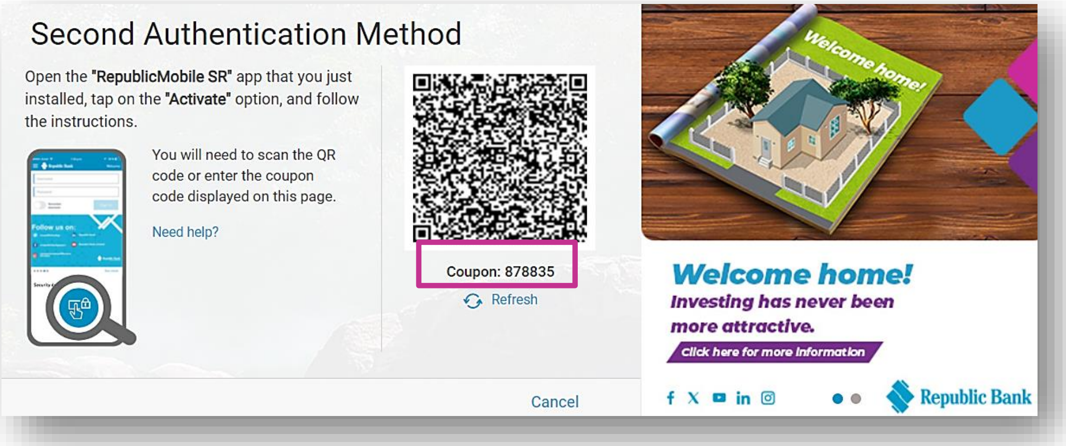
Welcome, Chrystal

Last Access: Mar 10 09:46

Copyright © 2019 Republic Bank Limited. All Rights reserved.

3: Scan/ Enter the Code

At this stage the website will display a QR code and a Coupon below.

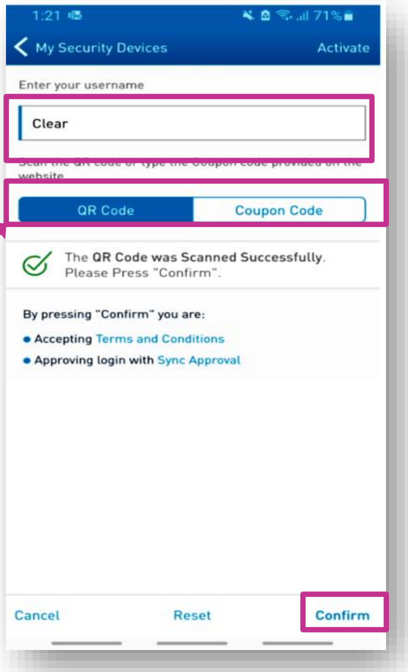

Second Authentication Method

Open the **"RepublicMobile SR"** app that you just installed, tap on the **"Activate"** option, and follow the instructions.

You will need to scan the QR code or enter the coupon code displayed on this page.

Coupon: 878835

On the Mobile App, enter your Username, and then, either scan the QR code or enter the coupon displayed on the Site.



1:21

My Security Devices Activate

Enter your username

Clear

Scan the QR code or type the Coupon code provided on the website

✓ The QR Code was Scanned Successfully. Please Press "Confirm".

By pressing "Confirm" you are:

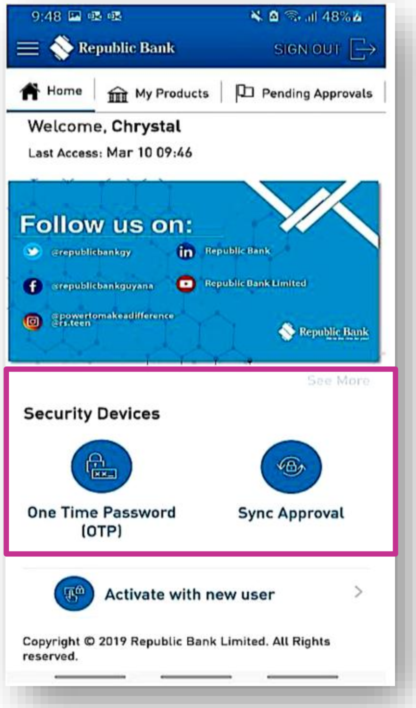
- Accepting Terms and Conditions
- Approving login with Sync Approval

Select one

4: Confirm Action

Once the code entered has been successfully accepted, select Confirm to complete the registration of the mobile device.

The Mobile App offers two (2) options for users. At each login attempt to Republic Online, you must select either the (i) OTP or (ii) Sync option



OTP

To retrieve the OTP the user must go to the Mobile App to generate it. Once the OTP is obtained, enter it into the required field, and select Next to proceed.

OTPs are generated by the Mobile App on request. These are set to expire one (1) minute after being generated. If the incorrect OTP is entered, or, if it expires before being used, you will be required to generate another one.

Sync

When the Sync option is selected, the system will attempt to connect to or synchronize with the registered mobile device. Before proceeding, you must either Accept or Reject the request.

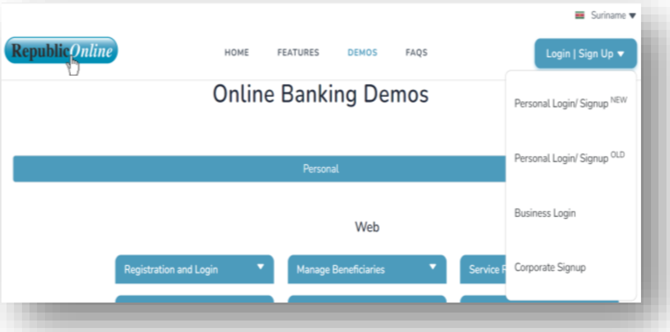
How to perform a Regular Login?

The regular login process entails four (4) simple steps

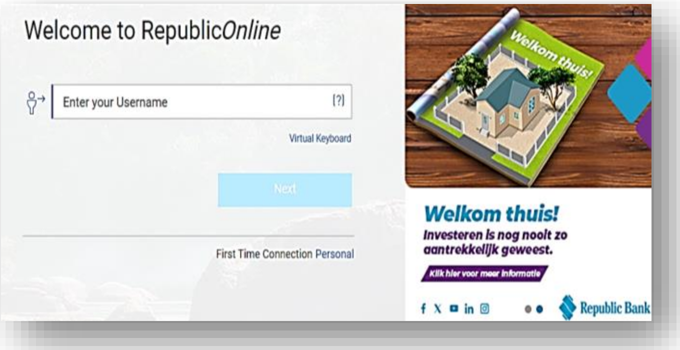
1.

Step 1: Access Republic Bank's website:

- Access the site
- Click login



2.



Step 2: Enter the Username:

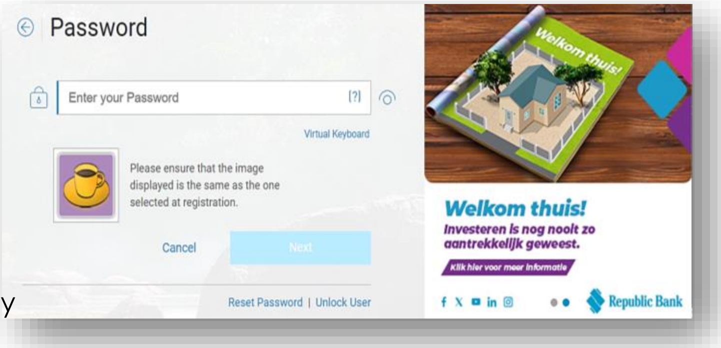
Enter your Username in the field labelled ***Enter your username*** *and click*

Next

3.

Step 3: Enter the Password:

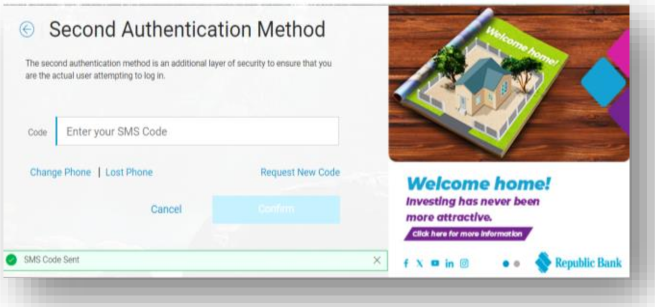
- Enter the password in the field provided.
- Ensure that the image displayed is the one selected during the security setup.



Please ensure that the image displayed is the same as the one selected at registration.

- Select Next to proceed

4.



Second Authentication Method

The second authentication method is an additional layer of security to ensure that you are the actual user attempting to log in.

Code: Enter your SMS Code

SMS Code Sent

Step 4: Second factor authentication:

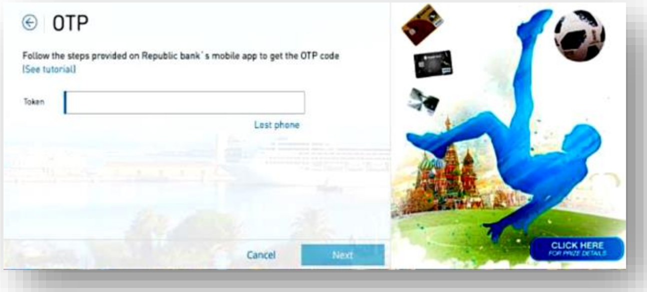
SMS: If the SMS token was selected as the second factor authentication device, the system will send a code to the associated mobile device via SMS. Enter the code in the field labelled Code and click Next to proceed.

RepublicMobile App:

If the mobile app was selected second factor authentication option, the user must select either the *OTP* **or** *Sync option*

OTP: Open the RepublicMobile App on the associated mobile device to retrieve the OTP

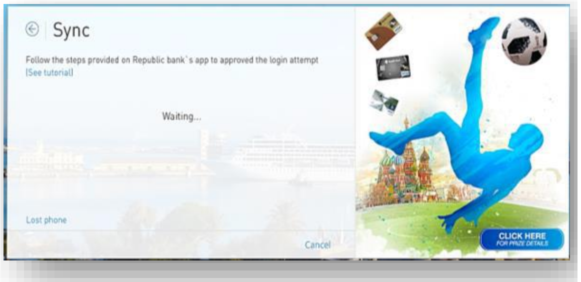
- Enter the OTP in the field provided and click Next to proceed.



OTP

Follow the steps provided on Republic bank`s mobile app to get the OTP code

Token:



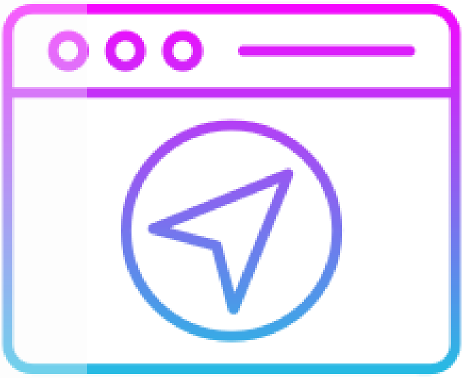
Sync

Follow the steps provided on Republic bank`s app to approved the login attempt

Waiting...

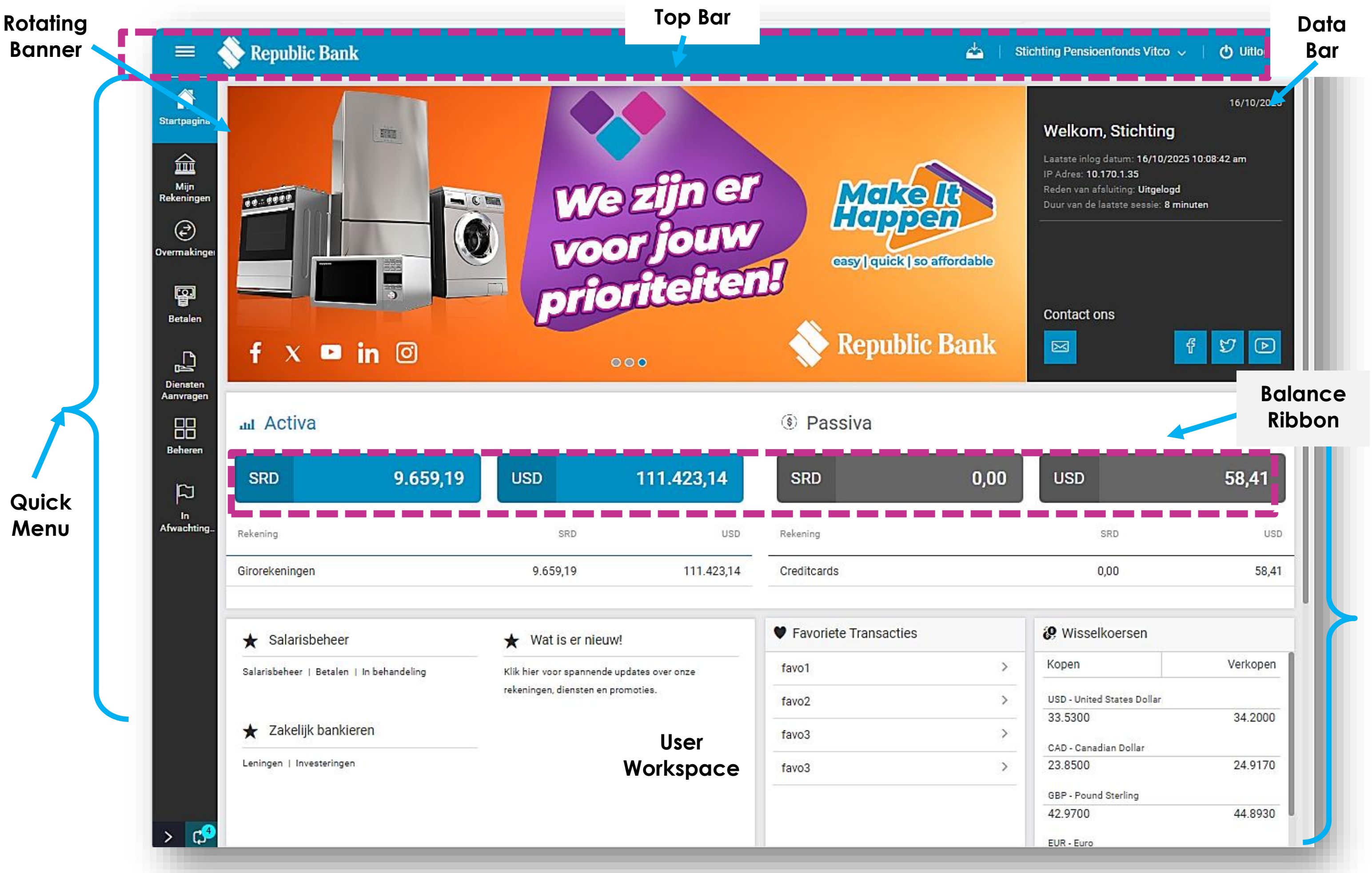
Sync: Go to the mobile device and select **Accept**.

Once this step is complete select Next to proceed to the Home Page.



Site Layout and Navigation

Whats’ on the Homepage



16/10/20

Welkom, Stichting

Laatste inlog datum: 16/10/2025 10:08:42 am
IP Adres: 10.170.1.35
Reden van afsluiting: Uitgelogd
Duur van de laatste sessie: 8 minuten

SRD	9.659,19	USD	111.423,14	SRD	0,00	USD	58,41

Rekening	SRD	USD
Girorekeningen	9.659,19	111.423,14

Rekening	SRD	USD
Creditcards	0,00	58,41

Klik hier voor spannende updates over onze rekeningen, diensten en promoties.

Kopen	Verkopen
USD - United States Dollar	
33.5300	34.2000
CAD - Canadian Dollar	
23.8500	24.9170
GBP - Pound Sterling	
42.9700	44.8930
EUR - Euro	

Having accessed the homepage or dashboard, you can now navigate to the:

- Top bar
- Quick access menu: Quick Menu
- Rotating banner
- Data bar
- Product balance Ribbon
- User Workspace

The Top Bar and Quick Menu is available on all screens in the application

TOP BAR

The Top bar is composed of:

- Side menu or Drawer menu: select this icon to expand the full user menu
- Inbox: This icon directs you to the message tray.
- User menu: clicking this option will show the user's information and will allow management of security settings.
- Log off: click this option to close off the session

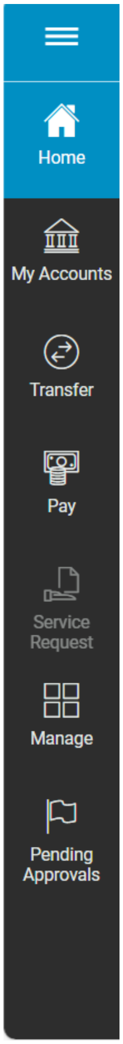
QUICK MENU

The Quick Menu or quick access menu contains those functionalities mostly used.

Based on the resolution used, the Quick Menu will be located horizontally or laterally application

The Quick Menu options are:

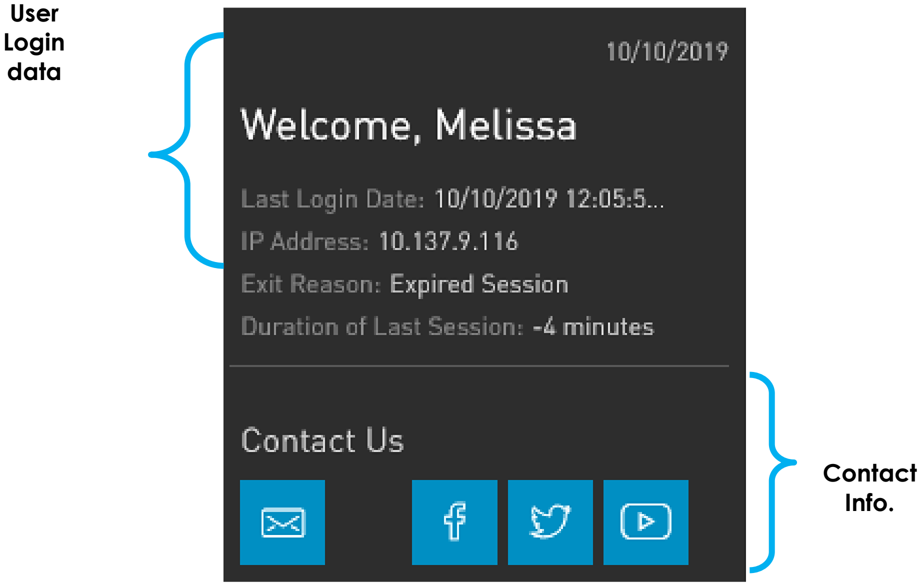
- **Home**
- **My Products**
- **Transfer**
- **Pay**
- **Service Request**
- **Manage**
- **Pending Approvals**



ROTATING BANNER

Through the rotating banner, you are abreast of Republic Bank's advertising and promotional campaigns, as well as customer advisories or any other targeted communications.

DATA BAR



10/10/2019

Welcome, Melissa

Last Login Date: 10/10/2019 12:05:5...

IP Address: 10.137.9.116

Exit Reason: Expired Session

Duration of Last Session: -4 minutes

Contact Us

Through the Data Bar, you can view the **User's Login Data**, as well as some **Contact Information**.

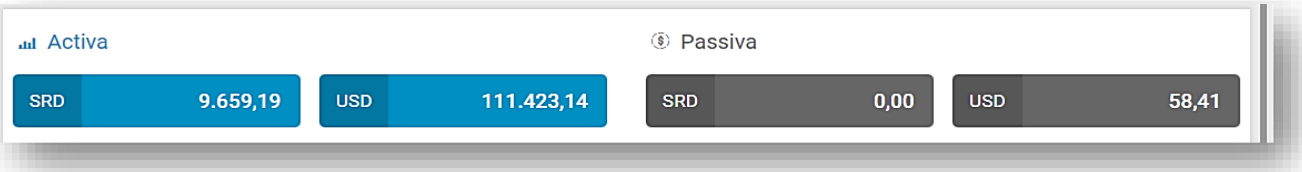
The top of the pane displays:

- Current date
- Welcome message: "Welcome, "User First Name"
- Last Login Date: the last date and time the user successfully accessed Internet Banking
- IP Address: the last IP address from which the user accessed will be displayed.
- Exit Reason: the reason for the user's last logoff (e.g. Expired session, or logged out)
- Duration of Last Session: the duration of the user's last session will be displayed.

The section below displays the Republic Bank's contact links and includes:

- Email
- Facebook
- Twitter
- You Tube

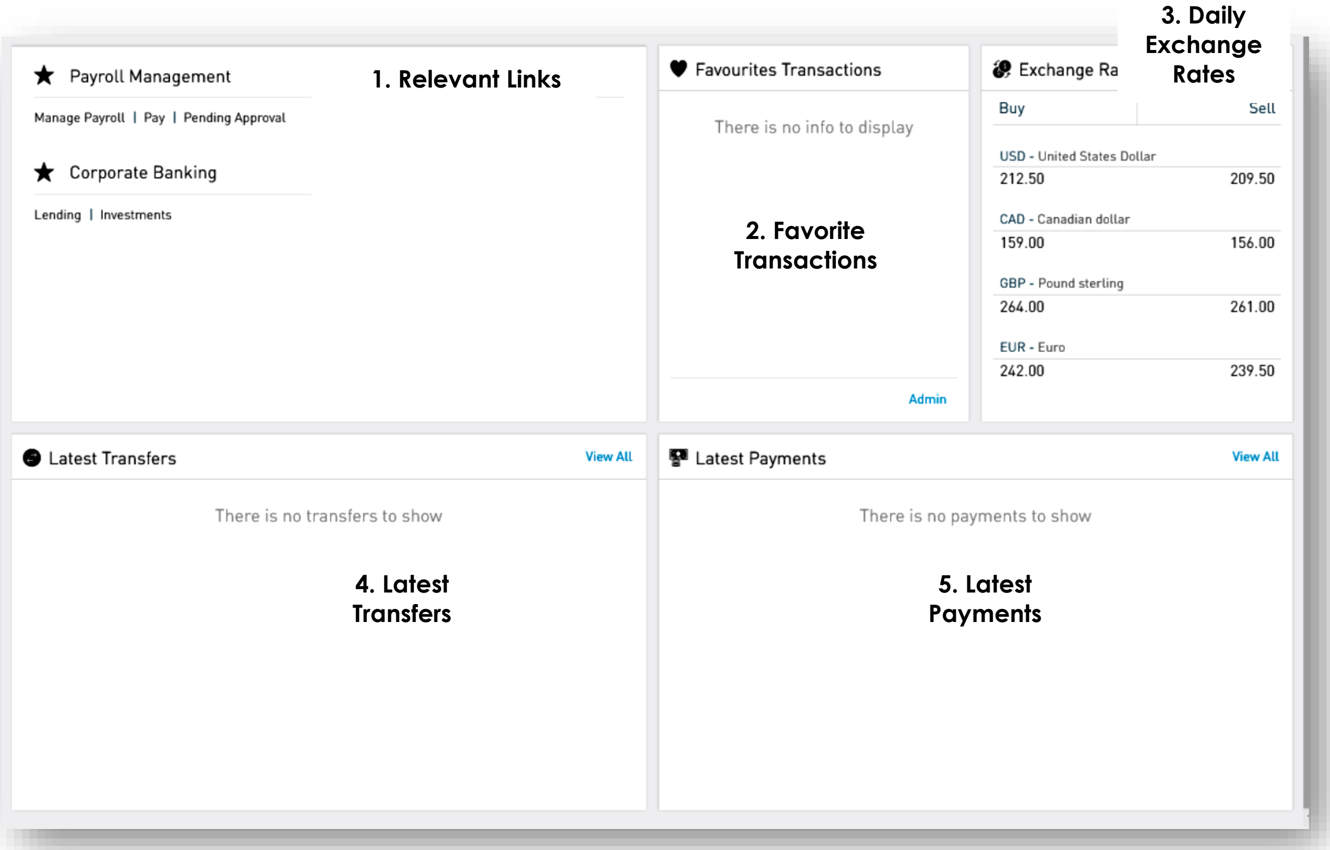
PRODUCT BALANCE RIBBON



Through the Product Balance Ribbon, you can view a summary of your accounts.

These are categorized, and summarizes your Assets and Liabilities by currency.

THE USER WORKSPACE



There is no info to display

Buy	Sell
USD - United States Dollar	
212.50	209.50
CAD - Canadian dollar	
159.00	156.00
GBP - Pound sterling	
264.00	261.00
EUR - Euro	
242.00	239.50

There is no transfers to show

There is no payments to show

The user workspace is located on the lower half of the homepage, below the product balance ribbon and comprises 5 defined sections:

1. Relevant Links
2. Favourite Transactions
3. Daily Exchange Rates
4. My Latest Transfers
5. My Latest Payments

Relevant Links

Here, you gain quick access to three of the application's popular or most used functionalities – Payroll Management, What's New and Corporate Banking.

Favourite Transactions

This section displays a list of up to 5 transactions that you can save and modify according to your needs and preferences.

Daily Exchange Rates

The daily buy and sell rates for the following currencies (among others) are displayed and updated for your reference:

- US Dollar (USD)
- Canadian Dollar (CAD)
- Pound Sterling (GBP)
- Euro (EUR).

Latest Transfers

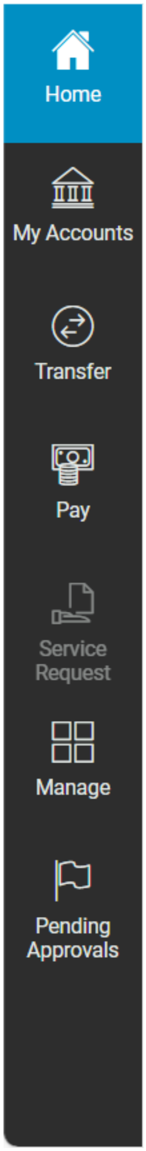
Through this section, you can view the last five (5) transfers made from Internet Banking. It also contains a "View All" link which provides quick access to the "Online Activity" page. The list displays the transfer type, the nicknames and account numbers of both the debit and credit accounts, the currency and amount as well as the date and time of each transfer.

Latest Payments

Through this section, you can view the last five (5) payments made from Internet Banking. It also contains a "View All" link which you quick access to the "Online Activity" page. The list displays the payment type, the nicknames and account numbers of both the debit and credit accounts or services, the currency and amount as well as the date, time and status of each payment.

What can I access through the Quick Menu?

The quick access menu is a shorter menu, containing the features that are mostly used. This menu is available from any screen within the application.



Redirects the user to the homepage from any page/screen within the application

Quick access list of all the users' products including, chequing and savings accounts, credit cards, certificates of deposits and loans

Expands to display all transfer options available

All payment options are available via this menu tab

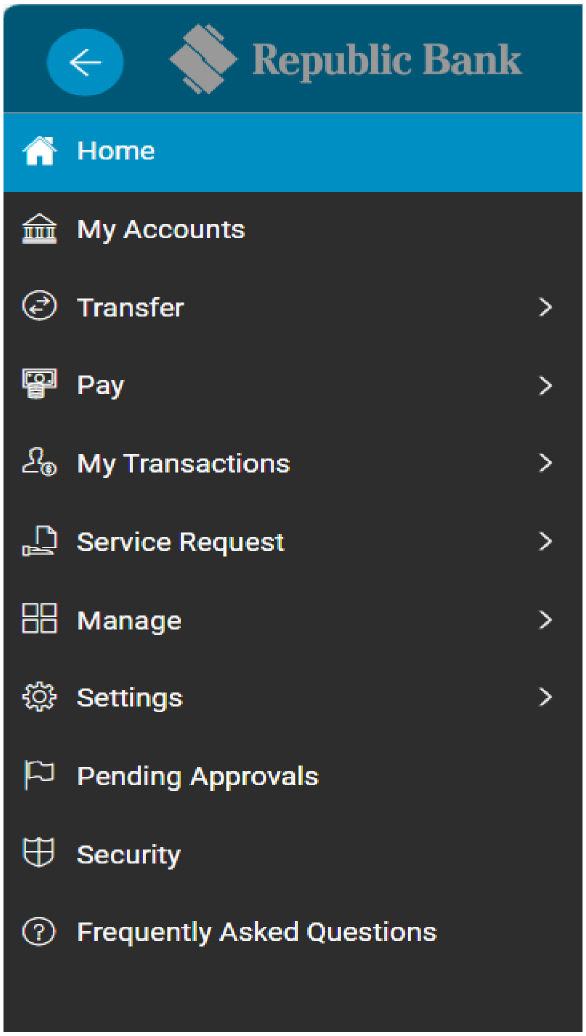
All customer service requests are available via this tab. This includes blocking and unblocking cards

This menu option can be used for maintenance of beneficiaries, alerts, payrolls and so on

This option directs users to the list of transactions that have been submitted for their approval

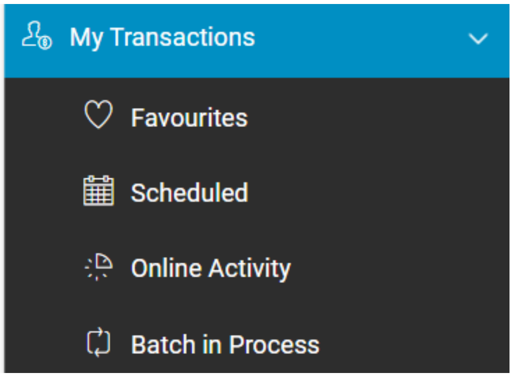
What can I access through the Main Menu?

The main menu contains all the platform´s functionalities and can be accessed via the three horizontal lines icon ☰ in the top left corner of the page.

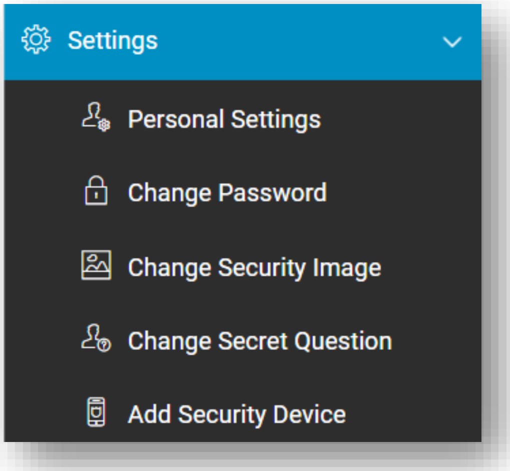


In addition to the functions outlined via the Quick Menu, you can access:

- My Transactions



- Settings



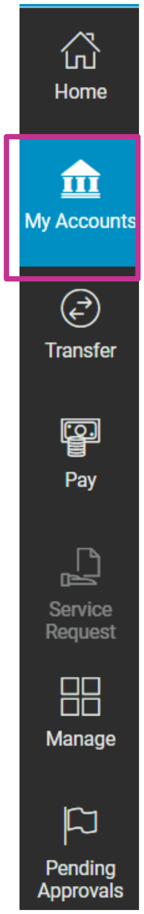
- Security: This menu option redirects the user to the Internet Banking Security page.
- Frequently Asked Questions

My Accounts

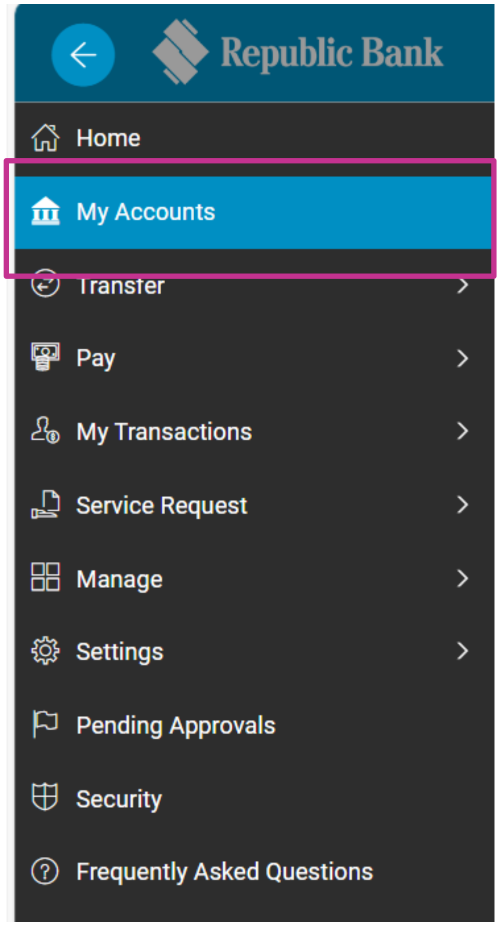
My Accounts - Overview

The My Products feature accesses the Business' registered Republic Bank products. These include Chequing and Savings accounts, Credit Cards, Loans and Fixed Term Deposits.

Only the users assigned the permissions to access the Business' products will be able to view the My Accounts tab



OR



The product list may be displayed in three different ways or views:

- Simple
- Combined
- Grouped

User can select the view according to their needs or preference.

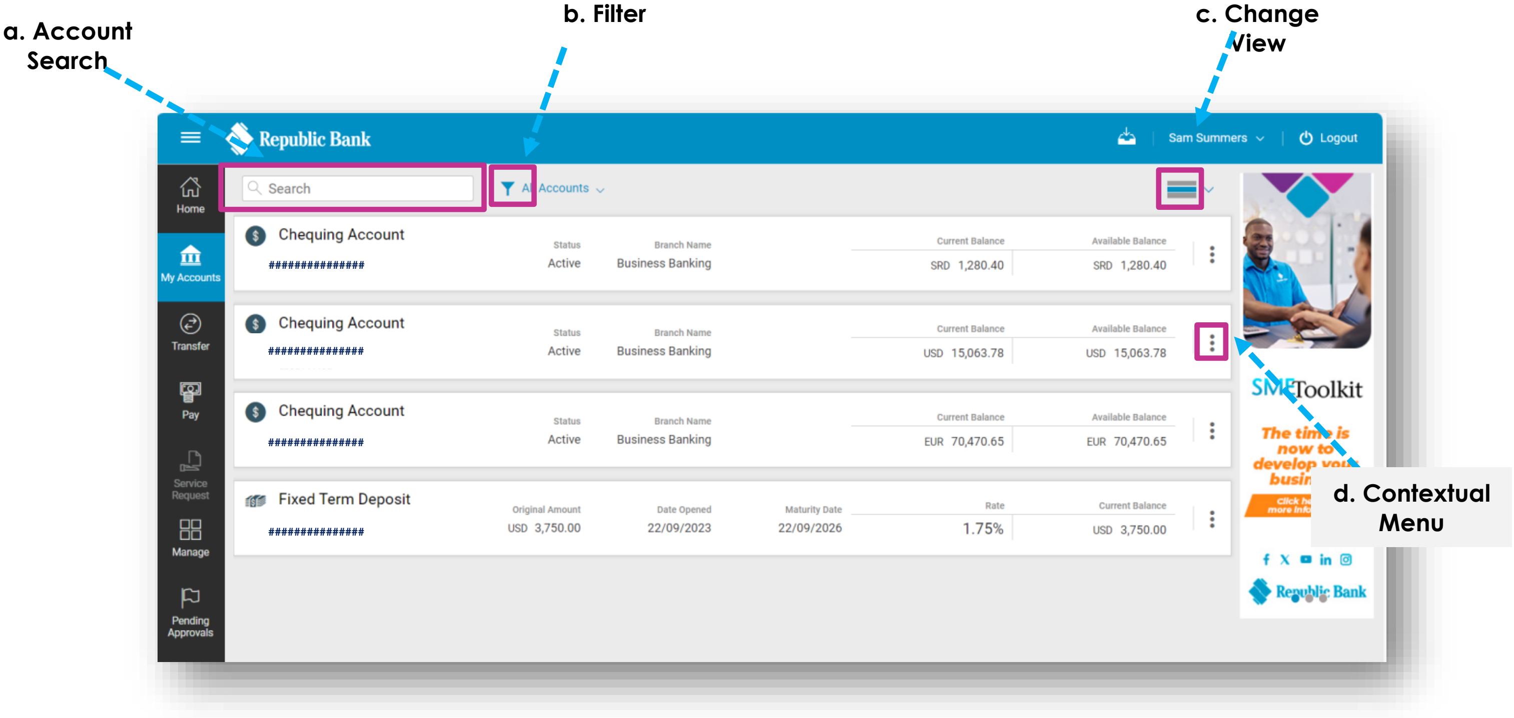
The information displayed will vary, based on the view as well as the type of product's accessed.

What does the Simple View display?

The Simple View shows products in a tabular format, where each product is displayed in a different line. Here, the products are organized by type and currency, and the details of each product is shown.

The following product details are displayed in this view:

- Product Type
- Product Nickname (Alias)
- Product Number (Account number)
- Product Status
- Branch name
- Current Balance
- Available Balance



Chequing Account
###############
Status: Active
Branch Name: Business Banking
Current Balance: SRD 1,280.40
Available Balance: SRD 1,280.40

Chequing Account
###############
Status: Active
Branch Name: Business Banking
Current Balance: USD 15,063.78
Available Balance: USD 15,063.78

Chequing Account
###############
Status: Active
Branch Name: Business Banking
Current Balance: EUR 70,470.65
Available Balance: EUR 70,470.65

Fixed Term Deposit
###############
Original Amount: USD 3,750.00
Date Opened: 22/09/2023
Maturity Date: 22/09/2026
Rate: 1.75%
Current Balance: USD 3,750.00

a. Account Search: User can search by Product Number and/or Nickname.

b. Filter: User can filter by Product type

c. Change View: This icon allows users to switch layout or view of products

d. Contextual Menu: All actions corresponding to the product will be available via this icon. This menu would vary, based on the product selected.

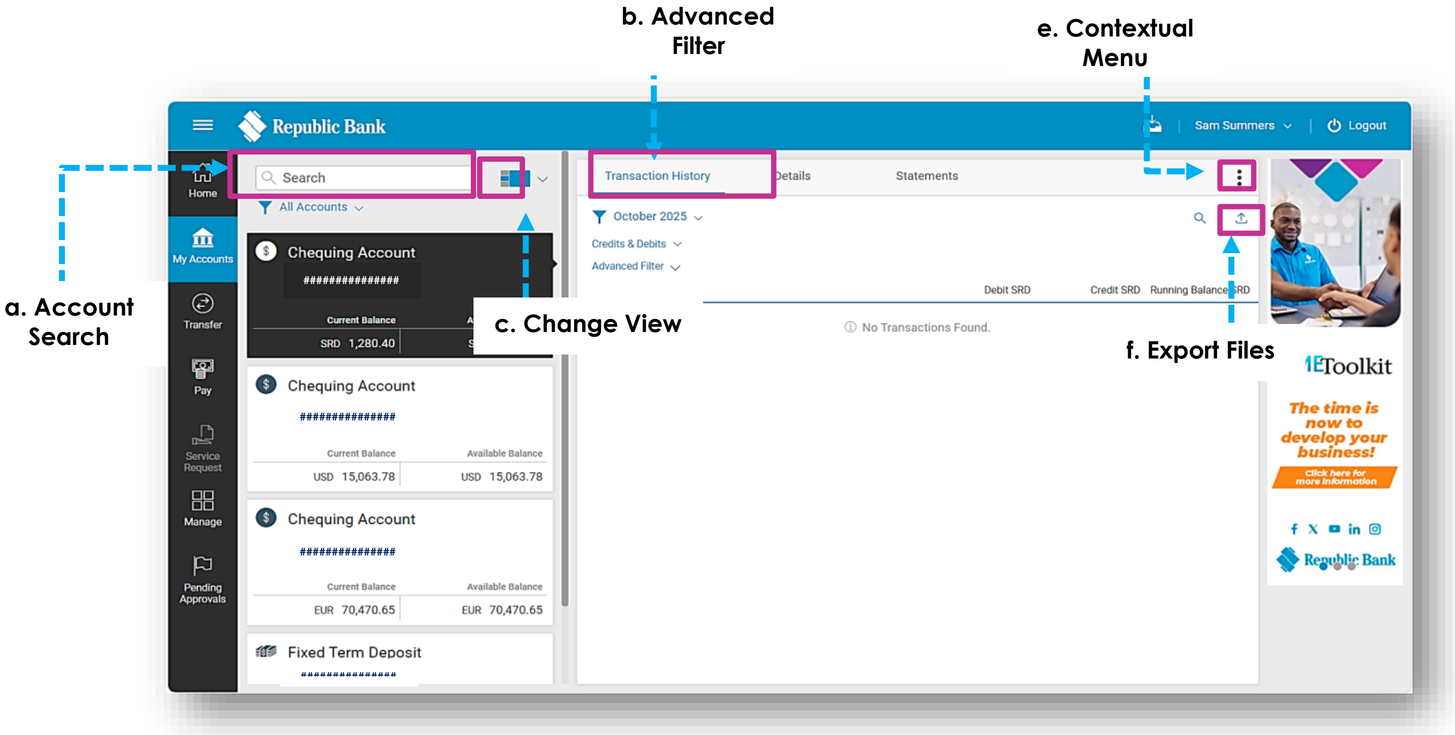
What does the Combined View display?

The Combined View splits the screen to display a combination of the products on the left, and the transaction history on the right. The transactions displayed, will be based upon the product selected in the left column.

This view is designed specially to be used in smaller devices, like tablets and phones. The user can choose the 'reduced size' view to display more information in the screen.

The following product details are displayed in this view:

- Product Type
- Details
- Product Nickname (Alias)
- Current Balance
- Product Number (Account number)
- Available Balance
- Transaction History/Details



a. **Account Search**: User can search by Product Number and/or Nickname.

b. **Filter**: User can filter by Product type

c**. Change View:** This icon allows users to switch layout or view of products

d. **Advanced Filter:** These options allow defined searching of transactions based on transaction type and period.

e. **Contextual Menu:** All actions corresponding to the product will be available via this icon.

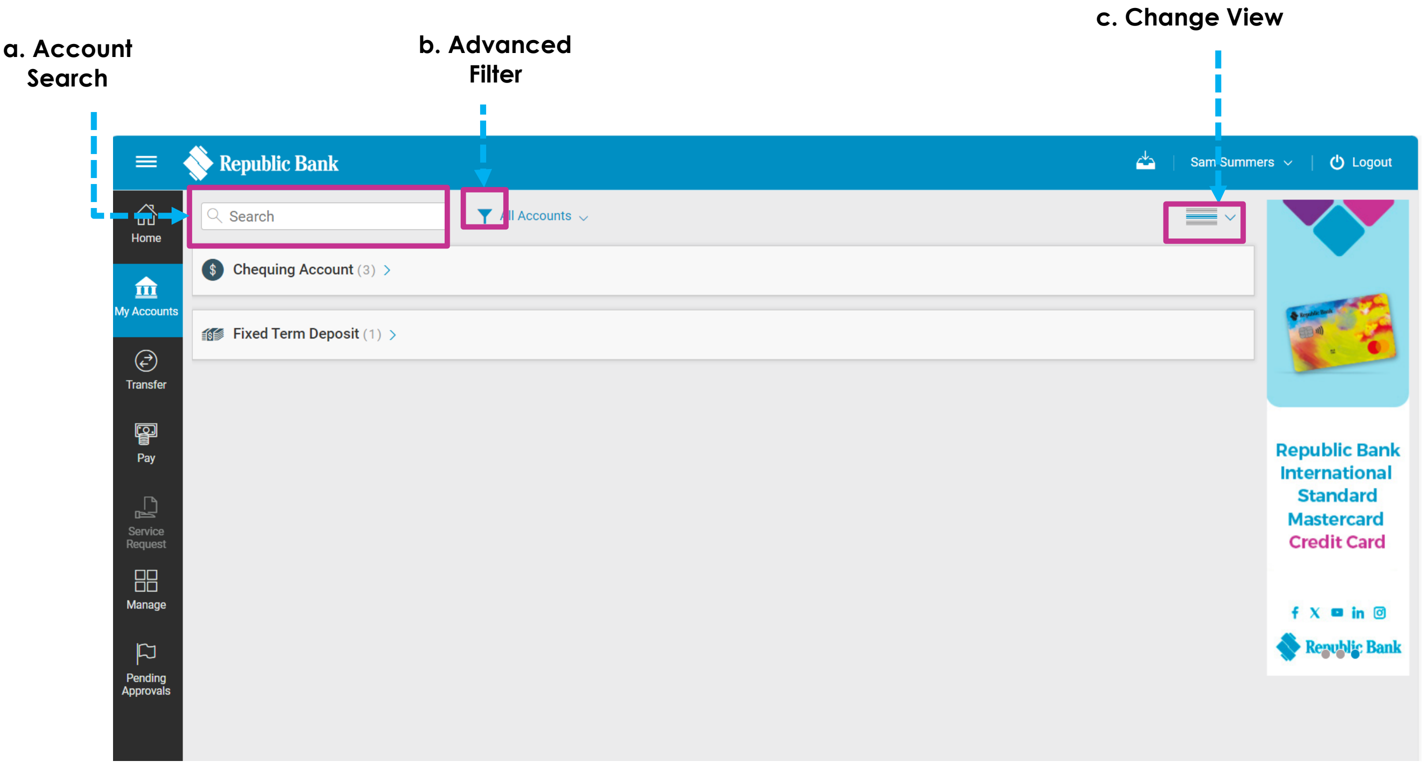
f. **Export Files:** The Transaction History can be exported in either PDF, Excel or CSV format.

What does the Grouped View display?

The Grouped View groups or categorises products by type. Users can expand and contract to unfold or to hide each individual product within these groupings.

The following product details are displayed in this view:

- Product Group/Type
- Branch Name
- Product Nickname (Alias)
- Current Balance
- Product Number (Account number)
- Available Balance
- Product Status



a. Account Search: User can search by Product Number and/or Nickname.

b. Filter: User can filter by Product type

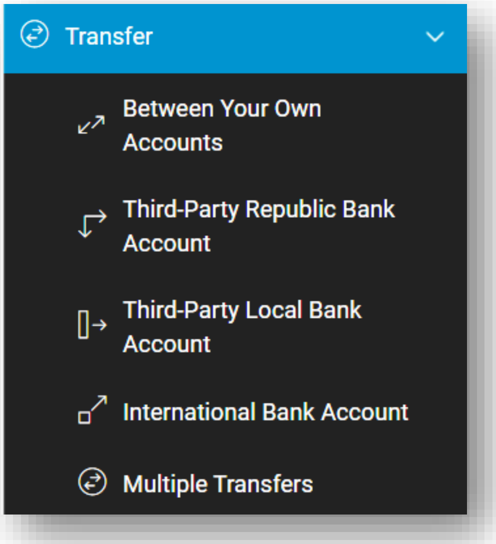
c. Change View: This icon allows users to switch layout or view of products

d. Contextual Menu: All actions corresponding to the product will be available via this icon.

Transfer

RepublicOnline Transfers

Republic*Online* offers **five (5)** transfer options.



There are three ways to access the Transfer feature:

- **Quick Menu**
- ≡ **Main Menu**
- ⋮ **Contextual Menu on each product**

All Transfer options entail a four (4) step process as detailed below:

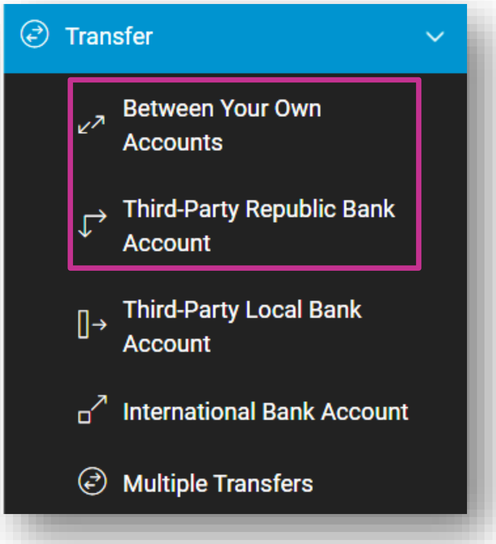
1) Select **TRANSFER** option from either the menu.
2) Input required data
3) Confirm payment
4) Result

How to perform a Transfer Between Republic Accounts

The options to transfer funds between Republic accounts are as follows:

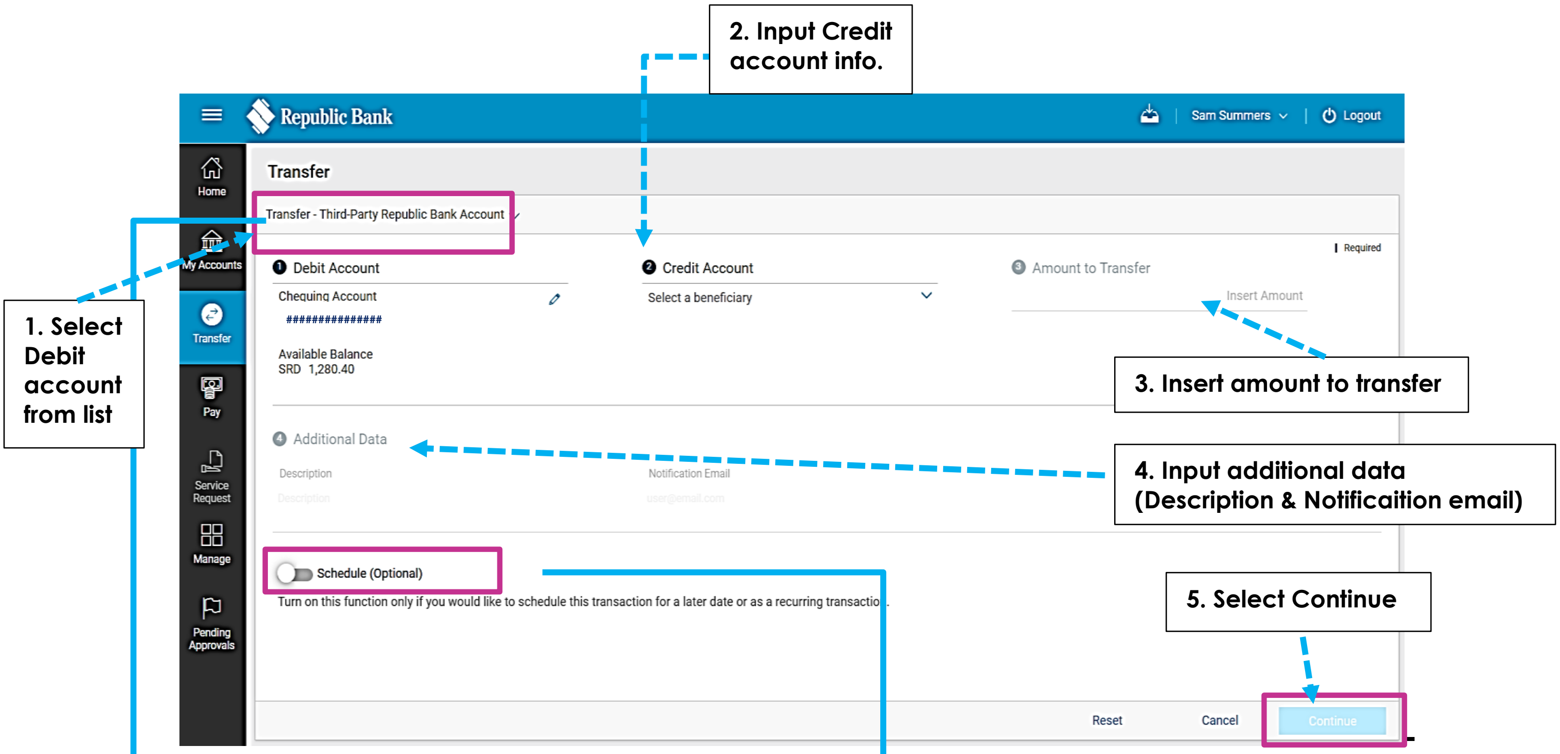
- Between Your Own Account
- Third-Party Republic Bank Account

Both options follow the same four step process. The difference between the two would be the credit account selected. For "your own" accounts, the account details will be automatically saved and available to the user whereas for the third party transfers the users are required to input the beneficiary information.



Only the users assigned the relevant permissions will be able to access Transfers Between the Business' Accounts or the Third-Party Republic Bank Accounts feature (Refer to Appendix for full list of Permissions).

Step 2: Input transfer data



Available Balance
SRD 1,280.40

Schedule (Optional)

Turn on this function only if you would like to schedule this transaction for a later date or as a recurring transaction.

1. Select Debit account from list

2. Input Credit account info.

3. Insert amount to transfer

4. Input additional data (Description & Notificaition email)

5. Select Continue

Transfer option can be changed here by clicking the icon ⌄

Transfer can be scheduled here by clicking the toggle ○ Schedule (Optional)

2 - Credit Account: If the user selects Between Own Accounts, all registered corporate accounts will be listed here.

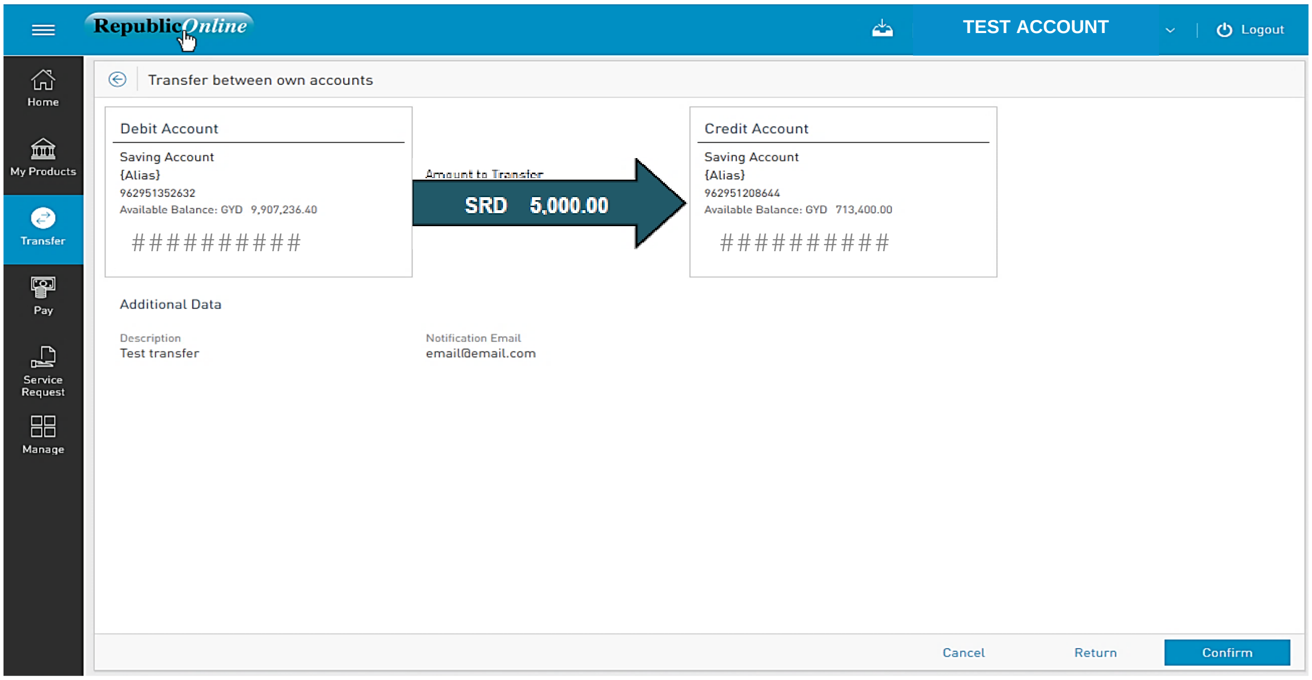
- If the user selects the **Republic Bank Transfers** option, to transfer to a third party account, he/she user may either enter the payment information here or select from their registered third-party beneficiaries.

See instructions for registering third party beneficiaries in the Manage section

4 - Description: Mandatory for all transfers.

- **Email Address:** The address input in this field will be the one that receives the transfer notification. If one is not included, the system will automatically send the notification to the user's registered email address.

Step 3: Confirm payment



Transfer between own accounts

Debit Account
Saving Account
{Alias}
962951352632
Available Balance: GYD 9,907,236.40
##########

Amount to Transfer
SRD 5,000.00

Credit Account
Saving Account
{Alias}
962951208644
Available Balance: GYD 713,400.00
##########

Additional Data

Description
Test transfer

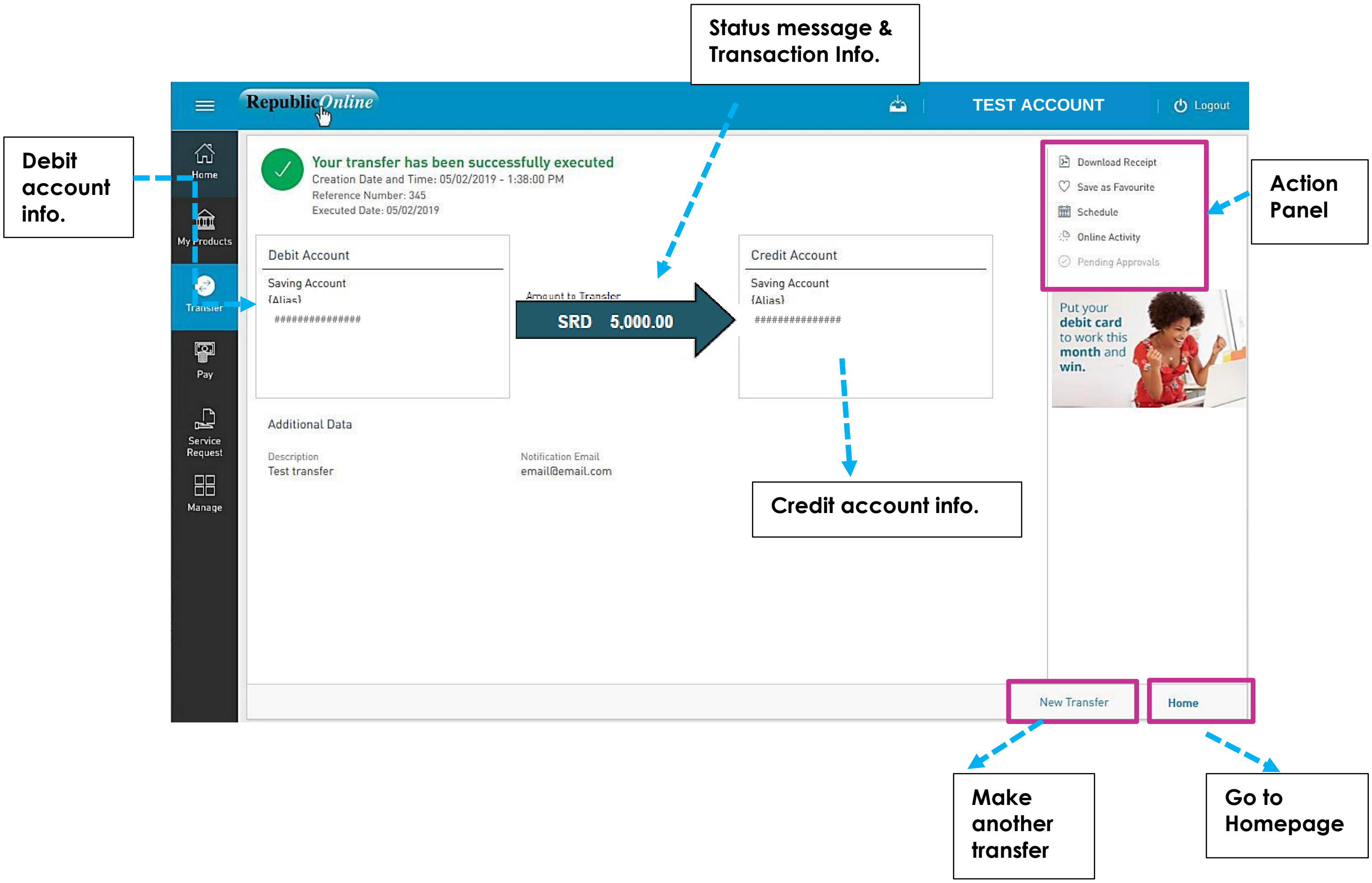
Notification Email
email@email.com

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction. Once the transaction information has been verified select **Confirm** to proceed.

The available actions are:

- Confirm **: to confirm the data and proceed to the next step.**
- Cancel **: to cancel transaction.**
- ⇦ **or** Return **: to return to the previous step**

Step 4: Result



Your transfer has been successfully executed
Creation Date and Time: 05/02/2019 - 1:38:00 PM
Reference Number: 345
Executed Date: 05/02/2019

Debit Account
Saving Account
{Alias}
###############

Amount to Transfer
SRD 5,000.00

Credit Account
Saving Account
{Alias}
###############

Additional Data

Description
Test transfer

Notification Email
email@email.com

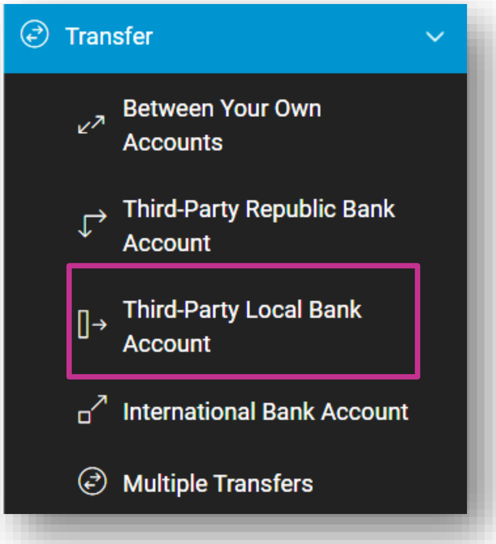
After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

- **Successful**: the transaction was completed successfully.
- **Pending approval**: where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements. The specific error will be shown to the user.

How to Transfer to Third-Party Local Accounts

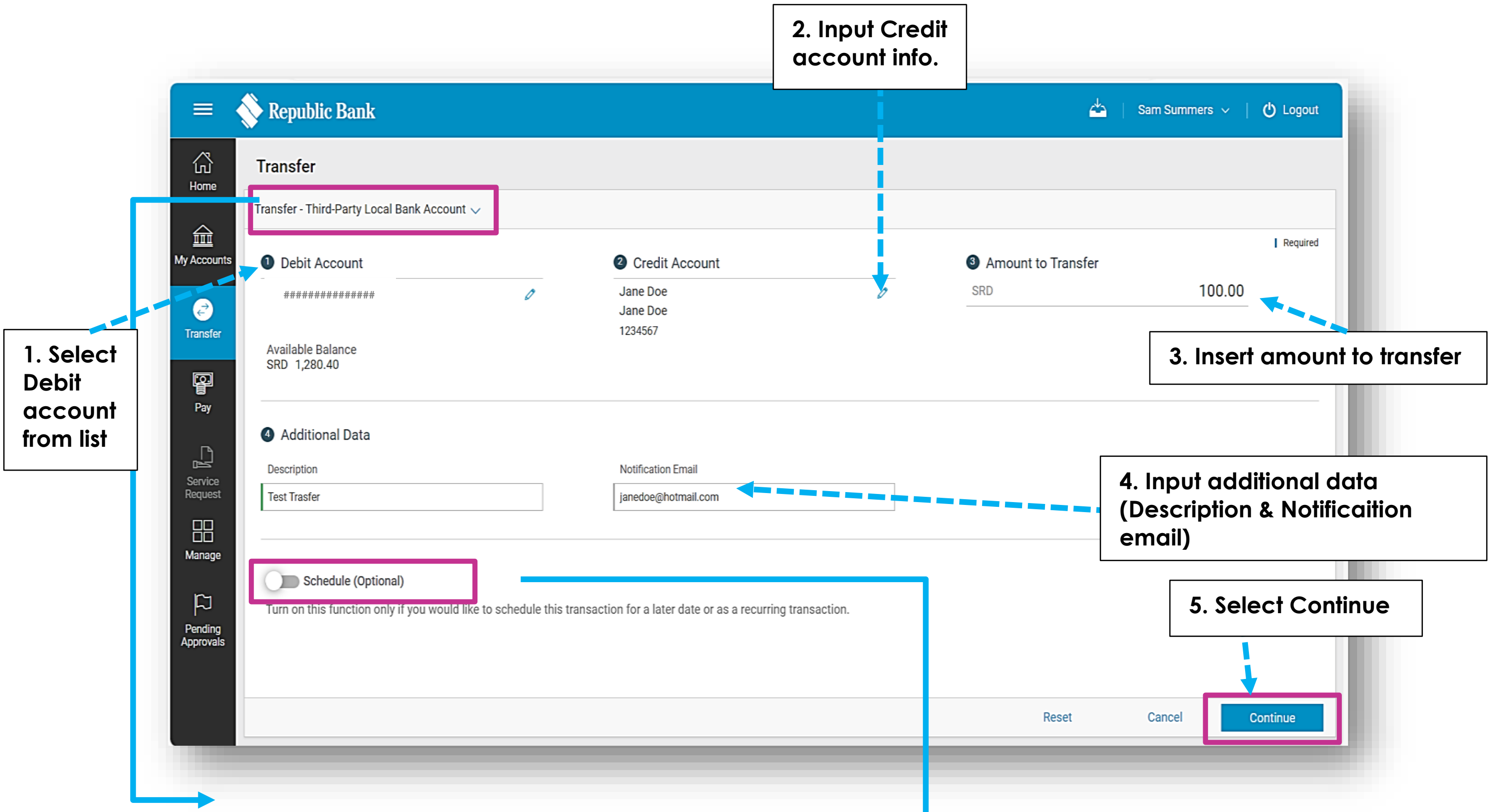
To transfer to third party accounts in other local banks the user must follow a similar four (4) step process. Here, the difference lies in the beneficiary data requested, as the details of the local bank are also required for these transactions.

Step 1: Select the Third-Party Local Bank Account option from the menu.



Only the users assigned the relevant permissions will be able to access Transfers to Third-Party Local Bank accounts feature (Refer to Appendix for full list of Permissions).

Step 2: Input transfer data



Transfer

Transfer - Third-Party Local Bank Account

Required

1 Debit Account
###############
Available Balance
SRD 1,280.40

2 Credit Account
Jane Doe
Jane Doe
1234567

3 Amount to Transfer
SRD 100.00

4 Additional Data
Description: Test Trasfer
Notification Email: janedoe@hotmail.com

Schedule (Optional)
Turn on this function only if you would like to schedule this transaction for a later date or as a recurring transaction.

1. Select Debit account from list

2. Input Credit account info.

3. Insert amount to transfer

4. Input additional data (Description & Notificaition email)

5. Select Continue

Transfer option can be changed here by clicking the icon ⌄

Transfer can be scheduled here by clicking the toggle ○ Schedule (Optional)

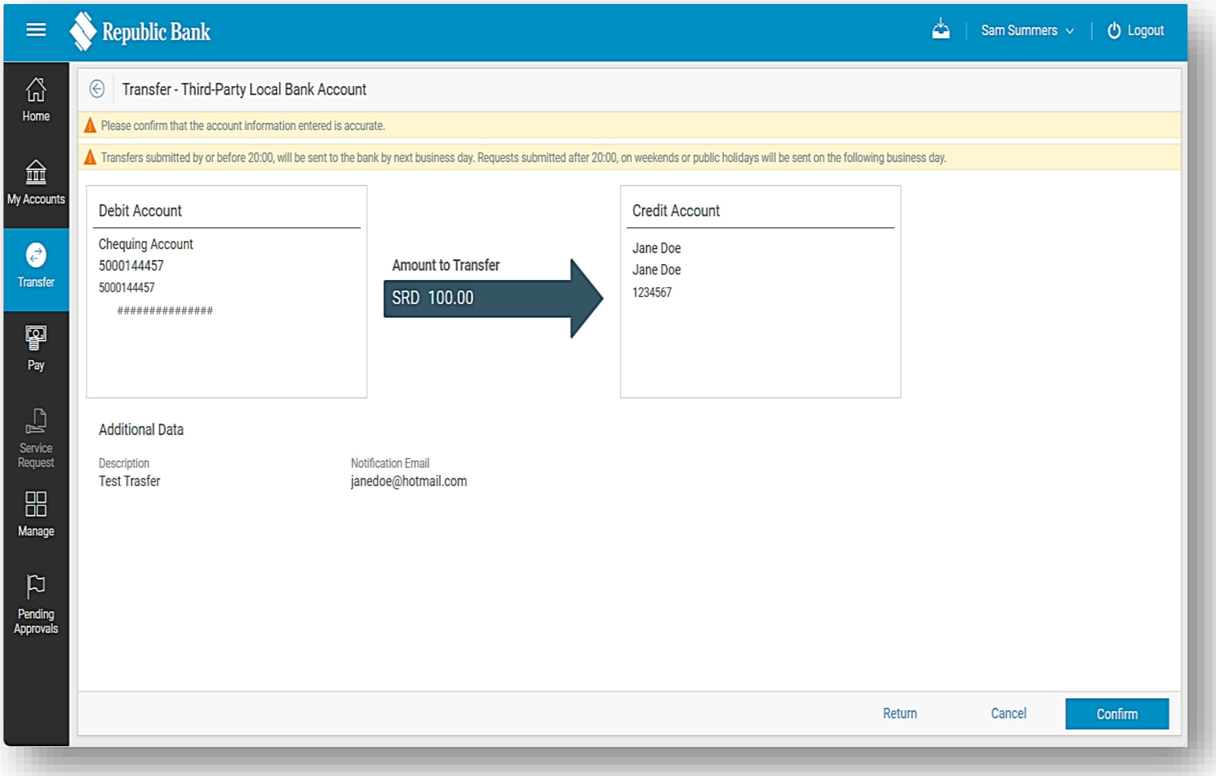
2 - Credit Account: Third-Party local bank beneficiaries must be pre-registered.

See instructions for registering third party beneficiaries in the Manage section

4 - **Description:** Mandatory for all transfers.

- **Email Address:** The address input in this field will be the one that receives the transfer notification. If one is not included, the system will automatically send the notification to the user's registered email address.

Step 3: Confirm data



Transfer - Third-Party Local Bank Account

Please confirm that the account information entered is accurate.

Transfers submitted by or before 20:00, will be sent to the bank by next business day. Requests submitted after 20:00, on weekends or public holidays will be sent on the following business day.

Debit Account
Chequing Account
5000144457
5000144457
###############

Amount to Transfer
SRD 100.00

Credit Account
Jane Doe
Jane Doe
1234567

Additional Data

Description
Test Trasfer

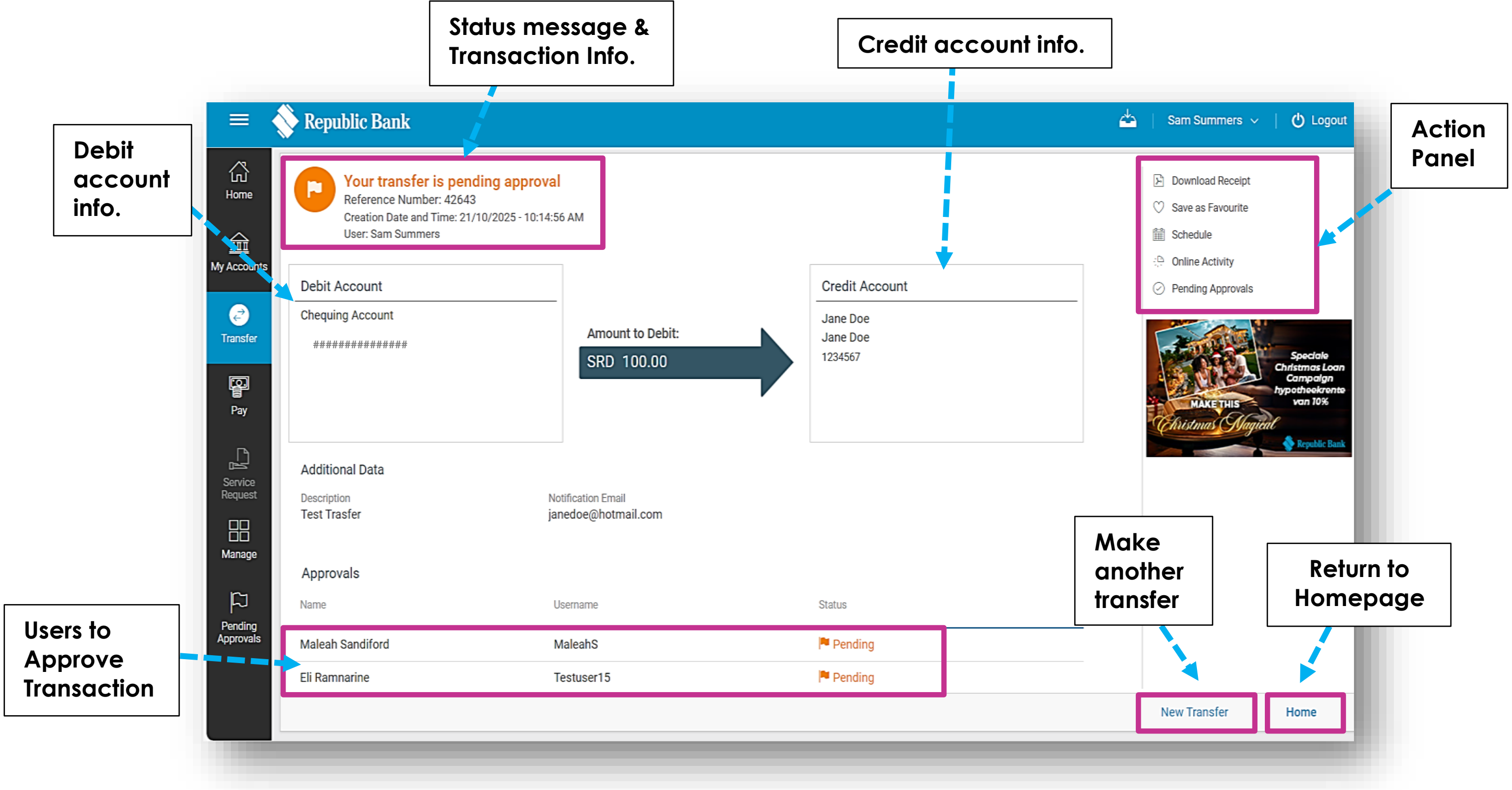
Notification Email
janedoe@hotmail.com

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction. Once the transaction information has been verified select **Confirm** to proceed.

The available actions are:

- Confirm **: to confirm the data and proceed to the next step**
- Cancel **: to cancel transaction**
- ← **or** Return **: to return to the previous step**

Step 4: Result



Your transfer is pending approval
Reference Number: 42643
Creation Date and Time: 21/10/2025 - 10:14:56 AM
User: Sam Summers

Debit Account
Chequing Account
###############

Amount to Debit:
SRD 100.00

Credit Account
Jane Doe
Jane Doe
1234567

Additional Data

Description: Test Trasfer

Notification Email: janedoe@hotmail.com

Approvals

Name	Username	Status
Maleah Sandiford	MaleahS	Pending
Eli Ramnarine	Testuser15	Pending

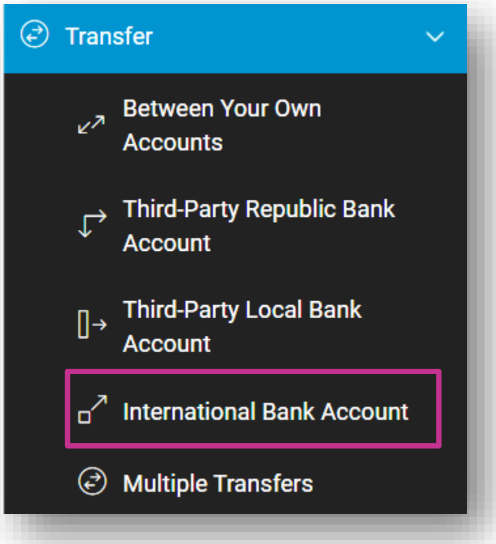
After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

- **Successful**: the transaction was completed successfully.
- **Pending approval**: where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements. The specific error will be shown to the user.

How to Transfer to International Bank Accounts

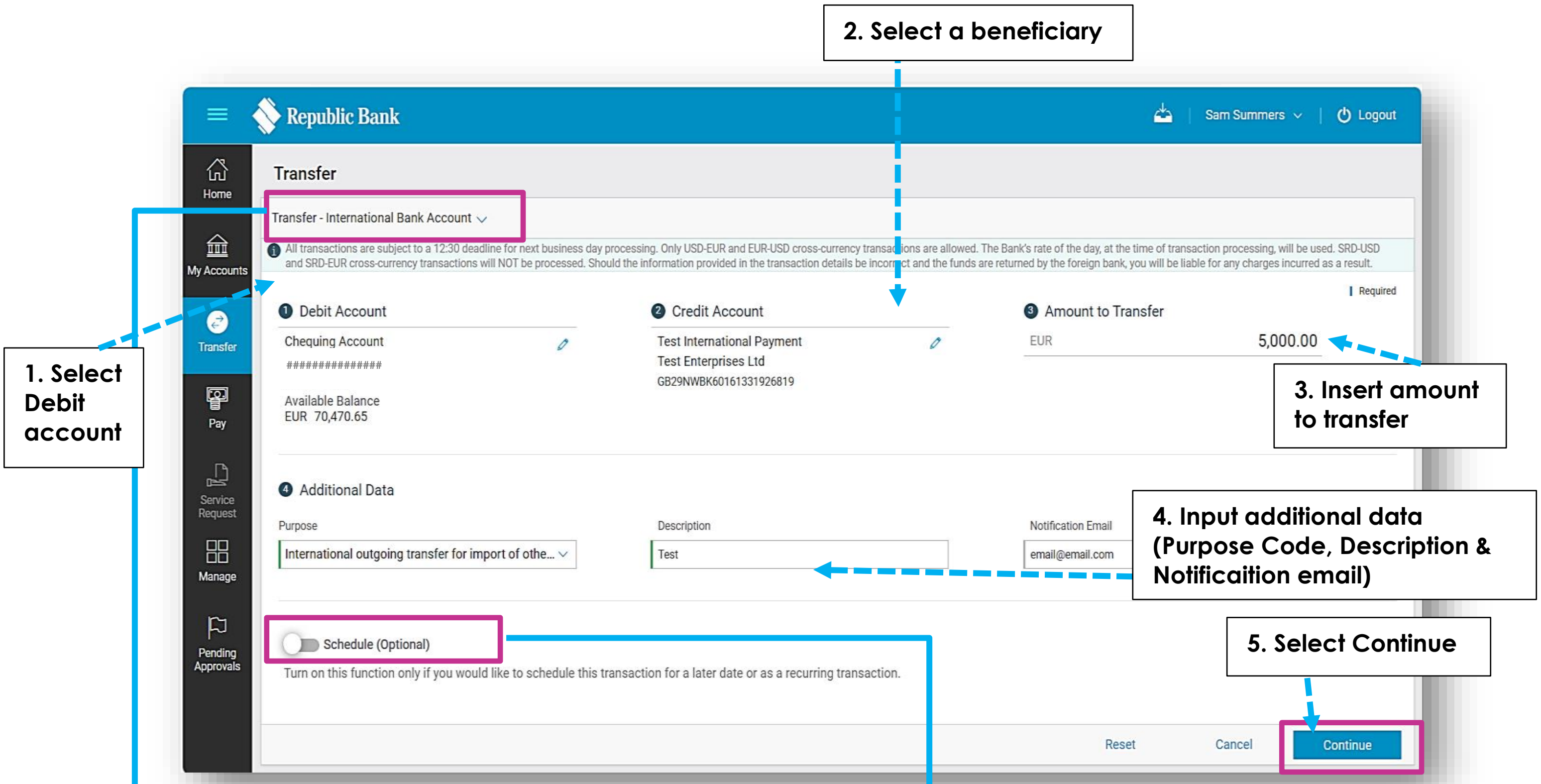
Republic*Online* now offers transfers to international bank accounts. The process is similar to other transfers except for the data requested. Beneficiary data, beneficiary account data and intermediary bank details are required for these transactions.

Step 1: Select the International Bank Account transfer option from the menu.



Only the users assigned the relevant permissions will be able to access Transfers to International Bank Account feature (Refer to Appendix for full list of Permissions).

Step 2: Input transfer data



2. Select a beneficiary

1. Select Debit account

3. Insert amount to transfer

4. Input additional data (Purpose Code, Description & Notificaition email)

5. Select Continue

Transfer

Transfer - International Bank Account

All transactions are subject to a 12:30 deadline for next business day processing. Only USD-EUR and EUR-USD cross-currency transactions are allowed. The Bank's rate of the day, at the time of transaction processing, will be used. SRD-USD and SRD-EUR cross-currency transactions will NOT be processed. Should the information provided in the transaction details be incorrect and the funds are returned by the foreign bank, you will be liable for any charges incurred as a result.

Required

1 Debit Account: Chequing Account, ###############, Available Balance EUR 70,470.65

2 Credit Account: Test International Payment, Test Enterprises Ltd, GB29NWBK60161331926819

3 Amount to Transfer: EUR 5,000.00

4 Additional Data

Purpose: International outgoing transfer for import of othe...

Description: Test

Notification Email: email@email.com

Schedule (Optional)

Turn on this function only if you would like to schedule this transaction for a later date or as a recurring transaction.

Transfer option can be changed here by clicking the icon ⌵

Transfer can be scheduled here by clicking the toggle Schedule (Optional)

2 - Credit Account: Third-Party local bank beneficiaries **<u>must</u>** be pre-registered.

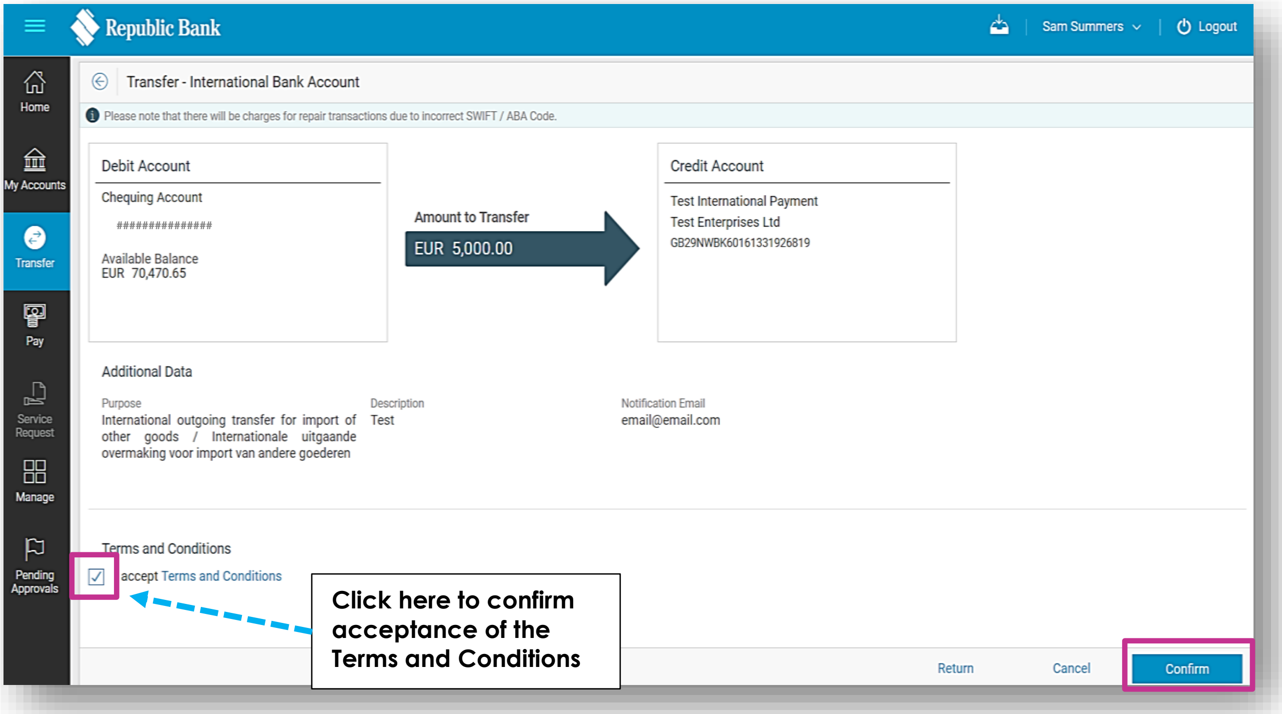
See instructions for registering third party beneficiaries in the Manage section

4 - Purpose Code: Mandatory for all Wire transfers. User must select the appropriate one from list provided.

- Description: Mandatory for all transfers.

- Email Address: The address input in this field will be the one that receives thetransfer notification. If one is not included, the system will automatically send the notification to the user's registered email address.

Step 3: Confirm data



Transfer - International Bank Account

Please note that there will be charges for repair transactions due to incorrect SWIFT / ABA Code.

Debit Account
Chequing Account
###############
Available Balance
EUR 70,470.65

Amount to Transfer
EUR 5,000.00

Credit Account
Test International Payment
Test Enterprises Ltd
GB29NWBK60161331926819

Additional Data

Purpose: International outgoing transfer for import of other goods / Internationale uitgaande overmaking voor import van andere goederen
Description: Test
Notification Email: email@email.com

Terms and Conditions
☑ I accept Terms and Conditions

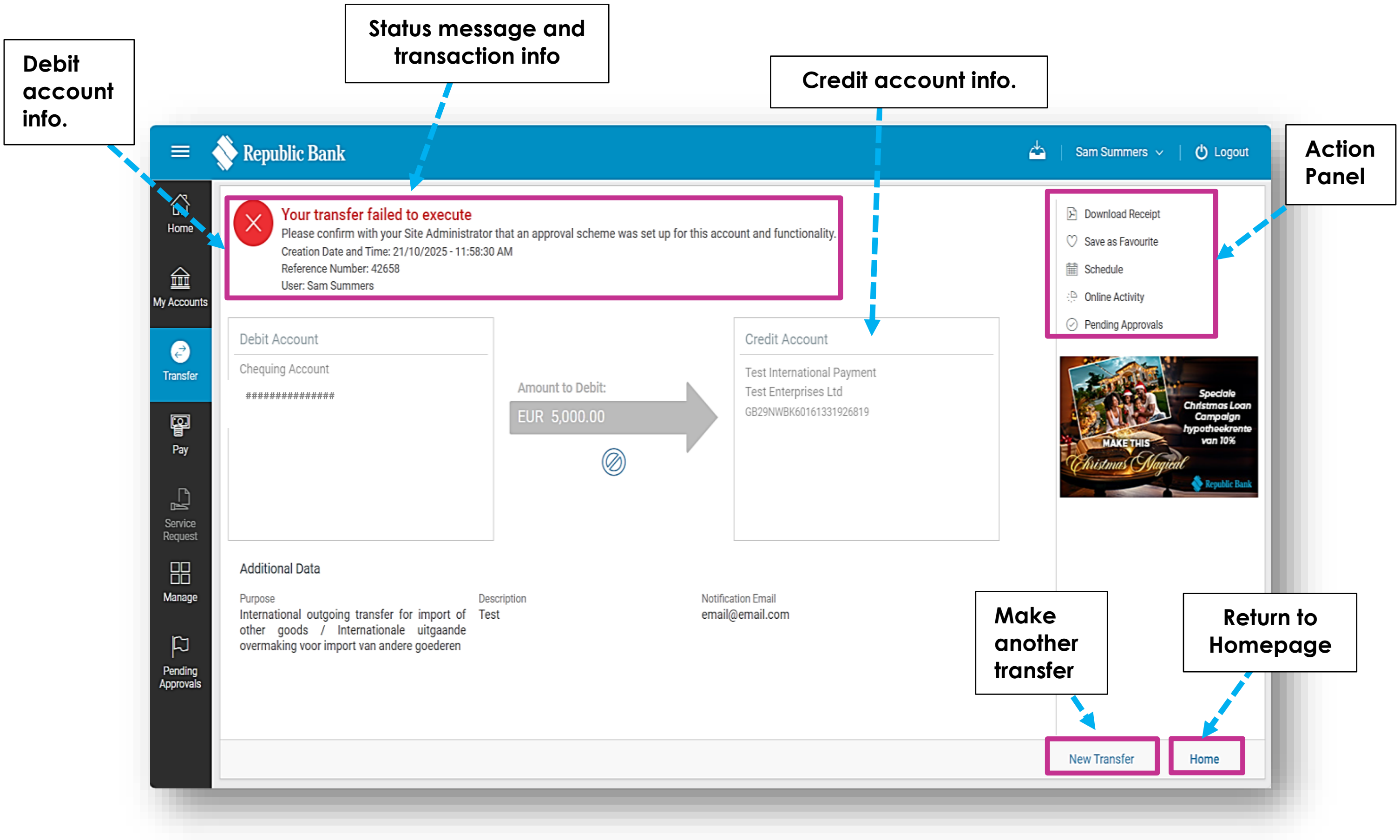
Click here to confirm acceptance of the Terms and Conditions

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction. Once the transaction information has been verified select **Confirm** to proceed.

The available actions are:

- **Confirm : to confirm the data and proceed to the next step**
- **Cancel : to cancel transaction**
- **← or Return : to return to the previous step**

Step 4: Result



Debit account info.

Status message and transaction info

Credit account info.

Action Panel

Make another transfer

Return to Homepage

Your transfer failed to execute
Please confirm with your Site Administrator that an approval scheme was set up for this account and functionality.
Creation Date and Time: 21/10/2025 - 11:58:30 AM
Reference Number: 42658
User: Sam Summers

Debit Account
Chequing Account
##############

Amount to Debit:
EUR 5,000.00

Credit Account
Test International Payment
Test Enterprises Ltd
GB29NWBK60161331926819

Additional Data

Purpose
International outgoing transfer for import of other goods / Internationale uitgaande overmaking voor import van andere goederen

Description
Test

Notification Email
email@email.com

After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

- **Successful**: the transaction was completed successfully.
- **Pending approval**: where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements. The specific error will be shown to the user.

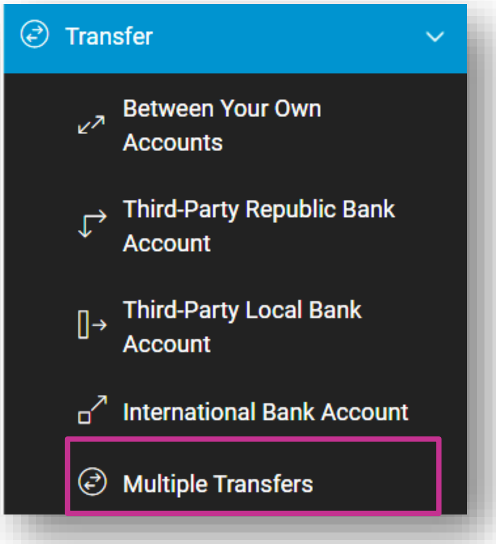
What does the Multiple Transfers feature entail?

Republic*Online* enables users to create numerous transfers to be sent at the same time via the Multiple Transfers screen.

This option allows the user to make the following transfers simultaneously:

- Between Your Own Account
- Republic Bank
- Local Bank

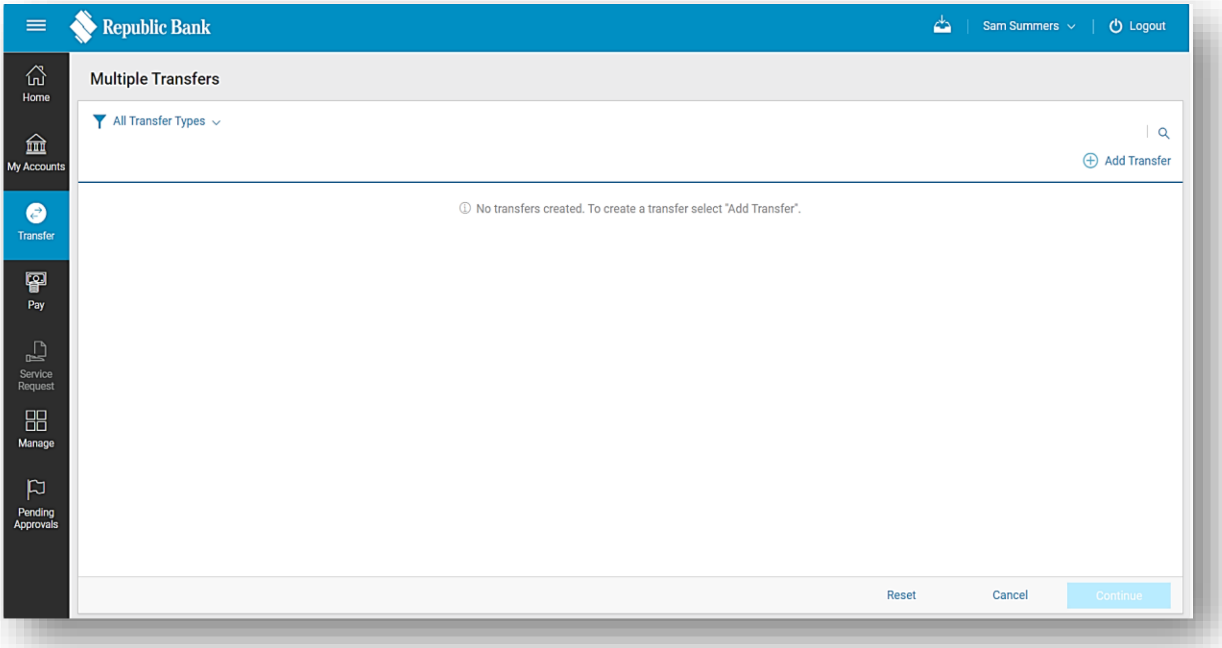
Step 1: Select the Multiple Transfers option from the Transfer menu.



Only the users assigned the relevant permissions will be able to access Transfers to International Bank Account feature (Refer to Appendix for full list of Permissions).

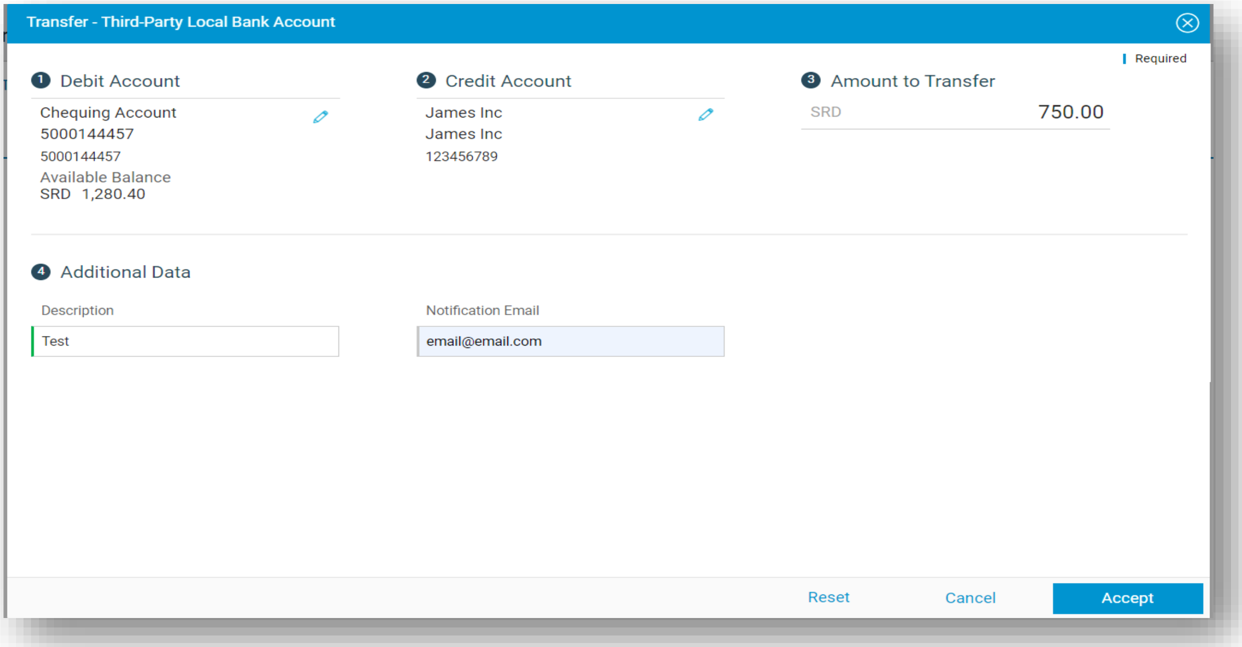
Step 2: Input transfer data

- Click on ⊕ Add Transfer to input the transfer data.



ⓘ No transfers created. To create a transfer select "Add Transfer".

The following window will appear. Input required data as follows:



❶ Debit Account

Chequing Account
5000144457
5000144457
Available Balance
SRD 1,280.40

❷ Credit Account

James Inc
James Inc
123456789

❸ Amount to Transfer

SRD 750.00

❹ Additional Data

Description: Test

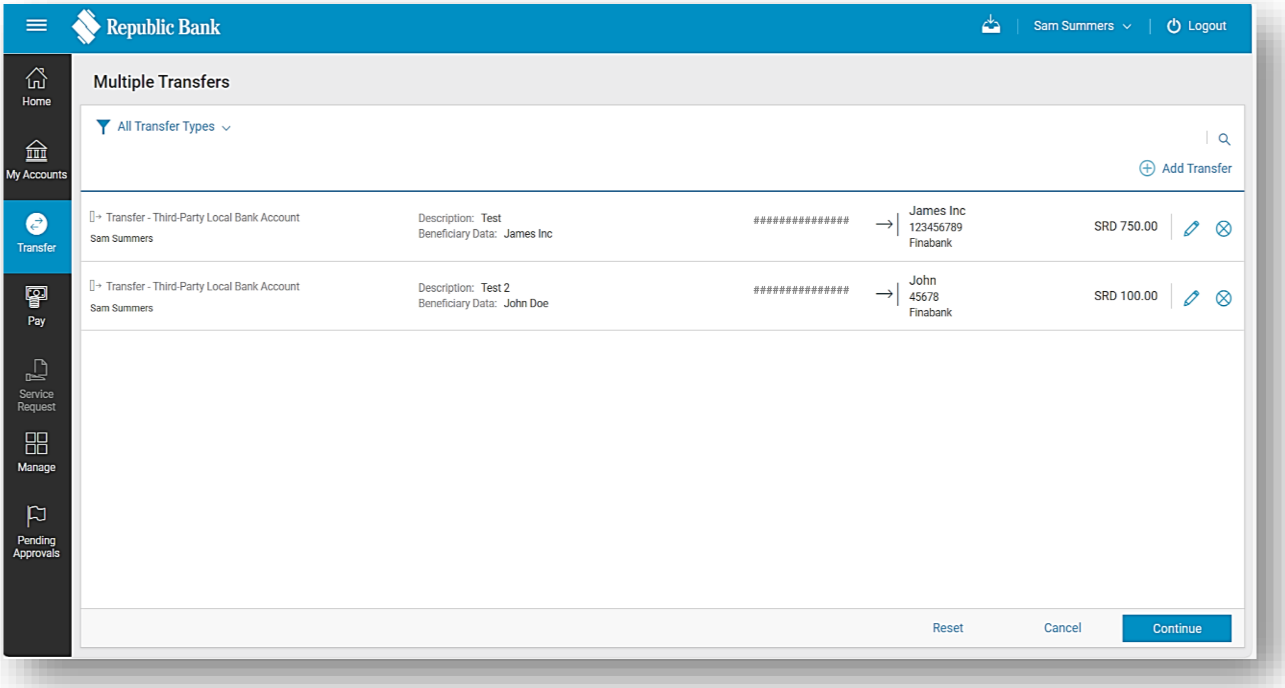
Notification Email: email@email.com

Reset : to erase the entered data.

Cancel : to discard the changes will be discarded and be redirected to the “Multiple Transfers” page.

Accept : to save the transfer and add it to the transaction list.

When the transfer data has been input, and saved, the user will be redirected to the **Multiple Transfers** screen.



Transfer - Third-Party Local Bank Account Sam Summers	Description: Test Beneficiary Data: James Inc	###############	→	James Inc 123456789 Finabank	SRD 750.00
Transfer - Third-Party Local Bank Account Sam Summers	Description: Test 2 Beneficiary Data: John Doe	###############	→	John 45678 Finabank	SRD 100.00

The following options will be available on the **Multiple Transfers** screen:

⊕ Add Transfer Repeat the process as required.

✎ Edit Transfer: To edit the details of a saved transfer.

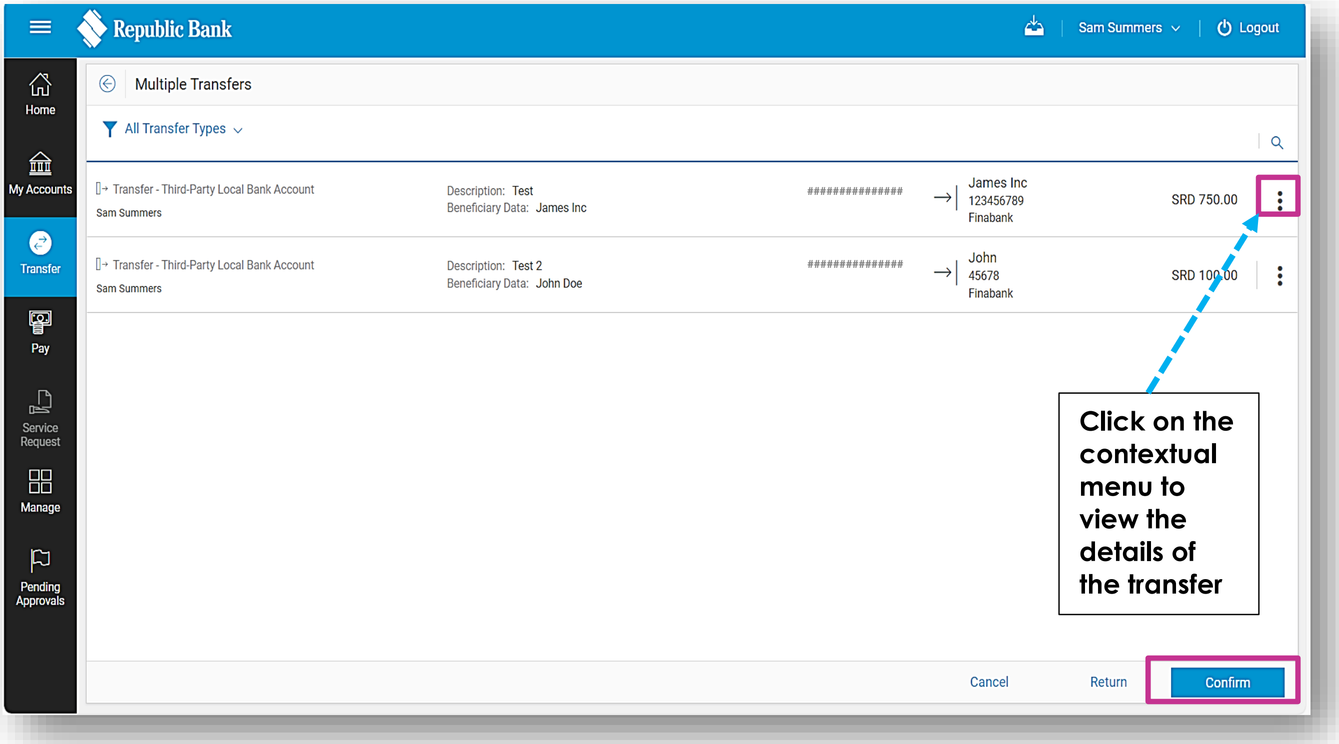
⊗ Delete Transfer: To delete any saved transfer from the list.

Reset : delete all transfers created.

Cancel : to discard all changes; the user will be redirected to the previous page.

Continue : the user will continue to the confirm transfers.

Step 3: Confirm data



Transfer - Third-Party Local Bank Account Sam Summers	Description: Test Beneficiary Data: James Inc	###############	James Inc 123456789 Finabank	SRD 750.00
Transfer - Third-Party Local Bank Account Sam Summers	Description: Test 2 Beneficiary Data: John Doe	###############	John 45678 Finabank	SRD 100.00

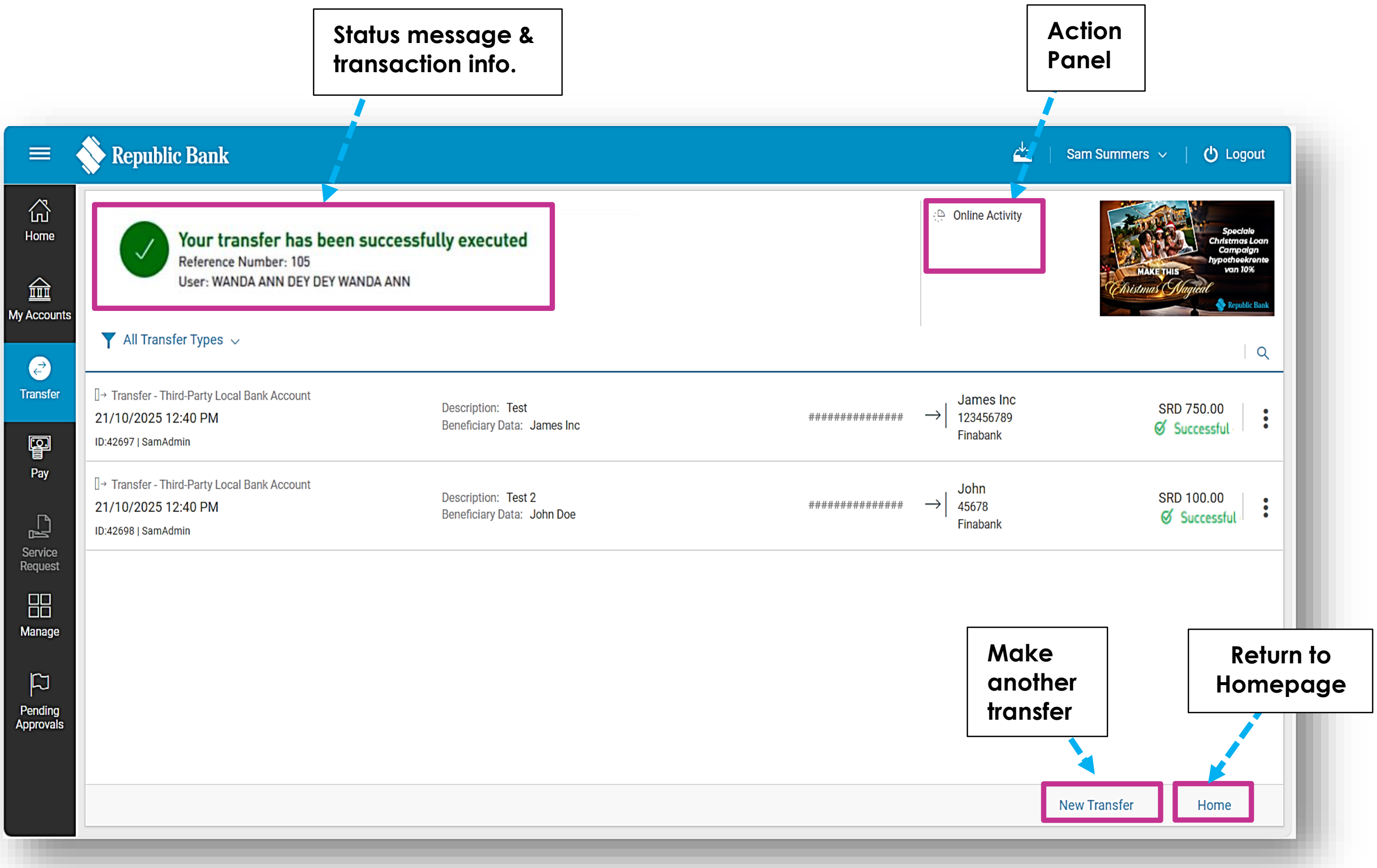
Click on the contextual menu to view the details of the transfer

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction. Once the transaction information has been verified select **Confirm** to proceed.

The available actions are:

- Confirm **: to confirm the data and proceed to the next step**
- Cancel **: to cancel transaction**
- ← **or** Return **: to return to the previous step**

Step 4: The Result



Your transfer has been successfully executed
Reference Number: 105
User: WANDA ANN DEY DEY WANDA ANN

Transfer - Third-Party Local Bank Account
21/10/2025 12:40 PM
ID:42697 | SamAdmin
Description: Test
Beneficiary Data: James Inc
###############
James Inc
123456789
Finabank
SRD 750.00
Successful

Transfer - Third-Party Local Bank Account
21/10/2025 12:40 PM
ID:42698 | SamAdmin
Description: Test 2
Beneficiary Data: John Doe
###############
John
45678
Finabank
SRD 100.00
Successful

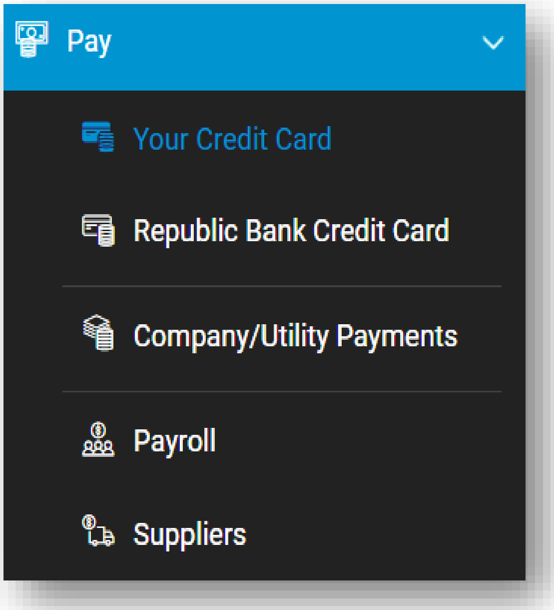
After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

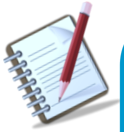
- **Successful**: the transaction was completed successfully.
- **Pending approval**: where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements. The specific error will be shown to the user.

Pay

RepublicOnline Payments

There are **five (5)** payments options offered on Republic*Online*.





There are three ways to access the Transfer feature:

- **Quick Menu**
- ≡ **Main Menu**
- ⋮ **Contextual Menu on each product**

Each of these entails a four (4) step process as detailed below:

1) Select **Pay** option from either the menu.
2) Input required data
3) Confirm payment
4) Result

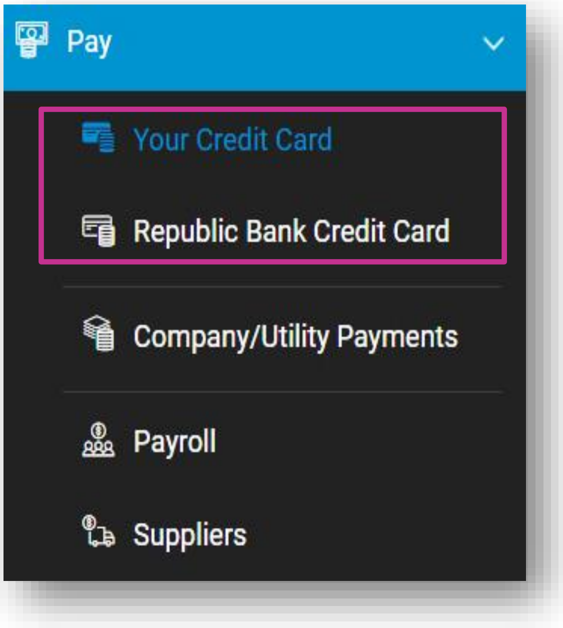
How to Pay Credit Cards?

The options to pay a credit card are as follows:

- Pay Your Credit Card
- Pay Republic Bank Credit Cards

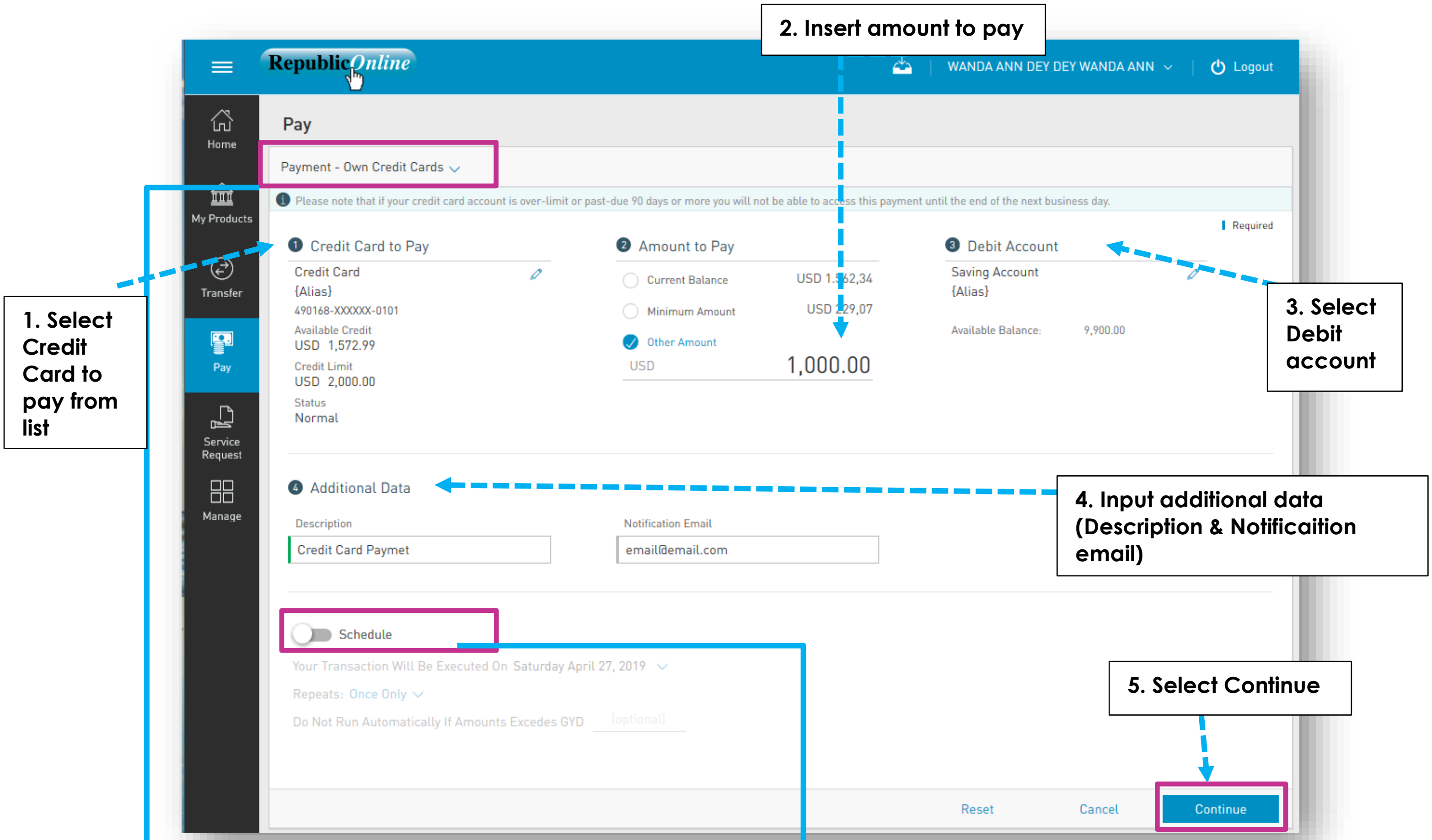
Both options follow the same four step process. The difference between the two would be the credit account selected. For registered "Your Credit Card" payments the account details will be automatically saved and available to the user while for the loads to "Republic Bank Credit Cards", the users are required to input the beneficiary information.

Step 1: Select Credit Cards option under the Pay menu tab.



Only the users assigned the relevant permissions will be able to access the Pay Credit Card features (Refer to Appendix for full list of Permissions).

Step 2: Input payment data



Pay

Payment - Own Credit Cards

Please note that if your credit card account is over-limit or past-due 90 days or more you will not be able to access this payment until the end of the next business day.

Required

1 Credit Card to Pay

Credit Card
{Alias}
490168-XXXXXX-0101
Available Credit
USD 1,572.99
Credit Limit
USD 2,000.00
Status
Normal

2 Amount to Pay

○ Current Balance USD 1.562,34
○ Minimum Amount USD 229,07
● Other Amount
USD 1,000.00

3 Debit Account

Saving Account
{Alias}
Available Balance: 9,900.00

4 Additional Data

Description: Credit Card Paymet
Notification Email: email@email.com

Schedule

Your Transaction Will Be Executed On Saturday April 27, 2019
Repeats: Once Only
Do Not Run Automatically If Amounts Excedes GYD (optional)

Reset Cancel Continue

1. Select Credit Card to pay from list

2. Insert amount to pay

3. Select Debit account

4. Input additional data (Description & Notificaition email)

5. Select Continue

Transfer option can be changed here by clicking the icon ⌄

Transfer can be scheduled here by clicking the toggle Schedule (Optional)

2 - Credit Account:

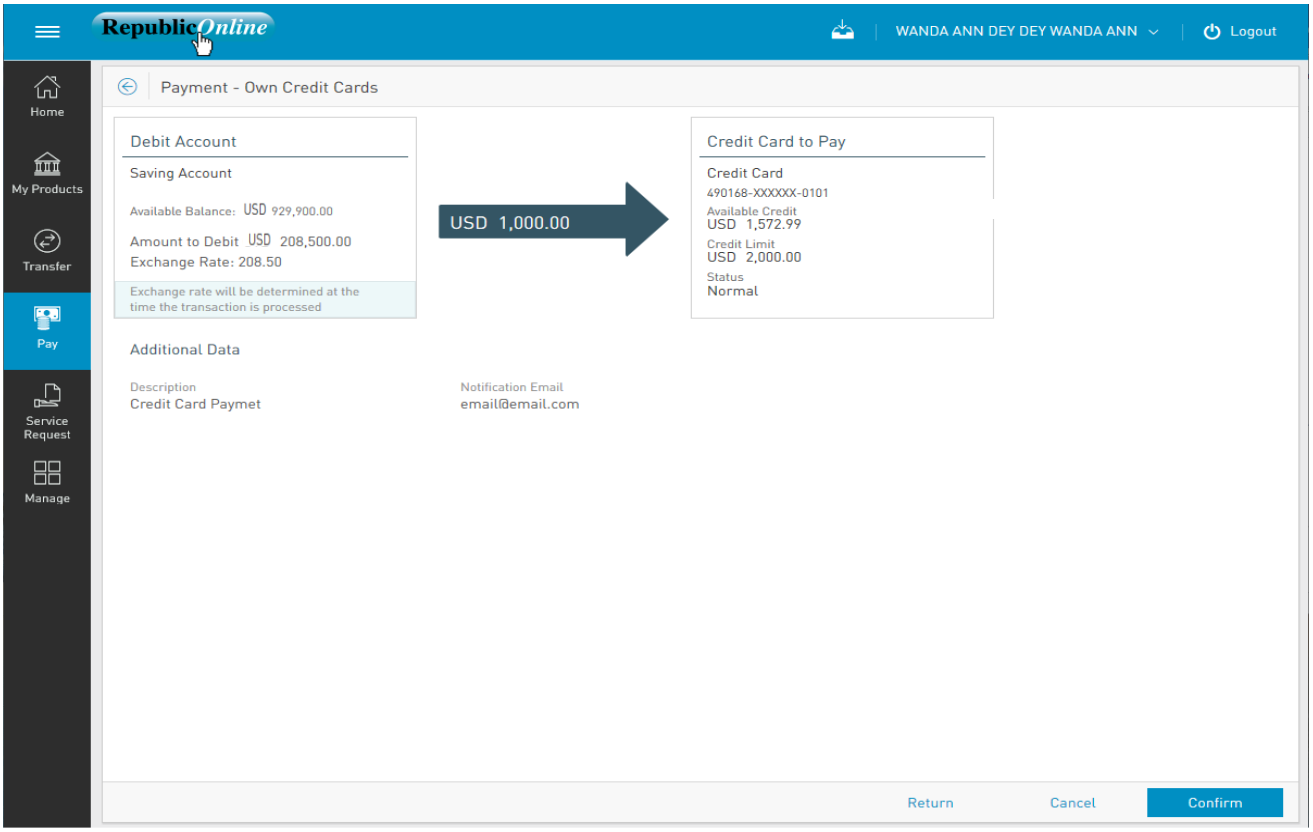
If the user selects Pay Own Credit Card, all registered corporate credit cards will be listed here. If the user selects the Republic Bank Credit Card option, to make a payment to a third-party credit card, he/she user must select the third-party credit card from their registered third-party beneficiaries.

See instructions for registering third party beneficiaries in the Manage section

4 - Description: Mandatory for all transfers.

- Email Address: The address input in this field will be the one that receives the transfer notification. If one is not included, the system will automatically send the notification to the user's registered email address.

Step 3: Confirm Payment



Payment - Own Credit Cards

Debit Account
Saving Account
Available Balance: USD 929,900.00
Amount to Debit USD 208,500.00
Exchange Rate: 208.50
Exchange rate will be determined at the time the transaction is processed

USD 1,000.00

Credit Card to Pay
Credit Card
490168-XXXXXX-0101
Available Credit
USD 1,572.99
Credit Limit
USD 2,000.00
Status
Normal

Additional Data

Description
Credit Card Paymet

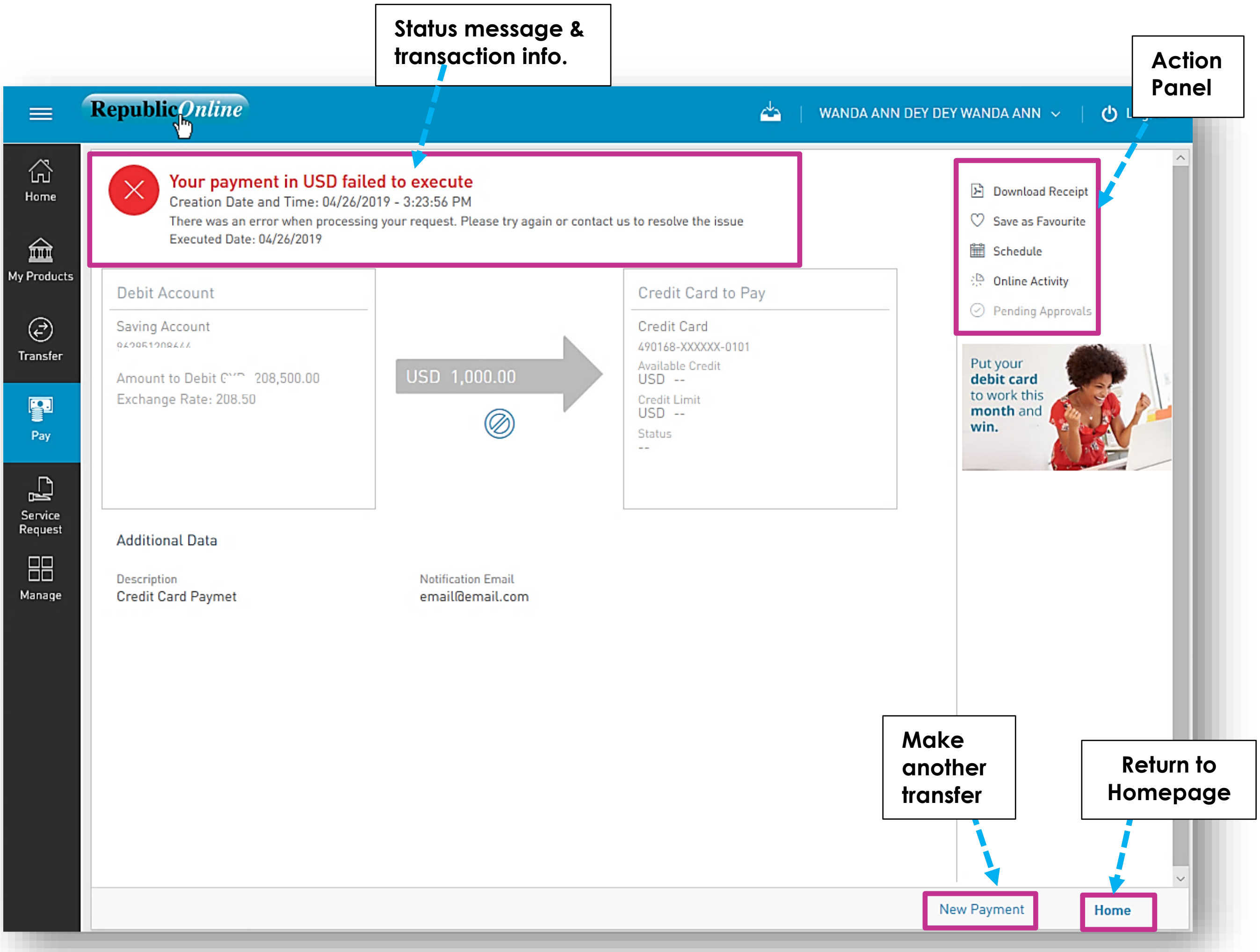
Notification Email
email@email.com

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction. Once the transaction information has been verified select **Confirm** to proceed.

The available actions are:

- **Confirm : to confirm the data and proceed to the next step**
- **Cancel : to cancel transaction**
- **← or Return : to return to the previous step**

Step 4: Result



Status message & transaction info.

Action Panel

Make another transfer

Return to Homepage

Your payment in USD failed to execute
Creation Date and Time: 04/26/2019 - 3:23:56 PM
There was an error when processing your request. Please try again or contact us to resolve the issue
Executed Date: 04/26/2019

Debit Account
Saving Account
[illegible]
Amount to Debit [illegible] 208,500.00
Exchange Rate: 208.50

USD 1,000.00

Credit Card to Pay
Credit Card
490168-XXXXXX-0101
Available Credit
USD --
Credit Limit
USD --
Status
--

Additional Data

Description
Credit Card Paymet

Notification Email
email@email.com

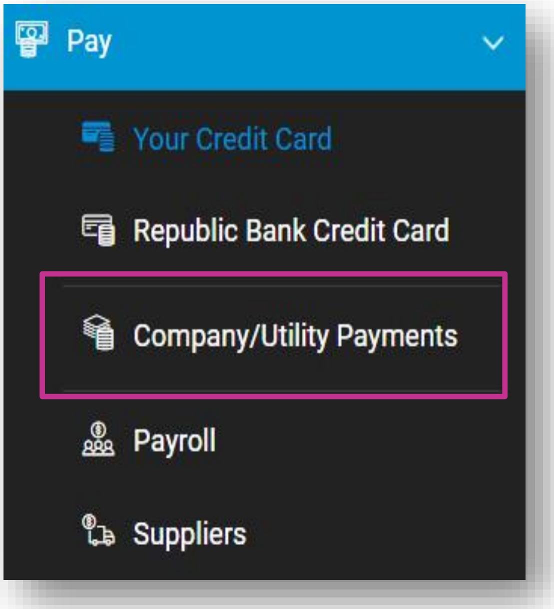
After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

- **Successful**: the transaction was completed successfully.
- **Pending approval**: where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements. The specific error will be shown to the user.

How to Pay Company/Utility Payments?

Republic*Online* allows users to make Utility payments via a four step process.

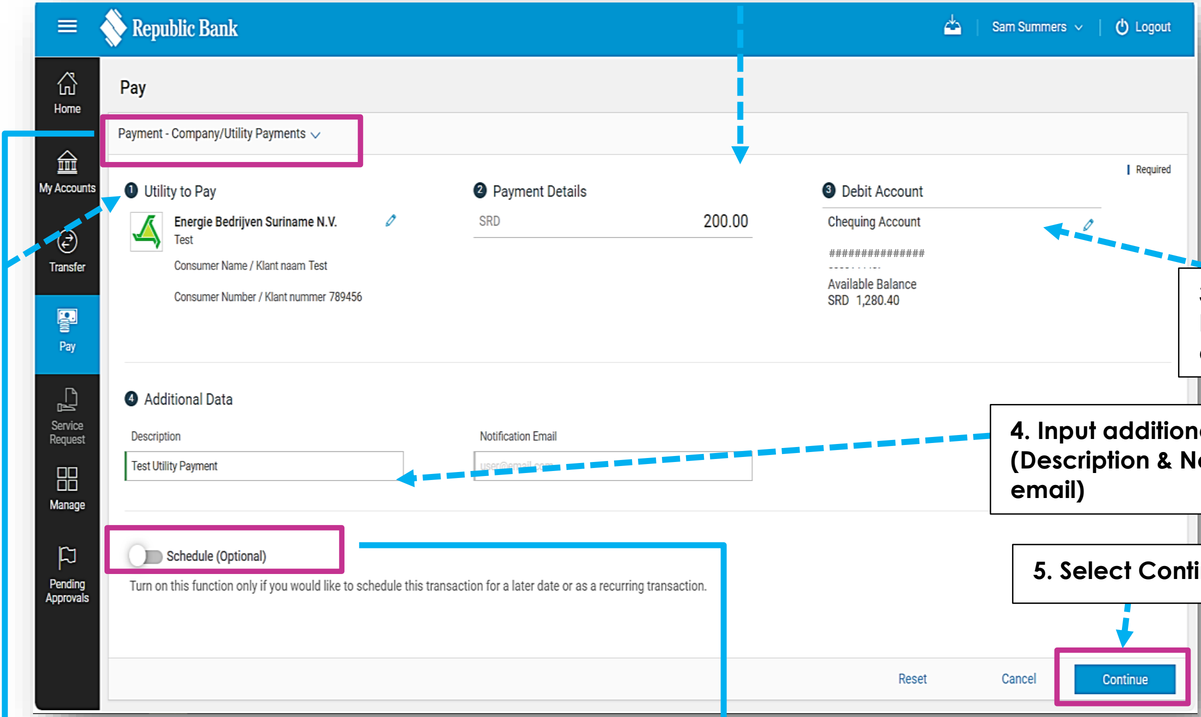
Step 1: Select the **Company/Utilities** option under the **Pay** menu tab.



Only the users assigned the relevant permissions will be able to access the Company/Utility Payments feature (Refer to Appendix for full list of Permissions).

Step 2: Input payment data

2. Insert amount to pay



Payment - Company/Utility Payments

Required

1 Utility to Pay

Energie Bedrijven Suriname N.V.
Test
Consumer Name / Klant naam Test
Consumer Number / Klant nummer 789456

2 Payment Details

SRD 200.00

3 Debit Account

Chequing Account
###############
Available Balance
SRD 1,280.40

4 Additional Data

Description: Test Utility Payment

Notification Email: user@email.com

Schedule (Optional)

Turn on this function only if you would like to schedule this transaction for a later date or as a recurring transaction.

1. Select Utility to pay from list

3. Select Debit account

4. Input additional data (Description & Notificaition email)

5. Select Continue

Transfer option can be changed here by clicking the icon ⌵

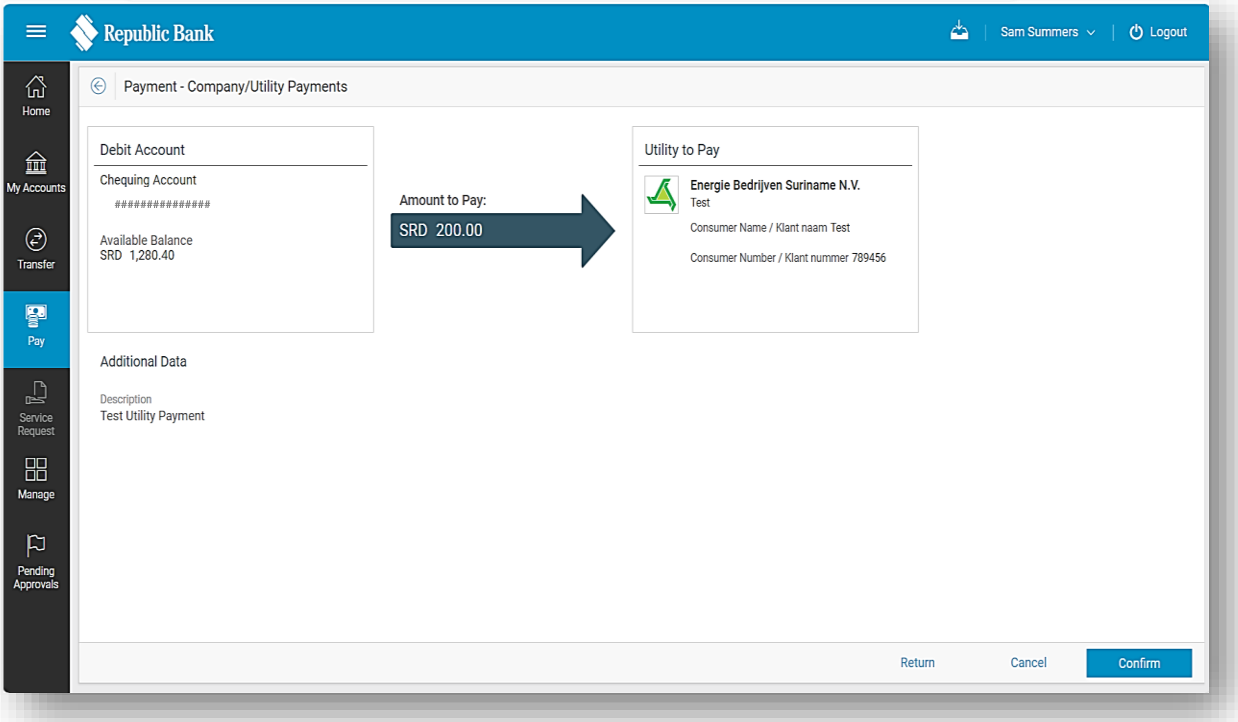
Transfer can be scheduled here by clicking the toggle ○ Schedule (Optional)

1 – Utility to Pay:

The user must select the utility they wish to pay by selecting from the pre-registered list.

- **All Company/Utility beneficiaries must be pre-registered.ust be pre-registered.**
- **See instructions for registering Company/Utility payments in the Manage section**

Step 3: Confirm payment



Payment - Company/Utility Payments

Debit Account
Chequing Account
###############
Available Balance
SRD 1,280.40

Amount to Pay:
SRD 200.00

Utility to Pay
Energie Bedrijven Suriname N.V.
Test
Consumer Name / Klant naam Test
Consumer Number / Klant nummer 789456

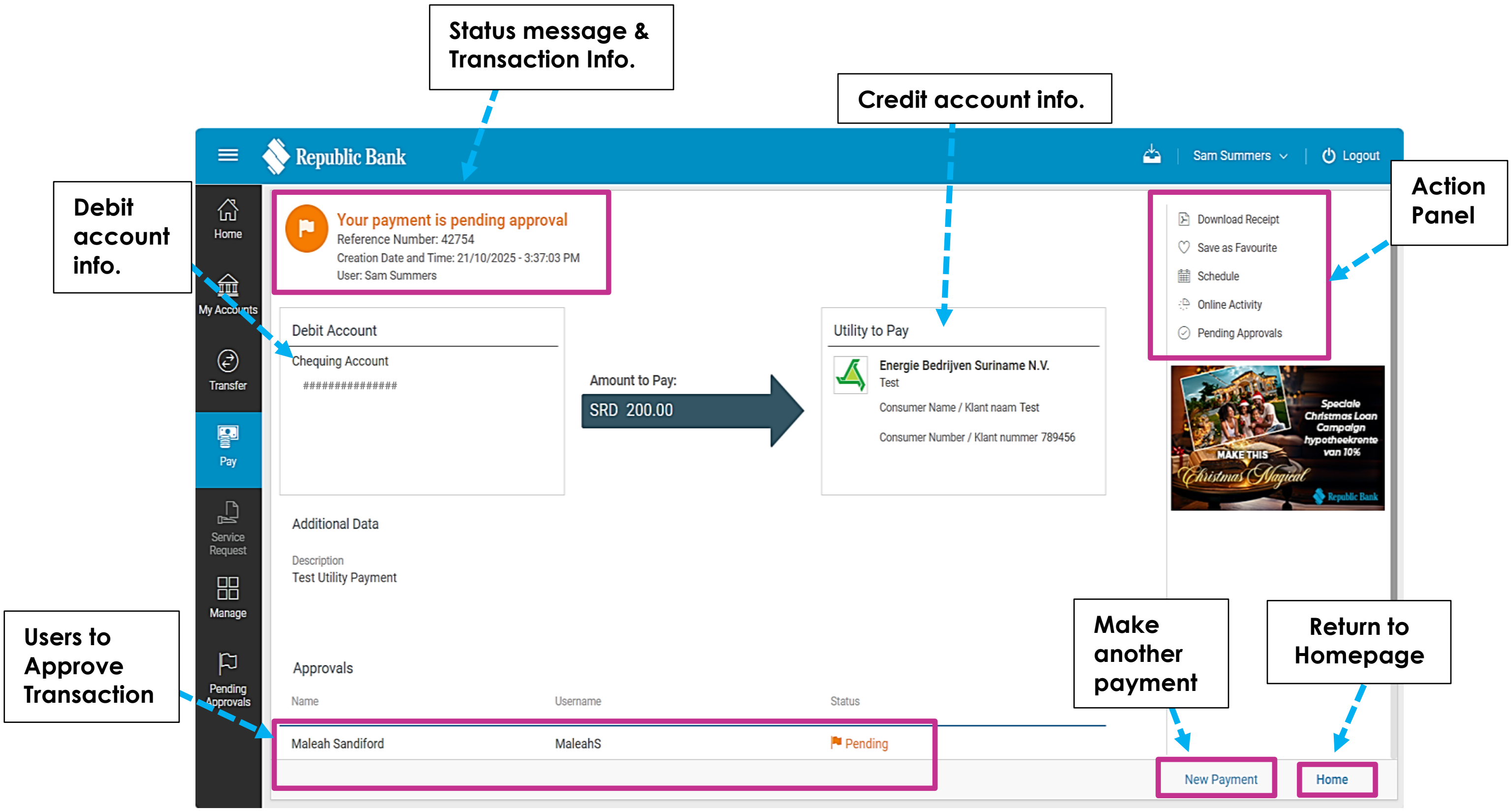
Additional Data
Description
Test Utility Payment

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction. Once the transaction information has been verified select **Confirm** to proceed.

The available actions are:

- **Confirm : to confirm the data and proceed to the next step**
- **Cancel : to cancel transaction**
- **or Return : to return to the previous step**

Step 4: Result



Your payment is pending approval
Reference Number: 42754
Creation Date and Time: 21/10/2025 - 3:37:03 PM
User: Sam Summers

Debit Account
Chequing Account
###############

Amount to Pay:
SRD 200.00

Utility to Pay
Energie Bedrijven Suriname N.V.
Test
Consumer Name / Klant naam Test
Consumer Number / Klant nummer 789456

Additional Data
Description
Test Utility Payment

Approvals

Name	Username	Status
Maleah Sandiford	MaleahS	Pending

After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

- **Successful**: the transaction was completed successfully.
- **Pending approval**: where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements. The specific error will be shown to the user.

How to Pay Payroll?

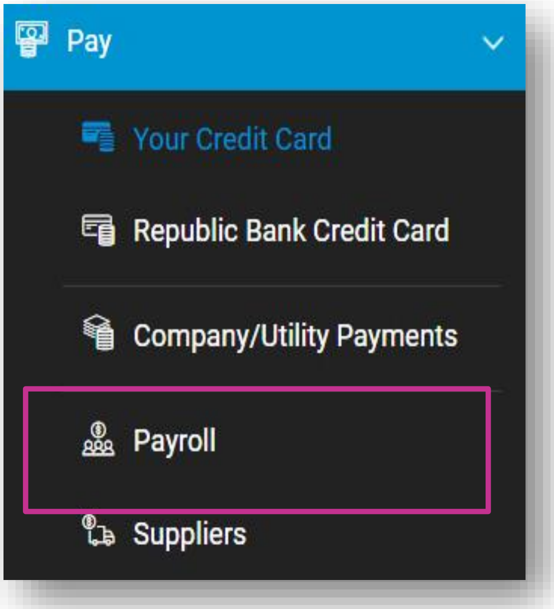
This feature enables corporate customers to make payroll payments via Republic*Online*.

There are two (2) options for payroll payments:

1. Manual
2. File Upload

Both options follow the same four step process as follows:

Step 1: Select the **Payroll** option under the **Pay** tab or either the **Quick** or **Main** Menu.



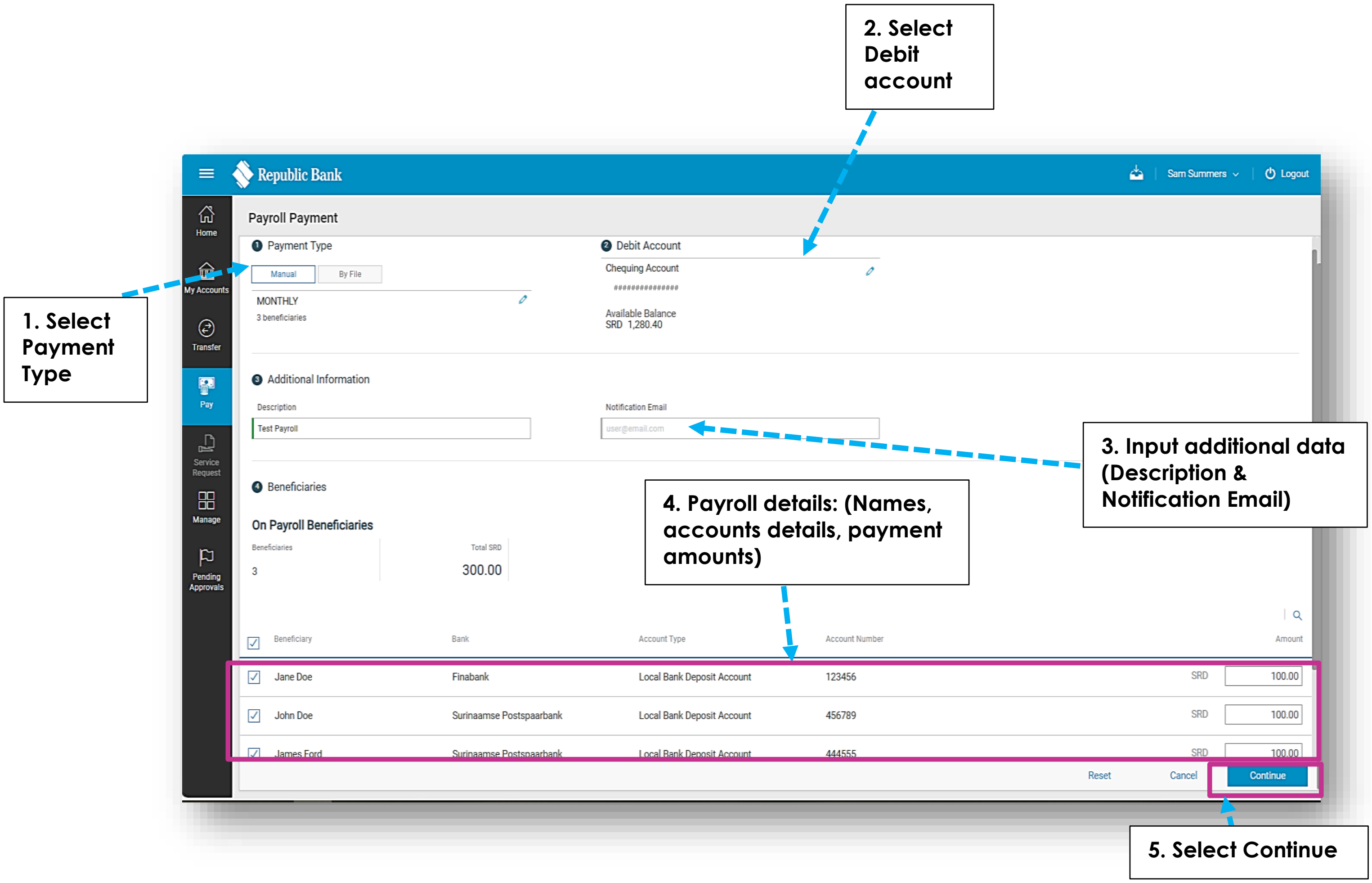
Only the users assigned the relevant permissions will be able to access the Payroll feature (Refer to Appendix for full list of Permissions).

Step 2: Input payment data

Option (1) Manual

Select the Payroll from the list of pre-registered Payrolls.

See instructions creating a Payroll in the Manage section



2. Select Debit account

1. Select Payment Type

3. Input additional data (Description & Notification Email)

4. Payroll details: (Names, accounts details, payment amounts)

5. Select Continue

Payroll Payment

❶ Payment Type

Manual | By File

MONTHLY
3 beneficiaries

❷ Debit Account

Chequing Account
###############

Available Balance
SRD 1,280.40

❸ Additional Information

Description: Test Payroll

Notification Email: user@email.com

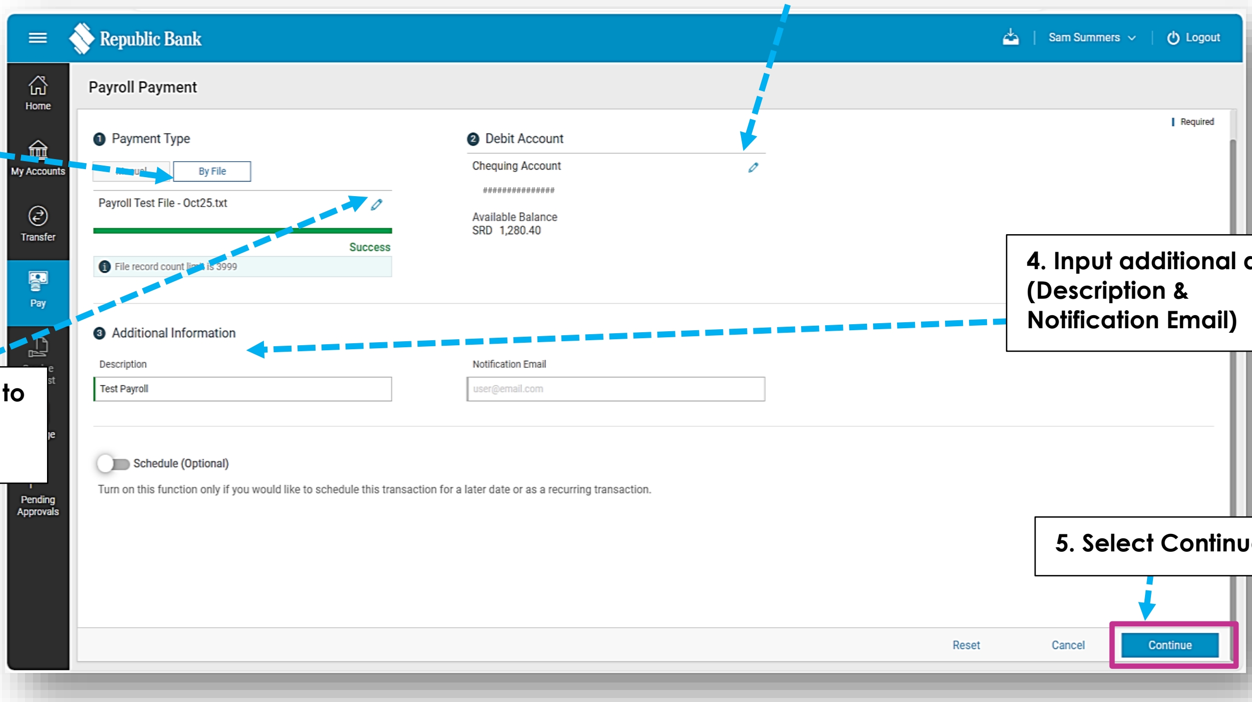
❹ Beneficiaries

On Payroll Beneficiaries

Beneficiaries	Total SRD
3	300.00

☑	Beneficiary	Bank	Account Type	Account Number		Amount
☑	Jane Doe	Finabank	Local Bank Deposit Account	123456	SRD	100.00
☑	John Doe	Surinaamse Postspaarbank	Local Bank Deposit Account	456789	SRD	100.00
☑	James Ford	Surinaamse Postspaarbank	Local Bank Deposit Account	444555	SRD	100.00

Option (2) File Upload



Payroll Payment

Required

1 Payment Type

Payroll Test File - Oct25.txt

Success

File record count limit is 3999

2 Debit Account

Chequing Account

###############

Available Balance
SRD 1,280.40

3 Additional Information

Description: Test Payroll

Notification Email: user@email.com

Schedule (Optional)

Turn on this function only if you would like to schedule this transaction for a later date or as a recurring transaction.

1. Select Payment Type

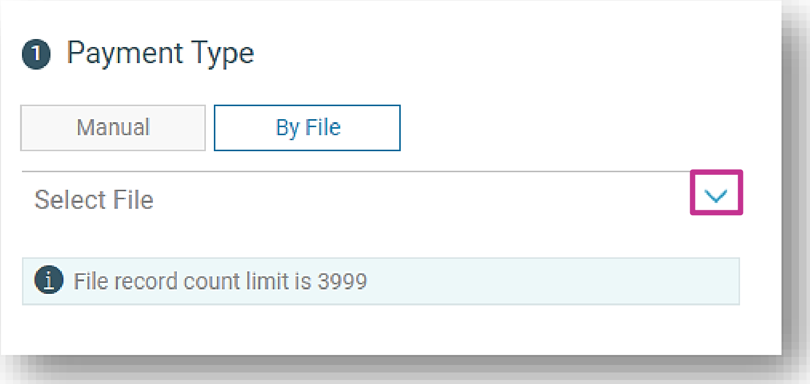
2. Select Icon to choose file saved on PC

3. Select Debit account

4. Input additional data (Description & Notification Email)

5. Select Continue

2. Click on the ﹀ icon to select a file from the Saved file.



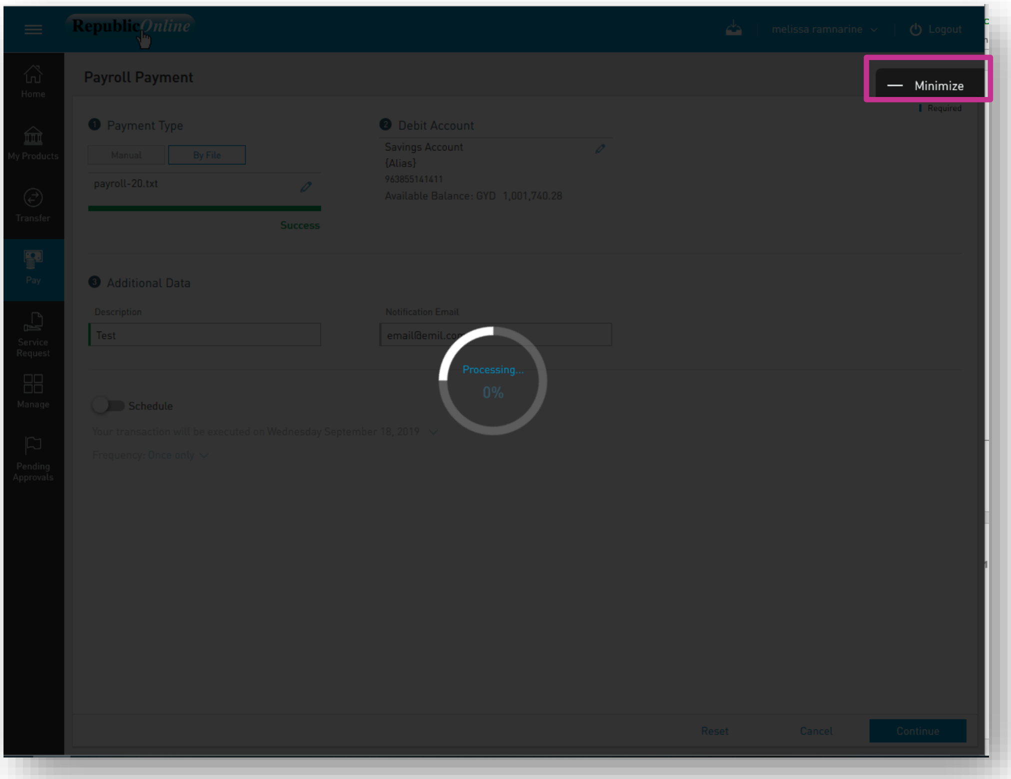
1 Payment Type

Select File

File record count limit is 3999

5. When the user selects **Confirm**, the system will attempt to read and save the data from the uploaded file.

This process may take a while. The user has the option to minimize this screen until the upload is completed.



Payroll Payment

1 Payment Type: By File
payroll-20.txt
Success

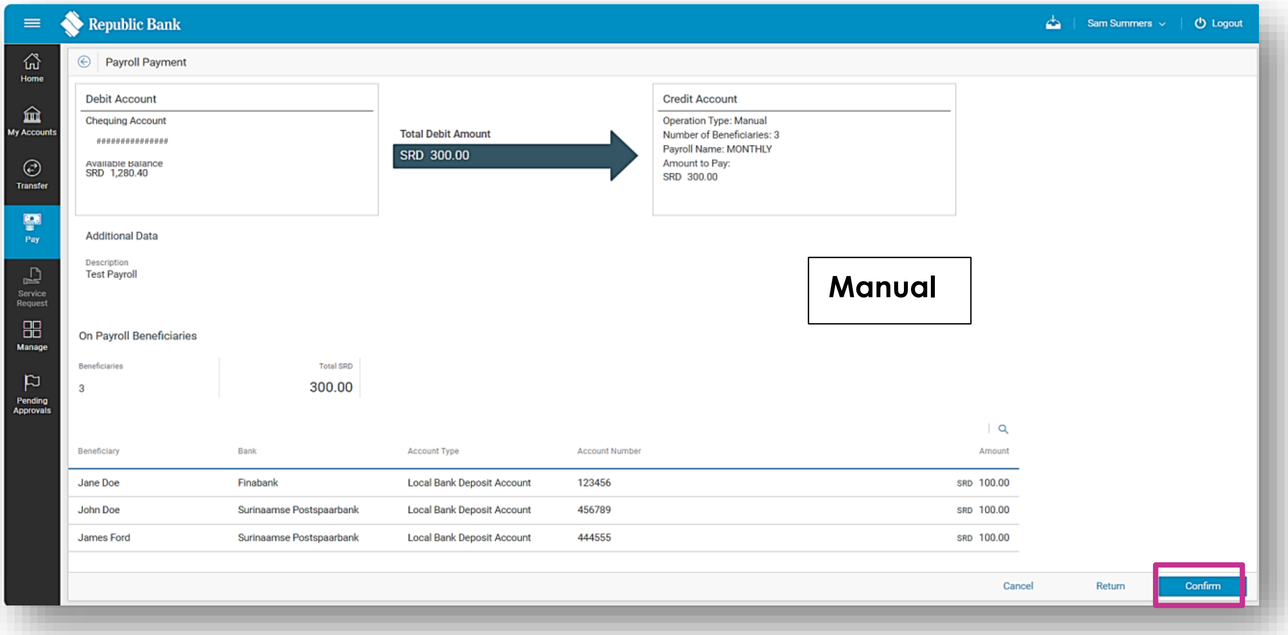
2 Debit Account
Savings Account
{Alias}
963855141411
Available Balance: GYD 1,001,740.28

3 Additional Data
Description: Test
Notification Email: email@emil.co

Your transaction will be executed on Wednesday September 18, 2019
Frequency: Once only

This process may take a while. The user has the option to minimize this screen until the upload is completed.

Step 3: Confirm payment



Manual

Payroll Payment

Debit Account
Chequing Account
##############
Available Balance
SRD 1,280.40

Total Debit Amount
SRD 300.00

Credit Account
Operation Type: Manual
Number of Beneficiaries: 3
Payroll Name: MONTHLY
Amount to Pay:
SRD 300.00

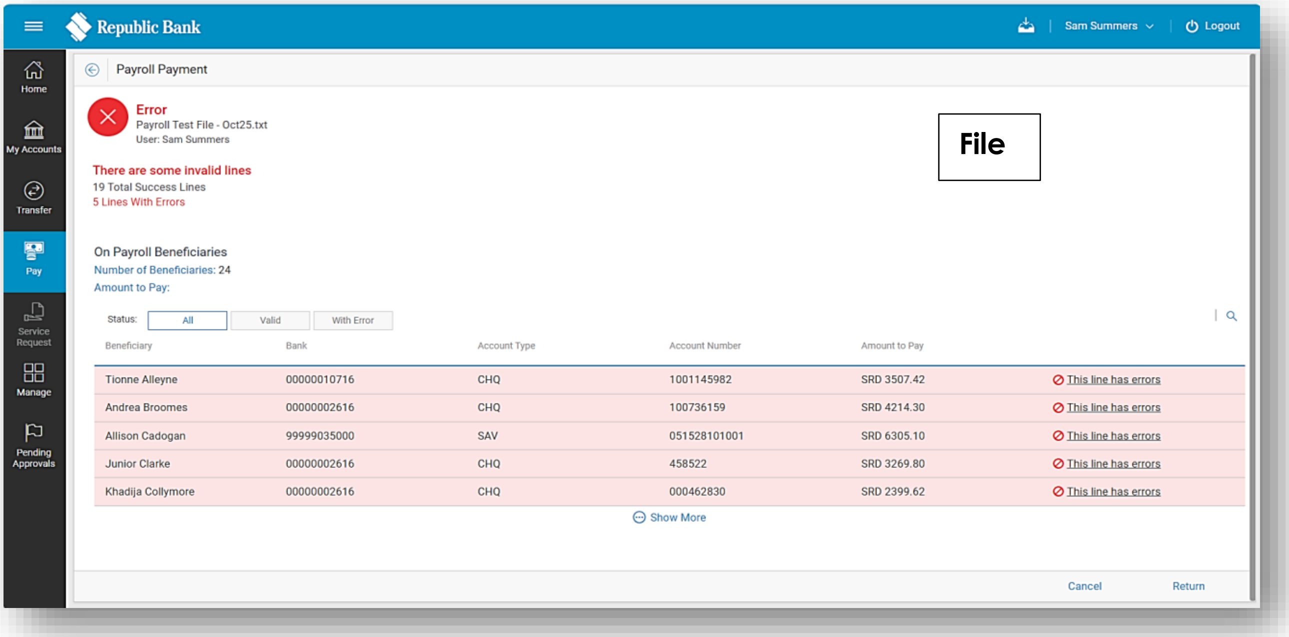
Additional Data
Description
Test Payroll

On Payroll Beneficiaries

Beneficiaries	Total SRD
3	300.00

Beneficiary	Bank	Account Type	Account Number	Amount
Jane Doe	Finabank	Local Bank Deposit Account	123456	SRD 100.00
John Doe	Surinaamse Postspaarbank	Local Bank Deposit Account	456789	SRD 100.00
James Ford	Surinaamse Postspaarbank	Local Bank Deposit Account	444555	SRD 100.00

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction.



File

Payroll Payment

Error
Payroll Test File - Oct25.txt
User: Sam Summers

There are some invalid lines
19 Total Success Lines
5 Lines With Errors

On Payroll Beneficiaries
Number of Beneficiaries: 24
Amount to Pay:

Beneficiary	Bank	Account Type	Account Number	Amount to Pay	
Tionne Alleyne	00000010716	CHQ	1001145982	SRD 3507.42	This line has errors
Andrea Broomes	00000002616	CHQ	100736159	SRD 4214.30	This line has errors
Allison Cadogan	99999035000	SAV	051528101001	SRD 6305.10	This line has errors
Junior Clarke	00000002616	CHQ	458522	SRD 3269.80	This line has errors
Khadija Collymore	00000002616	CHQ	000462830	SRD 2399.62	This line has errors

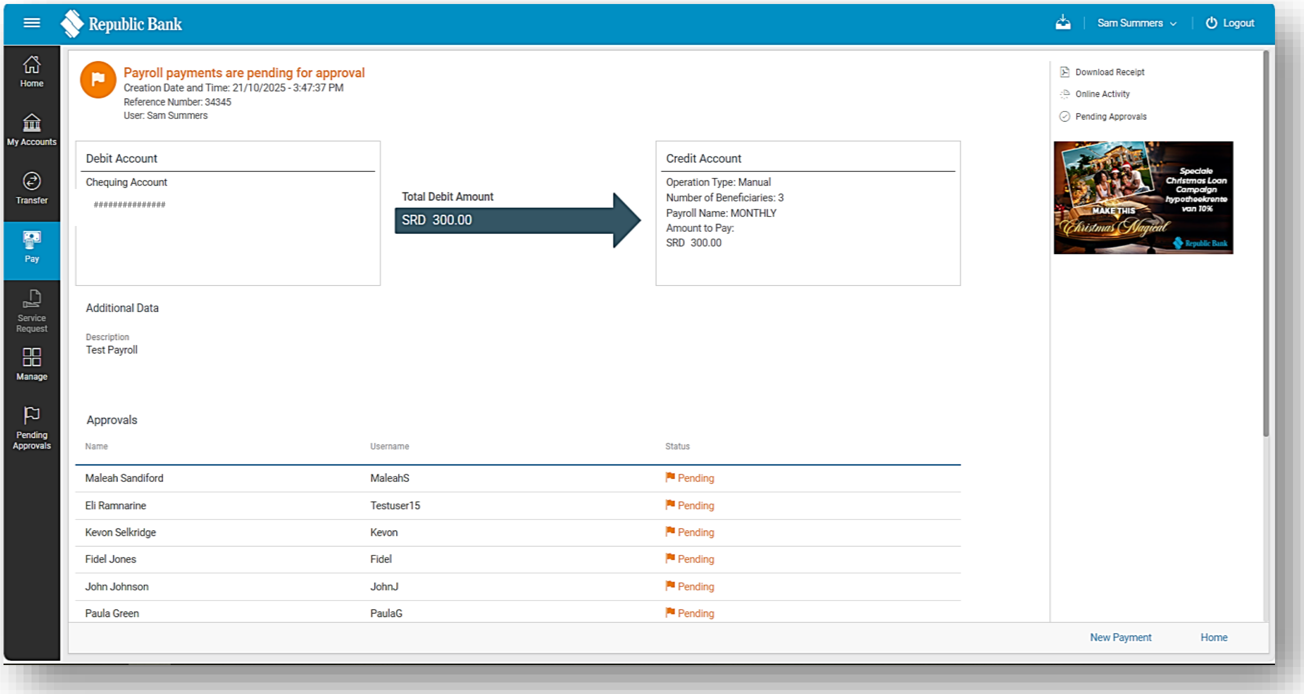
If there are errors on the file (eg. incorrect formatting, incorrect or missing data), the system will advise that there is an error with the line and the user must correct the information on the file before proceeding

Once the transaction information has been verified select **Confirm** to proceed.

The available actions are:

- **Confirm : to confirm the data and proceed to the next step**
- **Cancel : to cancel transaction**
- **← or Return : to return to the previous step**

Step 4: Result



Payroll payments are pending for approval
Creation Date and Time: 21/10/2025 - 3:47:37 PM
Reference Number: 34345
User: Sam Summers

Debit Account
Chequing Account
###############

Total Debit Amount
SRD 300.00

Credit Account
Operation Type: Manual
Number of Beneficiaries: 3
Payroll Name: MONTHLY
Amount to Pay:
SRD 300.00

Additional Data
Description
Test Payroll

Approvals

Name	Username	Status
Maleah Sandiford	MaleahS	Pending
Eli Ramnarine	Testuser15	Pending
Kevon Selkridge	Kevon	Pending
Fidel Jones	Fidel	Pending
John Johnson	JohnJ	Pending
Paula Green	PaulaG	Pending

After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

- **Successful**: the transaction was completed successfully.
- **Pending approval**: where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements. The specific error will be shown to the user.

How to Pay Suppliers?

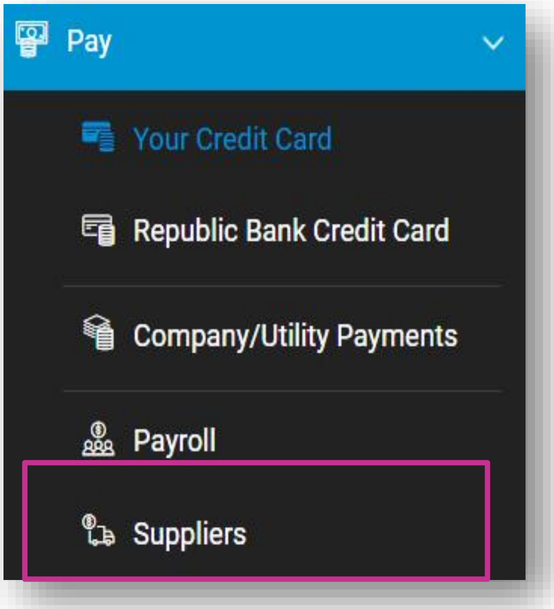
This feature enables corporate customers to make supplier payments via Republic*Online*.

There are two (2) options for Supplier payments:

1. Manual
2. File Upload

Both options follow the same four step process as follows:

Step 1: Select the **Suppliers** option under the **Pay** tab or either the **Quick** or **Main** Menu.



Only the users assigned the relevant permissions will be able to access the Suppliers feature (Refer to Appendix for full list of Permissions).

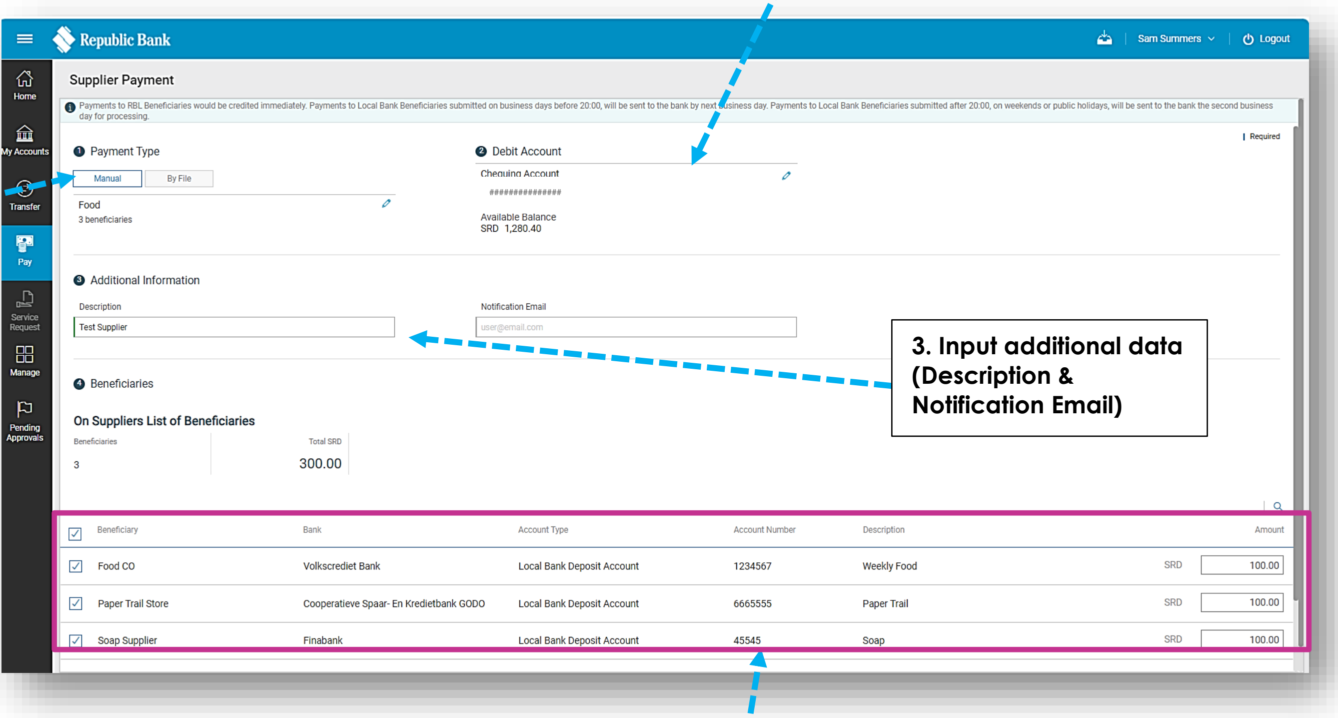
Step 2: Input payment data

Option (1) Manual

Select the Supplier from the pre-registered list.

See instructions creating a Supplier listing in the Manage section

2. Select Debit account



Supplier Payment

Payments to RBL Beneficiaries would be credited immediately. Payments to Local Bank Beneficiaries submitted on business days before 20:00, will be sent to the bank by next business day. Payments to Local Bank Beneficiaries submitted after 20:00, on weekends or public holidays, will be sent to the bank the second business day for processing.

Required

❶ Payment Type

Manual | By File

Food
3 beneficiaries

❷ Debit Account

Chequing Account
###############

Available Balance
SRD 1,280.40

❸ Additional Information

Description: Test Supplier

Notification Email: user@email.com

❹ Beneficiaries

On Suppliers List of Beneficiaries

Beneficiaries	Total SRD
3	300.00

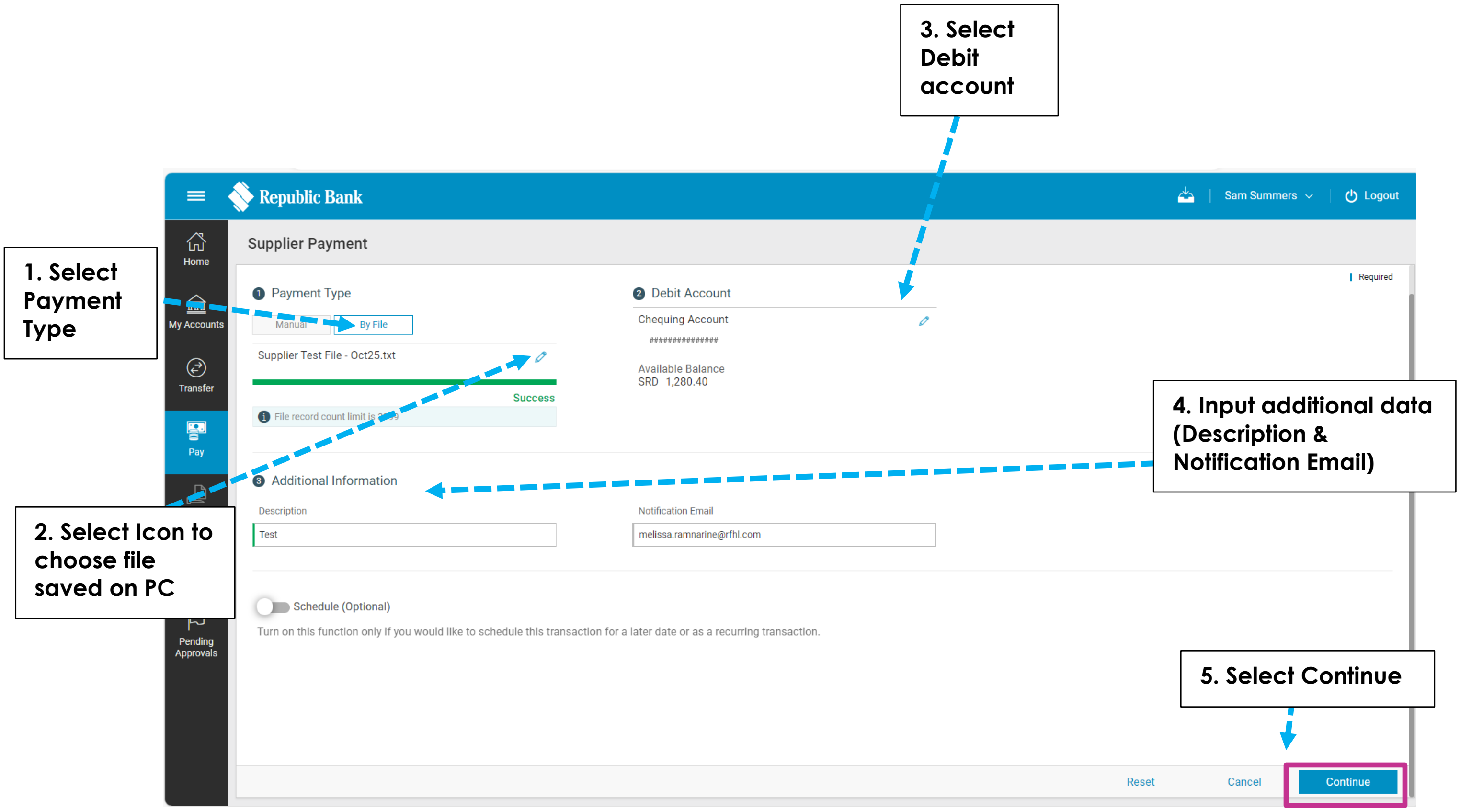
☑	Beneficiary	Bank	Account Type	Account Number	Description		Amount
☑	Food CO	Volkscrediet Bank	Local Bank Deposit Account	1234567	Weekly Food	SRD	100.00
☑	Paper Trail Store	Cooperatieve Spaar- En Kredietbank GODO	Local Bank Deposit Account	6665555	Paper Trail	SRD	100.00
☑	Soap Supplier	Finabank	Local Bank Deposit Account	45545	Soap	SRD	100.00

1. Select Payment Type

3. Input additional data (Description & Notification Email)

4. Supplier details: (Names, accounts details, payment amounts)

Option (2) File Upload



3. Select Debit account

1. Select Payment Type

4. Input additional data (Description & Notification Email)

2. Select Icon to choose file saved on PC

5. Select Continue

Supplier Payment

Required

1 Payment Type

Supplier Test File - Oct25.txt

Success

File record count limit is 3999

2 Debit Account

Chequing Account
###############

Available Balance
SRD 1,280.40

3 Additional Information

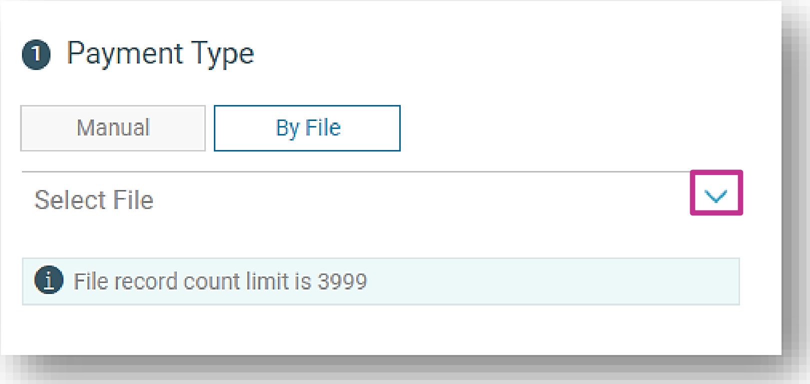
Description: Test

Notification Email: melissa.ramnarine@rfhl.com

Schedule (Optional)

Turn on this function only if you would like to schedule this transaction for a later date or as a recurring transaction.

2. Click on the ⌄ icon to select a file from the Saved file.



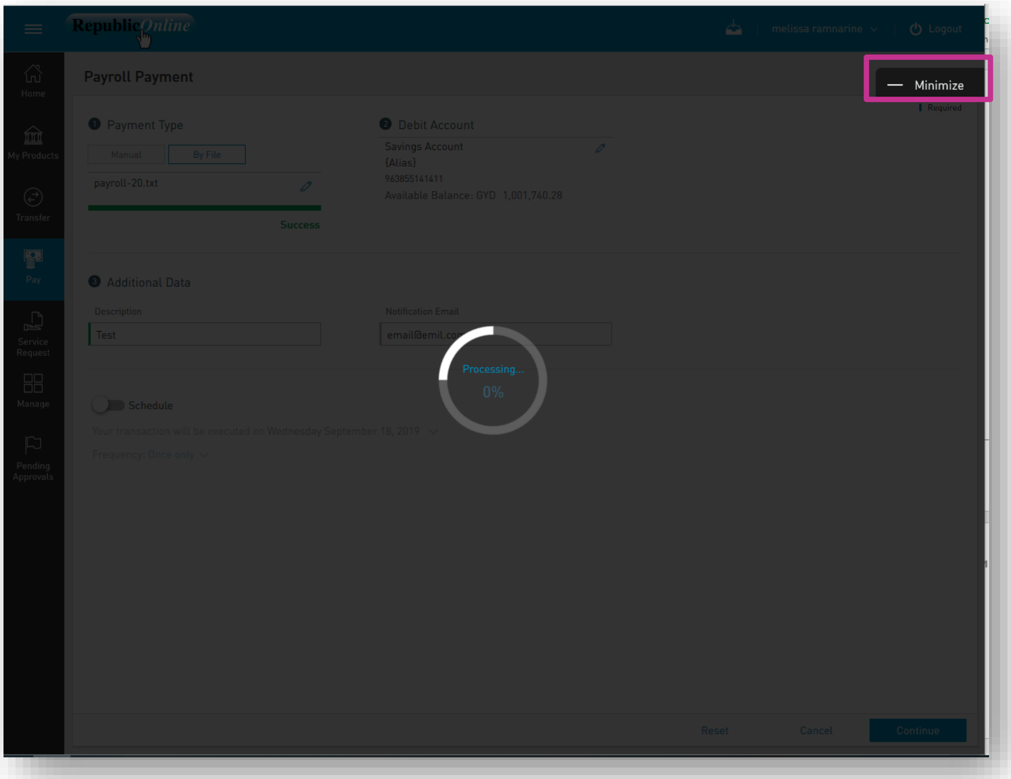
1 Payment Type

Select File

File record count limit is 3999

5. When the user selects **Confirm**, the system will attempt to read and save the data from the uploaded file.

This process may take a while. The user has the option to minimize this screen until the upload is completed.



Payroll Payment

1 Payment Type
payroll-20.txt
Success

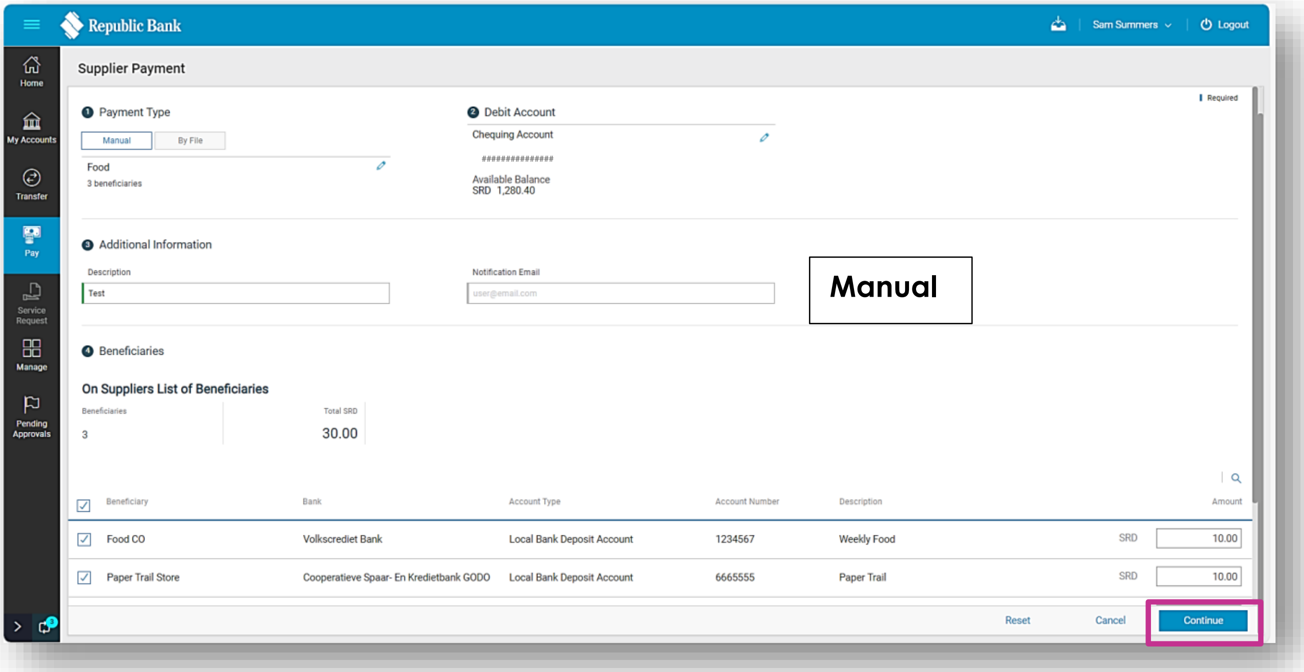
2 Debit Account
Savings Account
{Alias}
963855141411
Available Balance: GYD 1,001,740.28

3 Additional Data
Description: Test
Notification Email: email@emil.com

Schedule
Your transaction will be executed on Wednesday September 18, 2019
Frequency: Once only

This process may take a while. The user has the option to minimize this screen until the upload is completed.

Step 3: Confirm payment



Manual

Supplier Payment

1 Payment Type

Food
3 beneficiaries

2 Debit Account

Chequing Account
###############
Available Balance
SRD 1,280.40

3 Additional Information

Description: Test

Notification Email: user@email.com

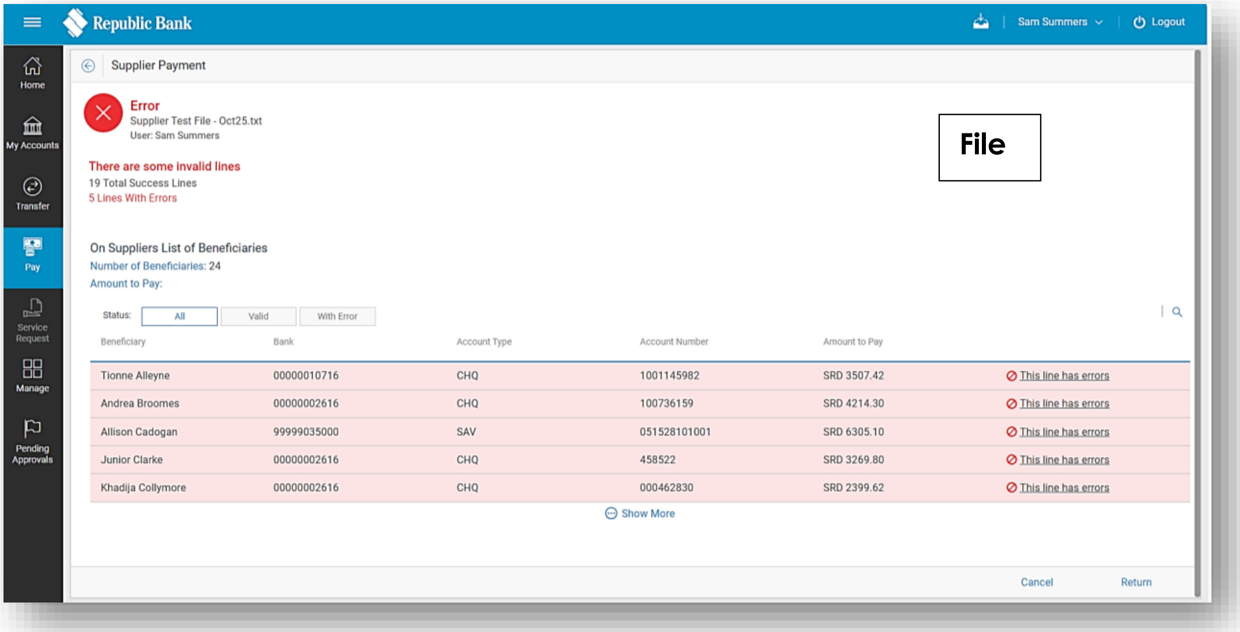
4 Beneficiaries

On Suppliers List of Beneficiaries

Beneficiaries	Total SRD
3	30.00

☑	Beneficiary	Bank	Account Type	Account Number	Description	Amount
☑	Food CO	Volkscrediet Bank	Local Bank Deposit Account	1234567	Weekly Food	SRD 10.00
☑	Paper Trail Store	Cooperatieve Spaar- En Kredietbank GODO	Local Bank Deposit Account	6665555	Paper Trail	SRD 10.00

This step allows the user to review/validate the information entered in the previous step, before submitting the transaction.



File

Supplier Payment

Error
Supplier Test File - Oct25.txt
User: Sam Summers

There are some invalid lines
19 Total Success Lines
5 Lines With Errors

On Suppliers List of Beneficiaries
Number of Beneficiaries: 24
Amount to Pay:

Status: All

Beneficiary	Bank	Account Type	Account Number	Amount to Pay	
Tionne Alleyne	00000010716	CHQ	1001145982	SRD 3507.42	This line has errors
Andrea Broomes	00000002616	CHQ	100736159	SRD 4214.30	This line has errors
Allison Cadogan	99999035000	SAV	051528101001	SRD 6305.10	This line has errors
Junior Clarke	00000002616	CHQ	458522	SRD 3269.80	This line has errors
Khadija Collymore	00000002616	CHQ	000462830	SRD 2399.62	This line has errors

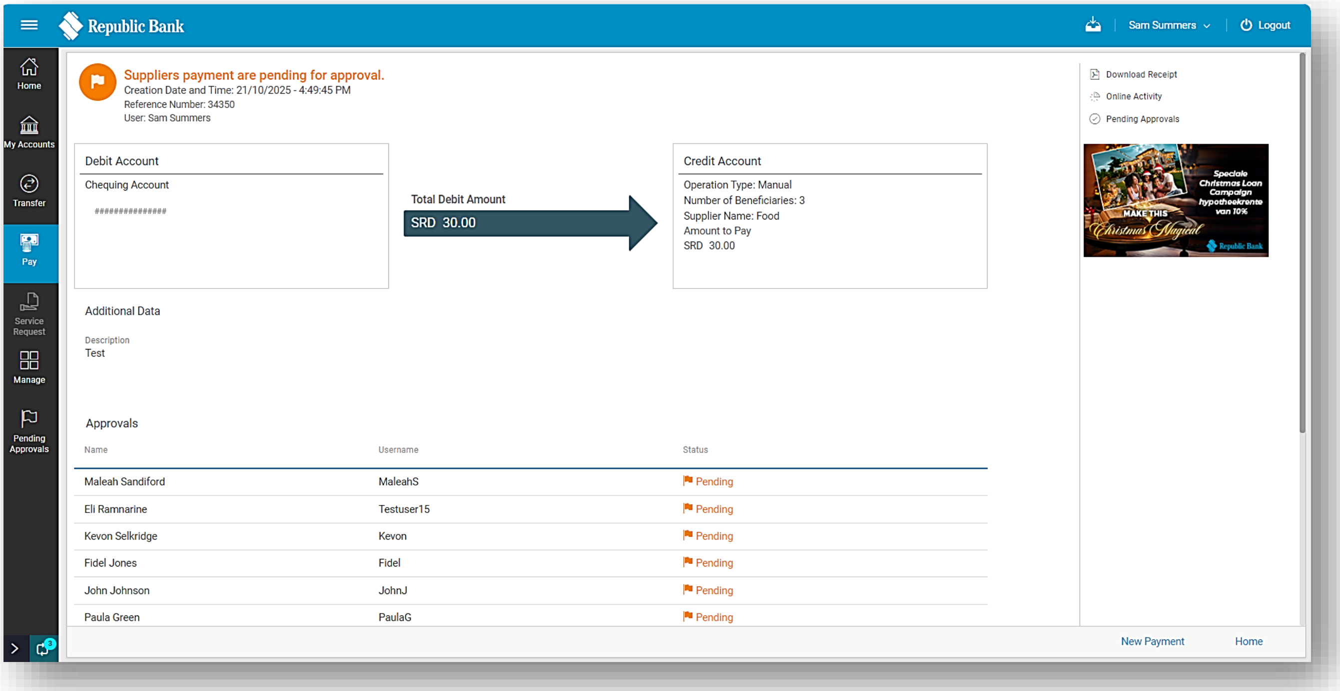
If there are errors on the file (eg. incorrect formatting, incorrect or missing data), the system will advise that there is an error with the line and the user must correct the information on the file before proceeding.

Once the transaction information has been verified select **Confirm** to proceed.

The available actions are:

- **Confirm : to confirm the data and proceed to the next step**
- **Cancel : to cancel transaction**
- **← or Return : to return to the previous step**

Step 4: Result



Suppliers payment are pending for approval.
Creation Date and Time: 21/10/2025 - 4:49:45 PM
Reference Number: 34350
User: Sam Summers

Debit Account
Chequing Account
##############

Total Debit Amount
SRD 30.00

Credit Account
Operation Type: Manual
Number of Beneficiaries: 3
Supplier Name: Food
Amount to Pay
SRD 30.00

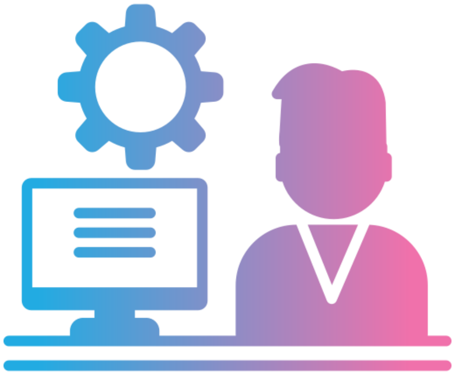
Additional Data
Description
Test

Approvals

Name	Username	Status
Maleah Sandiford	MaleahS	Pending
Eli Ramnarine	Testuser15	Pending
Kevon Selkridge	Kevon	Pending
Fidel Jones	Fidel	Pending
John Johnson	JohnJ	Pending
Paula Green	PaulaG	Pending

After the Confirmation of the transaction, the user will receive one of the following potential results (based on their permissions and the approval scheme(s) established for this transaction):

- **Successful**: the transaction was completed successfully.
- **Pending approval**: where one or more approvals is required to perform the transaction. The users that are authorised to approve the transaction will be informed of the pending authorizations via email.
- **Failed:** the transaction does not meet the necessary requirements. The specific error will be shown to the user.

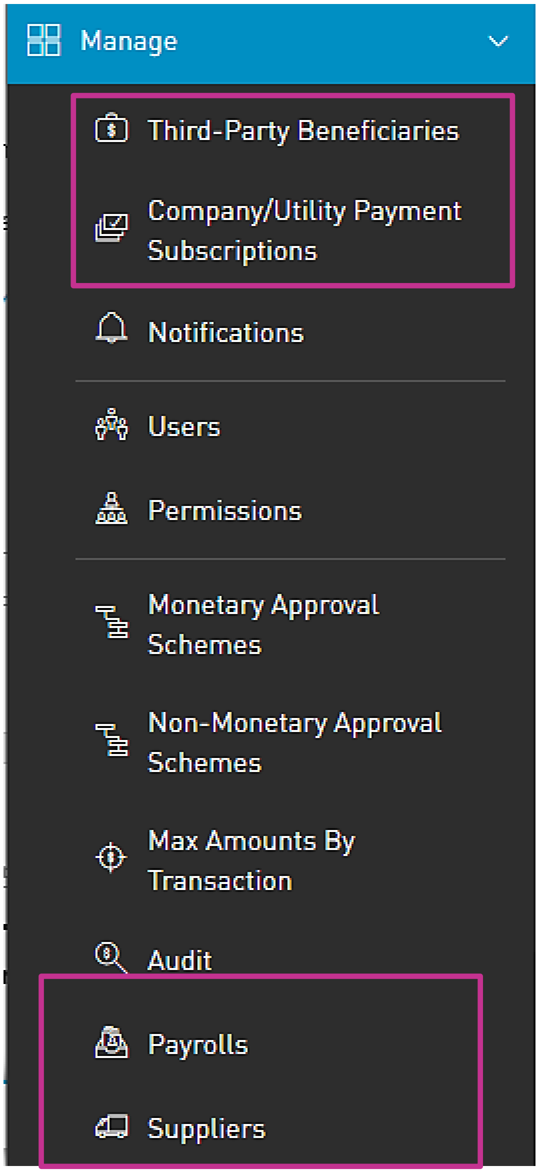


Manage

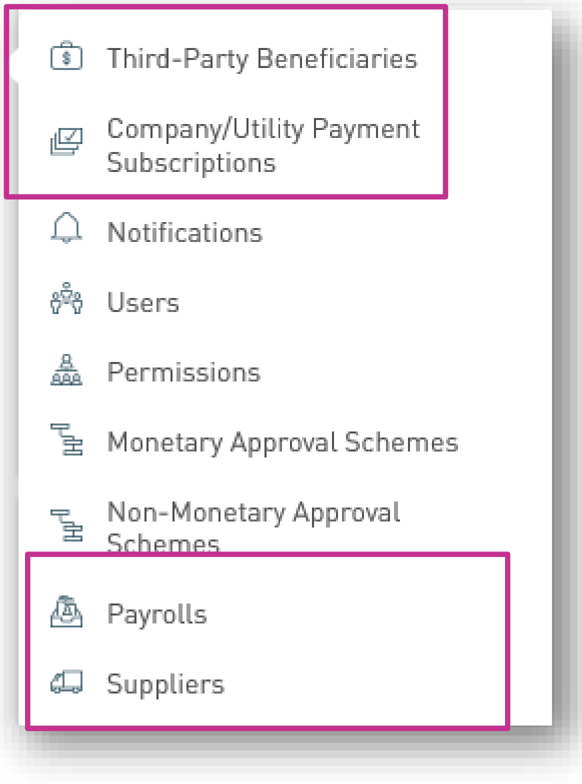
Manage - Overview

This section of the application is where users access the administrative functions. This option is available from both the Quick and Main Menu.

The fundamental administrative functions were explained in the Site Administration section of this book. This section will expound on the other administrative features that are related to products and monetary functions



OR



Third-Party Beneficiaries

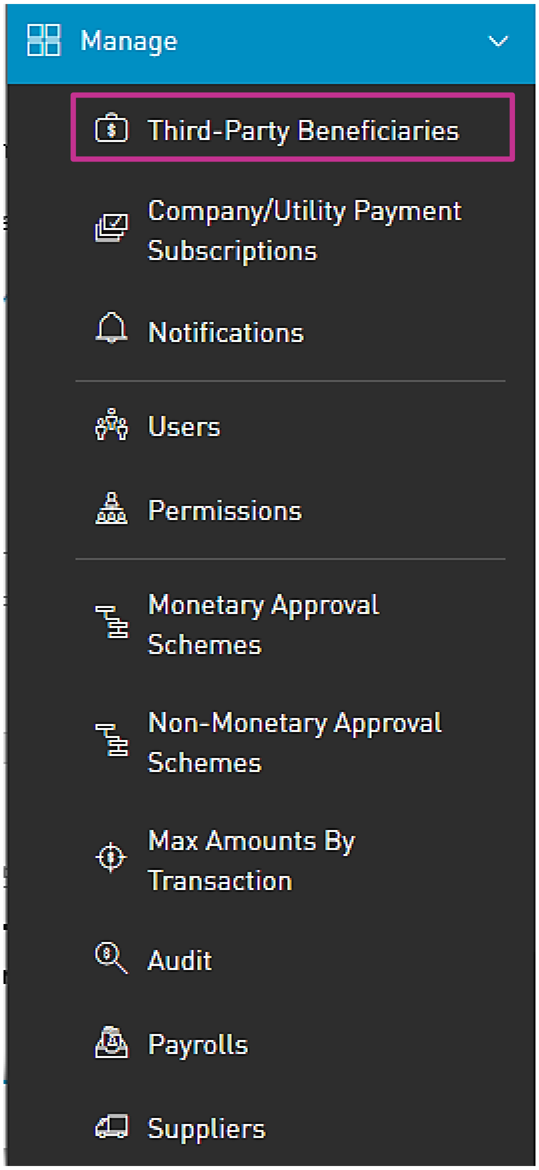
Customers will be allowed to make payments to the following third-party products:

- Republic Bank Chequing Account
- Republic Bank Savings Account
- Republic Bank Credit Card
- Local Bank Deposit Account
- International Bank Deposit Account

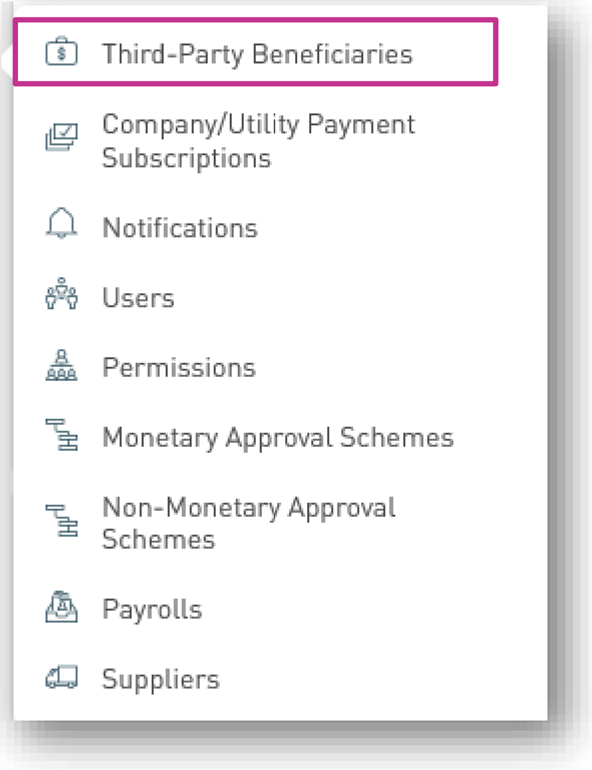
For Corporate Republic*Online* customers, all beneficiaries must be registered.

How to Register Third-Party Beneficiaries

To register third-party beneficiaries, select the **Third-Party Beneficiaries** option under the **Manage** tab of either the **Main** or **Quick Menu.**

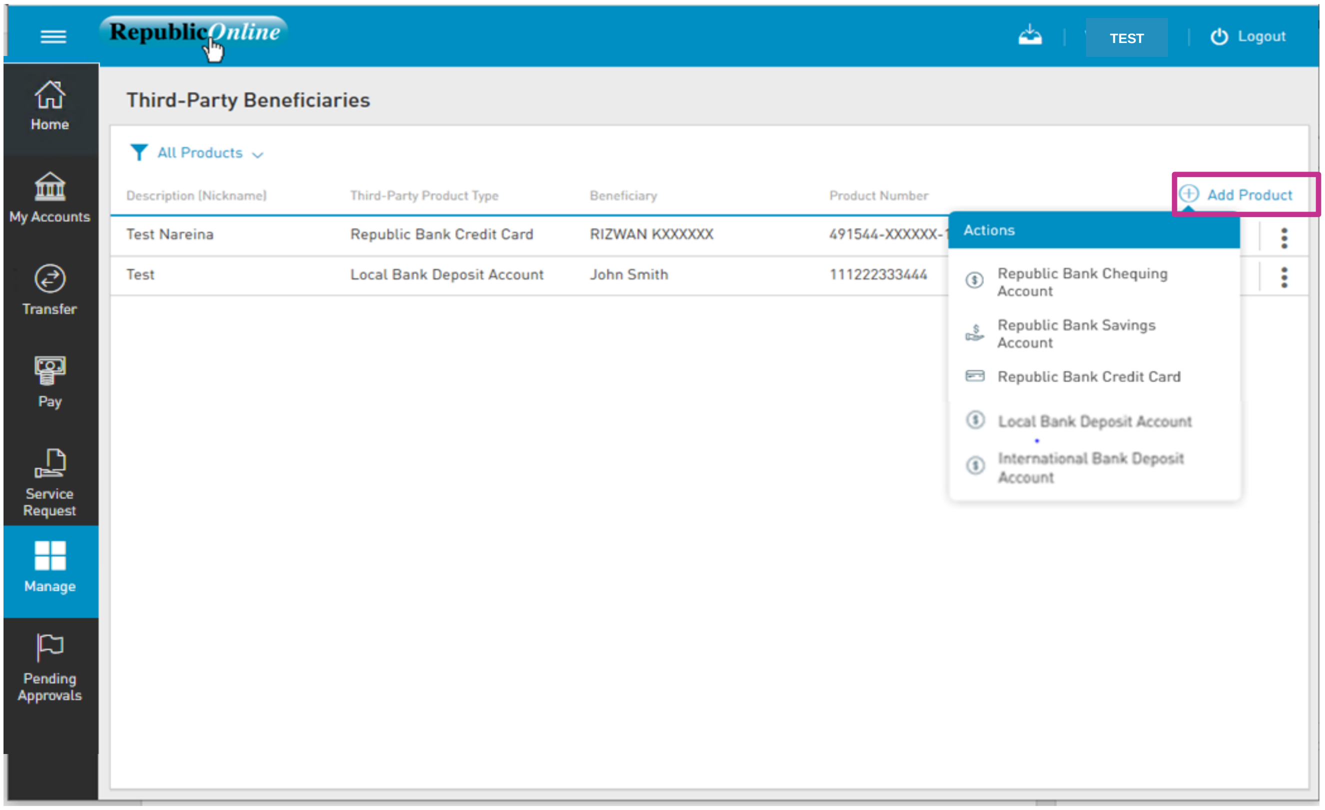


OR



This option will direct the user to the the **Third-Party Beneficiaries** page.

1. Select the “Add Product” icon ⊕



Third-Party Beneficiaries

Description (Nickname)	Third-Party Product Type	Beneficiary	Product Number
Test Nareina	Republic Bank Credit Card	RIZWAN KXXXXXX	491544-XXXXXX-1
Test	Local Bank Deposit Account	John Smith	111222333444

2. Select the relevant type of beneficiary account from the list provided.

To ensure secure setup, second-factor authentication is required when creating third party beneficiaries—via SMS, OTP, or Sync approval.

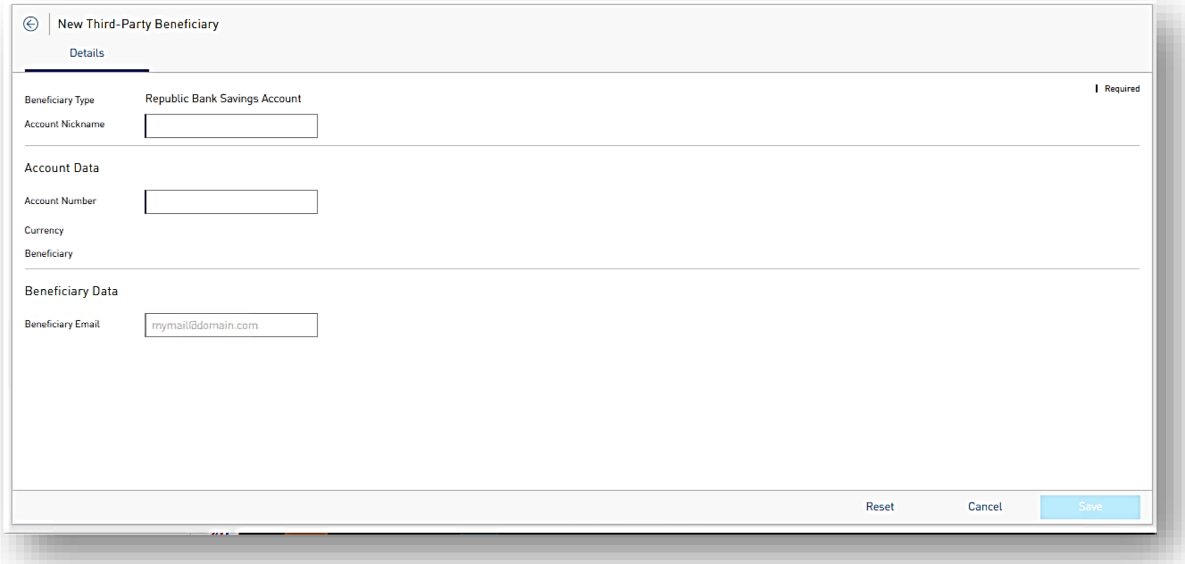
For **Republic Bank Beneficiaries** (Republic Bank Chequing account, Savings account, or Credit Card) the following information will be requested:

1. Product Nickname (Required)

2. Account data - number (Required)

3. Beneficiary Email – This field is not mandatory. However, if the user requires the beneficiary to be notified when payments are made, then the beneficiary’s email address can be included here. If no data is input in this field, the system will automatically send the notification to the default email address, which is the user’s registered email address

Example:



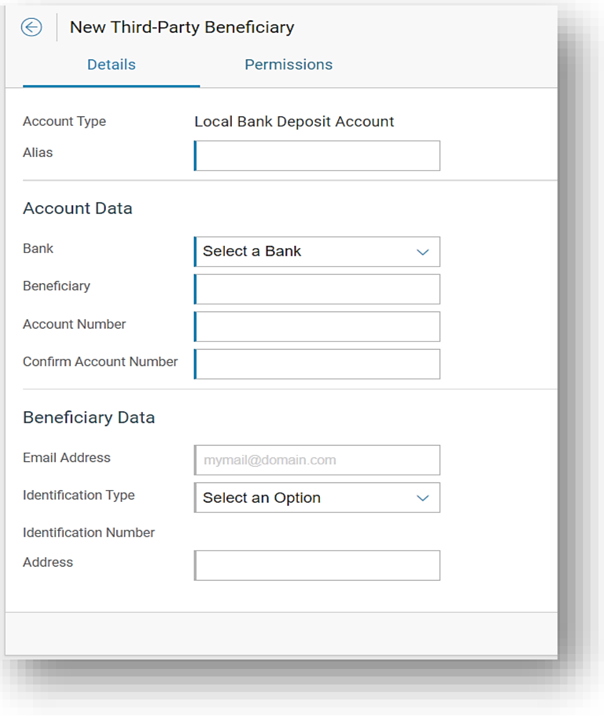
Beneficiary Type: Republic Bank Savings Account

For external beneficiaries, which include the local bank deposit account and International Bank Deposit account, the user will be required to input the product data as well as the external bank information.

<u>Local Bank Deposit Account:</u>

The following information will be requested for a Deposit account in a local bank:

1. Alias (Required)
2. Account data:
    - Bank (Required)
    - Beneficiary name (Required)
    - Account Number (Required)
3. Beneficiary data:
    - Email address
    - Identification type
    - Identification number
    - Address



Account Type: Local Bank Deposit Account
Alias

Account Data

Bank
Beneficiary
Account Number
Confirm Account Number

Beneficiary Data

Email Address
Identification Type
Identification Number
Address

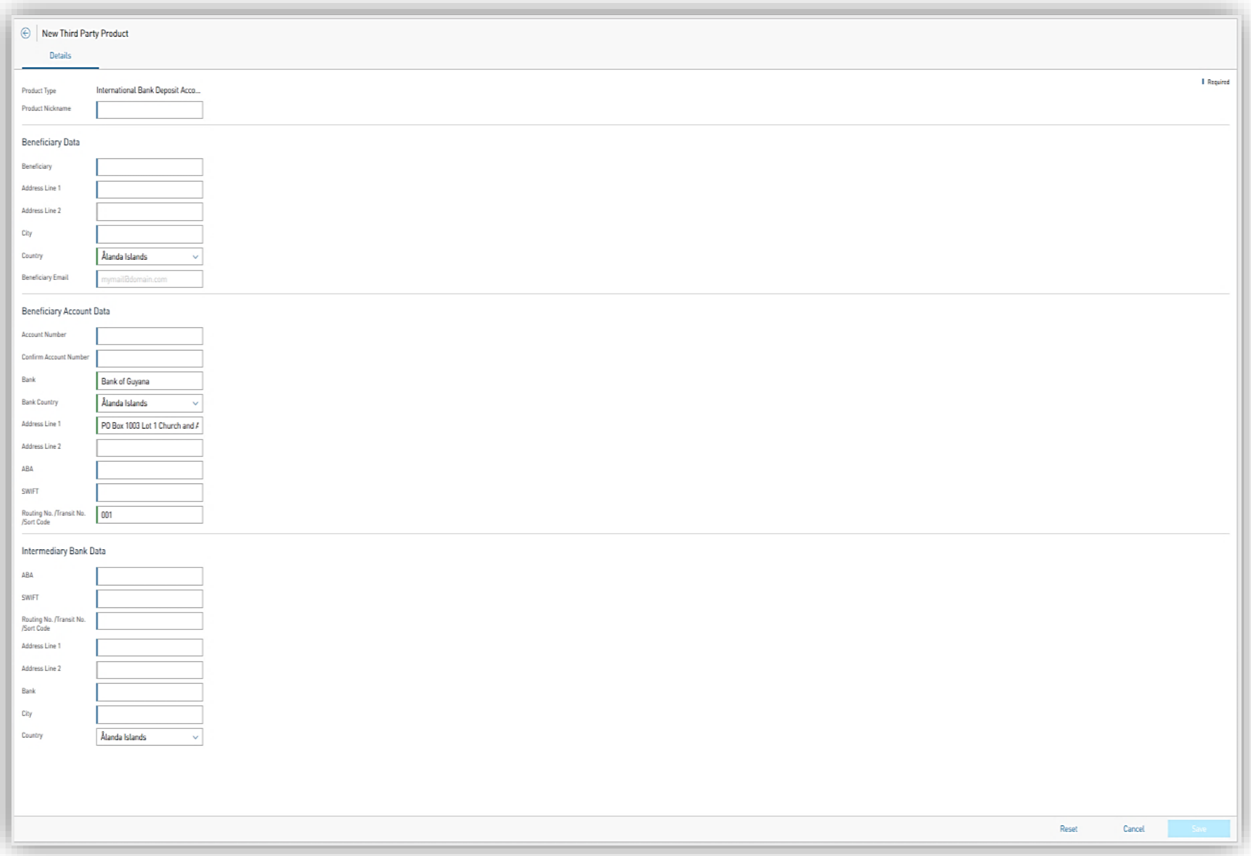
<u>International Bank Deposit Account:</u>

The following information will be requested for a Deposit account in an international bank:

1. Product Nickname(Required)
2. Beneficiary data:
    - Beneficiary (Required)
    - Address (Required)
    - City (Required)
    - Country (Required)
3. Beneficiary Account Data:
    - Account Number (Required)
    - Bank
    - Bank Country
    - Address
    - ABA (Required)

- Swift (Required)
- Routing No./ Transit No./Sort Code

4. Intermediary Bank Data:
   - ABA (Required)
   - Swift (Required)
   - Routing No./ Transit No./Sort Code (Required)
   - Address (Required)
   - Bank (Required)
   - City (Required)
   - Country (Required)



Product Type: International Bank Deposit Acco...

Country: Ålanda Islands

Bank: Bank of Guyana

Bank Country: Ålanda Islands

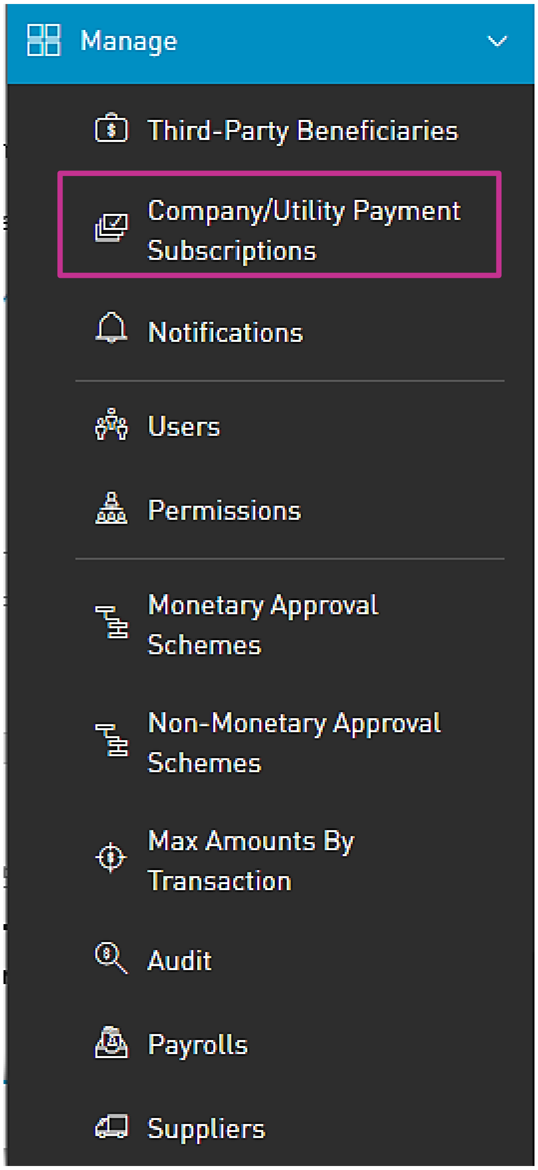
Address Line 1: PO Box 1003 Lot 1 Church and A

Routing No. /Transit No. /Sort Code: 001

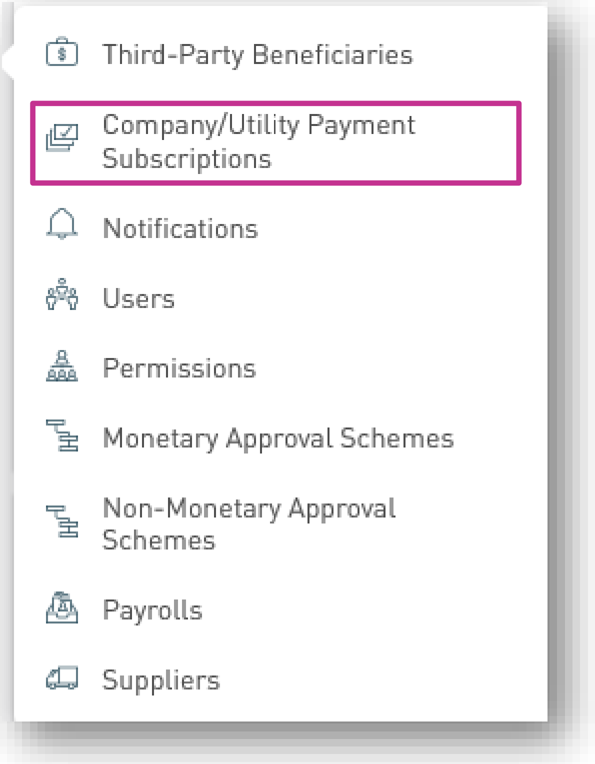
Country: Ålanda Islands

How to Register Company/Utility Payment Subscriptions?

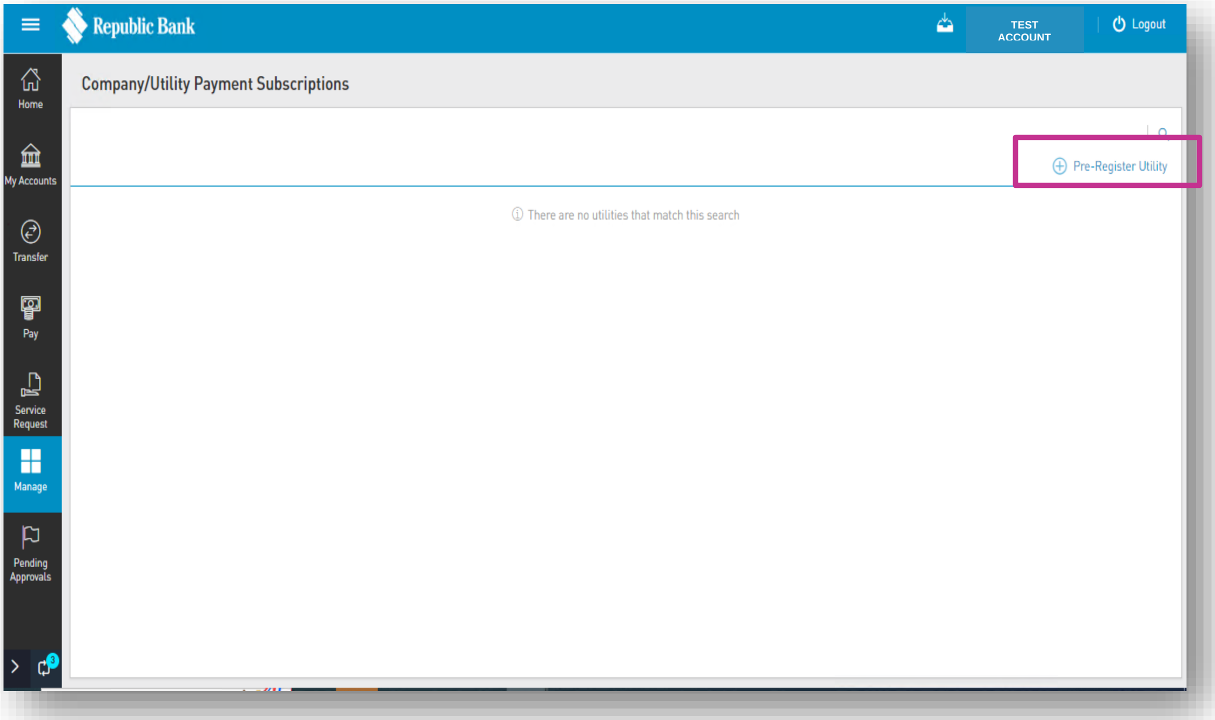
To register third-party beneficiaries, select the **Company/Utility Payment Subscriptions** option under the **Manage** tab of either the **Main** or **Quick Menu.**



OR

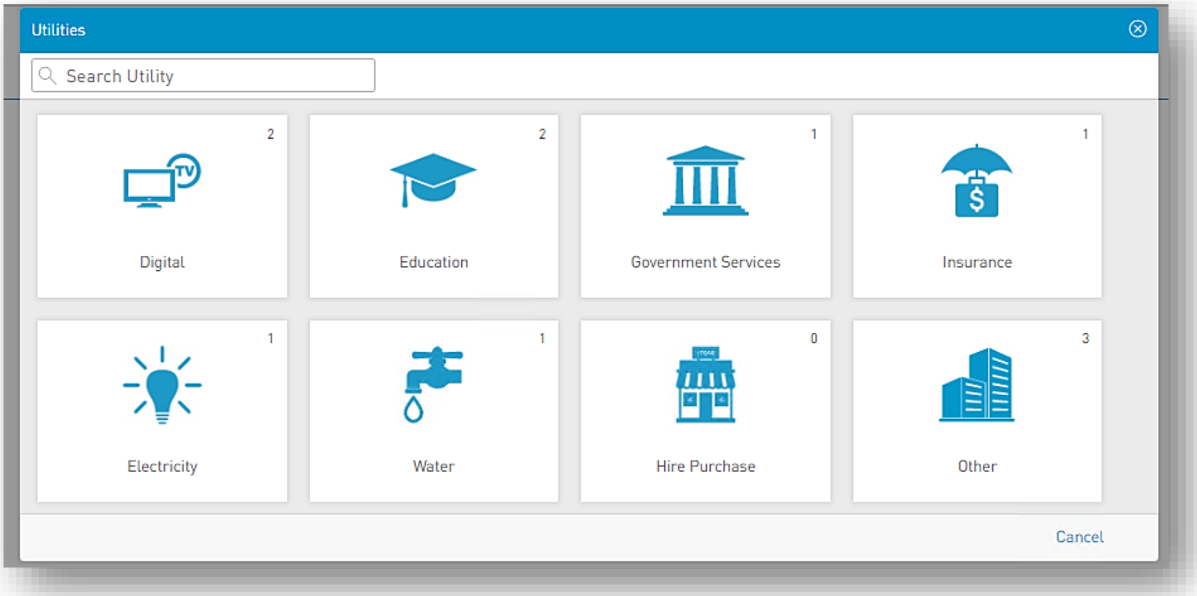


This option will direct the user to the the **Company/Utility Payment Subscriptions** page.



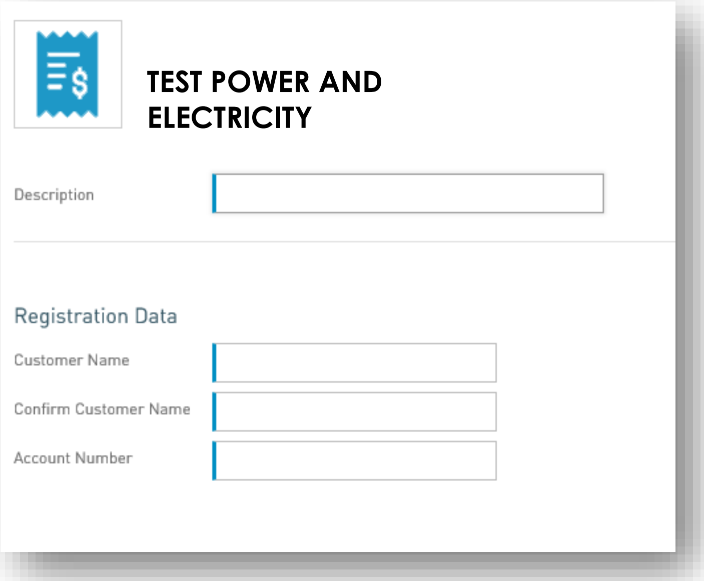
There are no utilities that match this search

1. Select a category from the list provided.
2. Select the relevant utility



3. Insert required data and select **CONFIRM** to save the Company/Utility information.

Example:



TEST POWER AND ELECTRICITY

Description

Registration Data

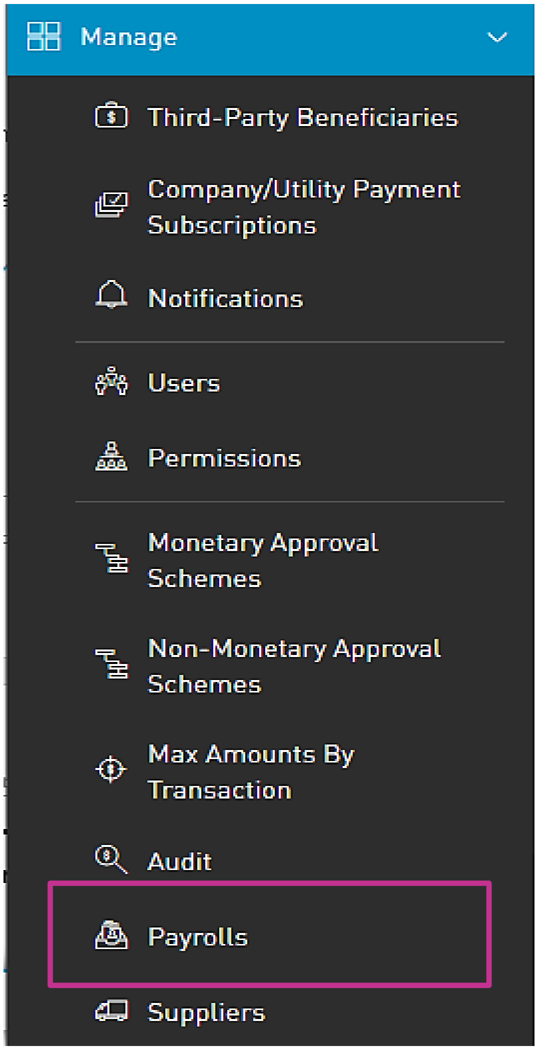
Customer Name

Confirm Customer Name

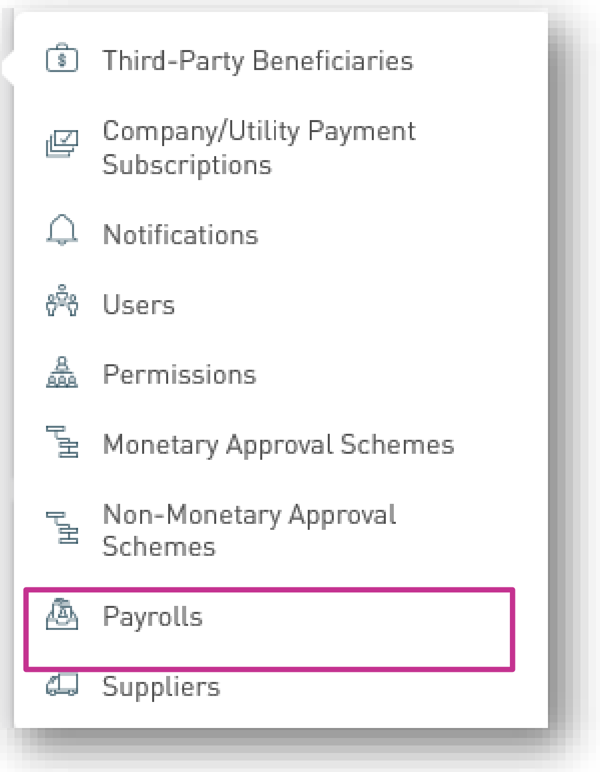
Account Number

Payroll Administration

Payrolls can be created or amended via the Payroll Admininstration Page. To access this page select the **Payroll** option under the the **Manage** section of either menu.

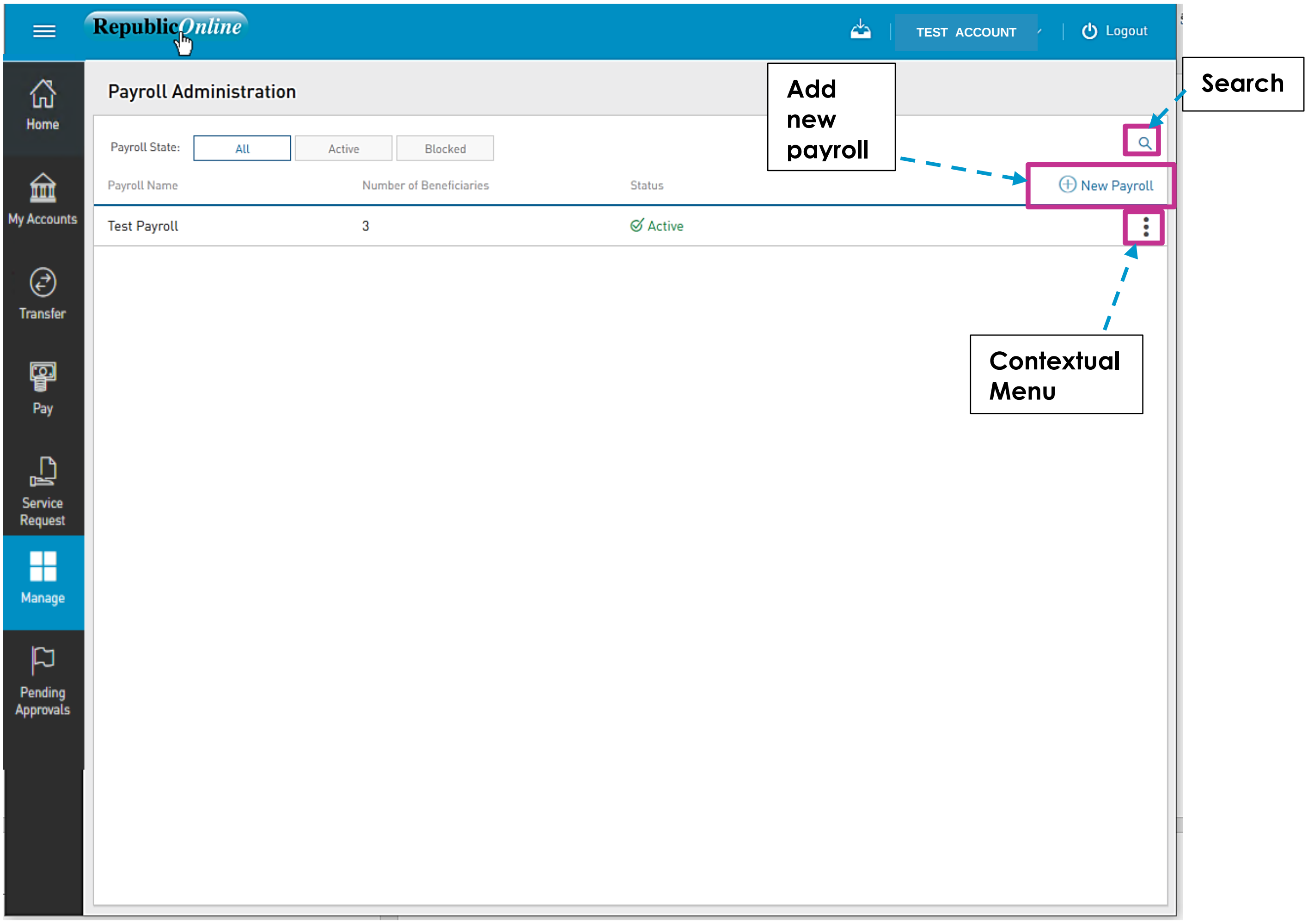


OR



Only the users assigned the relevant permissions to do payroll administration will have access to this page. (Refer to Appendix for full list of permissions)

Payroll Administration Page



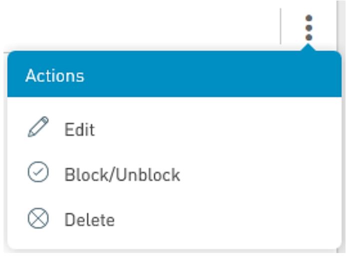
Payroll Name	Number of Beneficiaries	Status
Test Payroll	3	✓ Active

This page contains a master list of all the Site's existing payrolls.

Contextual Menu

The menu on each payroll list offers the following actions:

- Edit
- Block/Unblock
- Delete



How to create a new payroll?

To create a new payroll, click on the ⊕ New Payroll link.

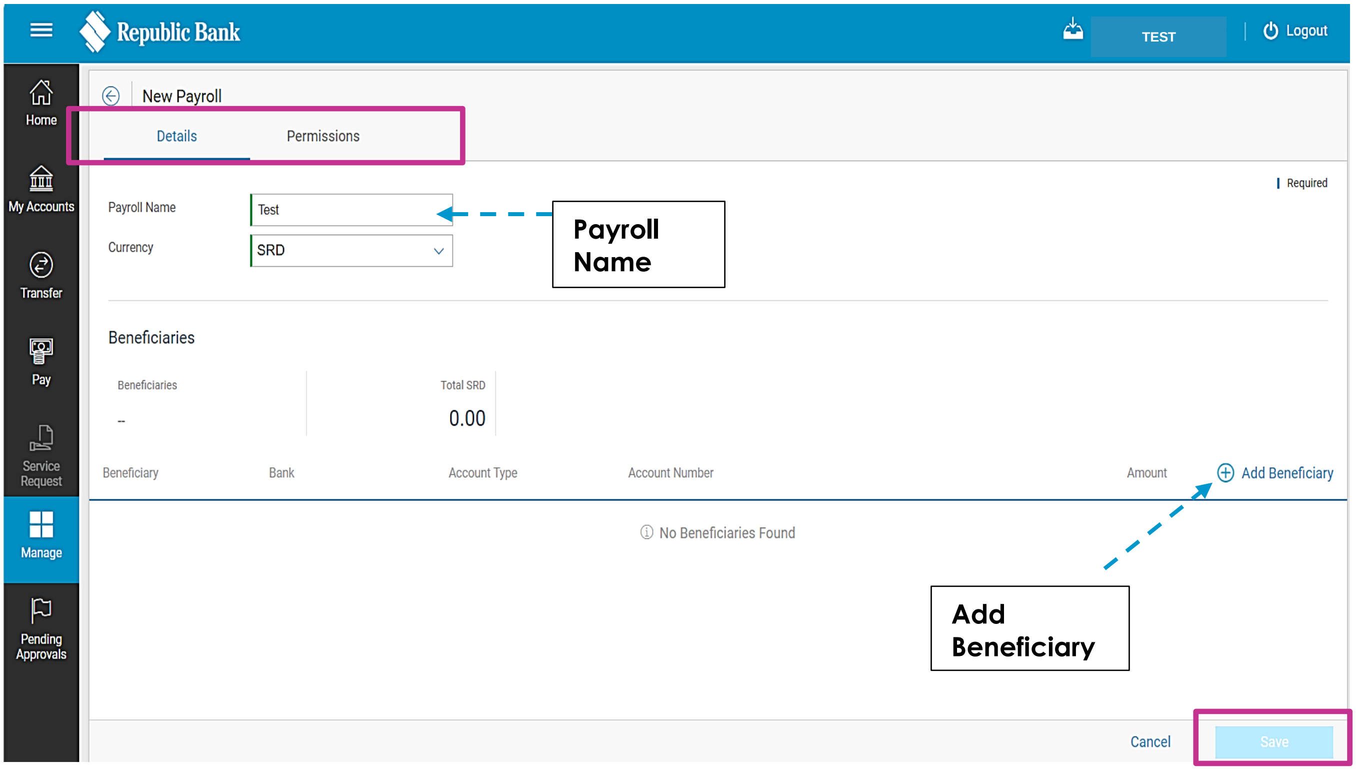
There are two (2) Main steps in creating a payroll:

- **Details**

  The Details includes adding the beneficiary information to the payroll list

- **Permissions**

  The Permissions entails adding users who are required to access the payroll (e.g. To pay the payroll)



Payroll Name: Test

Currency: SRD

Payroll Name

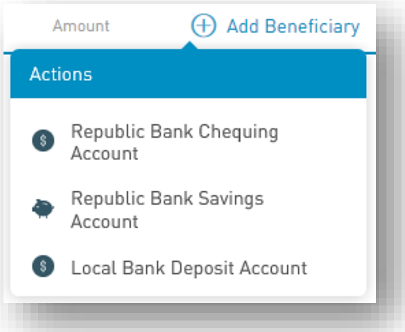
Add Beneficiary

1. Details

- Insert a name for the new payroll list in the space provided.

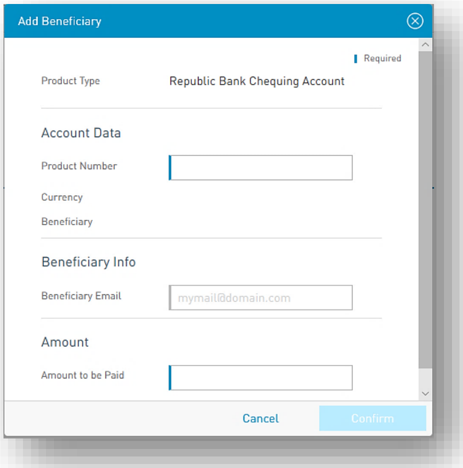
- Click on the ⊕ Add Beneficiary link to add beneficiaries to the list.

- Select Beneficiary Type. The options are:
  - Republic Bank Chequing Account
  - Republic Bank Savings Account
  - Local Bank Deposit Account



- Insert Beneficiary Details as follows:

- Account Data: Product Number
  - Currency
  - Beneficiary
- Beneficiary Info: Email
  - Id Type/Id Number (Optional)
  - Address (Optional)
- Amount to be paid.



Product Type Republic Bank Chequing Account

Product Number

Currency

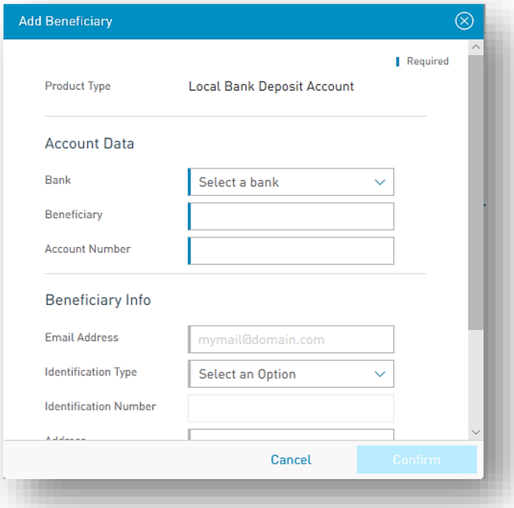
Beneficiary

Beneficiary Email mymail@domain.com

Amount to be Paid

Republic Chequing Account

For Republic Bank Beneficiary accounts, the product number will be validated, and the system will auto-populate the currency and beneficiary name, once the account is valid and active.



Product Type Local Bank Deposit Account

Bank Select a bank

Beneficiary

Account Number

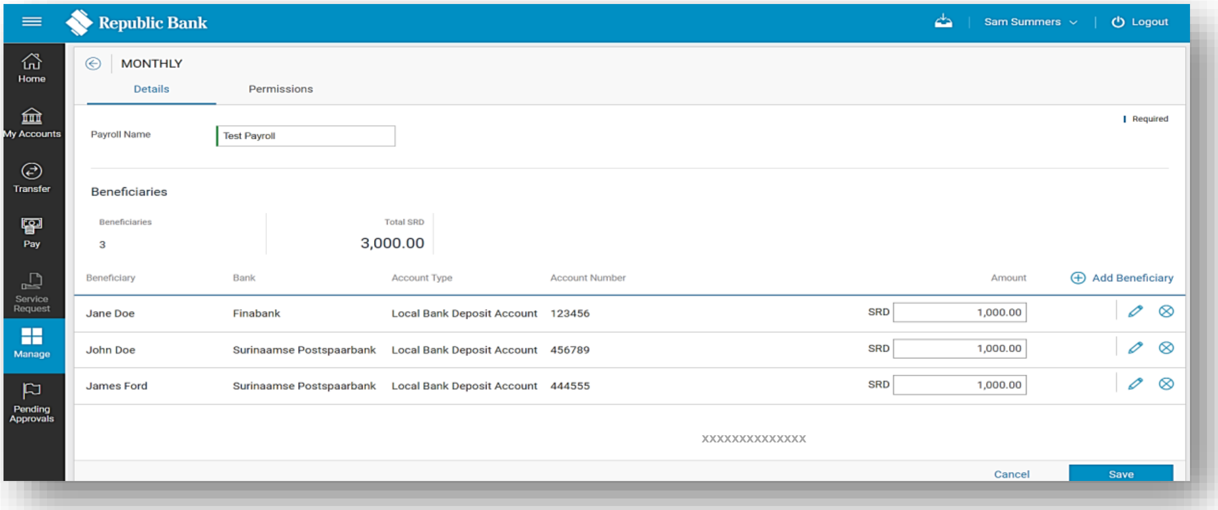
Email Address mymail@domain.com

Identification Type Select an Option

Identification Number

Local Bank Account

For Local Bank Beneficiary accounts, the Bank, Beneficiary and account number are required. There are additional fields included for the beneficiary, but these are not mandatory. This information is included to aid the bank in identifying them, if required.



Payroll Name: Test Payroll

Beneficiaries

Beneficiaries	Total SRD
3	3,000.00

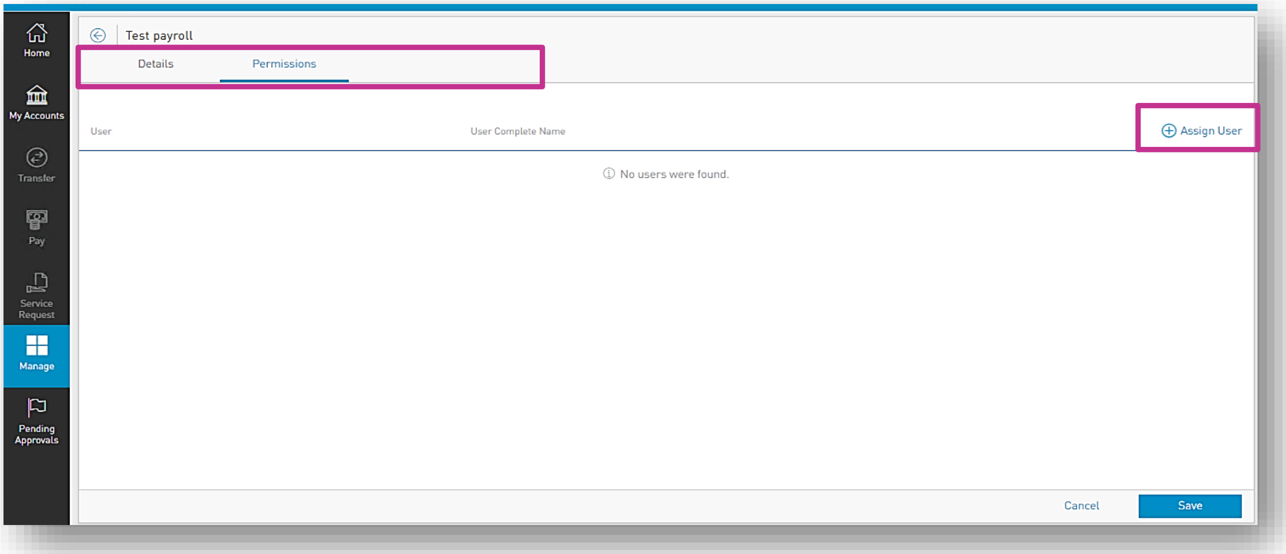
Beneficiary	Bank	Account Type	Account Number	Amount
Jane Doe	Finabank	Local Bank Deposit Account	123456	SRD 1,000.00
John Doe	Surinaamse Postspaarbank	Local Bank Deposit Account	456789	SRD 1,000.00
James Ford	Surinaamse Postspaarbank	Local Bank Deposit Account	444555	SRD 1,000.00

XXXXXXXXXXXXXX

1. Permissions.

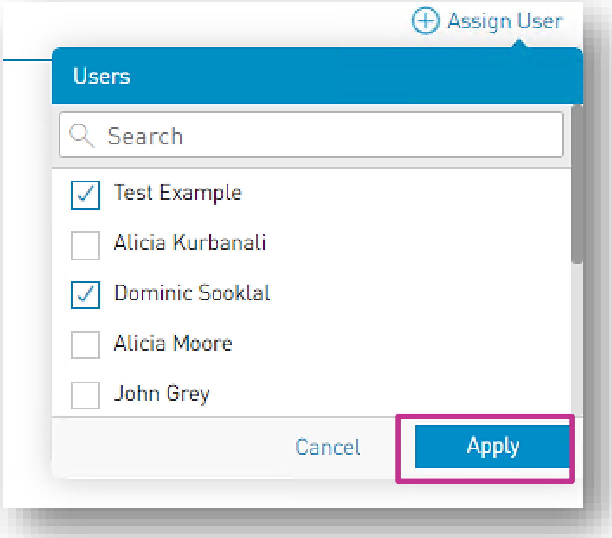
When the user has finished inputting the Details of the payroll list, he/she must then assign permissions to users who are required to access this payroll.

- Click on the Permissions tab at the top of the screen.

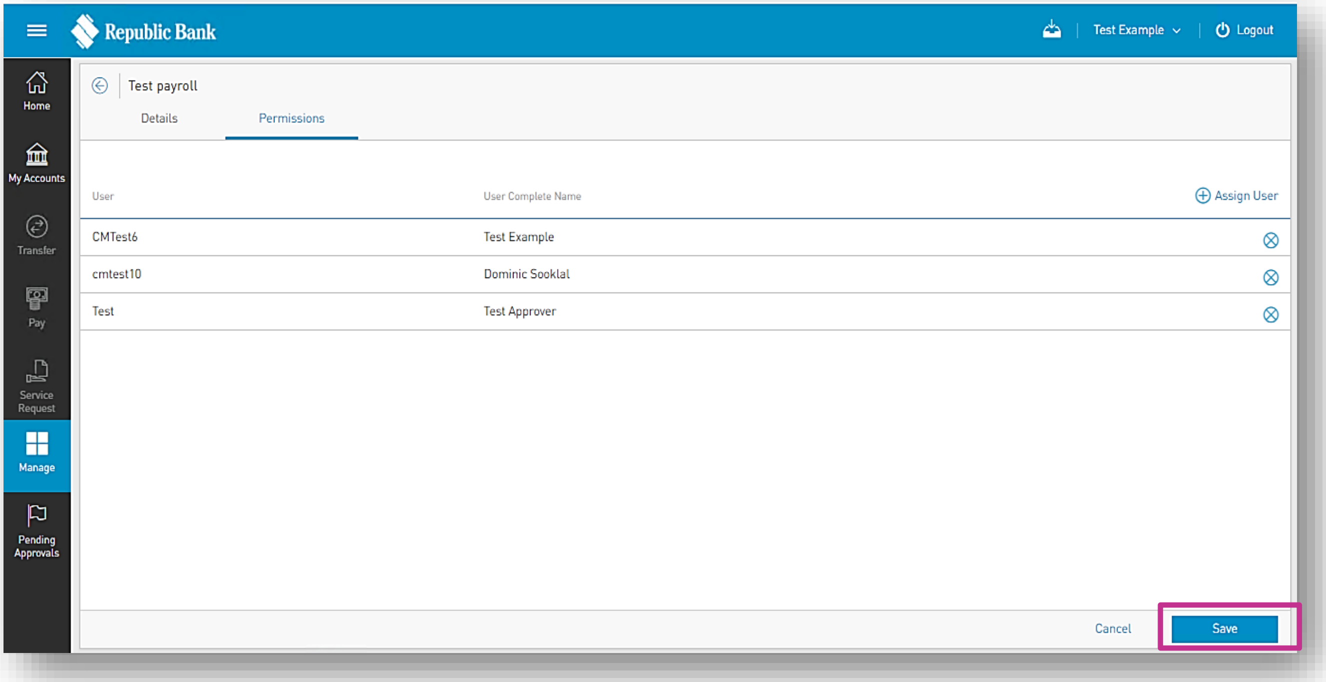


No users were found.

- Click the ⊕ Assign User link to select users.
- Select the user(s) from the list by ticking the radio button(s) and click Apply.



☑ Test Example
☐ Alicia Kurbanali
☑ Dominic Sooklal
☐ Alicia Moore
☐ John Grey



User	User Complete Name
CMTest6	Test Example
cmtest10	Dominic Sooklal
Test	Test Approver

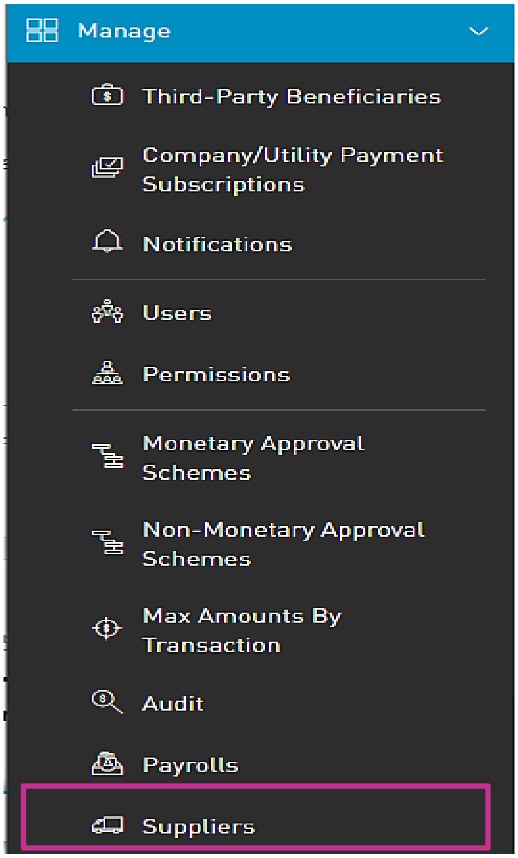
Once the information is verified, click Save.

This completes the process for adding a new payroll. The user will be redirected to the Payroll Administration Page.

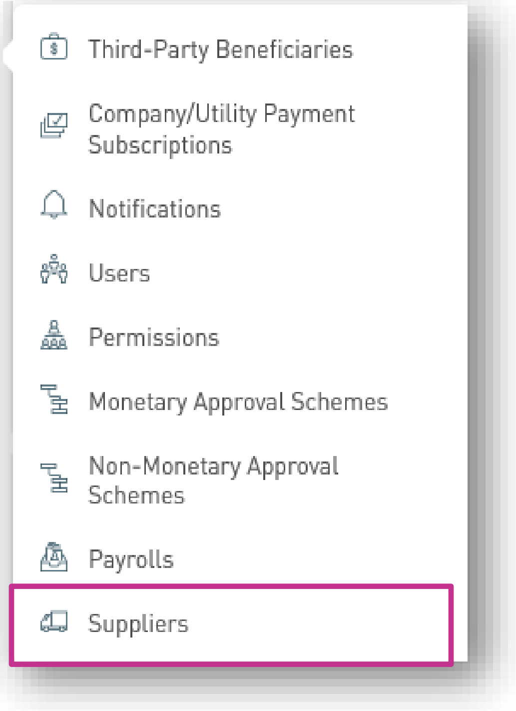
Payrolls registered here will be used in the Manual Payroll payments.

Suppliers Administration

Supplier lists can be created or amended via the Suppliers Admininstration Page. To access this page select the **Suppliers** option under the the **Manage** section of either menu.

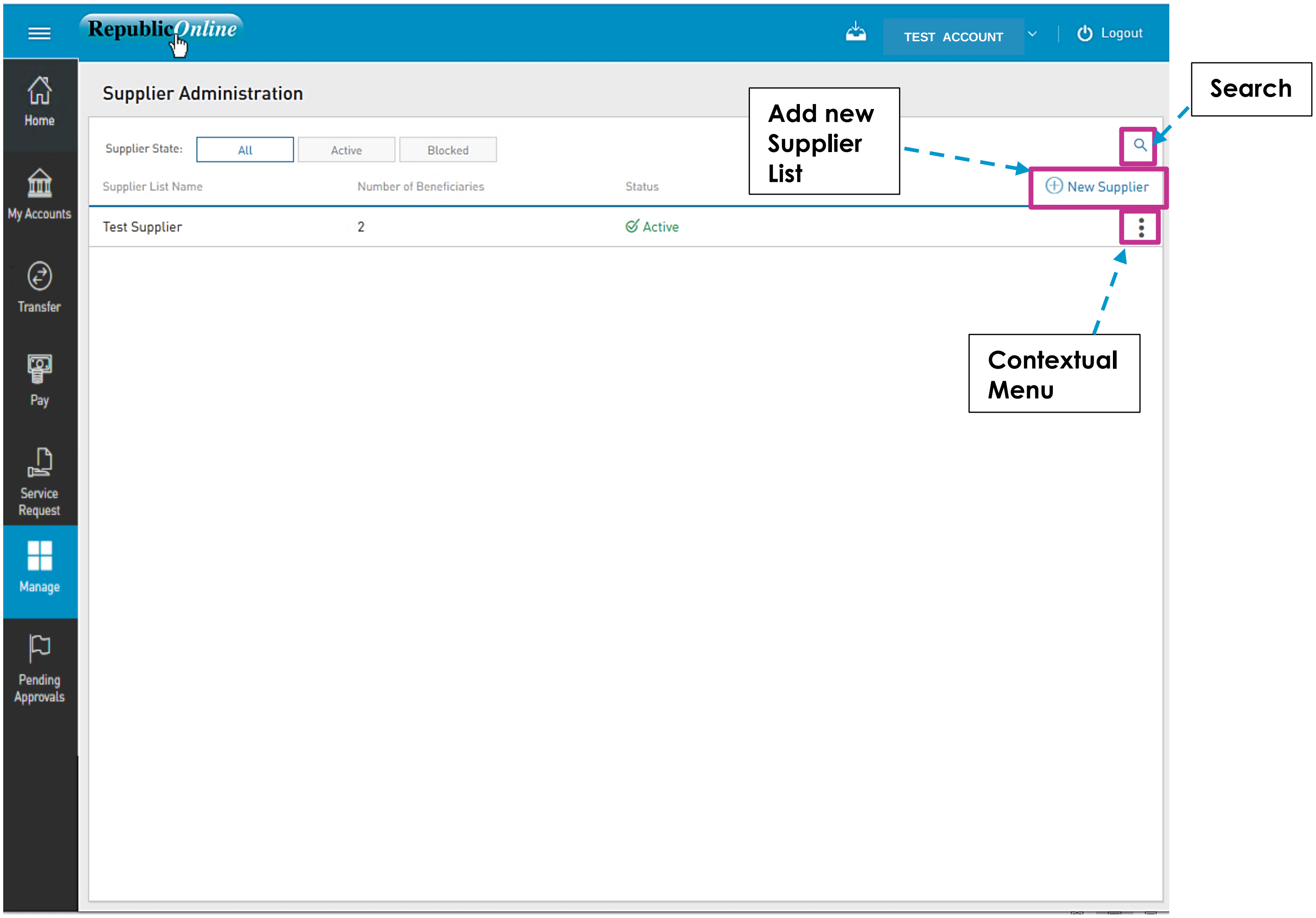


OR



Only user with the permissions to do supplier administration will have access to this page. (Refer to Appendix for full list of permissions)

Supplier Administration Page



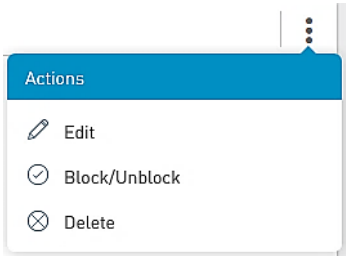
Supplier List Name	Number of Beneficiaries	Status
Test Supplier	2	✓ Active

This page contains a master list of all the Site's existing supplier lists.

⋮ Contextual Menu

The menu on each payroll list offers the following actions:

1. Edit
2. Block/Unblock
3. Delete



How to create a new Supplier List?

To create a new supplier list, click on the ⊕ New Supplier link.

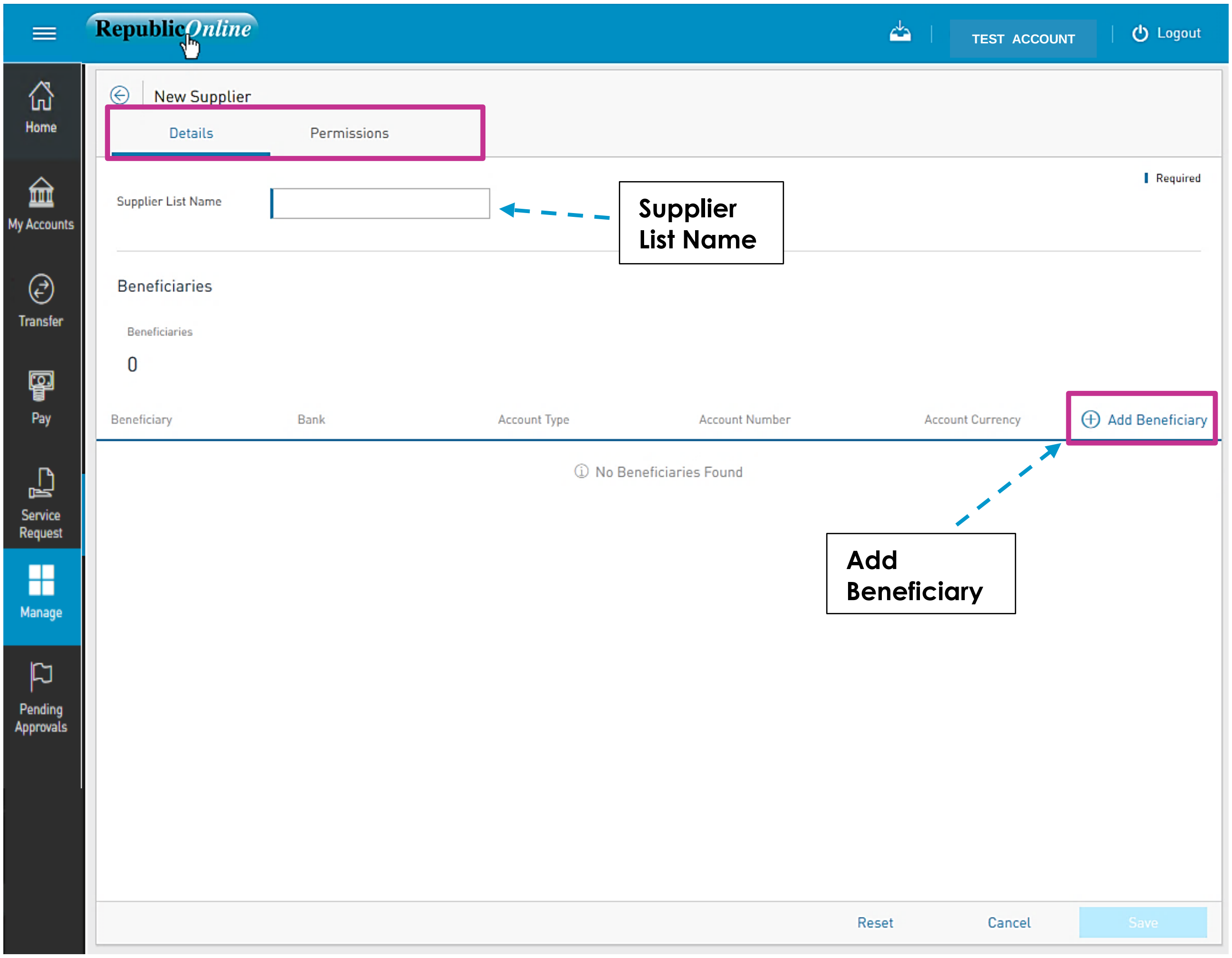
There are two (2) Main steps in creating a supplier list:

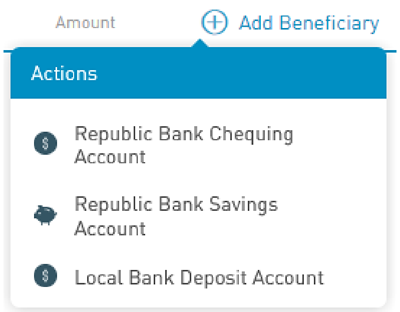
- **Details**

  The Details includes adding the beneficiary information to the payroll list

- **Permissions**

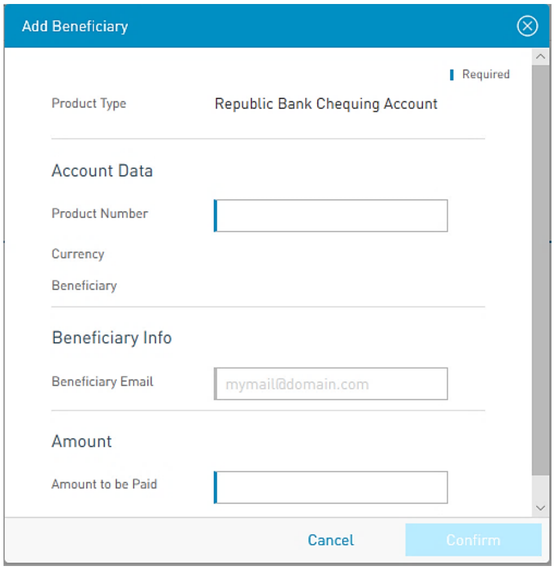
  The Permissions entails adding users who are required to access the payroll (e.g. To pay the payroll)





- Insert Beneficiary Details as follows:

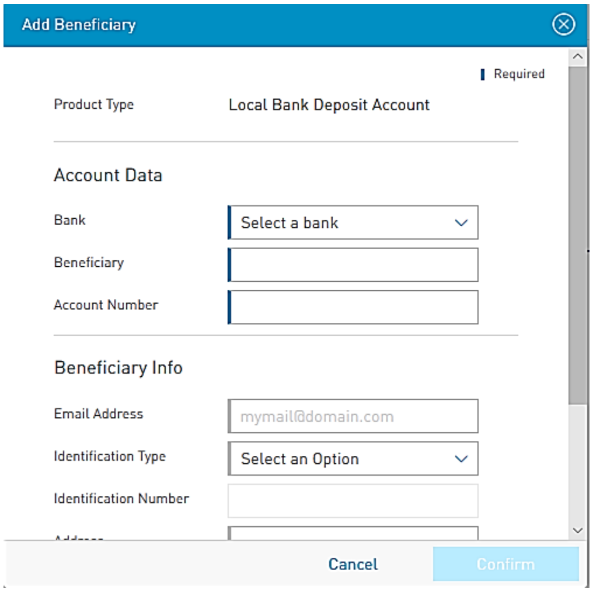
- Account Data: Product Number
    - Currency
    - Beneficiary
- Beneficiary Info: Email
    - Id Type/Id Number (Optional)
    - Address (Optional)
- Amount to be paid.



Product Type Republic Bank Chequing Account

Republic Chequing Account

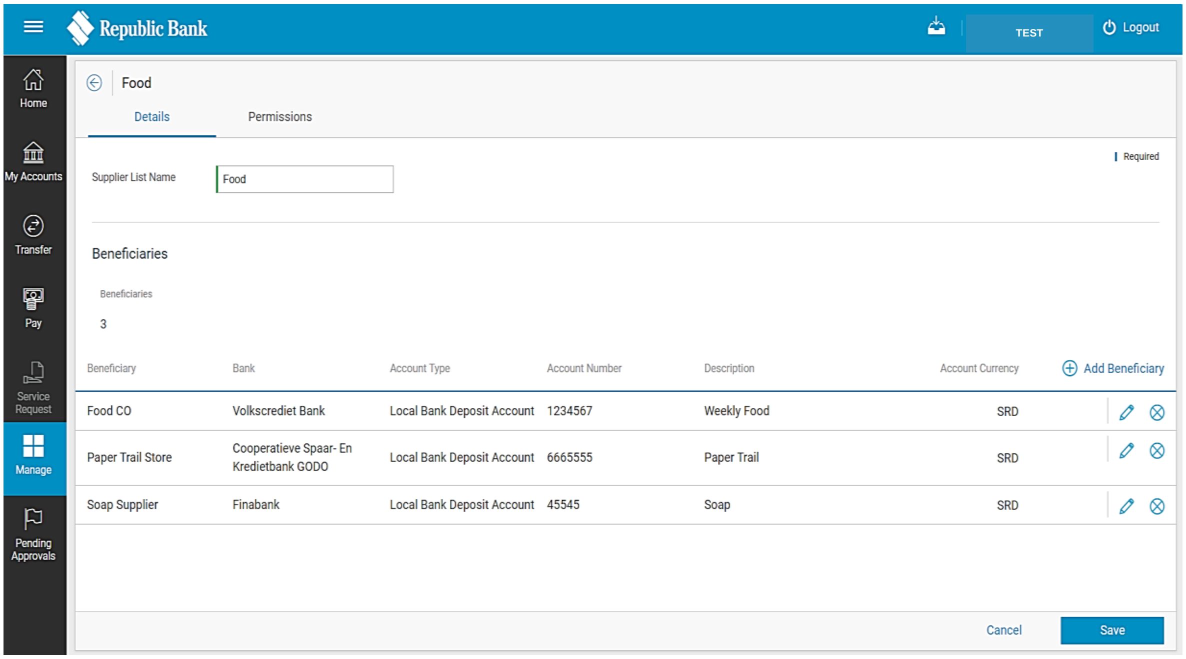
For Republic Bank Beneficiary accounts, the product number will be validated, and the system will auto-populate the currency and beneficiary name, once the account is valid and active.



Product Type	Local Bank Deposit Account
Bank	Select a bank
Beneficiary	
Account Number	
Email Address	mymail@domain.com
Identification Type	Select an Option
Identification Number	

Local Bank Account

For Local Bank Beneficiary accounts, the Bank, Beneficiary and account number are required. There are additional fields included for the beneficiary, but these are not mandatory. This information is included to aid the bank in identifying them.



Supplier List Name: Food

Beneficiaries

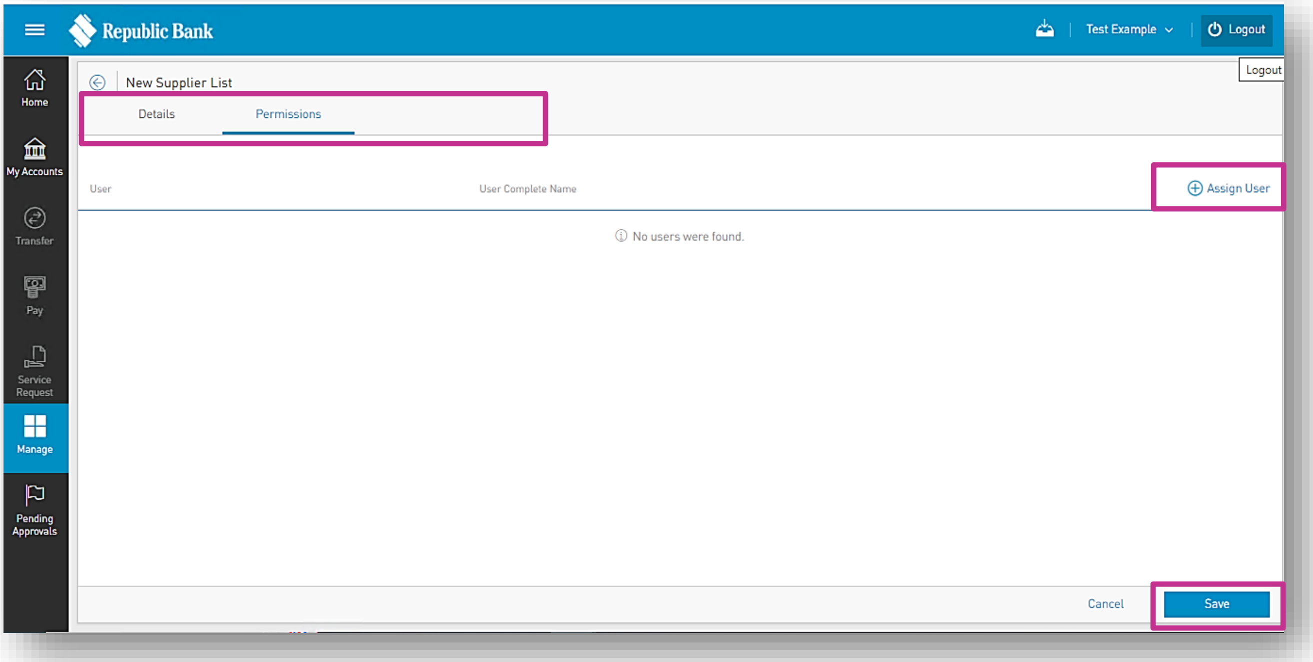
Beneficiaries
3

Beneficiary	Bank	Account Type	Account Number	Description	Account Currency
Food CO	Volkscrediet Bank	Local Bank Deposit Account	1234567	Weekly Food	SRD
Paper Trail Store	Cooperatieve Spaar- En Kredietbank GODO	Local Bank Deposit Account	6665555	Paper Trail	SRD
Soap Supplier	Finabank	Local Bank Deposit Account	45545	Soap	SRD

Permissions

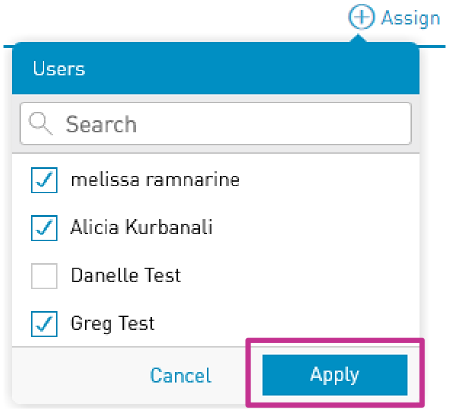
When the user has finished inputting the Details of the supplier list, he/she must then assign permissions to users who are required to access this payroll.

- Click on the Permissions tab at the top of the screen

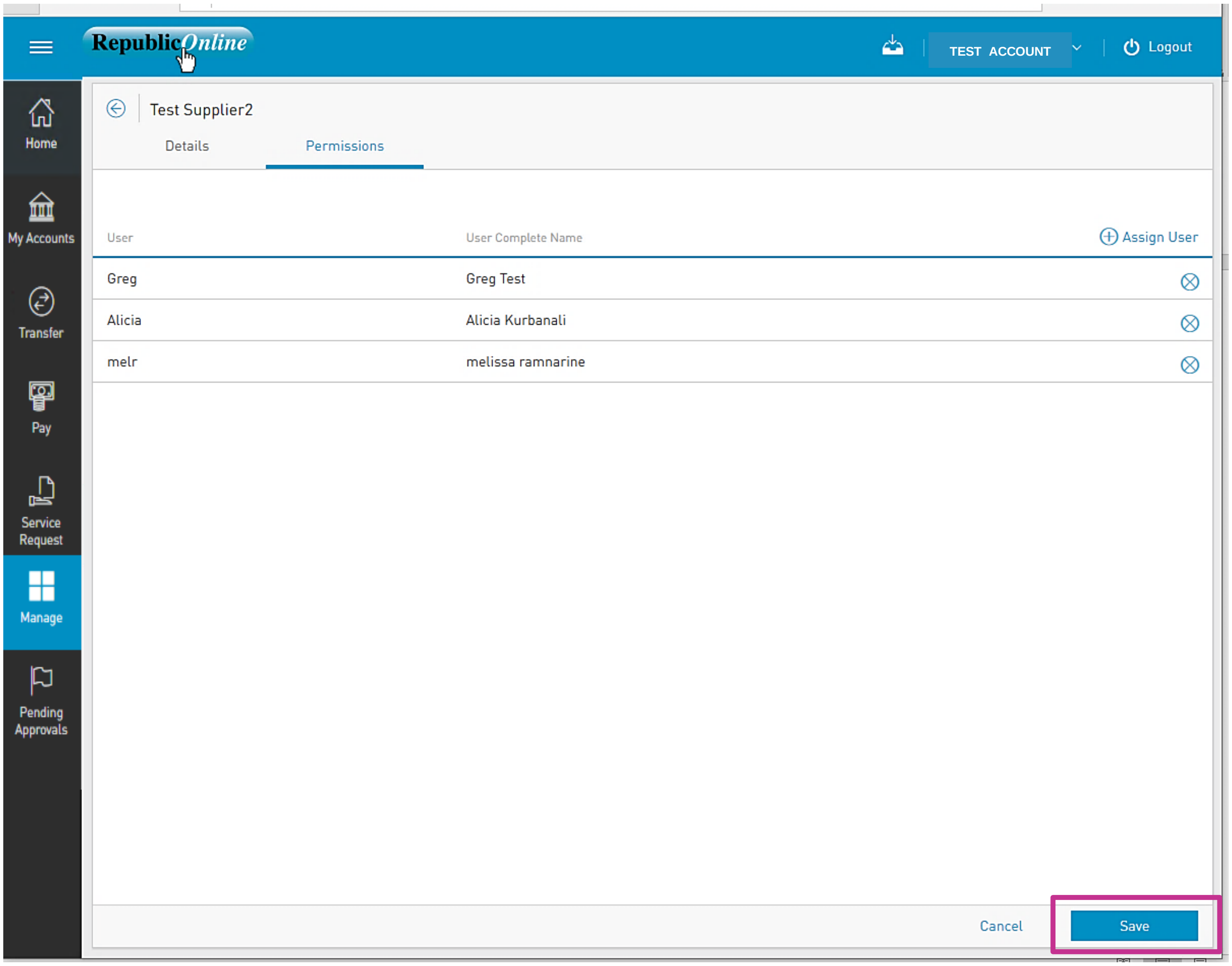


- Click the ⊕ Assign User link to select users.

- Select the user(s) from the list by ticking the radio button(s) and click Apply.



☑ melissa ramnarine
☑ Alicia Kurbanali
☐ Danelle Test
☑ Greg Test



Test Supplier2

User	User Complete Name
Greg	Greg Test
Alicia	Alicia Kurbanali
melr	melissa ramnarine

Once the information is verified, click Save.

This completes the process for adding a new supplier list. The user will be redirected to the Supplier Administration Page.

Supplier Lists registered here will be used in the Manual Supplier payments.

Appendix

Appendix A - Key Terms to Note

In addition to the many new features of the upgraded Republic*Online* application, there is also some new jargon that users should become familiar with.

Here are some key terms and expressions that apply to the new RepublicOnline:

Term	*Meaning*
Second-Factor Authentication Device	This refers to the device used as the second layer or security to protect a user's internet banking account. In this case, we utilise a mobile device to obtain the second layer of authentication. These include, OTP, Sync and SMS Code.
OTP (One-Time Password)	The *OTP* is an automatically generated code, that may only be used for one login session. Republic*Online* OTPs will be generated by the system and are to be retrieved on the second factor authentication device.
Sync	The *Sync* refers to a process whereby a code is generated by the website and the user either scans or manually inputs the code into the mobile app to synchronise the two devices.
Business Site	This term is used to describe the user's Republic*Online* workspace, where they can access their products, balances, transactions, features and so on.
Business Site Administrator	The Business Site Administrator, is the designated official responsible for the management of the Business' Site. This includes the administration of the Business Site's products, users, permissions, limits and settings.

Permissions	Permissions are the rights or access privileges that are granted to a RepublicOnline user. These permissions determine the access that a user will have to the various functionalities and transactions.
Scope	A Scope refers to a Product and the associated functionality. The system will automatically generate all scopes for all the products associated with a Site. E.g. 1. Chequing Account A + Transfer to International Account 2. Savings Account B + Pay Utility
Approval Schemes	*Approval schemes* outline which users have the authorisation to approve transactions on a Business Site. Schemes comprise the scope, as well as the users assigned to the scope and their authorisation privileges. These may be monetary or non-monetary and are configured by the Business Site Administrator.

Appendix B - Administrative Permissions List

Permission Name	Description	Permission Type
Administration – Pending Approvals	Allows a user to access the pending approvals page. This permission needs to be given with **Common Approver**	**Administrative**
Administration – Permissions Configuration	Allows users to view and maintain the permissions assigned in a site (this permission does not allow user to approve creation of permissions)	**Administrative**
Administration – Alias Configuration	Allows a user to configure the alias or nickname of a product	**Administrative**
Administration – Approval Schemes	Allows users to view and maintain the approval schemes defined in a site	**Administrative**
Administration – Transaction Amounts	Allows users to view and maintain the daily amount of site (this permission does not allow user to approve modification of limits)	**Administrative**
Administration – Users	Allows users to view and manage users of a site (this permission does not allow user to approve creation or edition of users)	**Administrative**
Administration – Utility Payment Subscription	Allows the user to administer subscriptions to utility payments	**Administrative**
Administration - Payroll	Allows users to administer (view, add, amend etc.) the payrolls of a site	**Administrative**
Administration - Suppliers	Allows users to administer (view, add, amend etc.) the suppliers of a site	**Administrative**
Administration – Audit and Logs	Allows the user to access the audit log	**Administrative**
Administration – Third-Party Products	Allows users to administer (view, add, amend etc.) the beneficiaries of a site	**Administrative**
Administration - Scheduled Transactions	Allows the user to administer (view, add, amend etc.) the scheduled transactions created in a site. The user needs to at least have **one transaction permission** over a **product**.	**Administrative**

Appendix C - Product Permissions List

Permission Name	Description	Permission Type
Account – Details	Allows users to view the detail of a saving or checking account	**Product** (Chequing or Saving)
Account – Statements	Allows users to view the statements of a saving or a checking account	**Product** (Chequing or Saving)
Account – Transaction History	Allow users to view the account transaction history for checking and saving accounts	**Product** (Chequing or Saving)
Card – Block Cards	Allows users to block or unblock a card (debit or credit)	**Product** (Credit Card, Chequing or Saving)
Card – Block Cards	Allows users to block a credit card	**Product** (Credit Card)
Credit Card - Current Transactions	Allows users to view the current movements of a credit card	**Product** (Credit Card)
Credit Card – Details	Allows users to view the details of a credit card	**Product** (Credit Card)
Credit Card – Statements	Allows users to view the statement of a credit card	**Product** (Credit Card)
Credit Card - Pending Transactions	Allows users to view the pending movements of a credit card	**Product** (Credit Card)
Fixed Term Deposit – Details	Allows users to view the detail of a fixed term deposit	Account (Certificate of Deposit)
Loan – Details	Allows users to view the detail of a loan	**Product** (Credit Card)
Loan – Payment Details	Allows users to view the payment details of a loan	**Product** (Chequing or Saving)
Investment – Details	Allows users to view investment information	**Product** (Investment)
Payment – Your Credit Card	Allows the user to create credit card payments debiting from a saving or checking account selected in the previous step	**Product** (Chequing or Saving)
Payment – Your Credit Card History	Allows users to view all credit card payments debited from a CA or SA	**Product** (Chequing or Saving)
Payment – Loan	Allows the user to create loan payments debiting from a saving or checking account	**Product** (Chequing or Saving)

Payment – Loan History	Allows users to view all loan payments debited from a CA or SA	**Product** (Chequing or Saving)
Payment – Payroll	Allows the user to create salary payments debiting from a checking or saving accounts	**Product** (Chequing or Saving)
Payment – Payroll History	Allows users to view all salary payments debited from a CA or SA	**Product** (Chequing or Saving)
Payment – Company/Utility Payments	Allows users to create utilities payments debiting from a CC, SA or CC	**Product** (Credit Card, Chequing or Saving)
Payment – Company/Utility Payments History	Allows users to view all utilities payments transfers debited from a CA, SA or CC on the online history	**Product** (Credit Card, Chequing or Saving)
Payment – Suppliers	Allows the user to create supplier payments debiting from a checking or saving accounts	**Product** (Chequing or Saving)
Payment – Suppliers History	Allows users to view all suppliers' payments debited from a CA or SA on the online history	**Product** (Chequing or Saving)
Payment - Republic Bank Credit Card	Allows the user to create payments to third party credit cards debiting from a checking or saving account on the online history	**Product** (Chequing or Saving)
Payment – Republic Bank Credit Card History	Allows users to view all third-party credit card payments debited from a CA or SA on the online history	**Product** (Chequing or Saving)
Payroll Payment – Display Payment Amounts	Allows users to view the amount that will be paid as part of a payroll payment on the online history	**Product** (Chequing or Saving)
Transfer - Between Your Own Accounts	Allows users to originate transfers between own accounts debiting from a saving or checking account	**Product** (Chequing or Saving)
Transfer - Between Your Own Accounts History	Allows users to view all own accounts transfers debited from a CA or SA on the online history	**Product** (Chequing or Saving)
Transfer - Third-Party Republic Bank Account	Allows users to originate transfers to a third-party account in Republic Bank debiting from a saving or checking account	**Product** (Chequing or Saving)
Transfer – Third-Party Republic Bank Account History	Allows users to view all transfers to third-party accounts in Republic Bank debited from a CA or SA on the online history	**Product** (Chequing or Saving)
Transfer - Third-Party Local Bank Account	Allows users to originate transfers to a third-party account in another bank in the country debiting from a saving or checking account	**Product** (Credit Card, Chequing or Saving)

Transfer – Third-Party Local Bank Account History	Allows users to view all transfers to third-party account to another bank in the country debited from a CA or SA on the online history	**Product** (Chequing or Saving)
Transfer - International Bank Account	Allows users to originate transfers to a third-party account in another country debiting from a saving or checking account	**Product** (Chequing or Saving)
Transfer – International Bank Account History	Allows users to view all transfers to third-party account to another country debited from a CA or SA on the online history	**Product** (Chequing or Saving)

Appendix D - General Permissions List

Permission Name	Description	Permission Type
Common Approver	Allows the user to be eligible to be part of an approval scheme. If a user will approve some transaction, this permission must be assigned. This permission needs to be given with **Administration – Pending Approvals**	**General**
Financial Status – Assets and Liabilities	Allows users to view this web part in the dashboard	**General**
Non Monetary Requests	Allows the user to create new service requests	**General**
Non Monetary Requests - Requests Status	Allows the user to review all the service request that were created in the site	**General**

Appendix E- Permission Templates

TEMPLATE NAME	PERMISSIONS ASSIGNED
Profile 1: Create, Approve & View	Account- Details
	Administration – Pending Approvals
	Administration – Alias Configuration
	Payment – Your Credit Card
	Payment – Credit Card History
	Payment – Loan History
	Payment – Your Loan
	Payment – Payroll History
	Payment - Payroll
	Administration – Utility Payment Subscription
	Payment – Utility History
	Payment – Company/Utility Payments
	Payment – Suppliers
	Payment – Suppliers History
	Transfer – International Bank Account
	Transfer – Third Party Accounts in Other Country History
	Transfer – Third Party Local Bank Account
	Transfer - Third Party Accounts in Country History
	Transfer - Third Party Republic Bank Account
	Transfer - Third Party Accounts in Bank History

	Transfer – Between Your Own Accounts
	Transfer – Own Accounts History
	Administration - Third Party Products
	Payment - Republic Bank Credit Card
	Common Approver
	Administration – Scheduled Transactions
	Financial Status – Assets and Liabilities
	Payment – Third-Party Credit Card History
	Account – Transaction History

TEMPLATE NAME	PERMISSIONS ASSIGNED
Profile 2: Create & View	Account- Details
	Payment – Your Credit Card
	Payment – Credit Card History
	Payment – Loan History
	Payment – Your Loan
	Payment – Payroll History
	Payment - Payroll
	Administration – Utility Payment Subscription
	Payment – Utility History
	Payment – Company/Utility Payments
	Payment – Suppliers
	Payment – Suppliers History
	Transfer – International Bank Account
	Transfer – Third Party Accounts in Other Country History
	Transfer – Third Party Local Bank Account
	Transfer - Third Party Accounts in Country History
	Transfer - Third Party Republic Bank Account
	Transfer - Third Party Accounts in Bank History
	Transfer – Between Your Own Accounts
	Transfer – Own Accounts History
	Administration - Third Party Products

	Payment - Republic Bank Credit Card
	Common Approver
	Administration – Scheduled Transactions
	Financial Status – Assets and Liabilities
	Payment – Third-Party Credit Card History
	Account – Transaction History

TEMPLATE NAME	PERMISSIONS ASSIGNED
Profile 3: Create Only	Payment – Your Credit Card
	Payment – Your Loan
	Payment - Payroll
	Administration – Utility Payment Subscription
	Payment – Company/Utility Payments
	Payment – Suppliers
	Transfer – International Bank Account
	Transfer – Third Party Local Bank Account
	Transfer - Third Party Republic Bank Account
	Transfer – Between Your Own Accounts
	Administration - Third Party Products
	Payment - Republic Bank Credit Card
	Administration – Scheduled Transactions

TEMPLATE NAME	PERMISSIONS ASSIGNED
Profile 4: View Only	Account- Details
	Payment – Credit Card History
	Payment – Loan History
	Payment – Utility History
	Transfer – Third Party Accounts in Other Country History
	Transfer - Third Party Accounts in Country History
	Transfer – Own Accounts History
	Payment – Third-Party Credit Card History
	Account – Transaction History

TEMPLATE NAME	PERMISSIONS ASSIGNED
Profile 5: Credit Card Only	Administration – Alias Configuration
	Payment – Credit Card History
	Administration – Utility Payment Subscription
	Transfer – Third Party Local Bank Account
	Transfer - Third Party Accounts in Country History
	Transfer - Third Party Republic Bank Account
	Transfer - Third Party Accounts in Bank History
	Payment – Third-Party Credit Card History
	Card- Blocked Cards

TEMPLATE NAME	PERMISSIONS ASSIGNED
Profile 6: Approve & View	Account- Details
	Administration – Pending Approvals
	Payment – Credit Card History
	Payment – Loan History
	Payment – Payroll History
	Payment – Utility History
	Payment – Suppliers History
	Transfer – Third Party Accounts in Other Country History
	Transfer - Third Party Accounts in Country History
	Transfer - Third Party Accounts in Bank History
	Transfer – Own Accounts History
	Common Approver
	Financial Status – Assets and Liabilities
	Payment – Third-Party Credit Card History
	Account – Transaction History