Sub Login Creation (By Primary ID users only)

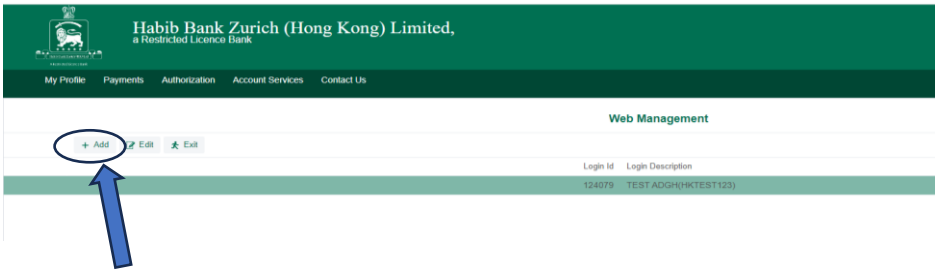
You can now create secondary (sub) login IDs online for your team, and assign the necessary transactional authority at your convenience. This can be done by following the steps below:

Step 1:

Click on “My Profile” and choose the “Web Management” Option

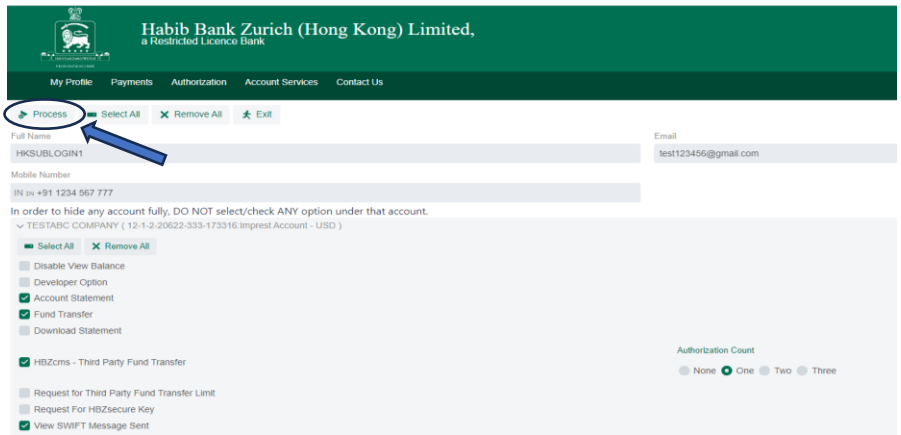
Step 2:

Click on the “Add” button

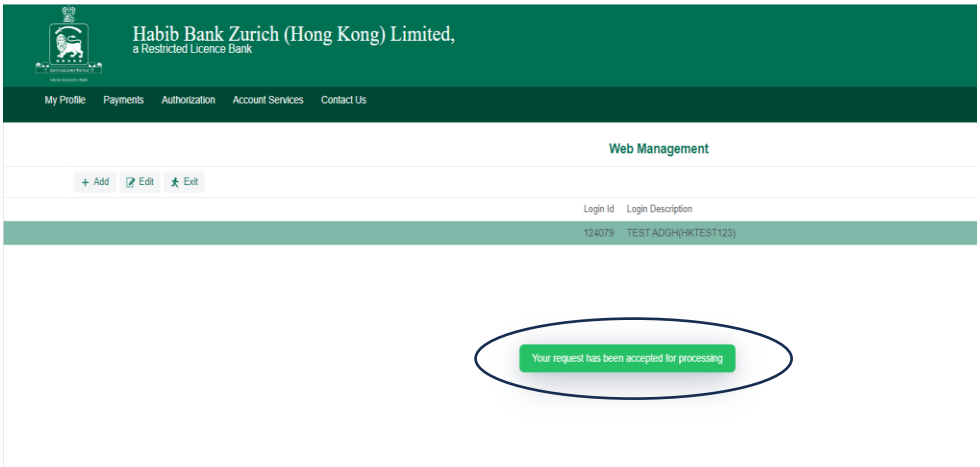


Step 3:

Enter the new sub login name, the individual’s email address, and mobile number, then define transactional authority by selecting the desired options. Click on “Process” to submit.



Once you have successfully completed this process, you will see the below message on your screen:



Account holders with joint signatories, please continue to Step 4.

The individual for whom the sub login is created will then receive an email with a link to setup their sub login ID.

The sub login individual(s) should refer to the "Registration of Web Banking ID" guide and follow the detailed steps to set up the new login ID and register for web and mobile banking features.

Sub Login Creation for Account with Joint Signatories

For accounts with joint signatories (per the originally defined operational instructions), there are a few additional steps that need to be completed to create a sub login.

Step 4:

Once the request for creating a sub login ID has been submitted (per Step 3), another user must authorise it per the operational instructions originally defined.

This can be done by:

1. Clicking on the "Authorization" tab,

2. Selecting the respective Request ID sub login creation application,

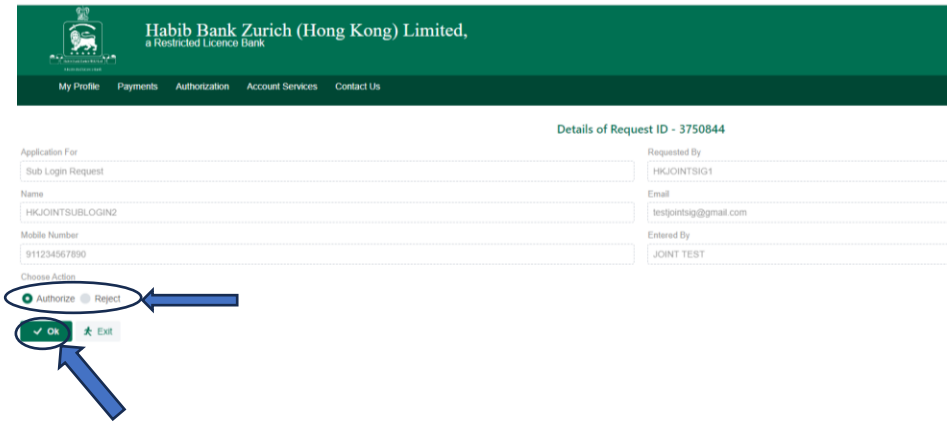
3. Clicking on the "Detail" button

Step 5:

The user (per the operational instructions originally defined) can then:

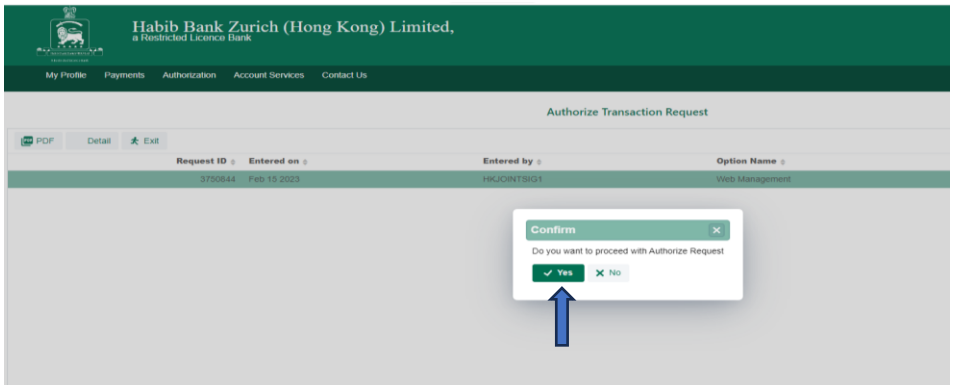
1. Choose to Authorize or Reject the application and then

2. Click "Ok" to proceed.

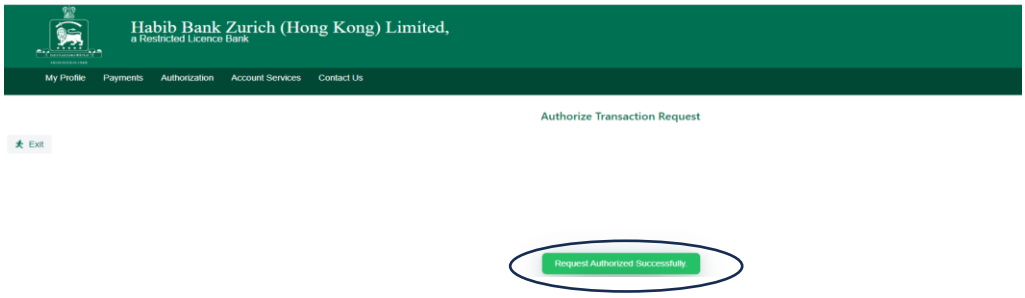


Step 6:

The authoriser will then get a pop-up message to reconfirm authorization of the request.



Once you have successfully completed this process, you will see the below message on your screen:



The individual for whom the sub login is created will then receive an email with a link to setup their sub login ID.

The sub login individual(s) may refer to the “Registration of Web Banking ID” guide and follow the detailed steps to set up the new login ID and register for web and mobile banking features.