

Getting Started:

- Maker(s) to log in to BizChannel@CIMB.
- Note: Fields marked with asterisk (*) in the sections below are mandatory fields.

- Click '**Payment Management**' > select '**DuitNow**'.
- Select '**New**' to create a new transaction.

Refer to part (xi) below if you wish to select '**Template**'.

- Click '**Continue**' to proceed.

- Click on magnifier icon to select Source Account.
- Select '**New Entry**' for first-time transfer to the beneficiary via DuitNow.

Click on magnifier icon to select a Favourite DuitNow ID – refer to part (viii) below.

- Select '**Business Registration Number**' for transfers to businesses.

Select '**Mobile Number**', '**NRIC Number**' or '**Army/Police Number**' for transfers to individuals or '**Passport Number**' for transfers to non-Malaysians.

- Enter registered DuitNow ID based on selection above.

- Enter the name to save as Favourite DuitNow ID [can be retrieved in part (v) above]

- Recipient's Reference & Other Payment Details** will be available in your paper & BizChannel@CIMB account statements for reconciliation.

- Click '**Today**' and check the '**DuitNow Terms and Conditions**' box.

- Click '**Confirm**' to proceed for payment or '**Save As Template**' for future use [can be retrieved from '**DuitNow Templates**' under '**Payments Management**' menu or part (ii) above].

xii) Click **'Submit'** to proceed.

DuitNow				
Source Account	DuitNow ID	Amount	Total Charges	Total Tax
8601848199 / RPP Account3 (MYR)	664203R/ MAC CITY II SDN BHD	MYR 61.34	MYR 0	MYR 0
Instruction Mode				
Today	: 15-Oct-2018			

xii

xiii) Result Message: This transaction is pending for approval.

DuitNow						
• Result Message: This transaction is pending for approval xiii						
Transaction Reference No.	Source Account	DuitNow ID	Amount	Total Charges	Total Tax	Workflow List
201810150001053784	8601848199 / RPP Account3 (MYR)	664203R/ MAC CITY II SDN BHD	MYR 61.34	MYR 0	MYR 0	<input type="button" value="Workflow List"/>
Instruction Mode						
Today	: 15-Oct-2018					
Submitted Time (Information of time is following GMT+8)	: 15-Oct-2018 09:48:22					

Important note: The authorizer will need to approve/decline the submitted transaction prior to processing by the Bank.