# Gibraltar International Bank

E-BANKING

RETAIL USER MANUAL (DESKTOP)



# Retail User Manual - Desktop

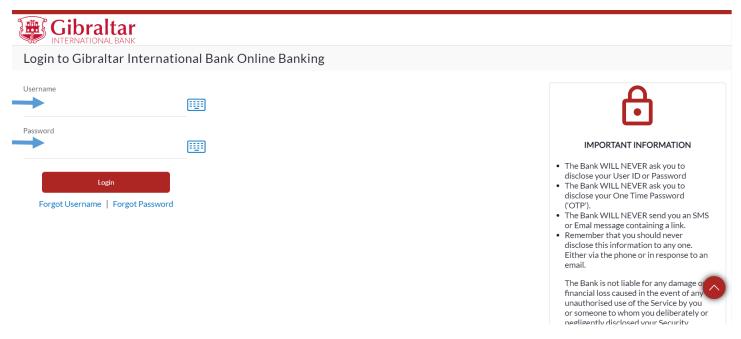
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# 1. How do I Login?

To visit online banking, go to <a href="https://online.gibintbank.gi">https://online.gibintbank.gi</a> Use the online banking *Username* and *Password* provided by bank to login.

If you have forgotten your password, click on "Forgot Password?" link to reset your password. A verification code will be sent to the registered email address and mobile number entered at the time of user account creation. Enter this code to login and receive a temporary password on the registered mobile number. Login with your username and this temporary password and then change to password of your choice.



**Figure 3.1-1** 

# 2. What is Session Timeout?

Session timeout represents the event occurring when a user does not perform any action on online banking website during an interval of 10 minutes.

# 3. How do I get Username if I forget my Username?

As an E-Banking customer, you can retrieve your username if you forget your username through

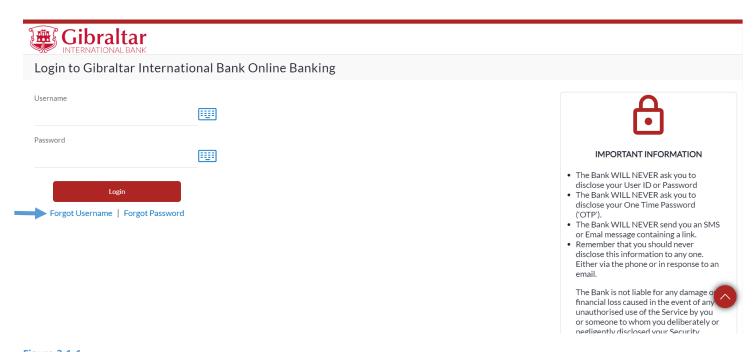
- Online Banking platform via our website <a href="https://online.gibintbank.gi">https://online.gibintbank.gi</a>
- Mobile Banking application available for
  - o iOS devices (iPhone and iPad)
  - Android devices

This guide explains how to get Username via our website. You can get Username through *Forgot Username Link*.

# 3.1 Getting Username through the Forgot Username Link

# 3.1.1 Go to the Login Page

Click on the (1) Forgot Username Link



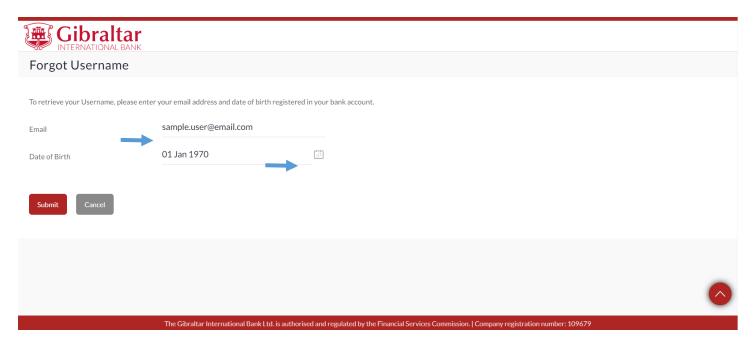
**Figure 3.1-1** 

# 3.1.2 Enter details to Get Username

### Enter following details to Get Username

- Email Email id registered with the bank for your profile
- Date of Birth Your Date of Birth

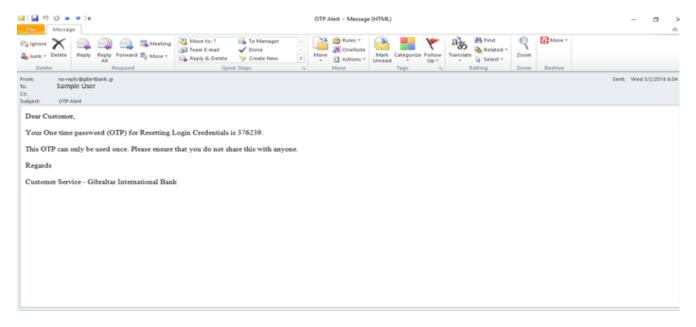
Click **Submit** to **get Username** or click **Cancel** to go **back** to the login page.



**Figure 3.1-2** 

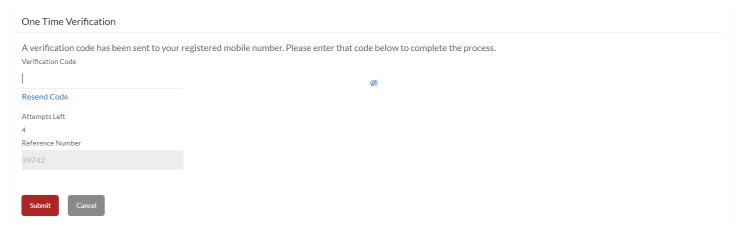
# 3.1.3 Enter Verification code

Verification Code is sent to the user on registered email address and mobile number



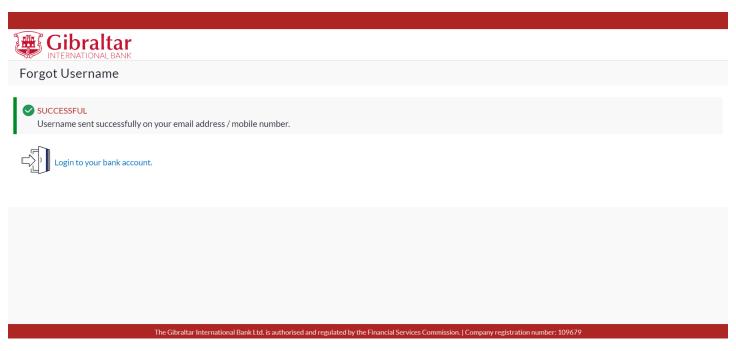
**Figure 3.1-3** 

# Enter the verification code in the following section displayed at the bottom of Forgot Username screen:



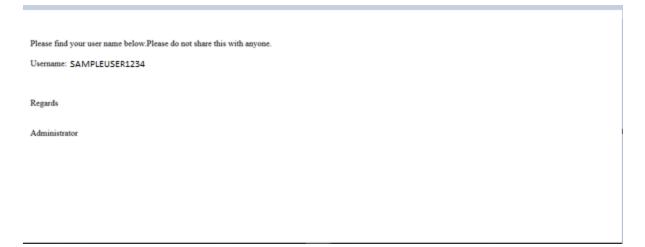
**Figure 3.1-2** 

Click *Submit* to receive an email to registered email address containing the link to reset password. Click *Cancel* to go *back* to the login page.



**Figure 3.1-5** 

A success message is displayed. Username will be received on registered email. Click *Login to your bank account* to go to login page.



**Figure 3.1-6** 

# 4. How do reset password if I forget my Password?

As an E-Banking customer, you can create new Password if you forget your password through

- Online Banking platform via our website <a href="https://online.gibintbank.gi">https://online.gibintbank.gi</a>
- Mobile Banking application available for
  - o iOS devices (iPhone and iPad)
  - Android devices

This guide explains how to reset password via our website. You can reset Password through *Forgot Password Link*.

# 4.1 Reset Password through the Forgot Password Link

# 4.1.1 Go to the Login Page

Click on the Forgot Password Link

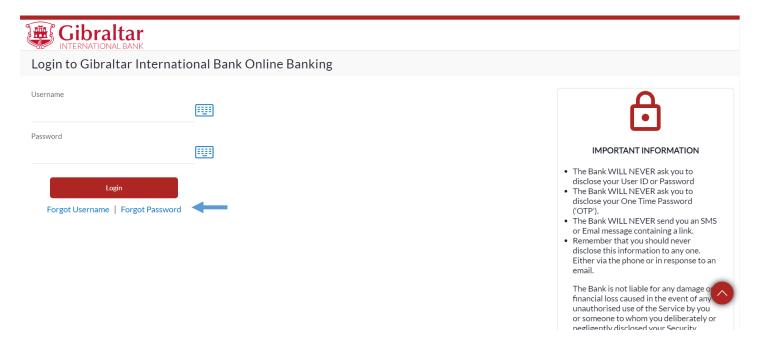


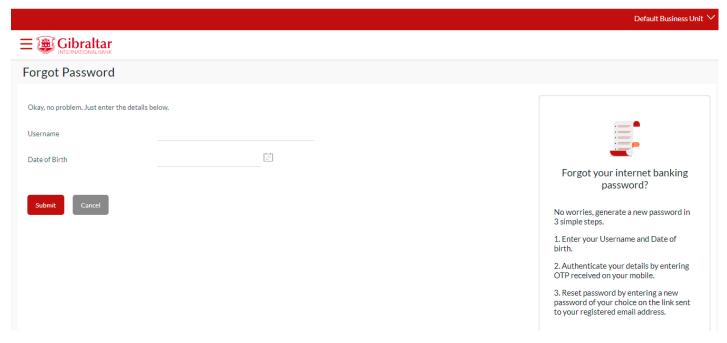
Figure 4.1-1

# 4.1.2 Enter details to Reset Password

# Enter following details to Reset Password

- Username Log in id provided by the bank
- Date of Birth Your Date of Birth

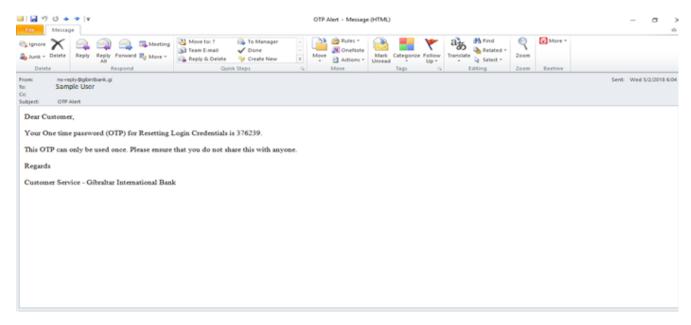
Click Submit to reset password or click Cancel to go back to the login page.



**Figure 4.1-2** 

# 4.1.3 Enter Verification code

Verification Code is sent to the user on registered email address and mobile number



**Figure 4.1-3** 

Enter the verification code in the following section displayed at the bottom of Forgot Password screen:

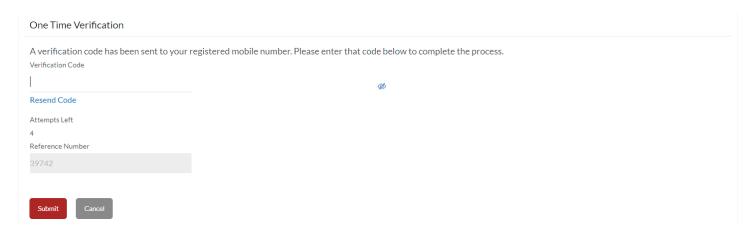
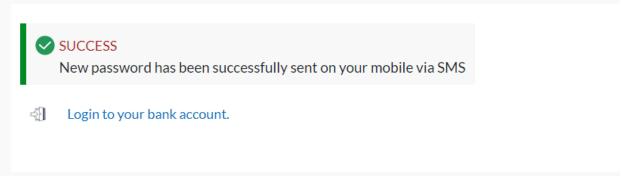


Figure 4.1-4

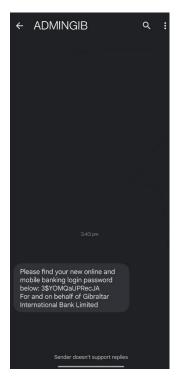
Click *submit* to receive an SMS on the registered phone number containing a temporary password.



# Forgot Password



**Figure 4.1-5** 



**Figure 4.1-**6

# 4.1.4 Go to Login Page

Enter your Username and the temporary password provided in the sent SMS.

#### Login to Gibraltar International Bank Online Banking



IMPORTANT INFORMATION

The Bank WILL NEVER ask you to disclose your User ID or Password

The Bank WILL NEVER ask you to disclose your One Time Password ('OTP').

The Bank WILL NEVER send you an SMS or Emal message containing a link.

Remember that you should never disclose this information to any one. Either via the phone or in response to an email.

The Bank is not liable for any damage of financial loss caused in the event of any unauthorised use of the Service by you

or someone to whom you deliberately or negligently disclosed your Security

**Figure 4.1-7** 

On Login, you will be taken to Change Password screen.

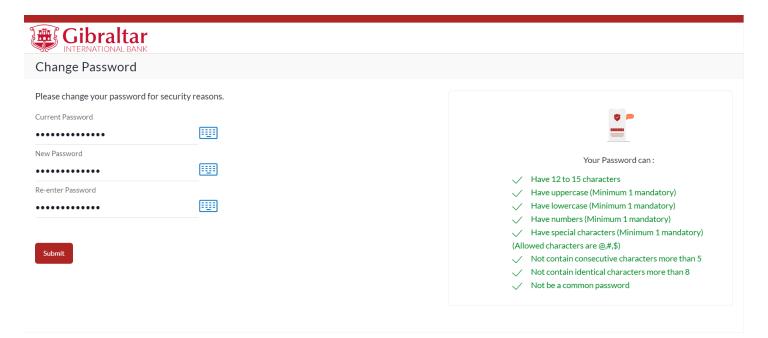
## 4.1.5 Enter New Password

Enter the temporary password as current password. Then enter *New Password* as per the password policy.

Password Policy will be displayed on the right-hand side of the page. New password can:

- Have 12 to 15 characters
- Have uppercase (Minimum 1 mandatory)
- Have lowercase (Minimum 1 mandatory)
- Have numbers (Minimum 1 mandatory)
- Have special characters (Minimum 1 mandatory) (Allowed characters are @,#,\$)
- Not contain consecutive characters more than 2
- Not contain identical characters more than 2
- Not be a common password

Click **Submit** to **submit** new password or click **Cancel** to **cancel** the operation.



**Figure 4.1-8** 

The success message of password reset appears. Click Login to login.

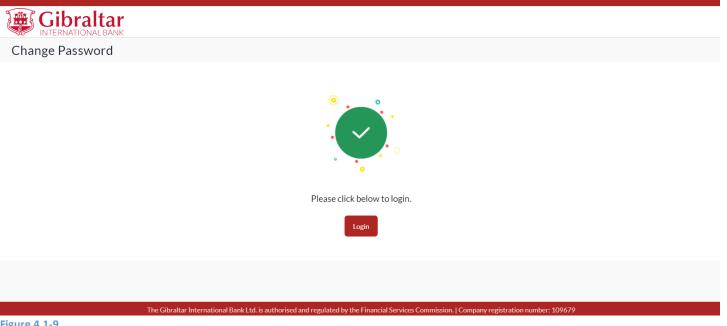


Figure 4.1-9

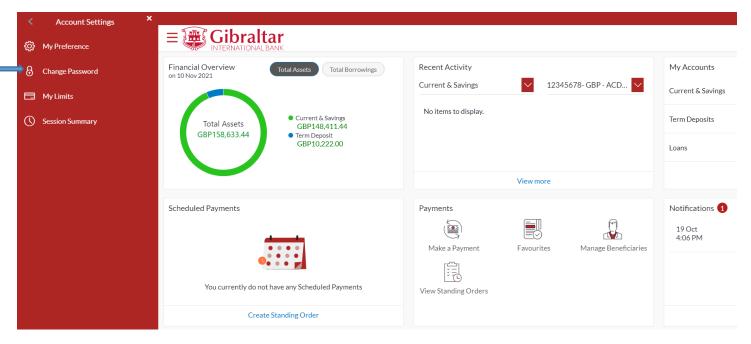
# 5. How do I Change My Password and View My Profile Details?

- As an E-Banking customer, you can modify your account password and view your profile details
- You can also set primary account number for your profile.
- This guide explains how to change password and view your profile details via our website. You can view your profile details through *Menu above the Dashboard*.

# 5.1 Change Password

# 5.1.1 Go to Change Password

Click on the *Main menu* → *Account Setting* → *Change Password* 



**Figure 5.1-1** 

# 5.1.2 Enter New Password

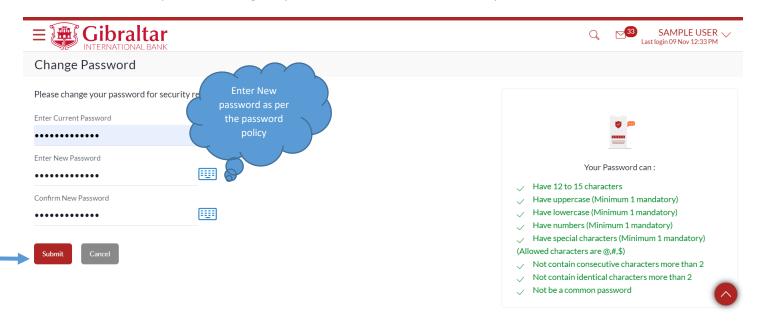
The Change Password screen appears. You must enter current password and the provide a new password as per the policy.

Password Policy will be displayed on the right-hand side of the page. New password should:

- Have 12 to 15 characters
- Have uppercase (Minimum 1 mandatory)
- Have lowercase (Minimum 1 mandatory)

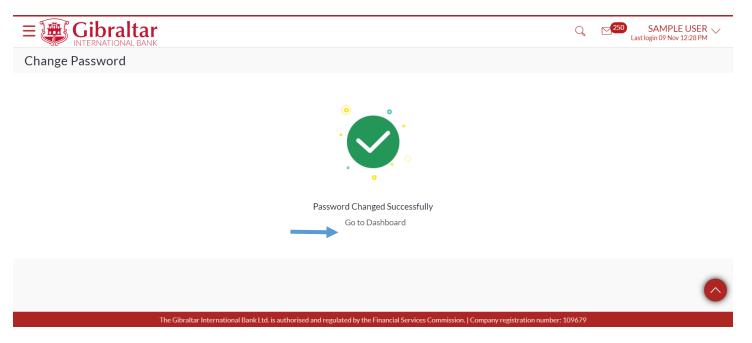
- Have numbers (Minimum 1 mandatory)
- Have special characters (Minimum 1 mandatory) (Allowed characters are @,#,\$)
- Not contain consecutive characters more than 2
- Not contain identical characters more than 2
- Not be a common password

Click *Submit* to *submit* password change request or click *Cancel* to *cancel* the operation.



**Figure 5.1-2** 

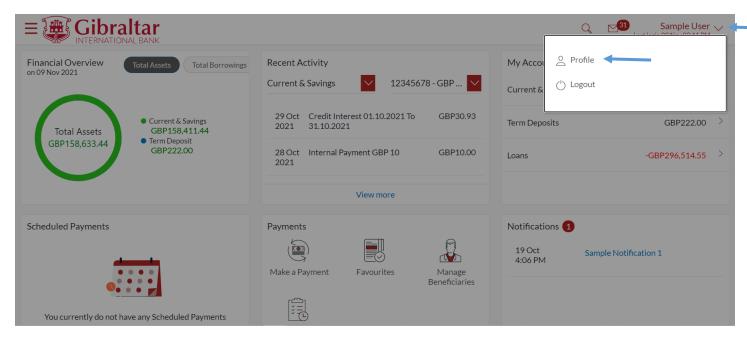
The success message of changing the password appears. Click Go to Dashboard to go to the dashboard page.



**Figure 5.1-3** 

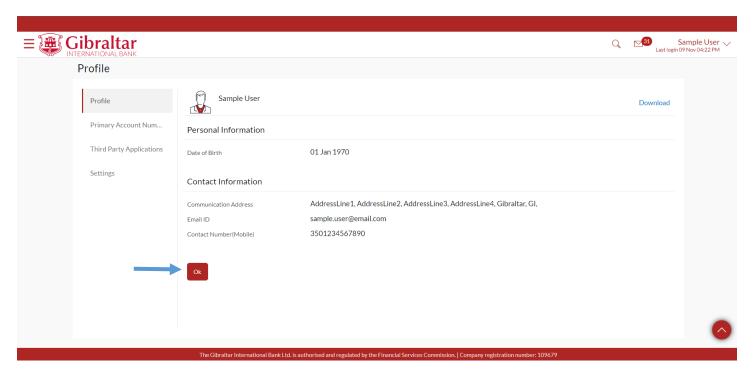
# 5.1.3 Go to Profile

Click on the *Username* and select *Profile* OR Click *Main Menu* → *Account Settings* → *My*\*\*Preference → Profile\*\*



**Figure 5.1-4** 

Profile details are displayed. Click **OK** to go back to the **dashboard**.



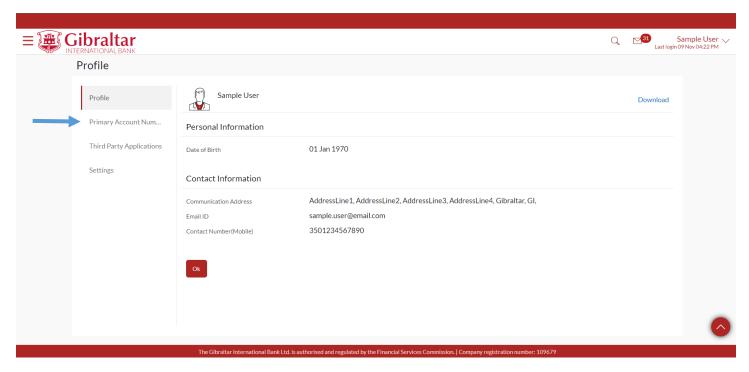
**Figure** 5.1-**5** 

# 5.2 Set Primary Account Number

This option enables the user to define his primary account number.

**Note**: The account number selected in this screen will appear as a default account in all the account number selection fields (applicable for all existing and new transactions).

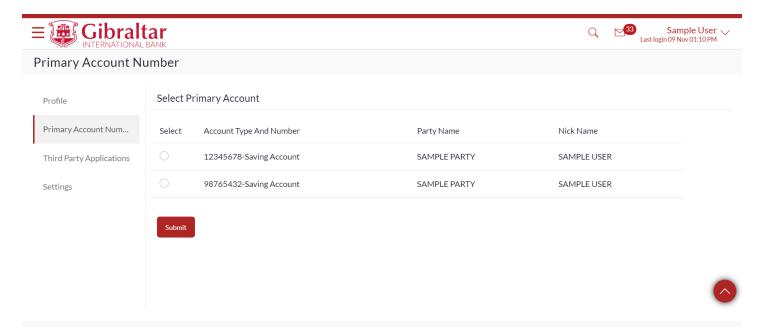
Click Main Menu → Account Settings → My Preference → Primary Account Number



**Figure 5.2-6** 

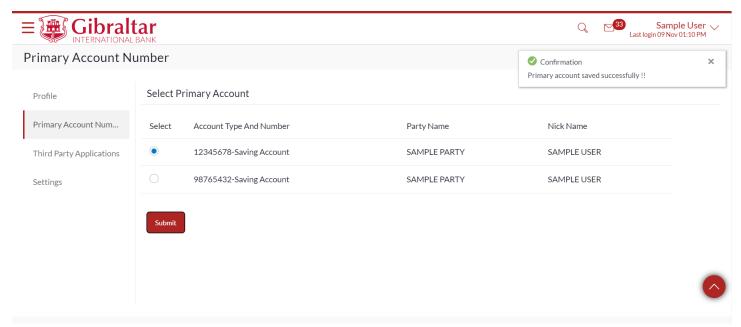
All the user's account numbers with party name and nickname (if added) appear on the Primary Account Number screen. The following details are displayed –

- Select The option to select any account number to be marked as primary account number.
- Account Type and Number The account numbers (in masked format) and the type of accounts are displayed as records.
- Party Name The party name of the account is displayed against the account record.
- Account Description The description of the account.



**Figure 5.2-7** 

In the Select field, select the account number to be marked as primary account number. Click *Submit*. A message confirming definition of primary account number appears.



**Figure 5.2-8** 

# 6. What Features are Supported in my Dashboard?

- As an E-Banking retail customer, you can have a quick view of functions on your Dashboard
- This guide explains how to have a quick view of functions for retail user via our website.
   The Dashboard is your landing page on successful login to the website.

## 6.1 Dashboard

### 6.1.1 Financial Overview

The *Financial Overview* section displays the total positive available balance across all your current and savings accounts and term deposits as total assets. It also displays the total negative available balance across all your current and savings accounts and outstanding balance in loan accounts as total borrowings.

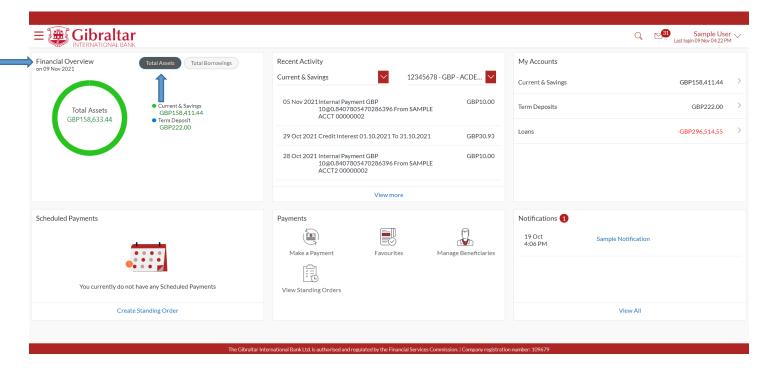
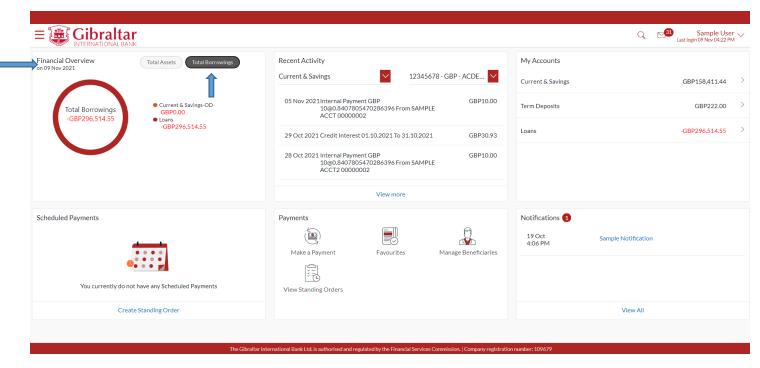


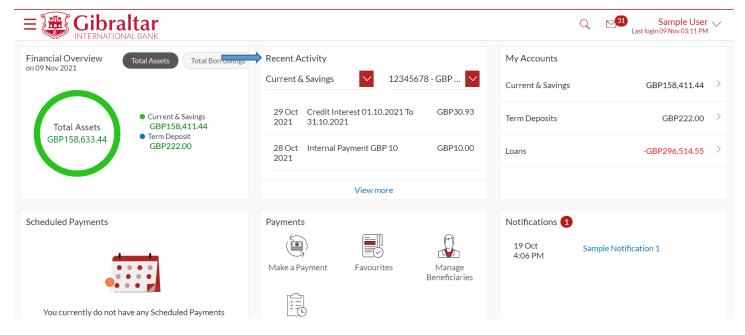
Figure 6.1-1



**Figure 6.1-2** 

# 6.1.2 Recent Activity

Scroll to the *Recent Activity* section of the Dashboard; to view summary of the most recent activities or transactions corresponding to the account type and account number selected. Account type and account number can be changed by choosing the selection from the drop down.



**Figure 6.1-3** 

# 6.1.3 My Accounts

The My Accounts widget lists down all the account types of the accounts that you hold with the bank. You can select an account type in order to view details of each account belonging to that specific account type. The account types can be listed in this widget are as follows:

- Current & Savings
- Term Deposits
- Loans

# 6.1.3.1 Current & Savings

Scroll to the *My Accounts* section of the Dashboard; and click on *Current & Savings* to view summary of the accounts, count of the accounts and total of available balance of current and savings accounts in GBP.

Click on Account Details to view full details of the particular account.

Click on View Statement to view the activity on the particular account.

Click on Statement Download to view and download periodic statements for particular account.

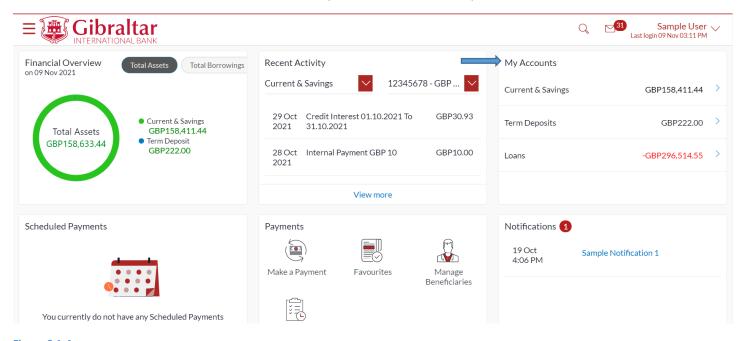


Figure 6.1-4

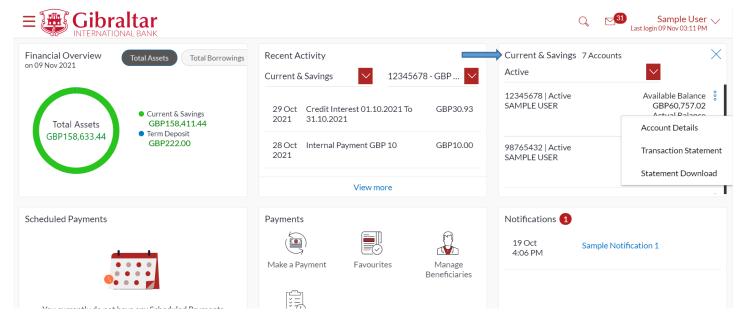


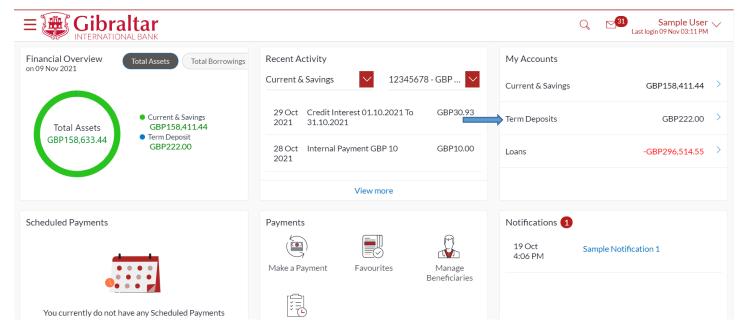
Figure 6.1-5

# 6.1.3.2 Term Deposits

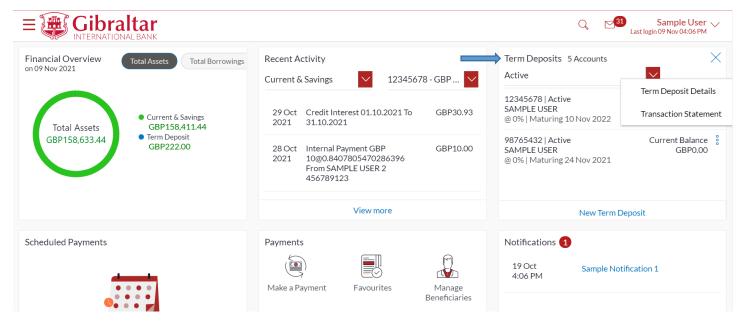
Scroll to the *My Accounts* section of the Dashboard; and click on *Term Deposits* to view summary of the accounts, count of the accounts and current balance of term deposit in GBP.

Click on *Deposit Details* to view full details of the particular account.

Click on View Statement to view statements of the particular account.



**Figure 6.1-6** 



**Figure 6.1-7** 

## 6.1.3.3 Loans

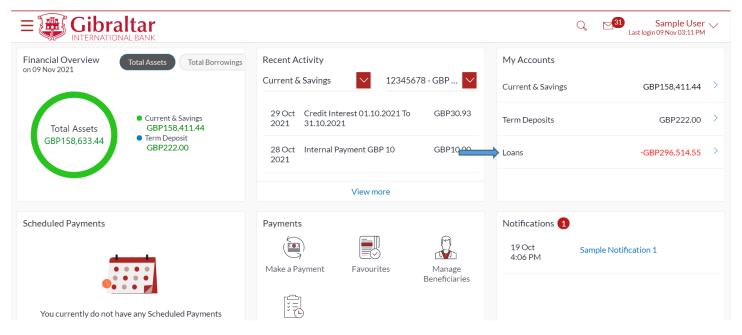
Scroll to the *My Accounts* section of the Dashboard; and click on *Loans* to view summary of the accounts, count of the accounts and outstanding amount of the loans in GBP.

Click on *Loan Details* to view full details of the particular account.

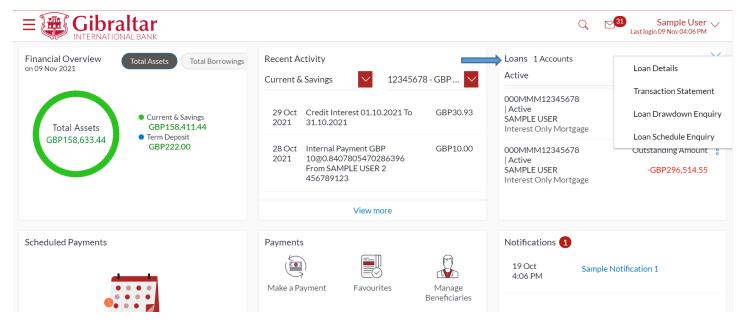
Click on *View Statement* to view statements of the particular account.

Click on Loan Drawdown Enquiry to view the drawdown loan amount for the particular account.

Click on Loan Schedule Enquiry to view the complete loan schedule.



**Figure 6.1-8** 



**Figure 6.1-9** 

# 6.1.4 Scheduled Payments

Scroll to the *Scheduled Payments* section of the Dashboard; to view the most recent upcoming payments.

Click View All to view all the upcoming payments.

Click Create Standing Orders to setup new Standing Order.

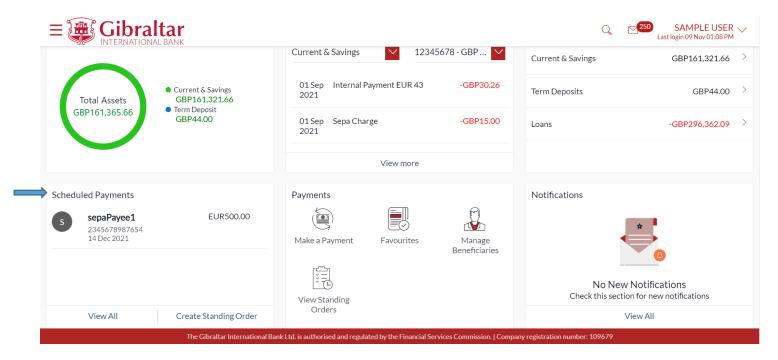


Figure 6.1-10

# 6.1.5 Payments

On the Dashboard scroll to the *Payments* section where you will find quick links to all primary used functionality.

The following transactions can be initiated from this section:

- Make a Payment
- Favourites
- Manage Beneficiaries
- View Standing Orders

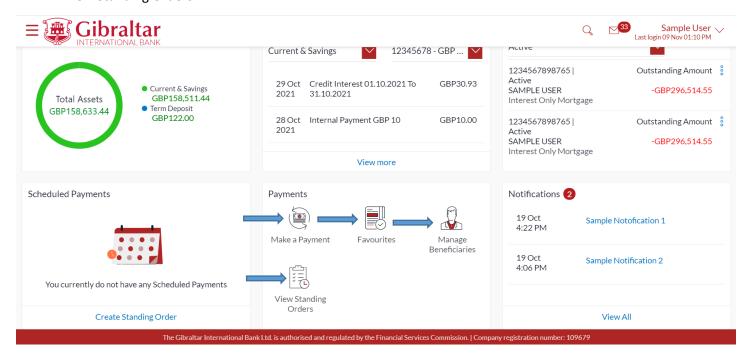


Figure 6.1-11

# 6.1.6 Notifications

The notification widget enables you to view the notifications sent by the bank. Click View All to view all the notifications sent by the bank.

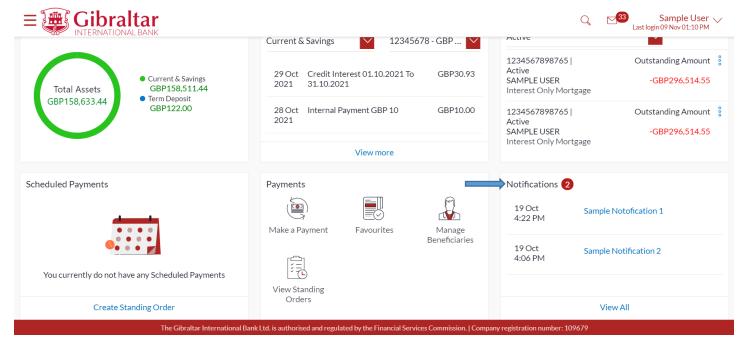


Figure 6.1-12

# 7. How do I view Details of my Current & Savings Account and transactions carried out on these accounts?

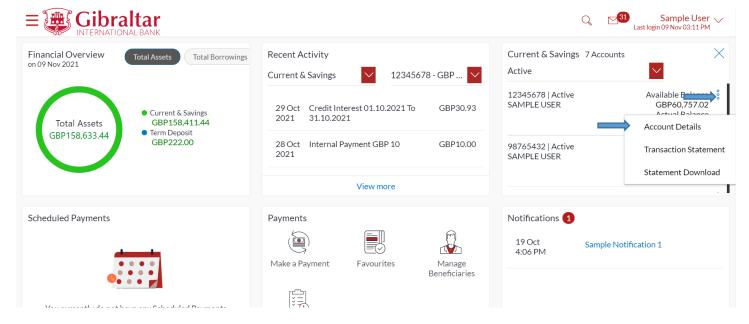
- As an E-Banking customer, you can view the details of your Current & Savings Account and transactions carried out on these accounts
- This guide explains how to overview Current & Savings Account and transactions via our website. You can access your Account and transaction details (Mini statement and Detailed statement) through your *Dashboard* or the *Accounts Menu*.

# 7.1 Account Details through the Dashboard

# 7.1.1 On the Dashboard scroll to the My Accounts section

In the *My Accounts* section of the Dashboard, my accounts page menu is displayed.

Click on *Current & Savings* to view all Current and Savings Accounts. *Click on the three dots* and select *Account Details* to view Account details of the corresponding account.



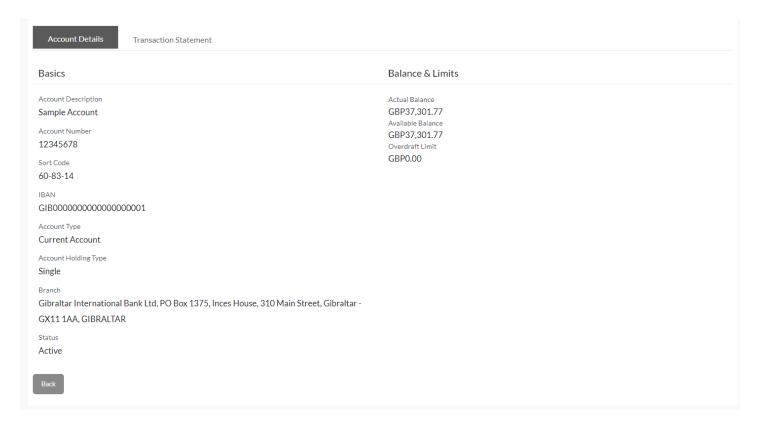
**Figure 7.1-1** 

# 7.1.2 Account Details are displayed

## The following **Account Details** are displayed:

- Account Description Names of the account holder
- Account Number Account Number
- IBAN- Your international bank account number
- Account Type This displays Savings/Current account
- Account Holding Type The holding pattern of the account i.e. single or joint
- Branch Branch name in which your account is held along with address
- Status Status of your account e.g. Active or closed
- Actual Balance This is the current balance of your account and may include transactions that are still being processed.
- Available Balance This is the amount available to withdraw, including any agreed overdraft limit.
- Overdraft Limit This is your agreed overdraft limit for this account.

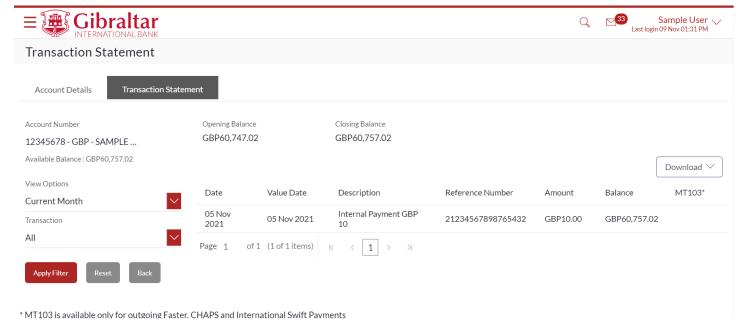
Click Back to go back to Dashboard



**Figure 7.1-2** 

# 7.1.3 Transaction Details are displayed

On the Account Details page there is a Transaction Statement section. Click on it to view all statements related to the selected account.



**Figure 7.1-3** 

# Select filter to view the transactions of a specific period

Filters to view the transactions of a specific period

- Current Period
- Previous Month
- Previous Quarter
- Select Date Range
- Filters to view the transactions based on Credits or Debits or both

#### Following details are displayed:

- Opening Balance this is the opening balance in the account
- Closing balance this is the closing balance in the account
- Date this is the Date on which the transaction was performed
- Description- this is the narrative/payment details of the transaction
- Reference Number reference number for the transaction
- Amount— this is the transaction amount where debit amount is displayed in red and prefixed with a (-)sign. Credit amount are in positives and displayed in black
- Balance this is the running balance of the account

Click on to go to next page or click on page number to go to that particular page.

Click on **Download** to download the statement in **.CSV** or **.PDF** format or click on **Back** to go back to the previous screen.



**Figure 7.1-4** 

## 7.2.1 Go to the Main Menu

Click on the (1) *Main menu* and select (2) *Accounts* and click on (3) *Current and Savings* and then select (4) *Saving and Current Account Details* 

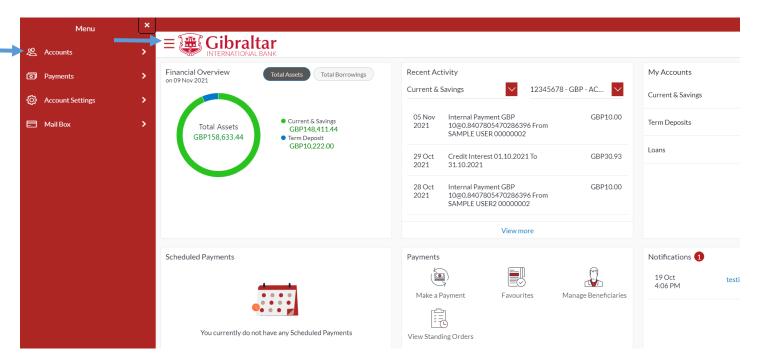
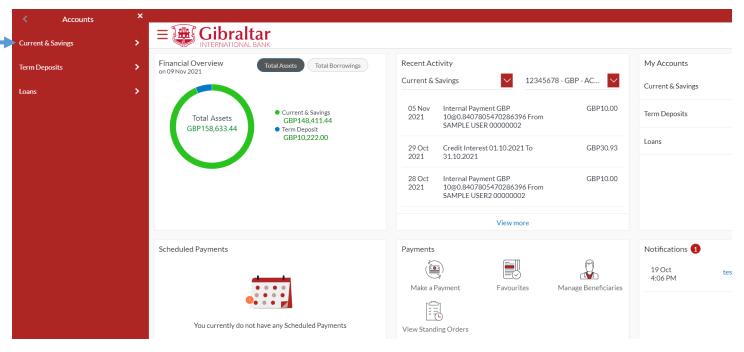
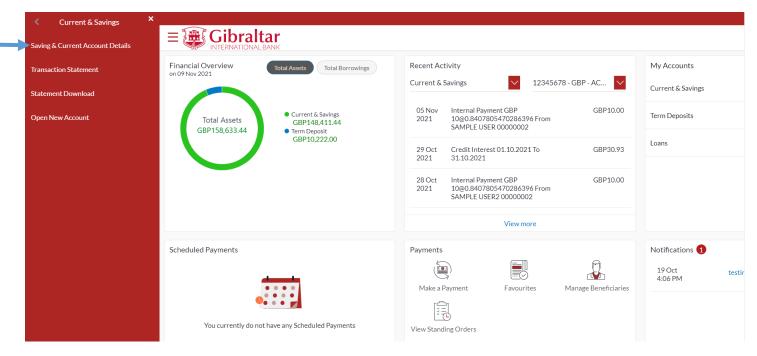


Figure **7.2-1** 



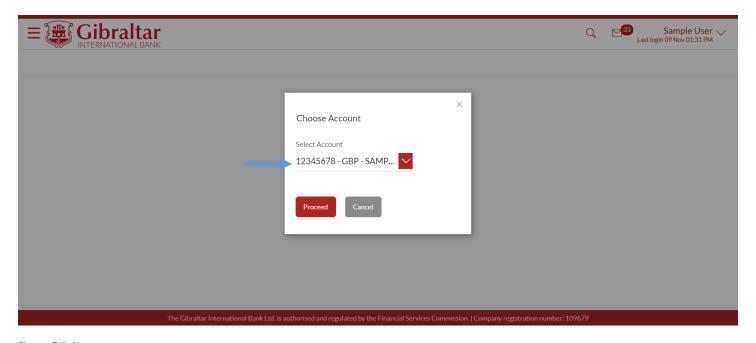
**Figure 7.2-2** 



**Figure 7.2-3** 

# 7.2.2 Savings and Current Account Page is displayed

Select Account Number from the dropdown to view Account Details.



**Figure 7.2-4** 

Refer steps 7.1.2 and 7.1.3 to view the account details.

# 8. How do I view my Term Deposit Account details and transactions carried out on these accounts?

- As an E-Banking customer, you can view details of your Term Deposit Account details and transaction carried out on these accounts
- This guide explains how to overview Term Deposit Account and transactions via our website. You can access your Account and transaction details through your *Dashboard* or the *Accounts Menu*.

# 8.1 Term Deposit Details through the *Dashboard*

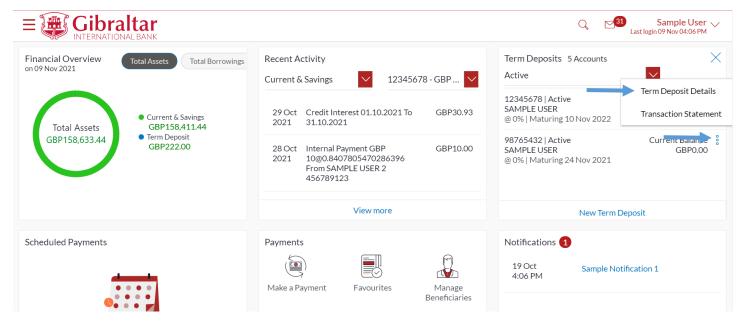
# 8.1.1 On the Dashboard scroll to the My Accounts section

In the *My Accounts* section of the Dashboard, *Term Deposits* option is displayed. Refer figure 6.1-6.

Click on *Term Deposits* to view all Term Deposits Accounts. *Click on the three dots* and select *Term Deposit Details* to view Account details of the corresponding account.

The Summary section displays the summary of your active term deposits held with the bank.

- Interest Rate The rate of interest applicable on the term deposit
- Current Balance The current principal amount is the revised principal amount after top-up / partial redemption, if done
- Maturity Date The date on which the term deposit will mature



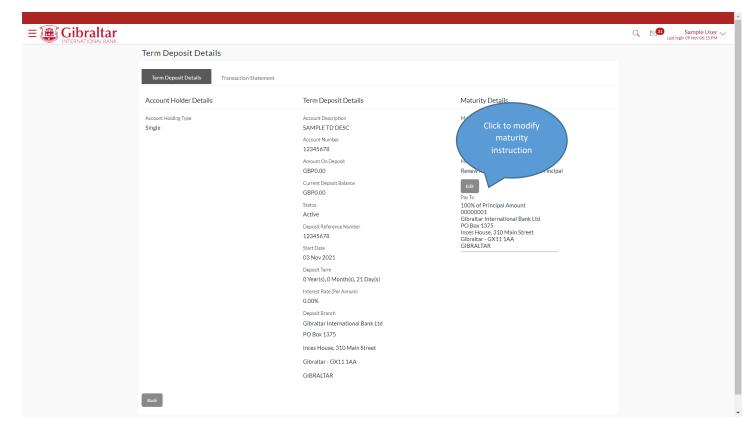
**Figure 8.1-1** 

# 8.1.2 Term Deposit Details are displayed

#### The following **Term Deposit Details** are displayed:

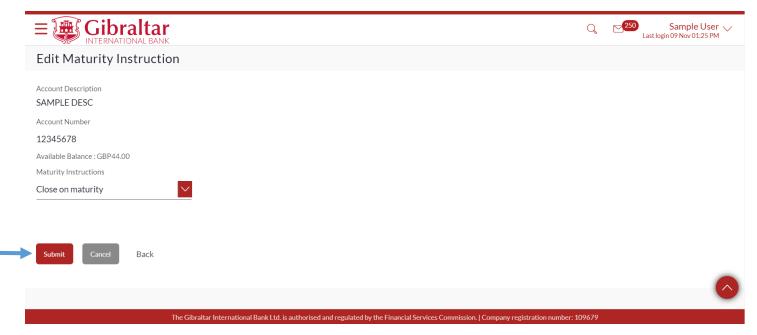
- Account Holding Type Holding pattern of the term deposit e.g. single or joint
- Account Description Name of the account holder
- Account Number Account Number
- Status Status of your account e.g. Active or closed
- Amount on Deposit The amount for which the deposit was opened
- Interest Rate (Per Annum) The rate of interest applicable on the term deposit
- Current Deposit Balance The current principal amount is the revised principal amount after top-up / partial redemption, if done
- Start Date The deposit opening date
- Deposit Term The term for which the deposit is maintained/fixed.
- Deposit Reference number unique number for the respective term deposit
- Deposit Branch Branch name in which your account is held along with address
- Maturity Date The date on which the term deposit will mature
- Maturity Amount The value of the term deposit at the time of maturity
- Maturity Instruction Maturity instruction set by you for the specific term deposit at the time of opening the deposit
- Pay to The account number to which the deposit amount will be transferred at the time of maturity

Click *Edit* to *modify* the maturity instruction or click *Back* to go *back* to dashboard page.



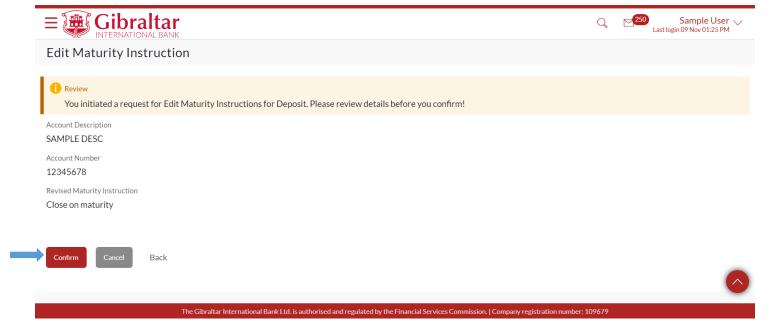
**Figure 8.1-2** 

Click **Submit** to **submit** the details or click **Back** to go **back** to the previous screen.



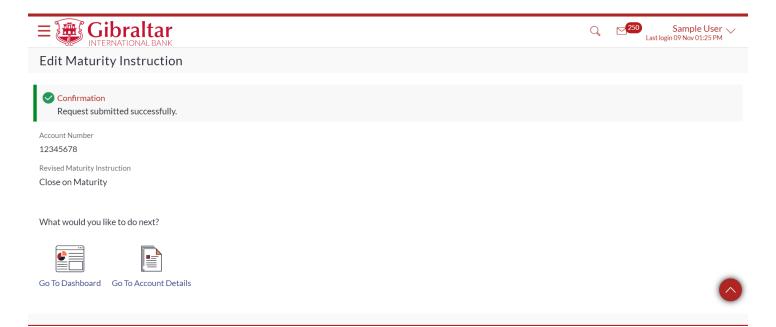
**Figure 8.1-3** 

Click *Confirm* to *submit* the details or click *Cancel* to *cancel* the operation or click *Back* to go *back* to the previous screen.



**Figure 8.1-4** 

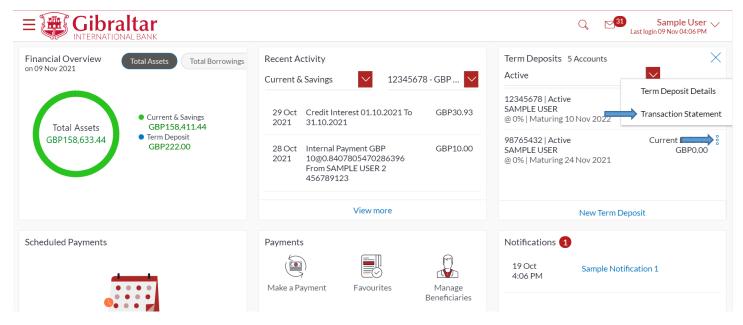
The confirm screen is displayed with a success message. Click on **OK** to navigate back to **Dashboard**.



**Figure 8.1-5** 

# 8.1.3 Term Deposit Statement

In the My Accounts section, under the term Deposit tab all active term deposits will be displayed. Click on the three dots and then select Transaction Statement to view the statements related to the term deposit.



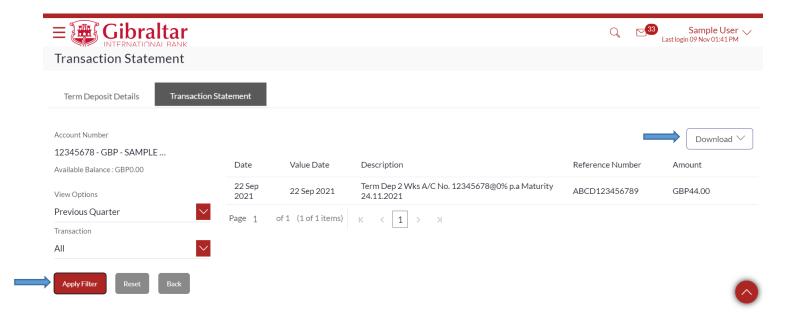
**Figure 8.1-6** 

# Select filter to view the transactions of a specific period

- Filters to view the transactions of a specific period
  - Current Period
  - o Previous Month
  - o Previous Quarter
  - Select Date Range
- Filters to view the transactions based on Credits or Debits or both

#### Following details are displayed:

- Date this is the Date on which the transaction was performed
- Description- this is the short description of the transaction
- Reference Number reference number for the transaction
- Amount— this is the transaction amount where debit amount is displayed in red and prefixed with a (-)sign. Credit amount are in positives and displayed in black.



**Figure 8.1-7** 

Click on **Download** to download the statement in **.CSV** or **.PDF** format or click on **Back** to go back to the previous screen.

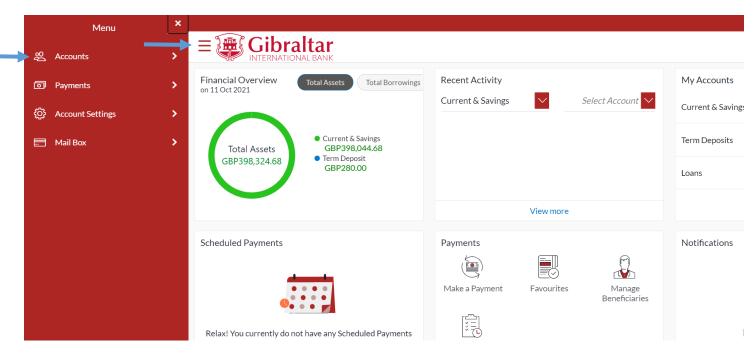


**Figure 8.1-8** 

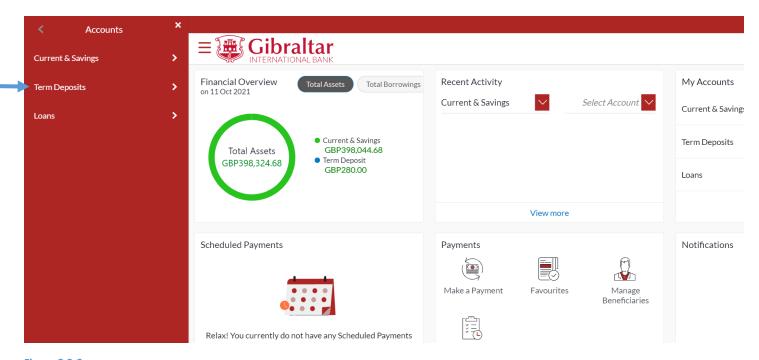
# 8.2 Term Deposit Details through the Main Menu

### 8.2.1 Go to the Main Menu

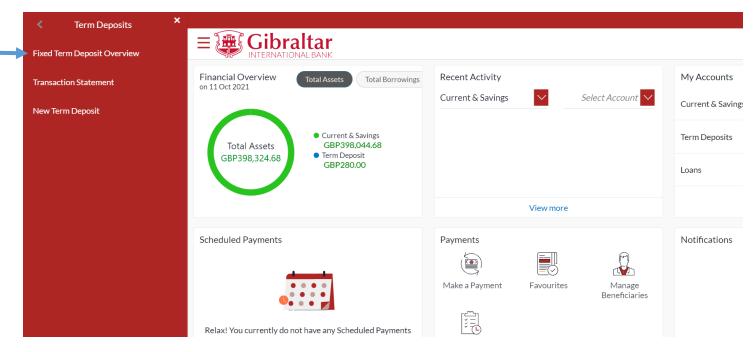
Click on the (1) *Main menu* and select (2) *Accounts* and click on (3) *Deposits* and then select (4) *Fixed Term Deposits Overview* 



**Figure 8.2-1** 



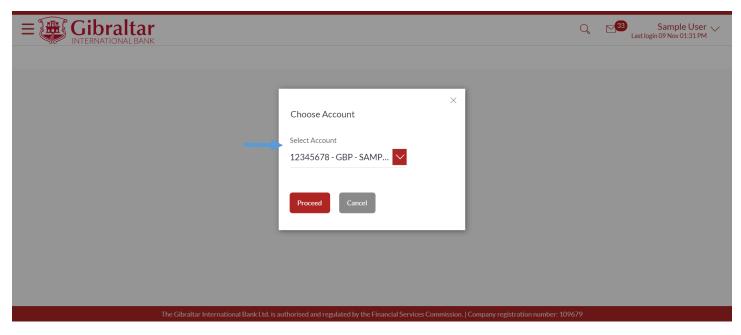
**Figure 8.2-2** 



**Figure 8.2-3** 

# 8.2.2 Fixed Term Deposits Page is displayed

The Fixed Term Deposits page menu displays a list of your Term Deposit Accounts. Click on an *Account Number* to view Deposit Details.



**Figure 8.2-4** 

Refer steps 8.1.2, 8.1.3 and 8.1.4 to view the term deposit details.

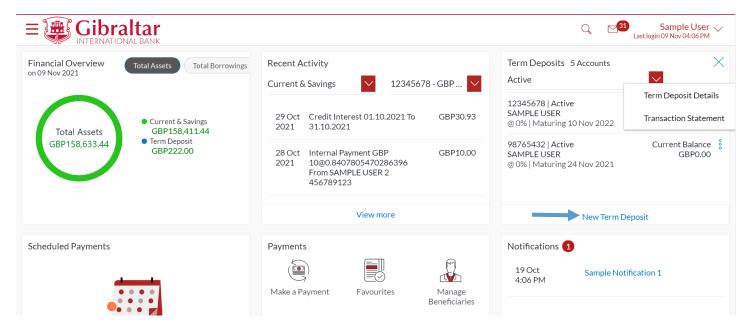
# 9. How do I create New Term Deposit Account?

- As an E-Banking customer, you can create new Term Deposit Account
- This guide explains how to create New Term Deposit Account via our website. You can create your Term Deposit Account through Accounts Menu.

### 9.1 Create Term Deposit Account through the Dashboard

### 9.1.1 On the *Dashboard* scroll to the *Term Deposits* section

In the *Term Deposits* section of the Dashboard, *New Deposit* button is displayed. Click on it to create new Term Deposit.



**Figure 9.1-1** 

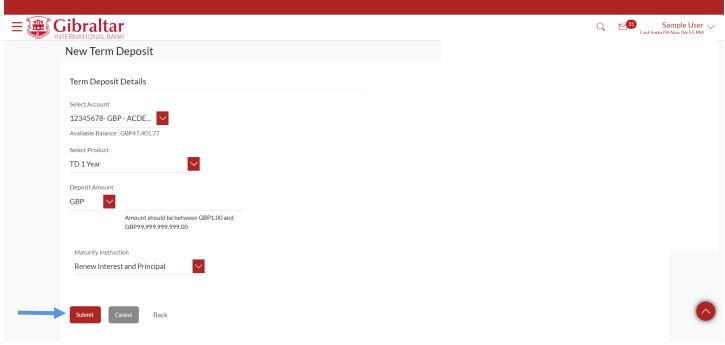
### 9.1.2 Enter details to create New Term Deposit

### Enter following details to create New Term Deposit

- Select Product select the term deposit product from the list
- Select Account select the current or savings account to be debited with the deposit amount
- Deposit Amount specify the amount for which the deposit is to be opened
- Maturity Instruction set the Maturity instruction for the deposit account
  - Renew Principal and Pay Out the Interest
  - Renew Interest and Pay Out the Principal
  - Renew Principal and Interest
  - Close on Maturity
  - o Renew Special Amount and Pay Out the Remaining Amount

• Rollover Amount – The amount to be rolled over. This field is displayed if the Renew Special Amount and Payout the Remaining Amount option from the Maturity Instruction list is selected

Click *Create* to *create* the deposit or click *Back* to go *back* to the pervious screen.



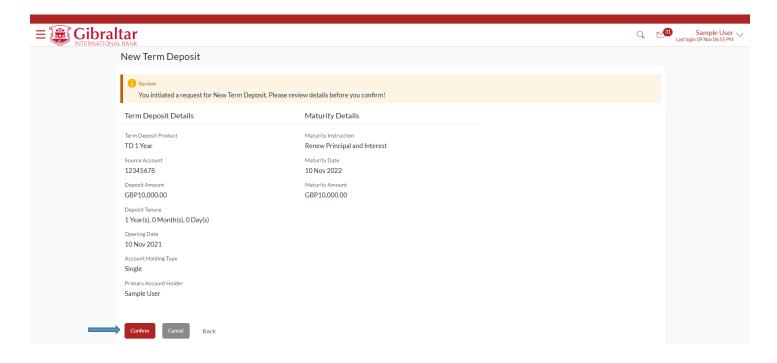
**Figure 9.1-2** 

# 9.1.3 Review and Confirm Deposit Details to Create Deposit

### The following **Term Deposit Details** are displayed:

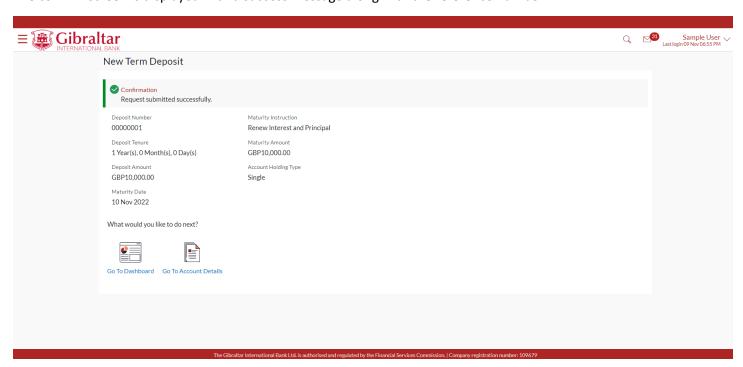
- Account Holding Type The ownership of the term deposit account e.g. single or joint. This will be derived based on source account relationship.
- Term Deposit Product The term deposit product
- Interest Rate (Per Annum) The rate of interest applicable on the term deposit
- Deposit Amount The principal amount of the term deposit
- Maturity Date The date on which the term deposit will mature
- Maturity Amount The value of the term deposit at the time of maturity
- Source Account The current or savings account to be debited to create the term deposit
- Opening Date The deposit creation date
- Maturity Instruction Maturity instruction set by you for the specific term deposit at the time of opening the deposit

Click *Confirm* to *create term deposit* or click *Cancel* to *cancel* the process or click *Back* to go *back* to the pervious screen.



**Figure 9.1-3** 

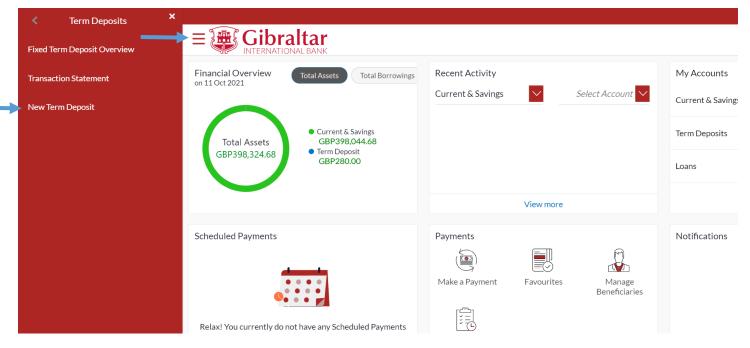
The confirm screen is displayed with a success message along with the reference number.



**Figure 9.1-4** 

#### 9.2.1 Go to the Main Menu

Click on the (1) *Main menu* and select (2) *Accounts* and click on (3) *Term Deposits* and then select (4) *New Term Deposit* 



**Figure 9.2-1** 

Refer steps 9.1.2, 9.1.3 and 9.1.4 to create new term deposit.

# 10. How do I view my Loan Account details and transactions carried out on these accounts?

- As an E-Banking customer, you can view the details of your Loan Account details and transaction carried out on these accounts
- This guide explains how to overview Loan Account and transactions via our website. You
  can access your Account and transaction details through your *Dashboard* or the *Accounts Menu*.

### 10.1.1 On the *Dashboard* scroll to the *Loans* section

In the My Accounts section of the dashboard click on Loans. A summary of all the loan accounts will be displayed. Click on the three dots of a particular account and select Loan Details to view the details of the loan account.

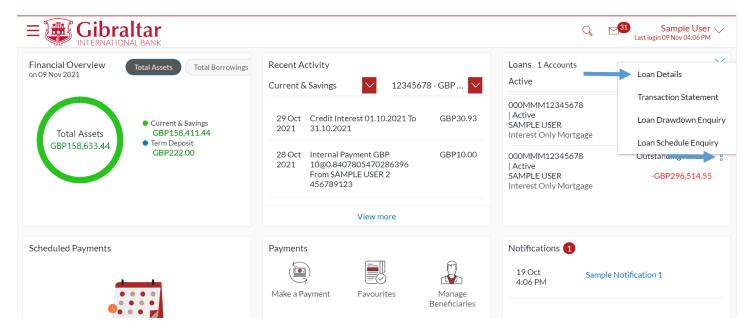


Figure 10.1-1

### 10.1.2 Loan Details are displayed

### The following *Loan Details* are displayed:

- Account Description Names of the account holder
- Account Number Account Number
- Alternate Account Number Account Number
- Start Date The loan account opening date
- Maturity Date The date on which the loan account will mature
- Status Status of your account e.g. Active or closed
- Interest Rate (Per Annum) The rate of interest applicable on the loan account
- Branch Branch name in which your account is held along with address
- Loan Original Approved Amount The sanctioned loan amount to you
- Amount Drawdown The actual amount of loan that the bank has given to you till date
- Amount Paid To Date The capital total amount paid in installments till date
- Outstanding Balance Outstanding loan amount i.e. Outstanding principal + Interest arrears if any.
- Interest Frequency Intervals at which the interest is to be paid.
- Capital Frequency Intervals at which the principal is to be repaid.
- Late Payment Penalty Late payment interest rate applicable if any on Product
- Prepayment Penalty Prepayment interest rate applicable if any on Product
- Term The duration for which the loan amount was sanctioned in terms of years/months/days

- Total Instalments The total number of scheduled payments made towards repaying the loan
- Remaining Instalments The number of scheduled payments remaining towards repaying the loan completely
- Next Instalment Date Date on which next instalment to be paid
- Next Instalment Amount Amount to be paid as next instalment
- Outstanding Capital Amount The amount due on the loan principal after having missed one or more repayment instalments i.e. Outstanding principal amount
- Interest Arrears The amount due towards loan interest payment in case of missed instalments
- Late Payment Charges The charges levied on any late payment of a loan instalment
- Other Fees Other/ miscellaneous fees applicable on the loan account

Click *Transaction Statement* to **view** statement for the selected loan account or click *Loan Schedule Enquiry* to **view** loan schedule or click *Drawdown Details* to **view** loans drawdown details or click *Back* to go **back** to Dashboard

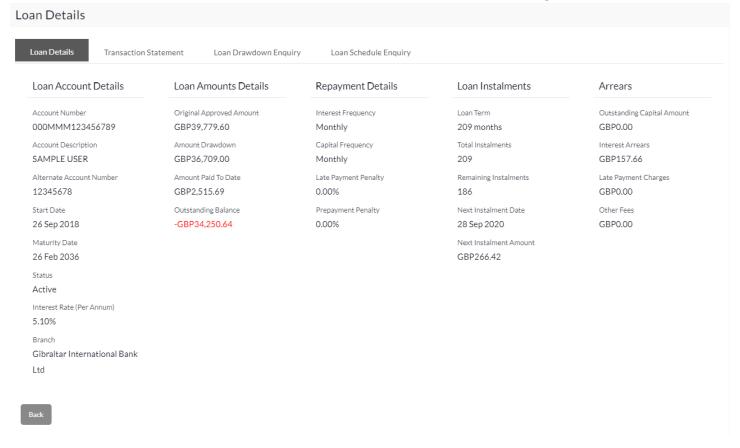


Figure 10.1-2

### 10.1.3 Transaction Details are displayed

Under Loans section on dashboard, the View Statement option is displayed. Click on it to view transaction details of the loan account. You can also click on the view statement option available on the Loan Details screen as shown in figure 10.1-2.

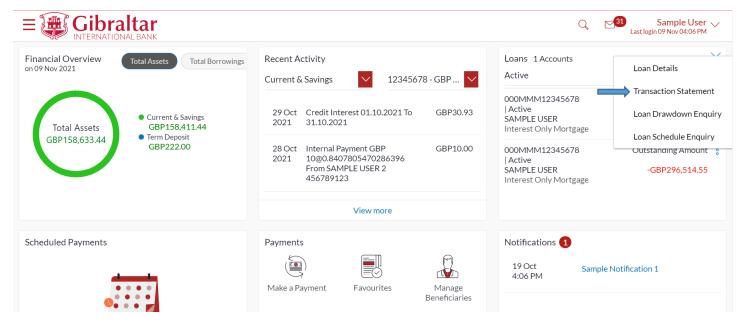


Figure 10.1-3

### Select filter to view the transactions of a specific period

- Filters to view the transactions of a specific period
  - Current Period
  - o Previous Month
  - o Previous Quarter
  - Select Date Range
- Filters to view the transactions based on Credits or Debits or both

#### Following details are displayed:

- Date this is the Date on which the transaction was performed
- Description- this is the short description of the transaction
- Reference Number reference number for the transaction
- Amount this is the transaction amount

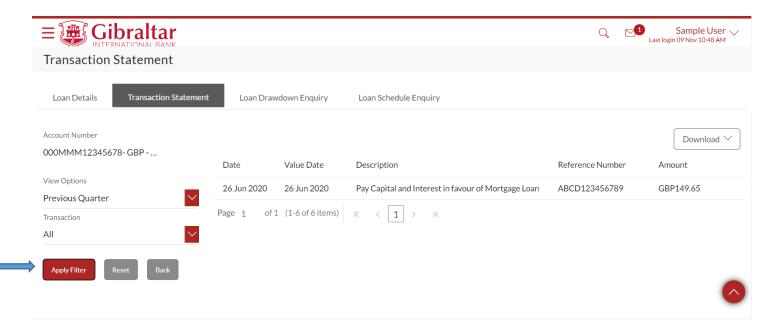


Figure 10.1-4

Click on **Download** to download the statement in **.CSV** or **.PDF** format or click on **Back** to go back to the previous screen.



Figure 10.1-5

### 10.2 Loan Details through the Main Menu

#### 10.2.1 Go to the Main Menu

Click on the (1) Main menu and select (2) Accounts and click on (3) Loans and then select (4) **Loan Details** 

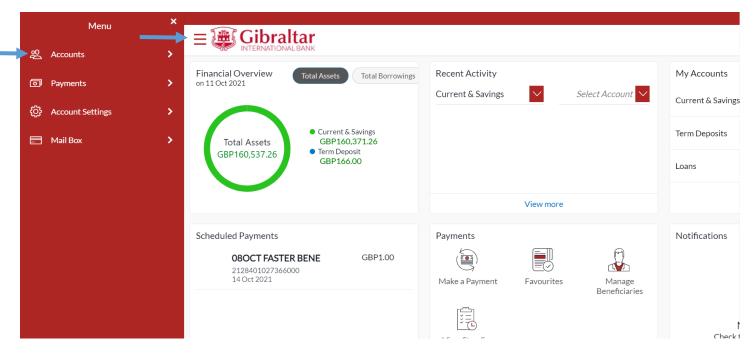


Figure 10.2-1

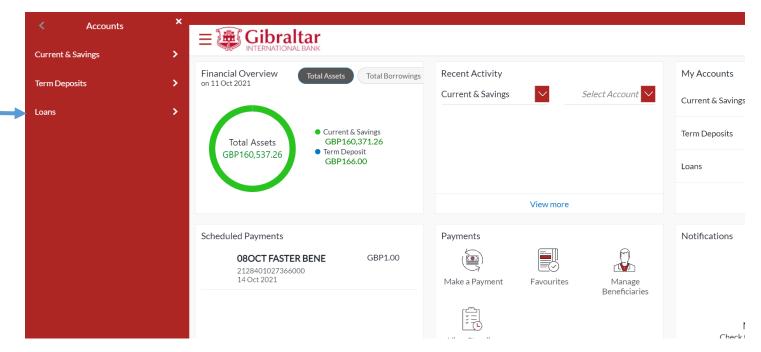


Figure 10.2-2

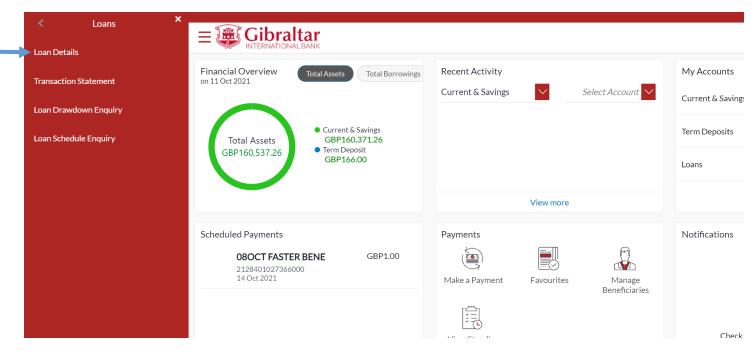


Figure 10.2-3

# 10.2.2 Loans Page is displayed

The Loans page menu displays a list of your Loan Accounts.

Click on an Account Number to view Account Details.

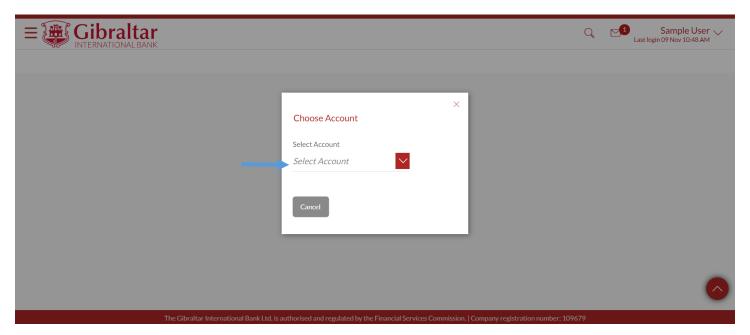


Figure 10.2-4

Refer steps 10.1.2 to view loan details.

# 11. How do I Enquire on Loan Drawdown?

- As an E-Banking customer, you can do your Loan drawdown enquiry
- This guide explains how to do Loan drawdown enquiry via our website. You can access your Loan Account drawdown enquiry through your *Dashboard* or the *Accounts Menu*.

### 11.1 Loan Drawdown Enquiry through the Dashboard

### 11.1.1 On the Dashboard scroll to the Loans section

In the *Loans* section of the Dashboard, click on the three dots and select *Loan Drawdown Enquiry*.

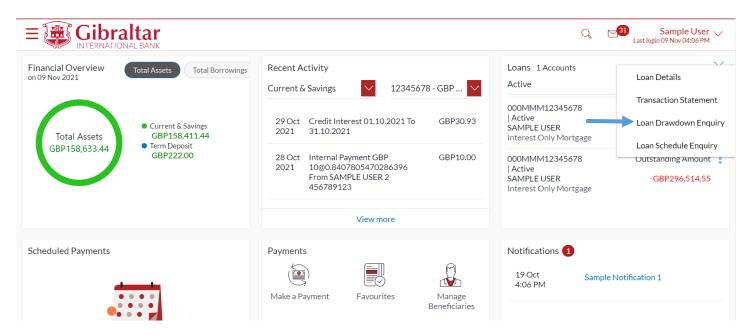


Figure 11.1-1

### 11.1.2 Loan Drawdown Details are displayed

### Below Loan Drawdown Details are displayed.

- Account Description- The name of the primary holder of the loan
- Account Number Loan account number
- Approved Amount The amount of loan that the bank had agreed to approve
- Drawdown Amount The amount of loan that the bank has given to you till date
- Date The date on which the specific amount was disbursed

Click **Back** to go **back** to the previous screen

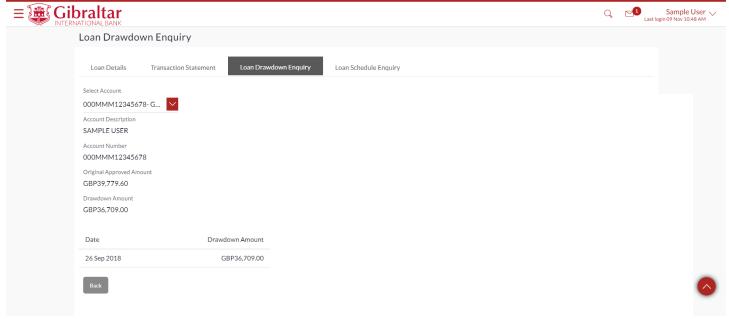


Figure 11.1-2

# 11.2 Loan Drawdown Enquiry through the Main Menu

### 11.2.1 Go to the Main Menu

Click on the (1) *Main menu* and select (2) *Accounts* and click on (3) *Loans* and then select (4) *Loan Drawdown Enquiry* 

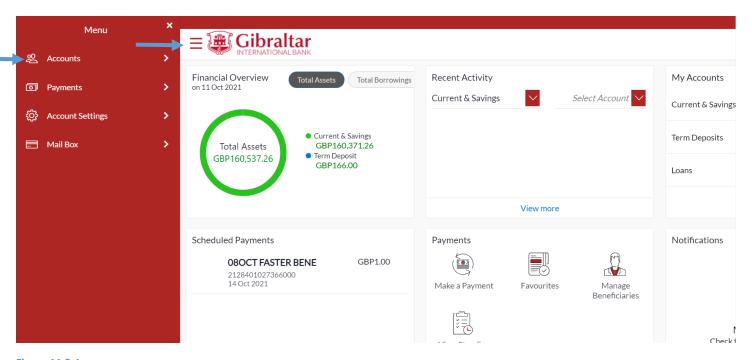


Figure 11.2-1

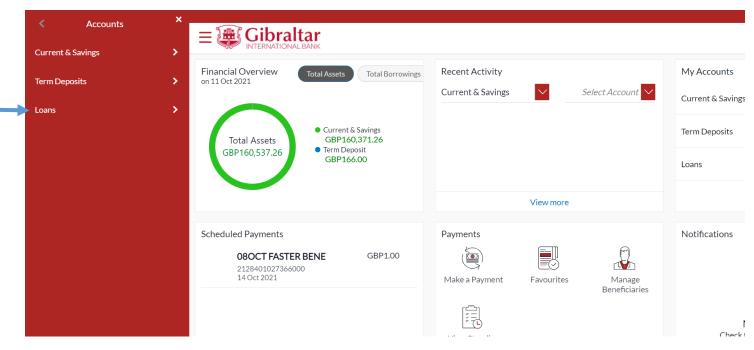


Figure 11.2-2

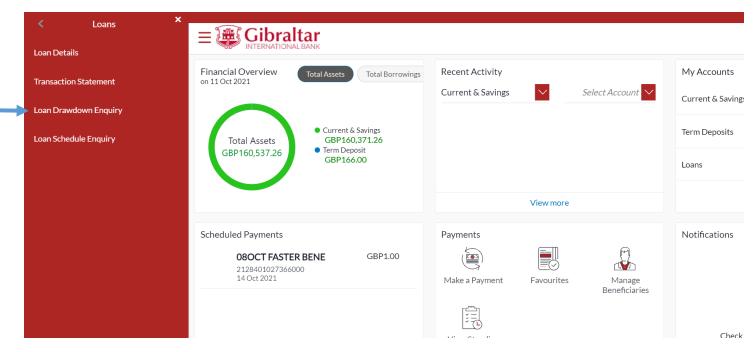


Figure 11.2-3

# 11.2.2 Select Account Number from the Select Account dropdown to do drawdown enquiry

Select the Account Number from the Select Account dropdown to do the drawdown inquiry

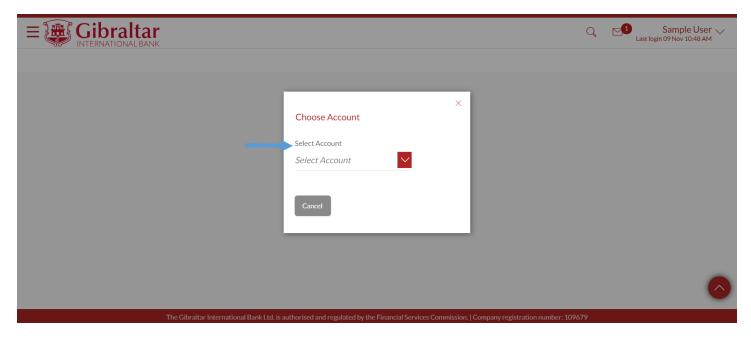


Figure 11.2-4

Refer step 11.1.3 to do loan drawdown enquiry.

# 12. How do I do my Loan Schedule Enquiry?

- As an E-Banking customer, you can do your Loan Schedule enquiry
- This guide explains how to do Loan Schedule enquiry via our website. You can access your Loan Account Schedule through your *Dashboard* or the *Accounts Menu*.

### 12.1 Loan Schedule Enquiry through the Dashboard

### 12.1.1 On the Dashboard scroll to the Loans section

Under the Loans section on the dashboard, click on the three dots and select Loan Schedule Enquiry.

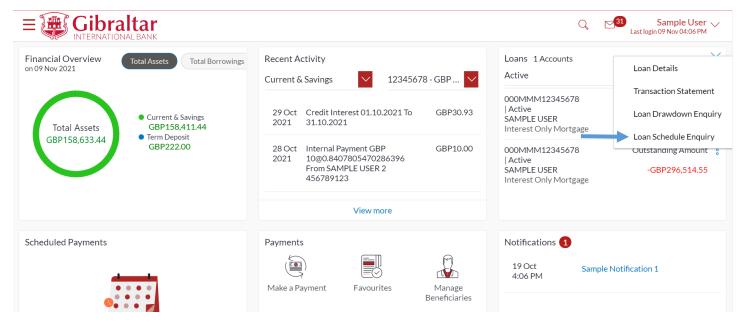


Figure 12.1-1

### 12.1.2 Loan Schedule Details are displayed

#### Below **Loan Schedule Details** are displayed.

- Account Description- The name of the primary holder of the loan
- Account Number Loan account number
- Instalments Summary:
  - o First Instalment The date on which the first instalment payment is due on the loan
  - o Last Instalment The date on which the last instalment payment is due on the loan
  - Total Instalments The total number of instalments of the loan
  - Instalments Paid The number of instalments paid till date
  - Amount Paid To Date The total amount paid in instalments till date
- Payment Overview:
  - o Graphical representation of loan payments Payments towards the loan displayed in graphical form
  - Paid Amount Total Paid amount including principal and interest
  - o Principal Total principal amount paid
  - Interest Total interest amount paid
  - Unpaid Amount Total unpaid amount including principal and interest
  - Principal Total principal amount unpaid
  - Interest Total interest amount unpaid
- Loan Schedule
  - Date Range Select the period for which to view instalment details
  - Sr. No. Serial number of each instalment is displayed against the instalment record
  - Repayment Date The date on which the specific instalment is due
  - o Principal Principal amount that is due corresponding to the instalment date
  - Interest Interest amount that is due corresponding to the instalment date
  - Instalment Total instalment amount that is due corresponding to the instalment date
  - Unpaid Instalment Amount that is to be paid, if at all, on the specific instalment date

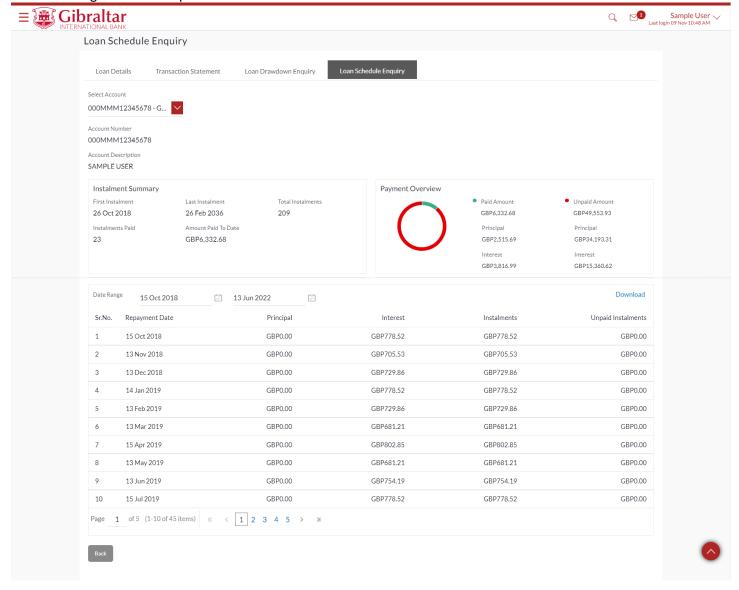


Figure 12.1-2

# 12.2 Loan Schedule Enquiry through the Main Menu

### 12.2.1 Go to the Main Menu

Click on the (1) *Main menu* and select (2) *Accounts* and click on (3) *Loans* and then select (4) *Loan Schedule Enquiry* 

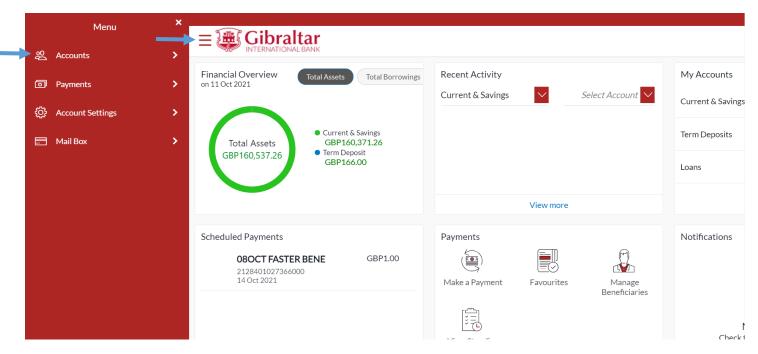


Figure 12.2-1

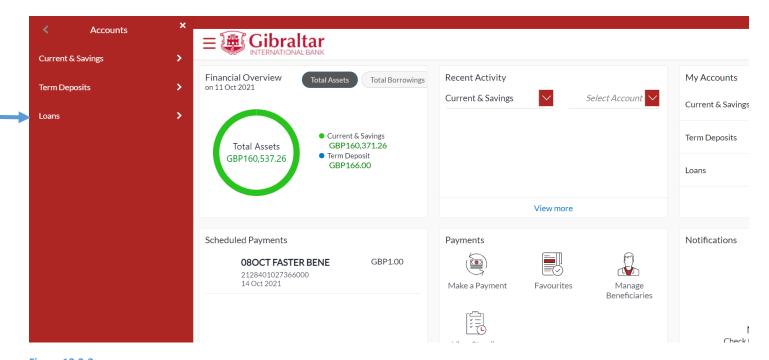


Figure 12.2-2

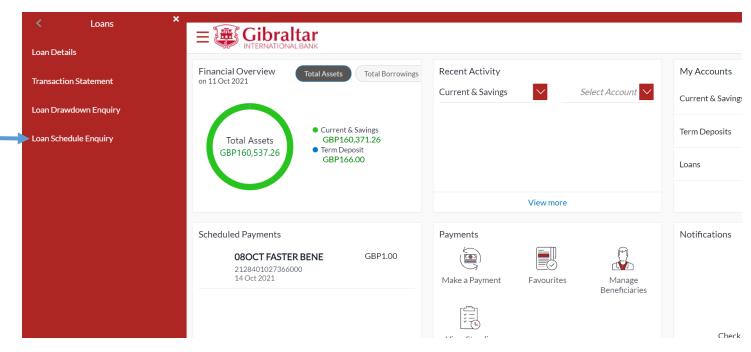


Figure 12.2-3

# 12.2.2 Select Account Number from the Select Account dropdown to do Schedule enquiry

Select the Account Number from the Select Account dropdown to do the Schedule inquiry

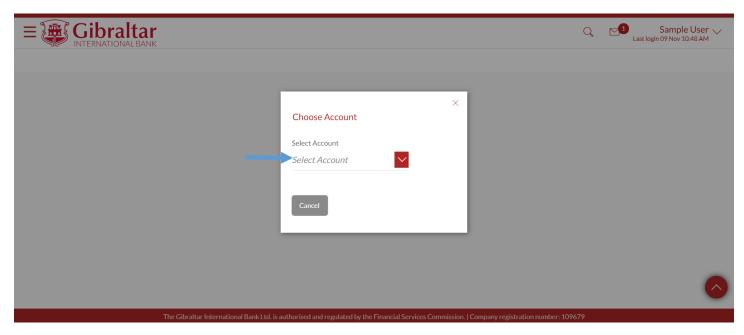


Figure 12.2-4

Refer step 12.1.3 to do loan schedule enquiry.

# 13. How do I Manage Beneficiaries?

- As an E-Banking customer, you can add, edit and delete beneficiaries
- This guide explains how to manage beneficiaries via our website. You can manage beneficiaries through *Dashboard* and *Main Menu*.

### 13.1 Manage Beneficiaries through the Dashboard – Beneficiary Template

### 13.1.1 On the Dashboard scroll to the Payments widget

In the Payments widget of the Dashboard, Manage Beneficiaries option is displayed

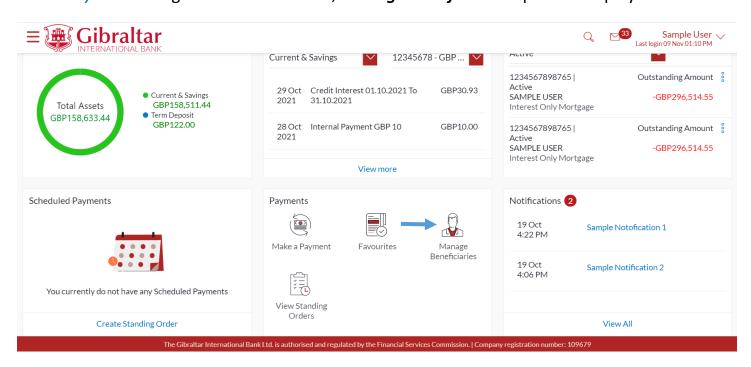


Figure 13.1-1

### 13.1.2 Click on Manage Beneficiaries

List of existing beneficiaries will be displayed. Click *Create New Beneficiary* to *create* new beneficiary or enter beneficiary name and click on to *Search* beneficiary.

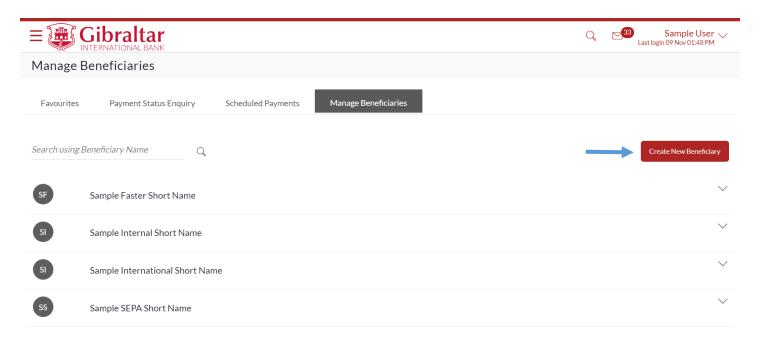


Figure 13.1-2

### 13.1.3 Enter Details to Create Beneficiary

Beneficiary is mandatory for making payments. They can be created for the following types:

- Internal For beneficiaries holding accounts within Gibraltar International Bank
- Faster/CHAPS/SEPA For beneficiaries holding accounts within Europe. These are further categorized as below:
  - Faster/CHAPS For beneficiaries holding accounts outside Gibraltar International Bank but within UK (GBP).
  - b. SEPA For beneficiaries holding accounts outside UK but within Europe (EUR)
- International For Beneficiaries holding accounts outside UK across the world (Any Currency)

Click on the tab to select the type of beneficiary to be created.

#### Enter following details to create **Beneficiary**

- Account Number to Credit Account number of the beneficiary
- Confirm Account Number to Credit Re-enter the account number of the beneficiary.
- Beneficiary Account Name Name of the beneficiary in the bank account
- Short Name Nickname to identify the payment account
- Network Type Faster/CHAPS or SEPA CREDIT. This field appears when Faster/CHAPS/SEPA Beneficiary option is selected.
- Sort Code –Sort Code of the beneficiary's bank. This field appears while adding beneficiary for Faster/CHAPS
- Bank Code (BIC) Bank Identifier code (BIC) of the beneficiary's bank. This field appears while adding beneficiary for SEPA
- Swift Code –Swift Code of the beneficiary's bank. This field appears while adding beneficiary for International

Click Create to create beneficiary or click Cancel to cancel the operation or click Back to go back to the pervious screen.

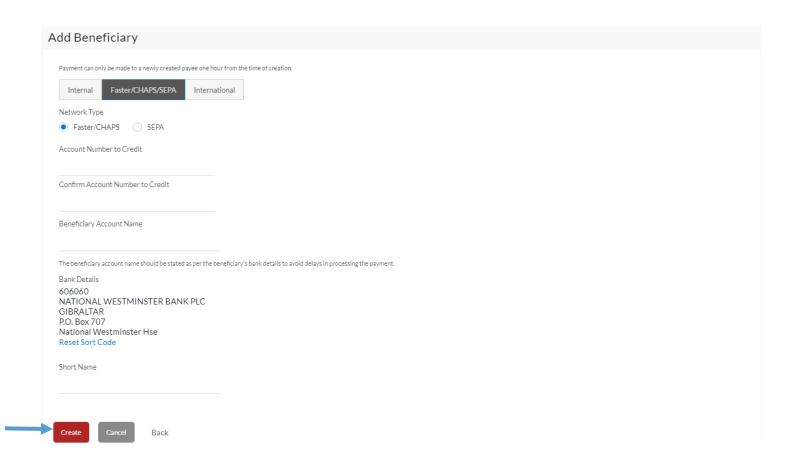


Figure 13.1-3

# 13.1.4 Review and Confirm Beneficiary Details to Add Beneficiary

Click *Confirm* to *Add Beneficiary* or click *Cancel* to *cancel* the process or click *Back* to *modify* Beneficiary details.

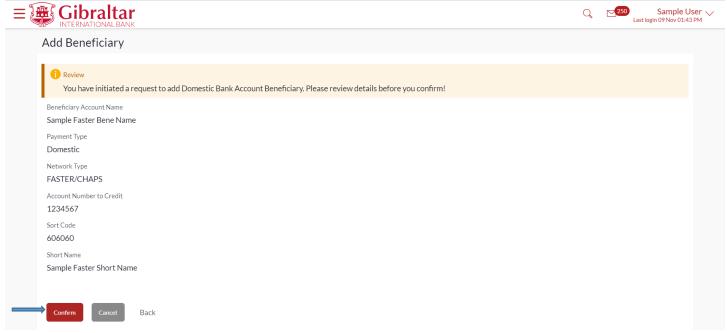


Figure 13.1-4

On click of Confirm, you will be challenged with an OTP. A verification code will be sent to your registered email address and mobile number.

Enter the verification code in the following section displayed at the bottom of the screen:

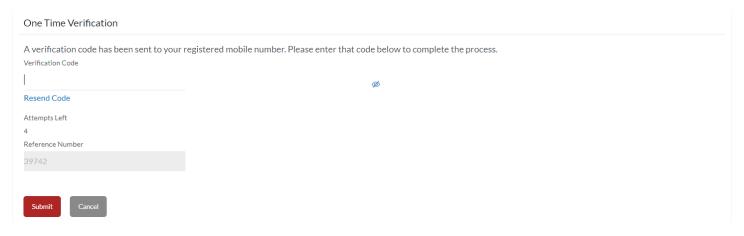


Figure 13.1-5

Click Submit to proceed with Beneficiary creation or Click Cancel to cancel the beneficiary creation process. Click Resend Code to generate a new code which will be delivered to your registered email address and mobile number. The confirm screen is displayed with a **Success** message. Click **Pay Now** to **Make a new Payment** to the newly added beneficiary or click **Go To Dashboard** to return to the **Dashboard** or click **More Payment Options** to navigate to payment screens where user had multiple options to choose like Favourites, Schedule Payments etc. or click **Setup Beneficiary Limits**.

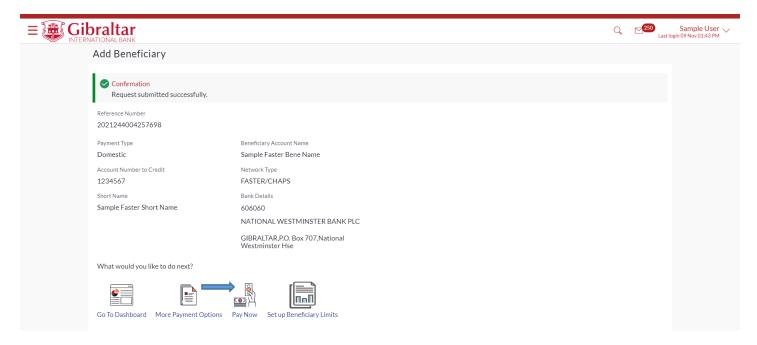


Figure 13.1-6

# 13.2 Manage Beneficiaries through the Main Menu

### 13.2.1 Go to the Main Menu

Click on the (1) Main Menu and click on (2) Payments and finally (3) Manage Beneficiaries

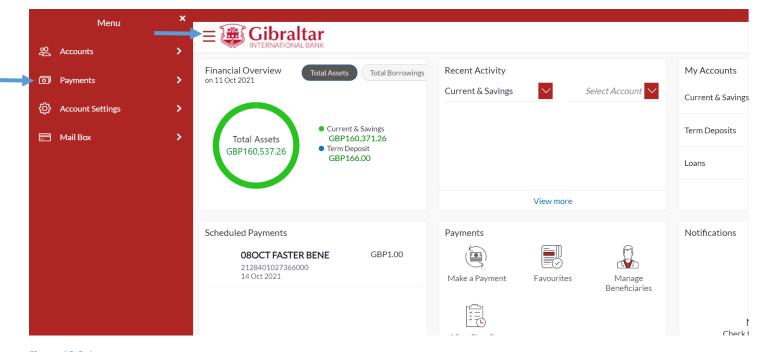


Figure 13.2-1

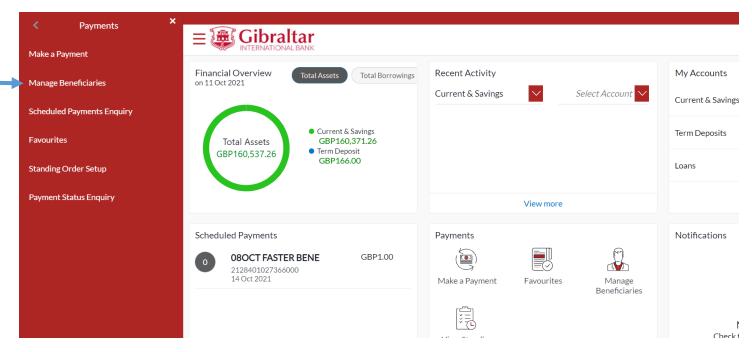


Figure 13.2-2

Refer section 13.1.2, 13.1.3 and 13.1.4 to create beneficiary.

# 13.2.2 Edit Beneficiary Details

Click on the (1) *Main Menu* and click on (2) *Payments* and then select (3) *Manage Beneficiaries* 

Refer figure 13.2-1

Enter Beneficiary short name and click on to **Search** beneficiary. Click on to expand the beneficiary details. Click on to view the option for selected beneficiary.

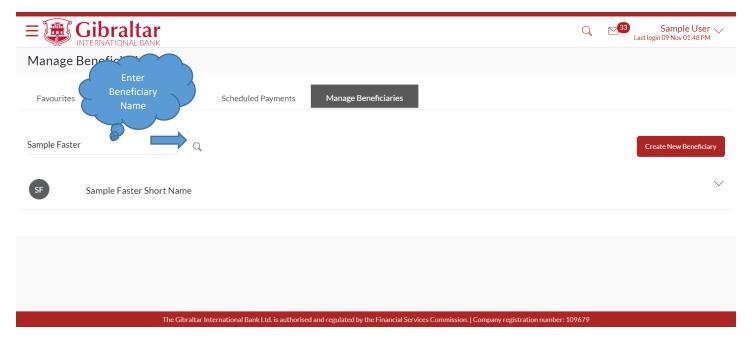


Figure 13.2-4

Click View/Edit to view the beneficiary details.

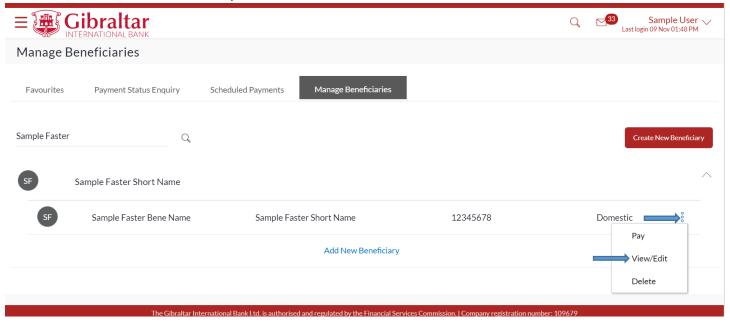


Figure 13.2-5

Click *View/Edit* to *edit* beneficiary details or click *Delete* to *delete* beneficiary or click *Pay* to *Make a Payment* to the beneficiary or click *Add New Beneficiary* to add new beneficiary to the existing group.

Only daily limit and monthly limit can be modified. Click edit icon  $\mathscr O$  to set the Daily Limit or Monthly Limit.

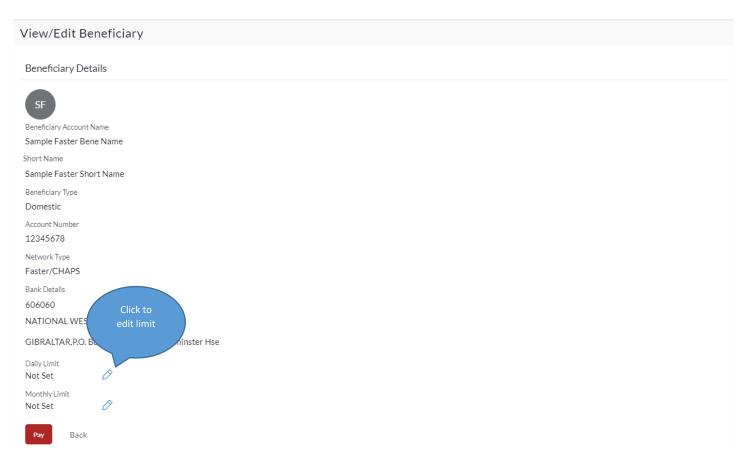


Figure 13.2-6

Click save icon  $\Box$  to **save** the limits entered for the selected beneficiary. Click  $\times$  to **cancel** the edit. Click **Remove Limits** to **remove** any set limit.

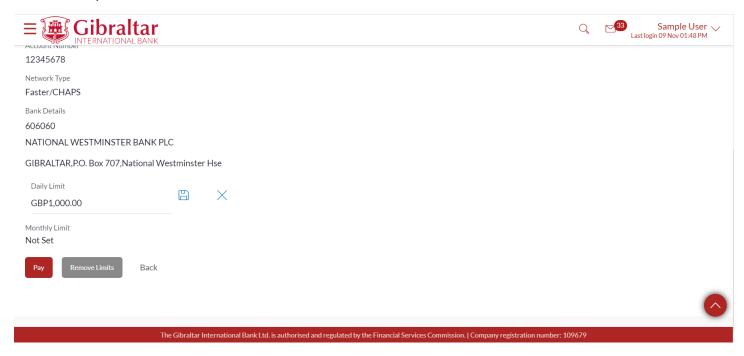


Figure 13.2-7

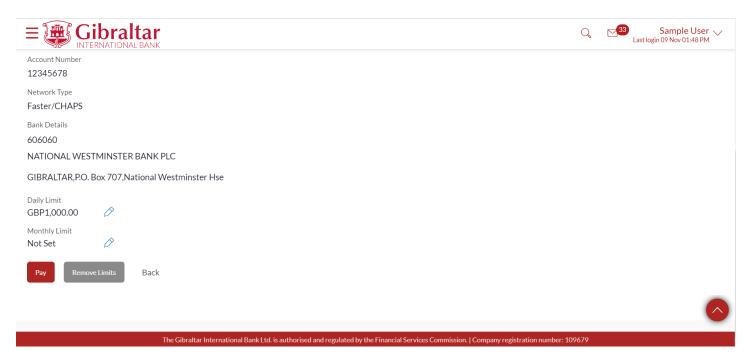


Figure 13.2-8

# 13.2.3 Delete Beneficiary Details

Click on the (1) *Main Menu* and click on (2) *Payments* and then select (3) *Manage Beneficiaries* 

Refer figure 13.3-1

Enter Beneficiary short name and click on Search beneficiary. Click on to Beneficiary name Hyperlink to View beneficiary details.

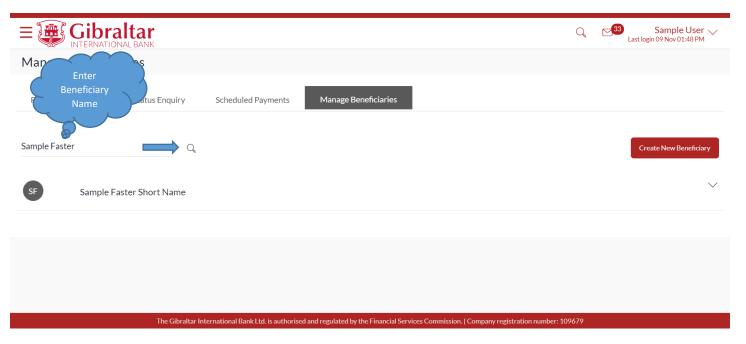


Figure 13.2-9

Click on to *Beneficiary name* Hyperlink to *View* beneficiary details. Add New Beneficiary will create new payee in same group.

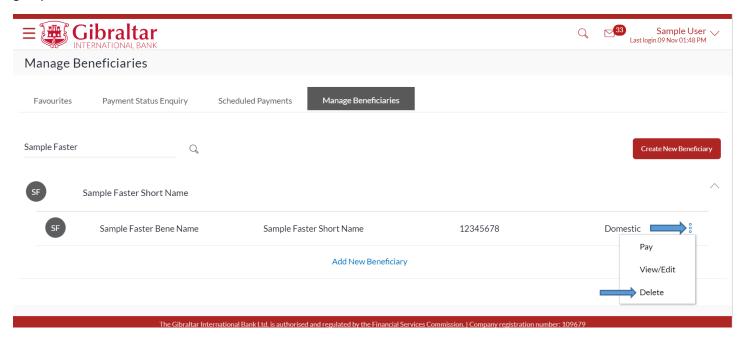


Figure 13.2-10

Click **Delete** to **delete** beneficiary or click **Back** to go **back** to the previous screen or click **Edit** to **edit** beneficiary details or click **Pay** to **Make a Payment** to the beneficiary

If you click on Delete, the Delete Beneficiary confirmation screen appears. Click **Delete** to **delete** beneficiary or click **Cancel** to **cancel** the process.

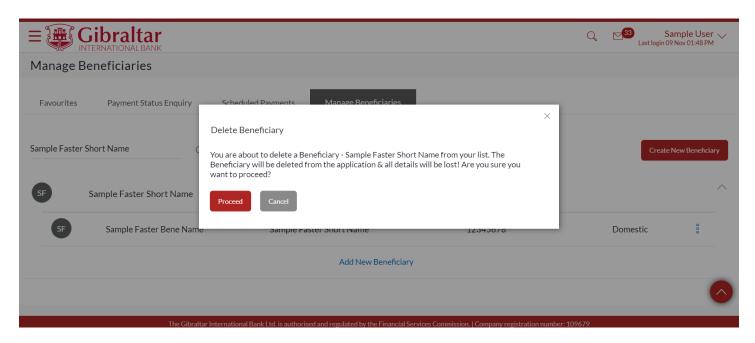


Figure 13.2-11

The confirm screen is displayed with a **SUCCESS** message. Click **Go to Dashboard** to go back to the **Dashboard**.



Figure 13.2-12

# 14. How do I Make a Payment?

- As an E-Banking customer, you can make a payment to existing beneficiaries, new beneficiaries as well as your own accounts.
- This guide explains how to make payment to existing beneficiaries, new beneficiaries or within your own accounts via our website. You can make payment through *Dashboard* and *Main Menu*.

### 14.1 Make a Payment through the Dashboard- Make a Payment

### 14.1.1 On the Dashboard scroll to the Payments section

In the *Payments* section of the Dashboard, Make a Payment menu is displayed

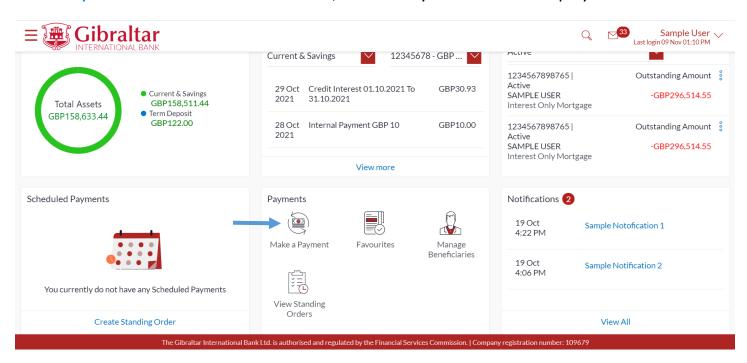


Figure 14.1-1

### 14.1.2 Click on Make a Payment

### Click *Make a Payment* to *initiate* payment

Enter following details to initiate **Payment** 

- Payment To Select Beneficiary to make payment
  - Existing Beneficiary Select existing beneficiary to make payment to an existing beneficiary
  - My accounts Select my accounts to make payment to accounts belonging to you
  - New Beneficiary Click on this button to add a new beneficiary
- Beneficiary Select the Beneficiary from the list of added beneficiaries. This field appears while making payment to an existing beneficiary

- Payment type Faster or CHAPS. Faster is selected by default. This field appears when Network Type Faster/CHAPS is selected.
- Transfer From Account Number from which fund transfer needs to be done
- Transfer To Account Number to which fund transfer needs to be done. This field appears while making payment to my accounts
- Amount Amount to be debited. For My Accounts and Internal Payments, Currency dropdown before the
  amount field will have values based on the currency of selected Transfer From and Transfer To accounts. You
  will then have the option to select the required currency for the transfer. In case of Faster/CHAP payments, only
  GBP currency will be available whereas for SEPA, only EUR currency will be available. For International
  Payments, list of currencies supported by the Bank will be available for payment. If the Transfer From account
  currency differs from the payment currency, then the exchange rate will be displayed below the amount field.
- Value Date Value date of the transaction.
- Reference Narrative of transfer. For Faster/CHAPS, SEPA and International Payments, you can enter narrative in 4 lines by clicking **Add Payment Details** link.
- Special Instructions: This field will be displayed for International Standing Order. You may enter special routing instructions if any, to carry out this instruction/payment.

Click *View Limits* to view the allowed and utilized daily limits for this transfer.

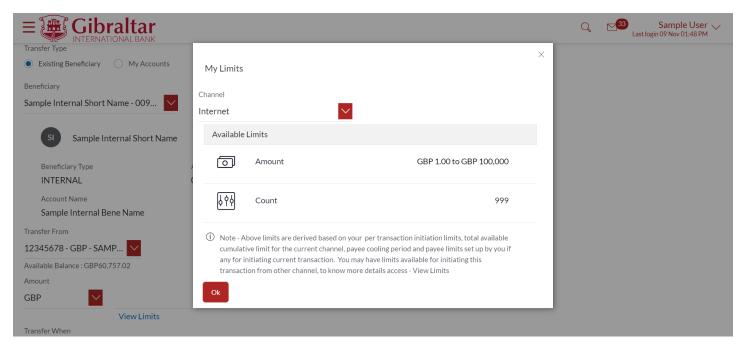


Figure 14.1-2

Click *Pay* to *make payment* or click *Cancel* to cancel the operation

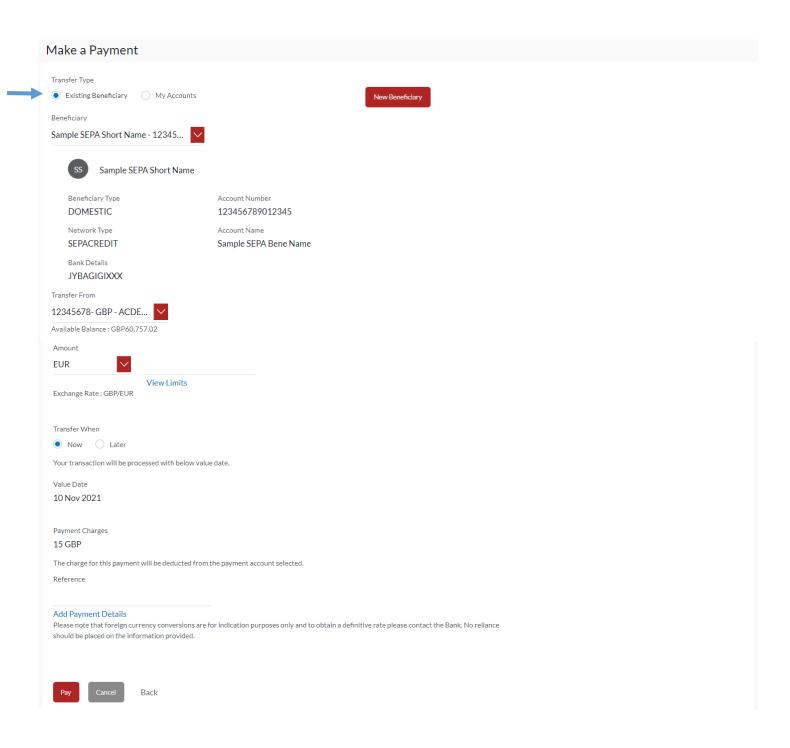


Figure 14.1-3

# 14.1.3 Review and Confirm Payment Details

Click *Confirm* to *make payment* or click *Back* to go *back* to the previous screen.

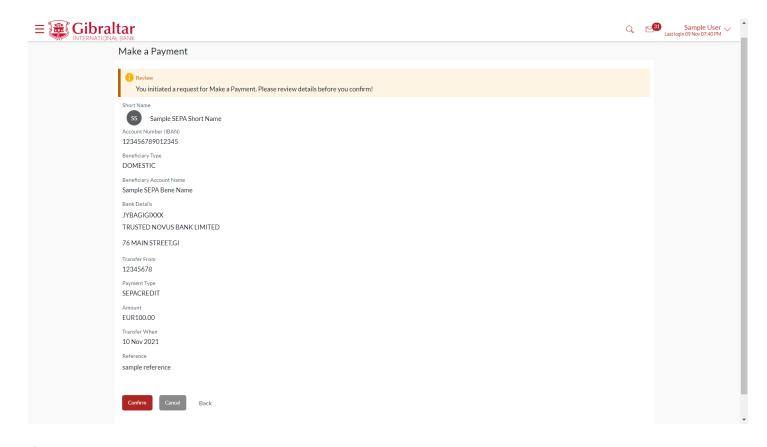


Figure 14.1-4

On click of Confirm, you will be challenged with an OTP. A verification code will be sent to your registered email address and mobile number.

Enter the verification code in the following section displayed at the bottom of the screen:



Figure 14.1-5

The confirm screen is displayed with a **SUCCESS** message along with Reference Number. Click on **Add favourite** to **add** the payment transaction to favourites to use it for future payments or click **More Payment Options** for more payment options or click **Go to Dashboard** to go back to the **Dashboard**.

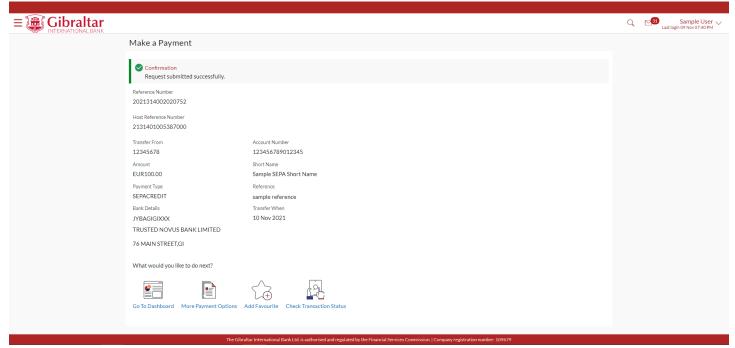


Figure 14.1-5

# 14.2 Make a Payment through the Main Menu

#### 14.2.1 Go to the Main Menu

Click on the (1) Main Menu and click on (2) Payments and select (3) Make a Payment

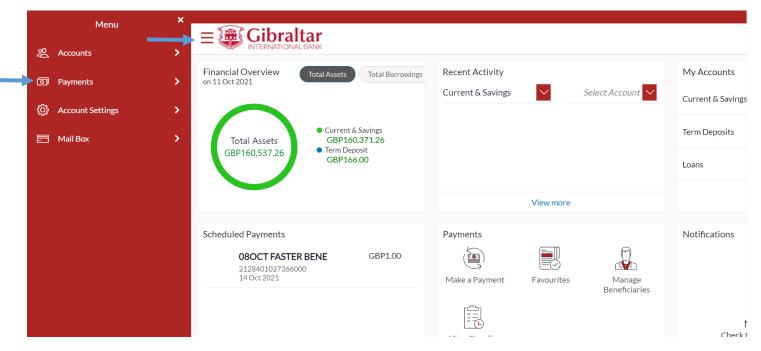


Figure 14.2-1

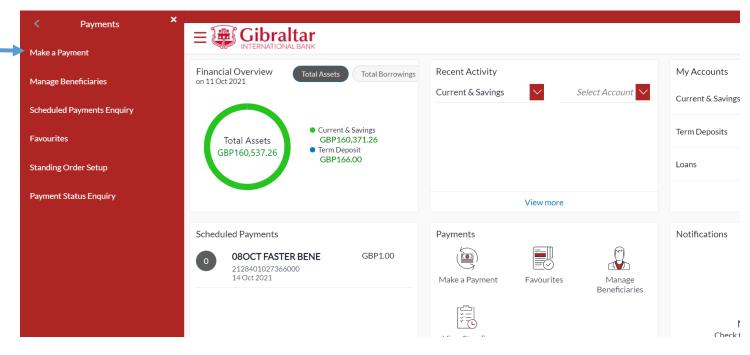


Figure 14.2-2

Refer steps 14.1.2 and 14.1.3 to make a payment.

# 15. How do I maintain Standing Order?

- As an E-Banking customer, you can add, modify and delete standing order
- This guide explains how to setup standing order via our website. You can maintain standing order through *Dashboard* and *Main Menu*.

# 15.1 Standing Order Setup through the Dashboard

# 15.1.1 On the Dashboard scroll to the Payments section

In the *Payments* section of the Dashboard, View Standing Orders menu is displayed. Click on *View Standing Orders* to create Standing order or view existing standing orders. You can also click on the link – Create Standing Orders under Scheduled Payments section on the Dashboard.

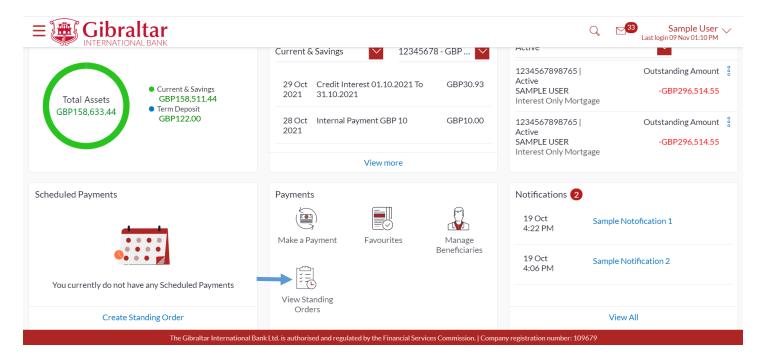


Figure 15.1-1

# 15.1.2 Create Standing Order

Click *Create Standing Order* to *create* standing order or click *Cancel* to go back to the dashboard or select an account and/or status and click on *Search* to *view* standing order already maintained.

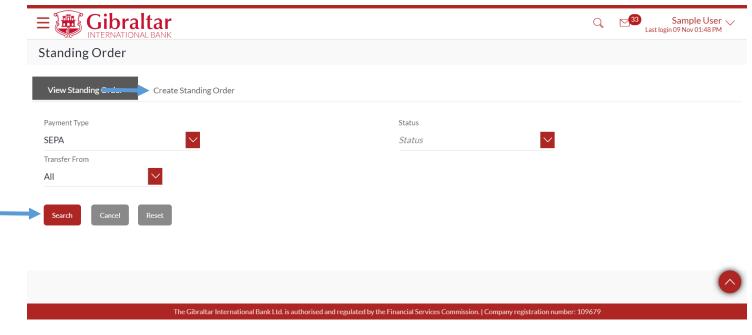


Figure 15.1-2

#### 15.1.3 Enter Details to Add Standing Order

#### Enter following details to add **Standing Order**

- Payment To Select Beneficiary for standing order setup
  - Existing Beneficiary Select existing beneficiary to setup standing instructing for an existing beneficiary
  - My accounts Select my accounts to setup standing order between your own accounts
  - New Beneficiary Click this button to add a new beneficiary
- Beneficiary Select the Beneficiary from the list of added beneficiaries. Details of the beneficiary will be displayed on selection. Payment type like Internal, International, etc. will be decided based on the type of the selected beneficiary. In case of Faster/CHAPS beneficiary, user will have the option to select the payment mode i.e. whether the payment should be treated as Faster Payment or CHAPS Payment.
- Transfer From Account Number from which fund transfer needs to be done
- Transfer To Account Number to which fund transfer needs to be done. This field appears while creating Standing order for own accounts
- Amount Amount to be debited
- Payment Frequency Frequency for the standing instruction to be executed
- Start Date Date for the standing order to start executing. Start Date for a standing order should always be a future date.
- End Date select 'on' to specify date when the standing order should stop executing or 'after' to specify the number of instances after which the standing order should stop executing or 'not specified' to create an openended standing order.
- Reference Narrative of transfer. For Faster/CHAPS, SEPA and International Payments, you can enter narrative in 4 lines by clicking **Add Payment Details** link.
- Special Instructions: This field will be displayed for International Standing Order. You may enter special routing instructions if any, to carry out this instruction/payment.

Click **Submit** to **submit** standing order details or click **Cancel** to cancel the operation.

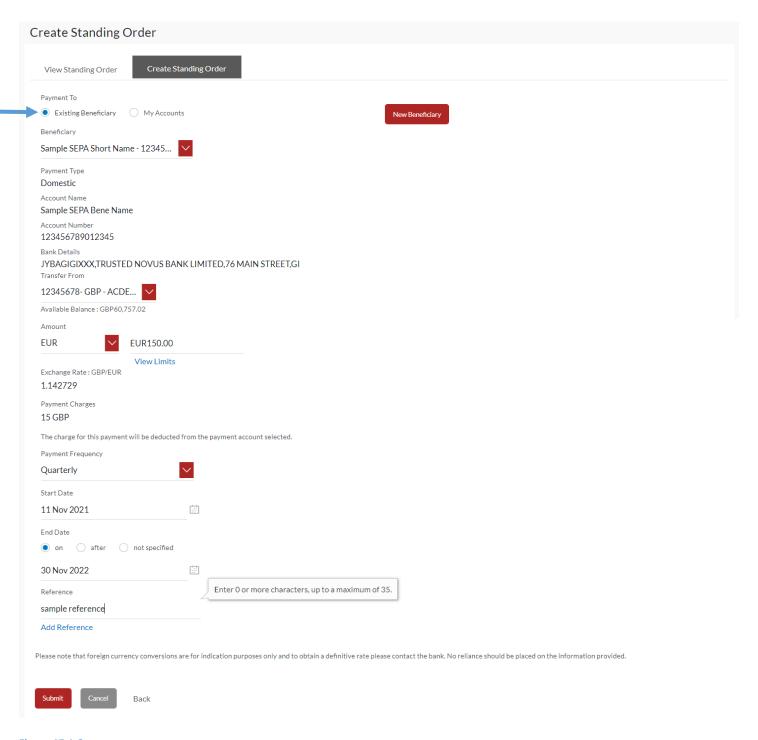


Figure 15.1-3

# 15.1.4 Review and Confirm Standing Order Details

Click Confirm to Add Standing Order or click Back to go back to the previous screen.

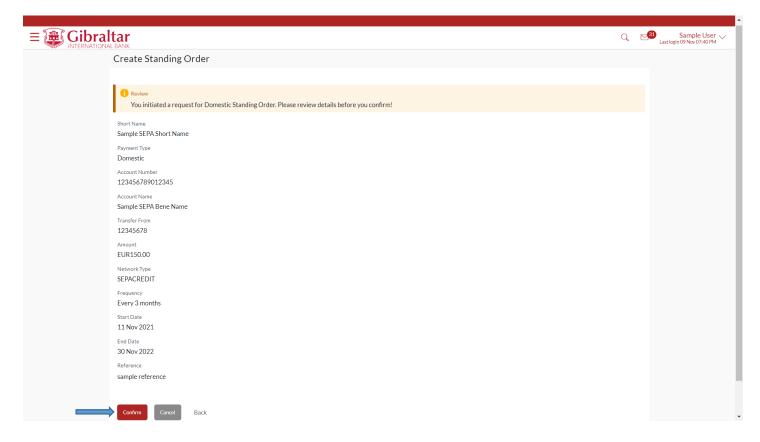


Figure 15.1-4

On click of Confirm, you will be challenged with an OTP. A verification code will be sent to your registered email address and mobile number.

Enter the verification code in the following section displayed at the bottom of the screen:



Figure 15.1-5

The confirm screen is displayed with a **SUCCESS** message along with Reference Number. Click **Go to Dashboard** to go back to the **Dashboard** or click **More Payment Options** to **view** more payment options.

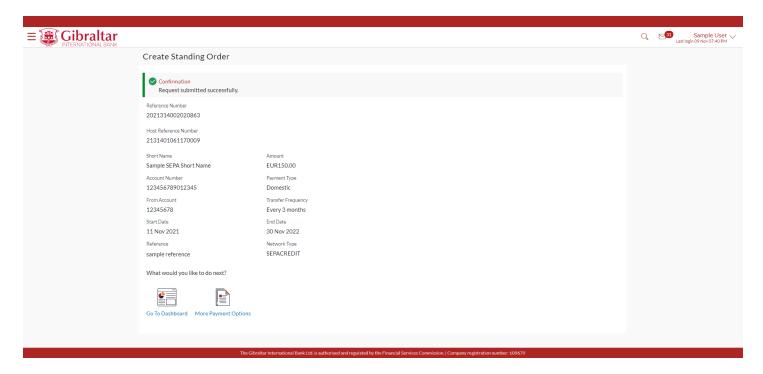


Figure 15.1-5

# 15.2 Standing Order Setup through the Main Menu

# 15.2.1 Go to the Main Menu

Click on the (1) *Main Menu* and click on (2) *Payments* and then select (3) *Standing Order Setup* 

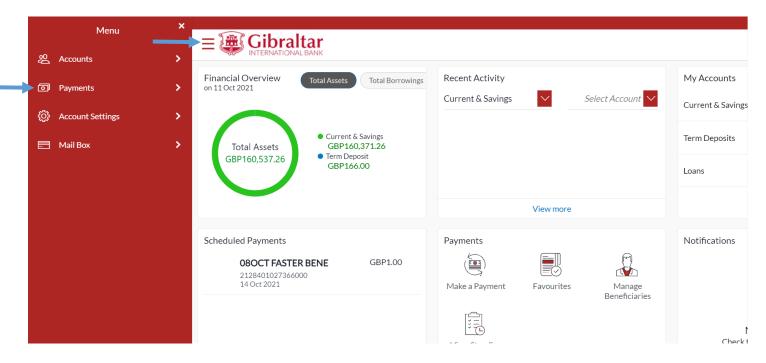


Figure 15.2-1

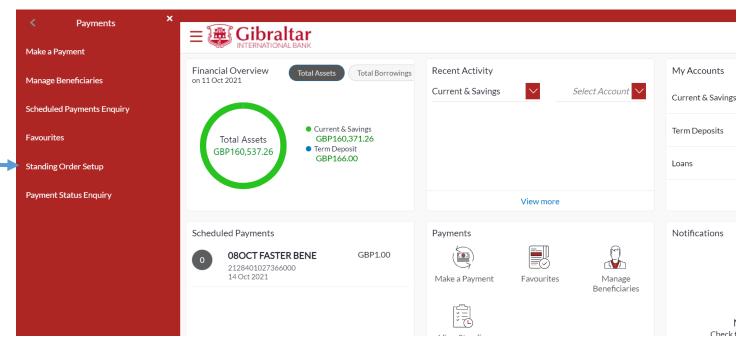


Figure 15.2-2

Refer steps 15.1.3, 15.1.4 and 15.1.5 to create standing order.

# 15.2.2 Modify Standing Order

Click on the (1) *Main Menu* and click on (2) *Payments* and then select (3) *Standing Order Setup.* Refer 15.2.1.

Select an account number and/or status and click on search to view list of Standing Orders. Click on the three dots and then select *View* to **view**, **modify** or **cancel** Standing Order or click *Cancel* to **cancel** Standing Order.

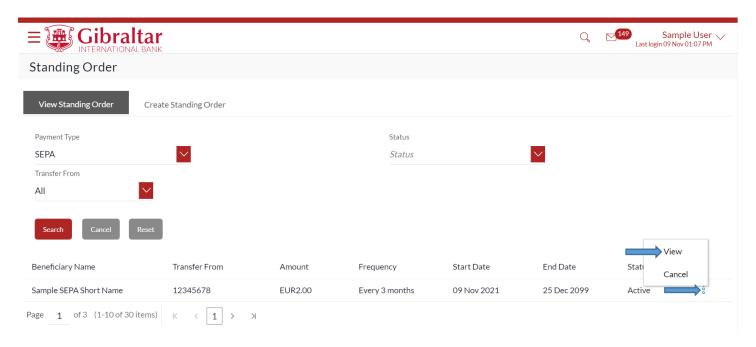


Figure 15.2-4

Standing Order details along with Payment History will be displayed. Click *Modify* to *modify* standing order or click *Back* to go *back* to the previous screen or click *Cancel Standing Order* to *delete* standing order.

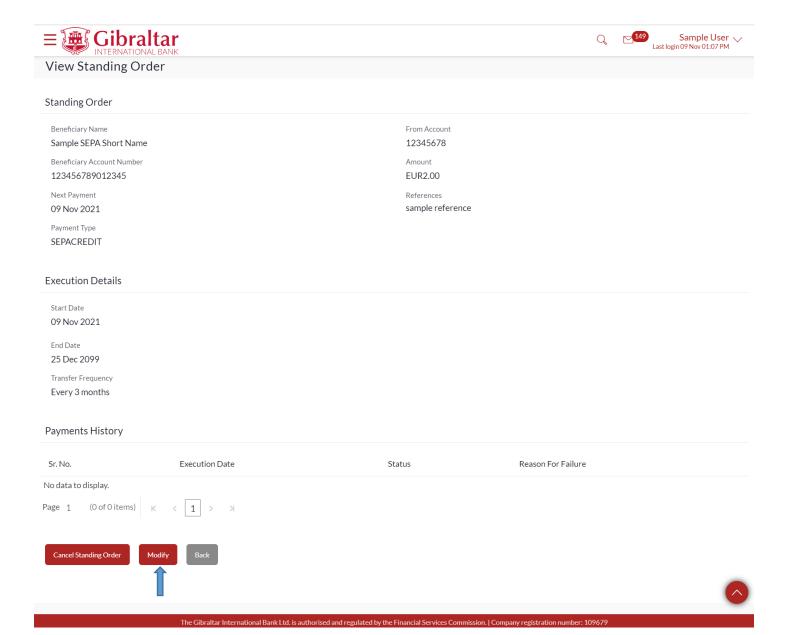


Figure 15.2-5

Only amount, next payment date and end date can be modified. Click **Submit** to **modify** standing order or click **Cancel** to **cancel** the modification or click **Back** to go **back** to the previous screen.

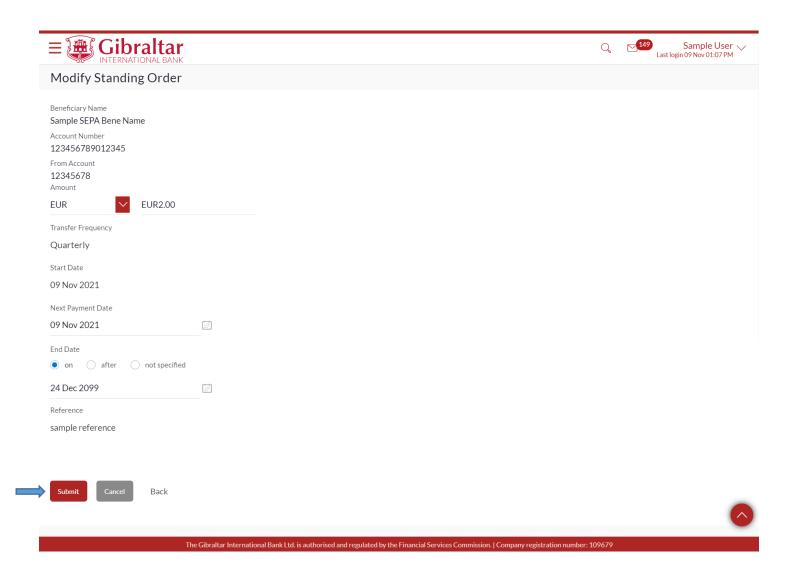


Figure 15.2-6

Click *Confirm* to *confirm* the changes or click *Cancel* to *cancel* the modification or click *Back* to go *back* to the previous screen.

#### Modify Standing Order

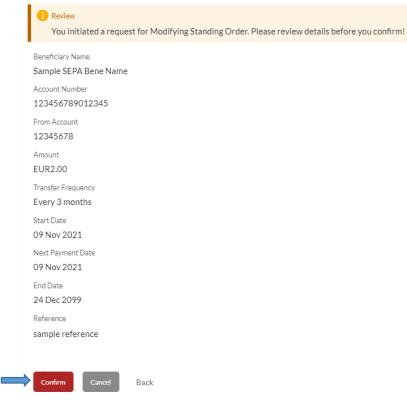


Figure 15.2-7

The confirm screen is displayed with a **SUCCESS** message. Click **Go to Dashboard** to go back to the **Dashboard** or click **More Payment Options** to **view** more options.

#### Modify Standing Order Confirmation Request submitted successfully. Host Reference Number 2131301493730004 Beneficiary Name Amount Sample SEPA Bene Name EUR2.00 Beneficiary Account Number 123456789012345 Transfer Frequency 12345678 Every 3 months 09 Nov 2021 24 Dec 2099 Next Payment Date 09 Nov 2021 Network Type **SEPACREDIT** sample reference What would you like to do next?

Figure 15.2-8

# 15.2.3 Delete Standing Order

Click on the (1) *Main Menu* and click on (2) *Payments* and then select (3) *Standing Order Setup.* Refer 15.2.1.

Select an account number and/or status and click on search to view Standing Orders. Click on the three dots and then select *Cancel* to *cancel* the Standing Order. You can also click *View* to *view* the details of the Standing Order and then Cancel.

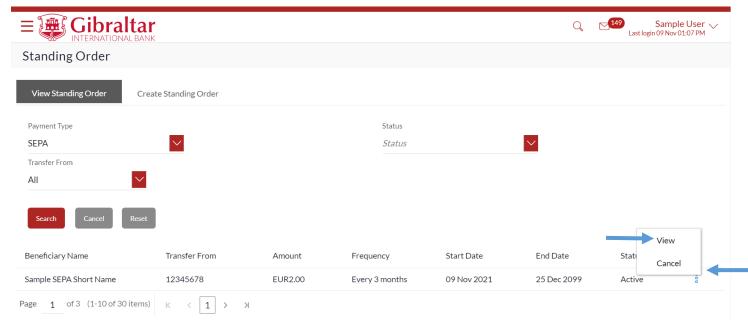


Figure 15.2-9

Click *Cancel Standing Order* to *delete* standing instruction or click *Modify Standing Order* to *modify* standing instruction or click *Back* to go *back* to the previous screen.

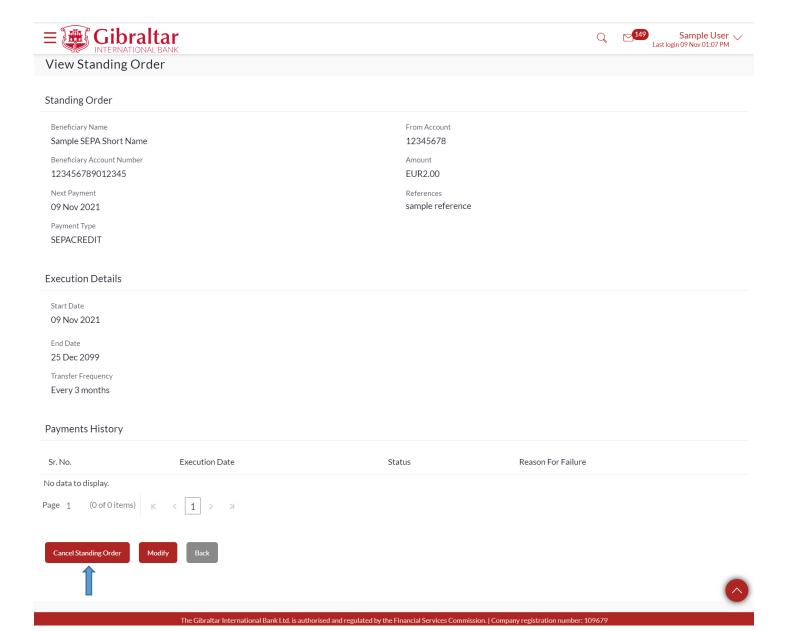


Figure 15.2-10

The Delete Standing Order screen appears. Click *Cancel Standing Order* to *delete* standing order or click *Back* to go *back* to the previous screen.

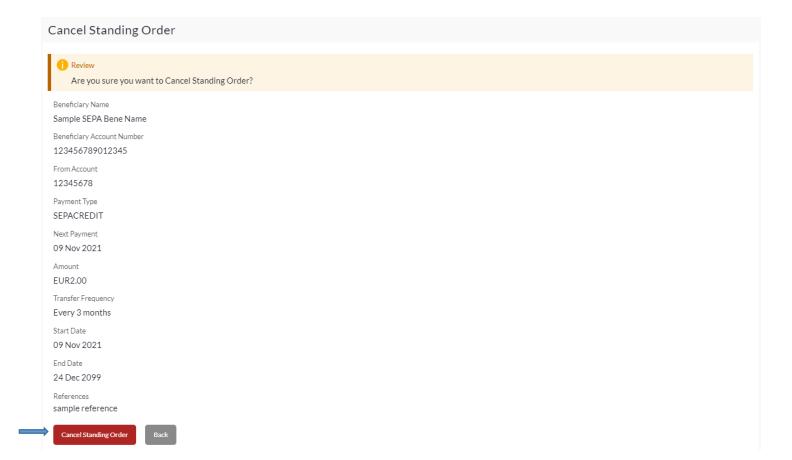


Figure 15.2-11

The confirm screen is displayed with a **SUCCESS** message. Click **Go to Dashboard** to go back to the **Dashboard** or click **More Payment Options** to **view** more options.

#### Cancelled Standing Order



Request submitted successfully.

Reference Number 2020274021253143

Beneficiary Name Transfer From Sample SEPA Bene Name 12345678 Beneficiary Account Number Amount 123456789012345 EUR2.00 Start Date End Date 09 Nov 2021 24 Dec 2099 Next Payment Payment Type 09 Nov 2021 SEPACREDIT References Transfer Frequency sample reference Every 3 months

What would you like to do next?





Go To Dashboard More Payment Options

Figure 15.2-12

# 16. How do I mark a transaction as Favourite?

- As an E-Banking customer, you can mark a payment transaction as favourite
- This guide explains how to mark and delete payment transaction as favourite via our website. You can mark transaction as favourite through *Payments Menu*.

# 16.1 Favourite setup through the Payments Menu

#### 16.1.1 Go to the Main Menu

Click on the (1) Main Menu and select (2) Payments and click on (3) Make a Payment

To Make a payment refer section 14. How do I Make a Payment?

On the payment confirm screen, **Success** message along with Reference Number is displayed. Click on **Add Favourite** to **add** the payment transaction to favourites.

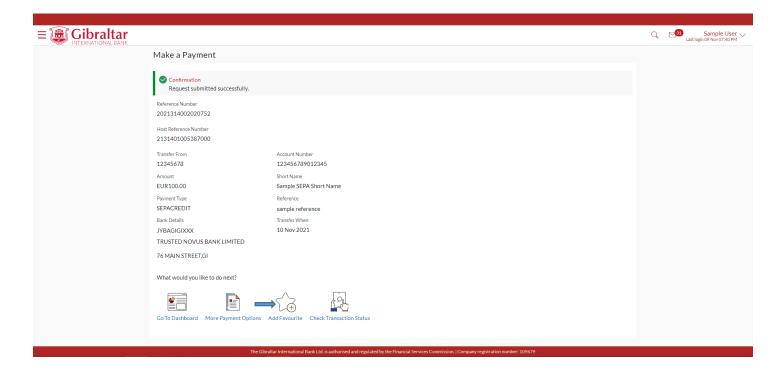


Figure 16.1-1

## 16.1.2 Confirm Favourite Payment Details

Click **OK** to **add** the payment transaction to favourites or click **Cancel** to **cancel** the process

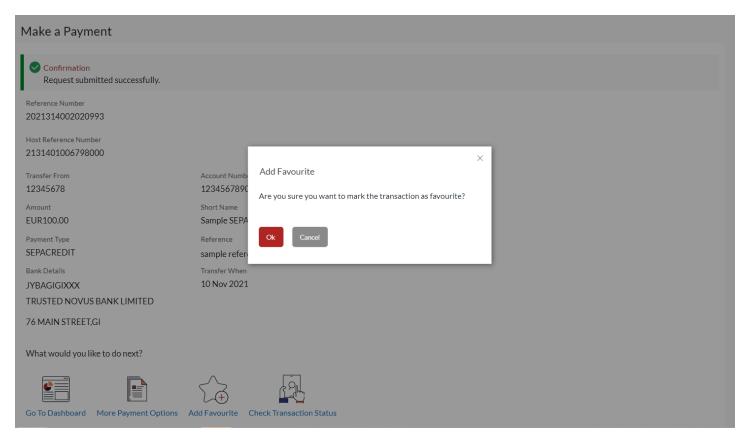


Figure 16.1-2

The screen is displayed with a **SUCCESS** message. Click **Done** to go back to the **dashboard** 

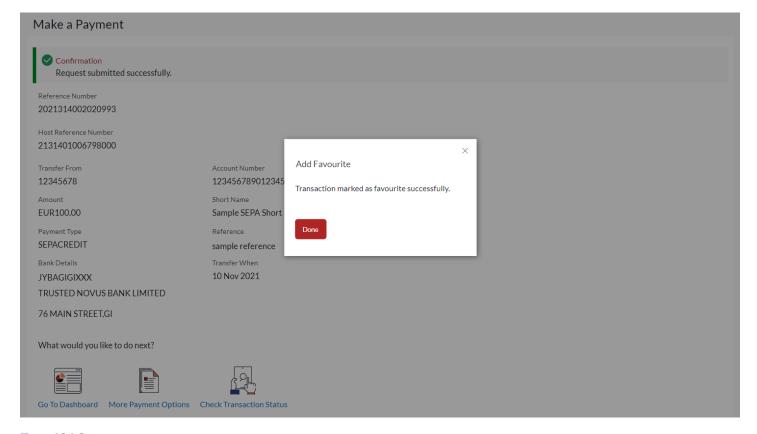


Figure 16.1-3

#### 16.1.3 View Favourites

#### Click on the (1) Main Menu and click on (2) Payments and finally on (3) Favourites

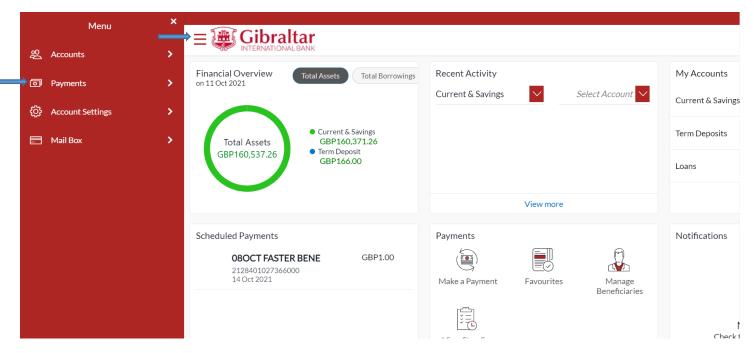


Figure 16.1-4

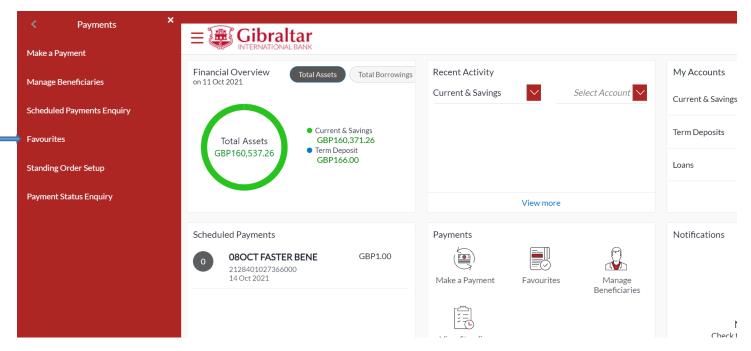


Figure 16.1-5

Click on the three dots for more options.

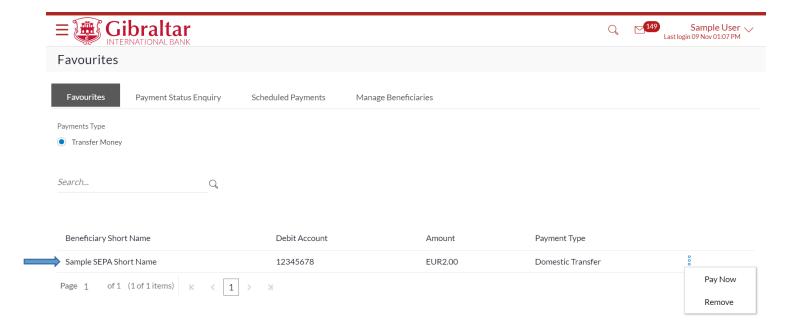


Figure 16.1-6

# 16.1.4 Initiate Favourite Payment Transaction

Click Pay Now to make a payment or click Remove to remove payment transaction from favourites

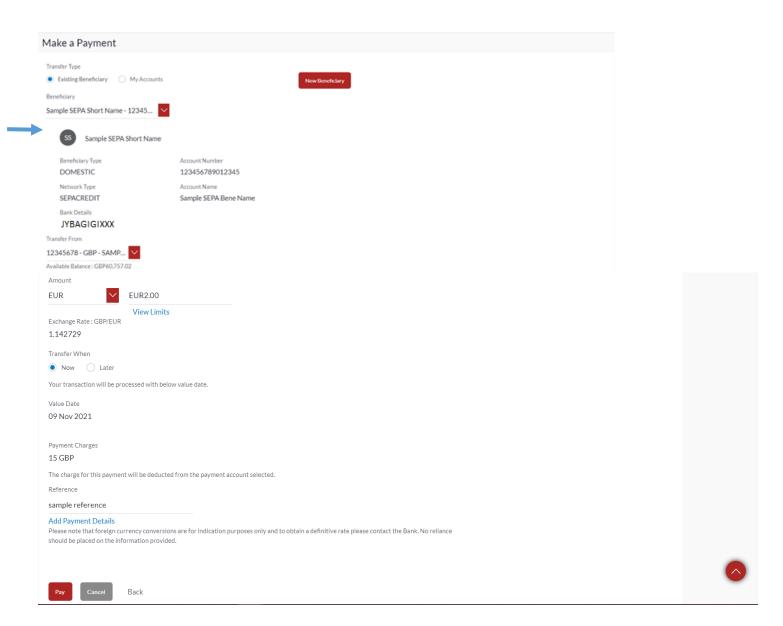


Figure 16.1-7

The confirmation screen appears. Click *Pay* to *confirm* payment request or click *Back* to go *back* to the previous screen.

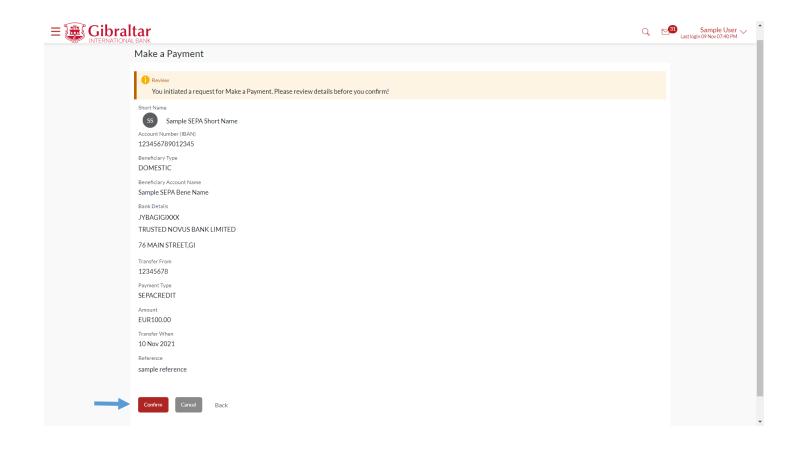


Figure 16.1-8

On click of Confirm, you will be challenged with an OTP. A verification code will be sent to your registered email address and mobile number.

Enter the verification code in the following section displayed at the bottom of the screen:

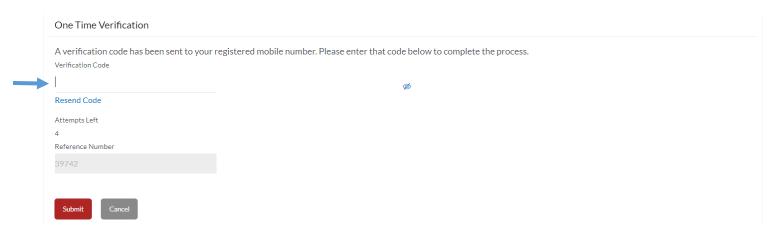


Figure 16.1-5

The confirm screen is displayed with a **SUCCESS** message along with a Reference Number. Click on **More Payment Options** to **see more payment options** or click **Go to Dashboard** to go back to the **Dashboard**.

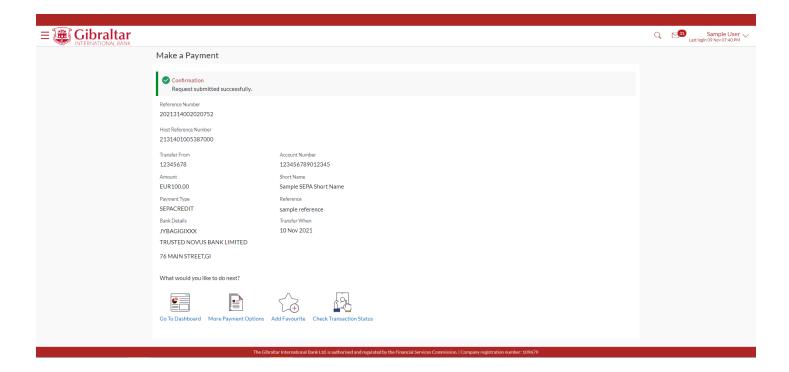


Figure 16.1-9

# 16.1.5 Delete Favourite Payment

Click Remove to remove payment transaction from favourites or click Pay now to make a payment.

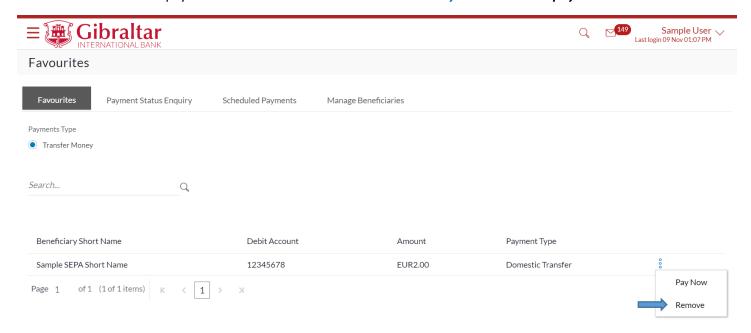


Figure 16.1-10

A pop-up box is displayed. Click *Proceed* to *remove* transaction from favourites or click *Cancel* to *cancel* the process.

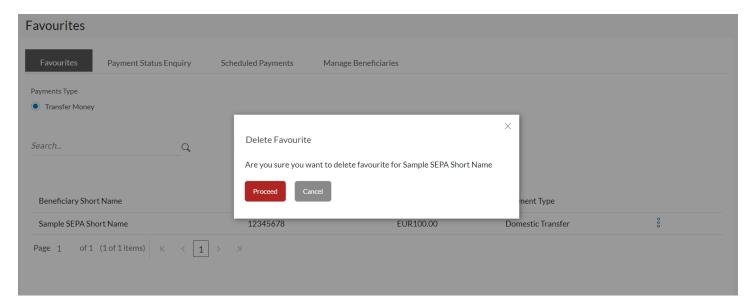


Figure 16.1-11

On clicking *Proceed* the transaction will be removed from the favourites list.

# 17. How do I View my Scheduled Payment?

- As an E-Banking customer, you can view your scheduled payment
- This guide explains how to view scheduled payment and cancel via our website. You can access your Scheduled Payment enquiry through your *Dashboard* and *Main Menu*.

## 17.1 Scheduled Payment Enquiry through Main Menu

#### 17.1.1 Go to the Main Menu

Click on the (1) *Main Menu* and click on (2) *Payments* and select on (3) *Scheduled Payment Enquiry* 

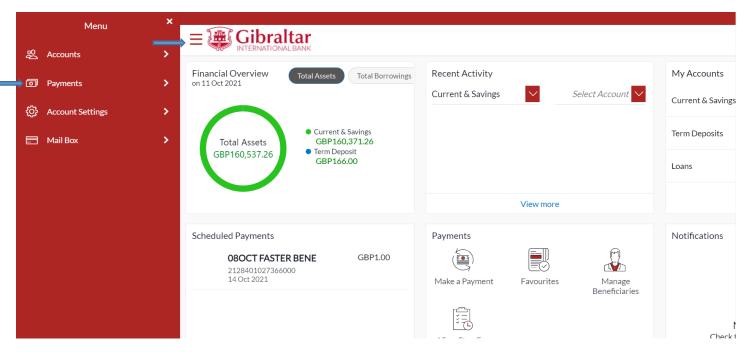


Figure 17.1-1



Figure 17.1-2

# 17.1.2 Scheduled Payments Details are displayed

Select and account number and transfer type and then click on Search. Below *Scheduled Payment* Details are displayed.

- Date Date of execution of transaction
- Host Reference Number reference number for the transaction
- Beneficiary Name Name of the beneficiary
- Transaction Type Type of the transaction like Internal, Faster/CHAPS/SEPA, International
- Account Details The beneficiary account to where funds will be credited

- Payment Type Payment type of the transaction like Scheduled Single Payment.
- Amount Amount to be debited
- Action Select View/Cancel to cancel the scheduled payment

Click View/Cancel to View/Cancel Scheduled Payment.

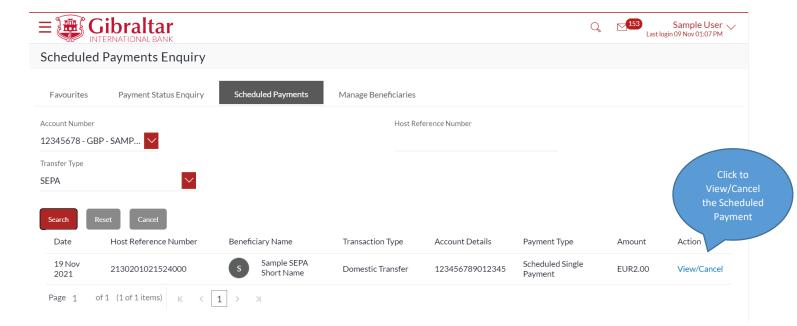


Figure 17.1-4

Click *Confirm* to *cancel* the Scheduled Payment.

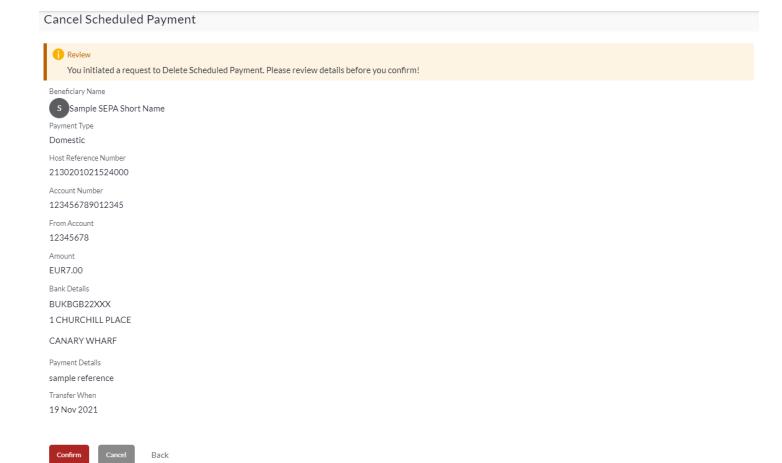


Figure 17.1-5

The confirm screen is displayed with a **SUCCESS** message. Click **Go to Dashboard** to go back to the **Dashboard**.

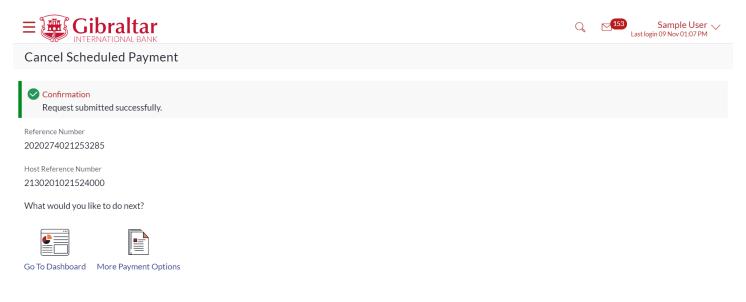


Figure 17.1-6

# 18. How do I View my Payment Status?

- As an E-Banking customer, you can view the status of your payments
- This guide explains how to view status of your payment. You can access *Payment Status Enquiry* through *Main Menu*.

# 18.1 Payment Status Enquiry through Main Menu

#### 18.1.1 Go to the Main Menu

Click on the (1) *Main Menu* and click on (2) *Payments* and select on (3) *Payment Status Enquiry* 

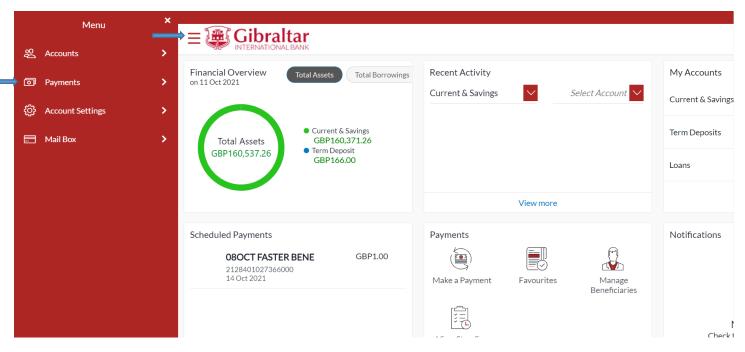


Figure 18.1-1

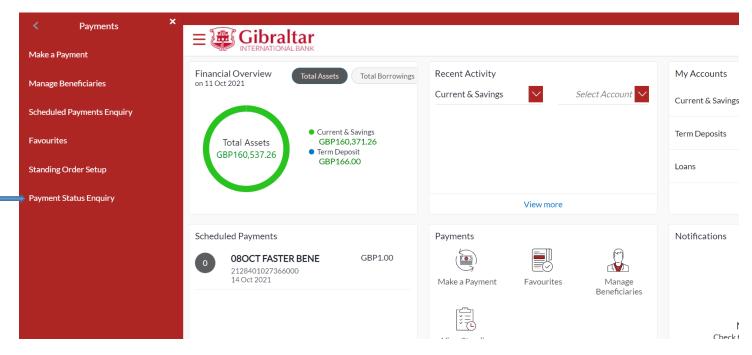


Figure 18.1-2

## 18.1.2 Payment Status Enquiry is displayed

Select an account from the dropdown and all transactions related to the account selected will be displayed.

The following details are displayed -

- Date Transaction date
- Beneficiary Name Name of the account credited
- Reference Number Transaction reference number
- Payment Type Type of payment that is Internal, Faster/CHAPS/SEPA or International
- Amount Amount credited to the beneficiary
- Status Status of the transaction Processed Payment is completed, In Progress Payment is under Review, Future Date – Payment with value date in future, Cancelled – Payment is rejected.

You can also search a transaction by entering the reference number in the search box and clicking on search. Filters can be applied using the filter icon. The filters available are —

- Reference Number
- Network Type
- Initiation Date from
- Initiation Date to
- From Amount
- To Amount

You can also change the view from list view to table view or vice versa by clicking



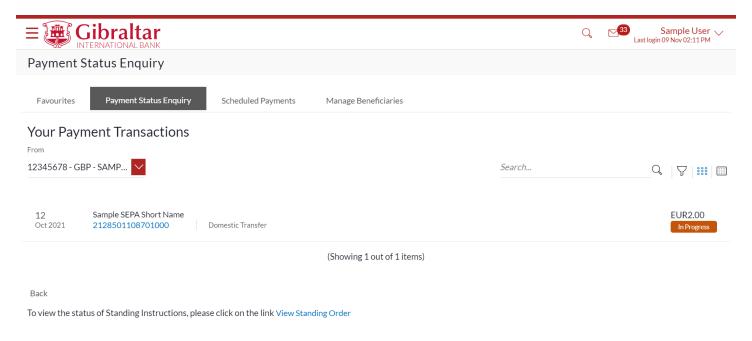


Figure 18.1-4

#### **Table View**

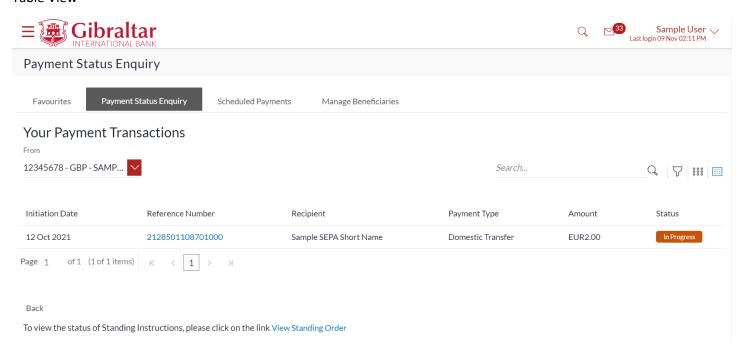


Figure 18.1-5

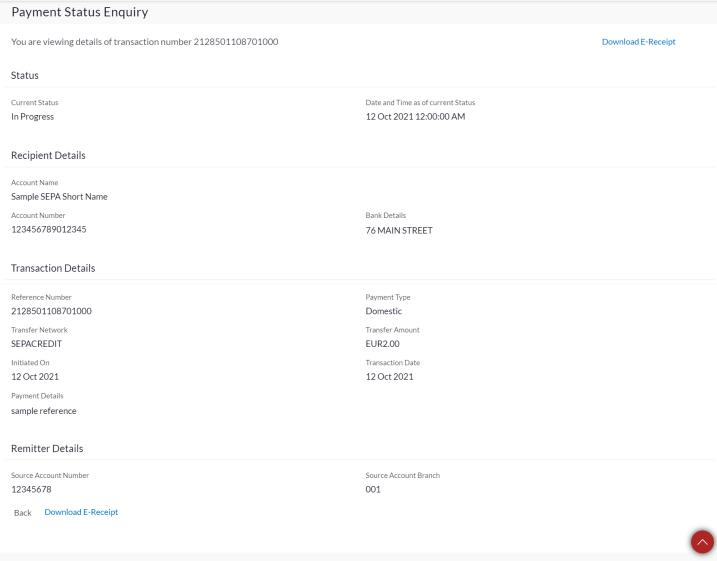
Click on the reference number to view transaction details.

You can download the E-Receipt by clicking on *Download E-Receipt* or click on *Back* button to go back to the Payment Status Enquiry screen.









The Gibraltar International Bank Ltd. is authorised and regulated by the Financial Services Commission. | Company registration number: 109679

Figure 18.1-6

# 19. How do I Communicate with the Bank using Secure email?

- As an E-Banking customer, you can compose, view and delete emails communicated with the bank.
- You can also view alerts configured for various transactions like Payments, Beneficiaries
- Any information shared by the Bank like maintenance activity, product information etc. can be viewed under Notifications.

 This guide explains how to compose, view and delete emails via our website. Also view and delete alerts and notifications from our website. You can check mailbox through *Main* Menu and Dashboard.

# 19.1 Check Mailbox through the Main Menu

#### 19.1.1 Go to Mailbox

Click on the (1) Main Menu and select (2) Mailbox and finally on (3) Mails

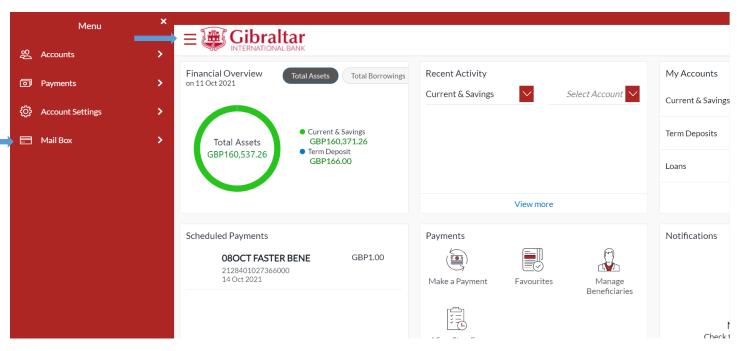


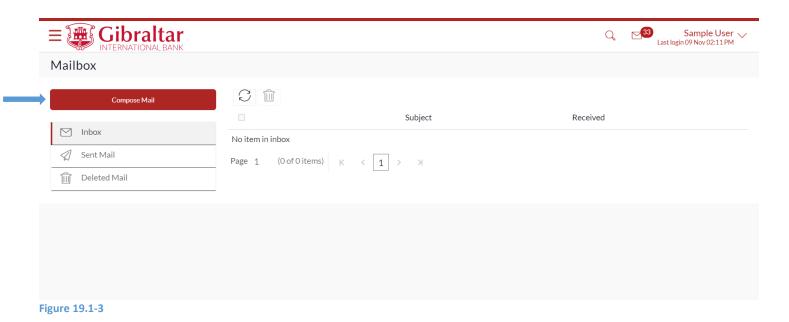
Figure 19.1-1



Figure 19.1-2

# 19.1.2 Click Compose Mail

Click *Compose Mail* to *create* new email.



19.1.3 Compose Email

Enter following details to compose **Email** 

• Subject - Select the subject related to which the message is to be sent.

Message – The message to be sent

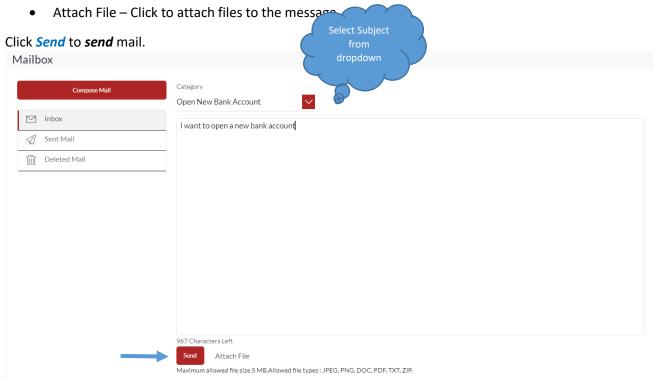


Figure 19.1-4

The success message of message sent appears. Click **OK** to go **back** to mailbox.

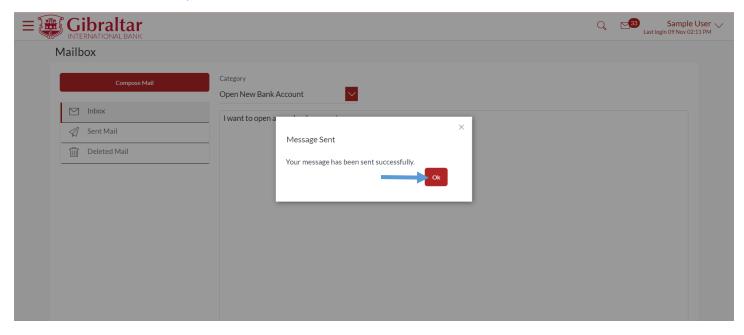


Figure 19.1-5

### 19.1.4 Click Inbox

Click on *Inbox* to view received emails.

Click **Subject** hyperlink to **view** message. Click to **delete** message

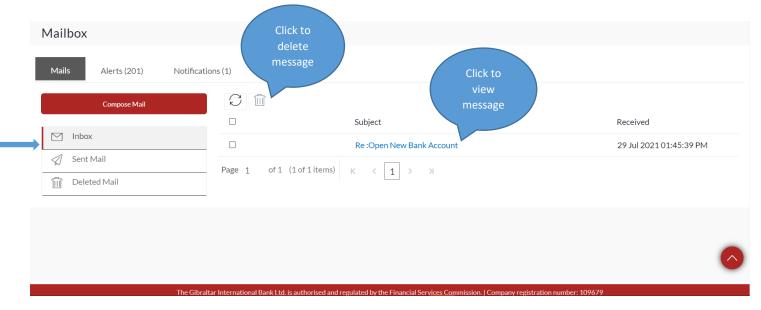


Figure 19.1-2

The message is displayed. Click *Reply* to *reply* to message or click *Delete* to *delete* message or click *Back* to go *back* to the Inbox folder.

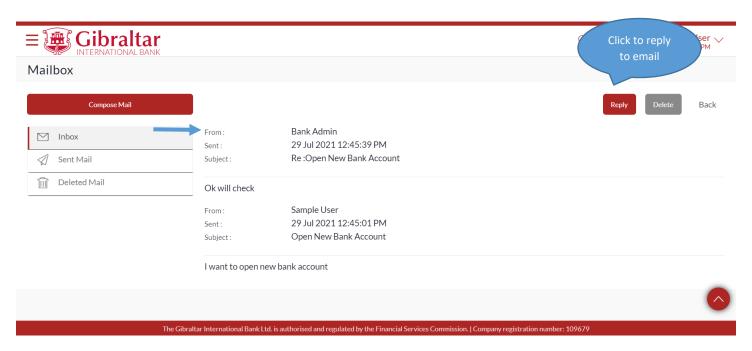


Figure 19.1-3

On click of *Reply*, the compose message screen appears. Click *Send* to *send* message.

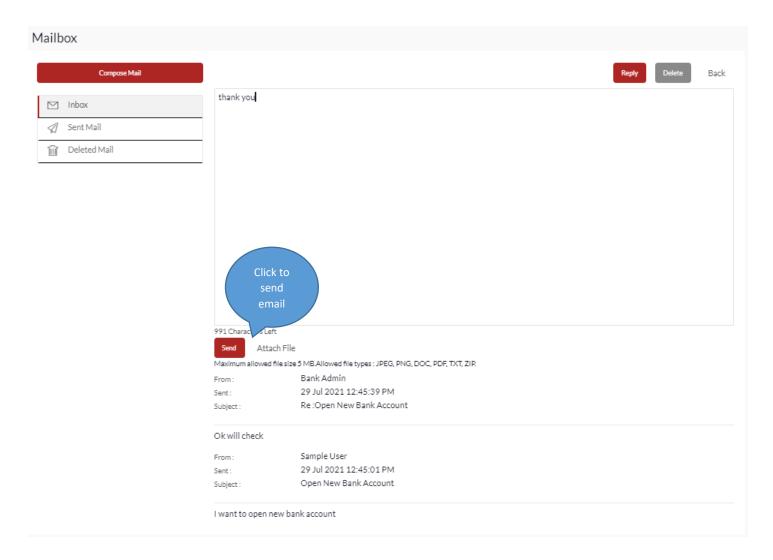


Figure 19.1-4

The success message of message sent appears. Click **OK** to go **back** to mailbox.

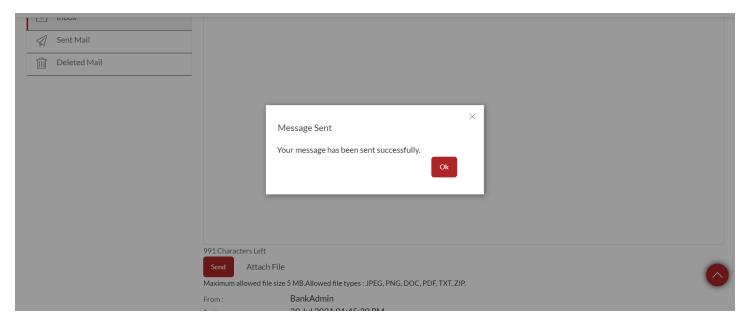


Figure 19.1-5

### 19.1.5 Click Sent Mail

Click on **Sent Mail** to view sent emails.

Click **Subject** hyperlink to **view** message. Click to **delete** message

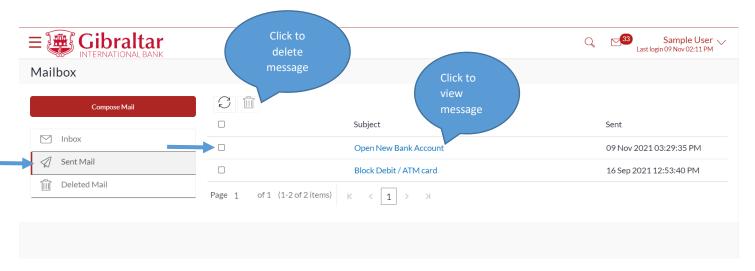


Figure 19.1-10

The message is displayed. Click *Reply* to *reply* to message or click *Delete* to *delete* message or click *Back* to go *back* to the Sent Mail folder.

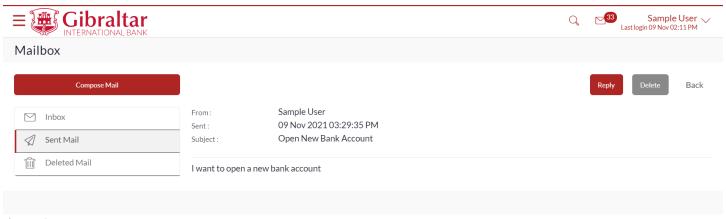


Figure 19.1-11

### 19.1.6 Click Deleted Mail

Click on **Deleted Mail** to view **deleted** emails.

Click *Subject* hyperlink to *view* message. Click to *delete* message

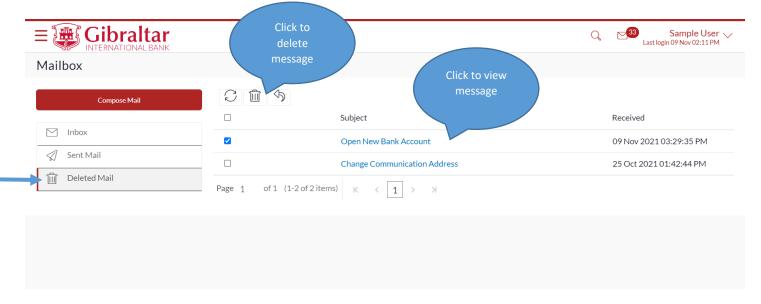


Figure 19.1-12

The message is displayed. Click **Delete** to permanently **delete** message or click **Back** to go **back** to the Deleted mail folder.

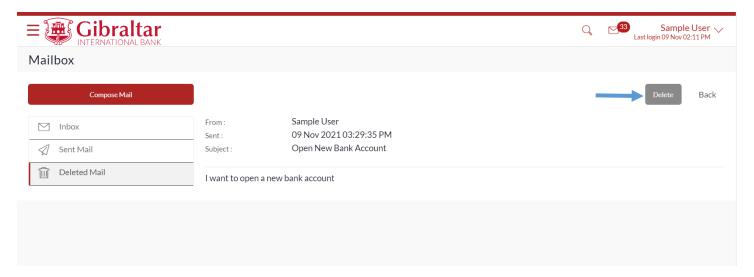


Figure 19.1-13

The confirmation pop up box is displayed. Click *Confirm* to permanently *delete* message or click *Cancel* to go *back* to the message.

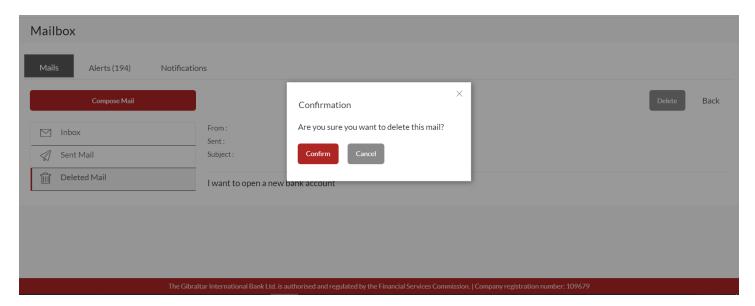


Figure 19.1-14

### 19.1.7 Click Alerts

Click on Alerts to view alerts sent by Bank.

Click **Subject** hyperlink to **view** message. Click to **delete** message



Figure 19.1-15

The alert message is displayed. Click *Delete* to *delete* alert or click *Back* to go *back* to the Alert folder.

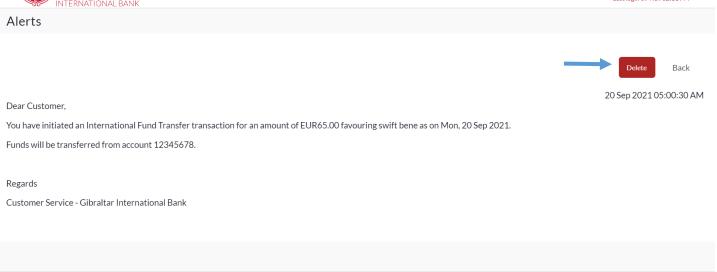


Figure 19.1-6

### 19.1.8 **Click Notifications**

Click on *Notifications* to *view* notifications sent by Bank.

Click **Subject** hyperlink to **view** message. Click to **delete** message

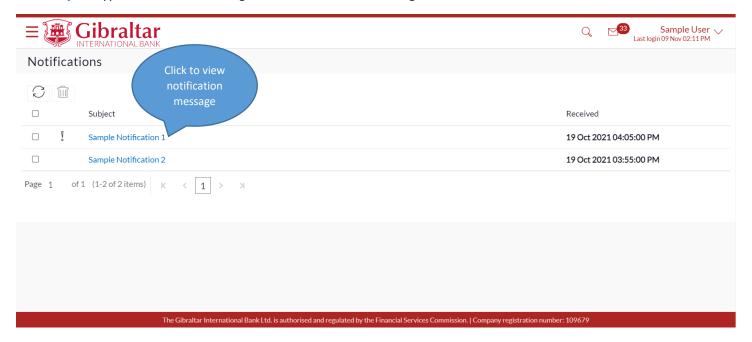


Figure 19.1-8

The notification message is displayed. Click *Delete* to *delete* alert or click *Go Back* to go *back* to the Notification folder.



Figure 19.1-9

### 19.2 Check Mailbox through the Dashboard

# 19.2.1 Click on • to go to Mailbox

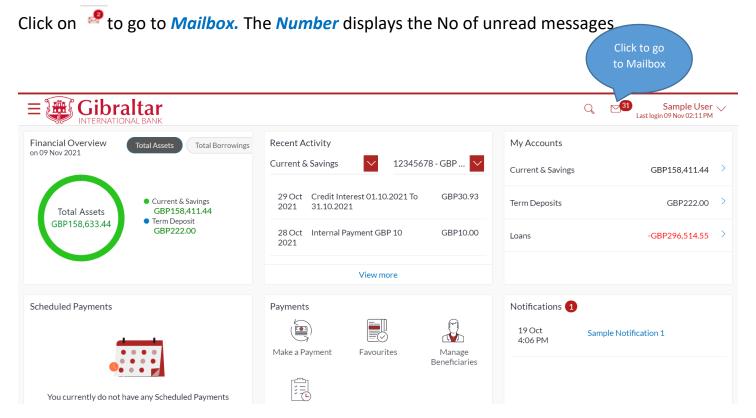


Figure 19.2-1

Click View All to go to Mailbox.

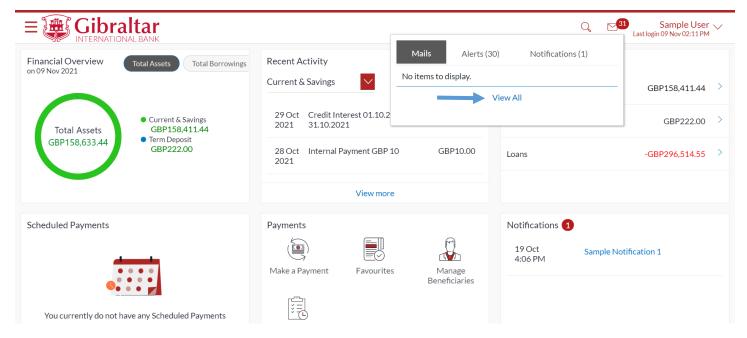


Figure 19.2-2

Mailbox screen is displayed.

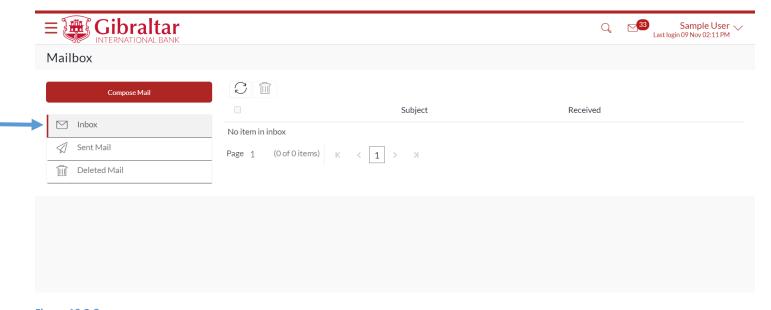


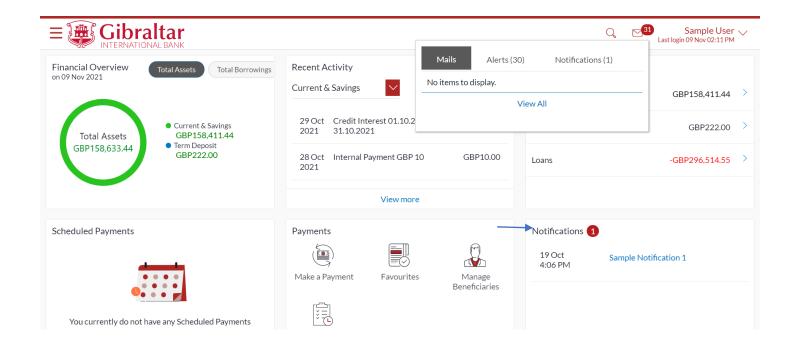
Figure 19.2-3

Refer steps 19.1.3 to 19.1.7 to view mailbox.

## 19.3 Check Notifications through the Dashboard

### 19.3.1 Go to Notifications widget on the dashboard

Any new notifications sent by the Bank that are unread will be available in the Notifications widget for a quick view.



# 20. How do I View my Downloaded Statement?

- As an E-Banking customer, you can search historical CASA periodic statements and download
- This guide explains how to view your CASA account periodic statement and download them via our website. You can access your downloaded statement through your *Main menu* and *Dashboard*

### 20.1 Download Statement through the Main Menu

### 20.1.1 Go to the Accounts Menu

Click on the (1) *Main menu* and select (2) *Accounts* and click on (3) *Current and Savings* and then select (4) *Statement Download* 

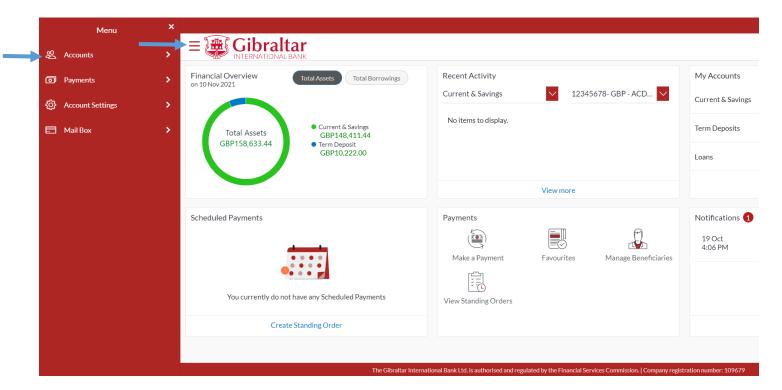


Figure 20.1.1-1

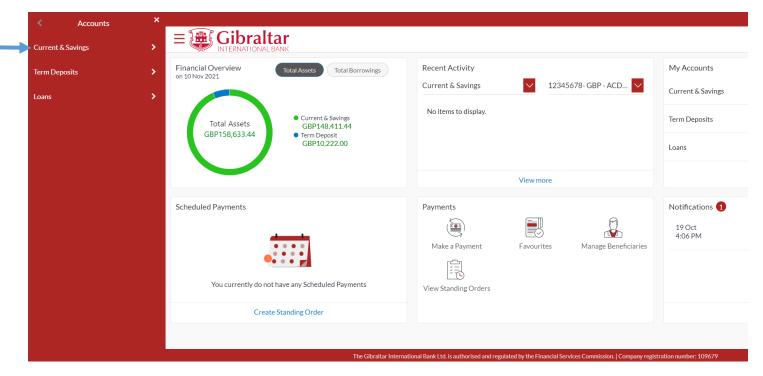


Figure 20.1.1-2

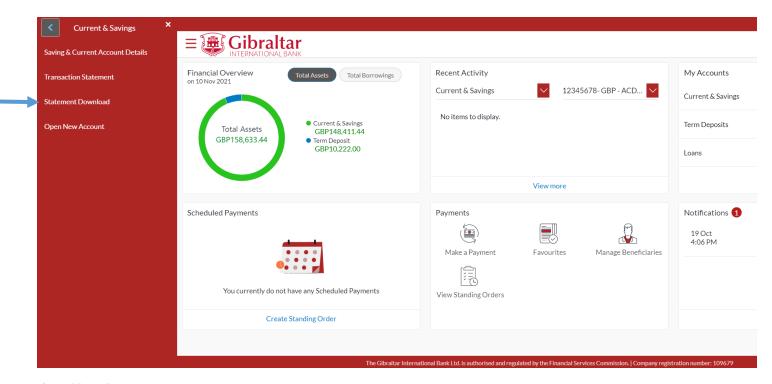


Figure 20.1.1-3

### 20.1.2 Select Account from dropdown

**Account Number** will be defaulted to the first account from the **Select Account** dropdown and **Statement Year** will be defaulted to **Current Year**. All statements generated for the selected account for the current year will be available for **view** and **download**. You can change the account and year as required and click Search to view periodic statements.

Click on *Search* to *search* the result based on the input search criteria or click on *Reset* to *reset* the search criteria.



Figure 20.1-4

Click on **Statement Date** hyperlink to **download** statement or click on **Back** to go **back**.

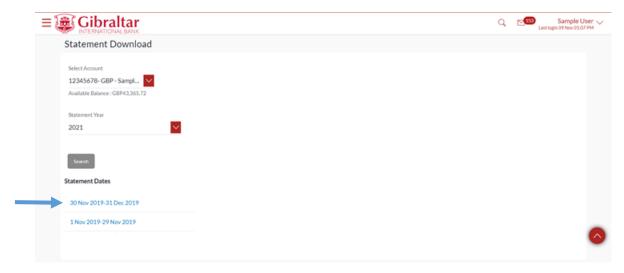


Figure 20.1-5

The statement is downloaded in .pdf format



**Figure 20.1-6** 

### 20.2 Download Statement through Dashboard

### 20.2.1 On the Dashboard scroll to the My Accounts section

In the My Accounts section of the Dashboard, my accounts page menu is displayed.

Click on *Current and Savings* to view all Current and Savings Accounts. *Click on the three dots* and select *Statement Download* to view list of statements for the corresponding account generated in the current year.

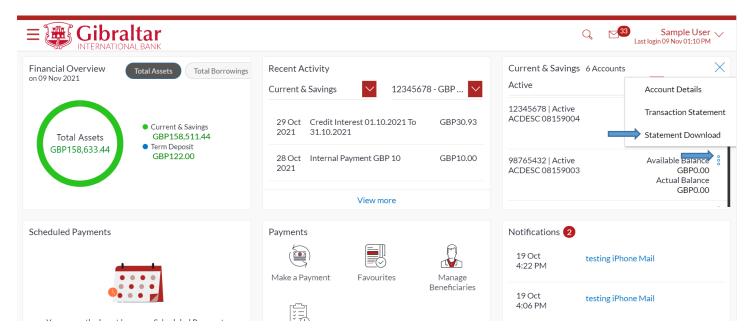


Figure 20.2-7

Refer steps 20.1.2 to view and download the periodic Statements.

# 21. How do I View my Limit?

- As an E-Banking customer, you can view your daily limit.
- This guide explains how to view your daily limit via our website. You can access your daily limit through *Menu above the Dashboard*.

### 21.1 View Limit through the Main Menu

### 21.1.1 Go to My Limits

Click on the (1) Main Menu and click on (2) Account Settings and select (3) My Limits

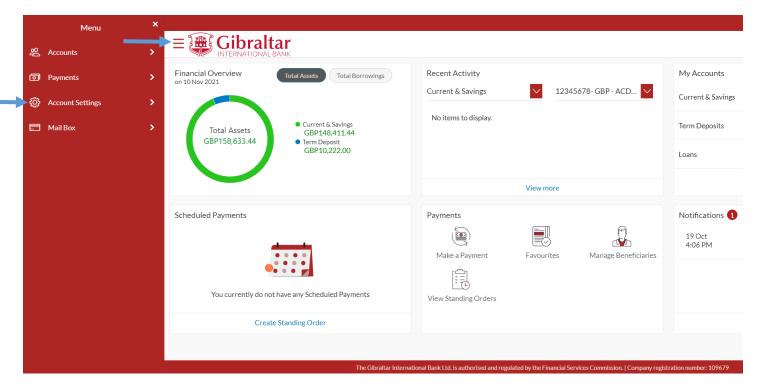


Figure 21.1-1

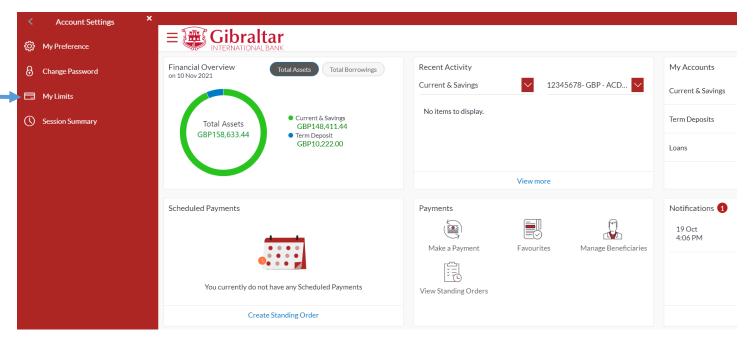


Figure 21.1-2

Select the channel and transactions from the dropdown and then select consolidated limits.

The following details are displayed for Daily and Monthly Limits as maintained:

- Amount
  - o Utilized Daily/Monthly utilized limits for the selected transaction
  - o Available Daily/Monthly available limits for the selected transaction
  - Total Daily/Monthly total limits for the selected transaction
- Count
  - Utilized Daily/Monthly utilized limits for the selected transaction

- o Available Daily/Monthly utilized limits for the selected transaction
- o Total Daily/Monthly utilized limits for the selected transaction
- Minimum Amount The per transaction limit minimum amount
- Maximum Amount The per transaction limit maximum amount

Click *Edit* to *edit* daily limit or click *Ok* to go *back* to the dashboard



Figure 21.1-3

Enter the count and amount. Click on *Reset to Bank Limits* to reset the count and amount to values defaulted by the bank.

Click *Save* to *save* daily limit or click *Cancel* to *cancel* the process.

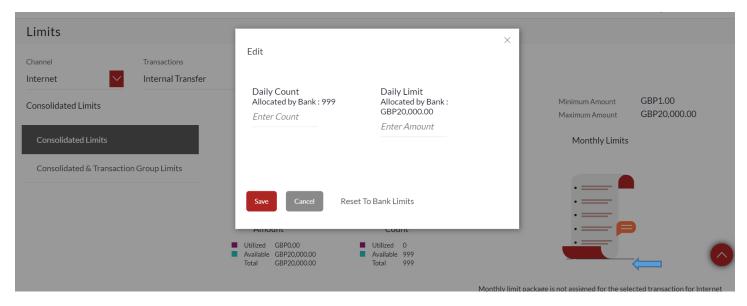


Figure 21.1-4

On click of *Save*, success message is displayed, and updated limits are available to view and applicable instantly.

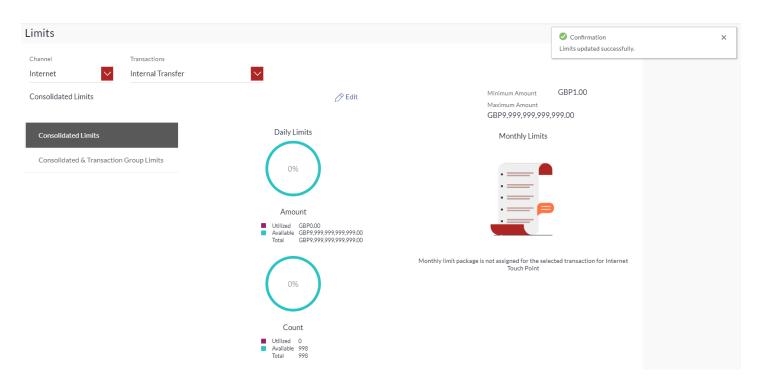


Figure 21.1-5

# 22. How do I Open New Account?

As an E-Banking customer, you can open new account.

• This guide explains how to open new account via our website. You can open new account through your *Main Menu*.

### 22.1 Open New Account through the Main Menu

### 22.1.1 Go to the Main Menu

Click on the (1) *Main menu* and select (2) *Accounts* and click on (3) *Current and Savings* and then select (4) *Open New Account* 

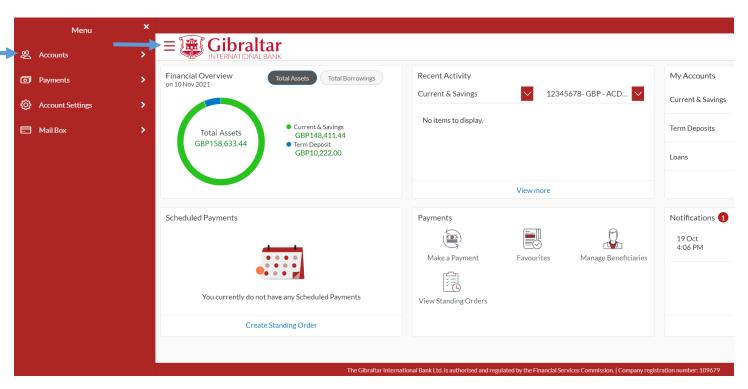


Figure 22.1-1

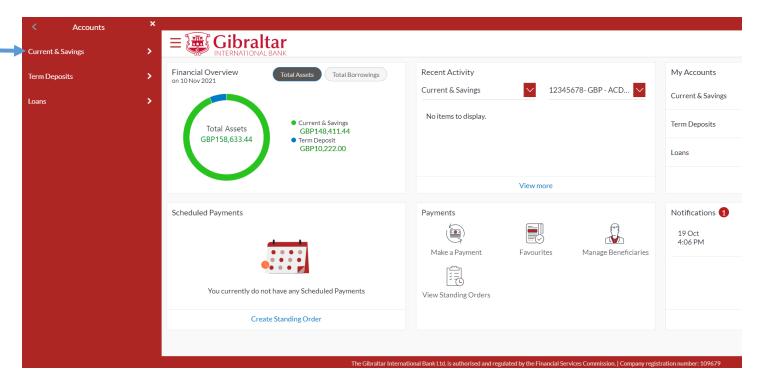


Figure 22.1-2

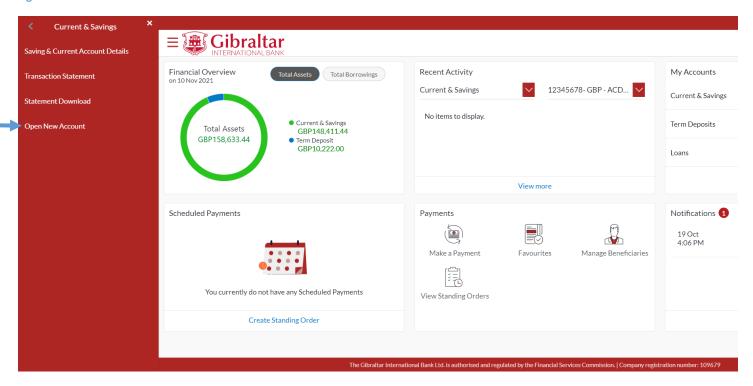


Figure 22.1-3

### 22.1.2 Choose the Account Type

Choose the account you wish to open.

Click on Applications in Draft to open account application marked as saved for later.

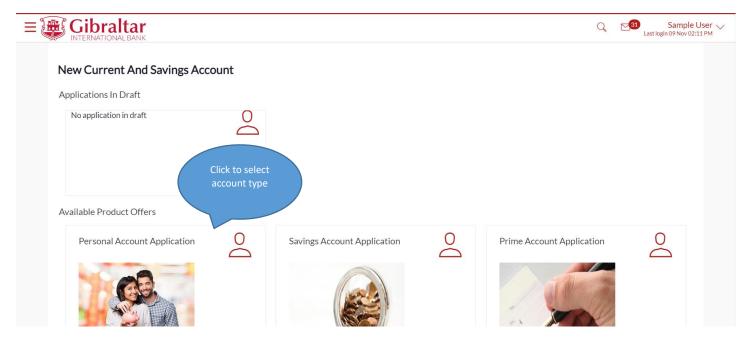


Figure 22.1-2

### 22.1.3 Select Account Profile

Click on *Account Number* to open account in existing profile or click on *New Holder Profile* to create new profile.

To create new profile, refer Retail Customer - Account origination Guide.

Click on **Back** to navigate back to previous screen.

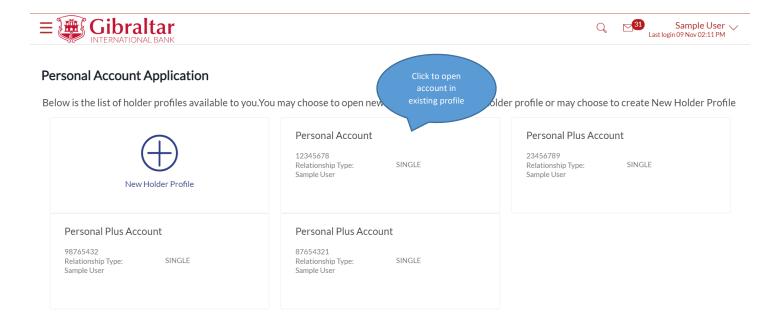


Figure 22.1-3

### 22.1.4 Account Details are displayed

On the Personal Account Details Page, the Savings or Current Account details are displayed.

Following details are displayed:

- Account Type Type of Account is displayed
- Account Holding Type Number of account holders is displayed
- Joint Account Holder Name of the account holders is displayed
- Branch Branch in which account is opened is displayed
- Account Currency select the currency of the account

Click Submit to create new account or click Back to go back to previous screen.

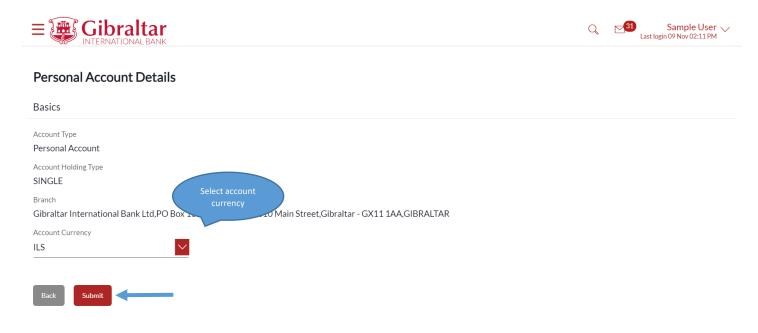


Figure 22.1-4

### 22.1.5 Review and Confirm Account Details

Click *Confirm* to *create account* or click *Back* to go *back* to the previous screen.







# Review Account Type Personal Account Account Holding Type SINGLE Branch Gibraltar International Bank Ltd,PO Box 1375,Inces House, 310 Main Street,Gibraltar - GX11 1AA,GIBRALTAR Account Currency ILS Select to submit account details

Figure 22.1-5

The confirm screen is displayed with a **SUCCESS** message along with Account Number. Click **Done** to go back to the **Dashboard**.



Figure 22.1-6

# 23. How do I View my Session Summary?

 As an E-Banking customer, you can view log of transactions and login details for the previous five logins. • This guide explains how to view your session summary via our website. You can access session summary through the *Main Menu*.

### 23.1 Session Summary through the Main Menu

### 23.1.1 Go to Session Summary

Click on the (1) *Main menu* and click on (2) *Account Settings* and then click on (3) *Session Summary* 

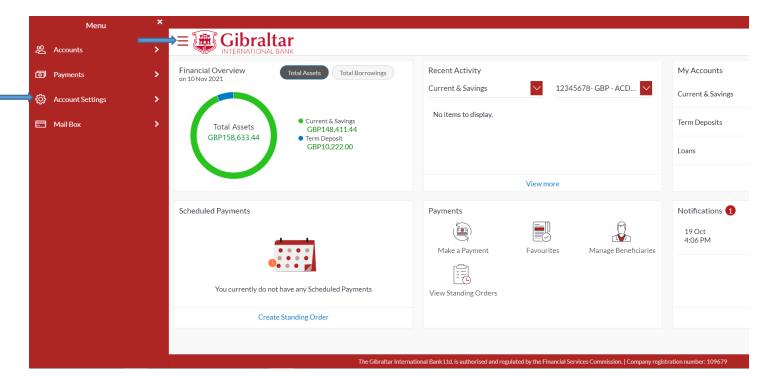


Figure 23.1-1

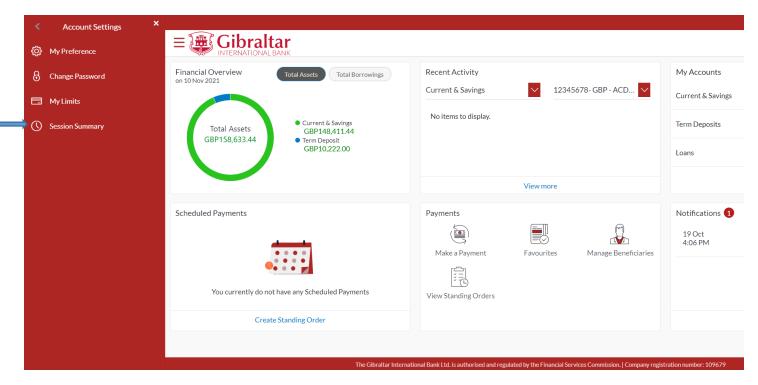


Figure 23.1-2

### 23.1.2 Session Summary is Displayed

The following details are displayed -

- Start Date & Time The date and time at which the particular session was started.
- End Date & Time The date and time at which the particular session was ended.
- Channel The channel of access for the session (Internet/ Mobile Browser / Mobile Application)
- IP Address The IP address of the channel.

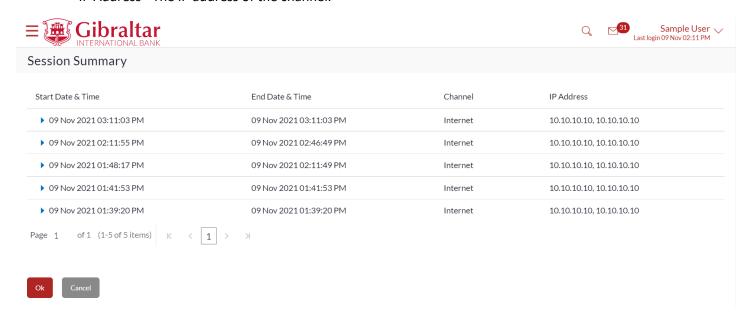


Figure 23.1-3

Click against a specific record to view the details of that session. The session details appear or click *Ok* to navigate to the Dashboard or click *Cancel* to cancel the operation and navigate back to 'Dashboard'.

All the transactions initiated during the selected session are listed down one below the other. The fields documented below form part of a transaction record. The following details are displayed –

- Transaction Name The name of the transaction that was performed during the session.
- Status The status of the transaction.
- Transaction Date & Time The date and time at which the transaction was performed.

Click Ok to navigate to the Dashboard or click Cancel to cancel the operation and navigate back to 'Dashboard'.

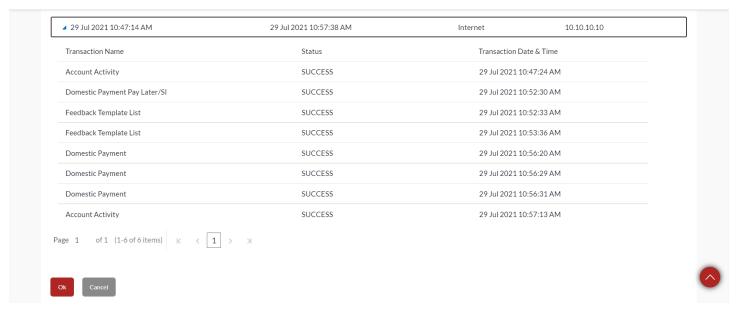


Figure 23.1-4