

RHB Reflex

System Admin Setup - Creation of a User
Version 1.0

How to Create a User

***Please perform First Time Login and change the token pin number before you proceed to login.

Login Sysadmin1 token;

1. Corporate Id - 6 digits Reflex Corp ID
2. User ID - sysadmin1
3. Token Passcode;
 - a. Turn on the token
 - b. Enter pin number
 - c. RHB or APPLI - press 1
4. For the first time login, you need to agree with the T & C and proceed to Continue
5. Create the Secret Word - This unique word is a security measure to confirm that you are in the genuine RHB Reflex Site

***Kindly note that you need to add 2 Users (Maker & Authorizer).

First, add new user for Maker;

- Administrative
- User Maintenance
- User
- Add

Please key in the information;

- User ID - Please create your own User ID
- User Email Address
- User Name - The person in charge full name
- User Mobile Number - e.g: 60 123456789
- User NRIC Number - I/C or Passport No.
- Login Authentication Mode - Select Token
- Token ID - Click on magnifying glass and select the token serial number
- User Group - Maker
- Transaction Limit - Limit per transaction
- User Status - Active
- Field Content Display - View Detailed Transaction or View Summary
- Subsidiary/Department - Choose S1
- Continue
- Submit

Next, add new user for Authorizer;

- Administrative
- User Maintenance
- User
- Add

Please key in the information;

- User ID - Please create your own User Id
- User Email Address
- User Name - The person in charge full name
- User Mobile Number - e.g: 60 123456789
- User NRIC Number - I/C or Passport No.
- Login Authentication Mode - Select Token
- Token Id - Click on magnifying glass and select the token serial number
- User Group - Authorizer
- Transaction Limit - Limit per transaction
- User Status - Active
- Field Content Display - View Detailed Transaction or View Summary
- Receive Email Notification
- Subsidiary/Department - Choose S1
- Continue
- Submit
- Logout from Sysadmin1

Finally, please get sysadmin2 to approve the creation

Login Sysadmin2 token;

1. Corporate Id - 6 digits Reflex Corp Id
2. User Id - Sysadmin2
3. Token Passcode;
 - a. Turn on the token
 - b. Enter pin number
 - c. RHB or APPLI - press 1
4. For the first time login, you need to agree with the T & C and proceed to Continue
5. Create the Secret Word - This unique word is a security measure to confirm that you are in the genuine RHB Reflex Site
 - Click Pending Authorization
 - Click User
 - Select all the transaction pending for approval
 - Approve
 - Enter Token No;
 1. Turn on the token
 2. Enter pin number
 3. RHB or APPLI - press 2
 4. Enter 5 digits Challenge Code - Please refer to the screen
 5. 8 digits number will be appeared - Please enter into token column
 - Submit
 - Logout Sysadmin2
 - Now you may proceed to login using user token to view the accounts & perform the payments.

User ID	User Name	Action	Status
user01	MICHELLE	Created	0/1
user02	MICHAEL	Created	0/1

How to Login as a User

***Please perform First Time Login and change the token pin number before you proceed to login.

Note: There are 2 Users minimum - Maker & Authorizer. Validate the token serial number at the back of your token to know which are maker / authorizer.

First, get maker to login to initiate the payments. Then, get authorizer to login to approve the payments.

Login User token;

1. Corporate Id - 6 digits Reflex Corp ID
2. User ID - Created by the system admin
3. Token Passcode;
 - a. Turn on the token
 - b. Enter pin number
 - c. RHB or APPLI - press 1
4. For the first time login, you need to agree with the T & C and proceed to Continue
5. Create the Secret Word - This unique word is a security measure to confirm that you are in the genuine RHB Reflex Site

The screenshot shows a login form with the following fields and values:

- Corporate ID: 064247
- User ID: maker3
- Secret Word: Secret Word off
- Token Passcode: [Key icon]

Buttons: BACK, LOGIN

Using Challenge Code to Perform Payments

Challenge Code is used by the user (Maker & Authorizer) to perform the payments. Please refer to the following step on how to use the Challenge Code;

- The 5 digits Challenge Code will be displayed on the user's screen before you can submit the payments.
- On the user's token;
 1. Turn on the token
 2. Enter pin number
 3. RHB or APPLI - press 2
 4. Enter 5 digits Challenge Code - Please refer to the user's screen
 5. 8 digits number will be displayed - Please enter into token field
- Then click Submit

The screenshot shows an authentication form with the following fields:

- Challenge Code: 12345
- Token: [Input field]

Buttons: Clear, Submit

IMPORTANT

For any queries or assistance, please call our Customer Care Centre at **03-9206 8118** (Peninsular Malaysia) or **082-276 118** (East Malaysia), or e-mail us at reflex.support@rhbgroup.com

