

SME User On boarding & Payroll Process (WPS) – Retail Internet Banking

Digital Banking Department

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BankDhofar SME Retail Login

Introduction:

Managing a business can be complex and time-consuming. That's why BankDhofar offers Dhofar Business Digital Banking, a comprehensive solution for all your banking and business needs. Enjoy tailormade services such as enhanced fund transfer limits, unified access to multiple entity accounts, an easy two-step registration process without additional paperwork, a simple two-step password generation process for new passwords and ID unlocks, and bulk salary upload functionality with easy converters, duplicate checks, and regulatory validations. Simplify financial management and elevate your business with BankDhofar Business Digital Banking.

Registration Process:

Step 1: Click on New User Link on Retail Internet Banking log in page.

Log in to	New User?		0		4
Internet Banking		100			E
User ID		1	FAN E		<u>}</u>
Preferred Language*					
English Forgot User ID?	•	Win wit	th Savings Acco	unt	
Log in		Prizes for Every prizes. More win → Know More	Occasion. Guaranteed prizes for onners.	wery branch. Bigger	
		• • •			

Step 2: Enter Account Number in provided space and click on continue.

<mark>ジ</mark> Registration		
Account Number* 0104XXXXXXX00	Help ? Click Here to view Terms and conditions. I have read and accept the terms and conditions mentioned above.	
	Cancel Continue	
Vertice (Online FAQ's Terms & Constitions Privacy Policy and Disclaimer Online Security



ぅ			
Online Regis	stration		
Enter Your Debit of Account Number: 01041 ATM Pin*	Card Details	Card Number* 4644-XXXX-XXX7808 *	
		Cancel Continue	
Norton Excession of Sector			Online FAQ's Terms & Conditions Privacy Policy and Disclaimer Online Security

Step 3: Select Debit Card Number from the drop down and enter ATM PIN and click on Continue.

Step 4:

- > Enter user id which you wish to keep as your login id.
- > Click on "Check User ID Availability" if user available enter Password, OTP and click on Submit.

Enter New User ID details		
Please keep these in mind while setting Ur 1 The User ID should contain a minimum of 6 2 The User ID should be lead than 30 character 3 The User ID should not compress White use	er ID: harschern. n.	
User ID.*	Check User ID Availability	
Email 82*	ReType Ernal (D-*	
AEBDARRZI@GMAIL.COM Holds: Number** 926:	AEBOARRZIEGMAIL.COM	
Enter Your Paicwords Tips for choosing your passond 1. The password cause of all the char cost out cause of the Bolty 2. The password shade outside a service of the password shade outside a service service of the cause service of the service 3. Parameters or cause service.	ctory are as in your Userterner. For e.g. If your Userterne is, 'Rob', then your d establishes, 'Your paroweed must contain at least one number and be typed in a ny non-me species.	
Set Internet Log in Password		
Parsword	Robypo Postantri	
017		



Step 5:

User ID created successfully; you can see your user id on screen. To login click on Go to Login Page.

ょ	
1	Online Registration
	Online Registration
	The user is created and password is set successfully.
	User ID: RET1234
	Go to Log In Page



WPS File Upload Flow:

Step 1:

- > Enter your User ID and Password to access Retail Internet Banking.
- > After successful login you will be landed in dashboard page.
- Click on "Uploads" menu.

Home Accounts & Cards Payments Transfers Service Re	quests Uploads	My Profile	e 🗹 🌶 🖑
17/11/2024	O What are you looking for?		
welcome buck,	Favorite Services		Ş
Win with Savings	Accounts Summary Operative Account(s)	Recent Transactions cor	PORATE CURRENT -
Win with Savings Account	Accounts Summary Operative Account(s) OMR 206.141 Deposit Account(s) OMR 1,205.000	Recent Transactions COR • 06/10/2024 • 03/10/2024	PPORATE CURRENT ▼ 12.991 OMR 12.991 OMR
Win with Savings Account Prizes for Every Octasion. Guaranteed prizes for every branch. Bigger prizes. More	Accounts Summary Operative Account(s) OMR 206.141 Deposit Account(s) OMR 1,205.000 Loan Account(s) OMR 7,896.142	Recent Transactions COR	PORATE CURRENT

Step 2: Click on Wage Payment System Tile.





Step 3:

For FAQs:

- ➢ For file upload user guide, click on PDF Link.
- > For file converter click on Click here link.

To upload salary file:

- Select debit account number.
- Click on fetch account balance.
- > Enter total file amount.
- Select file processing date.
- Click on Browse to attach the file.
- Select file type> and click on continue.

Home Accounts & Cards Payments Tr	ransfers Service Requests Uploads		My Profile	e 🧶 🖉
(Back	Request	Enter the file details for P WPS File Upload Fermit & Specification - POF LINK For F	Payroll Payments	
1	File Details	Customer ID	Debit Account* Select	va parkaro y polika
2	Preview & Confirmation	Available Balance	Total File Amount*	
		File Processing Date (dd/MM/yyyy)*	Remarks	
		Path of the File to be Uploaded*	File Type* Monthly Salary	·
		(Please select a valid file)		
			Reset	Continue



4 Back	Wage Payment Syste	em
File Upload	The file is a	sttached successfully. File Name: [Sal_November.txt]
File Details	Customer ID	Debit Account*
2 Preview and Confirm	Total File Amount* OMR 10.000	File Processing Date (dd/MM/yyyy)* 26/11/2024
	Remarks	Path of the File to be Uploaded" Sal_November.txt
	Additional Details	
	Remarks	
	Enter your password to con	firm the transaction
	One Time Password*	Resend OTP
		Васк ОК

Step 4: You can view uploaded file name along with details. Enter OTP and click on Ok.

Step 5: On successful upload, file sequence number will be displayed with message.

(Back New Request	Enter the file details for P	ayroll Payments		
	WPS File Upload Format & Specification - POF LINK * Indicates Mandatory Fields			
File Details	The file is uploaded	successfully. File Sequence No: [589701]		
2 Preview & Confirmation	Customer ID	Debit Account* Select		
	Available Balance	Total File Amount* OMR		
	File Processing Date (dd/MM/yyyy)*	Remarks		
	Path of the File to be Uploaded* Browse	File Type* Monthly Salary		
	Upload a file (Please select a valid file)			
		Reset Continue		



File Tracking:

Step 1: To view the uploaded file, click on View Uploaded File Details.

Step 2: Select date range or enter reference id and click on "Search" to view the uploaded files.

Upload Date From (dd/MM/vvvv)	Upload Date To (dd/M	M/vvvv)
(*) 		(^{bet})
Reference Id	Product Type	
	All	•
File Status	File Name	
All		
Uploaded By		
Uploaded By		

Digital Banking Department



Step 3: Uploaded file will be shown with status.

ploa	ded Fil	es					
Searc	ch						
Uplo	ad Date From	(dd/MM/yyyy)		Upload D	ate To (dd/MM/)	уууу)	
						[¹⁻¹]	
Refe	rence Id			Product T	уре		
				All		•	
File	Status			File Name	e		
All			•				
	Search		Reset)			
Upload	led File List	Poforonco		Uploaded	Date of		Total
SI.No	Туре	ld	File Name	Ву	Upload	File Status	Amount
1	Wage Protection System				04/12/2024	Successfully Processed	OMR 41.577

Contact Us:

For any query, please write to <u>Care@bankdhofar.com</u> or call at SME Helpline on +968 24775774 for quick resolution.

