



Online Corporate Banking Services

# User Guide

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### 1. Official Service Website:

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[ecorp.kfhonline.com](http://ecorp.kfhonline.com)

### 2. Contact and Technical Support:

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- Email: GCB-Ecorp@kfh.com

### 3. Service Requirements:

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- Active Bank Account
- Mobile Number
- Valid Civil ID's for All Users

### Single Access:

Service will be provided to One user only who can utilize below limited services:

- Account Summary
- Advanced/Details Account Statement
- Salary Upload
- Merchant Reports

### Dual Access:

Service will be provided to multiple users with different access levels Ensuring processing requests by a minimum of 2 users

- Corporate Service Admin (CSA):  
Main user of the service who will manage all users details and access level, in addition to having the privileges on approving submitted requests
- Initiator:  
User who initiates all Financial and Non-Financial requests
- Reviewer (Optional):  
User who reviews any request submitted by Initiator user and forward it to the higher user level
- Approver (Optional):  
User who acts on submitted request based on given privileges

Available services:

- User Management
- Accounts Summary
- Advanced/Details Account Statement
- Salary Upload
- Merchant Reports
- Transfers (own accounts, internal transfer, other bank transfer)
- Cheque Book Request
- Standing Order Management
- Monthly Account Statement Subscription

In Addition to more available services

## 5. New User Sign Up:

- Select (New User Sign Up)

■ عربي

- New User Sign Up
- Forgot your password
- Service Knowledge

Please enter your User Name and 5 digits of your account number

User Name :

Account No. : \* \* \* \* \*

Login

- Fill in required information (Account Number (12 Digits))

■ عربي

- If you are already registered click here

Please fill your Account Number

Account No (12 digits) :

Next

- Click on Send OTP, and enter it
- Read and Accept the applicable Terms and Conditions

■ عربي

- If you are already registered click here

Please fill your OTP Number

Account No (12 digits) : 01101xxx010

Mobile No : 9XXX9999

OTP code : \*

Remaining time to resend sms code 04:30

Send OTP

Send Count 1

☒ I acknowledge that I have carefully read and accepted the applicable Terms and Conditions.

Submit

- Enter Username
- Choose Password and Select Password validity period

Notes

- username length must be between 6 – 16 characters and contains letters and numbers only
- Password length must be between 7-14 characters.
- Password must not contain username or part of it, character repetition, consecutive letter or number.
- Password must contain at least one Uppercase character (A-Z), Lowercase character (a-z), Number (0-9) and Special character.
- Allowed special characters (~!@#\$%^&\*+=~\|{}[];:'"<>.,?/)
- Underscore " \_ " is not a special character.

Please choose a login name and a password

User Name :

Password :

Confirm Password :

Password expires after : Choose one

Submit

- Redirect to Login page after successful registration

- Enter Username
- Enter Last 5 digits of account number

■ **تسجيل**

■ New User Sign Up

■ Forgot your password

■ Service Knowledge

Please enter your User Name and 5 digits of your account number

User Name :

Account No. :      \* \* \* \* \*  \* \*

Login

- Enter Site key answers

Site Key Registration

■ Challenge questions help prevent unauthorized people from getting access to your KFHe-Corporate account because only you will know their answers.

■ Every time you login, you will see one of these questions, which you will be asked to answer.

■ In future logins, should you ever see a question that is strange to you and for which you did not provide an answer here, don't proceed with the login and contact Allo Baitak "1803333".

Please answer the following question

1. What was your dream job as a child

2. What is your favorite holiday destination

3. What is your favorite hobby

Submit Cancel











- Select an Image

Site Key Registration

■ Please choose one of the displayed images. The chosen image will appear every time you login to KFHe-Corporate.

■ You should now remember and later recognize the chosen image to be sure that you are accessing the real KFHe-Corporate site every time you login.

Please choose one of the images and then click submit

				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Cancel


- Enter Image Description

Site Key Registration

■ Please enter a title or a description for your image. When you see your personal Site Key image and title next time you login, it will help you verify the validity of the KFHe-Corporate website you visit.

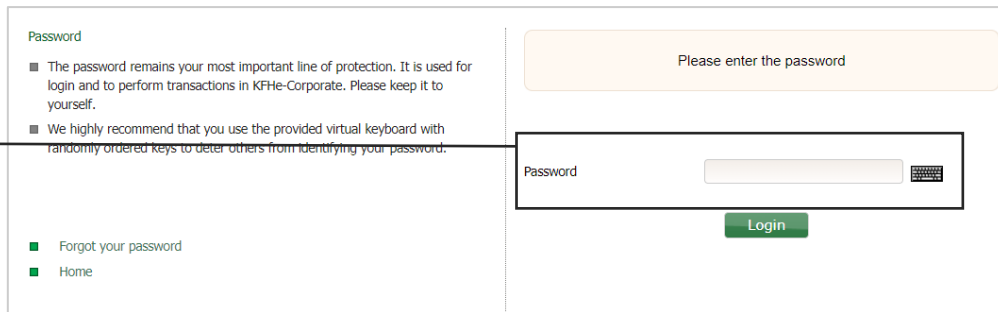
■ In future logins, should you not see the same image or title you select here, don't proceed with the login and contact Allo Baitak "1803333".

Please enter a title or a description for your image.



Submit Cancel

- Enter Password to Login



**Password**

- The password remains your most important line of protection. It is used for login and to perform transactions in KFHe-Corporate. Please keep it to yourself.
- We highly recommend that you use the provided virtual keyboard with randomly ordered keys to deter others from identifying your password.

[Forgot your password](#)  
[Home](#)

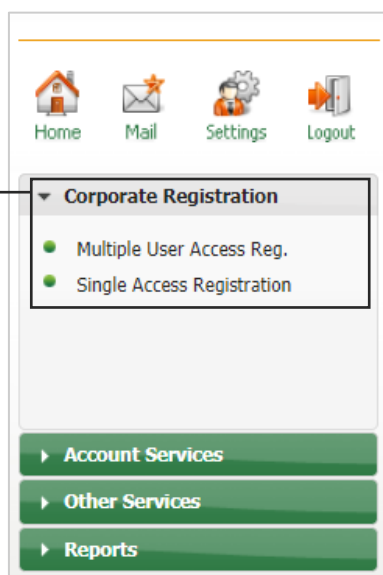
Please enter the password

Password

Login

## 6. Select Registration Type:

- Go to Main Page
- Click on Corporate Registration



Home Mail Settings Logout

▼ **Corporate Registration**

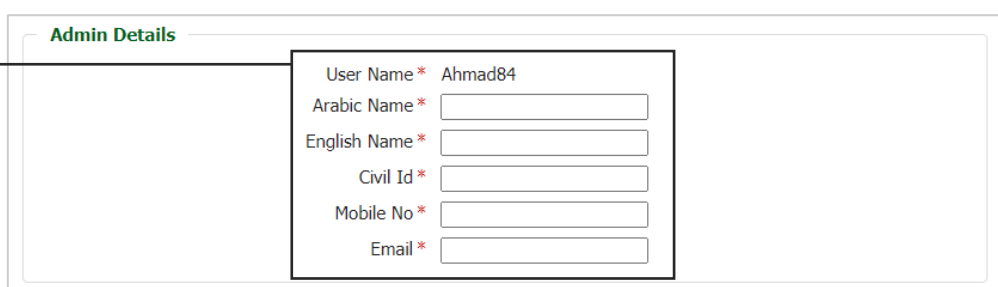
- Multiple User Access Reg.
- Single Access Registration

▶ Account Services

▶ Other Services

▶ Reports

- Select Registration Type
  - Single Access ([Details](#))



**Admin Details**

User Name \* Ahmad84

Arabic Name \*

English Name \*

Civil Id \*

Mobile No \*

Email \*

- Dual Access ([Details](#))

**Admin Details**

User Name \* Ahmad84

Arabic Name \*

English Name \*

Civil Id \*

Mobile No \*

Email \*

**Initiator User Details**

User Name \*

Arabic Name \*

English Name \*

Civil Id \*

Mobile No \*

Email \*

Password \*

Confirm Password \*

Services granted: Salary Upload, Account Summary

- Fill and submit all required information
- Print the required Form related to selected registration type and visit KFH branch for Activation
  - Single Access ([Form](#))
  - Dual Access ([Form](#))

## 7. Privileges Management:

- Login with Corporate Super Admin (CSA)
- Go to (Administration)

**Banking Accounts**

Account	Account Type	Currency	Total Balance	Available Balance	Status
XXXXXX	Current	KWD	227.000	227.000	Active
XXXXXX	Current	KWD	40.481	40.481	Active
XXXXXX	Saving Premium Account	KWD	130.000	130.000	Active
XXXXXX	Saving Premium Account	KWD	16,087.000	16,087.000	Active
XXXXXX	Electronic	KWD	39.256	39.256	Active

more »



- Go to (Manage Departments)
  - a. Enter the name of required department
  - b. Click on (Add)

Corporate Management

Note: Required fields are marked with an asterisk (\*)

**Manage Departments**

Department Name \*

Add

Department Name	Edit	Delete
الإدارة الافتراضية		

- Go to (Manage Groups)
  - a. Select the required department
  - b. Enter the name of required group
  - c. Click on (Add)

Groups Management

Note: Required fields are marked with an asterisk (\*)

**Manage Groups**

Department Name \* New Department ▼

Group Name \*

Add

- Go to (Manage Roles)
  - a. Select the required department
  - b. Select the required group
  - c. Enter the name of required Role
  - d. Click on (Add)

Roles Management

Note: Required fields are marked with an asterisk (\*)

**Manage Roles**

Department Name \* New Department ▼

Group Name \* New Group ▼

Role Name \*

Add

- New Role will be added in below table
- Click on (Manage)

Roles Management

Note: Required fields are marked with an asterisk (\*)

**Manage Roles**

Department Name \*

Group Name \*

Role Name \*

Department Name	Group Name	Role Name			
New Department	New Group	New Role	<input type="button" value="Manage"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

- Select Role Type (Financial Services/Administrative Services)

Roles Management

**Manage Roles**

**Choose Role Services Type**

Note: Admin Roles Should be only for token holders.

Role Type

☐ Administration Services

☐ Financial Services

- Select the required services to grant the access for

Roles Management

**New Role**

**Financial Services**

All Financial Services	Applied Financial services
KNET Payment Gateway-Private KNET Payment Gateway-Public Monthly Statements Multiple Payment Open Time Deposit Portfolio Position Real Estate Report Lost Card Single Payment Standing Order For Charity Standing Orders Standing Orders Statement Subscribe Card 3D Secure Service Transaction Report Transfer for Charity	Account Summary Advanced Statement Detailed Statement Own Accounts Transfer Salary Processing Single Transfer Telex Transfer

- Select Each service and lick it to required account(s) all services should be linked to continue
- Click on (Save)

The screenshot shows the 'Roles Management' interface. On the left is a navigation menu with options like Home, Mail, Settings, Logout, Requests Full, Administration, Account Services, Beneficiaries, Other Services, Financial Services, and Reports. The main area is titled 'Roles Management' and contains two sections: 'Account selection for applied service' and 'Role Service Access'.

In the 'Account selection for applied service' section, there is a dropdown for 'Role' set to 'New Role' and another dropdown for 'Applied Financial services' set to 'Own Accounts Transfer'. Below these is a list of accounts with checkboxes:
 

- ☐ Select All
- ☒ XXXXXX - Saving Premium Account - KWD
- ☒ XXXXXX - Investment Saving Account - KWD
- ☒ XXXXXX - Electronic - KWD
- ☒ XXXXXX - Current - KWD
- ☒ XXXXXX - Investment Saving Account - USD
- ☒ XXXXXX - Current - KWD
- ☒ XXXXXX - Saving Premium Account - KWD

 At the bottom of this section are 'Add Accounts' and 'Cancel' buttons.

The 'Role Service Access' section contains a table with columns 'Service', 'Account', and 'Edit':
 

Service	Account	Edit
Account Summary	[+] Accounts	Edit
Advanced Statement	[+] Accounts	Edit
Detailed Statement	[+] Accounts	Edit
Own Accounts Transfer	[+] Accounts	Edit
Salary Processing	[+] Accounts	Edit
Single Transfer	[+] Accounts	Edit
Telex Transfer	[+] Accounts	Edit

 A 'Save' button is located at the bottom of this section.

- Go to (User Roles)
  - Select the user
  - Select the required role

The screenshot shows the 'User Roles' interface. It includes a note: 'Note: Required fields are marked with an asterisk (\*)'. Below this is the 'Service Access Management' section, which contains a form with the following fields:
 

- 'User \*' with a dropdown menu showing 'Jassim'.
- 'Roles \*' with three checkboxes: 'الدور الافتراضي' (selected), 'Admin', and 'New Role'.

 A 'Confirm' button is located at the bottom of the form.

- Go to (Corporate Service Limits)
 

User can set required limits related to each financial service.

  - Select service from the list
  - Enter all required details
  - Click on (Save)
  - Repeat above steps for each service

Corporate Services Limits

Note: Required fields are marked with an asterisk (\*)

**Corporate Services Limits**

Service	Minimum Limit (KWD)	Maximum Limit (KWD)	Transaction Limit (KWD)	Reset Counter (Days)	No. Of Transactions		
Single Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Delete
Telex Transfer	30.000	30,000.000	30,000.000	1	99	Edit	Delete
Own Accounts Transfer	1.000	30,000.000	20,000.000	1	99	Edit	Delete
Salary Processing	1.000	30,000.000	30,000.000	1	99	Edit	Delete
Transfer for Charity	1.000	30,000.000	30,000.000	1	99	Edit	Delete

**Limits Definition**

Service \* Single Transfer

Minimum Limit \* 1.000 KFH Limit : 1.000 (KWD)

Maximum Limit \* 30000.000 KFH Limit : 30,000.000 (KWD)

Transaction Limit \* 30000.000 KFH Limit : 30,000.000 (KWD)

Reset Counter (Days) 1

No. Of Transactions \* 99

Save

Go to (Users Service Limits)

User can set required limits related to each financial service for each user exclusively.

- Select user
- Select service from the list
- Enter all required details and Click on (Save)
- Repeat above steps for each service

Users Service Limits

Note: Required fields are marked with an asterisk (\*)

**User Services Limits**

Service	Minimum Limit (KWD)	Maximum Limit (KWD)	Transaction Limit (KWD)	Reset Counter (Days)	No. Of Transactions		
Single Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limit
Telex Transfer	30.000	30,000.000	30,000.000	1	99	Edit	Reset Limit
Salary Processing	1.000	100,000.000	100,000.000	1	99	Edit	Reset Limit
Own Accounts Transfer	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limit
Transfer for Charity	1.000	30,000.000	30,000.000	1	99	Edit	Reset Limit

**Limits Definition**

Username \* f87

Service \* -- Select Service --

Minimum Limit \* 0.000 Corporate Limit

Maximum Limit \* 0.000 Corporate Limit

Transaction Limit \* 0.000 Corporate Limit

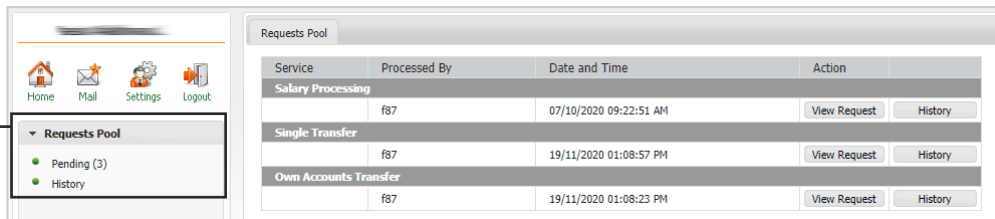
Reset Counter (Days) 1

No. Of Transactions \* 0

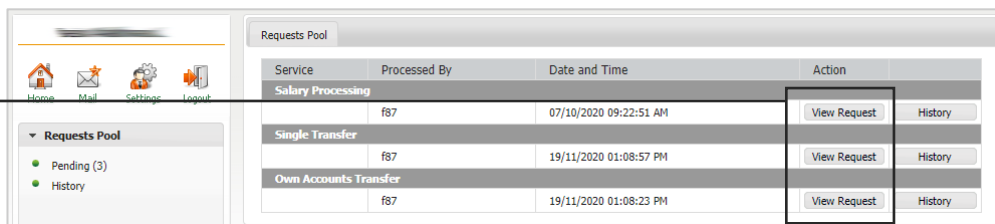
Save

## 8. Approving Requests

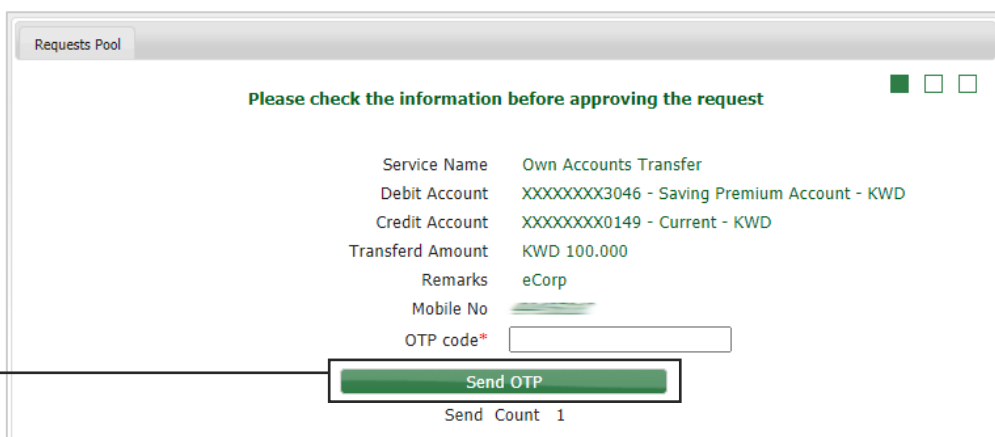
- Login with (CSA/Approver) user
- Go to (Request Pool)
- Click on (Pending)



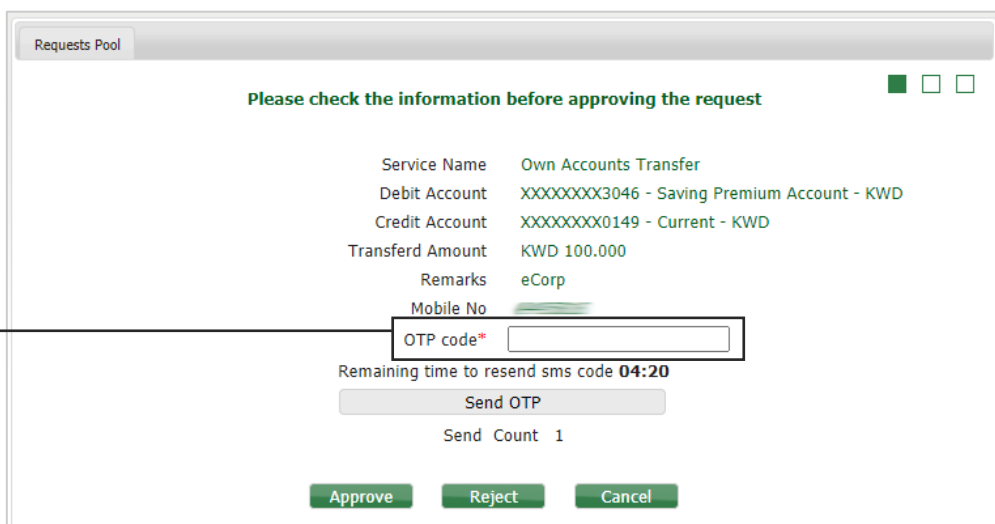
- Click on (View Request)



- Check request details
- Click on (Send OTP)

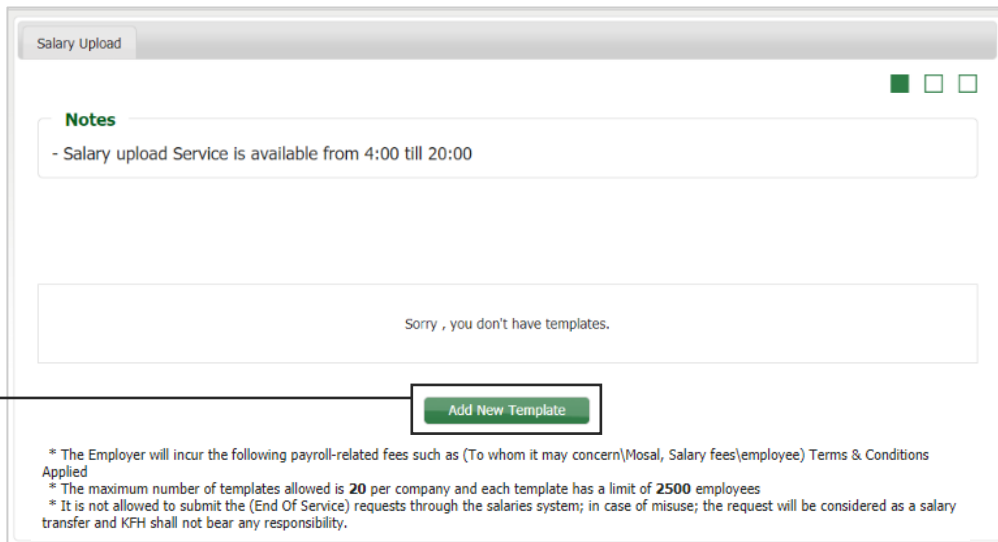


- Enter (OTP)
- Click on (Approve/Reject) request



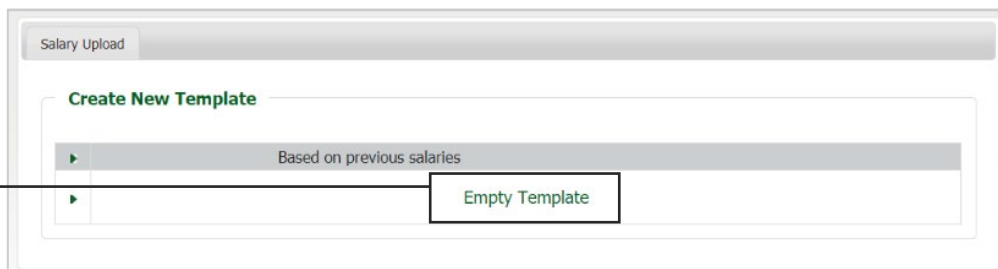
### Create New Template

- Login with (Initiator) user
- Go to (Salary Upload)
- Click on (Add New Template)



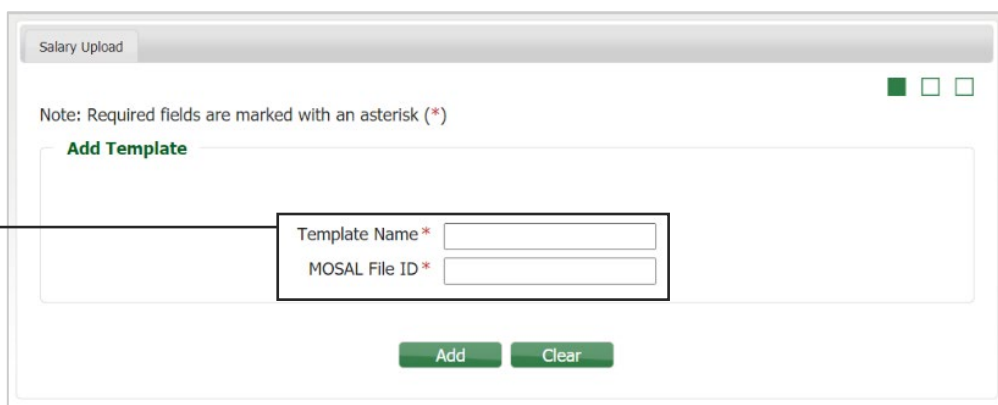
The screenshot shows the 'Salary Upload' window. At the top, there's a tab labeled 'Salary Upload'. Below it, a 'Notes' section contains the text: '- Salary upload Service is available from 4:00 till 20:00'. A message in the center says 'Sorry , you don't have templates.' At the bottom, there's a green button labeled 'Add New Template'. Below the button, there are three asterisks and a list of terms and conditions: '\* The Employer will incur the following payroll-related fees such as (To whom it may concern\Mosal, Salary fees\employee) Terms & Conditions Applied', '\* The maximum number of templates allowed is 20 per company and each template has a limit of 2500 employees', and '\* It is not allowed to submit the (End Of Service) requests through the salaries system; in case of misuse; the request will be considered as a salary transfer and KFH shall not bear any responsibility.'

- Select (Empty Template)



The screenshot shows the 'Salary Upload' window with the 'Create New Template' section. It displays a list of templates. The first template is 'Based on previous salaries' and the second is 'Empty Template'. The 'Empty Template' option is highlighted with a green box.

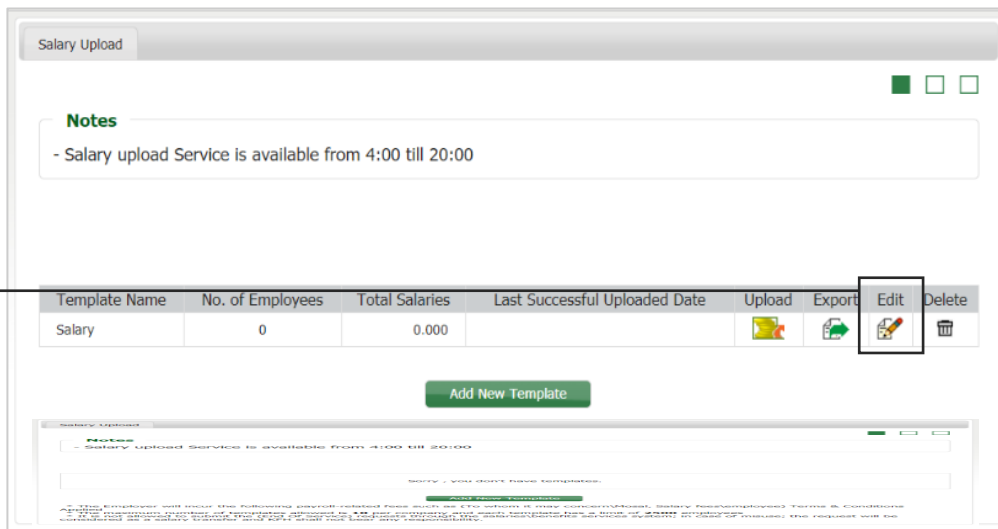
- Enter template name
- Enter MOSAL ID



The screenshot shows the 'Salary Upload' window with the 'Add Template' section. It contains a note: 'Note: Required fields are marked with an asterisk (\*)'. Below the note, there are two input fields: 'Template Name\*' and 'MOSAL File ID\*'. At the bottom, there are two buttons: 'Add' and 'Clear'.

## Add Employee(s) (Manual)

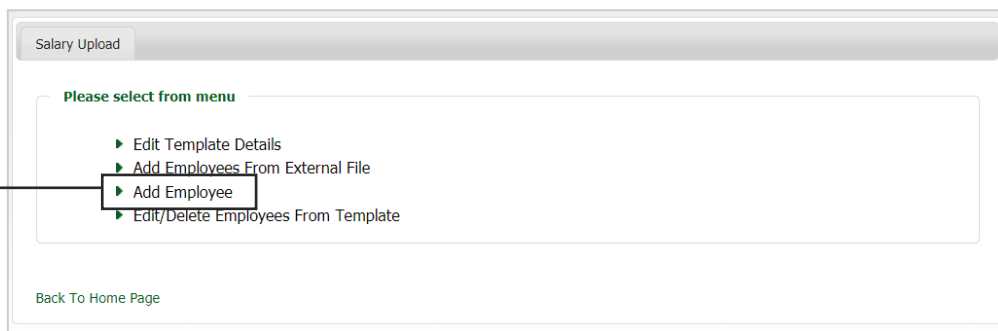
- Go to (Salary Upload)
- Click on (Edit) next to required template



The screenshot shows the 'Salary Upload' interface. At the top, there's a 'Notes' section stating 'Salary upload Service is available from 4:00 till 20:00'. Below this is a table with columns: Template Name, No. of Employees, Total Salaries, Last Successful Uploaded Date, Upload, Export, Edit, and Delete. The table contains one row for a template named 'Salary' with 0 employees and a total salary of 0.000. The 'Edit' button for this template is highlighted with a red box. Below the table is an 'Add New Template' button. At the bottom, there's another 'Notes' section and a small disclaimer.

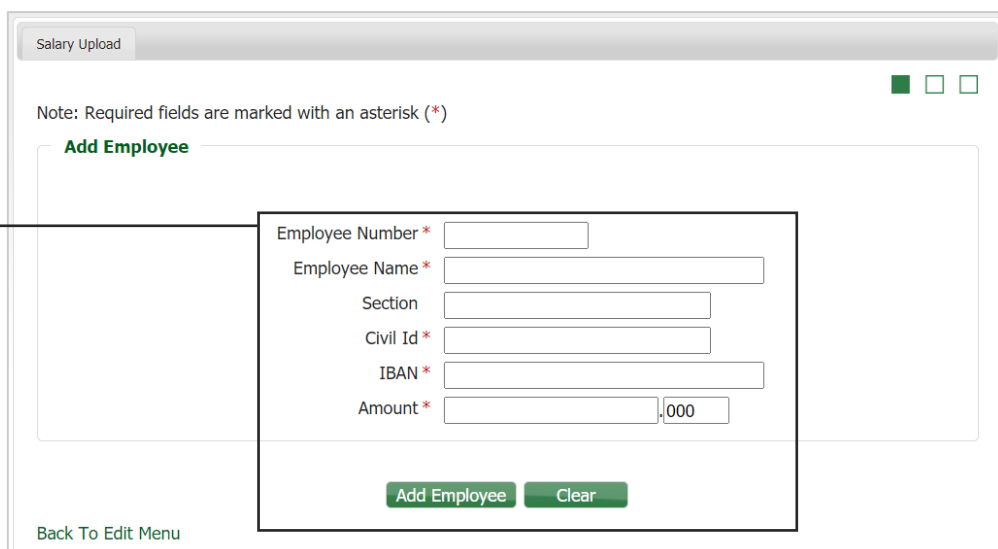
Template Name	No. of Employees	Total Salaries	Last Successful Uploaded Date	Upload	Export	Edit	Delete
Salary	0	0.000					

- Select (Add Employee)



The screenshot shows the 'Salary Upload' interface with a 'Please select from menu' section. A dropdown menu is open, showing options: Edit Template Details, Add Employees From External File, Add Employee (highlighted with a red box), and Edit/Delete Employees From Template. At the bottom, there's a 'Back To Home Page' link.

- Enter all required details
- Click on (Add Employee)



The screenshot shows the 'Salary Upload' interface with the 'Add Employee' form. A note states 'Note: Required fields are marked with an asterisk (\*)'. The form has fields for Employee Number, Employee Name, Section, Civil Id, IBAN, and Amount. The 'Add Employee' button is highlighted with a red box. At the bottom, there's a 'Back To Edit Menu' link.

Note: Required fields are marked with an asterisk (\*)

**Add Employee**

Employee Number \*

Employee Name \*

Section

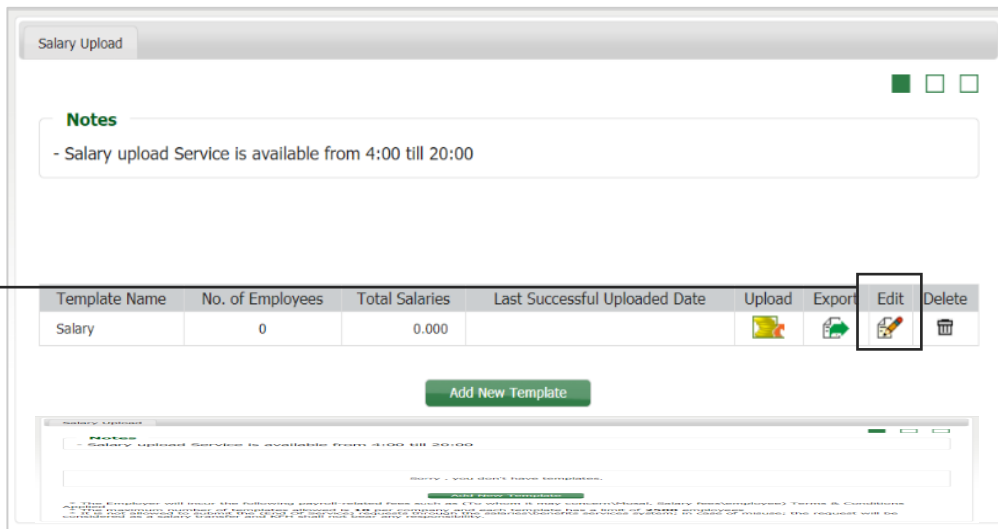
Civil Id \*

IBAN \*

Amount \*  .000

## Add Employee(s) (Template)

- Go to (Salary Upload)
- Click on (Edit) next to required template



Salary Upload

Notes

- Salary upload Service is available from 4:00 till 20:00

Template Name	No. of Employees	Total Salaries	Last Successful Uploaded Date	Upload	Export	Edit	Delete
Salary	0	0.000					

[Add New Template](#)

Salary Upload

Notes

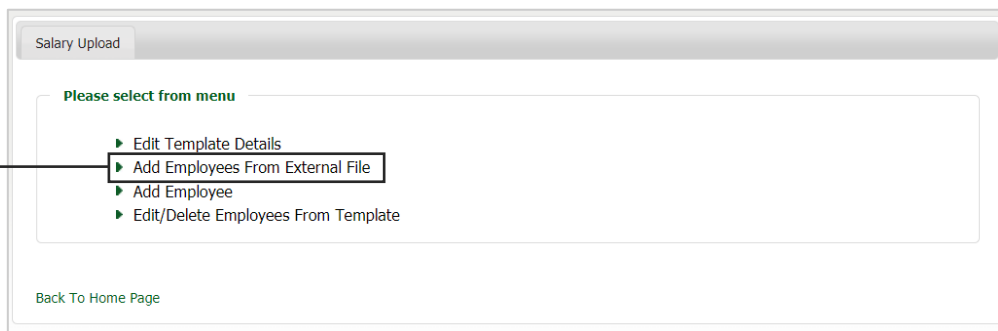
- Salary upload Service is available from 4:00 till 20:00

Sorry - you don't have templates.

[Add New Template](#)

1. The Employer will incur the following payroll related fees when an ETO should be used to upload Salary (per employee): Terms & Conditions  
2. The Employer will incur the following payroll related fees when an ETO should be used to upload Salary (per employee): Terms & Conditions  
3. The Employer will incur the following payroll related fees when an ETO should be used to upload Salary (per employee): Terms & Conditions  
4. The Employer will incur the following payroll related fees when an ETO should be used to upload Salary (per employee): Terms & Conditions

- Select (Add Employees from External File)



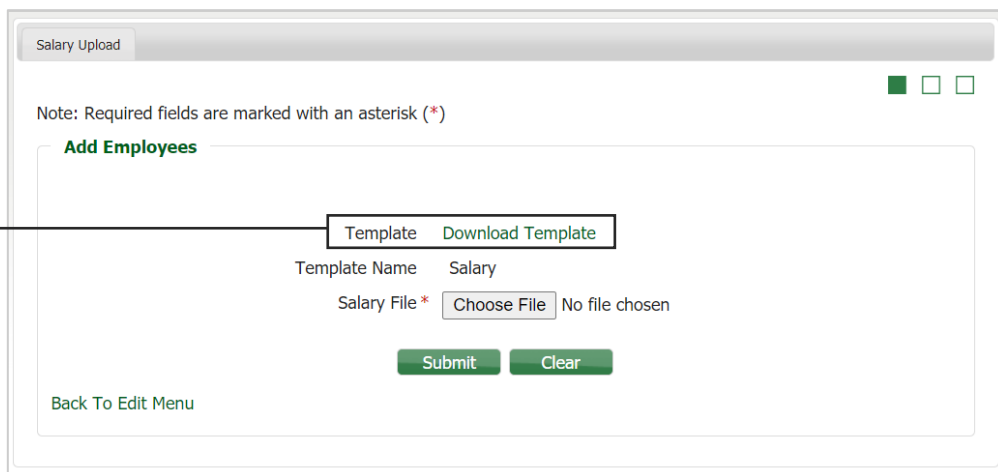
Salary Upload

Please select from menu

- ▶ Edit Template Details
- ▶ Add Employees From External File
- ▶ Add Employee
- ▶ Edit/Delete Employees From Template

[Back To Home Page](#)

- Click on (Download Template)



Salary Upload

Note: Required fields are marked with an asterisk (\*)

**Add Employees**

Template [Download Template](#)

Template Name Salary

Salary File \* [Choose File](#) No file chosen

[Submit](#) [Clear](#)

[Back To Edit Menu](#)





## Salary Upload

- Go to (Salary Upload)
- Click on (Upload) next to required template

Salary Upload

Notes

- Salary upload Service is available from 4:00 till 20:00

Template Name	No. of Employees	Total Salaries	Last Successful Uploaded Date	Upload	Export	Edit	Delete
Salary	2	350.000					

Add New Template

\* The Employer will incur the following payroll-related fees such as (To whom it may concern\Mosal, Salary fees\employee) Terms & Conditions Applied  
\* The maximum number of templates allowed is **20** per company and each template has a limit of **2500** employees  
\* It is not allowed to submit the (End Of Service) requests through the salaries system; in case of misuse; the request will be considered as a salary transfer and KFH shall not bear any responsibility.

- Check all information
- Click on (Upload Salaries)

Salary Upload

Total Salaries350.000 KWD  
Total Employees2  
Salary Processing Fees5.0 KWD  
KFH Accounts Fees2.0 KWD  
Al-Amil Accounts Fees0.0 KWD  
Other Bank Accounts Fees0.0 KWD

No.	Name	Account No.	Amount	Bank	Civil Id	Section
1727	Jassim Ahmad	KW28KFHO000	250.000	Kuwait Finance House		Corporate
1722	Ahmad Jassim	KW30KFHO000	100.000	Kuwait Finance House		IT

Charges applied on executing Salaries files as per KFH Tariff List

[Back To Template List Page](#)

Upload Salaries

- Select (Month) and (Year)
- Enter Password
- Read and Accept the Declaration

Salary Upload

Note: Required fields are marked with an asterisk (\*)

**Notes**

- To add / edit MOSAL File ID, please go to (Edit Template Details) Page
- **Terms & conditions applied.**

**Upload Salaries**

Account	0	
Balance	10.441	KWD
Template Name	Salary	
Total Employees	2	
Total Salaries	350.000 KWD	
Total Fees	7.0 KWD	
Total Amount	357.000 KWD	
MOSAL File ID *	123456789000	
Salary Month *	--Select Salary Month--	
Year *	--Select Year--	
Password *		

☐ I acknowledge that the entered MOSAL file number is correct and I shall be responsible for any mistake or lack in the entered information

**Submit** **Back**

- System will redirect the request to CSA for required action

## 10. Beneficiaries Management

### Add KFH Beneficiary

- Login with (Initiator) user
- Go to (Beneficiaries)
- Click on (KFH Beneficiaries)

- Click on (Add New KFH Beneficiary)

KFH Beneficiaries					
Account Number	Full Name	Description	Status	Edit	Delete
011234567891	Jassim Ahmad	-	Active		
022225456689	Rakan Company	Test	Active		

[add new kfh beneficiary »](#)

- Enter beneficiary account number (12 Digits)

KFH Beneficiaries

Note: Required fields are marked with an asterisk (\*)

**Add New KFH Beneficiary**

Account Number \*

**Notes**

- Number of failure attempts shouldn't exceed 5 attempts per day.
- You can add up to 10 Beneficiaries per day.

[Verify](#) [Clear](#)

- Add Description for the beneficiary

KFH Beneficiaries

Note: Required fields are marked with an asterisk (\*)

**Add New KFH Beneficiary**

Account Number 011234567891

Beneficiary Name Yousef Company for General Trading

Description \*

[Add](#) [Back](#)

- Login with CSA/Approver to approve the request
- Click on (Request Pool)
- Click on (View Request)

Requests Pool			
Service	Processed By	Date and Time	Action
Add KFH Beneficiary	f87	19/11/2020 11:30:28 AM	<a href="#">View Request</a> <a href="#">History</a>

[Home](#)
[Mail](#)
[Settings](#)
[Logout](#)

**Requests Pool**

- Pending (1)
- History

- Check Information
- Enter Password

Requests Pool

Please check the information before approving the request

AccountNumber XXXXXXXX

Beneficiary Name

Description eCorp

Password

Approve Reject Cancel

- Go to (Beneficiaries List)
- Click on (Activate) next to the required beneficiary

KFH Beneficiaries

Account Number	Full Name	Description	Status	Activate
XXXXXXXXXX		eCorp	Pending	<a href="#">Click here</a>

- Enter OTP and Click on (Activate)

KFH Beneficiaries

Please Check Beneficiary Details before Activation

Beneficiary Details

AccountNumber XXXXXXXX

Beneficiary Name

Description eCorp

Mobile No

Activation Code\*

Activation Code is valid for 3 Days

Remaining time to resend sms code 04:56

Resend Activation Code

Activate

### Add Other Banks Beneficiary

- Login with (Initiator) user
- Go to (Beneficiaries)
- Click on (Other Banks Beneficiaries)
- Click on (Add New Other Banks Beneficiary)

Other Banks Beneficiaries

Beneficiary Name	Bank	Country	Added	Status	Edit	Delete
		Kuwait	17/10/2020	Active		

add new other banks beneficiary »

- Enter all beneficiary details

Other Banks Beneficiaries

Note: Required fields are marked with an asterisk (\*), either with (\*)

Note: After adding a new payee, it will be verified soon and you will be notified via the KFHe-Corporate mail box. After that, you can activate it by clicking on the activation link that will appear next to the new added payee.

**Details should be in english and alphanumeric only**

**Other Banks Beneficiary Details**

Beneficiary Name \*
Beneficiary Account Number/IBAN \*
Beneficiary Address \*
Contact Number

- Login with CSA/Approver to approve the request
- Click on (Request Pool)
- Click on (View Request)

Home
Mail
Settings
Logout

Requests Pool

- Pending (1)
- History

Requests Pool

Service	Processed By	Date and Time	Action
Edit Other Banks Beneficiary	f87	19/11/2020 11:46:48 AM	View Request History

- Check Information
- Enter Password

Requests Pool

**Please check the information before approving the request**

**Telex Payee Details**

Beneficiary Name
Beneficiary Account Number/IBAN / IBAN
Beneficiary Address
Contact Number

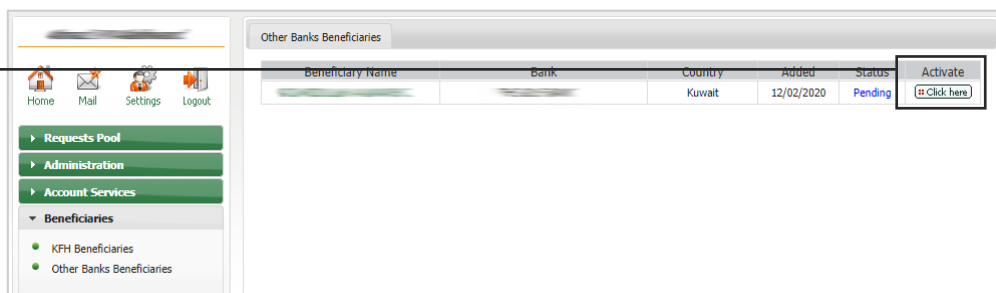
**Beneficiary Bank Details**

Country Name
Bank
Currency
Reason for Transfer

Password

Approve
Reject
Cancel

- Beneficiary will be reviewed and approved by KFH Backoffice within 2 business hours
- Go to (Beneficiaries List)
- Click on (Activate) next to the required beneficiary



- Enter OTP and Click on (Activate)

**Please Check Beneficiary Details before Activation**

**Beneficiary Details**

Beneficiary Name: [Redacted]  
 Beneficiary Account Number/IBAN: KW6[Redacted]  
 Beneficiary Address: KUW[Redacted]  
 Contact Number: [Redacted]  
 Country Name: Kuwait  
 Bank: [Redacted]  
 Currency: Kuwaiti Dinar

**Other Details**

Mobile No: [Redacted]  
 Activation Code\*: [Redacted]

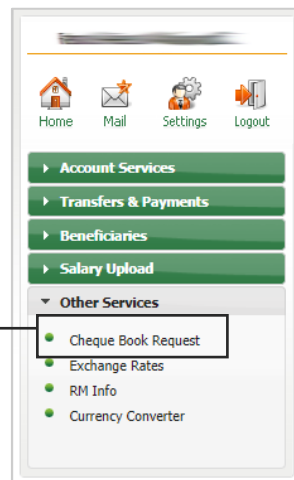
**Activation Code is valid for 3 Days**  
 Remaining time to resend sms code **04:57**

[Resend Activation Code](#)

[Activate](#)

## 11. Issue Cheque Book

- Login with (Initiator) user
- Go to (Other Services)
- Select (Cheque Book Request)



- Select account number (Current Account Only)
- Select book specification (size and count)
- Choose language of the book
- Select number of cheque books required

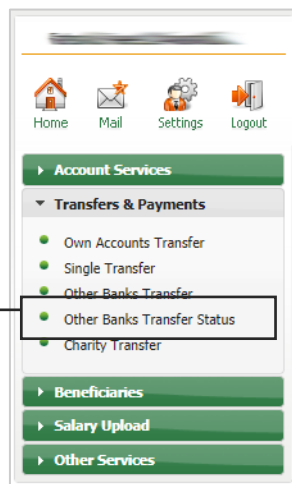
The screenshot shows a 'Cheque Book Request' form. At the top, there is a title bar with the text 'Cheque Book Request' and three small square icons. Below the title bar, there is a note: 'Note: Required fields are marked with an asterisk (\*)'. The form contains four fields, each with a label, an asterisk, and a dropdown menu: 'Debit Account \*' with the value 'XXXXXXXX0149 - Current - KWD', 'Cheque Book Type \*' with the value '25 Leaves Large', 'Language \*' with the value 'English', and 'Number of Books \*' with the value '2'. A black box highlights these four fields, and a black arrow points from the left towards it. At the bottom of the form, there are two buttons: 'Submit' and 'Clear'.

- Login with (CSA/Approver) user to approve the request
- Clients collect the cheque book from their related branch after 3 business days



## 12. Other Banks Transfer History

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Select (Other Banks Transfer History)



- Search for the required transaction and click on (Status) to view more details

Other Banks Transfer Status

**Other Banks Transfer Status**

Period Starting

Period Ending

Account Number -- Select Account --

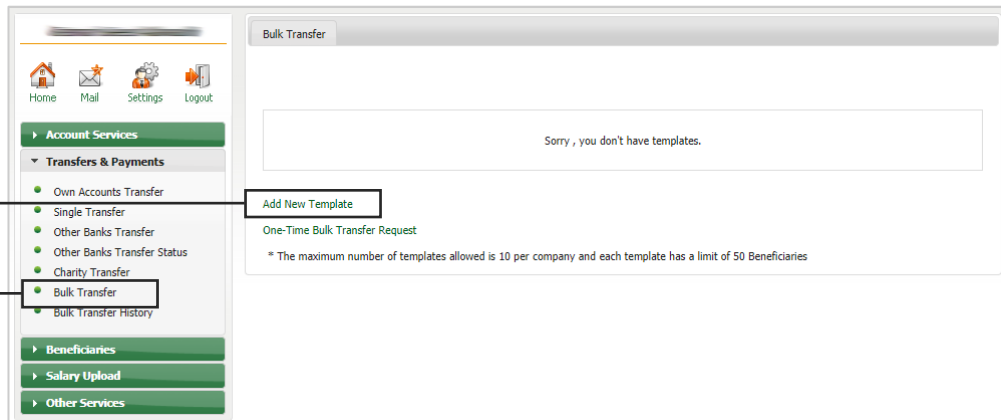
Reference No

Status Select Status

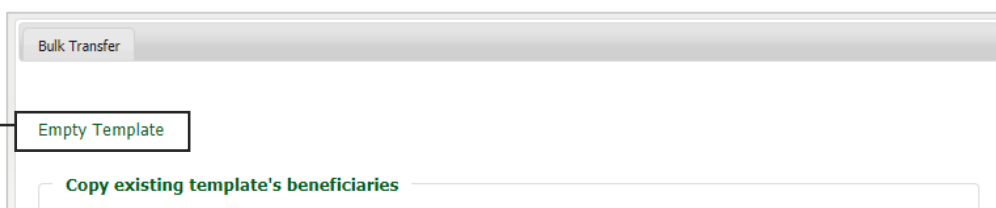
Beneficiary Name	Debit Account	Reference No	Transfer Date	Amount	Status	
A	XXXXXXXX6309	INT-003	27/10/2020	126.000 KWD	Debited	
	XXXXXXXX6309	INT-003	20/10/2020	1,500.000 KWD	Debited	
	XXXXXXXX6309	INT-003	18/10/2020	400.000 KWD	Debited	
	XXXXXXXX6309	INT-003	11/10/2020	3,975.000 KWD	Credited to Beneficiary	
Amount credited to beneficiary account						

### Template Management:

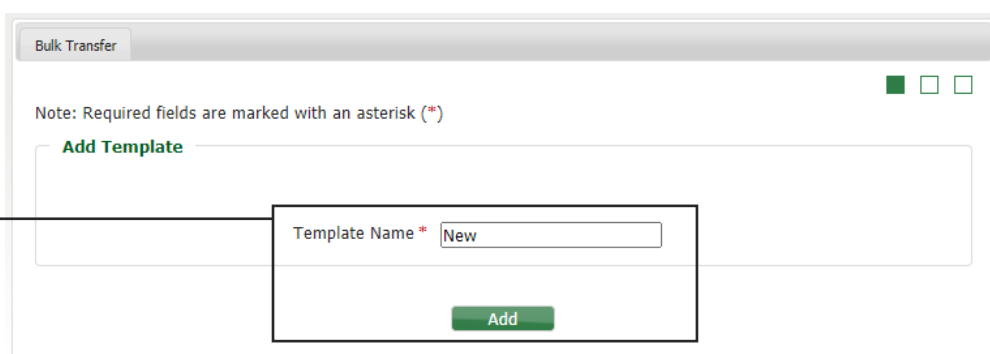
- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (Bulk Transfer)
- Click on (Add new Template)



- Click on (Empty Template)



- Type the new template name and click on (Add)



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### Initiate Bulk Transfer Request:

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (Bulk Transfer)
- Click on (Transfer)

Home

Mail

Settings

Logout

Account Services

Transfers & Payments

- Own Accounts Transfer
- Single Transfer
- Other Banks Transfer
- Other Banks Transfer Status
- Charity Transfer
- Bulk Transfer
- Bulk Transfer History

Beneficiaries

Salary Upload

Other Services

Bulk Transfer

Template Name	Total Beneficiaries	Last Transfer Date	Edit	Delete	Transfer
New	3				

Add New Template

One-Time Bulk Transfer Request

\* The maximum number of templates allowed is 10 per company and each template has a limit of 50 Beneficiaries

- Selects (Debit Account)
- Select transfer (Remarks)
- Click on (Transfer)

**Bulk Transfer**

Note: Required fields are marked with an asterisk (\*)

**Transfer**

Template Name: New

Total Beneficiaries: 3

Debit Account: \* -- Select Account --

Balance

Remarks: \* -- Select Remarks --

Total Amount:

Currency Rates:

No.	Name	Account Number	Amount	Transaction Amount	Bank	Beneficiary Type	Telex Cost	Status
1	Bader Jassim	KW500000000000 KWD	100.000 KWD	100.000 KWD	NATIONAL BANK OF KUWAIT	Other Banks Beneficiary	Our	Active
2	FAWAZ MOHAMMAD	161000000000 KWD	80.000 KWD	80.000 KWD	Kuwait Finance House	KFH Beneficiary		Active
3	COMPANY	KW000000000000 KWD	250.000 KWD	250.000 KWD	NATIONAL BANK OF KUWAIT	Other Banks Beneficiary	Our	Active

**Transfer** **Clear**

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- Add required beneficiaries (Note: [Beneficiaries](#) should be added and in Active status)
- Click on (Next)

**Bulk Transfer**

Note: Required fields are marked with an asterisk (\*)

**Add Beneficiary**

Beneficiary Type \* -- Select Beneficiary Type - ▾

Beneficiary Name \* ▾

Beneficiary Account No

Currency

Amount \* . 000

Transfer Currency \* ▾

**Add Beneficiary**

Beneficiary Type	Beneficiary Name	Beneficiary Account No	Amount	Transfer Currency	Telex Cost	Delete

**Next**

- Selects (Debit Account)
- Select transfer (Remarks)
- Click on (Transfer)

**Bulk Transfer**

Note: Required fields are marked with an asterisk (\*)

**Transfer**

Total Beneficiaries: 2

Debit Account: \* -- Select Account -- ▾

Balance

Remarks: \* -- Select Remarks -- ▾

Total Amount:

Currency Rates: AED: 0.083254 , USD: 0.30515 ,

No.	Name	Account Number	Amount	Transaction Amount	Bank	Beneficiary Type	Telex Cost	Status
1	Management	AE9200300 AED	500.000 AED	500.000 AED	DUBAI ISLAMIC BANK	Other Banks Beneficiary	Our	Active
2	...td	GB66BARC USD	100.000 USD	100.000 USD	CITI BANK N.A (NEW YORK)	Other Banks Beneficiary	Shared	Active

**Transfer** **Clear**

- Check the Information and Click on (Confirm)
- Maker/Check workflow will be initiated to process the request

**Bulk Transfer**

Please check the Information

**Transfer**

Total Beneficiaries: 2

Debit Account: 521

Balance: 2500.0 KWD

Remarks: Other

Total Amount: 72.142

Currency Rates: AED 0.083254 USD 0.30515

No.	Name	Account Number	Amount	Transaction Amount	Amount Deducted	Bank	Beneficiary Type	Telex Cost	Status
1	Management	AE92003 AED	500.000 AED	500.000 AED	41.627 KWD	DUBAI ISLAMIC BANK	Other Banks Beneficiary	Our	Active
2	Ltd	GB66BAR USD	100.000 USD	100.000 USD	30.515 KWD	CITI BANK N.A (NEW YORK)	Other Banks Beneficiary	Shared	Active

**Confirm** **Cancel**

### Bulk Transfer History

- Login with (Initiator) user
- Go to (Transfers & Payments)
- Click on (Bulk Transfer History)
- User Can select search criteria to display the related record

**Bulk Transfer History**

**History**

From Date:

To Date:

Debit Account: -- Select Account --

Template Name: -- Select Template --

Beneficiary Name:

Beneficiary Account No:

Amount:  . 000

Amount In KWD:  . 000

Reference Number:

**Generate Report** **Clear**

Template Name	Debit Account	Total Amount	Transfer Date	Download
N/A	01	33.0 KWD	2020-12-13 14:11:47	<a href="#">Download</a>
N/A	521	0 KWD	2020-12-16 10:39:00	<a href="#">Download</a>