

PSBank Business Online Buddy User Guide

Client Initial Log in

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I. Overview

This covers the process of client's initial Log-in and Log-out via BOB Front Office.

II. About this Guide

This User Guide is intended for the Front Office Users of Business Online Buddy (BOB) which will show the users on how to activate their newly enrolled accounts by doing initial Log-in and how to Log-out.

III. Scope of this Guide

This User Guide includes the following processes:

- 1. Activate Newly Enrolled Account
- 2. Log in with the Newly Registered Username and Password
- 3. Log-out from BOB

IV. Procedure

1. Initial Log-In

1.1 Sample Email Notification

Upon enrollment of the Corporate Client in Business Online Buddy (BOB), each assigned USERS shall receive an email regarding PSBANK BOB Account Modification containing below details:

- 1.1.1 User Role
- 1.1.2 Corporate Code
- 1.1.3 Temporary Username
- 1.1.4 Temporary Password

om: c	pdbusinessonlinebuddy-vati@pobark.com.ph Castuera-Manalo Mary Joy A - PS8	
: bject:	PSBank BOB - Account Modification - Temporary username	
	SDank	
PH	ILLIPPINE SAVINGS BANK Group	
Business	Name: COM OCT 2024 CORPORATION	
Dear Ms	./Mr.:	
User Role	e: Maker	
We wish	to inform you that your enrollment to PSBank Business Online Buddy has been approved. You may start accessing your accounts and do banking transactions after activation of your access.	
To login a	and access PSBank Business Online Buddy (BOB), please follow these simple steps:	
1. Go t	to www.psbank.com.ph	
3. Cho	c the Log in dutton. ose Corporate and encode your login credentials as follows:	
- Cor	roorate Code - COM01100124	
- Ten	nporary User Name - IAHHUPGY00	
- Ten	nporary Password - This will be sent shortly on a separate e-mail.	
Ve enco	urage you to change your Temporary User Name and Password immediately to protect your account against unauthorized users.	
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Vour Use bject: Russiness Business Jser Role Thank you To login a 1. Go to 2. Click 3. Chor	rr Name must have a minimum of at least EIGHT (B) characters in length (alphanumeric is allowed). PStank BOB- Account Modification - Temporary password PStank BOB- Account Modification - Temporary password Name: COM OCT 2024 CORPORATION ////: is Naker of or enrolling in PSBank Business Online Buddy (BOB) and access PSBank BOB, please follow these simple steps: o www.psbank.com.ph the Log in bution. ose Corporate and encode your login credentials as follows:	
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Your Use bject: Support Business Dear Ms. Jser Role Thank you fo login a 1. Got 2. Click 3. Choo - Cor - Ten - Ten 'his temm '''''''''''''''''''''''''''''''''''	rr Name must have a minimum of at least EIGHT (8) characters in length (alphanumeric is allowed). PSBank BOB - Account Modification - Temporary password PSBank BOB - Account Modification - Temporary password Name: COM OCT 2024 CORPORATION ///:: e: Maker u for enrolling in PSBank Business Online Buddy (808) and access PSBank BOB, please follow these simple steps: o www.psbank.com.ph the Log in button. ose Corporate and encode your login credentials as follows: proard User Yame - This was sent on separate e- mail. pproary User Yame - This was sent on separate e- mail. pproary Dessword will expire after 3 days from the time this email was sent. We encourage you to change your Temporary Password immediately to protect your account against unauthorized users. If base click Fore Hassword Intel being are to request for a new one.	'the temporary passw

2. Log-In as Maker

- 2.1 Go to https://www.psbank.com.ph/
- 2.2 Click "Log-in".
- 2.3 Choose "Corporate".



Note: User will be redirected to Business Online Buddy

BRBB usiness Online Buddy		
Log In to your account		
Corporate Code		
Username		
Password		
Ø		
LOG IN		
Forgot Password		
Forgot Password		

- 2.4 Based on the email notification, input the following:
 - 2.4.1 Corporate Code
 - 2.4.2 Temporary Username
 - 2.4.3 Temporary Password

S DCD	
PSBank	
- (φ)	
Rusiness Online	Budd
	0000
Log In to your acco	unt
Corporate Code	
COM01100124	
Username	
Username	
IAHHUPGYUU	
Password	
XQvYai9mhvqis9y	0
LOG IN	
Forgot Password	
Contact Us	
This site works best on the latest Go browser. We value your privacy. Lear	ogle Chrome n More.

Note: User will be redirected to Update Details screen of Business Online Buddy (BOB)

- 2.5 Encode New Username.
- 2.6 Encode New Password.
- 2.7 Click "Submit".

Se PSBank		
Business Online Buddy		
,		
Undate Details		
opuate Details		
You are required to update your details after initial		
login.		
User Access		
New Llcorpage		
New Osemanie		
New Password		
Ø		
SUBMIT		
JOBMIT		
CANCEL		
Contact Us		
This site works best on the latest Google Chrome browser		
We value your privacy Learn More		
the name your privacy, ceans more.		

Note: A prompted message shall appear regarding successful change of temporary credentials

BRAB Business Online Buddy	
Update Details	
rou are required to update your details after initial login.	Success
User Access	Your request has been successfully
New Username	facilitated.
COMAKER100124	Okay
New Password	

- B_{(?}B Advisories/Reminders Profile Settings Customer Service Log Out Welcome, JM Deposit Pending Fund Pending ACA Accounts Transfer **V** Dashboard Enrollment 1 Transactions My Accounts \sim v Fund Transfer Pending ADA Pending Bills Ð Account Enrollment Payment Biller Enrollment \sim **Bills Payment** Important Reminders for today: Automatic Debit \sim Arrangement Scheduled Transactions Automatic Credit Ē
- 2.8 The Maker account may now log-in the credentials using new username and password

3. Log-Out as Maker

Busin		Advisories/Reminders Profile Settings Customer Service Log Out
	Welcome,	
JIM		Deposit Pending Fund Pending ACA
	Dashboard	
	My Accounts	1 Iransactions Iransactions
	Fund Transfer	Success! You have successfully logged out.
	Account Enrollment	Penc in Downoot
	Biller Enrollment	Enrollment Enrollment
	Bills Payment	
	Automatic Debit Arrangement	Important Reminders for today:
	Automatic Credit	Scheduled Transactions

3.1 To Log-out, click the upper right corner of the screen.

Note: Process of Initial Login and Logout for the following roles are the same:

- Verifier
- Authorizer
- Releaser
- System Administrator