



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

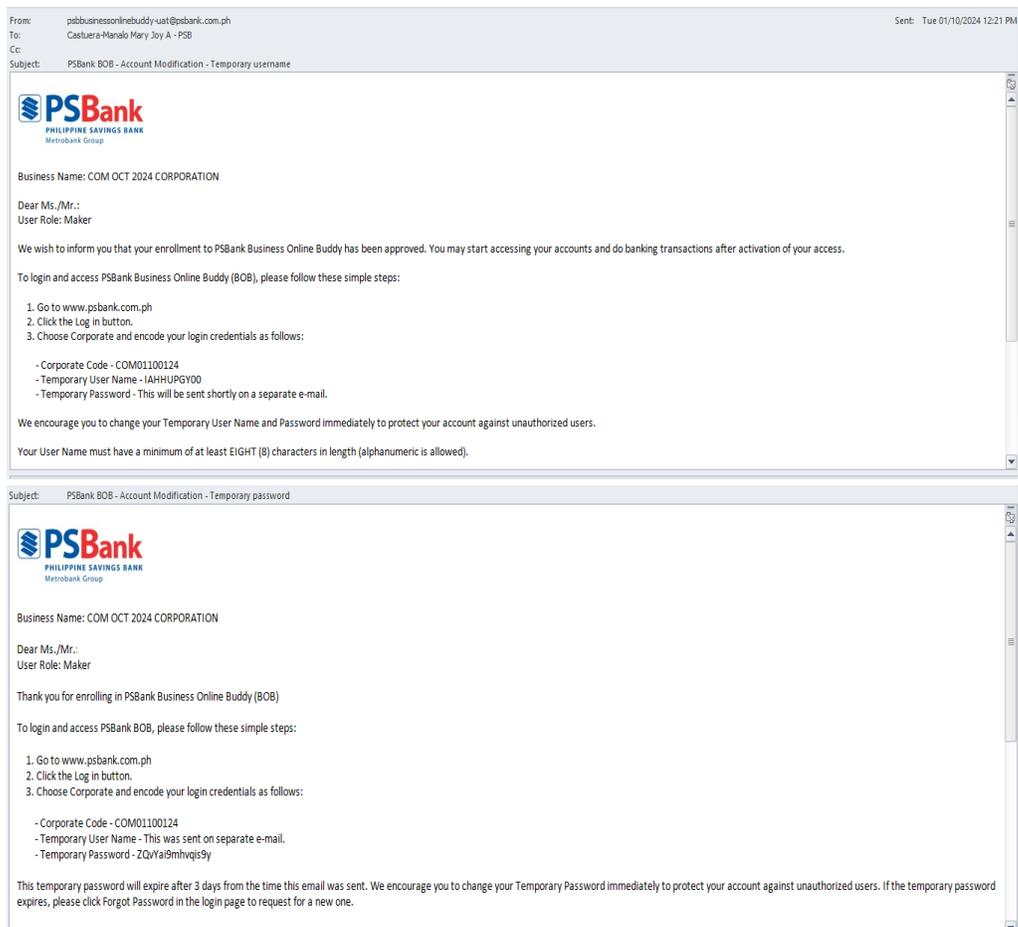
IV. Procedure

1. Initial Log-In

1.1 Sample Email Notification

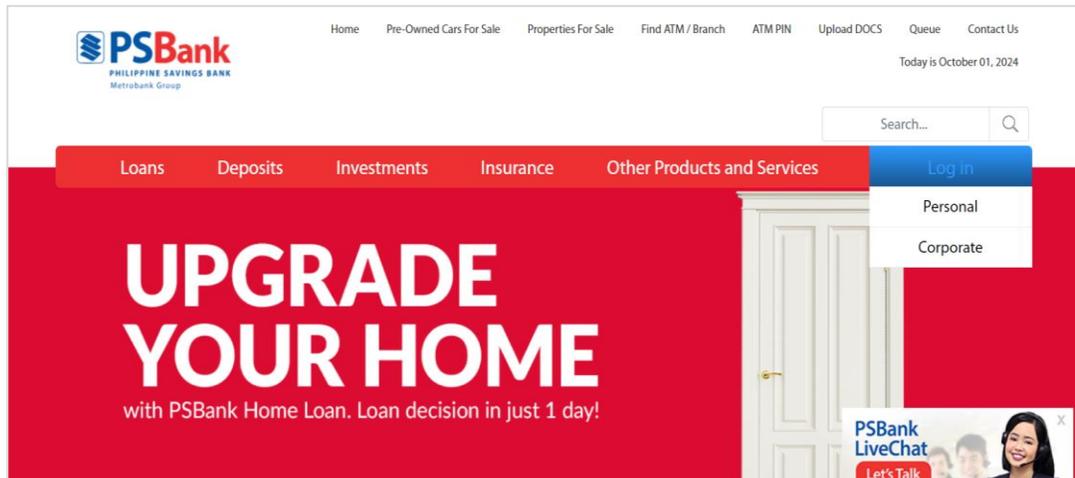
Upon enrollment of the Corporate Client in Business Online Buddy (BOB), each assigned USERS shall receive an email regarding PSBANK BOB Account Modification containing below details:

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

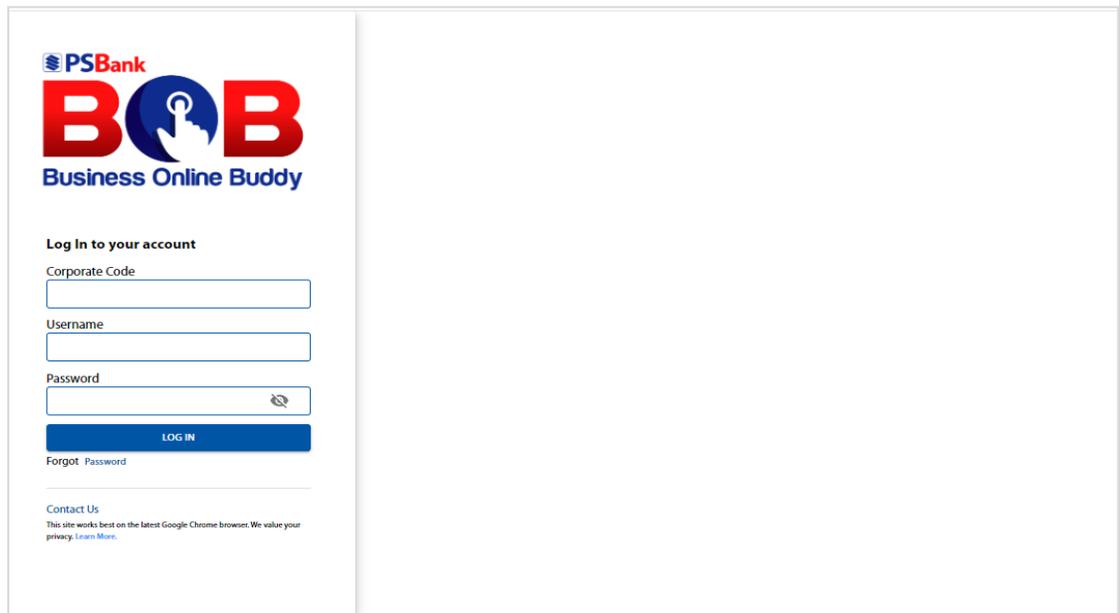


2. Log-In as Maker

- 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



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

PSBank
BOB
Business Online Buddy

Log In to your account

Corporate Code

Username

Password

LOG IN

[Forgot Password](#)

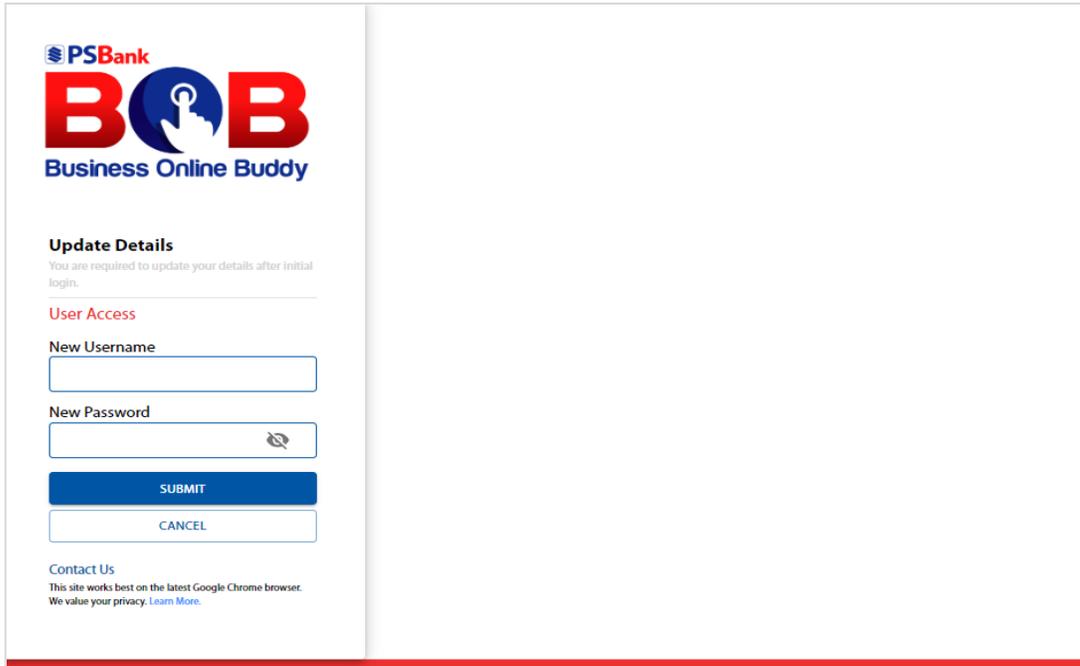
[Contact Us](#)
This site works best on the latest Google Chrome browser. We value your privacy. [Learn More.](#)

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".



PSBank
BOB
Business Online Buddy

Update Details
You are required to update your details after initial login.

User Access

New Username

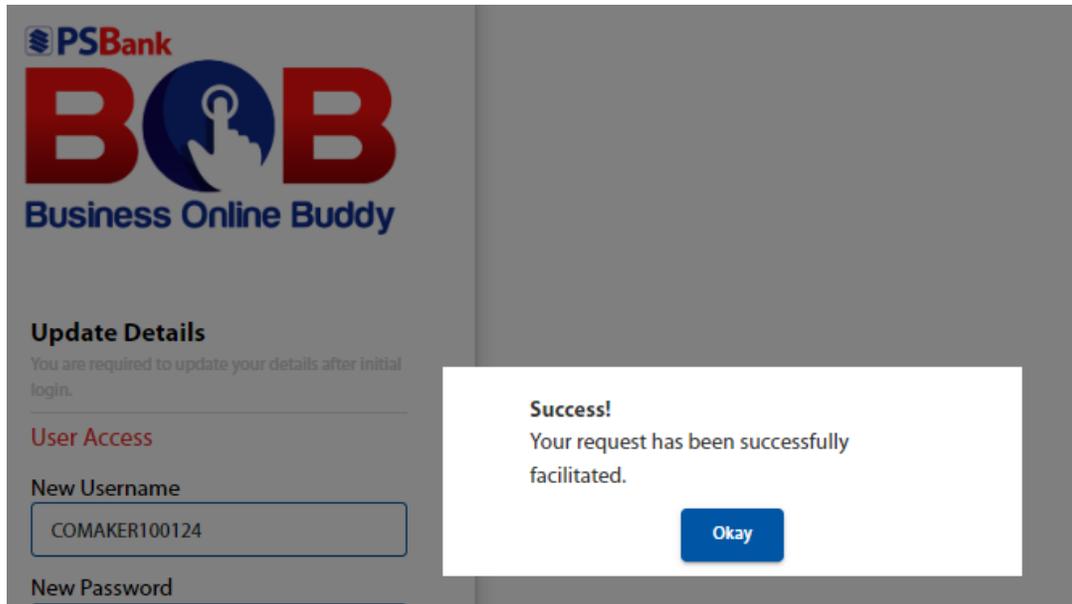
New Password

SUBMIT

CANCEL

Contact Us
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We value your privacy. [Learn More.](#)

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



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Business Online Buddy

Update Details
You are required to update your details after initial login.

User Access

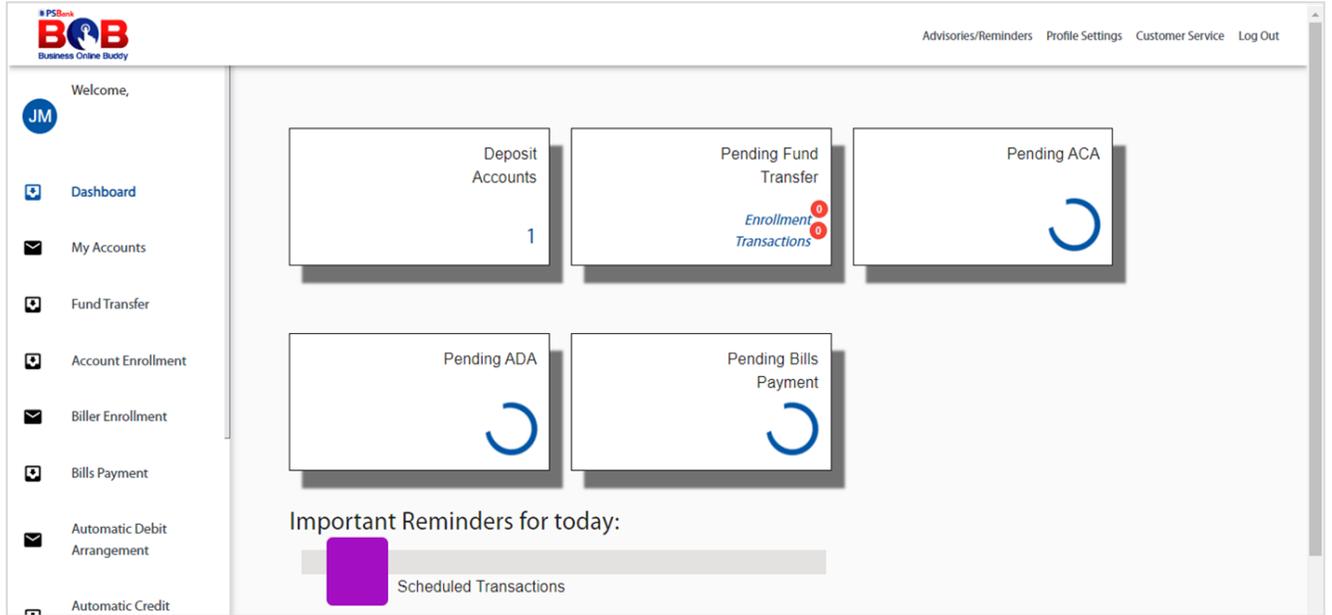
New Username

New Password

Success!
Your request has been successfully facilitated.

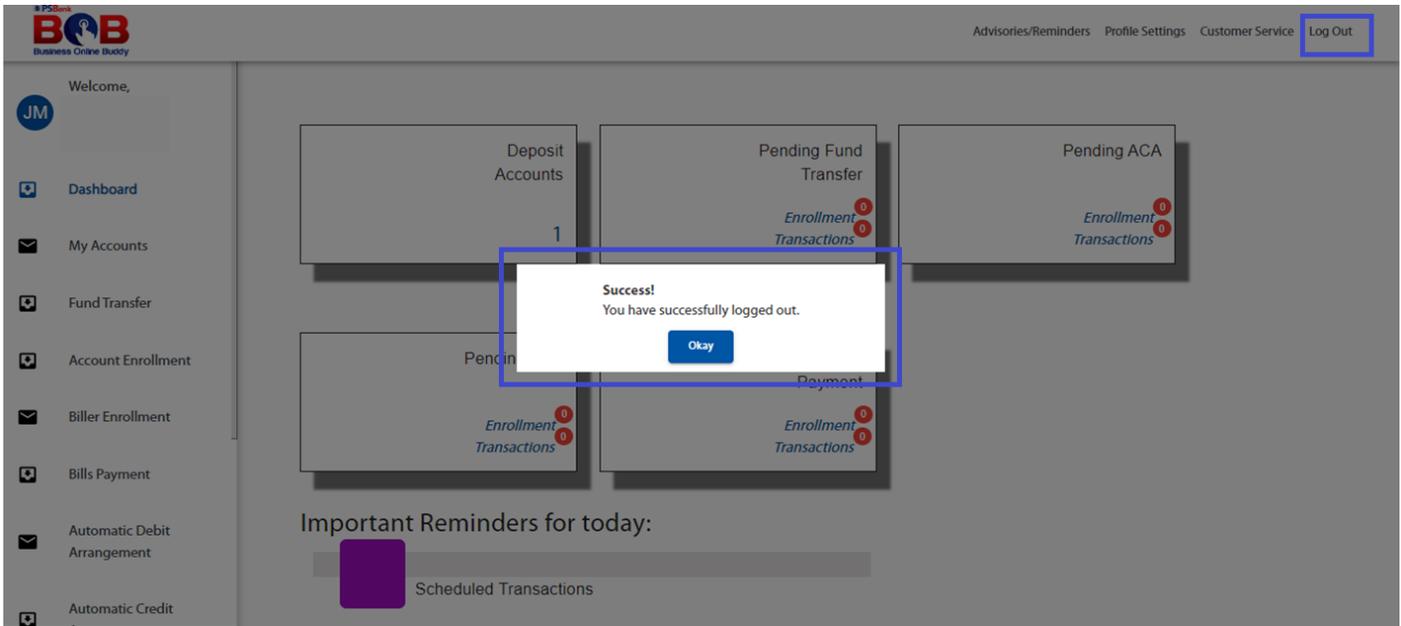
Okay

2.8 The Maker account may now log-in the credentials using new username and password



3. Log-Out as Maker

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*