FX PORTAL

USER MANUAL

CORPORATE CUSTOMER REGISTRATION

VERSION: 1.0

February 25th 2021

Prepared by:

JS Bank CPU-FT

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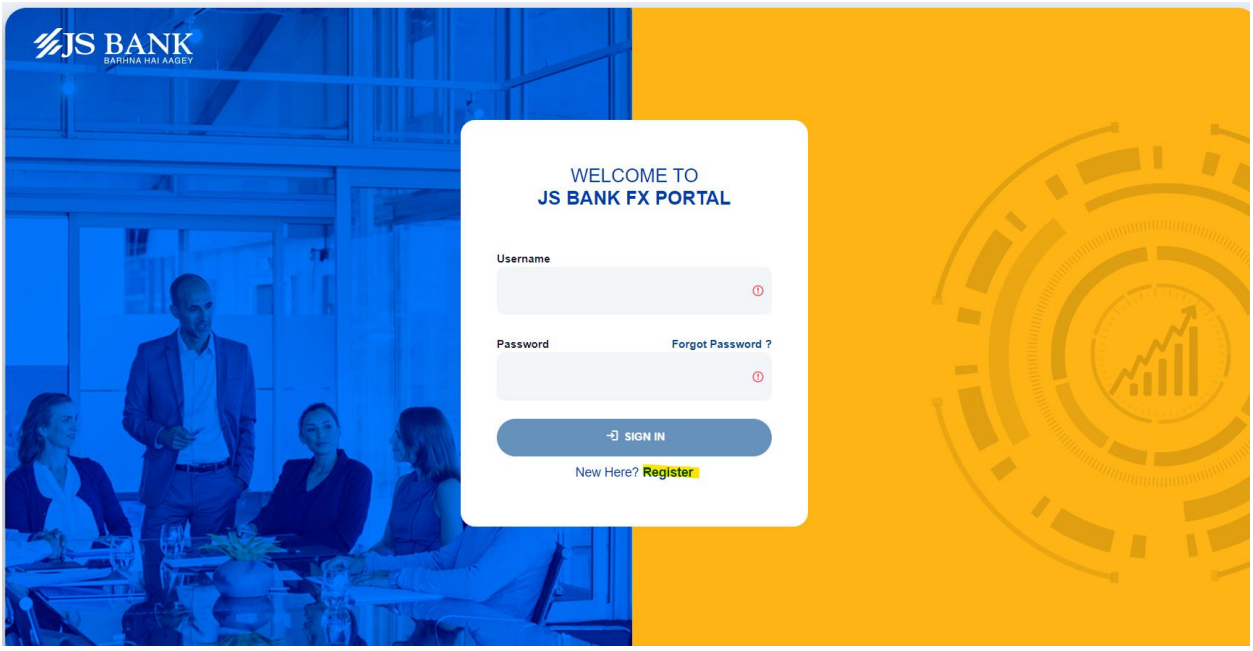
Edit User ..... **Error! Bookmark not defined.**

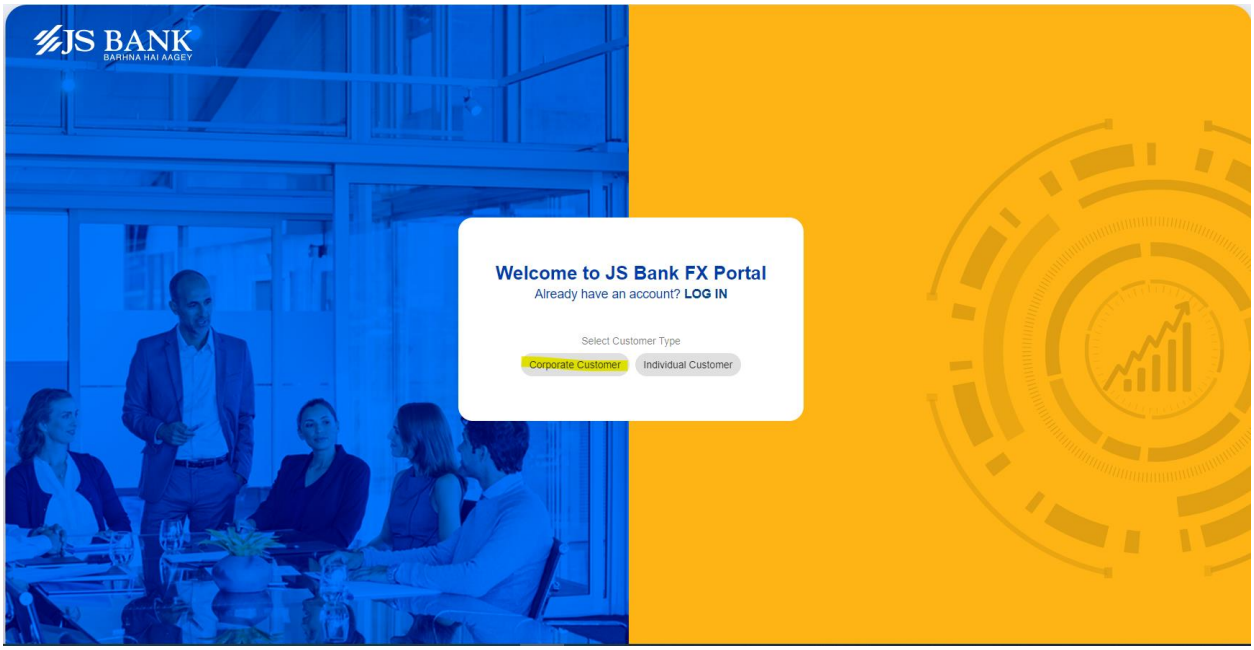
How can I register myself on FX portal being a ‘Corporate bank Customer’?

Corporate customer has to visit bank FX Portal link through which they will submit activation request electronically to bank with an authority letter mentioning company details email address, contact number on which Account Activation link and OTP PIN will be send.

Step1: Land on FX Portal login page and clicks ‘REGISTER’

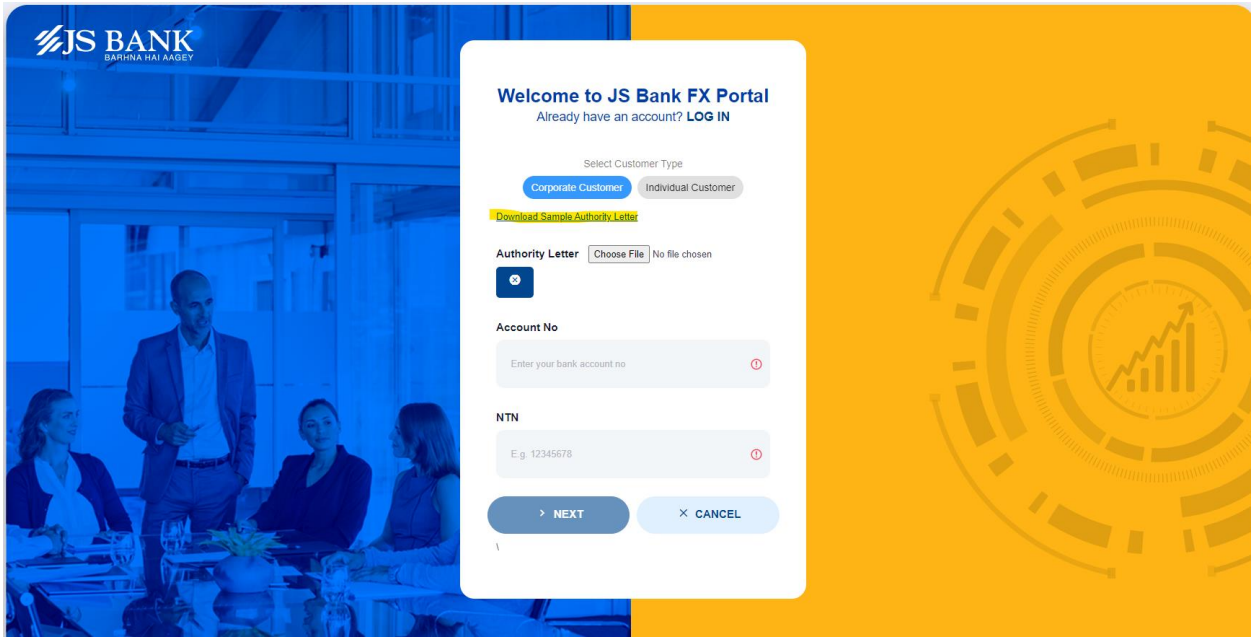
- You can land on FX portal main site and clicks on ‘REGISTER’

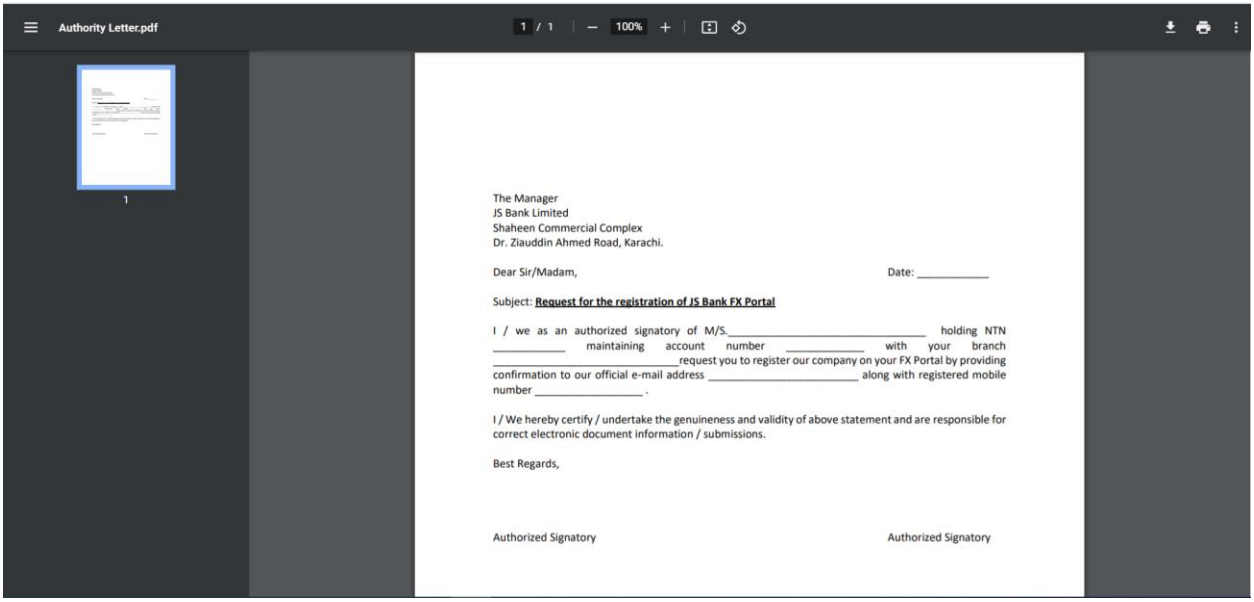


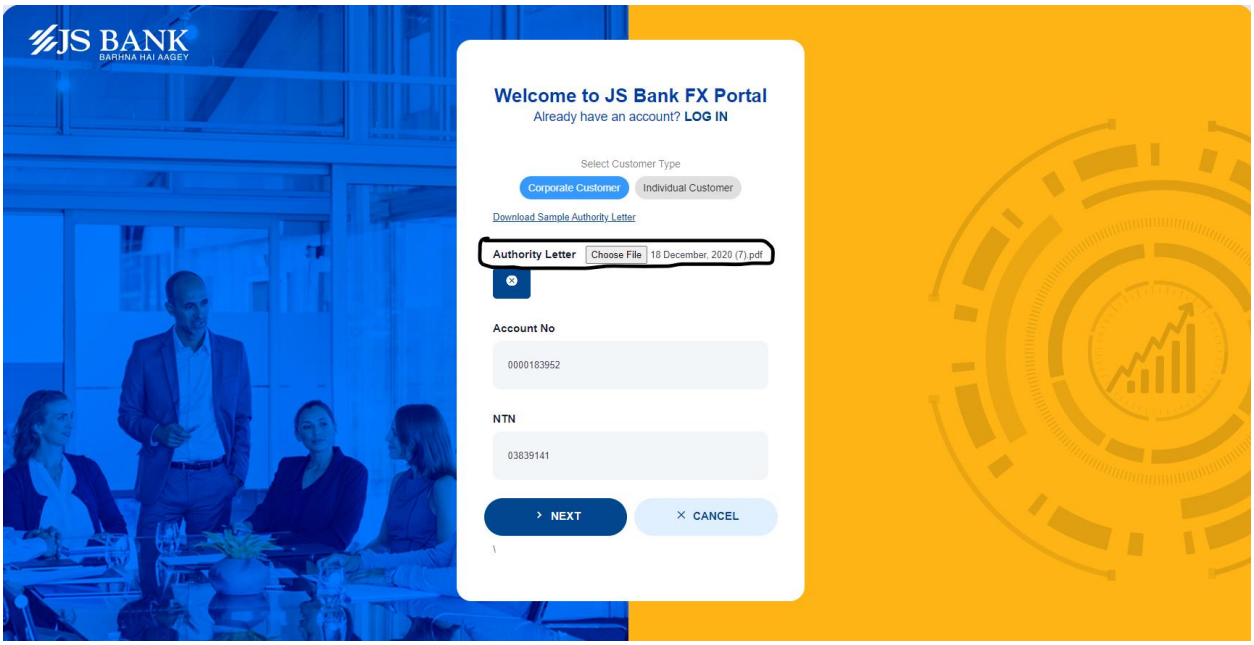


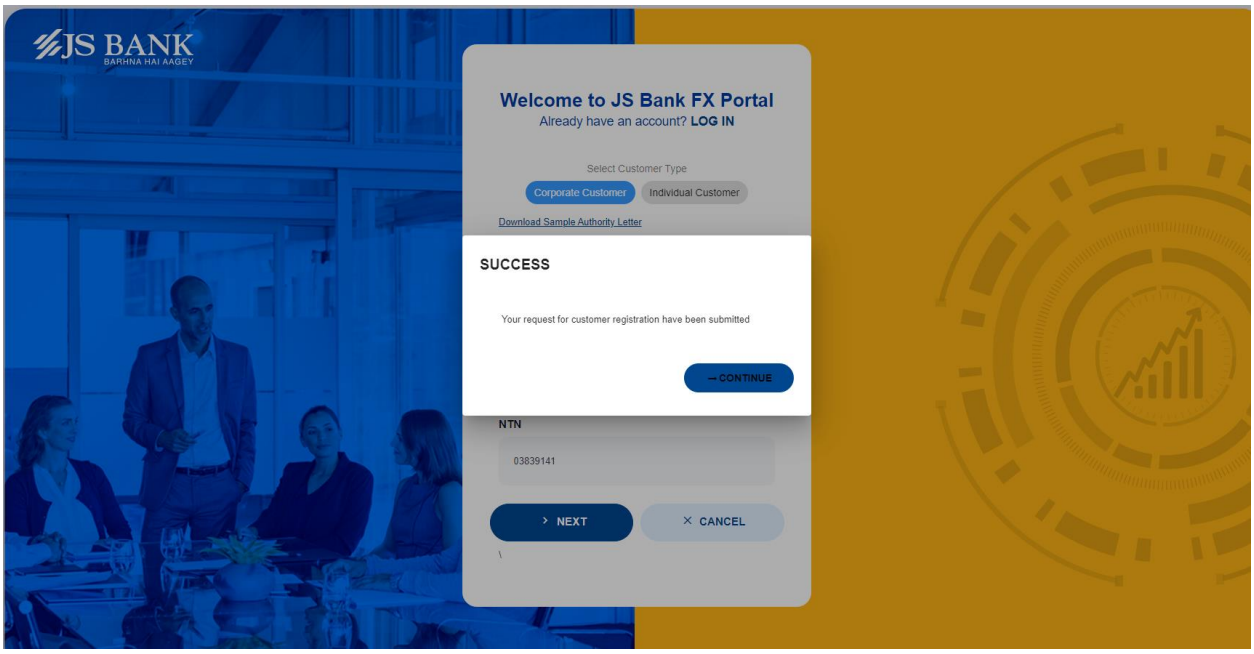
Step2: Download Sample Authority Letter

1. Input all relevant information, sign company stamp and scan
2. Upload Authority Letter
3. Input Account Number and NTN then submit
   (Note: all above information are already stored in bank system and get validate on proceed)




Authority Letter.pdf
1 / 1
100%
1
The Manager
JS Bank Limited
Shaheen Commercial Complex
Dr. Ziauddin Ahmed Road, Karachi.
Dear Sir/Madam,
Date: _____
Subject: Request for the registration of JS Bank FX Portal
I / we as an authorized signatory of M/S._____ holding NTN _____ maintaining account number _____ with your branch _____request you to register our company on your FX Portal by providing confirmation to our official e-mail address _____ along with registered mobile number _____ .
I / We hereby certify / undertake the genuineness and validity of above statement and are responsible for correct electronic document information / submissions.
Best Regards,
Authorized Signatory
Authorized Signatory


JS BANK
BARHNA HAI AAGEY
Welcome to JS Bank FX Portal
Already have an account? LOG IN
Select Customer Type
Corporate Customer
Individual Customer
Download Sample Authority Letter
Authority Letter
Choose File
18 December, 2020 (7).pdf
Account No
0000183952
NTN
03839141
NEXT
CANCEL



Bank Representative reviews company details fetches from bank system on the basis of CIF number and adds email address and contact number which company admin has provided through authority letter.

Corporate Admin will be receiving an 'Account Activation' email and on activating it by customer OTP will be generated and customer can proceed with following registration flow:

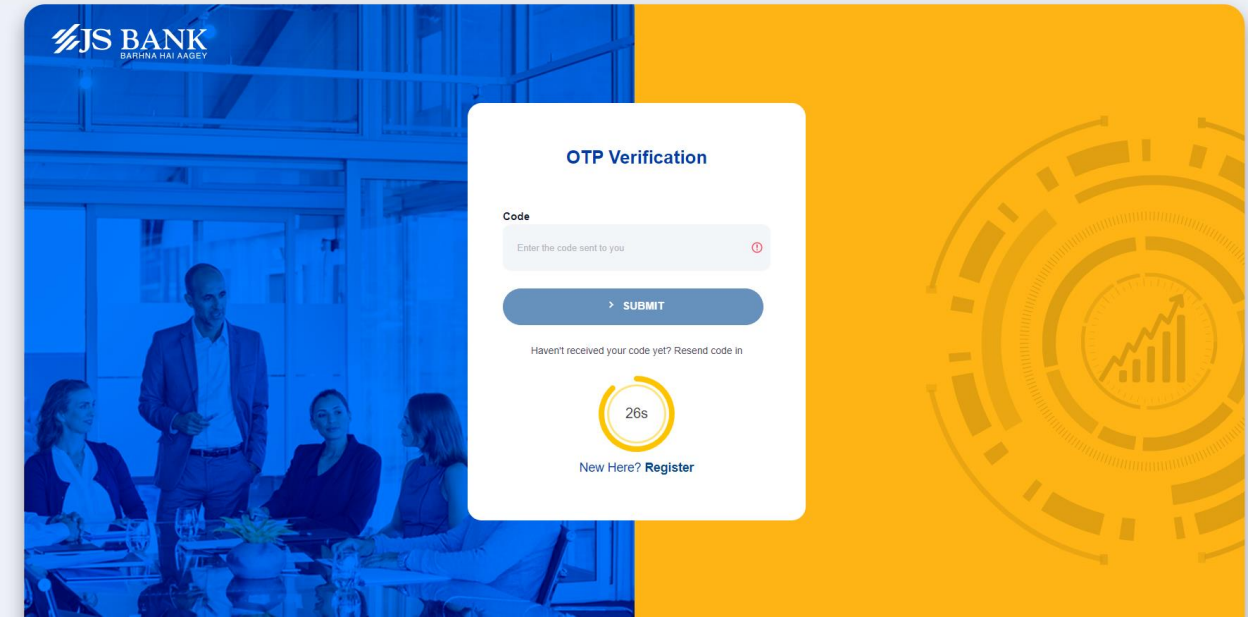
Step3: Activates Account Via Email and OTP

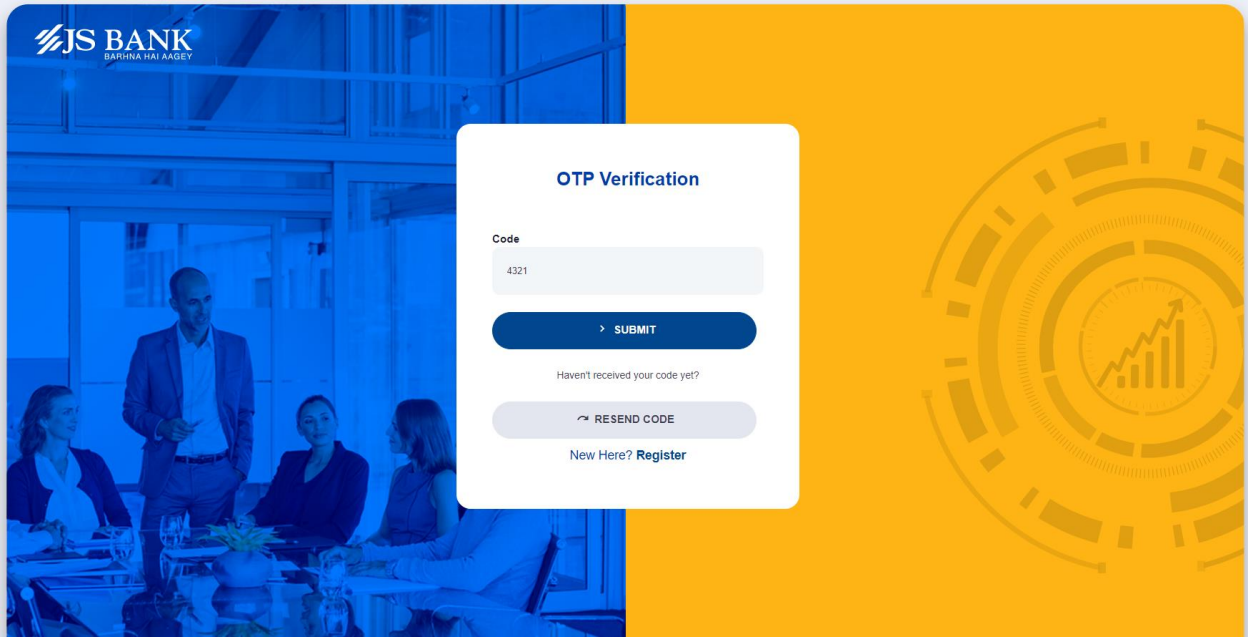
- Corporate admin activates his account by clicking on *Activation link* received on provided email address and OTP screen will be displayed where he has to provide OTP PIN received on email or contact number as EMAIL.

FX Registration
fxportal to: shamoon.ather

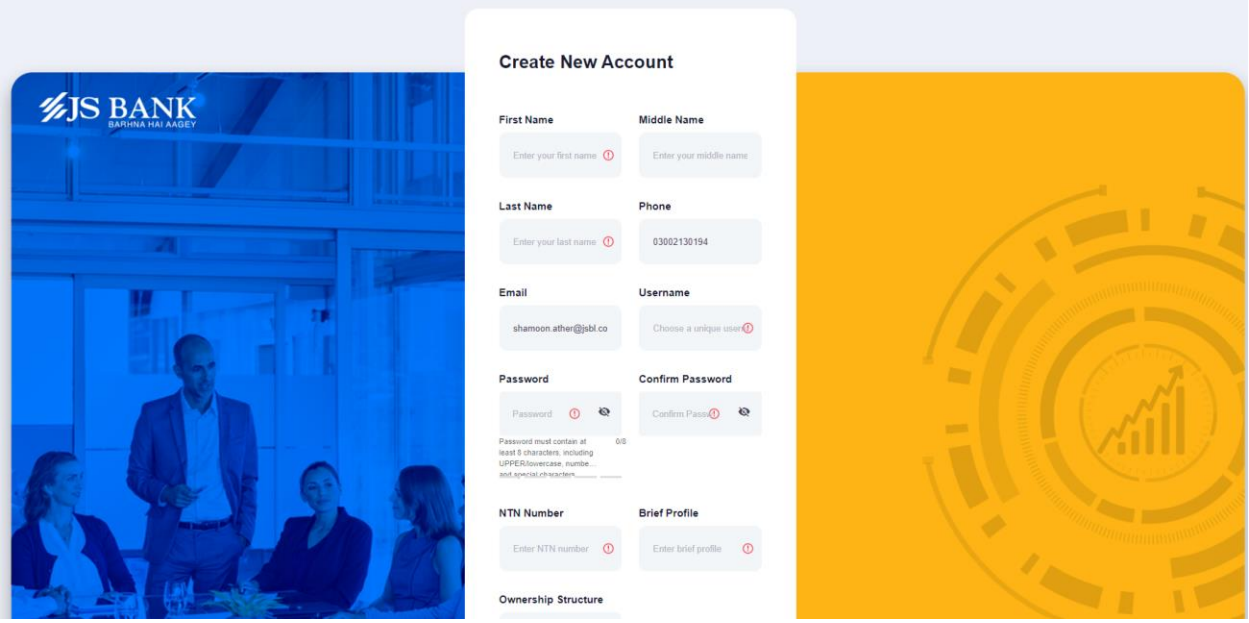
02/25/2021 04:18 PM
Show Details

Thanks for registration for FX Portal. Please complete the registration process using follwoing link/nhttp://10.111.222.89:8082/auth/registration?customerMasterId=127&date=25%2f02%2f2021

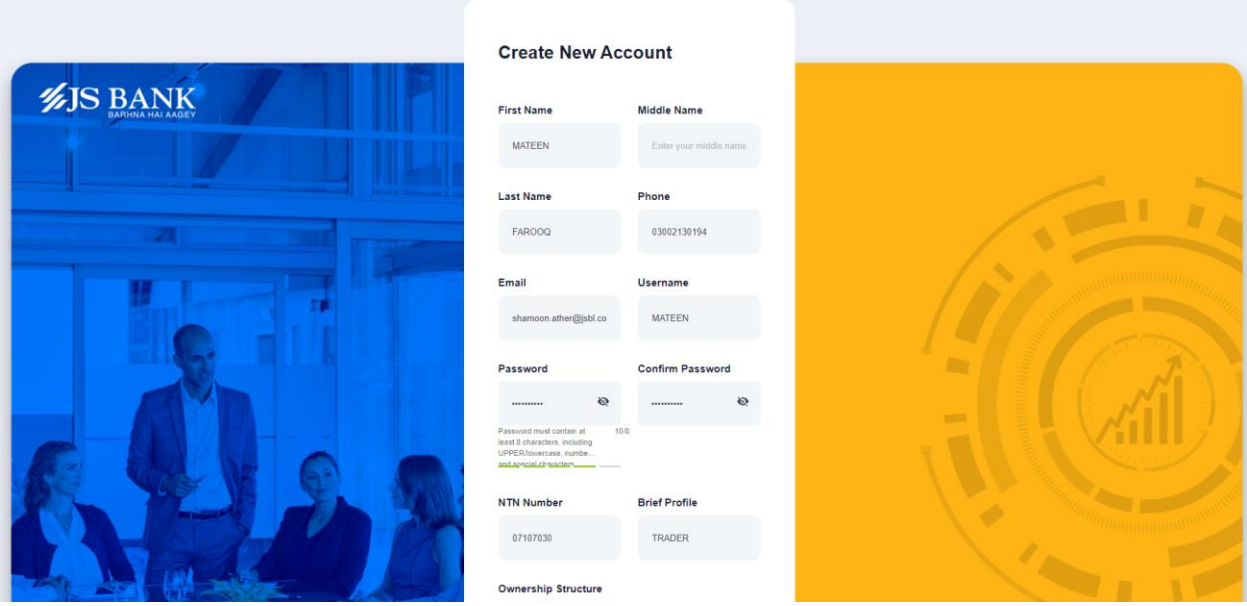




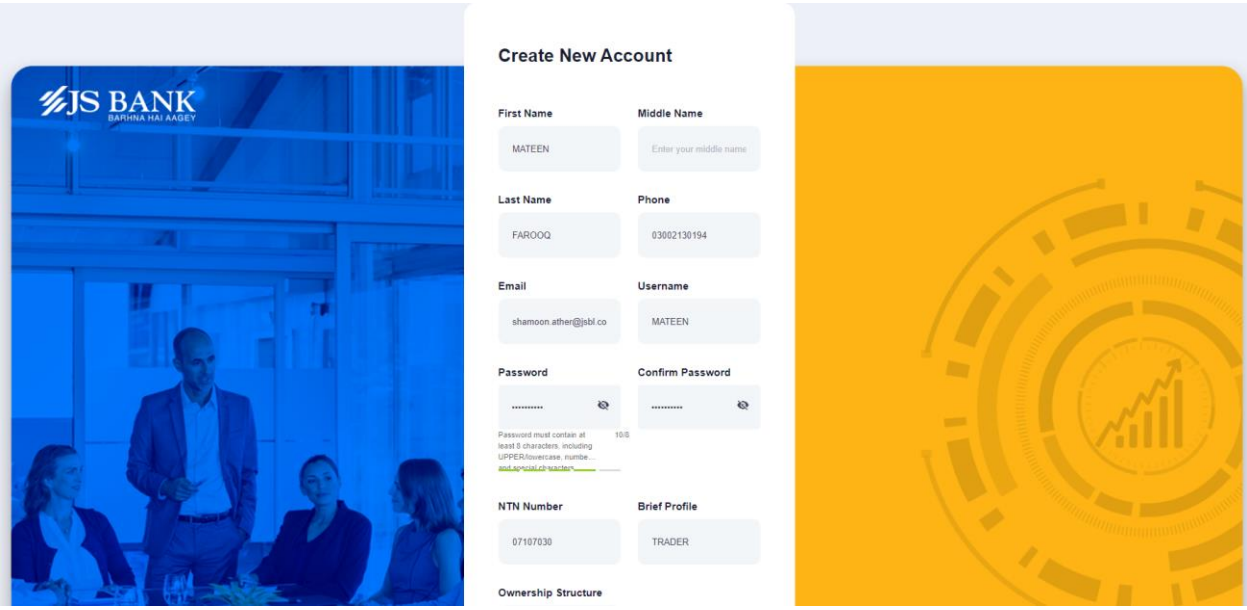
- Some of the fields will be auto populated like Name, Email Address and Phone number provided by company admin to bank.



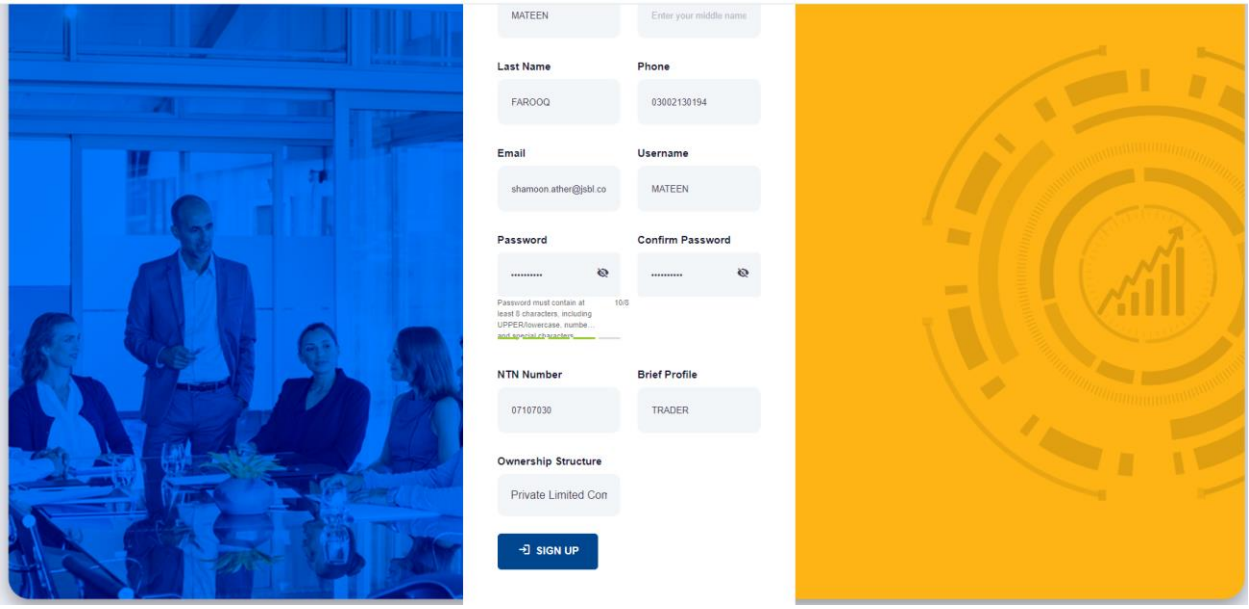
- Select ‘Ownership Structure’ from drop down to link it with account. Corporate can be structured as Private Ltd, Public, Sole Proprietor etc.

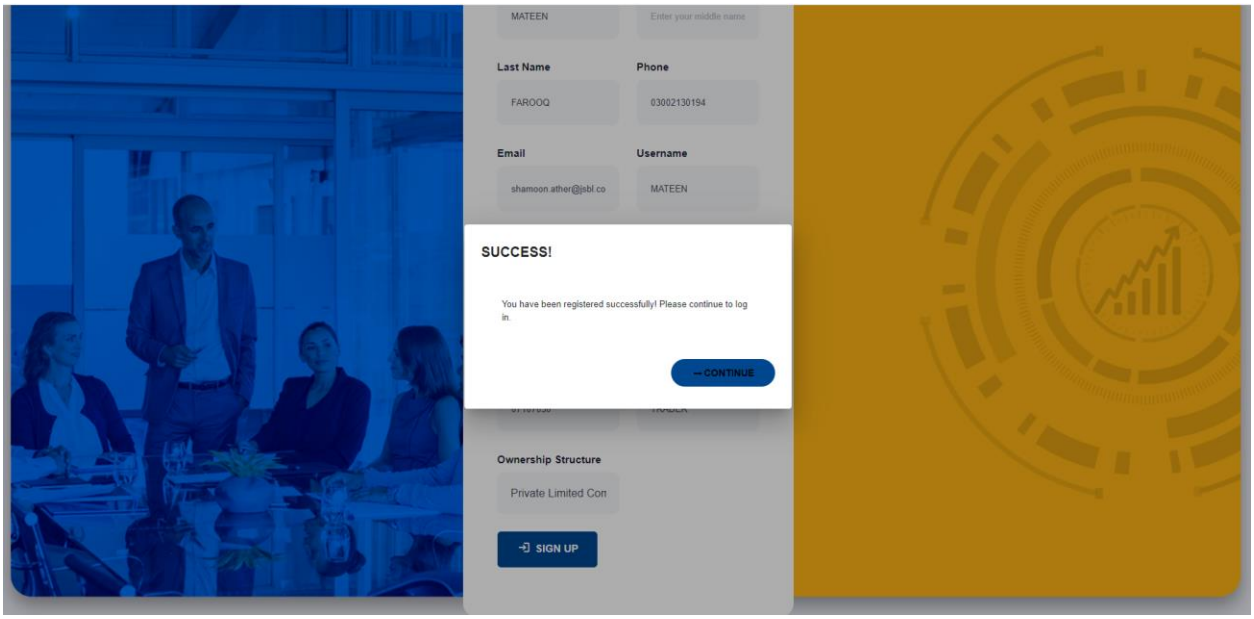


- Password should be *8 characters* with at-least 1 upper case,1 number and 1 special characters. User will be notified if any one rule is violated.



- Enter all valid information and clicks SIGNUP → Success message comes up and on Continue user will navigate to login screen.



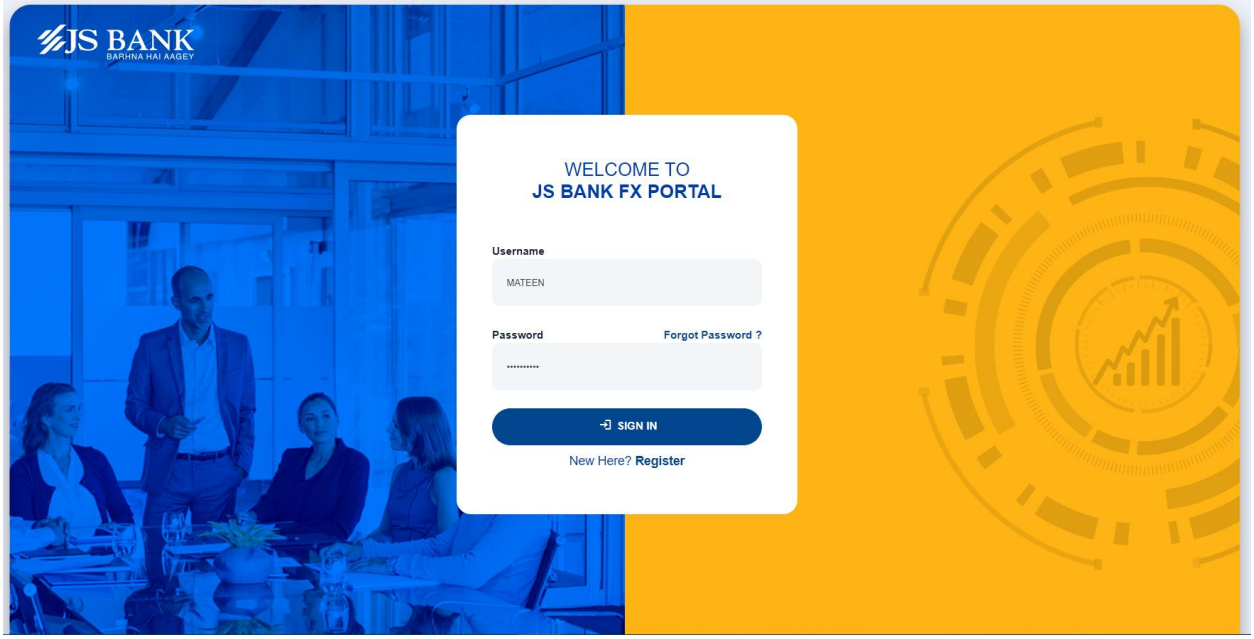


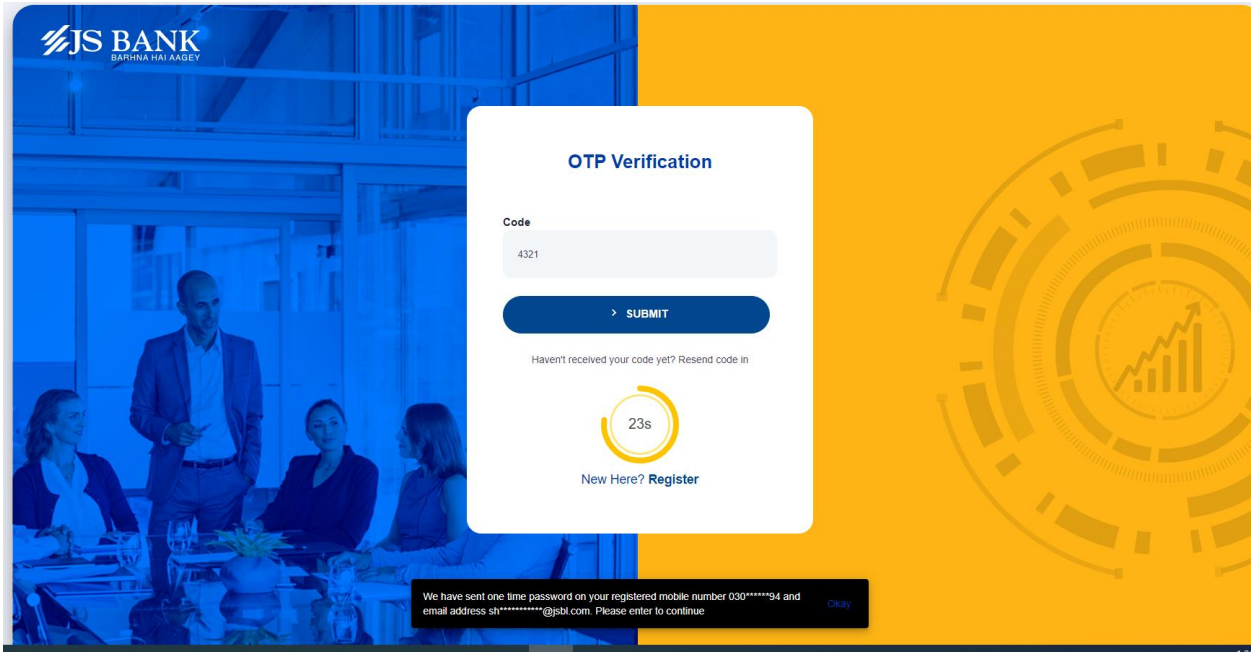
How can I view and change my profile once registered?

Once user is registered in FX portal, he can access and login to FX portal to manage corporate profile, internal corporate users and perform transactions.

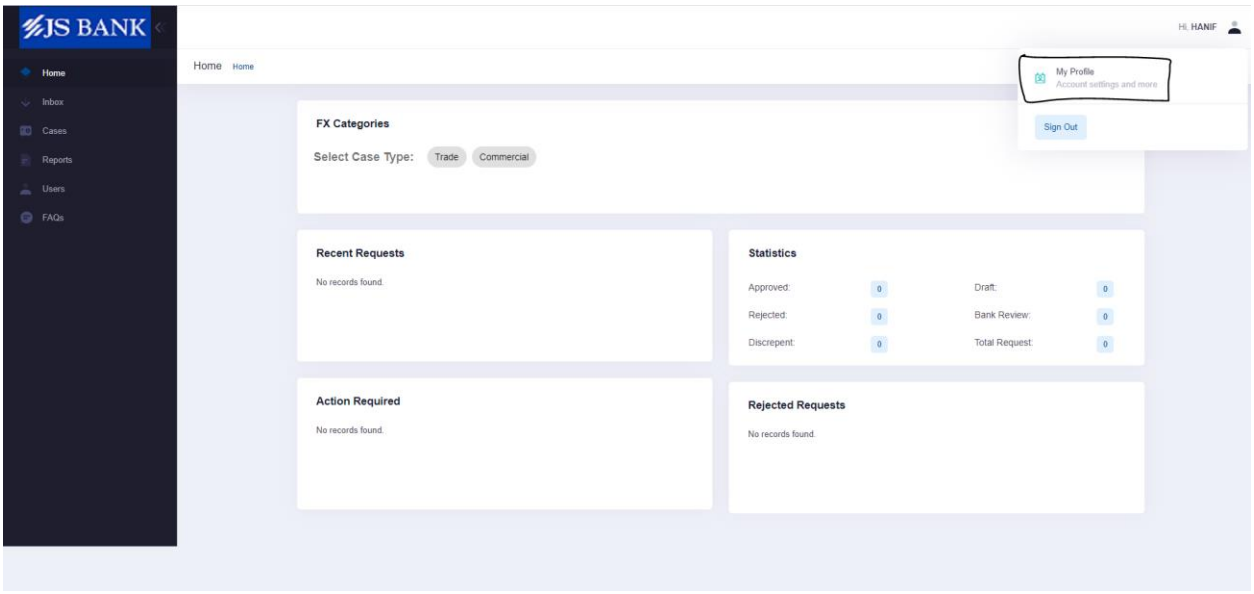
Step1: Login to FX Portal and Go to ‘Profile’

- User (corporate admin) provides ‘Username’ and ‘Password’ (setup in registration flow above) on login form and clicks LOGIN. After verifying OTP user by default redirects to ‘Home’ screen.



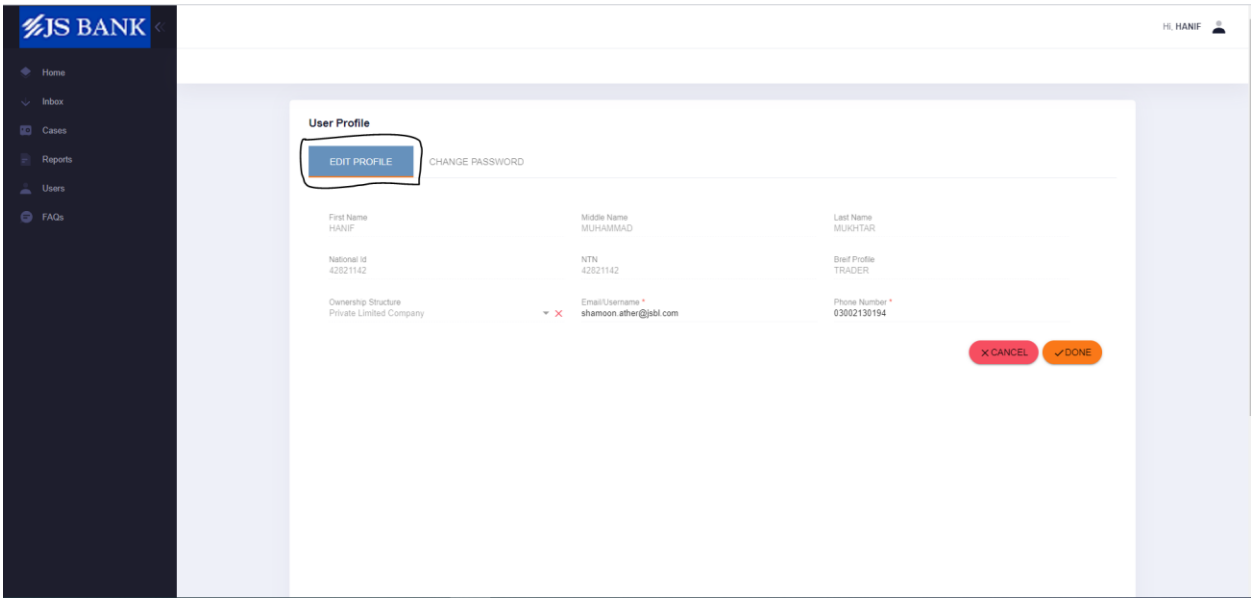


- Click on Profile option on top left to view his profile

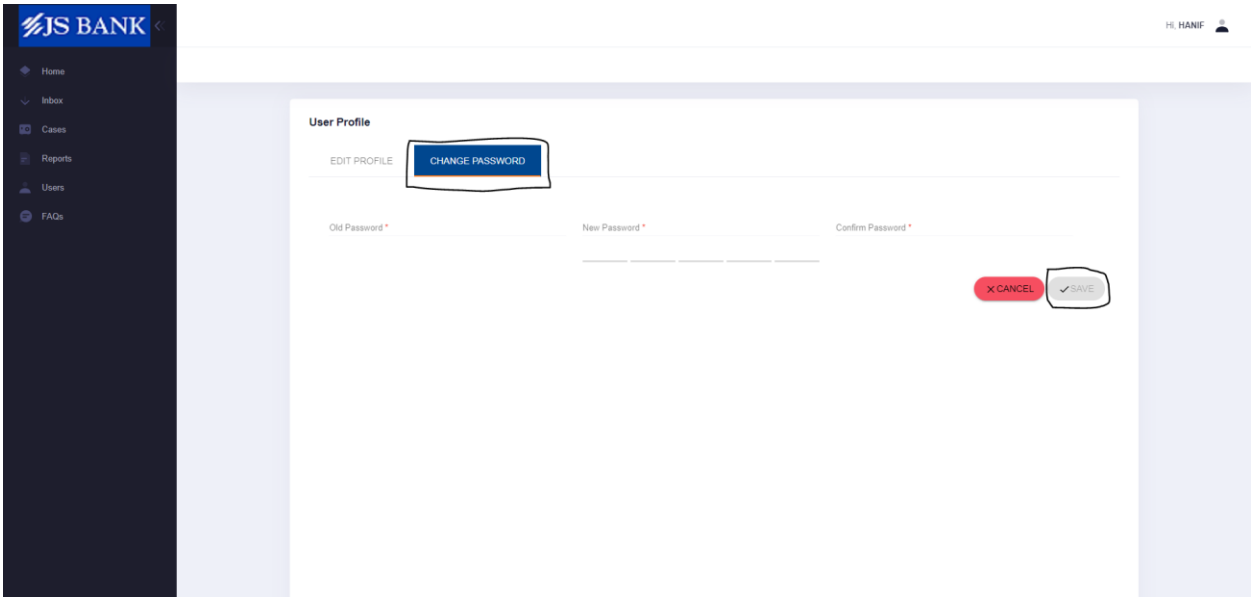


Steps2: Edit Profile Information or Change Password

- User can username and phone # from ‘Edit Profile’ tab.

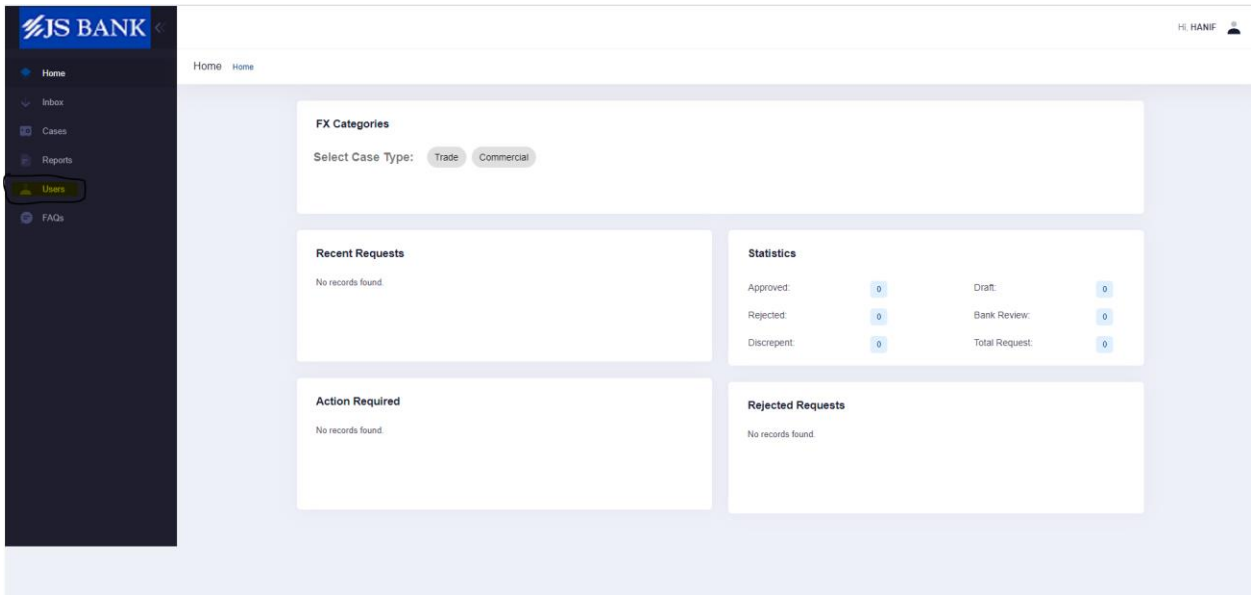


- User can update account password by giving Old Password and setting New Password.

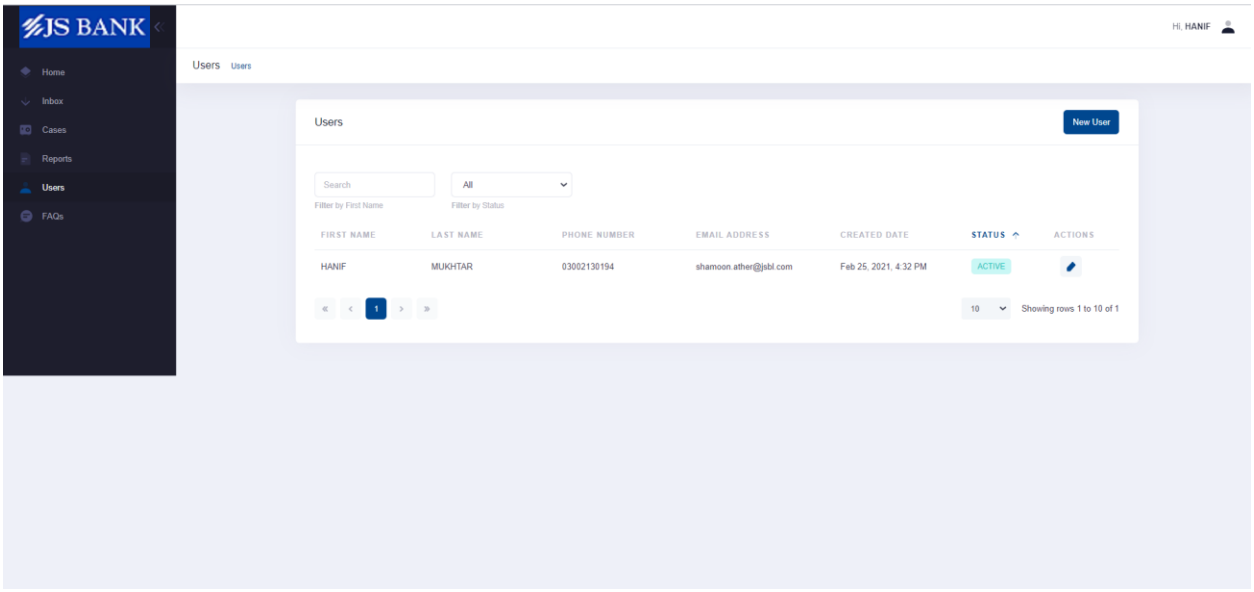


User Management

Corporate admin can manage internal users via ‘Users’ option

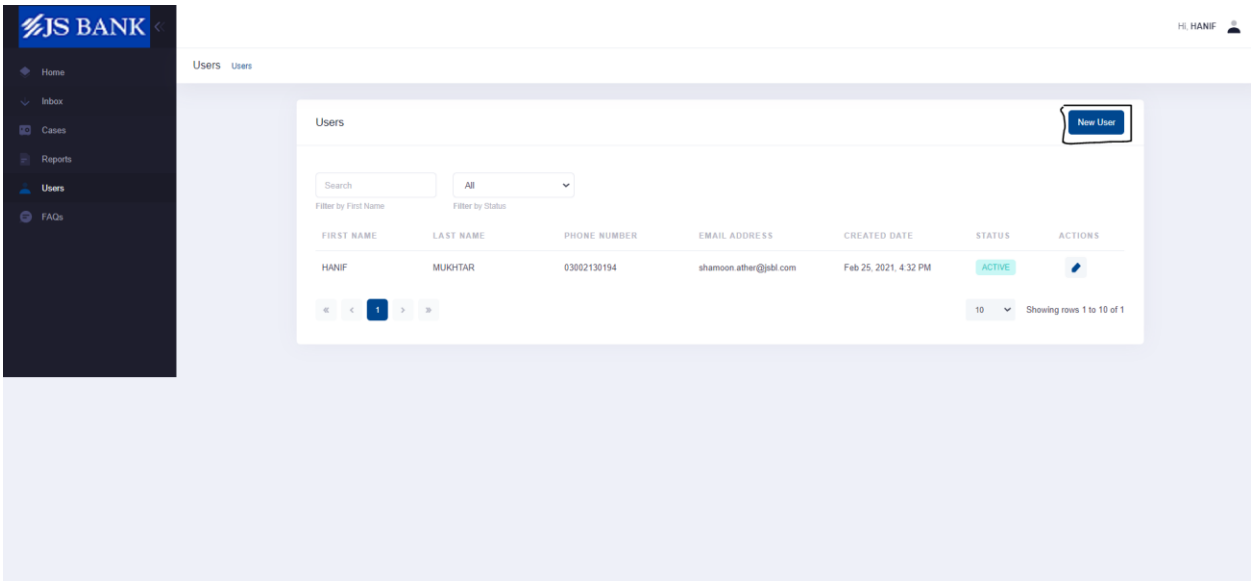


- Clicking on ‘Users’ will show all internal corporate users with their details and current status.

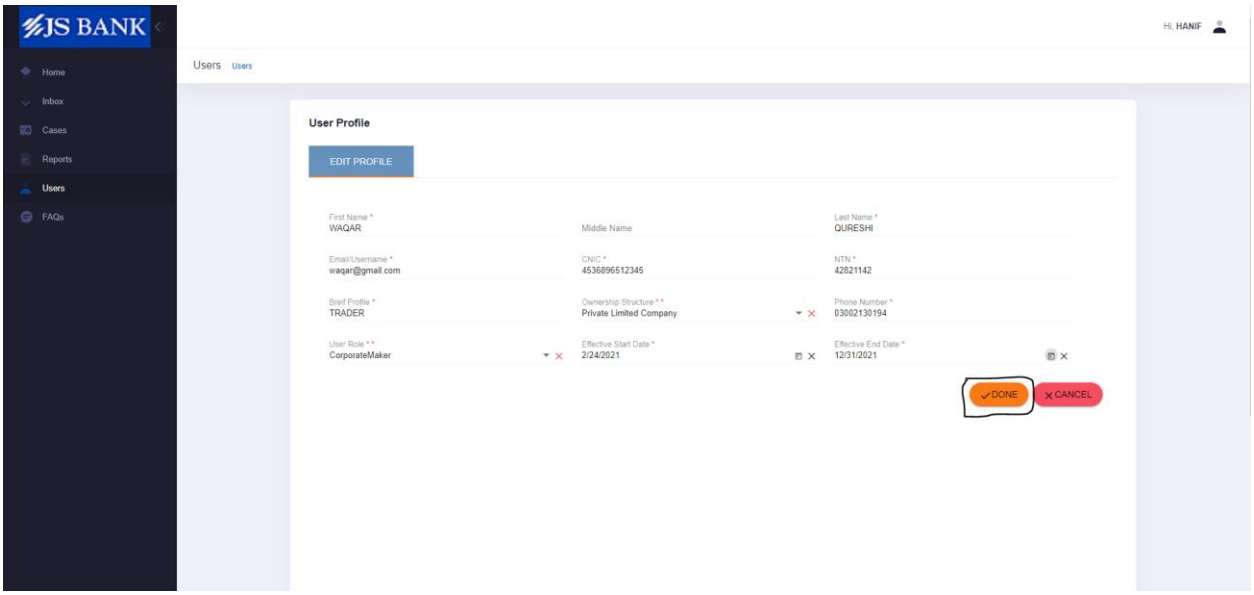


Add New User

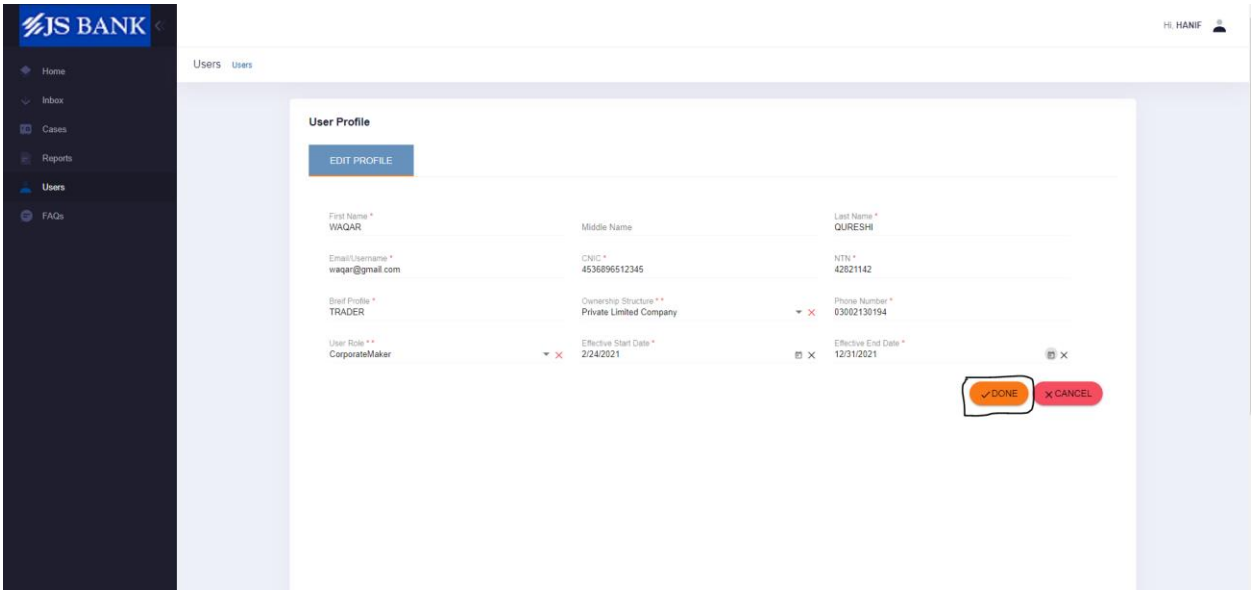
- Corporate Admin can add internal user(s) by clicking on NEW USER button on top of users list



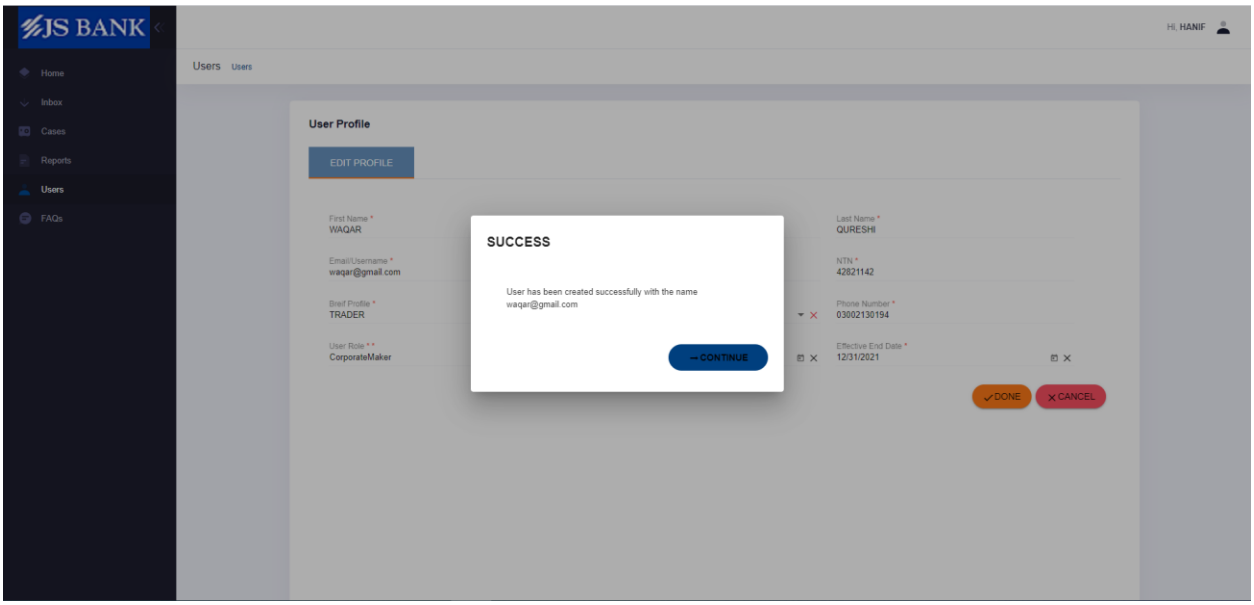
- Red Highlighted fields are mandatory and user can't Save without providing the mandatory details.



- Admin can make internal user's with 'Corporate Maker' role



- Provide all valid user's data and clicks 'DONE'
    1. Success message is shown to user and activation link is sent to user's email address.
    2. Status of user will be 'Pending' unless new user activates his account.
    3. Once user has activated his account by clicking on ACTIVATE link from his email then status will become 'ACTIVE' in system.


JS BANK
Home
Inbox
Cases
Reports
Users
FAQs
Hi, HANIF
Users Users
User Profile
EDIT PROFILE
First Name *
WAQAR
Last Name *
QURESHI
Email/Username *
waqar@gmail.com
NTN *
42821142
Brief Profile *
TRADER
Phone Number *
03002130194
User Role * *
CorporateMaker
Effective End Date *
12/31/2021
DONE
CANCEL
SUCCESS
User has been created successfully with the name waqar@gmail.com
CONTINUE