



PERSONAL INTERNET BANKING (PIB)
PLATFORM USER GUIDE



Guaranty Trust Bank (UK) Ltd

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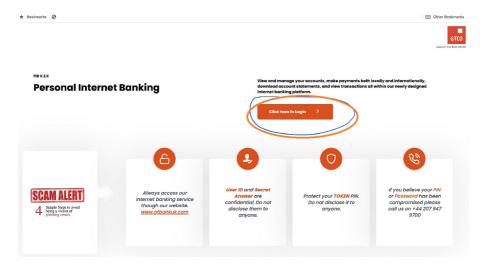
INTRODUCTION

The GTBank UK Personal Internet Banking is a web platform through which the bank's customers interface-with the bank. Customers can view account balances, historical transactions, send and download account statements, make transfers and payments both locally and internationally. The functionalities to provide a user guide can be found below.



LANDING PAGE

This is the initial page. Click the button 'Click here to login' to access the log in page.





AUTHENTICATION

The three mediums of authentication to verify an account user are:

- » User ID This is a unique numeric value assigned to every internet banking user of GT Bank UK usually sent to the customers at the point of on boarding.
- » Login ID This is an alphanumeric string received by a customer once setup is complete in an example format like GT12121212.
- » Account Number This is the unique 8 digit account number that identifies an account holder of GT Bank UK

Any of the above options can be used to login to the app subsequently.





You can check the box 'Remember me' to save your login ID on your browser.

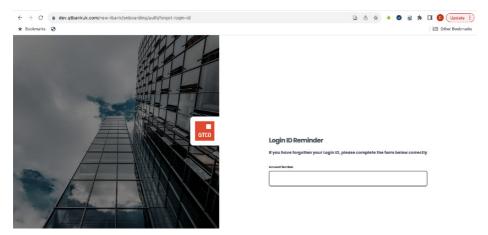
Customers are advised to only do this on the personal devices and not on public devices.



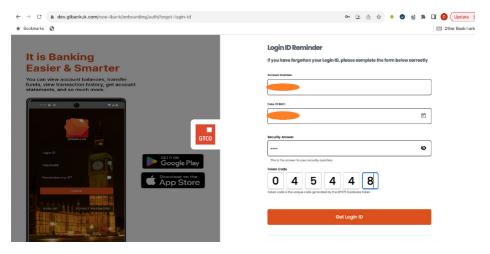
FORGOT LOGIN ID

Customers who have their profiles already setup but may have forgotten their login ID can be reminded of their login ID by following the steps below:

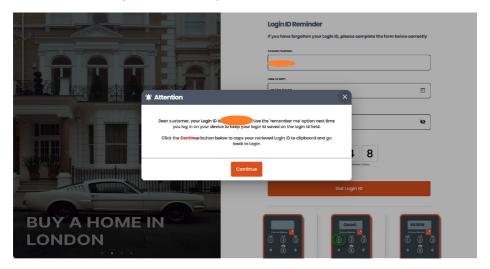
1. Provide an account number.



2. Once account number is validated, provide date of birth, security answer and hardware token code for further validation.



3. After successful validation of the provided details above, the customer's login ID is displayed.



DOWNLOAD TOKEN GUIDE

Please go the company website <u>www.gtbankuk.com</u> to download user guides for the hardware tokens.

- 1. The Old token (DP275 token)
- 2. The New token (DP770r token)







USER AUTHENTICATION

The authentication modes have been subdivided into 4 types:

- 1. Straight through login
- 2. Partial Reset
- 3. Full Reset
- 4. New User

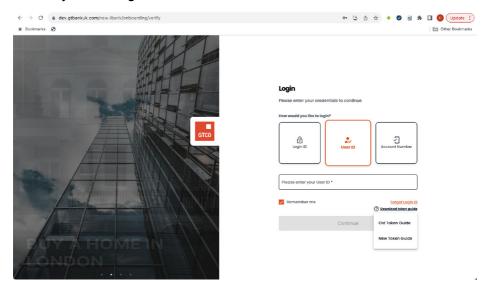
Straight Through Login

This applies at initial access when user has no secret question/ answer set up or does not have a hardware token on the PIB account.

The user is required to input their security question/answer and hardware token code to login to the app. This is the only way to login to the app.

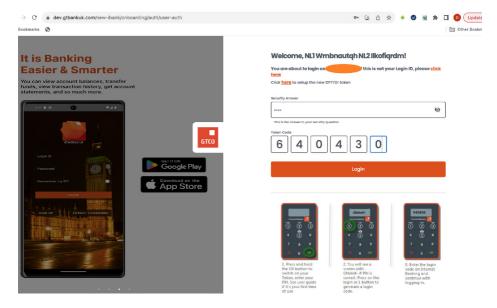
The steps are outlined below;

1. Verify user's login ID or user ID or account number

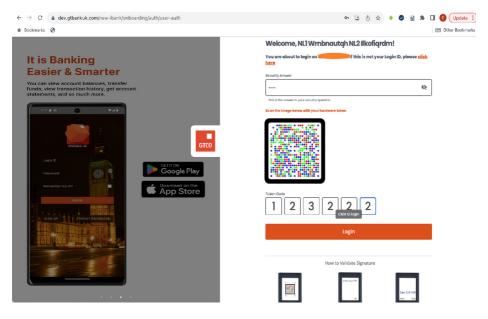




2. Validate security answer and old hardware token code (DP275)

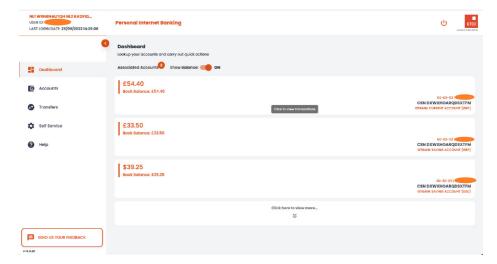


Or validate security answer with new token (DP770r)





3. After the security answer and hardware token of the user is successfully validated, the user is redirected to the dashboard



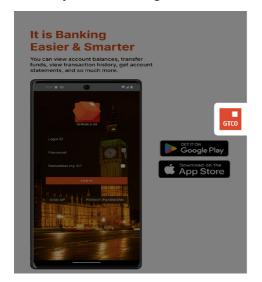
Partial Reset

In this scenario, the user has had their security question and answer reset. The user's token is authenticated and is required to update their security question and answer. After this update is successful, the user is redirected to the verification page to log in through the straight through login process.

The steps are outlined below;



1. Verify the user's login ID or user ID or account number





2. The user is required to provide a hardware token code from the old hardware token linked to the account (DP275)



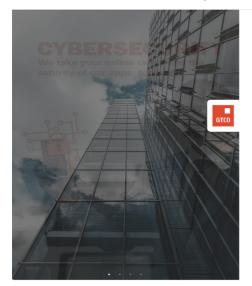


Or validate token code from the new hardware token (DP770r)





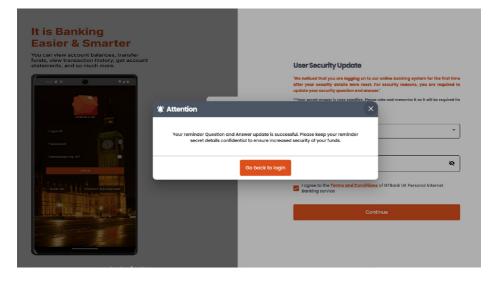
3. On successful validation of the token code, the user is required to update the security question and answer on their account. This will be used for subsequent log in to the app. (Straight through login).







Once the security question and answer update is successful, user is redirected to the verify user page to use the updated security answer to log in to the application.



5. The User will then be required to login again and will go through the Straight through login.

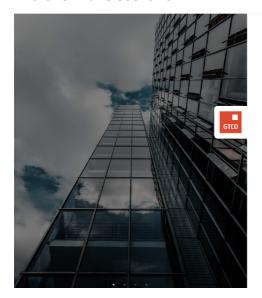
Full Reset

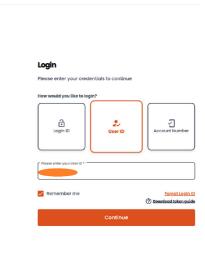
In this scenario, the user has had their security question and answer reset and the hardware token linked to their account is also delinked. The user is authenticated via an activation password sent to their registered email address and is expected to follow the prompts to update their security question and answer and also link their hardware token to their account.



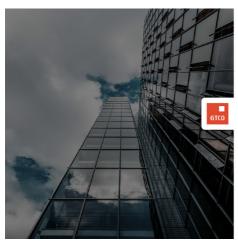
The steps are outlined below;

1. The user can only be verified using user ID or account number alone in this scenario.





2. The user is required to provide an activation password as received via email after a designated bank staff has performed a full reset.







3. The user is required to then update their security question and answer and agree to the terms and conditions.





4. The user still bearing the old DP275 hardware token is required to link the hardware token to their account by providing the serial number at the back of the token device.





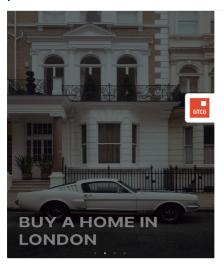


Where the user has the new hardware token (DP770r), follow the steps below to link the token to your account; Scan the image to generate an onscreen device code.





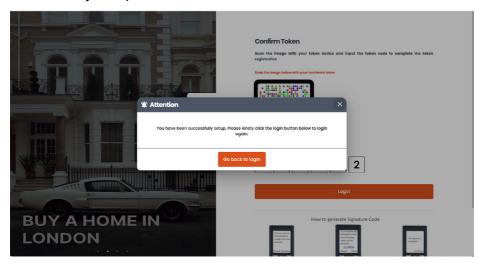
Scan the next image to generate a 6-digit code to confirm the linking process.



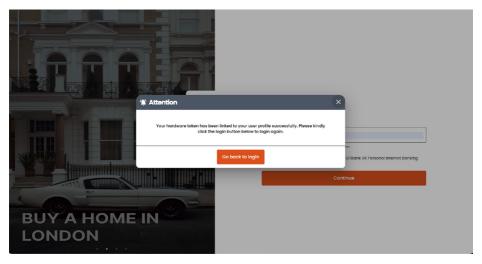




Confirmation that the linking process and all updates have been successfully completed.



5. After tokens have been setup successfully, the user is redirected to the login page to use the updated details to log in to the application.



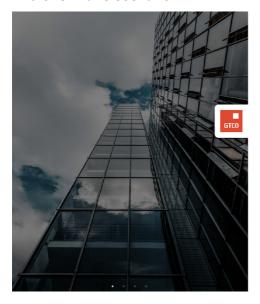


New User

In this scenario, the user is using the PIB platform for the first time since the bank has profiled the user. The user is authenticated via an activation password sent to their registered email address and is expected to follow the prompts to update their security question and answer, and also link their hardware token to their account, and setup a login ID.

The steps are outlined below;

1. The user can only be verified using the user ID or account number alone in this scenario.





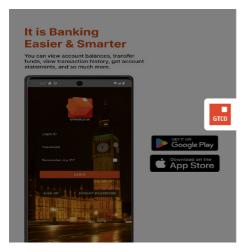


2. The user is required to provide an activation password received in their registered email address when the Customer Services team performed a full reset.





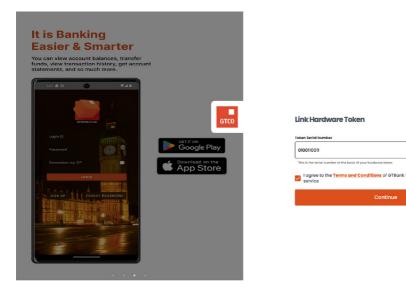
3. The user is required to update their security question and answer and agree to the terms and conditions







4. The user still bearing the old DP275 hardware token is required to link the hardware token to their account by providing the serial number at the back of the token device.



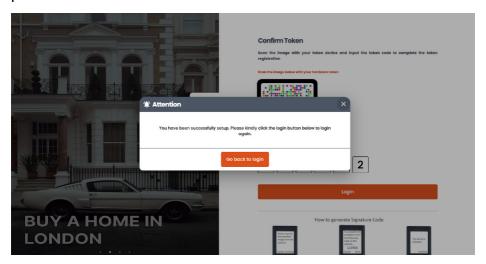
Whereas user has the new hardwaretoken (DP770r), follow the below steps to link the token to your account; Scan the image to generate an onscreen device code







Scan the next image to generate a 6-digit code to confirm the linking process.



Confirmation that the linking process and all updates have been successfully completed.





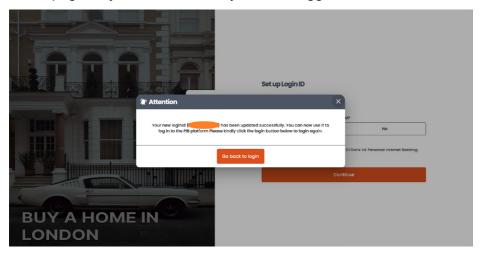


5. After this has been validated, the user is asked if they want to keep the default login ID usually in the GTXXXXXXXX format or setup new alphanumeric login ID. To keep the default login ID, this is the page they will see.



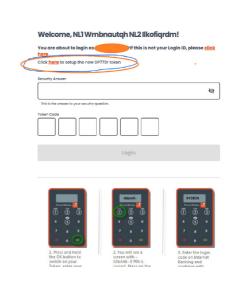


6. If the user chooses to setup their own alphanumeric login ID, this is the page they will see once they use the toggle button.



- 7. On successful update of all these information, the user will be asked to go back to the login page
- 8. Use the new setup details to go through the straight through login process.





Setup New DP770r Token

Customers who are on the old DP275 token will see the option to switch to the new DP770 token as shown below;



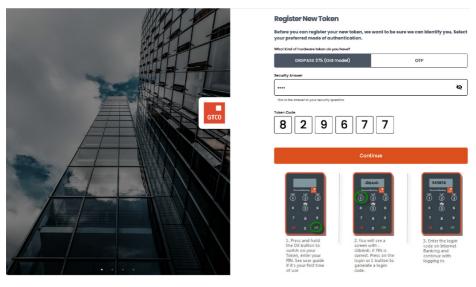




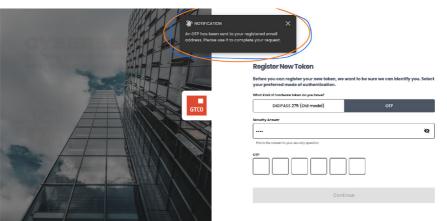
The steps to complete the switch are highlighted below;

 A user must authenticate themselves following via two options, with the old DP275 token with security answer or through an OTP received to their registered email address.

Below is the image using the security answer and the DP275 token.



Below is the image using the security answer and an OTP



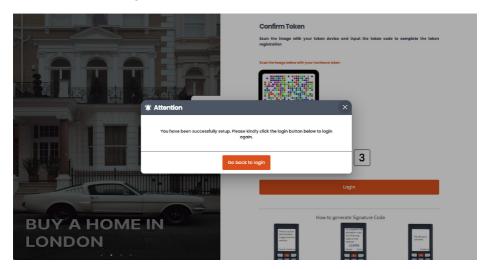


2. Scan the cronto image below using camera of the DP770 token. Input the generated onscreen device;



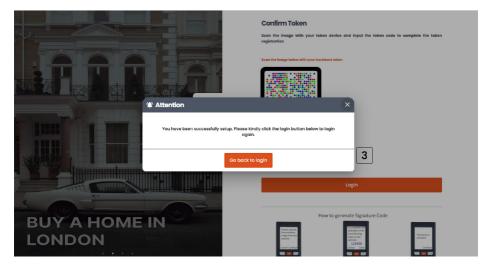


3. Once validated, another cronto image is generated, scan and provide the 6-digit code to confirm the token setup process.





4. Once the token code provided is validated successfully, the new token setup is complete and the user can will then be redirected to the verify user page to log in to the app using the security answer and new DP770r token.





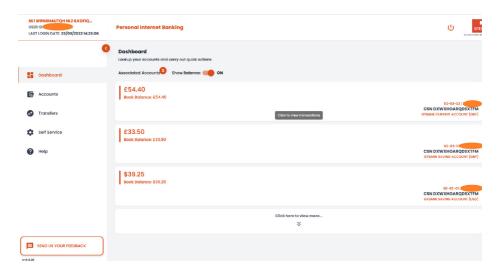
DASHBOARD

On the dashboard, the user can see their Name, User ID, and last login date at the top left hand corner of the page. The user can log out of the application by clicking on the power icon located at the top right corner of the page close to the GTBank UK logo.

The Dashboard has a navigation pane on the left through which the user can visit and use several functions on the app. At the bottom of the navigation pane, Customers may use the 'Send feedback menu' to send their feedback or complaints which will be directed to the relevant teams and given attention.

By default, the dashboard is set to show the list of accounts, balances, account number and account type of the user. The user can also hide the account balance(s) at will.

Click on a specific account to see the transaction history for that account.

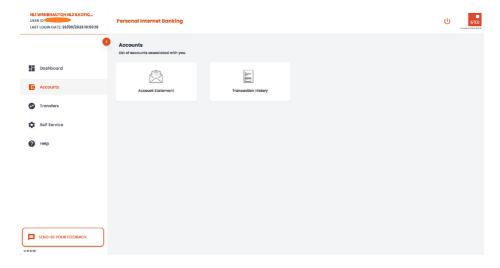




ACCOUNTS

The accounts module has two sub modules;

- 1. Account statement
- 2. Transactions History



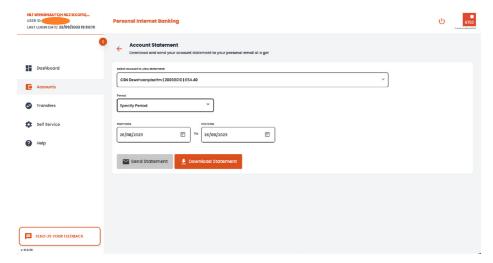


ACCOUNT STATEMENT

The account statement function allows Customers to download account statements of selected accounts to their device or send the statement to their registered email address.

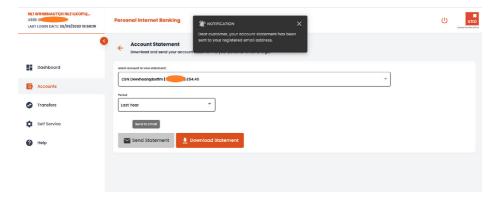
The steps to get an account statement are listed below;

- 1. Select the account for t statement for from the list of accounts
- User selects the period for the statement. If the option chosen is 'Specify period', user will be asked to supply a start and end date. If the user selects any of the other period options like 'Last year', 'Last Month', etc. the start date and end date will not be required from the user.
- 3. If the user clicks on the 'Send Statement' button, the statement for the selected period will be sent to the user's registered email address. If the User clicks on the 'Download statement' button, the account statement will be downloaded on to the user's device. It is advised for Customers to only use the download button on their personal devices.





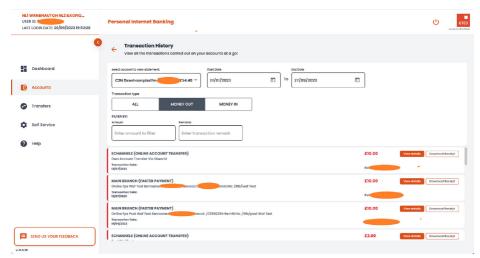
4. This is an image of an account statement successfully sent to the registered email address of a user using one of the prepared period.



TRANSACTION HISTORY

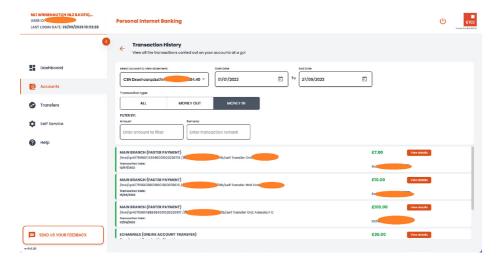
The transactions history module allows Customers to keep track of transactions on selected accounts. Customers can filter transactions using the following individually or as a combination;

1. Date range (start date and end date)

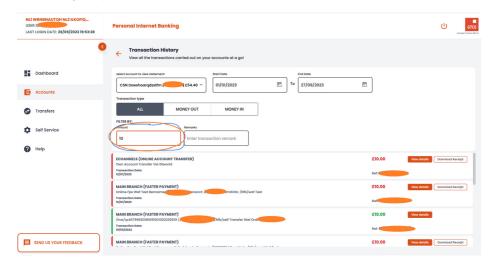




2. Money out (Debit transactions)

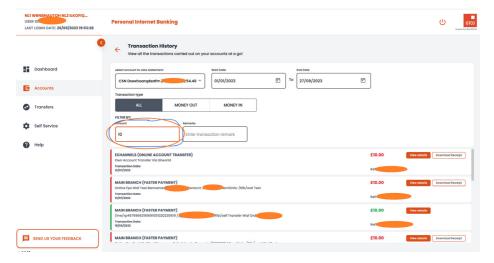


3. Money in (Credit transactions)

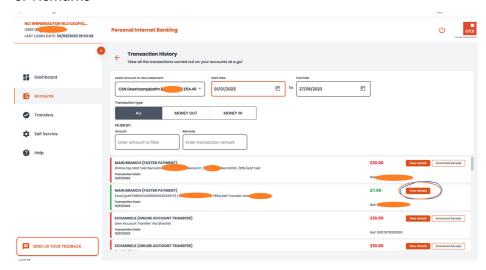




4. Amount



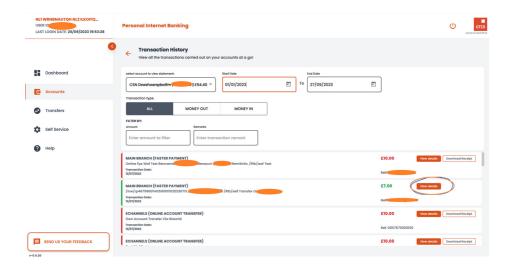
5. Remarks



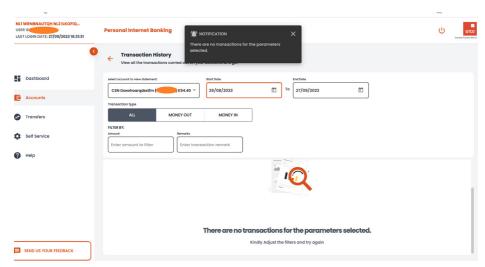
Customers can also view more details about each transaction by doing the following;

1. Click on the 'View details' on the particular transaction



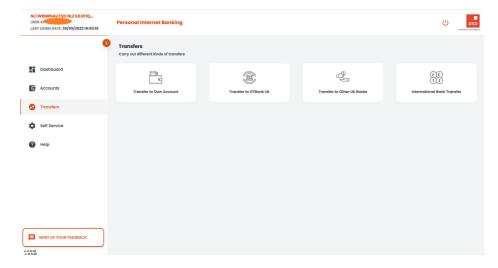


2. Details of the transaction is shown.





If the filter parameters a user inputs does not return any transaction, the user will see the below image;



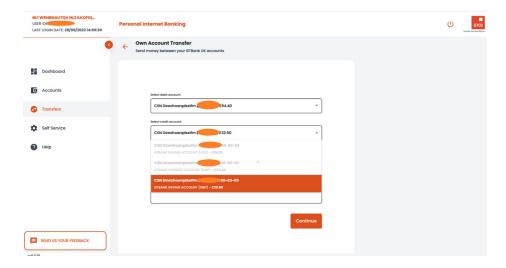


TRANSFERS

The transfer module allows Customers to move between their accounts, or to other accounts, both domestic and international.

The transfer module contains the following functions;

- 1. Own Account Transfer
- 2. GTBank UK Transfer
- 3. Other UK Bank Transfer
- 4. International Bank Transfer



Transfer to Own Account

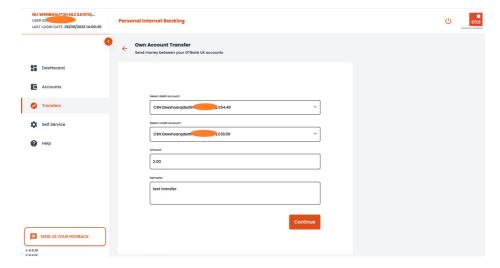
Customers can send funds between their profiled accounts of the same currency using this menu.

The steps to make transfers to own account are highlighted below;

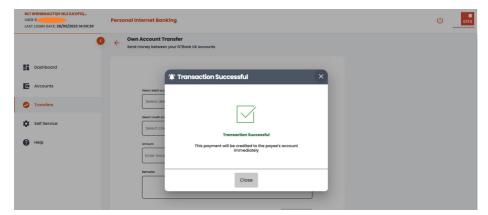
1. The user selects an account that the funds will be debited from.



The user selects an account that the funds will be credited into i.e.
the account that the funds will be moved to. The currency of both
the account to be debited and credited must be the same. e.g. GBP
to GBP. A transfer between accounts of different currencies is not
allowed.

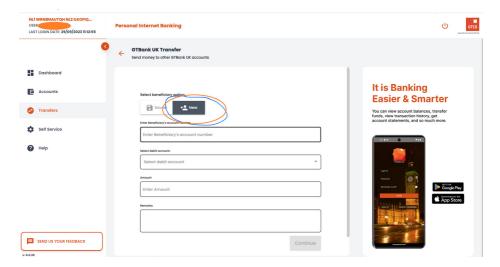


- 3. The user inputs an amount to be transferred. The amount must be greater than 0.
- 4. The user enters remarks for the transfer. This is an optional field.





5. The user will get a prompt to say if the transaction was successful or not.



Transfer GTBank UK Account

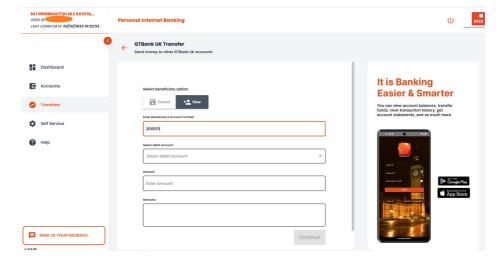
Customers can send funds to other customers who have a GTBank UK Account using this menu.

Transfer to GTBank UK Account (New Payee)

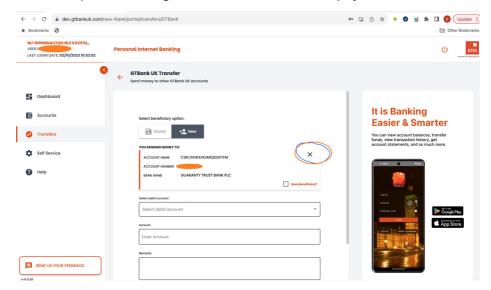
The steps to send funds to a GTBank UK Account that a user has not previously saved as part of their registered payees are shown below;



 By default the toggle button is set to Saved Payees, so the user has to click on the **New** toggle button to begin the transfer to a new payee.

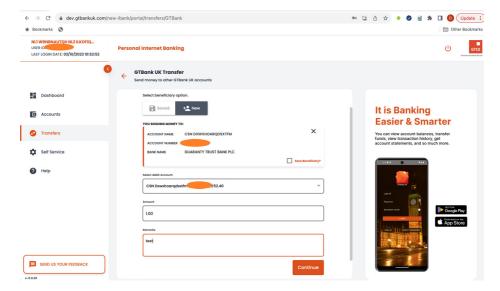


2. User inputs the 8 digit account number of the payee.



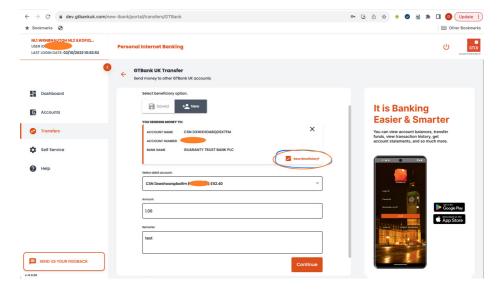


3. After the 8 digit account number of the payee has been inputed, the account number is validated immediately and the name attached to the account is displayed on a card for confirmation. If the user chooses to not make payment to the validated account, they can use the cancel icon highlighted. The cancel icon removes the validated account number and allows the user to enter another account number they wish to make a payment to.

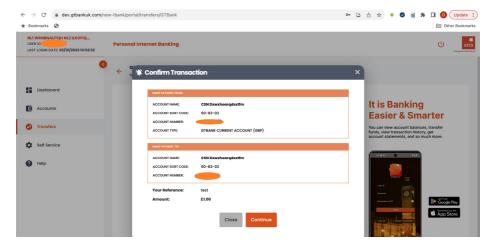




4. The user can go ahead to select an account they want the payment to be taken from, the amount to be paid (This must be greater than 0), and the remarks for the payment. The remarks field is optional.

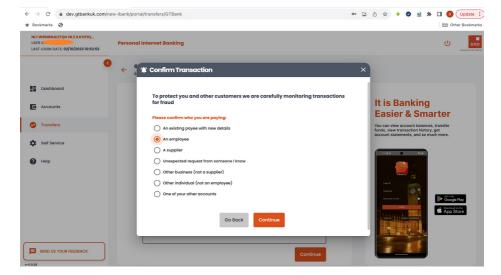


If the user wants to save this payee to their list of payees, they can click on the 'save beneficiary' checkbox highlighted below. The user then clicks the **continue** button.

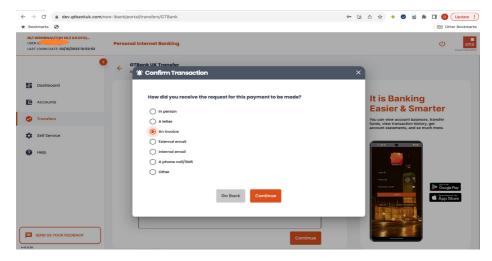




A summary page of the transaction to be performed will be displayed. The user is expected to go through and confirm the details are correct before clicking on **continue**.

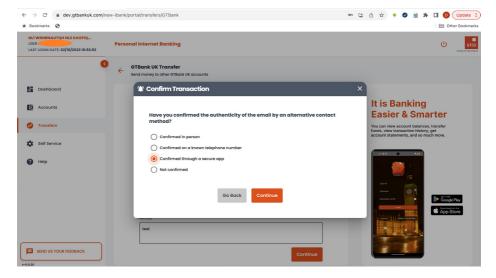


7. The user is then required to answer a couple of questions relating to the transaction before it can be completed. First, who is the user paying?

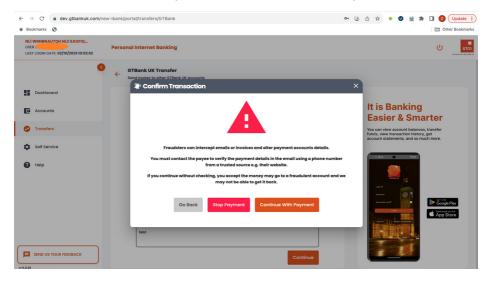




8. How did the user receive the request for payment?



9. If the user selects the "External email or Internal email" options, the user is asked how they confirmed the authenticity of the email.

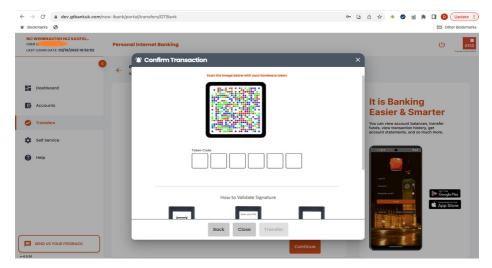




10. The user is then asked to ensure they do their due diligence before making any payment. The user can then choose to stop the payment or continue with the payment.

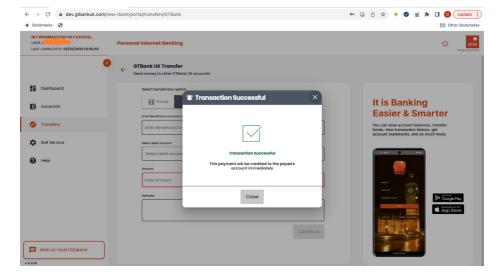


11. The user is asked to validate the transaction using their old hardware token (DP275) - User has to sign this transaction on the old token by supplying the last 6 digits of the payee's account number.

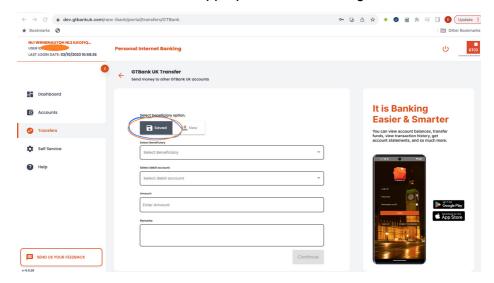




or using the new hardware token (DP770r)



12. If the token code provided is valid, a successful response is returned otherwise, an appropriate error message is shown.

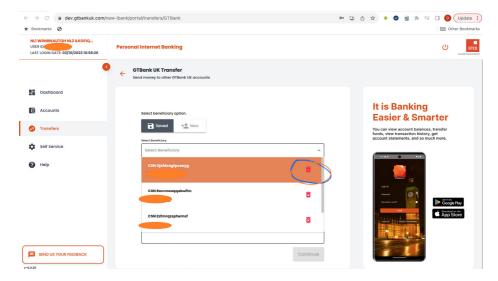




Transfer to GTBank UK Account (Saved Payee)

The steps to send funds to a GTBank UK Account that a user has previously saved to their list of payees are shown below;

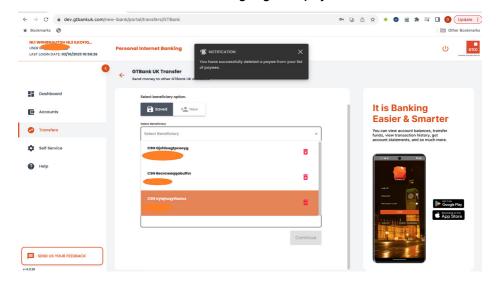
 By default the toggle button is set to Saved Payees when the page loads. If the saved Payee toggle is not highlighted, e.g. if they were on the New payee toggle, the user can click on the Saved toggle button.



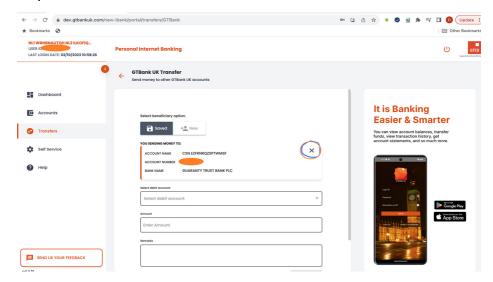
The user can click the select beneficiary drop down to reveal the list of saved payees/beneficiaries. The user can search through the list to select a specific payee.



The user can choose to delete any saved payee they want if they click on the bin icon on the selected/highlighted payee.

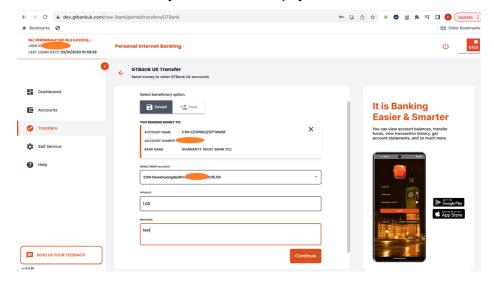


If Payee is successfully deleted, the user will get a successful response.



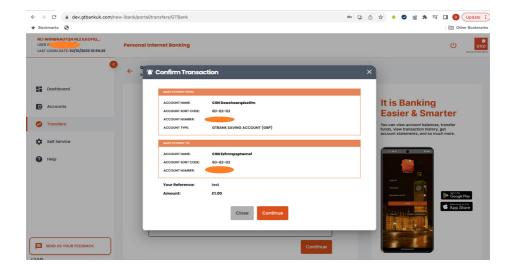


3. After the user has selected the saved payee to make payment to, the payee is validated and displayed on a card for the user. If the user chooses not to make payment to the validated account, they can use the cancel icon highlighted. The cancel icon removes the validated account number and allows the user to enter another account number they wish to make a payment to.

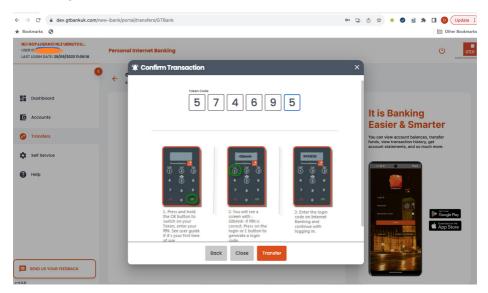


4. The user then selects the account that the payment will be taken from, the amount that will be paid (this must be greater than 0), and a remark for the transaction (this is optional). The user then clicks the continue button.



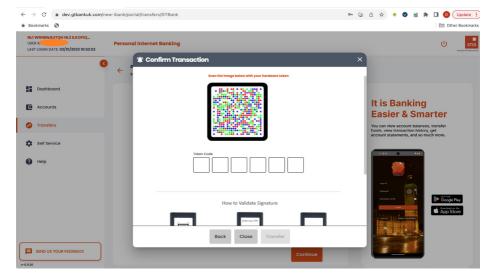


5. The details of the payment will be displayed; the user can go through it to be sure the details are correct.

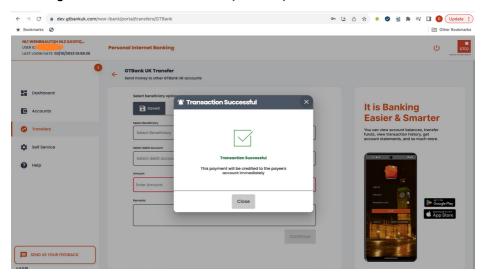




6. The user is then asked to validate the transaction using their old hardware token (DP275).

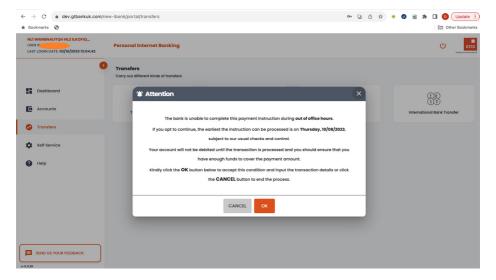


or using the new hardware token (DP770r)





7. If the token code provided is valid, a successful response is returned otherwise, an appropriate error message is shown.



Transfers to Other UK Bank Account

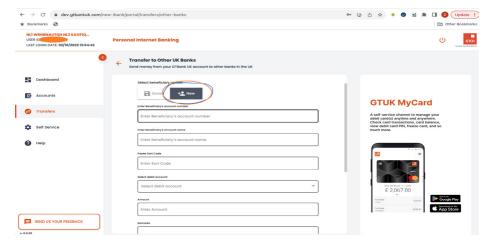
Customers can make payments to customers of other UK banks using this menu.

Transfers to Other UK Bank Account (New Payee)

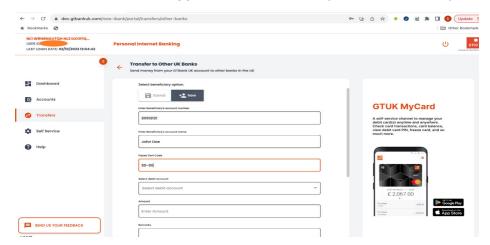
The steps to send funds to other UK bank Accounts that a user had not previously saved as part of their registered payees are shown below;



The user clicks on the 'Transfer to Other UK Bank Account'. If the
date or time is during the bank's out of office hours or bank holiday,
the user will get a prompt informing them that the transaction will
be treated during the next working day. If the user is fine with this,
they can click on the OK button to proceed. If the date is during
office hours and not on a bank holiday, the user will not see this
prompt.

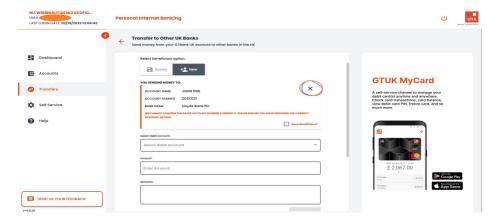


2. By default the toggle button is set to Saved Payees, so the user has to click on the **New** toggle button to make payment to a new payee.

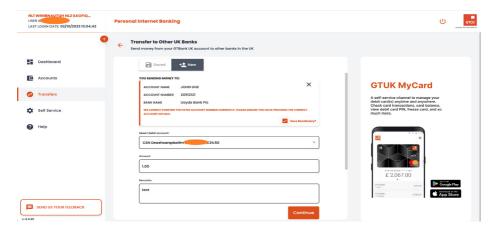




3. The user inputs the 8 digit account number of the payee, payee account name, and the sort code of the bank. The sort code of the payee's bank is validated and if it is a valid bank sort code, a card will be displayed showing the details

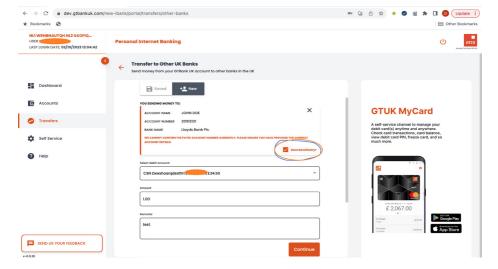


GTBank UK currently does not validate the account number of payees of other banks. Customers are advised to confirm the account number before they send the payment. If the user chooses not to make payment to the payee, they can use the cancel icon highlighted. The cancel icon removes the account details and allows the user to enter another account detail they wish to make a payment to.

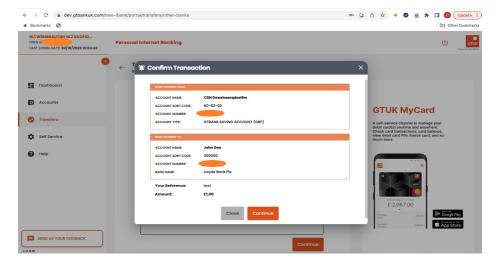




4. The user can go ahead to select an account they want the payment to be taken from, the amount to be paid (This must be greater than 0), and the remarks for the payment. The remarks field is optional.

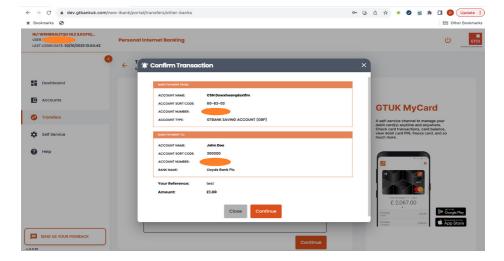


5. If the user wants to save this payee to their list of payees, they can click on the 'save beneficiary' checkbox highlighted below. The user then clicks the **continue** button.

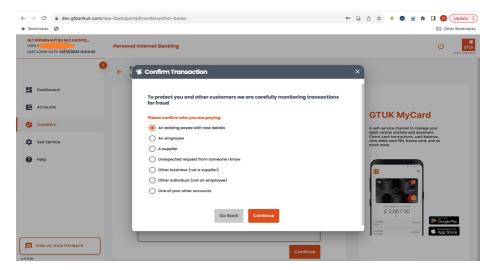




A summary page of the transaction to be performed will be displayed. The user is expected to go through and confirm the details are correct before clicking on continue.

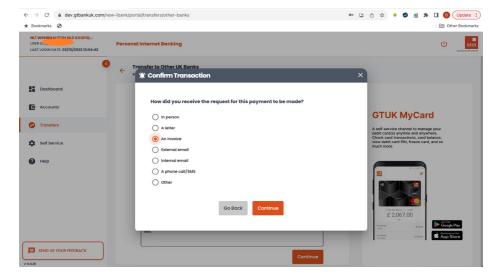


7. The user is then required to answer a couple of questions relating to the transaction before it can be completed. First, who is the user paying?

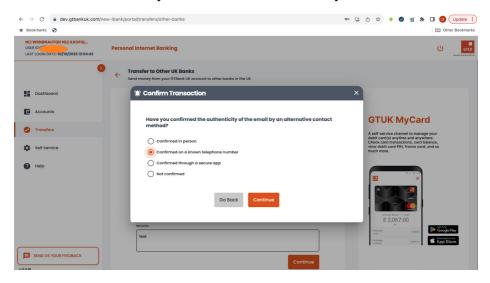




How did the user receive the request for payment?

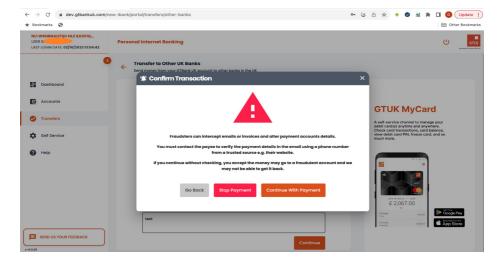


If the user selects the "External email or Internal email" options, the user is asked how they confirmed the authenticity of the email.

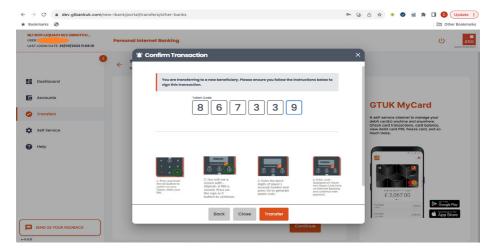




The user is asked to ensure they do their due diligence before making any payment. The user can then choose to stop the payment or continue with the payment.

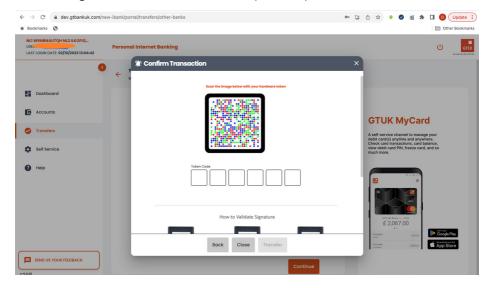


8. The user is asked to validate the transaction using their old hardware token (DP275) - User has to sign this transaction on the old token by supplying the last 6 digits of the payee's account number.

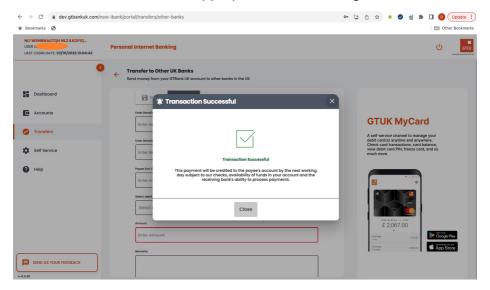




9. or using the new hardware token (DP770r)



10. If the token code provided is valid, a successful response is returned otherwise, an appropriate error message is shown.

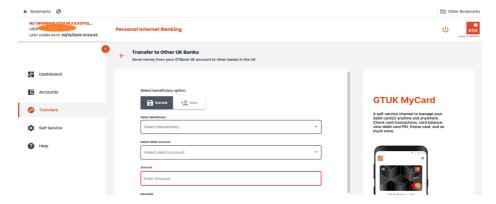




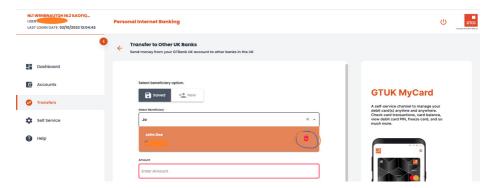
Transfers to Other UK Bank Account (Saved Payee)

The steps to make payments to another UK Bank account that a user had previously saved to their list of payees are shown below;

1. By default, the toggle button is set to Saved Payees when the page loads. If the saved Payee toggle is not highlighted, e.g. if they were on the New payee toggle, the user can click on the Saved toggle button.



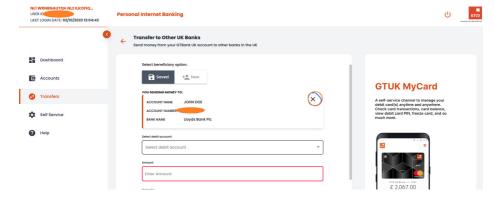
 The user can click the "select beneficiary" drop down to reveal the list of saved payees/beneficiaries. The user can search through the list to select a specific payee. The user can choose to delete any saved payee they want if they click on the bin icon on the selected/ highlighted payee.



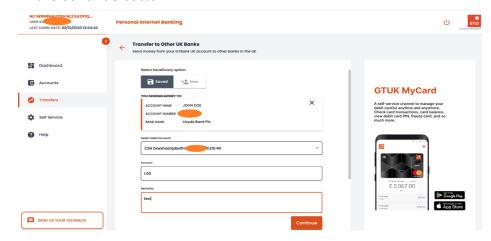


If a Payee is successfully deleted, the user will get a successful response.

3. After the user has selected the saved payee to make payment to, the payee is displayed on a card for the user. If the user chooses not to make payment to the payee details, they can use the cancel icon highlighted. The cancel icon removes the validated account number and allows the user to enter another account number they wish to make a payment to.

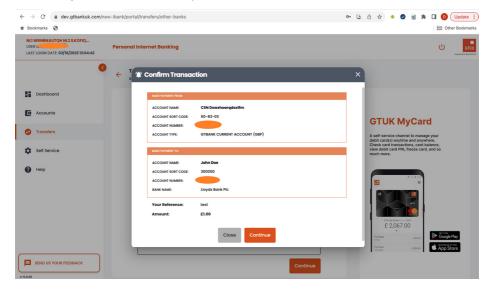


4. The user then selects the account that the payment will be taken from, the amount that will be paid (this must be greater than 0), and a remark for the transaction (this is optional). The user then clicks the continue button.

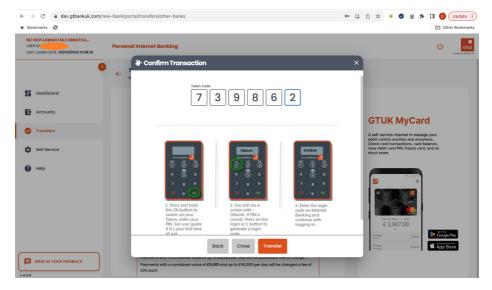




5. The details of the payment will be displayed; the user can go through it to be sure they have it correct.

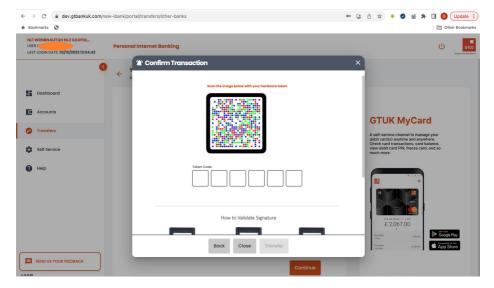


6. The user is then asked to validate the transaction using their old hardware token (DP275)

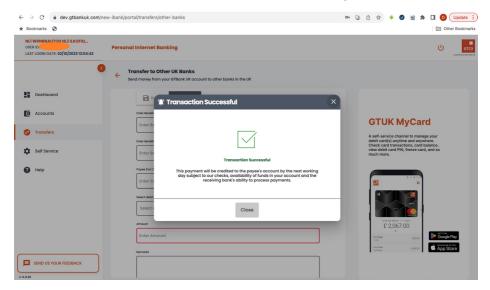




or using the new hardware token (DP770r)



7. If the token code provided is valid, a successful response is returned otherwise, an appropriate error message is shown.





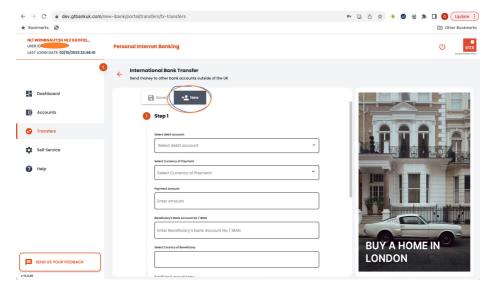
International Bank Transfer

Customers can make payments internationally using this menu.

International Bank Transfer (New Payee)

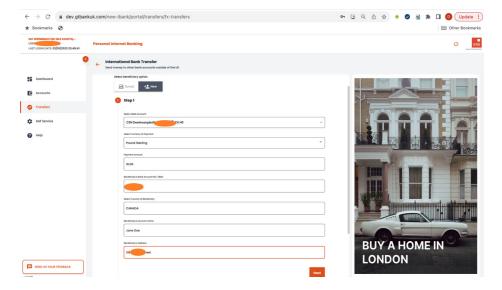
The steps to send funds to an international account that a user has not transferred funds to previously;

1. By default the toggle button is set to Saved Payees, so the user has to click on the **New** toggle button to make payment to a new payee.

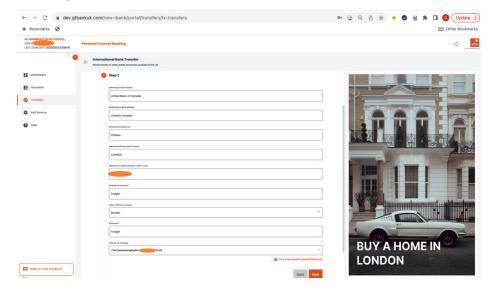


2. The user proceeds to fill the form in step 1. The user selects an account the payment will be taken from, the currency of payment, the payment amount (this must be greater than 0), the payee's IBAN, the country of the payee (Customers can search through the list of countries), the payee's account name (No special characters allowed), and the payee's address (no special characters allowed).



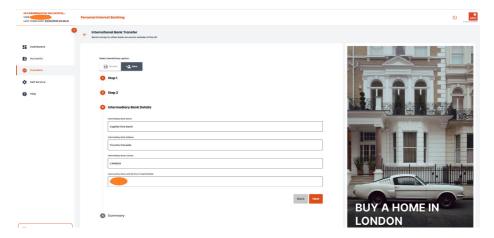


3. The user fills the inputs on step 2 which include; Name of the payee's bank, payee's bank address, payee's bank city, payee's bank country, payee's bank swift code, the purpose of payment, who will be pay the charges, optional reference, and the account that charges will be taken from.

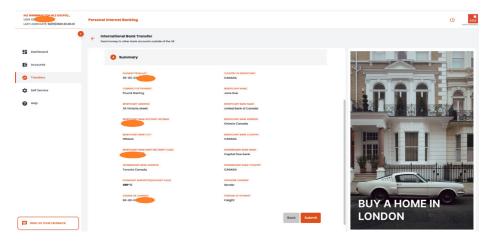




4. If the user chooses to use an intermediary bank, the user should check the intermediary toggle button and the next step should show the inputs for using intermediary. The user inputs intermediary bank name, intermediary bank address, intermediary country, and intermediary bank SWIFT BIC code. (This is optional). Payments that do not require intermediary bank do not need this step. They just go straight to the summary page.

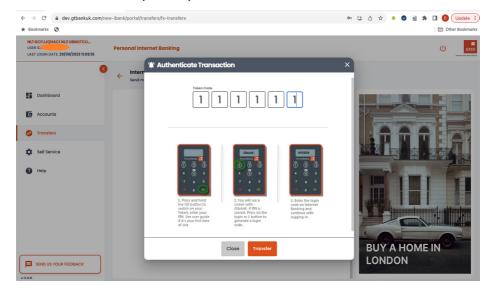


5. The next step is a summary page of the transfer. The user goes through it to be sure the details are correct. If the user is fine with the details, the user clicks the submit button.

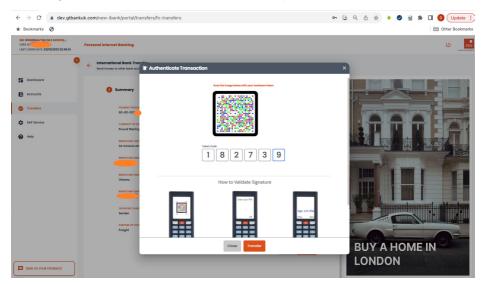




6. The user is then asked to validate the transaction using their old hardware token (DP275)

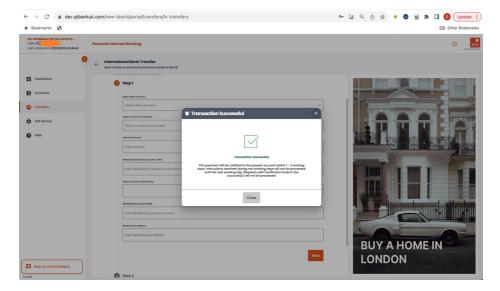


or using the new hardware token (DP770r)





7. If the token code provided is valid, a successful response is returned otherwise, an appropriate error message is shown.



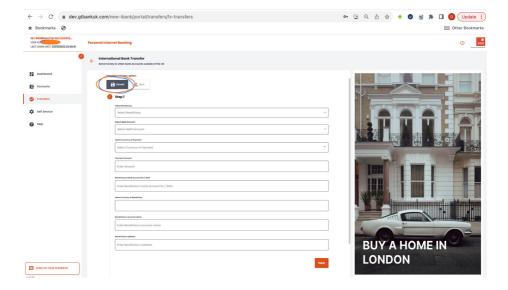
New payments are saved by default for international payments and can be retrieved when a user wants to do a repeat payment

International Bank Transfer (Saved Payee)

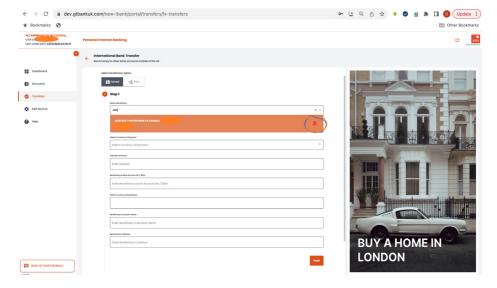
The steps to send funds to an international account that a user transferred funds to previously;

 By default the toggle button is set to Saved Payees when the page loads. If the saved Payee toggle is not highlighted, e.g. if they were on the New payee toggle, the user can click on the Saved toggle button.



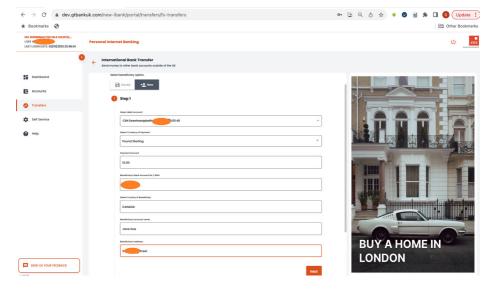


2. The user can click the select beneficiary drop down to reveal the list of saved payees/beneficiaries. The user can search through the list to select a specific payee. The user can choose to delete any saved payee they want if they click on the bin icon on the selected/highlighted payee.



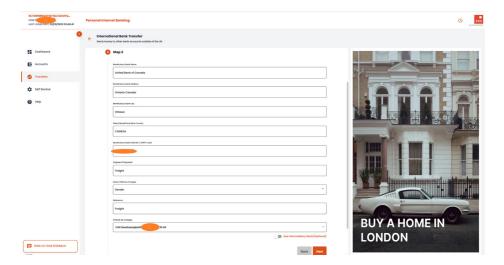


- When the user selects a saved payee, the details of the payee is prepopulated into all the fields and can be amended as the user sees fit.
- 4. Step 1 is prepopulated with the payee details; the account the payment will be taken from, the currency of payment, the payment amount (this must be greater than 0), the payee's IBAN, the country of the payee (Customers can search through the list of countries), the payee's account name (No special characters allowed), and the payee's address (no special characters allowed).

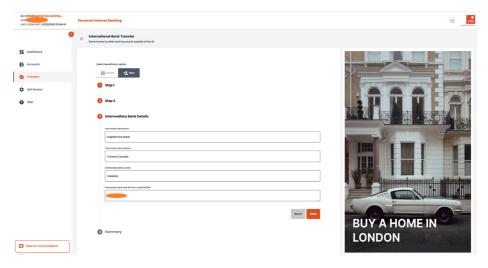


5. Step 2 is prepopulated with the payee details; Name of the payee's bank, payee's bank address, payee's bank city, payee's bank country, payee's bank swift code, the purpose of payment, who will be pay the charges, optional reference, and the account that charges will be taken from.



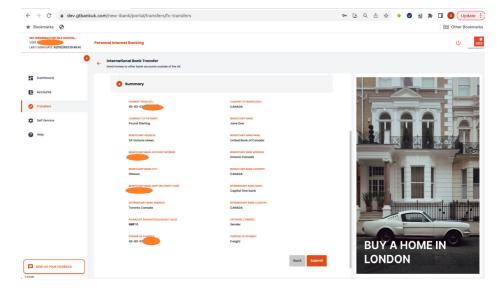


6. If the user's details contains intermediary bank details, the user should check the intermediary toggle button is automatically switched on and the next step should show the inputs for using intermediary prepopulated also; intermediary bank name, intermediary bank address, intermediary country, and intermediary bank SWIFT BIC code. (This is optional). Payee details that do not have intermediary bank details will not populate this inputs. They just go straight to the summary page.

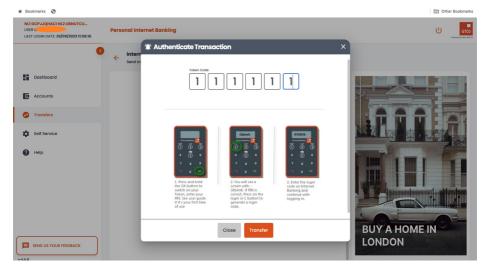




7. The next step is a summary page of the transfer. The user goes through it to be sure the details are correct. If the user is fine with the details, the user clicks the submit button.

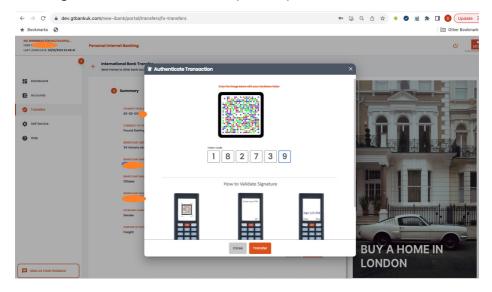


8. The user is then asked to validate the transaction using their old hardware token (DP275)

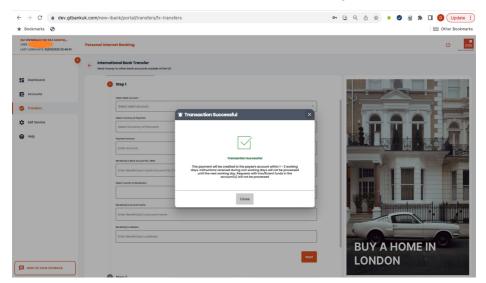




or using the new hardware token (DP770r)



9. If the token code provided is valid, a successful response is returned otherwise, an appropriate error message is shown.



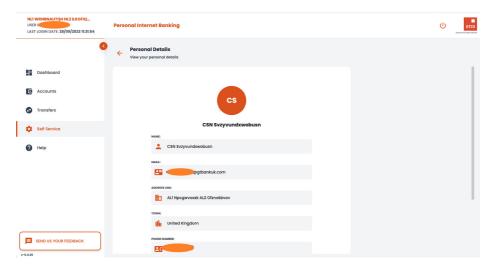


SELF SERVICE

The self-service modules contain the following submodules

Personal Details

The personal details menu shows the user their details that they have used in opening an account and registering to use the online banking platform.



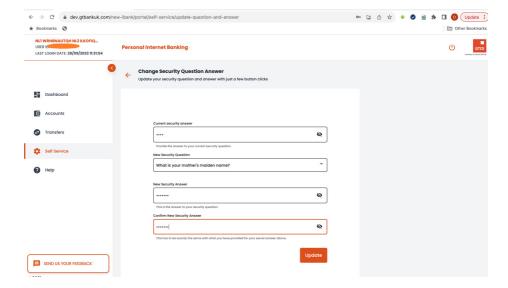
Change Security Question and Answer

Customers can change their security question and answer. If the user feels their security answer is compromised or they just want to change it, they can make use of this function.

The steps to update the security question and answer can be seen below;

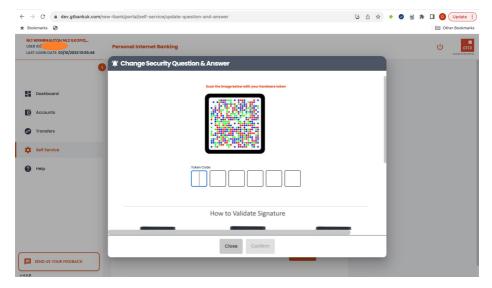
- 1. User inputs their current security answer;
- 2. User selects a new security question.
- 3. User inputs a new security answer;
- 4. User confirms the new security answer by inputting it again





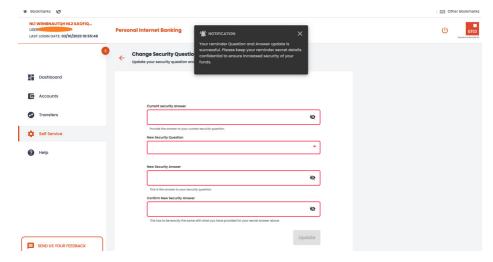
1. The user is then asked to validate the update using their old hardware token (DP275)

or using the new hardware token (DP770r)



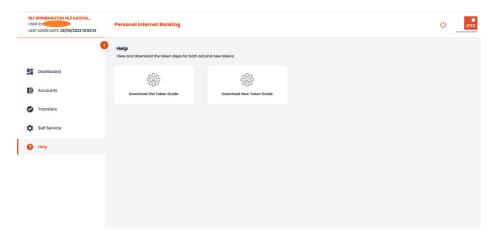


2. If the token code provided is valid, a successful response is returned else, an appropriate error message is shown.



HELP

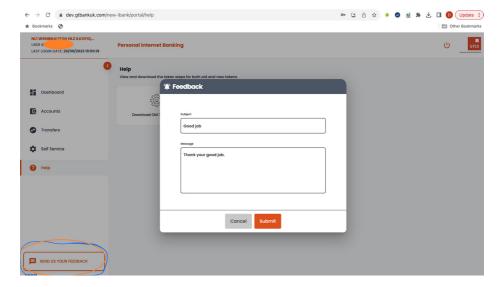
The help module contains information that the user needs. e.g. downloading user guides. Customers can download the user guide for old DP275 token and the new DP770r tokens.





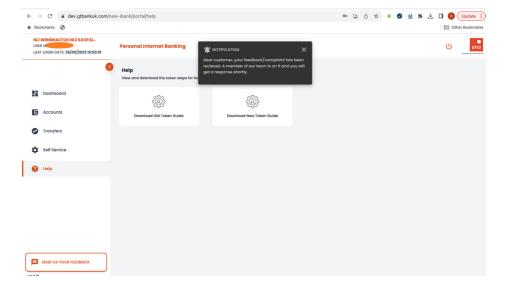
SEND FEEDBACK

This module allows Customers to send their feedback, complaints or issues to the bank. When submitted, the request will be forwarded to the customer services team to review and action.





If successful, the User will receive a response that their feedback has been submitted.





MISCELLANEOUS

Session Timeout

If the user does not perform any action while using the application e.g. no keyboard or mouse action, a session time out prompt is displayed for the user to confirm if they are still using the application or not. If the user does not respond within the set time, the user is automatically logged out of the app.

