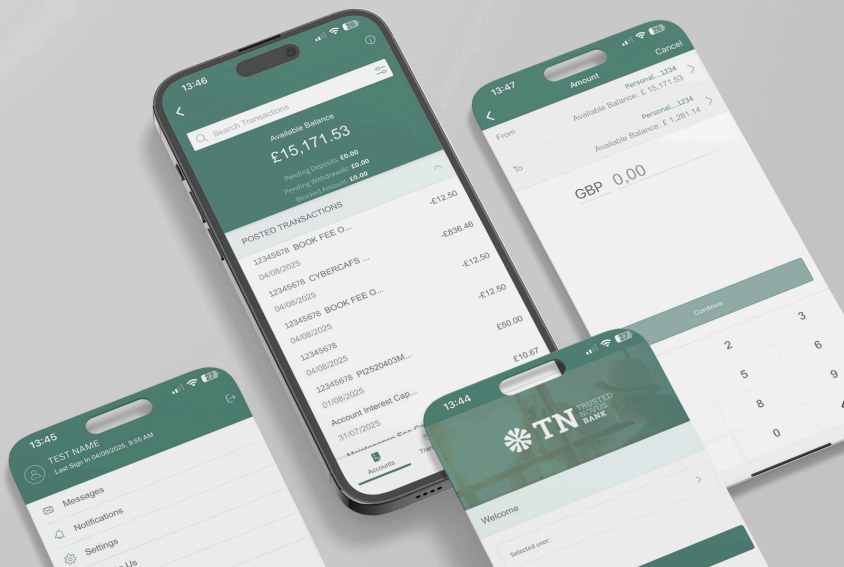


Corporate Banking

Step-by-Step Guide



Welcome to your new digital banking experience!
This step-by-step guide will cover:

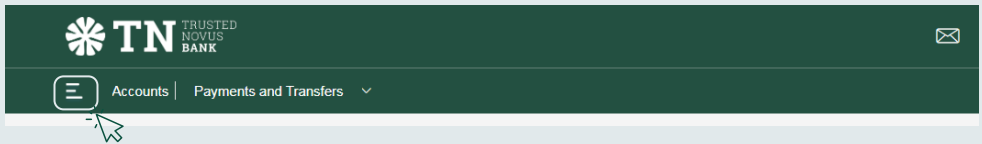
- Approvals & Requests
- Preparation Rights
- Transaction Rights

Please note: On launch day, the features will be limited to those listed above. Additional functionalities are already in development and we will keep you informed as each update becomes available.

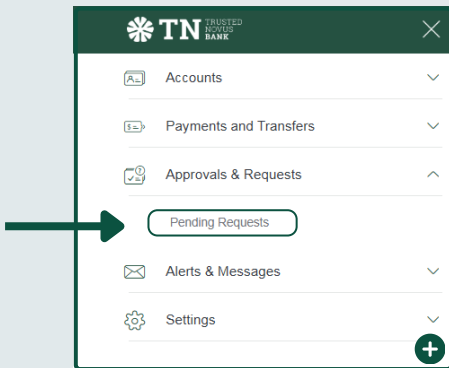
Approvals & Requests

1. Under the menu 'Approvals & Requests'.

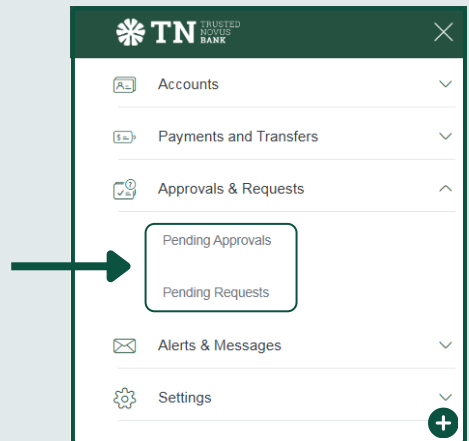
- If you have **Viewing Rights** you can only view accounts
- If you have **Preparation Rights** you can see and create a pending payments.
- If you have **Transaction Rights**, you can see both '**Pending Requests**' and '**Pending Approvals**'.



Preparation Rights



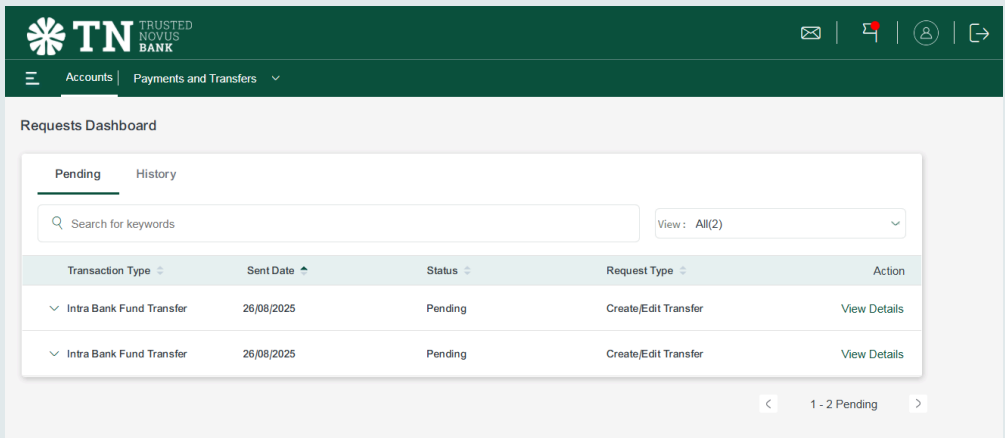
Transaction Rights



Approvals & Requests for a Preparation Rights

1. Pending requests:

- To create a pending request, make a payment as usual and complete all steps.
- It will then appear in the pending folder for approval.
- To view it, go to the **'Menu'**, click **'Approvals & Requests'** and choose: **'Pending Requests.'**



The screenshot displays the 'Requests Dashboard' for TN Bank. The dashboard has a dark green header with the bank's logo and navigation links. Below the header, there's a 'Requests Dashboard' section with two tabs: 'Pending' (selected) and 'History'. A search bar is present for keywords, and a 'View' dropdown shows 'All(2)'. A table lists two pending requests, both 'Intra Bank Fund Transfer' requests sent on 26/08/2025, with a status of 'Pending' and an action of 'View Details'.

Transaction Type	Sent Date	Status	Request Type	Action
Intra Bank Fund Transfer	26/08/2025	Pending	Create/Edit Transfer	View Details
Intra Bank Fund Transfer	26/08/2025	Pending	Create/Edit Transfer	View Details

2. This is the pending requests dashboard where any waiting payments will be held.


3. Past pending requests can be found in the **'History'** tab.





- You can see any pending request approved or denied
- If you have many pending or historical payments, use the search bar or the **'View'** dropdown to quickly find a specific request

Approvals & Requests for a Preparation Rights

4. Clicking the **dropdown arrow** next to a payment will reveal more detailed information about a specific request.

- For more details, click **‘View Details’**
- **‘Withdraw’** enables you to cancel a payment request

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Accounts | Payments and Transfers ▾

Requests Dashboard

Pending | History

View : All(2) ▾

Transaction Type ▾	Sent Date ▲	Status ▾	Request Type ▾	Action
<div>^ Intra Bank Fund Transfer</div> <div>Debit Account CORPORATE ACCOUNT... - X4 Customer Name CORPORATE ACCOUNT... - X1</div>	26/08/2025 Amount £ 20,500.00 Frequency Once	Pending Payee ACCOUNT NR / IBAN Recurrence --	Create/Edit Transfer Payment Reference PI2523811M YZS268	<div>View Details</div> <div>Withdraw</div>
▼ Intra Bank Fund Transfer	26/08/2025	Pending	Create/Edit Transfer	View Details

< 1 - 2 Pending >

Approvals & Requests for Transaction Rights


1. Pending Approvals:





- The **Approval Dashboard** - all payments pending approval appear here.

Please note: Only Transaction Rights holders can view this dashboard.

2. To access pending approvals:

- Go to **'Menu'**
- Select **'Approval & Requests'**
- Click on **'Pending Approvals'**
- Pending requests will be listed here
- Click the arrow next to a payment to expand the payment
- For more details, click **'View Details'**
- Once payment has been reviewed, choose to **'Approve'** or **'Reject'**

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 |  |  | 

Accounts | Payments and Transfers ▾

Approvals Dashboard

Pending | History

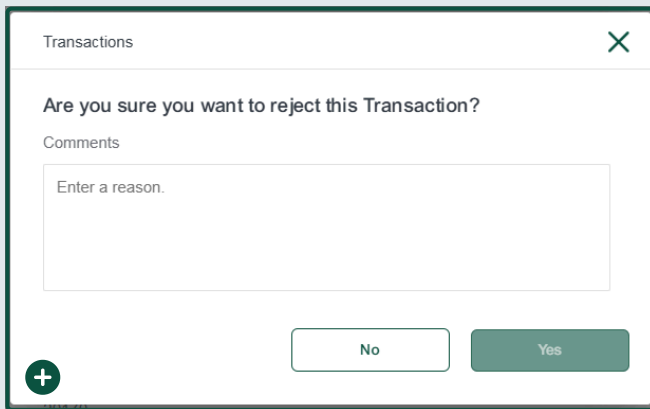
View : All(0)

Transaction Type ▾	Sent Date ▲	Sent By ▾	Request Type ▾	Action
⌵ Intra Bank Fund Transfer	26/08/2025	Name of Pending Request	Create/Edit Transfer	View Details
Debit Account CORPORATE ACCOUNT... -1234	Amount £ 10,000.00	Payee Name of Beneficiary	Payment Reference PI25238078K9V742	<div>Approve Reject</div>
Customer Name Name of Company Account... 1234	Approvals 0 Approved	Frequency Once	Recurrence --	

1 - 1 Pending

Approvals & Requests for Transaction Rights

3. If you reject the payment, you will be prompted to write the reasoning why as shown below.



Transactions

Are you sure you want to reject this Transaction?


Comments




Enter a reason.

No Yes

- Select **Yes** to proceed with the action, or **No** to cancel.
- The system will then display how many times the payment has been approved or rejected, and update its status accordingly (e.g., **"Rejected"** as shown on next page).


Approvals & Requests for Transaction Rights

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Transaction-Acknowledgement

 Transaction has been successfully rejected
Reference Number PI25238078078K9V742

Transaction Details

Debit Account:

CORPORATE ACCOUNT... - X1234

Amount:

£ 10,000.00

Payee:

TEST USER

Transaction Date:

Created By:

CADERLURST L... 1234

Recurrence:

--

Frequency:

Once

Approval History Information

Approval Status:

Rejected

Pending Approvers

Approved:

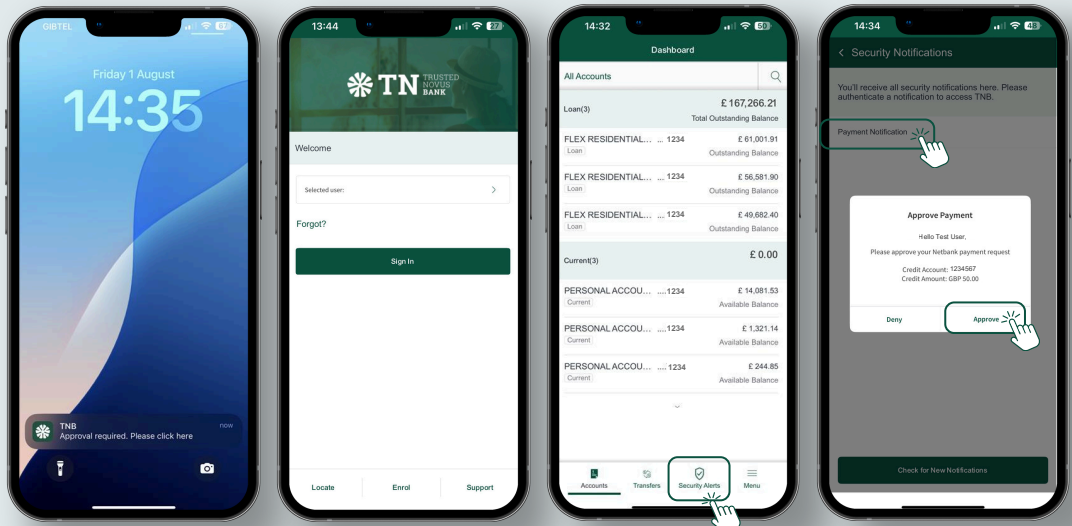
1

User	Signatory Group	Status	Date & Time	Comments
NAME OF REQUESTER	N/A	Created Request	26/08/2025, 8:26 PM	Request created
NAME OF APPROVER	BENEFICIARY NAME	Approved Request	26/08/2025, 8:31 PM	Approved

Back to Approvals

- To approve a payment, click **'Approve'** and then select **'Yes'**. This will trigger a notification in the TNB Mobile Banking app, prompting you to confirm the approval using your app PIN or biometrics. Please see below:

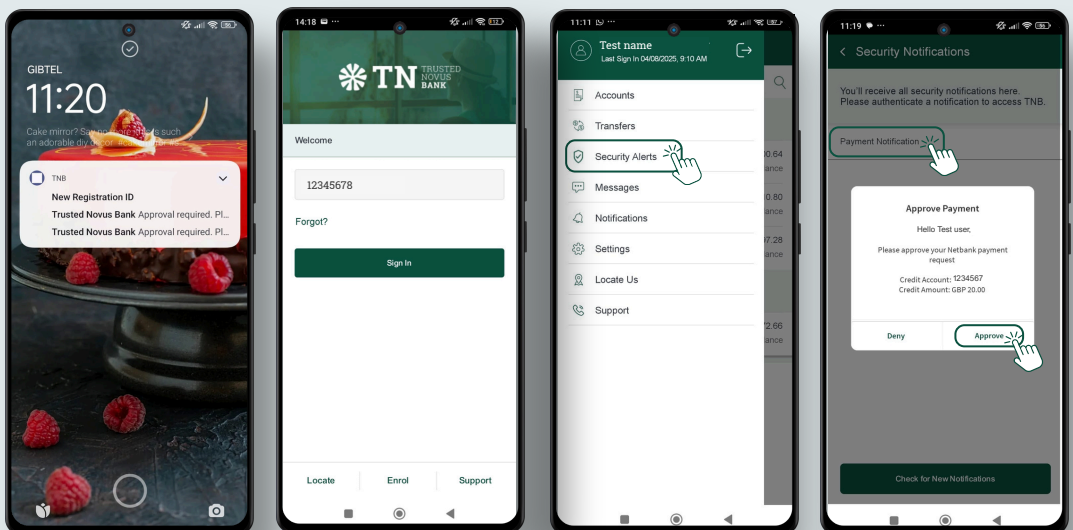
iPhone




4. If you do not receive this prompt, you can manually open the application.




- For iPhone: Tap '**Security Alerts**' in the bottom tool bar of the screen.
- For Android: Go to the menu and select '**Security Alerts**'.

Android




Approvals & Requests for Transaction Rights

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Accounts | Payments and Transfers ▾

Transaction-Acknowledgement



Transaction has been successfully approved
Reference Number PI25238078K9V742

Transaction Details

Debit Account:

CORPORATE ACCOUNT... - X1234

Amount:

£ 10,000.00

Payee:

Name of Beneficiary

Transaction Date:

Created By:

Name of Payment Creator

Recurrence:

--

Frequency:

Once

Approval History Information

Approval Status:

Pending

Pending Approvers

Approved:

1


User	Signatory Group	Status	Date & Time	Comments
Name of Payment Creator	N/A	Created Request	26/08/2025, 8:26 PM	Request created
Name of Approver	Name of Beneficiary	Approved Request	26/08/2025, 8:31 PM	Approved





Back to Approvals

5. Once approved in the app, you'll receive a receipt on NetBank confirming that the transaction has been successfully completed.

Approvals & Requests for Transaction Rights

6. View **'History'** in the tab next to **'Pending'**:
- Here you see all previous transactions approved or rejected

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Approvals Dashboard

Pending

History

Q Search for keywords

View: All(1)


Transaction Type ▾	Sent Date ▲	Sent By ▾	Approval Date ▾	Status ▾	Action
▾ Intra Bank Fund Transfer	26/08/2025	Name of payment request	26/08/2025	Pending	View Details





<

1 - 1 History

>

7. You can also see how many times a payment has been approved or rejected.

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Approvals Dashboard

Pending

History

Q Search for keywords

View: All(0)

Transaction Type ▾	Sent Date ▲	Sent By ▾	Request Type ▾	Action
▴ Intra Bank Fund Transfer	26/08/2025	Name of payment request	Create/Edit Transfer	View Details
Debit Account CORPORATE ACCOUNT... 1234 Customer Name COMPANY.... 1234	Amount £ 10,000.00 Approvals 1 Rejection	Payee Name of Beneficiary Frequency Once	Payment Reference PI25238078K9V742 Recurrence --	


<

1 - 1 Pending





>

Approvals & Requests for Transaction Rights

8. Click **'View Details'** for full information, including recipient details, account information, and any other input related to the payment.



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Requests-View Details

Transaction Details

From:	CORPORATE ACCOUNT... - 1234
Beneficiary Name:	Name of company
Account Number:	12345678
Amount:	£ 10,000.00
Total Debit Amt:	£ 10,000.00
Frequency:	Once
Send On:	26/08/2025
Payment Details:	--
Beneficiary Nickname:	--
Beneficiary's Address:	--
Payment Reference:	PI25238078K9V742
Transaction Type:	Intra Bank Fund Transfer
Reference ID:	20170
Customer Name:	COMPANY..., 1234

Approval History Information

Approval Status:	Pending	<div>Pending Approvers</div>		
Approved:	1			
User	Signatory Group	Status	Date & Time	Comments
Name of Payment Creator	N/A	Created Request	26/08/2025, 8:26 PM	Request created
Name of Approver	Name of Beneficiary	Approved Request	26/08/2025, 8:31 PM	Approved

Back to Request History

9. You can also see how many times a transaction has been made and by whom.