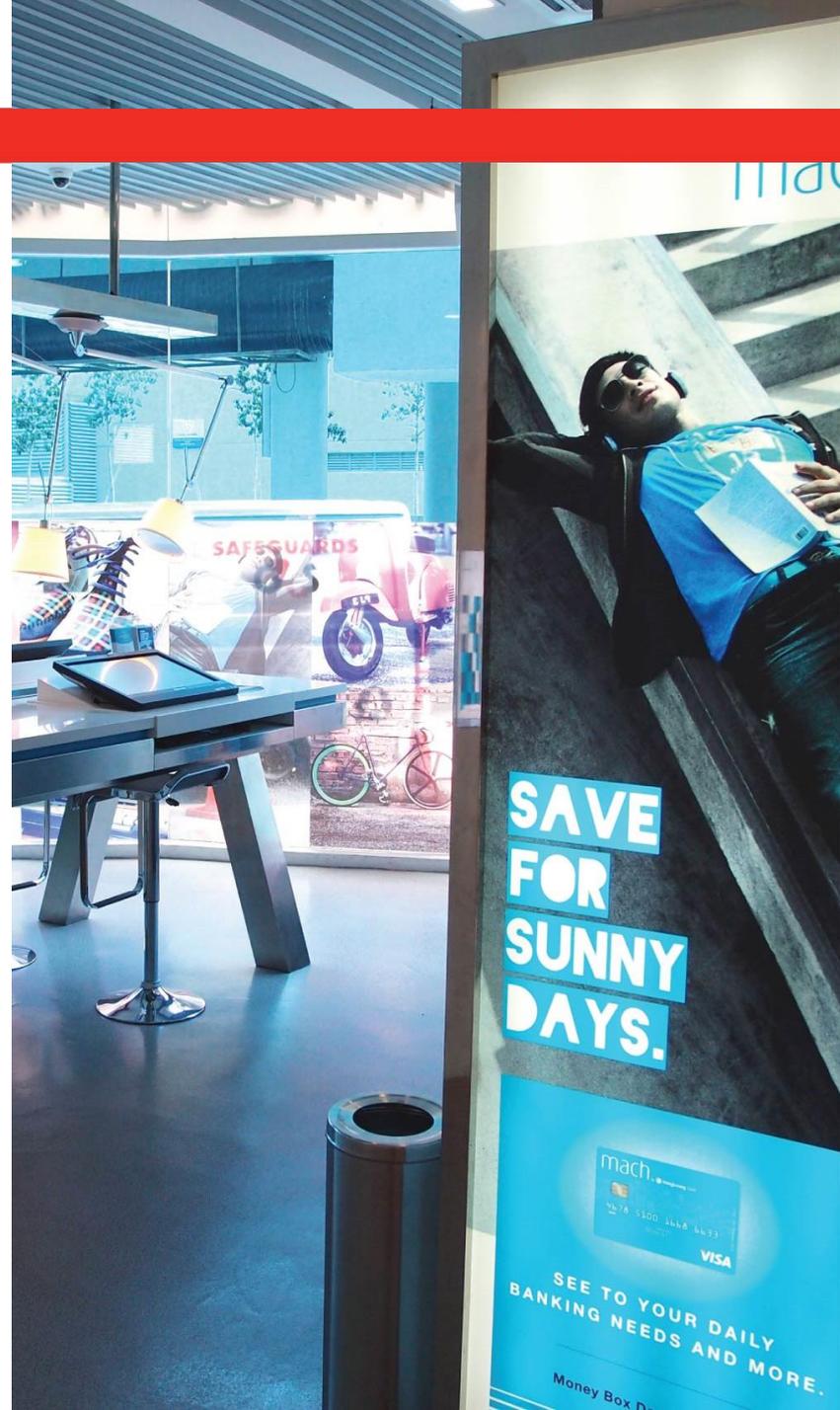


 **connect BIZ**

Connect Biz Setup Assistant Guide



HongLeong

connect BIZ

Part 1

System Administrator



Flood Relief

Customers Relief Assistance Programme for flood relief victims in Penang, Kedah and Perak.

[FIND OUT MORE >](#)

PROMOTIONS

CREDIT CARD RECOMMENDER

INSURANCE

LOANS

CREDIT CARDS

DEPOSITS

INVESTMENT

ISLAMIC BANKING

Get exclusive rewards at 50% off with your reward points!

[FIND OUT MORE >](#)



Enjoy RM500 Cash Back with Hong Leong Credit Cards!

[FIND OUT MORE >](#)



CONTACT US:



LOCATE US:



 Chat with us

- 1) Type in the URL www.hlb.com.my
- 2) Click “Online Banking” button and click “Business” button



Welcome to Hong Leong Connect BIZ!

User ID

Password

[Login](#)



- [? Forgot Password](#)
- [Login Help](#)
- [Request Forms](#)

- 1) Take pin mailer for System Administrator
- 2) Key in User ID and temporary password stated in the pin mailer Click "Login"

Your TAC will be sent to the mobile number 601xxxx1234. Please wait for 30 seconds to request TAC again.

Change Password

Please enter information below to change to a new password.

Current Password

●●●●●●●●

You are now required to change password :

1) Key in your Current Password

New Password

●●●●●●●●

2) Key in your New Password

Confirm Password

●●●●●●●●

3) Confirm your New Password

IC /Passport No.

●●●●●●●●

4) Key in your IC/Passport number

TAC

●●●●●●

Request TAC

5) Click "Request TAC"



6) You will receive TAC via SMS

7) Key in your TAC and then click "Submit"

Clear

Submit





You have successfully logged off.
Please remember to clear your browser cache.
Thank you for using Hong Leong Connect BIZ.

To login again, please [click here](#)



**You successfully changed your password
Click “click here” to login again using your new password**

Welcome to Hong Leong Connect BIZ!

User ID

1234567adm

User ID

Password

●●●●●●●●

New Password

Login

 [Forgot Password](#)

 [Login Help](#)

 [Request Forms](#)

- 1) Key in your System Admin User ID and new password
- 2) Click "Login"



Terms and Conditions (version 0.3):

CONNECT BIZ - TERMS & CONDITIONS (Version April 2015)

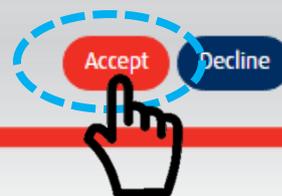
These Connect BIZ- Terms and Conditions ("Terms and Conditions") set out the terms upon which Hong Leong Bank Berhad ("HLB")/ Hong Leong Islamic Bank Berhad ("HLISB") will provide ("Connect BIZ") services to the Customer. By using and continuing to use the Connect BIZ services, the Customer represents, warrants and undertakes that the Customer has read, understood and agrees to be bound by these Terms and Conditions and any additions or amendments as may be made thereto by HLB/HLISB at any time and from time to time.

1. Definitions & Interpretation

1.1. In these Terms and Conditions, the following expressions shall have the respective meanings unless the context otherwise requires: -

"Account(s)" means any and all accounts which (a) the Customer have or may have with HLBB / HLISB linked to Connect BIZ (as defined herein) at any time and from time to time; and/or (b) Customer's account to be debited for the payments effected through Connect BIZ.

"Acknowledgement" means any positive confirmation, non-acceptance, acknowledgement, rejection, cancellation or reply by HLBB/ HLISB to the customer.

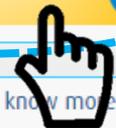


Click "Accept" for Term & Condition

Welcome **TEH TARIK**

Thank you for choosing Hong Leong Connect BIZ. Please click on the button to begin your first step.

Connect BIZ Setup Assistant
Click Here To Start >>



Before you get started, please take a moment to experience our features and services by clicking on the Tour Guide button below. Feel free to use Online Guide to know more on how to use the features in Connect BIZ.

Take a Quick Tour
Click Here To Start >>



Connect BIZ Online User Guide
Click Here To Start >>



To begin the setup, click “Connect BIZ Setup Assistant” button

Welcome to connect BIZ Setup Assistant

Thank you for signing up Hong Leong Connect BIZ e-Payment service!

Before we get started, please ensure that you have the following information ready.

Please tick and complete the checklist to start the Connect BIZ Setup Assistant.



Name of the Users

ID/Passport Numbers

Mobile Phone Numbers(Compulsory for TAC Code)

Email Addresses

Cancel

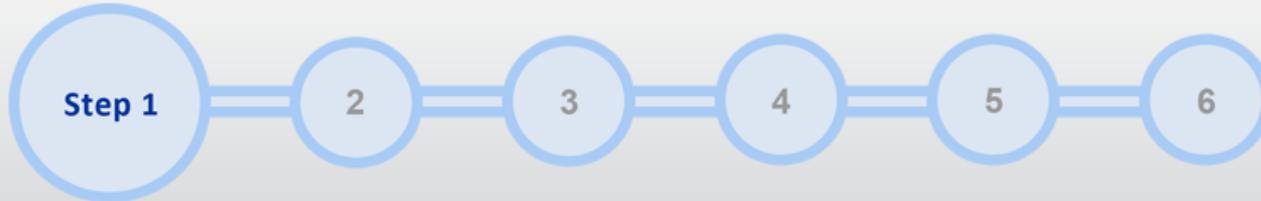
Start >



- 1) Please tick and complete the checklist to start the Connect BIZ Setup Assistant
- 2) Click "Start"

HongLeong
connect BIZ Setup Assistant

Please follow these simple steps in setting up your Connect BIZ access.



SET TRANSACTION LIMIT

Transaction limit Per Day

Single Payment(MYR)

: 100,000.00

Payroll/Bulk Payment(MYR)

: 100,000.00

Function - To set the transaction limit which can be performed in a day.

- Limits set for Single Payment and Payroll/Bulk Payment are separate and not inter-transferable.

< Back

Continue >

- 1) Key in your daily transaction limit for Single Payment and Payroll/Bulk Payment.
- 2) Click "Continue"

HengLeong
connect BIZ Setup Assistant

Please follow these simple steps in setting up your Connect BIZ access.



Number of Payment Maker(s)

Minimum 1 person, up to a maximum of 3 persons for this role. Please select one option.

- 1 x Payment Maker
- 2 x Payment Makers
- 3 x Payment Makers

Function - To prepare payment, no token is required when using this role.

Wish to add more Payment Makers? After completion of Setup Assistant, re-login to Connect BIZ with your System Administrator User ID and create the users.

< Back Continue >

- 1) Please choose number of Payment Maker that you want to create for your company.
- 2) Click "Continue"



Please follow these simple steps in setting up your Connect BIZ access.



ENTER PAYMENT MAKER DETAILS

Create Payment Maker - 1 of 1

User ID	:	<input type="text" value="paymentmaker1"/>	(minimum 9 up to 12 characters)
User Name	:	<input type="text" value="John Smith"/>	(enter the user's actual name)
Contact No	:	<input type="text" value="60"/> <input type="text" value="121234567"/>	(Compulsory to receive TAC Code)
Example: 60-121234567			
TAC will be sent via SMS to this registered mobile number			
Email Address	:	<input type="text" value="john@yahoo.com"/>	(enter a valid email address)
IC No./ Passport No.	:	<input type="text" value="998877665544"/>	(enter the user's IC/ Passport number)
Temporary Password	:	<input type="password" value="●●●●●●●●"/>	(minimum 8 up to 12 alphanumeric characters)
(minimum 8 up to 12 alphanumeric characters and required to be changed upon First Time Login)			
Confirm Password	:	<input type="password" value="●●●●●●●●"/>	(same as Temporary Password and required to be changed upon First Time Login)

Interesting Tip - Add Payment Makers even after completing our Setup Assistant.Login with your System Administrator User ID such as now to start creating.

- 1) Please fill in details of Payment Maker(s).
- 2) Click "Continue"

< Back **Continue >**



HongLeong
connect BIZ Setup Assistant

Please follow these simple steps in setting up your Connect BIZ access.



CREATE PAYMENT AUTHORIZER

Number of Payment Authorizer(s)

(The number of Payment Authorizer(s) displayed as requested during application. Contact us if you require additional Payment Authorizer(s))

2 x Payment Authorizer(s)

Function - To Approve payment, payment authoriser token is required when using this role.

< Back Continue >



Click "Continue"

Please follow these simple steps in setting up your Connect BIZ access.



ENTER PAYMENT AUTHORIZER DETAILS

Create Payment Authorizer - 1 of 2

User ID	:	<input type="text" value="paymentauth1"/>	(minimum 9 up to 12 characters)
User Name	:	<input type="text" value="Smith John"/>	(enter the user's actual name)
Token Serial No.	:	<input type="text" value="1234567890"/>	(assigned by default)
Contact No	:	<input type="text" value="60"/> <input type="text" value="121234567"/>	(Compulsory to receive TAC Code)
Example: 60-121234567			
TAC will be sent via SMS to this registered mobile number			
Email Address	:	<input type="text" value="smith@yahoo.com"/>	(enter a valid email address)
IC No./ Passport No.	:	<input type="text" value="98765432100"/>	(enter the user's IC/ Passport number)
Temporary Password	:	<input type="password" value="●●●●●●●●"/>	(minimum 8 up to 12 alphanumeric characters)
(minimum 8 up to 12 alphanumeric characters and required to be changed upon First Time Login)			
Confirm Password	:	<input type="password" value="●●●●●●●●"/>	
(same as Temporary Password and required to be changed upon First Time Login)			

Interesting Tip - To add Payment Authorizers, fill in the Add/Token Maintenance Form. Form can be obtained in the Request Forms Section at the login screen.

[< Back](#) [Continue >](#)

- 1) Please fill in details of Payment Authorizer(s).
- 2) Click "Continue"



HongLeong
connect BIZ Setup Assistant

Please follow these simple steps in setting up your Connect BIZ access.



SET PAYMENT AUTHORIZER APPROVING CONDITION

Set Payment Authorizer Approving Conditions

Anyone to approve Two to approve

Function - To set the authorization condition before a transaction can be approved.
Contact us if you require additional Payment Authorizers.

< Back **Continue >**



- 1) Choose Approving Condition for your company.**
- 2) Click “Continue”**

User ID Creation Preview

Please review the User IDs created and click Confirm to complete your setup.

If you would like perform any changes, kindly click on the respective Edit button.

Single Payment Transaction Limit (MYR): 100,000.00

Payroll/Bulk Payment Transaction Limit (MYR): 100,000.00

Approving Conditions : Two to approve

Create Payment Maker - 1 of 1

User ID :
User Name :
User Group Name : CSA Maker
Role : Maker
Status : Active
Contact No :
Email Address :
IC No. /Passport No. :
Temporary Password: ●●●●●●●●

Edit

Create Payment Authorizer - 2 of 2

User ID :
User Name :
User Group Name : CSA Authorizer
Role : Authorizer
Token Serial Number:
Status : Active
Contact No :
Email Address :
IC No. /Passport No. :
Temporary Password: ●●●●●●●●

Edit

- 1) Review all the details that you key in before submission for approval.
- 2) If everything is in order, click "Continue"

< Back

Continue >



User ID Creation Acknowledgement

Congratulations! **Transaction has been successfully sent for approval** Please follow these steps as below to complete the setup.



Single Payment Transaction Limit (MYR): 100,000.00

Payroll/Bulk Payment Transaction Limit (MYR): 100,000.00

Approving Conditions : Two to approve

Create Payment Maker - 1 of 1

User ID	:	XXXXXXXXXX
User Name	:	XXXXXXXXXX
User Group Name	:	CSA Maker
Role	:	Maker
Status	:	Active
Contact No	:	XXXXXXXXXX
Email Address	:	XXXXXXXXXX@XXXXXXXXXX.COM
IC No. /Passport No. :	:	XXXXXXXXXX

Create Payment Authorizer - 2 of 2

User ID	:	XXXXXXXXXX
User Name	:	XXXXXXXXXX
User Group Name	:	CSA Authorizer
Role	:	Authorizer
Token Serial Number:	:	XXXXXXXXXX
Status	:	Active
Contact No	:	XXXXXXXXXX
Email Address	:	XXXXXXXXXX@XXXXXXXXXX.COM
IC No. /Passport No. :	:	XXXXXXXXXX
Temporary Password:	:	*****

You have successfully sent for approval.

You can print or download in PDF details that you created.

Close Print Download in PDF

HongLeong

connect BIZ

Part 2 (final part) System Authorizer





Welcome to Hong Leong Connect BIZ!

User ID

Password

[Login](#)

- [? Forgot Password](#)
- [📖 Login Help](#)
- [📄 Request Forms](#)

- 1) Take pin mailer for System Authorizer
- 2) Key in User ID and temporary password stated in the pin mailer Click "Login"

Your TAC will be sent to the mobile number 601xxxx1234. Please wait for 30 seconds to request TAC again.

Change Password

Please enter information below to change to a new password.

Current Password

●●●●●●●●

You are now required to change password :

1) Key in your Current Password

New Password

●●●●●●●●

2) Key in your New Password

Confirm Password

●●●●●●●●

3) Confirm your New Password

IC /Passport No.

●●●●●●●●

4) Key in your IC/Passport number

TAC

●●●●●●

Request TAC

5) Click "Request TAC"



6) You will receive TAC via SMS

7) Key in your TAC and then click "Submit"

Clear

Submit





You have successfully logged off.
Please remember to clear your browser cache.
Thank you for using Hong Leong Connect BIZ.

To login again, please [click here](#)



You successfully changed your password
Click “click here” to login again using your new password



Welcome to Hong Leong Connect BIZ!

User ID

1234567sau

User ID

Password

●●●●●●●●

New Password

Login

 [Forgot Password](#)

 [Login Help](#)

 [Request Forms](#)

- 1) Key in your System Authorizer User ID and new password
- 2) Click "Login"

Terms and Conditions (version 0.3):

CONNECT BIZ - TERMS & CONDITIONS (Version April 2015)

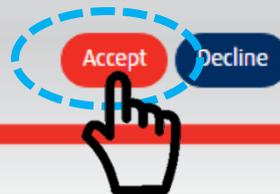
These Connect BIZ- Terms and Conditions ("Terms and Conditions") set out the terms upon which Hong Leong Bank Berhad ("HLB")/ Hong Leong Islamic Bank Berhad ("HLISB") will provide ("Connect BIZ") services to the Customer. By using and continuing to use the Connect BIZ services, the Customer represents, warrants and undertakes that the Customer has read, understood and agrees to be bound by these Terms and Conditions and any additions or amendments as may be made thereto by HLB/HLISB at any time and from time to time.

1. Definitions & Interpretation

1.1. In these Terms and Conditions, the following expressions shall have the respective meanings unless the context otherwise requires: -

"Account(s)" means any and all accounts which (a) the Customer have or may have with HLBB / HLISB linked to Connect BIZ (as defined herein) at any time and from time to time; and/or (b) Customer's account to be debited for the payments effected through Connect BIZ.

"Acknowledgement" means any positive confirmation, non-acceptance, acknowledgement, rejection, cancellation or reply by HLBB/ HLISB to the customer.



Click "Accept" for Term & Condition

Welcome

Transaction Status

Transaction Pending

Authorisation

Before you get started, please take a moment to experience our features and services by clicking on the Tour Guide button below. Feel free to use Online Guide to use the features in Connect BIZ.

Take a Quick Tour
Click Here To Start >>

Connect BIZ Online User Guide
Click Here To Start >>

Effective 1 April 2016, bill payment for Tenaga Nasional Berhad (TNB) is temporarily unavailable in Hong Leong Online Business. In the meantime, please perform JomPAY. [Click here](https://www.hlb.com.my/main/news/20150407-001-jompay) to find out how.

Your last successful login was on Tuesday, 19/04/2016 09:37:01

Your last failed login was on Tuesday, 19/04/2016 09:38:11

To approve “Connect BIZ Setup Assistant”:

- 1) Click “Transaction Status & Authorization”**
- 2) And the click “Transaction Pending Authorization”**

Transaction Pending Authorization Listing

Search By

Function:

Action:

Transaction Date: From
To

Summary

Function	Total Pending Authorisation
Setup	1
Total	1

**1) Scroll down and look for item pending approval.
2) Click at the "Date & Time" to open item pending for approval.**

Search Result

Date: 19/04/2016 09:39:55

Results 1 - 1 of 1

Transaction Date Time	Function	Short Description	Action
19/04/2016 09:35:50	Setup	5001186 - TEH TARIK SDN BHD - Setup	New



Results 1 - 1 of 1

Transaction Pending Authorization Details

Wizard Setup Details

Single Payment Transaction Limit (MYR) : 100,000.00
Payroll/Bulk Payment Transaction Limit (MYR) : 100,000.00
Approving Conditions : Two to approve

Create Payment Maker - 1 of 1

User ID : [REDACTED]
User Name : [REDACTED]
User Group Name : CSAmaker
Role : Maker
Status : Active
Contact No : [REDACTED]
Email Address : [REDACTED]
IC No. /Passport No. : [REDACTED]
Temporary Password : ●●●●●●

Comments



Click "Approve"

Transaction is successfully approved.

Approve Pending Transaction - Acknowledgement

Wizard Setup Details

Single Payment Transaction Limit (MYR) : 100,000.00
 Payroll/Bulk Payment Transaction Limit (MYR) : 100,000.00
 Approving Conditions : Two to approve

Create Payment Maker - 1 of 1

User ID : [REDACTED]
 User Name : [REDACTED]
 User Group Name : CSAmaker
 Role : Maker
 Status : Active
 Contact No : [REDACTED]
 Email Address : [REDACTED]
 IC No. /Passport No. : [REDACTED]
 Temporary Password : ●●●●●●●●

Authorization History

Results 1 - 2 of 2

Date, Time	User ID	Role	Action	Authorization Status	Comments
[REDACTED]	[REDACTED]	System Administrator	Create	Pending	
[REDACTED]	[REDACTED]	System Authorizer	Approve	Approved	

Results 1 - 2 of 2

[Print](#) [OK](#)

Setup for your company is successfully approved and completed.

END