



HLB CONNECTFirst User Guide

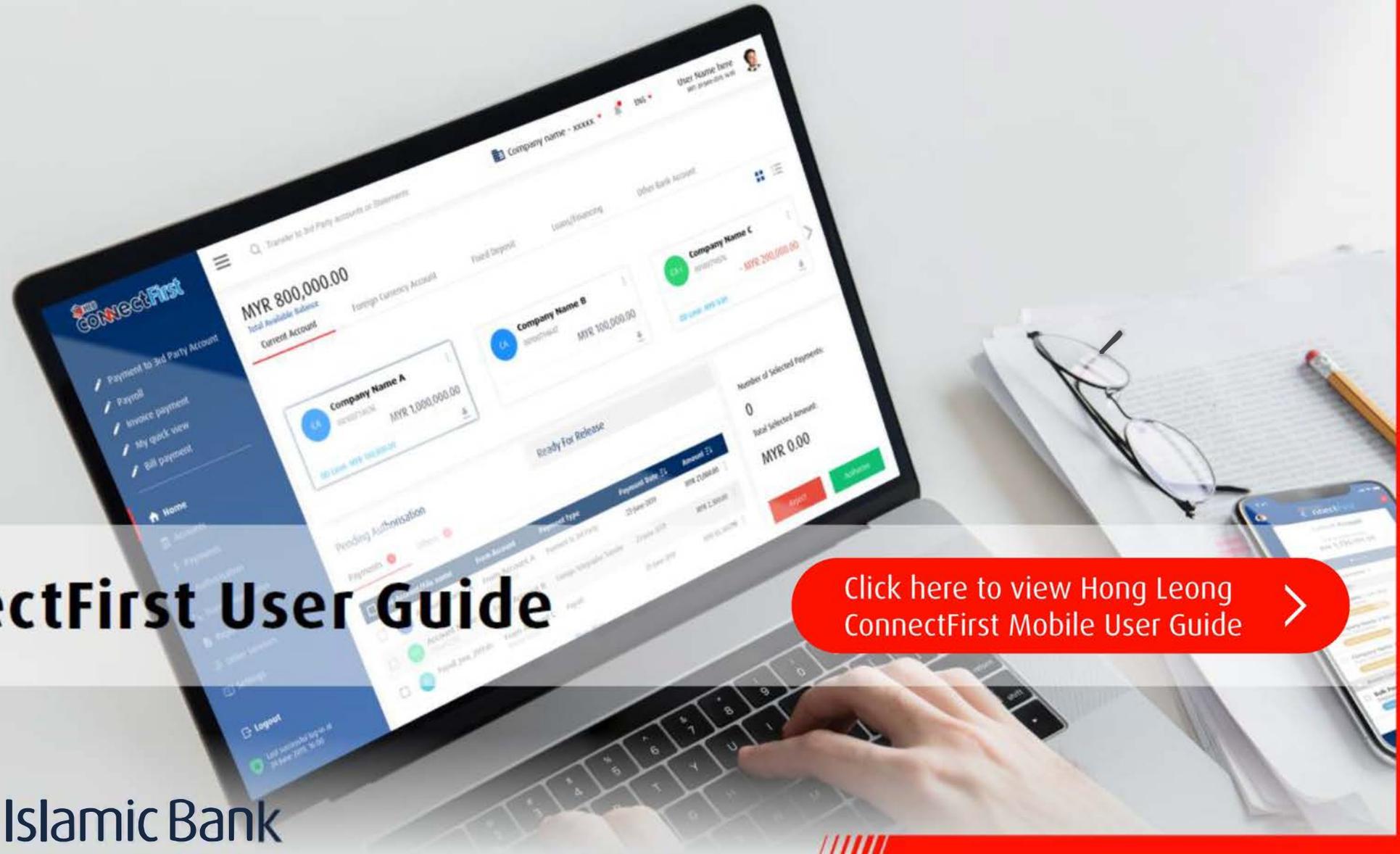
Click the image to view HLB ConnectFirst Web User Guide

 [Click here to view the video version](#)

Click the image to view Hong Leong ConnectFirst Mobile User Guide

 [Click here to view System Admin & Auth User Guide](#)





HLB ConnectFirst User Guide

[Click here to view Hong Leong ConnectFirst Mobile User Guide](#) >

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Contact Us

First Time Activation HLB ConnectFirst Web

You will receive an email from noreply@eservices.hongleong.com.my and SMS to your registered email address and mobile number upon successful onboarding to HLB ConnectFirst:

- Email – Consist of password-protected attachment (PDF file). The content of the PDF file will display the Company ID, User ID and temporary PIN for you to activate the user.
- SMS – Consist of a password to unlock the attachment content.

The image shows a hand holding a stylus pointing at a tablet displaying the HLB ConnectFirst web interface. The interface includes account balances for three companies (A, B, and C Sdn Bhd) and a login form. The login form has two input fields: 'Company ID' and 'User ID', both highlighted with a red border. A 'Next' button is located below the input fields. The page also features a navigation menu, a footer with contact information, and a disclaimer.

Fill up the COMPANY ID. [Refer to the attachment (ePIN file) sent to your email address] 1

Fill up the USER ID and press Next. [HLB ConnectFirst will verify if the user is a new user] 2

Experience All-new Hong Leong ConnectFirst for your businesses

Terms & Conditions | Security | Privacy Notice | e-Banking Charter

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Customer Helpdesk : +603 76617777 | cmp@hlbb.hongleong.com.my | [Request forms](#)

First Time Activation HLB ConnectFirst Web

The first time you log into HLB ConnectFirst, First Time Activation screen will pop up.

First Time Activation

Identify Yourself Confirm information Security Q&A Password Setup Completed

To Register Please Enter The Below Details

Company ID

IC/Passport Number ⓘ

I acknowledge that I have read and accept all the [Terms and Conditions](#)

3 Enter your IC/Passport No.

User ID

Pin

4 Enter the temporary PIN [Refer to the attachment (ePIN file) sent to your registered email address]

5 Ensure that you have read the Terms & Conditions

6 Click **Next** & a One Time Password (OTP) will be sent to your registered mobile number.

Next

First Time Activation

Identify Yourself Confirm information Security Q&A Password Setup Completed

Confirm your information

Company ID

User ID

Mobile Number

Email Address

Please enter the one time password

One Time Password (OTP)

[Resend OTP](#)

You have maximum of 3 attempts

7 Key in the OTP received. If you do not receive OTP within 5 minutes, please click **Resend OTP**.

Next

First Time Activation HLB ConnectFirst Web

The first time you log into HLB ConnectFirst, First Time Activation screen will pop up.

8 To increase the security of your account, select 3 questions and enter the corresponding answers

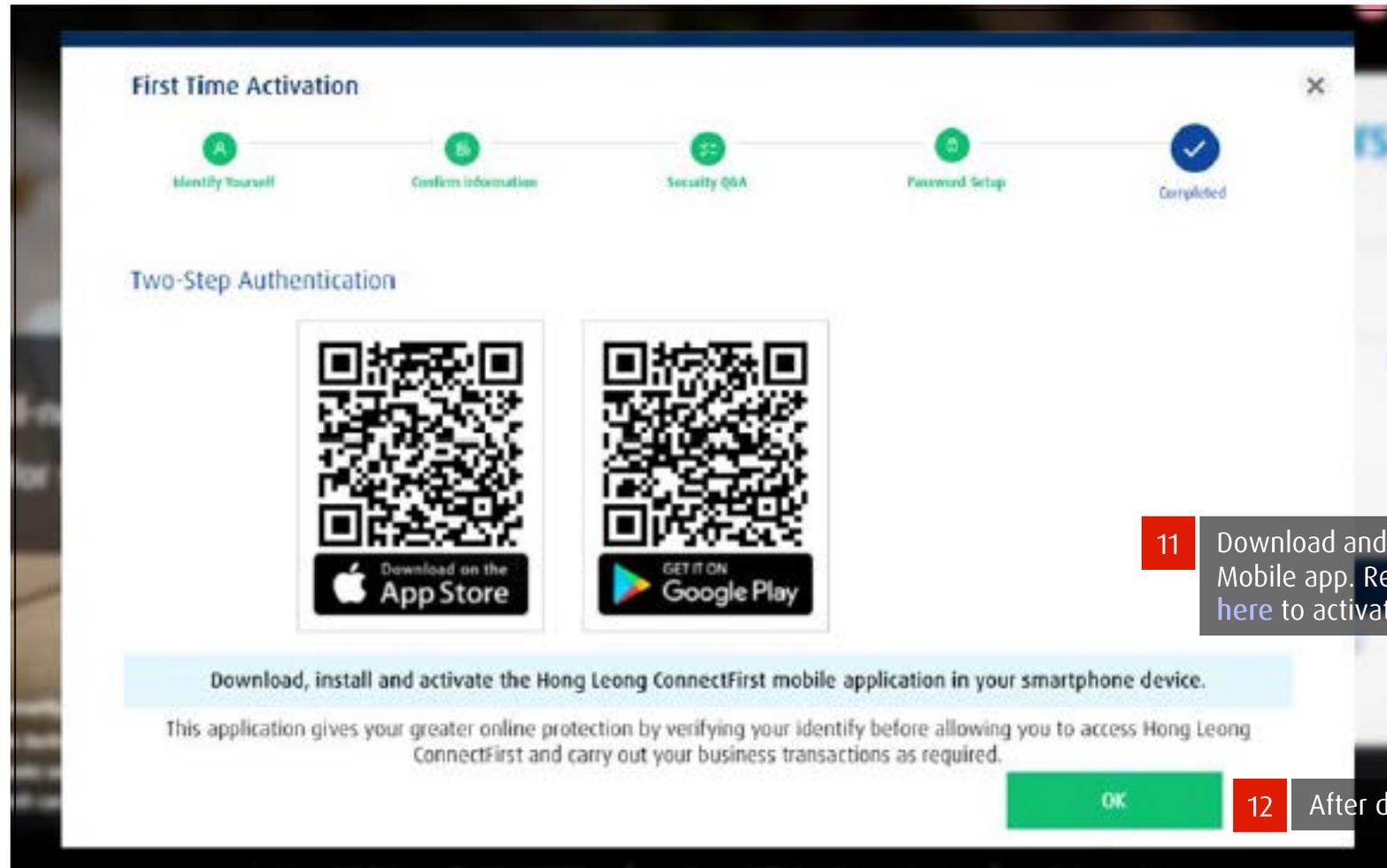
9 Create a Security Phrase to further help protect your identity and online transactions. Once registered, you will be prompted to acknowledge your Security Phrase at subsequent logins. Your Security Phrase is not your HLB ConnectFirst password.

The security questions and answers will be used if you ever need to reset your password as a Payment User

10 Set your new Login Password and confirm Password

First Time Activation HLB ConnectFirst Web

The first time you log into HLB ConnectFirst, First Time Activation screen will pop up.



11 Download and activate HLB ConnectFirst Mobile app. Refer to Mobile User Guide [here](#) to activate.

12 After downloading, click OK

HLB ConnectFirst Web User Roles & Responsibilities

System Administrator



- To **ADD/MODIFY/DELETE** any permissible maintenance eligible for an administrator role; i.e. user groups/ user profiles/ authorization matrix.
- To enable/disable & reset password for own user profiles.

System Authoriser



- To **REVIEW & APPROVE** all maintenance/change requests initiated by the System Administrator.

Payment Maker



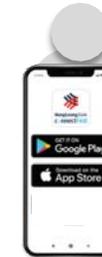
- To **PREPARE** Single and Bulk/Payroll type transactions (e.g., Fund Transfers, IBG, Salary & Statutory Payments etc.)
- Perform account balance or transaction inquiry, statement downloads etc.

Payment Checker (Optional)



- To **REVIEW** transactions initiated by the Payment Maker before Payment Authoriser approves.

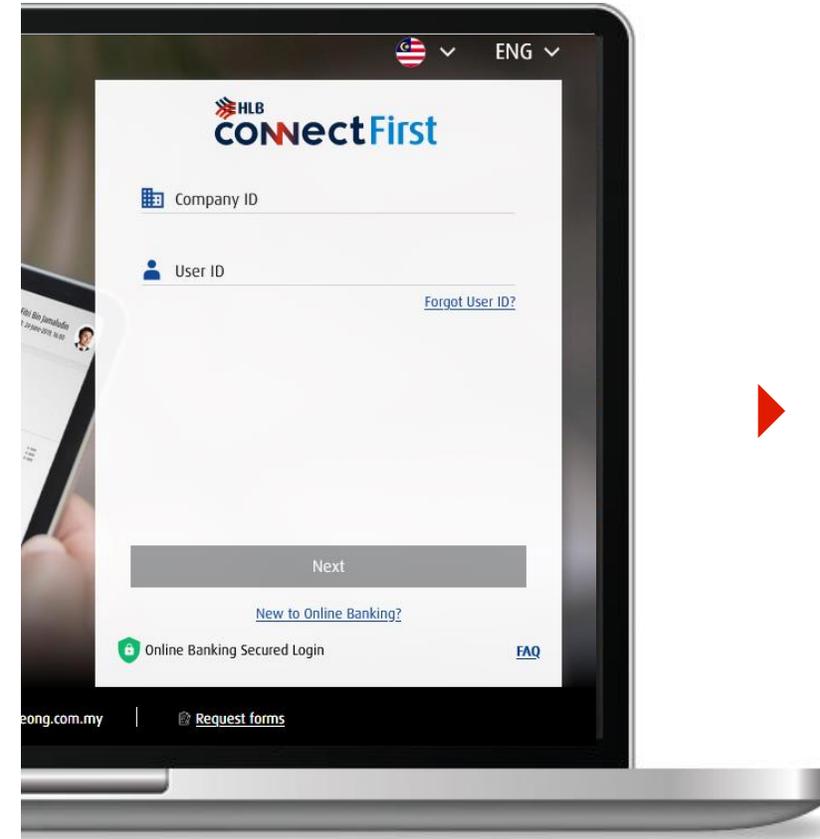
Payment Authoriser



- To **REVIEW & APPROVE** all transactions initiated by the Payment Maker.
- Requires a Physical Token/eToken to authorise the transactions.

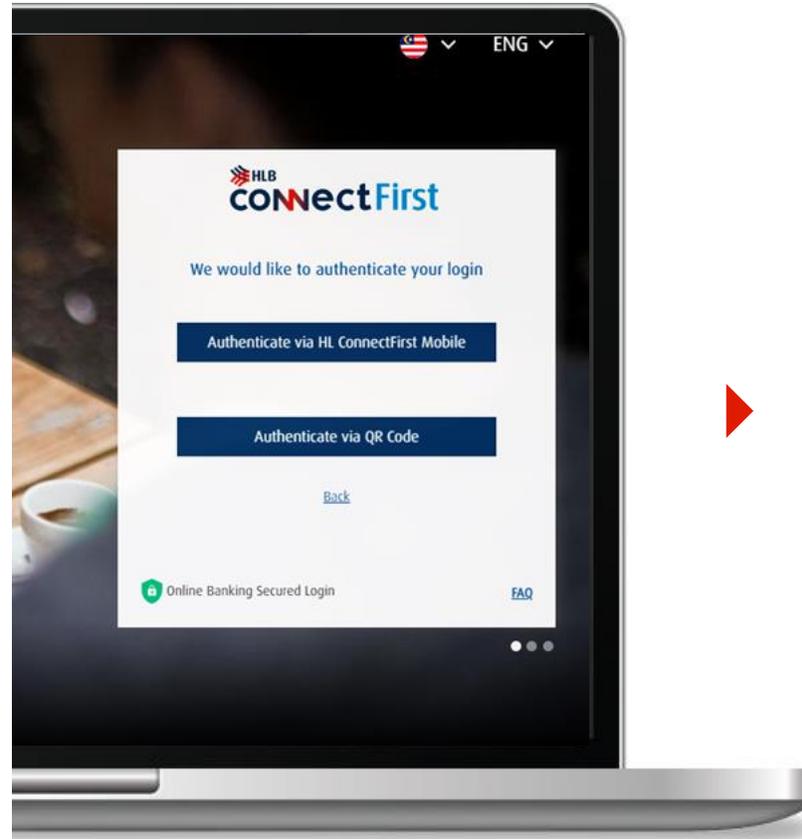
Log in from HLB ConnectFirst Web

Via Mobile Notification



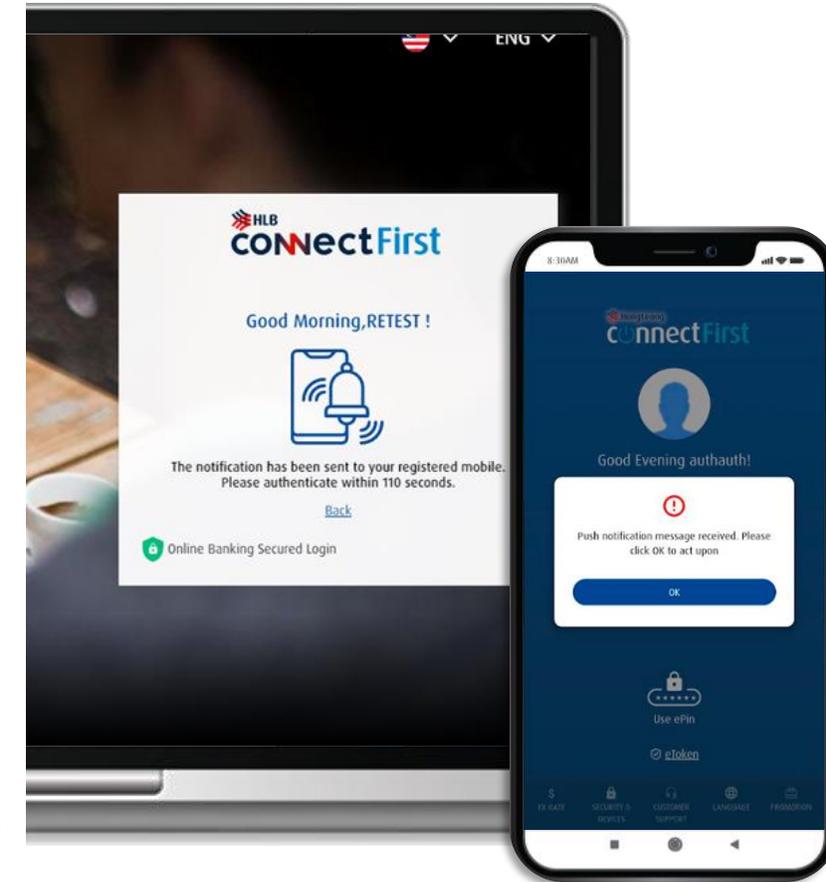
1

Go to HLB ConnectFirst login page at www.hlb.com.my/hlbcf, enter your login details and click **Next**.



2

Select **Authenticate via HLB ConnectFirst Mobile**.



3

Check your mobile device. The mobile notification has been sent to you.

Log in from HLB ConnectFirst Web

Via Mobile Notification



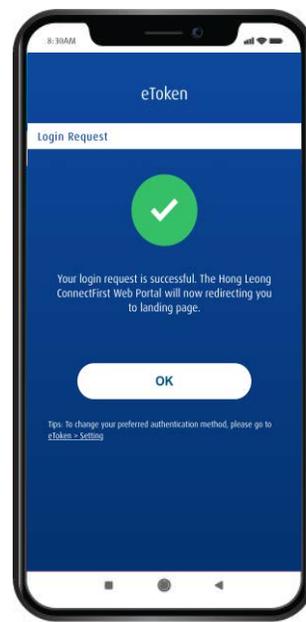
4

Enter your eToken PIN and click **SUBMIT**.



5

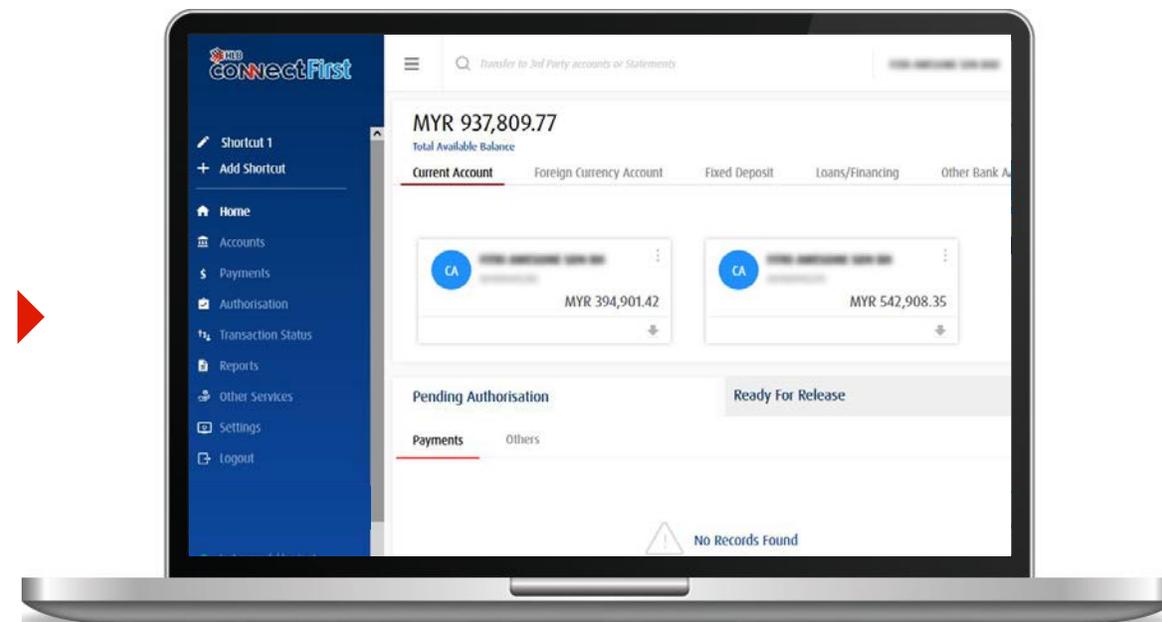
Check your details and click **CONFIRM**.



6

Login Request successful. Click **OK** to proceed.

 *Tip: To change your preferred authentication method, please login to your eToken and go to Settings.*

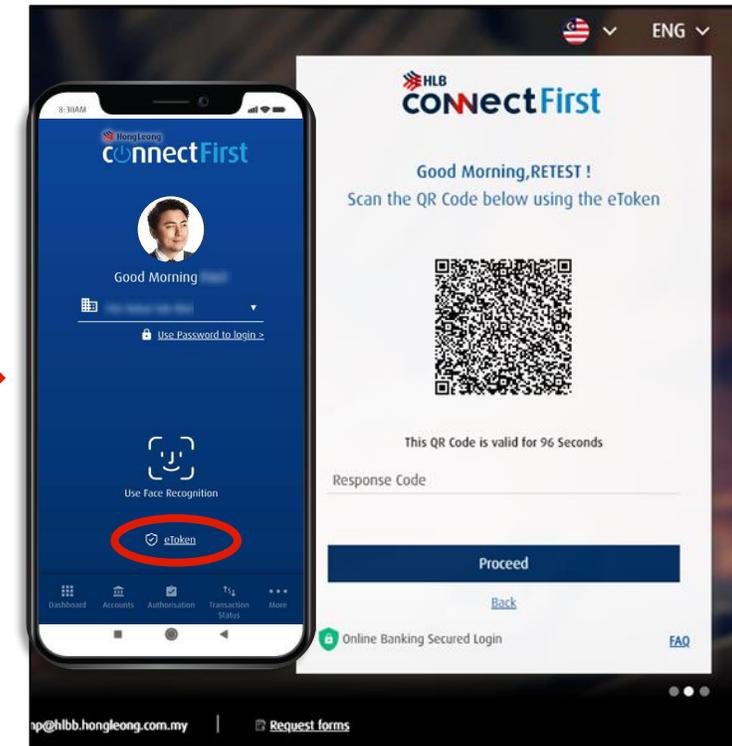
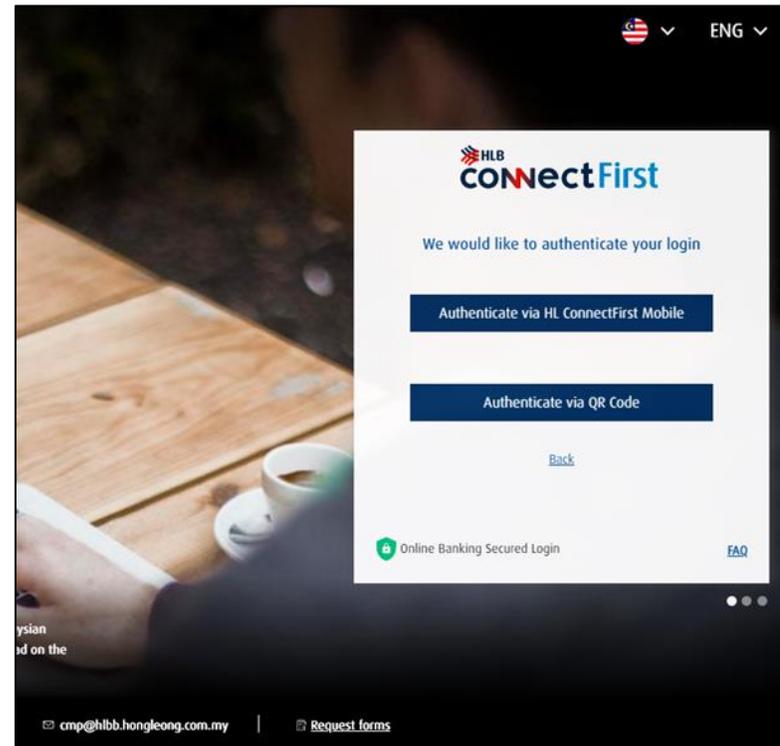
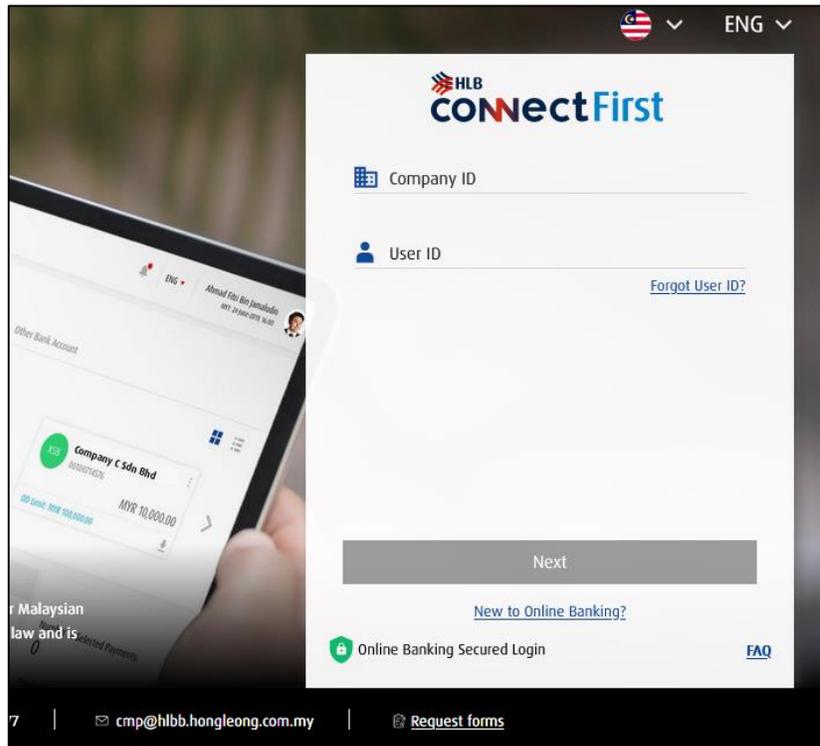


7

You will be directed to the homepage.

Log in from HLB ConnectFirst Web

Via QR Code



1

Go to HLB ConnectFirst login page at www.hlb.com.my/hlbcf. Enter your login details and click **Next**.

2

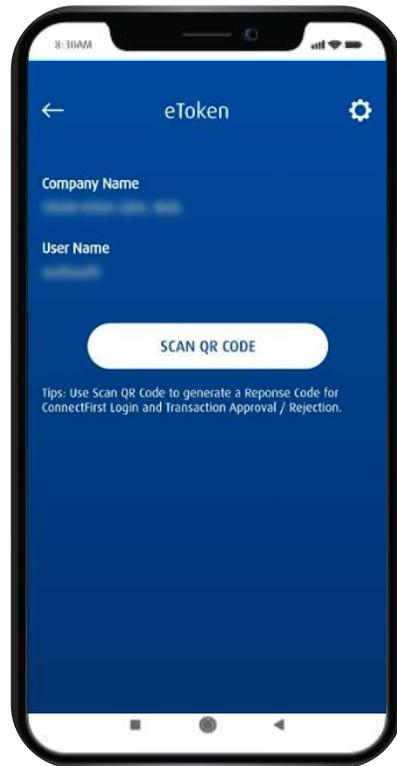
Select **Authenticate via QR Code**.

3

Scan QR Code with HLB ConnectFirst Mobile (eToken).

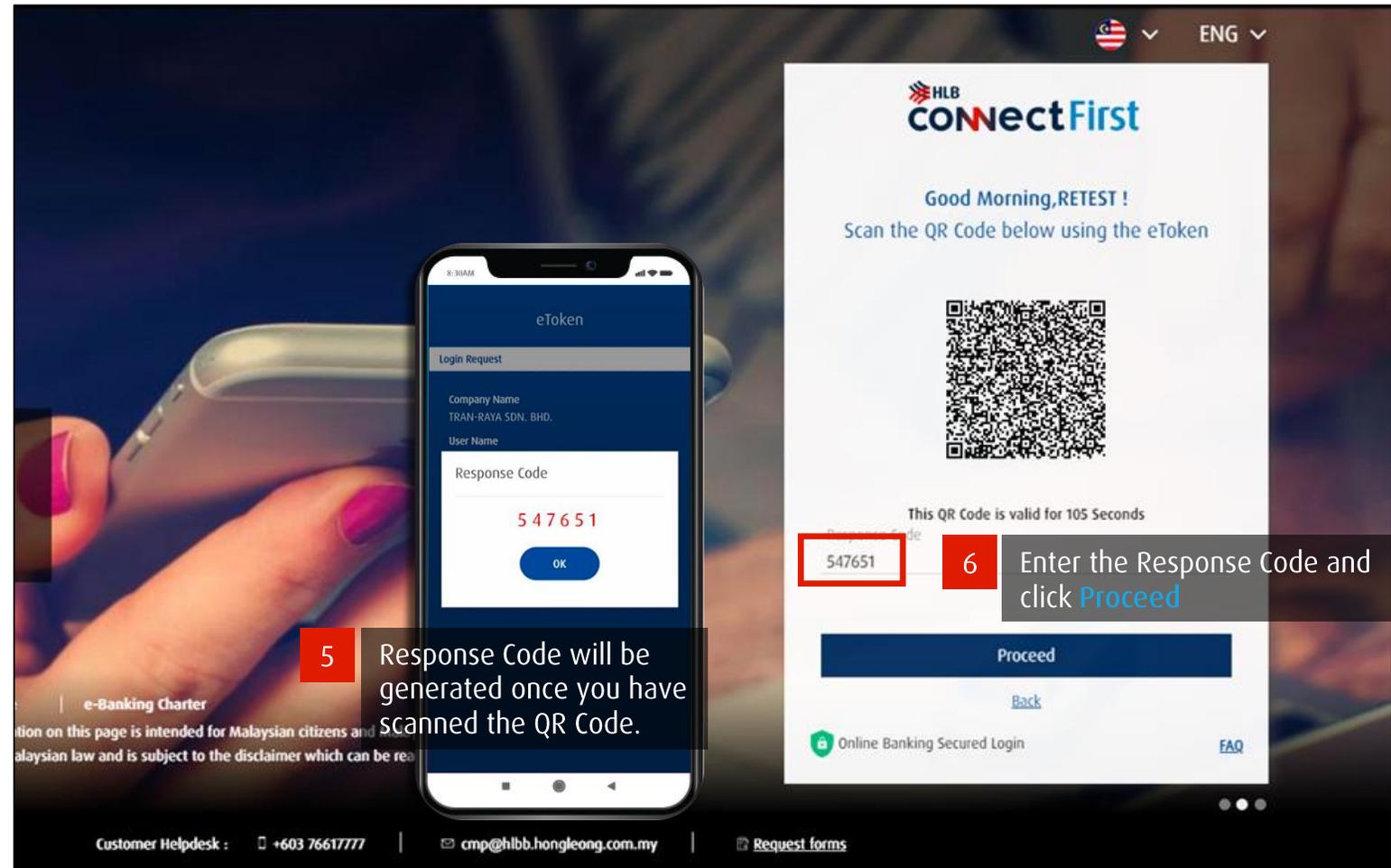
Log in from HLB ConnectFirst Web

Via QR Code



4

After entering your ePIN on your eToken, tap on [Scan QR Code](#)



5 Response Code will be generated once you have scanned the QR Code.

6 Enter the Response Code and click [Proceed](#)

Homepage

The homepage displays an overview of all the accounts you currently have and the transactions that are still pending authorisation.

The screenshot shows the HLB ConnectFirst homepage with several annotations:

- Search Bar:** A red box highlights the search bar containing the text "bul". A callout box says: "Enter keywords into the search bar to find what you are looking for more easily".
- Notifications:** A red circle highlights the bell icon in the top right. A callout box says: "Click the bell icon to view your Notifications and Announcements."
- Profile Icon:** A red circle highlights the profile icon in the top right. A callout box says: "Click on profile icon for account options".
- Profile Menu:** A dropdown menu is open, showing options: "Change Profile Picture", "Change Password", "Change Security Phrase", and "Personalisation".
- Shortcut Menu:** A red box highlights the "Shortcut 1" and "Add Shortcut" options in the left sidebar. A callout box says: "Create & edit quick links to your favourite features in HLB ConnectFirst".

The main content area shows account cards for "MY Bulk Payment", "Foreign Currency Account", "Fixed Deposit", "Loans/Financing", and "Other Bank Account". Below this is a "Pending Authorisation" section with tabs for "Payments" and "Others" (3). A "Ready For Release" section is also visible. On the right, a summary box shows "Number of Selected Payments: 0" and "Total Selected Amount: MYR 0.00". At the bottom, a warning icon and "No Records Found" message are present.

Perform Payments

Payment Type	Description
Account to Account (Self)	Transfer to own Hong Leong Bank Account
Account to Account (3 rd Party)	Payment to 3 rd Party Hong Leong Bank Account
Domestic Payment	Payment to Other Bank Account (IBG/RENTAS)
DuitNow	With DuitNow, you can send money instantly on a 24/7 basis to account numbers, mobile numbers, NRIC numbers or business registration numbers. You can send and receive funds instantly anytime, anywhere.
JomPAY Payment	Utilities payment
Bill Payment	Utilities payment
Bulk Payment	Multiple Payments through File Upload (File Format : https://www.hlb.com.my/Connect_First/requestForms.htm) <ul style="list-style-type: none"> - DuitNow - Foreign Telegraphic Transfer - Invoices Payment - Payroll - KWSP - LHDN - SOCSO - Tabung Haji
Credit Card Payment	Payment to Hong Leong Bank Credit Card
Loan Payment	Payment to Hong Leong Bank Loan/Financing Account

Perform Single Payments

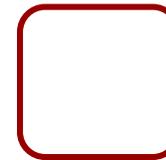
For DuitNow, Credit Card payments, Loan/Financing, IBG, HLB accounts

The screenshot displays the HLB CONNECTFirst web interface. On the left is a dark blue sidebar menu with the following items: Shortcut 1, Add Shortcut, Home, Accounts, **Payments** (highlighted with a red box and a red '1' callout), Authorisation, Transaction Status, Reports, Other Services, Settings, and Logout. A grey tooltip with a red '1' and the text 'Click Payments' points to the 'Payments' menu item. The main content area has a search bar with the text 'Transfer to 3rd Party accounts or Statements'. Below the search bar are three sections: 'Favourite Payment' with 'Beneficiary List' and 'Payment Template'; 'New Payment' with 'Payment & Transfer' (highlighted with a red box and a red '2' callout), 'Pay Bill', and 'Foreign Telegraphic Transfer'; and 'File Upload Payment' with 'Bulk Payment', 'Payroll', and 'LHDN'. A grey tooltip with a red '2' and the text 'Click Payments & Transfer' points to the 'Payment & Transfer' option.

Perform Single Payments

For DuitNow, Credit Card payments, Loan/Financing, IBG, HLB accounts

Payment & Transfer



DuitNow/IBG/RENTAS logo will be displayed when corresponding Payment Type is selected

1 Account Details

From Account

OTHER PAY - 00100945292

RM 96,541.15

2 Payment Details

Pay To

Account No.

To Account

45678998765

Beneficiary Bank

UNITED OVERSEAS BANK MALAYSIA BHD

Beneficiary Name

3

Enter all relevant details

Amount

MYR

Payment Type

DuitNow IBG RENTAS

4

Ensure correct Payment Type is selected: DuitNow, IBG or RENTAS

Recurring Payment

Yes No

Recipient Reference

Appears on payee's statement

MYR 0.00	MYR 999,999,999,999.00
MYR 0.00	MYR 999,999,999,999.00

I understand and accept the Terms & Conditions applicable to initiating DuitNow Transaction

5

Accept Terms & Conditions and click Proceed

Back

Save As Draft

Proceed

Perform Bulk Payments

For DuitNow, Foreign Telegraphic Transfer, Invoices Payment, Payroll, statutory bodies

The screenshot displays the HLB CONNECTFirst web interface. On the left is a dark blue sidebar menu with the following items: 'Shortcut 1', 'Add Shortcut', 'Home', 'Accounts', 'Payments', 'Authorisation', 'Transaction Status', 'Reports', 'Other Services', 'Settings', and 'Logout'. The 'Payments' item is highlighted with a red box and a callout box containing the number '1' and the text 'Click Payments'. The main content area is titled 'Transfer to 3rd Party accounts or Statements' and is divided into three sections: 'Favourite Payment' with 'Beneficiary List' and 'Payment Template'; 'New Payment' with 'Payment & Transfer' (Local currency payment), 'Pay Bill' (Bill Payment and JomPay), and 'Foreign Telegraphic Transfer' (Other Currency Payment); and 'File Upload Payment' with 'Bulk Payment', 'Payroll', and 'LHDN'. The 'Bulk Payment' item is highlighted with a red box and a callout box containing the number '2' and the text 'Click Bulk Payment'. The top right of the interface shows the language set to 'ENG' and the time as '07/29/2021 05:07 PM'.

Perform Bulk Payments

For DuitNow, Foreign Telegraphic Transfer, Invoices Payment, Payroll, statutory bodies

Bulk Payment

\$ — RM — ✓
 Payment — Confirmation — Acknowledgement

1 Account Details

From Account

OTHER PAY - 00100945292 ▼

RM 532,906.35

Debit Type

Single ⓘ Multiple ⓘ

2 File Upload Details

Payment Type

Bulk Payment (Multiple Invoices) ▼

File Format

Excel (.xls, .xlsx) ▼

Download Template ↓

File Attachment

Browse

3 Payment Details

Payment Date

08/20/2021 📅

Debit Description

Daily Payment Limit

Used Payment Limit	Available Payment Limit
MYR 0.00	MYR 999,999,999,999.00

Back

Proceed

4 Click **Download Template** for invoice or normal bulk file. Fill up the payment details in the template file.

5 Attach completed template file by clicking **Browse**

3 Enter all details

6 Click **Proceed** after entering all details

Perform Bill Payments

The screenshot shows the HLB ConnectFirst dashboard. On the left, a blue sidebar contains a menu with options: Shortcut 1, Add Shortcut, Home, Accounts, **Payments** (highlighted with a red box and labeled '1 Click Payments'), Authorisation, Transaction Status, Reports, Other Services, Settings, and Logout. The main content area is titled 'Transfer to 3rd Party accounts or Statements' and features several payment options: 'Favourite Payment' (Beneficiary List, Payment Template), 'New Payment' (Payment & Transfer, **Pay Bill** (highlighted with a red box and labeled '2 Click Pay Bill')), and 'File Upload Payment' (Bulk Payment, Payroll).

The 'Pay Bill' form is shown with a progress bar at the top: Payment (active), Confirmation, and Acknowledgement. The JomPAY logo is in the top right. The form is divided into two sections:

- 1 Account Details:** 'From Account' dropdown is set to 'OTHER PAY - 00100945292' with a value of 'RM 542,908.35'.
- 2 Payment Details:** 'Pay To' dropdown is set to 'JomPay' (highlighted with a red box and labeled '3 Pay To JomPAY and enter all other details'). Other fields include 'Biller Code', 'Ref-1', 'Ref-2', and 'Biller Name'.

At the bottom, there is a 'Back' button and a 'Proceed' button (highlighted with a red box and labeled '4 Click Proceed').

Perform Foreign Telegraphic Transfer

For payments or fund transfers overseas

The screenshot displays the HLB CONNECTFirst web interface. On the left is a dark blue sidebar menu with the following items: 'Shortcut 1', 'Add Shortcut', 'Home', 'Accounts', 'Payments' (highlighted with a red box and a callout '1 Click Payments'), 'Authorisation', 'Transaction Status', 'Reports', 'Other Services', 'Settings', and 'Logout'. The main content area is titled 'Transfer to 3rd Party accounts or Statements' and is divided into three sections: 'Favourite Payment' (containing 'Beneficiary List' and 'Payment Template'), 'New Payment' (containing 'Payment & Transfer', 'Pay Bill', and 'Foreign Telegraphic Transfer' which is highlighted with a red box and a callout '2 Click Foreign Telegraphic Transfer'), and 'File Upload Payment' (containing 'Bulk Payment', 'Payroll', and 'LHDN'). The top right of the interface shows the user's name, language set to 'ENG', and the time '07/29/2021 05:07 PM'.

Perform Foreign Telegraphic Transfer

For payments or fund transfers overseas

Foreign Telegraphic Transfer

\$
Payment
Confirmation

1 Account Details

From Account

OTHER PAY - 00100945292 RM 542,908.35

Remitter Resident Status
Resident in Malaysia

Remitter Entity Type
Please Select

2 Payment Details

To Account/IBAN
Account No or Name

Beneficiary Name

Beneficiary Resident Status
Non-Resident

Address Line 1
Type in Beneficiary address line 1

Address Line 2
Type in Beneficiary address line 2

Beneficiary Bank (Country)
Please Select

Payment Currency
Please Select

Beneficiary Bank
Please Select *

Branch & City

Bank Routing Type

Back
Save As Draft
Proceed

3 Enter details in all mandatory fields

4 Ensure Beneficiary Resident Status is set to Non-Resident

5 Select the country and currency. Then search for the Beneficiary Bank

[Back to Contents Page](#)

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Perform Foreign Telegraphic Transfer

For payments or fund transfers overseas

6 Select Counter Rate or Contract Rate

Exchange Rate

Counter Rate Contract Rate

Once Contract Rate is selected, this table will be displayed

7a Enter the amount in the target currency

Amount: HKD

Equivalent Amount: MYR

The equivalent value in MYR will be automatically shown

Charge To: Please Select

BOP Code: Please Select

Buttons: Back, Save As Draft, Proceed

7b Select contract and enter Debit Amount; other fields will be automatically filled

Contract	Contract Rate	Available Balance (MYR)	Debit Amount (MYR)	Available Balance (USD)	Payment Amount (USD)
FX2113900102					
FX2114400101					
FX2114400105					

Payment Date: 06/30/2021

Charge To: Please Select

BOP Code: Please Select

Buttons: Back, Save As Draft, Proceed

8 Enter other mandatory details and click Proceed

Perform Foreign Telegraphic Transfer

For payments or fund transfers overseas

3 Additional Information

Beneficiary ID Type <input type="text" value="Please Select"/>	Beneficiary ID No. <input type="text"/>	Beneficiary Origin Country <input type="text" value="UNITED KINGDOM"/>
Beneficiary ID Type <input type="text" value="Please Select"/>	Intermediary Bank BIC / SWIFT Code <input type="text" value="Please Select"/>	

9 Additional Information and Notify Beneficiary are optional fields

4 Notify Beneficiary

Email Optional

SMS Optional
+60 [Add](#)

Daily Payment Limit

Used Payment Limit	Available Payment Limit
MYR 0.00	MYR 999,999,999.00

I understand and accept the Terms & Conditions applicable to initiating Foreign Telegraphic Transfer

10 Accept Terms & Conditions and click [Proceed](#)

Trade Document Upload (TU) – Maker

[Currently only available in HL ConnectFirst Classic View]

Upload Trade Application form and supporting documents to obtain Trade Financing / Services

- + Add Shortcut
- Home
- Accounts
- Payments
- Authorisation
- Transaction Status
- Reports
- Other Services
- Settings
- 1** Click Access Trade Finance Module
- Access Trade Finance Module

Last successful log-in at 08/09/2021 12:57:10 PM

2 Under "Trade Finance" module, click "initiate" and then select "Upload Document"

3 Enter required details & upload application form and supporting documents. After that, click "Submit"

4 After checking all documents, accept the Terms & Conditions and click "Confirm"

The interface shows the 'Trade Finance' menu with 'Initiate' and 'Upload Document' options. The 'Document Upload Form' includes fields for Company Name, Issuing Bank, Branch Code & Branch Name, Transaction Type, and Value Date. The 'Document Upload Details' window shows the entered information and a list of attachments, including a PDF file. A checkbox for accepting terms and conditions is visible at the bottom.

Authorise Transactions

For Payment Authorisers only

The screenshot shows the 'Authorisation' section of the HLB CONNECTFirst system. The interface includes a sidebar with navigation options, a main content area with a search bar and filters, and a table of pending transactions. A 'Ready For Release' badge is visible in the top right. A table lists transactions with columns for 'To Account/File Name', 'From Account', 'Payment Type', 'Payment Date', and 'Amount'. The first transaction is selected, indicated by a checked checkbox. At the bottom, there are summary statistics and two buttons: 'Reject' and 'Authorise'.

1 Click Authorisation

2 Select transaction you wish to Authorise

3 Click Authorise

Ready For Release 6

For other changes to be authorised

If your company has Payment Releaser, the same steps must be done to complete the transaction

To Account/File Name	From Account	Payment Type	Payment Date	Amount
<input checked="" type="checkbox"/>		Domestic Payment - IBG	03-06-2021	MYR 10.00
<input type="checkbox"/>		Payroll	03-06-2021	MYR 30.00
<input type="checkbox"/>		Cross Border Payments	02-06-2021	MYR 4,870.00
<input type="checkbox"/>		Payroll	02-06-2021	MYR 10,052.00

Number of Selected Payments: 1
Total Selected Amount: MYR 10.00

Reject Authorise

Authorise Transactions

For Payment Authorisers only

Summary of Authorisation

To Account/File Name	From Account	Payment Type	Payment Date	Amount
		Domestic Payment - IBG	03-06-2021	MYR 10.00
			Total Transactions: 1	Total Transactions Amount: MYR 10.00

Important Reminders

1. Please ensure the Beneficiary Account Number and other details are correct before you proceed further.
2. The expired Payment Date will be changed to current date upon successful approval.

Authentication Using: **4** Select your authentication method

Mobile Notification QR Code

Upon clicking of the Authorize button, you will receive a notification on your registered mobile device for authentication.

5 Click Confirm

Cancel **Confirm**

For users with Physical Token, go to pg. 37

From Account Payment Type Payment Date

Domestic Payment - IBG 03-06-2021

Total Transactions: 1

Mobile Notification has been sent to your mobile

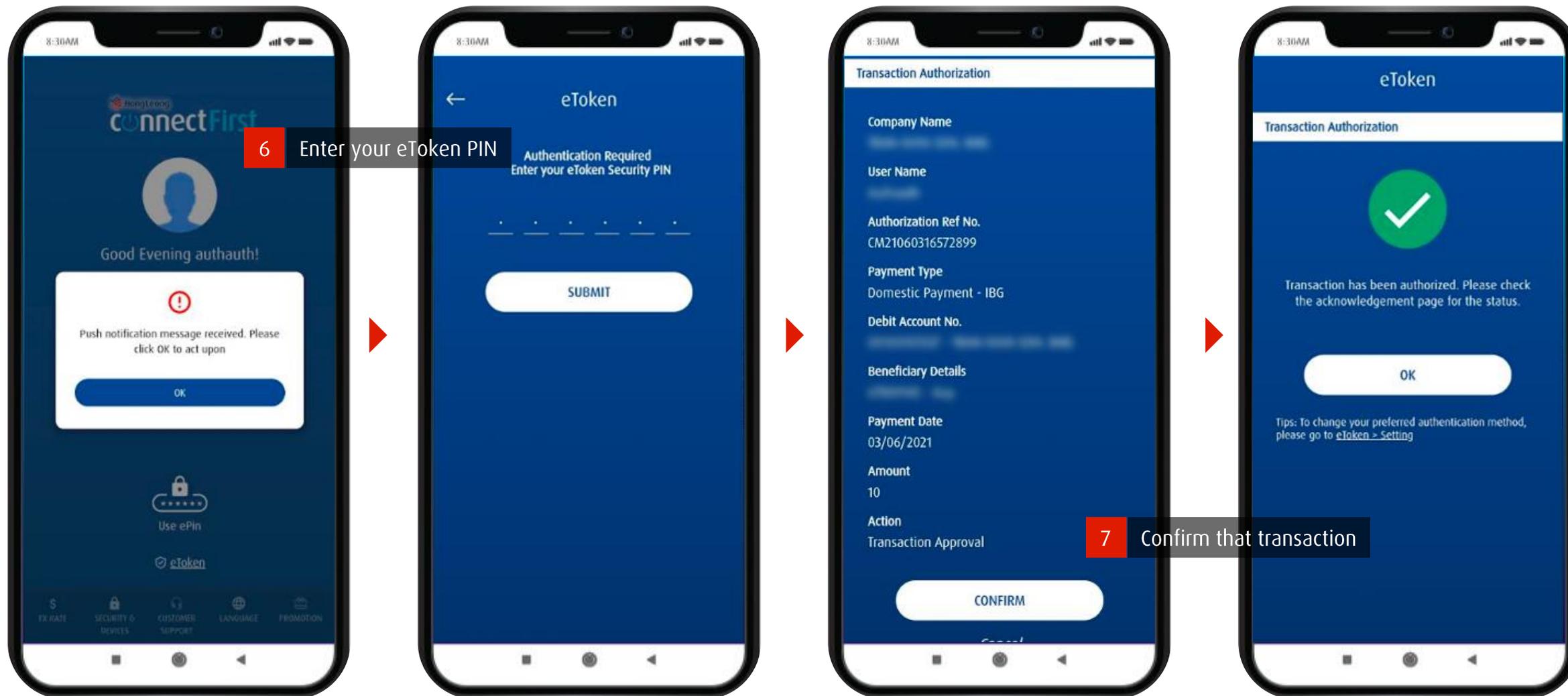
The notification has been sent to your registered mobile. Please authenticate within 114 Seconds.

Authentication Using: Mobile Notification QR Code

Upon clicking of the Authorize button, you will receive a notification on your registered mobile device for authentication.

Authorise Transactions

Authentication using Mobile Notification



Authorise Transactions

Authentication using QR Code

Authentication Using:

Mobile Notification QR Code

6 Scan QR Code with HLB ConnectFirst Mobile (eToken)

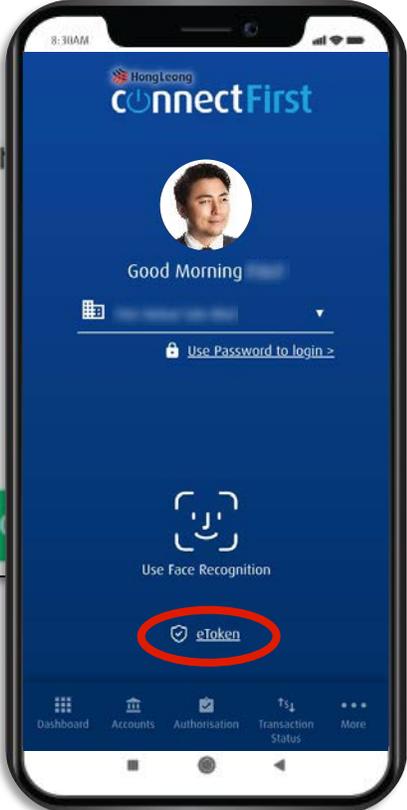


Please scan this QR code using the Hong Leong ConnectFirst Mobile App to generate the Response Code for the authorization.

The QR code is valid for 32 seconds.

Response Code

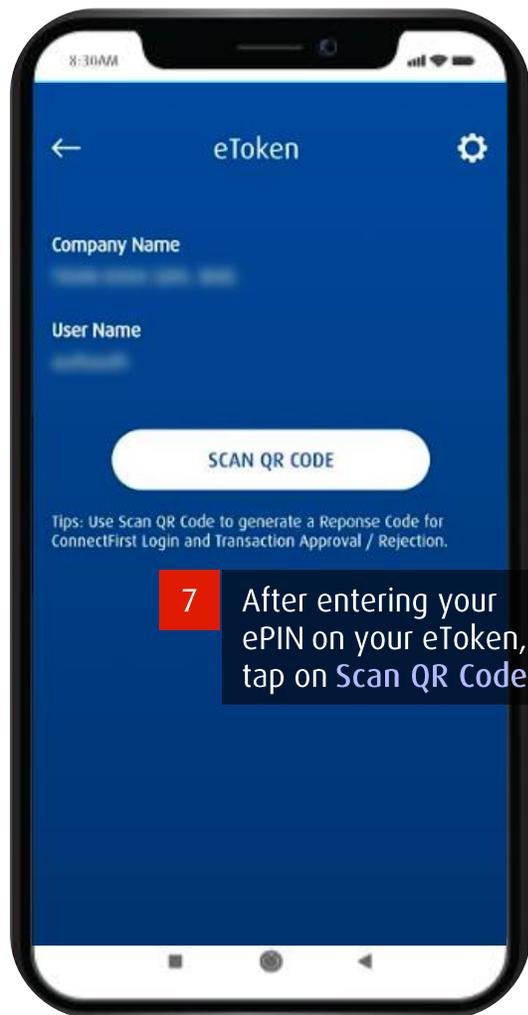
Cancel



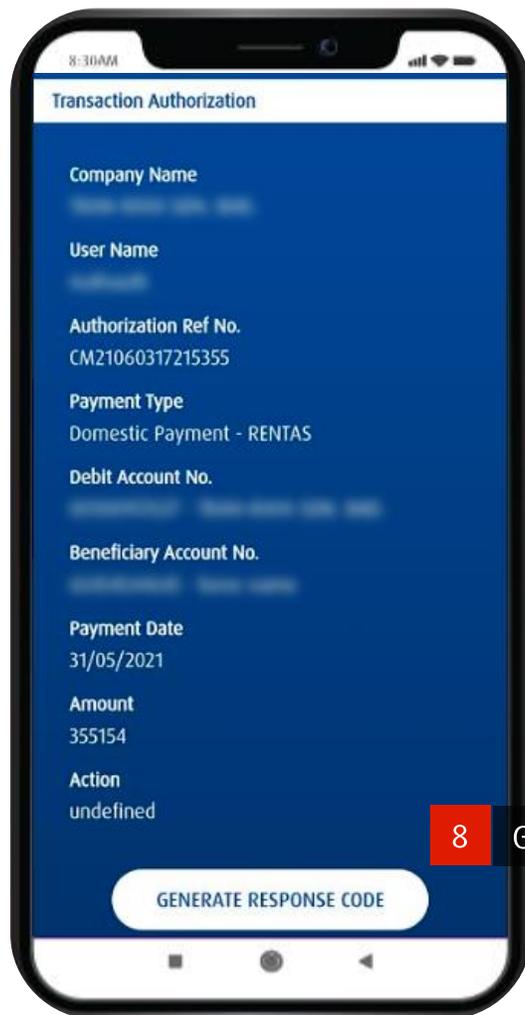
The smartphone screen displays the Hong Leong ConnectFirst app interface. At the top, it shows the time as 8:30 AM and the app logo. Below the logo is a user profile picture and the text "Good Morning". There is a "Use Password to login >" option. At the bottom, there are navigation icons for "Dashboard", "Accounts", "Authorisation", "Transaction Status", and "More". The "eToken" option is circled in red.

Authorise Transactions

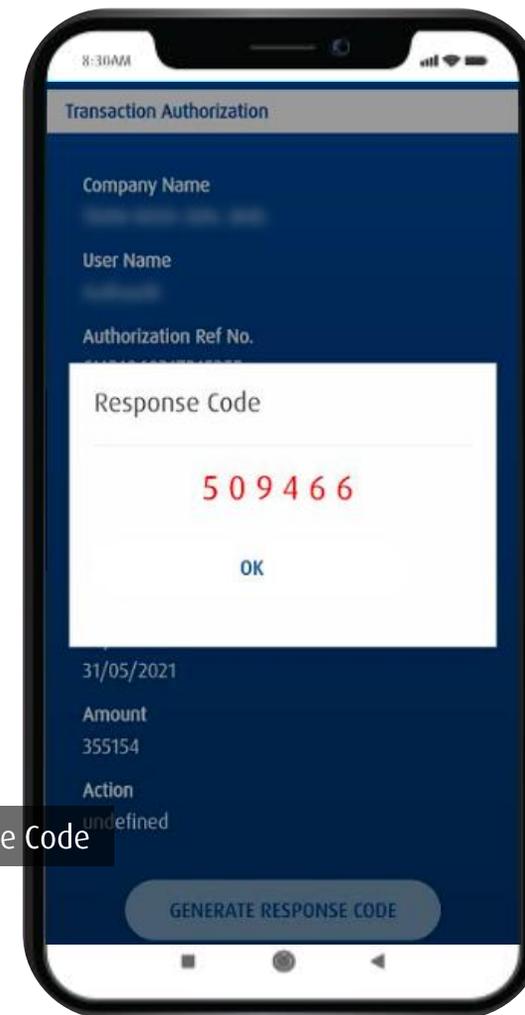
Authentication using QR Code



7 After entering your ePIN on your eToken, tap on Scan QR Code



8 Generate Response Code



Authorise Transactions

Authentication using QR Code

Authentication Using:

Mobile Notification QR Code



Please scan this QR code using the Hong Leong ConnectFirst Mobile App to generate the Response Code for the transaction authorization.

The QR code is valid for 32 seconds.

Response Code

9 Enter Response Code and click [Confirm](#)

Cancel Confirm

Authorise Transactions

For users with Physical Token

Summary of Authorisation

To Account/File Name	From Account	Payment Type	Payment Date	Amount
		Domestic Payment - IBG	06/08/2021	MYR 777.00

Total Transactions: 1 Total Transactions Amount: MYR 777.00

Important Reminders

- Please ensure the Beneficiary Account Number and other details are correct before you proceed further.
- The expired Payment Date will be changed to current date upon successful approval.

Authentication Using:

Challenge Code
59171749

Response Code

Transaction Signing (TS)
Press this button to start the code entry to authorize a transaction.

1 Unlock your physical token device by pressing 3.

2 Enter 8-digit Challenge Code into physical token to generate the Response Code

3 Enter the Response Code generated by the physical token

4 Click **Confirm**

Cancel Confirm

Trade Document Upload (TU) – Authoriser

[Currently only available in HL ConnectFirst Classic View]

After Payment Maker has uploaded Trade documents, Payment Authoriser needs to authorise the document upload request.

- Home
- Accounts
- Payments
- Authorisation
- Transaction Status
- Reports
- Other Services
- Settings

1 Click Access Trade Finance Module

Access Trade Finance Module

Last successful log-in at 08/09/2021 12:57:10 PM

2 Under "Trade Finance" module, click on "Pending Activities"

Transaction Refere...	Company Name	Branch Code & Bra...	Issuing Bank	Value Date -	Transaction Type	Upload Date	Maker Name
CTU2023032110466	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Bank Be...	21-03-2023	Invoice Financing	21-03-2023	Automkr
CTU2022111510458	8017206 - CIF000000...	00001-KUALA LUMP...	Hong Leong Bank Be...	15-11-2022	AAT Post-Shipment	15-11-2022	syafika maker
CTU2022111410455	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Bank Be...	14-11-2022	AAT Post-Shipment	14-11-2022	Automkr
CTU2022111410454	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...	14-11-2022	Accepted Bill-I (Purch...	14-11-2022	Diyana Mkr
CTU2022111410410	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...	14-11-2022	Accepted Bill-I (Purch...	14-11-2022	Diyana Mkr
CTU20221018101810	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...	18-10-2022	Invoice Financing I...	18-10-2022	Diyana Mkr
CTU2022101810423	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...				
CTU2022101810422	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...				
CTU2022101810421	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Bank Be...				
CTU2022101810420	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Bank Be...				
CTU2022101810419	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...				
CTU2022101810418	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...				
CTU2022101810417	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...				
CTU2022101810416	12079404 - CIF00000...	00001-KUALA LUMP...	Hong Leong Islamic ...				

3 Click on the document upload request you wish to authorize

Document Upload Details

General Information

Transaction Reference: CTU2022111510458
Status: Pending Approval

Company Name: 8017206 - CIF00000000008017206 CIF00000000008017206

Issuing Bank: Hong Leong Bank Berhad
Branch Code & Branch Name: 00001-KUALA LUMPUR MAIN BRANCH

Transaction Type: AAT Post-Shipment
Value Date (the processing date of the request): 15-11-2022

Remarks: --

4 Accept Terms & Conditions and click "Authorize"

Attachments: Bulk Payment_20221115.xls (0.03 Mb)

I understand and accept the Terms & Conditions for Hong Leong Business Internet Banking

Authorize Reject Close

Download Daily & Monthly Statements

1 Click Reports

2 Select Statements

3 Enter details

4 Click Search

5 Click Ready to Download to download statement

Account: OTHER PAY - 00100945292

Frequency: Daily Monthly

From: 07/18/2021 **To:** 08/17/2021

Statement Type: .pdf .xls .csv

Date of Request	Account Number	Statement Period	Status
06-14-2021 02:13:19 pm	00100957637	01/06/2021-13/06/2021	Ready to Download
06-14-2021 02:13:13 pm	00100957637		Ready to Download
06-11-2021 03:28:46 pm	00100957637		Ready to Download
06-11-2021 03:28:44 pm	00100957637	11/05/2021-10/06/2021	Ready to Download

View & Print Transaction Summary

The screenshot displays the HLB CONNECTFirst web interface. On the left is a dark blue sidebar with navigation options: Shortcut 1, Add Shortcut, Home (highlighted with a red box and a '1' callout), Accounts (highlighted with a red box and a '1' callout), Payments, Auto Debit, Transaction Status, Reports, Other Services, Settings, and Logout. A tooltip for '1' says 'Select Home or Accounts'. The main content area shows a search bar with the text 'Transfer to 3rd Party accounts or Statements', a language dropdown set to 'ENG', and a timestamp '08/19/2021 10:01 AM'. Below this, a large balance of 'MYR 927,807.77' is shown as the 'Total Available Balance'. A horizontal menu includes 'Current Account', 'Foreign Currency Account', 'Fixed Deposit', 'Loans/Financing', and 'Other Bank Account'. Two account cards are visible: one with a balance of 'MYR 394,901.42' and another with 'MYR 532,906.35'. The second card is highlighted with a red box and a '2' callout, with a tooltip that says 'Click on account you wish to view'. At the bottom, there are sections for 'Pending Authorisation' (with 'Payments' and 'Others 3' sub-sections) and 'Ready For Release'. A 'Number of Selected Payments:' section shows '0'.

View & Print Transaction Summary

The screenshot shows a transaction summary page with the following elements:

- Available Balance:** MYR 532,906.35
- Current Balance:** MYR 532,906.35
- More Info:**
 - Overdraft Limit: MYR 0.00
 - Earmarked Amount: MYR 0.00
 - Cheque Float: MYR 0.00
- Transaction History:** Selected tab, with a "Cashflow" tab also visible.
- Transaction Period:** A dropdown menu currently set to "Today".
- Navigation:** A "Back" button is located below the transaction period selector.
- Actions:** A "Statement(s) Download" button with a download icon, and a "Print" button with a printer icon.

Numbered callouts provide instructions:

- 3:** Select the Transaction Period (pointing to the dropdown menu).
- 4:** To Print statement(s), click here (pointing to the Print button).
- 5:** To download statement(s) without printing, click here (pointing to the Statement(s) Download button).

View & Print Transaction Summary

Statement(s) Download

After clicking Statement(s) Download

Statements

Account: Daily Monthly **6** Select Daily or Monthly Statements

From: **7** Select Statement period range to download

Statement Type: .pdf .xls .csv

8 Click Search

Filter / Search | Preferences | Refresh | Export | Print

Date of Request	Account Number	Statement Period	Status
08/18/2021 07:55:34 pm	XXXXXXXXXX	18/07/2021-17/08/2021	Ready to Download 9 Click Ready to Download to download statement

Download Trade Advice

[Currently only available in HL ConnectFirst Classic View]

Download Trade Credit and Debit Advice

1 Click Access Trade Finance Module

2 Click on Trade Finance module

3 Click on Transactions

4 Select Outstanding

5 Choose your Company Name, and click Search

6 View summary of your transactions and select specific product

Search Criteria

Company Name:

Outstanding Summary

Date	6-5-2021 09:35:41 PM	Company Name	HLB SDN BHD
Total Items	50	Total Equivalent Amount(MYR)	25,094,12.64

Outstanding Transaction Summary

Branch	Product Desc.	Equivalent Amount(MYR)
KUALA LUMPUR MAIN BRANCH	Local LC-i	
KUALA LUMPUR MAIN BRANCH	Onshore Foreign Currency Loan	1
KUALA LUMPUR MAIN BRANCH	Trust Receipt	1

Download Trade Advice

[Currently only available in HL ConnectFirst Classic View]

Download Trade Credit and Debit Advice

Facility Utilisation listing

Company Name
[Redacted]

Branch
KUALA LUMPUR MAIN BRANCH

Product
Trust Receipt

Facility Utilisation Listing

Bank Reference No.	Related Reference No.	Transaction Date	Currency
ABCDE123456	[Redacted]	[Redacted]	[Redacted]

Transaction Details

Company Name
[Redacted]

Branch
KUALA LUMPUR MAIN BRANCH

Bank Ref. No.
ABCDE123456

Related Reference No.
--

Transaction Date
22-05-2020

Expiry/Due Date
12-11-2020

Status
Active

Tenure(Days)
184

Currency
MYR

Outstanding Amount
[Redacted]

Outstanding Amount(MYR)
[Redacted]

7 Select the specific transaction by clicking on the hyperlink

Advice Summary

Company Name
[Redacted]

Branch	Product Desc.	Bank Reference No.	Released Reference	Document Desc.	Download
KUALA LUMPUR MAIN BRANCH	Trust Receipt	ABCDE123456		Credit Advice	Download

9 You may now download the advice

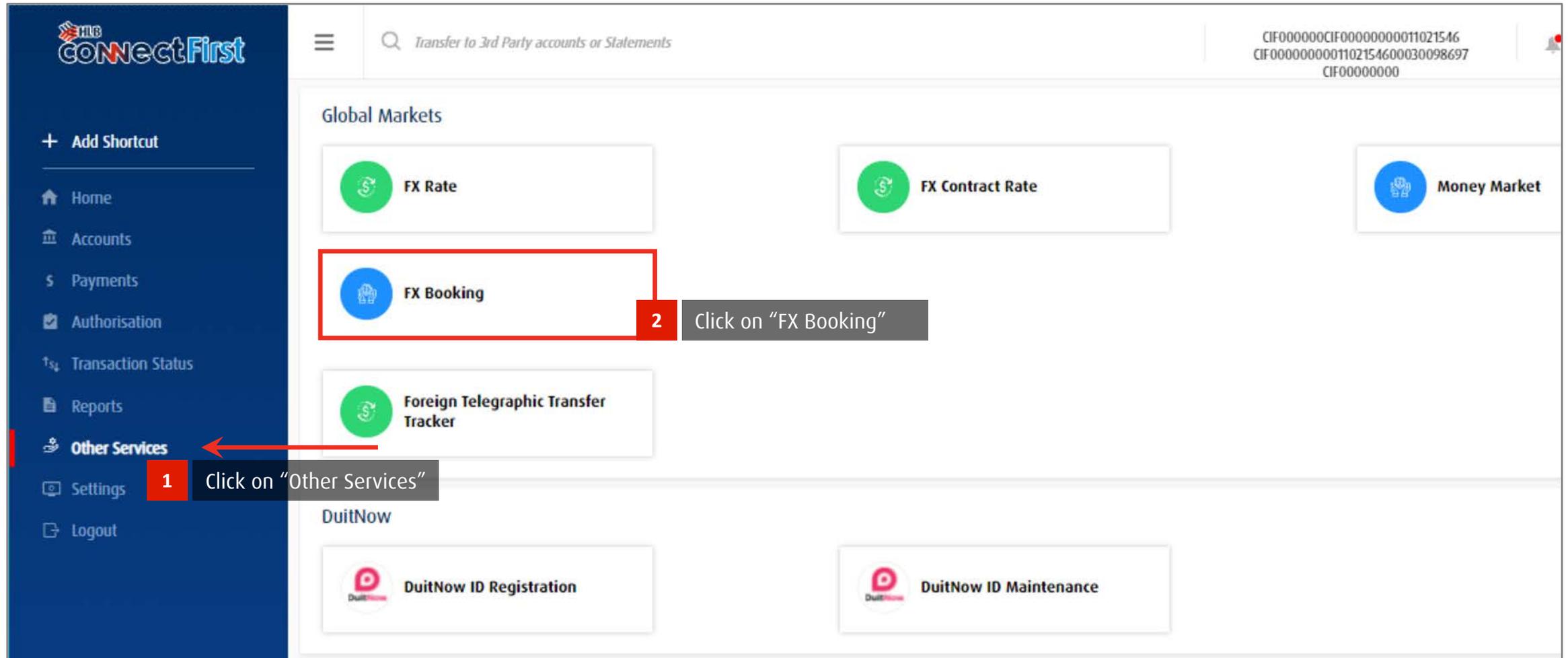
Close

8 Click on View Advice

View Transaction History View Advice Close

FX Booking

Finding FX Booking feature in HLB ConnectFirst



The screenshot displays the HLB ConnectFirst user interface. On the left is a dark blue sidebar with a menu. The main content area is white and contains several service tiles. A red box highlights the 'FX Booking' tile, which is the second step in the process. A red arrow points to the 'Other Services' menu item in the sidebar, which is the first step. A search bar at the top contains the text 'Transfer to 3rd Party accounts or Statements'. In the top right corner, there are three CIF numbers: 'CIF000000CIF00000000011021546', 'CIF0000000001102154600030098697', and 'CIF00000000'. The 'Global Markets' section includes tiles for 'FX Rate', 'FX Contract Rate', and 'Money Market'. The 'Foreign Telegraphic Transfer Tracker' tile is also visible. The 'DuitNow' section includes 'DuitNow ID Registration' and 'DuitNow ID Maintenance' tiles.

1 Click on "Other Services"

2 Click on "FX Booking"

FX Booking

View contract rates available to your company

HLB CONNECTFirst

Transfer to 3rd Party accounts or Statements

CIF000000CIF00000000011021546
CIF0000000001102154600030098697
CIF00000000

Foreign Exchange Booking

Rates Transactions

Company Name

Please Select

Please select Company Name

Search

3 Click on the drop-down list, select your company name, and click Search

FX Booking

View contract rates available to your company

- + Add Shortcut

- Home
- Accounts
- Payments
- Authorisation
- Transaction Status
- Reports
- Other Services**
- Settings
- Logout

Foreign Exchange Booking

Rates Transactions

Company Name

Search

<div style="text-align: left; padding: 5px;"> <p>AED - MYR United Arab Emirates Dirham - MYR</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>1.1442 per unit</p> <div style="background-color: #ffc107; padding: 5px; width: 100%;">Bank Buy</div> </div> <div style="text-align: right;"> <p>1.1578 per unit</p> <div style="background-color: #8b4513; color: white; padding: 5px; width: 100%;">Bank Sell</div> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>AUD - MYR Australian Dollar - MYR</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>3.0250 per unit</p> <div style="background-color: #ffc107; padding: 5px; width: 100%;">Bank Buy</div> </div> <div style="text-align: right;"> <p>3.0414 per unit</p> <div style="background-color: #8b4513; color: white; padding: 5px; width: 100%;">Bank Sell</div> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>AUD - USD Australian Dollar - US Dollar</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>.7114 per unit</p> <div style="background-color: #ffc107; padding: 5px; width: 100%;">Bank Buy</div> </div> <div style="text-align: right;"> <p>.7236 per unit</p> <div style="background-color: #8b4513; color: white; padding: 5px; width: 100%;">Bank Sell</div> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>Bangla</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>4.9201 per 100 units</p> <div style="background-color: #ffc107; padding: 5px; width: 100%;">Bank Buy</div> </div> </div>
<div style="text-align: left; padding: 5px;"> <p>BND - MYR Brunei Dollar - MYR</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>308.5800 per 100 units</p> <div style="background-color: #ffc107; padding: 5px; width: 100%;">Bank Buy</div> </div> <div style="text-align: right;"> <p>310.1700 per 100 units</p> <div style="background-color: #8b4513; color: white; padding: 5px; width: 100%;">Bank Sell</div> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>CAD - MYR Canadian Dollar - MYR</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>3.2832 per unit</p> <div style="background-color: #ffc107; padding: 5px; width: 100%;">Bank Buy</div> </div> <div style="text-align: right;"> <p>3.2996 per unit</p> <div style="background-color: #8b4513; color: white; padding: 5px; width: 100%;">Bank Sell</div> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>CHF - MYR Swiss Franc - MYR</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>456.0100 per 100 units</p> <div style="background-color: #ffc107; padding: 5px; width: 100%;">Bank Buy</div> </div> <div style="text-align: right;"> <p>457.8000 per 100 units</p> <div style="background-color: #8b4513; color: white; padding: 5px; width: 100%;">Bank Sell</div> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>China</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>66.1500 per 100 units</p> <div style="background-color: #ffc107; padding: 5px; width: 100%;">Bank Buy</div> </div> </div>
<div style="text-align: left; padding: 5px;"> <p>DKK - MYR Danish Krone - MYR</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>63.5000 per 100 units</p> </div> <div style="text-align: right;"> <p>64.7900 per 100 units</p> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>EUR - MYR Euro - MYR</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>4.7602 per unit</p> </div> <div style="text-align: right;"> <p>4.7796 per unit</p> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>EUR - USD Euro - US Dollar</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>1.1221 per unit</p> </div> <div style="text-align: right;"> <p>1.1345 per unit</p> </div> </div>	<div style="text-align: left; padding: 5px;"> <p>Sterlin</p> </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <div style="text-align: left;"> <p>5.5934 per unit</p> </div> </div>

4 List of currencies available for your company will be displayed. Select desired currency pair and choose either "Bank Buy" or "Bank Sell"

FX Booking

Booking an FX deal

HLB CONNECT First

Transfer to 3rd Party accounts or Statements

CIF000000CIF00000000011021546
CIF0000000001102154600030098697
CIF00000000

Bank Buy USD VS MYR

Details Confirmation Acknowledgement

1 Details

Portfolio
 Conventional Islamic

Purpose
 Please Select

Type of FX Transaction
 Please Select
 Please Select
 Value Today
 Value Tomorrow
 Value Spot
 Value Forward-Fixed dated
 Value Forward-Open dated

Value Date

5 Value Today = Book today
 Value Tomorrow = Book tomorrow
 Value Spot = Book 2 working days later
 Customers with Foreign Exchange Contract (FEC) can choose Forward-Fixed or Forward-Open Dated.

2 Amount
 USD Amount

or

GET RATE

FX Booking

Booking an FX deal

Bank Buy USD VS MYR

Details — Confirmation — Acknowledgement

1 Details

Portfolio

Conventional Islamic

Purpose

Type of FX Transaction

Value Date

< January 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sub-

2 Amount

USD Amount

or MYR Amount

[GET RATE](#)

6 If *Value Forward-Fixed dated* is chosen, the forward value date must be selected. The forward value date must not be a KL Holiday, weekend or currency holiday for the currency pair selected.

[Back to Contents Page](#)

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FX Booking

Booking an FX deal

Bank Buy USD VS MYR

Details — Confirmation — Acknowledgement

1 Details

Portfolio

Conventional Islamic

Purpose

Please Select

Type of FX Transaction

Value Forward-Open dated

From Date

|

To Date

to

Calendar: January 2022

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

7 If *Value Forward Open dated* is chosen, the "From Date" & "To Date" must be selected. The dates selected must not be a KL Holiday, weekend or currency holiday for the currency pair selected.

2 Amount

USD Amount MYR Amount

or

[GET RATE](#)

FX Booking

Booking an FX deal

VS MYR

Details Confirmation Acknowledgement

Islamic

Type of FX Transaction
Value Spot

Value Date
20-12-2021

8 If *Value Spot* is chosen, the Value Date will automatically be displayed.
Value Today cannot be chosen if the currency cut-off time has been passed.

Sub-Purpose
Please Select

Amount

MYR Amount

GET RATE



Cut-off time for each currency pair

No	Currency Pairs to be published	Currency cut off time
1	AED / MYR	11:30 AM
2	AUD / MYR	10:00 AM
3	BDT / MYR	2:00 PM
4	BND / MYR	10:00 AM
5	CAD / MYR	2:00 PM
6	CHF / MYR	2:00 PM
7	DKK / MYR	2:00 PM
8	EUR / MYR	2:00 PM
9	GBP / MYR	2:00 PM
10	HKD / MYR	2:00 PM
11	INR / MYR	2:00 PM
12	JPY / MYR	10:00 AM
13	NOK / MYR	2:00 PM
14	NZD / MYR	10:00 AM
15	PHP / MYR	2:00 PM
16	SAR / MYR	11:30 AM
17	SEK / MYR	2:00 PM
18	SGD / MYR	11:30 AM
19	THB / MYR	11:30 AM
20	USD / MYR	2:00 PM
21	ZAR / MYR	11:30 AM

FX Booking

Booking an FX deal

Add Shortcut

Home

Accounts

Payments

Authorisation

Transaction Status

Reports

Other Services

Settings

Logout

Bank Buy USD VS MYR

Details
 Confirmation
 Acknowledgement

1 Details

Portfolio

Conventional Islamic

Type of FX Transaction

Value Spot

Value Date

20-12-2021

9

Select the Purpose and Sub-Purpose for this transaction.

Purpose

GOODS

Sub-Purpose

GOODS

2 Amount

USD Amount

or

MYR Amount

GET RATE

10

Insert desired amount and click "GET RATE".

FX Booking

Confirming your FX deal

Bank Buy USD VS MYR

✔ Details
 ● Confirmation
 ● Acknowledgement

ⓘ Please confirm this transaction within 23 Seconds.

Details		Type of FX Transaction	DATE
Portfolio	Conventional	Value Spot	20-12-2021
Purpose	GOODS	Sub-Purpose	GOODS

Amount		MYR Amount	Your Rate (Spot Rate + Swap Points for Forward)
USD Amount	10,000.00	42,150.00	4.2150
Spot Rate	4.215	Swap Points for Forward	0

11 Confirm the amount and all details or revise the information within 30 seconds.
 If booking is not confirmed in 30 seconds, transaction must be revised and resubmitted with the latest rates.

Back to Rates

Revise
Confirm

FX Booking

Successful transaction

st

☰

XINSTEELKLG 🔔 ENG

Toh hong
16-12-2021 02:09 PM 👤

Bank Buy USD VS MYR Print

✔ Your Transaction has been submitted successfully

Status	Completed	Reference Number	2135030519
Maker Name	toh	Submitted On	16/12/2021 14:09:38

Details

Portfolio	Type of FX Transaction	Value Date
Conventional	Value Spot	20-12-2021
Purpose	Sub-Purpose	
GOODS	GOODS	

Amount

12 After booking is confirmed, this message and status will be displayed.

! Click on the "Print" button to print out the transaction summary.

FX Booking

Example of rejected FX Booking transaction

Transaction Status

Status	Reference No	Maker Name
Rejected	2129930091	toh

Submitted On: 26/10/2021 14:06:23

Company Details

Company Name: CIF00000000011021546 CIF00000000011021546

Details

Portfolio	Type of Fx Transaction	Value Date
Islamic	Value Forward-Fixed Dated	30-11-2021

Transaction Status

If the status shows "Rejected", then FX Transaction was not performed. Regardless, the reference number will be given.

FX Booking

View history of FX Booking transactions

first

☰

XINSTEELKLG
🔔
ENG ▾
Toh hong
16-12-2021 02:23 PM

Foreign Exchange Booking

Rates

Transactions

To view transaction history, go to "Transactions" tab.
Click on a specific transaction to view more details.

Status	Reference No	Company Name	Submitted On ▾	Value Date	Bank Sell/Buy	Currency Pair	Buy Amount	Sell Amount
Completed	2135030519	XINSTEELKLG XINSTE...	16-12-2021 02:09:38 pm	20-12-2021	Buy	USD - MYR	USD 10,000.00	MYR 42,150.00
Rejected	2134330004	XINSTEELKLG XINSTE...	09-12-2021 10:19:18 am	24-12-2021	Sell	AUD - MYR	AUD 100,000,000.00	MYR 303,430,000.00
Rejected	2134130004	XINSTEELKLG XINSTE...	07-12-2021 11:26:57 am	13-01-2022	Sell	AUD - MYR	AUD 321,456,789.00	MYR 966,491,981.81
Completed	2134030001	XINSTEELKLG XINSTE...	06-12-2021 05:34:33 pm	08-12-2021	Sell	THB - MYR	THB 123,456.99	MYR 15,592.62
Completed	2133730002	XINSTEELKLG XINSTE...	03-12-2021 09:29:30 am	07-01-2022	Sell	USD - MYR	USD 10,736.12	MYR 45,678.99
Completed	2133730001	XINSTEELKLG XINSTE...	03-12-2021 09:27:55 am	03-12-2021	Sell	AUD - MYR	AUD 15,179.77	MYR 45,678.95

Create Favourite Beneficiary

Most frequently transacted beneficiary

1 Select Payments

2 Click Beneficiary List

3 Click Add Beneficiary

Add Beneficiary

Favourite Name	Payment Type	Beneficiary Details
...
...
...
...
...

Create Favourite Beneficiary

Add Beneficiary

Progress: Details (selected) | Confirmation | Acknowledgement

4 Select category

Payment & Transfer | Pay Bill | Foreign Telegraphic Transfer

Pay To | **To Account** | **Beneficiary Bank**

For: Account No. | For: JomPAY Bill Payment | For: Cross Border Payment | Type Account No or Name

IBG | RENTAS | Loan Repayment | Account Transfers

Please Select

5 Enter the correct details

6 Click Proceed

Back | Proceed

Quick Login Setup

Enable password-less login to HLB ConnectFirst

The screenshot shows the HLB ConnectFirst user interface. On the left is a dark blue sidebar with navigation options: Shortcut 1, Add Shortcut, Home, Accounts, Payments, Authorisation, Transaction Status, Reports, Other Services, Settings (highlighted with a red box and a '1' callout), and Logout. The main content area is divided into sections: Alerts (with an 'Alerts & Notifications' card), My Profile (with 'Change Profile Picture' and 'Personalisation' cards), and Security (with 'Physical Token Activation', 'Physical Token Synchronization', 'Reset Physical Token PIN', and 'Quick Login' cards). The 'Quick Login' card is highlighted with a red box and a '2' callout. A grey tooltip box with a '4' callout points to the 'Quick Login' card, stating: 'SMS OTP field will be displayed. Enter the OTP that was sent to your mobile phone.' Below this, a text field labeled 'SMS OTP' with a 'Resend OTP' link is highlighted with a red box. A '3' callout points to a 'Click to Enable' button in the top right corner. Another '3' callout points to a toggle switch labeled 'Enable' (which is turned on) and 'Disable'.

First Time Activation Physical Token

For Payment Authorisers still using Physical Token

Step 1



Switching on the CR Token

- i) Press and hold button (do not release).
- ii) Then press button simultaneously.

Step 2

Create a new PIN

- i) Device will display **NEW PIN**
- ii) Please enter 6-digit PIN.
- iii) Confirm new 6-digit PIN.

Step 3

Successful Login

CR token will display the message **SELECT** after you have successfully created your new PIN.

Step 4

CR Token Activation

- i) Log into HLB ConnectFirst with your User ID.
- ii) Refer to next page.

Basic Functions of Challenge Response Token (CR Token)

One-Time PIN (OTP)

Press this button to generate an 8-digit One-Time PIN (OTP).

Unlock Button

Press this button to switch on the CR token.



Transaction Signing (TS)

Press this button to start the code entry to authorize a transaction.

Backspace Button

Press the backspace button to delete a wrong entry or go back to the previous screen.

Note: The CR Token will auto switch off if it is not in use for 45 second.

First Time Activation Physical Token

You are required to complete the Token & PIN Mailer Acknowledgement & Activation Form (which you received together with the physical token) and email to cmp@hlbb.hongleong.com.my before performing the steps below.

The screenshot illustrates the steps for physical token activation in the HLB CONNECTFirst system:

- 1 Click Settings**: The 'Settings' option in the left sidebar is highlighted with a red box.
- 2 Click Physical Token Activation**: The 'Physical Token Activation' option in the 'Security' section of the main menu is highlighted with a red box.
- 3 Enter your IC Number/Passport Number**: The 'IC Number/Passport Number' input field in the 'Physical Token Activation' form is highlighted with a red box.
- 4 Generate OTP using your physical token device**: The 'Physical Token OTP' input field in the 'Physical Token Activation' form is highlighted with a red box.
- 5 Click Activate**: The 'Activate' button at the bottom right of the 'Physical Token Activation' form is highlighted with a red box.

CONTACT US



Customer Helpdesk



cmp@hlbb.hongleong.com.my



+603-7661-7777