Jordan Islamic Bank

A member of Al Baraka Group

User guide to Islamic Internet services

Jordan Islamic Bank

2023

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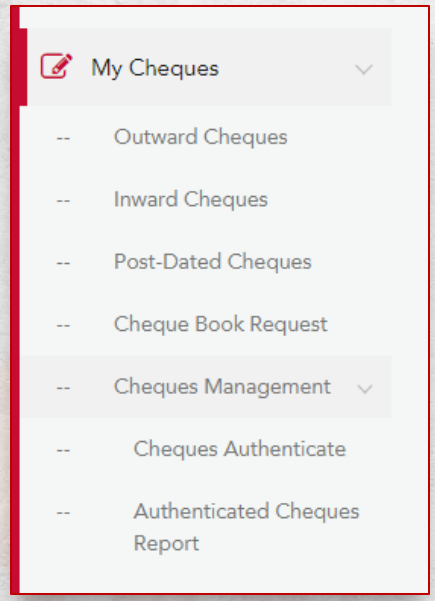
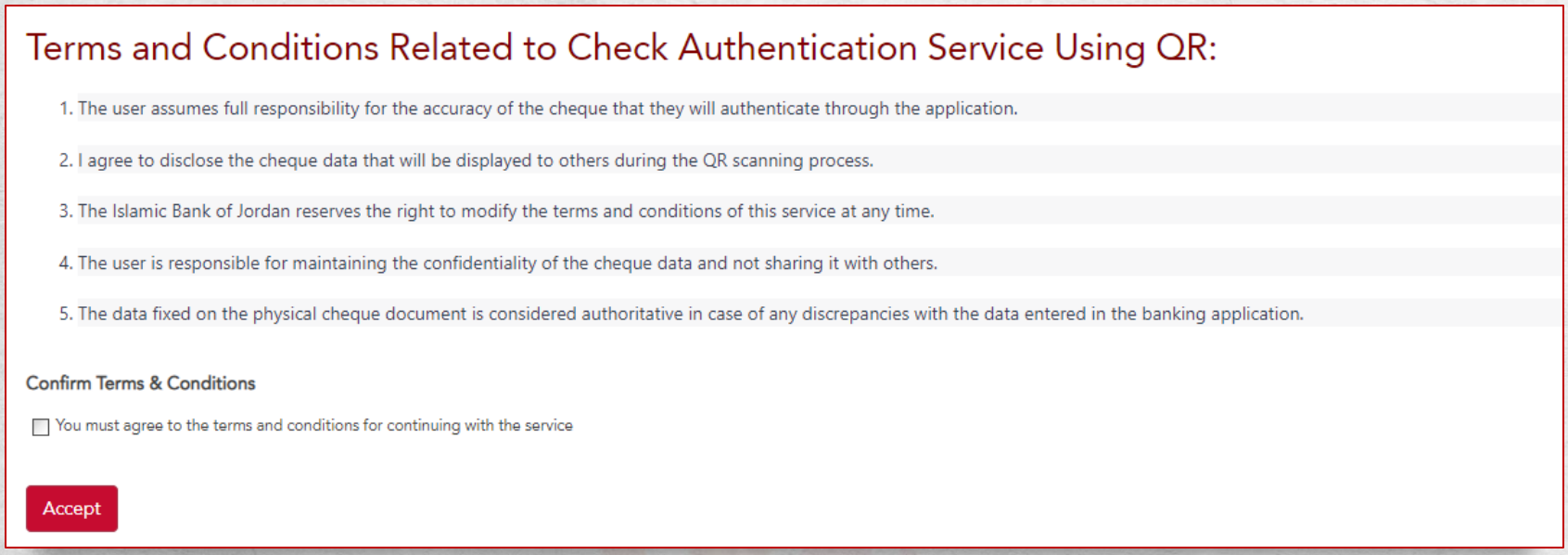
Cheque Authentication Service for Corporates

Access the Jordan Islamic Bank website, select OnLine Payment, and then follow these steps:

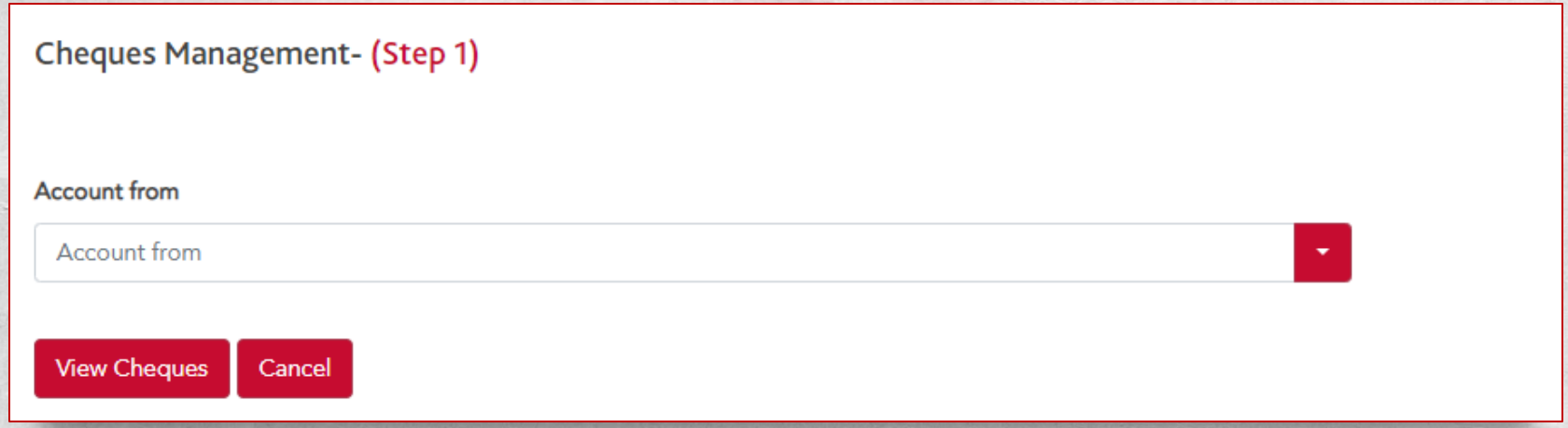
1. From the main screen, log in to the Internet Banking using a valid username and password.



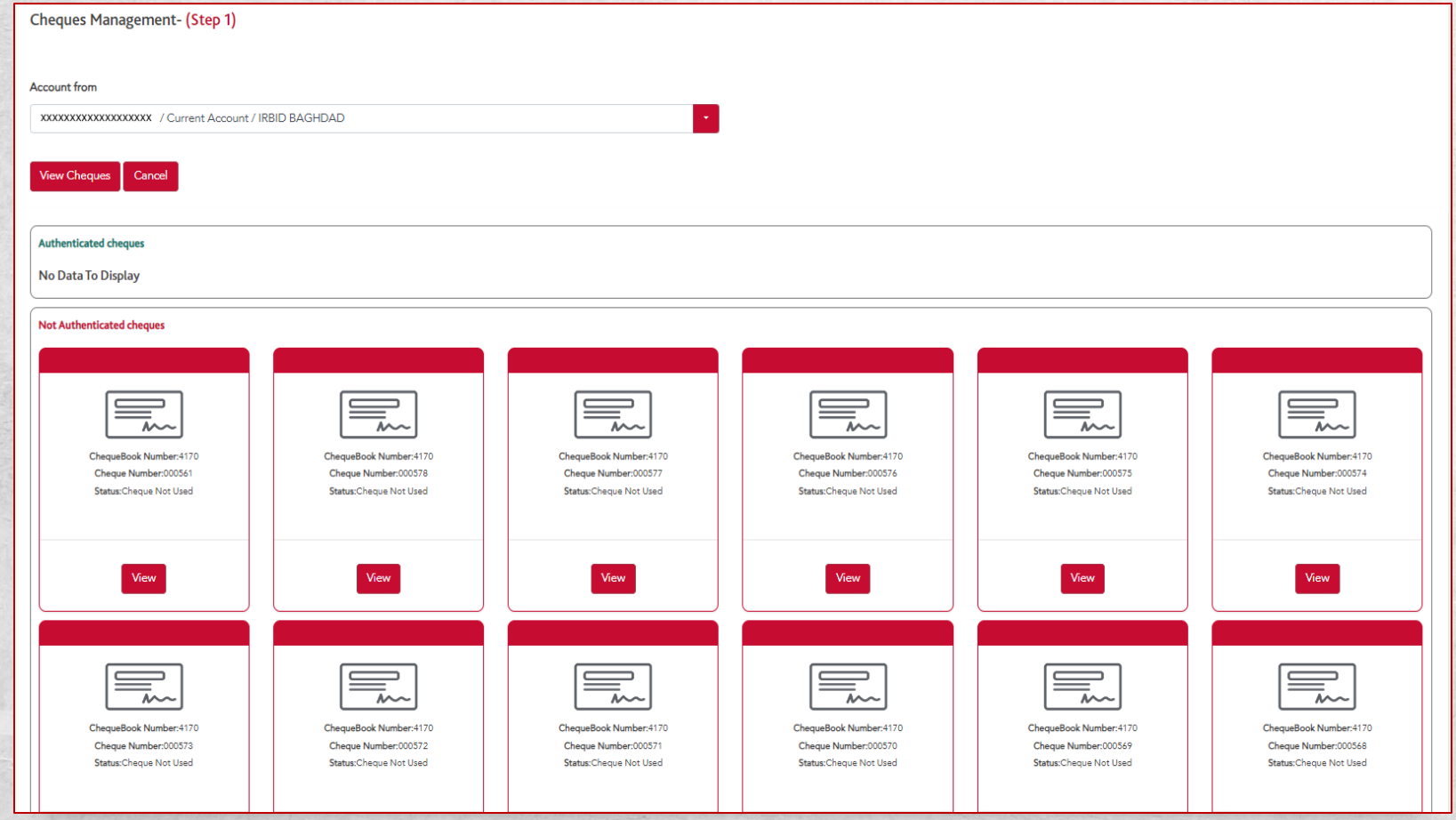
2. From the main menu, choose "My Cheques."
3. Select "Cheque Management," then choose "Cheque Authentication."

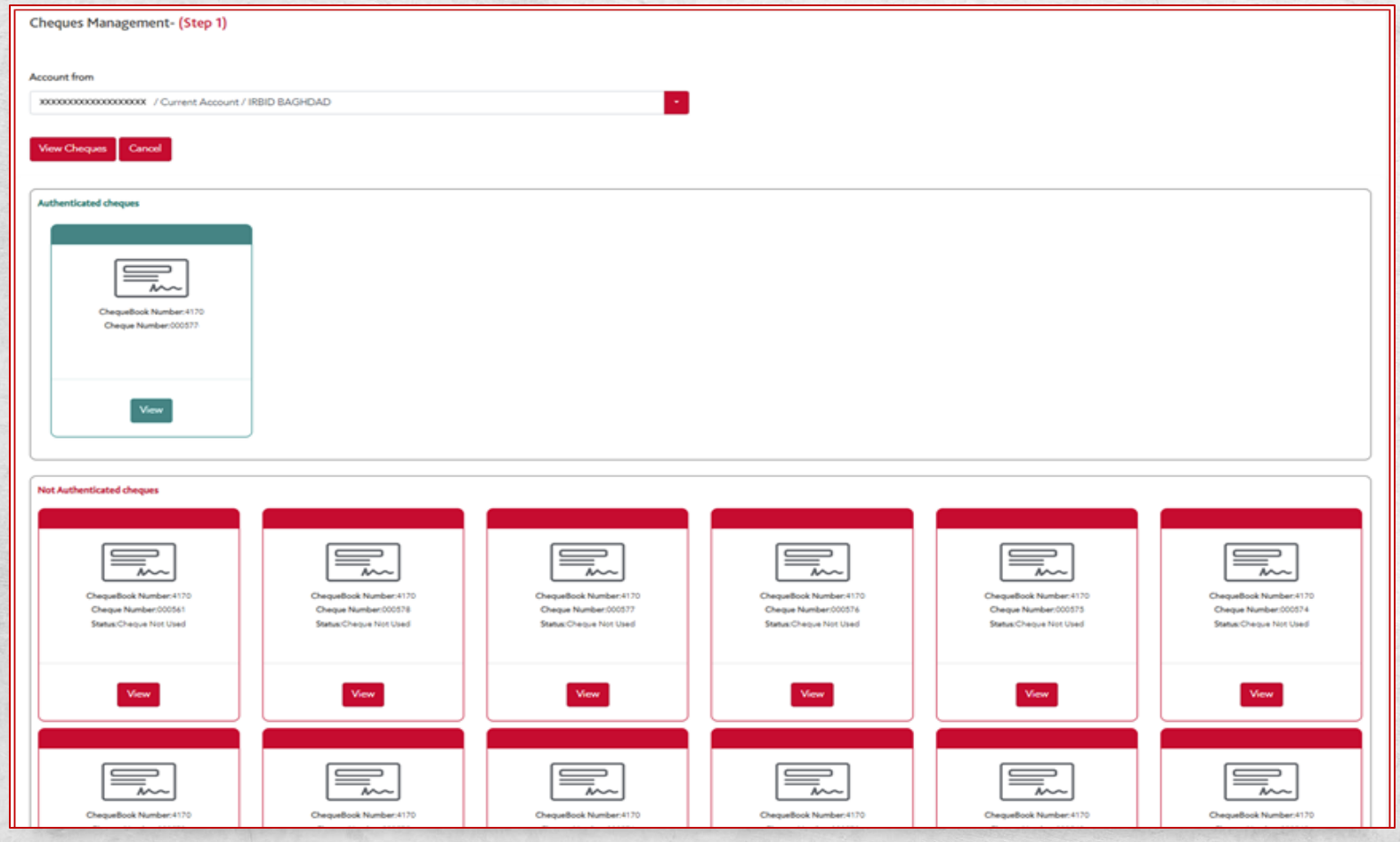


4. The terms and conditions screen for the cheque authentication service will appear. Agree to them and then press the 'Accept' button.

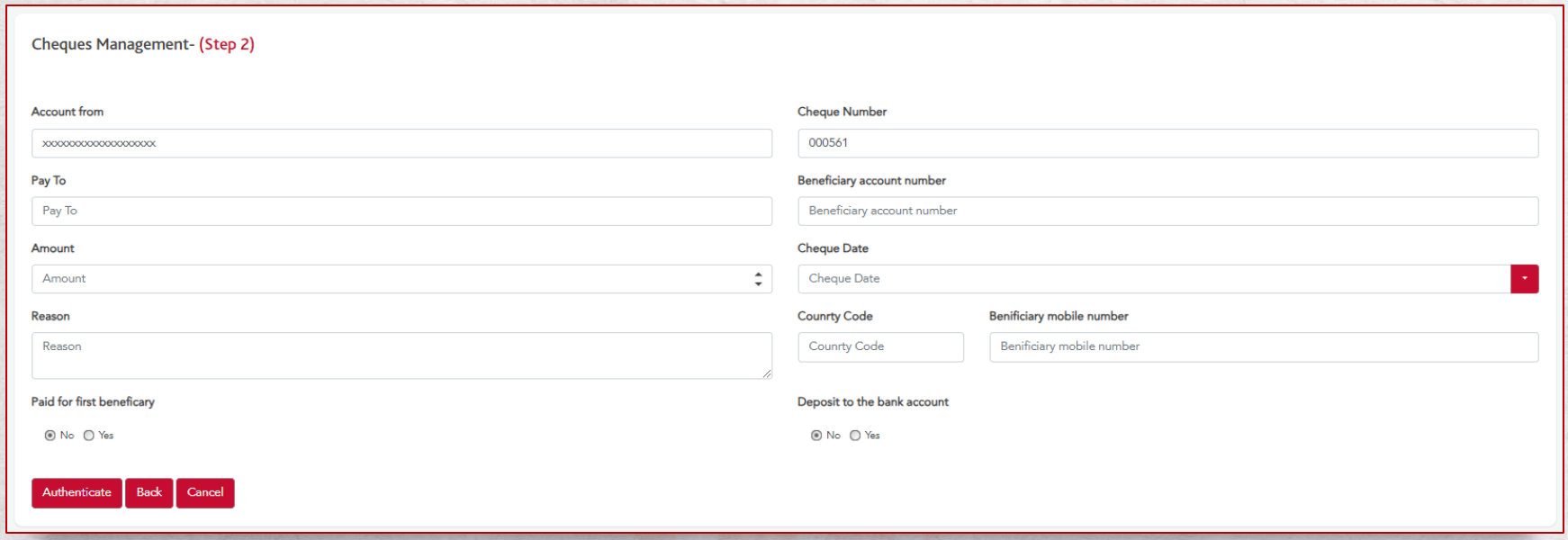


5. Select the current account to which the cheques have been generated, then click on the "display Cheques" button.





6. The system will display a list of cheques from the chequebook issued for the selected account.
7. Authenticated cheques will be shown in green, and you can view their details by clicking the "View" button.



8. After authenticating the cheque, you will show the cheque details in locked fields. You can only edit the phone number. Click the 'Update Phone Number' button, enter the new number, and then click the 'Update Phone Number' button.

Cheques Management- (Step 2)

Account from
xxxxxxxxxxxxxxxxxx

Cheque Number
000561

Pay To
Pay To

Beneficiary account number
Beneficiary account number

Amount
Amount

Cheque Date
Cheque Date

Reason
Reason

Counrty Code
Counrty Code

Benificiary mobile number
Benificiary mobile number

Paid for first beneficary
No Yes

Deposit to the bank account
No Yes

Authenticate Back Cancel

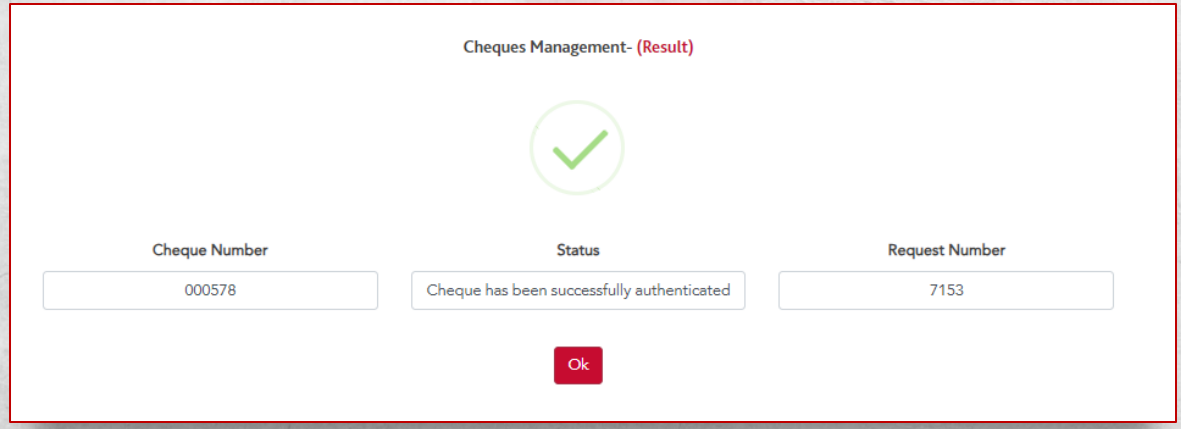
Cheques Management- (Result)

Cheque Number	Status	Request Number
000561	The request has been sent to approval successfully.	7152

Ok

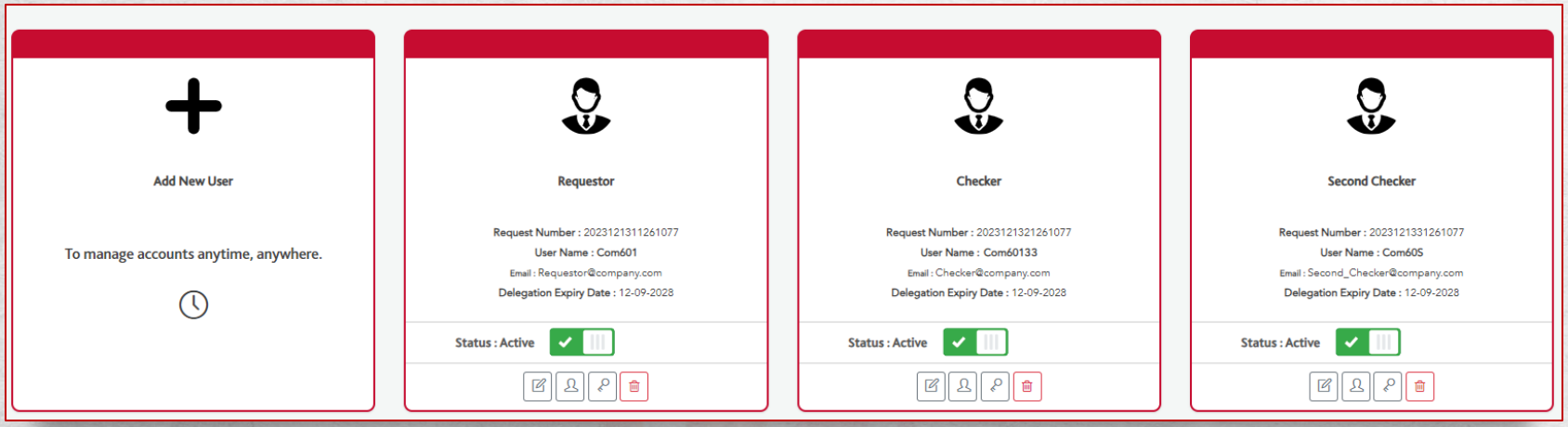
9. To authenticate the cheque, click the 'Cheque Authentication' button below the unauthenticated cheques. The account number and cheque number will be displayed automatically; you need to enter the primary details of the cheque.
   - For the benefit of (Full name of the cheque recipient).
   - Beneficiary's account number.
   - The amount.
   - Cheque date.
   - The reason.
   - Phone number of the cheque beneficiary.

10. Specify whether you want the cheque to be payable to the first beneficiary or if you want it to be deposited into the beneficiary's account, or if they can receive it in cash from the branch.
11. Click on 'Authenticate' button

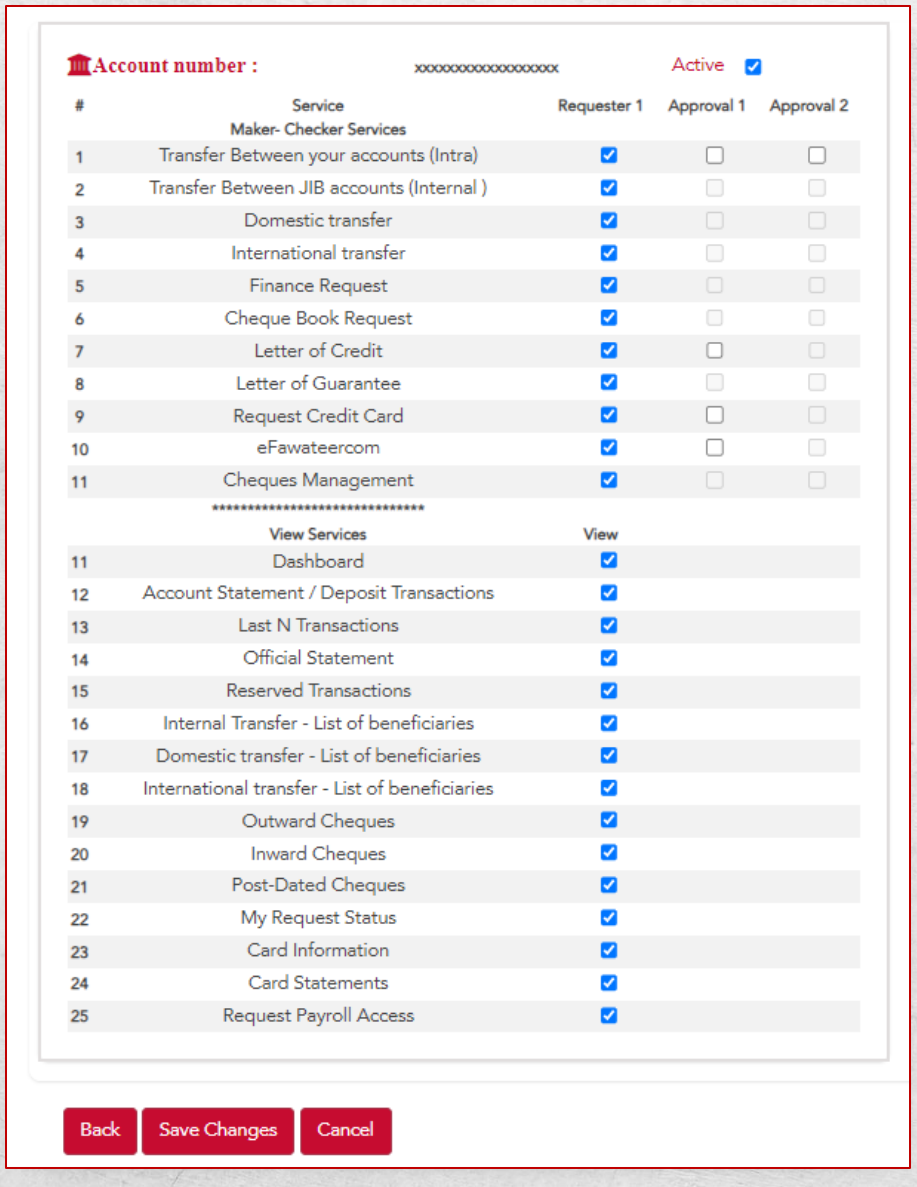


12. The system will indicate that the cheque management process has been completed successfully, and the beneficiary can proceed to cash it at one of the bank branches.

User Permissions



1. Through the main company administrator, define system users and allocate their permissions.

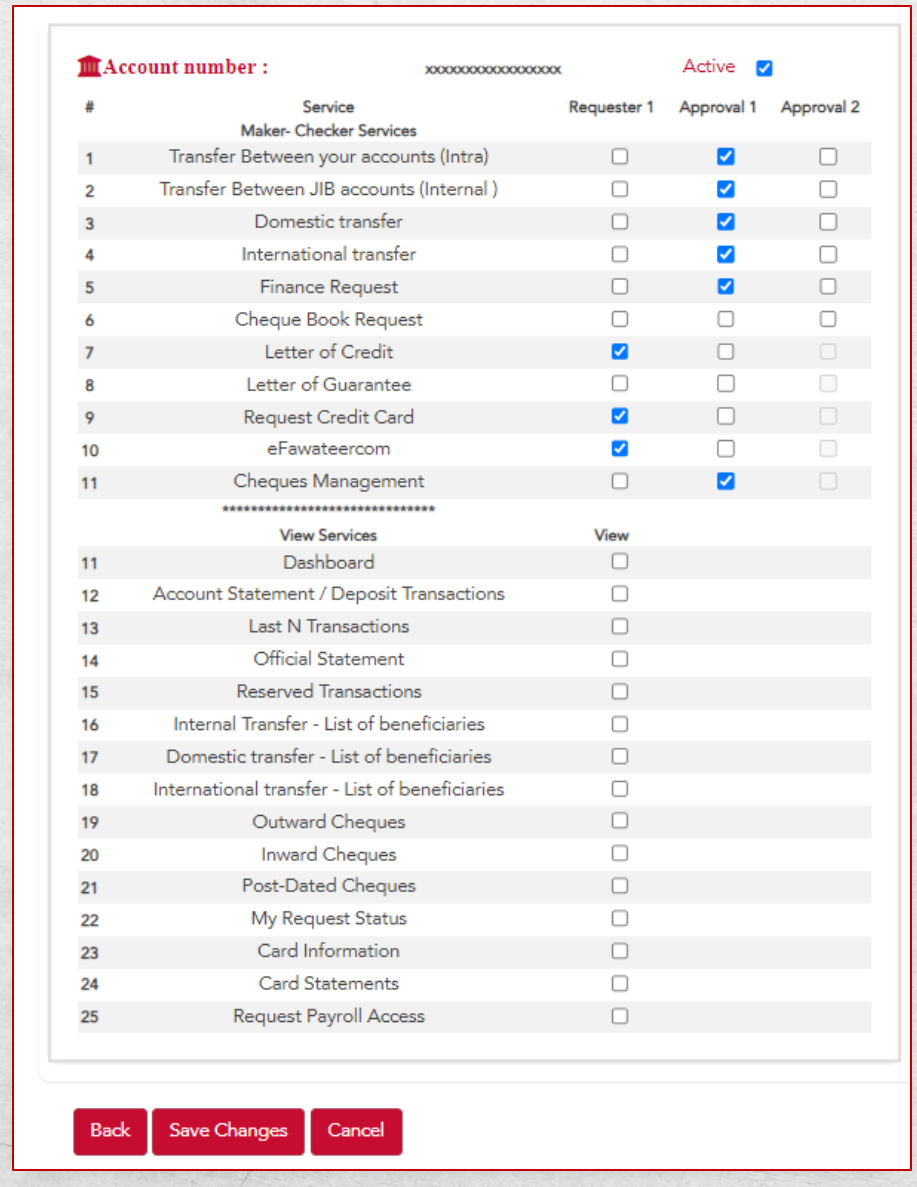


Account number : xxxxxxxxxxxxxxxxxx Active ☑

#	Service	Requester 1	Approval 1	Approval 2
	Maker- Checker Services			
1	Transfer Between your accounts (Intra)	☑	☐	☐
2	Transfer Between JIB accounts (Internal)	☑		
3	Domestic transfer	☑		
4	International transfer	☑		
5	Finance Request	☑		
6	Cheque Book Request	☑		
7	Letter of Credit	☑	☐	
8	Letter of Guarantee	☑		
9	Request Credit Card	☑	☐	
10	eFawateercom	☑	☐	
11	Cheques Management	☑		
	**********			
	View Services	View		
11	Dashboard	☑		
12	Account Statement / Deposit Transactions	☑		
13	Last N Transactions	☑		
14	Official Statement	☑		
15	Reserved Transactions	☑		
16	Internal Transfer - List of beneficiaries	☑		
17	Domestic transfer - List of beneficiaries	☑		
18	International transfer - List of beneficiaries	☑		
19	Outward Cheques	☑		
20	Inward Cheques	☑		
21	Post-Dated Cheques	☑		
22	My Request Status	☑		
23	Card Information	☑		
24	Card Statements	☑		
25	Request Payroll Access	☑		

Back Save Changes Cancel

2. Within the user permissions, enable the "Cheques Management" option for the user you want to designate as an applicant.

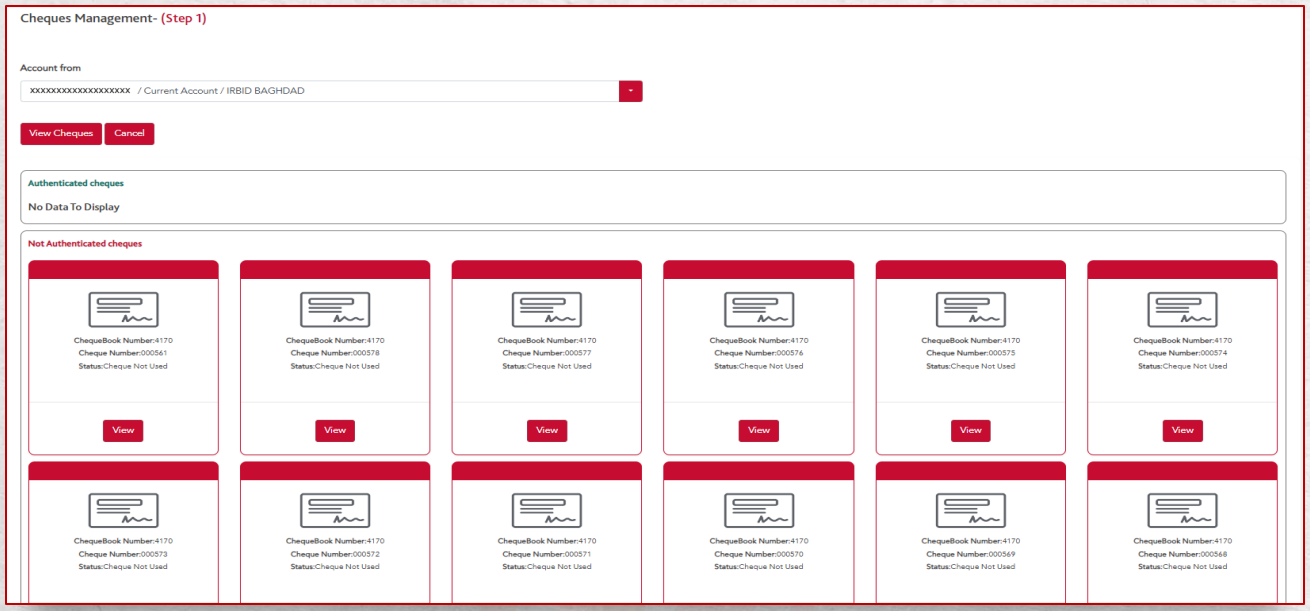


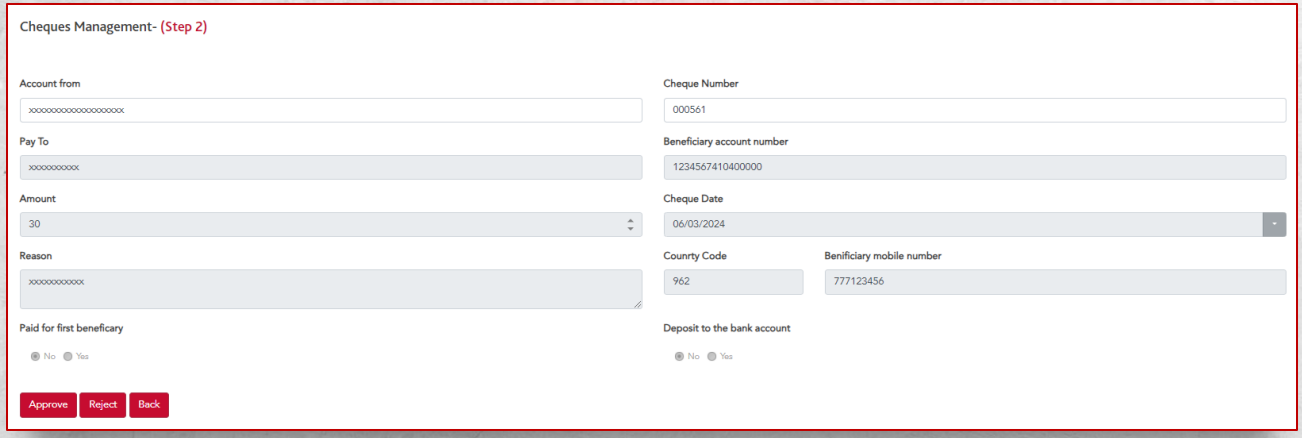
Account number : xxxxxxxxxxxxxxxxx Active ☑

#	Service	Requester 1	Approval 1	Approval 2
	Maker- Checker Services			
1	Transfer Between your accounts (Intra)	☐	☑	☐
2	Transfer Between JIB accounts (Internal)	☐	☑	☐
3	Domestic transfer	☐	☑	☐
4	International transfer	☐	☑	☐
5	Finance Request	☐	☑	☐
6	Cheque Book Request	☐	☐	☐
7	Letter of Credit	☑	☐	
8	Letter of Guarantee	☐	☐	
9	Request Credit Card	☑	☐	
10	eFawateercom	☑	☐	
11	Cheques Management	☐	☑	
	**********			
	View Services	View		
11	Dashboard	☐		
12	Account Statement / Deposit Transactions	☐		
13	Last N Transactions	☐		
14	Official Statement	☐		
15	Reserved Transactions	☐		
16	Internal Transfer - List of beneficiaries	☐		
17	Domestic transfer - List of beneficiaries	☐		
18	International transfer - List of beneficiaries	☐		
19	Outward Cheques	☐		
20	Inward Cheques	☐		
21	Post-Dated Cheques	☐		
22	My Request Status	☐		
23	Card Information	☐		
24	Card Statements	☐		
25	Request Payroll Access	☐		

Back Save Changes Cancel

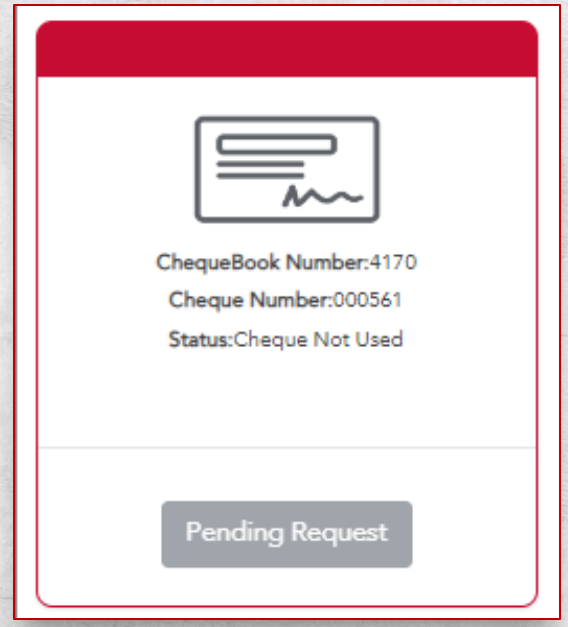
3. Repeat the previous step and assign both the first approval authority and the second approval authority.



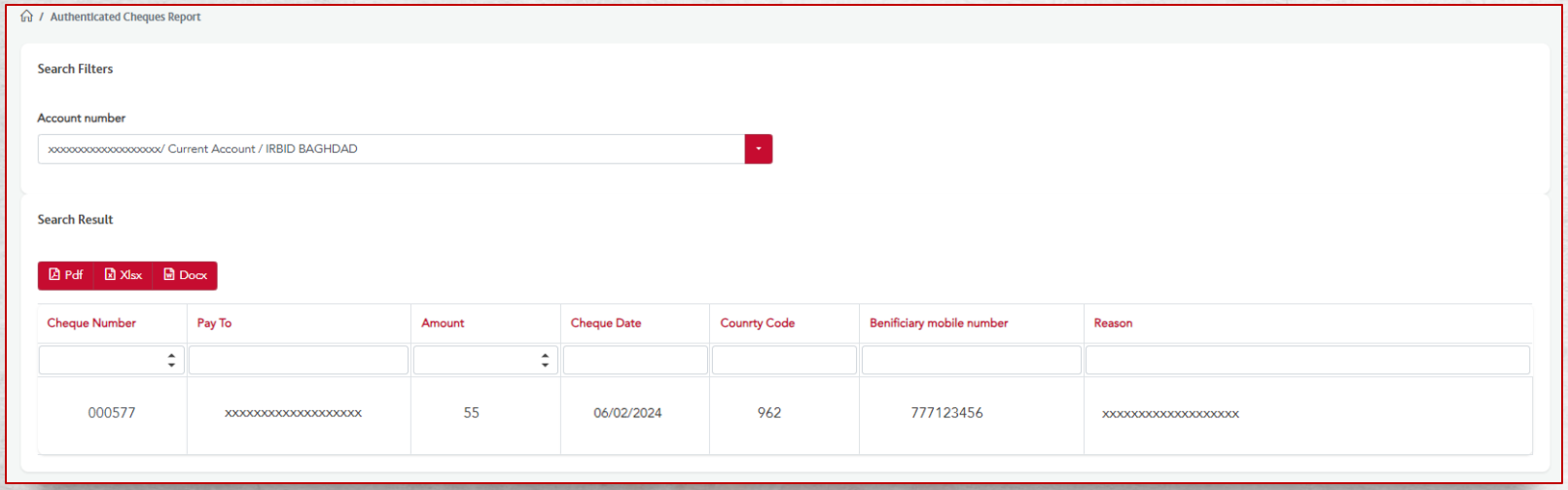


4. After the applicant reviews the cheque and specifies its payment details, the request is sent to the first approval authority.

5. Using the approvals screen, the first approval authority decides to either accept or reject the cheque authentication.
6. The request then moves to the second approval authority; after approval and successful cheque authentication, the status of new requests is updated, and the request becomes among the approved ones.
7. Note: If a cheque is being processed by a user, no other user can make any modifications unless the authentication is rejected by the approver.



Authenticated Cheques Report



1. From the main menu, choose "My Cheques."
2. Select "Cheque Management," then choose "Authenticated Cheques Report."
3. Choose the account associated with the authenticated chequebook. If there are multiple current accounts with authenticated cheques, the preferred account will be displayed.
4. A table will appear with all the details of authenticated cheques (cheque number, beneficiary name, cheque amount, beneficiary account number, and the reason for cheque issuance).
5. You can export the report results in Word, PDF, or Excel formats.