

INITIAL SETTING UP OF MBOS

MBOS ACCESS ROLES

- A SYSTEM ADMIN. ENCODER
- B SYSTEM ADMIN. APPROVER
- C MAKER
- D AUTHORIZER

- 1.Metrobank Head Office will send temporary log In details Of System Admin. Encoder and Approver
- 2.Download Metrobank authenticator in APP store/Play Store.

A. System Admin. Encoder

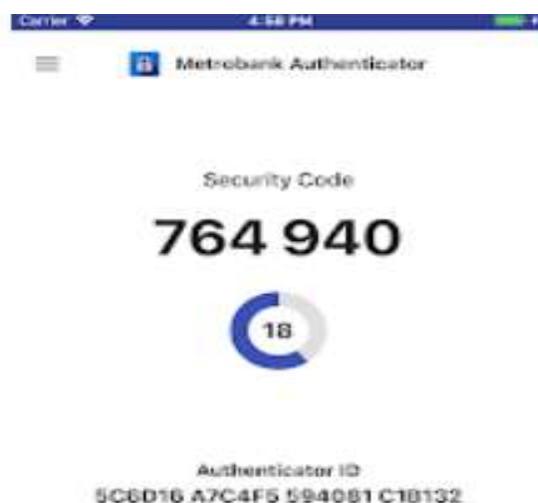
A.1.1 Log in to using System Admin Encoder temporary User name and Password



A.1.2. MBOS will require you to create new User name and Password.

A.1.3. Input all the details.

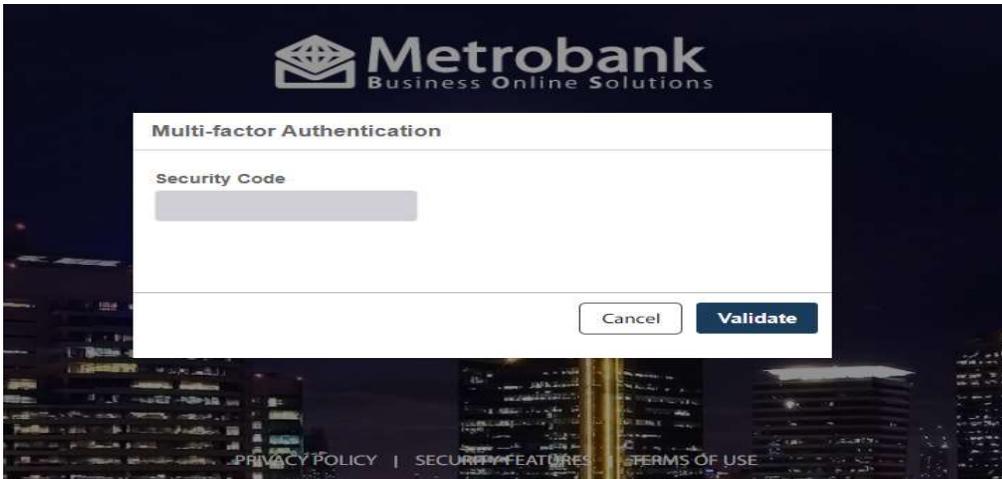
** For the authenticator ID, look for the 24 Alpha-Numeric Authenticator ID in in Metrobank App then input it in the space provided.



** Image is for reference only.

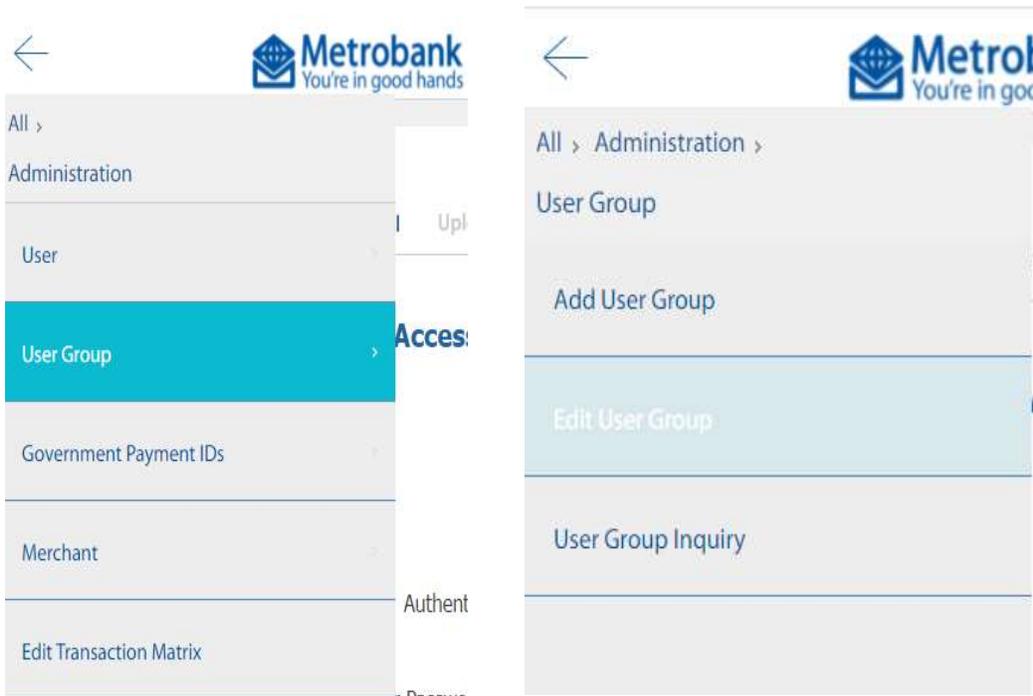
A.1.4. Once done, Log out and log in using the new user name and password.

A.1.5. MBOS will ask for the Multi-Factor Authenticator Security Code.



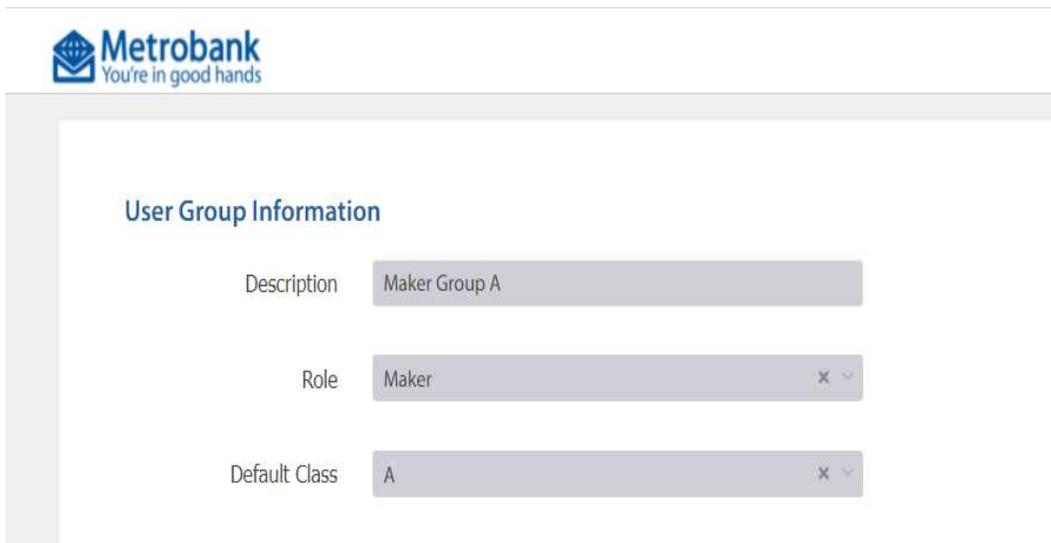
A.1.6. Input the 6 - Digit code found in Metrobank authenticator App.

A.1.7. Go to the Menu option on the upper left side.
Select Administration> User Group>Add User Group



A.1.8. Input the details then select account and the Services applicable, then select next step.
Review and select Submit.

* Input " A" In the Class box





Services

<input type="checkbox"/>	Service	Allowed Accounts	
<input type="checkbox"/>	Account Information	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Bank Statement of Account	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Transaction History	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Check Status Inquiry	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Checkbook Stock Request Class <input type="text" value="A"/>	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Own Account Funds Transfer Class <input type="text" value="A"/>	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Interest Rates Inquiry		
<input type="checkbox"/>	To Another Metrobank Account Class <input type="text" value="A"/>	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Domestic or Foreign Transfer Class <input type="text" value="A"/>	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Payroll Class <input type="text" value="A"/>	<input checked="" type="radio"/> All	<input type="radio"/> Specific
<input type="checkbox"/>	Pay Bills	<input checked="" type="radio"/> All	<input type="radio"/> Specific

A.1.9. Add User Group for Authorizer by Repeating the same procedure of A.1.7. and A.1.8. but make the Description as follows.



User Group Information

Description

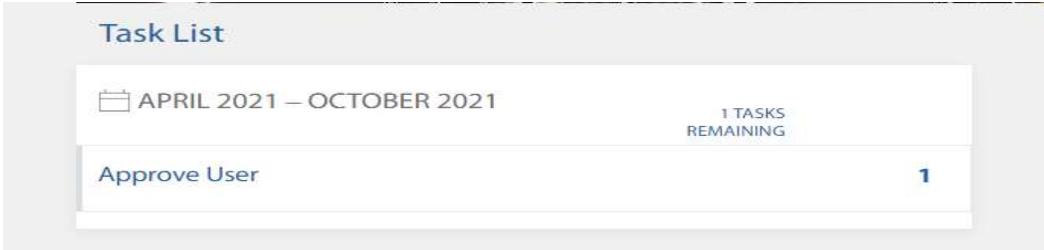
Role x v

Default Class x v

Once done, Log in using System Admin Approver.

B. System Admin. Approver

- B.1.1. Log in to using System Admin Approver temporary User name and Password
- B.1.2. MBOS will require you to create new User name and Password.
- B.1.3. Input all the details.
** For the authenticator ID, look for the 24 Alpha-Numeric Authenticator ID in Metrobank App then input it in the space provided.
- B.1.4. Once done, Log out and log in using the new user name and password.
- B.1.5. MBOS will ask for the Multi-Factor Authentcator Security Code.
- B.1.6. On the Task List Section Click the list of pending Tasks.
 - * By this time there must be 2 request for approval.
 - **The request for User Group Maker and User Group Authorizer.



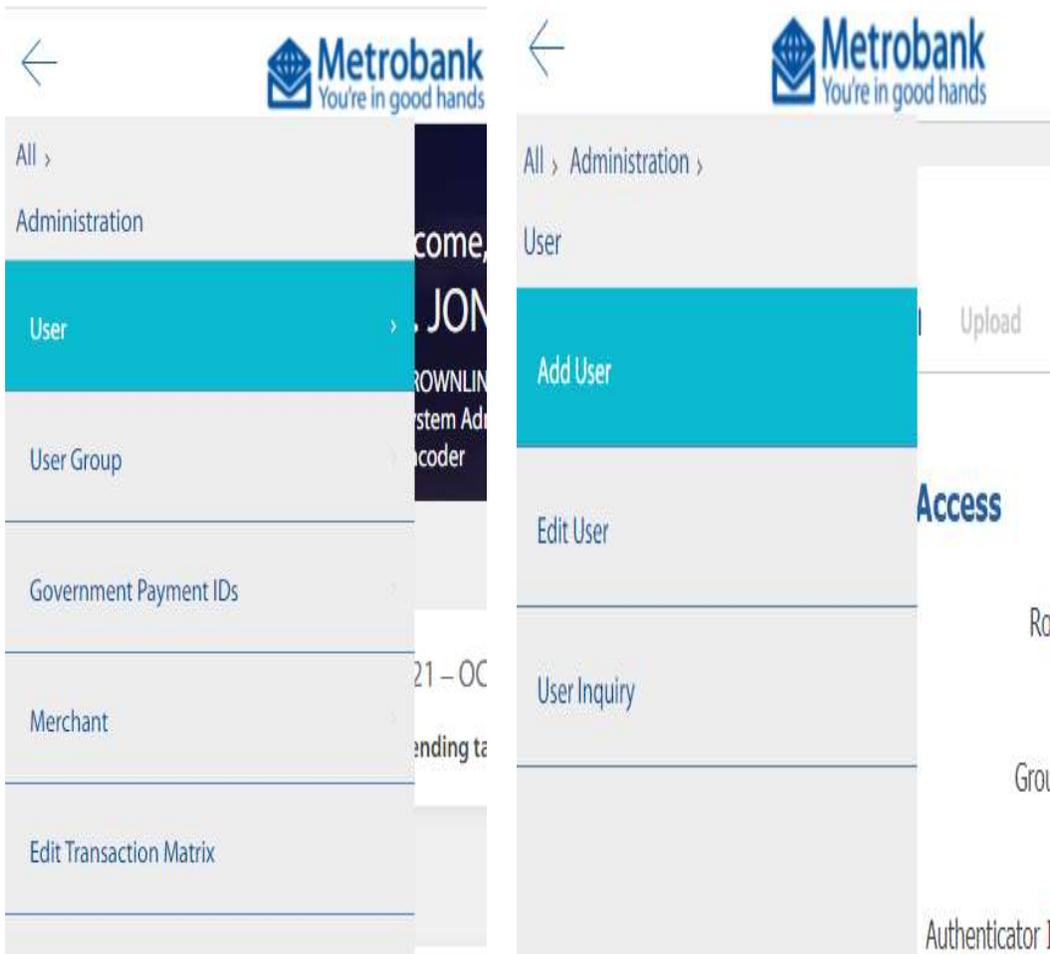
****Image is for reference only.**

- B.1.7. Select all 2 pending task then click approve and submit.

Once done, Log in to System Admin Encoder. Now you will create Maker and Authorizer account.

A. System Admin. Encoder

- A.2.1. Log in to System Admin. Encoder
- A.2.2. Go to the Menu option on the upper left side.
Select Administration> User>Add User



A.2.3. Input the details to create Maker account

Manual Upload

User Access

Role: Maker

Group: MAKER GROUP A

Authenticator ID:

User Password Expiry: 365 Days

Personal Details

First Name:

Middle Name:

Last Name:

Email:

Mobile Number:

Next Step Save And Add Another

** For the authenticator ID, look for the 24 Alpha-Numeric Authenticator ID in Metrobank App of the assigning Maker then input it in the space provided.

A.2.4. Click next step and submit.

*** Repeat the process if you will create multiple Maker and Authorizer account.

A.2.5. Once done, create Authorizer account. Repeat the process to create Authorizer account.

Manual Upload

User Access

Role: Authorizer

Group: AUTHORIZER GROUP A

Authenticator ID:

User Password Expiry: 365 Days

Personal Details

First Name:

Middle Name:

Last Name:

Email:

Mobile Number:

Next Step Save And Add Another

After creating Maker and Authorizer account, log out and sign in to System Admin approver.

B. System Admin. Approver

- B.2.1 Log in to System Admin Approver
- B.2.2. MBOS will ask for the Multi-Factor Authenticator Security Code.
- B.2.3. On the Task List Section Click the list of pending Tasks.
- B.2.3. Select all pending task then click approve and submit.

Assigned Maker and Authorizer will receive email with temporary User name and password.

C. Maker

- C.1.1 Log in to using Maker temporary User name and Password
- C.1.2. MBOS will ask for the 6-Digit security code
 - ** Make sure that the Authenticator ID is the same with the authenticator ID Input by the system admin Encoder for Maker account**
 - *** If error occurs, double check the Authenticator ID provided by the System Admin encoder**
- C.1.3. MBOS will require you to create new User name and Password.
- C.1.4. Input all the details.

D. Authorizer

- D.1.1 Log in to using Authorizer temporary User name and Password
- D.1.2. MBOS will ask for the 6-Digit security code
 - ** Make sure that the Authenticator ID is the same with the authenticator ID Input by the system admin Encoder for Authorizer account**
 - *** If error occurs, double check the Authenticator ID provided by the System Admin encoder**
- D.1.3. MBOS will require you to create new User name and Password.
- D.1.4. Input all the details.