

New User at BSNeBiz (new) : Applicant & Corporate Administrator

1st Step

Organization

START

Select New Application via www.bsnebiz.com.my

Fill all information (Company Info, Contact Person, **Corporate Administrator**, Services ect.)

Download the Service Level Agreement (SLA) Sign & submit to UKB Negeri

Upon successfully of the application the organization/ user will received an email confirmation

FINISH

2nd Step

Organization Corporate Administrator (CA)

START

Will received an email contain User Name & instruction to call BSN Contact Centre for Activation

CA to call BSN Contact Centre for Activation. (Tel : 1300 88 1900)

CA will received a Temporary Password via SMS or Email

FINISH

3rd Step

Corporate Administrator (CA)

START

Perform 1st Time Login:

- Enter the User Name & Temporary Password
- Change the Password
- Select Corporate Administrator
- Set the Secret Phrase
- Set the Secret Question

Select Maintenance & Select Create:

- Create Single User (if No Workflow)
- Create Initiator/Approver (if with Workflow)

Select Services Allow. Click arrow to move from left to right

Select Account Number Allow. Click arrow to move from left to right

All created user will received 2 separate emails contain User Name & Temporary Password

FINISH

New User at BSNeBiz (new) : Single User/Initiator/Approver

1st Step

Perform 1st Time Login:

Single User/Initiator/Approver

- Enter the User Name & Temporary Password
- Change the Password
- Select Corporate User
- Set the Secret Phrase
- Set the Secret Question

If the user role is Initiator

If user role is Single User / Approver :
Please proceed to perform **Device Pairing**



Proceed to Login

Proceed to Login

2nd Step

Device Pairing

