



# Al Ahly Net User Guide

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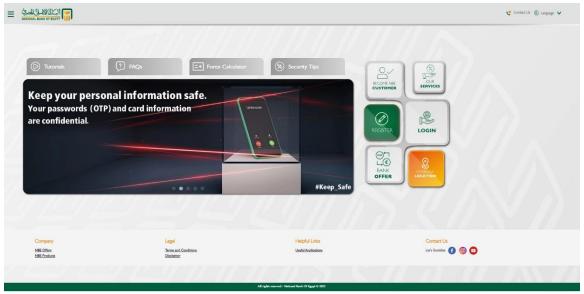


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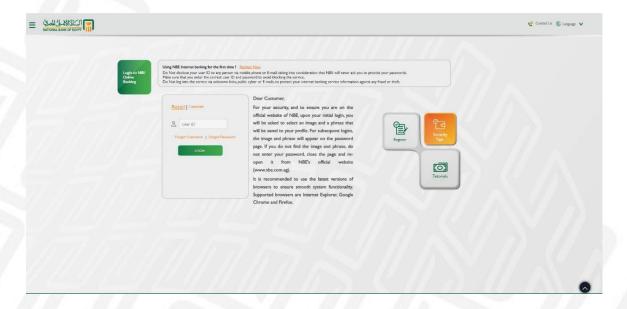
# **Login to Al Ahly Net (Retail Customers)**

To access Al Ahly Net service, please visit www.nbe.com.eg, then click "Al Ahly Net" login sitting on the right-hand side of screen.



#### **Entry of User ID**

- Select "Retail" to access Al Ahly Net Retail service.
- Enter your user ID sent to your email. Alternatively, the user ID can also be obtained through contacting (19623).
- Click "Login" and enter your password to access the service (Kindly don't share your Password with anyone)

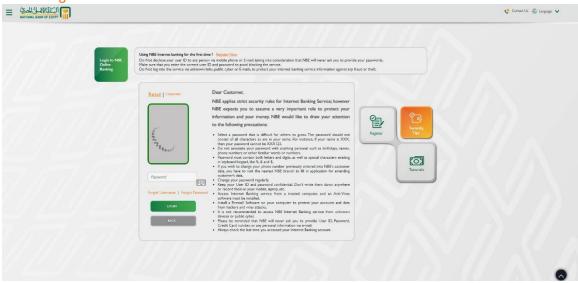




#### **Entry of password**

After that, the password screen appears, where you shall ensure that you enter the exact password.

- Enter the password in the same order received in the SMS (Kindly don't share your Password with anyone)
- Stick to capital and small letters.
- Enter the special characters such as \_, %, #, \$, @ as received and in the same order.
- Press "Login" at the bottom of the screen to access the service.



# Change of password

The system displays the instructions of changing password. Please read these instructions carefully and follow them.

The password shall be changed according to the relevant rules stated in the same screen.

You can use the virtual keypad to enter the password.

#### **Terms and conditions**

After verifying the user ID and entering the password, the screen displays the terms and conditions of the service. Please read these terms and conditions carefully, then press the button "Accept" on the bottom left corner of the screen.

#### Selection of security image/phrase

A screen to select the security login image/phrase appears. The security image/phrase can be changed by pressing "Change image" / "Change phrase", where multiple security images and phrases are displayed so that you can choose your preferred image/phrase, then press "Confirm"

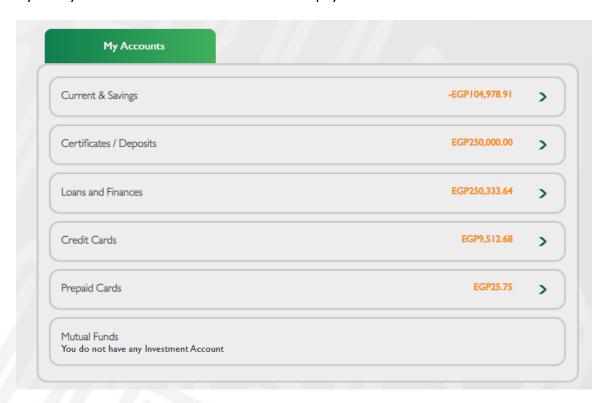


## **Dashboard**

Dashboard includes many Widgets that enable you to view your products and follow up your balances, most importantly:

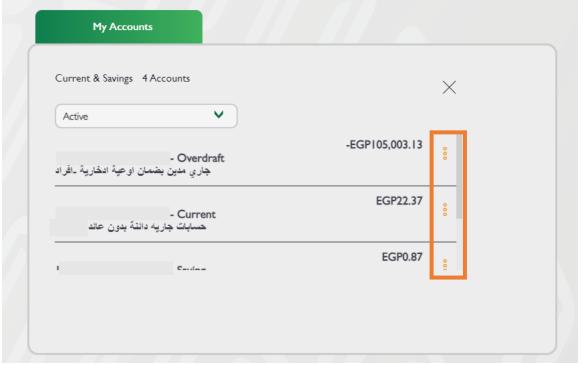
#### My accounts

This Widget enables you to see your products including accounts/ certificates and deposits/ loans and finances/ credit cards/ prepaid cards/ mutual funds. Upon tapping the arrow next to each product type, a summary of all your account or card numbers will be displayed.



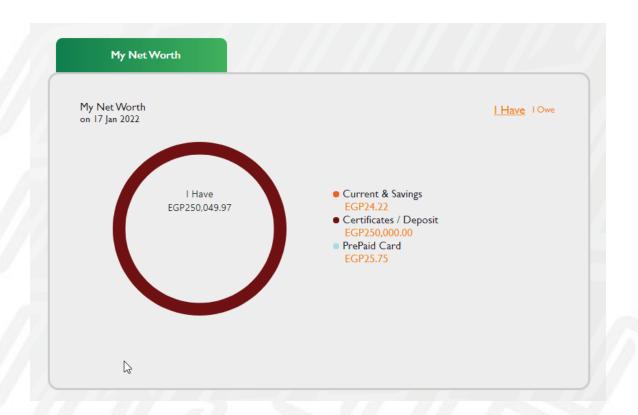


You can also directly access the product details via quick access menu next to each product.



# My net worth

This Widget enables you to see an overview chart of your total assets and total liabilities (debit amount)

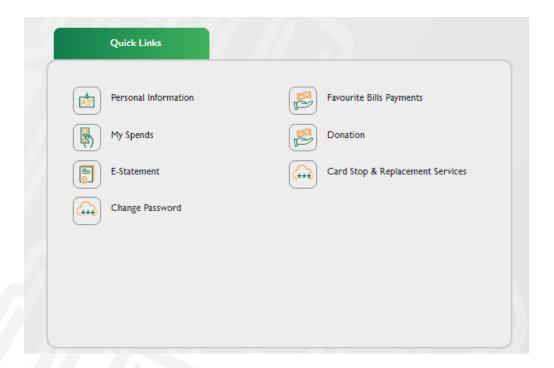




#### **Quick links**

Quick links allow you to access the frequently used services, including:

- Personal information
- Favorite Bill Payment
- My Spends
- Donation
- E-Statement
- Stop Card Services
- Change password



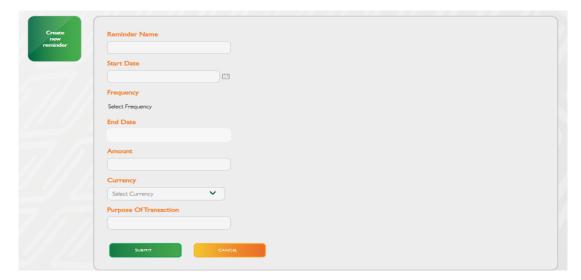
#### "Reminders" service

It is a new special service that enables you to set reminders with various frequencies through access to the "Reminders" service Widgets from Dashboard and follow these steps:

- Create
- Enter reminder's name
- Select start/ end dates/Frequency



- Enter the amount and select its currency
- Enter the purpose of transaction

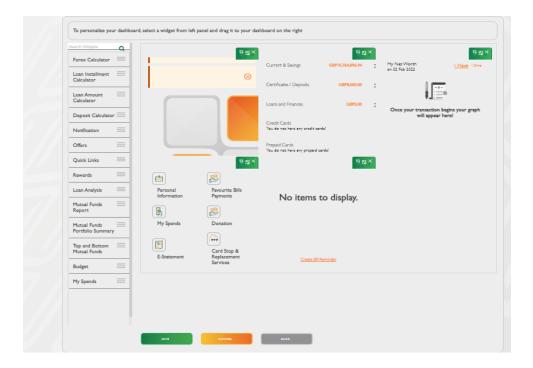




You can also "remove/edit" any reminder by clicking on its name and choose to edit or remove it.



You may amend your Dashboard by having access to "Account Settings" then "Personalize Dashboard" and select the Widgets that facilitate the usage of Al Ahly Net for you.



# **Main Menu**

Main Menu contains all services you can use over Al Ahly Net. All these services will be detailed herein as below:

#### **Accounts Menu**

Accounts Menu includes customer products including current and savings accounts, certificates savings products, and loans. Our customers can view the details of these products by having access to the Main Menu and selecting "Accounts", then select the products to be inquired about. The details of these products are as follows:

# **Current and Savings Accounts**

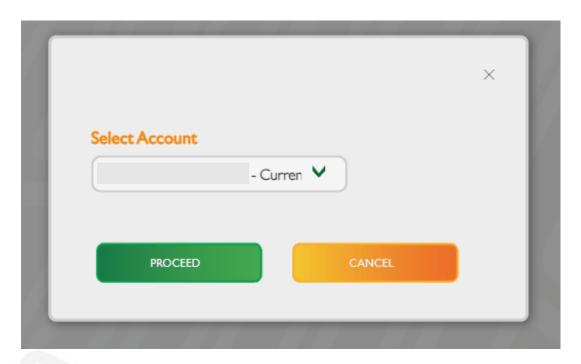
This menu enables you to view different accounts and relevant services, including:

- Account Details
- Account Activity
- Cheque Status Inquiry
- Cheques Under Collection
- Open a New Sub Account
- Consolidated e-statement

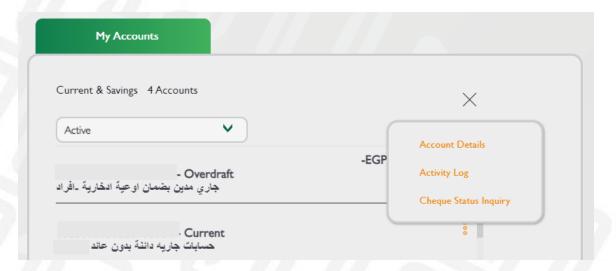


Through this screen, you may review and access your account details using one of the below ways:

Select Main Menu > Accounts > Current and Savings Accounts > Current and Savings Account Details.
 Select the account to be inquired about from the drop-down menu "Select Account", then click "Proceed".



Through Dashboard > My Accounts from the side menu, then click "Account details"



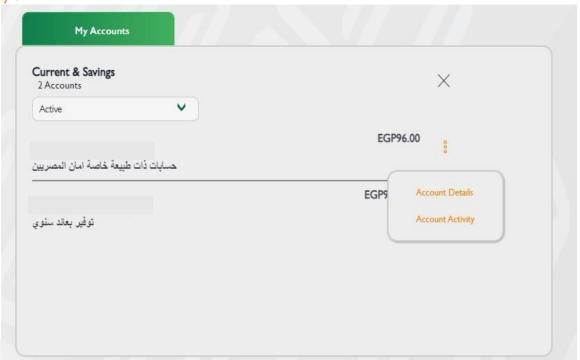
This service enables you to inquire about your account balances, account status, equivalent account amount in foreign currency, set-aside amounts as outlined in the above image.



# **Account Activity**

You can view your account activity through this screen using one of the below ways:

- Select Current and Savings Accounts from the main menu and click "Account Activity".
- Through Dashboard, click the side menu next to each account from "My Accounts" and click "Account Activity".



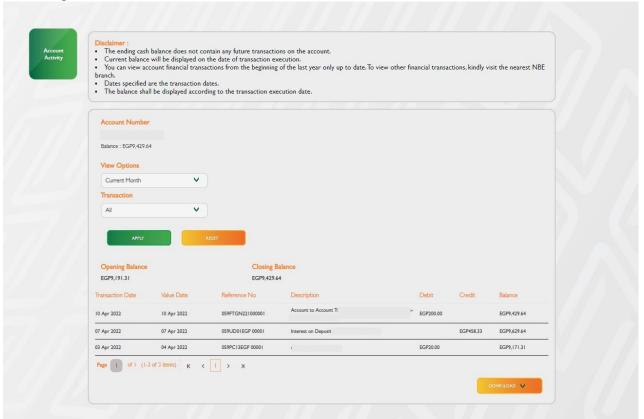
The system automatically displays the account activity for the current month and the Customer's primary account. The Customer may customize search parameters by following these steps:

- Select the account you wish to view its data and select one of the search parameters:
  - Current month
  - o Previous month
  - o Previous quarter
  - Date range (enter "from date" and "to date")
- Transaction type:
  - Debit transactions only (debit)
  - Credit transactions only (credit)
  - o Both debit and credit transactions
- Sorting to display financial transactions according to the following data:
  - Value date "Actual execution date"
  - Balance " Post-transaction balance"

You are also allowed to order the sorting to display the sorted information in a descending or an ascending order.



After clicking "Apply", the screen will display account number, currency, financial transactions opening and closing balances, at the bottom of financial transactions as outlined below.



You can also download a PDF statement of the viewed account activity by tapping "Download".

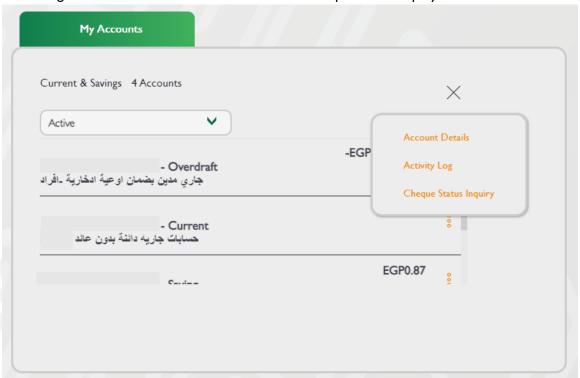


#### **Cheque Status Inquiry**

Cheque Status Inquiry service is accessible through Main Menu > Accounts > Current and Savings Accounts > Cheque Status Inquiry;



Or through Dashboard > Accounts > Side Menu > Cheque Status Inquiry

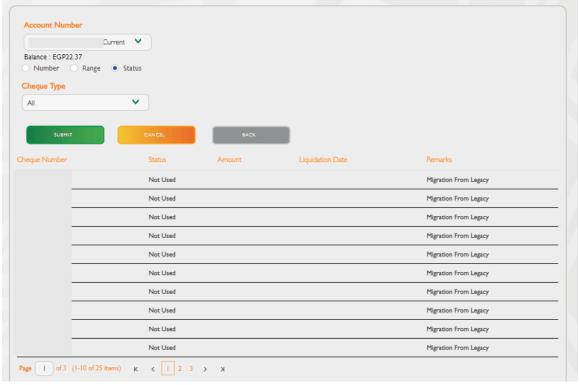


You can inquire about the cheques that you have issued through the following steps:

- Select the source account from the drop-down menu at the field "Account Number".
- Select the inquiry manner from the available options (cheque number/ specific range of cheque numbers/ cheque status)



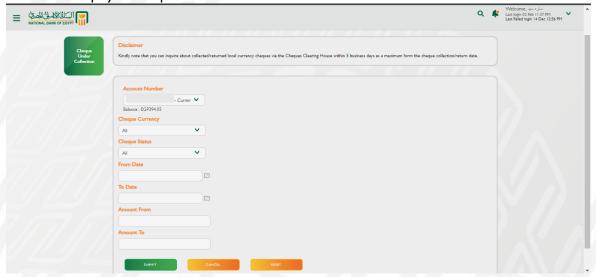
• Enter cheque number/ specific range of cheque numbers/ status of cheques to be inquired about.



#### **Cheques Under Collection**

To inquire about cheques under collection, go through Main Menu > Accounts > Current and Savings Accounts > Cheques Under Collection, then select the following:

- Account number
- Cheque currency
- Cheque status
- From date To date
- Amount from Amount to
- Click "View" to display all cheques under collection that are related to the account.



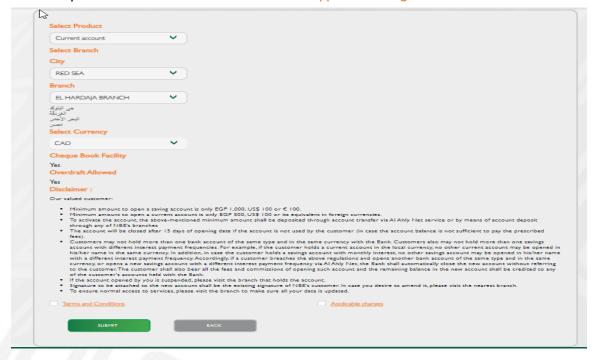


#### **Open New Sub Account**

This service enables you to open a new sub account, provided that both accounts are not of the same type or currency, or are of the same type but with different frequency of interest payment.

The service is accessible through Main Menu > Accounts > Current and Savings Accounts > Open New Sub Account. The account is opened according to the following parameters:

- "Select Product" the type of the desired account type (savings account/current account)
- Select the "city" and account "branch"
- "Select currency" as per the account type
- Tick for acceptance of "Terms and Conditions" and "Applicable charges"



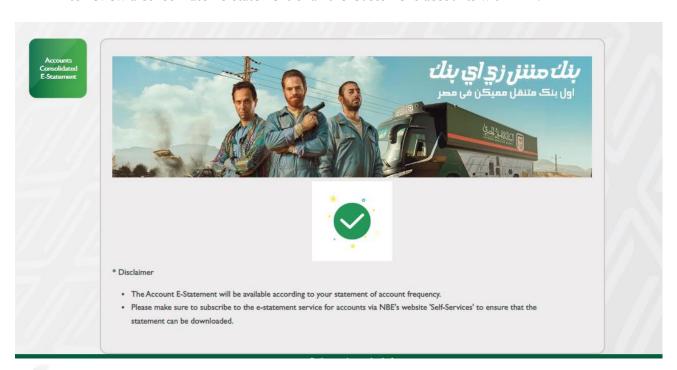
Then, click "Submit" to show the review screen for reviewing the entered information then click "Confirm".



#### **Consolidated E-Statement**

The service is accessible through Main Menu > Accounts > Current and Savings Accounts > Consolidated E-Statement.

You may subscribe to the consolidated e-statement service via NBE website that enables the Customer to review a consolidated e-statement of all the Customer's accounts with NBE.



# **Certificates/ Deposits Menu**

This Menu enables you to view your deposits and certificates, and purchase/ amend/ redeem deposits and certificates. This Menu comprises the following:

- Deposits/Certificates Details
- Open Deposits/Certificates
- Deposits/Certificates Activity
- Redeem Deposits/Certificates
- Amend Deposits/Certificates

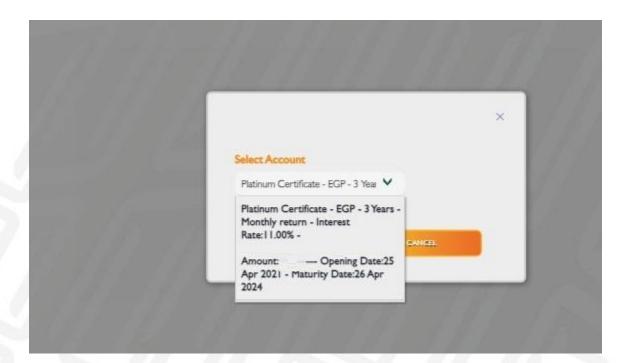


this screen displays detailed information on each certificate/ deposit separately. This screen is accessible either through:

• Dashboard > My Accounts from side menu, then click "View Details";

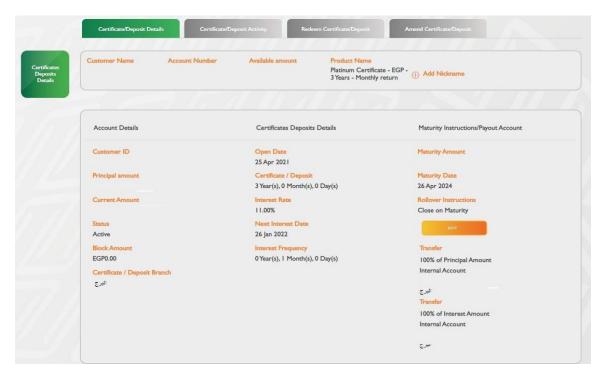


 Main Menu > Accounts > Certificates/ Deposits > Certificates/ Deposits Details, then select the certificate/ deposit to be inquired about from the drop-down menu as outlined below:





The system displays the details of certificate/ deposit, showing the following:



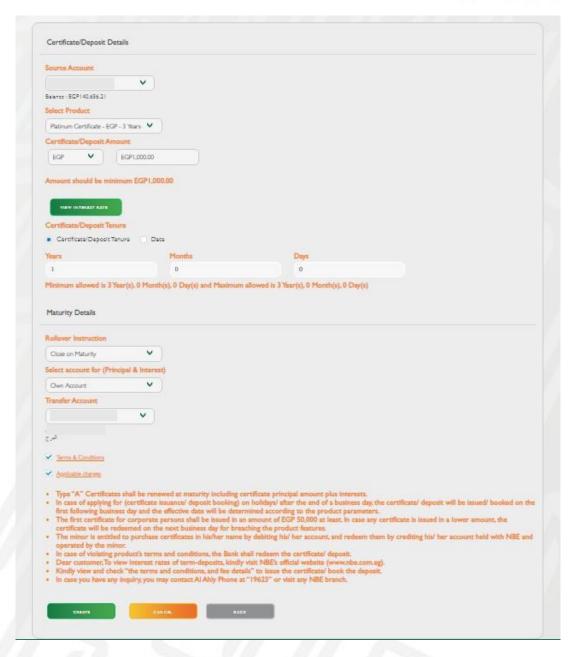
# **Open Certificates/ Deposits**

This screen allows you to purchase certificates and book deposits via Al Ahly Net. Click Main Menu > Accounts > Certificates/ Deposits > Open Certificates/ Deposits then select the desired certificate/ deposit.

After "Open Certificates/ Deposits" screen is displayed, fill in the following mandatory fields:

- Source account
- Choose product
- Certificate/ Deposit amount
- Certificate / Deposit tenor
- Maturity instructions and payout account
- Tick for acceptance of terms and conditions and Applicable charges, then click "Submit".





After tapping "Submit", click "Confirm" after reviewing the issuance information. A screen confirming the completion of opening the deposit/certificate is displayed.



## **Certificates/ Deposits Activity**

This screen enables you to view certificate/ deposit activity. It is accessible either through:

• Dashboard > My Accounts from the side menu, then click "View Activity" to display the activity of certificate/ deposit to be directly selected.



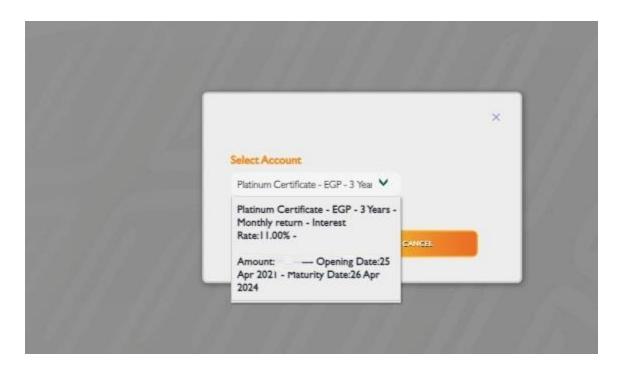
 Main Menu > Accounts > Certificates/ Deposits > Certificates/ Deposits Activity, then select the certificate/ deposit to be inquired about from the drop-down menu as outlined below:





#### **Redeem Certificates/ Deposits**

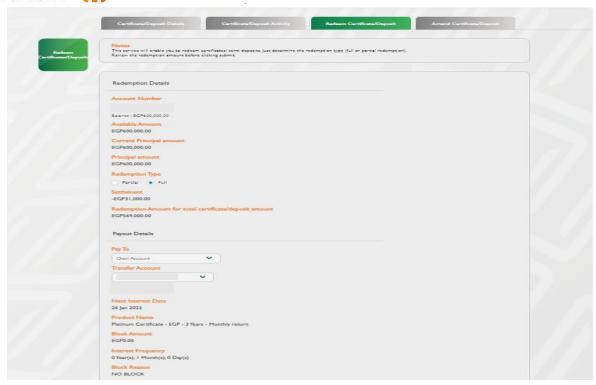
This screen allows for certificate/ deposit redemption via Al Ahly Net. Click Main Menu > Accounts > Certificates/ Deposits > Certificates/ Deposits Redeem, then select the relevant certificate/ deposit from the drop-down menu as outlined below:



A screen containing all certificate/ deposit information is displayed. This screen allows you to select the following:

- Type of redemption "partial/full"
- Amount to be redeemed
- Payout account to receive the redemption amount of the deposit/certificate on





Afterwards, click "Redeem" then "Confirm" to execute the redemption.

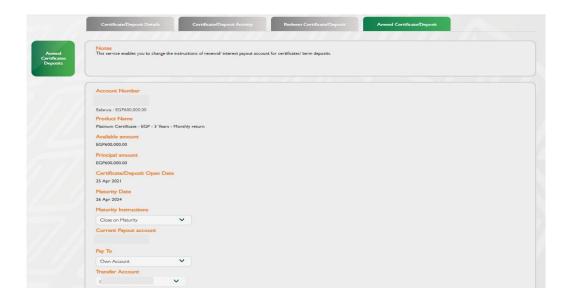
## **Amend Certificates/ Deposits**

This screen allows for amending certificates/ deposits/ savings products via Al Ahly Net. Click Main Menu > Accounts > Certificates/ Deposits > Amend Certificates/ Deposits, then select the relevant certificate/ deposit from the drop-down menu as outlined below:





You can amend the maturity instructions to close it on maturity or renew the principal amount and pay out interest. You can also amend the payout account and click "Confirm" to execute the amendment.



# **Loans**

The service is accessible through Main Menu > Accounts > Loans and Finances, providing you with the following:

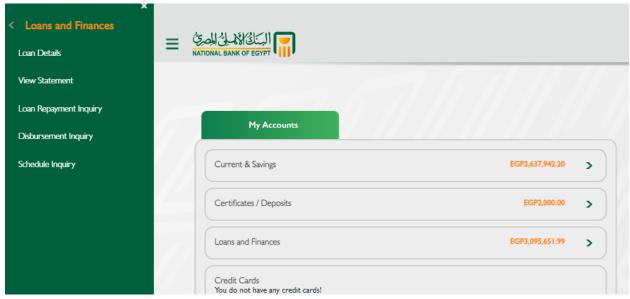
- Loan Details Inquiry
- View Statement
- Loan Repayment Inquiry
- Disbursement Inquiry
- Schedule Inquiry

# **Loan Details Inquiry**

You can inquire about loan/ finance details on this screen, by clicking Main Menu > Accounts > Loans and Finances > Loan Details.

Or from Dashboard /Accounts / Loans and finances then choose loan number about which you need to inquire to find: finance amounts/ repayment/ installments/ late payment details are displayed.

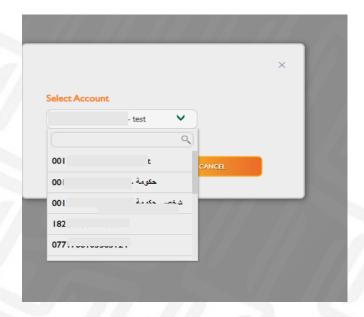




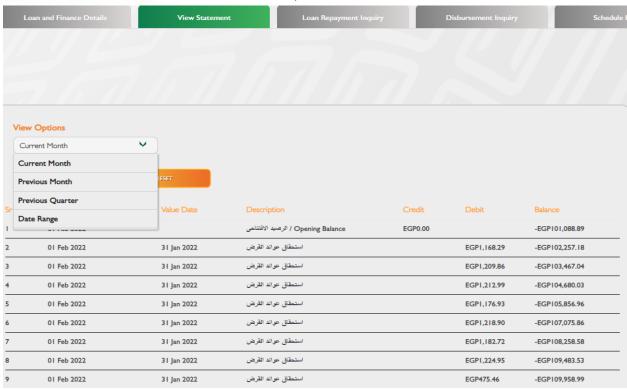
#### **View Statement:**

This screen displays all details of loan/ finance statement like (transaction date - value date - Balance- etc.). Inquiries can be based on the following search parameters:

- Select loan account number to be inquired about.
- Select search period (current month/ previous month/ previous 3 months/ enter specific period ("from date" and "to date").



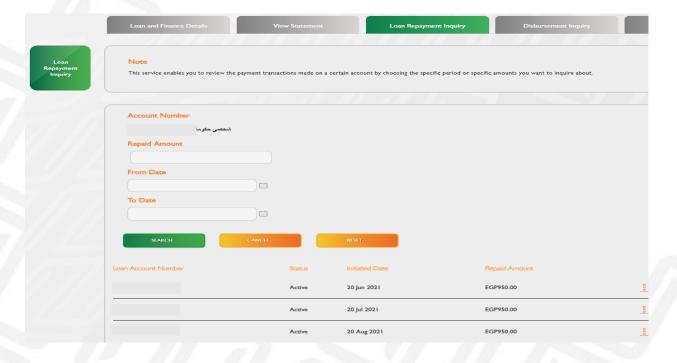




## **Loan Repayment Inquiry**

This screen enables you to inquire about loan repayment as indicated in the below steps:

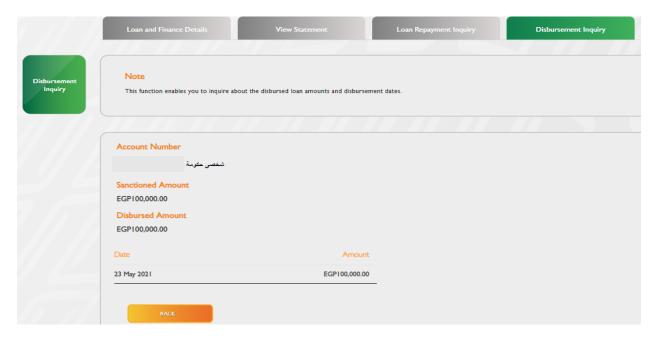
- Select loan number from the drop-down menu
- Select one of the displayed parameters (repaid amount, enter "from date" and "to date"), or click on search to show all history of payment transactions





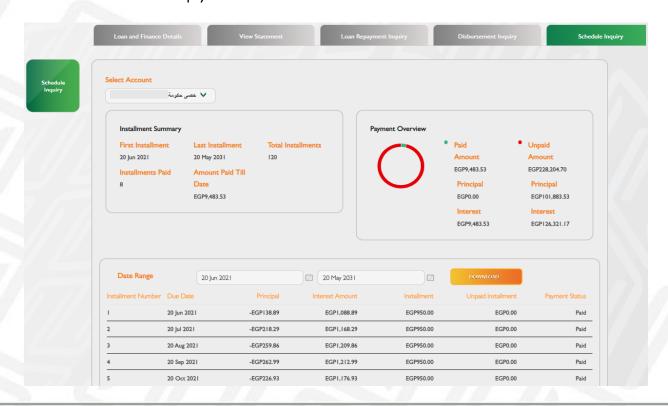
#### **Disbursement Inquiry:**

You can inquire about the disbursed amount by clicking Main Menu > Accounts > Loans and Finances > Disbursement Inquiry, then select the relevant loan from the drop-down list



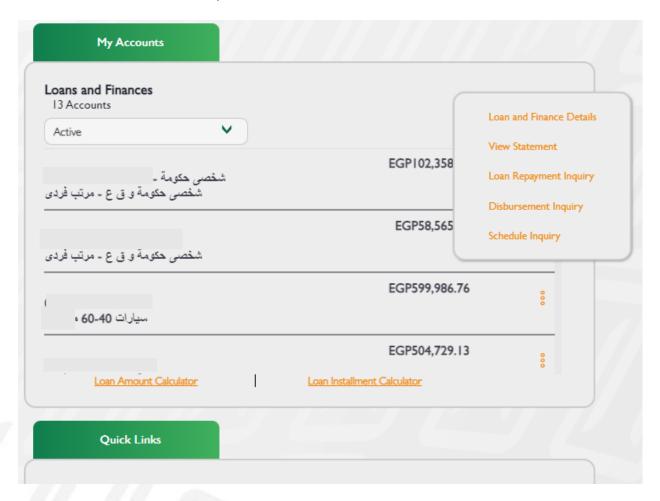
# **Schedule Inquiry:**

On this screen, you can inquire about the all-installments schedule of the selected loan/ finance by displaying installment number/ due date / payment status.





All the above can be viewed through Dashboard> My Accounts > Loans and Finances, then click the side menu to show all the above-mentioned options.



# **Credit and Payroll Cards**

You can "inquire about your credit card or payroll card" and make the following several services via Al Ahly Net and NBE Mobile:

- Credit Card Details
- Activate Credit Card
- Credit Card Statement
- Credit Card Payment
- Card Stop and Replacement
- Request New PIN
- Reset PIN Counter
- Credit Card E-Statement

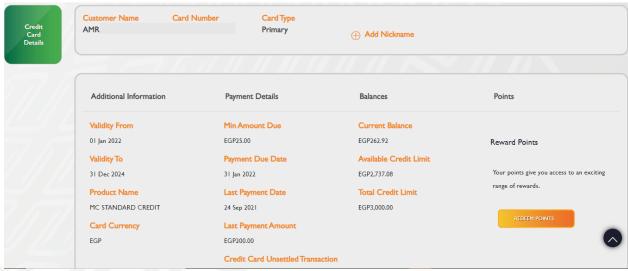


#### **Credit Card Details**

The service enables you to inquire about credit card details through Main Menu> Credit Cards > Card Details, to display all details as follows:

- Card's current balance
- Card's available balance
- Minimum amount due
- Due date
- Card's credit limit
- Expiry date
- Card product

You can click "redeem points" to be directed to Al Ahly Points website to follow the necessary steps to inquire about your credit card points.



# **Activate Credit Card and Payroll Card**

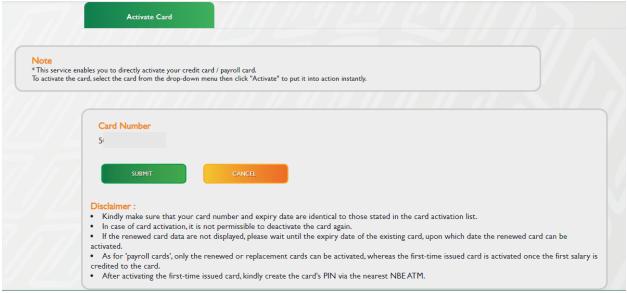
Activate Credit Card service is accessible through Main Menu > Credit Cards > Activate Card.

First-time primary and supplementary credit cards or replacement cards and renewed cards are activated. Renewed/ replacement payroll cards only can be activated as indicated in the below steps:

- Select the card from the drop-down menu under "card number" field
- Click "Submit"



Review the information of submitted application then click "Confirm"

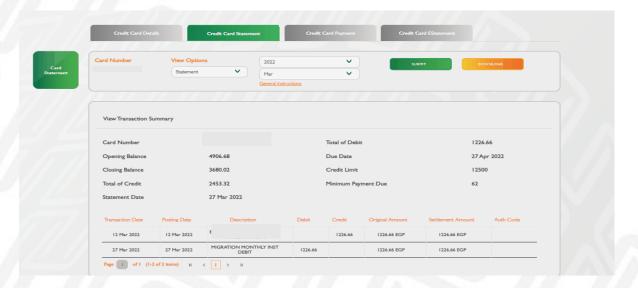


#### **Credit Card Statement**

Through this menu, you can inquire about credit card activity as follows:

# **Credit card activity inquiry**

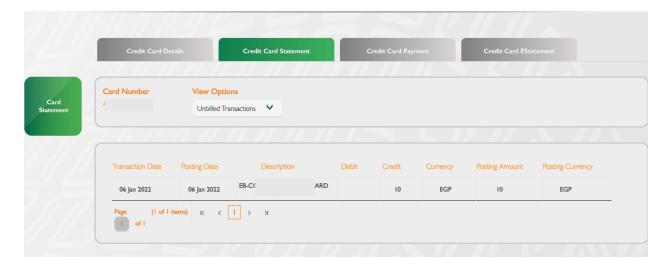
This service enables you to inquire about the details of credit card activity through Main Menu > Credit Cards > Card Statements, then select the relevant credit card from the display options, specify the year and month and click display. You can download the report in a PDF format.





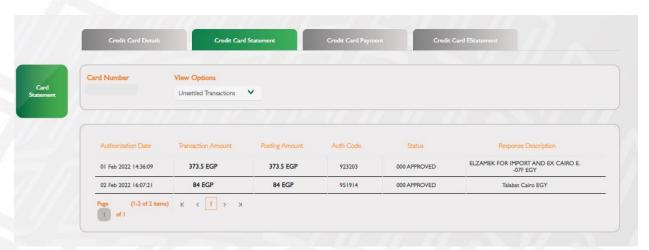
#### **Credit Card Unbilled Transactions Inquiry**

This service enables you to inquire about the details of credit card unbilled transactions through Main Menu > Credit Cards > Card Statements, then select the relevant credit card and unbilled transactions from the display options, and click "View" to display transaction details.



## **Unsettled Transactions Inquiry**

This service enables you to inquire about the details of unsettled transactions through Main Menu > Credit Cards > Card Statements, then select the relevant credit card and unsettled transactions from the display options, then click "View" to display transaction details.



## **Credit Card Payment**

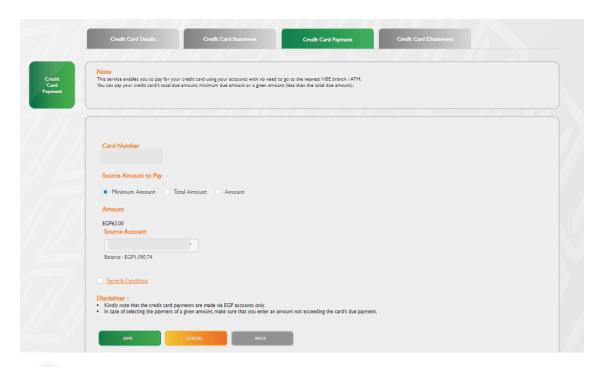
Credit Card Payment service is accessible through Main Menu > Credit Cards > Credit Card Payment.

This service enables you to make your credit card payments through one of the following options:

Minimum amount due:



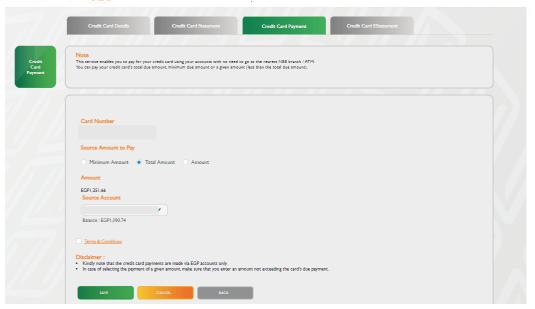
- o Card's due amount is displayed.
- Select the source account from "Select Account".
- o Tick for acceptance in "Terms and conditions" field.
- o Click "Submit".
- Review the transfer details then click "Confirm".



#### Total amount due:

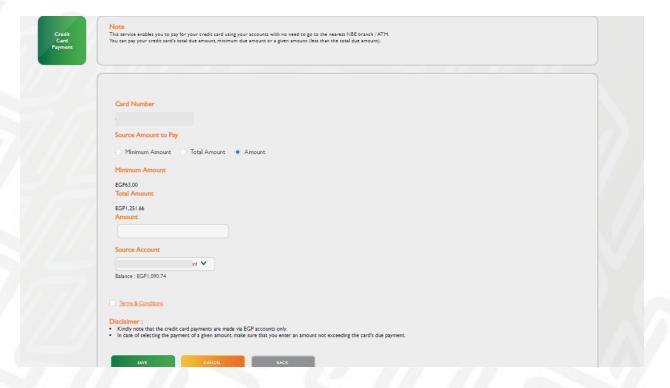
- Card's due total amount is displayed.
- Select the source account from "Select Account".
- Tick for acceptance in "Terms and conditions" field.
- Click "Submit".
- Review the transfer details then click "Confirm".





## Specific amount

- o Card's minimum amount due / total amount due is displayed.
- o The amount to be paid is entered provided that it does not exceed the Card's total amount due.
- Select the source account from "Select Account".
- o Tick for acceptance in "Terms and conditions" field.
- o Click "Submit".
- o Review the transfer details then click "Confirm".



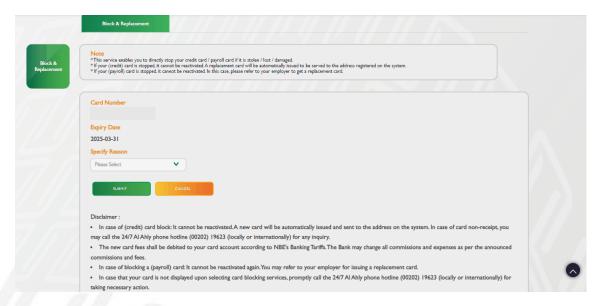


#### **Card Stop and Replacement**

"Card Stop and Replacement" service is accessible through Main Menu > Credit Cards > Card Stop and Replacement".

This service enables you to stop your current card and issue a replacement credit card as indicated in the below steps:

- Select the card from the drop-down menu under the "Card Number" field.
- Select the replacement reason (Card Loss/ Stolen/ Damaged).
- Click "Submit".
- Review the information of submitted application, then click "Confirm".



Note that in case the payroll card is stopped, a replacement card is issued only by referring to the employer (authorized person) to take necessary actions.

## **Request New PIN**

The service of "Request New PIN" for your credit / payroll cards is accessible through Main Menu > Credit Cards > Request New PIN.

This service enables you to request a new PIN as indicated in the below steps:

- Select the card from the drop-down menu under "Card Number" field.
- Click "Submit".



• Review the information of submitted application, then click "Confirm".



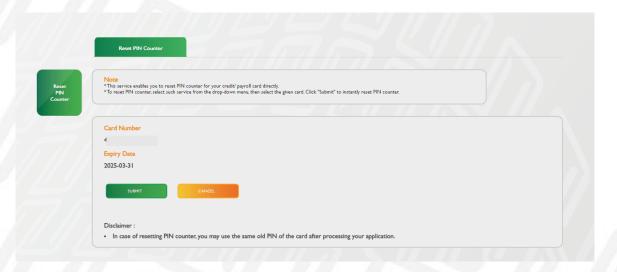
Upon using "Request New PIN" service, you can create a new PIN via the nearest NBE ATM.

#### **Reset PIN Counter**

The service is accessible through Main Menu > Credit Cards > Reset PIN Counter.

This service enables you to reset PIN counter as indicated in the below steps:

- Select the card from the drop-down menu under "Card Number" field.
- Click "Submit"
- Review the information of submitted application, then click "Confirm".



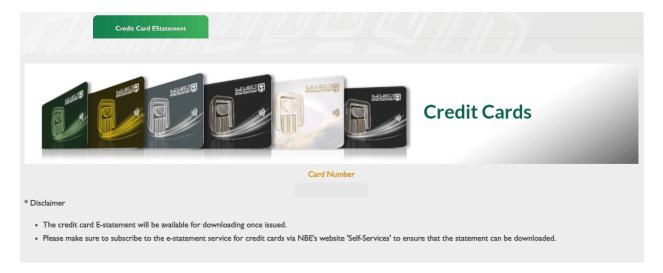
Upon using "Reset PIN Counter" service, you can use your same old PIN.



#### **Credit Card E-Statement**

You can subscribe to "Credit Card E-Statement" service via Al Ahly Net, allowing the Customer to inquire about the statement of each credit card separately.

The service is accessible through Main Menu > Credit Cards > Credit Card E-Statement.



# **Debit Cards**

Al Ahly Net and NBE Mobile services enable you to perform the following services via your debit cards:

- Activate Debit Card
- PIN Services
- Card Stop and Replacement

#### **Activate Debit Card**

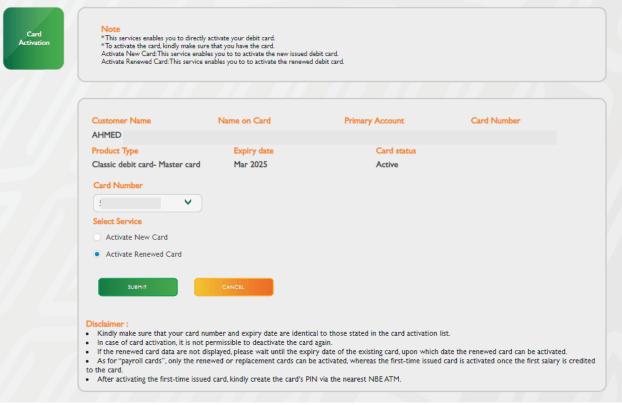
"Activate Debit Card" service is accessible through Main Menu > Debit Card > Activate Card.

This service enables you to activate your card and the renewed cards as indicated in the below steps:

- Select the service to be used (Activate new / renewed card)
- Select the card from the drop-down menu
- Click "Submit"



• Review the information of the submitted application, then click "Confirm".

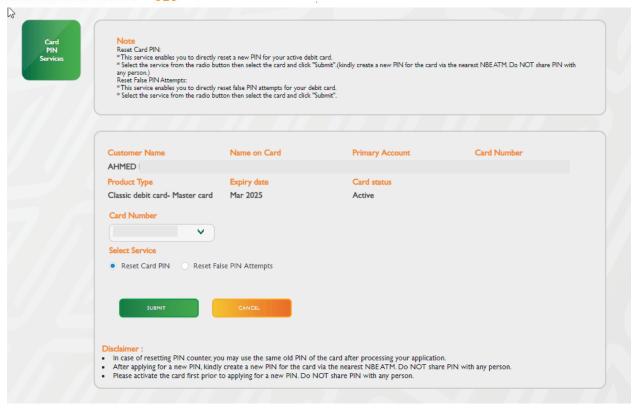


#### **PIN Services**

"Debit Card PIN Services" is accessible through Main Menu > Debit Cards > PIN Services. This services enables you to request a new PIN and reset your PIN counter as indicated in the below steps:

- Select the service to be used (request new PIN/ reset PIN counter)
- Select the card from the drop-down menu under the "Card Number" field.
- Click "Submit"
- Review the information of submitted application, then click "Confirm".





Upon using "Request New PIN" service, you can create a new PIN for your debit card via the nearest NBE ATM.

Upon using "Reset PIN Counter", you can use your same old PIN.

## **Card Stop and Replacement**

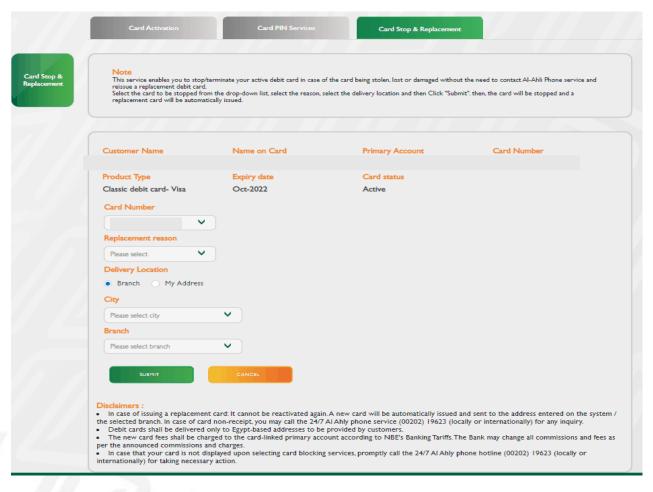
"Card Stop and Replacement" service is accessible through Main Menu > Debit Cards > Card Stop and Replacement".

This service enables you to stop your current card and issue a replacement debit card as indicated in the below steps:

- Select the card from the drop-down menu.
- Select the replacement reason (Card Loss/ Stolen/ Damaged).
- Select the place of receipt (Branch/ my address)
- Enter the address in Arabic in the address fields (Receipt Address 1, 2, 3)
- Click "Submit".



• Review the information of submitted application, then click "Confirm".



## **Payment and Transfers**

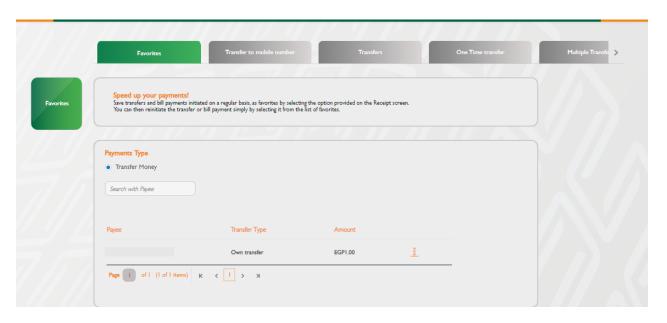
"Transfers" services are accessible through Main Menu, including the following services:

- Favorites
- Transfer Setups
- Transfers
- Transactions Inquiries



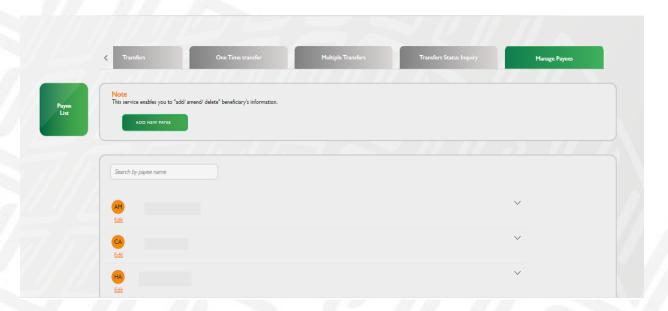
#### **Favorites**

This screen is accessible through Main Menu > Payments and Transfers > Favorites
All favorite transfers and transfer templates are displayed to the Customer for direct transfer or transaction deletion from Favorites menu.



# **Transfer Setups**

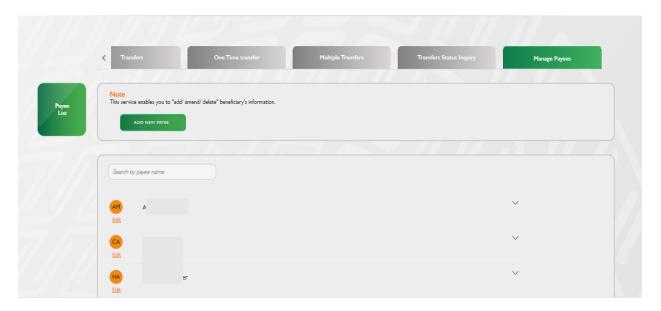
This menu enables you to have access to "Manage Payee" and "Standing Instructions". The service is accessible through Main Menu > Payments and Transfers > Transfer setups > Manage Payee. "Payee List" or "Add New Payee" is displayed and the service enables you to Amend/ Delete Registered Payee.





## **Manage Payee**

The service is accessible through Main Menu > Payments and Transfers > Transfer Setups > Manage Payee. You can inquire about or search for a registered payee or add a new payee by clicking "Add new payee". The service enables you to Amend/ Delete Registered Payee.



## **Add New Payee**

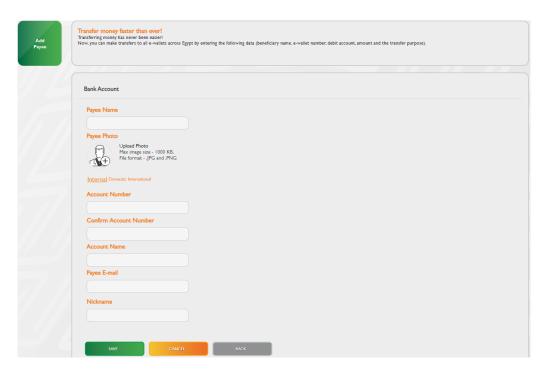
You can add a new Payee to make internal and domestic transfers, provided that the Payee account is entered first by clicking "Add new payee", and as indicated in the below steps after selecting Internal Transfers "inside NBE"/ Domestic Transfers "outside NBE":

## **Add Internal Payee:**

- Enter Payee name
- Select the Payee photo
- Enter the Payee account number & confirm it
- Enter the name of account holder
- Enter e-mail



- Enter nickname
- Then click "Save"

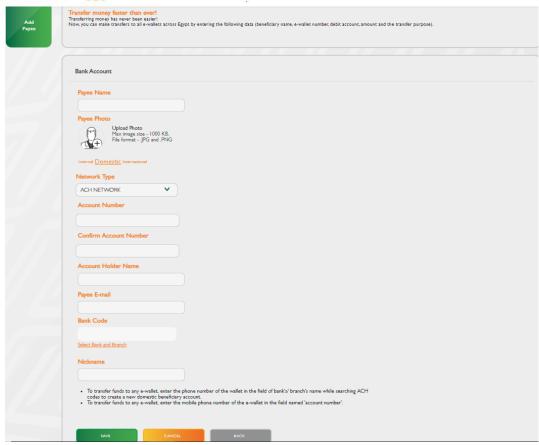


Review the entered information and click "Confirm" then authenticate using Soft Token / Hard Token to save the Payee.

## **Add Domestic Payee:**

- Enter Payee name
- Select the Payee photo
- Enter and confirm the Payee account number (you can transfer to account number/ Credit Card or Mobile Wallet)
- Enter the name of account holder
- Payee E-mail
- Select the bank and branch
- Enter nickname
- Click "Save"





Review the entered information and click "Confirm" then authenticate using Soft Token / Hard Token to save the Payee.

In case of making internal or domestic transfers, the transaction is approved through a Hard Token/ Soft Token.

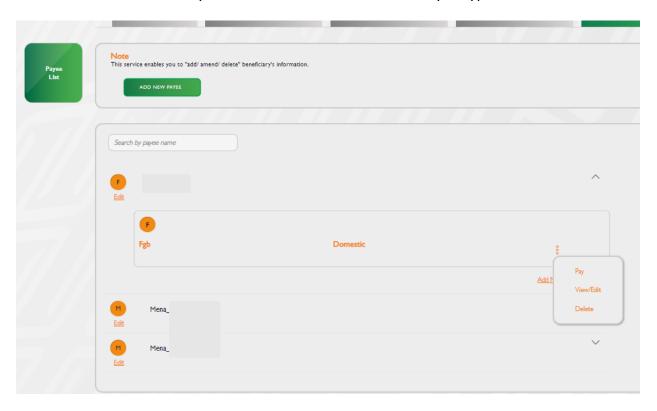
## **View/ Edit Payee**

Payee Menu is accessible through Main Menu > Payments and Transfers > Transfer Setups> Manage Payee, and you can inquire about a Registered Payee as indicated in the below steps:

- Search for the Payee
- Select the Payee to be inquired about



• Click the arrow next to the Payee, then click the side menu next to Payee Type to select View/ Edit

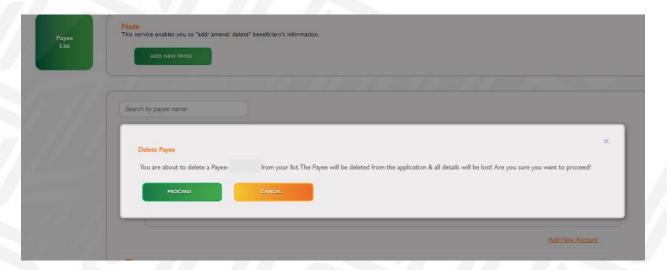


After viewing the Payee to be inquired about, the "Payee details" is accessible when you click "View" to display (Payee name, Payee photo, account name, nickname, Payee type, account number). You can tap "Edit Photo" by clicking "Edit Payee"

## **Delete Existing Payee**

The service enables you to delete Existing Payee as indicated in the below steps:

• Select the Payee and click the arrow next to the Payee then the side menu of Payee Type and select "Delete".





Review page is displayed to confirm and click "Proceed or cancel"

#### **Standing Instructions**

The service is accessible through Main Menu > Payments and Transfers > Transfer setups > Standing Instructions, to display "Existing Standing Instructions" or "Create New Standing Instructions". The service also allows you to "Stop Standing Instructions" before the execution expiry date.

#### **Set Standing Instructions**

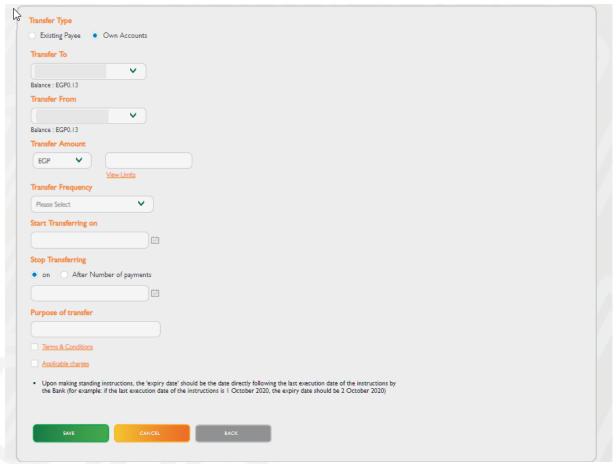
You can place standing instructions to make own account transfers and internal transfers, provided that the Payee account is registered first then the next steps are to be followed:

- Select the destination account "transfer to" within the Bank (among own accounts/ to another customer's account)
- Select the source account "transfer from"
- Enter "Transfer amount"
- Select the "transfer frequency" (on a daily, weekly, monthly, bimonthly, quarterly, semi-annual, or annual basis)
- Select "start transferring date"
- Select "stop transferring date":
- Stop transferring date or
- How many times to execute instructions "instance"

  Make sure to enter the "expiry date" as the date of the day directly following the last date of executing the instructions by the Bank (for example: if the last date of executing the instructions is I October 2020, the expiry date should be 2 October 2020).



- Enter the "purpose of transfer".
- Tick for acceptance of "Terms and Conditions" & "Applicable charges".
- Select "Save".



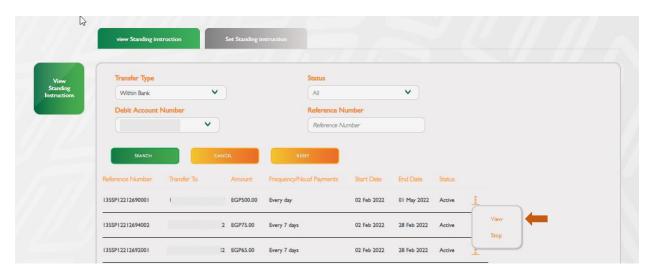
Review the entered information and click "Confirm" to save the standing instructions. In case of making internal transfers, the transaction is approved via the Hard Token/ Soft Token).



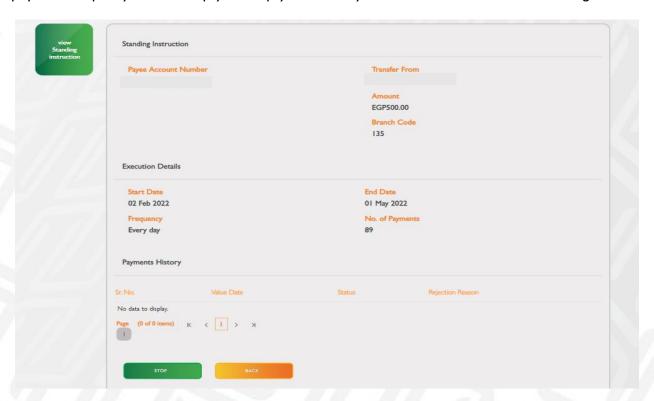
## **View Existing Standing Instructions**

You can view standing instructions for own account transfers or internal transfers, as indicated in the below steps:

- Select the "Debit Account Number" to be inquired about
- Select the "Status" of registered standing instructions (All/ Active/ Closed)



After viewing the standing instructions to be inquired about, "Standing Instruction Details" is accessible by tapping (View). the page displayed: The source account, destination account, amount, execution start date, execution expiry date, frequency, number of payments, payment history executed under the selected standing instruction.

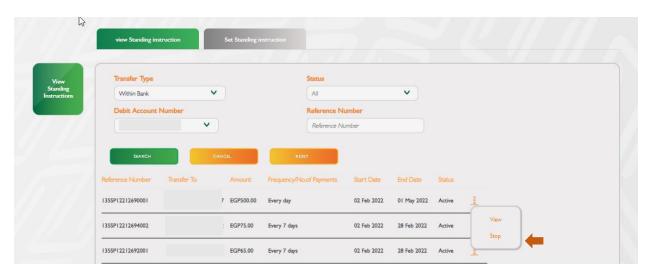




#### **Stop Existing Standing Instructions**

The service enables you to stop the standing instructions entered prior to the expiry date through:

• Select Stop Standing Instructions through inquiry about the standing instruction to be stopped, then click ( \_\_\_\_\_) which is displayed next to each entered instruction. You either select "Stop" or access Standing Instruction Details and select "Stop".



• Review page is displayed to confirm and click "Stop".

## **Transfers**

Transfer menu provides you with the following services:

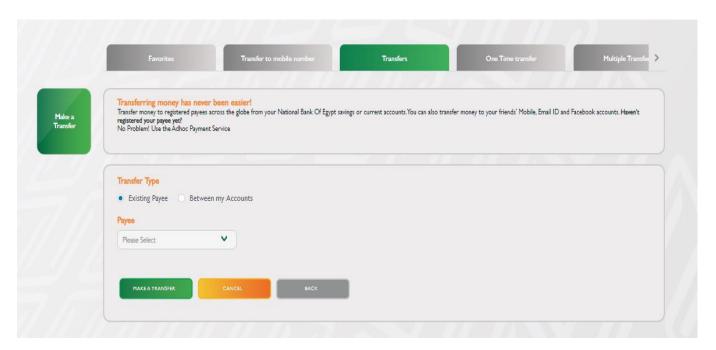
- Make a transfer: Making internal/ domestic transfers to a previously added Payee
- Transfers to mobile Phone Number
- One-time transfer
- Multiple transfers



#### Make a transfer

The service is accessible through Main Menu > Payments and Transfers > Transfers > Make a transfer

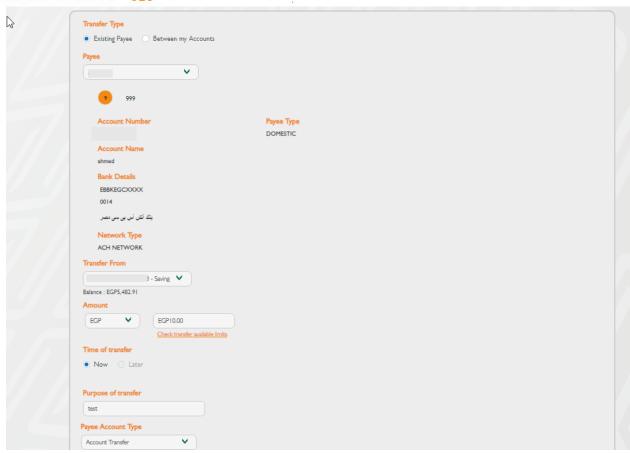
Select either: Existing Payee / Between my Accounts



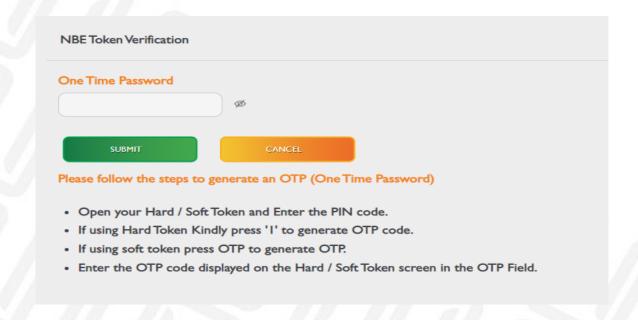
## **Transfer to Existing Payee:**

- Select Payee
- Select source account number
- Enter transfer amount
- Enter transfer purpose
- Select the type of Payee account (in case of domestic transfer you can transfer to account number/ Credit Card or Mobile Wallet)
- Tick for acceptance of Terms and Conditions/ Applicable Charges.
- Click "Make a transfer"
- The screen of confirming transfers is displayed to click "Confirm".





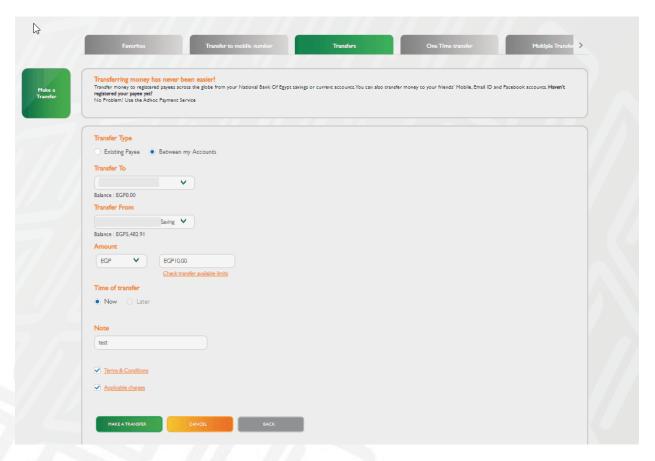
In case of making internal transfers or domestic transfers, the transaction is approved via the Hard Token/ Soft Token.





#### **Own Account Transfers**

- Select the destination account: Transfer to
- Select source account number: Transfer from
- Enter amount
- Enter Notes if there's any
- Tick for acceptance of Terms and Conditions/ Applicable Charges.
- Click "Make a transfer"
- Then the screen of confirming transfers is displayed to click "Confirm".



You can make own account transfers and exchange currencies from only foreign currency accounts to EGP account but not vice versa.



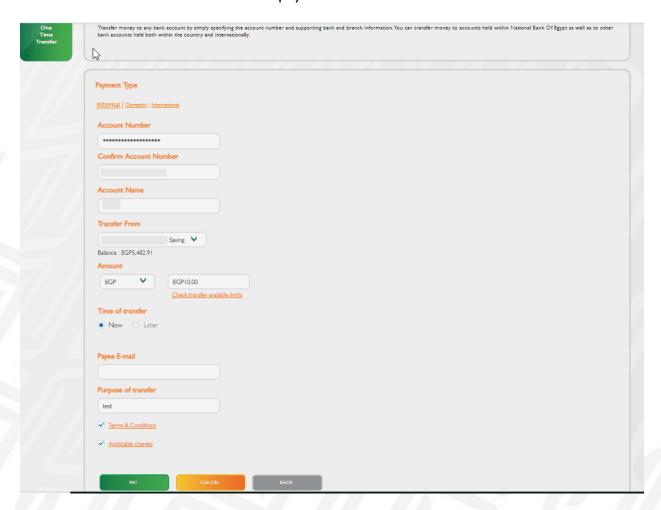
#### **One-time Transfer**

The service is accessible through Main Menu > Payments and Transfers > Transfers > One-time Transfer

The Customer either select domestic or internal transfer.

#### **Internal Transfer "Inside NBE"**

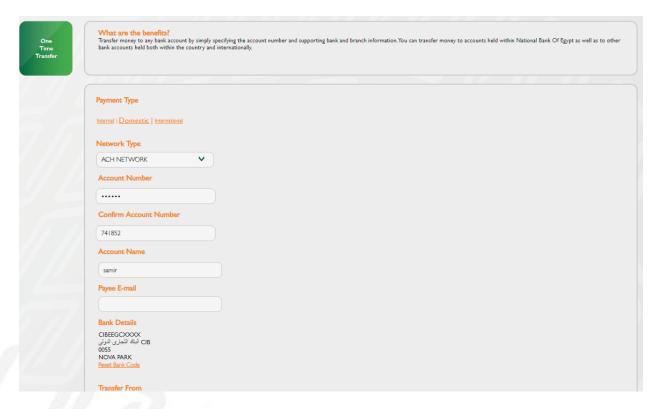
- Enter and confirm account number
- Account name
- Select the source account
- Enter transfer amount
- Enter the e-mail of Payee
- Enter Purpose of transfer
- Tick for acceptance of Terms and Conditions/ Applicable Charges.
- Click "Pay"
- Then the screen of transfer confirmation is displayed to click "Confirm".





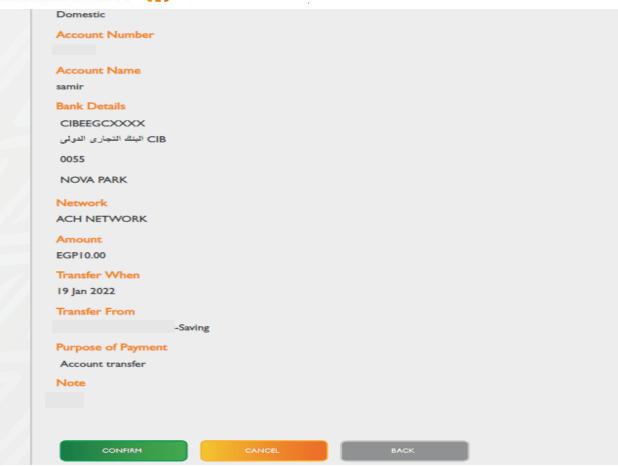
#### **Domestic Transfer "outside NBE"**

- Enter and confirm account number (you can transfer to account number/ Credit Card or Mobile Wallet)
- Account name
- Enter the e-mail of Payee
- Select bank and branch



- Select the source account
- Enter transfer amount
- Enter the Purpose of transfer (account number/ Credit Card or Mobile Wallet)
- Tick for acceptance of Terms and Conditions/ Applicable Charges.
- Click "Pay"
- Then the screen of transfer confirmation is displayed to click "Confirm".





In case of making internal transfers or domestic transfers, the transaction is approved via the Hard Token/ Soft Token).



One-time Transfer service enables the Customer to add the Payee directly to the Payee menu.



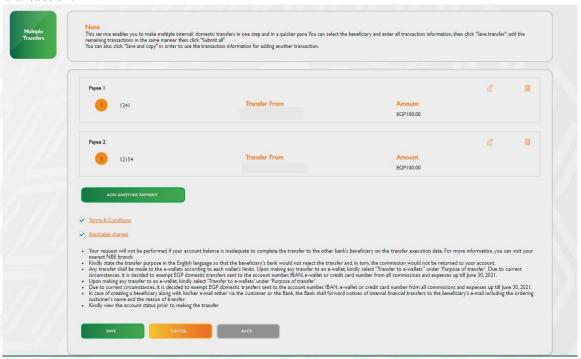
### **Multiple transfers**

This screen enables you to make more than one (internal/ domestic) transfer in one step at quicker pace. The service is accessible through Main Menu > Payments and Transfers > Transfers > Multiple Transfers



You can select the Payee and enter all transaction information, then click "Save" and add the remaining transactions in the same manner, then click "Submit All".

Note that you can use "Save and Copy" option for the purpose of using the transaction information upon adding another transaction.





After adding all transactions to be processed, tick for acceptance of "Terms and Conditions" and "Applicable Charges", then click "Submit". Subsequently, check and review all transactions then click "Confirm". Authentication is made via Hard Token/ Soft Token for processing transactions.



You can then review the details of transactions that have been executed to check if they are accepted / rejected when you click "Click Here".



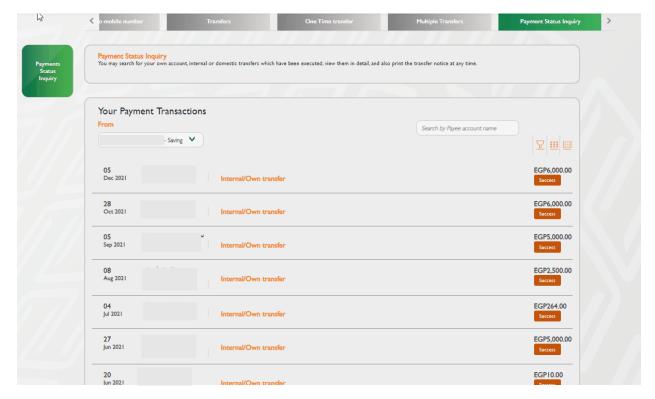
## **Transactions inquiries**

You can access this service by going to the main menu>Payments and Transfers>Transactions Inquiries>Payment Status Inquiry. This screen enables you to:

- Inquire about payments by selecting the account number from the drop down menu and clicking on the transaction that you wish to inquire about.
- View all the details and status of a transaction.



- Download the transaction e-receipt in PDF format and print it.
- Search by selecting transaction date/amount/ reference number.



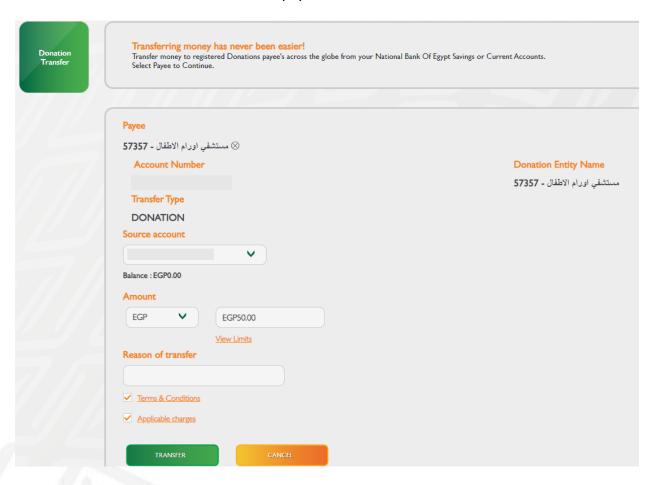
## **Donations:**

You can access this service from the main menu>Donation>Donation Transfer

- Choose the donation recipient from the drop-down menu.
- Select the source account.
- Enter the donation amount.
- Enter reason of transfer.
- Tick for acceptance terms and conditions/ Applicable charges.
- Click on "Transfer".



• When the transfer confirmation screen is displayed, click on "Confirm".



The transaction is authenticated using the hard token/soft token.

## Payment services (Fawry)

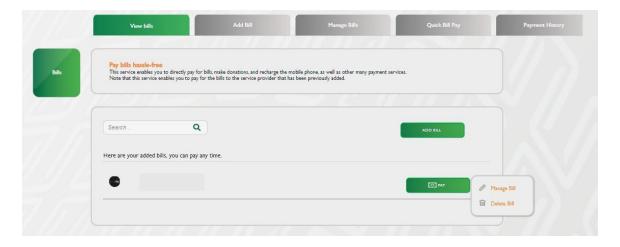
This menu enables you to pay different bills using "Fawry Services". You can also add a bill to make recurrent payments easier. This menu includes:

- View Bills
- Add Bill
- Manage Bills
- Quick Bill Pay
- Payment History



#### **View Bills**

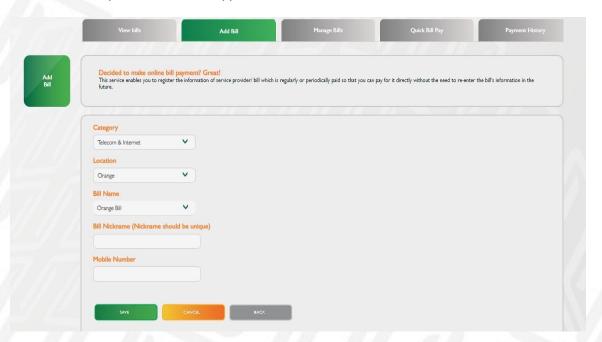
This screen enables you to pay bills that were previously added to the service, or amend or delete such bills or add other bills.



#### **Add Bill**

This screen enables you to add bill/donation recipient/ balance recharge by adding information for easier payment of bills later through the following steps:

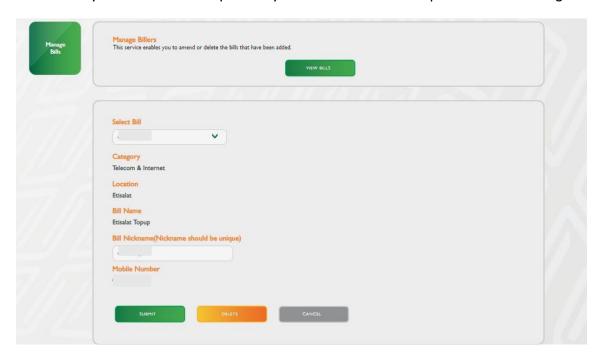
- Select service (telecom and internet, donations, etc.)
- Select service provider (company or service provider, for example: mobile operators, universities, etc.)
- Select type of service (for example: bill payment, balance recharge, etc.)
- Add name of bill/donation recipient/ balance recharge of your choice
- Add reference number/phone number as applicable





#### Manage Bills

This screen enables you to delete/amend previously added bills/donation recipients/balance recharge



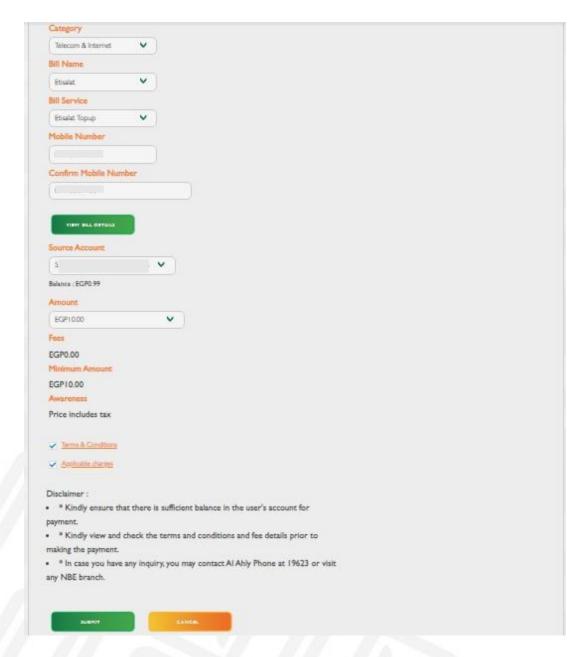
#### **Quick Bill Pay**

This screen enables you to directly and quickly pay bills/donations/balance recharge which were not previously added through the following steps:

- Select service (telecom and internet, donations, etc.)
- Select service provider (company or service provider, for example: mobile operators, universities, etc.)
- Select type of service (for example: bill payment, balance recharge, etc.)
- Add reference number/telephone number as applicable
- Select source account
- Select/enter amount



Tick for acceptance terms and conditions/Applicable charges.

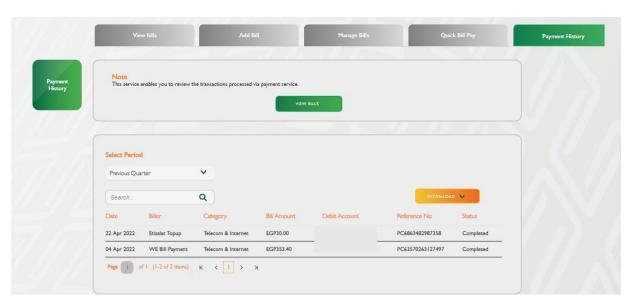


The transaction is authenticated using the hard token/soft token.



## **Payment History**

This screen enables you to view executed transactions of mobile balance recharge/donations/bills that you have paid.



## **Prepaid cards**

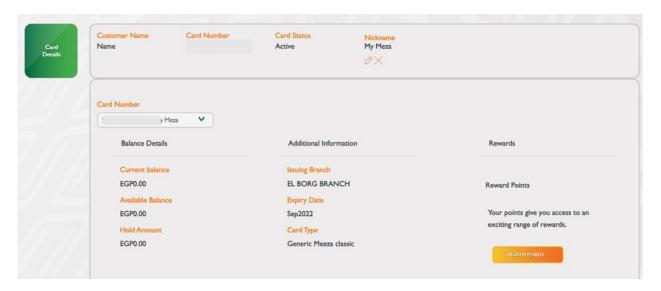
You can inquire about your prepaid cards and enjoy several card services as follows:

- View card details
- Inquire about prepaid card transactions
- Activate prepaid card
- Prepaid card PIN services
- Stop prepaid card and issue replacement
- Recharge prepaid cards

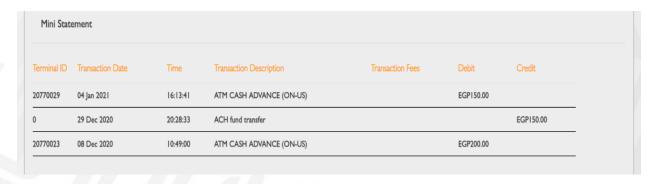


#### View card details

This service enables you to inquire about the details of a prepaid card by going to the main menu>Prepaid Cards>Card Details to view all the following details (Available balance, amount on hold, issuing branch, expiry date, card type)



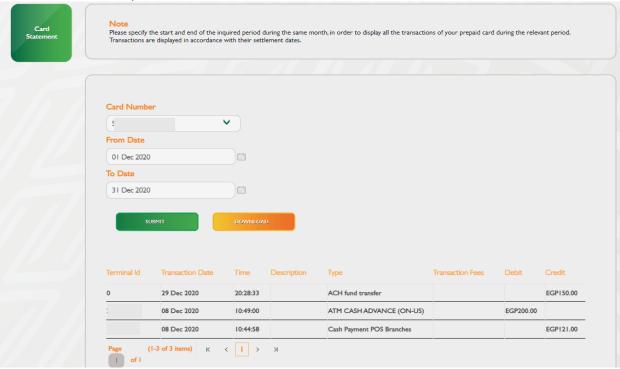
A Mini statement for the card can be viewed.





#### Inquire about prepaid card transactions:

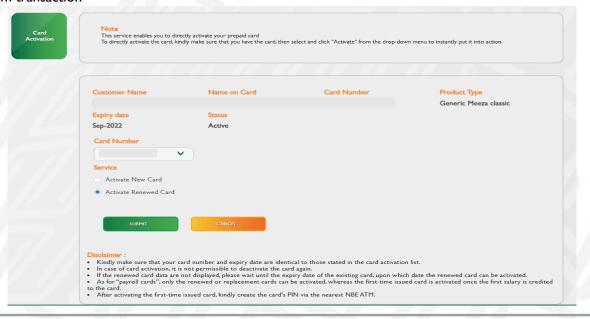
This service enables you to inquire about prepaid card transaction details by going to the main menu>Prepaid Cards>Card Statement to view the details of transactions after selecting the card and "From" and "To" dates. You can download the report in PDF format.



### **Activate prepaid card:**

This service enables you to activate a new or renewed card by going to the main menu>Prepaid Cards>Card Activation then doing the following steps:

- Select service (activate new/renewed card)
- Select card to be activated and move to the review screen
- Review transaction
- Confirm transaction

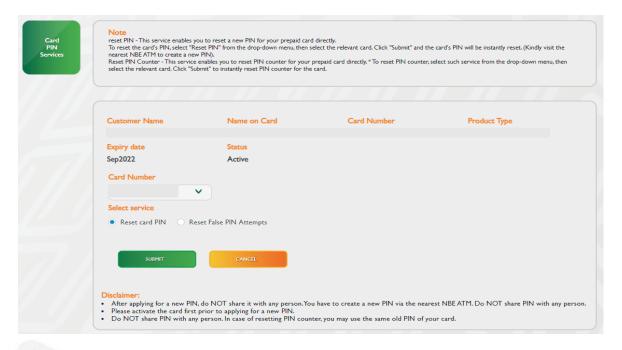




#### **Prepaid card PIN services:**

This service enables you to reset PIN or reset counter of failed attempts to access the service by going to the main menu>Prepaid Cards>Card PIN Services, then doing the following steps:

- Select service (reset PIN/reset counter of failed attempts)
- Select card and move to the review screen
- Review transaction
- Confirm transaction

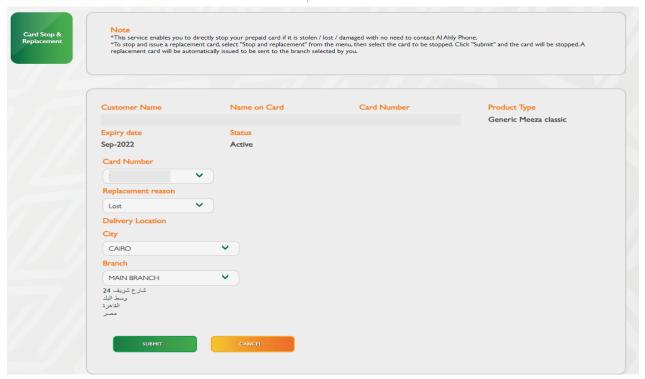


## Stop a prepaid card and issue a replacement

This service enables you to stop a prepaid card and have a replacement issued by going to the main menu>Prepaid Cards>Card Stop & Replacement, then doing the following steps:

- Select card
- Select the reason of stopping the card from the menu
- Choose city
- Choose a branch to receive the card from and move to the review screen
- Review transaction
- Confirm transaction





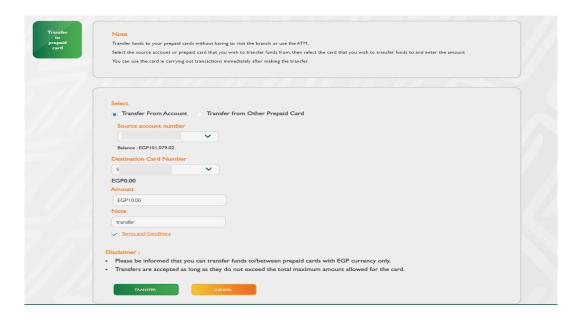
## Transfer to prepaid cards:

This service enables you to recharge the prepaid card from the account or another prepaid card by going to the main menu>Prepaid Cards>Transfer to Prepaid card, then doing the following steps:

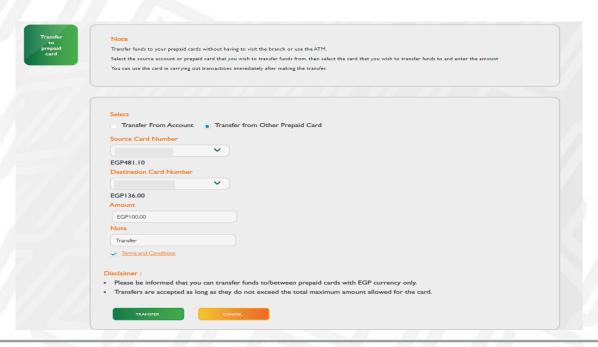
- In case of recharging from an account:
  - Select "Recharge from an account"
  - Select the source account
  - Select the card to be recharged
  - Enter amount
  - o Enter transaction remarks
  - o Review and tick for acceptance terms and conditions
  - Click on "Submit".



- Review transaction
- Confirm transaction



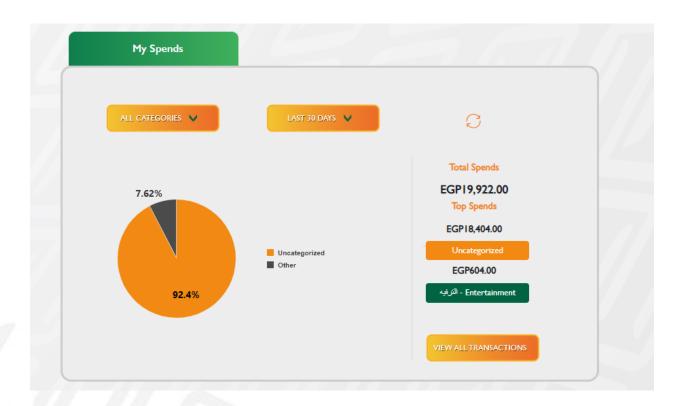
- In case of recharging from another prepaid card:
  - Select "Recharge from another card"
  - Select the source card
  - Select the card to be recharged
  - o Enter amount
  - o Enter transaction remarks
  - Review and tick for acceptance terms and conditions
  - Click on "Submit".
  - o Review transaction
  - Confirm transaction





## Personal financial management

This service enables you to track your spends and classify each transaction by a category of your choice. You can view your transactions during the last 90, 60 or 30 days or view the transactions of the current month. You can view a pie chart that demonstrates a percentage of each category based on the total transactions spends during the relevant period, the categories chosen, and top two categories of your spends. You can also set up a budget for a certain category to track spends classified under this category



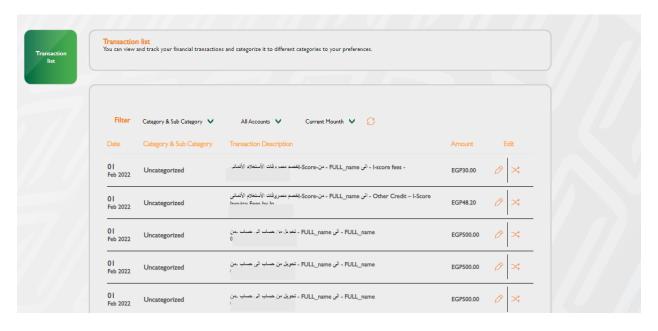
#### **View spends**

You can access this service from the main menu>Personal Financial Management>Spends>View transactions to view and track spends from your personal accounts as shown below:



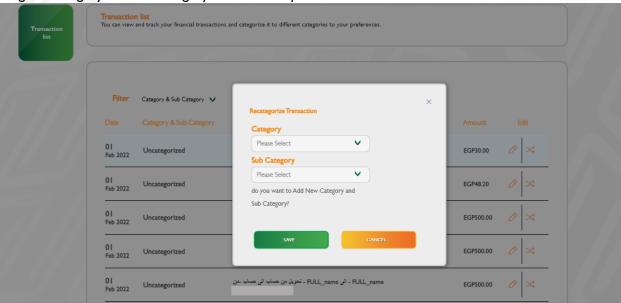
#### **View transactions**

You can access this service from the main menu>Personal Financial Management>Spends>View Transactions. This screen enables you to view all debit transactions of all accounts. You may select a single account to view the relevant transactions. You may also select a specific category/sub-category to view and arrange transactions as you wish.



#### Financial transactions classification

You can access this service from the main menu>Personal Financial Management>Spends Transactions are classified into categories of your choice by clicking on Edit Category from symbol to view the screen of selecting the category and sub-category from the drop down menu on the screen.

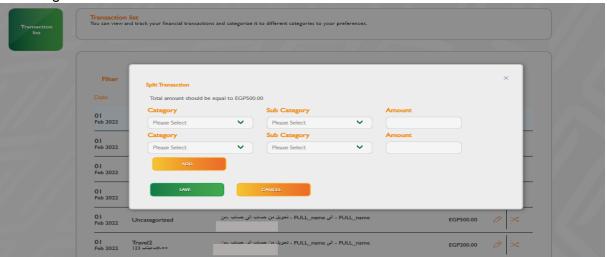


Please note that you may not cancel the categorization of a transaction after being categorized but you can recategorize the transaction into new categories.



Financial transactions can be split and the appropriate categories are chosen as per your wish by clicking on Split

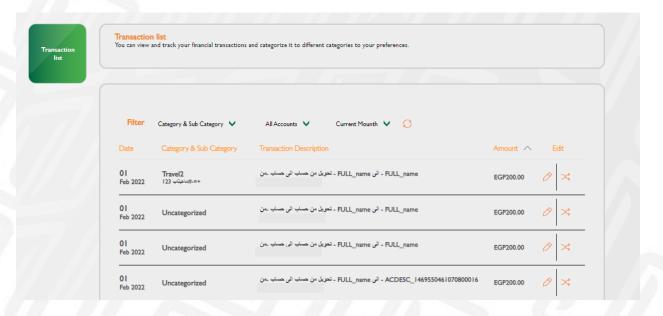
transaction from symbol to view the screen of selecting the category and sub-category from the drop down menu on the screen. The amount to be divided is entered, on condition that the total amounts divided are equal to the total original amount of the transaction.



Please note that you may not delete the split of transactions or split amounts previously split but you can modify split amounts and reclassify categories.

#### **Transactions order**

You can view transactions by numerical or alphabetical order on this screen as per your wish by clicking on the arrow next to each title "date, category and sub-category, transaction description, amount" to amend the amount and date by numerical order and arrange the category, sub-category and transaction description in an alphabetical order.

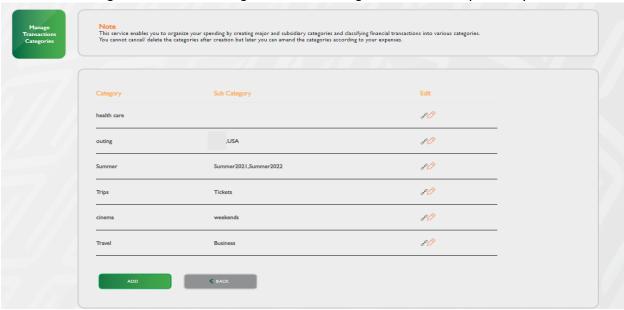




# **Manage transactions categories**

You can access this service from the main menu>Personal Financial Management>Spends>Manage Categories or main menu>Personal Financial Management>Spends>View transaction>Manage Categories. You may add new main and sub-categories for the categorization of financial transactions that you need to track easily as per your wish.

The categories and sub-categories added by the customer are viewed on the Manage Categories screen. You may also add new categories and amend categories and sub-categories which were previously added.



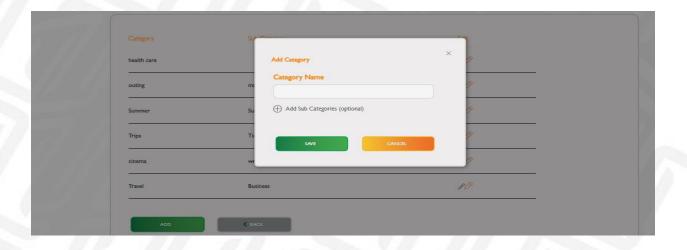
You may add new categories by clicking on "Add" or Edit categories by clicking on symbol



#### **Add categories**

A screen to enter the category and sub-category name "optional" is displayed, click on "Save" to have the category shown afterwards on the "Manage Categories" screen. Categories can be selected to classify financial transactions through the "Spends" screen.

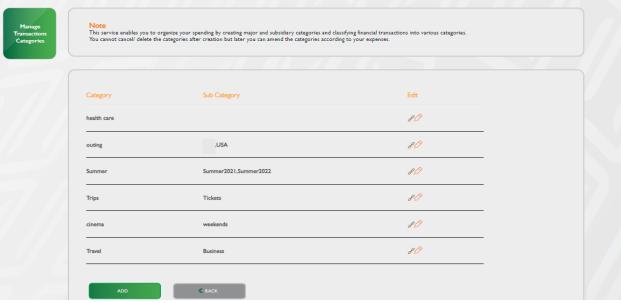
Please note that however, you may not add or delete main or sub-categories again, but you may amend only the name of the category and sub-category.





# Edit category name

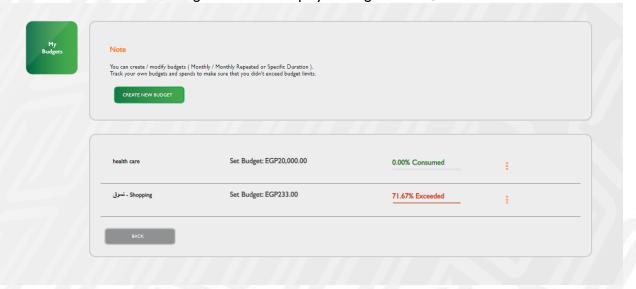
You can change the category name by clicking on Edit categories from symbol . A screen will be displayed to enter the new name of the category or sub-category, then click on "Save" to amend the name successfully.



# **Budget**

You can access this service from the main menu>Personal Financial Management>Budget or from the main menu>Personal Financial Management> Transactions Analysis, then click on the Budget side menu and select "Manage Budget" or "Create Budget" create. Through this screen, you can set up a budget for a specific category to track spends under this category through a graph that is displayed to show whether or not you are over budget and the percentage of each category of spends under this category through the following steps:

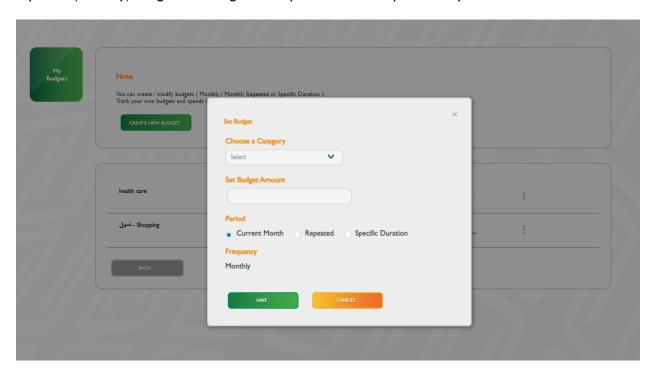
- Set up a budget by clicking on "Create New Budget"
- You can view/amend or delete a budget that was set up by clicking on the "Quick Access Menu"



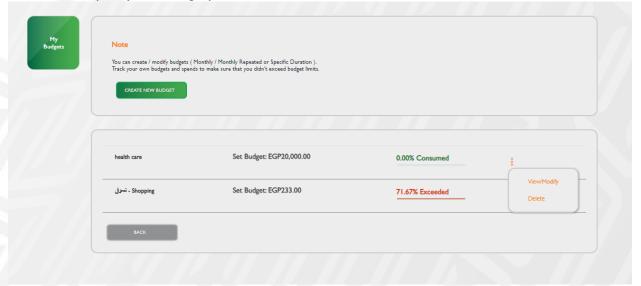


# **Create New Budget**

In case of creating a new budget, click on "Create New Budget", a screen is displayed to select the category from the drop down menu and enter the amount and frequency for tracking spends whether current-month budget, a repeated (monthly) budget or a budget for a specific duration up to three years.

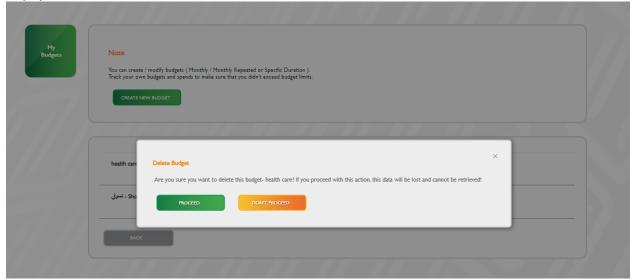


You can view or edit the budget by clicking on the "Quick Access Menu" . A screen is displayed to edit the amount or frequency of a category.





In case you wish to delete a budget, click on the "Quick Access Menu" then select "Delete", a warning will be displayed, then click on "Proceed"



# **Mutual funds**

This menu enables you to inquire about existing certificates or "purchase or redeem different certificates of mutual funds". It also enables you to print different reports on mutual fund transactions and dividends. This menu consists of the following:

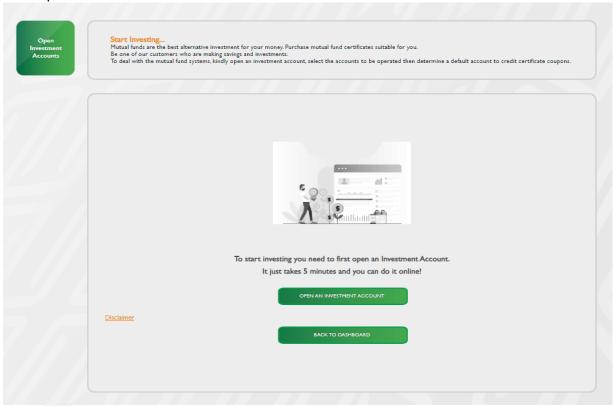
- Open investment account
- Purchase mutual fund
- Redeem mutual fund
- Investment details
- Reports
- Modify account



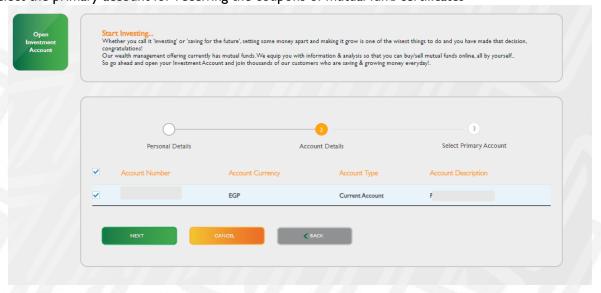
#### **Open an investment account:**

You can go to the main menu>Mutual Funds>Place Orders>Purchase Mutual Fund to open an investment account in order to be able trade in mutual fund certificates through the following steps:

Click on open an investment account

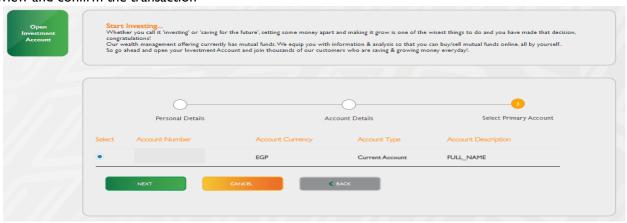


- Select the accounts that you wish to use
- Select the primary account for receiving the coupons of mutual fund certificates





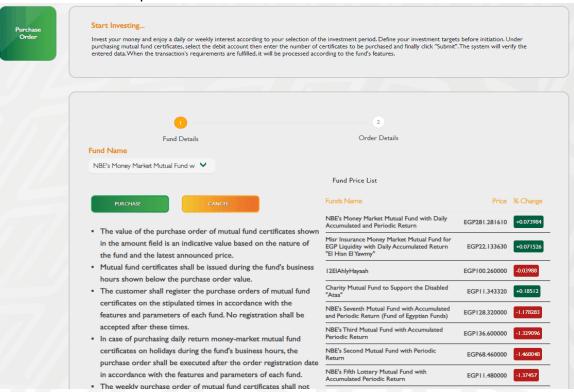
Review and confirm the transaction



## Purchase of mutual funds

You can go to the main menu>Mutual Funds>Place Orders>Purchase Mutual Fund to purchase mutual fund certificates through the following steps:

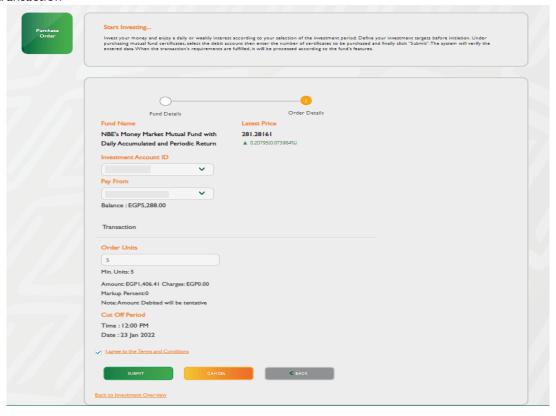
Select a mutual fund and click on purchase



- Choose the debiting account
- Enter the number of units to be purchased
- Review and tick for acceptance terms and conditions



Confirm transaction

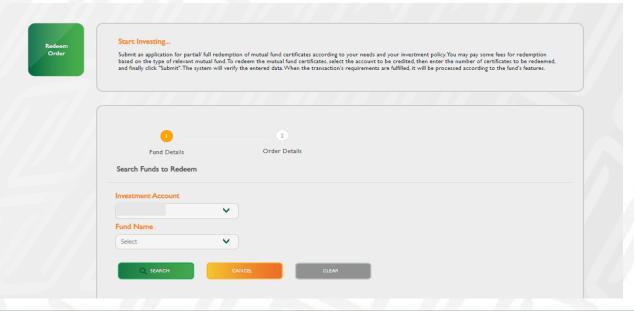


After confirming the transaction, the purchase order status and purchased certificate number will be displayed.

## **Redeem mutual funds**

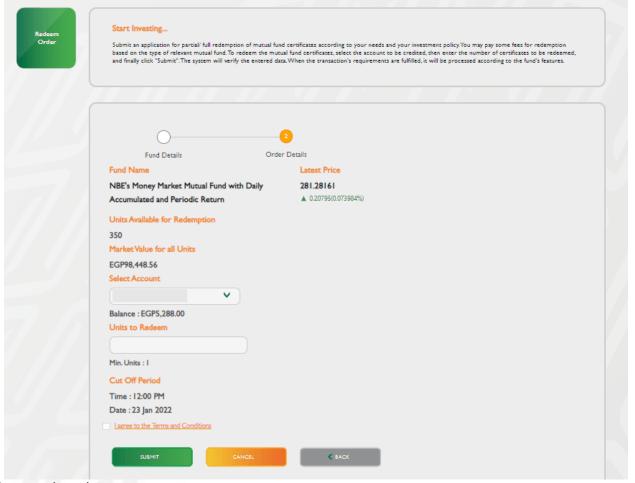
You can go to the main menu>Mutual Funds>Place Orders>Redeem Mutual Fund. This service enables you to redeem mutual fund certificates which were previously purchased through the following steps:

Select the mutual fund to redeem certificates and click on redeem





- Choose the crediting account
- Enter the number of units to be redeemed



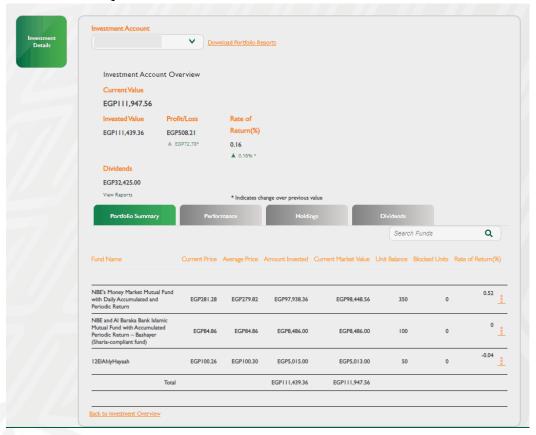
- Terms and conditions
- Confirm transaction

After confirmation, the redemption order status will be displayed



#### **Investment details**

This service enables you to inquire about the details of existing mutual fund certificates by going to the main menu>Mutual Funds>Investment Details>to view all the details. You can quickly access the purchase and redemption screen via the "Quick Access Menu" next to each mutual fund



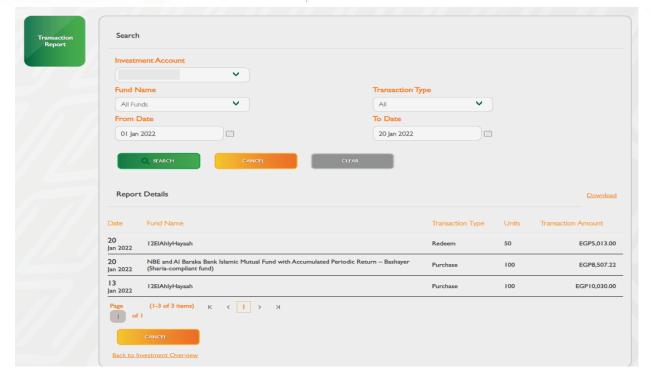
#### View transaction reports

This service enables you to view and print reports on mutual fund certificate transactions by going to the main menu>Mutual Funds>Reports>Transactions Report to view all details after entering the following parameters:

- Select a mutual fund from the menu
- Select type of transaction (all transactions purchase redemption)
- Start/end date
- Search

You can view the details and the report can be downloaded in PDF format



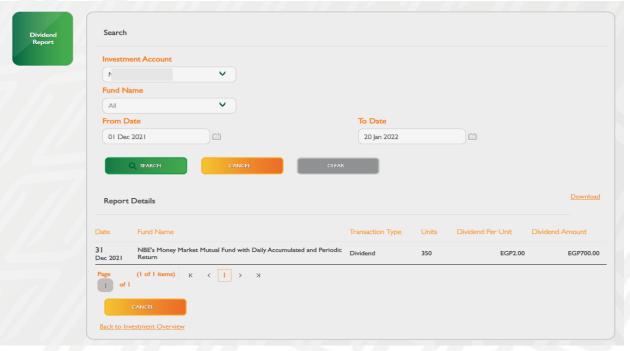


# View dividends report

This service enables you to view and print reports on mutual fund certificate transactions by going to the main menu>Mutual Funds>Reports>Dividends Report to view all details after entering the following parameters:

- Select a mutual fund from the menu
- Start/end date
- Search

You can view the details and the report can be downloaded in PDF format

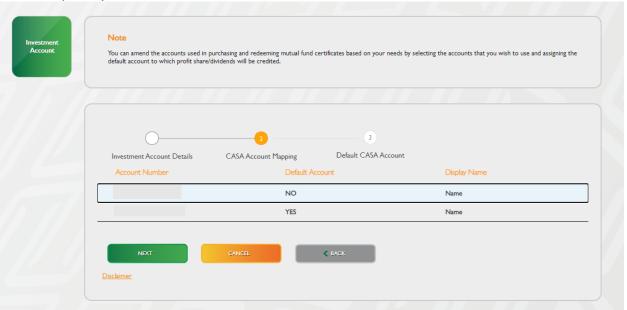




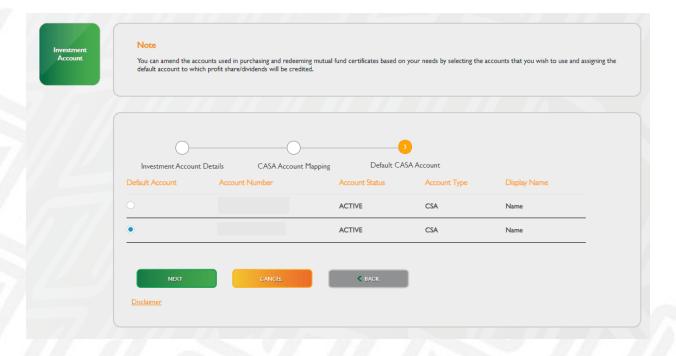
## **Modify investment account**

This service enables you to add/delete the accounts linked to the investment account. It also enables you to modify the primary account to which the coupons of mutual fund certificates are credited as follows:

- Select the accounts to be used from the menu
- Choose the primary account



- Review information
- Confirm transaction



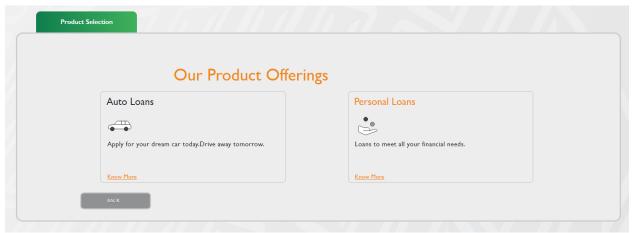


# Apply for loan/credit card

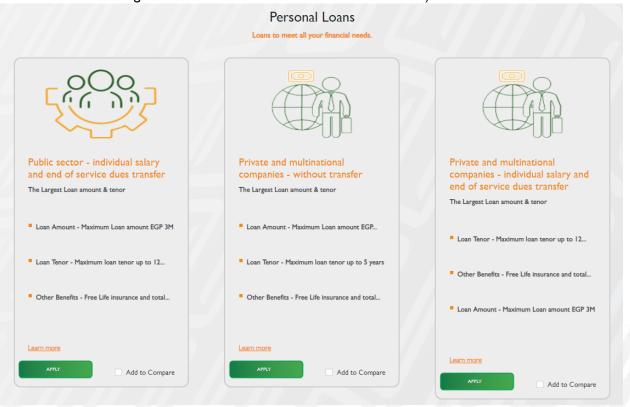
You can apply for a loan/credit card from this menu and view the application status after submitting it or view saved applications to tracking purposes.

# Apply for a personal loan

You can go to the main menu>Apply for Loan/Credit Card, then select Apply Now>Loans>Personal Loans and do the following steps:

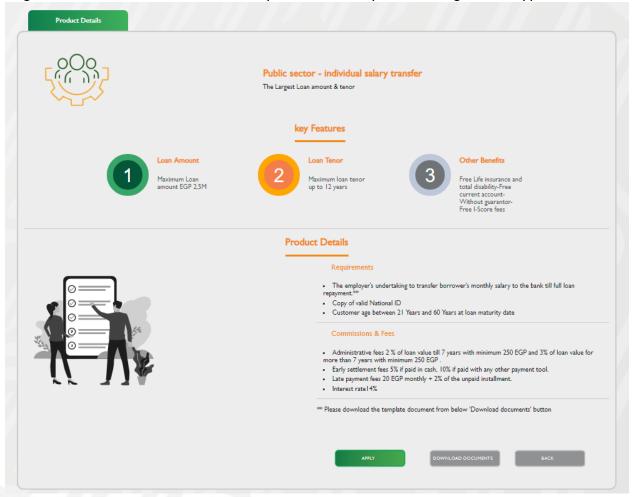


- Select a suitable loan based on your job from the loans menu
- You can compare between different types of loans up to three loans (for example: government sector loan without installment transfer and government sector loan with installment transfer)





- After selecting a loan, click on "Apply" to view the loan terms and conditions, required documents and loan commissions and charges.
- In case the loan documents include an employer undertaking, you can download the required documents by clicking on "Download Documents" to be completed and used upon submitting the loan application.



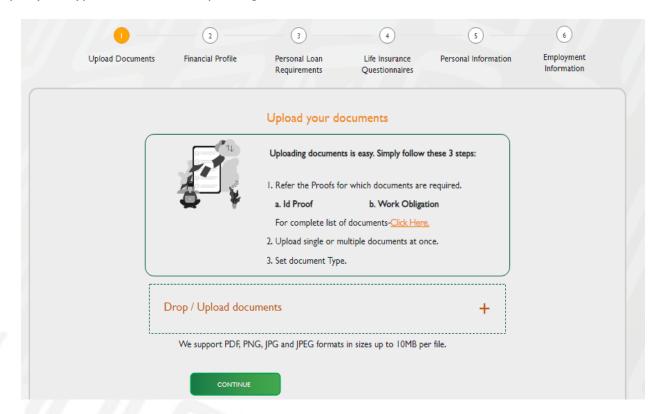


# Steps to apply for a loan via Al Ahly Net

Please note that you may complete a loan/credit card application by scanning the QR code for the application completion via a mobile phone

Step I (uploading documents)

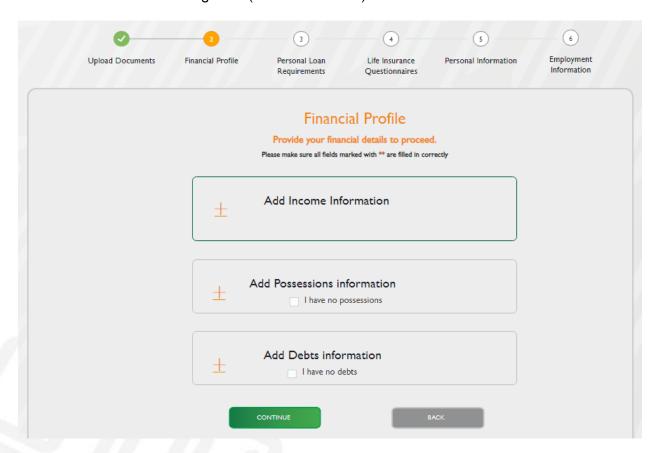
- Upload the required files
- Specify the type of each file after uploading it and click on "Continue"





# Step 2 (financial information)

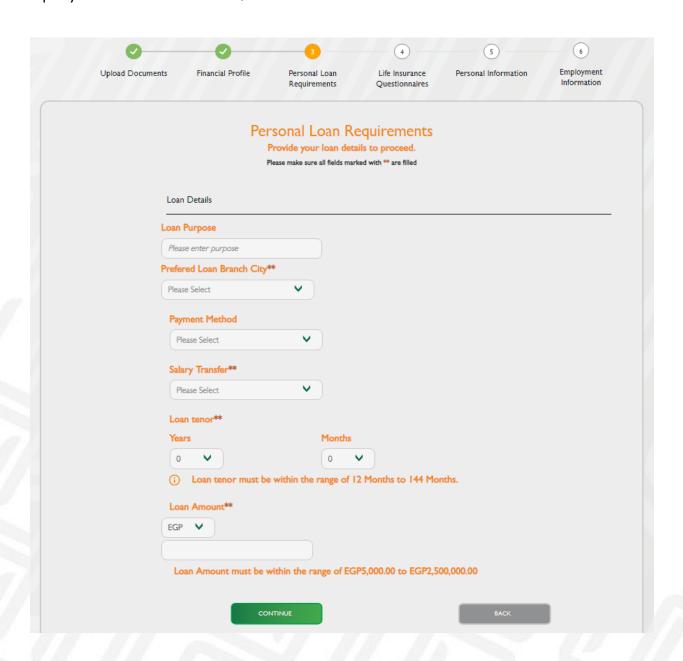
- Enter your financial information
  - o Income information (gross monthly income/net monthly income/etc.)
  - Information on property (Possissions information)
  - o Information on financial obligations (Debts information)





## Step 3 (loan requirements)

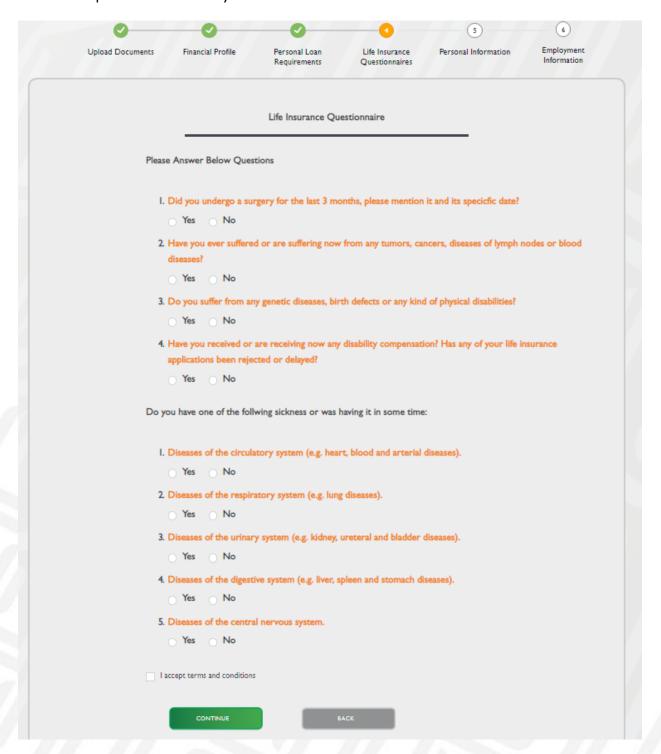
- Enter the required information
  - o Purpose of loan
  - Choose the city of the branch to open the loan account
  - Specify the branch that you wish to deal with taking into consideration that the loan procedures will be handled by such branch
  - Specify the method of repayment
  - Specify the loan tenor and amount, then click on "Continue"





## Step 4 (life insurance questionnaire)

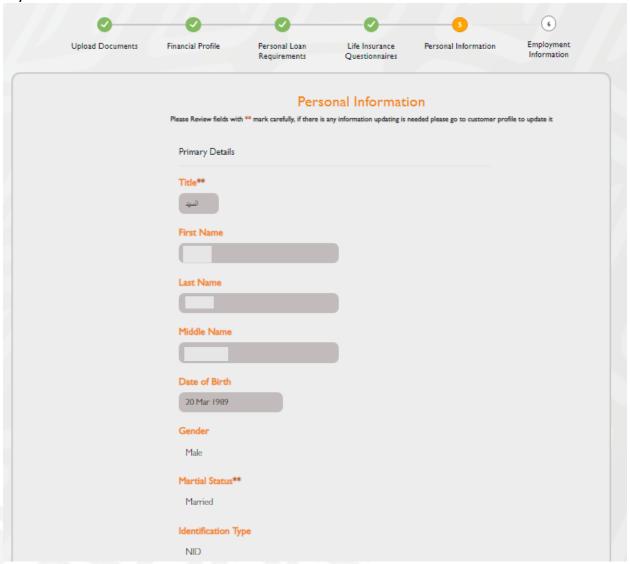
• Answer the questionnaire correctly





## Step 5 (personal information)

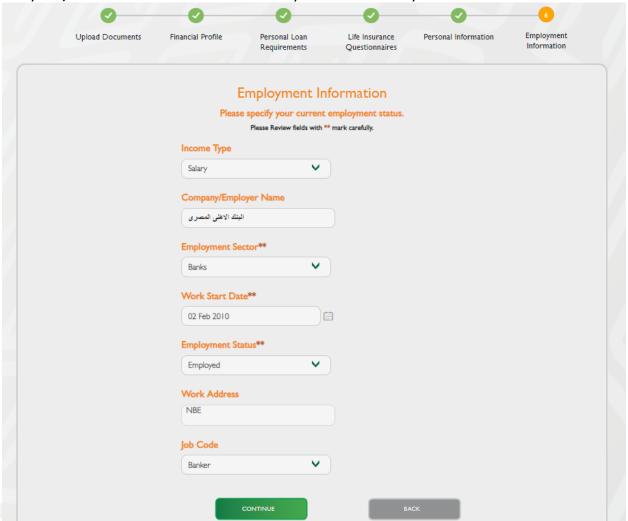
• Review your personal information. If you wish to modify your information, please go back to your profile page to modify the information that is available for modification





Step 6 (Employment information)

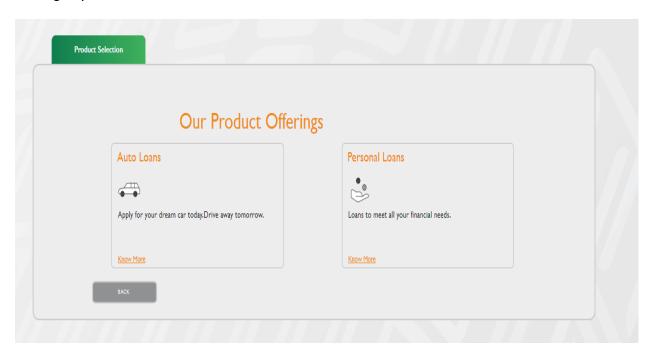
• Review your job information and make the necessary modifications if any.





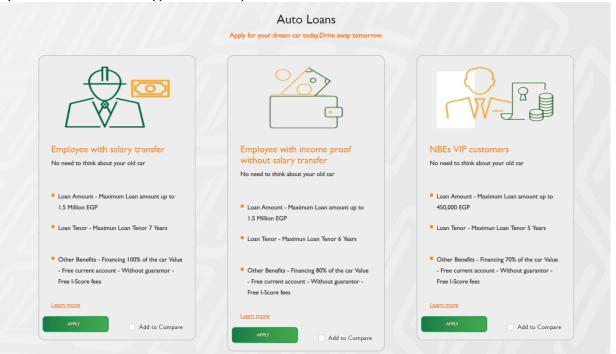
# Applying for an auto loan

You can go to the main menu>Apply for Loan/Credit Card, then select Apply Now>Loans>Auto Loan and do the following steps:

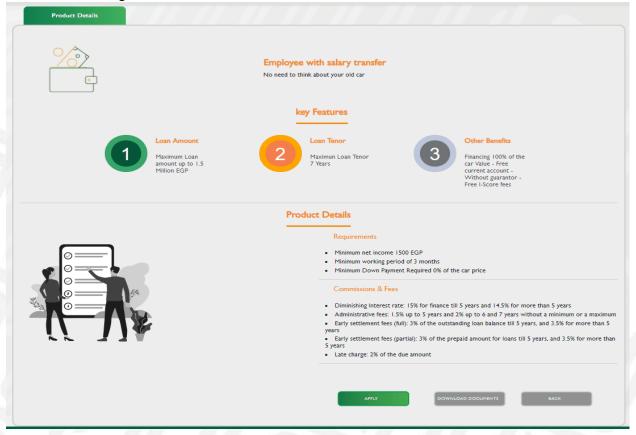




- Select a suitable loan based on your job nature from the available loans menu
- Compare between different types of loans up to three loans



 After selecting a loan, click on "Apply" to view the requirements and details, required documents and loan commissions and charges



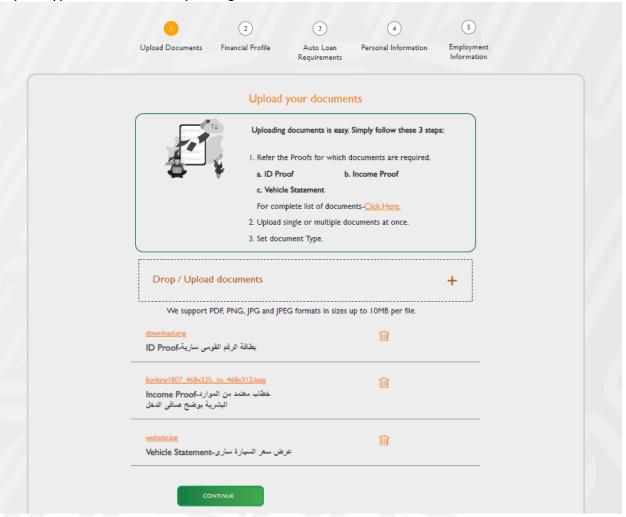


# Steps to apply for a loan via Al Ahly Net

Please note that you may complete a loan/credit card application by scanning the QR code for completing the application via the mobile phone

Step I (uploading documents)

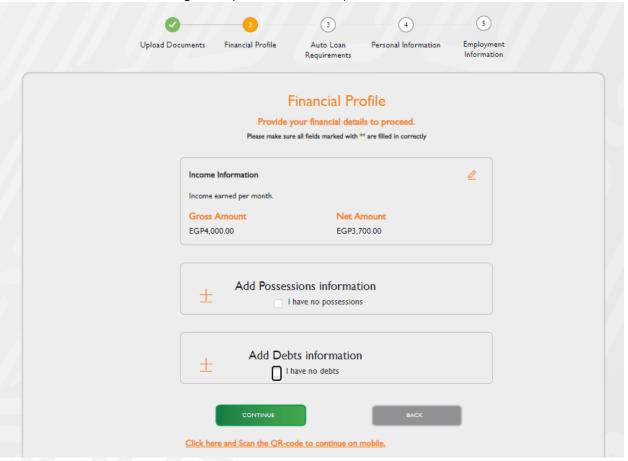
- Upload the required files
- Specify the type of each file after uploading it and click on "Continue"





## Step 2 (financial information)

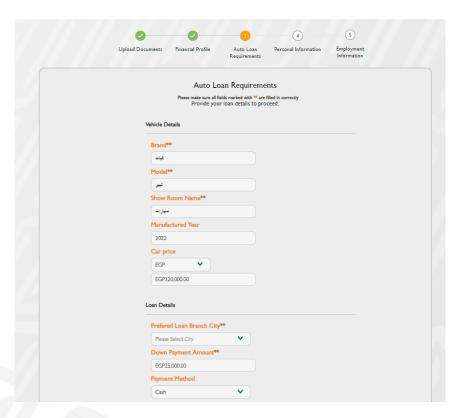
- Enter your financial information
  - Income information (gross monthly income/net monthly income/etc.)
  - o Information on property (Possissions information)
  - o Information on financial obligations (Debts information)





## Step 3 (loan requirements)

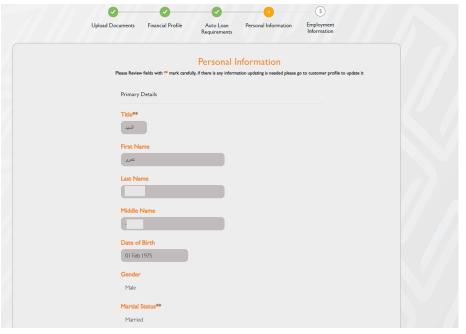
- Enter the required information
  - o Choose the city of the branch to open the loan account
  - Specify the branch that you wish to deal with taking into consideration that the loan procedures will be handled by such branch
  - Specify the method of repayment
  - Specify the loan tenor and amount, then click on "Continue"





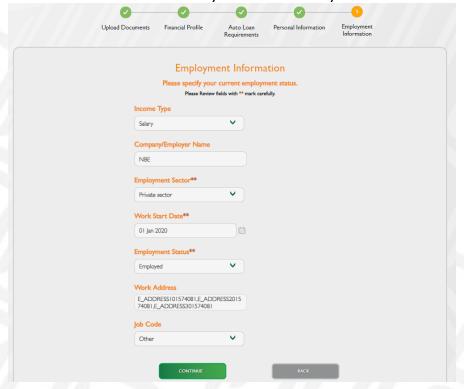
Step 4 (personal information)

 Review your personal information. If you wish to modify your information, please go back to your profile page to modify the information that is available for modification



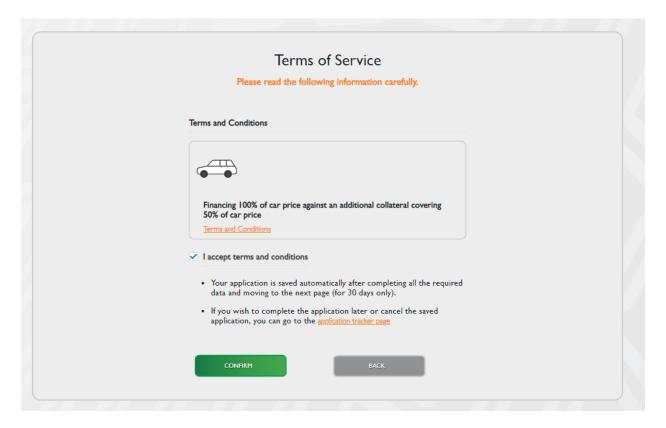
Step 5 (Employment information)

• Review your job information and make the necessary modifications if any



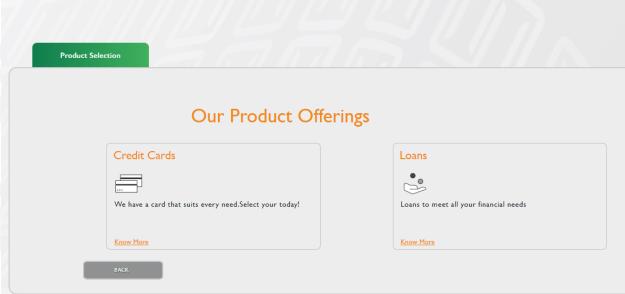


Step 6 (Review and tick for acceptance terms and conditions and submit the application)



# Apply for a credit card

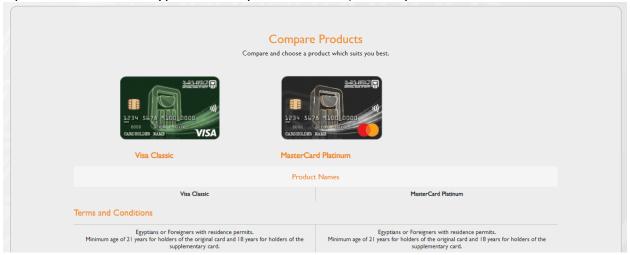
You can go to the main menu>Apply for Loan/Credit Card, then select Apply for Credit Cards and do the following steps:



• Select a suitable card for you from the available cards menu



• Compare between different types of cards up to three cards (for example: Visa Classic and Platinum MasterCard)

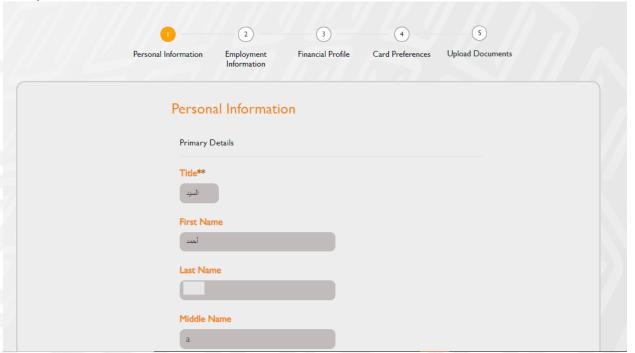


# Steps to apply for a credit card via Al Ahly Net

Please note that you may complete a loan/credit card application by scanning the QR code for completing the application via the mobile phone

Step I (personal information)

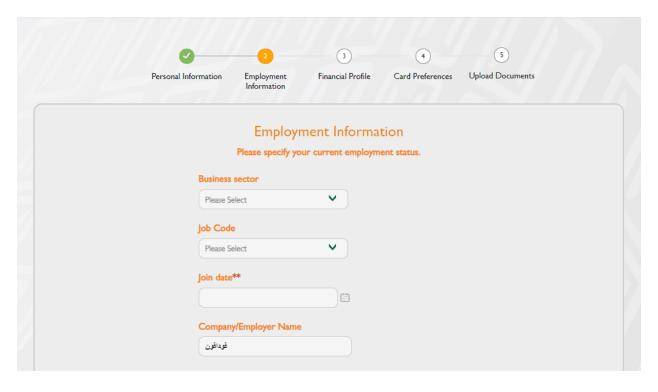
• Review your personal information. If you wish to modify your information, please go back to your profile page to modify the information that is available for modification





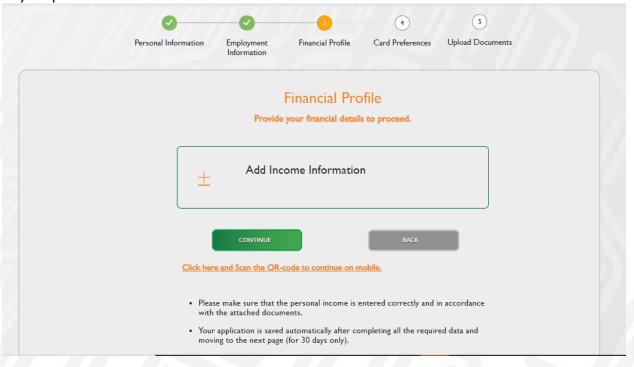
Step 2 (Employment information)

• Review your Employment information and make the necessary modifications if any



# Step 3 (financial Profile)

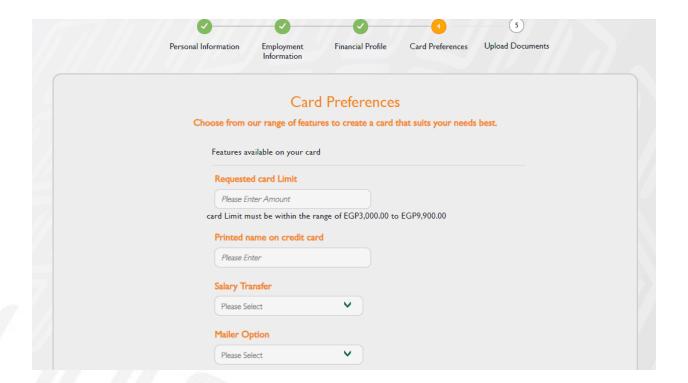
• Enter your personal income and click on "Continue"





## Step 4 (card preferences)

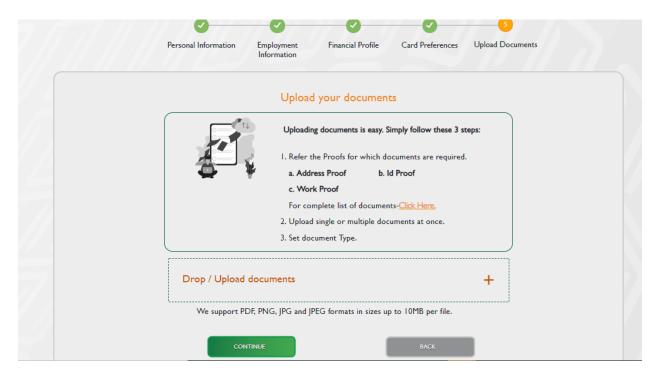
- Enter the required information
- Requested credit limit
- Specify the requested program
- Select your choice (salary transfer/without salary transfer)
- o Choose the city of the branch at which the credit card will be issued
- Specify the branch that you wish to deal with taking into consideration that the branch that you specify is the nearest branch to you



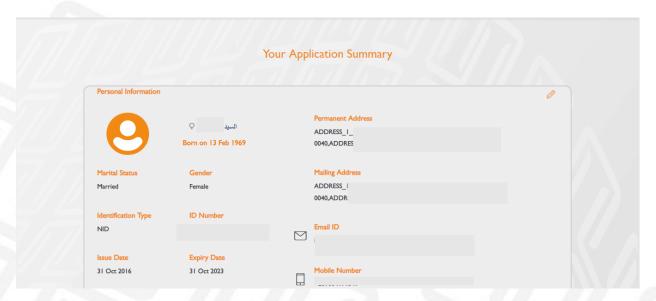


Step 5 (upload documents)

- Upload the required files
- Specify the type of each file after uploading it and click on "Continue"



Step 6 Review all information in the credit card application and click on "Continue". You can go back to the previous step to modify any information



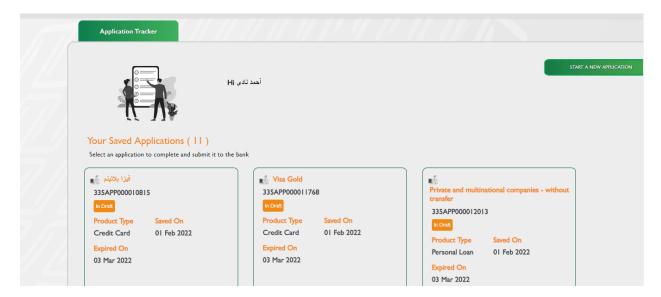


Step 7 (Review and tick for acceptance terms and conditions and submit the application)

# Tracking a loan/credit card application

This service enables you to track your loan/credit card application across different stages by going to the main menu>Apply for Loan/Credit Card>Track your application.

To view the application status as per the latest update to the application by the Bank.



# **Token services:**

All financial transactions carried out outside your accounts are authenticated by one of the following methods:

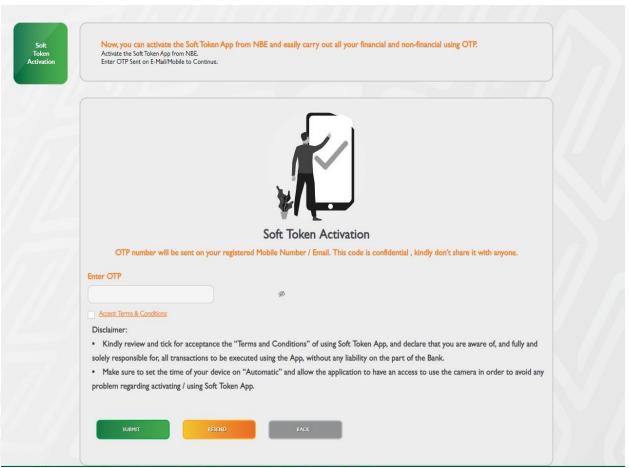
- Soft token
- Hard token



## Soft token App

You can access the service through the main menu> Token Services> Soft Token services > Soft Token Activation and then do the following steps:

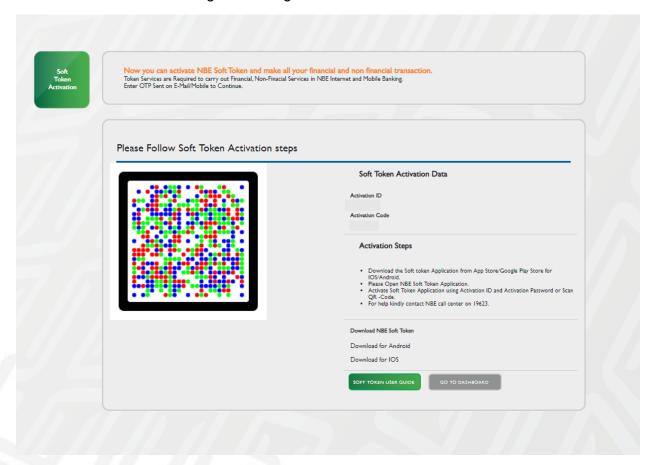
- Select Soft Token Activation.
- A one-time password (OTP) is sent to your mobile phone/email registered with the Bank (Kindly don't share the OTP with anyone)
- Tick for acceptance terms and conditions.
- Click on "Submit"



 Scan the QR code to download the IOS/Android soft token application which can be directly downloaded from Google Play/App Store.



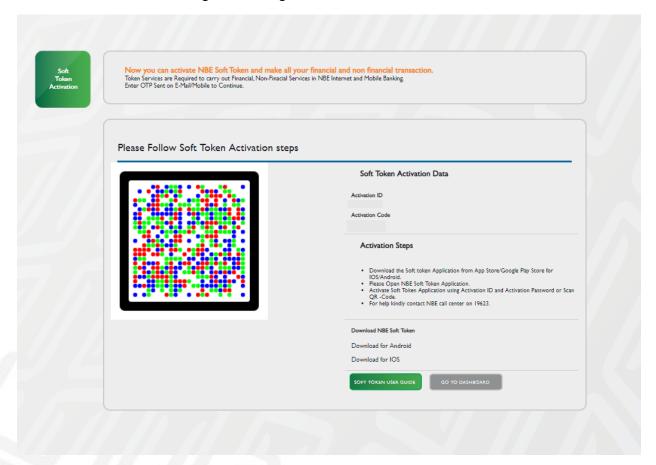
- Activate the soft token as follows:
- Scan the QR code
  - Open the soft token application.
  - Click on "Scan QR code for online activation" to activate the soft token.
  - Scan the QR code on the left side of the screen.
  - Create a PIN code consisting of 6 to 9 digits. The soft token is activated and can be used.





# o Enter activation information

- Open the soft token App
- Click on "Enter activation data for online activation"
- Enter the activation ID and activation password on the right side of Al Ahly Internet/Al Ahly Mobile into the soft token.
- Create a PIN code consisting of 6 to 9 digits. The soft token is activated and can be used.



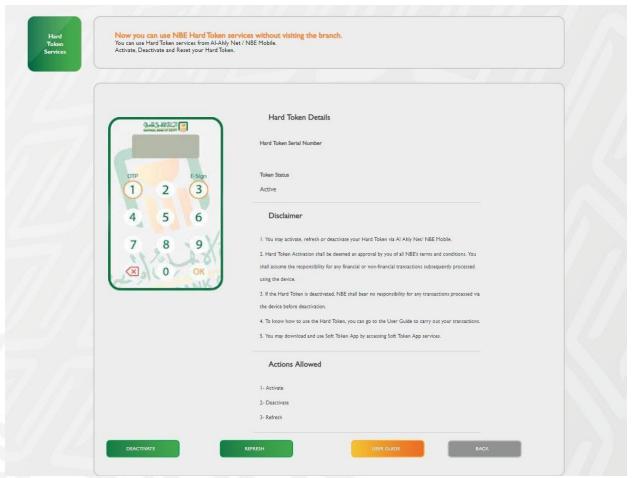


#### Hard token services:

You can access the service through the main menu> Token Services> Hard Token Services > Hard Token Services:

This screen enables you to carry out the following hard token services:

- Activate the hard token after receiving it from the branch.
- Deactivate the Hard Token if it is lost.
- Refresh the hard token.



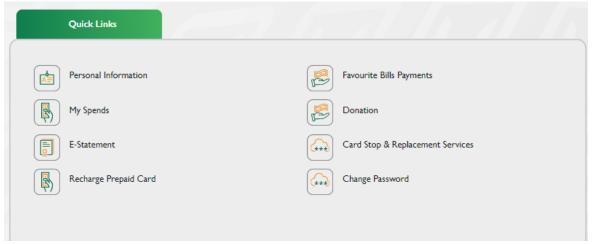
- Available services are displayed so that you can choose the action that you wish to take (Activate/Deactivate/Refresh).
- You can go to the Hard Token User Guide to review the steps of using the hard token in carrying out transactions.



# **Personal Information**

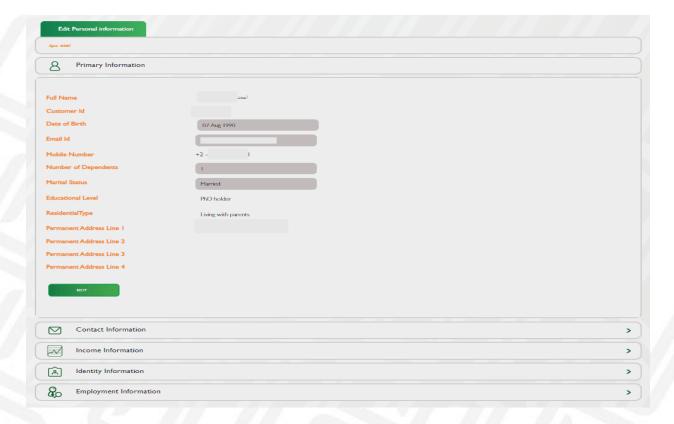
You can edit your personal information by going to the main menu>Personal Information

Main menu>Quick Links> Personal Information



This service enables you to edit your personal information through the following steps: -

- Specify the information that you wish to edit then click on "Edit".
- Enter the new information into the fields that you wish to edit then click on "Save".
- Tick for acceptance terms and conditions then click on "Submit".
- Review information then click on "Confirm".



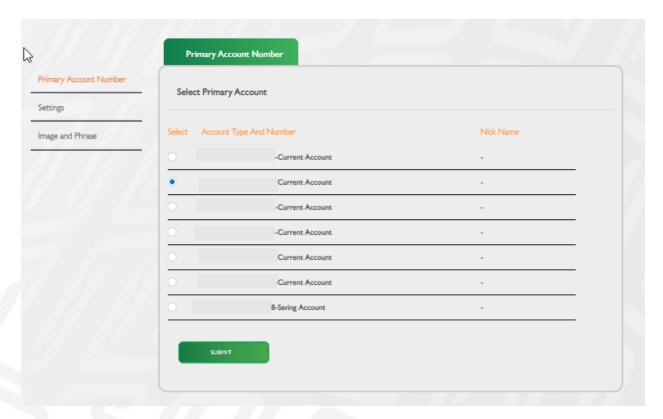


Please note that some personal information may only be modified through the branch

# **Account settings**

# Personal Preferences Primary Account

This service enables you to set a primary account for all financial transactions without having to select a primary account upon carrying out each transfer by going to the main menu> Account Settings> personal preferences > Primary Account Number, then select the favourite account and click on "submit".

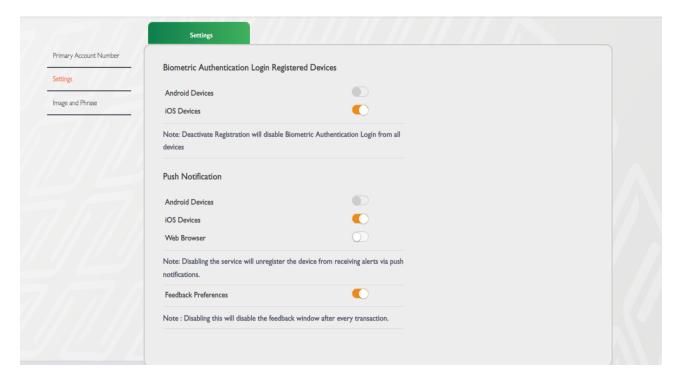




# **Settings**

This screen enables you to cancel Al Ahly Mobile login using biometric authentication by Touch ID – Face ID via Al Ahly Net, "Push Notification" and "Leave Feedback".

You can access this screen by going to the main menu>Account Settings>Personal Preferences >Settings.



# **Security image and phrase**

This service enables you to change the image and phrase displayed upon logging into the system to ensure that you have correctly entered your User ID. You can access this screen from the main menu>Account Settings>Personal Preferences >Security Image and Phrase.

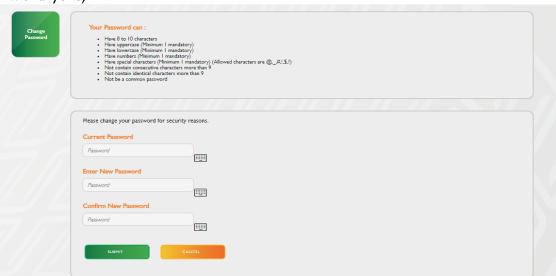
Click on "Change Image" and "Change Phrase" to view all the available images and phrases to choose from in order to authenticate the website used in logging into the service.





## Change password

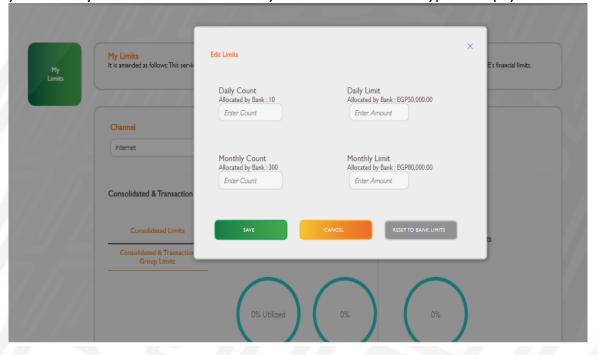
This screen enables you to change the login password by entering the old password then the new password. This service can be accessed via "Account settings" then click on "Change Password". (Kindly don't share your Password with anyone)



#### **Financial limits**

You can access this service from the main menu>Account Settings>My Limits, then do the following steps:

- Select delivery channel
- Select transaction
- The daily and monthly financial limits for the delivery channel and transaction type are displayed



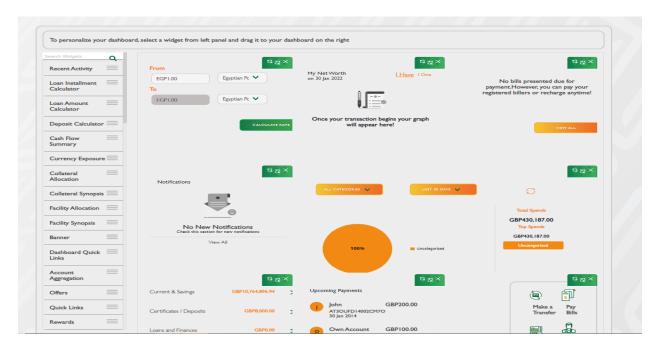
This screen enables you to modify limits and number of financial transactions within the maximum limit allowed, and by clicking on "Save", the limits that you modified will be saved.

You can go back to the default limits by clicking on "Reset to Bank Limits".



## Personalize dashboard

This screen enables you to have control over the Widgets displayed on the dashboard by adding new elements or changing their place or order as you wish. This service can be accessed through "Account Settings", then click on "Personalize Dashboard".



# **I-Score**

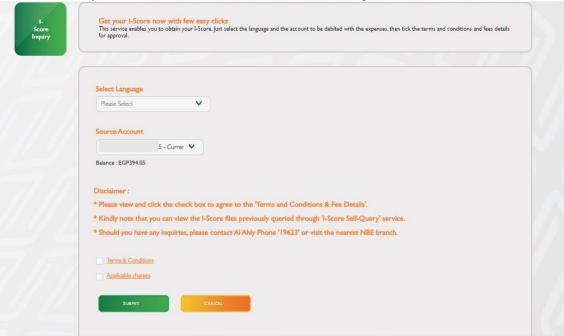
You can now submit an I-Score credit report request via Al Ahly Net/Al Ahly Mobile. Go to the main menu>I-Score



# **I-Score Inquiry**

This service enables you to request an I-Score credit report through the side menu by selecting "I-Score Inquiry", then doing the following steps:

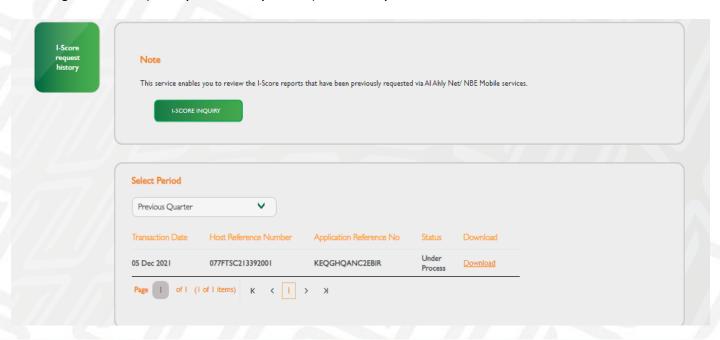
- Select language of I-Score credit report.
- Select the account number to be debited with the service charges.
- Review and tick for acceptance terms and conditions and service charges, and click on "Submit".



The transaction review screen will be displayed to view the selected language and debiting account. The transaction is then authenticated via the soft token/hard token.

#### **I-Score View**

Go to the main menu>I-Score >I-Score View to view the I-Score credit report that you requested via any of NBE's digital channels (Al Ahly Net/Al Ahly Mobile) and directly download it.



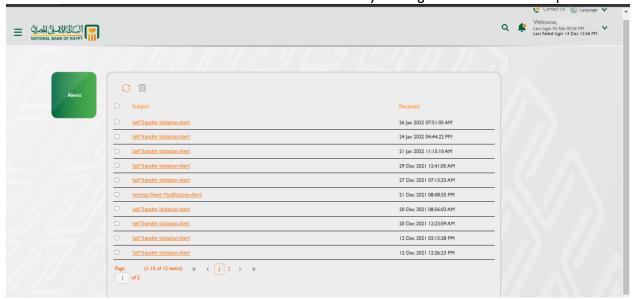


# **Alerts and notifications**

This service enables you to receive Al Ahly Net/Al Ahly Mobile alerts and notifications directly to your personal account by clicking on which appears on all screens or by going to the main menu>Mailbox

#### **Alerts**

You can now view bank transaction alerts via "Mailbox" from the main menu, then select "Alerts" which includes all alerts of your financial and non-financial transactions initiated via any of NBE's digital channels (Al Ahly Net/Al Ahly Mobile). In addition, all these alerts are sent to your email registered with the Bank. You can also select and delete alerts from the alerts screen by clicking on "Delete" at the top of the screen.



#### **Notifications**

This service enables you to receive notifications directly from NBE to be up to date of all new and special products and services tailored to your needs as NBE will send different notifications to you.

You can also select and delete notifications from the notifications screen by clicking on "Delete" at the top of the screen.

You can also add a Widgets for "Notifications" on your dashboard by managing your dashboard. Go to the side menu, click on "Account Settings", then "Personalize Dashboard"

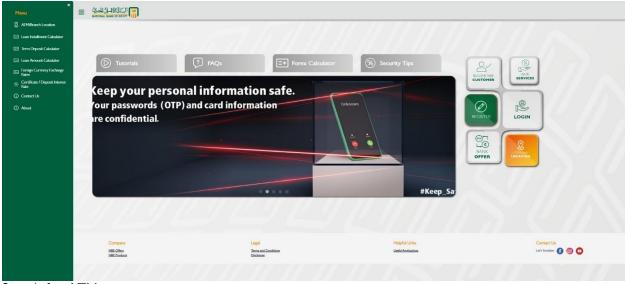




# **ATM/Branch Location**

This service enables you to search for and locate the nearest NBE branches and ATMs by searching by area or for the nearest branch or ATM. You can view the addresses of branches and ATMs and locate them on the map. You can reach this screen through any of the following methods:

- Go to login page>main menu on the left side of the screen> ATM/Branch Location
- Login to the service> main menu> ATM/Branch Location



Search for ATMs

- Select "ATM" from the drop down menu.
- Enter the required search area in the relevant field.
- Options will be shown to click on the required search area.
- All ATMs within this area will be shown on the map.
- Upon clicking on any marker on the map, the name and address of and distance to the ATM will be shown.
- You can view the ATM details by clicking on "Show List" at the bottom of the screen and the following will be shown:
  - Number of ATMS in the area
  - ATM address
  - o Distance
  - Directions (directions to reach the ATM using the map)

## Search for NBE branches

- Select "Branches" from the drop down menu.
- Enter the required search area in the relevant field.
- Options will be shown to click on the required search area.
- All branches within this area will be shown on the map.
- Upon clicking on any marker on the map, the name and address of and distance to the branch will be shown.
- You can view the branch details by clicking on "Show List" at the bottom of the screen and the following will be shown:
  - O Number of branches in the area
  - Branch address
  - Distance
  - Directions (directions to reach the branch using the map)