

Login to Fidelity Corporate Internet Banking



# Corporate Internet Banking

Quick Start Guide

## First Time Password Login

### First-Time Login to CIB Using Password

This section illustrates the steps needed to be performed when new user's logon to CIB for first time using User ID and a Password received CIB administrator

#### 1. Email Password + Hint Q&A

Ready the CIB Web Password received via Email with title "New User Login Password"

1. Login to <https://corporatebank.fidelitybank.com.gh/B001/home.jsp>
  - User ID
  - Password

Please login to Fidelity Corporate Internet Banking

User ID

Virtual Keyboard Standard Keyboard

Password  [Forgot Password?](#)

Sign In

2. On the next screen, you will be prompted to change password.

Upon successful login, the CIB Web Homepage will be launched.

Home Transaction Activities Accounts Payments Bulk Transactions Customer Services Tools

Total Position Refresh Menu

Assets

Account Type	Current Balance
Saving and Current Account	2,000.00 GHS
<b>Total Assets</b>	<b>2,000.00 GHS</b>

Mini Stateme

Choose Account

TB DUMMY

20-06-2016

CASH FOR CORP

Note:- Cr:Credit,

## Change of Password / Edit Hint Q&A / Forgot Password.

### For changing of password

- Click on “**Change Password**” after login to CIB.

**ELITY** BANK

SAMUEL BLAY

Home Transaction Activities Accounts Payments Bulk Transactions Customer Services

al Position

Current Login : 30-06-2016 11:10:31  
Last Login : 30-06-2016 10:19:52  
Last Failed Login : 30-06-2016 11:10:18  
Change Password

Upon successful login, the CIB Web Homepage will be launched.

Home Transaction Activities Accounts Payments Bulk Transactions Customer Services Tools

Total Position

Assets

Account Type	Current Balance
Saving and Current Account	2,000.00 GHS
<b>Total Assets</b>	<b>2,000.00 GHS</b>

Mini Statement

Choose Account

TB DUMMY

20-06-2016

CASH FOR CORP

Note:- Cr:Credit,

Change Option : Login Password

Enter Old Password :

New Password :

Confirm New Password:

### 2. Confirm Password Change

Verification -Change Password

30-06-2016 11:44:24

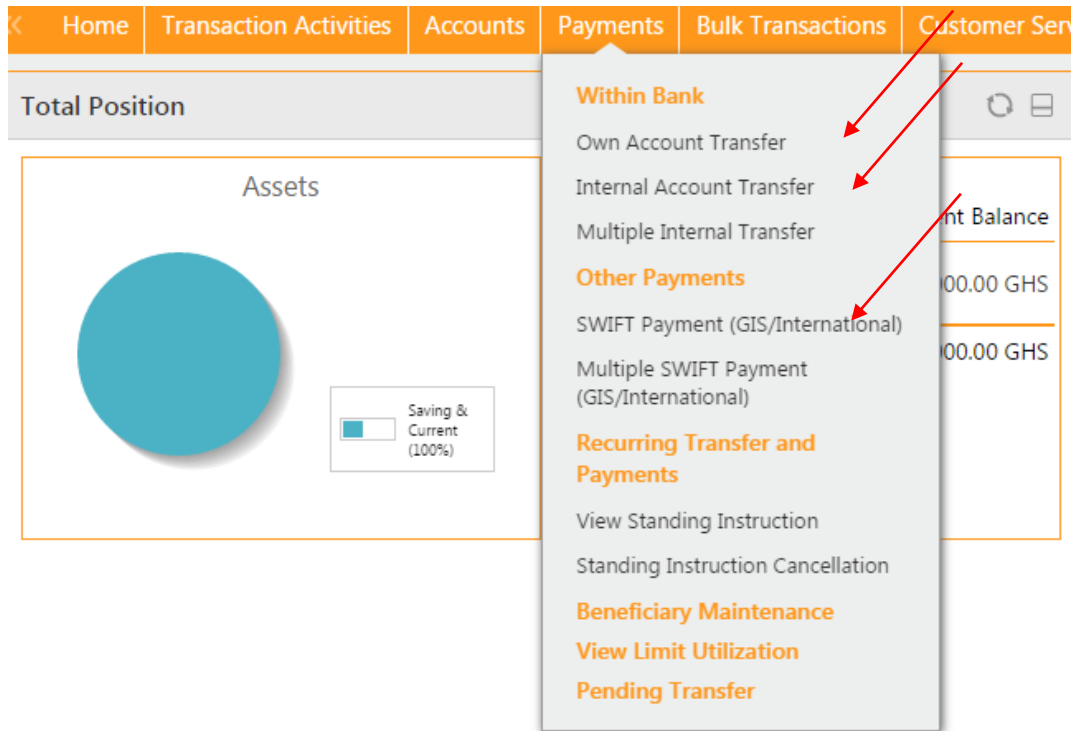
Do you want to change your password?

Edit

Confirm

## To Create Single Transaction

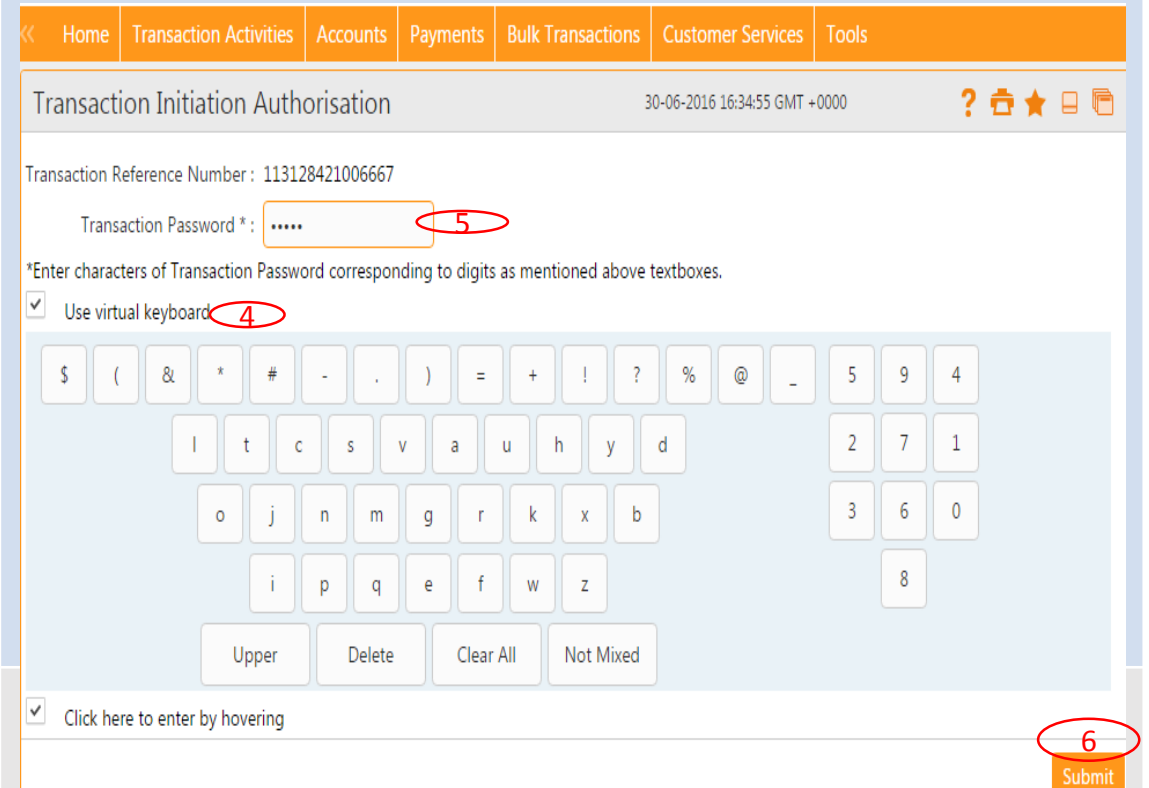
1. Choose the desired payment type from the Payments menu



2. The payments screen will be launched to capture

- Beneficiary name
- Destination account type
- Beneficiary email
- Account Number
- Beneficiary bank details
- Payment details
- Click **Initiate**
- Click **Confirm**
- Soft token will be generated to your email and phone

3.

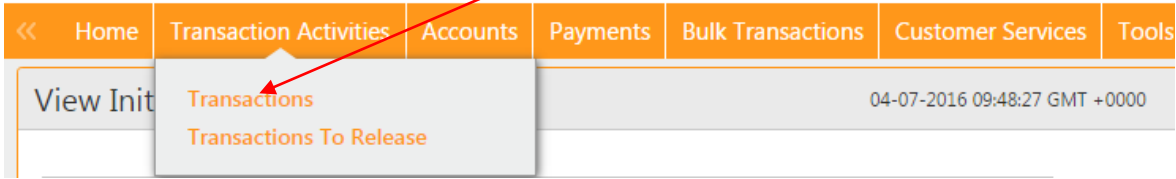


4. "Uncheck" Use virtual keyboard to allow user input from keyboard. However, it is recommended all entries are done using the virtual keyboard
5. Enter soft token received via email/SMS
6. Click Submit

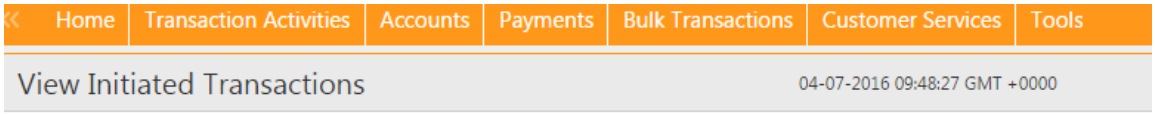
# Edit Transaction

## To edit Transaction

1. Click Transactions from transactions activities



2. Select status of transactions to edit



Transaction Type	Status	Count	Progress	Percentage
Internal Account Transfer	Rejected	1	<div style="width: 50%; background-color: red;"></div>	50.00%
	Initiated	1	<div style="width: 50%; background-color: blue;"></div>	50.00%

3. Select E-banking reference

Search Initiated Transactions. Date: 04-07-2016 09:56:13 GMT +0000.

None/All	EBanking Reference No.	Transaction Type	Transaction Status	Created On	Created On-My Timezone	Updated On
<input type="checkbox"/>	<a href="#">141463779007064</a>	Internal Account Transfer	Initiated	04-07-2016 09:48:08 GMT +0000	04-07-2016 09:48:08 GMT +0000	04-07-2016 09:48:08 GMT +0000

4. Click modify

View Initiated Transactions. Date: 04-07-2016 10:01:40 GMT +0000.

Transfer Currency: NEW GHANA CEDI  
Pay Now : 04-07-2016

Other Details  
Narrative:  
Purpose of Remittance: OTHERS

-- The actual Debit Amount for Future Dated Cross Currency Transfers may differ based on the prevailing exchange rate on the value date.

Note:

Authorizer/s	Authorized On	Status	Value Date	Amount	Note
BLAY	04-07-2016 09:48:08 GMT +0000	Initiated [1]	04-Jul-2016	GHS 10.00	

E-Receipt Back Copy Transaction Delete Modify

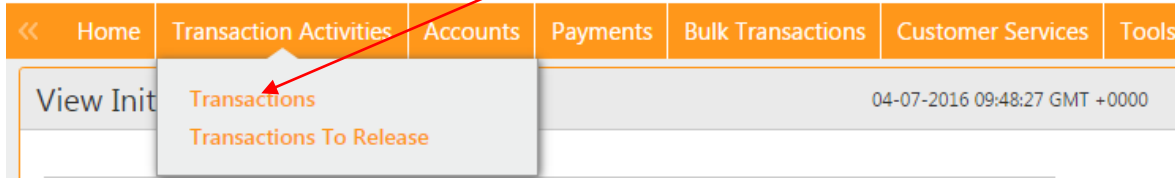
Note : In case of modification,notes will be ignored.

5. Make required changes and click

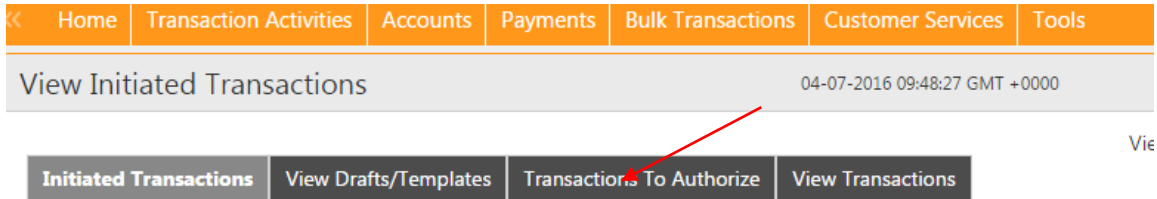
# Transaction Authorization

## To Perform Authorization

1. Click Transactions from transactions activities



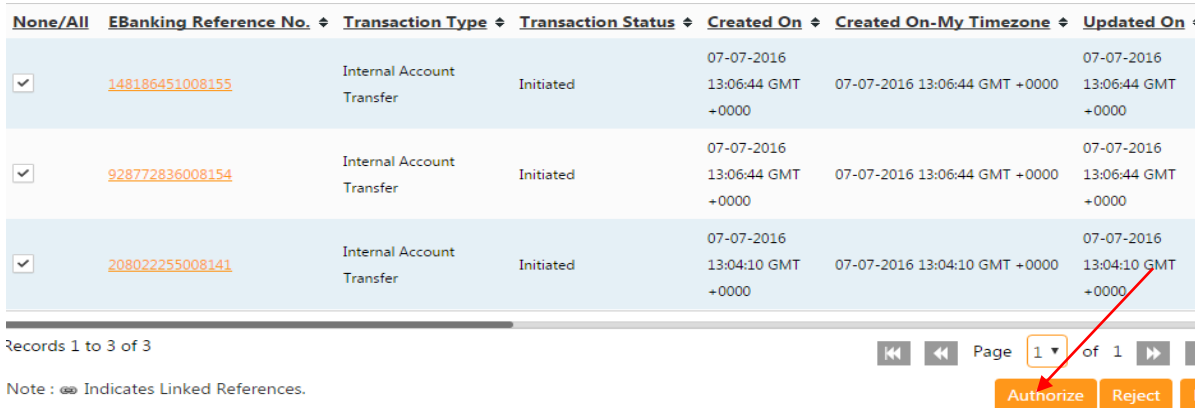
2. Switch to “transaction to authorize”



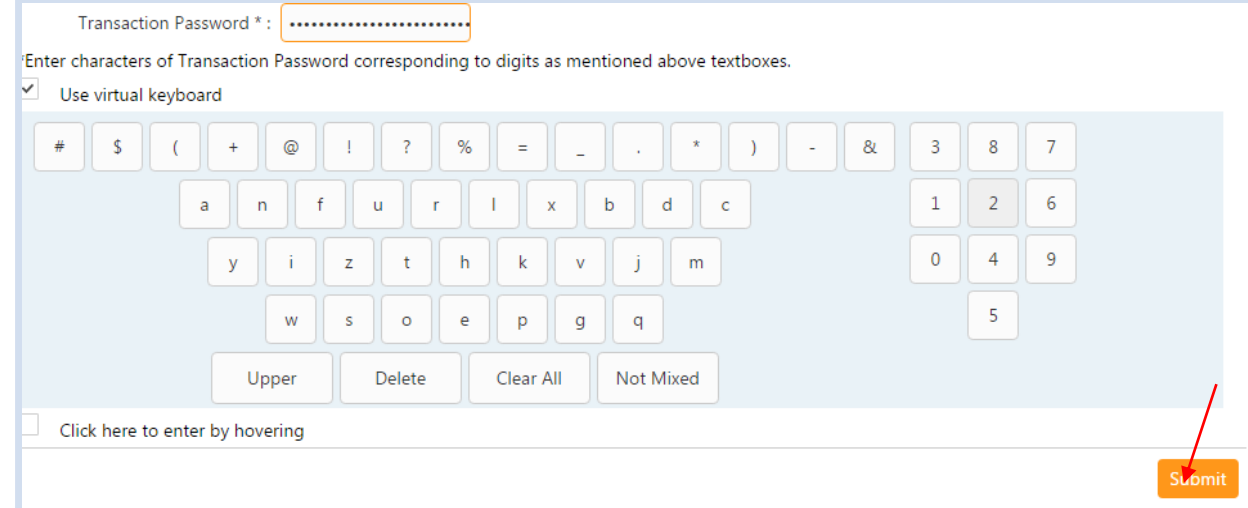
### Initiated Transactions

Transaction Type	Status	Count		
Internal Account Transfer	<a href="#">Rejected</a>	1	<div style="width: 50%; background-color: red;"></div>	50.00%
	<a href="#">Initiated</a>	1	<div style="width: 50%; background-color: blue;"></div>	50.00%

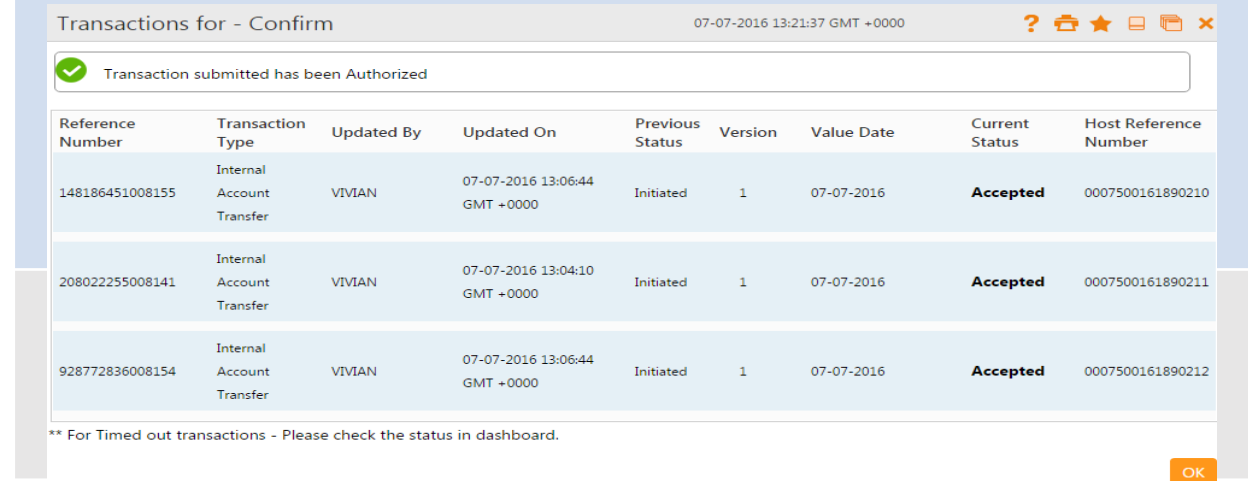
3. Select transaction (s) to be authorized and click “Authorize”



4. “Uncheck” Use virtual keyboard to allow user input from keyboard. However, it is recommended all entries are done using the virtual keyboard
5. Enter soft token received via email/SMS
6. Click Submit



7. System will show confirmation page with current status as “accepted”



## To Generate Online Statements

- Hover mouse over and click on the activity

The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Home, Transaction Activities, Accounts, Payments, Bulk Transactions, Customer Services, and Tools. The 'Accounts' menu is expanded, showing options like Overall View, Account Summary, Consolidated Position, Account Overview, Savings and Current Accounts, Account Details, Account Activity, Term Deposits, Contract Term Deposit View, Loans, Loan Schedule, Loan Repayment Inquiry, and Loan Account Activity. On the right, there is a 'Mini Statement' section for 'TB DUMMY' showing a current balance of 2,000.00 GHS and a transaction on 20-06-2016 for 2,000.00 GHS.

### 1. Account Summary

The screenshot shows the 'Account Summary' page for 'Current Account & Savings Account (Conventional)' with a balance of GHS 2,000.00. The page includes a navigation bar with 'All Customers' and 'GF' buttons, and a 'Total Balance: GHS 2,000.00' indicator.

### 2. Consolidated Position

SSS

The screenshot shows the 'Consolidated View' page with a table of assets and positions. The table has columns for 'Assets', 'Amount(GHS)', and '% of Assets'. The data is as follows:

Assets	Amount(GHS)	% of Assets
Assets(Liquid)		
Current and Savings Accounts	2,000.00	100.00%
Total Assets	2,000.00	100.00%

Below the table, there are sections for 'Positions' and 'Net Position', both showing 2,000.00. At the bottom, there are two pie charts labeled 'Total Position' and 'Assets'.

### 3. Account overview

The screenshot shows the 'Account Overview' page for 'TB DUMMY' with a balance of 2,000.00 GHS. The page includes a table of assets and a 'Print / Download' button.

Currency	Product Name	Available Balance	Total Available Balance
GHS	CURRENT ACCOUNT NORMAL - LCY	2,000.00	2,000.00
Subtotal:		2,000.00	2,000.00

Account Overview sample

### 4. Account Activity

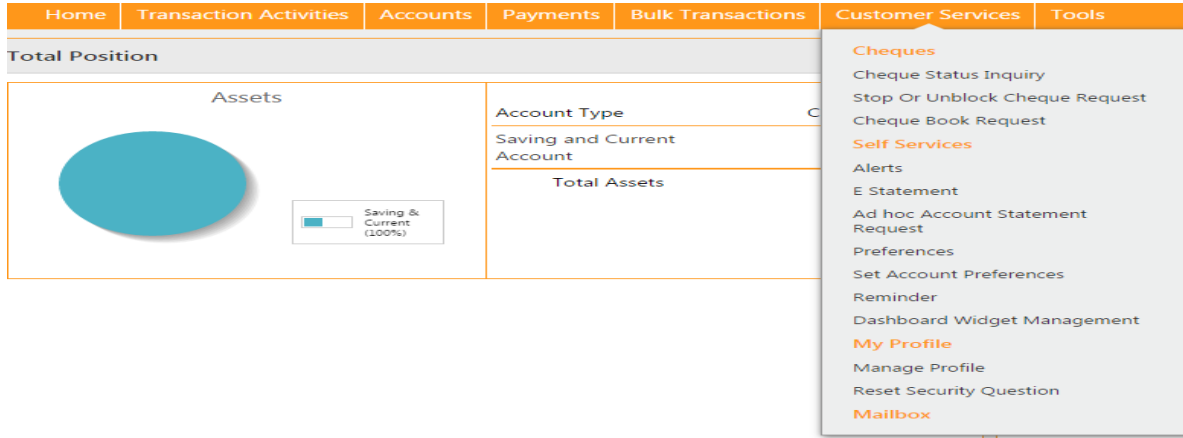
- Uncheck "hide filters" located at the upper left corner
- Specify search parameters. E.g. date, amount etc. and click submit

The screenshot shows the 'Account Activity' page with search filters. The filters include 'Search By' (Last 'n' Transactions), 'No of Transactions' (20), 'Transaction Type\*' (Both Debit and Credit Transactions), and 'Amount or Cheque Numbers' (Amount range). There is also a 'Hide Filters' checkbox and a 'Clear All Filters' link.

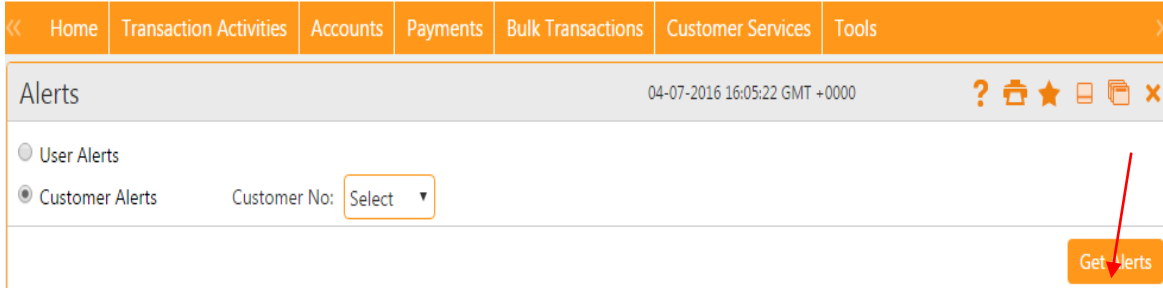


To schedule alerts

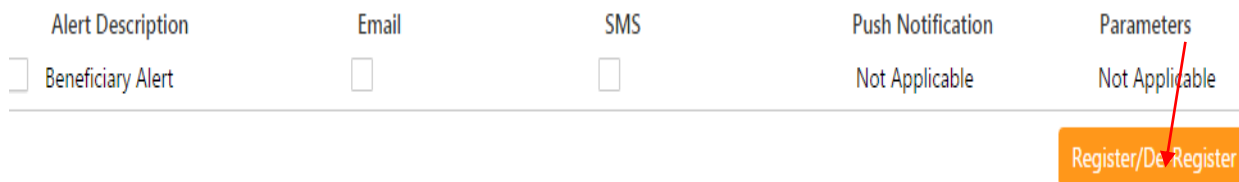
- Hover mouse over customer care and click on the activity



1. Alerts – Select Customer number and click [Get Alerts](#)

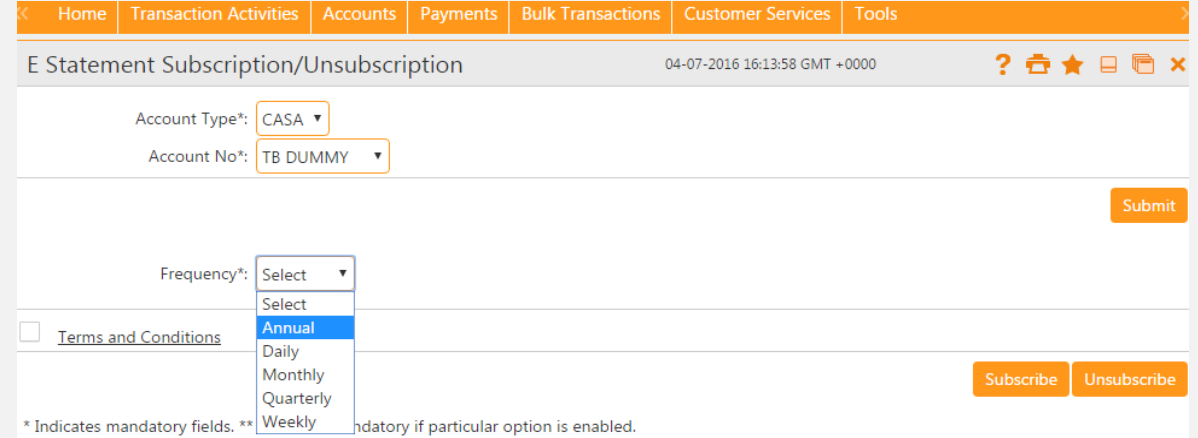


2. Make selection and click “Register/De-register”



3. E-statement

- Select Account type
- Account number
- Frequency and click “Subscribe”



4. Ad hoc statement report

- Select account number
- Select date range and click submit

