yono Business – User Manual

User Management – New User Activation

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2. yono Business User Management

State Bank of India offers integrated platform for Corporate Internet Banking services to bank's Corporate Customers through its portal https://yonobusiness.sbi/.

This User Manual provides the necessary information to activate a new user from the temporary user credentials that user receives on the registered mobile number post corporate onboarding, to login to yono Business application, to manage the user profile and password management on yono Business application.

Following functionalities are covered under this section of user management:

1) New User Activation
2) Post Login – User Management features
    a. Conflict User
    b. Check Login Password Expiry
    c. OTP Authentication
    d. Profile Password check
3) Pre Login – Trouble logging in features
    a. Forgot Login Password
    b. Lock User Access
    c. Unlock User Access
    d. Set Password post approval (from Admin / Branch)

2.1 New User Activation - Overview

Post corporate onboarding the user receives a temporary login credentials on the registered mobile number or email id. The purpose of New User Activation process is to allow the user to set a permanent userid and login password from the temporary credentials so that with the new ID and password the user can login to yono Business.

To summarize the procedure

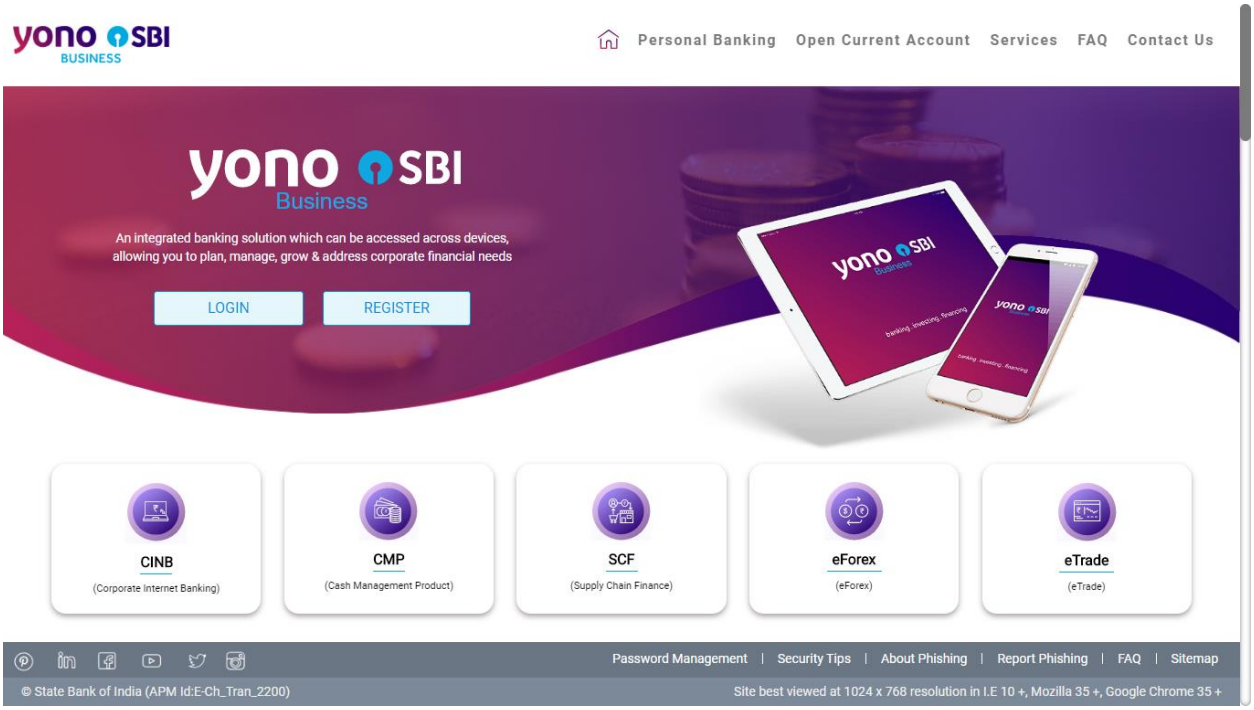
#	Steps for User Creation	Corporate Internet Banking	eTrade/ eForex	CMP	SCF
1	yono Business Login page	Click on New User Activation hyperlink in yono			
2	New User to select the product	Select yono Business Corporate Internet Banking/ eTrade/ eForex in yono and click on 'SUBMIT'		Select Cash Management Product in yono and click on 'SUBMIT'	Select Supply Chain Finance in yono and click on 'SUBMIT'
3	Validate details to activate user	Enter the temporary userid that the user received on registered mobile number. Select Account number or Corporate ID and enters the details, enters captcha, then click on 'GO'		Enter the temporary Userid, Password received on the registered email ID, enters captcha and clicks on 'Login'	Enter the temporary Userid and Password received on the registered email ID/mobile number and clicks on Login
4	Verify OTP	Not Applicable	User enters and verify the OTP received on the registered mobile number	Not Applicable	
5	Validate temporary login password	Enter temporary and confirm login password, then click on SUBMIT	Not applicable		
	Redirection to legacy login page	User to enter Userid and password. Click LOGIN	Not applicable		
5	Capture new Userid	User enters the new Userid. Click on Submit			
6	Capture new Login Password	User sets new login password			User sets new login password and also sets Hint question and hint answer
7	Capture Profile Password		This is a post login feature. User will be prompted to set the profile password on the first login. On setting the profile password, user will be redirected to yono Business landing page	User sets profile password	This is a post login feature. User will be prompted to set the profile password on the first login. On setting the profile password, user will be redirected to yono Business landing page
8	Redirection to yono Business Login Page	Post setting the permanent Userid and password, user gets redirected to the yono login page.			
9	User logs into yono Business	User enters the new Userid and login password on yono Business login page, clicks on 'LOGIN', and gets redirected to yono Business landing page.			

Following are the steps in the form of action to be performed by the users to activate the Userids.

Action1: Open yono Business Home Page on a browser

User opens a browser such as Google Chrome or Internet Explorer and type in the following URL: https://yonobusiness.sbi/, then hits the enter key the keyboard. It opens the Home page of yono Business as displayed below where the user needs to click on LOGIN.

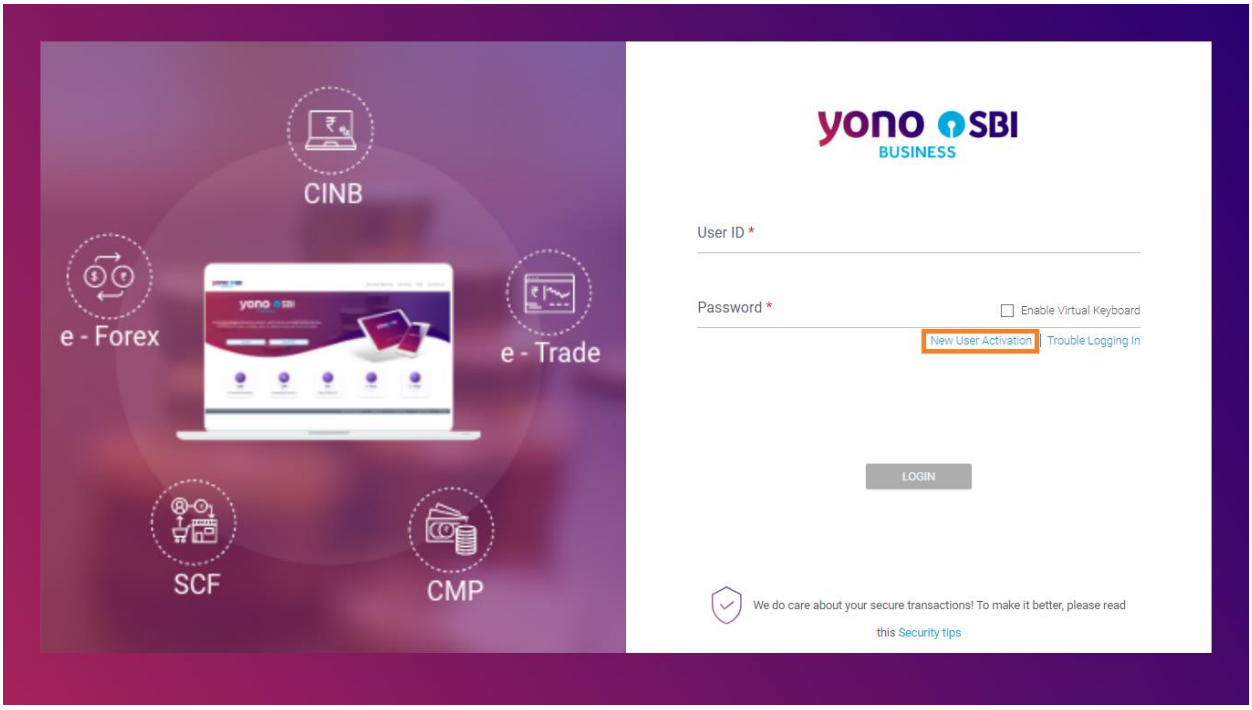
Figure 2.1: yono Business Home Page



Action2: Click on ‘New User Activation’ on yono Business Login page

On clicking LOGIN, user gets redirected to the yono Business login page as displayed below. On this page the user needs to click on ‘New User Activation’ hyperlink.

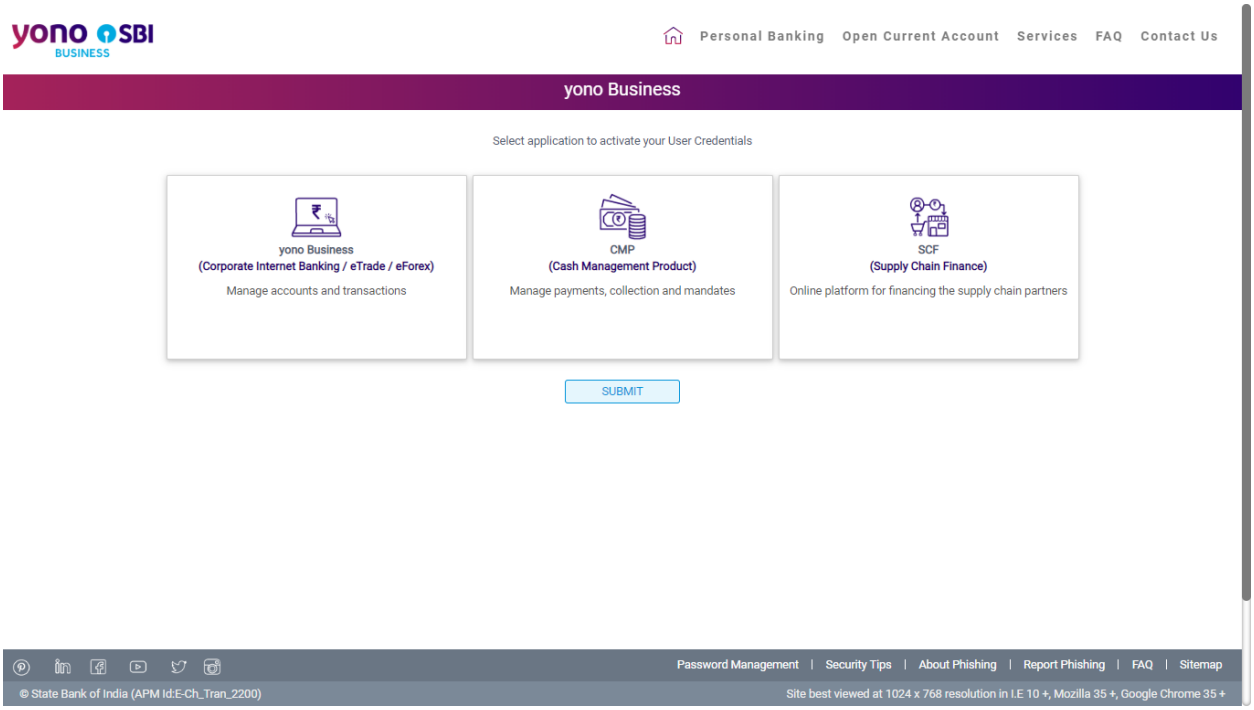
Figure 2.2: yono Business Login Page



Action3: Select application for New User Activation

On clicking ‘New User Activation’ hyperlink from the yonoB login page, user gets redirected to the below page where the user needs to select the application and clicks on SUBMIT to proceed further.

Figure 2.3: New User Activation – Select Product



2.1.1 New User Activation – yono Business

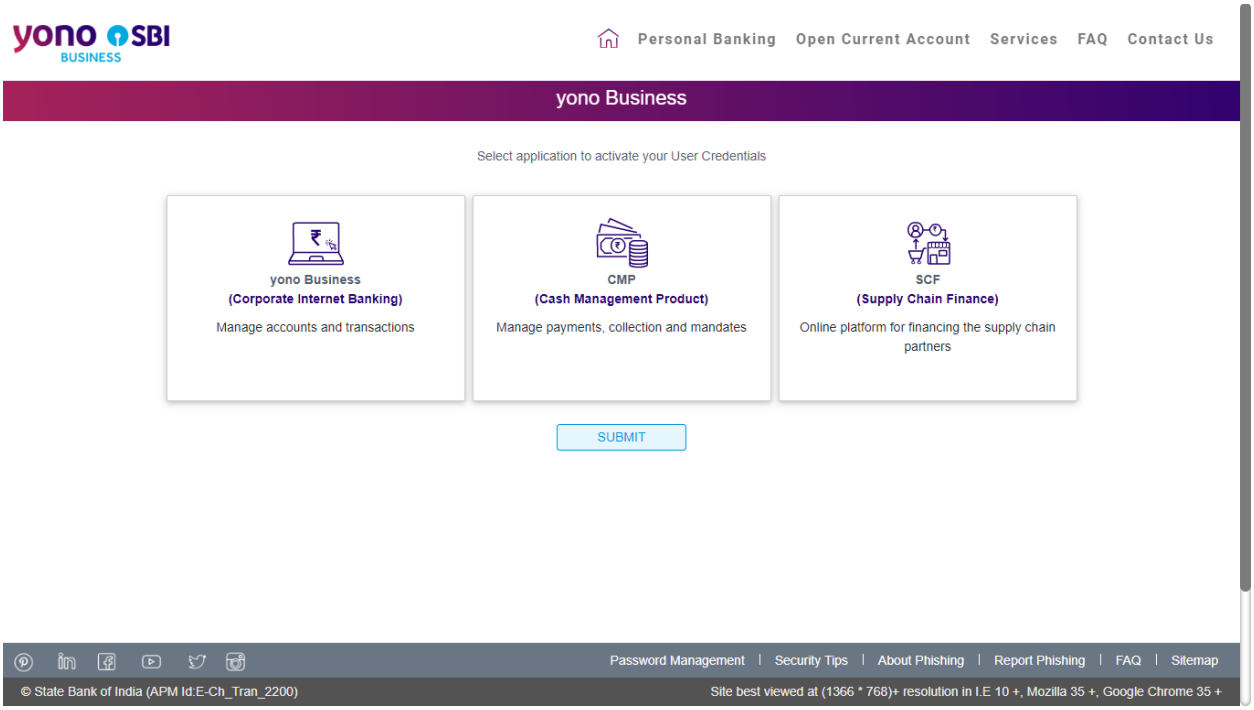
Action1: Select Corporate Internet Banking for New User Activation

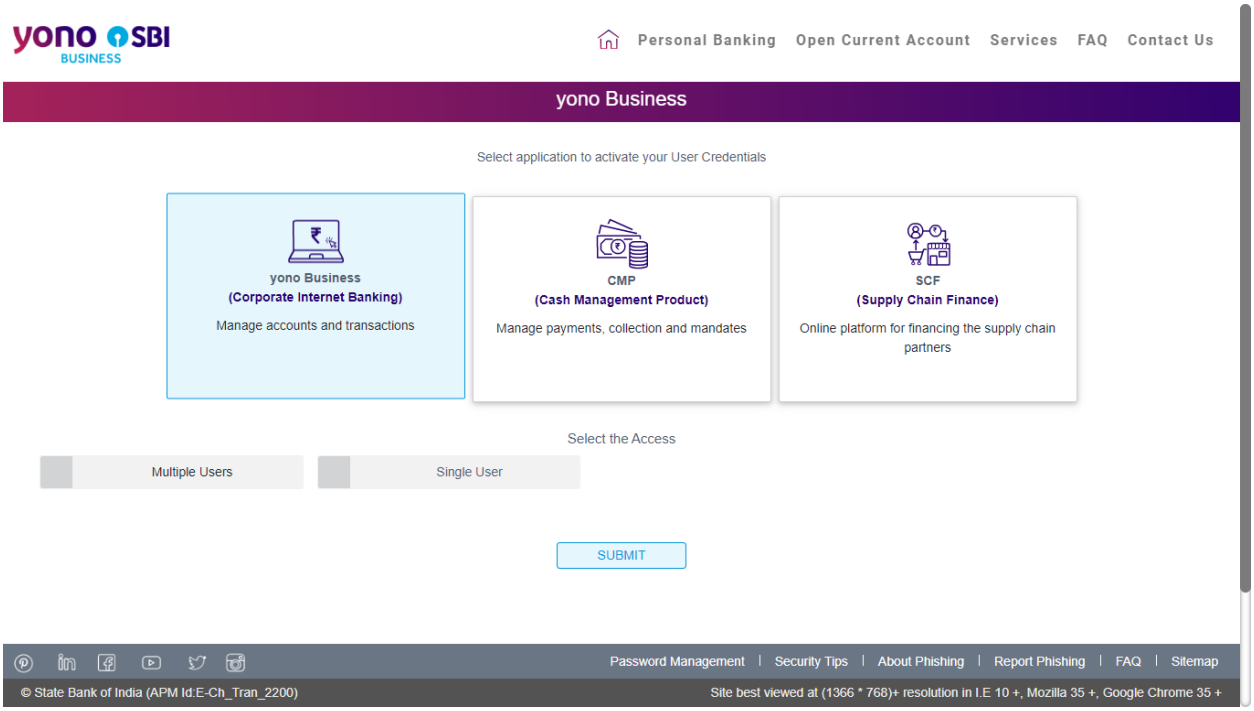
On clicking 'New User Activation' hyperlink on the yono Business login page, user gets redirected to the page as displayed below. Here the user selects 'Corporate Internet Banking' and clicks on SUBMIT.

CINB Saral users selects the single user check box and clicks on SUBMIT to proceed further.

For eTrade, eForex, CINB Vyapaar and Vistaar, user selects Multiple Users and clicks on SUBMIT to proceed further.

Figure 2.4: New User Activation – Select (Single User Vs Multiple User)




yono SBI BUSINESS
Personal Banking
Open Current Account
Services
FAQ
Contact Us
yono Business
Select application to activate your User Credentials
yono Business
(Corporate Internet Banking)
Manage accounts and transactions
CMP
(Cash Management Product)
Manage payments, collection and mandates
SCF
(Supply Chain Finance)
Online platform for financing the supply chain partners
Select the Access
Multiple Users
Single User
SUBMIT
Password Management | Security Tips | About Phishing | Report Phishing | FAQ | Sitemap
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Site best viewed at (1366 * 768)+ resolution in I.E 10 +, Mozilla 35 +, Google Chrome 35 +

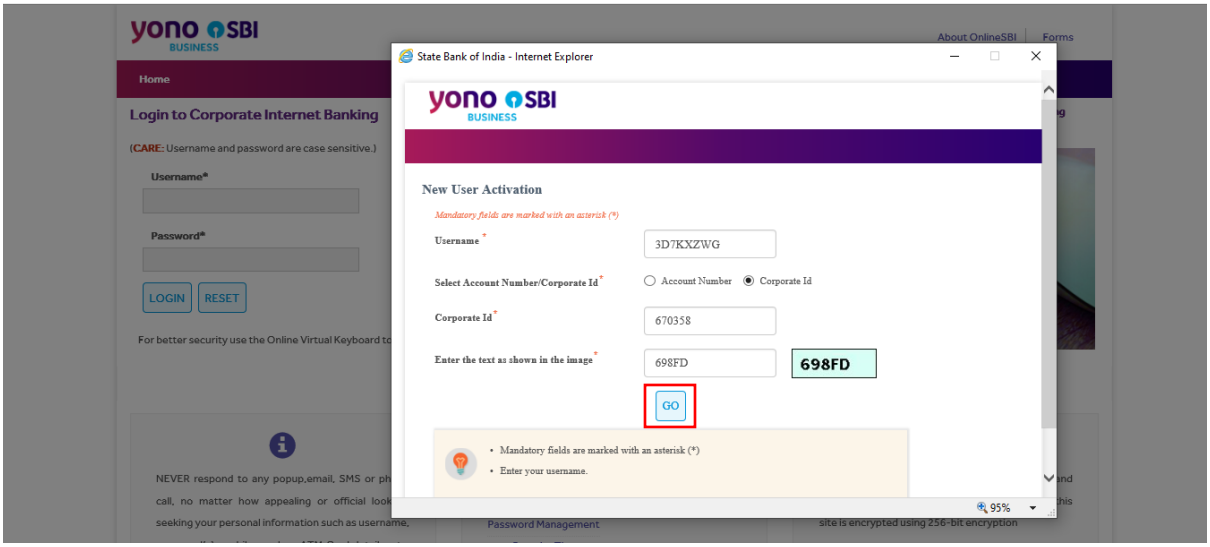
Action2: Enter temporary Userid and other required details

In the Userid field, user enters the temporary Userid that is received on the registered mobile number post corporate onboarding.

User selects any of the radio button ‘Account Number’ or ‘Corporate Id’ and enters the details as per the selection.

Then the user enters the captcha and clicks on ‘GO’ to validate the input details provided for New User Activation.

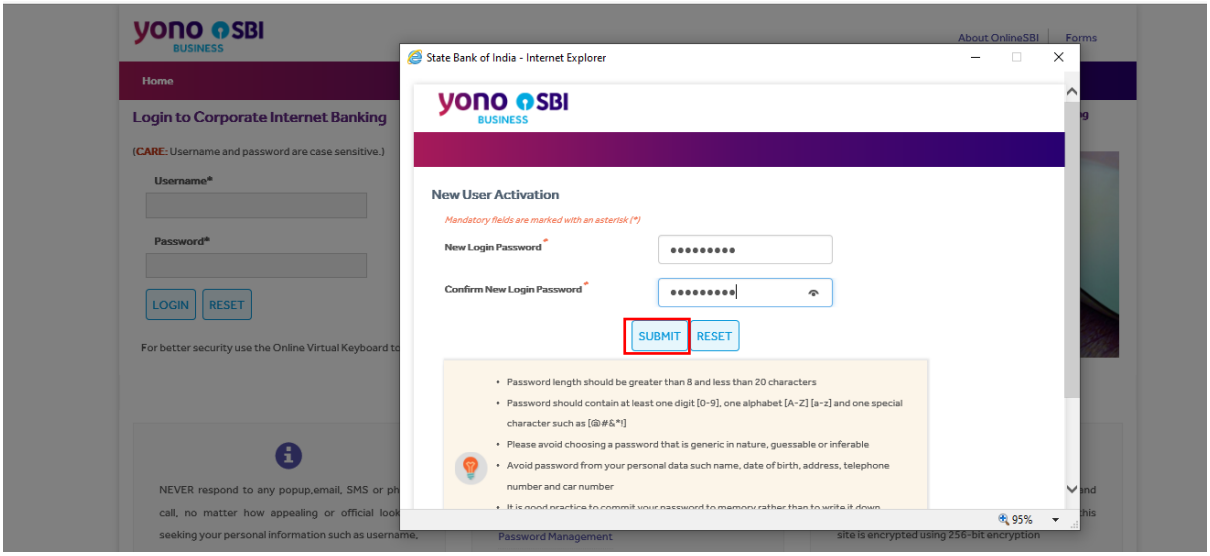
Figure 2.5: New User Activation (CINB) - Validate details



Action3: Validate temporary login password

On clicking GO, user gets redirected to the OTP validation page and at the same time a high security password (OTP) is sent to the registered mobile number. The user needs to enter the OTP and click on SUBMIT as shown in the below page.

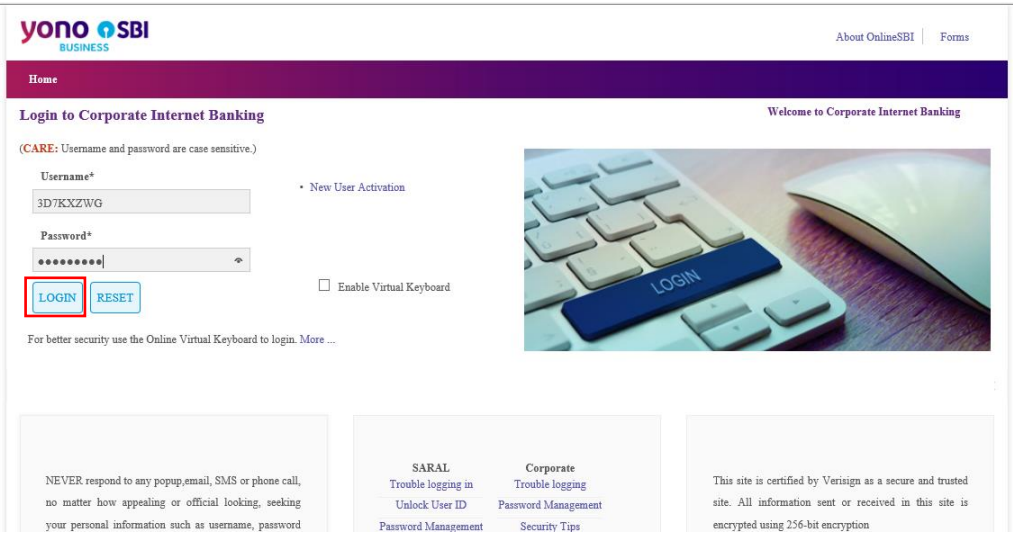
Figure 2.6: New User Activation (CINB) - Validate temporary login password



Action4: Login to CINB

On clicking SUBMIT, user is redirected to CINB login page. User to enter the temporary Userid and login password. Click on LOGIN.

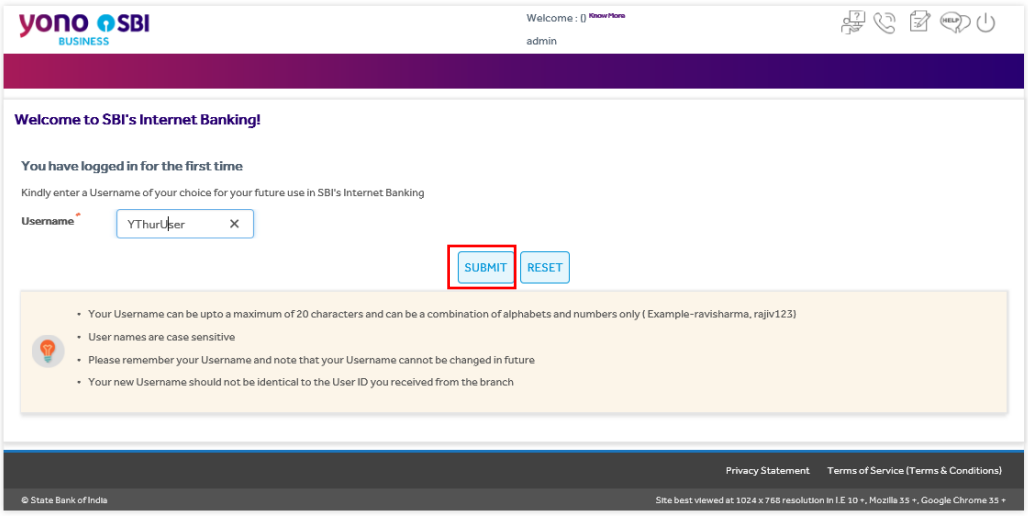
Figure 2.7: New User Activation (CINB) – redirection to CINB login page



Action5: Set Userid

On clicking LOGIN, user is asked to set a new Userid as displayed in the screen below. User can enter a Userid of their choice in the 'Userid' field and click on SUBMIT.

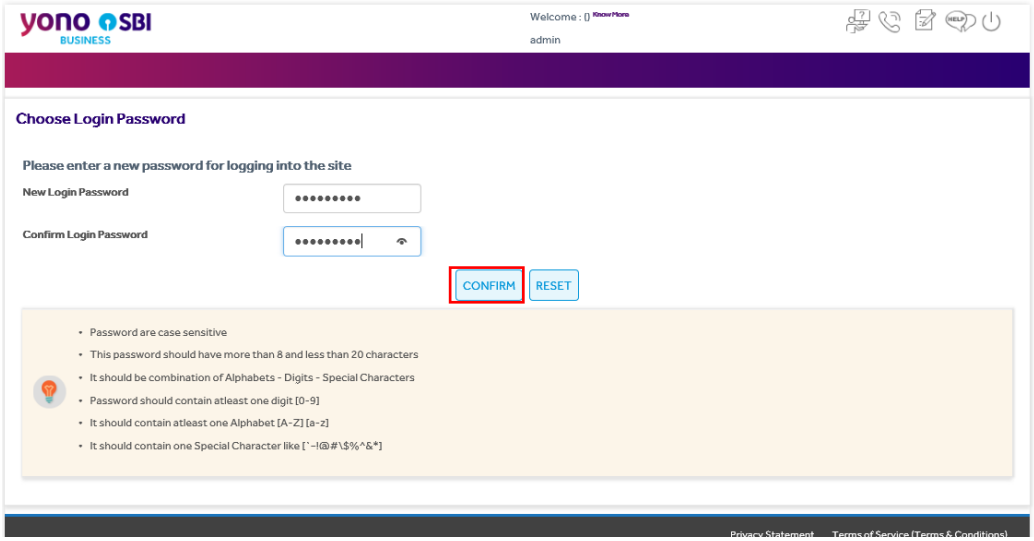
Figure 2.8: New User Activation (CINB) - Capture Userid



Action6: Capture Login Password

If the Userid that the user has entered is available to use, it will prompt the user to enter the new login password to login into the site. User enters and confirms the Login Password and clicks on NEXT.

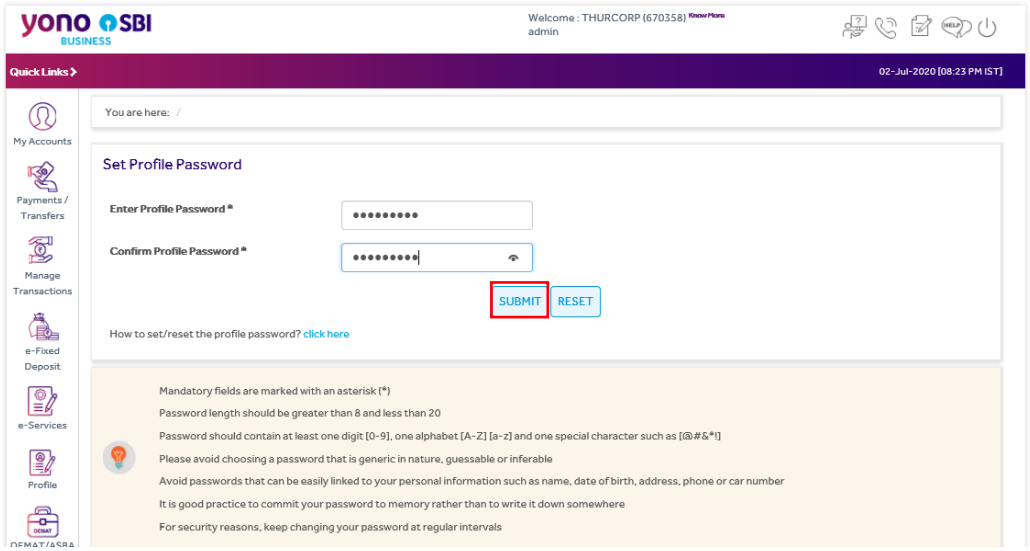
Figure 2.9: New User Activation (CINB) - Capture Login Password



Action7: Capture Profile Password

User to set Profile Password and click on SUBMIT.

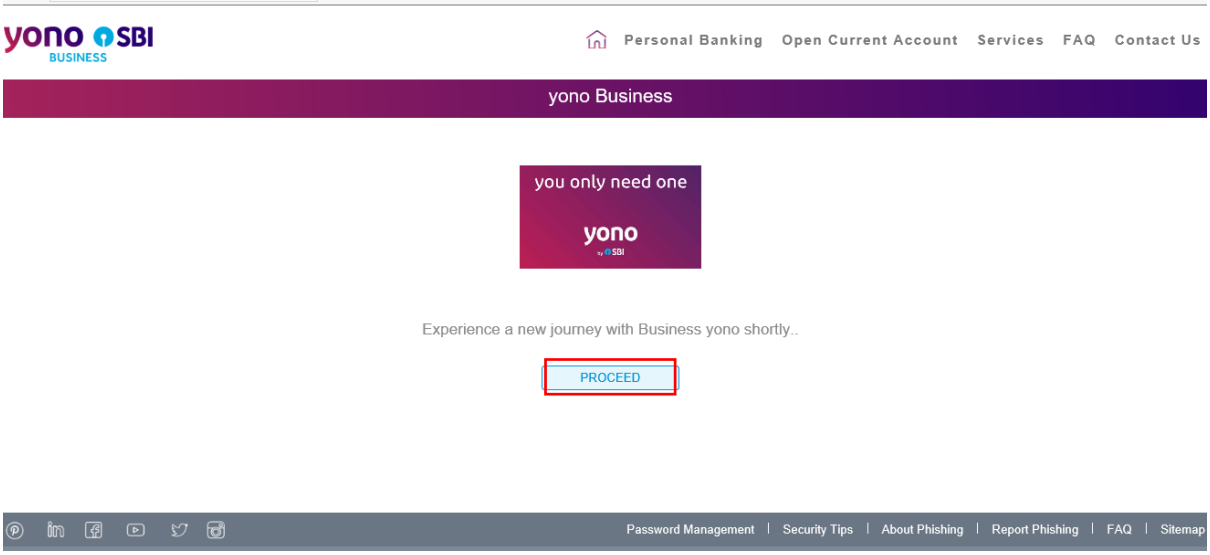
Figure 2.10: New User Activation (CINB) - Capture Profile Password

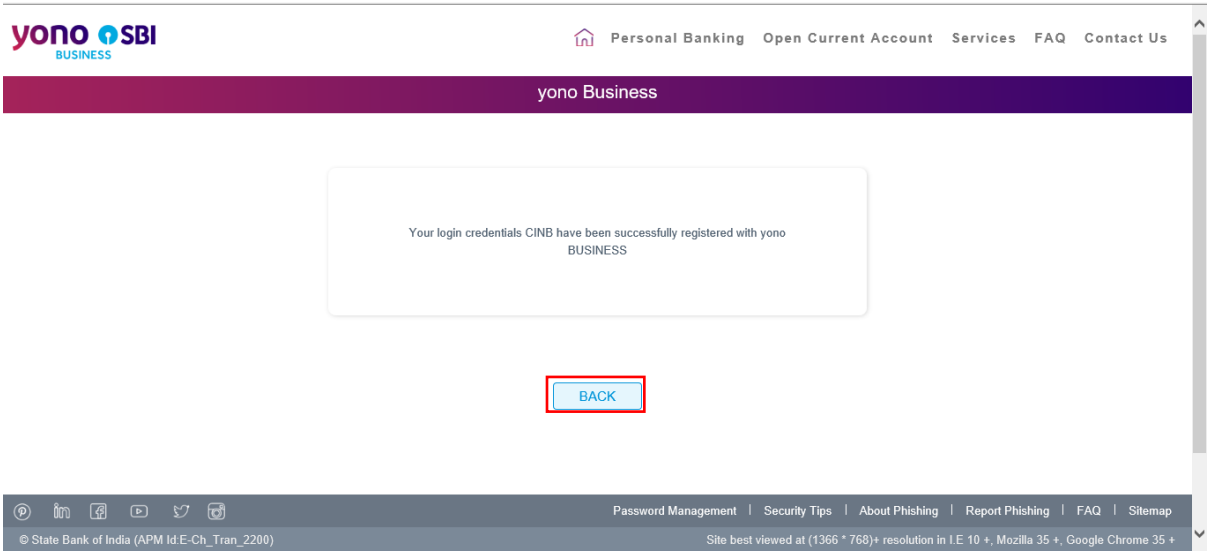


Action8: Success message

On SUBMIT, system displays success message of registration of login credentials in CINB.

Figure 2.11: New User Activation (CINB) – Successful registration of login credentials

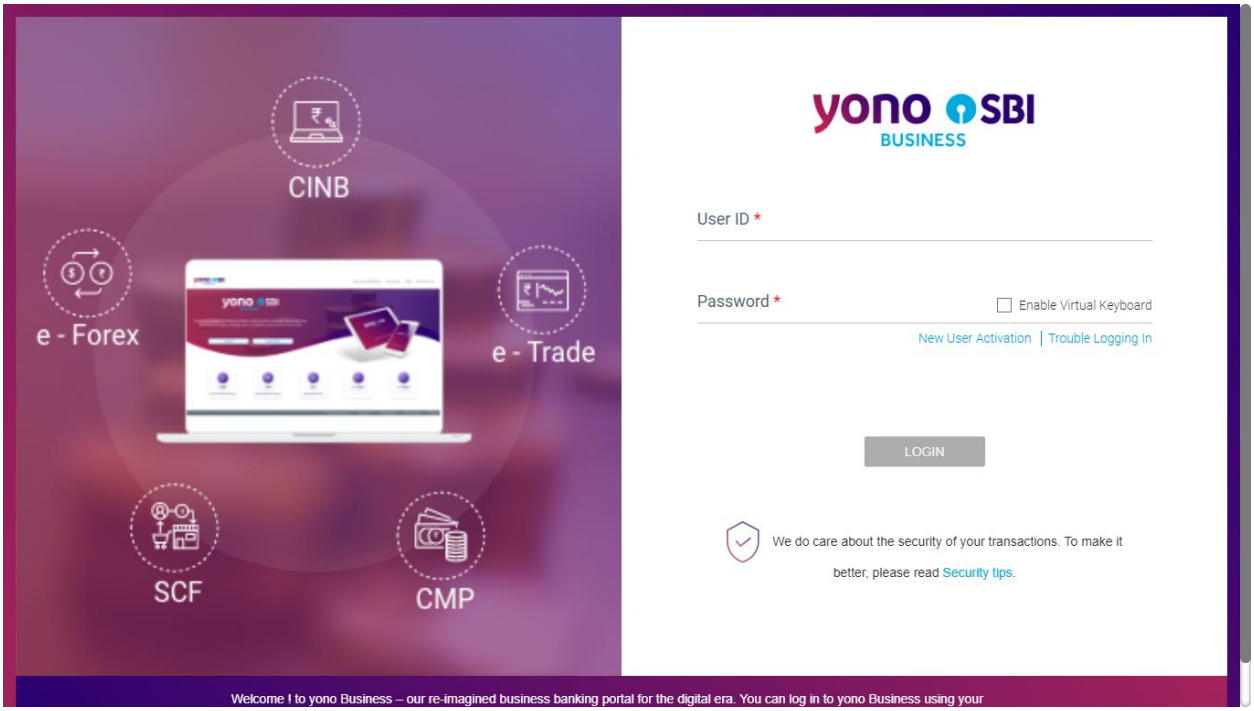



yono SBI BUSINESS
Personal Banking
Open Current Account
Services
FAQ
Contact Us
yono Business
Your login credentials CINB have been successfully registered with yono BUSINESS
BACK
Password Management
Security Tips
About Phishing
Report Phishing
FAQ
Sitemap
© State Bank of India (APM Id:E-Ch_Tran_2200)
Site best viewed at (1366 * 768)+ resolution in I.E 10 +, Mozilla 35 +, Google Chrome 35 +

Action9: Redirection to yono Business Login Page

On clicking PROCEED, the user gets redirected to the yono Business login page. Here, the user enters the new User ID and Password and clicks on LOGIN.

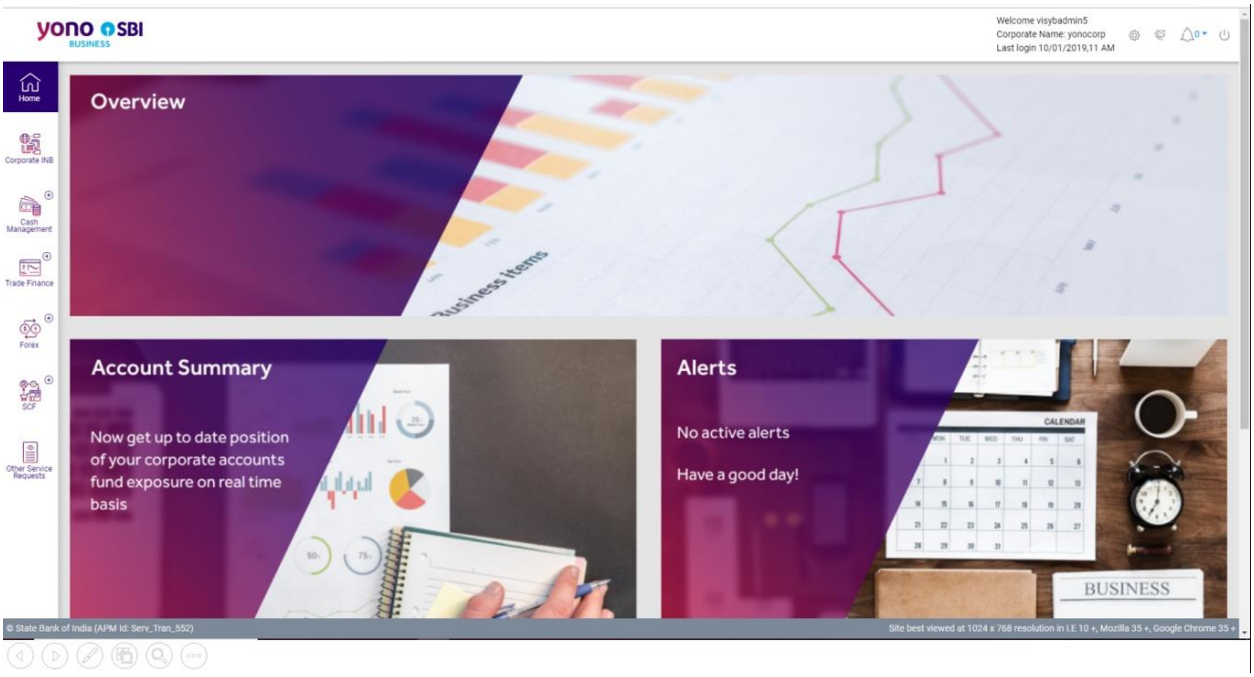
Figure 2.12: New User Activation (CINB) – redirection to yono Business



Action10: Login to yono Business with the new User ID and Password

On clicking the LOGIN, user successfully logs in and gets redirected to the yono Business landing page.

Figure 2.13: New User Activation (CINB) - yono Business landing page for CINB

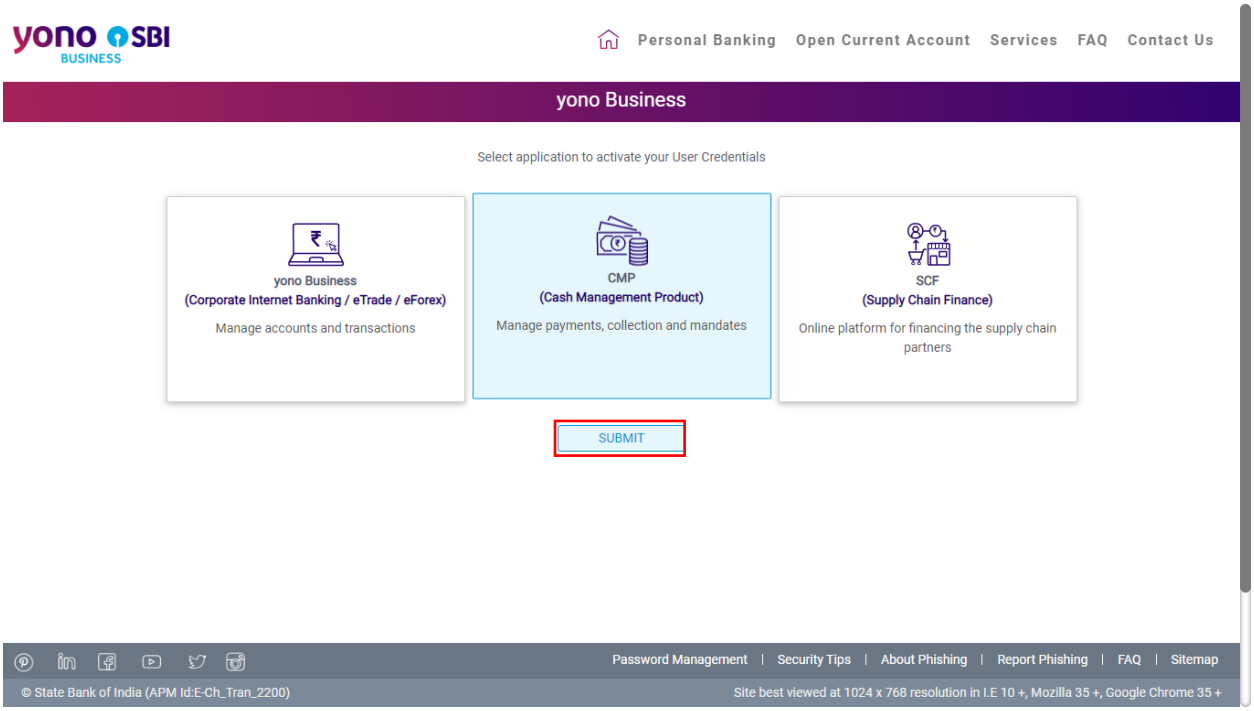


2.1.2 New User Activation: Cash Management Product (CMP)

Action1: Select CMP application for New User Activation

On clicking the 'New User Activation' hyperlink on yono Business login page, user gets redirected to the page as displayed below. Here the user selects 'Cash Management Product' and clicks on SUBMIT.

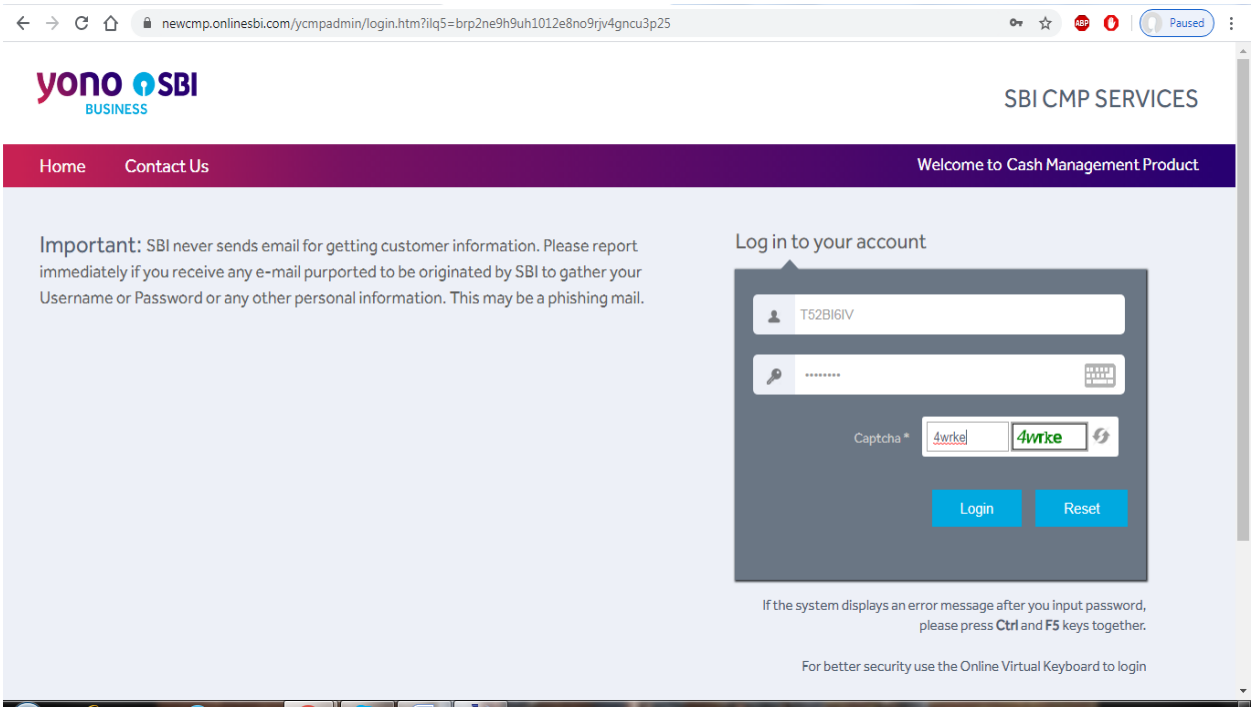
Figure 2.14: New User Activation - CMP



Action2: Enter temporary Userid and password

On clicking SUBMIT, user gets redirected to the page where the user enters the temporary Userid and login password that he has received on his registered email ID. Then enters the captcha and clicks on 'Login'.

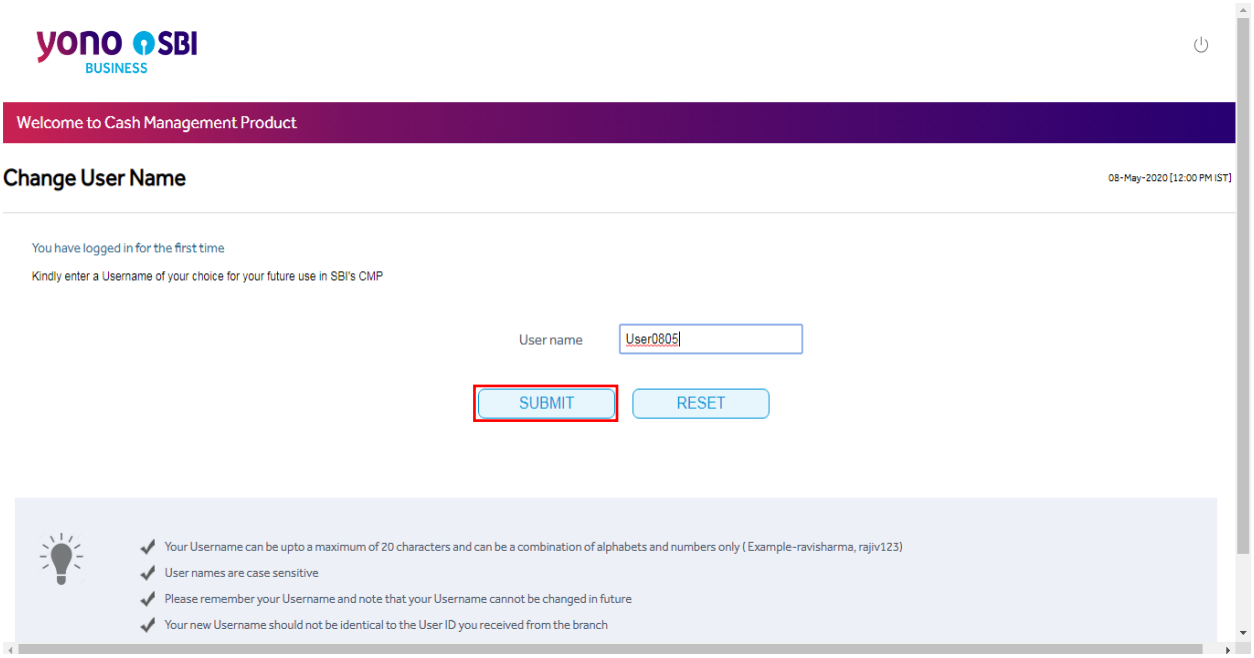
Figure 2.15: New User Activation (CMP) - Enter temporary Userid and Password



Action3: Capture new User name

On clicking Login, user is asked to enter a permanent Userid of his choice as displayed in the screen below. User enters the Userid and clicks on SUBMIT.

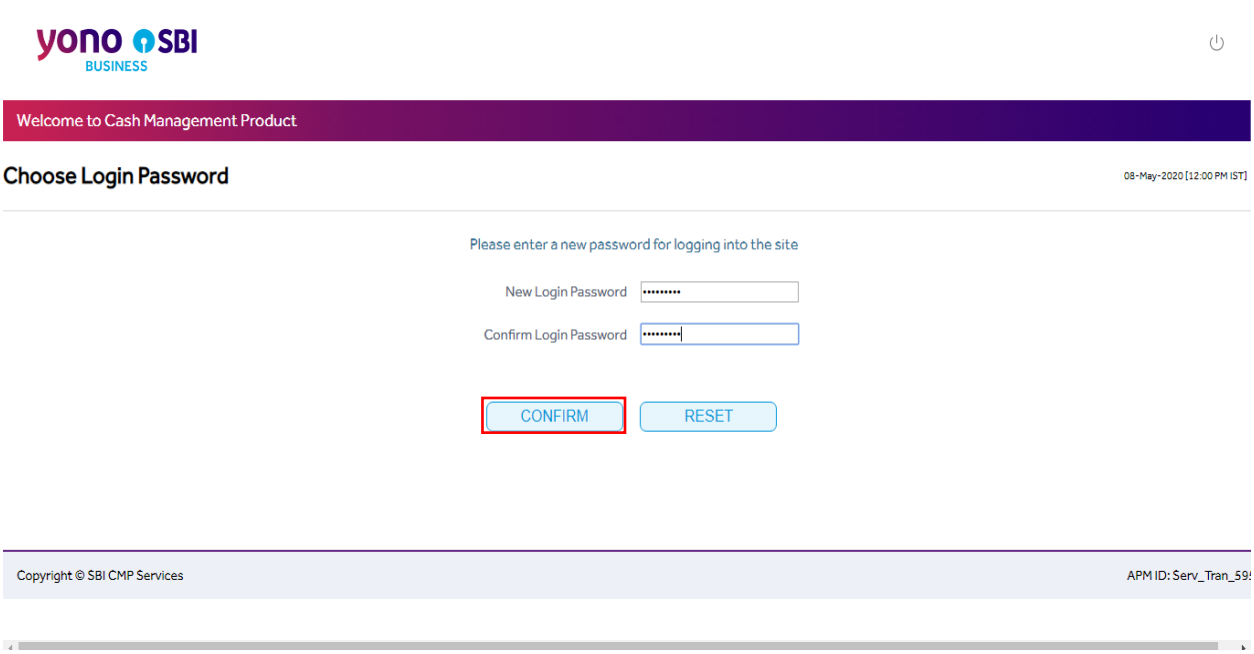
Figure 2.16: New User Activation (CMP) - Capture User name



Action4: Capture Login Password

On clicking SUBMIT, user is asked to set the Login Password. The user enters and confirms the new Login Password, clicks on CONFIRM.

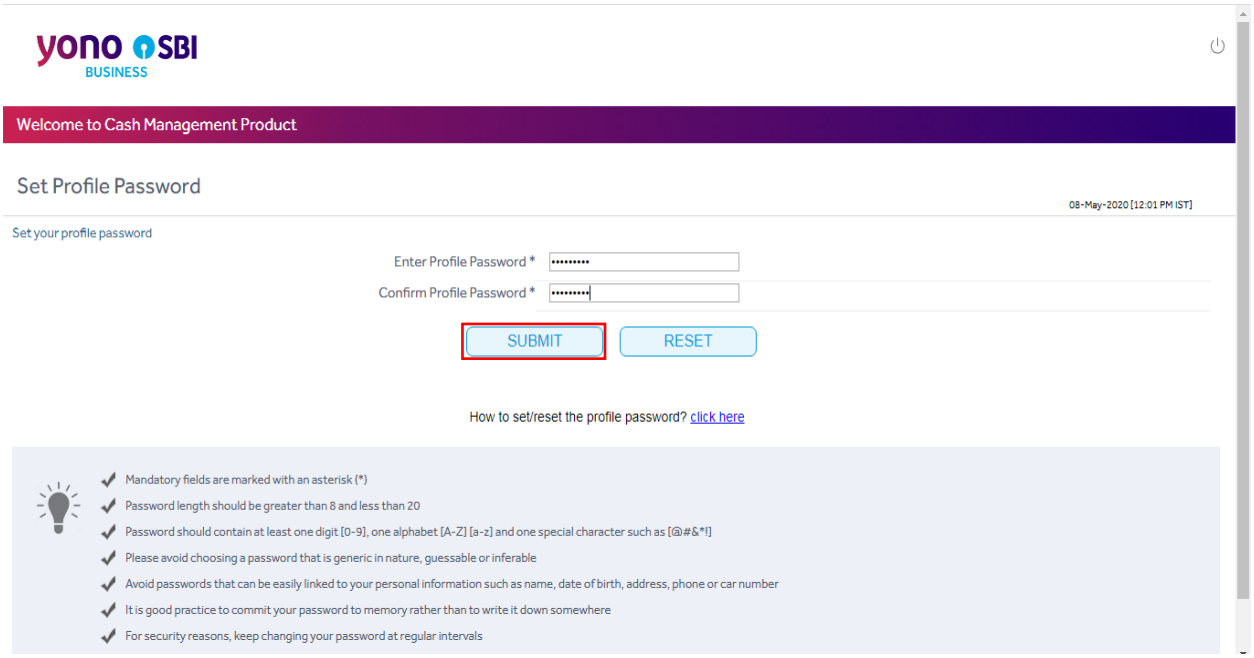
Figure 2.17: New User Activation (CMP) - Capture Login Password



Action5: Capture Profile Password

On clicking CONFIRM, user is asked to set the Profile Password. User enters and confirms the Profile Password, clicks on SUBMIT.

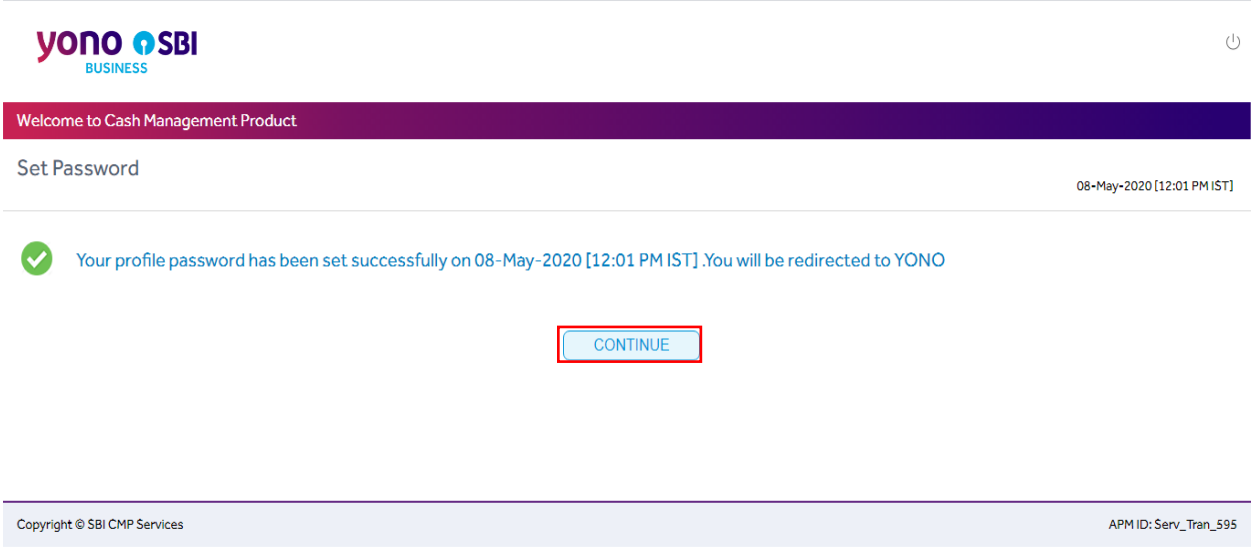
Figure 2.18: New User Activation (CMP) - Capture Profile Password



Action6: CMP Userid and Password is set successfully

ON clicking SUBMIT, user gets the below notification screen where clicking on CONTINUE initiates the process of redirecting the user to yono Business login.

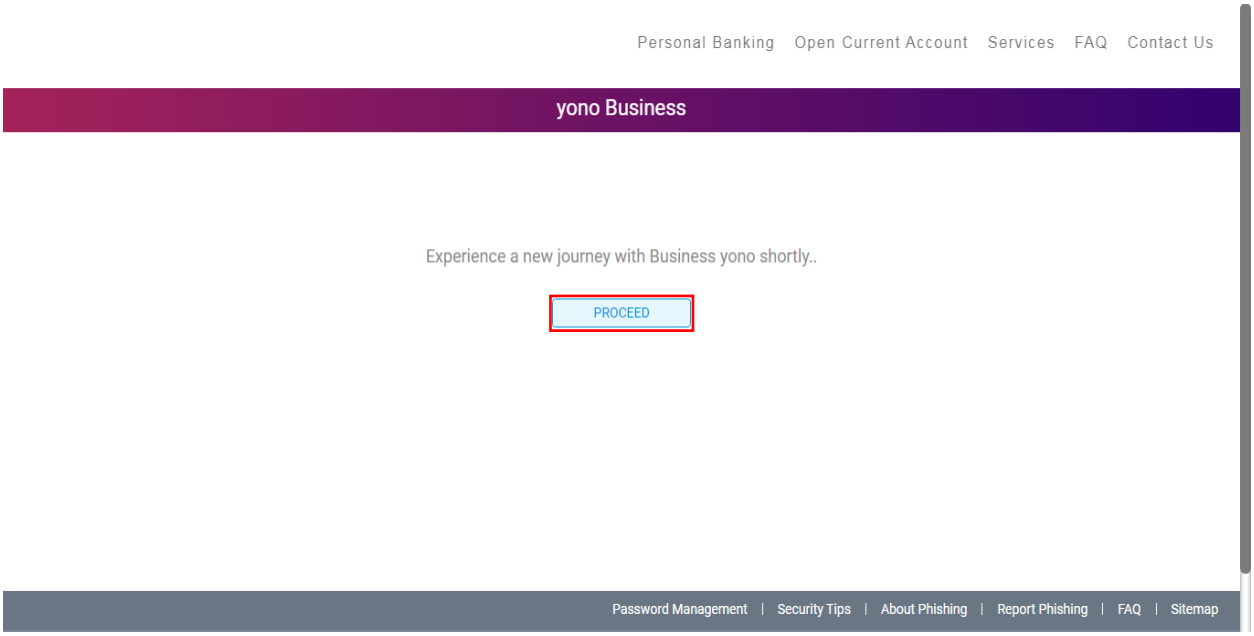
Figure 2.19: New User Activation (CMP) - Success notification of setting the password



Action7: Redirection to yono Business Login

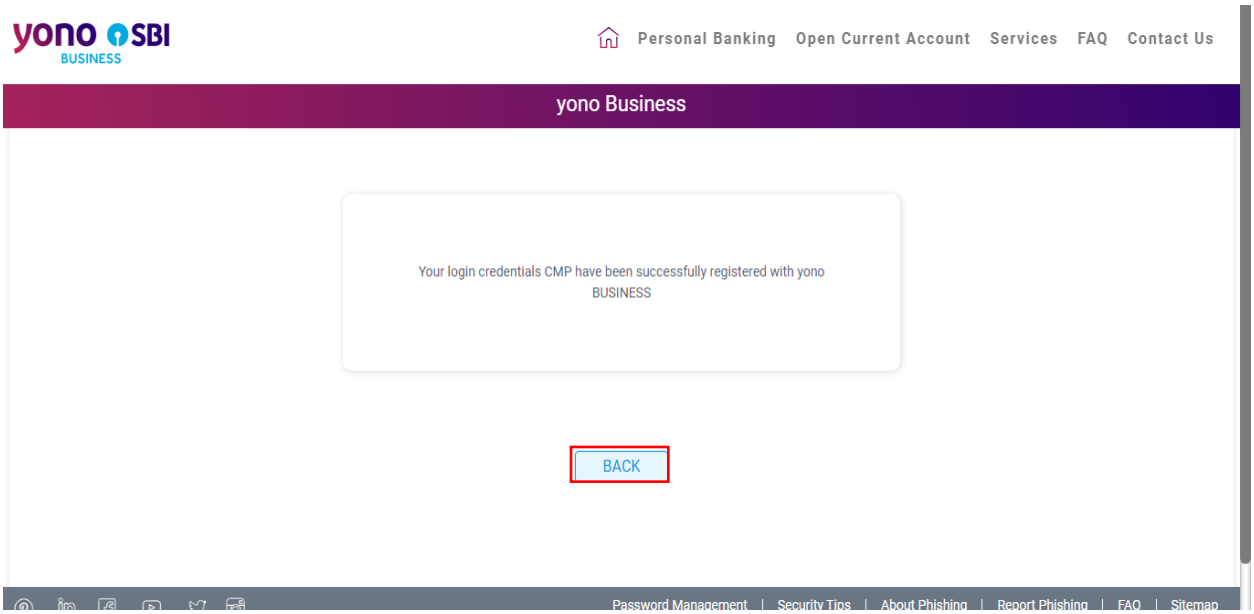
On clicking the CONTINUE, user gets the below screen with ‘PROCEED’.

Figure 2.20: New User Activation (CMP) - Redirection to yono Business login page

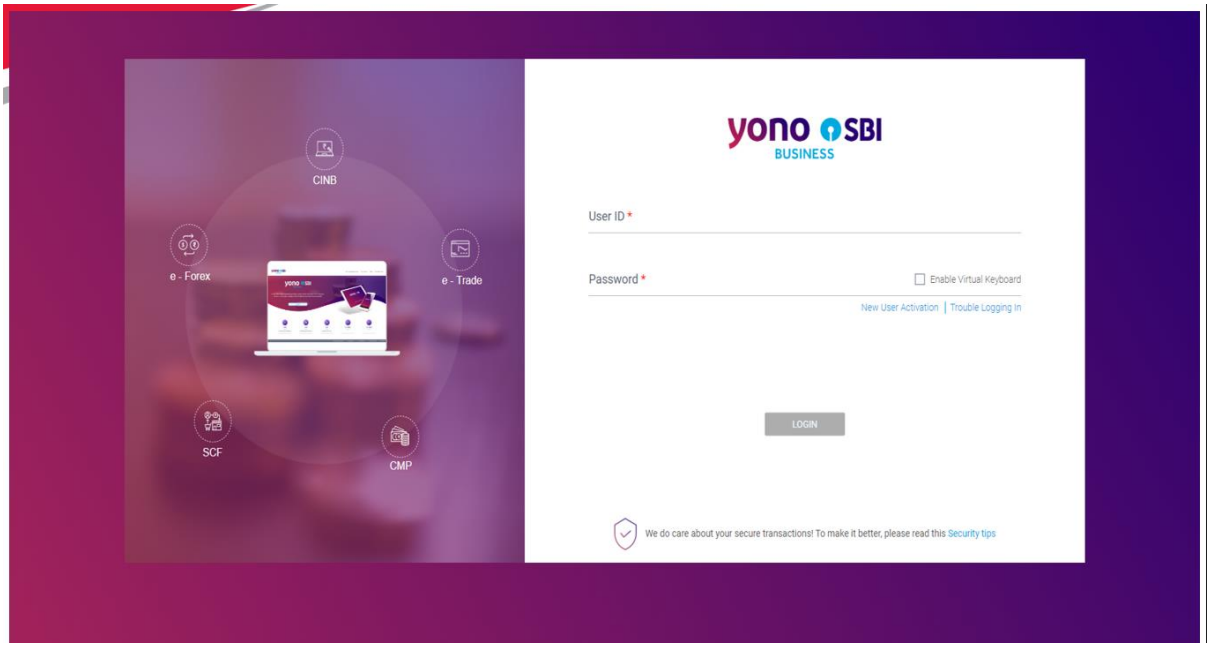


On clicking PROCEED, the login credentials for CMP gets registered with yono Business and the user gets a success message “Your login credentials CMP have been successfully registered with yono Business”.

Figure 2.21: New User Activation (CMP) - New credentials get registered with yono Business



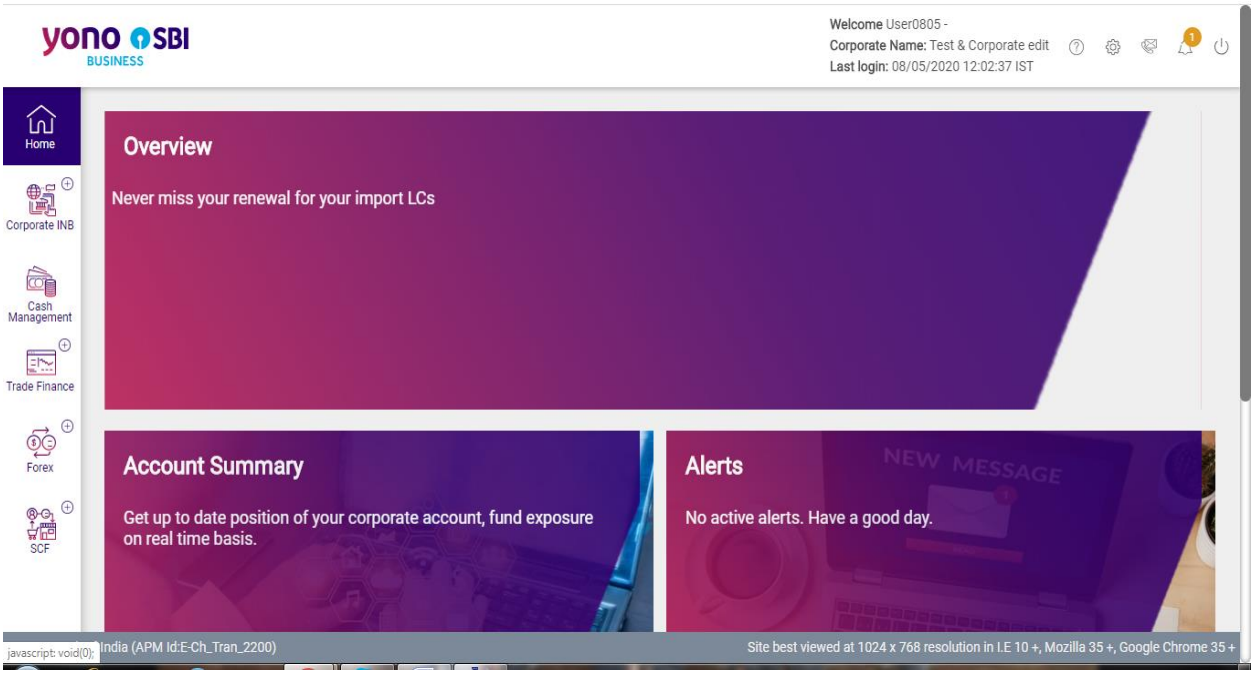
User clicks on BACK and gets redirected to yono Business login page. Here the user enters the new User ID and Password, then clicks on LOGIN.



Action8: Login to yono Business with the new CMP Userid and Password

User successfully logs in to yono Business and gets redirected to the yono Business landing page.

Figure 2.22: New User Activation (CMP) - yono Business landing page for CMP

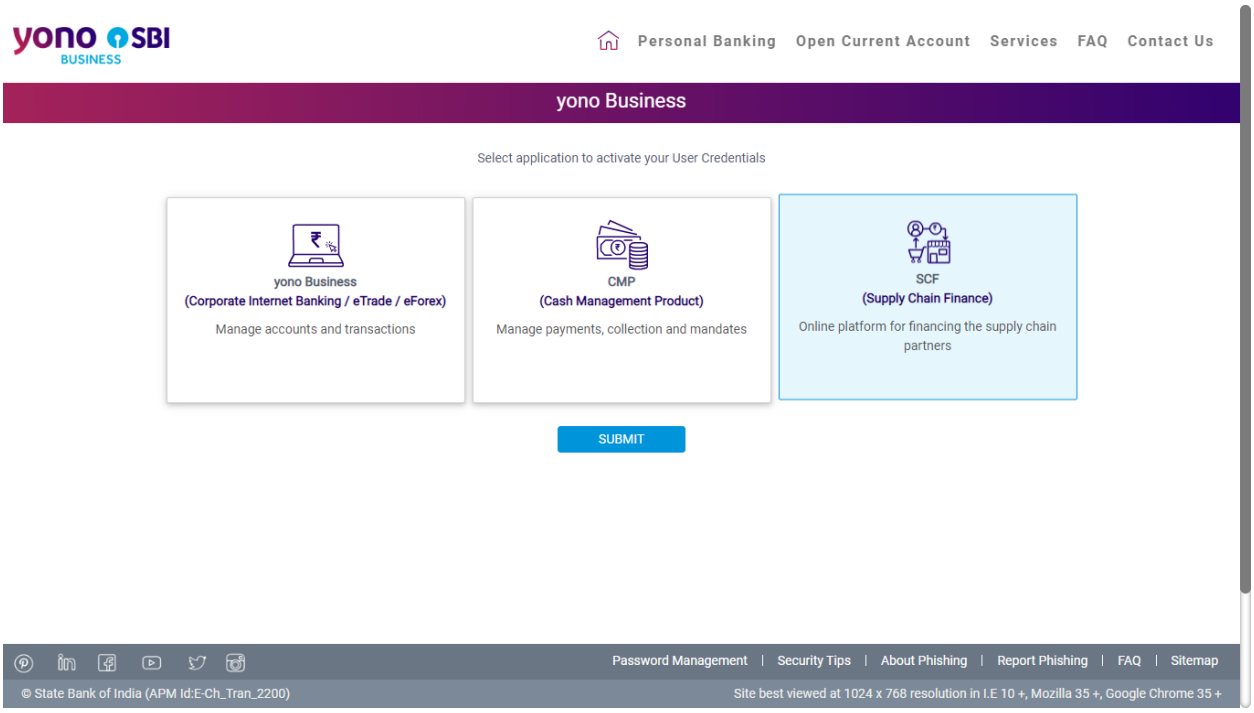


2.1.3 New User Activation: Supply Chain Finance

Action1: Selecting SCF Application for New User Activation

On clicking ‘New User Activation’ hyperlink on the yono Business login page, user gets redirected to the page as displayed below. Here the user selects ‘Supply Chain Finance’ and clicks on SUBMIT.

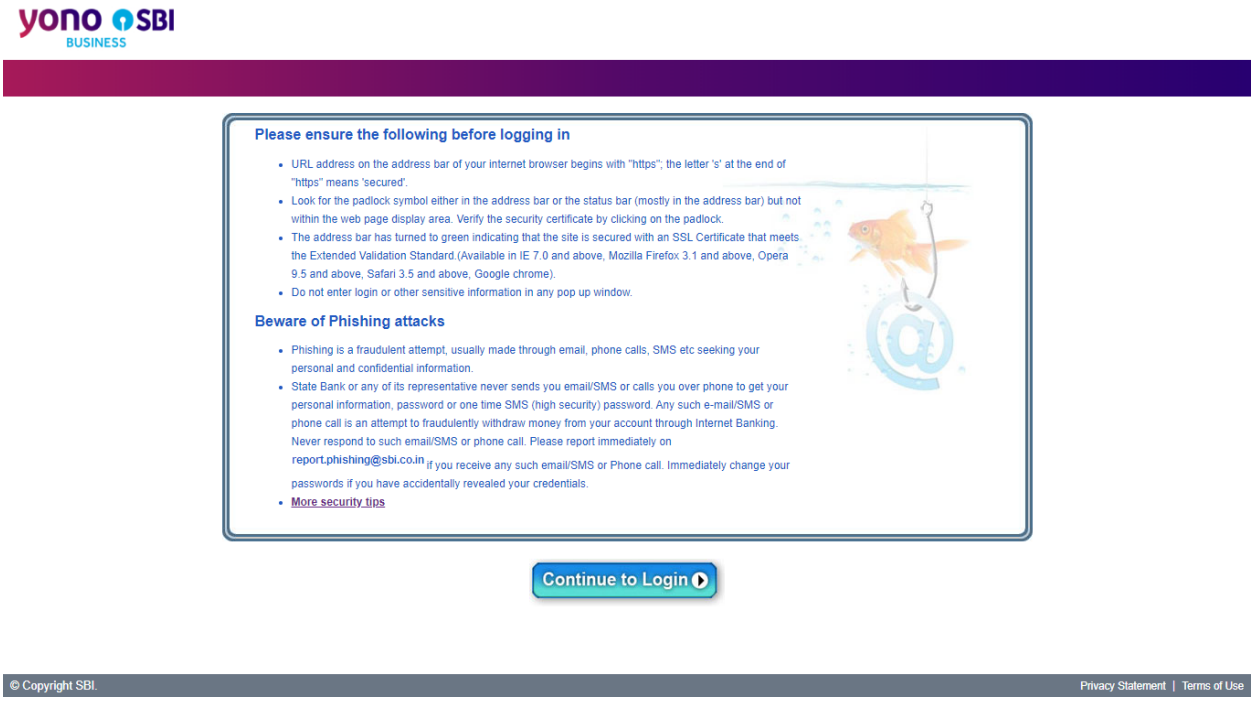
Figure 2.23: New User Activation - SCF



Action2: Disclaimer before login to SCF

A disclaimer page gets displayed. User clicks on ‘Continue to Login’.

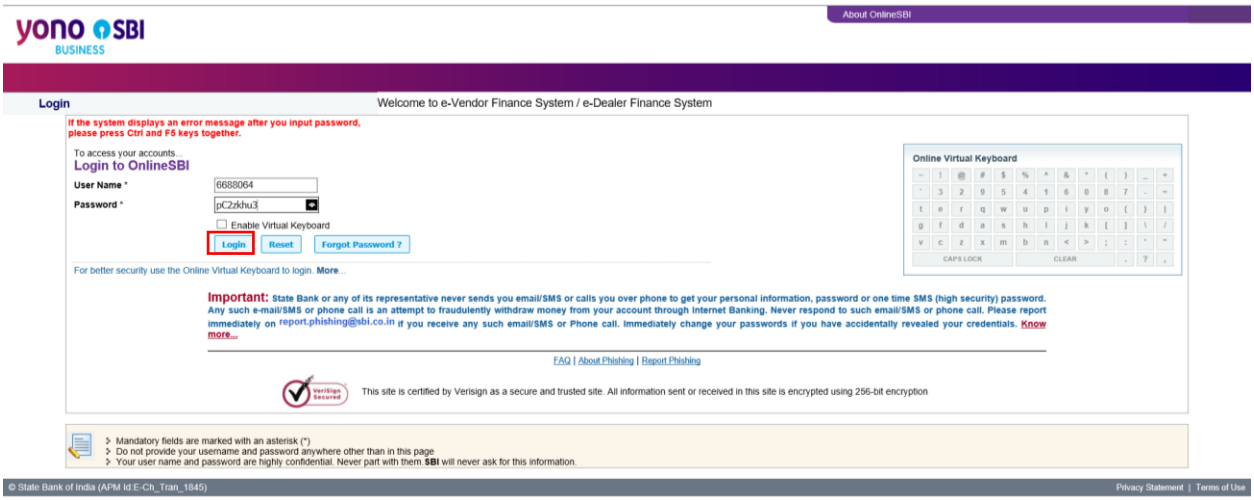
Figure 2.24: New User Activation (SCF) - Disclaimer page



Action3: Enter temporary User Name and Password

On clicking ‘Continue to Login’, user gets redirected to the below page where the user enters the temporary User Name and Password that he has received on his registered email ID/mobile number. Then clicks on ‘Login’.

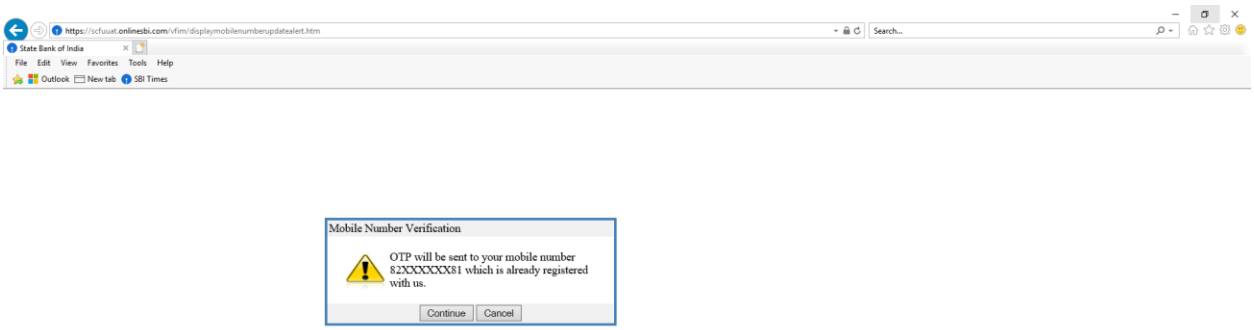
Figure 2.25: New User Activation (SCF) - Enter temporary credentials



Action4: OTP Validation

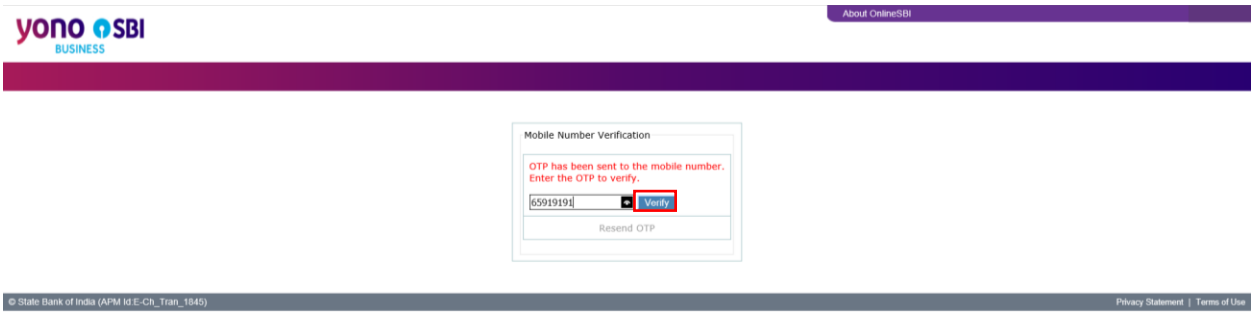
User gets the notification that the OTP will be sent to the registered mobile number.

Figure 2.26: New User Activation (SCF) - Notification of sending OTP



On clicking the 'Continue', user gets the page where he enters the OTP to verify.

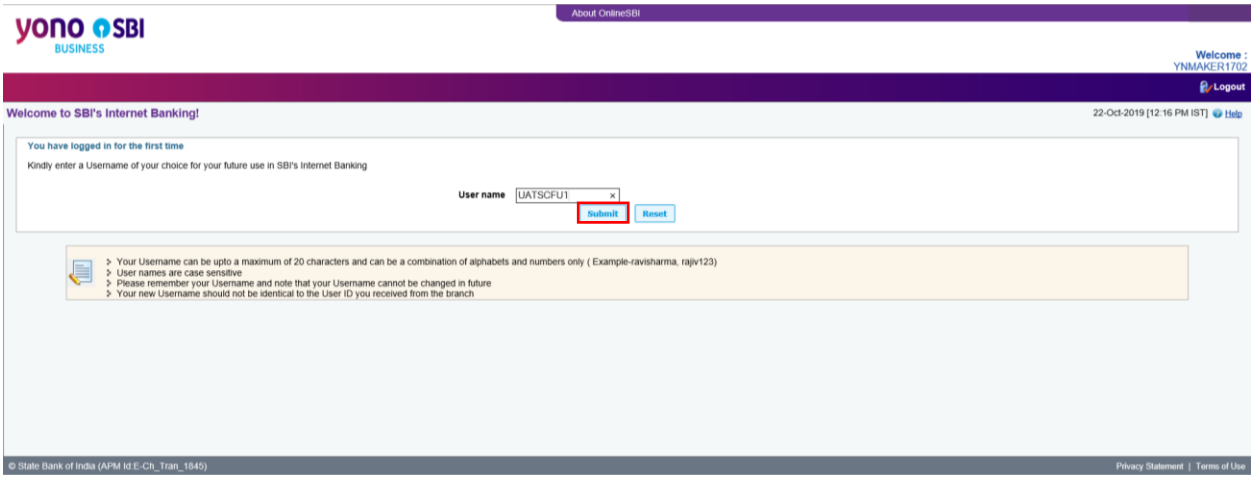
Figure 2.27: New User Activation (SCF) - Validate OTP



Action4: Capture the User name

On clicking ‘Verify’, user is asked to enter a permanent User name of his choice as displayed in the screen below. User enters the Userid and clicks on SUBMIT.

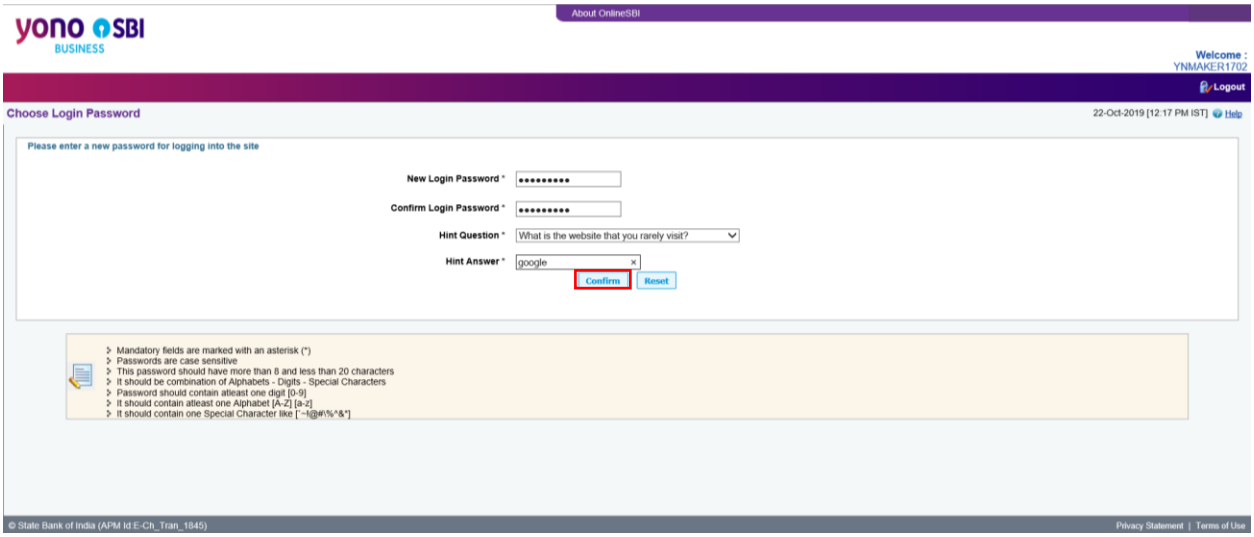
Figure 2.28: New User Activation (SCF) - Capture User name



Action5: Capture Login Password

On clicking SUBMIT, user is asked to set the Login Password. The user enters and confirms the new Login Password, selects the Hint Question and Hint Answer, then clicks on ‘Confirm’.

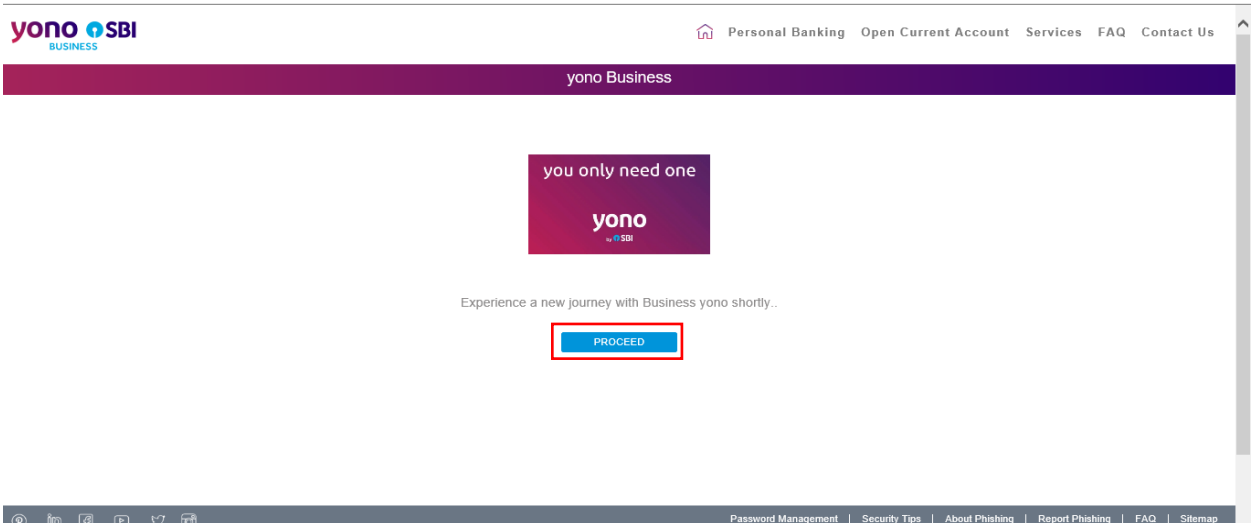
Figure 2.29: New User Activation (SCF) - Capture Login Password



Action6: Redirection to yono Business

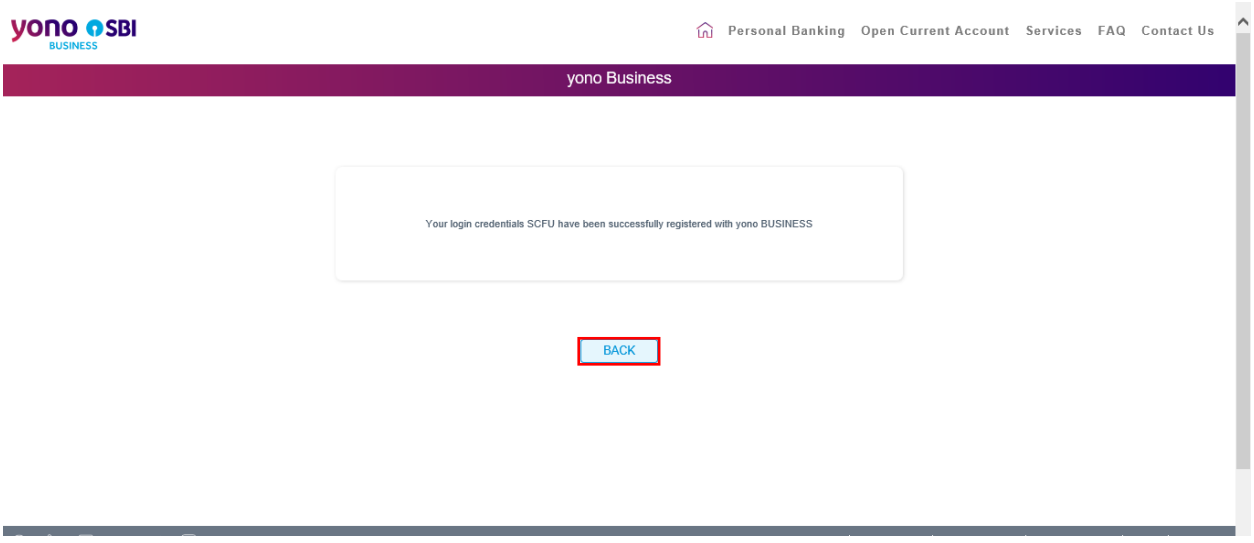
On clicking the ‘Confirm’, user gets the below page.

Figure 2.30: New User Activation (SCF) - Redirection to yono Business login page

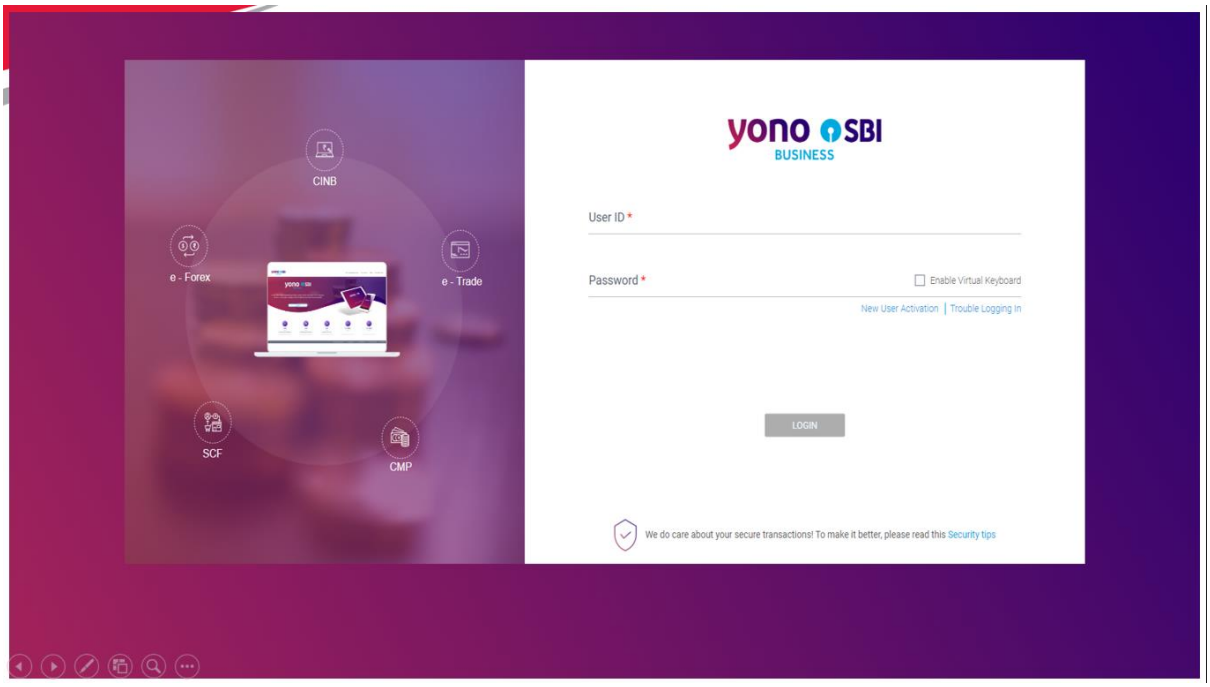


On clicking the PROCEED, the login credentials get registered with yono Business and the user gets the success message “Your login credentials SCFU have been successfully registered with yono Business”.

Figure 2.31: New User Activation (SCF) - New credentials get registered with yono Business



User clicks on BACK and gets redirected to yono Business Login page where the user enters the new User ID and Password, then clicks on the LOGIN.



Action7: Login to yono Business with the new User ID and Password

User successfully logs in and gets redirected to the yono Business landing page.

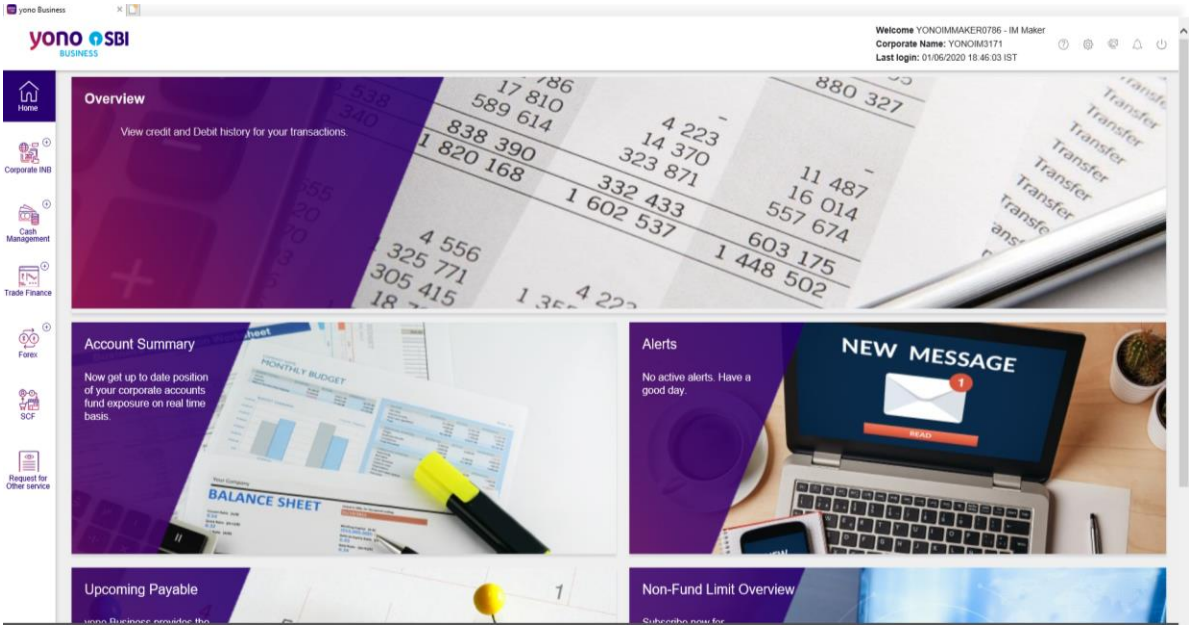



Figure 2.32: New User Activation (SCF) - yono Business Landing Page for SCF