



# 1

## Registering

- REQUIREMENTS
- ONLINE PROCESS

# Section 1 Contents

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# Registration Requirements

To register your business for Corporate Republic*Online*, the following is required:

## Site Administrator

Your company must assign a Site Administrator who will manage your Corporate Republic*Online* internet banking profile, add users and assign permissions to these users.

## Customer ID

Your Customer ID will be provided by the Bank. If you have not received this information please contact your Relationship Manager and/or your corporate/commercial business team.

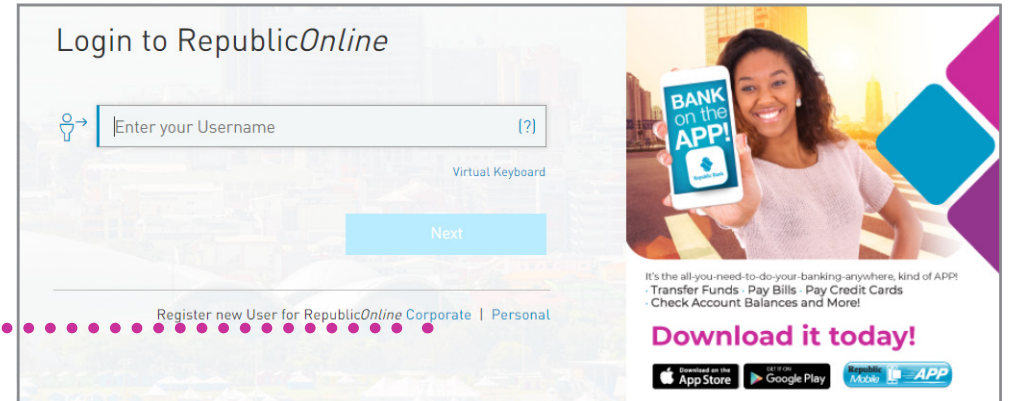
## Mobile device

All Corporate Republic*Online* users will be required to register a mobile device which will be used as a second method of authentication when logging in.

# Getting Started

Your company's official/Director/Site Administrator must:

- Log on to *RepublicOnline* on the Republic Bank website.
- Go to the base of the screen, find: **Register new User for RepublicOnline**  
Select **CORPORATE**
- Complete the following 5-step process to register your company.



# Online Registration Process

## 5-Step Process

1

Accept terms and conditions

2

Input business' and company's information

3

Input Site Administrator's information

4

Confirm

5

Download registration form and obtain authorisation

# Online Registration Process

## 1 Accept terms and conditions

Please read the Corporate RepublicOnline Terms and Conditions carefully.

Select

ACCEPT THE TERMS AND CONDITIONS

Select CONTINUE

Corporate RepublicOnline Registration Form

Step 1 of 5: Terms and Conditions

1. Accepting the Agreement

1.1 This Agreement governs your use of Republic Bank's Electronic Banking Services to perform a number of banking functions through use of your personal electronic devices. Please read it carefully.

1.2 You acknowledge by selecting "I agree", signing the applicable registration form or using RepublicOnline that you have read, understood and agreed to the following terms and conditions, the [Privacy Policy](#) and the procedures contained in the [Security Brochure](#) for protecting access to your Accounts and information on your Devices; all of which you confirm are commercially reasonable.


2. Definitions

Accept the Terms and Conditions

Cancel Continue

# Online Registration Process

## 2 Input business' and any associated company's information

All mandatory fields will be denoted by the blue bar titled **REQUIRED** at the beginning of the field. 

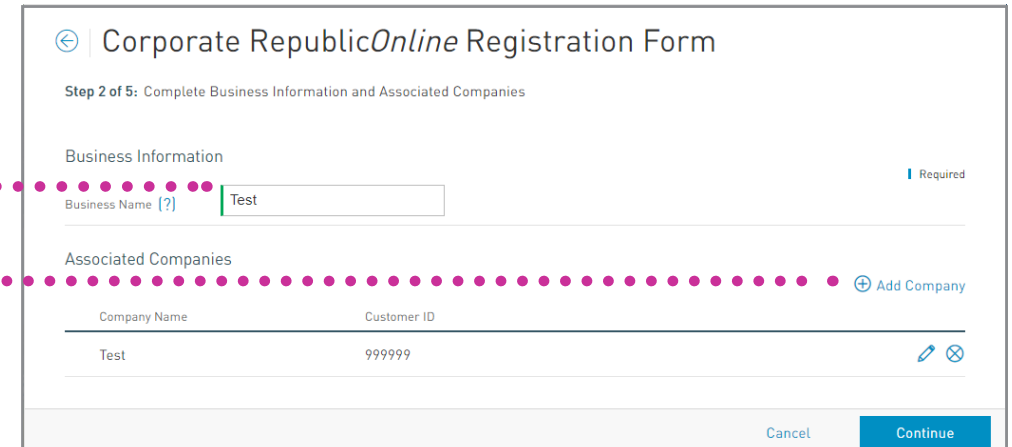
Input your **BUSINESS NAME** .....

Select the **ADD COMPANY** option to input your business name again, as well as other associated companies

### BUSINESS NAME

If your business comprises a group of companies, your group name should be input as your business name. Your subsidiaries or other companies should be listed under the 'Add Company' option.

If you have only one company, then your company name should be input as your business name.



Corporate Republic<sup>ONLINE</sup> Registration Form

Step 2 of 5: Complete Business Information and Associated Companies

Business Information Required

Business Name [?]

Associated Companies + Add Company

Company Name	Customer ID
Test	999999 <span>✎ ✕</span>

Cancel Continue

# Online Registration Process

## 2 Input business' and any associated company's information

For each company, the **COMPANY NAME** and **CUSTOMER ID** are required

### CUSTOMER ID

The Customer ID will be provided by the Bank. If you have not received your Customer ID, please contact your Relationship Manager and/or your corporate/commercial business team.

Once you have finished inputting your company/companies' information, you will be redirected to this screen.

Select **CONTINUE**

Corporate RepublicOnline Registration Form

Step 2 of 5: Complete Business Information and Associated Companies

Business Information

Business Name [?]  Required

Company Name [?]  Required

Customer ID  Required

Cancel Save

Cancel Continue

Corporate RepublicOnline Registration Form

Step 2 of 5: Complete Business Information and Associated Companies

Business Information

Business Name [?]  Required

Associated Companies

Company Name	Customer ID
Test	999999

Cancel Continue



# Online Registration Process

## 3 Input Site Administrator's information

Enter the details of your company's Site Administrator.

- A USERNAME:** All users have the flexibility of creating their own unique username (*See Section 2 - Site Security, pg. 17, for username guidelines*).
- B ID TYPE AND NUMBER:** This information will be used whenever users need to be verified.
- C DATE OF BIRTH:** Used to validate the age of the user. All Corporate RepublicOnline users must be 18 years or older.
- D EMAIL:** This email address will be used to confirm registration of user, send temporary passwords and any future correspondence for resetting the user's account.
- E MOBILE NUMBER:** Mobile devices are required to be registered as second authentication method.

Once completed select **CONTINUE**

Corporate RepublicOnline Registration Form

Step 3 of 5: Complete Administrator Information Required

Login Information

This is your username for future logins. Can contain either number, letter or a combination of both. No special characters such as "!", " " or "-".

**A** Create Username

Personal Information

**B** Identification Type

Identification Number

First Name

Last Name

**C** Date of Birth

**D** Email

Phone Number

**E** Mobile Number [?]

(See Section 5 - Site Administration, pg. 69 for more on Site Administrator responsibilities)

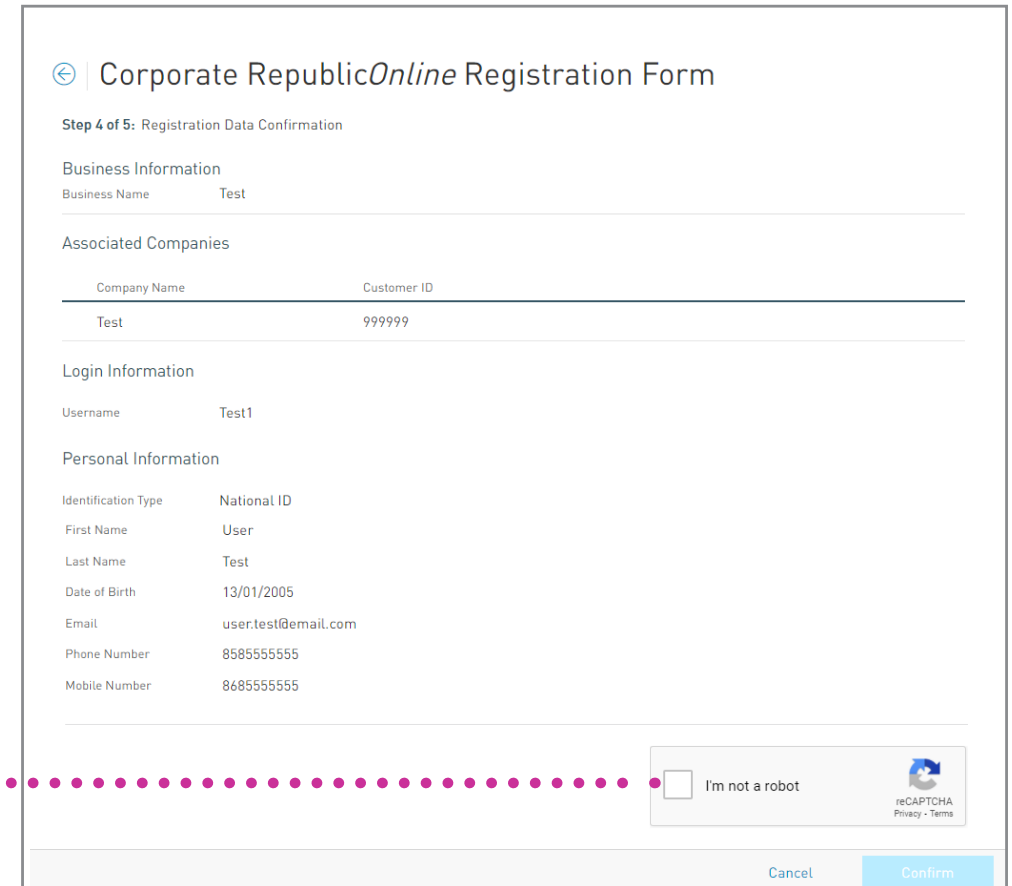
# Online Registration Process

## 4 Confirm

Once all the required data has been entered, you will be required to **CONFIRM** the details on the confirmation page.

Confirm the reCaptcha by selecting the button labelled: I AM NOT A ROBOT.....

Select **CONFIRM**



Corporate Republic*Online* Registration Form

Step 4 of 5: Registration Data Confirmation

Business Information

Business Name	Test
---------------	------

Associated Companies

Company Name	Customer ID
Test	999999

Login Information

Username	Test1
----------	-------

Personal Information

Identification Type	National ID
First Name	User
Last Name	Test
Date of Birth	13/01/2005
Email	user.test@email.com
Phone Number	8585555555
Mobile Number	8685555555

I'm not a robot

reCAPTCHA  
Privacy - Terms

Cancel Confirm

# Online Registration Process


## 5 Authorisation

When the data is verified, your company's official will receive a message confirming that your request has been submitted to the Bank for approval.


Select **DOWNLOAD REGISTRATION FORM** to retrieve the registration form

Select **FINISH**

### Corporate RepublicOnline Registration Form

 **Your registration was sent to the bank for approval**  
Your Registration Form has been completed. Please click: "Download Registration Form" to access your form, print it, and sign in the relevant spaces provided. Once signed, please return the signed form to any one of our conveniently located branches to complete the Registration Process.  
13/01/2023 02:51 PM

[Download Registration Form](#)



**Business Information**

Business Name	Test
---------------	------

**Associated Companies**

Company Name	Customer ID
Test	999999

**Personal Information**

Identification Type	National ID
Identification Number	9999999999
First Name	User
Last Name	Test
Date of Birth	13/01/2005
Email	user.test@email.com
Phone Number	8585555555
Mobile Number	8685555555

[Finish](#)

# Online Registration Process


## 5 Authorisation

Print the registration form and pass it to the relevant company authorities who must **sign** and affix the company's stamp on the form.

Scan and submit the authorised form to **iccorporate@rfhl.com**

The request will not be approved until the Bank receives and validates the authorised registration form which bears the Directors' signatures and company official stamp as listed in the Bank's records.

Once the 5-step process is completed and the request is approved by the Bank, a temporary password will be sent to your company's Site Administrator's email address. This confirms that your company's Corporate RepublicOnline internet banking profile has been created.



**Corporate RepublicOnline Registration Form | Trinidad & Tobago**

Business Name: Test  
Registration Date: 13/01/2023 02:51 PM

**Associated Companies**

Company Name	Customer ID
Test	999999

**Administrator's Information**

Identification Type: National ID  
Identification Number: 99999999999  
First Name: User  
Last Name: Test  
Date of Birth: 13/01/2005  
Email: user.test@email.com  
Phone Number: 8585555555  
Mobile Number: 8685555555  
Username: Test7

[↓ Terms and Conditions](#)

**Our Agreement to the Terms & Conditions:**

We acknowledge and agree to the use of RepublicOnline in accordance with the RepublicOnline Terms & Conditions. We further agree that all transactions and enquiries performed through the RepublicOnline service will be properly authorised by us and shall be in full accordance with the RepublicOnline Term & Conditions.

**Our Agreement of the Site Administrator:**

We agree to the appointment of a Site Administrator and confirm that the Site Administrator is privy to all our financial information via the RepublicOnline channel and has the privilege to perform financial transactions on our behalf. We further acknowledge and agree to the Site Administrator's privilege to create and manage Users of the site and the Users will have the privileges to transact in accordance with their site permissions assigned by the Site Administrator.

Republic Bank (Trinidad & Tobago) Limited will not be held liable for any loss or expenses incurred to the business by any act or omission by the Site Administrator and/or the Basic Users via RepublicOnline or any other electronic channel. We further acknowledge and agree that Republic Bank (Trinidad & Tobago) Limited is not responsible for the supervision of the Site Administrator and Basic Users with respect to their administration and usage of RepublicOnline. Any appointment and/or change to the Site Administrator so named, including revocation of their use of RepublicOnline, shall be authorised by:

- any one (1) director
- two (2) directors.

(Delete the option that is not applicable by striking through and initialing)

Signature	Print Name	Stamp or Seal
Signature	Print Name	Stamp or Seal