



11

Manage

- THIRD-PARTY BENEFICIARIES
- COMPANY/UTILITY PAYMENT SUBSCRIPTIONS
- NOTIFICATIONS
- PAYROLLS
- SUPPLIERS

Section 11 Contents

Manage

Manage Overview

263

Third-Party Beneficiaries

266

Managing Third-Party Beneficiaries

266

Registering the Third-Party

268

Assigning Permissions

274

Company/Utility Payment Subscriptions

277

Registering Company/Utility Payment Subscriptions

278

Notifications

280

Notifications of Transactions

280

1. Main Menu

237

2. Quick Menu

237

3. Contextual Menu

286

Notifications Page

288

Payroll

289

Payroll Administration

289

Payroll Administration Page

290

Creating a New Payroll

291

1. Details

292

2. Permissions

295

Suppliers

297

Suppliers Administration

297

Suppliers Administration Page

298

Creating a New Supplier List

299

1. Details

300

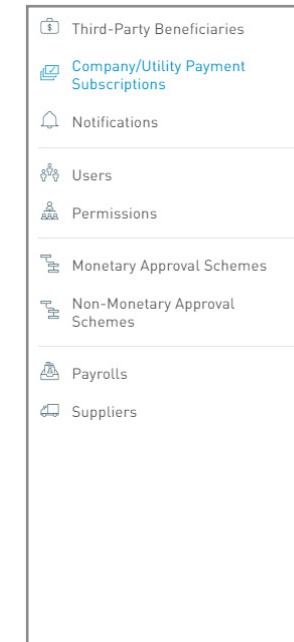
2. Permissions

303

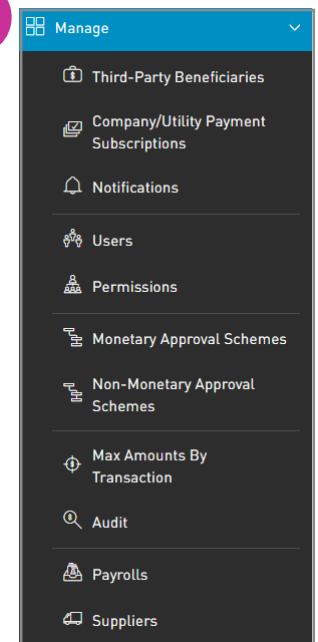
Overview

Manage Overview

The **MANAGE** option gives you access to your site's administrative functions. It is available from both the **QUICK** and **MAIN** Menus.



or



For fundamental administrative functions and other administrative features related to accounts and monetary functions, see *Section 5 - Managing your Site*, pg. 69.

Third-Party Beneficiaries

Managing Third-Party Beneficiaries

As a Corporate RepublicOnline user, you are allowed to make the following third-party transfers:

- REPUBLIC BANK CHEQUING ACCOUNT
- REPUBLIC BANK SAVINGS ACCOUNT
- REPUBLIC BANK CREDIT CARD
- LOCAL BANK DEPOSIT ACCOUNT
- INTERNATIONAL BANK DEPOSIT ACCOUNT

All Third-Party Beneficiaries must be registered.

Third-Party Beneficiaries

When registering a Third-Party Beneficiary you must perform the following two steps:

1 Registering the Third-Party

Through this process, the beneficiary's banking and personal information is entered and registered.

2 Assigning Permissions

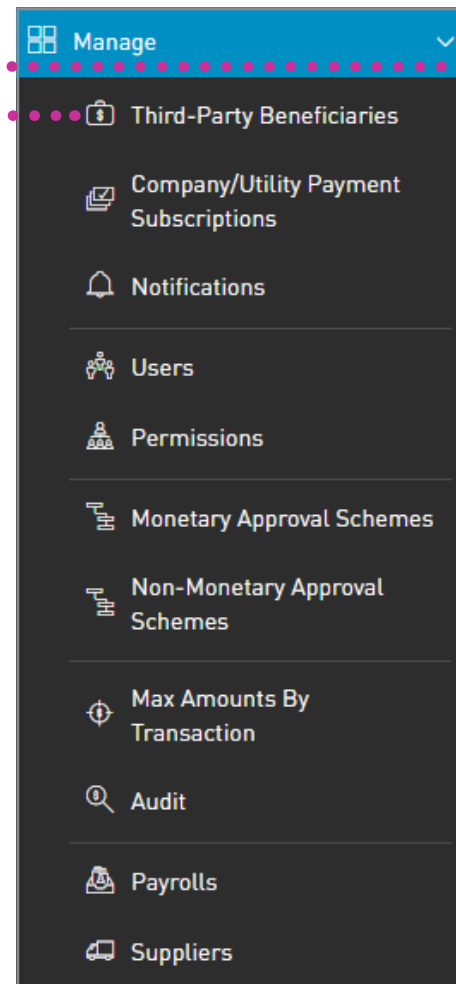
This step entails adding users who are required to access the beneficiary via the transaction screen (e.g. to perform the transaction).

Third-Party Beneficiaries

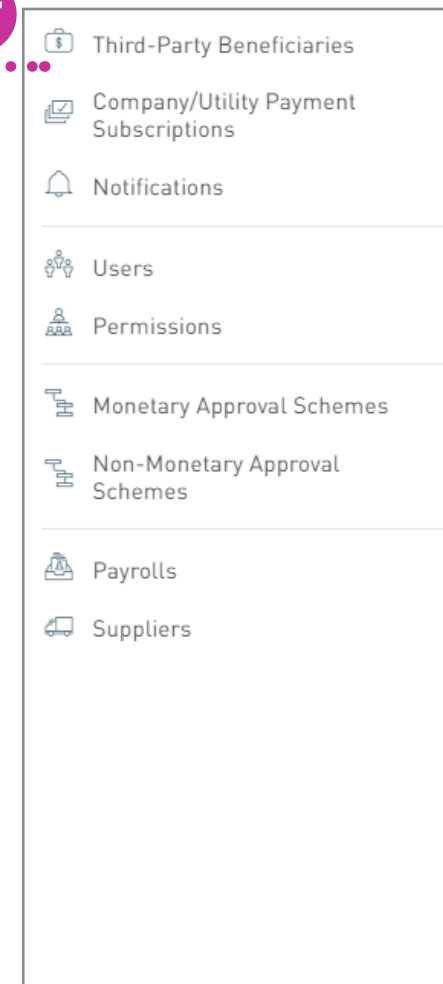
1 Registering the Third-Party

Select the THIRD-PARTY BENEFICIARIES option under the Manage tab of either menu

You will then be directed to the THIRD-PARTY BENEFICIARIES page.



or



Third-Party Beneficiaries

1 Registering the Third-Party

Select ADD BENEFICIARY

Select the relevant type of beneficiary account from the list provided

Republic Bank

Home | Etraining Test | Logout

Third-Party Beneficiaries

All Accounts

Name	Account Name	Beneficiary Name	Account Number	Actions
Test	Republic Bank Savings Ac...	Spice IXXXXXX	550111444431	⋮
Test Local Bank	Local Bank Deposit Accou...	John Doe	12345	⋮

⊕ Add Beneficiary

Actions

- Republic Bank Chequing Account
- Republic Bank Savings Account
- Republic Bank Credit Card
- Local Bank Deposit Account
- International Bank Deposit Account

Home | My Accounts | Transfer | Pay | Service Request | Manage | Pending Approvals

Third-Party Beneficiaries

1 Registering the Third-Party

REPUBLIC BANK BENEFICIARIES

For Republic Bank Beneficiaries enter the following information:

- A** ACCOUNT NICKNAME
- B** ACCOUNT DATA:
Account number
- C** BENEFICIARY EMAIL:
(This field is not mandatory)

Republic Bank

Trainer Test | Logout

New Third-Party Beneficiary

Details

Beneficiary Type: Republic Bank Savings Account Required

A Account Nickname:

B Account Data

Account Number:

Currency:

Beneficiary:

C Beneficiary Data

Beneficiary Email:

Reset Cancel Save

If you require the beneficiary to be notified when transfers are made, then the beneficiary's email address should be included. If no data is input in this field, the system will automatically send the notification to your registered email address.

Third-Party Beneficiaries

1 Registering the Third-Party

LOCAL BANK DEPOSIT ACCOUNTS

A ACCOUNT NICKNAME

B ACCOUNT DATA

- Bank/Branch
- Beneficiary name
- Account number

C BENEFICIARY DATA

- Email address
- Identification type
- Identification number
- Address

Republic Bank

Trainer Test | Logout

New Third-Party Beneficiary

Details

Account Type: Local Bank Deposit Account Required

Account Nickname:

Account Data

Bank:

Beneficiary:

Account Number:

Confirm Account Number:

Beneficiary Data

Email Address:

Identification Type:

Identification Number:

Address:

Reset Cancel Save

Third-Party Beneficiaries

1 Registering the Third-Party

INTERNATIONAL BANK DEPOSIT ACCOUNTS

A ACCOUNT NICKNAME

B BENEFICIARY DATA

- Beneficiary
- Address
- City
- Country

C BENEFICIARY ACCOUNT DATA

- Account Number/ IBAN
- Bank
- City
- Bank Country
- Address
- ABA/ Routing No.
- Swift
- Transit No./ Sort Code

Republic Bank

Trainer Test | Logout

New Third-Party Beneficiary

Details

Beneficiary Type: International Bank Deposit Account Required

A Account Nickname:

B Beneficiary Data

Beneficiary:

Address Line 1:

Address Line 2:

City:

Country:

C Beneficiary Account Data

Account Number/IBAN:

Confirm Account Number:

Bank:

City:

Bank Country:

Address Line 1:

Address Line 2:

ABA/Routing No.:

SWIFT:

Transit No./Sort Code:

Third-Party Beneficiaries

1 Registering the Third-Party

INTERNATIONAL BANK DEPOSIT ACCOUNTS

D INTERMEDIARY BANK DATA

- ABA/ Routing No.
- Swift
- Transit No./Sort Code
- Address
- Bank
- City
- Country

The screenshot shows a web form titled "Beneficiary Account Data" within a "Manage" sidebar. The form is divided into two sections: "Beneficiary Account Data" and "Intermediary Bank Data".

Beneficiary Account Data:

- Account Number/IBAN:
- Confirm Account Number:
- Bank:
- City:
- Bank Country:
- Address Line 1:
- Address Line 2:
- ABA/Routing No.:
- SWIFT:
- Transit No./Sort Code:

Intermediary Bank Data:

- ABA/Routing No.:
- SWIFT:
- Transit No./Sort Code:
- Address Line 1:
- Address Line 2:
- Bank:
- City:
- Country:

At the bottom right of the form, there are three buttons: "Reset", "Cancel", and "Save".

Third-Party Beneficiaries

2 Assigning Permissions

When you have finished registering a beneficiary and inputting their details, you must then assign permissions to users who require access to that beneficiary.

Select the **Contextual Menu** of the registered beneficiary

Select **PERMISSIONS**

Republic Bank

Trainer Test | Logout

Third-Party Beneficiaries

All Accounts

Description (Nickname)	Third-Party Account Type	Beneficiary	Account Number	
International Test	International Bank Depos...	International Test	123456	⋮
RBL Test	Republic Bank Chequing A...	Red RXXXXXX	xxxxxxxxxxxx	⋮
test Transfer	Local Bank Deposit Accou...	Test	1234	⋮

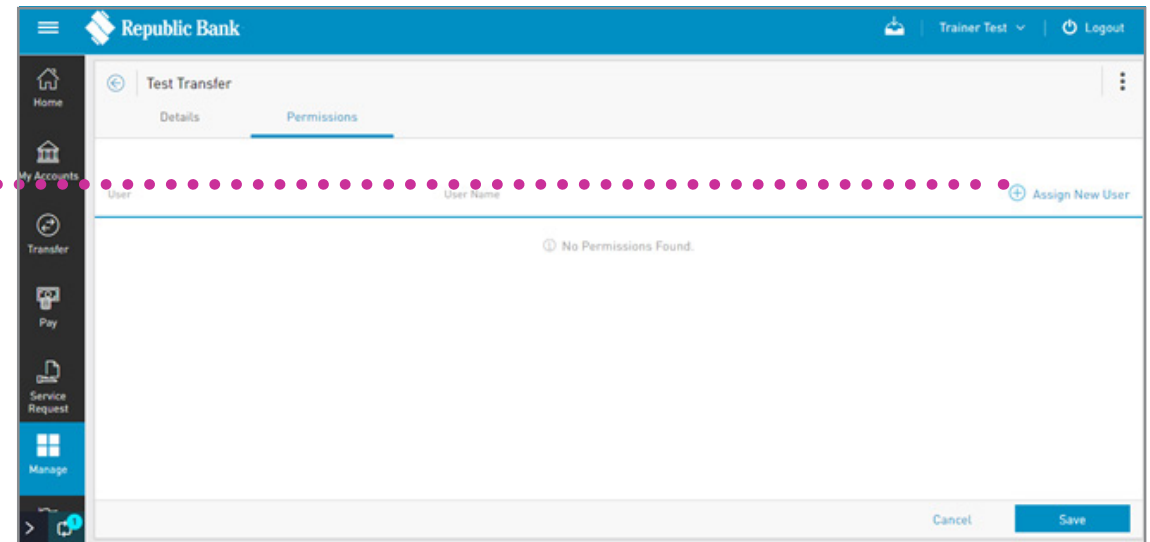
Actions

- Edit
- Permission
- Delete

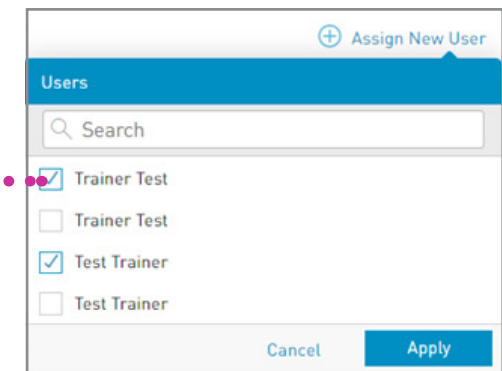
Third-Party Beneficiaries

2 Assigning Permissions

Select ASSIGN NEW USER



Select the USER(S) from the list



Select APPLY

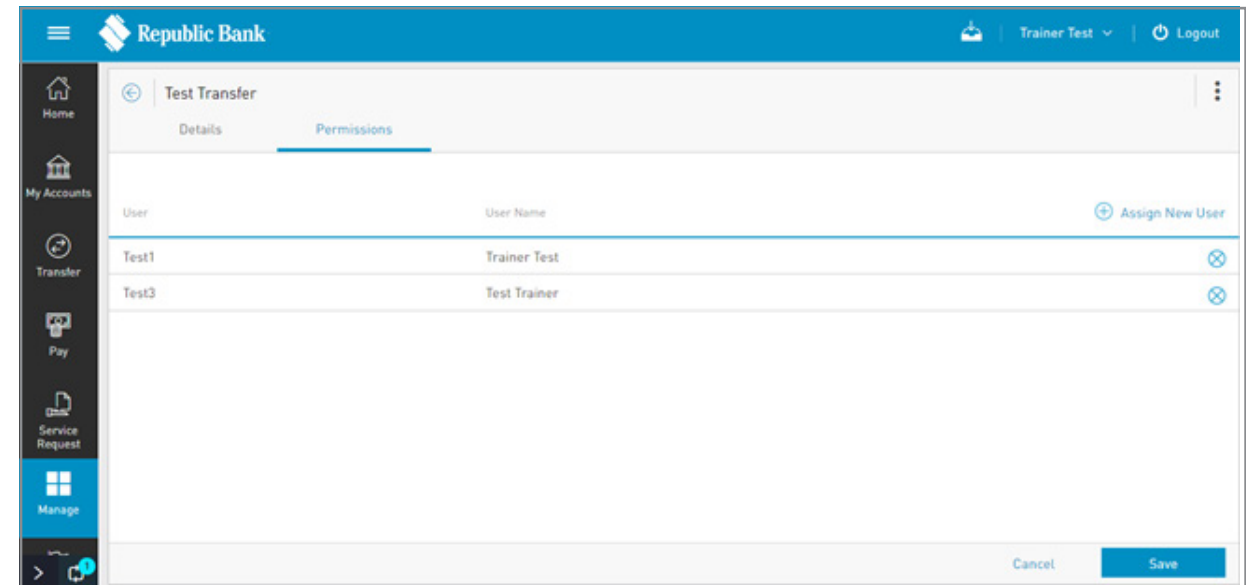
Third-Party Beneficiaries

2 Assigning Permissions

Once the information is verified, select **SAVE**.

This completes the process of Registering a Third-Party Beneficiary.

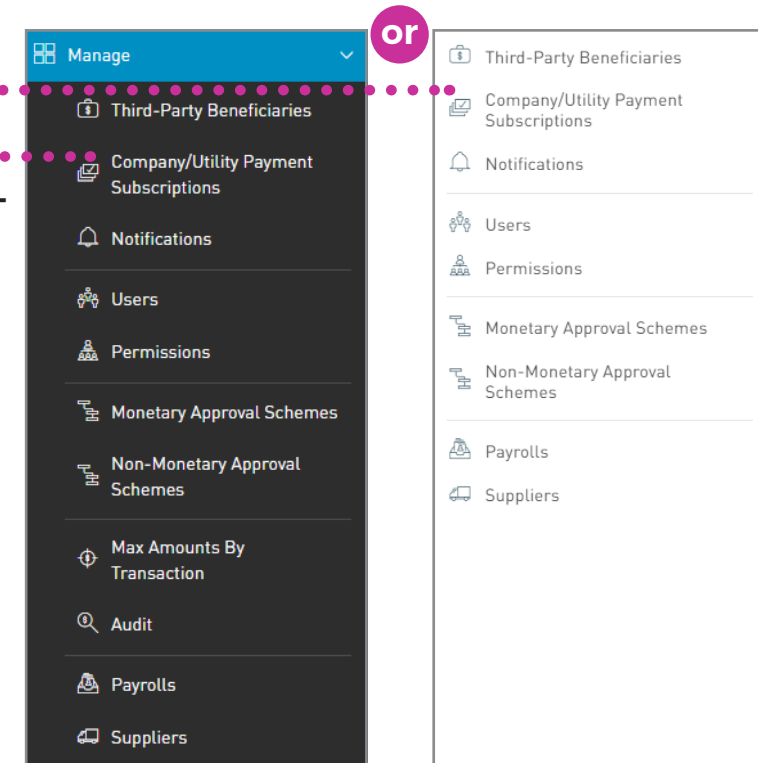
Third-Party Beneficiaries registered here can now be accessed via the transaction screen.



Company/ Utility Payment Subscriptions

Registering Company/Utility Payment Subscriptions

Select the **COMPANY/
UTILITY PAYMENT
SUBSCRIPTIONS**
option under the
MANAGE tab of
either menu

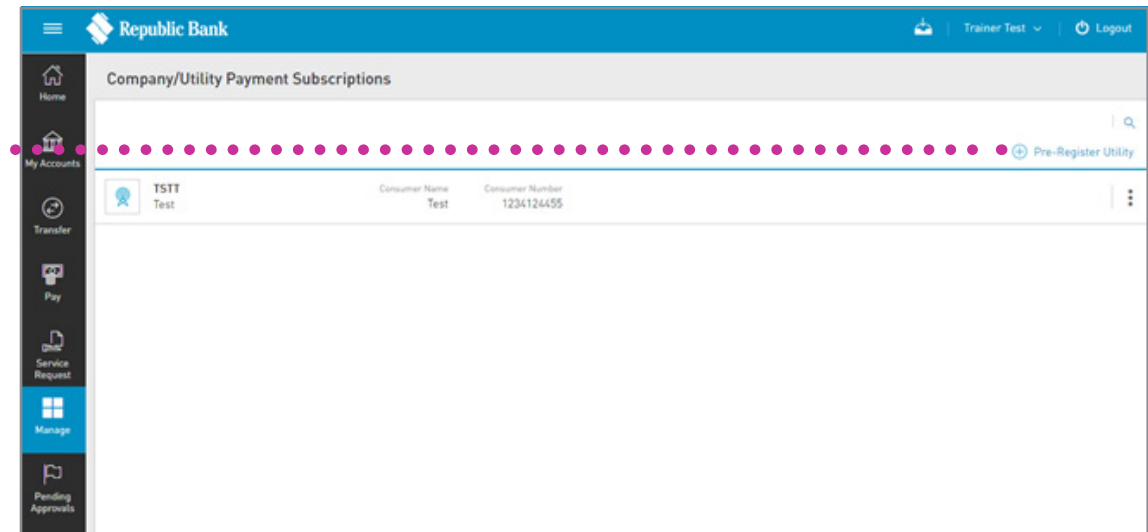


You will then be directed to the **COMPANY/UTILITY
PAYMENT SUBSCRIPTIONS** page.

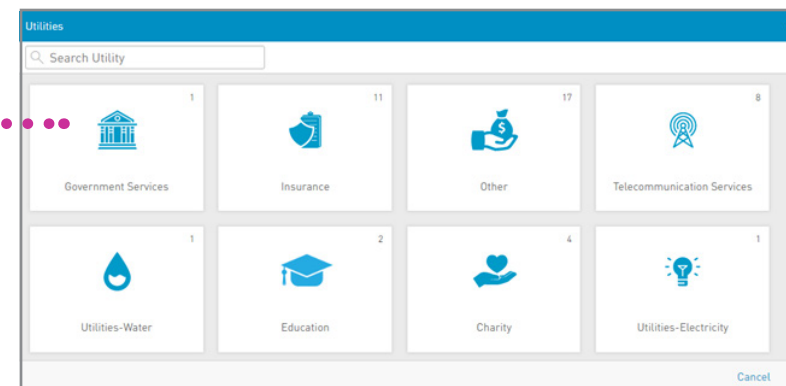
Company/Utility Payment Subscriptions

Registering Company/Utility Payment Subscriptions

Select PRE-REGISTER UTILITY



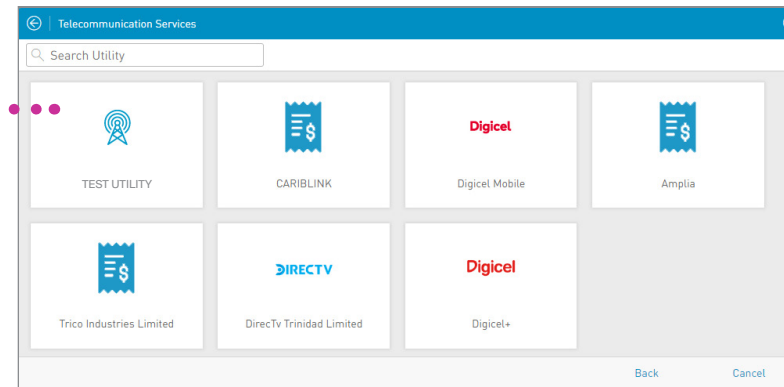
Select a category from the list provided



Company/Utility Payment Subscriptions

Registering Company/Utility Payment Subscriptions

Select the relevant utility



The description field can be used to differentiate subscriptions to the same utility.

Insert a DESCRIPTION

Insert the required company/utility information

Select CONFIRM to save.

Notifications

Notification of Transactions

The NOTIFICATIONS feature can be used if you require alerts for specific transactions on your account(s).

Notifications may be configured for the following:

- ACCOUNT BALANCE
- ACCOUNT ACTIVITY
- CREDIT CARD BALANCE
- CREDIT CARD ACTIVITY
- CREDIT CARD PAYMENT OVERDUE
- CREDIT CARD OVER LIMIT

You can receive these notifications via any one of the following:

- INBOX
- EMAIL
- SMS MESSAGES
- PUSH NOTIFICATIONS

Notifications

Notification of Transactions

There are three ways to access this feature:

- 1 Main Menu**
- 2 Quick Menu**
- 3 Contextual Menu**

Notifications

Notification of Transactions

1

Main Menu

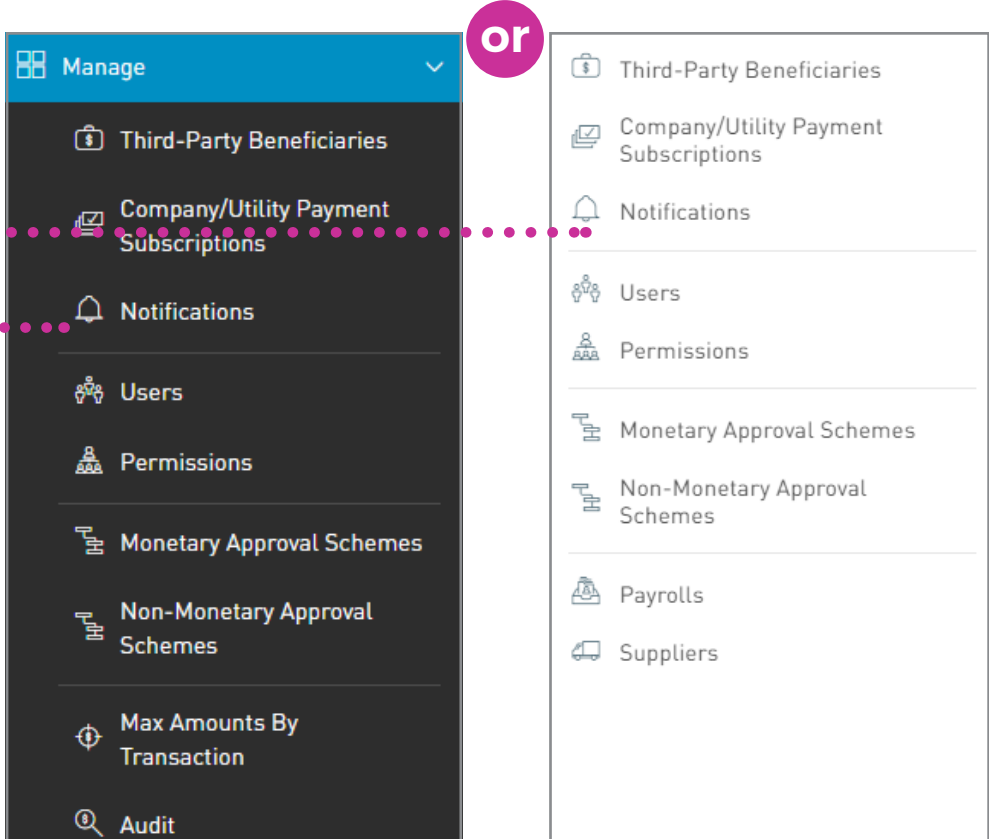
2

Quick Menu

Both these options follow the same process.

Go to either the MAIN or QUICK Menu and select the MANAGE tab
Expand the list displayed and select the NOTIFICATIONS option

This option will direct you to the NOTIFICATIONS page



Notifications

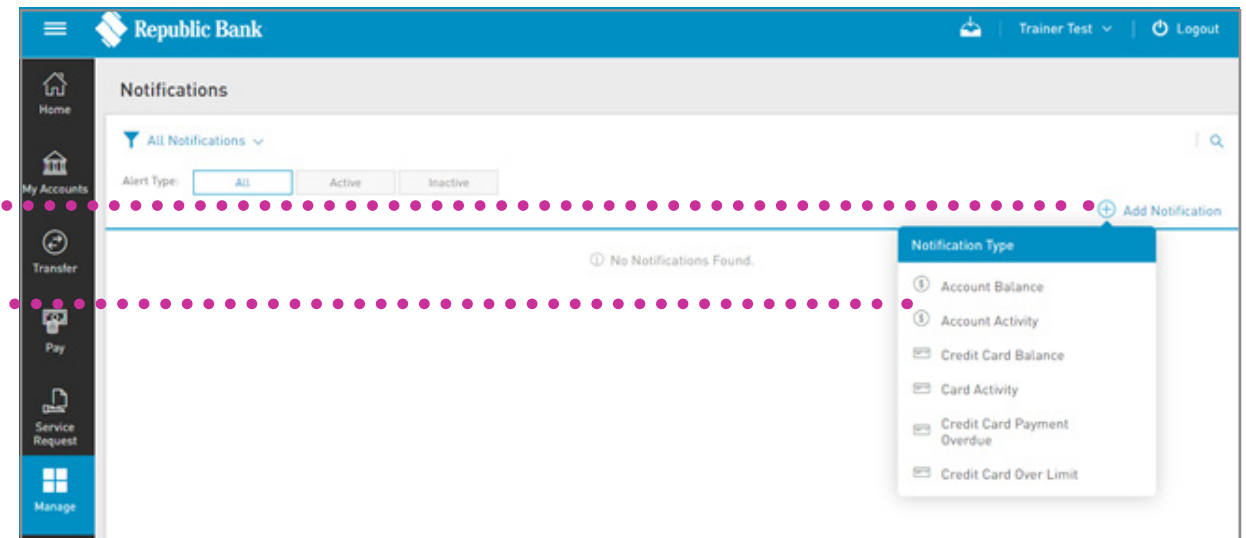
Notification of Transactions

- 1 Main Menu
- 2 Quick Menu

Select the ADD NOTIFICATION

Select the NOTIFICATION TYPE
from the list

This option will direct you to the
NEW NOTIFICATIONS page.



Notifications

Notification of Transactions

1 Main Menu 2 Quick Menu

For all notifications, you will be required to input the following data:

- A** DESCRIPTION
- B** ACCOUNT
- C** DEFINITION: conditions for sending alerts (e.g. Notify me if...)
- D** FREQUENCY: how often alerts should be sent (e.g. Once daily)
- E** NOTIFICATION CHANNEL

The screenshot shows the 'New Notification' form in the Republic Bank system. The form is titled 'New Notification' and includes a 'Required' indicator. It has five sections: 'Alert Type' (set to 'Account Balance'), 'Description' (with a text input field), 'Notification on the Account' (with a dropdown menu for 'Select an Account'), 'Notification Definition' (with 'Notify Any balance' and 'Receive Message Once only' dropdowns), and 'Notification Channels' (with a checked 'Mail' checkbox). A sidebar on the left contains navigation icons for Home, My Account, Transactions, Payments, Data Service Request, Manage, and Pending Approvals. The bottom right of the form has 'Reset', 'Cancel', and 'Save' buttons.

Notifications

Notification of Transactions

- 1 Main Menu
- 2 Quick Menu

Select one of the following options to proceed:
SAVE to save the new alert.
CANCEL to cancel the process.
RESET to clear all the information entered on the screen.

The screenshot shows the 'New Notification' form in the Republic Bank online interface. The form is titled 'New Notification' and includes a 'Required' indicator. The fields are as follows:

- Alert Type:** Account Balance
- Description:** [Empty text box]
- Notification on the Account:** Select an Account [Dropdown menu]
- Notification Definition:**
 - Notify: Any balance [Dropdown menu]
 - Receive Message: Once only [Dropdown menu]
- Notification Channels:**
 - Mail

At the bottom of the form, there are three buttons: 'Reset', 'Cancel', and 'Save'.

Notifications

Notification of Transactions

3

Contextual Menu

Select MY ACCOUNTS

Select the Contextual Menu
of the desired account from the list

Select SETTING NOTIFICATIONS

This option redirects you to the
NEW NOTIFICATIONS page as
explained in the first two options.

The screenshot displays the Republic Bank online banking interface. The top navigation bar includes the Republic Bank logo, a search bar, and a dropdown menu for 'All Accounts'. The main content area shows a list of 'Chequing Account' entries. A contextual menu is open over the first row, showing options: 'View Details', 'Transfer', 'Schedule Transfer', 'Setting Notifications', and 'Edit Nickname'. The 'Setting Notifications' option is highlighted. The interface also features a sidebar with navigation options like Home, My Accounts, Transfer, Pay, Service Request, Manage, and Pending Approvals. A promotional banner on the right side reads 'Let's Build Together' with the Republic Bank logo.

	Status	Branch Name	Current Balance	Available Balance	
99088888801 99088888801	Active	Arima	EUR 324,922.50	EUR 324,922.50	⋮
99088888802 99088888802	Active	Arima	EUR 224,931.00	EUR 224,931.00	⋮
99099999901 99099999901	Active	Arima	TTD 2,252,702.58	TTD 2,252,702.59	⋮
99099999902 99099999902	Active	Arima	TTD 1,593,182.33		⋮
99099999903 99099999903	Active	Arima	USD 2,499,481.93		⋮

Notifications

Notification of Transactions

3

Contextual Menu

Here the alert type **ACCOUNT BALANCE** is automatically selected. The system will fill in the account data using data from its records.

Input the required data

Select **SAVE** to complete the process.

Republic Bank

Home | Etraining Test | Logout

New Notification

Alert Type: Account Balance

Description

Notification on the Account

Chequing Account
990999999902
Available Balance
TTD 1,592,682.34

Notification Definition

Notify Any balance
Receive Message Once only

Notification Channels

Mail

Reset Cancel Save

Notifications

Notifications Page

FILTERS

Notifications can be filtered by the following criteria:

- NOTIFICATIONS TYPE
- NOTIFICATIONS STATUS

Search

Filter

Add new alert

Notifications

All Notifications ▾

Alert Type:

+ Add Notification

Account Balance	Account Balance Test 1	Notify: Any balance Frequency: Once only	Active
Account Activity	Account Activity Test 1	Notify: Any balance Frequency: As soon as possible	Active
Card Activity	Card Activity Test Credit Card	Notify: Any balance Frequency: As soon as possible	Active
Credit Card Balance	Credit Card Balance Test Credit Card	Notify: Any balance Frequency: Once only	Active
Account Balance	Account Balance Test	Notify: Any balance Frequency: Once only	Active

Show More

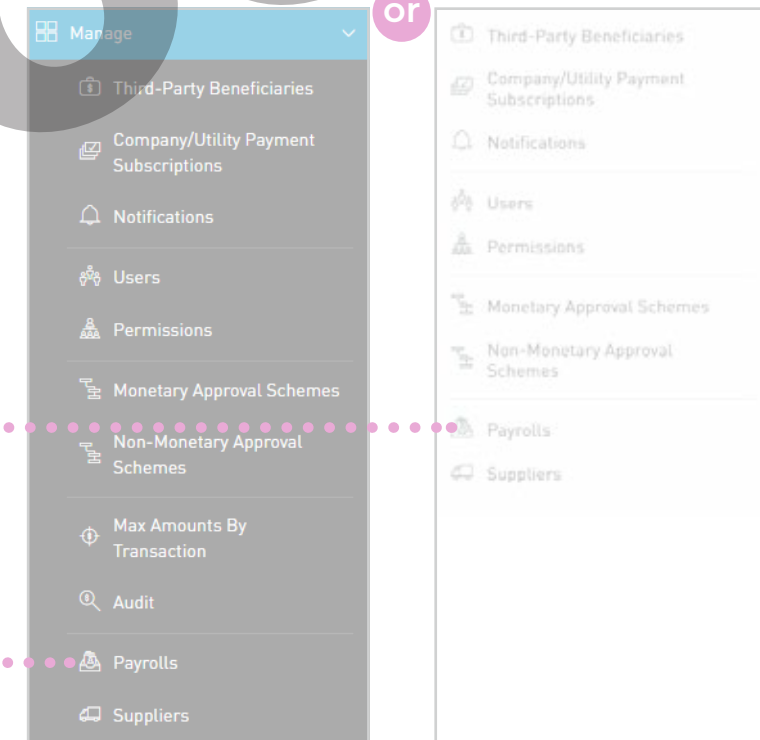
Expand list

Contextual Menu

Payrolls

Payroll Administration

Payrolls can be created or amended via the PAYROLLS Administration page.



Select the
PAYROLL
option under the
MANAGE tab of
either menu

Only users assigned the relevant permissions to do payroll administration will have access to this page. *(Refer to Appendix for list of Permissions).*

Payrolls

Payroll Administration Page

This page contains a master list of all your site's existing PAYROLLS.

CONTEXTUAL MENU

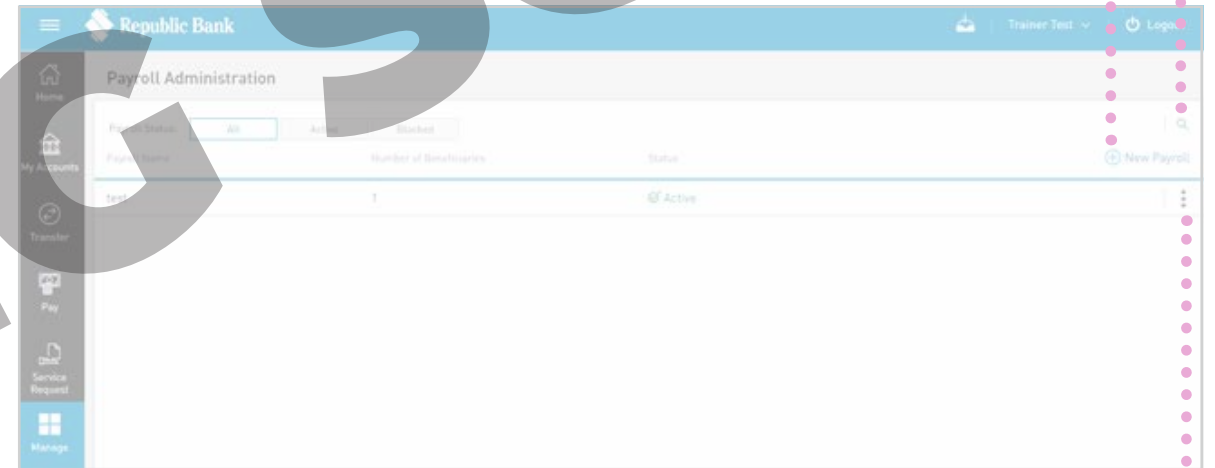
The menu on each PAYROLL list offers the following actions:

- EDIT: to change setting or data
- BLOCK/UNBLOCK
- DELETE: to delete the selected payroll

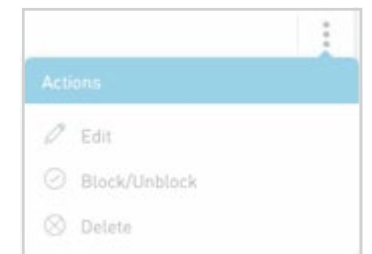
COMING SOON

Search

Add new payroll



Contextual Menu



Payrolls

Creating a new Payroll

There are two main steps in creating a PAYROLL:

1

Details

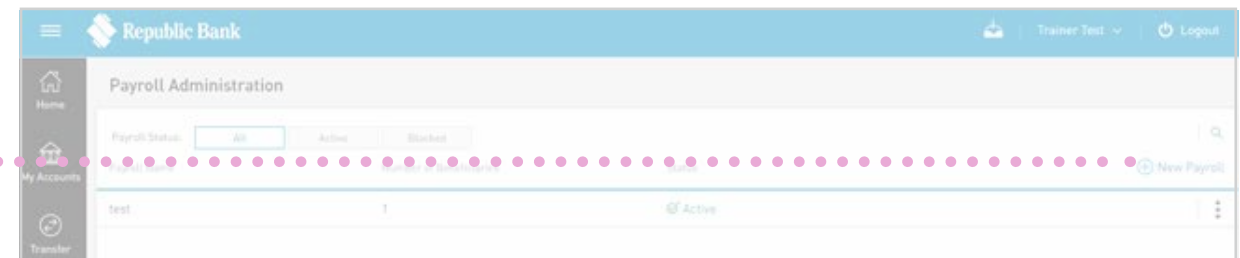
This involves adding the beneficiary information to the PAYROLL list.

2

Permissions

Entails adding users who require access to the PAYROLL (e.g. to pay payroll).

Select NEW PAYROLL to begin



Payrolls

Creating a new Payroll

1

Details

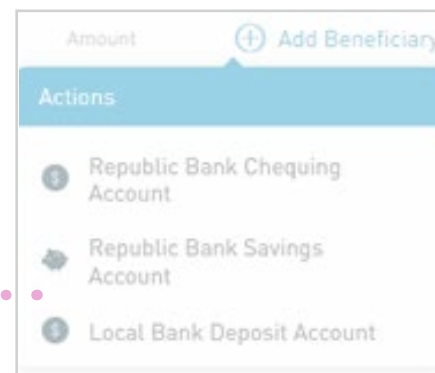
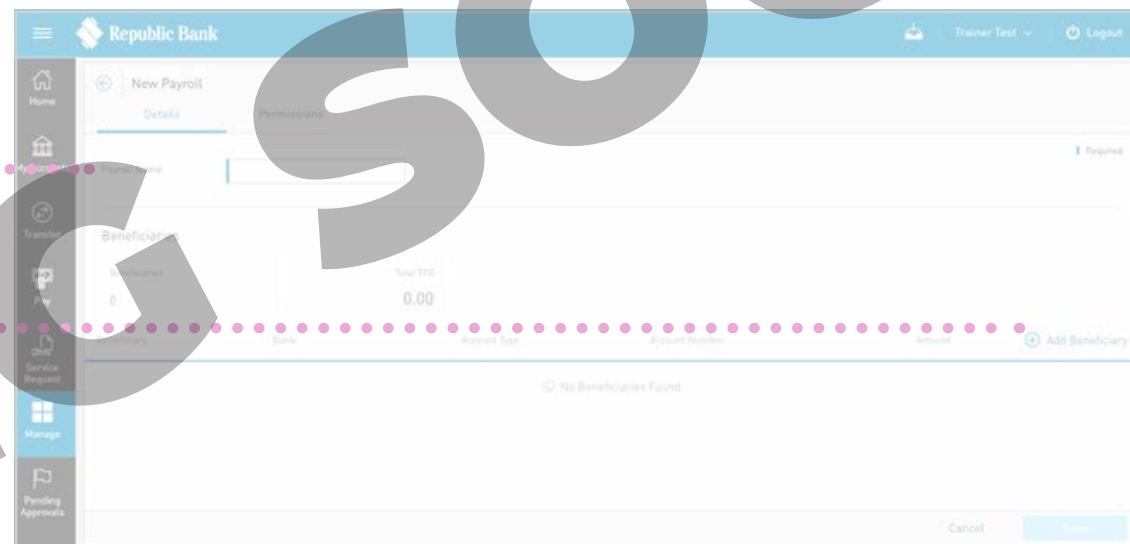
Insert a name for the
NEW PAYROLL list

Select ADD BENEFICIARIES
to add beneficiaries to the list

The beneficiary options are:

- REPUBLIC BANK
CHEQUING ACCOUNT
- REPUBLIC BANK
SAVINGS ACCOUNT
- LOCAL BANK DEPOSIT ACCOUNT

Select BENEFICIARY TYPE



Payrolls

Creating a new Payroll

1

Details

REPUBLIC BANK ACCOUNTS (CHEQUING/SAVINGS)

Insert Beneficiary details as follows:

- A** ACCOUNT DATA
 - ACCOUNT NUMBER
- B** BENEFICIARY INFO
 - EMAIL
- C** AMOUNT TO BE PAID

The screenshot shows a web form titled "Add Beneficiary". The form has a blue header bar with the title and a close icon. Below the header, there is a "Required" indicator. The form contains several sections: "Product Type" (set to "Republic Bank Chequing Account"), "Account Data" (with a "Product Number" input field), "Currency", "Beneficiary", "Beneficiary Info" (with a "Beneficiary Email" input field), and "Amount" (with an "Amount to be Paid" input field). At the bottom, there are "Cancel" and "Submit" buttons. Three callout letters A, B, and C are overlaid on the form: A points to the "Product Number" field, B points to the "Beneficiary Email" field, and C points to the "Amount to be Paid" field.

For Republic Bank Beneficiary Accounts, the account number will be validated, and the system will automatically fill in the details of currency and beneficiary name, once the account is valid and active.

Payrolls

Creating a new Payroll

1

Details

LOCAL BANK ACCOUNT

Insert Mandatory Beneficiary details as follows:

- A ACCOUNT DATA
 - BANK NAME
 - BENEFICIARY
 - ACCOUNT NUMBER
 - AMOUNT TO BE PAID

For Local Bank Beneficiary Accounts, the bank, beneficiary and account number are required. There are additional fields included for the beneficiary, but these are not mandatory. This information is included to aid the Bank in identifying them.

Beneficiary	Bank	Account Type	Account Number	Amount
John Doe	First Citizens Bank	Local Bank Deposit Account	1234	TTD 100.00
Jane Doe	RBC Royal Bank (T&T) Ltd.	Local Bank Deposit Account	4567	TTD 100.00

Payrolls

Creating a new Payroll

2

Permissions

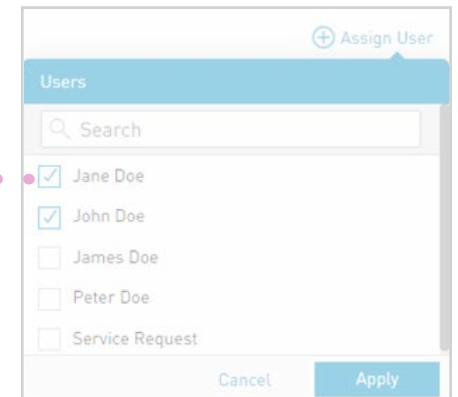
When you have finished inputting the details of the payroll list, you must assign permissions to users who are required to access this payroll.

Select PERMISSIONS

Select ASSIGN USER

Select the USER(S) from the list

Select APPLY



Payrolls

Creating a new Payroll

2 Permissions

Once the information is verified, select **SAVE**

This completes the process for adding a new PAYROLL. The user will be redirected to the PAYROLL Administration page.

User	User Complete Name	Assign User
Test	Jane Doe	+
Test2	John Doe	+

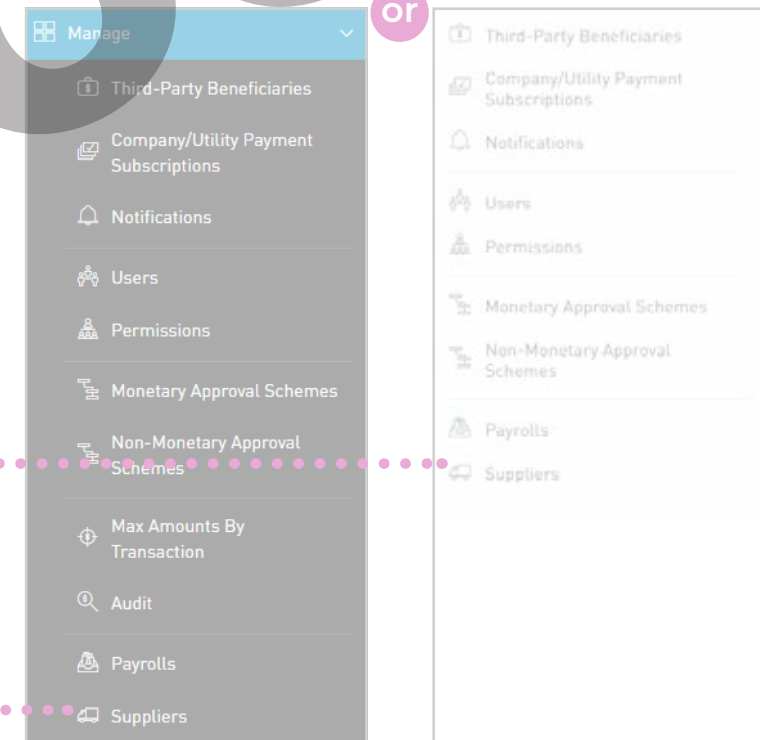
Payrolls registered here will be used in the Manual Payroll payments.

Suppliers

Suppliers Administration

The Suppliers list can be created or amended via the Suppliers Administration page.

Select the SUPPLIERS option under the MANAGE tab of either menu



Only users with the permissions to do supplier administration will have access to this page.
(Refer to Appendix for full list of Permissions).

Suppliers

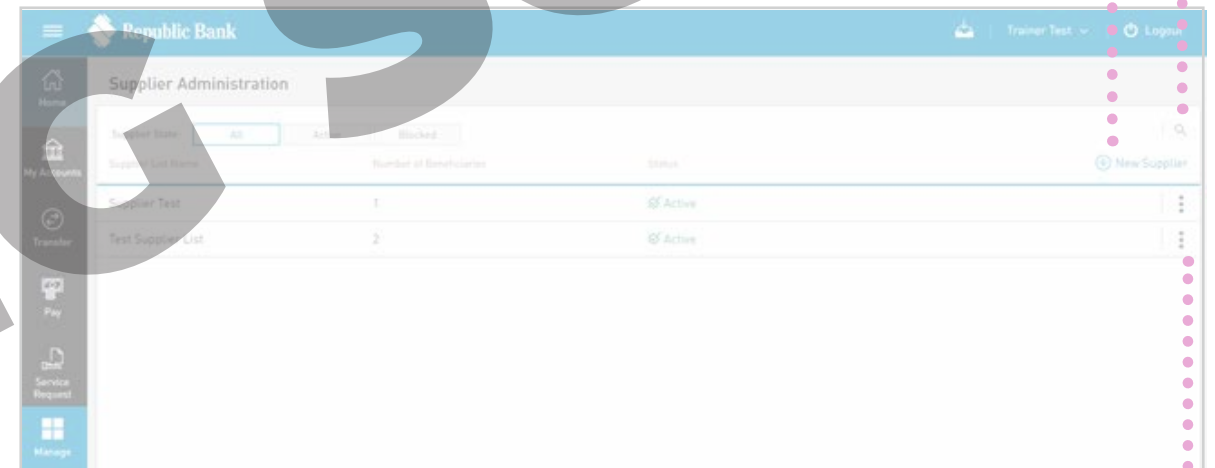
Suppliers Administration Page

This page contains a master list of all the existing SUPPLIER lists on your site.

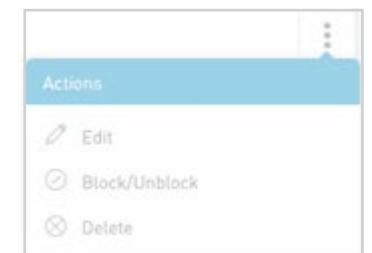
CONTEXTUAL MENU

The menu on each SUPPLIER list offers the following actions:

- EDIT: to change setting or data
- BLOCK/UNBLOCK
- DELETE: to delete the selected payroll



Contextual Menu



COMING SOON

Search

Add new supplier list

Suppliers

Creating a new Supplier List

There are two main steps in creating a SUPPLIER list:

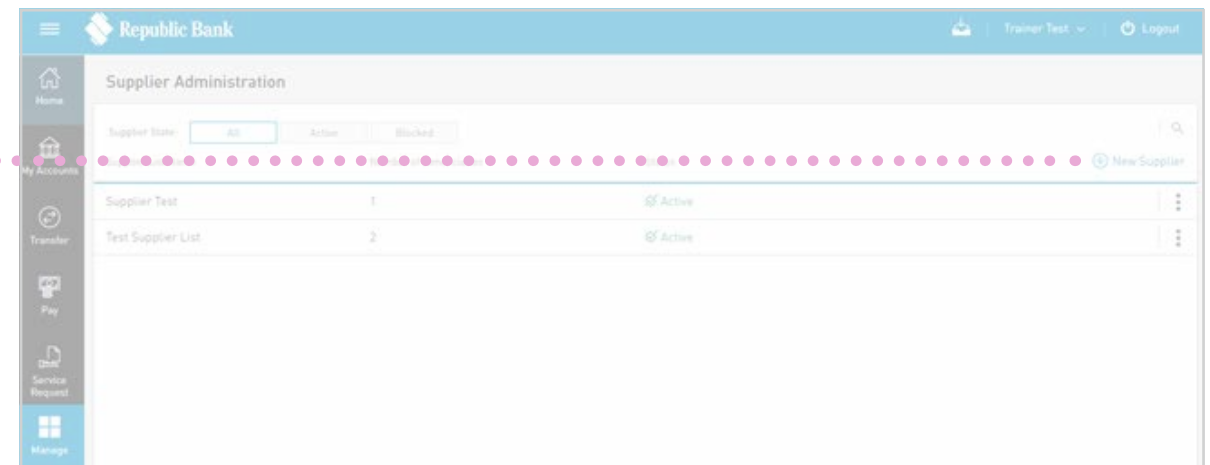
1 Details

Adding the beneficiary information to the SUPPLIER list.

2 Permissions

Adding users who are required to access the SUPPLIER(e.g. to process the payments to suppliers).

To create a new supplier list,
select NEW SUPPLIER



Suppliers

Creating a new Supplier List

1

Details

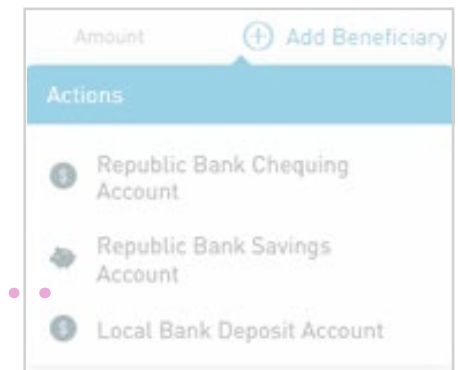
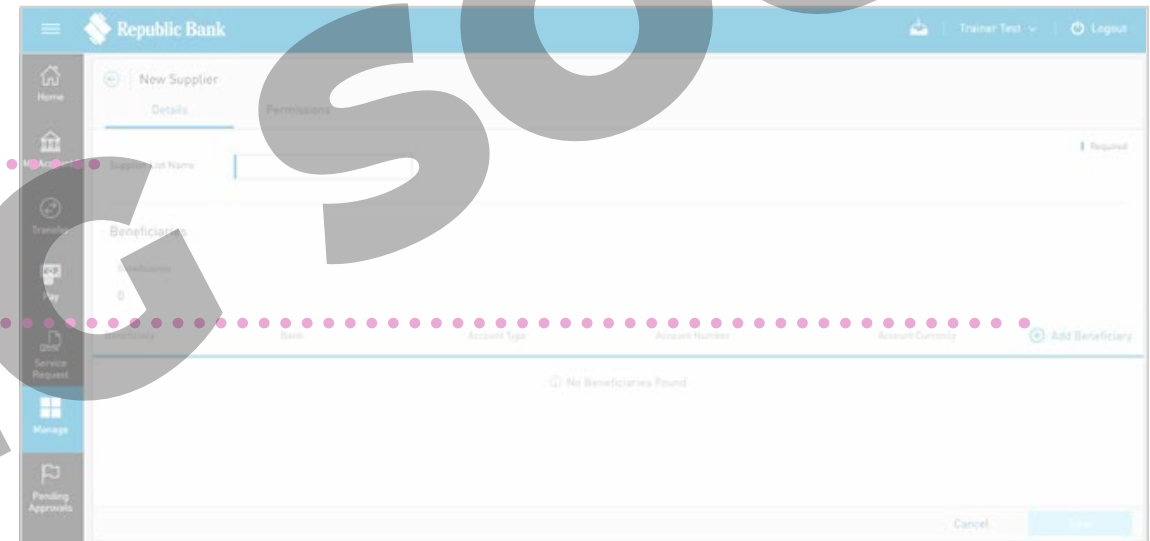
Insert a name for the new SUPPLIER LIST

Click on ADD BENEFICIARIES to add beneficiaries to the list

The beneficiary options are:

- REPUBLIC BANK CHEQUING ACCOUNT
- REPUBLIC BANK SAVINGS ACCOUNT
- LOCAL BANK DEPOSIT ACCOUNT

Select BENEFICIARY TYPE



Suppliers

Creating a new Supplier List

1

Details

REPUBLIC BANK ACCOUNTS (CHEQUING/SAVINGS)

Insert Beneficiary details as follows:

A

ACCOUNT DATA

- ACCOUNT NUMBER

B

BENEFICIARY INFO

- EMAIL

- ID TYPE/ID NUMBER (Optional)

- ADDRESS (Optional)

The screenshot shows a form titled "Add Beneficiary" with the following fields and sections:

- Account Type:** Republic Bank Chequing Account
- Account Data:**
 - Account Number: [Empty field]
- Currency:** [Empty field]
- Beneficiary:** [Empty field]
- Beneficiary Info:**
 - Beneficiary Email: mymail@bar.com

Buttons: Cancel, Continue

For Republic Bank Beneficiary Accounts, the account number will be validated, and the system will fill in the currency and beneficiary name, once the account is valid and active.

Suppliers

Creating a new Supplier List

1

Details

LOCAL BANK ACCOUNT

For Local Bank Beneficiary Accounts, the bank, beneficiary and account number are required. There are additional fields included for the beneficiary, but these are not mandatory. This information is included to aid the bank in identifying them.

Insert Mandatory Beneficiary details as follows:

- A ACCOUNT DATA
 - BANK NAME
 - BENEFICIARY
 - ACCOUNT NUMBER

Beneficiary	Bank	Account Type	Account Number	Account Currency
Test Doc	First Citizens Bank	Local Bank Deposit Account	199	TTD

Suppliers

Creating a new Supplier List

2

Permissions

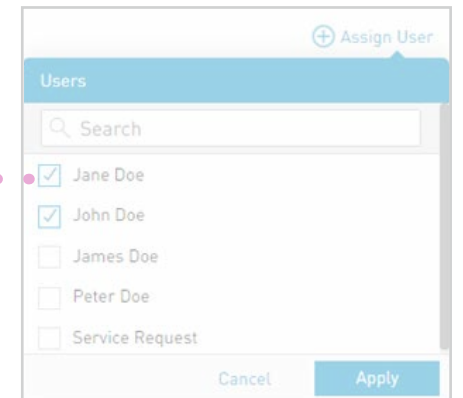
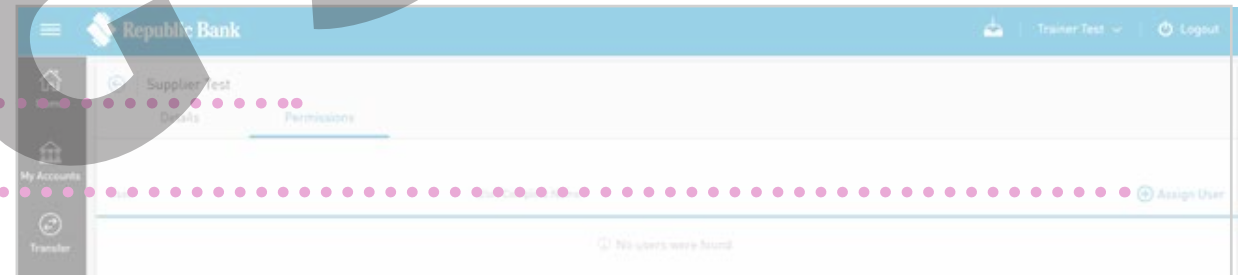
When you have finished inputting the details of the supplier list, you must assign PERMISSIONS to users who are required to access this list.

Select PERMISSIONS

Select ASSIGN USER

Select the USER(S) from the list

Select APPLY



Suppliers

Creating a new Supplier List

2

Permissions

Once the information is verified, select **SAVE**

This completes the process for adding a new SUPPLIER list. The user will be redirected to the SUPPLIER Administration page.

User	User Complete Name	Assign User
Test	Jane Doe	+
Test2	John Doe	+

Suppliers registered here will be used in the Manual Supplier payments.