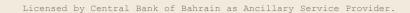


Bahrain Electronic Cheque System (BECS)

UX/UI Guideline



E-Cheque APP



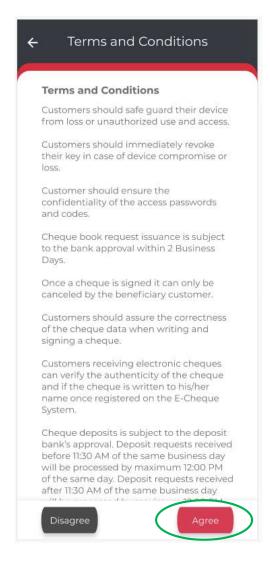
Login and Device Activation

Login in page to access E-Cheque App e-Cheque Welcome to E-Cheque App Already activated user login Login Forget Password Sign up of new users to be Sign Up activated Help Contact Us



Only for activating new users

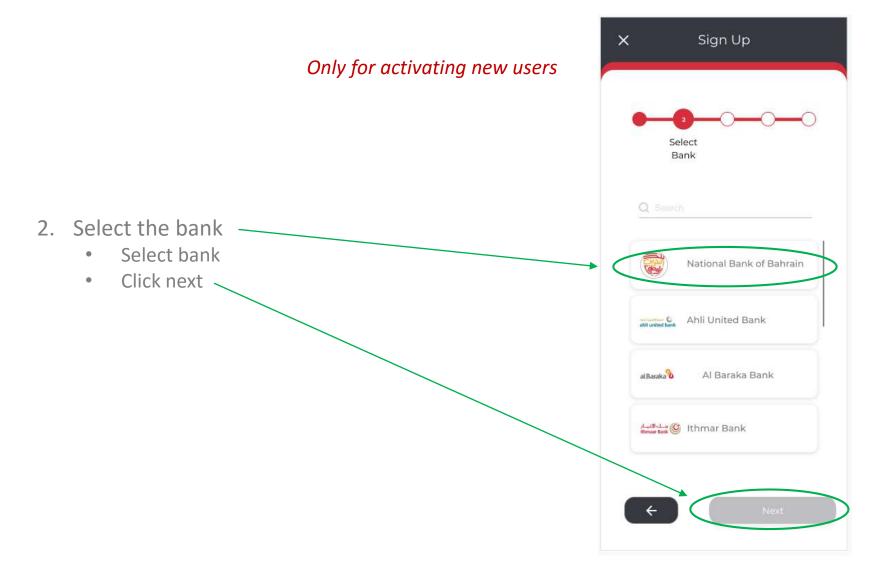
Newly activated users must accept the terms and conditions of the service to be able to use the app



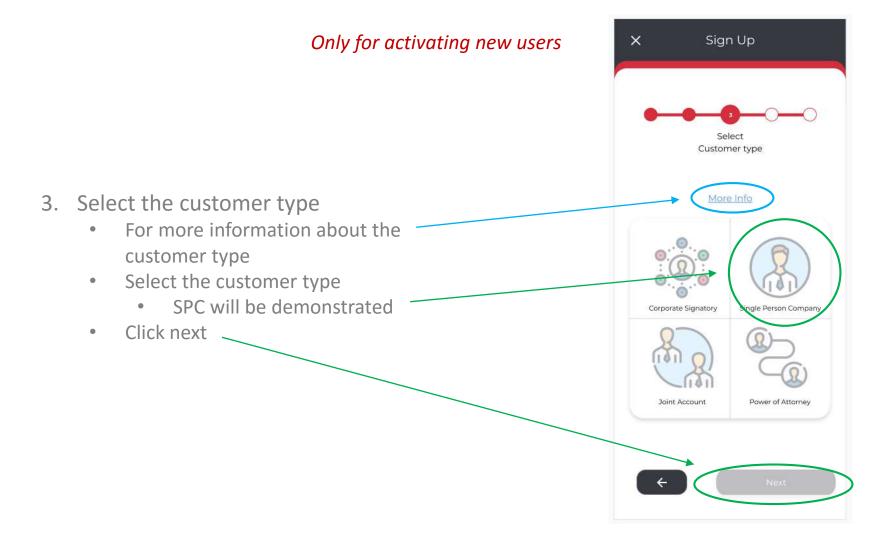


Only for activating new users Sign Up After accepting the terms and condition the user shall undergo five main steps to be activated. Account Info 1. Account info Upload photo (optional) -Upload Photo Choose ID Enter ID value ___ Click next **CPR Number**

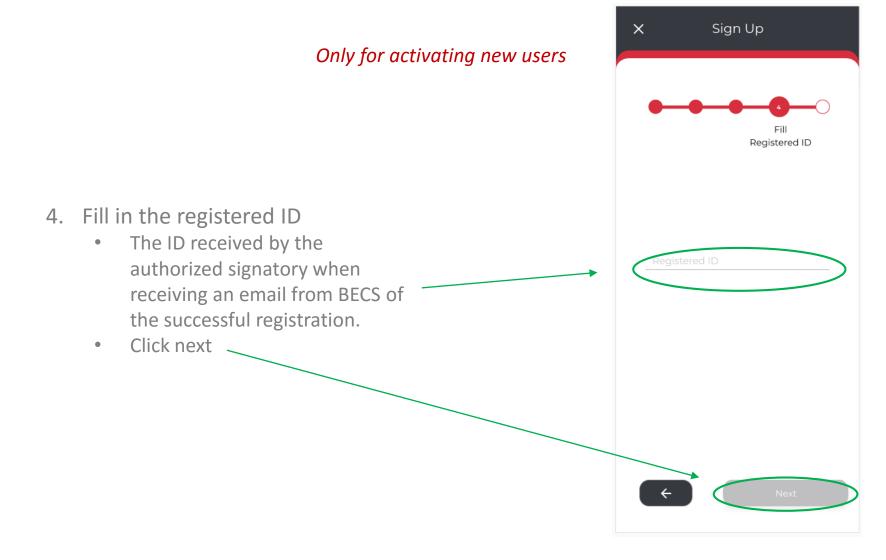








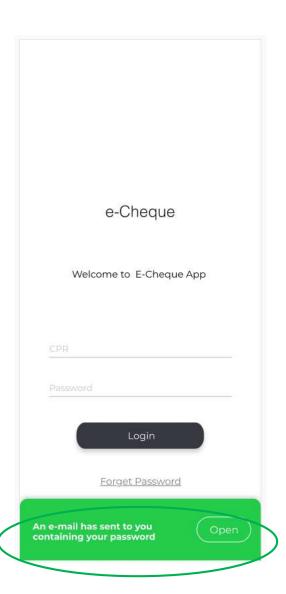






Only for activating new users

Based on successful verification, an email will be sent to the user's registered email with the password.





Only for activating new users Based on successful verification, an email will be sent to the user's registered email with the password. e-Cheque Enter ID Enter password sent via email . Click login Welcome to E-Cheque App Forget Password Sign Up Help Contact Us



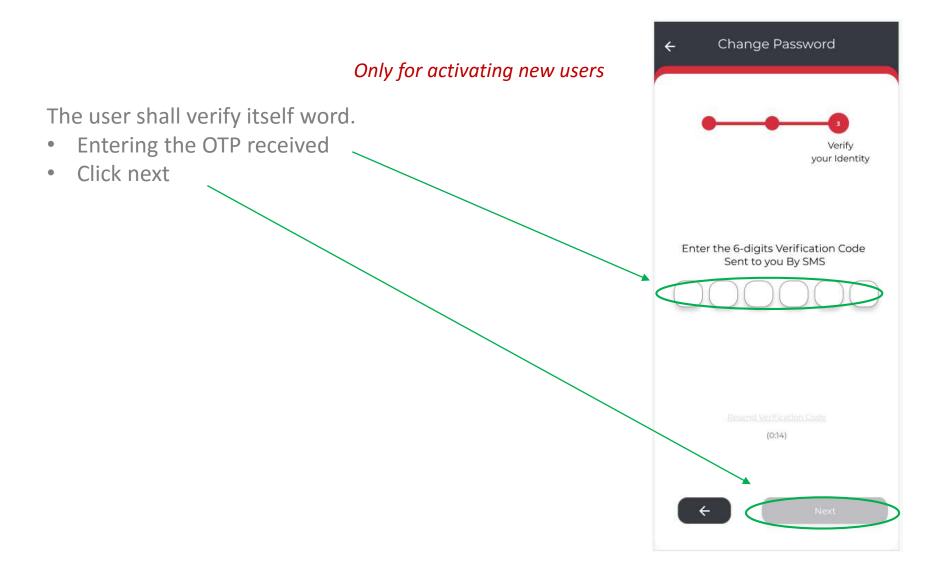
Change Password Only for activating new users The user will then be asked to change password by. Entering the old password Password Click next Please Enter Your Old Password

11



Change Password Only for activating new users The user shall create a new password. Entering the new password Password Click next Please Enter New Password New Password



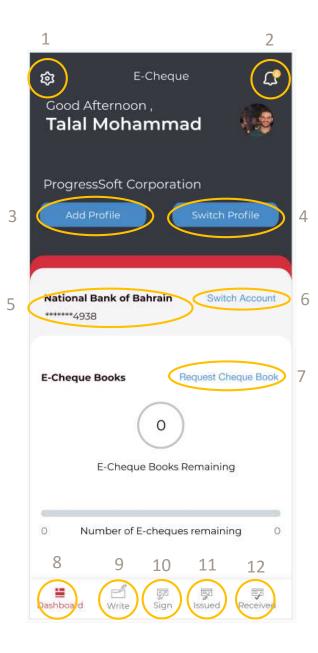




Landing Page

The landing page is the dashboards page:

- 1. Setting
- 2. Notification
- 3. Add customer profile (i.e. Company A and Company B)
- 4. Switch customer profile
- 5. Bank account and Bank name
- 6. Switch accounts within the same customer profile
- 7. Request E-Cheque Book
- 8. Dashboard page icon
- 9. Issue and write E-Cheque page icon
- 10. Sign E-Cheque page icon
- 11. Issued and signed E-Cheque page icon
- 12. Received and deposit E-Cheque page icon





E-Cheque Book Request

Request E-Cheque Book E-Cheque Book Request page: NBB 🐷 1. Select account 2. Select number of E-Cheque Books National Bank of Bahrain 3. Number of electronic cheques per book For Account 4. Send the request ******4938 * Number of Required E-Cheque Books * Number of Pages Per E-Cheque Book 25 Send Cheque Book Request

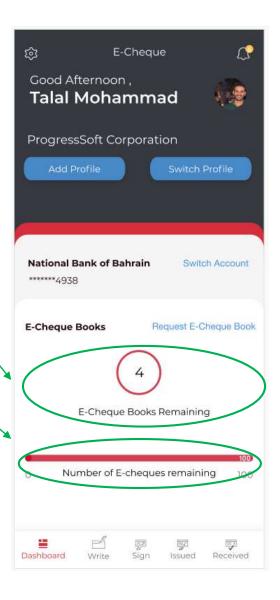


E-Cheque Book Request

E-Cheque Book Request status:

1. Number of E-Cheque Book approved and available

2. Number of E-cheques available.

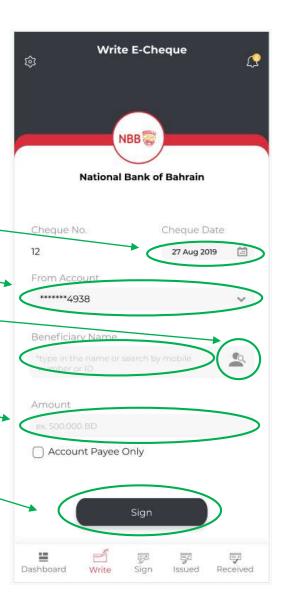




Writing an E-Cheque

When writing an E-Cheque the user shall enter:

- 1. Cheque date ————
- 2. Debit account
- 3. Beneficiary name as free text
- 4. Fully qualified name by searching the mobile and ID
- 5. Amount —
- 6. Sign \sim



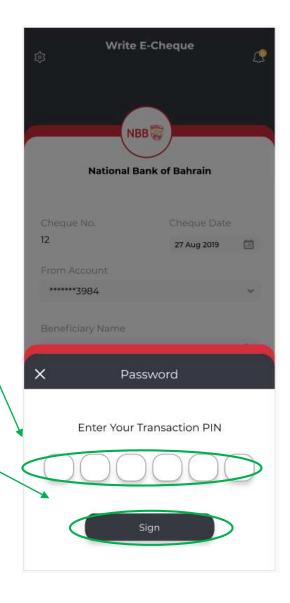


Signing an E-Cheque

When signing an E-Cheque the user shall enter:

1. A transaction pin that is used for signing E-Cheques only (different from the app login password)

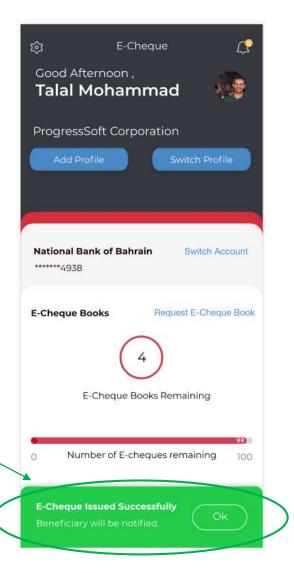
2. Click on sign





Signing an E-Cheque

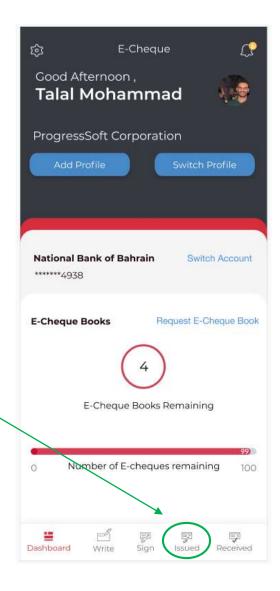
When a cheque issued to a fully qualified name E-Cheque system will automatically share the E-Cheque with the Payee and notify the user of the same.





Sharing an E-Cheque

When a cheque issued to a non-fully qualified the Drawer can share the E-Cheque with the Payee by going to the issued menu.

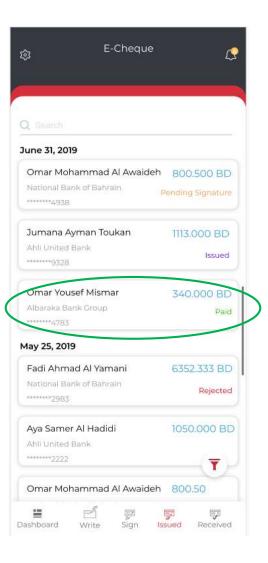




Sharing an E-Cheque

At the issued page, the user will be able to view all issued cheques along with the information and status.

For the user to share the E-Cheque, the user shall open the issued and signed E-Cheque.

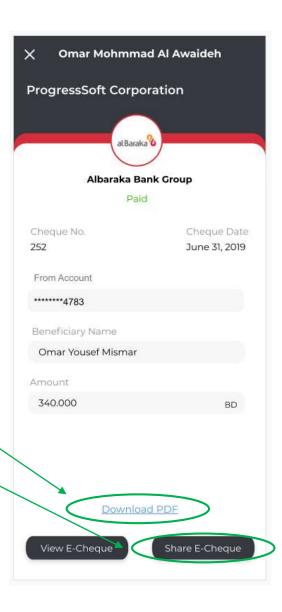




Sharing an E-Cheque

The user can share the E-Cheque with the Payee by either:

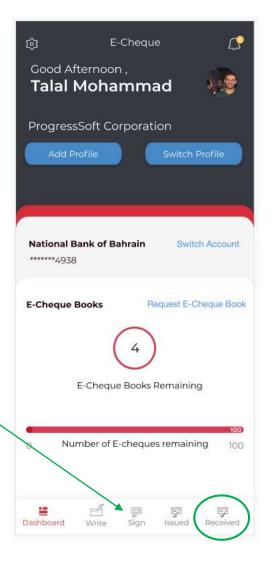
- Download the PDF \
- Share via any electronic media such as email or social media available on the device.





Issued E-Cheques

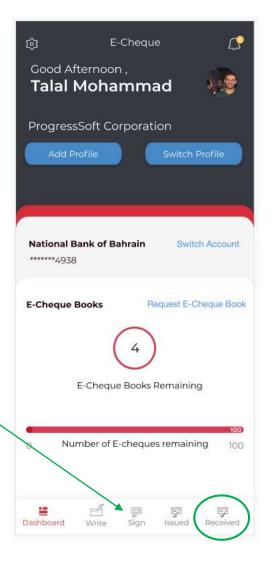
As a Payee, the user can view received E-Cheques or upload an E-Cheque from the received icon.





Receiving an E-Cheques

As a Payee, the user can view received E-Cheques or upload an E-Cheque from the received icon.

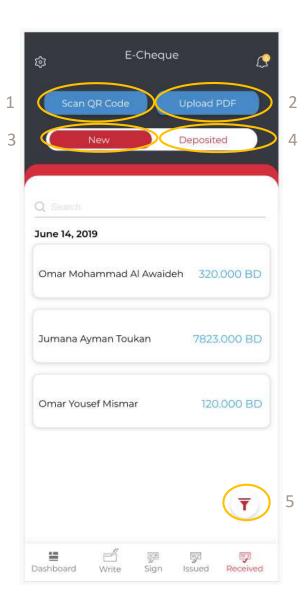




Receiving an E-Cheques

At the received page the user has the below options.

- 1. Scan the QR of an E-Cheque
- 2. Upload the PDF file of an E-Cheque
- 3. View E-Cheques that are shared by E-Cheque directly or uploaded E-Cheques yet not deposited.
- 4. View E-Cheques that are deposited.
- 5. Filter the E-Cheques





Upload the PDF of an E-Cheques

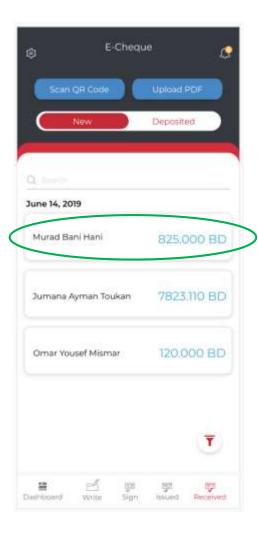
The user when clicking on upload PDF, will be able to select from the PDFs downloaded on the device.





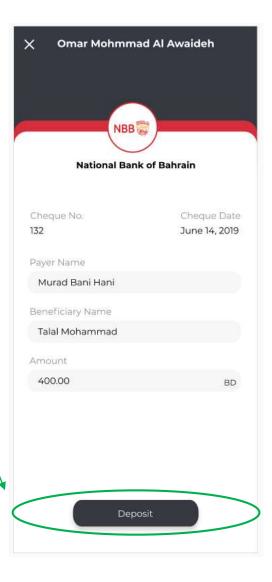
Upload of an E-Cheque

- After an E-Cheque is uploaded via PDF or scanning the QR code the cheque will appear in the new queue.
- By clicking on the E-Cheque, the user will be able to view the below E-Cheque information.
 - E-Cheque number
 - Date
 - Drawer name
 - Payee name
 - Amount



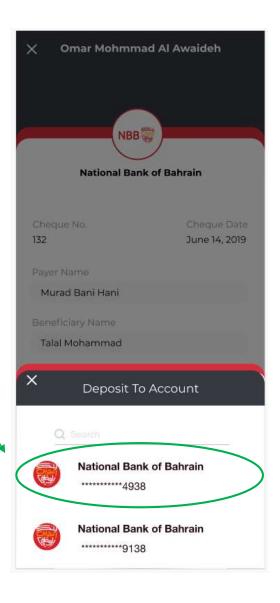


The user is able to deposit the cheque if needed.



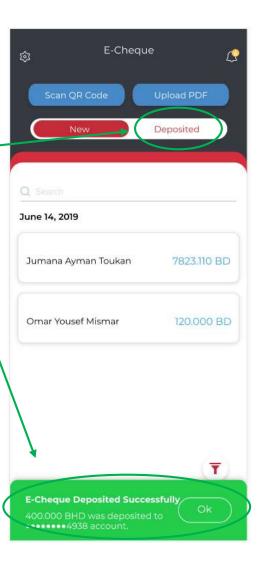


When depositing the customer should pick the deposit account.



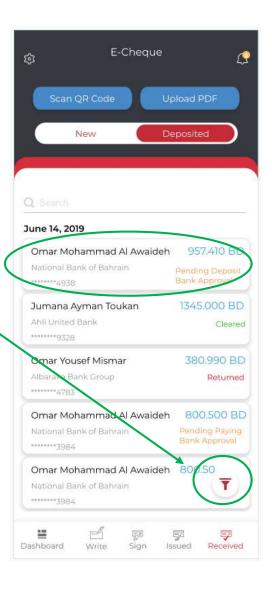


- The user will receive a notification of the deposit.
- The deposited E-Cheque will move from the "New" to "Deposited"



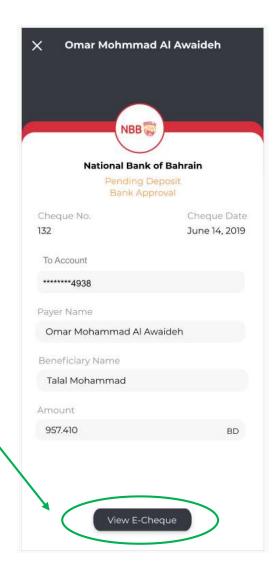


- At the "Deposited" page, the user can view all deposited E-Cheques with their status.
- The user can filter the E-Cheques
- The user can view the E-Cheque information by clicking on the E-Cheque.



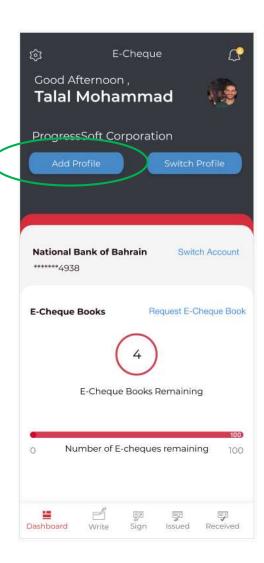


• When viewing the E-Cheque, the user will view the PDF version of the same.

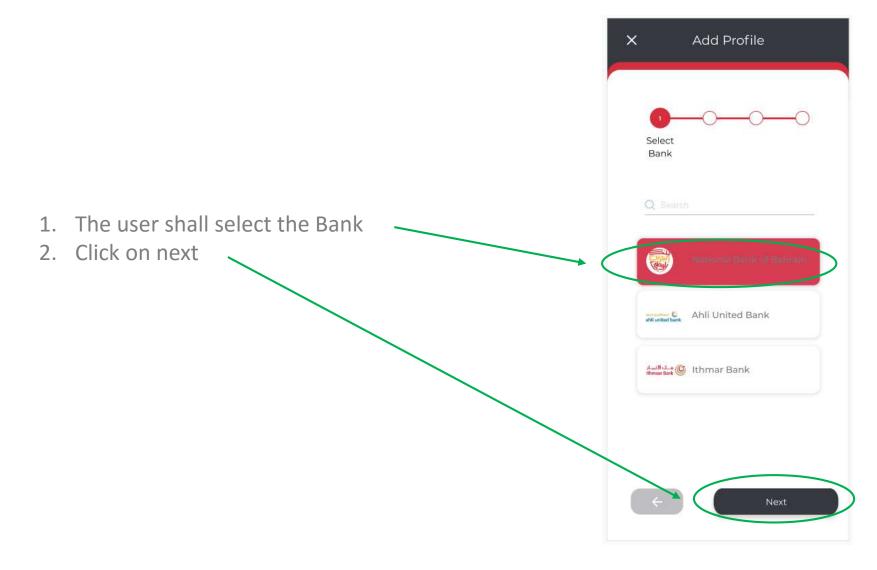




• The user can add a profile if he/she is an authorized signatory of more than one entity.

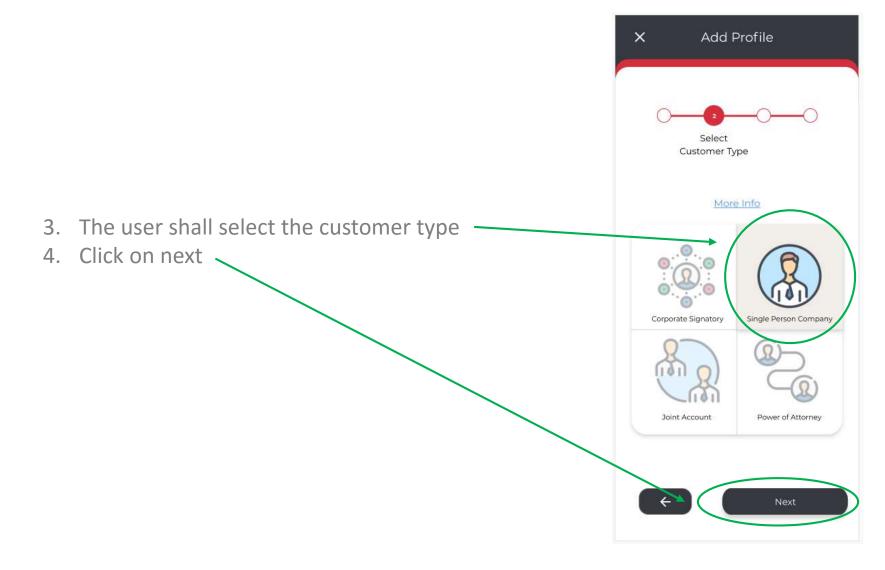






34



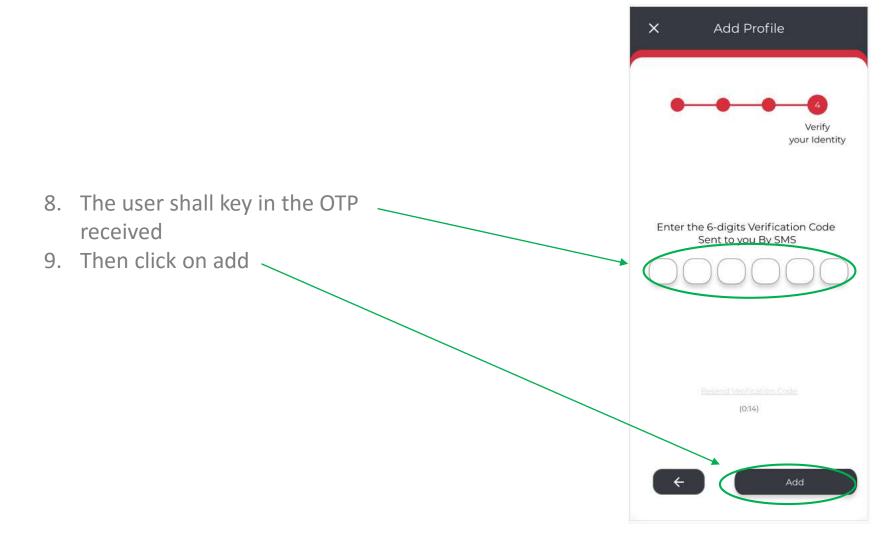




Add Profile Registered ID 5. The user shall key in the ID shared by the system to him via the email after registering the profile by the bank. 2387619-CR 6. Click on next



Add Profile

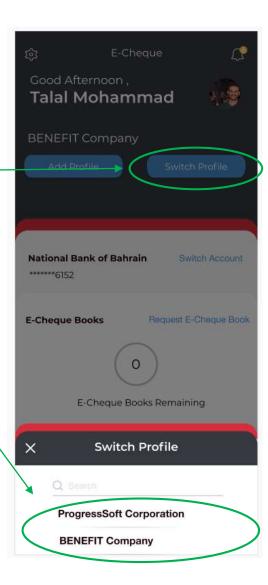




Switching Profile

Once the profile is successfully added, the user is able to switch from profile to the other:

- Click on switch profile
- Choose from the list of profiles added.

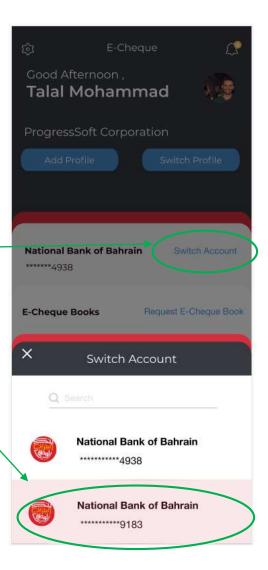




Switching Accounts

The user will be able switch between the different accounts he/she registered from him under the customer profile in BECS. The user will not be able to add any accounts without such being processed by the bank first.

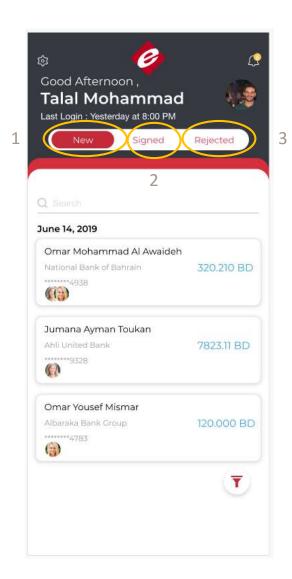
- Click on switch accounts
- Choose from the list of accounts registered.





Authorized signatories of enterprise customers will be able to sign E-Cheques, approve E-Cheque Book requests, and administrative users registration request. The functionalities of E-Cheque Books and writing will not be available.

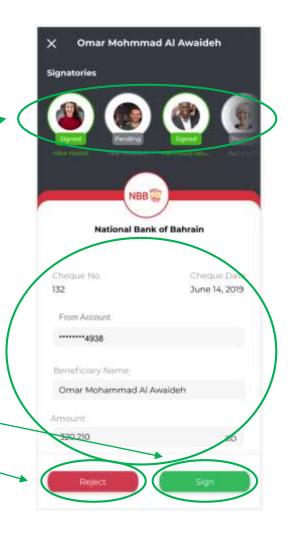
- 1. View new E-Cheques to be signed
- 2. View signed E-Cheques
- 3. View rejected E-Cheques





To sign an E-Cheque the user shall click on the E-Cheque at the "new" page (refer to previous slide).

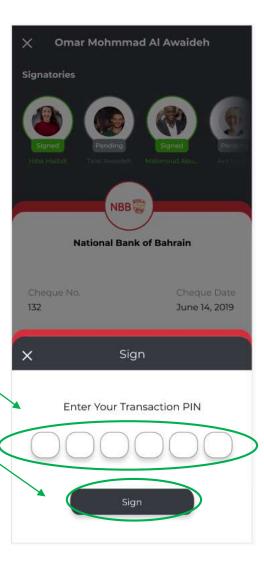
- If the E-Cheque has more than one authorized signatory, the user will be able to view the status of the signature per authorized signatories.
- The user will also view the E-Cheque \
 information.
- The user can either
 - Sign the E-Cheque
 - Or reject the signing request





 When signing the user will be asked to enter the transaction pin.

Click on sign.

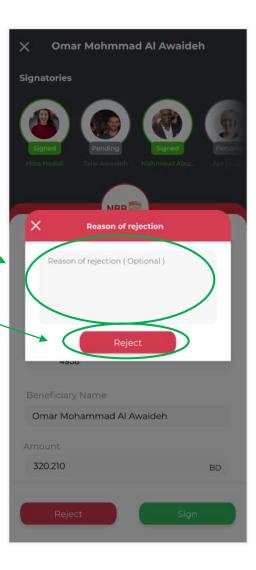




 When rejecting signing an E-Cheque the user shall.

• Type the reject reason (optional)

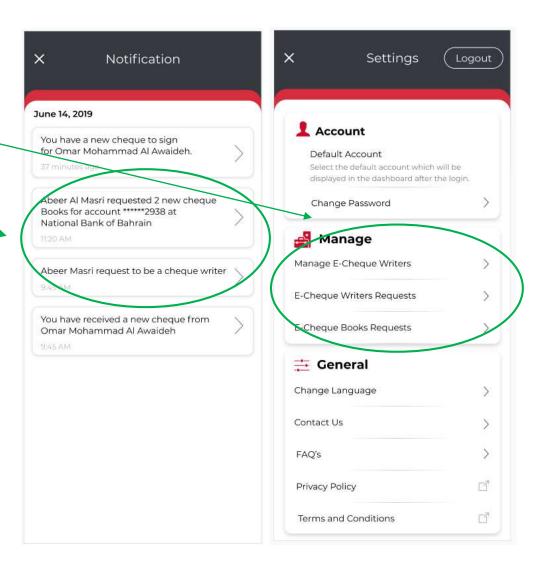
• Click on reject ~





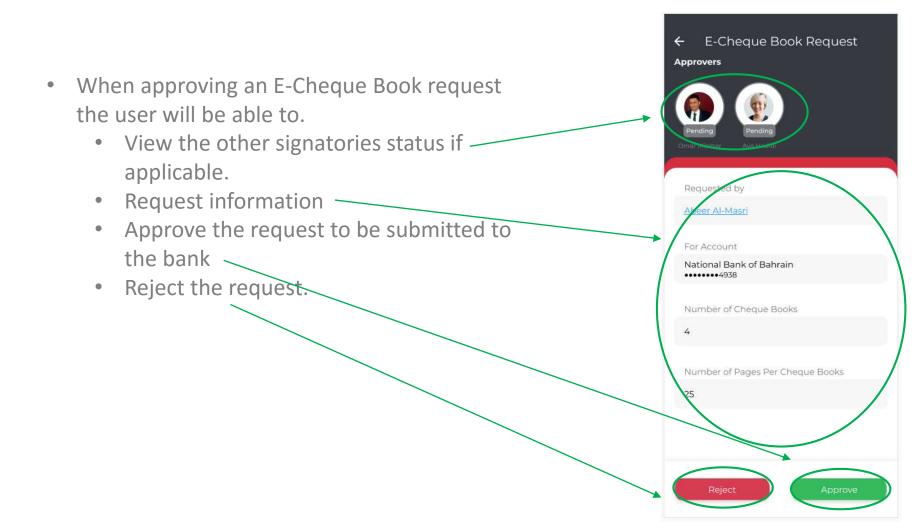
Other Actions for Enterprises

- The user will be able to view other actions from the setting or notifications icon.
 - Approve administrative users registration
 - Approve E-Cheque Book requests



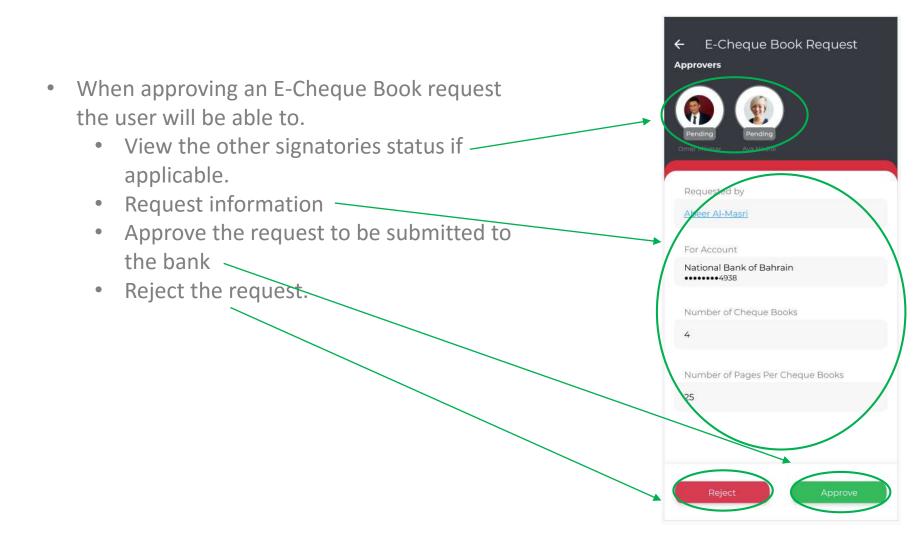


Approve E-Cheque Book for Enterprises



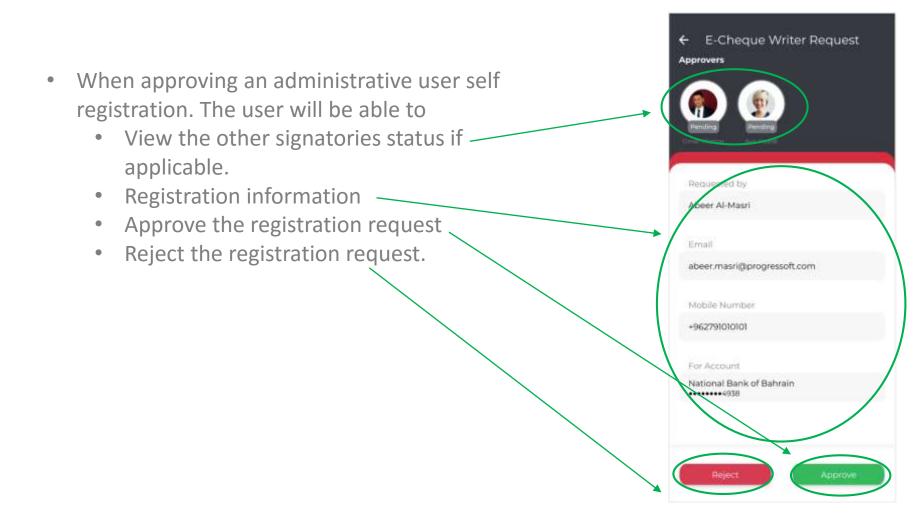


Approve E-Cheque Book for Enterprises





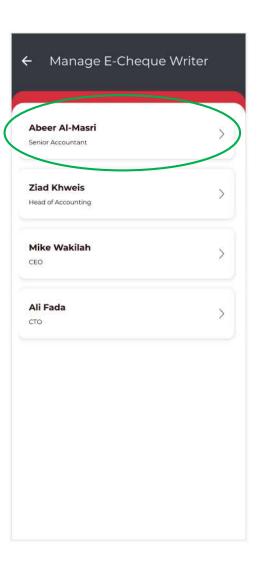
Approve Administrators for Enterprises





Delete Administrators for Enterprises

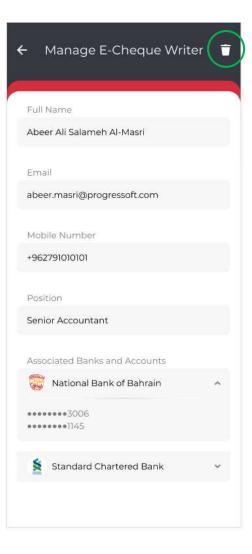
- To manage approved administrative users the authorized signatory shall choose "Manage E-Cheque Writer" in the settings menu. The user will then see the list of all administrative users.
- By clicking on the user name, the authorized signatory will be able to manage the user.





Delete Administrators for Enterprises

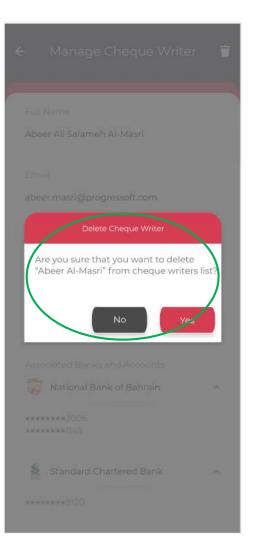
 When clicking on the user name, the authorized signatory will be able to view the user name and delete the user if needed.





Delete Administrators for Enterprises

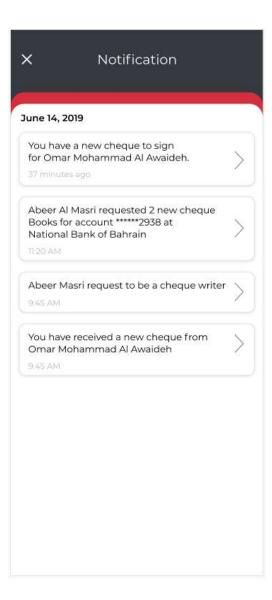
 Before the user is deleted the authorized signatory will be asked to confirm the deletion.





Notifications

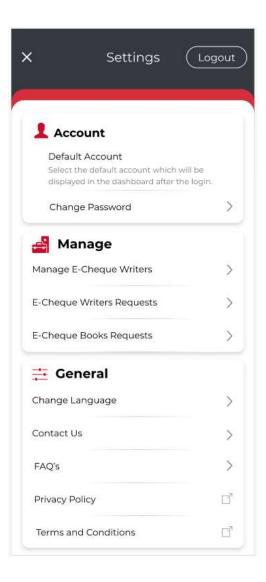
• The user will receive and view all E-Cheque from the notification.





Settings

• The user can manage the setting of their account and preferences from the setting menu.



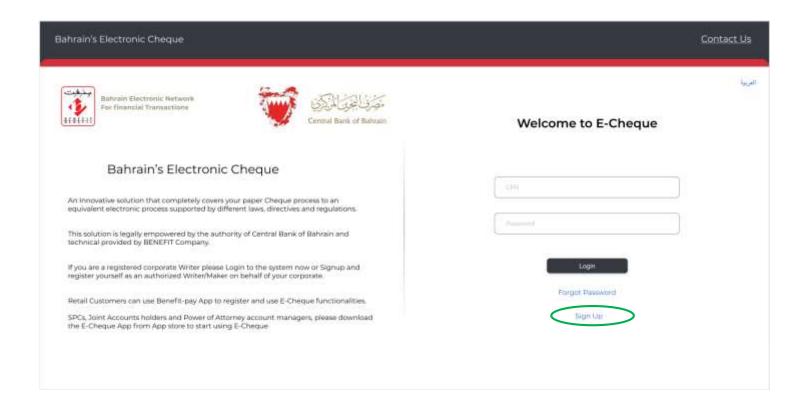


E-Cheque Portal



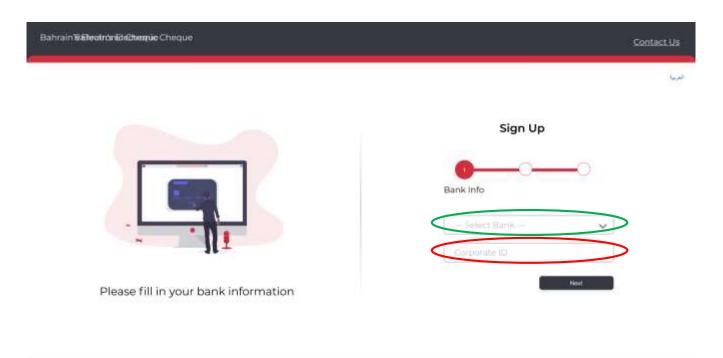
Login in Page

For a new user registration the user shall go to Sign Up option available.



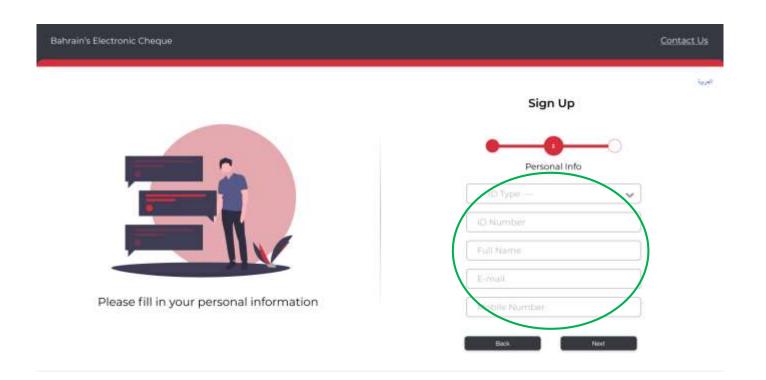


1. The first thing a new user needs to do is to select the bank and enter the corporate ID as per the format of BECS. This has been sent via email to the authorized signatory once successfully registered.



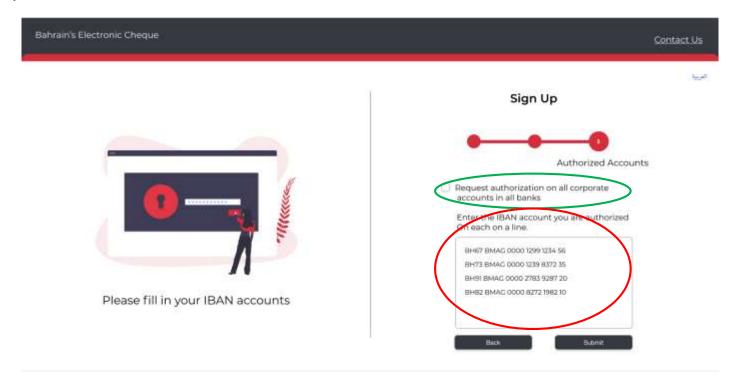


2. The user shall then enter his/her personal information. The ID type can be CPR, GCC ID, or others.



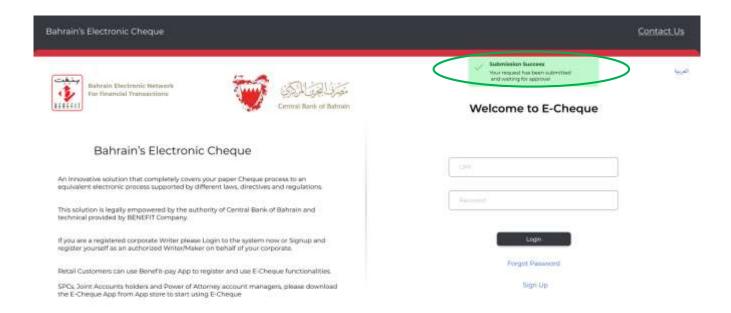


3. Finally the user has two options. Either to request access to all accounts registered under its corporate, or list the IBANs needed. Each IBAN shall be in a separate line.





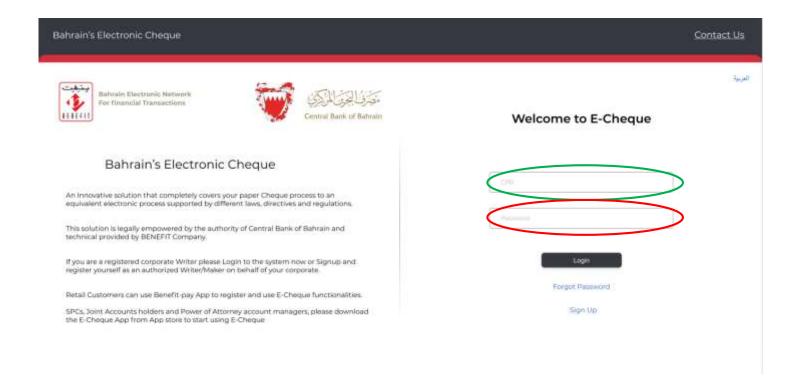
Upon successfully completion, the user will receive a **notification** of successfully sending the request to the authorized signatories. If approved/rejected the user will receive a notification to the email defined in step.





Login

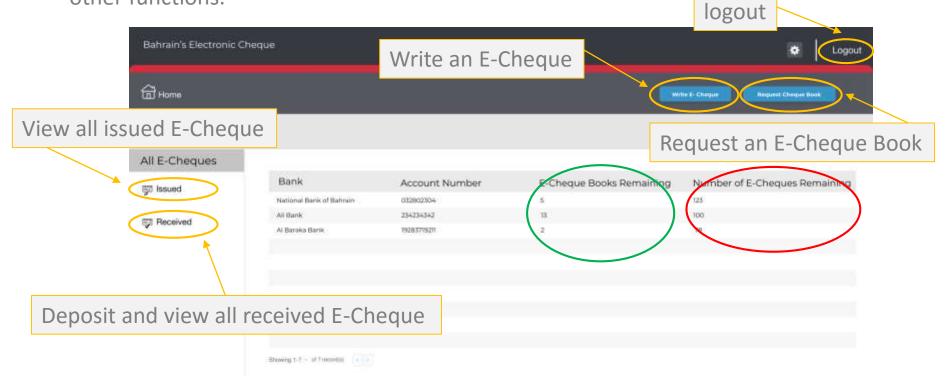
The user shall then type in his ID and password received via email. For first login, he/she will be prompted to change the password.





Landing Page

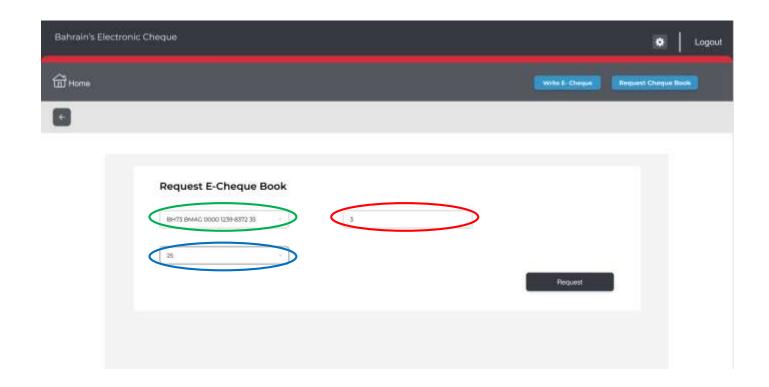
At the landing page of the administration portal, the user will see the **list of all E-Cheque Books** available and **number of E-Cheques** within each. In addition to other functions.





E-Cheque Book Request

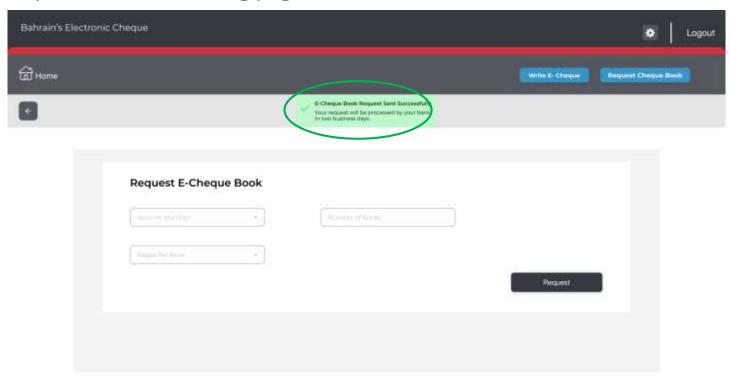
When requesting an E-Cheque Book, the user shall select the IBAN, number of E-Cheque Books, and number of E-Cheques per book.





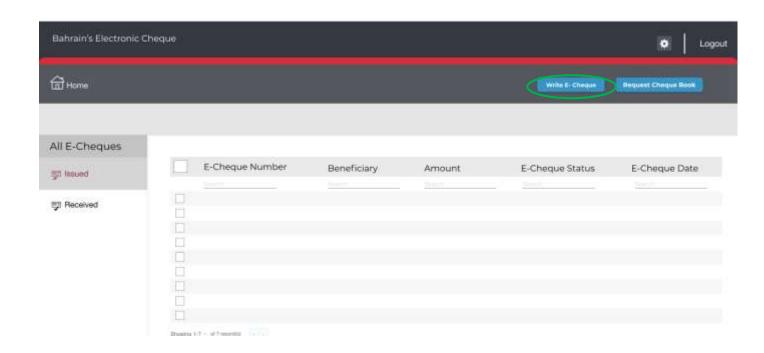
E-Cheque Book Request

When requesting an E-Cheque Book, the user shall select the IBAN, number of E-Cheque Books, and number of E-Cheques per book. The user can view the status of the request from the landing page shown earlier.



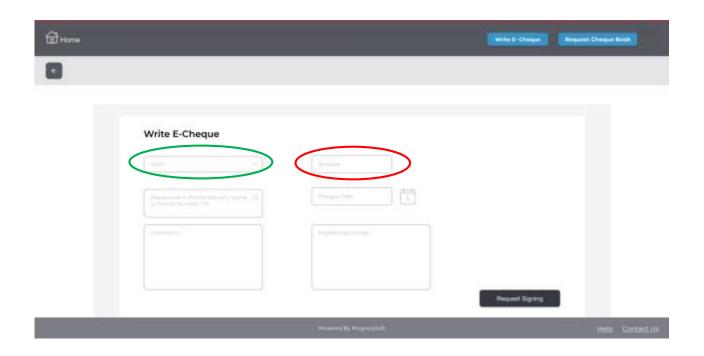


Under the issued menu, the user will be able to write a E-Cheque given he/she has an approved E-Cheque Book request by the bank.



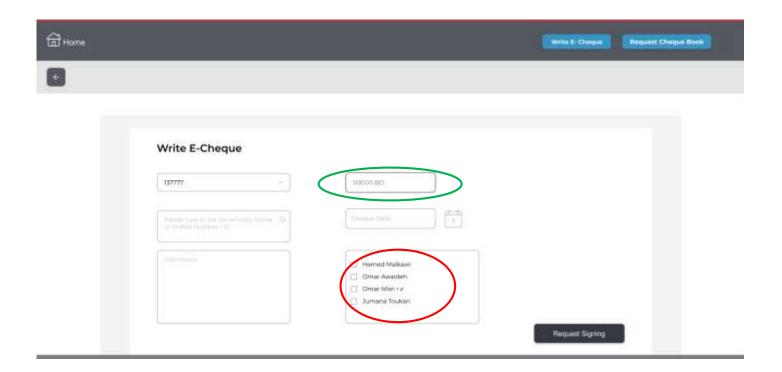


When writing an E-Cheque the user shall select the IBAN and key in the amount.



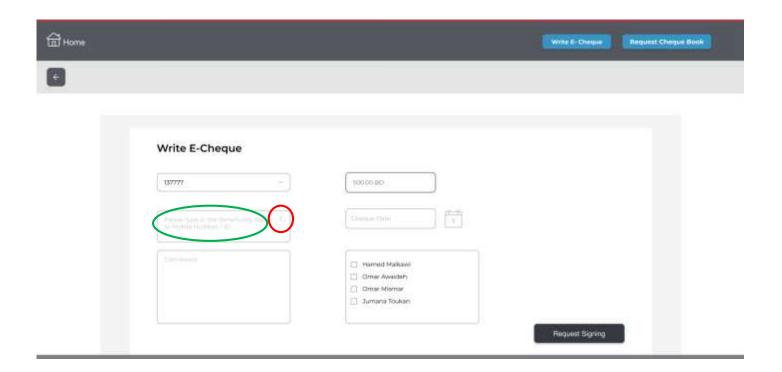


Based on the amount of the E-Cheque, the system will display the authorized signatory to the user to select from.



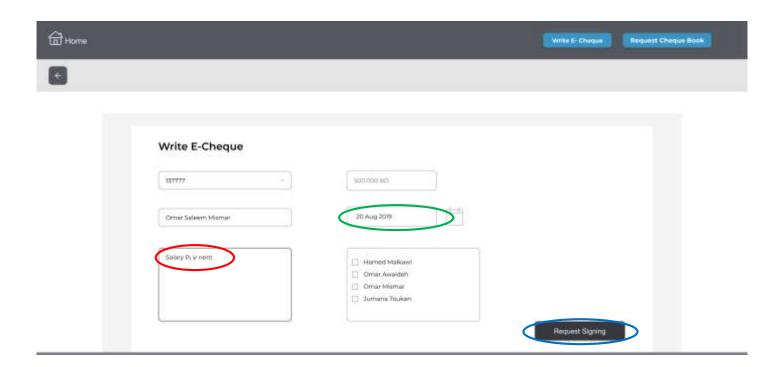


For the Payee name the user will be able to either type in the name or search by mobile / ID.



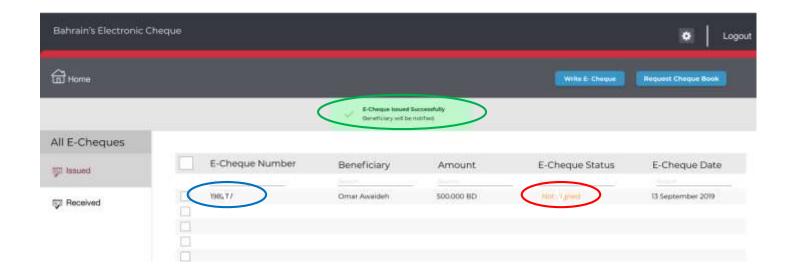


The user shall then type in the cheque date, an any comment needed as extra information, and then request signing.



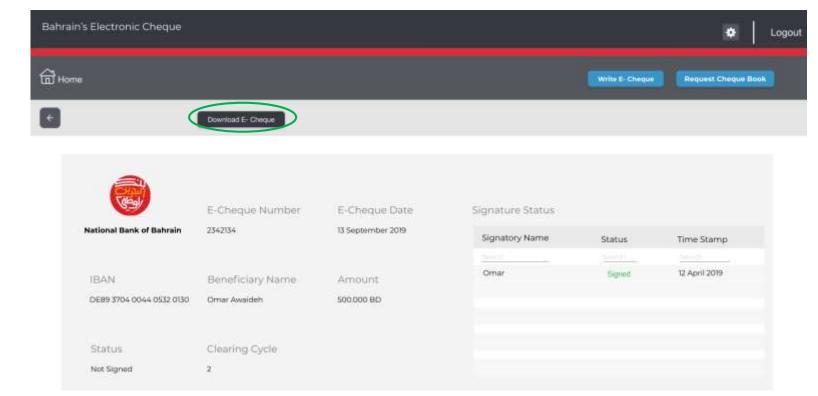


The user will then receive a **notification** of successfully sending the E-Cheque to the authorized signatories for signing. The user will be able to track the signing status from the E-Cheque status under issued menu. By clicking on E-Cheque Number the user will be able to view the details of the E-Cheque.





Once the E-Cheque is fully signed, the user will be able to download the E-Cheque and share it with the Payee.

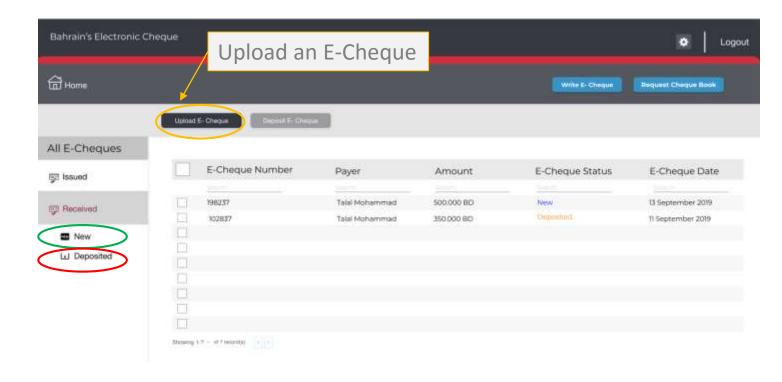




Received E-Cheques

When user access received E-Cheques can view all or one of the two sub menus:

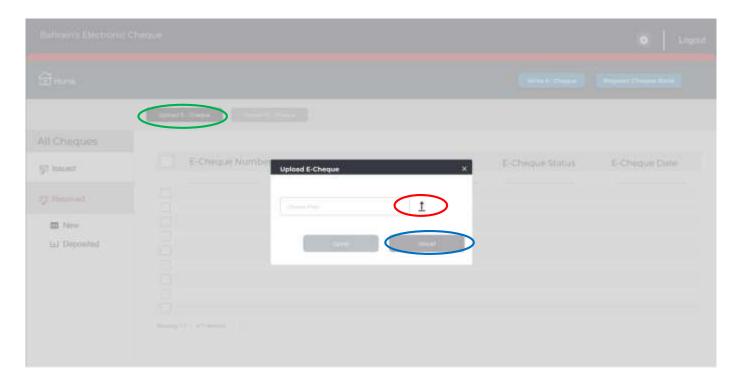
- New: received by BECS, uploaded yet not yet deposited.
- Deposited: filters only cheques deposited for clearing.





Upload E-Cheques

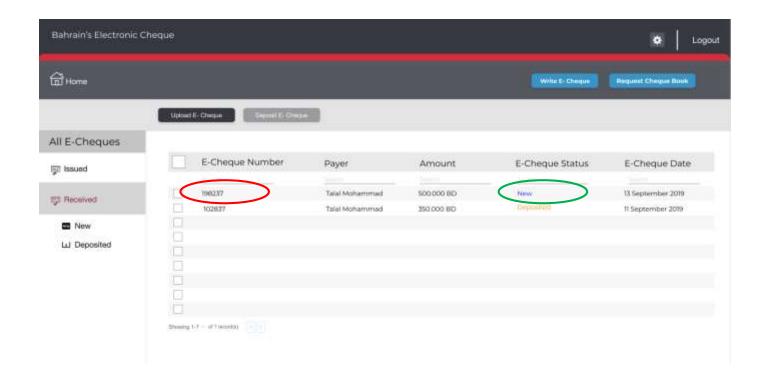
When receiving an E-Cheque from the Drawer, the user will be able to upload the PDF file of the E-Cheque. The user shall click on upload option under the received menu, attach the file from, then upload the PDF file attached.





Upload E-Cheques

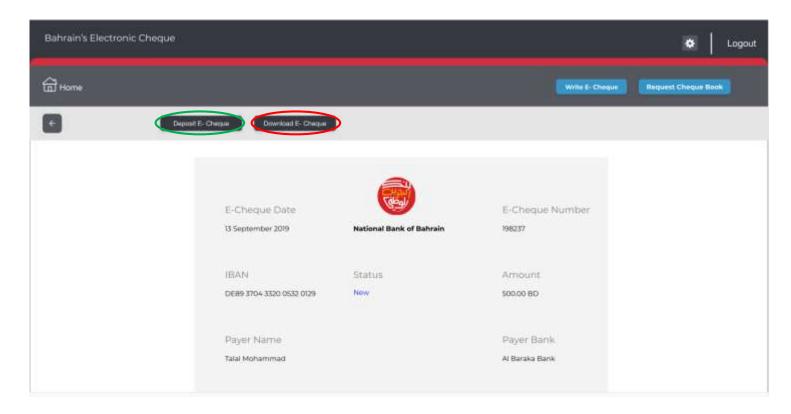
Once uploaded successfully the user will view the E-Cheque with status **new**. By clicking on the **E-Cheque Number**, the user will view the detail of the E-Cheque.





Deposit E-Cheques

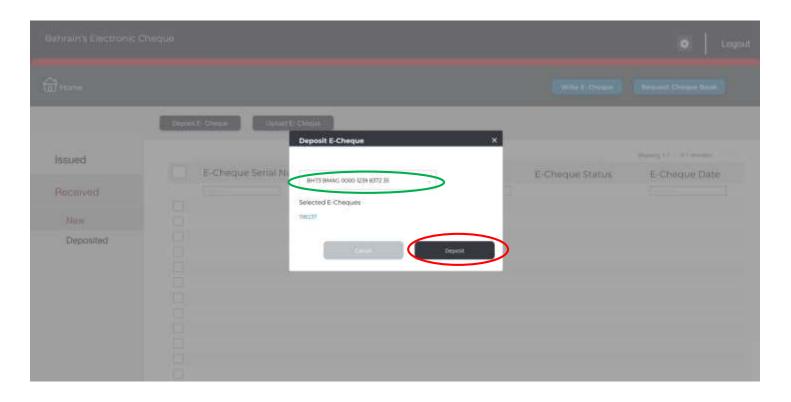
The user has two options if needed: to deposit the E-Cheque or re-download it if needed.





Deposit E-Cheques

When depositing the E-Cheque, the user shall select the account number and then deposit the same.





Deposit E-Cheques

Once deposited the user will find the cheque under the deposited menu and status. The user can also deposit at the new/received main page. The user shall choose the cheque needed and then click on deposit.

