

DNBCnet Web Platform User Guide

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TECHNICAL REQUIREMENT

To access DNBCnet, you will need the appropriate operating systems (recommended: Windows 7, 10; Mac OS Mojave or above) on your computer.

For other technical support, please contact:

Hotline: +1 604 227 7007

Email:customersupport@dnbcgroup.com



INTRODUCTION

DNBCnet Overview

DNBCnet is an **International Money Transfer Platform**. It provides you with a quick and convenient way to manage your account, making wire transfer anywhere you want. All you need to do is going to the website www.secure.dnbcnet.com from your computer. Everything you need will be on your computer.

1. Condition of usage

To use DNBCnet and execute transactions, you need to at least:

- Have an activated current account registered with DNBC, it can either be a personal or a business account.
- Sign up with DNBC money transfer platform by applying on our website and using the username and password we sent you via your email address and SMS.
- You can apply for a DNBCnet account on both the official website and DNBCnet app on your mobile.

2. Registration

If you haven't registered with DNBCnet yet and have not owned an active current account with us, open the app, Click on "Haven't registered on DNBCnet yet?" button and this will lead you to our page to open an account.

Please follow the steps shown to you to create an account.

For personal account:

• There will be 4 simple steps for you to take. You will have yourself the personal account in no time.

Business account:

• There will be 4 steps to create a corporate account. The process of registering for this account is similar to the personal account's one but requires your enterprise information.

REGISTRATION PROCESS

01

Account Registration

Click the "Open an account" button on our website, select Personal Account tab or Business Account tab and fill in all the required information

02

Document Submission

Prepare Documents and Legal entity Documents. Our Relationship Manager will contact & support you in document processing

03

Short Remote Interview

A short remote interview will be arranged if necessary.



Account Approval

Once your account is approved, you can start transferring money

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LOGIN PROCESS

1. Login process & First time login

- **Step 1**: Go to the page www.secure.dnbcnet.com/login
- **Step 2**: Enter your name and password to login.
- **Step 3**: Verify with Twilio Authy 2-Factor Authentication.

In order to access DNBCnet, it is required to enter the code from the Twilio Authy App on your smartphone (or desktop). You can download and install the Authy App on your desktop for your login-verification. Otherwise, you can receive the OTP verification via SMS or call on the phone.

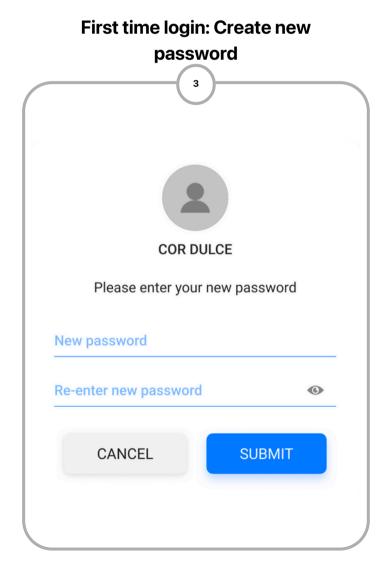
Password UNDECTORIST OF THE PROPERTY OF THE P

Haven't registered on DNBCnet yet? >

Enter Username and

Enable Two-Factor Authentication Please enter the verification code sent to +370 xxx-xxx-x17 to access your account 2 8 9 1 0 0 If you didn't reviceive a code! Resend CANCEL SIGN IN Choose another method Receive a call

First-Time Login: Upon your initial login, after entering the one-time password provided to you, it is necessary to create a new password for security purposes.

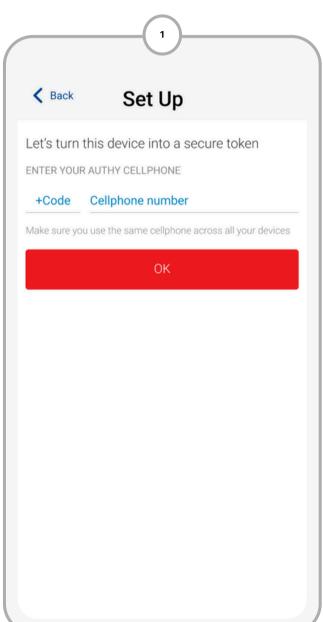


2. How to setup Authy app

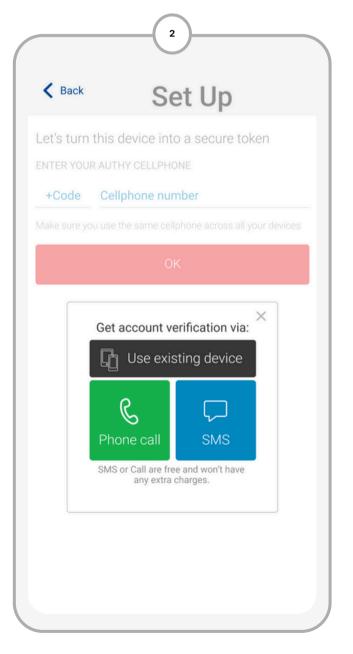
DNBC recommends you log in to DNBCnet using the Authy app. After your first login, you can enable **Authy Two-Factor Authentication** and use it as a soft token to input the verification code. Here is your guide to installing the Authy app.

- Step 1: Download the Authy App from Apple Store or Google Play Store
- **Step 2**: Set up the app following the instructions below.

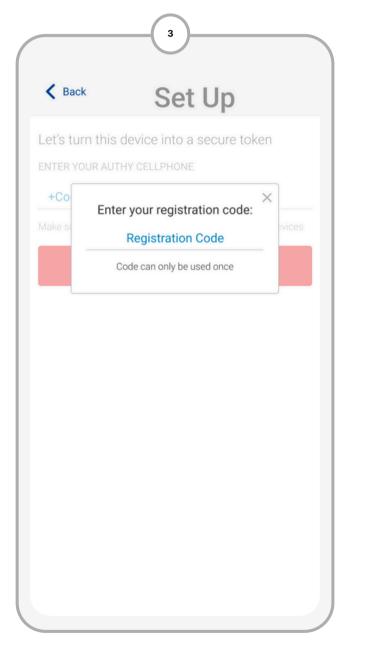
Choose a method of verification



Enter your phone and email address



Input OTP code



Scan the QR Code on DNBCnet website



3. Forgot Password

In case of forgetting your password, you can request support for resetting the password.

Step 1: Click "Forgot your Password?" at the menu.

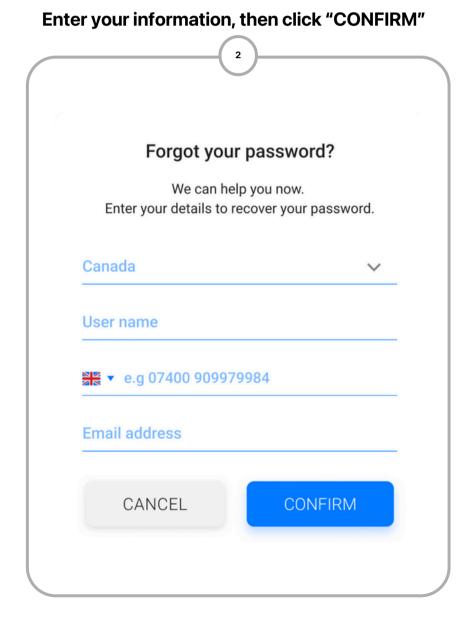
Step 2: Enter your Username, registered phone number and email address. Then, click "CONFIRM".

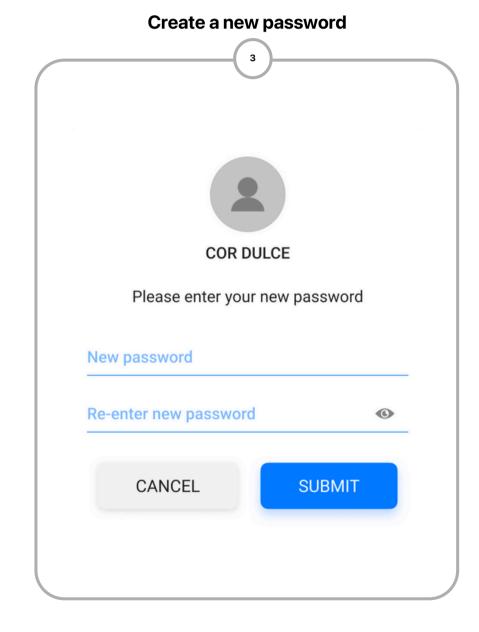
Step 3: We will send you an email to confirm your request, and it is being processed. Please check your email after **CONFIRM**.

Step 4: When your request get approved, we will send you the new password through email.

Step 5: Login with your new password. Then, create a new password.

Click "Forgot your Password?" DNBC WELCOME TO **DNBCnet** Your Trusted Partner in Your Digital Journey Please select your Country User name 0 Password Forgot your Password? SIGN IN Haven't registered on DNBCnet yet?







ACCOUNT MANAGEMENT

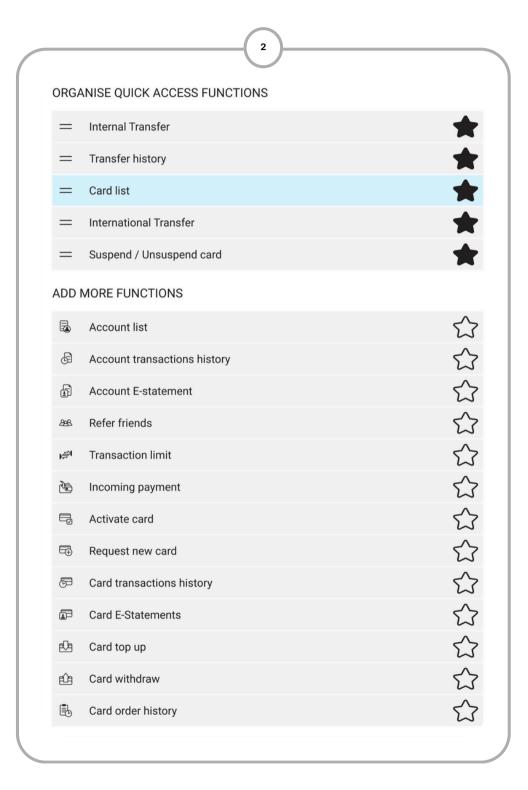
1. Favorite Function

The Quick Access function is your shortcut hub, designed to make money transfers faster and more convenient. You can organize your most-used features by starring your favorite functions, which automatically appear at the top of your menu. The feature includes essential money transferring tools like Internal Transfer, Transfer history, and Card list as default options. Need more shortcuts? Simply click "Favorite functions setting" to customize your menu with additional features like Transaction history, E-Statements, Top up, Withdraw....

How to customize the favorite function for quick access:

- Go to "Favorite functions setting" to enter the "Quick Access" function
- Choose the function you want for quick access.
- Press "Save"





2. Account List & Details

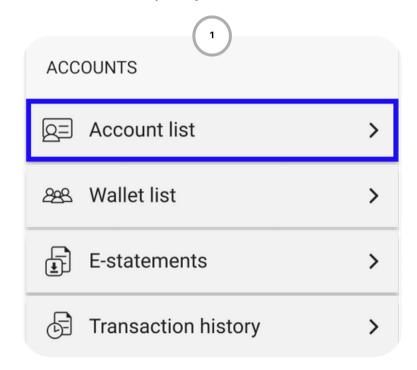
The account details is where you can manage all of your DNBC current accounts, including your accounts in different currencies.

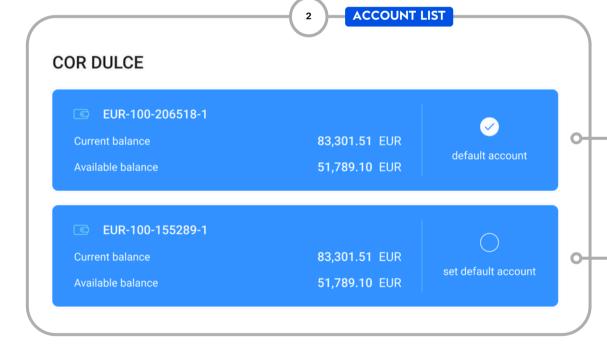
Manage account details

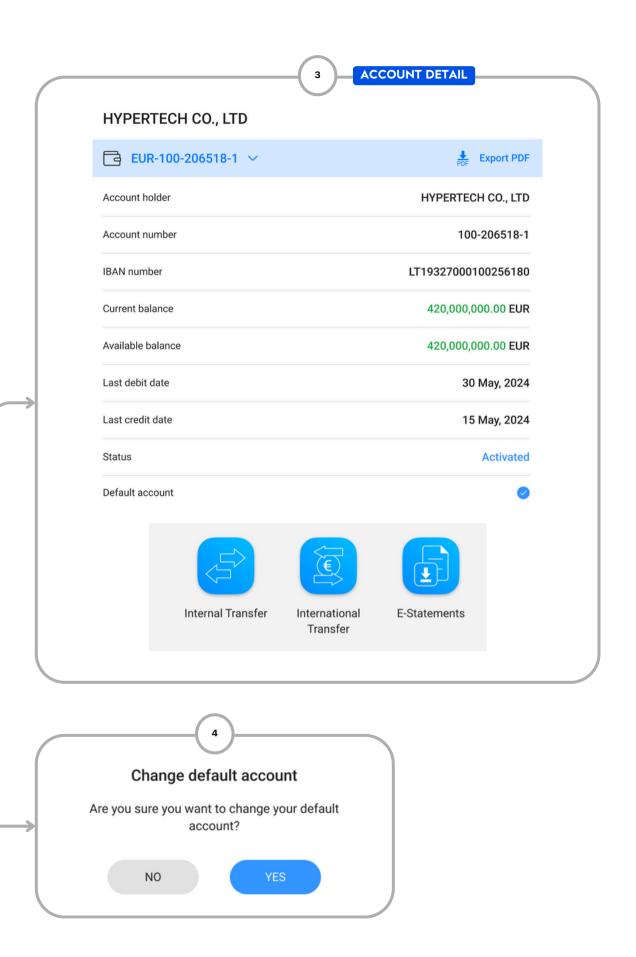
- On the left menu, choose "Account list".
- All your accounts will be shown in here, please choose the account you want to track in details.
- When you click on any account from your "Account list", all information of the account will be displayed such as client type, account number, available balance. You can also download PDF export from your current account.
- You can instantly view **E-Statement**, **Transfer money** right from the account detail page.

Setting default account

• When you are in the "**Account list**", you can set any of your accounts as default by clicking on the **radio button** on the right hand side of the account. Default account can provide you with many convenient features: You can quickly check the default account balance on the menu homesreen.







3. E-statements

Clients can download E-statements from DNBCnet for your convenience. You can export E-statements of your transactions for a month or several months.

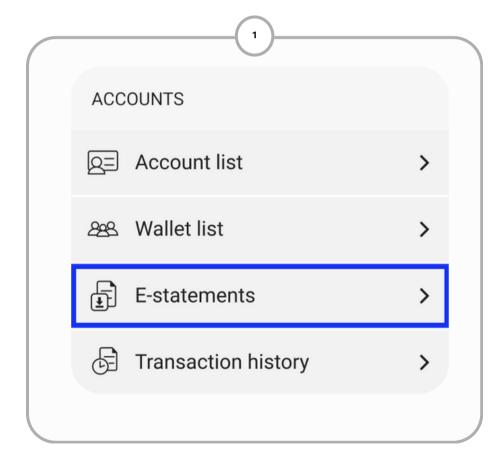
Step 1: Select "E-Statements" on the left menu.

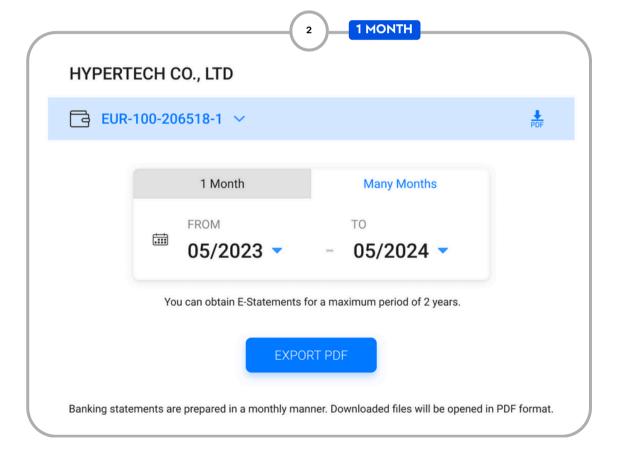
One month

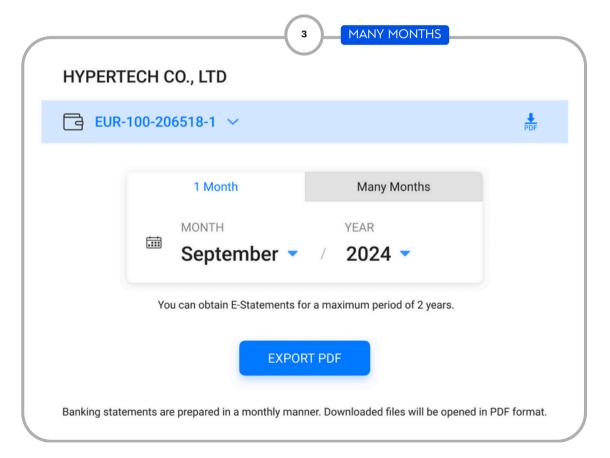
- Step 2: Choose the "Month" section and choose the account that you want to export E-statements.
- Step 3: Select a specific month to export your E-statements. Then, click

Many months

- **Step 2**: Choose the "Many Months" section and choose the account that you want to export E-statements.
- Step 3: Select a specific month to export your E-statements. Then, click EXPORT PDF



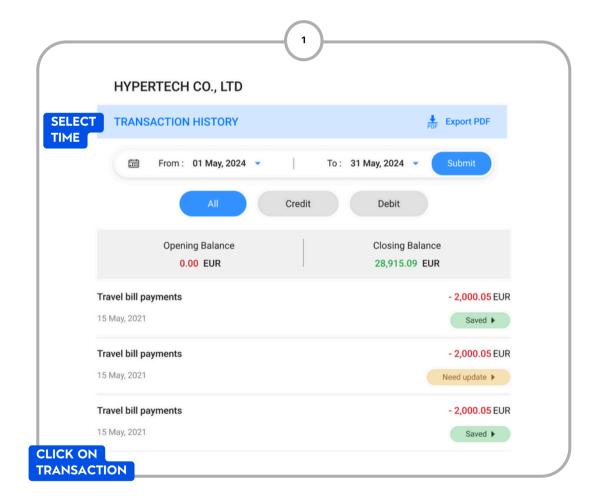


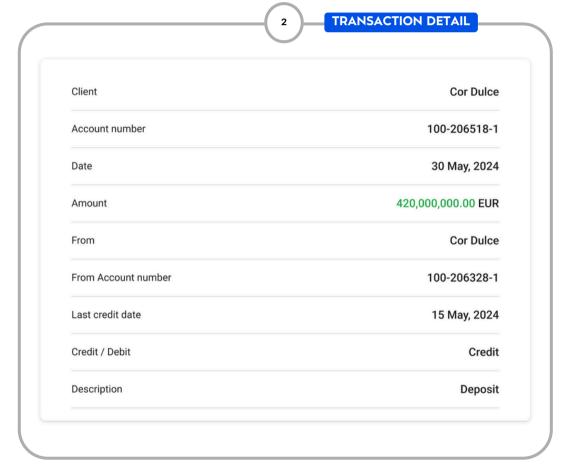


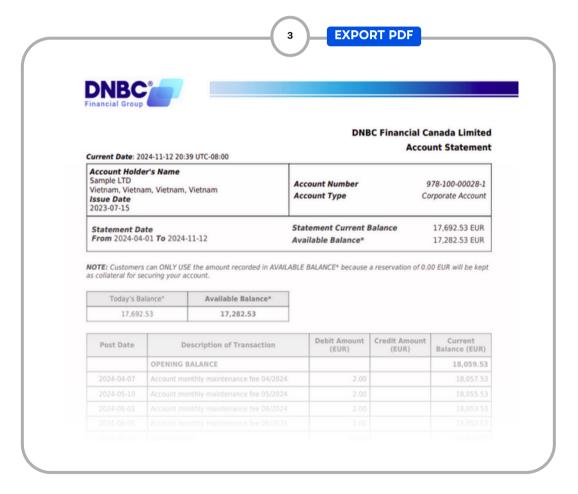
4. Transaction History

Transaction history is where you can track both incoming and outgoing transactions. Select an account you want to track, select the date and DNBCnet will process.

- **Step 1**: Select the period of time you want to track.
- **Step 2**: Transactions within the selected time period will be displayed.
- **Step 3**: Select a transaction to see all of the details.



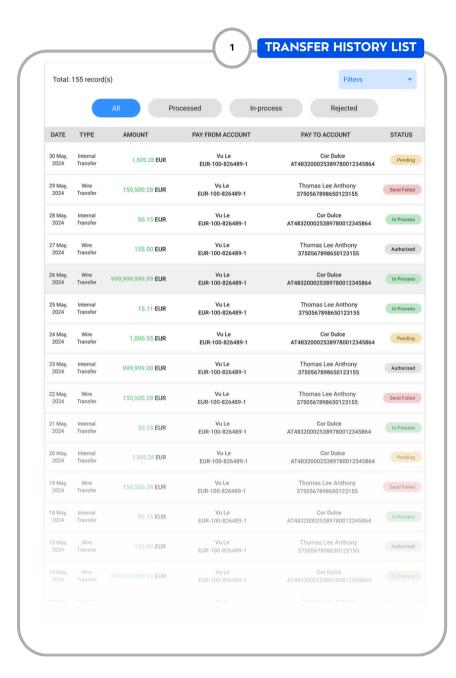


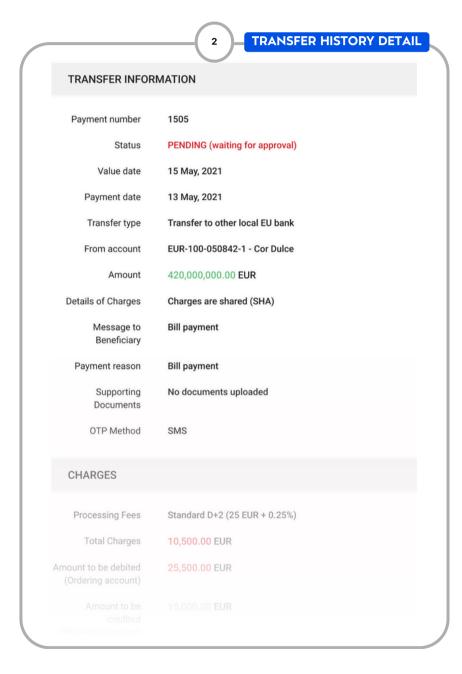


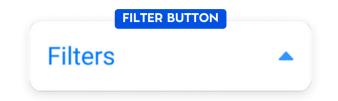
5. Transfer History

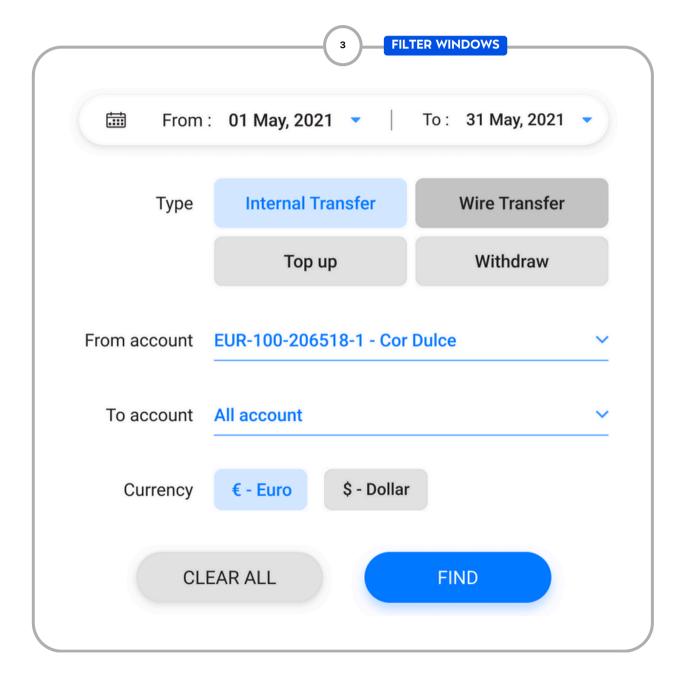
To filter your Transfer History, please follow these steps:

- Step 1: Click on "Transfer history", a list of transactions will be displayed.
- Step 2: Click on the filter button to search for: Time, Type, Account, Currency
- **Step 3**: A list of transactions that match your search criteria will be displayed.
- Step 4: Choose the transaction you want to check detail.





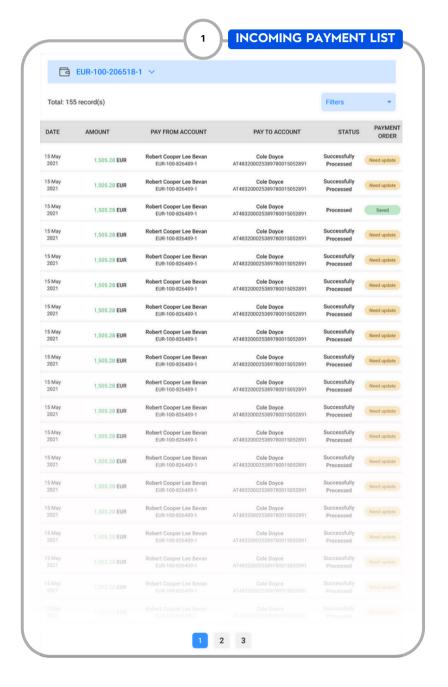


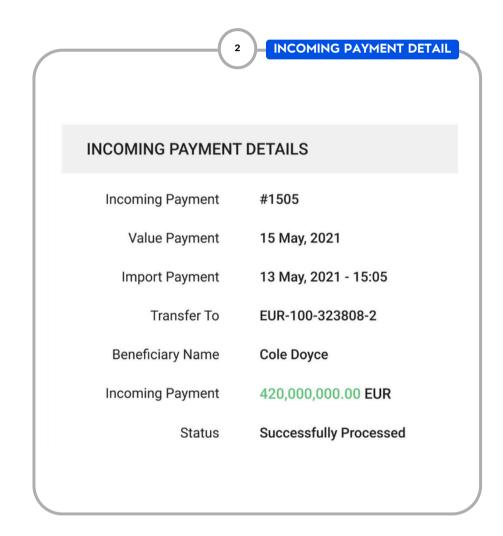


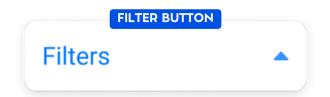
6. Incoming Payment

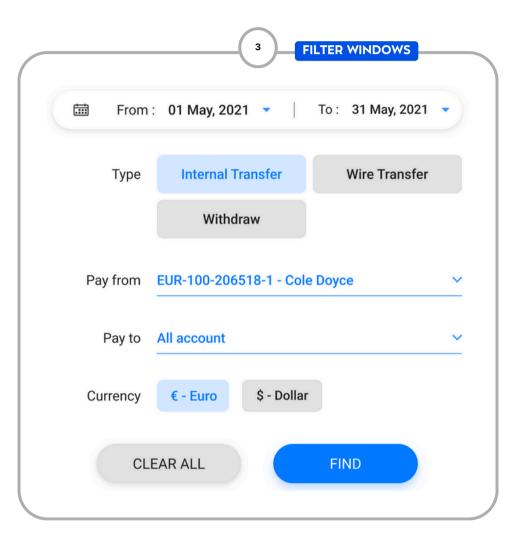
You can check the money that came into your account by this feature.

- **Step 1**: Select "Incoming payment", then select the account you want to track.
- Step 2: Click on the filter button to search for: Time, Type, Pay from and to, Currency
- Step 3: A list of transactions that match your search criteria will be displayed.
- Step 4: Choose the transaction you want to check detail.









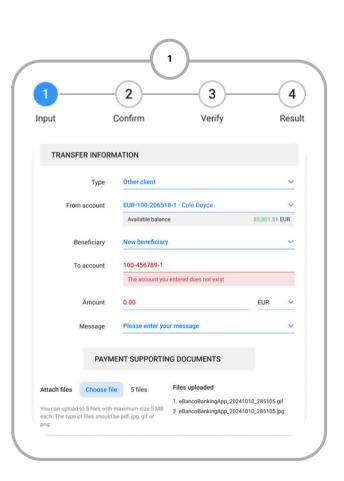


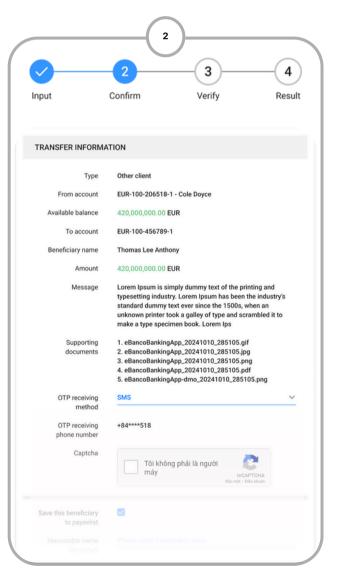
REMITTANCE

1. Internal Transfer

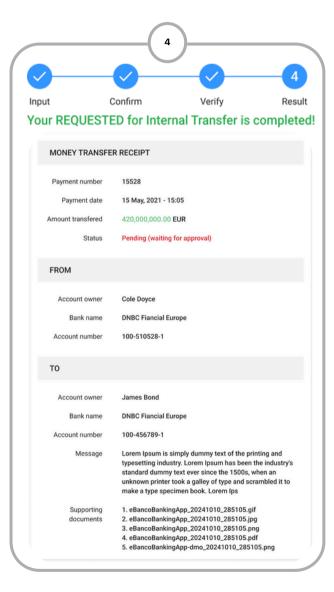
Internal Transfer lets you quickly transfer money to any beneficiary within the DNBC network. You can also use this function to transfer money between your account balances.

- Step 1: Click on "Internal Transfer."
- **Step 2**: Choose an account to transfer from and a beneficiary account. If the recipient is new, select "New Beneficiary" and fill in the details.
- **Step 3:** Enter the transfer amount and currency. Choose the OTP method: Email or Phone. Confirm with an OTP sent to your email or phone.





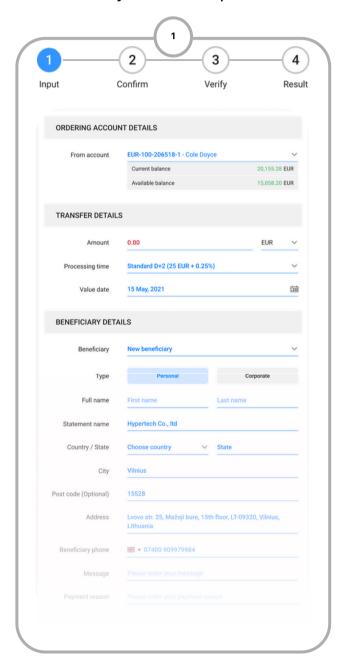




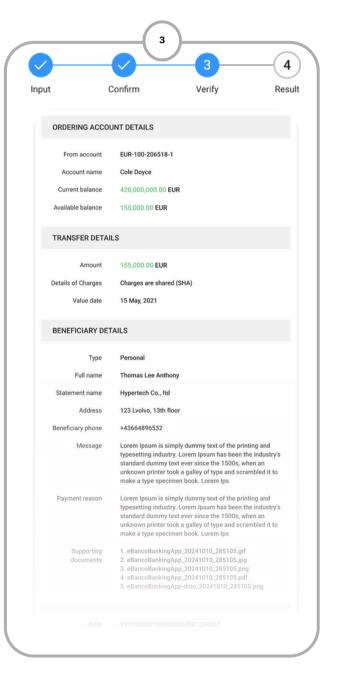
2. International Transfer

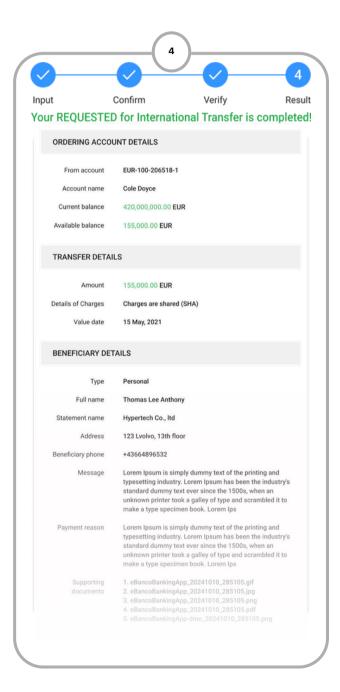
International Transfer lets you quickly send money to beneficiaries at other banks worldwide. Transfers are processed using either the SWIFT or SEPA method, with recipients typically receiving funds within 1 to 3 days.

- Step 1: Select "International Transfer."
- **Step 2:** Choose an account to transfer from and a beneficiary account. If the recipient is new, select "New Beneficiary" and fill in the details.
- **Step 3:** Enter the transfer amount and currency. Choose the OTP method: Email or Phone. Confirm with an OTP sent to your email or phone.





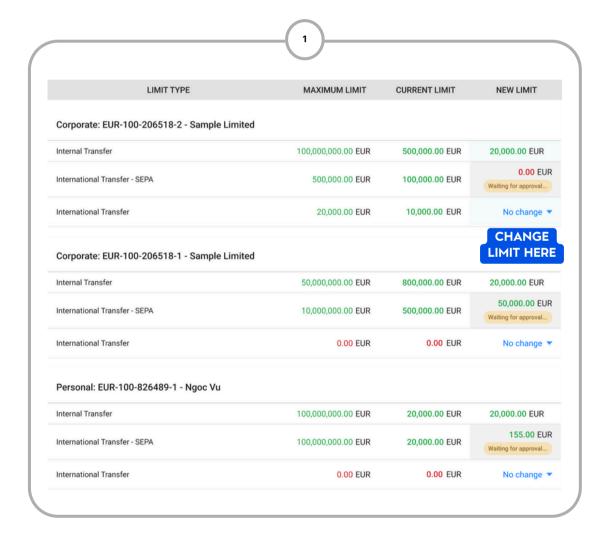




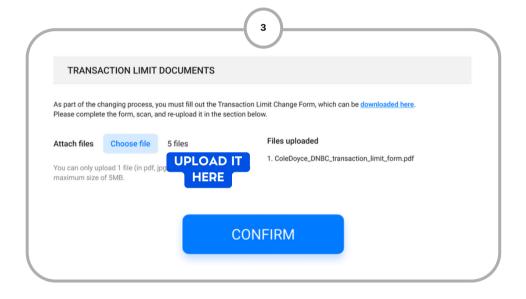
3. Transaction Limit

"Transaction limit" refers to the maximum amount of money you can transfer in a single day. To request a modification of your transaction limit on DNBCnet, follow these steps:

- Step 1: Select Transaction limit setup > from the menu.
- Step 2: Enter your desired transfer limit in the New Limit column.
- **Step 3**: During this process, you need to complete the Transaction Limit Change Form, which is available for download in the Transaction Limit Documents section.
- **Step 4**: Download the form, fill it out, scan it, and then re-upload it. You are allowed to change the transaction limit once per account upon your request.







4. Beneficiary List

The Beneficiary function in the DNBC Internet money transfer app lets you manage and access your list of saved recipients effortlessly. Add new beneficiaries or search through your existing contacts to speed up transactions. Organize and store beneficiary details, such as names and bank accounts, for quick and secure transfers within or outside the DNBC network. This feature simplifies money transfers, ensuring your payment process is efficient and hassle-free.

How to add new beneficiary accounts?

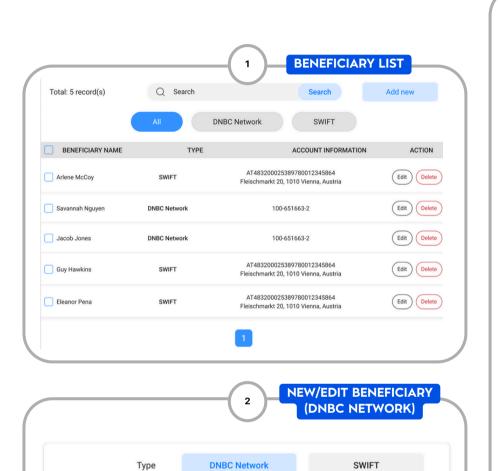
- Choose: Add New Beneficiary
- Enter the required information
- Press: Create button

How to edit beneficiary?

- Swift from right to left
- Choose the pen icon
- Edit the information
- Press: Save button

How to delete beneficiary?

- Swift from right to left
- Choose the pen icon
- Press delete button on the top right corner of the screen



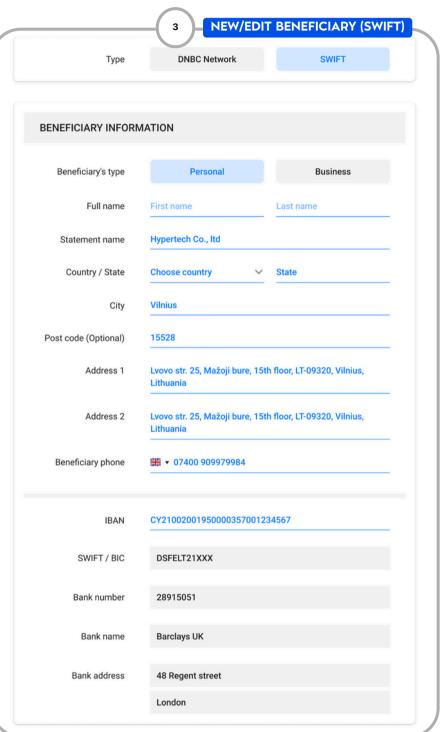
CY21002001950000357001234567

Cole Doyce

BENEFICIARY INFORMATION

Beneficiary name

Memorable name





GLOBAL WALLET - ACCOUNT MANAGEMENT

DNBC Global Wallet is a wallet that makes cross-border payments accessible to businesses. It enables fast, cost-effective domestic and international transactions. With DNBC Global Wallet, a premium add-on to Business Plus, you'll enjoy the benefits of multi-currency management, domestic transfers, and multiple IBANs.

Benefit of Global Wallet:

- Global Account creation with IBAN
- 20+ currencies (USD included)
- Multiple transfer methods supported
- Competitive FX Exchange offered
- And much more...

1. Wallet - Request New Global Wallet

If you haven't opened a Global Wallet yet, you'll be presented with a Global Wallet Introduction. This will offer you a brief overview of its benefits, registration process, and security features when you decide to create a Global Wallet.

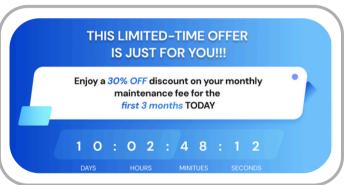
On the Wallet Introduction page, you can learn more about the Global Wallet by clicking the button. This will take you to a page filled with comprehensive information about the Global Wallet.

Once you've grasped the concept and are ready to open a Global Wallet, simply click on the button. A popup will then appear, providing you with clear, step-by-step instructions to successfully set up your Global Wallet.

Once you have reviewed all the instructions, you can select your DNBC Account to create a Global Wallet. To do this, simply click on the name of your DNBC Account to request a new Global Wallet. After confirming your selection, click confirming your request to DNBC.

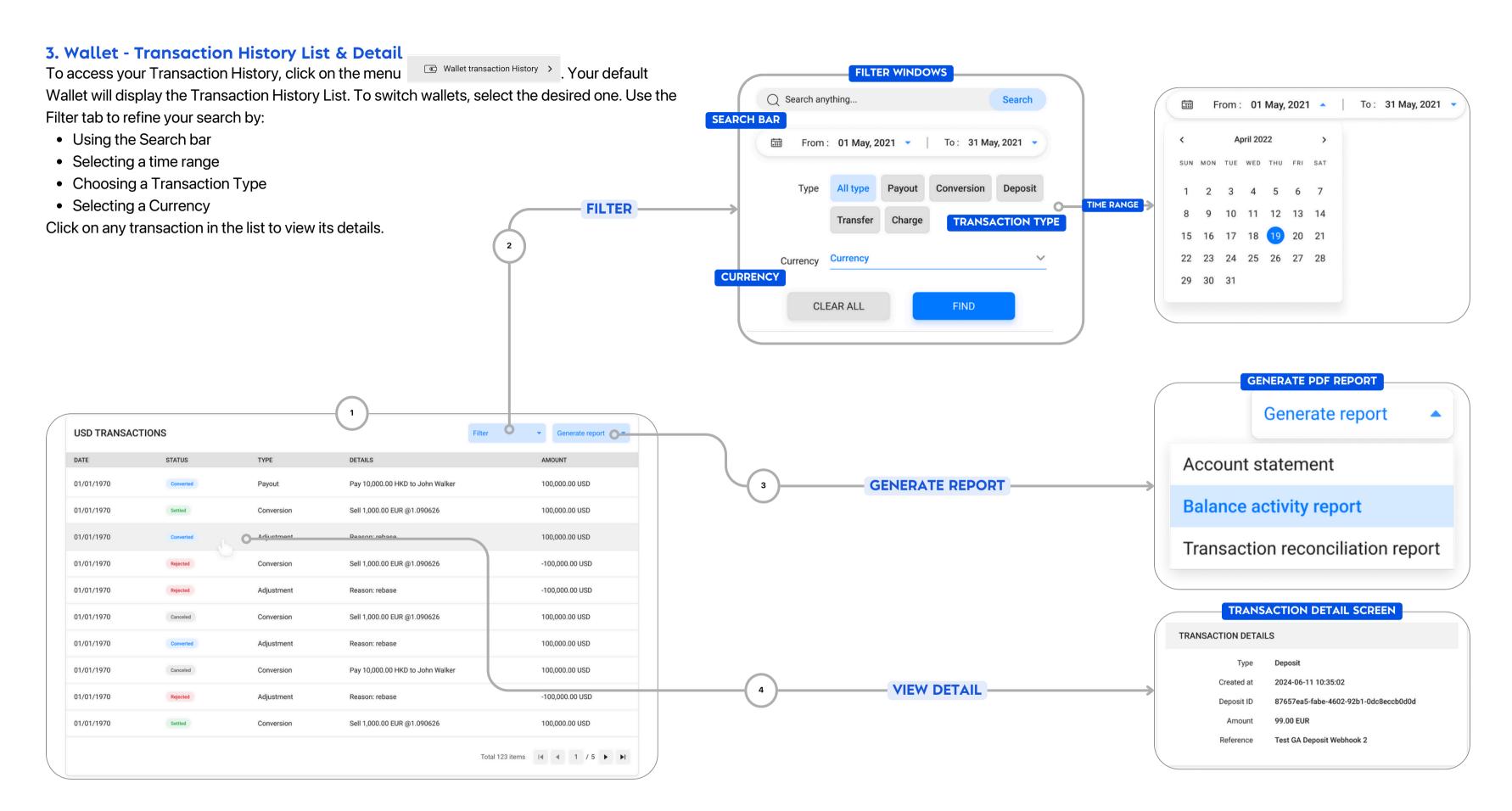


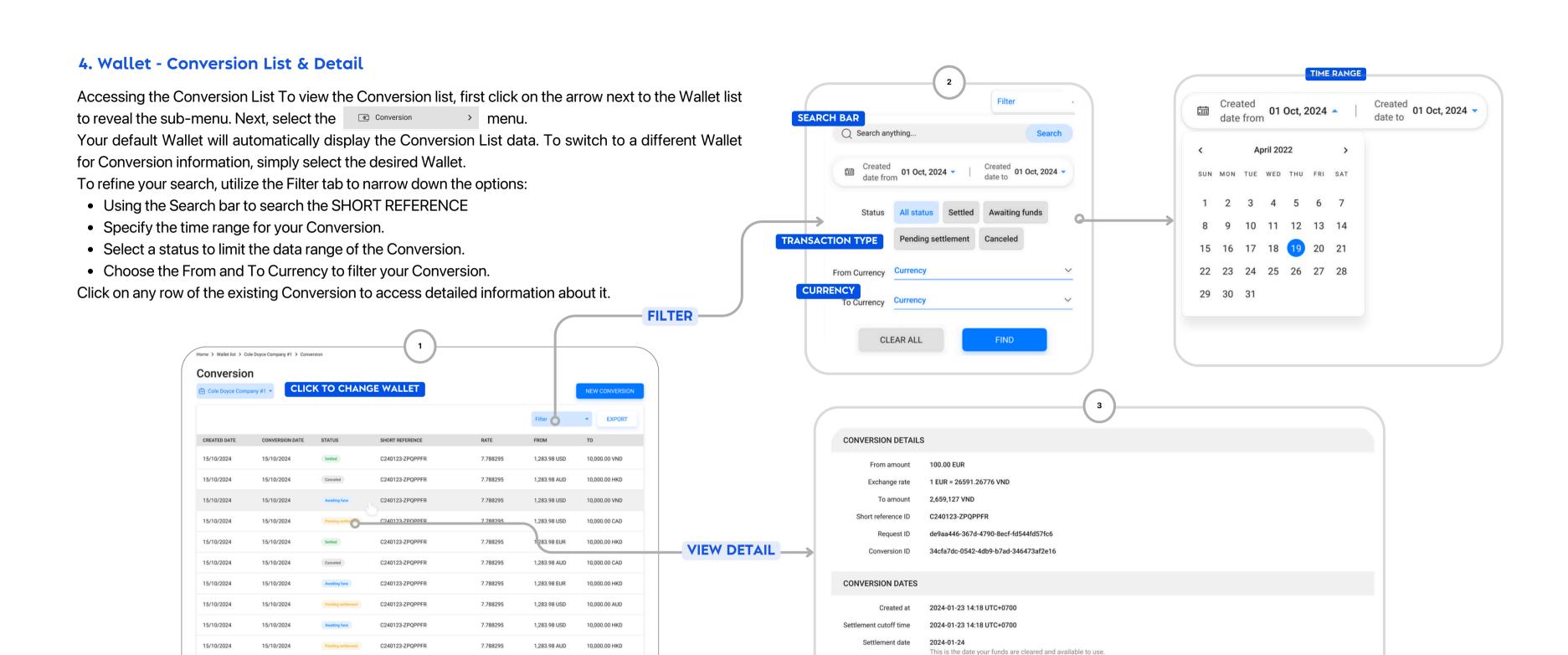




2. Wallet - Global Wallet List & Detail

Once you have created wallets, clicking on the Wallet list in the left menu will display them on your dashboard, showcasing essential details such as name, balance, and currency. For more in-depth information, simply click on DETAILS . You also have the option to designate any of your wallets as the default. Having a default wallet offers you a range of convenient features. Change default wallet? You're about to set [Wallet Name] as your new default wallet. This will be SET DEFAULT used for all future transactions unless specified otherwise. CLOSE GLOBAL WALLET LIST **GLOBAL WALLET DETAIL** Cole Doyce COMPANY #1 SEND REQUEST Account Balance 74,566,506.85 USD Reserved Balance: 0 USD AVAILABLE BALANCE SEND REQUEST 10,454,467.32AUD 10,454,467.32JYP 10,454,467.32HKD 10,454,467.32USD Send USD Convert USD Cole Doyce COMPANY #1 VIEW DETAIL 10,454,467.32JYP 3 active Send JYP Convert JYP 10,454,467.32HKD Cole Doyce COMPANY #1 5 active 10,454,467.32AUD Send AUD Convert AUD DETAILS © 100,293,444.17 USD ▼ 10,454,467.32JYP Total 123 items | ◀ | 1 | / 5 | ▶ | ▶| Cole Doyce COMPANY #2





5. Wallet - New Conversion

Step 1: Initiating a New Conversion

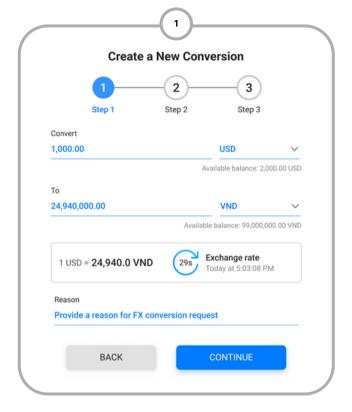
- 1. Click on the NEW CONVERSION button at the top of the screen.
- 2. In the "Create a New Conversion" screen:
 - Enter the amount you want to convert in the "Convert" field (e.g., 1,000.00 USD).
 - Select the currency you want to convert from (e.g., USD).
 - The system will display the equivalent amount in the target currency (e.g., 24,940,000 VND) based on the current exchange rate.
 - Make sure you have sufficient available balance displayed for the transaction.
 - Enter the reason for the conversion (e.g., "Bill payments").
- 3. Click continue to proceed.

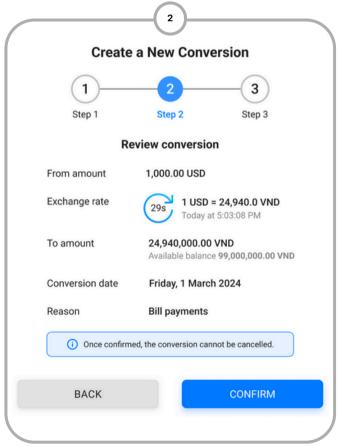
Step 2: Reviewing the Conversion Details

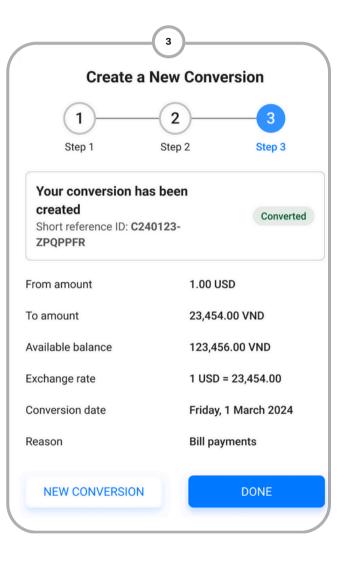
- 1. On the "Review Conversion" page, verify the following details:
 - The from amount and to amount.
 - The exchange rate and conversion timestamp.
 - The conversion date and the reason provided.
- 2. Confirm that all details are accurate. If you need to make changes, click "BACK" to return to the previous step.
- 3. If everything is correct, click conversion.

Step 3: Confirmation

- 1. Once the conversion is complete, you will see a confirmation screen with the following details:
 - A short reference ID for the transaction (e.g., C240123-ZPQPFR).
 - Conversion details, including the from amount, to amount, available balance, exchange rate, and conversion date.
- 2. Click to finish the process or NEW CONVERSION if you want to initiate another conversion.







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6. Wallet - Request new Global Account

To create a new Global Account, please do the following steps:

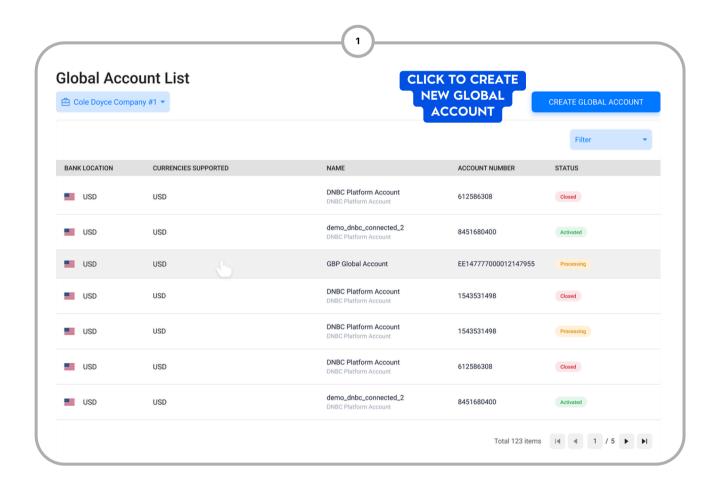
Step 1: On the Global Account List, click on the

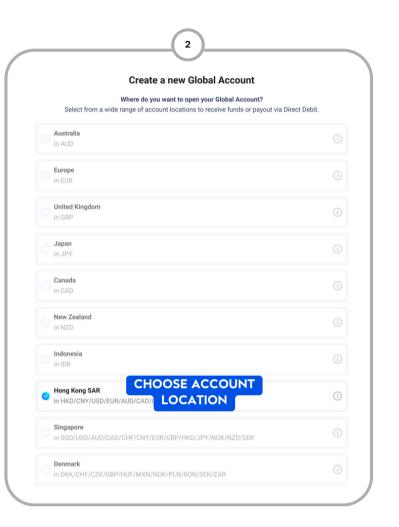
Step 2: Choose the Account Location to open your Global Account

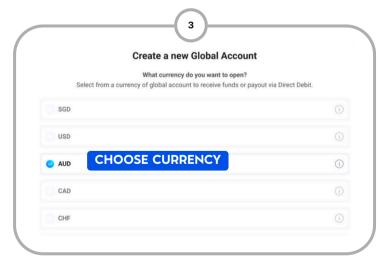
Step 3: Choose the Currency for the Global Account.

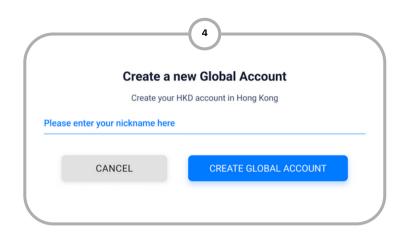
Step 4: Enter your Nickname for the new Global Account, click the Create Global Account button.

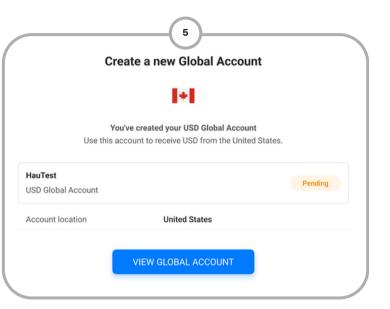
Step 5: DNBC will process your order in 24 working hours.







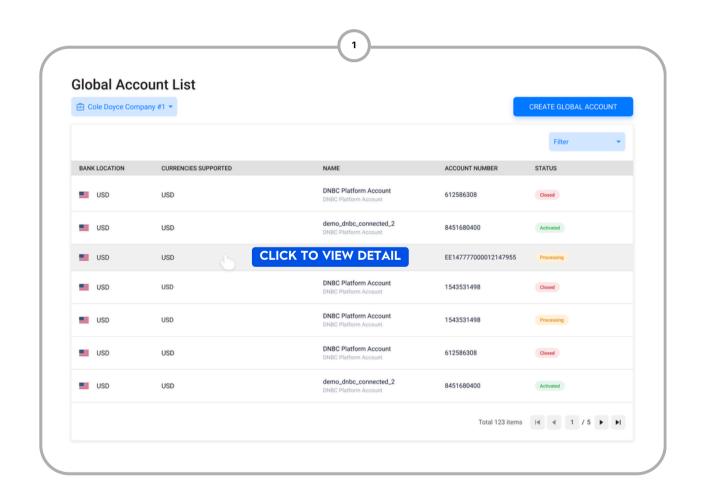


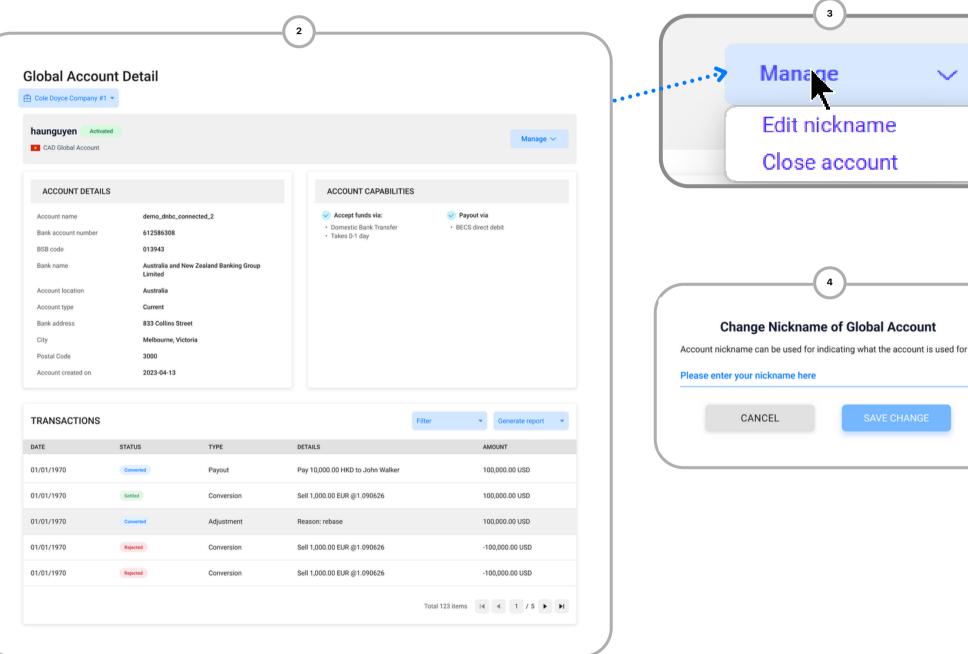


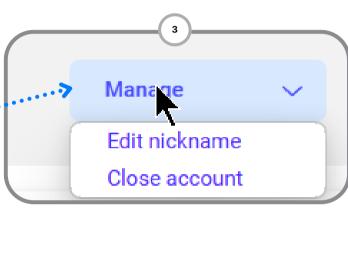
7. Wallet - Global Account List & Detail

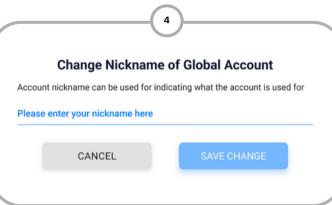
To view global account list & detail, please do the following steps:

- Step 1: On the Global Account List, click on a Global Account
- Step 2: You will then see the Global Account Detail screen
- **Step 3:** If you want to change your Global Account Nickname, choose Manage -> Edit Nickname.
- **Step 4:** Enter the Nickname you want to change



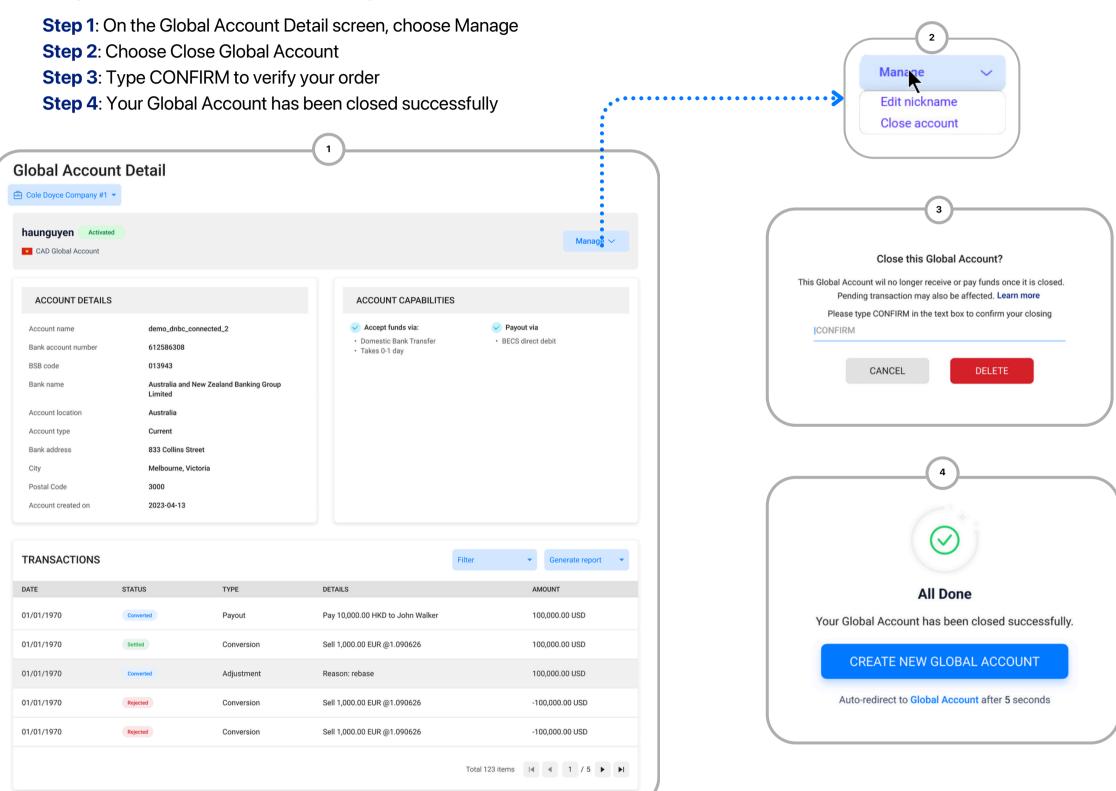






8. Wallet - Close a Global Account

To close a global account, please do the following steps:





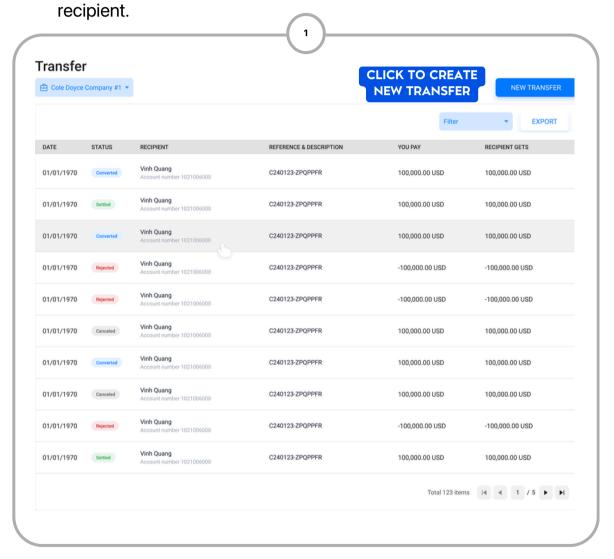
GLOBAL WALLET - TRANSFER

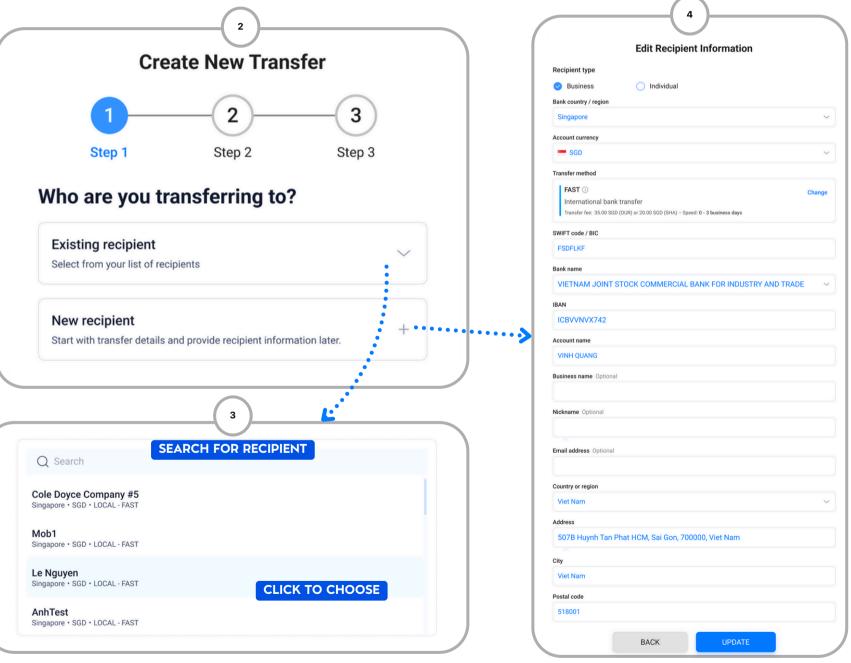
1. Wallet - New Transfer (p1)

To create a new transfer, please do the following steps:

Navigate to the Transfer from wallet > menu, and then select button the Transfer screen.

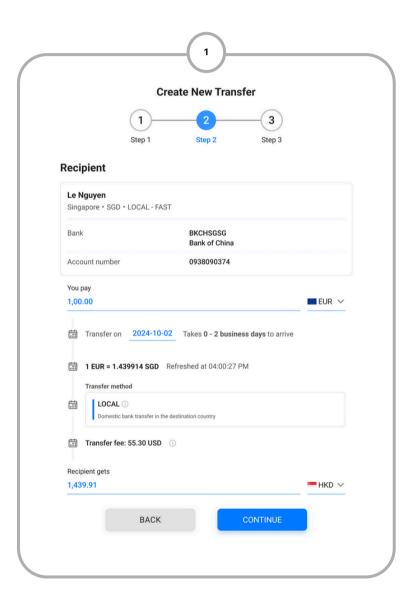
Step 1: Select the individual you wish to transfer to from the list of existing recipients, or opt to create a new . . .

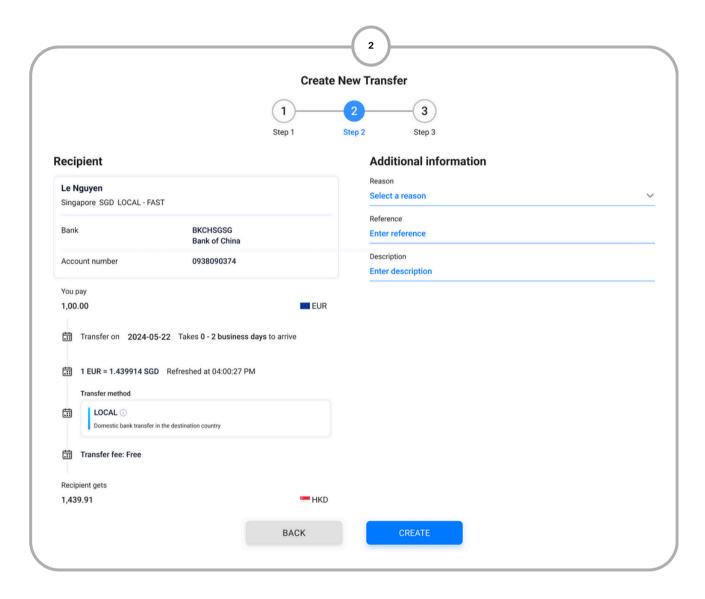


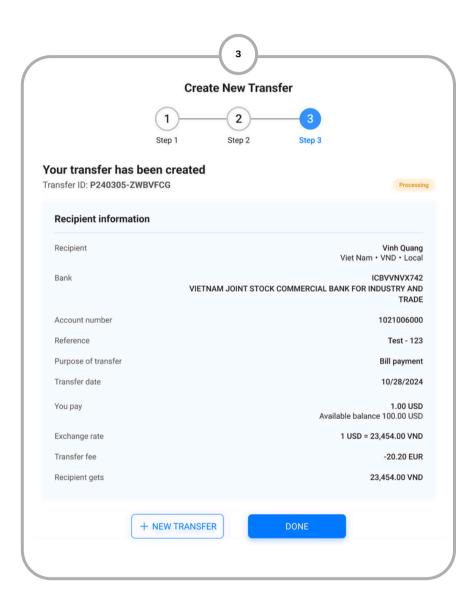


1. Wallet - New Transfer (p2)

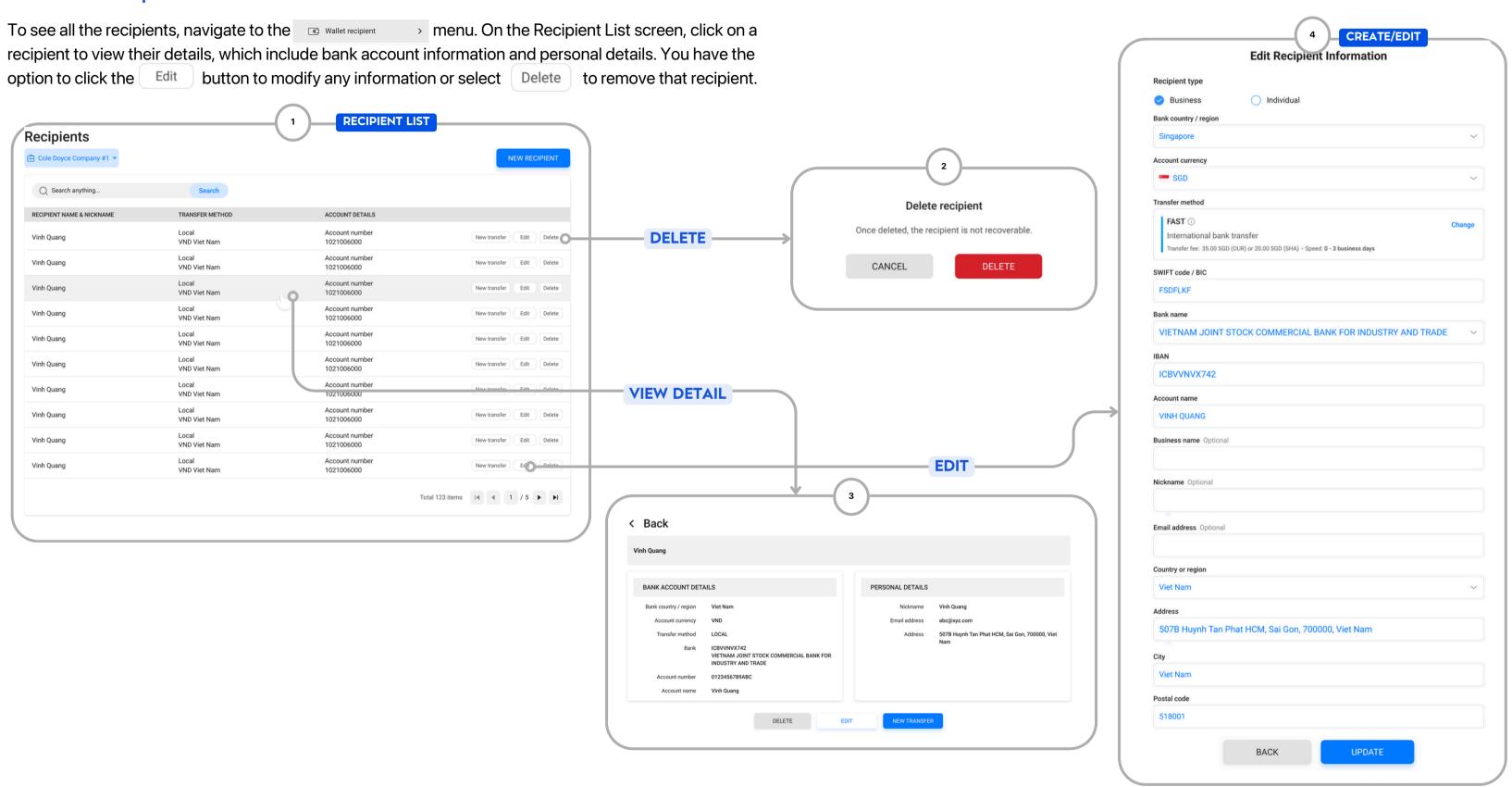
- **Step 2**: Input the amount of money, choose the currency type, select the transfer method, and provide any additional details before clicking CREATE
- **Step 3**: Enter the one-time password (OTP) to verify the transfer.
- **Step 4**: Your transfer has been successfully processed.





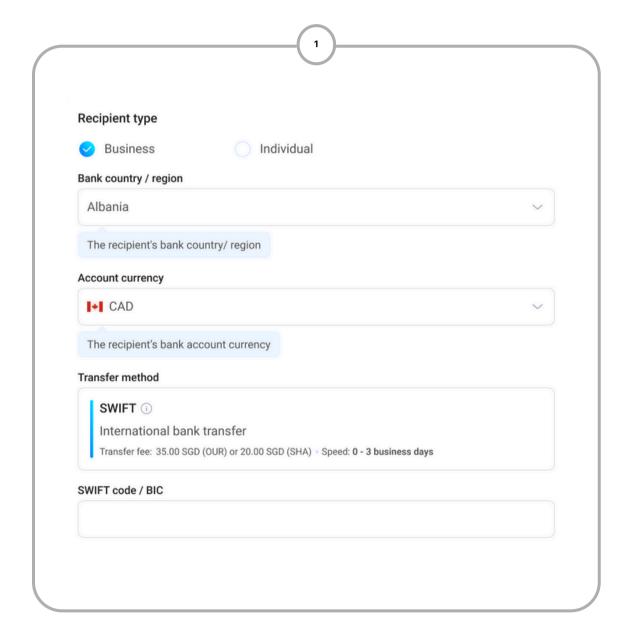


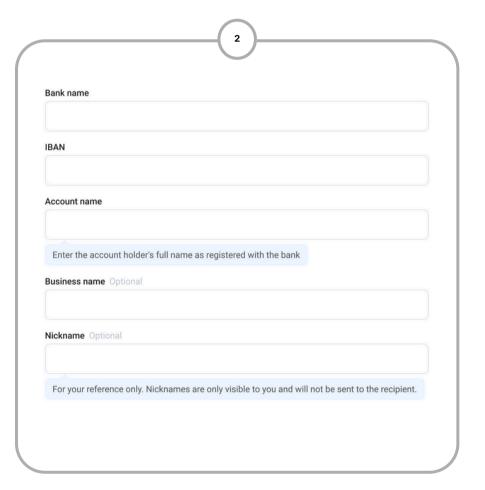
2. Wallet - Recipient List & Detail

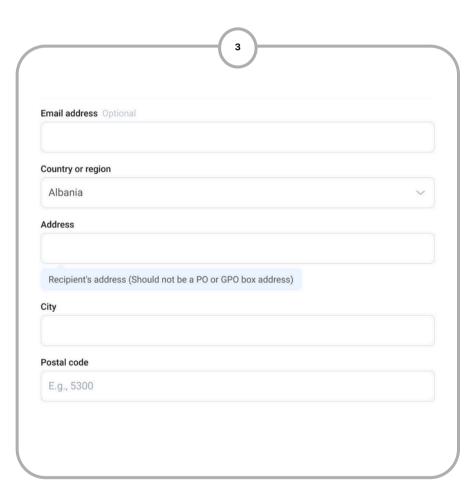


3. Wallet - New Recipient

To add a New Recipient, navigate to the wallet recipient menu. Select the menu. Select the button. On the following screen, specify the Recipient type (Business or Individual), Bank country/region, Account currency, and any other necessary fields. Once you have completed the form, click recipient list window.









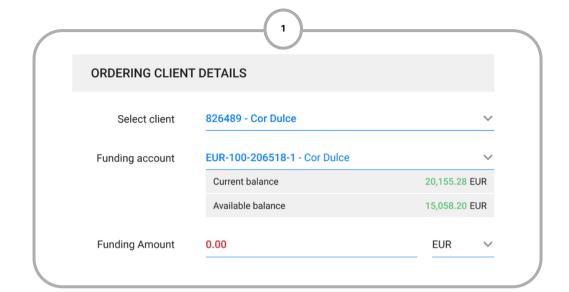
PREPAID CARD

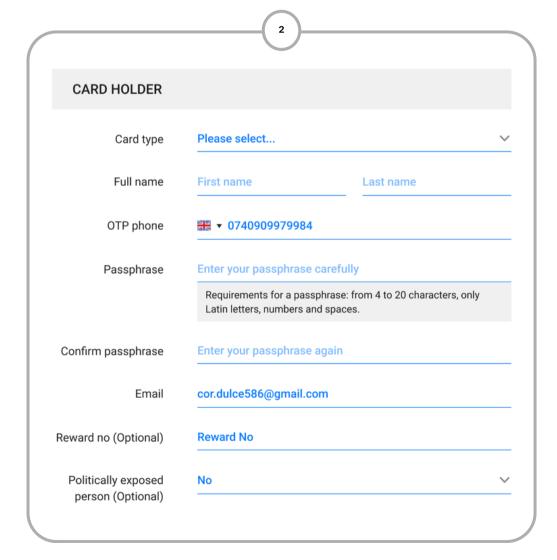
1. Request New Card

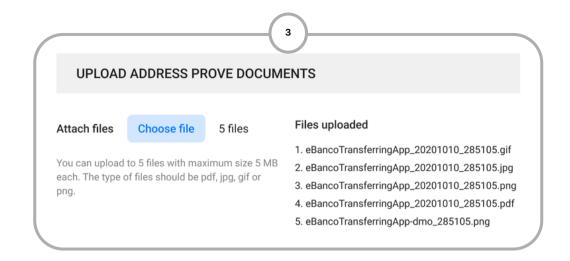
Fill in all the required information:

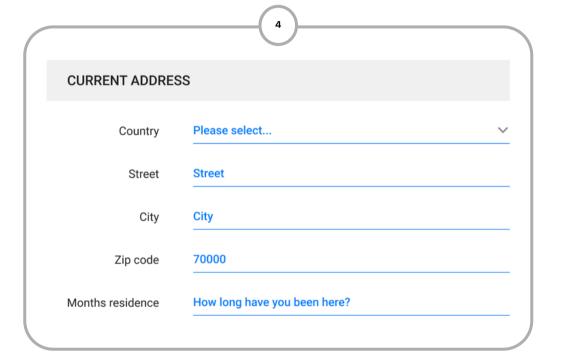
- Choose a Card type (Plastic, Virtual)
- Ordering account details
- Card holder's information
- Card Holder's Address
- Upload address proof & identification proof documents.

Click to review your information, and enter your DNBCnet password to verify. A success screen will appear, confirming your card order.







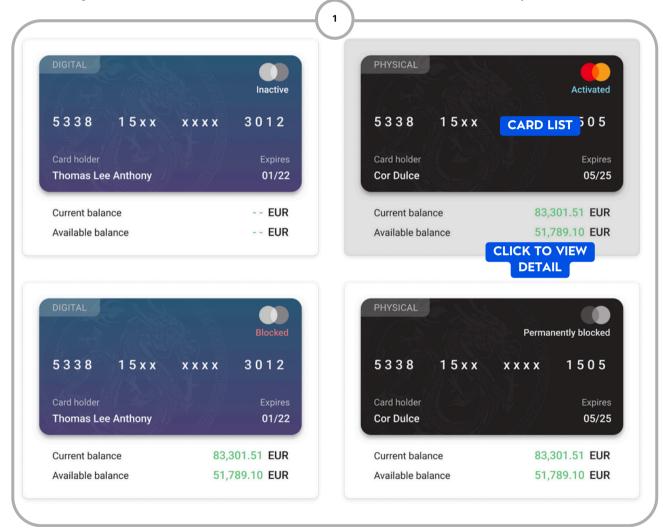


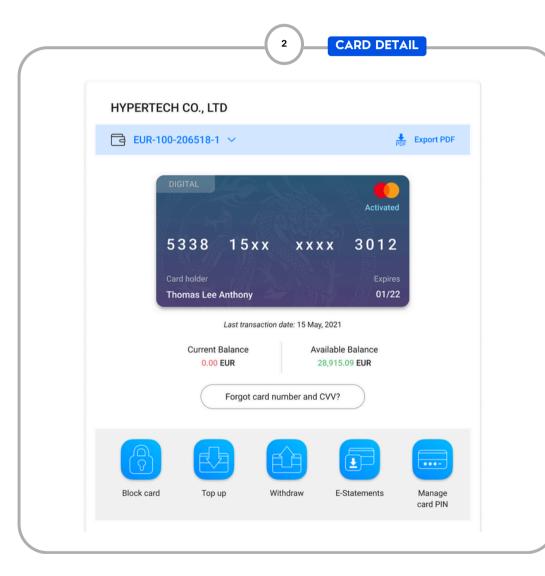
2. Card List & Card Detail

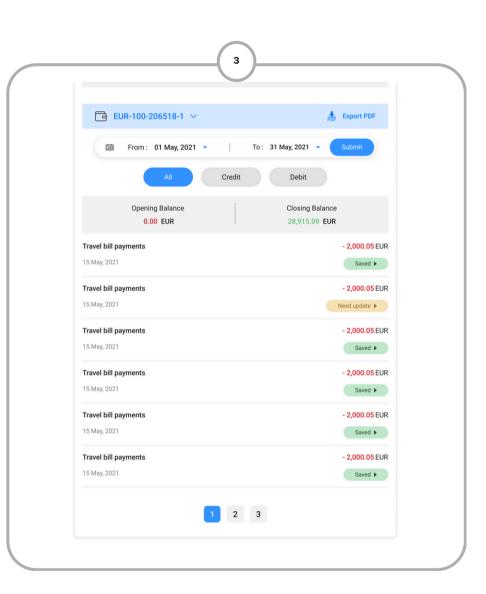
The Prepaid Card List feature in the DNBCnet app allows users to easily view and manage their prepaid cards. Whether it's a plastic or virtual card, users can quickly check their card status (e.g., activated, blocked) and available balance in real-time. The intuitive interface ensures seamless navigation, with a dynamic top navigation bar that adapts as you scroll through your card details.

Step 1: In the main menu, choose Card list, The available cards will be listed (Plastic and Virtual) with the card status (activated, inactive, blocked...).

Step 2: Choose a Card to view the Card detail screen, and option.

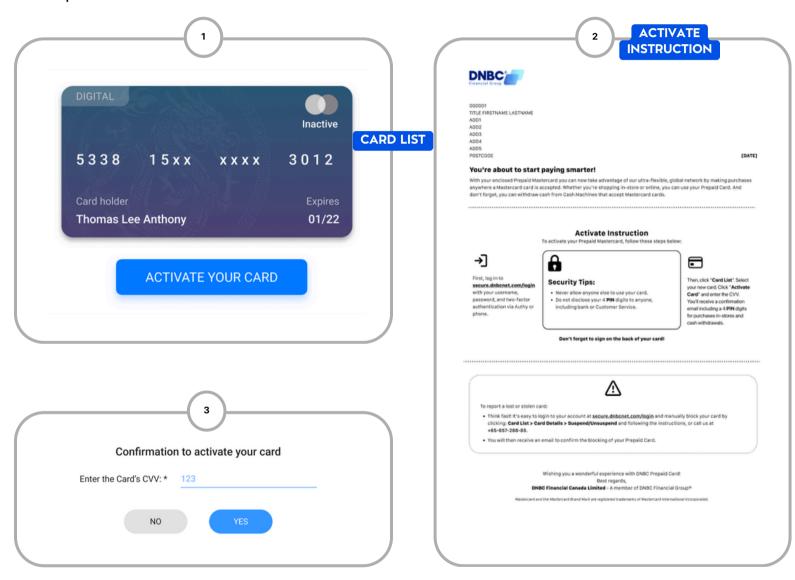






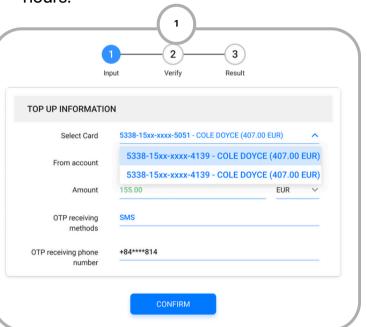
3. Active Card

- Step 1: In the main menu, choose Card list
- Step 2: Choose an Inactive Card to view the Card detail screen
- Step 3: Choose Active Card to Activate the Card
- **Step 4**: Enter the CVV. You'll receive a confirmation email including a 4 PIN digits for purchases in-stores and cash withdrawals.

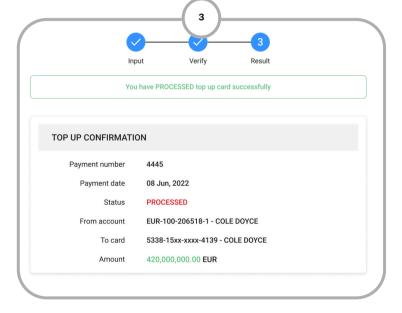


4. TOP UP CARD

- **Step 1**: Select the card you wish to top up, choose the account from which the funds will be taken, and enter the desired top-up amount. Lastly, select your preferred OTP method.
- Step 2: Confirm the details and input the OTP code sent to you via email or SMS.
- **Step 3**: Your order will be processed, and your card will be topped up within 24 working hours.







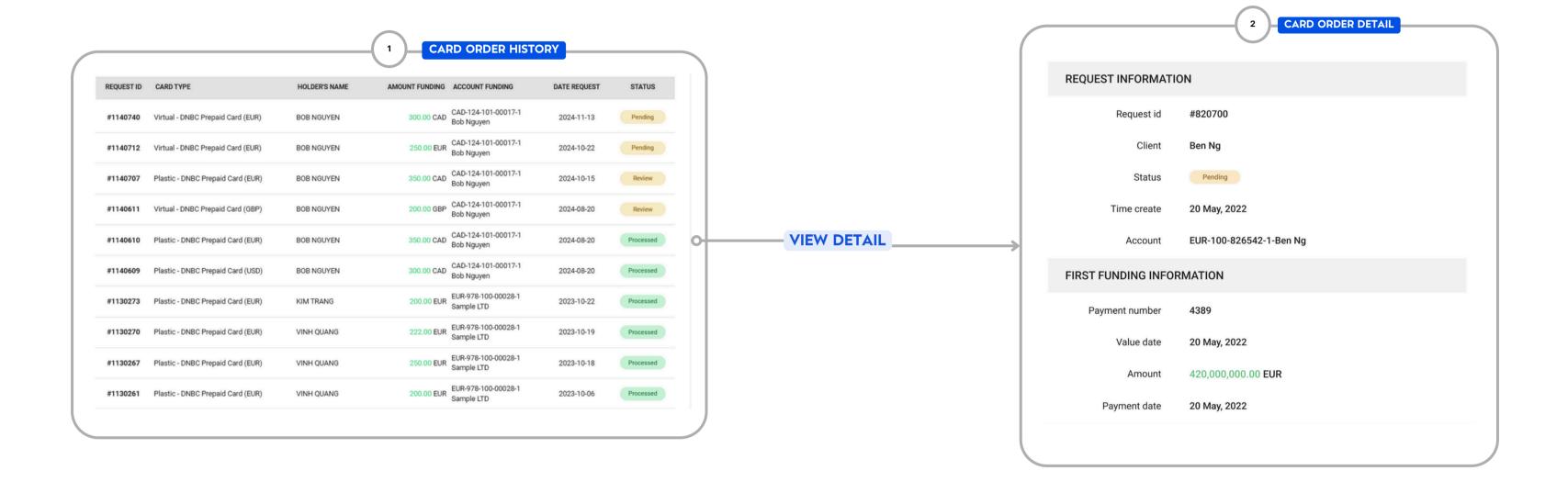


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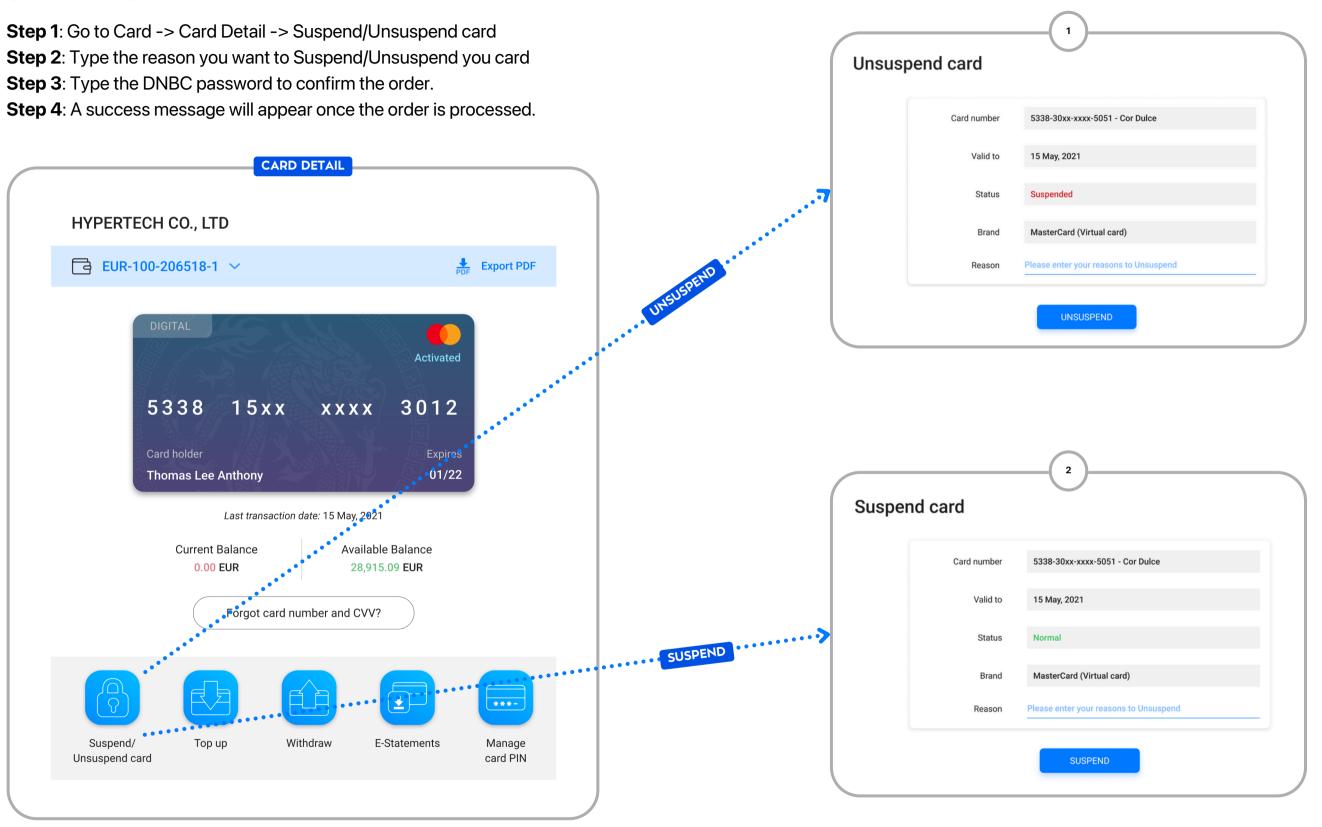
4. Card Order History/Card Order Detail

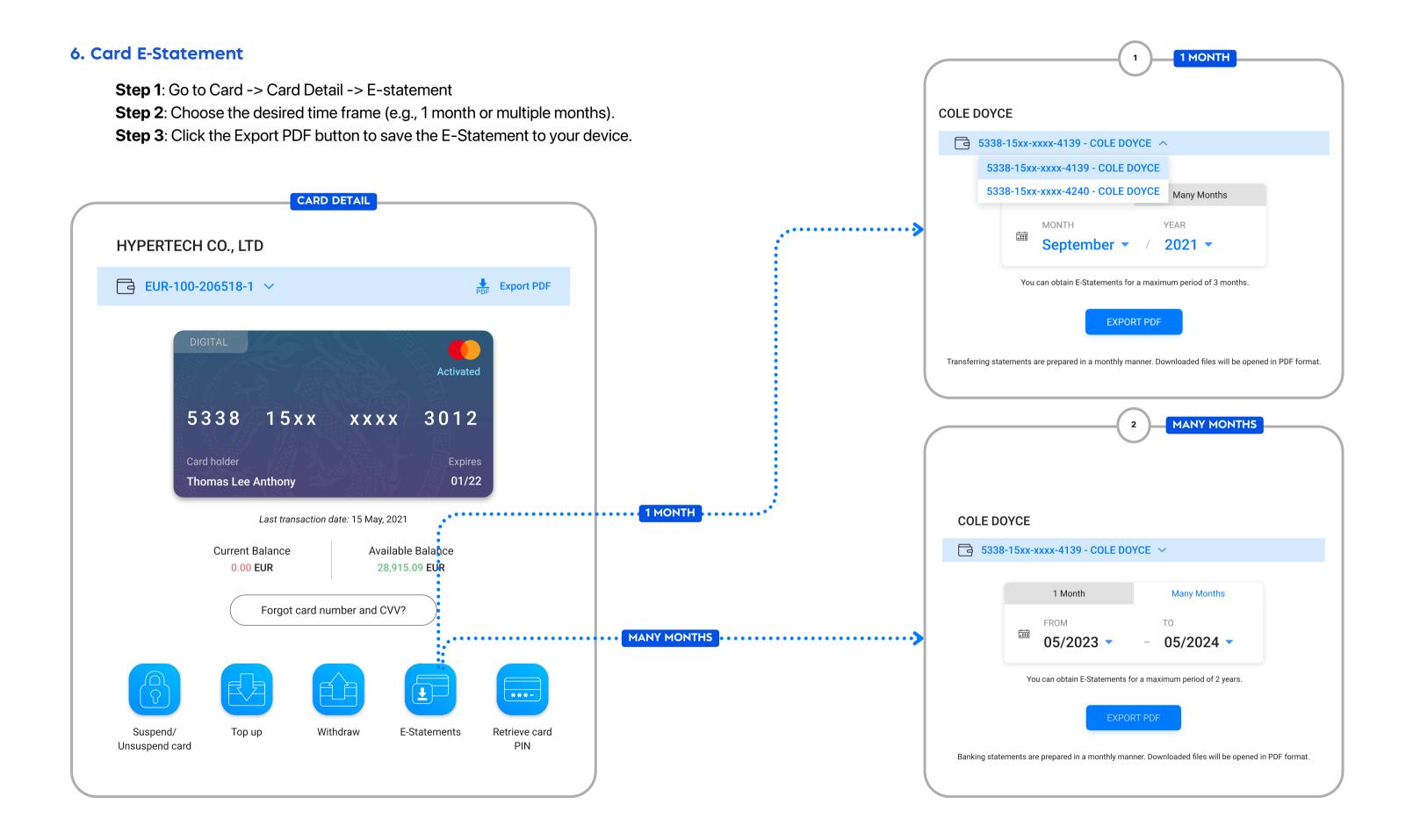
Step 1: To track your card order history, choose & Card order history >>> menu

Step 2: In the Card order list, choose one order to view the Order detail



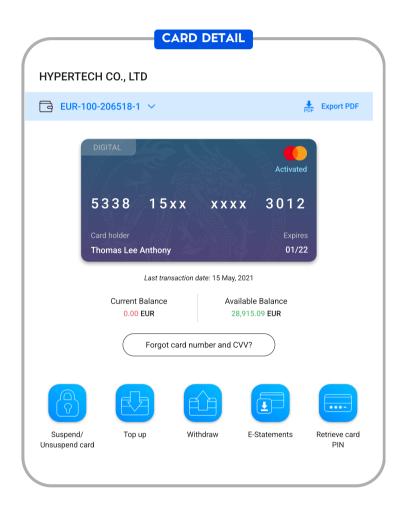
5. Suspend/Unsuspend Card

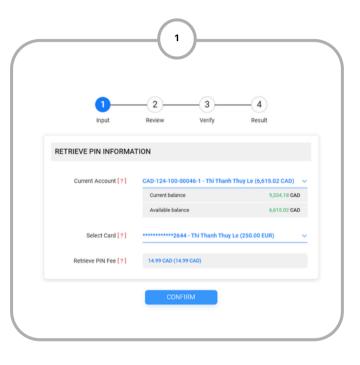


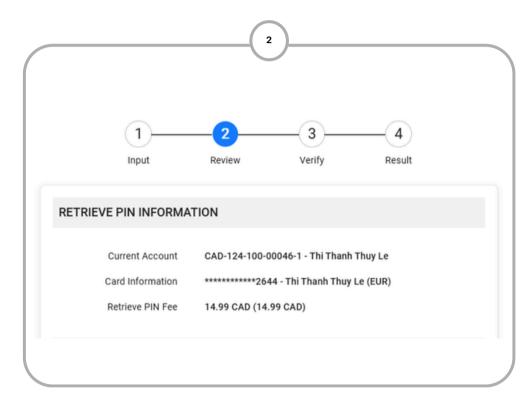


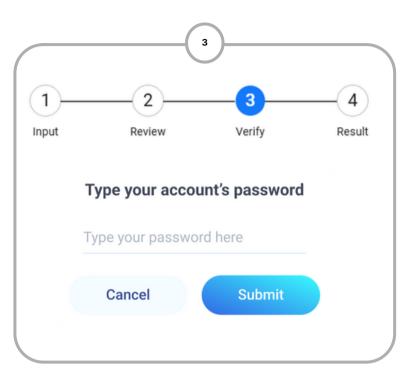
7. Retrieve PIN

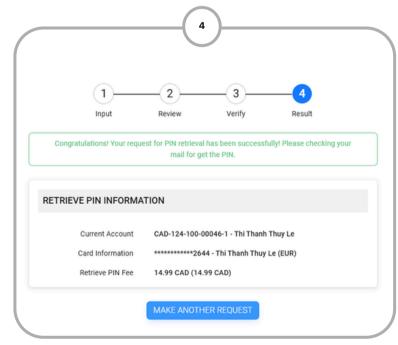
- **Step 1**: Select a current account to retrieve the PIN fee. Choose the card for which you want the PIN, then click Confirm.
- **Step 2**: Verify the details provided.
- **Step 3**: Enter your account password for verification.
- **Step 4**: Your order will be processed and completed within 24 working hours.











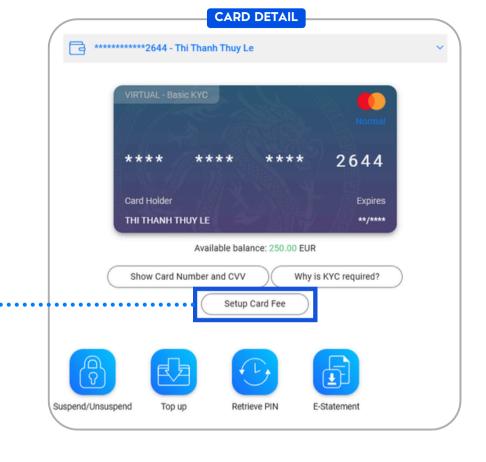
8. Setup Card Fee

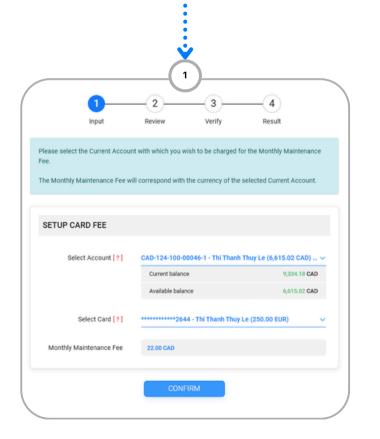
Step 1: Select a current account to pay for card fee. Choose the card for which you want to setup the fee, then click Confirm.

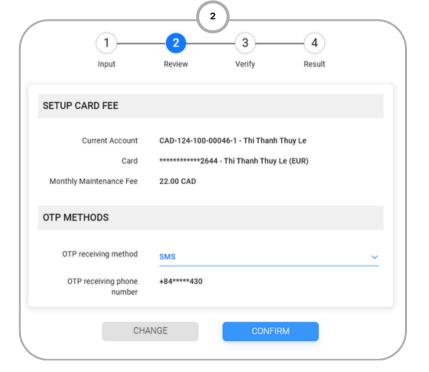
Step 2: Verify the details provided.

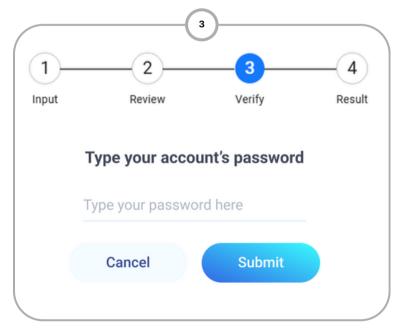
Step 3: Enter your account password for verification.

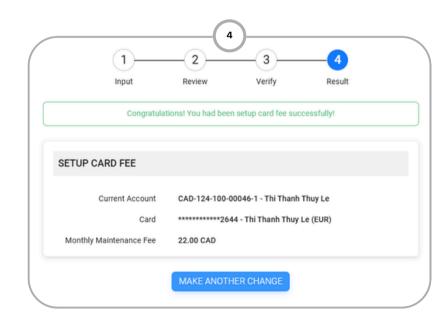
Step 4: Your order will be processed and completed within 24 working hours.













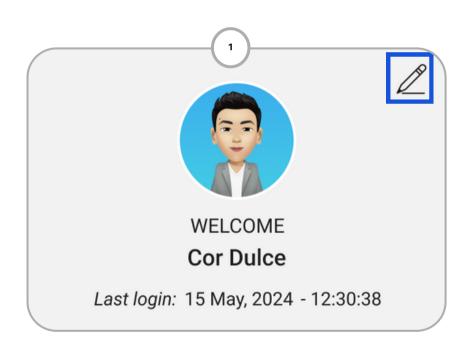
SETTING

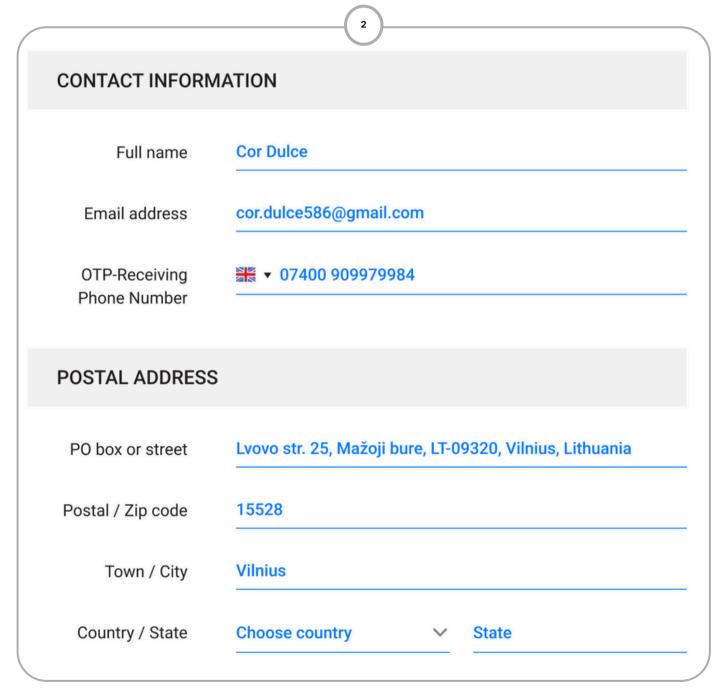
1. Personal Information

This is where you check and **EDIT** all your personal information. You can also request for changing your OTP receiving method and phone number here.

Step 1: Click the icon near the avatar to check or **EDIT** your personal information. **Step 2**: Fill in the information that you want to change.

Step 3: click the **SUBMIT** button save the information.







2. External Account

The External Account serves as the primary account for transferring funds into your DNBC Account. Additionally, when you decide to close your DNBC account, any remaining balance will be returned to this account. Please contact our Customer Support if you want to change your External Account.

3. OTP Receiving Method

Modify the OTP Receiving Method (Email or SMS) for money transfers or card top-ups. For security purposes, every transaction will necessitate OTP verification before it can be processed.

4. Change Password

- Step 1: Choose "Change password" on the Settings menu.
- **Step 2**: Input your current password and Tap "Send request"
- **Step 3**: Enter the OTP sent to your mobile phone. Then your request will be sent to us, we will send you password changing confirmation and then you can log in again to change your password.

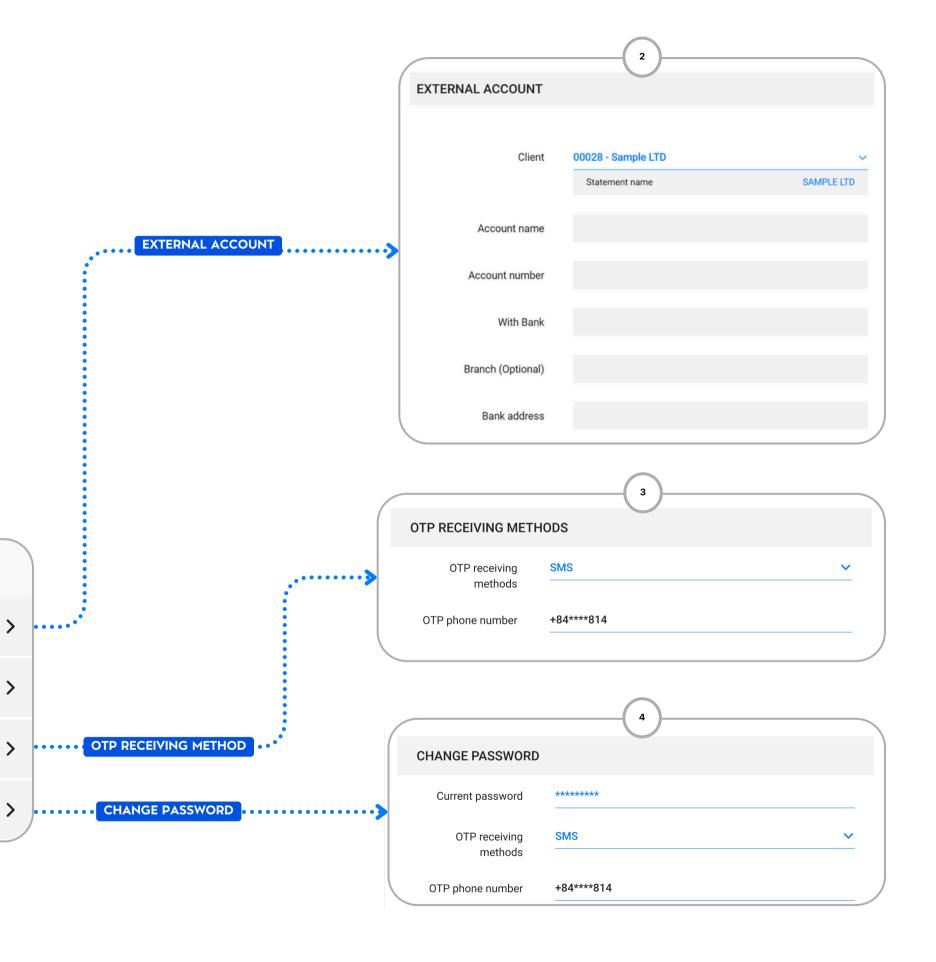
SETTINGS

External account

Change theme

OTP OTP receiving method

Change password







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