

STEP BY STEP GUIDE FOR BULK PAYMENT VIA M2U Biz

1. Registration & activation of Bulk Payment



Login to M2u Biz with “CHECKER” access

To Register	To Activate
a) Click: Bulk Payment > Bulk Payment by Entries & File Upload > Registration. b) Select account to be debited, input email address and hand phone number, click [Submit] c) An Activation Code will be sent to your email address.	a) Click: Bulk Payment > Bulk Payment by Entries & File Upload > Activation. b) Input the Activation Code & Click [Activate]

Note:

Please call Maybank Group Call Center (MGCC) at 1-300-88-6688 if you do not receive the Activation Code within 2 days.

2. Perform Bulk Payment



Login to M2u Biz with “MAKER” access

By Entries	By File Upload
a) Click: Bulk Payment > Bulk Payment by Entries & File Upload > Add Recipients (within Multiple Entry Payments function) b) Input recipients information & click [Save] for each recipient record. c) Upon completion of the recipients input Click [View Saved] to view list of records d) Click [Submit] & input payment effective date, reference & description e) A summary screen will be displayed. Click [Confirm] to submit to Checker for approval	Click: Bulk Payment > Bulk Payment by Entries & File Upload > File Upload/Download (within File Upload Payments function) Download template Upload template Click [Here] to download and save the Payment Template to your chosen location e.g. desktop. Fill in the payment information in the template & save in CSV (Comma delimited) (*.csv) format Click [Choose File] and select your payment file in .csv format to upload. Click [Upload]

3. Approve Bulk Payment



Login to M2u Biz with “CHECKER” access

- Click: Bulk Payment > Bulk Payment by Entries & File Upload > Approval
- Click [Pending Approval] to view summary & list of records submitted
- Un-tick the selection box one by one if you wish to reject the item, Click [Proceed] & a summary record will be displayed for confirmation.
- Request [TAC] for approval
- Input [TAC] & Click [Approve]

END