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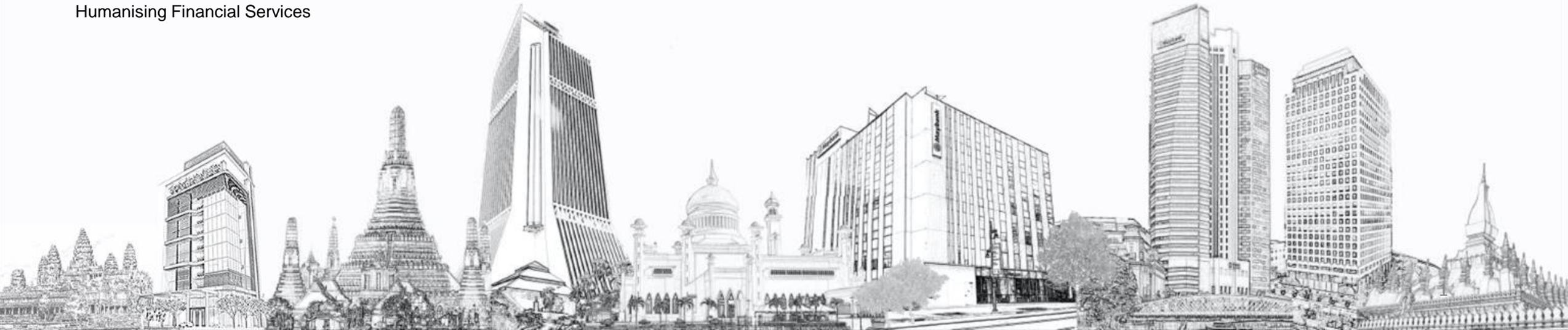
M2U Biz User Guide

Bulk Payment – Maker & Checker

01 September 2021



Humanising Financial Services





BENEFITS

1

Pay to multiple accounts at the same time

2

Transfers can be made from the comforts of your own homes

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Bulk Payment Registration Guide

The screenshot displays the M2U Biz online banking portal. At the top, the user is logged in as 'ZZ TRAVEL AND TOURS' and the date is Tuesday, 27 July 2021 09:19:13. The navigation menu includes 'Home', 'Accounts & Banking', 'Investment', 'Loans', 'Apply Online', and 'Bulk Payment', with the latter highlighted by a red dashed box. A 'Quick Link' dropdown menu is set to 'Bill Payment'. Below the navigation, there are sections for 'Inbox' (1 message), 'Announcements' (COVID-19 Financial Relief Scheme), and a grid of service tiles. The 'Bulk Payment' tile is highlighted, indicating the current step in the registration guide.

1 Log in to M2U Biz on your Checker account, and click on Bulk Payment



Bulk Payment Registration Guide

maybank2u.com
Tuesday, 3 August 2021 14:39:37

Click here to search Log out

You are now in a secured site

Home Accounts & Banking Investment Loans Apply Online Bulk Payment

Bulk Payment
Bulk Payment by Entries & File Upload
Bill Payments & Transfers
Statutory Payments

Bulk Payment
Perform Bulk Payment by Entries and File Upload

Bulk Payment by Entries & File Upload
Key in your data manually or upload a file to make bulk payments

Bill Payments & Transfers
Perform file upload for Payments, Transfer fund within bank, Transfer fund to other bank and Payroll

Statutory Payments
Make payments to EPF, SOCSO, EIS and LHDN

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2 Click on 'Bulk Payment by Entries & File Upload'

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Bulk Payment Registration Guide

The screenshot shows the Maybank2u.com website interface. At the top, there is a search bar and a 'Log out' button. Below the navigation menu, the 'Bulk Payment' section is active. Under 'Bulk Payment by Entries & File Upload', the 'Registration' link is highlighted with a red dashed box. The text below the link reads: 'Sign up for this feature to make bulk payment by Entries and/or File upload'.

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3 Click on 'Registration', and fill in the required information. Click 'Submit' afterwards

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Bulk Payment Registration Guide

The screenshot shows the Maybank2u.com website interface. At the top, there is a search bar with the text "Click here to search" and a "Log out" button. Below the search bar, the website's logo "maybank2u.com" is displayed along with the date and time "Thursday, 5 August 2021 09:55:45". A security notice states "You are now in a secured site". The main navigation menu includes "Home", "Accounts & Banking", "Investment", "Loans", "Apply Online", and "Bulk Payment". The "Bulk Payment" menu item is highlighted. On the left side, there is a list of links: "Bulk Payment", "Bulk Payment by Entries & File Upload", "MAS Bulk Payment", and "Statutory Payments". The main content area displays a message titled "Activation Successful" with the text: "Bulk Payment by Entries and File Upload has successfully activated. Now your appointed Maker can start using this feature." A "Done" button is located at the bottom right of the message box.

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4 Bulk Payment has been successfully activated and appointed Maker can now start performing Bulk Payments

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Maker Guide

The screenshot displays the Maybank2u.com website interface. At the top, there is a search bar and a 'Log out' button. The main navigation bar includes 'Home', 'Accounts & Banking', 'Investment', 'Loans', 'Apply Online', and 'Bulk Payment', with the latter highlighted by a red dashed box. Below the navigation bar, the user is greeted with 'Good Afternoon VBPBIZ' and a 'Quick Link' dropdown menu set to 'Bill Payment'. The main content area is divided into several sections: 'Inbox' (No message in inbox), 'Announcements' (Secure2u), and a grid of service categories: 'Accounts & Banking', 'Investment', 'Loans', 'Apply Online', 'Bulk Payment', and 'e-Bills & Statements'. The 'Bulk Payment' section is highlighted, indicating the next step in the guide.

1 Log in to M2U Biz, and click on Bulk Payment

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Maker Guide

The screenshot shows the Maybank2u.com website interface. At the top, there is a search bar and a 'Log out' button. Below the navigation menu, the 'Bulk Payment' section is active. The main content area displays three options: 'Bulk Payment by Entries & File Upload', 'Bill Payments & Transfers', and 'Statutory Payments'. The first option is highlighted with a red dashed circle. Below the navigation menu, the 'Bulk Payment' section is active. The main content area displays three options: 'Bulk Payment by Entries & File Upload', 'Bill Payments & Transfers', and 'Statutory Payments'. The first option is highlighted with a red dashed circle.

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2 Click on 'Bulk Payment by Entries & File Upload'

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Maker Guide - Multiple Entry Payments

maybank2u.com
Tuesday, 3 August 2021 14:39:58
You are now in a secured site

Home Accounts & Banking Investment Loans Apply Online Bulk Payment

Bulk Payment

Bulk Payment by Entries & File Upload

Bill Payments & Transfers

Statutory Payments

Bulk Payment by Entries & File Upload

Multiple Entry Payments	File Upload Payments	Reporting
Add Recipients	File Upload/Download	View/Download Report
Edit/Delete Recipients		Submission Status
Submit for processing		

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3 Under 'Multiple Entry Payments', select 'Add Recipients'



Maker Guide - Multiple Entry Payments

maybank2u.com
Tuesday, 3 August 2021 14:40:30
You are now in a secured site

Home Accounts & Banking Investment Loans Apply Online Bulk Payment

Bulk Payment
Bulk Payment by Entries & File Upload
Bill Payments & Transfers
Statutory Payments

Multiple Entry Payments - Add Entry

Beneficiary Name:	<input type="text"/>
Beneficiary ID:	--Please select-- <input type="text"/>
Beneficiary Bank:	--Please select--
Beneficiary's Crediting Account No	<input type="text"/> Account no. length
Crediting Amount:	<input type="text"/>
Payment Reference:	<input type="text"/>
Payment Description:	<input type="text"/>

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4 Fill in the required information and click 'Save'



Maker Guide - Multiple Entry Payments

maybank2u.com
Tuesday, 3 August 2021 14:41:08
You are now in a secured site

Home Accounts & Banking Investment Loans Apply Online Bulk Payment

Bulk Payment

Bulk Payment by Entries & File Upload

Bill Payments & Transfers

Statutory Payments

Submit for Processing

From Account: 514

Effective date: --Please select--

Bulk Payment Type: --Please select--

Payment Reference:

Payment Description (Optional):

Please be informed that approval of payments are required by the effective date before 8.30 pm.

Select All	No	Beneficiary Name & ID	Bank & Acct No	Amount		
<input checked="" type="checkbox"/>	1	Su 78	MALAYAN BANKING BERHAD 108	RM1.00	Edit	Delete
<input checked="" type="checkbox"/>	2	Ga 870	MALAYAN BANKING BERHAD 164	RM1.00	Edit	Delete
<input checked="" type="checkbox"/>	3	Su 78	MALAYAN BANKING BERHAD 10	RM1.00	Edit	Delete
<input checked="" type="checkbox"/>	4	Ha 800	BANK ISLAM BERHAD 141	RM1.00	Edit	Delete
<input checked="" type="checkbox"/>	5	Ha 80	MALAYAN BANKING BERHAD 114	RM1.00	Edit	Delete

Submit

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- 5 Fill in the required information, then select the beneficiary accounts to transfer to and click 'Submit'



Maker Guide - Multiple Entry Payments

The screenshot shows the Maybank2u.com website interface for Bulk Payment. The page title is "Multiple Entry Payments Summary". The summary table contains the following information:

Total Record:	3
Total Amount:	RM3.00
Effective date:	TODAY
From Account:	514
Payment Reference:	Test
Payment Description (Optional):	
TAC:	<input type="text"/> Request for TAC

Below the table, there are two buttons: "Back" and "Confirm". The "Request for TAC" button is highlighted with a red dashed box.

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- 6 Confirm your payment details, then click on 'Request for TAC'. Enter the 6-digit TAC sent to your mobile device, and click on 'Confirm' to proceed with transaction. Bulk payment is now sent to Checker for approval.

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Maker Guide - File Upload Payments

The screenshot shows the Maybank2u.com website interface. At the top, the logo and navigation menu are visible. The 'Bulk Payment' section is active, displaying options for 'Multiple Entry Payments', 'File Upload Payments', and 'Reporting'. The 'File Upload Payments' option is highlighted with a red dashed box, and the 'File Upload/Download' link within it is also highlighted. The 'Reporting' section includes links for 'View/Download Report' and 'Submission Status'.

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3 Under 'File Upload Payments', select 'File Upload/Download'



Maker Guide - File Upload Payments

The screenshot shows the Maybank2u.com website interface. At the top left, the logo 'maybank2u.com' is displayed in yellow, with the date and time 'Tuesday, 03 August 2021 14:54:09' below it. At the top right, it says 'You are now in a secured site'. Below the header, there are two tabs: 'Online Banking' (highlighted in yellow) and 'Bulk Payment File Upload'. The main content area is titled 'Upload File' and contains a form with the following elements:

- A 'Payment File:' label followed by a 'Choose File' button and the text 'No file chosen'.
- An 'Upload' button below the file selection area.

Below the form, there is a message: 'Please save this template to .csv file before uploading. Payment files is required to be uploaded by 3.30pm if you have selected 'Today' as your effective date.' A red dashed box highlights the text 'Click [here](#) to download the file template.' Below this, it says 'To logout from Maybank2u.com, please click on Online Banking and choose logout.'

4 Download the file template by clicking at the hyperlink

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Maker Guide - File Upload Payments

	A	B	C	D	E	F	G	H
1								
2	Employer Info :							
3	Crediting Date (eg. dd/MM/yyyy)							
4	Payment Reference							
5	Payment Description							
6	Bulk Payment Type							
7								
8	Beneficiary Name	Beneficiary Bank	Beneficiary Account No	ID Type	ID Number	Payment Amount	Payment Reference	Payment Description
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Please save this template to .csv (comma delimited) file before uploading the file via M2U Biz

- 5 Open the downloaded file, and fill up the template attached. Save the template as .csv file



Maker Guide - File Upload Payments

maybank2u.com
Tuesday, 03 August 2021 14:54:09

You are now in a secured site

Online Banking Bulk Payment File Upload

Upload File

Payment File: No file chosen

Please save this template to .csv file before uploading.
Payment files is required to be uploaded by 3.30pm if you have selected 'Today' as your effective date.

Click [here](#) to download the file template.

To logout from Maybank2u.com, please click on Online Banking and choose logout.

6 Click on 'Choose File' and select the completed .csv template from Step 5, then click 'Upload'

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Checker Guide

The screenshot shows the M2U Biz website interface. At the top, there is a navigation bar with the following items: Home, Accounts & Banking, Investment, Loans, Apply Online, and Bulk Payment. The 'Bulk Payment' item is highlighted with a red dashed box. Below the navigation bar, there is a 'Quick Link' dropdown menu with 'Bill Payment' selected and a 'Go' button. The main content area is divided into several sections: 'Inbox' (You have 1 message), 'Announcements' (COVID-19 Financial Relief Scheme), 'Accounts & Banking' (View and manage your accounts, make payments, and transfer funds), 'Investment' (Trade using Online Stocks, purchase additional Amanah Saham Nasional Berhad (ASNB) Unit Trust and manage other investments), 'Loans' (View and manage your personal, home or car loans), 'Apply Online' (Apply for our new banking products to suit your financial needs), 'Bulk Payment' (Perform bulk payment to multiple beneficiaries, billers and payroll (EPF, SOCSO, EIS and LHDN) via manual entry or file upload. Register now if you have not signed up yet), 'e-Bills & Statements' (View your bills, bank statements & advices), 'Utilities' (Personal Details), 'Card Management' (Manage your cards), and 'Covid-19 Financial Relief Scheme' (Repayment Assistance for your SME Loan/ Financing, Repayment Assistance for your Hire Purchase/ Hire Purchase-i).

1 Log in to M2U Biz, and click on 'Bulk Payment'

M2U Biz - Use Bulk Payment for quick transfers to multiple accounts



Checker Guide

The screenshot shows the Maybank2u.com website interface. At the top, there is a search bar with the text "Click here to search" and a "Log out" button. Below this, the date and time "Tuesday, 3 August 2021 15:02:10" and the security notice "You are now in a secured site" are displayed. A navigation menu includes "Home", "Accounts & Banking", "Investment", "Loans", "Apply Online", and "Bulk Payment". The "Bulk Payment" menu is expanded, showing a list of options: "Bulk Payment", "Bulk Payment by Entries & File Upload", "MAS Bulk Payment", and "Statutory Payments". The "Bulk Payment by Entries & File Upload" option is further expanded, showing "Approval" and "Reporting". The "Approval" option is highlighted with a red dashed box. Below "Approval" is the text "Authorise Bulk Payment by Entries & File Upload". Below "Reporting" are the options "View/Download Report" and "Submission Status".

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2

Click on 'Approval'

*Creative Proposal

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Checker Guide

maybank2u.com
Tuesday, 3 August 2021 16:22:38

Click here to search Log out

You are now in a secured site

Home Accounts & Banking Investment Loans Apply Online **Bulk Payment**

Bulk Payment
Bulk Payment by Entries & File Upload
MAS Bulk Payment
Statutory Payments

Bulk Payment by Entries & File Upload Status						
Total Records	Total Amount (RM)	Crediting Date	Debiting Acc. No.	Submitted By	Status	
2	RM2.00	10 Jul 2021	51	NEO HONG ANN (10 Jul 2021)	Pending	

3

Select the bulk payment and click on 'Pending'. Ensure the details are correct, and click on 'Request for TAC', and enter the 6-digit TAC sent to your mobile phone. Click 'Approve' afterwards to approve the transaction

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Thank You



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