

# **Retail Internet Banking User Guide**





## **INDEX**

Sr. No.	Topic
	IDBI Retail Net Banking Registration
	First Time User/Register now
	Forget / Regenerate Password
1.1	Account – Operative Account
1.2	Account – Deposit Account
1.3	Account – Loan Account
1.4	Account – PPF Account
1.5	Account – NPS Account
1.6	Account – SSA Account
1.7	DEMAT
1.8	Account – Apply OD against FD
2.1.1	Fund Transfer- Make Payments
2.1.2	Fund Transfer- Other IDBI Bank Account
2.1.3	Fund Transfer- NEFT & RTGS
2.1.4	Fund Transfer- IMPS
2.2	Transaction Limit Inquiry
2.3	View/Update Transaction Limit
2.4	Add Beneficiary
2.5	My Transaction
3.1	Register Billers
3.2	Pay to presentment Billers
3.3	Pay to Payment Billers
4.1	Cards- IDBI Credit card Payments
4.2	Cards-Visa Card Payments
4.3	Cards-Debit card Services
5.1	Investments- Deposit
5.2	Investments- Mutual Fund
5.4	Investments-Insurance
5.5	Investments- LIC Premium Payment
5.6	Investments-IPO
6	TAX
7.1	Service Request
7.2	My Request
7.3	My Mail Box
8	Special Icons
9	My Profile
9.1	Personal Settings
9.2	Security Settings
9.3	Set Preferences
	Generate FD receipt



## **IDBI Retail Net Banking Registration**

#### > Customer who have not opt Debit card facility

Visit any nearest Branch of IDBI Bank and submit Channel Registration form for Retail Net Banking registration. You can download form through this link - <a href="https://www.idbibank.in/apply-now.aspx#Download-Personal">https://www.idbibank.in/apply-now.aspx#Download-Personal</a>

Customer who availed Debit card facility.

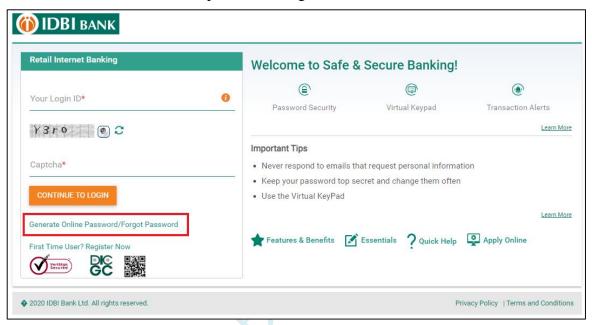
Go to IDBI Bank website > Click to Login > Personal – "First Time User/ Register Now"

- Click to "First Time User/ Register Now.
- ➤ Enter Account Number & Select Registration Type.
- > Select Type of facility View Only or View & Transaction Both
- ➤ Enter OTP received on Registered Mobile Number in "One Time Password" field.
- > On successful validation of entered details,
- After verification of OTP, enter account details/ ATM credentials.
- Click on "Verify"
- You can set the passwords.
- ➤ Once these processes are successfully completed, you will be shown success message with regard to your registration process.
- After completing this process, user will be enabled for Net Banking immediately.

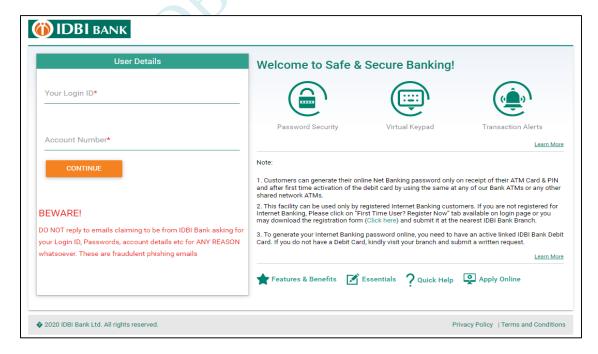


## Forget / Regenerate Password

- Click on Login > Personal
- Click on "Generate Online password /Forgot Password".

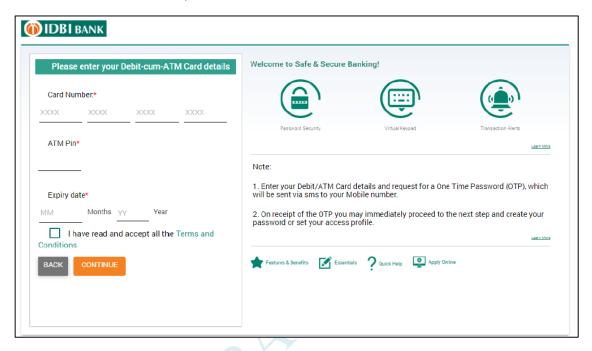


> On password reset screen (next screen), Enter Customer ID, Account No &Click on

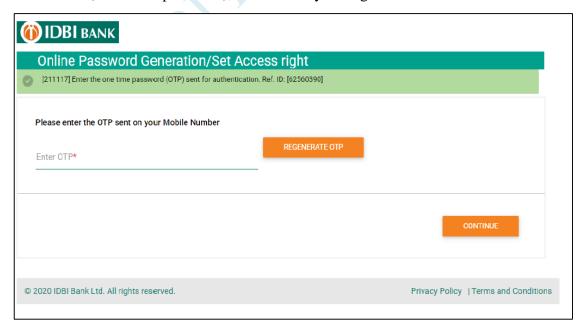




➤ Enter Debit Card Number, Linked Account Number & ATM PIN and Click on Continue.

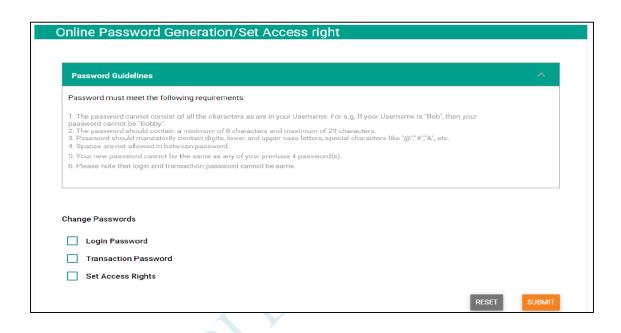


Enter OTP (One Time password), received on your registered Mobile Number.





> Tick the checkbox to change the login password / transaction password / set access rights.







> Set Login or/and Transaction passwords.

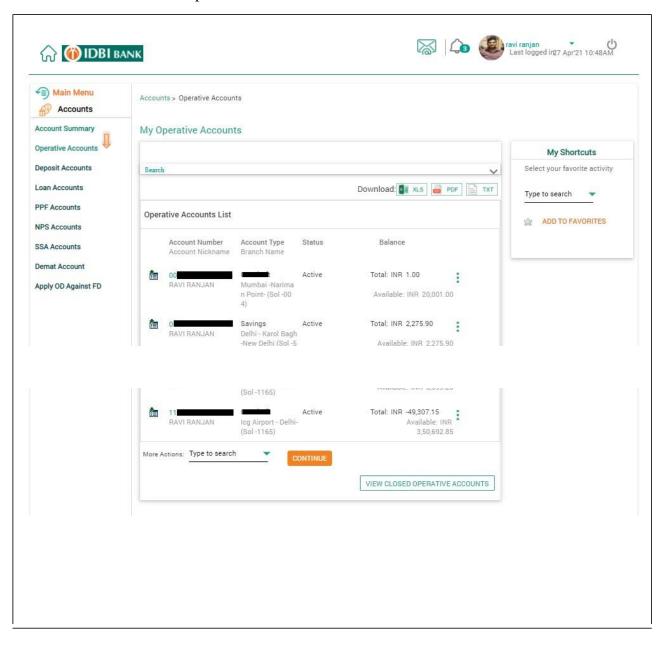




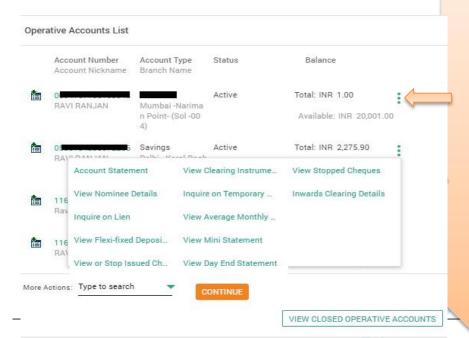
## 1. Accounts

## 1.1 Operative Account

Menu > ACCOUNTS > Operative Accounts







Click here to get the following options:

- Account statement
- View clearing Instruments
- View stopped cheques
- View Nominee details
- Inquire on Temporary Overdraft
- Inwards Clearing Details
- Inquire on Lien
- View average Monthly Balance
- View Flexi Fixed Deposits
- View Mini Statements
- View or Stop Issued Cheque
- View Day End statement



#### 1.1.1 View Account Statement

Click on Account Number (Hyperlink) for Account details - Accounts details with statement will be displayed.

Use search option for modifying the search criteria (User can generate the statement for 183 days). Statement can be downloaded from here.

#### 1.1.2 View Nominee Details:

Click to view Nominee Details

## 1.1.3 Lien Enquiry

Click on Inquire on Lien for checking the lien details

## 1.1.4 View or Stop Cheque

Click on View or Stop Issued Cheque

User can search in the basis of search criteria available on this page.

## 1.1.5 View Average Monthly Balance

Click on view average monthly balance to get the result.

#### 1.1.6 View Mini Statement

Click on view mini statement to get the result.

#### 1.1.7 End Statement

Click on view day end statement to view balance as on that day. (Statement can be downloaded for any days within last 600 Days)

#### 1.1.8 View Stopped Cheque

Click on stopped cheques to get the result.

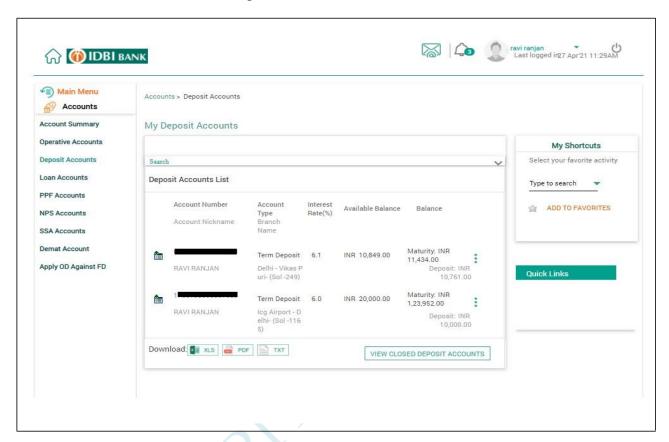
## 1.1.9 View Inward Clearing Details

Inward clearing details can be viewed on click of this link.

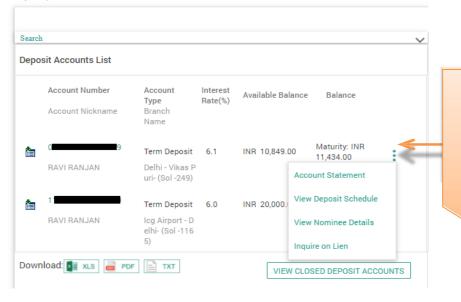


## 1.2. Deposit Account:

## Menu > ACCOUNTS > Deposit Accounts



#### My Deposit Accounts

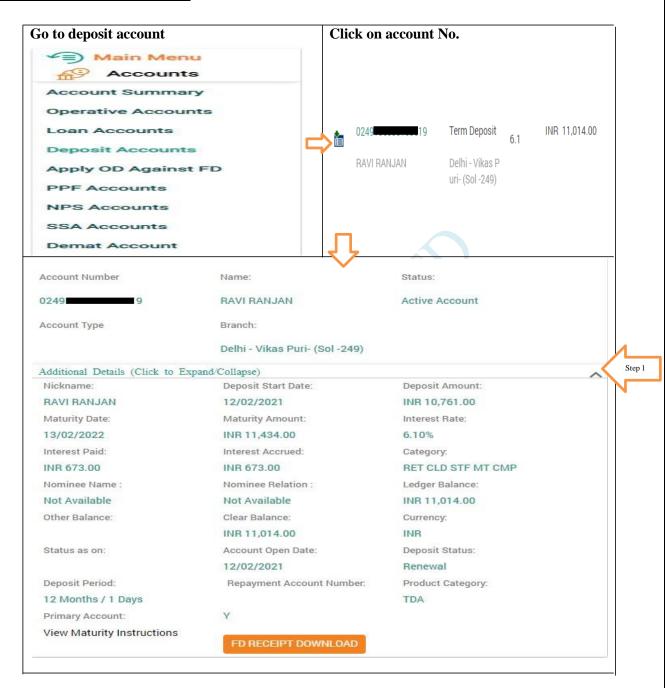


## Click here to get the following options:

- View transaction history
- View deposit schedule
- View nomination details
- Inquire on Lien



## **Generate Fixed Deposit Receipt**



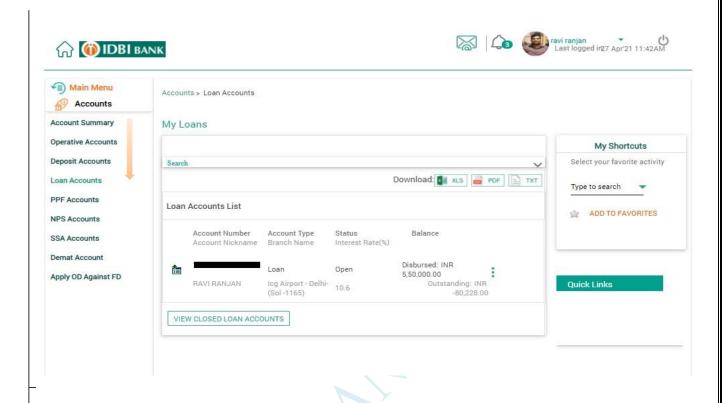
Click on more details where you can download FD Receipt by Clicking

"FD RECEIPT DOWNLOAD"

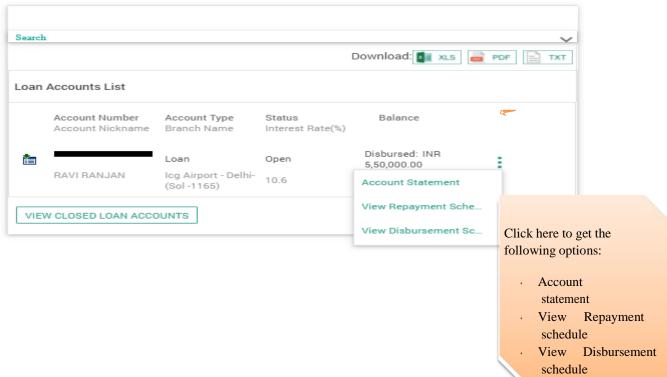


#### 1.3 Loan Account:

#### Menu > ACCOUNTS > Loan Accounts



#### My Loans





#### 1.3.1 Account statement

Click on Account Number (Hyperlink) for Account details - Accounts details with statement will be displayed.

Use search option for modifying the search criteria (User can generate the statement for 183 days). Statement can be downloaded from here.

## 1.3.2View Repayment Schedule:

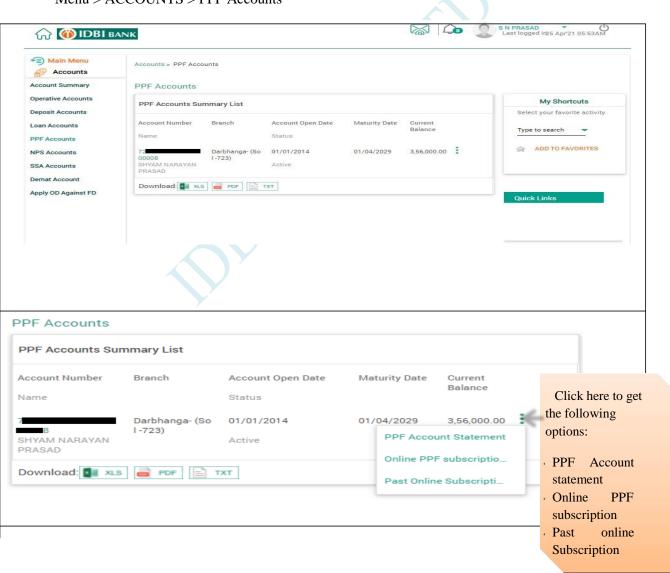
Click to view Repayment Schedule

#### 1.3.3View Disbursement Schedule

Click on Inquire on Disbursement Schedule for checking the Loan Disbursement details

## 1.4 PPF Accounts

Menu > ACCOUNTS > PPF Accounts





#### 1.4.1 PPF account Statement

Use search option for modifying the search criteria (User can generate the statement). Statement can be downloaded from here.

## 1.4.2 Online PPF Subscription

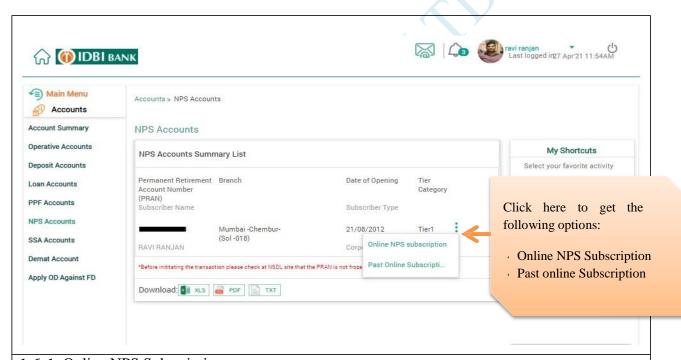
Click here to subscribe the amount in your PPF account.

#### 1.4.3 ast Online subscription

Click here to check past online subscription in your PPF account.

#### 1.5 NPS Accounts

Menu > ACCOUNTS > NPS Accounts



## 1.6.1 Online NPS Subscription

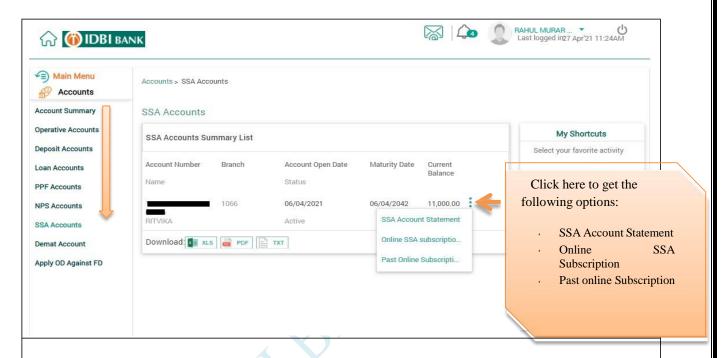
Click here to subscribe the amount in your NPS account.

## 1.6.2 Past Online subscription

Click here to check past online subscription in your NPS account.



# 1.6 SSA Accounts Menu > ACCOUNTS > SSA Accounts



## 1.6.1 SSA Account Statement

Click here For SSA Account statement.

## 1.6.2 Online SSA Subscription

Click here to subscribe the amount in your SSA account.

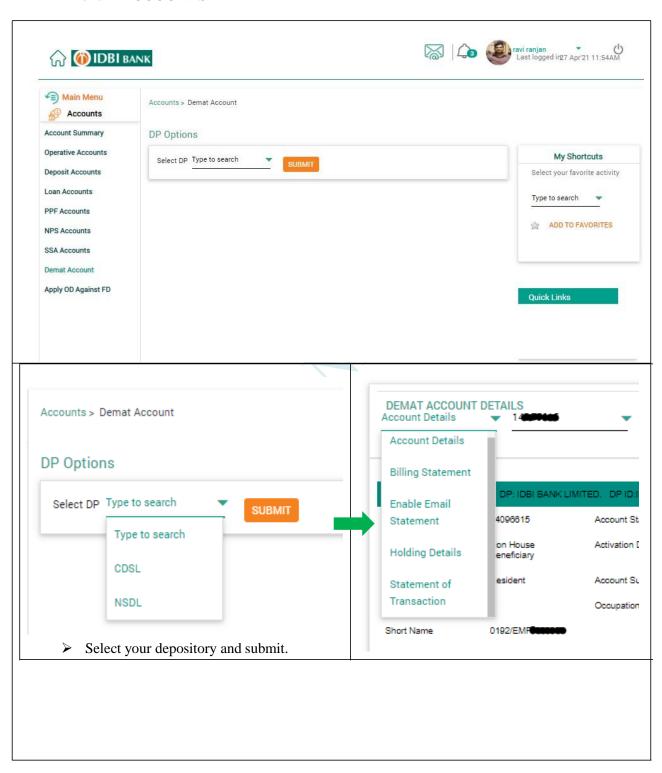
## 1.6.2 Past Online subscription

Click here to check past online subscription in your NPS account.



## **1.7 DEMAT**

Menu > ACCOUNTS > DEMAT





## 1.7.1 Account Details

Click here to see your updated account details in DEMAT account.

## 1.7.2 Billing Statement

Click here to check charges related to the DEMAT Account.

## 1.7.3 Enable Email Statement

Click here to get Email statement for the DEMAT Account.

## 1.7.4 Holding Details

Click here to check Holding Details in DEMAT Account.

## 1.7.5 Statement of transaction

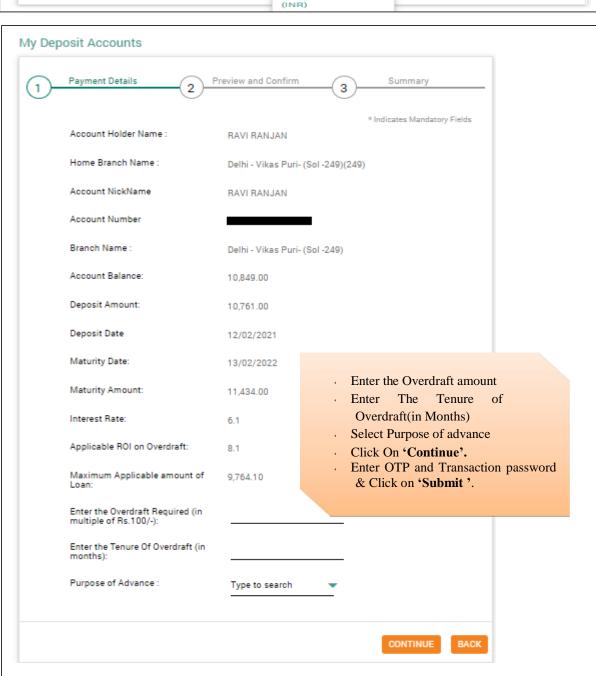
Click here for statement of particular transaction of DEMAT Account.



## 1.8 Apply OD against FD

Menu > ACCOUNTS > Apply OD against FD Select the FD Account and continue



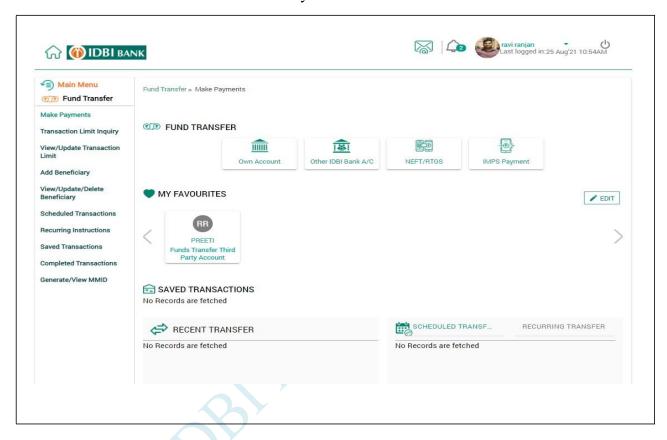




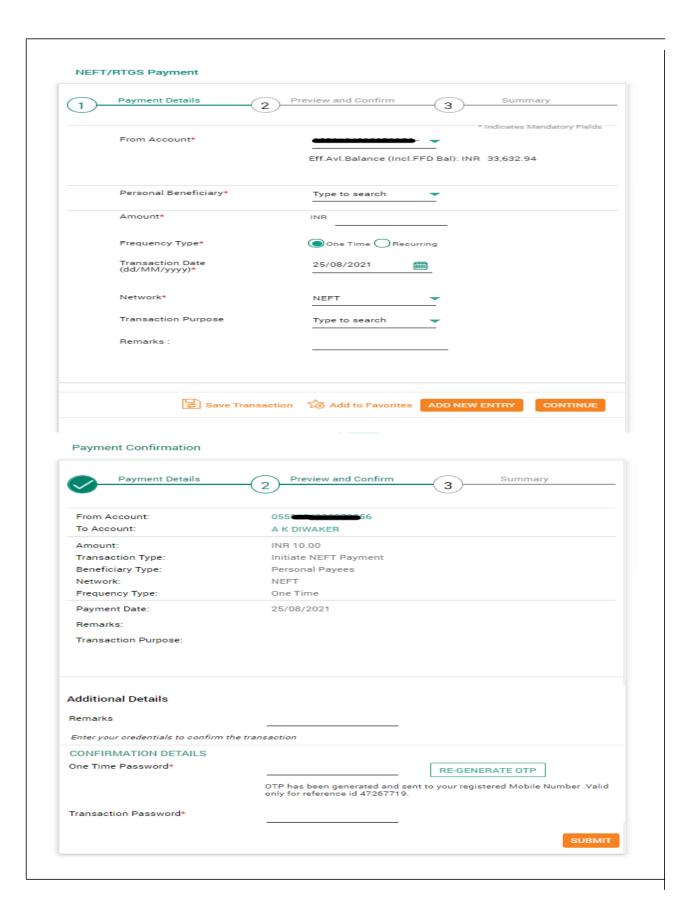
## 2. Fund Transfer

## 2.1 Make Payments

Menu > Fund Transfer > Make Payments









#### Fund Transfer to own accounts

- ➤ Click on 'Make Payments' → 'Own Accounts Transfer'.
- ➤ Select Account Numbers to be debited & credited from Dropdown.
- > Enter Amount.
- > Click on 'Continue'.
- ➤ Enter Transaction password and OTP & Click on 'Submit'.

#### Fund Transfer to other IDBI BANK A/c's

- ➤ Click on 'Make Payments' → 'Other IDBI BANK A/c'
- > Select Account Numbers to be debited & credited from Dropdown. (If account to be credited is not shown in drop-down, perform Add beneficiary.)
- > Enter Amount.
- > By default, Transaction Date will be current date. For scheduling transaction for future date, date may be selected from the calendar.
- ➤ Recurring Transactions- If a transaction has to be done repeatedly with the same amount & beneficiary, Frequency may be set to Daily/ Weekly/ Monthly/Quarterly/ Half-Yearly/ Yearly. Enter number of instalments.
- > Click on 'Continue'.
- ➤ Enter Transaction password and OTP & Click on 'Submit'.

## **NEFT** and RTGS Payment

- ➤ Click on "Make Payments" NEFT and RTGS Payment
- > Select Account Numbers to be debited & credited from Dropdown. (If account to be credited is not shown in drop-down, perform Add beneficiary.)
- > Enter Amount.
- ➤ By default, Transaction Date will be current date. For scheduling transaction for future date, date may be selected from the calendar.
- ➤ If a transaction has to be done repeatedly with the same amount & beneficiary, Frequency may be set to Daily/ Weekly/ Monthly/Quarterly/ Half-Yearly/ Yearly. Enter number of instalments.
- Select Network 'NEFT or RTGS'.
- Click on 'Continue'.
- Enter Transaction password and OTP & Click on 'Submit'.



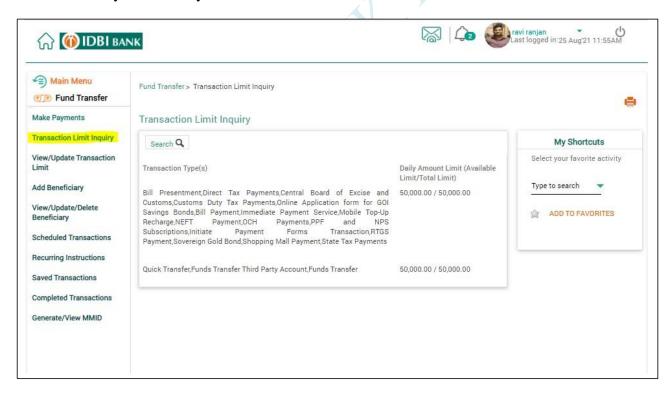
## **IMPS** Payment

- Click on "Make Payments" "IMPS Payment"
- ➤ Select Account Numbers to be debited & credited from Dropdown. (If account to be credited is not shown in drop-down, perform Add beneficiary.)
- > Enter Amount.
- > By default, Transaction Date will be current date.
- > Click on 'Continue'.
- ➤ Enter Transaction password and OTP & Click on 'Submit'.

## 2.2 Transaction Limits Inquiry

Menu > Fund Transfer > Transaction Limits Inquiry

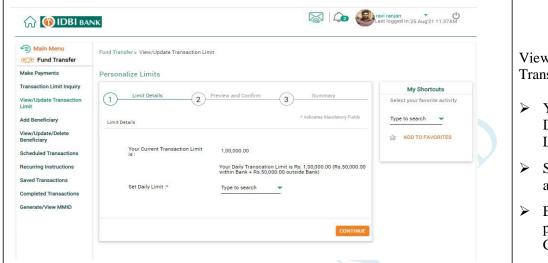
➤ Enable you to View your transaction Limit.





## 2.3 View/Update Transaction Limits

Menu > Fund Transfer > Transaction Limits Inquiry Enable you to change your transaction Limit.

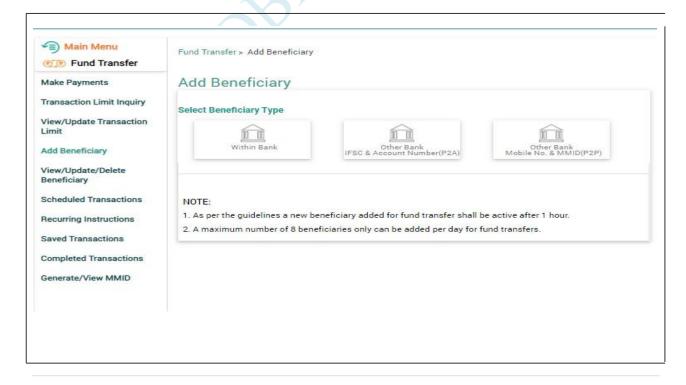


View/Update your Transaction Limits:

- You can set your Daily Transaction Limits.
- Select Daily Limit and 'Continue'.
- Enter Transaction password and OTP & Click on 'Confirm'.

## 2.4 Add Beneficiary

Menu > Fund Transfer > Manage Beneficiary





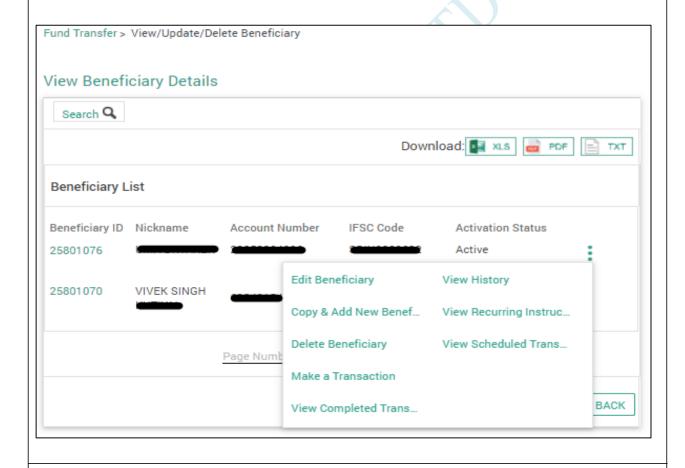
## Add Beneficiary

Click on 'Add beneficiary'.

- > Select 'With in BANK' to add other IDBI BANK account.
- > Select 'Other Bank-IFSC & Account Number (P2A)' for NEFT/RTGS/IMPS transaction.
- Select 'Other Bank-Mobile No. & MMID (P2P)' for IMPS transaction.

To View/Modify/Delete Beneficiary Details

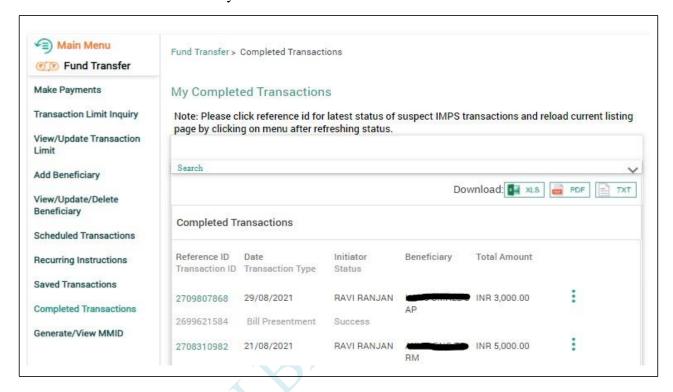
- Click on 'Registered Beneficiary'.
- > Select 'View/Modify Beneficiary Details/Limits' to modify the limit of exiting payee.





## 2.5 My Transaction

Menu > Fund Transfer > My Transaction



## Click here to view Transaction Status

- Recurring transactions.
- Schedule transactions.
- Completed transactions.
- > Saved transactions.

#### 2.6 Generate /View MMID





## 3. Bill Payments

## 3.1 Register Billers

Menu > Bill Payments > Register Billers



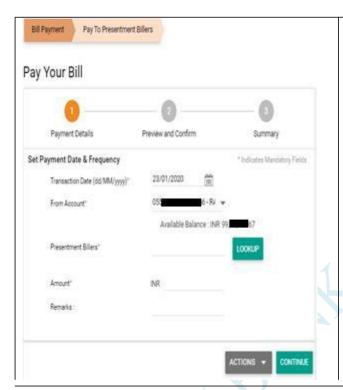
## 3.1.1 Register Biller

- Click on 'Register Biller' for Addition the register Biller (If user selects Auto pay request as yes then Bill will presented and auto paid)
- ➤ Click on 'View Registered Billers' Details for view details of registered Billers
- ➤ Click on 'View presented Bills' for View presented bills for payment
- Click on 'Pay to presented Bills' for pay to presented bills for payment
- ➤ Click on 'Adhoc Payments' for adhoc Bill Payments
- ➤ Click on 'Recharge' for Mobile Recharge
- ➤ Click on 'FASTag' for recharge the IDBI Fastag



## 3.2 Pay to Presentment Billers

Menu > Bill Payments > Pay to presentment Billers

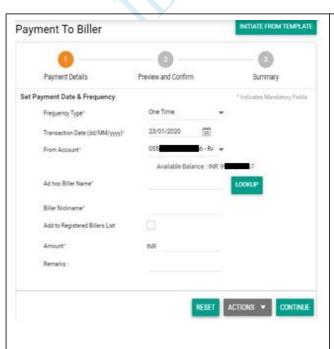


Pay Your Presented Bills:

- Select your account for make the payment.
- Select the presentment biller Through 'LOOK UP'
- Enter the Amount.
- Enter The Remarks.
- Enter Transaction password and OTP & Click on 'Confirm'.

## 3.3 Pay to Payment Billers

Menu > Bill Payments > Pay to payment Billers



Pay to Payment Bills:

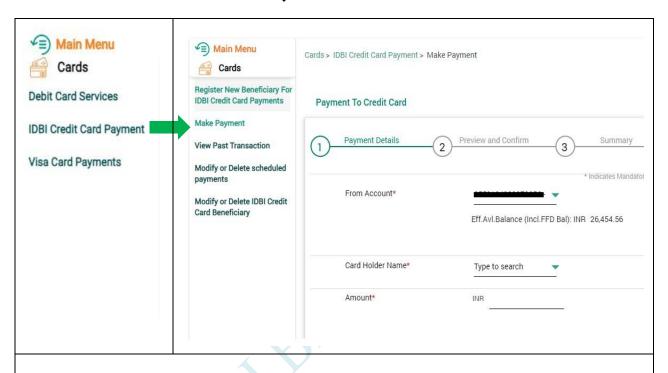
- Select your account for make the payment.
- Select the Adhoc Biller Name Through 'LOOK UP'
- > Enter the Amount.
- > Enter The Remarks.
- Enter Transaction password and OTP & Click on 'Confirm'.



## 4. Cards

## 4.1 IDBI Credit card Payments

Menu > Cards > IDBI Credit card Payments



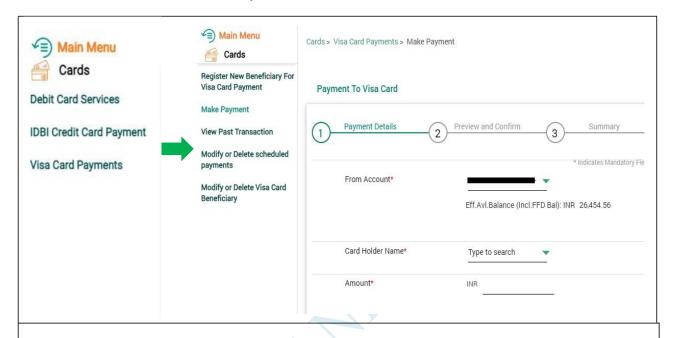
## IDBI credit Card Payments:

- Click for Register new beneficiary for IDBI credit card payments.
- > Select 'Make payment' for making the payment for registered IDBI bank Credit card.
- ➤ Enter OTP and Transaction password & Click on 'Confirm'.
- Select view past transaction.
- > Select for modify or delete the schedule payments.
- ➤ Select for modify or delete IDBI credit card Beneficiary.



## 4.2 Visa Card Payments

## Menu > Cards > Visa Card Payments



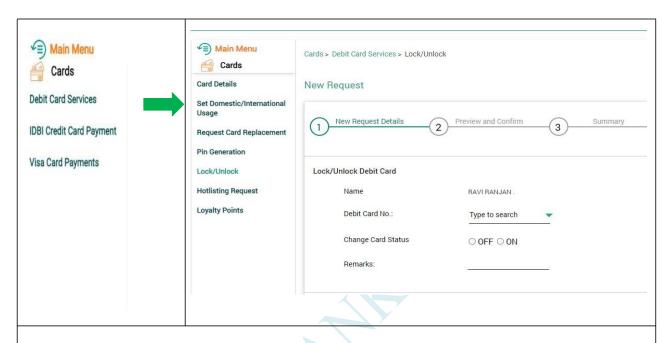
## **Visa Card Payments:**

- Click for Register new beneficiary for Visa card payments.
- > Select 'Make payment' for making the payment for registered Visa Credit card.
- Enter OTP and Transaction password & Click on 'Confirm'.
- Select view past transaction.
- Select for modify or delete the schedule payments.
- Select for modify or delete IDBI Visa card Beneficiary.



#### 4.3 Debit Card Services

## Menu > Cards > Debit card services



#### **Debit card Services:**

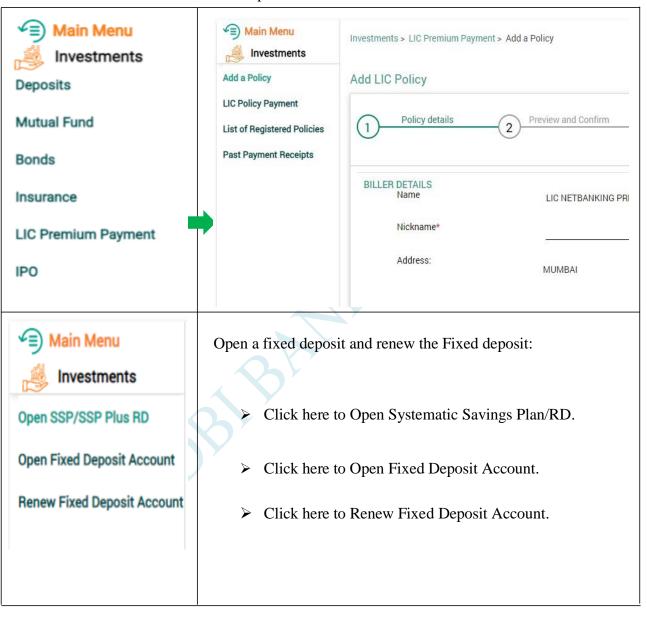
- ➤ Click on 'Card Details' to check the Debit Card details (ATM limit, POS Limit, Card Status, Expiry date etc.)
- > Select Set Domestic/International Usage for On/OFF the Usage of Debit card.
- Select Request card replacement for new card of Card Replacement.
- > Select Pin Generation for generate Green PIN.
- ➤ Select Hotlisting Request for hotlist the debit card.
- > Select for redeem Debit card Loyalty points earned by using debit Card.



## 5. Investments

## 5.1 Deposits

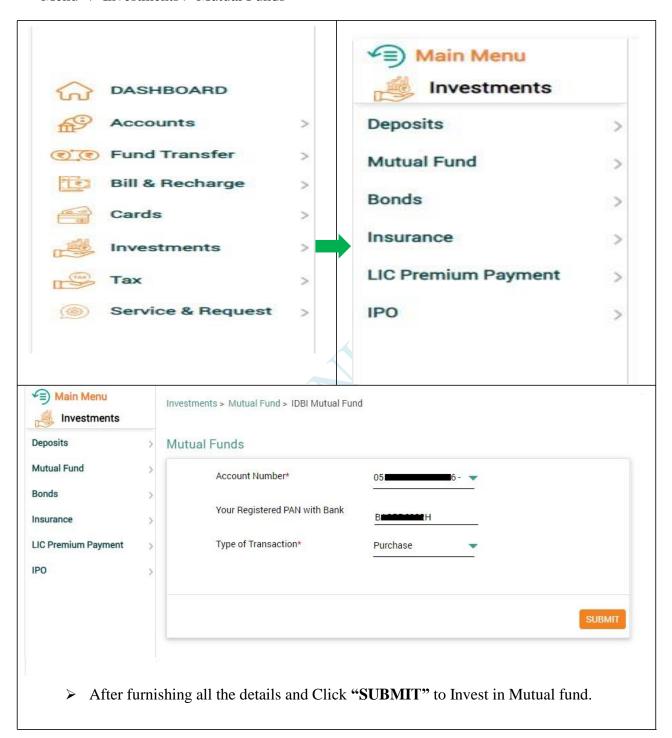
Menu > Investments > Deposits





## 5.2 Mutual Fund

#### Menu > Investments > Mutual Funds





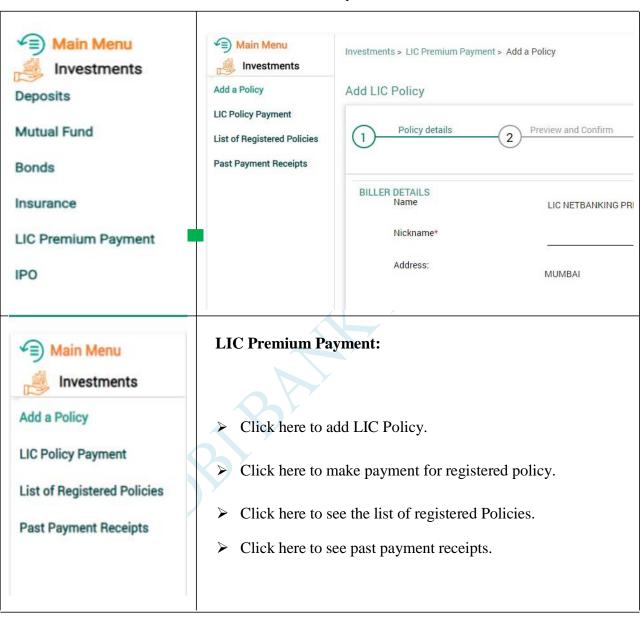
#### 5.4 Insurance

Menu > Investments > Insurance Main Menu Main Menu Investments > Insurance > Pradhan Mantri Sural Investments Investments Deposits Pradhan Mantri Suraksha Bima Yojana Mutual Fund Pradhan Mantri Suraksha Bima Pradhan Mantri Jeevan Jyoti Bima Yojana Bonds **Atal Pension Yojana** New Request Details Insurance LIC Premium Payment **IPO** Account\* Candar Main Menu Here you can invest in Govt. social security schemes: Investments Pradhan Mantri Suraksha Click here to invest in PMSBY. Bima Yojana Pradhan Mantri Jeevan Jyoti Click here to Invest in PMJJBY. Bima Yojana ➤ Click here to Enrol for Atal pension yojana. Atal Pension Yojana



## 5.5 LIC Premium Payment

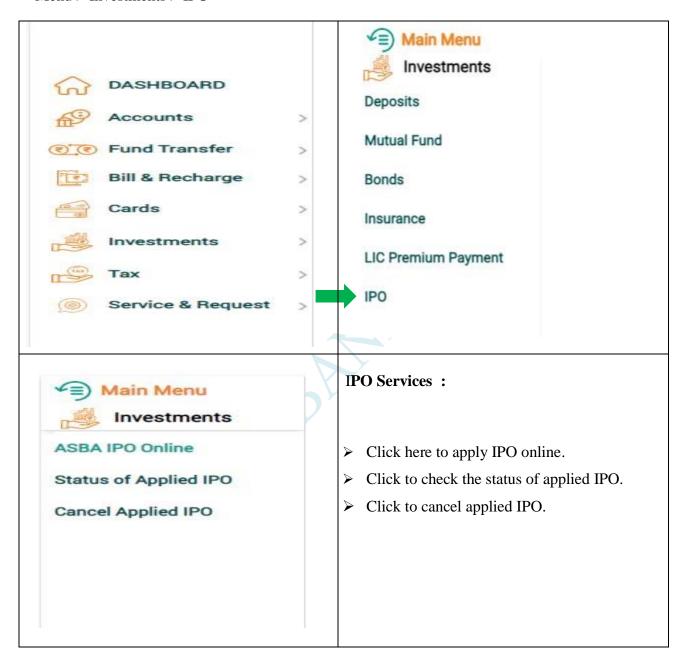
Menu > Investments > LIC Premium Payment





## 5.6 IPO

## Menu > Investments > IPO

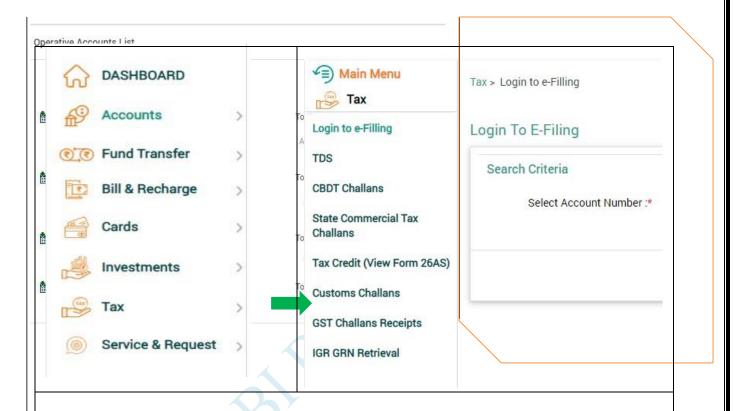




## 6. Tax

## Payment of Tax Challans and e filing

Menu > TAX



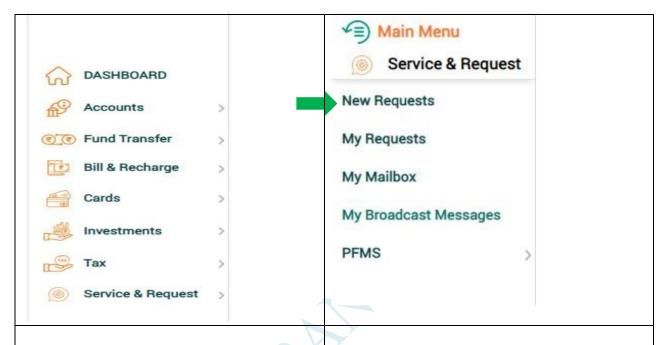
- Tax Credit (View Form 26 AS):-
- > Select the pan number from the pan number list and click on continue.
- > Check the confirmation details and click on View 26 AS (it will direct you to the NSDL website)
- Login to e-Filling: This link will take you to income tax website.
- CBDT/State Commercial Tax/Customs/GST- Click here to view or download challan receipt.



## 7. Service Request

## 7.1 New Request

Menu > Service Request > New Request > Accounts



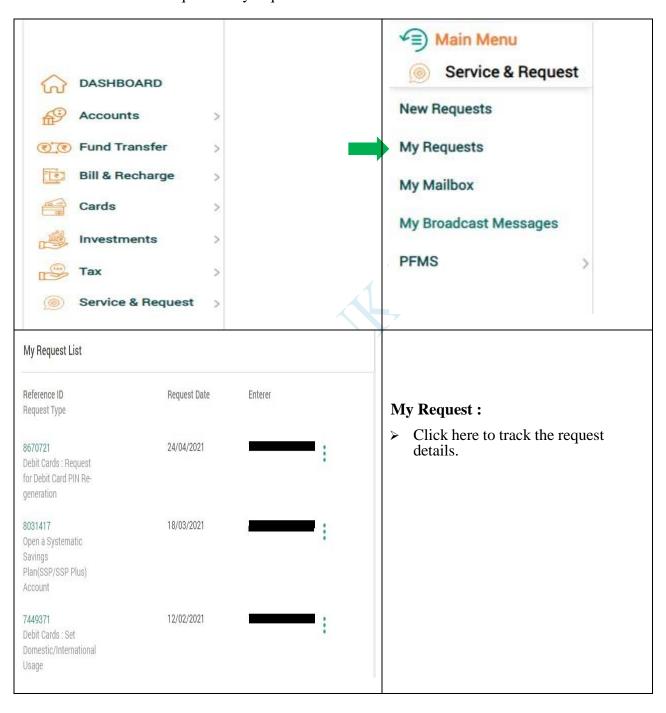
- > Aadhaar Linking Request
- > Open a Systematic Savings Plan(SSP/SSP Plus) Account
- > Open Fixed Deposit Account
- > Renew Fixed Deposit Account
- Form 15G/H
- > Operative Accounts : Request New Cheque Book
- > Operative Accounts : Stop Cheque
- > Positive Pay : Confirm Cheque Details
- > Register for mobile banking
- > Submit ReKYC
- > Atal Pension Yojna
- > Update Email ID

- Click here to submit Aadhar Linking request.
- Click here to submit Request for open FD/RD account and Renew FD account
- Click here to submit Request for Renew FD account.
- Click here to submit 15G/H form.
- > Click here to submit for a new chequebook.
- Click here to stop the issued cheque.
- Click here to provide the confirmation for Cheque issued by you
- Click here to register for Mobile Banking
- Click here to submit the Re KYC
- Click here to enrol yourself for APY
- Click here to update the Email ID



## 7.2 My Request

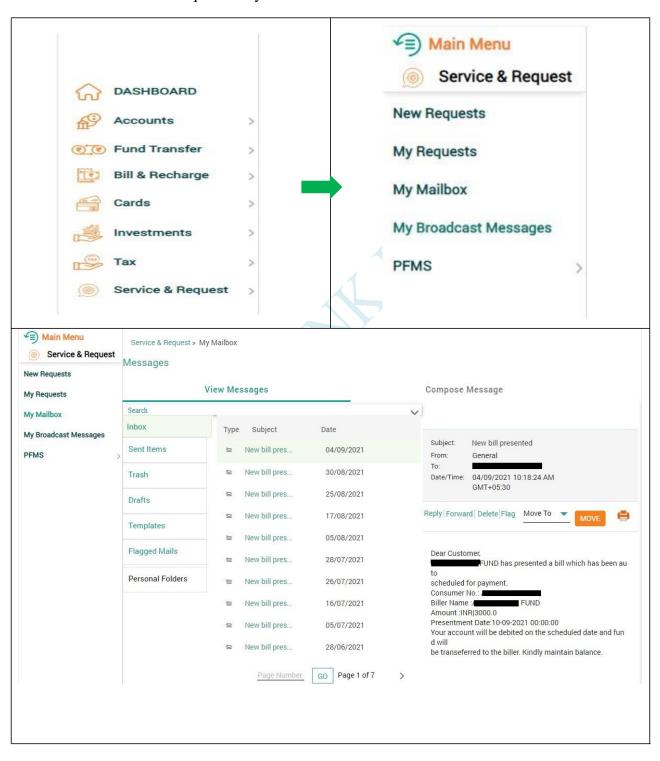
Menu > Service Request > My request





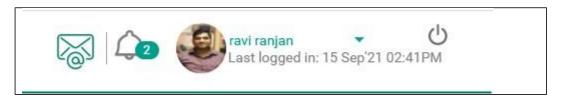
## 7.3 My Mail Box

Menu > Service Request > My Mail Box





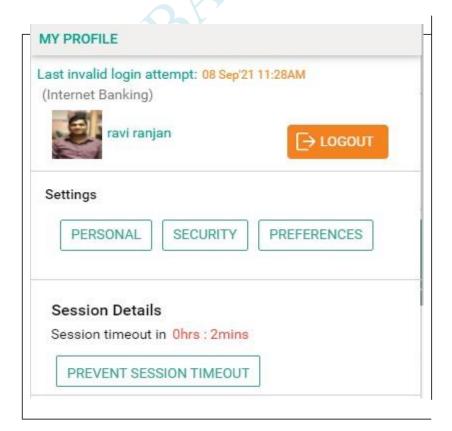
- 8. Special Icons
  - 8.1 Bell Icon
  - 8.2 Profile picture
  - 8.3 Mail box
  - 8.4 Logout button



## 9. My Profile –

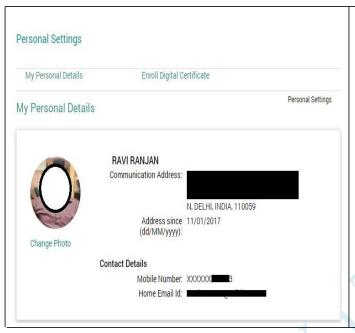


Click here to view the profile





## 9.1 Personal Settings



- Click on 'My Personal Details' to view your updated details in account.
- Click on 'Enroll Digital Certificate' to Enrol and get the digital certificate.

## 9.2 Security Settings

- Change Passwords
- Enter your old Login password.
- > Enter new password.
- Re-type new password.
- > Enter your old Transaction password.
- > Enter new password.
- Re-type new password.
- ➤ Enter OTP and Old Transaction password & Click on 'Submit'.

## **Update Channel Login ID**

- To update your Channel Login id, click on update Login id.
- Click on Update button.
- ➤ Enter new Login id and transaction password and OTP for the confirmation.



## Update image/phrase details

- Select image/enter phrase.
- ➤ Enter OTP sent on your registered mobile number and submit.

## **Soft Token Registration**

- To get the Activation Code, click on the Soft Token Registration to generate the Activation Code. The code is sent to registered mobile number.
- Enter the code on the Soft Token mobile application to get the application activated

## **Soft Token Activation Code Regeneration**

- ➤ Click on Soft Token Activation Code Regeneration
- > Code will be sent to your registered mobile number.

#### **Soft Token Deactivation**

Click on Deactivate to deactivate for the Soft Token.

#### 9. 3 Preferences

#### Set Preference

- Calendar Type
- Date Format: Choose the desired date format.
- > Amount format:
- Language: Select your default language.
- Account list screen view:
- Primary Account number: Select your primary account number.
- Nick name
- Enter OTP sent on your registered mobile number and transaction password and "Update".

User can also Update account preferences, Set favourite accounts and Manage account groups.



# Thank you