

# iBusiness Banking

## Digipass Quick Guide

**SECURITY**  
For iBusiness Banking (iBB) and Internet Banking security best practice, please refer to the iBusiness Banking User Guide.

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ALWAYS KEEP YOUR DIGIPASS IN A SAFE AND SECURE LOCATION AND NEVER DISCLOSE YOUR DIGIPASS PIN TO OTHERS


### CHANGING INITIAL PIN

(Using your Digipass for the first time)

Power on your Digipass using the 'ON' button. 


INITIAL PIN:

Enter your 4 digit initial PIN.  
(The initial PIN is in your Digipass letter.)

Press the enter button. 

NEW PIN:


Enter a new 4 digit PIN into your Digipass.

Press the enter button. 

CONFIRM PIN:


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Re-enter your 4 digit PIN to confirm.

Finally press the enter button to complete the process. 

### POWERING ON DIGIPASS

(After changing your INITIAL PIN)

You are required to enter 'YOUR PIN' every time you power on your Digipass. 


Enter your 4 digit PIN.

Press the enter button. 

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### CHANGING PIN

(We recommend you change your PIN every 30 days)

Power on your Digipass using the 'ON' button  (as per page 2).

Press the 'I' button once. 

Press the enter button. 

Enter your existing 4 digit PIN.


Press the enter button. 

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Enter your new 4 digit PIN.

Press the enter button. 


Re-enter your 4 digit PIN to confirm.


Finally press the enter button to complete the process. 

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### CREATING AN OTC

(One Time Code)

Power on your Digipass using the 'ON' button  (as per page 2).

Press the 'OTC' button once. 

The 6 digit 'OTC' code will be generated and displayed on your Digipass:

OTC= 123456

Enter the 6 digit OTC code into the field beside 'Please enter a One Time Code (OTC)' within iBB.

Click the 'CONFIRM' button within iBB to complete the process.

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## DIGIPASS MAP



- Power On / Off
- Enter
- One Time Code (OTC)
- Transaction Data Signature (TDS)
- Information (see page 11)
- Cancel / Clear

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## CREATING A TDS

(Transaction Data Signature)

Always refer to the beneficiary details on your source document e.g. supplier invoice, for TDS input data

For information on how to create **ALPHA** characters, please refer to page 12.

Power on your Digipass using the 'ON' button (as per page 2).

OTC or TDS

Press the 'TDS' button once.

TDS1=

Enter the first 6 characters of the NSC or Bank Code or Swift Addr.

AIB123

Press the enter button.

TDS2=

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Enter the first 6 characters of the Account Number or IBAN.

123456

Press the enter button.

TDS3=

No further data entry required.

Press the enter button.

The 8 digit 'TDS' code will be generated and displayed on your Digipass.

TDS= 12345678

Enter the 8 digit 'TDS' code into the field beside 'Please enter the Transaction Data Signature (TDS)' within iBB.

Click the 'CONFIRM' button within iBB to complete the process.

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## UNLOCK DIGIPASS

(After 4 consecutive incorrect PIN entries)

Local Administrators please refer to the iBusiness Banking User Guide

Power on your Digipass using the 'ON' button (as per page 2).

A 7 digit 'Unlock Code' will be displayed on the Digipass.

LKD= 1234567

Click on the 'UNLOCK DIGIPASS' button on the iBB Logon page and complete the Unlock Digipass screen.

Contact your Local Administrator to receive your 8 digit 'Unlock Response Code'.

Enter the 8 digit 'Unlock Response Code' into your Digipass:

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Press enter to complete the process.

If successful 'OK' will be displayed.

OK

NEW PIN:

Enter a new 4 digit PIN into your Digipass.

\*\*\*\*

Press the enter button.

CONFIRM PIN:

Re-enter your 4 digit PIN to confirm.

\*\*\*\*

Finally press enter to complete the process.

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## ORDER DIGIPASS

If you require a replacement Digipass, please refer to the relevant section of the User Guide.

## OTHER FUNCTIONS

Power on your Digipass using the 'ON' button (as per page 2).

OTC or TDS

Press the 'I' button to scroll through the menu options.

- 1st : CHANGE PIN?
- 2nd : TEST BATT? (Test Battery)
- 3rd : SHOW SN? (Show Serial Number)
- 4th : SHOW TIME?

Press the enter button to view the selected menu option.

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## ALPHA CHARACTERS

To enter an alpha character, press the relevant number key repeatedly until the desired character appears. Example: To enter the alpha character F, press '3' on your Digipass four times.

## NOTICE

While the information in this quick guide is believed to be accurate, the Bank will not be bound by any condition, warranty, representation or guarantee of any kind of the material in this quick guide, including, but not limited to any condition as to merchantability or fitness for any particular purpose or for any errors or omissions. In case of doubt, please refer to the User Guide.

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