

Table of Contents

1. Log	iging In for the First Time:	. 2
a.	Security Measures and Features:	. 2
b.	Menu Access:	
C.	Accounts and Transactions:	. 3
2. Acc		
a.	Account - > Information:	. 4
b.	Account - > Details:	
C.	Account - > Mini Statement:	. 6
d.	Account - > Full Statement:	.7
3. Fun	d Transfer:	. 8
a.	Fund Transfer - > Self / Link Transfer:	. 9
b.	Fund Transfer - > Third Party Transfer:	10
4. Rec	quest:	
a.	Request - > Cheque Book Request:	11
b.	Request - > Stop Payment:	12
5. Utili	ty Payment:	
a.	Utility Payment - > NTC Prepaid:	
b.	Utility Payment - > NTC Postpaid:	14
C.	Utility Payment - > NTC Land Line:	15
d.	Utility Payment - > Credit Card Payment:	16
e.	Utility Payment - > eSewa A/c:	17
f. U	tility Payment - > Others:	18
6. Mes	ssage:	
a.	Message - > Inbox:	19
b.	Message - > Compose:	20
C.	Message - > Sent:	21
7. Set	ting:	22
a.	Setting - > Change Login Password:	22
b.	Setting - > Change Transaction Password:	23
C.	Setting - > Link Transfer Setting:	24
8. Hist	tory - > Global Online History:	25



1. Logging In for the First Time:

(This is only applicable for a new user who receives Global Online username/password via email/SMS and then logs into Global Online for the first time. Users who are already using Global Online do not need to read this section "**Logging in for the first Time**").



- Go to Global Online login page.
- Type User ID and Login Password and click Login.
- When the user has logged into Global Online for the first time, the user will be required to accept Terms and Conditions. Click Accept to accept Terms and Conditions.
- The user will be required to verify his/her mobile number registered with Global Online.
- The user will then be required to change login password.
- After login password is successfully changed, the user will be logged out.
- Now, the user can login to Global Online and begin using available services.

a. Security Measures and Features:

The following security measures are used by Global Online.

- HTTPS protocol and VeriSign certificate: Global Online uses HTTPS which is a secured HTTP protocol for online data transmission. In addition, Global Online uses VeriSign® certificate which encrypts the data transmitted during online activity. (VeriSign is a registered trademark of Symantec Inc., USA)
- **Disabling concurrent login:** When a user is logged in, the same user cannot log in from another browser or from another computer using the same set of username and login password.
- User account blocked after three consecutive failed login attempts: In order to prevent unauthorized access to Global Online, a user account will be blocked after three consecutive failed login attempts. The Global Online user must contact Global Online administrator to unblock his/her user account.
- Inactive session timed out: Inactive sessions of 3 to 5 minutes are timed out.
- Different passwords for login and transactions: Global Online has two passwords for a user account. The login password is required to login to Global Online. The One Time Password (OTP) or transaction password is required to do transactions. By default, for all Global Online users, transactions must be



done through OTP option. However, if the user decides to use transaction password instead of OTP, the user must contact Global Online administrator and request the option of transaction password be enabled for transactions.

- One Time Password (OTP) as an additional security feature: For each transaction initiated by a user, a unique system generated One Time Password (OTP) is sent via SMS to the user's mobile phone number which is registered with Global Online. Then the user must use this OTP to proceed with the transaction. For another transaction, the user receives another system generated OTP and so on. In addition, as an added security feature, if the OTP is not used within few minutes then it will expire.
- **Periodic login password change requirements:** Global Online requires periodic password changes to add more security to online banking. The login password expires once every three months. However, the transaction password never expires.

b. Menu Access:

These are the menus available to a normal internet banking user. The menus visible to the user will be based on what menu items were selected when the user filled out the Global Online application form.

Account Fund Transfer Request Utility Payment Message Setting History

c. Accounts and Transactions:

In Global IME Bank, one customer can have multiple accounts. For example, a customer has one savings account and one loan account. All accounts that a customer has can be displayed in Global Online. However, transactions are limited to Operative Account(s). An **Operative Account** in Global Online is a saving or current account opened in local currency, which is in Nepalese Rupees.



2. Account:

In this section the user can see information of his/her accounts and also account details.

For example, if a Global IME Bank customer holds one or more accounts, a single Global Online user account can access all these accounts.

a. Account - > Information:

The user can see a snapshot of all accounts that the customer has. Here,

S. No:	If there is only one account for this customer, then S. No. is 1. If the customer has multiple accounts, these accounts will be listed in the order 2, 3, 4, and so on.
Account Number:	The actual account number.
Account Type:	The type of account.
Branch:	The Global IME Bank branch where the account was opened at.
Currency:	The currency in which the account was opened at.
Available Balance	: The actual available balance of the account.
MiniStatement:	A link called Show MiniStatement when clicked displays a mini

MiniStatement: A link called **Show MiniStatement** when clicked displays a mini statement of the specified account.

ails 🔰 🕂 Mini Statement	+ Full Statement	-64		61		
nation						
пастоп						
	nation	nation	nation	nation	nation	nation



b. Account - > Details:

In this section, the user can select his/her accounts from the list and get information each such account.

Here,

Account Number:	The account number.
Account Type:	The type of account.
Scheme Name:	The name of the scheme under which the account was opened.
Account Open Date:	The date in which the account was opened.
Interest Rate:	The interest to be given if the account is a deposit account or
	the interest charged if the account is a loan account.
Accured Interest:	The interest payable to / receivable from this account
	depending on the type of account.
Account Status:	The status of account whether it is active, dormant, etc.
Account Balance:	The actual account balance.

	FUND TRANSFER	REQUEST	UTILITY PAYMENT	MESSAGE	SETTING	HISTORY		
+ Information	+ Details 🛛 🔸	Mini Statement	+ Full Statement	di A		W	di.	
Account »	> Account Detai	ils						
Account >		ils 💌	Account Name :					
			Account Name :					



c. Account - > Mini Statement:

The user must select an account from the list and the last ten transactions for this selected account will be displayed. However, this feature is available for deposit account(s) only.

ails 🛛 + Mini Statement					
	→ Full Statement				
ini Statment					#
	v				
scription			Withdraw	Deposit	Available Balance
	:	:	:	:	

Here,

Transaction Date:The date of the given transaction.Description:The transaction description.Withdraw:The amount withdrawn from the account for this transaction.Deposit:The amount deposited from the account for this transaction.Available Balance:The balance of this account after the transaction has committed.



d. Account - > Full Statement:

The user can see a report of account statement for a particular account by selecting from and to dates.

Global reniaen MISUPIS ar f	IME Ba	nk					Global Online
ACCOUNT FUND T	RANSFER RE	QUEST UT	ILITY PAYMENT	MESSAGE	SETTING	HISTORY	
		ment + Full S	tatement				
Select Accour		ımber	•				
From Dat To Dat	ae: 21/09/2012 ae: 21/09/2012						
	View]					

Here,

Select Account:Select an account from the list.From Date:Select the date from which the account statement is to be seen.To Date:Select the date till which the account statement is to he seen.View:Click on View to see the account statement.

Note:

In From Date and To Date, the user can click the calendar icons he user can select a date from the calendar and it will be displayed on From Date or To Date.



3. Fund Transfer:

This menu allows the user to do fund transfer to other Global IME Banks deposit accounts. There are two menus here: **Self/Link Transfer** and **Third Party Transfer**.

In this page, the user can also see the transaction amount limit set by Global Online administrator and also view the number of transactions and amount transferred today.

Global IME Bank					Global Online
ACCOUNT FUND TRANSFER REQUEST + Self/Link Transfer + Third Party Transfer Fund Transfer >> Self Link Fund Transfer	UTILITY PAYMENT	MESSAGE	SETTING	HISTORY	-
Transferable Amount Limit (PerDay) No. of Transaction (PerDay) Transaction Amount(PerTransaction)	: Rs. 100,000.00 : 10 : 35000.0			al Amount Tran Transaction Pe	 Rs. 0.00 O

Here,

Transferable Amount Limit (PerDay):	The total amount limit that can be
	transferred in a day.
No. of Transaction (PerDay):	The total number of transactions that
	can be done in a day.
Transaction Amount (Per Transaction):	The maximum amount that can be
	transferred in a transaction.

In addition, the user can see the following that exhibit how many transactions were done today and how much amount was transferred today.

Total Amount Transferred:	The	total	amou	nt (in	all	transaction	s done
No. of Transaction Performed:	The		er of			erred today. Is that hav	e been

Note:

Fund transfer is not possible between the same accounts. Also, fund transfer can be done to a saving or current account only, which is in local currency.



a. Fund Transfer - > Self / Link Transfer:

This is a menu where the user can transfer funds from one account to another account. In order to user this menu, the user must have created a list of accounts where the funds are to be transferred to. The accounts in this list are called linked accounts.

The user must use **Setting - > Link Transfer Setting** to create at least one linked account before using this **Self Link Fund Transfer** menu.

ACCOUNT FUND TRANSFER REQUEST UTILITY PAYMENT MESSA	GE SETTING HISTORY
+ Self/Link Transfer + Third Party Transfer	
$\operatorname{Fund}\operatorname{Transfer}$ » Self Link Fund Transfer	
Transferable Amount Limit (PerDay): Rs. 100,000.00No. of Transaction (PerDay): 10Transaction Amount(PerTransaction): 35000.0	Total Amount Transferred : Rs. 0.00 No. Of Transaction Performed : 0
Transfer From : Select Account Transfer To : Account Number	
Please use Setting -> Link Account Setting to create L Transferable Amount :	inked Accounts.
Remark : (25 char max.)	
Transfer * Click Transfer to receive your OTP for transaction.	
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Here,

Transfer From:	Select the account from which fund is to be transferred.
Transfer To:	Select the account to which fund is to be transferred.
Transferable Amount:	Enter amount to be transferred.
Remarks:	Enter transaction remarks which should be of 25 characters
	maximum.



b. Fund Transfer - > Third Party Transfer:

Unlike Self Link Transfer, this menu can be used to transfer fund to an account that does not exist in Linked Account list. In this menu, the user can transfer fund to any saving or current account. Like Self Link Fund Transfer, the user cannot transfer funds from the same account to the same account.

ACCOUNT FUND TRANSFER	REQUEST UTILITY PAYMENT	MESSAGE	SETTING	HISTORY
+ Self/Link Transfer + Third Part	y Transfer			
Fund Transfer » Thi	rd Party Fund Transfer			
Transferable Amount Lir No. of Transacti Transaction Amount(Per	on (PerDay) : 10			tal Amount Transferred : Rs. 0.00 f Transaction Performed : 0
Transfer From : Selec Transfer To : Transferable Amount : Remark :	t Account			
(25 char max.)	isfer Transfer to receive your OTP for transact	ion.		

Here,

Transfer From:	Select the account from where the fund is to be transferred.
Transfer To:	Enter the account number to which the fund is to be transferred.
Transferable Amount:	Enter the amount to be transferred.
Remarks:	Enter the transaction remarks which should be 25 characters or less.



4. Request:

In this menu, the user can make two types of requests.

a. Request - > Cheque Book Request:

The user can request cheque book for a selected account.

Global IME Bank	Global Online
ACCOUNT FUND TRANSFER REQUEST UTILITY PAYMENT MESSAGE SETTING HISTO	RY
Request » Cheque Book Request	
Account : Account Number	
Request	
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Here,

Account:Select the account number for which the cheque book is to
be requested for.Cheque Book Leaf Qty:Select the appropriate quantity from this list.

Click on **Request** to confirm request for cheque book.



b. Request - > Stop Payment:

The user can also request to stop payment for a certain cheque.

Note:

The bank charges certain fees for each stop payment request. Appropriate charge is displayed in the Stop Payment page.

Global IN	E Bank	Internet Banking
ACCOUNT FUND TRANSF	R REQUEST UTILITY PAYMENT MESSAGE SETTING HISTORY	
→ Cheque Book Request 4 S	top Payment	
Request » Cheque Bo	ok Stop Account Number	
Cheque No. :		
No. of Leaves : 1		
Reason :	COURT ORDER	
N	ote : Stop Payment fee of <u>Rs. 250</u> will be charged for each stop payment request.	
C	Cheque Stop	
Copyright © Global IME Bank -Ibanki	ng 2009-2011. All right Reserved.	Terms and Conditions

Here,

Account Number:	Select the account whose cheque payment is to be stopped.
Cheque No:	Enter the actual cheque number whose payment is to be stopped.
No. of Leaves:	Enter the number of leaves for this cheque.
Reason:	Select the appropriate reason from the list why the cheque payment is to be stopped.

Click on **Cheque Stop** the stop payment for the specified cheque.



5. Utility Payment:

This menu allows users to pay their bills to NTC. In addition, this menu allows payment to online payment service e-Sewa and payment to a Global IME Bank credit card.

a. Utility Payment - > NTC Prepaid:

This menu is used to pay for NTC prepaid mobile. Upon successful payment, the user will see a pin number that can be used to recharge an NTC GSMA or CDMA mobile phone.

Global I ग्लोबल आइएमई बैंक लि =	ME Bank	Global Online
ACCOUNT FUND TRAF	NSFER REQUEST UTILITY PAYMENT MESSAGE SETTING HISTORY	
+ NTC Prepaid + NTC P	Postpaid → NTC Land Line → Credit Card Payment → eSewa A/c → Others	
Utility Paymen	nt » NTC Prepaid Mobile	
Account Number :	Account Number	
Account Number : Select Service :		
	Select Card Type	
Select Service :	Select Card Type	
Select Service :	Select Amount	

Here,
Account Number: Select the account number from where the fund is to be deducted for this transaction.
Select Service: Select either CDMA or GSM service from the list.
Amount: Select an amount from the list. When the transaction is successful, the user will receive an NTC prepaid mobile pin for this amount.

Click on **Submit** to receive the One Time Password (OTP) for this transaction. When you receive OTP in your mobile phone via SMS, then please proceed with the transaction. (**Note:** <u>Standard fee will be charged for this transaction</u>).



b. Utility Payment - > NTC Postpaid:

In this menu, the user can pay bills to NTC post paid mobile.

Global IME Bank	Global Online
ACCOUNT FUND TRANSFER REQUEST UTILITY PAYMENT MESSAGE SETTING HISTORY	
TC Prepaid TC Postpaid TC Land Line Credit Card Payment Sewa A/c Others	
Utility Payment » NTC Postpaid Mobile	
Account Number Account Number	
Mobile Number :	
Submit * Click Submit to receive your OTP for transaction.	

Here,

Account Number: Select the account from where the amount is to be deducted for this transaction.Mobile Number: Enter the mobile number whose bill is to be paid. This must be a valid NTC postpaid mobile number.

Amount: Enter the amount which is to be paid.



c. Utility Payment - > NTC Land Line:

User can also make payment to NTC land line phone.

Global IME Bank	Global Online
ACCOUNT FUND TRANSFER REQUEST UTILITY PAYMENT MESSAGE SETTING HISTORY + NTC Prepaid + NTC Postpaid + NTC Land Line + Credit Card Payment + eSewa A/c + Others Utility Payment » NTC Land Line + Credit Card Payment + eSewa A/c + Others	
Account Number : Account Number Telephone Number :	
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Account Number: Select the account number from which the fund is to be deducted from.

l elephone Number:	Enter the NTC land line telephone number whose bill is to be paid.
Amount:	Enter the amount which is to be paid.
Alert to Mobile No.:	Enter the NTC mobile number that should receive alert for
	this transaction.



d. Utility Payment - > Credit Card Payment:

Using this menu, the user can also make payment to a Global IME Bank credit card.

G GI	obal IME आइएमई बैक लि	Bank					Global Online
ACCOUNT	FUND TRANSFER	REQUEST	UTILITY PAYMENT	MESSAGE	SETTING	HISTORY	
		→ NTC Land Line	+ Credit Card Paymen	t → eSewa	A/c → Others		
Accou	Payment » c nt Number : Accou rd Number : Accou	redit Card unt Number	×				
	Sub * Click S		your OTP for transaction.				

Here,

Account Number:	Select the account from where the credit card payment is to be made.
CreditCard Number:	Enter the credit card number for which the payment is to be made.
Amount:	Enter the amount which is to be paid to the specified credit card.



e. Utility Payment - > eSewa A/c:

The user can also recharge an eSewa account.

Global ग्लोबल आइएमई बैंक लि	IME Bank					Global Onlin
ACCOUNT FUND TR	ANSFER REQUEST	UTILITY PAYMENT	MESSAGE	SETTING	HISTORY	
→ NTC Prepaid → NTC	Postpaid → NTC Land Line	→ Credit Card Payment	+ eSewa A/c	→ Others		
Account Number eSewa Ic	i:	×				
Amount						
	*Amount should be less	than NPR. 20,000/-				

Here,

Account Number:	Select the account from where eSewa account is to be recharged.
eSewa Id:	Enter a valid eSewa Id.
Amount:	Enter the amount to be recharged to eSewa.



f. Utility Payment - > Others:

The user can also select other third party payment services.

जिल्ल स्तोबल र	obal IME] आउएमर्ड बैक लि.	Bank					Global Online
ACCOUNT	FUND TRANSFER	REQUEST		MESSAGE	SETTING	HISTORY	
					+ Others		
		hers nt Number Service	v				
(2	Amount : Remarks : 25 char max.)		(you may chan	ge this remark)			
	Subr * Click Su		our OTP for transaction.				

Here,

Account Number:	Select the account from where fund is to be deducted.
Service:	Select the required service.
Amount:	Enter the amount to be used for this service
Remarks:	Enter the transaction remarks.

Click on **Submit** to receive the One Time Password (OTP) for the transaction. Once the OTP is received in your mobile phone, enter it to proceed with transaction.



6. Message:

Under this menu, the user can send/receive messages to/from Global Online administrator.

a. Message - > Inbox:

In **Inbox** menu, the user can see a list of message sent to him/her by Global Online administrator.

Message » Inbox		
Date 🗸	Subject	Delete
2010-09-29 11:47:15.718		Delete
2010-09-29 11:35:27.265		Delete
2010-09-29 09:24:07.187		Delete
2010-09-28 12:00:01.0		Delete
2010-09-28 11:59:09.781		Delete
2010-09-21 11:16:27.087		Delete

If the user has received messages from Global Online Administrator, such messages can be viewed here. The user can click on "**Delete**" link next to a message to remove this message from inbox.



b. Message - > Compose:

In **Compose** menu, the user can compose and send messages to the Global Online administrator.

ACCOUNT FUND TRANSFE	R REQUEST UTILITY PAYMENT MESSAGE SETTING HISTORY
+ Inbox + Compose +	Sent
Messages » Compose	
То :	Bank Admin
Subject :	
Message :	B / U 🐰 🗟 🖏
	田 扫 薛 律 🤊 🕑 👓 💑 🕹 💆 🏈 📾 🚥
	Send

Here,

To:	The recipient of this message will always be Bank Admin, which is the
	Global Online administrator.

Subject: Please type the subject of the message.

Message: In the message box, please type the message.

Then click on **Send** to send the message.



c. Message - > Sent:

In Sent menu, the user can see a list of messages sent to Global Online administrator.

Messages » sent		
wicessages // sent		
Date 🗢	Subject	Delete
2010-09-29 09:25:09.031		Delete
2010-09-28 09:21:10.562		Delete
2010-09-21 11:17:07.102		Delete
2010-09-21 10:52:10.68		Delete
2010-09-21 10:51:57.243		Delete

If the user has sent messages to Global Online Administrator, such messages can be viewed here. The user can click on "**Delete**" link next to a message to remove this message from the list of sent messages.



7. Setting:

There are three items in this menu. The first one is for changing login password. The second one is for changing transaction password. The third one is for setting up linked accounts for fund transfer.

a. Setting - > Change Login Password:

ACCOUNT	FUND TRANSFER	REQUEST	UTILITY PAYMENT	MESSAGE	SETTING	HISTORY		
+ Change Log	in Password + Cl	hange Transaction P	assword 🛛 → Link Transf	er Setting				
Setting	» Change Login Pas	sword						
Password Reg								
 Password len Password mu Password ma 	ngth must be 7 to 25 ust be alphanumeric. ay contain some specia	characters. al characters like @	Þ, _ etc.					
Old	Password :							
New	Password :							
Confirm	Password :							
	Cha	inge						

To change either login or transaction password, click Change Login Password or click Change Transaction Password.

Here,	
Old Password:	Type the current login password.
New Password:	Type the new login password.
Confirm Password:	Type the new login password again to confirm.

Then click on **Change** to change the login password.



b. Setting - > Change Transaction Password:

Global II ग्लोबल आइएमई बैंक लि. 🚍	AE Bank				Glo	bal Online
CCOUNT FUND TRANS	FER REQUEST	UTILITY PAYMENT	MESSAGE	ETTING		
→ Change Login Password	+ Change Transaction P	assword + Link Transfe				
etting » Change Ti	ansaction Password					
	ansaction Password					
etting » Change Th assword Requirement: Password length must be a Password must be alphanu Password may contain som	to 25 characters. Teric.	Þ, _ etc.				
assword Requirement: Password length must be 7 Password must be alphanu	to 25 characters. Teric.	P, _ etc.				
assword Requirement: Password length must be 7 Password must be alphanu Password may contain som	to 25 characters. Teric.	₽, _etc.				
Assword Requirement: Password length must be a Password must be alphanu Password may contain som Old Password :	to 25 characters. Teric.	p,_etc.				

Here,	
Old Password:	Type the current transaction password.
New Password:	Type the new transaction password.
Confirm Password:	Type the new transaction password again to confirm.

Then click on **Change** to change the transaction password.



c. Setting - > Link Transfer Setting:

In this menu, the user can add accounts to a list called Linked Accounts. By creating linked account or accounts here, the user does not have to type the account number every time the user does fund transfer through **Fund Transfer -> Self/Link Transfer**.

Global IME Bank	Global Online
ACCOUNT FUND TRANSFER REQUEST UTILITY PAYMENT MESSAGE SETTING HISTORY + Change Login Password + Change Transaction Password + Link Transfer Setting	
Setting » Linked Account Setting	
Account Number :	

Here,

Account Number:The account number that is to be added to the list.Account Holder Name:The account holder's name.

Click on Add to add this account information to the list.

If the user has already added account numbers to the list, such information will be displayed under **Account Information** list. The user can click on **Delete** link to remove an existing account number from the list.



8. History - > Global Online History:

This menu keeps track of the user's recent activities. The activities are sorted in the order newest on top.

ACCOUNT FUND TRA	ISFER REQUEST UTILITY PAYMENT MESSAGE SETTING HISTORY	
+ Global Online History		
Setting » History		÷
Date	Activity	Delete
Sep 21, 2012 11:30:26 AM	Lagged In Successfully	Delete
Sep 21, 2012 11:30:26 AM	Logged In Successfully	Delete
Sep 21, 2012 11:05:28 AM	Logged In Successfully	Delete
Sep 21, 2012 11:05:28 AM	Logged In Successfully	Delete
Sep 21, 2012 10:33:17 AM	LoggedOut Successfully	Delete
Sep 21, 2012 10:07:05 AM	Logged In Successfully	Delete
Sep 21, 2012 10:07:05 AM	Logged In Successfully	Delete
Sep 21, 2012 10:05:49 AM	LoggedOut Successfully	Delete
Sep 21, 2012 10:02:02 AM	Logged In Successfully	Delete
Sep 21, 2012 10:02:01 AM	Logged In Successfully	Delete

Here, Date: Activit

The exact date and time of a certain online activity.

Activity: Description of the activity.

Delete: By clicking on **Delete** link, the specified online activity can be removed from Global Online history.