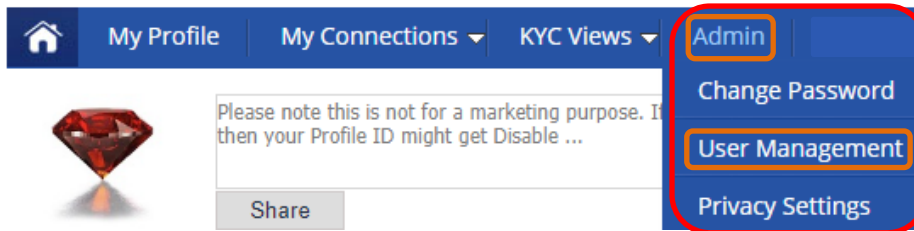


## How to add / create a sub account for your MyKYCBank profile

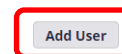
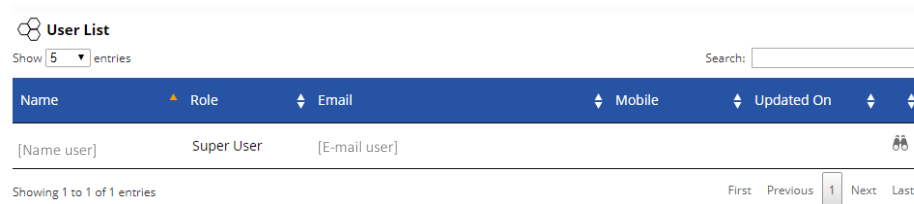
- Go to [www.mykycbank.com](http://www.mykycbank.com) & click on Login
- Fill in your Profile ID, Username, Password & click Enter to log in

*Tip: Profile ID always starts with INXXXXX OR BEXXXXX or AEXXXXX (depending on whether the user is from India, Belgium or UAE), Default Username is always "Super".*

- Once logged in, go to the "Admin" section & click on User management (see below)



- Click on the "Add User" button at the right bottom side

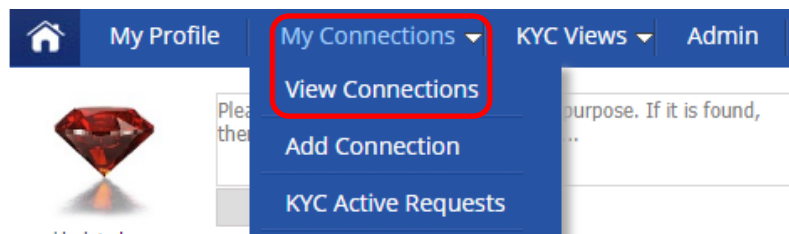


- Add user details such as Name, Login Name (should be as per new user's first name) Password, Role, Phone number and Email.
  - *New user must be available at the time of creation the account so that the OTP sent to their mobile number can be provided for activation*

- See overview of risks & responsibilities of the different types of profiles on MyKYCBank in matrix below to see which role is most appropriate for the new user
- Once the details are updated, the new User sub-account will be created by the system

**Use of sub account by new user**

- The new user should change their password immediately upon first login
- To see all your connected parties, click on My Connections -> View connections



- Start sending Connections OR click on “PDF” icon to get the KYC documents with supporting documents (see pic below)

Connections	City	Type	Verified On				
0-10	Mumbal		21-Apr-2019	kyc			
25-50	Surat		27-Feb-2019	kyc			

Previous 1 Next

Since you have already connected to your counterparties, now you just need to ask them to accept your request to get access to the “Full KYC documentation”, in order to obtain their KYC documentation in a secured (password protected and watermarked) Pdf document

<b>Roles and Rights Matrix for Users</b>					
<b>Sections</b>	<b>Actions</b>	<b>User Type &amp; Access</b>			
		<b>Super</b>	<b>Sales</b>	<b>Admin</b>	<b>Temp</b>
Home	View Invitations Received / Invitation Sent	Y	Y	Y	N
	Accept/Reject/Cancel Invitations	Y	N	Y	N
	Browse Connections	Y	Y	Y	N
	Add Connection	Y	N	Y	N
Profile Information (all sub-sections e.g. Basic, Legal, Ownership etc.)	Add/Edit Profile Information	Y	N	N	Y
	View Own Profile Information	Y	Y	Y	Y
	Print My Profile	Y	N	N	Y
My Connections	Search & Send Invitations i.e. Add Connection	Y	N	Y	N
	Receive & Accept/Reject/Cancel Invitations	Y	N	Y	N
	View/Browse Connections	Y	Y	Y	N
	Print Connections Profile(s)	Y	N	Y	N
	Edit Information in Connections (Ledger Ac No. etc.)	Y	N	Y	N
Admin	Add/Edit/Delete Users	Y	N	N	N
	Reset User Password	Y	N	N	Y
Payment	Making payment to MyKYCBank	Y	N	Y	Y
	Print/ Reprint invoice	Y	N	Y	N
Change Logo	Change and update Logo	Y	Y	N	Y