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SECURITY TIPS

1. The password consists of 8 - 12 characters with a combination of letters (at least one capital letter and one lowercase) and numbers, as well as case sensitive.
2. It is advisable to periodically change the password at least every 3 months.
3. Not sharing passwords.
4. It is advisable password does not contain personal information such as date of birth, telephone number, and others.
5. Avoid using public Wi-Fi.
6. Installation of anti-virus and updating the version of anti-virus.
7. Always ensure the authentication of the Velocity URL (https://newvelocity.ocbcnisp.com) prior to logging in.
8. Immediately report to the Call OCBC NISP 1500-999 or 66-999 via mobile phone (#2 Business Banking Customer) if there is any suspicious activity.
9. It is advisable not to use pirated software or free software.
1. **FIRST TIME LOGIN**

1. Open your Internet browser and type the URL `https://newvelocity.ocbcnisp.com` in 'Address' field.
2. Enter the Organization ID, User ID and Password as stated in the PIN Mailer from the Bank. Password is case sensitive.
3. Click 'Login'.
4. Click 'Quick Start Guide' to find brief instructions for using Velocity.

5. "Change Password" dialog box will appear. New user is required to replace the old password with the new password.
6. Enter the old password in 'Current Password' field and enter new password in the 'New Password' field. The new password must consists of 8-12 characters with a combination of letters (at least one capital letter and one lowercase) and numbers.
7. Enter the new password in the 'Confirm New Password' box, then click 'Login'.

8. After a successful login, 'Dashboard' will appear as the initial view of the screen.
9. 'Task List' shows a list of the status of transactions executed.
10. 'Future Date Transactions' shows a list of transactions that have been authorized by the effective date in the future.
11. 'Notification Board' shows notification or announcement from Bank OCBC NISP and personal notifications (self reminders).
12. 'Currency Information' shows the exchange rate of Bank Notes (BN) and Telegraphic Transfer (TT).
2. VIEW ACCOUNT BALANCE

How to view account balance from Dashboard

1. Select the account number that will be displayed in the 'Account Balance Snapshot'.

2. Balance information that will be displayed are:
   a. 'Available Balance' - effective balance which can be used by the customer.
   b. 'Ledger Balance' - the overall balance of customer accounts (including the balance on hold).

3. Click the button to get the latest information from each account balance.

How to view account balance from all registered accounts

4. On the Dashboard section 'Account Balance Snapshot', click the 'Account Summary' button OR click the Account Management - Account Summary menu.

5. Will shows all accounts listed along with the balance of each account on the Account Summary - Deposit Account(s).

6. Click the 'Export' button to print a summary of the accounts and balance.

7. Click the button to get the latest balance information from each account.
8. Enter the file name to be exported in the 'File Name' field.
9. Select 'Format' type to determine export results (PDF or CSV).
10. Click the 'Export' button to export the summary accounts and balance.
11. Click 'Save' to save the generated export file.
3. VIEW ACCOUNT STATEMENT

How to view interim (today) statement:
1. On the Dashboard section 'Account Balance Snapshot', click the 'Account Summary' button OR click the Account Management - Account Summary menu.

2. Click the selected account number to view the statement on that day.

3. Details of the statement will appear in the 'Transaction History Details'.

How to view intraday (historical) statement:
4. On the Dashboard section 'Account Balance Snapshot', click the 'Account Summary' button OR click the Account Management - Account Summary menu.
5. Click the selected account number to view the statement of the account.

6. In ‘Transaction Period’:
   a. Check the ‘Last’ section, then click the button and select the period you want to view, then click the ‘Retrieve’ button.

   b. Click the ‘Form To’ if you want to see the transaction history based on a specific date. Specify the period with a click of button, then click the ‘Retrieve’ button.

7. Click the ‘Export’ button to export the account statement.
8. Enter the file name to be exported in the 'File Name' field.
9. Select 'Format' type for determine export results (PDF or CSV).
10. Click the 'Export' button to export the account statement.
11. Click 'Save' to save the generated export file.
4. VIEW TIME DEPOSIT INFORMATION

1. Click the Account Management - Account Summary menu.

2. Scroll the screen to the Time Deposits Account(s) section.

3. Will appear throughout the registered time deposit account:
   a. Effective Date: Last renewal date
   b. Maturity Date: Due date
   c. Tenor: Timed deposits period
   d. Principal Amount: Balance prior to extension
   e. Interest Rate: Applicable interest rate
   f. Interest Amount: Interest that will be obtained at maturity
   g. Rollover Method: Renewal method

4. Click the button to get the latest time deposit information from each account.

5. Click ‘Export’ button to export time deposit summary.

6. Click button to export time deposit detail information:
   a. Enter the file name to be exported in the ‘File Name’ field.
   b. Select PDF in ‘Format’ type.
   c. Click the ‘Export’ button.