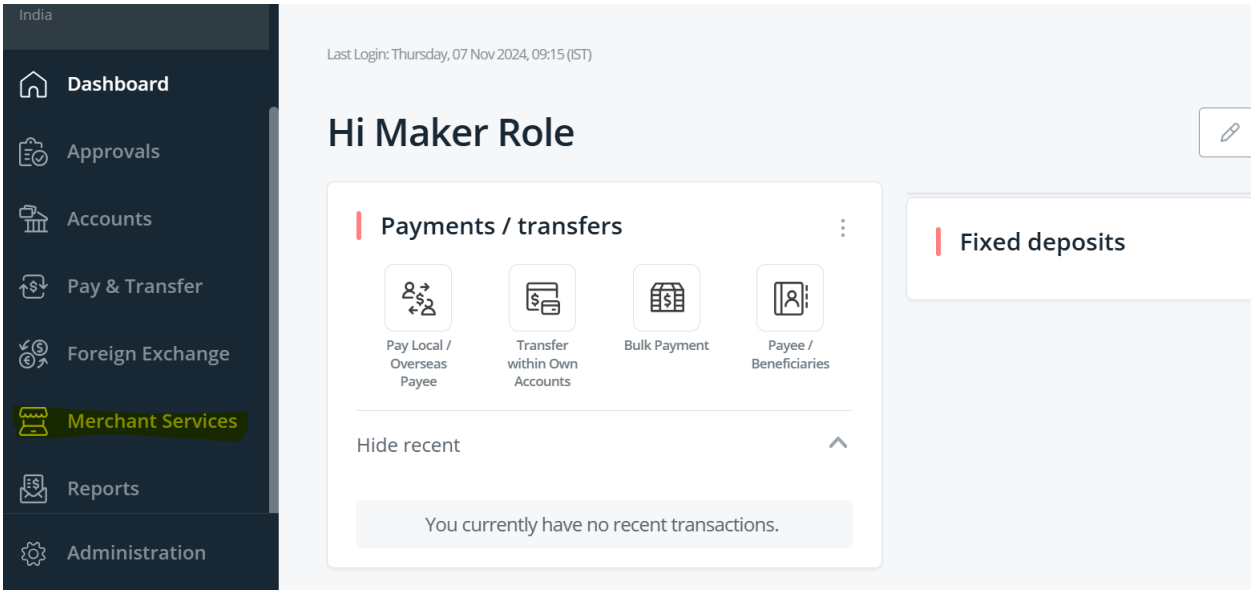
DBS MAX

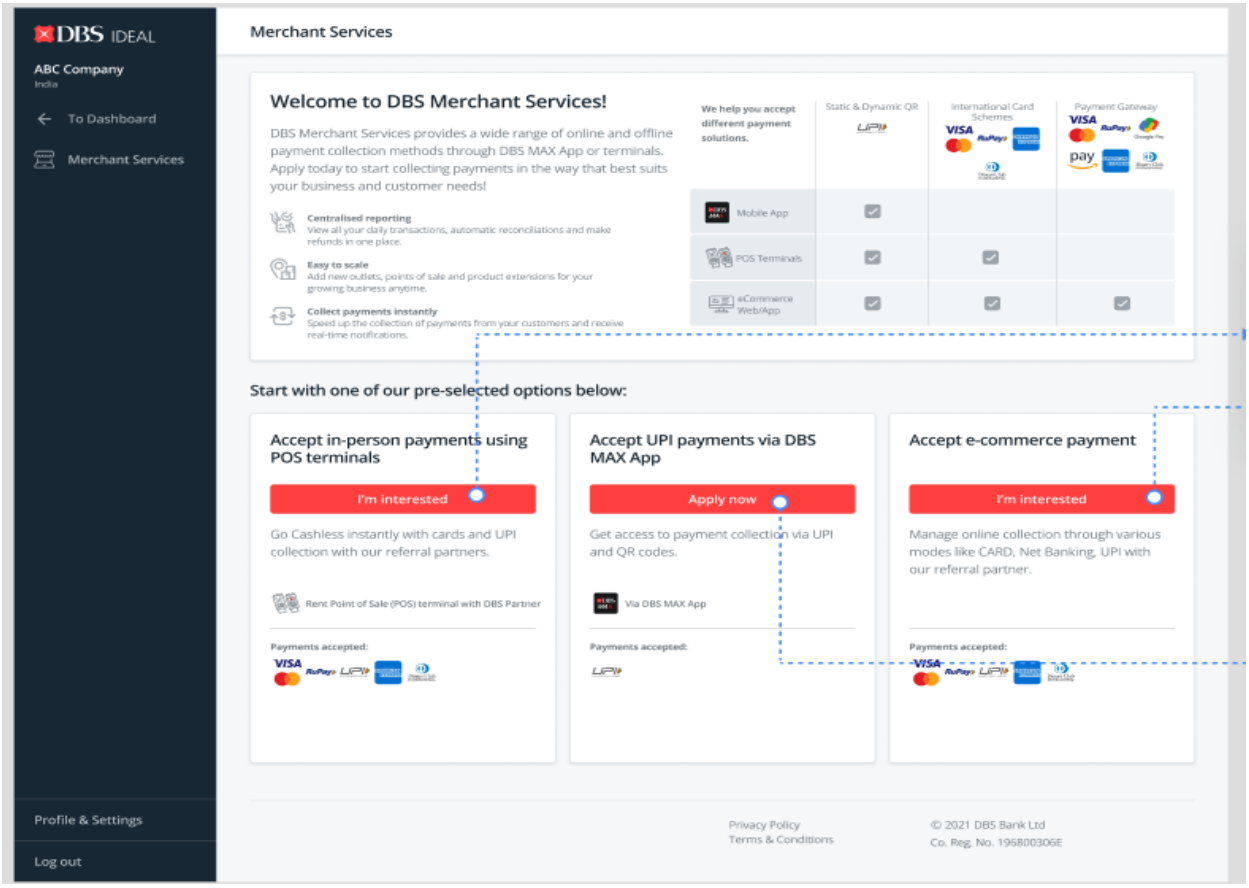
OUTLET Creation

Login into IDEAL and click on Merchant Services

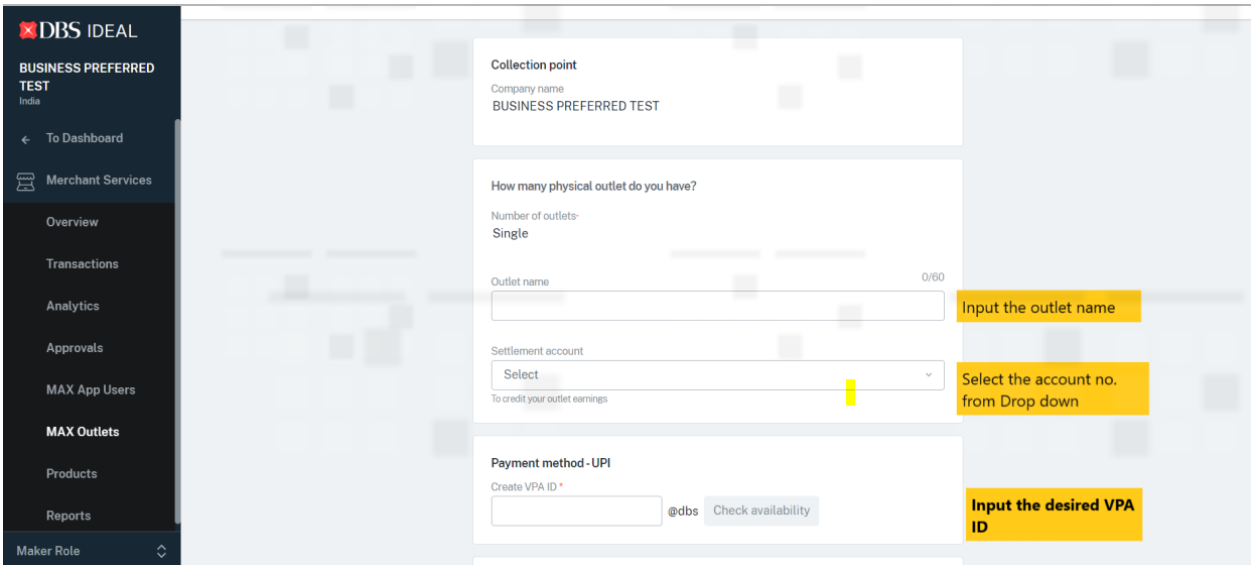


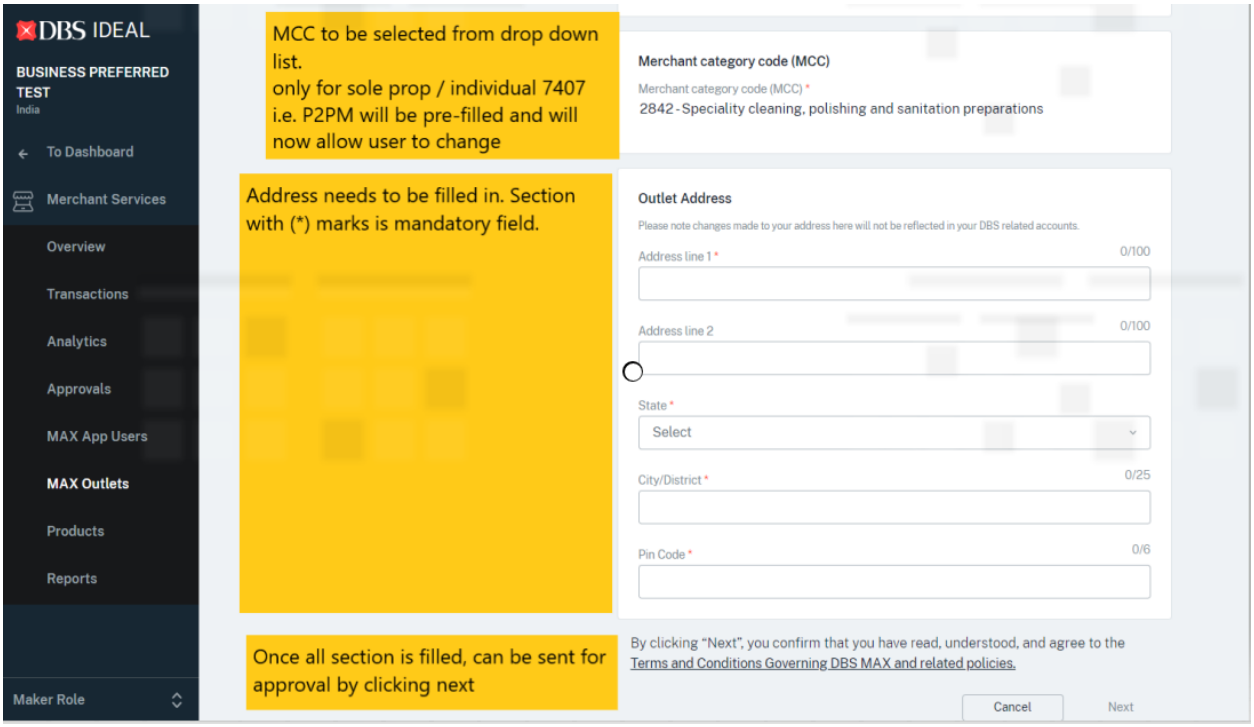
Welcome screen – Welcome screen will appear when the CIF ID does not have any outlet (VPA) created.

To create VPA, user needs to click on **"Apply now"** under MAX App tile

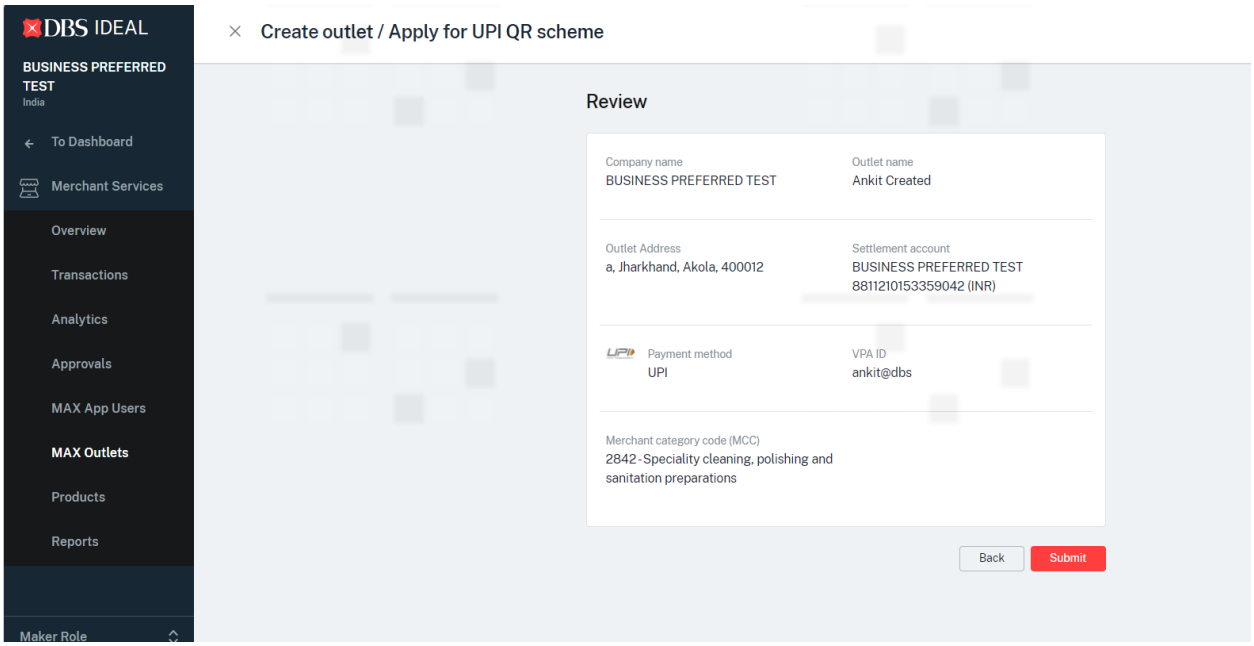


User needs to input below mandatory information





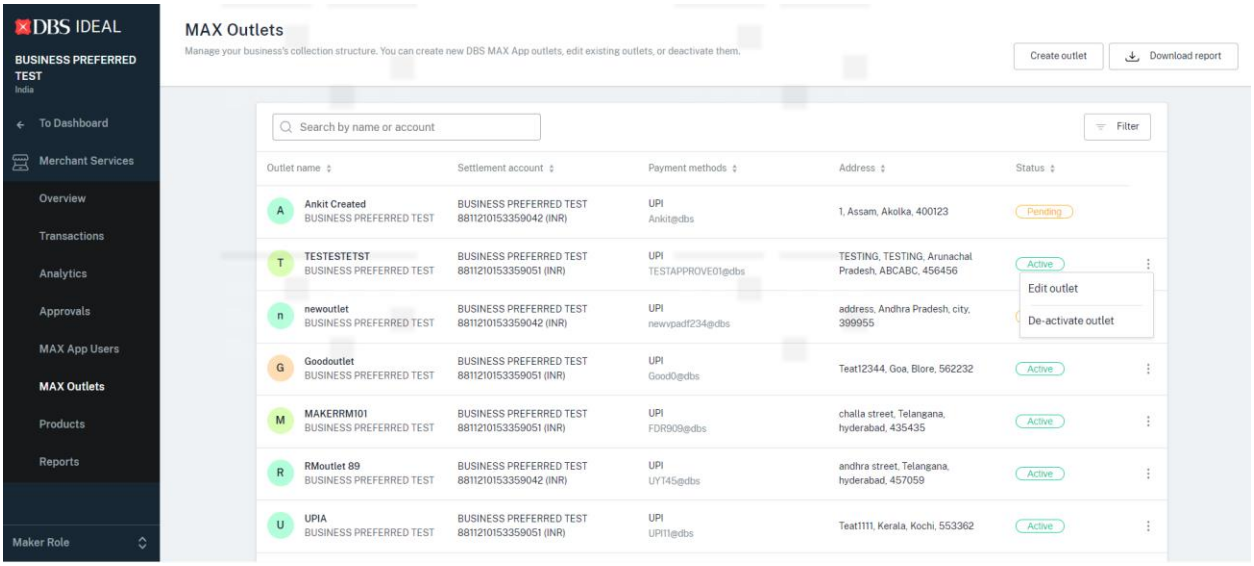
Click on **“NEXT”** and review the submission



Once submitted, the checker needs to approve the outlet creation by login into IDEAL. If the user has **“self-approve”** access in IDEAL the outlet will be automatically created.

Edit Outlet or Deactivate Outlet

By clicking on the 3 dots, the user can edit outlet or deactivate outlet



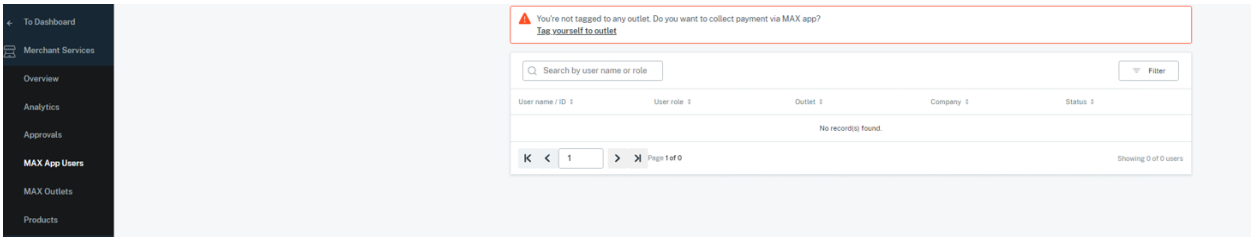
USER Creation

What is the type of User in a Merchant Portal ?

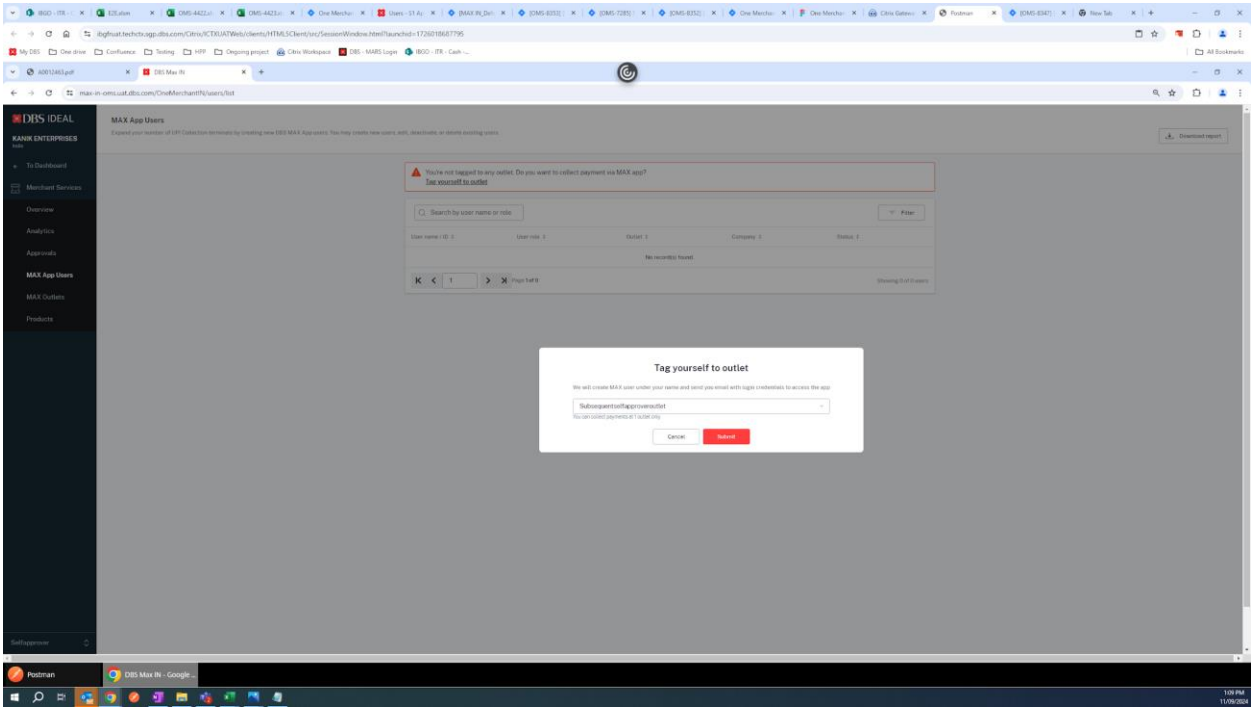
- **Group User –** IDEAL maker / checker / Self-approve user are the Group user. Have access to create outlet / users
- **Outlet Manager -** Manager of the outlet. Can create wallet users / more outlet manager for the specific outlet. Will have 1FA access of Merchant Portal and DBS MAX app access
- **Wallet User –** Wallet users are the **DBS MAX** app user.

First user creation

For the first time user, first the Group User needs to tag themselves to the outlet. So, with tagging the Group user can use IDEAL credentials to login into the DBS MAX App. Refer below screen –



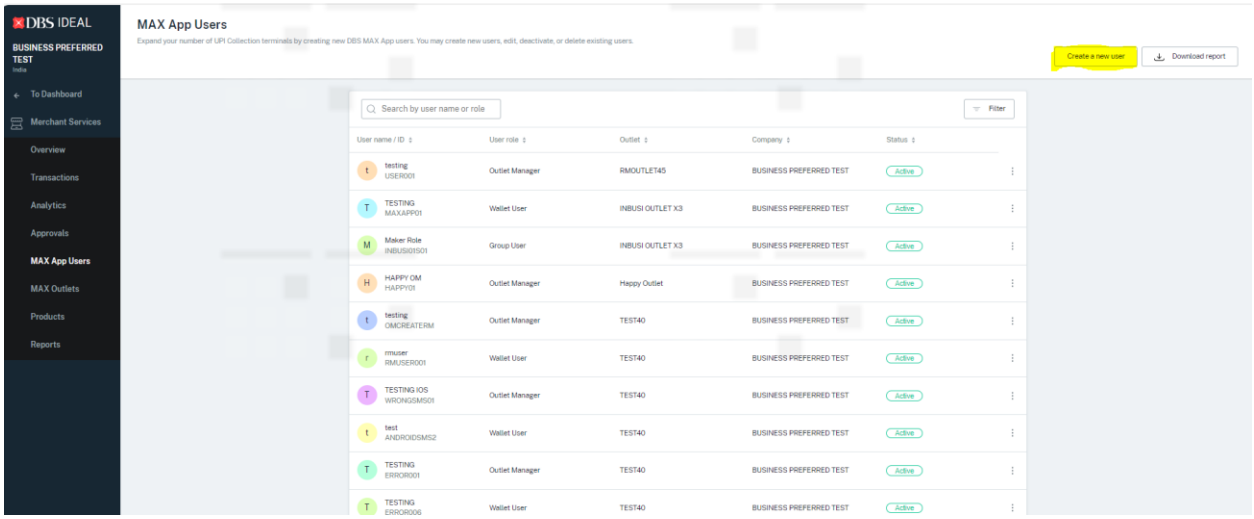
When user clicks on **"Tag yourself to the outlet",** the below screen appears.
GU needs to select the outlet from the drop down -

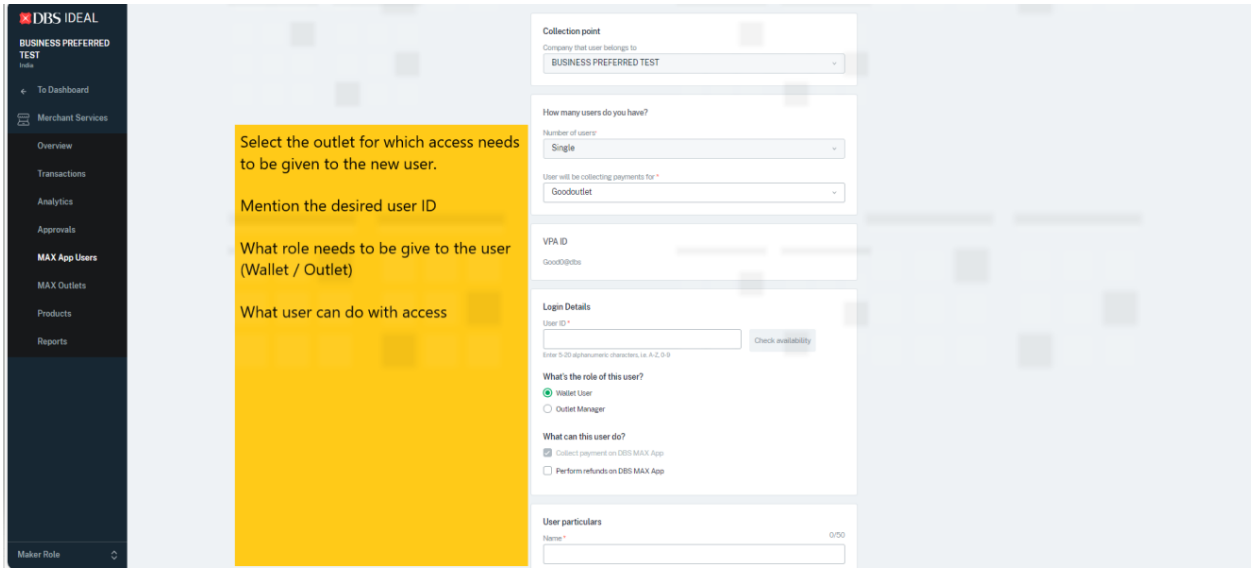


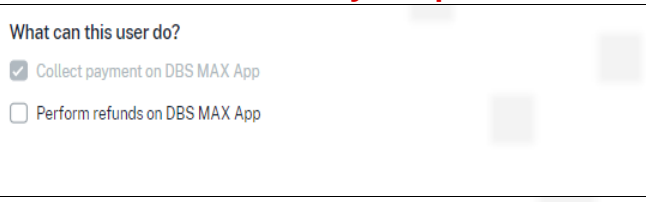
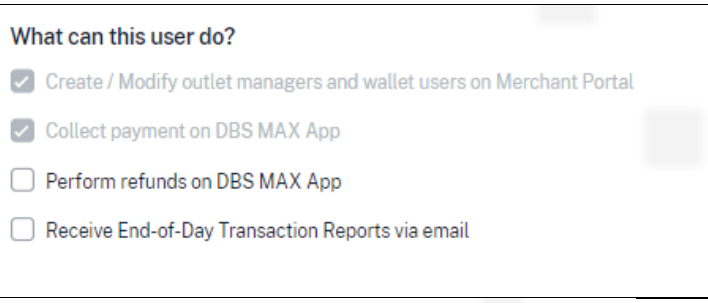
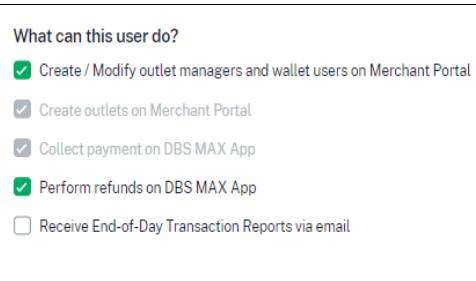
Once Group user tags to an outlet, then he/ she can can download DBS MAx app from app store / Play store and use IDEAL login credentials to access the app

Create More Users

Post tagging to the outlet, User can create more Outlet manager / Wallet Users.
To create more user, the user needs to click on **“Create a New Users”**

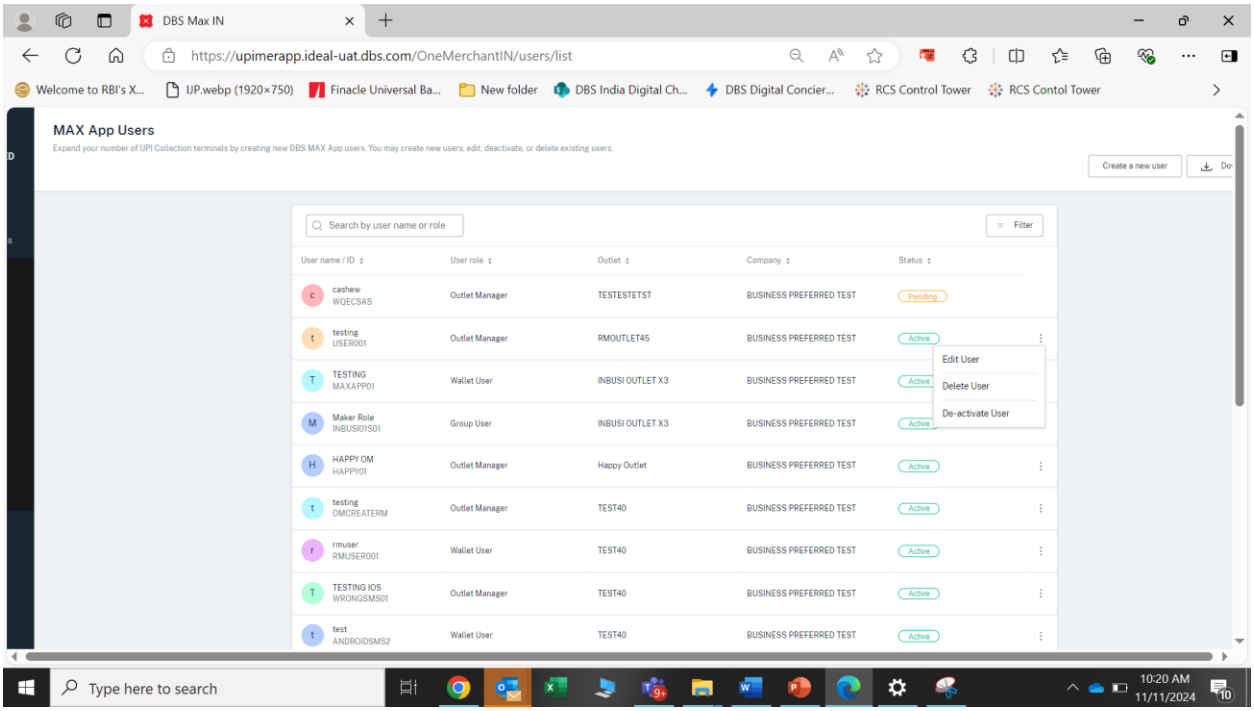




Role of the user	What they can perform
Wallet User	
Outlet Manager	
Group user	

The creation of user will follow make / checker flow and user having self-approve access need not follow maker / checker flow.

Post new user approval, the user will receive email requesting to download DBS MAX app and use OTRC to access app

Edit User

By clicking, on the 3 dots the Group user can edit access given to Outlet manager / Wallet User