

1 → Go to [www.unionbankonline.co.in](http://www.unionbankonline.co.in), Select Corporate login.

The screenshot shows the top navigation bar of the Union Bank Online website. It includes links for PERSONAL BANKING, NRI BANKING, CORPORATE BANKING, and INTERNET BANKING. The All-India Toll Free Number is 1800 22 22 44, and the language is set to Hindi. A banner image shows hands typing on a keyboard with the text "Latest & cutting edge technology for quick & hassle free transaction". On the right, there are sections for ASSISTANCE (Registration, About us, FAQ's, Help), DOWNLOAD APPLICATION (Internet Banking Application, Additional Account, Declaration for Partnership), and User Login options (Retail Login, Corporate Login, Password Maintenance, Self e-Banking, User Creation, Reset Password).

2 → Login using Corporate Id, User Id (initiator) & Login Password

The screenshot shows the "Corporate Internet Banking Login" form. It has three input fields: Corporate ID (sm473582), User ID (sm1), and Login Password (masked with dots). There are checkboxes for each field and a "Login" button. A "Clear" button is also present. To the right is a "Virtual Keyboard" with letters, numbers, and symbols. At the bottom, there are links for "Terms of Use" and "Disclaimer".

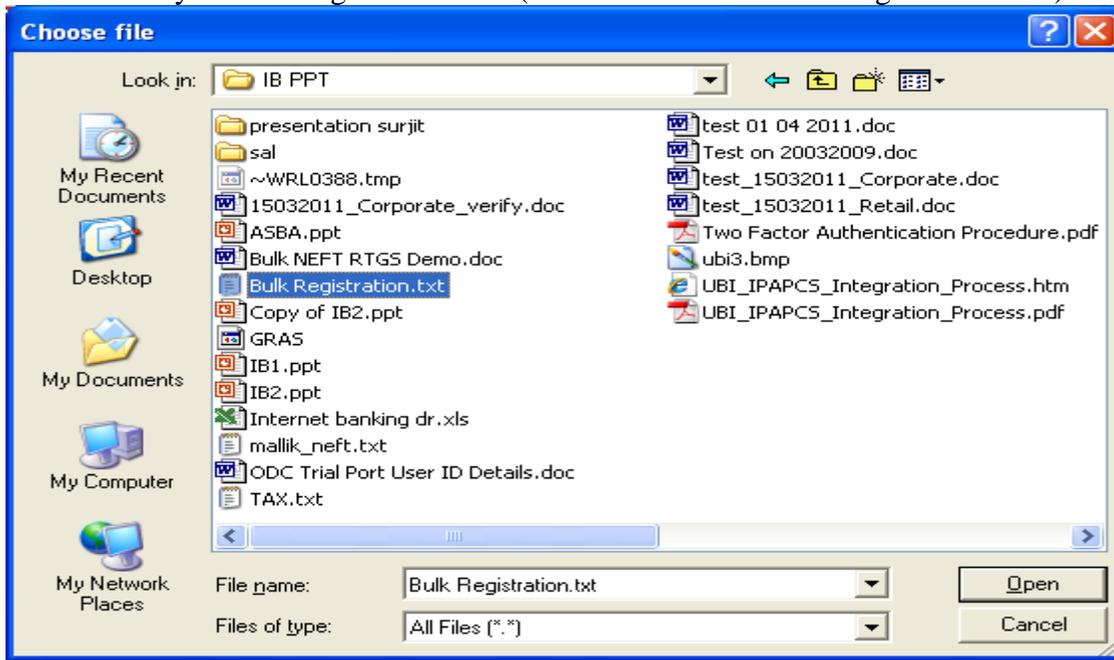
3 → Go to Upload Menu → Upload Sub menu → Click on Upload option

The screenshot shows the "Upload" menu in the Corporate Internet Banking system. The "Upload" menu item is highlighted in red. Below the menu, there is a "Select Your Option" section with three options: Upload, Status Inquiry, and Approve/Reject. The "Upload" option is selected. The page also shows a navigation bar with various menu items like Accounts, ASBA, Transfers, Tax Payment, Requests, Trade, Limits, Upload, Mails, Profile, Approvals, Activity, and Corp Admin.

4 → Enter File Name, File Description, Remarks. Select your next authorizer by clicking "LookUp" (if you are a part of the initiator-approver work flow). Click "Next".

The screenshot shows the "Counter Party Upload Details" form. It has three input fields: File Name (Bulk Registration.txt), Description of file (Bulk Registration), and Remarks (Bulk Registration). Below these fields is the "Next Approver Details" section, which includes a "Next Authorizer" field (SM2), a "USER" dropdown menu, and a "LookUp" button. There is also a "Valid Rules" button and a "Next" button at the bottom.

5 → Browse your bulk registration file. (Prior to this make a bulk registration file )



6 → Confirm the transaction by putting User Id & transaction password.

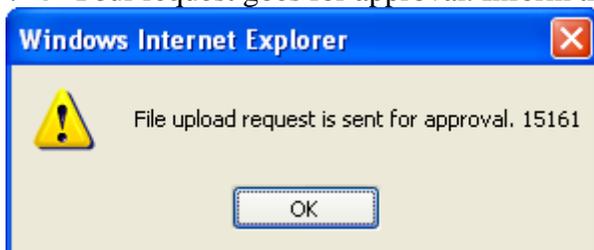
**File Upload Details**

File Type	Counter party uploads
File Name	Bulk Registration.txt
Description of file	Bulk Registration
Approver id/role	SM2
Attach your file here	C:\Documents and Settings\ [username] \ [path] <input data-bbox="938 1192 1079 1222" type="button" value="Browse..."/>

**Confirm Transaction !**

Enter your User Id	<input type="text" value="sm1"/>	
Enter your Transaction Password	<input type="password" value="....."/>	

7 → Your request goes for approval. Inform the reference no. to your approver.



8 → Approver goes to [www.unionbankonline.co.in](http://www.unionbankonline.co.in), selects Corporate login & logs in using Corporate Id, User Id (approver) & Login Password

**Corporate Internet Banking Login.**

Corporate ID:   \*\*

User ID:   \*\*

Login Password:   \*\*

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**\*\* Virtual Keyboard**

r	i	u	f	d	c	s	n	p	o	4	2	5
y	l	t	e	g	x	k	b	w		0	8	6
q	z	m	j	v	h	a				1	9	7
^	'	\	`	%	.	:	-		_			3
@	=	#	_	{	\$	<	]	)	?	>		
~	!	/	[	"	}	:	&	+	(	=		
Back Space				Clear				Caps Lock				

9 → Go to “Approvals” menu, enter reference no. & click “Retrieve”.

ASBA | Transfers | Tax Payment | Requests | Trade | Limits | Upload | Mails | Profile | **Approvals** | Activity | Corp Admin

**Approvals**

Search Records Based On Following Criteria

MENU ITEM	All Request Type <input type="button" value="v"/>	
DATE	FROM DATE <input type="text"/>	TO DATE <input type="text"/>
AMOUNT (INR)	FROM AMOUNT <input type="text"/>	TO AMOUNT <input type="text"/>
REFNo	<input type="text" value="15161"/>	
ENTERED BY	<input type="text"/>	<input type="button" value="SearchUser"/>
APPROVAL STATUS	ALL STATUS <input type="button" value="v"/>	

10 → Select the required radio button under activity ID, Click details

List of All Transactions

Activity Id	Ref Id	Transaction Amount	Currency	Requested By	Date Requested	Record Info	Record Status
<input checked="" type="radio"/> BEN	15161	0.00	INR	SM473582.SM1	01/06/2011	Bulk Registration.txt	Entered

Next Authorizer:

USER

11 → Check details & Click “Approve/Reject” button.

Tax Payment	Requests	Trade	Limits	Upload	Mails	Profile	<b>Approvals</b>	Activity	Corp Admin
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File Upload ▶ **Details**

**Details of Bulk Registration.txt**

File Name	Bulk Registration.txt
File Type	Counter party uploads
File Status	Entered
Uploaded by	SM473582.SM1
Date Of Submission	01/06/2011

12 → Select your next authorizer by clicking “LookUp”, if you have more authorizers else Enter remarks & Click “Approve”. (to reject this you have to click “Reject button”)

Transfers	Tax Payment	Requests	Trade	Limits	Upload	Mails	Profile	<b>Approvals</b>	Activity	Corp Admin
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File Upload ▶ **History**

**Details of Bulk Registration.txt**

File Name	Bulk Registration.txt
File Type	Counter party uploads
File Status	Entered

**History of Bulk Registration.txt**

Srl. No.	Action	Action By	Action Taken On	Remarks
1	Entered	SM473582.SM1	01/06/2011	Bulk Registration

Next Authorizer   USER ▼

Remarks

13 → Confirm the transaction by putting approver's User Id & Transaction password.

14 → You will get successful response.



15 → After regular batch programs (back end) you can see the beneficiaries list at your end. Go to Transfers → NEFT/RTGS → List of Registered Beneficiaries.

#	Payee Id	Payee Name	Payee Bank & Branch Details	Account Number	Branch Enabled For
1	000000000040	Harish Chand	STATE BANK OF INDIA , HODAL	00000020059187898	NEFT & RTGS
2	000000000041	Surjit	HDFC BANK LTD , BHUBANESHWAR 2ND - ORISSA	06301000012048	NEFT & RTGS
3	000000000042	Sweta	ICICI BANK LTD , SHIVAJINAGAR(SNR)	003901226017	NEFT & RTGS

16 → So, you have just added the beneficiaries for bulk NEFT/RTGS payments.

Next you have to

- a. Prepare the Bulk NEFT/RTGS payment file
- b. Initiator has to upload the NEFT/RTGS payment file
- c. Approver has to approve the request.
- d. Back end batch runs, Money debited from your account & UTR numbers generated.