BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

Foreign Exchange Policy System

User Guide – Public Portal

Chapter 3: User Profile & Account Settings

Applicable to all Public Users

Issued on:15 August 2022

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USER PROFILE & ACCOUNT SETTINGS

3.1 USER PROFILE AND ACCESS MANAGEMENT

Upon login, user can click on the profile icon at top right of screen to configure profile settings and log out at any point in time:

- Account Settings
- Change Password
- Create Reminder
- Preferences

Note:
Different users or submitters for the same corporate/entity will be able to manage his/her own list of addresses, contact persons and senior management contact details and own default settings to be displayed in the cover page of application forms.

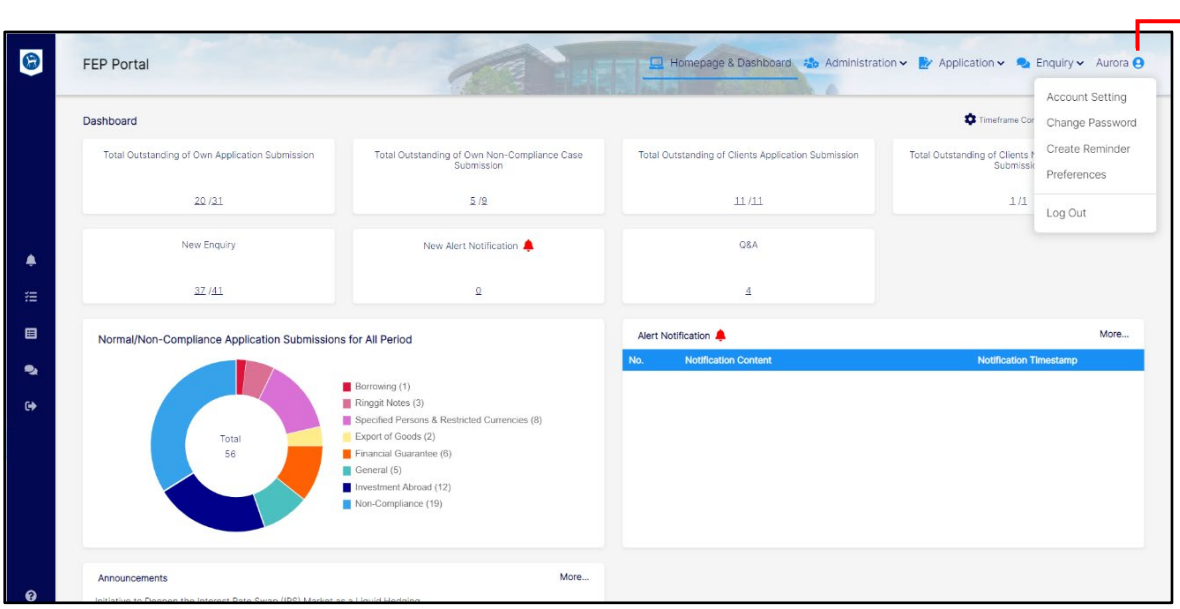


Figure 1 Profile Menu

3.1.1 ACCOUNT SETTINGS

User may configure account setting of own profile.

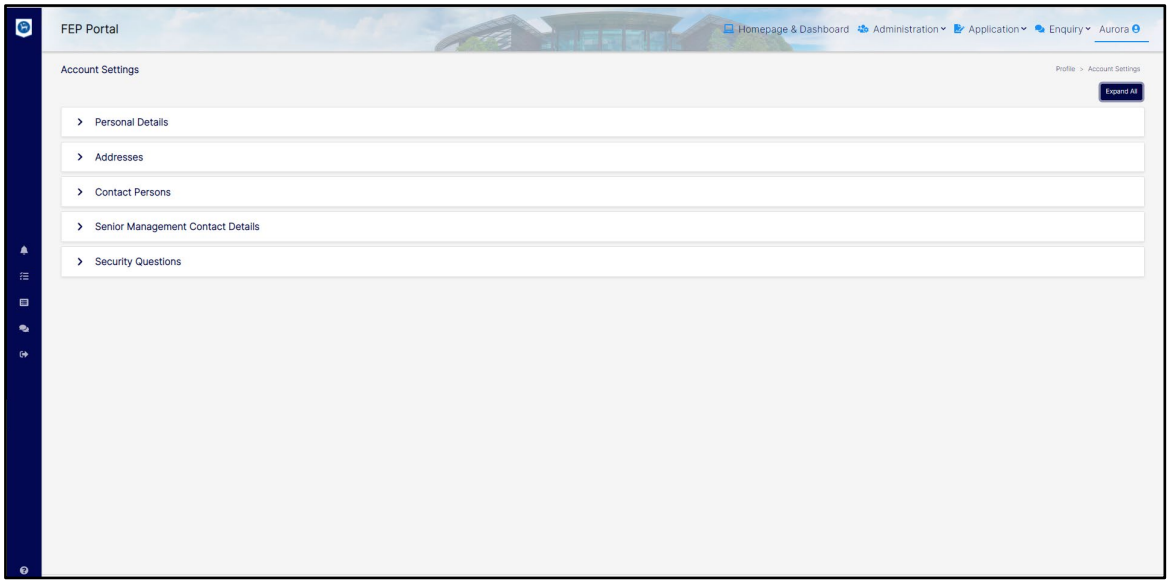


Figure 2 Account Settings Main Screen

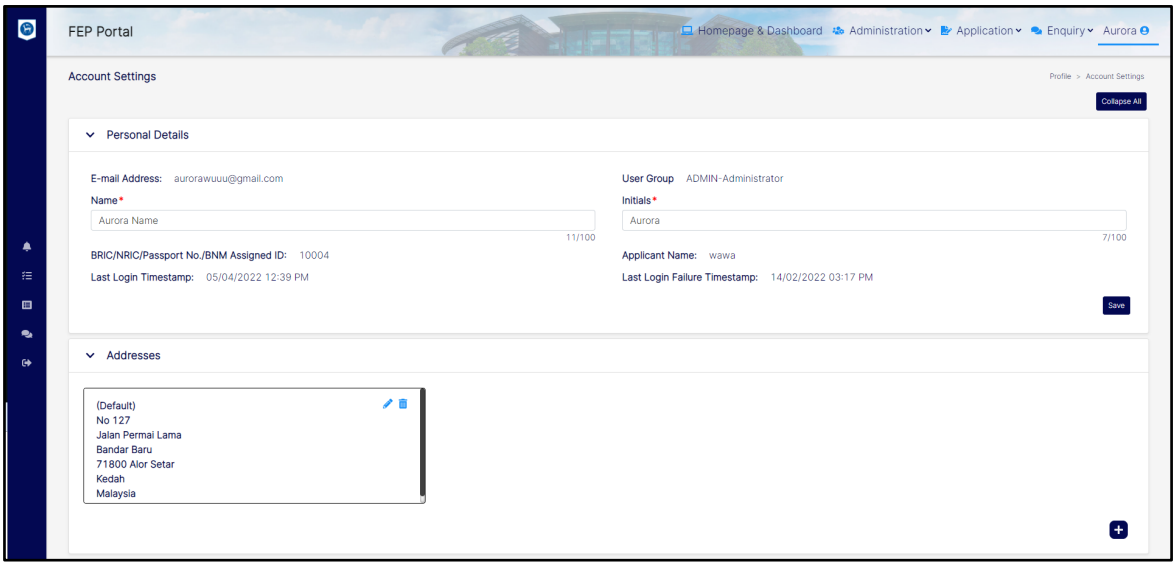


Figure 3 Account Settings when Expand All tabs (1)

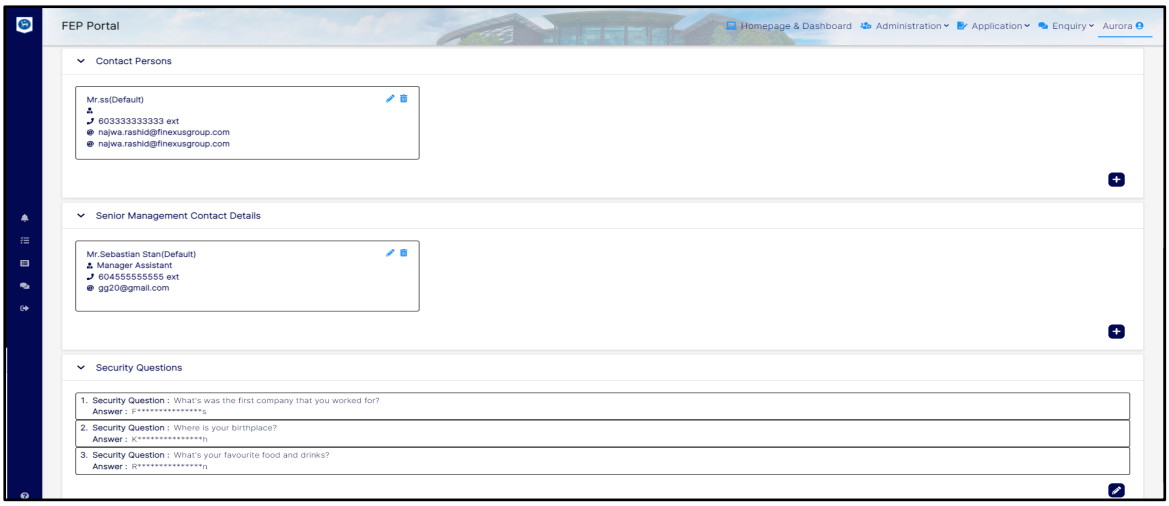
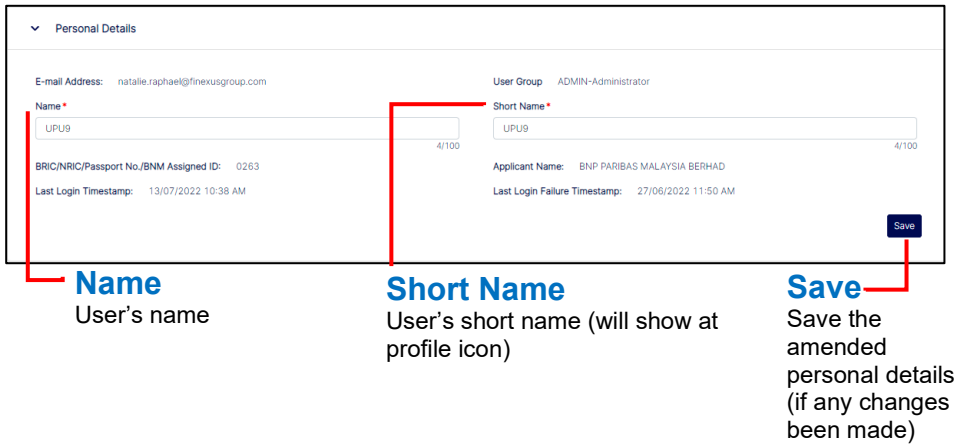
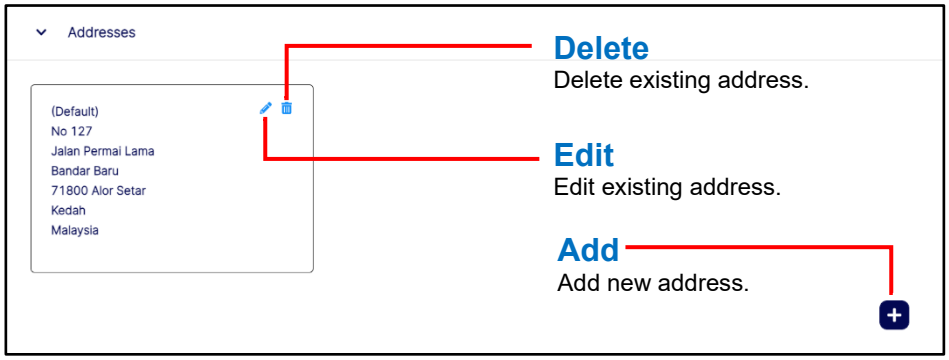
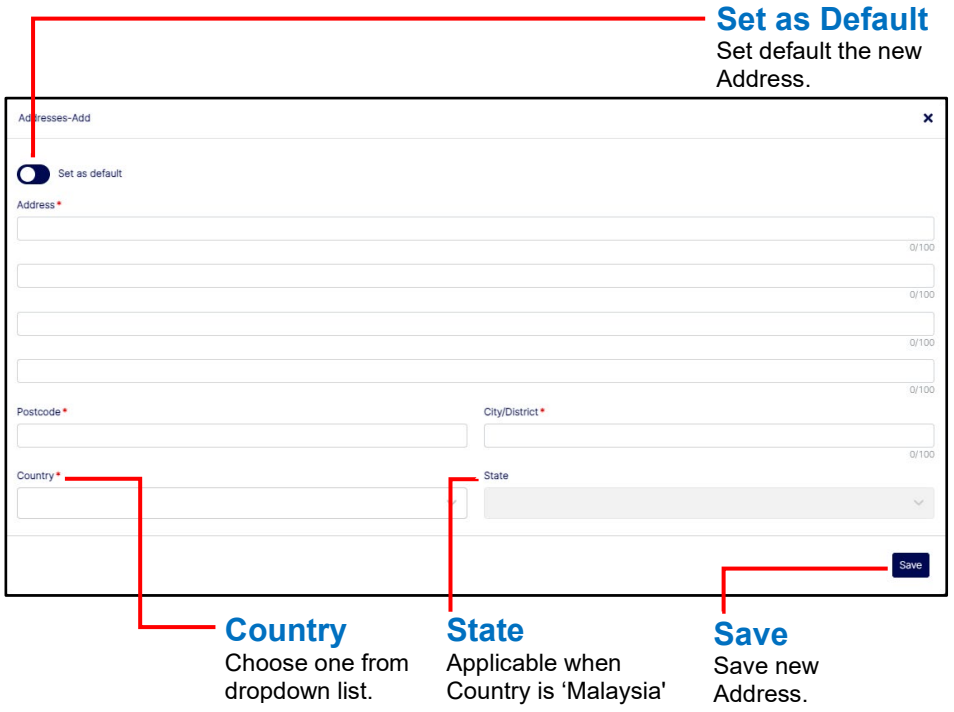


Figure 4 Account Settings when Expand All tabs (2)

Account Settings comprises the following functions in its tabs:

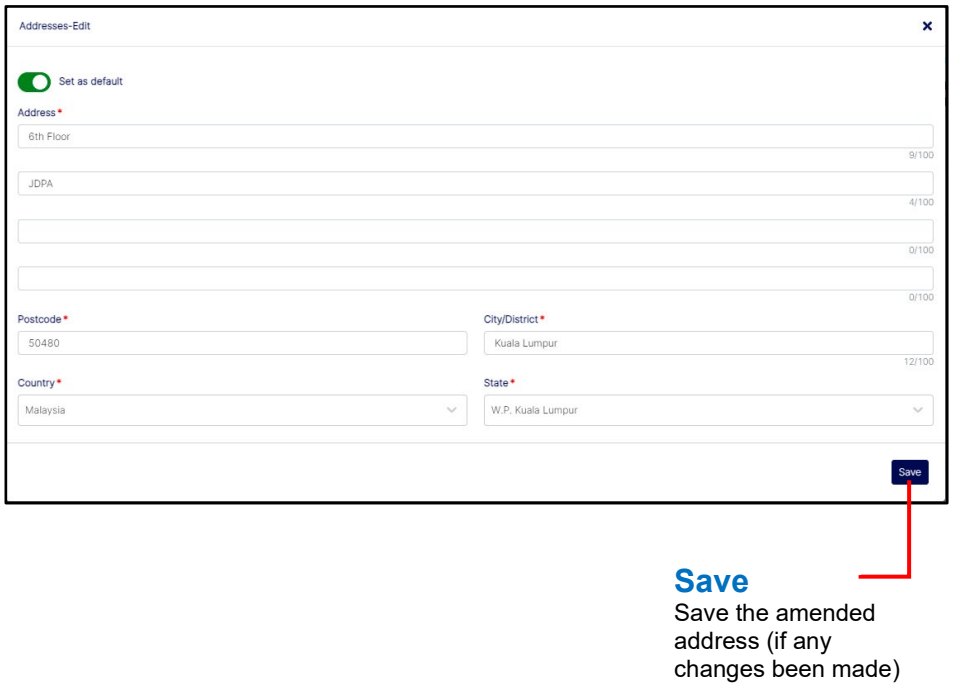
- **Personal Details:** Public Users can update own personal details for their Profile account. When user expand Personal Details tab, all the fields/information shall be displayed.
- **Addresses:** Public Users can maintain multiple addresses. User can also set a default address to be shown in the cover page of the application. When the user expand Address tab, all the information shall be displayed on the screen.
- **Contact Persons:** Public Users can maintain multiple contact persons. Furthermore, user can set a default contact person to be shown in the cover page of the application. When the user expand Contact Persons tab, all the information shall be displayed.
- **Senior Management Contact Details:** Public Users can maintain multiple senior management contact details. Furthermore, user can set a default senior management contact to be shown in the cover page of the application. When the user expand Senior Management Contact Details tab, all the information shall be displayed.
- **Security Questions:** Public Users shall be able to configure and update their security questions. When the user expand Security Questions tab, all the information shall be displayed on the screen. If the security questions have yet to be configured, then system will display message – “No security question has been configured.” User is advised to configure security questions upon successful registration of a FEP account.

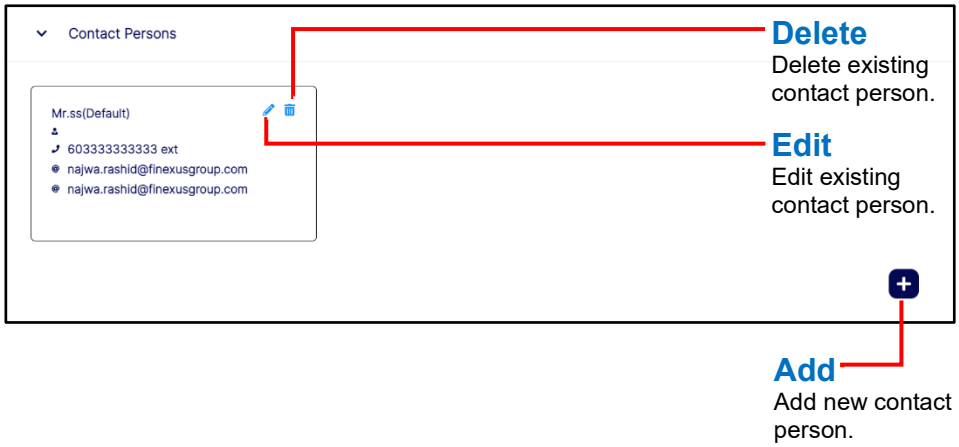
Personal Details	User can directly update or edit personal details from the screen and is required to click on the **Save** button to save the amended details. 
Addresses	 If user wants to add one or more new addresses, user can click on icon and **Addresses - Add** screen will be displayed. Then, user can click on **Save** button to save the amended details.

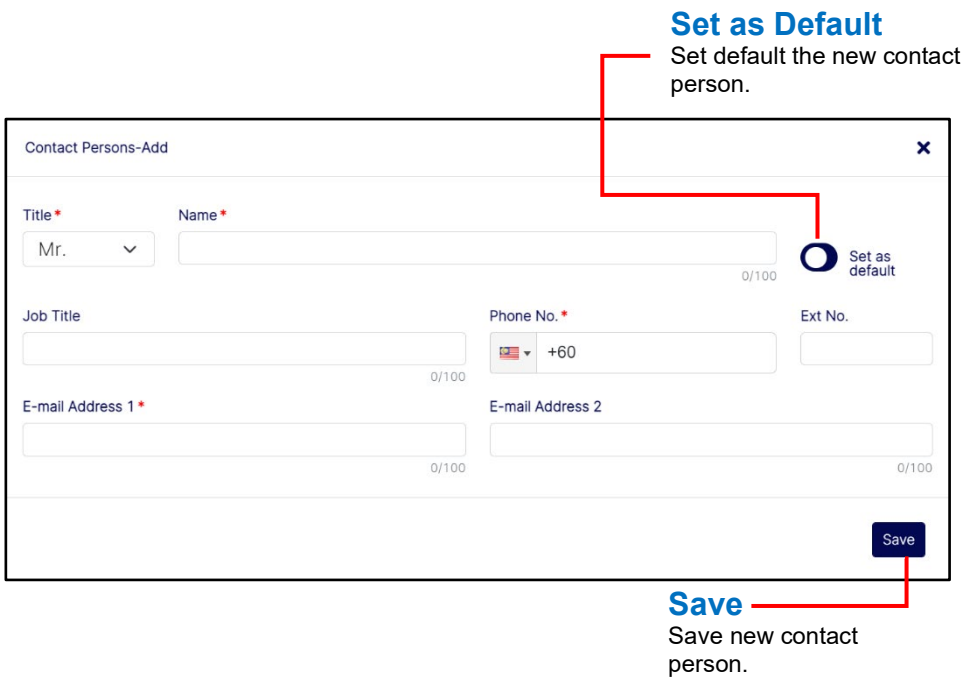


For an existing address, if user would like to edit, user can click on icon and **Addresses - Edit** screen will be displayed.

Then, user can click on **Save** button to save amended details.

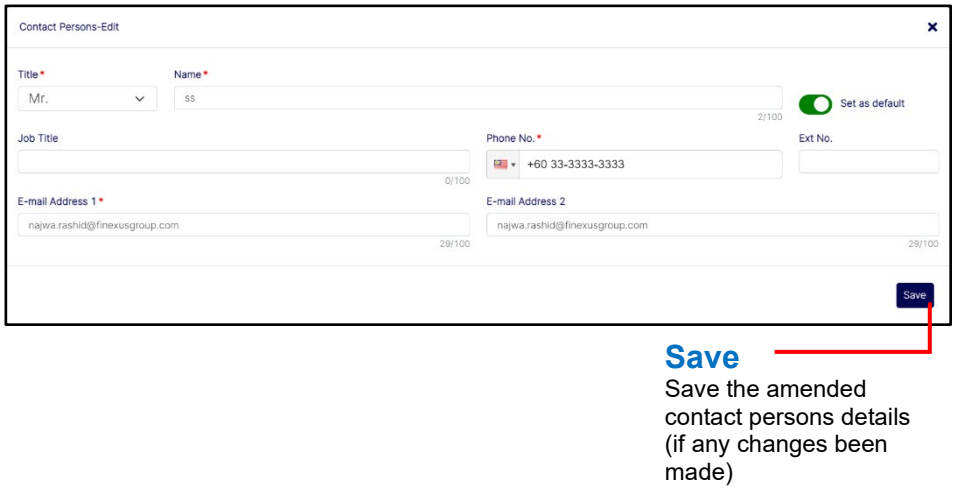


	For an existing address, if user would like to edit the record, user can click on icon. Then, user can click on **Confirm** button to delete the record. The address will be removed from the main listing. 
Contact Persons	 If user wants to add one or more new Contact Persons, user can click on icon and **Contact Persons - Add** screen will be displayed.



For an existing contact person, if user would like to edit, user can click on icon and **Contact Persons - Edit** screen will be displayed.

Then, user can click on **Save** button to save the amended details.



For an existing contact person, if user would like to edit the record, user can click on icon.

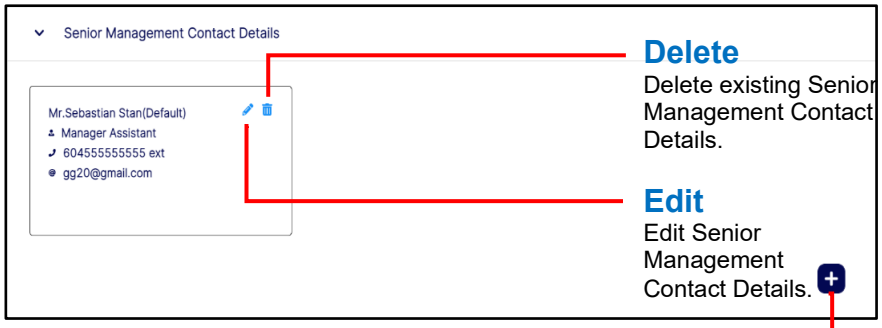
Then, user can click on **Confirm** button to delete this contact person. After that the contact person will be removed from the

main listing.



Confirm
Confirm to delete existing contact person

Senior Management Contact Details



Delete
Delete existing Senior Management Contact Details.

Edit
Edit Senior Management Contact Details.

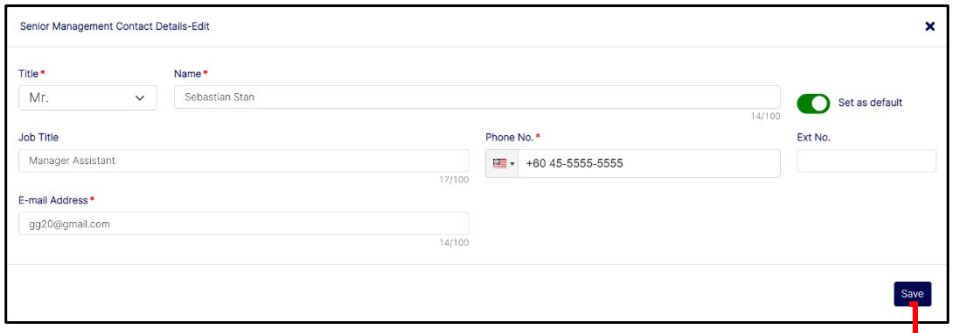
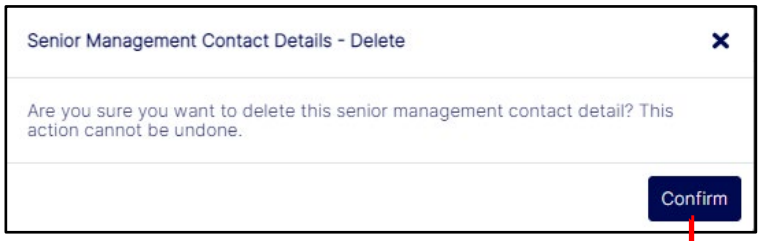
Add
Add new Senior Management Contact Details.

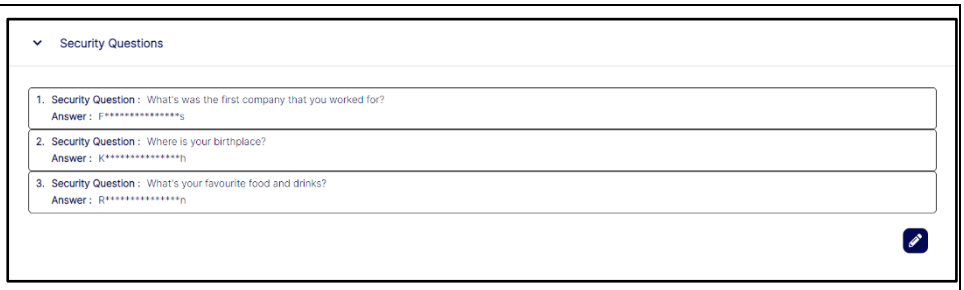
If user wants to add one or more new Senior Management Contact Details, user can click on + icon and **Senior Management Contact Details - Add** screen will be displayed.



Save
Save new senior management contact details.

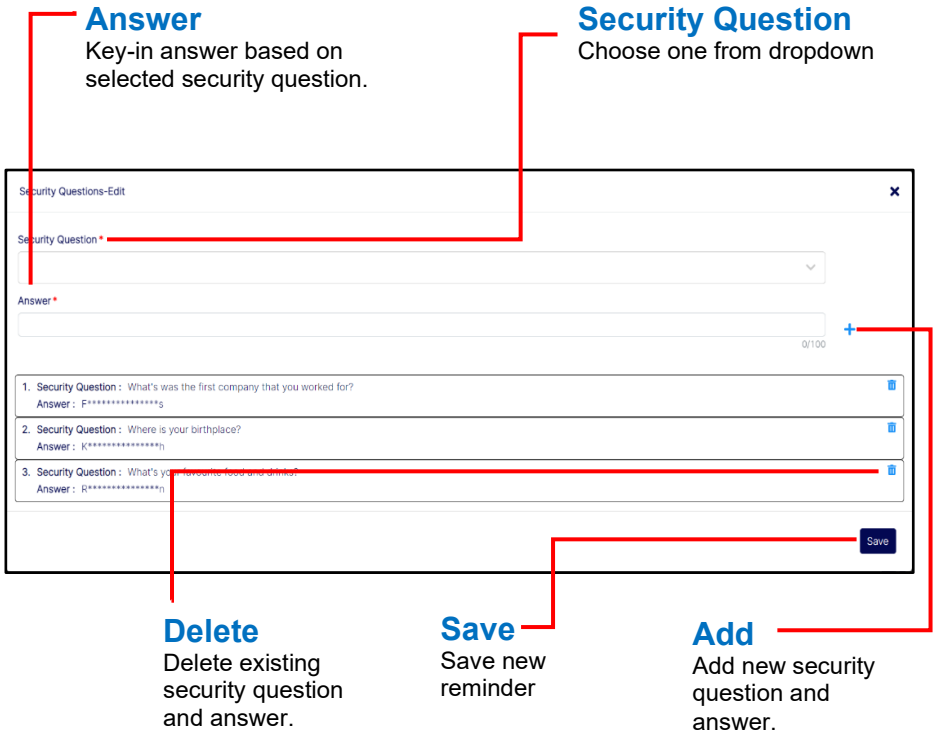
For an existing senior management contact details, if user would

	like to edit the record, user can click on icon and **Senior Management Contact Details - Edit** screen will be displayed. Then, user can click on **Save** button to save the amended details.  **Save** Save the amended senior management contact details (if any changes been made) For an existing senior management contact, if user would like to delete the record, user can click on icon. Then, user can click on the **Confirm** button to delete the record. The senior management contact details will be removed from the main listing.  **Confirm** Confirm to delete existing Senior Management Contact Details
Security Questions	User must configure at least 3 security questions.



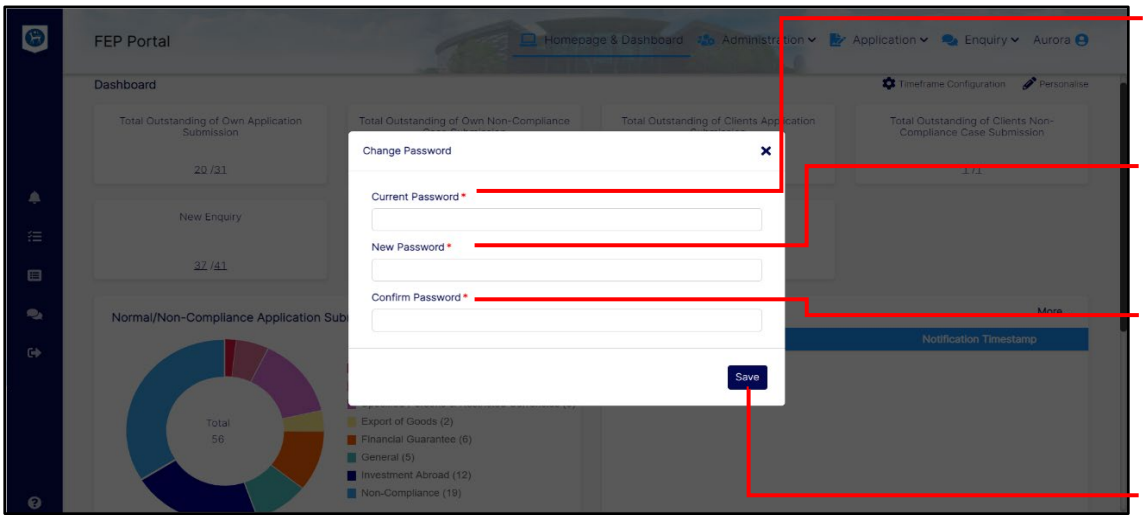
If user wants to configure existing or add new security questions, user can click on icon and **Security Questions - Edit** screen will be displayed.

User is required to click on icon + to add the security questions and answer to the list.



3.1.2 CHANGE PASSWORD

User can change password for their own profile.



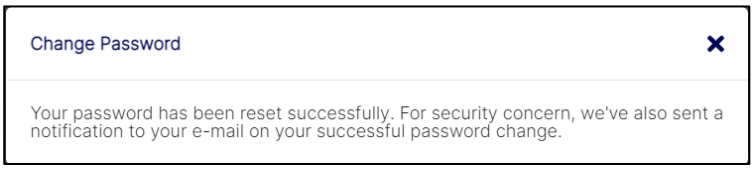
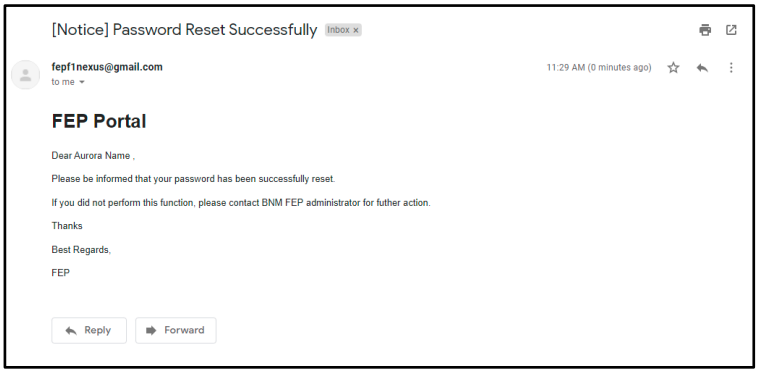
Current Password
Insert user's old password

New Password
Insert the new password

Confirm Password
Insert the new password to confirm.

Save
Save new configuration of password

Figure 5 Change Password

Save	When user clicks on **Save** button, a successful message will be displayed if password has been changed successfully.  **Successful message** Display after click Save button.
Email Notification	System will notify user of the changed password via user's registered email.  **Email Notification** Receive after success change to new password

3.1.3 CREATE REMINDER

User can create reminder for their own profile account.

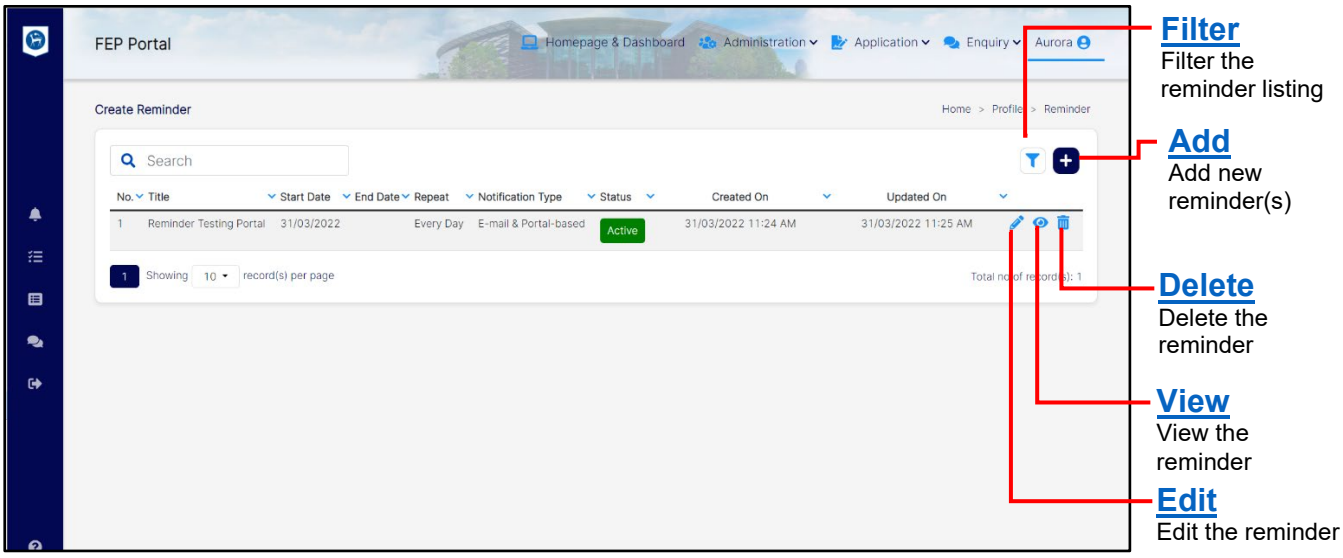
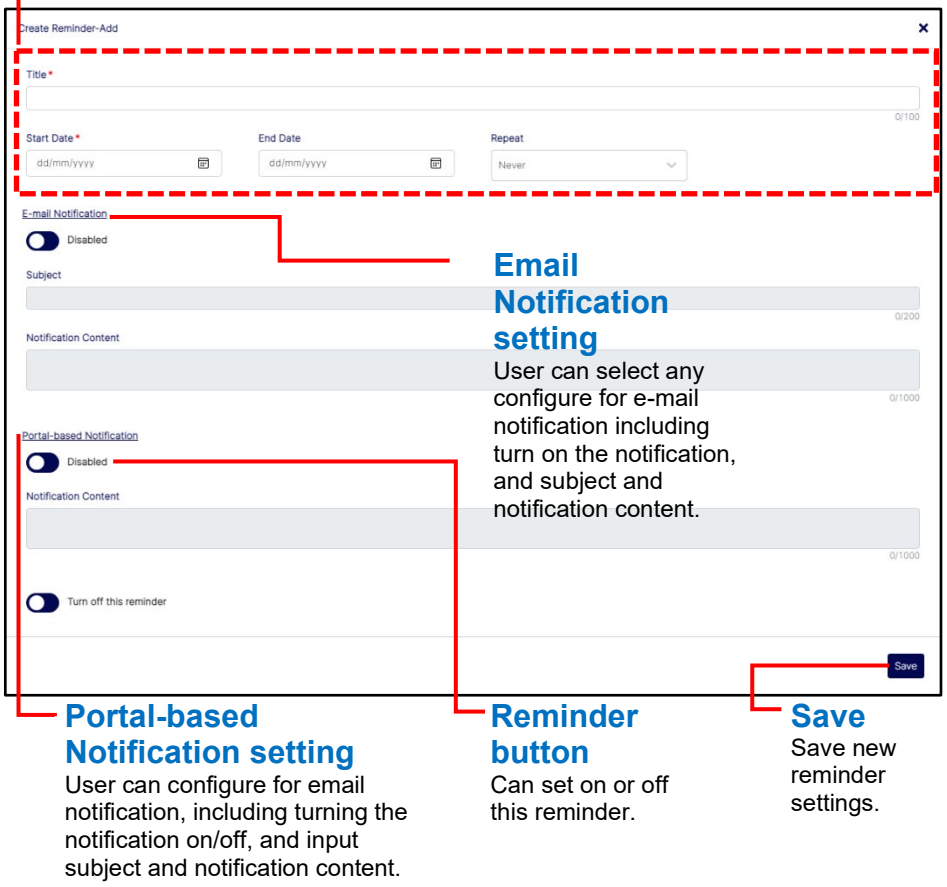


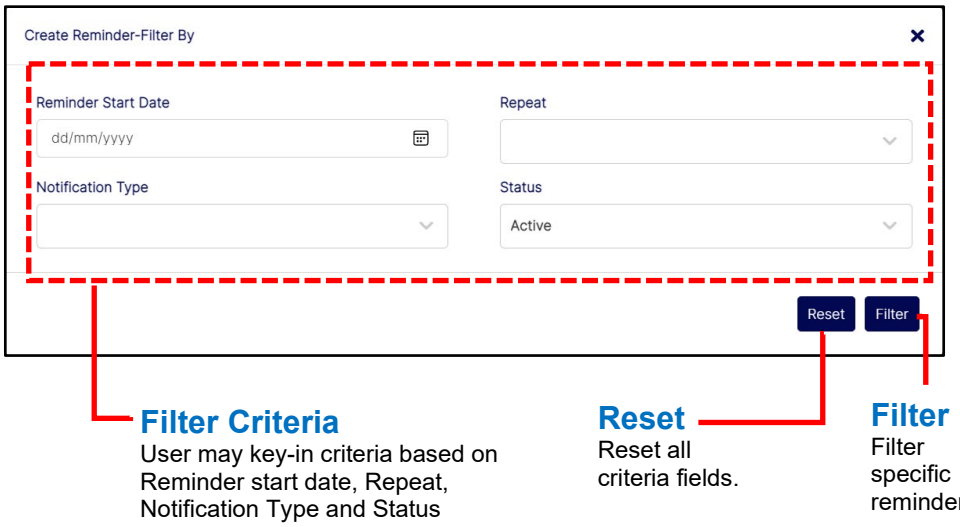
Figure 6 Create Reminder

Add	If user wants to add one or more new reminders, user can click on + icon and **Create Reminder - Add** screen will be displayed.



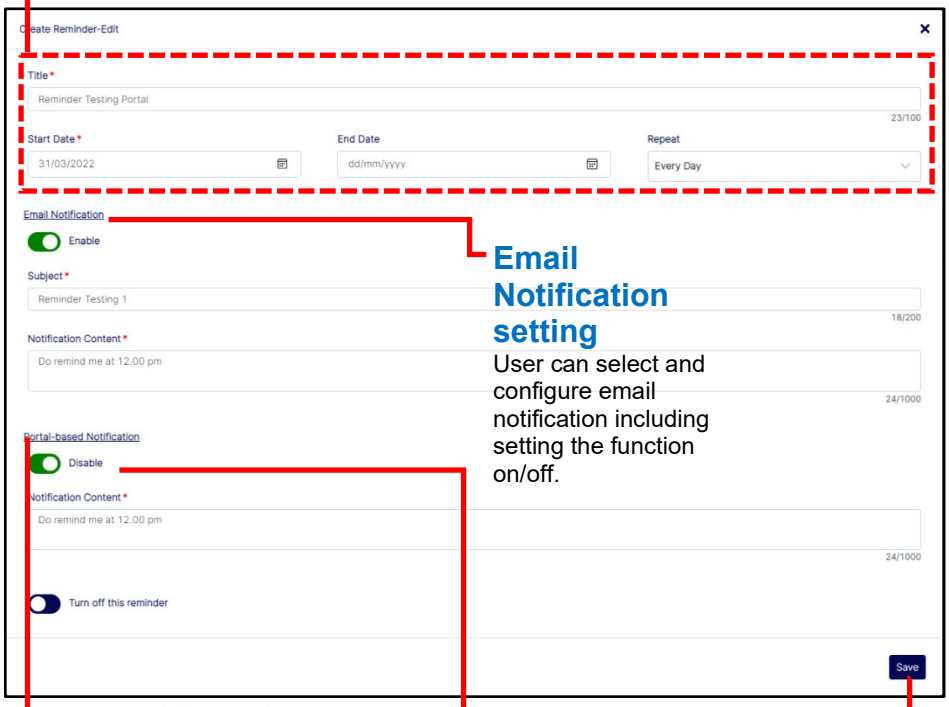
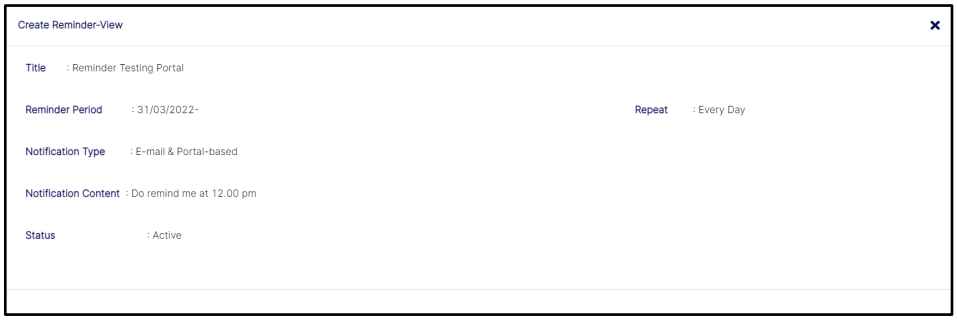
Filter

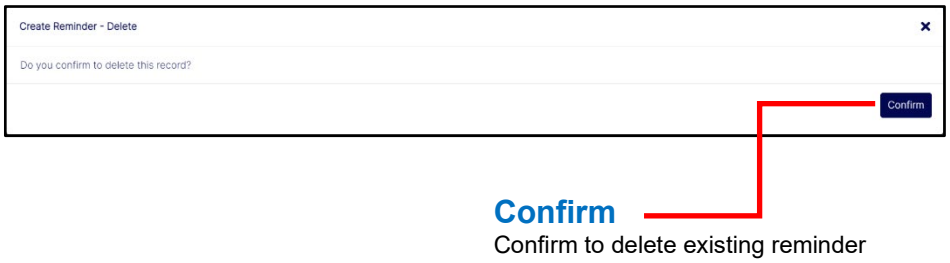
Create Reminder – Filter By screen will be displayed after clicking on icon.



Edit

For an existing reminder, if user would like to edit the record, user

	can click on icon and **Create Reminder – Edit** screen will be displayed. Then, user can click on **Save** button to save the amended details. **Reminder setting** User can set the title, start and end date and schedule for reminder notification.  **Email Notification setting** User can select and configure email notification including setting the function on/off. **Portal-based Notification setting** User can select and configure portal notification including setting the function on/off. **Reminder button** Can set reminder on or off. **Save** Save new reminder
View	**Create Reminder – View** screen will be displayed when user clicks on icon. 

Delete	A confirmation message will be displayed after clicking on icon to delete a reminder. 

3.1.4 PREFERENCES

User can configure their preferences for the portal by setting the background colour and font size of the portal.

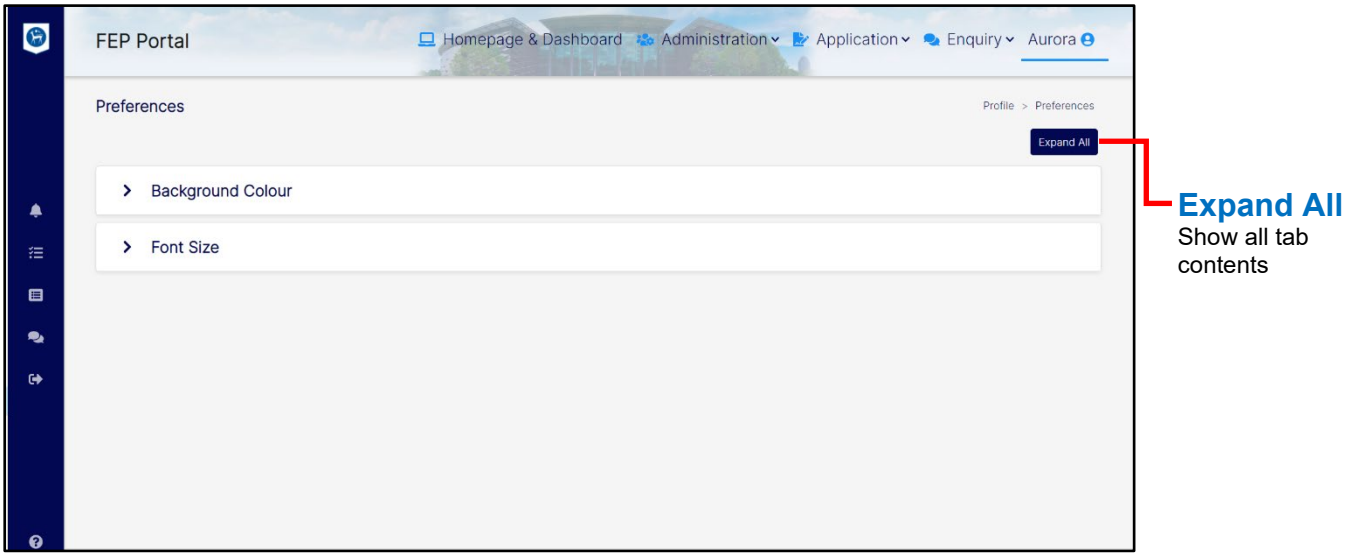
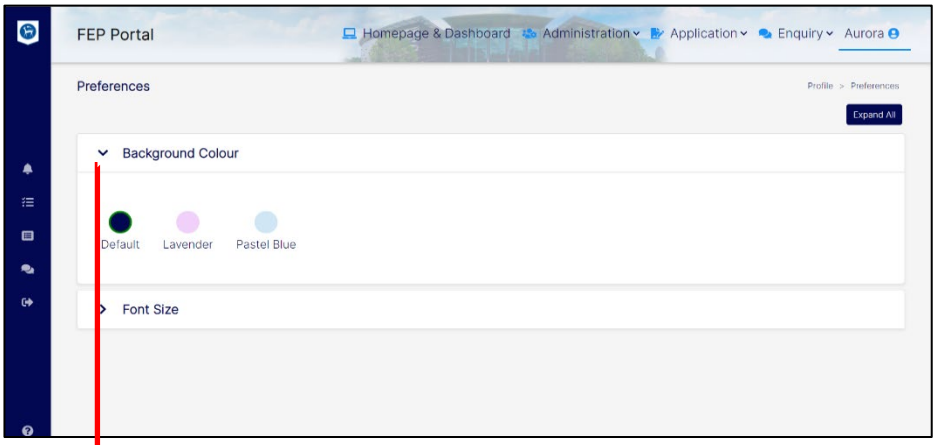


Figure 7 Preferences

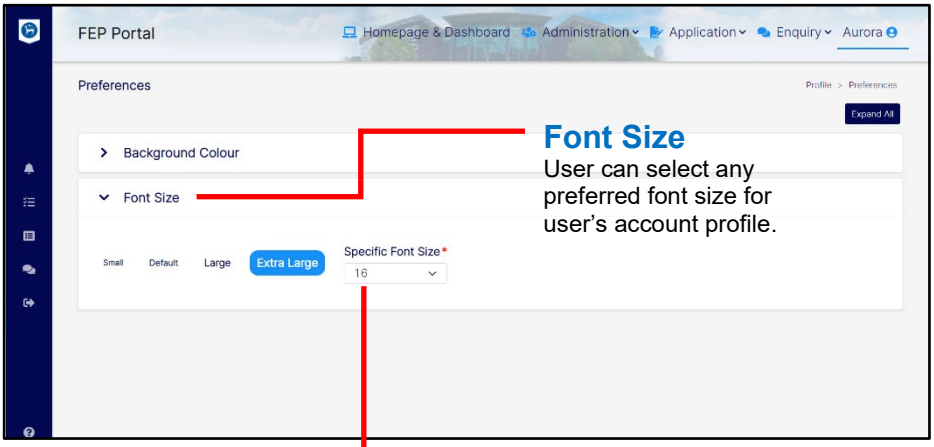
Background Colour



Background colour

User can select any preferred colour to set as background for user's account profile.

Font



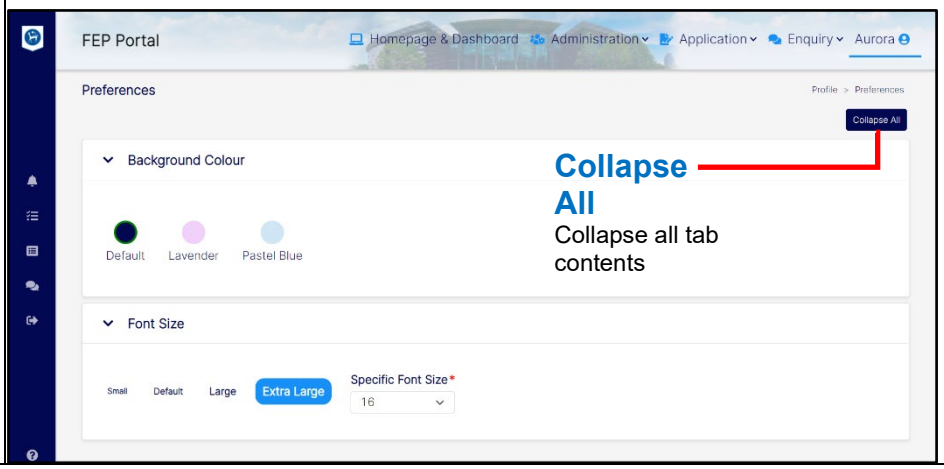
Font Size

User can select any preferred font size for user's account profile.

Specific Font Size

User can insert any preferred specific font size for user's account profile.

Collapse All



Collapse All

Collapse all tab contents

3.2 SWITCH ACCOUNT

User who holds multiple accounts can choose to access the system using any account and switch account at any point in time by clicking on **Switch Accoun**t at the User Profile Menu.

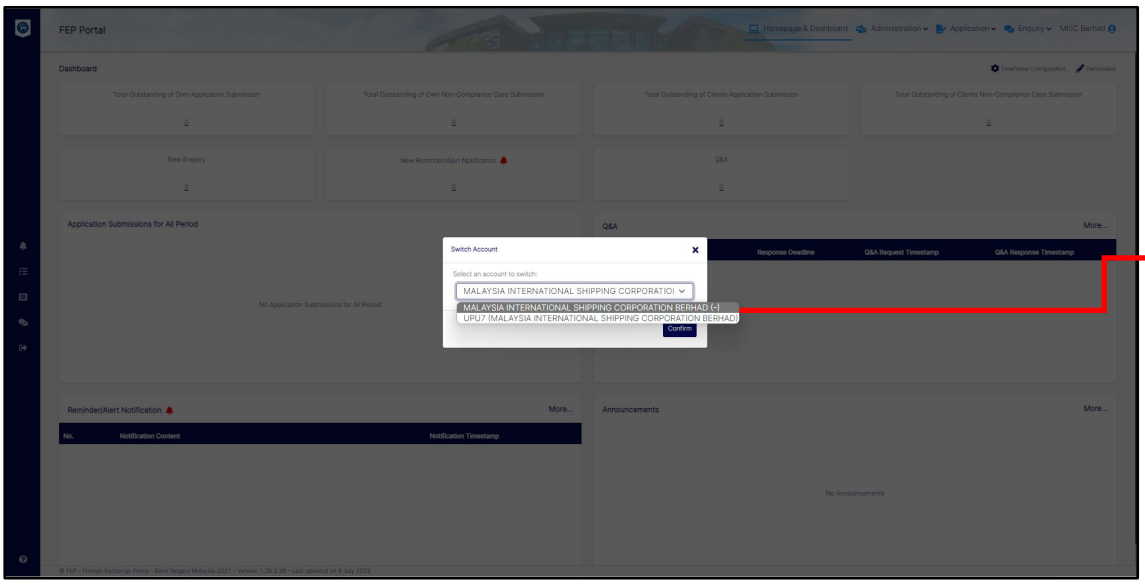


Figure 8 Switch Account from Profile Menu

3.3 LOGOUT

User can log out from the FEP portal by clicking on ***Log Out*** at User Profile Menu.

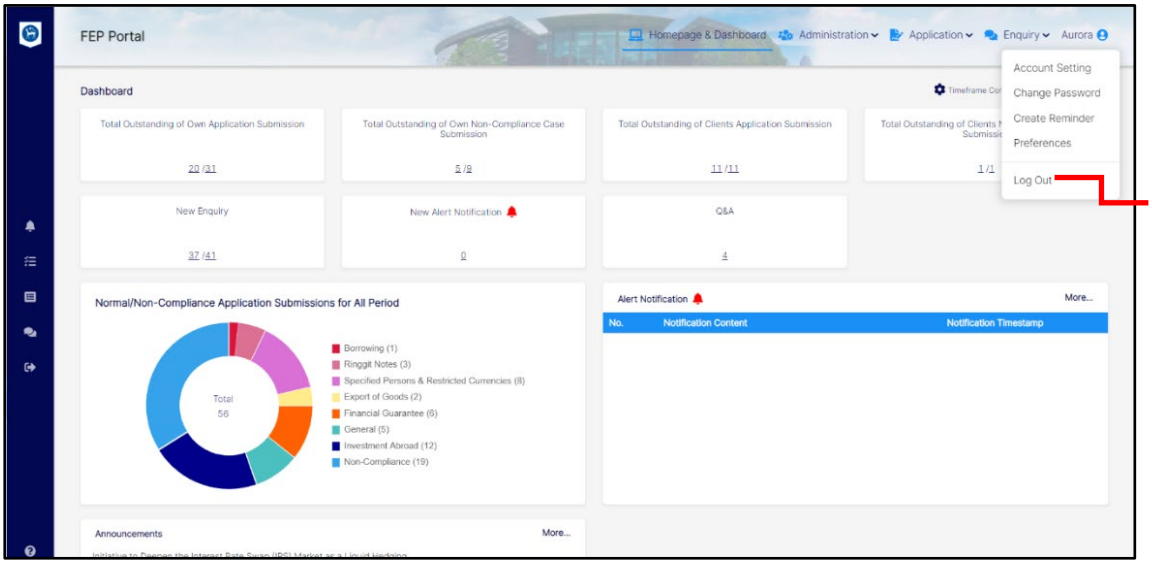


Figure 9 Log Out from Profile menu