

# CORPORATE ISLAMIC USER GUIDE



+968 24730000  
[soharislamic.com](http://soharislamic.com)

# TABLE OF CONTENTS

INTRODUCTION	2
REGISTER YOUR ACCOUNT	3
LOGIN TO INTERNET BANKING	7
UPLOAD SALARY	10
APPROVE SALARY TRANSFERS	17
SALARY HISTORY	20
ADD BENEFICIARY WITHIN SOHAR ISLAMIC	22
ADD BENEFICIARY WITHIN OMAN	27
DOMESTIC TRANSFER	32
TRANSFER INTRA COMPANY	37
ADD INTERNATIONAL BENEFICIARY	42
INTERNATIONAL TRANSFER	49
ADD BILLER PAYMENTS	55
PAY BILLER PAYMENTS	60
RESET PASSWORD	65
RESET USERNAME	73
DOWNLOAD STATEMENT	79



## INTRODUCTION

Sohar Islamic Corporate Banking offers an advanced Corporate Internet Banking Service tailored to streamline processes, minimise paperwork, and optimise time and costs for corporate customers. Integrated within this platform is the convenient salary upload feature, enabling seamless tracking and management of bulk salary payments.

By registering and activating your internet banking account, you can unlock the benefits of this feature, enhancing efficiency in managing your corporate finances.



# REGISTER YOUR ACCOUNT





## Step 2

**Create Password**

To safeguard your personal info, please create secure password

Password  
••••••••

Confirm Password  
••••••••

Password must contain:

- at least one Uppercase
- at least one Lowercase
- at least one Number
- at least one Special character ⓘ
- from 8 to 24 characters

Cancel Continue

Click the link to set up your account password



## Step 3 - 4

Sohar **صحر** Find Us Contacts English

**OTP Verification**

4 digit OTP was sent by email and text message:

Mobile Number: +966 5555 5555

Email: abc@gmail.com

X X X X

Cancel Confirm

Didn't receive OTP? Resend (3)

- at least one Uppercase
- at least one Lowercase
- at least one Number
- at least one Special character ⓘ
- from 8 to 24 characters

Enter the OTP that was sent to your registered mobile number to complete your registration



# LOGIN TO INTERNET BANKING





# Step 1

The screenshot shows a web browser window with a dark blue background. At the top, there is a navigation bar with the Sohar logo on the left, 'Find Us' and 'Contacts' in the center, and 'English' with a dropdown arrow on the right. The main content area features a white login form with the following elements:

- A 'Username' input field.
- A 'Password' input field with a toggle icon on the right.
- An orange 'Login' button.
- A link that says 'Can't login? [Reset credentials](#)'.

Click the link to launch internet banking, and enter your registered user name and password.



## Step 2

The screenshot shows a web application interface with a dark blue header. The header contains the Sohar logo and navigation tabs: Accounts, Transfers, Payments, Salary Upload, DigiTrade, DigiCash, and B2B. The 'Accounts' tab is selected. Below the header, there is a search bar with the placeholder text 'Search by Account Type or Number'. Underneath the search bar, a section titled 'Operative Accounts (1)' displays a table with the following columns: Account, Clear, Effective, and Available Balance. The table contains one row with the account name 'Current ...6701' and a balance of '4,176,000.00'. To the right of the table, there is a 'Requests' sidebar with three items: Transfers, Payments, and Salary Payments, each with a circular indicator.

Account	Clear	Effective	Available Balance
018 Current ...6701		4,176,000.00	4,176,000.00

You will now be able to view all your operative accounts, and the Salary Module feature



# UPLOAD SALARY



# Step 1

Salary Upload

Salary Payment

Download Template file

#أهلاً بالفوز #HELLO\_WINNING

Salary History

Clear

Payment Date	Entry Type	Status	Amount
2022/08/01	Payment	Failed	10000
2022/08/01	Payment	Failed	10000
2022/08/01	Payment	Failed	10000
2022/08/01	Payment	Failed	10000
2022/08/01	Payment	Failed	10000
2022/08/01	Payment	Failed	10000
2022/08/01	Payment	Failed	10000
2022/08/01	Payment	Failed	10000

Choose Salary Payment or download an Excel File to process salaries via data import.





# Step 3

## Salary Payment

The screenshot shows a web application interface for 'Salary Payer' configuration. The interface includes a navigation bar with 'Accounts', 'Transfers', 'Payments', and 'Salary Upload' (highlighted). The main content area displays a 'Salary Payer' modal form with the following fields:

- Payment Type (dropdown)
- From Account (dropdown)
- Salary Year (dropdown, set to 2022)
- Salary Month (dropdown, set to August)
- Salary Frequency (dropdown, set to Monthly)

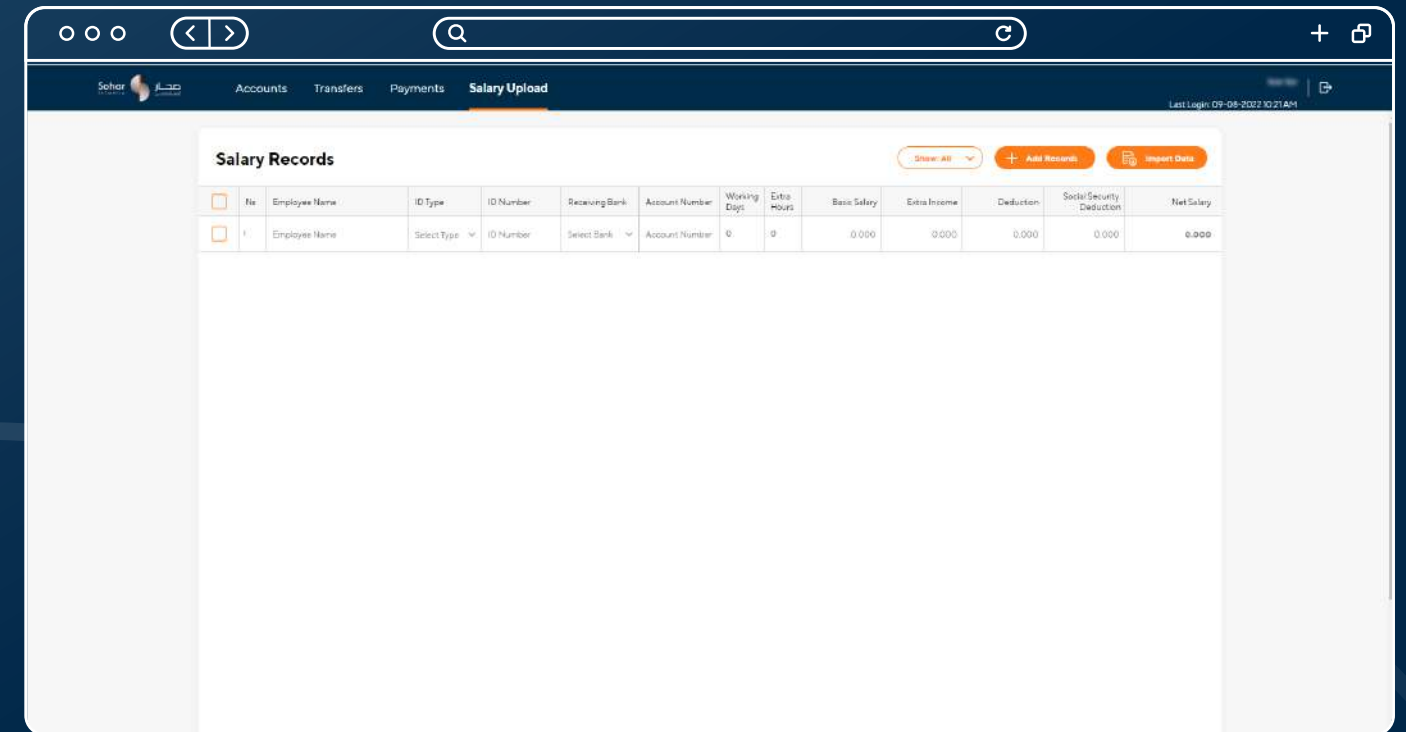
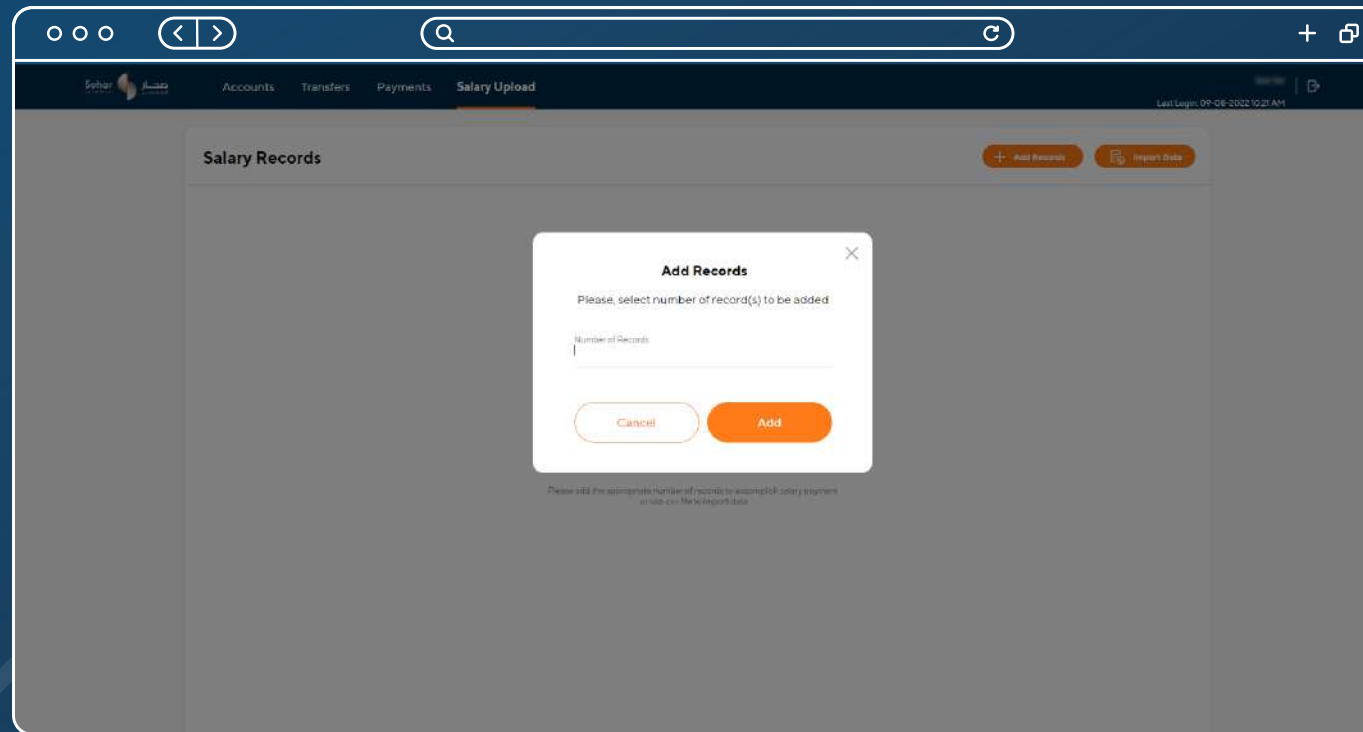
At the bottom of the modal, there are two buttons: 'Cancel' and 'Continue'. An orange dot and line point to the 'Continue' button.

Select the payment type, salary frequency, and salary month then click continue to proceed.



# Step 4

## Add Record

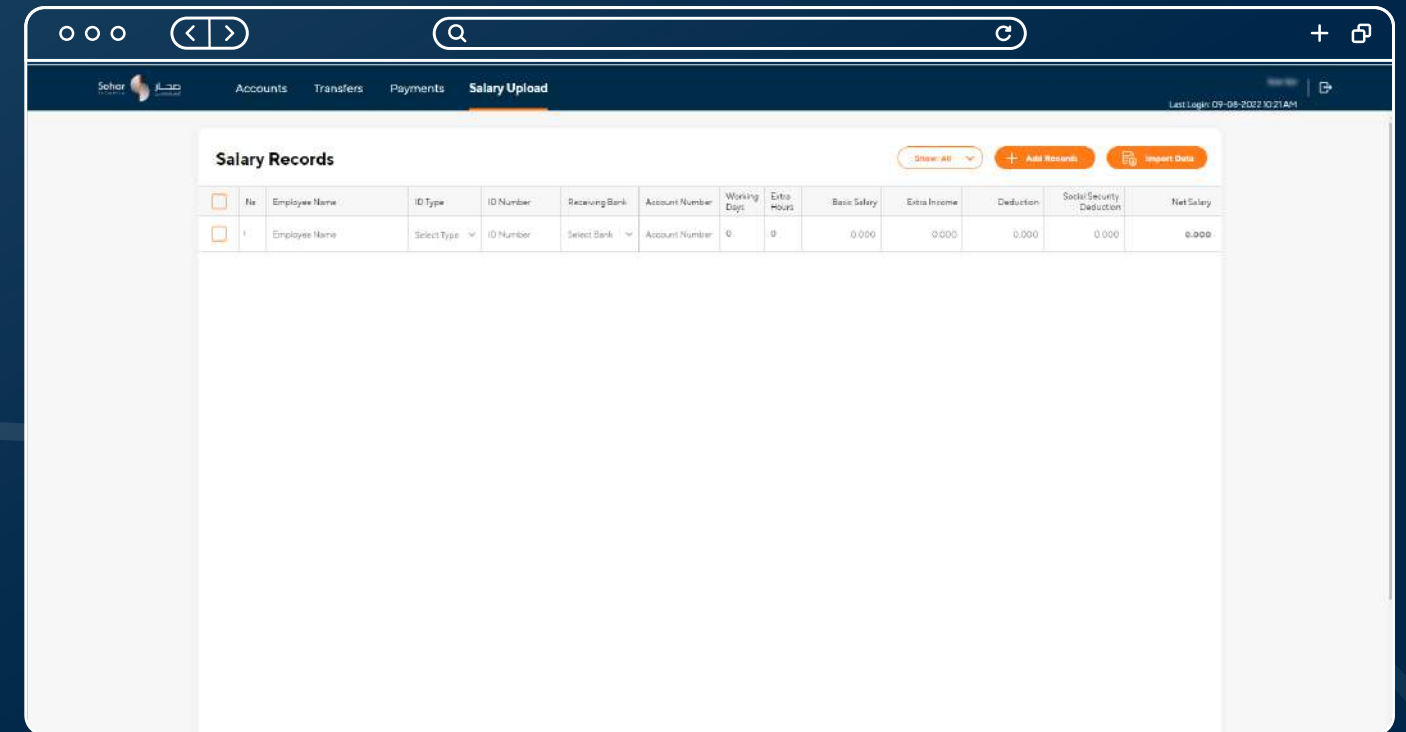
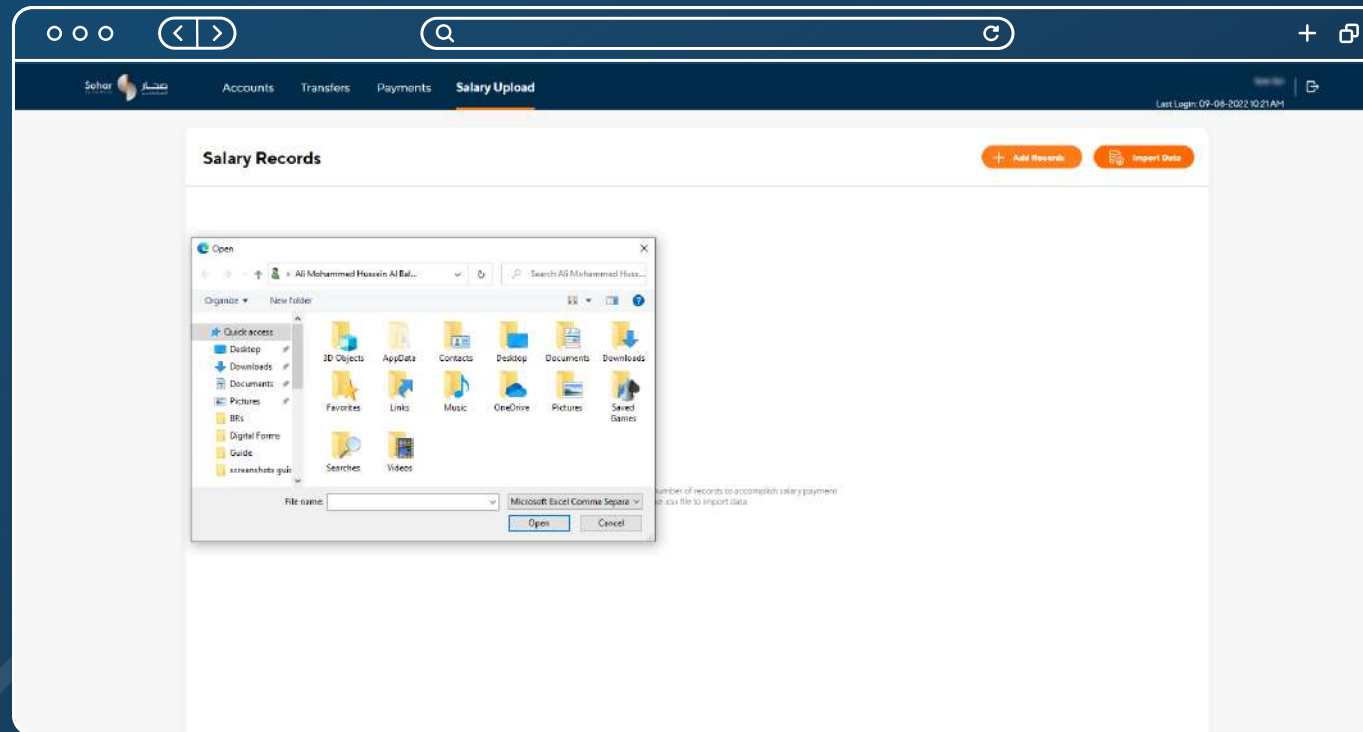


For Salary Upload you can click on Add Record



# Step 5

## Import Data



You can also fill the required salary data in the salary file and select upload.





# Step 6

## Confirmation page

**Confirm Salary Payment**

Payment Type: Salary

Payer Account Number: Current 4000

Salary Year: 2022

Salary Month: August

Records: 1

Debit Amount: 10000.0000

Charges: 10000.0000 ⓘ

Total Debit Amount: 10000.0000

Charges Account: Current 4000

← Back

**Success!**

Salary Payment has been sent for approval

Total Amount

Payer Account Number: Current 4000

Salary Year: 2022

Salary Month: August

File Name: 09-08-2022-12:28 PM

If you select Add Records, you are required to fill in all the mandatory fields, review and submit



# **APPROVE SALARY TRANSFERS**

# Step 1

The screenshot displays a web application interface for an Approver. At the top, there is a navigation bar with the 'Sohar' logo and menu items: 'Accounts', 'Transfers', 'Payments', and 'Salary Upload'. The 'Accounts' menu item is currently selected. In the top right corner, the user's last login is noted as '09-08-2022 11:26 AM'. Below the navigation bar, there is a search bar with the placeholder text 'Search by Account Type or Number'. The main content area is divided into two primary sections. On the left, there is a table titled 'Operative Accounts (4)'. The table has columns for 'Account', 'Clear', 'Effective', and 'Available Balance'. Each row represents an account with a 'DR' icon, a blurred account number, and corresponding numerical values. On the right side of the dashboard, there are two summary panels. The 'Approvals' panel shows counts for 'Transfers' (0), 'Payments' (0), and 'Salary Payments' (0). The 'Requests' panel shows counts for 'Transfers' (1), 'Payments' (0), and 'Salary Payments' (1). A vertical orange line with dots at both ends points from the bottom text to the 'Approvals' and 'Requests' sections.

As an Approver, you can view the approval section on the dashboard





# **SALARY HISTORY**





# Step 1

Payment Date	Entry Type	Status	Amount
10 April 2023	Manual Entry	In Progress	20,000
10 April 2023	Manual Entry	Rejected	100,000
10 April 2023	Manual Entry	Partially Rejected	10,000
04 April 2023	Manual Entry	Success	5,000
04 April 2023	Manual Entry	In Progress	5,000

The file status will be updated in the front end every one hour

You can view the file status under the history section (In Progress, Rejected, Partially Rejected or Success)



# **ADD BENEFICIARY WITHIN SOHAR ISLAMIC**



# Step 1

The screenshot shows a web application interface for managing beneficiaries. The page is titled "Transfers" and has a navigation bar with "Accounts", "Transfers", "Payments", and "Salary Upload". The "Transfers" tab is active. The page displays a list of beneficiaries and an "Add New Beneficiary" dropdown menu.

**Transfers** | Accounts | Payments | Salary Upload | Last Login: 09-08-2022 4:51 PM

< Back

**All Beneficiaries** | Within Sohar | Within Oman

Search | Sort by: Nickname

Nickname	Type	Bank	Accountnumber
A	Within Oman	National Bank O...	Account...8601
T	Within Sohar Islamic	Sohar Islamic	Account...0104
T	Within Oman	Bank Dhofar O...	Account...3123

**Add New Beneficiary**

- Within Sohar Islamic
- Within Oman


Privacy Policy | FAQ

Select add new beneficiary within Sohar Islamic





## Step 2

Sohar  Accounts **Transfers** Payments Salary Upload

Last Login: 10-08-2022 8:33 AM

[Back](#)

### Add Beneficiary Within Sohar Islamic

Account Number

Fill account number



## Step 3

Sohar Islamic Bank Accounts **Transfers** Payments Salary Upload Last Login: 10-08-2022 8:33 AM

< Back

### Add Beneficiary Within Sohar Islamic

Account Number: ██████████ ✓

Account Holder: ██████████

### Beneficiary Nickname

Nickname: ██████████

Phone Number (Optional): ██████████

Cancel Continue

Check beneficiary details are correct and click on continue

Sohar Islamic Bank Accounts **Transfers** Payments Salary Upload Last Login: 10-08-2022 8:33 AM

< Back

### Confirm Beneficiary Creation

Account Number: ██████████ ✓

Account Holder: ██████████ ✓

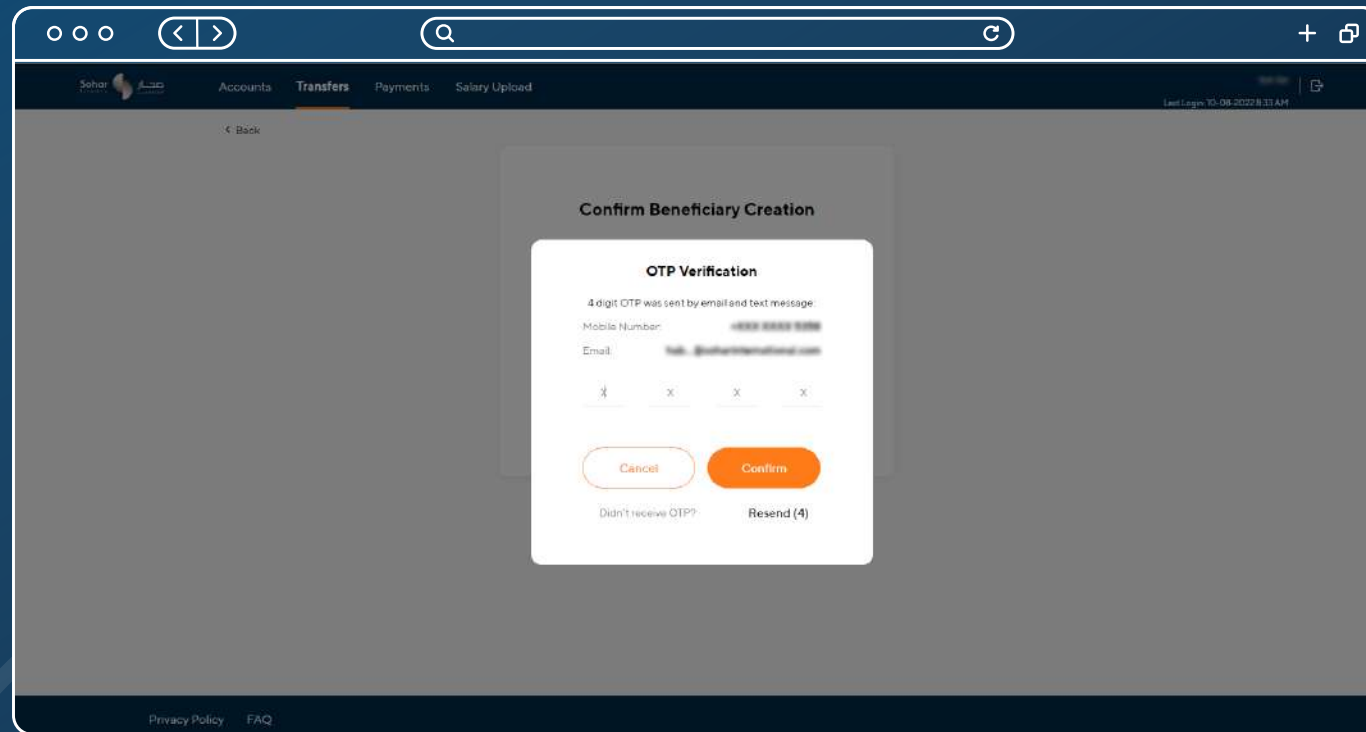
Nickname: ██████████ ✓

Cancel Continue

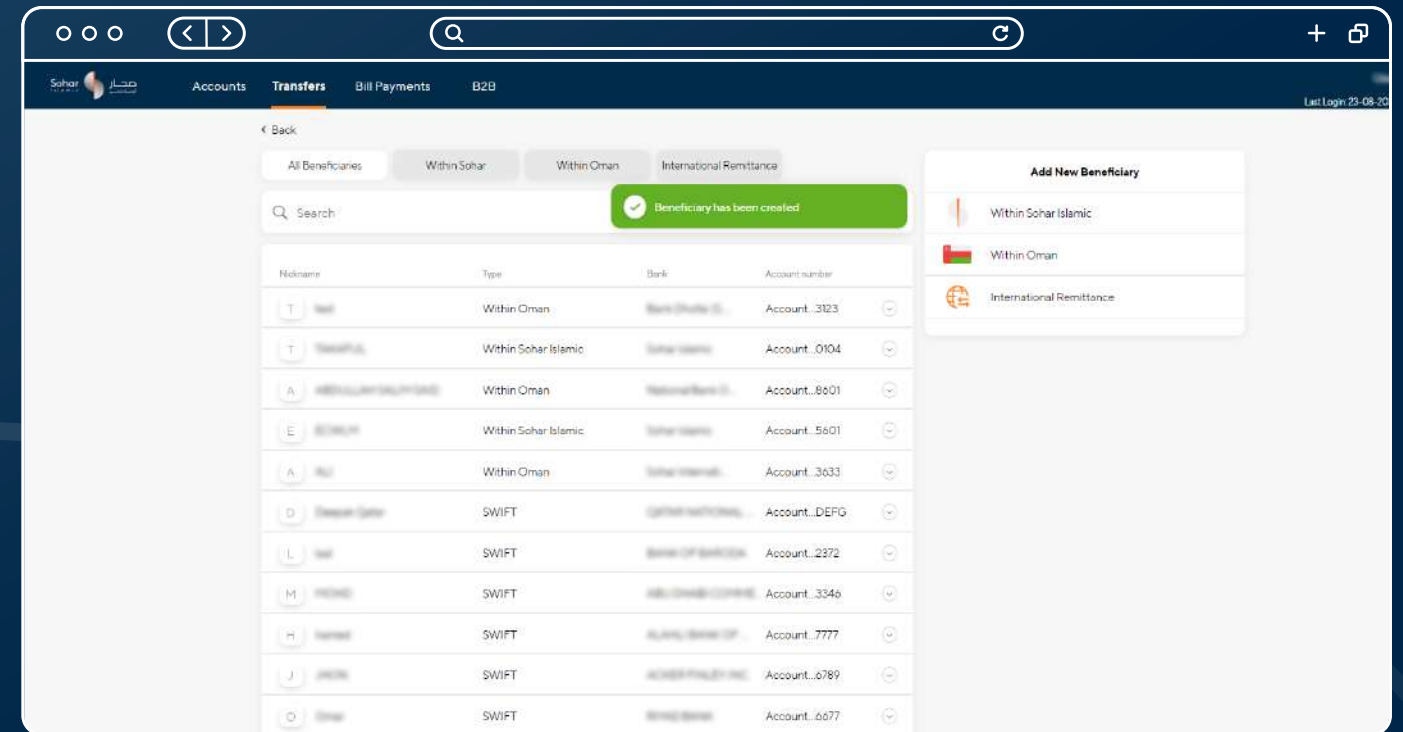
Confirm all details and click on continue



# Step 4



Enter OTP and confirm.



Beneficiary has been added successfully



# **ADD BENEFICIARY WITHIN OMAN**





# Step 1

Navigation: Accounts, **Transfers**, Payments, Salary Upload

Last Login: 09-08-2022 4:51 PM

< Back

Buttons: All Beneficiaries, Within Sohar, Within Oman

Search: Search [Sort by: Nickname]

Nickname	Type	Bank	Account number
A	Within Oman		
T	Within Sohar Islamic		
T	Within Oman		

**Add New Beneficiary**

- Within Sohar Islamic
- Within Oman

Footer: Privacy Policy, FAQ

Select add new beneficiary within Oman



## Step 2

The screenshot shows a web browser window with a dark blue header. The header contains the 'Sehar' logo, navigation links for 'Accounts', 'Transfers', 'Payments', and 'Salary Upload', and a 'Last Login: 10-06-2022 6:33 AM' timestamp. The main content area is white and features a central form titled 'Add Beneficiary Within Oman'. The form includes the following fields: 'Account Number', 'Bank' (a dropdown menu), 'Account Holder', 'Beneficiary Nickname', and 'Mobile Number (Optional)'. At the bottom of the form are two buttons: 'Cancel' and 'Continue'. An orange line with dots at both ends points from the 'Continue' button to the instruction text below the screenshot.

Fill the required details and click continue.



## Step 3

Account Number: [REDACTED]

Account Holder: [REDACTED]

Bank: [REDACTED]

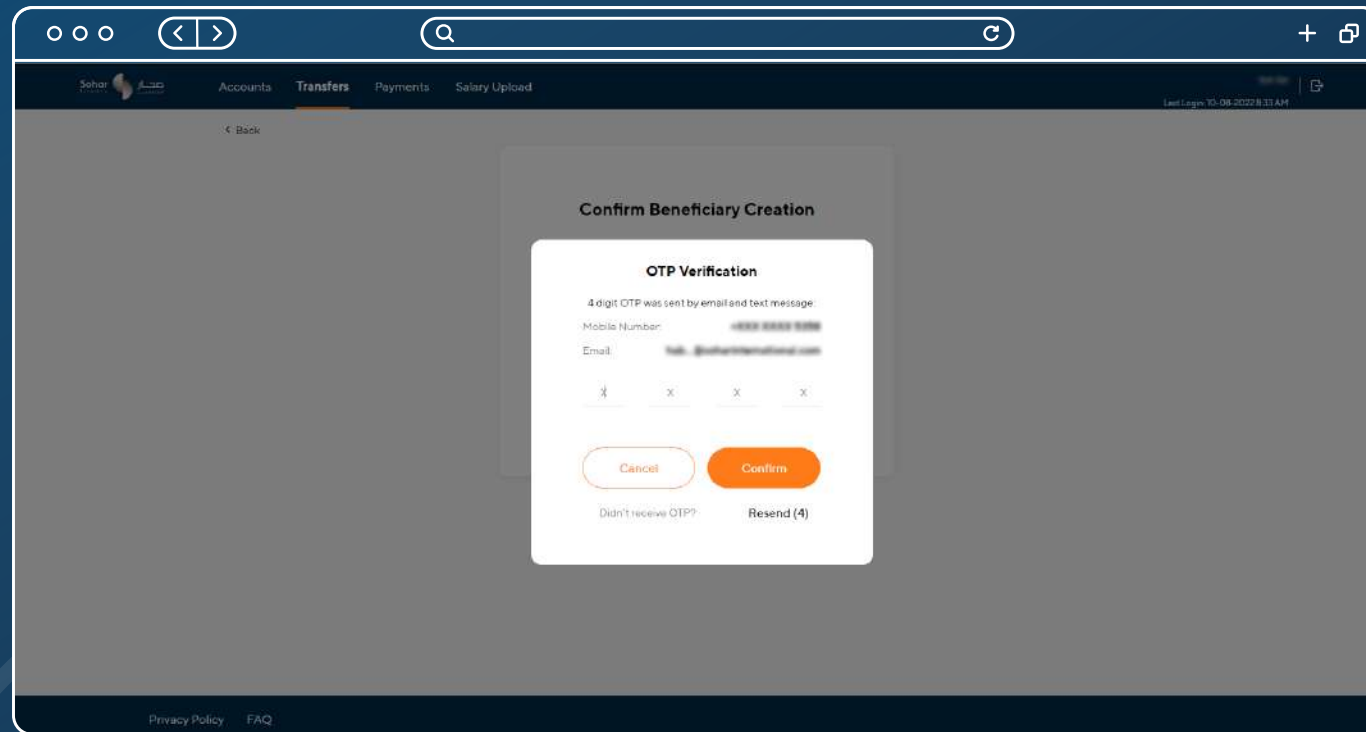
Nickname: [REDACTED]

[Cancel](#) [Continue](#)

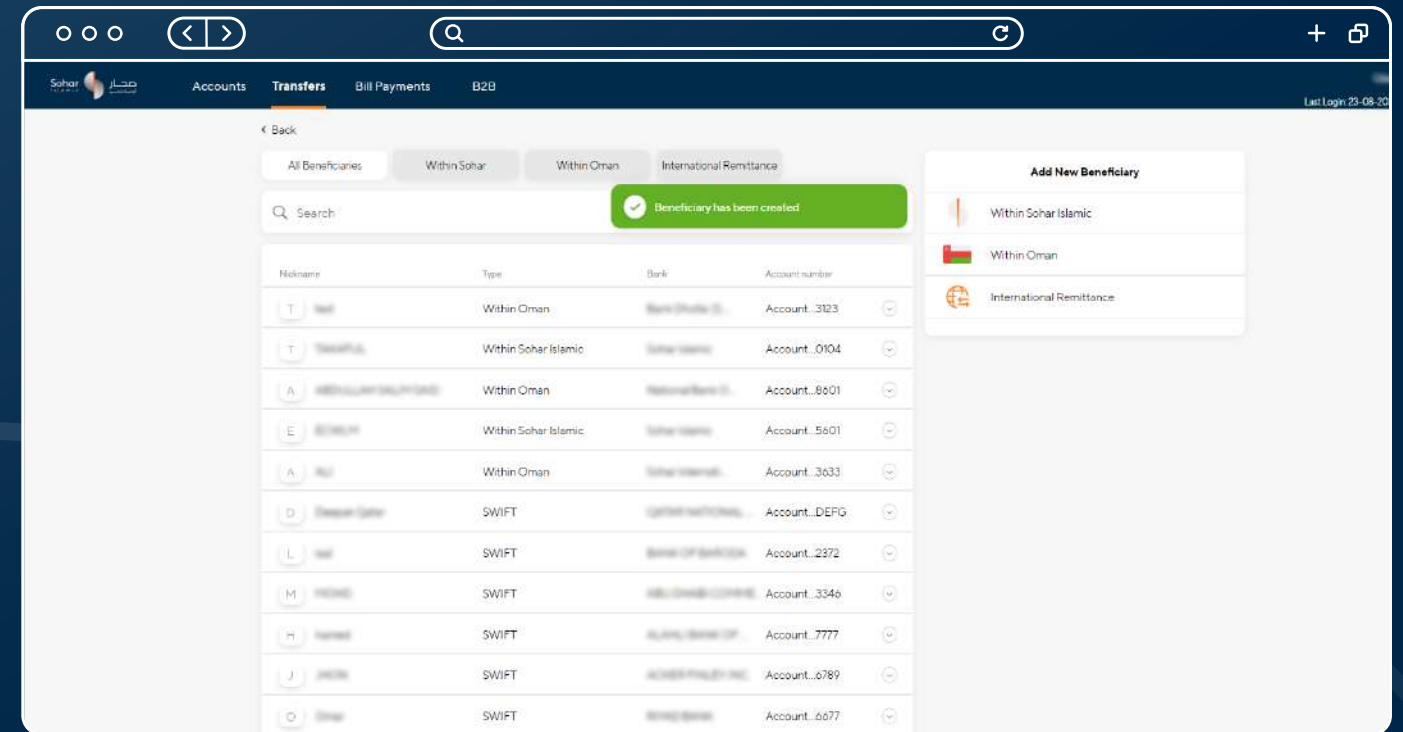
Confirm beneficiary creation and click continue .



# Step 4



Enter OTP and confirm.



Beneficiary has been added successfully





# DOMESTIC TRANSFER



# Step 1

The screenshot displays a web application interface for managing beneficiaries. The main navigation bar includes 'Accounts', 'Transfers', 'Payments', and 'Salary Upload'. The 'Transfers' section is active. The page shows a list of beneficiaries under the 'Within Sohar' tab. A modal window is open for the beneficiary 'ECWLM', showing account details and a 'Transfer' button. A 'Transfer' button is also visible on the list row for 'ECWLM'. A red box highlights the 'Add New Beneficiary' modal on the right side of the screen.

Nickname	Type	Bank	Account number
E ECWLM	Within Sohar Islamic	Sohar Islamic	Account...5601
T	Within Sohar Islamic	Sohar Islamic	Account...0104

Click on the added beneficiary, then click on transfer



## Step 2

The screenshot shows a web browser window with a dark blue header. The header contains the logo 'Sohar' and 'سحر' on the left, and navigation links 'Accounts', 'Transfers', 'Payments', and 'Salary Upload' in the center. On the right of the header, there is a search bar, a refresh icon, and a user profile icon. Below the header, the main content area is white and contains a central form titled 'Transfer to Account'. The form has the following fields: 'From Account' with a dropdown menu showing 'Current ...6301'; 'To Beneficiary' with a dropdown menu showing 'BANK' and a person icon; 'Amount' with a text input field containing '0.000' and a currency selector set to 'OMR'; and 'Comment (optional)' with a text area. At the bottom of the form are two buttons: 'Cancel' and 'Continue'. A vertical orange line with dots at both ends points from the 'Continue' button down to the instruction text below the screenshot.

Put the amount you want to transfer, then click on continue



## Step 3

Sohar صحرار

Accounts **Transfers** Payments Salary Upload

Last Login: 10-08-2022 8:33 AM

< Back

### Confirm Transfer

Transfer Type:

From Account:

To Beneficiary:

Beneficiary Account:

Amount:

Transfer Charges:

To confirm the transfer click on continue.



## Step 4

The screenshot shows a web browser window with a dark header. The main content area is dimmed, with a white modal box in the center titled "Confirm Transfer". Inside the modal, there is a sub-section titled "OTP Verification" with the text "4 digit OTP was sent by email and text message:". Below this, there are fields for "Mobile Number" (displaying +966 5555 5555) and "Email" (displaying +966 @seharbank.com). There are four input boxes for the OTP digits, each containing an "X". At the bottom of the modal, there are "Cancel" and "Confirm" buttons, and a "Resend (4)" link.

Enter OTP

The screenshot shows a web browser window with a dark header. The main content area is white with a large green checkmark icon at the top. Below the icon, the text reads "Success!" followed by "Your transaction was sent for approval". The transferred amount is displayed as "10.000 OMR". Below this, there are fields for "To Beneficiary", "Beneficiary Account", and "Date", each with a blurred value.

The transfer has been sent successfully



# TRANSFER INTRA-COMPANY



# Step 1

The screenshot shows the Sohar Islamic Bank web portal. The navigation menu includes Accounts, Transfers, Bill Payments, and Salary Upload. The 'Transfers' section is active, displaying three options: Intra company Transfer, Transfer to Account, and Beneficiaries. The 'Intra company Transfer' option is highlighted with an orange dot. Below this, the 'Transfer History' table shows four entries, all with a 'Pending' status. To the right, the 'Add New Beneficiary' section lists three options: Within Sohar Islamic, Within Oman, and International Remittance.

Date	Transfer Type	To Beneficiary	Status	Amount
11 August 2022	SWIFT		● Pending	
10 August 2022	Within Oman		● Pending	
10 August 2022	Within Sohar Islamic		● Pending	
31 August 2021	Within Oman		● Pending	

Once you've logged in , click on transfers then intra-company company transfer.



## Step 2

**Transfer to Account**

From Account  
Current ...6301

To Account  
Current ...6302

Amount  
OMR

Comment (optional)

Cancel Continue

Choose the accounts then fill in the amount and click continue to proceed





## Step 3

The screenshot shows a web browser window with a dark blue header. The header contains the Sohar logo and navigation links for 'Accounts', 'Transfers', 'Bill Payments', and 'Salary Upload'. A search bar and a refresh icon are also present. The main content area is white and features a 'Confirm Transfer' dialog box. The dialog box has a title 'Confirm Transfer' and four input fields: 'Transfer Type' (Inter Company), 'From Account', 'To Account', and 'Amount'. At the bottom of the dialog are two buttons: 'Cancel' and 'Continue'.

Check the details and confirm



# Step 4

The screenshot shows a web browser window with a dark blue header. The header contains the logo 'Sohar' and 'صهار' on the left, and navigation links 'Accounts', 'Transfers', 'Bill Payments', and 'Salary Upload' in the center. On the right, there is a user profile icon and the text 'Last Login: 14-08-2022 12:41 PM'. The main content area is greyed out, showing a 'Confirm Transfer' dialog. The dialog title is 'Confirm Transfer' and it indicates 'Transfer Type: Inter Company'. A white modal titled 'OTP Verification' is centered on the screen. The modal text reads: '4 digit OTP was sent by email and text message:'. Below this, it shows 'Mobile Number: [redacted]' and 'Email: [redacted]'. There are four input fields for the OTP, each containing an asterisk (\*). At the bottom of the modal, there are two buttons: 'Cancel' (white with orange border) and 'Confirm' (orange). Below the buttons, there are two links: 'Didn't receive OTP?' and 'Resend (4)'.

Enter OTP and confirm



# **ADD INTERNATIONAL BENEFICIARY**



# Step 1

The screenshot displays the 'Transfers' section of the Sohar Islamic Bank web application. The interface includes a navigation menu with options like 'Accounts', 'Transfers', 'Bill Payments', 'Salary Upload', 'DigiTrade', 'DigiCash', and 'B2B'. The 'Transfers' section is active, showing three main options: 'Intra company Transfer', 'Transfer to Account', and 'Beneficiaries'. Below these is a 'Transfer History' table with columns for Date, Transfer Type, To Beneficiary, Status, and Amount. The table lists several transactions from August 17 and 18, 2022, with statuses ranging from 'Pending' and 'Failed' to 'Success'. On the right side, there is an 'Add New Beneficiary' section with three options: 'Within Sohar Islamic', 'Within Oman', and 'International Remittance'. An orange line points from the 'International Remittance' option to the explanatory text below.

Date	Transfer Type	To Beneficiary	Status	Amount
18 August 2022	SWIFT	Chase Bank	Pending	USD 10,000.00
18 August 2022	Within Oman	Alj	Pending	USD 10,000.00
18 August 2022	Within Sohar Islamic	Chase Bank	Success	USD 10,000.00
17 August 2022	SWIFT	Chase Bank	Failed	USD 1,000.00
17 August 2022	SWIFT	Chase Bank	Failed	USD 1,000.00
17 August 2022	Within Oman	Alj	Success	USD 10,000.00
17 August 2022	Within Sohar Islamic	Chase Bank	Success	USD 10,000.00
17 August 2022	Within Oman	Alj	Success	USD 10,000.00

Once you've logged in , click on transfers then click on international remittance as shown in add new beneficiary section



## Step 2

What's beneficiary account details?

Select Country  
Oman

Nickname

Beneficiary First Name

Beneficiary Middle Name

Beneficiary Last Name

Beneficiary Address

Beneficiary Account Number / IBAN

Cancel Continue

To confirm the transfer click on continue.



## Step 3

The screenshot shows a web application interface for international remittance. The page title is "Enter SWIFT Code International Remittance". The interface includes a search bar for the SWIFT Code, a "Find" button, and dropdown menus for selecting the Bank and Branch. At the bottom of the form, there are "Cancel" and "Continue" buttons. The page is part of a navigation menu with options like "Accounts", "Transfers", "Bill Payments", "Salary Upload", "DigiTrade", "DigiCash", and "B2B". The user's last login is noted as "23-08-2022 8:25 AM".

Enter the SWIFT code and click on find, then continue



# Step 4

Country

SWIFT Code

Beneficiary Account Number / IBAN

Nickname

Beneficiary First Name

Beneficiary Last Name

Beneficiary Address

Bank Name

Bank Address

Confirm beneficiary details



# Step 5

The screenshot shows a web browser window with a dark blue header. The header contains the logo on the left, navigation tabs for 'Accounts', 'Transfers', 'Bill Payments', 'Salary Upload', 'DigiTrade', 'DigiCash', and 'B2B', and a user profile on the right with the text 'Last Login: 23-08-2022 8:25 AM'. Below the header is a grey navigation bar with a '< Back' link. The main content area is a light grey background with a white modal dialog box in the center. The modal is titled 'Confirm Beneficiary Creation' and has a sub-title 'OTP Verification'. It contains the text '4 digit OTP was sent by email and text message:' followed by 'Mobile Number:' and 'Email:' with redacted information. Below this is a four-digit OTP input field with 'X' characters in each box. At the bottom of the modal are two buttons: 'Cancel' and 'Confirm'. Below the modal, the text 'Bank Address' and 'IN' is visible, along with another 'Cancel' and 'Continue' button. An orange line points from the 'Continue' button in the bottom modal to the 'Continue' button in the bottom main area.

Enter OTP and confirm





# Step 6

Accounts Transfers Bill Payments B2B Last Login: 23-08-2

< Back

All Beneficiaries Within Sohar Within Oman International Remittance

Search

Beneficiary has been created

Nickname	Type	Bank	Account number
T	Within Oman	Bank Sohar O.	Account..3123
T	Within Sohar Islamic	Sohar Islamic	Account..0104
A	Within Oman	Sohar Islamic	Account..8601
E	Within Sohar Islamic	Sohar Islamic	Account..5601
A	Within Oman	Sohar Islamic	Account..3633
D	SWIFT	International Bank	Account..DEFG
L	SWIFT	Bank of Oman	Account..2372
M	SWIFT	Bank of Oman	Account..3346
H	SWIFT	Bank of Oman	Account..7777
J	SWIFT	Bank of Oman	Account..6789
O	SWIFT	Bank of Oman	Account..6677

Add New Beneficiary

- Within Sohar Islamic
- Within Oman
- International Remittance

Beneficiary has been added



# INTERNATIONAL TRANSFER



# Step 1

The screenshot shows the Sohar Islamic Bank web portal. The navigation menu includes Accounts, Transfers, Bill Payments, Salary Upload, DigiTrade, DigiCash, and B2B. The 'Transfers' section is active, and the 'International Remittance' tab is selected. A table of beneficiaries is displayed with columns for Nickname, Type, Bank, and Account number. A 'Transfer' button is highlighted in orange. A sidebar on the right shows 'Add New Beneficiary' options: Within Sohar Islamic, Within Oman, and International Remittance.

Nickname	Type	Bank	Account number
D	SAVING	SOHAR ISLAMIC BANK	XXXX XXXX
H	SAVING	SOHAR ISLAMIC BANK	XXXX XXXX
J	SAVING	SOHAR ISLAMIC BANK	XXXX XXXX
Account Number: XXXX XXXX Account Holder: XXXX XXXX			
L	SAVING	SOHAR ISLAMIC BANK	XXXX XXXX
M	SAVING	SOHAR ISLAMIC BANK	XXXX XXXX
O	SAVING	SOHAR ISLAMIC BANK	XXXX XXXX

Once you're logged in , click on transfers then click on international remittance and choose the beneficiary , click on transfer



## Step 2

The screenshot shows a web browser window with a dark blue header. The header contains the 'Sohar' logo and navigation links: 'Accounts', 'Transfers', 'Bill Payments', 'Salary Upload', 'DigiTrade', 'DigiCash', and 'B2B'. The 'Transfers' link is underlined. In the top right of the header, it says 'Last Login: 23-08-2022 8:25 AM'. The main content area is white and features a central modal form titled 'Transfer to Account'. The form has the following fields: 'From Account' (Current ...6301), 'To Beneficiary' (JHON), 'Amount' (with a red dot on the input field), 'Transfer Category' (dropdown menu), 'Transfer Purpose' (dropdown menu), and 'Comment (optional)'. At the bottom of the form are two buttons: 'Cancel' and 'Continue'. A red dot is positioned above the 'Amount' field, with a vertical line extending downwards to the instruction text below the screenshot.

Fill the amount and choose the purpose of transfer



# Step 3

Navigation: Accounts, **Transfers**, Bill Payments, Salary Upload, DigiTrade, DigiCash, B2B

Last Login: 23-08-2022 8:25 AM

< Back

### Confirm Transfer

Transfer Type:	International Transfer (SWIFT)
From Account:	Current_A000
To Beneficiary:	JPM
Beneficiary Bank:	JP MORGAN CHASE BANK
Beneficiary Account:	123456789
Amount:	100000.00
Exchange Rate:	1.0000
Transfer Charges:	1000.00
Total Debit Amount:	101000.00
Charges Account:	Current_A000
SWIFT Code:	JP0333

Confirm details and click continue



# Step 4

The screenshot shows a web application interface for a bank. At the top, there is a navigation bar with the logo 'Soher' and 'صنار' on the left, and menu items 'Accounts', 'Transfers', 'Bill Payments', 'Salary Upload', 'DigiTrade', 'DigiCash', and 'B2B' in the center. On the right of the navigation bar, there is a user profile icon and the text 'Last Login: 23-08-2022 8:25 AM'. Below the navigation bar, there is a '< Back' link on the left. The main content area is titled 'Confirm Transfer'. It displays 'Transfer Type: International Transfer (SWIFT)'. A modal window titled 'OTP Verification' is centered on the screen. The modal contains the text '4 digit OTP was sent by email and text message.' followed by 'Mobile Number: [redacted]' and 'Email: [redacted]'. Below this, there are four input fields, each containing an 'X'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Confirm'. Below the modal, there are two more input fields: 'Charges Account: [redacted]' and 'SWIFT Code: [redacted]'. At the bottom of the main content area, there are two buttons: 'Cancel' and 'Continue'. An orange line points from the 'Continue' button to the text 'Enter OTP and confirm.' below the screenshot.

Enter OTP and confirm.



# Step 5

The screenshot shows a web browser window with a dark blue header. The header contains the Sohar logo and navigation links for 'Accounts', 'Transfers', 'Bill Payments', and 'Salary Upload'. A search bar and a refresh icon are also present. The main content area is white and features a central white box with a green checkmark icon at the top. Below the icon, the text reads 'Sent for Approval' and 'Your transaction was sent for approval.'. The box also displays 'Transferred Amount', 'From Account', 'To Account', and 'Date: 8/14/2022'. At the bottom of the box is an orange 'Download' button. A vertical line with dots at both ends points from the 'Download' button to the caption below.

The transfer has been sent successfully.

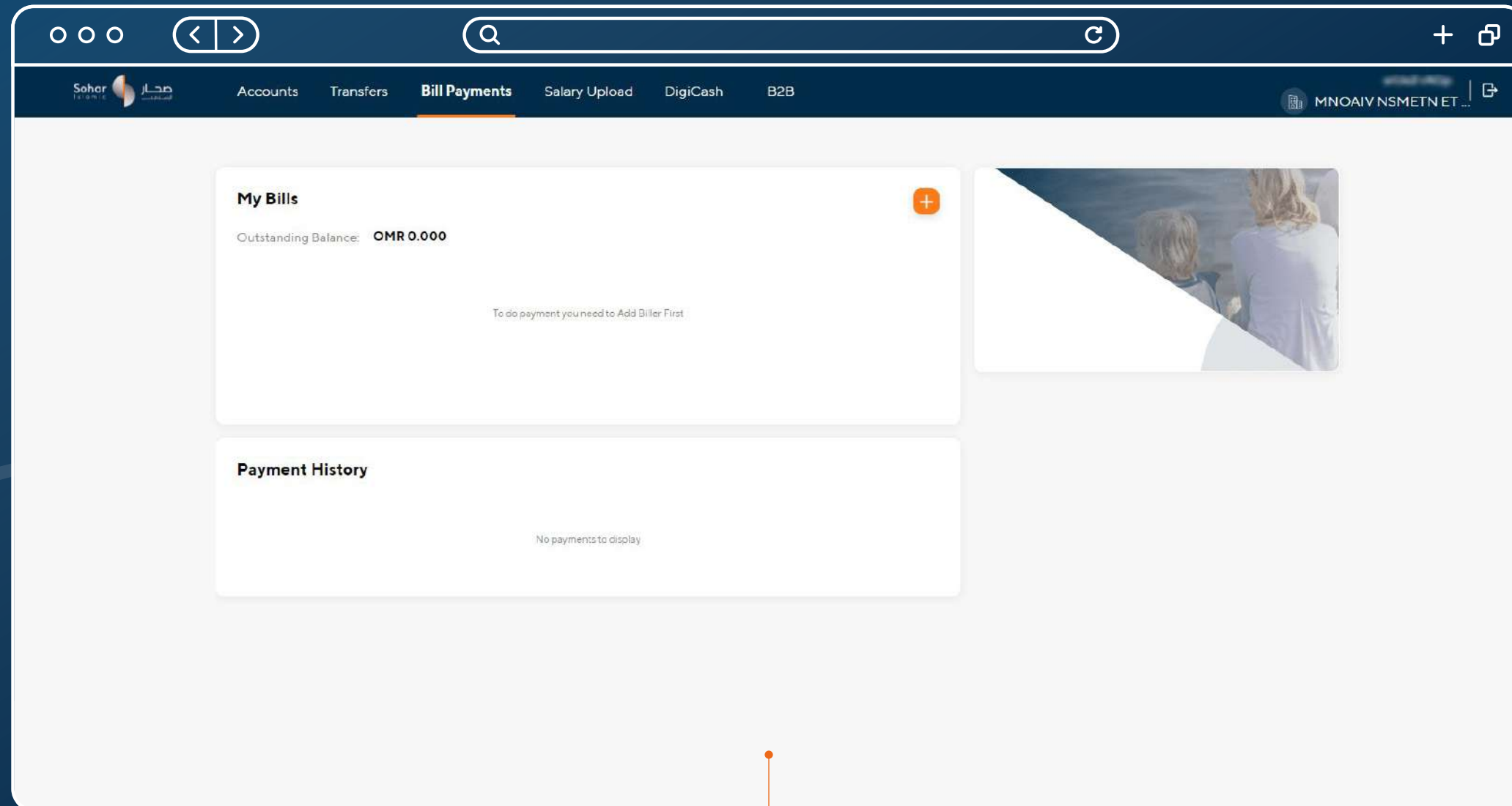


# **ADD BILLER PAYMENTS**





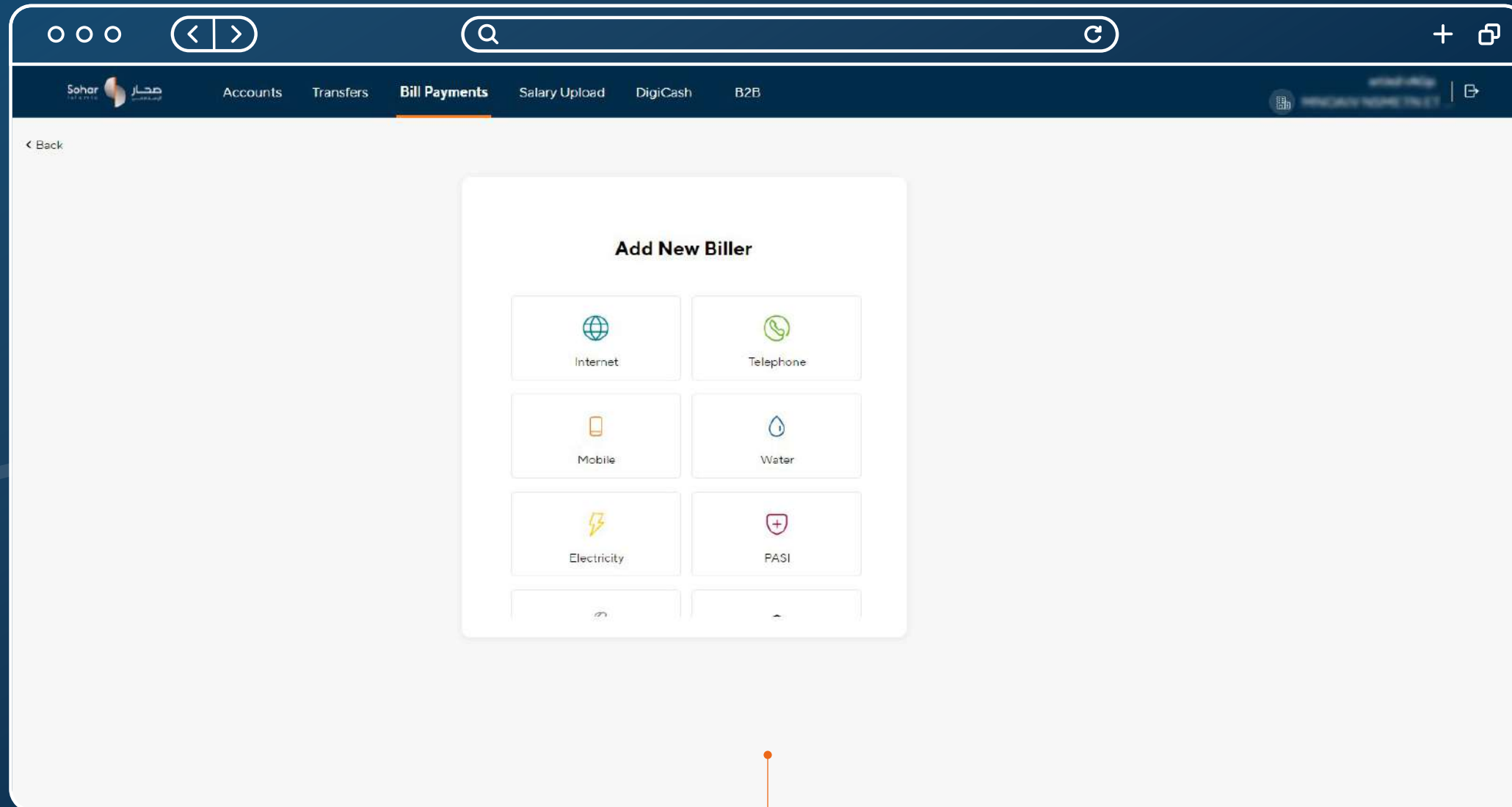
# Step 1



Click on bill payments option, then click on the create new bill button



## Step 2



Select type of biller to be added



## Step 3

< Back

### Add New Biller

Please, select Service Provider

Service Provider  
Internet Bill Provider

Please, enter Bill Name and Registration Number

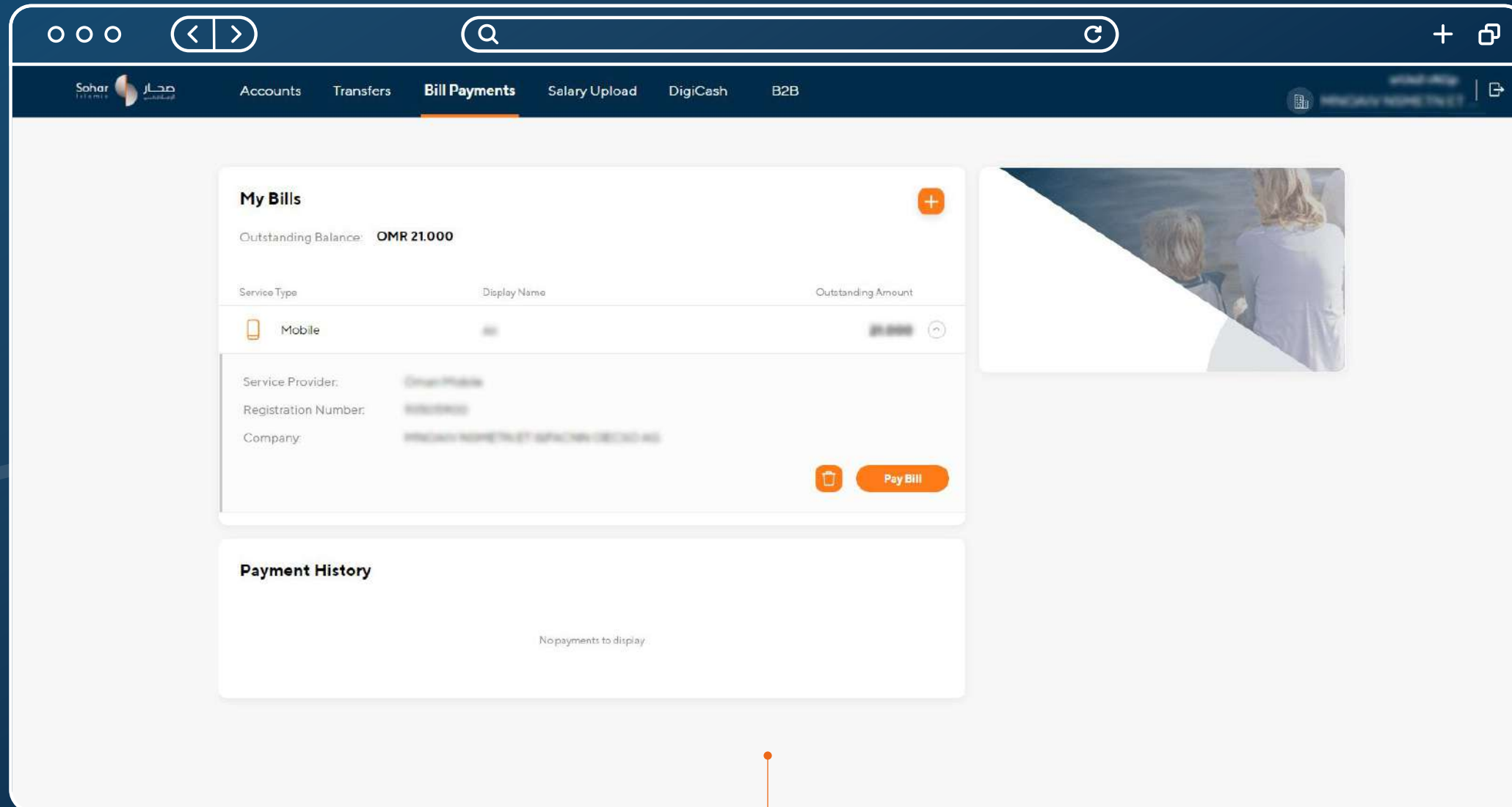
Display Name  
/

Account number  
/

Registration Number  
/

Cancel Continue

Fill new biller details and click continue



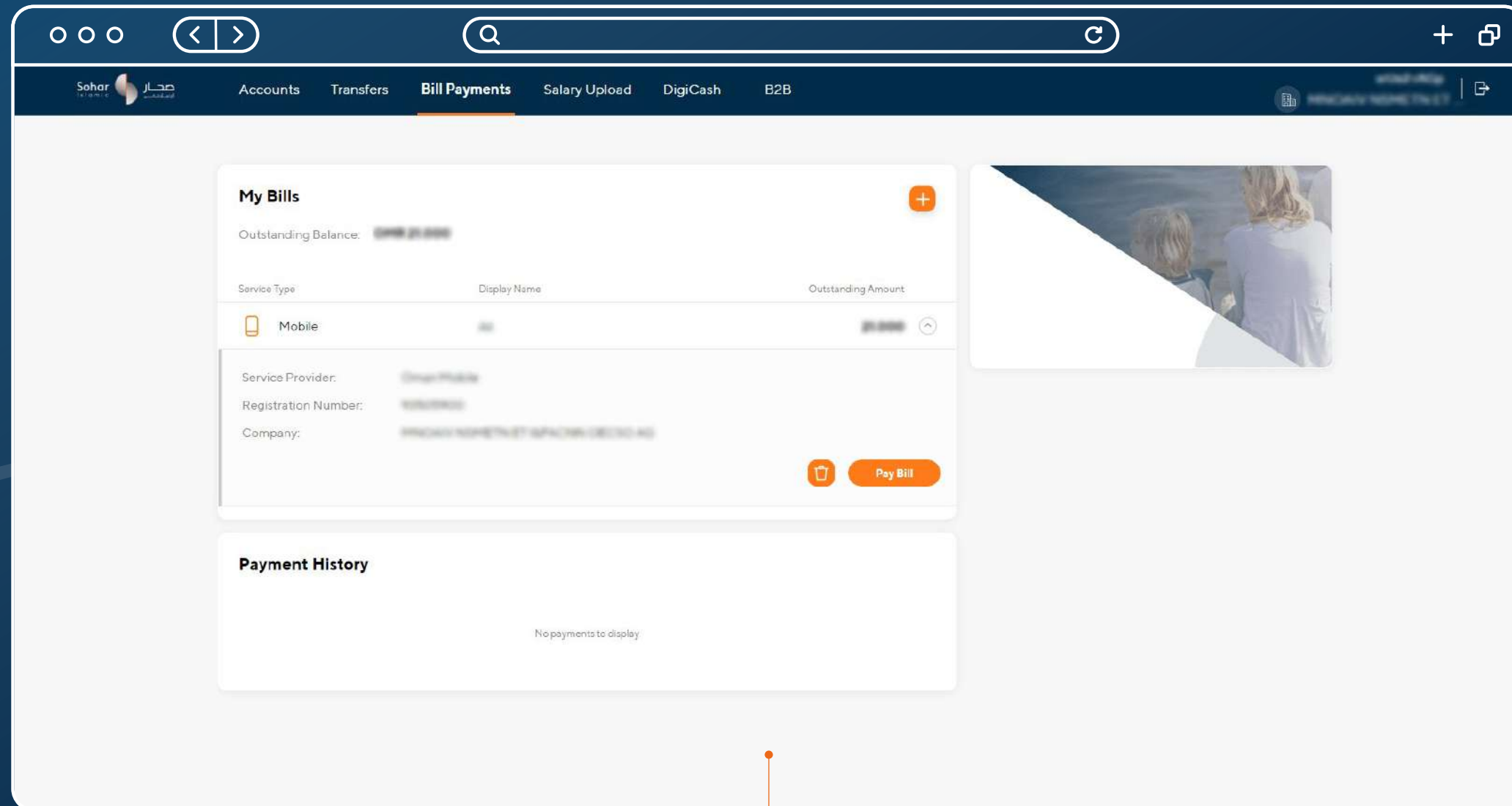
New biller has been added to the dashboard successfully.



# **PAY BILLER PAYMENTS**



# Step 1



Through bill payment option, click the pay bill button.



## Step 2

Pay Bill

From Account: Current...0301

Amount: 5,000 OMR

Comment (optional)

Cancel Continue

Confirm Payment

From Account: Current...0301

Service Type: Water

Display Name: 44

Registration Number: 44444444

Amount: 5,000 OMR

Cancel Continue

Enter the amount and confirm the payment



# Step 3

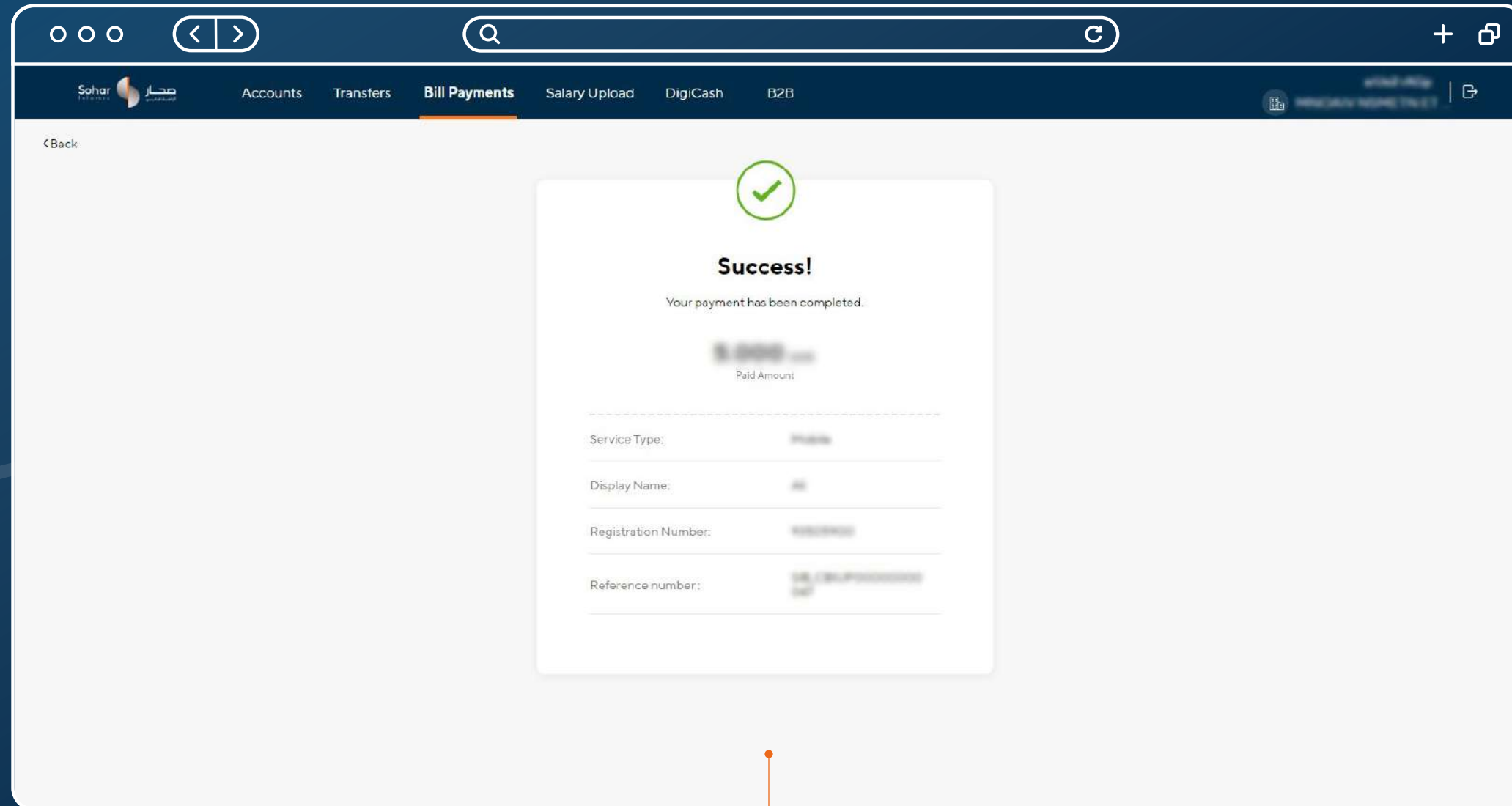
The screenshot shows a mobile banking application interface. At the top, there is a navigation bar with the Sahar logo and menu items: Accounts, Transfers, Bill Payments (highlighted), Salary Upload, DigiCash, and B2B. Below the navigation bar is a search bar and a back button. The main content area is dimmed, showing a 'Confirm Payment' dialog box. Inside this dialog is an 'OTP Verification' overlay. The overlay contains the text: '4 digit OTP was sent by email and text message:'. It lists the 'Mobile Number' and 'Email' with redacted information. Below this is a four-digit input field with asterisks and 'X' characters. At the bottom of the overlay are 'Cancel' and 'Confirm' buttons. Below the overlay, in the dimmed background, are 'Cancel' and 'Continue' buttons. A red line points from the 'Continue' button to the text 'Enter OPT and confirm' below the screenshot.

Enter OPT and confirm





# Step 4



Payment has been successfully completed.



# RESET PASSWORD





# Step 1

The screenshot shows a web browser window with a dark blue background. At the top, there is a header with the Sohar logo on the left, navigation links for 'Find Us' and 'Contacts' in the center, and a language selector for 'English' on the right. Below the header is a search bar. The main content area features a central login form titled 'Login to Wholesale Banking Digital Services'. The form contains two input fields: 'Username' and 'Password'. Below these fields is an orange 'Login' button. At the bottom of the form, there is a link for 'Can't login?' which points to 'Forgot Password' and 'Forgot Username'.

Click on forgot password on the Login page.



## Step 2

Sehar مجال English

< Back

### Forgot Password

Please provide the following as per the details registered with us

Username  
user1

Registered Email

Cancel Continue

Fill in the details and click continue.



## Step 3

Sohar  
English

< Back

**OTP Verification**

4 digit OTP was sent by email and text message:

Mobile Number: +92 333 3333 2345

Email: info@soharinternational.com

X X X X

Cancel Confirm

Didn't receive OTP? Resend (4)

Enter OTP and confirm



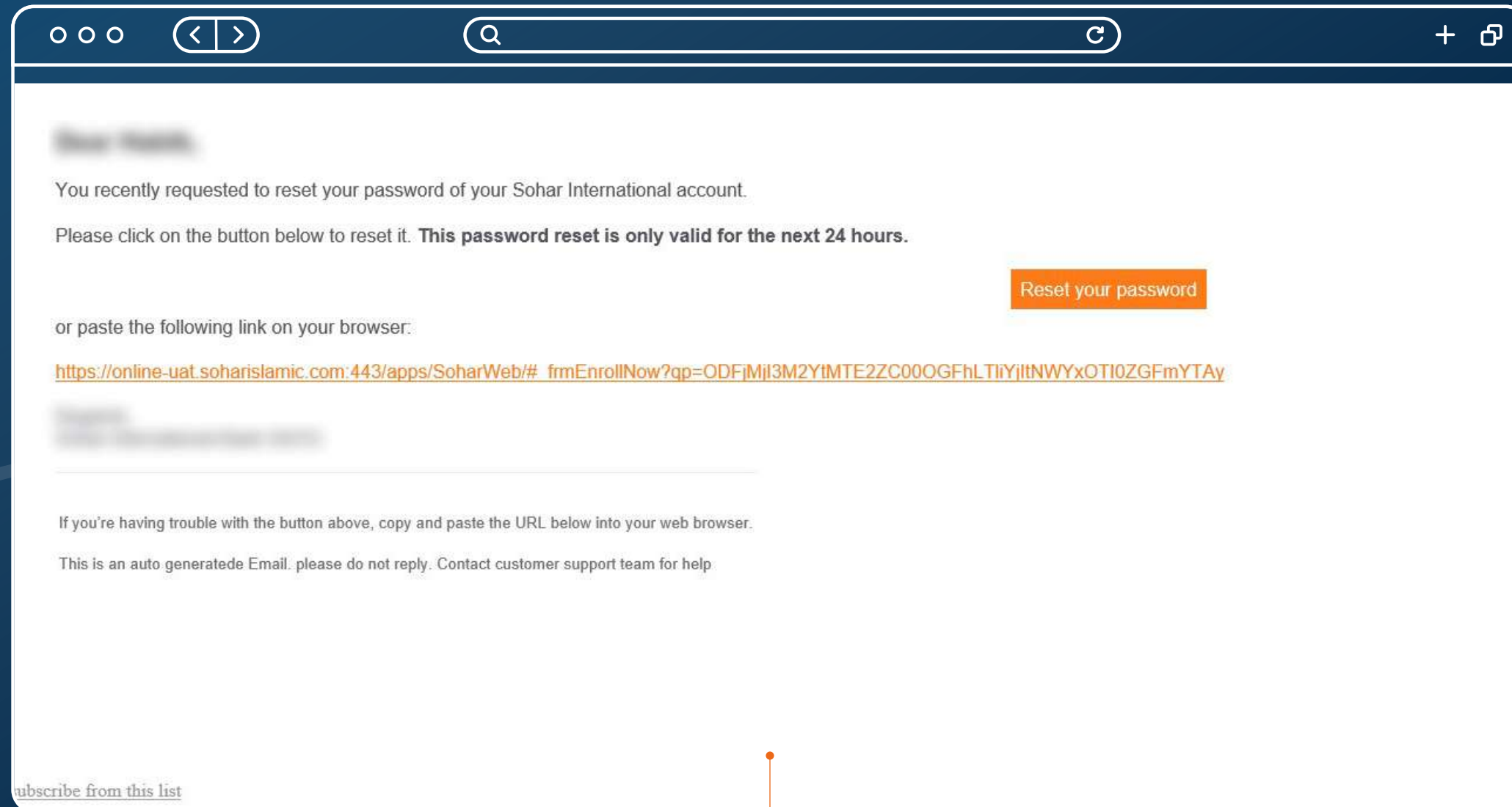
## Step 4

The screenshot shows a web browser window with a dark blue background. At the top, there is a navigation bar with the Sohar logo, "Find Us", "Contacts", and "English" with a dropdown arrow. A green notification banner at the top center contains a checkmark icon and the text "sohar.label.forgotPasswordSuccess". Below this, the heading "Login to Wholesale Banking Digital Services" is displayed. The login form includes two input fields: "Username" and "Password" (with an eye icon for visibility). An orange "Login" button is positioned below the fields. At the bottom of the form, there is a link "Can't login?" followed by "Forgot Password" and "Forgot Username" separated by a vertical bar.

Reset link has been sent to the registered Email



## Step 5



Email received, click on reset password.  
NOTE: the link is only valid for 72 HRS



## Step 6

**Reset Password**

To safeguard your personal info, please create secure password

Password

Confirm Password

Password must contain:

- at least one Uppercase
- at least one Lowercase
- at least one Number
- at least one Special character ⓘ
- from 8 to 64 characters

Create a new password and click on continue.





# Step 7

The screenshot shows a web browser window with a dark blue header. The browser's address bar is empty. The page content is mostly obscured by a large, semi-transparent grey overlay. In the center, a white dialog box titled "Reset Password" is displayed. Inside this dialog, there is a section titled "OTP Verification". Below the title, it says "4 digit OTP was sent by email and text message:". There are two input fields: "Mobile Number:" with a masked value "\*\*\*\* 5555 7890" and "Email:" with a masked value "\*\*\*\*\*@soharinternational.com". Below these fields is a 4-digit OTP input field with four boxes, each containing an 'x'. At the bottom of the dialog, there are two buttons: "Cancel" (white with orange border) and "Confirm" (orange). Below the "Confirm" button, there are two links: "Didn't receive OTP?" and "Resend (4)".

Enter OTP to successfully change your password



# RESET USERNAME



# Step 1

The screenshot shows a web browser window with a dark blue background. At the top, there is a header with the Sohar logo on the left, navigation links for 'Find Us' and 'Contacts' in the center, and a language dropdown set to 'English' on the right. The main content area features a central login form titled 'Login to Wholesale Banking Digital Services'. The form contains two input fields: 'Username' and 'Password'. Below these fields is an orange 'Login' button. At the bottom of the form, there is a link for 'Can't login?' which branches into 'Forgot Password' and 'Forgot Username'. A vertical orange line with dots at both ends points from the 'Forgot Username' link to the instruction below the browser window.

Click on forgot username on the Login page.



## Step 2

< Back

**Reset username for Corporate User**

Please provide the following as per the details registered with us

Email

Account Number / CIF

Cancel Continue

Fill the details and press continue.



## Step 3

Sohar  
مصارف  
International

English

< Back

**OTP Verification**

4 digit OTP was sent by email and text message:

Mobile Number: +974 9999 9999

Email: @soharinternational.com

X X X X

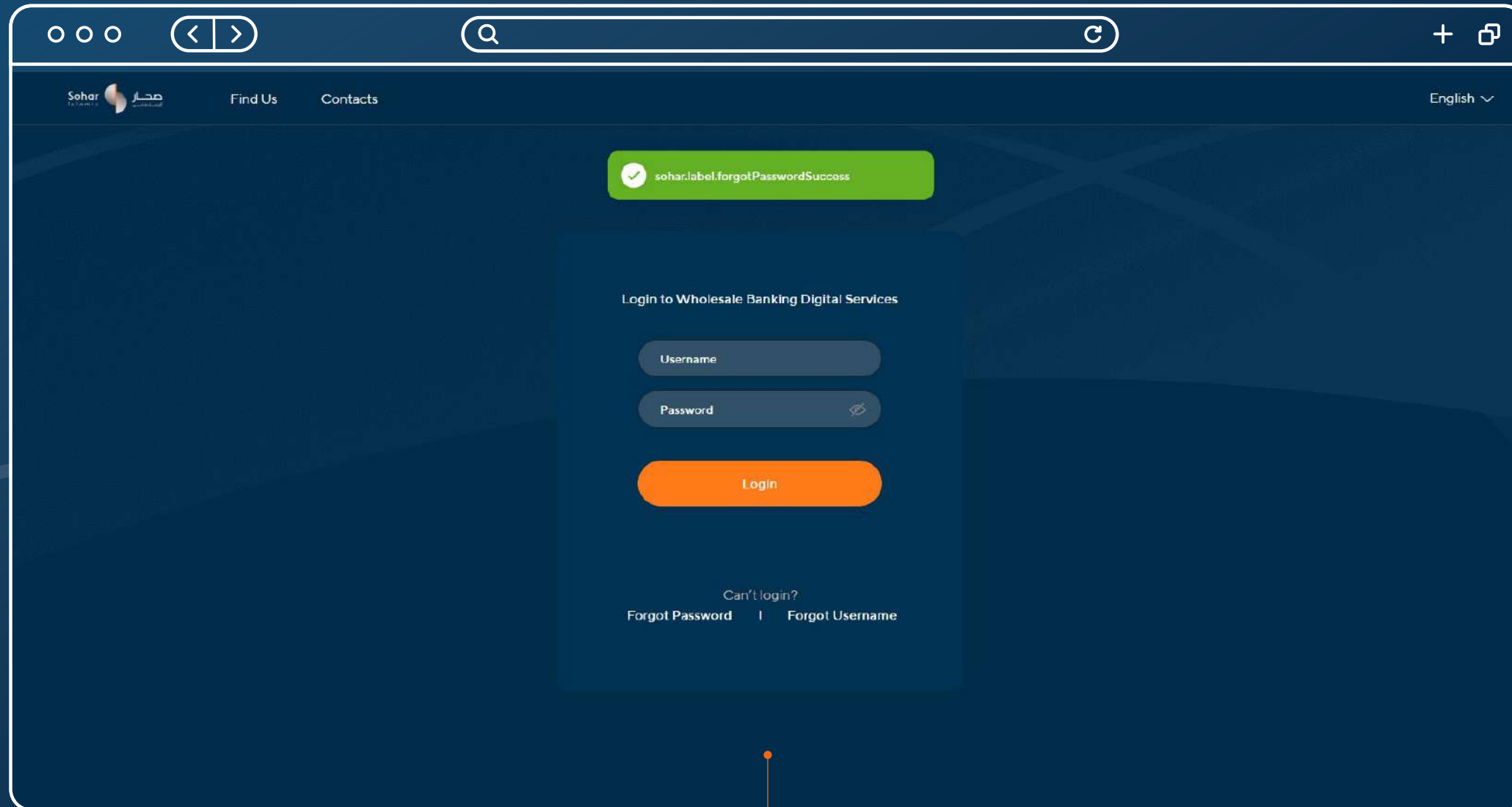
Cancel Confirm

Didn't receive OTP? Resend (4)

Enter OTP and confirm



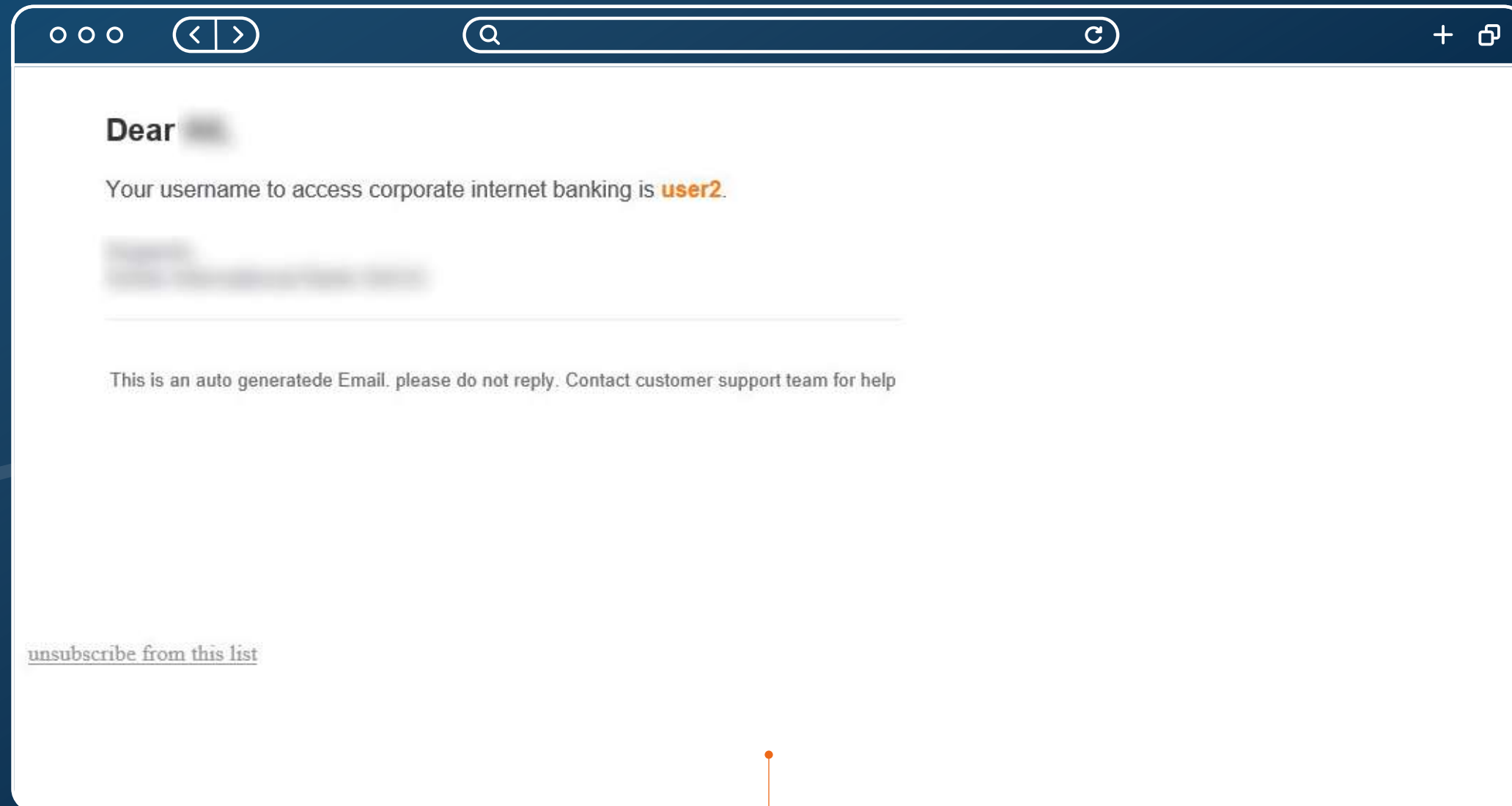
# Step 4



Username has been sent to the customer's registered email



## Step 5



Email received with username.



# DOWNLOAD STATEMENT





# Step 1

The screenshot shows a web application interface with a dark blue header. The header contains the Sohar logo and navigation tabs: Accounts, Transfers, Bill Payments, Salary Upload, DigiCash, and B2B. A search bar is located in the top right of the header. Below the header, there is a search bar with the text "Search by Account Type or Number". Underneath, a section titled "Operative Accounts (4)" displays a table with columns for Account, Clear, Effective, and Available Balance. A dropdown menu is open over the table, showing options "Make a transfer" and "View more details". A vertical line with dots at both ends points from the text below to the three dots in the table.

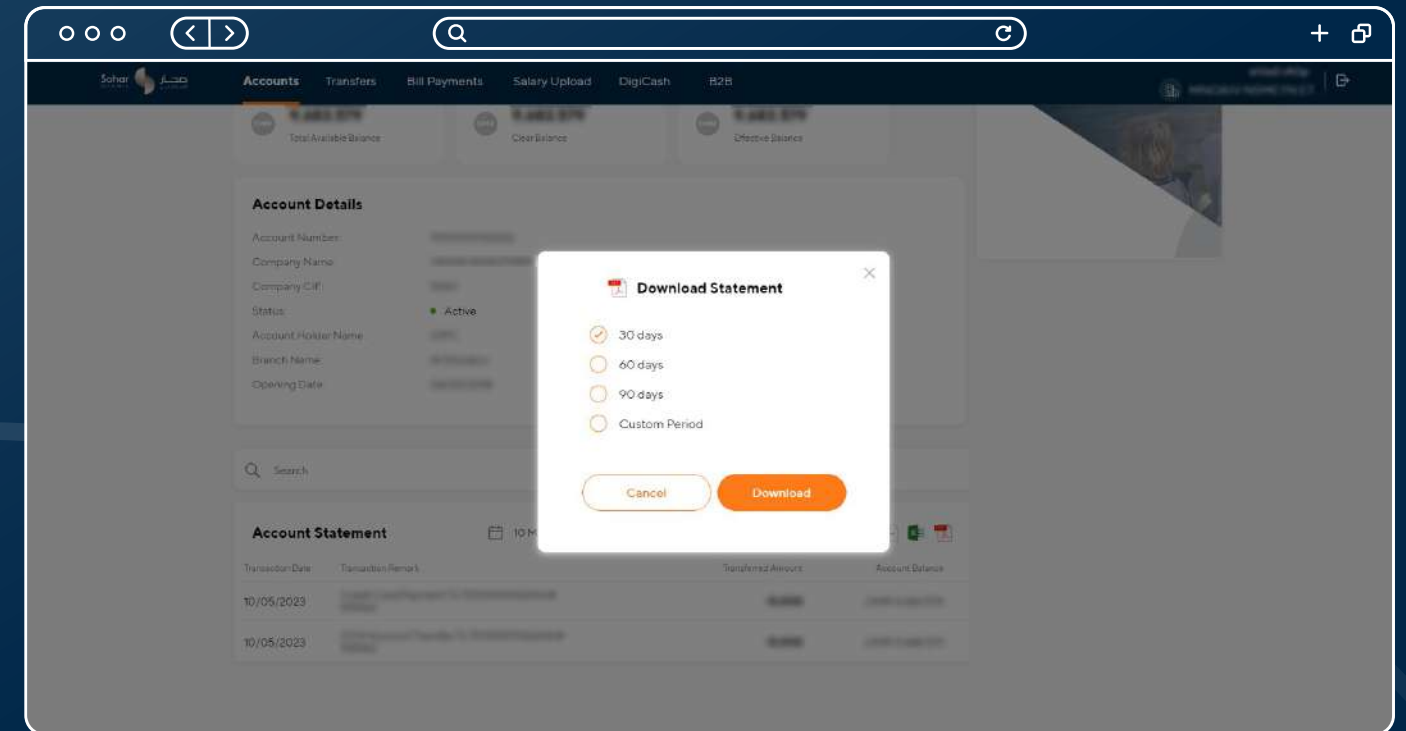
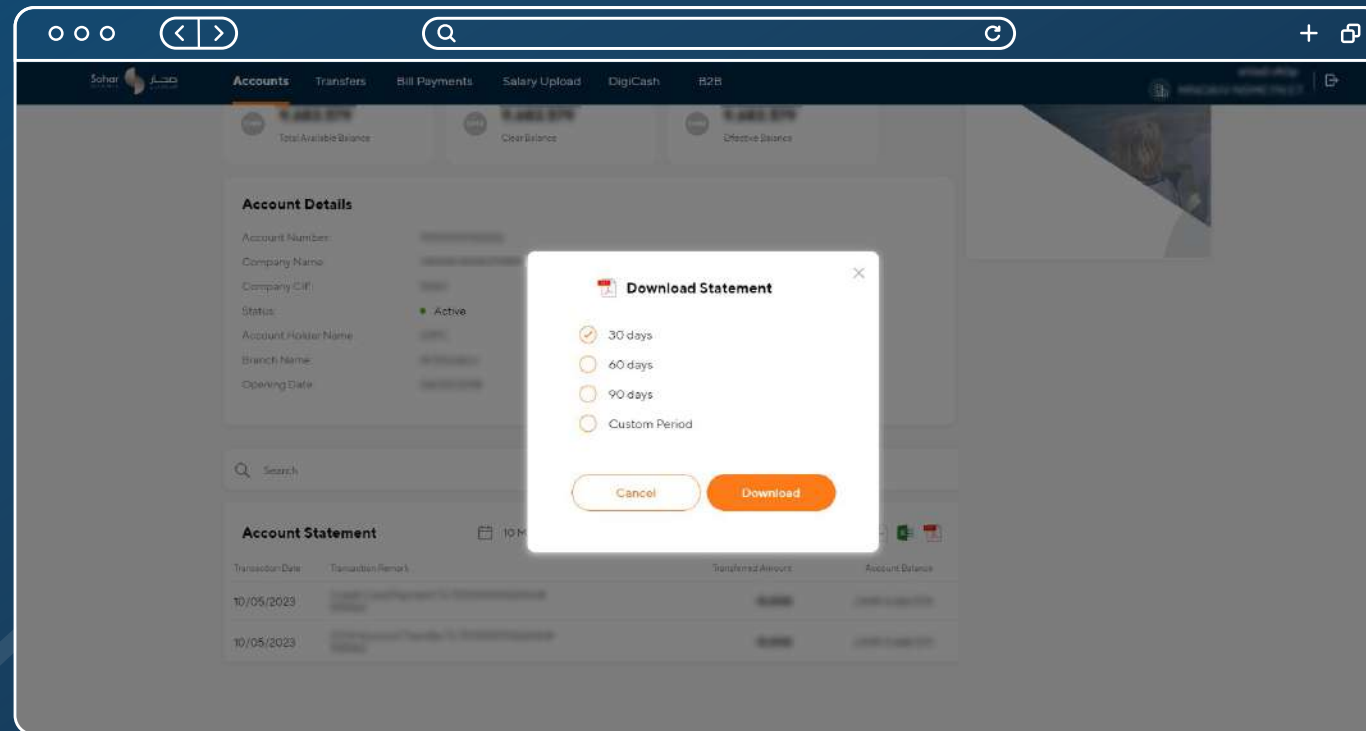
Account	Clear	Effective	Available Balance
0123 1234 5678	1,000.00	1,000.00	1,000.00
0123 1234 5678	4,000.00	4,000.00	4,000.00
0123 1234 5678	4,200.00	4,200.00	4,200.00
0123 1234 5678	2,000.00	2,000.00	2,000.00

Click on the three dots for more details.





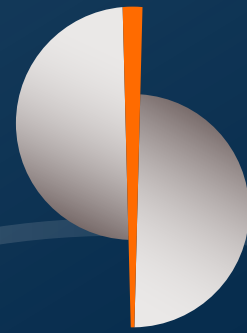
## Step 3



Account statement period to be selected then downloaded in chosen format.



Sohar  
Islamic



صحر  
الإسلامي



+968 24730000  
[soharislamic.com](http://soharislamic.com)