



MYBUSINESS

Authentication guide to
access MyBusiness



SOCIETE GENERALE
BENIN



When subscribing to MyBusiness, the customer can choose his authentication type

Depending on the type of authentication chosen, he will have to follow a specific protocol for each new connection to MyBusiness

1

Authentication by **SOFT TOKEN**
(Via Smartphone)



2

Authentication by **HARD TOKEN**
(Via Digipass provided by the bank)



AUTHENTIFICATION BY HARD TOKEN

A Physical Digipass or Hard Token is a device that is used to generate unique OTPs, which allows to connect to the MyBusiness application and to sign transactions.

The Token is personal: each user has his own Token protected by a 7-character password of his choice.

HOW TO ACTIVATE YOUR HARD TOKEN FOR THE FIRST TIME ?

Each subscriber has:

A Hard Token

Delivered by a banking agent immediately after the subscription



A technical PIN code of 7 Digits

To be recovered in the discharge document submitted by the bank

An activation code

Composed of 10 alphanumerical Digits, received by SMS

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MYBUSINESS: HARD TOKEN ACKNOWLEDGEMENT FORM

Contract Number:

Client Name: XXXXXXXXXXXX

Number of DigiPass: 02 (TWO)

I, the undersigned _____,
representing the customer _____,
acknowledge having received from the hands of _____
the above-mentioned Client Account Encoding _____, DigiPass whose
beneficiaries and series no. are recorded in the table below,
commits me to hand-deliver each DigiPass and the associated technical PIN code to its user.

Users ⁽¹⁾		DigiPass ⁽²⁾		Signature ⁽¹⁾
Names	Given names	DigiPass Serial No.	DigiPass PIN Code	
ADOU	Samuel	48-1440000-7		

Please put your signature in the box reserved for this purpose.

As the, the

The Relationship Manager

The Legal Representative

Signature and stamp: Signature and stamp

(1) By signing, the user acknowledges having received from the manager the DigiPass corresponding to the serial number indicated. (2) Having read the conditions of use of the DigiPass, the user can have to initialize it by entering the testserial, manufacturer code and then choose a 7-digit personal code.

The signature of this release given by each of the users, allows to certify the reception of the DigiPass in person.

Example of activation code received by SMS

Hello,
Your activation password for MyBusiness is : o4dS1A0j1T valid for 72 hours.
MyBusiness



1

Turn on the Digipass

Click on the bouton «▶»



2

Enter the technical PIN code

After entering the technical PIN code, the Digipass invites you automatically to choose a new PIN code of 7 digits



3

Choose your new PIN code of 7 Digits

Obvious PIN codes are not accepted by the Token.

Examples: 0000000, 1234567, etc



4

Confirm the personal PIN code by entering it a second time

The token invites you to confirm the PIN code you entered at step 3 for confirmation.

HOW TO ACTIVATE YOUR MYBUSINESS ACCOUNT FOR THE FIRST TIME ?

HOW TO ACTIVATE YOUR MYBUSINESS ACCOUNT FOR THE FIRST TIME ?

Each subscriber has :

His Hard Token

Given by his Relationship Manager just after the subscription

His personnal PIN code

Chosen at the first activation of the Token

His username, beginin g with the prefix BJ.....

Received by email after your subsciption

His activation code

Received by SMS, valid for 72 hours

1

Clic on the URL that leads to MyBusiness

- from SG Benin Website.
- from SG Benin institutional website.
- directly on :
<https://mybusiness.societegenerale.com.bj>

The landing page opens, clic on sign in :



2

Clic on SIGN IN

The authentication page displays

SIGN IN TO MYBUSINESS ACCOUNT

Please enter your Username

Username

Next

3

Enter the username

The « Next » button becomes red, clic on next

SIGN IN TO MYBUSINESS ACCOUNT

Please enter your Username

Username
GHT2104684

Next

4

Enter the activation code

The authentication page displays and invites you to enter your activation code received by SMS.

Enter it and clic on Next

Back

SIGN IN TO MYBUSINESS ACCOUNT

Please enter password

password

Next

5

Enter the OTP

Enter the One Time Password generated by your Token. Turn on your Token and enter your PIN code. Once the Token displays « APPLI », clic on « 1 », a serial number of 8 digits are displayed on the screen of the Token.

Enter them on MyBusiness!

The authentication button becomes red, clic on it, you directly access to the MyBusiness Dashboard.

SIGN IN TO MYBUSINESS ACCOUNT

Please enter the One-Time-Password generated on MyBusinessPass or on your hard token.

One-Time-Password

*****|

Authenticate

The screenshot shows the MyBusiness Dashboard. At the top, there is a header with the logo of Société Générale and a greeting message: "Hello Abd EL HAMADOU, Your last connection date is". On the left, a sidebar contains various icons for account management. The main area displays account details: "Accounts list 6000012345 - GHS UNCLEARED BAL, Balance: 0.00 GHS". Below this, three balance columns are shown: "REAL TIME BALANCE 0.00 (hrs)", "ACCOUNTING BALANCE 0.00 (hrs)", and "AVAILABLE BALANCE 0.00 (hrs)". To the right, a "Last Movements" section lists recent transactions: "SGHS CHQ DEPOSITED 2615 10/10/2014 2,400.00", "SGHS CHQ DEPOSITED 2615 10/10/2014 2,400.00", "SGHS CHQ DEPOSITED 2615 10/10/2014 2,400.00", and "SGHS CHQ DEPOSITED 2615 10/10/2014 2,400.00". At the bottom, there is a "Exchange rate" section with various currency pairs and a note: "Exchange rates are indicated".

HOW TO LOGIN TO MY BUSINESS TOOL ?

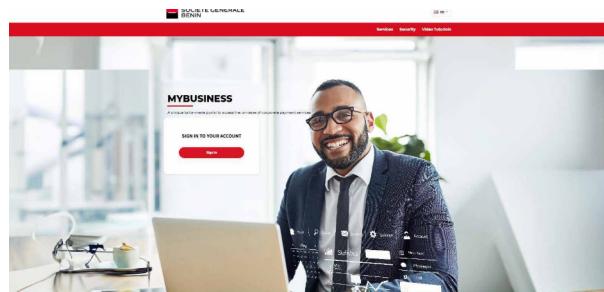
HOW TO LOGIN TO MYBUSINESS TOOL ?

1

Clic on the URL that leads to MyBusiness

- from SG Benin Website.
- from SG Benin institutional website.
- directly on :
<https://mybusiness.societegenerale.com.bj>

The landing page opens, clic on sign in :



2

Clic on SIGN IN

The authentication page opens

SIGN IN TO YOUR ACCOUNT

Sign In

3

Enter the username

The « Next » button becomes red ;
clic on Next !

SIGN IN TO MYBUSINESS ACCOUNT

Please enter your Username

Username
GH72104684

Next

4

Enter the OTP

One Time Password generated
by your Token.

Turn on your Token and enter
your PIN code. Once the Token
displays « APPLI », clic on « 1 »,
a serial number of 8 digits are
displayed on the screen of the
Token.

Enter them on MyBusiness!

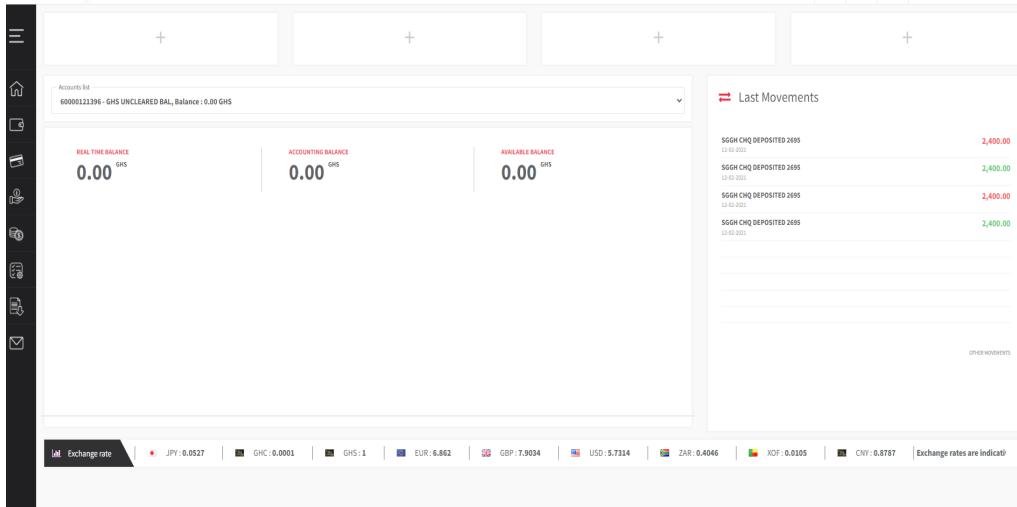
The authentication button
becomes red; clic on it !
You directly acces to the
MyBusiness Dashboard.

SIGN IN TO MYBUSINESS ACCOUNT

Please enter the One-Time-Password generated on MyBusinessPass or on your
hard token.

One-Time-Password

Authenticate



Accounts list
60000121396 - GHS UNCLEARED BAL, Balance : 0.00 GHS

REAL TIME BALANCE ACCOUNTING BALANCE AVAILABLE BALANCE

0.00 GHS 0.00 GHS 0.00 GHS

Last Movements

Transaction	Amount
SGGH CHQ DEPOSITED 2695	2,400.00

OTHER MOVEMENTS

Exchange rate | JPY: 0.0527 | GHC: 0.0001 | GHS: 1 | EUR: 6.862 | GBP: 7.9034 | USD: 5.7314 | ZAR: 0.4046 | XOF: 0.0105 | CNY: 0.8787 | Exchange rates are indicative

In case of mistake on the OTP

You will have this screen:

Generate a new OTP by following
the same process and try again

SIGN IN TO MYBUSINESS ACCOUNT

Please enter the One-Time-Password generated on MyBusinessPass or on your
hard token.

One-Time-Password

Authentication Failed! Please Retry.

Authenticate

HOW TO SIGN AN OPERATION ?



1

Turn on the Digipass

Click on the bouton « ► »



2

Enter your personal PIN code

The Token screen displays « APPLI »



3

• Clic on the number « 3 »

Fill in the Token, the two challenges displayed on you computer.
An One Time Password is automatically generated.

• Copy this One Time Password on your MyBusiness screen and validate

Your transaction is sign with success.



In case of mistake on the OTP, an error message displays and invites you to retry.

HOW TO UNLOCK A TOKEN ?

- **The Token is Locked after five PIN code error.**
On the Token screen, you will see an unlock code displayed.
- To unlock the Token, contact your bank as usual, communicate the Token number and the Unlock code that is displayed on the screen.
- After the bank unlocks your Token, you will be able to access again to MyBusiness.

HOW TO TURN OFF A TOKEN?

First option

The Token goes off after 30 seconds of inactivity

Second option



To turn off a token,
clic on the button « < »

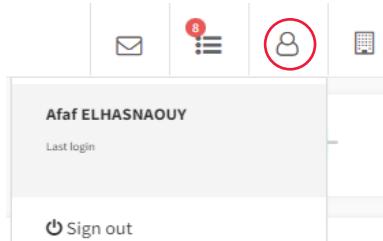
HOW TO LOGOUT FROM MY BUSINESS ?

1

Clic on the Fellow

On the header of your MyBusiness tool, clic on the fellow at the top right of your screen.

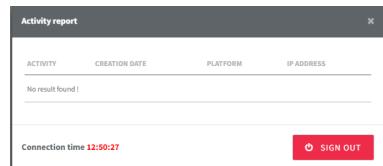
A pop up windows displays.



2

Clic on « Sign out »

You are automatically disconnected. The MyBusiness landing page displays.



SEE YOU SOON



AT OUR AGENCIES

Meet your
dedicated contact person



ON THE INTERNET

www.societegenerale.bj or at the
following address :
cash.a.management@socgen.com



BY PHONE

(+229) 01 21 31 51 24 /
01 91 00 88 88



**SOCIETE GENERALE
BENIN**