



# MYBUSINESS

Authentication guide to  
access MyBusiness



SOCIÉTÉ GÉNÉRALE  
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)



## **AUTHENTICATION 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 alphanumeric Digits, received by SMS

**SOCIETE GENERALE**  
BENIN

**MYBUSINESS: HARD TOKEN ACKNOWLEDGEMENT FORM**

Contract Number:

Client Name: XXXXXXXXXXXX  
Number of Digipass: 02 (TWO)

I, the undersigned \_\_\_\_\_  
representing the customer \_\_\_\_\_  
acknowledges having received from the hands of \_\_\_\_\_  
the above-mentioned Client Account Executive, \_\_\_\_\_ 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 <sup>(1)</sup>		Digipass <sup>(1)</sup>		Signature(*)
Names	Given names	Digipass Serial No.	Digipass PIN Code	
MOU	Sarah	83-145086-7		

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

Attest, this \_\_\_\_\_

**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. **After having read the conditions of use of the Digipass, the user will have to identify the technical representative role and then choose it (page personal control code).**

The signature of this release form by each of the users, allows to verify 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 MY BUSINESS ACCOUNT FOR THE FIRST TIME ?**

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# 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 personal PIN code

Chosen at the first activation of the Token

### His username, beginning with the prefix BJ.....

Received by email after your subscription

### His activation code

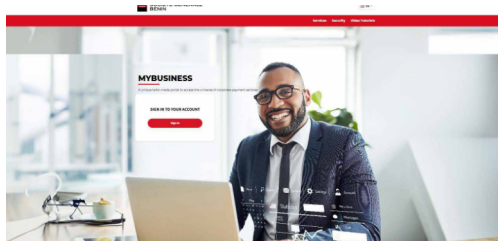
Received by SMS, valid for 72 hours

1

## Click on the URL that leads to MyBusiness

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

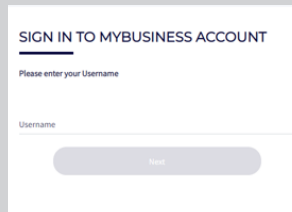
The landing page opens, click on sign in :



2

### **Clic on SIGN IN**

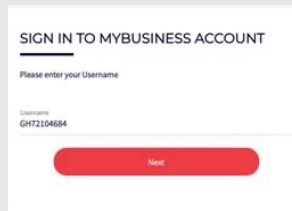
The authentication page displays



3

### **Enter the username**

The « Next » button becomes red, clic on next

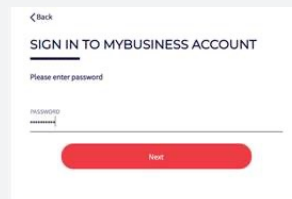


4

### **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





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

**SOCIÉTÉ GÉNÉRALE** Hello HAF ELKESMAOUI, Your last connection date is

Accounts list  
00000221391 - GHIS UNCLEARDED BAL., Balance : 0.00 GHIS

REAL TIME BALANCE	ACCOUNTING BALANCE	AVAILABLE BALANCE
0.00 <sup>GHIS</sup>	0.00 <sup>GHIS</sup>	0.00 <sup>GHIS</sup>

**Last Movements**

SIGN CHQ DEPOSITED 2005	2,400.00
SIGN CHQ DEPOSITED 2005	2,400.00
SIGN CHQ DEPOSITED 2005	2,400.00
SIGN CHQ DEPOSITED 2005	2,400.00

OF 00 MOVEMENTS

Exchange rates

JPY: 0.0037 | GHS: 0.0001 | GHS: 1 | EUR: 0.862 | GBP: 7.9034 | USD: 0.7314 | ZAR: 0.4046 | XOF: 0.0005 | CHF: 0.8787 | Exchange rates are indicat

# **HOW TO LOGIN TO MYBUSINESS TOOL ?**



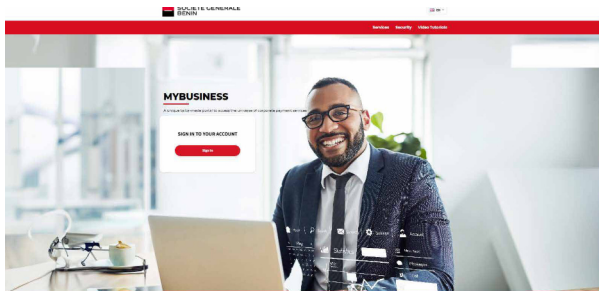
# HOW TO LOGIN TO MYBUSINESS TOOL ?

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](https://mybusiness.societegenerale.com.bj)

The landing page opens, clic on sign in :



2

## Clic on SIGN IN

The authentication page opens

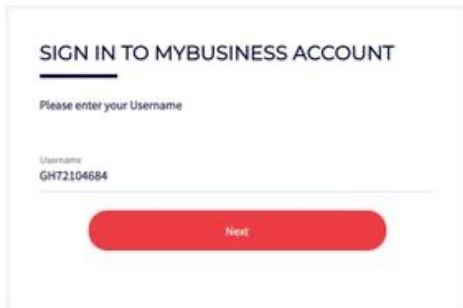
SIGN IN TO YOUR ACCOUNT

Sign In

3

### Enter the username

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



**SIGN IN TO MYBUSINESS ACCOUNT**

Please enter your Username

Username:  
GH72104684

Next

4

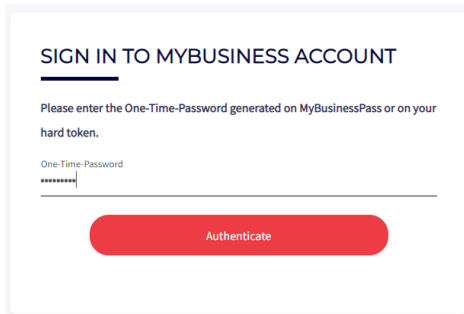
### Enter the OTP

One Time Password generated  
by your Token.

Turn on your Token and enter  
your PIN code. Once the Token  
displays « APPLI », click 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; click on it !  
You directly access to the  
MyBusiness Dashboard.

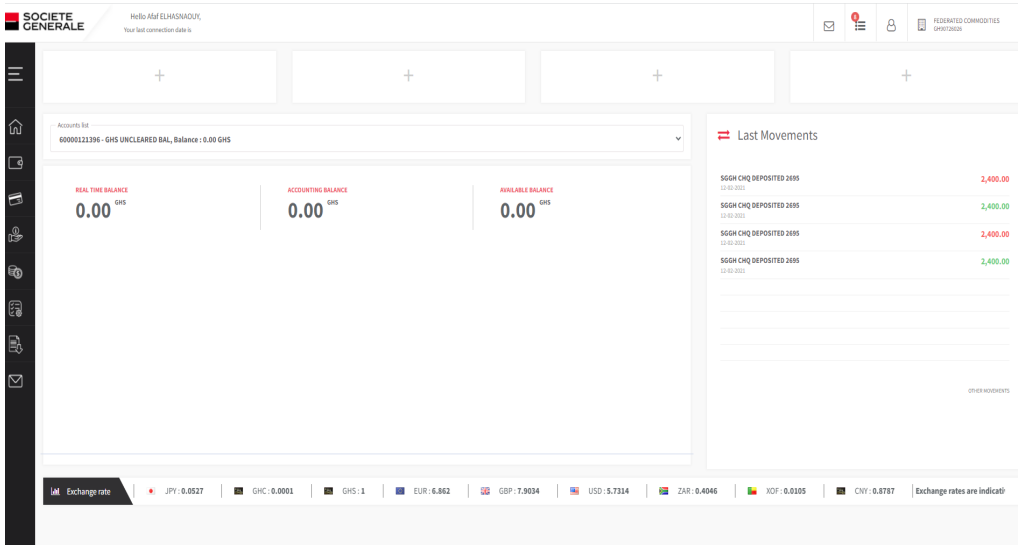


**SIGN IN TO MYBUSINESS ACCOUNT**

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

One-Time-Password  
\*\*\*\*\*

Authenticate



# 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 ?**

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**1**

## Turn on the Digipass

Click on the bouton « ► »



**2**

## Enter your personal PIN code

The Token screen displays « APPLI »



**3**

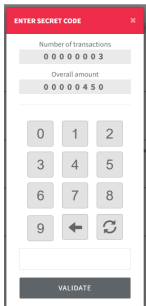
## • Clic on the number « 3 »

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 MyBusin ess 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?


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## First option

The Token goes off after 30 seconds of inactivity

## Second option



To turn off a token,  
click on the button «  »

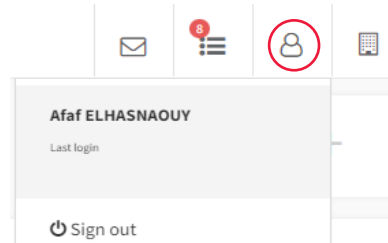
**HOW TO LOGOUT  
FROM MY BUSINESS ?**

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1

## Clic on the Fellow

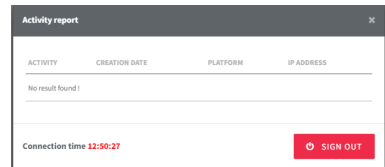
On the header of your MyBusiness tool, clic on the fellow at the top right of your screen.  
A pop up windows displays.



2

## Clic on « Sign out »

You are automatically disconnected. The MyBusiness landing page displays.



# SEE YOU SOON

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## AT OUR AGENCIES

Meet your  
dedicated contact person



## ON THE INTERNET

[www.societegenerale.bj](http://www.societegenerale.bj) or at the  
following address :  
[cash.a.management@socgen.com](mailto:cash.a.management@socgen.com)



## BY PHONE

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01 91 00 88 88



**SOCIETE GENERALE  
BENIN**