# eGov2 (SSS/Pag-IBIG/PhilHealth)

(•) MUFG

# **INITIAL LOG-IN GUIDE**

MUFG Bank, Ltd. Manila Branch A member of MUFG, a global financial group 2024-0018

## **Step #1:** Email from BancNet

□ You will receive an email from BancNet with instructions on how to change your security settings. Please follow the link provided in the email.

#### Sample Email from BancNet

Bancnet eGov System Enrollment		
E egov@bancnetonline.com	③     ←     Reply     ≪     Reply All     →     Forward     •••       Wed 11/13/2024 3:25 PM	
(i) We removed extra line breaks from this message.		
***External email: Please be careful when opening attachments or clicking link.*** Hello Mon,		
Your account in BancNet eGov System has been updated. The link for changing your security settings is https://2fa-preprod.bancnetonline.com/egov/newPassword.egov?key='n4Y!//J!5!csc2RQMArrN5iJ'		
To protect the security of your account, you will be asked to create a new password and a new set of security questions and answers. You are required to include special character/s in your new password. Otherwise, the password will be considered a weak password.		
Thank you very much.		
This is a system-generated email. Please do not reply. BancNet eGov System		



## **Step #2:** Nomination of New Password and Security Questions

Reset Security Settings     User Details     Vername:   Full Name:   Full Name:   Full Name:   Foll Name:   Security Settings     New Password *   Confirm New Password *   Security Question 1   Security Question 2   Security Question 3     V   Security Answer 3	<ul> <li>a. Assign a New Password <ul> <li>nominate your password</li> </ul> </li> <li>b. Confirm New Password <ul> <li>re-type assigned password</li> </ul> </li> <li>c. Assign a Security Questions <ul> <li>choose your security questions from the drop-down list and provide an answer to each question</li> </ul> </li> <li>d. Click "Update" <ul> <li>you will be redirected to another page</li> </ul> </li> </ul>
Reset Security Settings         Security settings for user Mon has been successfully updated.         Go To Login Page         Copyright © Banchet Online. All rights reserved.	a. Click " <b>Go To Login Page"</b>



## **Step #3:** Log in Screen

#### Login Screen



- a. Enter your Username
  - assigned by corporate admin
- b. Enter **Password** 
  - use nominated password
- c. Click LOGIN

### **PLEASE NOTE:**

Upon successful login, you will be directed to your BancNet dashboard, where you can access all available features and easily navigate through different sections associated to your account.



## **FREQUENTLY ASKED QUESTIONS**



#### "I'm a User and my account is locked. How can I unlock it?"



"Please coordinate with your Corporate Administrator and request for a Password Reset. Note that this may apply to Makers, Checkers and Approvers."

"Please wait for at least 30 minutes before attempting to login again. After the specified time,

If you cannot remember your password or security answer, click [Forgot Password]"



"I'm a Corporate Administrator. What should I do if my account is locked?"



your account will automatically unlock.

"Does eGov have a cutoff time?"

"Makers and Checkers have no cutoff time. However, Final Authorizers may only approve **between 8:30AM** to 6:00 PM on banking days. Any approvals outside of this timeframe will be automatically rejected."



*"What is the role of each user?"* 

ROLES	DESCRIPTION
Corporate Admin	Manages the company profile and company users (Maker, Checker, Approver) at BancNet.
Maker	Prepares and files statutory government payments.
Checker / Authorizer	Validates and authorizes transactions (Optional Role)
Approver / Final Authorizer	AVAN Holder. Validates and authorizes transactions – acts as Final Layer of Approval.



Should you have any concerns, feel free to contact the Transaction Banking help desk at +632 8886 7371 local 8051-8073 or email us at cmsph\_support @ph.mufg.jp



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