MIDCLEAR ONLINE USER GUIDE
(Administrator Guide)

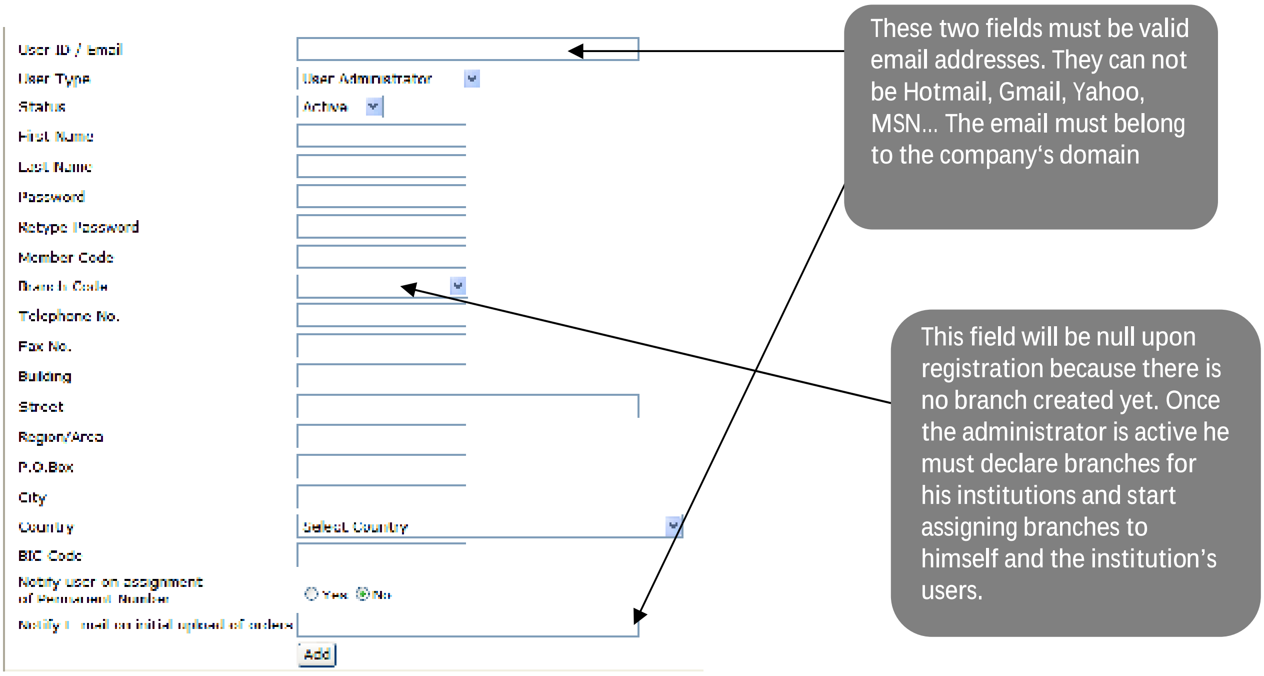
Outline

1. Administrators Registration

To be able to use the midclearonline website, each member must assign a maximum of two administrators, with a minimum of one. The assigned administrator(s) must create users. These users are able to use the services offered by the website. In order for us to validate each member’s administrator(s), a “Letter of Assignment of Participant Administrator(s) to MidclearOnline” (see Appendix 1) must be filled and duly signed by authorized signatories.

If desired a demo or training session can be arranged.

After signing the attached letter of assignment, each administrator should register at https://www.midclearonline.com.lb/registration using the following form.



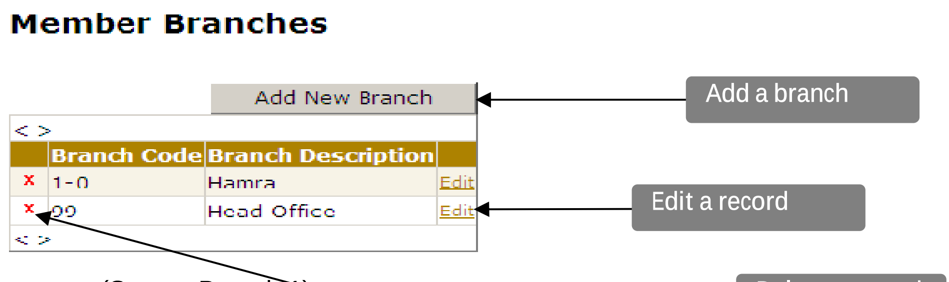
Midclear will check the registration details of each administrator and activate membership if everything is in order. Each administrator will be informed by Midclear of its membership status.

Administrators must log on to https://www.midclearonline.com.lb to create and maintain branches, users and user groups.

Midclear will check the registration details of each user and activate membership if everything is in order. Each user will be informed by Midclear of its membership status. Users must log in to https://www.midclearonline.com.lb to use the services offered by MidclearOnline.

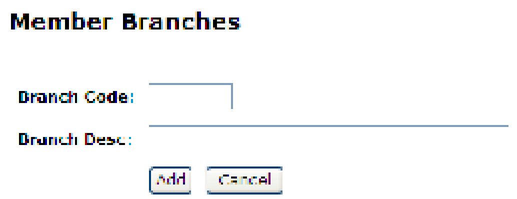
2. Branch Maintenance

In the branch maintenance screen, the administrator can add/delete/modify branches and then assign users to these branches.



(Screen Branch 1)

When a user clicks the “Add New Branch” button s/he is taken to the following screen in order to add a new branch code & description.

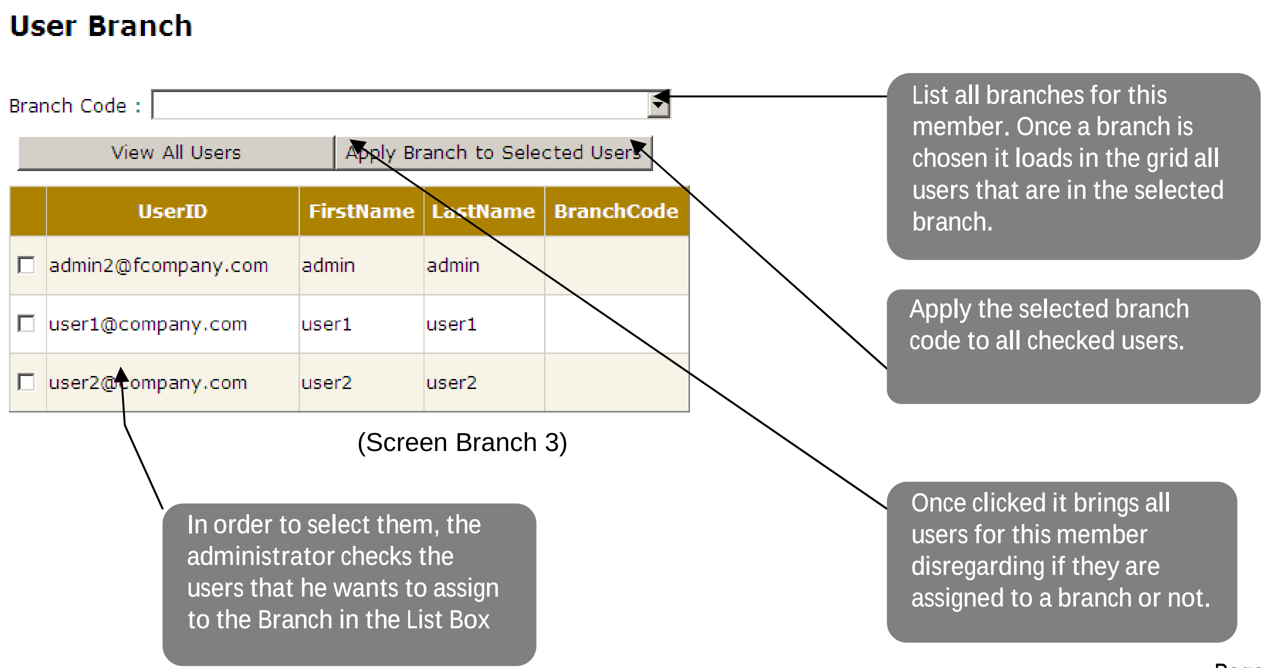


(Screen Branch 2)

After adding a new branch the system checks:

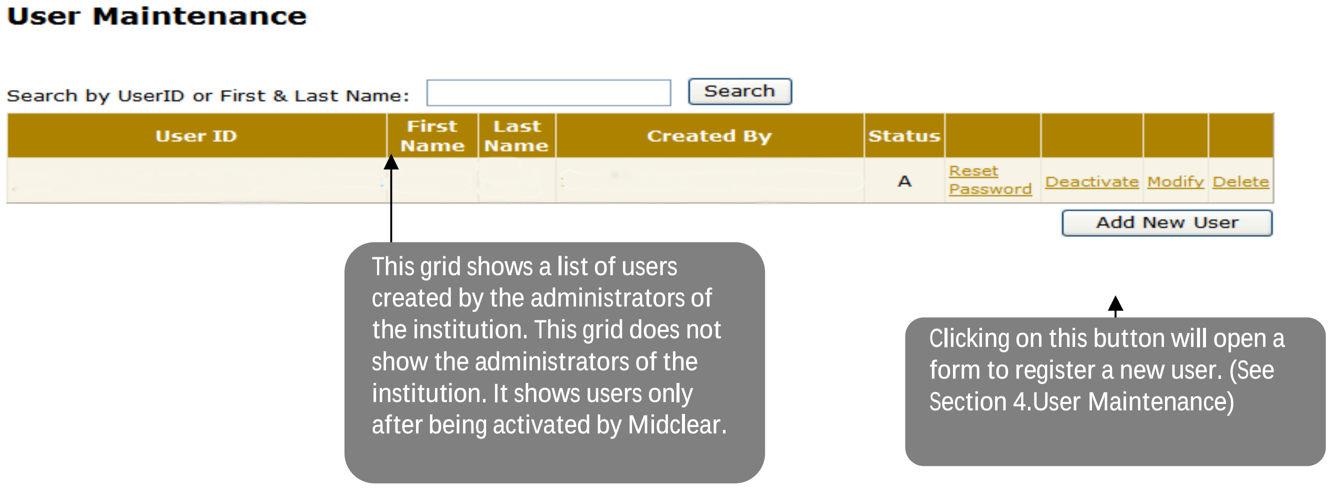
:: If all users for this member are assigned a branch then it returns to the previous screen, Screen Branch 1.

:: If there are users that are not assigned to a specific branch then it will be redirected to Screen Branch 3 (figure below).



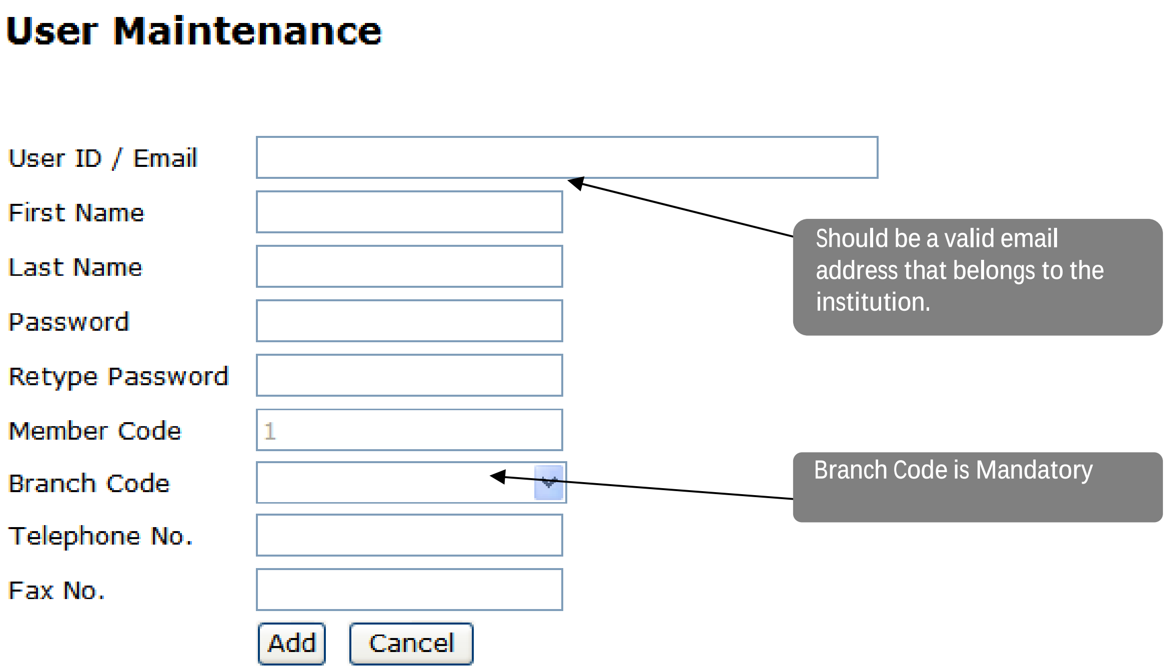
(Screen Branch 3)

3. Creating Users



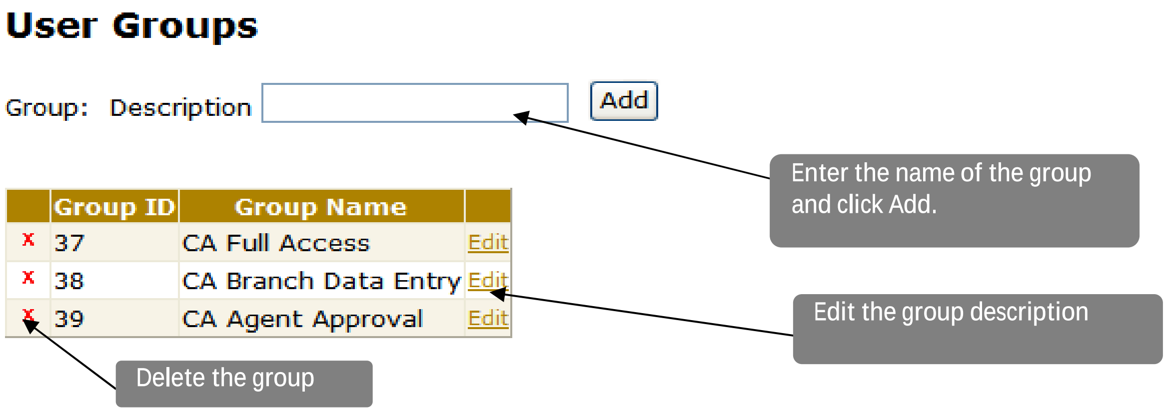
4. User Maintenance

N.B.
Administrators should have declared their institution's branches before start creating users. Because the field branch code in the following picture is mandatory.

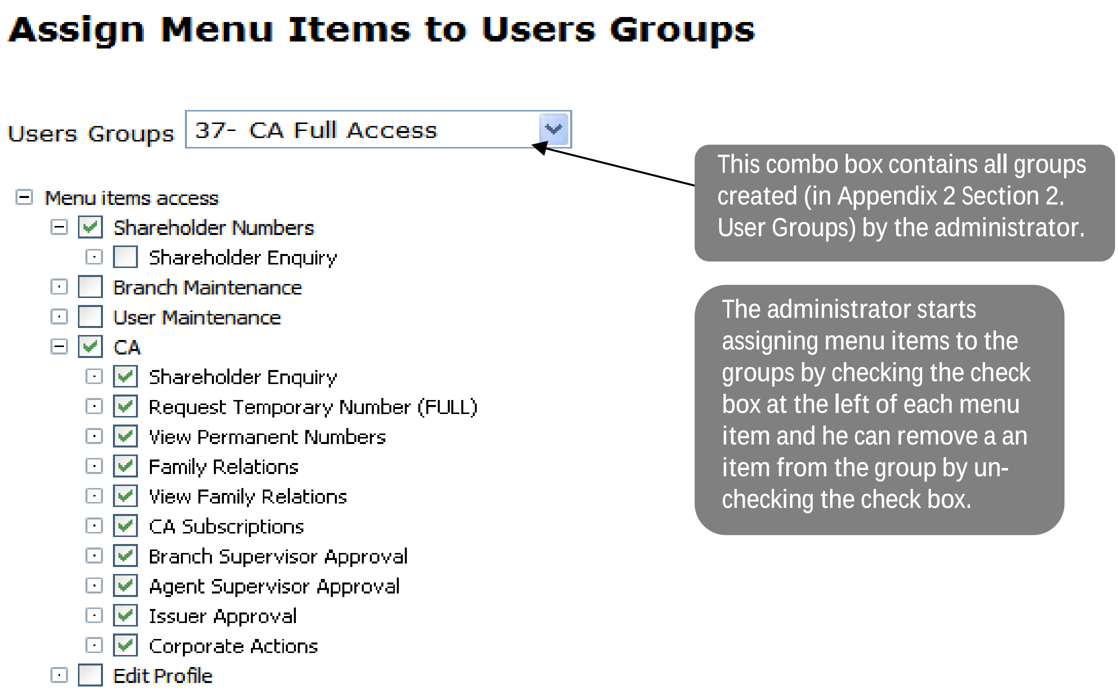


5. User Groups

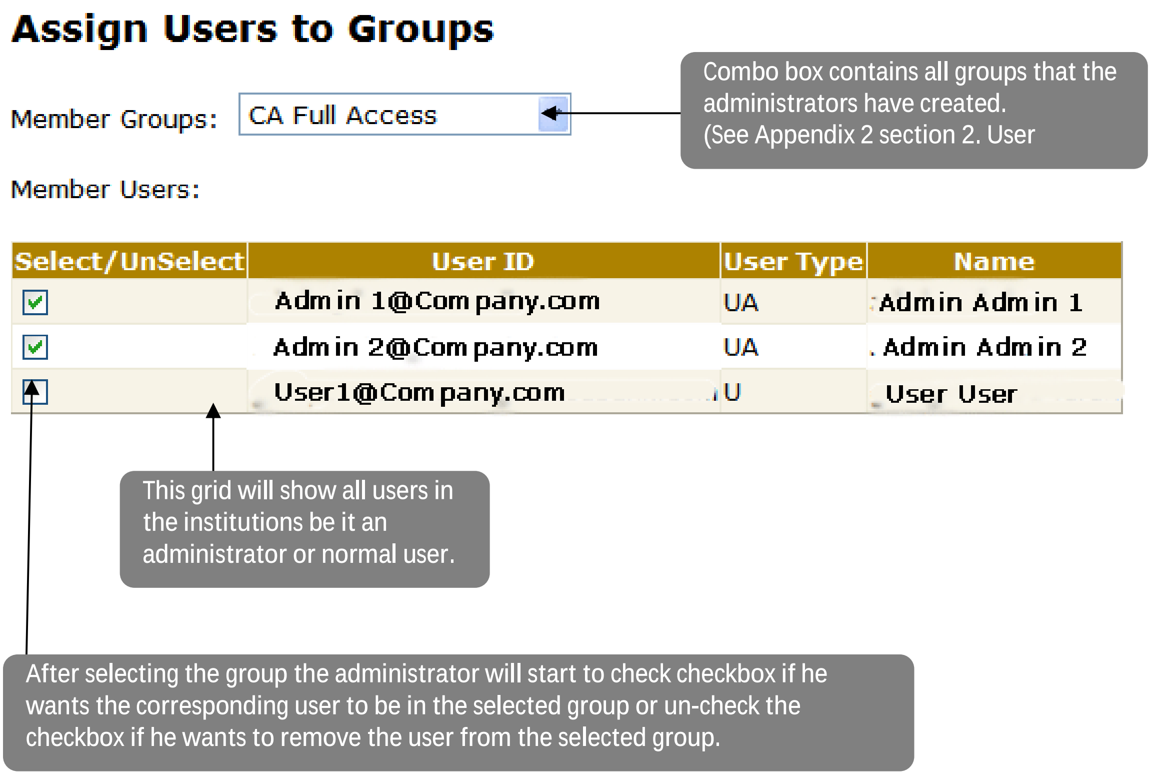
The administrator has full right on the system. He is allowed to see all the menu items in MIDCLEAR online. One of the roles of administrators is to organize their users into groups. Because rights on MIDCLEAR online are given per group and not per user (following a role based security pattern). So users should be organized into groups and menu items are assigned to the groups.



6. Assign Menu Items To Groups



7. Assign Users to Groups



Appendix 1

<Letter Head of Financial Institution or Bank>

Letter of Assignment of Participant Administrator(s) to MidclearOnline

I the Undersigned, <Name of Individual> acting as <chairman, general manager, etc.> at <Name of Financial Institution or Bank>, hereafter called the "Participant",

Declare having subscribed to the MidclearOnline services of Midclear S.A.L.

The Participant hereby assigns the following individual(s) (maximum of two) as administrator(s) acting on its behalf with respect to its users on the MidclearOnline website:

First administrator:
Email Address:
First Name:
Last Name:
Member Code:
Telephone No. and Ext.:
S.W.I.F.T. BIC Code, if available:

Second administrator:
Email Address:
First Name:
Last Name:
Member Code:
Telephone No. and Ext.:

Each administrator should register at https://www.midclearonline.com.lb/registration.

Midclear will check the registration details of each administrator and activate membership if everything is in order. Each administrator will be informed by Midclear of its membership status.

Administrators must log in to https://www.midclearonline.com.lb to create users.

Midclear will check the registration details of each user and activate membership if everything is in order. Each user will be informed by Midclear of its membership status.

Users must log in to https://www.midclearonline.com.lb to use the services offered by MidclearOnline

<Signature, Stamp and Date>.