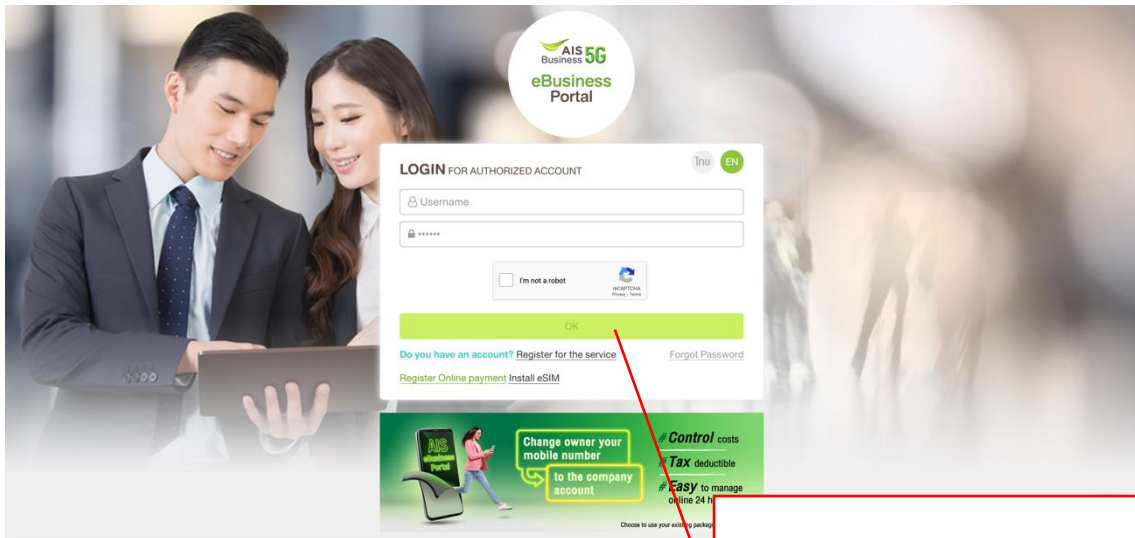


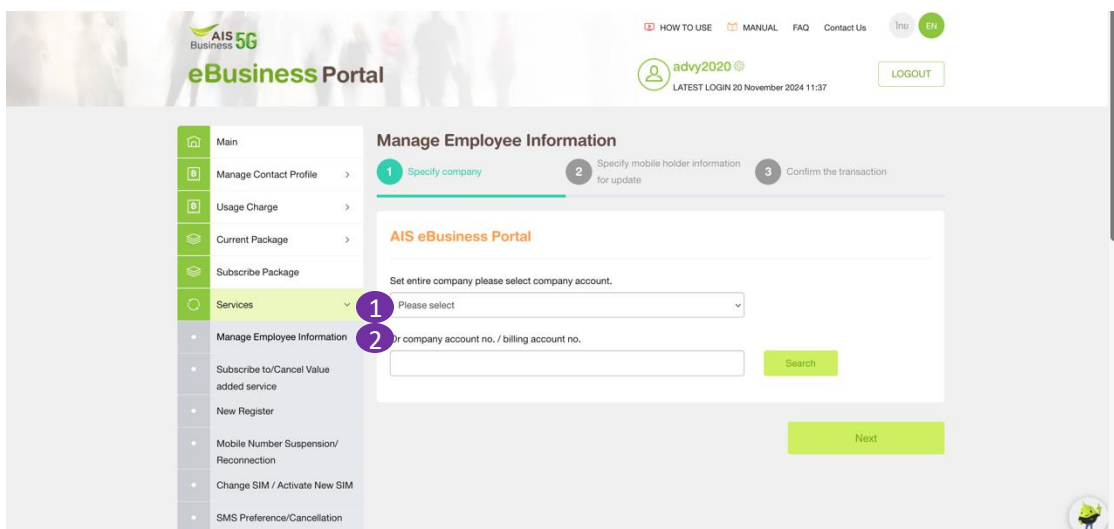
User Manual for menu “Manage Employee Information”

1. Log in to the website “AIS eBusiness Portal” URL: <https://ebusinessportal.ais.co.th/>

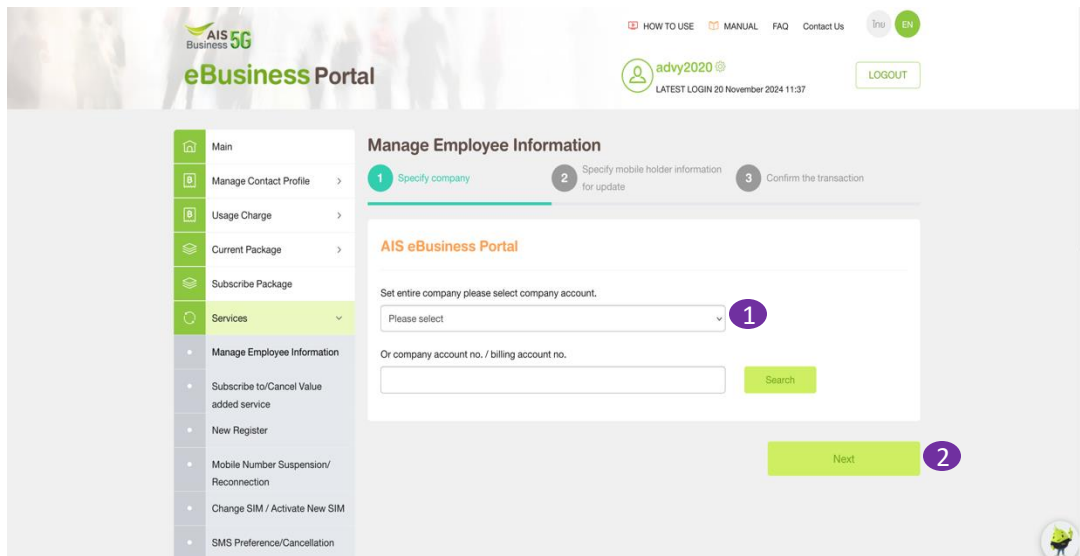


- Fill in **username & password**
- Press the **reCAPTCHA** button
- Next, click the **Log in** button

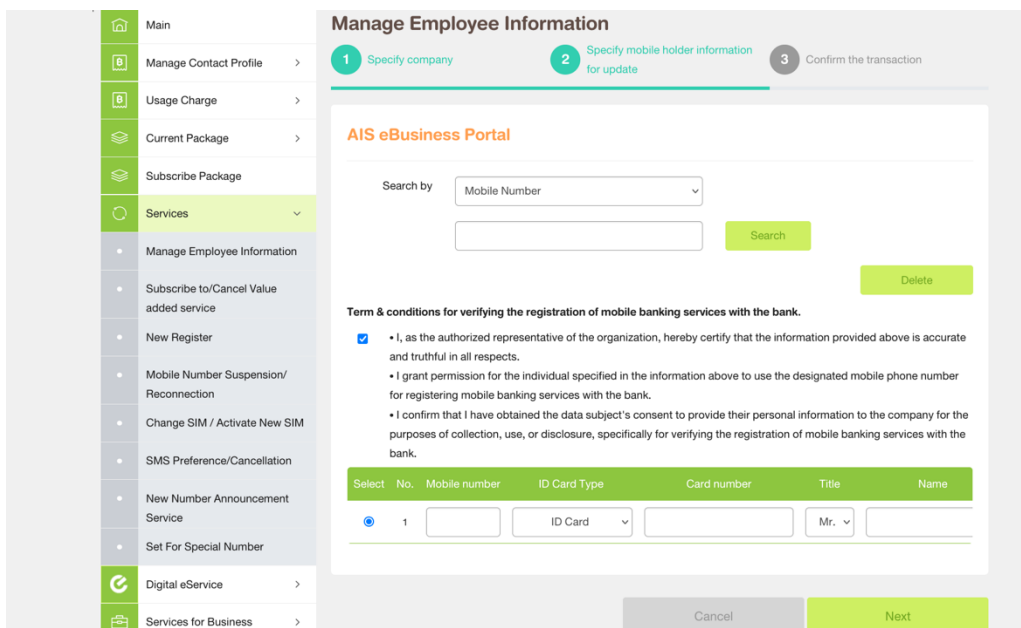
2. Select the “Services” menu and select “Manage employee information”



3. Select the company you want to make a transaction and press the “Next” button.



4. Press the “Add Number” button then enter the details of the phone number owner and accept the terms and conditions.



5. In the case of wanting to add details of the owner of multiple telephone numbers → you can add data **by uploading an Excel file**

Manage Employee Information

1 Specify company

2 Specify mobile holder information for update

3 Confirm the transaction

AIS eBusiness Portal

Search by

Mobile Number

Search

Add number

1

Edit by using Excel format

To edit information in excel format. [click here](#) to download.

When you finish editing information in excel file, You can upload file here.

Choose file

Term & conditions for verifying the registration of mobile banking services with the bank.

- I, as the authorized representative of the organization, hereby certify that the information provided above is accurate and truthful in all respects.
- I grant permission for the individual specified in the information above to use the designated mobile phone number for registering mobile banking services with the bank.
- I confirm that I have obtained the data subject's consent to provide their personal information to the company for the purposes of collection, use, or disclosure, specifically for verifying the registration of mobile banking services with the bank.

upload

You can upload no more than 1000 numbers per one time.