



**TNSC BANK**

**TAMIL NADU STATE APEX COOPERATIVE BANK LTD**  
**233. N.S.C. BOSE ROAD CHENNAI 600 001**

## **OPERATING PROCEDURE**

### **AVAILING THE FACILITY**

1. Fill up the application form and submit to your home branch.
2. After seven working days visit your home branch and collect your user ID and password.
3. Acknowledge the receipt on delivery of PIN and apply for activation.
4. When the acknowledgement is received at the project office your account will be activated within 24-48 hours .

### **ACCESSING THE ACCOUNT.**

1. Open Web Browser, type in **https://www.tnscbank.net** to access our Internet Banking application.
2. Enter Your User-ID and PIN number as Password.
3. During the first Login, the page containing Terms and Conditions will be displayed for your acceptance. You have to agree and click on check box to accept the same.
4. You will have to necessarily change the password, after changing your password transactions can be performed.
5. All the menus are available on the left side of the screen. On clicking them access will be available to various kinds of enquiry and services.
6. All the accounts which are linked to the CIF number will be displayed
7. Transaction can be performed by using the appropriate menu for own/intra/inter bank accounts.
8. Clicking on the account number, the account summary will be shown. Print button is available to take print out if printer is attached to the system.

### **CAUTION TO THE USERS.**

1. Don't use Right Click and Back Button on the browser. Use back button given in the application for going back to last view.
2. After every session click on log out button for proper logout.
3. Improper closure of window may result in error and will not allow login immediately.

### **PASSWORD SECURITY:**

1. Don't share your password with anyone else.
2. Change your passwords regularly. Keep rememberable and unguessable.
3. Don't keep a written record of your password.

### **GENERAL:**

The service will be blocked if the customer does not log in within 15 days from the date of activation of the account. The web page also will expire if no transaction is done within 15 minutes.

Account number is not your CIF number. You can link all your accounts with all CBS branches to single CIF number. This will extend the facility of internet banking to all accounts you hold with us.

### **Disclaimer:**

TNSC BANK is not liable for non-availability of services due to reasons beyond the control of the Bank.

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