ASIAN INFRASTRUCTURE INVESTMENT BANK

Client Portal
Operating Manual

User login

Table of contents

1. First Time Login

- MFA Validation by APP

- MFA Validation by SMS

2. User Login

- Registered Microsoft User

- Non-registered Microsoft User

- *Multi-factor Authentication (MFA) adds extra security to your AIIB Client Portal (ACP) account by requiring two forms of verification: your password and either a mobile SMS code or an authenticator app code. Setting up MFA during your first login is required to protect your account and sensitive information.*
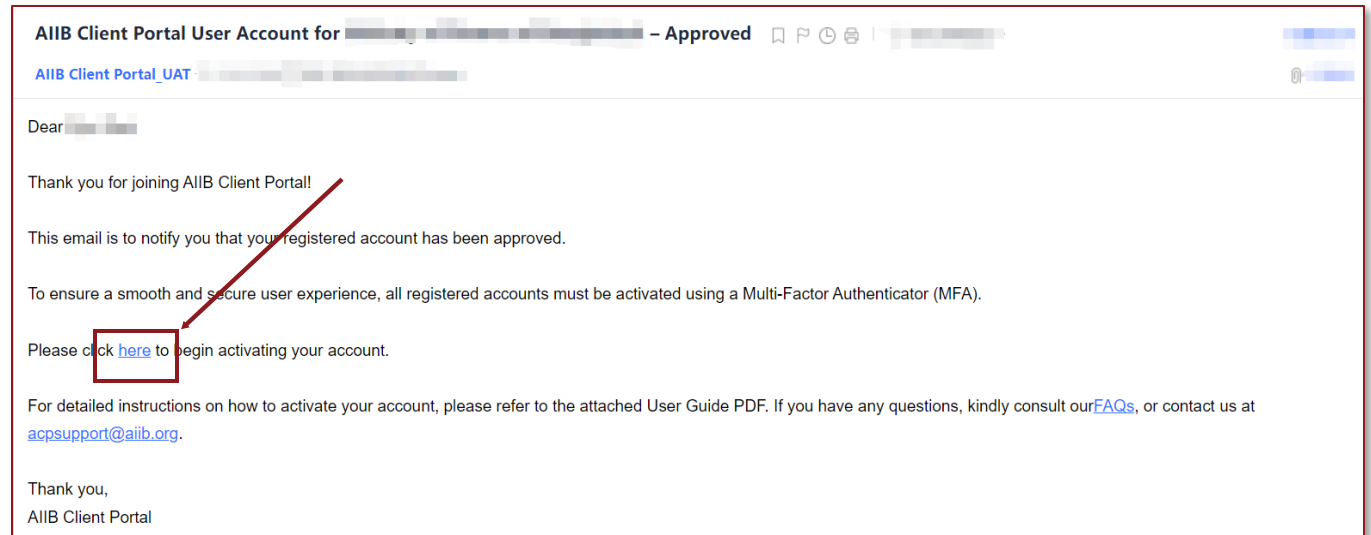
First Time Login

First Time Login

1. Click the link in the welcome email, navigation to the welcome page.

 https://aiibclientsportal.crm5.dynamics.com/

First Time Login——Registered Microsoft User

For registered Microsoft users with accounts associated with services like Outlook, OneDrive, Xbox, or Office 365, please use your existing Microsoft credentials to sign in. This will streamline the process and provide a consistent experience across all Microsoft services.
If possible, we encourage you to use your organization email credentials for this purpose.

2a. Enter user's registered primary email address as user login name and click **Next**.

Enter password and click **Sign in.**
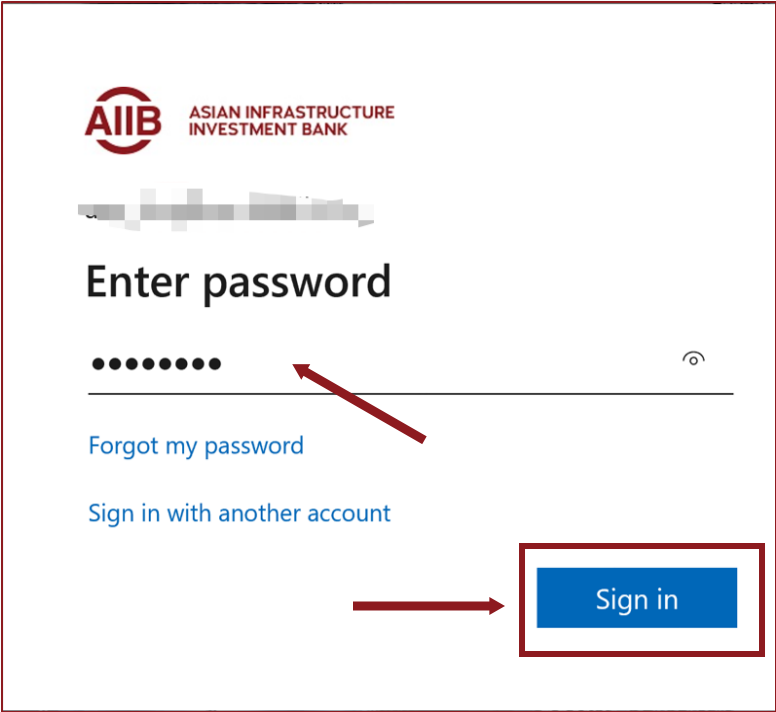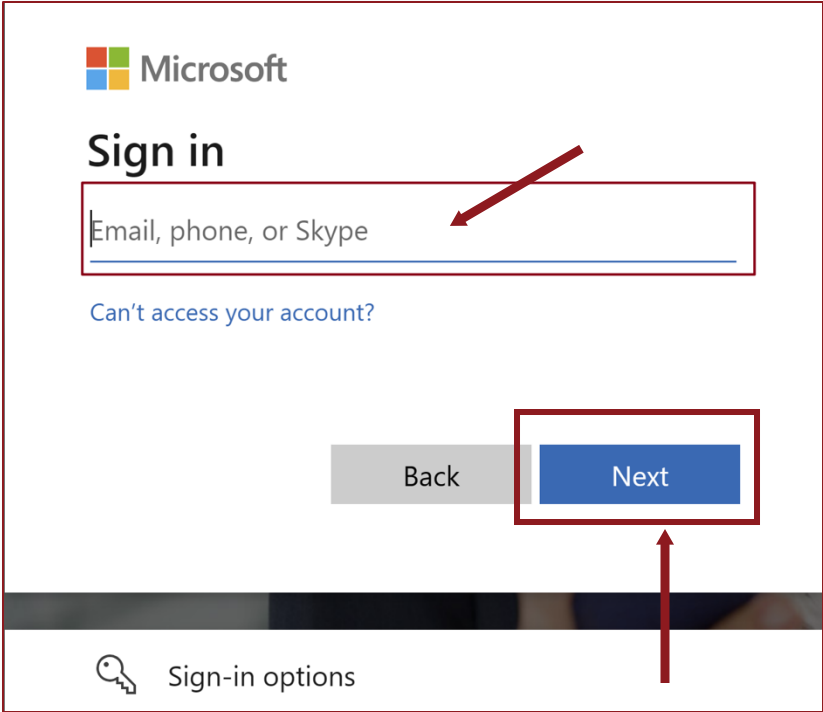
First Time Login——Non-registered Microsoft User

For non-registered Microsoft users who do not have an existing Microsoft account, they would use a one-time passcode for authentication.

2b. Click **Email code to your email address**.

Enter the code that's sent to user's email and click **Sign in**.
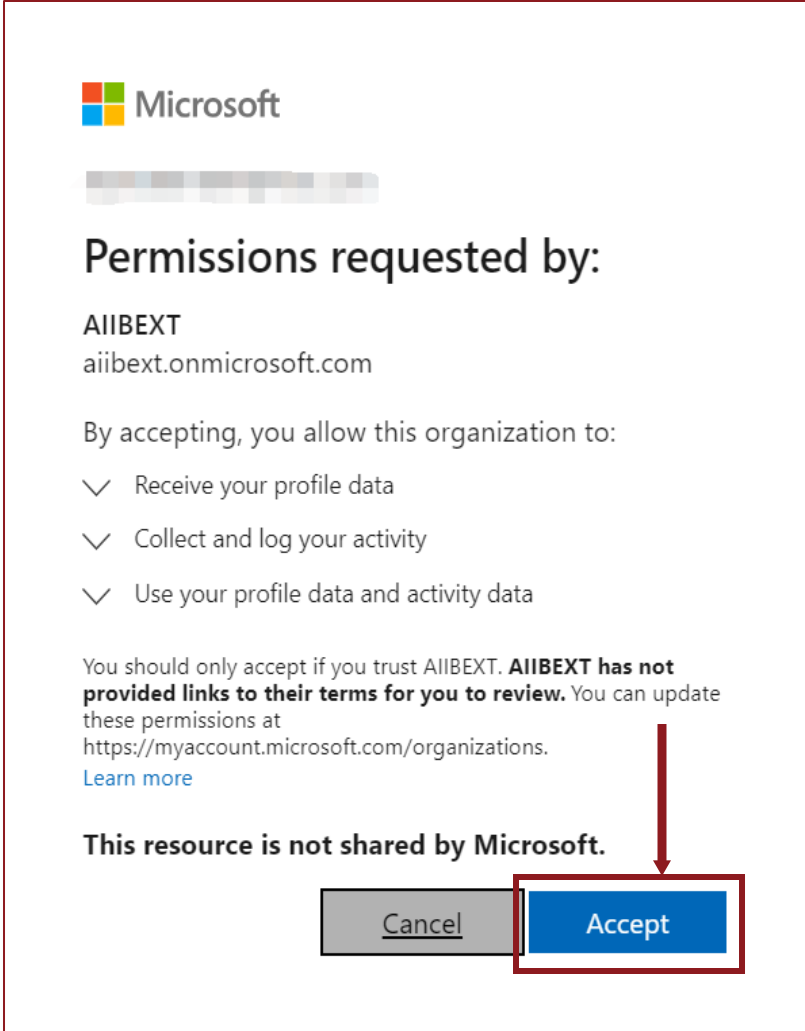
Click **Continue** for Personal data export consent.

Personal data export consent

When you use this product and the other products and services ("products") listed in the Learn more, personal data required to provide and operate the products securely is transferred outside of China. Some products allow you to send additional optional data, which will also be sent outside of China if you choose to send it. The data is encrypted in transit. Data stored locally on your device is not transferred unless you take affirmative action to transfer it, such as storing it with an overseas cloud provider.

If you do not agree with the transfer of data required to deliver this product or the other products listed in the Learn more, you can choose to stop using the impacted product. Refer to the Terms of Use for your product for refund eligibility. For information on returning a product to the Microsoft Store, visit https://aka.ms/refund.

Microsoft will process and transfer your data in accordance with the Microsoft Privacy Statement. Additional information about the transfer of data outside of China and how to contact Microsoft can be found here: Learn more.

First Time Login

3. Review the instructions and click **Accept**.

First Time Login

4a. For registered Microsoft users, Click **Next**.

4b. For non-registered Microsoft users, Click **Next**.

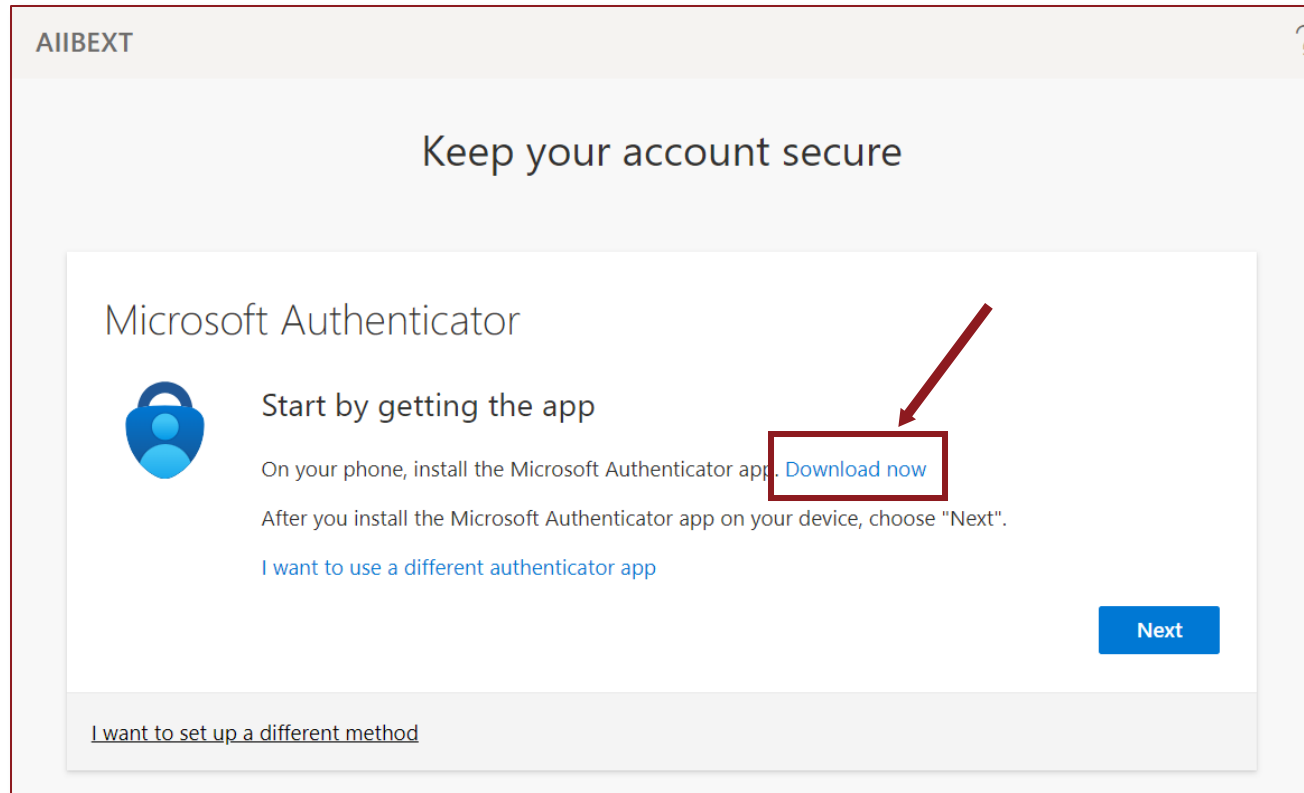# First Time Login

5. Set up MFA Validation.

First Time Login——MFA Validation by APP

First Time Login by APP

Set up Microsoft Authenticator **on your cell phone**.

1. If you have not downloaded the Microsoft Authenticator app yet, please click **Download now**.

Please make sure the full name of APP is **Microsoft Authenticator** instead of other authenticators and the logo is as shown.

AIIBEXT

Keep your account secure

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Next

I want to set up a different method

First Time Login by APP

Set up MFA step by step.

2. Click **Next**

Keep your account secure

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Next

I want to set up a different method

First Time Login by APP

Set up MFA step by step.

3. Click **Next**

Keep your account secure

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next

I want to set up a different method

First Time Login by APP

Set up Microsoft Authenticator **on your cell phone**.

a. Open the Microsoft Authenticator APP on your cell phone, and sign in.

Select **Authenticator** on the bottom bar, click the **+** on top right corner
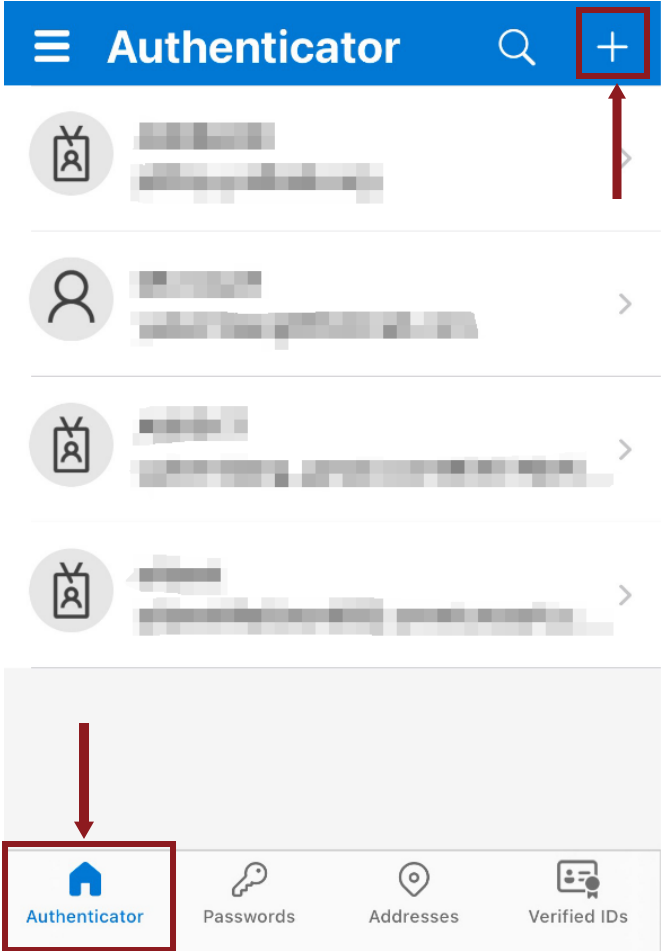
First Time Login by APP

Set up Microsoft Authenticator **on your cell phone**.

b. Click **Work or school account**
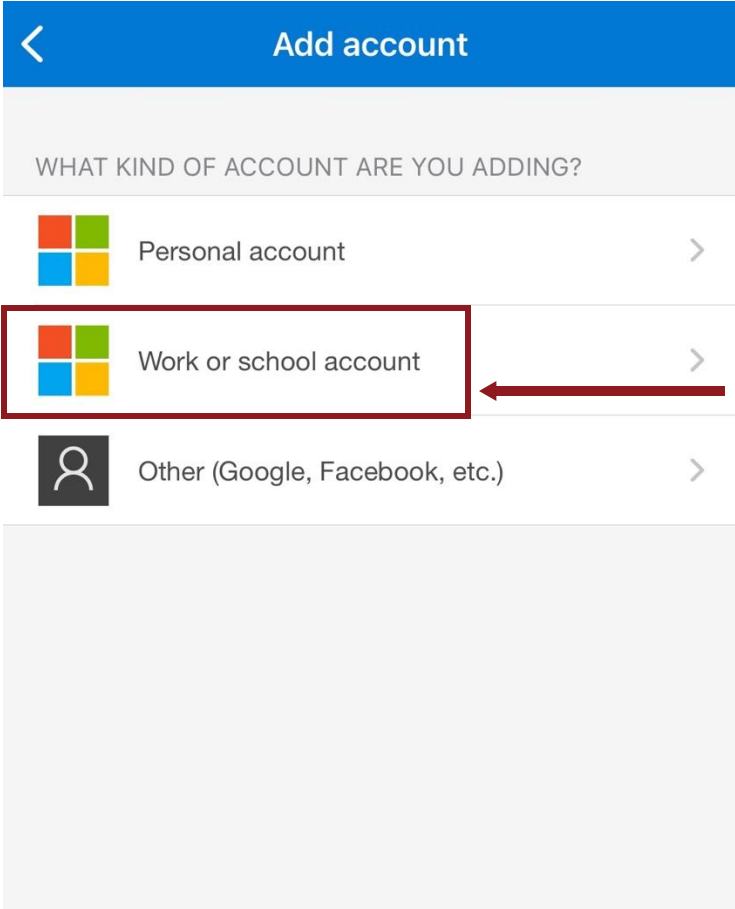
First Time Login by APP

Set up Microsoft Authenticator **on your cell phone**.

c. Click **Scan QR code**
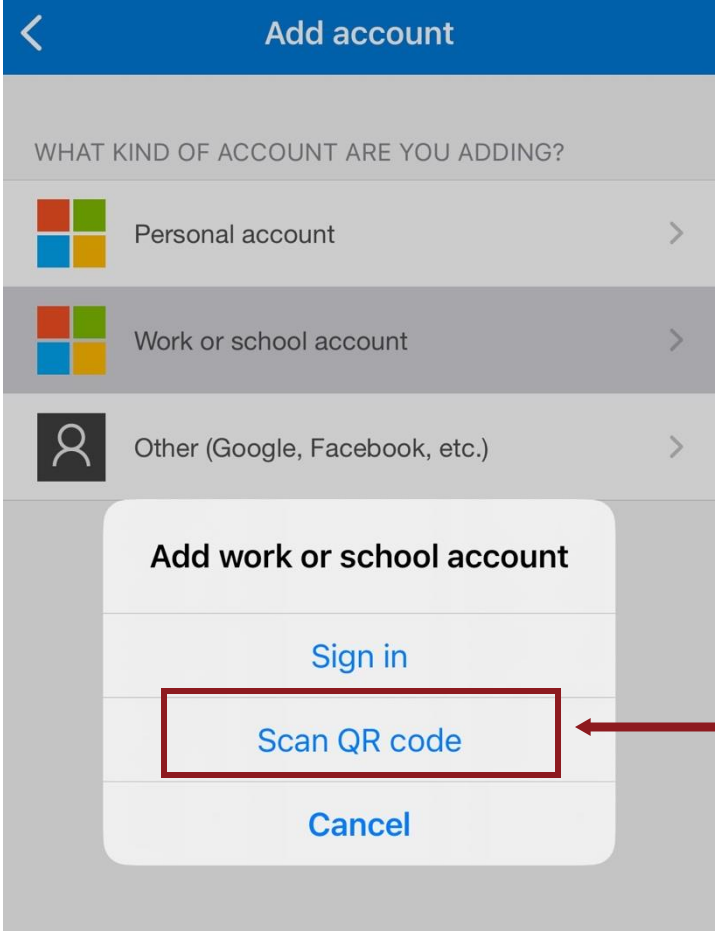
First Time Login by APP

Set up MFA step by step.

4. Scan QR code and click **Next**.

First Time Login by APP

Set up MFA step by step.

5. Approve the notification on your cell phone and click **Yes**.

Click **Next**.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

24

Back   Next

Are you trying to sign in?
AIIBEXT
@AIIBEXT.onmicrosoft.com

Enter the number shown to sign in.

Enter number

No, it's not me   Yes

Authenticator locked

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	⌫
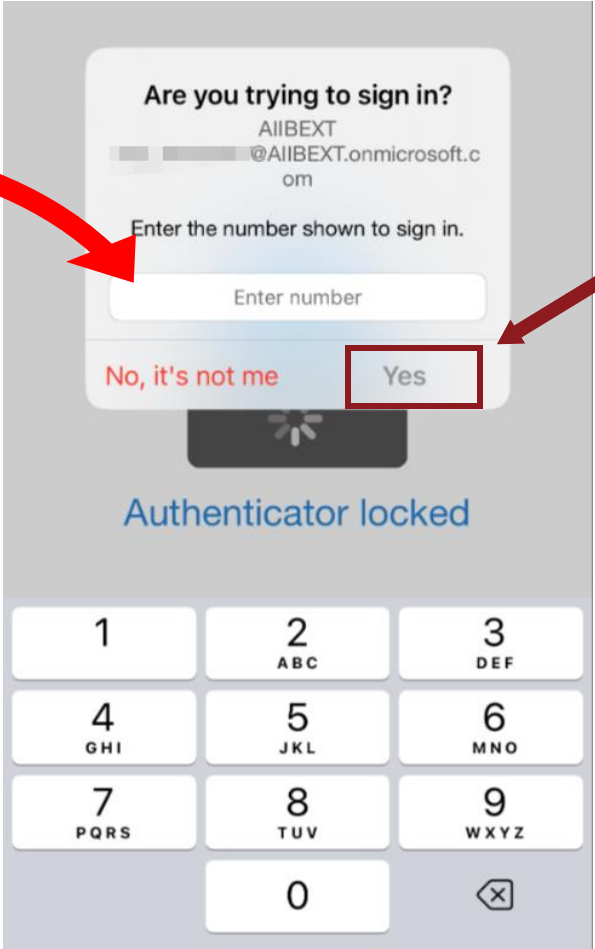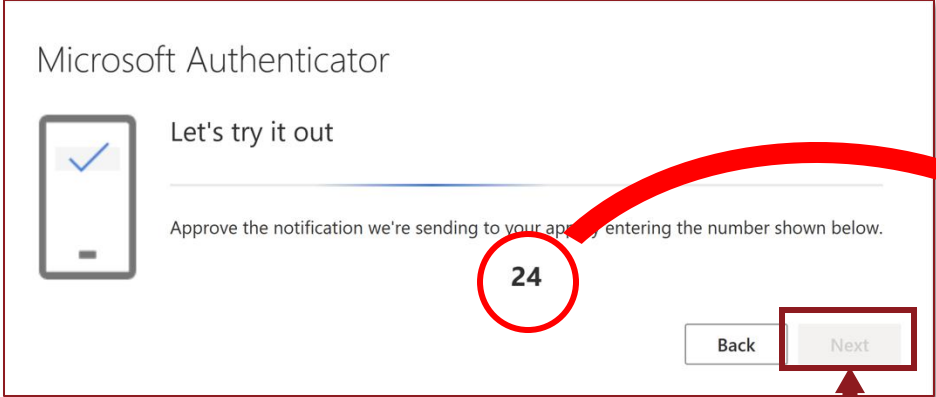
First Time Login by APP

Set up MFA step by step.

6. Click **Done** to complete the MFA set up.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Microsoft Authenticator

Done

First Time Login

Review the policy, select **Yes** and click **Confirm**.

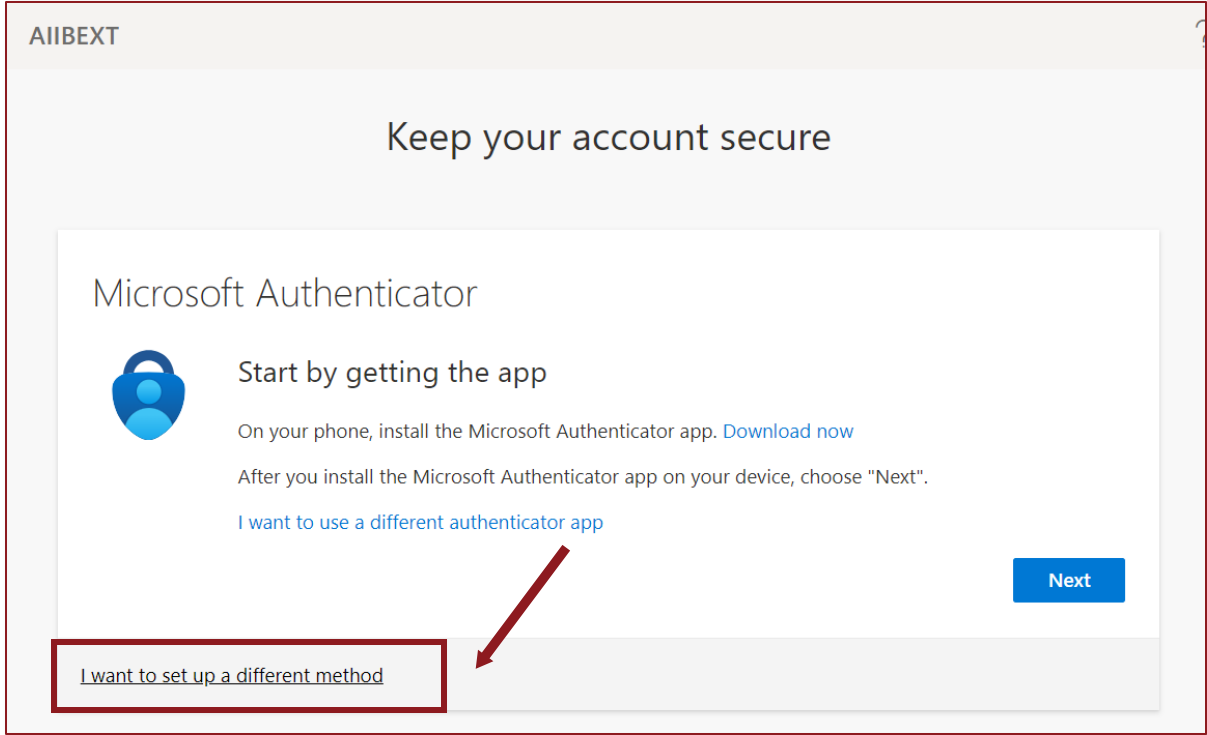You can review the Privacy Policy by clicking Privacy Policy on the Landing Page.

First Time Login——MFA Validation by SMS

First Time Login by SMS

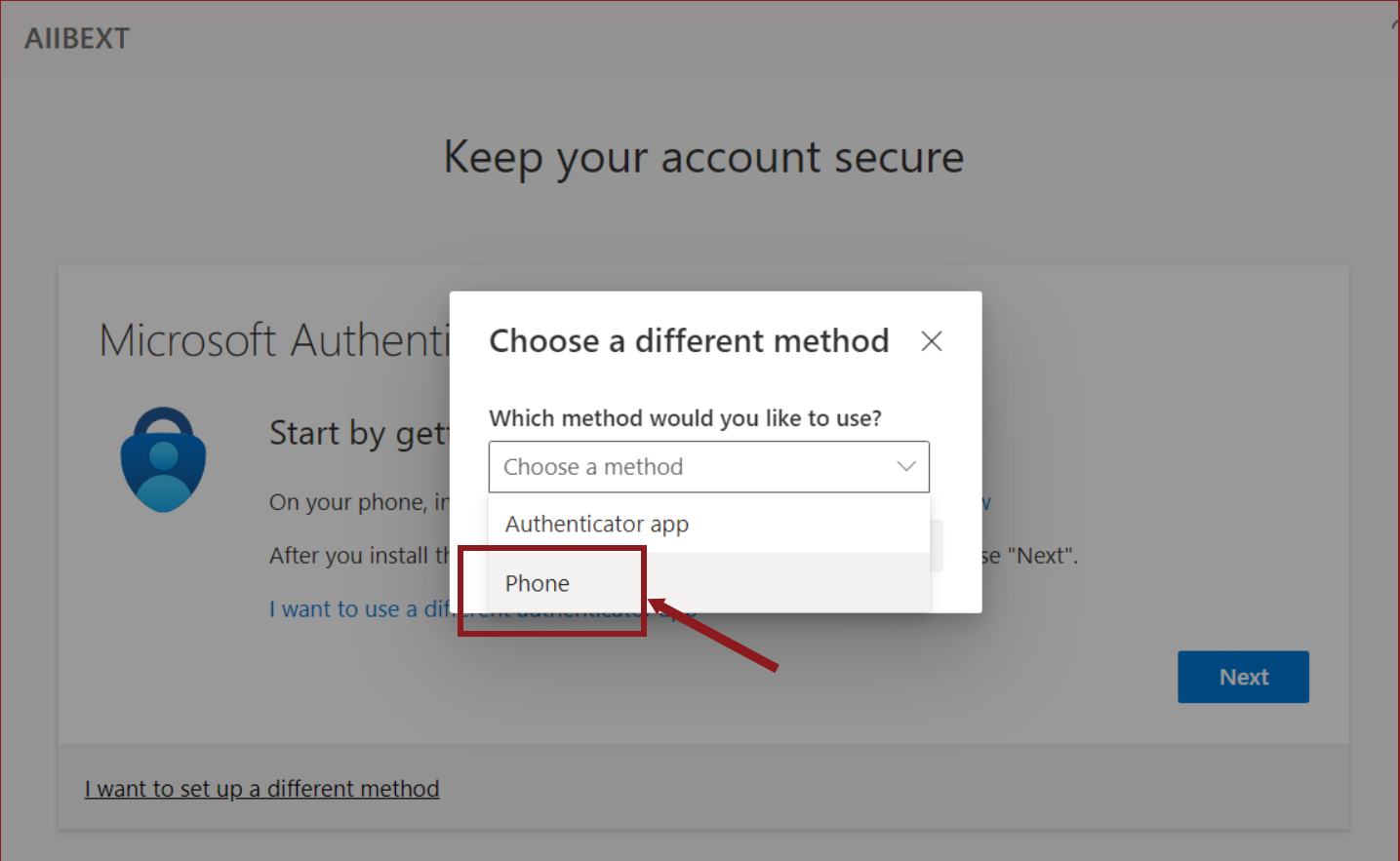Set up MFA step by step.

1. Click **I want to set up a different method.**

First Time Login by SMS

Set up MFA step by step.

2. Click **Phone**.

First Time Login by SMS

Set up MFA step by step.

3. Enter phone number and click **Next**.

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

China (+86)

⦿ Receive a code

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

I want to set up a different method

First Time Login by SMS

Set up MFA step by step.

4. Insert code received by SMS on your cell phone and click **Next**.

Keep your account secure

Phone

We just sent a 6 digit code to +███ ███ ████ ██. Enter the code below.

Resend code

Back | Next

I want to set up a different method

First Time Login by SMS

Set up MFA step by step.

5. Click **Next** and click **Done** to complete the MFA set up.

Keep your account secure

Phone

✅ Verification complete. Your phone has been registered.

Next

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

📞 Phone

Done

First Time Login

Review the policy, select **Yes** and click **Confirm**.

You can review the Privacy Policy by clicking Privacy Policy on the Landing Page.

User Login

User Login——
Registered Microsoft User

User Login——Registered Microsoft User

For registered Microsoft users with accounts associated with services like Outlook, OneDrive, Xbox, or Office 365, please use your existing Microsoft credentials to sign in. This will streamline the process and provide a consistent experience across all Microsoft services.
If possible, we encourage you to use your organization email credentials for this purpose.

1 Click the link in the welcome email, navigation to the welcome page.

2 Enter user's registered primary email address as user login name.

https://aiibclientsportal.crm5.dynamics.com/
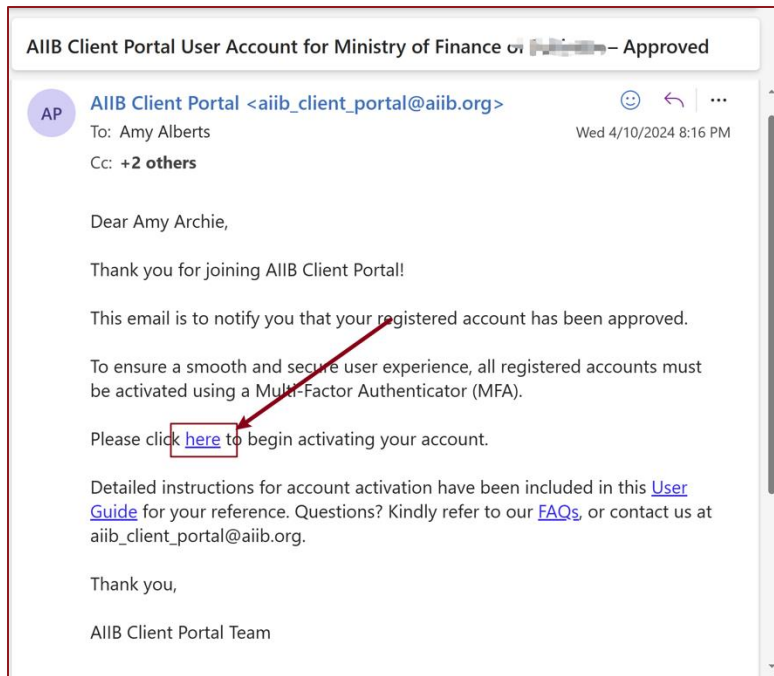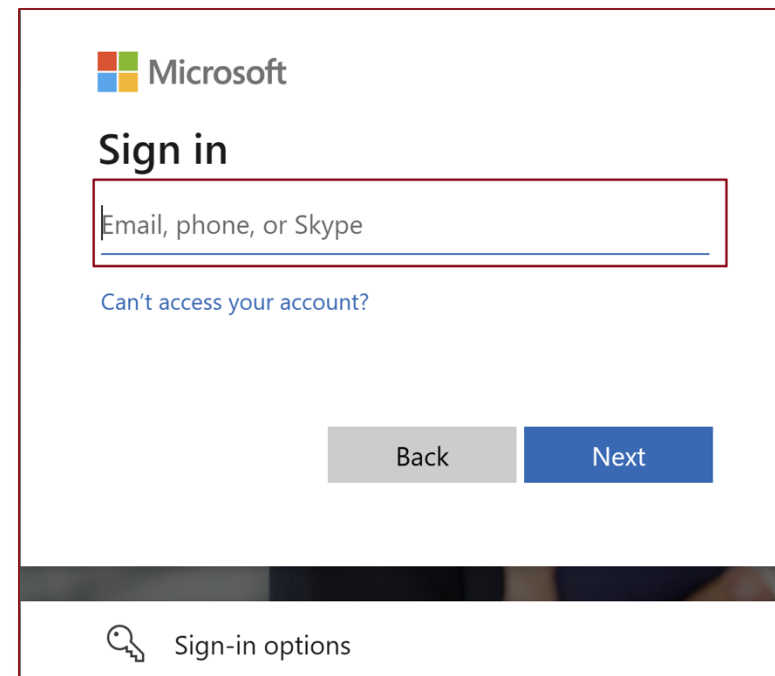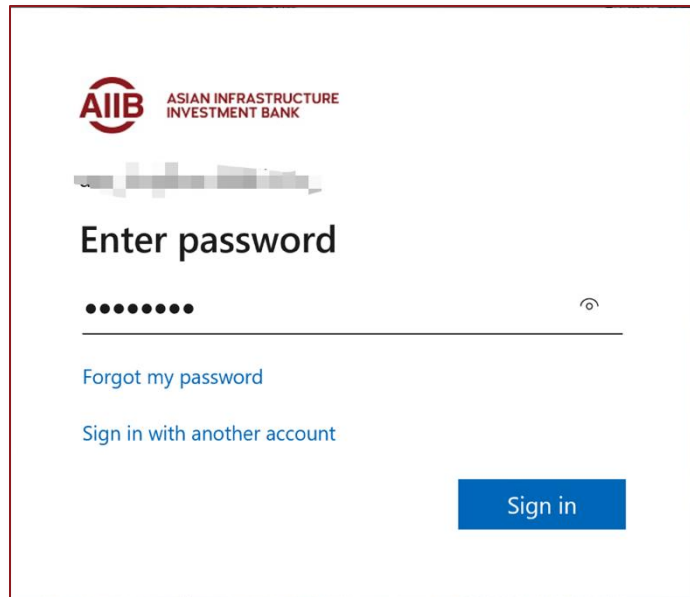
User Login——Registered Microsoft User

For registered Microsoft users with accounts associated with services like Outlook, OneDrive, Xbox, or Office 365, please use your existing Microsoft credentials to sign in. This will streamline the process and provide a consistent experience across all Microsoft services.
If possible, we encourage you to use your organization email credentials for this purpose.
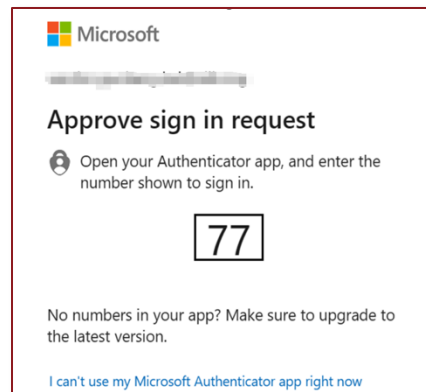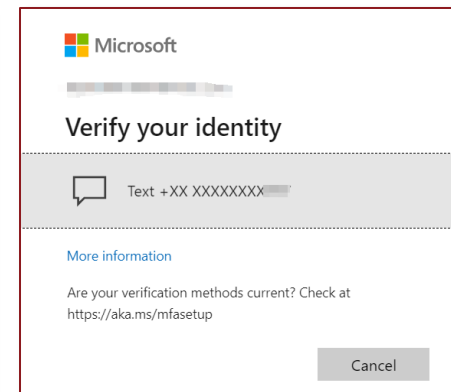
3   Enter password.

4   Complete the MFA validation (APP or SMS)

User Login——
Non-registered Microsoft User

Non-registered Microsoft user Login

For non-registered Microsoft users who do not have an existing Microsoft account, they would use a one-time passcode for authentication.

1 Click the link in the welcome email, navigation to the welcome page.

AIIB Client Portal User Account for Ministry of Finance of [redacted] – Approved

AP AIIB Client Portal <aiib_client_portal@aiib.org>
To: Amy Alberts
Cc: +2 others
Wed 4/10/2024 8:16 PM

Dear Amy Archie,

Thank you for joining AIIB Client Portal!

This email is to notify you that your registered account has been approved.

To ensure a smooth and secure user experience, all registered accounts must be activated using a Multi-Factor Authenticator (MFA).

Please click here to begin activating your account.

Detailed instructions for account activation have been included in this User Guide for your reference. Questions? Kindly refer to our FAQs, or contact us at aiib_client_portal@aiib.org.

Thank you,

AIIB Client Portal Team

https://aiibclientsportal.crm5.dynamics.com/

2 Enter user's registered primary email address as user login name.

Microsoft

Sign in

Email, phone, or Skype

Can't access your account?

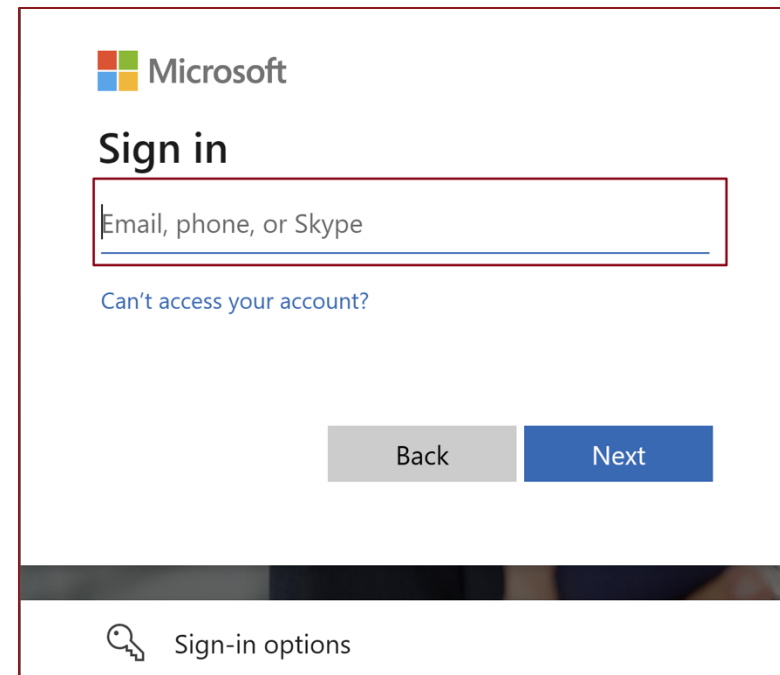Back   Next

🔑 Sign-in options

Non-registered Microsoft user Login

For non-registered Microsoft users who do not have an existing Microsoft account, they would use a one-time passcode for authentication.

3 For non-registered Microsoft user account (no password), instead of entering password, user need to enter the code that's sent to user's register mailbox.
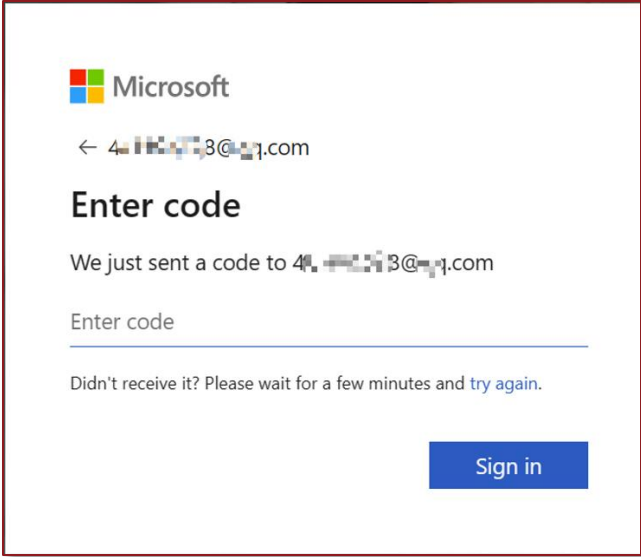
4 Complete the MFA validation (APP or SMS)
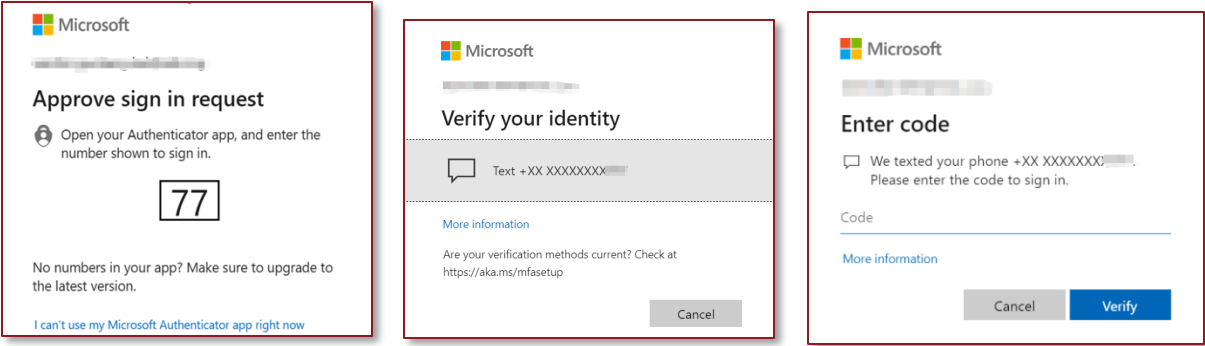
Thank you.

AIIB
Tower A, Asia Financial Center
No.1 Tianchen East Road
Chaoyang District
Beijing, China
100101

+86-10-8358-0000
information@aiib.org

aiib.org