Corporate Cyberbanking User Guide

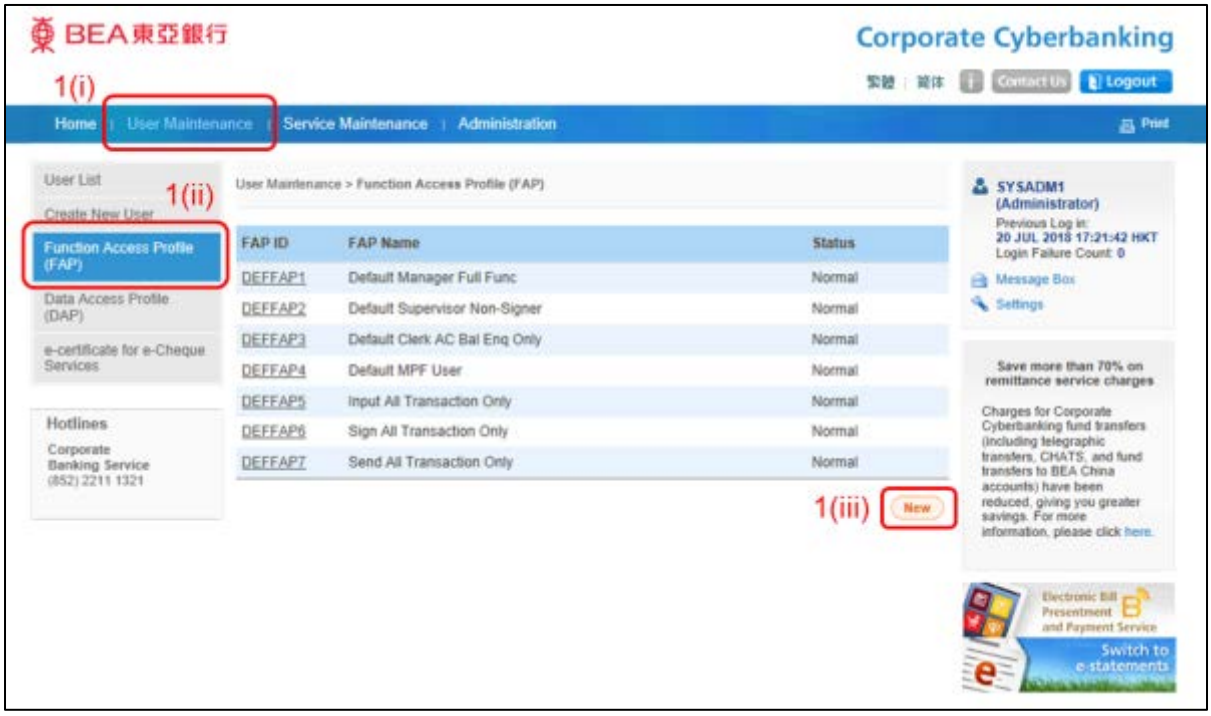
Steps to manage users' authorities for different functions

Employers can assign designated staff to manage MPF-related matters by setting up various accounts in Corporate Cyberbanking, including Function Access Profiles (FAPs), Data Access Profiles (DAPs), and user accounts. Employers can make use of these settings to manage their staff's authorities over different functions when using Corporate Cyberbanking.

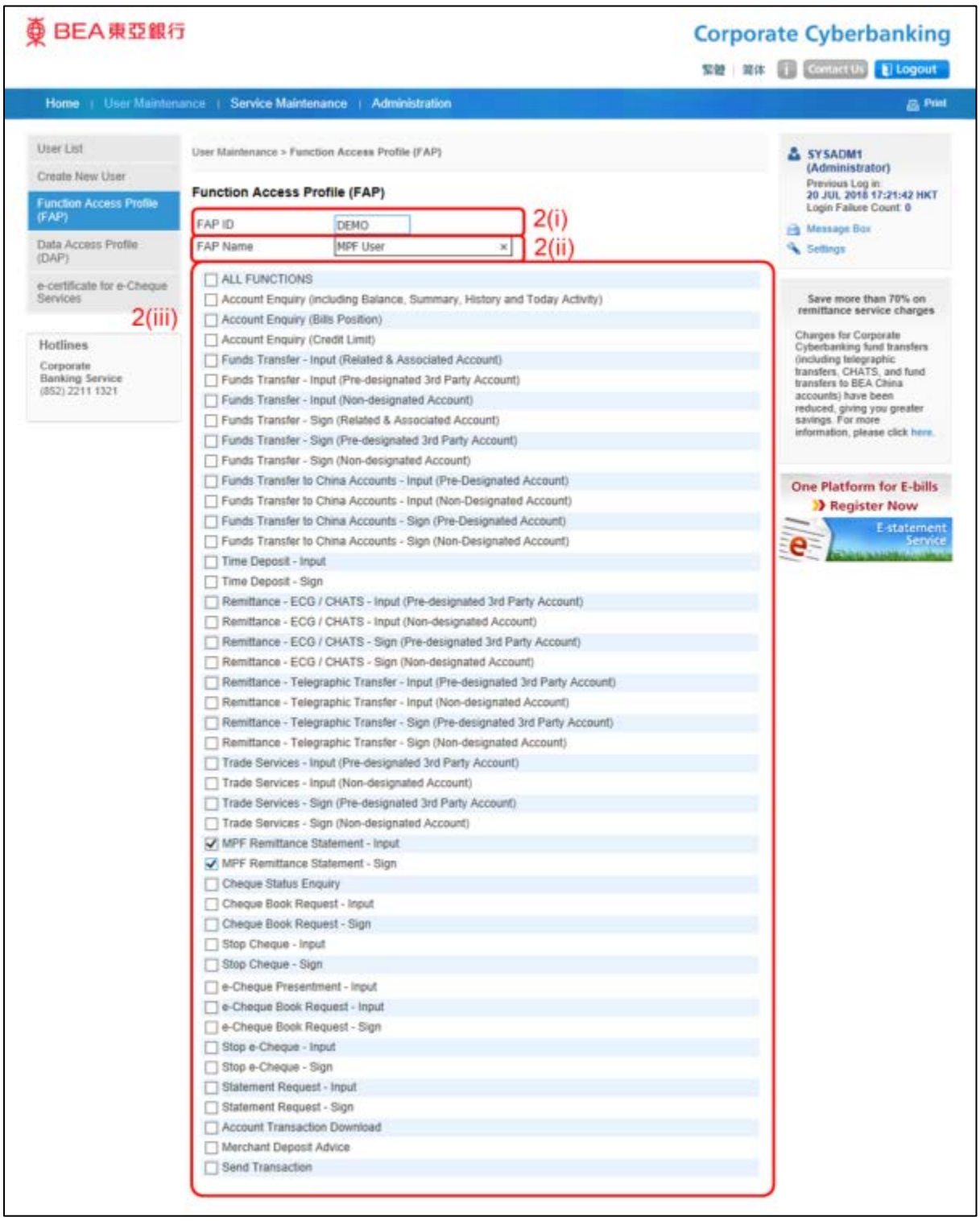
Step 1: Set up a Function Access Profile ("FAP")

An FAP is a template of a selection of function(s) that the administrator would like to assign to specific user(s).

1. Log in to your Corporate Cyberbanking by administrator with the Personal Identification Number ("PIN") provided by the Bank:
   i. Select "User Maintenance".
   ii. Select "Function Access Profile (FAP)".
   iii. Click "New" to create a new FAP.



2. Define the new FAP:
   i. Input an “FAP ID” of your choice.
   ii. Input an “FAP Name” of your choice.
   iii. Choose the function(s) that you would like to include in this FAP, e.g. “MPF Remittance Statement – Input” and/or “MPF Remittance Statement – Sign” for MPF-related matters.
   iv. Click “Proceed” when you have finished.



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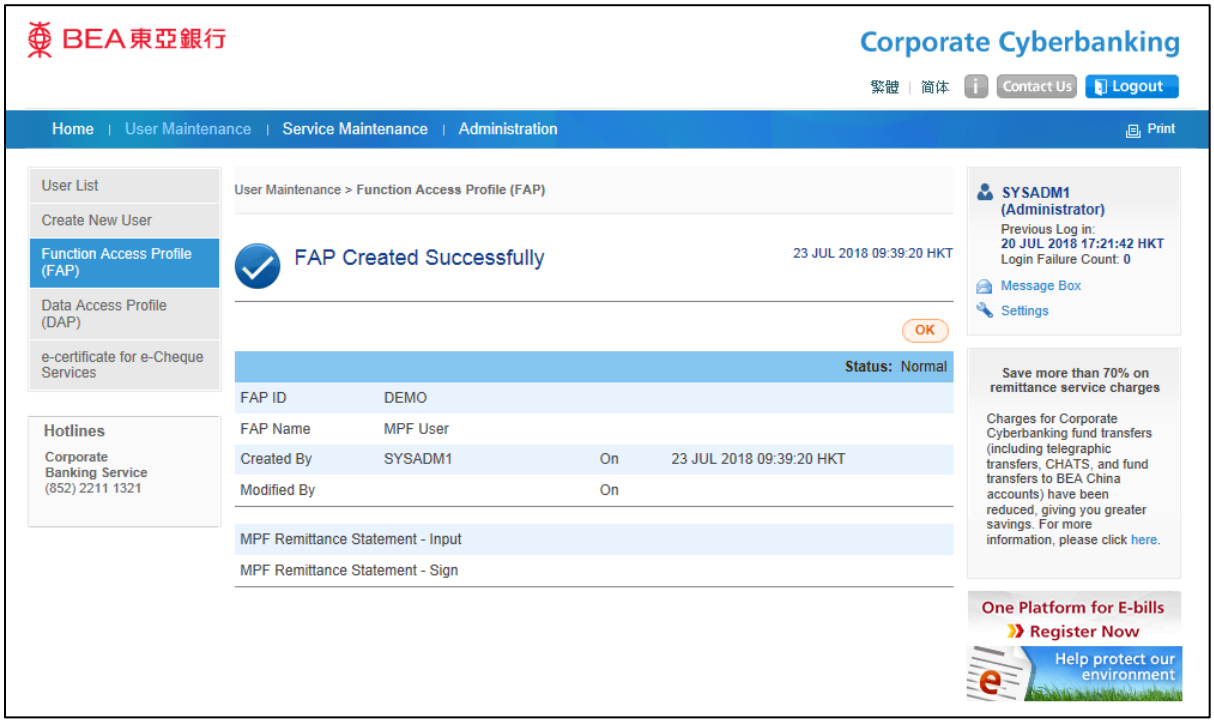
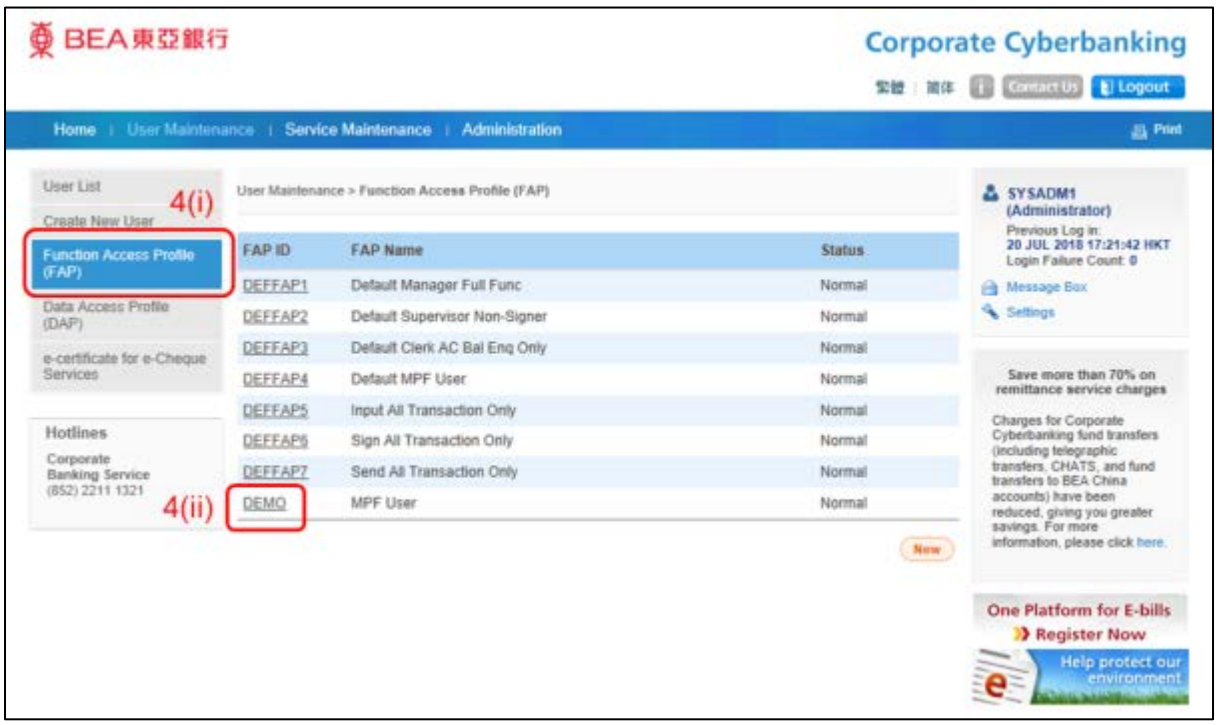
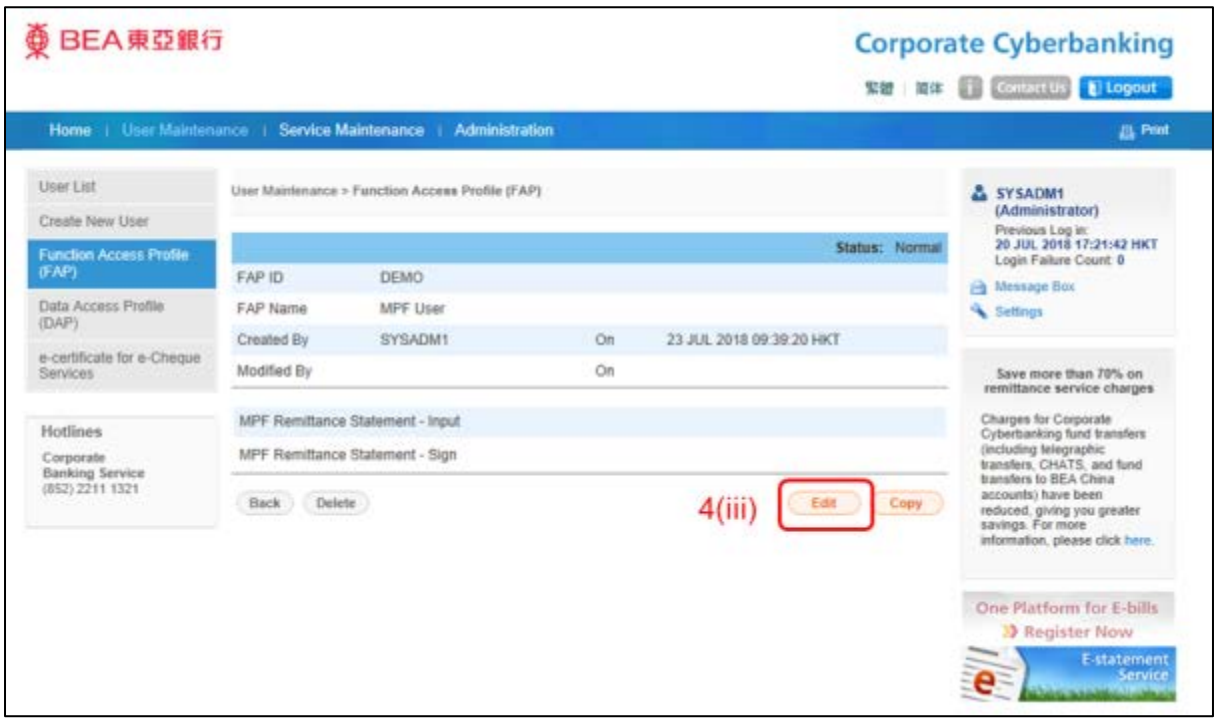
2. Create a new FAP (continued):

3. FAP is created successfully.



4. The administrator can modify the content of an FAP at any time:
   i. Select “Function Access Profile (FAP)”.
   ii. Choose the FAP ID you would like to modify.
   iii. Click “Edit” to revise the FAP.

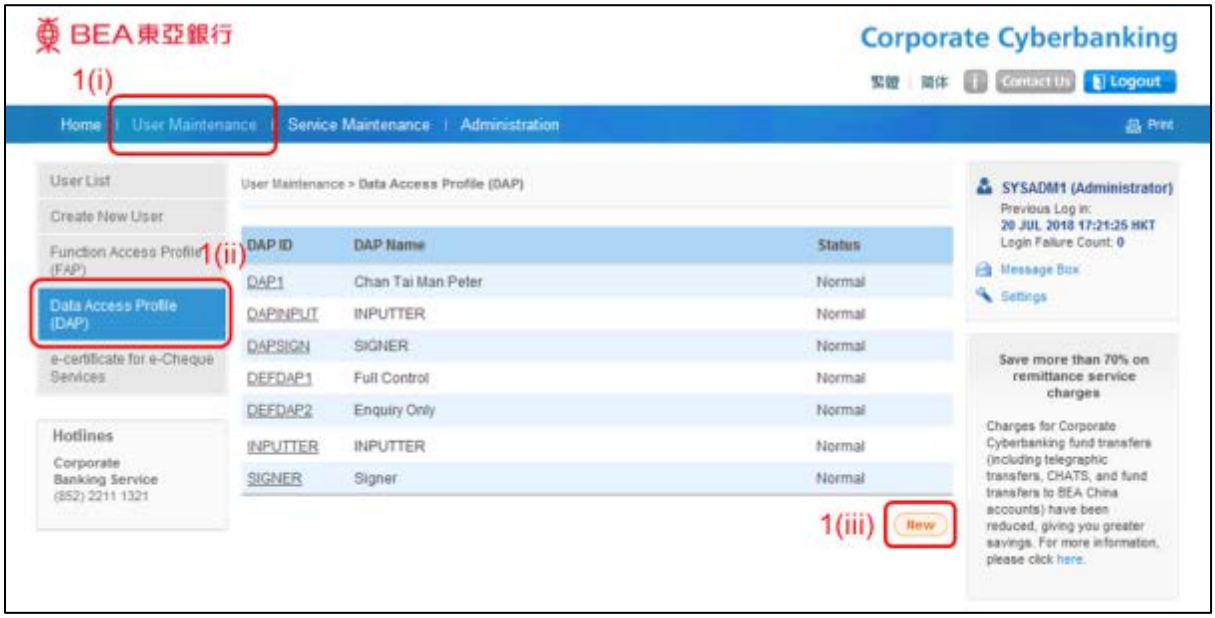




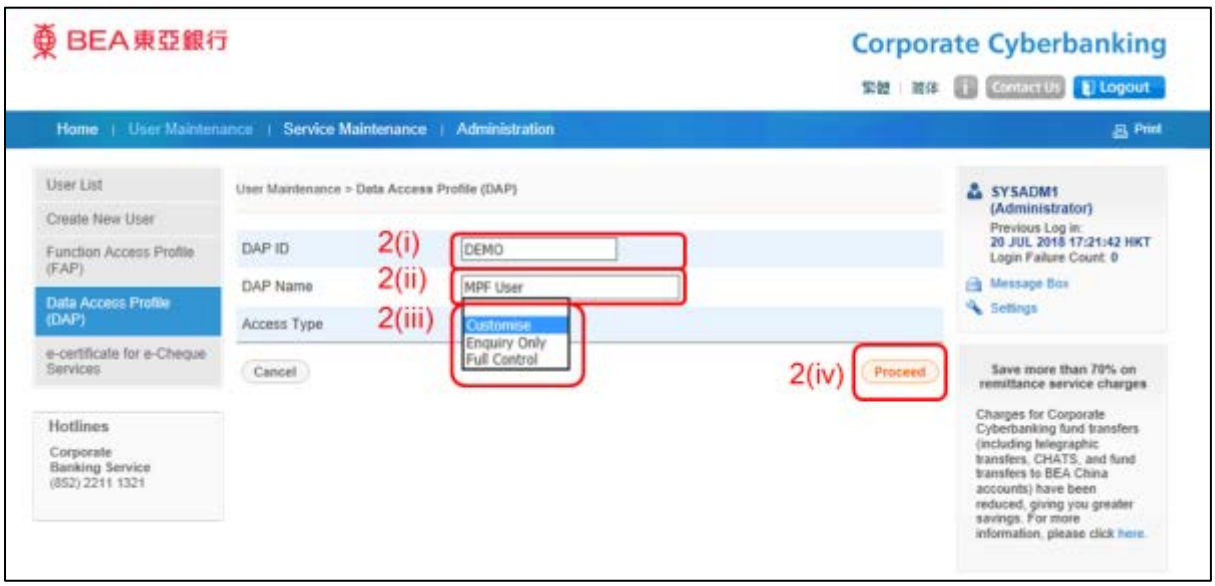
Step 2: Set up a Data Access Profile ("DAP")

A DAP is a template for a set of data which the administrator would like to grant access to specific user(s).

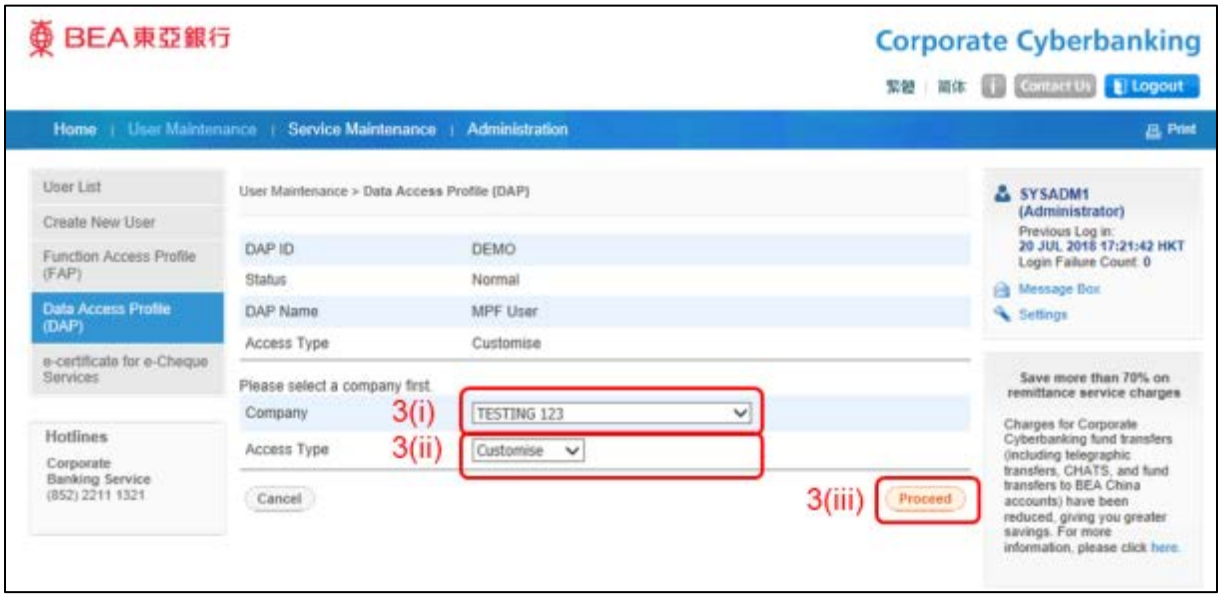
1. Set up a new DAP:
   i. Select "User Maintenance".
   ii. Select "Data Access Profile (DAP)".
   iii. Click "New" to create a new DAP.



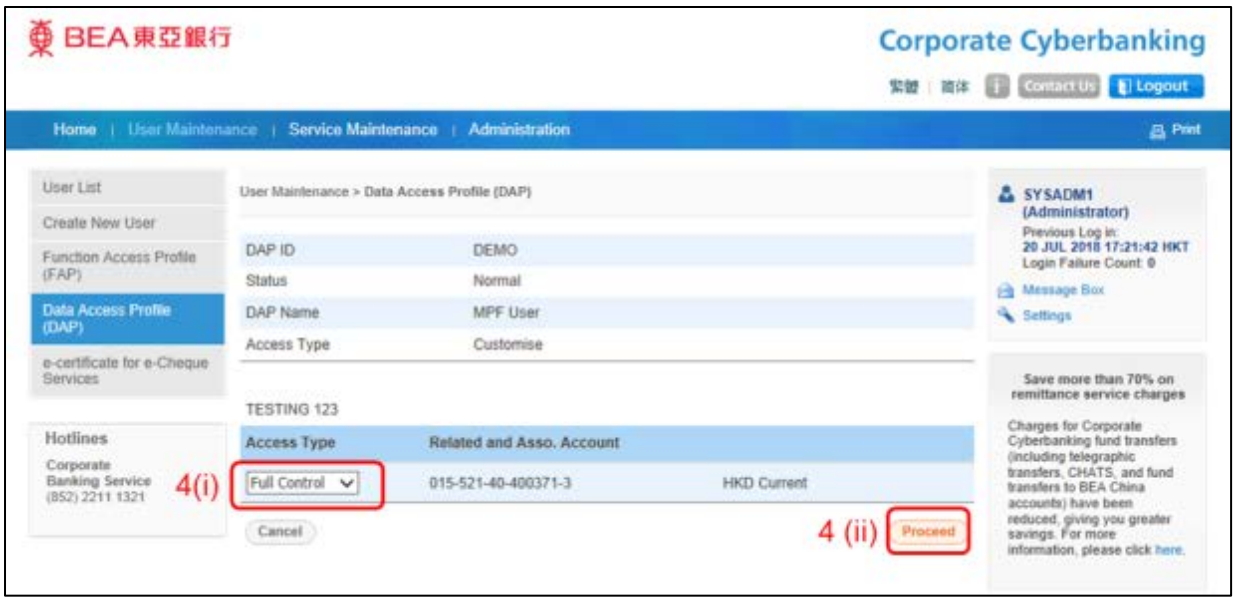
2. Define the new DAP – Basic Information:
   i. Input a "DAP ID" of your choice.
   ii. Input a "DAP Name" of your choice.
   iii. Choose the "Access Type" (Customised/Enquiry Only/Full Control) that you would like to assign to this DAP.
   iv. Click "Proceed" when you have finished.



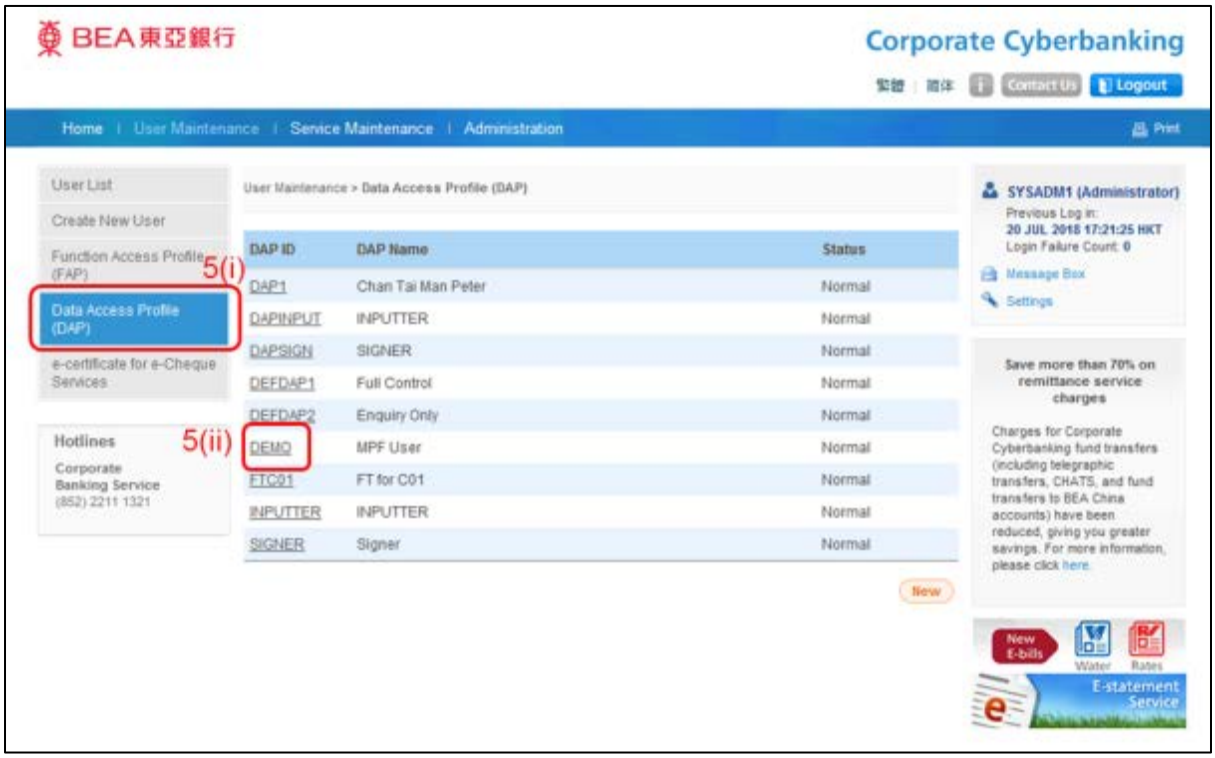
3. Define the new DAP – Company Information:
   i. Select the “Company”.
   ii. Choose the “Access Type” (Customised/Enquiry Only/Full Control) you would like the DAP to have for this company.
   iii. Click “Proceed” when you have finished.

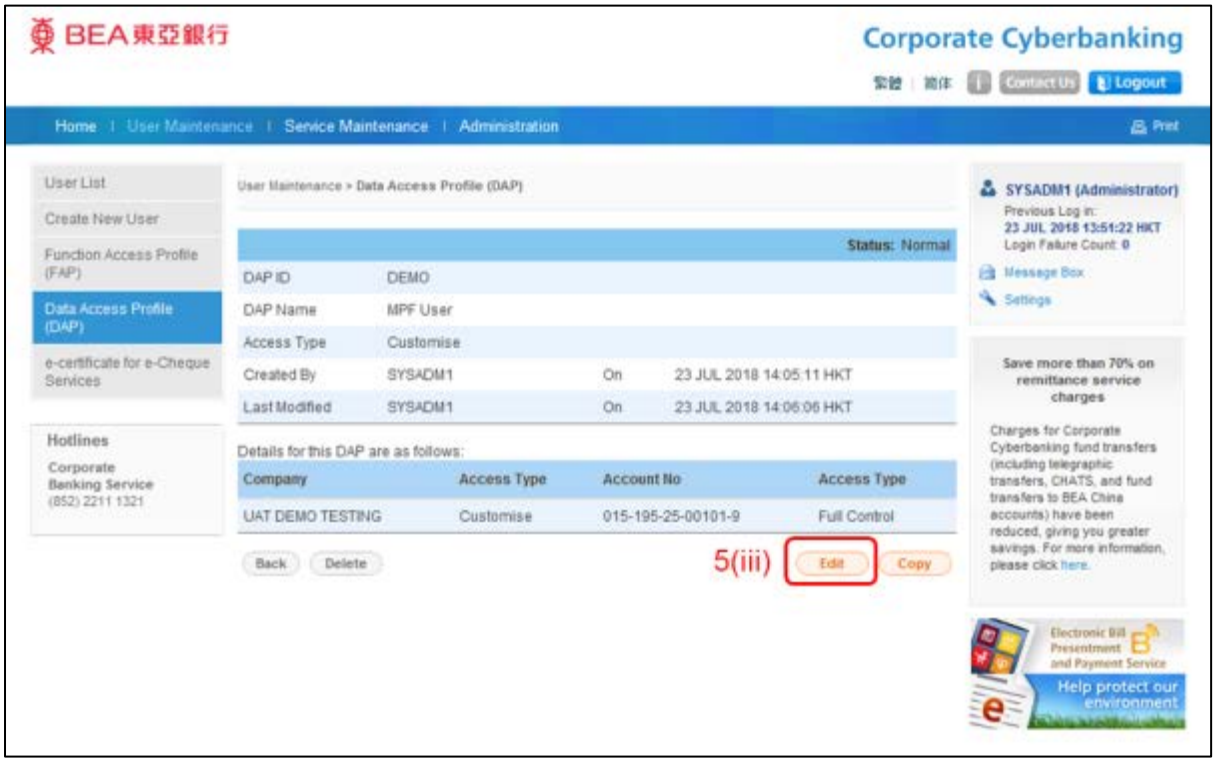


4. Define the new DAP – Bank Account Information:
   i. Choose the “Access Type” (Customised/Enquiry Only/Full Control) you would like this DAP to have for a specific bank account of the selected company.
   ii. Click “Proceed” when you have finished.



5. The administrator can modify the content of a DAP at any time:
   i. Select “Data Access Profile (DAP)”.
   ii. Choose the DAP you would like to modify.
   iii. Click “Edit” to revise the DAP.

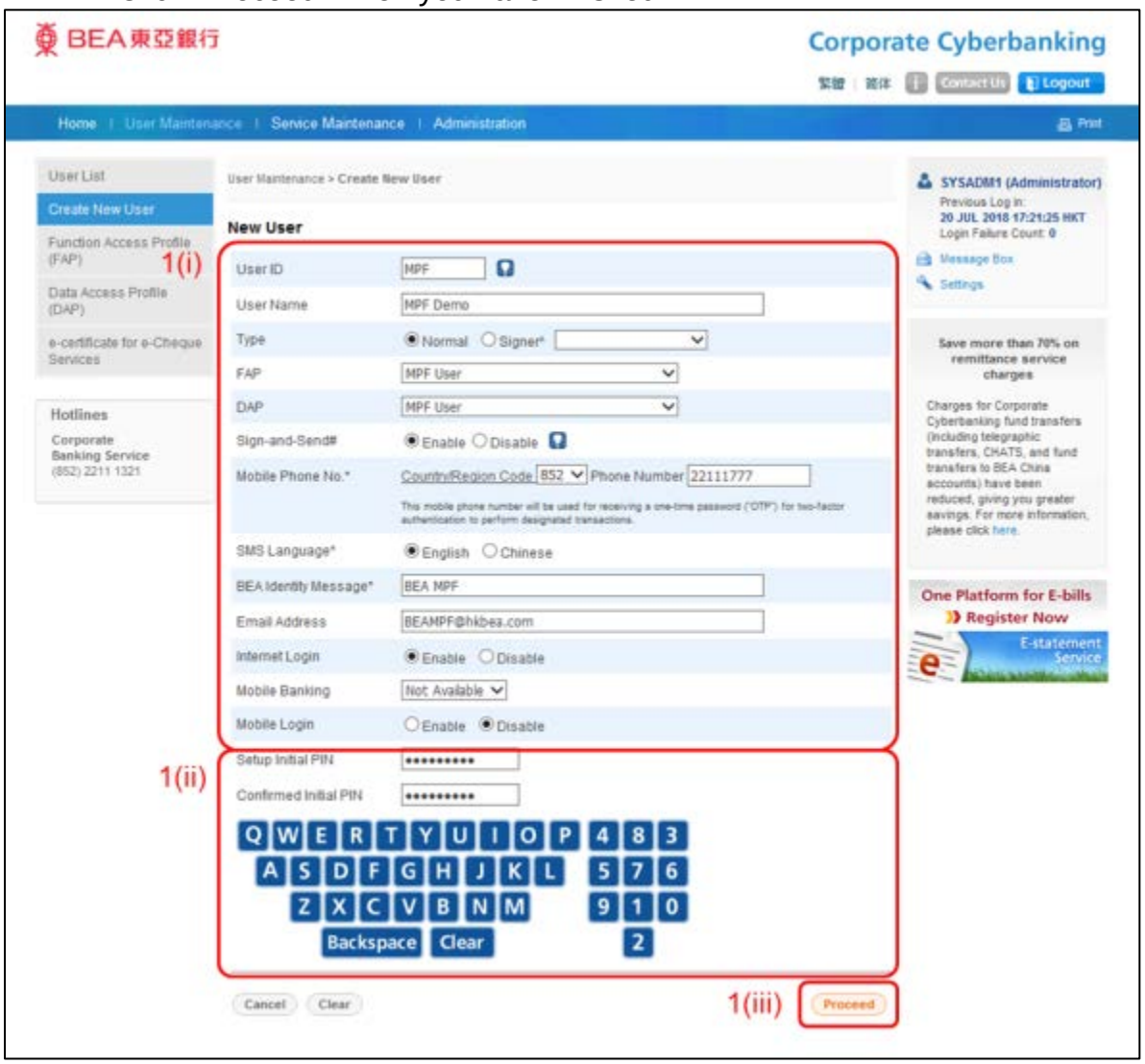




Step 3: Create a New User

Employers can create a new user account with restricted authorities to enable their staff to handle various matters.

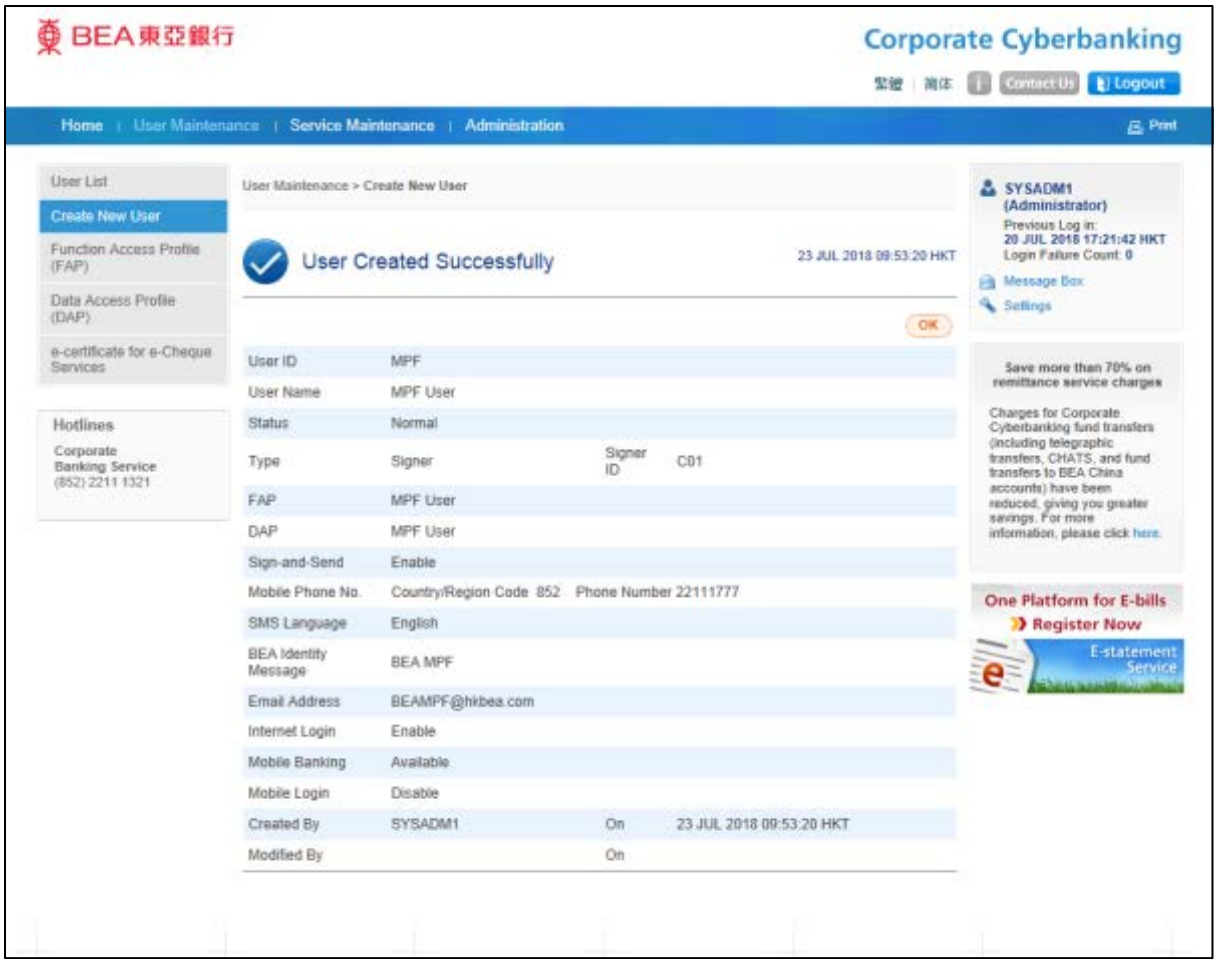
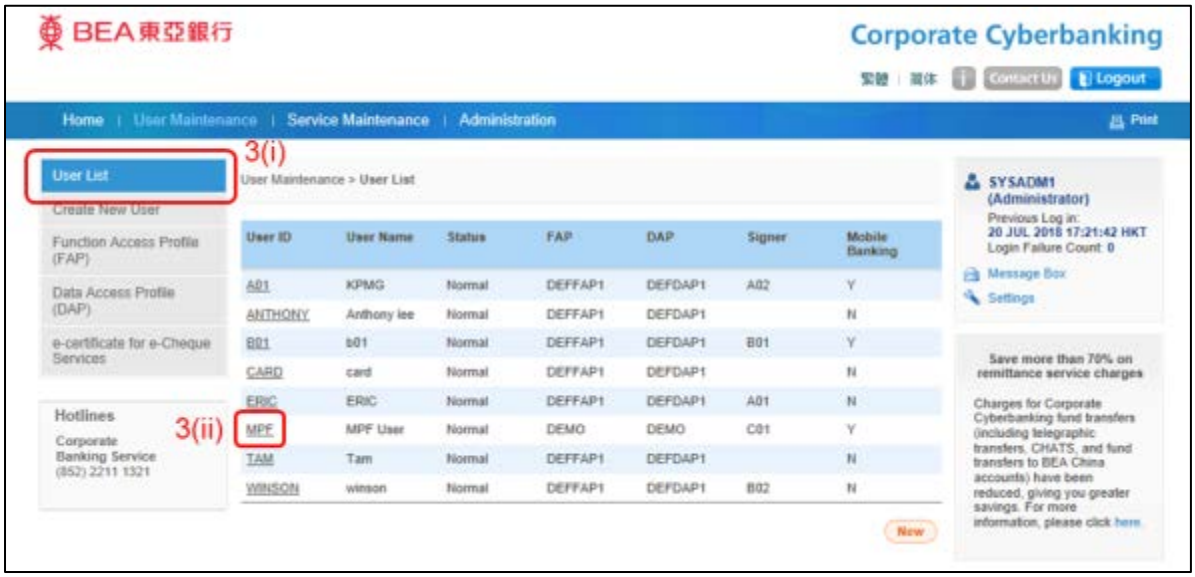
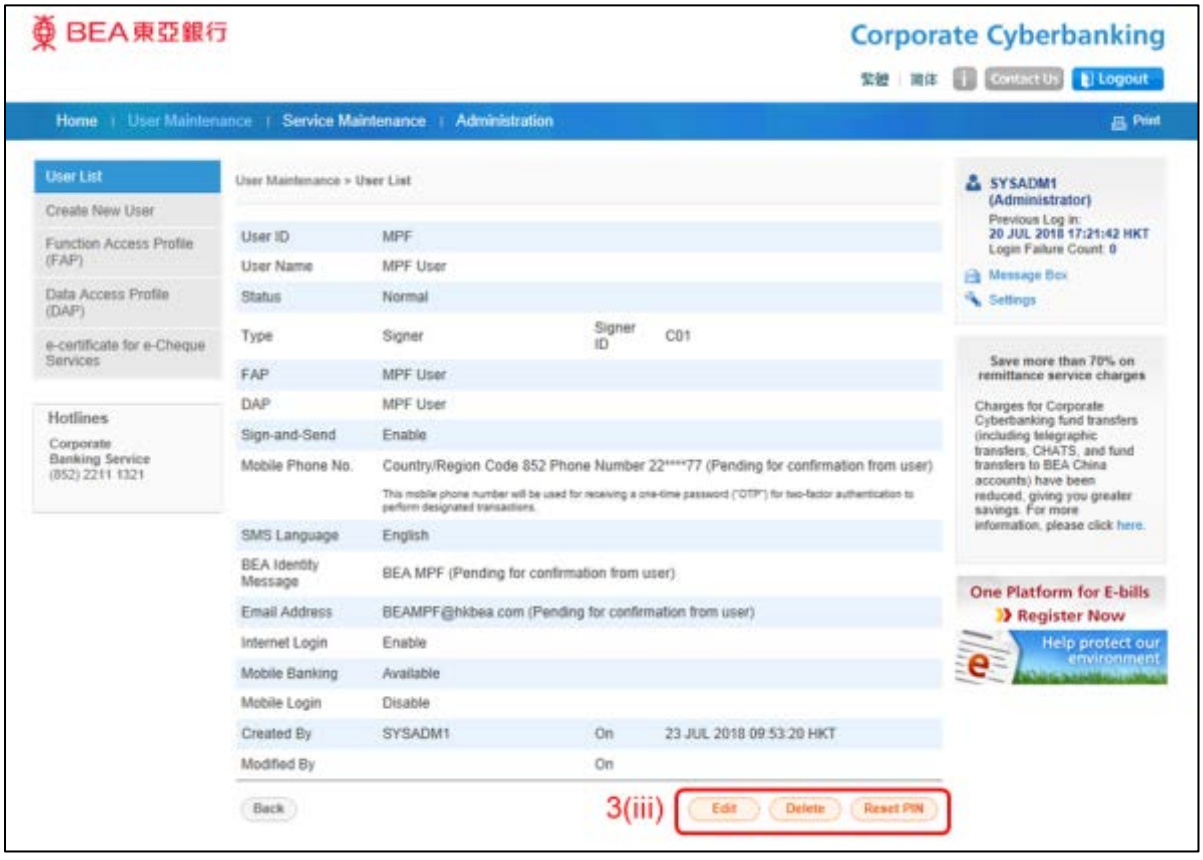
1. Create New User:
   i. Input the relevant information and select a FAP, DAP, and/or authorities relating to other functions of Corporate Cyberbanking.
   ii. Set up an Initial PIN using the onscreen keyboard provided.
   iii. Click “Proceed” when you have finished.



Notes:

1) The availability of the Sign-and-Send service depends primarily on the Authorisation Matrix settings of this Corporate Cyberbanking account and the related FAP assigned to the user. As such, only users who meet all the requirements will be able to use this service, even if "Enable" is selected.
2) The mobile phone number will be used for receiving a one-time password ("OTP") for two-factor authentication to perform designated transactions.
3) BEA Identity Message will appear on SMS sent from Corporate Cyberbanking for you to verify the sender (BEA) in future. Please assign a clause or some wordings as you wish.
4) Please provide a valid mobile phone number or email address for notification purpose and notify the bank timely if there are any updates.
5) The PIN must be at least 8 to maximum 16 alphanumeric characters.

2. A new user account has been created. You can now pass the account number, user ID, and initial PIN to your designated staff to allow them to handle MPF-related matters.



3. The administrator can modify a profile of any user at any time:
   i. Select “User List”.
   ii. Choose the “User ID” you would like to modify.
   iii. Details of the selected FAP will be displayed. The administrator can then tap “Edit”/“Delete”/“Reset PIN” as they choose.