

Corporate Cyberbanking User Guide

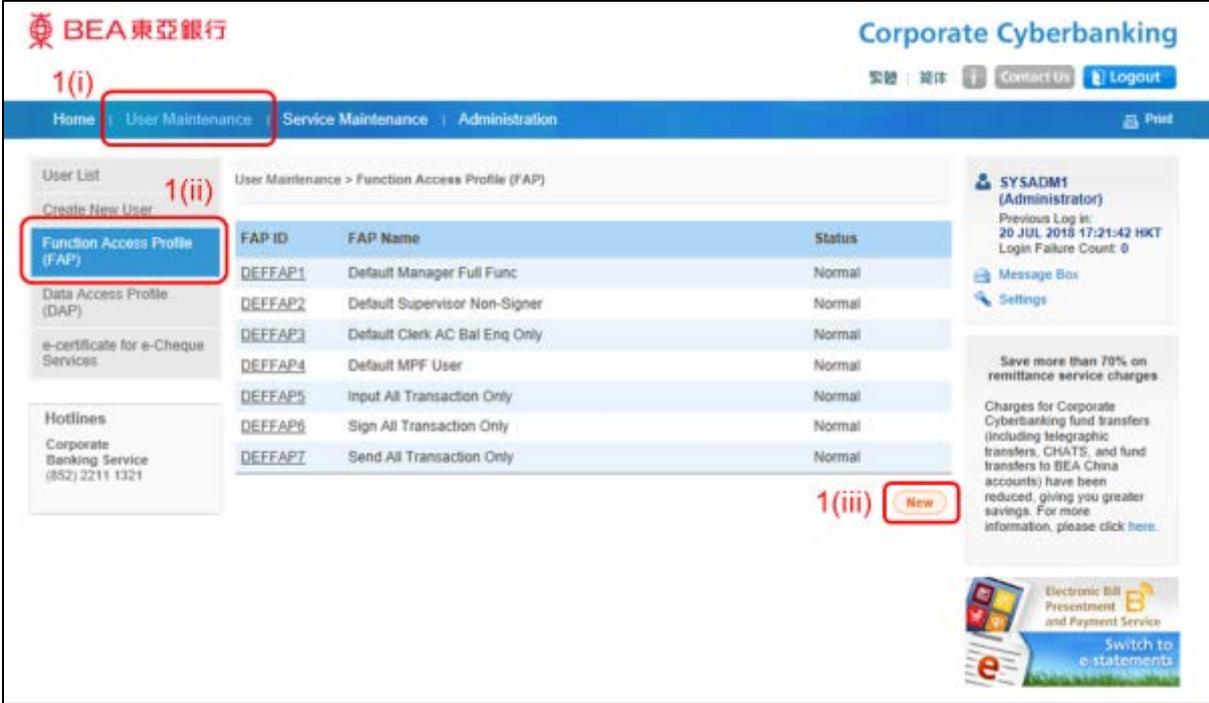
Steps to manage users' authorities for different functions

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).

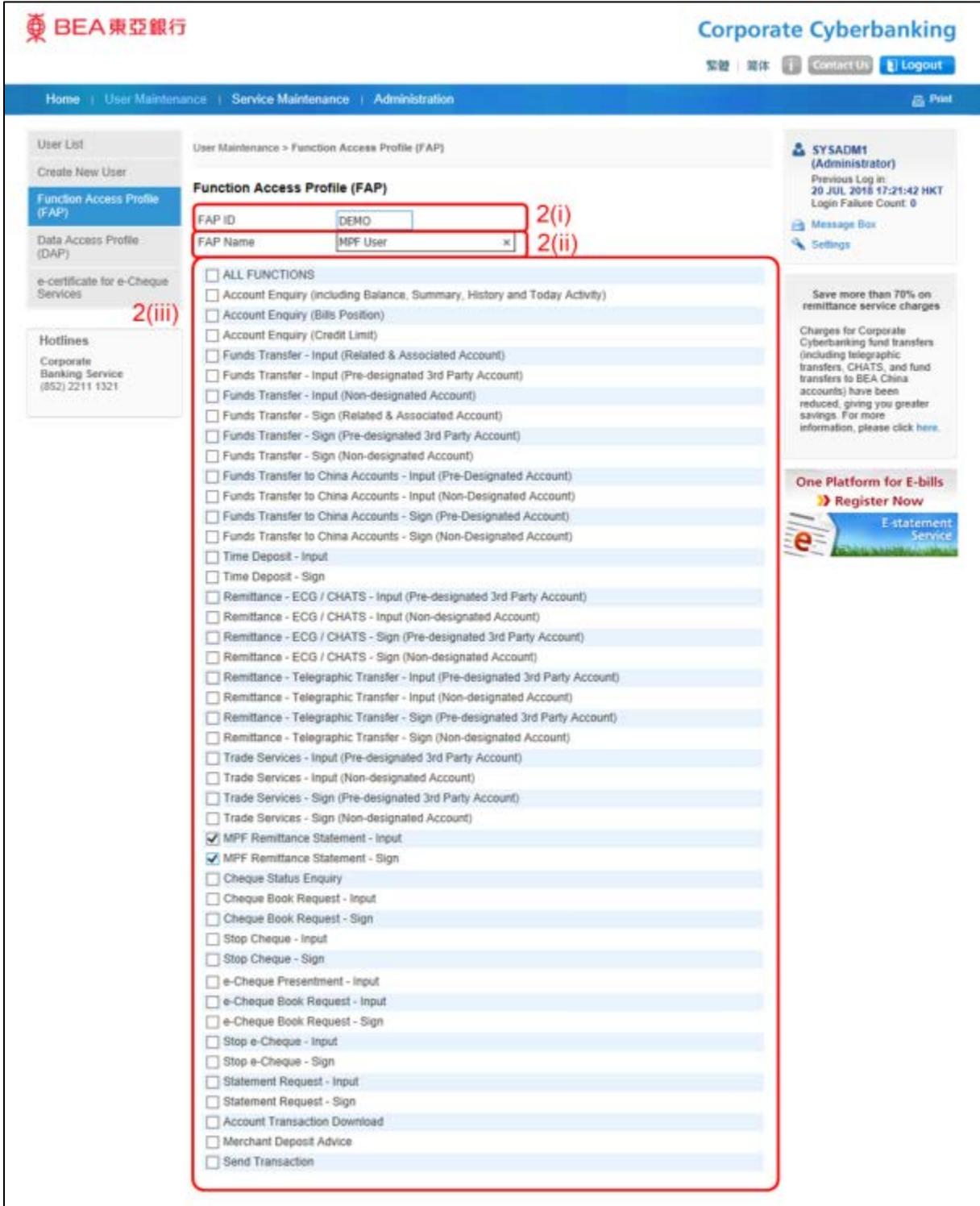
1. Log in to your Corporate Cyberbanking by administrator with the Personal Identification Number (“PIN”) provided by the Bank:
 - i. Select “User Maintenance”.
 - ii. Select “Function Access Profile (FAP)”.
 - iii. Click “New” to create a new FAP.



The screenshot shows the BEA Corporate Cyberbanking interface. The navigation menu includes 'Home', 'User Maintenance', 'Service Maintenance', and 'Administration'. The 'User Maintenance' menu is highlighted with a red box and labeled '1(i)'. In the left sidebar, the 'Function Access Profile (FAP)' option is highlighted with a red box and labeled '1(ii)'. The main content area displays a table of FAPs with columns for FAP ID, FAP Name, and Status. A 'New' button is highlighted with a red box and labeled '1(iii)'. The right sidebar shows the user's profile as 'SYSADM1 (Administrator)' and a promotional message about remittance service charges.

FAP ID	FAP Name	Status
DEFFAP1	Default Manager Full Func	Normal
DEFFAP2	Default Supervisor Non-Signer	Normal
DEFFAP3	Default Clerk AC Bal Enq Only	Normal
DEFFAP4	Default MPF User	Normal
DEFFAP5	Input All Transaction Only	Normal
DEFFAP6	Sign All Transaction Only	Normal
DEFFAP7	Send All Transaction Only	Normal

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.



BEA 東亞銀行 Corporate Cyberbanking

Home | User Maintenance | Service Maintenance | Administration

User Maintenance > Function Access Profile (FAP)

Function Access Profile (FAP)

FAP ID: DEMO 2(i)

FAP Name: MPF User 2(ii)

ALL FUNCTIONS

Account Enquiry (including Balance, Summary, History and Today Activity)

Account Enquiry (Bills Position)

Account Enquiry (Credit Limit)

Funds Transfer - Input (Related & Associated Account)

Funds Transfer - Input (Pre-designated 3rd Party Account)

Funds Transfer - Input (Non-designated Account)

Funds Transfer - Sign (Related & Associated Account)

Funds Transfer - Sign (Pre-designated 3rd Party Account)

Funds Transfer - Sign (Non-designated Account)

Funds Transfer to China Accounts - Input (Pre-Designated Account)

Funds Transfer to China Accounts - Input (Non-Designated Account)

Funds Transfer to China Accounts - Sign (Pre-Designated Account)

Funds Transfer to China Accounts - Sign (Non-Designated Account)

Time Deposit - Input

Time Deposit - Sign

Remittance - ECG / CHATS - Input (Pre-designated 3rd Party Account)

Remittance - ECG / CHATS - Input (Non-designated Account)

Remittance - ECG / CHATS - Sign (Pre-designated 3rd Party Account)

Remittance - ECG / CHATS - Sign (Non-designated Account)

Remittance - Telegraphic Transfer - Input (Pre-designated 3rd Party Account)

Remittance - Telegraphic Transfer - Input (Non-designated Account)

Remittance - Telegraphic Transfer - Sign (Pre-designated 3rd Party Account)

Remittance - Telegraphic Transfer - Sign (Non-designated Account)

Trade Services - Input (Pre-designated 3rd Party Account)

Trade Services - Input (Non-designated Account)

Trade Services - Sign (Pre-designated 3rd Party Account)

Trade Services - Sign (Non-designated Account)

MPF Remittance Statement - Input 2(iii)

MPF Remittance Statement - Sign

Cheque Status Enquiry

Cheque Book Request - Input

Cheque Book Request - Sign

Stop Cheque - Input

Stop Cheque - Sign

e-Cheque Presentment - Input

e-Cheque Book Request - Input

e-Cheque Book Request - Sign

Stop e-Cheque - Input

Stop e-Cheque - Sign

Statement Request - Input

Statement Request - Sign

Account Transaction Download

Merchant Deposit Advice

Send Transaction

SYSADM1 (Administrator)
Previous Log in: 20 JUL 2016 17:21:42 HKT
Login Failure Count: 0

Save more than 70% on remittance service charges

One Platform for E-bills
Register Now

E-statement Service

(Continued on next page)

2. Create a new FAP (continued):

Autopay & Payroll - Input
 Autopay & Payroll - Sign
 Collection - Input
 Collection - Sign
 Merchant Transaction Download
 Liquidity Management - BEA Transfer - Input (Related, Associated & Pre-designated 3rd Party Account)
 Liquidity Management - BEA Transfer - Sign (Related, Associated & Pre-designated 3rd Party Account)
 Liquidity Management - ECG / CHATS - Input (Pre-designated 3rd Party Account)
 Liquidity Management - ECG / CHATS - Sign (Pre-designated 3rd Party Account)
 Liquidity Management - Telegraphic Transfer - Input (Pre-designated 3rd Party Account)
 Liquidity Management - Telegraphic Transfer - Sign (Pre-designated 3rd Party Account)
 Cheque Image Request - Input
 Cheque Image Request - Sign
 Bill Payment and e-bill Enrolment - Input
 Bill Payment and e-bill Enrolment - Sign
 E-bill Enrolment Approval - Input
 E-bill Enrolment Approval - Sign
 E-bill Presentment - Input
 E-bill Presentment - Sign
 E-payment - Input
 E-payment - Sign
 Payment Receipt Presentment - Input
 Payment Receipt Presentment - Sign
 Customer Request Approval - Input
 Customer Request Approval - Sign
 Payment Transaction Download
 Suitability Assessment
 Octopus - Input
 Octopus - Sign
 e-DDA - Input
 e-DDA - Sign
 e-DDACP - Input
 e-DDACP - Sign

Cancel
2(iv)
Proceed

3. FAP is created successfully.



Corporate Cyberbanking

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Home | User Maintenance | Service Maintenance | Administration
Print

User List

Create New User

Function Access Profile (FAP)

Data Access Profile (DAP)

e-certificate for e-Cheque Services

Hotlines

Corporate Banking Service (852) 2211 1321

User Maintenance > Function Access Profile (FAP)

✓

FAP Created Successfully

23 JUL 2018 09:39:20 HKT

OK

Status: Normal			
FAP ID	DEMO		
FAP Name	MPF User		
Created By	SYSADM1	On	23 JUL 2018 09:39:20 HKT
Modified By		On	

MPF Remittance Statement - Input

MPF Remittance Statement - Sign

SYSADM1 (Administrator)

Previous Log in: 20 JUL 2018 17:21:42 HKT

Login Failure Count: 0

[Message Box](#)

[Settings](#)

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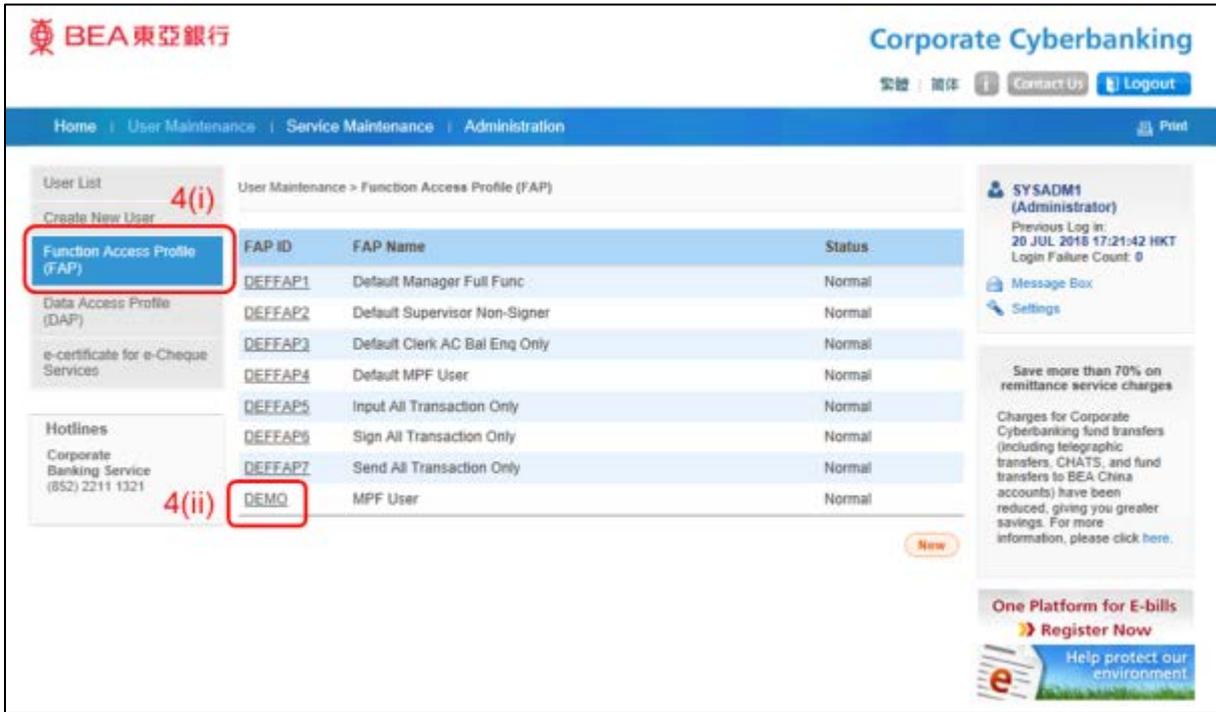
Charges for Corporate Cyberbanking fund transfers (including telegraphic transfers, CHATS, and fund transfers to BEA China accounts) have been reduced, giving you greater savings. For more information, please click [here](#).

One Platform for E-bills

» Register Now

Help protect our environment

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.



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Home | User Maintenance | Service Maintenance | Administration | Print

User List
Create New User

User Maintenance > Function Access Profile (FAP)

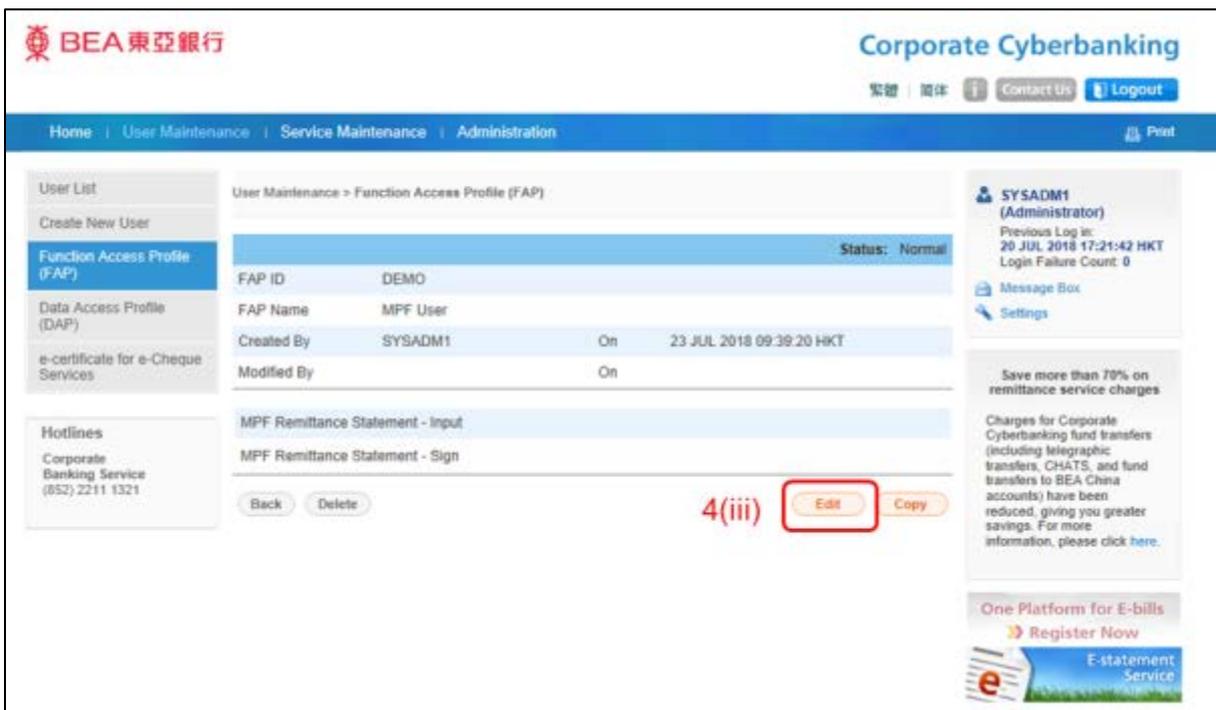
FAP ID	FAP Name	Status
DEFFAP1	Default Manager Full Func	Normal
DEFFAP2	Default Supervisor Non-Signer	Normal
DEFFAP3	Default Clerk AC Bai Eng Only	Normal
DEFFAP4	Default MPF User	Normal
DEFFAP5	Input All Transaction Only	Normal
DEFFAP6	Sign All Transaction Only	Normal
DEFFAP7	Send All Transaction Only	Normal
DEMO	MPF User	Normal

SYSDM1 (Administrator)
Previous Log In: 20 JUL 2018 17:21:42 HKT
Login Failure Count: 0

Message Box
Settings

Save more than 70% on remittance service charges
Charges for Corporate Cyberbanking fund transfers (including telegraphic transfers, CHATS, and fund transfers to BEA China accounts) have been reduced, giving you greater savings. For more information, please click [here](#).

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Home | User Maintenance | Service Maintenance | Administration | Print

User List
Create New User

User Maintenance > Function Access Profile (FAP)

FAP ID		DEMO	Status: Normal
FAP Name		MPF User	
Created By	SYSDM1	On	23 JUL 2018 09:39:20 HKT
Modified By		On	

MPF Remittance Statement - Input
MPF Remittance Statement - Sign

Back Delete

4(iii) Edit Copy

SYSDM1 (Administrator)
Previous Log In: 20 JUL 2018 17:21:42 HKT
Login Failure Count: 0

Message Box
Settings

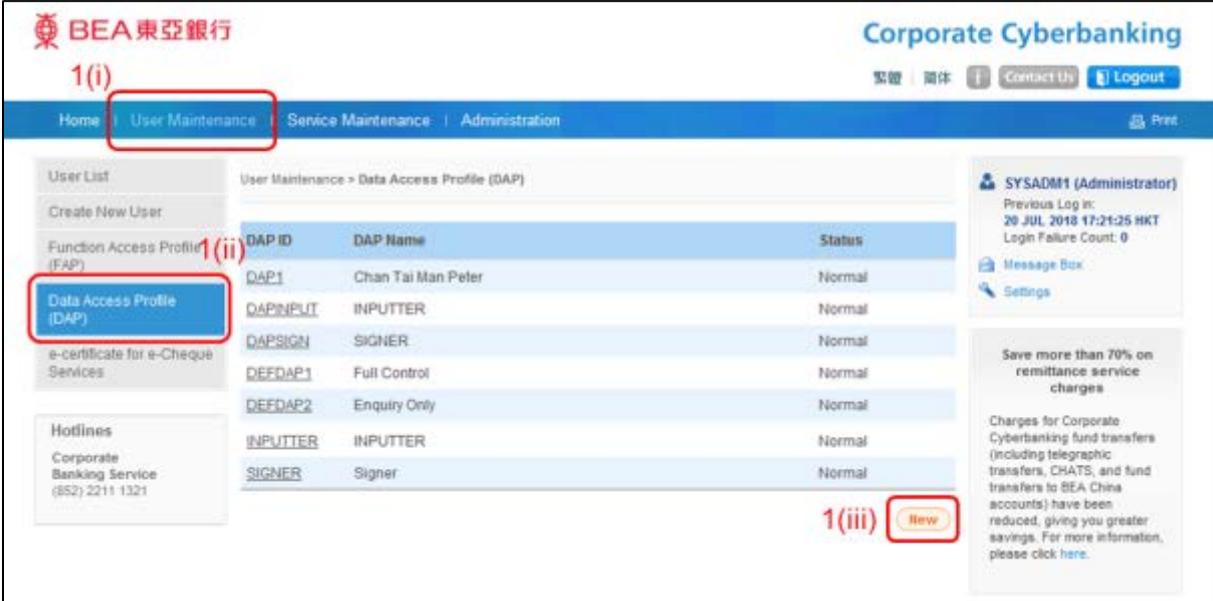
Save more than 70% on remittance service charges
Charges for Corporate Cyberbanking fund transfers (including telegraphic transfers, CHATS, and fund transfers to BEA China accounts) have been reduced, giving you greater savings. For more information, please click [here](#).

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Register Now
E-statement Service

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.



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Home | **User Maintenance** | Service Maintenance | Administration

User List

Create New User

Function Access Profile (FAP)

Data Access Profile (DAP)

e-certificate for e-Cheque Services

Hotlines
Corporate Banking Service (852) 2211 1321

User Maintenance > Data Access Profile (DAP)

DAP ID	DAP Name	Status
DAP1	Chan Tai Man Peter	Normal
DAPINPUT	INPUTTER	Normal
DAPSIGN	SIGNER	Normal
DEFDAP1	Full Control	Normal
DEFDAP2	Enquiry Only	Normal
INPUTTER	INPUTTER	Normal
SIGNER	Signer	Normal

1(iii) **New**

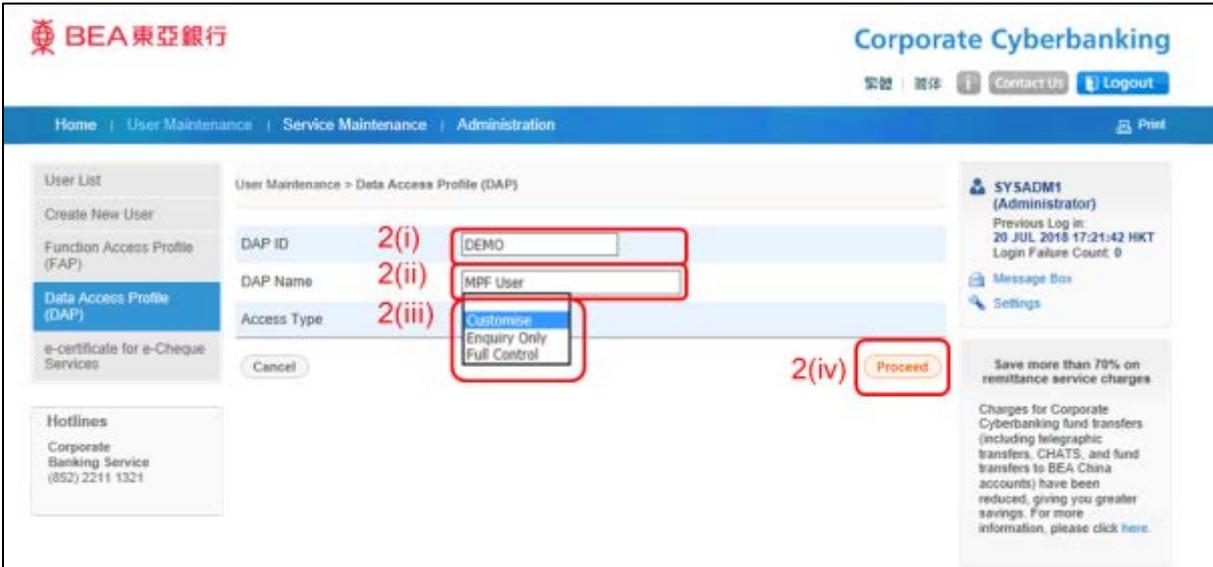
SYSADM1 (Administrator)
Previous Log in: 20 JUL 2018 17:21:25 HKT
Login Failure Count: 0

Message Box
Settings

Save more than 70% on remittance service charges

Charges for Corporate Cyberbanking fund transfers (including telegraphic transfers, CHATS, and fund transfers to BEA China accounts) have been reduced, giving you greater savings. For more information, please click [here](#).

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.



BEA 東亞銀行 Corporate Cyberbanking

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Home | User Maintenance | Service Maintenance | Administration

User List

Create New User

Function Access Profile (FAP)

Data Access Profile (DAP)

e-certificate for e-Cheque Services

Hotlines
Corporate Banking Service (852) 2211 1321

User Maintenance > Data Access Profile (DAP)

DAP ID: **2(i)** DEMO

DAP Name: **2(ii)** MPF User

Access Type: **2(iii)** Customise

Cancel

2(iv) Proceed

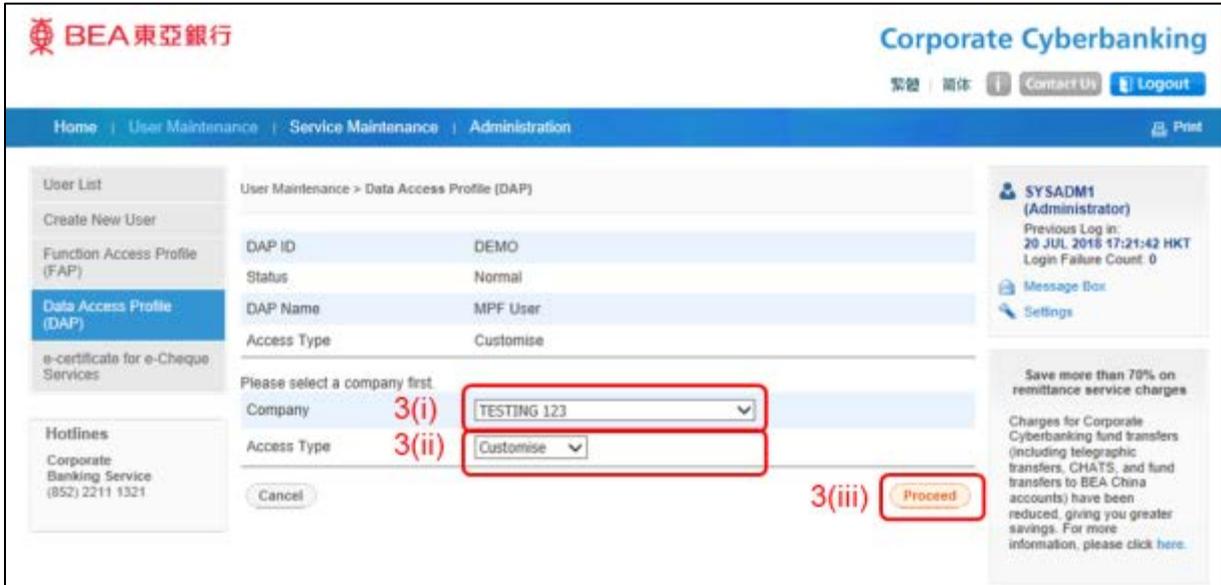
SYSADM1 (Administrator)
Previous Log in: 20 JUL 2018 17:21:42 HKT
Login Failure Count: 0

Message Box
Settings

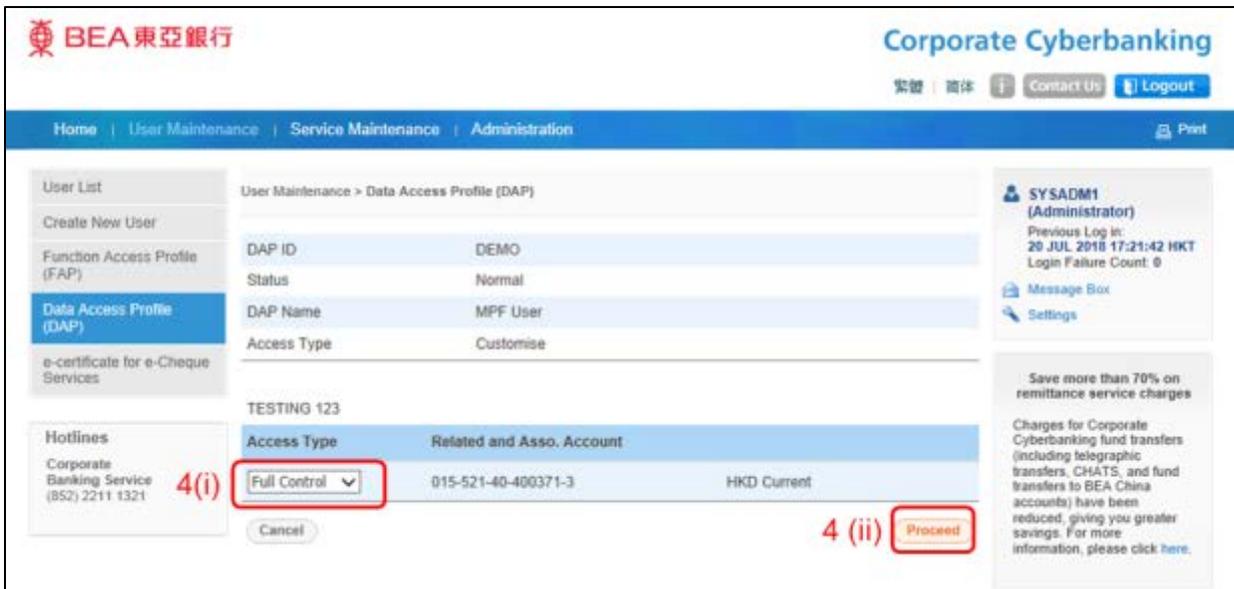
Save more than 70% on remittance service charges

Charges for Corporate Cyberbanking fund transfers (including telegraphic transfers, CHATS, and fund transfers to BEA China accounts) have been reduced, giving you greater savings. For more information, please click [here](#).

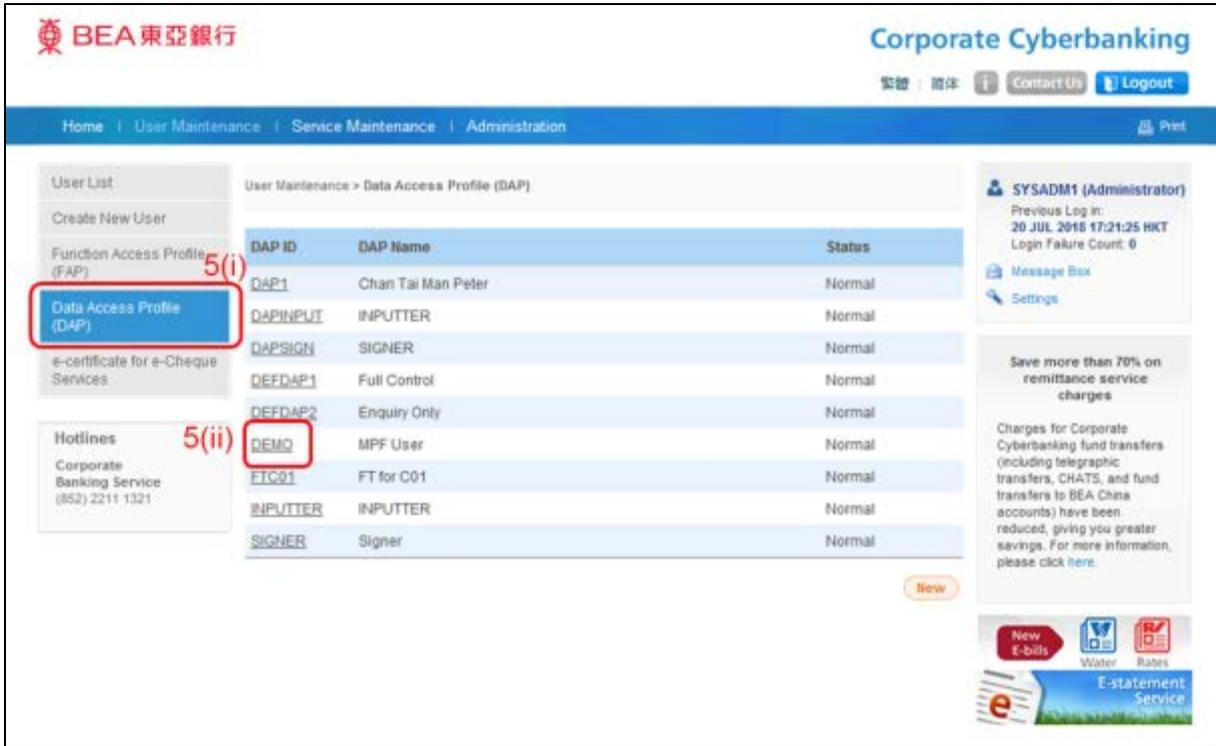
3. Define the new DAP – Company Information:
 - i. Select the “Company”.
 - ii. Choose the “Access Type” (Customised/Enquiry Only/Full Control) you would like the DAP to have for this company.
 - iii. Click “Proceed” when you have finished.



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.



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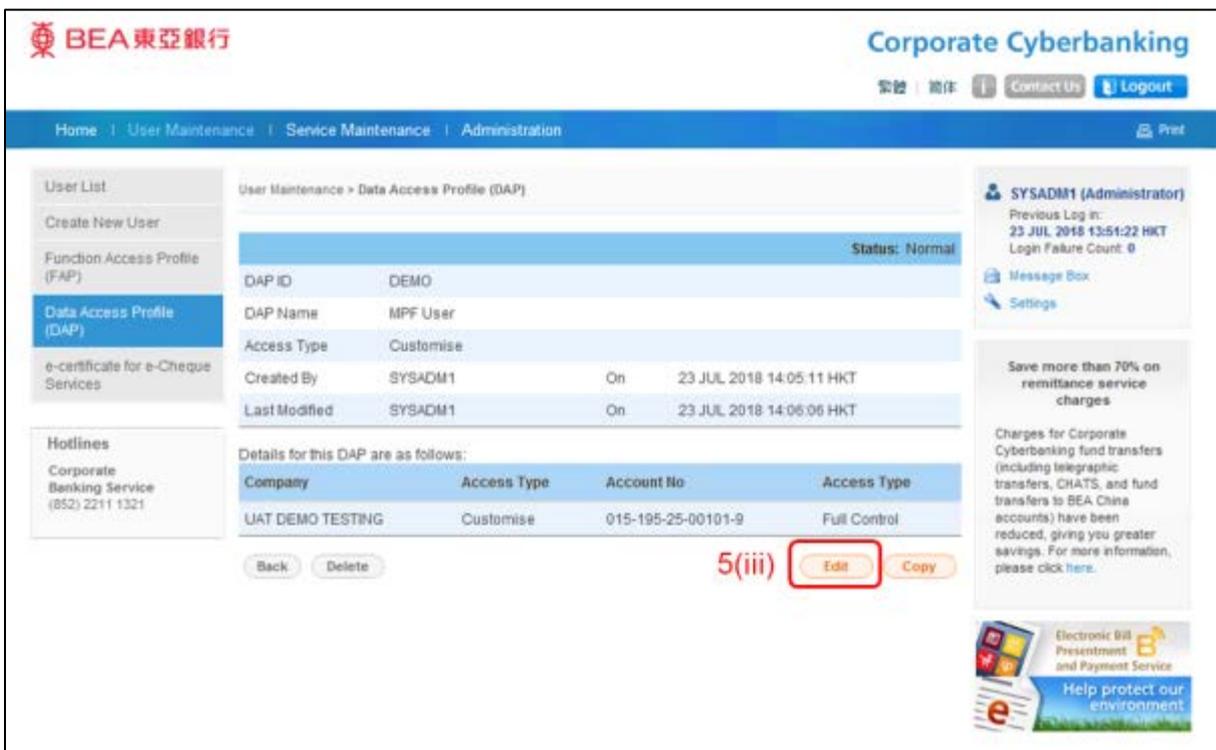
User List

User Maintenance > Data Access Profile (DAP)

5(i) **Data Access Profile (DAP)**

DAP ID	DAP Name	Status
DAP1	Chan Tai Man Peter	Normal
DAPINPUT	INPUTTER	Normal
DAPSIGN	SIGNER	Normal
DEFDAP1	Full Control	Normal
DEFDAP2	Enquiry Only	Normal
5(ii) DEMO	MPF User	Normal
ETC01	FT for C01	Normal
INPUTTER	INPUTTER	Normal
SIGNER	Signer	Normal

5(iii) **Edit** **Copy**

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User List

User Maintenance > Data Access Profile (DAP)

Status: Normal

DAP ID	DEMO
DAP Name	MPF User
Access Type	Customise
Created By	SYSADM1 On 23 JUL 2018 14:05:11 HKT
Last Modified	SYSADM1 On 23 JUL 2018 14:06:06 HKT

Details for this DAP are as follows:

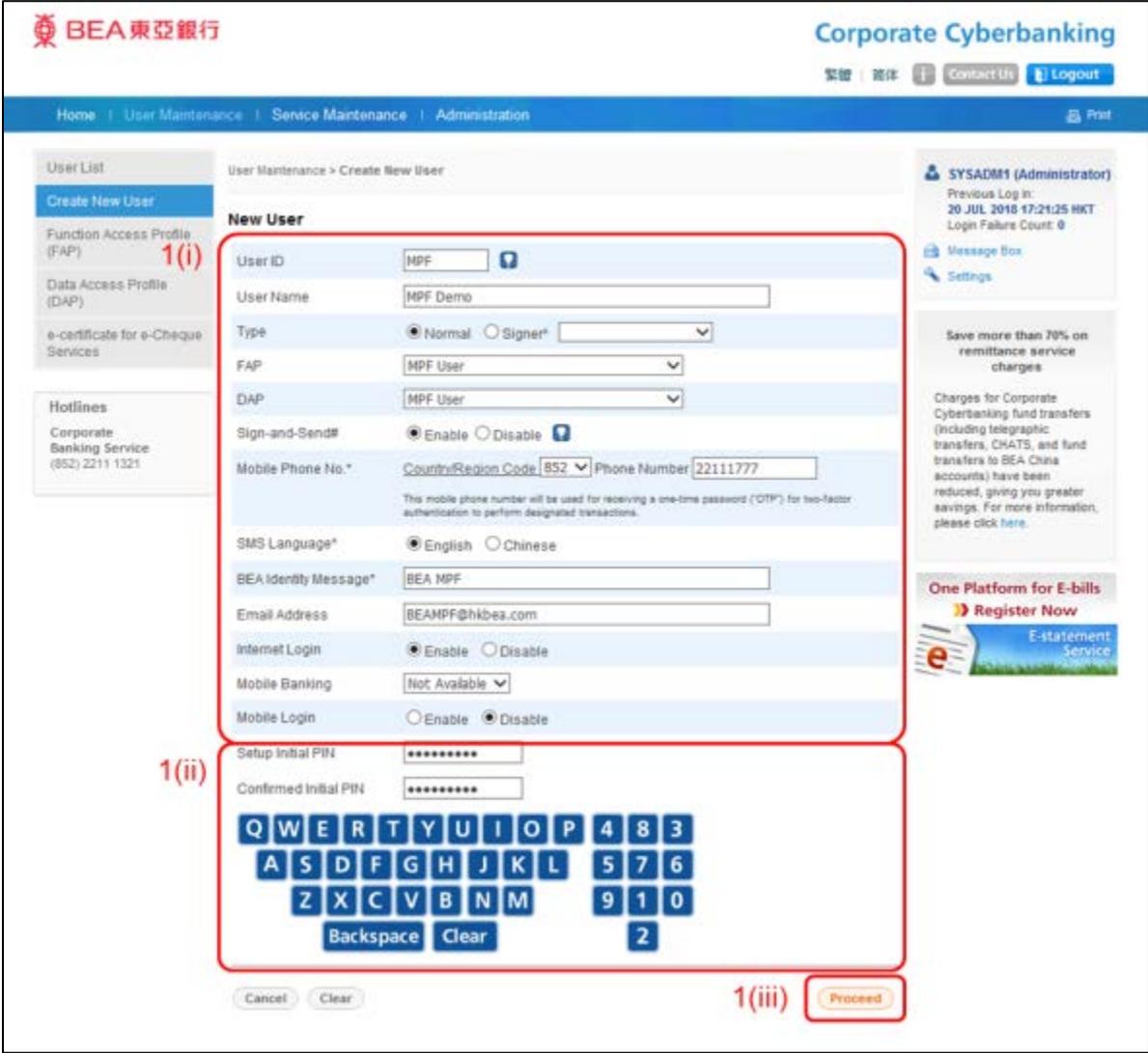
Company	Access Type	Account No	Access Type
UAT DEMO TESTING	Customise	015-195-25-00101-9	Full Control

5(iii) **Edit** **Copy**

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.



The screenshot shows the 'Create New User' interface in the BEA Corporate Cyberbanking system. The form includes the following fields and options:

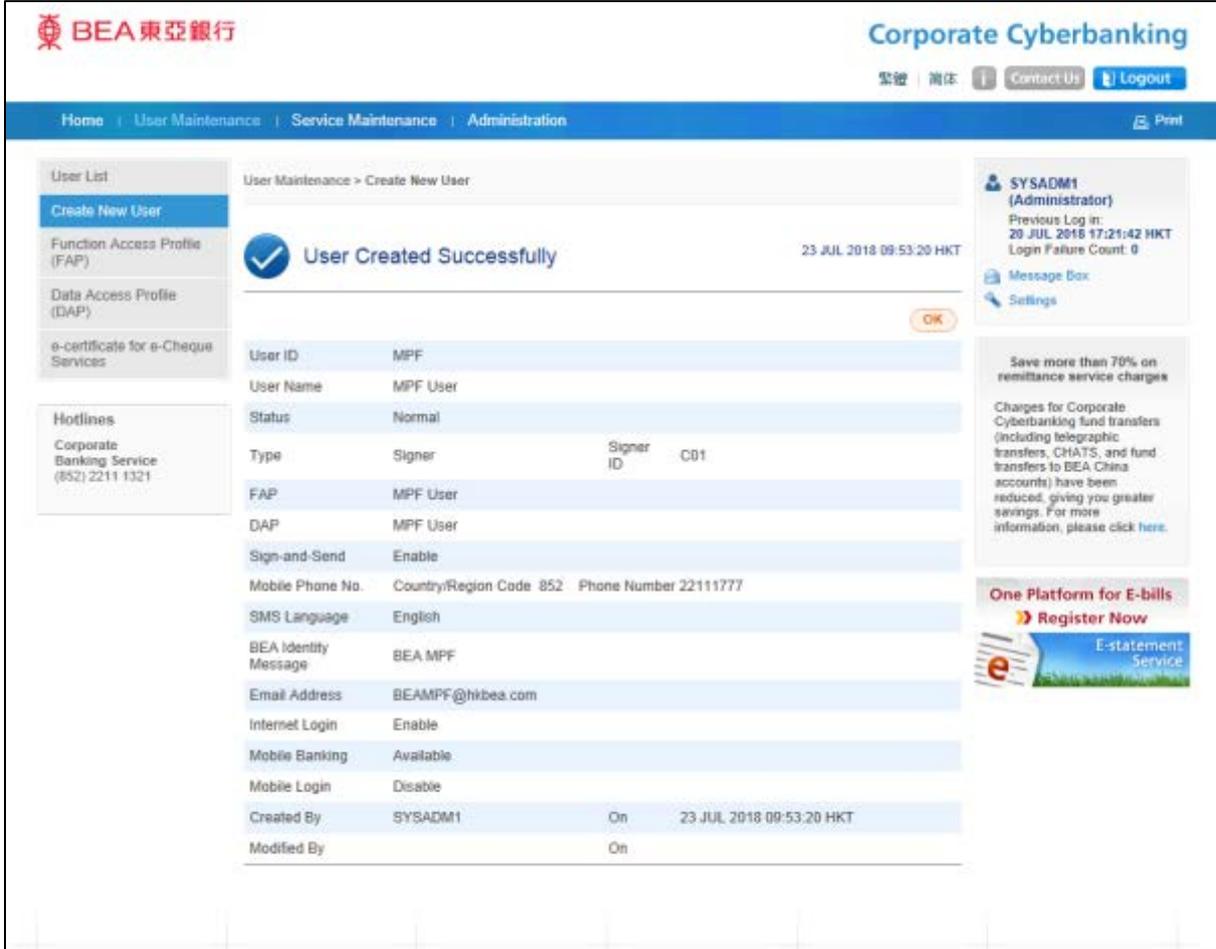
- User ID:** MPF
- User Name:** MPF Demo
- Type:** Normal (selected), Signer*
- FAP:** MPF User
- DAP:** MPF User
- Sign-and-Send#:** Enable (selected), Disable
- Mobile Phone No.*:** Country/Region Code: 852, Phone Number: 22117777
- SMS Language*:** English (selected), Chinese
- BEA Identity Message*:** BEA MPF
- Email Address:** BEAMPF@hkbes.com
- Internet Login:** Enable (selected), Disable
- Mobile Banking:** Not Available
- Mobile Login:** Enable, Disable (selected)
- Setup Initial PIN:** [Redacted]
- Confirmed Initial PIN:** [Redacted]

Below the PIN fields is an onscreen keyboard with letters, numbers, and function keys like Backspace and Clear. The 'Proceed' button is located at the bottom right of the form area.

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.

- 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.



BEA 東亞銀行 Corporate Cyberbanking

Home | User Maintenance | Service Maintenance | Administration

User Maintenance > Create New User

User Created Successfully 23 JUL 2018 09:53:20 HKT

OK

User ID	MPF		
User Name	MPF User		
Status	Normal		
Type	Signer	Signer ID	C01
FAP	MPF User		
DAP	MPF User		
Sign-and-Send	Enable		
Mobile Phone No.	Country/Region Code	852 Phone Number 22111777	
SMS Language	English		
BEA Identity Message	BEA MPF		
Email Address	BEAMPF@hkbea.com		
Internet Login	Enable		
Mobile Banking	Available		
Mobile Login	Disable		
Created By	SYSADM1	On	23 JUL 2018 09:53:20 HKT
Modified By		On	

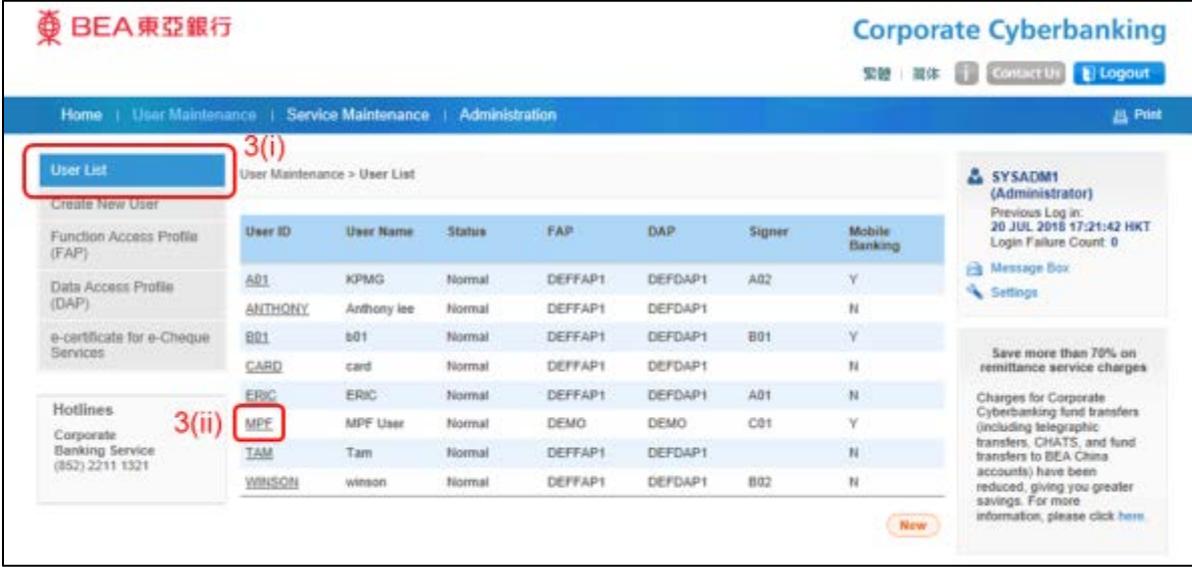
SYSADM1 (Administrator)
Previous Log in: 20 JUL 2018 17:21:42 HKT
Login Failure Count: 0

Message Box
Settings

Save more than 70% on remittance service charges
Charges for Corporate Cyberbanking fund transfers (including telegraphic transfers, CHATS, and fund transfers to BEA China accounts) have been reduced, giving you greater savings. For more information, please click [here](#).

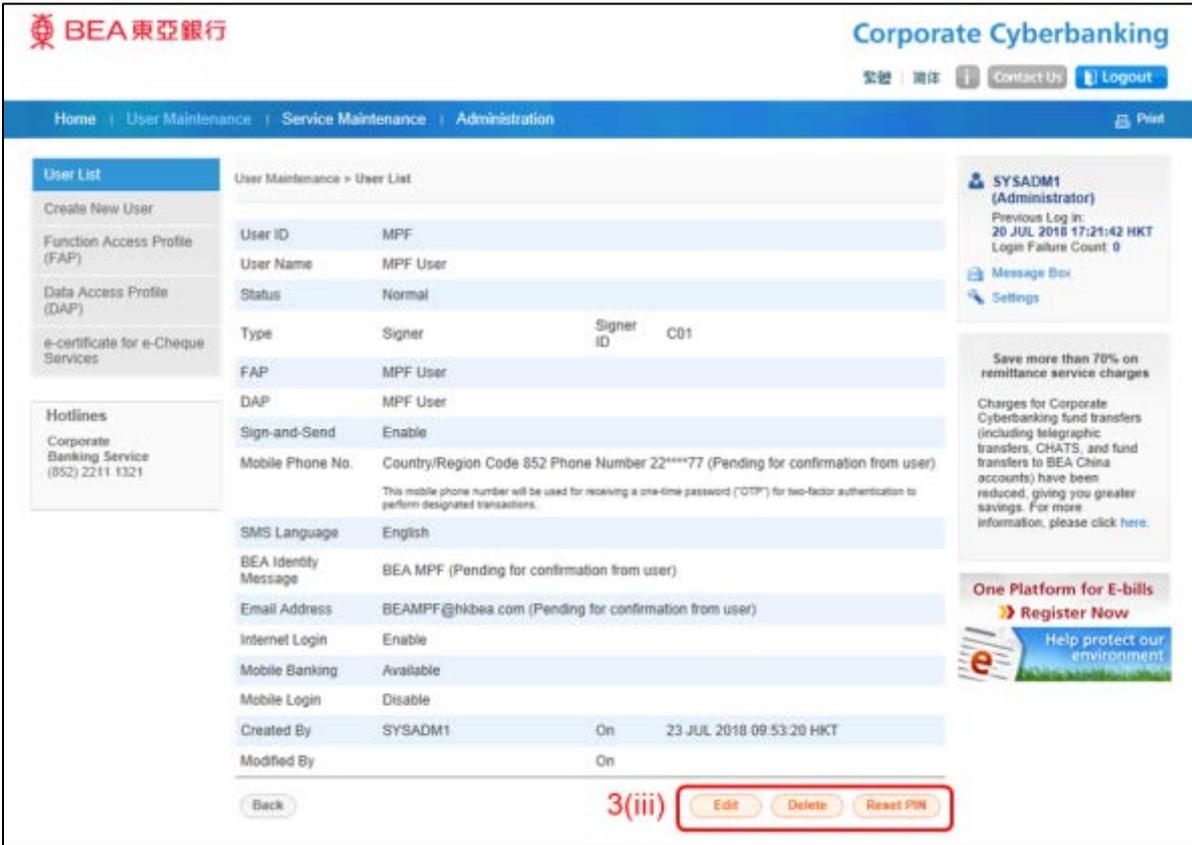
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E-statement Service

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.



The screenshot shows the 'User List' page in the BEA Corporate Cyberbanking system. The 'User List' menu item is highlighted with a red box and labeled '3(i)'. A table lists several users, with the 'MPF' user highlighted by a red box and labeled '3(ii)'. The table columns are: User ID, User Name, Status, FAP, DAP, Signer, and Mobile Banking.

User ID	User Name	Status	FAP	DAP	Signer	Mobile Banking
AD1	KPMG	Normal	DEFFAP1	DEFDAP1	A02	Y
ANTHONY	Anthony lee	Normal	DEFFAP1	DEFDAP1		N
B01	b01	Normal	DEFFAP1	DEFDAP1	B01	Y
CARD	card	Normal	DEFFAP1	DEFDAP1		N
ERIC	ERIC	Normal	DEFFAP1	DEFDAP1	A01	N
MPF	MPF User	Normal	DEFFAP1	DEFFAP1	C01	Y
TAM	Tam	Normal	DEFFAP1	DEFDAP1		N
WINSON	winson	Normal	DEFFAP1	DEFDAP1	B02	N

The screenshot shows the 'User Profile' page for the 'MPF' user. The 'User List' menu item is highlighted with a red box and labeled '3(iii)'. The profile details are as follows:

User ID	MPF		
User Name	MPF User		
Status	Normal		
Type	Signer	Signer ID	C01
FAP	MPF User		
DAP	MPF User		
Sign-and-Send	Enable		
Mobile Phone No.	Country/Region Code 852 Phone Number 22****77 (Pending for confirmation from user)		
This mobile phone number will be used for receiving a one-time password (OTP) for two-factor authentication to perform designated transactions.			
SMS Language	English		
BEA Identify Message	BEA MPF (Pending for confirmation from user)		
Email Address	BEAMPF@hkbea.com (Pending for confirmation from user)		
Internet Login	Enable		
Mobile Banking	Available		
Mobile Login	Disable		
Created By	SYSADM1	On	23 JUL 2018 09:53:20 HKT
Modified By		On	

At the bottom of the page, there are three buttons: 'Back', 'Edit', and 'Delete', with 'Edit', 'Delete', and 'Reset PIN' highlighted by a red box and labeled '3(iii)'.