

Corporate Cyberbanking Demo Guide

User Maintenance – Create New User and Operate Dual Authorisation

This document is produced by The Bank of East Asia, Limited (“BEA”). It is intended to serve as a general guideline for use of our Corporate Cyberbanking services. While every effort has been made to ensure accuracy, BEA makes no representation or warranty, express, implied, or statutory, with respect to, and assumes no responsibility for, the accuracy, completeness, sufficiency, or usefulness of the information contained herein.

The Bank of East Asia, Limited

(05/2020)

User Maintenance – Create New User and Operate Dual Authorisation

This demo guide demonstrates how a SYSADM can create a new user, and perform dual authorisations for user maintenance purposes, such as user creation, updates, or deletions.

For details on how to create a user, please refer to [Part 1. Create New User](#).

If you have applied for Dual Authorisation and would like to approve user maintenance requests made by another SYSADM, please refer to [Part 2. Dual Authorisation](#).

If you do not yet have Dual Authorisation for user maintenance but would like to apply for it, please visit any branch.

Part 1. Create New User

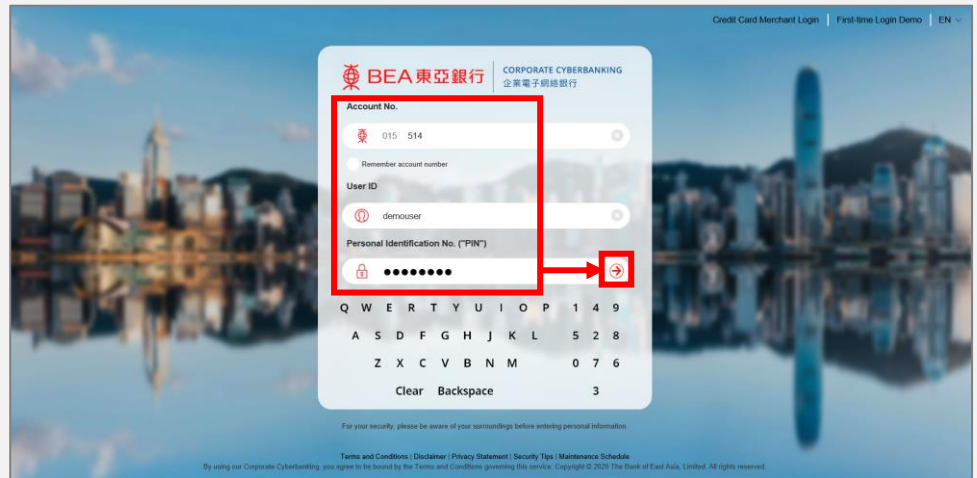
Step 1

- a. Visit BEA's website at www.hkbea.com and select "Hong Kong – Corporate Cyberbanking" from the login menu.



Step 2

- a. Enter your CCB account number and user ID (SYSADM1 or SYSADM2).
- b. Enter your PIN using the onscreen keyboard.
- c. Select "Log in".



Step 3

- a. Navigator to “User Maintenance > User List” from the side menu.

BEA 東亞銀行

Hello! You are login as SYSADMIN Administrator Last Login: 21 JAN 2020 10:25:28 HKT (Successful)

Home	User Maintenance > User List			
User Maintenance	User List	Status	FAP	DAP
Service Maintenance	Create New User	Sorry, No User found in our record. (AD5421)		
Administration	Function Access Profile (FAP)			
	Data Access Profile (DAP)			
	e-certificate for e-Cheque Services			

Step 4

- a. Select “New” to create a new user.

User Maintenance > User List

User ID	User Name	Status	FAP	DAP	Signer	Mobile Banking
Sorry, No User found in our record. (AD5421)						

New

Step 5

- a. Enter and select the new user details.



Once a User ID is created, it cannot be changed.

User Maintenance > Create New User

New User

User ID ⓘ

User Name

Type Normal Signer^

FAP

DAP

Sign-and-Send# Enable Disable ⓘ

Mobile Phone No.* Country/Region Code 852 Phone Number

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 Chinese

BEA Identity Message*

Email Address

Internet Login Enable Disable

Mobile Banking Not Available

Step 6

- Set up an initial PIN for the user using the onscreen keyboard.
- Select "Proceed" to continue.



The initial PIN must be changed when the new user logs in for the first time.

Internet Login Enable Disable

Mobile Banking

Mobile Login Enable Disable

Setup Initial PIN

Confirmed Initial PIN

Q W E R T Y U I O P 5 2 8
A S D F G H J K L 6 7 0
Z X C V B N M 4 1 9
Backspace Clear 3

Cancel Clear Proceed

Step 7

- The user has been successfully created.
- Select "OK" to return to the user list.

User Maintenance > Create New User

User Created Successfully 6 APR 2020 14:41:28 HKT

OK

User ID	AAAAAA
User Name	bbbbbb
Status	Normal
Type	Normal
FAP	Default Manager Full Func
DAP	Full Control
Sign-and-Send	Disable
Mobile Phone No.	Country/Region Code 852 Phone Number [REDACTED]
SMS Language	English
BEA Identity Message	bea
Email Address	[REDACTED]
Internet Login	Enable
Mobile Banking	Not Available
Mobile Login	Disable



If you have applied for Dual System Authorisation, your second SYSADM can continue to Part 2 for details on how to approve the creation of new users.

Part 2. Dual Authorisation

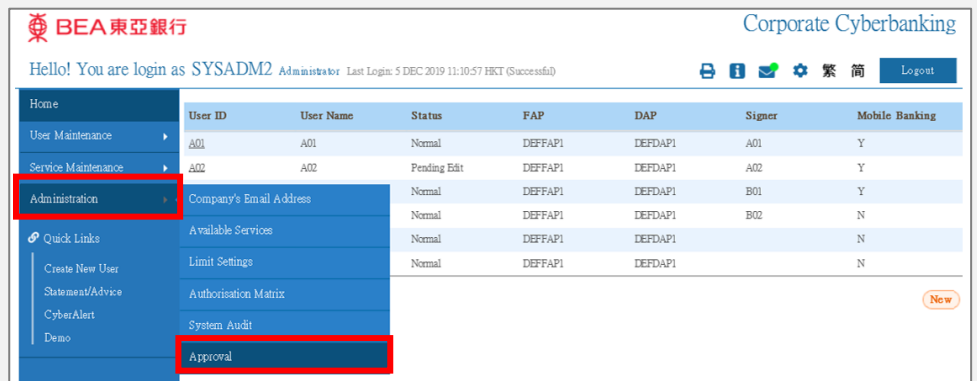
Step 1

- Log in to Corporate Cyberbanking as a (dual) SYSADM.
- Enter your CCB account number and user ID (e.g. SYSADM1 or SYSADM2).
- Enter your PIN using the onscreen keyboard.
- Select “Log in”.



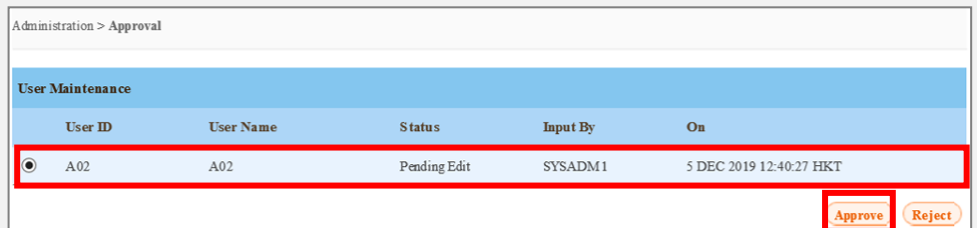
Step 2

- Navigate to “Administration > Approval” from the side menu.



Step 3

- Approve the creation of a new user by clicking the selection button.
- Click “Approve” to continue.



Step 4

- Verify the request details.
- Select "Confirm" to continue.

Administration > Approval


User ID	A02		
User Name	A02		
Status	Pending Edit		
Type	Signer	Signer ID	A02
FAP	Default Manager Full Func		
DAP	Full Control		
Sign-and-Send	Enable		
Mobile Phone No.	Country/Region Code 852 Phone Number [REDACTED]		
	This mobile phone number will be used for receiving a one-time password (OTP) for two-factor authentication to perform signed transactions.		
SMS Language	English		
BEA Identity Message	bea		
Email Address	[REDACTED]		
Internet Login	Enable		
Mobile Banking	Available		
Mobile Login	Enable		
Authentication Method	i-Token		
i-Token Service	Available		
Created By	SYSADM1	On	3 MAR 2011 10:42:56 HKT
Modified By	SYSADM1	On	5 DEC 2019 12:40:27 HKT

Cancel Confirm

Step 5

- The new user is created.

Administration > Approval

 **Approved Successfully** 5 DEC 2019 12:46:15 HKT

OK

User ID	A02		
User Name	A02		
Status	Normal		
Type	Signer	Signer ID	A02
FAP	Default Manager Full Func		
DAP	Full Control		
Sign-and-Send	Enable		

-End-