

# **Corporate Cyberbanking Demo Guide**

## **User Maintenance – Function Access Profile (FAP)**

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

(08/2020)

## User Maintenance – Function Access Profile (FAP)

An FAP defines which transaction procedure a user can perform on Corporate Cyberbanking.

When creating users, the SYSADM must assign a Function Access Profile (“FAP”) to each user to grant them access rights to functions.

There are several default FAP templates available to choose from:

### Default FAP templates:

FAP ID	Description
DEFFAP1	User with all functions access
DEFFAP2	User with all functions access except signing function
DEFFAP3	User with access to account balance enquiry only
DEFFAP4	User with MPF access only
DEFFAP5	User with inputting transactions only
DEFFAP6	User with signing all transactions only
DEFFAP7	User sending all transactions only

You can create customised FAPs with access to different combinations of functions.

To create a customised FAP, please refer to [Part 1. Create a customised FAP \(with specific access functions\)](#).

To see how to assign an FAP, please refer to [Part 2. Assign an FAP to user](#).

To modify the settings for an existing FAP, please refer to [Part 3. Edit an existing FAP](#).

To create a new customised FAP with similar settings to an existing FAP, please refer to [Part 4. Create a new, customised FAP by copying an existing one](#).

## Part 1. Create a customised FAP (with specific access functions)

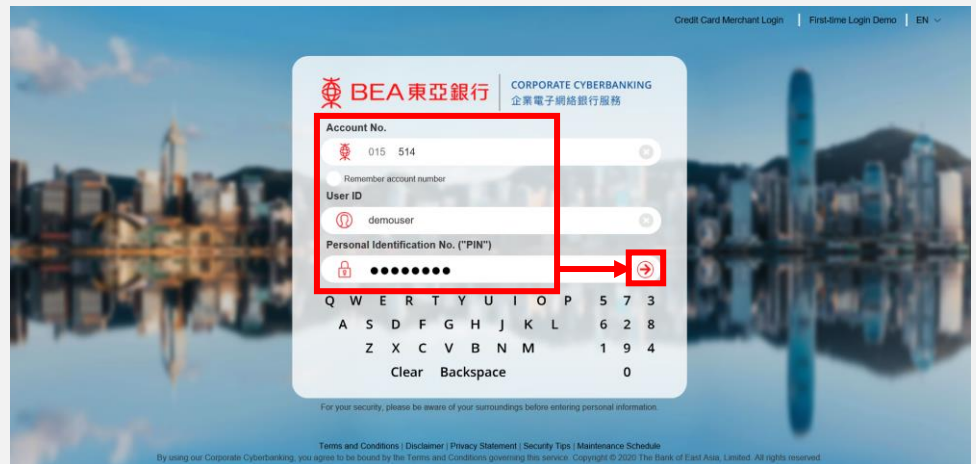
### Step 1

- a. Visit BEA's website at [www.hkbea.com](http://www.hkbea.com) and select "Hong Kong – Corporate Cyberbanking" from the login menu.



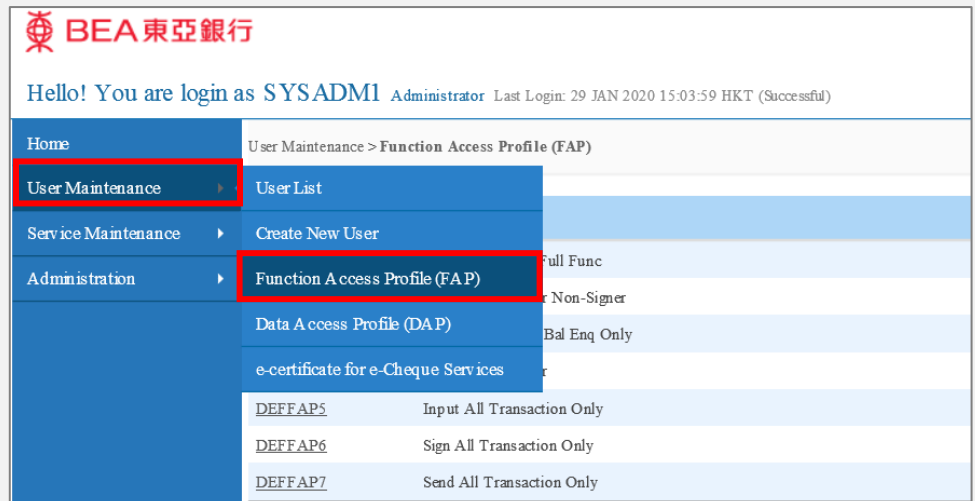
### Step 2

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



### Step 3

- a. Navigate to "User Maintenance > Function Access Profile (FAP)" in the side menu.



## Step 4

- a. Select "New" to create a new FAP.

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

**New**

## Step 5

- a. Enter an "FAP ID" and "FAP Name"
- b. Select the function(s) for this FAP.
- c. Select "Proceed" to continue.

**Function Access Profile (FAP)**

FAP ID:

FAP Name:

Recommended functions are selected (✓) by default. Please select/unselect the following functions according to your business needs, and then click "Proceed".

- ALL FUNCTIONS
- Account Enquiry (including Balance, Summary and Transaction History)
- 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)

Suitability Assessment

- e-DDA - Input
- e-DDA - Sign

Cancel **Proceed**

## Step 6

- a. The FAP has been successfully created.
- b. Select "OK" to view the list of FAPs.
- c. Continue to Part 2 for details on how to assign FAPs.

FAP Created Successfully
30 JAN 2020 09:57:24 HKT

OK

Status: Normal			
FAP ID	TESTFT01		
FAP Name	TESTFT01		
Created By	SYSADM1	On	30 JAN 2020 09:57:24 HKT
Modified By		On	
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)			

FAP ID	FAP Name	Status
<a href="#">DEFFAP1</a>	Default Manager Full Func	Normal
<a href="#">DEFFAP2</a>	Default Supervisor Non-Signer	Normal
<a href="#">DEFFAP3</a>	Default Clerk AC Bal Enq Only	Normal
<a href="#">DEFFAP4</a>	Default MPF User	Normal
<a href="#">DEFFAP5</a>	Input All Transaction Only	Normal
<a href="#">DEFFAP6</a>	Sign All Transaction Only	Normal
<a href="#">DEFFAP7</a>	Send All Transaction Only	Normal
<a href="#">TESTFT01</a>	TESTFT01	Normal



If you have applied for Dual System Authorisation, your second SYSADM must approve the creation of an FAP before it can be assigned to a user.

## Part 2. Assign an FAP to a user

### Step 1

- a. Log in as a SYSADM.
- b. Navigate to “User Maintenance > User List” from the side menu.

The screenshot shows the BEA Administrator interface. At the top, it says "Hello! You are login as SYSADM Administrator Last Login: 21 JAN 2020 10:25:28 HKT (Successful)". Below this is a navigation menu with the following items: Home, User Maintenance > User List, Service Maintenance > Create New User, Administration > Function Access Profile (FAP), Data Access Profile (DAP), and e-certificate for e-Cheque Services. The "User Maintenance > User List" item is highlighted with a red box. To the right of the menu, there is a table with columns "Status", "FAP", and "DAP". The table contains the text "Sorry, No User found in our record. (AD5421)".

### Step 2

- a. Select a User ID to modify; or select “New” to create a new user.

The screenshot shows the "User Maintenance > User List" page. It displays a table with the following columns: User ID, User Name, Status, FAP, DAP, Signer, and Mobile Banking. The table contains three rows of data:

User ID	User Name	Status	FAP	DAP	Signer	Mobile Banking
AAAAAA	tttttt	Normal	DEFFAP1	DEFDAP1	A01	N
DEMO	demo	Normal	DEFFAP1	DEFDAP1		N
USER	user	Normal	DEFFAP5	DEFDAP2		N

The first row is highlighted with a red box. Below the table, there is a "New" button, also highlighted with a red box.


### Step 3


- a. Select a suitable FAP.
- b. Select "Proceed" to continue.

User ID	<input type="text" value="TEST1"/>																																																																		
User Name	<input type="text" value="TEST1"/>																																																																		
Type	<input checked="" type="radio"/> Normal <input type="radio"/> Signer^ <input type="text"/>																																																																		
FAP	<input type="text" value="TESTFT01"/>																																																																		
DAP	<input type="text" value="Full Control"/>																																																																		
Sign-and-Send#	<input type="radio"/> Enable <input checked="" type="radio"/> Disable																																																																		
Mobile Phone No.*	Country/Region Code <input type="text" value="852"/> Phone Number <input type="text"/>																																																																		
<small>This mobile phone number will be used for receiving a one-time password ("OTP") for two-factor authentication to perform designated transactions.</small>																																																																			
SMS Language*	<input checked="" type="radio"/> English <input type="radio"/> Chinese																																																																		
BEA Identity Message*	<input type="text" value="Bea"/>																																																																		
Email Address	<input type="text"/>																																																																		
Internet Login	<input checked="" type="radio"/> Enable <input type="radio"/> Disable																																																																		
Security Mode**	<input type="checkbox"/> Hide payroll transaction details <input type="checkbox"/> Hide MPF transaction details																																																																		
Setup Initial PIN	<input type="text" value="....."/>																																																																		
Confirmed Initial PIN	<input type="text" value="....."/>																																																																		
<table border="0"><tr><td>Q</td><td>W</td><td>E</td><td>R</td><td>T</td><td>Y</td><td>U</td><td>I</td><td>O</td><td>P</td><td>4</td><td>1</td><td>5</td></tr><tr><td>A</td><td>S</td><td>D</td><td>F</td><td>G</td><td>H</td><td>J</td><td>K</td><td>L</td><td></td><td>2</td><td>8</td><td>7</td></tr><tr><td></td><td>Z</td><td>X</td><td>C</td><td>V</td><td>B</td><td>N</td><td>M</td><td></td><td></td><td>0</td><td>3</td><td>6</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>9</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>			Q	W	E	R	T	Y	U	I	O	P	4	1	5	A	S	D	F	G	H	J	K	L		2	8	7		Z	X	C	V	B	N	M			0	3	6													9													
Q	W	E	R	T	Y	U	I	O	P	4	1	5																																																							
A	S	D	F	G	H	J	K	L		2	8	7																																																							
	Z	X	C	V	B	N	M			0	3	6																																																							
												9																																																							
<input type="button" value="Cancel"/> <input type="button" value="Clear"/>		<input type="button" value="Proceed"/>																																																																	

## Step 4

- a. The FAP has been successfully assigned to the user.

 **User Created Successfully** 17 AUG 2020 11:07:52 HKT



User ID	TEST1
User Name	Test1
Status	Normal
Type	Normal
FAP	TESTFT01
DAP	Full Control
Sign-and-Send	Disable
Mobile Phone No.	Country/Region Code 852 Phone Number <input type="text"/>
SMS Language	English
BEA Identity Message	Bea
Email Address	<input type="text"/>
Internet Login	Enable
Security Mode	<input type="checkbox"/> Hide payroll transaction details <input type="checkbox"/> Hide MPF transaction details
Created By	SYSADM1 On 17 AUG 2020 11:07:52 HKT
Modified By	On



## Part 3. Edit an existing FAP

### Step 1

- Log in as a SYSADM.
- Navigate to “User Maintenance > “Function Access Profile (FAP)” from the side menu.

BEA 東亞銀行

Hello! You are login as SYSADM1 Administrator Last Login: 29 JAN 2020 15:03:59 HKT (Successful)

Home User Maintenance > Function Access Profile (FAP)

User Maintenance User List

Service Maintenance Create New User

Administration Function Access Profile (FAP)

Data Access Profile (DAP)

e-certificate for e-Cheque Services

DEFFAP5 Input All Transaction Only

DEFFAP6 Sign All Transaction Only

DEFFAP7 Send All Transaction Only

### Step 2

- Select the FAP ID that you wish to modify.

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
TESTFT01	TESTFT01	Normal

### Step 3

- Select “Edit” to continue.

User Maintenance > Function Access Profile (FAP)

Status: Normal

FAP ID TESTFT01

FAP Name TESTFT01

Created By SYSADM1 On 11 AUG 2020 11:26:45 HKT

Modified By On

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)

Back Delete Edit Copy

## Step 4

- Update the function(s) for this FAP.
- Select "Proceed" to continue.

### Function Access Profile (FAP)


FAP ID: TESTFT01  
FAP Name:

<input type="checkbox"/>	ALL FUNCTIONS
<input type="checkbox"/>	Account Enquiry (including Balance, Summary and Transaction History)
<input checked="" type="checkbox"/>	Funds Transfer - Input (Related & Associated Account)
<input checked="" type="checkbox"/>	Funds Transfer - Input (Pre-designated 3rd Party Account)
<input checked="" type="checkbox"/>	Funds Transfer - Input (Non-designated Account)
<input checked="" type="checkbox"/>	Funds Transfer - Sign (Related & Associated Account)
<input checked="" type="checkbox"/>	Funds Transfer - Sign (Pre-designated 3rd Party Account)
<input checked="" type="checkbox"/>	Funds Transfer - Sign (Non-designated Account)
<input checked="" type="checkbox"/>	Funds Transfer to China Accounts - Input (Pre-Designated Account)
<input checked="" type="checkbox"/>	Funds Transfer to China Accounts - Input (Non-Designated Account)
<input checked="" type="checkbox"/>	Funds Transfer to China Accounts - Sign (Pre-Designated Account)
<input checked="" type="checkbox"/>	Funds Transfer to China Accounts - Sign (Non-Designated Account)
<input type="checkbox"/>	Time Deposit - Input

Suitability Assessment  
 e-DDA - Input  
 e-DDA - Sign

## Step 5

- a. The FAP has been modified successfully.
- b. Select “OK” to view the list of FAPs.

 FAP Modified Successfully11 AUG 2020 13:19:26 HKT

OK

**Status:** Normal

FAP ID	TESTFF01		
FAP Name	TESTFF01		
Created By	SYSADM1	On	11 AUG 2020 11:26:45 HKT
Modified By	SYSADM1	On	11 AUG 2020 13:19:26 HKT

- 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)



- If you have applied for Dual System Authorisation, your second SYSADM must approve the edition of an FAP.
- The updated FAP will be applied to all users with this FAP assigned before.

## Part 4. Create a new, customised FAP by copying an existing one

### Step 1

- Log in as a SYSADM.
- Navigate to “User Maintenance > “Function Access Profile (FAP)” from the side menu.

The screenshot shows the BEA Administrator interface. At the top, it says "Hello! You are login as SYSADM1 Administrator Last Login: 29 JAN 2020 15:03:59 HKT (Successful)". Below this is a navigation menu with the following items: Home, User Maintenance, Service Maintenance, Administration, and e-certificate for e-Cheque Services. The "User Maintenance" menu is expanded, showing sub-items: User List, Create New User, Function Access Profile (FAP), Data Access Profile (DAP), and e-certificate for e-Cheque Services. The "Function Access Profile (FAP)" item is highlighted with a red box. Below the menu, a table lists several FAPs:

FAP ID	FAP Name	Status
<a href="#">DEFFAP5</a>	Input All Transaction Only	Normal
<a href="#">DEFFAP6</a>	Sign All Transaction Only	Normal
<a href="#">DEFFAP7</a>	Send All Transaction Only	Normal

### Step 2

- Select the FAP ID that you wish to copy.

FAP ID	FAP Name	Status
<a href="#">DEFFAP1</a>	Default Manager Full Func	Normal
<a href="#">DEFFAP2</a>	Default Supervisor Non-Signer	Normal
<a href="#">DEFFAP3</a>	Default Clerk AC Bal Enq Only	Normal
<a href="#">DEFFAP4</a>	Default MPF User	Normal
<a href="#">DEFFAP5</a>	Input All Transaction Only	Normal
<a href="#">DEFFAP6</a>	Sign All Transaction Only	Normal
<a href="#">DEFFAP7</a>	Send All Transaction Only	Normal
<b>TESTFT01</b>	TESTFT01	Normal

### Step 3

- Select “Copy” to continue.

The screenshot shows the details of the selected FAP (TESTFT01). The page title is "User Maintenance > Function Access Profile (FAP)". The status is "Normal". The details are as follows:

FAP ID	FAP Name	Created By	On
TESTFT01	TESTFT01	SYSADM1	11 AUG 2020 11:26:45 HKT
Modified By			On

Below the details, there is a list of functions associated with the FAP:

- 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)

At the bottom, there are three buttons: "Back", "Delete", and "Copy". The "Copy" button is highlighted with a red box.

## Step 4

- Enter an new “FAP ID” and “FAP Name”
- Select function(s) for this FAP.
- Select “Proceed” to continue.

### Function Access Profile (FAP)

FAP ID	<input type="text"/>
FAP Name	TESTFT01

- ALL FUNCTIONS
- Account Enquiry (including Balance, Summary and Transaction History)
- 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

- Suitability Assessment
- e-DDA - Input
- e-DDA - Sign

Cancel
Proceed

## Step 5

- The FAP has been created successfully.
- Select “OK” to view the list of FAPs.

FAP Created Successfully

11 AUG 2020 16:51:06 HKT

OK

**Status: Normal**

FAP ID	TESTFT02		
FAP Name	TESTFT02		
Created By	SYSADM1	On	11 AUG 2020 16:51:06 HKT
Modified By		On	

- Funds Transfer - Input (Related & Associated Account)
- Funds Transfer - Input (Pre-designated 3rd Party Account)
- Funds Transfer - Sign (Related & Associated Account)
- Funds Transfer - Sign (Pre-designated 3rd Party Account)
- Funds Transfer to China Accounts - Input (Pre-Designated Account)
- Funds Transfer to China Accounts - Sign (Pre-Designated Account)



- If you have applied for Dual System Authorisation, your second SYSADM must approve the creation of an FAP.
- Continue to [Part 2](#) for details on how to assign this FAP to user(s).

-End-