Corporate Cyberbanking Demo Guide

User Maintenance – Function Access Profile (FAP)

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 and select "Hong Kong – Corporate Cyberbanking" from the login menu.
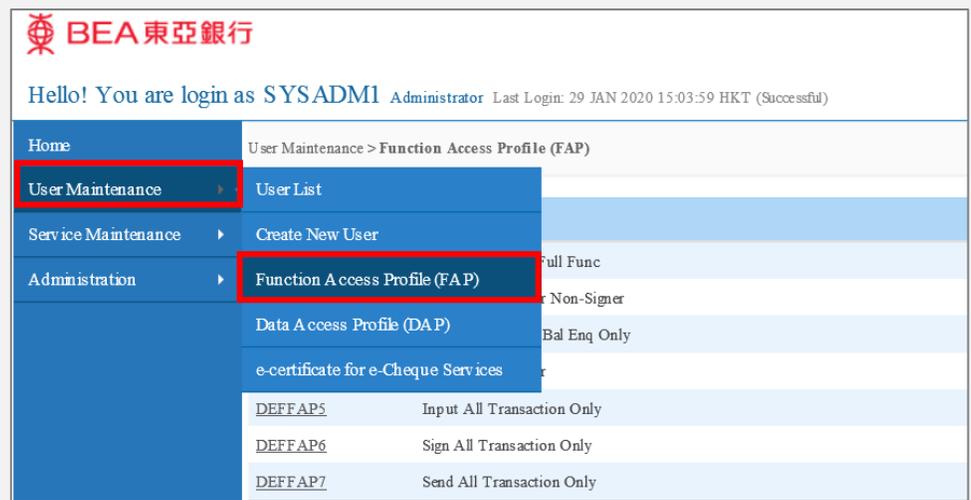

Step 2

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   TESTFT01
FAP Name   TESTFT01

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.

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

<div align="right">OK</div>

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)

c. Continue to Part 2 for details on how to assign FAPs.

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

💡 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.

東BEA東亞銀行

Hello! You are login as SYSADM1 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 2

a. Select a User ID to modify; or select "New" to create a new user.

User Maintenance > User List

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

New

The Bank of East Asia, Limited
Corporate Cyberbanking

Step 3

a. Select a suitable FAP.

b. Select "Proceed" to continue.

User ID	TEST1
User Name	TEST1
Type	⦿ Normal ○ Signer^
FAP	TESTFT01
DAP	Full Control
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*	Bea
Email Address	
Internet Login	⦿ Enable ○ Disable
Security Mode**	☐ Hide payroll transaction details
	☐ Hide MPF transaction details
Setup Initial PIN	••••••••
Confirmed Initial PIN	••••••••

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
Backspace Clear 9

Cancel Clear Proceed

Step 4

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

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

OK

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
SMS Language	English
BEA Identity Message	Bea
Email Address	
Internet Login	Enable
Security Mode	☐ Hide payroll transaction details
	☐ 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

a. Log in as a SYSADM.

b. Navigate to "User Maintenance > "Function Access Profile (FAP)" from the side menu.

Step 2

a. 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

a. 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

The Bank of East Asia, Limited
Corporate Cyberbanking

Step 4

a. Update the function(s) for this FAP.

b. Select "Proceed" to continue.

Function Access Profile (FAP)

FAP ID   TESTFT01

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

a. The FAP has been modified successfully.

b. Select "OK" to view the list of FAPs.

✓ **FAP Modified Successfully**   11 AUG 2020 13:19:26 HKT

OK

Status: Normal

FAP ID	TESTFT01		
FAP Name	TESTFT01		
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

a. Log in as a SYSADM.

b. 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

	Full Func
DEFFAP5	Input All Transaction Only
DEFFAP6	Sign All Transaction Only
DEFFAP7	Send All Transaction Only

Non-Signer
Bal Enq Only

Step 2

a. Select the FAP ID that you wish to copy.

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

a. Select "Copy" 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

a. Enter an new "FAP ID" and "FAP Name"

b. Select function(s) for this FAP.

c. Select "Proceed" to continue.

Function Access Profile (FAP)

FAP ID	
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

a. The FAP has been created successfully.

b. 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-