

# **Corporate Cyberbanking Demo Guide**

## **Fund Transfers to BEA HK Accounts**

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This demo guide illustrates the required steps for users to transfer funds to BEA accounts within Hong Kong.

Please refer to the following for the relevant steps according to your user type:

<b>User Type</b>	<b>Role</b>	<b>Section</b>	<b>Page</b>
Default User	Input, sign and send	<a href="#">Fund Transfer – Default User (with transaction right granted)</a>	3
Normal User	Input	<a href="#">Fund Transfer – Normal User</a>	8
Signer/ Default User	Sign and send	<a href="#">Fund Transfer – Signer &amp; Default User</a>	10

## Fund Transfer – Default User (with transaction right granted)

### Step 1

- Visit [www.hkbea.com](http://www.hkbea.com) and select “Hong Kong – Corporate Cyberbanking” in the login menu.
- Enter your Account No., User ID., and PIN to log in.

BEA 東亞銀行 CORPORATE CYBERBANKING  
企業電子網絡銀行

Account No.  
015 514

Remember account number

User ID  
demouser

Personal Identification No. ("PIN")  
.....

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

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### Step 2

- Go to “Cash Management > Fund Transfer > BEA HK Account” in the side-menu.

BEA 東亞銀行

Hello! You are login as A01 Signer Last Login: 17 JAN 2020 15:44:02 HKT (Successful)

Home Cash Management > Fund Transfer > BEA HK Account > HKD

Cash Management Account Enquiry

Trade Services Fund Transfer BEA HK Account

MPF Bill Payment BEA China Account

### Step 3

- Select a currency from the currency tab, e.g. “FCY”.
- Select/enter the transaction details.
- Select “Proceed” to continue.

1 Input 2 Sign 3 Send

Use Template: [v]

HKD FCY

Transfer From

Company EBPP TEST C

Account No. 015-... (CPLUS - SSA)

CCY\* HKD

Transfer To

Account Type Related and Asso. A/C

Company EBPP TEST C

Account No. 015-... (USD Current)

CCY\* USD

Transfer Details

Transaction Amount USD 1000


Execution Date (HKT) 18/03/2020 (DD/MM/YYYY)

Cancel Clear Proceed

## Step 4

- a. Select “Sign Now” to continue.

1 Input    2 Sign    3 Send

 **Transaction Input** 18 MAR 2020 12:33:18 HKT  
This transaction is ready to sign.

[Return](#) **Sign Now**

**Transaction No.:** FTR001148    **Version No.:** 1    **Status:** Valid

**Transfer From**

Company	EBPP TEST C	
Account No.	015- [REDACTED] (CPLUS - SSA)	CCY:HKD

**Transfer To**

Account Type	Related and Asso. A/C	
Company	EBPP TEST C	
Account No.	015- [REDACTED] (USD Current)	CCY:USD

**Transfer Details**

Transaction Amount	USD 1,000.00	
Execution Date	18 MAR 2020 HKT	

## Step 5

- a. Verify the transaction details and the exchange rates (if any).
- b. Enter your Signer PIN using the onscreen keyboard.
- c. Select “Request one-time password” (OTP) (for transfers to non-designated accounts). An SMS notification will be sent to your registered mobile phone number.
- d. Enter the OTP that is sent to you using the onscreen keyboard.
- e. Select “Sign” to continue.

1 Input		2 Sign	3 Send		
Transaction No.:	FTR001172	Version No.:	1	Status:	Valid
<b>Transfer From</b>					
Company	EBPP TEST C				
Account No.	015-	(CPLUS - SSA)	CCY:HKD		
<b>Transfer To</b>					
Account Type	Related and Asso. A/C				
Company	EBPP TEST C				
Account No.	015-	(CPLUS - USD CUR A/C)	CCY:USD		
<b>Transfer Details</b>					
Transaction Amount	USD 1,000.00				
Execution Date	8 MAY 2020 HKT				

**Sign**

Signer PIN:

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

Cancel Audit **Sign**



If you have enabled Sign-and-send, please skip to [Step 8](#). Your transaction will be signed and sent as soon as you select “Sign”. If you do not have Sign-and-send enabled, please ask your System Administrator (SYSADM) to enable this function in User Maintenance.

## Step 6

- a. Select "Send Now" to continue.

1 Input 2 Sign 3 Send

Transaction Signed  
This transaction is ready to send. 8 MAY 2020 16:01:34 HKT

Return Send Now

Status: Fully signed

Transaction No.: FTR001172		Version No.: 1	
<b>Transfer From</b>			
Company	EBPP TEST C		
Account No.	015- [REDACTED]	(CPLUS - SSA)	CCY:HKD
<b>Transfer To</b>			
Account Type	Related and Asso. A/C		
Company	EBPP TEST C		
Account No.	015- [REDACTED]	(CPLUS - USD CUR A/C)	CCY:USD
<b>Transfer Details</b>			
Transaction Amount	USD 1,000.00		
Execution Date	8 MAY 2020 HKT		

## Step 7

- a. Verify the transaction details and the exchange rates (if any).
- b. Select "Confirm" to continue.

1 Input 2 Sign 3 Send

Please verify the transaction details and confirm the exchange rates.  
*This transaction will be valued on the next working day.*


Transaction No.: FTR001171 Version No.: 1 Status: Fully signed

Transfer From	
Company	EBPP TEST C
Account No.	015- [REDACTED] (CPLUS - SSA)
Amount	HKD 7,768.00
Transfer To	
Account Type	Related and Asso. A/C
Company	EBPP TEST C
Account No.	015- [REDACTED] (CPLUS - USD CUR A/C)
Amount	USD 1,000.00
Bank Selling Rate for USD agt. HKD	7.76800000
HKD Equivalent	7,768.00
Transfer Details	
Execution Date	8 MAY 2020 HKT

Cancel Confirm

## Step 8

- a. The transaction is completed successfully.

 **Transaction Completed** 18 MAR 2020 16:51:26 HKT  
Reference No.: CIB650412  
This transaction will be valued on the next working day.

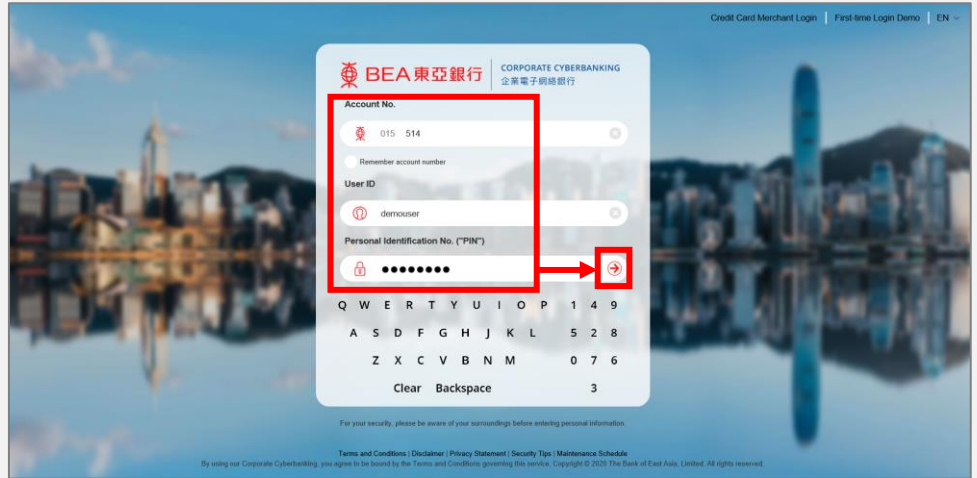
[Save as HTML](#) **OK**

<b>Transaction No.:</b> FTR001148	<b>Version No.:</b> 1	<b>Status:</b> Confirmed
<b>Transfer From</b>		
Company	EBPP TEST C	
Account No.	015- [REDACTED] (CPLUS - SSA)	
Amount	HKD 7,768.00	
<b>Transfer To</b>		
Account Type	Related and Asso. A/C	
Company	EBPP TEST C	
Account No.	015- [REDACTED] (USD Current)	
Amount	USD 1,000.00	
Bank Selling Rate for USD agt: HKD	7.76800000	
HKD Equivalent	7,768.00	
<b>Transfer Details</b>		
Execution Date	18 MAR 2020 HKT	

# Fund Transfer – Normal User

## Step 1

- a. Visit [www.hkbea.com](http://www.hkbea.com) and select “Hong Kong – Corporate Cyberbanking” in the login menu.
- b. Enter your Account No., User ID., and PIN to log in.



## Step 2

- a. Go to “Cash Management > Fund Transfer > BEA HK Account” in the side-menu.





### Step 3

- Select a currency from the currency tab, e.g. "FCY".
- Select/enter the transaction details.
- Select "Proceed" to continue.

1 Input 2 Sign 3 Send

Use Template:

HKD **FCY**

**Transfer From**

Company: EBPP TEST C

Account No.: 015- (CPLUS - SSA)

CCY\*: HKD

**Transfer To**

Account Type: Related and Asso. A/C

Company: EBPP TEST C

Account No.: 015- (USD Current)

CCY\*: USD

**Transfer Details**

Transaction Amount: USD 1000

Execution Date (HKT): 18/03/2020 (DD/MM/YYYY)

Cancel Clear **Proceed**

### Step 4

- The transaction status is now valid and ready to be signed.
- Inform a Signer to sign the transaction on or before the cut-off time on the execution date.

1 Input 2 Sign 3 Send

**Transaction Input** 18 MAR 2020 12:33:18 HKT  
This transaction is ready to sign.

Return

Transaction No.:	Version No.:	Status:
FTR001148	1	Valid
<b>Transfer From</b>		
Company	EBPP TEST C	
Account No.	015- (CPLUS - SSA)	CCY:HKD
<b>Transfer To</b>		
Account Type	Related and Asso. A/C	
Company	EBPP TEST C	
Account No.	015- (USD Current)	CCY:USD
<b>Transfer Details</b>		
Transaction Amount	USD 1,000.00	
Execution Date	18 MAR 2020 HKT	

## Fund Transfer – Signer & Default User

### Step 1

- Visit [www.hkbea.com](http://www.hkbea.com) and select “Hong Kong – Corporate Cyberbanking” in the login menu.
- Enter your Account No., User ID., and PIN to log in.

BEA 東亞銀行 CORPORATE CYBERBANKING  
企業電子網感銀行

Account No.  
015 514  
Remember account number

User ID  
demouser

Personal Identification No. ("PIN")  
●●●●●●

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

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### Step 2

- Select the “Sign” tab under “Approval Centre” in the side menu.
- Select “Fund Transfer” to continue.

Hello! You are login as B01 Signer Last Login: 18 MAR 2020 15:19:29 HKT (Successful)

Home  
Cash Management  
Trade Services  
MPF  
Payroll & Autopay  
Banking Services  
Investments  
Approval Centre  
Sign Unsign Send  
Fund Transfer 1  
eDDA 14  
Time Deposit 1  
Trade Services 4  
Statement Request 1  
E-bills 1  
View Approval Lists

Experience the NEW Cyber Your Unit Trusts Library!

Company: EBPP TEST C

Balance Summary Deposit Summary Summary By Current

Account Type	Account No
CPLUS - HKD CUR A/C	015-_____
CPLUS - HKD CUR A/C	015-_____
CPLUS - USD CUR A/C	015-_____
CPLUS - SSA	015-_____

### Step 3

- a. Click on a particular Trans no. to sign the transaction.

Approval Lists > Sign Fund Transfer Maintain

Sign Transaction

Search By  Go

<input type="checkbox"/>	Trans No.	Type	Status	Execution Date	Withdraw Account	Deposit Account	Transaction Amount
<input type="checkbox"/>	<b>FTR001148</b>	HK	Valid	18 MAR 2020	015-██████████	015-██████████	USD 1,000.00

Cancel Go to Page 1 of 1 Go Sign Selected

### Step 4

- a. Verify the transaction details and the exchange rates (if any).
- b. Enter your Signer PIN using the onscreen keyboard.
- c. Select “Request one-time password” (OTP)(for transfers to non-designated accounts). An SMS notification will be sent to your registered mobile phone number.
- d. Enter the OTP that is sent to you using the onscreen keyboard.
- e. Select “Sign” to continue.

1 Input 2 **Sign** 3 Send

Transaction No.: FTR001172 Version No.: 1 Status: Valid

**Transfer From**

Company EBPP TEST C

Account No. 015-██████████ (CPLUS - SSA) CCY: HKD

**Transfer To**

Account Type Related and Asso. A/C

Company EBPP TEST C

Account No. 015-██████████ (CPLUS - USD CUR A/C) CCY: USD

**Transfer Details**

Transaction Amount USD 1,000.00

Execution Date 8 MAY 2020 HKT

**Sign**

Signer PIN:

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

Cancel Audit Sign



If you have enabled Sign-and-send, please skip to [Step 7](#). Your transaction will be signed and sent as soon as you select “Sign”. If you do not have Sign-and-send enabled, please ask your System Administrator (SYSADM) to enable this function in User Maintenance.

## Step 5

- a. Select "Send Now" to continue.

1 Input 2 Sign 3 Send

Transaction Signed  
This transaction is ready to send. 8 MAY 2020 16:01:34 HKT

[Return](#) [Send Now](#)

**Transaction No.:** FTR001172      **Version No.:** 1      **Status:** Fully signed

**Transfer From**

Company	EBPP TEST C		
Account No.	015- [REDACTED] (CPLUS - SSA)	CCY:HKD	

**Transfer To**

Account Type	Related and Asso. A/C		
Company	EBPP TEST C		
Account No.	015- [REDACTED] (CPLUS - USD CUR A/C)	CCY:USD	

**Transfer Details**

Transaction Amount	USD 1,000.00		
Execution Date	8 MAY 2020 HKT		

## Step 6

- a. Verify the transaction details and the exchange rates (if any).
- b. Select "Confirm" to continue.

1 Input 2 Sign 3 Send

Please verify the transaction details and confirm the exchange rates.  
**This transaction will be valued on the next working day.**

**Transaction No.:** FTR001171      **Version No.:** 1      **Status:** Fully signed

**Transfer From**

Company	EBPP TEST C		
Account No.	015- [REDACTED] (CPLUS - SSA)		
Amount	HKD 7,768.00		

**Transfer To**

Account Type	Related and Asso. A/C		
Company	EBPP TEST C		
Account No.	015- [REDACTED] (CPLUS - USD CUR A/C)		
Amount	USD 1,000.00		
Bank Selling Rate for USD agt. HKD	7.76800000		
HKD Equivalent	7,768.00		

**Transfer Details**


Execution Date	8 MAY 2020 HKT		
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[Cancel](#) [Confirm](#)

## Step 7

- a. The transaction is completed successfully.

1 Input 2 Sign 3 Send

 **Transaction Completed** 18 MAR 2020 16:51:26 HKT  
Reference No.: CIB650412  
This transaction will be valued on the next working day.

Save as HTML OK

<b>Transaction No.:</b> FTR001148	<b>Version No.:</b> 1	<b>Status:</b> Confirmed
<b>Transfer From</b>		
Company	EBPP TEST C	
Account No.	015- (CPLUS - SSA)	
Amount	HKD 7,768.00	
<b>Transfer To</b>		

-End-