

BEA Corporate Online

e-Statement/e-Advice Services (Corporate Administrator)

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The Bank of East Asia, Limited



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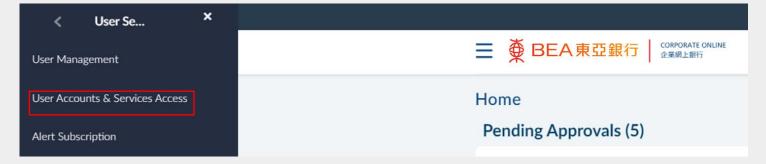


1. e-Statement/e-Advice Services – User Account and Services Access

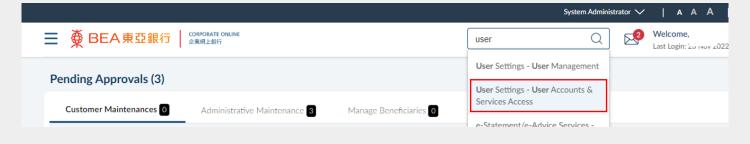
Corporate administrators can add / remove e-Statement/e-Advice Services of an account to a user under User Account and Services Access function.

How to get there

a. Menu > Getting Started > User Setting > User Account and Services Access;



b. Dashboard > Quick Search> Type "User Account and Services Access"





Select User

- Select the user you want to add / remove mappings of accounts and e-Statement/ e-Advice access.
- 2. Click on [User Name].

ser Accoun	ts & Services Access			
ser List				-
Initials	Username	Full Name	Linked Account(s)	
S			\odot	User Accounts and Services Access
P			\odot	This function helps you to manage the user's account(s) and service(s) access right on BEA Corporate Online.
Y			.	User Account Access User Guide
4			۹,	

Step **02**

Select Account Type

1. Click on "Current and Savings" or "Time Deposit" to continue.

Corporate administrators can add / remove e-Statement/E-Advice Services of an individual User by enabling/disabling the following sub-category(s):

- For Current and Savings:
 - ✓ View e-Statement,
 - ✓ View e-Advice
 - ✓ Request for Adhoc Statement
- For Time Deposits:
 - ✓ View e-Advice
- For Investment:
 - ✓ View e-Advice

Back to Top

∯ BEA東亞銀	CONVOLUTIONINE Search Search	Ihere Q 🕬 🛈 Wekome, Last Logic: 07 Feb 2025 15:11:04 HKT 🗸
User Accounts &	Services Access	
User Name		
Full Name		🔆
Related Account Summ	hary	User Accounts and Services Access
Account Type	Number of Account(s)	and service(s) access right on BEA Corporate Online.
Current and Savings	1	
Time Deposits	1	
MPF	0	
Investment	1	
Cancel Back		



Edit

- 1. Click "Edit" to manage the access for the user.
- Click "Next" to select/manage the enabled functions for each account.
- Tick the arrow button to edit the available function for enablement.*
- 4. Click on "Save" to complete the mapping.
- Click on "Cancel" to return to the dashboard.
- Click on "Back" to edit previous details.

User Name		
Full Name		
Related Account(s) - Linkages		
You can view specific users' access rights in REA Composite C		
You can view specific users' access rights in BEA Corporate G specific user's access rights.	Online by selecting the res	pective account type tabs. Click "Next" to view the enabled function(s) for each account of the specific user. Click "Edit" to manage the
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specific user's access rights. Current and Savings Time Deposit MPF Link AII Accounts Account Number 0155	Investment	Account Type

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elated Account(s) - Linkages			
is can view and manage the available functions for enablement by clicking the arrow	button next to the relevant account.		
Current and Savings Time Deposit MPF Investment			
Apply function enablement of first account to all selected accounts			
Enable All Functions across All Accounts			
Account Number	Currency	Account Type	
Account Number		CORPORATEPLUS A/C	
Enable All Functions			
Enable All Functions Allert Subscription			
Create/Update Alert Subscription			
Autopay, Payroll and Collections			
Autopay AutopayPayroll and Collection Inquiry	Collection File Upload	Payroll Upłoaded Files Inquiry	
	Print Optical	C Opticational Primes integrary	
Current and Savings Account View Transaction History	Account Details		
Cheque			
Coupon Time Deposit	Chegor Book Report	Stop Chepte	
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Example – For Current and Savings accounts:

Current and Savings Time Deposit MPF	Investment	
Apply fun Click here for Current and Sav	ings	
Enable All Functions across All Accounts		
count Number	Currency Ad	ccount Type
0155:	· M	luts-CCY SSA
Enable All Functions		
Alert Subscription		
Create Alert Subscription	Update Alert Subscription	
Current and Savings Account		
View Transaction History	Account Details	
Cheque		
Cheque Status Inquiry	Cheque Book Request	Stop Cheque
e-Statement/e-Advice Services		
View e-Advice	View e-Statements	 Request for Ad hoc Statement
FPS Addressing Service		
Activate FPS Addressing Service	Edit FPS Addressing Service	
Time Deposits		
Time Deposit Placement		
Third Party Service Provider Consent Management		
Grant Consent to Third Party Service Provider		
Transfers		
Transfer Money - BEA (China)	Transfer Money - Local Payments	✓ Transfer Money - Internal Transfers
Transfer Money - Overseas Payments	Transfer Money - Own Accounts Transfers	Transfer to Non-designated Account - BEA (China)
Transfer to Non-designated Account - Local Payments	Transfer to Non-designated Account - Internal Trans	sfers V Transfer to Non-designated Account - Overseas
	Perhadral and Personal Instance Instance Instance	Payments
Inward Remittance Overview	Scheduled Payment Instruction Inquiries	
/ 🖾 01552	· 0	ORPORATEPLUS A/C



Q Welcome, Last Login: 22 Nov 2022 02:97:02 PM HKT ~

Search here

Example – For Time Deposits:

Related Account(s) - Linkages You can view and manage the available functions for enablement by clicking the arrow button next to the relevant account Current and Savings Time Deposit MIPF Investment Apply function enablement of first account to all selected accounts Enable All Functions across All Accounts Account Number Account Type ∧ □ 015: CORPORATEPLUS A/C Enable All Functions
 e-Statement/e-Advice Services View e-Advice Time Deposits Time Deposits
 Time Deposits Placement
 Time Deposits Transaction History Time Deposit Uplift
 Time Deposit Edit Maturity Instruct Time Deposit Inquiry Save Cancel Back

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User Name

User Accounts & Services Access

Example – For Investment:

■ ● BEA東亞銀行 CONVOLATE ONLINE			Search here	Q	(1920)	D	Welcome, Last Login: 13 Feb 2025 11:08:04 HKT
User Accounts & Services Access							
User Name							
Full Name							
Puil Name							
Related Account(s) - Linkages							
You can view and manage the available functions for enablement	by clicking the arrow button next to the	he relevant account.					
Current and Savings Time Deposit MPF	Investment						
Enable All Functions across All Accounts							
Account Number	Currency	Account Type		Ac	count Stat	us	
▲ 🖾 015:		CPLUS - SEC A	//C				
Enable All Functions							
e-Statement/e-Advice Services							
View e-Advice							
Save Cancel Back							

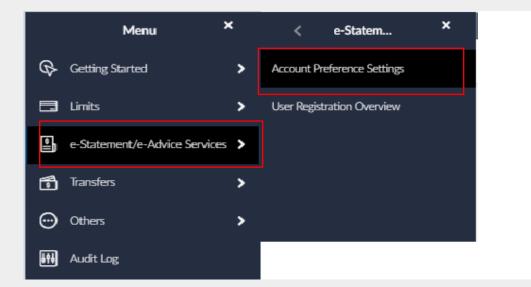


2. e-Statement/e-Advice Services – Account Preference Settings

Corporate administrators can set and change e-Statement/e-Advice preference settings of receiving paper statement and e-Statement, or e-Statement only, nominate primary email address for each mapped account to receive a reminder of the e-Statement availability.

How to get there

a. Menu> e-Statement/e-Advice Services> Account Preference Settings



b. Dashboard> Quick Search> Type "e-Statement/e-Advice Services - Account Preference Settings"





01

Step **Select Preferred Statement Option**

- 1. Select your preferred statement option: "Paper Statement and e-Statement" or "e-Statement Only".
- 2. Add an email address to receive the reminder when the e-Statement is available.
- 3. Click on "Save" to continue.

Account Preference	e Settings					
Account Number			Last Modified On 10 Jan 2025 05:51:09 PN	4		
Company Name			Last Modified By			
Account Number	Company Name	Statement Settings	Investment e-Advice Setting	Other Advice Settings	Email Address	
		Paper Statements and e Statements	Not Applicable	Paper notifications and e- Advices		
		Not Applicable	Paper notifications and e-	Not Applicable		1
				Page 1 of	1 (1-2 of 2 items) K < <u>1</u> →	ж
2. You can view periodic e-stateme	ents (for specified statement period		rt period between the last statement end date e Bank Charges Guidebook or visit www.hkbe:			

Step Verify 02

> 1. Review the settings and click on "Confirm" to submit.

Account Preference Se	ttings							
You initiated a request for Acc	count Preference Setting.	Please review details before you confi	rm!					
Account Number			Last Modified Or 10 Jan 2025 05:51:					
Company Name			Last Modified By					
Account Number	Company Name	Statement Settings	Investment E-Advice Setting	Other Advice Setting	p	Email Addre	55	
		Paper Statements and e- Statements	Not Applicable	Paper notifications a Advices	nd e-			
		Not Applicable	Paper notifications and e- Advices	Not Applicable				
				Pag	1 of	1 (1-2 of 2 ite	ems) K < <u>1</u> >	×
	r specified statement periods)	to your BEA Corporate Online account. or requested e-statements (for the statemen h paper statement issued. Please refer to th			est is made).			



Successful Submission

- 1. Transaction Reference Number will display upon successful submission of the request.
- New settings will take effect upon Approver's approval. For approval details, please refer to the Approval Workflow guide.

● BEA東亞銀行 COMPORATE OF LIANE ● STRELENT;	Search here	Q	Welcome Last Login: 22 Nov 2022 02:47:02 PM HKT
Account Preference Settings			
Confirmation Your Account Preference Settings request has been sent for approval.			
Transaction Reference Number 241185D0778F			
Status Pending Approval			
ок			
Approve			



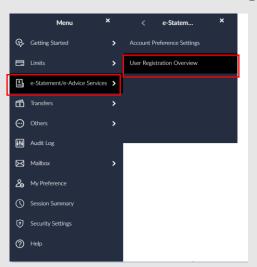
3. e-Statement/e-Advice Services – User Registration Overview



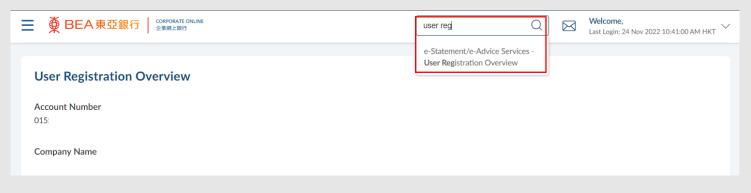
Corporate administrators can inquire about the list of accounts and users who have registered to view e-Statements / e-Advices. Inquiries can only be made for those accounts where e-Statement/e-Advice preference were set through Account Preference Settings.

How to get there

a. Menu> e-Statement / e-Advice Services> User Registration Overview



b. Dashboard> Quick Search> Type "e-Statement / e-Advice Services – User Registration Overview"





User Registration Overview

User Registration
 Overview lists *all inquiry
 supporting accounts and
 their authorized Users
 who have access to view
 e-Statements/e-Advices.

*Only support the account enquiry of e-statement/e-advice preference set up through "Account Preference Settings".

2. Click on "OK" to return to the main screen.

Setter Registration Overview kacourt Number Setter SetTe	lear Pagistration (Overview			
Compare Name Norman Extense Fadore Fadore Item D Composition of the state	ser Registration v	overview			
User ID User rate Ender Ender Account Number 4 COPPORTIPUISACI Image: Im	ccount Number				
Account Number? CORPORATEPULSACQ Image: Comparison of the C	ompany Name				
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Account Number (ICPLUS - SEC A/C) CPLUS - SEC A/C) Page I gr1 (1-4 of 4 Remo) I (Account Number-C	CORPORATEPLUS A/C)			
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In time at BEAS disordion. 3. Enablished international and the statements are advices are made. To monite these coefficients, they must provide their small address via the User Maintenance section. 4. Registeric James are solver, print, or same e-statements onto their compare by legging in to their BEAC approate Online account.					
4. Registered users can view, print, or save e-statements onto their computer by logging in to their BEA Corporate Online account.	Registered users can view bank to time at BEA's discretion.	k statements and advice slips in electronic format. Statement types include statem	nts for current and savings accounts. Advice slip types include Cl	HATS and T/T. Other statement and advic	e slip types will be added from time
	3. Email notifications will be sent	to registered users once their e-statements or e-advices are ready. To receive the	notifications, they must provide their email address via the User	Maintenance section.	
5. Registered users can view periodic e-statements for specified statement period/ or requested e-statements for the statement period between the last statement end date and the date the online request is made).					
	5. Registered users can view peri	iodic e-statements (for specified statement periods) or requested e-statements (fo	he statement period between the last statement end date and th	te date the online request is made).	