

# BEA Corporate Online

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

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 BEA Corporate Online 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

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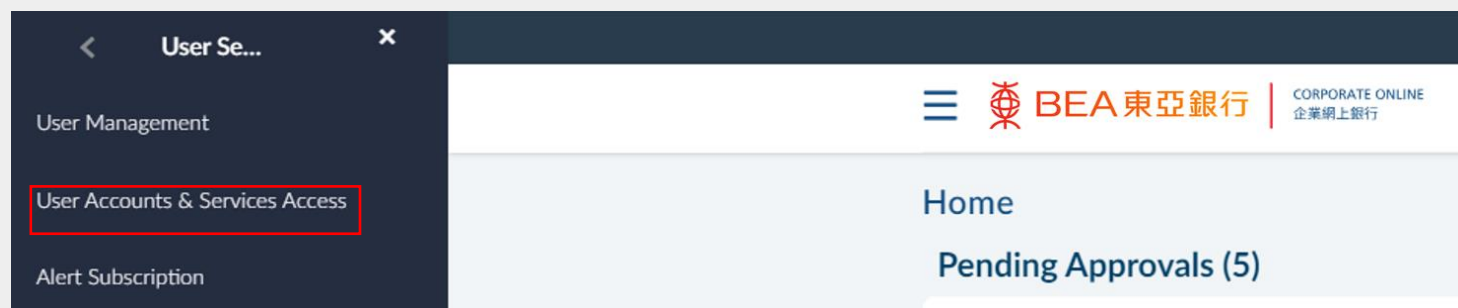
# 1. e-Statement/e-Advice Services – User Account and Services Access



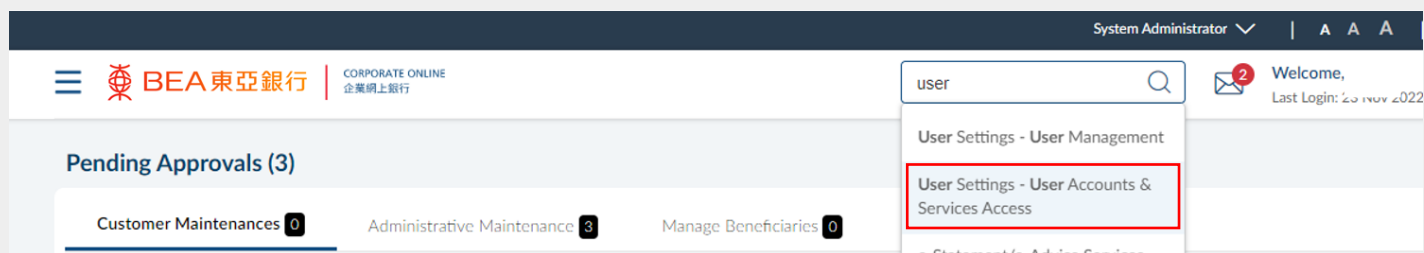
Corporate administrators can add / remove e-Statement/e-Advice Services of an account to a user under User Account and Services Access function.

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”



Step  
01

## Select User

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

Initials	Username	Full Name	Linked Account(s)
S			✓
P			✓
Y			✗
4			✗

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

Account Type	Number of Account(s)
Current and Savings	1
Time Deposits	1
MPF	0
Investment	1

**Step**  
**03**    **Edit**

1. Click “Edit” to manage the access for the user.

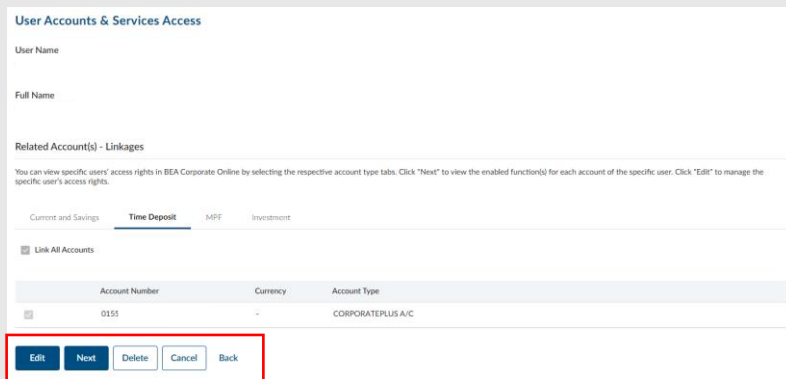
2. Click “Next” to select/manage the enabled functions for each account.

3. 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 Accounts & Services Access**

User Name

Full Name

**Related Account(s) - Linkages**

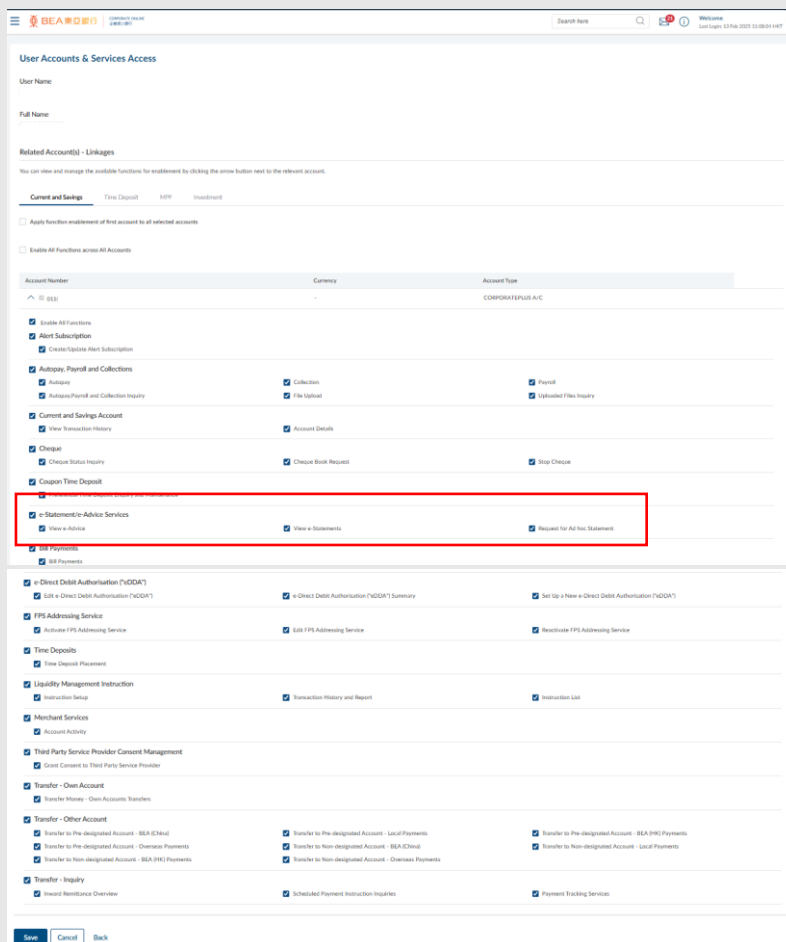
You can view specific users' access rights in BEA Corporate Online by selecting the respective account type tabs. Click "Next" to view the enabled function(s) for each account of the specific user. Click "Edit" to manage the specific user's access rights.

Current and Savings    **Time Deposit**    MPF    Investment

☐ Link All Accounts

Account Number	Currency	Account Type
0151	-	CORPORATEPLUS A/C

**Edit**    **Next**    **Delete**    **Cancel**    **Back**



**User Accounts & Services Access**

User Name

Full Name

**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    MPF    Investment

☐ Apply function enablement of first account to all selected accounts

☐ Enable All Functions across All Accounts

Account Number	Currency	Account Type
0151	-	CORPORATEPLUS A/C

**e-Statement/e-Advice Services**

☒ View e-Advice    ☒ View e-Statements    ☒ Request for All Tax Statements

**Save**    **Cancel**    **Back**

## Example – For Current and Savings accounts:

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

MPF

Investment

☐ Apply for

Click here for Current and Savings

☐ Enable All Functions across All Accounts

Account Number	Currency	Account Type
0155	-	Multi-CCY SSA
<input checked="" type="checkbox"/> Enable All Functions		
<input checked="" type="checkbox"/> Alert Subscription <div> <input checked="" type="checkbox"/> Create Alert Subscription <input checked="" type="checkbox"/> Update Alert Subscription </div>		
<input checked="" type="checkbox"/> Current and Savings Account <div> <input checked="" type="checkbox"/> View Transaction History <input checked="" type="checkbox"/> Account Details </div>		
<input checked="" type="checkbox"/> Cheque <div> <input checked="" type="checkbox"/> Cheque Status Inquiry <input checked="" type="checkbox"/> Cheque Book Request <input checked="" type="checkbox"/> Stop Cheque </div>		
<input checked="" type="checkbox"/> e-Statement/e-Advice Services <div> <input checked="" type="checkbox"/> View e-Advice <input checked="" type="checkbox"/> View e-Statements <input checked="" type="checkbox"/> Request for Ad hoc Statement </div>		
<input checked="" type="checkbox"/> FPS Addressing Service <div> <input checked="" type="checkbox"/> Activate FPS Addressing Service <input checked="" type="checkbox"/> Edit FPS Addressing Service </div>		
<input checked="" type="checkbox"/> Time Deposits <div> <input checked="" type="checkbox"/> Time Deposit Placement </div>		
<input checked="" type="checkbox"/> Third Party Service Provider Consent Management <div> <input checked="" type="checkbox"/> Grant Consent to Third Party Service Provider </div>		
<input checked="" type="checkbox"/> Transfers <div> <div> <input checked="" type="checkbox"/> Transfer Money - BEA (China) <input checked="" type="checkbox"/> Transfer Money - Overseas Payments <input checked="" type="checkbox"/> Transfer to Non-designated Account - Local Payments <input checked="" type="checkbox"/> Inward Remittance Overview </div> <div> <input checked="" type="checkbox"/> Transfer Money - Local Payments <input checked="" type="checkbox"/> Transfer Money - Own Accounts Transfers <input checked="" type="checkbox"/> Transfer to Non-designated Account - Internal Transfers <input checked="" type="checkbox"/> Scheduled Payment Instruction Inquiries </div> <div> <input checked="" type="checkbox"/> Transfer Money - Internal Transfers <input checked="" type="checkbox"/> Transfer to Non-designated Account - BEA (China) <input checked="" type="checkbox"/> Transfer to Non-designated Account - Overseas Payments </div> </div>		

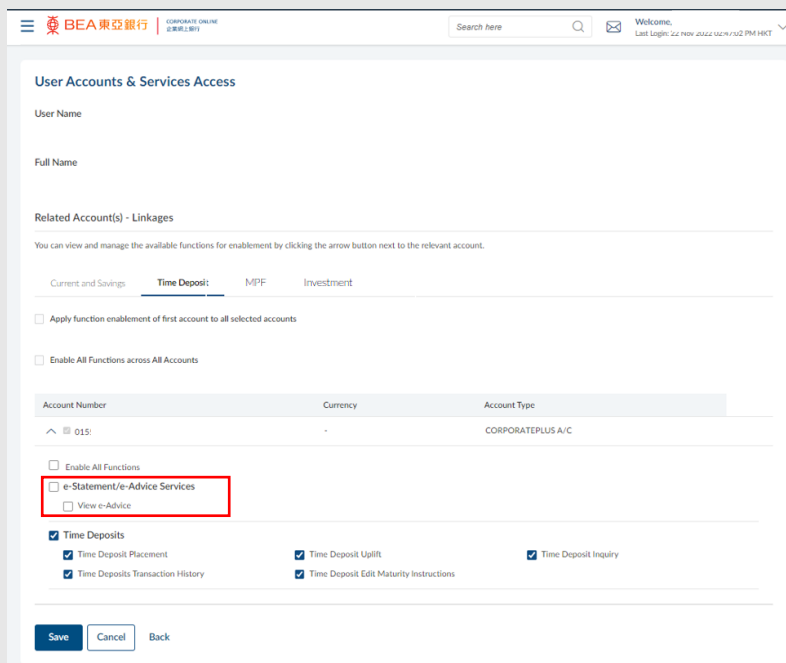
0155
CORPORATEPLUS A/C

Save

Cancel

Back

## Example – For Time Deposits:



**User Accounts & Services Access**

User Name

Full Name

**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 Deposits**   MPF   Investment

☐ Apply function enablement of first account to all selected accounts

☐ Enable All Functions across All Accounts

Account Number	Currency	Account Type
015	-	CORPORATEPLUS A/C

☐ Enable All Functions

☒ **e-Statement/e-Advice Services**

☒ View e-Advice

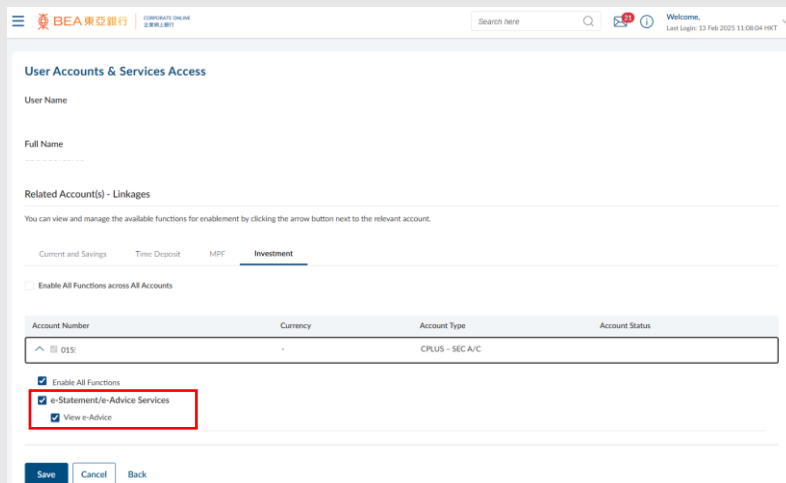
☒ **Time Deposits**

☒ Time Deposit Placement   ☒ Time Deposit Uplift   ☒ Time Deposit Inquiry

☒ Time Deposits Transaction History   ☒ Time Deposit Edit Maturity Instructions

**Save**   **Cancel**   **Back**

## Example – For Investment:



**User Accounts & Services Access**

User Name

Full Name

**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   MPF   **Investment**

☐ Enable All Functions across All Accounts

Account Number	Currency	Account Type	Account Status
015	-	CPLUS - SEC A/C	

☒ **Enable All Functions**

☒ **e-Statement/e-Advice Services**

☒ View e-Advice

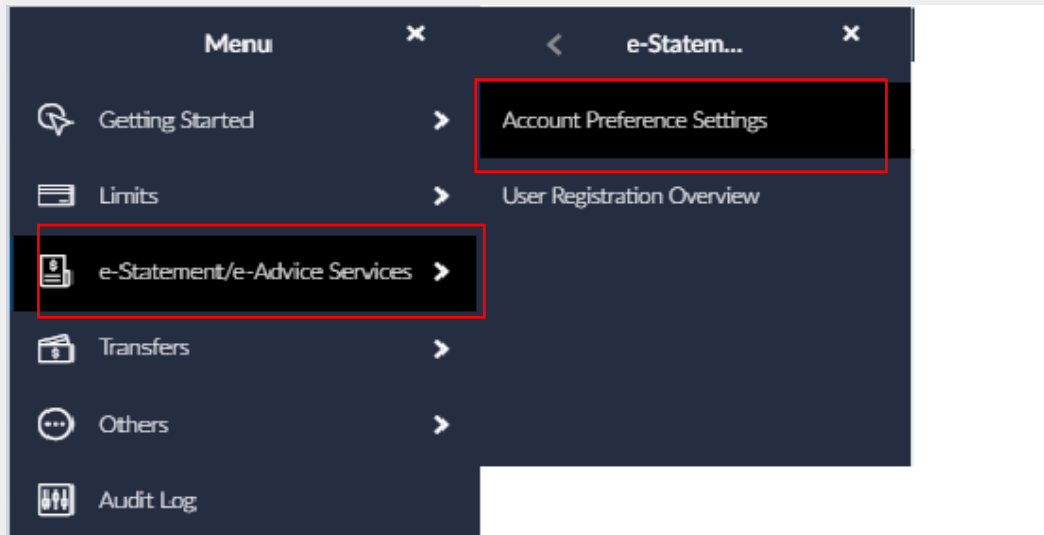
**Save**   **Cancel**   **Back**

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

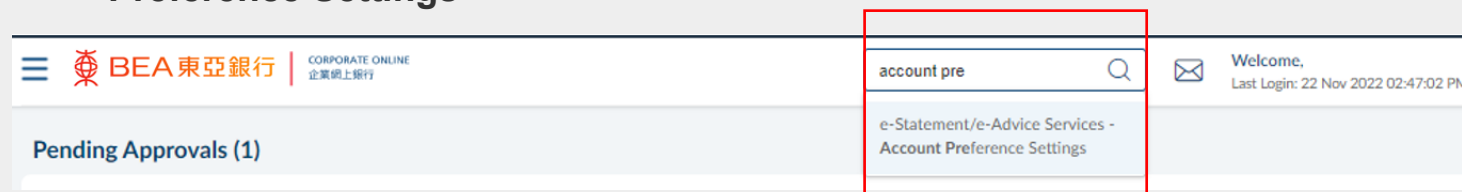
Corporate administrators can set and change e-Statement/e-Advice preference settings of receiving paper statement and e-Statement, or e-Statement only, nominate primary email address for each mapped account to receive a reminder of the e-Statement availability.

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”

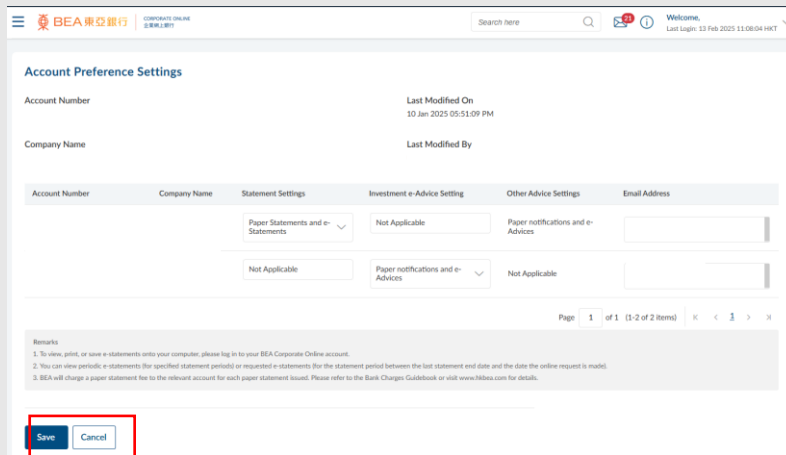




**Step  
01**

## 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 Settings**

Account Number: Last Modified On: 10 Jan 2025 05:51:09 PM

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-Advises	
		Not Applicable	Paper notifications and e-Advises	Not Applicable	

Remarks:

1. To view, print, or save e-statements onto your computer, please log in to your BEA Corporate Online account.
2. You can view periodic e-statements (for specified statement periods) or requested e-statements (for the statement period between the last statement end date and the date the online request is made).
3. BEA will charge a paper statement fee to the relevant account for each paper statement issued. Please refer to the Bank Charges Guidebook or visit [www.hkbea.com](http://www.hkbea.com) for details.

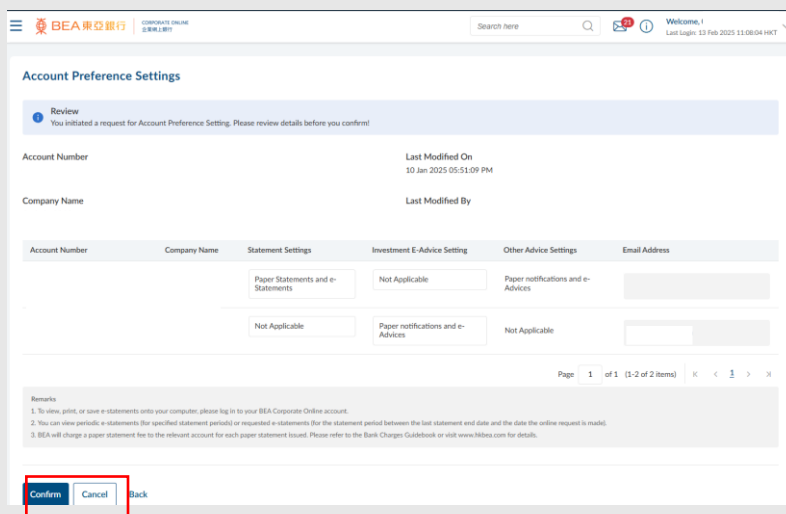
Page 1 of 1 (1-2 of 2 items)

**Save** **Cancel**

**Step  
02**

## Verify

1. Review the settings and click on “Confirm” to submit.



**Account Preference Settings**

**Review**  
You initiated a request for Account Preference Setting. Please review details before you confirm!

Account Number: Last Modified On: 10 Jan 2025 05:51:09 PM

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-Advises	
		Not Applicable	Paper notifications and e-Advises	Not Applicable	

Remarks:

1. To view, print, or save e-statements onto your computer, please log in to your BEA Corporate Online account.
2. You can view periodic e-statements (for specified statement periods) or requested e-statements (for the statement period between the last statement end date and the date the online request is made).
3. BEA will charge a paper statement fee to the relevant account for each paper statement issued. Please refer to the Bank Charges Guidebook or visit [www.hkbea.com](http://www.hkbea.com) for details.

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**Confirm** **Cancel** **Back**

Step  
03

## Successful Submission

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

The screenshot shows the 'Account Preference Settings' page in the BEA Corporate Online system. At the top, there is a header bar with the BEA logo, 'CORPORATE ONLINE', a search bar, and a user greeting 'Welcome' with the last login time. The main content area has a green confirmation banner stating 'Confirmation: Your Account Preference Settings request has been sent for approval.' Below this, the 'Transaction Reference Number' is displayed as '241185D0778F'. The 'Status' is 'Pending Approval'. At the bottom, there are two buttons: 'OK' and 'Approve'.

Account Preference Settings

**Confirmation**  
Your Account Preference Settings request has been sent for approval.

Transaction Reference Number  
241185D0778F

Status  
Pending Approval

OK

Approve

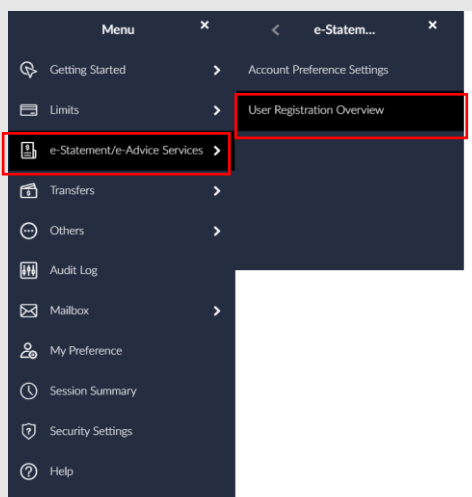
### 3. e-Statement/e-Advice Services – User Registration Overview



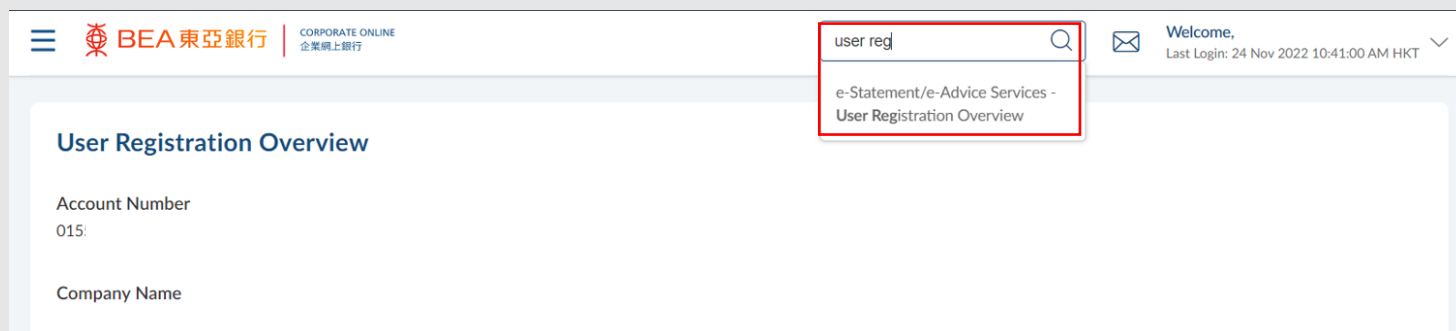
Corporate administrators can inquire about the list of accounts and users who have registered to view e-Statements / e-Advices. Inquiries can only be made for those accounts where e-Statement/e-Advice preference were set through Account Preference Settings.

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”



Step  
01User Registration  
Overview

1. 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.

BEA 東亞銀行 CORPORATE ONLINE 企業網上銀行

Search here

Welcom  
Last Login: 13 Feb 2025 11:08:04 HKT

### User Registration Overview

Account Number

Company Name

User ID	Username	E-Statement	E-Advice
Account Number-C	CORPORATEPLUS A/C	<input type="checkbox"/>	<input type="checkbox"/>
Account Number-C	(CPLUS - SEC A/C)	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1 (1-4 of 4 items)

Remarks

You must have access to the relevant account overview (including the account's balance summary and transaction history) to view the e-statement or e-advice.

Notes

1. You can register users for e-statements/e-advice services or terminate their access via the e-Statements/e-Advice Maintenance section.
2. Registered users can view bank statements and advice slips in electronic format. Statement types include statements for current and savings accounts. Advice slip types include CHATS and T/T. Other statement and advice slip types will be added from time to time at BEA's discretion.
3. Email notifications will be sent to registered users once their e-statements or e-advices are ready. To receive these notifications, they must provide their email address via the User Maintenance section.
4. Registered users can view, print, or save e-statements onto their computer by logging in to their BEA Corporate Online account.
5. Registered users can view periodic e-statements (for specified statement periods) or requested e-statements (for the statement period between the last statement end date and the date the online request is made).

OK