BEA Corporate Online

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

The Bank of East Asia, Limited

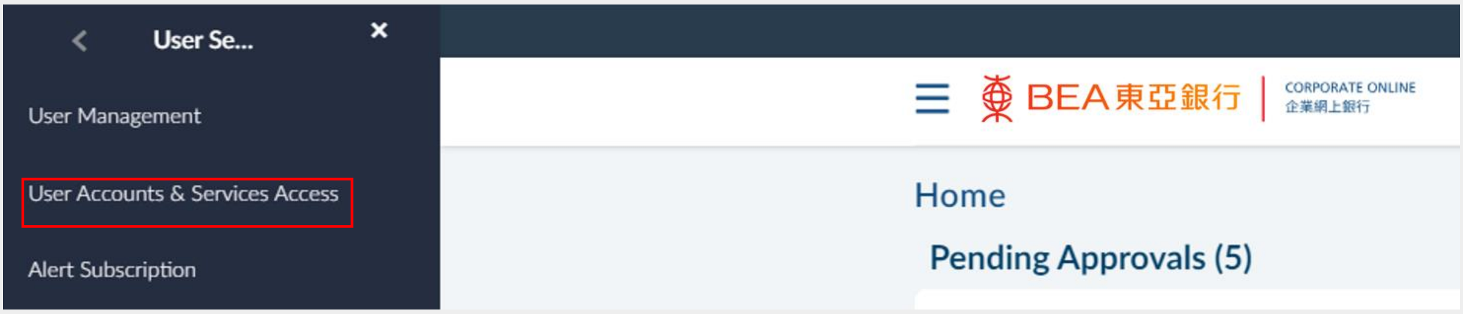
Contents

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

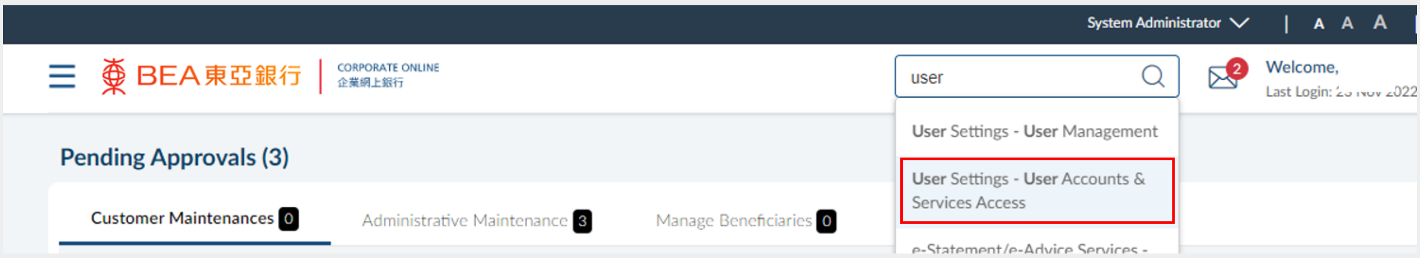
Corporate administrators can add / remove e-Statement/e-Advice Services of an account to a user under User Account and Services Access function.

How to get there

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



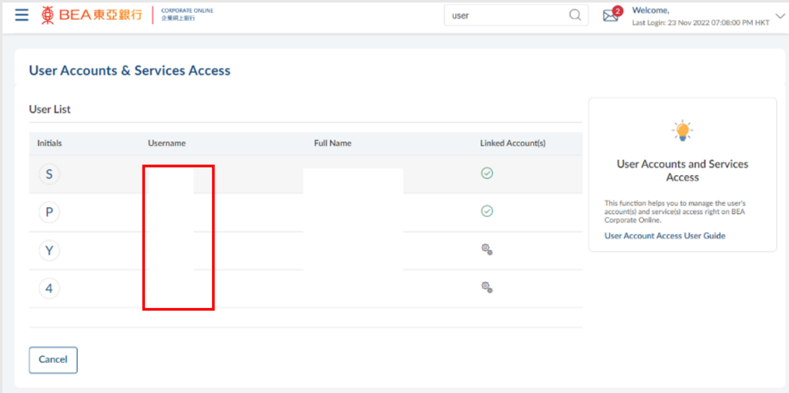
b. Dashboard > Quick Search> Type "User Account and Services Access"



Step 01 Select User

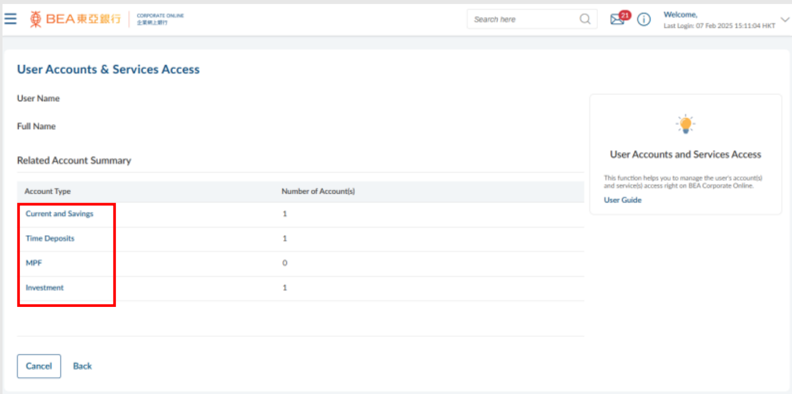
1. Select the user you want to add / remove mappings of accounts and e-Statement/ e-Advice access.

2. Click on [User Name].



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

Step 03

Edit

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

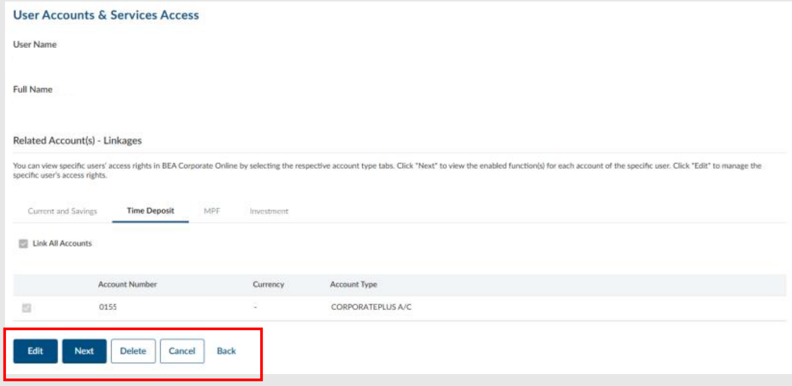
2. Click “Next” to select/manage the enabled functions for each account.

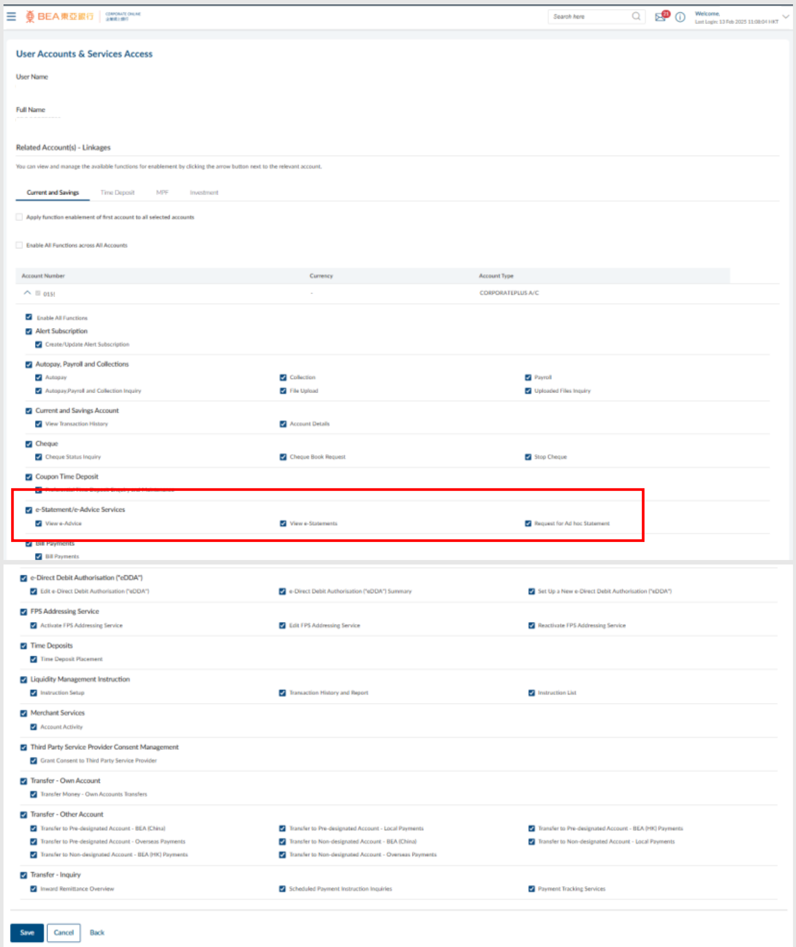
3. Tick the arrow button to edit the available function for enablement.*

4. Click on “Save” to complete the mapping.

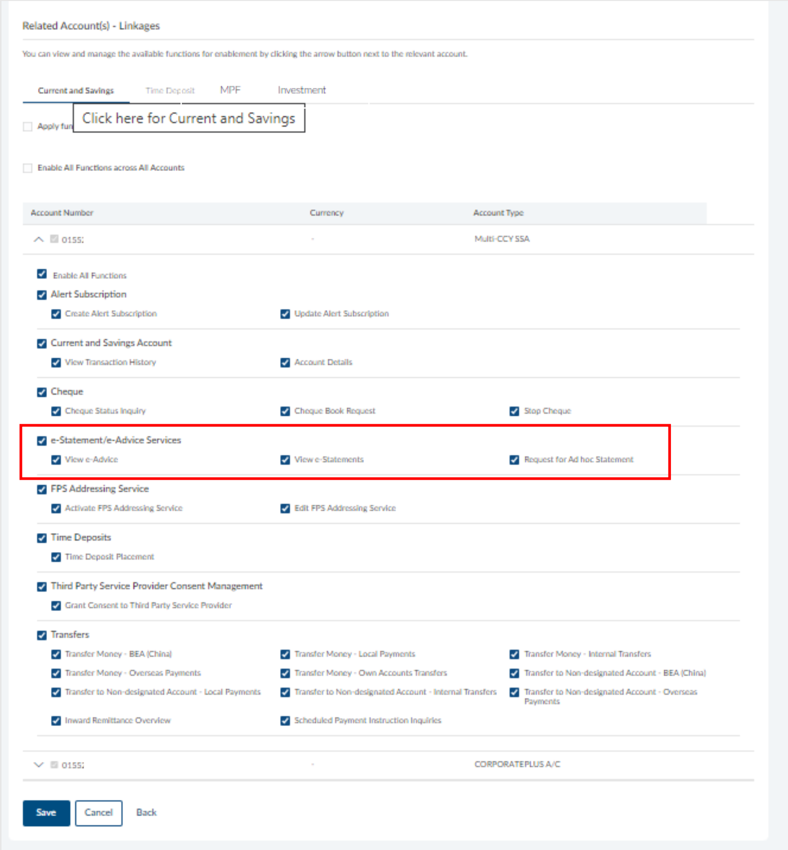
- Click on “Cancel” to return to the dashboard.

- Click on “Back” to edit previous details.

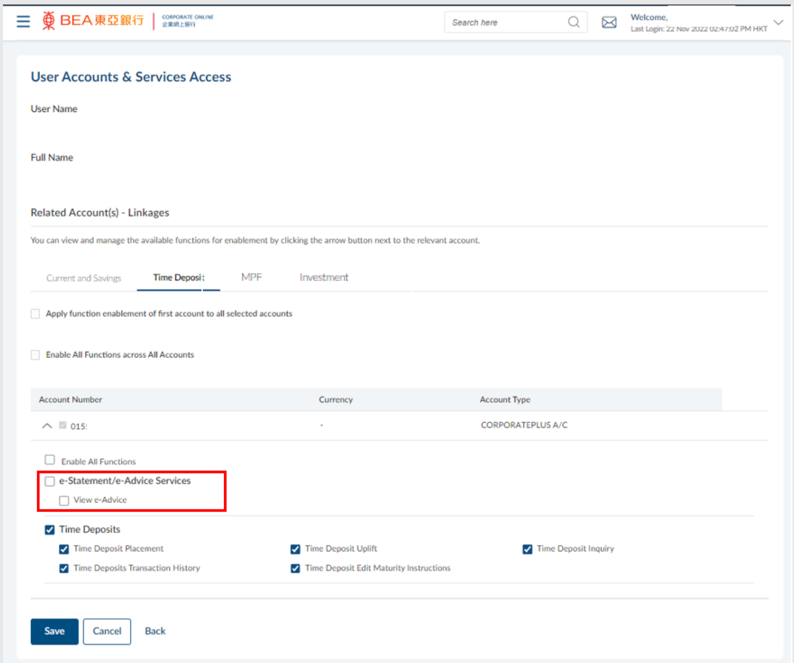




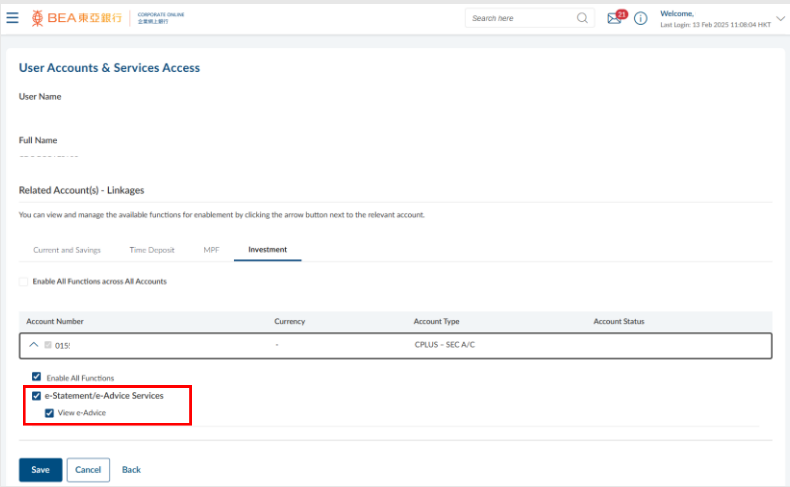
Example – For Current and Savings accounts:



Example – For Time Deposits:



Example – For Investment:

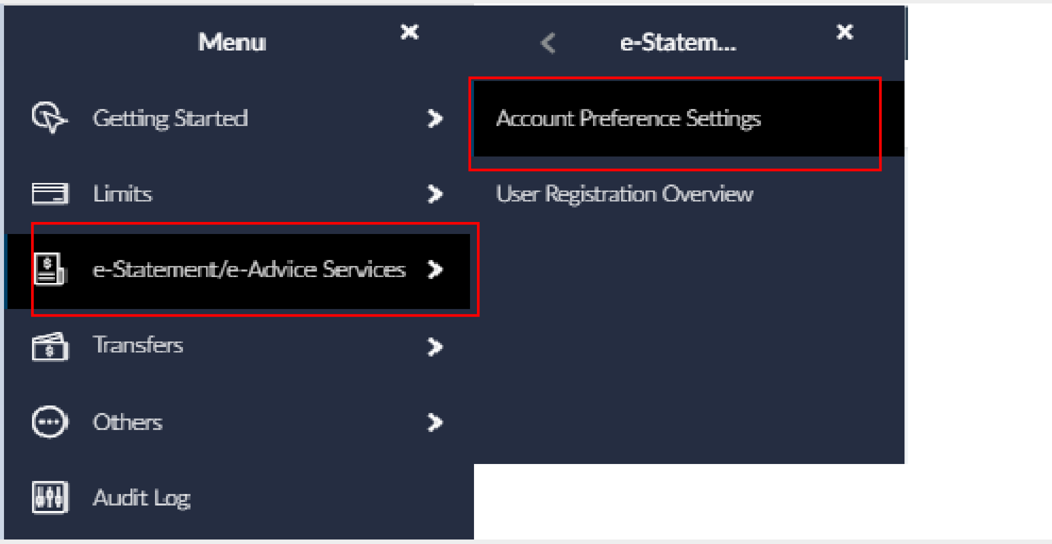


2. e-Statement/e-Advice Services – Account Preference Settings

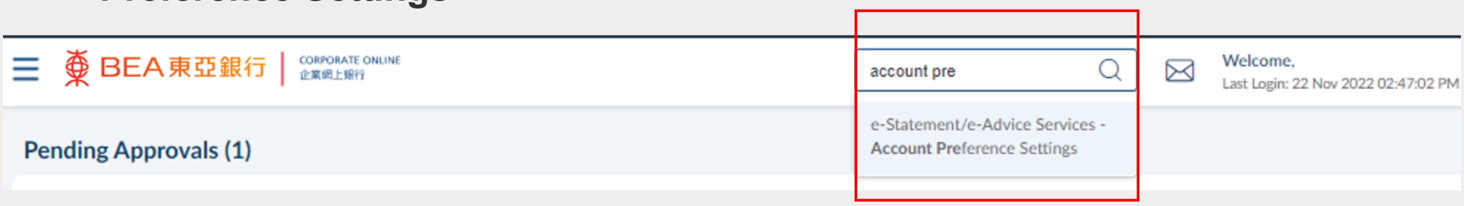
Corporate administrators can set and change e-Statement/e-Advice preference settings of receiving paper statement and e-Statement, or e-Statement only, nominate primary email address for each mapped account to receive a reminder of the e-Statement availability.

How to get there

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

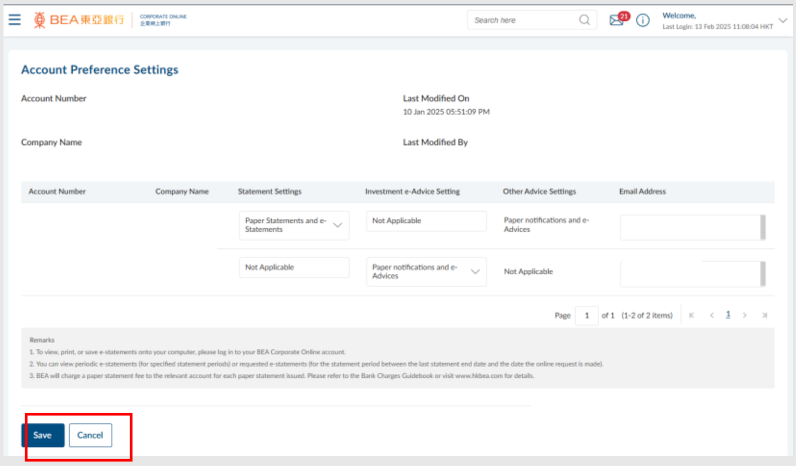


b. Dashboard> Quick Search> Type "e-Statement/e-Advice Services - Account Preference Settings"



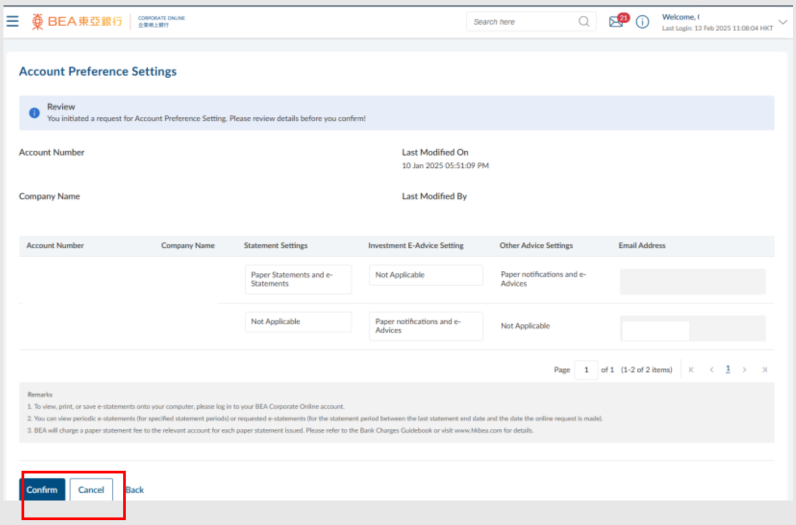
Step 01 Select Preferred Statement Option

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.



Step 02 Verify

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

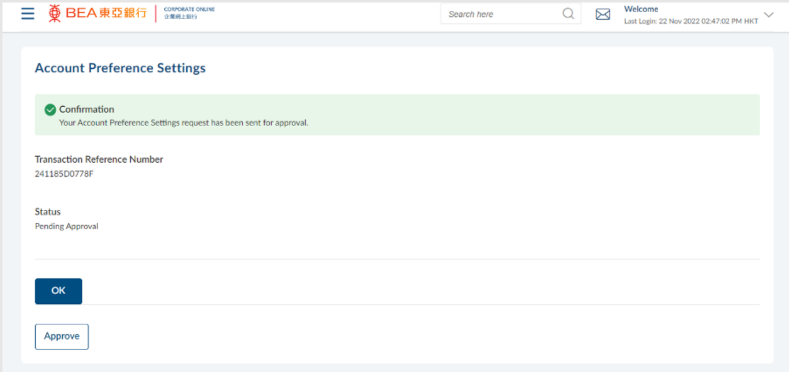


Step 03

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.

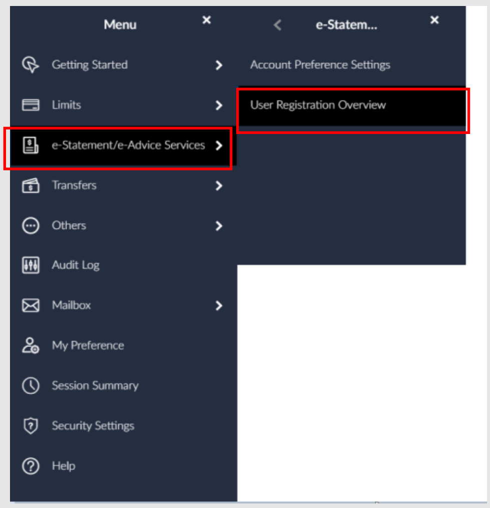


3. e-Statement/e-Advice Services – User Registration Overview

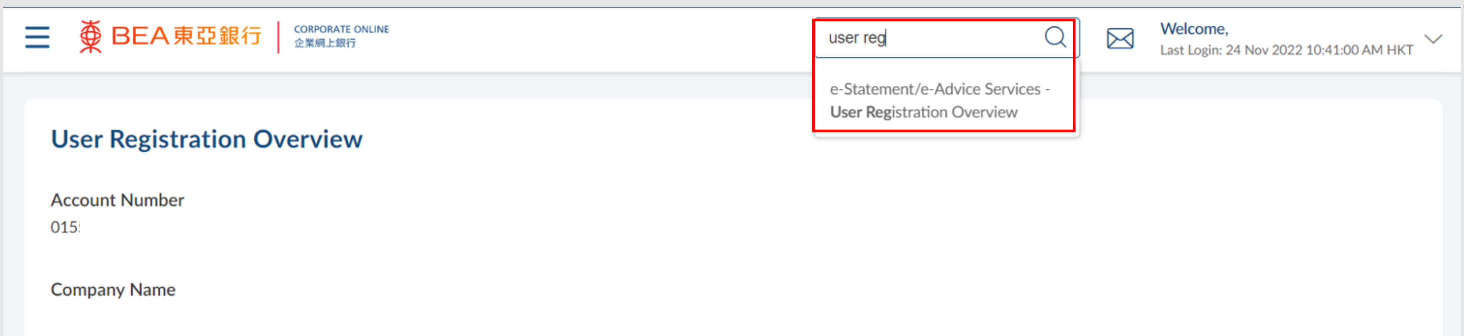
Corporate administrators can inquire about the list of accounts and users who have registered to view e-Statements / e-Advices. Inquiries can only be made for those accounts where e-Statement/e-Advice preference were set through Account Preference Settings.

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 01

User 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.