

BEA Corporate Online

FPS Addressing Service

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. FPS Addressing Service – Activate

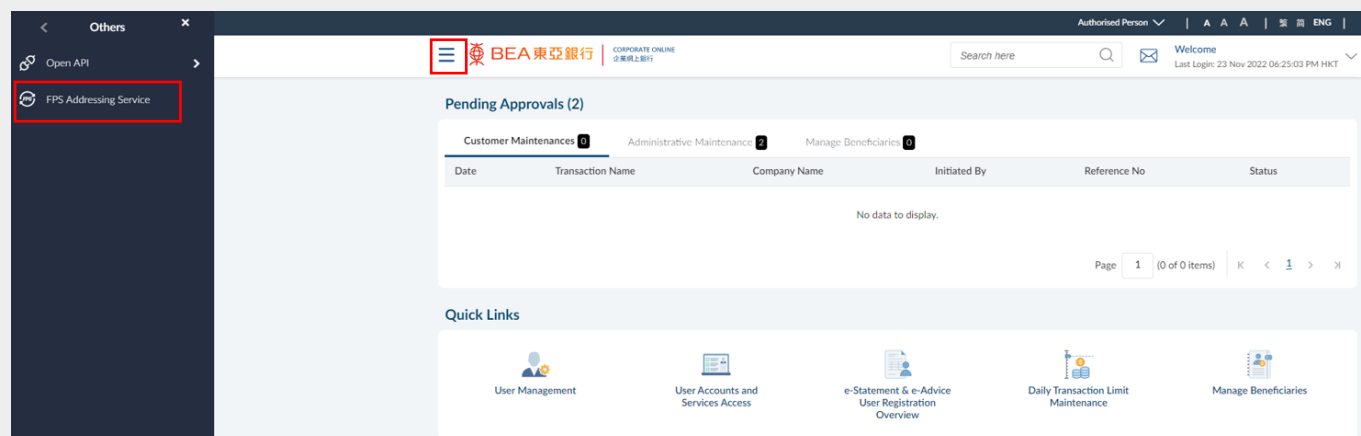


Receive incoming FPS funds in your designated BEA account by activating the FPS Addressing Service. The account's System Administrator, and Authorised Person are able to set up FPS Addressing Service, and they can set up the proxy ID with:

- Mobile number
- Email address
- FPS ID (A set of number randomly assigned by FPS service provider)

How to get there

Menu > Others > FPS Addressing Service



The screenshot shows the BEA Corporate Online interface. On the left sidebar, under the 'Others' category, the 'FPS Addressing Service' option is highlighted with a red box. The main content area displays the 'Pending Approvals (2)' section, which includes a table with columns: Date, Transaction Name, Company Name, Initiated By, Reference No, and Status. Below the table, it states 'No data to display.' and shows pagination 'Page 1 (0 of 0 items)'. At the bottom, there is a 'Quick Links' section with icons for User Management, User Accounts and Services Access, e-Statement & e-Advice User Registration Overview, Daily Transaction Limit Maintenance, and Manage Beneficiaries.

**Step
01****Initiate****1. Click on “Activate”.****FPS Addressing Service**

Company Name

Mobile No.Mobile No.
Not ApplicableSet as Default Bank
Not ApplicableStatus
Not Yet Activated**Email Address**Email Address
Not ApplicableSet as Default Bank
Not ApplicableStatus
Not Yet Activated**FPS Id**FPS Id
Not ApplicableStatus
Not Yet Activated**Notifications**

BEA will send transaction notification to your email address

Email Address

NOTES

1. After you initiate an activation/edit /termination/reactivation instruction ,the result will be send to you by SMS and /or email.
2. In case the Mobile Number/Email Address is registered by another Company in BEA, please terminate the Mobile Number/Email Address by using Termination option. After the termination, revisit to this page to activate the Mobile Number/Email Address for your company.
3. Please revisit this page to enquire the terminated or activated Mobile Number/Email Address/FPS ID after the termination or activation.

Activate[Back](#)

**Step
02****Choose Proxy ID**

1. Select the Proxy ID(s) you would activate.

Activate FPS Addressing Service

Company Name

- ☐ Mobile No. Mobile Number must be as recorded with BEA
- ☐ Email Address Email address must be as recorded with BEA
- ☐ FPS ID

Notifications

BEA will send transaction notification to your email address

Email Address

☐ I/We confirm that I/we have read and understood the FPS Addressing Service Terms and Conditions and agree to be bound by them.**Submit**

Back

**Step
02A**

Activate Mobile No.

1. Under “Mobile No.”, enter the mobile phone number that you registered with our bank.

2. Select “Deposit Account Number”.

3. Select “Yes” under “Set as Default Bank”.

* If your mobile phone number was registered and the FPS default bank was set at another bank, the default bank setting at the other bank will be terminated.

A One Time Password will be sent to your registered mobile phone number for verification.

☒ Mobile No.
 Mobile Number must be as recorded with BEA

Mobile No.
 Please...

Deposit Account Number
 Please select an account number

Set as Default Bank
☒ Yes ☐ No

Step

02B

Activate Email Address

1. Under “Email Address”, enter the email address that you registered with our bank.
2. Select “Deposit Account Number”.
3. Select “Yes” under “Set as Default Bank”.

* If your email address was registered and the FPS default bank was set at another bank, the default bank setting at the other bank will be terminated.

A One Time Password will be sent to your registered email address for verification.

☒ Email Address
 Email address must be as recorded with BEA

Email Address

Deposit Account Number
 Please select an account number

▼

Set as Default Bank
☒ Yes
 ☐ No

**Step
02C**

Activate FPS ID

1. Select “Deposit Account Number”.

Remarks:

FPS ID is a string of numbers generated by the FPS system to link up with your bank account, it will be shown after the set up request is completed.

☒ FPS ID

FPS ID
 Apply an FPS ID from Hong Kong Interbank Clearing Limited

Deposit Account Number
 Please select an account number

**Step
03**

Submit Transaction

1. Read the Terms and Conditions carefully and tick the checkbox to confirm.
2. Click on “Submit”.

Notifications
BEA will send transaction notification to your email address


Email Address

☐ I/We confirm that I/we have read and understood the FPS Addressing Service Terms and Conditions and agree to be bound by them.

Verify

1. Transaction Reference Number will be displayed upon successful submission of the request.
2. The Approve / Reject flow is required to complete the request. For details of the flow, please refer to the Approval Workflow guide.

Activate FPS Addressing Service

 Confirmation

Your Activate FPS Addressing Service request has been sent for approval.

Transaction Reference Number

06114474C34A

Status

Pending Approval

OK

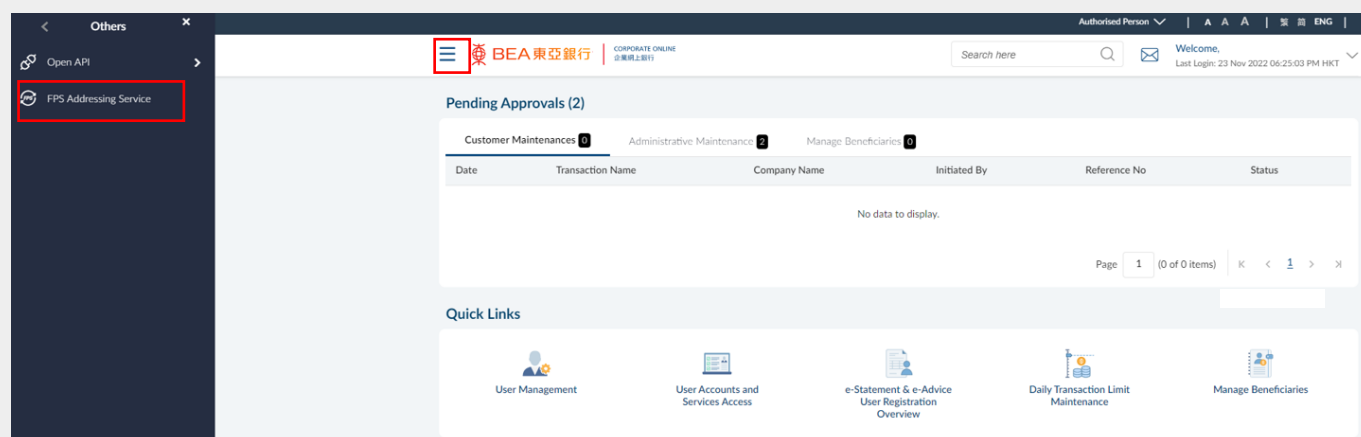
2. FPS Addressing Service – Edit



Update your designated FPS receiving account or stop using BEA as your FPS default bank.

How to get there

Menu > Others > FPS Addressing Service



The screenshot shows the BEA Corporate Online interface. On the left sidebar, under the 'Others' category, the 'FPS Addressing Service' option is highlighted with a red box. The main content area displays the 'Pending Approvals (2)' section, which includes a table with columns: Date, Transaction Name, Company Name, Initiated By, Reference No, and Status. Below the table, it states 'No data to display.' and shows pagination information: Page 1 (0 of 0 items). At the bottom, there is a 'Quick Links' section with icons for User Management, User Accounts and Services Access, e-Statement & e-Advice User Registration Overview, Daily Transaction Limit Maintenance, and Manage Beneficiaries.

Step
01 **Initiate**

1. Click on “Edit”

FPS Addressing Service

Company Name

Mobile No.

Mobile No.
+852-64****07

Deposit Account Number
(CPLUS - SSA)

Set as Default Bank
Yes

Status
Activated

Email Address

Email Address
Not Applicable

Set as Default Bank
Not Applicable

Status
Not Yet Activated

FPS Id

FPS Id

Deposit Account Number
(CPLUS - SSA)

Status
Activated

Notifications BEA will send transaction notification to your email address

Email Address

NOTES

1. After you initiate an activation/edit /termination/reactivation instruction ,the result will be send to you by SMS and /or email.

2. In case the Mobile Number/Email Address is registered by another Company in BEA, please terminate the Mobile Number/Email Address by using termination option. After the termination, revisit to this page to activate the Mobile Number/Email Address for your company.

3. Please revisit this page to enquire the terminated or activated Mobile Number/Email Address/FPS ID after the termination or activation.

Activate

Edit

Terminate

Back

**Step
02****Choose Proxy ID**

1. Select the Proxy ID(s) you would edit.

Edit FPS Addressing Service

Company Name

☐ Mobile No.☐ FPS ID

Notifications

BEA will send transaction notification to your email address

Email Address

Please note the following on default settings:

1. If you have activated the FPS Addressing Service through more than one bank/stored-value facility, you must select one bank/stored-value facility as your default deposit account for receiving money.
2. Your setting update result will be sent to you via SMS and/or email.
3. If you would like to set another bank/stored-value facility as your default deposit account, please update the setting through the corresponding bank/stored-value facility.

Submit

Back

Cancel

**Step
03**

Update Proxy ID

1. Select “Deposit Account Number”.
2. Select “No” under “Set as Default Bank” if you are not going to use BEA as FPS default bank.

(Not applicable for FPS ID)

☒ **Mobile No.**

Mobile No.
+852-64****07

Company Name

Deposit Account Number
(CPLUS - SSA)

View Account Balance

Set as Default Bank
☒ Yes ☐ No

☒ **Email Address**

Email Address
hui***@hkbea.com

Company Name

Deposit Account Number
(CPLUS - SSA)

View Account Balance

Set as Default Bank
☒ Yes ☐ No

☒ **FPS ID**

FPS ID

Company Name

Deposit Account Number
(CPLUS - SSA)

View Account Balance

Step
04

Submit Transaction

1. Click on “Submit”.

Notifications

BEA will send transaction notification to your email address

Email Address

Please note the following on default settings:

1. If you have activated the FPS Addressing Service through more than one other bank/stored-value facility, you must select one bank/stored-value facility as your default deposit account for receiving money.
2. Your setting update result will be sent to you via SMS and/or email.
3. If you would like to set another bank/stored-value facility as your default deposit account, please update the setting through the corresponding bank/stored-value facility.

Submit

Back

Cancel

Step
05

Verify

1. Review your request and click on “Confirm”.

Edit FPS Addressing Service

Review

You initiated a request for FPS Addressing Service Edit. Please review details before you confirm!

Company Name

Email Address

Email Address

hul***@hkbea.com

Deposit Account Number

(PLUS - SSA)

Set as Default Bank

No

FPS ID

FPS ID

Deposit Account Number

(PLUS - HKD CUR A/C)

Notifications

BEA will send transaction notification to your email address

Email Address

Please note the following on default settings:

1. If you have activated the FPS Addressing Service through more than one other bank/stored-value facility, you must select one bank/stored-value facility as your default deposit account for receiving money.
2. Your setting update result will be sent to you via SMS and/or email.
3. If you would like to set another bank/stored-value facility as your default deposit account, please update the setting through the corresponding bank/stored-value facility.

Confirm


Cancel

Back

**Step
06****Successful Submission**

1. Transaction Reference Number will be displayed upon successful submission of the request.
2. The Approve / Reject flow is required to complete the request. For details of the flow, please refer to the Approval Workflow guide.

Edit FPS Addressing Service

 **Confirmation**

Your Edit FPS Addressing Service request has been sent for approval.

Transaction Reference Number
0611FD524A3C

Status
Pending Approval

OK

3. FPS Addressing Service – Terminate

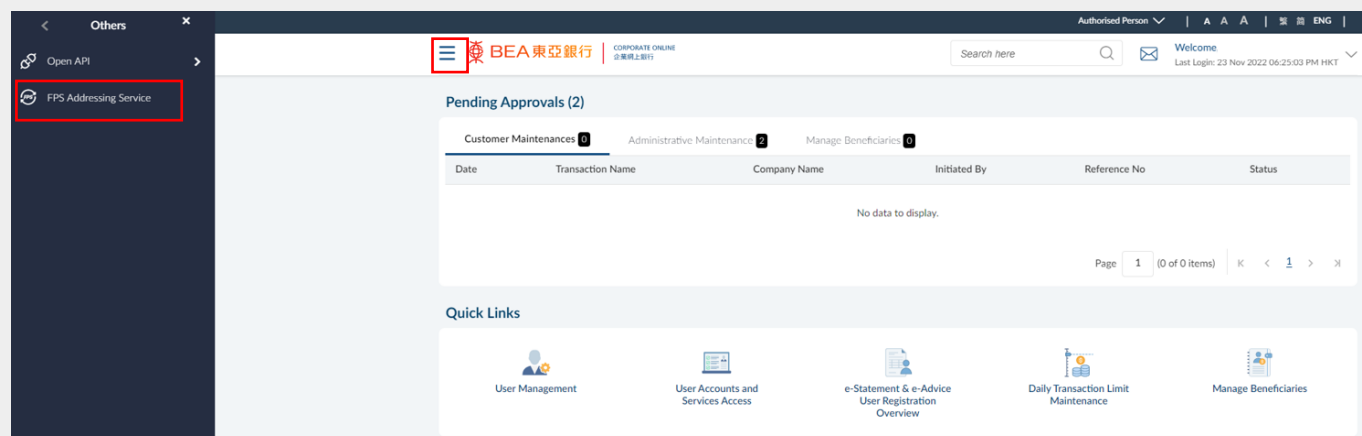


Terminate the FPS Proxy IDs that you registered with BEA.

How to get there



Menu > Others > FPS Addressing Service



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Step

01

Initiate

1. Click on “Terminate”.

FPS Addressing Service

Company Name

Mobile No.

Mobile No.
+852-64****07

Deposit Account Number
(CPLUS - SSA)

Set as Default Bank
Yes

Status
Activated

Email Address

Email Address
Not Applicable

Set as Default Bank
Not Applicable

Status
Not Yet Activated

FPS Id

FPS Id

Deposit Account Number
(CPLUS - SSA)

Status
Activated

Notifications BEA will send transaction notification to your email address

Email Address

NOTES

1. After you initiate an activation/ids /termination/reactivation instruction, the result will be send to you by SMS and /or email.

2. In case the Mobile Number/Email Address is registered by another Company to BEA, please terminate the Mobile Number/Email Address by using 'termination' option. After the termination, revisit to this page to activate the Mobile Number/Email Address for your company.

3. Please revisit this page to inquire the terminated or activated Mobile Number/Email Address/FPS ID after the termination or activation.

Activate

Edit

Terminate

Back

**Step
02**

Choose Proxy ID

1. Select the Proxy ID(s) you would terminate.
2. Click on "Submit".

Remarks:

You can re-activate and reuse the same FPS ID within 2 months. After 2 months, you will be assigned a new FPS ID upon registration. Details please refer to section 4.

For mobile number and email address, you can re-activate anytime.

Terminate FPS Addressing Service

Company Name

☐ Mobile No.

Mobile No.
+852-64****07

Deposit Account Number
(CPLUS - SSA)

Set as Default Bank
Yes

☐ Email Address

Email Address
hui***@hkbea.com

Deposit Account Number
(CPLUS - SSA)

Set as Default Bank
Yes

☐ FPS ID

FPS ID

Deposit Account Number
(CPLUS - SSA)

Notification

Bea will send transaction notification to your Email address

Email Address

You can reactivate your FPS ID within two months.

Submit

Cancel

Back

Step 03 Verify

1. Review your request and click on “Confirm”.

Terminate FPS Addressing Service

1

Review

You initiated a request for FPS Addressing Service Terminate. Please review details before you confirm!

Company Name

Email Address

huai****@habea.com

Deposit Account Number

(CPLUS - SSA)

Set as Default Bank

Yes

FPS ID

FPS ID

Deposit Account Number

(CPLUS - SSA)

Notifications

Bea will send transaction notification to your Email address

Email Address

You can reactivate your FPS ID within two months.

Confirm

Cancel

Back

Step 04 Successful Submission

1. Transaction Reference Number will be displayed upon successful submission of the request.
2. The Approve / Reject flow is required to complete the request. For details of the flow, please refer to the Approval Workflow guide.

Terminate FPS Addressing Service

Confirmation

Your Terminate FPS Addressing Service request has been sent for approval.

Transaction Reference Number

061161363307

Status

Pending Approval

OK

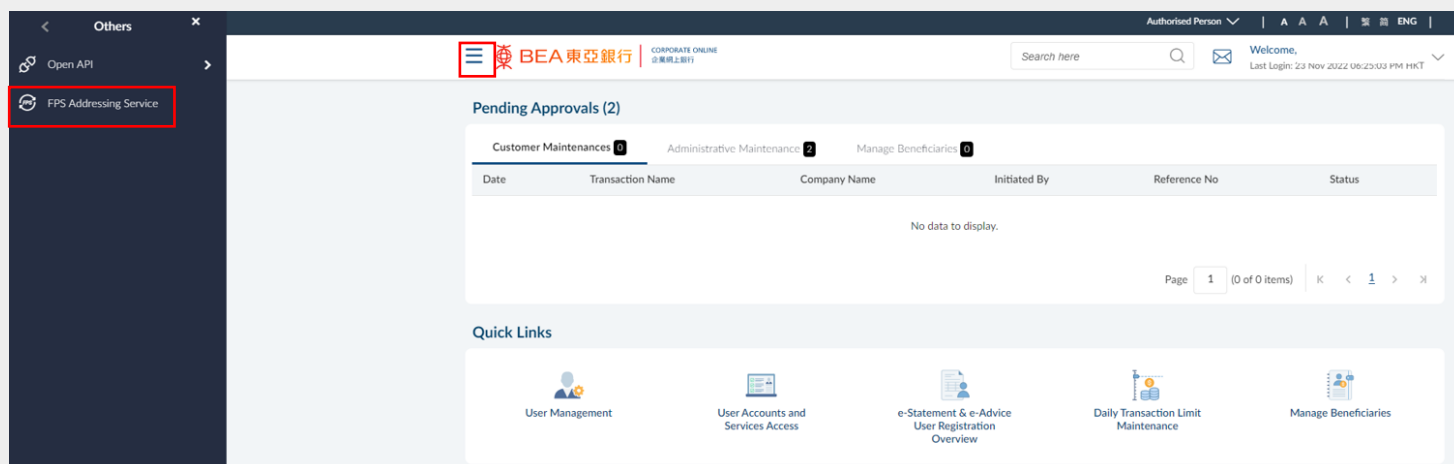
4. FPS Addressing Service – Re-Activate



After termination, you can only re-activate the FPS ID previously registered with BEA. This must be completed within two months.

How to get there

Menu > Others > FPS Addressing Service



The screenshot shows the BEA Corporate Online interface. On the left sidebar, under the 'Others' category, the 'FPS Addressing Service' option is highlighted with a red box. The main content area displays the 'Pending Approvals (2)' section, which includes a table with columns: Date, Transaction Name, Company Name, Initiated By, Reference No, and Status. Below the table, it states 'No data to display.' and shows pagination information: Page 1 (0 of 0 items). At the bottom, there is a 'Quick Links' section with five icons: User Management, User Accounts and Services Access, e-Statement & e-Advice User Registration Overview, Daily Transaction Limit Maintenance, and Manage Beneficiaries.

Step

01

Initiate

1. Click on “Re-Activate”.

FPS Addressing Service

Company Name

Mobile No.

Mobile No.

+852-64****07

Deposit Account Number

(CPLUS - SSA)

Set as Default Bank

Yes

Status

Activated

Email Address

Email Address

Not Applicable

Set as Default Bank

Not Applicable

Status

Not Yet Activated

FPS Id

FPS Id

Deposit Account Number

(CPLUS - SSA)

Status

Terminated

Notifications

BEA will send transaction notification to your email address

Email Address

NOTES

1. After you initiate an activation/edit /termination/reactivation instruction, the result will be send to you by SMS and /or email.
2. An FPS ID can only be reactivated within 2 months after being terminated
3. In case the Mobile Number/Email Address is registered by another Company in BEA, please terminate the Mobile Number/Email Address by using Termination option. After the termination, revisit to this page to activate the Mobile Number/Email Address for your company.
4. Please revisit this page to enquire the terminated or activated Mobile Number/Email Address/FPS ID after the termination or activation.

Activate

Edit

Terminate

Re-Activate

Back

Choose Proxy ID

1. Select "FPS ID".
2. Select "Deposit Account Number".
3. Click on "Submit".

Reactivate FPS Addressing Service

Company Name

☒ FPS ID

FPS ID

Company Name

Deposit Account Number

(CPLUS - SSA)

View Account Balance

Notifications

BEA will send transaction notification to your email address

Email Address

Please note the following on default settings:

1. If you have activated the FPS Addressing Service through more than one other bank/stored-value facility, you must select one bank/stored-value facility as your default deposit account for receiving money.
2. Your setting update result will be sent to you via SMS and/or email.
3. If you would like to set another bank/stored-value facility as your default deposit account, please update the setting through the corresponding bank/stored-value facility.

Submit

Back

Cancel

Verify

1. Review your request and click on “Confirm”.

Reactivate FPS Addressing Service

Review

You initiated a request for FPS Addressing Service Reactivate. Please review details before you confirm!

Company Name

FPS ID

FPS ID

Deposit Account Number
(CPLUS - SSA)

Notifications

Email Address

Please note the following on default settings:

1. If you have activated the FPS Addressing Service through more than one other bank/stored-value facility, you must select one bank/stored-value facility as your default deposit account for receiving money.

2. Your setting update result will be sent to you via SMS and/or email.

3. If you would like to set another bank/stored-value facility as your default deposit account, please update the setting through the corresponding bank/stored-value facility.

Confirm


Cancel

Back

**Step
04****Successful Submission**

1. Transaction Reference Number will be displayed upon successful submission of the request.
2. The Approve / Reject flow is required to complete the request. For details of the flow, please refer to the Approval Workflow guide.

Reactivate FPS Addressing Service

 **Confirmation**
Your Reactivate FPS Addressing Service request has been sent for approval.

Transaction Reference Number
06115C1D06F8

Status
Pending Approval

OK