

# 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

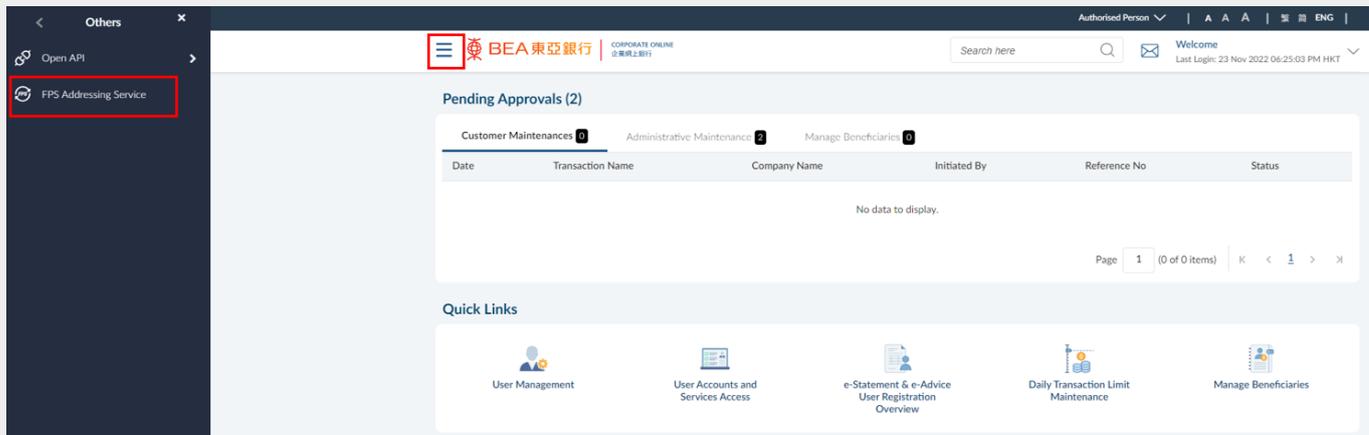


Receive incoming FPS funds in your designated BEA account by activating the FPS Addressing Service. The account's System Administrator, and Authorised Person are able to set up FPS Addressing Service, and they can set up the proxy ID with:

- 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 rectangular box. The main content area displays a 'Pending Approvals (2)' section with a table that currently has no data. Below this 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. The top navigation bar includes the BEA logo, search bar, and user information.

Step  
01

## Initiate

1. Click on “Activate”.

### FPS Addressing Service

Company Name

---

**Mobile No.**

Mobile No.  
Not Applicable

Set as Default Bank  
Not Applicable

Status  
Not Yet Activated

**Email Address**

Email Address  
Not Applicable

Set as Default Bank  
Not Applicable

Status  
Not Yet Activated

**FPS Id**

FPS Id  
Not Applicable

Status  
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

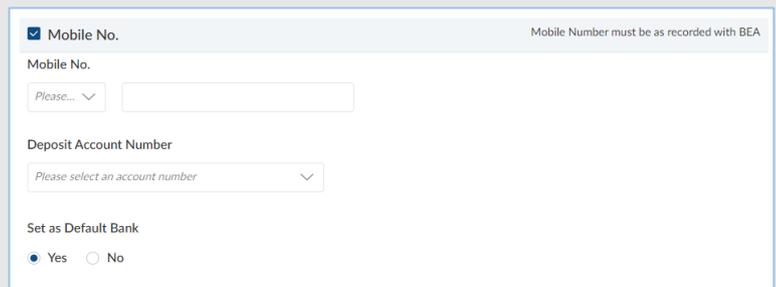
Back

**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.



The screenshot shows a form titled "Mobile No." with a sub-header "Mobile Number must be as recorded with BEA". The form contains the following fields and options:

- Mobile No.:** A dropdown menu with "Please..." and a text input field.
- Deposit Account Number:** A dropdown menu with "Please select an account number".
- Set as Default Bank:** Radio buttons for "Yes" (selected) and "No".

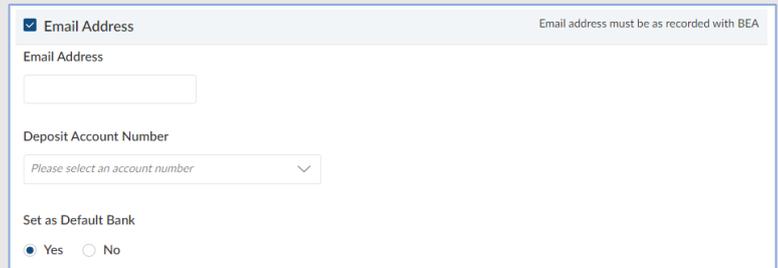
Step  
02B

## 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.



The screenshot shows a form titled "Email Address" with a sub-header "Email address must be as recorded with BEA". The form contains the following fields and options:

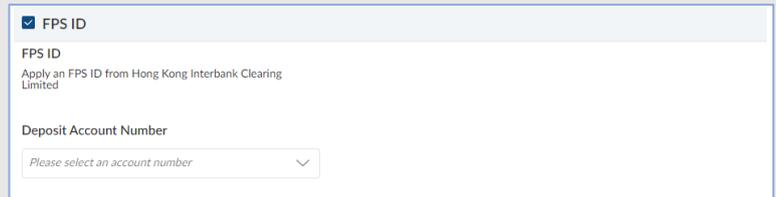
- Email Address:** A text input field.
- Deposit Account Number:** A dropdown menu with the placeholder text "Please select an account number".
- Set as Default Bank:** Radio buttons for "Yes" (selected) and "No".

**Step  
02C****Activate FPS ID**

1. Select “Deposit Account Number”.

**Remarks:**

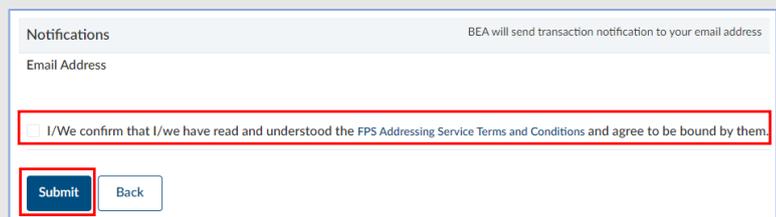
FPS ID is a string of numbers generated by the FPS system to link up with your bank account, it will be shown after the set up request is completed.



The screenshot shows a web form for activating an FPS ID. At the top, there is a checked checkbox labeled "FPS ID". Below it, the text "FPS ID" is followed by "Apply an FPS ID from Hong Kong Interbank Clearing Limited". A dropdown menu labeled "Deposit Account Number" is shown with the placeholder text "Please select an account number".

**Step  
03****Submit Transaction**

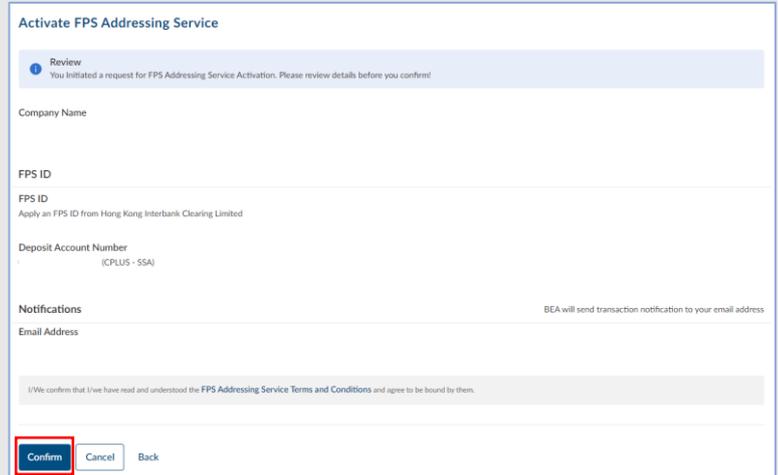
1. Read the Terms and Conditions carefully and tick the checkbox to confirm.
2. Click on “Submit”.



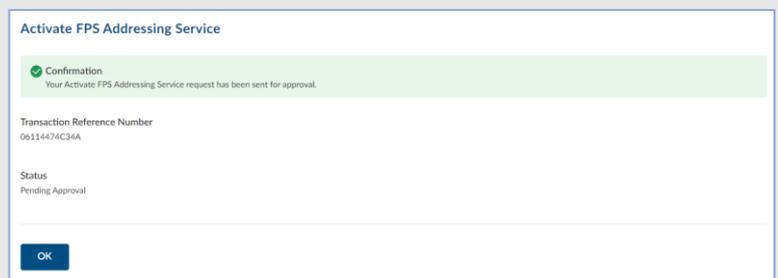
The screenshot shows a web form for submitting a transaction. It includes a "Notifications" section with the text "BEA will send transaction notification to your email address". Below this is an "Email Address" input field. A red box highlights a checkbox with the text "I/We confirm that I/we have read and understood the FPS Addressing Service Terms and Conditions and agree to be bound by them.". At the bottom, there are two buttons: "Submit" and "Back".

**Step  
04  
Verify**

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

**Step  
05  
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.



## 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 a 'Pending Approvals (2)' section with a table that currently has no data. Below this 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. The top navigation bar includes the BEA logo, search bar, and user information.

Step  
01 Initiate

1. Click on “Edit”

FPS Addressing Service	
Company Name	
<b>Mobile No.</b>	
Mobile No.	+852 64****07
Deposit Account Number <small>(CPLUS - SSA)</small>	
Set as Default Bank	Yes
Status	Activated
<b>Email Address</b>	
Email Address	Not Applicable
Set as Default Bank	Not Applicable
Status	Not Yet Activated
<b>FPS Id</b>	
FPS Id	
Deposit Account Number <small>(CPLUS - SSA)</small>	
Status	Activated
<b>Notifications</b>	BEA will send transaction notification to your email address
Email Address	
<b>NOTES</b>	
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 require the terminated or activated Mobile Number/Email Address/FPS ID after the termination or activation.	
<a href="#">Activate</a>	<a href="#">Edit</a>
<a href="#">Terminate</a>	<a href="#">Back</a>

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 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.

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\*\*\*@hkba.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

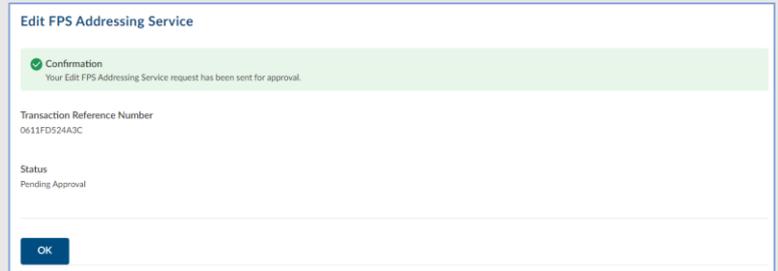
Please note the following on default settings:

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

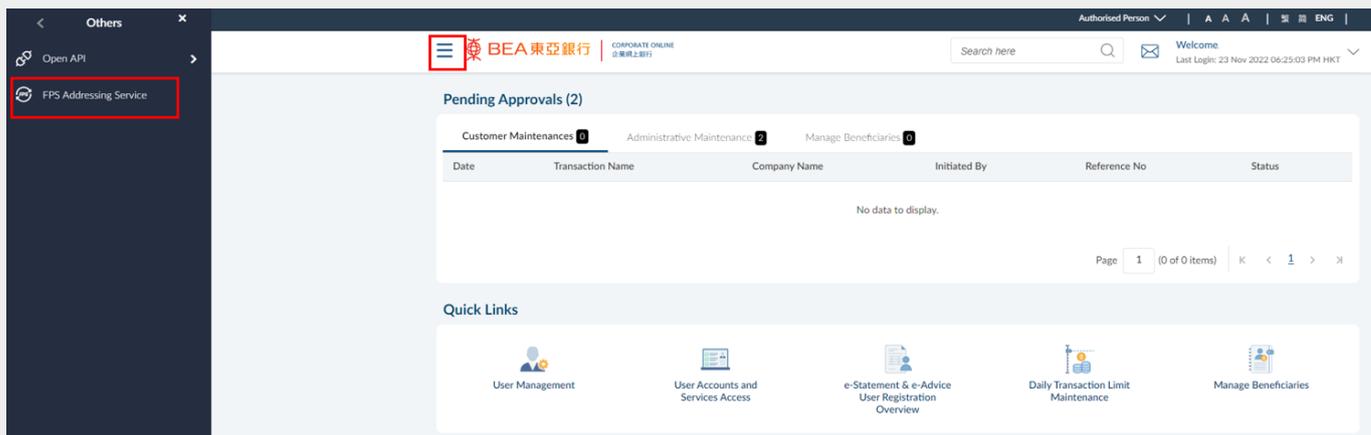


Terminate the FPS Proxy IDs that you registered with BEA.

#### How to get there



Menu > Others > FPS Addressing Service



The screenshot shows the BEA Corporate Online interface. On the left sidebar, under the 'Others' category, the 'FPS Addressing Service' menu item is highlighted with a red box. The main content area displays 'Pending Approvals (2)' with sub-sections for 'Customer Maintenances 0', 'Administrative Maintenance 2', and 'Manage Beneficiaries 0'. Below this is a table with columns: Date, Transaction Name, Company Name, Initiated By, Reference No, and Status. The table is currently empty, showing 'No data to display.' and a pagination control for '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 “Terminate”.

FPS Addressing Service			
Company Name			
<b>Mobile No.</b>			
Mobile No.	+852-64****07		
Deposit Account Number	(CPLUS - SSA)		
Set as Default Bank	Yes		
Status	Activated		
<b>Email Address</b>			
Email Address	Not Applicable		
Set as Default Bank	Not Applicable		
Status	Not Yet Activated		
<b>FPS Id</b>			
FPS Id			
Deposit Account Number	(CPLUS - SSA)		
Status	Activated		
<b>Notifications</b>	BEA will send transaction notification to your email address		
Email Address			
<b>NOTES</b>			
1. After you initiate an activation/edl /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 inquire the terminated or activated Mobile Number/Email Address/FPS ID after the termination or activation.			
<a href="#">Activate</a>	<a href="#">Edit</a>	<a href="#">Terminate</a>	<a href="#">Back</a>

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

Deposite Account Number  
(CPLUS - SSA)

Set as Default Bank  
Yes

---

Email Address

Email Address  
hui\*\*\*@hkbea.com

Deposite Account Number  
(CPLUS - SSA)

Set as Default Bank  
Yes

---

FPS ID

FPS ID

Deposite 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.

Step  
**03** Verify

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

**Terminate FPS Addressing Service**

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

Company Name

---

Email Address

Email Address  
hu\*\*\*\*@bba.com

---

Deposit Account Number  
(PLUS - SSA)

---

Set as Default Bank  
Yes

---

FPS ID

FPS ID

---

Deposit Account Number  
(PLUS - SSA)

---

Notifications Bba 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  
051161363007

---

Status  
Pending Approval

---

OK

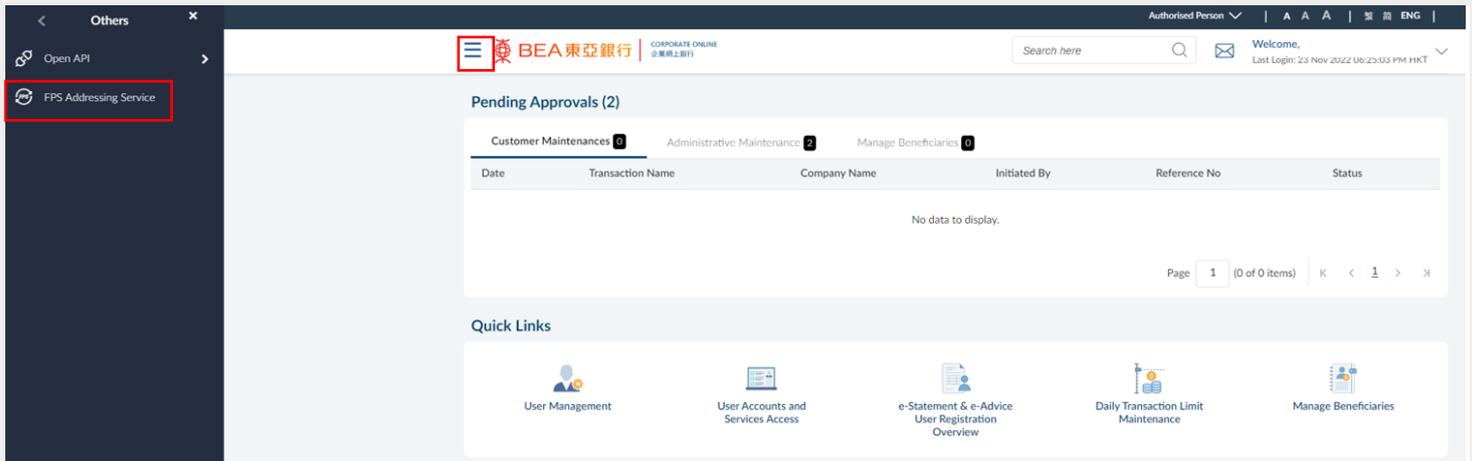
## 4. FPS Addressing Service – Re-Activate



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, a dark sidebar contains the 'Others' menu with 'FPS Addressing Service' highlighted in a red box. The main content area displays the BEA logo and navigation options. Below the header, there are sections for 'Pending Approvals (2)' with sub-sections for 'Customer Maintenances 0', 'Administrative Maintenance 2', and 'Manage Beneficiaries 0'. A table with columns 'Date', 'Transaction Name', 'Company Name', 'Initiated By', 'Reference No', and 'Status' is shown, but it contains no data. Below this 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 engage the terminated or activated Mobile Number/Email Address/FPS ID after the termination or activation.

[Activate](#) [Edit](#) [Terminate](#) [Re-Activate](#) [Back](#)

Step  
02

## 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.

Step  
03

## 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 BEA will send transaction notification to your email address

Email Address

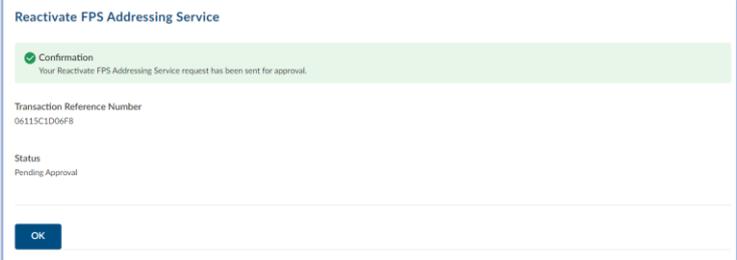
---

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.

**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.



The screenshot shows a confirmation message for the 'Reactivate FPS Addressing Service'. It includes a green confirmation bar with a checkmark icon and the text: 'Confirmation: Your Reactivate FPS Addressing Service request has been sent for approval.' Below this, the 'Transaction Reference Number' is listed as '06115C1D06F8'. The 'Status' is 'Pending Approval'. At the bottom, there is a blue 'OK' button.