

BEA Corporate Online

Administrative Transaction: User Creation and Maintenance

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. User management – User Profile Overview



How to get there


- a. Menu > Getting Started > User Settings > User Management; or
- b. Main Dashboard > Quick Search > Type “User Management”; or
- c. Main Dashboard > Quick Links > User Management

The Authorised Person(s) (“AP”) or System Administrator (“SYSADM”) can create and manage user profiles, including update contact information, revoke online banking access, as well as suspend or reactivate user status on BEA Corporate Online (“BCO”).


However, APs cannot create or manage their own or other AP profiles and revoke online banking access, excepting suspend other AP’s user status on BCO. If you wish to create or manage an AP profile, please download the [“Change of Related Information under BEA Corporate Online”](#) form and submit to your relationship manager or any of our Business Centres.



For change of registered Account Mobile Phone Number of Authorised Person for online authentication related to BEA Corporate Online, please submit the [GF463](#) “Notification For Change of Customer Information and/or Address for Corporate Customers”.

Suspend, Reactivate and Revoke a User

 BEA 東亞銀行

CORPORATE ONLINE
企業網上銀行


Search here 

 22 

Welcome,
Last Login: 24 Jul 2023 15:49:00 HKT

User Management



Username


More Search Options 

Search

Clear

Search Results



Full Name	Username	Signer/Authorised Person	User Status	Online Banking Access
		Authorised Person	Normal 	Granted 



User Management

You can use this function to get users started on BEA Corporate Online and manage their profiles. You can also suspend or resume their user status and revoke their online banking access.

Create

Field Name	Description
Signer/Authorised Person	<ul style="list-style-type: none"> • Authorised Persons have signing rights for administrative and non-administrative transactions. • Signers have signing rights for non-administrative transactions only. • Users and SYSADM do not have any signing rights.
User Status	<ul style="list-style-type: none"> • Suspended – Users cannot access the BEA Corporate Online temporarily. • Normal – Users can access the BEA Corporate Online as per normal. <p>Click on the “” icon to change the user’s status.</p>
Online Banking Access	<ul style="list-style-type: none"> • Granted – Only users with access granted will be displayed. <p>Click on the “” icon to revoke Online Banking Access to users permanently. Once revoked, the user will be removed from the user list. This function is disabled for Authorised Persons.</p>

2. User management – Edit User Profile

Step

01

User Profile – Details

1. Click User Management under Quick Links
2. Click the Username to view the user profile details

The screenshot displays the BEA Corporate Online interface. The top navigation bar includes the BEA logo, the text 'CORPORATE ONLINE 企業網上銀行', a search bar, and a welcome message with the last login time. The main content area is divided into sections: 'Home' with 'Pending Approvals (0)', 'Administrative Maintenance', 'e-Statement & e-Advice', and 'Manage Beneficiaries'. Below these 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'. The 'User Management' icon is highlighted with a red box. Below the 'Quick Links' section, the 'User Management' page is shown. It features a 'Username' search field, a 'More Search Options' dropdown, and 'Search' and 'Clear' buttons. The 'Search Results' table lists two users with usernames '656' and '656', both with 'Normal' status and 'Granted' online banking access. The '656' username in the first row is highlighted with a red box. A 'Create' button is visible on the right side of the page.

Full Name	Username	Signer/Authorised Person	User Status	Online Banking Access
	656	Signer	Normal	Granted
	656	Authorised Person	Normal	Granted

Step
02User Profile – View
Details

1. The Contact Information will be masked before clicking “Edit” and passing the OTP Verification.

The screenshot displays the 'User Management' page in the BEA Corporate Online system. The page is divided into several sections: Personal Information, Contact Information, User Authorities and User Roles, Login PIN Information, and Signer PIN Information. The 'Edit' button at the bottom left is highlighted with a red box.

User Management	
Personal Information	
Username	test
Title	Mr.
Full Name	MAI
Contact Information	
Email Address	mak***@hkbea.com
Mobile Number	+852-67****91
User Authorities and User Roles	
User Authority	Initiator
User Roles	<input type="checkbox"/> System Administrator <input checked="" type="checkbox"/> Maker
Login PIN Information	
Login PIN	Y
Signer PIN Information	
Signer PIN	N

Buttons: **Edit** (highlighted), Cancel, Back

Field Name	Description
User Authority	<ul style="list-style-type: none"> • Users in a User Authority will be assigned certain rights to approve or initiate transactions. • A user can be assigned with multiple user authorities. • The user authorities include: <ul style="list-style-type: none"> ○ AP (User Roles selected Authorised Person) ○ SYSADM (User Roles selected System Administrator) ○ AP & SYSADM (User Roles selected Authorised Person or System Administrator) ○ All Signers (User Roles selected Approver) ○ Signer A ○ Signer B ○ Signer C ○ Initiator (Default for all users)

User Roles	<ul style="list-style-type: none"> Users with one or multiple user roles can access certain functions[^]. The actual functions applicable to the users are further defined in the “User Accounts and Services Access” section. The user roles are: <ul style="list-style-type: none"> Authorised Person System Administrator Approver Maker
Login PIN	“Y” shows that the user has a “Login PIN”. All users should be “Y”.
Signer PIN	“Y” shows that the user has a “Signer PIN”. Only users with signing rights should be “Y”.

[^] Functions available to each user role are as follows:

User Role	Transactions
Authorised Person	All Administrative Transactions
System Administrator	<p>*Administrative High Risk Transactions</p> <ul style="list-style-type: none"> User Management User Accounts and Services Access Open API Service Manage Beneficiaries E-Statement and e-Advice Settings Increase Daily Transaction Limit <p>*Administrative Low Risk Transactions</p> <ul style="list-style-type: none"> View Company Profile View Company Accounts and Services Access Decrease Daily Transaction Limit Alert Subscription FPS Addressing Service
Approver	All Non-Administrative Transactions
Maker	<ul style="list-style-type: none"> Fund Transfer Cheque E-statement/E-advice Services Time Deposit

Step
03

OTP Verification

1. Click on “Edit” on the user profile details page. ([How to get to User Profile Details?](#))
2. An OTP will be sent to your registered mobile number. Input the Verification Code under the OTP section.
3. Click on “Submit” to continue.

OTP

Please enter the one-time password (OTP) sent to your mobile number.

Verification Code

Resend OTP

This OTP expires in 82 seconds.

Reference Number

3975103

Submit Cancel

Step
04

Edit

1. Edit the user details.*
2. Click on “Save” to continue.

* One-Time Password (OTP) verification may be required during the login process, kindly **provide a valid mobile number** to receive the OTP in order to complete the login process.

BEA 東亞銀行 CORPORATE ONLINE (USER ID: 1001)

Search here

Welcome,
Last Login: 07 Jun 2024 17:18:02 HKT

User Management

Personal Information

Username

Title

Full Name

Contact Information

Email Address

Mobile Number

User Authority and User Roles

User Authority

User Roles ☐ System Administrator ☒ Maker

Login PIN Information

Login PIN ☒ Y

Signer PIN Information

Signer PIN ☐ N

Save Cancel Back

Step
05 Verify

1. Verify the user details.
2. Click on “Confirm” to continue.

User Management

Review
You initiated a request for updating the user. Please review details before you confirm.

Personal Information

Username
testmaker

Title
Mr.

Full Name
MAKER TEST

Contact Information

Email Address
jhhkbea.com

Mobile Number
852 - 67

User Authority and User Roles

User Authority
Initiator

User Roles
☐ System Administrator ☒ Maker

Login PIN Information

Login PIN
Y

Signer PIN Information

Signer PIN
N

The contact information will be masked during the approval of the instruction. Please be reminded to review the updated information in "User Management".

Confirm Cancel Back

3. If the change is made by Authorised Person under Single Authorisation, an OTP will be sent to your registered mobile number.
4. Input the Verification Code under the OTP section.
5. Enter “Signer PIN”.
6. Click on “Submit” to continue.

Verification

Please enter the one-time password (OTP) sent to your mobile number

Reference Number
5636077

OTP

Resend OTP
This OTP expires in 74 seconds.

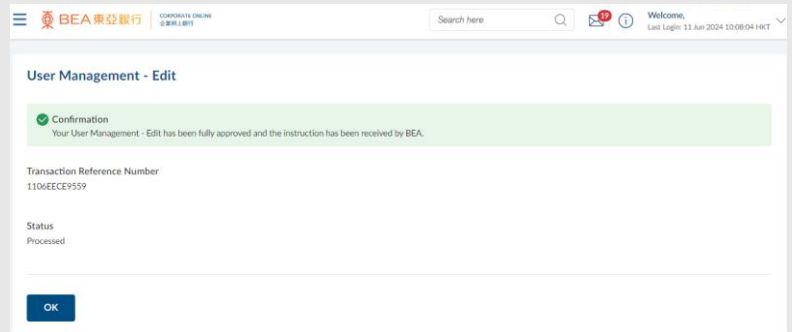
Signer PIN

Submit Cancel

Step
06

Successful Submission

1. Transaction Reference Number will be display upon successful submission of the request.
2. If the change is made by System administrator, or Authorised Person under Dual-Control Authorisation, the Approve / Reject flow is required to complete the request. For details of the flow, please refer to the Approval Workflow guide.



3. User management – User Creation

If you wish to create users with Signer PIN (Authorised Person or Approver):

Please download the “[Change of Related Information under BEA Corporate Online](#)” form and submit to your relationship manager or any of our Business Centres.

If you wish to create a Maker or System administrator:

1. Please ensure you have received PIN Mailer(s) from the Bank. If you have not, please download the “[Change of Related Information under BEA Corporate Online](#)”, input the additional number of login PIN required for Normal User in P.10, and submit to your relationship manager or any of our Business Centres.
2. If you have received the PIN, please refer to the following steps:

Step 1a

Create User - Maker

1. Click on “Create”.
2. Enter / Select the user’s personal information, contact information* and login information. Please note that only English and / or number and symbol input is allowed in “Username”.
3. Select “Maker” in User Roles; There is no need to select User Authority if the created user is Maker.
4. Select PIN I.D. in Login PIN. You may find your PIN I.D. in your PIN Acknowledgement letter.
5. Click on “Save” to continue.

The screenshot displays the 'User Management' section of the BEA Corporate Online system. At the top, there is a search bar and a 'Welcome' message. Below this, a 'User Management' table lists existing users, with a 'Create' button highlighted in a red box. The 'Create User' form is shown below the table, with several fields highlighted in red boxes to indicate required information:

- Username:** Demouser1
- Identification Document Type:** Hong Kong Identity Card
- Issuing Country/Region:** Hong Kong
- ID No.:** F92
- Title:** Mr.
- Full Name:** Chan Tai Man
- Contact Information:**
 - Email Address:** tan123@gmail.com
 - Mobile Number:** 852 12345678
- User Authority and User Roles:**
 - User Authority:** (Empty field)
 - User Roles:** ☐ System Administrator, ☒ Maker
- Login PIN Information:**
 - Login PIN:** U10
 - Current PIN Status:** Being Reset
 - Current Hold Status:** Unhold
 - Current Hold Reason:** NIL

At the bottom of the form, there are three buttons: 'Save' (highlighted in a red box), 'Cancel', and 'Back'.

Step
1b

Create User – System Administrator

1. Click on “Create”.
2. Enter / Select the user’s personal information, contact information* and login information. Please note that only English and / or number and symbol input is allowed in “Username”.
3. Select “System Administrator” in User Roles; Select “SYSADM” and “AP & SYSADM” in User Authority.
4. Select PIN I.D. in Login PIN. You may find your PIN I.D. in your PIN Acknowledgement letter.
5. Click on “Save” to continue.

* One-Time Password (OTP) verification may be required during the login process, kindly **provide a valid mobile number** to receive the OTP in order to complete the login process.

The screenshot displays the BEA Corporate Online User Management interface. At the top, there is a navigation bar with the BEA logo and 'CORPORATE ONLINE' text. A search bar and a user profile section (Welcome, Last Login: 24 Jul 2023 15:49:00 HH) are also present.

The main section is titled 'User Management'. It includes a search bar with 'Username' as the input field and a 'Search' button. Below the search bar is a table with columns: Full Name, Username, Signer/Authorised Person, User Status, and Online Banking Access. The table contains one row with values: UAT, Authorised Person, Normal, and Granted. A 'Create' button is highlighted with a red box in the bottom right corner of this section.

Below the table is the 'Create User' form. It is divided into several sections:

- Personal Information:** Includes fields for Username (Demouser1), Identification Document Type (Hong Kong Identity Card), Issuing Country/Region (Hong Kong), ID No. (F921C), Title (Mr.), and Full Name (Chan Tai Man). A 'Check Availability' button is next to the Username field.
- Contact Information:** Includes Email Address (man123@gmail.com) and Mobile Number (852 12345678).
- User Authority and User Roles:** Includes a 'User Authority' section with 'SYSADM' and 'AP & SYSADM' selected (highlighted with a red box). Below this, a note states: 'The authority, "Initiator", will be assigned to all user by default.' The 'User Roles' section has 'System Administrator' selected (highlighted with a red box) and 'Maker' unselected.
- Login PIN Information:** Includes a 'Login PIN' dropdown menu with 'U10' selected (highlighted with a red box). Below this are fields for 'Current PIN Status' (Being Reset), 'Current Hold Status' (Unhold), and 'Current Hold Reason' (NIL).

At the bottom of the form, there are three buttons: 'Save' (highlighted with a red box), 'Cancel', and 'Back'.

Field Name	Description
Check Availability	This button helps you validate the Username entered. Every Username in your BCO account should be unique.
User Authority	<ul style="list-style-type: none"> • Users in a User Authority will be assigned certain rights to approve administrative or non-administrative transactions or initiate transactions. • A user can be assigned with multiple user authorities. • The user authorities include: <ul style="list-style-type: none"> ○ System Administrator (SYSADM) ○ Authorised Person & System Administrator (AP & SYSADM) ○ Initiator (Default for all users) <p>*Select “SYSADM” and “AP & SYSADM” if the created user is System Administrator; no need to select User Authority if the created user is maker.</p>
User Roles	<ul style="list-style-type: none"> • Users with one or multiple user roles will be assigned certain functions[^]. The actual functions applicable to the users are further defined in the “User Accounts and Services Access” section. • The user roles are: <ul style="list-style-type: none"> ○ System Administrator ○ Maker
Login PIN	All the available PIN ID(s) assigned by the Bank

Step
02 Verify

1. Verify the user details.
2. Click on “Confirm” to continue.

3. If the creation is made by Authorised Person under Single Authorisation, an OTP will be sent to your registered mobile number.
4. Input the Verification Code under the OTP section.
5. Enter “Signer PIN”.
6. Click on “Submit” to continue.

User Management

Review
You initiated a request to manage users. Please review the details before you proceed.

Personal Information

Username	Demouser1
Identification Document Type	Hong Kong Identity Card
Issuing Country/Region	Hong Kong
ID No.	F921
Title	Mr.
Full Name	Chan Tai Man

Contact Information

Email Address	sn123@gmail.com
Mobile Number	852 - 12345678

User Authority and User Roles

User Authority

The authority, "Initiator", will be assigned to all user by default.

User Roles ☐ System Administrator ☒ Maker

Login PIN Information

Login PIN	U10
Current PIN Status	Being Reset
Current Hold Status	Unhold
Current Hold Reason	NIL

The contact information will be masked during the approval of the instruction. Please be reminded to review the updated information in "User Management".

Confirm Cancel Back

Verification

Please enter the one-time password (OTP) sent to your mobile number

Reference Number
5635777

OTP

Resend OTP
This OTP expires in 61 seconds.

Signer PIN

Submit Cancel

Step
03

Successful Submission

1. Transaction Reference Number will display upon successful submission of the request.
2. If the creation is made by System administrator, or Authorised Person under Dual-Control Authorisation, the Approve / Reject flow is required to complete the request. For details please refer to the Approval Workflow guide.

The screenshot shows the 'User Management - Create' 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 profile section showing 'Welcome, Last Login: 07 Jun 2024 17:18:02 HKT'. The main content area has a green confirmation banner with a checkmark icon and the text: 'Confirmation Your User Management - Create has been fully approved and the instruction has been received by BEA.' Below this, the 'Transaction Reference Number' is displayed as '11080D301D9F'. The 'Status' is shown as 'Processed'. At the bottom left of the main content area, there is an 'OK' button.

4. User Accounts & Services Access – Account Linkages to Users



How to get there

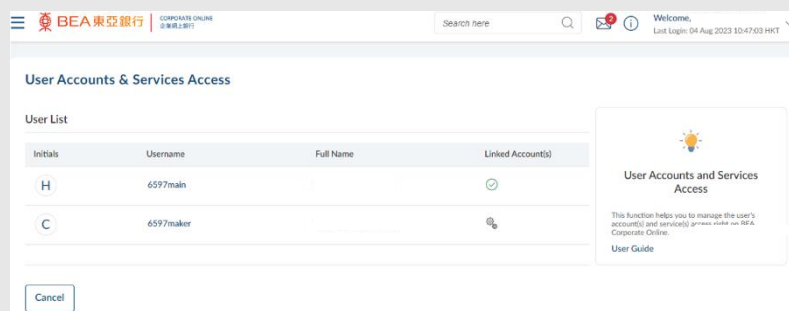
- a. Menu> Getting Started > User Settings > User Accounts and Services Access; or
- b. Main Dashboard> Quick Search> Type “User Accounts and Services Access”
- c. Main Dashboard> Quick Links> User Accounts and Services Access

The Authorised Person(s) (“AP”) can manage user accounts and service / function access for all users.

Step 01

View User

1. Click on Username to view the account(s) linked to the user.



Field Name	Description
Linked Accounts	There is at least 1 account linked to this user.
	There is no account linked to this user.

Step
02Manage and Create
User Access

Click on the Username with at least 1 account linked to [Manage the User Account and Services Access](#); and

Click on the Username with no account linked to [Create the User Account and Services Access](#).

Click on the corresponding account type(s) to view the list of accounts that are linked to the company on BCO and available for linkage to a user.

Step
02a

Select Account Type

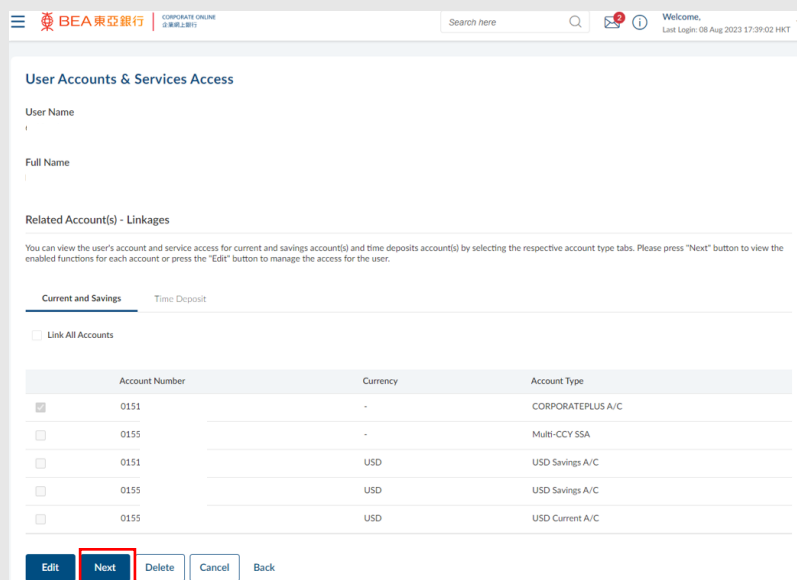
1. Click on “Account Type”.

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

**Step
02b**
View Enabled Function

- Click the arrow button next to the relevant account number to view the enabled functions for each account. The enabled functions should be the same across all accounts under the same Account Type tab.

Note: Only active accounts linked at the company level will be available in the “User Account and Services Access”



User Accounts & Services Access

User Name
Full Name

Related Account(s) - Linkages

You can view the user's account and service access for current and savings account(s) and time deposits account(s) by selecting the respective account type tabs. Please press "Next" button to view the enabled functions for each account or press the "Edit" button to manage the access for the user.

Current and Savings Time Deposit

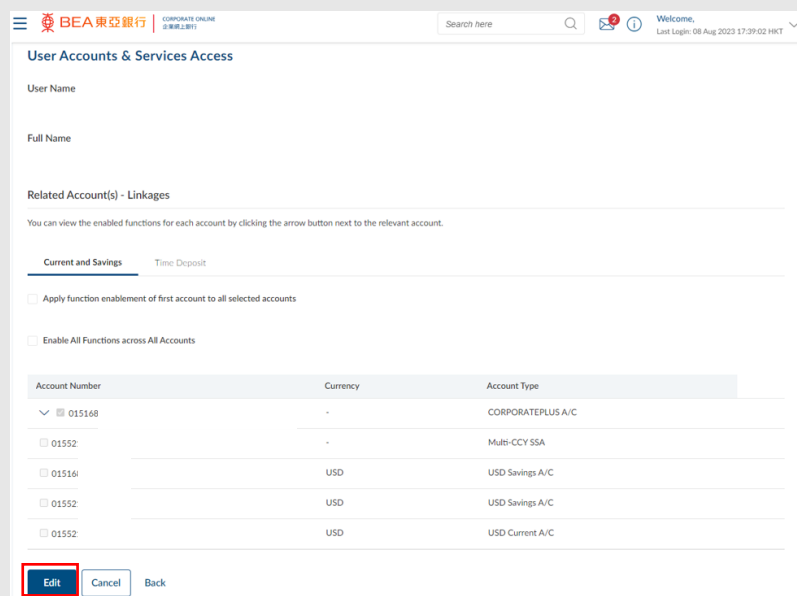
☐ Link All Accounts

	Account Number	Currency	Account Type
<input checked="" type="checkbox"/>	0151	-	CORPORATEPLUS A/C
<input type="checkbox"/>	0155	-	Multi-CCY SSA
<input type="checkbox"/>	0151	USD	USD Savings A/C
<input type="checkbox"/>	0155	USD	USD Savings A/C
<input type="checkbox"/>	0155	USD	USD Current A/C

Edit **Next** Delete Cancel Back

**Step
03**
Edit

- Click on Edit to manage the user account and services access.



User Accounts & Services Access

User Name
Full Name

Related Account(s) - Linkages

You can view the enabled functions for each account by clicking the arrow button next to the relevant account.

Current and Savings Time Deposit

☐ Apply function enablement of first account to all selected accounts

☐ Enable All Functions across All Accounts

	Account Number	Currency	Account Type
✓	015168	-	CORPORATEPLUS A/C
<input type="checkbox"/>	01552	-	Multi-CCY SSA
<input type="checkbox"/>	01516i	USD	USD Savings A/C
<input type="checkbox"/>	01552	USD	USD Savings A/C
<input type="checkbox"/>	01552	USD	USD Current A/C

Edit Cancel Back

Field Name	Description
Link All Accounts	Map all existing available accounts

5. User Accounts & Services Access – Manage Account and Function Access of a User

Step 01 Edit

1. Click on “Edit” to continue.

User Accounts & Services Access

User Name

Full Name

Related Account(s) - Linkages

You can view the user's account and service access for current and savings account(s) and time deposits account(s) by selecting the respective account type tabs. Please press "Next" button to view the enabled functions for each account or press the "Edit" button to manage the access for the user.

Current and Savings | Time Deposit

☐ Link All Accounts

	Account Number	Currency	Account Type
<input checked="" type="checkbox"/>	0151	-	CORPORATEPLUS A/C
<input type="checkbox"/>	0155	-	Multi-CCY SSA
<input type="checkbox"/>	0151	USD	USD Savings A/C
<input type="checkbox"/>	0155	USD	USD Savings A/C
<input type="checkbox"/>	0155	USD	USD Current A/C

Edit | Next | Delete | Cancel | Back

Step

02

Select Account

1. Click on “Next” to continue.

BEA 東亞銀行 CORPORATE ONLINE 企業網上銀行

Search here

Welcome,
Last Login: 08 Aug 2023 17:39:02 HKT

User Accounts & Services Access

User Name

Full Name

Related Account(s) - Linkages

You can select the user's account and service access for current and savings account(s) and time deposits account(s) by selecting the respective account type tabs. Then press "Next" button to view and select/manage the enabled functions for each account.

Current and Savings Time Deposit

☐ Link All Accounts

	Account Number	Currency	Account Type
<input checked="" type="checkbox"/>	0151:	-	CORPORATEPLUS A/C
<input type="checkbox"/>	0155:	-	Multi-CCY SSA
<input type="checkbox"/>	0151:	USD	USD Savings A/C
<input type="checkbox"/>	0155:	USD	USD Savings A/C
<input type="checkbox"/>	0155:	USD	USD Current A/C

Next Cancel Back

Field Name	Description
Link All Accounts	Map all existing available accounts

Step
03

Select Function

1. Select the functions to enable.
2. Click on “Save” to continue.

User Accounts & Services Access

User Name

Full Name
CHU

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

☐ 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

☒ Time Deposits

☒ Time Deposit Placement

☒ e-Statement/e-Advice Services

☒ Request for Ad hoc Statement ☒ View e-Statements ☒ View e-Advice

☒ Current and Savings Account

☒ Account Details ☒ View Transaction History

☒ Bill Payment

☒ Bill Payment

☒ Transfers

☒ Transfer to Non-designated Account - Internal Transfers ☒ Transfer to Non-designated Account - Local Payments ☒ Transfer Money - Internal Transfers

☒ Transfer Money - Local Payments ☒ Inward Remittance Overview ☒ Transfer to Non-designated Account - Overseas Payments

☒ Transfer to Non-designated Account - BEA (China) ☒ Transfer Money - Overseas Payments ☒ Transfer Money - BEA (China)

☒ Transfer Money - Self Transfers ☒ Scheduled Payment Instruction Inquiries

☒ Third Party Service Provider Consent Management

☒ Grant Consent to Third Party Service Provider

☒ All Maintenances

☒ FPS Addressing Service

☒ Cheque

☒ Cheque Book Request ☒ Stop Cheque ☒ Cheque Status Inquiry

✓ 015	-	CORPORATEPLUS A/C
✓ 015	-	CORPORATEPLUS A/C
✓ 015	-	CORPORATEPLUS A/C
✓ 015	-	CORPORATEPLUS A/C
✓ 015	-	CORPORATEPLUS A/C

Field Name	Description
Apply function enablement of first account to all selected accounts	The functions enabled in first accounts will be copied to the rest mapped accounts
Apply To All	Displayed on the first mapped accounts only if “Apply function enablement of first account to all selected accounts” being selected
Enable All Functions across All Accounts	Enable all functions for all mapped accounts

Step 04 Verify

1. Verify the details.
2. Click on “Confirm” to continue.

User Accounts & Services Access

1 Review
You initiated a request for user accounts & services access management. Please review the details before you proceed.

User Name

Full Name

Related Account(s) - Linkages

You can view the enabled functions for each account by clicking the arrow button next to the relevant account.

Current and Savings Time Deposit

☐ Apply Party Level Changes Automatically

☒ Enable All Functions across All Accounts

Account Number	Currency	Account Type
^	-	CORPORATEPLUS A/C

☒ Enable All Functions

☒ Time Deposits

☒ Time Deposit Placement

☒ e-Statement/e-Advice Services

☒ Request for Ad hoc Statement ☒ View e-Statements ☒ View e-Advice

☒ Current and Savings Account

☒ Account Details ☒ View Transaction History

☒ Bill Payment

☒ Bill Payment

☒ Transfers

☒ Transfer to Non-designated Account - Internal Transfers ☒ Transfer to Non-designated Account - Local Payments ☒ Transfer Money - Internal Transfers

☒ Transfer Money - Local Payments ☒ Inward Remittance Overview ☒ Transfer to Non-designated Account - Overseas Payments

☒ Transfer to Non-designated Account - BEA (China) ☒ Transfer Money - Overseas Payments ☒ Transfer Money - BEA (China)

☒ Transfer Money - Self Transfers ☒ Scheduled Payment Instruction Inquiries

☒ Third Party Service Provider Consent Management

☒ Renew Consent to Third Party Service Provider ☒ Grant Consent to Third Party Service Provider

☒ All Maintenances

☒ FPS Addressing Service

☒ Cheque

☒ Cheque Book Request ☒ Stop Cheque ☒ Cheque Status Inquiry

Confirm **Cancel** **Back**

Step 05 Successful Submission

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

User Accounts & Services Access

Confirmation
Your User Accounts & Services Access request has been sent for approval.

Transaction Reference No.
1210AED73E22

Status
Pending Approval

OK

6. User Accounts & Services Access – Create User Account and Function Access for a User



Step

01

Select User

1. Click on a user with no accounts linked.

User Accounts & Services Access			
User List			
Initials	Username	Full Name	Linked Account(s)
C	3777	CHL	
Y	3777	YV C	
H	angu	HUH	
S	small	Smal	
C	corpi	corp	
C	newt	CHA	
P	prase	Pras	
S	small	Smal	
T	testti	testi	

Step

02

To Link

1. Click on the “To Link” button to continue. (Go to Step 4)

User Accounts & Services Access	
User Name Full Name Would you like to copy the access settings from another user?	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>
Related Account Summary	
No related account(s) linked to the user.	<input checked="" type="button" value="To link"/>
Associated Account Summary	
Account Access not maintained for the Associated Company	
<input type="button" value="Cancel"/>	<input type="button" value="Back"/>

Field Name	Description
Would you like to copy the access setting from another user?	Select "Yes" to set up the same account and function access as another user. (Go to Step 3)
Related Account Summary	To link up accounts that are under the same Business Registration Number.
Associated Account Summary	To link up accounts that have been added to the BCO account as Associated Accounts.

Step

03

Select User

1. Select the Username from the menu you want to copy from and click on Copy to continue.

User Accounts & Services Access

User Name
Full Name
Would you like to copy the access settings from another user?

Related Account Summary

No related account(s) linked to the user.

Associated Account Summary

YV AUG
Account Access not maintained for the Associated Company

Please Select ^

Step
04

Select Account

1. Tick the corresponding checkbox next to the account number to select the account or click on the “Link All Accounts” button to select all.
2. Click on “Next” to continue.

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Welcome
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User Accounts & Services Access

User Name

Full Name

Related Account(s) - Linkages

You can select the user's account and service access for current and savings account(s) and time deposits account(s) by selecting the respective account type tabs. Then press "Next" button to view and select/manage the enabled functions for each account.

Current and Savings Time Deposit

☒ Link All Accounts

Account Number	Currency	Account Type
<input checked="" type="checkbox"/> 0151	-	CORPORATEPLUS A/C

Next Cancel Back

Step
05

View Function

Click on the arrow button to view the functions that are available for linkage.

Note:

1. For Corporate Plus accounts, please ensure you have selected the functions under the “Current & Savings” and “Time Deposit” Account Type tabs.
2. Tick the checkbox of the function to enable it for the user.
3. Only the functions linked in Accounts & Services Access will be available for linkage.

User Accounts & Services Access

User Name

Full Name
CHAN

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

☐ 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
<input type="checkbox"/> Enable All Functions		
<input checked="" type="checkbox"/> Alert Subscription		
<input checked="" type="checkbox"/> Create/Update Alert Subscription		
<input checked="" type="checkbox"/> Current and Savings Account		
<input checked="" type="checkbox"/> View Transaction History		
<input checked="" type="checkbox"/> Account Details		
<input checked="" type="checkbox"/> Cheque		
<input checked="" type="checkbox"/> Cheque Status Inquiry		
<input checked="" type="checkbox"/> Cheque Book Request		
<input checked="" type="checkbox"/> Stop Cheque		
<input checked="" type="checkbox"/> e-Statement/e-Advice Services		
<input checked="" type="checkbox"/> View e-Advice		
<input checked="" type="checkbox"/> View e-Statements		
<input checked="" type="checkbox"/> Request for Ad hoc Statement		
<input checked="" type="checkbox"/> FPS Addressing Service		
<input checked="" type="checkbox"/> Activate FPS Addressing Service		
<input checked="" type="checkbox"/> Edit FPS Addressing Service		
<input checked="" type="checkbox"/> Reactivate FPS Addressing Service		
<input checked="" type="checkbox"/> Time Deposits		
<input checked="" type="checkbox"/> Time Deposit Placement		
<input checked="" type="checkbox"/> Third Party Service Provider Consent Management		
<input checked="" type="checkbox"/> Grant Consent to Third Party Service Provider		
<input checked="" type="checkbox"/> Transfer - Own Account		
<input checked="" type="checkbox"/> Own Accounts Transfers		
<input checked="" type="checkbox"/> Transfer - Other Account		
<input checked="" type="checkbox"/> Transfer to Pre-designated Account - BEA (China)		
<input checked="" type="checkbox"/> Transfer to Pre-designated Account - Local Payments		
<input checked="" type="checkbox"/> Transfer to Pre-designated Account - BEA (HK)		
<input checked="" type="checkbox"/> Transfer to Pre-designated Account - Overseas Payments		
<input checked="" type="checkbox"/> Transfer to Non-designated Account - BEA (China)		
<input checked="" type="checkbox"/> Transfer to Non-designated Account - Local Payments		
<input checked="" type="checkbox"/> Transfer to Non-designated Account - BEA (HK)		
<input checked="" type="checkbox"/> Transfer to Non-designated Account - Overseas Payments		
<input checked="" type="checkbox"/> Transfer - Inquiry		
<input checked="" type="checkbox"/> Inward Remittance Overview		
<input checked="" type="checkbox"/> Scheduled Payment Instruction Inquiries		
<input checked="" type="checkbox"/> Payment Tracking Services		
015	EUR	EUR Savings A/C
015	GBP	GBP Savings A/C
015	JPY	JPY Savings A/C

Save Cancel Back

Step
06

Save

1. Click on “Save” to continue.

Step
07 Verify

1. Verify the details.
2. Click on “Confirm” to continue.

User Accounts & Services Access

Review

You initiated a request for user accounts & services access management. Please review the details before you proceed.

User Name

Full Name
CHAN

Related Account(s) - Linkages

You can view the enabled functions for each account by clicking the arrow button next to the relevant account.

Current and SavingsTime Deposit

☐ Enable All Functions across All Accounts

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

015	GBP	GBP Savings A/C
015	JPY	JPY Savings A/C
015	-	CORPORATEPLUS A/C

Confirm

Cancel

Back

Step
08

Successful Submission

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

User Accounts & Services Access

Confirmation

Your User Accounts & Services Access request has been sent for approval.

Transaction Reference No.

1310DB4046E5

Status

Pending Approval

OK

7. User Accounts & Services Access – Enable Functions to Selected Account - Delete


The Authorised Person(s) (“AP”) can remove user accounts and services access.

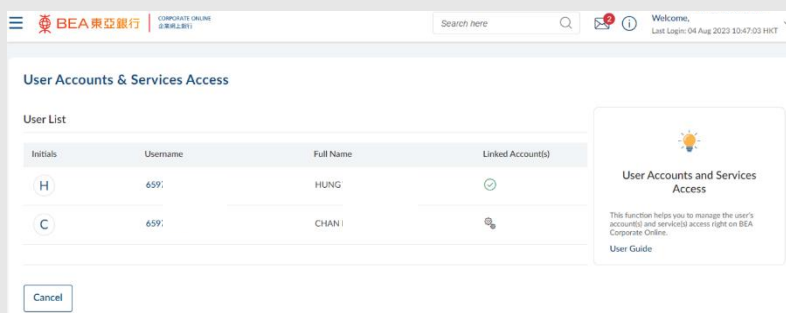
User without mapping user accounts and services access will not be able to access to any of the account.”

Step

01

Select User

1. Click on Username Linked Account(s) with  icon.



Step
02

Select Account Type

1. Select the Account Type to continue.

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Welcome,
Last Login: 04 Aug 2023 10:47:03 HKT

User Accounts & Services Access

User Name

Full Name

Related Account Summary

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

Cancel Back

User Accounts and Services Access

This function helps you to manage the user's account(s) and service(s) access right on BEA Corporate Online.

[User Guide](#)

Step
03

Delete

1. Click on "Delete" to remove the user's account and services access.

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Search here

Welcome,
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User Accounts & Services Access

User Name

Full Name

Related Account(s) - Linkages

You can view the user's account and service access for current and savings account(s) and time deposits account(s) by selecting the respective account type tabs. Please press "Next" button to view the enabled functions for each account or press the "Edit" button to manage the access for the user.

Current and Savings Time Deposit

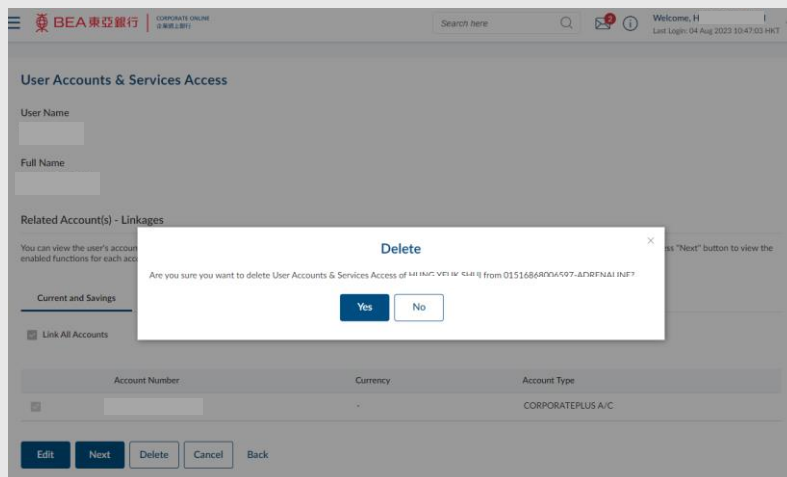
☒ Link All Accounts

Account Number	Currency	Account Type
0151	-	CORPORATEPLUS A/C

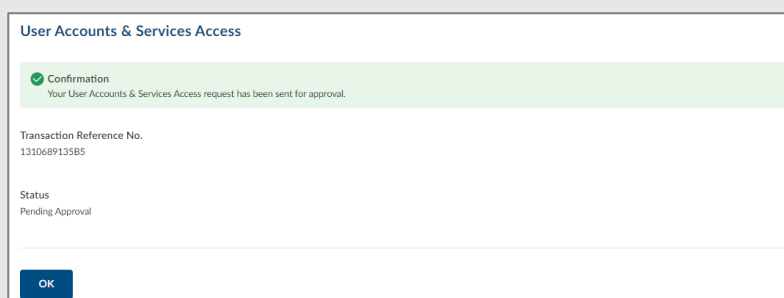
Edit Next **Delete** Cancel Back

**Step
04 Confirm**

1. Click on “Yes” to confirm the deletion.

**Step
05 Successful Submission**

1. Transaction Reference Number will display as confirmation.
2. The Approve / Reject flow is required to complete the request. For details, please refer to the Approval Workflow guide.



Step

06

Linked Icon

1. Upon full approval of the instruction, the linked account(s) icon will refer to no accounts or services linked to the user.

User Accounts & Services Access

User Name
65977main

Full Name

Related Account(s) - Linkages

You can view the user's account and service access for current and savings account(s) and time deposits account(s) by selecting the respective account type tabs. Please press "Next" button to view the enabled functions for each account or press the "Edit" button to manage the access for the user.

Current and Savings Time Deposit

☐ Link All Accounts

Account Number	Currency	Account Type
<input type="checkbox"/> 0151	-	CORPORATEPLUS A/C

Edit Next Delete Cancel Back