



UOB Business Internet Banking (BIB)

User Setup Guide

**(For use by
Company
Administrators)**

Strictly Private and Confidential. This document shall not be copied or reproduced. Information in this document is subject to change without notice and does not represent a commitment.

Table of Content

1. Minimum System Requirements to use BIB	Pg 3
2. Types of users and their roles	Pg 4
3. First-Time Setup of Company Users	Pg 5
4. Maintaining Users (ongoing basis)	Pg 22
5. Maintaining Account Names (ongoing basis)	Pg 23
6. Maintaining Access Profiles (ongoing basis)	Pg 24
7. Maintaining DAP (ongoing basis)	Pg 25
8. Maintaining FAP (ongoing basis)	Pg 29
9. Maintaining Access Profile Assignments (ongoing basis)	Pg 33
10. Contact Us	Pg 35

Minimum System Requirements to use BIB

Personal Computer	500MHz & above
RAM (Memory)	256MB & above
Internet Connection	56kbps modem. Broadband access is recommended
Operating System	Windows 2000 Macintosh OS X 10.6 Snow Leopard
Browser	Internet Explorer 7 with strong (128 bit) encryption Firefox Version 12
Resolution	800 x 600 screen resolution. 1024 x 768 screen resolution is recommended.
Plug-ins	Java Version 7 Update 45



Types of users and their roles



(1) Company Administrator (CA)

- Create Company Users
- Assign One-Time Password Tokens to Company Users
- Create Access Profiles
- Assign Access Profiles to Company Users and Company Signatories
- Cannot enquire nor transact accounts online

(2) Company User (CU)

- View accounts online
- Prepare transactions for approval
- Forward transactions to CS for approval



(3) Company Signatory (CS)

- View accounts online
- Prepare and/or approve transactions



NOTE

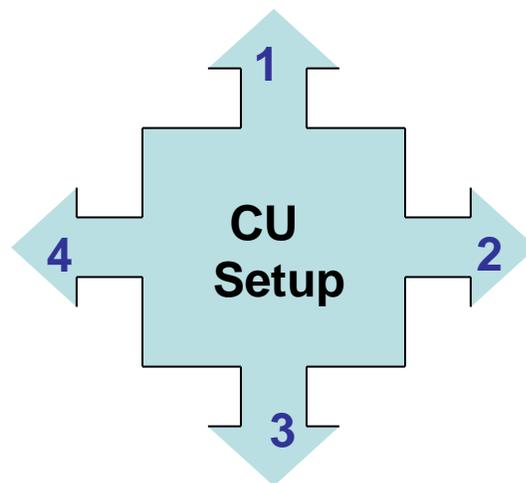
- *Company Users (CU) are set up by Company Administrators (CA)*
- *Company Signatories (CS) are set up by the Bank*
- *An individual can assume dual roles if required i.e. he can be a CA and CU or a CA and CS*
- *At least one Company Administrator (CA) must be appointed*

Setup of Company Users (CU) (first - time setup)

4 Simple Steps

1. Create Company Users
(CU)

4. Assign Access
Rights/ Profiles



2. Set up
Account Names

3. Create Access Rights /
Profiles

NOTE

-In scenarios where the Company Signatories are the ones that create and approve transactions, you may skip Step 1 and proceed to Step 2.

Setup of Company Users (CU) (first - time setup)

Step 1: Create Company Users

(i) Logon to BIB

Enter your Company ID, User ID and password.

NOTE

For first-time login, please use the bank-issued password and you will be prompted to:

- 9 accept UOB Service Agreement
- 9 enter an One-Time password (OTP) generated by the OTP token

The system will perform a one-time initialization of your OTP token for 25 minutes. You may login again 25 minutes later.

- 9 change your password

Password must be alpha-numeric or numeric (between 8 to 20 characters) with no spaces or special characters.

Setup of Company Users (CU) (first - time setup)

(ii) Click the **User Registration** Tab

UNITED OVERSEAS BANK

Maintenance | **User Registration** | Application

2FA Solutions Pte Ltd
Create User
12 Nov 2006, 06:39 PM Singapore Time

User Details

User 1		
User Id	:	2facu *
Salutation	:	Mr *
Name	:	Michael Tan *
Id No.	:	NRIC 88712345F *
Contact No.	:	90180000

Application Subscriptions

Application	Action
Business Internet Banking	Subscribe *

Add More Users

* - indicates mandatory field

Continue Cancel

9 Complete the fields on the “Create User” screen

Note: Fields with * are mandatory fields i.e. cannot be left blank

9 Select “Subscribe” under Application - Business Internet Banking

9 To add more company users, click “Add More Users”

9 Click “Continue”

UNITED OVERSEAS BANK

Maintenance | User Registration | Application

2FA Solutions Pte Ltd
Create User
12 Nov 2006, 06:39 PM Singapore Time

User Details

User 1		
User Id	:	2facu *
Salutation	:	Mr *
Name	:	Michael Tan *
Id No.	:	NRIC 88712345F *
Contact No.	:	90180000

Application Subscriptions

Application	Action
Business Internet Banking	Subscribe *

Add More Users

* - indicates mandatory field

Continue Cancel

NOTE If the CU is an existing CA and would like to reuse the same CA token, please ensure that the ID number and type (eg. IC, Passport No.) entered is the same as the CA’s ID details.

Setup of Company Users (CU) (first - time setup)

(iii) Assign One-Time Password (OTP) Token

Is the CU already an existing CA?

Yes

Use the same OTP token for his role as the CU in this company

No

New OTP Token

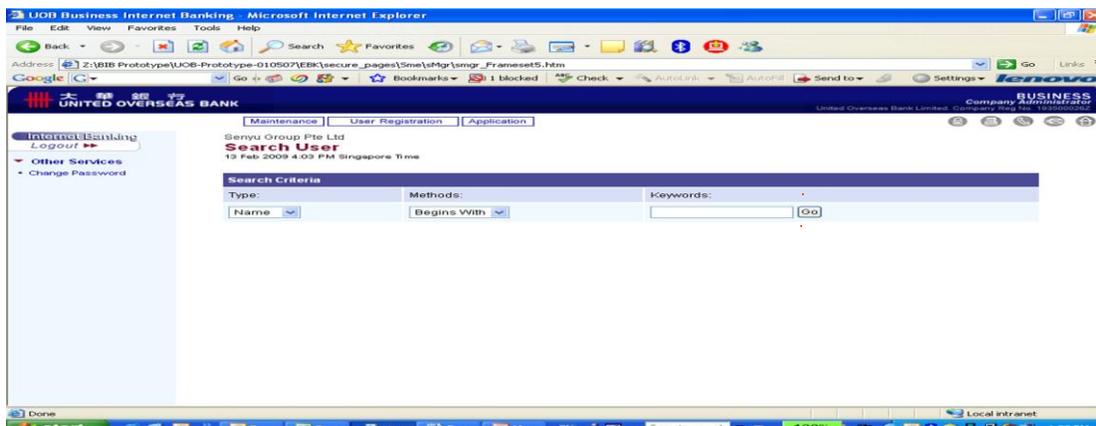
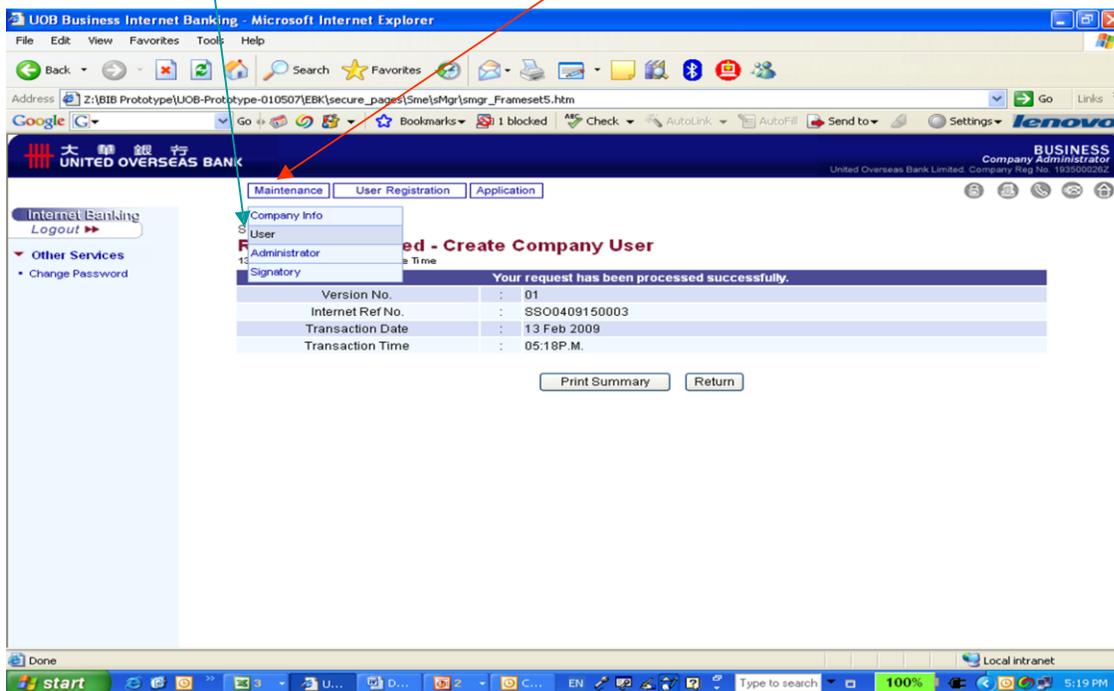
Enter a password for the CU, confirm the password and click "Save"

NOTE

password must be alpha-numeric or numeric and between 8 to 20 characters (no spaces nor special characters)

Setup of Company Users (CU) (first - time setup)

(iv) Activate the CU by clicking the **Maintenance** tab, select **User** from the drop-down list and search for the User (CU)



9 Select the Search Criteria - Type (By Name, User ID),
Methods (Begins with, Contains) and enter Keywords
9 Click "GO" to view all the CUs

Setup of Company Users (CU) (first - time setup)

UNITED OVERSEAS BANK BUSINESS
Company Administrator
United Overseas Bank Limited, Company Reg No. 193500026Z

Maintenance User Registration Application

Internet Banking
Logout

Other Services
• Change Password

2FA Solutions Pte Ltd
Search User
12 Nov 2006, 06:44 PM Singapore Time

Search Criteria

Type: Name Methods: Begins With Keywords: Go

Search Results: [8] record(s) retrieved

User Name / User ID	User ID Status	Token Serial No.	Token Status	Action
2FA / 2facu1est	Enabled	No OTP Token Assigned	No OTP Token	Please Select
Alan Tham / 2facu13	Enabled	0071870014	Activated	Please Select
Eason Chan / 2facu2	Enabled	0071870021	Activated	Please Select
Ian Pooley / 2facu4	Enabled	0071870168	Activated	Please Select
Jacky Cheung / 2facu3	Disabled	0071870038	Activated	Please Select
Jacky Wu / 2facu6	Disabled	5510000243	Activated	Please Select
Leon Lai / 2facu1	Enabled	0071870014	Activated	Please Select
Michael Tan / 2facu	Disabled	No OTP Token Assigned	No OTP Token	Please Select Please Select View Delete Enable Assign New Password Assign Token

- 9 For the selected CU, select “Enable” on the drop-down list
- 9 Forward the newly created user ID and password as well as the assigned OTP token to the CU

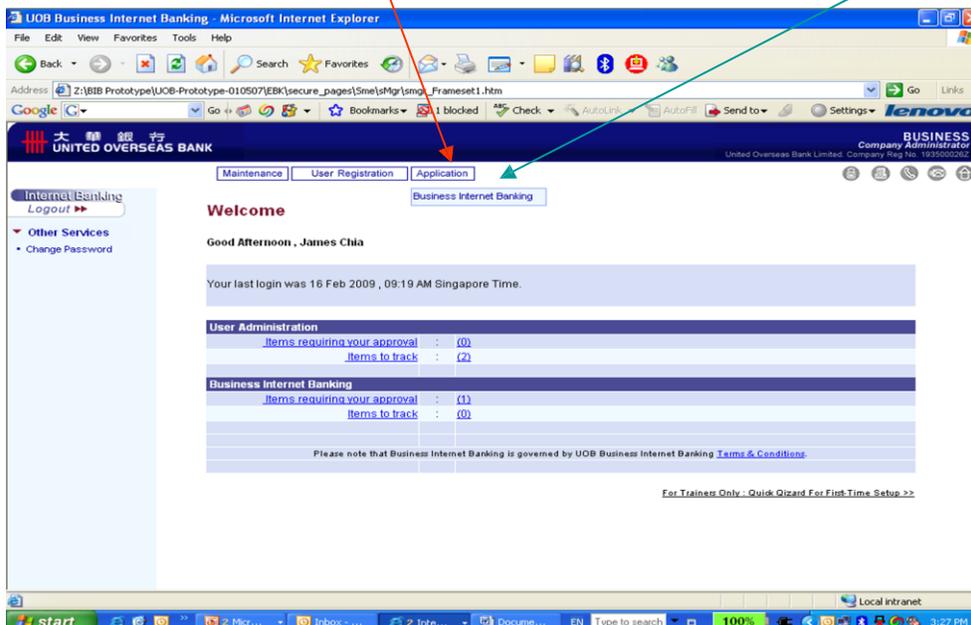
NOTE

You can create more CUs by repeating these steps.

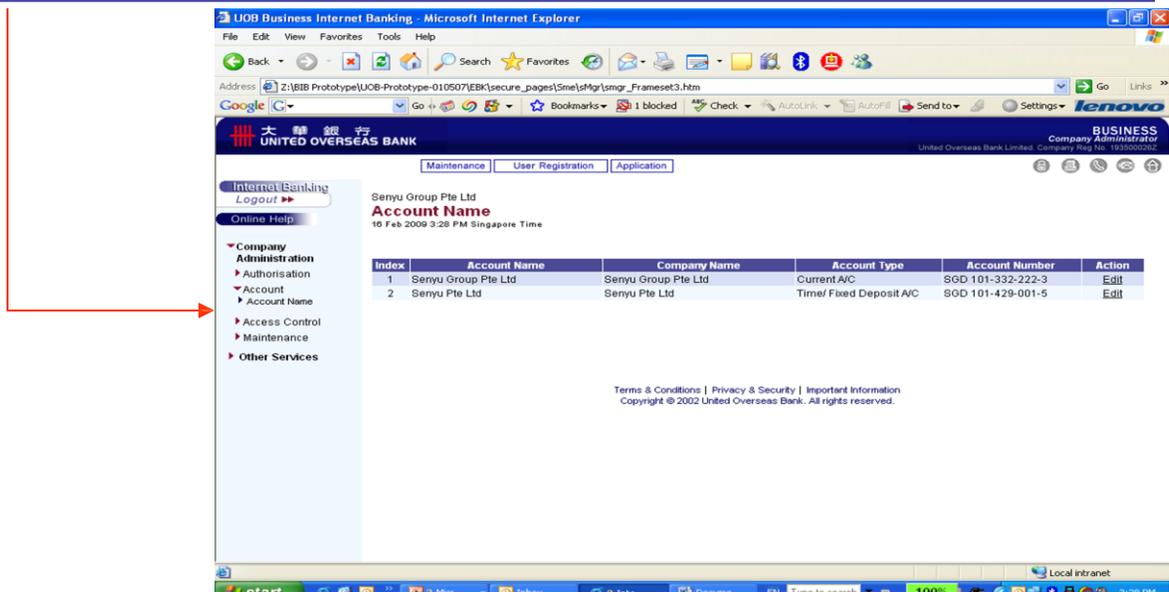
Setup of Company Users (CU) (first - time setup)

Step 2: Set up Account Names

(i) Click the **Application** Tab and select “Business Internet Banking”



(i) Select Company Administration > Account > Account Name on the left navigational menu



Setup of Company Users (CU) (first - time setup)

Step 2: Set up Account Names (cont'd)

Account Name	Account No.	Account Type
SGD Current Account	SGD 101-332-222-3	Current A/C

Remarks

Save Cancel

The account name is defaulted to your company name

You can customize the account name for easy reference eg. "Payment Account", "Payroll Account", "USD Current Account" etc.

Click "Save".

The following request has been saved.

Version No.	01
Internet Ref No.	040160002
Status	Approved
Transaction Date	16 Feb 2009
Transaction Time	03:28P.M.

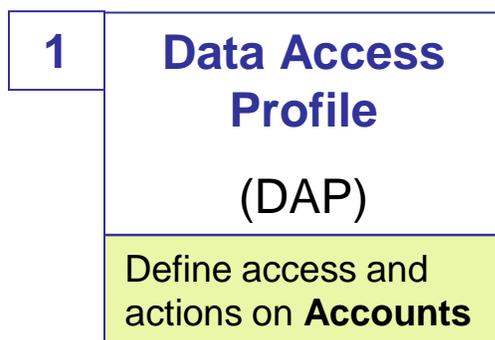
Print / View Summary OK

(ii) A summary will be shown.
Click "OK" to exit the screen.

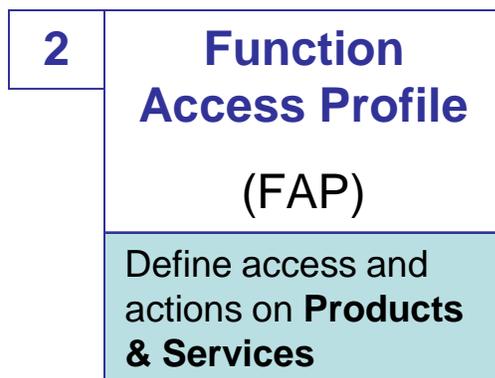
Setup of Company Users (CU) (first - time setup)

Step 3: Create Access Rights / Profiles

There are 2 aspects of access rights / profiles:



What are the accounts that each CU or CS can access?



What are the functions and transaction rights that each CU or CS can perform?

NOTE

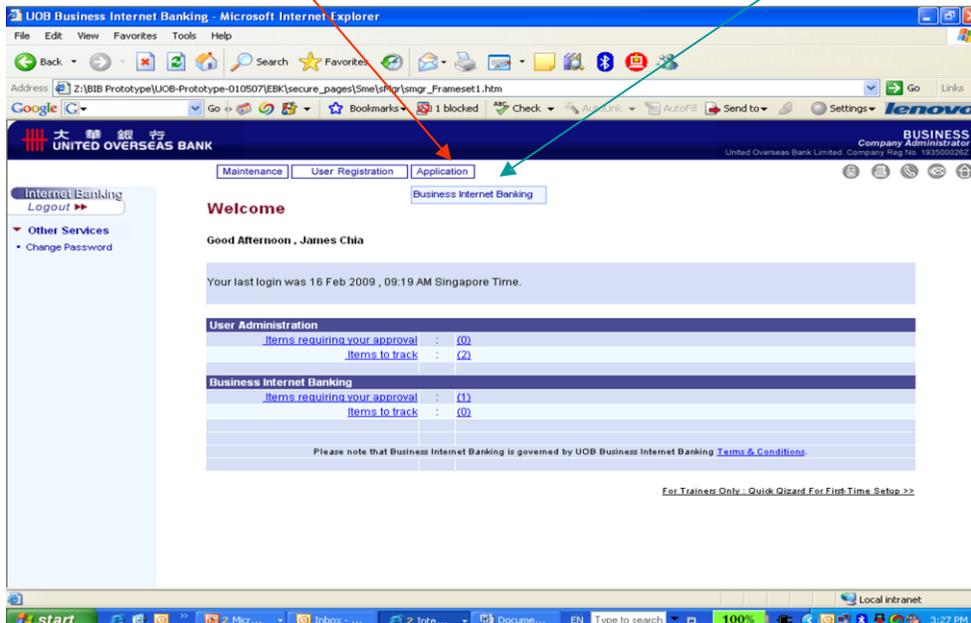
You can create more than one DAP and FAP, depending on your company needs.

Setup of Company Users (CU) (first - time setup)

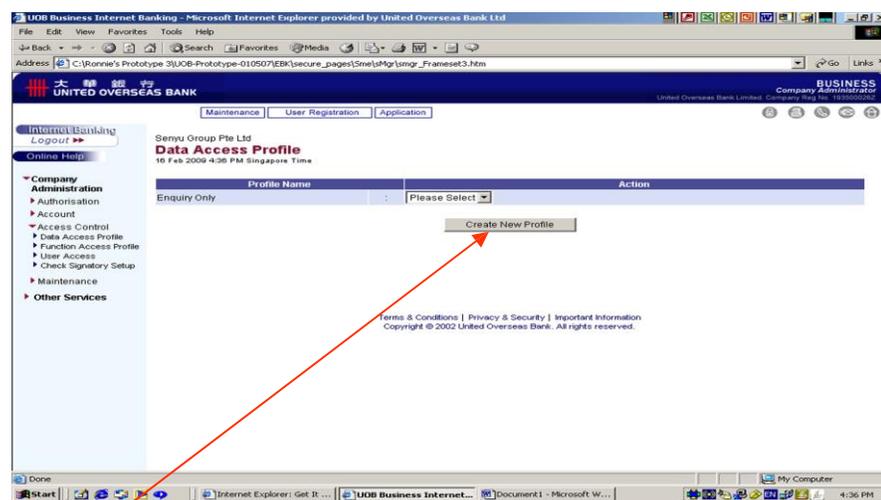
(i) Create DAP

Defines access and actions on Accounts

Click the **Application** Tab and select “Business Internet Banking”

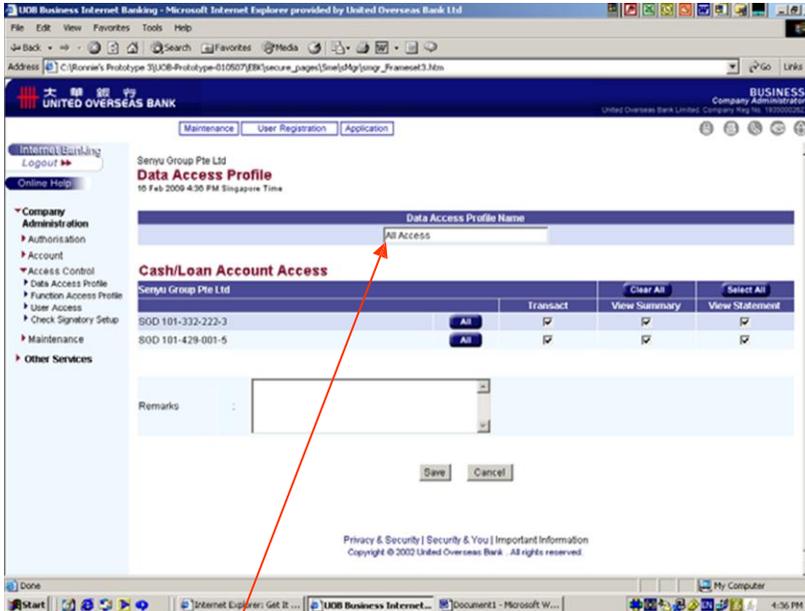


Select Company Administration > Account > Access Control > Data Access Profile on the left navigational menu



Click “Create New Profile”.

Setup of Company Users (CU) (first - time setup)



9 Enter a name for the DAP
(choose a name for easy reference eg. "All Accounts", "SGD Account" etc)

9 Select the accounts and the access level for the user to access

9 Click "Save"

1) Transact

- User can view and/or perform transactions

2) View Summary

- User can view account summary (balances only)

3) View Statement

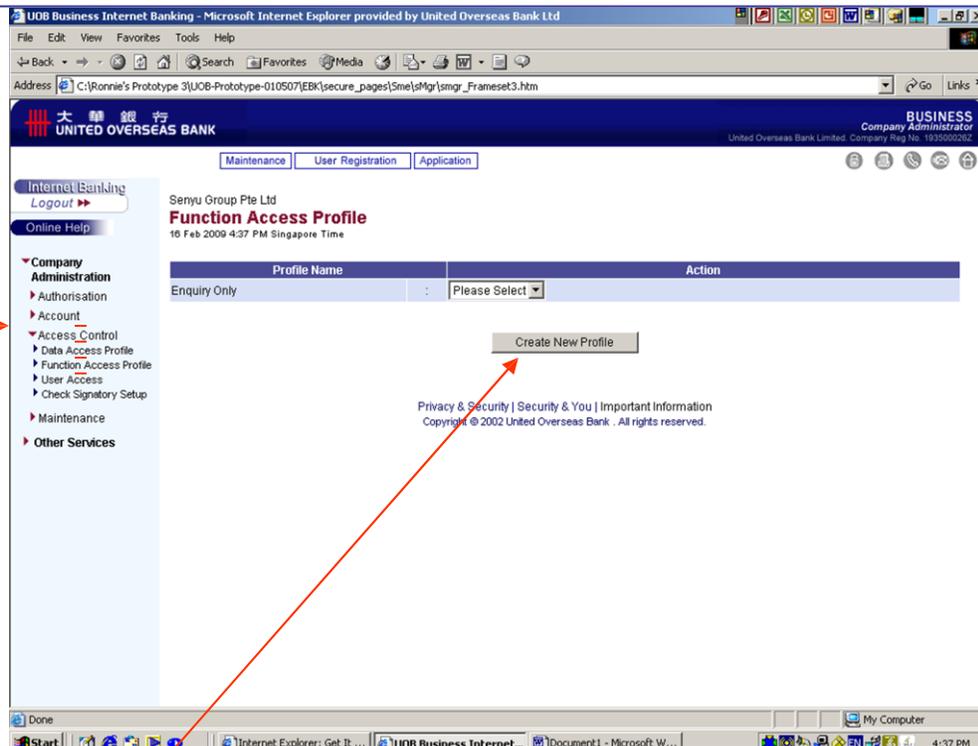
- User can view the account at statement-level (balances and transaction details)

Setup of Company Users (CU) (first - time setup)

(ii) Create FAP

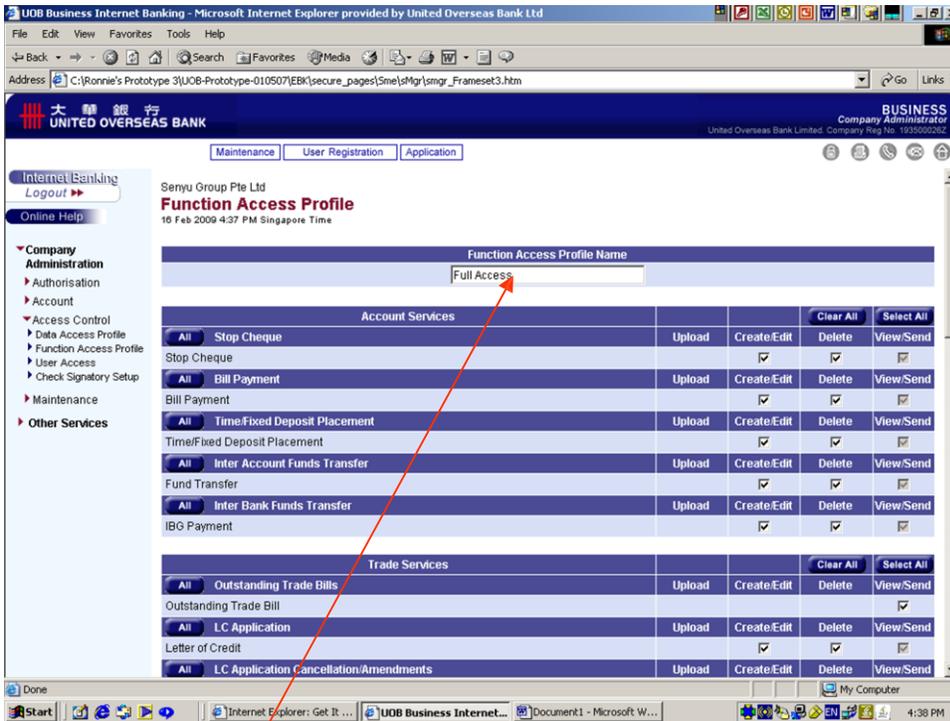
Defines access and actions on Products & Services

Select Company Administration > Account > Access Control > Function Access Profile on the left navigational menu



Click "Create New Profile".

Setup of Company Users (CU) (first - time setup)



9 Enter a name for the FAP
(choose a name for easy reference eg. "All Access", "Payroll")

9 Select the transaction rights for this FAP

9 Click "Save"

1) Upload

- User can import files

2) Create / Edit

- User can create / edit transactions

3) Delete

- User can delete transactions

4) View/Send

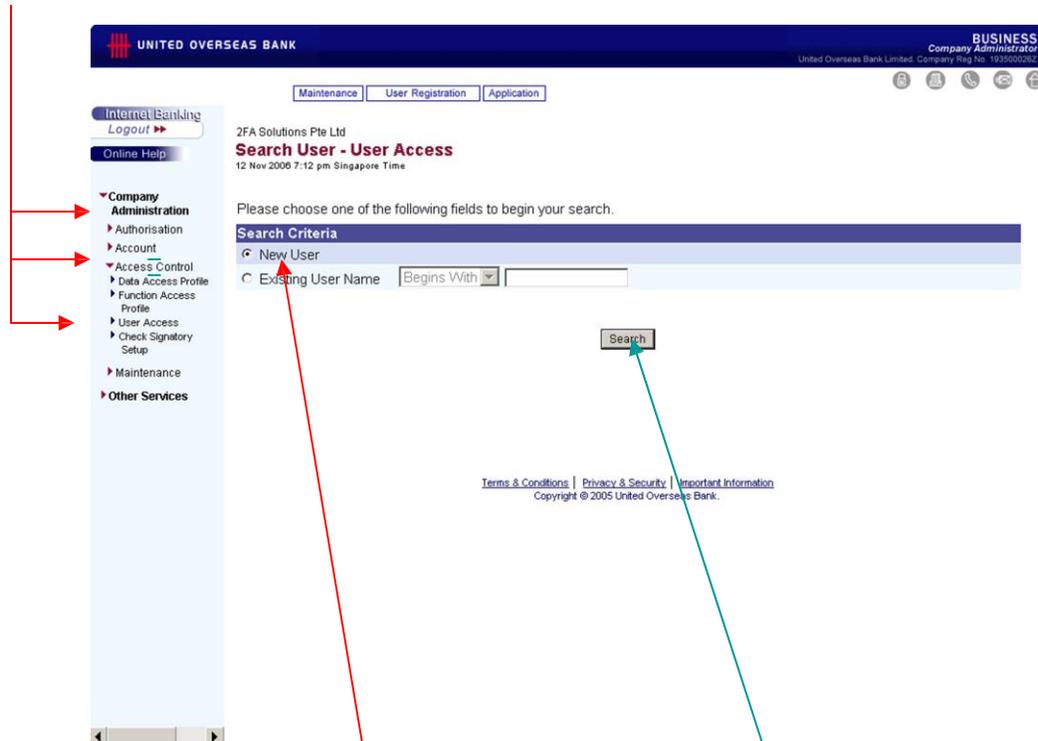
- For CU: CU can forward and send the transaction to CS for approval

- For CS: CS approves and sends transaction to the Bank

Setup of Company Users (CU) (first - time setup)

Step 4: Assign Profiles

(i) Select Company Administration > Access Control > User Access on the left navigational menu



(ii) Select “New User” and Click “Search” to list all the new users in your company.

Note: New users refer to CU and CS who have not been assigned the profiles.

Setup of Company Users (CU) (first - time setup)

(iii) Assign the relevant DAP and FAP for each user from the drop down list

Senyu Group Pte Ltd
User Access
13 Feb 2009 4:31 PM Singapore Time

Please review the information below before confirming your request.

User	Data Access Profile	Function Access Profile
User 1	Full Account Access	HR-Payroll
User 2	None	None
Sign 1	None	Full Function Access

Remarks :

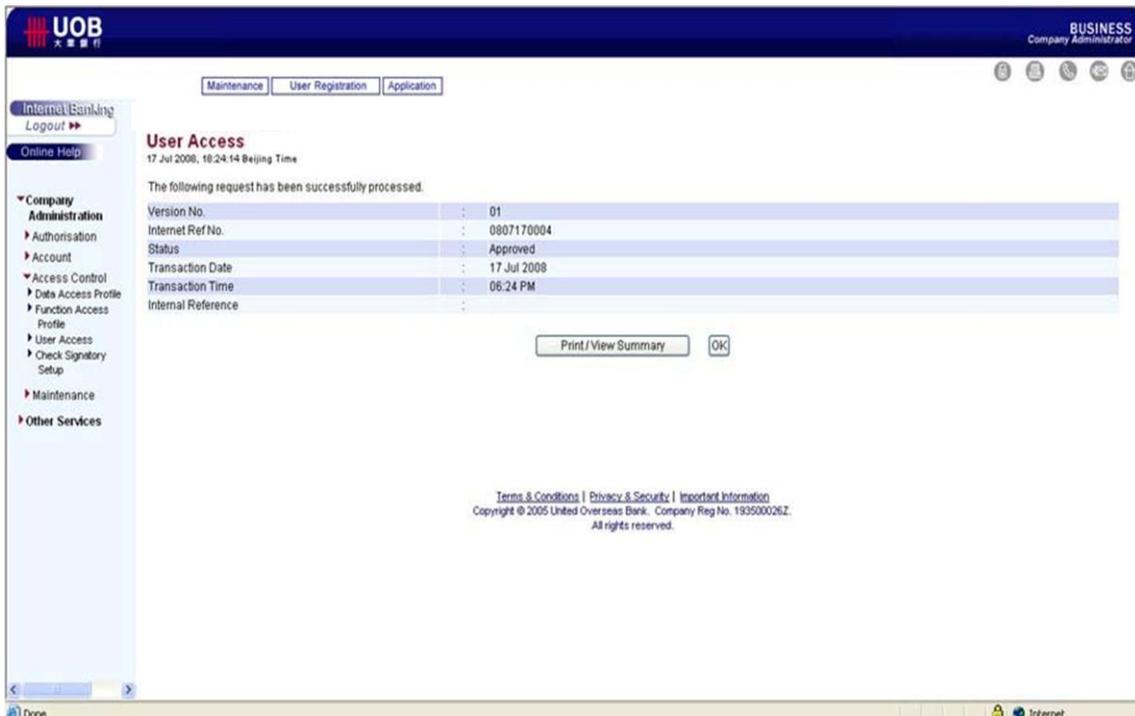
Save Cancel

Privacy & Security | Security & You | Important Information
Copyright © 2002 United Overseas Bank . All rights reserved.

Click "Save"

Setup of Company Users (CU) (first - time setup)

(iv) A summary will be shown. Click "OK" to exit the screen



Setup of Company Users (CU) (first - time setup)

Step 5:

- 9 You can proceed to logout from BIB
- 9 The user setup has been completed
- 9 Your CU and CS can now logon to BIB

NOTE

The user setup can be performed by the company administrator singly or jointly. The default setup is singly unless you have specified for joint setup on the BIB registration form.

Maintaining Users (ongoing basis)

(1) How to add New Company Users (CU)

i) Create Users

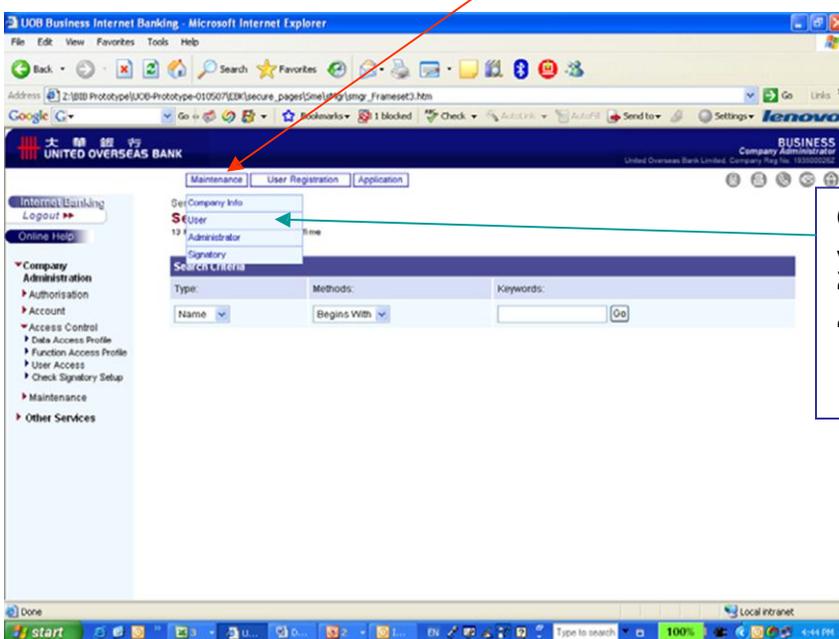
Refer to Pages 7 to 10

ii) Assign Profiles

Refer to Pages 18 to 20

(2) To Edit Existing Users

Click the **Maintenance** Tab



On the dropdown list, you can select “User”, “Administrator” or “Signatory”

If the person is a Company User (CU)

☞ Select “User”. Search for the Company user that you want to view, edit, delete, enable /disable or re-issue passwords

If the person is a Company Signatory (CS)

☞ Select “Signatory”. Search for the Signatory that you want to view.

If the person is a Company Administrator (CA)

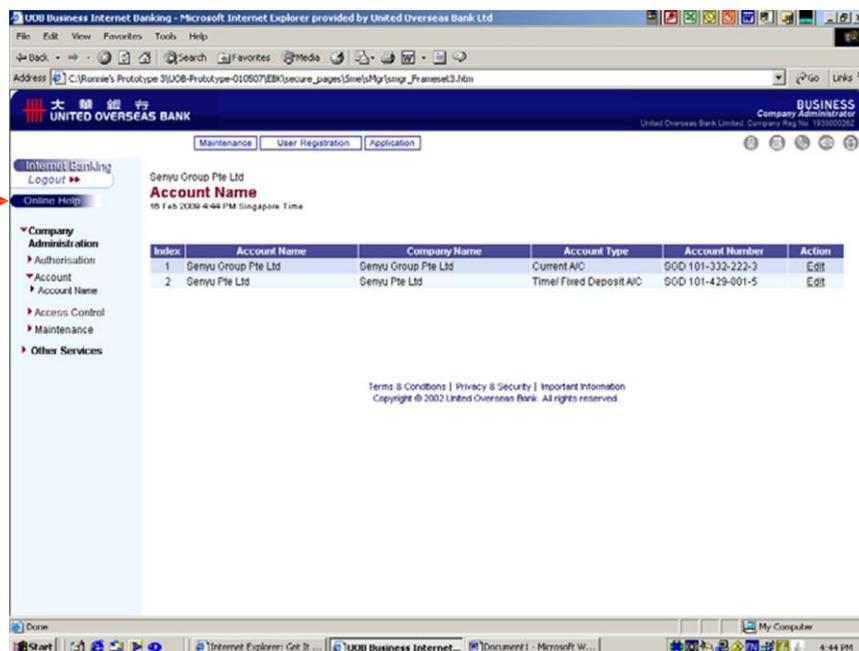
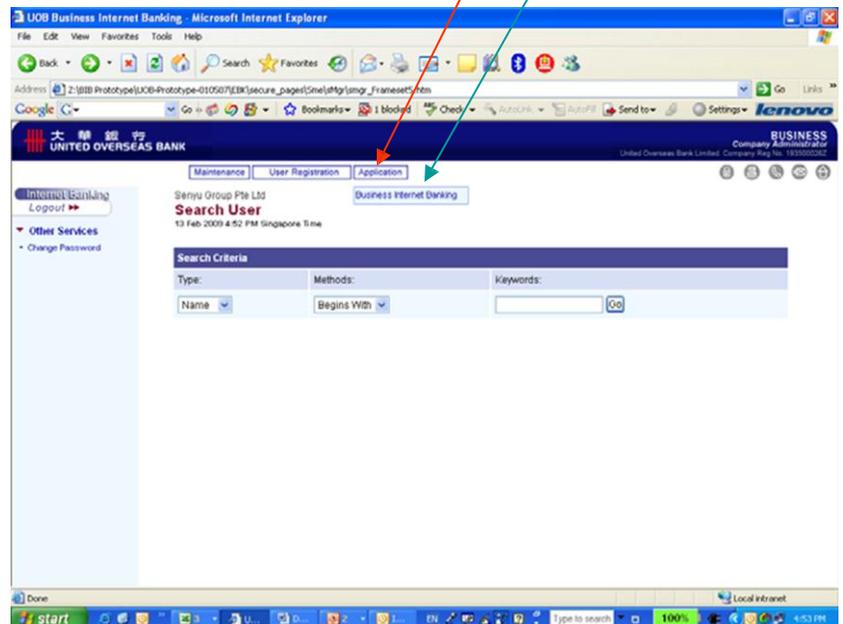
☞ Select “Administrator”. Search for the Administrator that you want to view.

Maintaining Account Names (ongoing basis)

(3) To change Account Names

- (i) Click the **Application** Tab
- (ii) Select “Business Internet Banking”

- (iii) Select Company Administration > Account > Account Name on the left navigational menu
- (iv) Click “Edit” to make the necessary changes

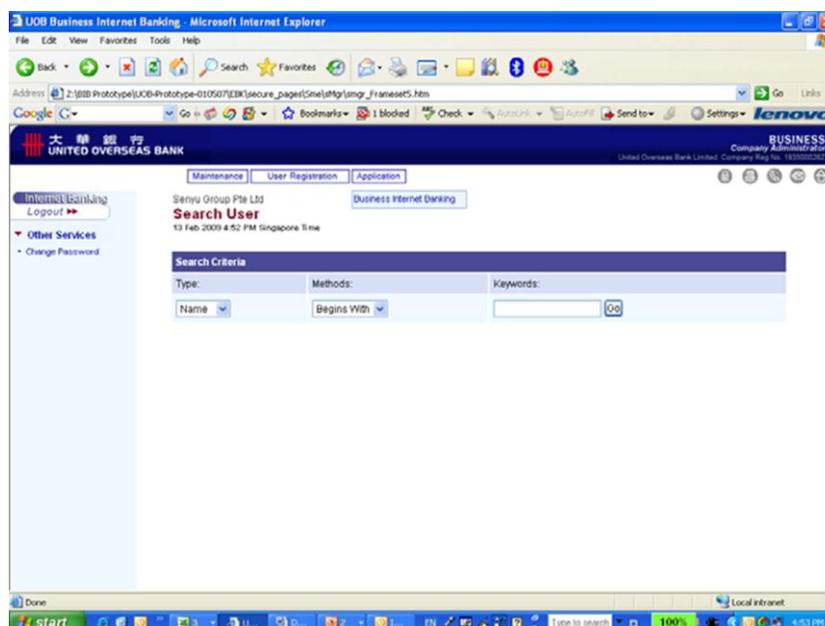


Maintaining Access Profiles (ongoing basis)

(4) To add / edit/delete Access Profiles

- (i) Click the **Application Tab**
- (ii) Select “Business Internet Banking”

- (iii) Select Company Administration > Access Control > Data Access Profile (DAP) or Function Access Profile (FAP) on the left navigational menu
- (iv) You can also delete an access profile that is no longer required



Maintaining DAP (ongoing basis)

Edit or Create Data Access Profile (DAP)

(i) Edit an existing
DAP profile.

OR

(i) Select “Create New
Profile” to create a
new DAP profile.

The screenshot shows the UOB Business Administrator interface. The main content area displays the 'Data Access Profile' management page for '2FA Solutions Pte Ltd'. A table lists profiles, with '2FAET1' visible. A 'Please Select' dropdown menu is open, and a 'Create New Profile' button is highlighted. A green arrow points from the 'Please Select' dropdown to the text '(i) Edit an existing DAP profile.', and a red arrow points from the 'Create New Profile' button to the text '(i) Select “Create New Profile” to create a new DAP profile.’

NOTE

If you are editing an existing DAP, this DAP needs to be un-assigned from existing assigned Users first, before any DAP editing can be performed.

Alternatively, you can create a new DAP and re-assign this new access profile to your existing Users.

Maintaining DAP (ongoing basis)

Create Data Access Profile (DAP)

UNITED OVERSEAS BANK

BUSINESS
Company Administrator

Maintenance | User Registration | Application

Internet Banking
Logout

Online Help

2FA Solutions Pte Ltd
Data Access Profile
05 Dec 2009 5:02 pm Singapore Time

Data Access Profile Name

Cash/Loan Account Access

2FA Solutions Pte Ltd	All	Transact	Clear All	Select All
2FA Solutions Pte Ltd SOD 351-330-096-2	All	<input type="checkbox"/>	View Summary	View Statement
2FA Solutions Pte Ltd SOD 351-330-099-7	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2FA Solutions Pte Ltd 493-000-259-8	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trade Account Access

2FA Solutions Pte Ltd

UOB

Remarks

Save Cancel

Terms & Conditions | Privacy & Security | Important Information
Copyright © 2005 United Overseas Bank. Company Reg No. 193500026Z
All rights reserved.

(ii) To create a new DAP profile, enter a name for the DAP you are creating eg. “All Accounts”, “SGD Accounts”.

(iii) Select the accounts and the access rights for this profile

1) Transact

- User can perform transactions

2) View Summary

- User can view account summary (balances only)

3) View Statement

- User can view the account at statement-level (balances and transaction details)

Maintaining DAP (ongoing basis)

Create Data Access Profile (DAP) (cont'd)

- (iv) If you have subscribed to other services eg Trade, the Trade Account Access box will be available as an option for the users.
- (v) Click “Save”.
- (vi) You will be prompted to the summary page (please see screen shot below). You can choose to print for reference or click “OK”.

UNITED OVERSEAS BANK

Maintenance User Registration Application

Internet Banking
Logout
Online Help

2FA Solutions Pte Ltd
Data Access Profile
05 Dec 2006 5:15 pm Singapore Time

The following request has been successfully processed.

Version No.	:	01
Internet Ref No.	:	0612050002
Status	:	Approved
Transaction Date	:	05 Dec 2006
Transaction Time	:	05:15 PM
Remarks	:	

Print / View Summary OK

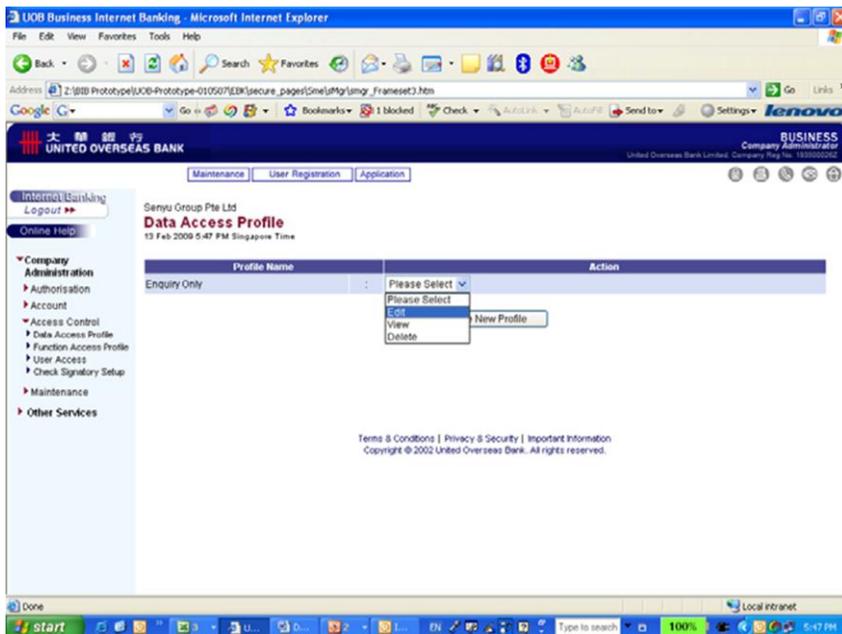
Terms & Conditions | Privacy & Security | Important Information
Copyright © 2005 United Overseas Bank. Company Reg No. 193500026Z.
All rights reserved.

NOTE

You can create additional DAP by repeating the above steps.

Maintaining DAP (ongoing basis)

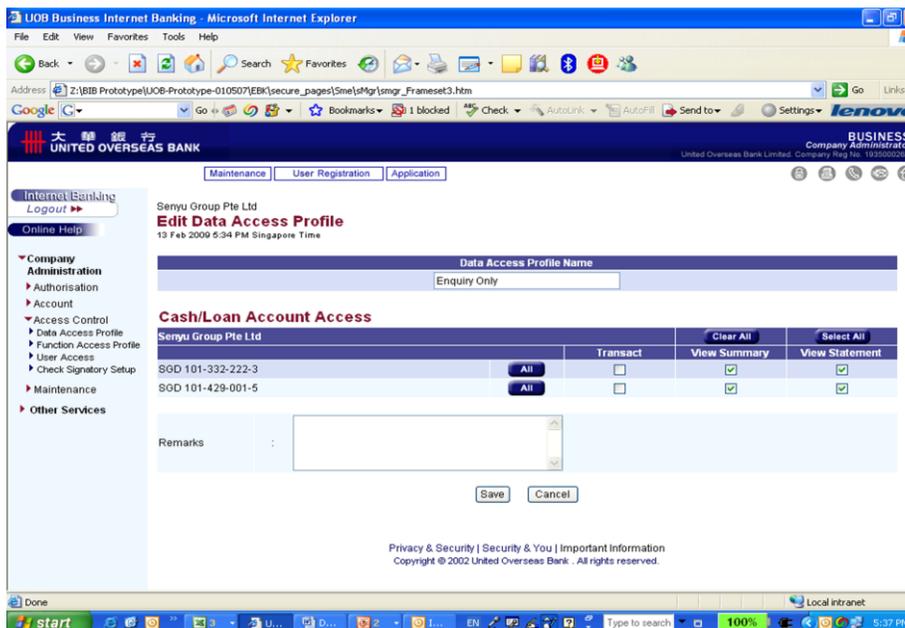
Edit Data Access Profile (DAP)



NOTE

If you are editing an existing DAP, this DAP needs to be un-assigned from existing Users first, before any DAP editing can be performed.

Alternatively, you can create a new DAP and re-assign this new access profile to your existing Users.



Select the accounts and the access rights for this profile that you would like to edit

1) Transact

- User can perform transactions

2) View Summary

- User can view account summary (balances only)

3) View Statement

- User can view the account at statement-level (balances and transaction details)

Maintaining FAP (ongoing basis)

Edit / Create Function Access Profile (FAP)

(i) Edit an existing FAP profile.

OR

(i) Select “Create New Profile” to create a new FAP profile.

NOTE

Use a FAP profile name that is easy to understand eg. Bulk Services, Account Enquiry

NOTE

If you are editing an existing FAP, this FAP needs to be un-assigned from existing assigned Users first, before any FAP editing can be performed.

Alternatively, you can create a new FAP and re-assign this new access profile to your existing Users.

Maintaining FAP (ongoing basis)

Create Function Access Profile (FAP)

(ii) Select the transaction rights for this FAP

1) Upload

- User can import files

2) Create / Edit

- User can create / edit transactions

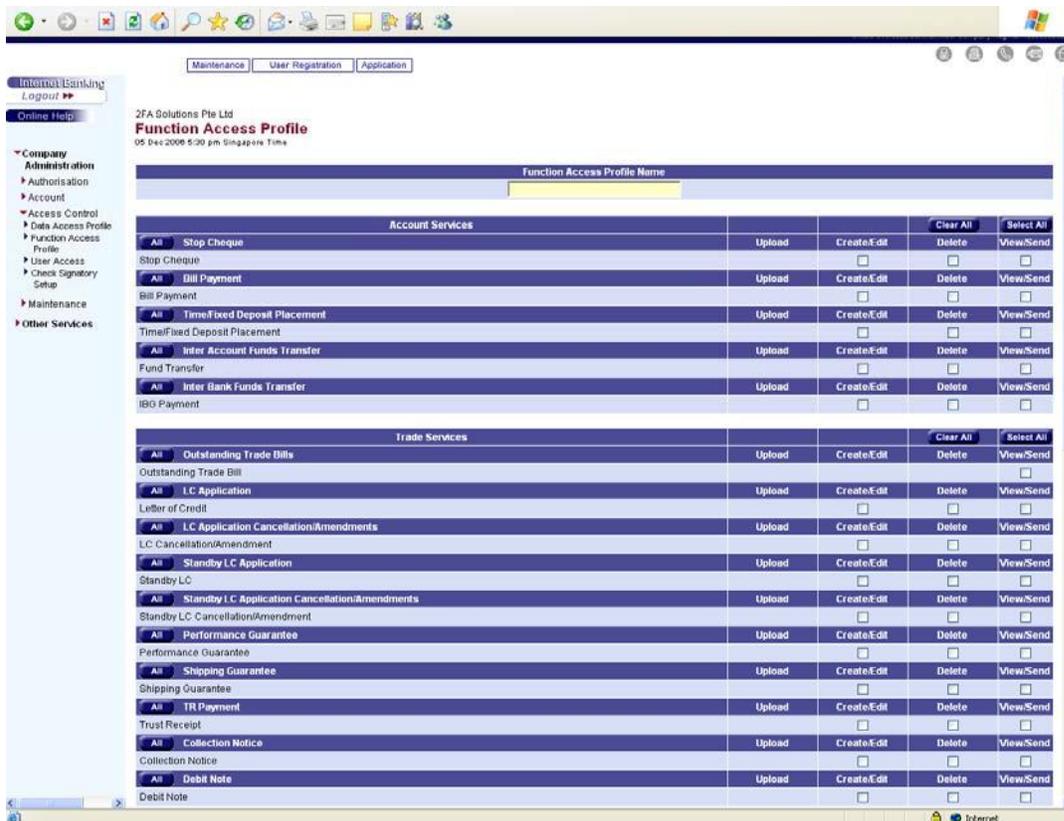
3) Delete

- User can delete transactions

4) View/Send

- For CU: CU can forward and send the transaction to CS for approval

- For CS: CS approves and sends transaction to the Bank



Maintaining FAP (ongoing basis)

Create Function Access Profile (FAP) (cont'd)

(iii) Click “Save”.

(iv) You will be prompted to the summary page (see screen shot below). You can choose to print for reference or click “OK”.

The screenshot displays the UOB Business Administrator interface. At the top, the header includes the UOB logo and 'UNITED OVERSEAS BANK' on the left, and 'BUSINESS Company Administrator' on the right. Below the header, there are navigation tabs for 'Maintenance', 'User Registration', and 'Application'. The main content area shows a confirmation message: 'The following request has been successfully processed.' Below this is a table with the following details:

Version No.	:	01
Internet Ref No.	:	0612050003
Status	:	Approved
Transaction Date	:	05 Dec 2006
Transaction Time	:	05:38 PM
Remarks	:	

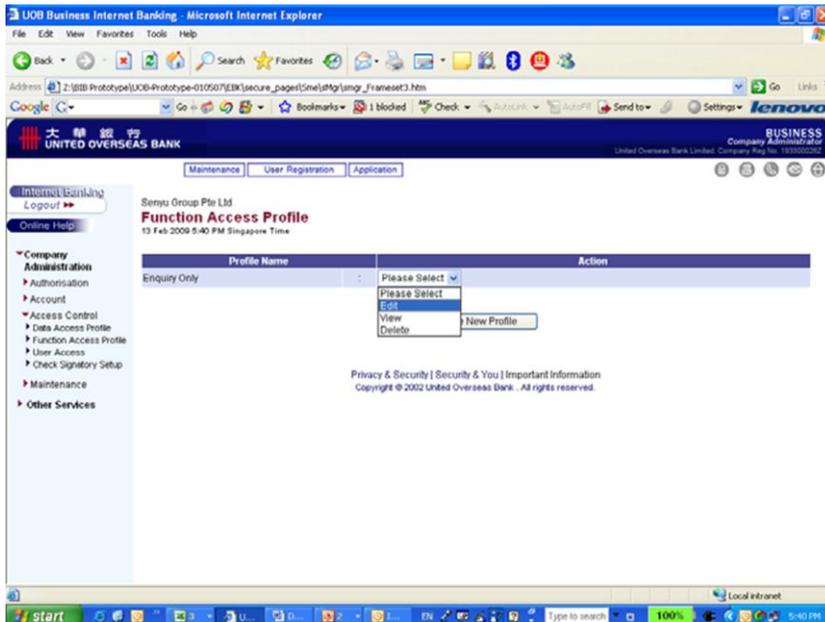
Below the table, there are two buttons: 'Print / View Summary' and 'OK'. At the bottom of the page, there is a footer with links for 'Terms & Conditions', 'Privacy & Security', and 'Important Information', along with copyright information: 'Copyright © 2005 United Overseas Bank. Company Reg No. 193500026Z. All rights reserved.'

NOTE

You can create additional FAP by repeating the above steps.

Maintaining FAP (ongoing basis)

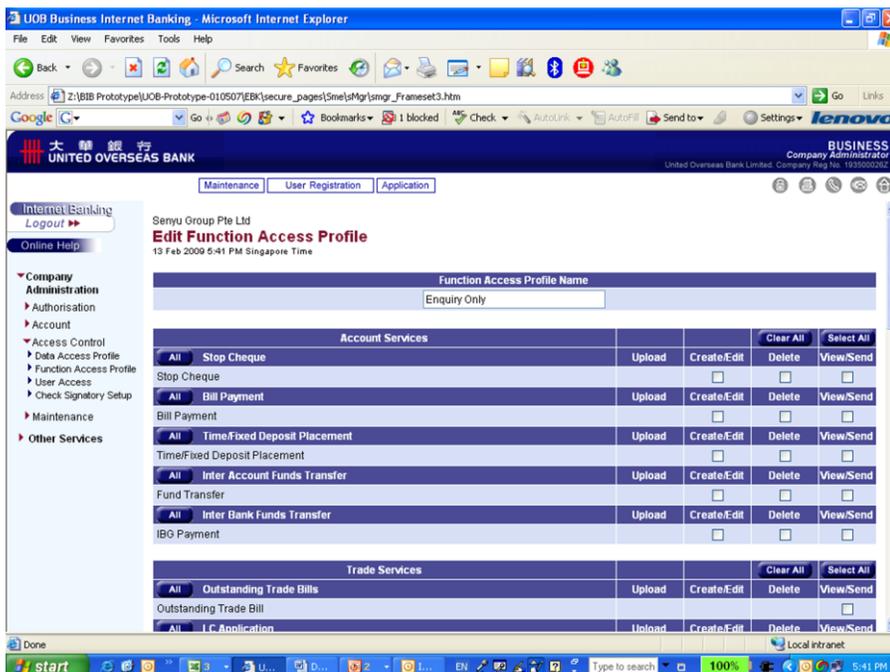
Edit Function Access Profile (FAP)



NOTE

If you are editing an existing FAP, this FAP needs to be un-assigned from existing assigned Users first, before any FAP editing can be performed.

Alternatively, you can create a new FAP and re-assign this new access profile to your existing Users.



Select the transaction rights for this FAP that you would like to edit.

1) Upload

- User can import files

2) Create / Edit

- User can create / edit transactions

3) Delete

- User can delete transactions

4) View/Send

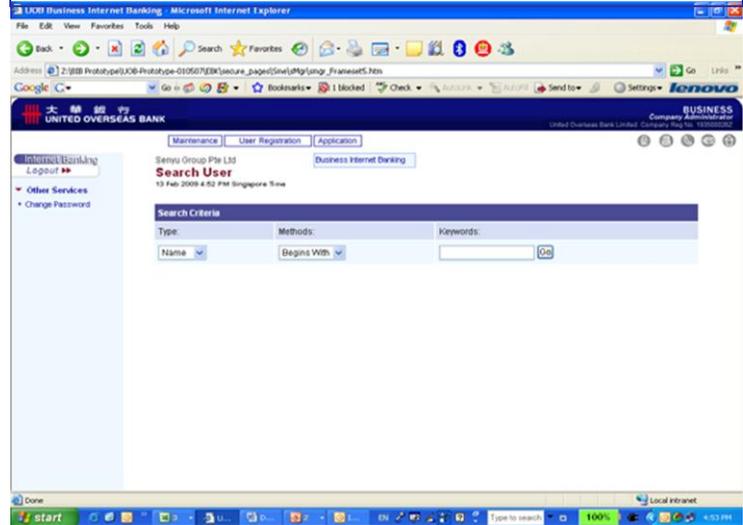
- For CU: CU can forward and send the transaction to CS for approval

- For CS: CS approves and sends transaction to the Bank

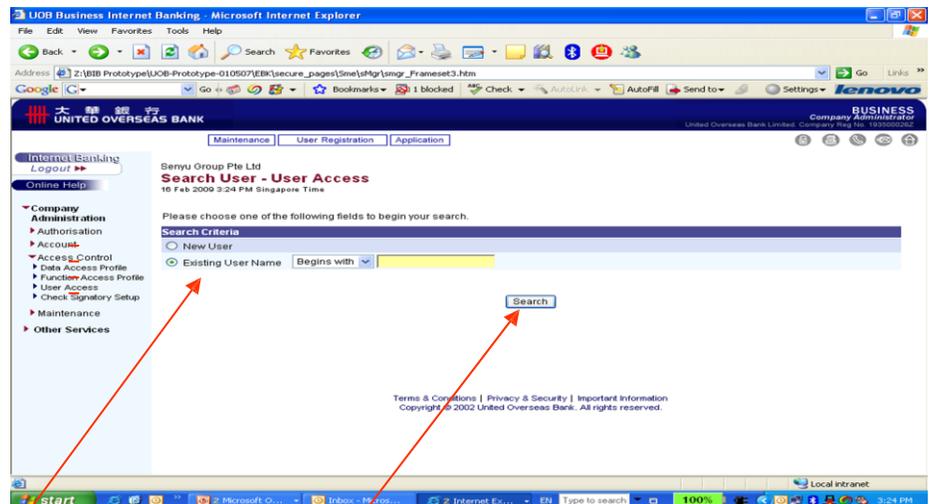
Maintaining Access Profile Assignments (ongoing basis)

(5) To change
User Access
Profile
Assignment

- (i) Click the **Application** Tab
- (ii) Select “Business Internet Banking”



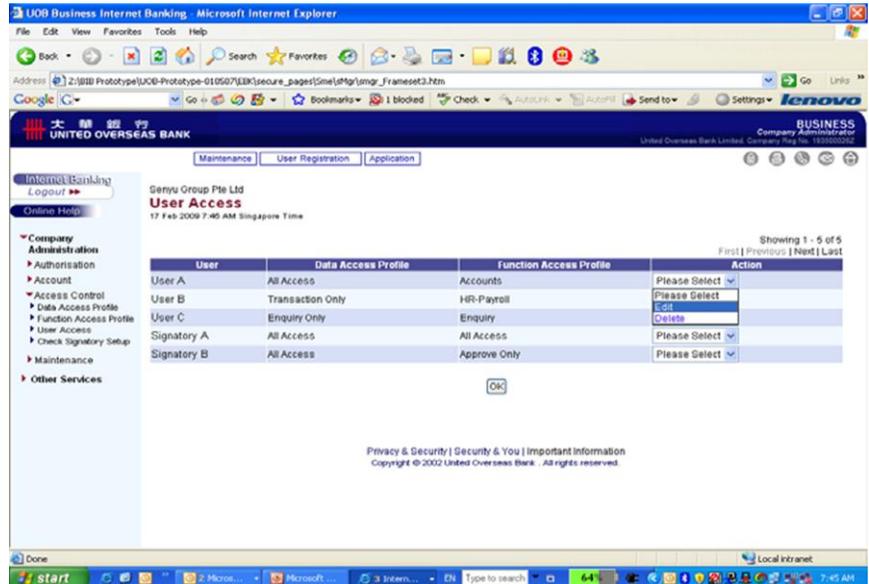
(iii) Select
Company
Administration >
Access Control >
User Access on
the left
navigational
menu.



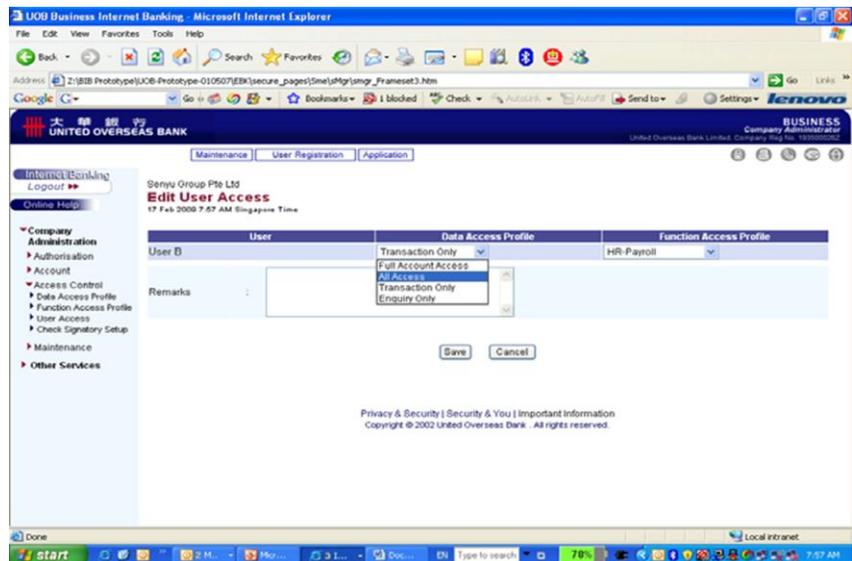
(iv) Select “Existing User” and Click “Search” to list all the existing users in your company.

Maintaining Access Profile Assignments (ongoing basis)

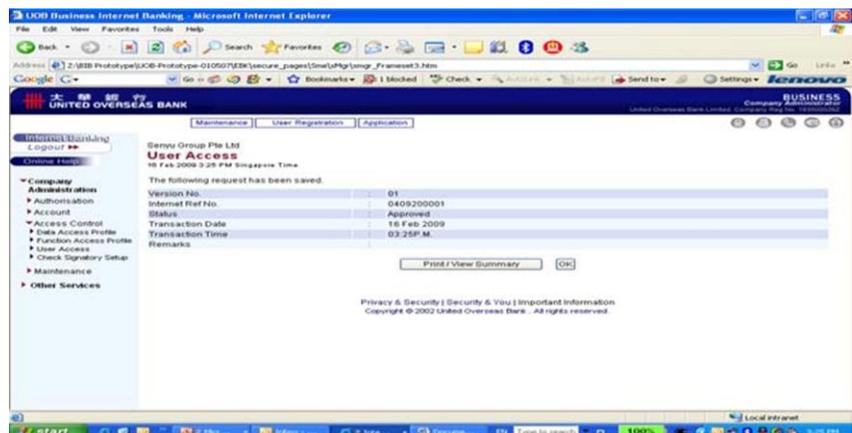
iv) For the selected User that you would like to change the profile assignment (eg. User B), please choose “Edit” from the drop-down list, and click “OK”.



v) Change the Data Access Profile and/or Function Access Profile of the selected User (eg. User B) from the drop-down list. Click “Save”



vi) You will be prompted to the summary screen. You can print/view the summary and click “OK” to exit the screen.



Contact Us

UOB Transaction Banking Customer Service Support Hotline

Tel: 6539 8704

email: TransactionBanking@UOBgroup.com



UOB Corporate Call Centre

Tel: 1800 22 66 121



Online Help

(located on the left navigational menu
on UOB Business Internet Banking)