



UOB Business Internet Banking (BIB)

# User Setup Guide

# (For use by Company Administrators)

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### **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**



#### 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



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

#### Step 1: Create Company Users



NOTE

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



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



### (ii) Click the User Registration Tab

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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.

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



NOTE

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

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





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	Alan Tham / 2facu13	Enabled	0071870014	Activated	Please Select	•		
	Eason Chan / 2facu2	Enabled	0071870021	Activated	Please Select	•		
	lan Pooley ( 2facu4	Enabled	0071870168	Activated	Please Select	•		
	Jacky Cheung J 2facu3	Disabled	0071870038	Activated	Please Select		•	
	Jacky Wu / 2facu5	Disabled	5510000243	Activated	Please Belect		•	
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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.

#### Step 2: Set up Account Names

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

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



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

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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".



#### Step 3: Create Access Rights / Profiles

There are 2 aspects of access rights / profiles:



2 Function Access Profile (FAP) Define access and actions on Products & Services

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.

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



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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)





Defines access and actions on Products & Services

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



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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

#### 9Click "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

### Step 4: Assign Profiles

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

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(ii) Select ' users in	New User" and Click "Search" to list all the new vour company.
	J r J
Note: New profiles.	users refer to CU and CS who have not been assigned the

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

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Click "Save"

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

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### <u>Step 5:</u>

- 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)



### Maintaining Account Names (ongoing basis)





### Maintaining Access Profiles (ongoing basis)



#### Edit or Create Data Access Profile (DAP)

(i) Eo D/	dit an existing AP profile.	OR	<ul><li>(i) Select "Create New Profile" to create a new DAP profile.</li></ul>
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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.

#### Create Data Access Profile (DAP)

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(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)

#### 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".

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<ul> <li>Access Control</li> <li>Data Access Profile</li> <li>Function Access Profile</li> </ul>	Transaction Time Remarks	: 05:15 PM :		
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#### Edit Data Access Profile (DAP)

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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.

> 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 statementlevel (balances and transaction details)

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Remarks

Senyu Group Pte Ltd Edit Data Access Profile 13 Feb 2009 5:34 PM Singapore Time

Cash/Loan Account Access

#### Edit / Create Function Access Profile (FAP)



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

#### 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

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Maintenance User Registration Application			0 0	00
2FA Solutions Pte Ltd				
Function Access Profile				
05 Dec 2008 5:30 pm Singapore Time				
Function	Access Profile Name			_
Account Services			Clear All	Select All
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Stop Cheque				
Bill Payment	Upload	Create/Edit	Delete	View/Send
Bill Payment				
Time/Fixed Deposit Placement	Upload	Create/Edit	Delete	View/Serr
Time/Fixed Deposit Placement	- ANALASIA			
A Inter Account Funds Transfer	Upload	Create/Edit	Delete	View/Sen
Fund Transfer				
August Inter Bank Funds Transfer	Upload	Create/Edit	Delete	New/Sen
IBG Payment				
Trade Services			Clear All	Select Al
Outstanding Trade Bills	Upload	Create/Edit	Delete	View/Sen
Outstanding Trade Bill				
LC Application	Upload	Create/Edit	Delete	View/Sen
Letter of Credit				
LC Application Cancellation/Amendments	Upload	Create/Edit	Delete	View/Sen
LC Cancellation/Amendment				
Standby LC Application	Upload	Create/Edit	Delete	View/Sen
Standby LC				
Standby LC Application Cancellation/Amendments	Upload	Create/Edit	Delete	View/Sen
Standby LC Cancellation/Amendment				
All Performance Guarantee	Upload	Create/Edit	Delete	View/Sen
Performance Guarantee				
Shipping Guarantee	Upload	Create/Edit	Delete	View/Sen
Shipping Quarantee				
TR Payment	Upload	Create/Edit	Delete	View/Sen
Trust Receipt				
Collection Notice	Upload	Create/Edit	Delete	View/Sen
Collection Notice				
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CAIL Debit Note	Upload	Create/Edit	Delete	Viewisien

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".

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	Maintenance User Registration Application			88	6	
Internet Banking Logout PP Online Help	2FA Solutions Pte Ltd Function Access Profile 05 Dec 2000 5/30 pm Singapore Time					
	The following request has been successfully processed.					
Company	Version No.	: 01				
Authorisation	Internet Ref No.	0612050003				
Account	Status	: Approved				
Account	Transaction Date	: 05 Dec 2006				
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Function Access	Remarks					
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		Terms & Conditions   Privacy & Security   Important Information				
		Copyright © 2005 United Overseas Bank. Company Reg No. 193500026Z.				
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#### NOTE

You can create additional FAP by repeating the above steps.

#### Edit Function Access Profile (FAP)

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Account     Access Control     Data Access Profile     Function Access Profile     User Access     Check Signatory Setup		EGA View Delete	(Profile	
Maintenance		Copyright @ 2002 United Overses	as Dank . All rights reserved.	
• Other Services				
				Local intranet

#### 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

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Company	Function Access Profile	Name			
Authorisation	Enquiry Only				
Account					
Access Control	Account Services			Clear All	Select
Data Access Profile Function Access Profile	All Stop Cheque	Upload	Create/Edit	Delete	View/S
User Access	Stop Cheque				
Check Signatory Setup	All Bill Payment	Upload	Create/Edit	Delete	View/S
Maintenance	Bill Payment				
Other Services	All Time/Fixed Deposit Placement	Upload	Create/Edit	Delete	View/S
	Time/Fixed Deposit Placement				
	All Inter Account Funds Transfer	Upload	Create/Edit	Delete	View/S
	Fund Transfer				
	All Inter Bank Funds Transfer	Upload	Create/Edit	Delete	View/S
	IBG Payment				
	Trade Services			Clear All	Select
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### Maintaining Access Profile Assignments (ongoing basis)



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

### Maintaining Access Profile Assignments (ongoing basis)

Maintenance

Senyu Group Pte Ltd User Access

User B

User C

Signatory A

Signatory B

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Internet Banking

Company Administration

Maintenance
 Other Services

Administration
Authorisation
Account
Access Control
Data Access Profile
Function Access Profile
User Access
Check Signatory Setup

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Transaction Only

Enquiry Only

All Access

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Maintenance User Registration Application

Senyu Group Pte Ltd Edit User Access

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HR-Payroll

Enquiry

All Access

Privacy & Security | Security & You | Important Info

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Approve Only

OK

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.



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Please Select ~

### **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