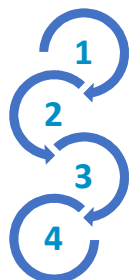




Fubon Business Online

4 SIMPLE STEPS TO GET STARTED FUBON BUSINESS ONLINE

APPLICATION	ADMINISTRATOR FIRST TIME SETUP	SECURITY DEVICE REGISTRATION	SUB-USER CREATION
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1 Complete and return the "Fubon Business Online Service Application Form"

2 Administrator and Approver will receive the required information and Security Device separately 5 working days after the Bank has received the completed application form

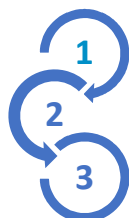
3 Administrator shall return the signed Acknowledgement Letter

4 **Administrator** can proceed with the online registration via "Fubon Business Online" 3 working days after the Bank has received the signed acknowledgement letter

Note:

1. Administrator can only create, delete and update users' information but not operate bank accounts. General sub-users including Approver can inquire or operate bank accounts according to their authorization.
2. Administrators can go to the "User Management" which under the "System Management" to reset the password, amend user settings or suspend services for the related users.

APPLICATION	ADMINISTRATOR FIRST TIME SETUP	SECURITY DEVICE REGISTRATION	SUB-USER CREATION
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1 Create New User Name

2 Input Notification Email

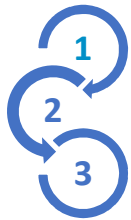
3 Change Password

System Administrator - User ID Change Upon First Time Login

System Administrator Preset Code	ADMIN1
Please Input User Name*	ADMIN1
Please Input New User ID*	<input type="text"/>
Please Input E-Mail Address*	<input type="text"/>

Confirm to Change

APPLICATION	ADMINISTRATOR FIRST TIME SETUP	SECURITY DEVICE REGISTRATION	SUB-USER CREATION
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- 1 Input Token Serial Number
- 2 Press then
- 3 Input Security Code

Security Device Registration

Security Device Serial Number	3308712345678
Please Input Token Serial Number *	<input type="text"/>
Please Input Security Code *	<input type="text"/>
<input type="button" value="Register"/> <input type="button" value="Unregister"/>	

Note

Please input Security Device's serial no. and Security Code generated by Security Device to register. Security Code must be authenticated in order to complete Security Device registration/deregistration.



APPLICATION	ADMINISTRATOR FIRST TIME SETUP	SECURITY DEVICE REGISTRATION	SUB-USER CREATION
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System Management → User Control → User Management
→ Add



- 1 Basic Information Setup¹
- 2 Account Authorization
- 3 Company Authorization
- 4 System Administration Authorization
- 5 List Overview

User Management - Add

Step 1: Basic Information Setup

User ID *	<input type="text"/>		
User Name *	<input type="text"/>		
Department *	<input type="text"/>		
Mobile Number #	+852 Hong Kong	<input type="text"/>	SMS Language <input type="radio"/> Chinese <input type="radio"/> English
email address *	<input type="text"/>		
Role *	Please select		
Security Device	<input type="checkbox"/> Register Security Device		
Company Authorization	<input type="checkbox"/> FB-00000001-ABC Technology Co Ltd		
Valid Date	<input type="text"/> Select	<input type="text"/> Select	(YYYY/MM/DD) <small>Unlimited search when Valid Start Date and Valid End Date are blank</small>

* Mandatory field and please provide the information as requested.

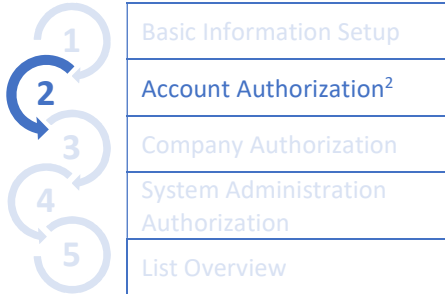
Contact number must be provided for SMS notification service if user is the approver of the transaction.

Disclaimers:

The collection of the above personal information is for Fubon Business Online (FBO) Service which is provided at the customer's own discretion. When the Bank requests for any personal information, the Bank will state the purpose of collecting personal information, and ensure that the personal information shall only be used in accordance with the collection specification. Please [click here](#) for the details of "Notice to Customers and Other Individuals relating to the Personal Data (Privacy) Ordinance (the "Ordinance") and Consumer Credit Data ("Notice").

- ¹User ID: Enter 6-10 alphabets (case not sensitive) and/or digits for login purposes (Note: User ID cannot be same as other users)
- User Name: Enter the user name for internal reference only
- Department: Enter the user department for internal reference only
- Mobile Number: Enter the contact number for receiving SMS notification
- SMS Language: Select SMS language as needed
- E-mail Address: Enter a valid email address
- Role: Check the applicable role as needed (recommended to select DF005 full-function and set individual features in the next step)
- Security Device: Optional field, check this box if you are adding the Approver
- Company Authorization: Optional field, check the box(es) if this is authorized for inquiry and/or operation of the selected company (recommended to check the box to go to next step)
- Valid Date: Optional field, the default position is unlimited valid date if "valid start date" and "valid end date" are unchecked

APPLICATION	ADMINISTRATOR FIRST TIME SETUP	SECURITY DEVICE REGISTRATION	SUB-USER CREATION
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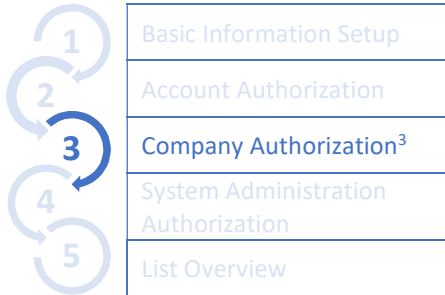


User Management - Add

Step 2: Account Authorization

User ID	SAMPLE	User Name	Sample
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FB-0000001-ABC Technology Co Ltd		Deposit Account	Payment	PAYROLL WITH DETAIL	PAYROLL	FD Placement					
Account	Account	Account Overview	Edit (Upload)	Approval	Configuration	Enquiry	Payment	Configuration	Enquiry	Configuration	Enquiry
Magic Money Manager	86210000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Magic Money Manager	86220000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Magic Money Manager	86230000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

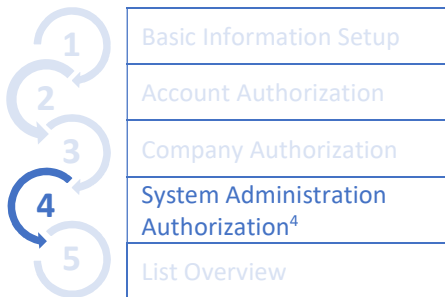


User Management - Add

Step 3: Company Authorization

User ID	SAMPLE1	User Name	testing12
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Account Name	Deposit Account	Cash Management			FPS Addressing Service	FD Maturity	e-Statement
	Deposit Overview	Inward Remittance Enquiry	Outward Remittance Enquiry	FPS Transaction Enquiry	Edit Approval	Edi Approval Enquiry	View e-Statements
FB-0000001-AXX TXXXXXXXX CX LXX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



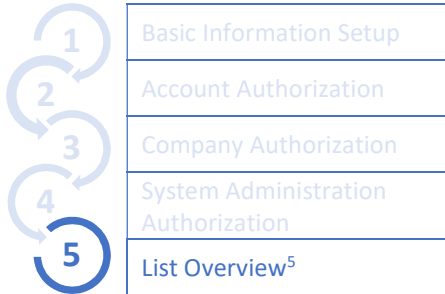
User Management - Add

Step 4: System Administration Authorization

User ID	SAMPLE1	User Name	Sample
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System Management				
<input checked="" type="checkbox"/> Online Application Add and Amend	<input checked="" type="checkbox"/> Online Application Submit	<input checked="" type="checkbox"/> Online Application Enquiry	<input checked="" type="checkbox"/> Approval Setup	<input checked="" type="checkbox"/> Beneficiary Setup
<input checked="" type="checkbox"/> Beneficiary Setup - Approval	<input checked="" type="checkbox"/> Payee Setup - Notification	<input checked="" type="checkbox"/> File Upload Setup	<input checked="" type="checkbox"/> My Details	<input checked="" type="checkbox"/> Security Device Status
<input checked="" type="checkbox"/> User Activities				

All are optional fields under ²Account Authorization, ³Company Authorization & ⁴System Administration Authorization, please select the functions as user needed.
 For Account Authorization, please note that the above functionalities are categorized into either of the two types ("Payroll with Detail" and "Payroll (without detail)"). Please do not check the boxes for the account type that is inapplicable to the user.



User Management - Add

Step 5: List Overview

Basic Information List			
User ID	SAMPLE1	Role	DF005
User Name	testing12	Department	tbq
email address	abcde123@abc.com	Mobile Number	+852-12345678
Valid Date		SMS Language	English
Company Authorization	FB-00000001-ABC Technology Co Ltd		

Account Authorization List																
FB-00000001-ABC Technology Co Ltd																
Account	Account	Deposit Account	Payment				PAYROLL WITH DETAIL				PAYROLL		FD Placement			
		Account Overview	Edit	Approval	Configuration	Payment Enquiry	Ca Up	Ap	Confi	En	Ca	Ap	Confi	En	Ca	En
Magic Money Manager	86210000000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Magic Money Manager	86220000000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Magic Money Manager	86230000000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Embassy Authorization List										
Account Name	Deposit Account	Cash Management				FPS Addressing Service	FD Maturity		e-Statement	
	Deposit Overview	Inward Remittance Enquiry	Outward Remittance Enquiry	FPS Transaction Enquiry	Edit Approval	Edit	Approval	Enquiry	View e-Statements	
FB-00000001-AXX TXXXXXXXXX CX LXX	Y	Y	Y	Y	Y	Y	Y	Y	Y	

System Administration Authorization List									
Online Application Edit and Amend	Online Application Submit	Online Application Enquiry	Approval Setup	Beneficiary Setup	Beneficiary Approval	Payee Setup	No-Statement	File Upload	Setup
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
My Details	Security Device Status	Security Device Registration	User Activities						
Y	Y	Y	Y						

General sub-users' and Approvers' first time set up of "Fubon Business Online"

General sub-users and Approver may log into "Fubon Business Online" by the customer ID, user ID provided by Administrator and the password sent via email. They may then change the password. Approver is required to register the security Device.



⁵Please review the details and click "Confirm" to complete the account set up of general sub-user and Approver. A notification email with password will be sent to the user by system automatically.

Fubon Business Online registration is completed. If you wish to add other user(s), please repeat the steps above.

Approval Setup (by transaction amount)

Authorized users can set up the approval process based on the amount

1. Click System Management > System > Approval Setup

The screenshot shows the Fubon Bank user interface. The top navigation bar includes 'System Management', which is highlighted with a green box. Under 'System Management', the 'System' menu is expanded, and 'Approval Setup' is highlighted with a green box. Other menu items include 'Beneficiary Setup', 'Beneficiary Setup - Approval', 'Payer Setup - Notification', and 'File Upload Setup'. The main content area shows a greeting to the user and login information.

2. Select specific transaction type and then click “Control setting”
3. Select “Control method” and “Approval in sequential order”, then input transaction amount and number of persons required for each approval level and then click “OK”

The screenshot shows the 'Approval Setup - General Transaction' form. At the top, there are two radio buttons: 'Controlled by amount' (selected) and 'Not specified'. To the right, there is a section for 'Approval in sequential order' with 'Yes' selected. Below this is a table for defining approval levels based on transaction amounts.

Amount (HK \$)	Approval 1	Approval 2	Approval 3	Approval 4	Approval 5	Approval 6
100000 or below	1 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)
0 or below	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)
0 or below	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)
0 or below	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)
0 or below	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)
0 or below	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)	0 Person(s)

Below the table, there is a note: 'Please pre-define amount level before No. of persons for each approval level. (HK \$)'. At the bottom of the form, there are 'OK' and 'Back' buttons.

4. Acknowledge the approval setup and continue setting verifying personnel. Click “Authorized person for approval”

The screenshot shows the 'Acknowledgement' screen. It contains a table with the following information:

Function Execution	Approval Setup -Control setting
Execution Status	Please continue setting verifying personnel

Below the table, there is a button labeled 'Authorized person for approval'.

5. Select the authorized person for specific approval and click "OK"

ID:JESSICA Name:JEXXXX

Approval Setup - General Transaction - Authorized person for approval

Amount level: 10000HK\$

Person for approval	Approval 1 /1Person(s)	Approval 2	Approval 3	Approval 4	Approval 5	Approval 6
AABBCC vbX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JESSICA JEXXXX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOYCE0462 JoXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KARSEN KAXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KKTEST KXXXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TINA01 tiXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TONYTONG TOXX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK

6. "Setup Complete" shown

ID:JESSICA Name:JEXXXX

Acknowledgement

Function Execution	Approval Setup -Control setting -Authorized person for approval Setup
Execution Status	Setup complete!

OK