

Fubon Business Online

SIMPLE STEPS TO GET STARTED

APPLICATION & FBO REGISTRATION

MOBILE SECURITY KEY REGISTRATION

SUB-USER CREATION

- 1. Application Form** Please complete the “Fubon Business Online Service Application Form” and return it to the bank. (<https://www.fubonbank.com.hk/en/online-services/business-online/application-form.html>)
- 2. User ID & Password** The Administrator will receive the necessary information within 5 working days after the bank receives your completed form.
- 3. Register Online** The Administrator can register for the service through “Fubon Business Online”.

The screenshot shows the Fubon Business Online registration interface. At the top, there are navigation links for 'Security Tips', 'Starter Kit', 'Application Form', 'Service Charges', 'Maintenance Schedule', and 'Email'. The main form area has a header 'Fubon Business Online' and a background image of two hands shaking. The form fields are: Customer No., User ID, Password, and Verification Code. A 'SUBMIT' button is located below the fields. Below the form, there are two columns of text: 'WHAT'S NEW' and 'IMPORTANT NOTICE'. The 'IMPORTANT NOTICE' section contains a warning about official website verification.

- 4. Set Up Mobile Security Key** Administrator download the “Fubon Corp+” mobile app and complete the Mobile Security Key registration.

The sequence of screenshots illustrates the mobile app setup process. It starts with the 'GET IT ON Google Play' and 'Download on the App Store' buttons. This is followed by the 'Fubon CORP+' app icon. The next screenshot shows the 'Login' screen with fields for 'Customer No.', 'User ID', and 'Password'. The following screenshot shows the 'Settings' screen with options for 'Language', 'Promotion Push Notification', 'Mobile Security Token', 'Biometric Authentication', and 'Reset Mobile Security Token'. The final screenshot shows a confirmation message: 'Your Mobile Security Key has been successfully set up' with instructions for activation.

ADMINISTRATOR CREATE SUB-USER AND APPROVER PROFILES

1. Basic Information Setup¹
(System Management > User Control > User Management > New

User Management

User ID	User Name	Department	Role	Security Device	Approver	Status	Approval Officer	Action
<input type="checkbox"/> ADMIN1LS	L			S	---	Activate		
<input type="checkbox"/> ADMIN2CSS	C			S	---	Activate		
<input checked="" type="checkbox"/> APPROVERLS	L	Approver	全功能(Full Function)		✓	Activate		Please select
<input type="checkbox"/> MAKERLS	L	Maker	全功能(Full Function)			Activate		Please select

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
Approver	<input type="radio"/> Yes <input type="radio"/> No
Security Device	<input type="checkbox"/> Register Security Device
Company Authorization <input type="checkbox"/>	<input type="checkbox"/> FE
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.
 # The contact number is the mobile phone number used for the "One-Time Password" service and receiving SMS notifications.

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 (Privacy) Ordinance 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").

2. Account Authorization²

User Management - Add

Step 2: Account Authorization

User ID	SAMPLE	User Name	SAMPLE												
FB-00000001-ABC Technology Co Ltd															
Account	Account	Deposit Account	Payment	PAYROLL WITH DETAIL	PAYROLL	FD Placement									
		Account Edit	App Conf	Paym	Ca Upl	App Conf	Enq	Ca	App Conf	Enq	Ca	Ed	App Conf	Enq	
		nt Ove	(Upl	rov rmatl	ent En	nce oa	rov rmatl	uir nce	rov rmatl	uir nce	rov rmatl	uir	Ed	rov rmatl	uir
		rtview	oad)	al on	quary	I d	al on	y	I al	on y	I al	on y	I al	on y	I al
Magic Money Manager	8621000000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Magic Money Manager	8622000000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Magic Money Manager	8623000000	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

¹User ID: Please create a unique login ID using 8 to 10 letters (uppercase or lowercase) and/or numbers.
 User Name: Enter full name as it appears in the application.
 Department: Fill in department name (for internal use only).
 Mobile Number: Provide a mobile number to receive notifications and one-time passwords (OTP) via SMS.
 SMS Language: Choose your preferred language for SMS messages.
 E-mail Address: Enter a valid email address for communication purposes.
 Role: Select the appropriate role or customize features in the next step.
 Approver: Indicate whether this user has approval rights.
 Security Device: This option will be automatically disabled if a mobile security key is used for approval.
 Company Authorization: Check if the user is authorized to view or perform actions for specific companies.
 Valid Date: Optional — if not set, the profile will remain valid indefinitely.

3. Company Authorization³

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 Appro val	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"/>

4. System Administration Authorization⁴

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				

5. List Overview⁵

User Management - Add

Step 5: List Overview

Basic Information List			
User ID	APPROVERLS	Role	DF005 <input checked="" type="checkbox"/> Approver
User Name	L	Department	Approver
email address	j @fubon.com	Mobile Number	+852-6
Valid Date		SMS Language	English
Company Authorization	FB-XX;		

Account Authorization List																
FB-01182336-B00000;00;T00;D0000;C000000;																
Account	Account	Deposit Account	Payment			PAYROLL WITH DETAIL			PAYROLL	FD Placement						
		Account Overview	Edit (Upload review)	Approval	Confir mation	Payme nt Enquiry	Ca ncel	Upl oa d	Ap pro val	Confir mation	Enquiry	Ca ncel	E dition	Ap pro val	Confir mation	Enquiry
Magic Money Manager	8€	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Company Authorization List									
Account Name	Deposit Account	Cash Management			FPS Addressing Service	FD Maturity	e-Statement	System Management	
	Deposit Overview	Inward Remittance Enquiry	Outward Remittance Enquiry	FPS Transaction Enquiry	Edit Approval	Edi Appro val	Enquiry View e-Statements	IADS Service	
FI T.	Y	Y	Y	Y	Y	Y	Y	Y	

System Administration Authorization List									
<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"/> Security Device Registration	<input checked="" type="checkbox"/> User Activities						

All fields under ²Account Authorization, ³Company Authorization & ⁴System Administration Authorization are optional. Please select only the functions that the user needs.
⁵Before finishing, review all the details carefully and click "Confirm" to complete the setup for a general sub-user or Approver. The system will automatically send a notification email containing the login password to the user.
 The Fubon Business Online registration is now complete. If you want to add more users, please repeat the steps from the beginning.

ADMINISTRATOR SET UP COMPANY PROFILE

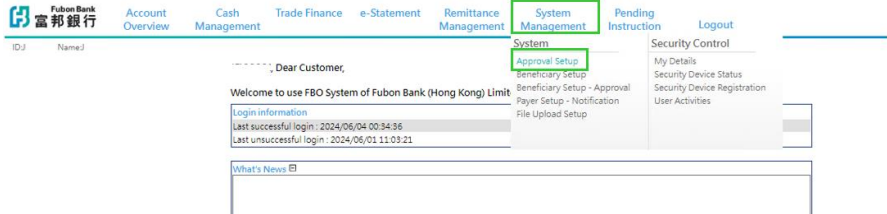
1. Admin login

2. Click System Management > System > Settings

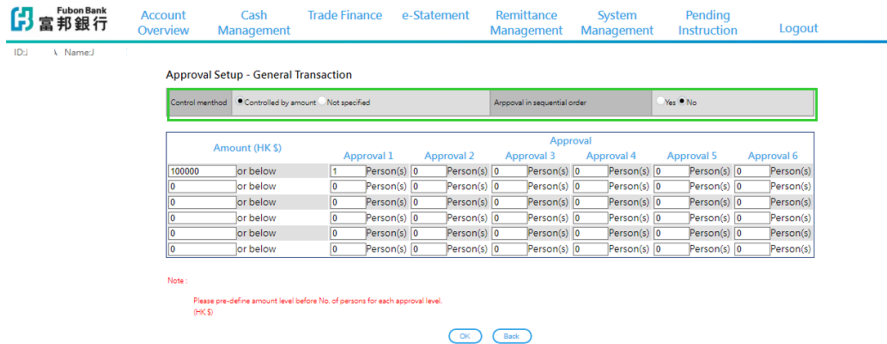
Setting	Value
Password reset method	Generated automatically by system / Set by System Administrator
Notify system administrator by email upon incorrect password input	YES / NO
Display payment details	All / Display my payments
Approval setting by email notification?	YES / NO
Fund Transfer Type	FPS - Non-same day credit / CHATS
Accept payment file upload if beneficiary information setting is not completed	YES / NO
Encryption for Media File Upload required?	YES / NO / Password Setting
Approval for beneficiary required?	YES / NO
Fund Transfer Transaction File Format	Bank Format / Set by User
Bill Payment file format	Bank Format / Set by User
Security Device Setting	Submission for approval / Beneficiary Setup - Approval / Approval

AUTHORIZED USERS CAN ESTABLISH AN APPROVAL MATRIX BASED ON THE AMOUNT.

1. Click System Management > System > Approval Setup



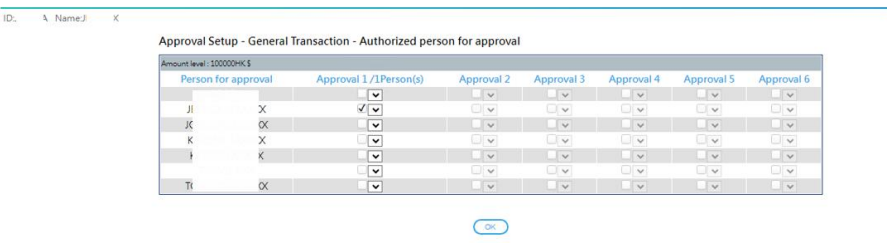
2. Select specific transaction type and then click "Control setting"
 3. Select "Control method" and "Approval in sequential order", then input transaction amount and number of persons required for each approval level and then click "OK"



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



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



6. Setup Complete

