

Fubon Business Online User Guide



Application and Registration

REGISTER

Application for Fubon Business Online Service

Step 1

Complete and return the "Fubon Business Online Service Application Form" to Fubon Bank (the "Bank").

Step 2

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

Step 3

Administrator shall return the signed Acknowledgement Letter to the Bank.

Step 4

Administrator can proceed with the online registration via Fubon Business Online 3 working days after the Bank's receipt of the signed Acknowledgement Letter.

To register Fubon Business Online, you need:

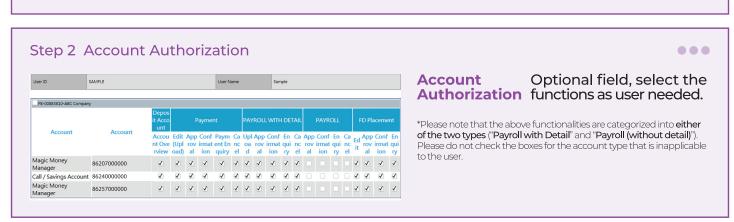
	Administrator*	General Sub-user	Approver	
User ID	✓	×	×	
Acknowledgement Letter	✓	×	×	
PIN Mailer	✓	×	×	
Security Device	✓	×	✓	

^{*} Administrator can only create, delete and update users' information but not operate bank accounts. General sub-users can inquire or operate bank accounts according to their authorization.

Administrator's First-time Set Up of Fubon Business Online

- **Step 1** Administrator could log into Fubon Business Online to input his/her information, including change password and create user name.
- Step 2 Security Device Registration by Administrator
 - Click System Management
 - 2 Click Security Control > Security Device Registration
 - 3 Input the 13-digit serial number on the back of the Security Device
 - Input Security Code (Press button for 1 second to turn on Security Device and press button to receive Security Code)
 - 6 Click "Register"
- **Step 3** Administrator to add general sub-user or Approver
 - Click System Management
 - 2 Click User Control > User Management
 - 3 Input Security Code (Press 🐧 button for 1 second to turn on Security Device and input the 6-digit authentication code and then press 🔾 button to receive Security Code)
 - Click "Confirm"
 - Enter User Management page then click "New"
 - 6 Fill in the information of general sub-user or Approver on the new page of User Management

User Management - Add Step 1 Basic information Setup 000 **User ID** Enter 6-10 alphabets User ID * (case not sensitive) and /or digits for login purposes. Enter the user name for **User Name** SMS Language Chinese English +852 Hong Kong internal reference only. Enter the user department **Department** Role * for internal reference only. **Mobile Number** Enter the contact number FB-00883810-ABC Company for receiving SMS Valid Date notification. Select SMS language as **SMS Language** needed. E-mail Address Enter a valid email address. Check the applicable Role role as needed (you may 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. Optional field, check the Company box(es) if this is authorized **Authorization** for inquiry and/or operation of the selected company. Optional field, the default **Valid Date** position is unlimited valid date if "valid start date" and "valid end date" are unchecked.





000

					Customs	Out: f: - - -
User ID SAMP	LE	User	Name Sample		System	Optional field, please
System Management						select the functions
✓ Online Application Edit- Add and Amend	✓ Online Application Submit	✓ Online Application Enquiry	on ✓ Approval Setu	✓ Beneficiary Setup	Authorization	accordingly.
✓ Beneficiary Setup - Approval	✓ Payee Setup - Notification	☑ File Upload Setu	p	✓ Security Device Status		
✓ User Activities						

Step 5 List Overview User ID SAMPLE DF005 Mobile +852-66666666 email address Sample@fubon.com Valid Date English Company Authorization FB-00883810-ABC Company; Magic Money Manager 86207000000 Call / Savings Account 86240000000 Magic Money Manager 86257000000 Deposit Overview Inward Remittance Enquiry Outward Remittance Enquiry Edit Approval Enquir FB-00883810-ABC Company

Please 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.

General sub-users' and Approvers' First-time Set Up of Fubon Business Online

- Step 1 General sub-users and Approver may log into Fubon Business Online by the user ID provided by Administrator and the password sent via e-mail. They may then change the password.
- **Step 2** (If applicable) For Approver Security Device Registration, please refer to Step 2 of Administrator's First-time Set Up of Fubon Business Online above.

Fund Transfer



- **Step 1** Beneficiary Set Up
 - Click System Management > System > Beneficiary Setup
 - Click "Add"
 - Input Beneficiary information and then click "Confirm"
- **Step 2** Add Fund Transfer
 - Click Cash Management > Edit > Add Fund Transfer
 - Input Fund Transfer transaction details (For example: Transaction Date/ Payer Account/ Amount/ Beneficiary/ Transaction Type/ Service Charge)
 - Click "Submit for Approval"
 - * For details on transfer transaction service hours and charges, please refer to the transfer transaction service time and fee schedule at the bottom of this website page.
- **Step 3** Fund Transfer Confirmation
 - Click Cash Management > Confirmation > Fund Transfer Confirmation
 - Select the transaction(s) and then click "Confirm"
 - Input Security Code (Press the button for 1 second to turn on Security Device and input the 6-digit authentication code and press button to receive the Security Code)
 - 4 Click "Ok"
- **Step 4** Enquiry of Fund Transfer Results
 - Click Cash Management > Enquiry > Fund Transfer Enquiry
 - 2 Input enquiry information and then click "Enquiry"
 - Please refer to the Fund Transfer Results shown



