Fubon Business Online User Guide

Application and Registration

REGISTER

1 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.

2 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
1. Click System Management
2. Click Security Control > Security Device Registration
3. Input the 13-digit serial number on the back of the Security Device
4. Input Security Code (Press ⏻ button for 1 second to turn on Security Device and press Ⓞ button to receive Security Code)
5. Click "Register"

Step 3 Administrator to add general sub-user or Approver
1. 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)
4. Click "Confirm"
5. 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

Step 1 Basic information Setup

User ID — Enter 6-10 alphabets (case not sensitive) and /or digits for login purposes.

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 (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.

Company Authorization — Optional field, check the box(es) if this is authorized for inquiry and/or operation of the selected company.

Valid Date — Optional field, the default position is unlimited valid date if "valid start date" and "valid end date" are unchecked.

Step 2 Account Authorization

Account Authorization — Optional field, select the functions as user needed.

*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.

Step 3 Company Authorization

Company Authorization — Optional field, please select the functions accordingly.

Step 4 System Administration Authorization

System Administration Authorization — Optional field, please select the functions accordingly.

Basic Information List				
User ID	SAMPLE	Role	DF005	
User Name	Sample	Department	Sample	
email address	Sample@fubon.com	Mobile Number	+852-66666666	
Valid Date		SMS Language	English	
Company Authorization	FB-00883810-ABC Company;			

Account Authorization List
FB-00883810-ABC Company

Account	Account	Deposit Account	Payment						PAYROLL WITH DETAIL			PAYROLL				FD Placement			
		Account Overview	Edit (Upload)	Approval	Confirmation	Payment Enquiry	Cancel	Upload	Approval	Confirmation	Enquiry	Cancel	Approval	Confirmation	Enquiry	Cancel	Edit	Approval	Confirmation	Enquiry
Magic Money Manager	86207000000	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y				Y	Y	Y	Y
Call / Savings Account	86240000000	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y				Y	Y	Y	Y
Magic Money Manager	86257000000	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y				Y	Y	Y	Y

Company Authorization List

Account Name	Deposit Account	Cash Management			FD Maturity		
	Deposit Overview	Inward Remittance Enquiry	Outward Remittance Enquiry	Edit	Approval	Enquiry
FB-00883810-ABC Company	Y	Y	Y	Y	Y	Y

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.

3 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
1. Click System Management > System > Beneficiary Setup
2. Click "Add"
3. Input Beneficiary information and then click "Confirm"

Step 2 Add Fund Transfer
1. Click Cash Management > Edit > Add Fund Transfer
2. Input Fund Transfer transaction details (For example: Transaction Date/ Payer Account/ Amount/ Beneficiary/ Transaction Type/ Service Charge)
3. 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
1. Click Cash Management > Confirmation > Fund Transfer Confirmation
2. Select the transaction(s) and then click "Confirm"
3. 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
1. Click Cash Management > Enquiry > Fund Transfer Enquiry
2. Input enquiry information and then click "Enquiry"
3. Please refer to the Fund Transfer Results shown