



UOB BUSINESS INTERNET BANKING SERVICE

Quick Setup Guide

For Company Administrators

Last updated: December 2006

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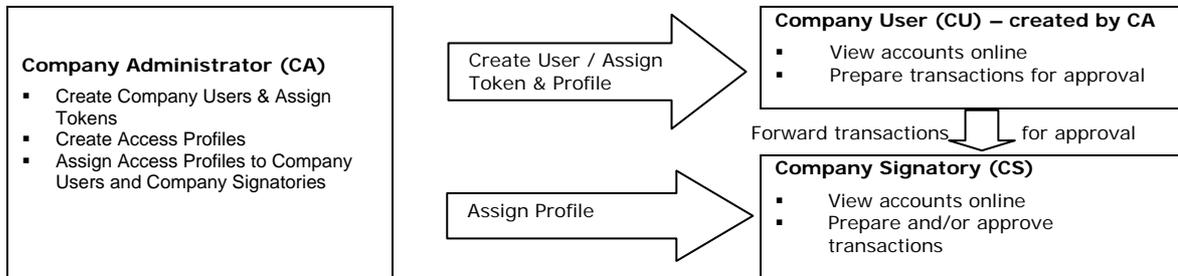
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1. Welcome to UOB Business Internet Banking Service

Enjoy online convenience with UOB Business Internet Banking Service (BIB).

The staff from your company can take on any of the three different roles in BIB:

a) Company Administrator, b) Company Signatory, or c) Company User.



As a Company Administrator, you can perform BIB setup and administrative tasks as well as manage your users and their service access. However, you cannot enquire or transact on accounts online.

You can play a dual role as Company Administrator-Company User or Company Administrator-Company Signatory¹. Simply create yourself as a Company User as you would for any other user, or apply to the Bank for Company Signatory access.

Note 1: Applicable if you have applied for Professional Service Package or Premium Options.

First-time Setup

If you are performing company administration for the very first time, this Guide shows you how to set up users in your organisation to enable them to bank online with BIB. To ensure proper setup, please follow through each step.

Maintenance

If you have previously set up users who currently bank online with BIB and wish to perform addition or maintenance for users or access profiles, proceed to Section 3 on Maintenance.

Switching to Two-Factor Authentication (2FA)

If your organisation is an existing BIB customer prior to Dec 2006 who has recently been issued One-Time Password (OTP) Tokens but has not yet switched over to 2FA mode, it is recommended that you do so within one month of the issuance of OTP Tokens.

All BIB users (inclusive of Company Signatories, Company Administrators and Company Users) are required to use OTP Tokens to login to BIB. In addition, your Company Signatories will use OTP Tokens to approve transactions.

Need Help?

Just contact us by:

- Calling 1800 22 66 121 (24-hour, toll-free) or 65-6226 6121 (from overseas)
- Submitting an email enquiry at www.uobgroup.com > Contact Us

2. First-time Setup

You can perform your company administration and set up your users in four easy steps:

1. Create Company Users
2. Set Up Accounts
3. Create Access Profiles
4. Assign Access Profiles

To begin, go to www.uobgroup.com > Login > Business Internet Banking, and login to BIB using your Company Administration credentials:

- Company ID
- User ID
- Password

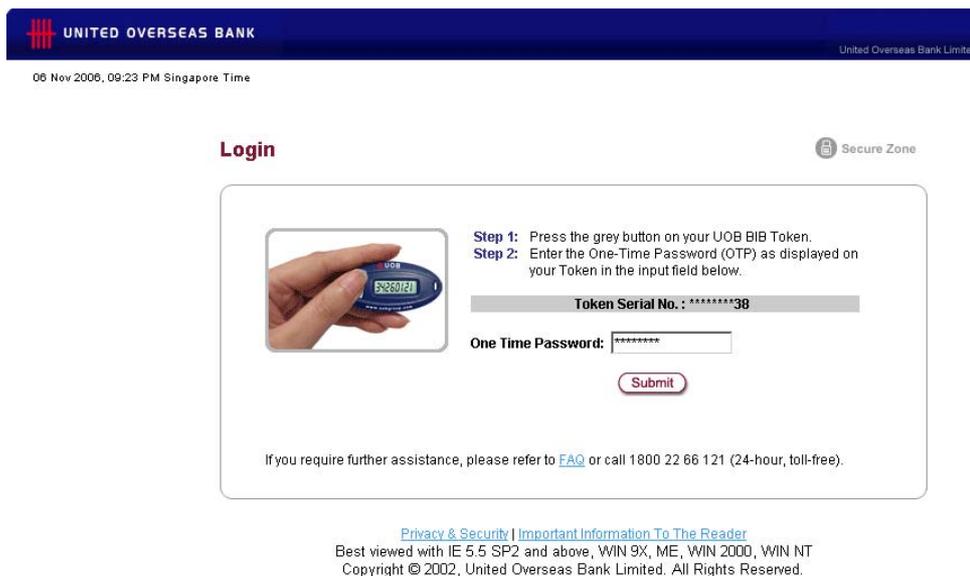
Figure 2.0a

Upon your **first** login, you will be prompted to:

1. change your password. Your new password must be alpha-numeric and between 8 and 20 characters (no spaces or special characters). This new password will replace the bank-issued password;
2. accept UOB BIB Service Agreement; and
3. enter an OTP which you can obtain from your OTP Token. The system will then perform a one-time initialization of your OTP token for 15 minutes. You may login again 15 minutes later.

Please also note that the UOB BIB Service Agreement will always be prompted when there is a change in the Terms & Conditions.

Figure 2.0b



UNITED OVERSEAS BANK

United Overseas Bank Limited

06 Nov 2006, 09:23 PM Singapore Time

Login Secure Zone

Step 1: Press the grey button on your UOB BIB Token.
Step 2: Enter the One-Time Password (OTP) as displayed on your Token in the input field below.

Token Serial No. : *****38

One Time Password:

If you require further assistance, please refer to [FAQ](#) or call 1800 22 66 121 (24-hour, toll-free).

[Privacy & Security](#) | [Important Information To The Reader](#)
 Best viewed with IE 5.5 SP2 and above, WIN 9X, ME, WIN 2000, WIN NT
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2.1 Create Company Users

Before you begin...

1. Kindly note that User ID and Name for each Company User must be unique.
2. Make sure you have applied for and received the OTP Token(s) from the Bank for assigning to your Company User(s).

Steps:

1. Click the **User Registration** tab.
2. Complete the fields as required on "Create User" screen. Fields with red asterisk '*' are mandatory information.
3. Select "Subscribe" for Business Internet Banking.
4. Click "Continue". To add more Company Users, click "Add More Users".

Figure 2.1a

UNITED OVERSEAS BANK

2FA Solutions Pte Ltd
Create User
 12 Nov 2006, 06:39 PM Singapore Time

User Details

User 1	
User Id	: 2facu *
Salutation	: Mr *
Name	: Michael Tan *
Id No.	: NRIC 88712345F *
Contact No.	: 90180000

Application Subscriptions

Application	Action
Business Internet Banking	: Subscribe *

Add More Users

* - indicates mandatory field

Continue Cancel

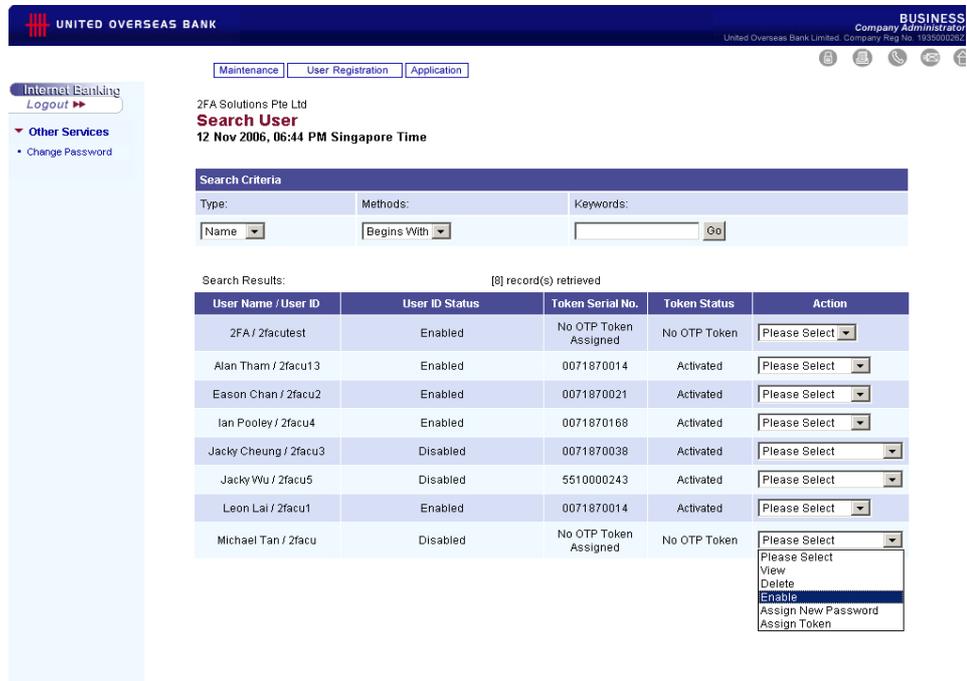
5. After clicking "Continue", you will see the page as shown in Figure 2.1b.
6. There are 3 options under "OTP Token Assignment":
 - Existing OTP Token
It refers to an existing OTP token that the CU is holding within the same company or has shared across different companies (Private Token). Select this option if the user wants to use the same OTP token for his role as Company User in this company.
 - New OTP Token
It refers to OTP token(s) that is requested by the Company for use by Company User.
 - None
Select this option if your company has not received an OTP token yet or not turned on 2FA. The Company User created will continue to login using the User ID and password.
7. Enter a password for the Company User and re-confirm it, before clicking "Save". Note: The password must be alpha-numeric and between 8 to 20 characters (no spaces or special characters).

Figure 2.1b



8. To activate the Company User, click the **Maintenance** tab and select "User". Then, click "Go" to view all Company Users in your organization.
9. On the drop-down list that appears in the same row as the Company User, select "Enable".

Figure 2.1c



Please note...

You can create more than one Company User by repeating the preceding steps..You are required to pass the newly created User ID and Password as well as the assigned OTP Token to the Company User, so that he/she can gain access to BIB.

2.2 Set Up Accounts

Before you begin...

- Kindly note that you will be prompted to set up Accounts and create Access Profiles (Data Access Profile and Function Access Profile) as part of your first-time setup. Screen behaviour will be different if you have previously performed company admin setup for your organisation.

Steps:

1. Click the **Application** tab and select "Business Internet Banking".
2. The account name is defaulted to your company name. You can name each account in the account list for easy reference according to your business needs, for example, "Payment Account", "Payroll Account", "USD Current Account", etc.
3. Click "Continue with Data Access Profile".

2.3 Create Access Profiles

Before you begin...

- Please note that you will need to create:
 - **Data Access Profile (DAP)**, which defines the accounts each Company User or Company Signatory can access.
 - **Function Access Profile (FAP)**, which defines the functions and transaction privileges for each Company User or Company Signatory.

Steps:

1. Creating DAP
 - a. Enter a name for the DAP you are creating.
 - b. Select the accounts and the access level for this DAP.
 - c. Click "Save".
2. Creating FAP
 - a. Enter a name for the FAP you are creating.
 - b. Select the transaction privileges for this FAP.
 - c. Click "Save".

A summary of the DAP and FAP will be shown. You can either "Save" the profiles, or click "Edit/View" to make changes.

2.4 Assign Profiles

Before you begin...

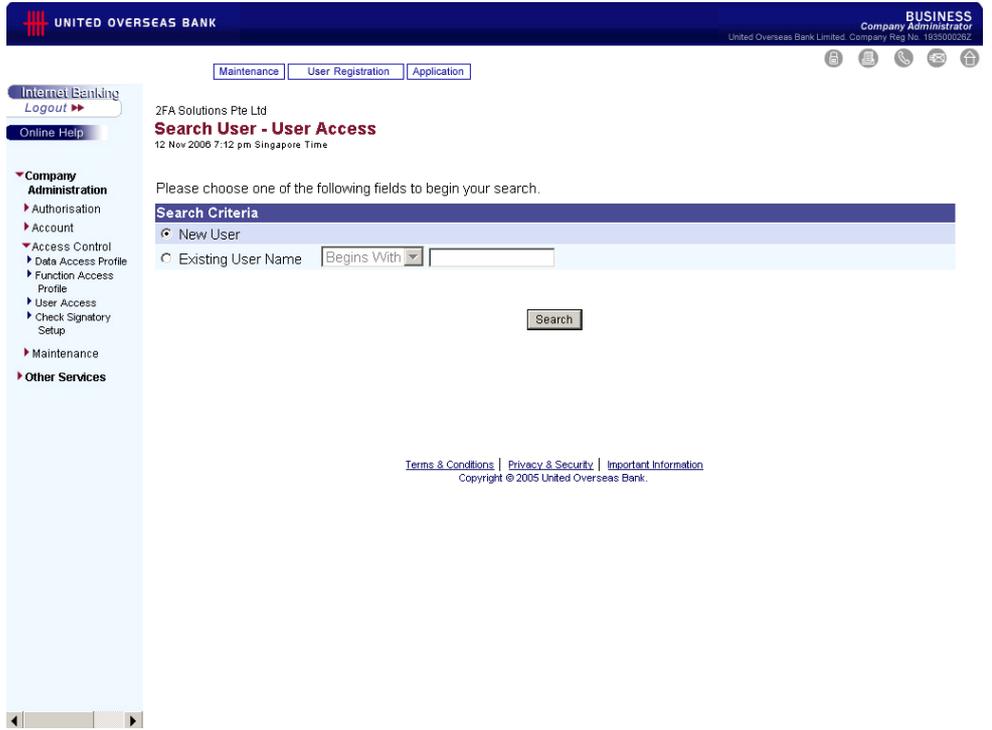
- Kindly note that Company Users and Company Signatories will only be able to access accounts and perform the required functions when the relevant DAP and FAP are assigned.

Steps:

1. Select Company Administration > Access Control > User Access in the left navigational column.

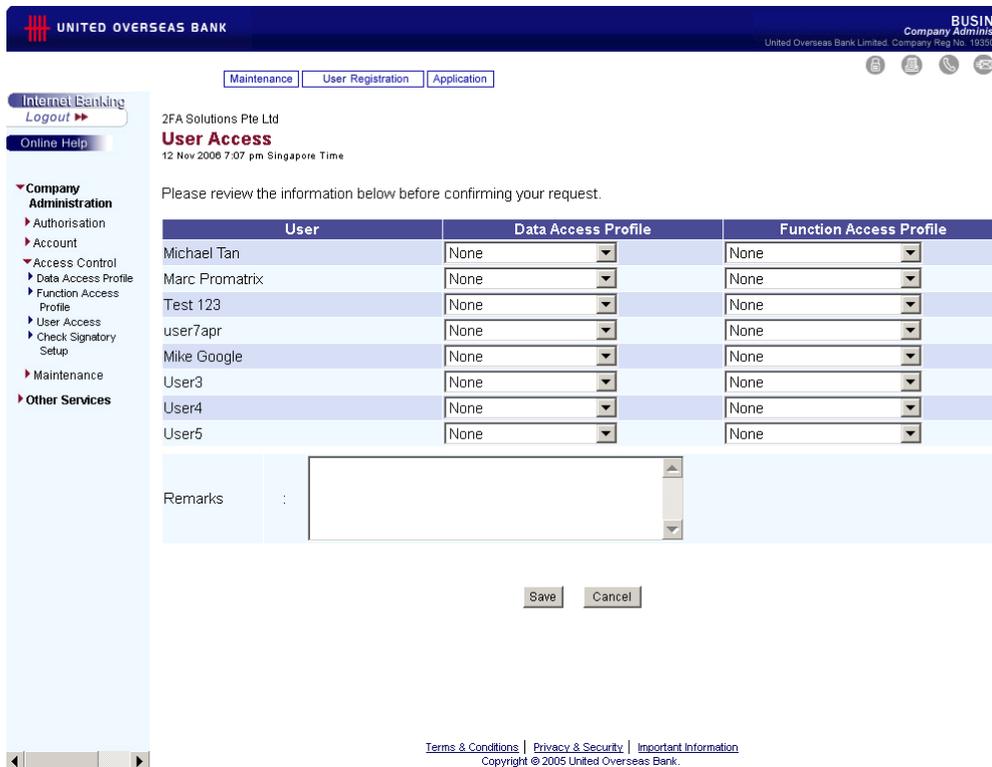
2. Select "New User" and click "Search" to list all the new users in your organisation. New users are Company Users and Company Signatories who have yet to be assigned any profile.

Figure 2.4a



3. Assign the relevant DAP and FAP to each other. Then, click "Save".

Figure 2.4b



4. A summary will be shown. You can click "OK" to exit the screen.
5. You can proceed to logout. The company admin setup is completed and your Company Users and Company Signatories can now login to BIB.

Please note...

By default, a Company Administrator can perform admin setup on his/her own, without the approval of another Company Administrator. If you have requested otherwise in your BIB application, you will require another Company Administrator to approve the admin setup before it takes effect.

3. Maintenance

You can create new users, delete users, add or change DAP and FAP, or amend user profile assignment any time.

Changes to Service	Action
Link new company accounts	Create new Data Access Profile (DAP) to include new account. Assign the users to access the new profile.
Upgrade service package with new functions	Create new Function Access Profile (FAP) on top of the profiles that are being used to include the new functions. Assign the users to access the new FAP profile.
Subscribe to new service e.g. bulk payroll service	Create new Function Access Profile (FAP) on top of the profiles that are being used to include the new functions. Assign the users to access the new FAP profile.

Just go to www.uobgroup.com > Login > Business Internet Banking, and login to BIB using your Company Administration credentials:

- Company ID
- User ID
- Password

You will then need to enter your OTP which you can obtain from your OTP Token.

3.1 Create New Company Users

Click the **User Registration** tab and enter the required information in the various screens. Refer to 2.1 if you require further instructions.

3.2 Maintain Existing Users

Click the **Maintenance** tab, then select "User". Search for the Company User that you want to view, edit, delete, enable/disable or re-issue passwords.

You can also click the **Maintenance** tab and select "Signatory" or "Administrator" to search for a Company Signatory or Company Administrator to disable.

3.3 Maintain Account Names

Click the **Application** tab, then select "Business Internet Banking".

To maintain account names, select Company Administration > Account > Account Name in the left navigational column and then make the necessary changes.

3.4 Add / Edit / Delete Access Profiles

Click the **Application** tab, then select "Business Internet Banking".

To create a new access profile, select Company Administration > Access Control > Data Access Profile or Function Access Profile accordingly in the left navigational column. You can also delete an access profile that is no longer required.

Please note: Editing should only be performed on an access profile when all users are unassigned from that particular profile. In cases where your Service Package has been upgraded or Premium Option has been added, it is recommended that you create a new FAP and assign to your users accordingly. Likewise, if you have added a new account, it is recommended that you create a new DAP and assign to your users accordingly.

Steps:

Create/Edit DAP

1. Select the DAP that you want to edit or select the "Create New Profile" to create a new DAP profile. See figure 3.4a.
2. To create a new DAP profile, enter a name for the DAP you are creating (eg. "All Accounts", "SGD Accounts"). See Figure 3.4b.
3. Select the accounts and the access level for the user to access.
4. There are 3 main types of access level, namely, Transact, View Summary, View Accounts.
5. Transact means the user will be able to do Transaction. View summary allows the user only to view summaries while view accounts only allow the users to view the accounts that has been set up under the DAP.
6. If you have subscribed to other services, eg Trade, the trade tick box will also be available as an option for the users.
7. Click "Save".
8. After pressing the "Save" Button, you will be prompted to the summary page. You could choose to print for reference or click "ok".

Figure 3.4a

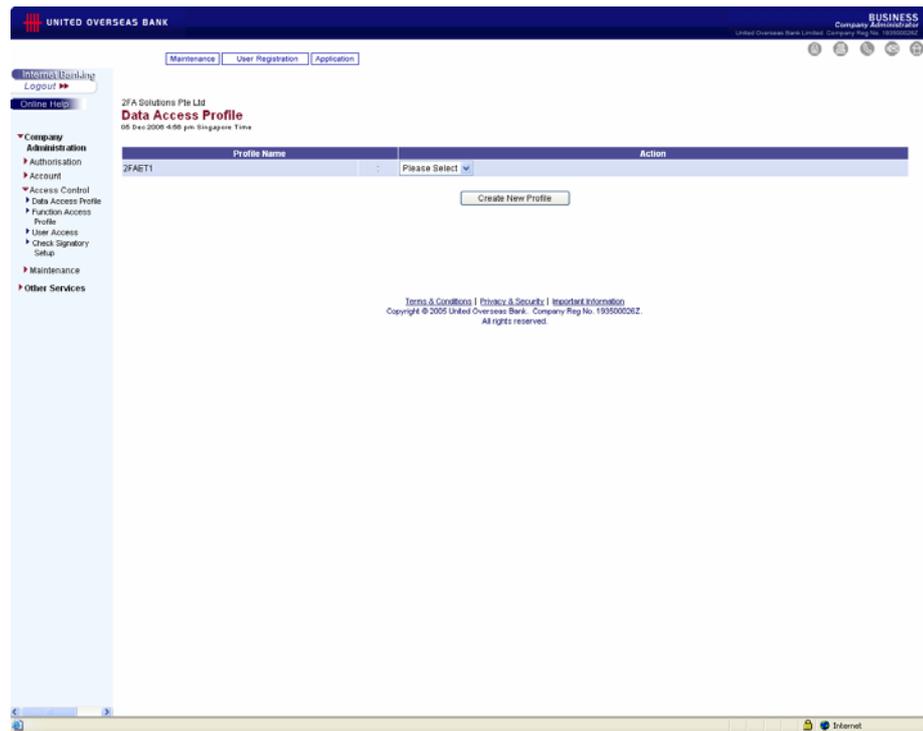


Figure 3.4b

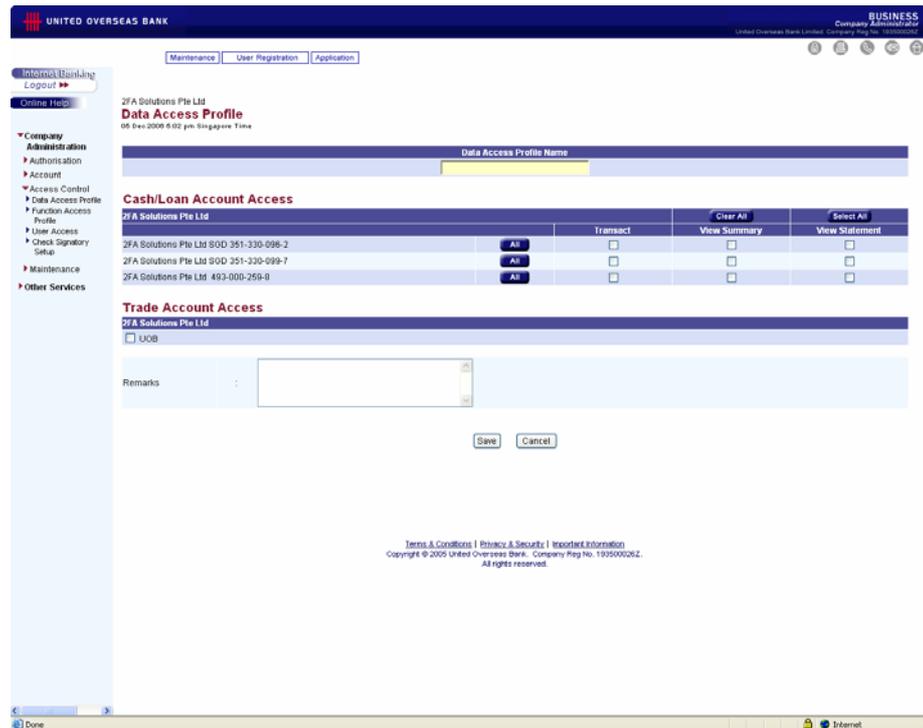
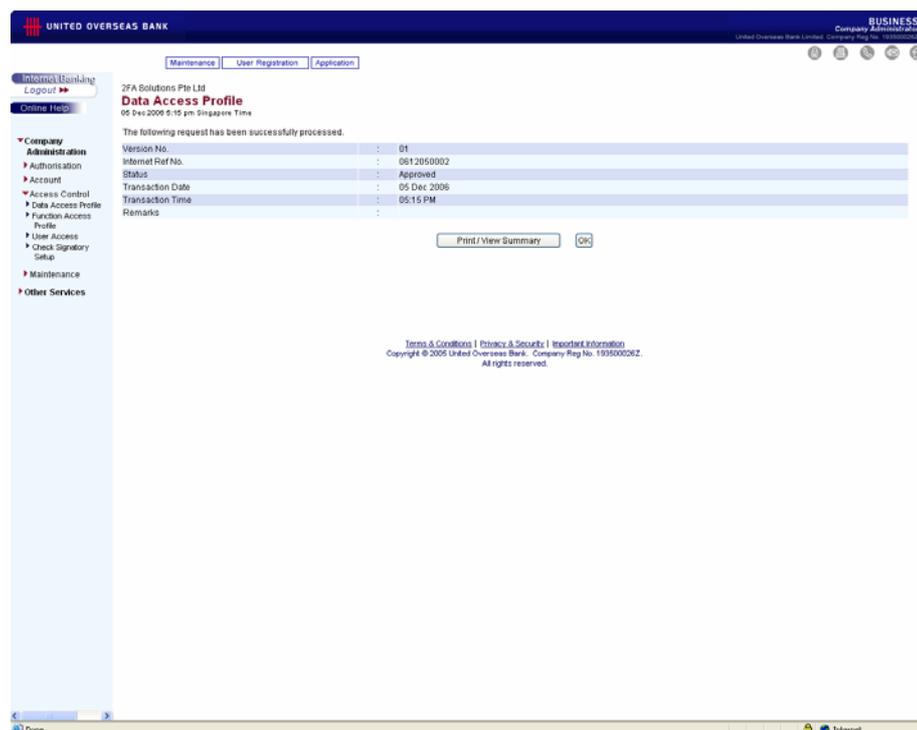


Figure 3.4c



Create/Edit FAP

1. Select the existing FAP profile to Edit the profile or select "Create New Profile" use a FAP profile name that is easy for you to understand (eg. "Bulk Services", "Account Enquiry").
2. To create a new FAP profile, enter a name for the FAP you are creating (eg. "All Accounts", "SGD Accounts"). See Figure 3.4e.
3. Select the transaction privileges for this FAP.
4. Click "Save".
5. After clicking "Save", you will be prompted to the summary page. You could choose to print for reference or click ok. See Figure 3.4f.

Figure 3.4d

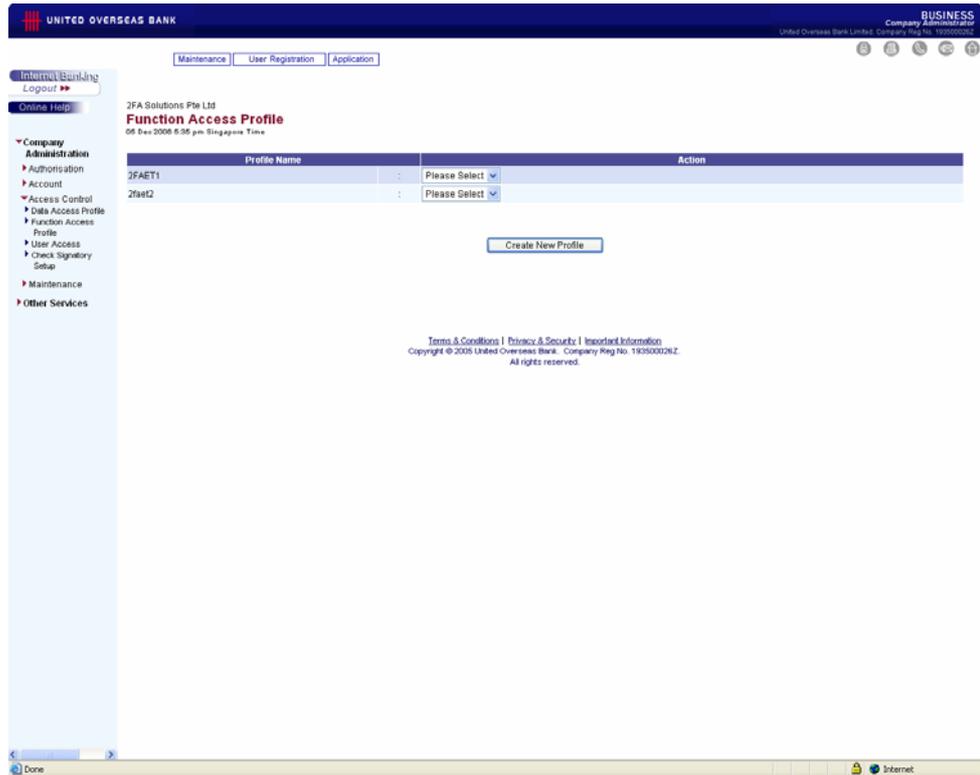


Figure 3.4e

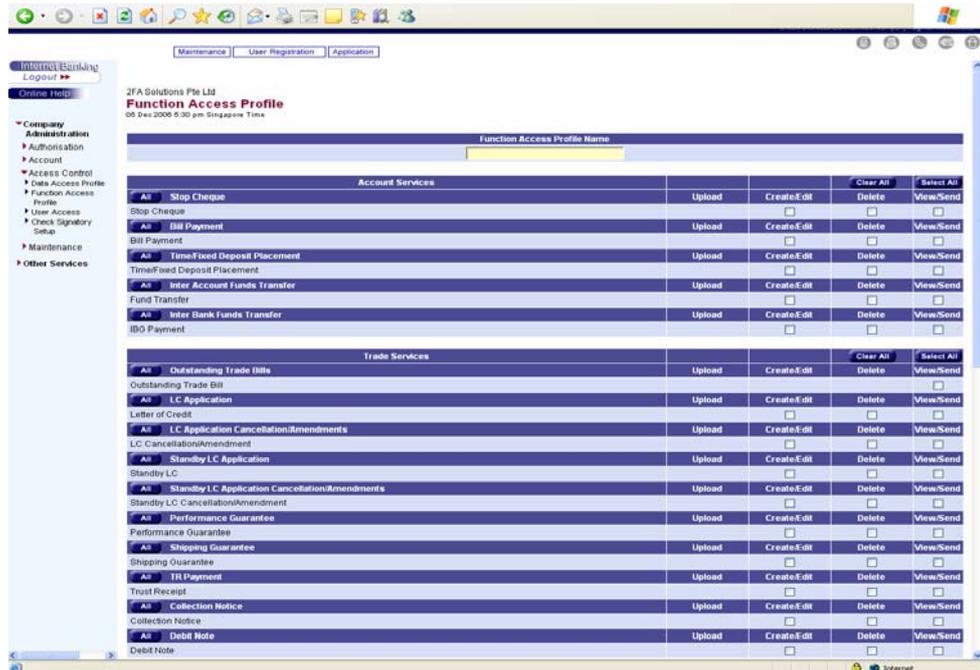
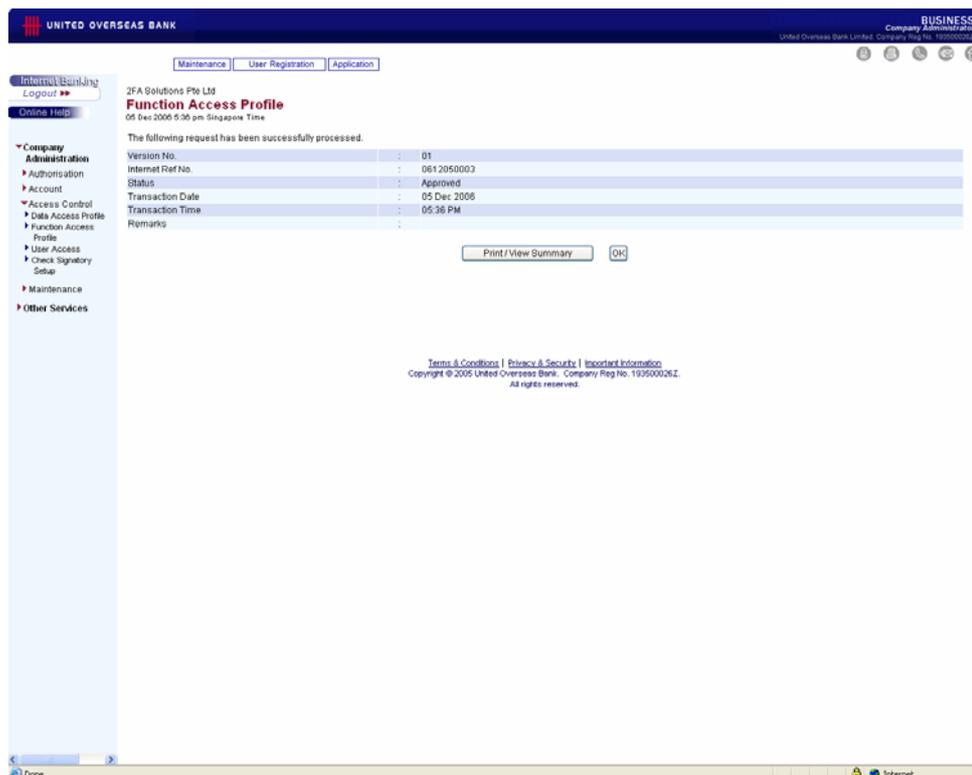


Figure 3.4f

**Please note...**

You can create additional DAP or FAP by repeating the preceding steps. Once you have completed the creation of access profiles, click "OK".

3.5 Assign Access Profiles

Click the **Application** tab, then select "Business Internet Banking".

To assign access profiles, select Company Administration > Access Control > User Access in the left navigational column.

Refer to 2.4 if you require further instructions.

4 Switching to 2FA

Before you begin...

- Kindly note that this section is only applicable to organisations that have been BIB subscribers prior to Dec 2006 and have been issued with OTP Tokens.
- Once 2FA is switched on for your company, all users would need to make use of the OTP tokens to login. This would mean that those users that have not been assigned a OTP token will not be able to log into BIB for this company if the user is not assigned a OTP token.
- Please also note that this is irreversible and once the 2FA feature is turned on, it cannot be reverted back to the previous setting.

Note: Please ensure that the OTP tokens have already been assigned to all the users (Company Administrator, Company Signatory and Company User) before clicking on "Save". This switch from the existing system to 2FA is irreversible and once activated, all the users will need to log into BIB using the OTP Token.

Steps:

1. Click the **Maintenance** tab and select "Enable 2FA".
2. Click "Save".

Figure 4.0a

The screenshot displays the UOB Company Administrator interface. At the top, there is a navigation bar with the UOB logo and the text 'UNITED OVERSEAS BANK'. On the right side of the header, it says 'BUSINESS Company Administrator' and 'United Overseas Bank Limited, Company Reg No. 193500026Z'. Below the header, there are three tabs: 'Maintenance', 'User Registration', and 'Application'. The 'Maintenance' tab is selected, and a dropdown menu is open, showing options: 'Company Info', 'Enable 2FA', 'User', 'Administrator', and 'Signatory'. The 'Enable 2FA' option is highlighted. Below the dropdown, there is a message: 'Your last login was 10 Nov 2006, 02:50 PM Singapore Time'. The main content area is divided into two sections: 'User Administration' and 'Business Internet Banking'. The 'User Administration' section shows 'Items requiring your approval : (0)' and 'Items to Track : (15)'. The 'Business Internet Banking' section shows 'Items requiring your approval : (0)' and 'Items to Track : (43)'. At the bottom of the page, there is a note: 'Please note that Business Internet Banking is governed by UOB Business Internet Banking Terms & Conditions.'

Figure 4.0b

Enable 2FA
07 Dec 2006, 10:32 AM Singapore Time

Company Information

Company ID	: evianfin
Name	: Evian Alps Finance Co 2 full length
Mailing Address	: 10 Jalan Besar Sim Lim Tower Singapore 208772
Dual Control	: Disabled
Authorization Setup	: Bank
Company 2FA Indicator	: Disabled
Auto Password Assignment Indicator	: No
Legal ID Country	: Singapore
Contact Person	: Leslie Chong
Contact No.	: 65453017
Fax No.	:
E-Mail	:
Industry Code	: AFM-Fishery & Fishery Services
Legal ID Type & No	: ROB 18712345D
CIF No.	:

Application Subscriptions

Application	Status
Business Internet Banking	Subscribed

Record Status

Creation Date	: 15 Apr 2002
Last Modification Date	: 01 Dec 2006
Last Modifier	: bibsgba14

Save Cancel