UOB Business Internet Banking
Company Administrator Maintenance Setup Guide

This guide documents the steps to creating a new Profile for UOB Business Internet Banking service. It is only applicable for companies with non-dual control[1] set-up.

When there are changes to your company's service package, new Profiles will be required: -

Changes to Service	Action
Link new accounts	Create new Data Access Profile (DAP) to include new account
Upgrade service package with new functions	Create new Function Access Profile (FAP) to include the new functions
Subscribe to new service e.g. bulk payroll service	Create new Function Access Profile (FAP) to include the new functions

After creation of the Profile, the Company Administrator must assign the new Profiles to the existing Users/Signatories for use.

New Users
If your company have registered for UOB Business Internet Banking service and has yet to set up any Profile, please refer to our Company Administrator Quick Setup Guide, available online at www.uobgroup.com/bibsetup or through our Customer Service Officers on 1800 22 66 121.

Link New Accounts
To link new accounts for online access, please complete the Business Internet Banking Maintenance Form available online at www.uobgroup.com > Business Banking > eServices > Business Internet Banking > Apply Now or at the UOB branch.

Upgrade Service Package
To upgrade from Package A, please complete the Business Internet Banking Application Form. To upgrade from Package B or C, please complete the Business Internet Banking Maintenance Form available online at www.uobgroup.com > Business Banking > eServices > Business Internet Banking > Apply Now or at the UOB branch.

Subscribe New Services
To subscribe for additional online services, please complete the Business Internet Banking Maintenance Form available online at www.uobgroup.com > Business Banking > eServices > Business Internet Banking > Apply Now or at the UOB branch.

Helpdesk Support
For phone assistance, please call our Customer Service Officers on 1800-2266 121 or dial 65 6226 6121 from overseas. You can also send us an email from www.uobgroup.com > Business Banking > Email Us.

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[1] In a non-dual control set-up, transactions can be initiated by the first Company Administrator and immediately approved. In a dual-control set-up, a second Company Administrator must approve all transactions.

Company Administrator Login

1) Logon to https://uniservices2.uobgroup.com/ELO/login.jsp as **Company Administrator.** Enter your Company ID, Administrator User ID and Password, then click **Submit**.

2) In the Company Administrator home page, mouse over **Application** > **Business Internet Banking**.

3) In the left navigation menu, click on **Company Administration** > **Access Control** to access the Data Access Profile (DAP) and Function Access Profile (FAP) functions.

Create Data Access Profile (DAP)

The Data Access Profile defines account access privileges i.e. what accounts are available to Users/Signatories. Users/Signatories must be assigned a Profile before they can access any account online. Click **Data Access Profile** to list the existing Profiles for your company. You can create a new profile, edit, view or delete an existing profile. Only Profiles that have not been assigned to any User/Signatory can be edited or deleted.

1) Click **Create New Profile**.

2) Choose the functions for each account or click **Select All**. Name the new Profile and click **Save**.
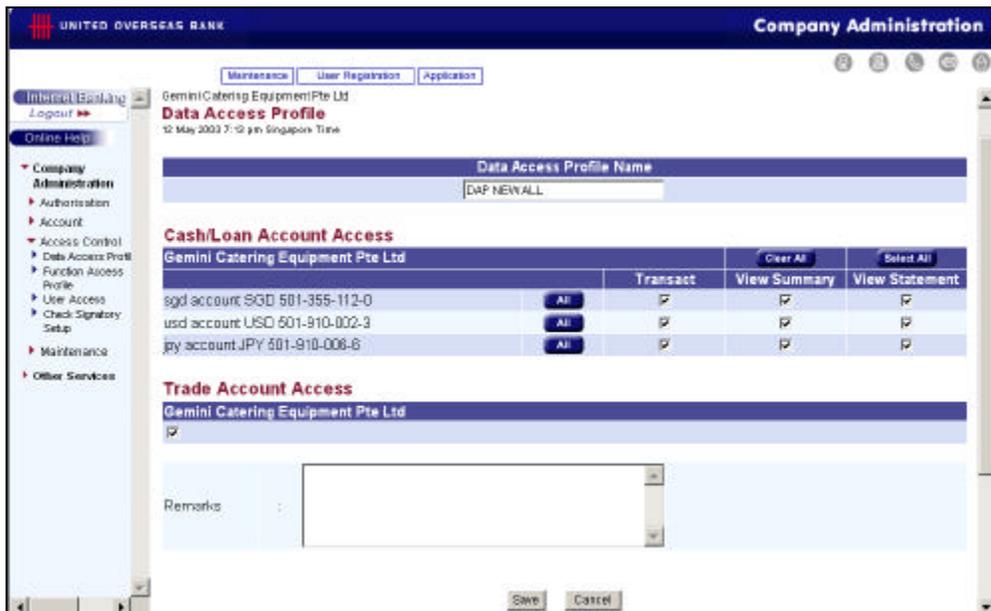
3) You will see a confirmation that the Profile has been saved. At this point, you can either proceed to assign the new Profile to Users/Signatories or create a new Function Access Profile (FAP).

Create Function Access Profile (FAP)

The Function Access Profile defines the functions available to Users/Signatories and their transaction privileges. Click **Function Access Profile** to list the existing Profiles for your company. You can create a new profile, edit, view or delete an existing profile. Only Profiles that have not been assigned to any User/Signatory can be edited or deleted.

1)   Click **Create New Profile**.
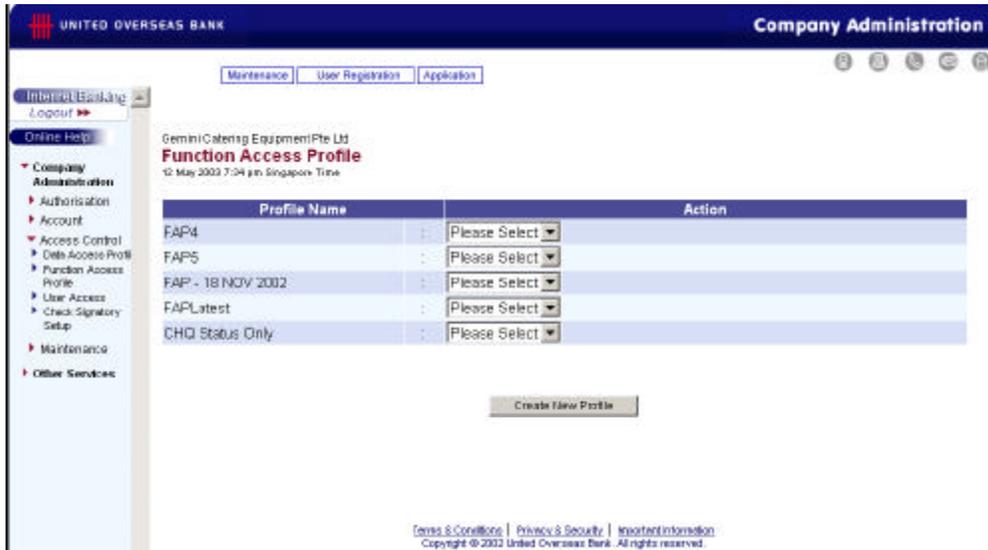
2) Choose the functions for each account or click **Select All**. Name the new Profile and click **Save**.

3) You will see a confirmation that the Profile has been saved. At this point, you can proceed to assign the new Profile to Users/Signatories.

Note: For companies with dual control set-up, the second Company Administrator needs to login and approve the Profile creation.

Assignment of New Profiles

Users/Signatories must be assigned Profiles (DAP and FAP) before they can access accounts online. The DAP defines account access privileges i.e. what accounts are available to Users/Signatories, while the FAP defines the functions available to Users/Signatories and their transaction privileges.

Once the new Profiles are created, they must be assigned to Users/Signatories. Otherwise, they will not be able to access the new accounts, services or functions.

The change in Profile takes effect immediately. Once you have completed assignment of new Profiles, request affected Users/Signatories to login and verify the change in their service access.

1)   Click **User Access**. Select **Existing User Name** and click **Search**. If you have just created new Users/Signatories and have yet to assign profile, please select **New User** and click **Search**
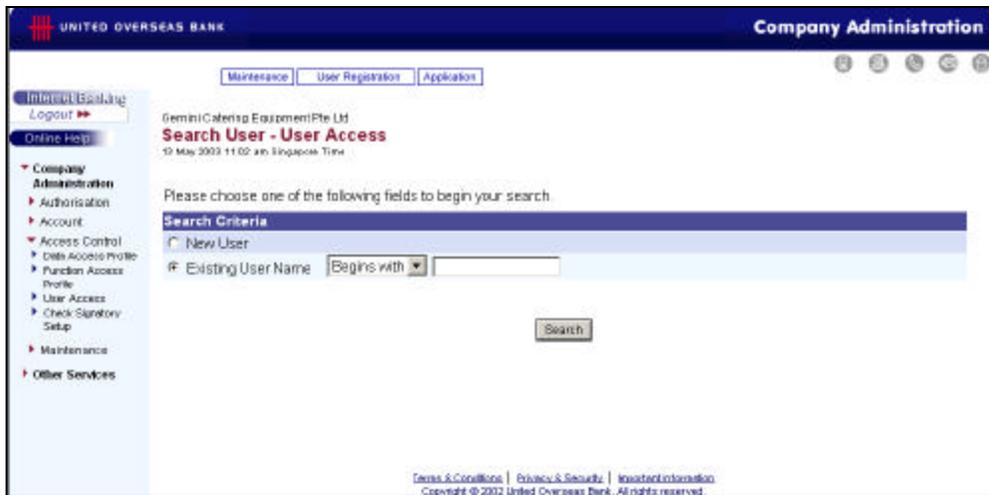
2)   Select **Edit** from the drop-down list for the User/Signatory whose Profile you wish to change.

3) Select the new Profiles (DAP and FAP) to be assigned to the User/Signatory. All the Profiles you have created and saved previously will be listed for your selection. Click **Save**.

4) You will see a confirmation when the change of Profile has been completed.

Note: For companies with dual control set-up, the second Company Administrator needs to login and approve the Profile change.

5) Repeat **Assignment of New Profiles** steps 1-4 to edit the Profile to each User/Signatory, or click **Logout** to end your session.

6) Request affected Users/Signatories to login to verify the change in their service access.