User Setup Guide

(For use by Company Administrators)

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## Minimum System Requirements to use BIB

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Computer</td>
<td>500MHz &amp; above</td>
</tr>
<tr>
<td>RAM (Memory)</td>
<td>256MB &amp; above</td>
</tr>
<tr>
<td>Internet Connection</td>
<td>56kbps modem. Broadband access is recommended</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 2000</td>
</tr>
<tr>
<td></td>
<td>Macintosh OS X 10.6 Snow Leopard</td>
</tr>
<tr>
<td>Browser</td>
<td>Internet Explorer 7 with strong (128 bit) encryption</td>
</tr>
<tr>
<td></td>
<td>Firefox Version 12</td>
</tr>
<tr>
<td>Resolution</td>
<td>800 x 600 screen resolution. 1024 x 768 screen resolution is recommended.</td>
</tr>
<tr>
<td>Plug-ins</td>
<td>Java Version 7 Update 45</td>
</tr>
</tbody>
</table>
Types of users and their roles

(1) Company Administrator (CA)
- Create Company Users
- Assign One-Time Password Tokens to Company Users
- Create Access Profiles
- Assign Access Profiles to Company Users and Company Signatories
- Cannot enquire nor transact accounts online

(2) Company User (CU)
- View accounts online
- Prepare transactions for approval
- Forward transactions to CS for approval

(3) Company Signatory (CS)
- View accounts online
- Prepare and/or approve transactions

NOTE
- Company Users (CU) are set up by Company Administrators (CA)
- Company Signatories (CS) are set up by the Bank
- An individual can assume dual roles if required i.e. he can be a CA and CU or a CA and CS
- At least one Company Administrator (CA) must be appointed
Setup of Company Users (CU)  
(first - time setup)

4 Simple Steps

1. Create Company Users (CU)

2. Set up Account Names

3. Create Access Rights / Profiles

4. Assign Access Rights/ Profiles

NOTE

-In scenarios where the Company Signatories are the ones that create and approve transactions, you may skip Step 1 and proceed to Step 2.
Setup of Company Users (CU)
(first - time setup)

Step 1: Create Company Users

(i) Logon to BIB

Enter your Company ID, User ID and password.

NOTE

For first-time login, please use the bank-issued password and you will be prompted to:

- accept UOB Service Agreement
- enter an One-Time password (OTP) generated by the OTP token

The system will perform a one-time initialization of your OTP token for 25 minutes. You may login again 25 minutes later.

- change your password

Password must be alpha-numeric or numeric (between 8 to 20 characters) with no spaces or special characters.
Setup of Company Users (CU) 
(first - time setup)

(ii) Click the **User Registration** Tab

9 Complete the fields on the “Create User” screen

Note: Fields with * are mandatory fields i.e. cannot be left blank

9 Select “Subscribe” under Application - Business Internet Banking

9 To add more company users, click “Add More Users”

9 Click “Continue”

**NOTE**

If the CU is an existing CA and would like to reuse the same CA token, please ensure that the ID number and type (eg. IC, Passport No.) entered is the same as the CA’s ID details.
Setup of Company Users (CU)
(first - time setup)

(iii) Assign One-Time Password (OTP) Token

Is the CU already an existing CA?
- Yes: Use the same OTP token for his role as the CU in this company
- No: New OTP Token

Enter a password for the CU, confirm the password and click “Save”

NOTE: password must be alpha-numerical or numeric and between 8 to 20 characters (no spaces nor special characters)
Setup of Company Users (CU) (first - time setup)

(iv) Activate the CU by clicking the **Maintenance** tab, select **User** from the drop-down list and search for the User (CU)

9 Select the Search Criteria - Type (By Name, User ID), Methods (Begins with, Contains) and enter Keywords

9 Click “GO” to view all the CUs
Setup of Company Users (CU) (first - time setup)

For the selected CU, select “Enable” on the drop-down list

Forward the newly created user ID and password as well as the assigned OTP token to the CU

NOTE

You can create more CUs by repeating these steps.
Setup of Company Users (CU)  
(first - time setup)

Step 2: Set up Account Names

(i) Click the **Application** Tab and select “Business Internet Banking”

(ii) Select Company Administration > Account > Account Name on the left navigational menu
Setup of Company Users (CU) (first - time setup)

Step 2: Set up Account Names (cont’d)

The account name is defaulted to your company name

You can customize the account name for easy reference eg. “Payment Account”, “Payroll Account”, “USD Current Account” etc.

Click “Save”.

(ii) A summary will be shown. Click “OK” to exit the screen.
Setup of Company Users (CU) (first - time setup)

Step 3: Create Access Rights / Profiles

There are 2 aspects of access rights / profiles:

1. Data Access Profile (DAP)
   - Define access and actions on Accounts

   What are the accounts that each CU or CS can access?

2. Function Access Profile (FAP)
   - Define access and actions on Products & Services

   What are the functions and transaction rights that each CU or CS can perform?

NOTE

You can create more than one DAP and FAP, depending on your company needs.
Setup of Company Users (CU) (first-time setup)

(i) Create DAP

Click the **Application** Tab and select “Business Internet Banking”

Select Company Administration > Account > Access Control > Data Access Profile on the left navigational menu

Click “Create New Profile”.

Defines access and actions on Accounts
Setup of Company Users (CU) (first - time setup)

- Enter a name for the DAP (choose a name for easy reference eg. “All Accounts”, “SGD Account” etc)

- Select the accounts and the access level for the user to access

- Click “Save”

1) Transact
   - User can view and/or perform transactions

2) View Summary
   - User can view account summary (balances only)

3) View Statement
   - User can view the account at statement-level (balances and transaction details)
Setup of Company Users (CU)  
(first - time setup)

(ii) Create FAP

Defines access and actions on Products & Services

Select Company Administration > Account > Access Control > Function Access Profile on the left navigational menu

Click “Create New Profile”.

Click "Create New Profile".
Setup of Company Users (CU) (first - time setup)

- Enter a name for the FAP
  (choose a name for easy reference eg. “All Access”, “Payroll”)

- Select the transaction rights for this FAP

- Click “Save”

1) Upload
   - User can import files

2) Create / Edit
   - User can create / edit transactions

3) Delete
   - User can delete transactions

4) View/Send
   - For CU: CU can forward and send the transaction to CS for approval
   - For CS: CS approves and sends transaction to the Bank
Setup of Company Users (CU)  
(first - time setup)

Step 4: Assign Profiles

(i) Select Company Administration > Access Control > User Access on the left navigational menu

(ii) Select “New User” and Click “Search” to list all the new users in your company.

Note: New users refer to CU and CS who have not been assigned the profiles.
Setup of Company Users (CU) (first - time setup)

(iii) Assign the relevant DAP and FAP for each user from the drop down list

Click “Save”
(iv) A summary will be shown. Click "OK" to exit the screen.
Setup of Company Users (CU) (first - time setup)

Step 5:
9 You can proceed to logout from BIB
9 The user setup has been completed
9 Your CU and CS can now logon to BIB

NOTE

The user setup can be performed by the company administrator singly or jointly. The default setup is singly unless you have specified for joint setup on the BIB registration form.
Maintaining Users
(ongoing basis)

(1) How to add New Company Users (CU)
   i) Create Users
      Refer to Pages 7 to 10
   ii) Assign Profiles
      Refer to Pages 18 to 20

(2) To Edit Existing Users

Click the Maintenance Tab

On the dropdown list, you can select “User”, “Administrator” or “Signatory”

If the person is a Company User (CU)
   9 Select “User”. Search for the Company user that you want to view, edit, delete, enable /disable or re-issue passwords

If the person is a Company Signatory (CS)
   9 Select “Signatory”. Search for the Signatory that you want to view.

If the person is a Company Administrator (CA)
   9 Select “Administrator”. Search for the Administrator that you want to view.
Maintaining Account Names (ongoing basis)

(i) Click the Application Tab
(ii) Select “Business Internet Banking”

(iii) Select Company Administration > Account > Account Name on the left navigational menu
(iv) Click “Edit” to make the necessary changes
Maintaining Access Profiles (ongoing basis)

(4) To add / edit/delete Access Profiles

(i) Click the Application Tab

(ii) Select “Business Internet Banking”

(iii) Select Company Administration > Access Control > Data Access Profile (DAP) or Function Access Profile (FAP) on the left navigational menu

(iv) You can also delete an access profile that is no longer required
Maintaining DAP (ongoing basis)

Edit or Create Data Access Profile (DAP)

(i) Edit an existing DAP profile. OR (i) Select “Create New Profile” to create a new DAP profile.

NOTE

If you are editing an existing DAP, this DAP needs to be un-assigned from existing assigned Users first, before any DAP editing can be performed.

Alternatively, you can create a new DAP and re-assign this new access profile to your existing Users.
Maintaining DAP (ongoing basis)

Create Data Access Profile (DAP)

(ii) To create a new DAP profile, enter a name for the DAP you are creating eg. “All Accounts”, “SGD Accounts”.

(iii) Select the accounts and the access rights for this profile

1) Transact
   - User can perform transactions

2) View Summary
   - User can view account summary (balances only)

3) View Statement
   - User can view the account at statement-level (balances and transaction details)
Maintaining DAP (ongoing basis)

Create Data Access Profile (DAP) (cont’d)

(iv) If you have subscribed to other services eg Trade, the Trade Account Access box will be available as an option for the users.

(v) Click “Save”.

(vi) You will be prompted to the summary page (please see screen shot below). You can choose to print for reference or click “OK”.

NOTE

You can create additional DAP by repeating the above steps.
Maintaining DAP (ongoing basis)

Edit Data Access Profile (DAP)

NOTE

If you are editing an existing DAP, this DAP needs to be un-assigned from existing assigned Users first, before any DAP editing can be performed.

Alternatively, you can create a new DAP and re-assign this new access profile to your existing Users.

Select the accounts and the access rights for this profile that you would like to edit

1) Transact
   - User can perform transactions

2) View Summary
   - User can view account summary (balances only)

3) View Statement
   - User can view the account at statement-level (balances and transaction details)
Maintaining FAP (ongoing basis)

Edit / Create Function Access Profile (FAP)

(i) Edit an existing FAP profile.

OR

(i) Select “Create New Profile” to create a new FAP profile.

NOTE

Use a FAP profile name that is easy to understand eg. Bulk Services, Account Enquiry

NOTE

If you are editing an existing FAP, this FAP needs to be un-assigned from existing assigned Users first, before any FAP editing can be performed.

Alternatively, you can create a new FAP and re-assign this new access profile to your existing Users.
Maintaining FAP (ongoing basis)
Create Function Access Profile (FAP)

(ii) Select the transaction rights for this FAP

1) Upload
   - User can import files

2) Create / Edit
   - User can create / edit transactions

3) Delete
   - User can delete transactions

4) View/Send
   - For CU: CU can forward and send the transaction to CS for approval
   - For CS: CS approves and sends transaction to the Bank
Maintaining FAP (ongoing basis)

Create Function Access Profile (FAP) (cont’d)

(iii) Click “Save”.

(iv) You will be prompted to the summary page (see screen shot below). You can choose to print for reference or click “OK”.

NOTE

You can create additional FAP by repeating the above steps.
Maintaining FAP (ongoing basis)

Edit Function Access Profile (FAP)

NOTE

If you are editing an existing FAP, this FAP needs to be un-assigned from existing assigned Users first, before any FAP editing can be performed.

Alternatively, you can create a new FAP and re-assign this new access profile to your existing Users.

Select the transaction rights for this FAP that you would like to edit.

1) Upload
- User can import files

2) Create / Edit
- User can create / edit transactions

3) Delete
- User can delete transactions

4) View/Send
- For CU: CU can forward and send the transaction to CS for approval
- For CS: CS approves and sends transaction to the Bank
Maintaining Access Profile Assignments (ongoing basis)

(5) To change User Access Profile Assignment

(i) Click the Application Tab
(ii) Select “Business Internet Banking”

(iii) Select Company Administration > Access Control > User Access on the left navigational menu.

(iv) Select “Existing User” and Click “Search” to list all the existing users in your company.
Maintaining Access Profile Assignments (ongoing basis)

iv) For the selected User that you would like to change the profile assignment (eg. User B), please choose “Edit” from the drop-down list, and click “OK”.

v) Change the Data Access Profile and/or Function Access Profile of the selected User (eg. User B) from the drop-down list. Click “Save”

vi) You will be prompted to the summary screen. You can print/view the summary and click “OK” to exit the screen.
Contact Us

UOB Transaction Banking
Customer Service Support Hotline
Tel: 6539 8704
email: TransactionBanking@UOBgroup.com

UOB Corporate Call Centre
Tel: 1800 22 66 121

Online Help
(located on the left navigational menu on UOB Business Internet Banking)