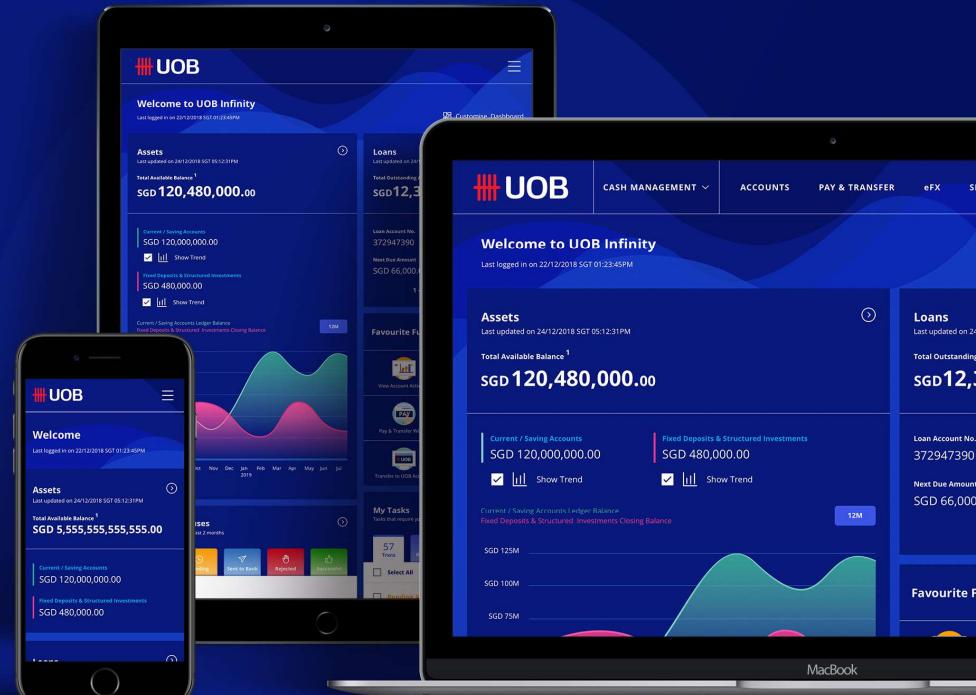


# INFINITY

# User Guide



Oct 2022 (Version 1.0)

# For Company Administrators

## User Management



---

# Table of Contents



## 1. User Profile & Setup of Roles/Functions

❑ Manage User Account Access	4
❑ User Profile – Role & Account Access Assignments	7

## 2. Editing of User Information

❑ Editing of User Information	14
-------------------------------	----

## 3. Editing of Roles/Functions Assignments

❑ Editing of Roles/Functions	19
------------------------------	----

## 4. Editing of User Account Access Assignments

❑ Editing of User Account Access	24
----------------------------------	----

## 5. Appendix

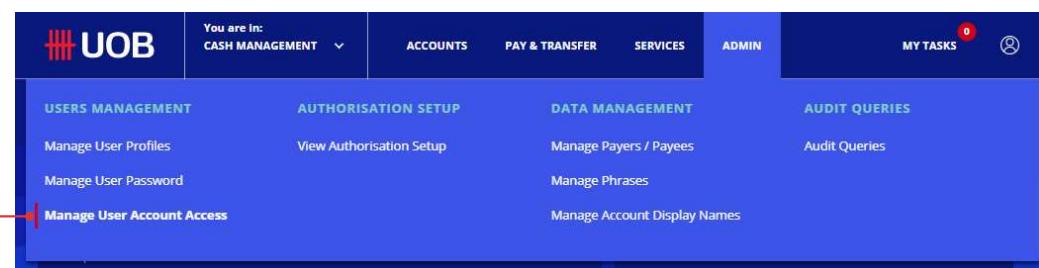
❑ Summary of Role Descriptions	29
❑ Payroll Executive Access	34
❑ Pre-Approved Payee (PAP) Management	36

# User Setup - Roles/Functions

## 1 Manage User Account Access

(a) At the top navigation menu, select "**ADMIN > Manage User Account Access**".

(b) The New User Profile that was approved in the previous setup will be listed with “..” under “Application Type”. Hover over the “**Action**” icon, select “**Edit**” to setup the User Account Access (*the details will be displayed on the next page*).



The screenshot shows the 'Manage User Account Access' page. The header includes buttons for Company, User ID, Application Type, and Clear Filter(s). Below is a table with 280 records. The columns are: Company (sorted by name), First Name, Last Name, User ID, Application Type, and Action. A user record for 'LOPEZ GEBJ101002' is highlighted. A red box labeled 'b' is placed over the 'Edit' button in the Action column for this user. A red arrow points from this box to a callout box labeled 'Edit'.

Company	First Name	Last Name	User ID	Application Type	Action
..	Mark	LOPEZ GEBJ101002	GEBJ101002	..	<a href="#">Edit</a>
..	Auth-A	USER-2651292629	USERA	..	<a href="#">Edit</a>
..	1 Makar	2 Makar	BEBEKDAI	MODIFIED	<a href="#">Edit</a>

# User Setup - Roles/Functions

## 2 Manage User Account Access

Under the **“Setup Table for User Profile - Role & Account Access Assignments”**, (Page 13) refer to the column **User Account Access** to assign the respective account number(s) / product(s) accesses to the new User.

(a) The non-editable **“User Details”** will be displayed under this section.

(b) Select the account number(s) to be accessed by the new User.

(c) Select **“Yes”** if the new User is restricted to accessing Pre-Approved Payee/Beneficiary details only.

(d) Tick the relevant checkbox(es) if the new User is allowed to view the **“Account Overview”** and/or the **“Account Activities”**.

*Note: In addition to the User role access assigned under User Profile, these two checkboxes are used to further control whether the User is allowed to access the specific “Account Overview” and “Account Activities” features.*

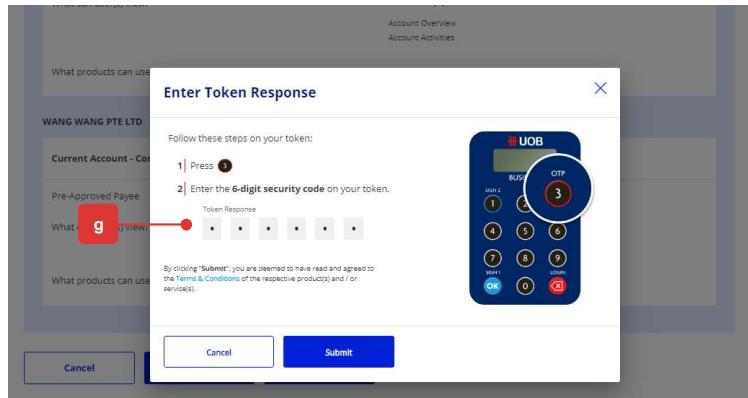
(e) Click here to select the transaction types which the new User can use the account number for.

(f) Click **“Next”** button to proceed.

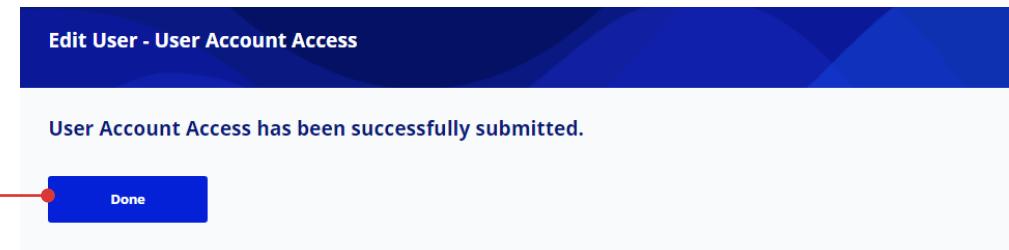
# User Setup - Roles/Functions

## 3 Manage User Account Access

(g) Follow the on-screen instructions to authorise the User Account Access setup request.



(h) The confirmation message will be displayed as the User Account Access is successfully saved.



*Note: If the Administrative setup requires another Company Administrator to approve, the request will be submitted for his/her approval once the "Submit" button is clicked.*

*The other Company Administrator can approve this pending authorisation request from the top navigation menu by selecting "ADMIN > Manage User Account Access".*

# Setup Table for User Profile – Role & Account Access Assignments

Assignments for Users WITHOUT Payroll Access

		Type of User	Description of Access	To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign to User under "Transactions" field of account number	
		Administration Tasks - (assigned by Bank)		Standard Roles Assignment		Standard Roles Assignment	Product Assignment
1	<b>Enquirer</b>	<ul style="list-style-type: none"> <li>View account summary/statement</li> <li>View transactions</li> </ul>		<ul style="list-style-type: none"> <li>User - Admin</li> <li>User - Portlets</li> </ul>		00 All Account Services 02 All Bulk Payment – View 02 All Cash – View 02 All Trade – View 02 Bulk Collection – View 02 Bulk Collection NG – View	<b>OR</b> All Products <b>(Company Administrator to exclude Payroll)</b>
2	<b>Maker</b>	<ul style="list-style-type: none"> <li>Create all types of transactions <b>(Company Administrator to exclude Payroll)</b></li> <li>View account details</li> </ul>		<ul style="list-style-type: none"> <li>User - Admin</li> <li>User - Portlets</li> </ul>		00 All Account Services 01 All Cash – Transact 01 All Trade – Transact 01 All Bulk Paymt – Create 01 All Bulk Paymt – Upload 01 Bulk Collection – Create 01 Bulk Collection NG – Create 01 Bulk Collection – Upload	All Products <b>(Company Administrator to exclude Payroll)</b>

Note: Please refer to the Appendix under the table "Summary of Role Descriptions" for more details of the Roles under "Functions to Access" above.

# Setup Table for User Profile – Role & Account Access Assignments (cont.)

3

## Authoriser

- Create/approve transactions  
**(Company Administrator to exclude Payroll)**
- View account details

### Description of Access

### Administration Tasks - (assigned by Bank)

**Standard Roles Assignment**

- User - Admin
- User - Portlets

### Type of User

To assign under  
“Company & Functions to Access”

To assign under  
“Company & Administration Tasks”

To assign User under  
“Transactions” field of account number

### Functions to Access

**Standard Roles Assignment**

00 All Account Services  
01 All Cash – Transact  
01 All Trade – Transact  
01 All Bulk Paymt – Create  
01 All Bulk Paymt – Upload  
01 Bulk Collection – Create      **OR**  
01 Bulk Collection NG – Create  
01 Bulk Collection – Upload      **OR**  
01 Bulk Collection NG – Upload

### User Account Access

**Product Assignment**

All Products **(Company Administrator to exclude Payroll)**

Note: Please refer to the Appendix under the table “Summary of Role Descriptions” for more details of the Roles under “Functions to Access” above.

# Setup Table for User Profile – Role & Account Access Assignments (cont.)

Type of User	Description of Access	Administration Tasks - (assigned by Bank)	Functions to Access <sup>b</sup>	User Account Access
4 <b>Payroll Maker</b>	<b>Payroll Employee Access</b> ▪ Create payroll transactions ▪ Upload payroll files ▪ View payroll details	<b>Standard Roles Assignment</b> ▪ User - Admin ▪ User - Portlets	<b>Setup for Payroll Employee Access <sup>c</sup></b> <b>Standard Roles Assignment</b> ▪ (01 Bulk Payroll EMPL – Create + 01 Bulk Payroll EMPL Upload) <b>AND</b> ▪ (33 Payroll Amount Access + 33 Payroll Details Access)	<b>Product Assignment</b> <b>Only Payroll Employee Products</b>
5 <b>Payroll Authoriser <sup>a</sup></b>	<b>Payroll Employee Access</b> <b>Access Payroll Details &amp; Amount</b> ▪ Create and approve payroll transactions with both payroll amount and details access	▪ User - Admin ▪ User - Portlets	▪ 01 Bulk Payroll EMPL - Approve <b>AND</b> (33 Payroll Amount Access + 33 Payroll Details Access)	<b>Only Payroll Employee Products</b>

# Setup Table for User Profile – Role & Account Access Assignments (cont.)

Type of User	Description of Access	To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign to User under "Transactions" field of account number
<b>6</b> <b>Payroll Authoriser a</b> Payroll Employee Access Access Payroll Details ONLY	<b>Access Payroll Details ONLY</b> <ul style="list-style-type: none"> <li>View beneficiary details and total amount</li> <li>Cannot view individual record's amount</li> <li>Cannot view highest amount</li> </ul>	<input checked="" type="checkbox"/> To assign under "Company & Functions to Access"	<input checked="" type="checkbox"/> To assign under "Company & Administration Tasks"	<input checked="" type="checkbox"/> To assign to User under "Transactions" field of account number
<b>7</b> <b>Payroll Authoriser a</b> Payroll Employee Access Access Payroll Amount ONLY	<b>Access Payroll Amount ONLY</b> <ul style="list-style-type: none"> <li>View total amount and highest amount</li> <li>Cannot view individual record's amount</li> <li>Cannot view beneficiary details.</li> </ul>	<b>Administration Tasks - (assigned by Bank)</b> <b>Standard Roles Assignment</b> <ul style="list-style-type: none"> <li>User - Admin</li> <li>User - Portlets</li> </ul>	<b>Functions to Access<sup>b</sup></b> <b>Setup for Payroll Employee Access<sup>c</sup></b> <b>Standard Roles Assignment</b> <ul style="list-style-type: none"> <li>01 Bulk Payroll EMPL - Approve</li> <li>AND</li> <li>33 Payroll Details Access</li> </ul>	<b>User Account Access</b> <b>Product Assignment</b> <b>Only Payroll Employee Products</b>

# Setup Table for User Profile – Role & Account Access Assignments (cont.)

Type of User	Description of Access	Administration Tasks - (assigned by Bank)	Functions to Access <sup>b</sup>	User Account Access
8 <b>Payroll Maker</b>	<u>Payroll Executive Access</u> <ul style="list-style-type: none"> <li>• Create payroll transactions</li> <li>• Upload payroll files</li> <li>• View payroll details</li> </ul>	<input checked="" type="checkbox"/> To assign under "Company & Functions to Access"	<input checked="" type="checkbox"/> To assign under "Company & Administration Tasks"	<input checked="" type="checkbox"/> To assign to User under "Transactions" field of account number
9 <b>Payroll Authoriser<sup>a</sup></b>	<u>Payroll Executive Access</u> <p><u>Access Payroll Details &amp; Amount</u></p> <ul style="list-style-type: none"> <li>• Create and approve payroll transactions with both payroll amount and details access</li> </ul>	<b>Standard Roles Assignment</b> <ul style="list-style-type: none"> <li>• User - Admin</li> <li>• User - Portlets</li> </ul>	<b>Setup for Payroll Executive Access<sup>c</sup></b> <p><b>Standard Roles Assignment</b></p> <ul style="list-style-type: none"> <li>• 01 Bulk Payroll EXEC – Create</li> <li>• 01 Bulk Payroll EXEC – Upload</li> <li>• 33 Payroll Amount Access</li> <li>• 33 Payroll Details Access</li> </ul>	<b>Product Assignment</b> <p><b>Only Payroll Executive Products</b></p>

# Setup Table for User Profile – Role & Account Access Assignments (cont.)

Type of User	Description of Access	Administration Tasks - (assigned by Bank)		User Account Access
		Standard Roles Assignment	Setup for Payroll <u>Executive Access</u> <sup>c</sup>	
10 <b>Payroll Authoriser <sup>a</sup></b> Access <u>Payroll Details ONLY</u>	<b>Access Payroll Details ONLY</b> <ul style="list-style-type: none"><li>▪ View beneficiary details and total amount</li><li>▪ Cannot view individual record's amount</li><li>▪ Cannot view highest amount</li></ul>	<p><input checked="" type="checkbox"/> To assign under “Company &amp; Functions to Access”</p> <p><input checked="" type="checkbox"/> To assign under “Company &amp; Administration Tasks”</p> <p><input checked="" type="checkbox"/> To assign to User under “Transactions” field of account number</p>	<b>Standard Roles Assignment</b> <ul style="list-style-type: none"><li>▪ User - Admin</li><li>▪ User - Portlets</li></ul>	<b>Product Assignment</b> <b>Only Payroll <u>Executive</u> Products</b>
11 <b>Payroll Authoriser <sup>a</sup></b> Access <u>Payroll Amount ONLY</u>	<b>Access Payroll Amount ONLY</b> <ul style="list-style-type: none"><li>▪ View total amount and highest amount</li><li>▪ Cannot view individual record's amount</li><li>▪ Cannot view beneficiary details.</li></ul>		<b>Standard Roles Assignment</b> <ul style="list-style-type: none"><li>▪ User - Admin</li><li>▪ User - Portlets</li></ul>	<b>Product Assignment</b> <b>Only Payroll <u>Executive</u> Products</b>

# Setup Table for User Profile – Role & Account Access Assignments (cont.)

For S/N 12 to 14 below, these are optional access and types of Users that could be setup by the Company Administrators.

Type of User	Description of Access	Optional Roles: Optional functions access to assign in addition to the User's Standard Roles Assignments		
		To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign to User under "Transactions" field of account number
<b>12</b> <b>Allowed to Create/Approve Pre-Approved Payee<sup>1</sup></b>	<ul style="list-style-type: none"> <li>Create/maintain &amp; approve Pre-approved Payee setups in Manage Payer/Payee</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>50 PAB Create</li> <li>50 PAB Approve</li> </ul>	<i>Base on the User's Standard Roles and Product Assignments</i>
<b>13</b> <b>Verifier<sup>2</sup></b>	<ul style="list-style-type: none"> <li>Verify transactions inputted by Maker before approval.</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>50 Verify</li> </ul>	<i>Base on the User's Standard Roles and Product Assignments</i>
<b>14</b> <b>Sender<sup>2</sup></b>	<ul style="list-style-type: none"> <li>Release fully authorised transactions to the Bank after authoriser approval.</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>50 Sender</li> </ul>	<i>Base on the User's Standard Roles and Product Assignments</i>

Note:

<sup>1</sup> Administrative setup control - Dual/Single control can only be setup by the Bank. Maker/Checker process for Pre-Approved Payee maintenance is only applicable if Dual control is setup.

<sup>2</sup> Transaction approval setting can only be setup by the Bank.

## 2. Editing of User Information



# Editing of User Information

## 1 Manage User Profile

(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select “ADMIN > Manage User Profiles”.

(b) Click on the tabs to toggle between “All”, “Active”, “Inactive” and “Locked” for user profiles. The segregation of tabs are based on user status.

You can use the filter options to further narrow down the search results for existing user profiles.

(c) You will be able to perform the below for the selected user profile:

- Delete user
- Edit user profile
- View user profile

The image consists of two screenshots of the UOB Infinity Admin interface. The top screenshot shows the 'Manage User Profiles' section of the 'USERS MANAGEMENT' tab. It features four tabs: 'Manage User Profiles' (selected), 'View Authorisation Setup', 'Manage Payers / Payees', and 'Manage Phrases'. The bottom screenshot shows the 'Manage User Profile' page with a table of user records. The table has columns: Company, First Name, Last Name, User ID, Application Type, Profile Status, and Action. The 'Profile Status' column uses green and red dots to indicate active or inactive status. The 'Action' column contains three dots, a 'Delete' link, and an 'Edit' link. A context menu is open over a row, showing options: 'Delete', 'Edit', and 'View Approved Details'. Red arrows labeled 'a', 'b', and 'c' point to the 'Manage User Profiles' tab, the 'All' tab in the filter bar, and the 'Delete' link in the context menu respectively.

# Editing of User Information

## 2 Edit User Profile

(a) If “Edit User - Profile” is selected, you will be able to amend the user information under the sub-sections which includes:

- User Details
- Profile Status
- Contact Details
- Settings

(b) Click “Next” button to proceed.

2

UOB

You are in: CASH MANAGEMENT

ACCOUNTS PAY & TRANSFER SERVICES ADMIN

MY TASKS 0

Active

Edit User - Profile

1 Edit 2 Authorise 3 Done

Before you start, please note that:

You can only create user profile for Maker and Enquirer.

To create or update user profile of Administrator or Authoriser, [download this form](#) and submit to UOB.

If you require a physical token device for the new user, please [refer to the FAQ](#).

Save as Draft

User Details

Profile Status

Contact Details

Settings

Cancel Next

Copyright © 2019 United Overseas Bank Limited Co. | Reg. No. 193500026Z, All Rights Reserved.

FAQ | Terms and Conditions | Privacy and Security | Legal Notices

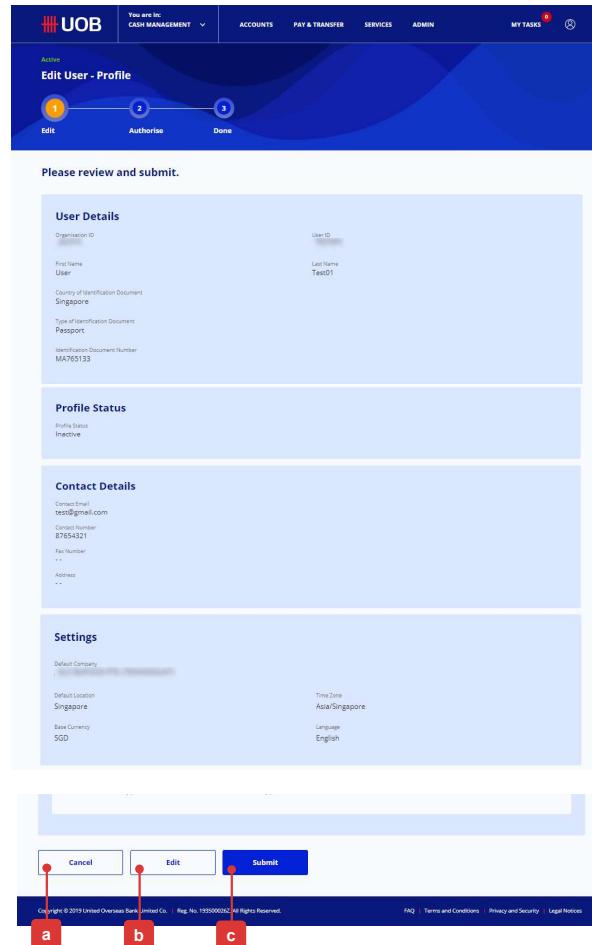
# Editing of User Information

## 3 Submission of Request (Review)

Upon clicking the “**Next**” button, you will be allowed to check the changes made to the user information once again before proceeding.

In the review page, you will see three buttons located at the bottom of the page, namely:

- (a) “**Cancel**”: If you proceed with this, the existing user information being edited will be cancelled and will not be saved as draft.
- (b) “**Edit**”: If you proceed with this, you will be directed back to the previous edit page.
- (c) “**Submit**”: *Please refer to the next page for the detailed explanation.*



The screenshot shows the 'Edit User - Profile' page in the UOB Cash Management system. The top navigation bar includes 'You are in: CASH MANAGEMENT', 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', and 'MY TASKS'. The main content area is titled 'Edit User - Profile' with a progress bar showing '1 Edit', '2 Authorise', and '3 Done'. A message 'Please review and submit.' is displayed. The page is divided into several sections: 'User Details' (Organization ID, First Name, User, Country of Identification Document: Singapore, Type of Identification Document: Passport, Identification Document Number: MA765133, User ID, Last Name: Test01), 'Profile Status' (Profile Status: Inactive), 'Contact Details' (Current Email: test@gmail.com, Current Number: 87654321, Fax Number: -, Address: --), and 'Settings' (Default Company: [redacted], Default Location: Singapore, Base Currency: SGD, Time Zone: Asia/Singapore, Language: English). At the bottom, there are three buttons: 'Cancel', 'Edit', and a large blue 'Submit' button. The 'Submit' button is highlighted with a red box and labeled 'c'.

# Editing of User Information

## 4 Submission of Request (Authorisation)

Upon clicking the “Submit” button, you will be directed to authorize the request for the changes made to the existing user information.

(a) Please follow the on-screen instructions to authorise the request (which may include entering an e-Sign challenge code to obtain an e-Sign token response code (6-digit security code)).

*Note: The value “8765” shown below is just an example of an e-Sign challenge code that is to be entered into the Physical Token to get an e-sign token response code (6-digit security code).*

**Enter Token Response**

Please select token type to proceed.

**Infinity Secure**      **Physical Token**

**a** Follow these steps on your token:

- 1 | Press **OK**
- 2 | Enter **8765** & press **OK**
- 3 | Enter the 6-digit security code on your token.

Token Response

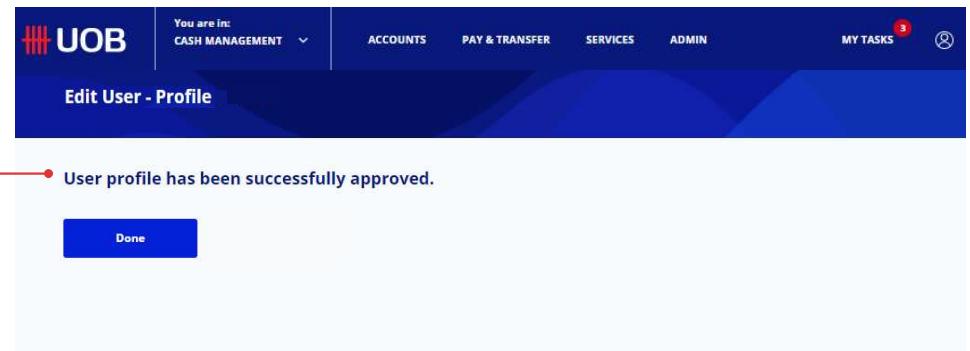
By clicking ‘Submit’, you are deemed to have read and agreed to the [Terms & Conditions](#) of the respective products and/or services.

Set as default authentication method.

**Cancel**      **Submit**

*Note: If the Administrative request requires another Company Administrator to approve, the request will be submitted for his/her approval once the “Submit” button is clicked. The other Company Administrator can approve this pending authorise request from “My Tasks” under the “Admin(s)” tab.*

(b) A confirmation message will be displayed if the user information changes have been successfully approved.



### 3. Editing of Roles/Functions Assignments



# Editing of Roles/Functions

## 1 Manage User Profile

(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select “ADMIN > Manage User Profiles”.

(b) Click on the tabs to toggle between “All”, “Active”, “Inactive” and “Locked” for user profiles. The segregation of tabs are based on user status.

You can use the filter options to further narrow down the search results for existing user profiles.

(c) Select “Edit” for the selected user profile.

**Top Screenshot: Manage User Profiles**

The screenshot shows the UOB Infinity Admin interface. The top navigation bar includes tabs for ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS (with 0 notifications). The ADMIN tab is selected. Below the navigation is a sub-menu with four tabs: USERS MANAGEMENT, AUTHORITY SETUP, DATA MANAGEMENT, and AUDIT QUERIES. The USERS MANAGEMENT tab is selected. Under this tab, there are four sub-options: Manage User Profiles (highlighted with a red box 'a'), Manage User Password, and Manage User Account Access. The AUTHORITY SETUP, DATA MANAGEMENT, and AUDIT QUERIES tabs also have their own sub-options.

**Bottom Screenshot: Manage User Profile**

The screenshot shows the 'Manage User Profile' page. The top navigation bar is identical to the top screenshot. Below it is a sub-menu with tabs for All, Active, Inactive, and Locked. The Active tab is selected. There is a 'Create New User' button. Below the tabs is a search bar with fields for User ID and Application Type, and a 'Clear Filter(s)' button. The main area displays a table with 53 records. The table has columns for Company (sorted by First Name), First Name, Last Name, User ID, Application Type, Profile Status (with a green dot for Active), and Action. The Action column contains three dots and a red arrow pointing to the 'Edit' button for the first row. The first row in the table shows Jessie Lacuna with User ID LACUNA and Profile Status Active.

Company	First Name	Last Name	User ID	Application Type	Profile Status	Action
[REDACTED]	Jessie	LACUNA	GEBJ081302	LACUNA	Active	<span>⋮</span> Edit
[REDACTED]	Gerald	Thomson	TBUAT11	--	Active	<span>⋮</span> View Approved Details
[REDACTED]	JJK	IUKL	KLIONM	--	Inactive	<span>⋮</span>

# Editing of Roles/Functions

## 2 Editing of Roles/Functions Assignments

Under the **“Setup Table for User Profile - Role & Account Access Assignments”** (Page 13), refer to the columns **Administration Tasks** and **Functions to Access** to edit/assign the respective function accesses to the User.

(a) Select the **“Company & Administration Tasks”** which you want to edit/assign to the existing User – *refer to the “Setup Table for User Profile - Role & Account Access Assignments” (Page 13), under column Administration Tasks*

(b) Under **“Company & Functions to Access”**, select the Company and the role access which you want to edit/assign to the existing User – *refer to the “Setup Table for User Profile - Role & Account Access Assignments” (Page 13), under column Functions to Access*

(c) Under the different Companies, click on the **“Role(s)” lookup icon** to select and edit/assign the respective function accesses to the existing User.

*Note: You will not be able to assign an Authorisation Level and Limit to this existing User because “Authoriser” can only be created by the Bank.*

(d) Click **“Next”** button to proceed.

Company & Administration Tasks

Company & Administration Tasks\*

Company & Functions to Access

Company	What functions can user(s) access?	Authorisation Level	Authorisation Limit (Per Day)
Role(s)	Role(s)	Authorisation Level	CCY Amount
Role(s)	Role(s)	Authorisation Level	CCY Amount
Role(s)	Role(s)	Authorisation Level	CCY Amount
Role(s)	Role(s)	Authorisation Level	CCY Amount
Role(s)	Role(s)	Authorisation Level	CCY Amount
Role(s)	Role(s)	Authorisation Level	CCY Amount

Cancel

Next

*Note: You will not be able to assign an Authorisation Level and Limit to this existing User because “Authoriser” can only be created by the Bank.*

# Editing of Roles/Functions

## 3 Submission of Request (Review)

Upon clicking the “**Next**” button, you will be allowed to check the changes made to the User's Roles/Functions assignment once again before proceeding.

On the review page, you will see three buttons located at the bottom of the page, namely:

- (a) “**Cancel**”: If you proceed with this, the existing User's Roles/Functions assignments being edited will be cancelled and will not be saved as draft.
- (b) “**Edit**”: If you proceed with this, you will be directed back to the previous edit page.
- (c) “**Submit**”: *Please refer to the next page for the detailed explanation.*

UOB You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 0

Active Edit User - Profile

1 2 3

Edit Authorise Done

Please review and submit.

Company & Administration Tasks

Company & Administration Tasks  
5 Task(s) Selected

Task(s) Selected  
20 User Admin  
User - Pointlets  
20 User Pointlets

User - Admin  
User - Customer Admin

Role(s) assigned by Bank

30 Customer Admin  
User - CA - User Account  
User - CA - User Authentication

Company & Functions to Access

Authorisation Level  
Authorisation Limit (Per Day)

What functions can user(s) access? 0 functions selected

Authorisation Level  
Authorisation Limit (Per Day)

What functions can user(s) access? 0 functions selected

Cancel Edit Submit

# Editing of Roles/Functions

## 4 Submission of Request (Authorisation)

Upon clicking the “**Submit**” button, you will be directed to authorize the request for the changes made to the User's Roles/Functions assignments.

(a) Please follow the on-screen instructions to authorise the request (which may include entering an e-Sign challenge code to obtain an e-Sign token response code (6-digit security code)).

*Note: The value “8765” shown below is just an example of an e-Sign challenge code that is to be entered into the Physical Token to get an e-sign token response code (6-digit security code).*

**Enter Token Response**

Please select token type to proceed.

**Infinity Secure**      **Physical Token**

**a** Follow these steps on your token:

- 1 | Press **OK**
- 2 | Enter **8765** & press **OK**
- 3 | Enter the 6-digit security code on your token.

Token Response



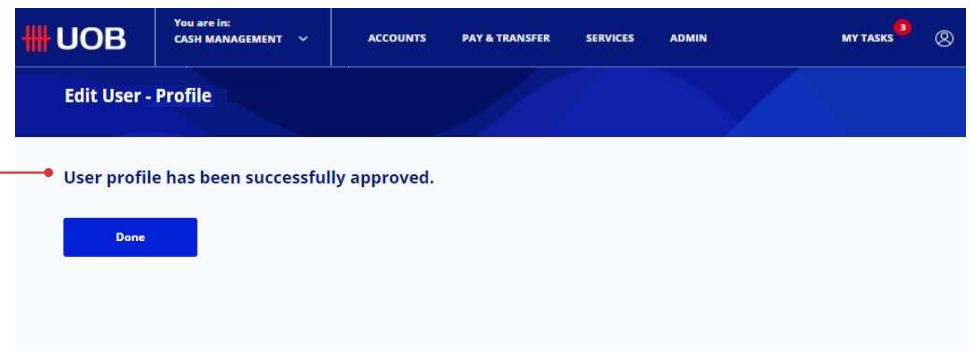
By clicking **Submit**, you are deemed to have read and agreed to the [Terms & Conditions](#) of the respective products and/or services.

Set as default authentication method.

**Cancel**      **Submit**

*Note: If the Administrative request requires another Company Administrator to approve, the request will be submitted for his/her approval once the “Submit” button is clicked. The other Company Administrator can approve this pending authorise request from “My Tasks” under the “Admin(s)” tab.*

(b) A confirmation message will be displayed if the changes to the User's Roles/Functions assignments have been successfully approved.



#### 4. Editing of User Account Access Assignments



# Editing of User Account Access

## 1 Manage User Account Access

- At the top navigation menu, select "**ADMIN > Manage User Account Access**".
- All existing user profiles will be listed by default. You can use the filter options to further narrow down the search results for existing Users.
- Hover over the Action icon, select "**Edit**" to edit the User Account Access (*the details will be displayed on the next page*).

UOB CASH MANAGEMENT Admin interface showing the 'Manage User Account Access' page. The page displays a list of user profiles with columns for Company, First Name, Last Name, User ID, Application Type, and Action. A red box labeled 'a' points to the 'Manage User Account Access' link in the top navigation. A red box labeled 'b' points to the 'Company' filter button. A red box labeled 'c' points to the 'Edit' button in the Action column of a user profile row.

Company	First Name	Last Name	User ID	Application Type	Action
Mark	LOPEZ	GEB	J101002	GEBJ101002	<span>Edit</span>
Auth-A	USER-2651292629		USERA		<span>⋮</span>
1 Makar	2 Makar		BEBEKDAI	MODIFIED	<span>⋮</span>

# Editing of User Account Access

## 2 Edit User Account Access

### Under the “Setup Table for User Profile - Role & Account Access Assignments”

(Page 13), refer to the column **User Account Access** to assign the respective account number(s) / product(s) accesses to the existing User.

(a) The non-editable “**User Details**” will be displayed under this section.

(b) Select the account number(s) to be accessed by the existing User.

(c) Select “**Yes**” if the existing User is restricted to using Pre-Approved Payee/Beneficiary details only.

(d) Tick the relevant checkbox(es) if the existing User is allowed to view the “**Account Overview**” and/or the “**Account Activities**”.

*Note: In addition to the User role access assigned under User Profile, these two checkboxes are used to further control whether the User is allowed to access the specific “Account Overview” and “Account Activities” features.*

(e) Click here to select the transaction types which the new User can use the account number for.

(f) Click “**Next**” button to proceed.

**Edit User - User Account Access**

**User Details**

Organization ID: [REDACTED] User ID: [REDACTED]  
 First Name: Mark Last Name: LOPEZ GEB191002  
 Country of Identification Document: SGD  
 Type of Identification Document: NRIC  
 Identification Document Number: S5402138K

**Account and Product to Access**

AIRELATED SERVICES PTE LTD (Default Company)

Select All Accounts

**b**  Current Account - Corporate 1463051688 - SGD

**c**  Yes  No

Limit transactions to only Pre-approved Payee? \*

**d**  Account Overview  Account Activities

What can the user view?

What transactions can the user access?

**e** Transactions \*

**WANG WANG PTE LTD**

Select All Accounts

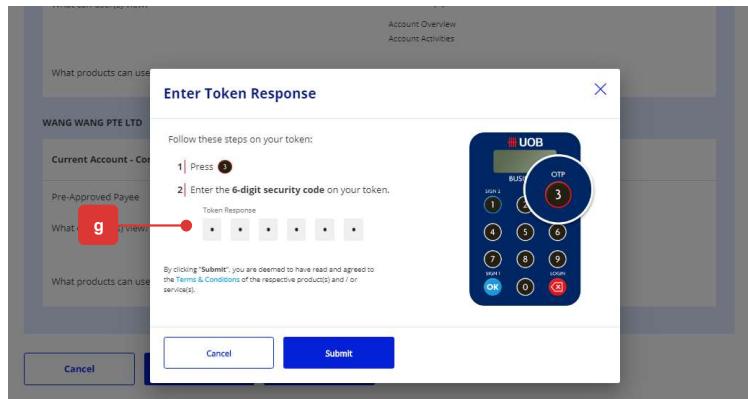
Current Account - Corporate 1013450132 - SGD

**f** Next

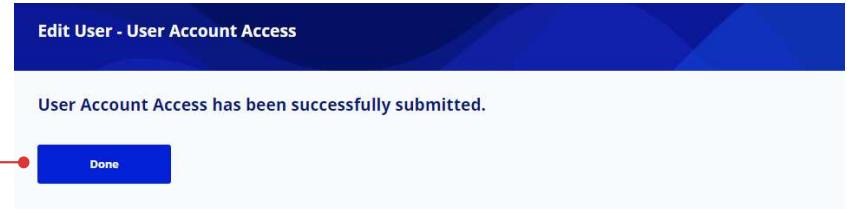
# Editing of User Account Access

## 3 Edit User Account Access

(g) Follow the on-screen instructions to authorise the User Account Access setup request.



(h) The confirmation message will be displayed as the User Account Access is successfully saved.



*Note: If the Administrative setup requires another Company Administrator to approve, the request will be submitted for his/her approval once the "Submit" button is clicked.*

*The other Company Administrator can approve this pending authorisation request from the top navigation menu by selecting "ADMIN > Manage User Account Access".*

# Appendix

# Appendix

## Summary of Role Descriptions

Note : <sup>1</sup> Roles are assignable by Bank Only

Role Type	Role Name	Description
Administration Task	User - Admin	Allow User to manage own profile and maintain data maintenance (e.g. counterparty/Beneficiary/bank/phases etc)
Administration Task	User - Portlets	Allow User to access landing page dashboard and portlets
Administration Task	Audit Queries	Allow User to access audit queries
Administration Task	User – Alert Maintenance	Allow User to manage notifications
Administration Task	User - Customer Admin <sup>1</sup>	Allow Company Administrator to create and maintain user profile/accounts and reset password
Administration Task	User - CA - User Profile <sup>1</sup>	Allow Company Administrator to create and maintain user profile only
Administration Task	User - CA - User Account <sup>1</sup>	Allow Company Administrator to create and maintain user account only
Administration Task	User - CA -User Authentication <sup>1</sup>	Allow Company Administrator to reset user password only
Administration Task	User – GV participant Access <sup>1</sup>	Allow User to access Global View as a participating country
Administration Task	User – GV Primary Access <sup>1</sup>	Allow User to access Global View as a primary country
Functions to Access	00 All Account Services	Allow User to access <ul style="list-style-type: none"> <li>• Account Overview and Activities (Further control by user account access)</li> <li>• Advices and Notifications</li> <li>• Download Reports &amp; Advices</li> <li>• Enquire Cheque Status</li> <li>• Trade Bill Summary</li> </ul>
Functions to Access	01 All Cash - Transact	Allow User to view and transact the following product <ul style="list-style-type: none"> <li>• Transfer to UOB account</li> <li>• Transfer to another Bank (i.e., RTGS)</li> <li>• FPS</li> <li>• Telegraphic Transfer</li> <li>• Cheque Services/Cashier's Order/Demand Draft</li> <li>• Place Fixed Deposit</li> <li>• Send Files to UOB</li> </ul>
Functions to Access	01 All Trade - Transact	Allow User to view and transact the following product <ul style="list-style-type: none"> <li>• Banker Guarantee/Shipping Guarantee</li> <li>• Import Letter of Credit/Import Collection</li> <li>• Export Collection</li> <li>• Trade Financing</li> </ul>

# Appendix

## Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
Functions to Access	01 All Bulk Paymt - Create	Allow User to create the following bulk payment manually <ul style="list-style-type: none"> <li>Transfer to Local Account (RTGS/FPS)</li> <li>Telegraphic Transfer</li> <li>Cashier's Order/Cheque</li> </ul>
Functions to Access	01 All Bulk Paymt - Upload	Allow User to upload the following bulk payment file <ul style="list-style-type: none"> <li>Transfer to Local Account (RTGS/FPS)</li> <li>Telegraphic Transfer</li> <li>Cashier's Order/Cheque</li> </ul>
Functions to Access	01 Bulk Collection - Create	Allow User to create the following bulk collection manually <ul style="list-style-type: none"> <li>Collect from Local Account</li> </ul>
Functions to Access	01 Bulk Collection NG - Create	Allow User to create the following bulk collection manually <ul style="list-style-type: none"> <li>Collect from Local Account</li> </ul>
Functions to Access	01 Bulk Collection - Upload	Allow User to upload the following bulk collection file <ul style="list-style-type: none"> <li>Collect from Local Account</li> </ul>
Functions to Access	01 Bulk Collection NG - Upload	Allow User to upload the following bulk collection file <ul style="list-style-type: none"> <li>Collect from Local Account</li> </ul>
Functions to Access	01 Bulk Payroll EMPL - Approve	Allow User to create and approve the following bulk payroll (Employee) transaction <ul style="list-style-type: none"> <li>Transfer to Local Account</li> </ul>
Functions to Access	01 Bulk Payroll EMPL - Create	Allow User to create the following bulk payroll (Employee) transaction manually <ul style="list-style-type: none"> <li>Transfer to Local Account</li> </ul>

**NOTE : For files with “Upload Failed” status without account being mapped, they can be accessed by any users with upload bulk file access.**

**Please delete these “Upload Failed” files to avoid users from downloading files that they are not authorised to access under their User Account Access.**

# Appendix

## Summary of Role Descriptions (cont.)

Note :

**For controlling specific product access, please assign Roles with specific product name with either "View" or "Transact" access**

Role Type	Role Name	Description
Functions to Access	01 Bulk Payroll EMPL - Upload	Allow User to upload the following bulk payroll (Employee) file • Transfer to Local Account
Functions to Access	01 Bulk Payroll EXEC - Approve	Allow User to create and approve the following bulk payroll (Executive) transaction • Transfer to Local Account
Functions to Access	01 Bulk Payroll EXEC - Create	Allow User to create the following bulk payroll (Executive) transaction manually • Transfer to Local Account
Functions to Access	01 Bulk Payroll EXEC - Upload	Allow User to upload the following bulk payroll (Executive) file • Transfer to Local Account
Functions to Access	33 Payroll Amount Access	Allow User to view payroll transaction amount
Functions to Access	33 Payroll Details Access	Allow User to view payroll transaction details

# Appendix

## Summary of Role Descriptions (cont.)

Note :

**For controlling specific product access, please assign Roles with specific product name with either "View" or "Transact" access**

Role Type	Role Name	Description
Functions to Access	02 All Cash - View	Allow User to View the following product <ul style="list-style-type: none"><li>• Transfer to UOB account</li><li>• Transfer to another Bank (RTGS)</li><li>• FPS</li><li>• Telegraphic Transfer</li><li>• Cheque Services/Cashier's Order/Demand Draft</li><li>• Place Fixed Deposit</li></ul>
Functions to Access	02 All Trade - View	Allow User to View the following product <ul style="list-style-type: none"><li>• Banker Guarantee/Shipping Guarantee</li><li>• Import Letter of Credit/Import Collection</li><li>• Export Collection</li><li>• Trade Financing</li></ul>

# Appendix

## Summary of Role Descriptions (cont.)

Note :

**For controlling specific product access, please assign Roles with specific product name with either "View" or "Transact" access**

Role Type	Role Name	Description
Functions to Access	50 External Account	Allow User to access external account summary and statement
Functions to Access	50 PAB - Approve	Allow User to approve Pre-Approved Beneficiary setup
Functions to Access	50 PAB - Create	Allow User to create Pre-Approved Beneficiary setup
Functions to Access	50 Proxy Signatory <sup>1</sup>	Allow User to be Proxy Authorizer
Functions to Access	50 Send <sup>2</sup>	Allow User to release transaction to bank for processing
Functions to Access	50 Verify <sup>2</sup>	Allow User to verify transaction before submitting to Signatory for approval

Note:

<sup>1</sup> Assignable only by Bank.

<sup>2</sup> Applicable only if Company had selected Send/Verify option in their approval setup.

# Appendix – Payroll Executive Access

Company Administrator can assign **Payroll Executive Access** # to Payroll Maker or Payroll Authoriser

**For companies that would like to segregate Employee and Executive Payroll, the Company Administrator is able to setup the control via Manage User Profile and User Account Access**

## 1) Manage User Profile

### Under “Setup Table for User Profile - Role & Account Access Assignments”

(Page 17), refer to the columns **Functions to Access** to assign the respective

Payroll Executive access to the User.

(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select **“ADMIN > Manage User Profiles”**.

(b) Use the search filter to locate the specific User.

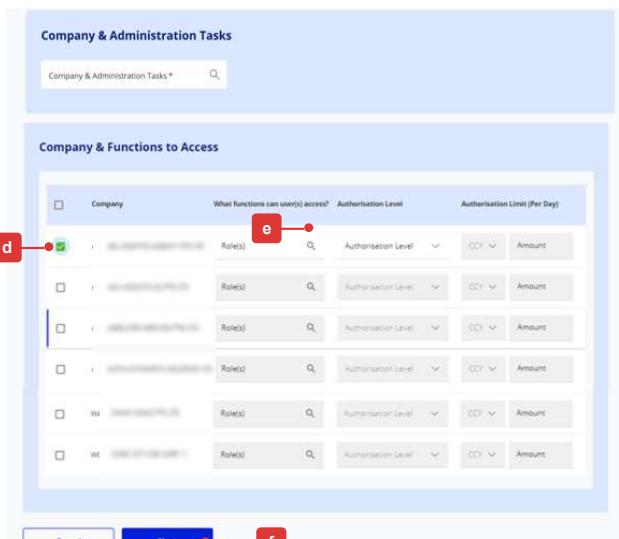
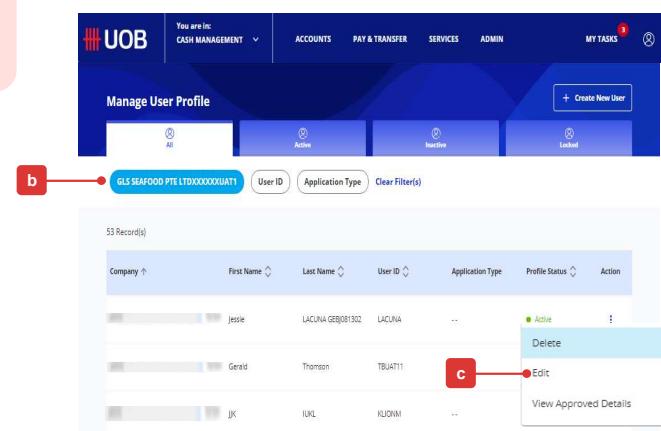
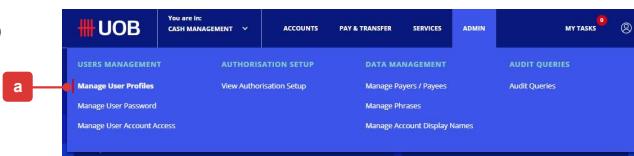
(c) Select **“Edit”** under the Action icon.

(d) Under **“Company & Functions to Access”**, select the Company and **refer to “Setup Table for User Profile - Role & Account Access Assignments” (Page 17), under column Functions to Access** to assign the Roles to Payroll Makers or Authorisers who can access payroll transactions for Executives.

**Note:** You will not be able to assign an Authorisation Level and Limit to this User because “Authoriser” can only be created by the Bank.

(e) Under the different Companies, click on the **“Role(s)” lookup icon** to select and assign the respective function accesses to the User.

(f) Click **“Next”** button to proceed to submit the changes for approval.



### IMPORTANT :

1. Ensure Users who can access payroll transactions for Executive only are assigned with Bulk Payroll EXEC Roles ONLY.
2. Similarly, ensure Users who can access payroll transactions for Employee only are assigned with Bulk Payroll EMPL Roles ONLY.

# Appendix – Payroll Executive Access

Company Administrator can assign **Payroll Executive Access** # to Payroll Maker or Payroll Authoriser

## 2) Manage User Account Access

### Under “Setup Table for User Profile - Role & Account Access Assignments” (Page 17), refer to the column

User Account Access

to assign the respective account number(s)/product(s) accesses to the existing User.

(a) At the top navigation menu, select “**ADMIN > Manage User Account Access**”.

(b) Use the search filter to locate the specific User.

(c) Select “**Edit**” under the Action icon.

(d) Under “**Transaction**” section of each of account linked, select Payroll Executive transactions for Users who can access payroll transactions for Executive.



#### IMPORTANT :

1. Ensure Users who can access payroll transactions for Executive only are assigned with Payroll Executive Transactions ONLY.
2. Similarly, ensure Users who can access payroll transactions for Employee only are assigned with Payroll Employee Transactions ONLY.

(e) Click “**Next**” button to proceed to submit the changes for approval.

The screenshot shows the UOB Admin interface. The top navigation bar has 'CASH MANAGEMENT' selected. The 'ADMIN' menu is open, and 'Manage User Account Access' is highlighted. The main screen shows a table of users with columns: Company, First Name, Last Name, User ID, Application Type, and Action. A user named 'Mark' is selected, and the 'Edit' button is highlighted with a red arrow. The 'Action' column for Mark shows 'View Approved Details'. The right side of the screen is a 'Account and Product to Access' configuration dialog. It lists 'AIRELATED SERVICES PTE LTD (Default Company)' and 'WANG WANG PTE LTD'. Under 'AIRELATED SERVICES PTE LTD', 'Current Account - Corporate 1463051688 - SGD' is selected. Under 'WANG WANG PTE LTD', 'Current Account - Corporate 1013450132 - SGD' is selected. Both dialogs have sections for 'Limit transactions to only Pre-approved Payee?' (Yes selected), 'What can the user view?' (Account Overview and Account Activities selected), and 'What transactions can the user access?' (Transactions selected). At the bottom right of the dialog, there are 'Cancel' and 'Next' buttons, with 'Next' highlighted with a red arrow.

Note:

# Payroll Employee and Payroll Executive are two separate Payroll access options. Payroll Users are assigned Payroll Employee access by default.

# Appendix – Pre-Approved Payee Management

Company Administrator can assign Pre-Approved Payee (PAP) Access

**To create a PAP, below two function accesses are required**

- **50 PAB – Create**
- **50 PAB – Approve**

## 1 Manage User Profile

### Pre-Approved Payee vs. Normal Payee

- **Pre-Approved Payee :** Payee details are created/maintained/approved by selected Users only. This is to ensure that payments are made to the pre-defined payees and other Users are unable to amend it.
- **Normal Payee :** All Users are able to create/maintain normal payee. Payee details can be amended by any Users at anytime.

(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select “**ADMIN > Manage User Profiles**”.

(b) Use the search filter to locate the specific User.

(c) Select “**Edit**” under the Action icon.

(d) Under “**Company & Functions to Access**” section, assign the below Roles to the User:

- “50 PAB – Create” – Assign to User who is able to create PAP.
- “50 PAB – Approve” – Assign to User who is able to create/approve PAP.

(e) Click “**Next**” button to proceed to submit the changes for approval.

#### Note:

1. Ensure your company/entity opt for “Dual Control” under Company Administrator Approval Control setup.
2. If Single Control is being setup, Users who are assigned with either “50 PAB – Create” or “50 PAB – Approve” will be able to create PAP successfully without Approval.

## Appendix – Pre-Approved Payee Management (cont.)

Company Administrator can restrict User to only create/make payment to Pre-Approved Payee (PAP)

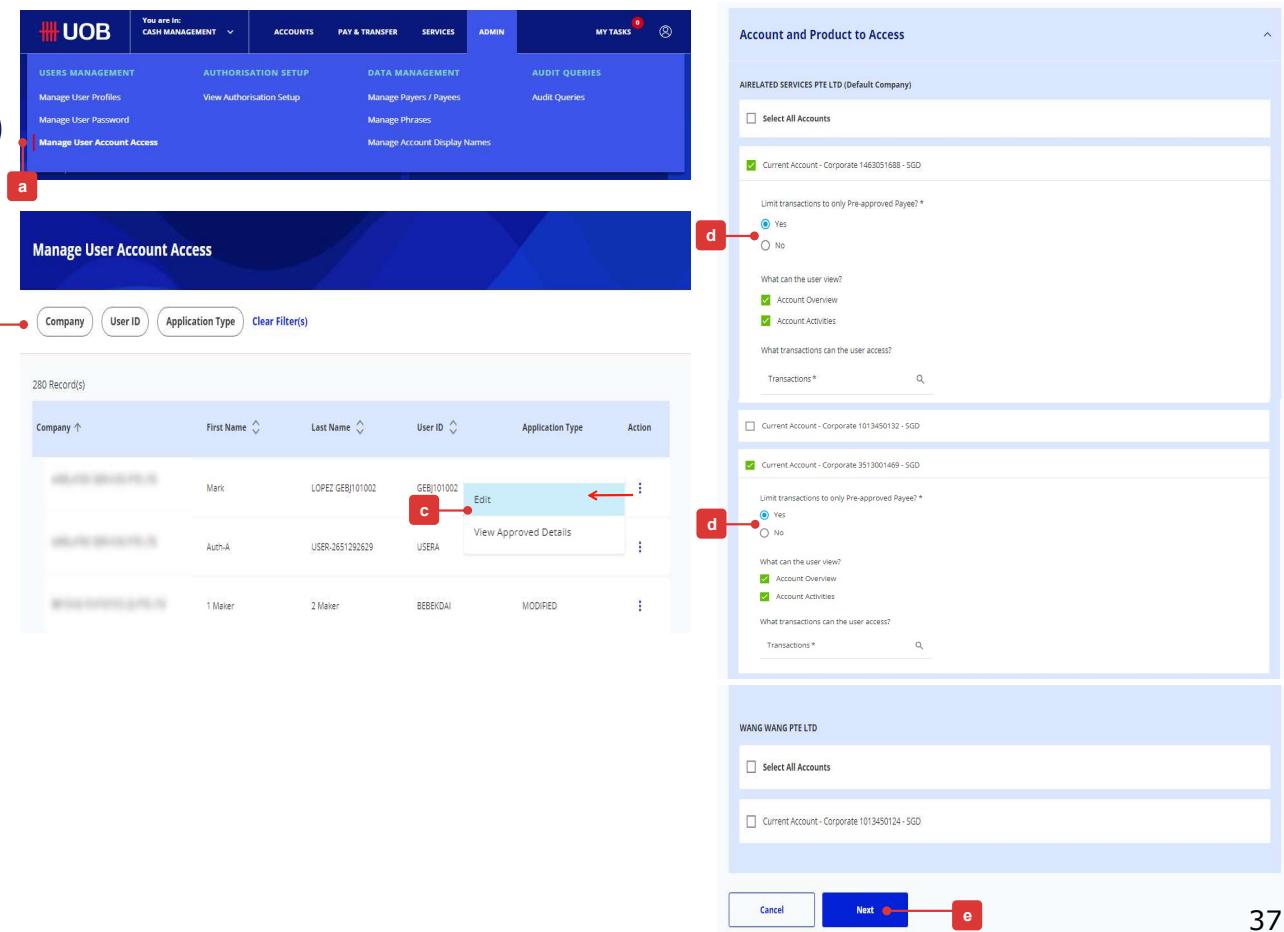
**To restrict User to make payment to PAP, the User Account has to be setup with “Limit transactions to only Pre-approved payee?” = “Yes”.**

## 2 Manage User Account Access

- (a) At the top navigation menu, select "**ADMIN > Manage User Account Access**".
- (b) Use the search filter to locate the specific User.
- (c) Select "**Edit**" under the Action icon.
- (d) Under each of the account link to user, select "Yes" under "**Limit transactions to only Pre-approved payee?**". The User will only be able to select payee from PAP lists under the payment transaction initiation screens.

### **When limit transactions to PAP is setup as “YES”**

- User can select payee/beneficiary from list of PAPs.
- User cannot input/modify payee/beneficiary details on payment transaction creation screen.
- User cannot select normal payee/beneficiary from payee list.



# Appendix – Pre-Approved Payee Management (cont.)

## How to Create Pre-Approved Payee (PAP)

**To create a PAP , Pre-approved Payee checkbox has to be selected upon payee creation**

### 3) Manage Payer/Payee

You can create details of Pre-Approved payees/beneficiaries under "Manage Payers/Payees".

(a) At the top navigation menu, select "**ADMIN > Manage Payers/Payees**".

(b) Use the search filter to locate an existing payee.

(c) Select "**View Approved Details**" under the Action icon.

(d) Under "**Other Details**" section, tick "**Pre-Approved Payee**" checkbox to setup this payee as a PAP.

When the checkbox is selected, the threshold currency and amount is required to be filled up. This is to control the maximum transaction amount that is allowed to be paid to this PAP.

(e) Click "**Submit**" button to proceed to submit the changes for approval.

The screenshot illustrates the process of creating a Pre-Approved Payee (PAP) in the UOB CASH MANAGEMENT system. It consists of three main panels: a top navigation bar, a search/filter panel, and a detailed configuration panel.

- Top Navigation Bar:** Shows the UOB logo, current location "CASH MANAGEMENT", and menu options: ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS (with 10 notifications).
- Search/Filter Panel:** Titled "Manage Payers / Payees". It includes a search bar with placeholder "Search Payer / Payee", a "Create New Payer / Payee" button, and a "Customise View" button. Below the search bar are several filter buttons: Company, Payer / Payee, Transaction Category, PayNow ID, Pre-Approved Payer / Payee, Currency, Threshold Amount, Maker User, Application Type, Pending Authorise, and Clear Filter(s). The "Pending Authorise" button is highlighted in blue.
- Detailed Configuration Panel:** Titled "Other Details". It contains sections for "Pre-Approved Payee" (with a checked checkbox, currency USD, and threshold amount 0.00), "Intermediary Bank Details" (with a checked checkbox, bank country Singapore, and fields for Bank Name, Bank Address, SWIFT BIC Code), and "Payee Advice Details" (with fields for Payee ID, Email 1, Email 2, Fax, and Contact Number). A note on the right states: "Adding to Pre-Approved Payee. An authorisation process is needed to add a Pre-Approved Payee." A "Cancel" button and a "Submit" button are at the bottom.

Annotations with red boxes and letters:

- a:** Points to the "Manage Payers / Payees" link in the top navigation bar.
- b:** Points to the "Pending Authorise" filter button in the search panel.
- c:** Points to the "View Approved Details" action icon in the list of payees.
- d:** Points to the "Pre-Approved Payee" checkbox in the "Other Details" panel.
- e:** Points to the "Submit" button in the "Other Details" panel.



Right By You