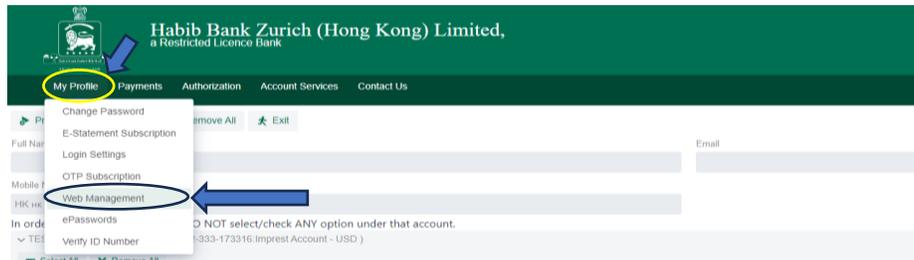


Sub Login Creation (By Primary ID users only)

You can now create secondary (sub) login IDs online for your team, and assign the necessary transactional authority at your convenience. This can be done by following the steps below:

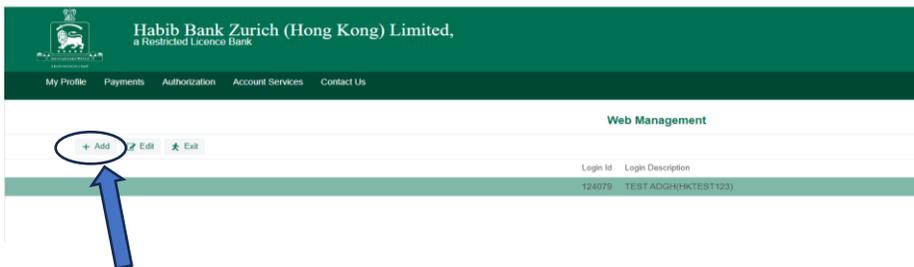
Step 1:

Click on “My Profile” and choose the “Web Management” Option



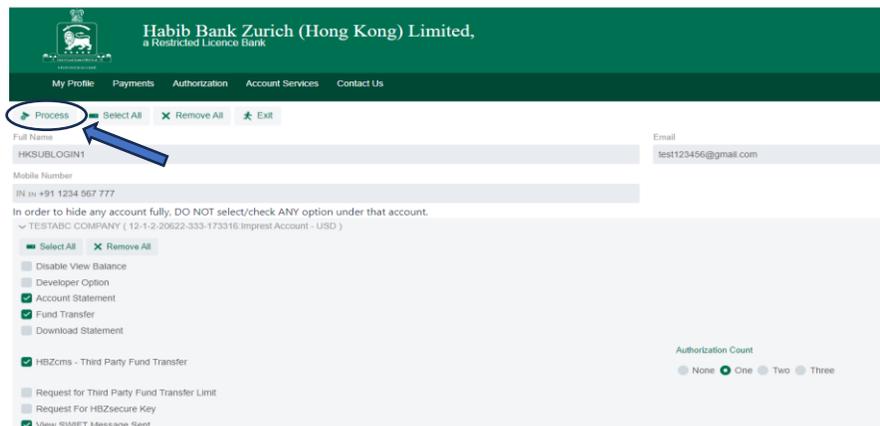
Step 2:

Click on the “Add” button

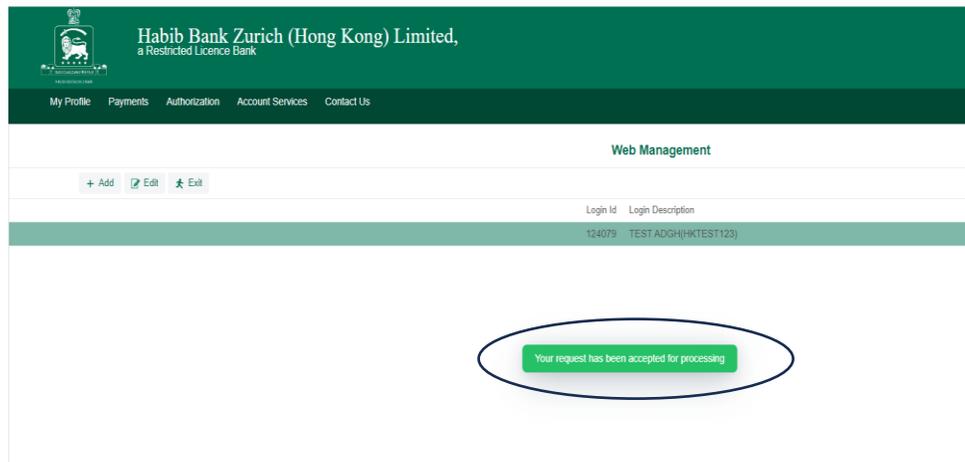


Step 3:

Enter the new sub login name, the individual’s email address, and mobile number, then define transactional authority by selecting the desired options. Click on “Process” to submit.



Once you have successfully completed this process, you will see the below message on your screen:



Account holders with joint signatories, please continue to Step 4.

The individual for whom the sub login is created will then receive an email with a link to setup their sub login ID.

The sub login individual(s) should refer to the "Registration of Web Banking ID" guide and follow the detailed steps to set up the new login ID and register for web and mobile banking features.

Sub Login Creation for Account with Joint Signatories

For accounts with joint signatories (per the originally defined operational instructions), there are a few additional steps that need to be completed to create a sub login.

Step 4:

Once the request for creating a sub login ID has been submitted (per Step 3), another user must authorise it per the operational instructions originally defined.

This can be done by:

1. Clicking on the "Authorization" tab,
2. Selecting the respective Request ID sub login creation application,
3. Clicking on the "Detail" button



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Step 1

My Profile Payments **Authorization** Account Services Contact Us

Step 3

Authorize Transaction Request

PDF Detail Exit

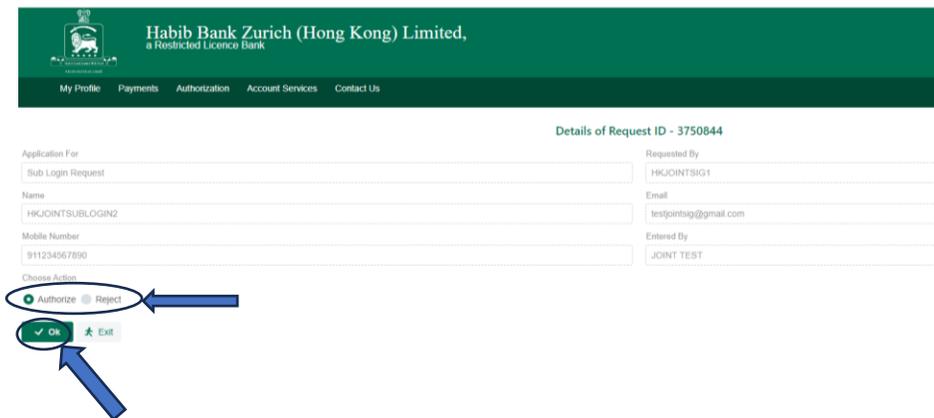
Request ID	Entered on	Entered by	Option Name
3750844	Feb 15 2023	HKJOINTSIG1	Web Management

Step 2

Step 5:

The user (per the operational instructions originally defined) can then:

1. Choose to Authorize or Reject the application and then
2. Click "Ok" to proceed.



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Details of Request ID - 3750844

Application For: Sub Login Request

Name: HKJOINTSUBLOGIN2

Mobile Number: 911234567890

Requested By: HKJOINTSIG1

Email: testpointsy@gmail.com

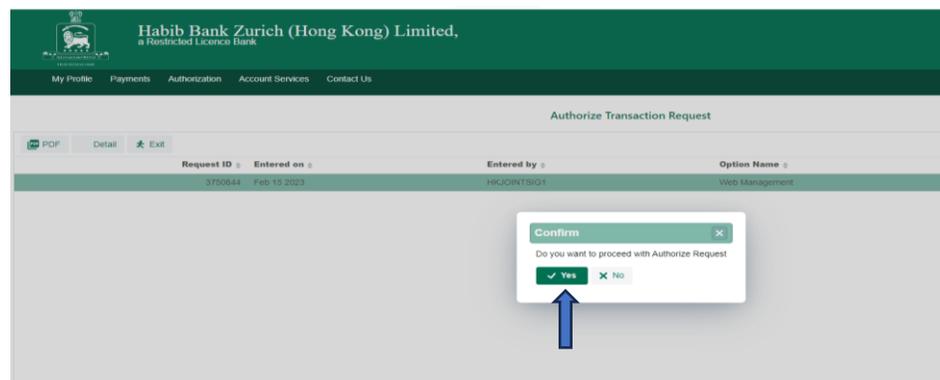
Entered By: JOINT TEST

Choose Action: Authorize Reject

Ok Exit

Step 6:

The authoriser will then get a pop-up message to reconfirm authorization of the request.



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Authorize Transaction Request

PDF Detail Exit

Request ID	Entered on	Entered by	Option Name
3750844	Feb 15 2023	HKJOINTSIG1	Web Management

Confirm

Do you want to proceed with Authorize Request?

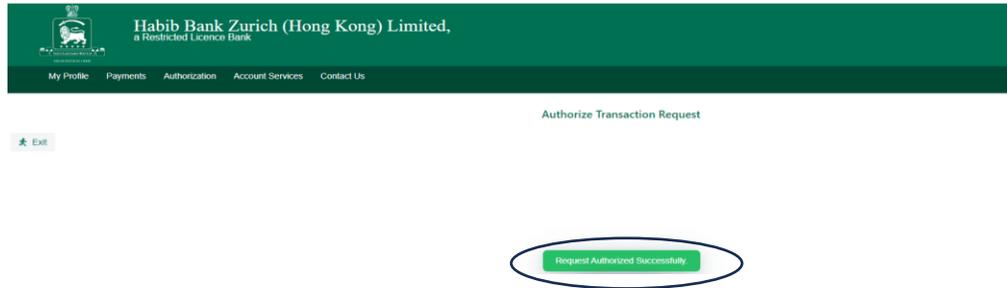
Yes No



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Once you have successfully completed this process, you will see the below message on your screen:



The individual for whom the sub login is created will then receive an email with a link to setup their sub login ID.

The sub login individual(s) may refer to the “Registration of Web Banking ID” guide and follow the detailed steps to set up the new login ID and register for web and mobile banking features.