

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:

<u>Step 1:</u>

Click on "My Profile" and choose the "Web Management" Option

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	My Profile Payments A	uthorization Account Services Contact Us		
Pr Full Nar	Change Password E-Statement Subscription	amove All 🗶 Exit	Email	
	OTP Subscription			
Mobile I НК нк	Web Management			
✓ TES	Verify ID Number	- 333-173316 imprest Account - USD)		

<u>Step 2:</u>

Click on the "Add" button

Habib Bank Zurich (Hong Kong) Limited, a Restricted Licence Bank	
My Profile Payments Authorization Account Services Contact Us	
	Web Management
+ Add P Edit * Exit	
	Login Id Login Description
45	124079 TEST ADGH(HKTEST123)

<u>Step 3:</u>

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.

Habib Bank Zurich (Hong Kong) Limited,	
My Profile Payments Authorization Account Services Contact Us	
Process Select All X Remove All X Exit	
Full Name	Email
HKSUBLOGIN1	test123456@gmail.com
Mobile Number	
IN IN +91 1234 567 777	
In order to hide any account fully, DO NOT select/check ANY option under that account.	
TESTABC COMPANY (12-1-2-20622-333-173316.Imprest Account - USD)	
Select All X Remove All	
Disable View Balance	
Developer Option	
C Account Statement	
Fund Transfer	
Download Statement	
107 mm Third Date Fred Teacher	Authorization Count
Mindound - Thiru Party Purtu Hanster	None One Two Three
Request for Third Party Fund Transfer Limit	
Request For HBZsecure Key	
View SWIFT Message Sent	



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

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	Web Management
+ Add 📝 Edit 🖈 Exit	
	Login Id Login Description
	124079 TEST ADGH(HKTEST123)
	Your request has been accepted for processing

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.

<u>Step 4:</u>

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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Habib Bank Zurich (Hong Kong) Limited, a Restricted Liconce Bank Step 1	9		
My Profile Payments Authorization Account Services Contact Us			
Step 3	Authorize Trans	action Request	
PDF Detail & Exit			
Request ID Entered on	Entered by ϕ	Option Name o	
3750844 Feb 15 2023	HKJOINTSIG1	Web Management	
Step 2			

<u>Step 5:</u>

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.

Habits Battik Zurren (Hong Kong) Limited, a Restricted Licence Bank My Profile Payments Authorization Account Services Contact Us	
	Details of Request ID - 3750844
Application For	Requested By
Sub Login Request	HKJOINTSIG1
Name	Email
HKJOINTSUBLOGIN2	testjointsig@gmail.com
Mobile Number	Entered By
911234567890	JOINT TEST
Choose Action	
Authorize Reject	

Step 6:

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

Habib Bank Zurich (Hong Kong) Limited,		
My Profile Payments Authorization Account Services Contact Us		
	Authorize Transaction Reques	t
🖾 PDF Detail 🗶 Exit		
Request ID ϕ Entered on ϕ	Entered by $_{\oplus}$	Option Name o
3750844 Feb 15 2023	HKJOINTSIG1	Web Management
	Confirm Do you want to proceed with Authorize Rec Vos X No	X pest



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

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My Profile	Payments	Authorization	Account Services	Contact Us
				Authorize Transaction Request
🗶 Exit				
				Request Authorized Successfully

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.