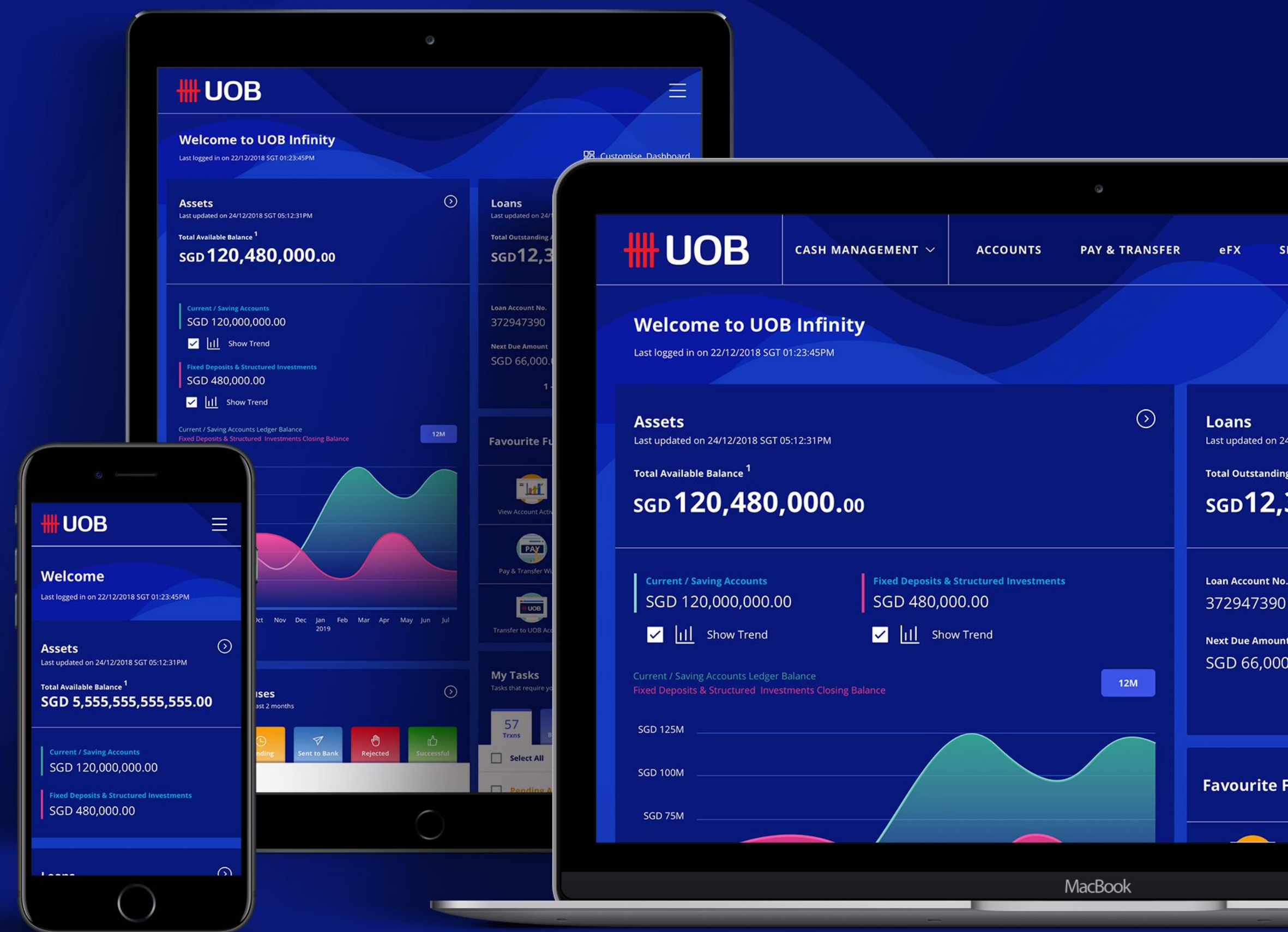


INFINITY

User Guide



Single Payments

Single Payments

Overview

- 1 How to Create New Single Transaction
 - 1.1. Transfer to UOB Accounts
 - 1.2. Transfer to Other Local Banks
 - 1.3. PayNow
 - 1.4. Telegraphic Transfer/ MEPS
 - 1.5. Bill Payments
 - 1.6. Place Fixed Deposits
 - 1.7. Pay & Transfer Wizard
- 2 How to Create a Transaction from Drafts, Templates and Past Payments
- 3 How to Save Transaction
- 4 How to Submit Transaction as a Maker
- 5 How to book online FX
- 6 How to Approve Transaction
- 7 How to Terminate Recurring Transactions
- 8 How to Approve Multiple Transactions by Batch
- 9 How to Approve a Batch via Proxy Authorisation

How to Create New Single Transaction

Transfer to UOB Accounts

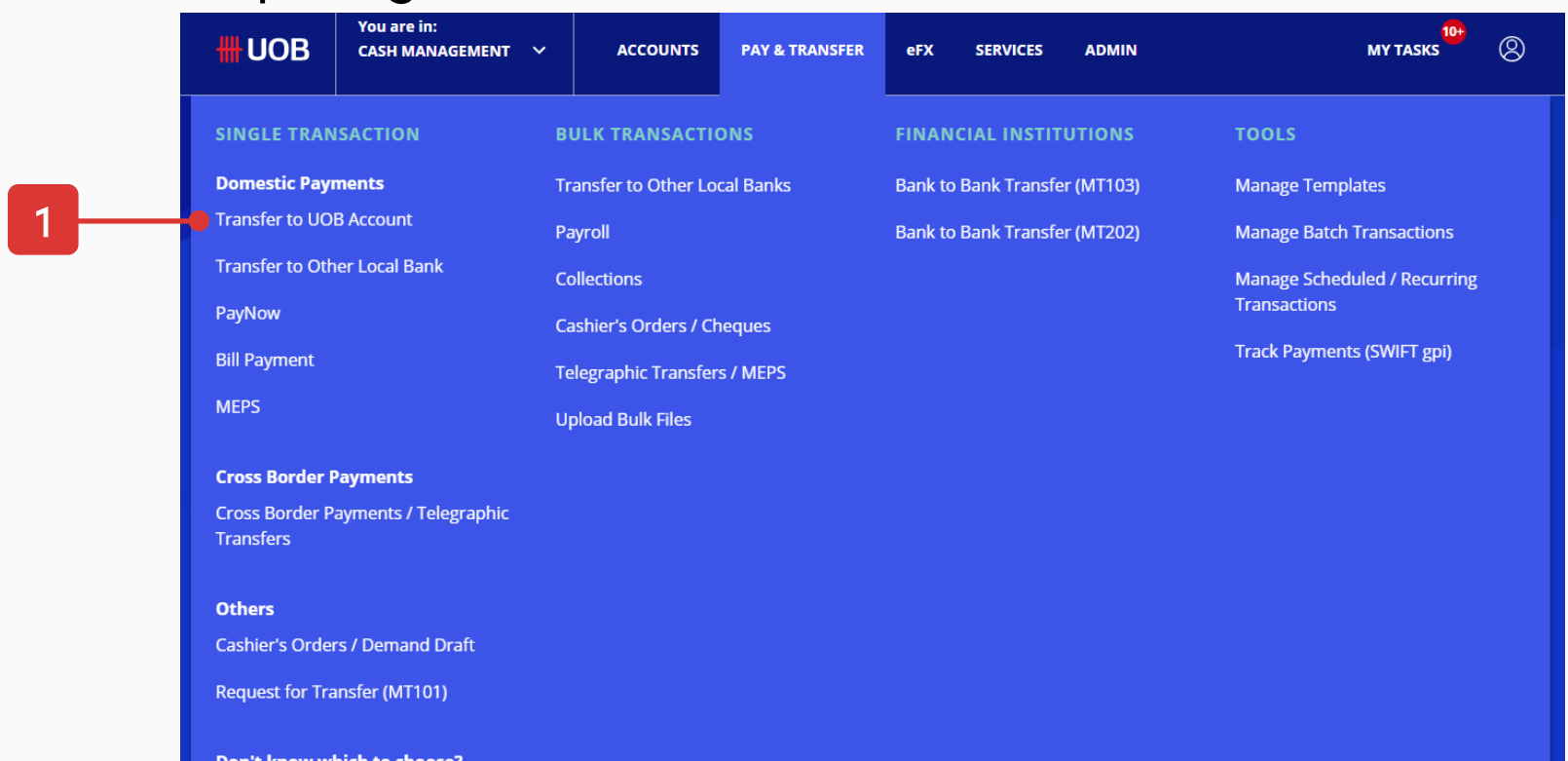
You can transfer funds from your account to another UOB account in the following currencies:

- Same currency e.g. SGD to SGD
- Different currencies e.g. SGD to USD

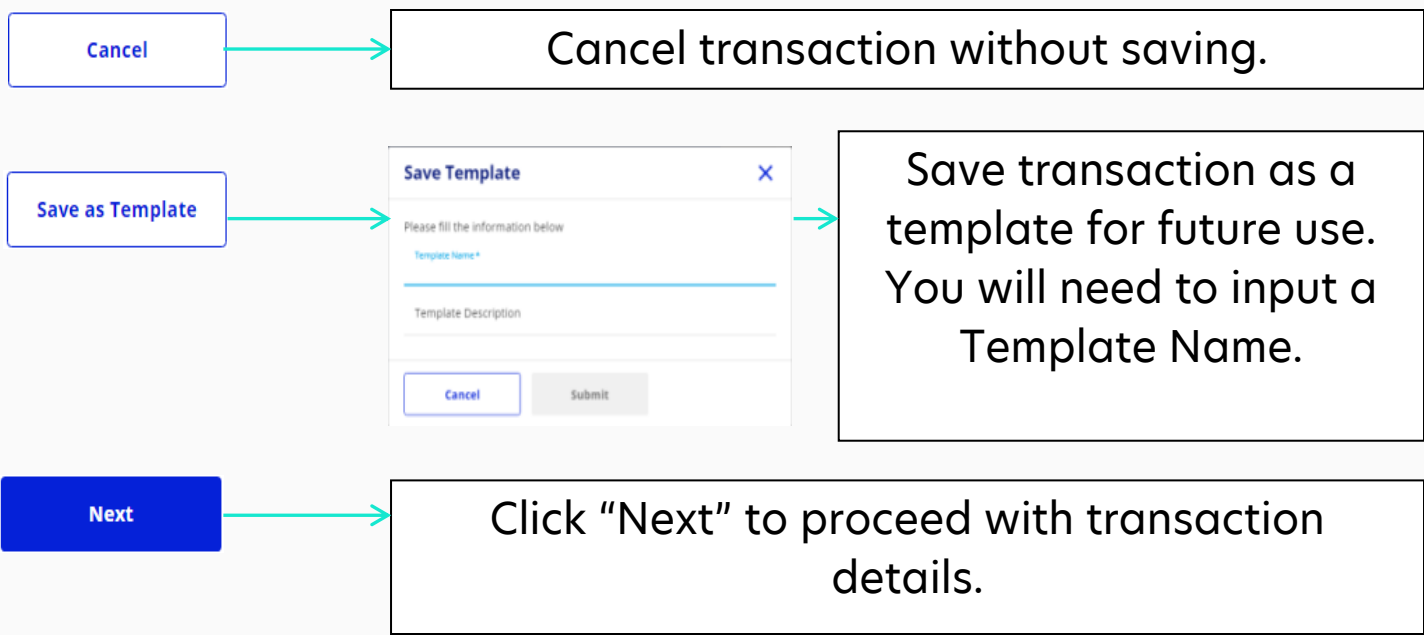
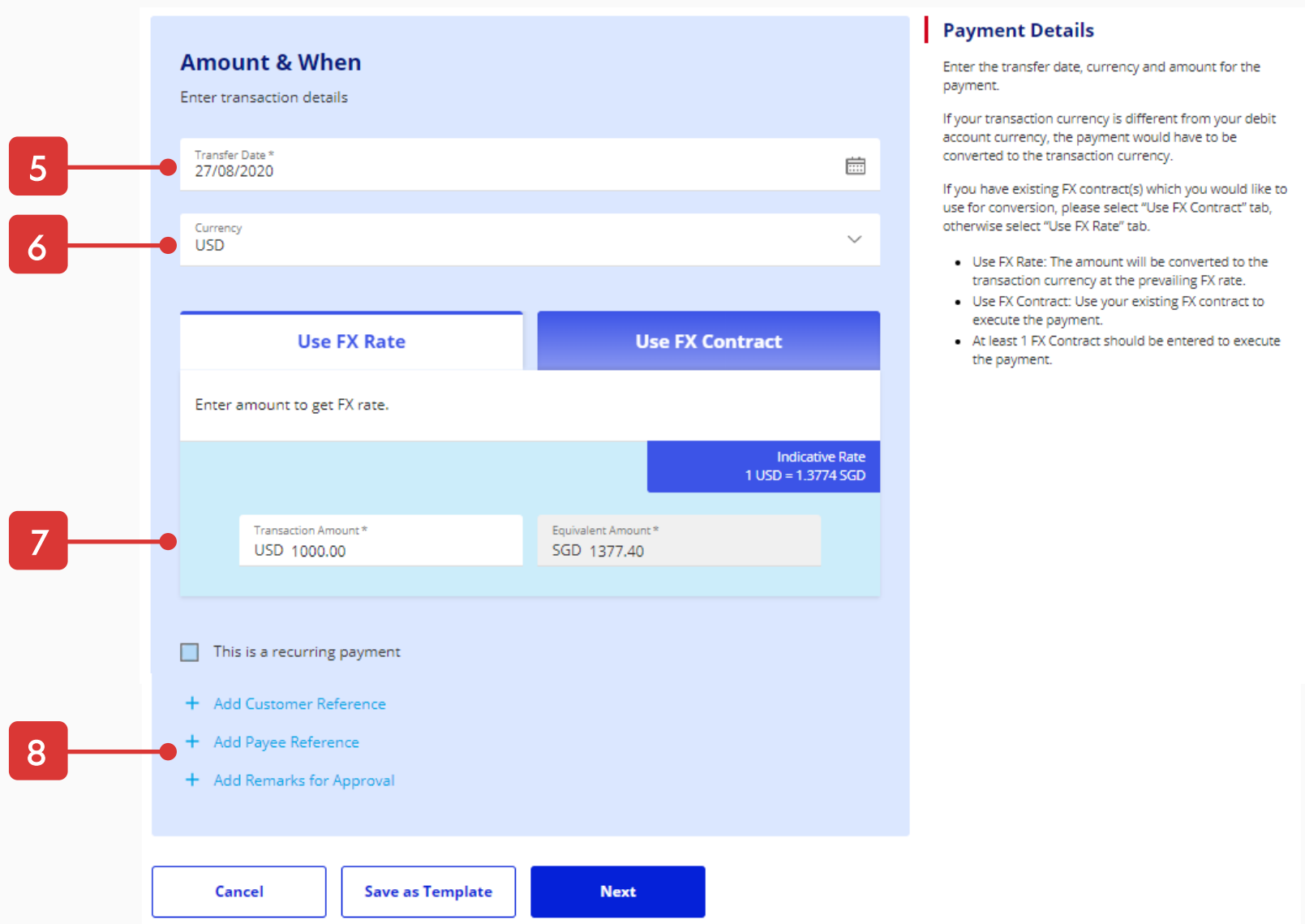
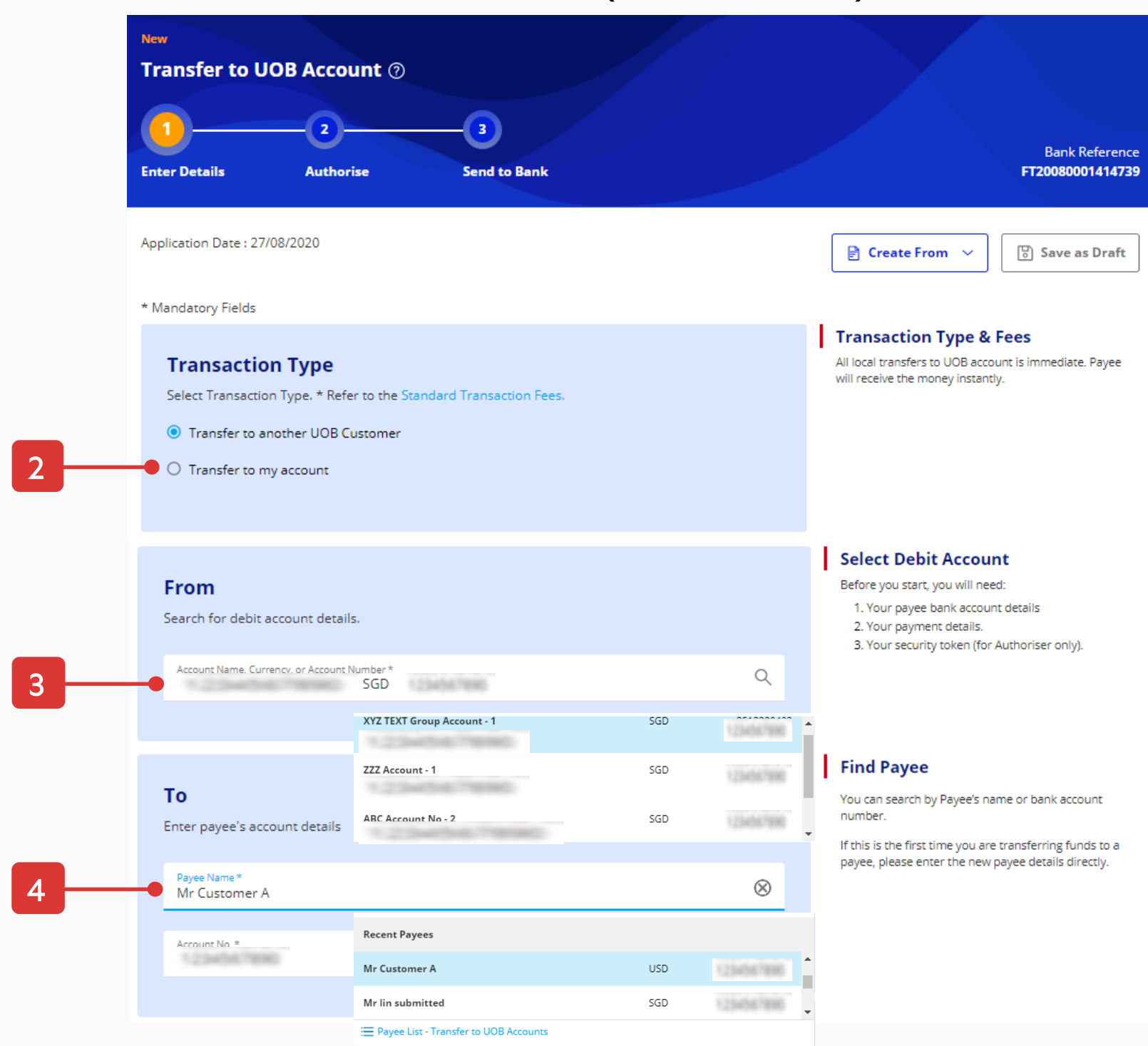
Create new single transaction

1. From the top Menu bar, hover over “Pay & Transfer” and click select “Transfer to UOB Account” under “Single Transactions” column.
2. Select “Transaction Type” which you want transfer to.
3. In the “From” section, select which of your account to be used as a debiting account for this transaction.
4. In the “To” section, you can provide your payee details either by selecting a payee from the dropdown search list or by entering all the details manually.
5. Select the transfer date of your transaction.
6. Select the transaction currency (This option is available if payee’s account currency is different from your debit account currency).
7. Enter the transaction amount.
8. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)



Transfer to UOB Account (Default View)



How to Create New Single Transaction

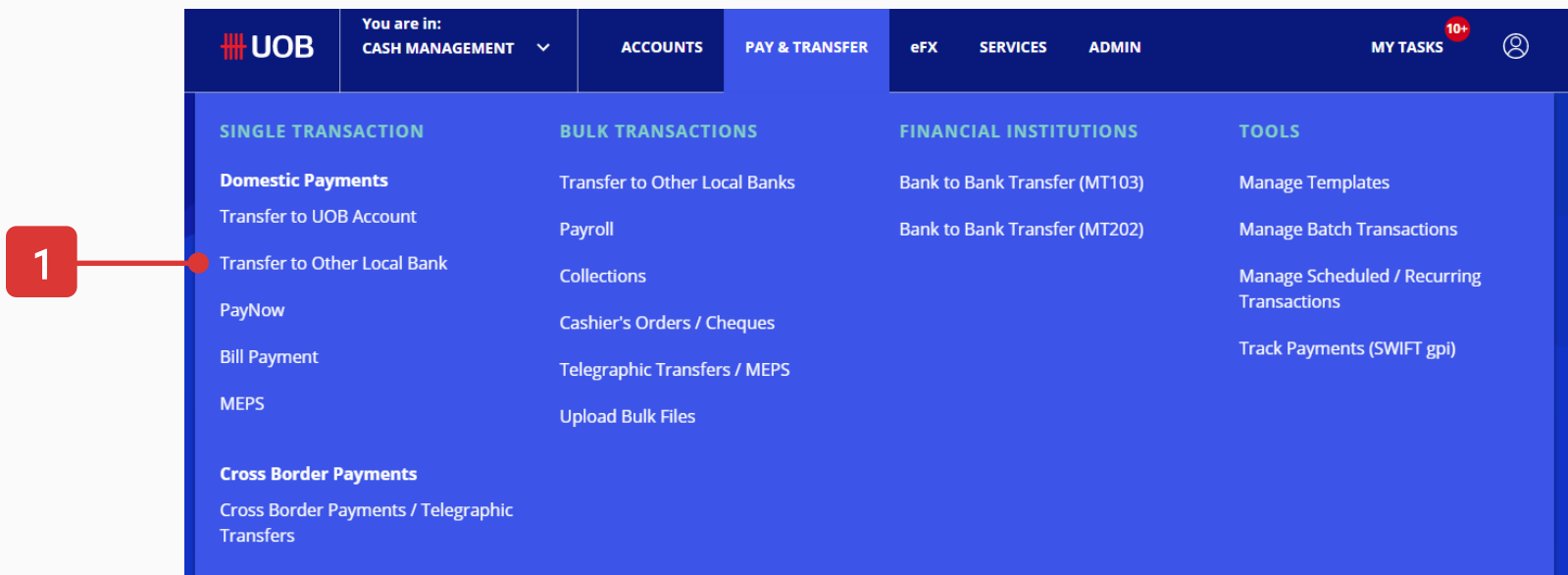
Transfer to Other Local Bank

You can transfer to an account with another bank in Singapore. The transfer can be done via FAST or GIRO payment.

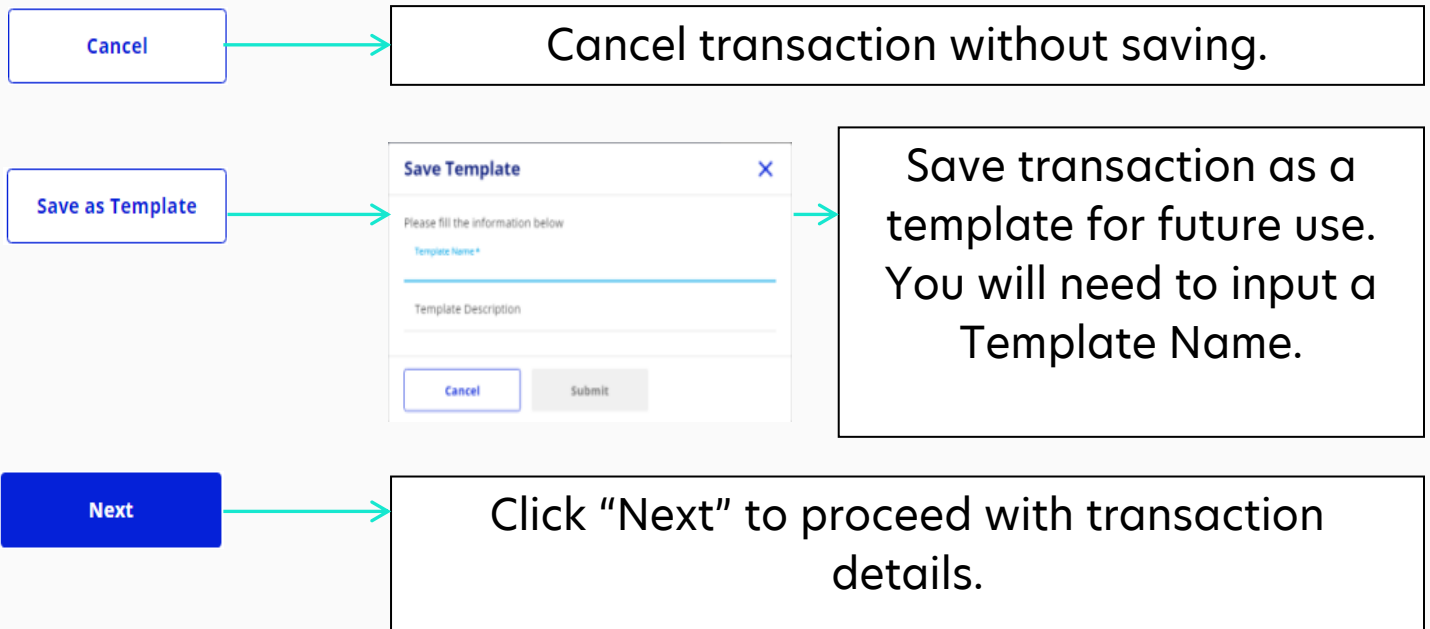
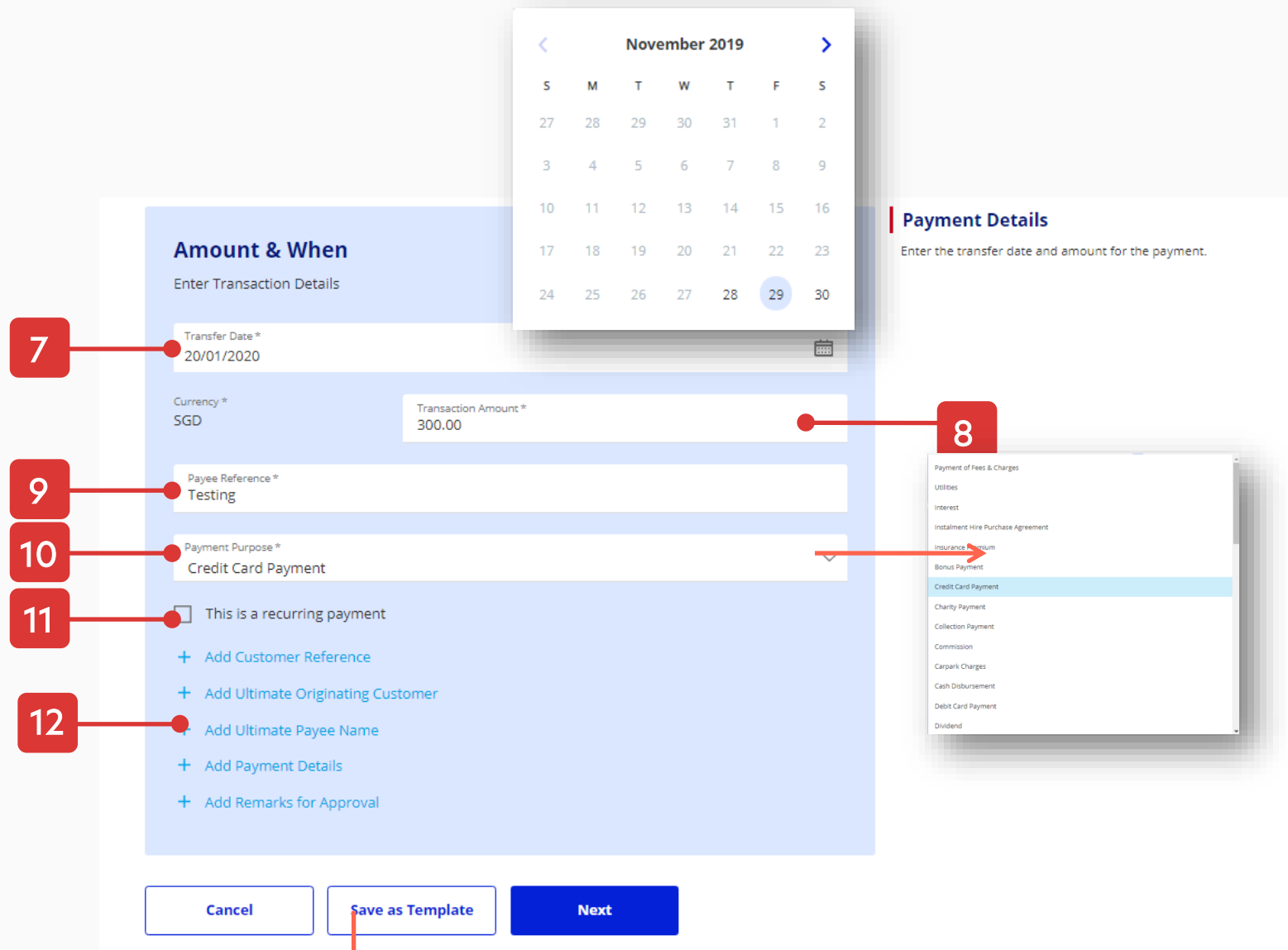
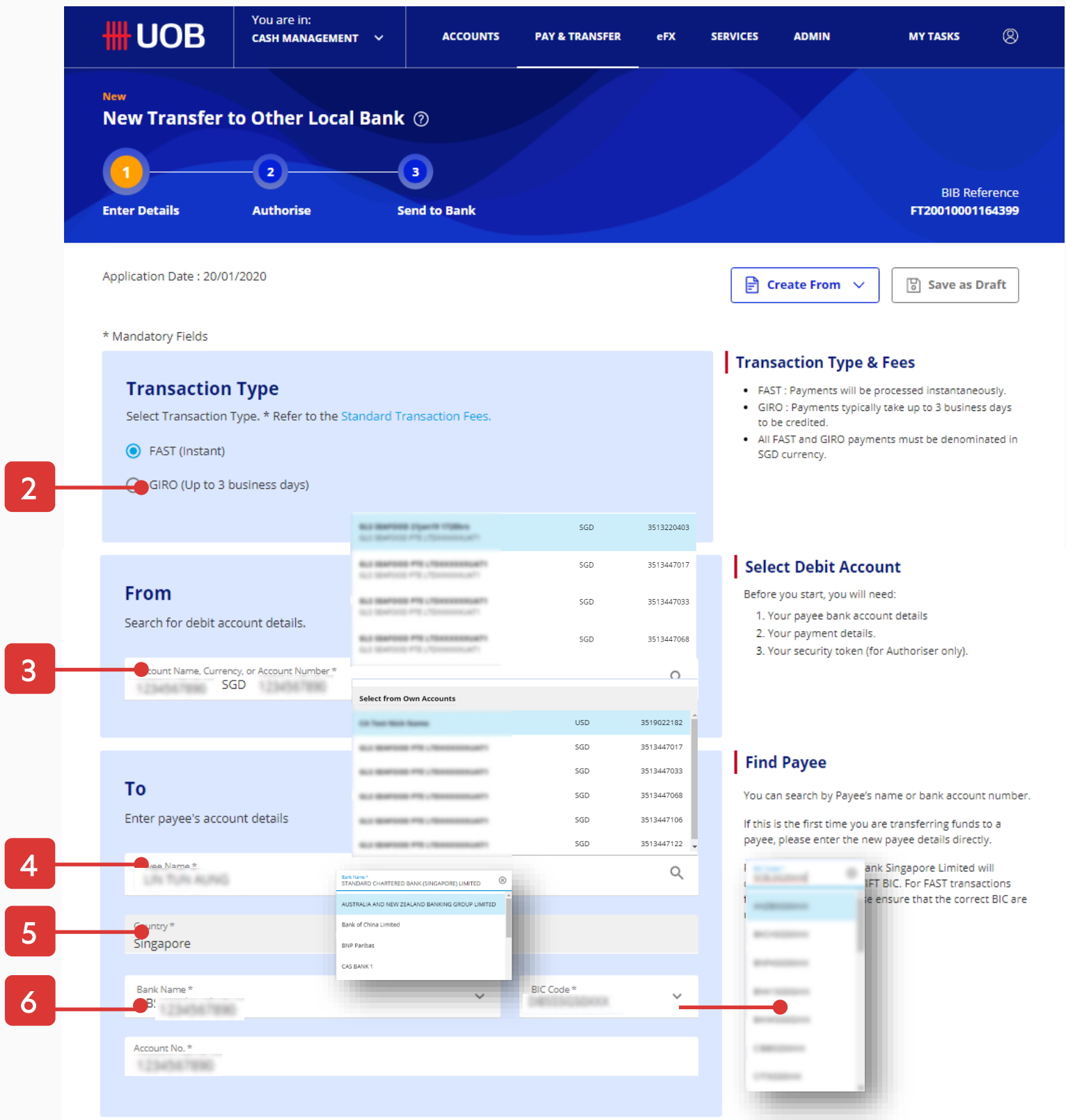
Create new single transaction

1. From the top menu bar, hover over "Pay & Transfer" and click select "Transfer to Other Local Bank" under "Single Transactions" column.
2. Select "Transaction Type" which you want to transfer to.
3. In the "From" section, select which of your account to be used as a debiting account for this transaction.
4. In the "To" section, you can provide your payee details either by selecting a payee from the dropdown search list or by entering all the details manually.
5. Default country will be Singapore as this is a local transfer.
6. You can select the payee's bank or BIC Codes from the dropdown list or type in the name/code.
7. Select the transfer date of your transaction.
8. Input the transaction amount and default currency will be SGD as this is a local transfer.
9. Input Payee Reference for your payment.
10. You can select Payment Purpose from the drop down list.
11. Tick the checkbox if you wish to make it as a recurring payment.
12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)



New Transfer to Other Local Bank (Default View)



How to Create New Single Transaction

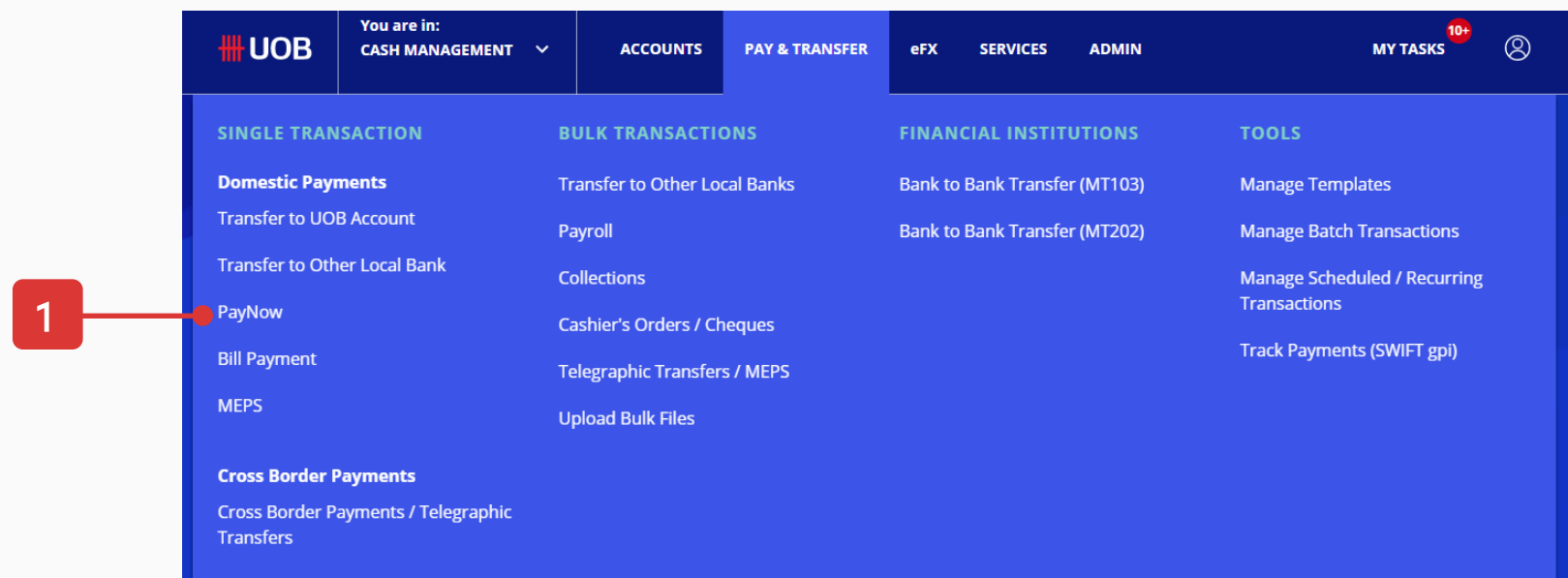
PayNow

You can make payments in Singapore Dollar without the need for the beneficiary's account number. All you need is the Beneficiary's UEN, NRIC, or mobile number.

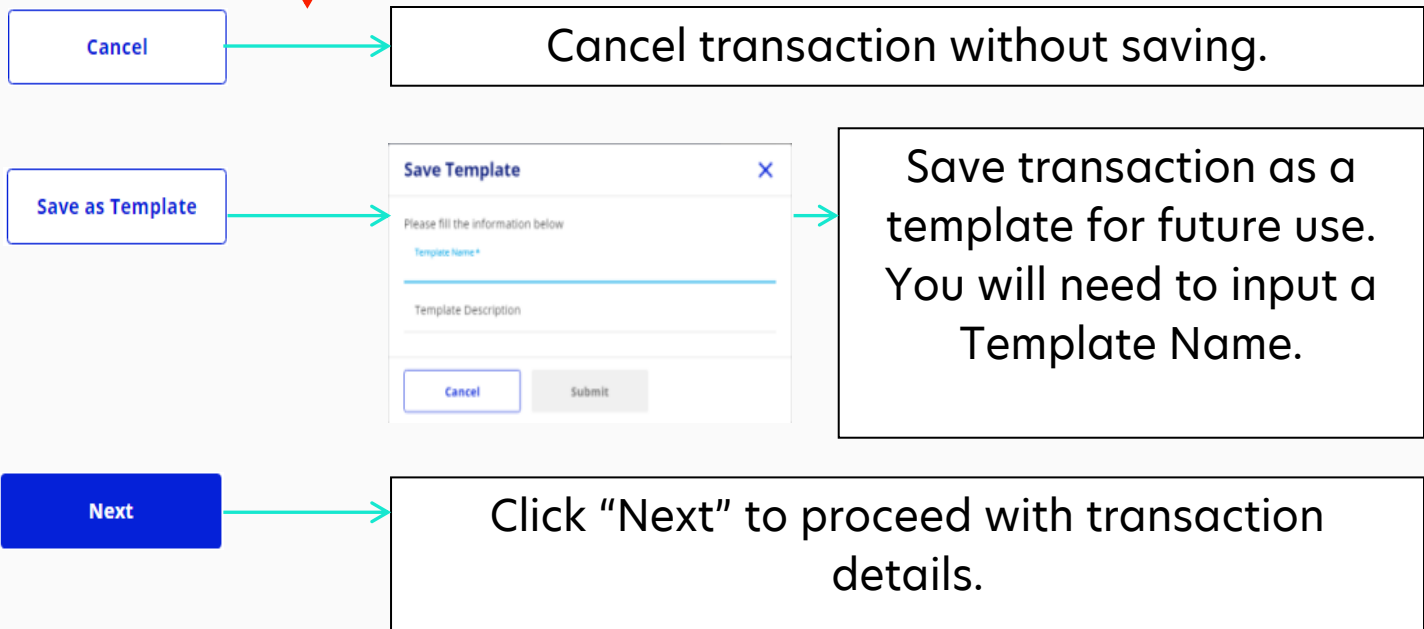
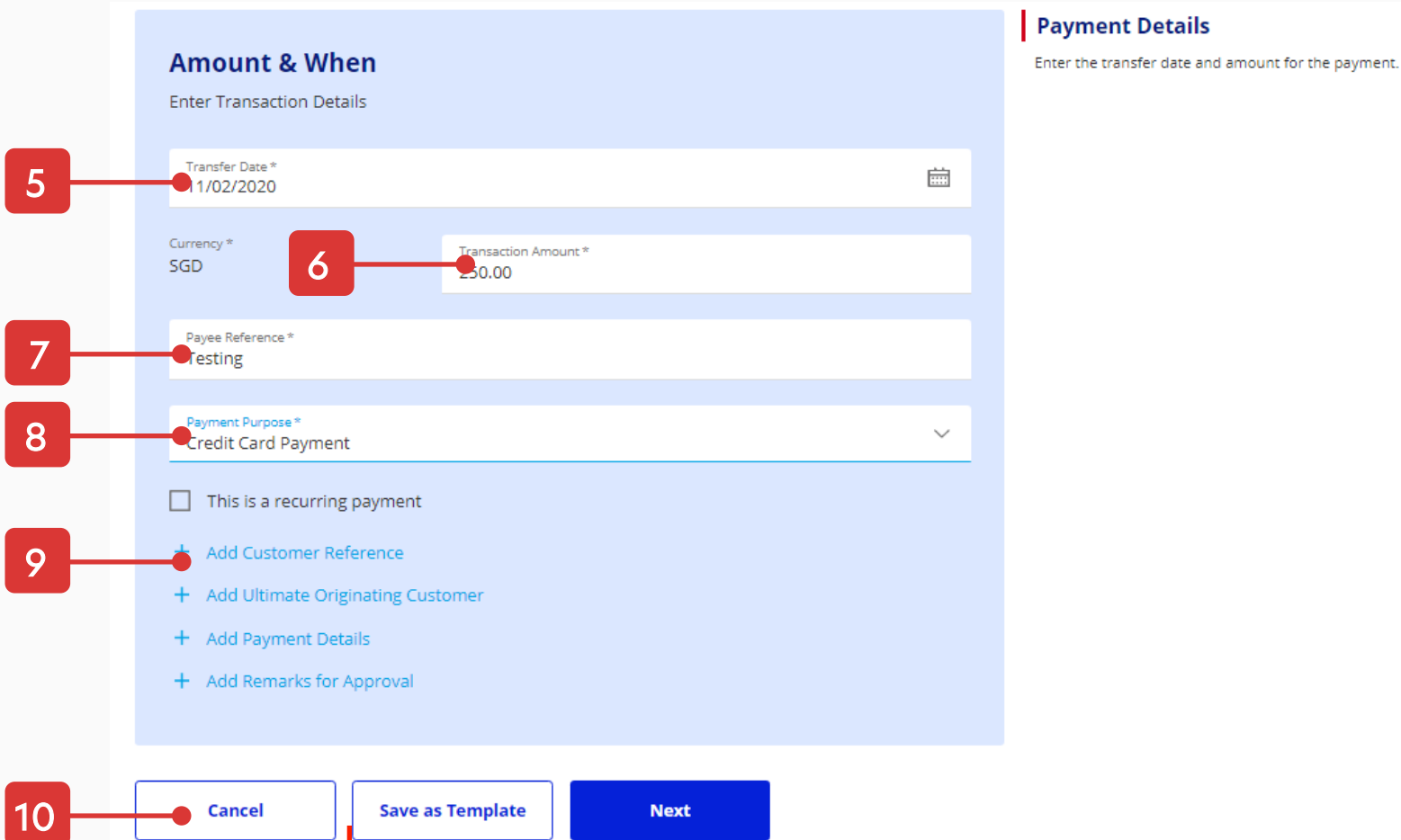
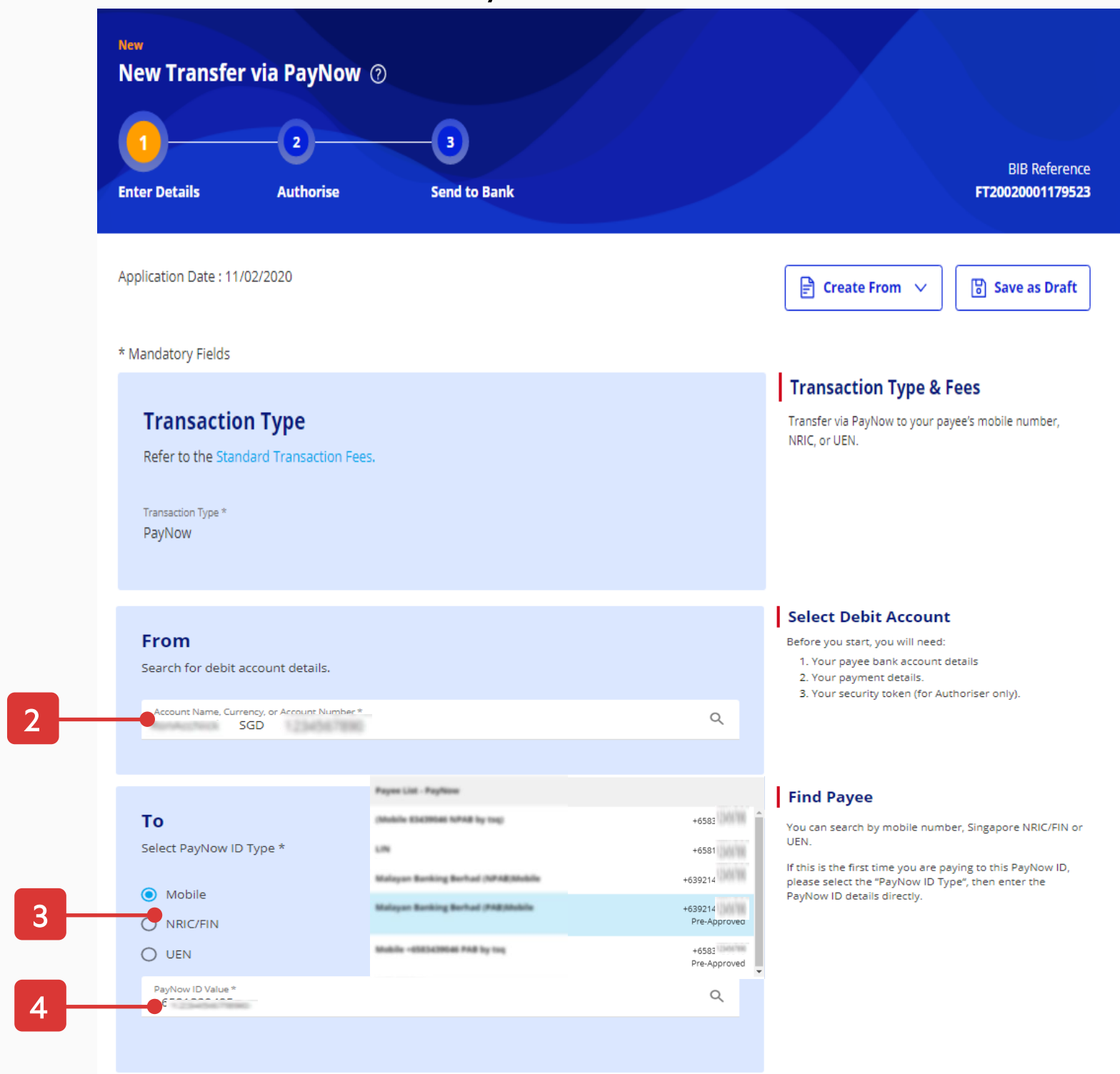
Create new single transaction

1. From the top Menu bar, hover over "Pay & Transfer" and click select "PayNow" under "Single Transactions" column.
2. In the "From" section, select which of your account to be used as a debiting account for this transaction.
3. PayNow ID Type will be displayed as "Mobile", "NRIC" and "UEN".
4. In the "To" section, you can select your PayNow ID value by selecting a payee details from the dropdown search list.
5. Select the transfer date of your transaction.
6. Input the transaction amount and default currency will be SGD as this is a local transfer.
7. Input Payee Reference for your payment.
8. You can select Payment Purpose from the drop down list.
9. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)



New Transfer via PayNow (Default View)



How to Create New Single Transaction

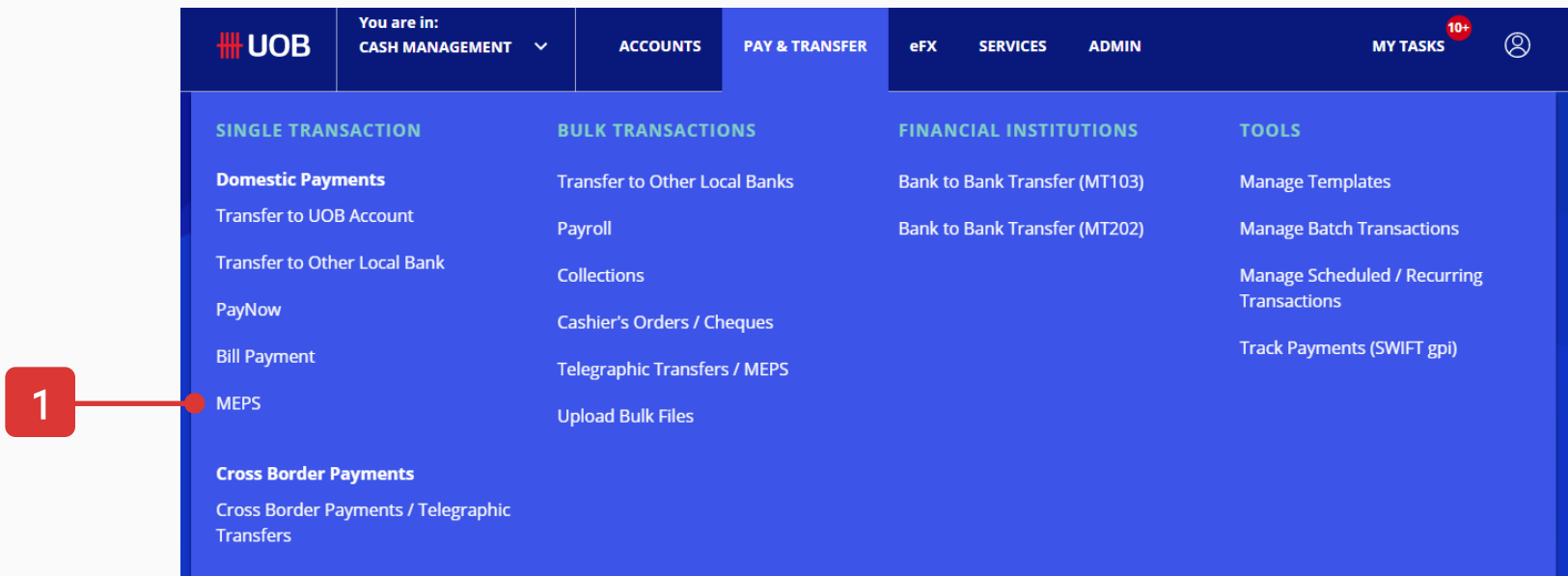
MEPS

You may use MEPS to transfer within Singapore for same day transfer in Singapore Dollar without payment amount limit.

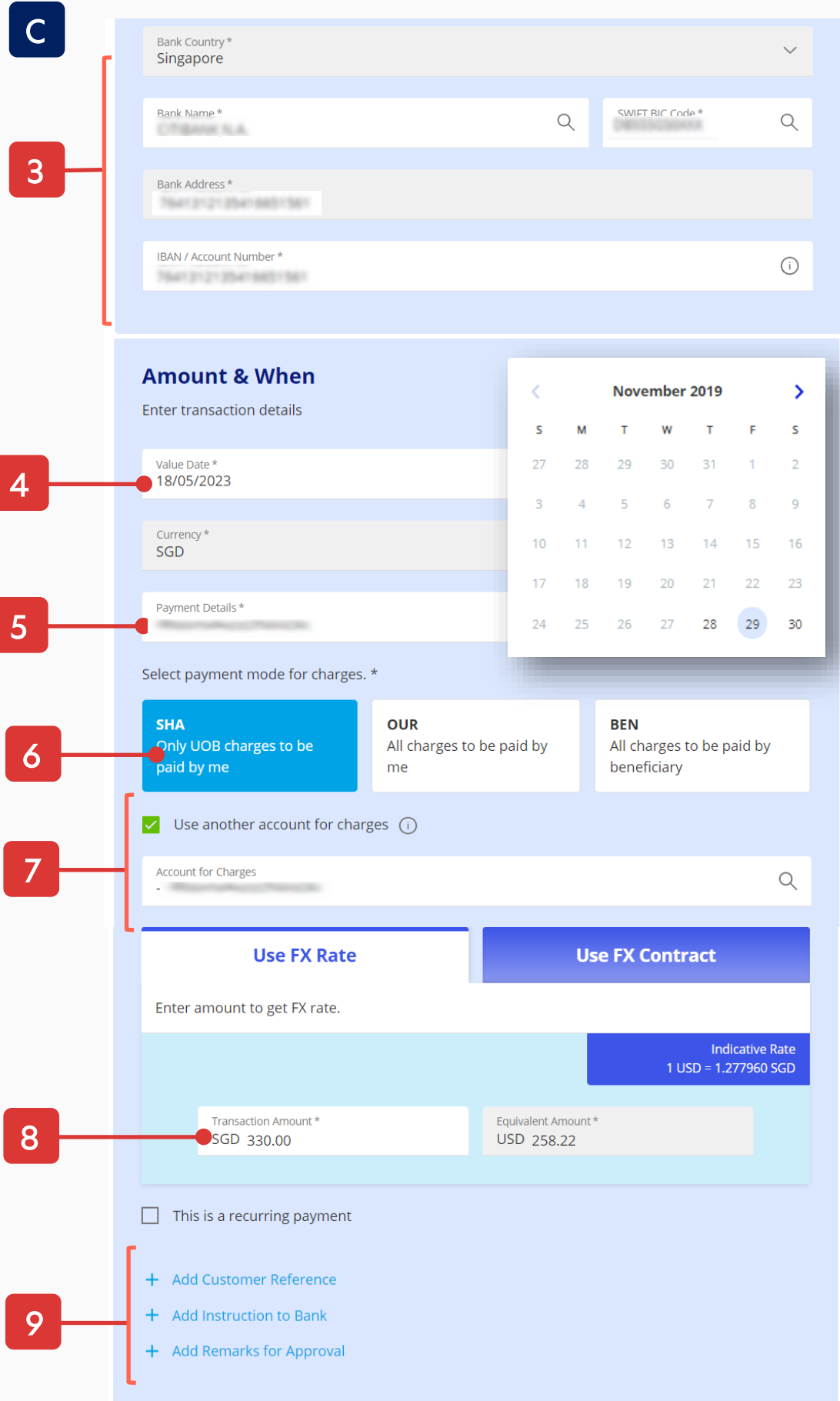
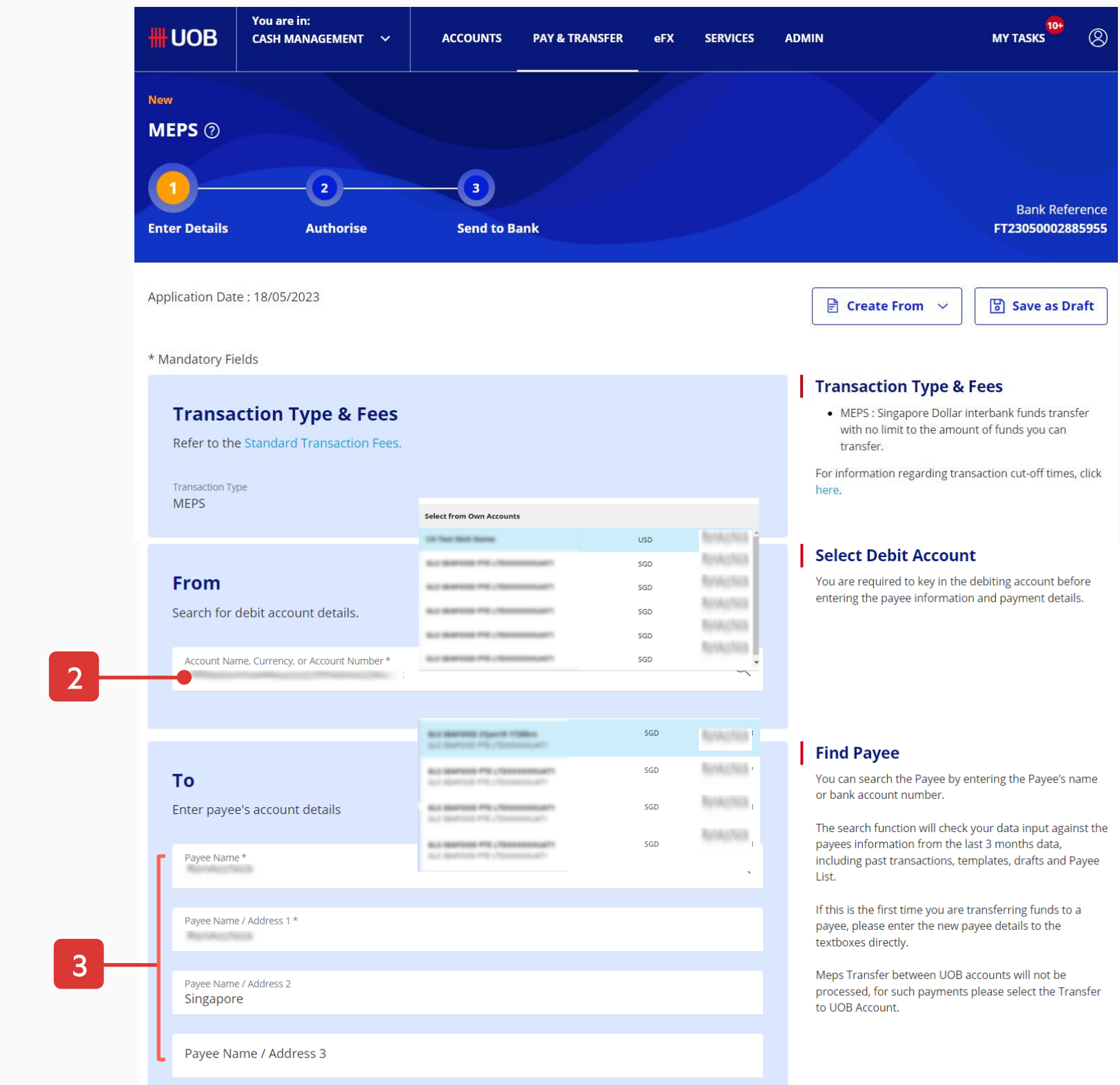
Create new single transaction

1. From the top menu bar, hover over "Pay & Transfer" and click select "MEPS" under "Single Transactions" column.
2. In the "From" section, select which of your account to be used as a debiting account for this transaction.
3. In the "To" section, you can provide your payee details either by selecting a payee from the dropdown search list or by entering all the details manually.
4. Select the transfer date of your transaction.
5. Input the payment detail.
6. Select one of the three payment mode for charges: SHA, OUR or BEN.
7. If you select "SHA" or "OUR" as the mode, you must select the debited account for charges and input the payment details.
8. Input the transaction amount.
9. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

A Top Mega Menu (Default View)



B New MEPS (Default View)



Payment Details

Enter the value date, currency and amount for the payment.

If your transaction currency is different from your debit account currency, the payment would have to be converted to the transaction currency.

If you have existing FX contract(s) which you would like to use for conversion, please select "Use FX Contract" tab, otherwise select "Use FX Rate" tab.

- Use FX Rate: The amount will be converted to the transaction currency at the prevailing FX rate.
- Use FX Contract: Use your existing FX contract to execute the payment.
- At least 1 FX Contract should be entered to execute the payment.

Cancel Save as Template Next

Cancel

Cancel transaction without saving.

Save as Template

Cancel Submit

Next

Click "Next" to proceed with transaction details.

Save transaction as a template for future use. You will need to input a Template Name.

How to Create New Single Transaction

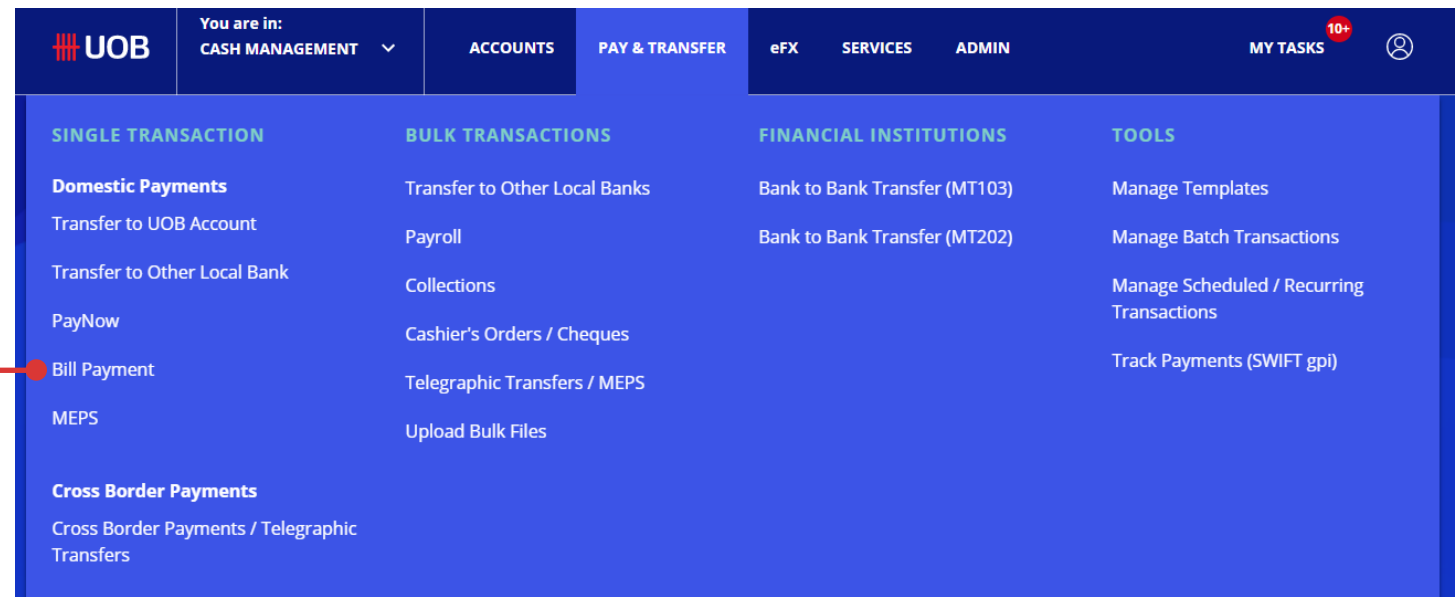
Bill Payments

Allows you to make payment to billing organisations.

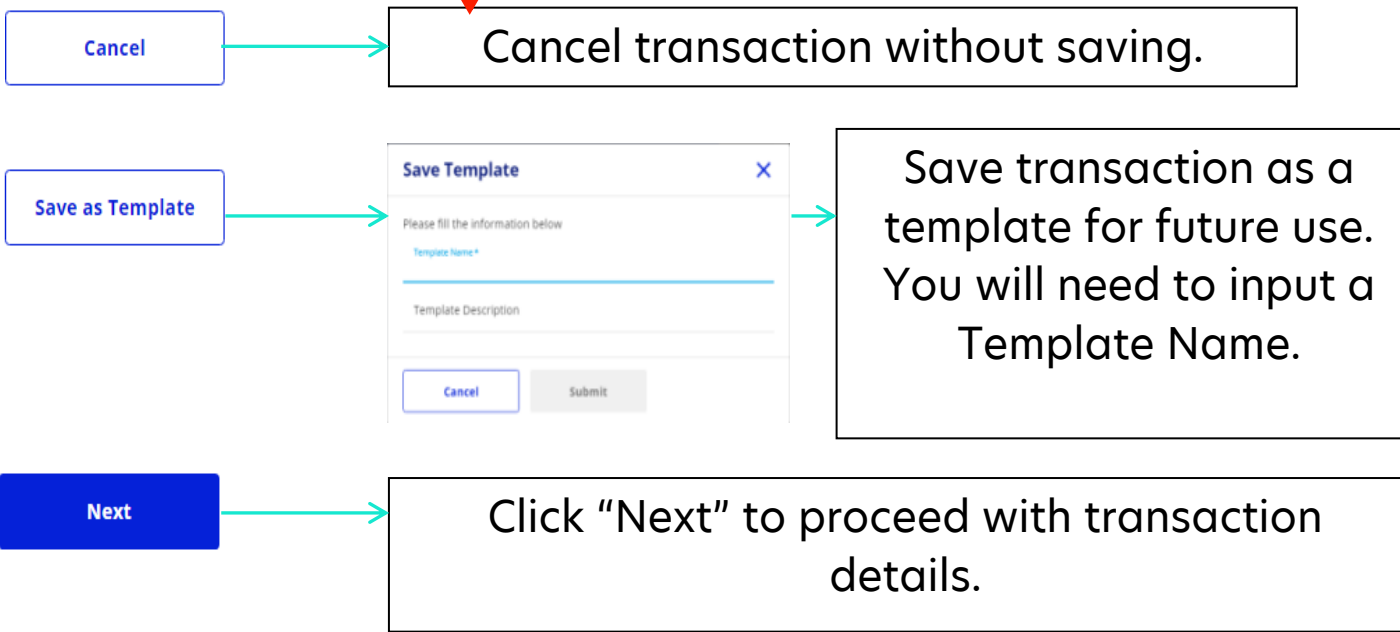
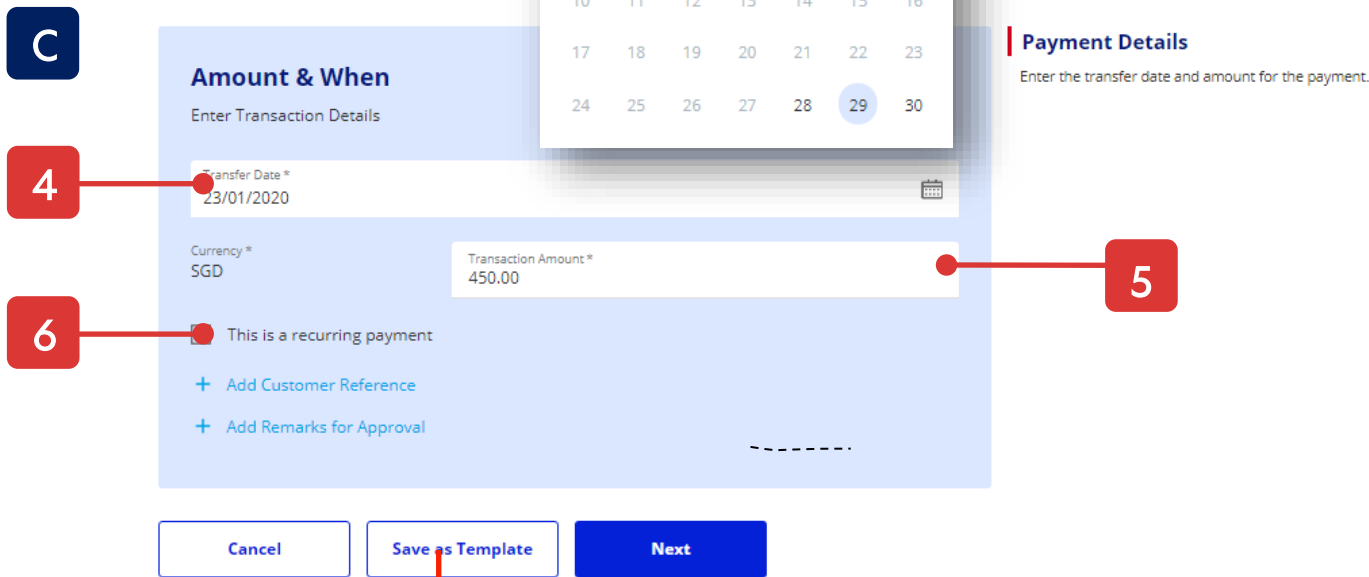
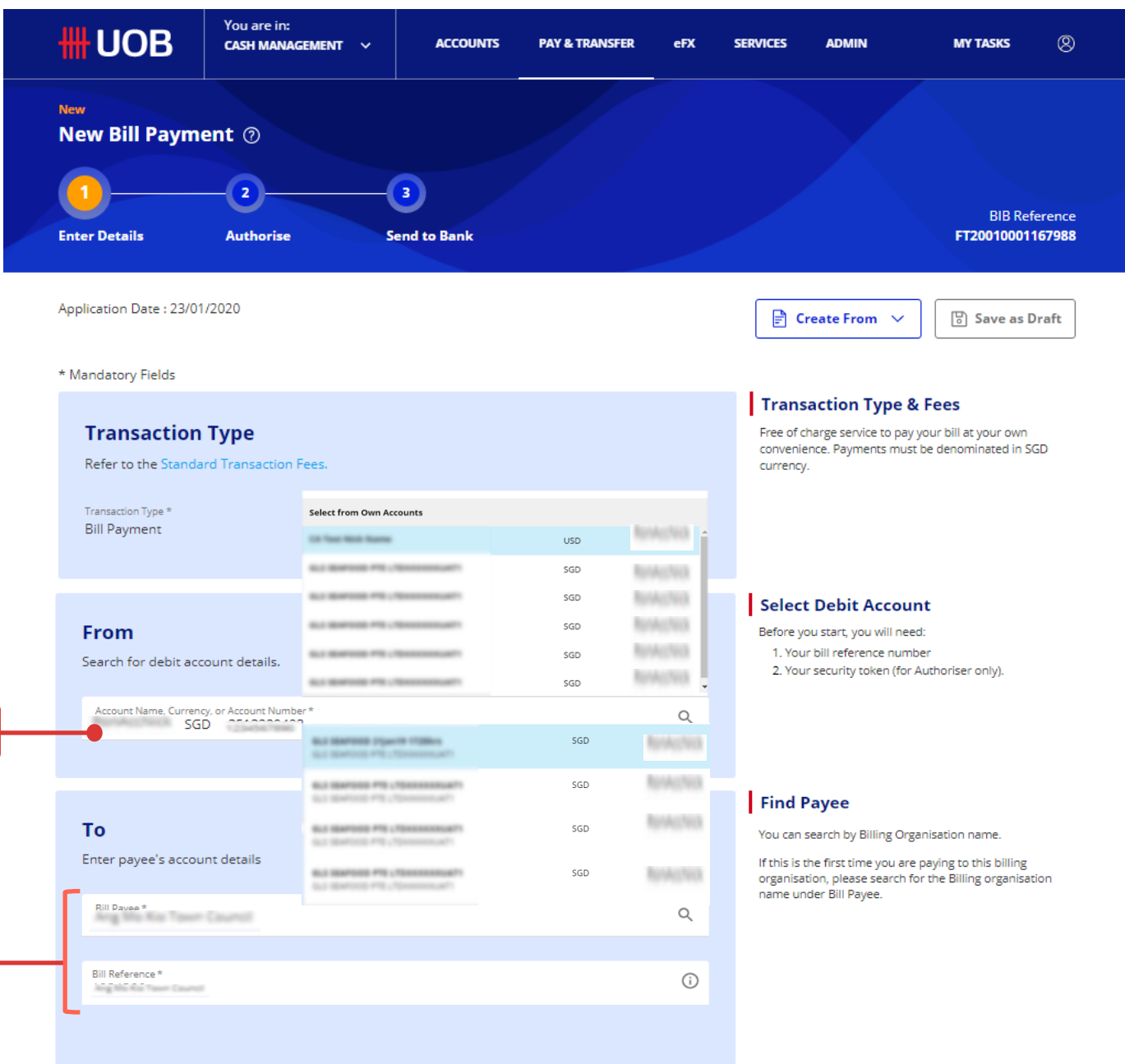
Create new single transaction

1. From the top Menu bar, hover over “Pay & Transfer” and click select “Bill payment” under “Single Transactions” column.
2. In the “From” section, select which of your account to be used as a debiting account for this transaction.
3. In the “To” section, select the billing organisation and provide the bill reference number.
4. Select the transfer date of your transaction.
5. Enter the amount of the payment.
6. Tick the checkbox if you wish to make it as a recurring payment.
7. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

A Top Mega Menu (Default View)



B Bill Payment (Default View)

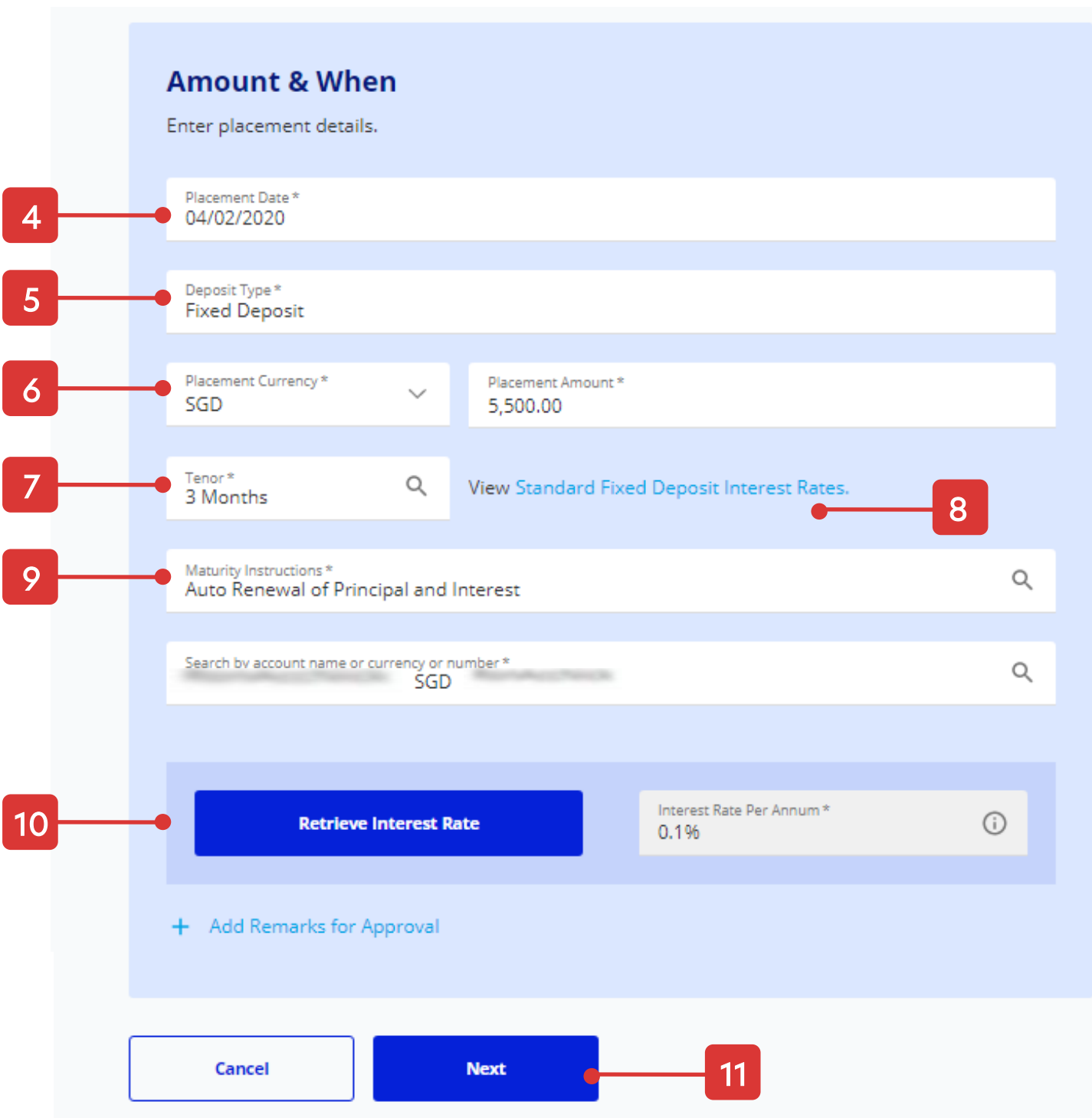
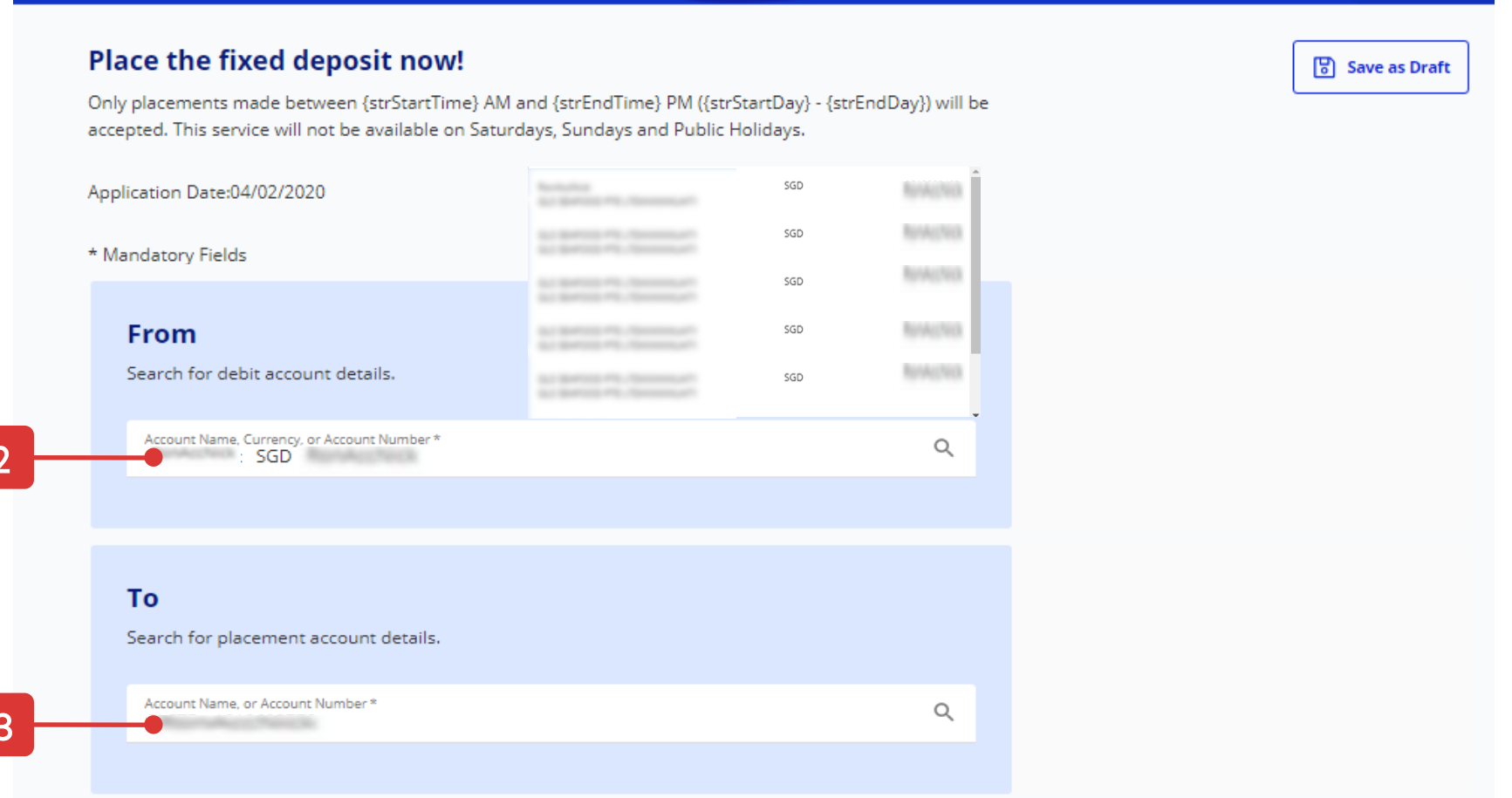
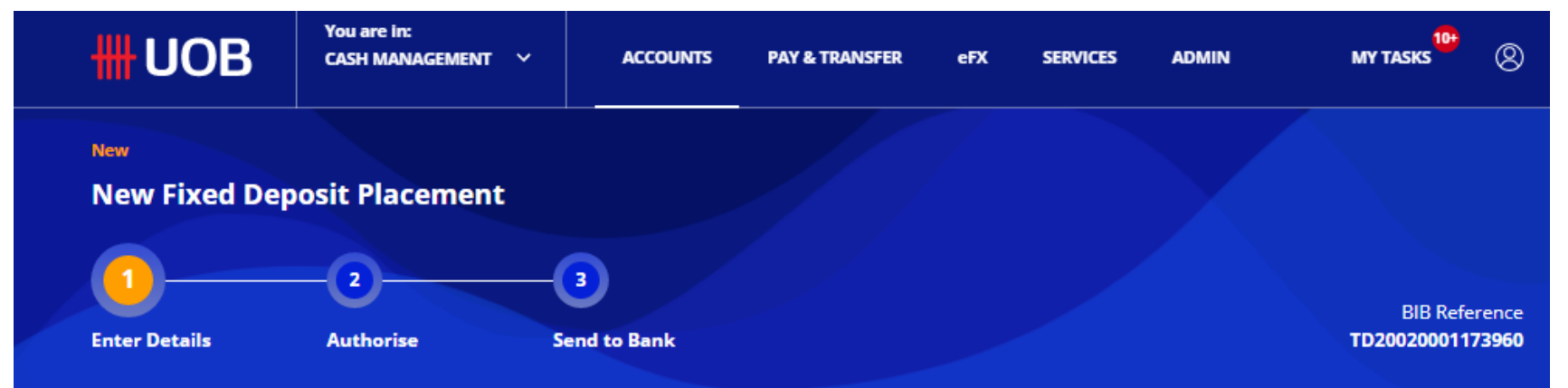
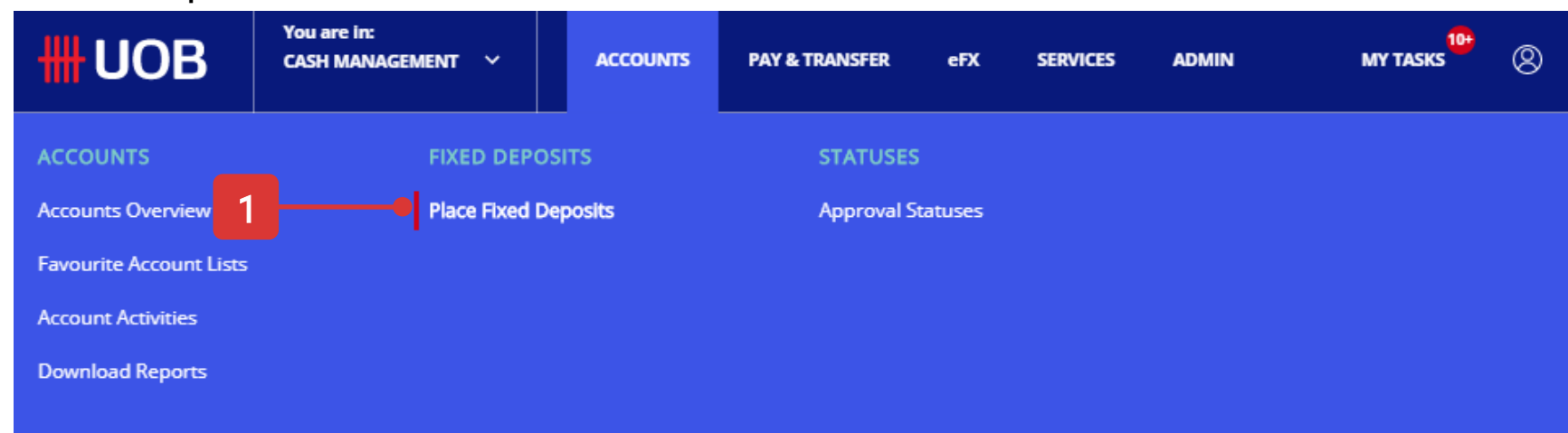


How to Create New Single Transaction

Place Fixed Deposits

1. From the top Menu bar, hover over “Accounts” and click select “Place Fixed Deposits” under “Fixed Deposits” column.
2. In the “From” section, select which of your account to be used as a debiting account for this transaction.
3. In the “To” section, you can select for placement account details by selecting accounts from the dropdown search list.
4. Select the placement date of your transaction.
5. Select the deposit type. In Singapore, only “Fixed Deposits” is applicable.
6. Select the preferred currency you want to transfer and input the desired deposit amount.
7. Select the desired duration for the term deposit.
8. Click on this link to view the various Term Deposits rates offered by the Bank.
9. Select the Renewal Instructions: “Auto renewal of principal and credit interest to account”, “Auto renewal of principal and interest”, and “Credit Principal and interest to account”.
10. Click on Retrieve Interest Rate link to view the application Term Deposit rate.
11. Click “Next” button to proceed with transaction.

Fixed Deposit (Default View)



How to Create New Single Transaction

Pay & Transfer Wizard

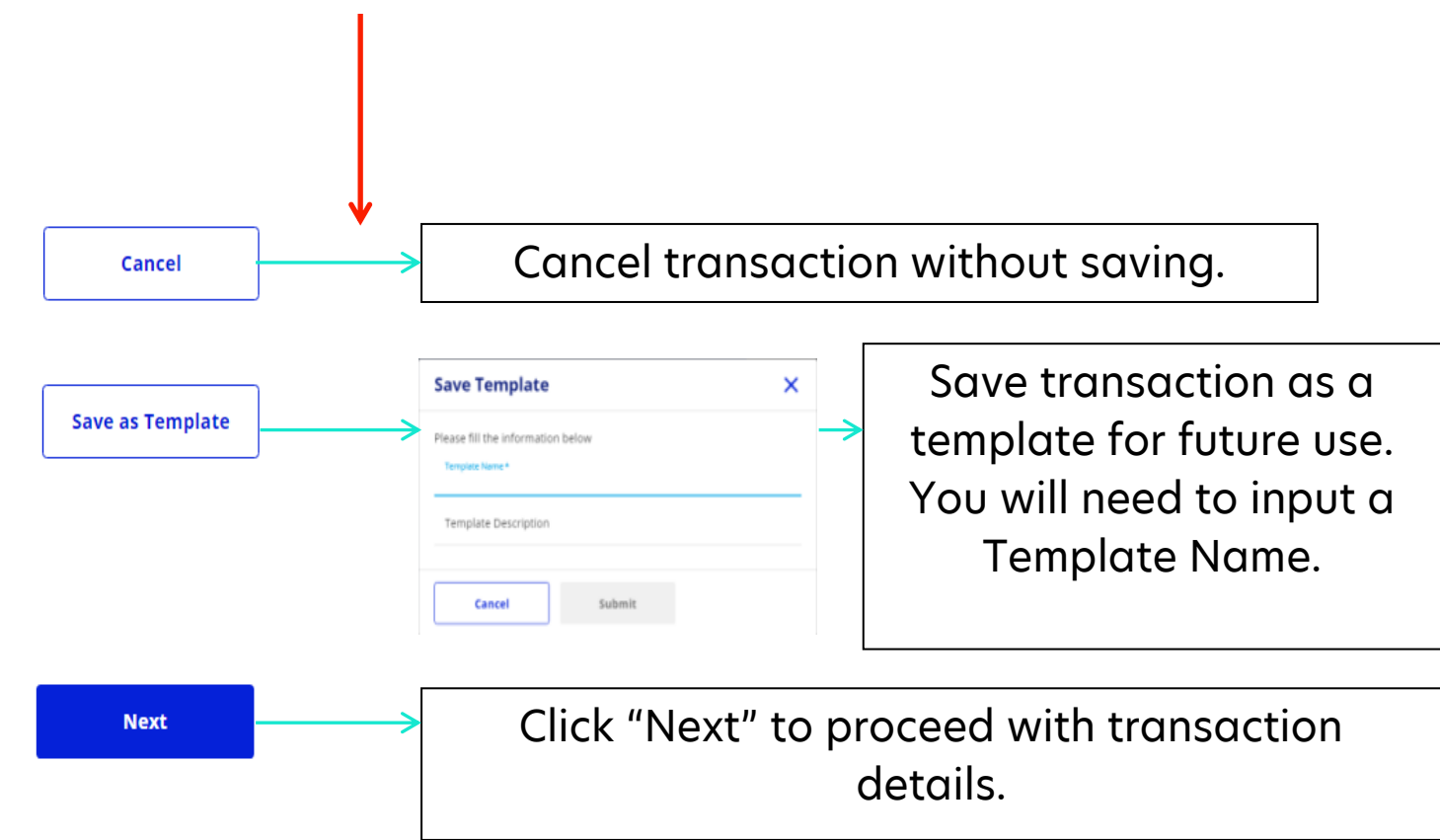
If you are not familiar with the payment types, Pay & Transfer Wizard will provide a step by step guidance to initiate transaction.

1. From the top Menu bar, hover over “Pay & Transfers” and click select “Use Pay & Transfer Wizard” under “Single Transactions” column.
2. In the “From” section, select which of your account to be used as a debiting account for this transaction.
3. In the “To” section, you can select for placement account details by selecting accounts from the dropdown search list.
4. Select the transaction date of your transaction.
5. Select the preferred currency you want to transfer and input the desired transaction amount.
6. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
7. Based on your payee / payment information, system will recommend the suitable payment mode for you to select. Click “Next” button to proceed with transaction.

Pay & Transfer Wizard (Default View)

The screenshot shows the 'Pay & Transfer Wizard' interface. At the top, there's a navigation bar with 'UOB' logo and tabs for 'CASH MANAGEMENT', 'ACCOUNTS', 'PAY & TRANSFER', 'eFX', 'SERVICES', and 'ADMIN'. Below this is a grid of transaction types: 'SINGLE TRANSACTION' (Domestic Payments, Cross Border Payments, Others), 'BULK TRANSACTIONS' (Transfer to Other Local Banks, Payroll, Collections, etc.), 'FINANCIAL INSTITUTIONS' (Bank to Bank Transfer), and 'TOOLS' (Manage Templates, etc.). A red callout '1' points to the 'Use Pay & Transfer Wizard' link. Below the grid is a 'New Pay & Transfer' section with a progress bar (1. Enter Details, 2. Authorise, 3. Send to Bank) and a 'BIB Reference' number. A red callout '2' points to the 'From' section, which has a search bar and a dropdown list of accounts. A red callout '3' points to the 'To' section, which also has a search bar and a dropdown list of accounts. A red callout '4' points to the 'Transfer Date' field in the 'Amount & When' section. A red callout '5' points to the 'Currency' and 'Transaction Amount' fields in the same section.

This section is titled 'Transaction Type & Fees' and includes a link to 'Standard Transaction Fees'. It shows the 'Transaction Type' as 'Transfer to UOB Account'. There are buttons for '+ Add Customer Reference', '+ Add Payee Reference', and '+ Add Remarks for Approval'. At the bottom are 'Cancel', 'Save as Template', and 'Next' buttons. A red callout '6' points to the '+ Add Customer Reference' button.



Create from Draft, Template, or Past Payments

1. From the top Menu bar, hover over "Pay & Transfer" and click select a payment type under "Single Payments" column. "Telegraphic Transfers/MEPS" is used as an example for this user guide.
2. Click "Create From" and click "Draft", "Templates", or "Past Payments". "Draft" is used as an example for this user guide. The same flow is applied to create transaction from "Templates" and "Past Payments".
3. Use the filter options to view the saved (draft) transactions to be listed.
4. Select the desired saved (draft) transaction you wish to use and all the draft details will be displayed onto the payment screen.

Create From "Drafts"

You are in:

CASH MANAGEMENT

1

PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS

10+

New

Telegraphic Transfer

1

2

3

Enter Details

Authorise

Send to Bank

Bank Reference

FT23050002886090

Application Date: 18/05/2023

* Mandatory Fields

Transaction Type & Fees

Transaction Type

Telegraphic Transfer

Same business day

Refer to the [Standard Transaction Fees](#).

2

Draft(s)

Templates

Past Payments

Create From

Save as Draft

Select transaction from the pop up screen from draft

Create From Draft

Account

Currency

Amount

Value / Placement Date

Payer / Payee

Clear Filter(s)

1 Record(s)

Note: This table is defaulted to display your transactions in the past 2 months.
Use the filters to view other transactions.

Customise View

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee
Telegraphic Transfer / MEPS	BRISBANE BUS SERVICES PTY LTD TODAY BRISBANE BUS	SGD	1,500.00	04/12/2019	MBS LONDON/NEW YORK/AMSTERDAM

1 - 1 of 1 Record(s)

Cancel

Selected transaction will be displayed in the following screen

Draft

New Telegraphic Transfer / MEPS

1

Enter Details

2

Authorise

3

Send to Bank

BIB Reference
FT19120001137051

Application Date :04/12/2019

Create From

Save as Draft

* Mandatory Fields

Transaction Type

Refer to the [Standard Transaction Fees](#).

Transaction Type *
Telegraphic Transfer / MEPS

From

Search for debit account details.

Account Name, Currency, or Account Number *
SGD

To

Enter payee's account details

Payee Name *

Pre-Approved Payee

Payee Name / Address 1 *

Payee Name / Address 2

Payee Name / Address 3

Bank Country *
United States

Bank Name *

SWIFT BIC Code

Bank Address *

Transaction Type & Fees

- MEPS : Singapore Dollar interbank funds transfer with no limit to the amount of funds you can transfer.
- Telegraphic Transfers (TT) : international fund transfers to your payee overseas.

Select Debit Account

Before you start, you will need:

- Your payee bank account details
- Your payment details
- Your security token (for Authoriser only).

Find Payee

You can search by Payee's name or bank account number.

If this is the first time you are transferring funds to a payee, please enter the new payee details directly.

Branch Address and Local Clearing Codes may be required for Overseas Payments to some countries or in certain currencies. Omission may result in delays or rejections from the beneficiary bank. Please refer to [this page](#) for the Clearing Code list.

How to Save a Transaction

All Options

If you wish to save the transaction details and would like to use it again in future, you can save the details as:

A. Drafts

If you save a transaction as Draft, you will be able to locate this draft under “Approval Statuses” screen. Once you submit the transaction, you will not be able to locate the draft anymore.

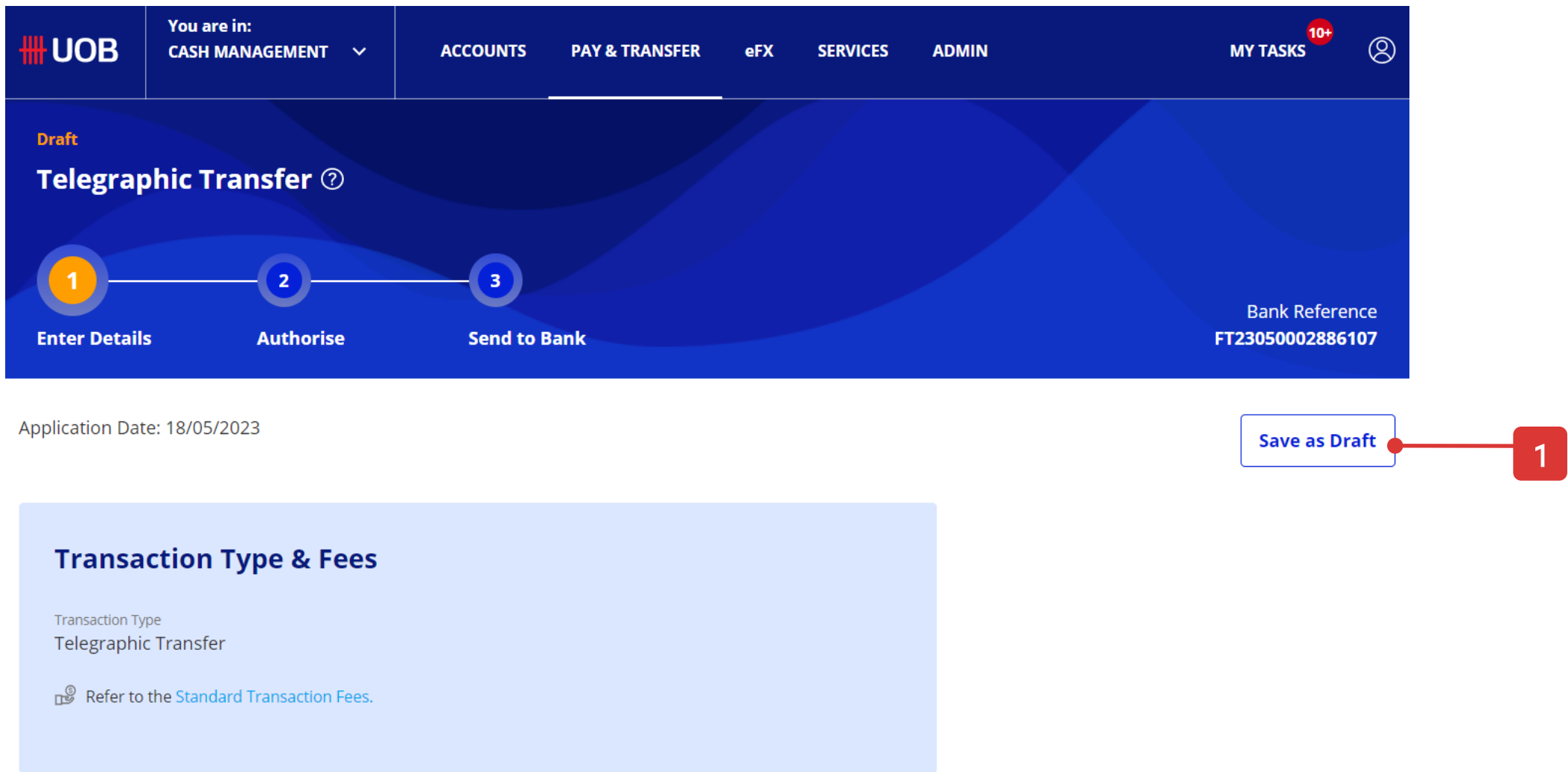
B. Templates

If you save a transaction as Template, you will be able to keep using the detail of the transaction as a template when you are initiating new transactions.

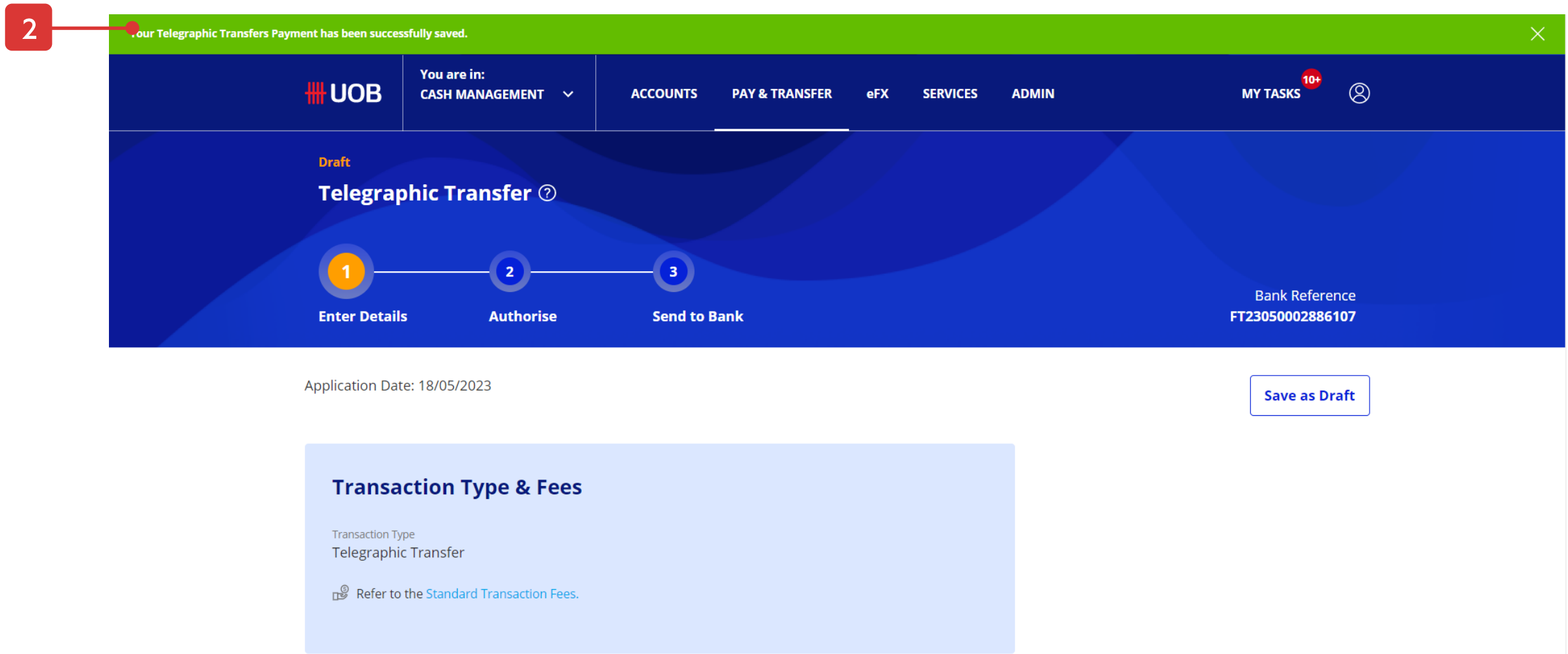
Save as Draft

1. Click “Save as Draft” button located at the top right corner of the payment screen.
2. A confirmation message will appear at the top of your screen after a transaction is successfully saved as a draft.

Saved as Draft (Default View)



Saved as draft successfully



Save as Template

1. Save transaction as a template for future use. You will need to input template name and template description.
2. Click "Submit" button, once you fill in the "Template Name" and the "Template Description".
3. A confirmation message will appear at the top of your screen after a transaction is successfully saved as template.

✓ This is a recurring payment

Frequency of Payment *
Daily

Number of Times *
2

+ Add Customer Reference

+ Add Instruction to Bank

+ Add Remarks for Approval

Cancel Save as Template Next

Save Template

Please fill the information below

Template Name *

Template Description


Cancel Submit

Saved as draft successfully

3

You have successfully created the template.

×



You are in:

CASH MANAGEMENT ▾

ACCOUNTS


PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS



Manage Templates

+ Create New Template

Transaction Type

Template Name

Account

Payer / Payee


Currency

Amount

Description

Clear Filter(s)

138 Template(s)

 Customise View ▾

Transaction Type	Template Name ▾	Account ▾	Payer / Payee ▾	Description ▾	Action	Favourite ▾
Transfer to UOB Account	Transfer to UOB Account	Transfer to UOB Account	Transfer to UOB Account	To test for IAPT (Transfer to other bank)	⋮	★
Request for Transfers (MT101)	Request for Transfers (MT101)	Request for Transfers (MT101)	Request for Transfers (MT101)	--	⋮	★

How to Submit a Transaction as a Maker

Upon clicking “Next” button under transaction creation screen

You will be allowed to check your transaction details once again before proceeding to submit the transaction.

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

- 1. **“Cancel”**: If you proceed with this, the transaction will be cancelled and will not be saved as draft.
- 2. **“Edit”**: If you proceed with this, you will be directed back to the previous transaction creation page.
- 3. **“Add to My Task”**: This button will only appear if, based on your authorisation mandate, you are allowed to authorise your own transaction. Transaction will be added to “My Tasks” and you can approve it later.
- 4. **“Submit”**: submit transaction for approval.

UOB

You are in: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS 10+

Draft

Telegraphic Transfer

1

2

3

Enter Details

Authorise

Send to Bank

Bank Reference
FT23050002886107

Application Date: 18/05/2023

Save as Draft

Transaction Type & Fees

Transaction Type
Telegraphic Transfer

Refer to the [Standard Transaction Fees](#).

From

Company Name

Account Name

Account No.

Currency
USD

To

Payee's account details

Payee Name

Payee Address

Bank Country
Australia

Bank Name

SWIFT BIC Code

Bank Address

IRAN / Account No.

Clearing Code Description

Clearing Code

Amount & When

Transfer Date
04/12/2019

Transaction Currency
SGD

Charge Option
SHA

Account for Charging
SGD

Payment Details

Transaction Amount
1,500.00

Cancel

Edit

Add to My Tasks

Submit

1

2

3

4

How to Submit a Transaction as a Maker

Submit for approval and Notify Approver

Based on company's authorisation mandate, if you are not allowed to approve the transaction, the following confirmation screen will be shown and the transaction status will be displayed as "Pending Authorise" at the top heading.

In this page, there are three buttons located at the bottom of the page, namely;

- 1. "View": It allows user to view the submitted transaction detail.
- 2. "Notify Approver": A dialog box will appear showing a list of approvers who are eligible to approve the transaction.
 - a. User can select up to 5 approvers.
 - b. Click "Notify"

If the approver has setup the digital token (Infinity Secure), a push notification will be shown on the approver's mobile device screen otherwise an email will be sent to the selected approver(s).

"Notify Approver" can be retriggering for transactions, which are still under pending for authoriser to approve, via Approval Status (i and ii)

- 3. "Another Payment": It allows user to create another transaction, therefore user will be directed back to transaction input screen.

UOB

You are in: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS 0

Pending Authorise

Transfer to UOB Account

1 Enter Details

2 Authorise

3 Send to Bank

Bank Reference FT20090001418565

Your Transfer to UOB Account Payment has been successfully sent for approval.

Bank Reference : FT20090001418565

View

Notify Approver

Another Payment

1

2

3

a

Approval Status

Export

All

Pending

Sent to Bank

Rejected

Successful

FAST

Bank Reference

Customer Reference

Account

Currency

Amount

Value / Placement Date

Application Date: 26/02/2021 - 26/04/2021

Payer / Payee

Status

Clear Filter(s)

1 Record(s)

Note: This table is defaulted to display your transactions in the past 2 months. Use the filters to view other transactions.

Transaction / Deposit Type

Bank Reference(s)

Account

Currency

Amount

Payer / Payee

Status

Action

FAST

FT21040001644183

SGD

1.00

Pending Authorise

i

ii

Notify Approver

You may select up to 5 recipients to receive the notifications.

Recipients with an Infinity Secure installed will receive a notification on their UOB Infinity Mobile application. Otherwise, they will receive an email sent to their registered email with UOB.

User ID, First Name or Last Name

Search

2 Record(s)

Select

First Name / Last Name

User ID

☐

☒

1 - 2 of 2 Record(s)

Cancel

Notify

b

View Details

Audit Trail

Notify Approver

RESTRICTED

16

How to book online FX

Booking online FX for cross-currency transactions

Enjoy preferential FX rates when performing cross-currency transactions. Online FX rates can be booked for the below cross-currency transactions:

- Transfer to UOB Accounts
- Telegraphic Transfer / MEPS
- Demand Draft

Kindly take note that the online FX rate can only be booked by the last/final approver of the transaction. The transaction must be valued on current day and must be approved within cutoff time.

To book online FX rate:

1. Go to "My Task", tick the transaction that you want to approve and click "Submit" button.
2. Click "Submit" button on preview transaction screen. Exchange rate will be displayed for confirmation.
3. Click "Book FX*" of each selected transaction to confirm the exchange rate on screen then click "Next".
4. Proceed with the transaction authentication step to release transaction. The booked FX reference number will be displayed on the confirmation screen.

*Note : Please note that charges will be incurred if you unwind an FX contract that has been booked successfully and choose not to proceed with the transaction(s).

My Tasks

10+ Transaction(s) 10+ Batch(es) 7 Service(s) 0 Admin(s)

Transaction Type Bank Reference Customer Reference Account Currency Amount Transaction / Value Date

Application Date: 13/08/2021 - 13/08/2021 Payer / Payee Clear Filter(s)

4 Record(s)

Note: This table is defaulted to display your tasks in the past 1 month. Use the filters to view other tasks.

<input type="checkbox"/>	Transaction Type	Account	Currency	Amount	Transaction / Value Date	Payer / Payee	Status	Action
<input checked="" type="checkbox"/>	Demand Draft		USD	100.00	13/08/2021		Pending Authorise	
<input type="checkbox"/>	Transfer to UOB Account		USD	10.00	13/08/2021		Pending Authorise	
<input type="checkbox"/>	Bulk Telegraphic Transfers / MEPS		USD	100.00	13/08/2021		Pending Authorise	
<input type="checkbox"/>	Telegraphic Transfer / MEPS		USD	100.00	13/08/2021		Pending Authorise	

1 - 4 of 4

Return to Maker Submit

Review Transaction

4 Record(s)

Transaction Type	Account	Currency	Amount	Transaction / Value Date	Payer / Payee	Status
Demand Draft		USD	100.00	13/08/2021		Pending Authorise
Transfer to UOB Account		USD	10.00	13/08/2021		Pending Authorise
Bulk Telegraphic Transfers / MEPS		USD	100.00	13/08/2021		Pending Authorise
Telegraphic Transfer / MEPS		USD	100.00	13/08/2021		Pending Authorise

1 - 4 of 4 Record(s)

Cancel Submit

Book Multiple FX Contracts Online

You have selected 4 transactions to action upon, of which, 4 transactions are pending FX Booking in 2 FX contracts.

Records displayed here are meant for upfront FX booking. The rest of your selected transactions will be included for transaction signing after these FX booking are finalized.

USD SGD

Total Transaction Amount
USD 300.00

Total Equivalent Amount
SGD 423.90

Transaction Summary (3)

Cancel

Book FX

Exchange Rate
1 USD = 1.413000 SGD
Refreshes in 13 seconds

Please note that charges will be incurred if you unwind an FX contract that has been booked successfully and choose not to proceed with the transaction(s).

Bank Reference
FT21080001763231

Payee Name
PD COMPANY 3

USD SGD

Transaction Amount
USD 10.00

Equivalent Amount
SGD 14.13

Cancel

Book FX

Exchange Rate
1 USD = 1.413000 SGD
Refreshes in 13 seconds

Please note that charges will be incurred if you unwind an FX contract that has been booked successfully and choose not to proceed with the transaction(s).

Next

Done
My Tasks

Review

Authorise

Done

You have successfully released 4 item(s) from your Task list.

View Bank reference

FT21080001763238 (FX Contract ID: X00176180)

FT21080001763231 (FX Contract ID: X00176181)

BK21080001763233 (FX Contract ID: X00176180)

FT21080001763229 (FX Contract ID: X00176180)

View

Approval Status

My Tasks

How to Approve Transactions

Method #1 – Self Push Notification

This method will only work if you have registered and activated Infinity Secure and you must complete all the steps within 60 seconds.

1. Go to “My Task”, tick the transaction that you want to approve and click “Submit” button.
2. Upon seeing the “Authorise Transaction” popup at your browser, you will receive a push notification on your mobile phone from “UOB Infinity Singapore”. Tap on the push notification.
3. The Infinity app will be automatically opened and you will see an authorisation popup with options to “Approve” or “Cancel” the transaction. Tap on “Approve”.
4. Provide the Infinity Secure PIN and tap on “Submit”. A successful message will be displayed on your phone and on your browser.

My Tasks

8 Transaction(s) | 4 Batch(es) | 2 Service(s) | 0 Admin(s)

Transaction / Deposit Type | BIB Reference | Customer Reference | Account | Currency | Amount | Value / Placement Date

Application Date: 23/01/2020 - 21/02/2020 | Payer / Payee | Clear Filter(s)

8 Record(s)

Note: This table is defaulted to display your tasks in the past 1 month. Use the filters to view other tasks.

<input type="checkbox"/>	Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Application Date	Status	Action
<input checked="" type="checkbox"/>	GIRO	...	SGD	2.00	10/02/2020	10/02/2020	Pending Authorise	...

Return | Submit

Authorise Transaction 2



We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

[I did not receive the notification](#)

UOB Infinity Singapore

Enter your Infinity Secure PIN to authorise the administrative task(s).

Secure PIN

Forgot Secure PIN?

Approve

Cancel

Next

Cancel

UOB Infinity Singapore

Authorisation Complete

New Transfer To UOB Account

Enter Details | Authorise | Send to Bank

BIB Reference: FT16050000364472

Your Transfer to UOB Payment has been successfully released to the bank.

BIB Reference: FT16050000364472

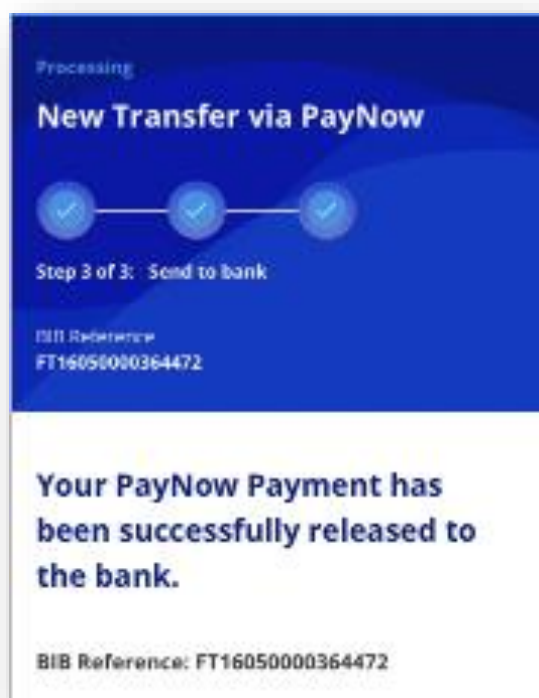
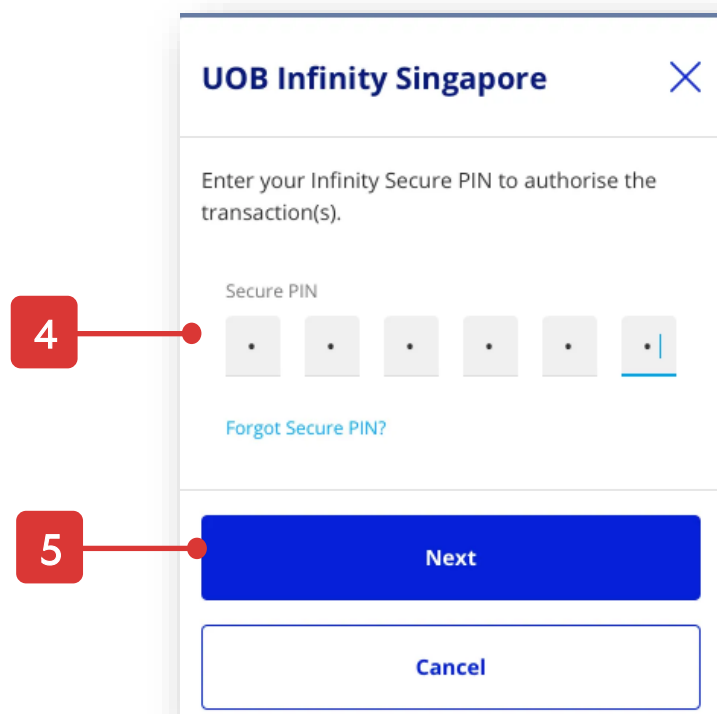
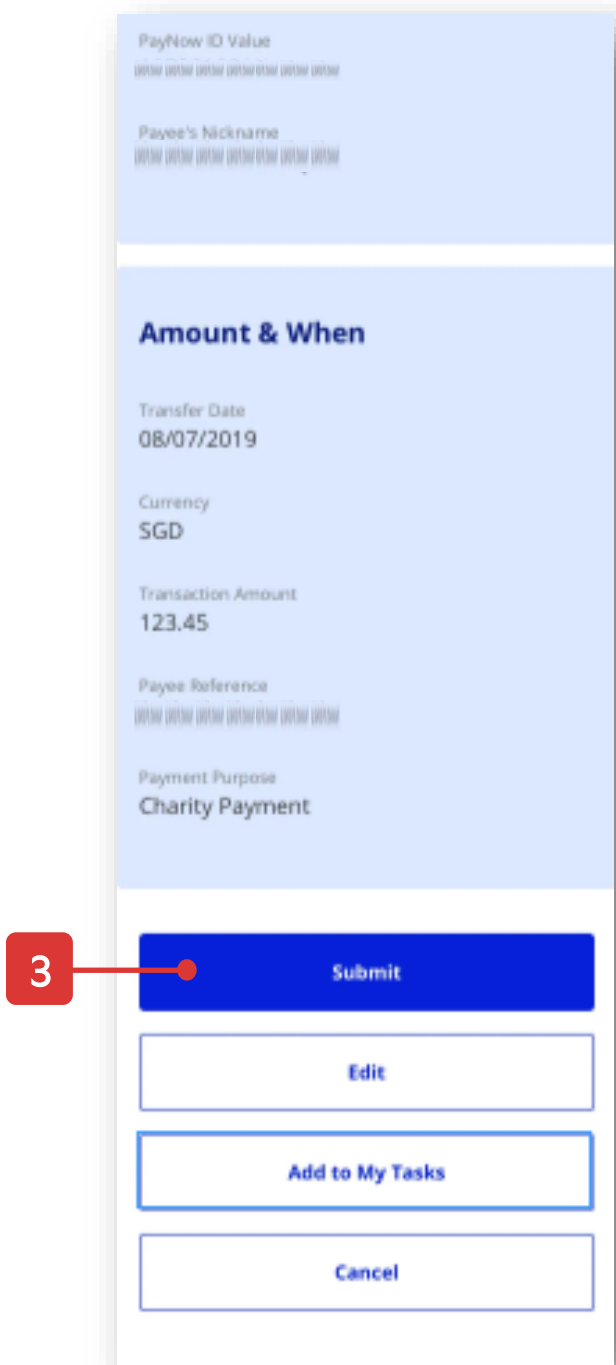
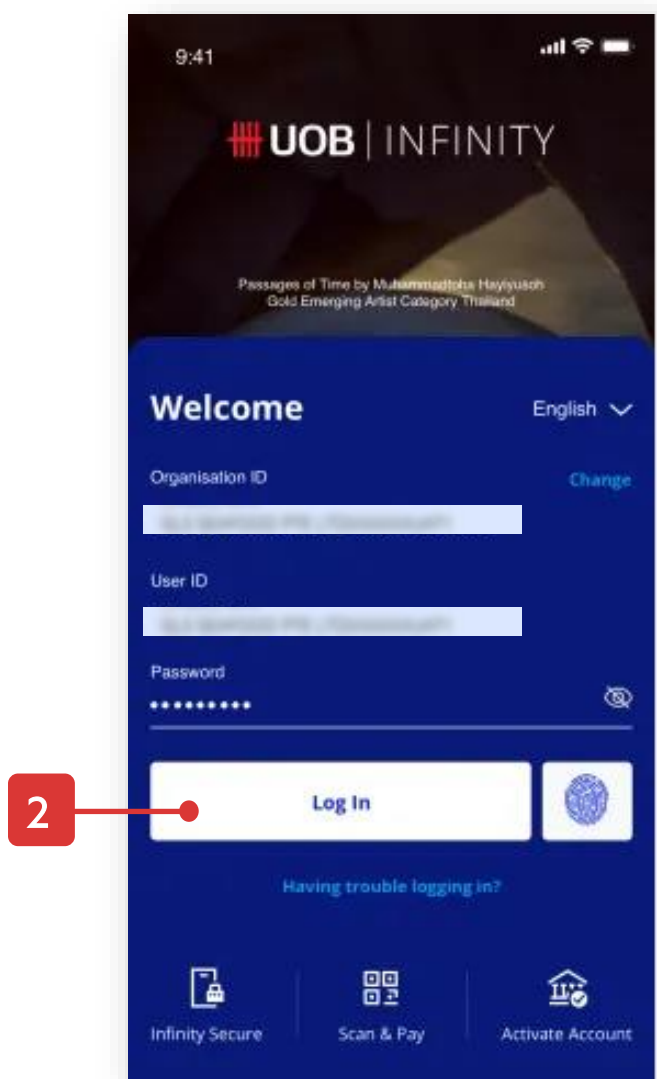
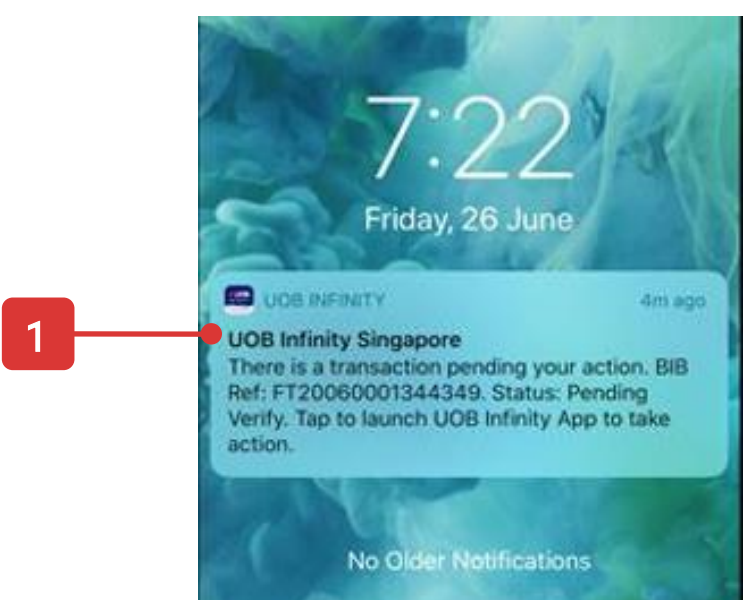
Successful Message on Browser

How to Approve Transactions

Method #2 – Push Notification Sent by Maker

This method will only work if you have activated the digital token (Infinity Secure) and have enabled the push notification function on your mobile device.

1. Once the maker sends a push notification to you (as the approver) via "Notify Approver" function, you will receive a push notification on your device (Infinity Secure). Tap on the push notification.
2. The UOB Infinity app will be launched and you will see the UOB Infinity login screen. Kindly proceed to login.
3. After a successful login authentication, you will see the details of the transaction submitted by the maker. Click "Submit".
4. Provide your Infinity Secure PIN.
5. Click the "Next" button to complete transaction approval.



How to Approve Transactions

Method #3 - Generate Token Response using Infinity Secure

This method will only work if you have registered and activated Infinity Secure.

1. Go to "My Task", tick the transaction that you want to approve and click "Submit" button.
2. Upon seeing the "Authorise Transaction" popup at your browser, click on "I did not receive the notification". Please remove/dismiss the "UOB Infinity Singapore" app push notification on your mobile.
3. You will see 2 tabs. If you are not on the "Infinity Secure" tab, click on the "Infinity Secure" tab.
4. Open the Infinity mobile app and tap on "Infinity Secure" on the login page. Select "Transaction Key II", enter the 6-digit Infinity Secure PIN and tap on "Next" button.
5. Enter the code displayed on your browser's Step 3 into your phone, tap on "Next". Enter the code displayed on your browser's Step 4 into your phone, tap on "Generate Key". Input the generated numbers into your browser and click "Submit".

My Tasks

Authorise Transaction



We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

[I did not receive the notification](#)

2

Enter Token Response

We were unable to receive your confirmation. To proceed with your authorisation, follow the steps below.

3

Infinity Secure

Physical Token

4



Infinity Secure



Transaction Key II

Enter the code displayed in step 3 on your browser.

5

Key Response

1 0 1 0
0

Next

Enter the code displayed in step 4 on your browser.

Key Response

1 2 3 4
5 6 7 8

Generate Key

Enter the following Login Code on your browser

Code Response

5 2 7 7 1 5

Refreshes in
00:09

5 Enter the 6-digit transaction key generated

Key Response

|

By clicking 'Submit', you are deemed to have read and agreed to the [Terms & Conditions](#) of the respective product(s) and / or service(s).

☐ Set as default authentication method.

Cancel

Submit

How to Approve Transactions

Method #4 – Generate Token Response using Physical Token

This method will only work if you have registered and activated Infinity Secure.

1. Go to “My Task”, tick the transaction that you want to approve and click “Submit” button.
2. Upon seeing the “Authorise Transaction” popup at your browser, click on “I did not receive the notification”. Please remove/dismiss the “UOB Infinity Singapore” app push notification on your mobile.
3. You will see 2 tabs. If you are not on the “Physical Token” tab, click on the “Physical Token” tab.
4. Follow the on-screen instruction to generate the token response using your physical token and input the generated numbers into your browser and click “Submit”.

My Tasks

My Tasks

8 Transaction(s) 4 Batch(es) 2 Service(s) 0 Admin(s)

Transaction / Deposit Type BIB Reference Customer Reference Account Currency Amount Value / Placement Date

Application Date: 23/01/2020 - 21/02/2020 Payer / Payee Clear Filter(s)

8 Record(s)

Note: This table is defaulted to display your tasks in the past 1 month. Use the filters to view other tasks.

Show Selected (0) Customise View

<input type="checkbox"/>	Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Application Date	Status	Action
<input checked="" type="checkbox"/>	GIRO		SGD	2.00	10/02/2020	10/02/2020	Pending Authorise	

Return Submit

Authorise Transaction



We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

[I did not receive the notification](#)

2

Enter Token Response

We were unable to receive your confirmation. To proceed with your authorisation, follow the steps below.

Infinity Secure

Physical Token

3

Enter Token Response

Follow these steps on your token:

- 1 Press **1**
- 2 Enter **11100** & press **OK**
- 3 Enter **12345678** & press **OK**
- 4 Enter the **6-digit security code** displayed on your token.

Token Response

• • • • •

By clicking “Submit”, you are deemed to have read and agreed to the [Terms & Conditions](#) of the respective product(s) and/or service(s).

Cancel

Submit

4



How to Terminate Post-Dated / Recurring Transactions

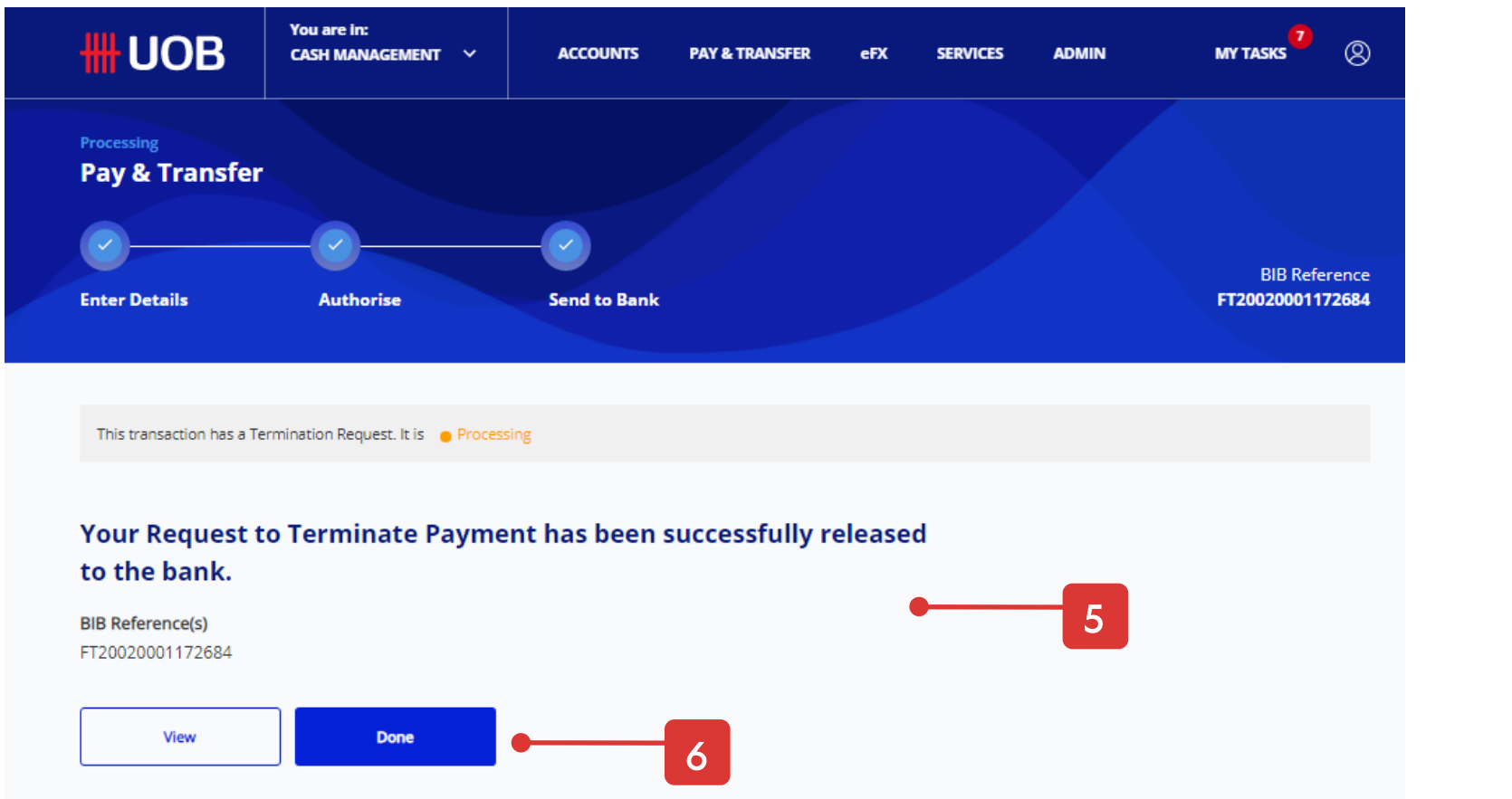
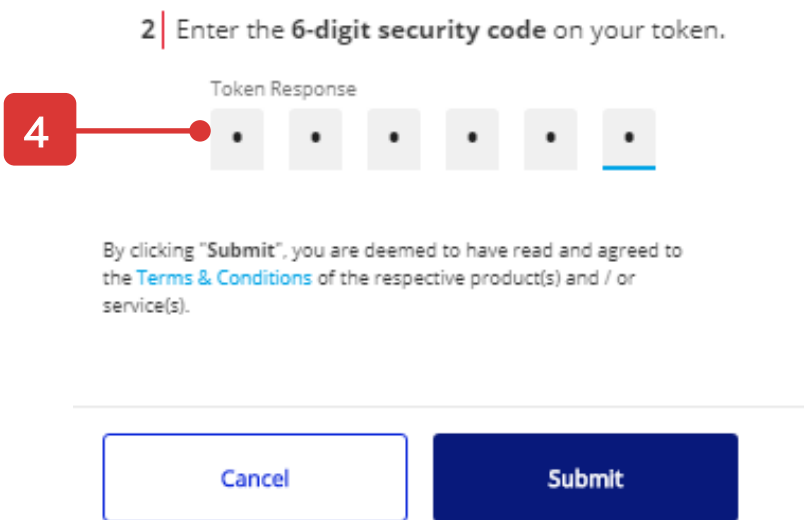
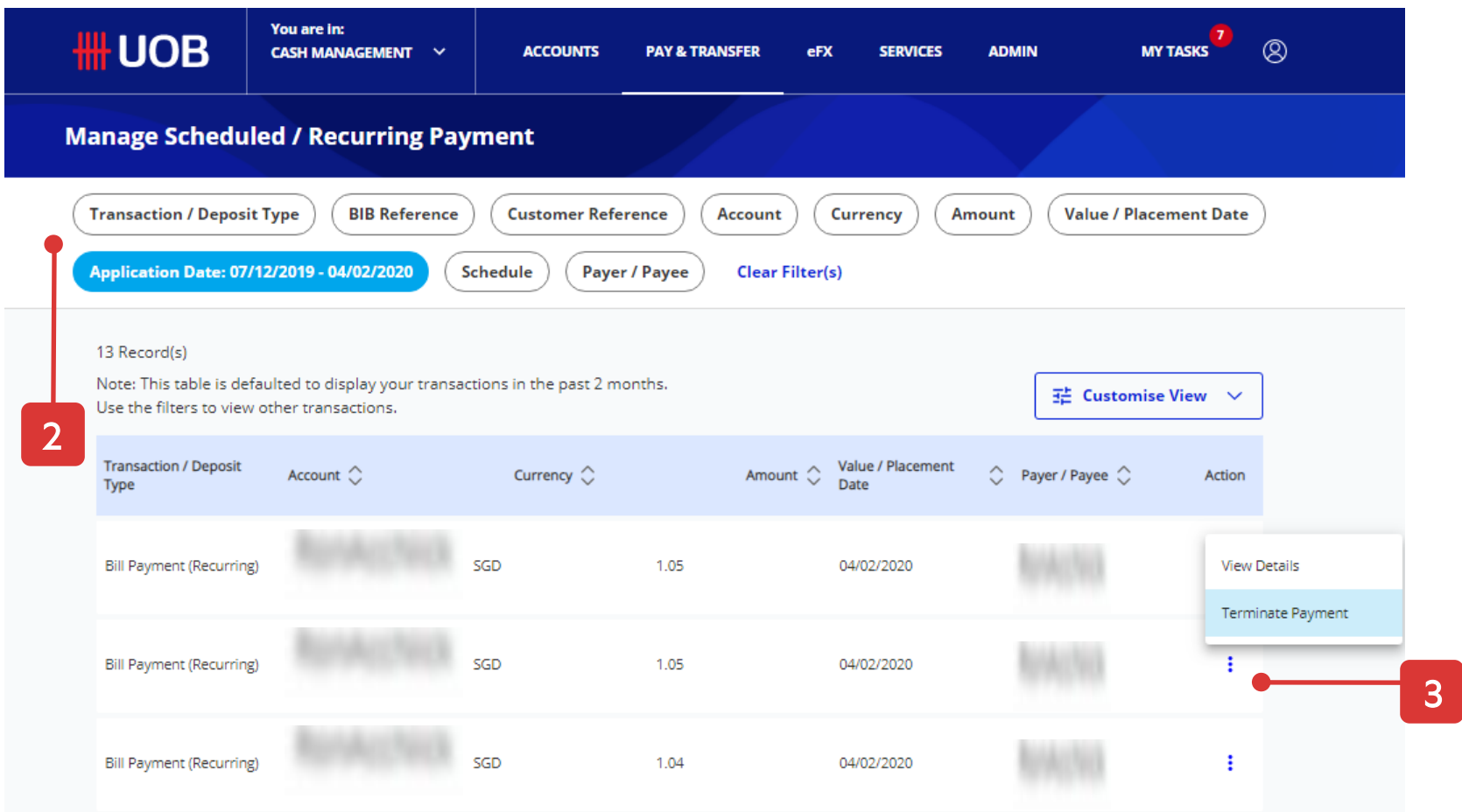
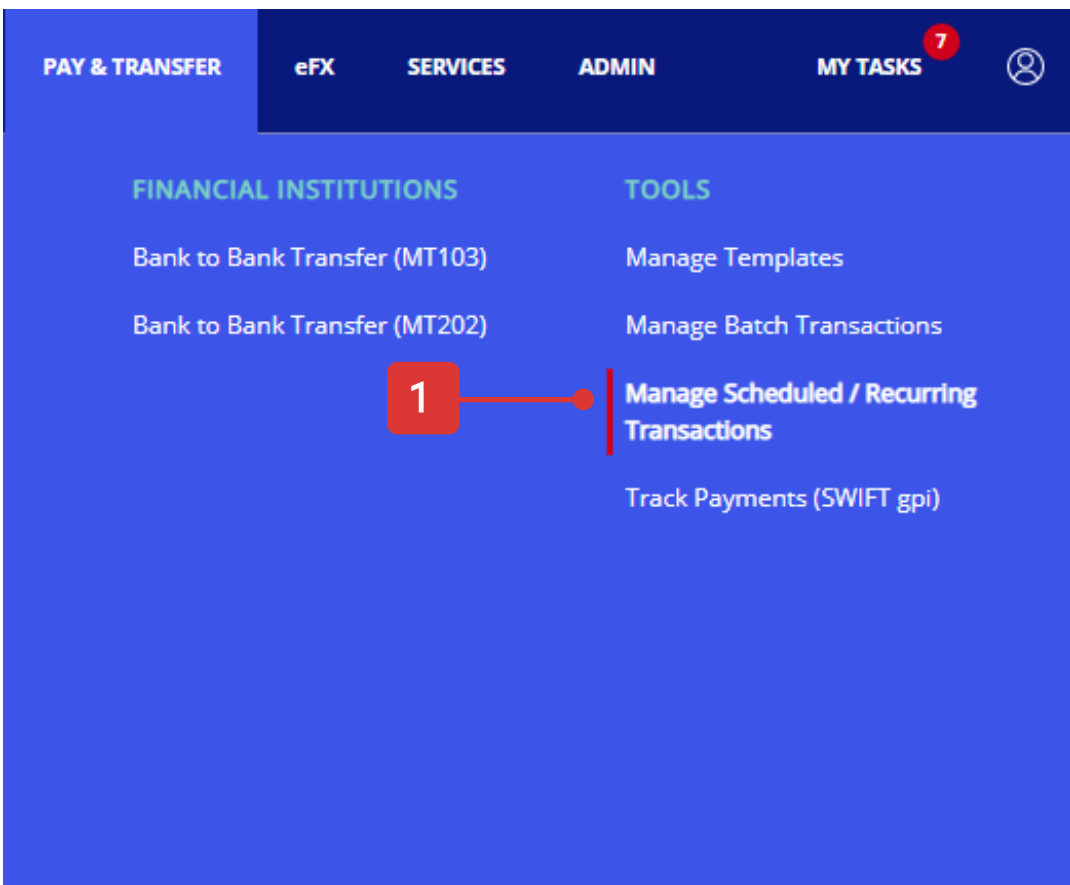
Retrieve Recurring Transaction Details

To terminate a post-dated / recurring instruction:

1. From Top Menu bar, hover over "Pay & Transfer" and click select "Manage Scheduled / Recurring Transactions" under "Tools" column.
2. Use the filter criteria to find a specific transaction to terminate.

Note: To locate your existing post-dated or recurring transactions that fall outside of the defaulted 2 months window under the "Application Date" search filter, please use another search filter (e.g. "Transaction / Deposit Type" search filter, etc), and clear the "Application Date" search filter to locate your existing post-dated or recurring transactions.

3. Click the action menu:
 - View details: Review the recurring transaction details to be terminated. Please refer to the next page for the detailed explanation.
 - Terminate Payment: Transaction can be terminated directly from preview screen.
4. Similar to approving transactions, there are 3 methods of authorising the termination request. Enter the generated token response and click "Submit" button.
5. Confirmation message will display as transaction is terminated successfully.
6. Click "View" button to view details of the terminated recurring transaction.



How to Terminate Post-Dated / Recurring Transactions

View Recurring Transaction Details

1. You can view the number of transactions which have been successfully processed and how many transactions left to process.
2. Options available:
 - **"Cancel"**: If you proceed with this, the transaction will be cancelled and will not be saved as draft.
 - **"Add to My Task"**: This button will only appear if, based on your authorisation mandate, you are allowed to authorise your own transaction. Transaction will be added to "My Tasks" and you can approve it later.
 - **"Terminate Payment"**: Please refer to the next page for the detailed explanation.

To

Payee's account details

Payee Name

Account No.

Currency

SGD

Amount & When

Transfer Date

31/01/2020

Transaction Currency

SGD

Transaction Amount

1.31

☒ This is a recurring payment

Frequency of Payment

Daily

Number of Times

30

Customer Reference

Payee Reference

Additional Information

[View Recurring Transaction Details.](#)

No of Processed Transactions

5

Successful Transactions

4

Rejected Transactions

1

2

Cancel

Add to My Tasks

Terminate Payment

How to Terminate Post-Dated / Recurring Transactions

Submit the Termination Request

- 1. Follow the on-screen instructions to authorise the request.
- 2. Confirmation message will display as transaction is terminated successfully.
- 3. You can view the transaction status under "Approval status". Status will display as "Successful Terminate".
- 4. To check the audit trail of the termination request, click the action menu, then click the "Termination Status" tab.

2 | Enter the 6-digit security code on your token.

1

Token Response

By clicking "Submit", you are deemed to have read and agreed to the [Terms & Conditions](#) of the respective product(s) and / or service(s).

Cancel Submit

Processing

Pay & Transfer

Enter Details Authorise Send to Bank

BIB Reference FT20010001165630

This transaction has a Termination Request. It is Processing

2 Your Request to Terminate Payment has been successfully released to the bank.

BIB Reference(s)
FT20010001165630

View Done

Approval Statuses

Transaction / Deposit Type	BIB Reference	Currency	Amount	Value / Placement Date	Application Date	Status	Action
Transfer to UOB Account (Recurring)	FT20010001165630	SGD	1.31	04/02/2020	21/01/2020	Successful	
Transfer to UOB Account (Recurring)	FT20010001165630	SGD	1.31	03/02/2020	21/01/2020	Rejected	
Transfer to UOB Account (Recurring)	FT20010001165630	SGD	1.31	02/02/2020	21/01/2020	Successful	
Transfer to UOB Account (Recurring)	FT20010001165630	SGD	1.31	01/02/2020	21/01/2020	Successful	
Transfer to UOB Account (Recurring)	FT20010001165630	SGD	1.31	31/01/2020	21/01/2020	Successful	
Transfer to UOB Account (Recurring)	FT20010001165630	SGD	1.31	31/01/2020	21/01/2020	Termination Successful	

Audit Trail

Transactions Terminations

Create
21/01/2020 04:52:53 PM +08:00

Verify
21/01/2020 04:52:53 PM +08:00

Authorise
20/01/2020 09:59:33 AM +08:00

OK

Audit Trail

Transactions Terminations

Termination Request 05/02/2020

Terminate Payment
05/02/2020 10:53:18 AM +08:00

Authorise
05/02/2020 10:53:18 AM +08:00

OK

View Details

Audit Trail

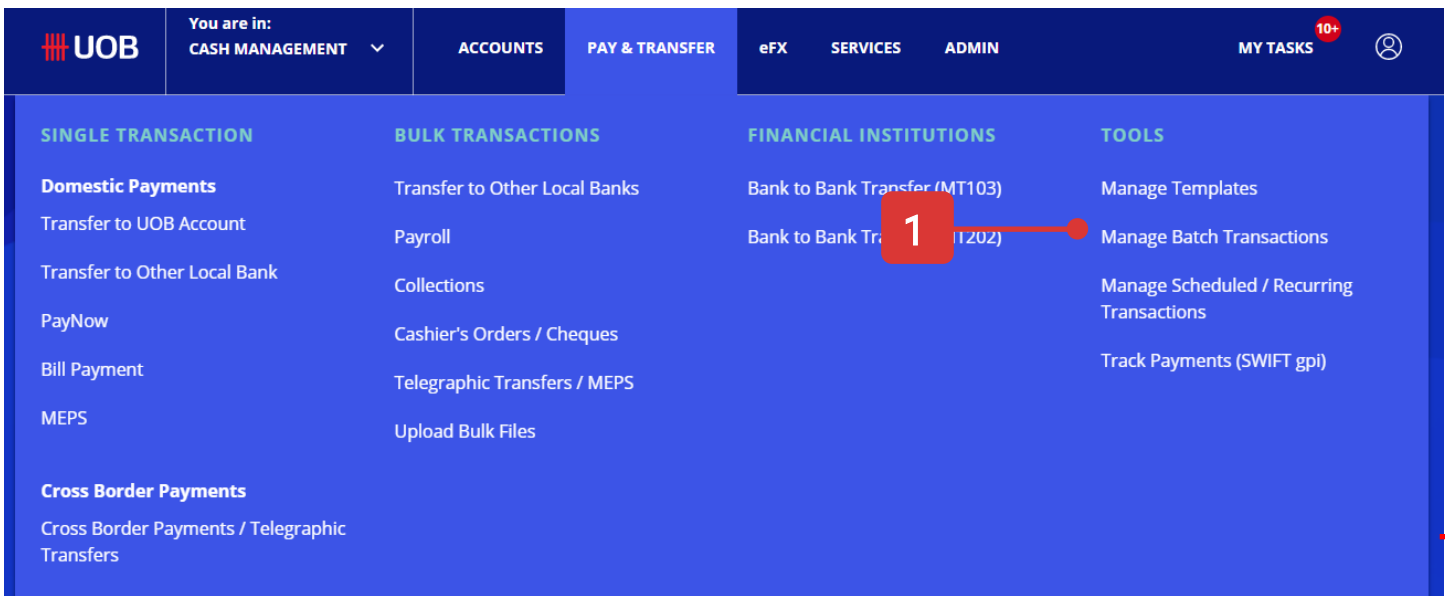
How to Approve Multiple Transactions by Batch

All Options

You can group multiple (single and bulk) transactions from the same entity, with same currency and status into one batch for approval purpose.

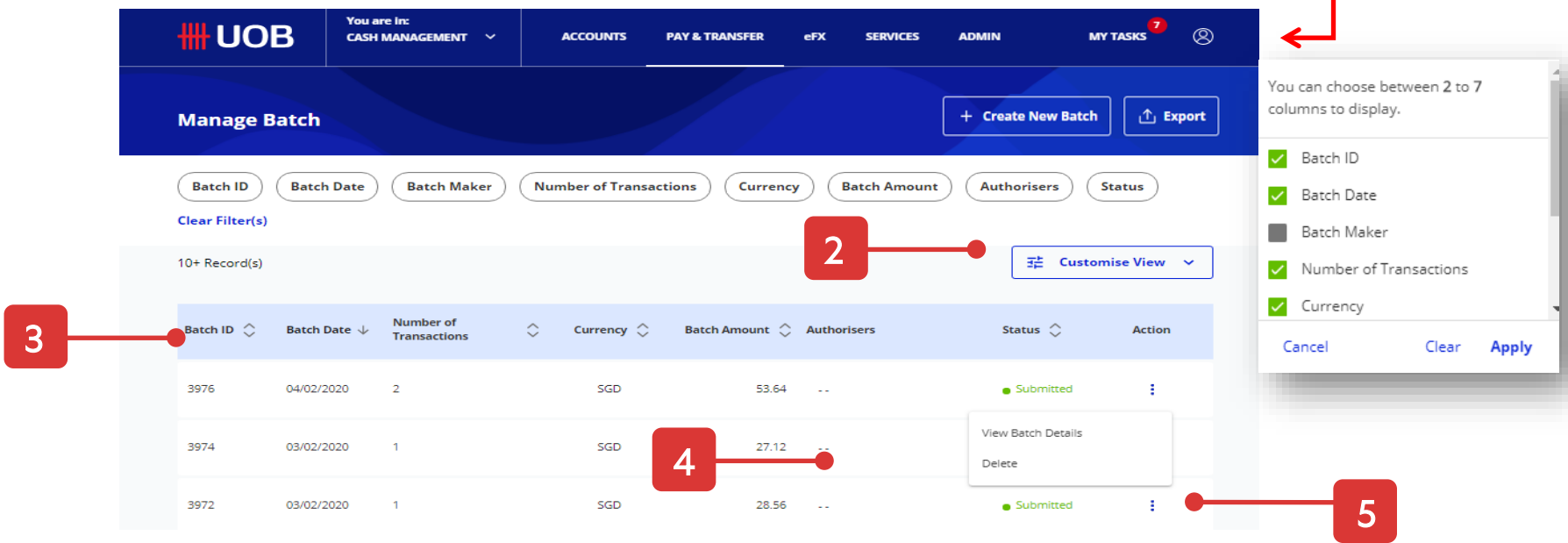
You can either:

- A. Create a Batch for Approval, or,
- B. Approve Batched Transactions.



Accessing “Manage Batch Transactions”

1. From Top Menu bar, hover over “Pay & Transfer” and click select “Manage Batch Transactions” under “Tools” column.
2. Select batched transactions using the filter criteria to find a specific batch transaction.
3. You can select the columns to be viewed on the batch overview screen.
4. Click the icon under the Action:
 - View batch details: Review the batch transaction details.
 - Delete: Batch Transactions can be deleted directly from the overview screen.



How to Approve Multiple Transactions by Batch

Create a Batch for Approval

1. To create a batch, please click “Create New Batch” button from the top side of “Manage Batch” default view.
2. Select the transactions to be batched using the filter criteria to find a specific transaction.
3. You can select the columns to be viewed on the batch overview screen.
4. Check ✓ the transactions to be batched together and click “Create Batch”.
5. Click “Submit” to submit the batch.

Manage Batch

Create Batch

Select the transaction(s) to be batched

Note: Selected transactions must belong to the same Entity, and have the same Status and Currency.

Transaction / Deposit Type: **Transfer to UOB Account**

Application Date: 07/12/2019 - 04/02/2020

2 Record(s)

Note: This table is defaulted to display your transactions in the past 2 months. Use the filters to view other transactions.

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account		SGD	450.00	04/02/2020		Pending Authorise	
Transfer to UOB Account		SGD	1,500.00	07/01/2020		Pending Authorise	

1 - 2 of 2 Record(s)

Batch Details

This batch is pending your actions

Batch Information

Batch ID: 3989

Batch Date: 04/02/2020

Batch Maker: [Name]

Number of Transactions: 2

Batch Amount: SGD 1,950.00

Authorisers: [List]

2 Record(s)

You may not have the necessary permission to approve all the transaction in this batch

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account		SGD	1,500.00	07/01/2020		Pending Authorise	
Transfer to UOB Account		SGD	450.00	04/02/2020		Pending Authorise	

1 - 2 of 2 Record(s)

Submit

How to Approve Multiple Transactions by Batch

Approve Batch Transactions

- 1. View the transactions details to be batched and click "Submit" button.
- 2. Enter token response and click "Submit" button.
- 3. A batch ID will be generated for each successful batching.
- 4. Once batch transactions is submitted to the bank successfully, the status will display as "Successful".

Batch Details

This batch is pending your actions

Batch Information

Batch ID
3989

Batch Date
04/02/2020

Batch Maker
[REDACTED]

Authorisers
[REDACTED]

Number of Transactions
2

Batch Amount
SGD 1,950.00

E-sign Fields
[REDACTED]

2 Record(s)

You may not have the necessary permission to approve all the transaction in this batch

Customise View

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account	[REDACTED]	SGD	1,500.00	07/01/2020	[REDACTED]	Pending Authorise	
Transfer to UOB Account	[REDACTED]	SGD	450.00	04/02/2020	[REDACTED]	Pending Authorise	

1 - 2 of 2 Record(s)

Cancel

Delete This Batch

Get Approval Code

Submit

2 | Enter the 6-digit security code on your token.

2

Token Response

By clicking "Submit", you are deemed to have read and agreed to the [Terms & Conditions](#) of the respective product(s) and / or service(s).

Cancel

Submit

Batch Details

Enter Details

2 Authorise

3 Send to Bank

Batch ID : 3989

You have successfully actioned on 2 transaction(s) in your batch.

View BIB reference

FT20020001174234

FT20010001153150

You can view the batch details or manage other batches.

View

Manage Batch

Manage Batch

Create New Batch

Export

Batch ID

Batch Date

Batch Maker

Number of Transactions

Currency

Batch Amount

Authorisers

Status

Clear Filter(s)

Customise View

10+ Record(s)

Batch ID	Batch Date	Number of Transactions	Currency	Batch Amount	Authorisers	Status	Action
3989	04/02/2020	2	SGD	1,950.00	[REDACTED]	Submitted	

How to Approve a Batch via Proxy Authorisation

Approve Batch Transactions via Proxy

A Proxy Authoriser can help to approve a transaction on behalf of the Authoriser.

Steps:

1. To create a batch, please click “Create New Batch” button at the top of “Manage Batch” default view.
2. Select the transactions to be batched.
3. Check ✓ the transactions to be batched together and click “Create Batch”.
4. View the transactions details to be batched and click “Get Approval Code” button.
5. Select “Authoriser” to get Approval Code.
6. Choose “SMS” or “Email” to notify the Authoriser.

UOB Manage Batch interface. The 'Create New Batch' button is highlighted with a red '1'.

Filters: Batch ID, Batch Date, Batch Maker, Number of Transactions, Currency, Batch Amount, Authorisers, Status. Clear Filter(s)

10+ Record(s) Customise View

Create Batch progress: 1 Enter Details, 2 Authorise, 3 Send to Bank

Select the transaction(s) to be batched

Note: Selected transactions must belong to the same Entity, and have the same Status and Currency.

2 Transfer to UOB Account Bank Reference Customer Reference Account Currency Amount Value / Placement Date Application Date: 18/07/2022 - 18/07/2022 Payer / Payee Status Clear Filter(s)

2 Record(s) Note: This table is defaulted to display your transactions in the past 2 months. Use the filters to view other transactions. Show Selected (2) Customise View

Transaction Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account		SGD	28.00	18/07/2022		Pending Authorise	
Transfer to UOB Account		SGD	18.00	18/07/2022		Pending Authorise	

1 - 2 of 2 Record(s)

Cancel Create Batch

Batch Details

This batch is pending your actions

Batch Information

Batch ID: 4729
Batch Date: 18/07/2022
Batch Maker: [redacted]
Number of Transactions: 2
Batch Amount: SGD 46.00
Authorisers: [redacted]
Ensign Fields: [redacted]

2 Record(s) You may not have the necessary permission to approve all the transaction in this batch. Customise View

Transaction Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account		SGD	28.00	18/07/2022		Pending Authorise	
Transfer to UOB Account		SGD	18.00	18/07/2022		Pending Authorise	

1 - 2 of 2 Record(s)

Cancel Delete This Batch Get Approval Code Submit

Batch Details

Enter Details Authorise Send to Bank

* Mandatory Fields

Batch Information

Batch ID: 4729
Batch Date: 18/07/2022
Batch Maker: [redacted]
Number of Transactions: 2
Batch Amount: SGD 46.00
Authorisers: [redacted]
Ensign Fields: [redacted]

Authoriser *

Notify Authoriser:*

☐ By SMS

☒ By Email

Cancel Next

How to Approve a Batch via Proxy Authorisation

Approve Batch Transactions via Proxy

7. E-sign values to generate the Approval Code will be sent to the Authoriser.

The Authoriser will need to follow the instructions in the (a) Email or (b) SMS received to generate the Approval Code, based on his/her token type:

- SecurePlus physical token, OR
- Infinity Secure digital token (installed on the Authoriser's mobile device)

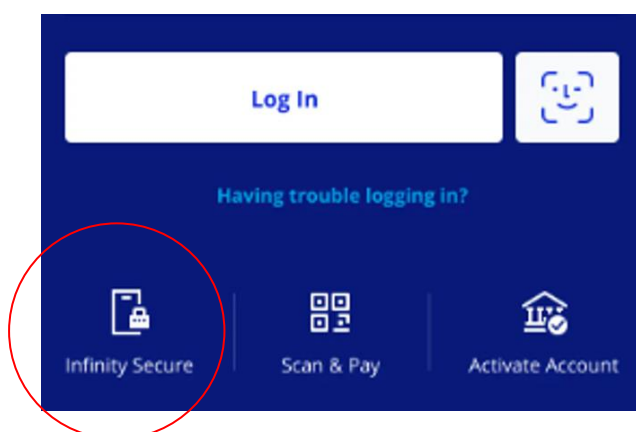
Note: The possible token type permutations that an Authoriser can be having are:

- Both SecurePlus physical token and Infinity Secure digital token
- Only SecurePlus physical token
- Only Infinity Secure digital token
- No SecurePlus physical token or Infinity Secure digital token

SecurePlus physical token



Infinity Secure digital token



Email notification instructions to Authoriser (sample) 7a

Dear [REDACTED]

Your approval is required for the following UOB Infinity transaction(s):

No of Transactions: 2

Total Amount: SGD 46.00

Follow the steps below based on the authoriser's token type:

SecurePlus physical token (*****78);

Generate the approval code and complete this approval process within 1 hour.

- Press Sign2
- Input 4600 and press OK
- Input 89040639 and press OK.

Infinity Secure digital token;

Generate the approval code and complete this approval process within 6 hours.

- Launch UOB Infinity App
- Tap on Infinity Secure and Transaction Key II
- Enter Secure PIN
- Input 4600 and tap on Next
- Input 89040639 and Generate Key.

Please share the approval code and token type used with [REDACTED]

Thank you for using UOB Infinity.

This is a system-generated mail. Please do not reply to this message.

If you are not the intended recipient, do not copy, use or circulate this email. Instead, please call us at 1800-226-6121 (local) or +65 6226 6121 (overseas), 9am to 630pm from Mondays to Fridays excluding public holidays and expunge this email from your computer system immediately.

SMS notification instructions to Authoriser (sample) 7b

To approve with SecurePlus physical token (*****69);

Press Sign2, input 10200 & press OK.

Next input 57171823 & press OK.

Generate the approval code and complete this approval process within 1 hr.

<OR>

To approve with Infinity Secure digital token;

Open UOB Infinity App & tap on Infinity Secure & Transaction Key II.

Enter Secure PIN.

Input 10200 & tap Next.

Then input 57171823 & Generate Key.

Generate the approval code and complete this approval process within 6 hrs.

Please share the approval code and token type used with [REDACTED]

If unauthorised, please call us at 1800-226-6121.

How to Approve a Batch via Proxy Authorisation

Approve Batch Transactions via Proxy

8. After the Authoriser has successfully generated the Approval Code, he/she will need to share with you (the Proxy Authoriser):

- The generated Approval Code
- The token type (SecurePlus physical token or Infinity Secure digital token) used in the generation of the Approval Code

Method of Approval Code Generation	Validity Period of Generated Approval Code
By physical Token	Generated Approval Code validity period is <u>1 hour</u> from the time when the Email/SMS notification is sent out to the Authoriser (i.e. when the Challenge Code is sent out).
By Infinity Secure (UOB Infinity Mobile App)	Generated Approval Code validity period is <u>6 hours</u> from the time when the Email/SMS notification is sent out to the Authoriser (i.e. when the Challenge Code is sent out).

9. Once you have obtained the Approval Code from the Authoriser, as well as being informed of the token type used in the generation of the Approval Code (by SecurePlus physical token or Infinity Secure digital token), you could proceed to select “Enter Approval Code” for the Batch ID.

10. Select the Authoriser (who generated the Approval Code) and enter the Approval Code.

11. Select the token type used by the Authoriser to generate the Approval Code.

12. If the Authoriser currently only has the SecurePlus physical token, the radio button will be defaulted to “Physical Token”.

Manage Batch

+ Create New Batch

Export

4729

Batch Date: 18/07/2022 - 18/07/2022

Batch Maker

Number of Transactions

Currency

Batch Amount

Authorisers

Status

Clear Filter(s)

1 Record(s)

Customise View

Batch ID	Batch Date	Number of Transactions	Currency	Batch Amount	Authorisers	Status	Action
4729	18/07/2022	2	SGD	46.00			<div><div>View Batch Details</div><div>Submit</div><div>Enter Approval Code</div><div>Get Approval Code</div><div>Delete</div></div>

1 - 1 Record(s)

Enter Approval Code

* Mandatory Fields

Authoriser *

Approval Code *

Select the token type that was used by the authoriser to generate the approval code: *

Infinity Secure

Physical Token

Note: Please resend the notification to Authoriser if approval code has expired.

Enter Approval Code

* Mandatory Fields

Authoriser *

Approval Code *

Select the token type that was used by the authoriser to generate the approval code: *

Infinity Secure

Physical Token

Note: Please resend the notification to Authoriser if approval code has expired.

Cancel

Submit

30

How to Approve a Batch via Proxy Authorisation

Approve Batch Transactions via Proxy

- 13. Confirmation message will be displayed once the transactions are successfully submitted.
- 14. You can view the transaction status under “Manage Batch Transactions”.
- 15. If the batch transactions submitted are successfully sent to the bank, the status will display as “Successful”.

13

Batch Details

1

Enter Details

2

Authorise

3

Send to Bank

Batch ID : 4729

You have successfully actioned on 2 transaction(s) in your batch.

View BIB reference ^
FT22020001175027
FT22020001175024

You can view the batch details or manage other batches.

View

Manage Batch

Manage Batch

+ Create New Batch

Export

Batch ID

Batch Date

Batch Maker

Number of Transactions

Currency

Batch Amount

Authorisers

Status

Clear Filter(s)

10+ Record(s)

Customise View

Batch ID	Batch Date	Number of Transactions	Currency	Batch Amount	Authorisers	Status	Action
4729	18/07/2022	2	SGD	46.00		Submitted	<div><div>View Batch Details</div><div>Delete</div></div>
4728	18/07/2022	2	SGD	86.00	--		

14

15

Transaction Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account		SGD	28.00	18/07/2022		Successful	
Transfer to UOB Account		SGD	18.00	18/07/2022		Successful	

Cancel

Delete This Batch

15



Right By You