

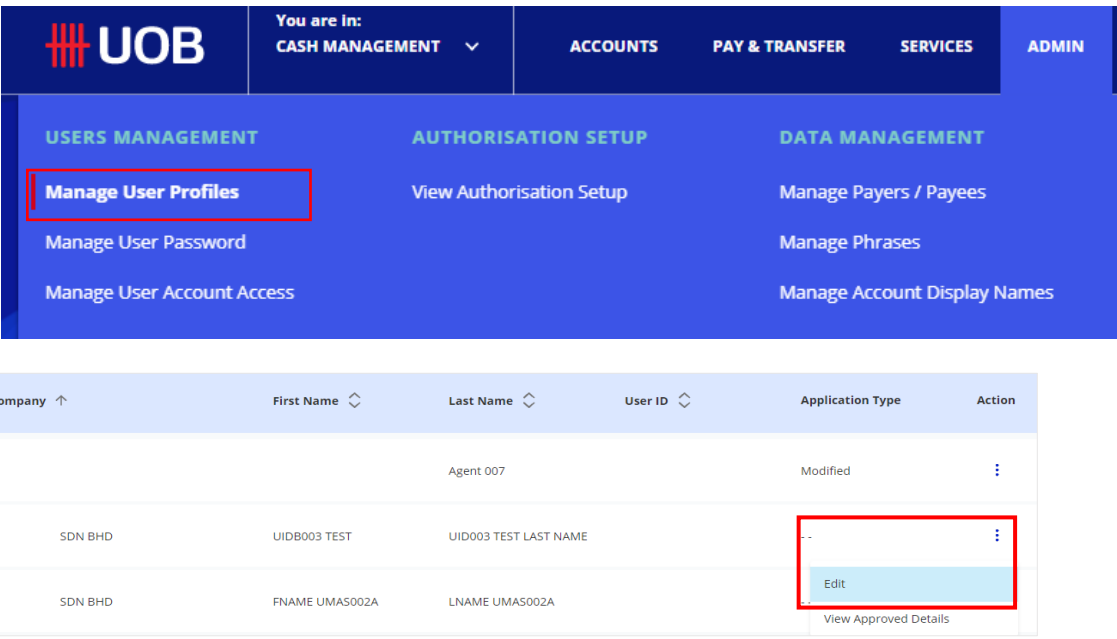
## USER GUIDE: PRE-APPROVED PAYEES

### Important Notes:

- User access rights must be granted by Company Administrator (CA).
- With PAP, Maker can only create payments to a list of specified payees.
- This function currently does not support file upload.


### A. Guide for Company Administrators in Infinity: Assigning Group Roles to User Profile

**Step 1**

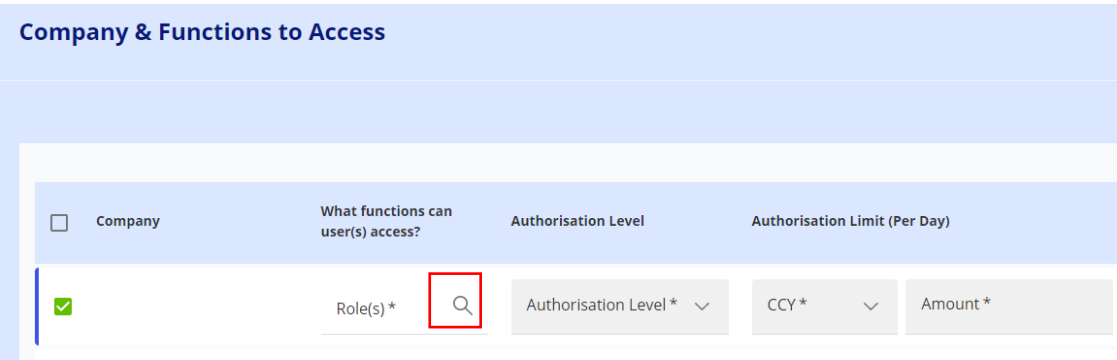


The screenshot shows the UOB Admin interface. The top navigation bar includes 'UOB', 'You are In: CASH MANAGEMENT', and tabs for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', and 'ADMIN'. Under the 'ADMIN' tab, there are three main sections: 'USERS MANAGEMENT', 'AUTHORISATION SETUP', and 'DATA MANAGEMENT'. In the 'USERS MANAGEMENT' section, 'Manage User Profiles' is highlighted with a red box. Below this, there are three sub-options: 'Manage User Password' and 'Manage User Account Access'. The 'AUTHORISATION SETUP' section has 'View Authorisation Setup'. The 'DATA MANAGEMENT' section has 'Manage Payers / Payees', 'Manage Phrases', and 'Manage Account Display Names'. Below the menu is a table of users with columns: Company, First Name, Last Name, User ID, Application Type, and Action. The table contains three rows of user data. The 'Edit' button in the 'Action' column for the second row is highlighted with a red box.


a) From the top menu bar, go to **Admin > Users Management > Manage User Profiles**.

b) Select the User and click  to edit.

**Step 2**



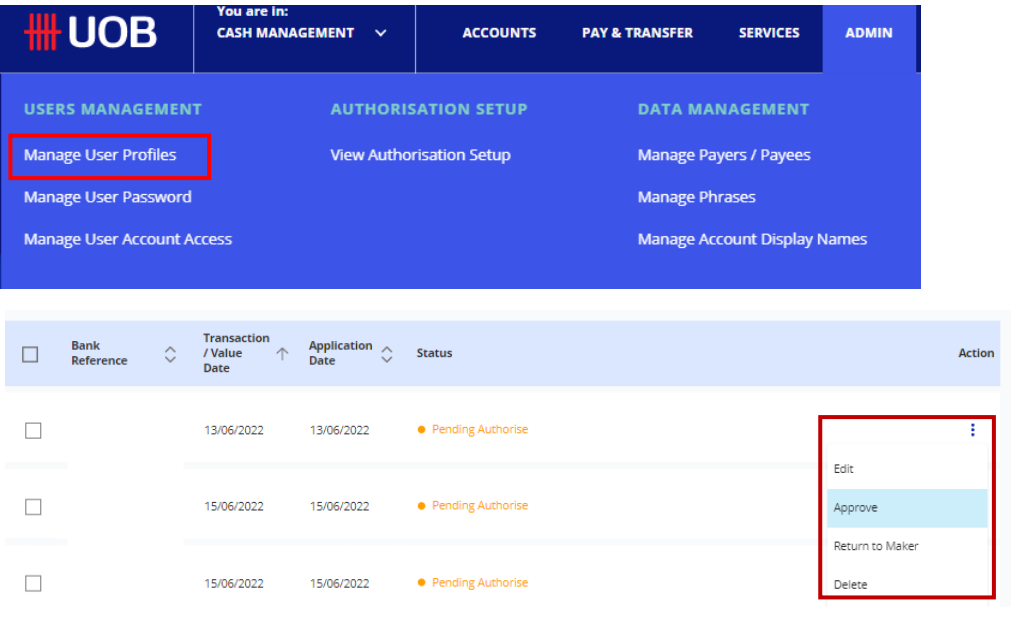
The screenshot shows the 'Company & Functions to Access' configuration screen. It features a table with the following columns: 'Company', 'What functions can user(s) access?', 'Authorisation Level', and 'Authorisation Limit (Per Day)'. The 'Company' column has a checked checkbox. The 'What functions can user(s) access?' column has a search icon highlighted with a red box. Below the table, there are input fields for 'Role(s) \*', 'Authorisation Level \*', 'CCY \*', and 'Amount \*'.

Tick the selected company and click  at "Role(s)".




## B. Guide for Company Administrators in Infinity: Approving the User Profile Setup

**Step 1**



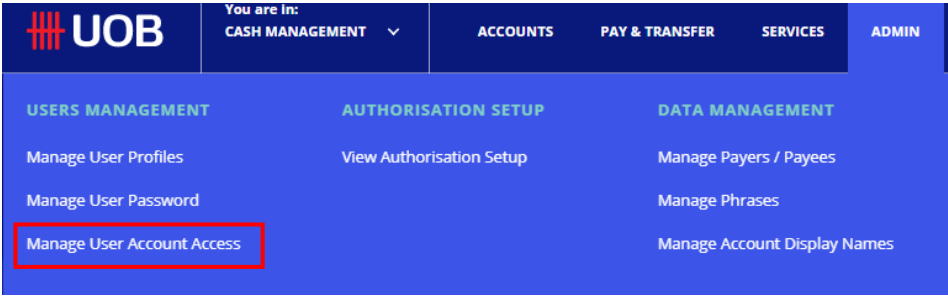
The screenshot shows the UOB Infinity Admin interface. The top navigation bar includes 'UOB', 'You are in: CASH MANAGEMENT', and tabs for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', and 'ADMIN'. Under the 'ADMIN' tab, there are three main sections: 'USERS MANAGEMENT', 'AUTHORISATION SETUP', and 'DATA MANAGEMENT'. In the 'USERS MANAGEMENT' section, 'Manage User Profiles' is highlighted with a red box. Below this is a table with columns: Bank Reference, Transaction / Value Date, Application Date, Status, and Action. The table contains three rows, all with a status of 'Pending Authorise'. A context menu is open for the first row, with 'Approve' highlighted in blue.

Bank Reference	Transaction / Value Date	Application Date	Status	Action
<input type="checkbox"/>	13/06/2022	13/06/2022	Pending Authorise	<ul style="list-style-type: none"> <li>Edit</li> <li>Approve</li> <li>Return to Maker</li> <li>Delete</li> </ul>
<input type="checkbox"/>	15/06/2022	15/06/2022	Pending Authorise	
<input type="checkbox"/>	15/06/2022	15/06/2022	Pending Authorise	

- From the top menu bar, go to Admin > Users Management > Manage User Profiles.
- Select the User and click  and select "Approve".
- Authoriser may approve using Infinity Secure or physical token by following the on-screen instructions.

## C. Guide for Company Administrators in Infinity: Restricting Maker to Payments Only to Pre-Approved Payees

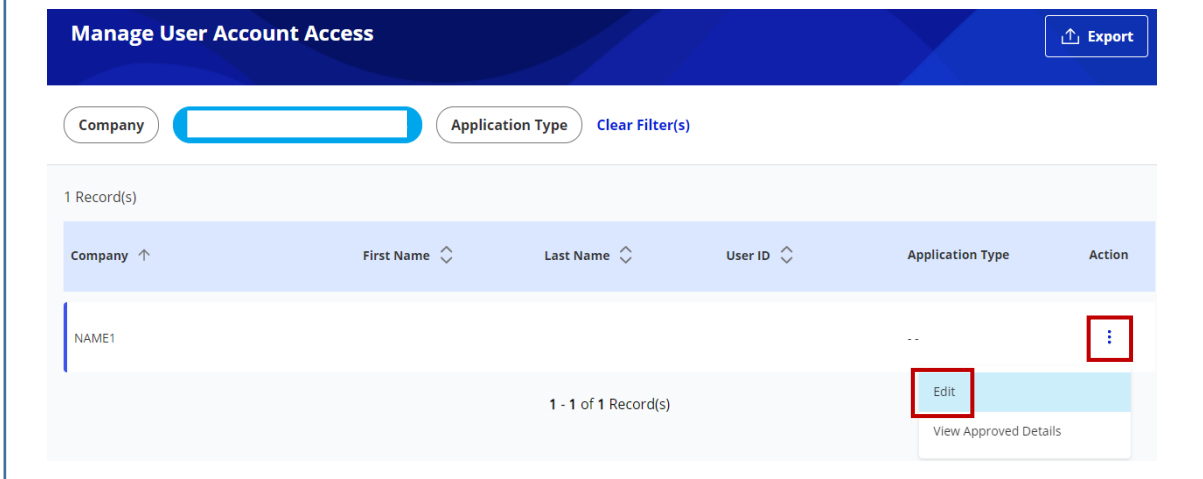
**Step 1**



The screenshot shows the UOB Infinity Admin interface. The top navigation bar includes 'UOB', 'You are in: CASH MANAGEMENT', and tabs for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', and 'ADMIN'. Under the 'ADMIN' tab, there are three main sections: 'USERS MANAGEMENT', 'AUTHORISATION SETUP', and 'DATA MANAGEMENT'. In the 'USERS MANAGEMENT' section, 'Manage User Account Access' is highlighted with a red box.

From the top menu bar, go to Admin > Users Management > Manage User Account Access.

## Step 2



Manage User Account Access Export

Company  Application Type [Clear Filter\(s\)](#)

1 Record(s)

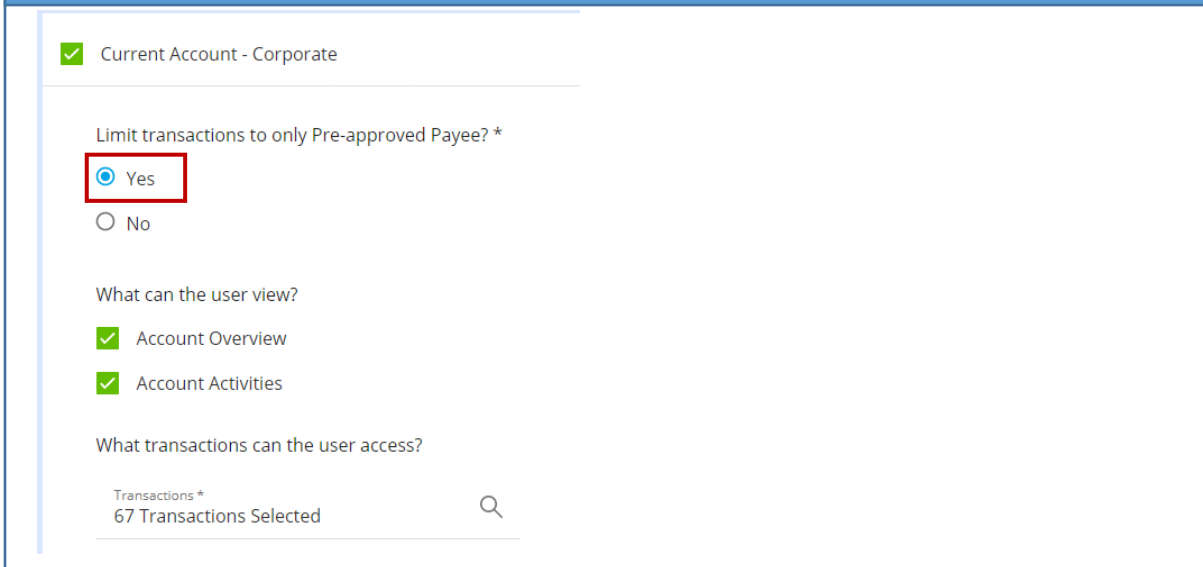
Company	First Name	Last Name	User ID	Application Type	Action
NAME1					...

1 - 1 of 1 Record(s)

[Edit](#) [View Approved Details](#)

Search for the Maker/User, then click  and select “Edit”.

## Step 3



Current Account - Corporate

Limit transactions to only Pre-approved Payee? \*

Yes  No

What can the user view?

Account Overview  Account Activities

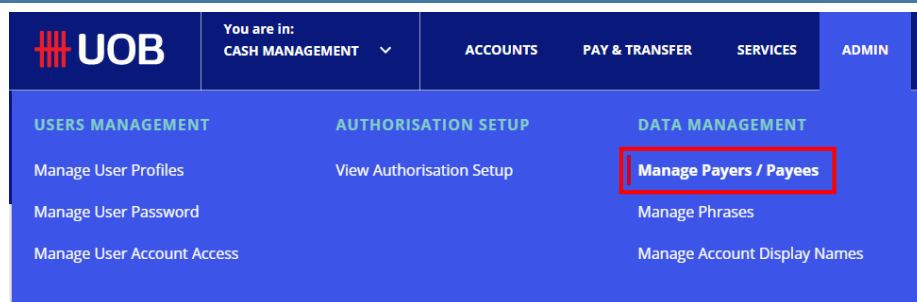
What transactions can the user access?

Transactions\*  
67 Transactions Selected

- Search for the account number for the access restriction. At “Limit transactions to only Pre-approved Payee?”, select “Yes”. Repeat this step for all required accounts.
- Next, click “Submit” to proceed with approval. Authoriser may refer to Section B (page 3) to approve.

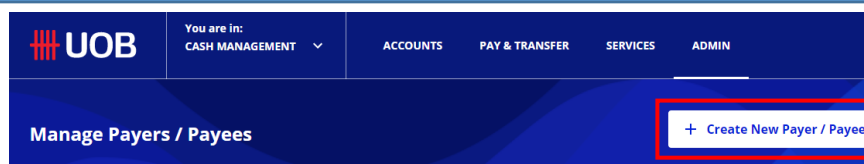
## D. Guide for Company Administrators in Infinity: To Create and Approve Pre-Approved Payees

### Step 1



- a) Users with "PAB Approve" or "PAB Create" access will be able to create a list of payees.
- b) From the top menu bar, go to **Admin > Data Management > Manage Payers / Payees**.

### Step 2



Click [+ Create New Payer / Payee](#) to create new payee.

### Step 3

**New**

#### Create New Payer / Payee

1 Enter Details    2 Authorise    3 Done

\* Mandatory Fields

#### General Details

Choose a company to add payer / payee and select transaction category.

Company *	ALL	▼
Transaction Category *	Interbank GIRO	▼

#### Other Details

You may also include the following details

Pre-Approved Payee

Currency ▼    Threshold Amount

Payee Advice Details

#### Adding to Pre-Approved Payee

An authorisation process is needed to add a Pre-Approved Payee.

Cancel    Submit

- Choose the Company and Transaction Category to create the Pre-Approved Payee.
- At "Other Details", if "Pre-Approved Payee" is ticked, the new payee needs to be approved by authoriser for the Pre-Approved Payee to be set up. Maker will not be able to edit the payee details when making payment.

### Step 4

**To**

Enter payee's details

Payee Name\* [Search]

**Pre-Approved Payee**

Bank Name\* UOB BANK [Search]    Bank Code\* [Search]

Account Number\* [Search]

- When performing payments, the maker with Pre-Approved Payee access will only be able to make payments to payees listed in the Pre-Approved Payee list.
- This is indicated by the grey shading of the payee details.