

UOB INFINITY

User Guide



For Company Administrators User Management

Table of Contents



1. For <u>New</u> User: Creation of User Profile & Setup of Roles/Functions	4
❑ Creation of New User & Setup of Roles/Functions for New User	5
❑ Setup Table for User Profile – Role & Account Access Assignments	13
2. For <u>Existing</u> User: Editing of User Information	20
❑ Editing of User Information for Existing User	21
3. For <u>Existing</u> User: Editing of Roles/Functions Assignments	25
❑ Editing of Roles/Functions for Existing User	26
4. For <u>Existing</u> User: Editing of User Account Access Assignments	30
❑ Editing of User Account Access for Existing User	31
5. Appendix	34
❑ Summary of Role Descriptions	35
❑ Payroll Executive Access	42
❑ Pre-Approved Payee (PAP) Management	44



1. For New User:

Creation of User Profile & Setup of Roles/Functions

- To create a new User, please proceed to complete the **“Create New User – Profile”** and **“User Account Access”** setups described under steps **1** to **7**

Creation of New User & Setup of Roles/Functions for New User

To create a new User, the Company Administrator is required to complete the **“Create New User – Profile”** and **“User Account Access”** setups (from Steps **1** to **7** below).

1 Create New User Profile

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

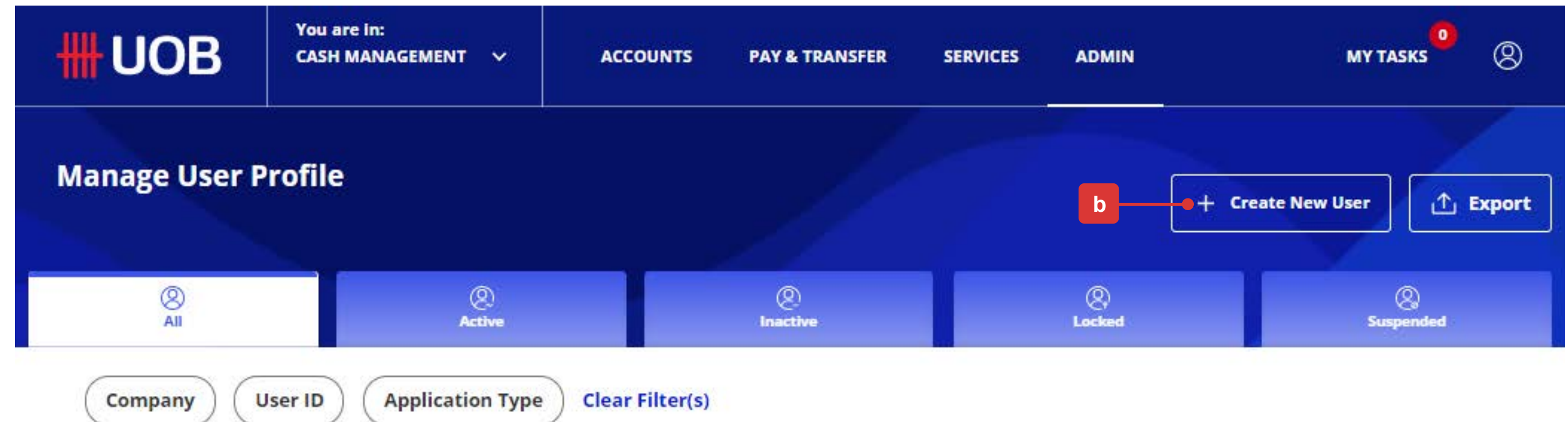
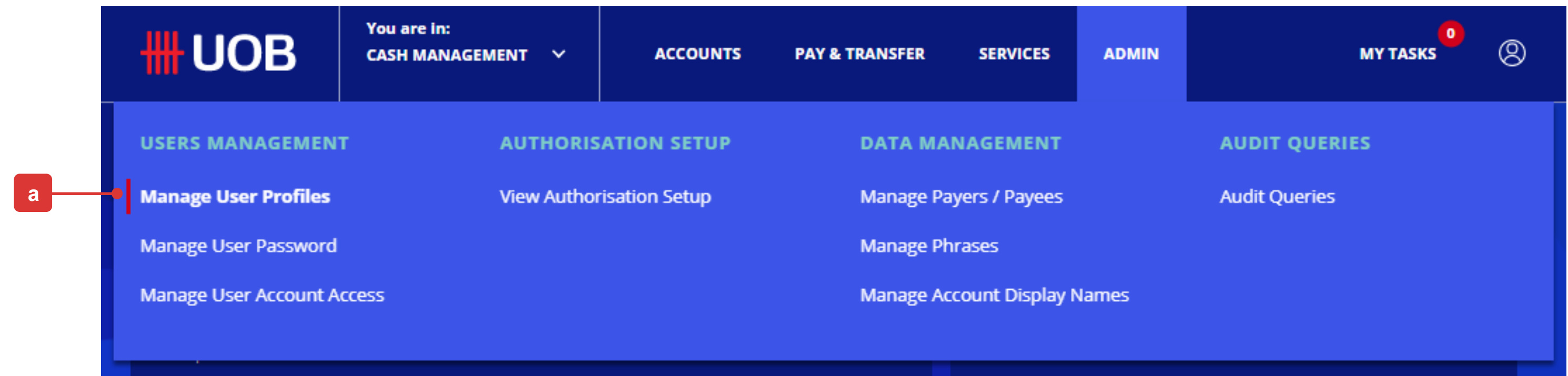
(b) Click **“Create New User”**.

Note: You will only be able to create the User Profiles for the following:

- **Enquirer**
- **Maker**
- **Payroll Maker**

*The User Profile below is created by the Bank. However, you can setup the roles/functions for the User – refer to the **“Setup Table for User Profile - Role & Account Access Assignments”** (Page 13) for more information.*

- **Payroll Authoriser**



Creation of New User & Setup of Roles/Functions for New User

2 Create New User Profile

- The **“Organisation ID”** will be auto populated. Enter the **“User ID”**, **“First Name”** and **“Last Name”**.
- Select the **“Country of Identification Document”** from the dropdown list.
- Select the **“Type of Identification Document”** and key in the document number.
- “Profile Status”** will be under status **“Inactive”** by default. The new User can self-activate his/her own User ID once he/she logs in to UOB Infinity for the first time.
- Enter the **“Contact Email”** and **“Contact Number”**. This information is important as it will be used for the registration and activation of Infinity Secure (Digital Token) for the new User.
- Select the default company/entity from the dropdown list (Multiple companies/entities will be available for Primary/Affiliate company/entity access. Select the default company/entity that the new User belongs to).
- Select the **“Location”**, **“Time Zone”**, **“Base Currency”** and **“Language”**.
- If your company/entity has extra physical tokens, you will be able to search and assign a token to the newly created User.

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

Create New User - Profile

Before you start, please note that:

1. You will need an available and unassigned token for new user.
If you do not have a token for the new user, [contact us](#).

* Mandatory Fields

User Details

Organisation ID* JACKYC User ID* TESTER1
First Name* User Last Name* Test01
Country of Identification Document* Singapore
Type of Identification Document*
Identification Document Number* MA087543

Profile Status

Profile Status* Inactive

Contact Details

Contact Email* test@gmail.com
Contact Number* 87654321
+ Add Fax Number
+ Add Address


Settings

Default Company*
Default Location* Singapore Time Zone* Asia/Singapore
Base Currency* SGD Language* English

Token Details

If you do not have an available token you can save as draft and [contact us](#).

Token Serial Number 2651292742
Private Token No.
Token Status Activated
Remarks



Creation of New User & Setup of Roles/Functions for New User

3 Setup of Roles/Functions for New User

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

(a) Select the **“Company & Administration Tasks”** which you want to assign to the new 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 assign to the new 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/Entities, click on the **“Role(s)”** lookup icon to select and assign the respective function accesses to the new User.

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

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

The screenshot displays a user setup interface with two main sections: "Company & Administration Tasks" and "Company & Functions to Access".

- Company & Administration Tasks:** A search bar labeled "Company & Administration Tasks*" with a magnifying glass icon. A red callout 'a' points to this search bar.
- Company & Functions to Access:** A table with columns: "Company", "What functions can user(s) access?", "Authorisation Level", and "Authorisation Limit (Per Day)". The table contains several rows. The first row is selected, indicated by a green checkmark in the "Company" column. A red callout 'b' points to this checkmark. The "What functions can user(s) access?" column contains a "Role(s)" lookup icon. A red callout 'c' points to this icon.
- Buttons:** At the bottom of the interface, there are "Cancel" and "Next" buttons. A red callout 'd' points to the "Next" button.

Creation of New User & Setup of Roles/Functions for New User

4 Submission of Setup (Review)

Upon clicking the **“Next”** button, you will be allowed to check the New User Profile Details 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 new User being created will be cancelled and will not be saved as a draft.
- (b) **“Edit”**: If you proceed with this, you will be directed back to the previous creation page.
- (c) **“Submit”**: Please refer to the next page for the detailed explanation.

Creation of New User & Setup of Roles/Functions for New User

5 Submission of Setup (Authorisation)

Upon clicking the **“Submit”** button, you will be directed to authorize the request for the creation and setup of the roles/functions for the new User.

- (a) Please follow the on-screen instructions to authorize 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).

- (b) A confirmation message will be displayed if the new User Profile has been successfully approved.

Please inform the newly created User to refer to this guide on how to activate the User ID and setup the password: <https://www.uob.com.my/infinity/pdf/guides/infinity-getting-started.pdf>

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 product(s) and/or service(s).

Set as default authentication method.

Cancel **Submit**

UOB You are In: CASH MANAGEMENT | ACCOUNTS | PAY & TRANSFER | eFX | SERVICES | ADMIN | MY TASKS

Create New User - Profile

b User profile has been successfully approved.

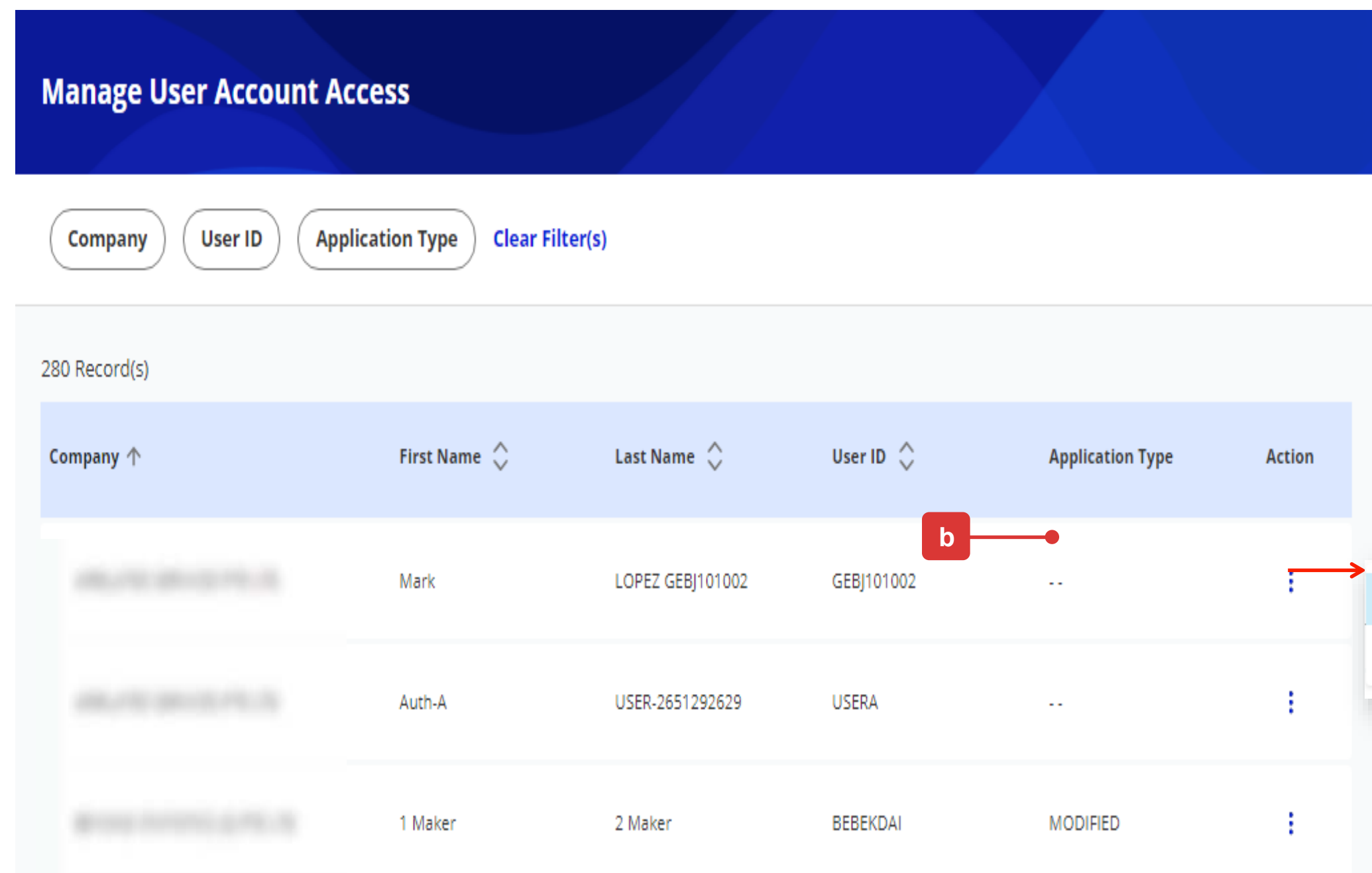
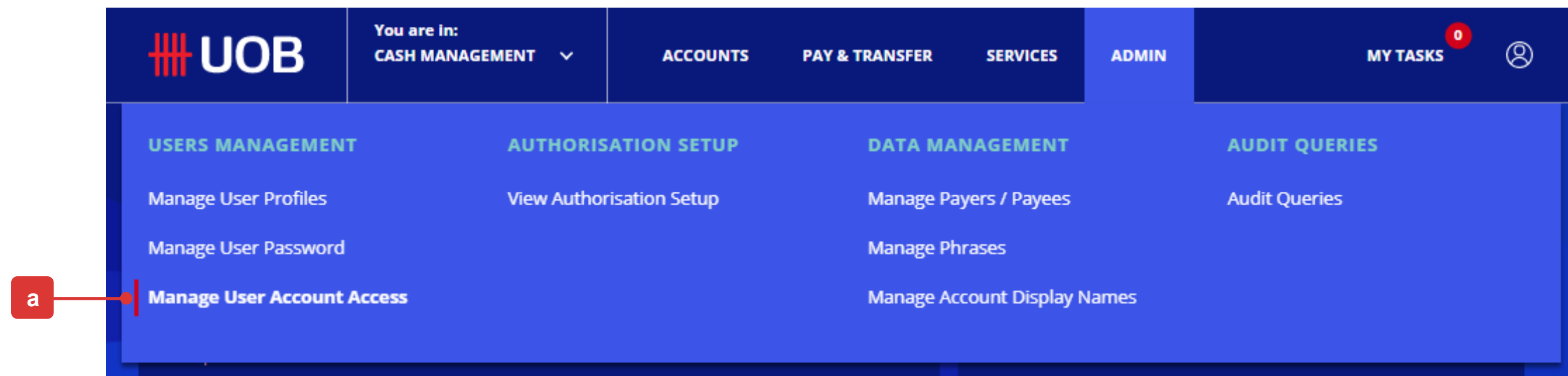
Done **Create New Profile**

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 “My Tasks” under the “Admin(s)” tab.

Creation of New User & Setup of Roles/Functions for New User

6 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*).



Creation of New User & Setup of Roles/Functions for New User

7 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.

Edit User - User Account Access

User Details

Organisation ID: [non-editable]
User ID: [non-editable]
First Name: Mark
Last Name: LOPEZ GEBJ101002
Country of Identification Document: SG
Type of Identification Document: NRIC
Identification Document Number: 55402138K

Account and Product to Access

AIRELATED SERVICES PTE LTD (Default Company)

Select All Accounts

Current Account - Corporate 1463051688 - SGD

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 * [Search]

a

b

c

d

e

What transactions can user access?

Search for Transactions: [Search]

Select All

Bankier's Guarantee

Bulk Online Collection FAST/GIRO

Bulk Online Collection Inter Bank Giro (BG)

Bulk Online Collection Inter Bank Giro (BG) Express

Bulk Online Payroll FAST/GIRO Employee

Bulk Online Payroll FAST/GIRO Executive

Bulk Online Payroll Inter Bank Giro (BG) Employee

WANG WANG PTE LTD

Select All Accounts

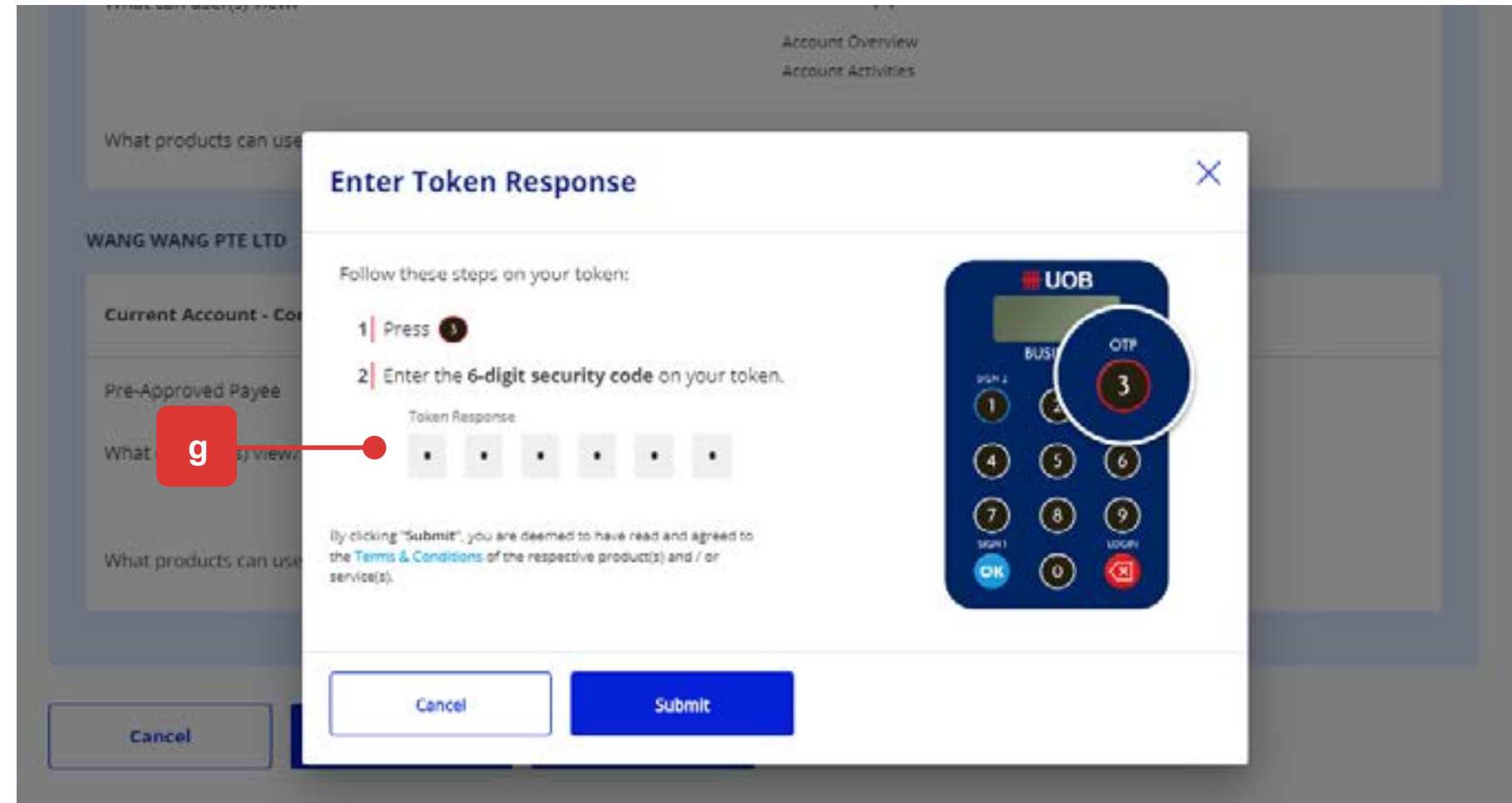
Current Account - Corporate 1013450124 - SGD

f

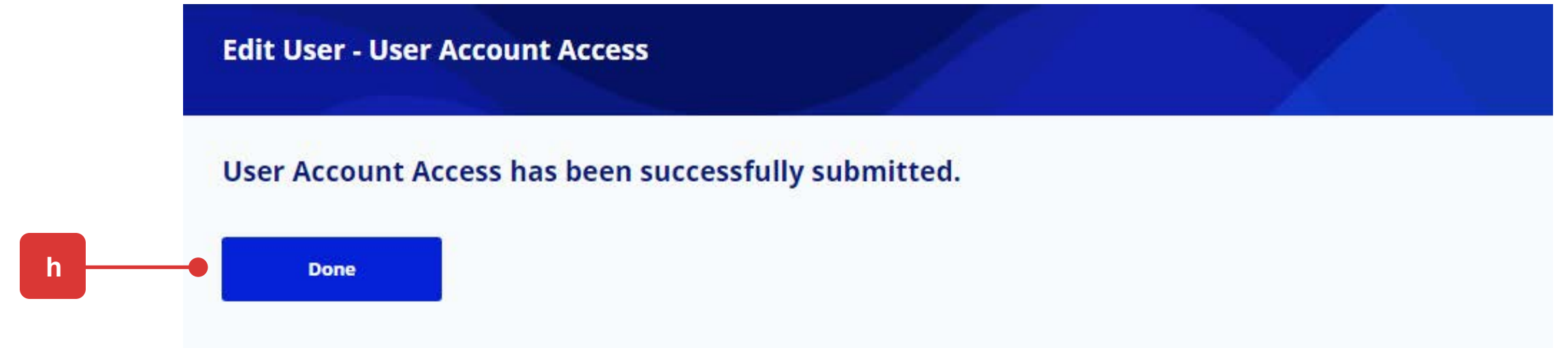
Creation of New User & Setup of Roles/Functions for New User

7 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

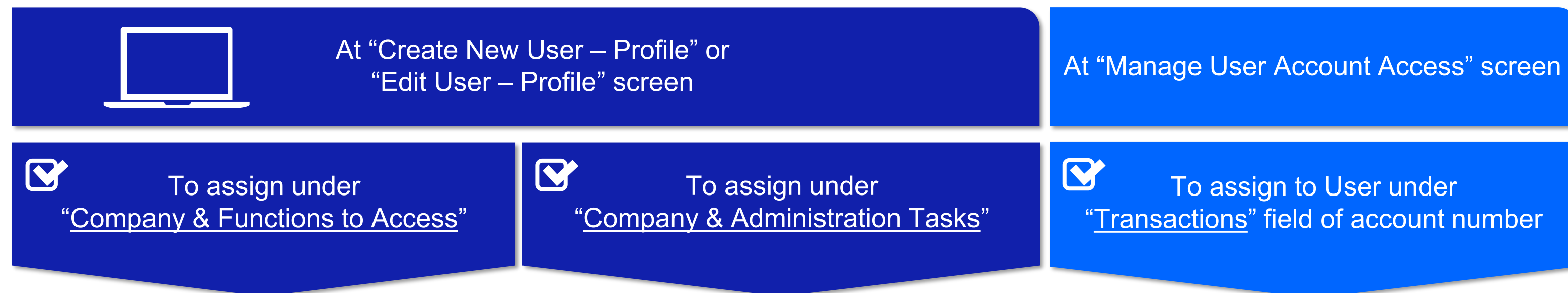


Assignments for Users WITHOUT Payroll Access

Type of User	Description of Access	Administration Tasks	Functions to Access	User Account Access
1 Enquirer	<ul style="list-style-type: none"> View account summary/statement View transactions 	Standard Roles Assignment <ul style="list-style-type: none"> User - Admin User - Portlets 	Standard Roles Assignment <ul style="list-style-type: none"> 00 All Account Services 02 All Cash – View 02 All Trade – View DuitNow Request Enquirer DuitNow Request Bundled Enquirer DuitNow Autodebit Registration Enquirer 	Product Assignment <p>All Products (Company Administrator to <u>exclude</u> Payroll)</p>
2 Maker	<ul style="list-style-type: none"> Create all types of transactions (Company Administrator to <u>exclude</u> Payroll) View account details 	<ul style="list-style-type: none"> User - Admin User - Portlets 	<ul style="list-style-type: none"> 00 All Account Services 01 All Cash – Transact 01 All Trade – Transact 01 All Bulk Paymt – Create OR 01 All Bulk Paymt NG - Create 01 All Bulk Paymt – Upload OR 01 All Bulk Paymt NG – Upload 01 Bulk Collection – Create 01 Bulk Collection – Upload DuitNow Request Maker DuitNow Request Bundled Maker DuitNow Autodebit Registration Maker 	<p>All Products (Company Administrator to <u>exclude</u> Payroll)</p>

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.)



Assignments for Users WITHOUT Payroll Access

Type of User	Description of Access	Administration Tasks	Functions to Access	User Account Access
3 Authoriser	<ul style="list-style-type: none"> Create/approve transactions (Company Administrator to exclude Payroll) View account details 	Standard Roles Assignment <ul style="list-style-type: none"> User - Admin User - Portlets 	Standard Roles Assignment <ul style="list-style-type: none"> 00 All Account Services 01 All Cash – Transact 01 All Trade – Transact 01 All Bulk Paymt – Create OR 01 All Bulk Paymt NG - Create OR 01 All Bulk Paymt – Upload OR 01 All Bulk Paymt NG - Upload 01 Bulk Collection – Create 01 Bulk Collection – Upload DuitNow Request Authorizer DuitNow Request Bundled Authorizer DuitNow Autodebit Registration Authorizer 	Product Assignment <p>All Products (Company Administrator to <u>exclude</u> Payroll)</p>

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	Functions to Access ^b	User Account Access
--------------	-----------------------	----------------------	----------------------------------	---------------------

4

Payroll Employee Access

Payroll Maker

- Create payroll transactions
- Upload payroll files
- View payroll details

Standard Roles Assignment

- User - Admin
- User - Portlets

Setup for Payroll Employee Access ^d

Standard Roles Assignment

- (01 Bulk Payroll EMPL – Create + 01 Bulk Payroll EMPL Upload) ^c
- (33 Payroll Amount Access + 33 Payroll Details Access)

Product Assignment

Only Payroll Employee Products

5

Payroll Employee Access

Payroll Authoriser ^a

Access Payroll Details & Amount

- Create and approve payroll transactions with both payroll amount and details access

- User - Admin
- User - Portlets

- 01 Bulk Payroll EMPL - Approve ^c AND

- (33 Payroll Amount Access + 33 Payroll Details Access)

Only Payroll Employee Products

Note:

^a Payroll Signatory Group & Authorisation limits can only be setup by the Bank.

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

^c "Bulk Payroll EMPL" Roles include the additional payment method IBG. Please refer to the table "Summary of Role Descriptions" in the Appendix for the list of Products in each Role.

^d Payroll Employee and Payroll Executive are two separate Payroll access options. Payroll Users are assigned Payroll Employee access by default. Refer to Page 17 on the Setup for Payroll Executive access.

Assignments for Users WITH Payroll Access

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



Assignments for Users WITH Payroll Access

Type of User	Description of Access	Administration Tasks	Functions to Access ^b	User Account Access
6 Payroll <u>Employee</u> Access Payroll Authoriser ^a Access <u>Payroll Details ONLY</u>	<u>Access Payroll Details ONLY</u> <ul style="list-style-type: none"> View beneficiary details and total amount Cannot view individual record's amount Cannot view highest amount 	Standard Roles Assignment <ul style="list-style-type: none"> User - Admin User - Portlets 	Setup for Payroll <u>Employee</u> Access ^d Standard Roles Assignment <ul style="list-style-type: none"> 01 Bulk Payroll EMPL - Approve ^c AND 33 Payroll Details Access 	Product Assignment Only Payroll <u>Employee</u> Products
7 Payroll <u>Employee</u> Access Payroll Authoriser ^a Access <u>Payroll Amount ONLY</u>	<u>Access Payroll Amount ONLY</u> <ul style="list-style-type: none"> View total amount and highest amount Cannot view individual record's amount Cannot view beneficiary details. 	<ul style="list-style-type: none"> User - Admin User - Portlets 	<ul style="list-style-type: none"> 01 Bulk Payroll EMPL - Approve ^c AND 33 Payroll Amount Access 	Only Payroll <u>Employee</u> Products

Note:
^a Payroll Signatory Group & Authorisation limits can only be setup by the Bank.
^b Please refer to the table "Summary of Role Descriptions" in the Appendix for more details of the Roles under "Functions to Access" above.
^c "Bulk Payroll EMPL" Roles include the additional payment method IBG. Please refer to the table "Summary of Role Descriptions" in the Appendix for the list of Products in each Role.
^d Payroll Employee and Payroll Executive are two separate Payroll access options. Payroll Users are assigned Payroll Employee access by default. Refer to Page 17 on the Setup for Payroll Executive access.

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

Assignments for Users WITH Payroll Access



Type of User	Description of Access	Administration Tasks	Functions to Access ^b	User Account Access
--------------	-----------------------	----------------------	----------------------------------	---------------------

8

Payroll Executive Access

Payroll Maker

- Create payroll transactions
- Upload payroll files
- View payroll details

Standard Roles Assignment

- User - Admin
- User - Portlets

Setup for Payroll Executive Access ^d

Standard Roles Assignment

- 01 Bulk Payroll EXEC – Create ^c
- 01 Bulk Payroll EXEC – Upload ^c
- 33 Payroll Amount Access
- 33 Payroll Details Access

Product Assignment

Only Payroll Executive Products

9

Payroll Executive Access

Payroll Authoriser ^a

Access Payroll Details & Amount

- Create and approve payroll transactions with both payroll amount and details access

- User - Admin
- User - Portlets

- 01 Bulk Payroll EXEC – Approve ^c
- 33 Payroll Amount Access
- 33 Payroll Details Access

Only Payroll Executive Products

Note:
^a Payroll Signatory Group & Authorisation limits can only be setup by the Bank.
^b Please refer to the table “Summary of Role Descriptions” in the Appendix for more details of the Roles under “Functions to Access” above.
^c “Bulk Payroll EXEC” Roles include the additional payment method IBG. Please refer to the table “Summary of Role Descriptions” in the Appendix for the list of Products in each Role.
^d Payroll Employee and Payroll Executive are two separate Payroll access options. Payroll Users are assigned Payroll Employee access by default. Refer to Page 15 on the Setup for Payroll Employee access.

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

Assignments for Users WITH Payroll Access



Type of User	Description of Access	Administration Tasks	Functions to Access ^b	User Account Access
--------------	-----------------------	----------------------	----------------------------------	---------------------

10

Payroll Executive Access
Payroll Authoriser ^a
 Access
Payroll Details ONLY

Access Payroll Details ONLY

- View beneficiary details and total amount
- Cannot view individual record's amount
- Cannot view highest amount

Standard Roles Assignment

- User - Admin
- User - Portlets

Setup for Payroll Executive Access ^d
 Standard Roles Assignment

- 01 Bulk Payroll EXEC – Approve ^c
- 33 Payroll Details Access

Product Assignment

Only Payroll Executive Products

11

Payroll Executive Access
Payroll Authoriser ^a
 Access
Payroll Amount ONLY

Access Payroll Amount ONLY

- View total amount and highest amount
- Cannot view individual record's amount
- Cannot view beneficiary details.

- User - Admin
- User - Portlets

- 01 Bulk Payroll EXEC – Approve ^c
- 33 Payroll Amount Access

Only Payroll Executive Products

Note:
^a Payroll Signatory Group & Authorisation limits can only be setup by the Bank.
^b Please refer to the table "Summary of Role Descriptions" in the Appendix for more details of the Roles under "Functions to Access" above.
^c "Bulk Payroll EXEC" Roles include the additional payment method IBG. Please refer to the table "Summary of Role Descriptions" in the Appendix for the list of Products in each Role.
^d Payroll Employee and Payroll Executive are two separate Payroll access options. Payroll Users are assigned Payroll Employee access by default. Refer to Page 15 on the Setup for Payroll Employee access.

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.



At "Create New User – Profile" or "Edit User – Profile" screen

At "Manage User Account Access" screen



To assign under "Company & Functions to Access"



To assign under "Company & Administration Tasks"



To assign to User under "Transactions" field of account number

Type of User

Description of Access

Administration Tasks

Functions to Access ²

User Account Access

Optional Roles: Optional functions access to assign in addition to the User's Standard Roles Assignments

12

Allowed to Create/Approve Pre-Approved Payee ¹

- Create/maintain & approve Pre-approved Payee setups in Manage Payer/Payee

▪ *Not Applicable*

- 50 PAB Create
- 50 PAB Approve

Base on the User's Standard Roles and Product Assignments

13

Verifier ²

- Verify transactions inputted by Maker before approval.

▪ *Not Applicable*

- 50 Verify

Base on the User's Standard Roles and Product Assignments

14

Sender ²

- Release fully authorised transactions to the Bank after authoriser approval.

▪ *Not Applicable*

- 50 Sender

Base on the User's Standard Roles and Product Assignments

Note:

¹ 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.

² Transaction approval setting can only be setup by the Bank.

Optional Assignments for Users

2. For Existing User:

Editing of User Information



- To edit the user information of an existing User, please follow the steps as described under **1** to **4**
- Under User Profile, the user Information is displayed in the sub-sections below:
 - User Details
 - Profile Status
 - Contact Details
 - Settings

Editing of User Information for Existing User

1 Manage User Profile

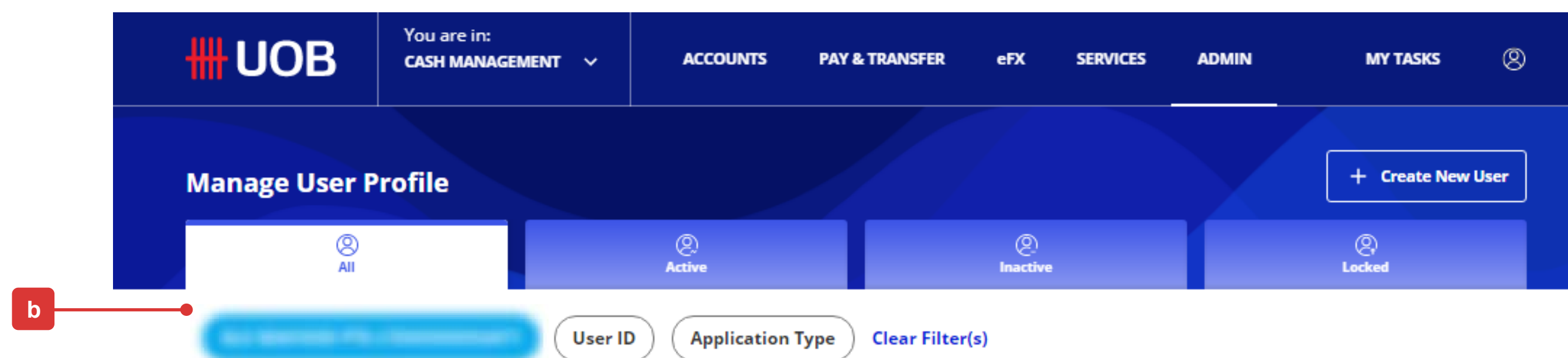
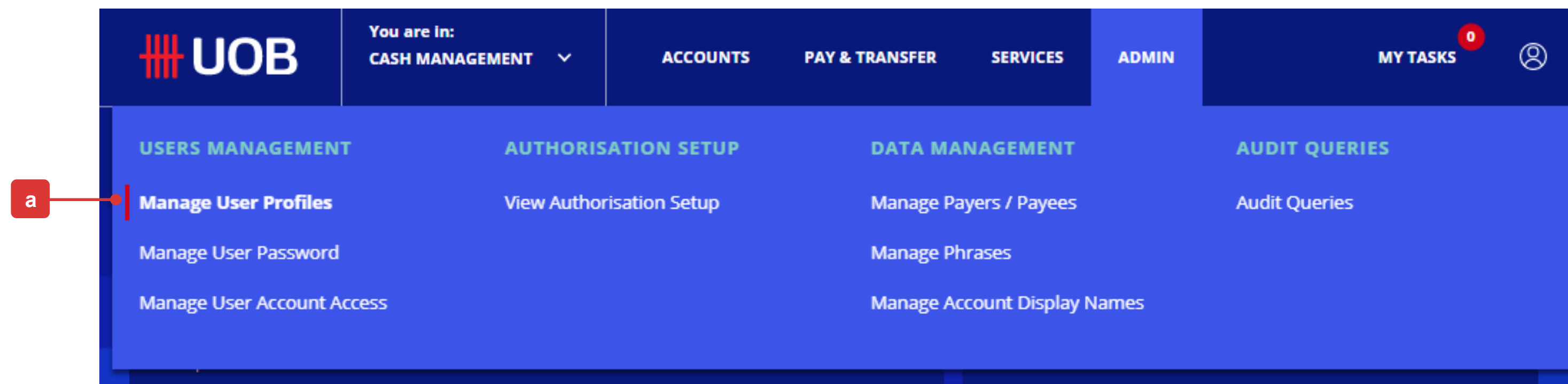
(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select **ADMIN > Manage User Profiles**.

(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



53 Record(s)

Company ↑	First Name ⇅	Last Name ⇅	User ID ⇅	Application Type	Profile Status ⇅	Action
[Redacted]	Jessie	LACUNA GEBJ081302	LACUNA	--	● Active	⋮ →
[Redacted]	Gerald	Thomson	TBUAT11	--	● Active	⋮
[Redacted]	JJK	IUKL	KLIONM	--	● Inactive	⋮

A red callout 'c' points to the 'Delete' option in the action menu for the first user profile.

Editing of User Information for Existing User

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.

The screenshot displays the UOB 'Edit User - Profile' interface. At the top, the UOB logo and navigation menu are visible. The main heading is 'Edit User - Profile', with a progress indicator showing three steps: 1. Edit, 2. Authorise, and 3. Done. Below this, a 'Before you start, please note that:' section contains a 'Save as Draft' button and a warning message: '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.' The main content area features four expandable sections: 'User Details', 'Profile Status', 'Contact Details', and 'Settings'. A red box labeled 'a' points to the 'User Details' section. At the bottom, there are 'Cancel' and 'Next' buttons, with a red box labeled 'b' pointing to the 'Next' button.

Editing of User Information for Existing User

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 displays the 'Edit User - Profile' page in the UOB system. The page is titled 'Please review and submit.' and contains the following sections:

- User Details:** Organisation ID, User ID, First Name (User), Last Name (Test01), Country of Identification Document (Singapore), Type of Identification Document (Passport), Identification Document Number (MA765133).
- Profile Status:** Profile Status (Inactive).
- Contact Details:** Contact Email (test@gmail.com), Contact Number (87654321), Fax Number, Address.
- Settings:** Default Company, Default Location (Singapore), Time Zone (Asia/Singapore), Base Currency (SGD), Language (English).

At the bottom of the page, there are three buttons: 'Cancel', 'Edit', and 'Submit'. Red circles labeled 'a', 'b', and 'c' are placed below the 'Cancel', 'Edit', and 'Submit' buttons respectively, with lines pointing to the buttons.

Editing of User Information for Existing User

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).

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

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 product(s) and/or service(s).

Set as default authentication method.

Cancel **Submit**

UOB You are in: CASH MANAGEMENT

ACCOUNTS PAY & TRANSFER eFX SERVICES ADMIN MY TASKS

Edit User - Profile

b User profile has been successfully approved.

Done

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.

3. For Existing User:

Editing of Roles/Functions Assignments



- To edit the Roles/Functions assignments for an existing User, please follow the steps as described under **1** to **4**

Editing of Roles/Functions for Existing User

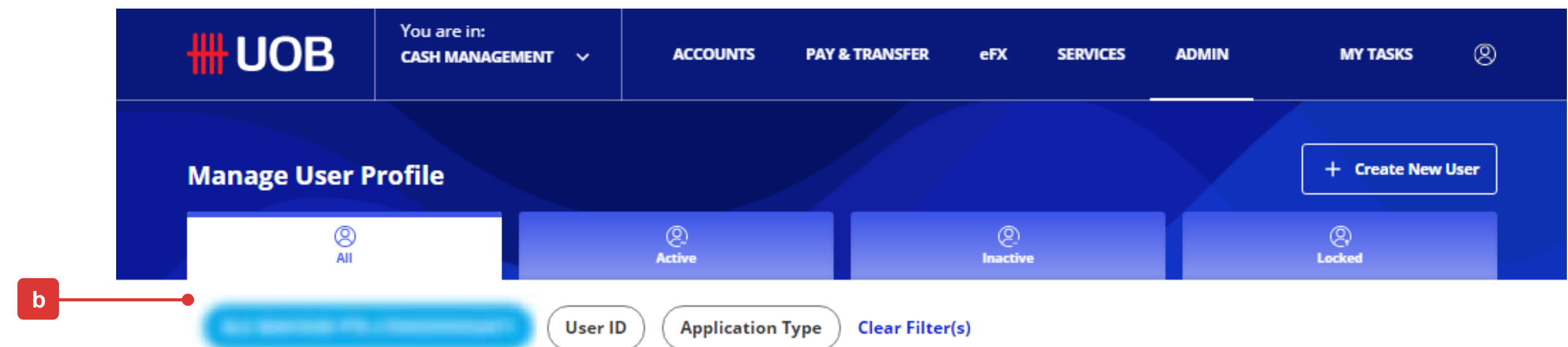
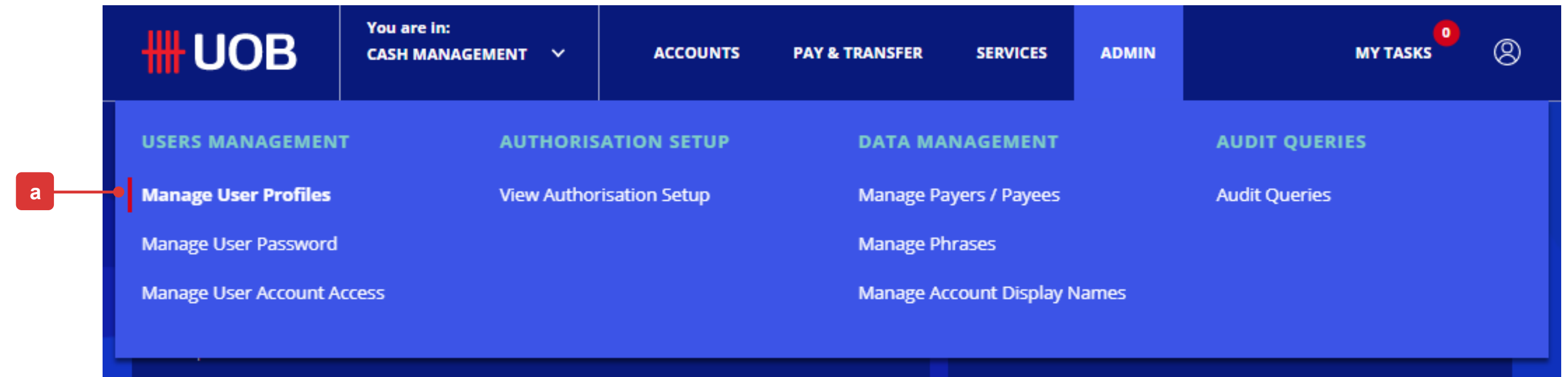
1 Manage User Profile

(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.



53 Record(s)

Company ↑	First Name ⇅	Last Name ⇅	User ID ⇅	Application Type	Profile Status ⇅	Action
[Redacted]	Jessie	LACUNA GEBJ081302	LACUNA	--	● Active	⋮ → Delete Edit View Approved Details
[Redacted]	Gerald	Thomson	TBUAT11	--	● Active	⋮
[Redacted]	JJK	IUKL	KLIONM	--	● Inactive	⋮

A red box labeled 'c' points to the 'Edit' option in the action menu for the first user profile.

Editing of Roles/Functions for Existing User

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.

The screenshot displays a software interface for editing user roles. It is divided into two main sections: 'Company & Administration Tasks' and 'Company & Functions to Access'.
1. **Company & Administration Tasks:** This section features a search bar containing the text 'Company & Administration Tasks*'. A red callout 'a' points to this search bar.
2. **Company & Functions to Access:** This section contains a table with the following columns: 'Company', 'What functions can user(s) access?', 'Authorisation Level', and 'Authorisation Limit (Per Day)'. The table has several rows. The first row is selected, indicated by a green checkmark in the 'Company' column. A red callout 'b' points to the first row. In the 'What functions can user(s) access?' column of the first row, there is a 'Role(s)' label and a magnifying glass icon. A red callout 'c' points to this magnifying glass icon.
3. **Buttons:** At the bottom of the interface, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted in blue, and a red callout 'd' points to it.

Editing of Roles/Functions for Existing User

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.*

The screenshot displays the 'Edit User - Profile' interface in the UOB system. At the top, the user is logged in as 'CASH MANAGEMENT'. The page shows a progress indicator with three steps: 1. Edit, 2. Authorise, and 3. Done. Below this, a message says 'Please review and submit.' The main content area is divided into two sections: 'Company & Administration Tasks' and 'Company & Functions to Access'. The 'Company & Administration Tasks' section shows 5 tasks selected, including 20 User Admin, 20 User - Portlets, and 20 User Profile. The 'Company & Functions to Access' section shows two identical blocks for function access, each with fields for 'Authorisation Level', 'Authorisation Limit (Per Day)', and 'What functions can user(s) access?'. At the bottom of the page, there are three buttons: 'Cancel', 'Edit', and 'Submit'. Red lines connect these buttons to labels 'a', 'b', and 'c' respectively.

Editing of Roles/Functions for Existing User

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).

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

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 product(s) and/or service(s).

Set as default authentication method.

Cancel **Submit**

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

Edit User - Profile

b User profile has been successfully approved.

Done

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.



4. For Existing User:

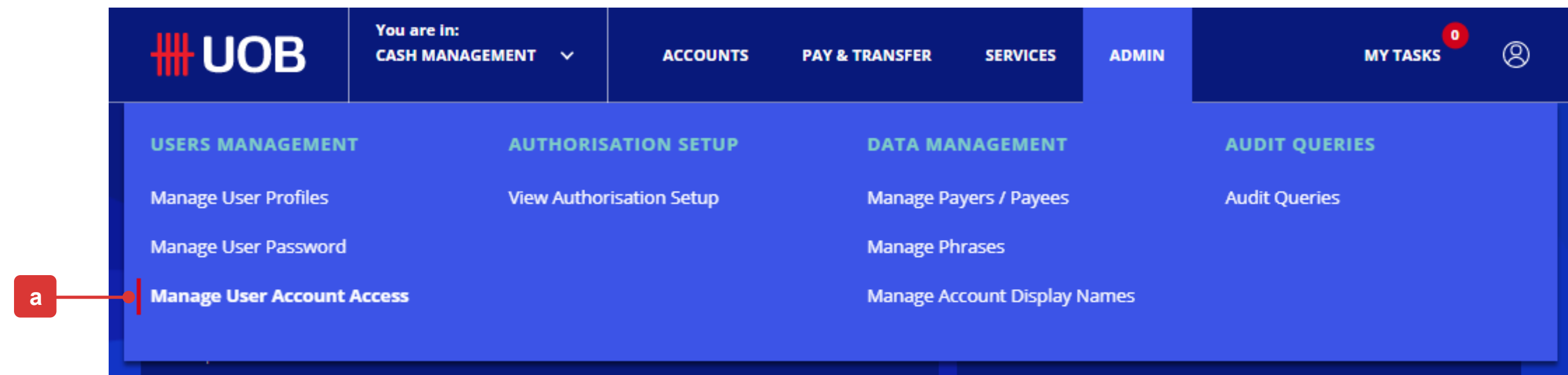
Editing of User Account Access Assignments

- To edit the User Account Access of an existing User, please follow the steps as described under **1** to **4**
- Under User Account Access (at the sub-section “Product and Account to Access”), you can assign the transaction types which the User can use the account number(s) for.

Editing of User Account Access for Existing User

1 Manage User Account Access

- (a) At the top navigation menu, select "ADMIN > Manage User Account Access".
- (b) 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.
- (c) Hover over the Action icon, select "Edit" to edit the User Account Access (the details will be displayed on the next page).



280 Record(s)

Company ↑	First Name ↕	Last Name ↕	User ID ↕	Application Type	Action
[REDACTED]	Mark	LOPEZ GEBJ101002	GEBJ101002	--	⋮
[REDACTED]	Auth-A	USER-2651292629	USERA	--	⋮
[REDACTED]	1 Maker	2 Maker	BEBEKDAI	MODIFIED	⋮

A red box labeled 'c' highlights the 'Action' column of the first row, which has a dropdown menu open showing 'Edit' and 'View Approved Details' options.

Editing of User Account Access for Existing User

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

Organisation ID: [REDACTED] User ID: [REDACTED]

First Name: Mark Last Name: LOPEZ GE8J101002

Country of Identification Document: SG

Type of Identification Document: NRIC

Identification Document Number: 55402138K

Account and Product to Access

AIRELATED SERVICES PTE LTD (Default Company)

Select All Accounts

Current Account - Corporate 1463051688 - SGD

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 *

WANG WANG PTE LTD

Select All Accounts

Current Account - Corporate 1013450124 - SGD

What transactions can user access?

Search for Transactions

Select All

Banker's Guarantee

Bulk Online Collection FAST/GIRO

Bulk Online Collection Inter Bank Giro (BG)

Bulk Online Collection Inter Bank Giro (BG) Express

Bulk Online Payroll FAST/GIRO Employee

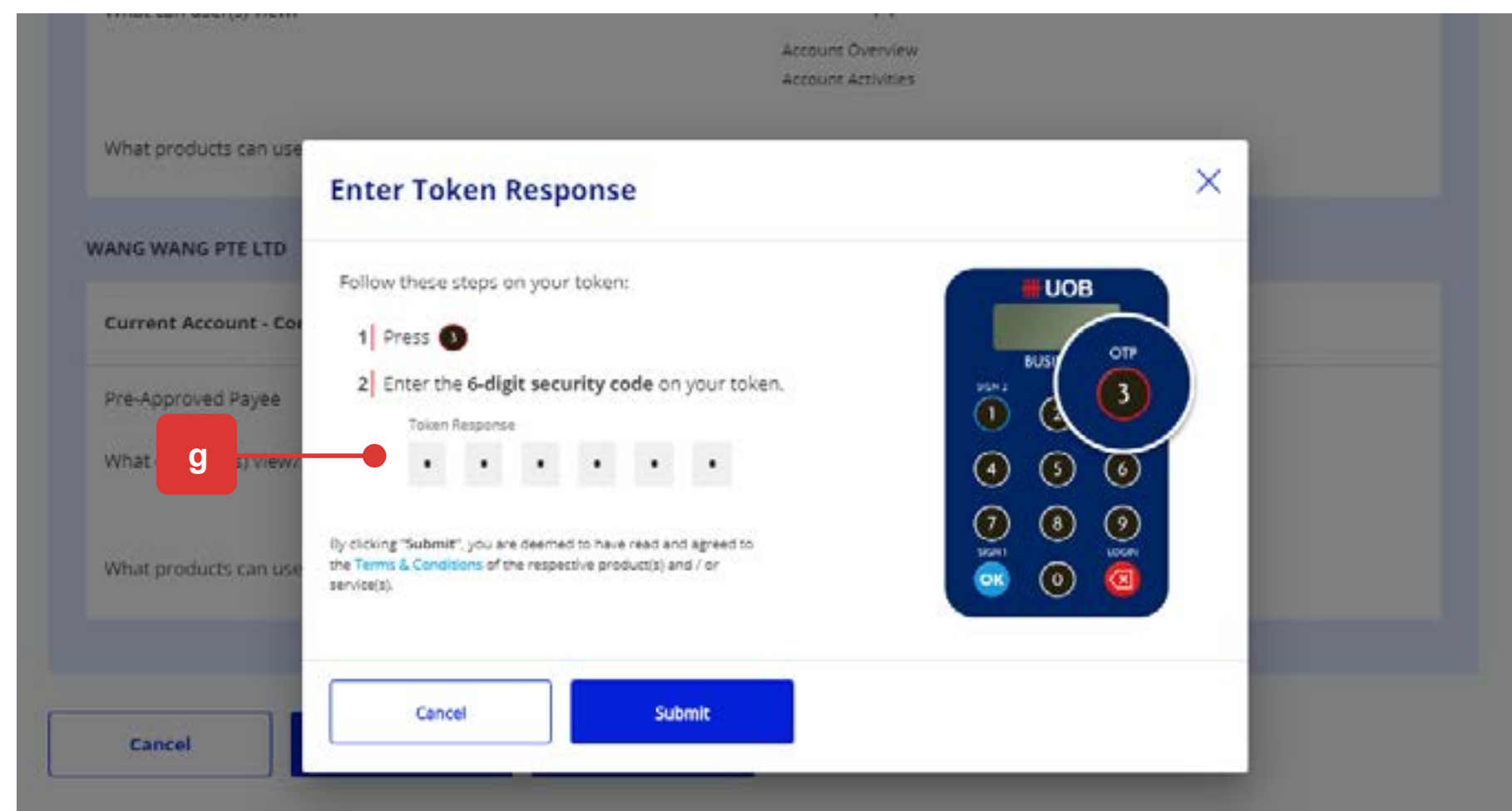
Bulk Online Payroll FAST/GIRO Executive

Bulk Online Payroll Inter Bank Giro (BG) Employee

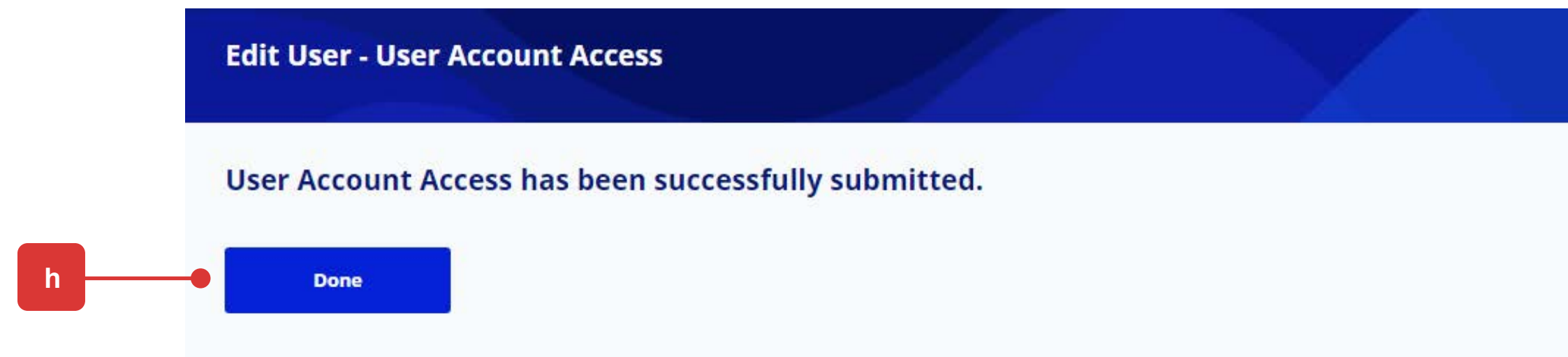
Editing of User Account Access for Existing User

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 : ¹ 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 ¹	Allow Company Administrator to create and maintain user profile/accounts and reset password
Administration Task	User - CA - User Profile ¹	Allow Company Administrator to create and maintain user profile only
Administration Task	User - CA - User Account ¹	Allow Company Administrator to create and maintain user account only
Administration Task	User - CA -User Authentication ¹	Allow Company Administrator to reset user password only
Administration Task	User – GV participant Access ¹	Allow User to access Global View as a participating country
Administration Task	User – GV Primary Access ¹	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"> • Account Overview and Activities (Further control by user account access) • Advices and Notifications • Download Reports & Advices • Enquire Cheque Status • Trade Bill Summary
Functions to Access	01 All Cash - Transact	Allow User to view and transact the following product <ul style="list-style-type: none"> • Transfer to UOB account • Transfer to another Bank (IBG/DuitNow) • Telegraphic Transfer/RENTAS • JomPAY/Place Fixed Deposit • Send Files to UOB
Functions to Access	01 All Trade - Transact	Allow User to view and transact the following product <ul style="list-style-type: none"> • Banker Guarantee/Shipping Guarantee • Import Letter of Credit/Import Collection • Export Collection • Trade Financing

Appendix

Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
Functions to Access	01 All Bulk Paymt - Create OR 01 All Bulk Paymt NG - Create	Allow User to create the following bulk payment manually <ul style="list-style-type: none"> • Transfer to Local Account (IBG/DuitNow) • Telegraphic Transfer/RENTAS
Functions to Access	01 All Bulk Paymt - Upload OR 01 All Bulk Paymt NG - Upload	Allow User to upload the following bulk payment file <ul style="list-style-type: none"> • Transfer to Local Account (IBG/DuitNow) • Telegraphic Transfer/RENTAS
<div style="border: 2px solid red; padding: 5px; text-align: center; color: red; font-weight: bold;"> 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. </div>		
Functions to Access	01 Bulk Collection - Create	Allow User to create the following bulk collection manually <ul style="list-style-type: none"> • Collect from Local Account (Direct Debit)
Functions to Access	01 Bulk Collection - Upload	Allow User to upload the following bulk collection file <ul style="list-style-type: none"> • Collect from Local Account (Direct Debit)
Functions to Access	DuitNow Request	Allow User to submit and/ or approve Incoming DuitNow Request transaction initiated by Merchants <ul style="list-style-type: none"> • Transfer to Merchant
Functions to Access	DuitNow Request Bundled	Allow User to submit and/ or approve Incoming DuitNow Request and AutoDebit Registrations transaction initiated by Merchants <ul style="list-style-type: none"> • Transfer to Merchant • Provide One Time Consent for periodic DuitNow AutoDebit
Functions to Access	DuitNow Autodebit Registration	<p>Allow User to submit and/ or approve Incoming DuitNow AutoDebit Registrations transaction initiated by merchants</p> <ul style="list-style-type: none"> • Provide One Time Consent for periodic DuitNow AutoDebit <p>Allow User to create and/ or approve Outgoing DuitNow AutoDebit Registrations transaction to merchants</p> <ul style="list-style-type: none"> • Request of One Time Consent to Merchant for periodic DuitNow AutoDebit

Appendix

Note :

For controlling specific product access, please assign Roles with specific product name with either “View” or “Transact” access

Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
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"> • Transfer to Local Account (IAFT/IBG/DuitNow) • Allow EPF/SOCSO payment
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"> • Transfer to Local Account (IAFT/IBG/DuitNow) • Allow EPF/SOCSO payment
Functions to Access	01 Bulk Payroll EMPL - Upload	Allow User to upload the following bulk payroll (Employee) file <ul style="list-style-type: none"> • Transfer to Local Account (IAFT/IBG/DuitNow) • Allow EPF/SOCSO payment
Functions to Access	01 Bulk Payroll EXEC - Approve	Allow User to create and approve the following bulk payroll (Executive) transaction <ul style="list-style-type: none"> • Transfer to Local Account (IAFT/IBG/DuitNow) • Allow EPF/SOCSO payment
Functions to Access	01 Bulk Payroll EXEC - Create	Allow User to create the following bulk payroll (Executive) transaction manually <ul style="list-style-type: none"> • Transfer to Local Account (IAFT/IBG/DuitNow) • Allow EPF/SOCSO payment
Functions to Access	01 Bulk Payroll EXEC - Upload	Allow User to upload the following bulk payroll (Executive) file <ul style="list-style-type: none"> • Transfer to Local Account (IAFT/IBG/DuitNow) • Allow EPF/SOCSO payment
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

Note :

For controlling specific product access, please assign Roles with specific product name with either “View” or “Transact” access

Summary of Role Descriptions (cont.)

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">• Transfer to UOB account• Transfer to another Bank (IBG/DuitNow)• Telegraphic Transfer/RENTAS• JomPAY/ Place Fixed Deposit
Functions to Access	02 All Trade - View	Allow User to View the following product <ul style="list-style-type: none">• Banker Guarantee/Shipping Guarantee• Import Letter of Credit/Import Collection• Export Collection• Trade Financing

Appendix

Note :

For controlling specific product access, please assign Roles with specific product name with either “View” or “Transact” access

Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
Functions to Access	50 Beneficiary Advice	Allow User to access beneficiary advice online
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 Send ²	Allow User to release transaction to bank for processing
Functions to Access	50 Verify ²	Allow User to verify transaction before submitting to Signatory for approval

Note:

¹ Assignable only by Bank.

² 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.

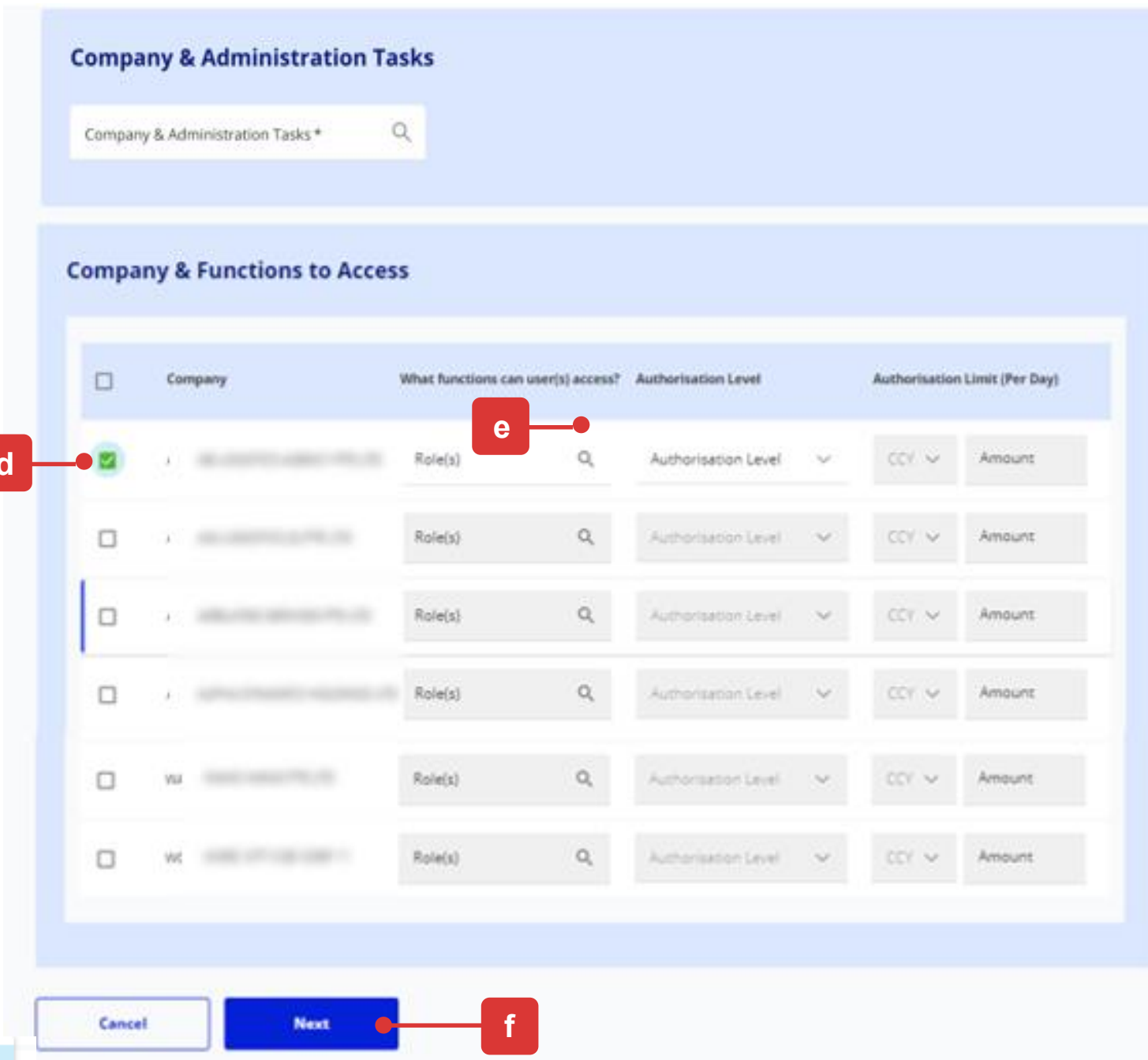
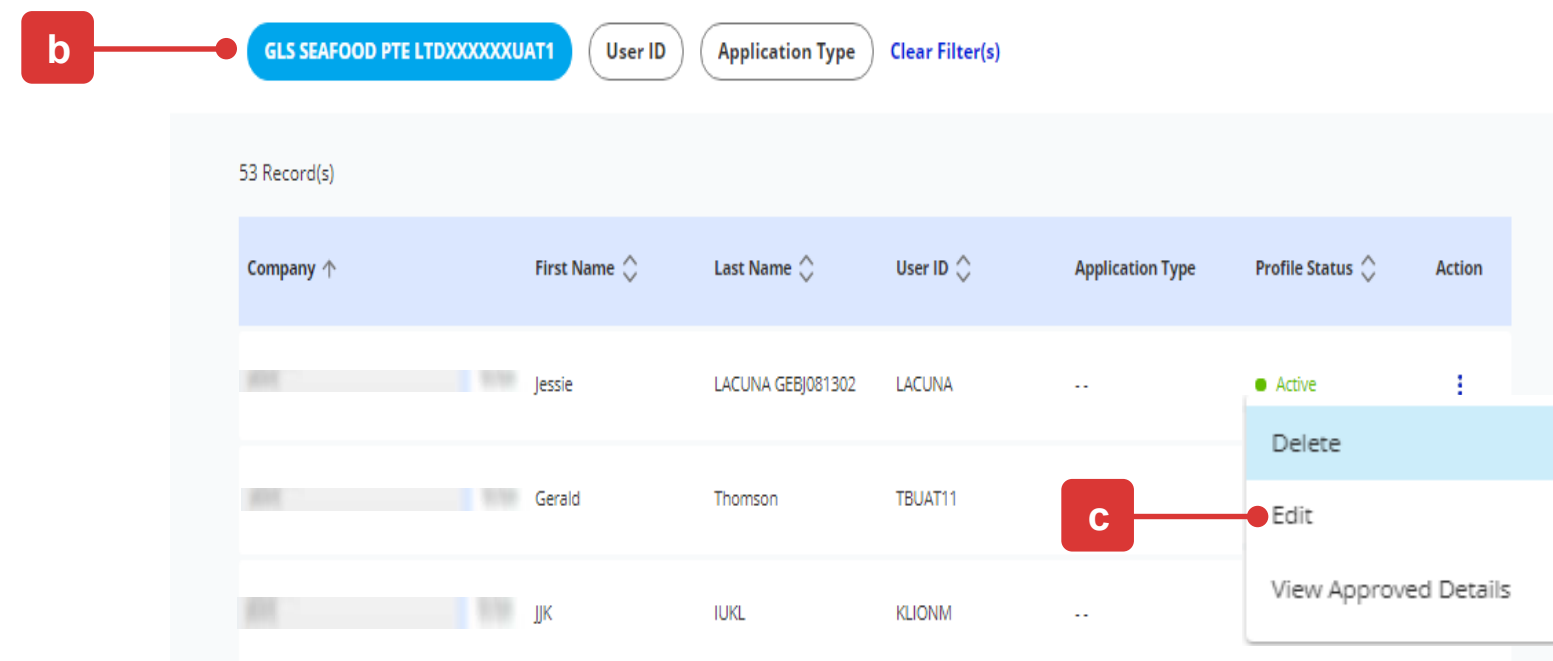
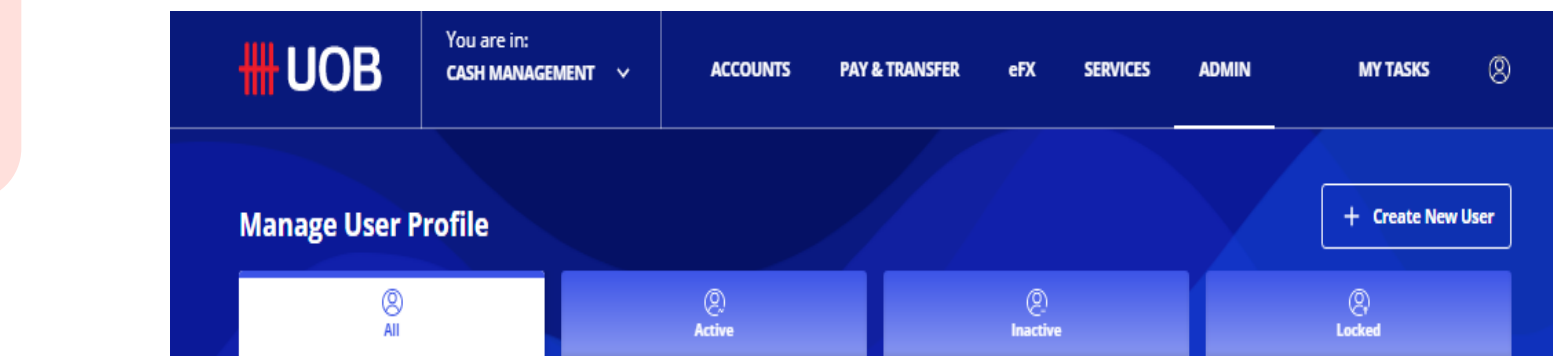
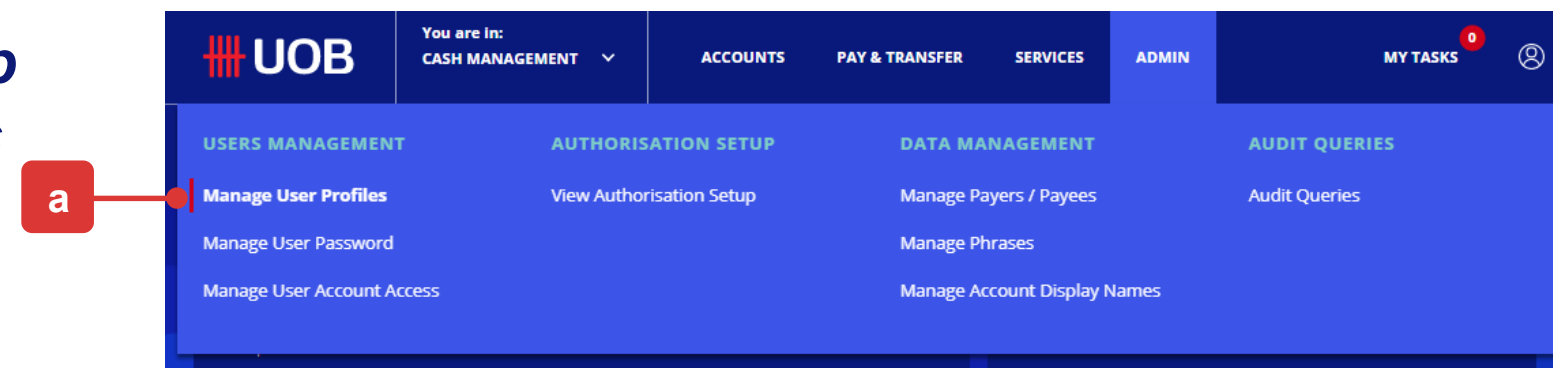
(c) Select "**Edit**" under the Action icon.

(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.

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

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 system interface for managing user account access. The top navigation menu includes 'ADMIN' and 'Manage User Account Access'. The search filter shows 'Company', 'User ID', and 'Application Type'. The table below shows a list of users with columns for Company, First Name, Last Name, User ID, Application Type, and Action. The 'Edit' button is highlighted for the user 'Mark LOPEZ GEBJ101002'. The detailed view shows the 'Account and Product to Access' section for 'AIRELATED SERVICES PTE LTD (Default Company)'. The 'Transaction' section is highlighted, showing the 'Next' button.

Company	First Name	Last Name	User ID	Application Type	Action
	Mark	LOPEZ GEBJ101002	GEBJ101002		Edit
	Auth-A	USER-2651292629	USERA		View Approved Details
	1 Maker	2 Maker	BEBEKDAI	MODIFIED	

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**.

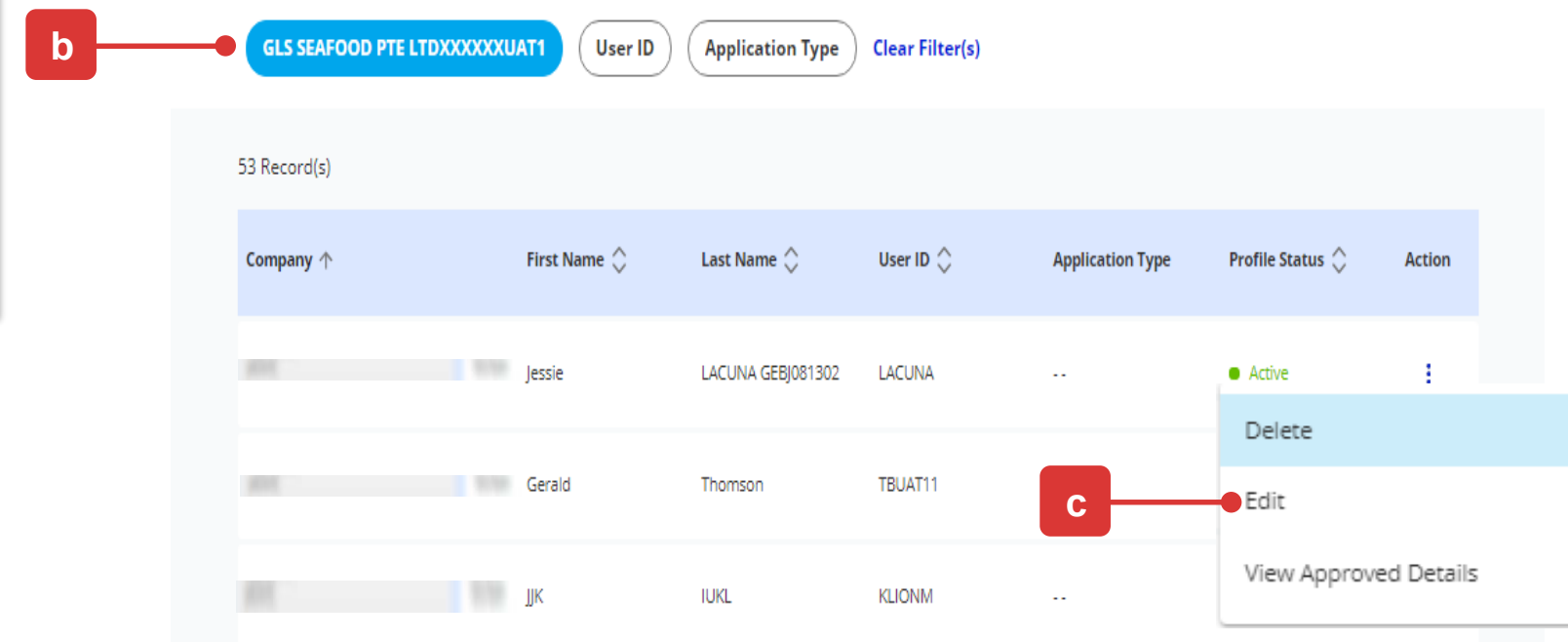
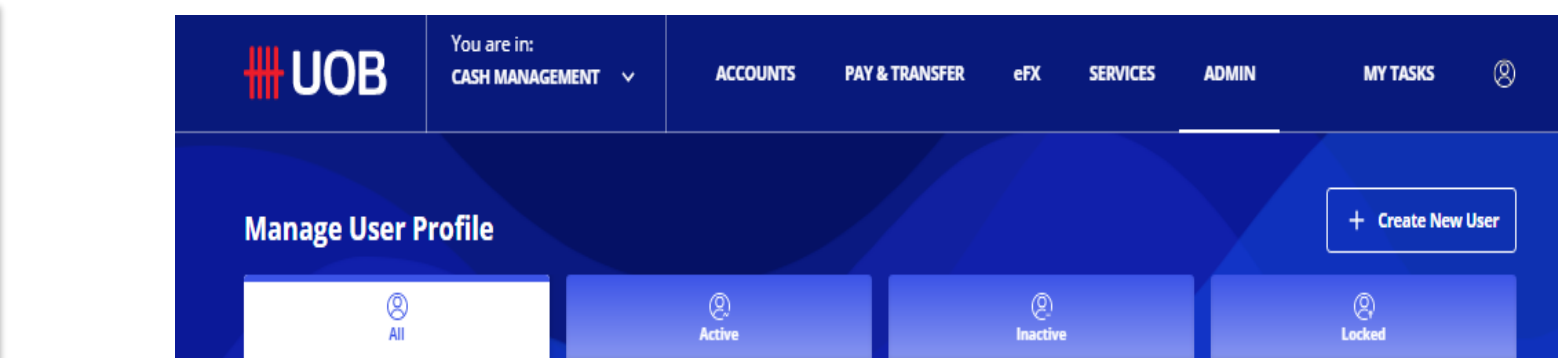
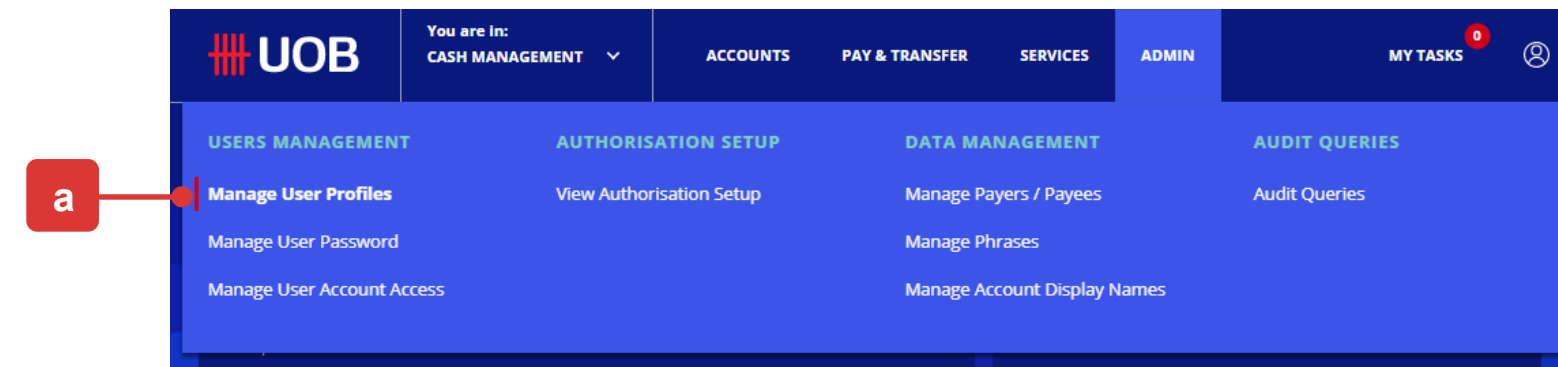
(b) Use the search filter to locate the specific User.

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

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

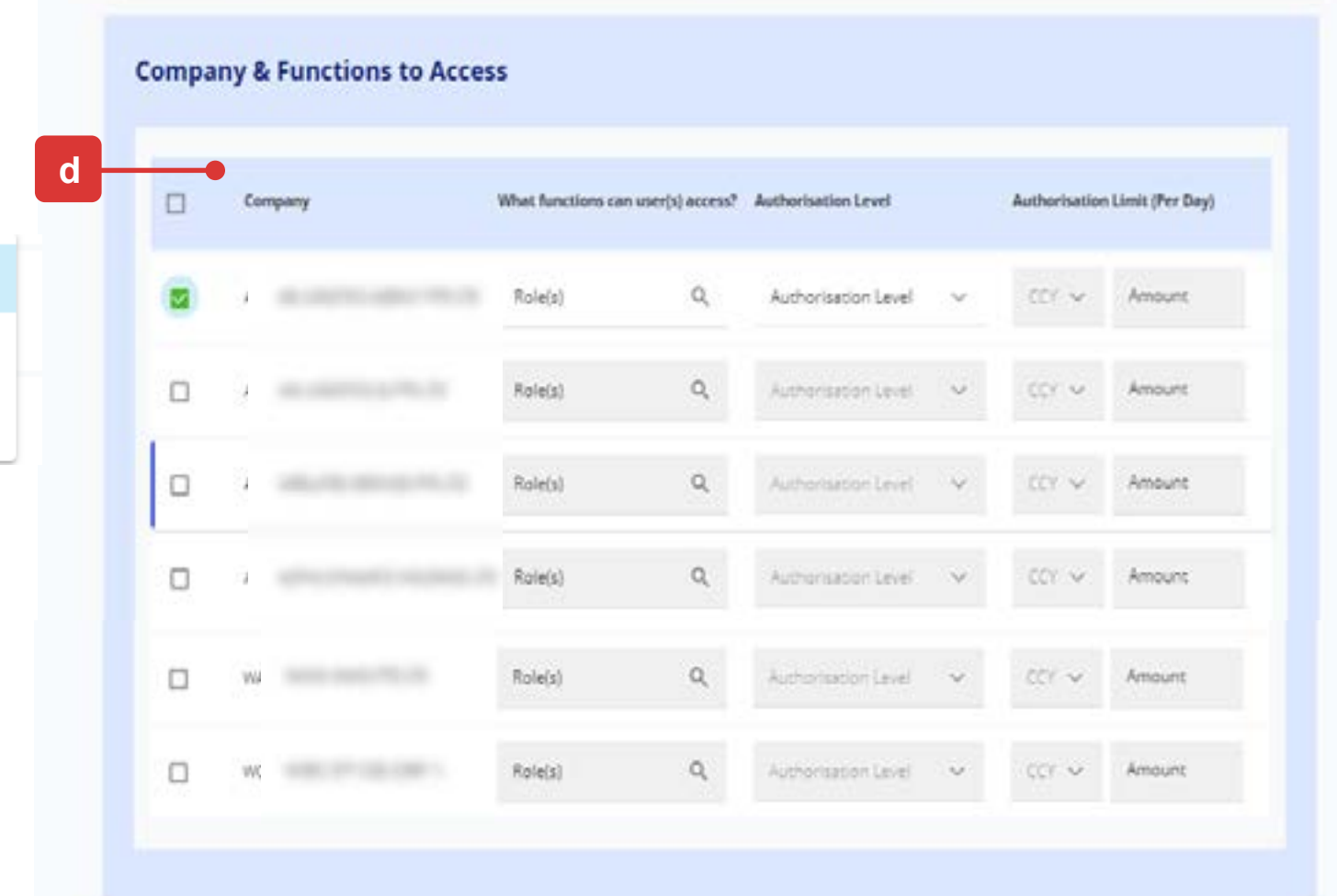
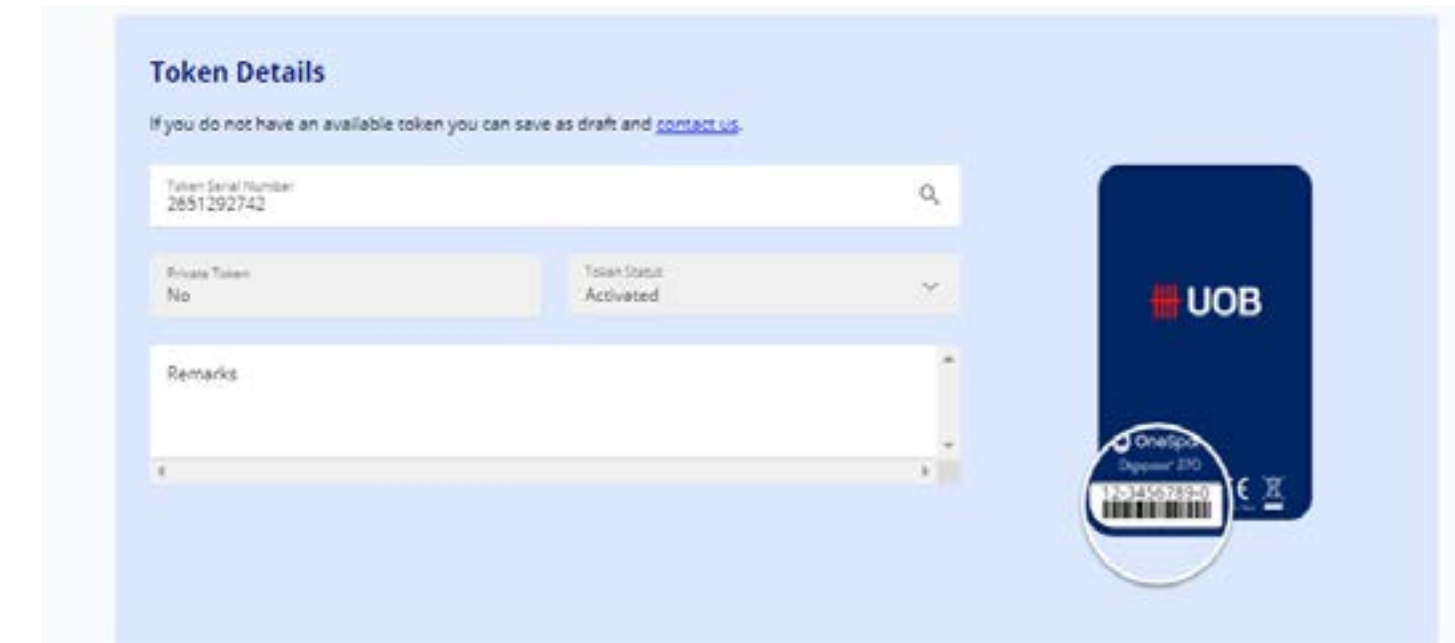
- “50 PAB – Create” – Assign to User who is able to create PAP.
- “50 PAB – Approve” – Assign to User who is able to create/approve PAP.

(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”.

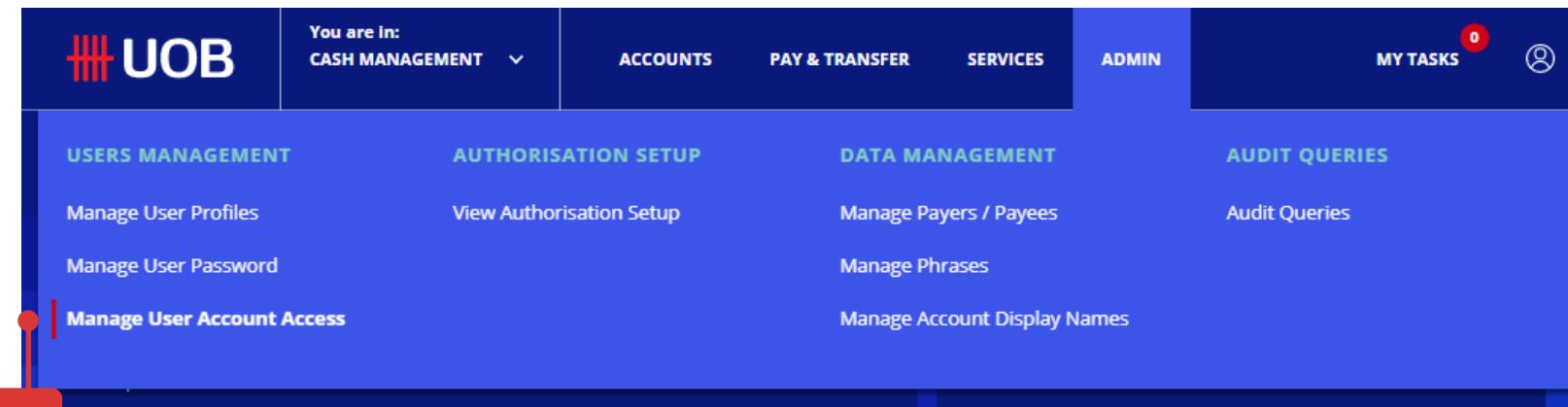
2 Manage User Account Access

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

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

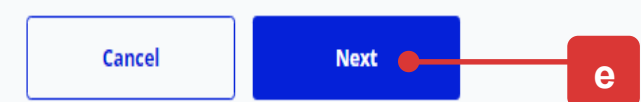
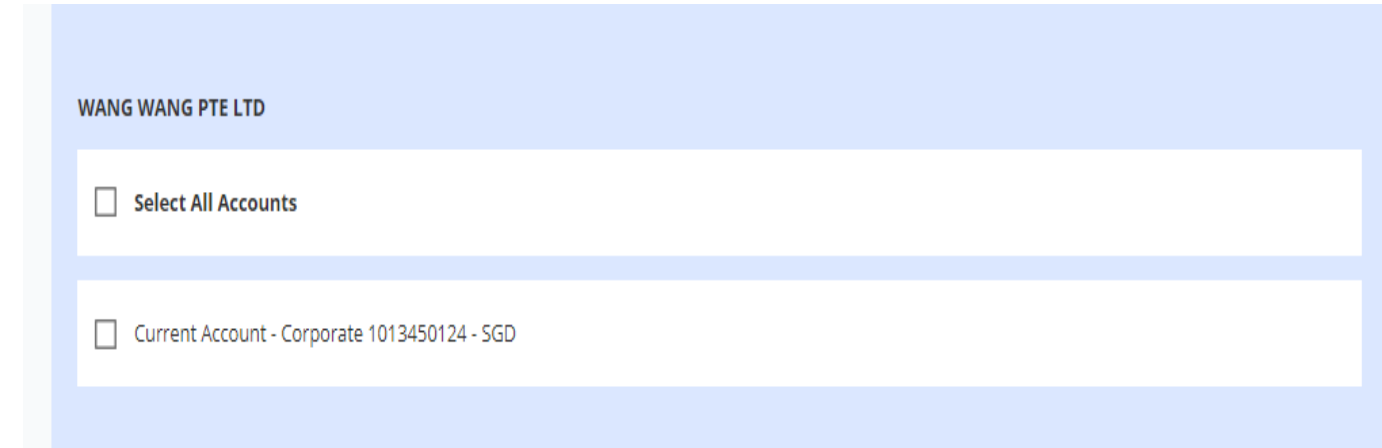
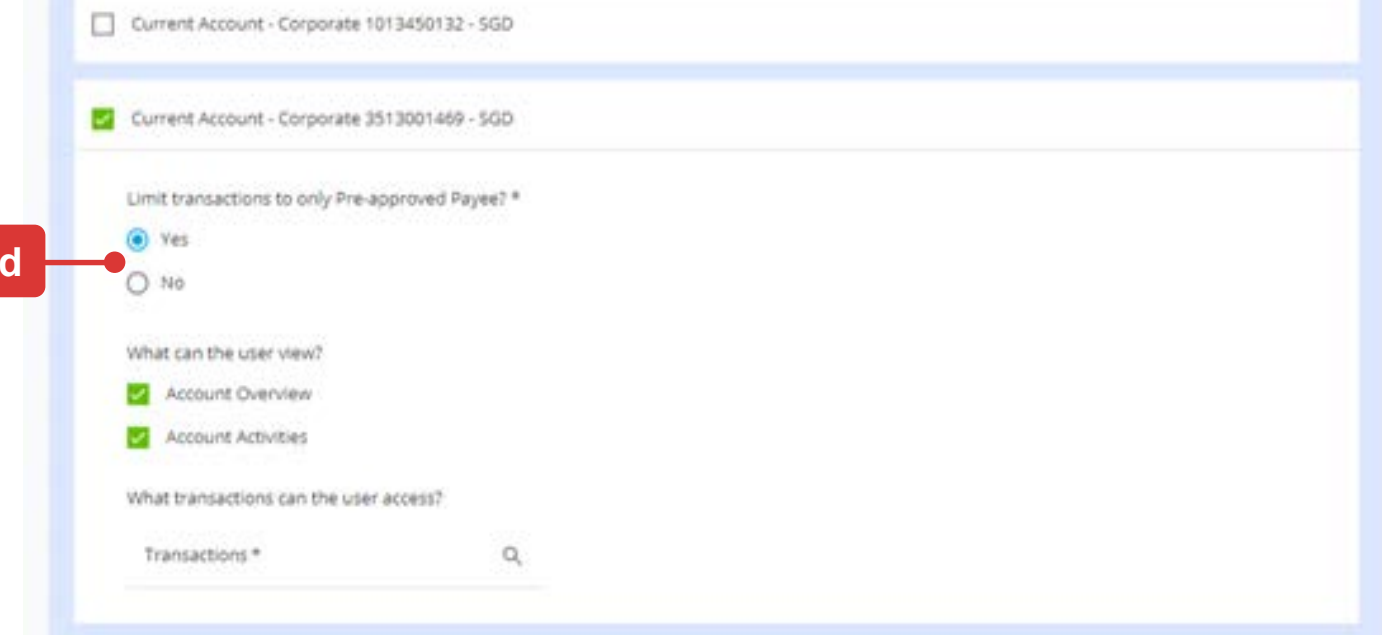
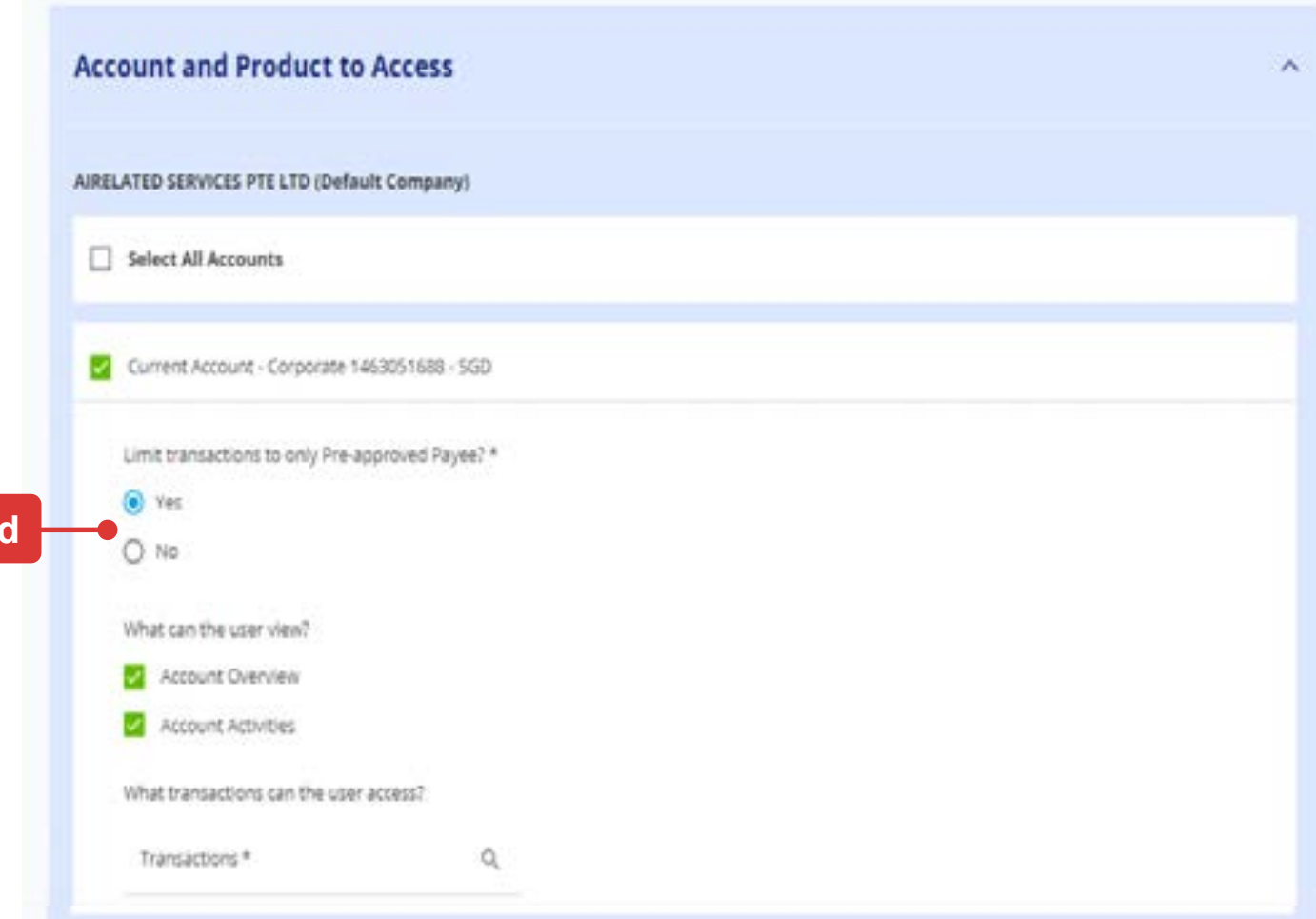
(c) Select “Edit” under the Action icon.

(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.



280 Record(s)

Company ↑	First Name ↓	Last Name ↓	User ID ↓	Application Type	Action
	Mark	LOPEZ GEB	GEBJ101002		<ul style="list-style-type: none"> Edit View Approved Details
	Auth-A	USER-2651292629	USERA		
	1 Maker	2 Maker	BEBEKDAI	MODIFIED	



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.

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

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.

UOB You are in: CASH MANAGEMENT | ACCOUNTS | PAY & TRANSFER | SERVICES | ADMIN | MY TASKS 10

DATA MANAGEMENT

- Manage Payers / Payees
- Manage Phrases
- Manage Account Display Names

UOB You are in: CASH MANAGEMENT | ACCOUNTS | PAY & TRANSFER | eFX | SERVICES | ADMIN | MY TASKS 5

Manage Payers / Payees + Create New Payer / Payee

Company Payer / Payee Transaction Category PayNow ID Pre-Approved Payer / Payee Currency

Threshold Amount Maker User Application Type Pending Authorise Clear Filter(s)

28 Record(s) Customise View

Company	Payer / Payee	Transaction Category	PayNow ID	Pre-Approved Payer / Payee	Application Type	Status	Action
a new PAB 5013330116		Transfer to Other Local Bank / PayNow	--	Yes	New		View Details View Approved Details Edit
asdasd 1243		Transfer to Other Local Bank / PayNow	--	No	New	Pending Authorise	

Other Details
You may also include the following details

- Pre-Approved Payee
Currency: USD Threshold Amount: 0.00
- Intermediary Bank Details
Bank Country*: Singapore
Bank Name*: SWIFT BIC Code:
- Bank Address
- Payee Advice Details
Payee ID
Email 1
Email 2
Fax
Contact Number

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

Cancel Submit

