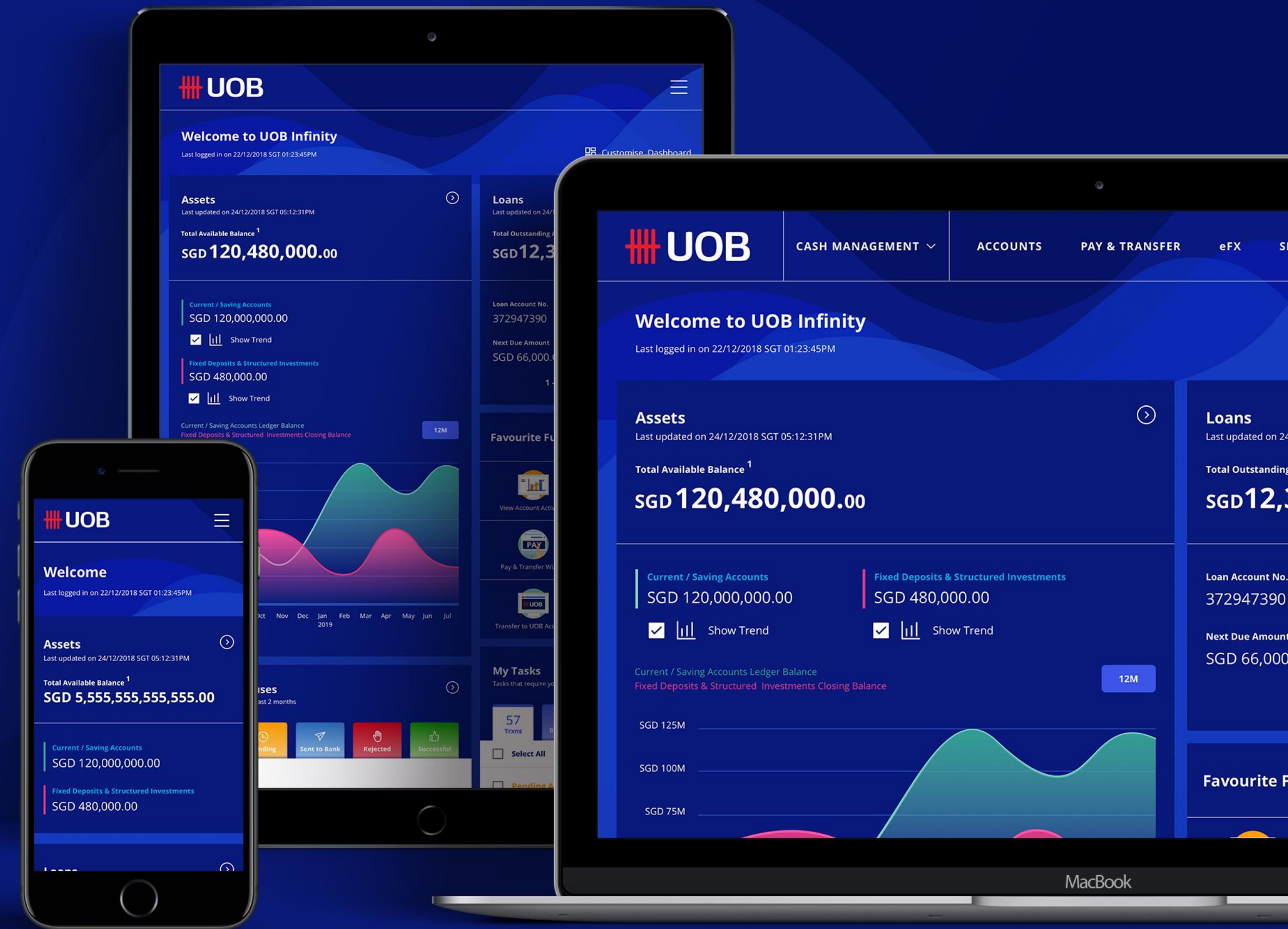


UOB INFINITY

User Guide



For Company Administrators User Management

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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

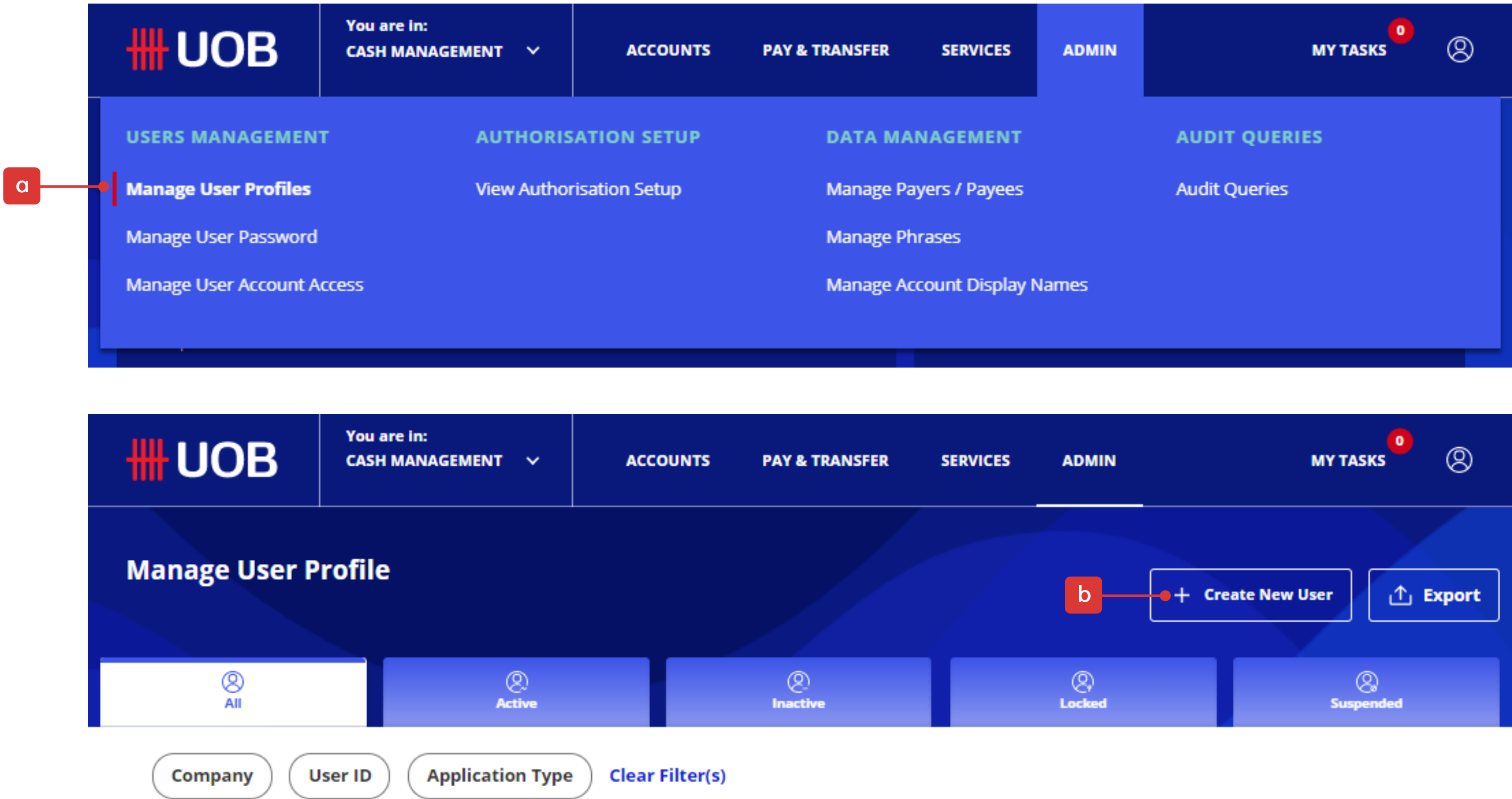
- (a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select **"ADMIN > Manage User Profiles"**.
- (b) Click **"Create New User"**.

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

- (a) The **"Organisation ID"** will be auto populated. Enter the **"User ID"**, **"First Name"** and **"Last Name"**.
- (b) Select the **"Country of Identification Document"** from the dropdown list.
- (c) Select the **"Type of Identification Document"** and key in the document number.
- (d) **"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.
- (e) 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.
- (f) 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).
- (g) Select the **"Location"**, **"Time Zone"**, **"Base Currency"** and **"Language"**.
- (h) 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

UOB OneSecure Digital Token 270

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 **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 shows a software interface for setting up user access. It has two main sections: 'Company & Administration Tasks' at the top and 'Company & Functions to Access' below it. In the top section, a search bar contains 'Company & Administration Tasks*' with a magnifying glass icon; a red dot labeled 'a' points to this search bar. The bottom section contains a table with columns: 'Company', 'What functions can user(s) access?', 'Authorisation Level', and 'Authorisation Limit (Per Day)'. The first row is selected, and a green checkmark is in the 'Company' column. A red dot labeled 'b' points to the first row. In the 'What functions can user(s) access?' column, there is a 'Role(s)' label and a magnifying glass icon; a red dot labeled 'c' points to this icon. At the bottom of the interface, there are two buttons: 'Cancel' and 'Next'. A red dot labeled '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.*

UOB

You are in:

CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS

Create New User - Profile

Please review and submit.

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

Base Currency

SGD

Time Zone

Asia/Singapore

Language

English

Token Details

Token Serial Number:

2651292742

Private Token

No

Assigned Date

--

Remarks

--

Token Status

Activated

Assigned By

TBA11

Infinity Secure

Token Status Unassigned	Activated Date and Time --
Default Authentication Method No	

Company & Administration Tasks

Company & Administration Tasks
5 Task(s) Selected

Task(s) Selected

20 User Admin	User - Admin
User - Portlets	User - Customer Admin
20 User Portlets	

Role(s) assigned by Bank

30 Customer Admin	User - CA - User Account
User - CA - User Profile	User - CA -User Authentication

Company & Functions to Access

Authorisation Level --

Authorisation Limit (Per Day) --

What functions can user(s) access? 0 functions selected ▾

Authorisation Level --

Authorisation Limit (Per Day) --

What functions can user(s) access? 0 functions selected ▾

Cancel Edit Submit

a b c

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 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).

Enter Token Response

Please select token type to proceed.

Infinity Secure

Physical Token

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

(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 ‘Getting Started’ user guide on how to activate the User ID and setup the password. The ‘Getting Started’ guide can be found on UOB Infinity User Guide website.

UOB

You are In: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS

Create New User - Profile

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.

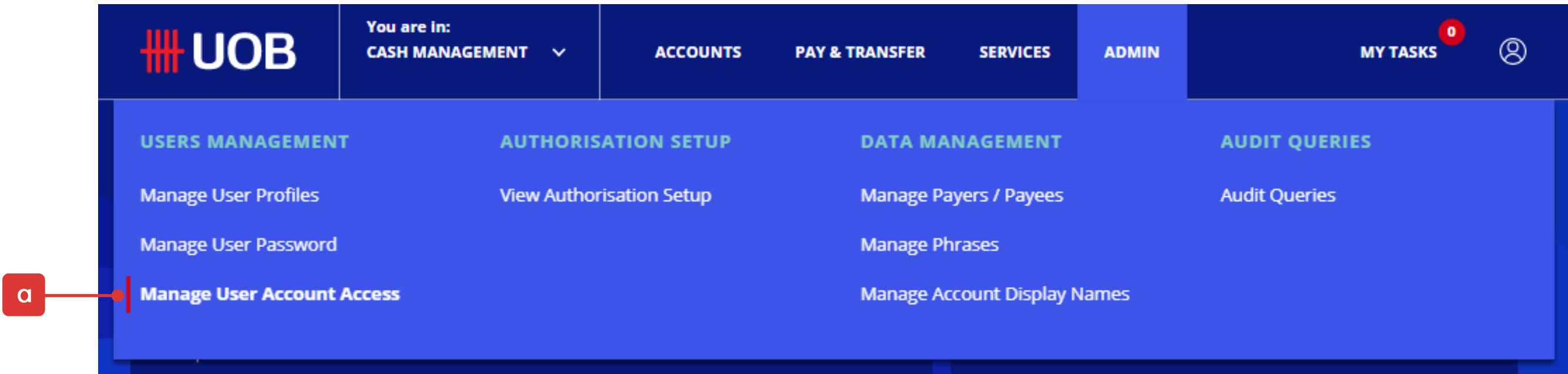
9

RESTRICTED

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).

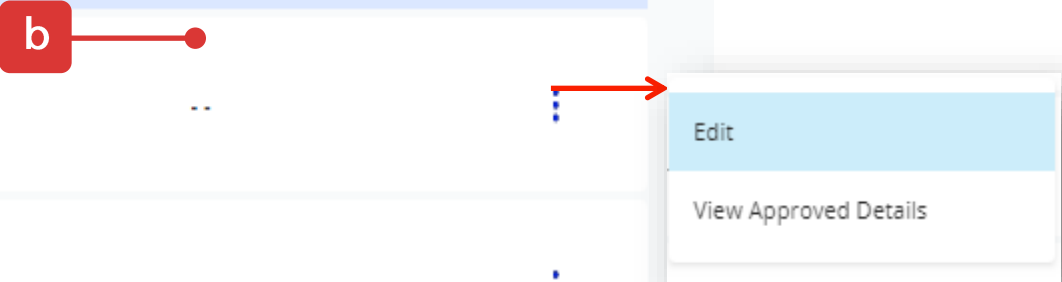


Manage User Account Access

Company User ID Application Type Clear Filter(s)

280 Record(s)

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



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

User ID

First Name

Mark

Country of Identification Document

SG

Type of Identification Document

NRIC

Identification Document Number

S5402138K

Account and Product to Access

PTE LTD (Default Company)

Select All Accounts

Current Account - Corporate 1 - 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 *

What transactions can user access?

Search for Transactions

Select All

Banker's Guarantee

Bulk Online Collection FAST/GIRO

Bulk Online Collection Inter Bank Giro (IBG)

Bulk Online Collection Inter Bank Giro (IBG) Express

Bulk Online Payroll FAST/GIRO Employee

Bulk Online Payroll FAST/GIRO Executive

Bulk Online Payroll Inter Bank Giro (IBG) Employee

Cancel

Clear

Apply

Current Account - Corporate 1 - SGD

Current Account - Corporate 3 - 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 4 - SGD

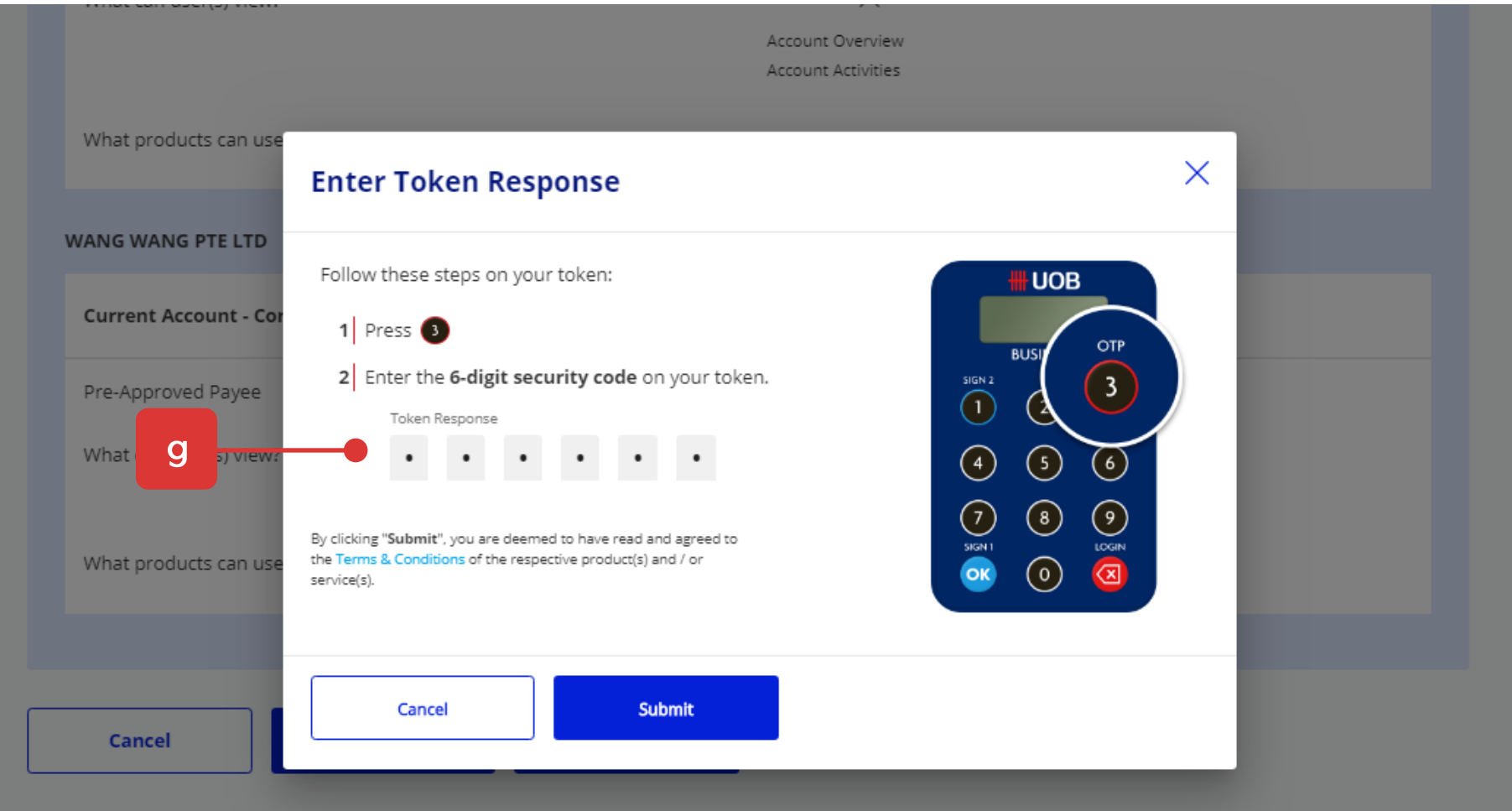
Cancel

Next

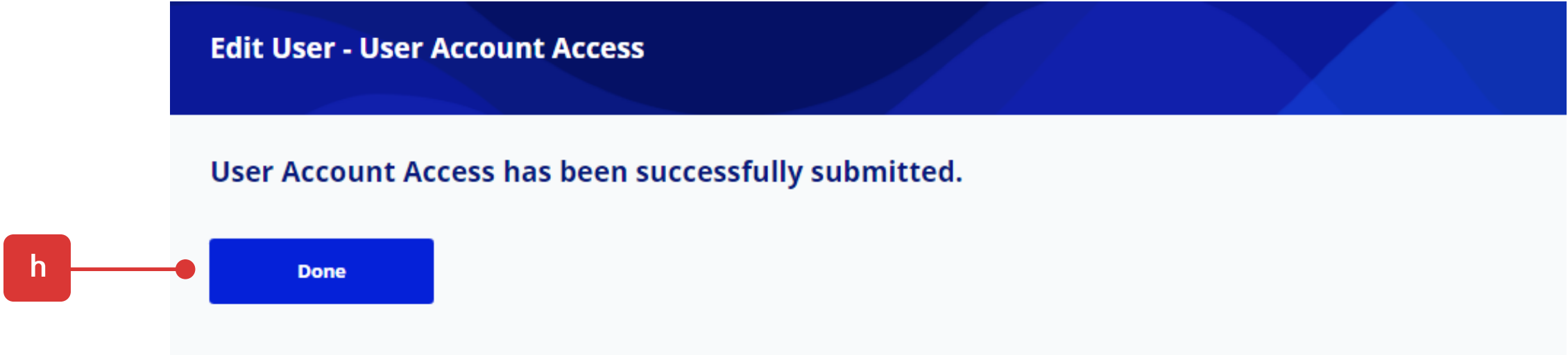
Creation of New User & Setup of Roles/Functions for New User

7 Manage User Account Access

(g) Follow the on-screen instructions to authorise the User Account Access setup request.



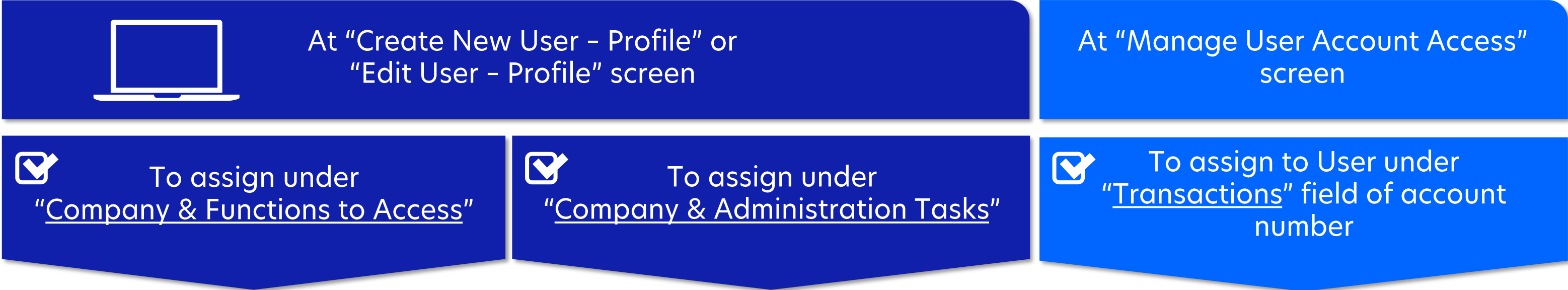
(h) The confirmation message will be displayed as the User Account Access is successfully saved.



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

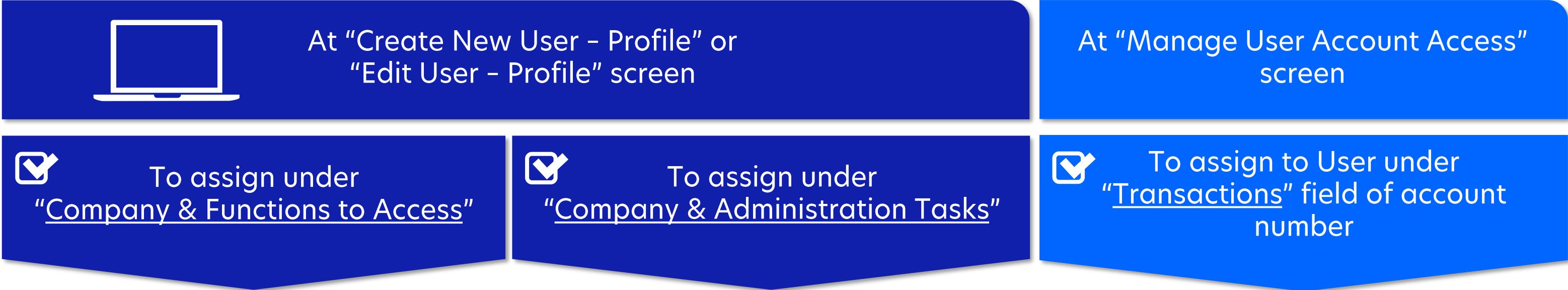


Assignments for Users WITHOUT Payroll Access

Type of User	Description of Access	Administration Tasks	Functions to Access	User Account Access
		Standard Roles Assignment	Standard Roles Assignment	Product Assignment
1 Enquirer	- View account summary/statement - View transactions	- User - Admin - User - Portlets	00 All Account Services 02 All Cash - View 02 All Trade - View DuitNow Request Enquirer DuitNow Request Bundled Enquirer DuitNow Autodebit Registration Enquirer Telegraphic Transfer Enquirer Bulk Telegraphic Transfer Enquirer Bulk Upload Telegraphic Transfer Enquirer	All Products (Company Administrator to <u>exclude Payroll</u>)
2 Maker	- Create all types of transactions (Company Administrator to <u>exclude Payroll</u>) - View account details	- User - Admin - User - Portlets	00 All Account Services 01 All Cash - Transact 01 All Trade - Transact 01 All Bulk Paymt / Paymt NG - Create 01 All Bulk Paymt / Paymt NG- Upload 01 Bulk Collection - Create 01 Bulk Collection - Upload DuitNow Request Maker DuitNow Request Bundled Maker DuitNow Autodebit Registration Maker Telegraphic Transfer Maker Bulk Telegraphic Transfer Maker Bulk Upload Telegraphic Transfer Maker Manage Batch Bulk Payment XML Bulk Payment UFF	All Products (Company Administrator to <u>exclude Payroll</u>)

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
		Standard Roles Assignment	Standard Roles Assignment	Product Assignment
3 Authoriser	- Create/approve transactions (Company Administrator to exclude Payroll) - View account details	- User - Admin - User - Portlets	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 Authorizer DuitNow Request Bundled Authorizer DuitNow Autodebit Registration Authorizer Telegraphic Transfer Authoriser Bulk Telegraphic Transfer Authoriser Bulk Upload Telegraphic Transfer Authoriser Manage Batch Bulk Payment XML Bulk Payment UFF	All Products (Company Administrator to exclude Payroll)

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 WITH Payroll Access



Type of User	Description of Access	Administration Tasks	Functions to Access ^b	User Account Access
4 Payroll Maker Payroll Employee Access	- 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 Authoriser ^a Payroll Employee Access	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.

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

At "Create New User – Profile" or "Edit User – Profile" 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 ^b	User Account Access
Assignments for Users WITH Payroll Access	Payroll <u>Employee Access</u> 6 Payroll Authoriser ^a Access <u>Payroll Details</u> ONLY	Standard Roles Assignment - User - Admin - User - Portlets	Setup for Payroll <u>Employee Access</u> ^d Standard Roles Assignment 01 Bulk Payroll EMPL - Approve ^c AND 33 Payroll Details Access	Product Assignment Only Payroll <u>Employee Products</u>
	Payroll <u>Employee Access</u> 7 Payroll Authoriser ^a Access <u>Payroll Amount</u> ONLY	Standard Roles Assignment - User - Admin - User - Portlets	01 Bulk Payroll EMPL - Approve ^c AND 33 Payroll Amount Access	Product Assignment Only Payroll <u>Employee Products</u>
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 <u>Executive</u> access.				

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

		 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 ^b	User Account Access
Assignments for Users WITH Payroll 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.)

At "Create New User – Profile" or "Edit User – Profile" 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 ^b	User Account Access
10	Payroll Executive Access Payroll Authoriser ^a Access <u>Payroll Details</u> ONLY	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
	Payroll Executive Access Payroll Authoriser ^a Access <u>Payroll Amount</u> ONLY	Standard Roles Assignment - User - Admin - User - Portlets	Standard Roles Assignment 01 Bulk Payroll EXEC – Approve ^c 33 Payroll Amount Access	Product Assignment 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
PAB Maker
PAB Authorizer

Base on the User’s Standard Roles
and Product Assignments

13

Verifier ²

- Verify transactions inputted by Maker before approval.

▪ Not Applicable

- 50 Verify
DuitNow Request Verifier
- DuitNow Request Bundled Verifier
DuitNow Autodebit Registration Verifier
Telegraphic Transfer Verifier
Bulk Telegraphic Transfer Verifier
Bulk Upload Telegraphic Transfer Verifier
Manage Batch

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
DuitNow Request Sender
DuitNow Request Bundled Sender
DuitNow Autodebit Registration Sender
Telegraphic Transfer Sender
Bulk Telegraphic Transfer Sender
Bulk Upload Telegraphic Transfer Sender
Manage Batch

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

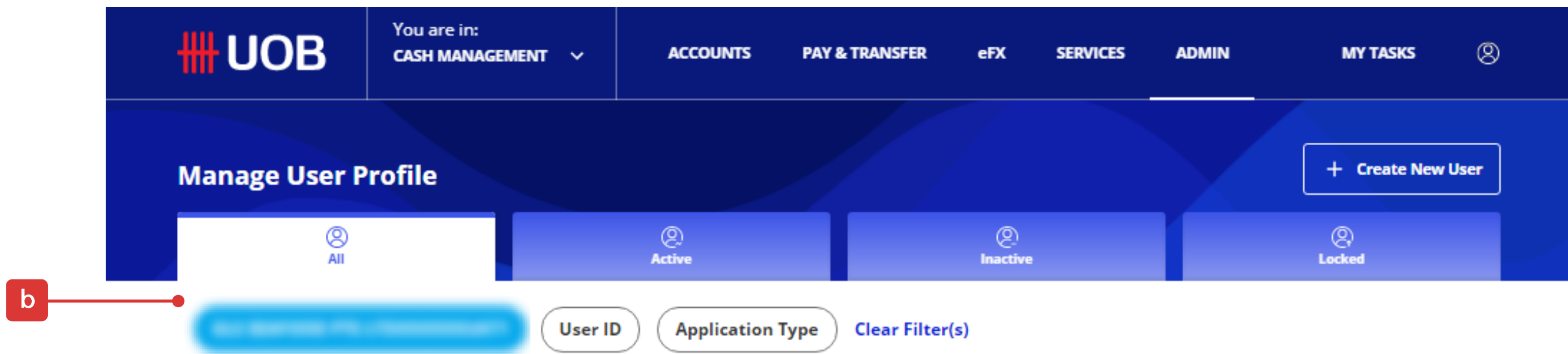
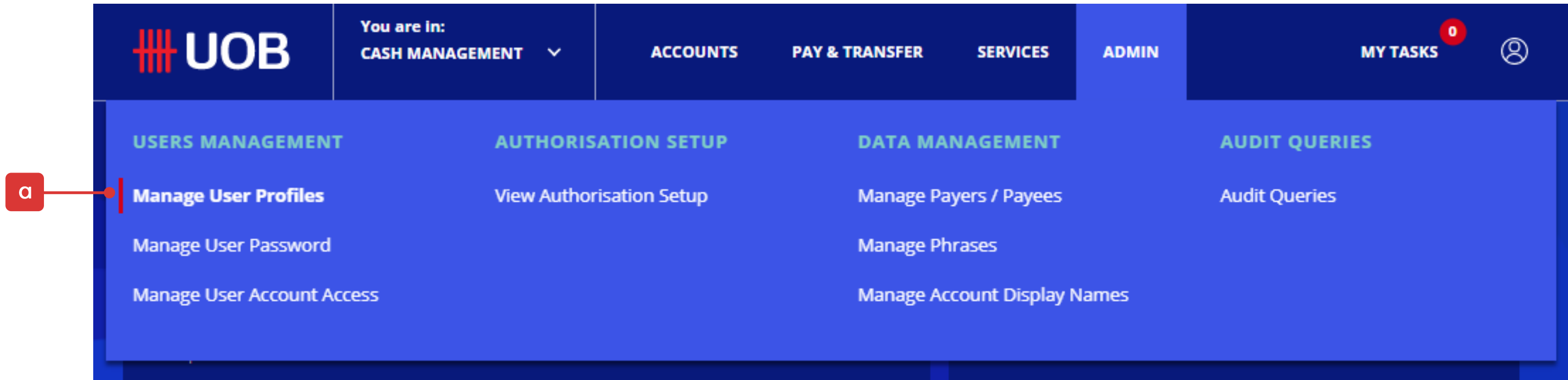
(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select “ADMIN > Manage User Profiles”.

(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
	Jessie	LACUNA GEBJ081302	LACUNA	--	● Active	⋮
	Gerald	Thomson	TBUAT11	--	● Active	⋮
	JJK	IUKL	KLIONM	--	● Inactive	⋮

C

Delete

Edit

View Approved Details

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.

UOB

You are in: CASH MANAGEMENT

ACCOUNTS PAY & TRANSFER SERVICES ADMIN

MY TASKS 0

Active

Edit User - Profile

1 2 3

Edit Authorise Done

Before you start, please note that:

[Save as Draft](#)

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](#).

* Mandatory Fields

User Details

Profile Status

Contact Details

Settings

Cancel Next

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3 Submission of Request (Review)

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

- 23

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).

Enter Token Response

Please select token type to proceed.

Infinity Secure

Physical Token

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

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

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.

24

RESTRICTED

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

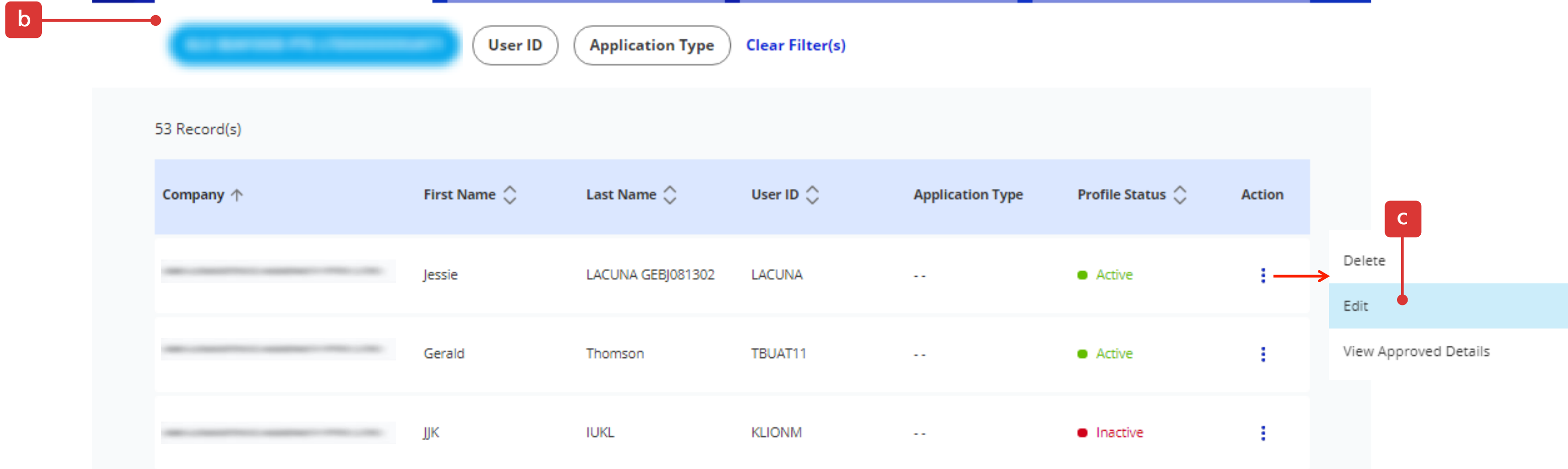
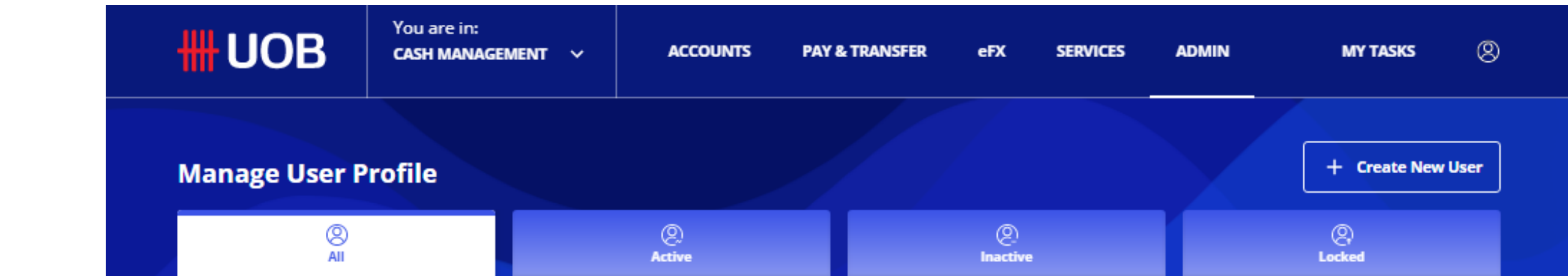
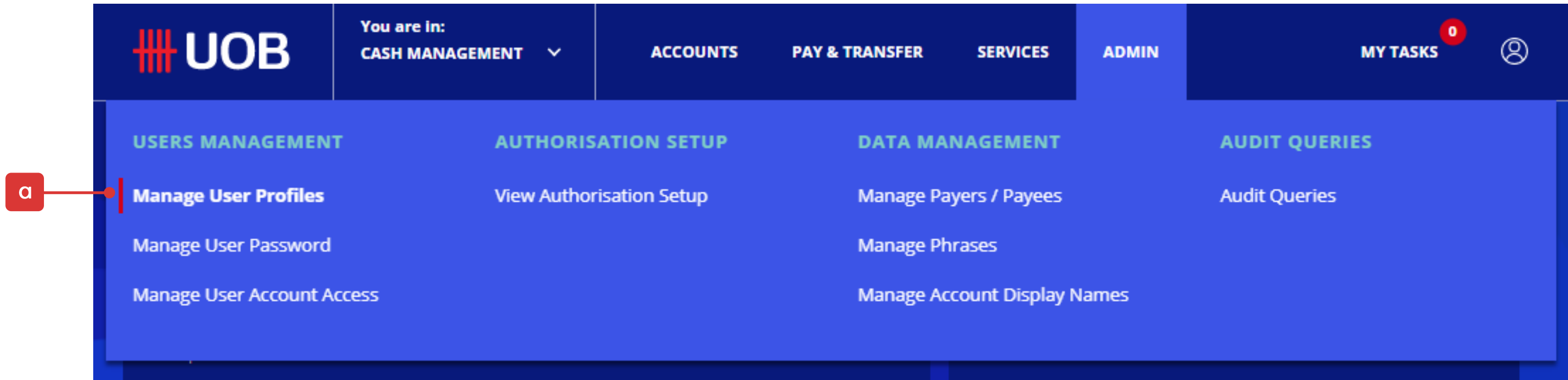
1 Manage User Profile

(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.



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.

The screenshot shows a web application interface for managing user access. It is divided into two main sections: 'Company & Administration Tasks' and 'Company & Functions to Access'.

- Annotation a:** Points to a search bar in the 'Company & Administration Tasks' section containing the text 'Company & Administration Tasks*'. A red dot is placed on the search bar.
- Annotation b:** Points to a table in the 'Company & Functions to Access' section. The table has columns: 'Company', 'What functions can user(s) access?', 'Authorisation Level', and 'Authorisation Limit (Per Day)'. The first row is selected, and a green checkmark is visible in the 'Company' column. A red dot is placed on the first row.
- Annotation c:** Points to a 'Role(s)' lookup icon (magnifying glass) in the 'What functions can user(s) access?' column of the first row. A red dot is placed on the icon.
- Annotation d:** Points to a 'Next' button at the bottom right of the interface. A red dot is placed on the button.

(d) Click **"Next"** button to proceed.

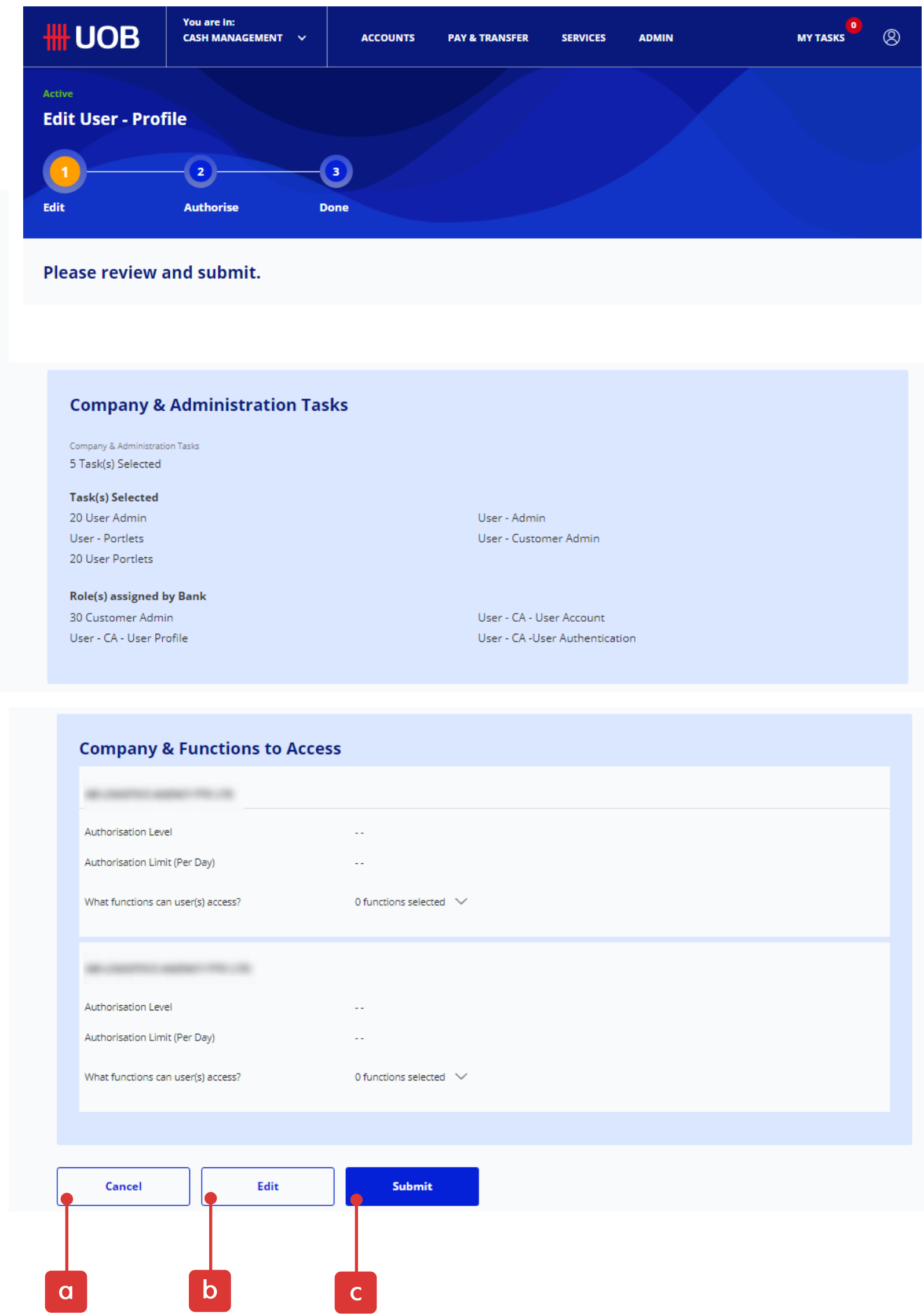
Editing of Roles/Functions for Existing User

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.



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).

Enter Token Response

Please select token type to proceed.

Infinity Secure

Physical Token

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

BUSINESS

SIGN 2

1

2

3

4

5

6

7

8

9

0

SIGN 1

OK

LOGON

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.

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

UOB

You are in: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS

Edit User - Profile

User profile has been successfully approved.

Done

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RESTRICTED

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).

UOB

You are In: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

SERVICES

ADMIN

MY TASKS

USERS MANAGEMENT

Manage User Profiles

Manage User Password

Manage User Account Access

AUTHORISATION SETUP

View Authorisation Setup

DATA MANAGEMENT

Manage Payers / Payees

Manage Phrases

Manage Account Display Names

AUDIT QUERIES

Audit Queries

Manage User Account Access

Company

User ID

Application Type

Clear Filter(s)

280 Record(s)

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

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 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
User ID
First Name
Last Name
Country of Identification Document
Type of Identification Document
Identification Document Number

Account and Product to Access

TE LTD (Default Company)

Select All Accounts

Current Account - Corporate 1 - 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 *

Current Account - Corporate 1 - SGD

Current Account - Corporate 1 - 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 *

Cancel

Next

What transactions can user access?

Search for Transactions

Select All

Banker's Guarantee

Bulk Online Collection FAST/GIRO

Bulk Online Collection Inter Bank Giro (IBG)

Bulk Online Collection Inter Bank Giro (IBG) Express

Bulk Online Payroll FAST/GIRO Employee

Bulk Online Payroll FAST/GIRO Executive

Bulk Online Payroll Inter Bank Giro (IBG) Employee

Cancel

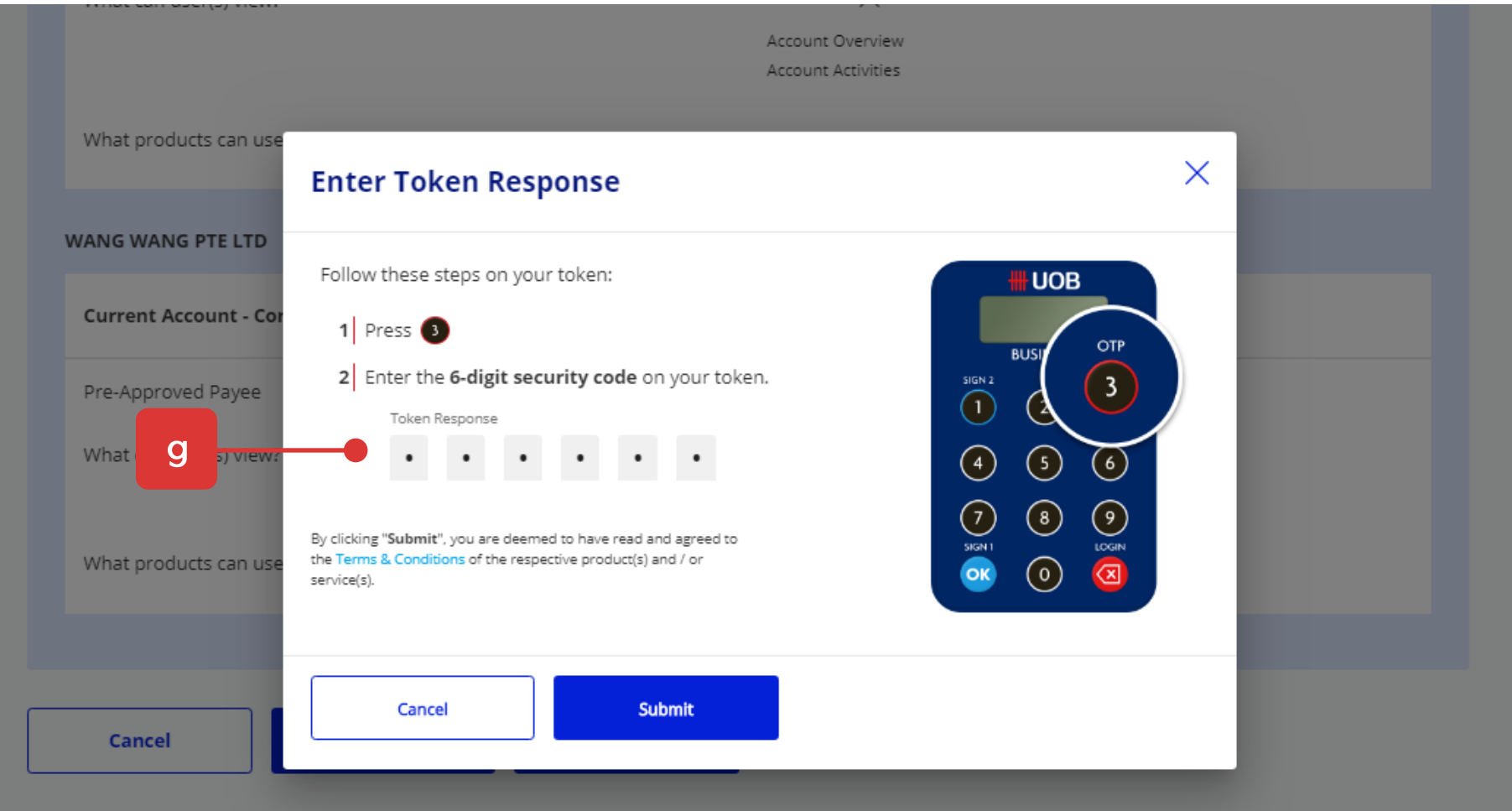
Clear

Apply

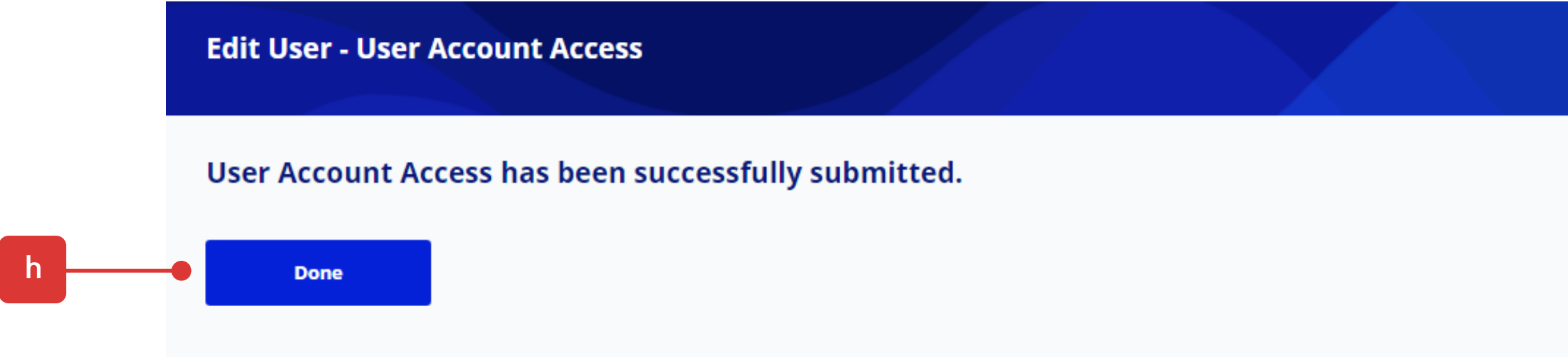
Editing of User Account Access for Existing User

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

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 - 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 - Transfer to UOB account - Transfer to another Bank (IBG/DuitNow) - 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 - Banker Guarantee/Shipping Guarantee - Import Letter of Credit/Import Collection - Export Collection - Trade Financing

Note:

¹ Assignable only by Bank.

² Applicable only if Company had selected Send/Verify option in their approval setup.

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 All Bulk Paymt - Create OR 01 All Bulk Paymt NG - Create	Allow User to create the following bulk payment manually • Transfer to Local Account (IAFT/IBG/DuitNow) • 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 • Transfer to Local Account (IAFT/IBG/DuitNow) • RENTAS 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.
Functions to Access	01 Bulk Collection - Create	Allow User to create the following bulk collection manually • Collect from Local Account (Direct Debit)
Functions to Access	01 Bulk Collection - Upload	Allow User to upload the following bulk collection file • Collect from Local Account (Direct Debit)
Functions to Access	01 Bulk Payroll EMPL - Approve	Allow User to create and approve the following bulk payroll (Employee) transaction • 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 • 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 • 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 • 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 • 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 • 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

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 • Transfer to UOB account • Transfer to another Bank (IBG/DuitNow) • RENTAS • JomPAY/ Place Fixed Deposit
Functions to Access	02 All Trade - View	Allow User to View the following product • Banker Guarantee/Shipping Guarantee • Import Letter of Credit/Import Collection • Export Collection • Trade Financing
Functions to Access	02 All Bulk Payment - View 02 All Bulk Payment NG - View	Allow User to View the following product • All Bulk Payment
Functions to Access	02 Bulk Payroll EMPL - View	Allow User to View the following product • Bulk Payroll Employee
Functions to Access	02 Bulk Payroll EXEC - View	Allow User to View the following product • Bulk Payroll Executive
Functions to Access	02 Bulk Collection - View	Allow User to View the following product • Direct Debit

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	31 Bulk Payroll XML Employee	Able to access XML payroll Employee file format
Functions to Access	31 Bulk Payroll XML Executive	Able to access XML payroll Executive file format
Functions to Access	31 Bulk Paymt XML	Able to access XML payment file format
Functions to Access	31 Bulk Payment XML Interop	Able to access XML payment interop file format
Functions to Access	31 Bulk Payroll XML Interop	Able to access XML payroll interop file format
Functions to Access	31 Bulk Payroll UFF Employee	Able to access UFF payroll Employee file format
Functions to Access	31 Bulk Payroll UFF Executive	Able to access UFF payroll Executive file format
Functions to Access	31 Bulk Paymt UFF	Able to access UFF payment file format
Functions to Access	31 Bulk Payment UFF Interop	Able to access UFF payment interop file format
Functions to Access	31 Bulk Payroll UFF Interop	Able to access UFF payroll interop file format
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 PAB Authorizer	Allow User to approve Pre-Approved Beneficiary setup
Functions to Access	50 PAB - Create PAB Maker	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

Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
Functions to Access	DuitNow Request (Buyer)	a. DuitNow Request Allow User to submit and/ or approve Incoming DuitNow Request transaction initiated by Merchants • Transfer to Merchant b. DuitNow Online Banking Wallet (DOBW) Allow User to submit and/ or approve Incoming DuitNow Request transaction (DOBW)
	DuitNow Request (Merchant)	Allow User to submit DuitNow Request transaction to buyer • DuitNow request to Buyer
Functions to Access	DuitNow Request with AutoDebit Registration (Buyer) <i>(DuitNow Request Bundled)</i>	Allow User to submit and/ or approve Incoming DuitNow Request and AutoDebit Registrations transaction initiated by Merchants • Transfer to Merchant • Provide One Time Consent for periodic DuitNow AutoDebit
	DuitNow Request with AutoDebit Registration (Merchant) <i>(DuitNow Request Bundled)</i>	Allow User to submit DuitNow Request and AutoDebit Registrations transaction to buyer • DuitNow request to Buyer • One Time Consent for periodic DuitNow AutoDebit to buyer
Functions to Access	DuitNow AutoDebit Registration (Buyer)	Allow User to submit and/ or approve Incoming DuitNow AutoDebit Registrations transaction initiated by merchants • Provide One Time Consent for periodic DuitNow AutoDebit
	DuitNow AutoDebit Registration (Merchant)	Allow User to create and/ or approve Outgoing DuitNow AutoDebit Registrations transaction to merchants • Request of One Time Consent to Merchant for periodic DuitNow AutoDebit
Functions to Access	DuitNow AutoDebit for merchant	Allow user to create and/ or approve Outgoing DuitNow AutoDebit

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	Telegraphic Transfer Enquirer Bulk Telegraphic Transfer Enquirer Bulk Upload Telegraphic Transfer Enquirer	Allow User to view the following product • Telegraphic Transfer • Bulk Manual Telegraphic Transfer • Bulk Upload Telegraphic Transfer
Functions to Access	Telegraphic Transfer Maker Bulk Telegraphic Transfer Maker Bulk Upload Telegraphic Transfer Maker Bulk Payment UFF Bulk Payment XML Bulk Payment UFF Interop Bulk Payment XML Interop	Allow User to view and transact the following product • Telegraphic Transfer • Bulk Manual Telegraphic Transfer • Bulk Upload Telegraphic Transfer • XML/UFF file format
Functions to Access	Telegraphic Transfer Authoriser ¹ Bulk Telegraphic Transfer Authoriser ¹ Bulk Upload Telegraphic Transfer Authoriser ¹ Bulk Payment UFF Bulk Payment XML Bulk Payment UFF Interop Bulk Payment XML Interop	Allow User to authorise the following product • Telegraphic Transfer • Bulk Manual Telegraphic Transfer • Bulk Upload Telegraphic Transfer • XML/UFF file format
Functions to Access	Telegraphic Transfer Verifier Bulk Telegraphic Transfer Verifier Bulk Upload Telegraphic Transfer Verifier	Allow User to verify transaction before submitting to Signatory for approval • Telegraphic Transfer • Bulk Manual Telegraphic Transfer • Bulk Upload Telegraphic Transfer
Functions to Access	Telegraphic Transfer Sender Bulk Telegraphic Transfer Sender Bulk Upload Telegraphic Transfer Sender	Allow User to release transaction to bank for processing • Telegraphic Transfer • Bulk Manual Telegraphic Transfer • Bulk Upload Telegraphic Transfer

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.

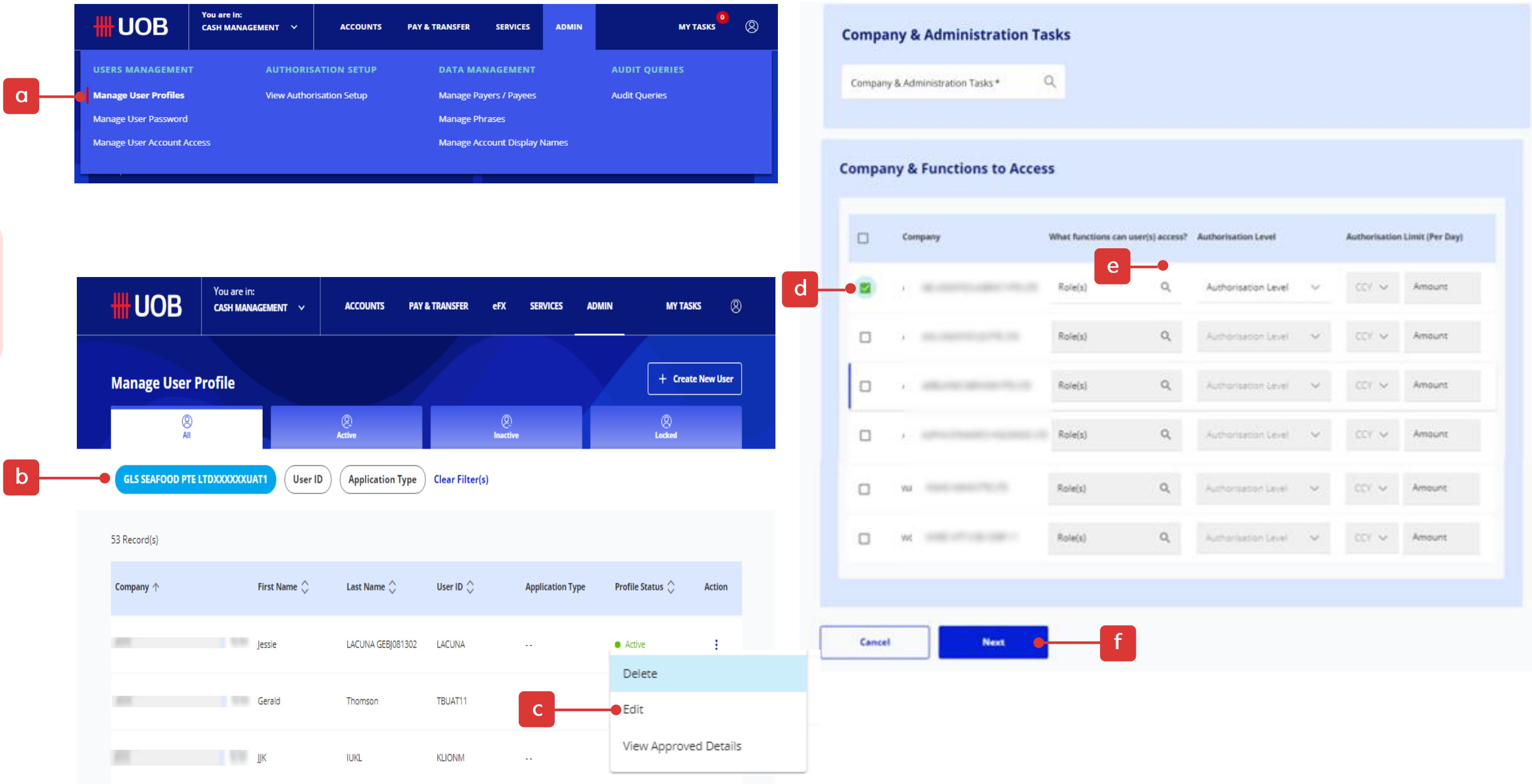
(c) Select **“Edit”** under the Action icon.

(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), **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.

The screenshot displays the UOB system interface for managing user account access. The top navigation menu shows 'ADMIN' selected, with 'Manage User Account Access' highlighted. A search filter is visible with options for 'Company', 'User ID', and 'Application Type'. A table lists 280 records 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, where 'Current Account - Corporate' is selected. The 'Limit transactions to only Pre-approved Payee?' option is set to 'Yes'. The 'What can the user view?' section shows 'Account Overview' and 'Account Activities' selected. The 'What transactions can the user access?' section shows 'Transactions *' selected. The 'Next' button is highlighted at the bottom.

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	

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.

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.

The screenshot shows the UOB Infinity Admin interface. The top navigation menu includes 'UOB', 'You are in: CASH MANAGEMENT', 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', and 'MY TASKS'. The 'ADMIN' menu is expanded, showing 'Manage User Profiles', 'Manage User Password', and 'Manage User Account Access'. A red arrow 'a' points to 'Manage User Profiles'. Below this, the 'Manage User Profile' section is visible, showing a search filter 'GLS SEAFOOD PTE LTDXXXXXUAT1' and a table of users. A red arrow 'b' points to the search filter. The table has columns: Company, First Name, Last Name, User ID, Application Type, Profile Status, and Action. A user 'Gerald Thomson' is highlighted, and a red arrow 'c' points to the 'Edit' button in the action menu.

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.

The screenshot shows the UOB Infinity Admin interface. The top navigation menu includes 'UOB', 'You are in: CASH MANAGEMENT', 'ACCOUNTS', 'PAY & TRANSFER', 'eFX', 'SERVICES', 'ADMIN', and 'MY TASKS'. The 'ADMIN' menu is expanded, showing 'Manage User Profiles', 'Manage User Password', and 'Manage User Account Access'. A red arrow 'a' points to 'Manage User Profiles'. Below this, the 'Manage User Profile' section is visible, showing a search filter 'GLS SEAFOOD PTE LTDXXXXXUAT1' and a table of users. A red arrow 'b' points to the search filter. The table has columns: Company, First Name, Last Name, User ID, Application Type, Profile Status, and Action. A user 'Gerald Thomson' is highlighted, and a red arrow 'c' points to the 'Edit' button in the action menu. The 'Token Details' section is visible, showing 'Token Serial Number 2651292742', 'Private Token No', 'Token Status Activated', and 'Remarks'. A red arrow 'd' points to the 'Company & Functions to Access' section. The 'Company & Functions to Access' section shows a table with columns: Company, What functions can user(s) access?, Authorisation Level, and Authorisation Limit (Per Day). A red arrow 'e' points to the 'Next' button at the bottom.

Appendix – Pre-Approved Payee Management

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”.

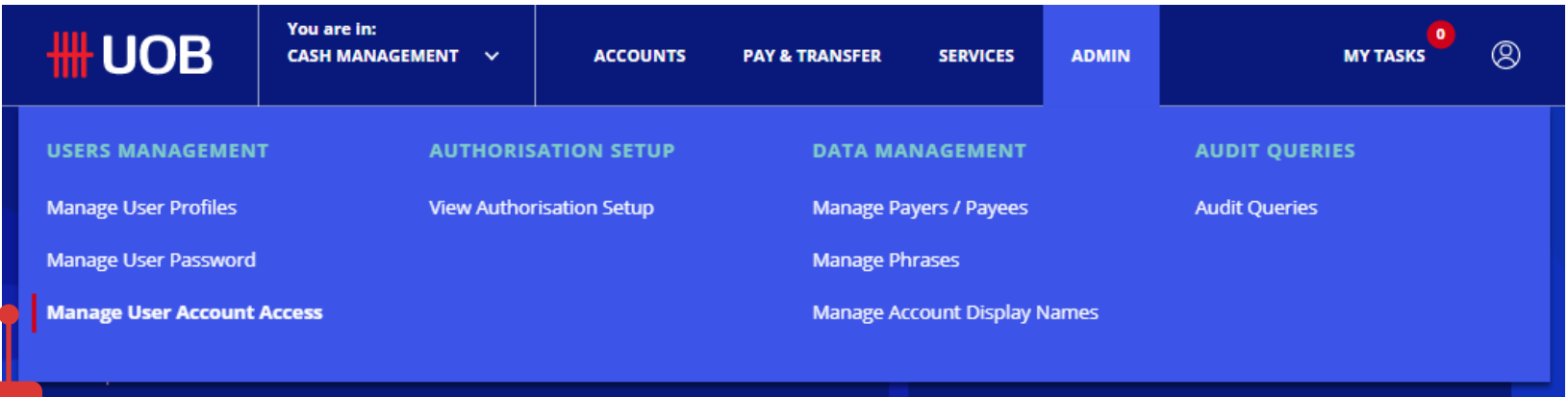
2 Manage User Account Access

(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		Edit View Approved Details
	Auth-A	USER-2651292629	USERA		
	1 Maker	2 Maker	BEBEKDAI	MODIFIED	

A screenshot of the 'Account and Product to Access' form. It shows a list of accounts with checkboxes. The first account is selected. Below the list, there are sections for 'Limit transactions to only Pre-approved Payee? *' (with 'Yes' selected), 'What can the user view?' (with 'Account Overview' and 'Account Activities' selected), and 'What transactions can the user access?' (with a search bar). A red box with the letter 'd' points to the 'Yes' radio button.A screenshot of the 'Account and Product to Access' form for another user. It shows a list of accounts with checkboxes. The first account is selected. Below the list, there are sections for 'Limit transactions to only Pre-approved Payee? *' (with 'Yes' selected), 'What can the user view?' (with 'Account Overview' and 'Account Activities' selected), and 'What transactions can the user access?' (with a search bar). A red box with the letter 'd' points to the 'Yes' radio button.A screenshot of the bottom of the form, showing a 'Cancel' button and a 'Next' button. A red box with the letter 'e' points to the 'Next' button.

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

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:

Cancel Submit

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



Right By You