


Step 1	Open "CBS Online" account at a branch
Step 2	<p>Login to "CBS Online" by using authentication tool:</p> <p>i) Enter "Corporate Internet Banking Number / Login Name" and "User ID" on the login page. Press </p> <p>ii) Change password</p> <p>iii) Finish settings for authentication tool</p> <p>iv) Confirm the related terms and conditions to finish login procedure</p>
Step 3	Primary User should select authorisation mode after login (please refer to "Suggestion for Authorisation Mode Settings" in Section 5.1)
Step 4	<p>Customers who have not applied for "Pre-set Authority Function": Primary User can create Delegated Users, set up authorisation groups, functions and account rights for all users (including Primary User himself / herself) (please refer to Section 6 for details)</p> <p>Customers who have applied for "Pre-set Authority Function": The authorisation groups, functions and account rights for Primary User have been pre-set. However, Primary User can still create Delegated Users, set up authorisation groups, functions and account rights for Delegated Users</p>
Step 5	<p>Customers who have not applied for "Pre-set Authority Function": Set up account limits and authorisation groups of each product</p> <p>Customers who have applied for "Pre-set Authority Function": Account limits and authorisation groups of each product have been pre-set* but amendment is allowed</p>
Step 6	<p>Users can proceed with transaction via "CBS Online" if only single Primary User's authorisation is required</p> <p>In case dual Primary Users' authorisation is required:</p> <p>i) After Primary User A has finished step 1 to 5, he / she should wait for the authorisation from Primary User B to proceed with the transaction</p> <p>ii) Having logged in "CBS Online", Primary User B could proceed with bulk authorisations relating to management settings at "Authorisation Centre"</p> <p>iii) Upon authorisation, users can conduct transactions via "CBS Online"</p>

* Beneficiary Account List Authorisation Settings, Transfer Limit of Non-listed Beneficiaries, Daily Limit of Total Payroll and Daily Limit of Total Bill Payment will not be set by the "Pre-set Authority Function".