


Step 1	Open "CBS Online" account at a branch
Step 2	<p>Login to "CBS Online" by using authentication tool:</p> <ul style="list-style-type: none"> i) Enter "Corporate Internet Banking Number / Login Name" and "User ID" on the login page. Press  ii) Change password iii) Finish settings for authentication tool iv) Confirm the related terms and conditions to finish login procedure
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> <ul style="list-style-type: none"> 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 ii) Having logged in "CBS Online", Primary User B could proceed with bulk authorisations relating to management settings at "Authorisation Centre" iii) Upon authorisation, users can conduct transactions via "CBS Online"

* 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".