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> *business*Bridge®*Premier* HK Online Banking User Guide

Administration for Panel Authorization



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### Panel Authorization Administration

With *business*Bridge<sup>®</sup>*Premier* HK, you can designate users to perform approval functions with Panel Authorization Groups. Company Administrators and users with "**System Administrator**" entitlements have the power to create and maintain Panel Authorization Groups as well as create a new User Group. Company Administrators can also create and maintain Panel Authorization Profiles. \*If the Company has Dual Authorization (Client) any Panel Administration will require approval by another administrator.

#### **Key Points:**

- Company Administrators are the primary contacts for the bank and company users.
- Company Administrators can administer Panel Authorization Groups by:
  - o Adding or deleting a User from a Panel Authorization Group
  - o Deleting a Panel Authorization Group
  - o Creating a new Panel Authorization Group
- Company Administrators can administer Panel Authorization Profiles by:
  - o Edit, Copy or Delete a Panel Profile
  - o Creating a new Panel Profile
- When company users contact the bank for assistance, the bank may reach out to the Company Administrator for authorization.

#### Panel Authorization Group Administration

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## Adding or Deleting a User from a Panel Authorization Group

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В	View Users	Delete Group >
E	View Users Select "Edit Panel Groups"	Edit Panel Group
	Select Luit ruler Groups	

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# Deleting a Group from a Panel Authorization Group

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E	View Users			
		<b>→</b>	Delete Group	>
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	Cancel Delete	ļ

DELETE PANEL AU	8	
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# Creating a Panel Authorization Group

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Group	Users Defined	Action	
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### Panel Authorization Profile Administration

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Group	Users Defined	Panel Authorization Grou     Panel Authorization Profi	ps les	<ul><li>Login</li><li>Password</li></ul>	
A	Select "Panel Authorization Profiles"			-	

# Edit a Panel Authorization Profile

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PROFILES	PROFILES PER PAYMENT				
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Profile Name	Profile Type	Payment Frequency	Groups	Last Modified By Last Updated	Action
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Panel 2	Per Payments	Repetitive, Non-Repetitive	A, B	agarcia1 10/06/2020	•
Show / Hide Columns				Edit Profile	>
		Select "Edit Profile"		Copy Profile	>
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# Copy a Panel Authorization Profile

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# Delete a Panel Authorization Profile

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Panel 1	Per Payments	Repetitive	Non-Repetitive	~	UserFour@eastwest 10/06/2020	E		
Panel 2	Per Payments	Repetitive,	Non-Repetitive	Α, Β	UserFour@eastwest 10/07/2020	6	•	
Panel 3	Per Payments	Repetitive,	Non-Repetitive	А	UserFour@eastwest 10/07/2020			
Show / Hide Columns					Edit Profile		>	
					Copy Profile		>	
		Select "D	elete" Profil	e	Delete Brefie			
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