



華美銀行
EAST WEST BANK

HONG KONG BRANCH

Incorporated with limited liability under the laws of California, United States of America

*business*Bridge® Premier HK
Online Banking
User Guide

Administration for Panel Authorization

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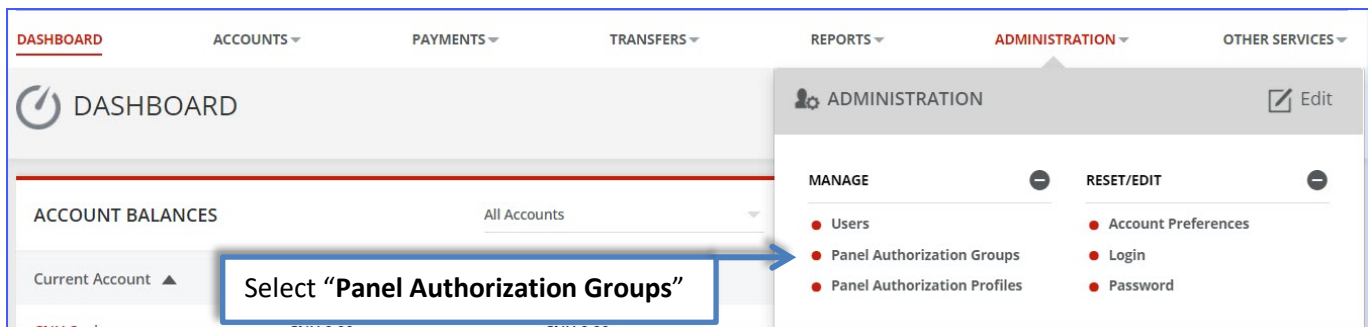
Panel Authorization Administration

With **businessBridge® 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.**

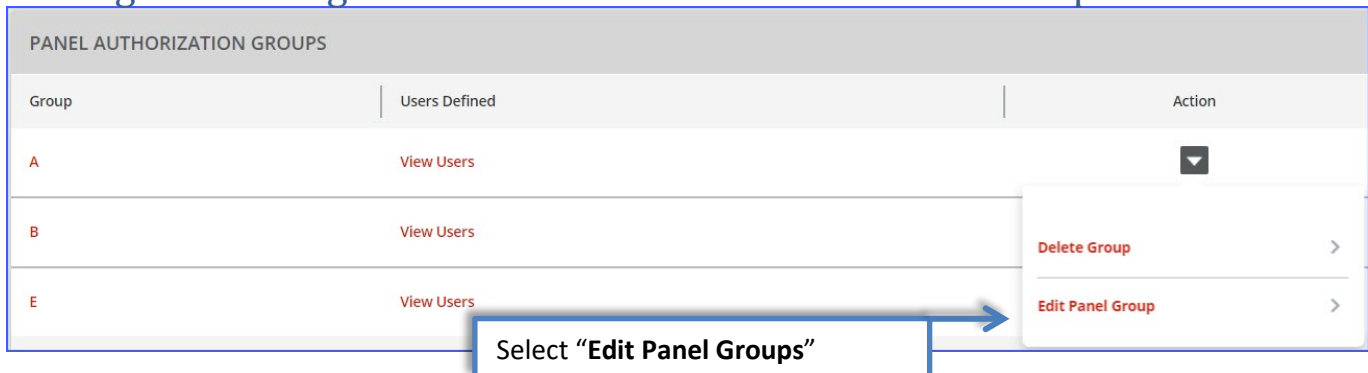
Key Points:

- Company Administrators are the primary contacts for the bank and company users.
- Company Administrators can administer Panel Authorization Groups by:
 - Adding or deleting a User from a Panel Authorization Group
 - Deleting a Panel Authorization Group
 - Creating a new Panel Authorization Group
- Company Administrators can administer Panel Authorization Profiles by:
 - Edit, Copy or Delete a Panel Profile
 - 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



Adding or Deleting a User from a Panel Authorization Group



EDIT PANEL AUTHORIZATION GROUPRequired Fields

Step 1 of 2: Use this page to add and remove users from Panel Group.

PANEL GROUP INFORMATION

Panel GroupA

USERS INFORMATION

User List

Add Users to the Panel Group by
Selecting the User and clicking the
Right Arrow

Selected Users *

UserThree

Remove Users from the Panel Group by
Selecting the User and clicking the Left
Arrow

Move All

Click "Next" to continue

Cancel

Next

PREVIEW PANEL AUTHORIZATION GROUP

Step 2 of 2: Use this page to preview users from Panel Group.

PANEL GROUP INFORMATION

Panel GroupA

USERS INFORMATION

Selected Users

UserThree
UserFour
UserSix
UserTwo

Cancel

Back

Submit

Select "Submit" to Continue

PREVIEW PANEL AUTHORIZATION GROUP

?

×

Step 2 of 2: Use this page to preview users from Panel Group.

PANEL GROUP INFORMATION

Panel Group

A

USERS INFORMATION

Selected Users

UserFour
UserTwo
UserThree

✓

Successful Submit
Panel Group A updated successfully.

Manage Panel Groups

Deleting a Group from a Panel Authorization Group

MANAGE PANEL AUTHORIZATION GROUPS

Use this page to select a group.

+

 Create Panel Group

Print

?

 Help

PANEL AUTHORIZATION GROUPS

Group	Users Defined	Action
A	View Users	▼
B	View Users	▼
E	View Users	▼

Select "Delete Group" from the Dropdown

Delete Group >
Edit Panel Group >

DELETE PANEL AUTHORIZATION GROUPS

×

PANEL GROUP INFORMATION

Panel Group

E

USERS INFORMATION

Users

UserThree
UserTwo
UserSeven

Select "Delete" to Continue

Cancel

Delete

DELETE PANEL AUTHORIZATION GROUPS

PANEL GROUP INFORMATION

Panel Group

E

USERS INFORMATION

Users

UserThree
UserFour

Successful Submit
Panel Group E deleted successfully.

Manage Panel Groups

Creating a Panel Authorization Group

MANAGE PANEL AUTHORIZATION GROUPS
Use this page to select a group.

Create Panel Group
Print
? Help

Select a "Create Panel Group"

PANEL AUTHORIZATION GROUPS

Group	Users Defined	Action
A	View Users	▼
B	View Users	▼

CREATE PANEL AUTHORIZATION GROUP ★ Required Fields ? ×

Step 1 of 2: Use this page to add and remove users from Panel Group.

PANEL GROUP INFORMATION —

Panel Group ★ E Select a Panel Group

USERS INFORMATION —

User List Add Users to the Panel Group by Selecting the User and clicking the Right Arrow

Selected Users ★ Remove Users from the Panel Group by Selecting the User and clicking the Left Arrow

Move All

Click "Next" to continue

Cancel Next

PREVIEW PANEL AUTHORIZATION GROUP ? ×

Step 2 of 2: Use this page to preview users from Panel Group.

PANEL GROUP INFORMATION —

Panel Group E

USERS INFORMATION —

Selected Users

UserThree
UserTwo
UserSeven

Cancel Back Submit Select "Submit" to Continue

PREVIEW PANEL AUTHORIZATION GROUP ? ×


Step 2 of 2: Use this page to preview users from Panel Group.

PANEL GROUP INFORMATION –


Panel Group	E
-------------	---


USERS INFORMATION –

Selected Users	UserThree UserTwo UserSeven
----------------	-----------------------------------

 **Successful Submit**
Panel Group E created successfully.
 Manage Panel Groups

Panel Authorization Profile Administration

 **MANAGE PANEL AUTHORIZATION GROUPS**
Use this page to select a group.

 **ADMINISTRATION** Edit

PANEL AUTHORIZATION GROUPS

Group	Users Defined
A	

MANAGE –

- Users
- Panel Authorization Groups
- Panel Authorization Profiles

RESET/EDIT –

- Account Preferences
- Login
- Password

Select "Panel Authorization Profiles"

Edit a Panel Authorization Profile

MANAGE PANEL PROFILES

PROFILES

PROFILES PER PAYMENT

Show All ▼

Search 🔍

Profile Name ▲	Profile Type	Payment Frequency	Groups	Last Modified By Last Updated	Action
Panel 1	Per Payments	Repetitive, Non-Repetitive	A	UserFour@eastwest 10/06/2020	▼
Panel 2	Per Payments	Repetitive, Non-Repetitive	A, B	agarcia1 10/06/2020	▼

Show / Hide Columns

Select "Edit Profile"

Edit Profile >

Copy Profile >

Delete Profile >

BACK TO TOP

EDIT PANEL PROFILE
Use this page to edit Profile Information.

PROFILE INFORMATION Required Fields

Profile Name *	Panel 2
Profile Type	Per Payment

Cancel Next

Profile Name is Displayed

Click "Next" to continue

EDIT PANEL PROFILE
Use this page to edit Payment Types.

WIRE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current
Set All	<input type="checkbox"/>	
Book Wire Payments	<input checked="" type="checkbox"/>	Panel 2
International Wire Transfers	<input checked="" type="checkbox"/>	Panel 2

TRANSFER TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Set All	<input type="checkbox"/>		<input type="checkbox"/>	
Transfers	<input type="checkbox"/>	Panel 1	<input type="checkbox"/>	Panel 1

IMMEDIATE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Set All	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
CHATS Payments	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Cancel Back Next

Select or Unselect "Payment Types" to be included for the Panel Profile and Repetitive and/or Non-Repetitive

Click "Next" to continue

TIER 1 LIMITS

Minimum Amount *	1.00
Maximum Amount *	1,000.00
Authorization Panel 1 *	A

TIER 2 LIMITS

Minimum Amount *	1,000.00
Maximum Amount *	999,999,999.99

Cancel Back Add Another Tier Delete Tier Continue

"Tier Limits" are displayed that are permitted to the Panel Profile you are editing. The Tier Limits can be changed or a limit tier added. Authorization Panels Groups can also be added or removed. Tier Limits are in HKD. Minimum Amount is 0.01 and Maximum Amount is 99,999.999.99

Put the relevant "Authorization Panel" group into each of the tier limit.

- If you would like to have 1 user from Group A & 1 user from Group B to approve the transaction, please select 1 "A" and 1 "B" **on the same row**
- If you would like to have either 1 user from Group A or 1 user from Group B to approve the transaction, please click on the "+" and select "A" and "B" in 2 different rows

To add another Tier Click "Add Another Tier"
NOTE: Overlapping tier MUST be avoided

Click "Continue"

PREVIEW PANEL PROFILE
Use this page to preview Panel Profile information.

Warning
Some of the payment types you have selected for this panel are already associated with another panel. If you continue those payment types will instead be associated with this panel.

PROFILE INFORMATION

Profile Name	Panel 2
Profile Type	Per Payment

WIRE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Book Wire Payments		Panel 2		Panel 2
International Wire Transfers		Panel 2		Panel 2

TRANSFER TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Transfers		Panel 1		Panel 1

IMMEDIATE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
CHATS Payments				

TIER 1 LIMITS

Minimum Amount	HKD 1.00												
Maximum Amount	HKD 1,000.00												
Authorization Levels	<table> <tr> <th>Panel Number</th> <th>Group</th> <th>Group</th> <th>Group</th> <th>Group</th> <th>Group</th> </tr> <tr> <td>1</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Panel Number	Group	Group	Group	Group	Group	1	A				
Panel Number	Group	Group	Group	Group	Group								
1	A												

TIER 2 LIMITS

Minimum Amount	HKD 1,000.00												
Maximum Amount	HKD 999,999,999.99												
Authorization Levels	<table> <tr> <th>Panel Number</th> <th>Group</th> <th>Group</th> <th>Group</th> <th>Group</th> <th>Group</th> </tr> <tr> <td>1</td> <td>A</td> <td>B</td> <td></td> <td></td> <td></td> </tr> </table>	Panel Number	Group	Group	Group	Group	Group	1	A	B			
Panel Number	Group	Group	Group	Group	Group								
1	A	B											

Cancel

Edit Profile

Submit

If the User selects a payment type that is already associated with another panel then User will see a **“Warning message”** ‘Some of the payment types you have selected for this panel are already associated with another panel. If you continue those payment types will instead be associated with this panel.’

Select **“Submit”** to Continue

Successful Submit
 Panel Profile Panel 2 modified successfully.

Manage Panel Profiles

Copy a Panel Authorization Profile

MANAGE PANEL PROFILES

PROFILES PROFILES PER PAYMENT

Show All Search

Profile Name ▲	Profile Type	Payment Frequency	Groups	Last Modified By Last Updated	Action
Panel 1	Per Payments	Repetitive, Non-Repetitive	A	UserFour@eastwest 10/06/2020	
Panel 2	Per Payments	Repetitive, Non-Repetitive	A, B	UserFour 10/07/2020	Edit Profile > Copy Profile > Delete Profile >

Show / Hide Columns

Select "Copy Profile"

COPY PANEL PROFILE
Use this page to add Profile Information.

PROFILE INFORMATION

Profile Name * Panel 3

Profile Type Per Payment

Enter the "Profile Name"

Click "Next" to continue

Cancel Next

COPY PANEL PROFILE
Use this page to add Payment Types.

WIRE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Set All	<input type="checkbox"/>		<input type="checkbox"/>	
Book Wire Payments	<input type="checkbox"/>	Panel 2	<input type="checkbox"/>	Panel 2
International Wire Transfers	<input type="checkbox"/>	Panel 2	<input type="checkbox"/>	Panel 2

TRANSFER TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive
Set All	<input type="checkbox"/>		<input type="checkbox"/>
Transfers	<input checked="" type="checkbox"/>	Panel 1	<input checked="" type="checkbox"/>

"Payment Types" are displayed that are permitted to the Panel Profile you are copying. Additional Payment Types can be selected.

IMMEDIATE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Set All	<input type="checkbox"/>		<input type="checkbox"/>	
CHATS Payments	<input type="checkbox"/>	Panel 2	<input type="checkbox"/>	Panel 2

Cancel Back Next

Click "Next" to continue

COPY PANEL PROFILE
Use this page to add Tier Limits and Panel.

TIER 1 LIMITS

Minimum Amount * 1.00

Maximum Amount * 1,000.00

Authorization Panel 1 * A Select Select Select Select +

TIER 2 LIMITS

Minimum Amount * 1,000.00

Maximum Amount * 999,999,999

Authorization Panel 1 * A B Select Select Select +

Cancel Back Add Another Tier

“Tier Limits” are displayed that are permitted to the Panel Profile you are copying. The tier limits can be changed or a limit tier added. Authorization Panels Groups can also be added or removed. Tier Limits are in HKD. Minimum Amount is 0.01 and Maximum Amount is 99,999.999.99

Put the relevant **“Authorization Panel”** group into each of the tier limit.

- If you would like to have 1 user from Group A & 1 user from Group B to approve the transaction, please select 1 “A” and 1 “B” **on the same row**
- If you would like to have either 1 user from Group A or 1 user from Group B to approve the transaction, please click on the “+” and select “A” and “B” in 2 different rows

To add another Tier Click **“Add Another Tier”**
NOTE: Overlapping tier MUST be avoided

PREVIEW PANEL PROFILE
Use this page to preview Panel Profile information.

Warning
Some of the payment types you have selected for this panel are already associated with another panel. If you continue those payment types will instead be associated with this panel.

PROFILE INFORMATION

Profile Name Panel 3

Profile Type Per Payment

WIRE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non Repetitive	Current Non-Repetitive Profile
Book Wire Payments		Panel 2		Panel 2
International Wire Transfers		Panel 2		Panel 2

TRANSFER TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non Repetitive	Current Non-Repetitive Profile
Transfers	✓	Panel 1	✓	Panel 1

IMMEDIATE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non Repetitive	Current Non-Repetitive Profile
CHATS Payments		Panel 2		Panel 2

TIER 1 LIMITS

Minimum Amount HKD 1.00

Maximum Amount HKD 100,000.00

Authorization Levels

Panel Number	Group	Group	Group
1	A		

Cancel Edit Profile Submit


If the User selects a payment type that is already associated with another panel then User will see a **“Warning message”** **“Some of the payment types you have selected for this panel are already associated with another panel. If you continue those payment types will instead be associated with this panel.”**

Click **“Submit”** to continue

Successful Submit
Panel Profile Panel 3 created successfully.

Manage Panel Profiles

Delete a Panel Authorization Profile

 **MANAGE PANEL AUTHORIZATION PROFILES**
Use this page to select profile options or review existing profiles.

[+ Create Panel Profile](#) [Print](#) [? Help](#)

MANAGE PANEL PROFILES

PROFILES **PROFILES PER PAYMENT**

Show All


Profile Name ▲	Profile Type	Payment Frequency	Groups	Last Modified By Last Updated	Action
Panel 1	Per Payments	Repetitive, Non-Repetitive		UserFour@eastwest 10/06/2020	▼
Panel 2	Per Payments	Repetitive, Non-Repetitive	A, B	UserFour@eastwest 10/07/2020	▼
Panel 3	Per Payments	Repetitive, Non-Repetitive	A	UserFour@eastwest 10/07/2020	▼


Show / Hide Columns

[Edit Profile](#) >
[Copy Profile](#) >
[Delete Profile](#) >

Select "Delete" Profile

BACK TO TOP

 **DELETE PANEL PROFILE**
Use this page to delete a profile.

 **Warning**
Deleting this profile will remove all associated payment types from having panel authorization. To retain such payment types for panel authorization, they will need to be added to any existing or a new profile after deletion of this profile.

PROFILE INFORMATION

Profile Name	Panel 3
Profile Type	Per Payment

WIRE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Bank Wire Payments		Panel 2		Panel 2
International Wire Transfers		Panel 2		Panel 2

TRANSFER TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Transfers	✓	Panel 3	✓	Panel 3

IMMEDIATE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
CHATS Payments		Panel 2		Panel 2

TIER 1 LIMITS

Minimum Amount	HKD 1.00				
Maximum Amount	HKD 100,000.00				
Authorization Levels					
Panel Number	Group	Group	Group	Group	Group
1	A				

ADDITIONAL INFORMATION

Last Modified By	UserFour@eastwest
------------------	-------------------

[Cancel](#) [Delete](#)

User will see a "Warning" message: **Deleting this profile will remove all associated payment types from having panel authorization. To retain such payment types for panel authorization, they will need to be added to any existing or a new profile after deletion of this profile.**

Click "Delete" to continue



Successful Submit
Panel Profile Panel 3 deleted successfully.

[Manage Panel Profiles](#)

Create a New Panel Authorization Profile

MANAGE PANEL AUTHORIZATION PROFILES
Use this page to select profile options or review existing profiles.

[+ Create Panel Profile](#) [Print](#) [? Help](#)

Select **"Create Panel Profile"**

MANAGE PANEL PROFILES

PROFILES **PROFILES PER PAYMENT**

Show All Search

Profile Name ▲	Profile Type	Payment Frequency	Groups	Last Modified By Last Updated	Action
Panel 1	Per Payments	Repetitive, Non-Repetitive	A	UserFour@eastwest 10/06/2020	

CREATE PANEL PROFILE
Use this page to add Profile Information.

[? Help](#)

PROFILE INFORMATION ★ Required Fields

Profile Name * ← Enter the "Name" for the Profile

Profile Type

← Click "Next" to continue

CREATE PANEL PROFILE
Use this page to add Payment Types.

[? Help](#)

WIRE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Set All	<input type="checkbox"/>		<input type="checkbox"/>	
Book Wire Payments	<input type="checkbox"/>	Panel 6	<input type="checkbox"/>	Panel 6
International Wire Transfers	<input type="checkbox"/>	Panel 6	<input type="checkbox"/>	Panel 6

TRANSFER TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Set All	<input checked="" type="checkbox"/>			
Transfers	<input checked="" type="checkbox"/> ← Select "Payment Types" to be included for the Panel Profile and Repetitive and/or Non-Repetitive			

IMMEDIATE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Set All	<input type="checkbox"/>		<input type="checkbox"/>	
CHATS Payments	<input type="checkbox"/>	Panel 2	<input type="checkbox"/>	Panel 2

CREATE PANEL PROFILE
Use this page to create a new Panel Profile.

TIER 1 LIMITS

Minimum Amount * 0.01

Maximum Amount * 3,000.00

Authorization Panel 1 * A Select Select Select Select +

Cancel Back Add Another Tier

Enter the Tier Limits: Minimum Amount, Maximum Amount and the Authorization Panel Groups. Tier Limits are in HKD. Minimum Amount is 0.01 and Maximum Amount is 99,999.999.99

Put the relevant "Authorization Panel" group into each of the tier limit.

- If you would like to have 1 user from Group A & 1 user from Group B to approve the transaction, please select 1 "A" and 1 "B" **on the same row**
- If you would like to have either 1 user from Group A or 1 user from Group B to approve the transaction, please click on the "+" and select "A" and "B" in 2 different rows

To add another Tier Click "Add Another Tier"
NOTE: Overlapping tier MUST be avoided

PREVIEW PANEL PROFILE
Use this page to preview Panel Profile information.

Warning
Some of the payment types you have selected for this panel are already associated with another panel. If you continue those payment types will instead be associated with this panel.

PROFILE INFORMATION

Profile Name Panel 4
Profile Type Per Payment

WIRE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Book Wire Payments		Panel 2		Panel 2
International Wire Transfers		Panel 2		Panel 2

TRANSFER TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
Transfers	✓	Panel 1	✓	Panel 1

IMMEDIATE PAYMENT TYPES INFORMATION

Payment Name	Repetitive	Current Repetitive Profile	Non-Repetitive	Current Non-Repetitive Profile
CHATS Payments		Panel 2		Panel 2

TIER 1 LIMITS

Minimum Amount HKD 0.01
Maximum Amount HKD 300,000.00

Authorization Levels

Panel Number	Group	Group	Group	Group	Group
1	A				

Cancel Edit Profile Submit

If the User selects a payment type that is already associated with another panel then User will see a "Warning message" 'Some of the payment types you have selected for this panel are already associated with another panel. If you continue those payment types will instead be associated with this panel.'

Select "Submit" to Continue

Successful Submit
Panel Profile Panel 4 created successfully.

Manage Panel Profiles