



# KEB Hanabank corporate Banking User Manual

## **Banking Mgmt.**

Internal Control > Authorized User Setting

# Authorized User Setting

Step 1. Select user(s) to whom account authority, work authority and transfer limit will be assigned and click on View Authority

## Authorized User Setting

All  Search

NO	Select	Type	Username	Department	Position	Date of Enrol	Daily Transfer Lim	Per-Transfer Li
1	<input type="radio"/>	Master + User				2018-03-05	1,300,000,000	1,300,000,000
2	<input type="radio"/>	General User				2018-03-06	1,300,000,000	1,300,000,000
3	<input type="radio"/>	General User				2018-03-12	5,000,000,000	3,000,000,000
4	<input type="radio"/>	Payroll Master				2018-08-20	1,000,000,000	1,000,000,000

## Detailed Procedure

- This screen is used for Master to assign account authority, work authority and transfer limit to Controlled User
- Set the transfer limit by considering Transfer Limit Deduction Method to be used for Approval Service
  - Registrant Deduction Method: Assign transfer limit to the registrant because transfer limit is deducted from the registrant
  - Approver Deduction Method: Assign transfer limit to the approver because transfer limit is deducted from the approver

# Authorized User Setting

Step 2. Set the daily/per-transaction transfer limit, as well as menu/work authority

## Transfer Limit

Daily Company Transfer Limit	10,000,000,000KRW		
Daily Transfer Limit	1,300,000,000 KRW	Single-Transfer Limit	1,300,000,000 KRW

## Menu/Work Authority

Menu Permissions	Menu Name	Business Authority
<input checked="" type="checkbox"/>	Inquire	<input type="checkbox"/> Search All Accounts (You can search individual search-enabled accounts when option is not selected) <input type="checkbox"/> View Closed Account <input type="checkbox"/> Inquire Credit Card
<input checked="" type="checkbox"/>	Transfer	
<input checked="" type="checkbox"/>	B2B electronic payment	
<input checked="" type="checkbox"/>	Foreign Exchange / Import and Export	
<input checked="" type="checkbox"/>	Utility Bill	
<input checked="" type="checkbox"/>	Loan	<input checked="" type="checkbox"/> Authority to Register Pledge Establishment
<input checked="" type="checkbox"/>	Deposit/Fund/Trust	
<input checked="" type="checkbox"/>	Integrated Funds Management	<input checked="" type="checkbox"/> Tuition Receipt Management Authority <input type="checkbox"/> Heemang Kiwum Account 2
<input type="checkbox"/>	'Integrated Management for Headquarters and Branches'	
<input type="checkbox"/>	Retirement Pension	Search/Modify and Pay/Deposit Retirement Pension (for Person in Charge/Approver of Retirement Pensions)
<input type="checkbox"/>	Overseas Affiliated Company	Change and payment/deposit transactions involving overseas affiliated companies
<input type="checkbox"/>	Salary Management	<input type="checkbox"/> Right to Inquire Salary Service Results <input type="checkbox"/> Right to Inquire Details of Approval Box

# Authorized User Setting

Step 3. Assign account authority available to the user

## Account authority

Number	Category	Account Number	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> Inquiry Authority	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> Transfer Registration Authority	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span> Allow Salary Management
1	Checking Deposits	██████████	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Free Savings Deposits	██████████	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Passbook Deposits	██████████	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	보관어음	██████████	<input type="checkbox"/>		<input type="checkbox"/>
5	Passbook Deposits	██████████	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Passbook Deposits	██████████	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Passbook Deposits in Foreign Currency	██████████	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Passbook Deposits in Foreign Currency	██████████	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Free Savings Deposits	██████████	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Free Savings Deposits	██████████	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Free Savings Deposits	██████████	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	n Arrears Loan	██████████	<input type="checkbox"/>		<input type="checkbox"/>

## Detailed Procedure

1. If the 'authority to inquire entire account' is not assigned under Work Authority, it is possible to assign authority per account.
2. Select one between KRW and foreign currency instant-access accounts
3. Authority setting is possible only by the user of salary management service.

# Authorized User Setting

Step 4. In case of corporate smartphone banking user, click on Edit Authority after selecting whether to terminate Simplified Authentication, Pattern Authentication and Push Notification

## Deactivate Smartphone Authentication/Notification Service

Service Name	Usage Status	Service Registration Date	Select Service Termination
Simplified Authentication	Unused		<input type="checkbox"/>
Pattern Authentication	Unused		<input type="checkbox"/>
Push Notification Service	Unused		<input type="checkbox"/>

# Authorized User Setting – Register Web ID

Step 5. In case of a user who wishes to use Web ID, click on Register Web ID

## Authorized User Setting

All

Search

Register Web ID

Terminate Web ID

Grid Guide

Download Excel

Print Grid

NO	Select	Type	Username	Department	Position	Date of Enrol	Daily Transfer Lim	Per-Transfer Li
1	<input type="radio"/>	Master + User	XXXXXXXXXX			2018-03-05	1,300,000,000	1,300,000,000
2	<input type="radio"/>	General User	XXXXXXXXXX			2018-03-06	1,300,000,000	1,300,000,000
3	<input type="radio"/>	General User	XXXXXXXXXX			2018-03-12	5,000,000,000	3,000,000,000
4	<input type="radio"/>	Payroll Master	XXXXXXXXXX			2018-08-20	1,000,000,000	1,000,000,000

View Authority

## Detailed Procedure

1. On internet banking, Master User can initiate Web ID which is used only for inquiry or approval.
2. For other transactions than web ID, please visit branch office for OTP and etc.

# Authorized User Setting – Register Web ID

Step 6. Enter Web ID information and click on Confirm

## Register Web ID

### User Information (Required)

\* \* Means Require Data.

<b>* User ID</b>	<input type="text"/>	<input type="button" value="Check ID duplication"/>
	(Enter a combination of 6 ~ 15 English letters and numbers.)	
<b>* Username</b>	<input type="text"/>	
<b>Position</b>	<input type="text"/>	
<b>Department</b>	<input type="text"/>	
<b>* Mobile phone</b>	Select ▼ - <input type="text"/> - <input type="text"/>	
<b>Phone Number</b>	Select ▼ - <input type="text"/> - <input type="text"/>	
<b>* Email Address</b>	<input type="text"/> @	Select ▼

# Authorized User Setting – Terminate Web ID

Step 7. If a user does not wish to use Web ID, click on Terminate Web ID

## Authorized User Setting

NO	Select	Type	Username	Department	Position	Date of Enrol	Daily Transfer Lim	Per-Transfer Li
1	<input type="radio"/>	Master + User				2018-03-05	1,300,000,000	1,300,000,t
2	<input type="radio"/>	General User				2018-03-06	1,300,000,000	1,300,000,t
3	<input type="radio"/>	General User				2018-03-12	5,000,000,000	3,000,000,t
4	<input type="radio"/>	Payroll Master +				2018-08-20	1,000,000,000	1,000,000,t
5	<input checked="" type="radio"/>	Approval User				2018-11-06	0	

[View Authority](#)



# Authorized User Setting – Terminate Web ID

Step 8. Check information on Web ID to be terminated and click on Confirm

## Terminate Web ID



### User Information

<b>User ID</b>	XXXXXXXXXX
<b>Username</b>	XXXXXXXXXX
<b>Position</b>	XXXXXXXXXX
<b>Department</b>	XXXXXXXXXX
<b>Mobile phone</b>	XXXXXXXXXX
<b>Phone Number</b>	XXXXXXXXXX
<b>Email Address</b>	XXXXXXXXXX

• Please be aware that when a User ID is deleted, all other user information is deleted along with it.

Confirm

Cancel

THANK YOU