

# Business Internet Banking

## Registration User Guide



Business Internet Banking offers a simpler, faster and better way to access your business accounts and manage your company's cash flow anytime, anywhere.

To apply for Business Internet Banking, you must hold at least one of the following HSBC commercial accounts:

- ◆ HKD/Foreign Currency Current Account
- ◆ Business Integrated Account
- ◆ HKD/CombiNations Statement Savings Account

**Step 1** Complete the [Business Internet Banking Enrolment Form](#).

**Step 2** Return the form to any [HSBC Commercial Service Centre](#) or by post.

**Step 3** Receive an activation PIN and a Security Device, separately by post, 5 working days after we receive your application. You will also receive an authentication code via mobile SMS message.

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**\*An authentication code is not required if you have received an activation PIN and a Security Device at the time you opened your business account at our Business Centre.**

After you have completed these steps, please proceed with the online registration shown in the next page.

**To register Business Internet Banking, you need:**

- ◆ Principal Account Number
- ◆ Activation PIN (inside PIN mailer)
- ◆ Security Device
- ◆ Authentication code (you will receive it via SMS only if you do not obtain your Activation PIN and Security Device at the time you open your account)

**Step 4** Set up the PIN for your Security Device.

1. Turn on your device by pressing the green button for 2 seconds.



2. Enter a 4 to 6 digits PIN. For security, we recommend a 6-digit PIN.  
Then press the yellow button.



3. Enter your new PIN again to confirm.



4. If the PIN setup is successful, it will show 'NEW PIN CONF' and 'HSBC' for 2 seconds.

If the PIN setup is unsuccessful, it will show 'FAIL PIN'. Press the green button to start the PIN setup process again

**Step 5**

Go to [www.business.hsbc.com.hk/registerbib-en](http://www.business.hsbc.com.hk/registerbib-en), and fill in the information as below, then click "Continue" to review the details.

The screenshot shows the registration process in three stages: Registration, Review, and Confirmation. The 'Registration' stage is active. It includes a warning about confidentiality, a progress indicator, and two main sections: '1. Start your registration' and '2. Create username'. Each section has input fields and callout boxes with instructions.

**1. Start your registration**

- Principal Account Number:** Input field with callout: "1 Start your registration. Input the information from your Activation PIN mailer. Note: Activation PIN allows 3 attempts only."
- User Short name:** Input field with callout: "2 Company name. This will be your profile display name, and can be different from your registered company name."
- Activation PIN:** Input field with callout: "2 Company name. This will be your profile display name, and can be different from your registered company name."
- Company name:** Input field with callout: "2 Company name. This will be your profile display name, and can be different from your registered company name."

**Authentication code**

Please input the 6-digit authentication code we have sent to you by SMS. (This authentication code is not applicable if: - You register for Mandatory Provident Fund service only; or - You have received the activation PIN and the Security Device when you applied for your business account)

**2. Create username**

- Username:** Input field with callout: "2 Create username. Create your new username with minimal 5 characters. Username cannot be changed during registration once you continue to next step, or you need to restart the registration. You can however change it after the registration process."
- Password:** Input field with callout: "2 Create password. Create your new password. It cannot be the same as username."
- Re-type Password:** Input field with callout: "2 Create password. It must be between 6 and 30 characters and can only contain letters, numbers and the following 5 special characters - \_ ' . @ ."



**Tips:**

If you have lost your activation PIN mailer, please call (852) 2748 8288 to request for another activation PIN mailer.

Step **5** (cont'd)

3. Setup Security Questions

Security Question 1

Name a memorable city or country

Answer for Security Question 1

Re-type Answer for Security Question 1

Security Question 2

When was your father born?

Answer for Security Question 2

Re-type Answer for Security Question 2

**3**

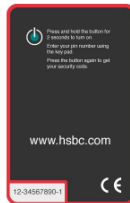
**Security Questions**  
Select security questions and input answers with at least 3 characters.

4. Setup Security Device

It is on the back of your Security Device (e.g. 10-1234567-1)

Security Device Serial Number

-  -



**4**

**Security Device Serial Number**  
You can find it at the back of your Security Device.

5. Enter personal information

First Name

Last Name

Email Address

**5**

**Personal Information**  
Please input your first and last name, and email address.

Cancel **Continue**

**Step 6**

Generate a security code from your Security Device and enter it on the below screen to verify your registration.



1. Turn on your device by pressing the green button for 2 seconds.



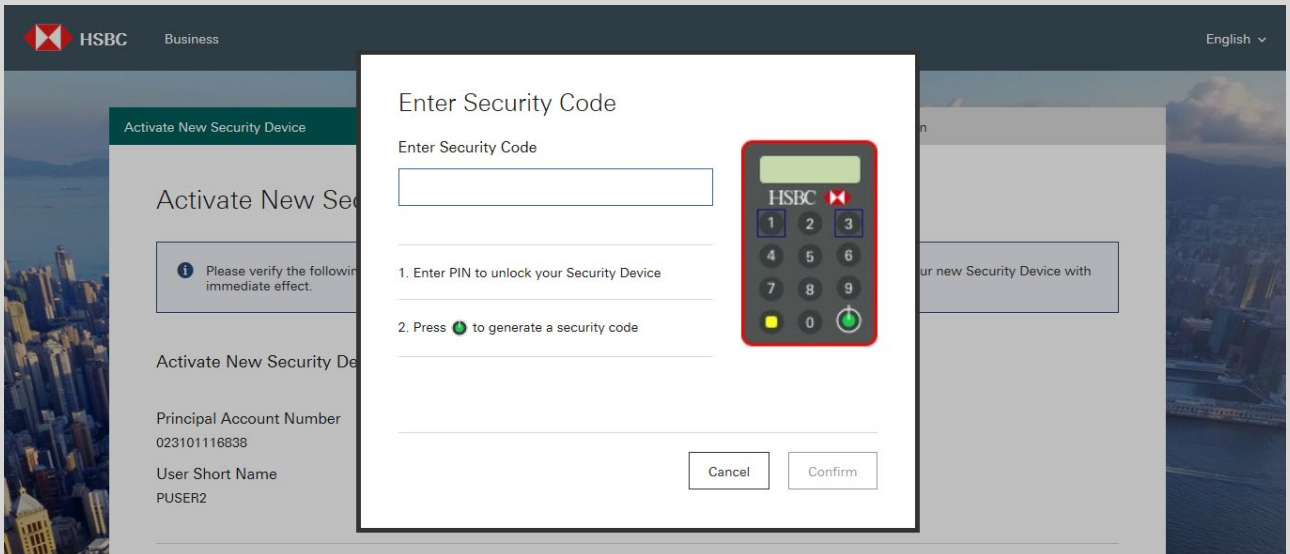
2. Enter your PIN.



3. Press the green button once.



4. A 6-digits security code will appear on the screen.



**Tips:**

Once the registration is completed, you can immediately log on to Business Internet Banking.

Information and images displayed on the laptop screen and Business Internet Banking interface are provided for illustrative purposes only.

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