# How to register a Secondary User on Business Internet Banking?

You can have a maximum of 2 Primary Users (PU) per Business Internet Banking account but register as many Secondary Users (SU) as your business required. To create a new SU, you can do it on Business Internet Banking in a just few steps.

### Simple process of SU creation:



I. Approvals from both PUs are required if the management control type is set 'Dual' and the request is submitted by SU.

2. No approval is required for PU registering a new SU if the management control type is set 'Single', but approval from another PU is required if the management control type is set 'Dual'.

## Tips: How to check your Management Control setting?

#### Step 1:

Logon and click 'Administration Tools' icon at top bar

#### Step 2:

Click 'Management Control Authorisation' under 'Profile Setting' section

•	My HSBC	×	Administration Tools					
٠	eStatement and	a -						
	Cash		User administration		Profile settings		Communication Centre	
	Management Authorisation	~	Create Secondary User	>	Management Control Authorisation	>	Manage Your Contact Information	>
•	Inbox	~	Modify User Details / Delete User	>	Set Overseas ATM Withdrawal Limit	>	Notification Centre	>
ங்	Notification Centre		Activate User	>	Change Daily Transaction Limit Request	>	WeChat Service	>
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#### Step 3:

The management control setting will be shown in the blue information box

A	му нѕвс 🗙	Authorisation - Management Control @								
-	eStatement and eAdvice	You have "two" primary users and you are using the combination of "single" management control. You are eligible to modify your authorisation matrix to fit your cally operation from time to time. In order to conduct climit transactions (e.g. manage payments to normal benchcaures, creating designated benchcaures, second my stiment								
m	Cash									
	Authorisation	matrix to fit your daily operation from time to time. In order to conduct online transactions (e.g. making payments to normal beneficiaries, creating designated beneficiaries, placing investment								
•	Authorisation	matrix to fit your daily operation from time to time. In order to conduct online transactions (e.g. making payments to normal bencianes, creating designated beneticianes, placing investment orders), you will need to provide your mobile phone number to receive SMS notifications about such transactions.								



# 🖗 🖉 Existing PU or SU to add new SU on Business Internet Banking

1	Logon to Business Internet Banking and click 'Admin tools' icon on top.	Business Internet Benking New	V MSBC Business Go Authorisations	Pending cash transactions 2 >	業 湾   Log off BIBTESTPA 〜 Last login: 30 Jun 2023 09.46 (HKT) (1) Insights
2	Click 'Create Secondary User'	My HSBC     ×       Statement and eAdvice     ×       End     Cash Authorisation     ✓       Imbox     ✓       thos     Notification Centre	Administration Tools         User administration         Create Secondary User       >         Modify User Details / Delete User       >         Activate User       >	Profile settings         Management Control Authorisation       >         Set Overseas ATM Withdrawal Limit       >         Change Daily Transaction Limit Request       >	Communication Centre       Manage Your Contact Information       Notification Centre       WeChat Service
3	Input the details for creating new SU, click 'Continue'. <b>Note:</b> 'Short Name' identifies the user who has performed a particular transaction. It should be in 6 alphanumeric characters with any combination of A to Z and/or 0 to 9. It cannot be changed after	My HSBC     X       Statement and eStatement and Advice     X       Image: Statement and Advice     X       Image: State and Advice     X       Image: State and Ad	Create Secondary User      Create Secondary User      We will use the contact details before to send an erral notification     the new user: but will not send a security device or PRN male      User: Details     Passe provide the user's details here.      Full Name      Methic Number      Descond turber      Short Number      Mobile phone number      Austrementson code will be sent use Nds to the male plone number for fin	2. Preview ation with registration instructions and an SMS with verification code to r	3. Acknowledgement User Details Services Account details and menagement Payments and transfers Investment UsPF and insurance services Trade Solution Accounts

#### Tips: How to manage account access for new SU?

You can select the account(s) you allow new SU to access in 'Accounts' section. Please remember to specify the daily transaction limit of selected account(s).



Review the details on acknowledgement page and click 'Confirm' to submit the request.

			1. Create Secondary User	2. Preview		3. Acknowledgement			
	My HSBC	×				-			
	oStatement and		Create Secondary User - Confirmation						
	eAdVice 40 Please check the user details are correct and click 'confirm' to agree or 'modify' to edit.								
<b>m</b>	Cash		User Details						
	Management	~	Full Name	HK ID / Passport Number	Short Name				
	Authorisation		ABC	123456	123456				
	Inbox	~	Mobile phone number	Email address	Signature group				
			852 98765432	ABD@123.COM	Group A				
to to	Notification Centre		Selected Services						
			Services	Service Options					
<b>\$</b>	Admin Tools	^	A						
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~	Overview		2. Email						
<u></u>	Create Secondary	2	3. Activity Log	This User					
	User								
		_	Investment						
	Online application	•	4. Warket mormation						
Ť	status		Accounts						
	Activity Log								
			Cancel			Modify Confirm			



# Another PU or both PUs to approve the request on Business Internet Banking

Logon to Business Internet Banking and click 'Admin tools' icon on top.



Click 'Management Control Authorisation' under 'Profile settings' section.

A	My HSBC	×	Administration Tools					
۵	eStatement and eAdvice				Desfile estations		Communication Control	
<b>m</b>	Cash		User administration		Profile settings		Communication Centre	
	Management Authorisation	~	Create Secondary User	>	Management Control Authorisation	2	Manage Your Contact Information	>
	Inbox	<b>~</b>	Modify User Details / Delete User	>	Set Overseas ATM Withdrawal Limit	>	Notification Centre	>
đ	Notification Centre		Activate User	>	Change Daily Transaction Limit Request	>	WeChat Service	>

Go to 'User Maintenance', select the request and click 'Authorise' to approve.

ŧ	My HSBC	Authorisation - Management Control @									
۵	eStatement and eAdvice										
m	Cash Management Authorisation	~	You have "two" primary users and you are using the combination of "single" management control. You are eligible to modify your authorisation matrix to fit your daily operation from time to time. In order to conduct online transactions (e.g. making payments to normal beneficiaries, creating designated beneficiaries, placing investment								
	Inbox	~	orders), you will need to provide your mobile phone number to receive SMS notifications about such transactions.								
ġ	Notification Centre User Maintenance Payment Maintenance Conta					Act Info Maintenance MPF Services Maintenance					
5	Admin Tools	^									
⊾	Overview			User Maintenan	ce		Full Name		Short Name		
á	Management Control Authorisation		٢	Create			CHAN TAI MAN		CHANTM		
t	Online application status										
<b>E</b>	Activity Log										
۲									Reject	Authorise	

Review the details on acknowledgement page and click 'Confirm' to aprpove the request.

÷	My HSBC	Authorise User Maintenance - Confirmation									
۵	eStatement and eAdvice										
Ħ	Cash Management Authorisation	Please verify the following maintenance details and	Please verify the following maintenance details and click the confirm button to authorise.								
	Inbox	Authorisation Details									
ம்	Notification Centre	1st Authorised by	Maintenance Type Create Secondary User								
<b>5</b>	Admin Tools	Full Name	Short Name								
	Overview	CHAN TAI MAN	CHANTM								
⊾		Mobile phone number	Email address								
	Management Control	852-98765432	TAIMAN.CHAN@TEST.COM								
6	Authorisation	Signature Group									
t	Online application status	None									
	Activity Log	Selected Services									
		1 Account Enguiry	2 Email								
۲				Cancel Confirm							



### $\stackrel{ extsf{O}}{\sim}$ New SU to register Business Internet Banking

Once the request is approved, new SU will receive SMS and email notifications for their Business Internet Banking user profile setup. Please download the app by visiting App Store, Google Play, or Baidu App Store and search 'HSBC HK Business Express' to start.



Please check our **Business Internet Banking registration user guide** for more details.

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