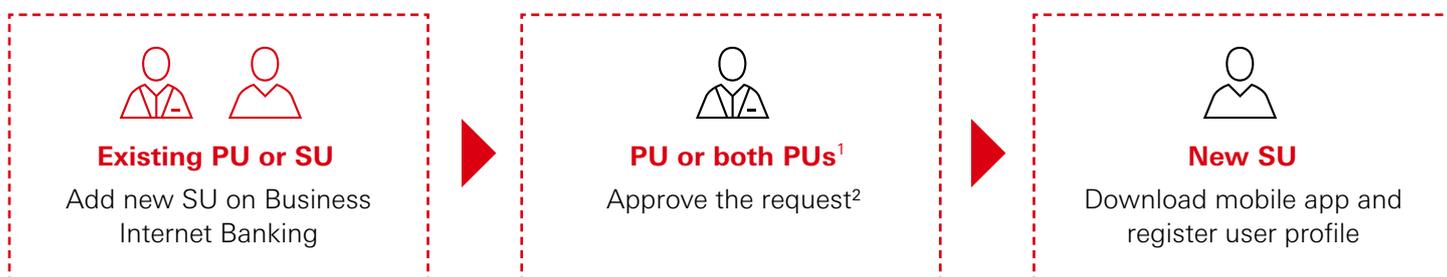


# How to register a Secondary User on Business Internet Banking?



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:



1. 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?

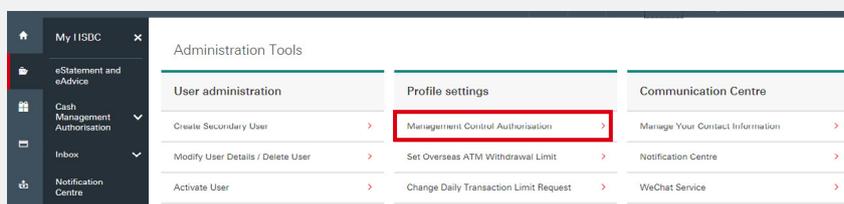
### Step 1:

Logon and click 'Administration Tools' icon at top bar



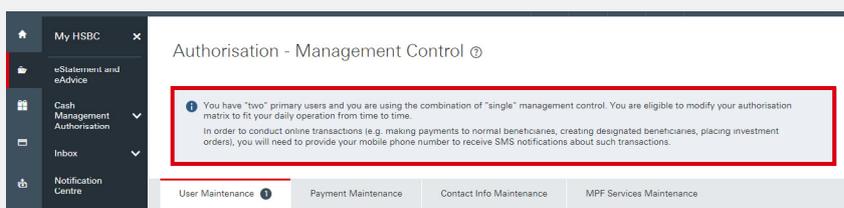
### Step 2:

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



### Step 3:

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





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

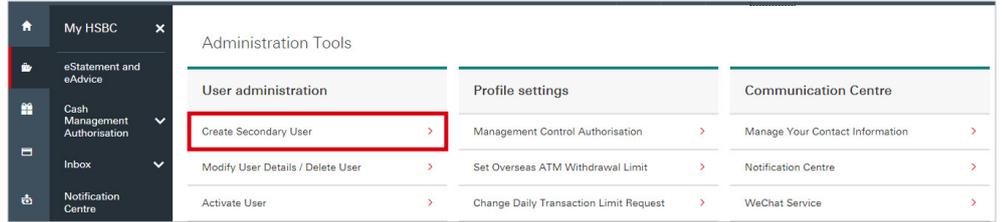
1

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



2

Click 'Create Secondary User'

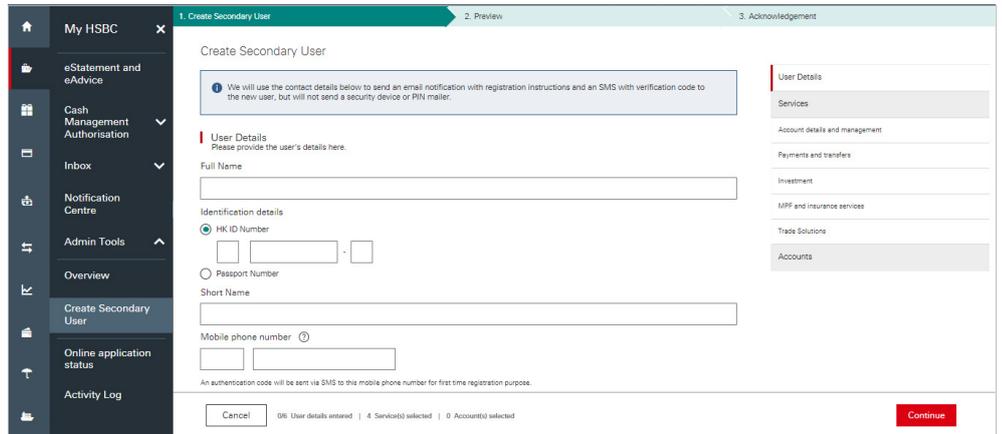


3

Input the details for creating new SU, click 'Continue'.

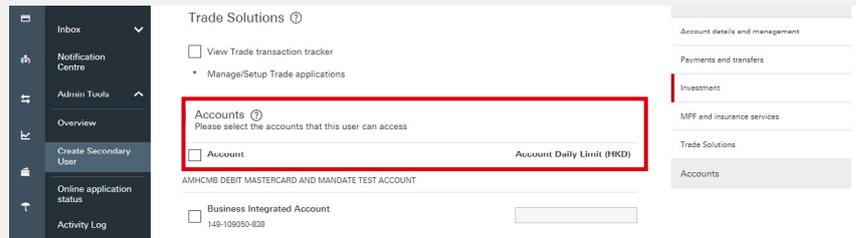
**Note:**

'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 submission.



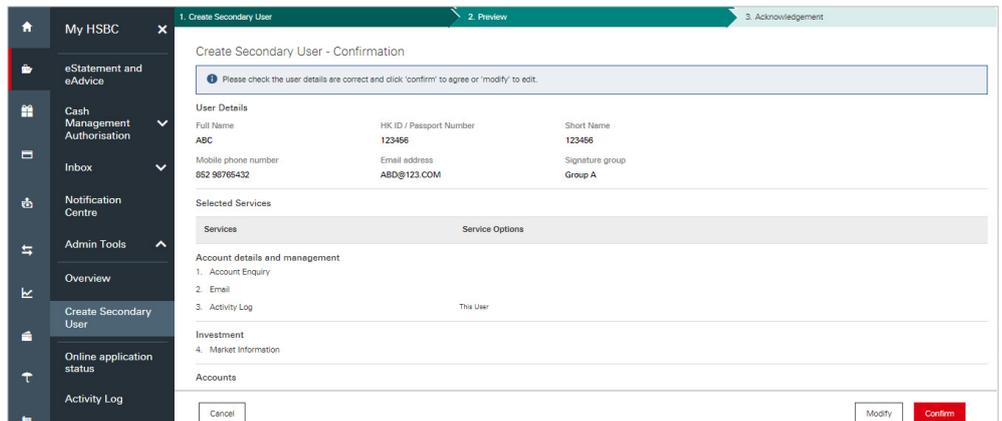
## Tips: How to manage account access for new SU?

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).



4

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

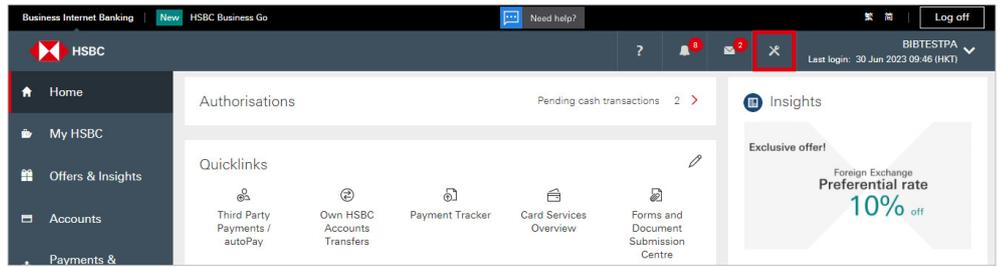




# Another PU or both PUs to approve the request on Business Internet Banking

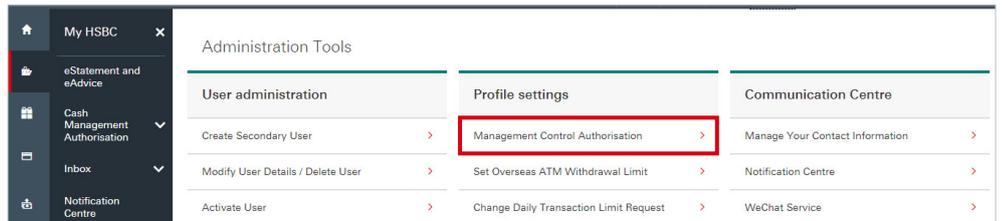
1

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



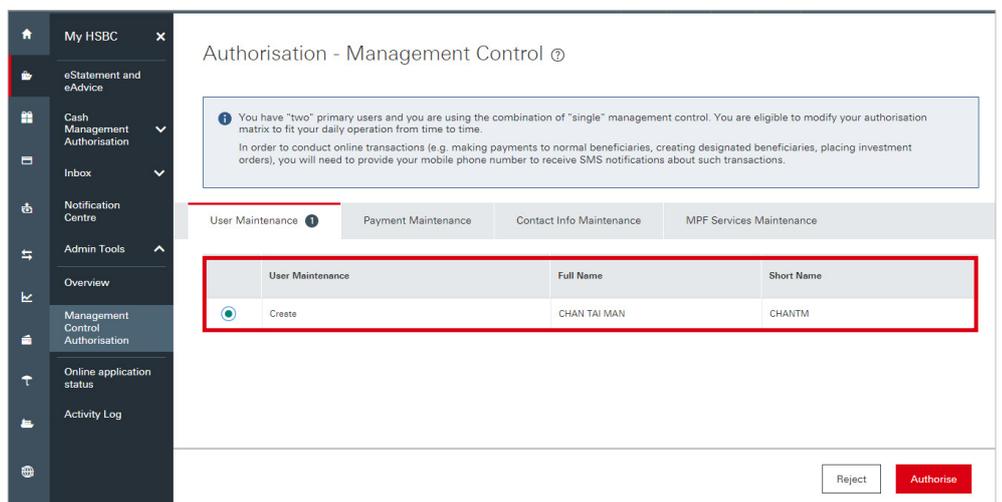
2

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



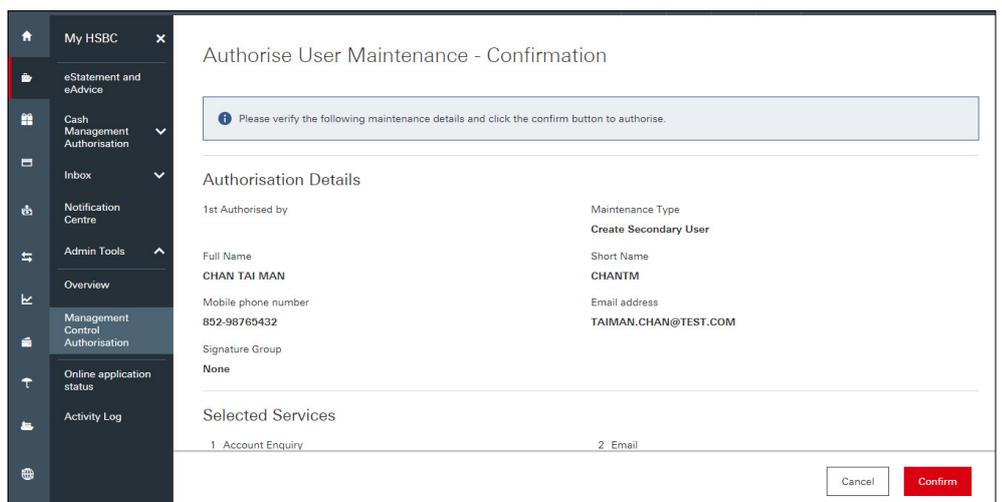
3

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



4

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





## 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.



HSBC HK Business Express



Please check our [Business Internet Banking registration user guide](#) for more details.

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