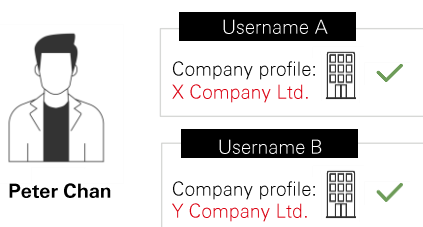


Access multiple company accounts through the same Business Internet Banking username



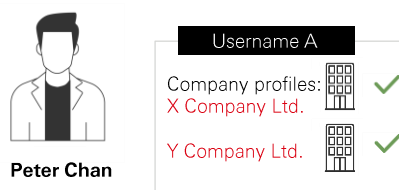
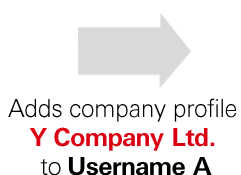
As your business grows, you might use different Business Internet Banking (BIB) usernames for managing different company accounts. We've enhanced our service so you can now add all those profiles to one username and access them all together on BIB or our mobile app.

Here's an example for multiple company profiles:



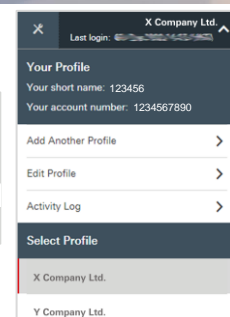
Before

Peter was using different usernames to access different companies' accounts.



After

Peter can now access all his companies' accounts with the same username. He can select the profile he wants from the list in the top right corner.



Using the above illustration as an example, here's how to add a profile:

1

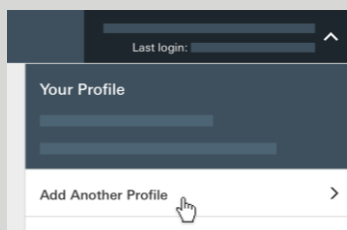
Set up **secondary password** for username B.

You'll need to use this secondary password for verification later.

2

- Sign in with username A (the one that you **want to add your profile to**).
- Click on the profile name in the top right corner, select 'Add another profile' and follow the instructions.

You'll use the secondary password of username B for verification.



3

Company profile Y will be moved to username A after 8 a.m. on the next day¹ and removed from username B.



Ways to set up a secondary password:

1. Log on to BIB and go to 'Admin tools' > 'Replace a security device with a Mobile Security Key' > 'General Settings' > 'Secondary Password', or
2. From the logon screen, go to 'Set up / reset a secondary password to activate a mobile security key here'.

Remarks:

1. If your company profile has an automatic bank feed to Microsoft Excel or Google Sheets, please visit Business Go (www.businessgo.hsbc.com.hk/en/tools/hk/business-owner) to set up the automatic feed again.



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