

GCMS Plus

REVISION OF USER PROFILE
AND ACCESS PRIVILEGE

MUFG Bank, Ltd. Manila Branch

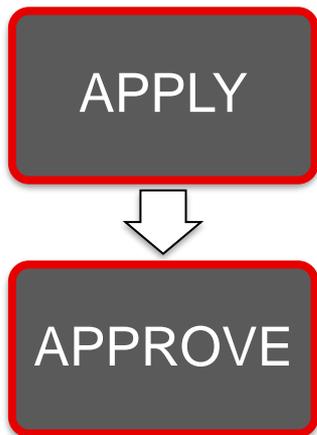
A member of MUFG, a global financial group

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NOTE:

User Profile and Access Privilege Process



1. One Administrator (*applier*) to revise / edit the user profile details and access privileges.
2. Another Administrator (*approver*) to approve the applied revision.

- ❑ In principle, **two Administrators** are in charge for the registration and revision of all the user's profile.
- ❑ For a General User (*not an Administrator*), to revise a user profile, the '**Apply**' function for 'User Profile Administration' should be enabled/allowed.

Step #1: Go to the GCMS Plus page

- Upon successful login, click *[GCMS Plus]*

The screenshot shows the 'Cash Balance: Asia Pacific' dashboard. On the left, there is a 'To Do' list with 'Administration' and 'OTP Token Activation' items, each with a red notification icon. Below this is a 'Direct Links' section, which is highlighted with a red dashed box and contains a link for 'GCMS Plus'. The main area displays a map of Asia with data points for Pakistan, Myanmar, Thailand, and Vietnam, all showing '0 a/c' and '0.0'. A message states: 'There is an account(s) that doesn't have balance details.' The top right shows 'Customer: All | Base Currency: USD [Rate by Bank] | Settings'.

- From the ADMINISTRATION Menu, click *[Profile Revision / Inquiry]* under User Profile

The screenshot shows the 'ADMINISTRATION' menu in the MUFG COMSUITE GCMS Plus interface. The menu is divided into three sections: 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. Under 'ADMINISTRATION', there are three main categories: 'Customer Profile', 'Account and Company Code', and 'User Profile'. The 'User Profile' section is highlighted with a red dashed box and contains the link 'Profile Revision / Inquiry'. Other links include 'Important Notice', 'Introduction about "Rapport" free software for fraud prevention', 'Profile Inquiry', 'Approval Flow Registration / Inquiry', 'Base CCY & Ex. Rate Registration / Inquiry', 'Account Inquiry', and 'Company Code Inquiry'.

Step #2: Navigate the *User Profile: List* page

- ❑ Click [Search]

User Profile: List

*: Mandatory

Search Criteria (Data Retention Period: 6 months)

User ID

User Name

Date * From To YYYYMMDD

Search

- ❑ All users associated with the registered Customer ID will be populated.
- ❑ Click on the [User ID](#) of the user that requires revision.

User List					
User ID	Customer ID ▲	Branch Name	A	AP	Effective Date
User Name	Customer Name		LS		
USER01	████████	Manila Branch			2022.09.20
████████	████████	Manila Branch			2022.09.20
████████	████████	Manila Branch	*		2022.09.20
████████	████████	Manila Branch	*		2022.09.20

Step #5: Set the Access Privileges – Account Permitted

Tick the box of the following items as applicable:

- **Inq : Inquiry** – allows the user to view the account details, balances and other information.
- **Stt : Settlement** – allows the user to use the account for settlement, particularly for initiating payments, approving payments, etc.

Access Privilege								
Account Permitted							Inq : Inquiry , Stt : Settlement	
Bank Name	Branch Name	Currency	Account Type	Account No.	Account Name	Service	Inq All	Stt All
MUFG Bank	Yangon Branch	MMK	Foreign Currency Deposit	[REDACTED]	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Account Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MUFG Bank	Yangon Branch	USD	Foreign Currency Deposit	[REDACTED]	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Account Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MUFG Bank	Yangon Branch	USD	Foreign Currency Deposit	[REDACTED]	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Account Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MUFG Bank	Manila Branch	PHP	Current Account	[REDACTED]	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Account Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MUFG Bank	Manila Branch	USD	Foreign Currency Deposit	[REDACTED]	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Account Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MUFG Bank	Manila Branch	USD	Foreign Currency Deposit	[REDACTED]	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Payments and Transfers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step #6: Set the Access Privileges – Company Code Permitted

- ☐ Tick the box for the services that the user is entitled to *inquire* about, *apply* for, and *approve* payment instructions.

Company Code Permitted				Inq : Inquiry , Inst / Others : Instruction / Others		
Bank Name	Branch Name	Company Code	Company Name	Service	Inq All	Inst / Others All
MUFG Bank	Singapore Branch	[REDACTED]	XXXXXXXXXXXXXXXXXXXX	Inward Remittance Report	<input checked="" type="checkbox"/>	
				Outstanding Transaction Report Time Deposit	<input checked="" type="checkbox"/>	
				Outstanding Transaction Report Foreign Exchange Contract	<input checked="" type="checkbox"/>	
MUFG Bank	Manila Branch	[REDACTED]	XXXXXXXXXXXXXXXXXXXX	Inward Remittance Report	<input checked="" type="checkbox"/>	
				Outstanding Transaction Report Time Deposit	<input checked="" type="checkbox"/>	
				Outstanding Transaction Report Foreign Exchange Contract	<input checked="" type="checkbox"/>	
				File Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MUFG Bank	Manila Branch	[REDACTED]	XXXXXXXXXXXXXXXXXXXX	Inward Remittance Report	<input checked="" type="checkbox"/>	
				Outstanding Transaction Report Time Deposit	<input checked="" type="checkbox"/>	
				Outstanding Transaction Report Foreign Exchange Contract	<input checked="" type="checkbox"/>	
				File Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step #7: Set the Access Privileges – Function Permitted

Tick the box of the following items as applicable.

Function Permitted						
• "Execute" is the privilege to Approve the transaction which is applied by oneself. • "Correct & Approve" is the privilege to change the value date and Approve.						
Function	Inquire All	Operate All	Apply All	Approve All	Correct & Approve All	Execute All
Account Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inward Remittance Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding Transaction Report (Time Deposit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding Transaction Report (Foreign Exchange Contract)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payments and Transfers Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New <input checked="" type="checkbox"/> Upload <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payments and Transfers Beneficiary List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New <input checked="" type="checkbox"/> Upload <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
File Transfer Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval Flow Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Base CCY & Ex. Rate Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A/C & Company Code Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Profile Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Profile Profile Revision / Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a. Inquire

- inquiry (reporting) function

b. Operate

- required when using UK Low Value Payment

c. Apply

- Maker function

d. Approve

- Checker and/or Approver function

e. Correct and Approve

- Checker and/or Approver function
- Allows the user to change the value date of applied instructions when approving

f. Execute

- allows a user with both maker and approver functions to create and approve the same payment instruction..
- allows a Maker to approve their own transaction.

Step #8: Set the Additional Setting

- ❑ If the user creates confidential instructions, such as salary payments, tick the box for *[Payments and Transfers Confidential]*

Additional Setting

Setting Name

Payments and Transfers Confidential Confidential Confidential (Summary Only)

Working Hours [PHL]

Day	From	To
Mon.	<input type="text" value="0000"/>	<input type="text" value="2400"/>
Tue.	<input type="text" value="0000"/>	<input type="text" value="2400"/>
Wed.	<input type="text" value="0000"/>	<input type="text" value="2400"/>
Thu.	<input type="text" value="0000"/>	<input type="text" value="2400"/>
Fri.	<input type="text" value="0000"/>	<input type="text" value="2400"/>
Sat.	<input type="text" value="0000"/>	<input type="text" value="2400"/>
Sun.	<input type="text" value="0000"/>	<input type="text" value="2400"/>

Apply
Save as Draft
Reset

Note:

Without the confidential privilege, the user cannot create, upload, submit applications, approve, or display details of confidential instructions and beneficiary masters.

- ❑ Click *[Apply]*

Step #9: Confirm the User Profile Details and Privileges

- ❑ Review the details and access privileges of the user and then click *[Apply]*

- ❑ Once applied, another Administrator will need to **approve** the applied user profile revision.

APPROVER

Step #1: Go to the GCMS Plus page

- ❑ Upon successful login, click [GCMS Plus]

Cash Balance: Asia Pacific

Customer: All | Base Currency: USD [Rate by Bank] | Settings

Total | 5 a/c
0.0
0.0

There is an account(s) that doesn't have balance details.

	Pakistan	Myanmar	Thailand	Vietnam
0 a/c	0.0	3 a/c 0.0	0 a/c 0.0	0 a/c 0.0
0.0	0.0	0.0	0.0	0.0

- ❑ From the  Menu, pending for approvals are displayed in the **To Do List**.
- ❑ Click the [*number*] icon along the User Profile Administration under the 'Waiting for Approval' column.

To Do List	Waiting for Approval	Rejected
Payments and Transfers Instruction	3	0
Approval Flow Administration	3	0
User Profile Administration	1	0

APPROVER

Step #2: Choose from the *User List*

- ❑ Click on the [User ID](#) that requires approval

Search Criteria (Data Retention Period: 6 months)

User ID

User Name

Date * From To YYYYMMDD

A : Administrator , LS : Login Suspension , R : Rejected

User List

User ID	Customer ID ▲	Branch Name	A LS	Effective Date	Expiration Date	Operation	Status
ADMIN1	██████████	Manila Branch	*			Revision	Applied

- ❑ Scroll down to the bottom of the page and click *[Approve / Reject]*

Valid Duration

Effective Date

Expiration Date

Process History

Processed Date [PHL]	Status	User ID	User Name
2022.03.18 16:07:20	Applied	ADMIN1	XXXXXXXXXXXXXXXXXX

Step #3: Authorize the User Profile Revision

- Follow the on-screen instructions on how to enter the transaction authorization code and then click *[Confirm]*

Transaction Authorization (To Save as Draft / Reject, entering Transaction Authorization Code is not required.)

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.
(6 digits based on Total Amount/Amount and Entry No. or Group No.)

Challenge Code

iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code

iv. Enter your login password to the Password field.

Password

Click the "Confirm" button to finish application for transaction.



Note: The same approval process will apply to other User Profile/Privileges that require revision/updates.

Should you have any concerns, feel free to contact the Transaction Banking helpdesk at +632 8886 7371 local 8051-8073 or email us at cmsph_support@ph.mufg.jp

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