

# CMS Singapore

New Account Setup Guide

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## Things to note

- New Account Setup requires two (2) Administrators:

**A** 1st Administrator → Set Up New Account(s) (starts on **Page 3** [←click here](#)) & 2nd Administrator → Approve Setup (starts on **Page 11** [←click here](#))

## Corporate Admin — Subscriber Maintenance

Notice

26.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

20.Apr.2020 12:00 [System maintenance schedule](#)

18.Apr.2020 12:00 [We launch new service](#)

11.Apr.2020 12:00 [\[Be careful!\] Spam mail reported](#)

09.Apr.2020 12:00 [Confirmation NO.0123456](#)

05.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

02.Apr.2020 12:00 [\[Campaign\] Chance to upgrade your customer stage: Introduction of our updated policy for tran...](#)

28.Mar.2020 12:00 [We launch new service](#)

17.Mar.2020 12:00 [Confirmation NO.0123456](#)

16.Mar.2020 12:00 [Confirmation NO.7890234](#)

06.Mar.2020 12:00 ■ [\[Be careful!\] Spam mail reported](#)

12.Feb.2020 12:00 ■ [System maintenance schedule](#)

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To Do - Detail

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-

Task List Information Reporting Cash Services **Corporate Admin**

Force Release Subscriber Maintenance Signatory Matrix Setup Notification Setup UFX User Audit Log Admin Reports

Re-authentication

Challenge Code: 181253

Response Code \*

OK



Token Instructions

1 Login to COMSUIE & click on **CMS Singapore**

2 Click on **Corporate Admin**

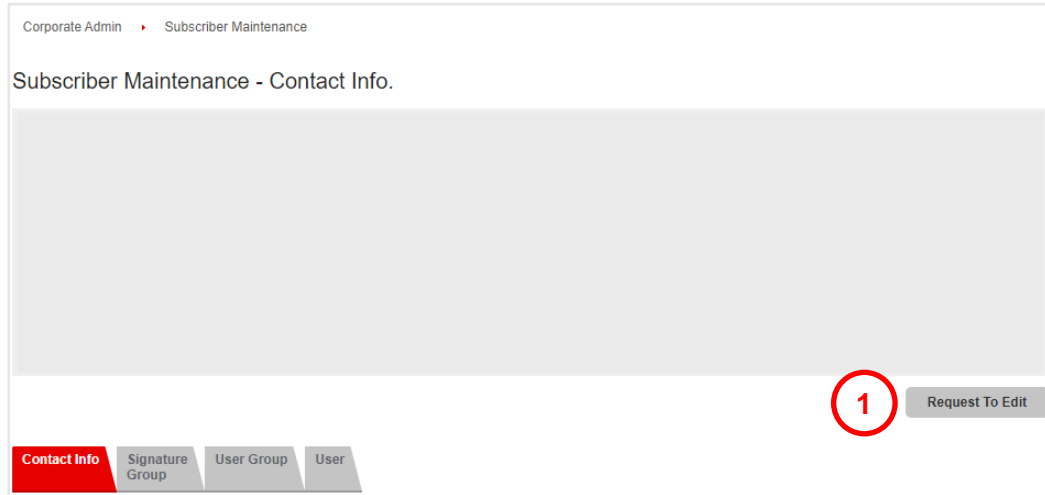
3 Click on **Subscriber Maintenance**

4 Enter Response Code

(click on   for instructions how to enter Response Code)

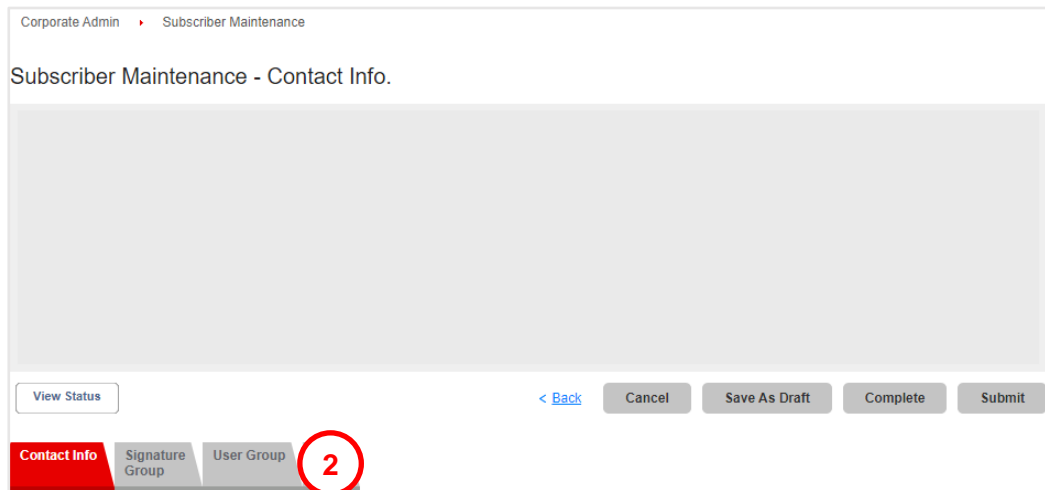
5 Click **OK**

## Subscriber Maintenance — Request to Edit



1 Click on Request to Edit

2 Click on User Group



## User Group Listing

User Group Listing			
No.	User Group	Description	
1	<a href="#">01.View_IR</a>	01.View_IR	
2	<a href="#">02.Make_Coll</a>	02.Make_Coll	
3	<a href="#">02.Make_Payt</a>	02.Make_Payt	
4	<a href="#">02.Make_Sal1/2</a>	02.Make_Sal1/2	1
5	<a href="#">04.Auth_Payt &amp; Coll</a>	04.Auth_Payt & Coll	
6	<a href="#">04.Auth_Sal1/2</a>	04.Auth_Sal1/2	
7	<a href="#">Corporate Admin</a>	Corporate Admin	
8	<a href="#">Default</a>	Default Group	

OR

User Group Listing			
No.	User Group	Description	
1	<a href="#">01.Default</a>	Default	
2	<a href="#">02.Administrator</a>	Administrator	
3	<a href="#">03.Information Reporting</a>	Information Reporting	
4	<a href="#">04.Payment Maker</a>	Payment Maker	1
5	<a href="#">05.Salary Maker</a>	Salary Maker	
6	<a href="#">06.Payment Approver</a>	Payment Approver	
7	<a href="#">07.Salary Approver</a>	Salary Approver	

1 Scroll down to **User Group Listing** and click on the following applicable user rights/groups to tag the new account(s):

(if you have your own customized User Grouping(s), click on your customized User Group(s) that is/are applicable)

### Viewer group

- [03.Information Reporting](#) OR [01.View IR](#) (proceed to **Page 6** (←click here))

(view statement, advices, reports, etc.)

### Maker group

- [04.Payment Maker](#) OR [02.Make Payt](#) (proceed to **Page 7** (←click here))

(create non-salary payments)

- [05.Salary Maker](#) OR [02.Make Sal1/2](#) (proceed to **Page 8** (←click here))

(create salary payment)

### Approver group

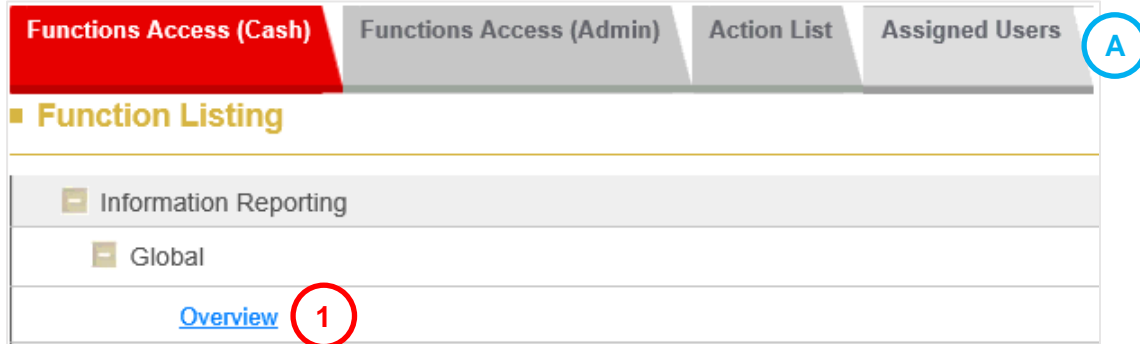
- [06.Payment Approver](#) OR [02.Auth Payt & Coll](#) (proceed to **Page 7** (←click here))

(approve non-salary payments)

- [05.Salary Approver](#) OR [02.Auth Sal1/2](#) (proceed to **Page 8** (←click here))

(approve salary payment)

## Account(s) Tagging – Viewer Group



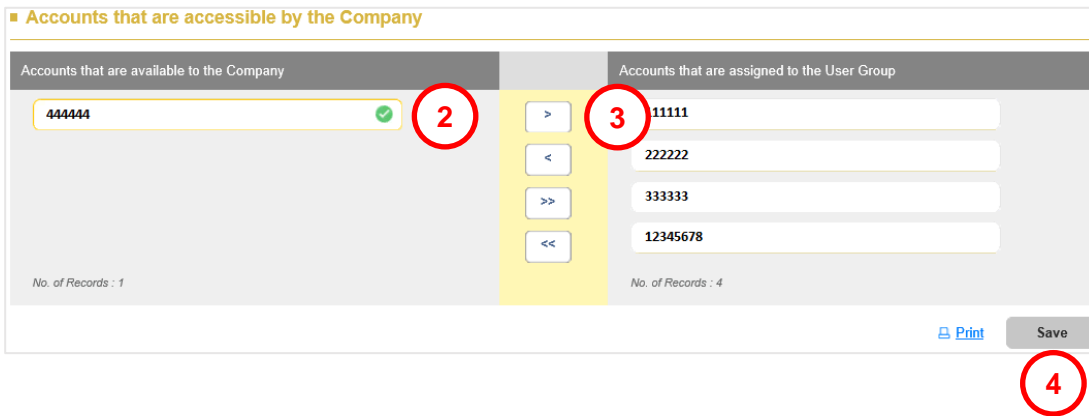
Functions Access (Cash) Functions Access (Admin) Action List Assigned Users **A**

Function Listing

Information Reporting

Global

[Overview](#) **1**



Accounts that are accessible by the Company

Accounts that are available to the Company		Accounts that are assigned to the User Group
444444 <input checked="" type="checkbox"/>	>	11111
	<	22222
	>>	33333
	<<	12345678

No. of Records : 1

No. of Records : 4

[Print](#) [Save](#) **4**

- 1 Click on [Overview](#)
  - 2 Scroll down to **Accounts that are available to the Company** and select the applicable new account(s) & 8-digit format account(s) for viewing (if any)
  - 3 Click  to shift the selected account(s) to **Accounts that are assigned to the User Group**
  - 4 Click
- Return to **Page 5** ([←click here](#)) to set up another User Group
  - Proceed to **Page 9** ([←click here](#)) to complete the setup

### Note:

- A** You may click  to see the users(s) tagged to the group

(If the user(s) that is/are intended to view the new account(s) is/are not tagged the group, please refer to GUIDE 11 – User Setup on how to assign the user(s) into the group once you have completed following this guide)

## Account(s) Tagging – Maker & Approver Group (non-salary)

The screenshot shows the 'Function Listing' section with a list of payment types. A red circle '1' highlights the 'GIRO Payment (SG)' link. Below this, the 'Accounts that are accessible by the Company' section is shown with a table of accounts. A red circle '2' highlights the '444444' account, and a red circle '3' highlights the '>' button used to move it to the 'Accounts that are assigned to the User Group' column. The 'Assigned Users' tab is also visible at the top right, marked with a blue circle 'A'.

1 Click on one of the following applicable payment types:

- [Cheque Issuance \(SG\)](#) (SGD & USD currencies account only)
- [GIRO Payment \(SG\)](#) (SGD currency account only)
- [RM-Book Transfer to Own \(SG\)](#)
- [RM-Book Transfer to Third Party](#)
- [RM-Domestic Transfer \(SG\)](#)
- [RM-FAST Payment \(SG\)](#) (SGD currency account only)
- [RM-Foreign Remittance \(SG\)](#)
- [RM-Remittance \(SG\)](#)

2 Scroll down to **Accounts that are available to the Company** and select the applicable new account(s) for non-salary payments

3 Click  to shift the selected account(s) to **Accounts that are assigned to the User Group**

• Repeat Step 1 – 3 to set up the next payment type (if applicable)

4 Click

• Return to **Page 5** (←click here) to set up another User Group

• Proceed to **Page 9** (←click here) to complete the setup

**Note:**

A You may click  to see the users(s) tagged to the group

(If the user(s) that is/are intended to use the new account(s) for payments is/are not tagged the group, please refer to GUIDE 11 – User Setup on how to assign the user(s) into the group once you have completed following this guide)

## Account(s) Tagging – Maker & Approver Group (salary)

Functions Access (Cash) | Functions Access (Admin) | Action List | Assigned Users **A**

Function Listing

- Information Reporting
  - Global
    - Overview
- Payment and Collection
  - Singapore
    - [Cheque Issuance \(SG\)](#)
    - [GIRO Collection \(SG\)](#)
    - [GIRO Payment \(SG\)](#)
    - 1** [GIRO Salary1 \(SG\)](#)
    - [GIRO Salary2 \(SG\)](#)
    - [RM-Book Transfer to Own \(SG\)](#)
    - [RM-Book Transfer to Third Party \(SG\)](#)
    - [RM-Demand Draft \(SG\)](#)
    - [RM-Domestic Transfer \(SG\)](#)
    - [RM-FAST Collection \(SG\)](#)
    - [RM-FAST Payment \(SG\)](#)
    - [RM-Foreign Remittance \(SG\)](#)
    - [Remittance \(SG\)](#)

Accounts that are accessible by the Company

Accounts that are available to the Company

44444 ✓ **2**

> **3** <

>> <<

Accounts that are assigned to the User Group

11111

22222

33333

12345678

No. of Records : 1

No. of Records : 4

Print Save

1 Click on one of the following applicable payment types:

[GIRO Salary 1 \(SG\)](#) (SGD currency account only)

[GIRO Salary 2 \(SG\)](#) (SGD currency account only)

2 Scroll down to **Accounts that are available to the Company** and select the applicable new account(s) for salary payments

3 Click **>** to shift the selected account(s) to **Accounts that are assigned to the User Group**

• Repeat Step 1 – 3 to set up the next payment type (if applicable)

4 Click **Save**

• Return to **Page 5** (←click here) to set up another User Group

• Proceed to **Page 9** (←click here) to complete the setup

### Note:

**A** You may click **Assigned Users** to see the users(s) tagged to the group

(If the user(s) that is/are intended to use the new account(s) for payments is/are not tagged the group, please refer to GUIDE 11 – User Setup on how to assign the user(s) into the group once you have completed following this guide)



## Submission

Corporate Admin > Subscriber Maintenance

Subscriber Maintenance - Contact Info.

View Status [< Back](#) Cancel Save As Draft Complete Submit

Contact Info Signature Group User Group User

1

Confirm to proceed?

2 OK Cancel


1 Click

2 Click  to confirm

## Setup Submitted

Task List ▶ Task List

### Task List

 **Successful.**  
Task submitted.

Company:  Product/Function:  Status:

Orderer Account No.:  Value Date: From  To   [Advanced Search](#)

<input type="checkbox"/>	Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Status	Orderer
<input type="checkbox"/>	<a href="#">Subscriber Maintenance</a>	2111050030031	-	05 Nov 2021	-	-	-	Pending Authorisation (Modify)	-

- Task submitted. Please get another Administrator to approve the Account Setup (refer to next page)

## Pending Authorisation

**Notice** Inbox

26.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)  
20.Apr.2020 12:00 [System maintenance schedule](#)  
18.Apr.2020 12:00 [We launch new service](#)  
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06.Mar.2020 12:00 ■ [\[Be careful!\] Spam mail reported](#)  
12.Feb.2020 12:00 ■ [System maintenance schedule](#)

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**To Do - Detail**

COMSUIE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-

1 Login to COMSUIE & click on CMS Singapore

2 Click on Pending Authorisation

Task List | Information Reporting | Cash | Services | Corporate Admin

Home

You Have ≡

Tasks

🔴 Pending Authorisation 2

Shortcuts ≡

Bulletin Board ≡

Bulletin Board Messages ●●●●

File Repository ≡

## Setup Approval

Task List • Task List

Task List

Company: All | Product/Function: All | Status: Pending Authorisation

Orderer Account No.: All | Value Date: From To | Search | [Advanced Search](#)

Product	Transaction Reference No.	Batch Ref. No. / File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Status	Orderer
<input checked="" type="checkbox"/> Subscriber Maintenance	2111050030031	-	05 Nov 2021	-	-	-	Pending Authorisation (Modify)	

Buttons: Recall, Return, Decline, Approve

1

2

1 Tick on [Subscriber Maintenance](#)

2 Click

3 Enter Response Code

(click on   for instructions how to enter Response Code)

4 Click

5 Click  to confirm

Approval Confirmation

You are approving 1 non-financial transactional task(s) and 0 financial transactional task(s).

■ Summary of Non-Financial Transactional Task(s)

Product	No. of Transaction
Subscriber Maintenance	1

Challenge Code: 929580

Response Code:

Buttons:

3

4

A

Confirm to approve?


Buttons:

5

## Setup Approved

Task List > Task List

Task Summary

 **Successful.**  
Task approved.

Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
Subscriber Maintenance	2111070030032	-	07 Nov 2021	-	-	-	-	Successful.	1

1 Task approved. Click