



**MUFG Bank, Ltd.** A member of MUFG, a global financial group



# Things to note

• This User Guide requires two (2) Administrators:





# User Administration — User Inquiry / Registration

o Do          ● <u>Detai</u>	Global Casl	n Balance
dministration 2	Balance by     Balance by     Balance by	Customer: ALL   Base Currency: JPY [Rate by Bank]
Password Reset 1 OTP Token Activation 1 otice 12	Total   0 a/c 110.0 90.0	Please register Base Currency in GCMS Plus to display balance. There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus. There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.
irect Links ash Management		EMEA 0 a/c 10.0 50.0 10.0 50.0 10.0
GCMS Plus 2 FOREX 1 Cash Forecasting	Others   0 a/c	Asia Pacific 0 a/c 50.0 20.0 20.0 Central & South America 0 a/c 50.0 -50.0 -50.0
CMS Thailand	_	
MUFG DUO	Notice	Inbox
		(2)

Login to COMSUITE & click on FOREX
 Click on User Administration
 Click on User Inquiry / Registration



# Select User

J Back	to Top Page								1	Click	Search						
USEI Select	r List user from the list ar	nd click the button [f	Edit] if you want to	edit the user setting	, and click [Approve]	button if you wan	t to approve th	e user.	2	Click c	n the Llee				to sole		201
Sear	ch Criteria									CIICK C		טו וי	(e.g. <u>08</u>	<u>)</u>	10 5010	ci a u	201
Approv	val Status	~						(1) Search	) 3	Click	Edit						
Sear	ch Result																
Select	Approval Status	Application Type	Administrator	User ID	User Name	Department Nam	ie Title	Lock Settin	g								
۲	Confirmed		Y	g000000150	George Sato	Marketing Dept.	Manager		~								
0	Confirmed		Y	g000000155	Forex CustomerUse	Administrative De	epi Manager										
0	Confirmed		Y	g000000157	Forex CustomerUse	Administrative De	ep Section Chie	F									
0	Confirmed		Y	g000000159	Forex CustomerUse	Finance Dept	Common										
0	Confirmed		Y	g000000160	Forex CustomerUse	Management Dep	ot Section Chie										
0	Confirmed		Y	g000000162	Forex CustomerUse	Marketing Dept	Common										
0	Confirmed		Y	g000000163	Forex CustomerUse	Public Relations D	er Common		· •								
<								>									
					C	Details Cance	el Application	Edit Approve									
								3									



## User Setting Screen

Details of User Setting			
Section	Subsection	Contents	
	Dealing	(1)	
Forex Contract Deal	Available Ccy	(2)	
	Upper Limit Amount for a Dealing	No Limit O Upper Limit     (1 Request)	
	Forex Contract Confirmation		
	Self-Contract Confirmation 5		
Forex Contract Confirmation	Upper Limit Amount for Application	No Limit O Upper Limit     (1 FX Contract)     US Dollars Equivalency	
	Upper Limit Amount for Approval	No Limit O Upper Limit     (1 FX Contract)     US Dollars Equivalency	
Transaction Authentication	Transaction Authentication	Necessary	
Forex Contract Inquiry	Forex Contract Inquiry		$\frown$
User Activity Log Inquiry	User Activity Log Inquiry		(7)
			Apply to Edit

required | - optional

1 Select Dealing type (if available to your company):

- Execute allow to book or execute FX deal
- Execute (CCY restriction) allow to book or execute FX deal w/ currency restriction
- Execute (Training) allow to simulate FX deal only
- 2 Enter Available CCY (applicable if Execute (CCY restriction) is selected on Dealing | e.g. USD/SGD)
- 3 Select Upper Limit & enter Amount Limit (in USD equivalency & applicable if Dealing is available & selected)
- 4 Select Forex Contract Confirmation (if available to your company):

#### For Single Confirmation Workflow

• Execute - allow to perform confirmation on FX contracts

#### For Dual Confirmation Workflow

- Apply allow to perform 1<sup>st</sup> level confirmation only on FX contracts
- Apply / Approve allow to perform either 1st or 2nd level confirmation on FX contracts
- 5 Select Self-Contract Confirmation (Available allow user to execute & perform confirmation on the same FX deal)
- 6 Select Forex Contract Inquiry (Inquiry)
- 7 Click Apply to Edit
- Proceed to next page



## User Setup Submission



A Sack to User List

• User Rights have been assigned. Please get another Administrator to approve the task (refer to next page)

#### Notes:

- A To set up another user (if any), click on <u>Back to User List</u> (refer to Page 4
- **B** To go back to Main Page, click on <u>Back to Top Page</u>



# User Administration — User Inquiry / Registration

o Do          ● <u>Detai</u>	Global Casl	h Balance
dministration 2	Balance by	Customer: ALL   Base Currency: JPY [Rate by Bank]
Password Reset 1 OTP Token Activation 1 lotice 12	Total   0 a/c 110.0 90.0	Please register Base Currency in GCMS Plus to display balance. There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus. There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.
birect Links ash Management		EMEA o a/c 10.0 50.0 10.0 50.0 10.0
CMS Plue 2	Others   0 a/c	Asia Pacific 0 a/c 50.0 20.0 20.0 Central & South America 0 a/c 50.0 -50.0 -50.0
CMS Thailand	-	
I MUFG DUO	Notice	
		(2)

Login to COMSUITE & click on FOREX
 Click on User Administration
 Click on User Inquiry / Registration



## User Setup Approval

Select	user from the list a	nd click the button [	Edit1 if you want to	edit the user settin	a. and click [Approve]	button if you want t	to approve the us	er.
Soar	ch Critoria		Long in you mane to	cont one open peter	g, and ener (ripprote)	baccon in you mane	to approve the do	
Jean	ch chitena							
Approv	val Status	1						
		· · · ·						-
							· ( -	• `
							4	2
Soar	ch Pocult							
Sear	ch Result	1						
Sear Select	ch Result Approval Status	Application Type	Administrator	User ID	User Name	Department Name	Title	
Sear Select	ch Result Approval Status Unapproved	Application Type Update	Administrator Y	User ID g000000150	User Name George Sato	Department Name Marketing Dept.	Title Manager	
Sear	Ch Result Approval Status Unapproved Confirmed	Application Type Update	Administrator Y Y	User ID g000000150 g000000150	User Name George Sato George Sato	Department Name Marketing Dept. Marketing Dept.	Title Manager Manager	
Sear	ch Result Approval Status Unapproved Confirmed Confirmed	Application Type Update	Administrator Y Y Y	User ID g000000150 g000000150 g000000155	User Name George Sato George Sato Forex CustomerUse	Department Name Marketing Dept. Marketing Dept. Administrative Depi	Title Manager Manager Manager	
Sear	ch Result Approval Status Unapproved Confirmed Confirmed Confirmed	Application Type Update	Administrator Y Y Y Y	User ID g000000150 g000000150 g000000155 g000000157	User Name George Sato George Sato Forex CustomerUse Forex CustomerUse	Department Name Marketing Dept. Marketing Dept. Administrative Depi Administrative Depi	Title Manager Manager Section Chief	
Sear	ch Result Approval Status Unapproved Confirmed Confirmed Confirmed Confirmed	Application Type Update	Administrator Y Y Y Y Y Y	User ID g000000150 g000000150 g000000155 g000000157 g000000159	User Name George Sato George Sato Forex CustomerUse Forex CustomerUse Forex CustomerUse	Department Name Marketing Dept. Marketing Dept. Administrative Depi Administrative Depi Finance Dept	Title Manager Manager Manager Section Chief Common	
Sear	ch Result Approval Status Unapproved Confirmed Confirmed Confirmed Confirmed Confirmed	Application Type Update	Administrator Y Y Y Y Y Y Y	User ID g000000150 g000000155 g000000155 g000000157 g000000159 q000000160	User Name George Sato George Sato Forex CustomerUse Forex CustomerUse Forex CustomerUse	Department Name Marketing Dept. Marketing Dept. Administrative Dept Administrative Dept Finance Dept Management Dept	Title Manager Manager Section Chief Common Section Chief	
Select	ch Result Approval Status Unapproved Confirmed Confirmed Confirmed Confirmed Confirmed Confirmed	Application Type Update	Administrator Y Y Y Y Y Y Y Y	User ID g000000150 g000000150 g000000155 g000000157 g000000159 g000000160 q000000162	User Name George Sato George Sato Forex CustomerUse Forex CustomerUse Forex CustomerUse Forex CustomerUse	Department Name Marketing Dept. Administrative Depi Administrative Depi Finance Dept Management Dept Marketing Dept	Title Manager Manager Section Chief Common Section Chief Common	
Sear	ch Result Approval Status Unapproved Confirmed Confirmed Confirmed Confirmed Confirmed	Application Type Update	Administrator Y Y Y Y Y Y Y Y	User ID g00000150 g00000155 g00000157 g00000157 g00000160 g00000162 g00000163	User Name George Sato George Sato Forex CustomerUse Forex CustomerUse Forex CustomerUse Forex CustomerUse Forex CustomerUse	Department Name Marketing Dept. Administrative Depi Administrative Depi Finance Dept Management Dept Marketing Dept Unblic Relations Der	Title Manager Manager Section Chief Common Section Chief Common Common	

Section	Subsection	Registration Details	
	Dealing	Execute	
Forex Contract Deal	Available Ccy		
	Upper Limit Amount for a Dealing	(1 Request) No Limit	
	Forex Contract Confirmation	Apply/Approve	
Forov Contract Confirmation	Self-Contract Confirmation	Available	
Porex contract commitmation	Upper Limit Amount for Application	(1 FX Contract) No Limit	
	Upper Limit Amount for Approval	(1 FX Contract) 1,000,000.00 US Dollars Equivalency	
Transaction Authentication	Transaction Authentication	Necessary	
Forex Contract Inquiry	Forex Contract Inquiry	Inquiry	
User Activity Log Inquiry	User Activity Log Inquiry	Inquiry	
Please check the above det	ails, and click the button [Create Challe	nge Code].	eate Challenge Code
Please input the challenge of	code on the right to your device.	(6)	123456
Please input the password o button [Approve].	displayed on the device into the field "Ti	ransaction Authentication Password" and click the	
		Authentication Approval	••••
			$\frown$
			1

- 1 Select Waiting for Approval
- 2 Click Search
- 3 Click on the User ID (e.g. USER001) to select a user
- 4 Click Approve
- 5 Click Create Challenge Code (skip to Step 7 if there is no Create Challenge Code button)
- 6 Press (3) (SIGN) on your OTP Token Device, enter the 6-digit Challenge code onto your token

& press o k

- 7 Enter the new 6-digit code generated by your token into Authentication Approval
- 8 Click Approve

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## User Setup Completed



A Back to User List

• User Rights have been approved

#### Notes:

- A To approve another user (if any), click on <u>Back to User List</u> (refer to Page 8
- **B** To go back to Main Page, click on <u>Back to Top Page</u>

