



Things to note

• This User Guide requires two (2) Administrators:



1st Administrator → Apply User Rights (starts on)

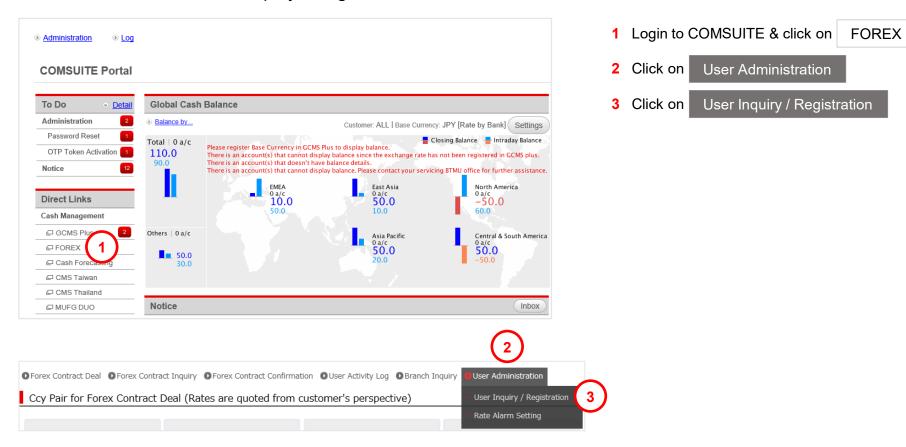
Page 3

& 2nd Administrator → Approve User Rights (starts on)

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User Administration — User Inquiry / Registration

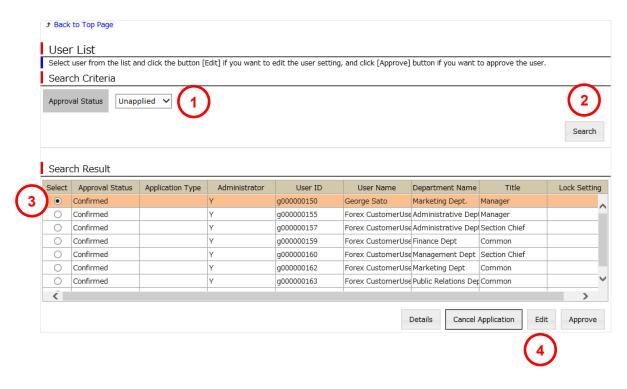




User Administration

User Inquiry / Registration

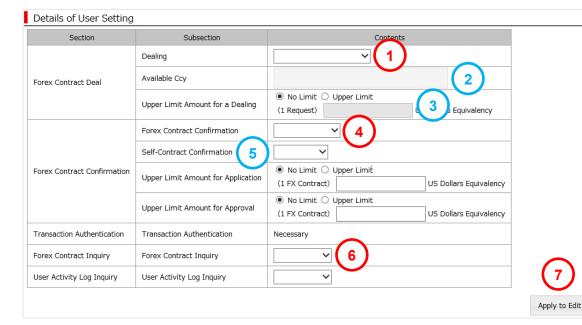
Select User



- 1 Select Unapplied
- 2 Click Search
- 3 Click on the User ID (e.g. <u>USER001</u>) to select a user
- 4 Click Edit



User Setting Screen





- 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 1st 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



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

Notes:

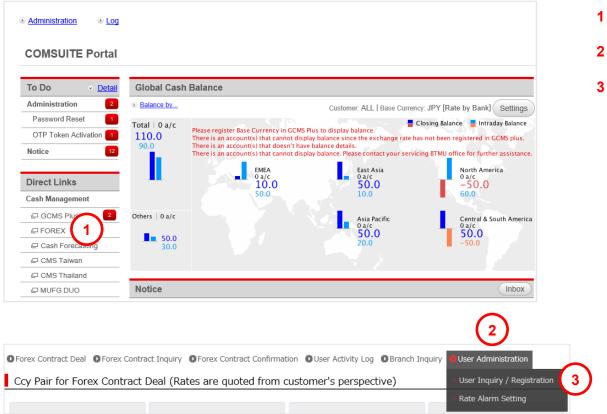
A To set up another user (if any), click on Back to User List (refer to Page 1)

Page 4

B To go back to Main Page, click on <u>Back to Top Page</u>



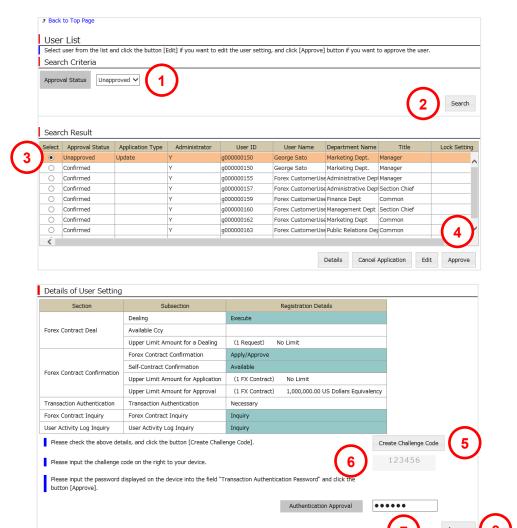
User Administration — User Inquiry / Registration







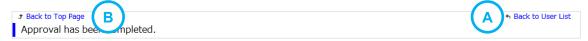
User Setup Approval



- 1 Select Unapproved
- 2 Click Search
- 3 Click on the User ID (e.g. <u>USER001</u>) 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 or
- 7 Enter the new 6-digit code generated by your token into Authentication Approval
- 8 Click Approve



User Setup Completed



• User Rights have been approved

Notes:

A To approve another user (if any), click on Back to User List (refer to

Page 8

B To go back to Main Page, click on <u>Back to Top Page</u>

