

<u>ePayroll and Batch Payment Service</u> <u>User Guide</u>

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Remarks : Your computer is required to install Windows 7 or above version with the latest Java Runtime Environment (http://www.java.com) and you need to use Internet Explorer browser with version 8.0 or above for this Service. (Does not support the 64bit version.)

Thank you for choosing our ePayroll Service (The Service)

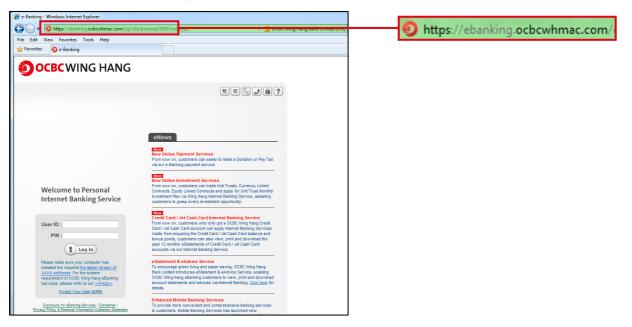
The Bank provides you with advanced and reliable ePayroll Service which assists you to manage your staff payroll easily.

1. Installation and Setting

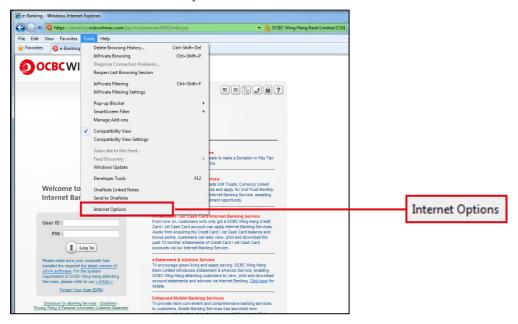
1.1 Trusted Site

Before using the Service, you are required to install the Internet Explorer and add the OCBC Wing Hang Internet Banking website to the zone of Trusted site to use the Service. If this is the first time you use the Service, please perform the following steps.

Copy the URL: https://ebanking.ocbcwhmac.com at the login screen of the OCBC Wing Hang Business Internet Banking.



Select **Tools** \rightarrow **Internet Options** in the browser.



After you had entered the Internet Options pop up window, please select Security \rightarrow Trusted Sites \rightarrow Sites.

ernet Opti	ons			?
eneral Secu	rity Privacy Conte	nt Connections	Programs	Advanced
Select a zone	to view or change se	usted sites Re		
-	sted sites		sites	
	zone contains websit	ec that you	Site	es 🔰
	el for this zone Custom Custom settings. - To change the se - To use the recom			level.
		Custom level	Default es to default	
		ок с	ancel	Apply

Trusted sites	Restricted sites	
bsites that you		Sites

Trusted sites	X
You can add and remove websites from the this zone will use the zone's security settine Add this website to the zone:	
https://ebanking.ocbcwhmac.com	Add
Websites:	Remove
Require server verification (https:) for all sites	in this zone

- 1. Paste or enter: https://ebanking.ocbcwhmac.com
- 2. Click Add
- 3. Click Close
- 4. Then click **OK** to close **Internet Options**

If you would like to confirm whether you have added the OCBC Wing Hang Business Internet Banking website to your trusted sites list, please repeat above steps to check if the OCBC Wing Hang Internet Banking has already been included in the trusted sites in the **Internet Option**.

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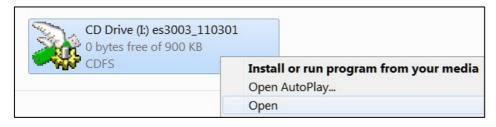
1.2 USB Token

I. Software Installation

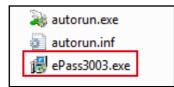
(User must install the ePass3003 software in order to use the USB Token and ePayroll Service) Insert the USB Token into the PC. Then click **Run autorun.exe**.



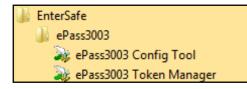
In the case the program does not run automatically, please open **My Computer** and right click your mouse on the driver named as **es3003_110301** and select **Open**.



After entering the driver, please left-click the mouse on the **ePass3003.exe** to execute the installation program.

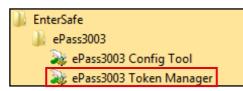


After the installation, the EnterSafe will be displayed in the program list.



II. Change USB Token Password (Optional)

Select the **Start Menu** and open **All Programs** → **EnterSafe** → **ePass3003 Token Manager**



Click Change User PIN.

🛊 EnterSafe PKI Mana	ger - ePass3003		
Token list	KI Manager. Please login.	Login	
Secondary user	4	Import	
		Export	
	Hide Deta	ails->	
1			
Field	Value		
Field Token Name		Change Token Name	
	Secondary user 4		
Token Name			
Token Name Manufacturer	Secondary user 4 Feitian Technologies Co., Ltd.		
Token Name Manufacturer Model	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto		
Token Name Manufacturer Model Serial Number	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712		
Token Name Manufacturer Model Serial Number Total Public Memory	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712 30000	Change Token Name	
Token Name Manufacturer Model Serial Number Total Public Memory Free Public Memory	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712 30000 28077		
Token Name Manufacturer Model Serial Number Total Public Memory Free Public Memory Total Private Memory	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712 30000 28077 34000	Change Token Name	
Token Name Manufacturer Model Serial Number Total Public Memory Free Public Memory Total Private Memory Free Private Memory	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712 30000 28077 34000 33592	Change Token Name	

EnterSafe PKI Mana	iger - ePass3003 🛛 🔀
Change user PIN of	Secondary user 4
Old user PIN:	•••••
New user PIN:	•••••
Confirm:	•••••
	Enable soft keyboard

EnterSaf	fe PKI Manager - ePass3003	×
(į)	Changing user PIN Succeeded!	
	ОК	

In the New user PIN, enter the new password. In the Confirm, please re-enter the new password.

1. In the **Old user PIN**, enter the old (current) password. (If this is the first time login, use the password in the PIN MAILER.)

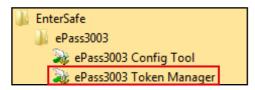
4. Click **OK** and the PIN will be changed automatically.

Notice :

- The Token will be locked in case wrong password has been entered more than 6 times.
- The minimum length of the password is 8 characters that consists of letters and numbers.
- The maximum length of the password is 16 characters that consists of letters and numbers.
- Case letters can be used to enhance security.

III. Change USB Token Name (Optional)

Select the Start Menu and open All Programs → EnterSafe → ePass3003 Token Manager



Click Change Token Name.

EnterSafe PKI Mana	jer - ePass3003	
Velcome to EnterSafe I	PKI Manager. Please login.	
Token list	4	
		Import
		Export
	Hide Details	Change User PIN
Field	Value	
		Change Token Name
Token Name	Secondary user 4	
Manufacturer	Feitian Technologies Co., Ltd.	
Model	ePass3003Auto 0450220314190712	
	0430220314190712	
	20000	
Total Public Memory	30000	
Total Public Memory Free Public Memory	28077	
Total Public Memory Free Public Memory Total Private Memory	28077 34000	Certificate View
Total Public Memory Free Public Memory Total Private Memory Free Private Memory	28077 34000 33592	Certificate View
Serial Number Total Public Memory Free Public Memory Total Private Memory Free Private Memory Max PIN Length Min PIN Length	28077 34000	Certificate View

Enter the new name, then click **OK**.

Enter	afe PKI Manager - ePass3003	
	ge name of Secondary user 2. OT end with blank.	
	Chan Tai Man	
	ОК	Cancel

IV. View the content of Certificate

Click the Start Menu, select and open All Programs → EnterSafe → ePass3003 Token Manager



Click Login.

reiconne to cintersale r	PKI Manager. Please login.	1	
Token list	4		Login
			Import
			Export
	Hide Deta	ils-> 👤	Change User PIN
Field	Value		C
			Change Token Name
Token Name	Secondary user 4		Change Token Name
Token Name Manufacturer			Change Token Name
Manufacturer Model	Secondary user 4 Feitian Technologies Co., Ltd.		Change Token Name
Token Name Manufacturer Model Serial Number	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto		Change Token Name
Token Name Manufacturer Model Serial Number Total Public Memory	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712		Change Token Name
Token Name Manufacturer Model Serial Number Total Public Memory Free Public Memory	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712 30000		
Token Name Manufacturer Model Serial Number Total Public Memory Free Public Memory Total Private Memory	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712 30000 28077	8	Change Token Name
Field Token Name Manufacturer Model Serial Number Total Public Memory Free Public Memory Total Private Memory Free Private Memory Max PIN Length	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712 30000 28077 34000		
Token Name Manufacturer Model Serial Number Total Public Memory Free Public Memory Total Private Memory Free Private Memory	Secondary user 4 Feitian Technologies Co., Ltd. ePass3003Auto 0450220314190712 30000 28077 34000 33592		

Click Certificate View, then the certificate information will be displayed

EnterSafe PKI Ma	nager - ePass3003		EnterSafe PKI Manager - ePass3003
😑 🧰 Key E 🔛 St Pu		Log out Import Export	General Details Certification Path
Field Certificate Name Container name Serial Number Certificate ID	Hide Details-> ✓ Value SECONDARY USER 4's GENERAL PURPOSE SIGNING 02249FFA0663F42DDC11BFF078580D070C6335724 02 04 77 38 E70 E 02 04 77 38 E70 E w8	Change Token Name Change Token View	Issued to: SECONDARY USER 4 Issued by: GENERAL PURPOSE SIGNING CA CERT 1
		Exit	Valid from 3/13/2013 to 3/12/2016

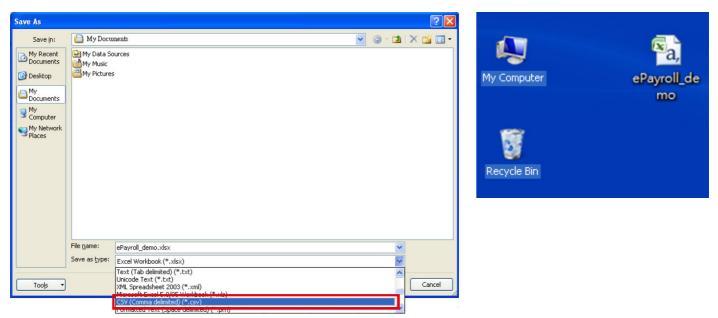
2. ePayroll file format and set up procedure

Please establish a new file in Excel and enter the respective data of the staff.

C	Home	Insert Pag	e Layout 🛛 Form	nulas Data	Review Vi	ew		
Past Clipbo		Calibri • 11 B I U • Font		■ = <mark>=</mark> 部 = = = 四・ 非律学》・ Alignment 5	\$ - % •	Format as		Hara Insert ▼ Delete ▼ Format ▼ Cells
	E4	• (*	f_{x}					
		А	В	С		D	E	F
1	payrol	l-2013-09-01	Lam Meng	000-000-899	952260	15000.00	SEP_13	
2	payrol	l-2013-09-02	Ka Meng	000-000-899	952100	10000.00	SEP_13	

Columns	Content	Requirement (Please fill in all content)
А	Reference	 Max. 18 characters. Only English, Number & "-" can be accepted.
В	Account Holder Name	• Max. 20 characters.
С	Account Number	 Account number must be correct. Max. 17 characters including the "000-000-" should be added before the account number.
D	Amount	 Max. 8 and 2 characters before & after the decimal respectively.
Е	Remarks	Max 6 characters.

After entering the data, please save the file type as **CSV (Comma delimited) (*.csv)**. After saving the file, the Payroll File will be in the selected path.



3. How to use ePayroll and Batch Payment Service

Our ePayroll Service offers 3 operation modes for customers :

- a. Instruction submitted by **one Operator** and approved by another **Approver** for execution.
- b. Instruction submitted by **one Operator** and approved by another **two Approvers** for execution.
- c. Instruction submitted by **Operator** for execution directly and no approval is required.

The following part takes **mode a** as an example to elaborate the steps of using the ePayroll Service.

First, the Operator visits our website (www.ocbcwhmac.com). After that, select **Business** and then click **Login**.



Enter the User ID and PIN of the Operator. Then click Log In to enter the Business Internet Banking.

	3
Welcome to Business Internet Banking Service	eNews New Hew ePayroll and Batch Payment Service From now on, customers can enjoy ePayroll and Batch Payment Service via OCBC Wing Hang Business Internet Banking Service,
User ID :	which assist you to manage the payroll of your staff and make batch payment easily. • Statement & eAdvice Service To encourage green living and paper saving, OCBC Wing Hang
Log In	Bank Limited introduces eStatement & eAdvice Service, enabling OCBC Wing Hang eBanking customers to view, print and download account statements and advices via Internet Banking. <u>Click here</u> for details.
Please make sure your computer has installed the required the latest version of JAVA software. For the system requirement of OCBC Wing Hang eBanking Services, please refer to our < <faq>.</faq>	To ensure achieving the best performance on using Internet Banking. Please make sure your computer has installed the latest version of JAVA software (free download at w.w. java.com). Please click here for details,
Forgot Your User ID/PIN Disclosure for eBanking Services Disclaimer Privacy Policy & Personal Information Collection Statement	Please keep your Internet Banking PIN well and ensure your computer is adequately protected from unauthorized access at all time. And OCBC Wing Hang Bank Limited will not send e-mails with embedded hyperlinks to transactional websites to the customers.

After the Operator has logged into the Business Internet Banking, click the **Upload Instruction File** at the top of the screen.

Oct	CWING HANG		,			
Account Services	eStatement & eAdvice Remittance Investment	Upload Instruction File	Other Service:	,		
Transaction Status				·		繁體 简体 FAQ
Account Enquiry						
Fund Transfer	SECONDARY USER 4 - OCBCWHM TESTING ACCT IN	TERNET BANKING				
FCY & Gold Buy / Sell Order	Pending Forward Date Message					
Time Deposit	Instruction Enquiry Instruction Box					
Rate Enquiry						
Cheque Services						
Online Requisition	Transaction Type	D	ending Tx No.	CCY	Amount	User Name
Payment	Transaction Type		ending 1x No.	cer	Amount	User Hume
	Pending For Approval Request					
			No F	ecord Four	nd	
	My Request					
			No F	ecord Four	nd	
	Amended Request					
			No F	ecord Four	nd	
	Deleted Request					
			No F	ecord Four	nd	
	OCBC Wing Hang eBank	ing Service Hotline: 2832	2222 ©20	08 OCBC V	Ving Hang Bank Limi	ited All rights reserved.

Click the **Payroll Service** on the left hand column and enter the respective information including **Total Payment Items, Total Payment Amount, Customer Reference, Debit Account** and **Processing Date. Total Payment Items** and **Total Payment Amount** must be the same as the total items and payment amount in the payroll file. The selected Currency of the **Total Payment Amount** in the screen must be the same as the Currency of the **Debit Account**.

Upload Instruction File Account Services eStatement & eAdvice Remittance Investment Other Services	Total Payment Items :
Payroll Service	Total Payment Amount :
SECONDARY USER 4 - OCBCWHM TESTING ACCT INTERNET BANKING	
Payrol Instruction Status Enguiny MCT 2015/06/17 19:20:12	Customer Reference :
Payroll	Instruction File Format:
Transaction Details	Debit Account :
Total Payment Amount : MOP V 888	Processing Date :
Customer Reference : DEMO	
Instruction File Format: CSV V	
Debit Account : Current MOP 899952-002 V	
Processing Date : 2015/06/17 V	
 Please note : 1. If the file is uploaded before 4:30pm on the day before the processing date, the payment will be made before 9:00am of the processing date, the payment will be made before 9:00am of the processing date, the payment will be made at night of the processing date. 2. If the processing date of an instruction falls on a banking holiday or in the case of typhoon, the next business day on which such instruction can be effected and transacted by the Bank will be taken as the processing date of such instruction. 3. There must be sufficient funds maintained in the account for executing the instruction, and a charge may be levied on each failing instruction. 	
Next	

After entering the information, plug in the USB token and then click **Next**.

Upload Instruction File	Account Services eStatement & eA	dvice Remittance Investment Other Services
	Account Services eStatement & eA	
Payroll Service Batch Payment Service	SECONDARY USER 4 - OCBCWHM TESTIN	繁體 简体 FAQ Contact Us Print Security Tips Logout
	Payroll Instruction Status Enquiry	MCT 2015/06/17 10:20:12
	Payroll	
	Transaction Details	
	Total Payment Items :	2
	Total Payment Amount :	MOP • 888
	Customer Reference :	DEPIC
	Instruction File Format:	
	Debit Account :	Current MOP 899952-002
	Processing Date :	2015/06/17 •
	Please note :	
		on the day before the processing date, the payment will be made before 9:00am of the processing after 4:30pm on the day before the processing date but at or before 4:30pm of the processing ght of the processing date.
		on falls on a banking holiday or in the case of typhoon, the next business day on which such acted by the Bank will be taken as the processing date of such instruction.
		tained in the account for executing the instruction before the business hour of the processing date. e Bank is not obligated to execute the instruction, and a charge may be levied on each failing
		Next

When the **User Authentication** pops up, please upload the payroll file, enter the token password and click **Submit** to proceed.

hentication	<u> </u>
Upload File	
	Choose File
	Choose File
Please input your eCertificate password and click "Sub	omit" to proceed
Submit Cancel	
	Upload File Please input your eCertificate password and click "Sut

The screen will show the Transaction Details and the uploaded Instruction File for preview. After the **Operator** has checked the details, click **Confirm** at the bottom right hand corner to proceed.

Payroll Instruction Status Enquiry	MCT 2015/06/17 12:12:58					
Payroll						
Transaction Details						
File Type	Payroll Service					
Total Payment Items	2					
Total Payment Amount	MOP 888.00					
Uploaded Instruction File	ePayroll_demo.csv					
Customer Reference	DEMO					
Processing Date	2015/06/17					
Debit Account	Current MOP 899952-002					
	on the day before the processing date, the payment will be made before 9:00am of the processing after 4:30pm on the day before the processing date but at or before 4:30pm of the processing date, f the processing date.					
	on falls on a banking holiday or in the case of typhoon, the next business day on which such instruction e Bank will be taken as the processing date of such instruction.					
	ained in the account for executing the instruction before the business hour of the processing date. In ank is not obligated to execute the instruction, and a charge may be levied on each failing instruction.					
	Amend Confirm Cancel					

After confirmation, the screen will show **Instruction is Pending for Approval**. Then inform the Approver to login Business Internet Banking to arrange the respective approval for the instruction.

	Status Enquiry		MCT 2015/06/17 12:13:3
			Instruction is Pending for Approval. Transaction No: P20151680200047
Payrol	i		
ransa	ction Details		
	File Type :	Payroll S	ervice
	Total Payment Items :	2	
	Total Payment Amount :	МОР	888.00
	Uploaded Instruction File :	ePayroll_	demo.csv
	Customer Reference : Processing Date :		/17
	Debit Account :	Current I	MOP 899952-002
up da 2. If tra 3. Th	the file is uploaded before 4:30pm on the loaded after 4:30pm on the day before the te. the processing date of an instruction falls o snsacted by the Bank will be taken as the p ere must be sufficient funds maintained in	n a banking rocessing d the accoun	the processing date, the payment will be made before 9:00am of the processing date. However, if the file is g date but at or before 4:30pm of the processing date, the payment will be made at night of the processing g holiday or in the case of typhoon, the next business day on which such instruction can be effected and late of such instruction. If the business hour of the processing date. In the event of insufficient on, and a charae may be levied on each failing instruction:

Operator also can check last 30 days recording in Instruction Status Enquiry.

ОСВ	WING	HANG	5							
Upload Instruction Fil	e Account Service	e Stateme	ent & eAdvice	Remit	ttance I	nvestment	Other Service	:5		
Payroll Service							繁體 简体	FAQ Contact	Us Print Security	Tips Logout
Batch Payment Service	SECONDARY USER	4 - OCBCWHI	M TESTING ACC	T INTER	RNET BANK	ING				
	Payroll Instruction Status Enqu								MCT 2015/	06/17 10:27:12
	File Upload Status	5								
	Transaction ID	Txn Type	Total Items	CCY	Amount	Custom	er Reference	Txn Status	Created Date	Created By
					No	Record Four	nd			

Approver can view the transaction pending for approval in the **Transaction Status** under the **Account Services** after login. To view the transaction details, select the respective **Pending Tx No.**

	CWING HANG						
Account Services	eStatement & eAdvice Remittance Investn	ent Other Services					
Transaction Status						繁體 简体 FAQ Cont	act Us Print Security Tips Logout
Account Enquiry							
Fund Transfer	SECONDARY USER 2 - OCBCWHM TESTING ACCT IN	TERNET BANKING					
FCY & Gold Buy / Sell Order	Pending Forward Date Message						
Time Deposit	Instruction Enquiry Instruction Box						MCT 2014/12/17 11:04:56
Rate Enquiry							Refresh
Cheque Services							
Payment	Transaction Type	Pending Tx No.	CCY	Amount	User Name	Last Modify Date	Execution Date
	Pending For Approval Request		-				
	Payroll Instruction File (DEMO)	P20143510176897	HKD	XXX.XX	SECONDARY USER 4	2014/12/17 11:00:47	
	My Request						
				No Recor	d Found		
	Amended Request						
				No Recor	d Found		
	Deleted Request						
				No Recor	d Found		

Using USB Token

After the approver has checked the correctness of the information, plug-in the USB Token and then click **Approve** at the bottom right hand corner.

Pending Instruction Enquiry	Forward Date Message Instruction Box						М	CT 2014/12/17 11:05:32	
Payroll									
Transaction Deta	ils								
	File Type :	Payroll Service	2						
0	Total Payment Items :	2							
0	Total Payment Amount :		888.00						
	Uploaded Instruction File :	Payroll_demo.csv							
	Customer Reference :	: DEMO							
	Processing Date :	2015/01/16							
	Debit Account :	Current HKD 8	99952-001						
Sequence No.		Account No.			Name	Amount	Reference No.	Particular	
1	1 000-000-899952260				Lam Meng	444.00	payroll-2013-09-01	SEP_13	
2	000	0-000-899952100			Ka Meng	444.00	payroll-2013-09-02	SEP_14	
							Approve	<u>First Last</u> Reject Cancel	

After the User Authentication has popped up, enter the USB token password. Then click Confirm.



The system will display again the Transaction Details and the upload **Payroll File** for preview. Check its correctness and then click **Confirm** at the bottom right hand corner.

Pending Forward Date Message Instruction Enquiry Instruction Box	MCT 2014/12/17 11:07:00
Payroll	
Transaction Details	
File Type	Payroll Service
Total Payment Items	2
Total Payment Amount	HKD 888.00
Uploaded Instruction File	ePayrol_demo.csv
Customer Reference	DEMO
Processing Date	2015/01/16
Debit Account	Current HKD 899952-001
	Confirm Cancel

After the system has displayed the message of **Your Instruction was Executed**. Click **OK** then the Instruction for Payroll Service is successfully executed.

Pending Instruction Enquiry Forward Date Box	MCT 2014/12/17 11:07:41
	Your Instruction was Executed. Bank Ref. No. 000008152014121711000000
Payroll	
Transaction Details	
File Type :	Payroll Service
Total Payment Items :	2
Total Payment Amount :	HKD 888.00
Uploaded Instruction File :	ePayroll_demo.csv
Customer Reference :	
Processing Date :	2015/01/16
Debit Account :	Current HKD 899952-001
	ОК

Using Security Device

After the approver has checked the correctness of the information, please click **Approve** at the bottom right hand corner.

Pending Instruction Enqu	Forward Date Message Instruction Box					М	CT 2014/12/17 11:05:3	
Payroll								
Transaction D	Details							
	File Type :	Payroll Service						
	Total Payment Items : 2		2					
Total Payment Amount :		HKD 888.00						
Uploaded Instruction File :		ePayroll demo.csv						
Customer Reference :								
Processing Date :		2015/01/16						
	Debit Account :	Current HKD 8999	52-001					
Sequence No.	ce Account No.			Name	Amount	Reference No.	Particular	
1	1 000-000-899952260			Lam Meng	444.00	payroll-2013-09-01	SEP_13	
2 000-000-899952100				Ka Meng	444.00	payroll-2013-09-02	SEP_14	
						Approve	<u>First</u> <u>Last</u> Reject Cancel	

On the **Transaction Details** page, please follow steps to generate the 6 digits security code from Security Device and enter the codes in the box, then click **Confirm**.

請核對下列指示詳情			
檔案格式:			
總支票筆數:	2		
總支票金額:	港幣	888.00	
已上載之指示檔案:	demo.csv		
客戶備考:	DEMO		
執行日期:	2014/10/28		
提取賬戶:	XXXXXXXXXX		
	1. 按住 ⁰⁷⁷ 鍵以取 2. 輸入6位數字之(
Siness 0 2 3 4 5 6 7 8 9 10 10 10			
		確認 取消	

After the system has displayed the message of **Your Instruction was Executed**. Click **OK** then the Instruction for Payroll Service is successfully executed.

Pending Instruction Enquiry Instruction Box	MCT 2014/12/17 11:07:41
	Your Instruction was Executed. Bank Ref. No. 000008152014121711000000
Payroll	
Transaction Details	
	Payroll Service
Total Payment Items :	2
Total Payment Amount :	HKD 858.00
Uploaded Instruction File :	ePayroll_demo.csv
Customer Reference :	DEMO
Processing Date :	2015/01/16
Debit Account :	Current HKD 899952-001
	ОК

Batch Payment Service

After the Operator has logged in to the Business Internet Banking, click the **Upload Instruction File** at the top. Then click the **Batch Payment** on the menu at the left hand column and repeat the above steps to complete the Batch Payment Instruction.

Should you have any enquiry, please contact our Service Hotline at 2832 2222 during office hours.