Hang Seng HSBCnet

Security Device
Assignment Guide

for System Administrator

Security Device Assignment
System Administrators

Warning: System Administrators must activate their own Security Devices. Failure to follow the instructions below will result in Devices being rendered unusable.

1. Select a Security Device from your stock.
2. Log on to Hang Seng HSBCnet with your username as noted on the Hang Seng HSBCnet agreement.
3. Type in your password and click **Submit**.
4. Follow the on-screen instructions to activate your Security Device.
5. Confirm PIN selection and Security Device activation by clicking **Submit**.
6. Enter the 10 digit serial number found on the back of the Security Device into the field provided and click **Submit**. **(Do not input the hyphens)**
7. You will then be asked to generate a security code, follow the on screen instructions and type in the 8 digit security code in the space provided, click **Submit**.
8. Confirmation of the successful activation of your Security Device will be received. Select **Continue** to return to the Hang Seng HSBCnet log on page. You can now log on to Hang Seng HSBCnet to view your personal page.
9. Each System Administrator must repeat the above individually before proceeding to set up other users.

Security Device Assignment
Assigning Devices to Additional Users

Sole Control Set Ups
If your organisation has Sole Administrative Control, please follow steps 1 to 8 **only**. However, if you require Dual Control you must follow steps 1 to 7 **and then also** complete steps 9 to 15.

1. Log on to Hang Seng HSBCnet.
2. Click the '**Admin**' tab on the top navigation bar and select **User Management**.
3. Under the 'User Management' tool click the **Manage Security Devices** link.
4. You are now in the 'View User' screen. In the navigation bar under 'Users' select **Set up**.
5. Click the **name** of the person you want to assign a Security Device to, and then click **Set up Security Device**.
6. Enter the 10 digit serial number found on the back of the Security Device into the field provided and click **Submit**. **(Do not input the hyphens)**
7. Once completed successfully, you will receive an acknowledgement advising you that the User has been set up.
8. Under Sole control you should now deliver the assigned Security Device to the assigned User. The User will then need to activate the Security Device by logging on to Hang Seng HSBCnet with their username and following the on screen prompts.

Dual Control Set Ups
9. Under Dual control, the second System Administrator should log on to Hang Seng HSBCnet.
10. Click the '**Admin**' tab on the top navigation bar, and select **User Management**.
11. Under the 'User Management' tool, click the **Manage Security Devices** link.
12. You are now in the 'View User' screen. In the navigation bar under 'Users,' click **Authorise**.
13. Once in the 'Authorise' screen, click the **User** you want to authorise, and click **Authorise**.
14. You will then receive an acknowledgement that the Security Device for the User has been approved.
15. You should now deliver the assigned Security Device to the assigned User. The User will then need to activate the Security Device by logging onto Hang Seng HSBCnet with their username and following the on screen prompts.

Security Tips

PIN Security
- Do not choose a predictable or easily guessed PIN.
- Do not share or disclose your Security Device, Username, or PIN with anyone.
- Never write your PIN down.
- When using the Security Device, be aware of those around you.
- Change your PIN if you suspect that someone has discovered the PIN. Remember that all users can change their PIN at any time. Changing the PIN reduces the risk that anyone else can learn the PIN through repeated observation.

Security Device
- When not in use, store Security Devices in a secure location, i.e. a locked drawer, safe, etc.
- Avoid leaving Security Devices in open view.
- Avoid allowing others physical access to Security Devices unless the User is assigned to the Security Device.
- If you lose your Security Device, you should immediately inform your System Administrator who should deactivate the device to ensure no one can use it to access their company's account.
- If the Security Device is no longer in your possession, it is recommended that you request your System Administrator to revoke the Security Device.
- Do not expose Security Devices to extreme temperatures.