

BoC Bill「收錢快」App User Guide

BoC Bill is an integrated solution for your business. Get the app now and discover an easier way to collect money and manage your business. The app works with your smart device and lets you receive payments in store, at outdoor activities and at exhibitions - eliminating the need for a checkout counter!



Download now

Product/Service	Admin (New Customer)	Admin (BOCHK or Credit Card customer)	Cashier
Payment Collection Supports QR Payment Methods - Dynamic QR Codes (Merchant-Presented Mode): BoC Pay, UnionPay QR Payment, Alipay, WeChat Pay and FPS - Static QR Codes (Merchant-Presented Mode): BoC Pay, UnionPay QR Payment, Alipay and WeChat Pay			
Refunds			
Transaction records			
User Management - add & edit cashier			
Account - open HKD BoC Bill「收錢快」account			
Account viewing			
Local transfers			
Transfer records			

Contents

1. Application and Activation

2. Login and User Management

3. Collection and Refund

4. My Account and Settings

1. Application and Activation

► Application – New Customer

Apply

Select customer type

You are applying for "BoC Bill 收據快" service. You are ...

☐ BOC Credit Card (Int.) Ltd. Customer >

☐ BOCHK Corporate Customer >

☒ Non-BOCHK Corporate Customer >
Applicable to sole proprietor (non-limited compa...)

If you are not a BOCHK Corporate Customer and not a sole proprietor (non-limited company), please contact BOC Credit Card (International) Ltd. - Merchant Business Department Service Hotline (+852) 2853-8702 for enquiries regarding collection service.

Click "Apply" first, then click "Non-BOCHK Corporate Customer"

Apply

Enter Mobile No.

Mobile no. will be used to receive one-time password

Mobile no.
+852 98888888

☒ To provide the payment collection service, the Bank (we) need to collect your information. If you are unable to provide those information, we may not be able to process your application. Please refer to the Bank's [Data Policy Notice](#) or other documents issued by the Bank from time to time in any name regarding the general policy regarding the use, disclosure and transfer of personal data. The personal information you provide will not be used for direct marketing purposes.

☒ I am a sole proprietorship (non-limited company)

☒ I confirm that I have understood that the deposits to be placed into BoC Bill 收據快 Account is a deposit qualified for protection by the Deposit Protection Scheme in Hong Kong.

Continue

Enter mobile number

Apply

Enter company information

Total annual turnover
HKD 2,500,001 - 5,000,000

Number of employees
1 - 50

Buyer's country/region1
HONG KONG, CHINA

Buyer's country/region2 (if any)
Choose one of the following

Continue (1/3)

Enter company information and click "confirm"

Apply

Submit BR Certificate

Follow the instructions to shoot/upload

Take photo

Select from photo album

Upload Hong Kong Business Registration Certificate

Identity Verification

Chinese name 周志文

English name CHOW, CHI MAN

HKID Card Number Z1125622

Date of birth 22/12/1963

Gender 女

Confirm

Retake

If any information is incorrect, please take another shot.

Upload HKID

Face Recognition

The Bank will collect your facial image for identity verification purpose

Position your face in front of the camera and glance at it, then follow the instructions

No sunglasses No hat No mask

Start

Face recognition

Identity Verification

Tax Identification Number

Jurisdiction of residence ①
Hong Kong, China

Tax Identification Number
Z1125622

Add Tax Residency Information +

Customer Declaration Important Note

☐ I hereby confirmed that the company and its holders do not possess the Tax Residence other than above country/region.

Next

Enter tax ID number

Activate Account

Set login name

Login name
abccompany

8-16 letters, numbers, "_" or "."; Must contain at least one English letter

Continue

Set login name and password

Login

SMS One-Time Password

In order to ensure the security of online transactions, the bank will send a passcode to the following mobile number for transaction verification. Please input the passcode provided.
+852-98***888

1 2 3
4 5 6
7 8 9
0 Done

Enter SMS OTP

Apply

Submit application successfully

We have received your application and in-progress. We will contact you as soon as possible. Thank you for your patience.

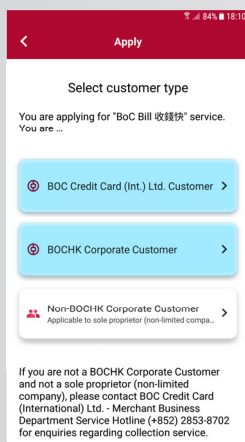
For enquiries, please call BOC Credit Card (International) Ltd. - Merchant Business Department Service Hotline (+852) 2853-8702

Done

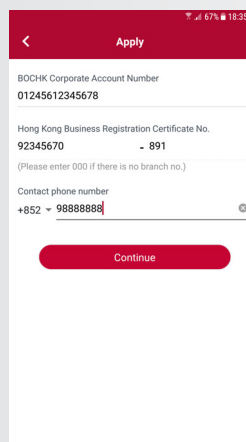
The app will display "Submit application successfully" once completed. A representative will contact you to follow up.

1. Application and Activation

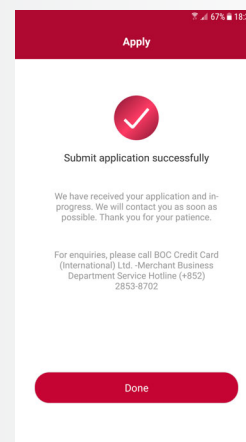
► Application – BOCHK Corporate & BOC Credit Card (Int.) Ltd. Customer



Click "Apply" first, then click "BOCHK Corporate Customer" or "BOC Credit Card (Int.) Ltd. Customer"

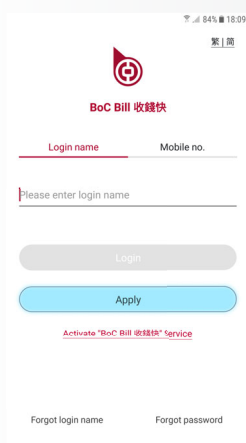


Enter BOCHK corporate account number or BOC Credit Card (Int.) Ltd. merchant number, Hong Kong Business Registration Certificate no. and contact phone number



The app will display **"Submit application successfully"** once completed

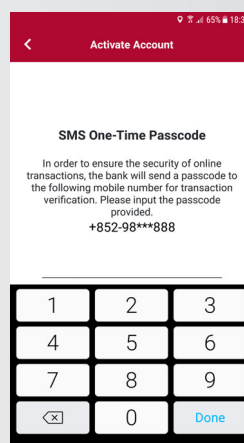
► Activation – BOCHK Corporate & BOC Credit Card (Int.) Ltd. Customer



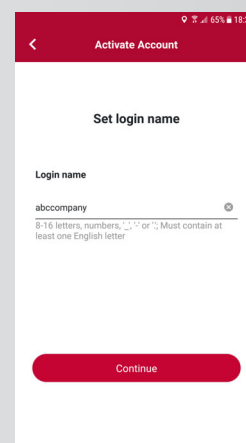
Click 'Activate "BoC Bill 收錢快" Service'



Scan activation QR code



Enter SMS OTP

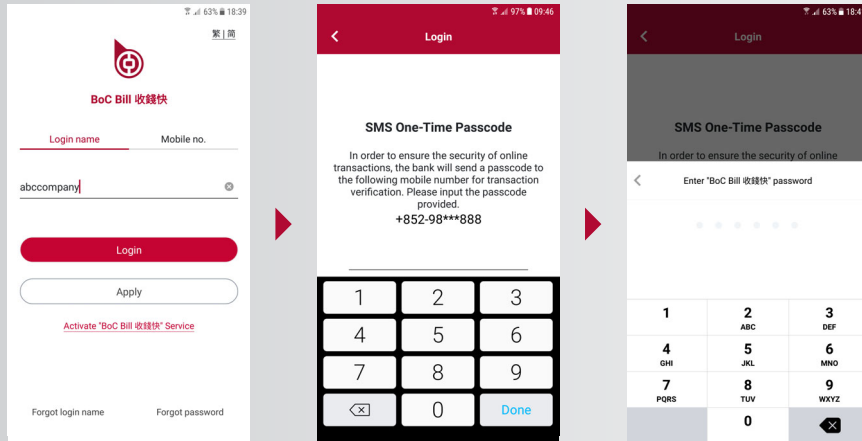


Set login name and password to complete application

Remark: Merchant will receive an activation QR code by courier when the application has been approved.

2. Login and User Management

► Login – Admin

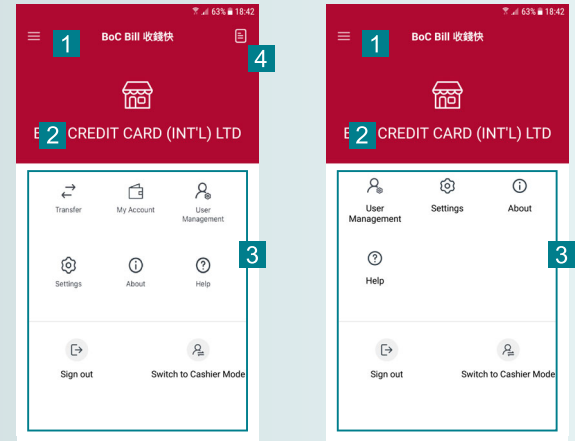


Enter login name

Enter SMS OTP

Enter password

Interface



New Customer

BOCHK /
BOCCC Customer

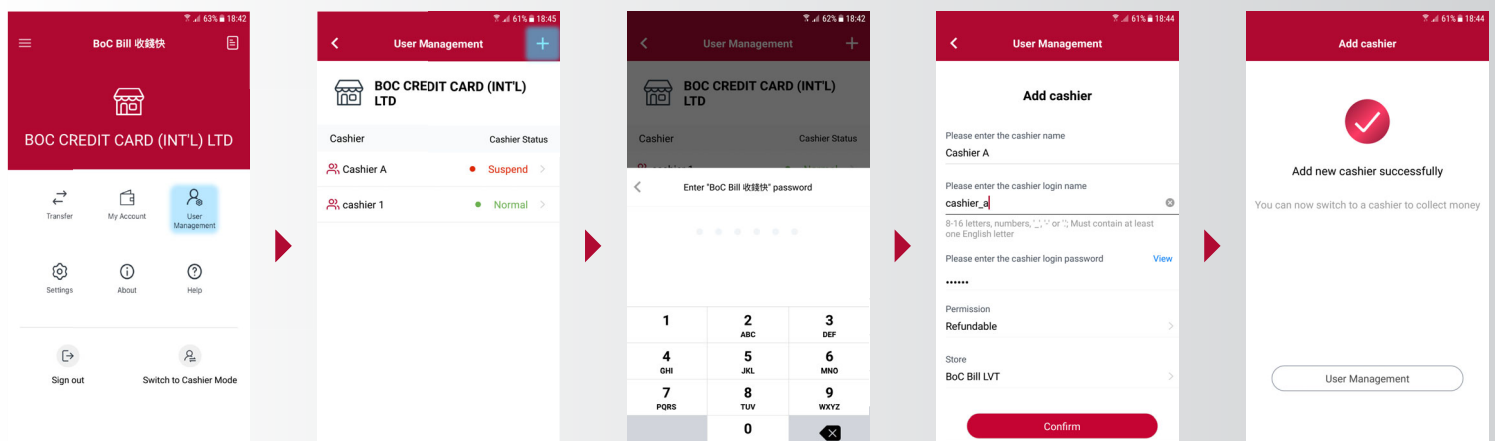
1 Menu

3 Function Icons

2 Merchant Name

4 My Account

► User Management – Add Cashier



Click “User Management”
in admin home screen

Click “+”

Enter password

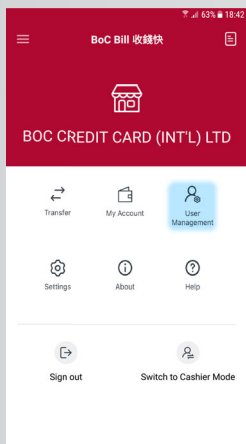
Enter cashier information,
set password, permission,
store and terminal

Successfully
added

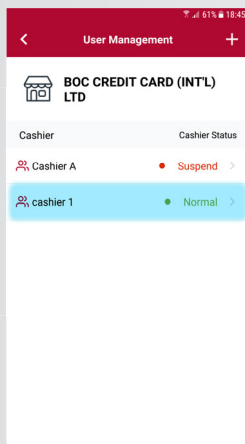
Remark: 1. If admin needs to switch to collection mode, cashier must be created and bound to admin account.
2. Each cashier can only bind one store and terminal.

2. Login and User Management

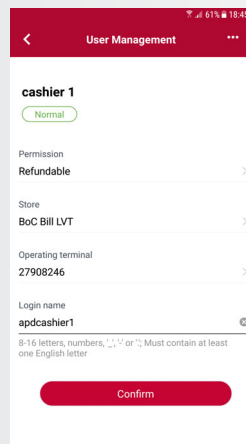
► User Management – Edit Cashier



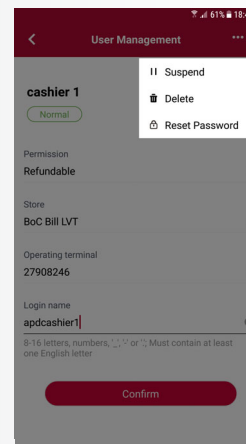
Click “User Management” in admin home screen



Select the cashier you would like to edit

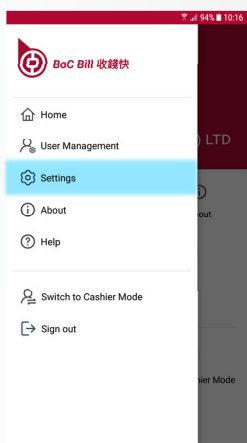


Enter cashier information, set password, permission, store and terminal

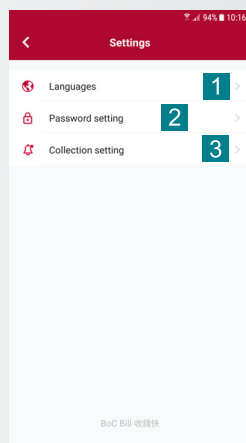


click “...” to suspend/delete cashier and reset password

► Settings – Admin



Click “setting” in the menu at the top-left corner of the admin home screen

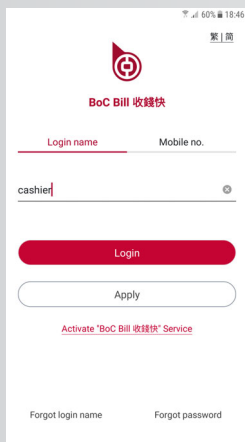


Remark:

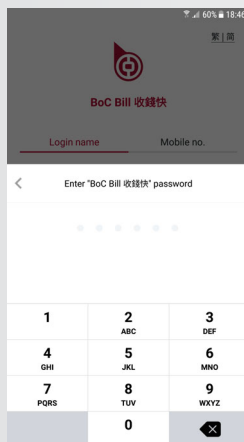
- 1** Language Setting - Support Traditional Chinese/ English/Simplified Chinese
- 2** Password Setting - Support forget/reset
- 3** Collection Setting - Support ON/OFF transaction channels

2. Login and User Management

► Login – Cashier

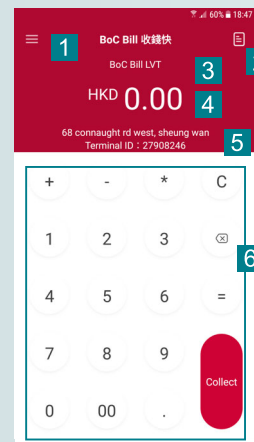


Enter login name and
click “Login”



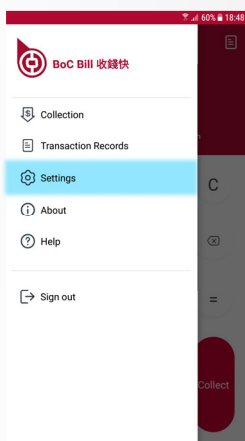
Enter password
(*Set new password for
1st time login)

Interface

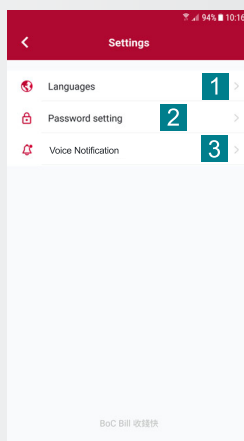


- 1 Menu
- 2 Transaction Records
- 3 Merchant Name
- 4 Collection Amount
- 5 Store Information
- 6 Collection Panel
(Enter collection
amount and click
collect to generate
dynamic QR code)

► Setting – Cashier



Click “setting” in the menu
at the top-left corner of the
cashier home screen

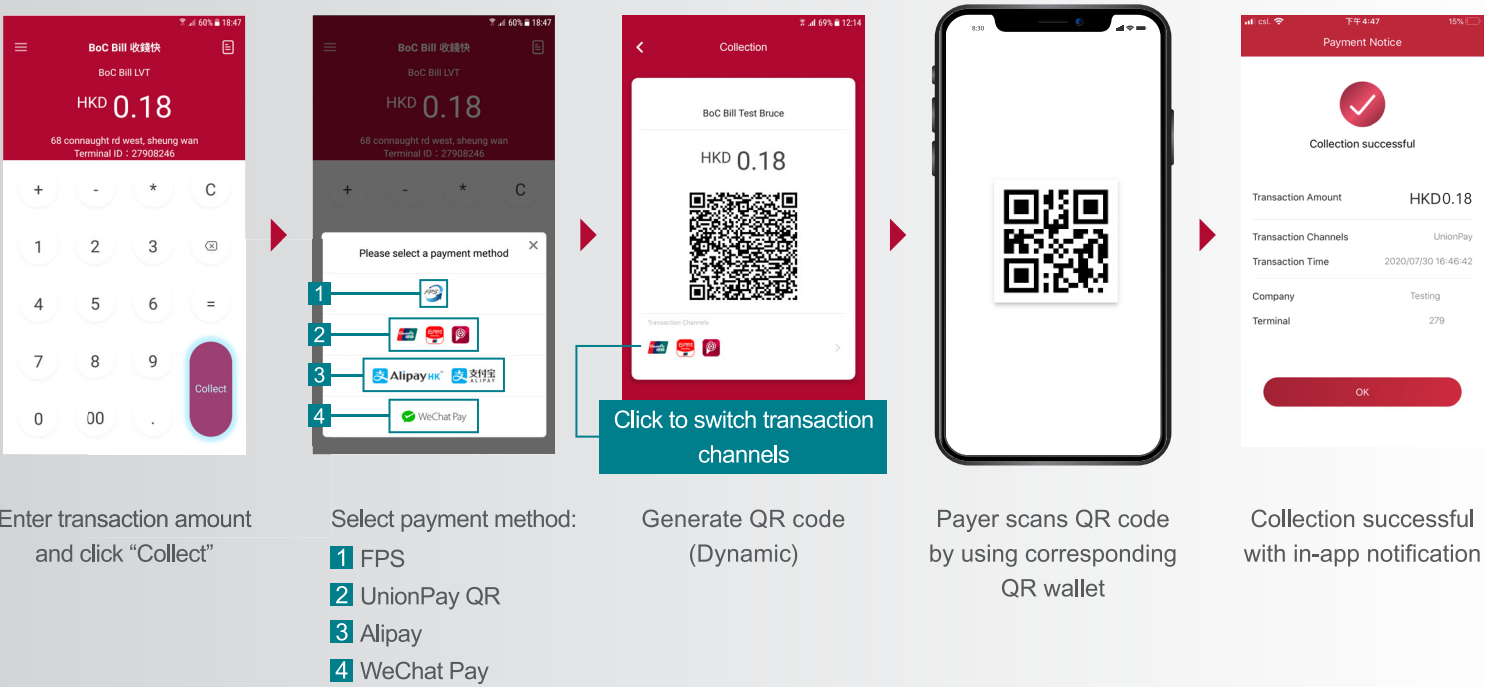


Remark:

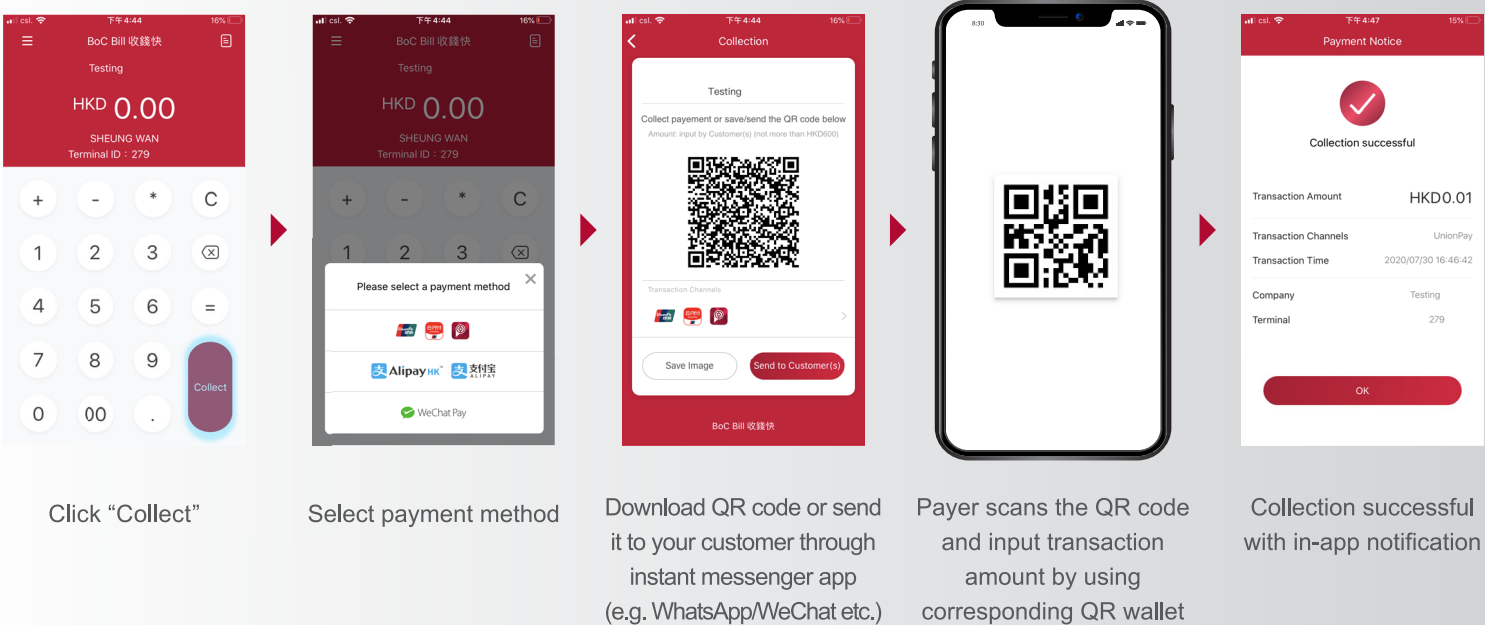
- 1 Language Setting - Support Traditional Chinese/
English/Simplified Chinese
- 2 Password Setting - Support forget/reset
- 3 Voice Notification - Support voice/tone

3. Collection and Refund

► Collection – Dynamic QR code



► Collection – Static QR code

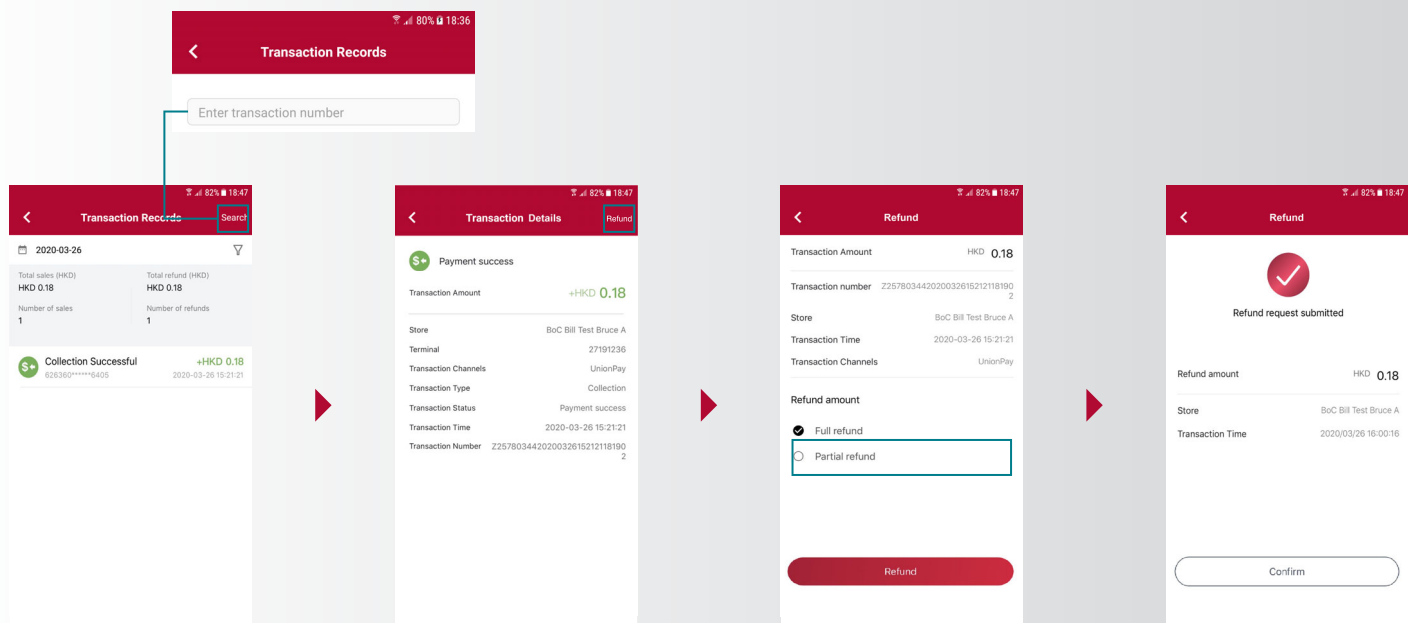


- Remarks
- 1. Merchant shall download the QR code and display on website for collection
 - 2. Merchant shall contact BOC Credit Card (Int) Ltd. – Merchant Business Department to obtain QR code (static) without amount.
 - 3. FPS is currently not supported for static QR code.

3. Collection and Refund

► Refund (Not Applicable to FPS)

Select “Search” and enter transaction number to search for original transaction



Select “Transaction Records” to search for original transaction

Click "Refund" at the top-right corner to submit

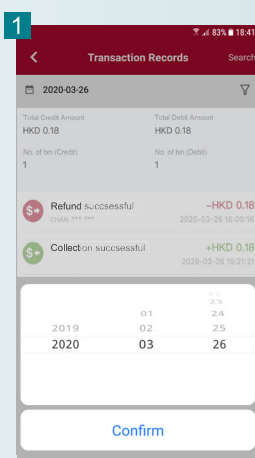
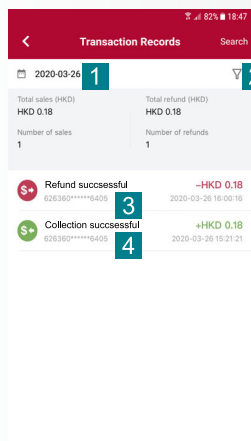
Select full or partial refund. If partial refund is chosen, please input refund amount

Merchant will receive an in-app notification when the refund is successful

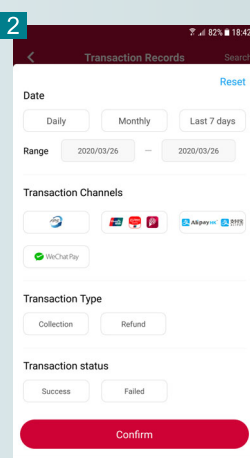
4. My Account and Settings

► Transaction Records

- Search for transaction records up to the past 90 days
- Search by supported filter options (date, transaction channel, transaction type and transaction status)

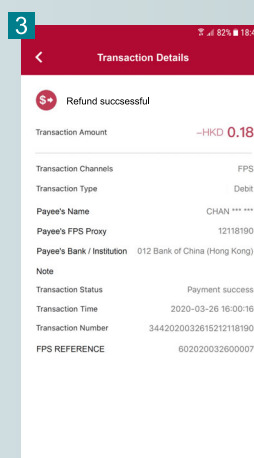


Click to filter
by transaction date

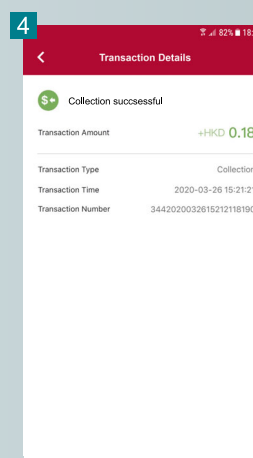


Transaction can be filtered by:

- Date (Day, Month, Last 7 days and range)
- Transaction channels
- Transaction type
- Transaction status



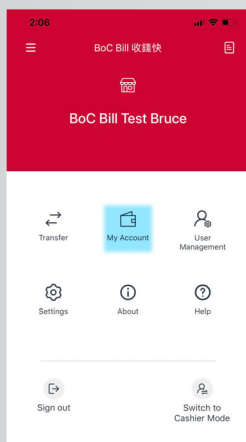
Display selected
transaction details
(Refund)



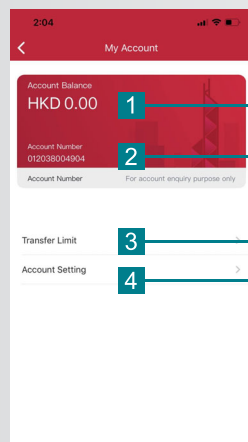
Display selected
transaction details
(Sale)

4. My Account and Settings

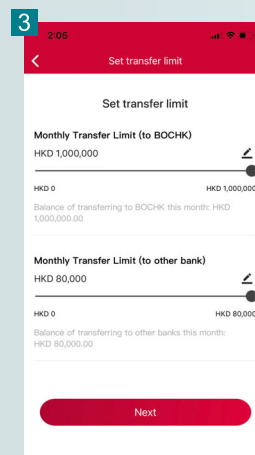
► My Account (Applicable to New Customer)



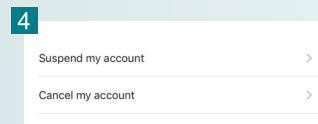
Click “My Account” in admin home screen and enter password



Enquire account balance, edit transfer limit and account setting



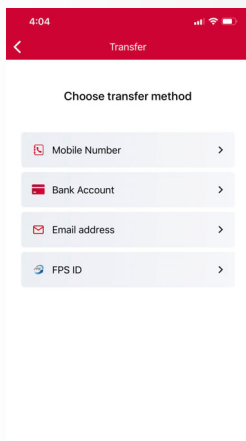
Set transfer limit after enter password



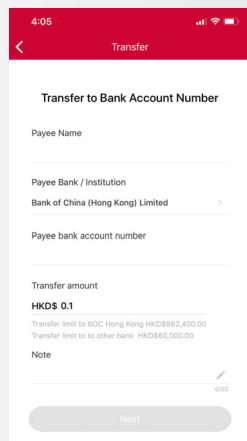
Suspend / Cancel BoC Bill收錢快 account. Collected amount cannot be credited once account is suspended / cancelled

► Transfer (Applicable to New Customer)

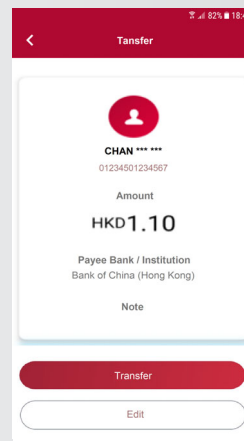
- Merchant is required to enter password/biometric authentication and SMS OTP as two-factor authentication for each transfer or to change transfer limit



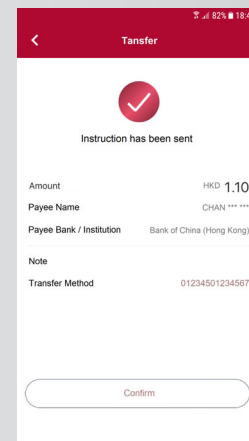
Choose transfer method for each transaction



Enter payee information



Click “Transfer”

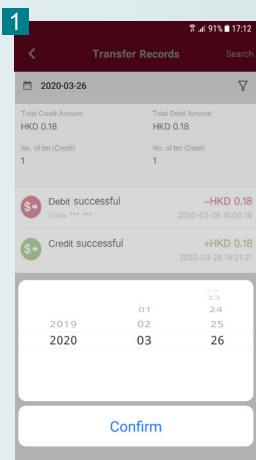
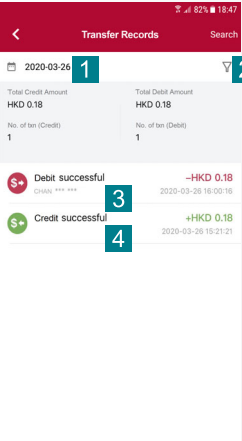


Send transfer instruction (real time transfer for both BOCHK and others local bank)

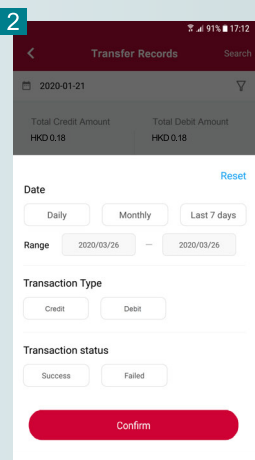
4. My Account and Settings

► Transfer Records (Applicable to New Customer)

- Search for transfer records up to the past 180 days
- Search by supported filter options (date, transaction type and transaction status)

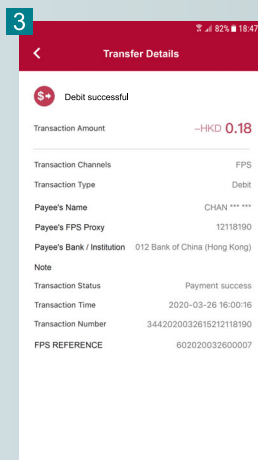


Click to filter
by transaction date

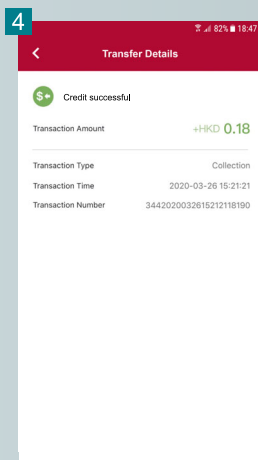


Transaction can be filtered by:

- Date (Day, Month, Last 7 days and range)
- Transaction channels
- Transaction type
- Transaction status



Display selected
transaction details
(debit)



Display selected
transaction details
(credit)

Enquiry Hotline

BOC Credit Card (International) Limited - Merchant Business Department

☎ 852 2853 8702

BOC Credit Card (International) Limited - Customer Service Hotline

☎ 852 3988 2288

Download
now



中國銀行(香港)
BANK OF CHINA (HONG KONG)