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

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

Enter mobile number

Enter company information and click "comfirm"

Upload Hong Kong Business Registration Certificate

Upload HKID

Face recognition

Enter tax ID number

Set login name and password

Enter SMS OTP

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

▶ **Application – BOCHK Corporate & BOC Credit Card (Int.) Ltd. Customer**
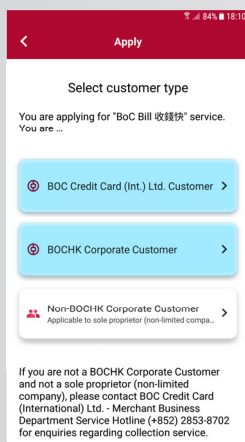
Click "Apply" first, then click "BOCHK Corporate Customer" or "BOC Credit Card (Int.) Ltd. Customer"

Enter BOCHK corporate account number or BOC Credit Card (Int) Ltd. merchant number, Hong Kong Business Registration Certificate no. and contact phone number
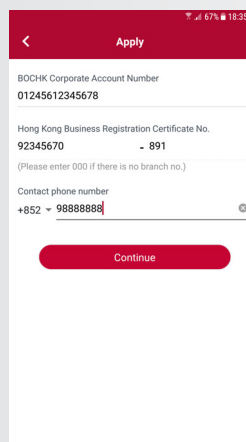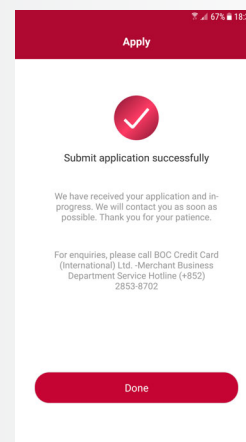
The app will display **"Submit application successfully"** once completed

▶ **Activation – BOCHK Corporate & BOC Credit Card (Int.) Ltd. Customer**
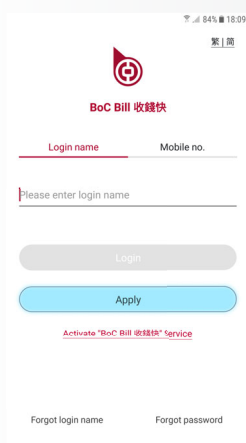
Click 'Activate "BoC Bill 收錢快" Service'

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

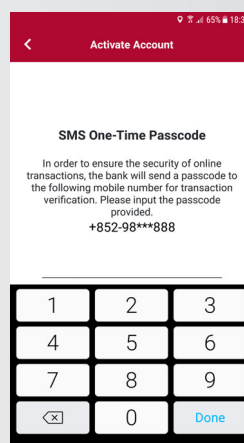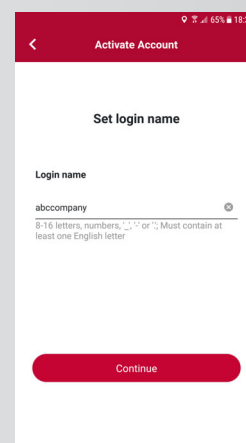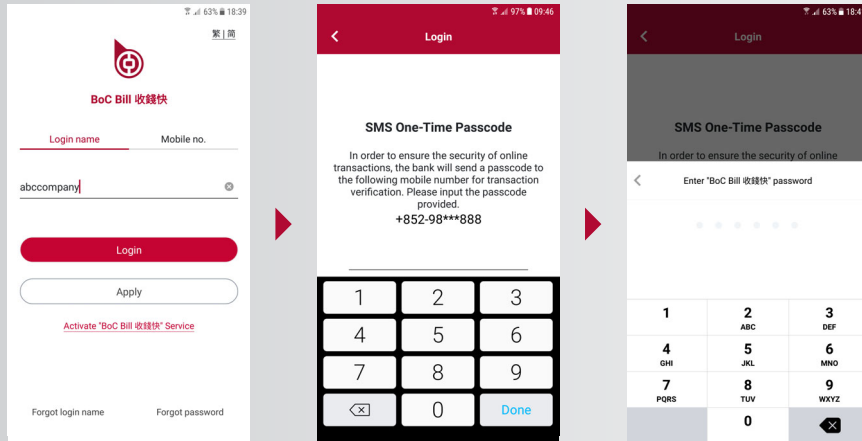## ▶ Login – Admin

Interface

Enter login name | Enter SMS OTP | Enter password
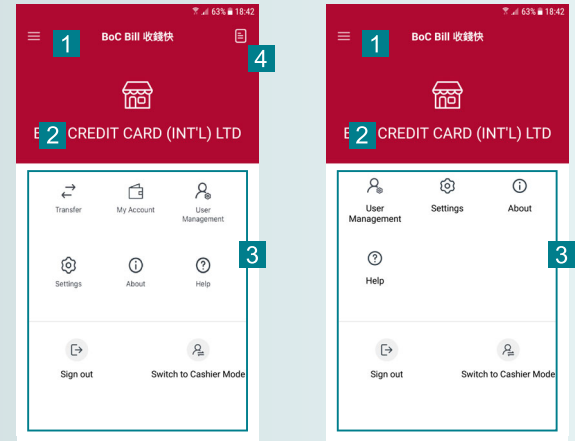
New Customer | BOCHK / BOCCC Customer

| 1 | Menu | 3 | Function Icons |
| 2 | Merchant Name | 4 | My Account |

▶ User Management – Add Cashier
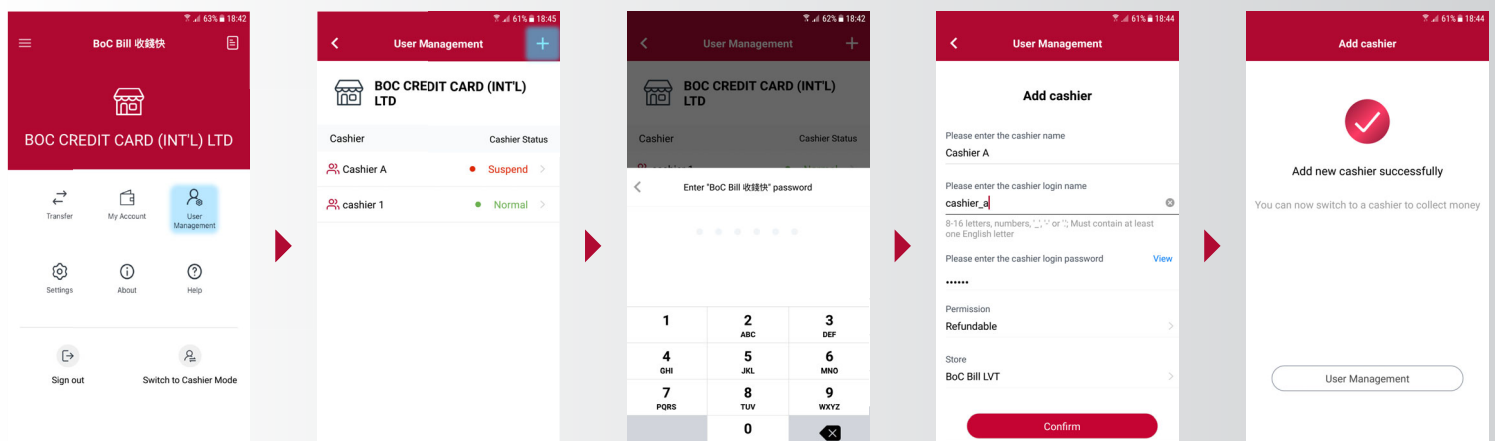
Click "User Management" in admin home screen | Click "+" | Enter password | Enter cashier information, set password, permission, store and terminal | Successfully added

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.

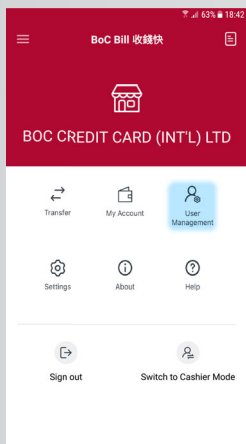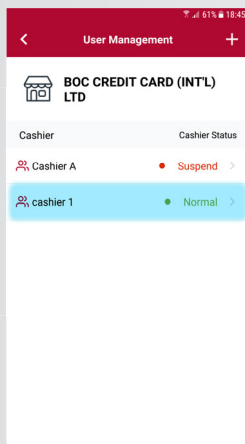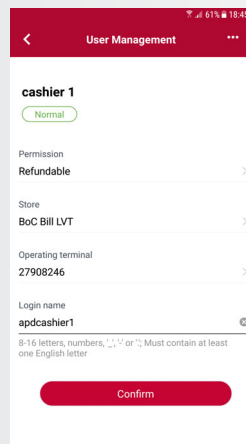# 2. Login and User Management

▶ 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
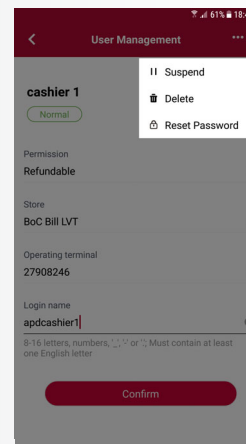
click "…" to suspend/ delete cashier and reset password

▶ 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

▶ Login – Cashier

Enter login name and click "Login"

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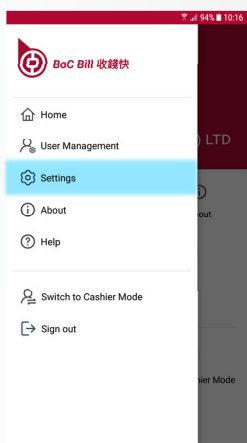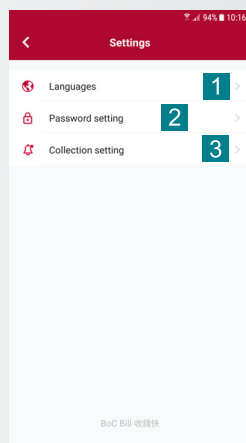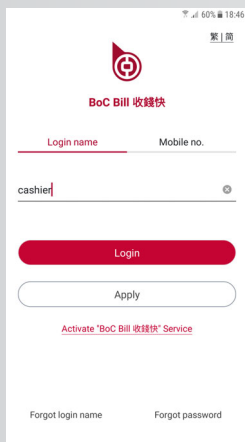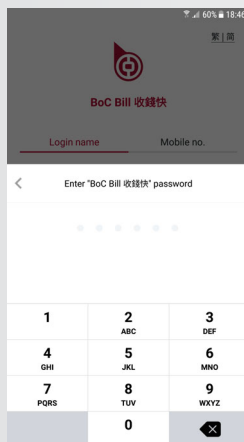(*Set new password for 1st time login)

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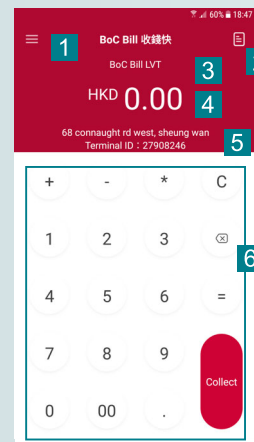
1. Menu
2. Transaction Records
3. Merchant Name
4. Collection Amount
5. Store Information
6. Collection Panel
   (Enter collection amount and click collect to generate dynamic QR code)

▶ Setting – Cashier
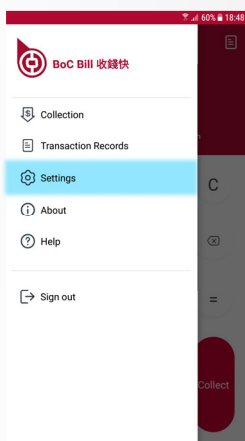
Click "setting" in the menu at the top-left corner of the cashier home screen
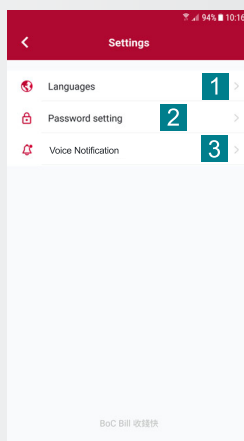
Remark:

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

Enter transaction amount and click "Collect"

Select payment method:
- 1 FPS
- 2 UnionPay QR
- 3 Alipay
- 4 WeChat Pay

Click to switch transaction channels

Generate QR code (Dynamic)

Payer scans QR code by using corresponding QR wallet

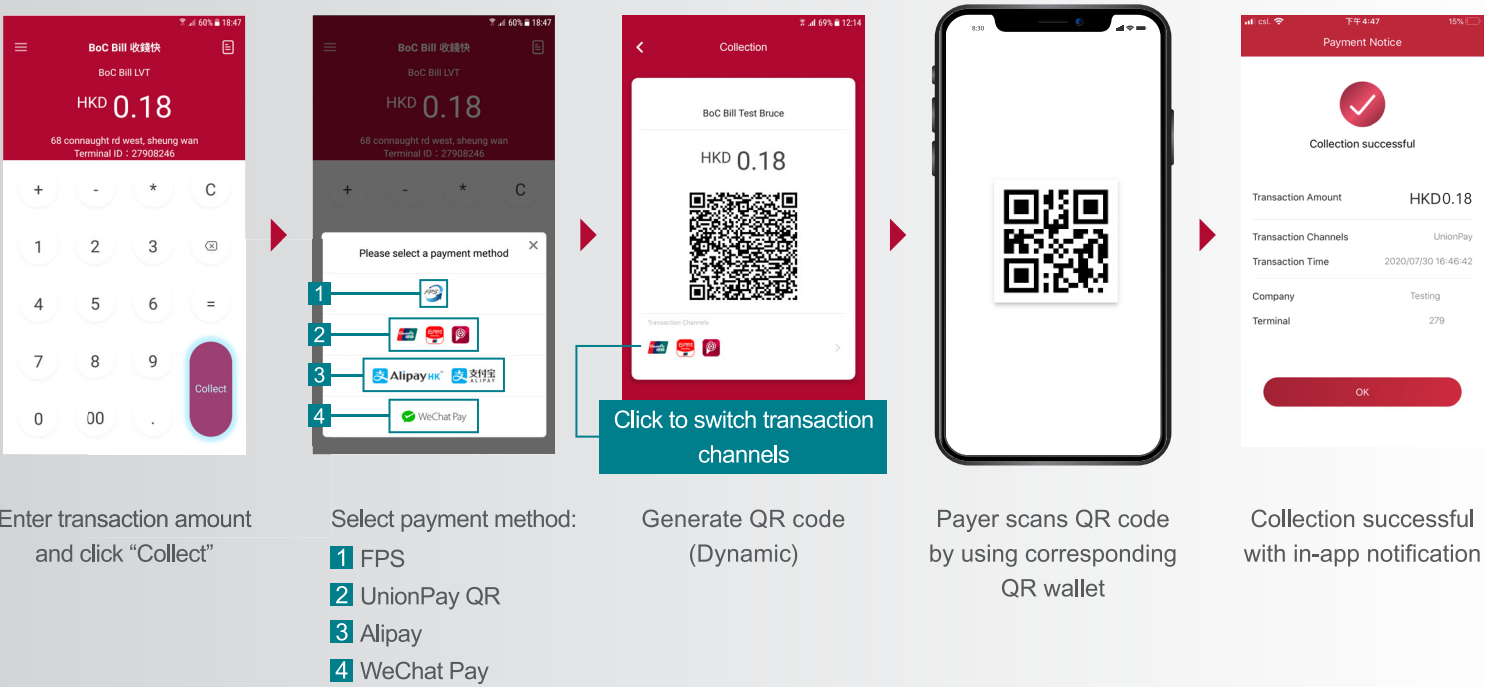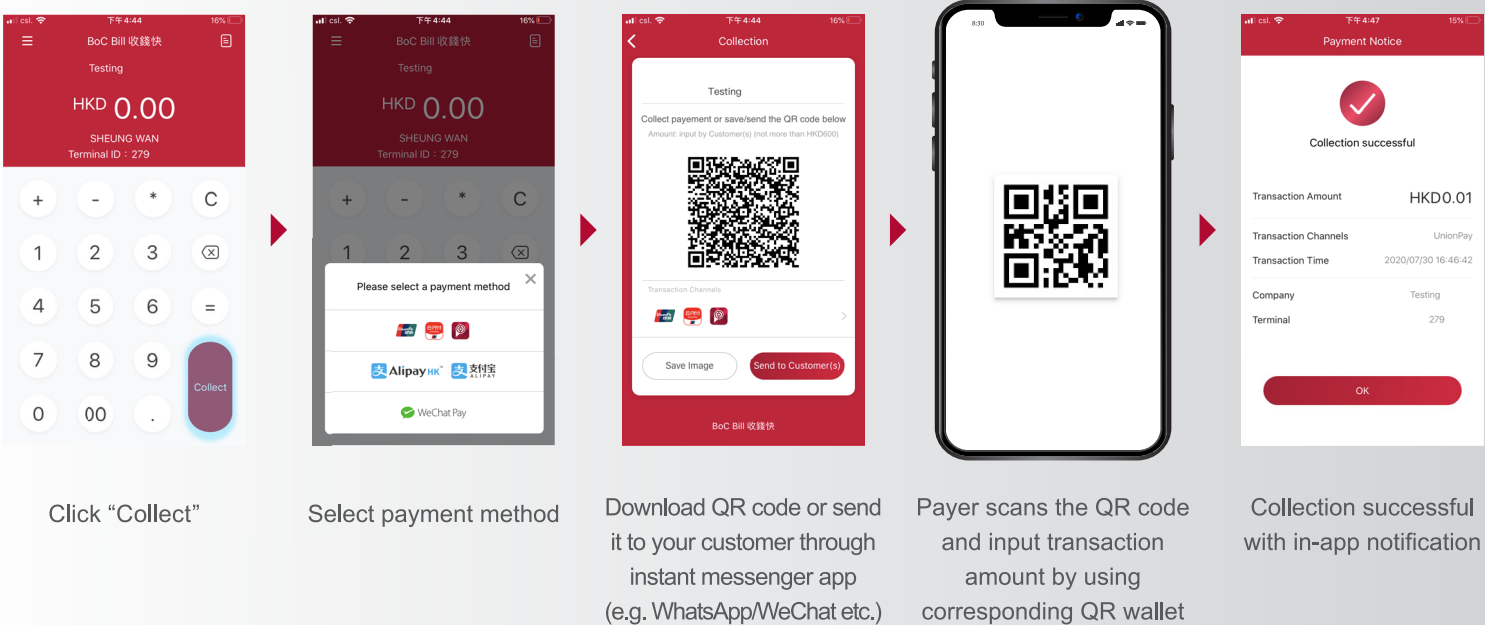Collection successful with in-app notification

▶ Collection – Static QR code

Click "Collect"

Select payment method

Download QR code or send it to your customer through instant messenger app (e.g. WhatsApp/WeChat etc.)

Payer scans the QR code and input transaction amount by using corresponding QR wallet

Collection successful with in-app notification

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
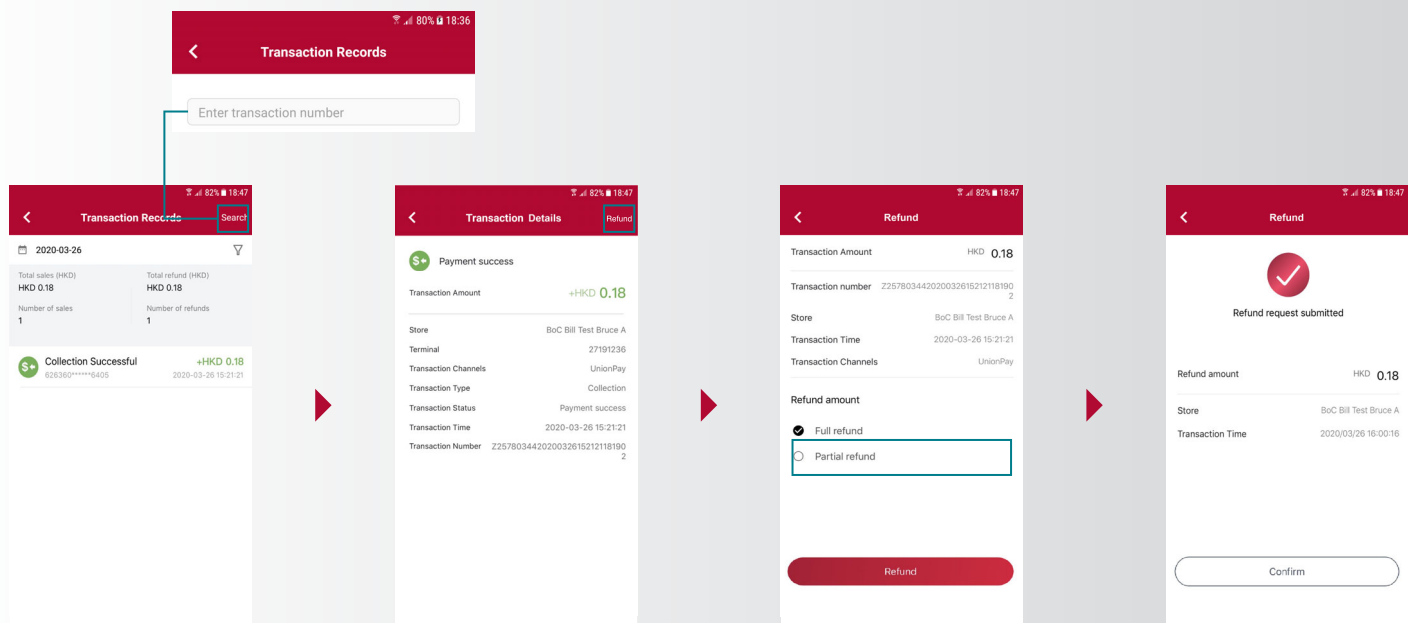
Select "Transaction Records" to search for original transaction

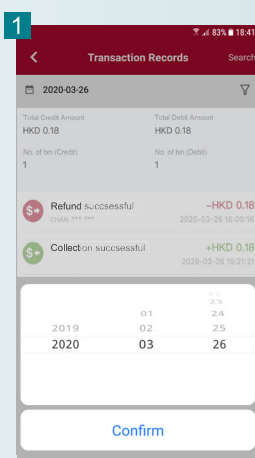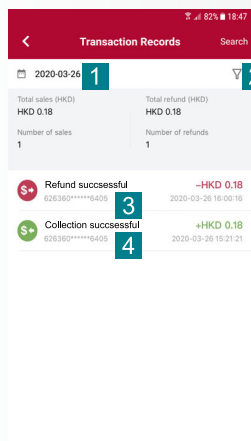Click "Refund" at the top-right corner to submit

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

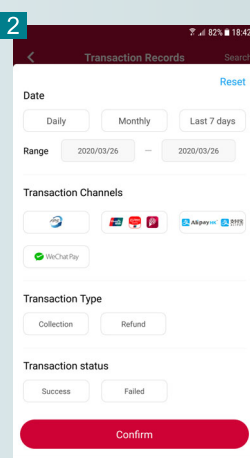Merchant will receive an in-app notification when the refund is successful

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)
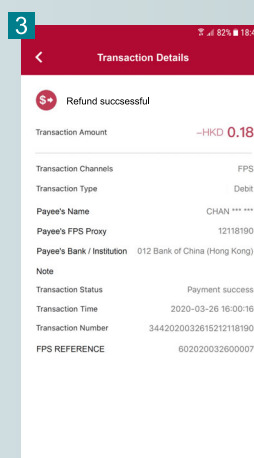
1 Click to filter
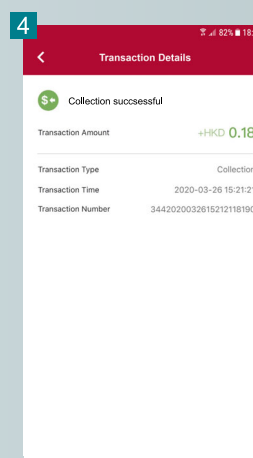by transaction date

2 Transaction can be filtered by:
- Date (Day, Month,
  Last 7 days and range)
- Transaction channels
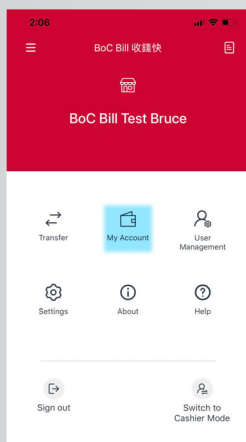- Transaction type
- Transaction status

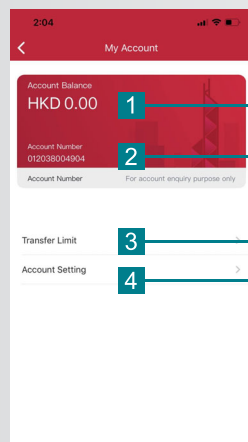3 Display selected
transaction details
(Refund)

4 Display selected
transaction details
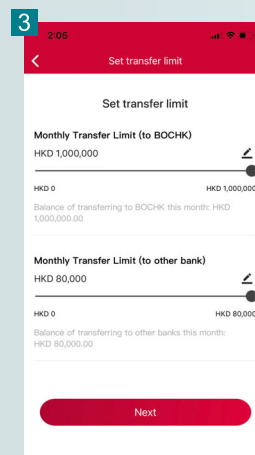(Sale)

4. My Account and Settings

▶ My Account (Applicable to New Customer)

1 Account Balance
2 Account Number
3 Transfer Limit
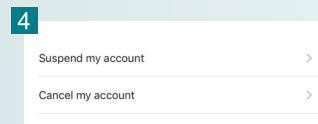**4** Account Setting

3

4

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
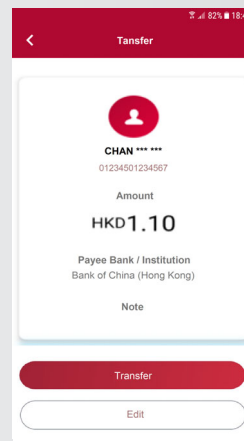
▶ Transfer (Applicable to New Customer)

• Merchant is required to enter password/biometric authentication and SMS OTP as two-factor authentication for each transfer or to change transfer limit
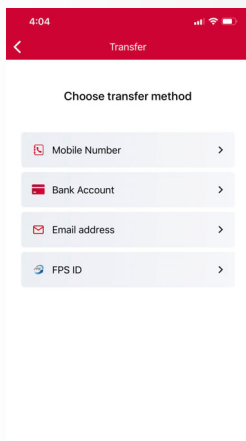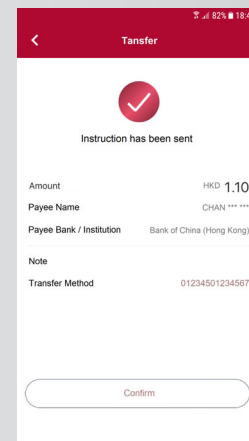
Choose transfer method for each transaction
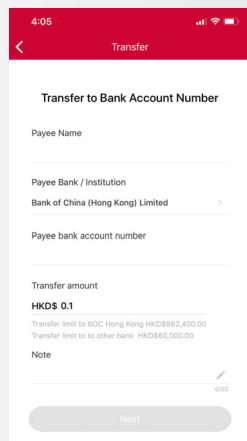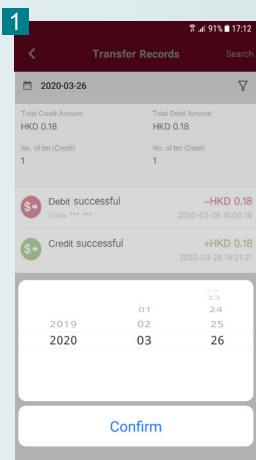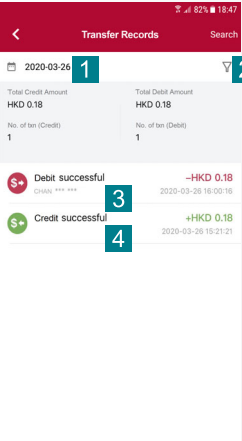
Enter payee information

Click "Transfer"

Send transfer instruction (real time transfer for both BOCHK and others local bank)
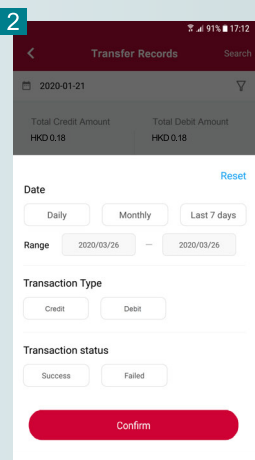
4. My Account and Settings

▶ **Transfer Records (Applicable to New Customer)**

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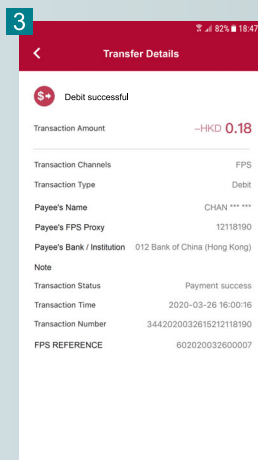• Search by supported filter options (date, transaction type and transaction status)

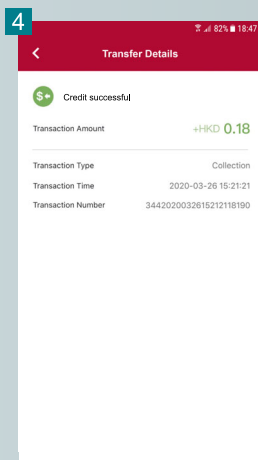Click to filter
by transaction date

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)