

# 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

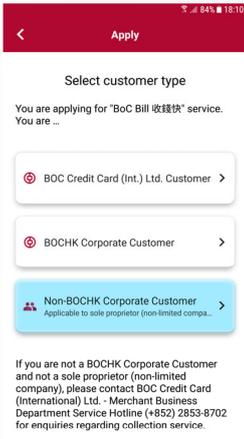
### 2. Login and User Management

### 3. Collection and Refund

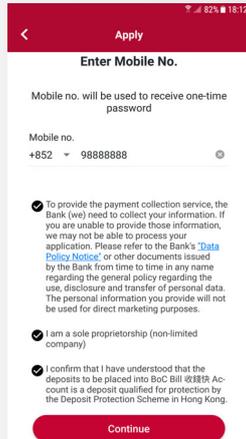
### 4. My Account and Settings

# 1. Application and Activation

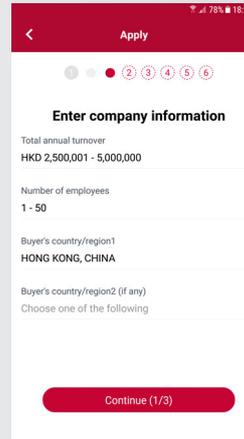
## ► Application – New Customer



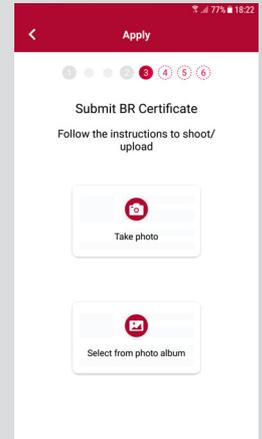
Click "Apply" first, then click "Non-BOCHK Corporate Customer"



Enter mobile number



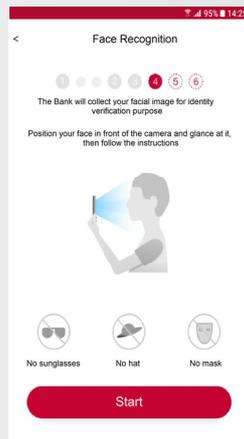
Enter company information and click "confirm"



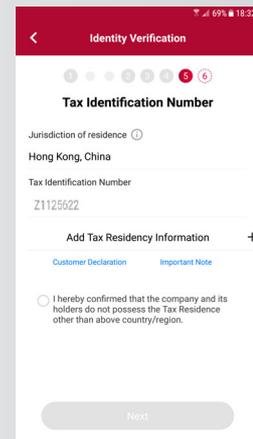
Upload Hong Kong Business Registration Certificate



Upload HKID



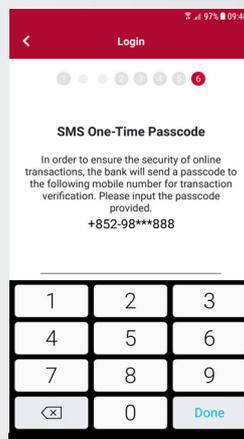
Face recognition



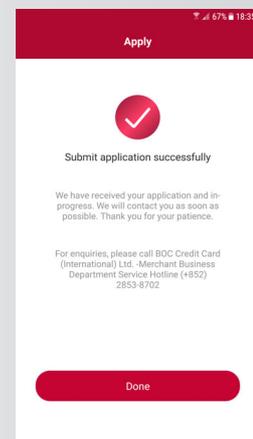
Enter tax ID number



Set login name and password



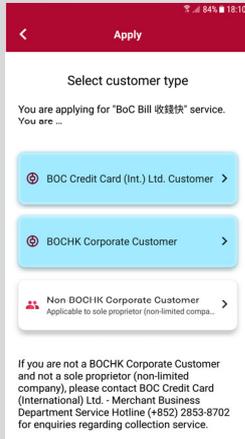
Enter SMS OTP



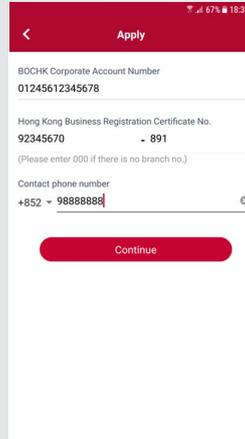
The app will display "Submit application successfully" once completed. A representative will contact you to follow up.

# 1. Application and Activation

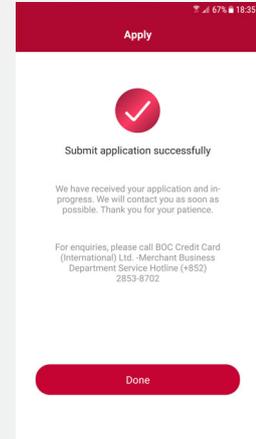
## ► Application – BOCHK Corporate & BOC Credit Card (Int.) Ltd. Customer



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

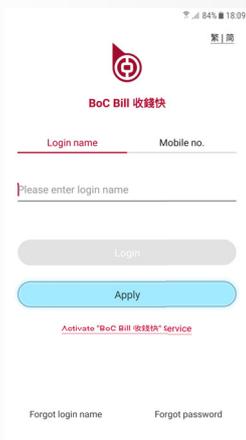


Enter BOCHK corporate account number or BOC Credit Card (Int) Ltd. merchant number, Hong Kong Business Registration Certificate no. and contact phone number



The app will display "Submit application successfully" once completed

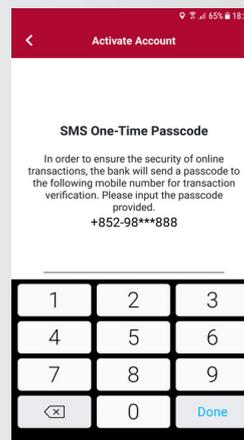
## ► Activation – BOCHK Corporate & BOC Credit Card (Int.) Ltd. Customer



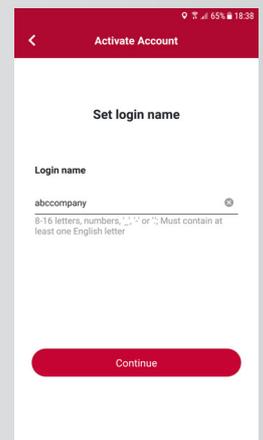
Click 'Activate "BoC Bill 收錢快" Service'



Scan activation QR code



Enter SMS OTP

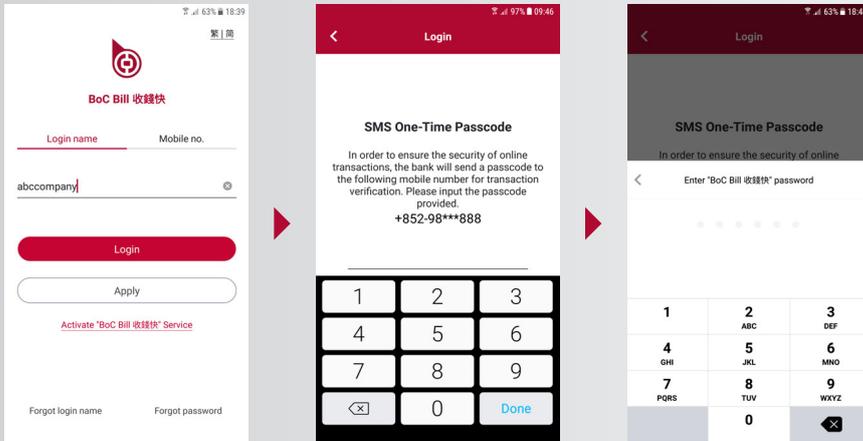


Set login name and password to complete application

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

# 2. Login and User Management

## ▶ Login – Admin

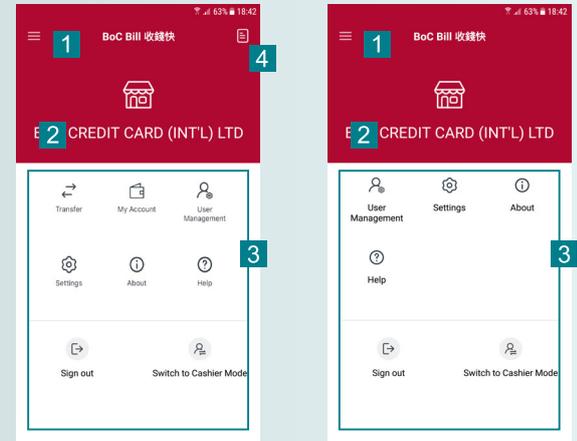


Enter login name

Enter SMS OTP

Enter password

## Interface



New Customer

BOCHK /  
BOCCC Customer

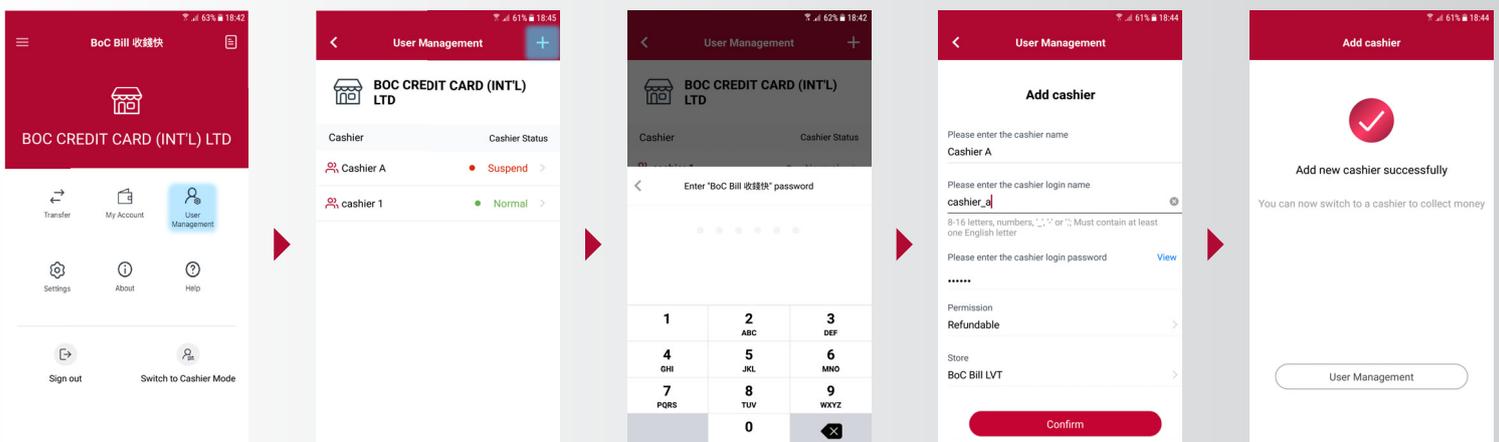
1 Menu

3 Function Icons

2 Merchant Name

4 My Account

## ▶ User Management – Add Cashier



Click "User Management"  
in admin home screen

Click "+"

Enter password

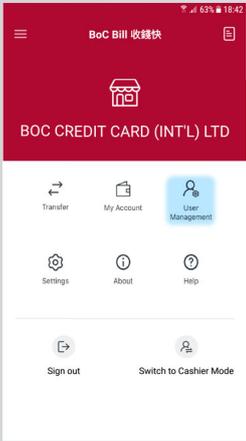
Enter cashier information,  
set password, permission,  
store and terminal

Successfully  
added

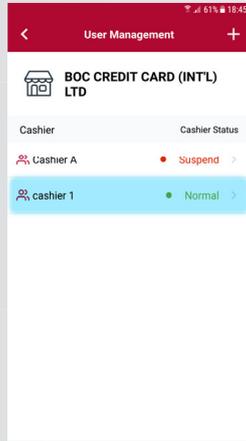
**Remark:** 1. If admin needs to switch to collection mode, cashier must be created and bound to admin account.  
2. Each cashier can only bind one store and terminal.

# 2. Login and User Management

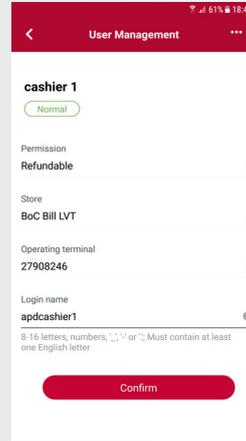
## ▶ User Management – Edit Cashier



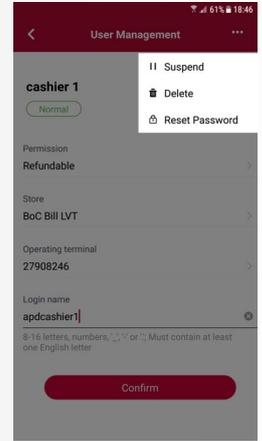
Click “User Management” in admin home screen



Select the cashier you would like to edit

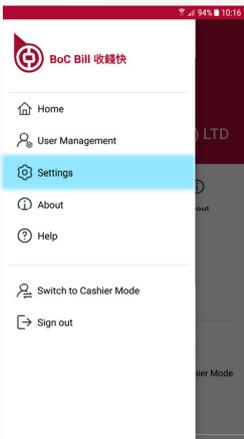


Enter cashier information, set password, permission, store and terminal

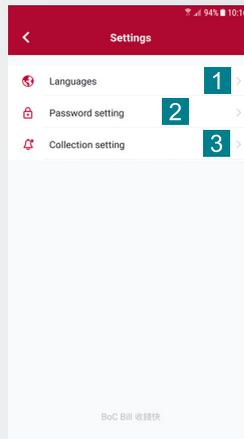


click “...” to suspend/delete cashier and reset password

## ▶ Settings – Admin



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

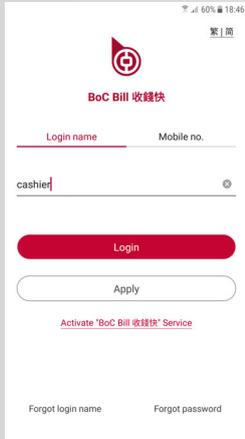


Remark:

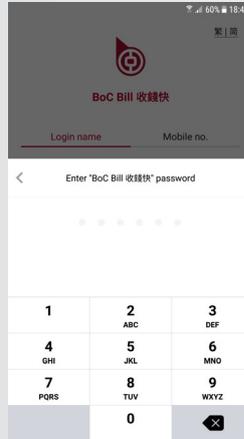
- 1 Language Setting - Support Traditional Chinese/ English/Simplified Chinese
- 2 Password Setting - Support forget/reset
- 3 Collection Setting - Support ON/OFF transaction channels

# 2. Login and User Management

## ▶ Login – Cashier



Enter login name and click “Login”



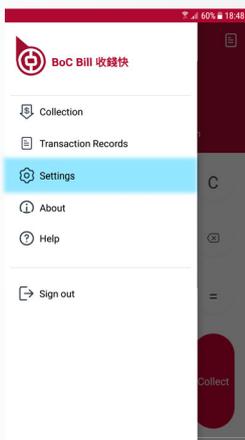
Enter password  
(\*Set new password for 1<sup>st</sup> time login)

## Interface

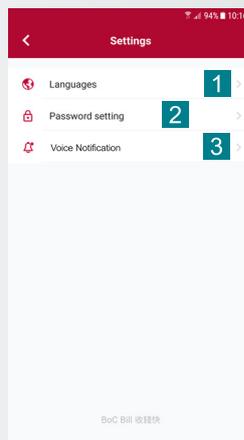


- 1 Menu
- 2 Transaction Records
- 3 Merchant Name
- 4 Collection Amount
- 5 Store Information
- 6 Collection Panel (Enter collection amount and click collect to generate dynamic QR code)

## ▶ Setting – Cashier



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

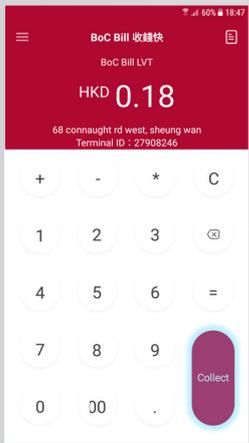


Remark:

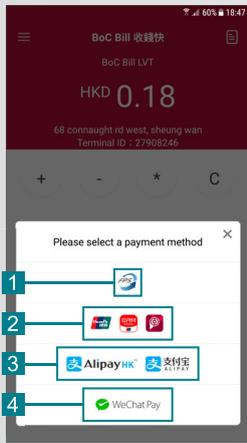
- 1 Language Setting - Support Traditional Chinese/English/Simplified Chinese
- 2 Password Setting - Support forget/reset
- 3 Voice Notification - Support voice/tone

# 3. Collection and Refund

## ► Collection – Dynamic QR code

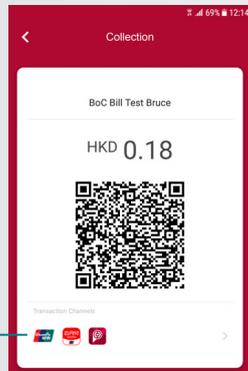


Enter transaction amount and click “Collect”



Select payment method:

- 1 FPS
- 2 UnionPay QR
- 3 Alipay
- 4 WeChat Pay

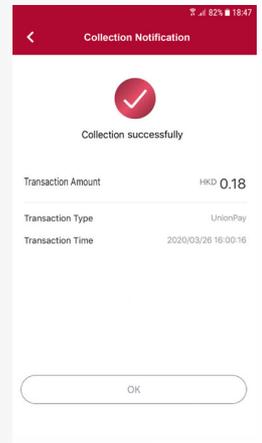


Click to switch transaction channels

Generate QR code (Dynamic)



Payer scans QR code by using corresponding QR wallet



Collection successful with in-app notification

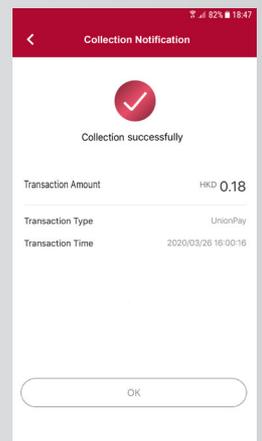
## ► Collection – Static QR code



Merchant display QR code (static)



Payer scans the QR code and **inputs transaction amount** by using corresponding QR wallet to pay



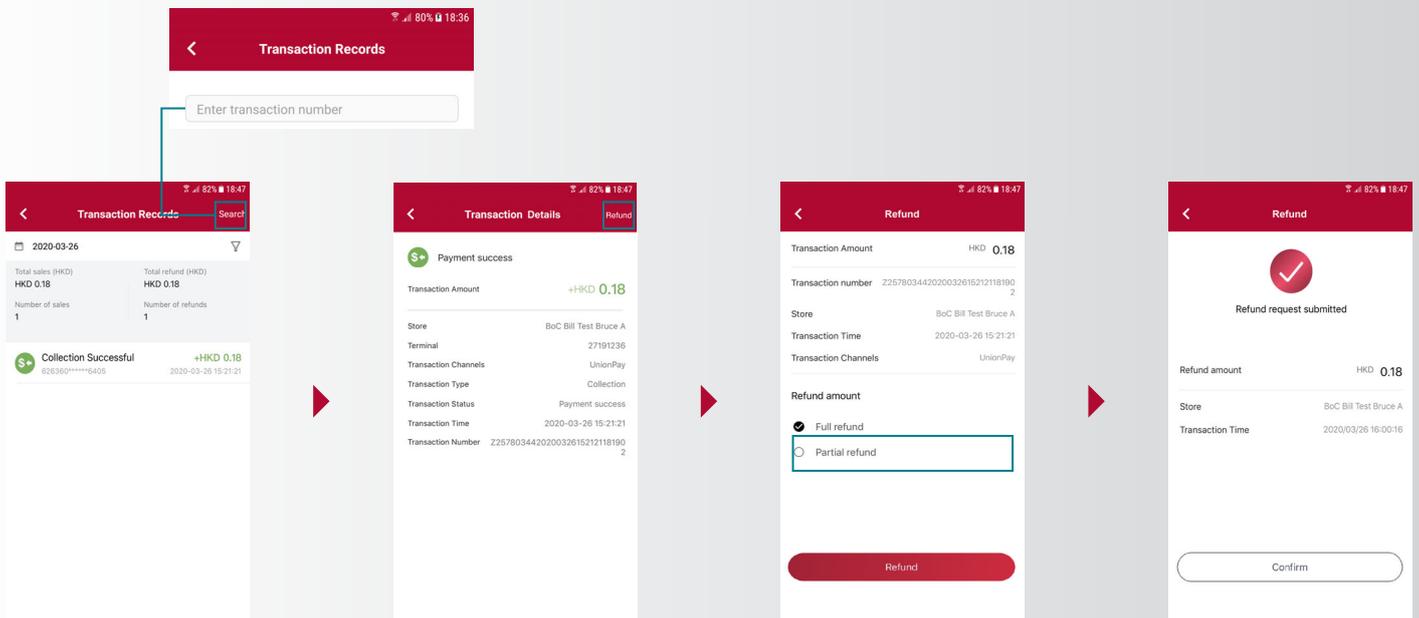
Collection successful with in-app notification

**Remark:** Merchant shall contact BOC Credit Card (Int) Ltd. – Merchant Business Department to obtain QR code (static) without amount, FPS is currently not supported.

# 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

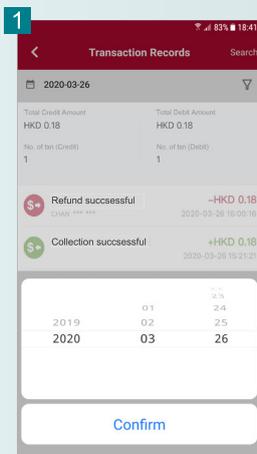
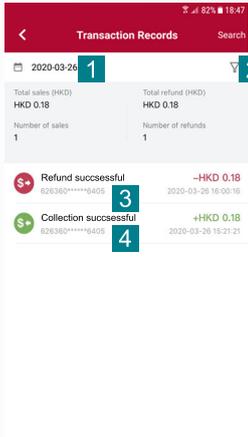
Select full or partial refund. If partial refund is chosen, please input refund amount

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

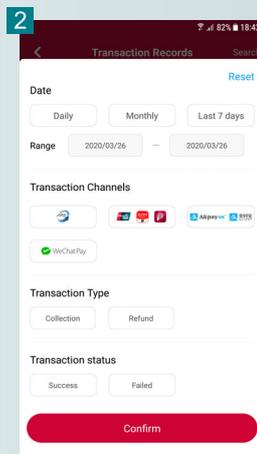
# 4. My Account and Settings

## ► 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)

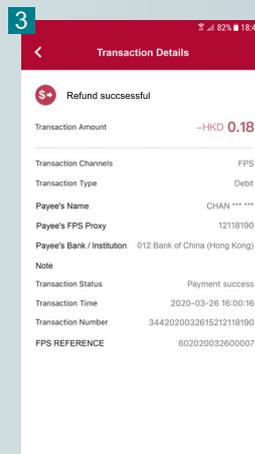


Click to filter by transaction date

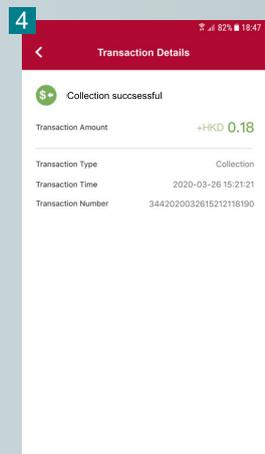


Transaction can be filtered by:

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



Display selected transaction details (Refund)



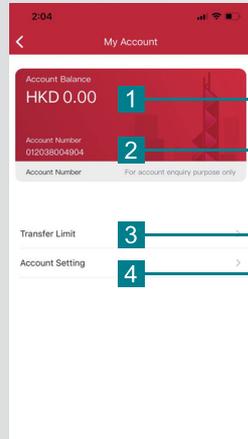
Display selected transaction details (Sale)

# 4. My Account and Settings

## ► My Account (Applicable to New Customer)



Click "My Account" in admin home screen and enter password



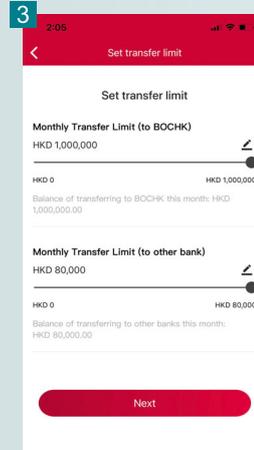
Enquire account balance, edit transfer limit and account setting

Account Balance

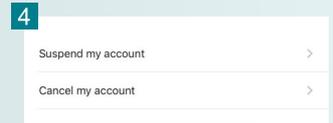
Account Number

Transfer Limit

Account Setting



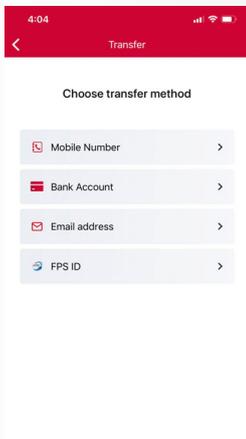
Set transfer limit after enter password



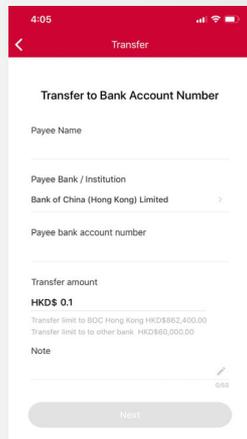
Suspend / Cancel BoC Bill收錢快 account. Collected amount cannot be credited once account is suspended / cancelled

## ► Transfer (Applicable to New Customer)

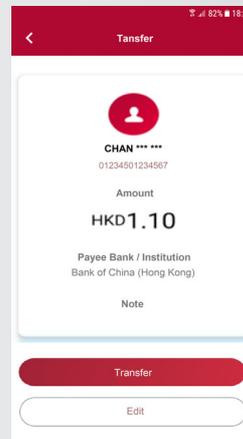
- Merchant is required to enter password/biometric authentication and SMS OTP as two-factor authentication for each transfer or to change transfer limit



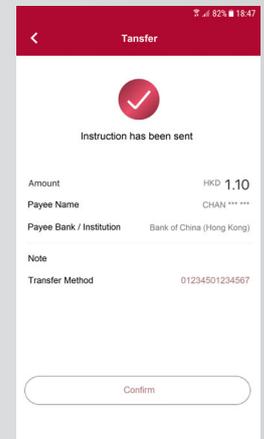
Choose transfer method for each transaction



Enter payee information



Click "Transfer"

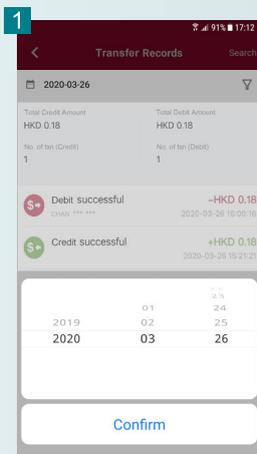
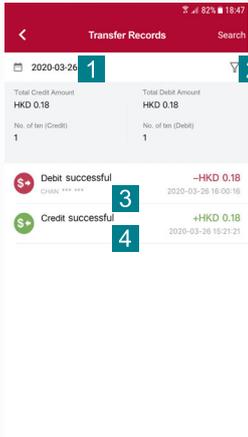


Send transfer instruction (real time transfer for both BOCHK and others local bank)

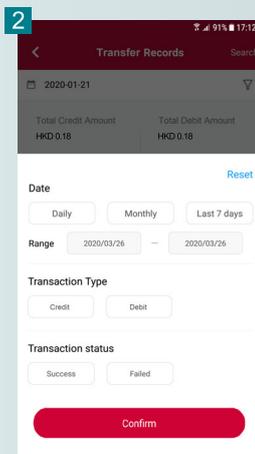
# 4. My Account and Settings

## ► 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)

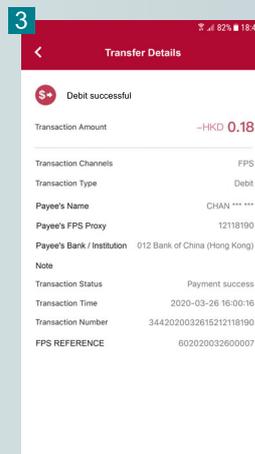


Click to filter by transaction date

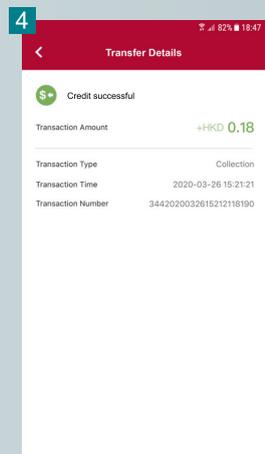


Transaction can be filtered by:

- 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)