

BoC Bill Merchant Platform –  
User Guide(ACCOUNT REGISTRATION)

CONTENT

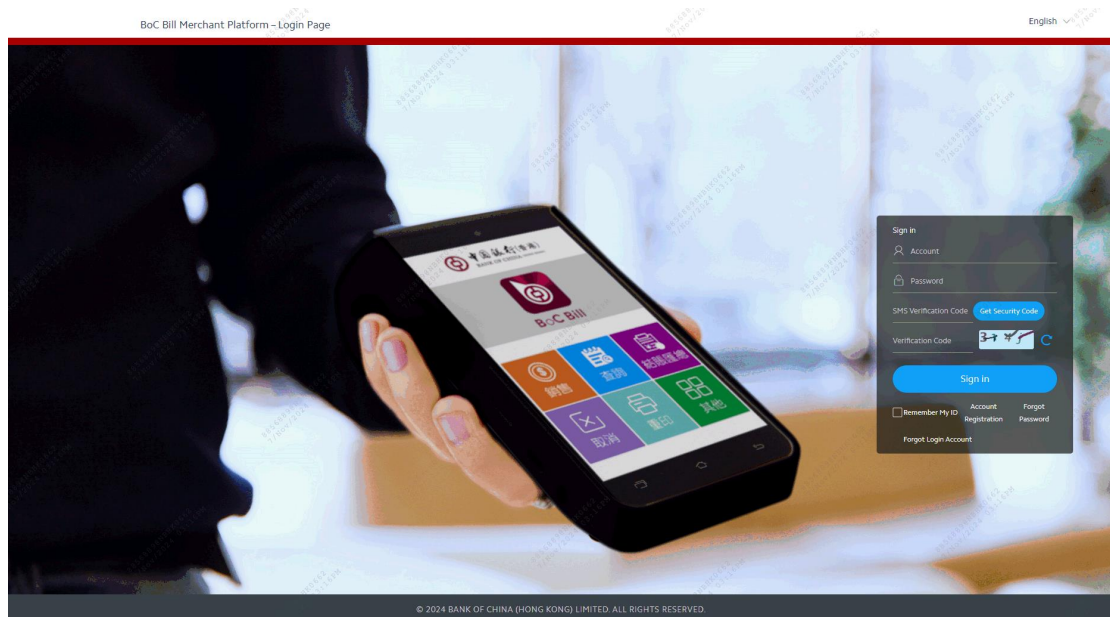
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## 1. PERMISSION SETTINGS

Permission Owner	Functions
CHAIN_REFUND_MAKER	<ul style="list-style-type: none"> <li>❖ Transaction Enquiry and Refund               <ul style="list-style-type: none"> <li>● Enquiry</li> <li>● Transaction Detail</li> <li>● Refund Record</li> <li>● Apply for Refund</li> </ul> </li> <li>❖ Refund Cancellation               <ul style="list-style-type: none"> <li>● Enquiry</li> <li>● Cancel Refund Request</li> <li>● All Refund Cancel</li> </ul> </li> <li>❖ Refund Record               <ul style="list-style-type: none"> <li>● Enquiry</li> <li>● Export</li> </ul> </li> </ul>
CHAIN_REFUND_APPROVER	<ul style="list-style-type: none"> <li>❖ Refund Application Approval               <ul style="list-style-type: none"> <li>● Enquiry</li> <li>● Approve for Refund</li> <li>● Approve All Applied Refund</li> <li>● Reject Refund</li> <li>● Reject All Applied Refund</li> </ul> </li> <li>❖ Refund Record               <ul style="list-style-type: none"> <li>● Enquiry</li> <li>● Export</li> </ul> </li> </ul>
CHAIN_REFUND_MAKER CHAIN_REFUND_APPROVER	<ul style="list-style-type: none"> <li>❖ Request for Material               <ul style="list-style-type: none"> <li>● Submit</li> </ul> </li> <li>❖ Download Report               <ul style="list-style-type: none"> <li>● Submit</li> <li>● Download</li> </ul> </li> <li>❖ Statement Download               <ul style="list-style-type: none"> <li>● Submit</li> <li>● Download</li> </ul> </li> </ul>

## 2. PLATFORM LOGON

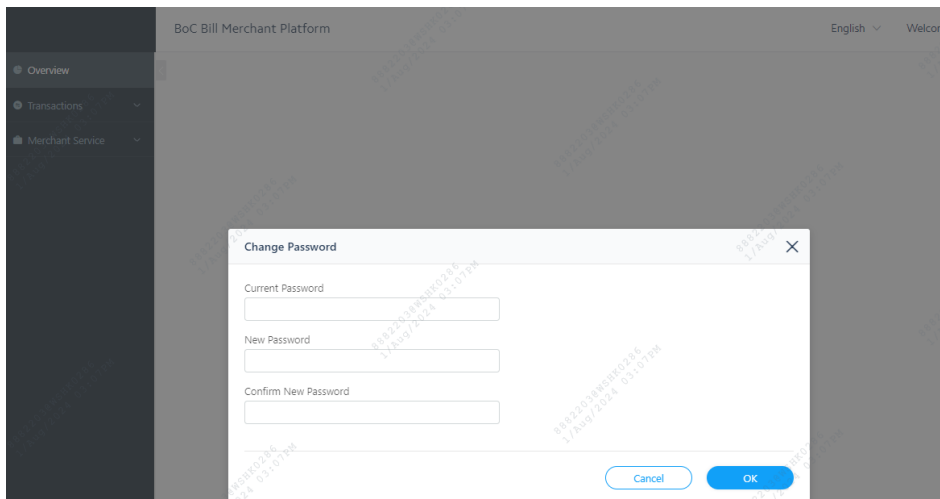
Website: <https://iservice.boccc.com.hk/FWP/>



## 3. CHANGE PASSWORD

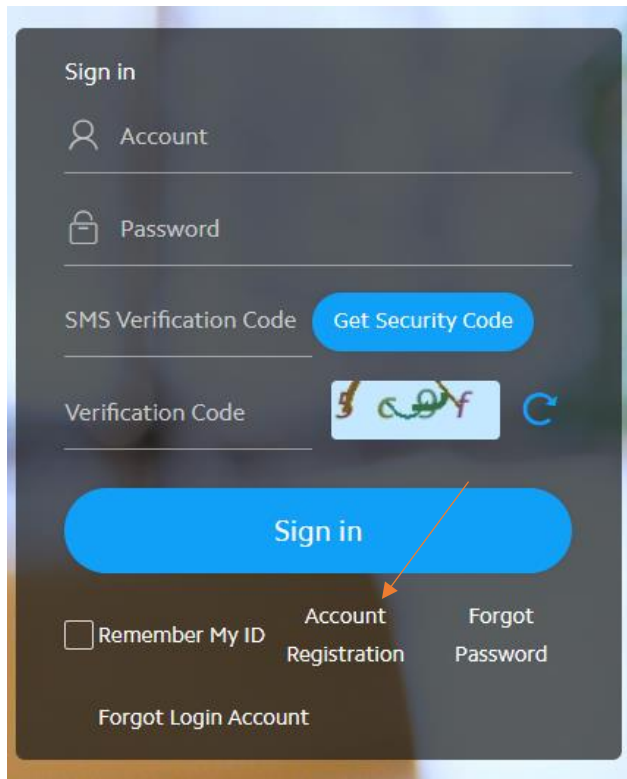
Click “Change Password” after logon

Enter [Current Password],[New Password] and [Confirm New Password] then click “OK”

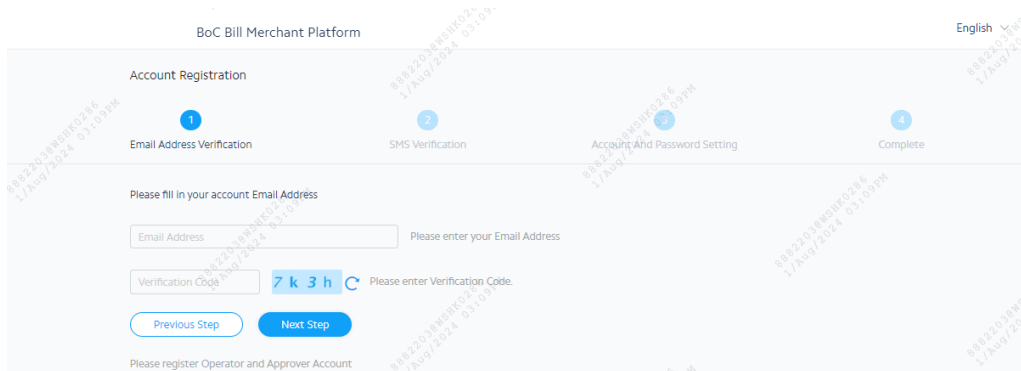


## 4. ACCOUNT REGISTRATION

1. Click “Account Registration” on the Homepage



2. Enter [Email Address] and [Verification Code] then click “Next Step”



3. Click [Verification Code], then Click “Send SMS Verification Code”. Enter [SMS Verification Code] and [Verification Code] again then click “Next Step”

BoC Bill Merchant Platform English ▾


Account Registration

1 Email Address Verification      2 SMS Verification      3 Account And Password Setting      4 Complete

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Please enter your Email Address

SMS Verification Code  [Get SMS Verification Code](#)

Verification Code   Please enter Verification Code.

[Previous Step](#) [Next Step](#)

4. Enter [Login Account], [Password] and [Confirm Password] then click “Next Step”

BoC Bill Merchant Platform English ▾

Account Registration

1 Email Address Verification      2 SMS Verification      3 Account And Password Setting      4 Complete

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Email Address  Please enter your Email Address

Login Account  Please create your Login Account

Password  Set your passwords with 8-16 characters composed of random letters, digits. Special characters can be used.

Confirm Password  ! Set your passwords with 8-16 characters composed of random letters, digits. Special characters can be used.

[Previous Step](#) [Next Step](#)


5. After complete the Account Registration, Users can process platform logon on the Homepage

BoC Bill Merchant Platform English ▾

Account Registration

1 Email Address Verification      2 SMS Verification      3 Account And Password Setting      4 Complete

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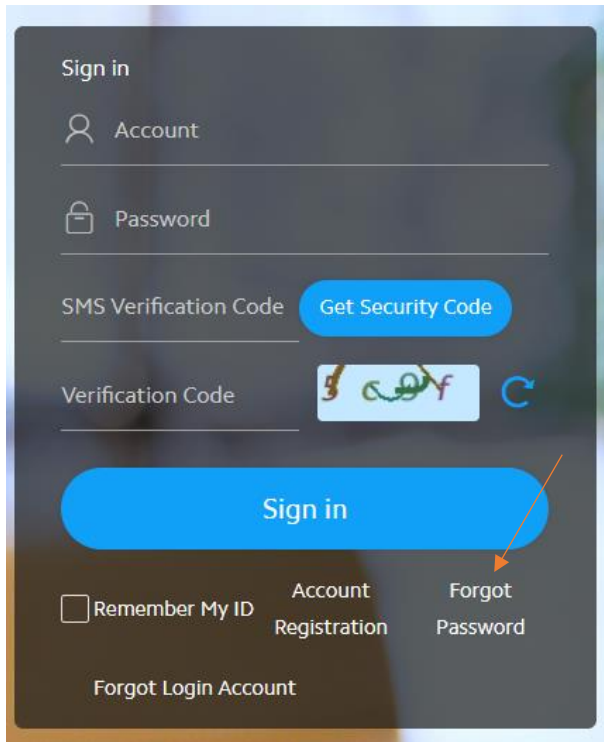


Account Registration Successful  
Please register Operator and Approver Account

[OK](#)

## 5. FORGOT PASSWORD

1. Click “Forgot Password” on Homepage



2. Enter [Login Account], [Registered Email Address] and [Verification Code] then click “Next Step”

3. Click [Verification Code], then Click “Send SMS Verification Code”. Enter [SMS Verification Code] and [Verification Code] again then click “Next Step”

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**Reset Password**

1 Account Confirmation
2 SMS Verification
3 Password Setting
4 Complete

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SMS Verification Code will be sent to your mobile phone number@ 852\*\*\*\*335

Please enter SMS Verification Code [Get SMS Verification Code](#)

Verification Code  Verification Code

[Previous Step](#) [Next Step](#)

4. Enter [New Password] and [Confirm Password] then click “Next Step”

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**Reset Password**

1 Account Confirmation
2 SMS Verification
3 Password Setting
4 Complete

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**New Password**

Set your passwords with 8-16 characters composed of random letters, digits. Special characters can be used.

**Confirm Password**

Set your passwords with 8-16 characters composed of random letters, digits. Special characters can be used.

[Previous Step](#) [Next Step](#)

5. After completed, Users can process platform logon on the Homepage


BoC Bill Merchant Platform English

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**Reset Password**

1 Account Confirmation
2 SMS Verification
3 Password Setting
4 Complete

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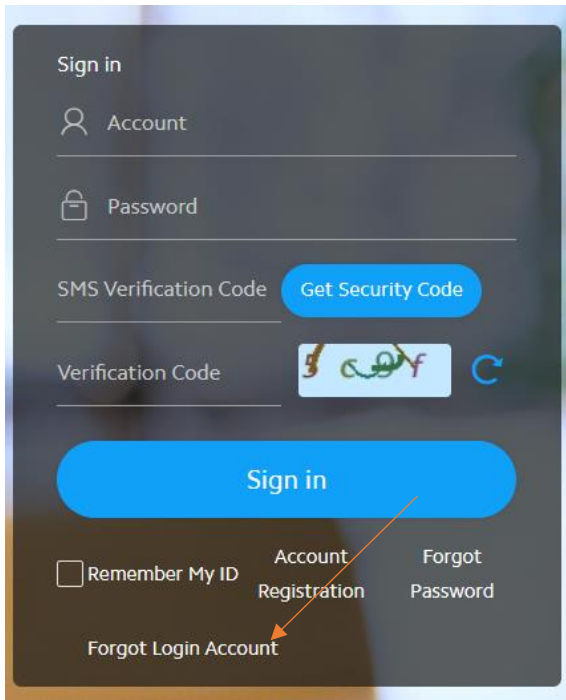


Reset Successful

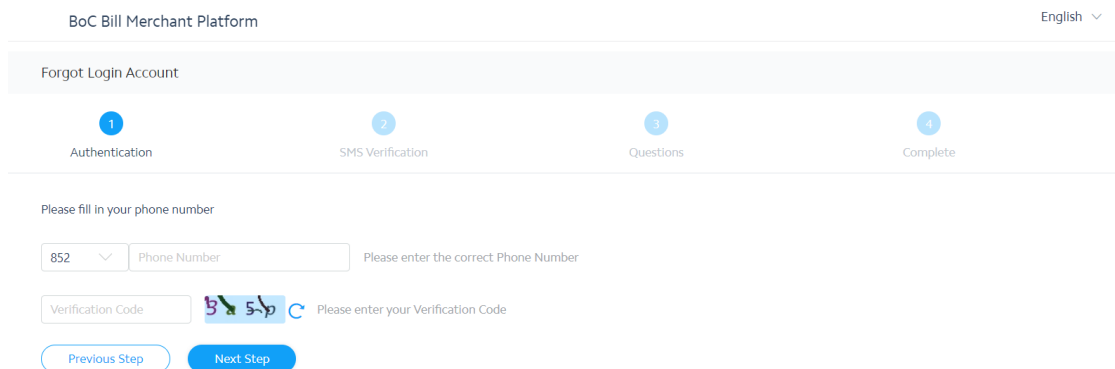
[OK](#)

## 6. FORGOT LOGIN ACCOUNT

- 1 Click “Forgot Login Account” on the Homepage



- 2 Enter [Registered Phone Number] and [Verification Code] then click “Next Step”

A screenshot of a web browser showing the "Forgot Login Account" page. The page title is "BoC Bill Merchant Platform" and the language is set to "English". The page has a progress bar with four steps: 1. Authentication, 2. SMS Verification, 3. Questions, and 4. Complete. The "SMS Verification" step is currently active. Below the progress bar, there is a form with the following fields: "Please fill in your phone number" with a dropdown menu showing "852" and a "Phone Number" input field; "Please enter the correct Phone Number" with a "Verification Code" input field and a CAPTCHA image; and "Please enter your Verification Code" with a "Previous Step" button and a "Next Step" button.

- 3 Click [Verification Code], then Click “Send SMS Verification Code”. Enter [SMS Verification Code] and [Verification Code] again then click “Next Step”



BoC Bill Merchant Platform English ▾

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Forgot Login Account

1 Authentication
2 SMS Verification
3 Questions
4 Complete

SMS Verification Code will be sent to your mobile phone number@ 852\*\*\*\*599

Get SMS Verification Code

Previous Step
Next Step

4 Answer two questions for verification then click “Next Step”

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Forgot Login Account

1 Authentication
2 SMS Verification
3 Questions
4 Complete

Please enter the last settled sales transaction date

Please enter the Chain ID

Previous Step
Next Step

5 After retrieval the login account, please back to Homepage and login

BoC Bill Merchant Platform English ▾

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Forgot Login Account

1 Authentication
2 SMS Verification
3 Questions
4 Complete

Verification successful. Your login account is xxx

OK