

Hang Seng Business e-Banking User Guide

Creating QR Codes in Bulk

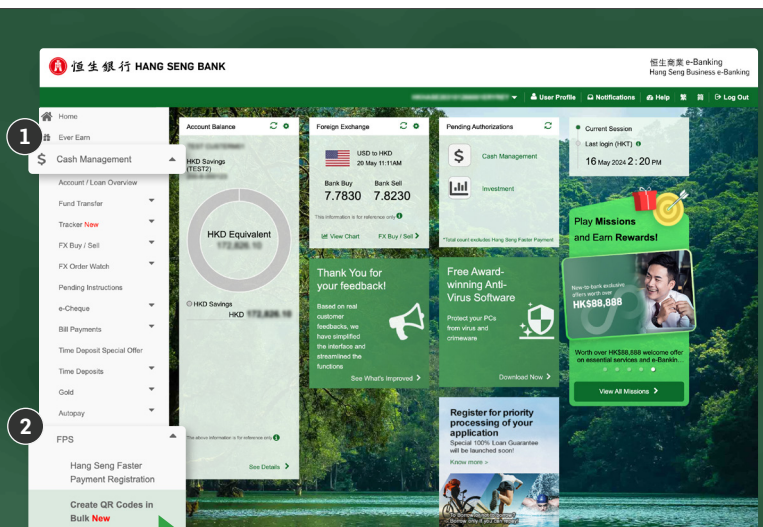
🔔 Important Reminder

Create QR Codes in Bulk is available to selected customers only. If you are interested in this function, please contact your Relationship Manager or call our Customer Service Representatives at (852) 2198 8000.

Steps for Creating QR Codes in Bulk

STEP 1 Select and Open the Function

- 1 Click **\$ Cash Management** on the side menu after logging in to Hang Seng Business e-Banking.
- 2 Go to **FPS > Create QR Codes in Bulk**.



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Steps for Creating QR Codes in Bulk

STEP 2 Compile Your Payer List

- 1 Read all the information under **Create a Batch of QR Codes for FPS Payment Collections**.
- 2 Click **Download CSV Template** to download the payer list template in CSV format.
- 3 Follow the instructions under **Instructions for Compiling Your Payer List** and compile your Payer List.
- 4 Click **Upload Payer List** to continue.

The screenshot displays the 'Create QR Codes in Bulk' page in the Hang Seng Business e-Banking system. The page is titled 'FPS Create QR Codes in Bulk' and contains the following elements:

- Step 1: Create a Batch of QR Codes for FPS Payment Collections**
 - Text: "You can collect bill payments from multiple payers with ease by creating FPS QR codes in batch. In need of comprehensive bill payment reports for reconciliation? Contact your Relationship Manager for a service upgrade."
 - Section: "Steps for creating your batch of QR codes:"
 - Process flow: 1. Download a Template (Download our template in CSV format and compile your payer list.) → 2. Input Payer Information (Follow the instructions below and enter your payer information.) → 3. Upload Your Payer List (Upload your completed payer list for creating a batch of QR codes.)
 - Buttons: "Download CSV Template" (highlighted with a green arrow) and "Upload Payer List" (highlighted with a green arrow).
- Step 2: Instructions for Compiling Your Payer List**
 - Text: "Follow the instructions below and create your batch of QR codes seamlessly."
 - Instructions:
 - Download and Use Our CSV Template**: Download our CSV template and input your bill payment information. Other formats are not accepted.
 - Enter Bill Reference for Each Entry**: Bill Reference should not contain any of the following special characters: / \ : * ? " < > | ! @ # % & . , ; () - & # } {
 - Input the Right Amounts in HKD**: Enter 2 decimal places for each payment amount. For example, if the amount is HKD 1,500.5, the correct value to enter should be 1500.50.
 - Keep the Template File Name**: Do not change the template file name. A payer list with a different file name cannot be uploaded to our system.
 - Note:**
 - This service forms part of the QR Code Services under the FPS QR Code Service Agreement and will be subject to the terms and conditions set out in the FPS QR Code Service Agreement.
 - You are properly authorized by your business to use this service and accept the terms on which this service is made available.
 - You and your business will be fully responsible for all risks relating to this service.
 - We do not assume any responsibility for any risks, errors, inaccuracies, delays, suspensions, malfunctions or failures of or relating to this service.
 - You should verify with your payer if the payment information is correct before he/she proceeds to make the payment.
 - You should verify if payment is completed by checking the transaction record under Hang Seng Business e-Banking.
 - A transaction fee will be charged for this service to you in accordance with the charges agreed with the bank.
- Step 3: Upload Payer List** (indicated by a green arrow pointing to the button in the process flow).

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STEP 3 Set Preferences and Upload Payer List

- 1 Select the **Account to Collect Bill Payments (FPS ID)** using the dropdown menu.
- 2 Select the appropriate option to indicate if you want to display **Hang Seng Logo** on every QR code.
- 3 Click **Upload** to upload and preview your **Payer List**. If you have changes to make, click **Replace File** to reupload an updated payer list.
- 4 Read the whole **Terms and Conditions** section and tick the box to confirm that you understand and accept the **Terms and Conditions**.
- 5 Click **Next** to continue.

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< Create QR Codes in Bulk
Create a Batch of QR Codes for FPS Payment Collections

Input Preview Completion

Your QR Code Preference

- 1 Account to Collect Bill Payments (FPS ID)
Please Select
- 2 Display Hang Seng logo?
 Yes
 No

Sample QR code displaying Hang Seng logo

Payer List Upload

Upload Instructions

- [Download our CSV template & 1]
- Use the template to input your bill payment information and create your payer list.
- Upload your completed payer list file with the original template file name.

Your payer list

#	Bill Reference	Amount (HKD)
Upload your payer list for a preview here.		

Upload

Terms and Conditions

This service is subject to the terms and conditions below.

Please scroll all the way down and read the whole section before ticking the box to proceed.

I understand and accept the terms and conditions above.

Cancel Next >

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Steps for Creating QR Codes in Bulk

STEP 4 Check Your QR Code Preferences and Payer List

- 1 Review the **QR Code Preferences** you set.
- 2 Check the **Payer List** and make sure all the information is correct.
- 3 Click **Export QR Codes** to continue.

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< Create QR Codes in Bulk Create a Batch of QR Codes for FPS Payment Collections Print

Input Preview Completion

1 Your QR Code Preference

Account to Collect Bill Payments (FPS ID) [Redacted]
([Redacted] 888, Integrated Account HKD Savings)

Currency: HKD

Display Hang Seng logo?: Yes

Payer List Upload

2 Your payer list has 5 entries. Please check and make sure all the information is correct.

#	Bill Reference	Amount (HKD)
1	[Redacted] 001	HKD 100.00
2	[Redacted] 002	HKD 200.00
3	[Redacted] 003	HKD 300.00
4	[Redacted] 004	HKD 400.00
5	[Redacted] 005	HKD 500.00

< Back Cancel **3** Export QR Codes

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Steps for Creating QR Codes in Bulk

STEP 5 Download Your QR Codes

Your batch of QR codes is ready.

- 1 Click **Download QR Codes (.zip)** to download your QR codes.
- 2 If you need to create another batch of QR codes, click **Back to Create QR Codes in Bulk** to continue.

***Note:**

Please download your QR codes immediately, as once you leave this page, you will not be able to come back.

