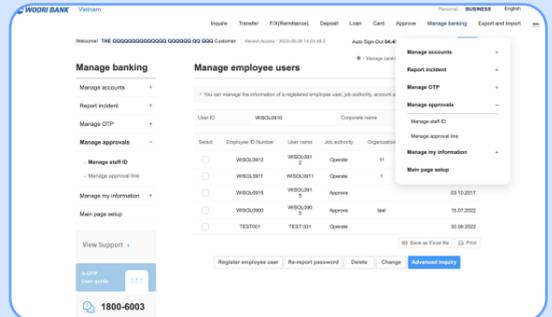


MANAGE APPROVAL MENU GUIDELINE FOR CORPORATE CUSTOMER ON INTERNET BANKING

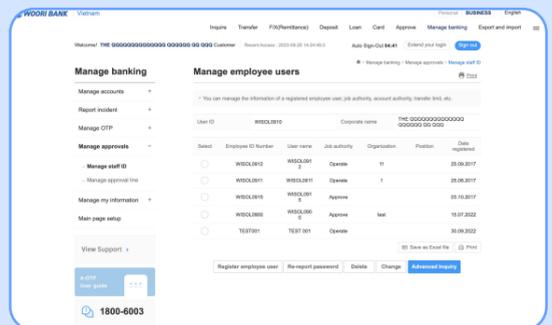
I. MANAGE APPROVAL

- Manage approval menu is only for Master ID
- Manage approval menu includes Manage staff ID and Manage chain of approval
- Menu : Manage Banking > Manage Approval



1. MANAGE STAFF ID

- When Corporate customer register Internet Banking service, Woori Bank provides only 01 Master user ID (Final approval)
- Based on corporate demand, Master ID can create employee users, these IDs can be authorized to inquire, create transaction, intermediate approve transaction

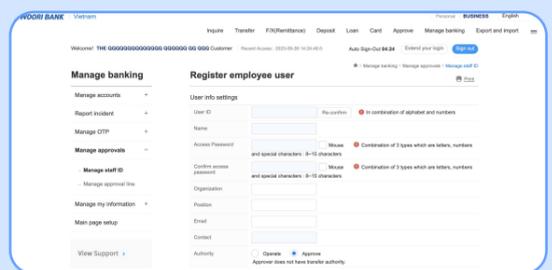


1.1 Register ID

Step 1 : Press Register employee user

Step 2 : Fill in information

- User ID
- Name (User name - not mandatory)
- Access password and Confirm access password : This is first time login password of employee user.
- Email address : Mandatory in order to receive authentication email for changing password



Step 3 : Authorized user

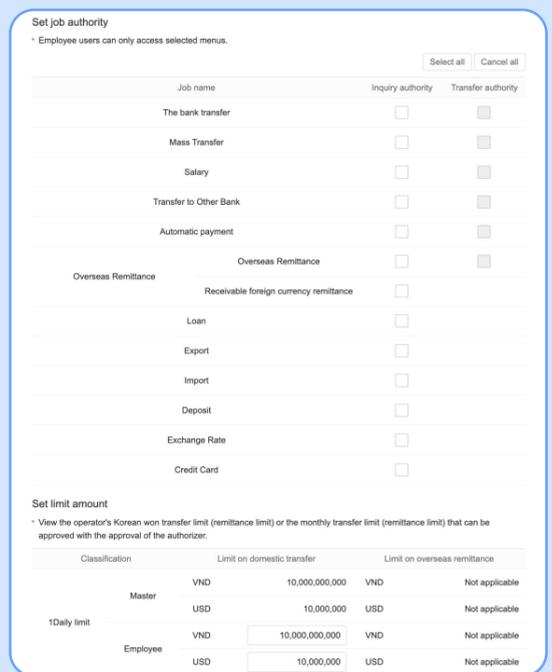
- Operate
- Approve : intermediate approval in approval line having more than 01 approval

Step 4 : Set detail job authority

- Set job authority
- Set limit amount : Limitation of employee user is that unable to exceed limitation of master ID set by the Bank
- Account authority setting
- Set working days and hours

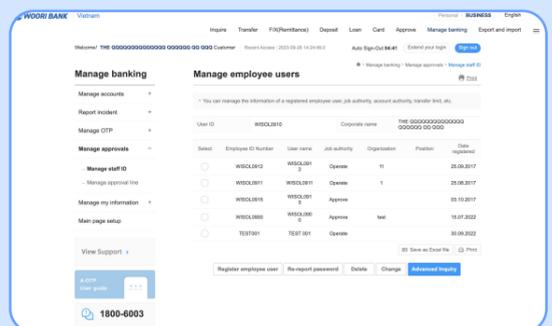
Step 5 : Check and confirm register information

- Check again all information
- Input OTP
- Press Register to finish



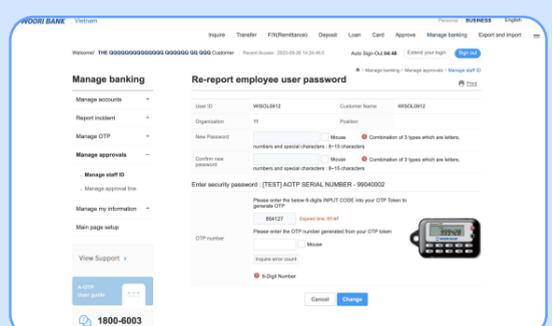
1.2 Change employee authorization

- Step 1 : On Manage employee user, select employee user > press Change to continue
- Step 2 : Change information as per demand
- Step 3 : Check information > Input OTP > press Change to finish



1.3 Reset password for employee user

- Step 1 : Select employee user > press Re-report password to continue
- Step 2 : Input new password and Confirm new password
- Step 3 : Check information > Input OTP > press Change to finish



1.4 Delete employee user

- Step 1 : Choose user > press Delete
- Step 2 : Check information > Input OTP > Press Delete to finish

2. MANAGE CHAIN OF APPROVAL

2.1 Register approval line

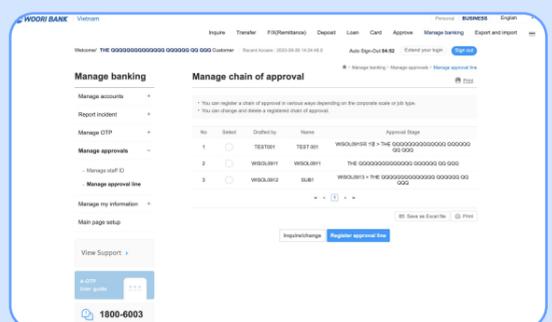
To register new approval line

Step 1 : Press Register approval line

Step 2 : Select information

- Drafted by : Operator - who creates transaction
- First, second approval after Master ID demand (also can choose more than 01 employee user authorized the same approval level)

Step 3 : Check information > Input OTP > press Register to finish



2.2 Change approval line

- Step 1 : Select the approval line > press Inquire/Change to continue
- Step 2 : Change information as per demand
- Step 3 : Check information > Input OTP > press Register to finish

