

Corporate Admin Overview User Guide.



Purpose of the Document

The **Corporate Admin (Corp Admin)** portal is designed to support greater control and streamline user management.

Actions that a Corp Admin is responsible for, in the Corp Admin portal:

1. Creating and managing

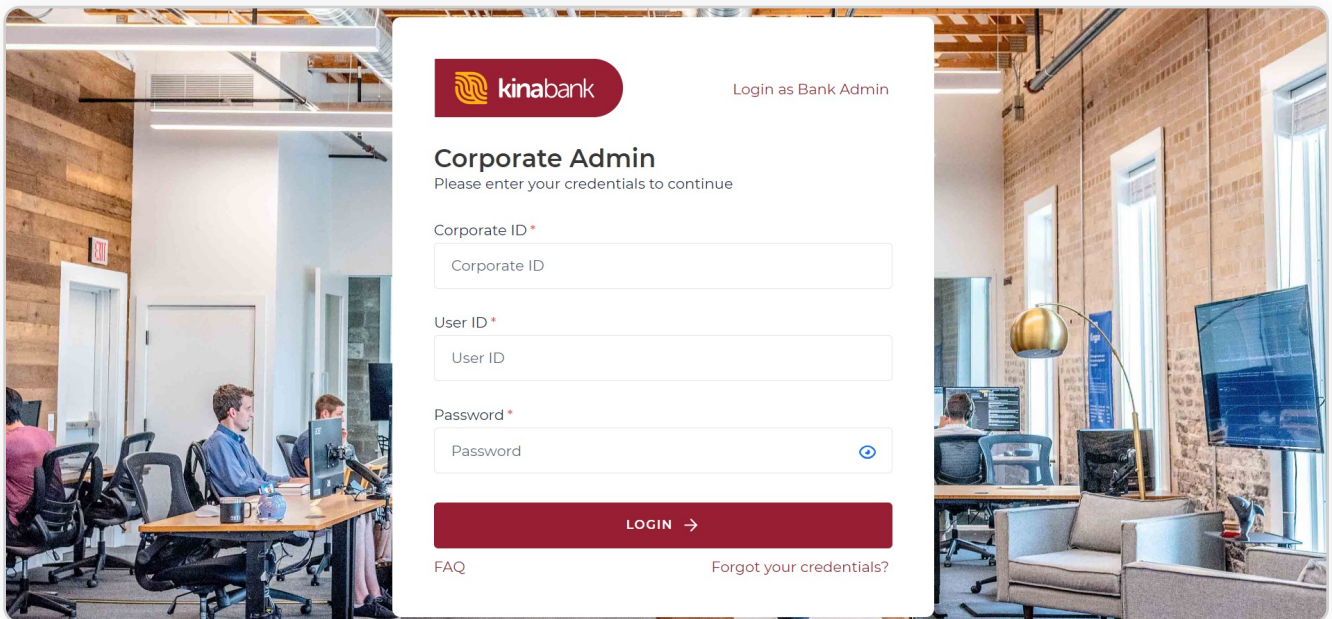
- Users (User Management)
- Limits
- Beneficiary Groups
- Feature Groups
- User Restrictions
- Departments/User Groups
- Account Groups
- Authorization Groups

2. Managing User Subscriptions (this is applicable for Maker, Checker and Both role)

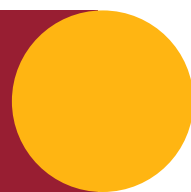
Any Maintenance done by the Corp Admin will require the bank to approve.

- 1 **Log in to Corporate Online Banking** via
 - <https://corporate.kinabank.com.pg/CorpAdmin/>

Enter your Corporate ID, User ID and Password and click **Login**.



Note: The **'Login as Bank Admin'** option is reserved exclusively for authorised Kina Bank personnel. Customer login credentials are not permitted for this access and will not function on this portal.



2. Dashboard

The **Dashboard** provides users with a quick overview of total users, accounts, and pending approvals, along with a detailed list showing each user's role, status, and last login. It also displays the current user's profile and navigation options for managing the system.

The Dashboard also enables the Corporate Admin User to download a PDF format of User Details via the Download icon.

The screenshot shows the Kinabank Dashboard interface. At the top, there is a navigation bar with the Kinabank logo, 'Dashboard' (selected), and 'Maintenance' tabs. A user profile section shows 'Welcome' and 'Last login: 06-Mar-2026 01:22:01' next to a user ID '52'. The main dashboard area is titled 'Dashboard' and contains three summary cards: 'Number of users: 40', 'Number of accounts: 7', and 'Pending approvals: 18'. To the right, there is a table with tabs for 'Users', 'All Accounts', and 'Pending approvals'. The 'Users' tab is active, displaying a table with columns for 'Full Name', 'Role', 'Status', and 'Last login'. The table contains three rows, each with an 'STP' button in the Role column. A '+ SHOW ALL' link is at the bottom of the table.

Full Name	Role	Status	Last login
	STP	Active	24-Feb-2025 15:33:44
	STP	Active	-
	STP	Active	-

3. Maintenance Menu

Select the **Maintenance Menu** to access all configuration functions, including creating and managing groups for Beneficiaries, Departments, Features, Limits, Account Groups, and Authorisation Groups, as well as administering user management, subscriptions, and restrictions

The screenshot shows the Kinabank Maintenance Menu interface. The 'Maintenance' tab is selected in the navigation bar. A list of configuration options is displayed, including 'Beneficiary group', 'Department', 'Feature group', 'Limits', 'Account group', 'Authorisation group', 'User management', 'User subscription', and 'Restriction maintenance'. The 'User management' option is highlighted. To the right, there is a table with tabs for 'Users', 'All Accounts', and 'Pending approvals'. The 'Users' tab is active, displaying a table with columns for 'Full Name', 'Role', 'Status', and 'Last login'. The table contains three rows, each with an 'STP' button in the Role column. A '+ SHOW ALL' link is at the bottom of the table.

Full Name	Role	Status	Last login
Barbara	STP	Active	24-Feb-2025 15:33:44
	STP	Active	-
	STP	Active	-



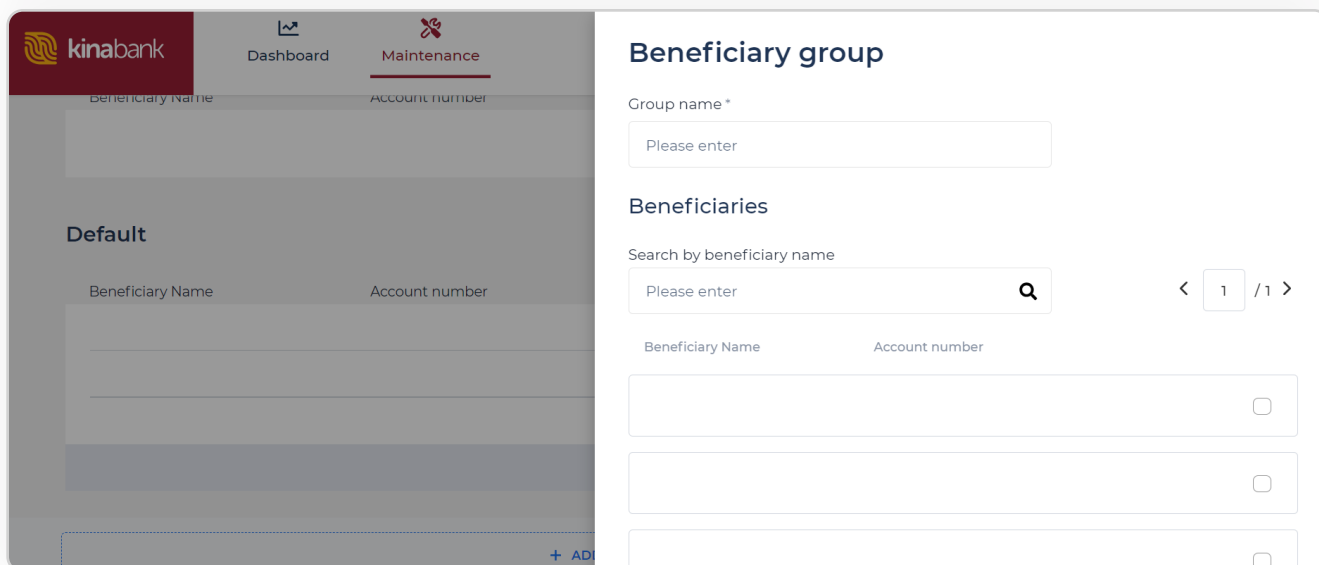
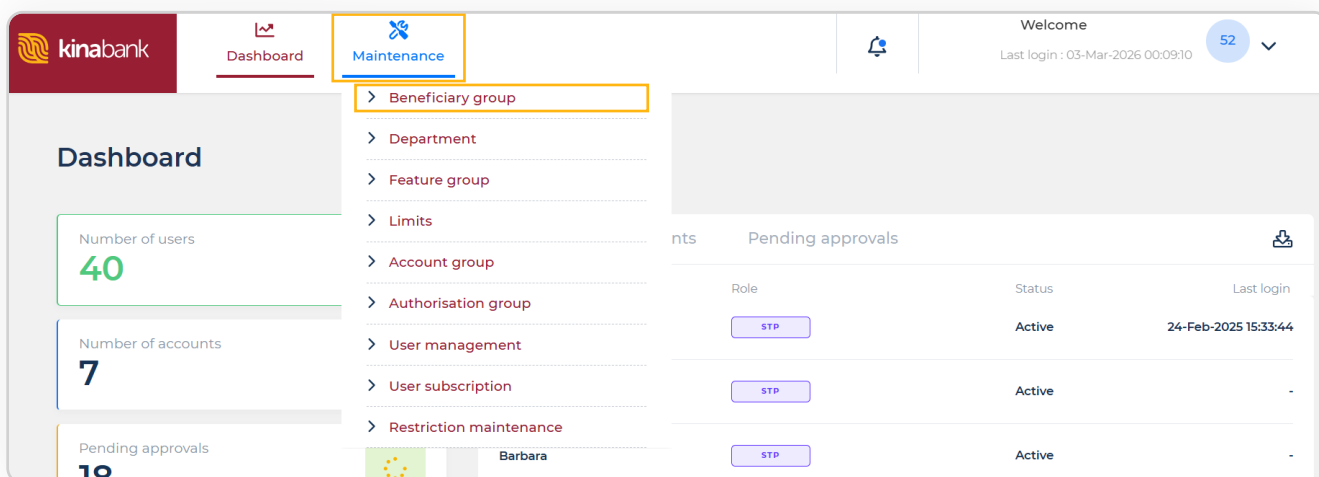
4. Beneficiary Group

The **Beneficiary Group** feature allows Corporate Users to organise beneficiaries into designated groups that have been created on the Corporate User Platform.

Select the **Beneficiary Group** from the Maintenance menu and click on **"Add New Beneficiary group"** to create a beneficiary group, or add/ delete beneficiaries from a group:

- a. Enter a descriptive name for the group in the "Group Name" field.
- b. Users can search beneficiaries by beneficiary name in the search box.
- c. A list of existing beneficiaries (created through the Corporate User Platform) will be displayed .
- d. Mark the checkbox next to each beneficiary you wish to include in this group
- e. Click **CONFIRM** to finalize the creation of the new beneficiary group or **CANCEL** to terminate the activity.

Note: Maintenance performed on the Corp Admin Platform will require Kina Bank to approve.



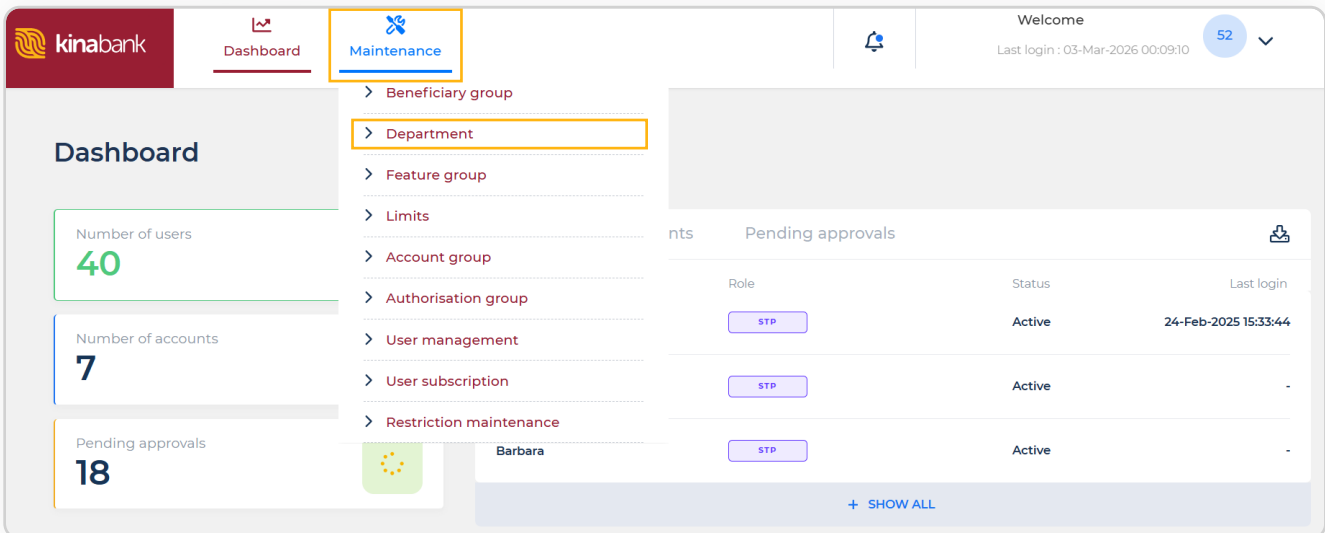
5. Department

Create Departments to organise your Corporate Users by functional areas within the organisation (e.g., Accounts Payable, Reconciliation, Payroll).

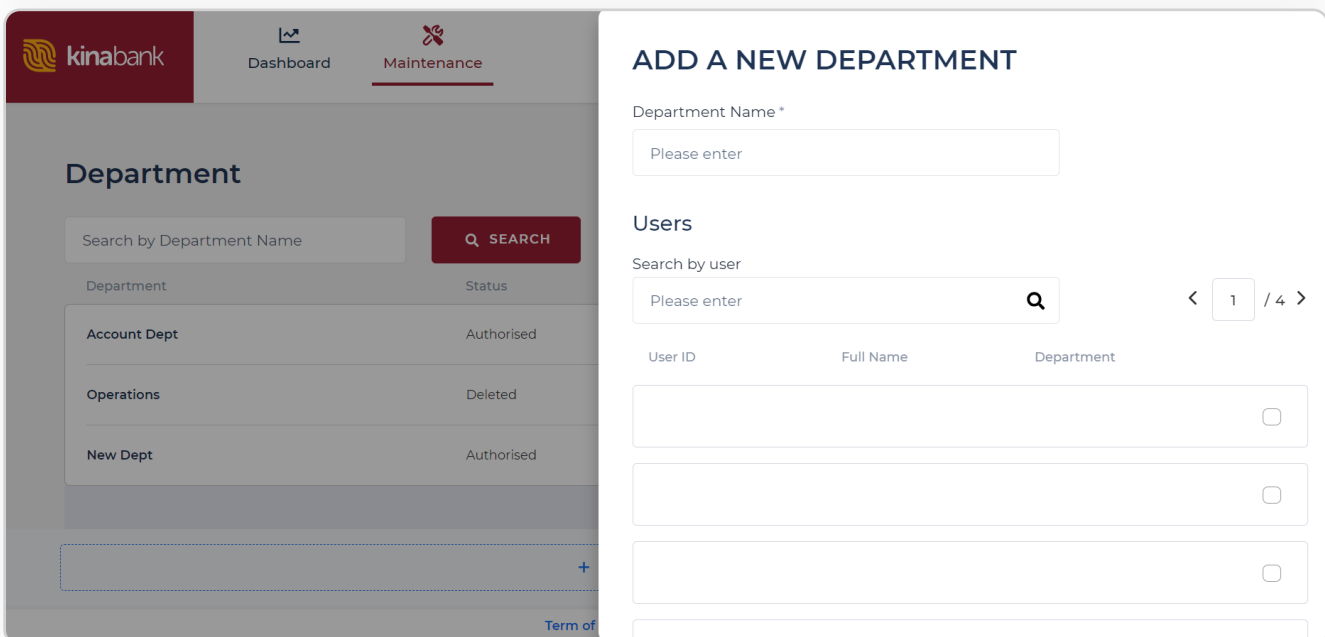
Select the **Department** from the Maintenance menu and click on **"Add New Department"**.

- Departments are used to categorise users for authorisation workflows.
- Enter a descriptive name for the group in the "Group Name" field.
- Select the Corp Users you want to assign to this department by checking the corresponding boxes next to their names.
- Click **CONFIRM** to create a new department with the selected users.

Note: Maintenance performed on the Corp Admin Platform will require Kina Bank to approve.



The screenshot shows the Kinabank Maintenance menu. The 'Maintenance' tab is active, and the 'Department' option is highlighted with a yellow box. The dashboard on the left shows 40 users, 7 accounts, and 18 pending approvals. The main content area shows a table of pending approvals with columns for Role, Status, and Last login. A user named Barbara is listed with an active status and a last login of 24-Feb-2025 15:33:44.



The screenshot shows the 'ADD A NEW DEPARTMENT' form. The form has a 'Department Name' field with a placeholder 'Please enter'. Below this is a 'Users' section with a 'Search by user' field and a search icon. A table of users is displayed with columns for User ID, Full Name, and Department. The table has 4 rows, and the first row is selected. The table content is as follows:

User ID	Full Name	Department
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



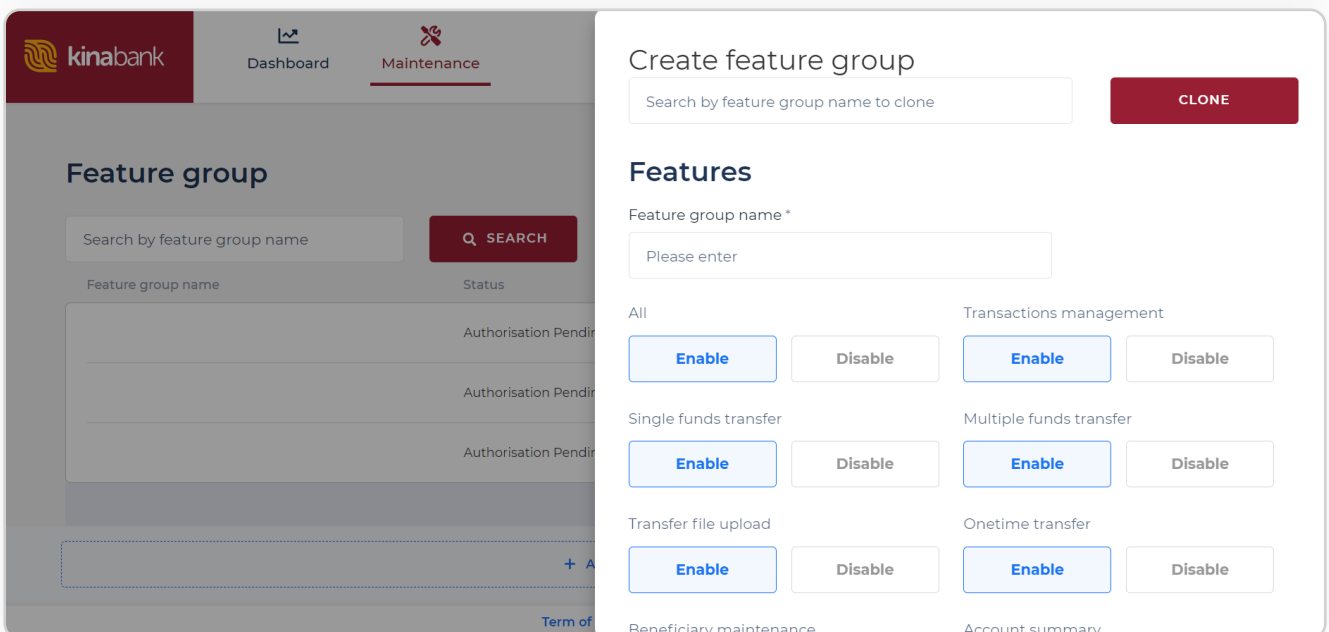
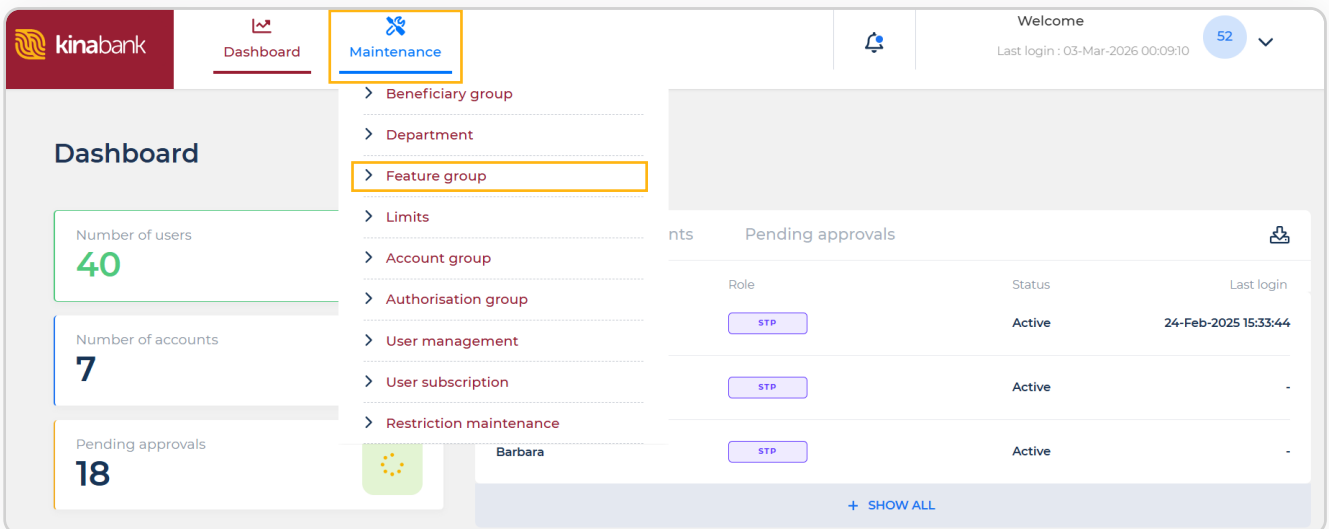
6. Feature Group

Create customised feature-based groups for mapping to Corporate Users

Select the **Feature Group** from the Maintenance menu and click on **"Add New Feature Group"** to create Feature Group.

- a. Feature groups allow you to control the functionalities available to Corporate Users by enabling or disabling specific features.
- b. Enter a descriptive name for the new group.
- c. Feature List: Enable or disable individual features using the checkboxes next to each option. (See the list below for available features.)
- d. Click **CONFIRM** to create a new feature group with the selected configuration.

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7. Limits

The **Limit** feature allows the Corporate Admin User to set transactional limits for your Corporate Users

Select the **Limits** from the Maintenance menu and click on **"Add a New Limit"** to manage transaction limits based on the user hierarchy. Multiple limits can be created based on the requirements. These Limits should be mapped to the user while creating the user.

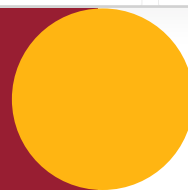
- Enter the Limit Group Name in the Name data field.
- Choose "Yes" if the group allows different currencies, otherwise select "No". Select the default currency for the group.
- Click **PROCEED** to proceed
- The system will display a list of financial features. Enter separate "Per Transaction" (maker/checker) and "Daily" (maker/checker) limits for each feature as needed.
- Click **CONFIRM** to create a new limit group.

Note: Maintenance performed on the Corp Admin Platform will require Kina Bank to approve.

The screenshot shows the Kinabank Maintenance menu. The 'Limits' option is highlighted with a yellow box. The menu items are: Beneficiary group, Department, Feature group, Limits, Account group, Authorisation group, User management, User subscription, and Restriction maintenance. The dashboard on the left shows 40 users, 7 accounts, and 18 pending approvals. The right side shows a table of pending approvals with columns for Role, Status, and Last login.

The screenshot shows the Kinabank Limits form. The form has the following fields: Name (123456), Multi-currency (radio buttons for Yes and No, with No selected), and Currency (PGK). Below the form is a table for setting limits for different features.

Currency	Per transaction (Maker)	Daily (Maker)	Per transaction (Checker)	Daily(Checker)
PGK				



8. Account Group

The **Account Group** feature allows the organisation to group accounts so that mapped users can view or transact on those accounts.

Select the **Account Group** from the Maintenance menu and click on **"Add New Account group"** to maintain account groups and assign the same for user access. Users mapped to the respective account group will be able to access only the accounts mapped to the account group.

- a. Enter a descriptive name for your new group.
- b. Select the **Entity Name** from dropdown.
- c. A list of all accounts for the corporate will be displayed, for each account, select the desired access level:?
 - i. **View:** Users will only be able to view account information. (Selected by default)
 - ii. **Transact:** Users will have both view and transaction access. (Requires selecting the checkbox)
- d. Review the selected accounts and access levels
- e. Click **CONFIRM** to create a new account group.

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The screenshot shows the Kinabank Maintenance menu. The 'Account group' option is highlighted with a yellow box. The menu includes options like Beneficiary group, Department, Feature group, Limits, Account group, Authorisation group, User management, User subscription, and Restriction maintenance. The dashboard on the left shows 40 users and 7 accounts. The right side shows pending approvals for a user named Barbara.

The screenshot shows the 'Create account group' form. It includes a search field for account group ID to clone, a 'CLONE' button, and fields for 'Group name *' and 'Entity name *'. Below these are 'All Accounts' search results, which are currently empty. At the bottom, there are 'CONFIRM' and 'CANCEL' buttons.



9. Authorisation Group

The **Authorisation Group** feature allows a Corporate Admin User to establish groups for managing Corporate Users who are assigned Checker (approver) roles.

Select the **Authorisation Group** from the Maintenance menu and click on **“Add New Authorisation group”**

- a. Enter a descriptive name for the new group in the “Authorisation Group Name” field.
- b. Select Users (**Required**): Only Bank Admin Checker users will be listed
 - i. The system displays a list of users for your corporate entity with User ID, Full Name, and current Authorisation Group (if any).
 - ii. Select the checkboxes next to the users you want to include in the new group.
 - iii. You must select at least one user to create a group.
- c. (Optional) Use the search bar to filter the user list by name.
- d. **Pagination:**
 - i. The system displays a maximum of ten user records per page.
 - ii. Use the pagination controls to navigate through multiple pages of users if necessary.
- e. Click **CONFIRM** to create a new authorisation group

Note: Maintenance performed on the Corp Admin Platform will require Kina Bank to approve.

The image shows two screenshots from the Kinabank system. The top screenshot displays the 'Maintenance' menu with 'Authorisation group' highlighted. The bottom screenshot shows the 'Add a new auth group' form with a list of users for selection.

Maintenance Menu:

- Beneficiary group
- Department
- Feature group
- Limits
- Account group
- Authorisation group**
- User management
- User subscription
- Restriction maintenance

Add a new auth group Form:

Authorisation Group Name *
Please enter

Users

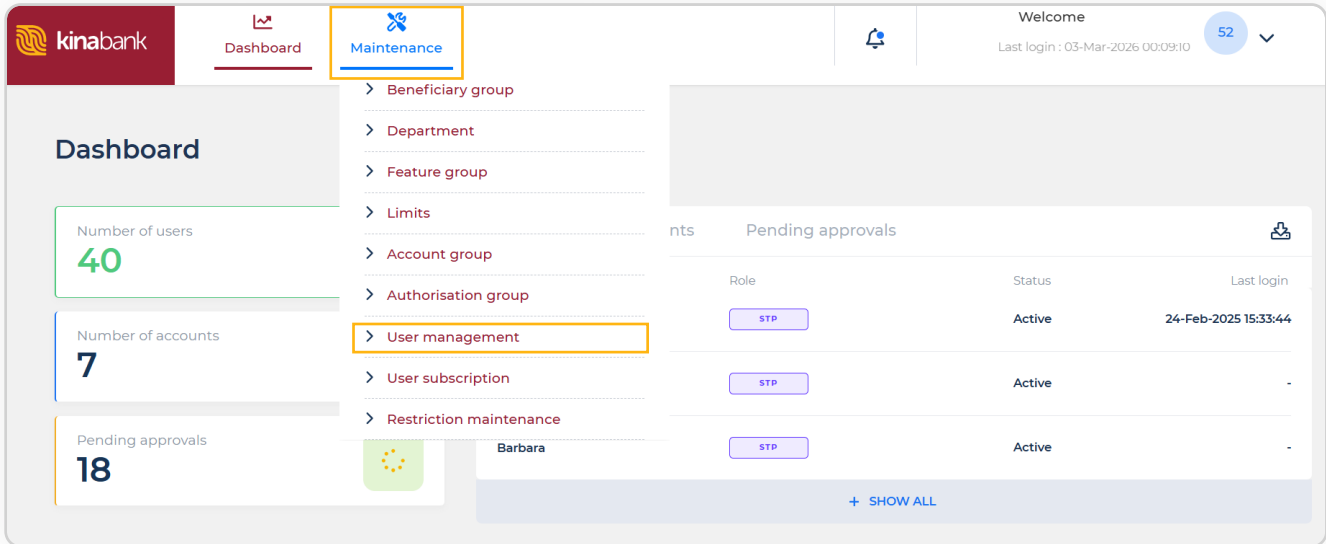
Search by user
Please enter

User ID	Full Name	Authorisation group	
S2602924-bgcorpul5010	bgstp	ALL	<input type="checkbox"/>
S2602924-jerrydag5013	JerryDagu	ALL	<input type="checkbox"/>
S2602924-user20005003	bgchecker	ALL	<input type="checkbox"/>

10. User Management

The **User Management** option is used for:

- Creating and managing Corporate Users,
- Viewing and maintaining Corporate User details,
- Reactivation of blocked Corp Users



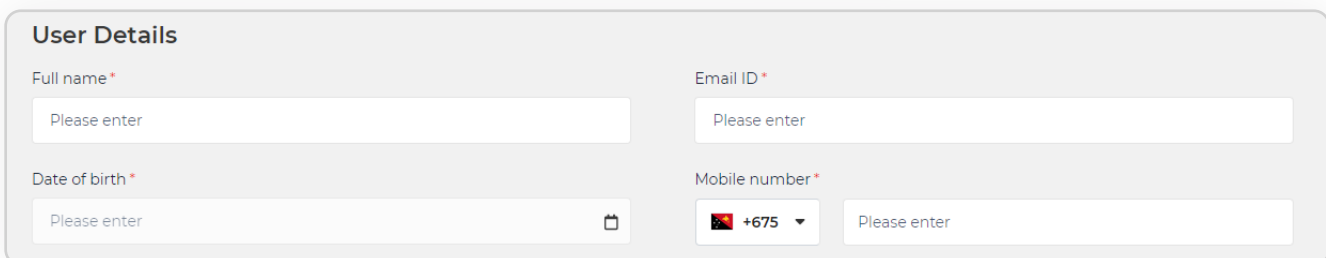
The screenshot shows the Kinabank User Management interface. The top navigation bar includes the Kinabank logo, 'Dashboard', and 'Maintenance' (highlighted). The 'Maintenance' menu is expanded, showing options like 'Beneficiary group', 'Department', 'Feature group', 'Limits', 'Account group', 'Authorisation group', 'User management' (highlighted), 'User subscription', and 'Restriction maintenance'. The main dashboard area displays 'Number of users: 40', 'Number of accounts: 7', and 'Pending approvals: 18'. A table titled 'Pending approvals' shows the following data:

Role	Status	Last login
STP	Active	24-Feb-2025 15:33:44
STP	Active	-
STP	Active	-

Create user: On the **"Users"** screen, click on **+ NEW USER CREATION**.

Upon clicking + NEW USER CREATION the Corporate Admin user will be navigated to a new screen. The user creation screen will have below subsections to capture the following details:

- Upload photo of User (optional)
- User Details - Corporate Admin user to enter the details of the Corporate User being created.
 - Full Name, Email ID, Date of Birth, Mobile Number.



The 'User Details' form includes the following fields:

- Full name * (Please enter)
- Email ID * (Please enter)
- Date of birth * (Please enter)
- Mobile number * (Country code: +675, Please enter)

- User attributes - This option defines the user capabilities on the corporate user platform.



User attributes of

Role *

Authorisation group *

Department *

Limit group *

Feature group *

Account group *

Additional account

Subsidiary attributes

Subsidiary access required

Yes No

- Subsidiary attributes
 - The “Subsidiary Attributes” option enables Corporate Admin to map an additional account to Corporate Users, allowing them to perform roles defined within the mapped account attributes.
- Click **CONFIRM** to complete user creation with entered details or **CANCEL** to terminate the activity.
- Upon clicking **CONFIRM**, the user will be displayed with a success message stating, “User created successfully with User ID: xxxxxxxxxxxxxxx”.

Note: Maintenance performed on the Corp Admin Platform will require Kina Bank to approve.



11. User Subscription

User Subscription section in the Corporate Admin application is used to manage the notifications of the Corporate User.

Select the User Subscription from the Maintenance menu.

- All users mapped to the corporate are displayed under this section. The Corporate Admin user will be displayed with the User ID, Username, and status of the record in the respective section.
- The Corporate Admin user will have the option to edit and authorise a record from the user subscription screen.
- The Corporate User will have a default subscription to EMAIL, SMS and In-App notifications when a user is created from the Corporate Admin application.

Edit user subscription




- Search for the user you want to edit on the "User subscription" screen.
- Click the **Edit** button next to the user record
- The system displays a list of financial and non-financial features available to the user
- For each feature, you can choose notification preferences for three message types
 - **Maker Notification:** Sent when the user creates a transaction of that type.
 - **Authorisation Notification:** Sent when a transaction requires the user's approval
 - **Rejection Notification:** Sent when a transaction the user created is rejected.
- Select the checkbox next to each message type (within a feature) for which the user wants to receive notifications

Click **CONFIRM** to save the user's new notification preferences.

Note: Maintenance performed on the Corp Admin Platform will require Kina Bank to approve.

User subscription

Search by user ID SEARCH

User ID	Mobile number	Full name	Status	
			Authorised	
			Authorised	
			Authorised	

[+ SHOW ALL](#)



kinabank | Dashboard | **Maintenance** | Welcome | Last login : 03-Mar-2026 00:09:10 | 52

Dashboard

- Number of users: **40**
- Number of accounts: **7**
- Pending approvals: **18**

- > Beneficiary group
- > Department
- > Feature group
- > Limits
- > Account group
- > Authorisation group
- > User management
- > User subscription**
- > Restriction maintenance

Barbara

Pending approvals

Role	Status	Last login
STP	Active	24-Feb-2025 15:33:44
STP	Active	-
STP	Active	-

+ SHOW ALL

User subscription

Transaction type	Message type	Email (Deselect all)	SMS (Deselect all)	In app (Deselect all)
Add beneficiary	Maker Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add beneficiary	Authorization Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add beneficiary	Rejection Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



12. Restriction Maintenance

The **Restriction Maintenance** feature is used to define restrictions for specific Corporate Users or for all Corporate Users.

- For restrictions, Corporate Adminusers can select execution method as absolute or daily for all selected Corporate Users or specific users.
- If Corporate Admin users select absolute, it will give them the option to select a period (start date/time and end date/time). During this period, selected services will be restricted.
- If the Corporate Admin user selects daily, it will give the option to select a period (start date/time and end date/time) on a daily basis. The selected user(s) will be restricted to using the selected service every day for the selected time period.

Click on **ADD A NEW RESTRICTION**

- Upon clicking on **ADD A NEW RESTRICTION**, the Corporate Admin user will be redirected to the "Add a New Restriction" screen. On the "Add a New Restriction" screen, fill in the following details:
 - I. User specific - Yes/No
 - II. Execution - Absolute/Daily
 - III. Starts ON - Date, Time
 - IV. Ends On - Date, Time
- Upon filling in all the above details, click **CONFIRM** and a success message pop-up will display "Record saved successfully".

Note: Maintenance performed on the Corp Admin Platform will require Kina Bank to approve.

The screenshot displays the Kinabank Maintenance interface. The top navigation bar includes the Kinabank logo, a 'Dashboard' tab, a 'Maintenance' tab (highlighted with a blue box), a notification bell, and a user profile section with 'Welcome', 'Last login : 03-Mar-2026 00:09:10', and a '52' indicator. The left sidebar menu lists various categories: Beneficiary group, Department, Feature group, Limits, Account group, Authorisation group, User management, User subscription, and Restriction maintenance (highlighted with a blue box). The main content area is divided into two sections. The left section, titled 'Dashboard', shows three key metrics: 'Number of users' (40), 'Number of accounts' (7), and 'Pending approvals' (18). The right section, titled 'Pending approvals', contains a table with columns for 'Role', 'Status', and 'Last login'. The table lists three entries, each with a 'STP' button in the Role column and 'Active' status. The last login for the first entry is '24-Feb-2025 15:33:44'. A '+ SHOW ALL' link is located at the bottom right of the table.

Role	Status	Last login
STP	Active	24-Feb-2025 15:33:44
STP	Active	-
STP	Active	-



Restriction maintenance

Restriction ID

Status

Search by Restriction ID

Please Select

Restriction ID

Date

Add a New Restriction

User specific

Yes No

Execution

Absolute Daily

Starts On

Date

dd-MMM-yyyy



Time

00:00



Ends On

Date

dd-MMM-yyyy



Time

00:00



✓ CONFIRM

✗ CANCEL

