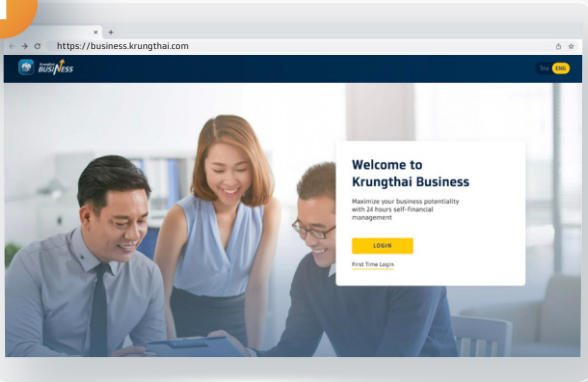


# Create User Under Company Website



## How to create the Super User

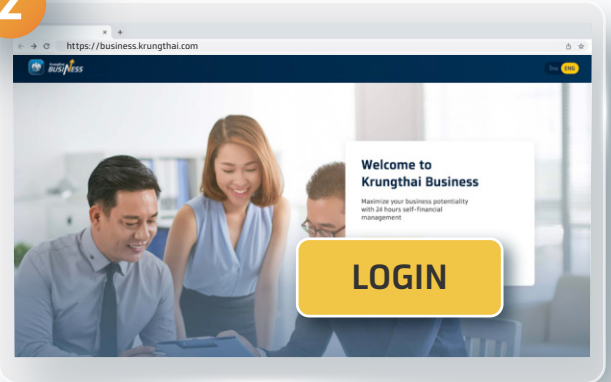
1



Go to

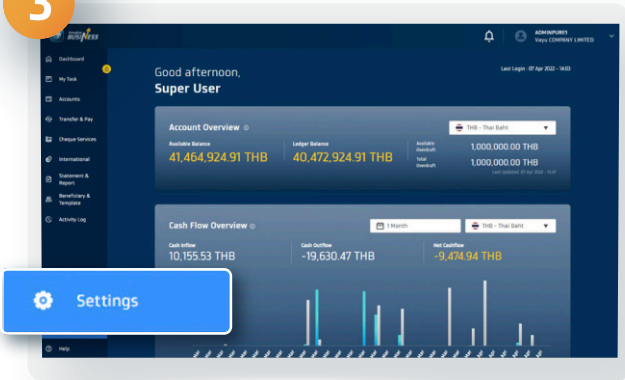
<https://business.krungthai.com>

2



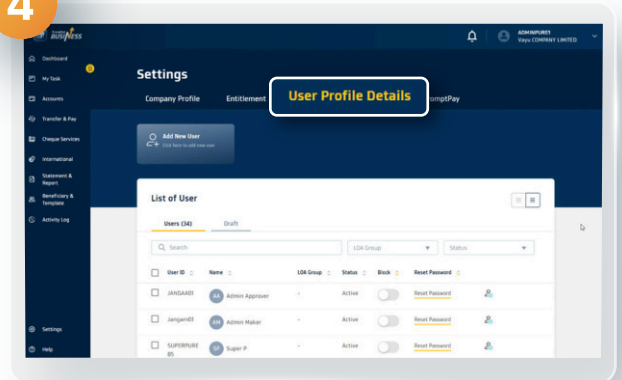
Select **Login**

3



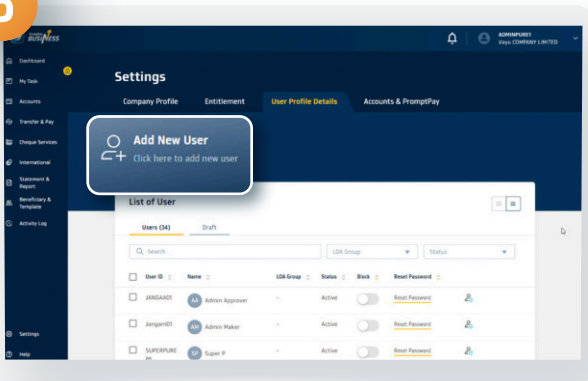
Select **Setting**

4



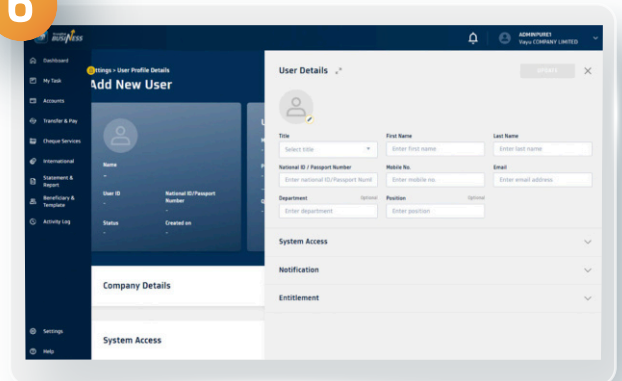
Select **Details of user's history**

5



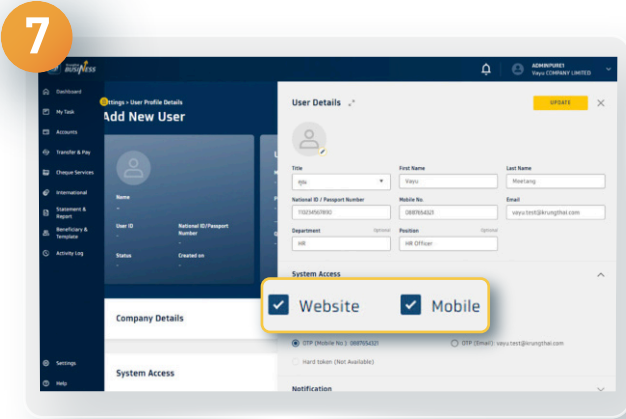
Click **Add New User**

6

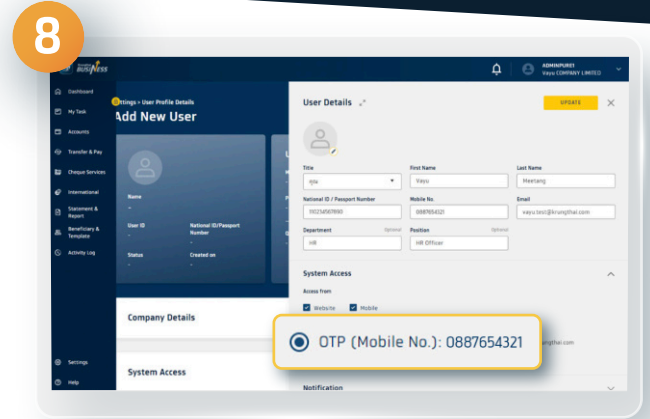


Enter the information of new user

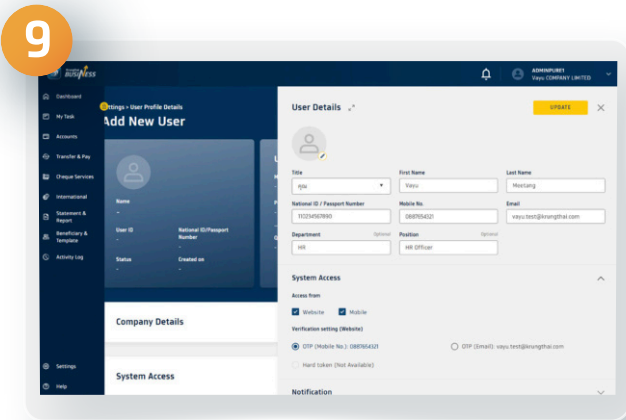
# Create User Under Company Website



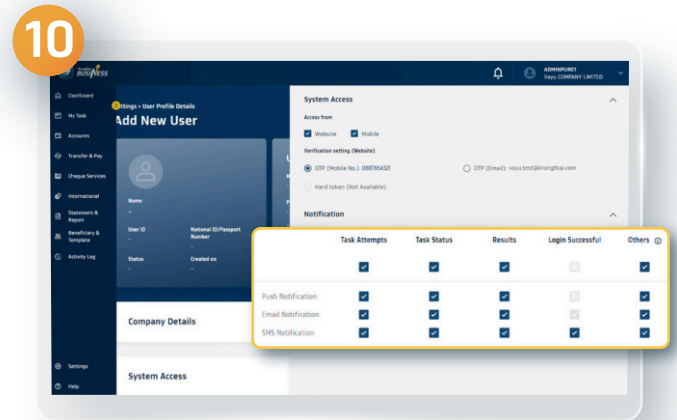
Set the access method to the system. The system will set your default password to log in via website and mobile phone



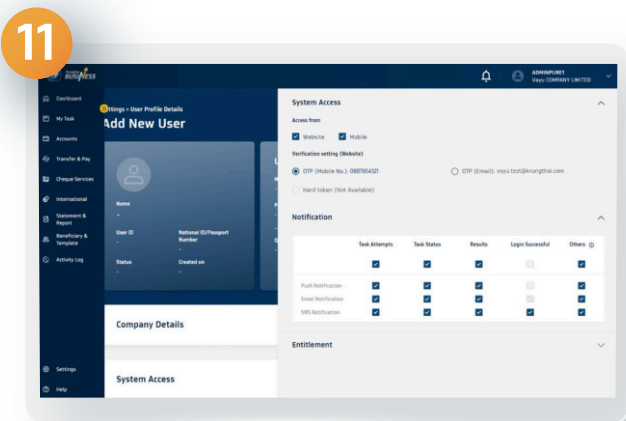
Select a default channel you want to receive the OTP (Mobile or Email)



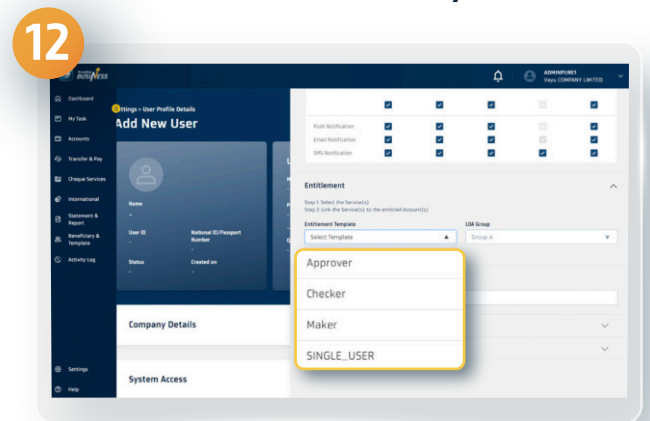
You can continue using the default OTP's channel if you would like to



Set notifications. The notifications will be set to notify you for all types of transactions via every channel



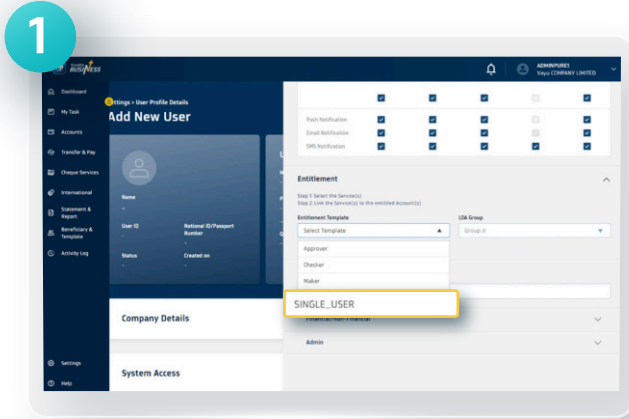
You can continue using the default notification setting if you would like to



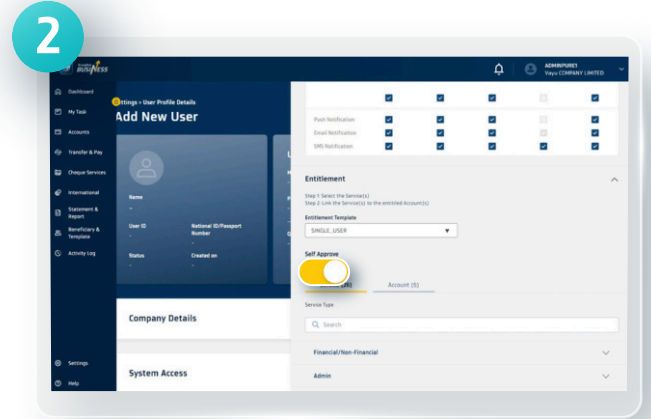
Set user entitlement, available in 4 templates

# Create User Under Company Website

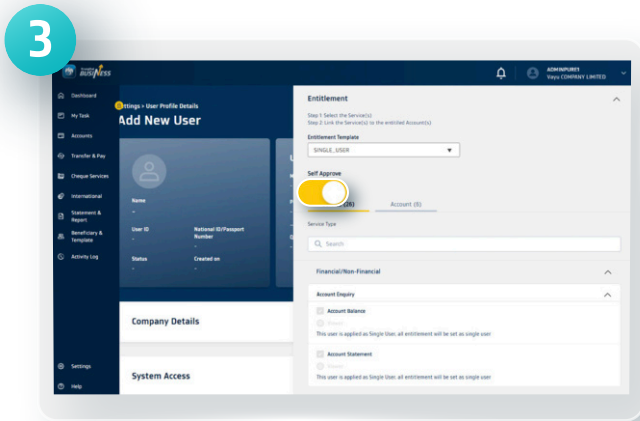
## 12.1 For creating the Single User



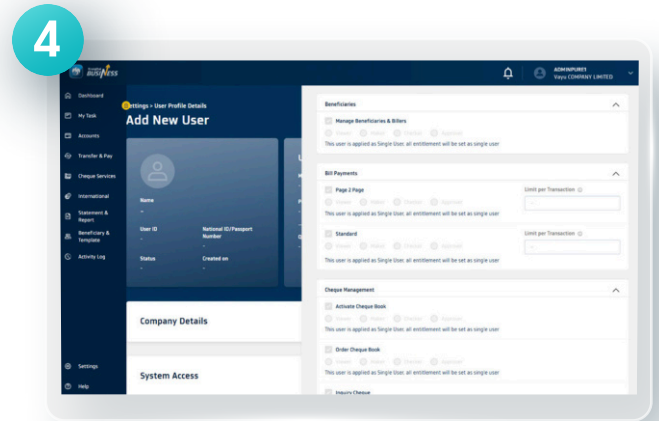
Select **Single User** template



For single user that has ability to do self-approval, please turn Self Approve on



For the Single User template, the system will enable the access to all types of services and all accounts applied by the company



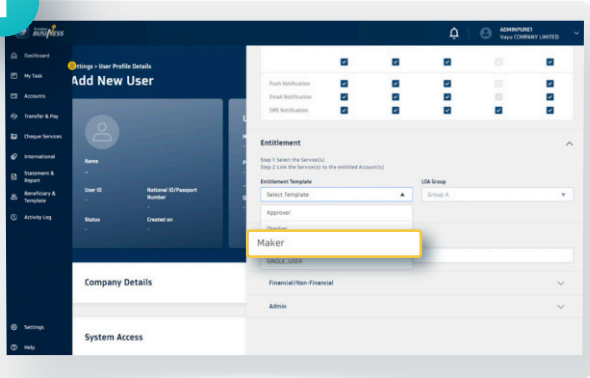
The limited access to some services or accounts is not available

# Create User Under Company Website



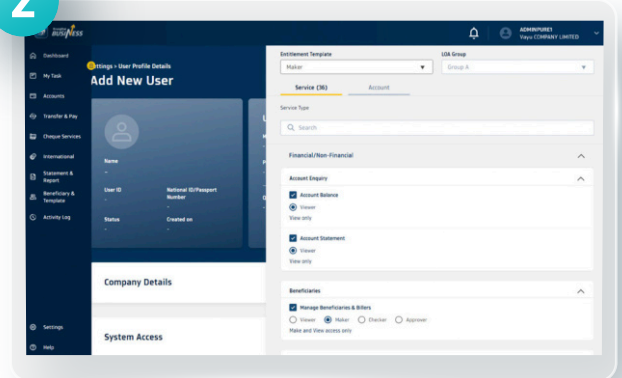
## 12.2 For creating the Maker

1



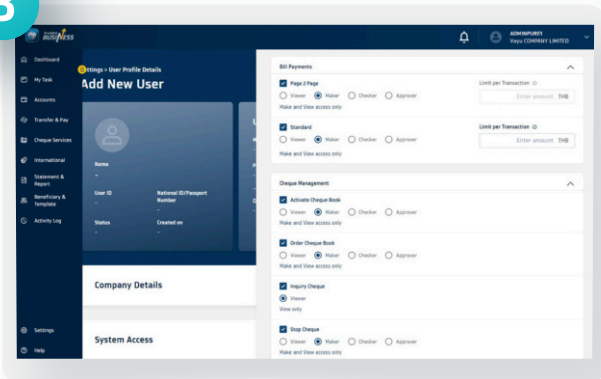
Select **Maker** template

2



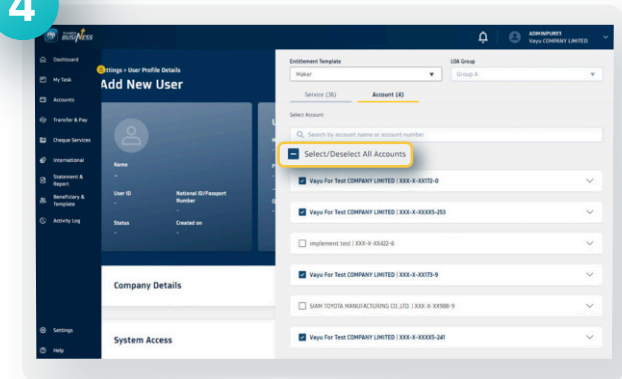
Set the terms of service.  
The system will set the default term of use as a Maker for all services applied

3



You can continue using the default setting if you would like to

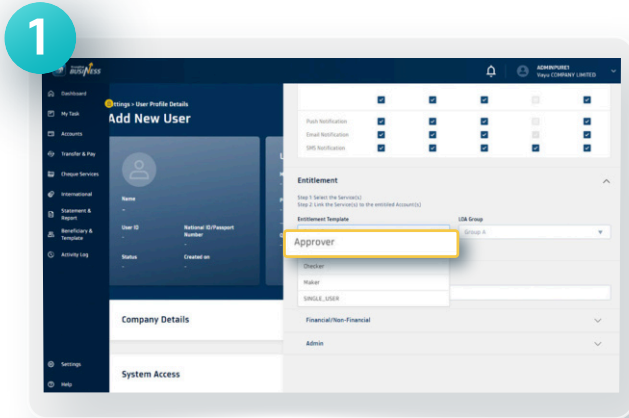
4



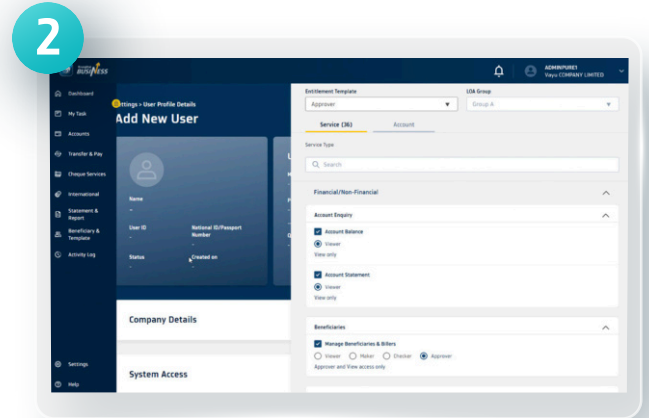
Set access to the account by ticking **Select All Accounts** in case you would like to access all accounts with granted services

# Create User Under Company Website

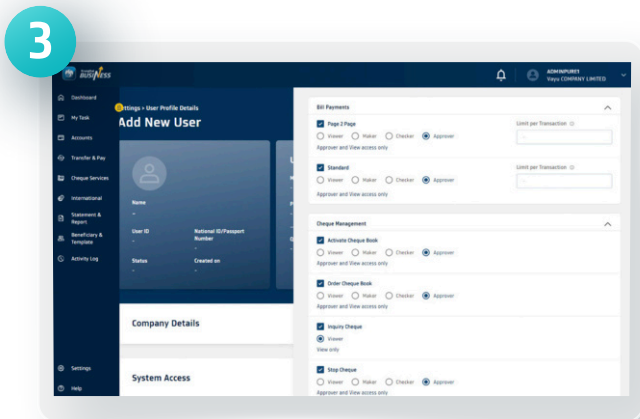
## 12.3 For creating the Approver



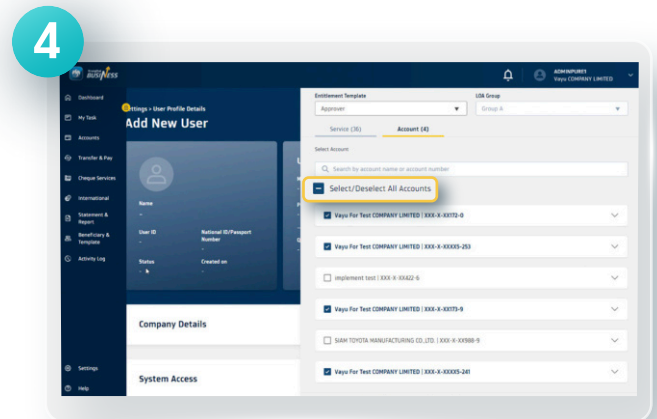
Select **Approver** template



Set the terms of service. The system will set the default term of use as a Approver for all services applied



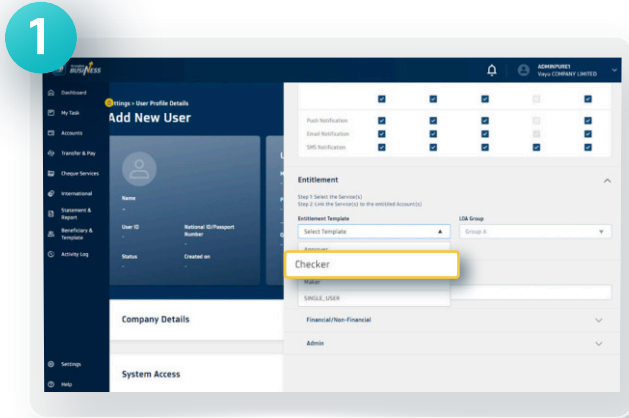
You can continue using the default setting if you would like to



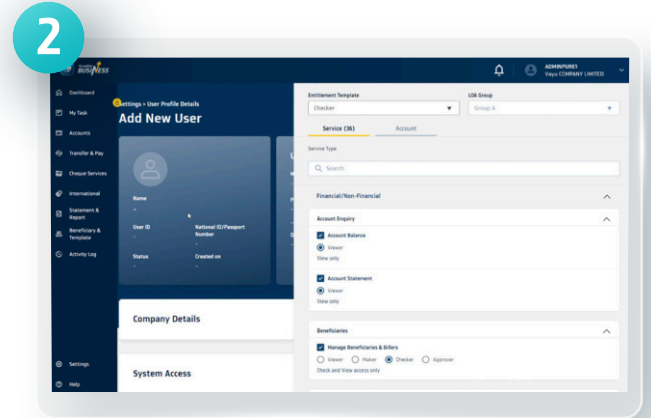
Set access to the account by ticking **Select All Accounts** in case you would like to access all accounts with granted services

# Create User Under Company Website

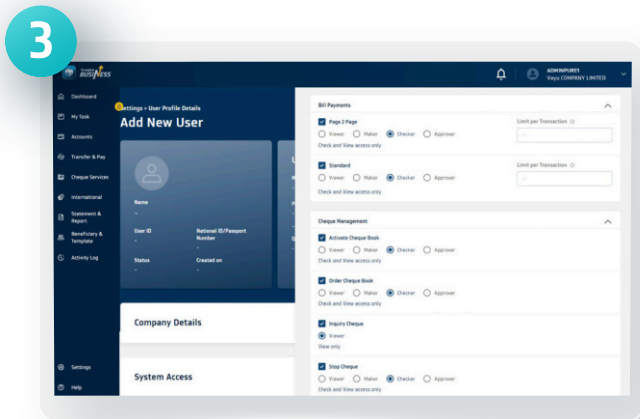
## 12.4 For creating the Checker



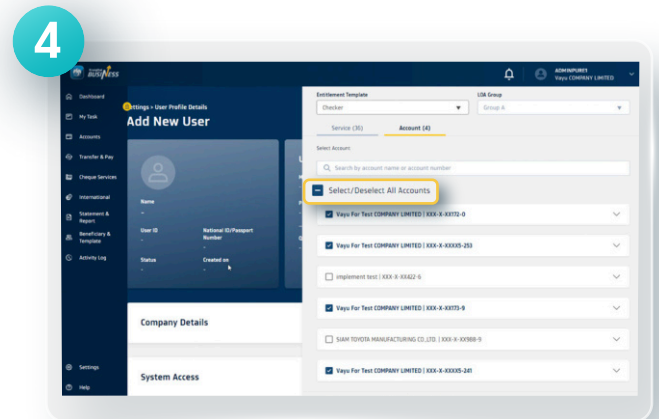
Select **Checker** template



Set the terms of service. The system will set the default term of use as a Checker for all services applied



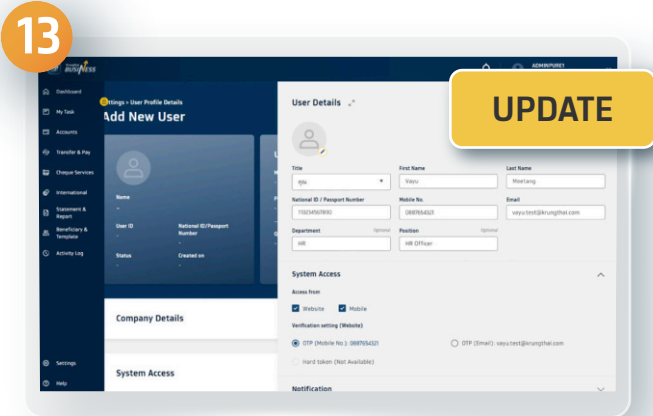
You can continue using the default setting if you would like to



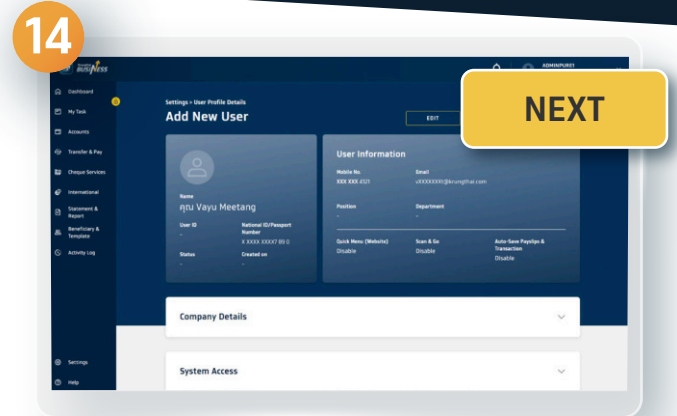
Set access to the account by ticking **Select All Accounts** in case you would like to access all accounts with granted services

\* If you want to use the Checker term of service, you must notify the bank when applying to set the Checker term before starting the service.

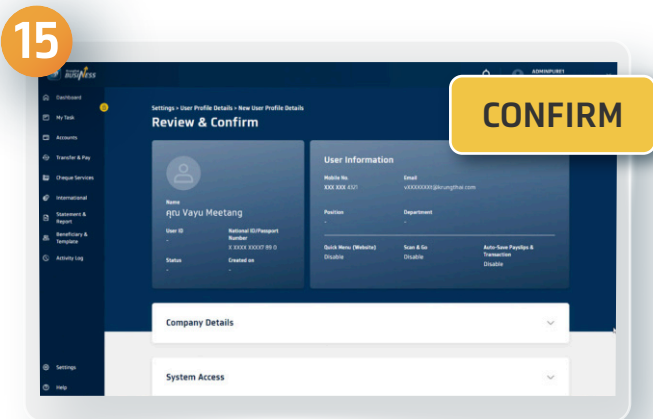
# Create User Under Company Website



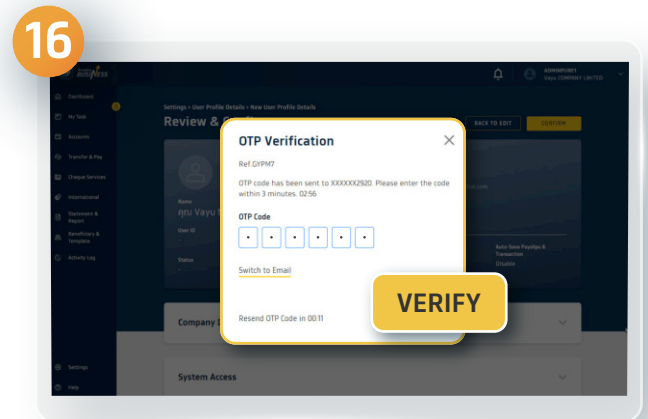
Click **Update**, the details of user will be shown



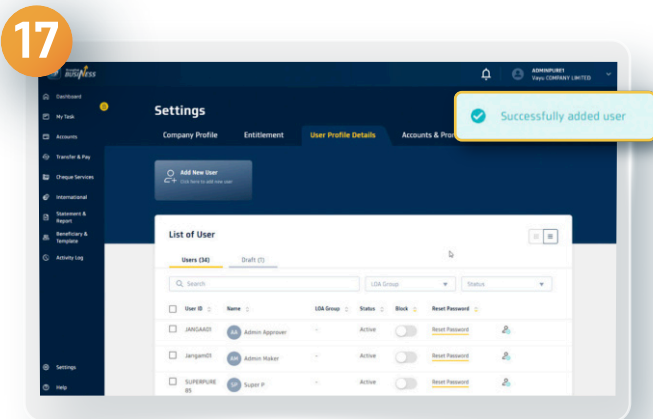
Click **Next**, then verify the information



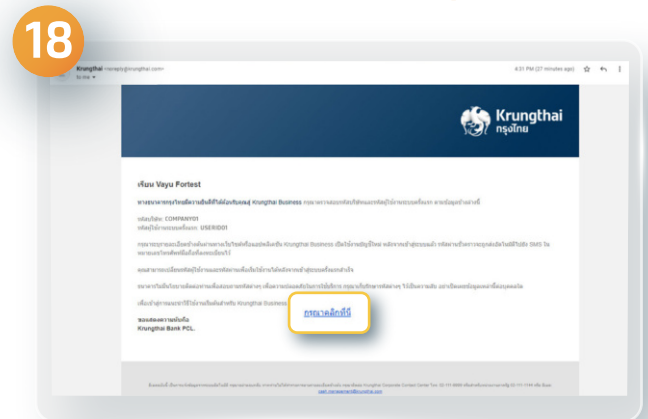
Click **Confirm**



Enter the **OTP** received via SMS and click **Verify**



You have successfully added the user



The user will receive the company's passcode, the first-time user's passcode and the link for the first-time access via e-mail

# Create User Under Company Website

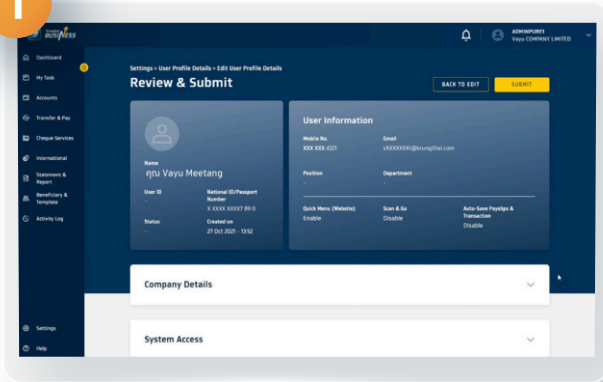


How to create user by using **the Admin Maker** and **Admin Approver**

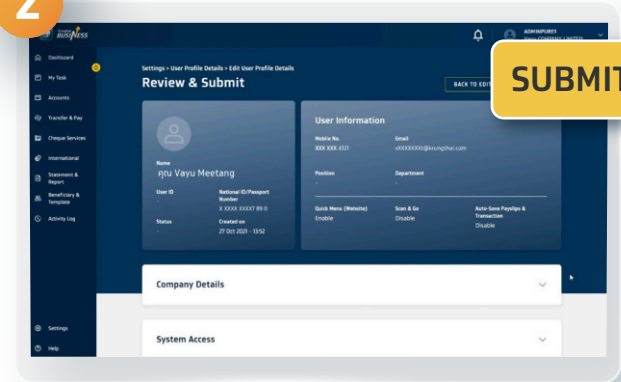


## 1.1 For the Admin Maker

1



2



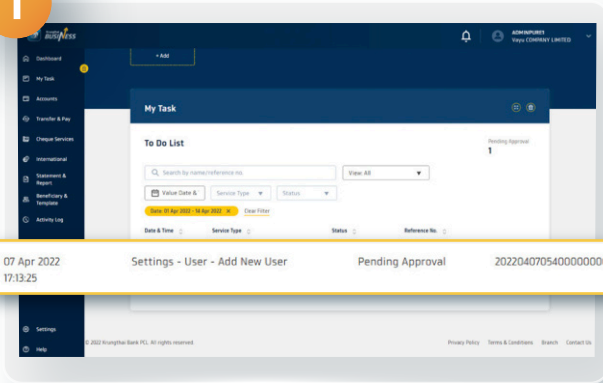
You can perform the same processes of the information identification, the system access method setting, the notification setting and the term of services setting as the Super User type

After entering the information and setting details, click **Submit** and the information will be verified by the Admin Approver

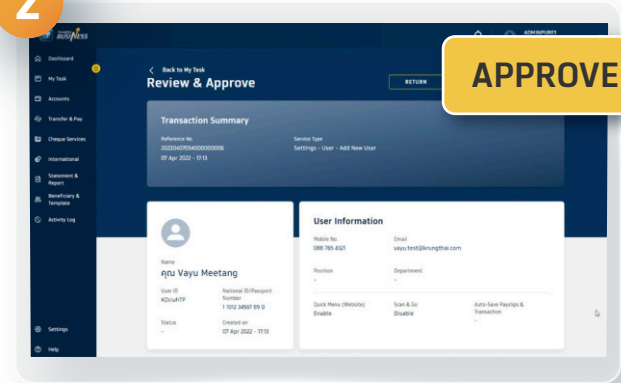


## 1.2 For Admin Approver

1



2

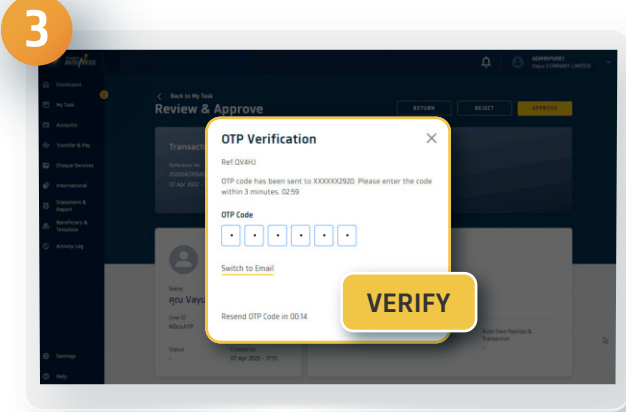


Select **the Pending Approval** list

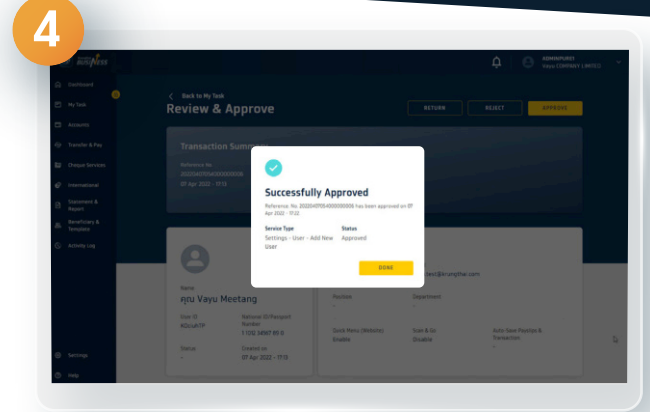
Verify the user's information and click **Approve**



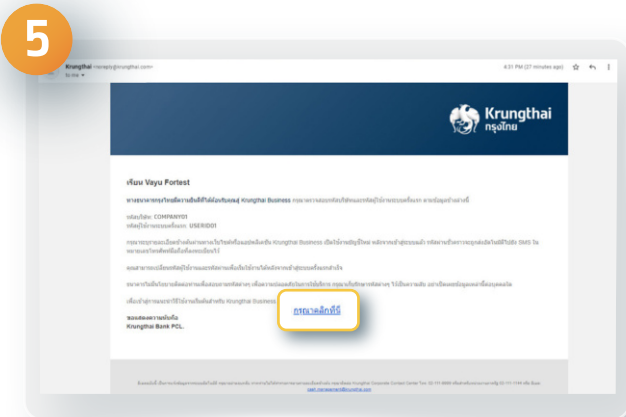
# Create User Under Company Website



Enter the **OTP received via SMS** and click **Verify**



You have successfully added the user



The user will receive the company's passcode, the first-time user's passcode and the link for the first-time access via e-mail