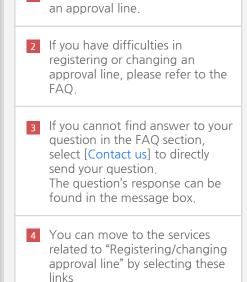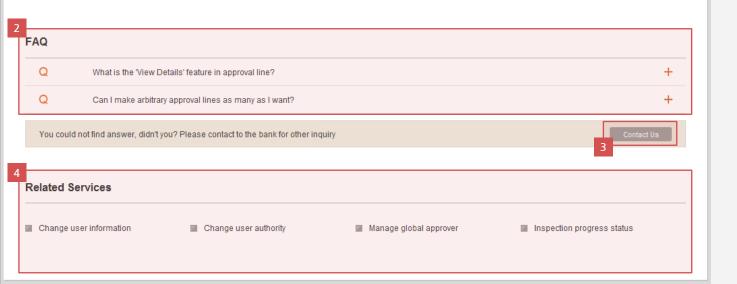## Register/change approval line

- Register or change an Approval line.
- Up to 20 Approval lines can be registered. Approval steps are composed of at most 9 steps, including at least one approval authority.
- In case of company with Audit setting, wait for approval after completing modification. Just confirm the status by Audit progress.

Approval statement	Total approval stages	Total approvers	Task status
ASDASDASD	1	0	Transfer within Shinhan,Register Auto Transfer,Inquiry/Cancel Auto Transfer ,Domestic Transfer Ap...
CASE4	1	0	Open Term Account
GLOBAL TEST	1	0	Transfer within Shinhan,Register Auto Transfer,Sweep Account,Register Overseas Transfer,Regist...
SIMPLE_LINE	2	0	Transfer within Shinhan,Domestic Transfer Application,Register Bulk Domestic transfer (to other b...
TEST	1	0	Transfer within Shinhan
TRANSFER ALL	1	0	Transfer within Shinhan,Domestic Transfer Application,Register Bulk Domestic transfer (to other b...

1 **Register**

2 FAQ

Q   What is the 'View Details' feature in approval line?   +

Q   Can I make arbitrary approval lines as many as I want?   +

You could not find answer, didn't you? Please contact to the bank for other inquiry   **Contact Us** **3**

4 Related Services

☐ Change user information   ☐ Change user authority   ☐ Manage global approver   ☐ Inspection progress status

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1 Click [Register] button to register an approval line.

2 If you have difficulties in registering or changing an approval line, please refer to the FAQ.

3 If you cannot find answer to your question in the FAQ section, select [Contact us] to directly send your question.
The question's response can be found in the message box.

4 You can move to the services related to "Registering/changing approval line" by selecting these links

Register/change approval line

- Register or change approver.
- Allowed to register up to 20 approval line. -Up to 9 Approver and at least one approver are allowed in approval line
- In case of company with Audit setting, wait for approval after completing modification. Just confirm the status by Audit progress

1 Approval statement	Overlap check

Task status **3** Select all

	Hierarchical classification	Middle classification
☐	Payment/Transfer	Transfer within Shinhan
☐	Payment/Transfer	Domestic Transfer Application
☐	Payment/Transfer	Register Overseas Transfer
☐	Trade	Application for L/C issuance
☐	Trade	Application for L/C Amendment
☐	Trade	Application for L/C settlement
☐	Trade	Application for L/C acceptance
☐	Trade	Application for L/G issuance
☐	Product & Service	Open Savings Account
☐	Product & Service	Close Savings Account
☐	Product & Service	Register buying list
☐	Product & Service	Cancel registered buying list
☐	Product & Service	Apply for account receivable loan

1 Input the name of approval line and check duplicates by clicking [Overlap Check] button.

2 Select transaction types in the list which will be approved by above approval line.

3 Clicking [Select all] button to select or unselect all transaction types in the list of task status.

Register/change approval line (Register detailed information)

Arbitrary decision status   ☐ Transaction completed without approval(Arbitrary decision)

※ Transaction completed without approval (Arbitrary decision) : The registrant can complete a transaction without receiving approval. From the above menu list please select only the tasks over which the registrant has been delegated authority.

※ Approval path use : Please select an approver from the below approval path except in the case of arbitrary decision. You can create various approval structures according to approval stage and approval method.

Approval path status

Approval stage	User's name(User ID)	View details	Approval method
1	C!	O	Serial
Select	Select	Select	Select
Select	Select	Select	Select
Select	Select	Select	Select
Select	Select	Select	Select
Select	Select	Select	Select
Select	Select	Select	Select
Select	Select	Select	Select

4-digit password on Cell 6th of your security card	Enter 4 characters	

Cancel   **Confirm**

4	Tick on **[Arbitrary decision status]** to process transaction immediately (without approval)
5	Set the approval path if you want to process transactions after obtaining approval. Select the approval stage in order.
6	Select user at each stage.
7	Allow approvers view transaction's details or not by setting in 'View details' (O: allow ; X: not allow)
8	In case "serial" approval method is selected, approver at each stage need to approve in order.
9	Click [Cancel] button to move to the previous page.
10	Click [Confirm] button to register the above approval line.