

Sirma Business Consulting

Internet Banking – User Manual

CB Allianz Bank Bulgaria AD Allianz ®





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1. Introduction

1.1. System Requirements

In order to use Internet Banking service, you need to satisfy the following requirements:

- 1. To be in possession of an account, either chequeing or savings, at CB Allianz Bank Bulgaria.
- 2. To have access to internet and be familiar with the use of a browser, either Internet Explorer (version 5.5 or later) or Firefox (version 1.5 or later).
- 3. You browser must be configured according to the instructions in this manual.
- 4. To be a registered user of CB Allianz Bank's Inetnet Banking service, and be in possession of a valid user name and password.
 - If you have never registered as a user of Internet Banking, you need to submit a registration request at (https://remote.bank.allianz.bg) and follow the procedure described below.
- 5. If you have been issued a "transport certificate", and you wish to continue to use a "transport certificate", you need to follow the instructions below.

1.2. Registration

The registration process includes two stages. The first stage includes the sending of a registration request, containing the following information:

- Client indentification
- Customer account numbers
- Users, which have been authorized to operate with these customer's accounts.

The first stage of the process completes when the user can confirm his or her identity. Ussually, a trip to the local branch is required, where the client needs to present his or her identification card or passport and have their registration request confirmed.

In the near future, individuals, which are in possession of a personal digital certificate, issued by one of the Certificate Authorities liste below, would be able to digitally sign their registration request, thus sparring themselves the need to identify themselves at a branch of the bank.

- InfoNotary (infonotary.com)
- Банк Сервиз (www.bsbg.net)
- Информационно Обслужване (www.is-bg.net)
- Спектър (www.spektar.org)

Corporate banking customers are required to present all relevant paperwork, part of their business entity registration, at the bank, in person, before they can register their staff for access to their company accounts through Internet Banking.

Each bank customer accesses the system for Internet Banking identifying themselves with the help of a user name and password. In addition to their user name and password, certain customers are required to present a digital certificate in order to gain entry. Such certificate will be commonly referred to as "transport" certificate.

In the past, CB Allianz Bulgaria AD, had been in the practice of issueing such certificates to all its internet banking clients. At present, it is possible for clients to request that they be relieved of using "transport" certificates.

Access to accounts, be they corporate or personal, is controlled with the help of function groups and user roles. During the process of registration, each user is assigned a role, on account by account basis. Having been assigned a role for a particular account, the user gains the privilage to digitally sign documents, which are assosiated with this account. Having such privilage isn't sufficient, however. For each account, the user needs to be assigned a particular functional group- a group of operations that the user would have access to via the user interface.



1.3. Digital Certificates

A digital certificate is an electronically encoded statement, issued by a trusted third party. Digital certificates are normally used as a way for individuals or other entities to be authenticated over network connections.

Digital certificates can also be used to ensure electronic documents have been created by a certain individual (in possession of the digital certificate) and have not been tampered with, in the process of electronic transmission. Such digital certificates are commonly referred to as digital or electronic signatures.

For the purposes of this manual, digital certificates issued for the purposes of electronic signature, by a the organizations listed below, will be called "universal digital signatures."

- InfoNotary (infonotary.com)
- Банк Сервиз (www.bsbg.net)
- Информационно Обслужване (www.is-bg.net)
- Спектър (www.spektar.org)

Digital certificates, issued by an organization for its own internal purposes, in order to identify the client accessing its services, are commonly known as client certificates. CB Allianz Bulgaria AD has issued a number of such client certificates to its internet banking clients, and these are commonly referred to as "transport" certificates.

In the past, CB Allianz Buglaria AD issued "transport" certificates to satisfy a number of conflicting requirements. Note, the use of "transport" certificates is no longer required in order to gain access to the internet banking service.

If your user name and password have been compromised, a person might try to gain unlawful access to your account information. Having a "transport" certificate installed in your browser would force such person to find a computer with a browser that had your "transport" certificate installed, thus limitting the number of computers that could be used to launch an attack. Effectively, by limitting the number of computers that could be used to gain access to the internet banking service, the level of security is raised.

The above benefit mostly concerns those who are weary of people gaining ANY account information- account numbers, balances, processed transactions... etc. Having a "transport" certificate is irrelevant when it comes to placing fund transfer orders since another digital certificate, or personal electronic signature, is used then. Thus, even if one's user name and password were to be compromised, with no "transport" certificate registered for this client, the attacker would not be able to execute a funds transfer. On the other hand, limmiting the number of computers from which the internet service could be accessed, also means that a legitimate user would not be able to gain access to their account information from publicly available computers, while traveling.



The decision whether or not to use a "transport" certificate should be made by the bank customer. Please contact your internet banking Help Desk, in order to have your existing "transport" certificate removed, or a new one issued.

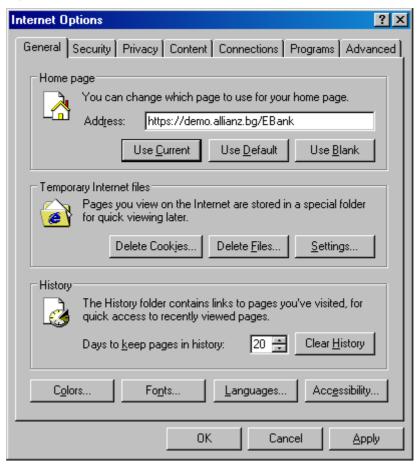
For clients, which have been issued such "transport" certificate, this certificate needs to be installed in the browser used for access to the internet banking service.



1.4. Adjustments for Internet Explorer

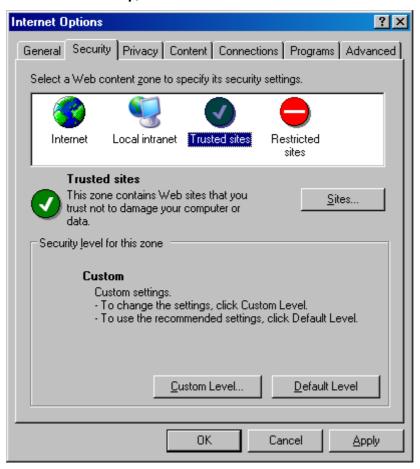
Adding the site for Internet Banking to Trusted sites.

1. Open the menu Tools, choose the sub-menu Internet Options



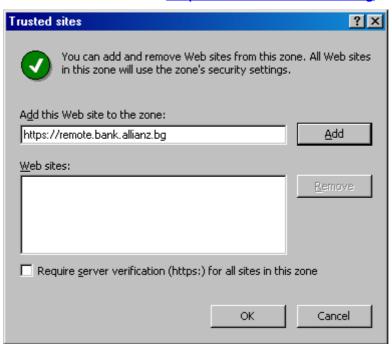


2. Press tab Security, and choose the icon Trusted Sites

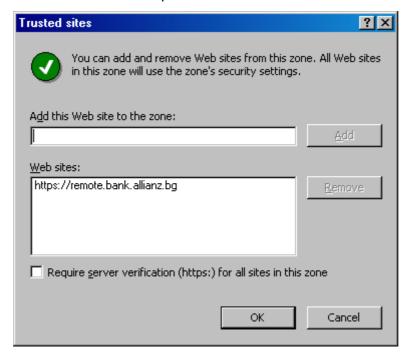




3. Press the button Sites, and enter the following address in the field Add this Web site to the zone: https://remote.bank.allianz.bg

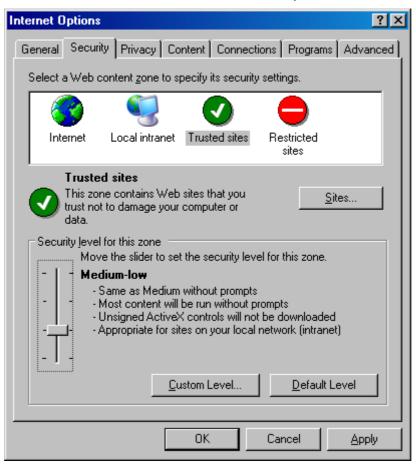


4. Press the button Add, and make sure that the address has been added.





5. Press the button OK, and choose level Medium-Low for the sites in the zone of reliable sites (Trusted sites), with the help of the slider.



6. Press the button OK.



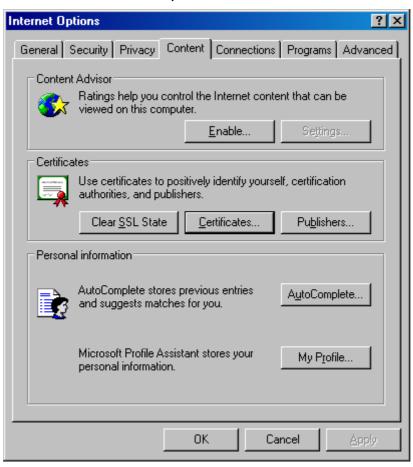
Check-up of imported RBCA for Publisher Certificate

1. Open the menu Tools, choose the sub-menu Internet Options



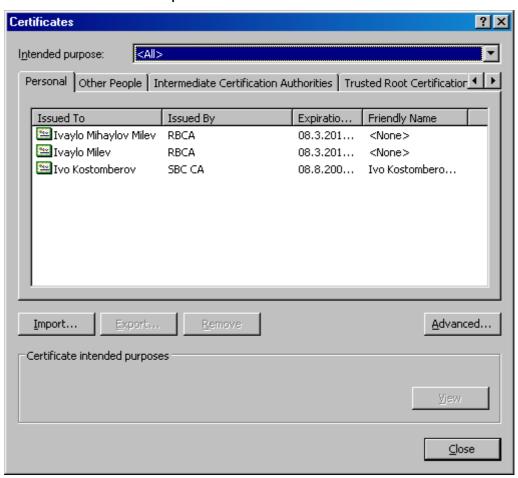


2. Select tab Content, and press the button Certificates.



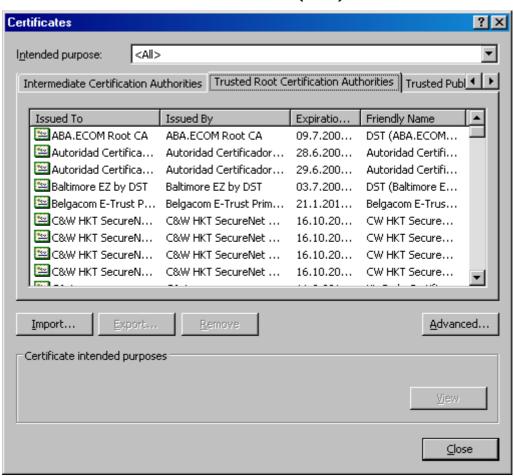


3. A window Certificates opens.



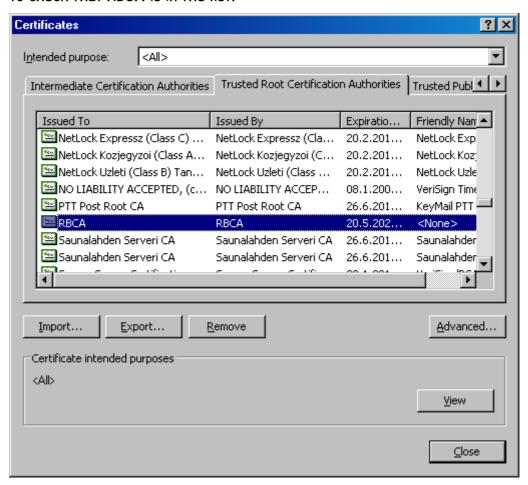


4. Select the tab Trusted Root Certification Authorities. It may be necessary to use the arrows at the level of the tab line. ().





5. Move the focus in the list of Trusted Root Certification Authorities, by clicking with the mouse in the text field and press the button R, or use the vertical slider to check that RBCA is in the list.



 If the certificate of RBCA is on the list you can skip the step of its importation described below. If this certificate is not on the list you must import it according the instructions below.



Import of Publisher Certificate RBCA

- 1. Open the Internet Explorer, and go to the log in page at http://remote.bank.allianz.bg
- 2. Click on the link RBCA
- 3. After the window File Download Security Warning opens, press the button Open.





4. After the window Certificates opens, press the button Install Certificate.

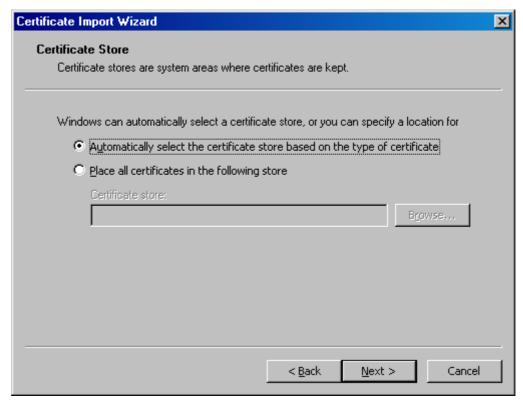




5. After the window Certificate Import Wizard opens, press the button Next.



6. Press the button Next one more time.





7. To complete the import of the Publisher Certificate RBCA, press the button Finish.



8. Make sure, that the import of the Publisher Certificate RBCA is completed successfully and press the button OK.

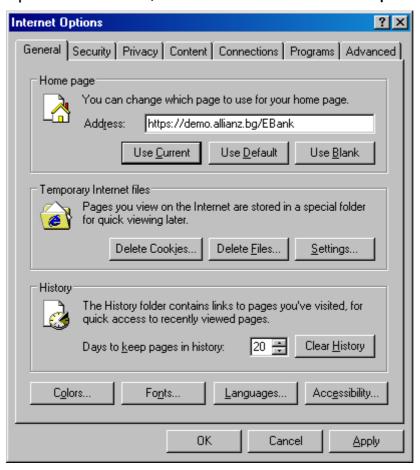


9. Press the button OK one more time, before closing the window Internet Options.



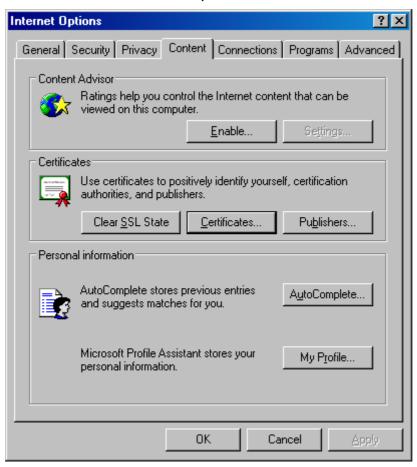
Check-up for imported Transport Certificate

1. Open the menu Tools, select the sub-menu Internet Options



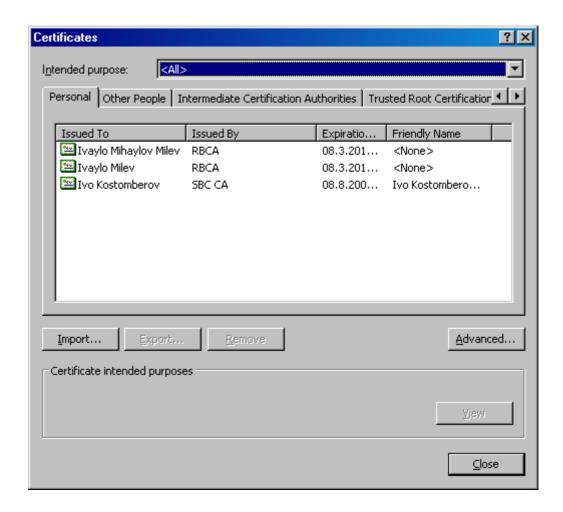


2. Select the tab Content, and press the button Certificates.





3. A window Certificates opens. Make sure, that on the list Personal certificates, you see the certificate with your own three names, given by RBCA. If this is not so, you must find a copy of Your transport certificate, given by Bank Allianz for Internet Banking goals. For more information please turn to the Internet Banking Help Line at the numbers listed on the login page.

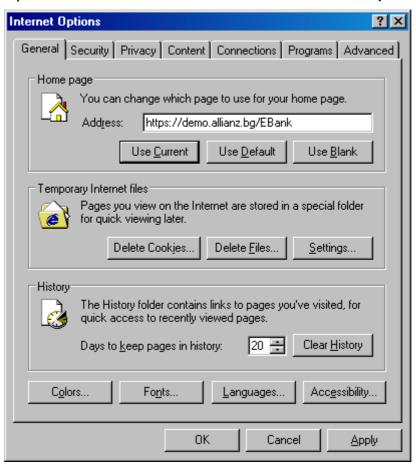


If you have such copy (in a file format), and you wish to continue using transport certificates at Your work with the new Internet Banking system, import this certificate according the instructions in this manual.



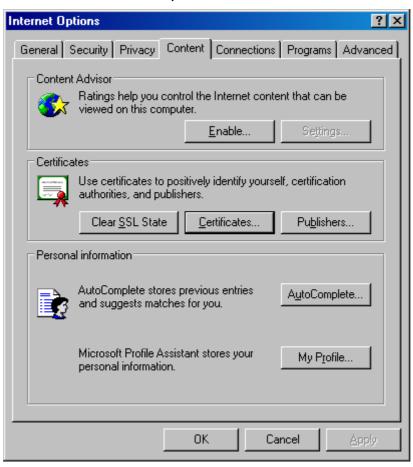
Import of a Transport certificate

1. Open the menu Tools, select the sub-menu Internet Options



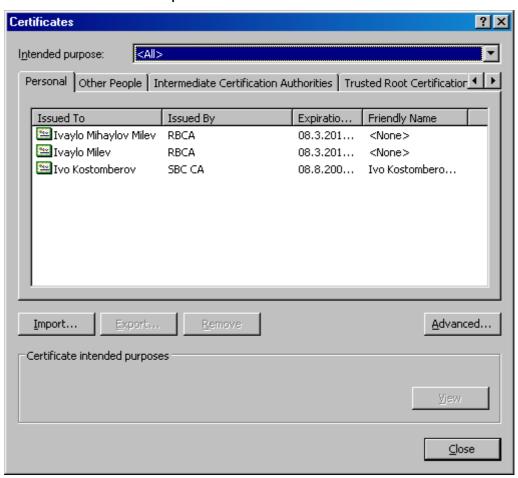


2. Select tab Content, and press the button Certificates.





3. A window Certificates opens.



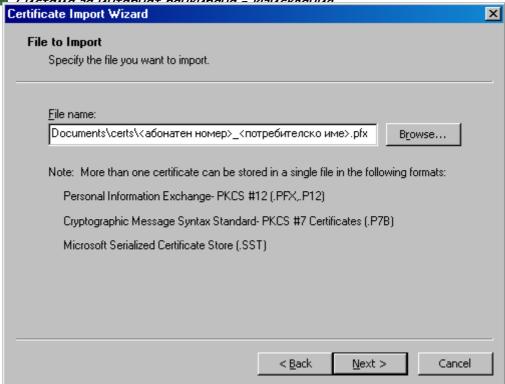


4. After opening the window Certificate Import Wizard, press the button Next.

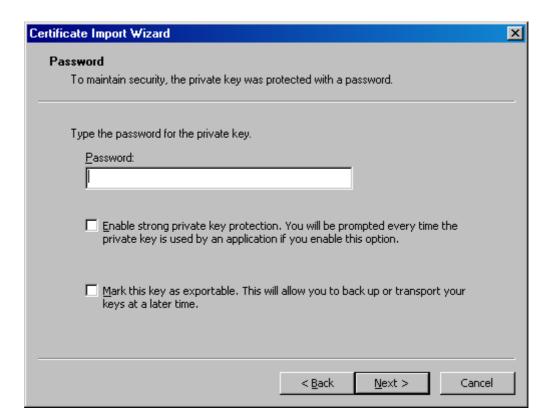


5. Select the file where Your transport certificate has been preserved and press the button Next.

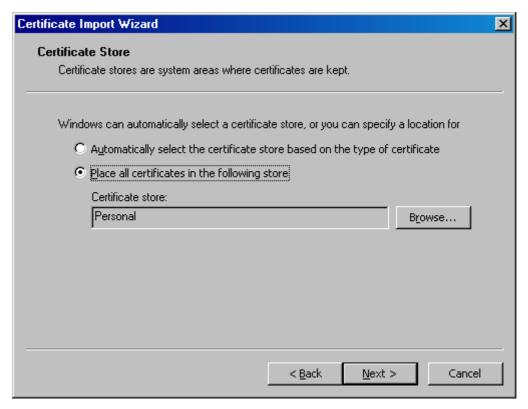




- 6. When preserving the certificate in a file, a password has been chosen. Enter the password and press the button **Next**.
- 7. If the password you have entered is correct, the following window should open:







Press the button Next.

8. To complete the import of your certificate press Finish.



10. Make sure, that the import of Your transport certificate is successfully completed and press the button **OK**.

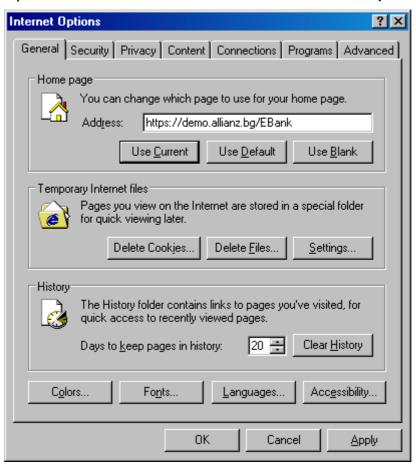






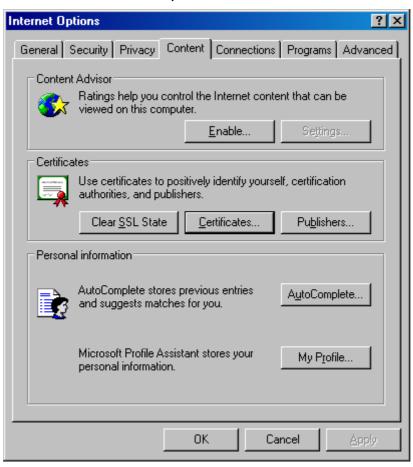
Check-up for imported Personal Certificate for signature

1. Open the menu Tools, select the sub-menu Internet Options



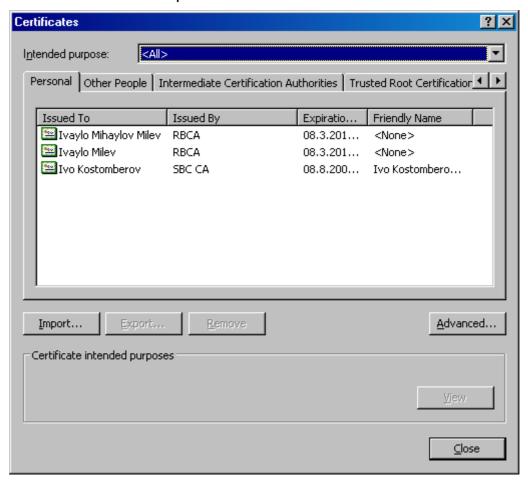


2. Select tab Content, and press the button Certificates.





3. A window Certificates opens. Make sure, that on the list Personal certificates you see your own first and last name given by RBCA (Bank Allianz). It is possible to use a personal certificate projected by a firm called Supplier of Certified Services, as Info Notary for example. In that case, you must recognize your certificate based on its publisher.



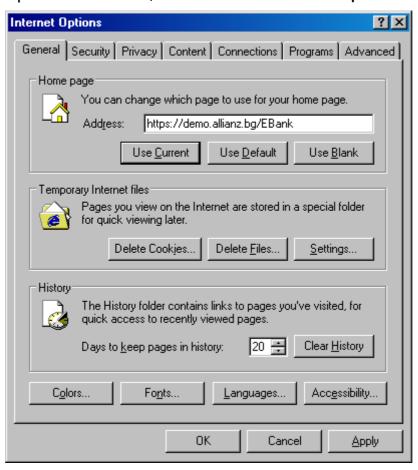
4. If such certificate is not imported in Your browser and you do not have a copy of it in a file, you will not have the possibility to sign payment orders. For more details turn to Internet Banking Help Line at the numbers listed on the login page.

If you have in disposal a copy of Your personal certificate for signature (in the form of a file) and you wish to use it in electronic signing of payment orders and declarations in Your work with the new Internet Banking system, import this certificate according the instructions below.



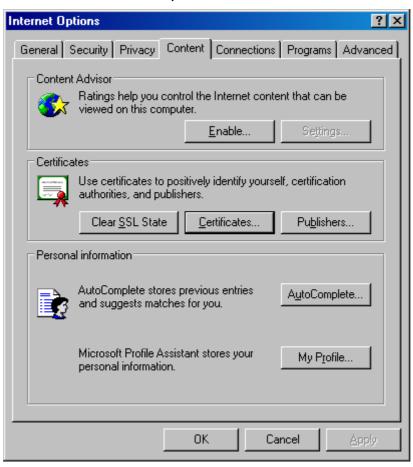
Import of Personal certificate for purpose of electronic signature

1. Open the menu Tools, select sub-menu Internet Options



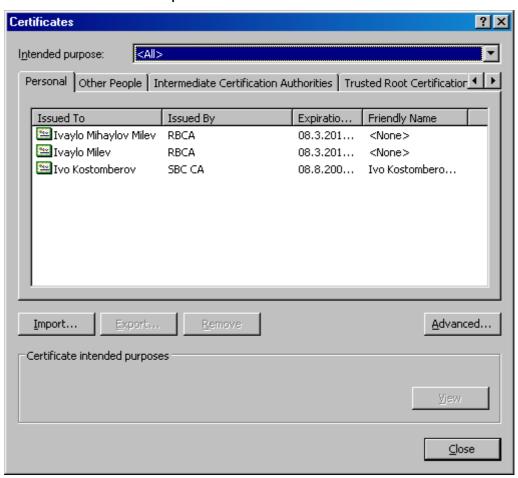


2. Select tab Content, and press the button Certificates.



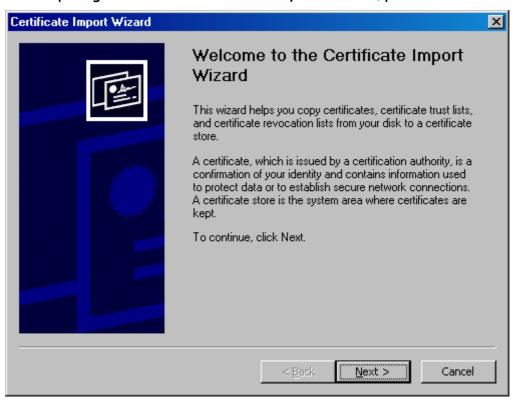


3. A window Certificates opens.

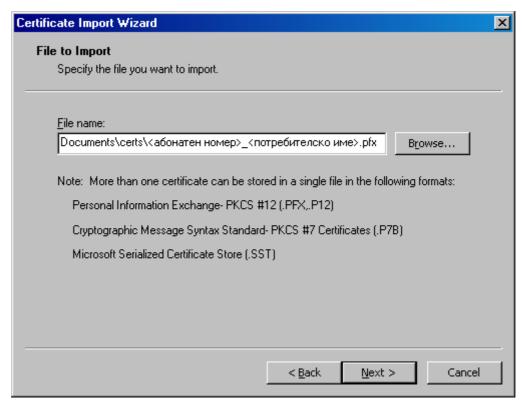




4. After opening the window Certificate Import Wizard, press the button Next.

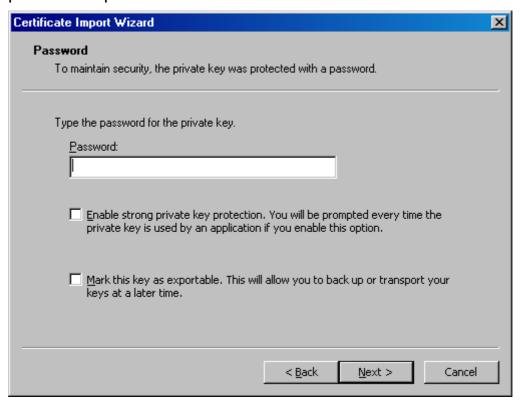


5. Select the file in which Your personal certificate has been preserved and press the button Next.

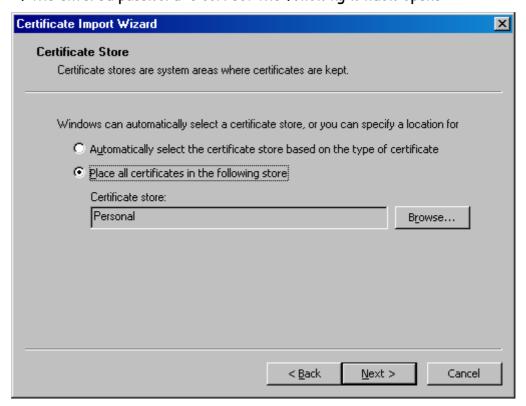




6. When preserving the certificate in a file a password has been chosen. Enter the password and press the button Next.



7. If the entered password is correct the following window opens:



Press the button Next.



8. To complete the import of Your certificate, press Finish.



11. Make sure that the import of Your personal certificate is completed successfully and press the button **OK**.

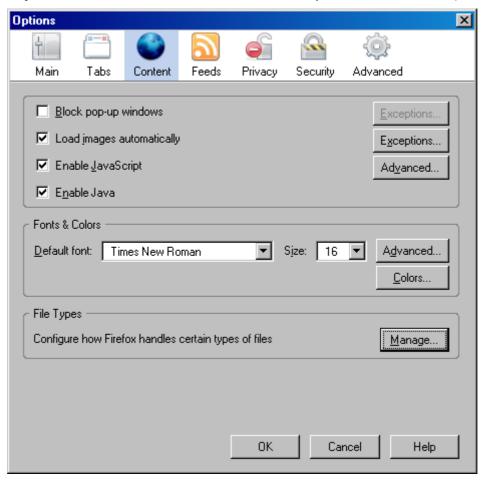




1.5. Adjustments for Firefox

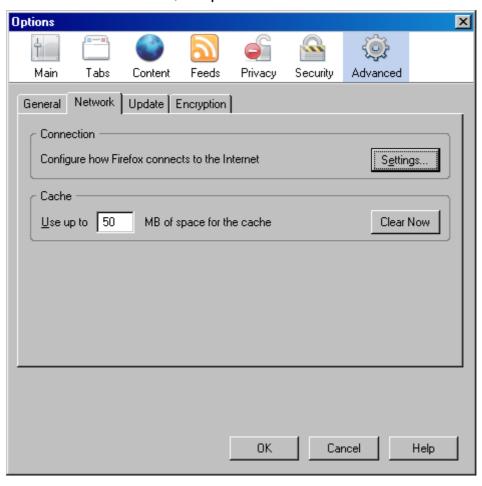
General adjustments

1. Open the menu Tools, select sub-menu Options. Make sure that your browser is adjusted to solve the fulfillment of JavaScript (Enable JavaScript).



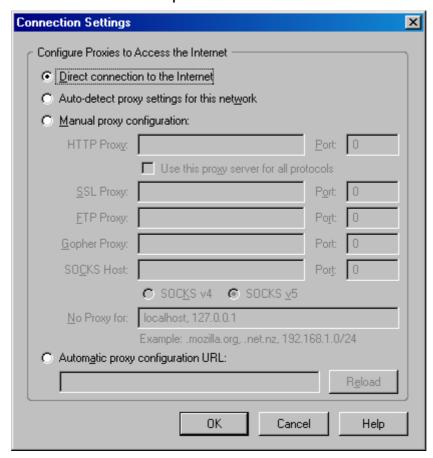


2. Press the icon Advanced, and press the tab Network.





3. Press the button Settings. You must see a window Connection Settings. Make sure that your Internet connection is configured properly. If you can't reach the Internet site http://demo.allianz.bg, the problem may be at your Connection Settings. If it is nessecary for you to use proxy, you must connect to Your system administrator and check if the adress http://demo.allianz.bg/EBank can be reached from Your computer.

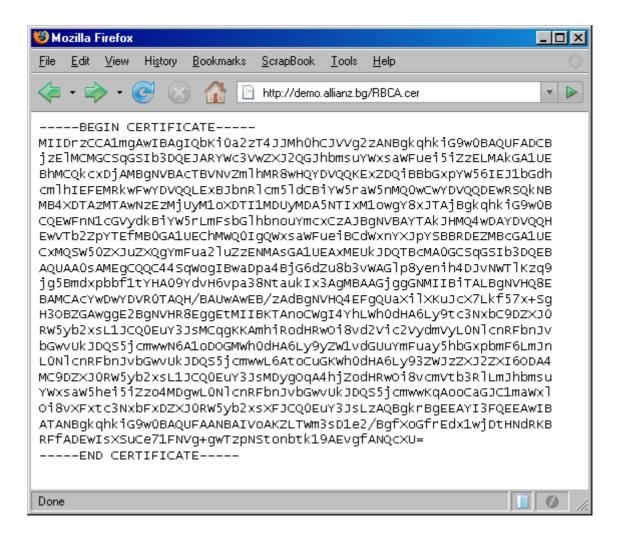


Press the button OK twice.



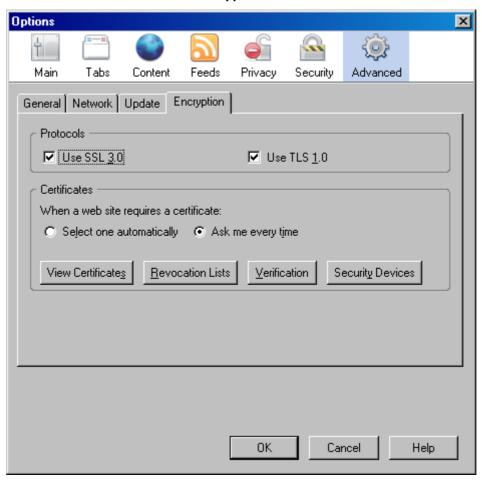
Import of a Publishing Certificate RBCA

Open Firefox, and write the following address: http://demo.allianz.bg/RBCA.cer.
 Select the menu File and the sub-menu Save Page As... and write the Publishing certificate RBCA as file RBCA.cer, at a convenient for you place.



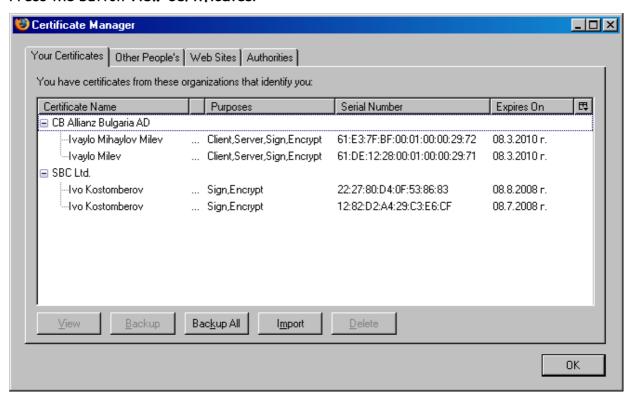


2. Open the menu Tools, select sub-menu Options, and press the icon Advanced. Afterwards select the tab Encryption.



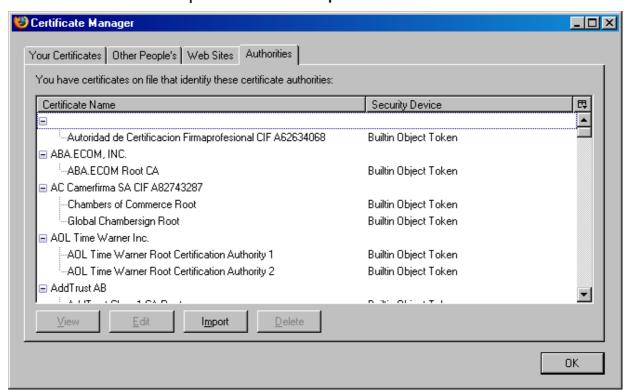


3. Press the button View Certificates.



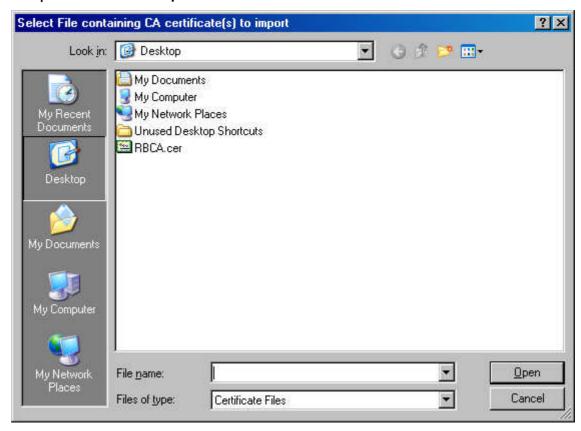


4. Press tab Authorities and press the button Import.

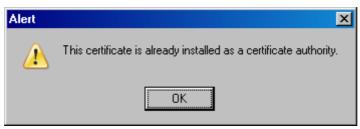




5. After opening the window Select File containing CA certificate(s) to import, select the file RBCA.cer, in which you preserved the Publishing Certificate RBCA, and press the button Open.



If you receive the following message, your browser already has the Publishing Certificate RBCA. Skip the following step (number 6).



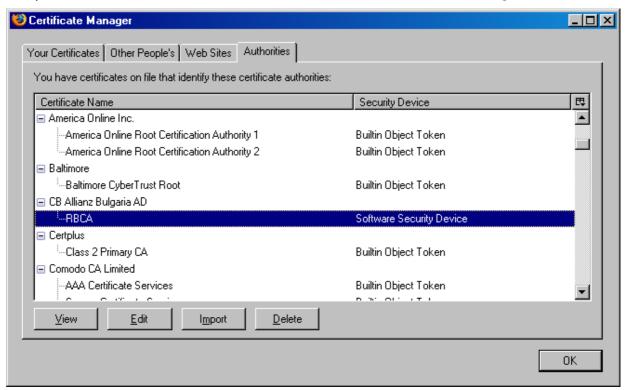


6. Select the shown below options and press the button OK.





7. Make sure that the Publishing Certificate RBCA has been imported successfully and press the button OK, in order to close the window Certificate Manager.

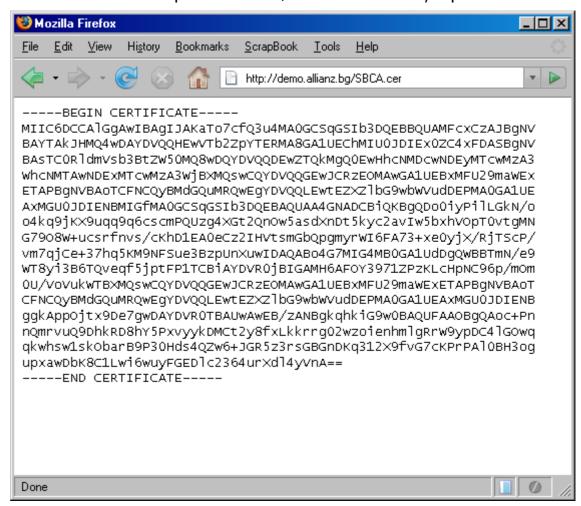


8. Press the button OK, in order to close the window Options.



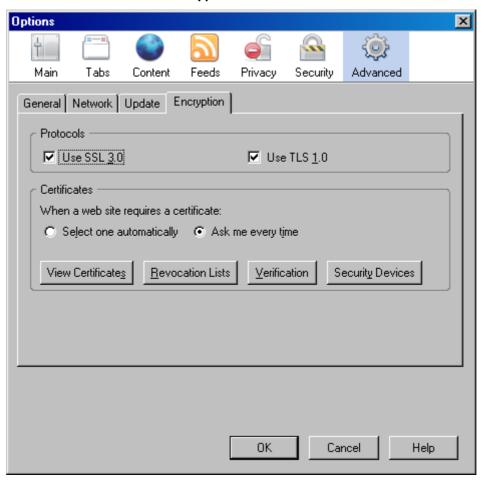
Import of Publishing Certificate SBCA

1. Open Firefox, and write the following address: http://demo.allianz.bg/SBCA.cer. Select the menu File and the sub-menu Save Page As... and write the Publishing Certificate RBCA като файл SBCA.cer, at a convenient for you place.



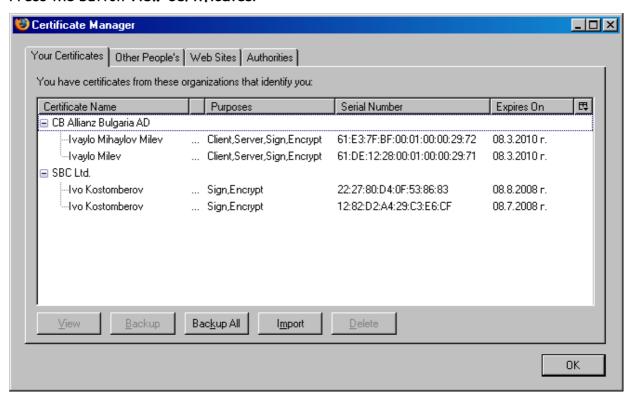


2. Open the menu Tools, select sub-menu Options, and press the icon Advanced. Afterwards select tab Encryption.



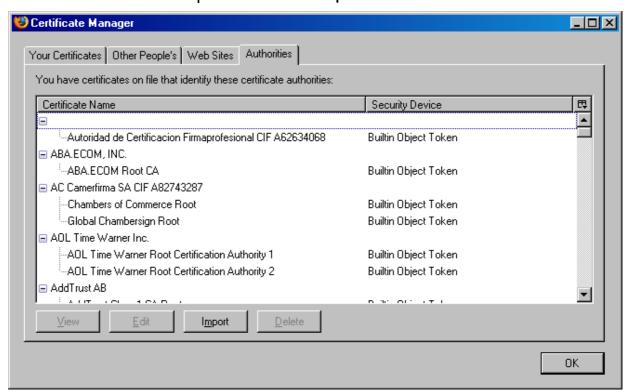


3. Press the button View Certificates.



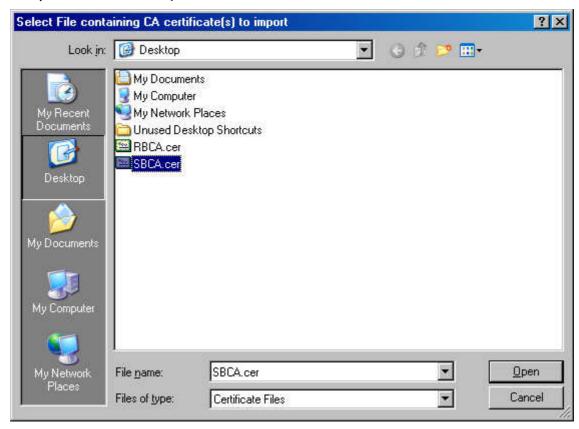


4. Select tab Authorities and press the button Import.

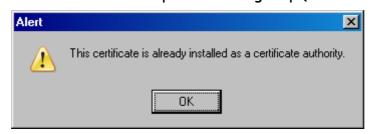




5. After opening the window Select File containing CA certificate(s) to imoprt, select the file RBCA.cer, in which you preserved the Publishing Certificate RBCA, and press the button Open.



If you receive the following message, Your browser already has the Publishing Certificate SBCA. Skip the following step (number 6).



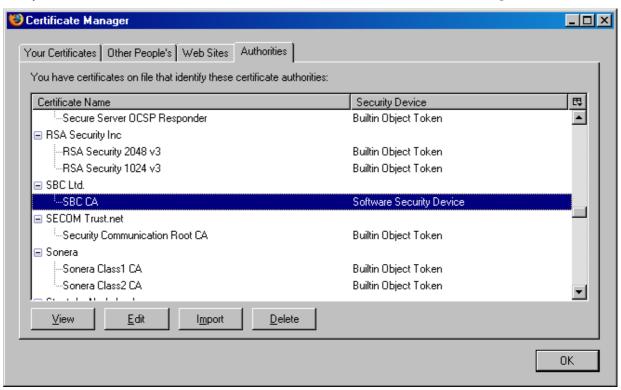


6. Select the shown below options and press the button OK.





7. Make sure, that the Publishing Certificate RBCA has been imported successfully, and press the button OK, in order to close the window Certificate Manager.



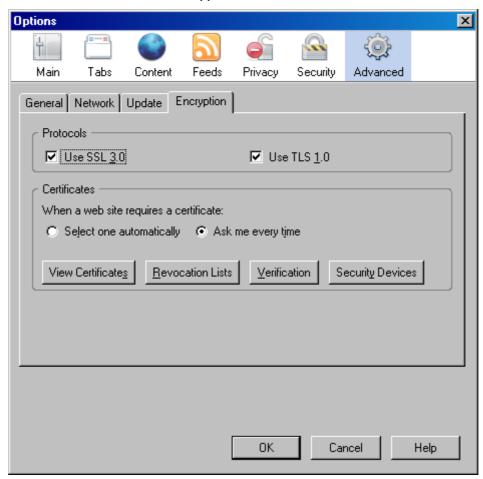
8. Press the button OK, in order to close the window Options.



Import of Transport certificate

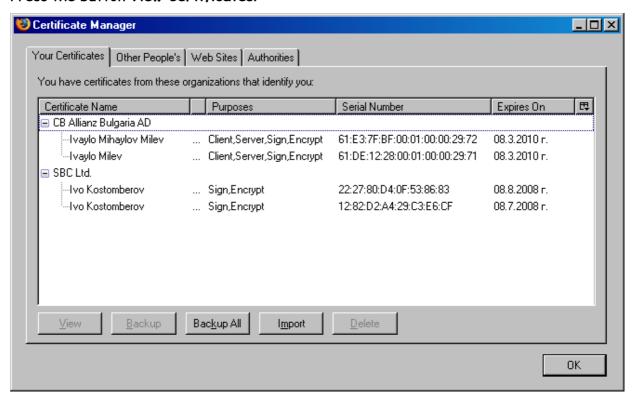
1. Open the menu Tools, select sub-menu Options, and press the icon Advanced.

Afterwards select tab Encryption.





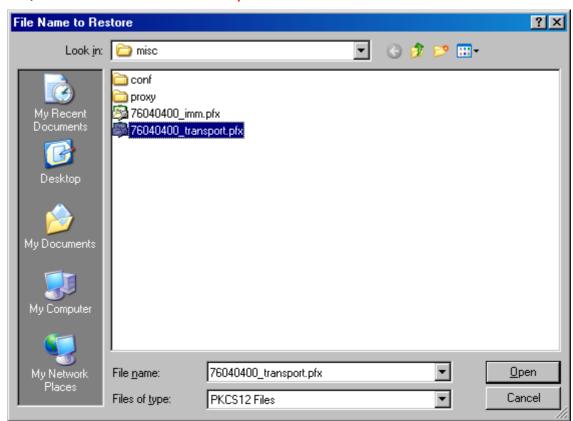
2. Press the button View Certificates.





3. Select tab **Your Certificates** and press the button **Import**. Select the file where your transport certificate has been preserved and press the button **Open**.

If you do not have a saved copy of Your transport certificate (in the form of a file) contact the The Line for Help of Bank Allianz.

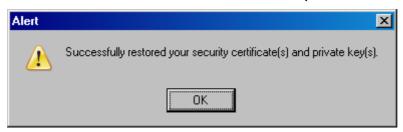


4. Enter the password, that has been assigned at the export of the certificate in a file and press OK.

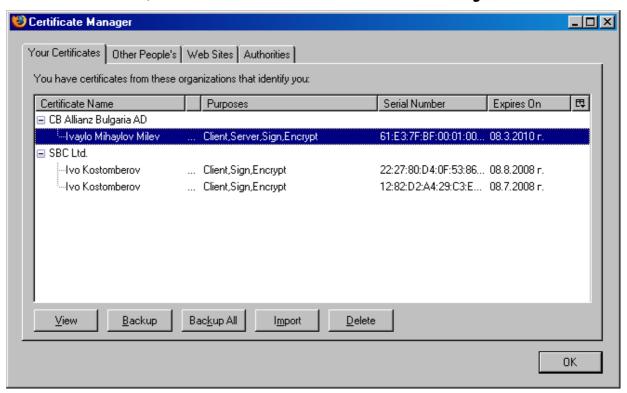




5. Make sure that the certificate has been imported successfully and press OK.



6. Press the button OK, in order to close the window Certificate Manager.



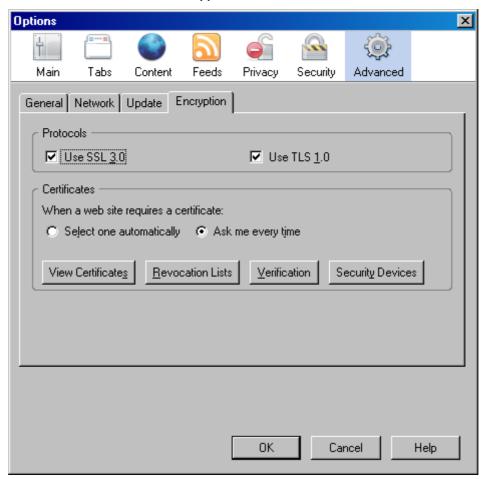
7. Press the button OK, in order to close the window Options.



Import of Personal certificate for purpose of electronic signature

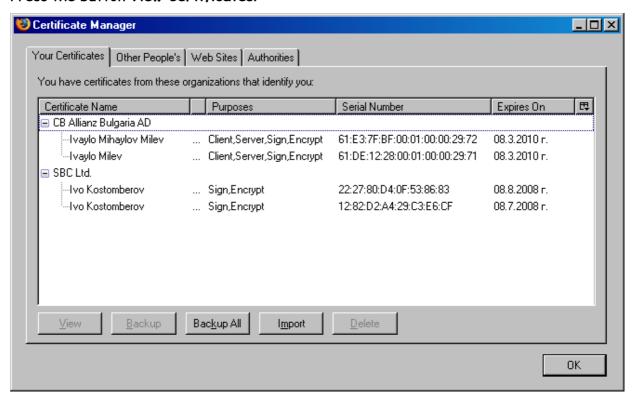
1. Open the menu Tools, select sub-menu Options, and press the icon Advanced.

Afterwards select tab Encryption.





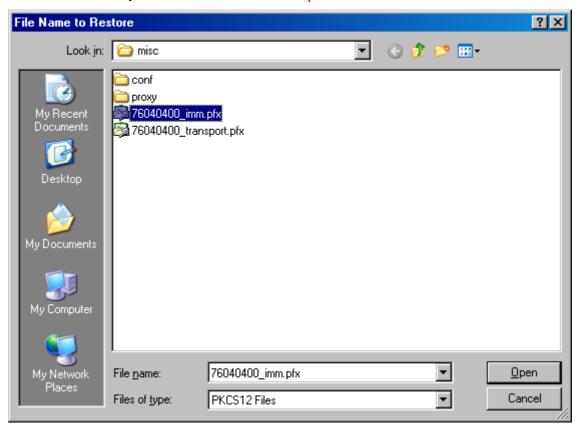
2. Press the button View Certificates.





3. Select tab **Your Certificates** and press the button **Import**. Select the file in which Your Personal certificate for signature has been preserved and press the button **Open**.

If you do not have a preserved copy of your Personal Certificate for Signature (in the form of a file) contact The Line for Help of Bank Allianz.

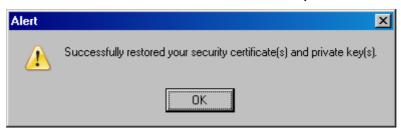


4. Enter the password that has been given when exporting the certificate into a fole and press OK.

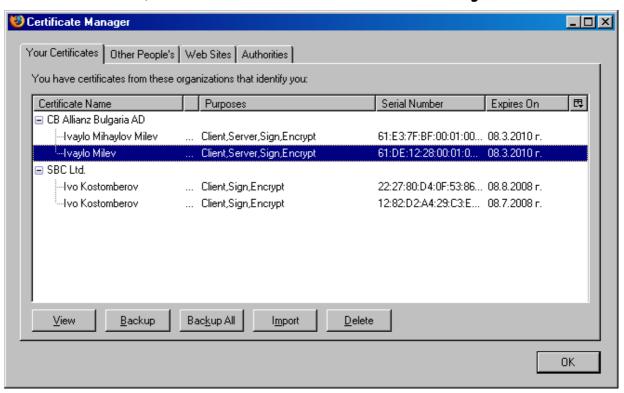




5. Make sure that the certificate has been imported successfully and press OK.



6. Press the button OK, in order to close the window Certificate Manager.



7. Press the button OK, in order to close the window Options.



2. Primary Access

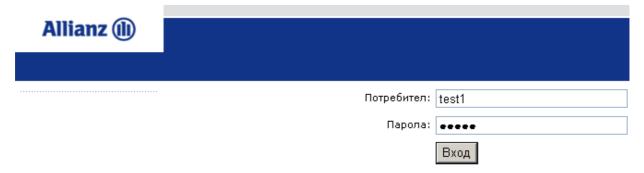
2.1. Entering the system

Access to the system is being done through the following steps:

- Open Internet Explorer 6.0+ or FireFox 1.5+
- Enter the following URL: https://172.16.1.49/EBank
- A screen will appear, that will ask you which electronic certificate you would like to use when entering the Internet Banking
- If you have not used the so called "transport certificate" (given by Bank Allianz), just press the button «Cancel».

I think that there must be an explanation to which means what. We are not presuming that our clients, especially the new ones, will be IT specialists.

- If such certificate is being published an installed on your computer, you will be able to choose it from the list of possible certificates given by the browser which you are using.
- Enter your username and password.



- Press the button «Enter».

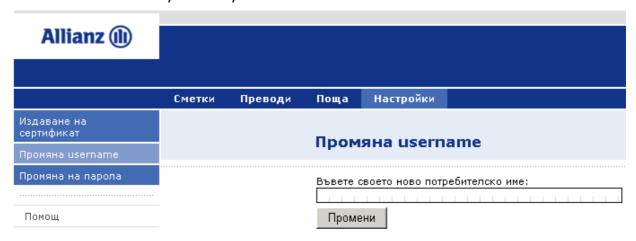


2.2. Establishing a new password

- 1. The user enters a username and password
- 2. the server sees that this is the first time this user enters and gives a specific mistake
- 3. in the page log in there is logic, when it sees this mistake it is being dded to the fields of the log in page and the fields for new password
- 4. the user enters the new password (twice)
- 5. the server sees that this is the first log in of the user and uses the new password in order to change the old one.

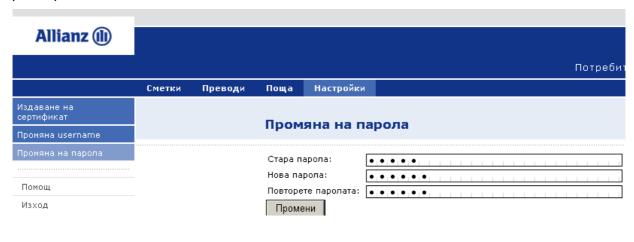
2.3. Changing a user

This function allows you to change your existing username with another one , if the new username is not already in use by another user.



2.4. Changing a password

This function allows you to change your password, as it is necessary for you to know your current password. If you do not remember your current password, turn for help towards your system administrator.



Паролата беше сменена успешно!





2.5. Publishing Certificates

Allianz 🕕					
	Сметки	Преводи	Поща	Настройки	
Издаване на сертификат			Иапа		ртификат
Промяна username			изда	ване на се	ртификат
Промяна на парола			Изберет	е вид сертифика	iT:
					подписване на документи)
Помощ					за достъп до системата)
Изход					
			Издав	зане	

This function allows you to generate two kinds of certificates:

- Normal (used for signing documents)
- Transport (used for access in the system)

If you wish to generate a new certificate for electronic signature:

- Select the option «1024 (Medium Grade)» (падаща листа)
- Press the button «Издаване»

The new certificate will be automatically installed on your browser.

In order to publish «a transport» certificate:

- Select the option «transport» (radio-button)
- option «1024 (Medium Grade)» (падаща листа)
- press the button «Издаване»

The new certificate will be automatically installed on your browser.

3. MENU – Accounts

Realization of verifications for each account/product of the client, to which the user has access.

3.1. Status of an Account

This function of the system for Internet Banking allows that the user can look at the status of a certain account.

By clicking with the left button of the mouse, on top of the account, there might be seen extra details, as date of the last movement, date of accumulating at interest, blocked sums, unassimilated overdraft, and others.



3.2. Statement of Account

This function of the system for Internet Banking allows that the user can look at every transaction (movement) of a certain account.

In order to complete this operation:

- Choose the wanted account from the dropping list
- Enter the period, for which you want to make the verification
- Press the button «View»

Movements of a certain account, whose date of order is in the said period, will be shown in the form of a table.





It is possible that the formed table of movements of the account, in order to be preserved/exported in the following formats: text, xml, u excel. So you must use the transmissions, which you will find in the upper right corner of the table with the filtered movements.

3.3. Exposition of Accounts

The exposition of all accounts, to which the user has access, can be received in the following way:

- select "Accounts" from the horizontal menu
- select "Expositions of accounts" from the vertical menu

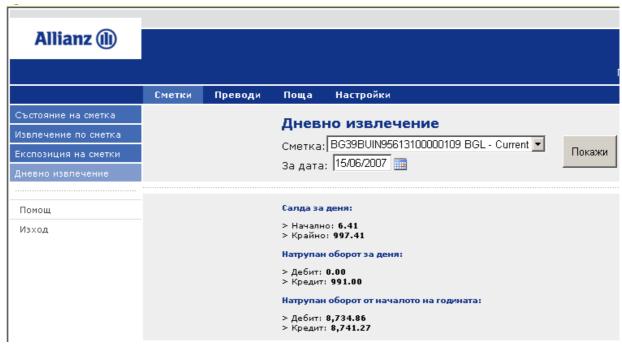


3.4. Daily statement

Daily statements for a certain account, to which the user has access, can be received in the following way:

- select "Accounts" from the horizontal menu
- select "Daily statement" from the vertical menu
- select the wanted account from the dropping list
- enter the date for which you want to make the verification
- press the button «View»





Има ли някъде опция за принтиране тъй като тук не се вижда?



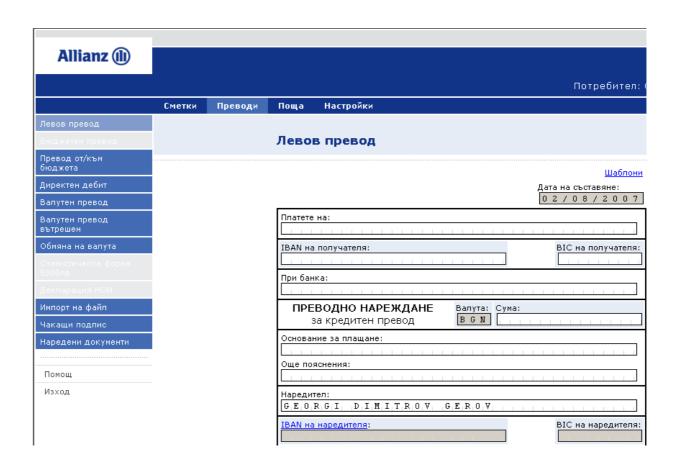
4. MENU - TRANSFERS

I believe, that here must be mentioned how the confirming of the transfers is being made

I also think that there must be information if the certain user (the manager of the company for example) wants to change the rights and limits of his employees, what is he supposed to do - Освен това мисля че е редно да има информация за това ако иска дадения потребител/например управителя на фирмата/ да промени правомощията и лимитите на свои служители какво трябва да направи - must he submit an application for a change and etc.

4.1. BGN transfer

Accomplishing a "BGN transfer" is being done by selecting the menu "Transfers" (horizontal menu) and operation "BGN Transfer" (vertical menu).





Платежна система БИСЕРА 🔽	Такси: 1-за сметка на наредит		la се изпълни	и на:дд/мм/гггг				
Заб. : За суми над 100 хил. лева преводът се насочва към RINGS, независимо от Вашия избор.								
ДЕКЛАРАЦИЯ за произход на паричните средства по чл. 4, ал. 7 и чл. 6, ал. 5, т. 3 от Закона за мерките срещу изпирането на пари в Република България Съгласно чл. 4, ал. 7 и чл. 6, ал. 5, т. 3 от Закона за мерките срещу изпирането на пари в Република България, декларирам (е), че паричните средства - предмет на посочената тук операция (сделка) са с произход								
Известна ми (ни) е наказателната отговорност по чл. 313 от Наказателния кодекс за деклариране на неверни обстоятелства.								
Изчисти Заг	ази шаблон		Запази	Подпиши				

4.2. Budgetary Transfer

Accomplishing "Budgetary Transfer" is being done by selecting the menu "Transfers" (horizontal menu) and operation "Budgetary Transfer" (vertical menu).

	Сметки	Преводи	Поща	Настройки
Левов превод				
Бюджетен превод			Бюдя	кетен превод
Превод от/към бюджета				Шаблони
Директен дебит				Дата на съставяне:
Валутен превод				02/08/2007
Валутен превод вътрешен			Платете	на - Име на получателя:
Обмяна на валута			IBAN на	получателя: BIC на получателя:
Статистическа форма				
5000лв Декларация НОИ			При бан	ка - наименование на банка/клон на получателя: Вид плащане:
Импорт на файл			БЮ,	ДЖЕТНО ПЛАТЕЖНО Валута: Сума:
Чакащи подпис				НАРЕЖДАНЕ В С М
Наредени документи			Основан	ие за пл код на наредителя (Булстат): Параграф по ЕБК / Вид задължение:
Помощ			Вид и н 9	омер на документ, по който се плаща: Дата на документа:дд/мм/ггг
Изход			Период, От:	за който се отнася плащането:
			Наредит G ₁ E ₁ O ₁	ел-име на иницииращия плащането бюджетен разпоредител: R G I D I M I T R 0 V G E R 0 V
			Код на (бюджетен разпоредител: Вид плащане в СЕБРА:
			IBAN Ha	наредителя: ВІС на наредителя:
				Да се изпълни на:дд/мм/гггг

4.3. Transfer from/to the Budget

Accomplishing "Transfer from/to the Budget" is being done by selecting the menu "Transfers" (horizontal menu) and operation "Transfer from/to the Budget" (vertical



menu).

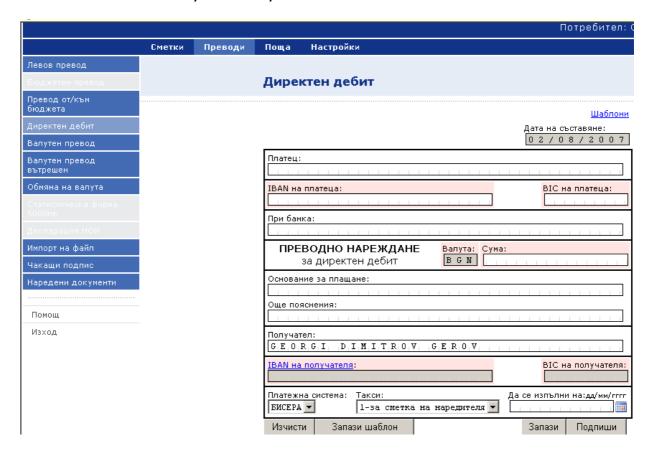
Allianz (ll)			
Aunum (II)			
			Потребител:
	Сметки	Преводи	Поща Настройки
Левов превод			
Бюджетен превод			Превод от/към бюджета
Превод от/към бюджета			<u> Шаблони</u>
Директен дебит			Дата на съставяне:
Валутен превод			02/08/2007
Валутен превод вътрешен			Платете на - Име на получателя:
Обмяна на валута			IBAN на получателя: ВІС на получателя:
			При банка - наименование на банка/клон на получателя: Вид плащане:
Импорт на файл			ПРЕВОДНО НАРЕЖДАНЕ Валута: Сума:
Чакащи подпис			за плащане от/към бюджета 🖪 🛭 📗
Наредени документи			Словом:
Помощ			Вид плащане: Сума:
Изход			Основание за плащане / внасяне - вид данък, такса, осигуровка, мито, лихва :
			Още пояснения:
			Oue Hoschenis.
			Вид и номер на документ, по който се плаща: Дата на документа:дд/мм/гггг
			Период, за който се отнася плащането:
			От:
			Добавете нов ред
			Задължено лице - наименование:
			БУЛСТАТ на задълженото лице: ЛНЧ на задълженото лице: ЕГН на задълженото лице:
			Наредител: [G E O R G I
			<u>IBAN на наредителя:</u> ВІС на наредителя:
			Платежна система: Такси: Да се изпълни на:дд/мм/гггг БИСЕРА ▼ 1-за сметка на наредителя ▼
			Заб. : За суми над 100 хил. лева преводът се насочва към RINGS, независимо от Вашия избор.

ДЕКЛАРАЦИЯ за произход на паричните средства по чл. 4, ал. 7 и чл. 6, ал. 5, т. 3 от Закона за мерките срещу изпирането на пари в Република България
Съгласно чл. 4, ал. 7 и чл. 6, ал. 5, т. 3 от Закона за мерките срещу изпирането на пари в Република България, декларирам (е), че паричните средства - предмет на посочената тук операция (сделка) са с произход

4.4. **Direct Debit**

Accomplishing "Direct Debit" is being done by selecting the menu "Transfers" (horizontal menu) and operation "Direct Debit" (vertical menu).



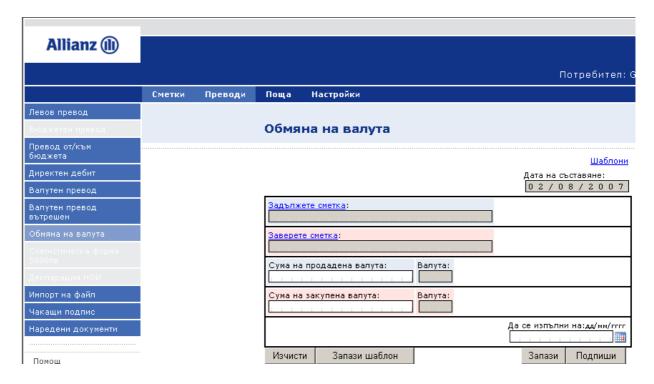


4.5. Currency exchange

Accomplishing "Currency Exchange" is being done by selecting the menu "Transfers" (horizontal menu) and operation "Currency Exchange" (vertical menu).

For the current transfer and currency exchange it is not settled by what rate of exchange it is being done.





4.6. Current transfer (SWIFT)

Accomplishing "Current transfer (SWIFT)" is being done by selecting the menu "Transfers" (horizontal menu) and operation "Current transfer (SWIFT)" (vertical menu).



Allianz (II)			
Allializ (II)			
			Потребите
	Сметки	Преводи	Поща Настройки
Левов превод			
Бюджетен превод			Валутен превод
Превод от/към бюджета			Шабло
Директен дебит			Дата на съставяне:
Валутен превод			02/08/200
Валутен превод вътрешен			Платете на:
Обмяна на валута			Адрес:
			Сметка No на получателя:
Декларация НОИ Импорт на файл			При банка:
Чакащи подпис			Адрес:
Наредени документи			Гадрес:
			SWIFT код: Клинрингов код:
Помощ			F
Изход			Банка-посредник:
			SWIFT код: Клинрингов код:
			Валута: Сума:
			Основание за плащане:
			Наредител:
			IBAN на наредителя: Банков код: Валут-
			Вашите разноски са: Разноските на чуждите банки с
			⊙ за наша сметка⊙ за наша сметка
			С за сметка на бенефициента
			Вальор за изпълнение: ⊙ Нормален (до 2 работни дни)
			О Бърз (следващ работен ден)
			С Експресен (текущ работен ден, ако постъпи до 12 часа в Банката)
			Да се изпълни на:дд/мм/гг

4.7. Current transfer (internal)

The purpose of the transfer order is the user of the system to accomplish a non cash payment in foreign currency from one payment to another.

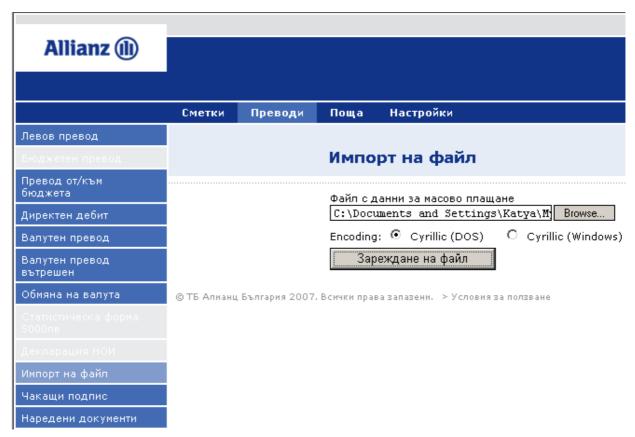
Accomplishing "Current transfer (internal)" is being done by selecting the menu "Transfers" (horizontal menu) and operation "Current transfer (internal)" (vertical menu).



						Потребител: (
	Сметки	Преводи	Поща	Настройки		
Левов превод						
Бюджетен превод			Валуте	н превод вътр	ешен	
Превод от/към бюджета						Шаблони
Директен дебит						Дата на съставяне:
Валутен превод						02/08/2007
Валутен превод вътрешен			Платете н	a:		
Обмяна на валута			IBAN на п	олучателя:		ВІС на получателя:
Статистическа форма						
5000ne			При банка	a:		
Декларация НОИ						
Импорт на файл Чакащи подпис				ТРЕШНОБАНКОВ АЛУТЕН ПРЕВОД	Валута: Сума:	
Наредени документи			Основани	е за плащане:		
породони докупони	l					
Помощ			Още пояс			
Изход			Наредител G E O R		7 G E R O V	
			IBAN на н	аредителя:		ВІС на наредителя:
						Да се изпълни на:дд/мм/гггг
			Изчисти	Запази шаблон		Запази Подпиши



4.8. Mass Payment (import of a file)



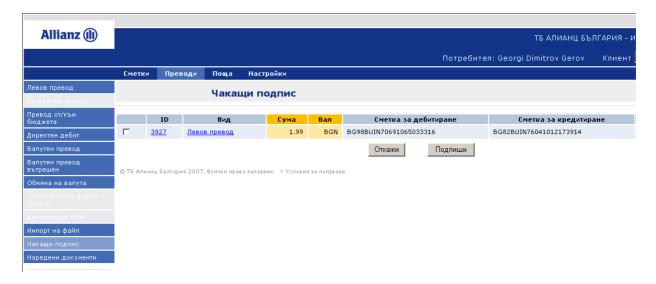
Here may be appropriate to specify if we have requirements about the file, what it is supposed to contain and etc.

4.9. Signing transfers and other documents

This function allow the user:

- To see a list of all the payment orders, which he can authorize with his electronic signature
- To choose and sign those, which he/she wants





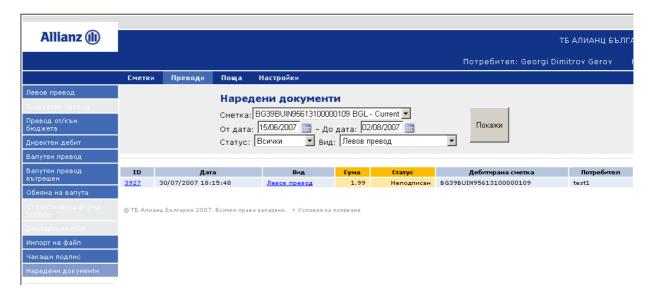
4.10. Ordered payments

This function allows the user to see a list of all the order payments to which he/she has access.

To accomplish this operation:

- select "Accounts" from the horizontal menu
- select "Ordered payments" from the vertical menu
- select the wanted account from the dropping list
- enter the period for which you want the verification to be done
- if you wish, restrain the results to documents with defined status by selecting the given status of a document from the dropping list.
- if you wish, restrain the results to documents with defined description by selecting the given description of a document from the dropping list
- press the button «View»





If we mark on top of the field "Description" the whole document can be visualized.



5. MENU – MAIL

