

Registration of a new key in "PRAVEXBANK BIZ" User's Manual

1. BASIC RULES FOR REGISTERING A NEW KEY

1. Registration of the new key is carried out for the clients already registered in the system.
2. For registration and further work in PRAVEXBANK BIZ it is necessary to use EDS keys received in one of the following AKCC:
 - Information and Reference Department of SFS
 - Art-Master LLC (AKCC MASTERKEY)
 - Key Certification Center "Ukraine" LLC
 - Key Certification Center of JSC "PRAVEX BANK"

2. PROCEDURE FOR REGISTERING A NEW KEY

1. You can register a new key in the system on the official website of the bank in the section PRAVEXBANK BIZ (see Fig. 1).

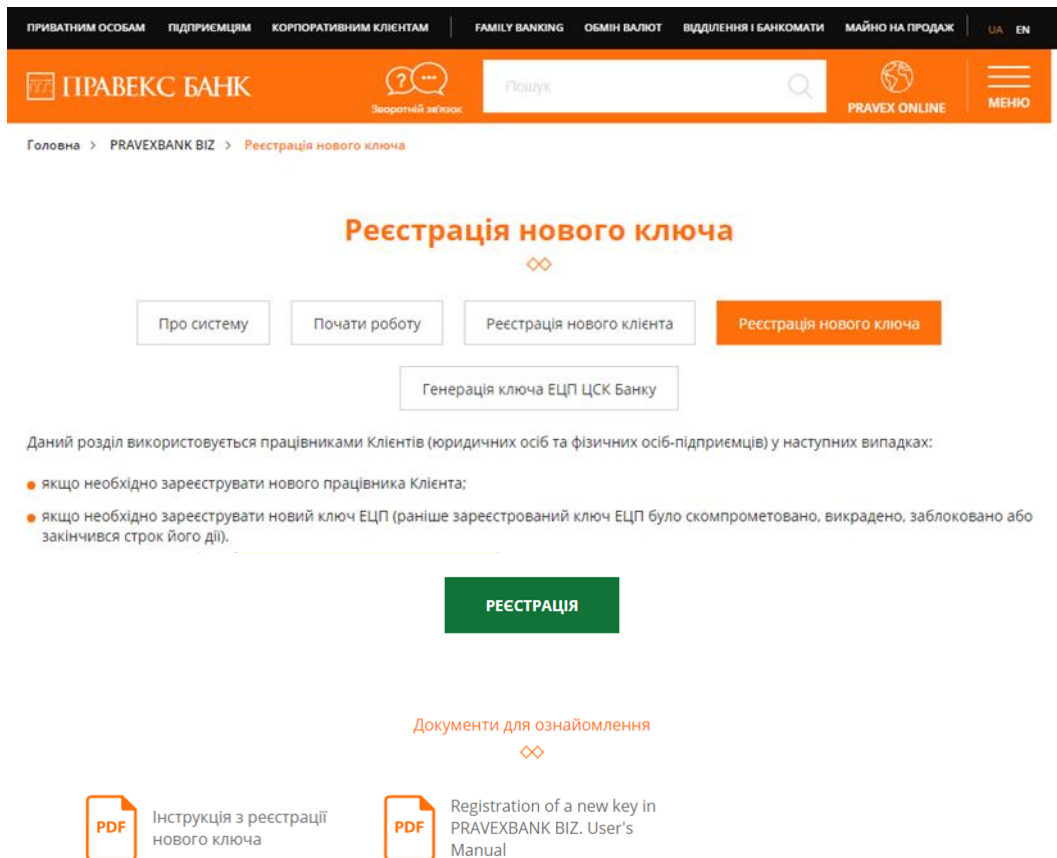


Fig. 1. Appearance of the page for registration of a new key

2. As a result, the pre-registration page for the new key will appear on the screen (see Fig. 2).

Регистрация нового ключа

с привязкой к клиенту

Новый ключ с сертификатом

Тип хранилища ключа
файл на диске

Перетащите файлы ключа и сертификата сюда
либо нажмите на эту область

Я разрешаю обработку моих персональных данных

ЗАРЕГИСТРИРОВАТЬ

Fig. 2. New key pre-registration page

To pre-register a new EDS key, proceed as follows:

1. In the **New key with certificate** block select the EDS key and its certificate. The sequence of actions is similar to the selection of the key and its certificate when performing the preliminary registration of a new client.
2. Check the box "I authorize the processing of my personal data".
3. Click the **Register** button to check the EDS key with the certificate and complete the preliminary registration of the key.

After successful pre-registration of the key, a message with further instructions will appear on the screen, as well as the identifier assigned to the EDS key in the PRAVEXBANK BIZ system. The key identifier in the PRAVEXBANK BIZ system must be transferred to the Bank's branch (see Fig. 3).

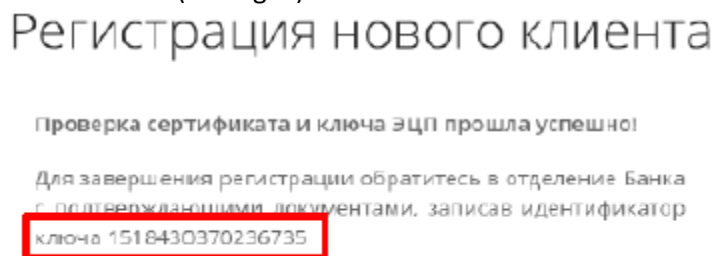


Fig. 3. Information message about successful pre-registration

The received identifier of EDS key should be transferred to the service department by one of the following images, having previously copied into the document of the .doc/.docx format:

- in printed form

- to the branch director's e-mail address.

4. If you select the option "Client-linked" (see Fig. 4), the new key pre-registration page will contain the **Current key** block and **New key with certificate** block.

Selection of the "Client-linked" option is not mandatory and is used to search for new imported EDS keys in the PRAVEXBANK BIZ system and their further activation. The key identifier in the PRAVEXBANK BIZ system must be transferred to the Bank's service branch.

Регистрация нового ключа

с привязкой к клиенту

Текущий ключ

Тип хранилища ключа
файл на диске

Перетащите файл ключа сюда
либо нажмите на эту область

Новый ключ с сертификатом

Тип хранилища ключа
файл на диске

Перетащите файлы ключа и сертификата сюда
либо нажмите на эту область

Я разрешаю обработку моих персональных данных

ЗАРЕГИСТРИРОВАТЬ

Fig. 4. New key pre-registration page when selecting the option "Client-linked"

In this case, you will need to perform the following actions:

1. In the **Current key** block, select the current EDS key, which was used to work in the PRAVEXBANK BIZ system.
2. In the **New key with certificate** block select a new EDS key and its certificate.
3. Check the box "*I authorize the processing of my personal data*".
4. Click the **Register** button to check the EDS key with the certificate and complete the preliminary registration of the key.

After successful pre-registration of the key, a message with further instructions will appear on the screen, as well as the identifier assigned to the EDS key in the PRAVEXBANK BIZ system (see Fig. 5).

Регистрация нового ключа

Проверка сертификата и ключа ЭЦП прошла успешно!

Для завершения регистрации обратитесь в отделение Банка с подтверждающими документами, записав идентификатор ключа 1518430370236735

Fig. 5. Information message about successful pre-registration

The received identifier of EDS key should be transferred to the service branch by one of the following images, having previously copied into the document of the .doc/.docx format:

- in printed form
- to the branch director's e-mail address.