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

1. BASIC RULES FOR REGISTERING A NEW CLIENT

1. If one Client is registered in the system by mistake twice, the system administrator will delete the duplicate entry. At the same time, the EDS key and certificate used by the Client's authorized employee during registration will be compromised and the system will not allow to import them again.

2. For registration and further work in PRAVEXBANK BIZ it is necessary to use EDS keys received in one of the following AKCC (Accredited Key Certification Center):
- Information and Reference Department of SFS (State Fiscal Service)
- Art-Master LLC (MASTERKEY AKCC)
- Key Certification Center "Ukraine" LLC
- Key Certification Center JSC "PRAVEX BANK"

2. NEW CLIENT REGISTRATION PROCEDURE

1. You can register a new client on the official website of the bank in the section PRAVEXBANK BIZ (see Fig. 1).
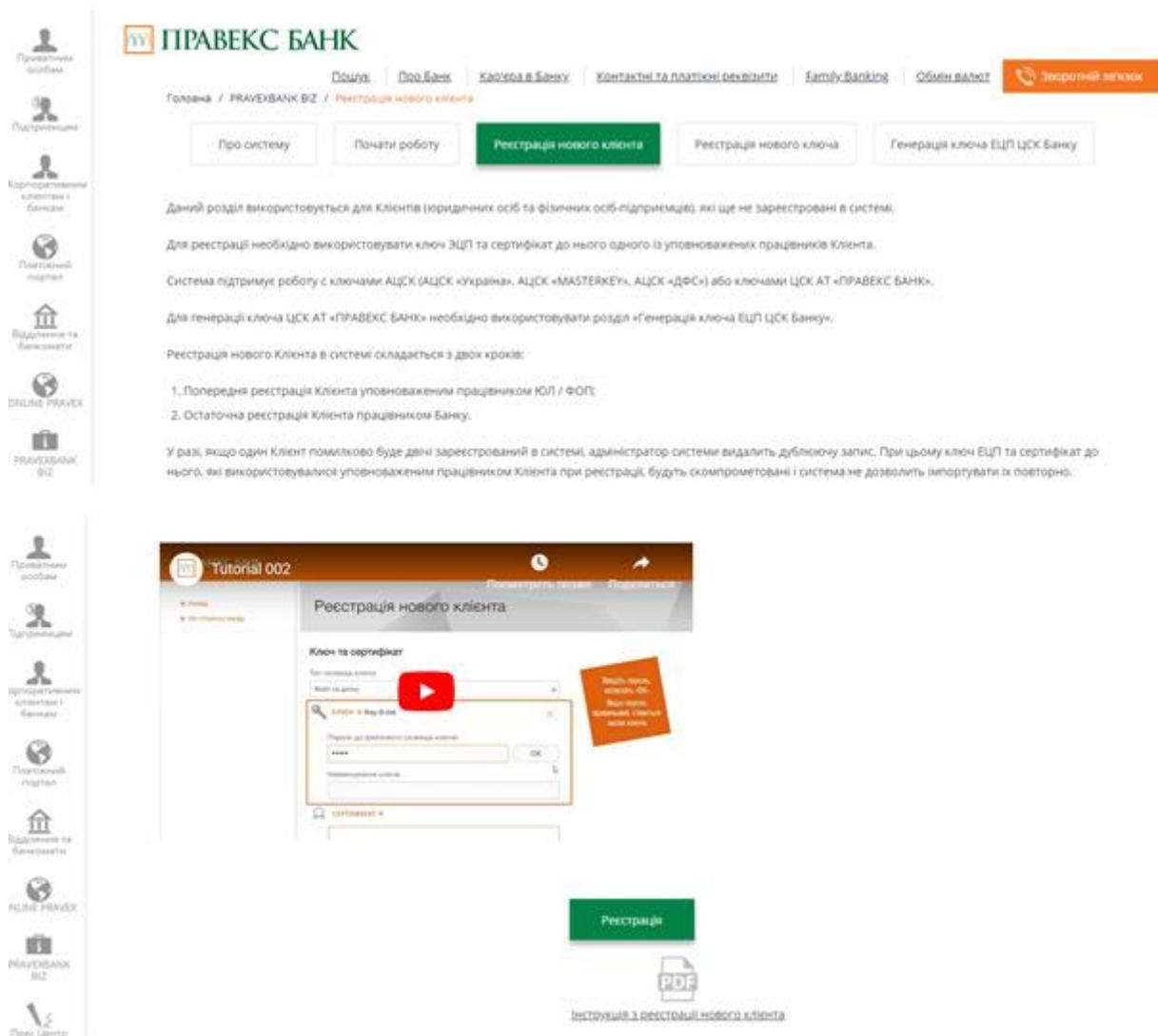
Fig. 1. Appearance of the page for registration of a new client

2. When you access the registration page for the first time, the system message *"Log in is impossible. Please, install the plug-in"*, press the **Download plug-in** button (see Fig. 2):

Fig. 2. System message

By default, the plug-in will be installed on drive C: (see Fig. 3):
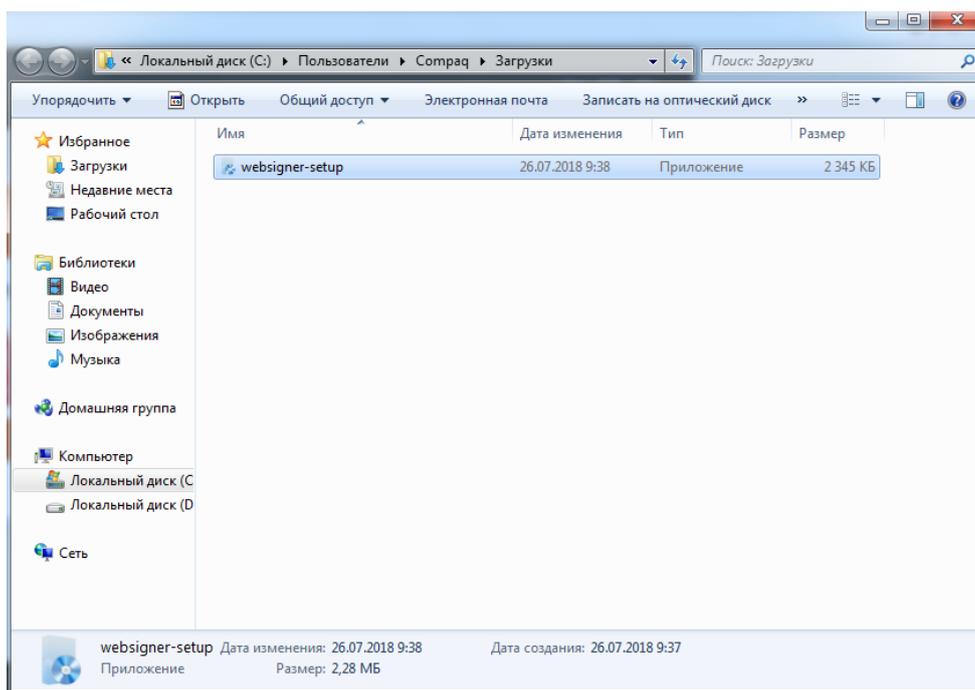
Fig. 3. Downloading the application to the user's computer

Then double-click the left mouse button to start the application (see Fig. 4):
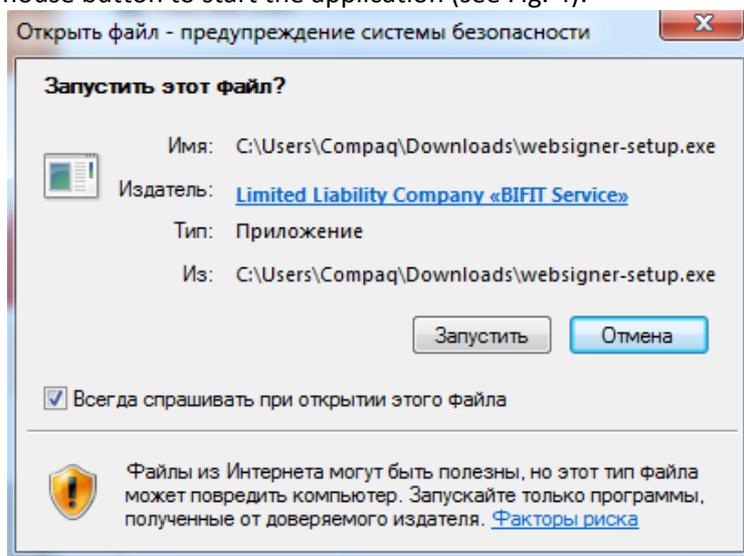
Fig. 4. Launching the application

Next, select the installation language (see Fig. 5):
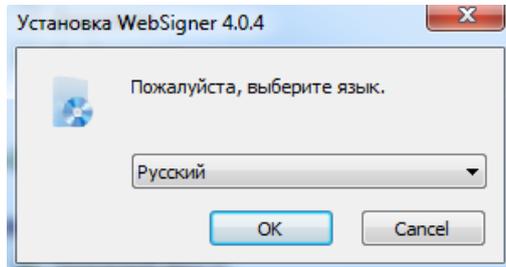
Fig. 5. Selecting the installation language

Press the **Install** button (see Fig. 6)
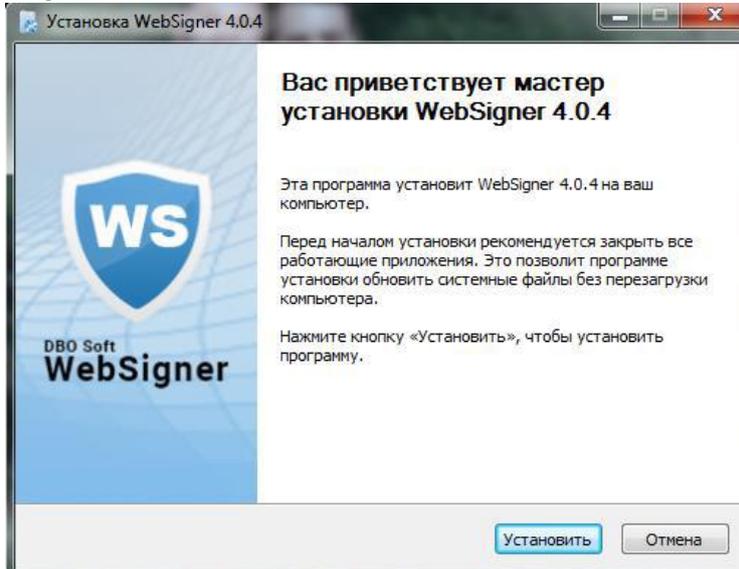
Fig. 6. Plug-in Installation Wizard window

When the installation is complete, click **Done** (see Fig. 7):
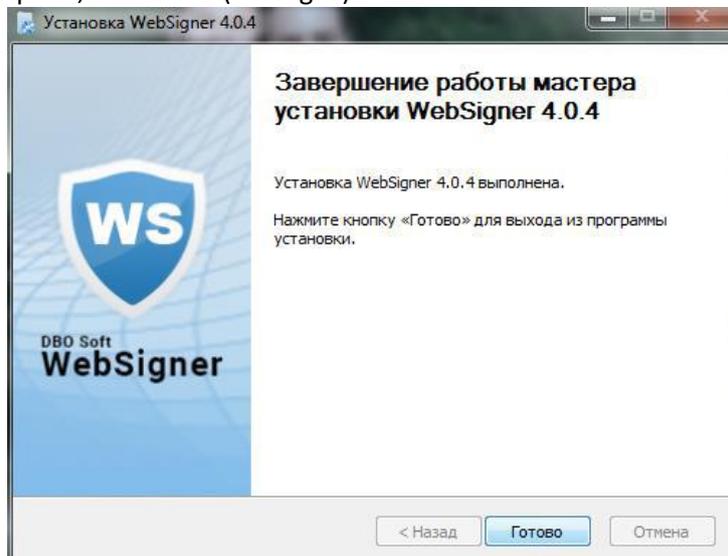
Fig. 7. Completing the plug-in installation wizard

After installing the WebSinger plug-in, you will be taken to the new client registration page.

3. As a result, the pre-registration page of the new client will appear on the screen (see Fig. 8).

Fig. 8. New client pre-registration page

To pre-register a new client, the following steps should be performed:

1. In the **Key and certificate** block specify the information about EDS key and certificate depending on the storage type:

- If the EDS key is in the file:

(a) Select the storage type "File on disk".

(b) Select the key and certificate storage files in one of the ways:

–Left-click on the selected drag area and select files in the dialog box that opens.

–Drag and drop files from the operating system explorer window to the selected drag and drop area.

Attention! Both files can be selected simultaneously or separately.

If the selected files have the correct structure, then instead of the drag and drop area, the **Key to enter the password to the storage** and **Certificate** with the information loaded from the certificate are displayed (see Fig. 9).

Fig. 9. Key and certificate after selecting the key storage and certificate files

In order to select a key storage file or a certificate again, press the **"X"** button in the corresponding block. As a result, a drag and drop area will appear instead of fields to select the file.

(c) Specify a password for the EDS key depending on the file storage type:

–If the password is set for the file storage, enter the password in the field **Password to the keys storage file** and press **OK**.

The **Key name** field will be automatically filled in with the name of the EDS key in the storage. If the storage contains several EDS keys, then the **Key name** field will become a drop-down list for selecting the EDS key, otherwise - the Key name field will be unavailable for change.

–If the password is set for each EDS key in the storage, select the necessary EDS key from the list in the **Key name** field and enter the password for the key in the **Password** field. If there is only one EDS key in the storage, the **Key name** field is automatically filled in and cannot be changed.

- If the EDS key is on a USB Flash drive (first connect the USB Flash drive to your PC):

(a) Select the desired EDS key (if there is more than one EDS key on the USB Flash drive).

(b) Select a certificate file, if it is in a separate file, by one of the following ways:

–Left-click on the selected drag and drop area in the **Certificate** box and select the file in the dialog box that opens.

–Drag and drop the file from the operating system explorer window to the selected drag and drop area in the **Certificate** box.

In order to select the certificate file again, press the **"X"** button in the **Certificate** block. As a result, a drag and drop area will appear instead of the information downloaded from the certificate to select the file.

- If the EDS key is on a USB token (first connect the USB token to your PC):

(a) Select the storage type "Hardware device". The **Key** block with fields for entering the password and selecting the EDS key will appear, as well as the **Certificate** block with the highlighted drag and drop area.

(b) If more than one USB token is connected to the PC, select the desired device from the list. If the desired USB token is not in the list, press the **Update** button.

Attention! The USB token may not be listed if it is used by another application. To display it, close all applications that use the device.

(c) Enter the password for the device and click **OK**.

Attention! If you enter an incorrect password for the device more than 3 times in a row, the USB token may be blocked. Depending on the device type, it may be possible to unlock the device with an unlock code.

(d) Select the desired EDS key (if there is more than one EDS key on the USB token).
(e) Select a certificate file, if it is in a separate file, by one of the following methods:
–Left-click on the selected drag and drop area in the **Certificate** box and select the file in the dialog box that opens.
–Drag and drop the file from the operating system explorer window to the selected drag and drop area in the **Certificate** box.
If the certificate of the selected EDS key is stored on a USB token, it is automatically loaded when the EDS key is selected and displayed in the **Certificate** box.
In order to select the certificate file again, press the **"X"** button in the **Certificate** block. As a result, a drag and drop area will appear instead of the information downloaded from the certificate to select the file.

2. In the box **Additional information about organization**, fill in the information about the organization. At the same time, the **Abbreviated name** in the Ukrainian language field is automatically filled in with the value formed on the basis of the information downloaded from the certificate.

Important! For clients who have current accounts in foreign currency, the fields "Name in English" and "Address in English" are mandatory.

3. In the **Bank Account** block, if necessary, specify the existing accounts of the client. To do this, perform the following actions:
- Select the MFO code from the list of available MFOs. The name of the bank will be automatically filled in from the MFO directory according to the selected code.
- Enter the account number opened in the selected MFO.
- Select the account currency.

Clicking on the **"+"** button adds a field to the page to fill in the information about the next client's account. Herewith, the MFO code and the name of the bank of each subsequent account is automatically filled in with the corresponding information from the previous account and is available for change.

4. Select the number of default signature groups for the bank to accept the document for consideration.
All the employees of the organization that have the signature rights are distributed by the groups of signature rights. As a rule, the director and his deputies have the right of first signature and, accordingly, belong to the first group. As a rule, the chief accountant and his deputies have the right of second signature and belong to the second group. The minimum number of electronic signature groups is one. The maximum number of signature groups is eight. As a rule, two signature groups are established – the director and the chief accountant.

5. Check the checkbox **I authorize the processing of my personal data**.

6. Click the **Register** button to check the EDS key with the certificate and complete the pre-registration of the client. After successful pre-registration of the client, 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. 10).

Fig. 10. Information message about successful pre-registration

7. The received identifier of the 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.