# EUROLINK REMOTE BANKING SYSTEM (the System) USER MANUAL EVROFINANCE MOSNARBANK (the Bank)

#### Version 2.2.3

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# 1. SYSTEM DESCRIPTION

## 1.1 Main functions of the System

The System allows 24/7 access to the following information:

- statements of accounts and cards;
- information about cards;
- information about credits;
- information about term deposits;
- stages of document processing;
- messages from the Bank (free form).

The System users can perform the following operations:

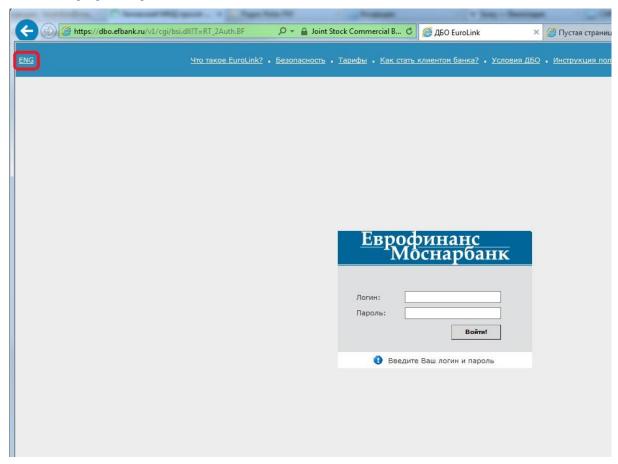
- RUR transfers between their accounts with the Bank and to accounts with other credit organizations;
- RUR transfers to third party accounts (individuals and legal entities);
- RUR and foreign currency transfers between their accounts with the Bank;
- RUR and foreign currency transfers to third party accounts (individuals and legal entities);
- purchase and sale of foreign currency for rubles;
- replenishing bank cards from their accounts in the currency of target cards;
- replenishing their accounts from bank cards in the currency of the target accounts;
- replenishing term deposits from their accounts in the currency of the target deposits;
- recalling electronic documents filed with the Bank before their processing;
- sending messages (in free form) to the Bank, including requests to block Funds, Confirmations and Code Words;
- changing Password;
- registering a Session keys table;
- creating a payment template base.

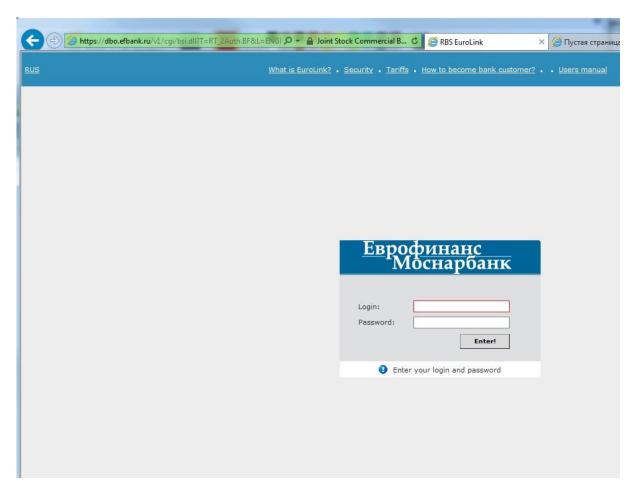
#### 1.2. Methods of authorization

- 1.2.1. Using login and password. This method allows you to view news, System information, your accounts, credits and bank cards.
- 1.2.2. Using login, password and session keys. This method opens access to all System functions.

#### 2. SYSTEM LOGIN

To enter the system, go to dbo.efbank.ru. After a while, a login page will be displayed. Change the interface language to English.





Enter your Login and Password, press Enter.



You can use the on-screen keyboard.



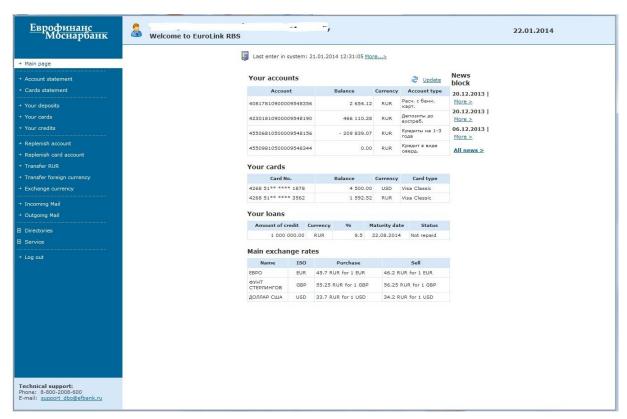
Your Login is specified in the System User Registration Notification that you received from the Bank. Your Password is specified on the plastic card with Set identifier that you received from the Bank.

IMPORTANT! You have three attempts to enter a password. If you fail three time, your rights will be blocked.

On the right-hand side of the screen you will see Bank News. In the bottom of the screen a message "Bank system is updating data" will be displayed. After a while it will change into "Update complete. Data has been updated successfully".

## 3. NAVIGATION

After you enter the System, the main window will open. The window is divided into three blocks. The left one is used for navigation; the middle one is the working block containing the list of your accounts, cards and credits, as well as the Bank's current exchange rates; the right one is the news block.

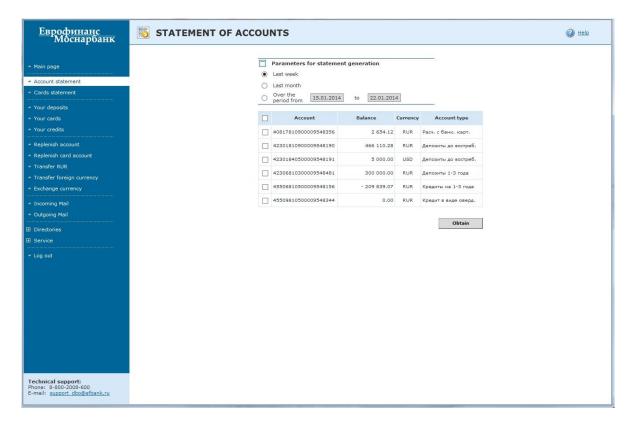


The view of the working window depends on the menu item you select. For example, selecting *Account statement* opens *Statement of accounts* window.

# 4. RECEIVING ACCOUNT INFORMATION

## 4.1. Receiving account statements

Select Account statement. Statement of accounts window will open, displaying a list of your accounts.



You can select parameters (periods) of the statement and check particular accounts for which the statements will be generated.

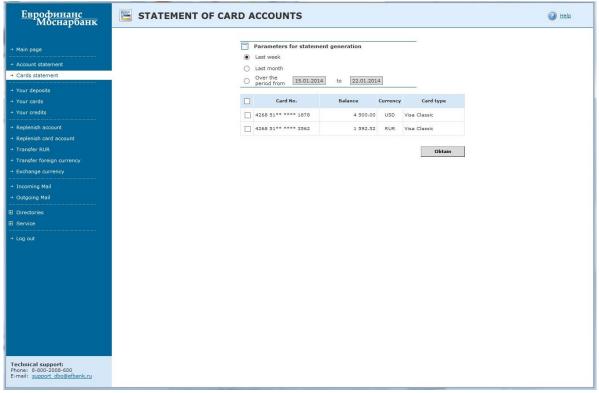


Statements for each selected account for the specified period will open in separate windows.

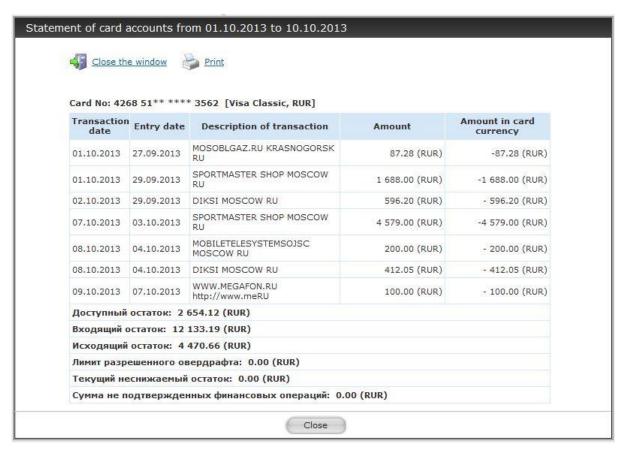


# 4.2. Receiving card statements

To receive a card statement, follow the steps described in p. 4.1. for account statements.

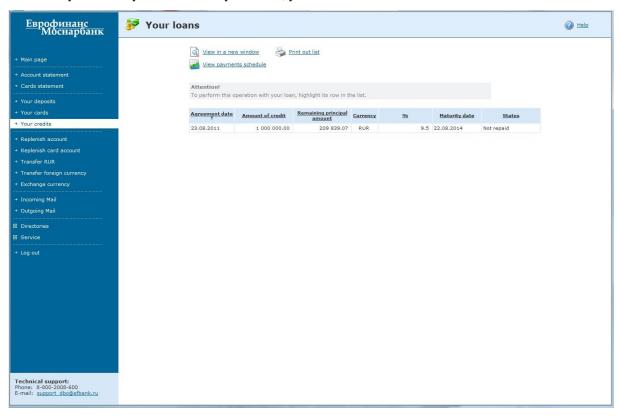




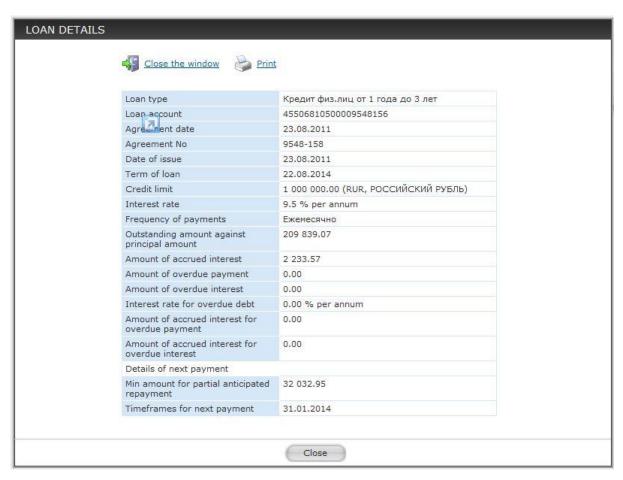


#### 4.3. Receiving credit information

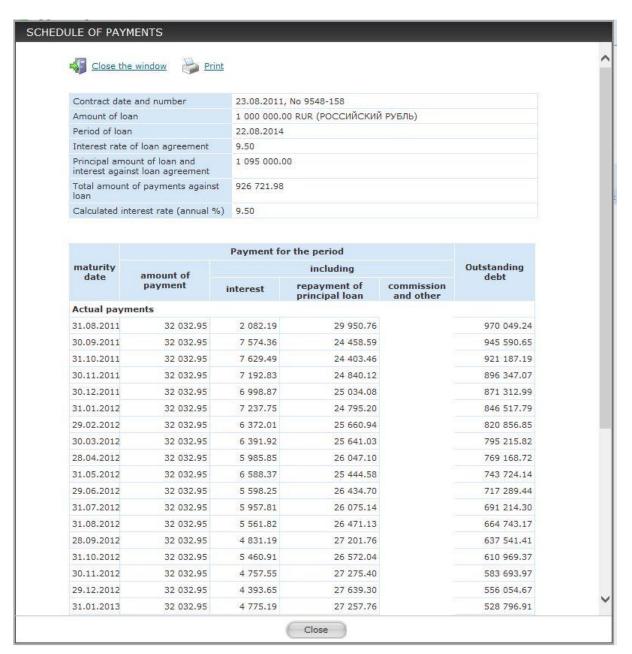
If you have any credits issued by the Bank, you can view information about them in Your credits menu.



To view detailed information about a credit, double click a line in the list of credits or click *View in a new window*.

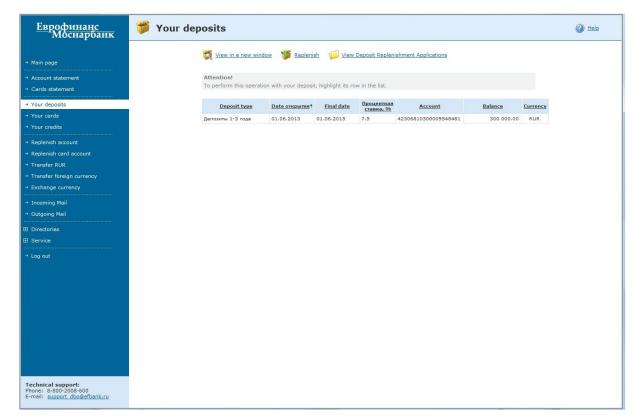


After clicking *View payments schedule* you will be able to view the data on completed and scheduled credit payments and the outstanding amount.

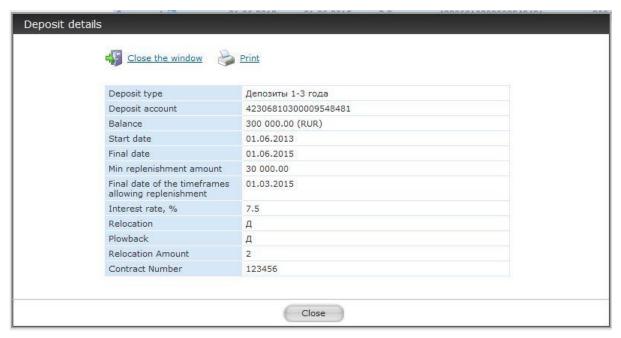


## 4.4. Receiving information about term deposits

All information about term deposits opened with the bank is available in Your deposits menu.



To view detailed information about a term deposit, double click a line in the list of credits or click *View in a new window*.

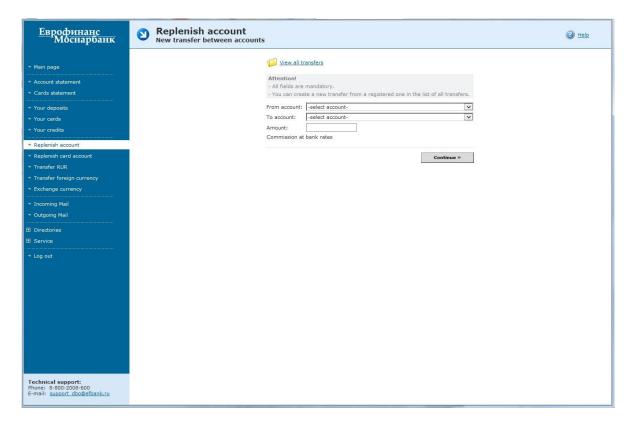


5. STANDARD OPERATIONS

## 5.1. Account replenishment

This operation is used for RUR and foreign currency transfers between the Client's own accounts with the Bank.

Select the desired item in *Replenish account* menu. A window will open on the right-hand side of the screen, containing fields for selecting debited and credited accounts, as well as an input field for the sum to be transferred.



#### How to fill in the form:

- 1. Select a debited account from the list.
- 2. Select a credited account from the list.
- Type in the sum to be transferred.

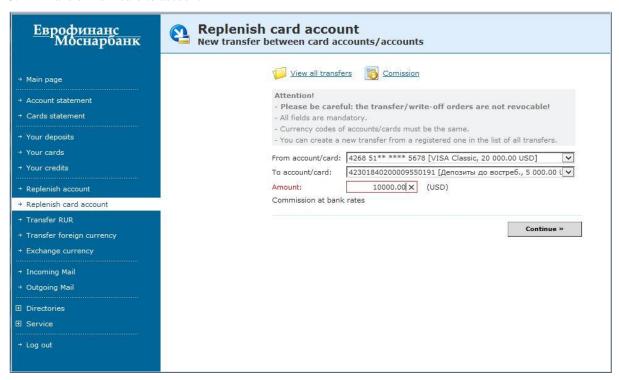


Remember that the accounts should be different, but in the same currency. If case of a wrong selection, the System will display an error message.



In order to recall a request sent to the Bank, follow the instructions in p. 7.2 of this Manual.

#### 5.1.1. Transfer from card to account

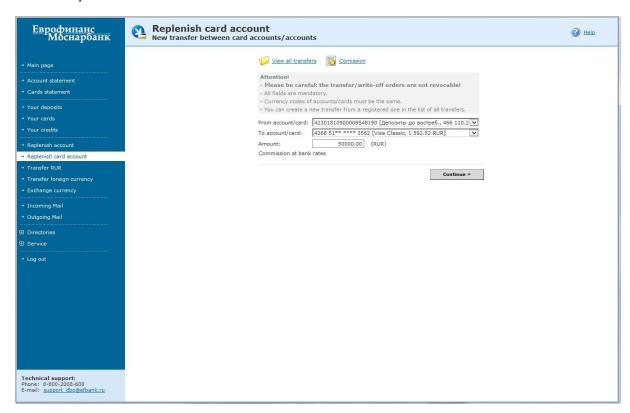


The procedure for filling in the fields is described in p. 5.1.

The currencies of the account and the replenished card should be the same.

In order to recall a request sent to the Bank, follow the instructions in p. 7.2 of this Manual.

## 5.2. Card replenishment



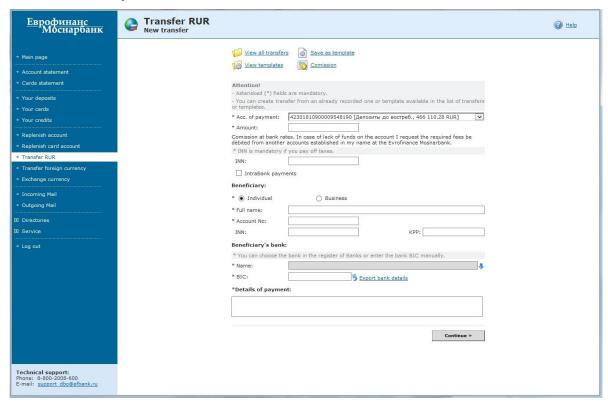
The procedure for filling in the fields is described in p. 5.1.

The currencies of the account and the replenished card should be the same.

In order to recall a request sent to the Bank, follow the instructions in p. 7.2 of this Manual.

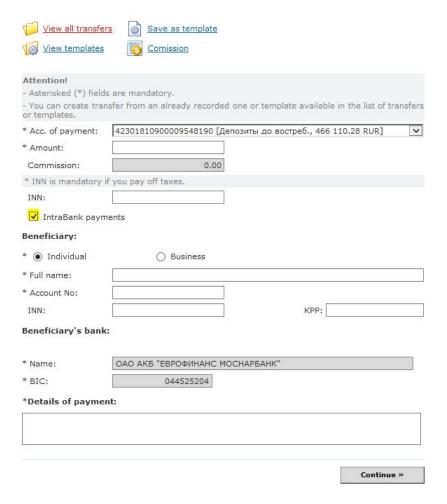
# 5.3. Ruble transfers

This operation is used for RUR transfers to accounts opened either with the Bank or with other banks. Select *Transfer RUR*.



A window with the main payment details will be displayed on the right-hand side of the screen. All fields marked with \* are required.

If you are making a transfer to a client of EVROFINANCE MOSNARBANK, you can use the *IntraBank payments* checkbox. In this case Bank details will be filled in automatically.

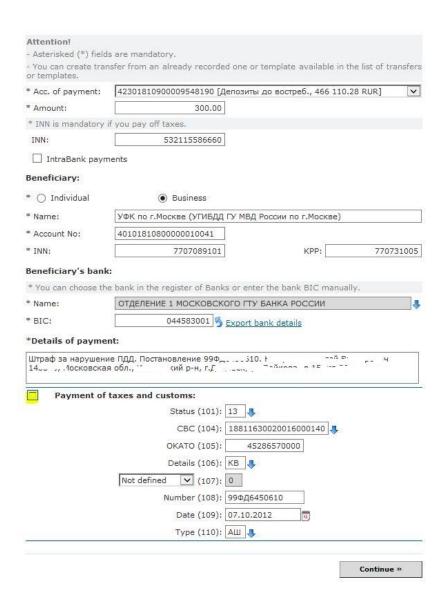


#### How to fill in the form:

- 1. Select a debited account from the list.
- 2. Enter the sum to be transferred. The commission fee charged by the Bank for the transfer will be automatically displayed in the Comission field.
- 3. Specify the recipient of the transfer (individual or legal entity).
- 4. Specify the name of the recipient (name of a legal entity or full name of an individual).
- 5. Specify the recipient's account.
- 6. Specify the recipient's INN.
- 7. Specify BIC of the recipient's bank and click *Export bank details*. The recipient's bank name will be automatically added to the field *Beneficiary's bank name*.
- 8. Check the recipient's bank name.
- 9. Specify payment reference.
- 10. If you are making a tax payment, fill in the Payment of taxes and customs fields.

Tax payments have specific parameters that are cross-checked for conformity. To make such payments, fill in the fields of the *Payment of taxes and customs* section in the bottom of the screen in addition to the fields marked with \*.

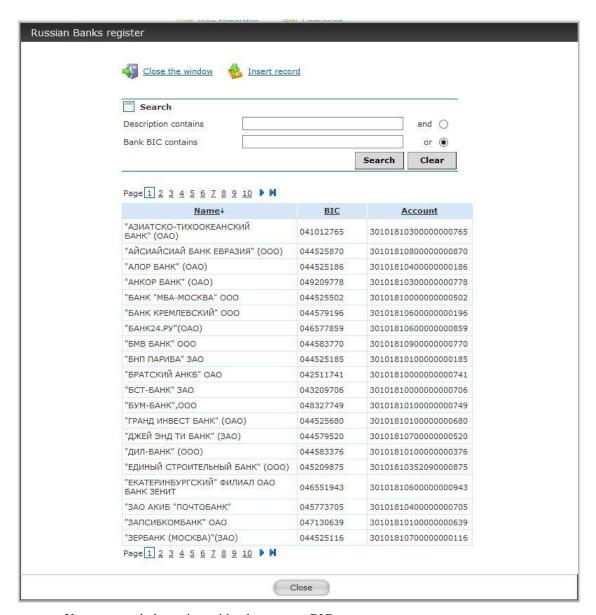
11. Click Continue.



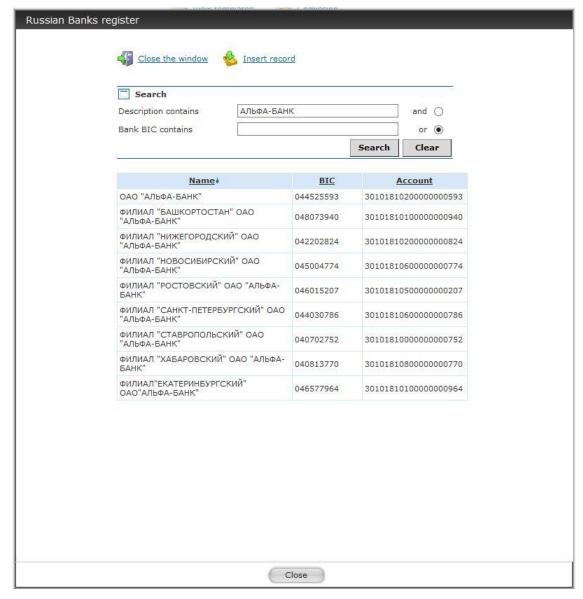
If the payment sum with commission exceeds the balance of the account, the System will display a warning and you will not be able to save the document.



When entering the recipient's bank details, you can select the name of the bank. To do so, click the arrow in the *Beneficiary's bank name* field, and the *Russian Banks register* will open.



You can search the register either by name or BIC.



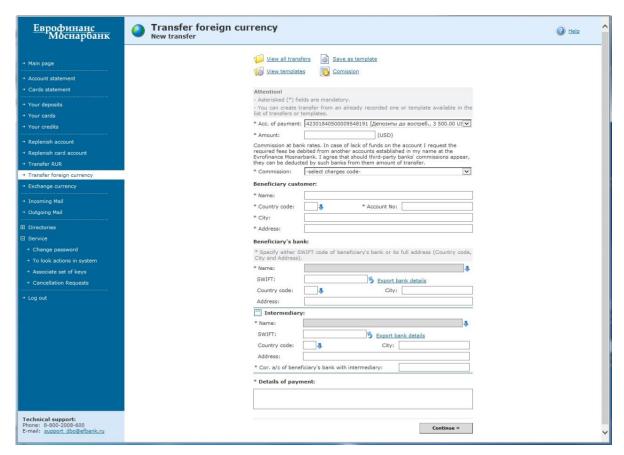
The system will run a check of the bank's BIC against the BIC register, as well as a check of the recipient's account against the bank's BIC for all payments.

In order to recall a request sent to the Bank, follow the instructions in p. 7.2 of this Manual.

## 5.4. Foreign currency transfers

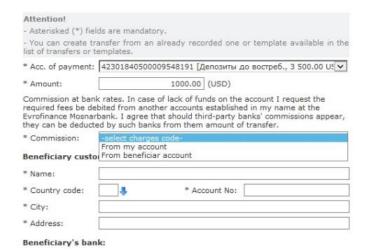
This operation is used for foreign currency transfers to accounts opened either with the Bank or with other banks.

Select Transfer exchange currency. The New transfer window will be displayed on the right-hand side of the screen.

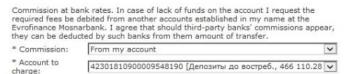


Select the debited account and fill the fields marked with \*.

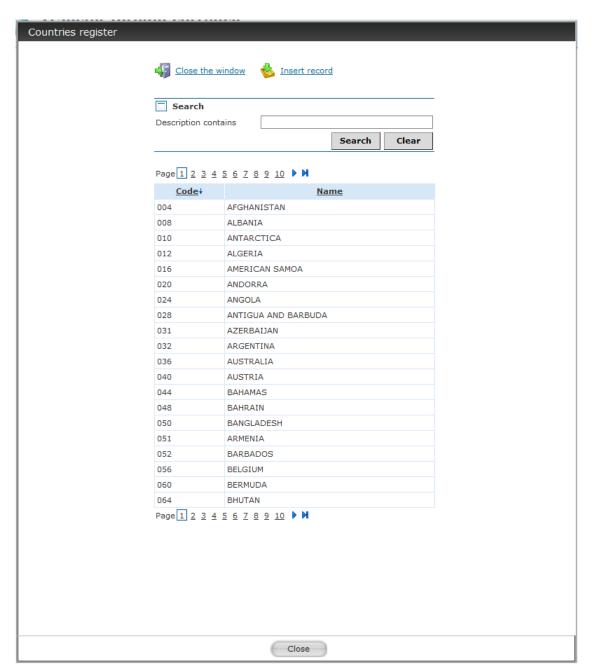
Select commission type from the list.



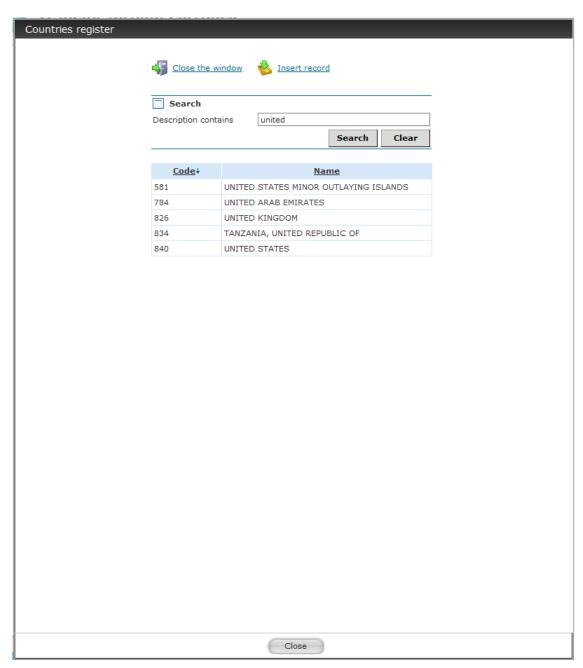
If you select the option From my account, specify the account from which the commission shall be debited.



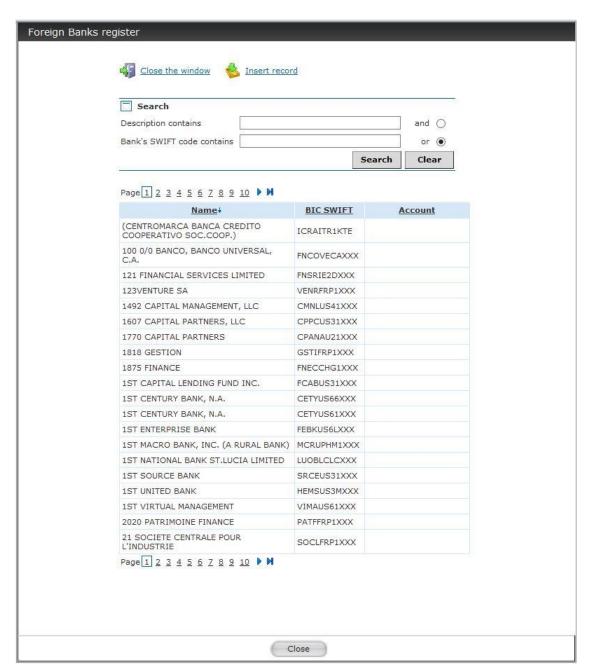
Country code can be selected from the Countries register. To activate the register, click the arrow near the Country code field.



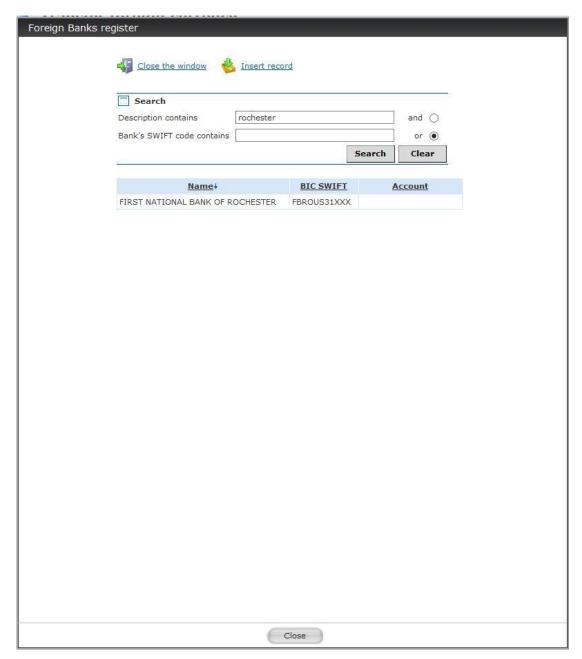
You can search the reference book by full or partial country name.



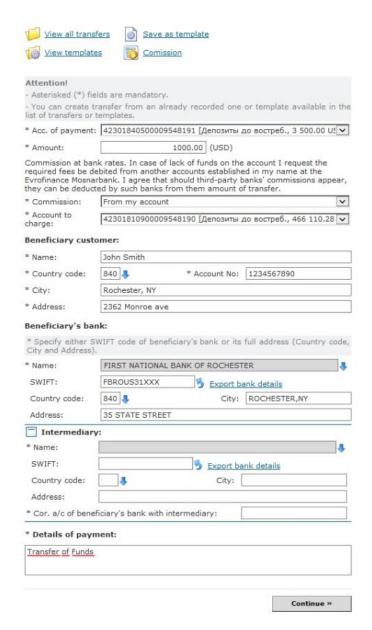
When filling in the beneficiary's bank details and the details of an intermediary bank (if applicable), you can use the *Foreign Banks register*. This register is activated by clicking the arrow near the *Beneficiary's bank name* (*Intermediary bank name*) field.



You can search the register by full or partial bank name, as well as by full or partial SWIFT code.



After all required fields are filled in, click Continue.



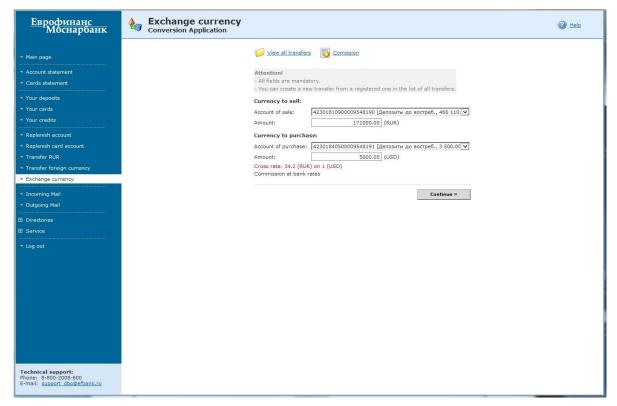
If the payment sum with commission exceeds the balance of the account, the System will display a warning and you will not be able to save the document.



# 5.5. Money conversion

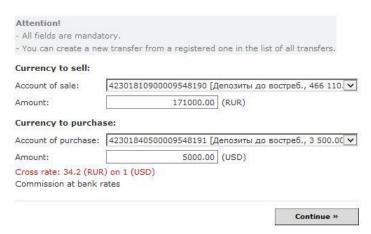
This operation is used to sell and buy foreign currency for rubles.

Select *Exchange currency*. *Exchange currency Conversion Application* window and fields to be filled in will be displayed on the right-hand side of the screen.



#### How to fill in the form:

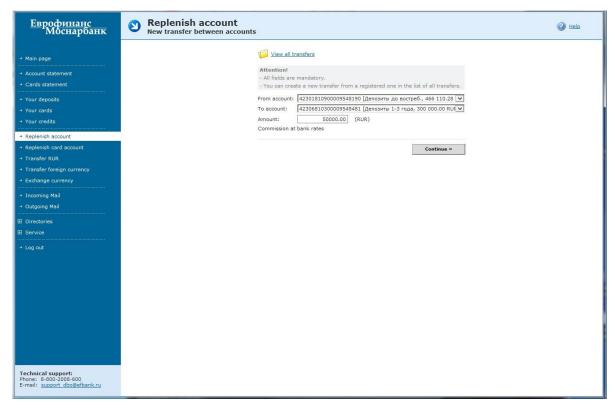
- 1. Select the account of the sold currency from the list.
- 2. Type in the sum to be transferred.
- 3. Select the account of the purchased currency. The sum of the purchased currency and the exchange rate of the operation will be displayed automatically.



Currency exchange rates are changed in the System on a daily basis, at 17.30 (at 16.15 on Fridays; on the days before public holidays - one hour before the end of the business day as set out in the internal Order of the Bank published in accordance with the Terms of Remote Banking Services for Individuals via EUROLINK System in EUROFINANCE MOSNARBANK). If an operation is carried out after the aforementioned time, the System will display the exchange rate for the next business day.

#### 5.6. Replenishing a term deposit

In order to replenish a term deposit, select *Replenish account* and follow the procedure described in p. 5.1.



In order to recall a request sent to the Bank, follow the instructions in p. 7.2 of this Manual.

#### 6. CONFIRMATION OF OPERATIONS IN THE SYSTEM

6.1. In order to confirm the sending of an electronic document, use the session keys issued to you by the Bank.

After filling in all fields select *Continue*. If all fields are filled in correctly, *Confirm transaction by your session key* block is opened.

Enter a session key with the requested number from the *Session keys table* into the window highlighted red, and then select *Send*.



If a session key has been used correctly, the following message will be displayed:

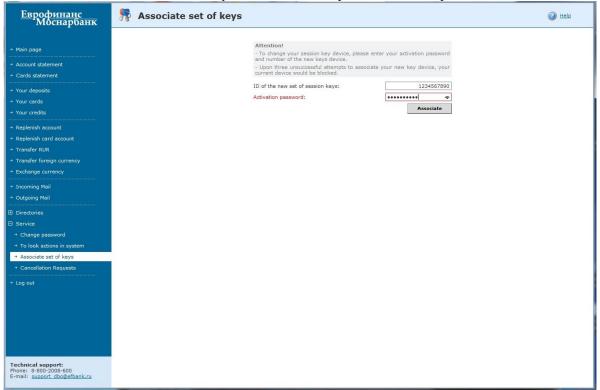


Each session key can only be used once. After you use all keys from the table, you will be able only to view news, System information, your accounts, credits and bank cards, until you receive a new table in the Bank's office.

6.2. Associating a new set of session keys

In order to associate a new set of session keys to the system, select Service - Associate set of keys. Enter

the identifier of the new set of session keys and an association password from the previous set.

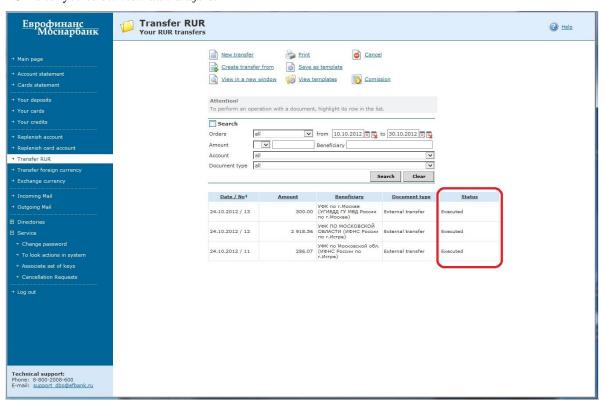


#### 7. STAGES OF DOCUMENT PROCESSING IN THE SYSTEM

## 7.1. Status of documents in the System

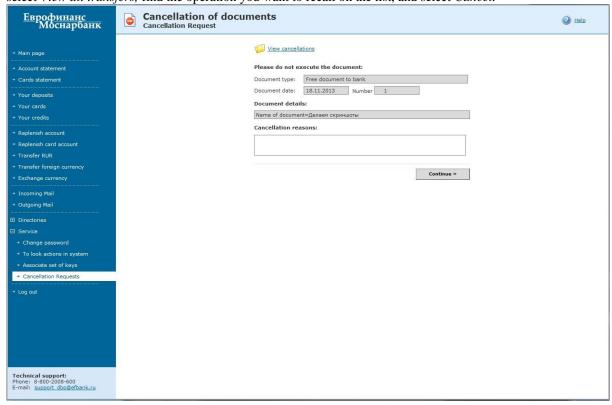
The processing and fulfillment of instructions sent to the Bank via the System is carried out in accordance with the contract between the Bank and the Client. Operations are reflected in statements only after they have been executed by the Bank. Until then, an instruction filed with the Bank and its status can be viewed in the menu item where it was created.

For example, an operation of bank card replenishment can be viewed in the menu item *Replenish card account* after you select *View all transfers*. Money transfers in RUR are displayed in the menu item *Transfer RUR* after you select *View all transfers*.



7.2. You can recall an instruction that was sent to the Bank but has not been executed yet.

Recalling instructions is made directly from menu items that correspond to the operation. Choose a relevant menu item (*Replenish account, Transfer RUR, Transfer foreign currency, Exchange currency*), then select *View all transfers*, find the operation you want to recall on the list, and select *Cancel*.



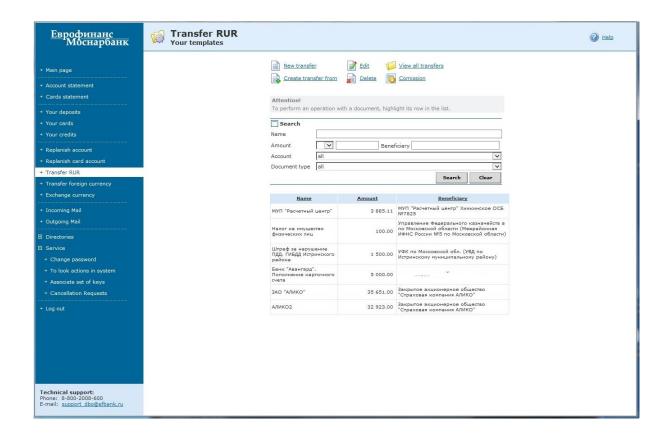
Select *Continue*. After that the System will prompt you to confirm the operation. After entering a session key you will see the following message: *Document was accepted for implementing*.

Until the Bank has processed the document, it will be displayed both on the list of executed operations and in *Cancellation Request* window of *Service* menu. If you attempt to recall a document twice, the System will display an error message: "A recall request with identical details has been detected".

The list of recalled documents and their status can be viewed in the *Service* menu, under the *Cancellation Request* item.

#### 8. CREATING AND USING TEMPLATES

For your convenience, the System comes with the capability of creating and storing payment templates. In order to save a payment select *Save as template* after filling all the fields. To use a saved template, select *View templates* and choose a template from the list.



Templates are created and saved according to operation types.

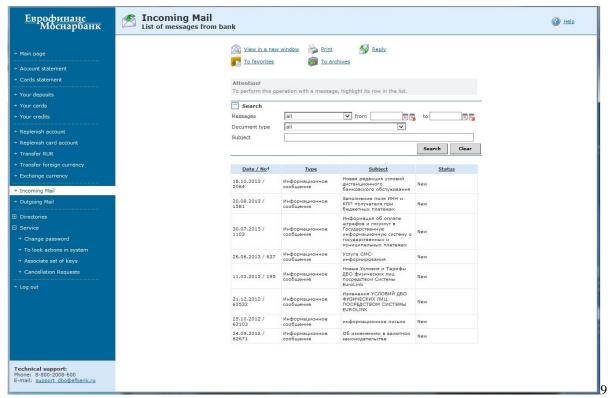
Using a saved template you can: execute a transfer, edit or delete a template. After editing an earlier version of a template is deleted.

In order to execute an operation on based on a saved template, choose the template from the list and click *Create transfer from*.

# 9. CORRESPONDENCE WITH THE BANK

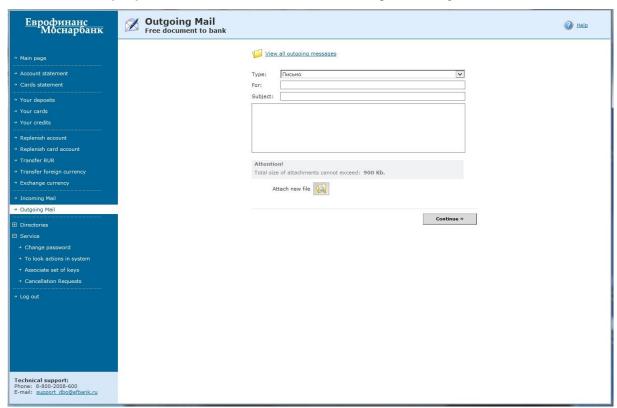
# 9.1. Messages from the Bank

Select the *Incoming Mail* menu item. The *List of messages from bank* window will open on the left-hand side of the screen. The list of available operations is displayed under the window title.

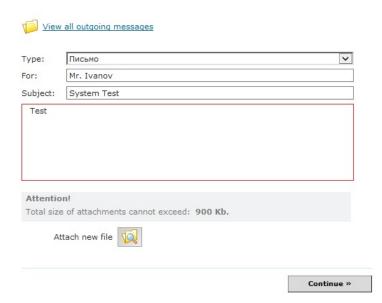


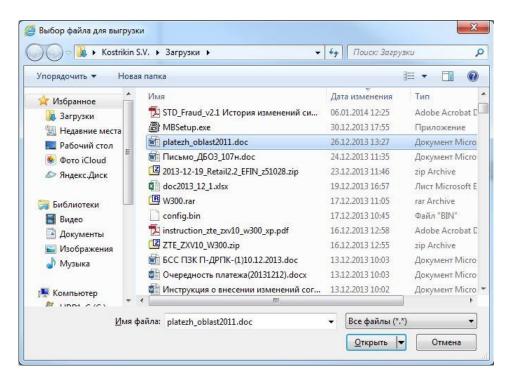
## 9.2. Messages to the Bank

Select Outgoing Mail. Free document to bank window will open on the right-hand side of the screen.



Type in the addressee of your message and its topic. You can type a message in the field or attach a file. To attach a file, select *Attach new file*. A window with a field for the path to the file will open.





After the message is completed, click *Continue*. You will see your message and several options: confirm details and send to the Bank, print out, return to editing.

After sending is confirmed, the System will display a message: Document was accepted for implementing.

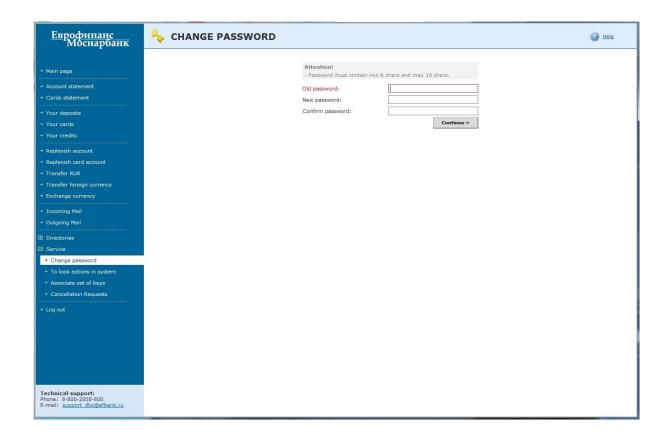
To send a message to the Bank, you will need means of confirmation (a session key), just as in case of executing a payment operation.

You can also recall a letter to the Bank using means of confirmation (a session key).

After selecting *View all outgoing messages*, you will be able to viewthe *List of your free documents to bank* section and the list of available operations.

# 10. CHANGING PASSWORD

Select the *Service*menu, item *Change password*. *Change password* will be displayed on the screen. The System will prompt you to enter the old password, a new one (in Latin characters) and repeat the entry.



Enjoy working with the System!