

**Evrofinance**  
**Mosnarbank**

Customer support:

8-495-967-81-71

**REMOTE BANKING SERVICE SYSTEM FOR LEGAL ENTITIES**  
**"Internet client-bank CORREQTS"**

**Instructions for generating keys at the first  
login of a new client  
to the Client-Bank system CORREQTS**

To start working in the system Client-Bank CORREQTS (hereinafter - System) you need:

- [login](#), which you indicated in «Information about owner of certificate of ES verification key»;
- [password](#) to access System, which you obtained in the Bank or by email from the Bank;
- [USB-stick](#) (flash-driver). You need get a new flash-driver or to format the old one. Use it only for storing keys of ES and don't use for current work! Don't use for storing keys of ES other drives(rutoken, etoken, и.т.п.).

## 1. The first log in and installation of the crypto plugin.

Install the flash-driver and define the letter under which flash-driver is indicated in the computer.

For work in System you should use only browsers [Chrome](#), [Firefox](#), [Яндекс.Браузер](#).

In the address bar of your browser type <https://corp.efbank.ru/>. To log in enter username and password, which you received from the Bank, and click the button "Log In":

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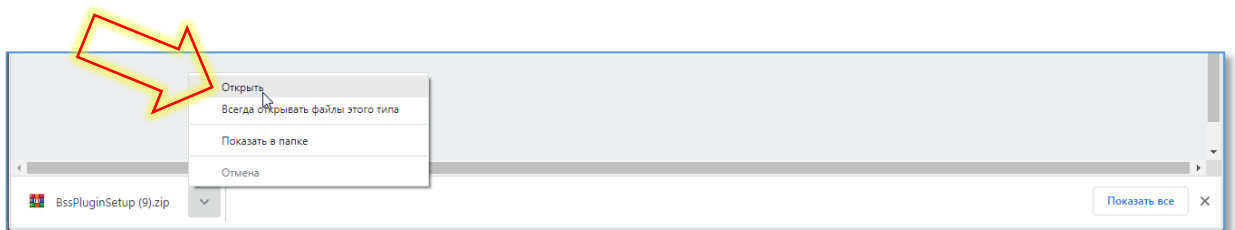
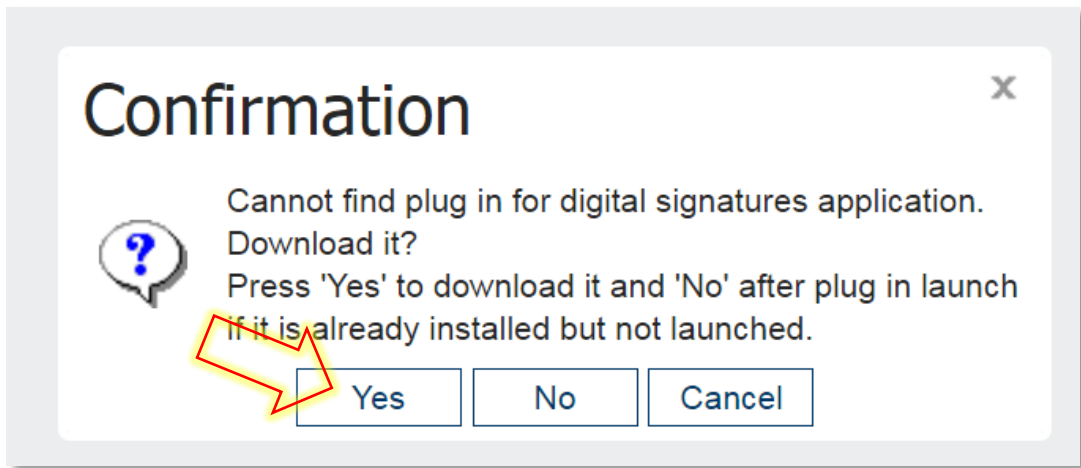
Username

Password

**Log In** [First log in](#) [Forgot password?](#)

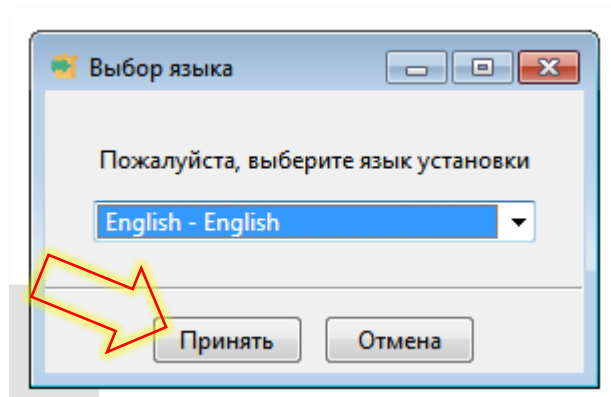
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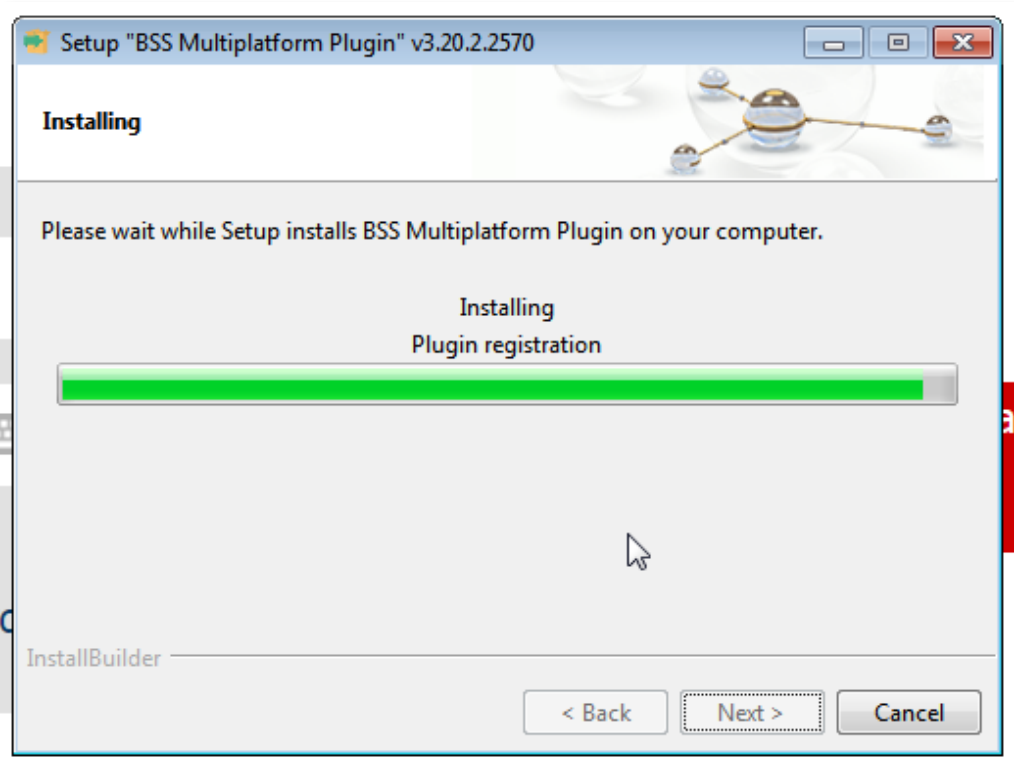
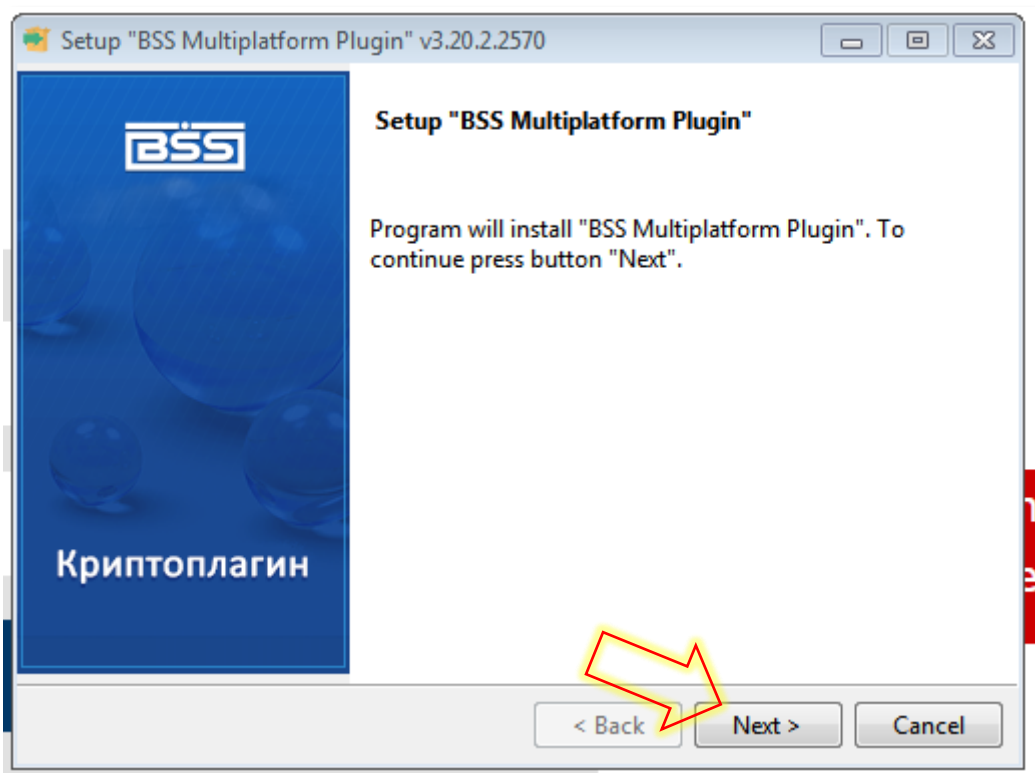
If it is the first login, after entering your username and password, confirm the automatic installation of cryptoplugin (required to work in System with your set of ES keys).



Download cryptoplugin, then click on the link with the file in the lower left corner of the screen.

Click twice on the executed file [BssPluginsSetup.exe](#) to start the installation of plugin and click "Accept":

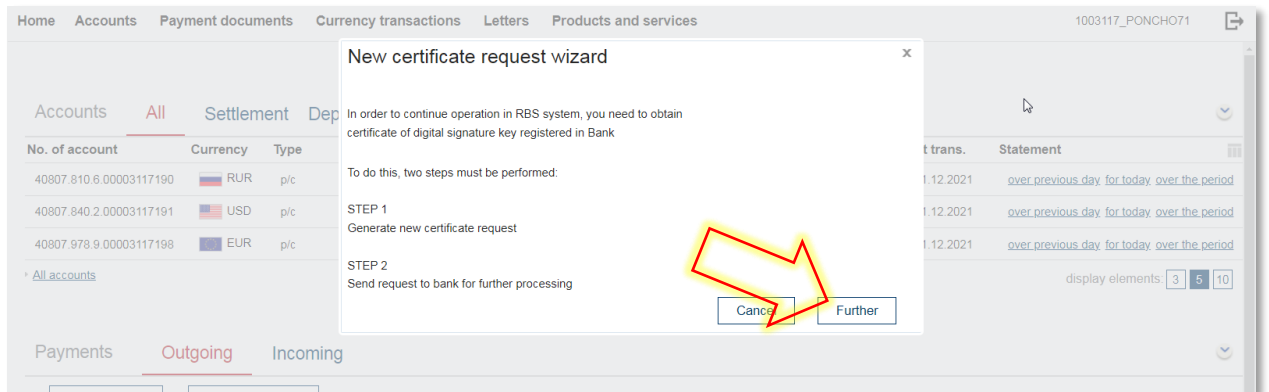




Finish the installation and restart the browser. After the installation of the plugin and restarting of browser log in again.

## 2. Generating a new certificate.

When you first log in, «Master for creating a request for a new certificate» starts to generate a Working key on the Client's flash drive. Click the button «Further»:



System forms a request for the certificate, its fields are already filled with necessary values. Click the button «Form a request»:

The screenshot shows a form titled 'Запрос на новый сертификат' (Request for a new certificate). The form is divided into sections and contains the following fields:

ШАГ 1  
Сформируйте запрос на новый сертификат. Для этого заполните перечень полей на форме ниже и нажмите кнопку «Сформировать запрос» в нижней части формы.

Уполномоченное лицо клиента  
SERVICEFAM SERVICENAME

Средство подписи  
nerez2 (SERVICES LIMITED), RSA

Полное имя (CN)  
SERVICEFAM SERVICENAME

Фамилия (SN)  
SERVICEFAM

Имя Отчество (G)  
SERVICENAME

Должность (TITLE)  
Бухгалтер

Адрес электронной почты (E)  
dbo@efbank.ru

Город (L)  
ХЕРТФОРДШИР

Наименование субъекта (ST)  
UKST

Страна (C)  
GB

Адрес (Street)  
СТ ОЛБАНС РОУД, д. 24

Организация (O)  
SERVICES LIMITED

ИНН (INN)  
9909068612

СНИЛС (SNILS)

ОГРН (OGRN)

ОГРНИП (OGRNIP)

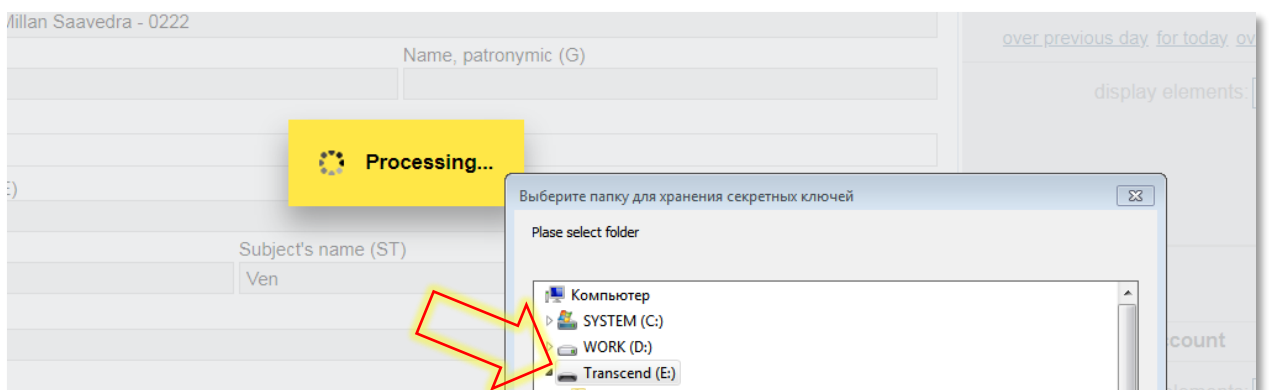
Подразделение (OU)  
Организация

At the bottom of the form, there are two buttons: 'Отмена' (Cancel) and 'Сформировать запрос' (Form a request). A red arrow points to the 'Сформировать запрос' button.

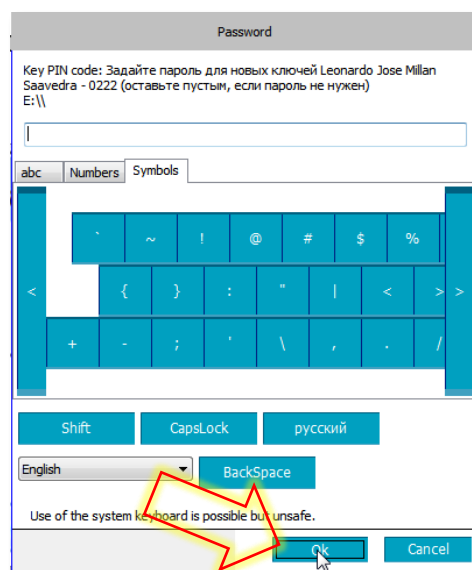
If unimportant warnings about blank form fields appear, ignore them and save the request.



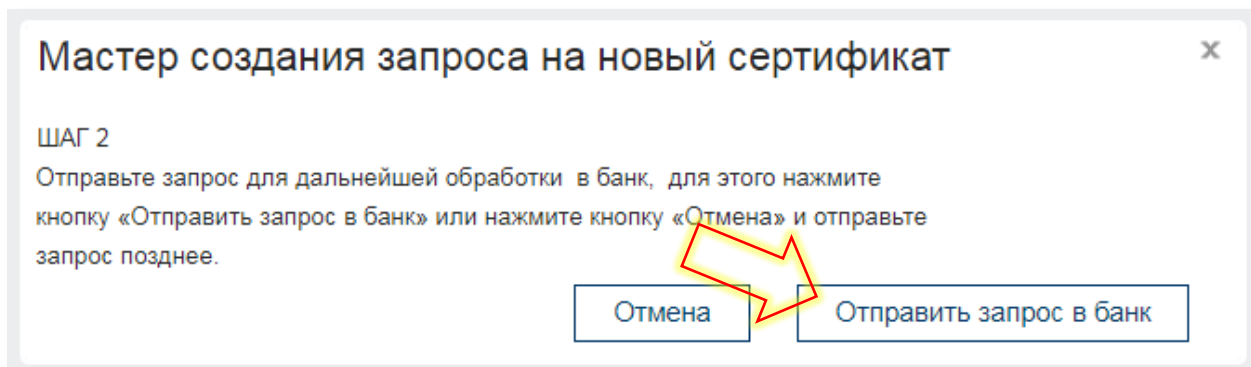
Move the vertical slider and select your USB flash drive to record the Working Key:



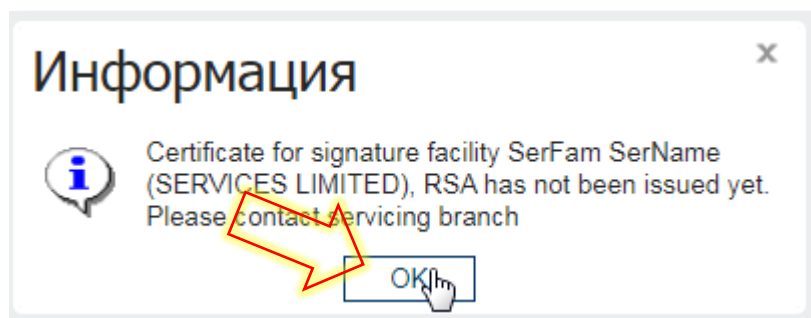
Leave the password fields blank. Press the button «OK»:



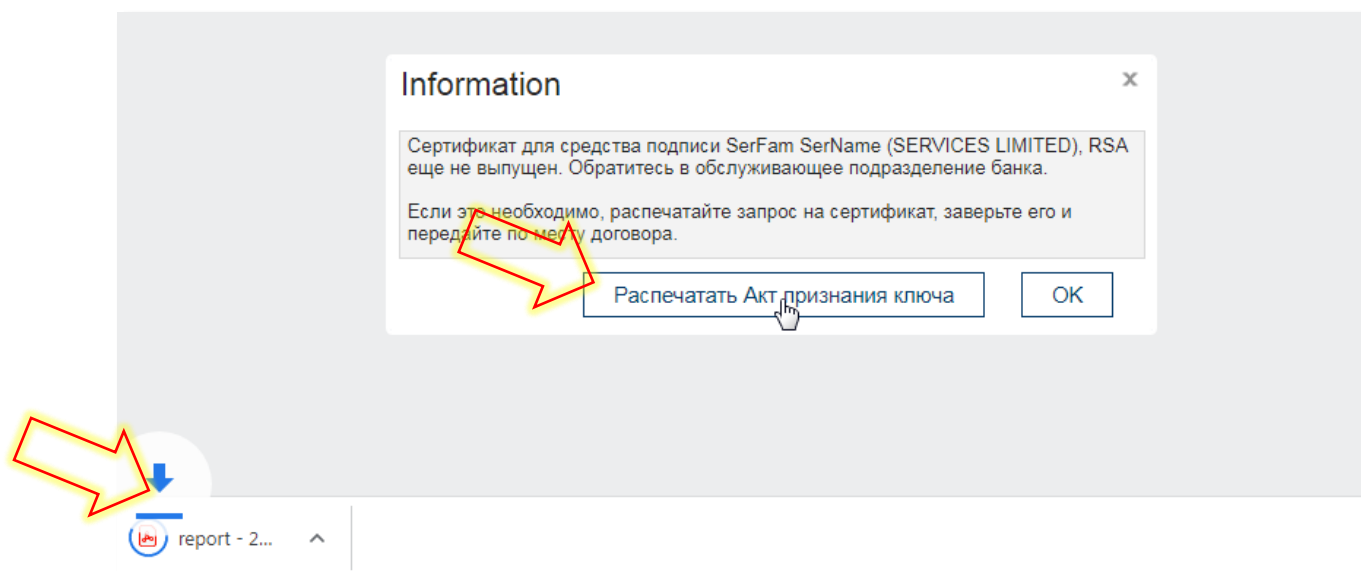
Request is formed. Press the button «Send a request to the Bank»:



Next, a message appears, that the certificate for your request has not been issued by the Bank yet, just click «OK».



To complete the key generation process You need to print «Key Recognition Act», after pressing this button the PDF document forms in Downloads of your browser.



### 3. Execution of Act of recognition of open key (certificate) .

To complete the process of generating a of Working key You need to open and print the document received in the previous step of the instructions: «Act of recognition of the open key (certificate) for messaging » in 2 copies (hereinafter – Act);

Act should be executed as follows (see the picture on the next page):

- 1) fill in the information about the Authorized representative of the Client, in whose name the key of ES key was issued;
- 2) put the signature of the Authorized representative of the Client;
- 3) put the signature of the head and the seal (if any).

Submit to the Bank a completed certificate in 2 copies, after that, the Bank registers the Act within two working days and activates the certificate.

**АКТ  
признания открытого ключа (сертификата)  
для обмена сообщениями  
ACTA  
de reconocimiento de una clave abierta (certificado) para el intercambio de mensajes**

« \_\_\_\_ » \_\_\_\_\_ 20\_\_ г. \_\_\_\_\_

Настоящим Актом признаётся ключ проверки электронной подписи и открытый ключ шифрования, принадлежащий уполномоченному представителю Клиента/  
Esta Acta reconoce la clave de verificación de la firma electrónica y la clave abierta de encriptación perteneciente al representante autorizado del Cliente:  
SERVICES LIMITED, SERVICEFAM SERVICENAME

**Сведения о Клиенте/  
Información sobre el Cliente:**

1. Наименование: SERVICES LIMITED  
Nombre \_\_\_\_\_

2. Местонахождение: СОЕДИНЕННОЕ КОРОЛЕВСТВО ВЕЛИКОБРИТАНИИ И СЕВЕРНОЙ ИРЛАНДИИ,  
288, СТ ОЛБАНС РОУД, УОТФОРД, ХЕРТФОРДШИР, WD24 6PE  
Sitio \_\_\_\_\_

3. Тел./Tel. (495) 660-56-00 \_\_\_\_\_ 4. Факс/Fax \_\_\_\_\_

**Сведения об Уполномоченном представителе Клиента/  
Información sobre el Representante autorizado del Cliente:**

1. Фамилия, имя, отчество: \_\_\_\_\_  
Apellido, Nombre, Nombre patronímico \_\_\_\_\_

2. Удостоверение личности/паспорт: серия \_\_\_\_\_ № \_\_\_\_\_  
Cédula de identidad/pasaporte: serie \_\_\_\_\_  
выдан « \_\_\_\_ » \_\_\_\_\_ г. \_\_\_\_\_  
otorgado \_\_\_\_\_

3. Место и дата рождения: \_\_\_\_\_  
Lugar y fecha de nacimiento \_\_\_\_\_

4. Адрес места жительства (регистрации): \_\_\_\_\_  
Domicilio \_\_\_\_\_

5. Гражданство: \_\_\_\_\_  
Nacionalidad \_\_\_\_\_

ИНН (при его наличии, при его отсутствии – указать «отсутствует») \_\_\_\_\_  
NIF (si hay, si no – indicar «no hay») \_\_\_\_\_

Личная подпись Уполномоченного представителя Клиента \_\_\_\_\_  
Firma personal del Representante autorizado del Cliente \_\_\_\_\_



**Дополнительные поля открытого ключа (сертификата)/  
Puntos adicionales de la clave abierta (del certificado):**

Имя владельца ключа: Nombre del poseedor de la clave	SERVICES LIMITED, SERVICEFAM SERVICENAME
Код страны: Codigo del país	GB
Страна: País	Соединенное Королевство Великобритании и Северной Ирландии
Город: Cuidad	ХЕРТФОРДШИР
Наименование клиента: Nombre del Cliente	SERVICES LIMITED
Идентификатор клиента в системе: Indificador del Client en el Sistema	dbo@efbank.ru
Данные об издателе: EVROFINANCE MOSNARBANK DBO CA, RU, MOSCOW Información sobre el editor	

**Ключ зарегистрирован и может использоваться для обмена сообщениями/  
La clave está registrada y se puede usar para el intercambio de mensajes.**

Администратор/Заместитель администратора СКЗИ <b>БАНКА</b> / Administrador/Asistente Administrador del software de protección criptográfica del <b>BANCO</b>	Руководитель <b>КЛИЕНТА</b> / Directór del <b>CLIENTE</b>
_____	_____
М.П. Sello	М.П. Sello

**You will be able to make payments only after activating the certificate in the Bank!**

If your organization operates using two signatures, perform the section «Generating of working keys» again, for a user with the right to a second signature.

After finishing of the generation of working keys we recommend you to necessarily record a backup copy of the USB-drive with the keys to another drive and put it into vault! In case of failure of the USB-drive, work in System will be impossible. To resume work, you will need to re-go through the procedure of primary key generation and obtaining a certificate.

**Requests to technical support of the Bank**

In case of difficulties when working with System, please contact the technical support by email: [dbo@efbank.ru](mailto:dbo@efbank.ru).

To speed up the processing of your request specify the name of your organization in the subject of the letter and the username of the user under which there is an error. In the message, specify the essence of the problem, the date and time of its reproduction, and also, if possible, attach a screenshot with the error.