



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

QUICK USER GUIDE

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1. Login to the System

In order to log in to the Remote Banking Service «Correqts» please use the link: <https://corp.efbank.ru>

When logging in to the System for the first time after entering your username and password, confirm the automatic installation of cryptoplugin (necessary for operating in the System with your set of keys)

Evrofinance Mosnarbank Customer support: 8-495-967-81-71 Ru En

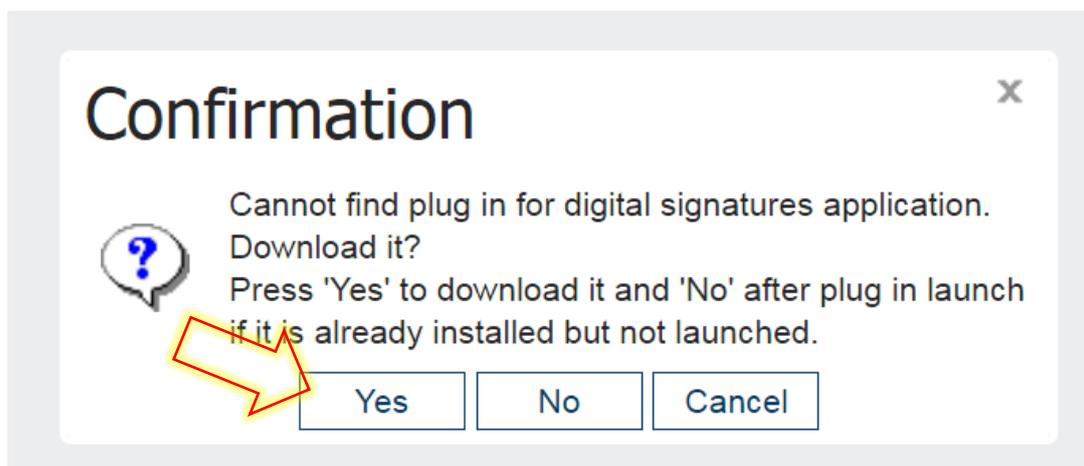
Username: user

Password: [Red arrow pointing to the password field]

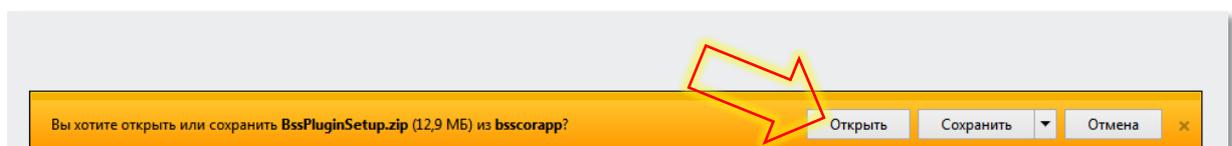
Log In First log in
Forgot password?

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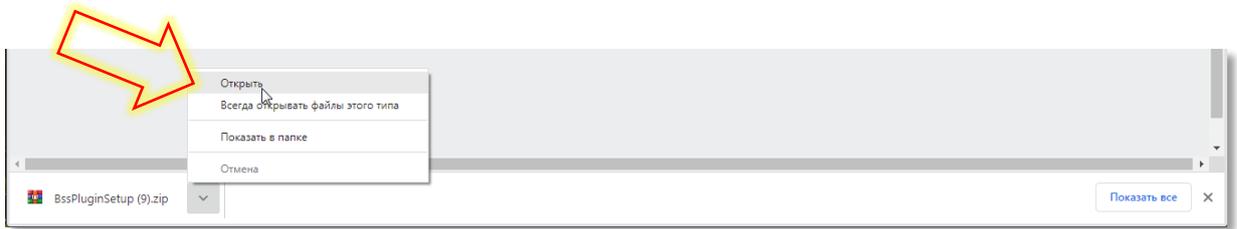
Confirm downloading of plug



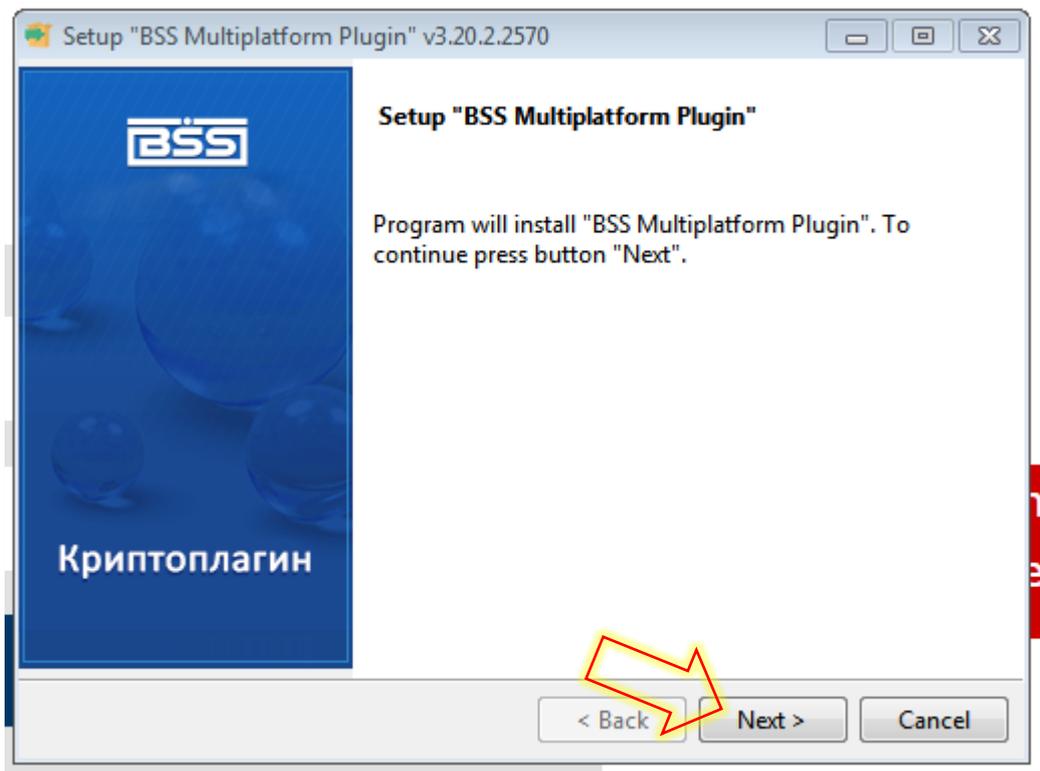
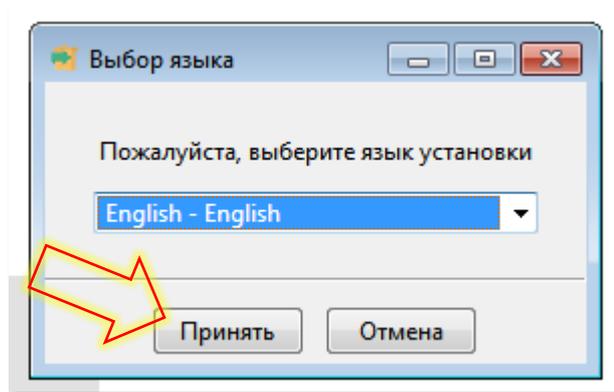
This is how the plugin download dialog looks like in Internet Explorer



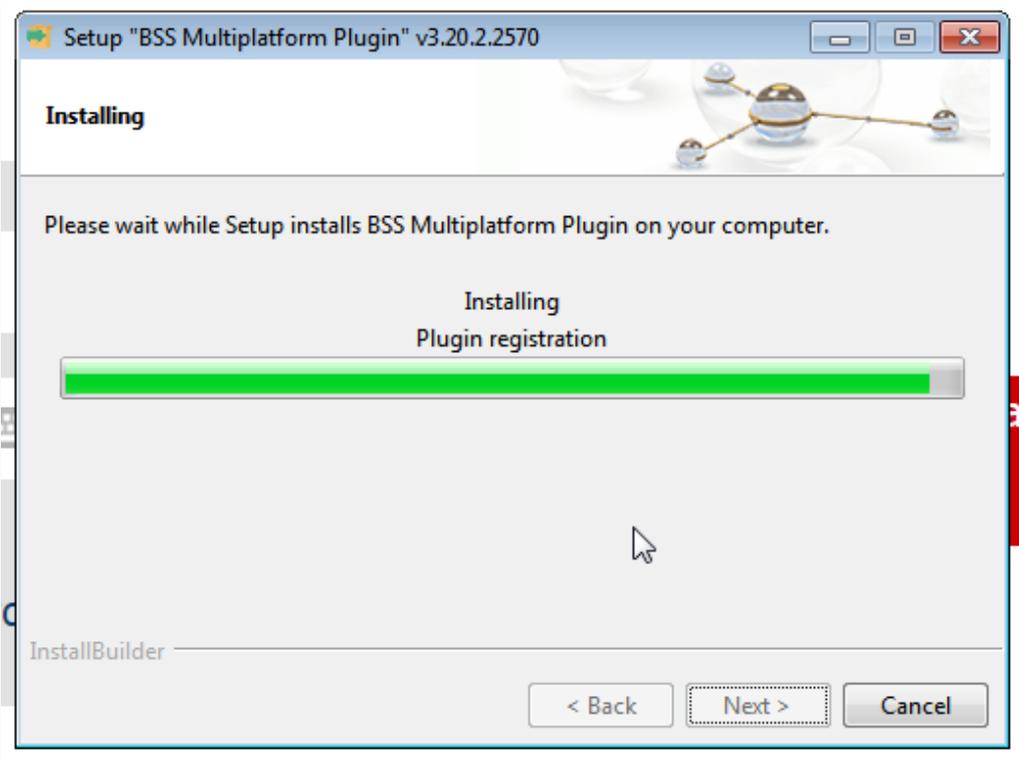
And so in Google Chrome



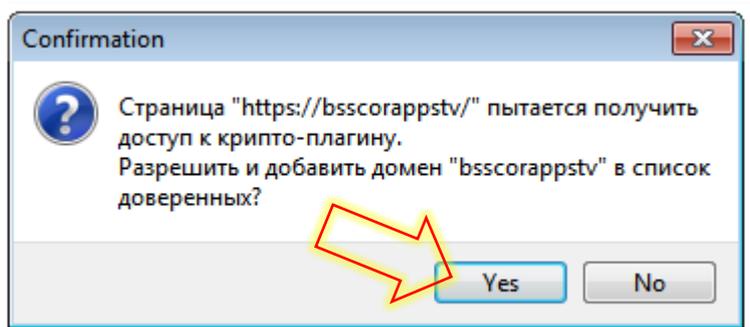
Download crypto plugin, then in the bottom left corner of the screen click on the link with the file
With double click on the executed file [BssPluginsSetup.exe](#) launch the installation of plugin and click "Accept"



Finish the installation and restart the browser



After the installation of plugin and restarting of browser log in to the System again, crypto-plugin will ask to add the bank address to the list of trusted, it's necessary to agree with button «Yes»



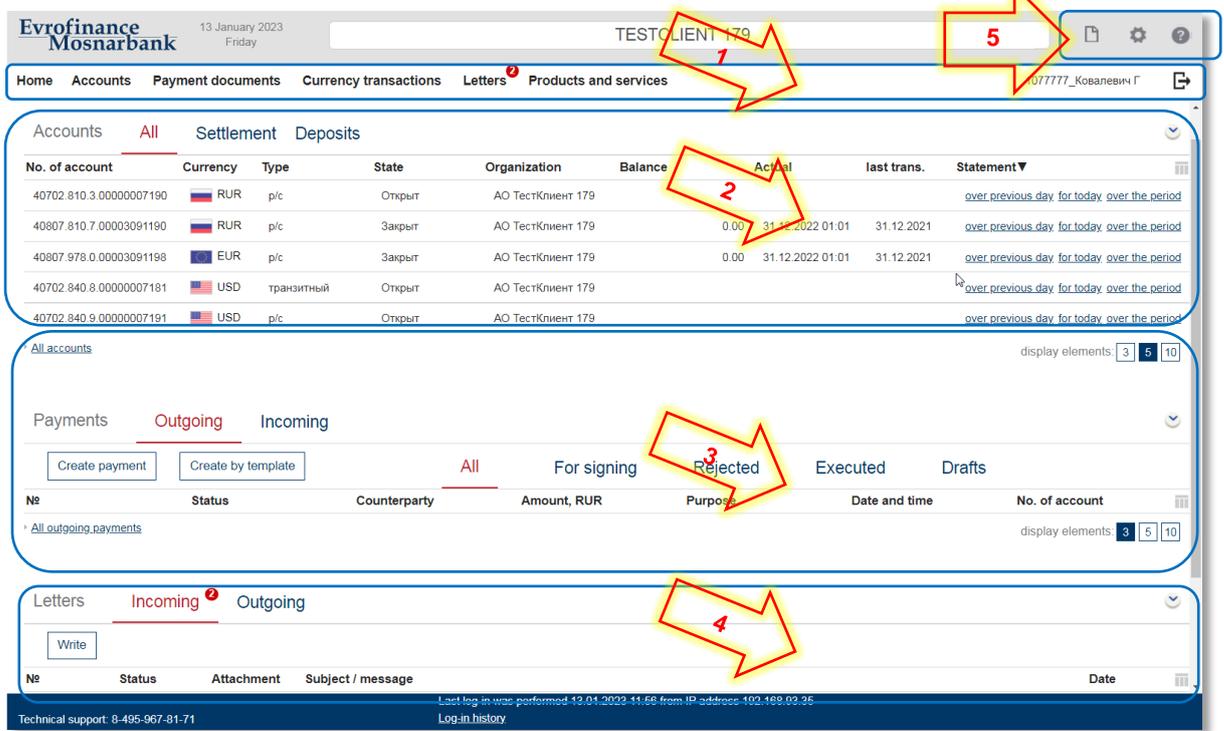
And confirm the request to the key of Electronic Sign (button "Next"):



After completing the above-stated steps, you log in the Internet-Bank.

2. Description of the system interface

Once logged in, the main page displays the name of the user's organization (upper field) and the interface:



Where:

- 1- Main menu with thematic sections and logout button;
- 2- Section with information about your accounts;
- 3- Section with information about your ruble payments;
- 4- Section with letters (from/to the Bank, when a new message is received, the indicator lights up)
- 5- Quick control buttons:



QUICK ACCESS TO DOCUMENTS



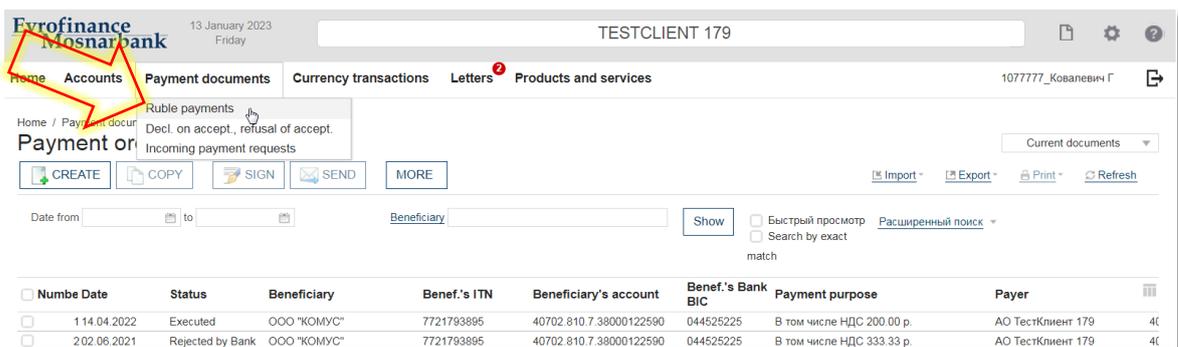
SYSTEM SETTING



HEPL

3. Ruble transfer

To go to a list of documents of a certain type in the main menu, select successively items, corresponding to the area of activity, type of operations and document type. For example, to go to the list of payment orders select the item from the main menu [Payment documents](#) → [Ruble payments](#).



Viewing, creation and editing of payment orders is carried out in the window [Payment Order](#). A number of fields of the window will already be filled in by the System. Fields with a white background

are filled in or edited manually. Fields with a gray background are filled in either by the user, by selecting values from the list, or by the System automatically (in particular, after filling in the related fields).

Functionally, the form of filling out the payment document can be divided into four main data blocks (see image).

1

Sender's details

It is required to select the payer's account in the field (9), after that, the rest of the details will be autofilled in the payer block. After that, you need to specify the amount (7) and the option of specifying VAT.

VAT indication options:

- "Include VAT % (1)" – VAT at the specified rate is included in the specified payment amount, the rate and value of VAT should be written in the purpose of payment:

example:

Payment purpose

В том числе НДС 20.00 % - 333.33 р.

- "Include VAT % (2)" – VAT at the specified rate is included in the specified payment amount, the value of VAT should be written in the purpose of payment:

example:

Payment purpose

В том числе НДС 333.33 р.

- "Add VAT % (1)" – VAT at the specified rate is added to the payment amount, the rate and value of VAT should be written in the purpose of payment:

example:

Amount	2,400.00
VAT	400.00
20.00 %	Add VAT % (1) ▼

Payment purpose

В том числе НДС 20.00 % - 400.00 р.

- "VAT free" – the payment amount is specified manually, VAT not applicable, the line "not subject to VAT" is automatically added to the purpose of payment

example:

Payment purpose

НДС не облагается

The field (101) activates a block of fields for budget\tax payments, not filled in by default.

2

Details of the beneficiary

The fields are filled in successively

16 Name of the beneficiary

61 TIN of the beneficiary

103 KPP of the beneficiary (if any)

17 Beneficiary's account

14 BIC of the beneficiary bank, along with this [the Recipient's Bank and Account No.](#) (correspondent account) fields will be filled in automatically

3

Purpose of payment

Introduce the purpose of the payment in the field [Purpose of payment](#) manually or edit the information entered in this field automatically.

If the recipient is a non-resident, then in the field [Foreign currency transaction code](#) select the value of the code from the directory of types of currency transactions, then press the button next to the field Foreign currency transaction code.

[Foreign currency transaction code](#) 

Value of the currency transaction code will be added to the field Payment Purpose in the format, provided by the Instruction of the Central Bank of the Russian Federation.

Payment purpose

{VO01040} В том числе НДС 166.67 р.

[Foreign currency transaction code](#) 01040 

4

Block of fields for budget/tax payments .

If a payment is made to the budget, in the block Budget payment enter the required values of the budget details. The block is available for filling only if in the field **Status Ind.(101)** the taxpayer's status is indicated.

Example of filling in this section:

Budget payment							
CBC	OKTMO	Prim. paym.	Tax period	Doc. No.	Doc. date	Payment code	
18811630020016000140	45379000	0	0	0	0		

3.1 Cancellation of payment documents

It is possible to execute the Cancellation of payment documents directly from the document itself, to do this, right-click on the revoked document and in the opened menu select «cancel».

The screenshot shows the 'Payment order' section with a table of documents. A context menu is open over the first document, with 'Cancel' highlighted. The table contains the following data:

Numbe	Date	Status	Beneficiary	Be
<input checked="" type="checkbox"/>	1 13.01.2023	Delivered	ООО "КОМУС"	772
<input type="checkbox"/>	1 14.04.2022	Executed	ООО "КОМУС"	772
<input type="checkbox"/>	2 02.06.2021	Rejected by Bank	ООО "КОМУС"	772
<input type="checkbox"/>	7 07.06.2021	Executed	ООО "КОМУС"	772
<input type="checkbox"/>	6 07.06.2021	Executed	ООО "КОМУС"	772
<input type="checkbox"/>	4 03.06.2021	Created	УФК по г. Москве (Управление ФБДД ГУ МВД России по г. Москве, блоч №04731447640)	772

In the form of the cancellation, you only need to fill in the reason for the cancellation.

The screenshot shows the 'Requests for document cancellation' form. The 'Cancellation reason' field is highlighted with a red box. The form contains the following information:

Number: 1, Date: 13.01.2023
 From: АО ТестКлиент 179, ITN: 7721563919
 Main fields: Information from bank
 Document cancelled: Payment order
 Document info: Ruble payment order: No. 1 dated 13.01.2023 for the amount of 1,200.00 RUR from acc. No. 40702.810.3.00000007190 to account No. 40702.810.7.38000122590
 Cancellation reason: Message
 Buttons: SIGN AND SEND, Save, Save and create new

It is possible to cancel all the documents in the System apart from letters, the cancellation of letters is carried out by a letter with the appropriate content. It is necessary to view generated cancellations in the section

Evrofinance Mosnarbank 13 January 2023 Friday TESTCLIENT 179

Home Accounts Payment documents Currency transactions Letters Products and services

Home / Products and services / Requests for doc-t cancellation

Deposits
Requests for doc-t cancellation

CREATE COPY SIGN SEND MORE

Date from [] to [] Document type [] Show

<input type="checkbox"/>	Number	Date	Status	Type of cancelled doc-t	Sender	Number of document
<input type="checkbox"/>		1 13.01.2023	Created	Payment order	АО ТестКлиент 179	1
<input type="checkbox"/>		2 04.06.2021	Created	Payment order	АО ТестКлиент 179	2

3.2 Statuses of payment documents

In processing payment documents can have following main Statuses (displayed in the field “Status” in the list of relevant documents):

- «Created» - document generated manually by the user;
- «Signed» - generated document is signed by the user;
- «Delivered» - document signed by the user is delivered to the Bank;
- «Received» - document, generated by the user, is received by the Bank;
- «Rejected by Bank» - document, generated by the user, will not be executed (rejected) by the Bank;
- «Revoked» - - document, generated by the user, is revoked from the Bank by the user;
- «Executed» - executed by the Bank.

3.3 Confirmation of payments orders suspended in the Fraud-monitoring system

In case of suspension of your payment order in the Fraud-monitoring system (operated in the Bank according to the p.5.1. art.8 of Federal Law from 27.06.2011 №161-FZ «On the Nantional Payment System») the document gets the Status «Delivered» and keep it until you contact the Bank to confirm it.

Home / Payment documents / Payment order

CREATE COPY SIGN SEND MORE

Current documents

Import Export Print Refresh

Быстрый просмотр [Развернуть](#)

<input type="checkbox"/>	Number	Date	Status	Beneficiary	Benef.'s ITN	Beneficiary's account	Benef.'s Bank BIC	Payment purpose	Payer
<input type="checkbox"/>	4 13.01.2023	Delivered	ООО "КОМУС"	7721793895	40702.810.7.38000122590	044525225	В том числе НДС 200.00 р.	АО ТестКлиент 179	40
<input type="checkbox"/>	3 13.01.2023	Received	ООО "КОМУС"	7721793895	40702.810.7.38000122590	044525225	В том числе НДС 200.00 р.	АО ТестКлиент 179	40
<input type="checkbox"/>	2 13.01.2023	Signed	ООО "КОМУС"	7721793895	40702.810.7.38000122590	044525225	В том числе НДС 200.00 р.	АО ТестКлиент 179	40
<input type="checkbox"/>	1 13.01.2023	Received	ООО "КОМУС"	7721793895	40702.810.7.38000122590	044525225	В том числе НДС 200.00 р.	АО ТестКлиент 179	40
<input type="checkbox"/>	1 14.04.2022	Executed	ООО "КОМУС"	7721793895	40702.810.7.38000122590	044525225	В том числе НДС 200.00 р.	АО ТестКлиент 179	40

At the same time, the Bank forms information message of conforming content.

Home Accounts Payment documents Currency transactions **Letters** Products and services СБП 1002406_Биоген Б Б

Home / Letters / **Bank letters** Current documents

VIEW REPLY COMMUNICATION MORE Export Print Refresh

Date from to Subject Show Быстрый просмотр Расширенный поиск
 Search by exact match

<input type="checkbox"/>	Number Attachment	Кол-во вложений	Date	Status	Subject	Type	From
<input type="checkbox"/>	23645		10.10.2021	Received	выписка/ statement	выписка/ statement	EVROFINANCE MOSNARBANK
<input type="checkbox"/>	23647		11.10.2021	Processed	тест подписи валютного контроля	Валютный контроль	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK
<input checked="" type="checkbox"/>	68		121.07.2021	Received	О приостановлении расчетного документа/ About suspension of payment	О приостановлении расчетного документа/ About suspension of payment	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK
<input type="checkbox"/>	57		113.07.2021	Processed	О приостановлении расчетного документа/ About suspension of payment	О приостановлении расчетного документа/ About suspension of payment	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK

Within the document, there is an attachment with information about the suspension of the document; name of attachment contains information of the number of suspended payment.

Letter from Bank (Received) Help Print

Number Date

Letter type

From

Exec.

Subject

Message

Уважаемый Клиент!
 Настоящим АО АКБ «ЕВРОФИНАНС МОСНАРБАНК» информирует о приостановлении исполнения вашего распоряжения о совершении операции, соответствующей признакам осуществления перевода денежных средств без согласия клиента, в соответствии с ч. 5.1 ст. 8 Федерального закона от 27.06.2011 №161-ФЗ «О национальной платежной системе». С целью подтверждения возобновления исполнения распоряжения в порядке, предусмотренном Соглашением, необходимо связаться с Банком по тел.: + 7 (495) 967-81-91; +

Be sure to read this

Attachments

ADD DELETE ПРОСМОТР EXPORT FILE СКАЧАТЬ ВСЕ

File name	File type	Size	Creation date	Comment
NotificationMail(N149).pdf	application/pdf	96886	21.07.2021	

Reply

4. Account statements

After logging in, on the main page, in the section "Accounts", in the column "Balance sheet" the account balance is displayed at the time of the last update of the balances with the Bank's server. Date and time of the last data update available for viewing in the column "Relevant".

Evrofinance Mosnarbank 13 January 2023 Friday TESTCLIENT 179

Home Accounts Payment documents Currency transactions Letters Products and services 1077777_Ковалев

Accounts information Transaction log

Ограничения по счетам

Журнал операций История запросов

Счет №

Показать Искать точное соответствие очистить

№ счета	Валюта	Тип	Состояние	Организация	Балансовый остаток	Посл. опер. ▲	Журнал операций
40702.810.3.00000007190	RUR	p/c	Открыт	АО ТестКлиент 179			за предыдущий день за сегодня за период
40702.840.9.00000007191	USD	p/c	Открыт	АО ТестКлиент 179			за предыдущий день за сегодня за период

To view the account statement go to the section «Accounts» → «Transaction log»

In the form that opens by clicking on the icon «», you will be able to customize the list of log columns to display.

Home Accounts Payment documents Currency transactions Letters Products and services 1077777_Ковалевич Г

Accounts information Transaction log

Transaction log

VIEW TRANSACTION LOG OVER PERIOD MORE

Export Print Refresh

Date from 04.10.2020 to 14.10.2023 Actual Account Show Быстрый просмотр Расширенный поиск Search by exact match

Organization	Дата журнала операций	Date of generating statement	Opening balance	Total credit amount	Total debit amount	Closing balance	Currency
АО ТестКлиент 179	31.12.2022	31.12.2022 00:49:00.000	1,001.80	0.00	1,001.80	0.00	RUR

In this log you will be able to view, print or export the statement, or the statement documents.

In case you select **Export**, the system generates a table of the selected format, including all entries contained in the form of a list of statements at the time of clicking the button **Export**, sorted in the same order as in the list form.

Home / Accounts / Transaction log

VIEW TRANSACTION LOG OVER PERIOD MORE

Export Print Refresh

Date from 04.10.2020 to 14.10.2023 Actual Account Show Быстрый просмотр Search by match

Organization	Дата журнала операций	Date of generating statement	Opening balance	Total credit amount	Total debit amount	Closing balance	Currency
АО ТестКлиент 179	31.12.2022	31.12.2022 00:49:00.000	1,001.80	0.00	1,001.80		
АО ТестКлиент 179	31.12.2022	31.12.2022 00:49:00.000	0.00	0.00	0.00	0.00	EUR
АО ТестКлиент 179	31.12.2021	31.12.2021 03:22:00.000	1,001.80	0.00	0.00	0.00	1,001.80 RUR

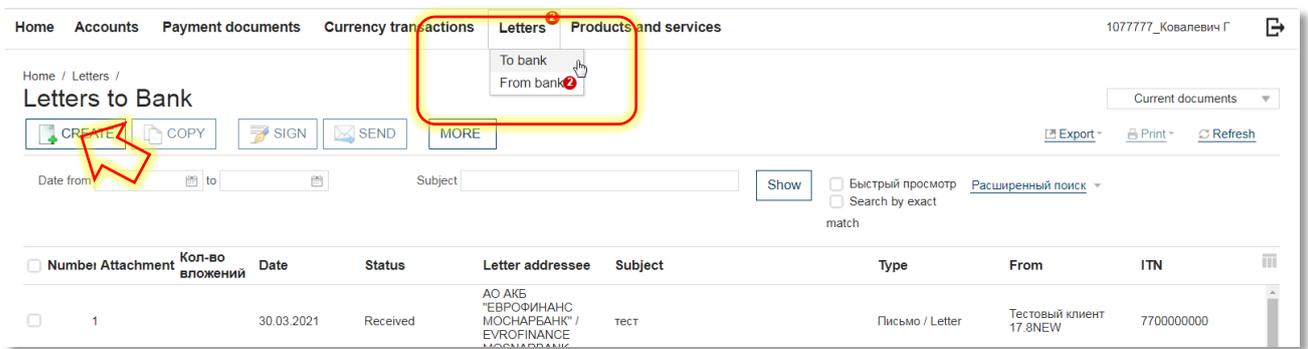
- Export to 1C format
- Export to XML
- Export to MT940 format
- Export to MultiCash format
- Export list to XLS
- Scroller export wizard
- Transaction data export wizard

In case of printing, the system will form a printing form of the document in the selected format and configuration and in a typical way, depending on the format, or it will display it in the browser or it will offer to download to your computer.

5. Letters

5.1 Letters to the Bank

To work with Letters is necessary to go to the corresponding section of the main menu. In this section, you can view previously generated documents or create new ones.



At the time of creating the letter, a number of fields in the window will already be filled in by the System. Fields with a white background are filled in or edited manually. Fields with a gray background are filled in either by the user by selecting values from the list, or by the system when filling in related fields.

In the field Number, if necessary, change the document number. By default, the system numbers documents according to the order of creation during the calendar year.

In the field Date, if necessary, change the date of the document. By default, the field is filled with the current date.

In the field Message Type, select one of the values suggested by the system from the list, if the standard form of the message body is defined for the selected message type, the corresponding template will be displayed in the message field.

In the section Attachments, it is possible to attach additional files to the letter, the size of the attached files is limited by the system settings - 4 MB.

Letter to Bank

Help

Main fields **Attachments** Information from the Bank

ADD DELETE EDIT EXPORT FILE СКАЧАТЬ ВСЕ

File name	File type	Size	Creation date	Comment
<p>Maximum permitted size of one file <input type="text" value="4,096.0"/> Kb Maximum volume <input type="text" value="15,360.0"/> Kb Attachments size <input type="text" value="0.0"/> Kb</p> <p>SIGN AND SEND Save Save and create new</p>				

5.2 Letters from the Bank

In section [Letters from the Bank](#), you have the opportunity to receive various informational messages from the Bank of different type.

Home Accounts Payment documents Currency transactions **Letters** Products and services СБП 1002406_Бюрен Б Б

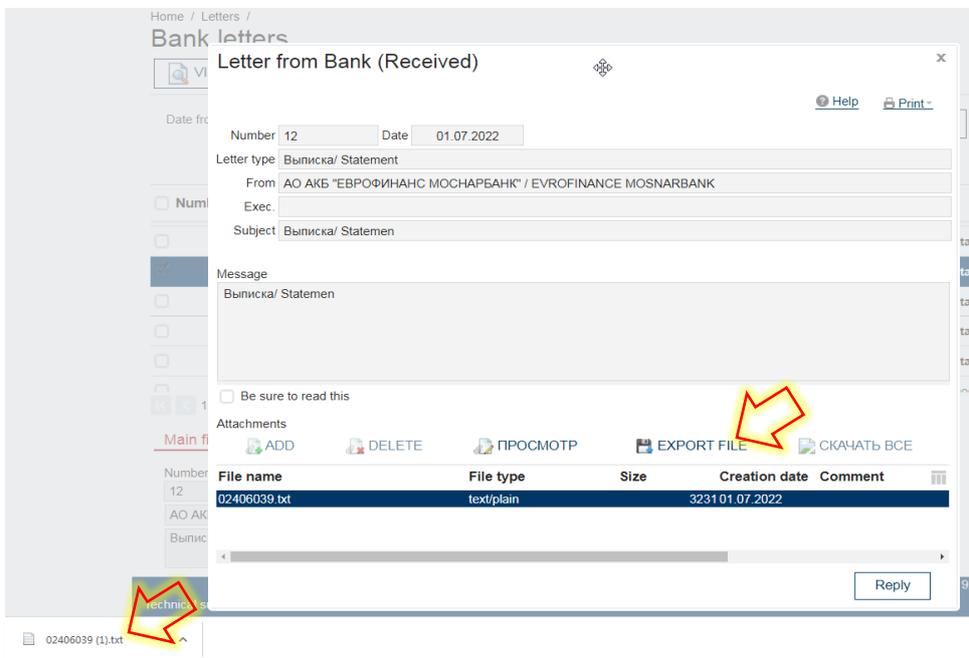
Home / Letters / **Bank letters**

VIEW REPLY COMMUNICATION MORE

Date from to Subject Show Быстрый просмотр Search by exact Расширенный поиск

<input type="checkbox"/>	Number Attachment	Кол-во вложений	Date	Status	Subject	Type	From
<input type="checkbox"/>	14		1 30.07.2022	Received	Выписка/ Statemen	Выписка/ Statement	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK
<input type="checkbox"/>	12		1 01.07.2022	Received	Выписка/ Statemen	Выписка/ Statement	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK
<input type="checkbox"/>	11		1 01.06.2022	Received	Выписка/ Statemen	Выписка/ Statement	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK
<input type="checkbox"/>	10		1 30.04.2022	Received	Выписка/ Statemen	Выписка/ Statement	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK
<input type="checkbox"/>	9		1 01.04.2022	Received	Выписка/ Statemen	Выписка/ Statement	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK
<input type="checkbox"/>	8		1 22.03.2022	Processed	Документ/ Document	Документ/ Document	АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" / EVROFINANCE MOSNARBANK

For example, letters of the type [Statement](#) contain an attached file with an account statement in the format .txt. To view the attached file firstly it's necessary to download it to your local computer, this can be done using the option [export file](#). Files saved this way get into the folder «Downloads» of your computer.



6. Requests to the Bank's technical support

In case of difficulties when working with the System, please contact the technical support email at: 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.