Evrofinance Mosnarbank

Remote Internet Client-Bank for legal persons

USER'S MANUAL

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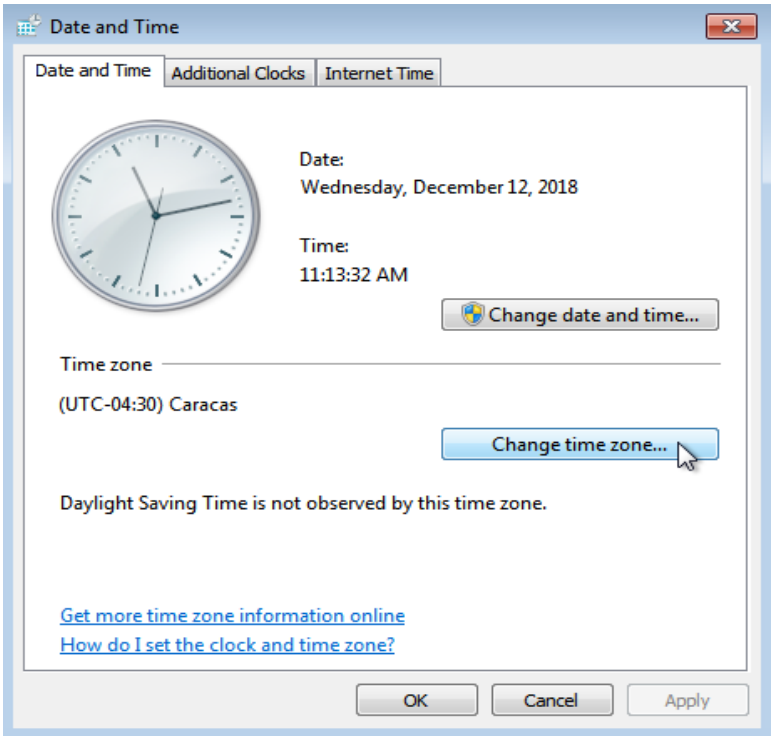
1. Settings necessary to ensure the System's correct work

Attention! You may need to have the administrator rights to complete the setup!

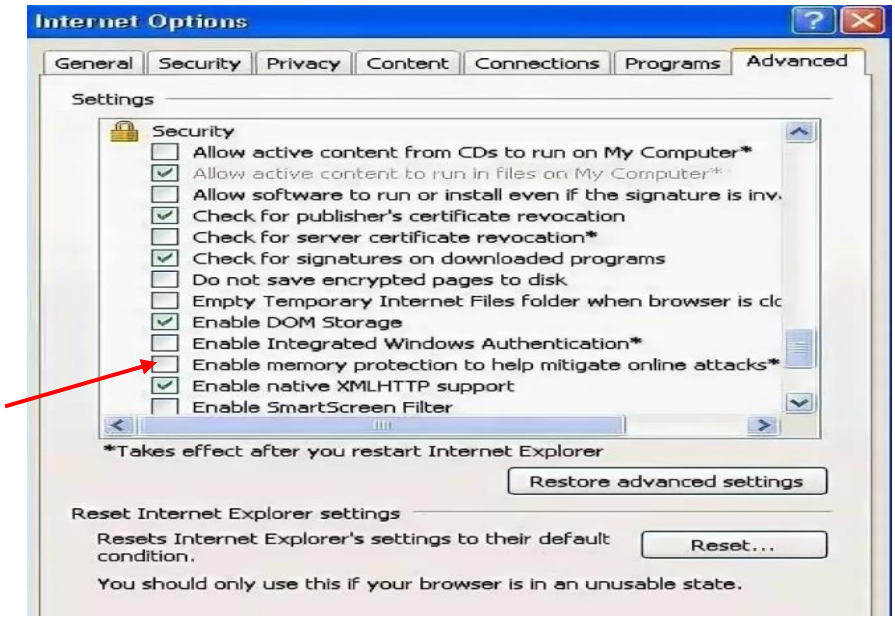
1. **Time zone setup** (at the bottom right of your desktop, in the notification bar). Set the correct time zone for your region:



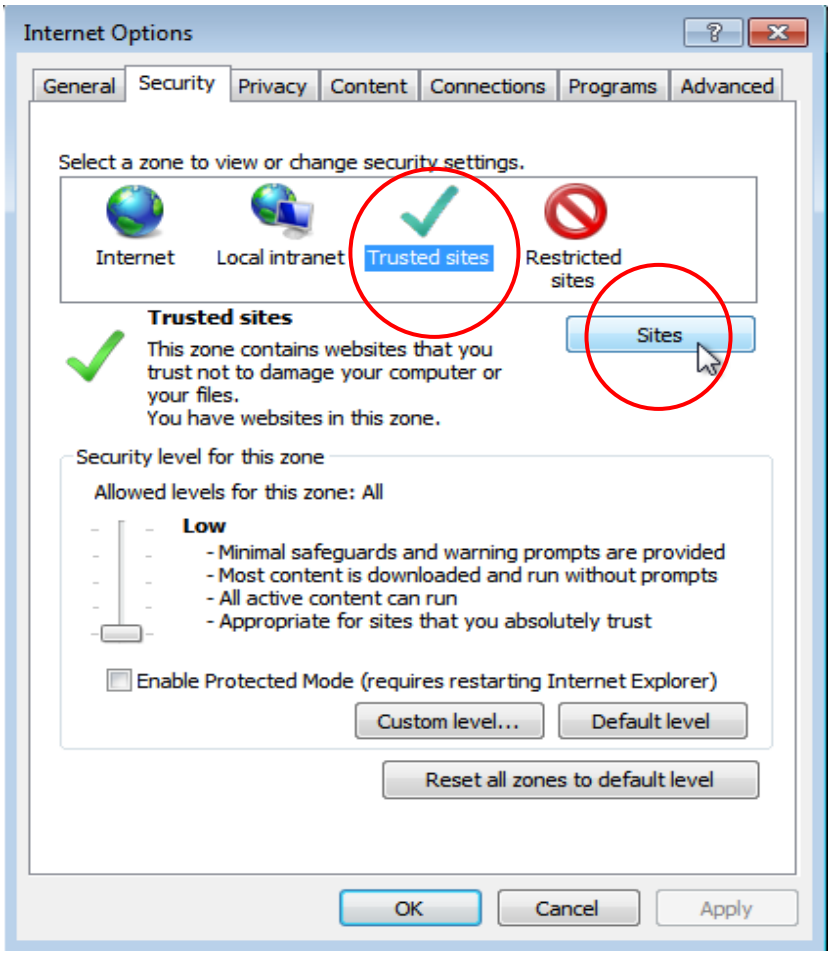
Setting up IE: Tools – Internet options

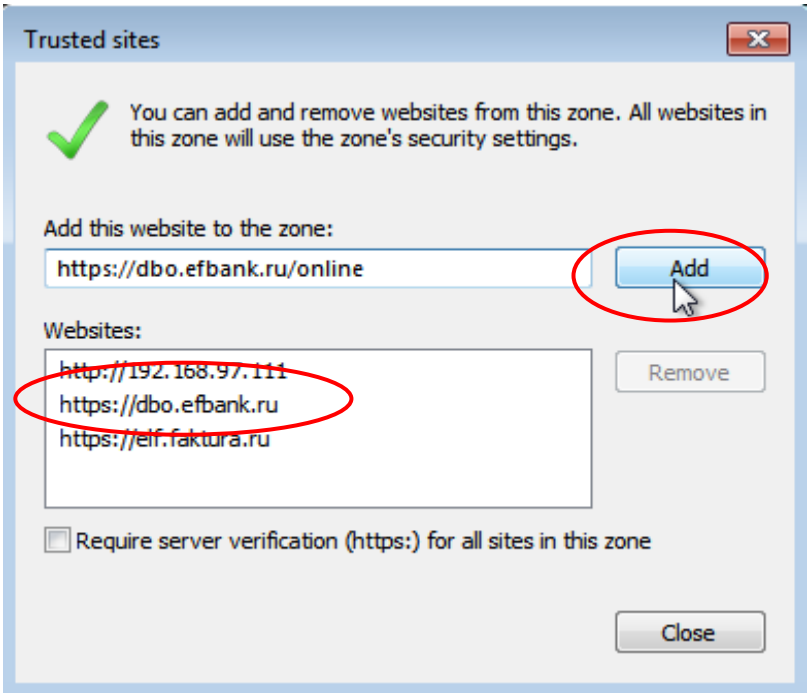
2. **Memory protection** (Only for Internet Explorer 8 or lower!)

With the purpose that nothing prevented the Active X installation, it is necessary to uncheck the "Enable memory protection…" to reduce the risk of hacker attacks.
Opening Internet Explorer and going to the Settings: **Tools – Internet options – Advanced**

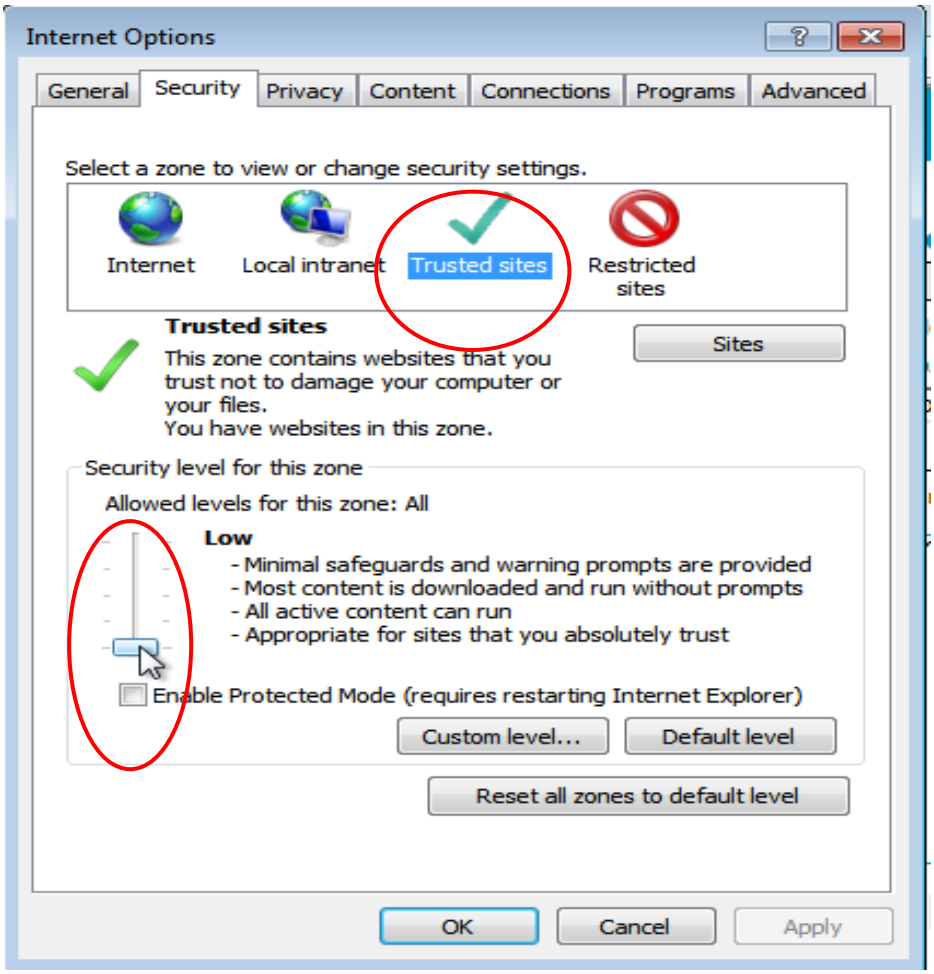


To display the Bank's website and its content properly https://dbo.efbank.ru please add it to the **«Trusted sites»: Tools – Internet options - Security**

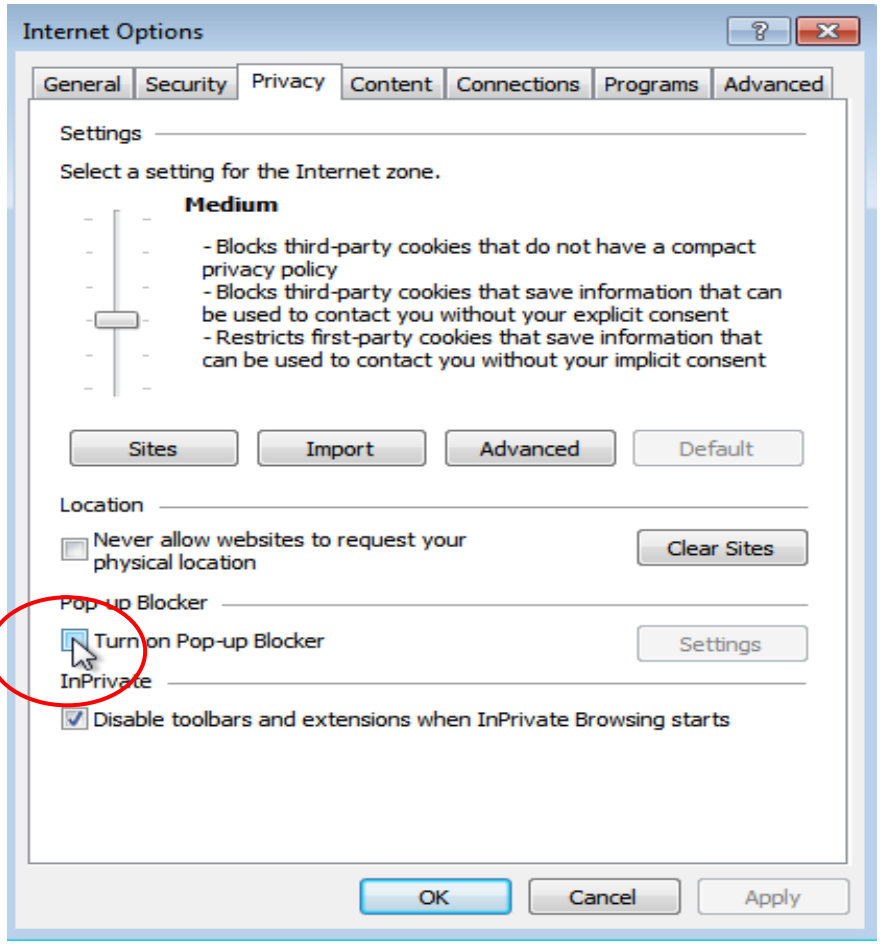




3. Then, it is necessary to set up the **security level** for trusted sites as **«Low»** **and disable the Protected Mode:**

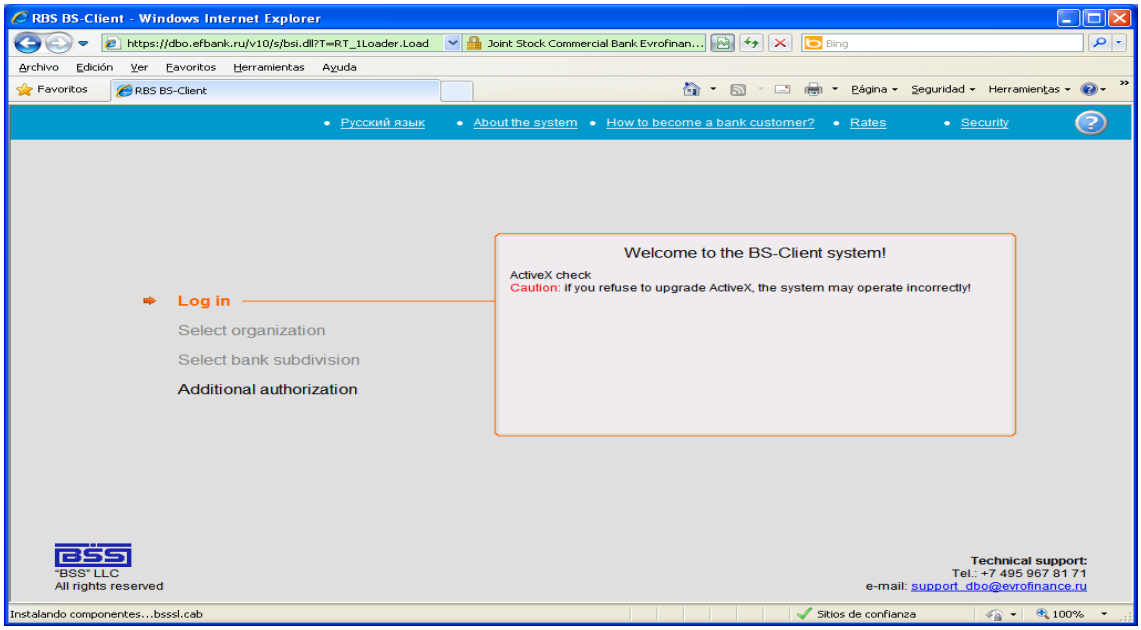


4. Turning off the pop-up blocker in **Tools – Internet Options – Privacy:**

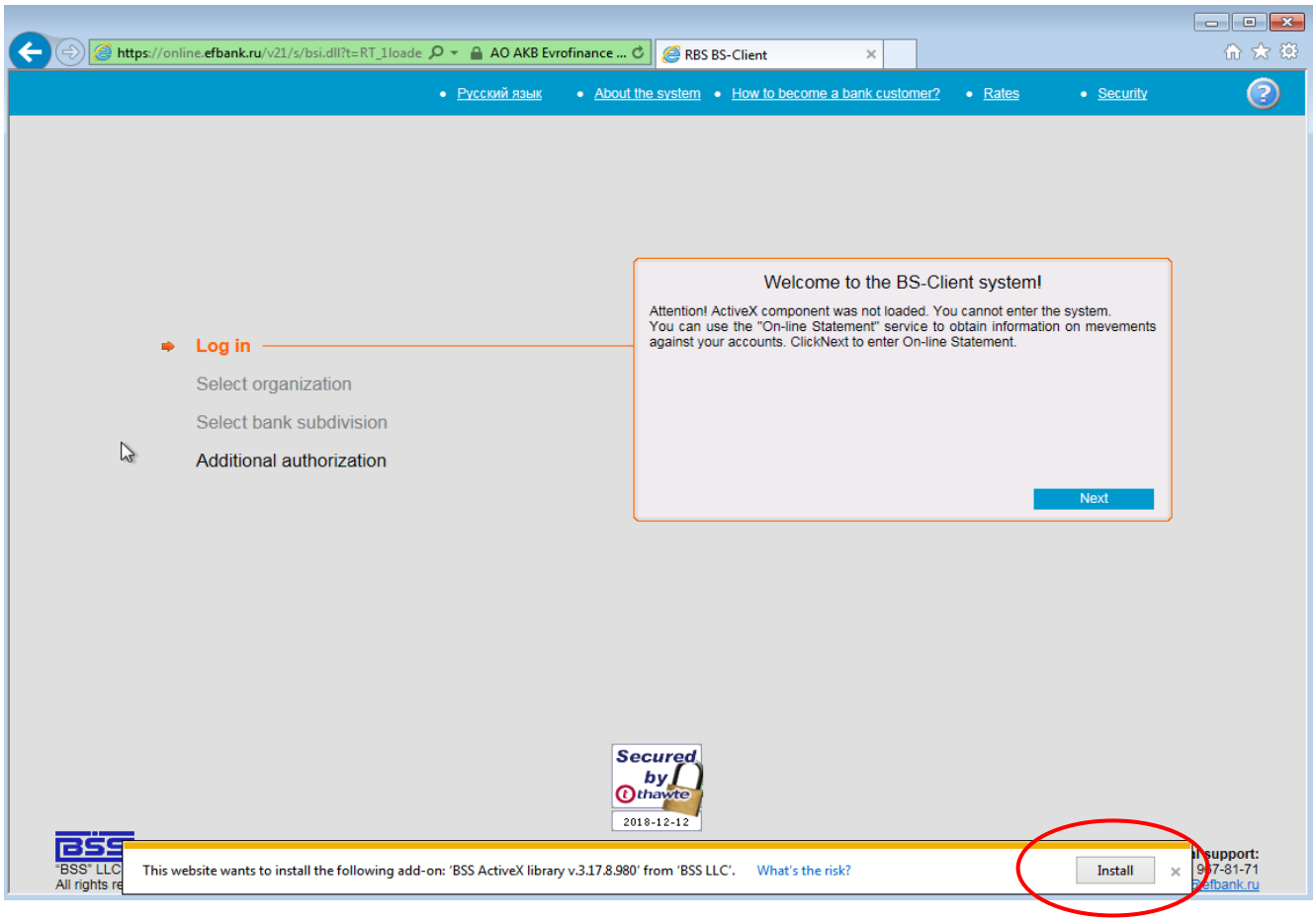


2. Entering the System

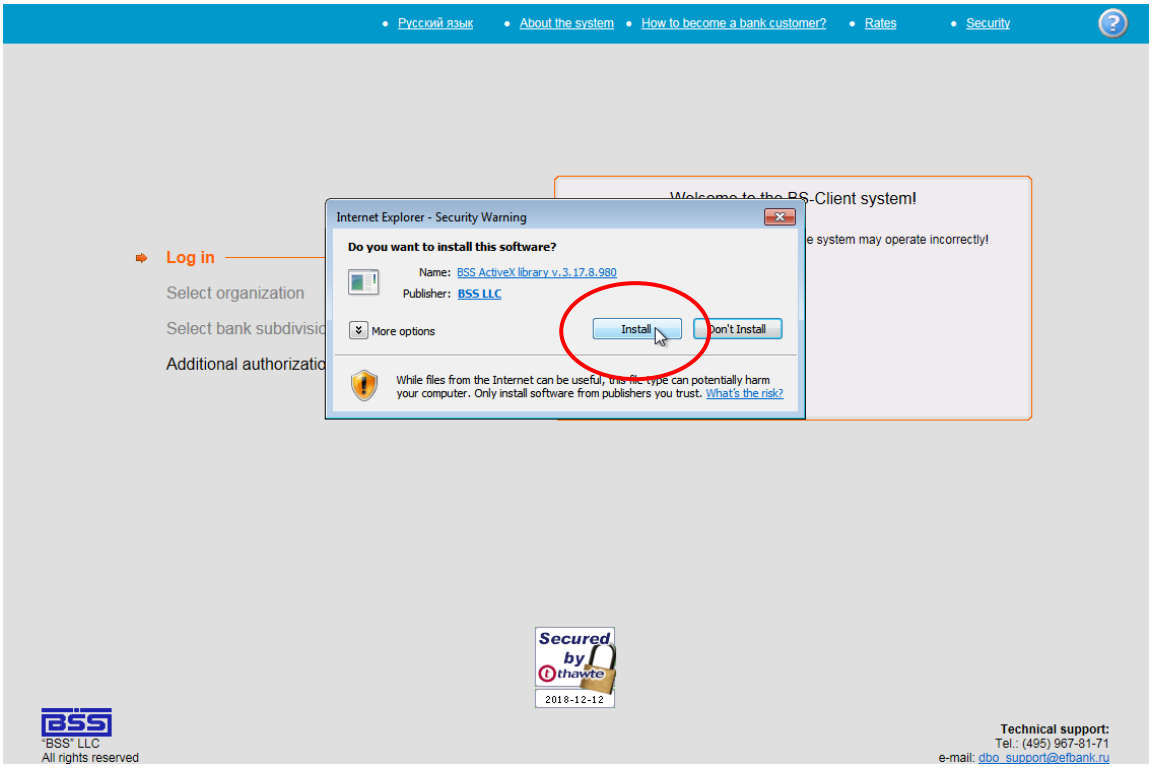
1. To enter the System please write in the **Internet Explorer's address bar**: https://dbo.efbank.ru/online



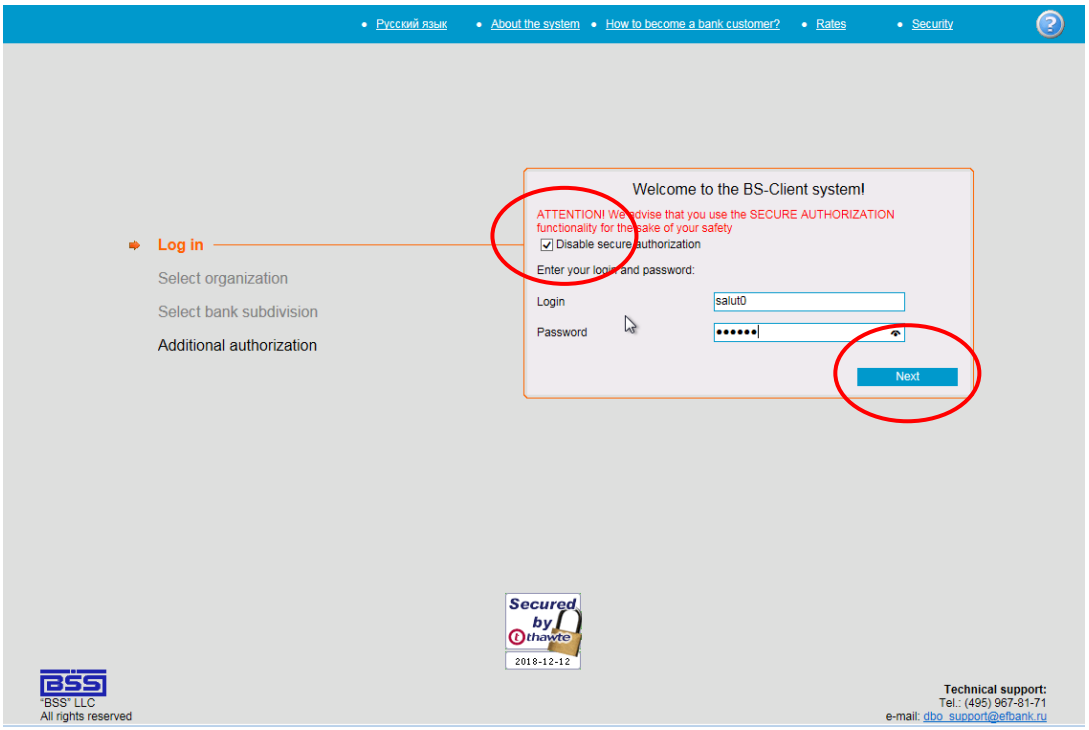
2. Upon your first login the Active X components' installation is required. To install these components, you may need to have the **administrator rights**.



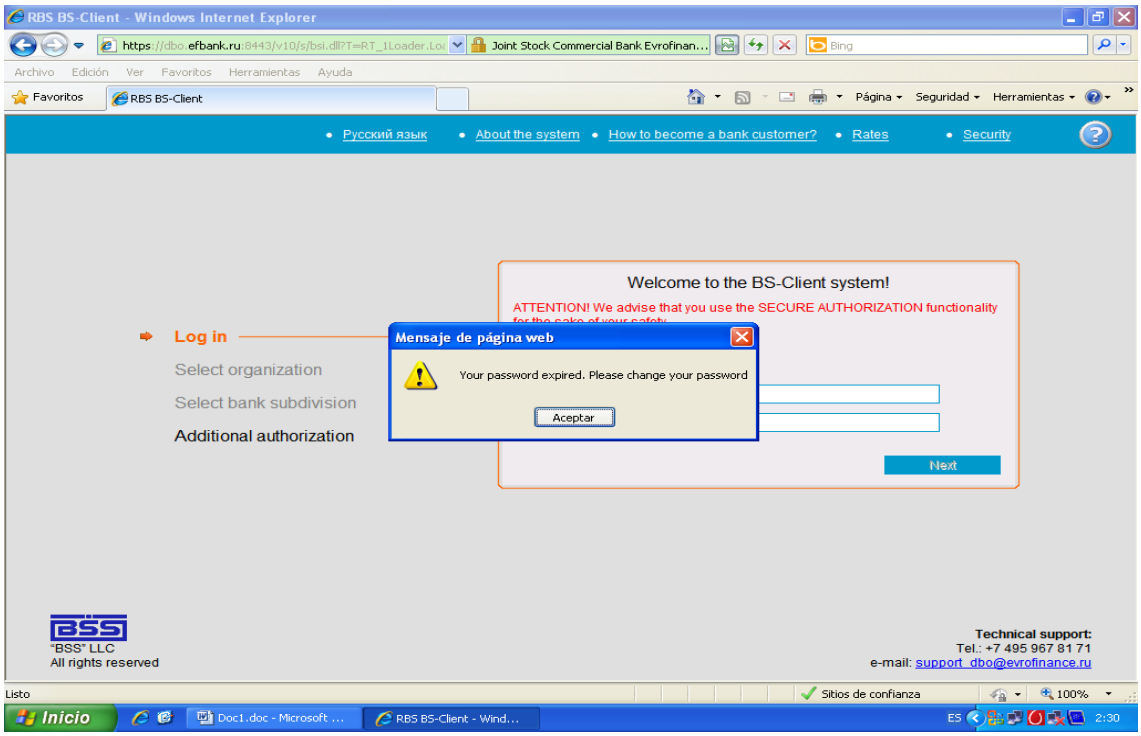
If any difficulties in the Active X elements' installation, please set up **Internet Explorer** according to the described in numeral 1 of this manual or consult your Company's system administrator.
Installing Active X elements:



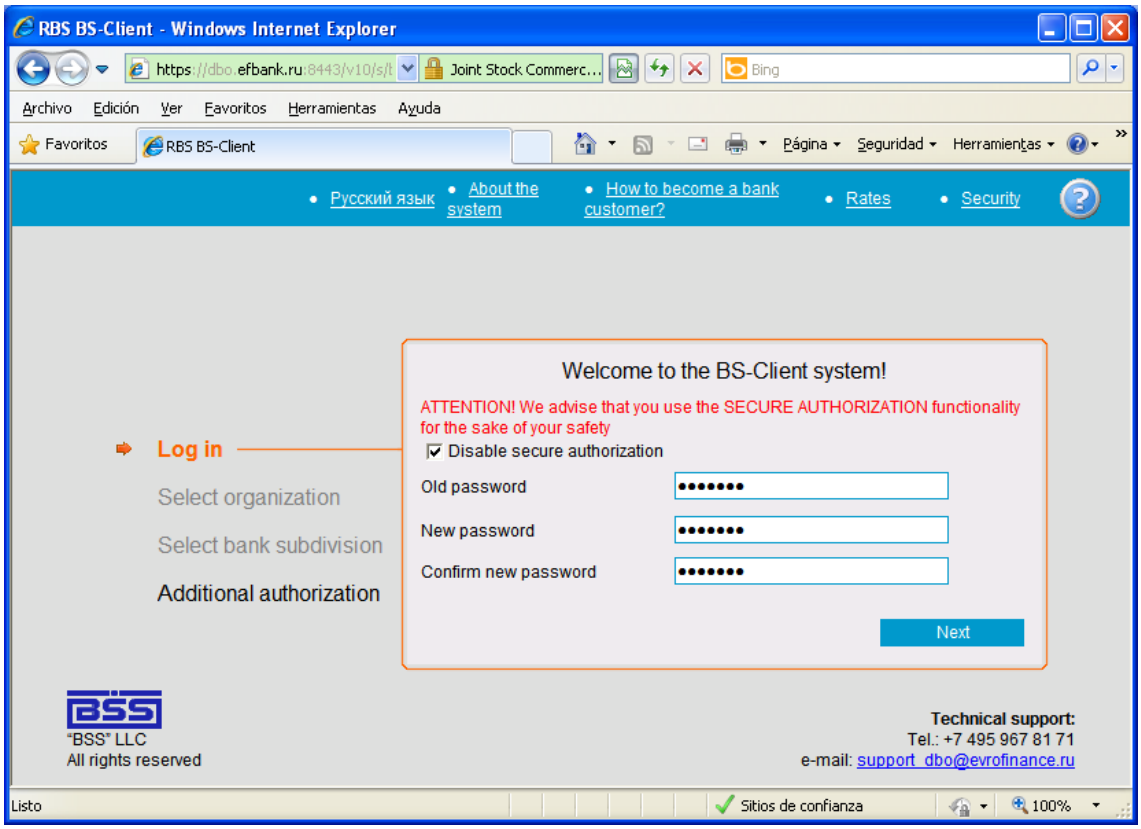
3. After installation of all necessary components a window appears inviting you to enter login and password received from the Bank:



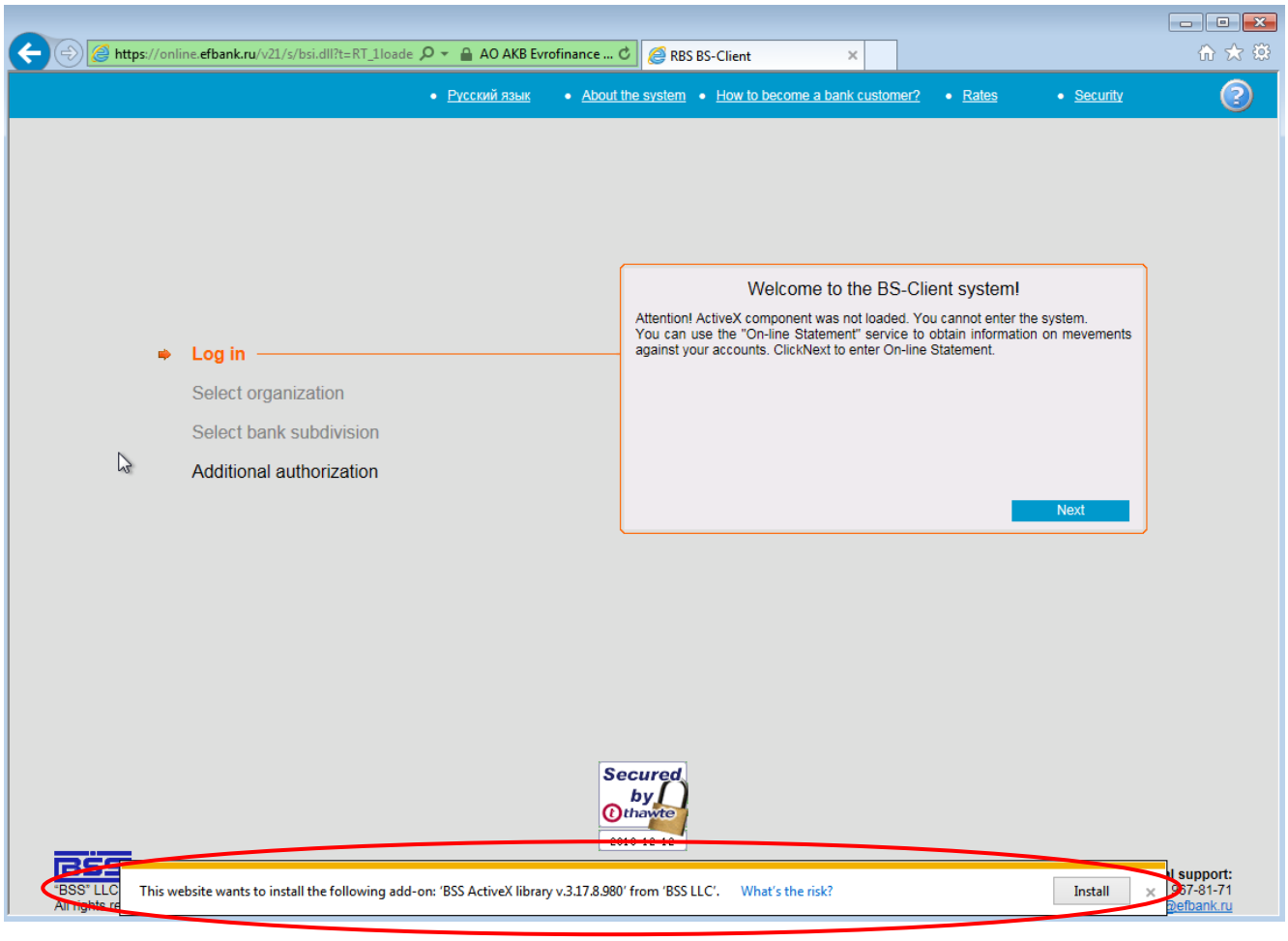
4. Upon your first successful login the System will immediately require you to change the password received form the Bank:



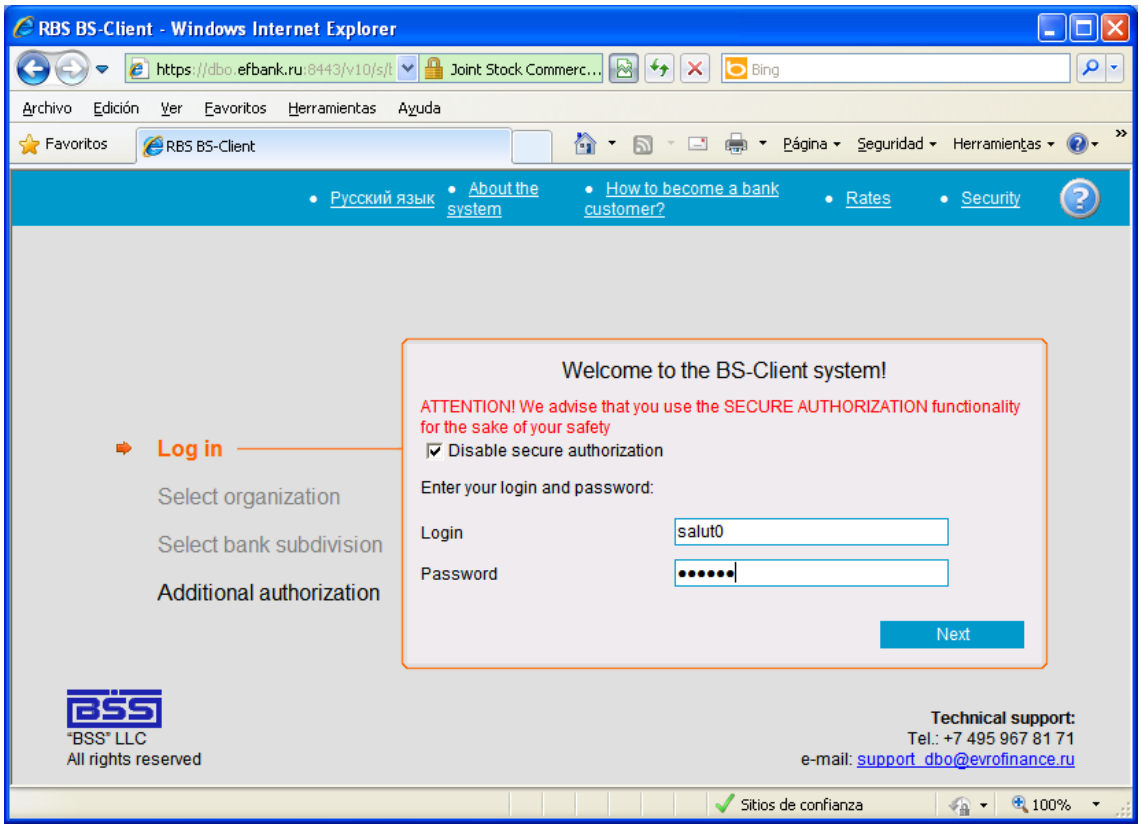
New password must contain from 6 to 10 symbols:



Then the System shall install the remaining Active X components:



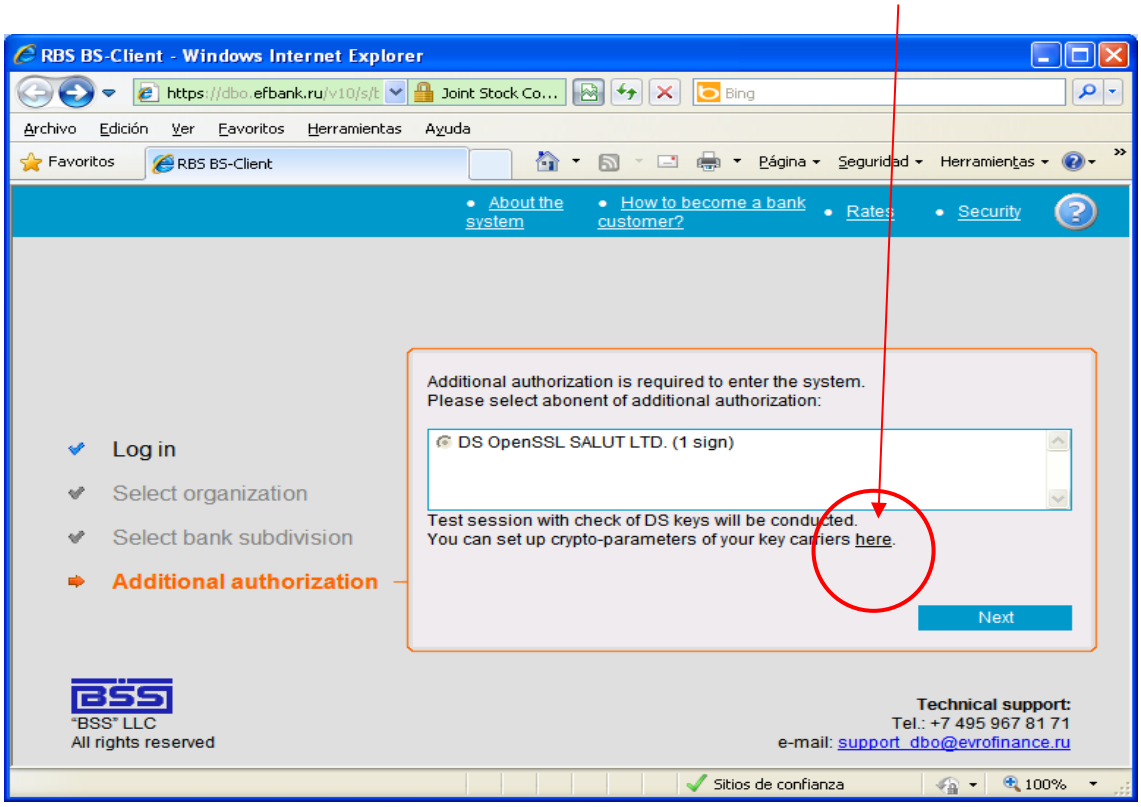
5. Now you can enter the System with your new individual password:



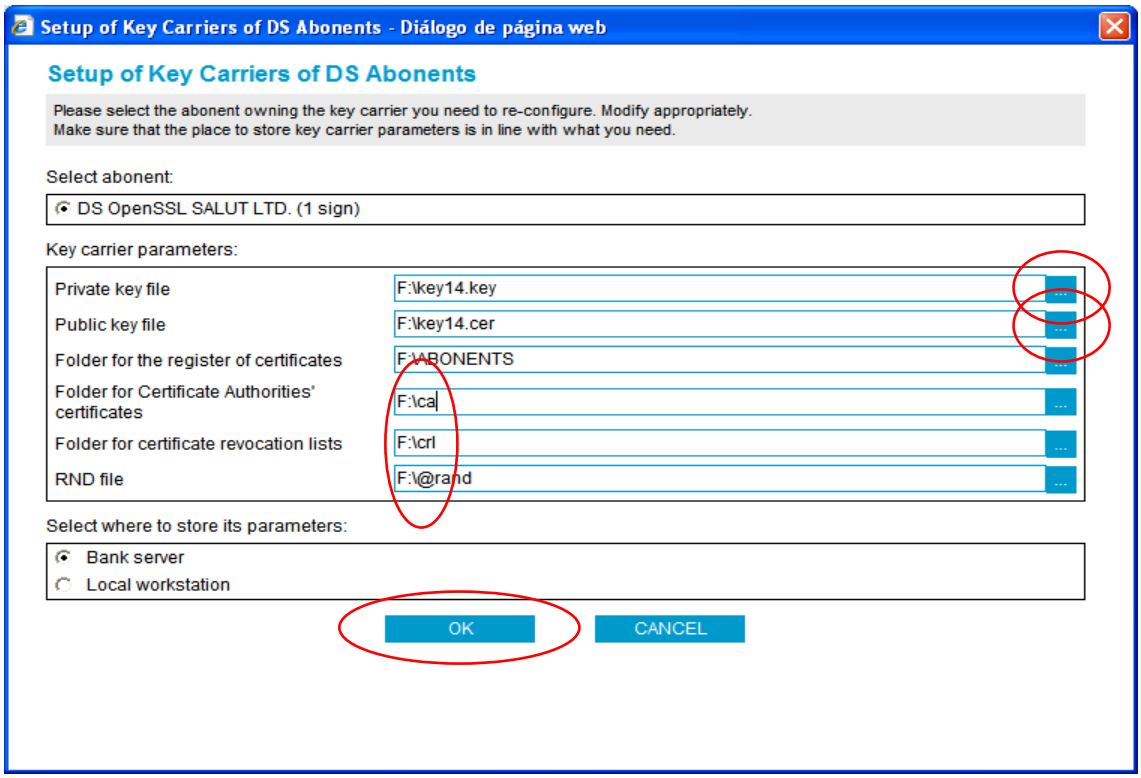
6. On the next step it is necessary to write paths for key carrier.

Insert the USB drive received from the Bank and see the symbol, under which the drive appears in the System. **The USB drive must be inserted during all the work session.**

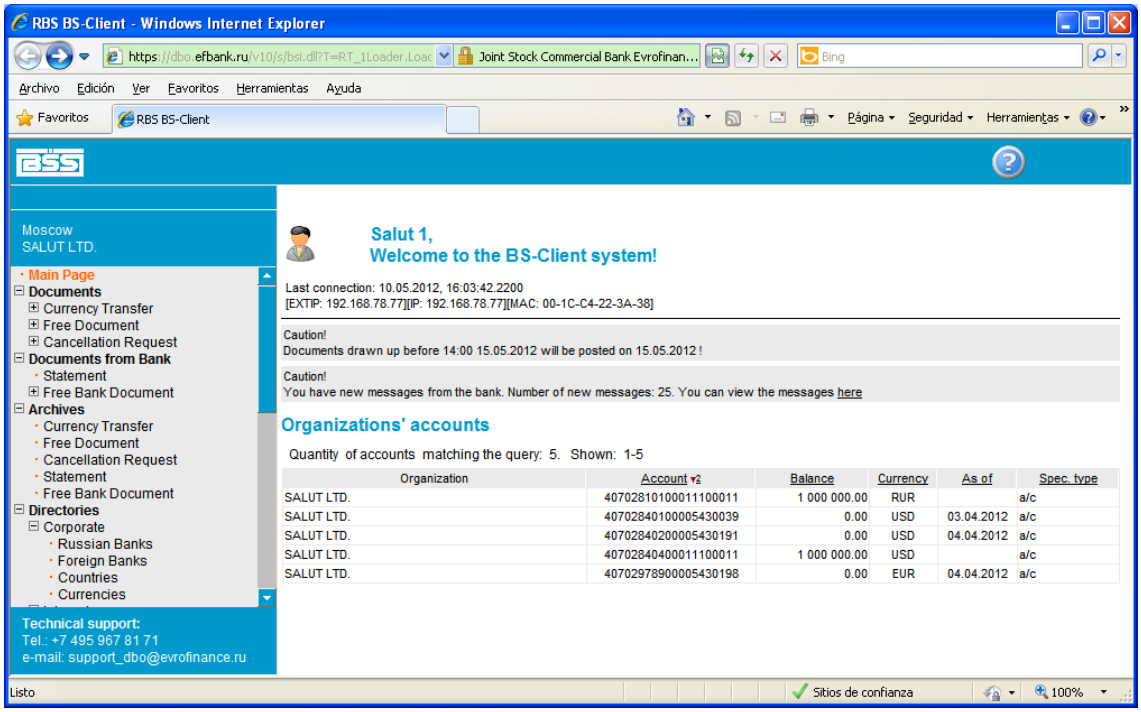
You should specify paths to the keys on your pen drive through «**here**»:



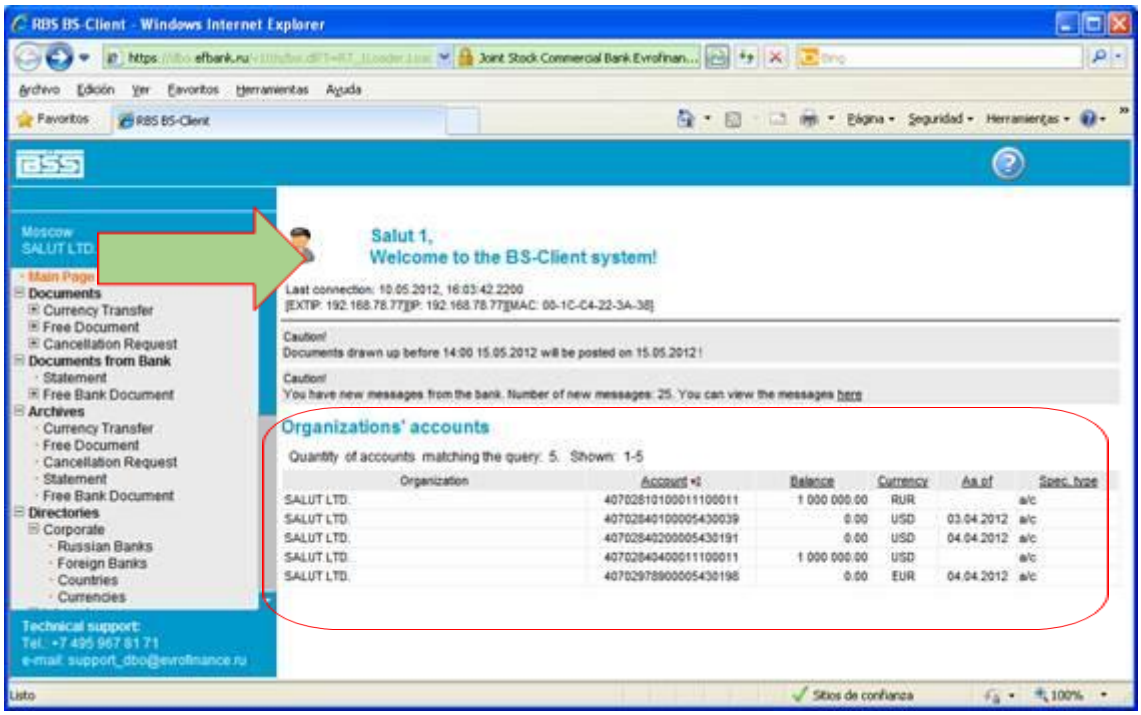
In the line Private key file, through pressing the button "Review" enter the USB drive and select file with **.key** extension. In the line Public key file, through pressing the button "Review", enter the USB drive and select file with **.cer** extension. In the remaining lines you should only change the symbol according to your USB drive symbol.



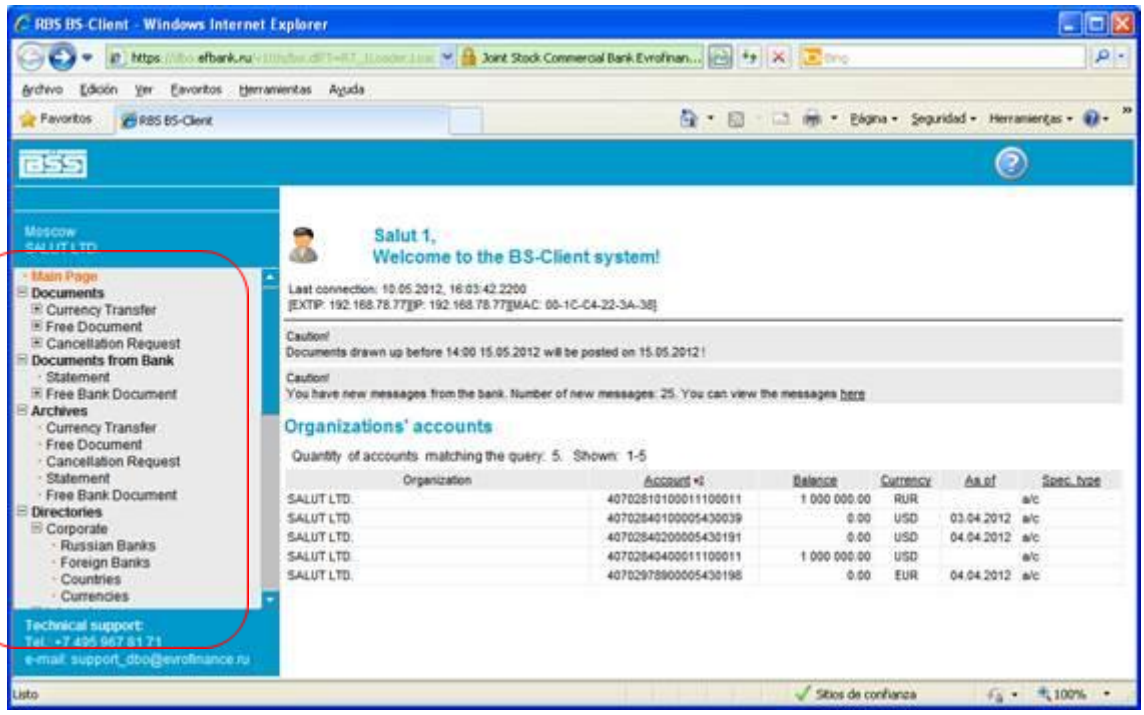
7. Then you can successfully access the main page of the System:



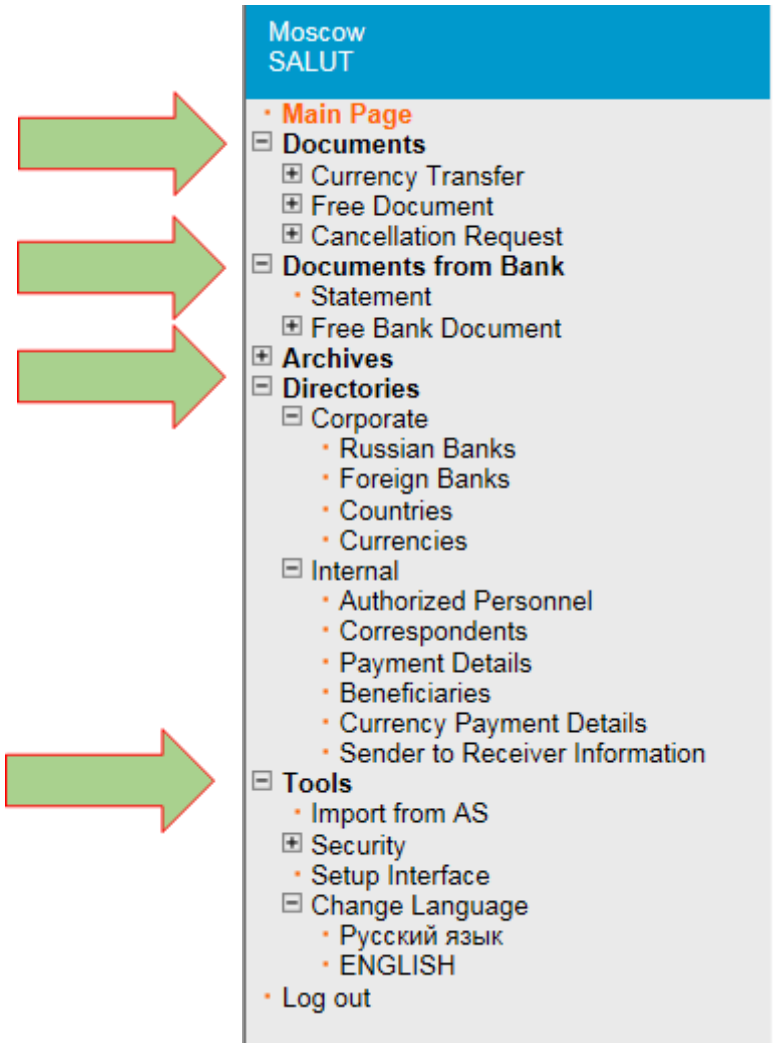
In the Main page's workspace, you will find the account list and actualized balances:



To move to other menu items, documents and directories, please use sections in the left bar:



There are 4 main sections in the left bar: Documents, Documents from Bank, Archives and Directories, and Tools:

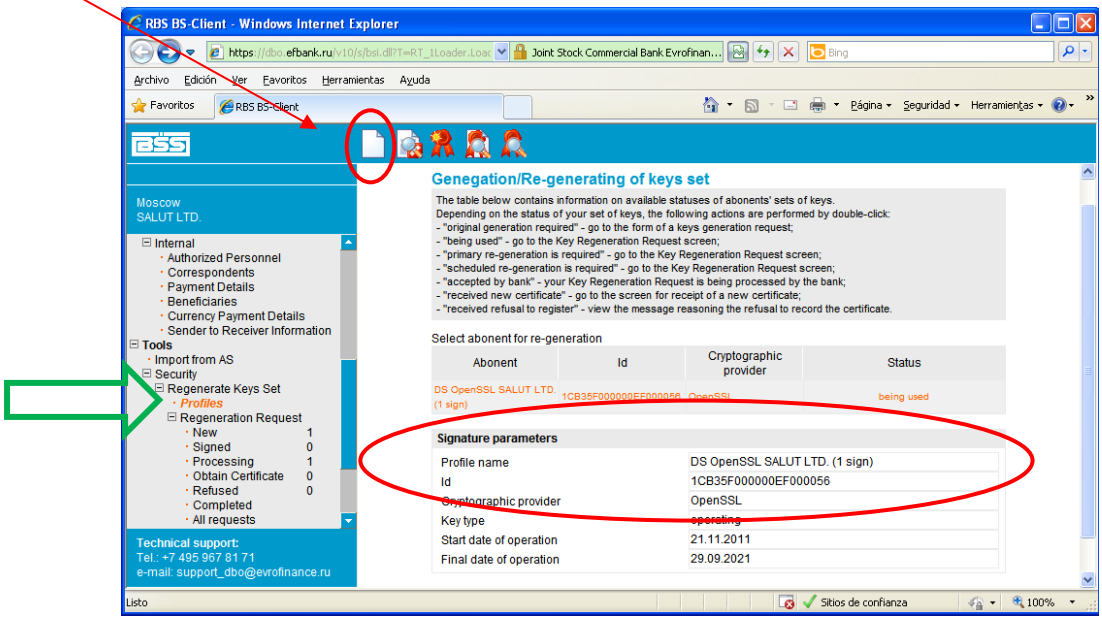


3. Key re-regeneration

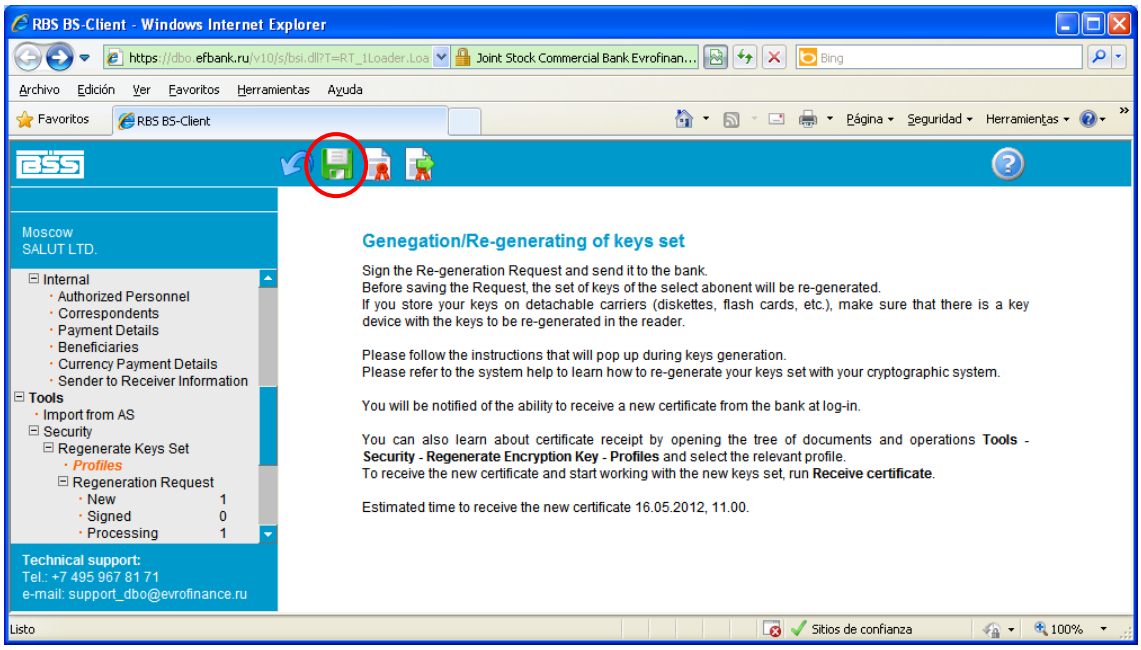
To continue your work in the System with the purpose to create and send financial documents to the Bank, you have to re-regenerate technological keys received from the Bank.

Attention! You should start and finish this process on the same computer!

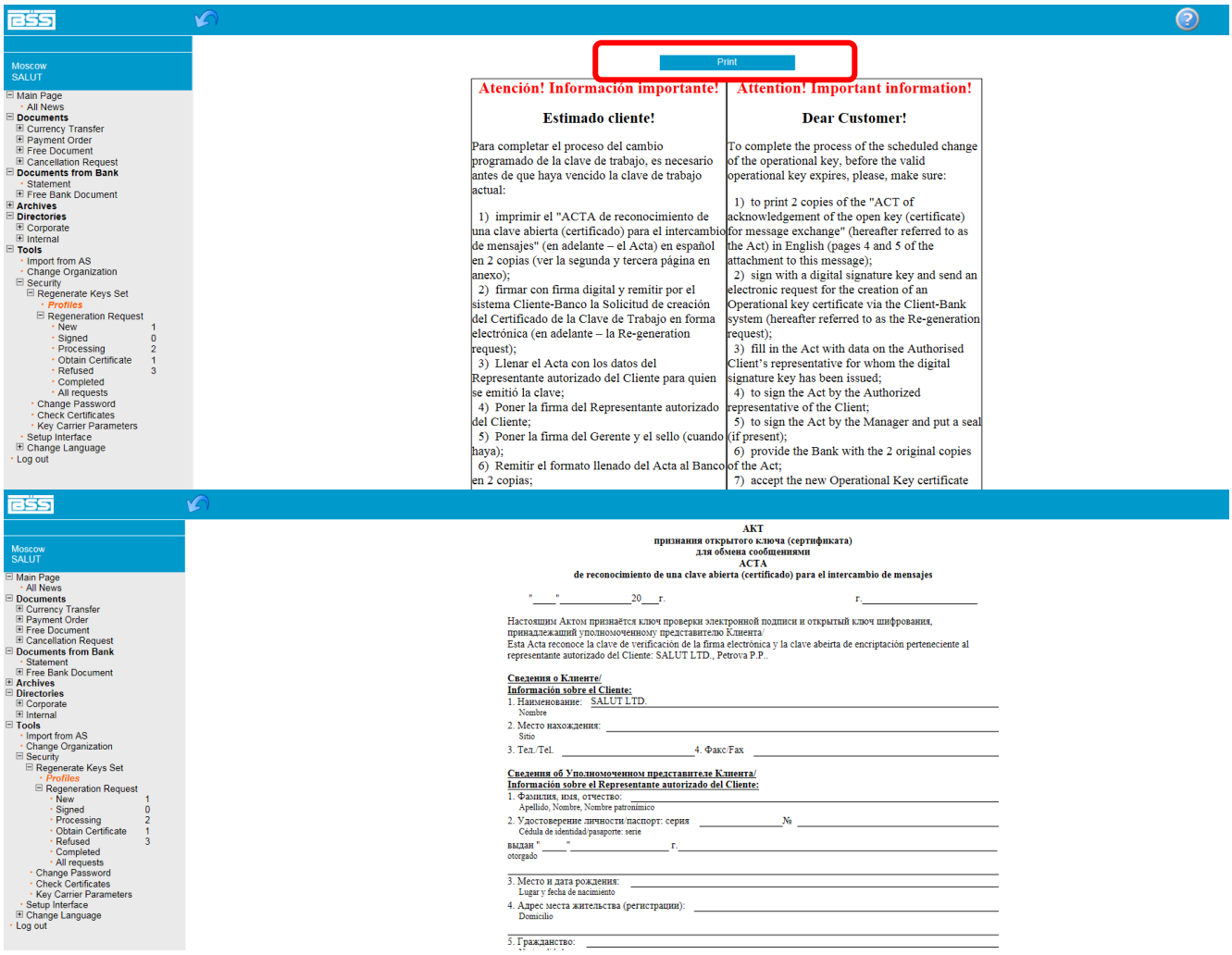
Going to the section **Tools – Security – Regenerate Keys Set – Profiles** and creating request to re-regenerate the selected abonent. To make this, please press the button "Send re-generation request":



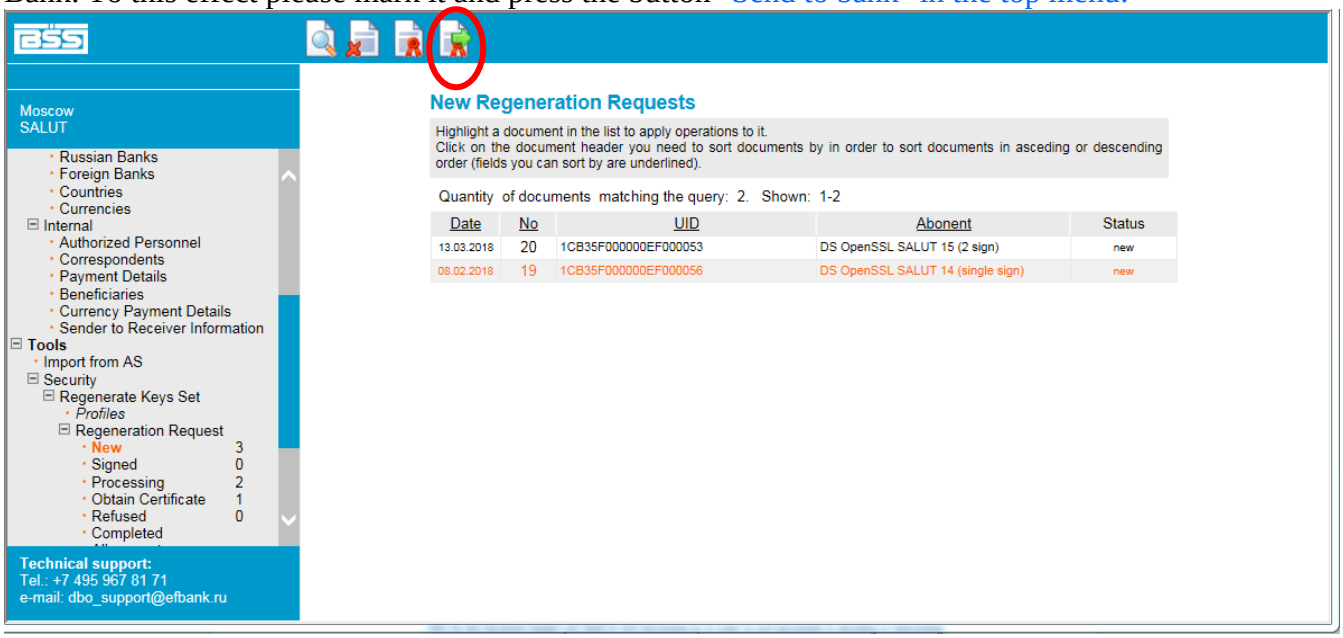
Once the button **"Send re-generation request"** is pressed, a dialogue will appear, offering you to subscribe the request for new certificate and estimated ending time sent to the Bank. You should press the button "Save" in the top menu:



Then a cover letter in Spanish and English will appear on the screen, followed by the Open Key Recognition Act (certificate for message exchange). You should consult the letter's text, print two copies of the Act, pressing the button "Print", and then formalize this Act according to the instructions set out in the Cover letter.

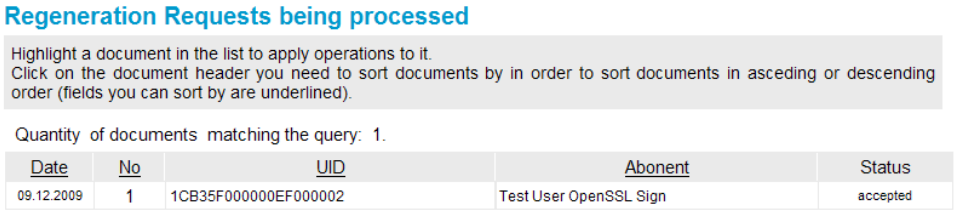


Now the request **Regeneration request** appears in the section NEW, you should sign it and send to the Bank. To this effect please mark it and press the button "Send to bank" in the top menu:

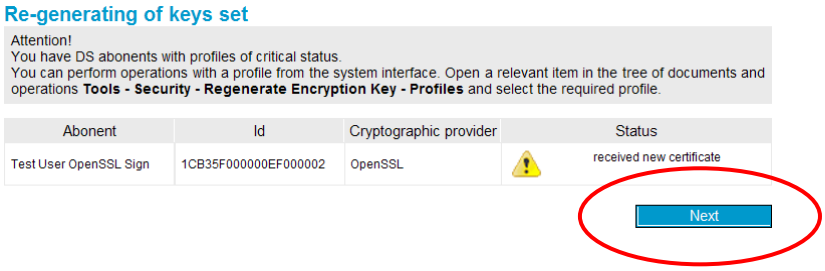


Pressing the button "Sign" in the appeared window of signature selection against the corresponding abonent:

To consult the request status, you should select **"Tools" – "Security" – "Regenerate Keys Set" – "Regeneration Request"** in the left menu.

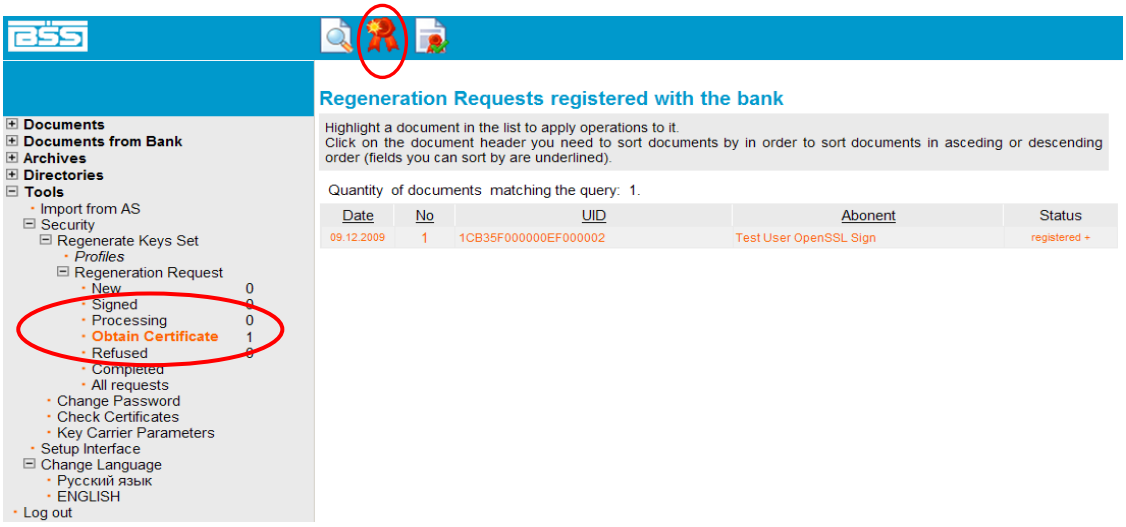


Once the request is processed by the Bank, a message will appear signaling you that the new certificate has been received from the Bank:

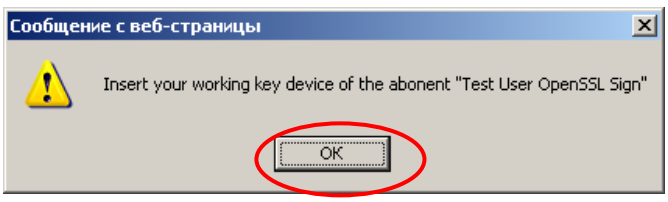


To obtain new certificate you should:

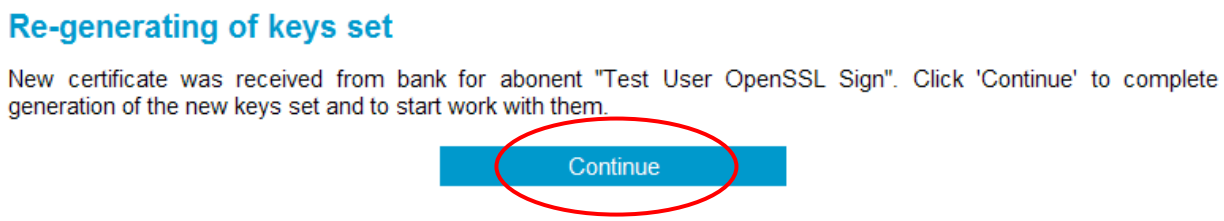
1. Press the button **"Next"**.
2. Select **"Tools" – "Security" – "Regenerate Keys Set" – "Obtain Certificate"** in the left menu.
3. Select the abonent row for re-regeneration and press the button **"Receive certificate"** in the top menu:



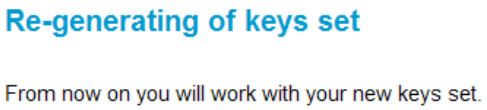
Press the button "OK" in the appeared window:



Then press the button "Continue":



После удачной установки сертификата Вы увидите следующее сообщение Once the certificate is successfully installed, you will see the following message:

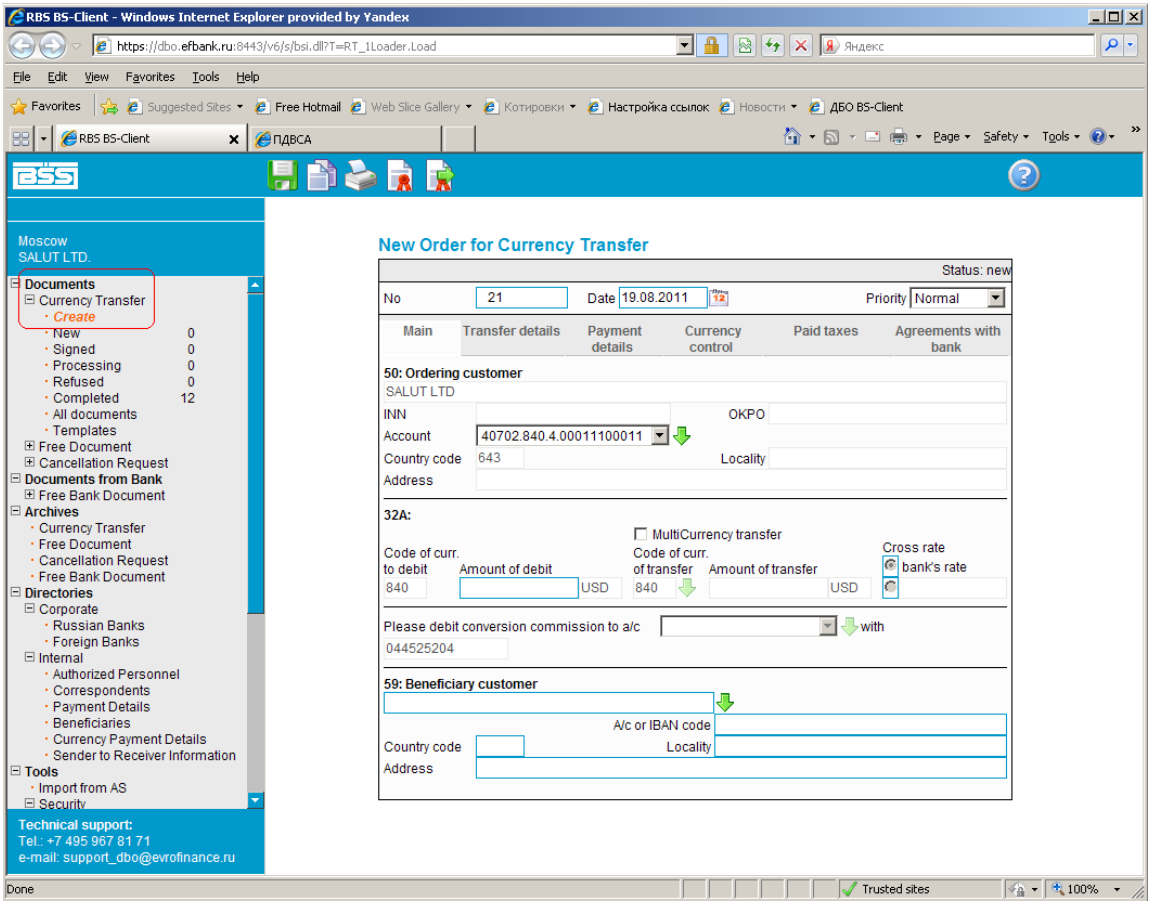


Attention!

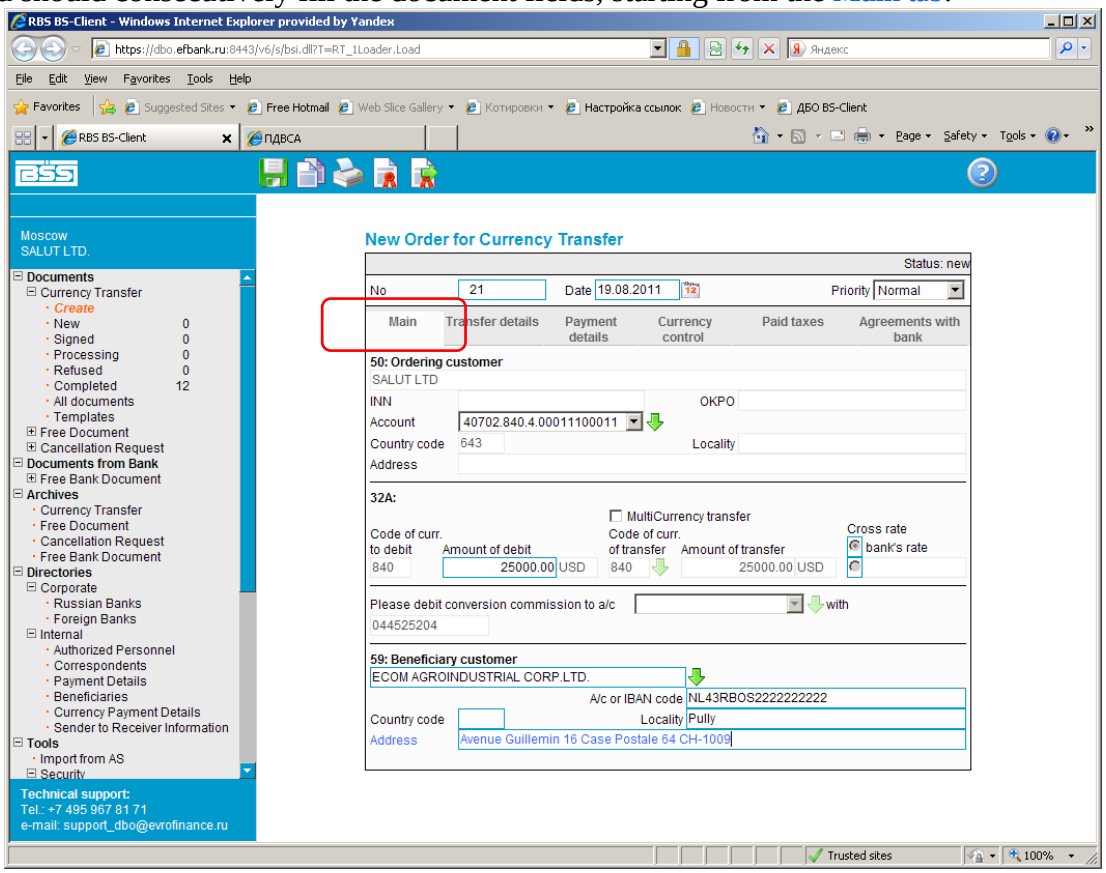
After successfully finishing the re-regeneration process, make a reserve copy of the key carrier!

4. Currency transfer

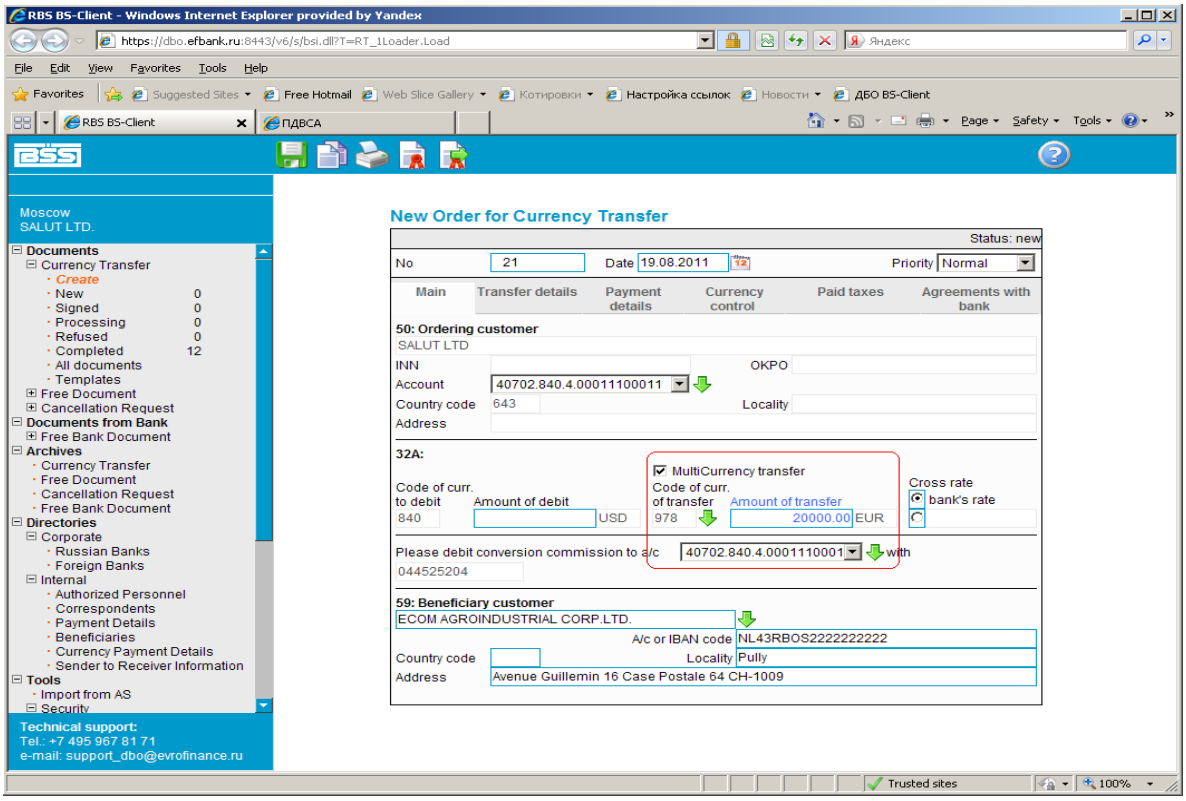
To create new currency transfer please select **Documents – Currency Transfer – Create** in the main menu:



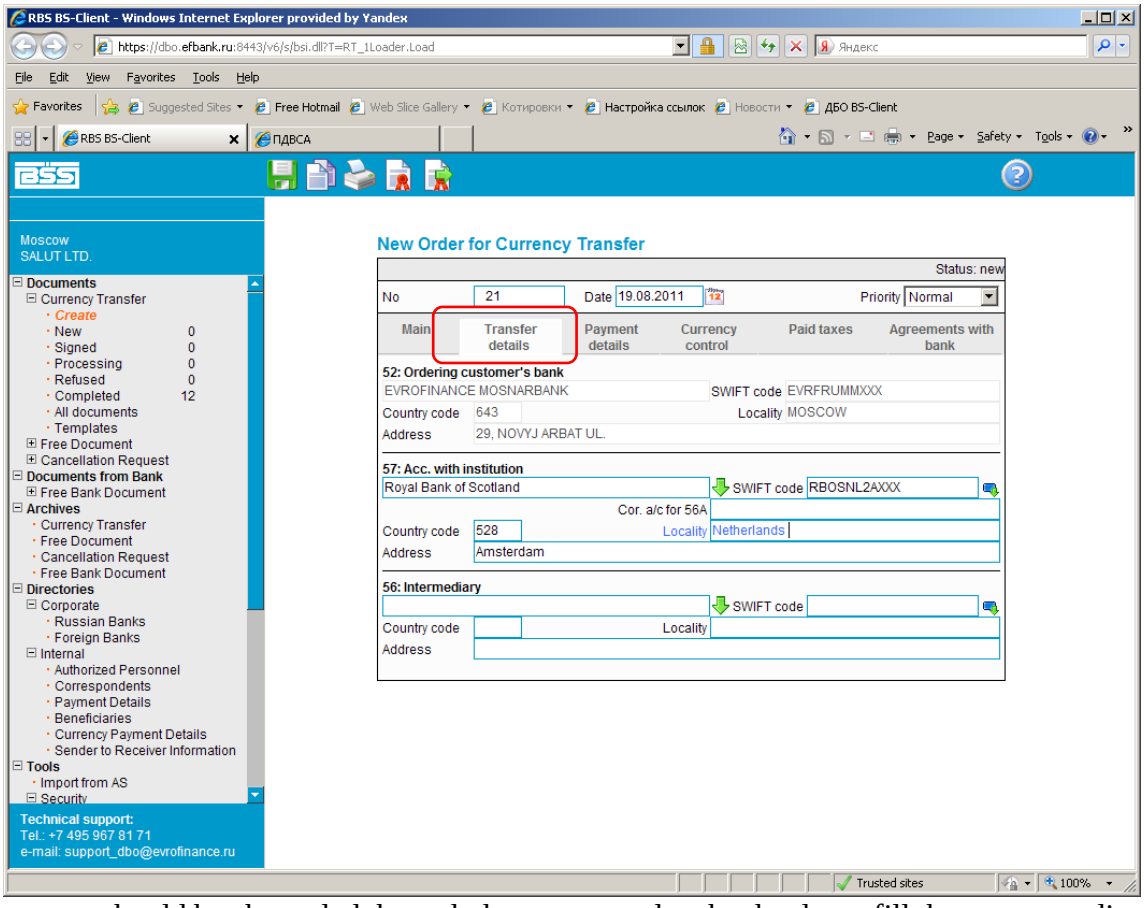
Then you should consecutively fill the document fields, starting from the **Main** tab:



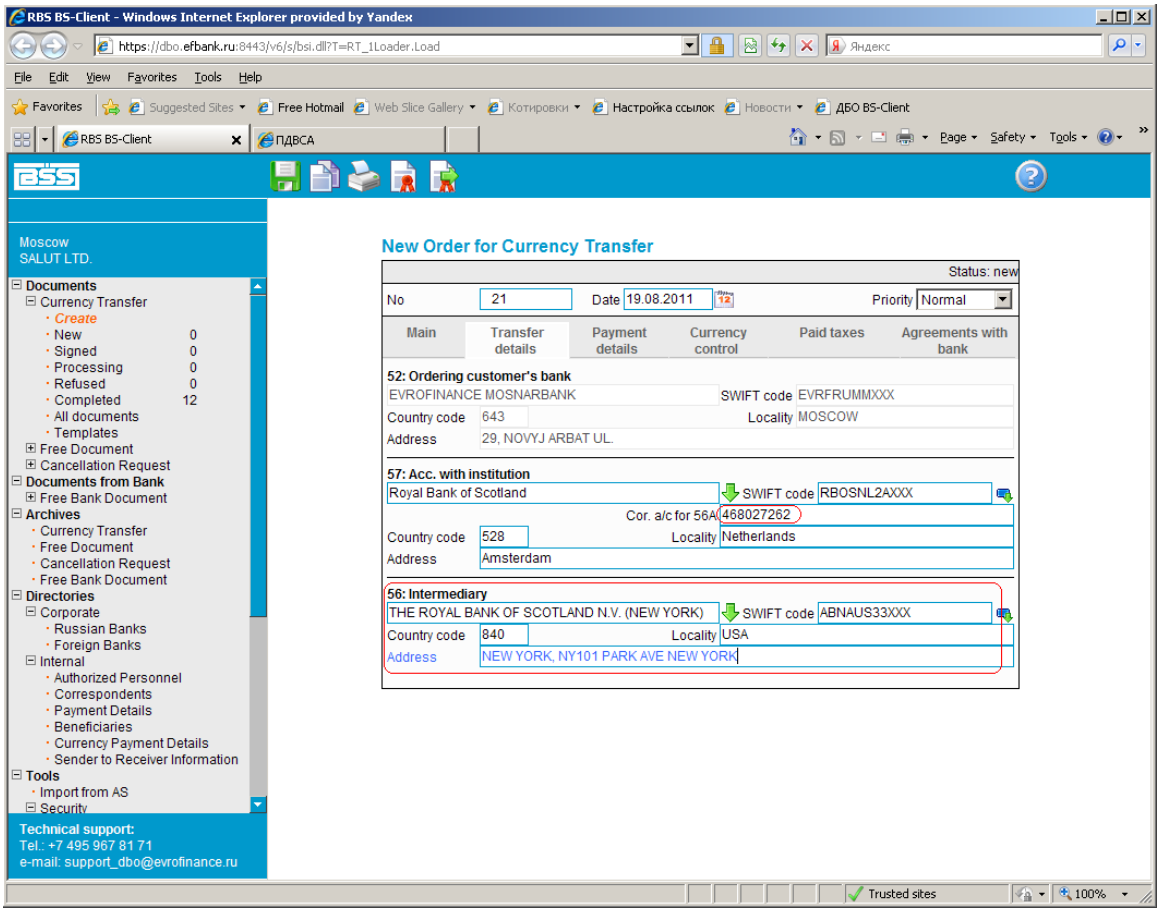
If the payment currency and account currency are different, you should use the checkbox **MultiCurrency transfer** and put the necessary currency code. You could also specify the payment amount in the currency of payment. You should specify an account for conversion fee's charge:



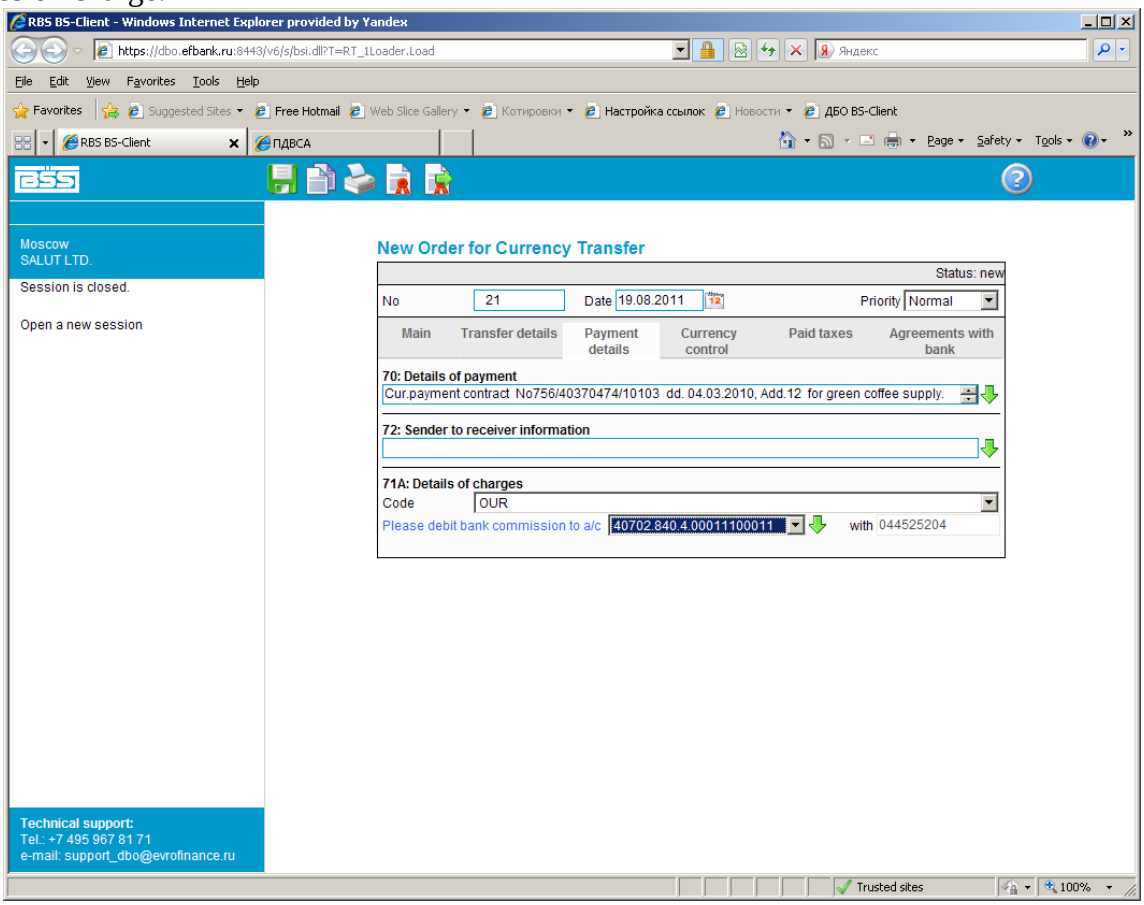
Filling the document fields on the **Transfer details tab**:



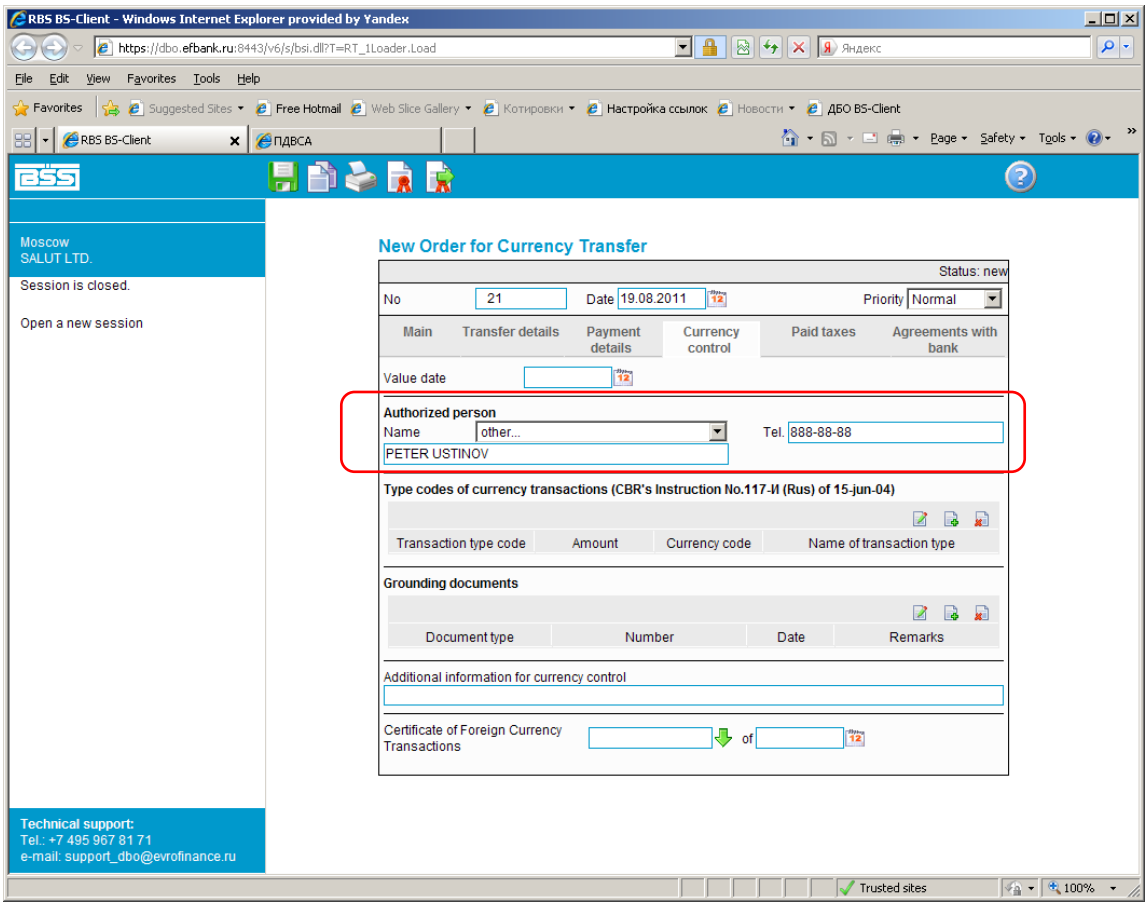
If the payment should be channeled through the correspondent bank, please fill the corresponding fields:



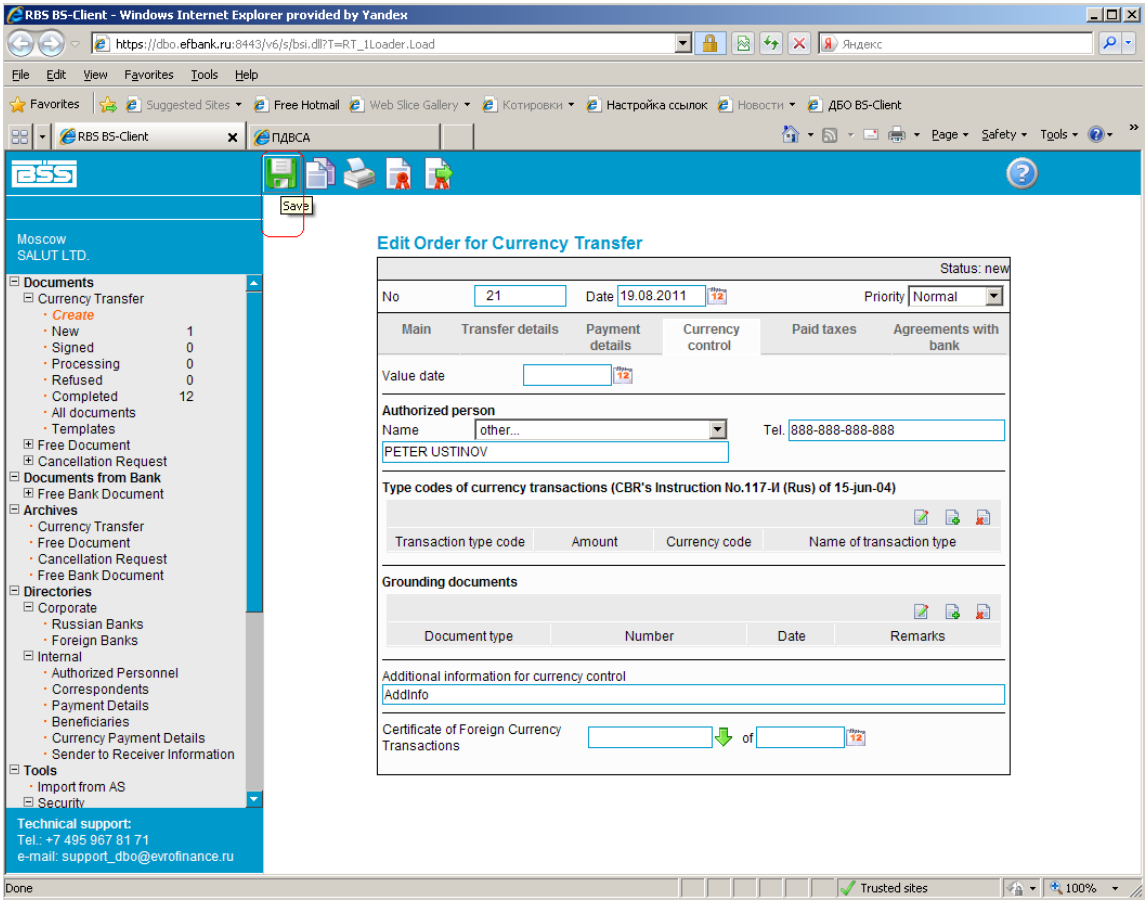
On the tab **Payment details** you should specify the payment destination, mode and account for the commission charge:

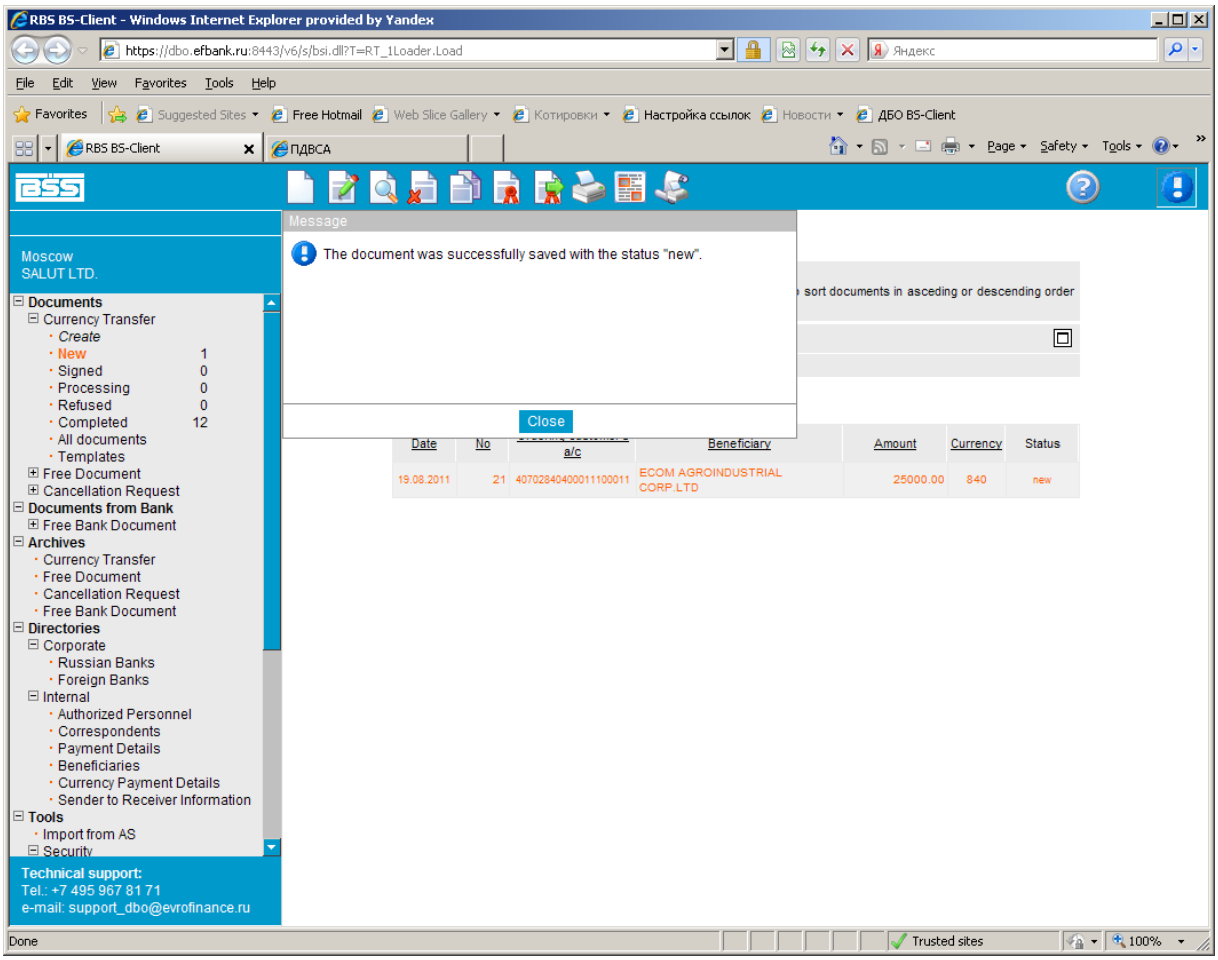


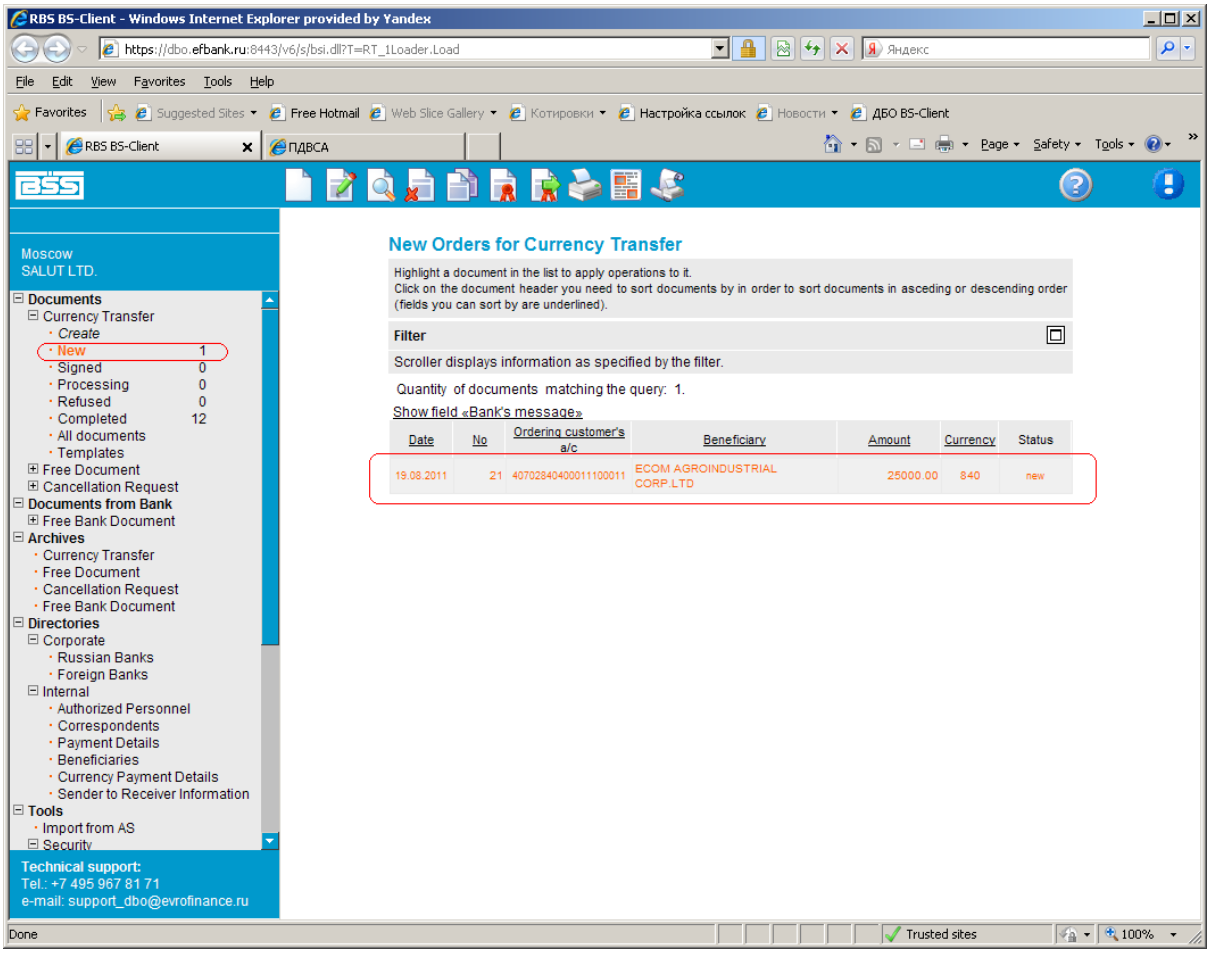
On the tab **Currency control** you should specify the person responsible and his telephone:



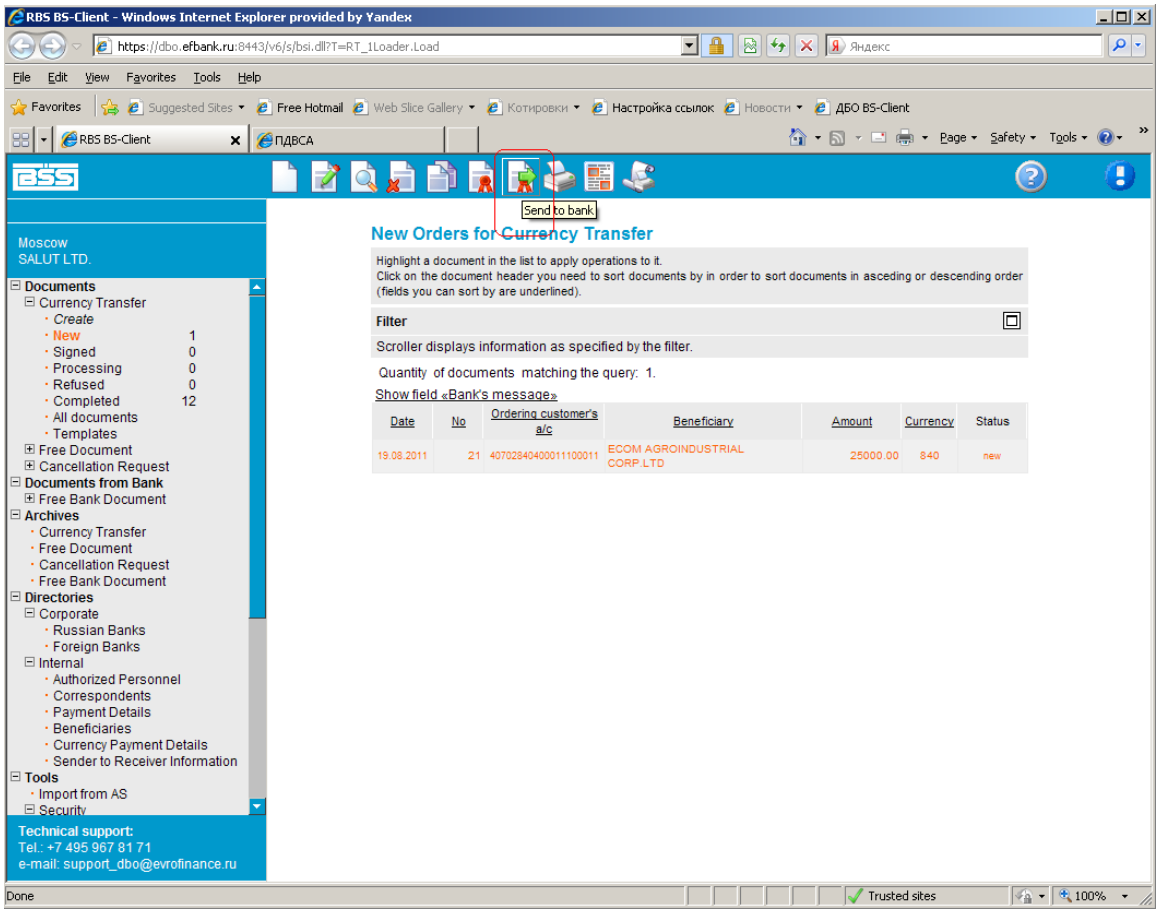
Then you can save the document:

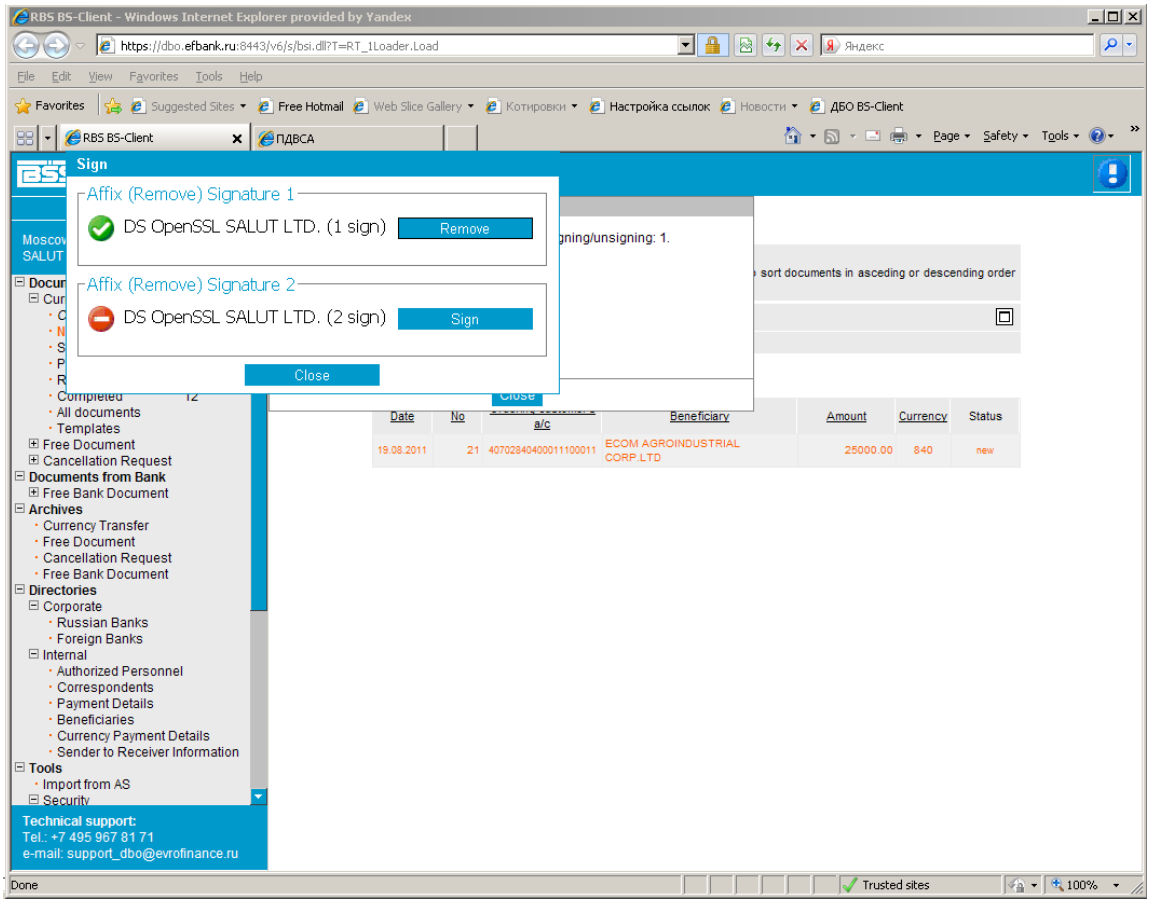



RBS BS-Client - Windows Internet Explorer provided by Yandex
https://dbo.efbank.ru:8443/v6/s/bsi.dll?T=RT_1Loader.Load
Message
The document was successfully saved with the status "new".
Close
Moscow
SALUT LTD.
Documents
Currency Transfer
Create
New 1
Signed 0
Processing 0
Refused 0
Completed 12
All documents
Templates
Free Document
Cancellation Request
Documents from Bank
Free Bank Document
Archives
Currency Transfer
Free Document
Cancellation Request
Free Bank Document
Directories
Corporate
Russian Banks
Foreign Banks
Internal
Authorized Personnel
Correspondents
Payment Details
Beneficiaries
Currency Payment Details
Sender to Receiver Information
Tools
Import from AS
Security
Technical support:
Tel.: +7 495 967 81 71
e-mail: support_dbo@evrofinance.ru
Date
No
Ordering customer's a/c
Beneficiary
Amount
Currency
Status
19.08.2011
21
40702840400011100011
ECOM AGROINDUSTRIAL CORP.LTD
25000.00
840
new


RBS BS-Client - Windows Internet Explorer provided by Yandex
https://dbo.efbank.ru:8443/v6/s/bsi.dll?T=RT_1Loader.Load
Moscow
SALUT LTD.
New Orders for Currency Transfer
Highlight a document in the list to apply operations to it.
Click on the document header you need to sort documents by in order to sort documents in asceding or descending order (fields you can sort by are underlined).
Filter
Scroller displays information as specified by the filter.
Quantity of documents matching the query: 1.
Show field «Bank's message»
Date
No
Ordering customer's a/c
Beneficiary
Amount
Currency
Status
19.08.2011
21
40702840400011100011
ECOM AGROINDUSTRIAL CORP.LTD
25000.00
840
new

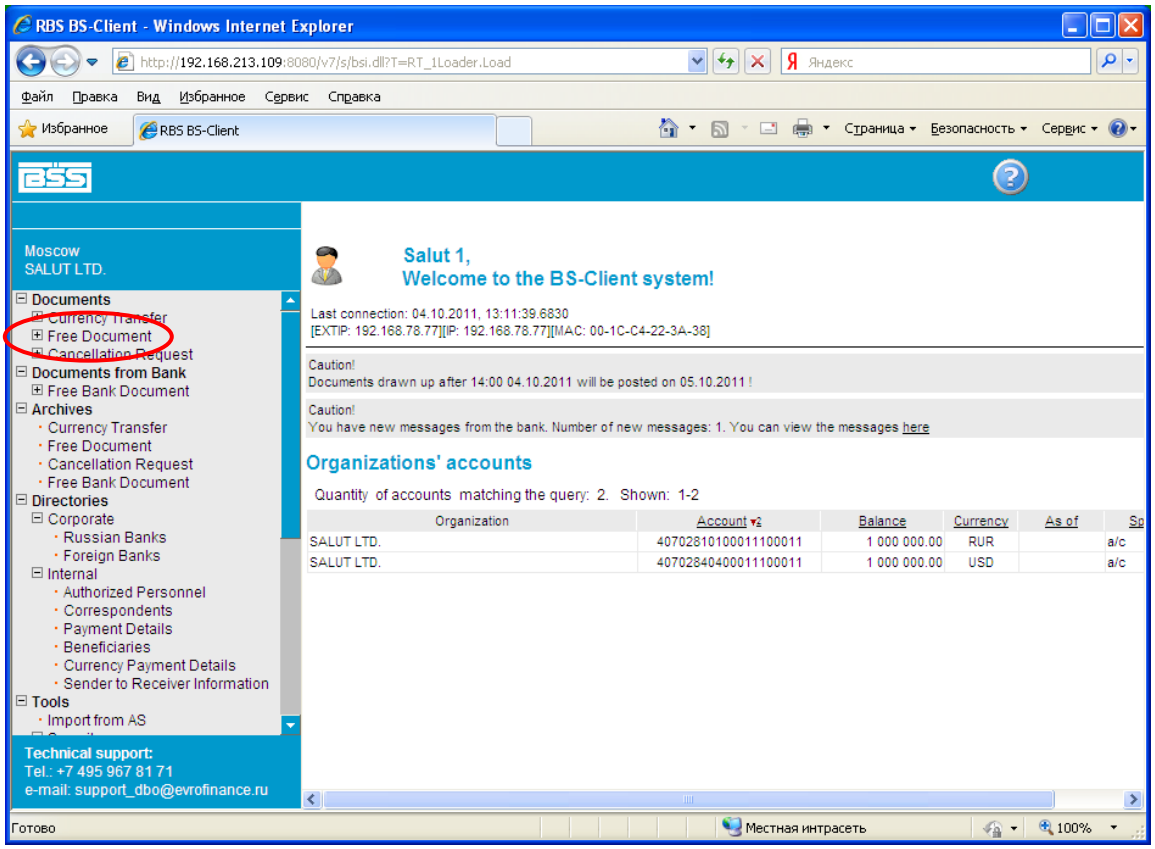
And then please sign the document and send it to the Bank:



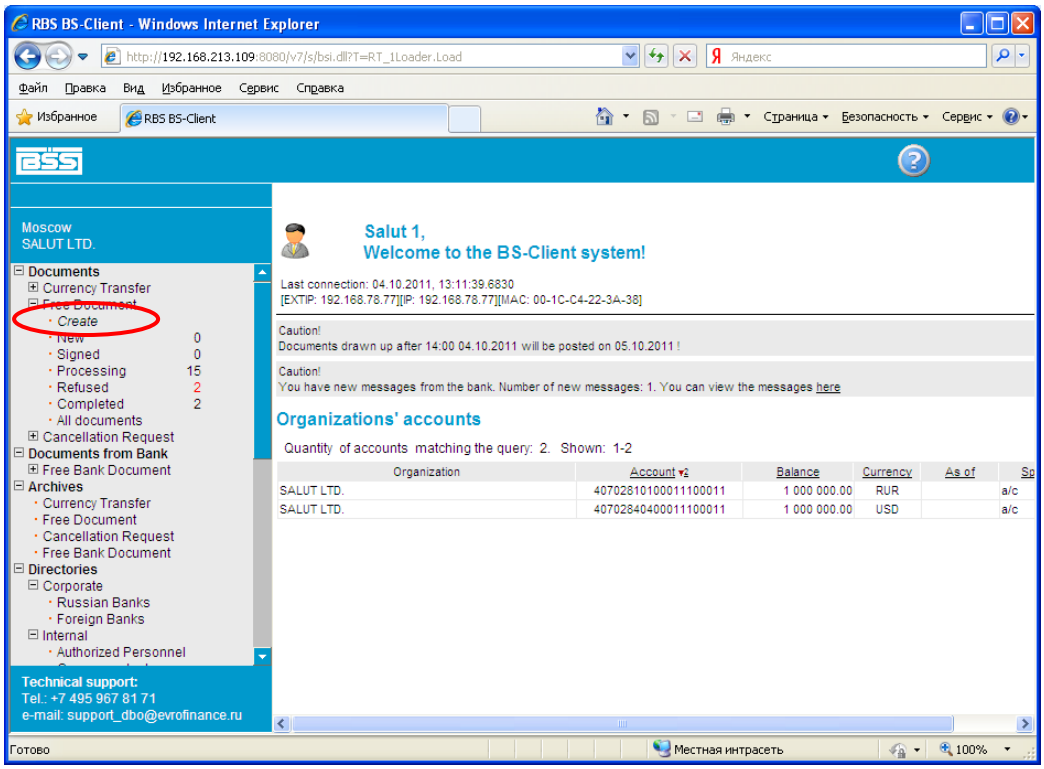


5. Message to the Bank

This sort of documents seems necessary to allow you to send any kind of information not provided by the System to the Bank. This document is equivalent to the protected email message.

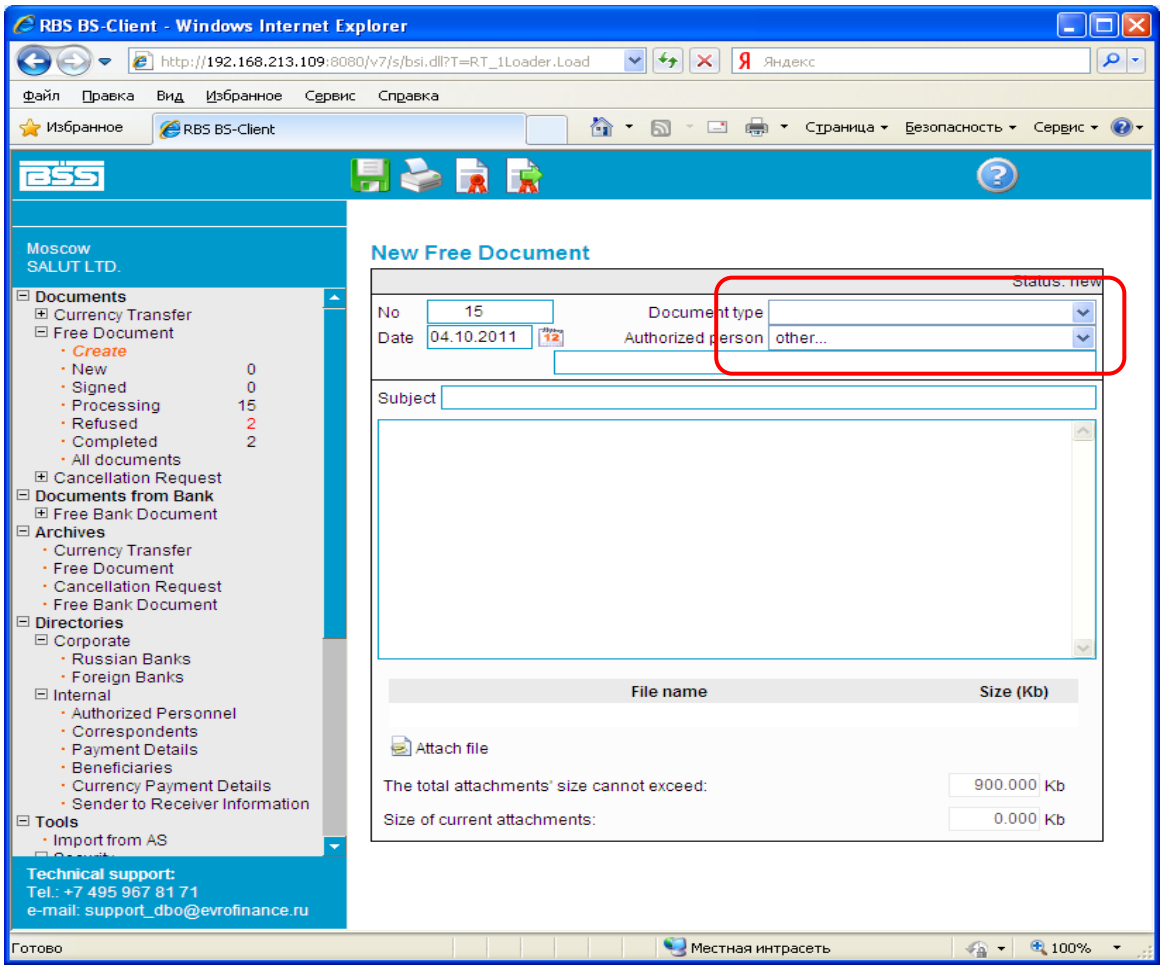


To create the message you should select **Documents – Free Documents – Create** in the main menu:

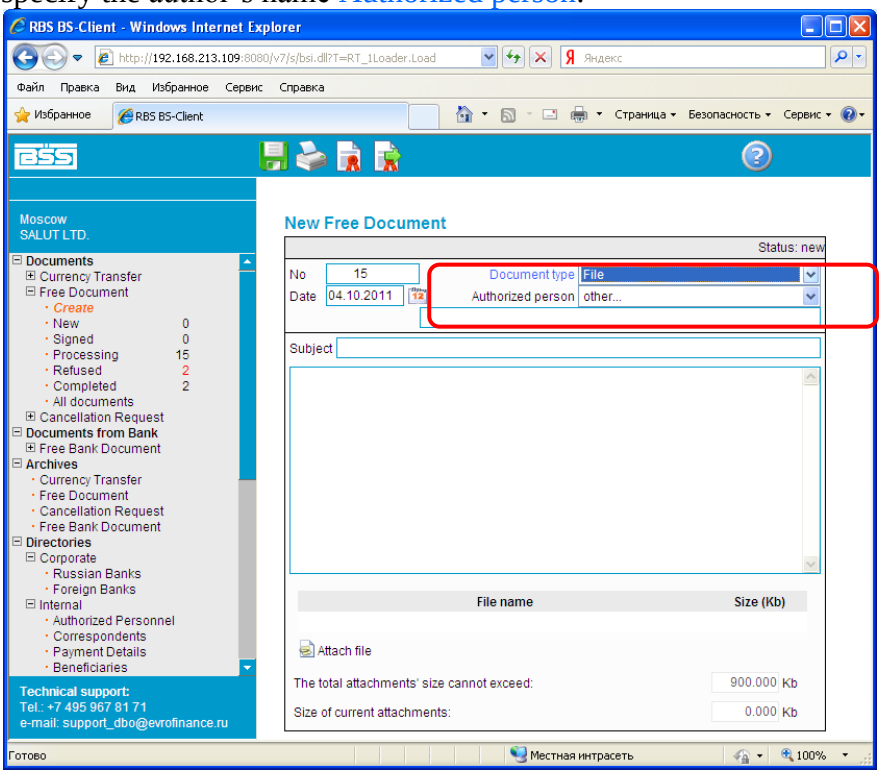


Than please fill the document fields starting from Document type tab.

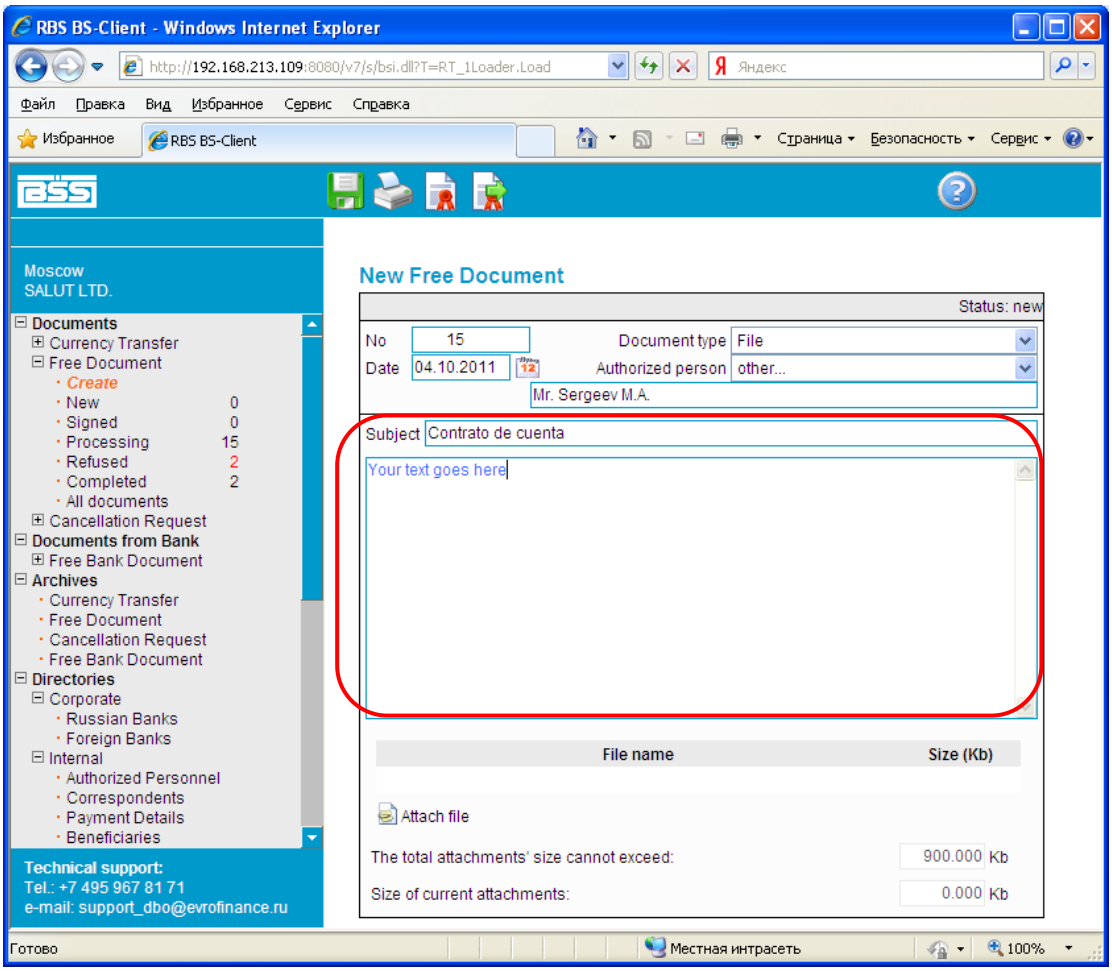
If you need to send an enclosed message to the Bank, please select File int the Document Type drop-down menu выберите. If it should be a standard letter, please select Letter.



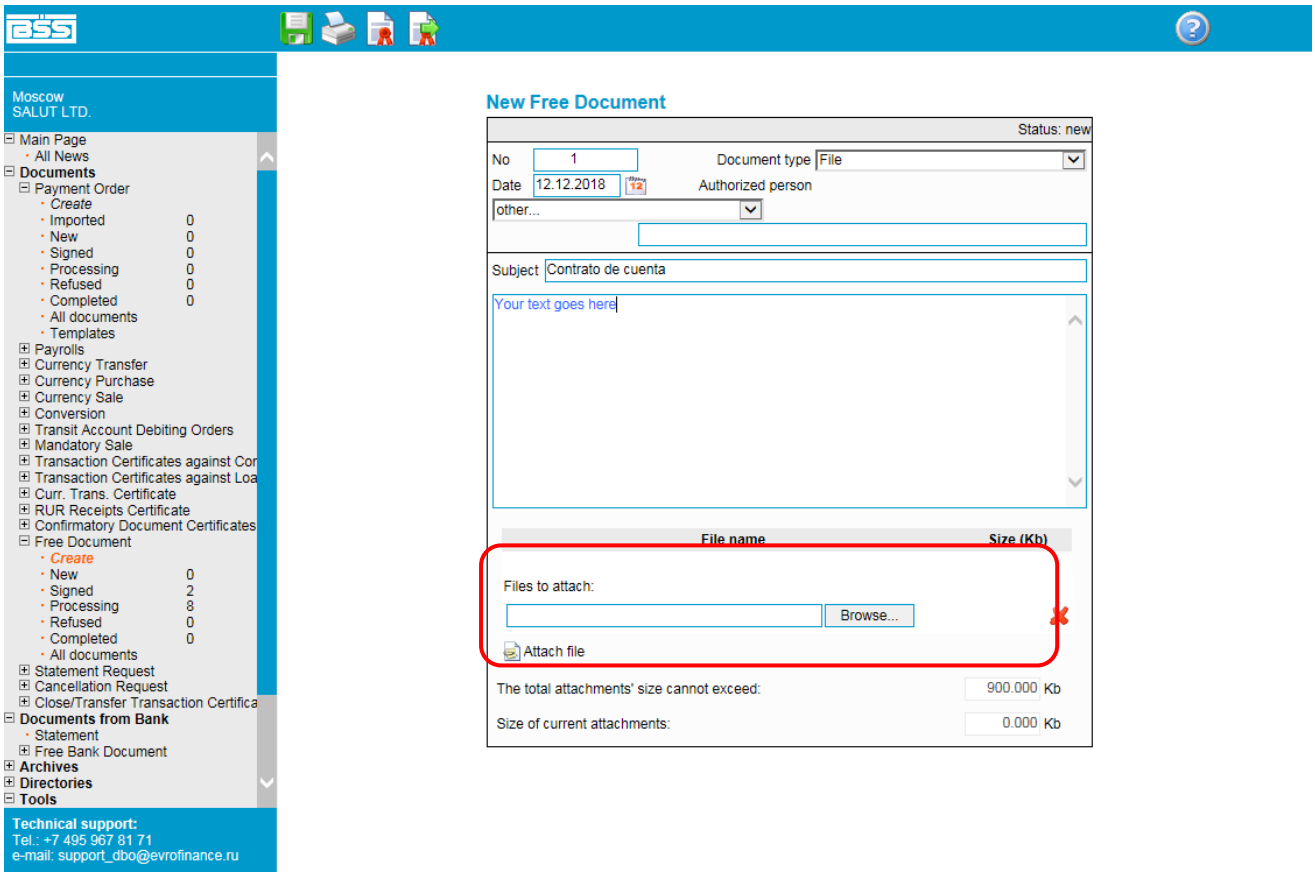
Then you should specify the author's name Authorized person:



In the field Subject you should specify the message subject and write the message for the Bank's employees below:

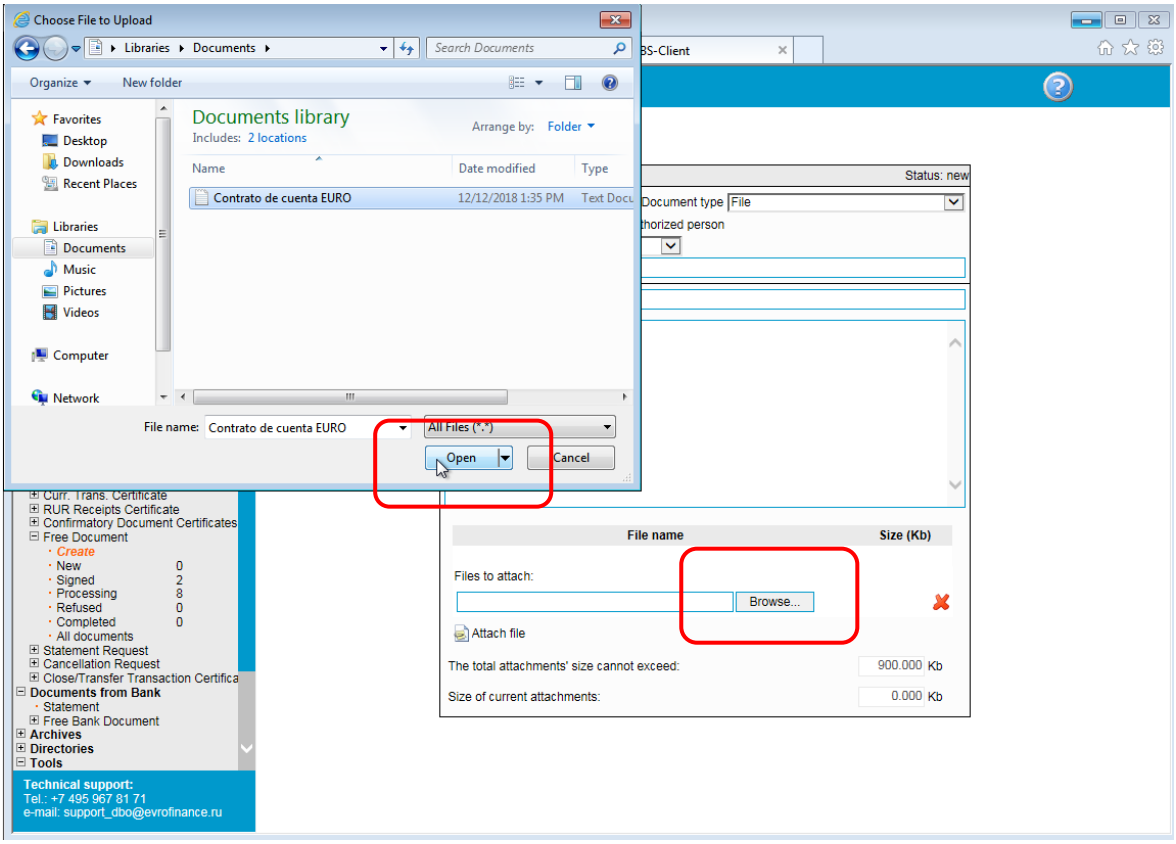


Now you can attach the file: the Attach file button at the message's bottom, after pressing it, the field « REVIEW» of files and folders appears:

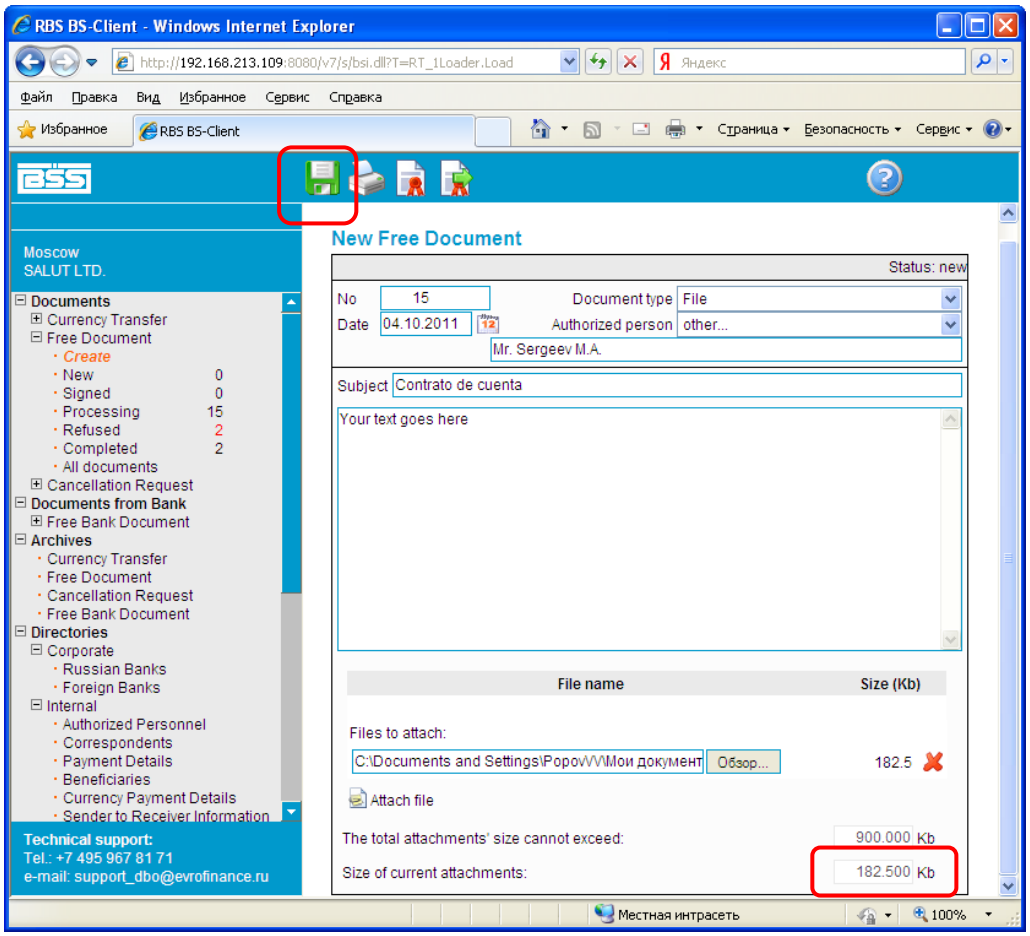


Through the «review» button you can select the file you'd like to send.

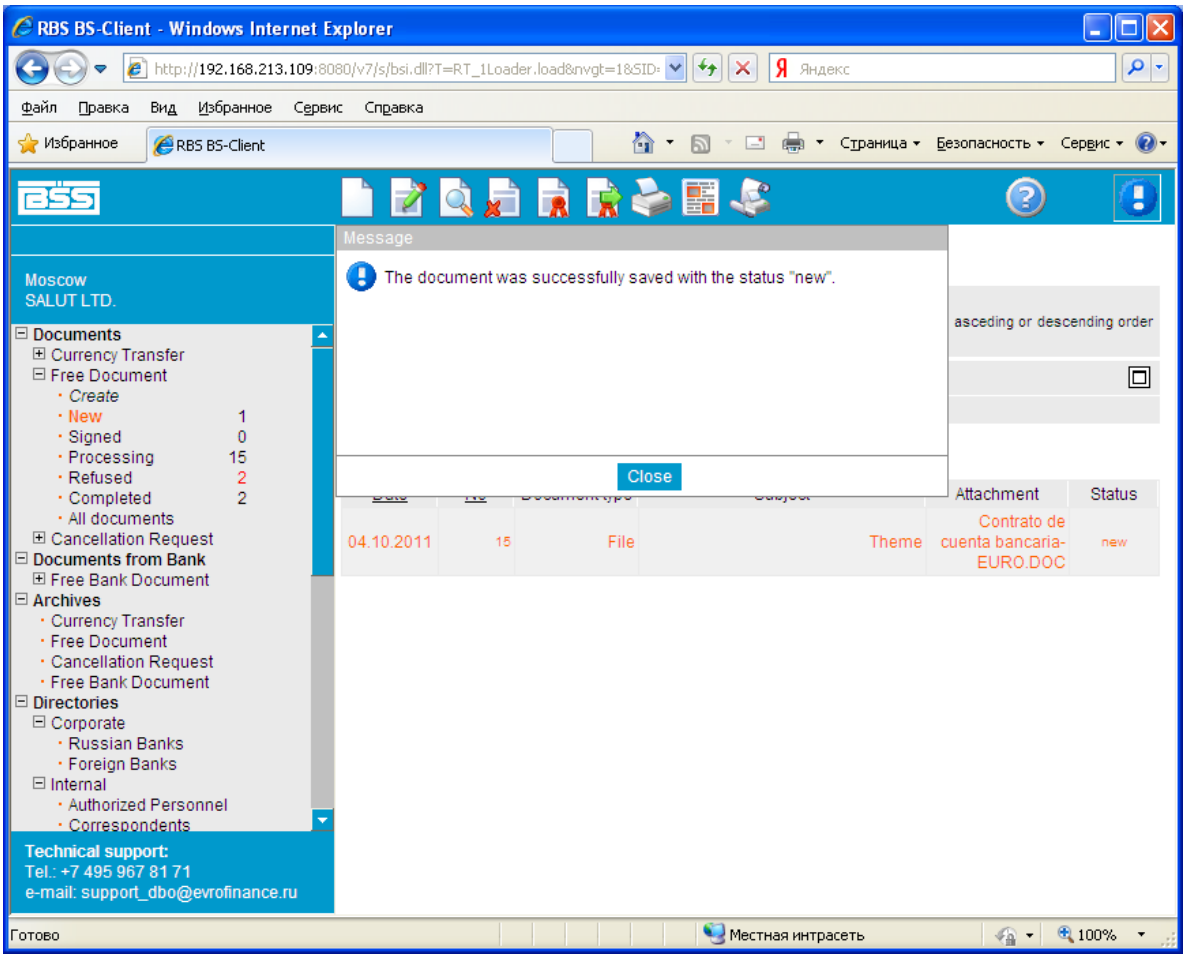
For example:



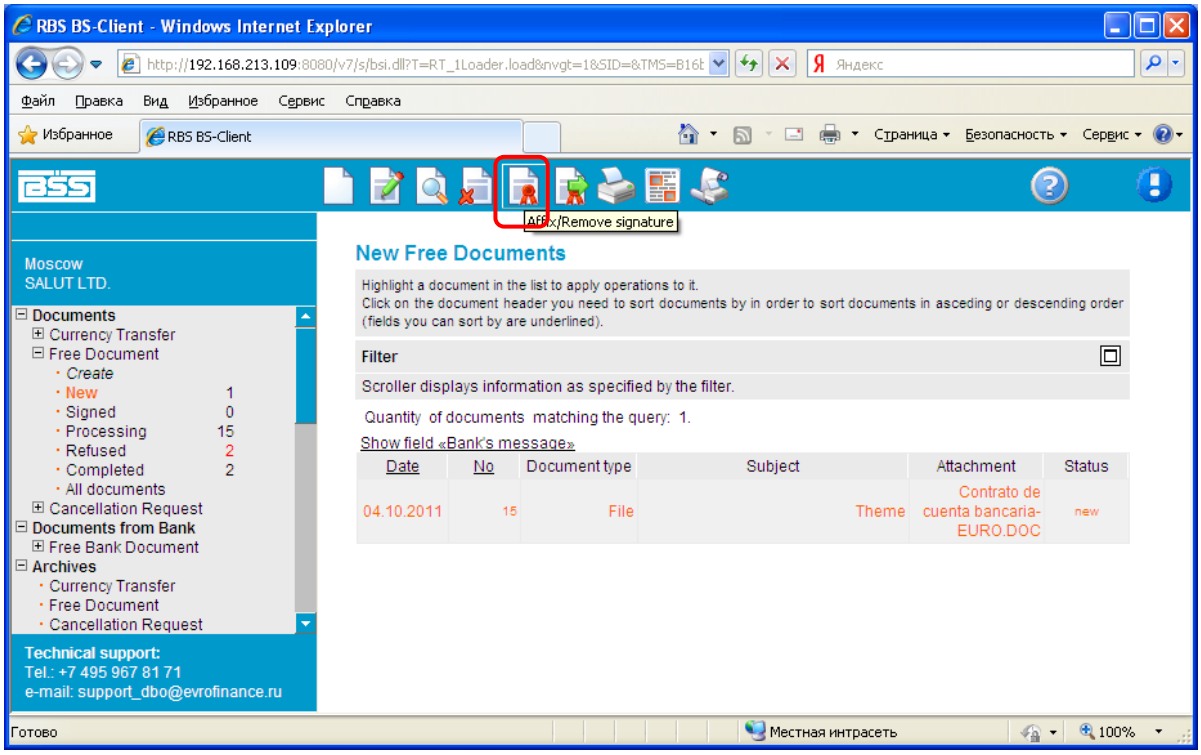
We draw your attention to the fact that the total amount of attached files should not exceed 900 Kb! If this condition is met, you can save the document:



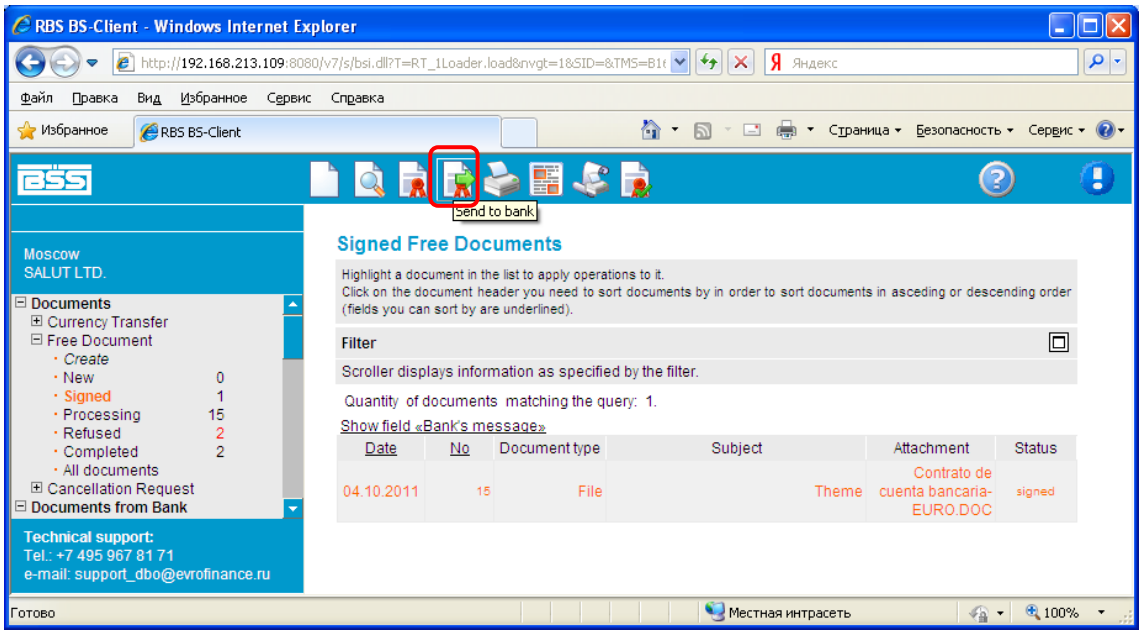
The document is saved with the «NEW» status:

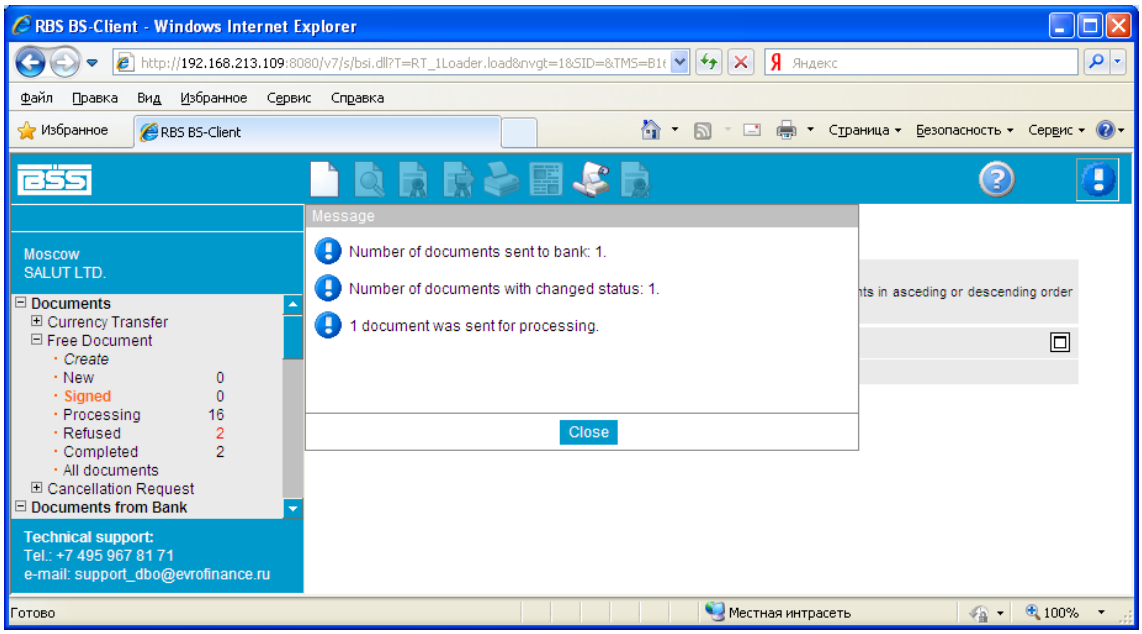


Now you can sign it,

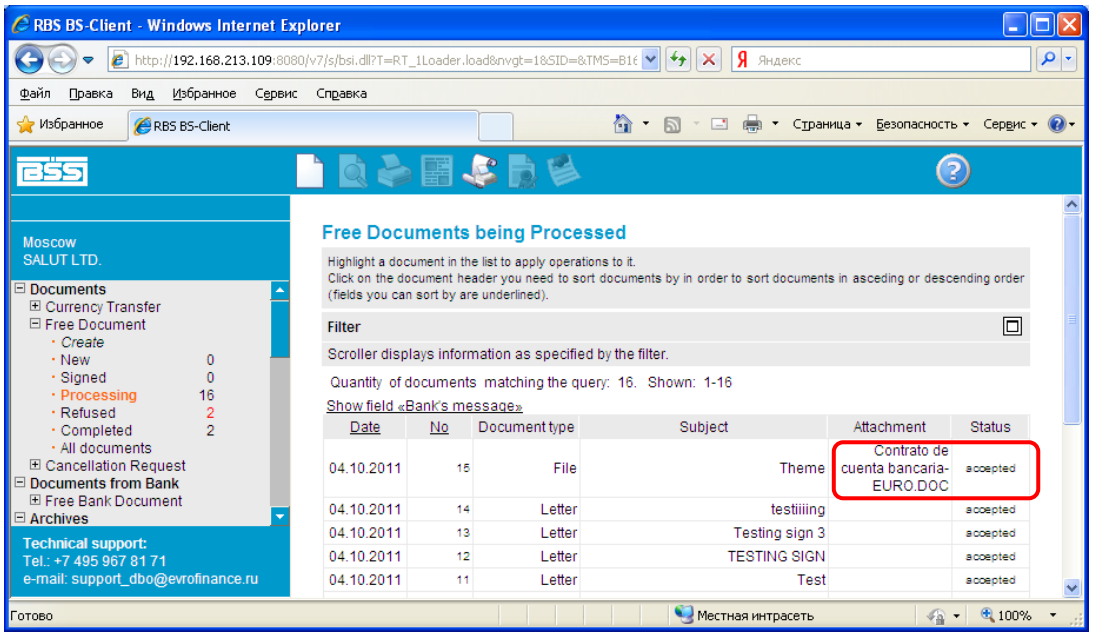


and send to the Bank:



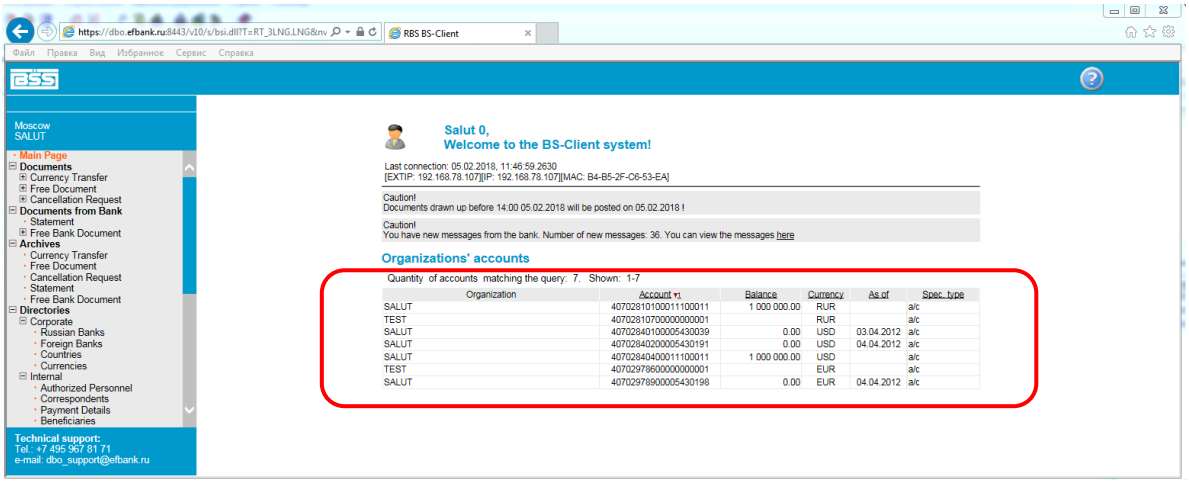


If all actions are done correctly and the document reaches the Bank, its status will change to «accepted»:

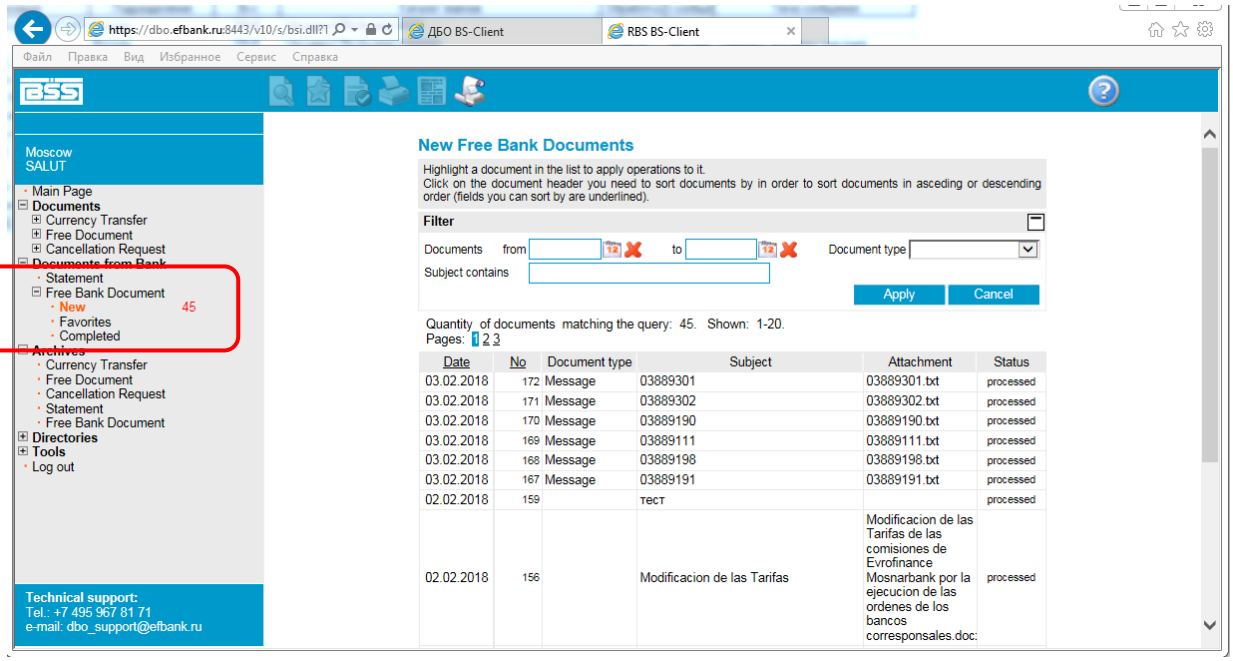

RBS BS-Client - Windows Internet Explorer
Файл Правка Вид Избранное Сервис Справка
Избранное
RBS BS-Client
Страница Безопасность Сервис
Moscow
SALUT LTD.
Documents
Currency Transfer
Free Document
Create
New 0
Signed 0
Processing 16
Refused 2
Completed 2
All documents
Cancellation Request
Documents from Bank
Free Bank Document
Archives
Technical support:
Tel.: +7 495 967 81 71
e-mail: support_dbo@evrofinance.ru
Free Documents being Processed
Highlight a document in the list to apply operations to it.
Click on the document header you need to sort documents by in order to sort documents in asceding or descending order (fields you can sort by are underlined).
Filter
Scroller displays information as specified by the filter.
Quantity of documents matching the query: 16. Shown: 1-16
Show field «Bank's message»
Date No Document type Subject Attachment Status
04.10.2011 15 File Theme Contrato de cuenta bancaria-EURO.DOC accepted
04.10.2011 14 Letter testiiiing accepted
04.10.2011 13 Letter Testing sign 3 accepted
04.10.2011 12 Letter TESTING SIGN accepted
04.10.2011 11 Letter Test accepted
Готово
Местная интрасеть
100%

6. Account statements

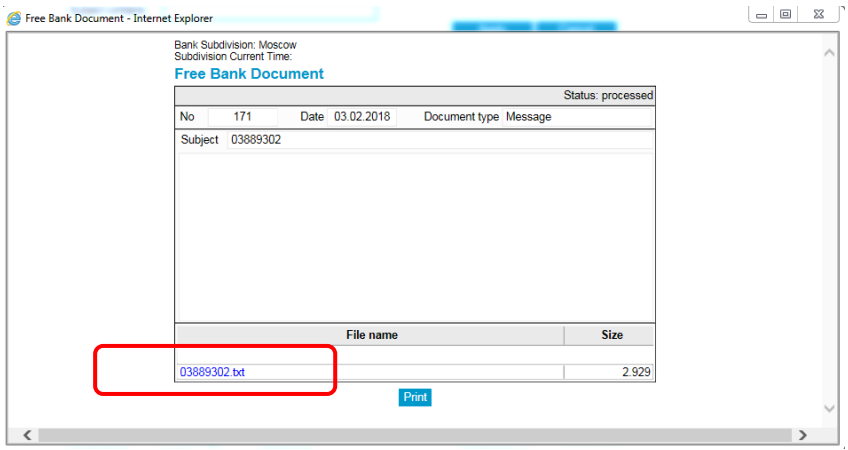
The account balance is displayed on the **Main page:**



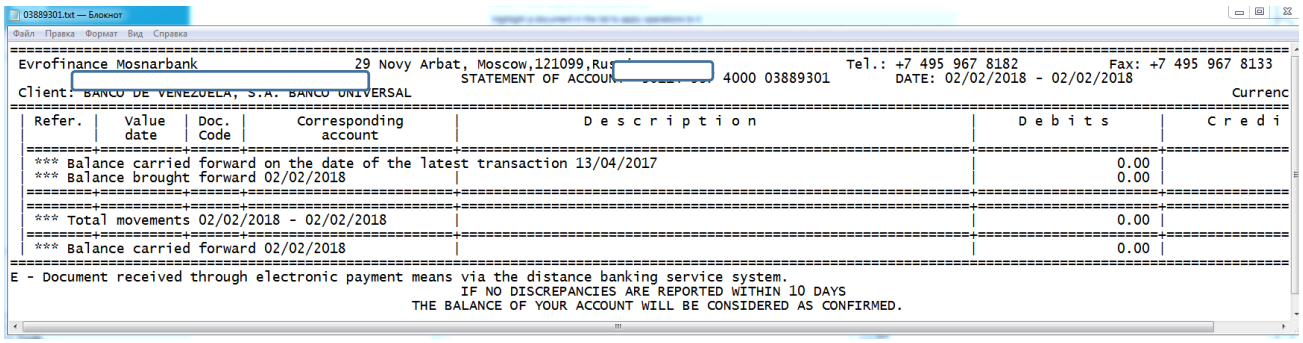
In the section **Messages from Bank** you can find information letters from the Bank and all account statements:



Statements come as enclosed files, a separate enclosed document is elaborated for each account:



You can save the document in your local computer and use any text redactor to see it:



03889301.txt — Блокнот

Файл Правка Формат Вид Справка

```
Evrofinance Mosnarbank                  29 Novy Arbat, Moscow,121099,Rus                    Tel.: +7 495 967 8182          Fax: +7 495 967 8133
                                                STATEMENT OF ACCOUN                4000 03889301        DATE: 02/02/2018 - 02/02/2018
Client: BANCO DE VENEZUELA, S.A. BANCO UNIVERSAL                                                                                    Currenc
```

Refer.	Value date	Doc. Code	Corresponding account	Description	Debits	Credi
*** Balance carried forward on the date of the latest transaction 13/04/2017					0.00	
*** Balance brought forward 02/02/2018					0.00	
*** Total movements 02/02/2018 - 02/02/2018					0.00	
*** Balance carried forward 02/02/2018					0.00	

E - Document received through electronic payment means via the distance banking service system.
IF NO DISCREPANCIES ARE REPORTED WITHIN 10 DAYS
THE BALANCE OF YOUR ACCOUNT WILL BE CONSIDERED AS CONFIRMED.