## Evrofinance Mosnarbank

# Eurolink remote banking system for individuals USER MANUAL

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## **1. SYSTEM DESCRIPTION**

**EuroLink remote banking system for individuals (hereinafter the "System")** is a modern electronic service that provides access to banking services via the Internet. The System consists of the web version and mobile version and is a complex of hardware and software operated by the Client and Bank to provide Client with the services of remote managing and operating their accounts. The System service is developed with the use of up-to-date means of information protection and encryption: the data transfer is made through a secure SSL connection, the login is carried out by login and password, one-time SMS passwords are used to confirm the operations.

Functions of the System:

- Ruble and foreign currency transfers
- Opening, replenishment and closing of the deposits
- Online shopping payment
- Operations with bank cards
- Purchase and sale of foreign currency
- Tax and penalty payments
- Access to information about accounts, cards, deposits and loans
- Service payments (cellular service, TV, Internet, utilities, etc.)

### **1.1 Terms and Definitions**

**PUSH-notification** is a message used to transfer information to mobile phones under the iOS and Android OS (using Apple Push Notification Service and Google Cloud Messaging technologies). To receive PUSH-notifications, the Client needs to have the mobile version of the System installed on a mobile device.

**Temporary password** is a digital code sent via SMS to the Client's mobile phone when connecting to the System and when unlocking the login. The length of the Temporary password is 8 characters, the validity period is 14 days.

**Client** is an individual registered in the System. This Manual is personally addressed to the Client with the use of You, Your, etc.

**Password** is a secret string of characters used to verify that the relevant Login really belongs to the Client. When registering with the System, a Temporary password is sent to the Client's mobile phone via SMS which is used for the first login, and then the password changing procedure is launched. The further sequence of characters for the new password is determined by the Client independently taking into account the password creation tips and can be used repeatedly. The password length should be at least 6 characters. To create a Password, we advise to read the password creating tips (Security Measures).

**One-time password** is a digital code sent via SMS/PUSH-notification to the Client's mobile device. It is used once at a point in time when logging in, as well as when performing financial and other operations through the System. It allows to certify the authorship of the Client, being a handwritten signature analogue. It can be used only for the operation for which it was received. The length of the One-time password is 6 characters, the validity period is 9 minutes.

### **1.2 Technical requirements for the System**

To work with the System, it is enough to have a personal computer (laptop, tablet) with Internet access and a mobile phone for receiving SMS messages containing one-time passwords on the Registered number specified in the Bank Agreement.

The System can work in Internet Explorer, Mozilla Firefox, Google Chrome, Opera, Safari supporting TLS and JavaScript. We recommend to use the latest versions of browsers for fast System operation.

### 1.3 Login

System access is provided to Clients who concluded a Remote Banking Service Agreement and were registered in the System by the Bank.

To log in, follow the link "EuroLink" on the homepage of the Bank or specify the following address in the address bar of the web browser: <a href="https://elf.faktura.ru/?site=evrofinance">https://elf.faktura.ru/?site=evrofinance</a>

On the **Login Page** there are fields for entering the Login and Password, as well as a link to the Bank's contact information, the information about the System Security Measures and the news are additionally posted.

Ev	rofinance Mosnarbank	AV/A	VE		PYC / ENG
	LOG IN	1 1-	2 30410		1
	2. login				
	<b>a</b>		83		
	Enter				
	Forgot the password?				
	SECURITY	18.10.2017			
	Use only trusted computers with a licensed software. Regularly do the full virus scan of your computer and mobile phone	Изменения Тарифов комиссионного вознаграждения АО АКБ «ЕВРОФИНА) МОСНАРБАНК» за выполнение поручений клиентов физи-чиских лиц	HC		
	View more	View more			-6-
© Fak	tura.ru, 2000	8 495 967 8182	Rates	buy 56 on	sell 57.90
		8 800 2008 600	EUR	67.00	68.00

Login to enter the System is given by the Bank upon the Client's registration in the System. The Temporary Password is sent to the Client by the Bank via SMS to the phone number registered when concluding the Agreement. On the first login, you need to change a Temporary Password for a Permanent Password which will be used later each time when you log in, while a Temporary Password will be cancelled. Then enter your One-time password and press "Continue".

Please note: if the Login/ Password is incorrectly entered 3 consecutive times, the System temporarily blocks the account for 3 minutes. In such a case, the relevant message will be displayed indicating the time remaining until unlock.

After 9 unsuccessful attempts to enter the Login/Password, the account is locked, the screen displays the message "Login is locked. Please contact the Bank to unlock". In this case, as well as in the case of loss or compromise of the Login, the Client may refer to the Bank office in person for getting a new Login with a corresponding written application.

In such a case, the Client is blocked from entering the System until the new Temporary Password is received from the Bank.

#### **1.4 Homepage navigation**

After successful authorization, the System Homepage is opened wherein the Client gets access to the main features of the System. All products and services are managed from the Homepage, which consists of three main function blocks and the top panel containing the Menu.

vrofinance Mosnarbank			ይ	Виталий Попов 🕞 <u>РУС / EN</u>
Payments and tran	nsfers			
New payment or tran	isfer 🕒 Create tem	iplate group	Q Name of servic	e or template
්ම Home	Internet \ Communication	Money transfer	g. Children	
CARDS & ACCOUNTS	88 437,69 P 3 001,00 \$ 3 000,00 €	All operations in October	<u>~</u>	
DEPOSITS 1	60 000,00 P	Expenses Cash operations	<b>28 559</b> ,94 <b>P</b> 15 500,00	$\sim$
		<ul> <li>Supermarkets</li> </ul>	5 192,91	
		<ul><li>Supermarkets</li><li>Transfers</li><li>Beauty, sport</li></ul>	5 192,91 3 592,00 1 600,00	Operations in October
		<ul> <li>Supermarkets</li> <li>Transfers</li> <li>Beauty, sport</li> <li>Taxes, fines, fees</li> </ul>	5 192,91 3 592,00 1 600,00 1 519,05	Operations in October
		<ul> <li>Supermarkets</li> <li>Transfers</li> <li>Beauty, sport</li> <li>Taxes, fines, fees</li> <li>Telecommunications</li> </ul>	5 192,91 3 592,00 1 600,00 1 519,05 1 055,98	Operations in October

#### • MENU

The User Menu contains the History of correspondence with the Bank, Client Profile, Security Settings and System Settings. The Client Profile is available in the Menu and by clicking on the Client Name in the upper right corner of the screen. When you click on the "Exit" button, you log out in a safe way.

• "PAYMENTS AND TRANSFERS" block

- "New payment or transfer" button is used for a quick transition to creating a transfer or service payment;

- "Create Template Group" button is used for creating payment templates, including scheduled payments.

- "CARDS AND ACCOUNTS" block. In a collapsed view, it contains summary information on the number of card products and current accounts. It also shows the amounts of all account balances and Payment limits for all card products of the Client in terms of currencies.
- «Loans» block displays the number of Client's loan agreements and the amount and date of the next payment.
- «Deposits» block. In a collapsed view, the number of active Client Deposits and total balance of Deposits are displayed.
- **"OPERATIONS HISTORY" block.** In the Homepage workspace, the Expense Chart by expense category and the Financial Operations Feed of the Client are displayed.

Under the functional blocks, there is a dashboard displaying current exchange rates set by the Bank, technical support phone numbers and brief information on the functional blocks composition.

© Faktura.ru, 2000	<b>P</b> 8 495 967 8182 <b>P</b> User guide	Rates	buy	sell
		USD	56.90	57.90
∑ <u>E-mail us</u>	8 800 2008 600	EUR	67.00	68.00

## 2. MENU

When you click on the Menu button, an active area appears with the following sections:

- Applications, messages: for correspondence with the bank
- Security: for viewing the history of logins
- Settings: for setting up the display of closed services (inactive cards, closed deposits, etc.)
- Profile: for Client information displaying

Evrofinance Mosnarbank	K Menu	
2	Applications, messages	Security
<u>Profile</u> Виталий Попов	Settings	
⊖→ Exit		

The Menu will be highlighted if you have unread messages from the Bank.

🗙 Menu	
Applications, messages •	Security
Settings	

### 2.1 Applications and messages

This section contains the history of the correspondence with the Bank. Letters can be found by searching or by viewing the "Incoming" and "Outgoing" sections.

APPLICATIONS, MESSAGES	$\times$
Q	Advanced search
Incoming Outgoing	+ New application
① 16.10 СООБЩЕНИЕ ИЗ БАНКА	
10.10 СООБЩЕНИЕ ИЗ БАНКА	

By clicking the "New application" link, you can send to the Bank a letter on general issues, as well as a letter with the "Message to the bank" subject to recall a document having "Processed" status or the letter with information for currency control. Attachment size may be up to 2 MB.

Subject	For bank	
Content	massage	
File	C:\fakepath\Instruction_EFM_RUS_1800.docx +	

Sending messages to the Bank is confirmed by one-time SMS password.

### 2.2 Settings

In the settings, you can optionally set up the closed services displaying.

Disp	olay in Online ban	king		
	Inactive cards			
	Closed accounts			
	Closed deposits			
	Closed credits			

#### 2.3 Profile

The Client information is available by clicking the "Profile" link. Personal data and contact information are partially hidden for security reasons.

2	Applications, messages	Security
Profile	Settings	
Виталий Попов		
[→ Exit		

#### **2.3.1 Subscriptions**

The service of "Notification about fines and taxes payable" enables to receive prompt notifications on traffic police (GIBDD) fines payable, taxes payable and debt to the bailiffs.

\*Note: You can set up the notification service not only for your own fines and debts but also for fines and debts of your relatives by adding their details in the tab.

PROF	LE			$\times$
Personal information	Subscriptions	Change password	Notification settings	
Enable notif	ications on traffi	c police fines and t	axes payable	
Just add the police (GIBDI	number of your di D) fines payable.	riving licence/certific	ate of vehicle registrationto receive SMS on traffic	
To receive in	formation on taxe	s INN (TIN) required	l.	

#### 2.3.2 Changing login

In order to change the login to enter the System click "Change login". On the page that opens, insert the new login and press "Change". When creating the new login it is recommended to follow the login creation tips on the login change page in the System

PROFILE		$\times$
Personal information Change	password Change login	
Current login New login	oper1900	How to create a new login
		Изменить логин

#### Confirm the operation with a one-time password:

a one-time password is sent to the number +7 (9XX) XXX-XX-40	Enter password	Confirm	
Please enter the password into the corresponding field to verify the operation.	9 minutes left	Cancel	
prresponding field to verify the operation.			

If the change of login has been successful, you will see this message:

~	Ваш логин успешно изменен	Close
_		

The system will issue a warning if a similar login has already been registered:



#### 2.3.3 Changing password

To change login password, click the "Change password" link. On the page that opens, fill out the form: enter the old password and enter the new password twice. Click "Change". When creating a new password, you should follow the password creation tips available on the password change page in the System, as well as in the "Security Measures" section of this Manual.

rsonal information Subscriptions	Change password	Notification settings
Enter the current password		
Enter a new password		Password creating tips
Re-enter a new password		The password should contain from 8 to 25 characters in upper and lower case.

#### **2.3.4 Notifications**

We offer our Clients a comprehensive solution combining different ways of delivering messages via electronic devices: SMS-messages, PUSH-notifications.

PUSH-notifications are short notifications that pop up on the screen of the mobile device on top of other launched programs windows. Such notifications are supported by all popular operating systems of mobile devices. PUSH-notifications can be enabled only by installing the mobile application.

2 PROFILE	$\times$
Personal information Subscriptions Change password Notification settings	
Push-notifications	
Currently you're receiving SMS.	
To enhance security enable Push notifications, which are sent through the ciphered Internet channel and	
can provide more security compared to SMS.	

## 3. CARDS AND ACCOUNTS

The System allows to promptly and at any time receive information on the status of the Client's accounts, bank cards balance, accounts and cards operations history. To do this, use the "CARDS AND ACCOUNTS" block. By clicking on a line with a specific Card number, its hidden number, card status and amount on the card are displayed. Short list of Card operations over the last 30 days (operations mini log) is displayed below, but you can specify another period for displaying the operations log. Contextual search by operations is also available.

CARDS & ACCOUNTS	88 437,69 ₽	XXXXXXXXXXXX5673	×
2	3 000,00 €	Card info Security Account details	
1. Payroll card		Everyfinance Amount on card 32 035,18	₽
<b>VISA</b> **5673	32 035,18 P :	Card status Active	
2. Account card			
<b>VISA</b> **9388	0,54₽:		
3. Account	56 401,97 ₽ ÷	Card operations 18.09.2017 - 18.10.2017 × Q Search ×	
4. USD	3 001 00 \$ ;	13 October	
		KOMUS\MOSCOW\RU Books, music, video	100,00
5. EUR	3 000,00 € :	EFMNBATM213194\29.NOVY ARBAT\MOSCOW\RU Cash operations - 7	<b>500</b> ,00
NEW CARD		EVROLINK FEMNI-1-1811 +7	000.00

It is also possible to set up the security mode of the card. This service allows Clients to set the **prohibition** on/permission for ATM cash withdrawal, transfer to the other bank card, card operations in the Internet and card servicing abroad.

Security Account details		
Security modes		
Cash withdrawal from card through ATMs	Вкл	
Transfer to card with another bank	Вкл	
Operations using card online	Вкл	
Card servicing abroad	Вкл	
Operations using card online Card servicing abroad	Вкл	

By clicking on the line with the Card or account title, a detailed list of operations on card and other accounts opened with the Bank is displayed for the last 30 days. Here you can also specify another period for displaying the operations log. A detailed operations log can be exported to PDF and EXCEL.

CARDS & ACCOUNTS 3	😢 ЗАРПЛАТНАЯ КАРТА 🖉	
66 863,54 ₽	On account Account details	
1. ЗАРПЛАТНАЯ КАРТА	№ 40817810900009274361	
visa **4254 46 623,11 ₽ :	Funds on the account	20 757,21 ₽
2. ОВЕРДРАФТНАЯ КАРТА		
visa **2282 20 000,00 ₽ :	Account operations	
3. Депозиты "До востребования" 240,43 ₽ :	18.05.2018 - 18.05.2018 X Search	Download PDF
+ NEW CARD	EFMNBATM213195\29.NOVY ARBATIMOSCOW\RU Cash operations	Download EXCEL - 20 000,00

By clicking on the "Account details" link, the account details and information for replenishment thereof are displayed. You can send via email all account details displaying on the dashboard to yourself or to another person; to do it you should specify the e-mail address in the appropriate field at the bottom of the page and click "Send":

n account	Account details		
Accou	int details		
Numbe	er	4230181030009025190	
Curren	cy	Российский рубль (810)	
Owner		Попов Виталий Владиславович 25.06.2010 АО АКБ "ЕВРОФИНАНС МОСНАРБАНК", Г.МОСКВА	
Openeo	d		
Bank			
BIC		044525204	
Corresp acc.	oonding	3010181090000000204	
Bank's	TIN (INN)	7703115760	
Bank's	КРР	770401001	
banko			

Please, have regard to the following: You can change your account titles on your own!

To do this, click on the icon near the account number. After that, the account title will be available for editing and saving.

### 4. LOANS

When clicking the section «Loans», the list of loans is displayed including the sum of the credit agreement, the sum and the date of the upcoming loan payment:

300 000,80 P	Loan info Contract terms		
4 000,00 \$ 1 500,00 €	<ul> <li>Total debts, including the schedule</li> </ul>	g all charges according to	<b>300 000</b> ,00 ₽
+ NEW CARD	Loan repayment		
	From	Расчеты с банк.картами (РКДО)	
1. Кредит физ.лиц от 91 до 18 300 000.00 P	Amount	P	

When clicking the field «Total debts» and «Amount due», the detailed information on the debt and the payment composition is displayed:

NEW CARD	Þ	<ul> <li>Total debts, including all charges according to the schedule</li> </ul>	191 190,16 2
		Amount of principal	191 054.07
💍 LOANS 🚺		Interest incurred	136,09
Next payment 31.05.18		Overdue principal debt	0.00
9 098,14 ₽		Overdue interest	0.00
Кредит физ.лиц от 1 года до 191 19(	0,16 P :	Penalty, fees and taxes	0.00
Next payment \$1.05.18 9 0	98,14 P	Amount due 31.05.2018	9 098,14 ₽
		Amount of principal	6 852,60
DEPOSITS 1		Interest amount	2 245,54
133 894,61 P		Overdue principal debt	0,00
		Overdue interest	0,00
		Loan repayment	
		From	

When clicking the link «Contract terms», the following contract details are displayed: number, date of the contract, the sum of the loan, the loan interest rate, the amount of the monthly payment, etc. You can resend all the details and parameters of the loan contract to your email address. It is also possible to change the loan names similarly to the names of accounts:

Š	кредит физ.лиц от 91 до 180 дней 🧳	$\times$
Loan	nfo Contract terms	
	Contract terms Contract with number TECT №1 from 27.03.2018 Last modified 27.03.2018	
	Scheduled date of withdrawal	24.09.2018
	Loan amount/overdraft limit	300 000,00 ₽
	Interest rate (per annum)	10%
	Account for loan repayment	42301810300009025190
>	Реквизиты счета для пополнения	
	Ĵ	Send to e-mail

### **5. DEPOSITS**

The section «Deposits» contains all the necessary information about the deposits that the Client maintains with the bank. The displayed data includes the account number, the account balance (an extensible field), the interest rate and the contract terms. The contract terms comprise a range of fields and details according to the fixed-term deposit agreement, which can be resent to your email. The record of operations with the deposit for a default period of 30 days appears below. You can modify the period of the operations to be displayed.

(₽) CARDS & ACCOUNTS      9       0,80 ₽     4 000 00 \$	Deposit details Terms of deposit Appl	lications Close deposit
1 500,00 €	Account in RUB     N₂ 42306810700009025481	<b>1 000 050</b> ,00 ₽ Поступление % 21.01.2019 87 983,85 ₽
DEPOSITS 6 1 131 284,00 ₽ 1 000,00 \$ 1 500,00 €	Operations on deposit 25.02.2018 - 27.03.2018 × Search	h Send to e-mail

#### 5.1 Opening of the deposit

In order to open a new deposit, click the link «+Open deposit» in the section «Deposits»:

DEPOSITS 6 1 131 284,00 ₽ 1 000,00 \$ 1 500,00 €	~	Operations on deposit 25.02.2018 - 27.03.2018 × Q Search	L L	Send to e-mail
OPEN DEPOSIT				

A form to select a deposit based on specific parameters will appear. A list of all the deposits available through the System appears below. A short toolbox to select a certain deposit based on specific parameters (sum, currency, and period) is displayed by default.

OPEN DEPO	SIT					X
l'd like to deposit Period		Select the value	₽\$€			
Advanced search	)		Clear	Select		
All deposits						
				АО АКБ "ЕВРОФИ	НАНС МО	СНАРБАНК"
Currency	Max. rate	Period(d.)	Min. amount	AO AKБ "EBPOФИ Payment of interest	HAHC MO Adding funds	CHAP5AHK" Withdrawal
Currency Вклад "Классический" (01 м	Max. rate	Period(d.)	Min. amount	AO AKБ "EBPOФИ Payment of interest	HAHC MO Adding funds	CHAPБAHK" Withdrawal
Currency Вклад "Классический" (01 м USD	Max. rate lec) 1.00%	Period(d.) 31	Min. amount 1 000,00	AO AKБ "EBPOФИ Payment of interest в конце срока	HAHC MO Adding funds	CHAP5AHK" Withdrawal
Currency Вклад "Классический" (01 м USD EUR	Max. rate lec) 1.00% 0.03%	Period(d.) 31 31	Min. amount 1 000,00 1 000,00	AO AKБ "EBPOФИ Payment of interest в конце срока в конце срока	HAHC MO Adding funds -	CHAPБAHK" Withdrawal

When clicking on the "Advanced search" link, an additional filter will appear which allows to select additional parameters of the deposit (the account to credit the interest on the deposit, possibility to replenish or automatically prolong the deposit):

OPEN DEPOSIT	
I'd like to deposit Period	₽  \$    Select the value
lt is important	<ul> <li>Payment of interest</li> <li>on deposit (capitalization)</li> <li>on another account</li> <li>Deposit replenishment option</li> <li>Automatic prolongation</li> </ul>
Hide	Clear Select

Using the filter, define the parameters of the deposit and click "Select". The deposits that meet the established parameters will appear below.

EUR	0.25%	366	1 000,00	в конце срока	-	2
USD	2.05%	366	1 000,00	в конце срока		
Вклад "Классический" (12	2 мес)					
Currency	Max. rate	Period(d.)	Min. amount	Payment of interest	Adding funds	Withdrawa
Подходящие вк	слады			ΑΟ ΑΚΕ "ΕΒΡΟΦΝ	HAHC MO	СНАРБАНК
Hide			Clear	Select		
	Der Aut	oosit replenis comatic prolo	hment option			
It is important	✓ Pay	vment of inte on deposit	rest (capitalization)	<ul> <li>on another accourt</li> </ul>	nt	
Period	from 1	2 months	~			
I'd like to depos	it 1000.0	0	₽\$	Ē		

If you click on a deposit, the description of terms of this deposit will appear and the button "Complete application" is made accessible:

days)	366	
rom 0-00 o 99 999-99	1.60%	
rom 100 000- 0	2.05%	
Deposit a	imount	from 1 000,00 \$
Deposit p	period	366 days
Payment of interest		on another account or on deposit account (at
Period of interest payment		в конце срока
Adding funds		No
Partial wi	thdrawal	No
Auto rene	ewal at the end of the period	Enabled

If you click on the "Complete application" button, the deposit application will appear. It is necessary to check or amend the parameters of the desirable deposit, choose the account to debit the funds and affirm your agreement with the Tariffs and conditions of the Bank. As a result, the button "Complete application" will become accessible.

I'd like to deposit1 000.00 \$Period366 daysRate1.60%Payment of interestI deposit (capitalization) () to another account	Application for deposit op	bening
Period366 daysRate1.60%Payment of interestImage: to deposit (capitalization) interaccount	I'd like to deposit	1 000.00 \$
Rate     1.60%       Payment of interest        • to deposit (capitalization)       • to another account	Period	366 days
Payment of interest <ul> <li>to deposit (capitalization)</li> <li>to another account</li> </ul>	Rate	1.60%
	Payment of interest	● to deposit (capitalization) ○ to another account
Debit the account Депозиты до востребования	Debit the account	Депозиты до востребования 🖌
42301840900009025191, available 4 000,00 \$		42301840900009025191, available 4 000.00 \$

Confirm the operation with a one-time password. Meanwhile, the application to open the deposit will be automatically sent to the Bank. The field on the right reflects the history of all the Client's applications for deposit indicating their status.

	История заявлений
ВКЛАД ПОПОЛНЯЕМЫИ (12 мес)	23.03 Заявление на открытие вклада
<ul> <li>Заявление успешно отправлено в банк</li> <li>Состояние обработки можно увидеть на странице открытия вкладов</li> </ul>	"Вклад "Пополняемый" (12 мес)" Закрыть №5 от 23.03.2018 с% В обработке
	19.01 Заявление на открытие вклада "Депозит с выплатой процентов в конце срока (12 мес)" №4 от 19.01.2018
	🗸 Вклад открыт

You can also see the status of the application on the page of opening of deposits. When clicking a certain application, its printable form will appear.

#### Processed

Ξ

#### ЗАЯВЛЕНИЕ НА ОТКРЫТИЕ СРОЧНОГО БАНКОВСКОГО ВКЛАДА

Вкладчик:

в хонце срока
Проценты капитализируются
Предусмотрена
RUB
100000-00
5.5000% годовых
42305810300009025390
42301810300009025190
Дополнительные взносы принимаются в размере от 30000-00 RUB
Расходные операции не предусмотрены
По ставке счета до востребования

#### Подписав настоящее Заявление, я понимаю и соглашаюсь с тем, что:

 Информация, изложенная в Заявлении и предоставленная Банку, является полной, точной и достоверной во всех отношениях. Я не возражаю против проверки и перепроверки в любое время Банком или его уполномоченными лицами представленной в Заявлении информации.

- Настоящим Заявлением я подтверждаю присоединение к действующим Общим условиям обслуживания физических лиц в АО АКБ "ЕВРОФИНАНС МОСНАРБАНК" (далее – Общие условия) и Тарифам в порядке, предусмотренным ст. 428 ГК РФ. Я подтверждаю, что ознакомлен(а), прочитал(а) и полностью согласен(на) с Общими условиями и Тарифами, обязуюсь их неукоснительно исполнять.
- 3. Я подтверждаю, что ознакомлен(а), прочитал(а) и полностью согласен(на) с условиями предоставления дистанционного банковского обслуживания и руководством пользователя соответствующих компонентов системы дистанционного банковского обслуживания.
- 4. Подтверждаю, что предоставленные мною документы для заключения Договора действительны на момент передачи их в Банк.
- 5. Я обязуюсь своевременно уведомлять Банк о любых изменениях в информации, предоставленной мною в Банк.

Номер Договора банко	вского вклада	09025390	
Открыт Счет по вклад	в Российский рубль	42305810300009025390	
= ↑	Send to e-mail		

#### 5.2 Replenishment of deposit

After you open a deposit, the operations provided for in the contract will be made accessible. It will be possible to change the deposit names, similarly to the names of accounts and loans. If the contract terms provide for replenishment, you will see a corresponding tab:

	Депозиты пополняемые 6-9 месяцев 👔
0,80 ₽ 4 000,00 \$	Deposit details Add funds Terms of deposit Applications Close deposit
1 500,00 €	Ассоипt in RUB № 42305810300009025390 100 000,00 P Поступление % 24.09.2018 2 727,40 P
	Operations on deposit
1 131 284,00 ₽ 2 000,00 \$ 1 500,00 €	27.03.2018 - 27.03.2018 ×         Q search

By clicking «Add funds», a form will open which allows you to replenish the deposit from the accounts/cards that the Client maintains with the Bank. In order to replenish the deposit, indicate the account to debit the funds, the amount to replenish, then click on "Send" and confirm the operation with a one-time password:

С депозиты по	ПОЛНЯЕМЫЕ 6-9 МЕСЯЦЕВ 🧳 🛛 📉
Deposit details Add funds	Terms of deposit Applications Close deposit
Replenishment of	funds on the deposit
From	Расчеты с банк.картами (РКДО) 💛
	**** **** **** 9388 , available 0,00 P
То	Депозиты физических лиц 181д1г. 🖌
	42305810300009025390 , available 100 000,00 P
Amount	2 000.00
Save as templat	te te for a quick payment in the future.
	Save without pay Send

If the amount of the replenishment is lower than the amount established by the Deposit terms, the System will issue a respective warning:

	Save the template for a quick payment in the future.
<b>∧</b> Th	ne indicated amount to be credited is less than the minimal amount to be added to the deposit 30000-(
-	IB
RL	

#### **5.3 Closing the deposit**

If necessary, you can close the deposit ahead of time. In this case the system will issue a warning that the account closing date has not arrived yet, and in case of early closing a decrease in the interest rate and the final ammount due are possible.

<ul> <li>CARDS &amp; ACCOUNTS 9</li> <li>0,80 ₽</li> <li>4 000,00 \$</li> <li>1 500,00 €</li> </ul>	ДЕПОЗИТЫ ПОПОЛНЯЕМЫЕ 6-9 МЕСЯЦЕВ         Deposit details       Add funds         Terms of deposit       Applications         Close
+ NEW CARD	Contract with number 09025390 from 27.03.2018
<ul> <li>DEPOSITS 7</li> <li>1 131 284,00 ₽</li> <li>2 000,00 \$</li> <li>1 500,00 €</li> </ul>	Deposit account         № 42305810300009025390           Payee's account         Депозиты до востребования           42301810300009025190, available 0,80 P
1. Депозиты 1-3 года         1 000 050,00           Interest accrual 21.01.19         87 983,85	Attention: The closing date has not occured yet. In case of early repayment the interest rate and the total amount for reimbursement may be decreased.
<b>2. Депозиты пополняемые 6 100 000</b> ,00 Interest accrual 24.09.18 2 727,40	

In order to close a deposit, choose an account to credit, click on «Close deposit» and confirm your operation with a one-time password. As a result, an application to close the deposit will be formed and sent to the Bank.

~~ <b>H</b>	отполот зо дле			~
Deposit details	Terms of deposit	Applications	Close deposit	
🔎 Заявление	на закрытие вклад	a №4		
	cation successfull	y sent to the b	bank	Chara

You can check the status of the application in the «Applications» section. When clicking on a certain application, its printable form will appear:

ПРОСМОТР ДОКУМЕНТА		×
$z_{i}^{t}$ : Delivered to bank		
ЗАЯВЛЕНИЕ О	ЭАКРЫТИИ СРОЧНОГО БАНКОВСКОГО ВКЛАДА	
Данные о Вкладчике		
ФИО вкладчика: Попов Виталий Владиславович		
Данные о расторгаемом Договоре		
Настоящим Заявлением прошу расторгнуть Договор банко	вского вклада	
«Депозиты 31-90 дней» № 09025080 от 19.02.2018 г. Счет(а	а) по вкладу	
Nº 42303810900009025080		
прошу закрыть не позднее дня возврата мне остатка денеж	ных средств.	
Остаток денежных средств на Счете № 4230381090000902	5080 по вкладу прошу перечислить на счет, открытый в АО АКБ "ЕВРОФИНАНС"	
МОСНАРБАНК", БИК 044525204, Г.МОСКВА УЛ.НОВЫІ	И АРБАТ,29 , на мое имя, счет(а):	
Nº 42301810300009025190	37 1000000000000000000000000000000000000	
Комиссионное вознаграждение по совершению операции п	прошу удержать из суммы остатка денежных средств на счете № 42303810900009020080	
С условиями расторжения договора оанковского вклада «д 27 03 2018	епозиты эт-90 днен» и тарифами ванка ознакомлен(а), прочитал(а) и согласен(а).	
	r. Bunansus (Inancresurans)	
ОТМЕТКИ БАНКА	e priodistry i frenci applicate)	
Заявление подписано в моём присутствии. Паспортные данные		
проверены.	«»E.	
(фамилия и инициалы уполномоченного лица Банка/Агента)	(подпись уполномоченного лица Банка/Агента)	
Send to e-mail	ζ Hi	азад

## **6. PAYMENTS AND TRANSFERS**

The System offers Clients not only a range of information services, but also a possibility of fast service payment and money transfers. To do this, use the "**PAYMENTS AND TRANSFERS**" block. Functionally it can be divided into two main sections: payments from the Federal System "City" – centralized system of automated collection and processing of payments (hereinafter the "FSC") – the groups of these operations are marked in blue, and standard banking operations of funds transfer (marked in green).

New payment or tr	ansfer			Q Name of service or te	emplate
Services on address	Cellphone	Utilities	Landline, TV.	Preschool, education	Popular services
Loan repayment	Traffic police	State services	Others		
Transfer to	A Transfer to	Transfers to e	Transfer to	Transfer in	Card-to-card

#### FSC

When paying for any operation from FSC, the funds are debited from the plastic card and the operation is conducted through the Processing Center and is not subject to recall. All operations from FSC section are conducted with a commission payment to FSC which is called Information and Technology Services (ITS). An exception is a set of operations from "State services" section  $\rightarrow$  "Payments to the treasury according to payment details", such transfer is carried out by the Bank according to the established tariffs.

If you cannot find a provider whom you want to pay among the FSC clients, or if you don't want to pay for ITS, payment can be made according to bank details using the operation from **green section**. Let's consider in more detail the set of main bank transfers according to payment details.

#### 6.1 Own funds transfer



"Transfer to me" form contains the tabs "Within Bank" and "To account with another Bank" and can be used for:

1) transferring funds between own cards and accounts within bank and different options are also available: card-to-card\account-to-card\account-to-account

From	VISA Account card	~
	**** **** 9388 , available 0,54 ₽	
То	VISA Payroll card	~
	**** **** **** 5673 , available 32 035.18 P	

2) foreign exchange transactions by transferring to yourself with a conversion (purchase, sale). The amount of purchased currency is calculated automatically in accordance with current bank rate

WILLIN DANK	> acc. with another bank
From	VISA Payroll card
	**** **** **** 5673 , available 32 035,18 P
То	
	42301840900009025191 , available 3 001,00 \$
Amount	20000.00 ₽ ♪ 345.42 \$
Amount	

3) own funds transfer to one's own account opened with another bank

From	Account	~
	42301810300009025190 , available 56 401,97 P	
То	40601810245253000002	
Bank	БИК 044525502: "БАНК "МБА-МОСКВА" ООО, Г.МОС	KBA
Payment purpose	Enter purpose of the transfer	
Amount	1000.00	
Expenditure category	Transfers	

Please, have regard to the following: The form for entering BIC/Bank name contains Bank Directory. The Directory is updated on a daily basis and contains current BIC codes of the Banks. For convenience, when entering the BIC or Bank name, the directory is automatically searched.

#### 6.2 Internal ruble transfer by phone number

It is possible to make transfers within the bank not only by account number, but also by mobile phone number of the Russian mobile communication operators. The operation is available if the Payer and Payee are connected to the EuroLink System.

A Transfer to me	S Transfer to person	Transfers to e- wallet	Transfer to company	Transfer in currency	Card-to-card
------------------	----------------------	---------------------------	---------------------	----------------------	--------------

Similarly to the "Transfer by card number", the client chooses the account to be debited and instead of the payee account number indicates the payee mobile number. The System verifies the phone numbers in the files of clients who are individuals. After the number is found, the form will display the name of the payee in the format of "**Ivan Ivanovich I**."

On mobile number	On account number	
From	Account card 40817810300009025356 , available 0,54 ₽	~
Payee cellphone	+7 (917) 530-11-22 🗸	
Payee	Денис Дмитриевич С.	
Message to Payee	Maximum 20 characters	

# If the same phone number is specified in the files of different clients, a message will be displayed indicating that it is impossible to transfer by this number.

Please, have regard to the following: for security purposes, data entry in the "Phone number" field is blocked after 20 failed entry attempts. The function is then locked for 3 hours.

An SMS message with the result of the operation performed will be sent to the payee. After completing the transfer, this operation will have the option of viewing the Payment order, in which the payee account is specified and the purpose of payment is the following: "Transfer by phone number. Tax free (VAT)".

#### 6.3 External ruble transfer

It can be used for most bank transfers based on known payment details, such as invoice payment, service payment, tax and customs payments. Commission for such type of payment is charged according to the bank tariffs: <a href="http://www.evrofinance.ru/eng/individuals/pagee/page679/">http://www.evrofinance.ru/eng/individuals/pagee/page679/</a>

	Transfer to me	Transfer to	Transfers to e- wallet	Transfer to company	Transfer in currency	Card-to-card
--	----------------	-------------	---------------------------	---------------------	----------------------	--------------

An external ruble transfer or transfer to the company according to payment details additionally contains the Taxpayer Identification Number (INN) and Tax Registration Reason Code (KPP) fields to be filled in case of transfers to legal entities or a set of "tax fields" in the case of transfer to the treasury of the Russian Federation.

Here is an example of filling such a transfer based on the payment for parking services:

To legal entity	to the Budget	Customs payments
-----------------	---------------	------------------

Choose the account to be debited and specify main payment details of the beneficiary:

- account to be credited
- BIC of Beneficiary Bank
- beneficiary name
- purpose of payment

From	Account	~
	4230181030009025190 , available 56 401,9	7 P
То	407028102000000000000190	
Name	Test Company	
INN (TIN)	21313132211	
КРР	312312312	
Bank	БИК 044525502: "БАНК "МБА-МОСКВ	А" ООО, Г.МОСКВА

The form for entering BIC/Bank name contains Bank Directory.

utilities	
UIP	
	<i>Please enter UIP (Unique payment indentifier) of 25 characters. If data is unavailable, please leave the field empty</i>
VAT	Indicate: tax-free (VAT)
Purpose of payment	Payment for test operation

Then specify the amount to be transferred.

If similar payments are made by you on a regular basis, we recommend you to save it as a template and include it in the individual templates group for quick access.

future.	a poynient in the	
Title of transfer	transfer	
Choose a group for the template	Avto \ Parking	~

#### Payment templates are always in the Main Menu:

窗 Horne	Internet \ Communication	3 Money transfer	Avto \ Parking	Children	
------------	-----------------------------	------------------	----------------	----------	--

All operations are confirmed with one-time SMS passwords, before receiving such a password the System displays information on the amount of transfer and commission.

You cannot change the transfer details and amount, if there is a notice of the commission. If you need to correct the transfer data, click "Back".

#### **6.4 Repeating payment**

When performing certain operations in the System, you can set up the Schedule thereof (recurring payment). The schedule is set up at the time of payment/transfer creation or when editing an existing operation template. You can set up a payment frequency on a daily, weekly, monthly basis:

Регулярныи платеж	
Переводите деньги и оплачивайте услуги автоматически тогда, когда это нужно.	

The schedule set by the Client is stored in the System and the System will automatically generate a payment document and send it to the bank on the fixed date (at the preset time - 12-00 MSK).

Month     Start       Day of month     Start       2     3     4     5     6     7     8												
Day of month         Start           2         3         4         5         6         7         8	Mo	onth	١								~	
2 3 4 5 6 7 8			Da	y of	mo	nth			Start	13.11.17		
	1	2	3	4	5	6	7	8	repeating			
0 10 11 12 13 14 15 16 End	9	10	11	12	13	14	15	16	End			
7 18 19 20 21 22 23 24 repeating	17	18	19	20	21	22	23	24	repeating	13.12.17		
5 26 27 28 29 30 31	25	26	27	28	29	30	31					

SMS confirmation is not required to generate payment on the scheduled date, since the Client has previously confirmed a template creation and recurring payment setting by SMS password.

In order to cancel a Scheduled Payment, you should open the schedule template in edit mode and put it into the Off position.



Saving the schedule template settings shall be confirmed with one-time SMS password.

If a Scheduled Payment has not been executed by the Bank for any reason (e.g., on the scheduled date for the payment, the Client did not have sufficient funds on the account from which the recurring payment is made), the Client will receive an SMS-message about the rejected transfer. Subsequent payments will be sent by the System to the Bank according to the schedule.

#### **6.5 Foreign currency transfer**

The form is intended for the transfer of funds in foreign currency to an individual or a legal entity on the basis of known payment details.



In the "Payer" section it is enough to choose your foreign currency account. You can choose only your current foreign currency accounts.

The account currency must match the transfer currency. You will not be able to specify USD as the transfer currency and a card account in EUR as the account to be debited. The "Bank Name" field is automatically filled with the name of the Sending Bank and the "Address" field - with the Client's registered address.

Fuil Harrie	Попов Виталий Владио	лавович
Account	EUR	~
	42301978600009025198, a	vailable 3 000,00 €
Bank name	EVROFINANCE MOSNAR	BANK, RUSSIAN FEDERATION,
	121099 MOSCOW, SWIF	TEVRFRUMM
	RUSSIA	MOSCOW
Address		

In the "Payee" section it is necessary to fill in the fields "Name", "Account", "Payee address", "SWIFT" (the system verifies the correctness of filling the Bank international code and automatically fills in the Bank name and address), "Clearing code" (optional - this code is used in national payment systems of the United States, Great Britain, Germany when making transfers in the national currencies of these countries to banks located on the territory of these countries) and "Correspondent account". Bank's SWIFT/BIC entry field contains the directory of SWIFT codes of Banks, when entering the code, the System will automatically offer options from the directory.

Payee 59	
Name	CITIZEN C.Z.
Account	CZ602700000002105673121
Address	CZECHIA PRAGUE
	street 2/2
Bank's SWIFT/BIC	BACXCZPP
	БИК для переводов внутри банка, SWIFT для переводов в другой банк
Bank	UNICREDIT BANK CZECH REPUBLIC AND SLOVAKIA, A
Clearing code	
Correspondent acc.	
Address	CZECHIA PRAGUE
	CZECHIA, 14092 PRAGUE

"Intermediary bank" section is only filled in if the Payer Bank does not have direct correspondent relations with the Payee Bank. You just enter the SWIFT code, the other fields are filled in automatically.

Intermediary bank 56			
Bank's SWIFT/BIC	NARNRUMM		
	БИК для переводов в другой банк	нутри банка, SWIFT для пе	реводов в
Bank	JSC NATIONAL RES	ERVE BANK	
Clearing code			
Correspondent acc.			
Address	РОССИЯ	MOSCOW	

Fill in the transfer details without fail! In some cases, at the request of Foreign Exchange Control, you will have to attach a copy of the supporting documents to the transfer.

You can enter data into the form both in Latin and Russian letters. In the latter case, such transfer details will be automatically transliterated.

Purpose of payment	Purpose of payment text
	Purpose of payment text
File	C:\fakepath\Instruction_EFM_RUS_OLD.docx +
ile	C:\fakepath\Instruction_EFM_RUS_OLD.docx +

In the "Any transfer expenses bears" field, the "Payer" is always displayed by default. The account from which the expenses are to be debited may differ from the transfer currency. Transfer commission will be charged off this account.

Any transfer expenses	Payer	~
bears 71A		
Account to be debited	Account	~

If similar payments are made by you on a regular basis, we recommend you to save a payment as a template and include it in the individual templates group for quick access.

expenditure category	Set a category of expenses
Save the payment in Save the template for a quie future.	"My payments and transfers" On ck payment in the
Title of transfer	EURO Payment
Choose a group for the template	Money transfer 🗸

#### Foreign currency transfer is generally confirmed by one-time SMS password.

42301810300009025190	K Bac : Get password
Fransfer amount 100-00 EUR   Commission 600-00 p.	

Please, have regard to the following: under the currency legislation, the Bank reserves the right to additionally request documents for transfer confirmation. For example, you may be requested to send via the System a scan of the contract under which you pay for services or scan of an education invoice.

#### 6.6 Card-to-Card transfer

When choosing a "Card-to-Card" transfer

A Transfer to me	S Transfer to person	Transfers to e- wallet	Transfer to company	Transfer in currency	Card-to-card
------------------	----------------------	---------------------------	---------------------	----------------------	--------------

a window is opened with a form for transfer between plastic Cards issued by Russian issuing banks. In this section, you can make transfers between the Cards both within the Bank and between the Cards of other banks:

CARD-TO-CA	ARD	~
From	хооосоосхоосоязава ***** 9388 Введите СVV2/CVC2	
То	Полосатый ★**** 2343 ↓ +	
Amount	P	

By clicking on the arrow, you can choose the Cards issued by the Bank; by clicking on the "Plus" button, you can add a Card issued by another Bank. To do this, you should enter and save the name of the Card issued by another Bank, its number and CVV.

Then you should enter the amount and click the "Transfer" button. By clicking this button, the Client agrees with the Terms and Conditions of the operator company that provides this service. The card-to-card-transfer operation is generally confirmed by one-time SMS password.

### **7. OPERATIONS FEED**

On the Homepage, the Client Financial Operations Feed is displayed. You can go to the Homepage from any menu by clicking on the Bank's logo.

Mosnarbank	🗮 Menu			Д Вит	галий Попов 🕞	<u>рус</u> / <u>Eng</u>
Payments and tra	ansfers					
New payment or tra	insfer 🕞 Create tem	plate group		Q Name of service of	r template	
ŵ	<b>a</b>	8	5	<b>\$</b>		

### 7.1 Operations history

In the Operations Feed, all Client's financial operations performed by the Client through the System and Mobile application, the lines of statements of Client's accounts and cards, operations of replenishment and withdrawal of deposits, etc. are displayed for the selected period. The operations performed are of expenditure category (for example, Education, Food Stores, Entertainment, Telecommunications, Utilities, Transfers, etc.). In accordance with these categories, the Expense Chart is built:

Expenses	<b>47 657</b> ,18 ₽	
Cash operations	30 500,00	
<ul> <li>Supermarkets</li> </ul>	6 860,91	
<ul> <li>Transfers</li> </ul>	3 592,00	Operations in October
Car	1 696,24	operations in october
<ul> <li>Beauty, sport</li> </ul>	1 600,00	
<ul> <li>Taxes, fines, fees</li> </ul>	1 519,05	
<ul> <li>Others</li> </ul>	1 888,98	
Q Search X		
LUKOIL.AZS 329 71H\DEDIL	.OVO\RU	1 606 34
Car		- 1 696,24
1 October		
IP POMOGALOV P V/VOROI Cafes, restaurants	NEZH\RU	- 433,00
	RONEZH\RU	- 1 451 00

By clicking on the operation, you can view the history of its statuses, date and time of processing by the Bank, the debited account. For completed payments, you can print a supporting document, for example, when you pay for services in the FSC section, a receipt is displayed:

L. +	01.02.18 19:03 (Moscow time)	Sent to bank + Processed	Į.
	Operating account: No	02.02.18	( <sup>177</sup> ) Проснотр че
	Card	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
	Payment purpose	Оплата Сотовый - МТС #615# тел.9162735108, док 12672: налога (НДС).	372268 Без
		Код авто	ризации: 723610
			mail

For bank payments, you can form a copy of payment document marked by the Bank as processed:

#### Бассейн 5 Beauty, sport 06.10.17 22:40 (Moscow Sent to bank $\rightarrow$ Delivered to bank $\rightarrow$ Accepted $\rightarrow$ Processed time) Operating account: № 09.10.17 СЧЕТ - 42301810300009025190 Account 1 600,00 Operation amount Автономная некоммерческая организация "ФИЗКУЛЬТУРНО-Payee СПОРТИВНЫЙ КЛУБ "АКВАНТ" Payee's account 40703810938060073103, in bank ПАО СБЕРБАНК Payee's TIN (INN) 7724300876 Организация и проведение физкультурно-оздоровительной деятельности за ОКТЯБРЬ 2017г, учащийся Попова Ксения. Без налога Payment purpose (НДС). Processed Send to e-mail Организация и проведение физкультурно-оздоровительной - 1 600,00

деятельности за ОКТЯБРЬ 2017г, учащийся Попова Ксения. Без налог а (НДС).

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			63	Дата Вид платеж			a			
Сумма прописью	Одна тыс	ча шестьсот рубл	ей 00 копеек							
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Попов Витал	ий Владисла	вовнч		1						
				Сч. N		42301810	3000	090251	90	
Плательщик										
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Банк плательника			Cu. N		3010181090000000204					
ПАО СБЕРБАНК			БИК		044525225					
I.MOCKBA				Cy. N	1	3010181040000000225				
Банк получателя						_				
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Tommonom				Mar. I	UI.	-	Dep	p. mar	13	
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организация учащийся П Без налога (Р	опова Ксени 1ДС).	е физкультурно-с я.	здоровителы	нон дея	iie.	вности за	OKI	ADED 2	0171,	
Назначение	платежа									
		Пол	шиси		OT	метки бани	ка			_
M	п					AO.	AKE MC EV	"EBPO OCHAP IK 0445	ФИНАІ БАНК" 25204	HC
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#### 7.2 Recalling a document

This action is not available if the document in the System has the "Processed" status as well as for documents created via the "Service Payment" section through the FSC.



You can specify the reason for recalling the document. For recalling, the standard procedure of confirming the operation by one-time SMS password will be required.

ПСБ-перевод Transfers	<b>- 1 000</b> ,00 ⊗ ⊆				
Причина отзыва	Wrong payment				
Account	Account - 4230181030009025190				
Pavee	Попов Виталий Владиславович				
Payee's account	40817810240000000596, in bank ПАО "ПРОМСВЯЗЬБАНК"				
Payment purpose	40817810240000000596, in bank ПАО "ПРОМСВЯЗЬБАНК" Некоммерческий перевод денежных средств, НДС не облагается Без налога (НДС).				
	Recall				

#### 7.3 Repeating a document

By clicking the button, a filled form of previous payment/transfer is opened. The Client needs to make sure that the fields are filled accurately, if necessary, correct the amount/debited account/ purpose of payment and confirm the sending with a one-time SMS password.

-	Telecommunications		<b>Ş</b>
	21.10.17 04:42 (Moscow time)	Sent to bank → Processed	
	Operating account: №	23.10.17	

### **8. SECURITY MEASURES**

### 8.1 Security Measures during system operation

We offer our users not only a wide range of remote banking services, but also guarantee the confidentiality and security of data transfer when working in the System. The main security measures are available on the Login Page:



If you find out that your Password or one-time password or mobile device number are compromised or if you suspect a compromise upon detection of fraudulent transactions in the System, immediately notify the Bank, act in accordance with the Terms and Conditions of remote banking service for individuals using the EuroLink system.

The security of the System is ensured by the following protection components:

 $\checkmark$  Cryptographic protocol for encryption of information when exchanging data between the client and the System;

✓ Temporarily blocking after three times entering the wrong login/password;

✓ In case of **entering the wrong** Permanent Password **nine times**, the login can be unlocked only if you personally contact the Bank;

- ✓ Restriction on the idle time in the system set at **15 minutes** in order to avoid the use of the System by third parties;
- ✓ The need to confirm any operations in the System with a one-time password.

Also you can regularly check your last entries to the System.

### 8.2 Password creating tips

Correctly created password for entering the System is one of the most important obstacles to intruders. Create password taking into account the following tips:

- the password length should be at least 8 characters;

- the password must contain uppercase and lowercase letters, numbers and special characters (@, #, \$, %, <, ^, &, \*)

#### What is a weak password?

A weak password is a password that can be guessed or detected by dictionary/dictionaries search method for the time acceptable for intruders.

The weak passwords include the following passwords:

- passwords containing the entry name (login) in one form or another;

- passwords containing personal information, for example, dates of birth, phone numbers, names of pets, names of children, etc.

- computer terminology words, for example, operating system commands, names of equipment, programs, etc.;

- double words: stopstop, passpass and others;

- passwords based on common keyboard sequences:

qwerty, 12345, qaz;

any of the above, typed in transliteration;

any of the above, supplemented by the numbers;

any of the above, typed in reverse order;

any of the above, typed in uppercase.

Moreover, it is not recommended to use passwords based on known numerical combinations: 911, 314159, 2718.

#### 8.3 Password management

In addition to using strong Passwords, we also strongly recommend:

- ✓ Change your Passwords at least once every three months;
- ✓ Do not use the same Passwords.

For Windows *users*: do not place a check mark in the "*Remember password*" field. Do this only if you are absolutely sure that no one will use your personal electronic device without you. It is better to type a username and Password each time you log in.