

Instructions for completing the Millenet for Companies configuration form

The process of launching and configuring the Millenet online banking service for companies requires filling in three forms:

1. User configuration
2. Configuration of authorization rules
3. Personal data - information about the authorizing person in Millenet for Enterprises

If new Millecode is created, all forms should be submitted.

When editing an existing Millekod, an appropriate form should be submitted. Changes concerning users on the "Configuration of users" form, while changes in the scope of authorization rules on the "Configuration of authorization rules" form.

The User Configuration form allows you to define the same scope of functionalities and account access to multiple users. The configuration of users with different ranges of rights must be performed on separate forms.

Description of the form "Configuration of users of the Internet Banking Millenet for Companies"

Section I. Customer's data

Complete the fields: Name, Address and REGON statistical number of the company. In case of adding/modifying/deleting an user, enter 8 digit Millekod.

Section II. Type of activity

II. Type of activity		
<input checked="" type="radio"/> create User[s]	<input type="radio"/> modify User[s]	<input type="radio"/> delete User[s]

A single selection field in which one should indicate whether the configuration concerns a new Millenet for Companies service, whether it is a modification of an existing one (in this case Millekod should be indicated in point 1).

Deleting User[s] means removing any user from the indicated Millekod.

When modifying an existing Millekod configuration in individual sections (IX and X) there is no need to fill in all fields, only to mark the change in field value by selecting the appropriate option in the columns marked with "+" or "-". The symbol "+" means adding the permission while "-" receiving the permission.

Section III. Configuration concerns

III. Configuration concerns:		
<input checked="" type="radio"/> single user	<input type="radio"/> multiple users	number of users whose rights will be defined <input type="text" value="1"/>

Depending on whether the configuration of the permissions and access to accounts will apply to one or more users, an appropriate checkbox should be selected. If the configuration applies to multiple users, check the

"multiple users" box and enter their number in the neighbouring field.
 At the same time, this section should be reproduced in order to provide personal data for each user.
 Configuration of many users can be done in a situation where we want to configure for all users the same scope of access to accounts and the same set of rights to functions.
 If we want to configure different sets of permissions for users, we should configure these users on separate forms.

Section IV. User's data

In this section, you must complete the details of each of the users affected by the form.

IV. User's data

1.

login:

acceptance group:

selection of authorisation tool ⁽¹⁾:

TOKEN

SMS

TOKEN or SMS ⁽²⁾

mobile ⁽³⁾:

Personal data

name*

surname*

nationality*

date of birth

yyyy-mm-dd

place of birth

country of birth

PESEL*

type of document

document No.

email

*required fields

- **Login**
Must contain from 4 to 20 characters
- **Selection of authorization tool**
If an acceptance group is indicated to the user, an authorization tool must be assigned to him. The choice of the SMS tool involves the need to provide a mobile number to which one-time authorization passwords will be sent.
The indication of a token as an authorisation tool for new users is synonymous with its ordering. Therefore, you need to fill out the proper acceptance report.
The same tool will be used to login to Millenet.

There are three options to choose from: a/TOKEN, b/SMS, c/TOKEN or SMS.

After selecting the option with an SMS, you must enter the mobile phone number to receive the passwords.

Choosing the c/TOKEN or SMS option means that the user will use the TOKEN for login and authorization by default, but will be able to alternatively use the SMS passwords for this purpose.

Choosing options with TOKEN for new users is synonymous with its order. Therefore, you must complete a separate TOKEN Reception protocol in which the user's data and the serial number of the device are provided.

- **Acceptance group**
Choosing the "none" option [PL: brak] results in the lack of the possibility of granting authorization rights. Choosing one of the groups from the range from A to G results in the necessity of complete personal data on the form "Personal data - information about the authorizing person in Millenet for Companies"

The combinations of acceptance groups required for authorization of individual activities (in particular transfers) should be specified on the form "Configuration of authorization rules". Each user can be assigned only to the one acceptance group.

▪ **Personal Data**

1. Persons who have chosen the "none" option in the "acceptance group" field fill in the following fields:

a/ in the case of a user with Polish nationality:

- name,
- surname,
- nationality,
- PESEL.
-

b/ in the case of a user with non-Polish nationality:

- name,
- surname,
- nationality,
- date of birth,
- place of birth,
- country of birth,
- type of document,
- document number.

2. Persons having an assigned acceptance group, in addition to the fields listed below, must complete "Information about the authorizing person in the Millenet for Companies" form.

a/ in the case of a user with Polish nationality:

- name,
- surname,
- nationality,
- PESEL,
- type of document,
- document number.

b/ in the case of a user with non-Polish nationality:

- name,
- surname,
- nationality,
- date of birth,
- place of birth,
- country of birth,
- type of document,
- document number.

Section V. Scope of configuration

Check boxes only for those elements that will be configured. Only selecting the element will display the section to which the element applies.

Section VI. Transactional Platform

It is used to grant or remove rights to the Millennium Forex Trader Transaction Platform.

Section VII. Trade finance (guarantees and letters of credit)

It is used to grant or withdraw rights to the management options for guarantees and letters of credit.

Section VIII. Configuration of permissions to service JPK_WB

It is used to grant or remove the rights to order and view the JPK_WB file.

Section IX. Access to accounts

Access to accounts can be defined for all customer's accounts, which exist at the time of configuration. If the option "as well as all newly opened" is selected, access will be automatically applied to all new accounts opened in the future.

IX. Access to accounts:						
	full scope	view	enter	authorise	send	
	+	-	+	-	+	-
<input type="checkbox"/> configuration for all accounts <input type="checkbox"/> as well as all newly opened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There's also an option to define access for specific accounts only:

IX. Access to accounts:						
	full scope	view	enter	authorise	send	
	+	-	+	-	+	-
<input type="checkbox"/> configuration for all accounts <input type="checkbox"/> as well as all newly opened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> configurations for the accounts below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="123456780"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After choosing the type of configuration (for all accounts or for individual accounts), we proceed to indicating the type of access to the account.

The type of access that we can have for accounts are as follows:

- **Full scope** - a full range of all possible operations listed below
- **View** - preview depending on the specific authorizations you have - the operation allows displaying the indicated accounts on the lists
- **Enter** - entering allows you to edit and enter transfers from a given account (order types defined on the basis of the rights held in section X)
- **Authorise** - authorization allows you to authorize transfers from a given account (order types defined on the basis of the rights held in section X)
- **Send** - sending allows you to send transfers from a given account (order types defined on the basis of the rights held in section X)

Giving access to the account (choosing the option preview, entering, authorization, sending) is done by checking the checkbox in the column marked "+". Modification of the account's entitlements, including the withdrawal of access, is done by checking the checkbox in the column marked with the "-" symbol.

Section IX. Rights configuration

In section IX. Rights configuration, we have the option to set a detailed scope of rights for users listed in section IV. User's data.

Six templates have been created to facilitate the configuration of permissions (it is possible to choose one template):

- **preview** - it is used to view products in Millenet and to download statements and reports
- **creating transfers** - allows you to view and enter orders of all types
- **preview, creation and sending** - enables full preview of products including statements and reports, entering all types of transfers (without authorization) and sending them for execution
- **preview and authorization** - allows you to view and authorize payments
- **system administration** - allows you to change the system configuration, including users and authorization rules, but without the possibility of authorization of these changes
- **full access** - this template gives full access to Millenet options

If you choose one of 6 templates, you can modify it. To do this, select the correct template in the column header and the last column "custom configuration". In the last column "custom configuration" to the selected permission template, we can add or remove the permission by checking the checkbox in the appropriate column marked "+" or "-".

Creating your own set of rights is done by selecting only the heading of the last column "custom configuration" and selecting each desired permission that you want to add in the column marked with "+".

In the same way, you can modify permissions for existing users.

List and description of available permissions:

Permissions		Description
10.1 ACCOUNTS		
	View current accounts	Access to the list of current accounts presenting names, account numbers and balances
	History of transactions on current accounts	Access to details of current accounts - account history and detailed account information.
10.2 DEPOSITS		

	List of deposits	Displays the list of deposits
	Setting up/prematurely terminating deposit	Creating, editing and breaking deposits. Permission associated with the list of deposits.
	Authorising deposits	Allows you to authorize deposits according to the authorization rules.
10.3 CARDS		
	Debit/credit cards	Access to the list of debit / credit cards and details of each card.
	Activating debit card	Dostęp do listy kart debetowych / kredytowych oraz do szczegółów każdej z kart która jest nieaktywna oraz możliwość dokonania aktywacji karty.
	Prepaid cards	Access to the list of debit / credit cards and details of each card which is inactive and the option to activate the card.
	3D secure	Permission to define the phone number for each card, to be used for sending 3D Secure SMS password
	Security	Access to functions that allow you to control parameters related to card security: Card limits, contactless payments, payments outside the EU
10.4 LOANS		
	working capital	List and details of working capital loans
	Guarantees and letter of credit	List and details of guarantees and LC's
	Investment	List and details of investment loans
	Renewable	List and details of renewable loans
	Multiproduct lines	List and details of umbrella or multioption facilities
10.5 PAYMENTS		
Upcoming payments		Display the list of upcoming payments (outgoing and incoming)
Waiting transfers		List of future date transfers
View	Between company accounts	The permission allows you to view individual types of transfers and view their details in the Orders management tab.
	Domestic transfers	
	Tax transfer	
	Transfer to ZUS	
	International	
	Postal money orders	
	Prepaid card payments	
	Electronic Cash withdrawal	
	Direct debit	
Cash withdrawal		
Enter	Between company accounts	Permission to create, edit and delete individual types of transfers. The permission associated with the "view" permission.
	Domestic transfers	
	Tax transfer	
	Transfer to ZUS	
	International	
	Postal money orders	
	Prepaid card payments	
	Electronic Cash withdrawal	
	Direct debit	
Cash withdrawal		
Authorize	Between company accounts	Authorization permitting the authorization of individual types of transfers. The permission associated with the "view" permission.
	Domestic transfers	
	Tax transfer	
	Transfer to ZUS	
	International	
	Postal money orders	
	Prepaid card payments	
	Electronic Cash withdrawal	
	Direct debit	
Cash withdrawal		
Send	Between company accounts	Permission to send individual types of transfers. The permission associated with the "view" permission.
	Domestic transfers	

	Tax transfer	
	Transfer to ZUS	
	International	
	Postal money orders	
	Prepaid card payments	
	Electronic Cash withdrawal	
	Direct debit	
	Cash withdrawal	
Standing orders	View	The permission allows you to view a list of standing orders and view their details in the Standing orders tab.
	Edit	Permission to create, edit and delete standing orders. The permission associated with the "preview" permission.
	Authorise	Permission to authorize standing orders. The permission associated with the "view" permission.
Import orders*	Import Orders	Allows to import file with orders. Import can only be executed by user having the right to import files and the right to particular order type at the same type.
Mass payments	Mass payments	Allows to mark and execute payments as „mass payments“. Applies only to users having permissions to domestic payments at the same time.
10.6 TEMPLATES		
Edit	Between company accounts	Creating, editing and deleting order templates
	Domestic transfers	
	International	
	Postal money orders	
Use	Between company accounts	Only using prepared templates
	Domestic transfers	
	International	
	Postal money orders	
10.7 STATEMENTS/REPORTS		
Statements	From current account	It allows displaying statements for particular indicated product types.
	From term deposit accounts	
	From credit account	
	Credit cards	
	From pre-paid cards	
	Combined statements	Access to combined (multiple accounts) statements
	Defining statements	Access to defining the frequency of generating statements from individual accounts / products
Reports on demand	History of transactions	Access to on-demand reports from the history of operations
	History of card transactions	Access to on-demand reports from the history of cards transactions
Periodical reports	AIPP	Access to individual types of reports in the section of defined periodical reports
	Difference reports	
	Electronic cash withdrawal	
	Mass payments	
	Direct debit	
	ERP	
	Pre-paid cards	
Treasury reports	Portfolio pricing	Access to treasury reports
	Yearly costs report	
	Financial instrumental transaction	
Other reports	E-guarantee	Access to e-guarantee reports
10.8 BENEFICIARIES		
	List of beneficiaries	Allows to display the list of all beneficiaries
	Edit beneficiaries	Permission to create, edit and delete recipients
	Use beneficiaries not in database	Allows you to use when making transfers of recipients that are not in the recipient database
	Import beneficiaries	It allows importing and exporting recipients from / to a file

	Authorizing edit beneficiary account	Authorization of adding the recipient's account to the recipient database. Authorization operations can be found in pending authorizations.
	Editing recipients of cash	Edit the contents of recipients of cash withdrawals transaction
10.9. MOBILE BANKING		
	Activation and management	Activation and management of mobile banking settings
10.10. APPLYING FOR NEW PRODUCTS		
	View	Allows to display product applications
	Edit	Allows to create new or modify product applications
	Authorise	Allows to authorise product applications
	Send	Allows to send product applications
10.11. TRANSFERRING DOCUMENTS TO BANK		
	View	Viewing documents sent to the bank
	Edit	Uploading documents to be sent to bank
	Authorise	Authorising prepared documents to be sent to bank
	Send	Sending authorized documents to bank
10.12. ADMINISTRATION		
users	View all users	Access to the list and details of all users within Millekod (personal data, permissions, access to accounts).
	Edit users	Creating, editing and deleting users in the Millenet service
	Grant user password	Option to give passwords to existing users
	Emergency authorisation blocking	Blocking authorization for all users within Millekod
	Authorization of changes to users	Validation in accordance with the authorization rule for new users, modifications and deletion of existing users.
Authorisation rules	List of authorisation rules	Allows to display a list of all authorization rules
	Managing authorization rules	Allows to modify the authorization rules
	Authorising changes in authorisation rules	Authorizing changes in the scope of authorization rules in accordance with the authorization rule
System parameters configuration		Access to configuration parameters for Millekod
SMS notifications		Configuration of receiving the SMS notifications
SMS notification about other users logons		Configuration of receiving the SMS notifications of other users logons

Description of "Configuration of Authorization Rules Millenet For Companies"

Section I. Customer's data

Complete the fields Name, Address and REGON statistical number of the company. In the case when the client performs an existing configuration modification, enter 8 digits of the Millekod.

Section II. Type of activity

Please indicate whether the submitted form is a new configuration (new configuration) or whether it is a modification of an existing configuration. It is also possible to disable the hierarchy of authorization groups.

The functionality of the "authorization group hierarchy" is enabled by default for each new Millekod. On the form, we can disable this functionality. According to the hierarchy of authorization groups, it is possible to replace users in a lower acceptance group by users from a higher acceptance group (A> B> C> D> ...) while performing authorizations. If a new configuration is assembled, select the appropriate field and decide if the acceptance group hierarchy should be excluded.

If the form will be a modification of an already existing configuration of authorization rules, please enter Millekod number in section I. and, if necessary, whether to enable/disable the hierarchy of acceptance groups. The configuration form should be filled in the part to be overwritten with the new settings depending on the selected scheme in section III. if the authorization rules are modified. If you want to change only one of the elements of the scheme (eg: authorization of administrative operations), select the appropriate field and fill in this part of the configuration.

Section III. Configuration of authorization rules

(selection of one of default authorization schemes or defining a custom one)

The authorization schemes are used to define how the authorization of financial and non-financial orders will be performed. Each user who will perform authorization must have an assigned acceptance group on the user configuration form.

To facilitate the configuration, 4 configuration diagrams have been prepared (only one diagram should be selected at the same time) that can be used depending on the clients' requirements:

- single-person authorization template (any person with the A acceptance group)

All authorizations in the Millenet system (transfers and administration) will be possible to be carried out by one person with the A authorization group and who has authorization rights and appropriate rights to accounts

- two-person authorization template (two persons with the A acceptance group)

all authorizations in the Millenet system (transfers and administration) will be able to be performed by two persons with the A authorization group and who has authorization rights and appropriate rights to accounts.

- Definition of proprietary simplified authorisation rules template

the ability to define your own authorization rules schema for approving administrative operations and approving orders. The authorization rules for orders apply to all types of orders and all existing and new customer accounts. Authorization will be granted to all persons who have been assigned to the appropriate authorization group, have authorization rights and access to accounts.

- Definition of proprietary advanced authorisation rules template

the ability to define your own authorization rules schema for approving administrative operations and approving orders. This scheme gives you full freedom in defining the rules of authorization, because the rules can be defined independently for individual types of orders and accounts. Authorization will be allowed by all persons who have been assigned to the appropriate acceptance group and have authorization to access, as well as access to accounts.

For each financial rule, you can specify a quota limit up to which the order can be authorized with the set rule.

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