

*Millenet for Corporate*  
*Electronic signature activation manual*

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WARSAW 2010

# I. Electronic signature - introduction

Dear Sirs,

PKI (Public Key Infrastructure) electronic signature is a modern, secure and convenient way of authorising transactions, developed for Customers who use the Bank Millennium online banking system - **Millenet for Companies**.

This manual will take you through all the steps of installing the *e - signature* suite and using the electronic signature. With the manual you will install essential components of the suite and authorise selected transactions with the electronic signature. You will also find a short list of tips to make practical use of the *e-signature* tool quite easy.

## II. Components of the e-signature suite

Essential components of the *e-signature* installation suite:

- ❑ Bank Millennium chipcard
- ❑ Chipcard reader
- ❑ DVD with essential software for the reader and card
- ❑ Envelope containing PIN and PUK numbers for the chipcard

## III. Installing the electronic signature suite

If you have received the *e-signature* suite with components for using the electronic signature, together with an envelope containing the PIN and PUK numbers for the chipcard, you can start installing the essential components to use the electronic signature.

Follow the steps below:

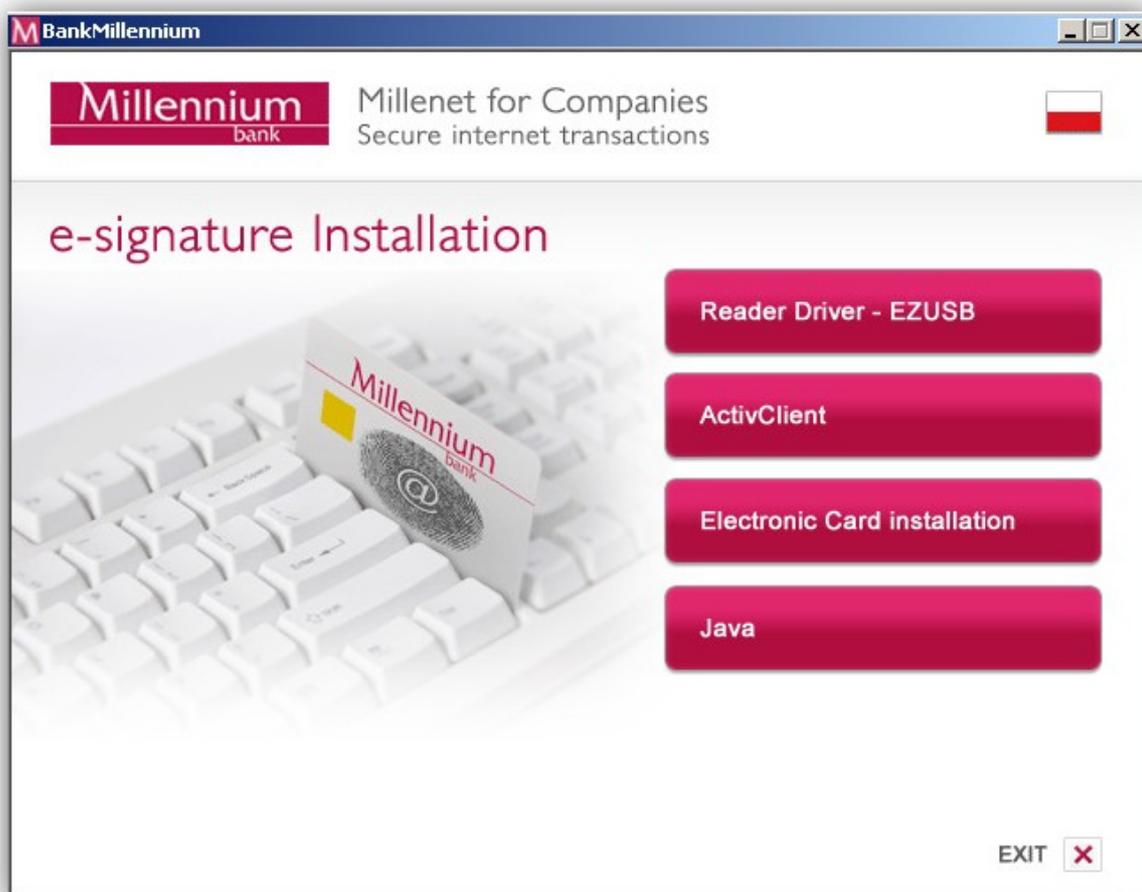
- 1 Make sure that you have administrator status in the computer where you want to install the components essential to use the electronic signature.
- 2 Insert the **DVD** (enclosed with the suite) in the CD drive of your computer. The CD should start automatically.

The screen will display the start page **e - signature Installation** with four software components, which are essential to support the reader and chipcards:

- **EZUSB - reader driver**
- **ActivClient system**
- **Chipcard installation**
- **Java**

**3** Install all software components. Connect the card reader to a USB port in your computer.

Appropriate screens will inform you about installation progress. In order to successfully install the software follow the instructions displayed.



After installing the software you can go on to activate the electronic signature in the Millenet for Corporate system.

## IV. Activating electronic signature in the system

The electronic signature suite will be ready for use once the card and reader software has been installed. Users can login in to the Millenet for Corporate system at [www.bankmillennium.pl](http://www.bankmillennium.pl).

- ❑ To log in to Millenet for Corporate state your **Millekod**, **Login** and **Password**.
- ❑ After logging in select one of the following from the Main Menu: **Administration - Authorization tool management - E - signature initialization**.

The screenshot displays the Millennium bank millenet interface. At the top, there is a navigation bar with the Millennium bank logo, the word 'millenet', and a Polish flag. Below this, there are several utility buttons: 'You have new message', 'Home', 'Profile', 'Site map', 'Contact', 'Help', and 'Print'. A 'Logout' button is also present. The main content area is divided into several sections. On the left, there is a vertical navigation menu with categories like 'Assets & Liabilities', 'Authorizations', 'Orders management', 'Payments', 'Standing orders', 'Assets', 'Liabilities', 'Cards', 'Upcoming payments', 'Statements/Reports', 'Payment/Collection files', 'Beneficiaries', 'Administration', and 'Other services'. The 'Administration' menu is expanded, showing options such as 'User list', 'User details', 'Create new user', 'Authorization rules', 'Certificate Management', 'Request Certificate', 'Order CDC', 'Request documents', and 'Authorization tool management'. The 'Authorization tool management' menu is further expanded, with 'E-signature initialization' highlighted in pink. Other options in this sub-menu include 'E-signature certificates', 'Authorization tool selection', and 'Card management'. The main content area on the right shows an 'Inbox' with two entries dated 2010-01-26, both with the subject 'Zmiana regulaminu kredytowania przedsiębiorców'. Below the inbox, there are sections for 'Authorizations asked by other users' and 'Authorizations asked by the user', each with a right-pointing arrow.

Make sure the reader is connected to the computer and the chipcard has been correctly inserted into the reader - click **Next**.

## E-signature activation



In order to activate an electronic signature / PKI, please insert your e-signature card into the reader.

If you have Electronic Signature Card, but you have not activated certificate please insert the card and press 'Next' button.

[Click here](#) to read more about the activation process

If you don't have PKI card, visit our branch and find out more.

[Click here](#) to read more about the service

Next

- ❑ The system will begin activating the Certificate.
- ❑ On the next screen enter the Certificate name. The **Certificate name** is any sequence of characters (max. 40), under which it will be saved in the system. The Certificate name will appear whenever you authorise a transaction with the electronic signature.

If information displayed on the screen is consistent with the Chipcard Receipt Protocol please click on **Start Activation**.

## Aktywacja podpisu elektronicznego

1 Sprawdź kartę → 2 Wydanie Certyfikatu



Prosimy o sprawdzenie, czy wyświetlone informacje są zgodne z protokołem odbioru karty. Jeśli dane są zgodne rozpocznij aktywację Certyfikatu.

Nowa nazwa Certyfikatu\*

Numer Karty : XXX XXX XX XX

Alias Karty : A X A X A X

Imię : Jan

Nazwisko : Kowalski

PESEL / Nr identyfikacyjny : 01234567890

\* To pole jest wymagane

### Protokół Odbioru Karty Procesorowej Chip card collection receipt

Data: 01 - 01 - 2011

#### Dane podstawowe:

Basic data:

Pani / Ms Login: jankowalski Millekod: 12345678  
 Pan / Mr Imię: JAN Nazwisko: KOWALSKI  
Pesel: 01234567890

#### Dokument podstawowy:

Basic document:

Typ dokumentu: Dowód osobisty Ulica: MILLENNIUNA Numer domu: 123  
Document type: Street: Building number:  
Miasto: WARSZAWA Numer lokalu: \_\_\_\_\_  
City/town: City/town: Flat number: \_\_\_\_\_

Numer dokumentu tożsamości: ABC123456 Kraj: PL Kod pocztowy: 01-001  
ID number: Country: Postal code: \_\_\_\_\_

#### Karta procesorowa:

Chip card:

Numer Karty Procesorowej: XXX XXX XX XX  
Chip card number:  
Alias Karty Procesorowej: A X A X A X  
Chip card Alias:  
Skrót klucza publicznego: InEM5emaWVs7q84CLRzwmZvtw00=  
Public key:



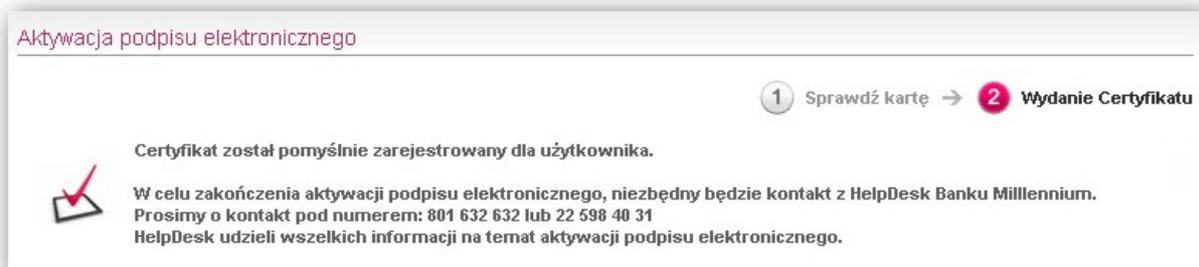
**Check consistency of data in the system with the card receipt**

- ❑ After starting activation of the Certificate the system will ask you to enter the **PIN number**, which is in the envelope, supplied together with the card and the reader. Remember it because it will be required to confirm transactions ordered in Millenet for Corporate. After entering the **PIN number** please select **OK**.



The image shows a Windows-style dialog box titled "Bank Millennium". At the top, there is a logo for "Millennium bank" and "milenet:". Below the logo, the text "Please enter your PIN" is displayed. Underneath, there is a label "PIN" followed by a text input field. At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

- ❑ Successful activation of the Certificate will be confirmed with a relevant message:



**To complete activation of the electronic certificate call the Bank Millennium HelpDesk at: 801 632 632 or 22 598 40 31.**

The Certificate thus generated will be valid for 2 years from the day of its activation.

#### **Note!**

Remember not to keep your PIN and PUK numbers together with the chipcard. This may enable unauthorised persons to have access to your account if the card is lost or stolen.

## V. Example of transaction authorisation with the electronic signature

When activation of the electronic signature is successful you will be able to authorise a transaction with the new tool. The best example of a situation, which requires the electronic signature, is authorisation of a domestic transfer.

- Select the option **Payments - Domestic**.
- Enter the account number (account in Bank Millennium S.A. - last 10 digits; account in another bank - full account number).
- Fill-in other essential data.
- Select: **Authorize and Send**, and then confirm with **OK**.

Domestic transfer | SORBNET transfer

From Account: 0047667799 - R-k Millennium KORPORACJA Available Balance: 2,005.00 Currency: PLN

Choose from the list: Choose

Please choose

Destination account in Bank Millennium S.A. starting with:  
XX 1160 2202 0000 00 0011223344

Full destination account number in Bank Millennium S.A. or in other bank:

Beneficiary name\*: Testowy odbiorca  
Street: Bankowa 123  
Postal code, city: 02-022, Warszawa  
Transfer description\*: autoryzacja PKI

Amount\*: 966.41 PLN  
Execution date: 2010 June 15

Transfers to other banks are executed via Elixir system. Transfers with amount equal or higher than 1 million PLN excepting transfers within Bank Millennium are executed via SORBNET system between 8.00 a.m. and 9.00 p.m. on business days.

Add order to folder\*: Main folder

Clear

Action: Authorize and Send (selected) OK

\* Required field

- The next screen will display the transfer details. Please check the entered data and then confirm with **OK** or select **Back** to correct.
- Information will be presented again, containing data to be authorised with the electronic signature. After checking the data please confirm with the button **Authorize** or select **Back** to edit the data.

PKi Check

Please insert the card into the reader and press Sign button in order to apply electronic signature

 The information below contains data that will be authorized through electronic signature.

**Data presentation** | **Data source**

**Domestic transfer | SORBNET transfer**

From Account: PL73116022020000000108022182

-----

Account Owner: BANK MILLENNIUM SA

-----

Destination account: PL56109014470000000104358241

-----

Beneficiary name: Testowy odbiorca

-----

Transfer description: autoryzacja

-----

Amount: 966.41 PLN

-----

Execution date: 2010-12-28

- The system will ask you to enter the **PIN**. The screen will show information about the active Certificate. Please type the **PIN** and confirm with **OK**.

Bank Millennium

**Millennium** bank **millenet:**

Select certificate for signing

Testowy Certyfikat  
46DC27D200000000008EC

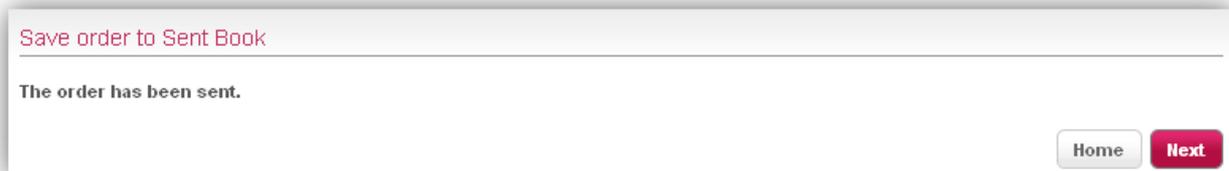
Please enter your PIN

PIN

- After entering the correct **PIN** and confirming the transaction, the order will be sending for execution.

**Note!**

Entering a wrong PIN six consecutive times will block the card. To unblock the card enter the PUK number (from the envelope) and enter a new PIN twice.



All information about the electronic signature is available at [www.bankmillennium.pl](http://www.bankmillennium.pl) in the **Electronic Banking / Millenet for Companies**.

If you have any questions please contact the Bank by calling 801 632 632 or +48 22 598 40 31.