



CitiDirect BE®

How to add and modify user entitlements

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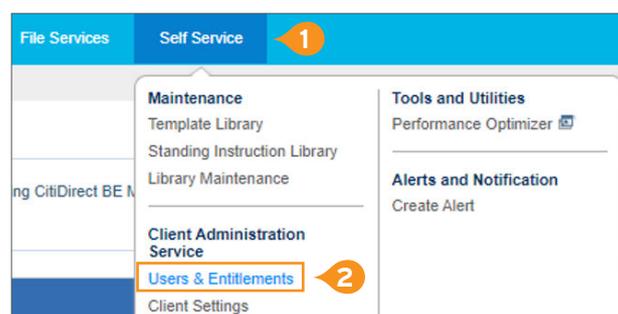
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1. Introduction

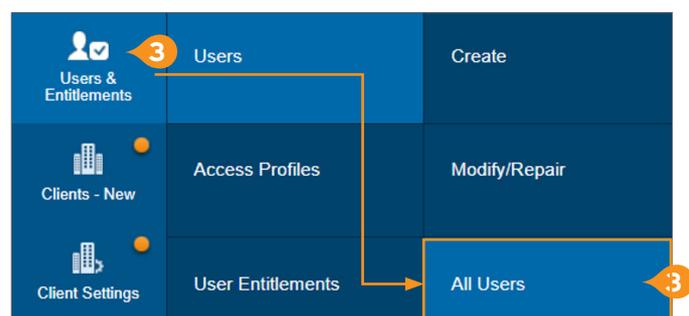
The third section, **User Entitlements**, in a user profile is where you can add or modify entitlements. In order to make it easier for you, we have created standard access profile templates. These are the entitlements (without accounts yet) that are selected most frequently, bundled in groups.

This manual shows how to add entitlements on a user that has already been created and authorized

2. Adding entitlements



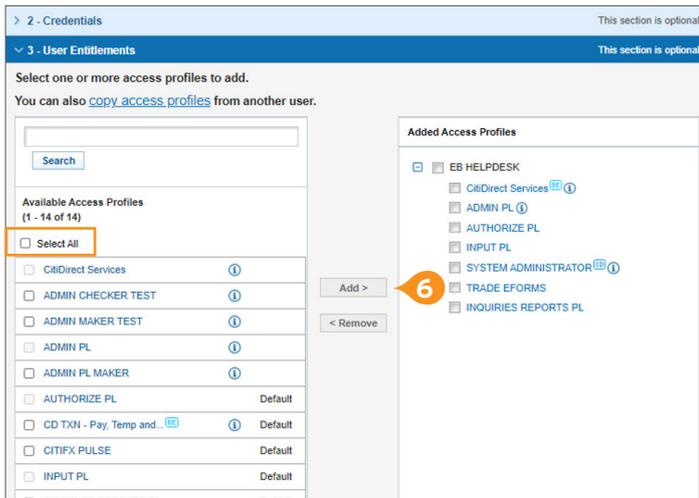
1. In the main Menu, select the tab **Self Service**.
2. Now select **Users & Entitlements**.



3. Click on the tile **Users & Entitlements** and go smoothly through the option **Users** to the 3rd column and the tab **All Users**.



4. Select a user by clicking on the first name and last name.
5. In the user profile, click on section 3.



6. You will see the access profiles in two columns. The left-hand column includes the available standard profiles. If you want to add them to the user, just check the box next to a profile and click on **Add**.

Available entitlement groups:

CITIDIRECT SERVICES - access to the older-generation module, which uses Java Oracle (unnecessary on the new definitions).

SYSTEM ADMINISTRATOR - a function for administration of the users and CitiDirect system.

AUTHORIZE PL - a possibility to authorize transactions.

CD TXT - Pay, Temp and Services - access to widgets on the main page (unnecessary on the new definitions).

INPUT PL - a possibility to enter transactions or import.

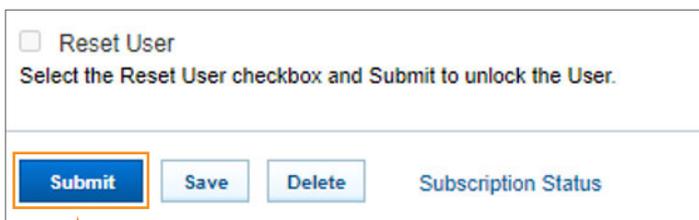
INQUIRIES REPORTS PL - a function that enables the user to generate reports and to export account statements in SWIFT format, SAP MT940, ISO xml, etc. If only this group is added, access will be limited to information on accounts, without a possibility to enter and authorize payments.

ADMIN PL - access to the required functionalities of the system, the type of a required functionality on a definition; we do not add this to individual users

Additional options that are available after prior submission to the bank:

CITIFX PULSE - access to a foreign exchange system.

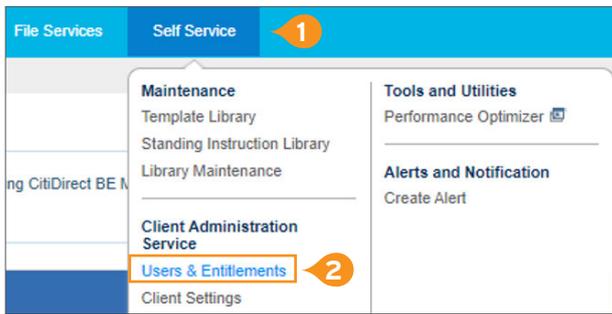
TRADE EFORMS - access to a function for submission of electronic requests and to Trade products.



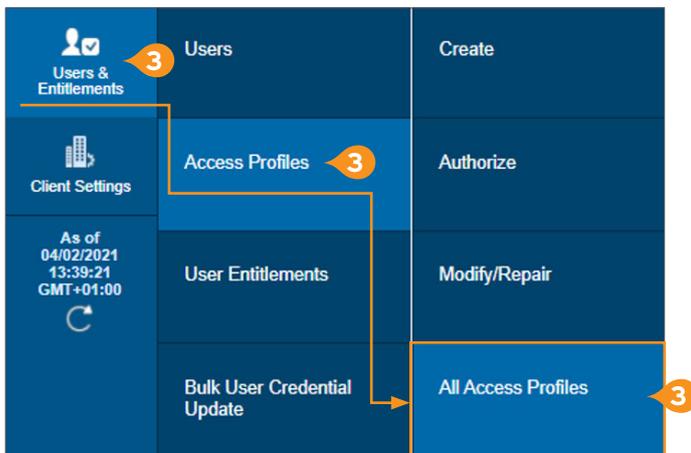
7. After the appropriate profiles are selected, click on **Submit** at the bottom of the page.

Note: Access profiles can be slightly different than those presented above. This depends on when a definition was created. Older definitions will usually include more profiles, while in the new ones most options are included automatically.

3. Modifying existing access profiles



1. In the main Menu, select the tab **Self Service**.
2. Now select **Users & Entitlements**.



3. Click on the tile **Users & Entitlements** and go smoothly through the option **Access Profiles** to the 3rd column and the tab **All Access Profiles**.

All Access Profiles (14)

Save As Print

Show Search Criteria

All (1 - 14 of 14) (As of 04/02/2021 13:42:58 GMT+01:00)

Access Profile Name	Default Access Profile	Worklist Status	Access Profile Status	Users
ADMIN CHECKER TEST	No	Processed	Active	0
ADMIN MAKER TEST	No	Processed	Active	0
ADMIN PL	No	Processed	Active	2
ADMIN PLMAKER	No	Processed	Active	6
AUTHORIZE PL	No	Processed	Active	6
CD TXN - Pay, Temp and S...	Yes	Processed	Active	0
CITIFX PULSE	Yes	Processed	Active	0
CitiDirect Services	No	Processed	Active	11
INPUT PL	Yes	Processed	Active	6
INQUIRIES REPORTS PL ...	Yes	Processed	Active	6

4. From the list of profiles, select the one you want to modify and click on its name.

All Access Profiles: Details

Processed

Add services from the left panel and configure Access Profiles in the right panel. * Required Field

* Access Profile Name: AUTHORIZE PL

* Description: [Empty]

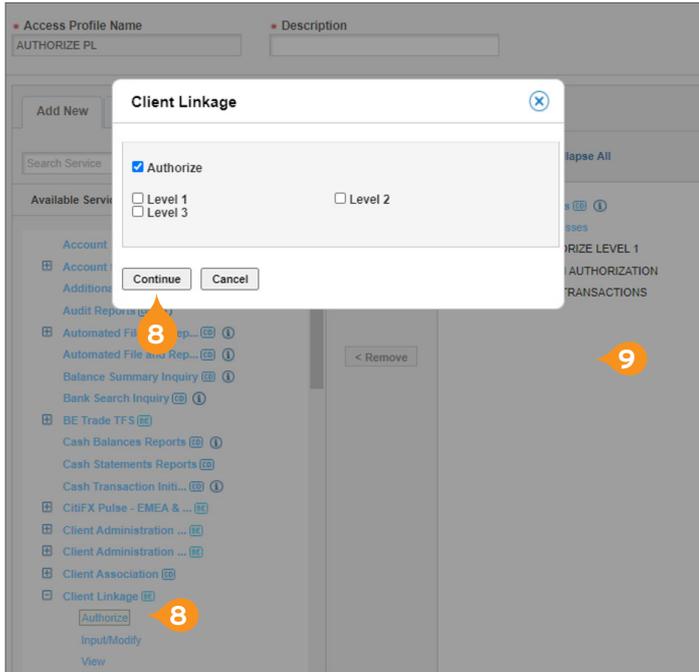
Available Services:

- Import Transactions
- Inactive User Inquiry
- Incremental Account St...
- Legal Entities
- Libraries
- Liquidity Reports
- Messages
- Mobile & Tablet User M...
- Payment Insights
- Payments
- Account
- Amount
- Batch Confidential Pay...
- Company
- Confidential Payments
- Confidential Transacti...

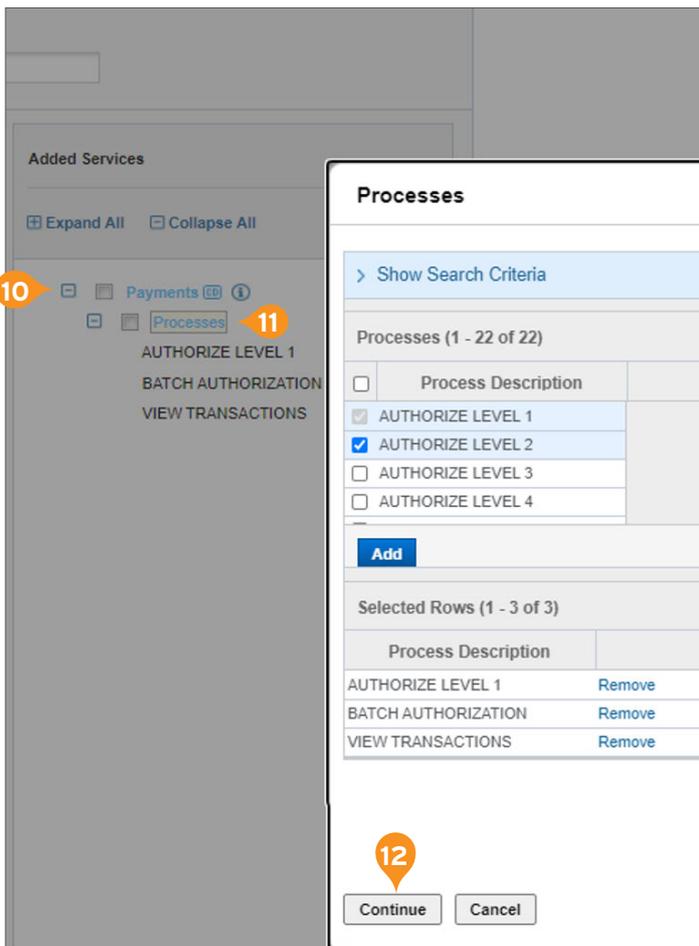
Added Services:

- Payments
- Processes
- AUTHORIZE LEVEL 1
- BATCH AUTHORIZATION
- VIEW TRANSACTIONS

5. You will see two columns. The left-hand columns includes the options that can be added and the right-hand column contains the options that are already added to the profile.
6. Enter the **Description of the profile** (it can be the same as the name).
7. Every option to the left can be dropped down using "⊞". This shows the functions assigned to the given entitlement.



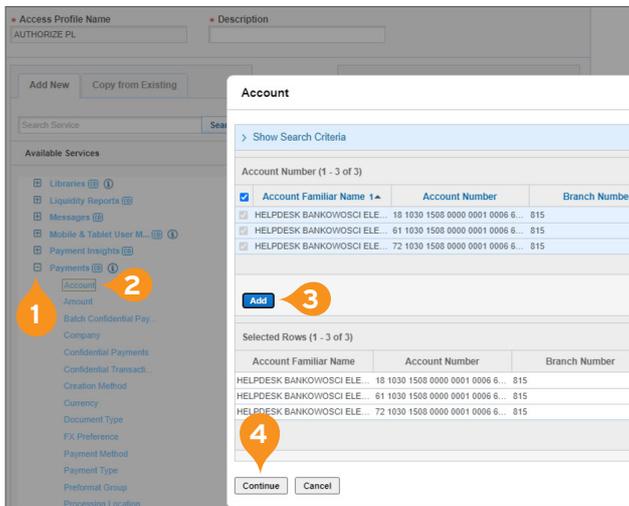
8. By clicking on a function, you will open the modification window. Check the levels you want to assign to the user and click on **Continue**.
9. The entitlement will show up in the right-hand column.



10. Any added entitlements can still be modified. Any transferred entitlement can be defined more specifically by clicking on "Ⓜ".
11. Every field in blue can be dropped down - if you click on it, the system will enable you to make changes, for example to authorization levels.
12. After the appropriate options are selected, click on **Continue**.

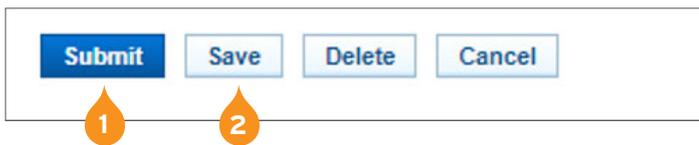
Note: By clicking on "ⓘ", you will see a short description of every functionality.

4. Adding an account to an access profile



1. In the left-hand column, drop down the option **Payments**.
2. Click on the field **Account** and the window will open where accounts can be selected.
3. Check the box next to the appropriate account and drag the accounts to the lower part by selecting **Add**.
4. Click on **Continue**.

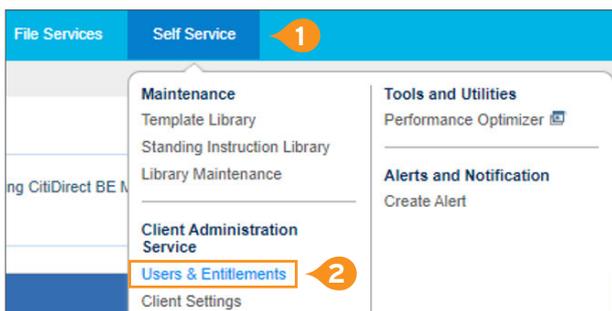
5. Submitting an access profile for authorization



1. After all the access profiles are modified, select **Submit**. The profile will be moved to the tab **Authorization**.
2. Select **Save**, if you want to save a draft version of the profile and complete it later on. (from the tab **Modify/Repair**).

6. Copying an access profile

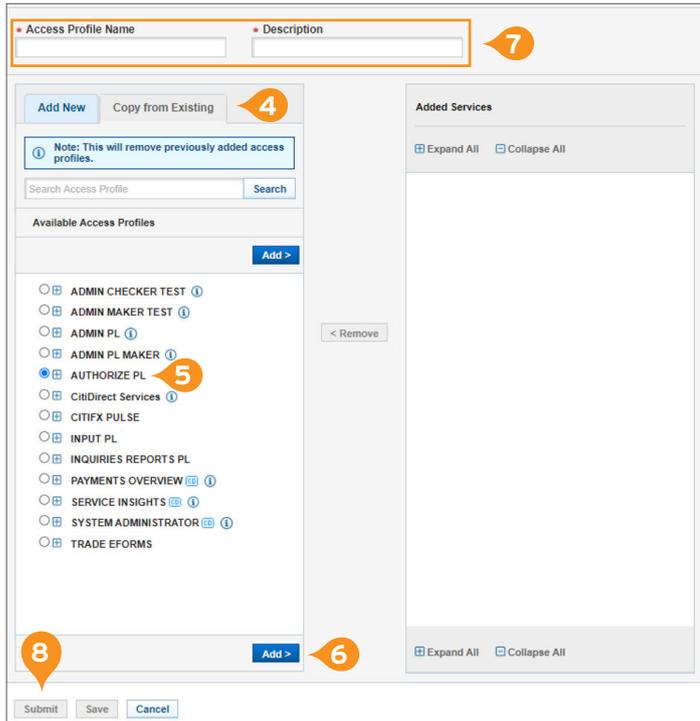
If you have already created an access profile and you want to assign the same (or slightly modified) profile to another user, you can copy it and, then, change, for example, the account.



1. In the main Menu, select the tab **Self Service**.
2. Now select **Users & Entitlements**.



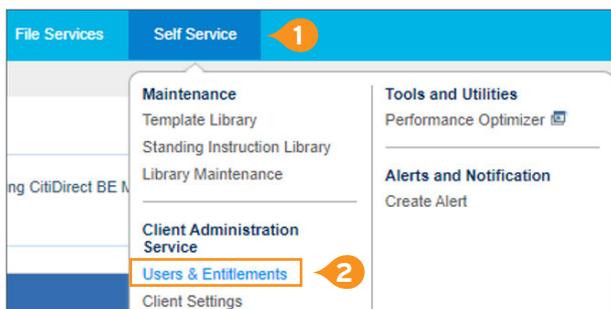
3. Click on the tile **Users & Entitlements** and go smoothly through the tab **Access Profiles** to the 3rd column and the tab **Create**.



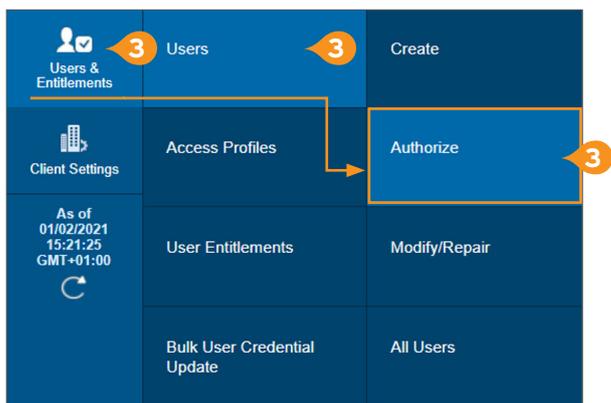
4. Click on **Copy from Existing** and you will see the list of profiles.
5. Select a profile by checking it in the column to the left.
6. Click on **Add**. Modify the profile (if required).
7. Fill in the fields **Access Profile Name** and **Description**.
8. Click on **Submit**.
9. After the profile is authorized by the other **Security Manager**, it will be visible on the list of available profiles.

7. Authorizing a user profile

If you have completed all the three sections (**User Details**, **Credentials (login details)** and **User Entitlements**), you can confirm the whole user profile and submit it for authorization. After authorization, the user can log in and carry out any activities assigned to the profile.



1. In the main Menu, select the tab **Self Service**.
2. Next, select **Users & Entitlements**.

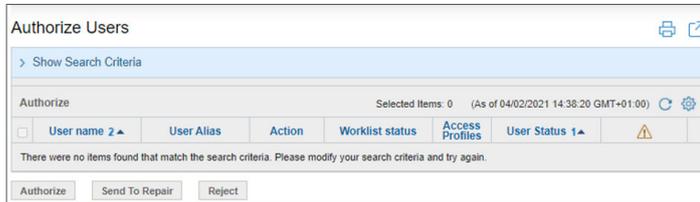


3. Click on the tile **Users & Entitlements** and go smoothly through the tab **Users** to the 3rd column and the tab **Authorize**.

Note: Orange numbers on the tile show the number of actions awaiting authorization.

8. Sending a user profile to repair

If, during authorization, you see an error in the user profile, you can send the profile for repair or reject the entire profile. Such a profile can be repaired by the other Security Manager and re-submitted for authorization.

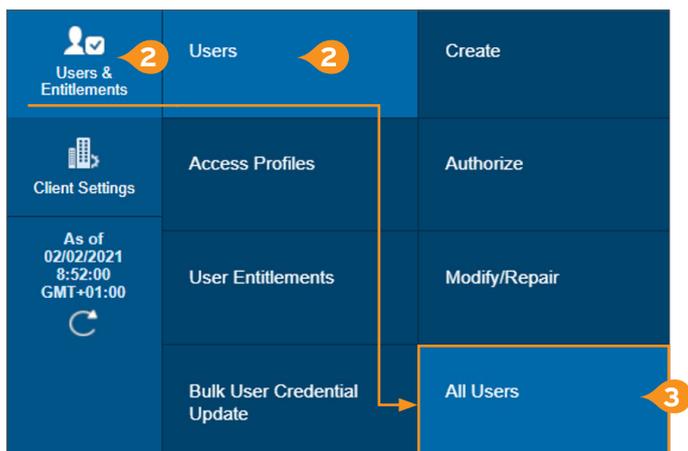


Still in the authorization window, check the box next to the user whose data needs to be repaired.

1. Click on **Send to Repair**.
2. In the textbox, describe the reason why the profile has been sent to repair.
3. Click on **Send to Repair**.

Note: Please remember that only a Security Manager is entitled to make and authorize changes on a user. Authorization is always a two-step process and a Security Manager is not entitled to approve any changes made by himself or herself.

9. Deleting a user profile



1. In the main Menu, select the tab **Self Service**.
2. Next, select **Users & Entitlements**.
3. Click on the tile **Users & Entitlements** and go smoothly through the tab **Users** to the 3rd column and the tab **All Users**.



5. Click on the last name of the user and the user details window will be opened.
6. Select **Delete**.

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Bank Handlowy w Warszawie S.A.

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