BANK OF GEORGIA
BUSINESS

ADDING A USER AND MANAGEMENT OF PERMISSIONS IN BUSINESS INTERNET BANKING

DEFINITIONS

Super-admin – the authorized person of the Company (the director, as a rule), having permission of performing transactions independently and inviting other users to carry out various operations;

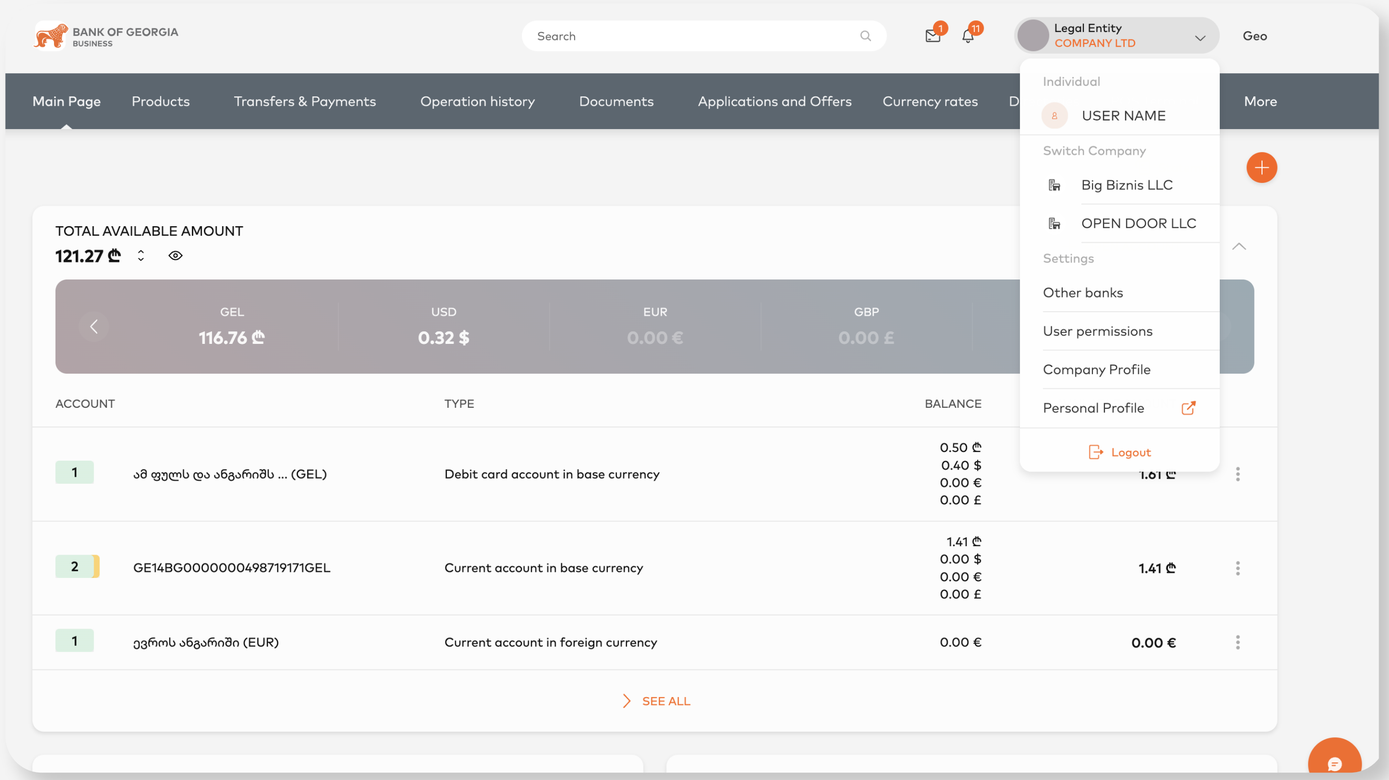
User – the user of the Business Internet Banking, enjoying permissions determined for him/her in advance. Permission can be defined by the Super-admin in the Internet Banking or at the Bank branch;

Permission – by means of permission a user has the opportunity to carry out this or that transaction. Permissions may cover both viewing of balances on the accounts and creation of the transfer document or signing of the mentioned transfer document (the same – final transfer performance). Permission can be granted by the Super-admin in the Internet Banking or at the Bank branch;

Role – unity of a user's permissions defining the transactions which the user may carry out in the Business Internet Banking, where today there are just 3 roles: "All permissions", "Creator permissions" and "Viewer permissions". Apart from the offered role, the Super-admin, at his own discretion or due to necessity, can create a new, different role, give it a name, for instance, "Junior Accountant", unify desirable rights under this role and then give the role to certain staff members.

HOW TO GET INTO THE USER PERMISSIONS MANAGEMENT MODULE

After authorization in the Internet Banking, choose a sub-paragraph “User Permissions” in the “Company Change” menu, upon pressing of which the Super-admin will be taken to the User Management page.



HOW TO ADD A USER

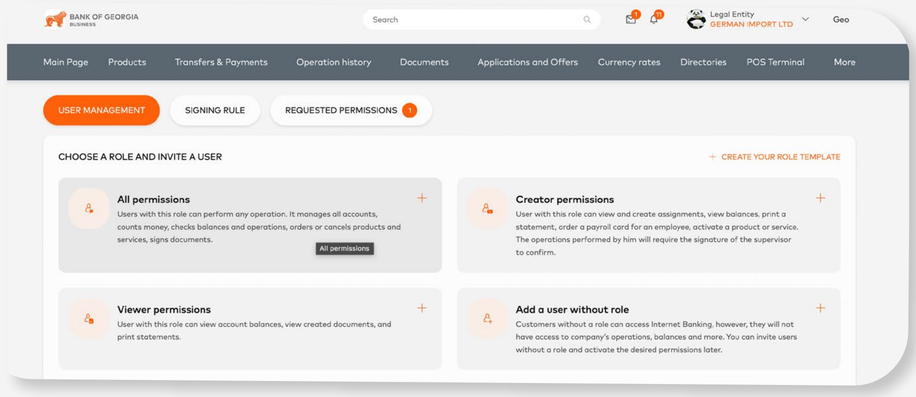
First of all, you should define, under which permissions/role you wish to invite a user:

All Permissions – a user with such role can carry out any transaction, including, transferring, signing documents, taking the balance, ordering products/services, etc. He/she is disposing the accounts independently and the transactions carried out by him/her do not need approval of other user;

Creator Permissions – a user with such role can create transfer documents, order salary cards, view the balance and statement, but the documents created by him/her need approval of other user with more permissions (of a user with permissions to everything or the Super-admin);

Viewer Permissions – a user with such role can only view a document and has access to the statement, views balances, gets acquainted with the product details, prints out a certificate from the account, etc. The user with viewer permissions cannot create a transfer document.

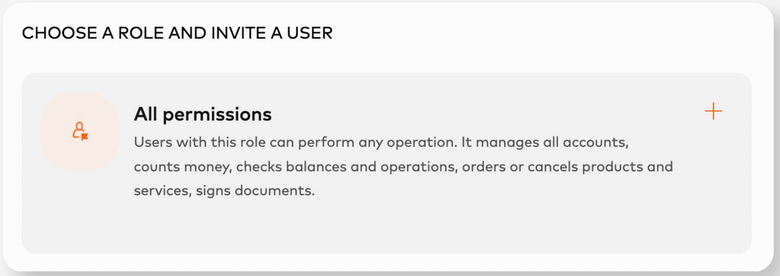
Let's review the process of inviting a user to each role.



INVITING A USER WITH “ALL PERMISSIONS”

1

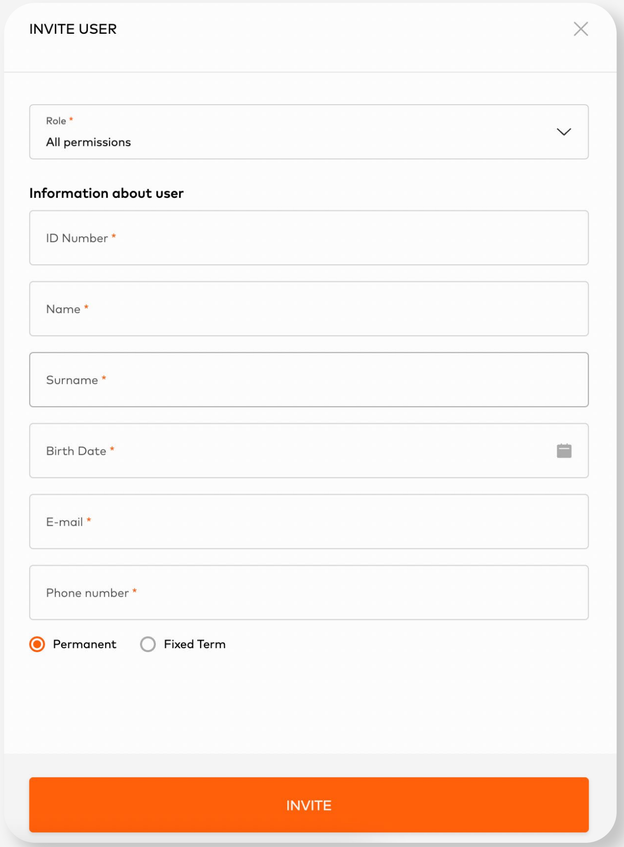
Choose the role “All permissions” on the User Management home page, use + button or press the entire block;



2

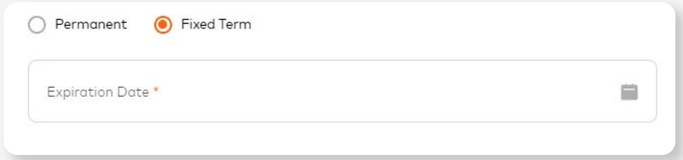
You will find the role already indicated in the opened window, in this case it will be with “All Permissions”;

Enter the information on the user you wish to invite. Please, remember that completion of each field is a must.



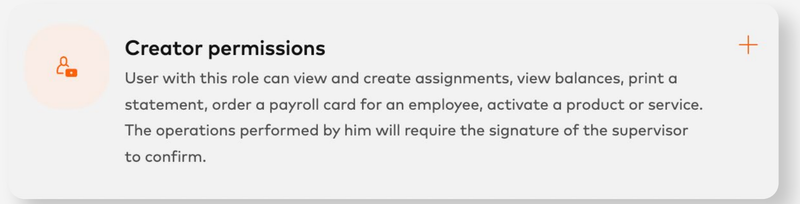
3

If you wish the invited user to have permissions in Business Internet Banking for a certain period, highlight “Fixed term” and indicate the term expiration date.



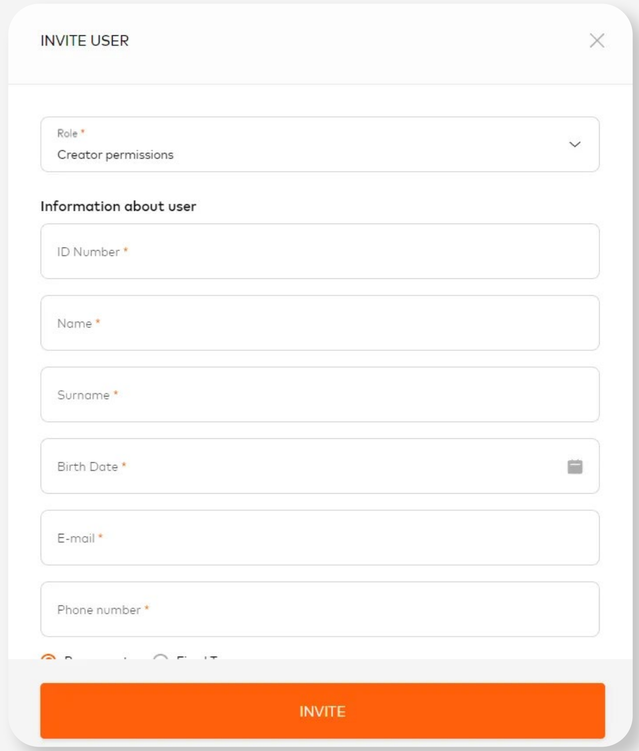
INVITING A USER WITH “CREATOR PERMISSIONS”

1 Choose the role “Creator permissions” on the User Management home page, use + button or press the entire block;

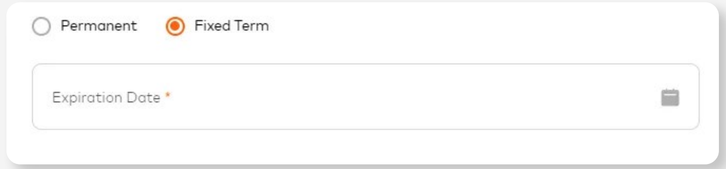


2 You will find the role already indicated in the opened window, in this case it will be with “Creator Permissions”;

Enter the information on the user you wish to invite. Please, remember that completion of each field is a must.

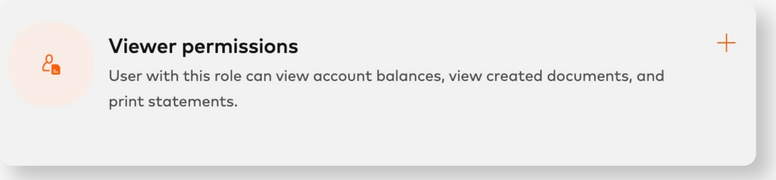


3 If you wish the invited user to have permissions in Business Internet Banking for a certain period, highlight “Fixed term” and indicate the term expiration date.



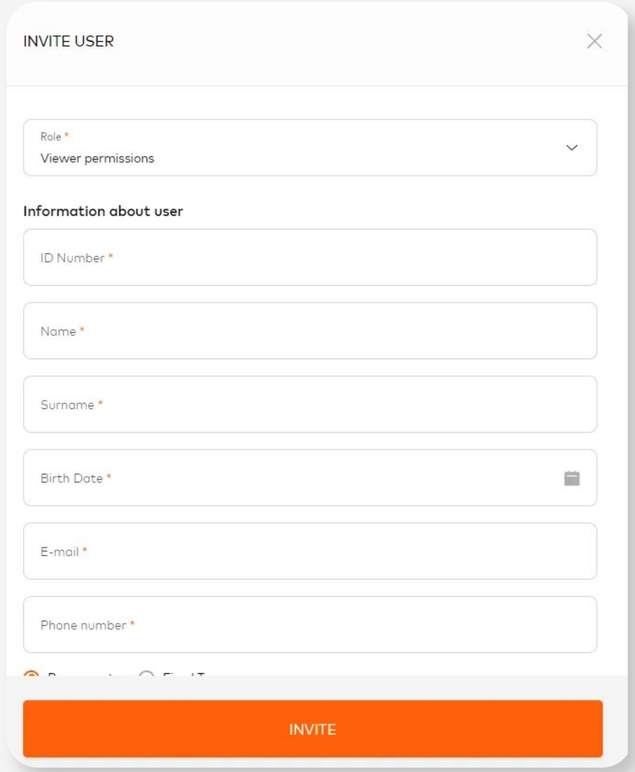
INVITING A USER WITH “VIEWER PERMISSIONS”

1 Choose the role “Viewer permissions” on the User Management home page, use + button or press the entire block;

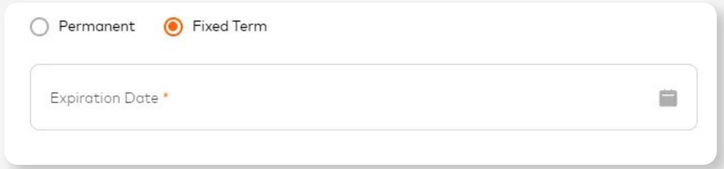


2 You will find the role already indicated in the opened window, in this case it will be with “Viewer Permissions”;

Enter the information on the user you wish to invite. Please, remember that completion of each field is a must.



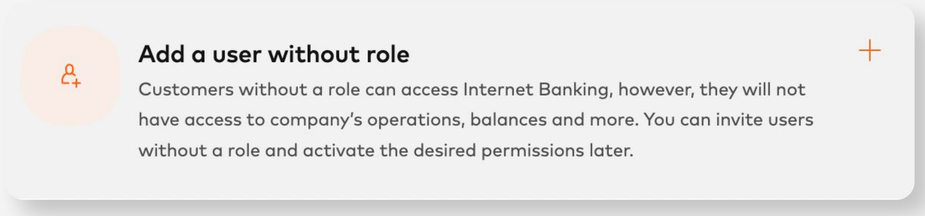
3 If you wish the invited user to have permissions in Business Internet Banking for a certain period, highlight “Fixed term” and indicate the term expiration date.



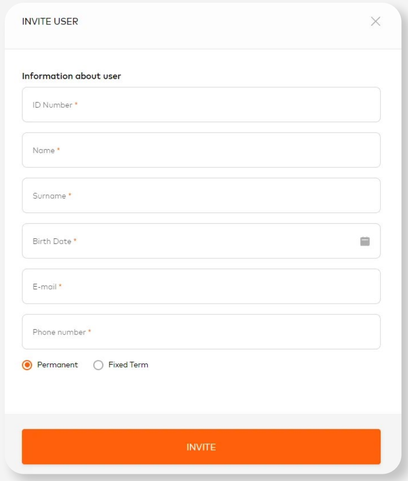
ADDING A USER WITHOUT A ROLE

1

If you do not want a user to have any permission in the Internet Banking or you want to give him/her the specific permissions differing from the offered roles, for instance, give him/her access to certain transactions or make just one account available for him/her, press button on the block “Add user without role”;



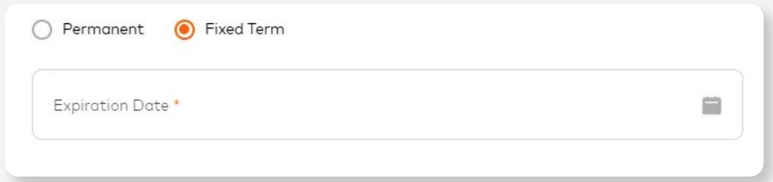
2



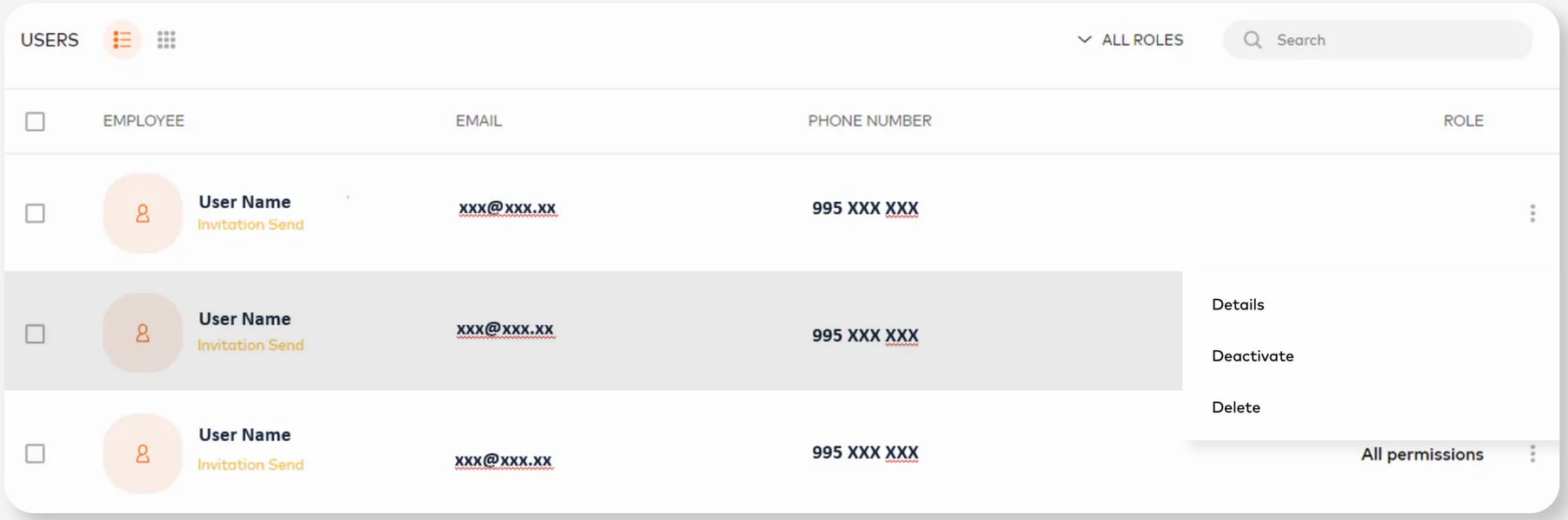
Indicate the information on the user you want to invite. Please, remember, that completion of each field is a must;

3

If you wish the invited user to have permissions in Business Internet Banking for a certain period, highlight “Fixed Term” and indicate the term expiration date.



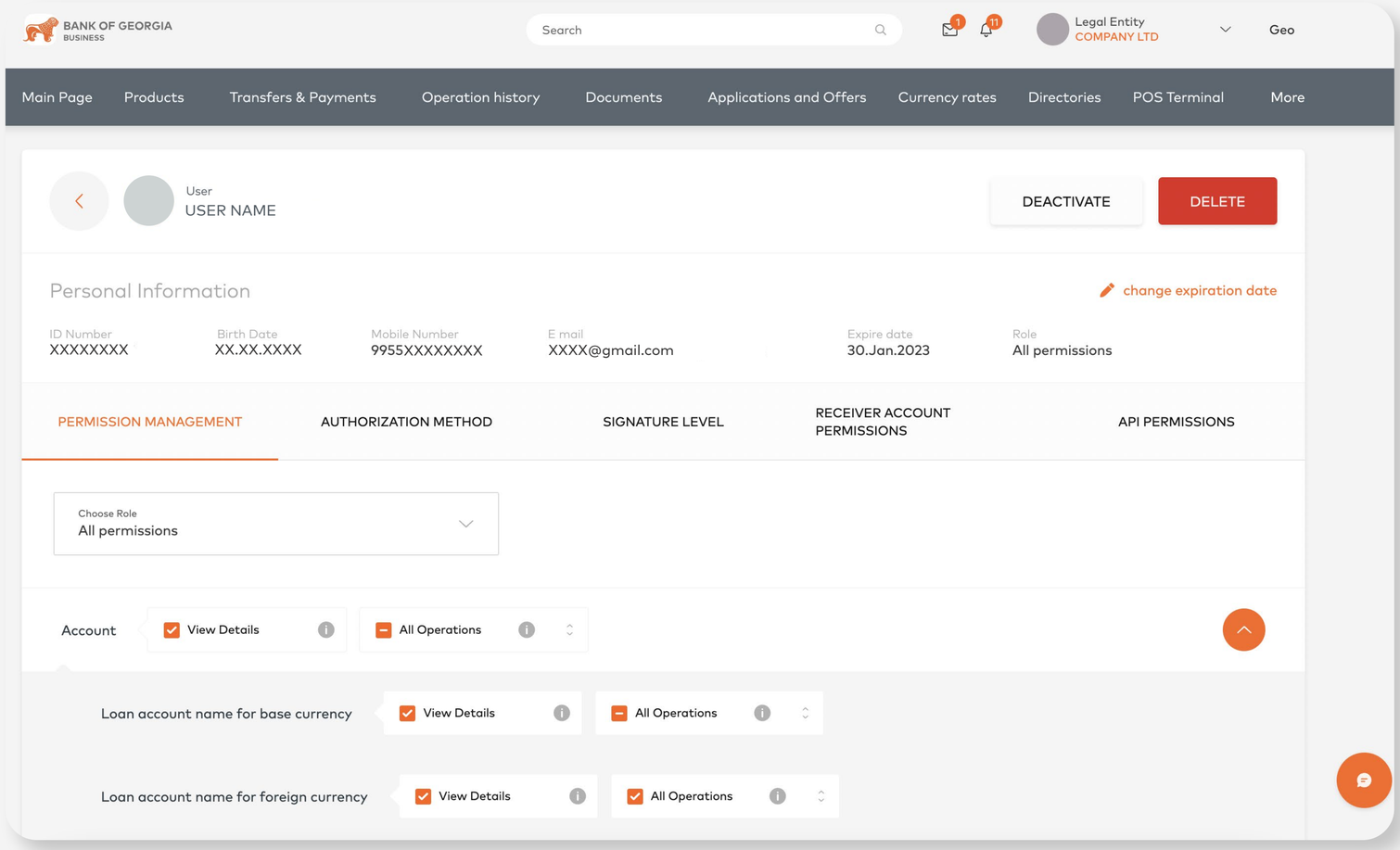
GIVING PERMISSIONS TO THE USER ADDED WITHOUT THE ROLE



If you are the Super-admin, in the case of moving from “User permissions”, you will see both the roles offered by the Bank for a user invitation and the list of the users already added by you.

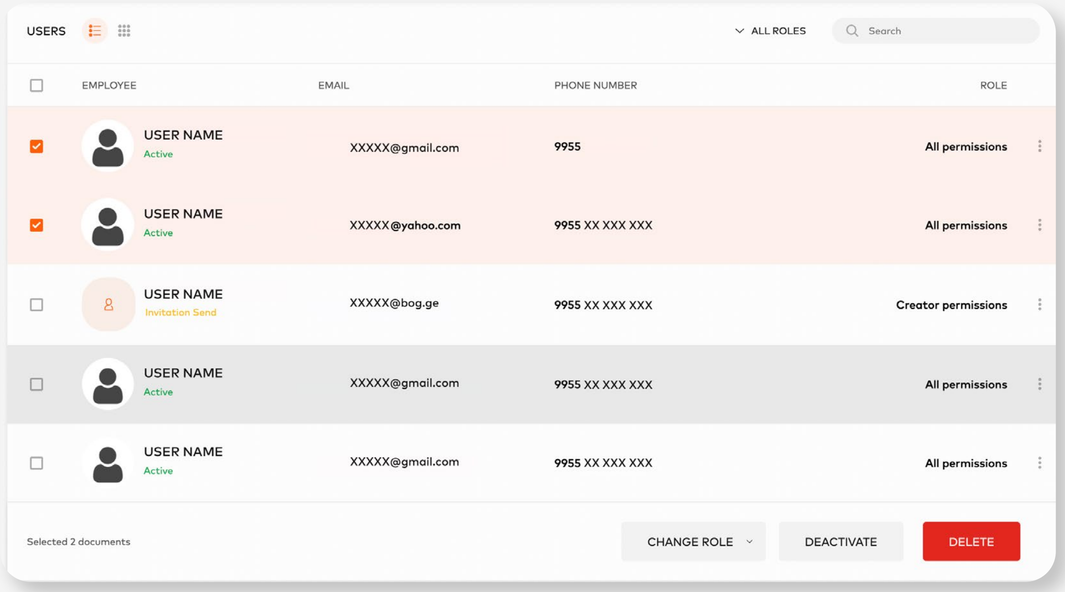
Search the desirable user in the list and choose “Details” out of three points.

YOU CAN CHOOSE PERMISSION DESIRABLE FOR YOU OUT OF THE LISTED PERMISSIONS AND PRESS "SAVE"

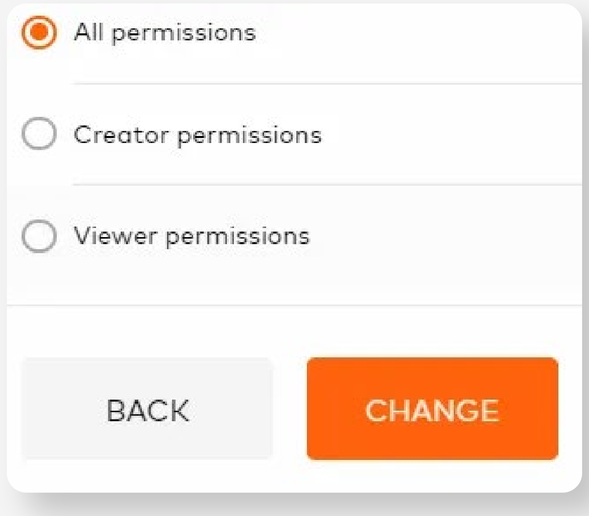


CHANGING THE ROLES OF EXISTING USERS

1 You can highlight one or several users in the user list and press the “Change Role” button;

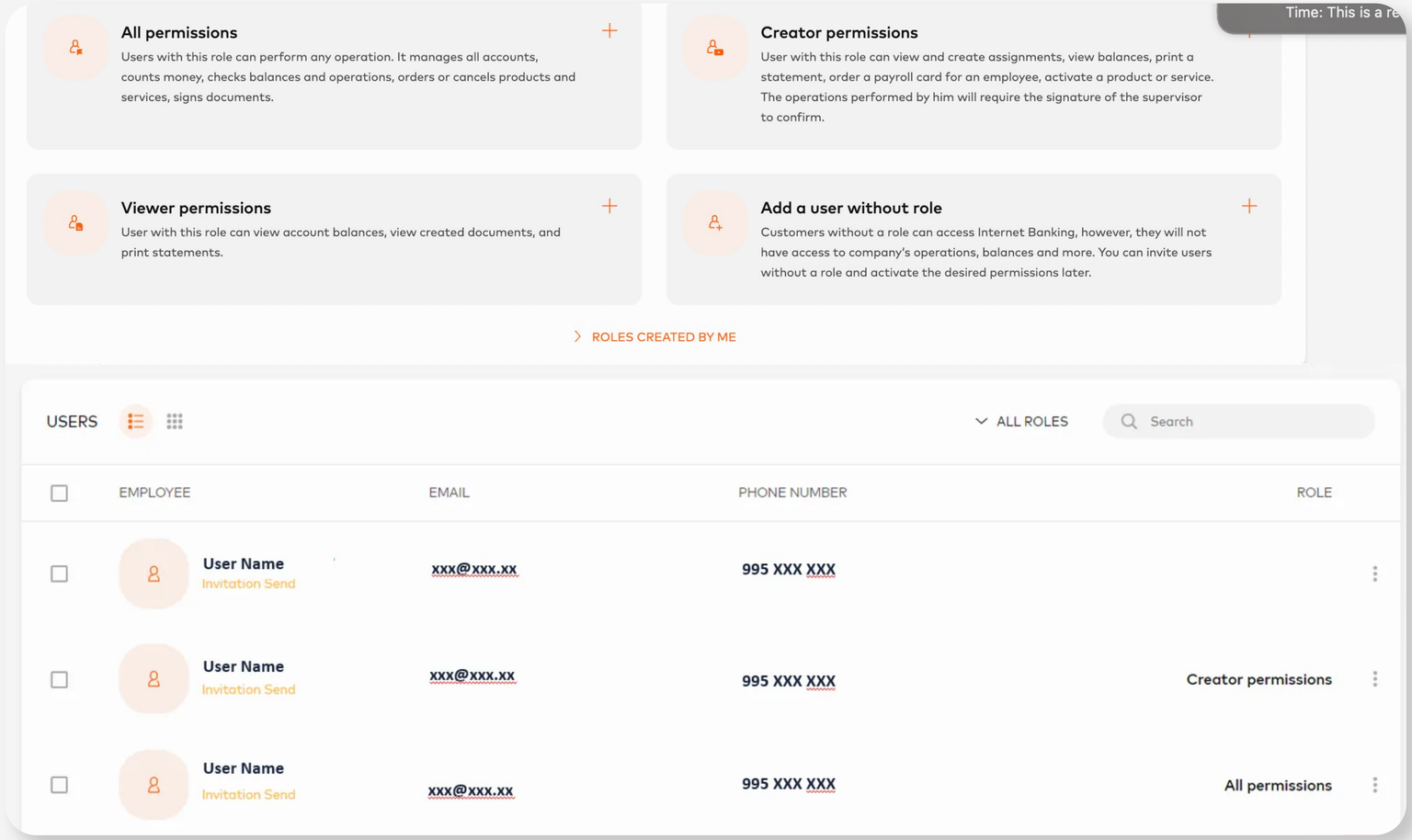


2 You will see a small window, where you can choose the desirable role and save the changing by pressing the “Change” button.



A single or several users can be deleted or deactivated in the same way.

CHANGING PERMISSIONS OF EXISTING USERS



If you are the Super-admin, in the case of moving from "User Permissions", you will see both the roles offered by the Bank for a user invitation and the list of the users already added by you.

Clicking on the desirable user you can go to the details of his/her permissions and view permissions activated for him/her.

WHEN INVITING A USER, PLEASE, TAKE INTO CONSIDERATION THE FOLLOWING:

Upon invitation of a user the Super-admin and the user will receive a notification on invitation (at the email address indicated by the Super-admin while invitation).

If you have invited the user, having the physical entity's user name and password of the Internet Banking, such user will be able to go through authorization in the Business Internet Banking with his/her own data.

If you have invited to the Business Internet Banking the user, who does not have the physical entity's user name and password of the Internet Banking, a special link will be sent to him/her in the process of invitation, with the help of which the user shall register the username and password. Upon such registration he/she will be able to go through authorization in the Business Internet Banking and enjoy permissions granted by you.

Please, take into consideration that the invited user shall be of the full legal age and the term of permissions granted to him/her shall not exceed the term of the Super-admin's rights.


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