

## Business.Online — electronic banking system for corporate clients.

### Entering the system

- Open your Internet browser and enter the following address <https://ru.unicreditbanking.net>  
**Attention!** In case the start page of Business.Online system isn't opened correctly check your Internet connection and make sure your PC responds to necessary system requirements (see "System Requirements" paragraph)
- Please wait for the system being loaded and the window "Login" appears.  
**Attention!** In case you see different messages about "web-page or certificate trusting" while system components are being loaded, you should press "Yes".
- To enter Business Online system you should do the following:
  - **enter your login into "User ID" field**
  - **enter your temporary password (received via SMS to the number specified by you)**
- Press "Login" button in the browser or "Enter" on the keyboard.

**Attention!** Business Online automatically blocks your access to the system in case you've entered your password incorrectly three times. To restore system access please contact Bank technical support group.

### Temporary password change

For security reasons you need to change your temporary password for the system when you enter Business.Online for the first time. You should enter the temporary password received via SMS to the field "Old password". In the field "New password" - you should invent a password that meets safety requirements: 6 to 16 characters, uppercase and lowercase Cyrillic or Latin characters and also the numbers.

In the future you can change your password yourself in "SETTINGS" – "Password change" menu.

**Attention!** You need to REMEMBER your new password! In case you've forgotten your password please contact Bank technical support group.

### Digital Signature keys generation

To get the opportunity to sign the documents in Business.Online system you will need to generate digital key to the secured USB drive eToken (can be received in the bank office). For creating digital signature key enter Business Online system and proceed to the instruction on page 2 of the this manual to perform key generation procedure.

### System requirements

To access Business.Online system your PC must respond to the following requirements: (access for mask \*.unicredit.ru and \*.unicreditbanking.net, HTTPS protocol with port 443 must be allowed).

- IBM PC or 100% compatible with USB port and one of the following operating systems:
  - Windows XP x86 with Service Pack 3 installed;
  - Windows 7 x86/x64 with Service Pack 1 installed (32-bit browsers only)
  - Windows 8 x86/x64 (32-bit browsers only);
- Internet Explorer x86, versions 7-10;
- Java 7 Update 13 x86 or later.

**Attention!** For more information about technical requirements and concerning transfer issues from other systems please check technical support website: [https://support.unicredit.ru/sc/v2/index\\_en.html](https://support.unicredit.ru/sc/v2/index_en.html)

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## Digital keys generation brief manual

To get the opportunity to sign the documents in Business.Online system you will need to generate digital key to the secured USB drive eToken (can be received in the bank office). It is not possible to sign the documents without **primary key generation procedure**.

**Attention!** Detailed manual for digital signature key generation is available here: [https://support.unicredit.ru/sc/v2/bo/bo\\_generation\\_en.html](https://support.unicredit.ru/sc/v2/bo/bo_generation_en.html)

### Digital signature key generation process includes two steps:

**Step 1.** New key generation and sending a request for certificate registration to the bank.

**Step 2.** Certificate registration and activation (performing by the Bank)

### Step 1. New key generation and sending a request for certificate registration to the bank

1. Install necessary components by launching the file given in the link: [https://support.unicredit.ru/sc/gws/bo\\_install1.html](https://support.unicredit.ru/sc/gws/bo_install1.html)

2. Connect eToken USB device to your PC.

When eToken is being connected for the first time it will ask you to change its default password. The password must respond to the following requirements:

- minimal length – 6 characters,
- must contain digits, lowercase and capital letters.

**Attention!** Default password for eToken is **1234567890**

**Attention!** You have to remember your new specified password. It is used for signing documents. Forgotten password can not be restored!

3. Enter Business.Online system (see. Entering the system on page 1).

4. Open Settings - Maintain A&A devices and click [Generate certificate].

5. Choose "eToken" as a storage device for a new digital key.

6. Enter password for eToken into a space "Enter PIN for the token". Password was set in step 2

7. In a window "Enter eToken description" type a name for this eToken USB device. It is made for convenient identification of the token in case you have more than one. There is no need to remember the specified name.

8. In a window opened "RNG initialization" press random keys or move mouse cursor within the borders of this window.

After successful digital key generation you will see a message "Your new key has been created! Please print and sign the activation form!"

### Activation form must be printed in two copies, signed and delivered to the Bank office.

To print the activation form put checkbox to "Inactive" and choose an action "Print activation form" in a dropdown list.

### Step 2: Certificate registration and activation (performing by the Bank).

Certificate requests for digital signature keys are being processed by the Bank within two business days since the signed activation form has been delivered to the Bank.

**Attention!** The activation form must contain passport identification data of the digital signature key owner.

When the process of your certificate registration is completed by the Bank, its status (in "Maintain A&A devices") will be changed to "Active".

### Digital signature key generation process completed.

Once the status of your certificate is changed to "Active" you are able to sign and send documents to the Bank. For signing documents you need to proceed to "Signature" section, select those that are waiting for the signature and click on [Sign] button.

Current status of the documents that have been sent to the Bank you can check in "Order Archive" section..