

USER MANUAL

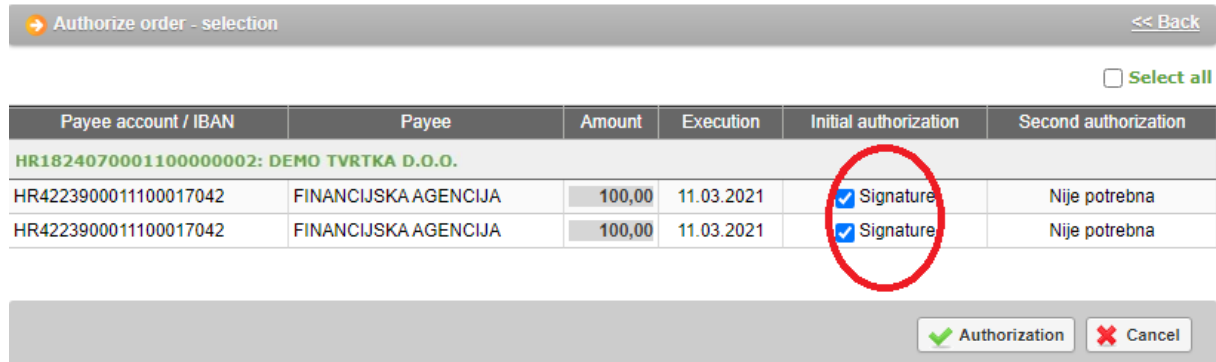
eLEMENT@

INTERNET BANKING FOR COMPANIES  
AND SMALL BUSINESSES

PROCEDURE FOR ORDER  
AUTHORIZATION BY TOKEN

For an entered order to be executed, it first needs to be authorized. The authorization procedure makes it possible to authorize one or more orders at once. After authorizing the order, the order in EUR is sent for execution.

Entering the transaction of order authorization, the screen will show a table with all orders that have the status of "UNAUTHORIZED", as shown in the example of two orders in Picture 1:



Payee account / IBAN	Payee	Amount	Execution	Initial authorization	Second authorization
HR1824070001100000002: DEMO TVRTKA D.O.O.					
HR4223900011100017042	FINANCIJSKA AGENCIJA	100,00	11.03.2021	<input checked="" type="checkbox"/> Signature	Nije potrebna
HR4223900011100017042	FINANCIJSKA AGENCIJA	100,00	11.03.2021	<input checked="" type="checkbox"/> Signature	Nije potrebna

Picture 1. Authorization of order

If the order meets all the requirements for authorization, a checkbox will appear in the "Authorize" field where you can tick the order that you want to authorize (indicated in Picture 1).

The orders where the due date is earlier than the current date cannot be authorized. In this case, the link "Change" will appear in the "Authorize" field. To enable authorization, it is necessary to run the transaction of changing the order to change the date of execution. The transaction is started by selecting the option "Change" in the field "Authorize". After the changes, that is, the correction of the date of the order, a box appears in the "Authorize" field, where you can tick the order that you want to authorize, that is, send for execution.

After selecting the order you want to authorize and sending it for execution, it is necessary to select the option "Authorization". A list of all selected orders will appear on the screen with the following data (Picture 2):

Order authorization - signature

Date of entry	Order No.	Payee account / IBAN	Transaction code and payer reference number.	Amount
Execution date	Payment description code	Payee	Transaction code and payee reference number.	Purpose
10.03.2021	3	HR4223900011100017042		100,00
11.03.2021		FINANCIJSKA AGENCIJA	HR99	TEST
10.03.2021	4	HR4223900011100017042		100,00
11.03.2021		FINANCIJSKA AGENCIJA	HR99	TEST
<b>TOTAL AMOUNT:</b>				<b>200,00</b>

Data (APPLI-2) **75615922**      MAC

- AUTHORIZATION INSTRUCTIONS:**
1. Turn on the token by pressing the power button
  2. Enter your PIN
  3. Press button 2
  4. Enter the 8-digit number from the "Data (APPLI 2)" field
  5. Enter the 6-digit answer from the token screen into the "MAC" field
  6. Click the "Authorize" button in the Internet banking environment

Picture 2: Authorizing orders

In the field "Data (APPLI 2)" an 8-digit number appears (authorization request) that needs to be entered into the token. Order authorization is performed by entering the identification number generated on your token, which you then type into the MAC field. Application 2 is used to generate the MAC number.

**Instructions for authorizing orders with token:**

1. Turn on the token by pressing the < key
2. Enter your PIN
3. Press number 2
4. Enter the 8-digit number displayed in the "Data (APPLI 2)" box into the token
5. Copy the received 6-digit number from the token screen into the "MAC" box
6. Press "Authorize"

After successful authorization, the following message appears on the screen: Order authorized successfully (Picture 3). All successfully authorized orders receive the status „AUTHORIZED“.

**MESSAGE**

Order authorized successfully.

Note: To execute the authorized orders, you should sent them to the execution through transaction ["Send order for execution"](#).

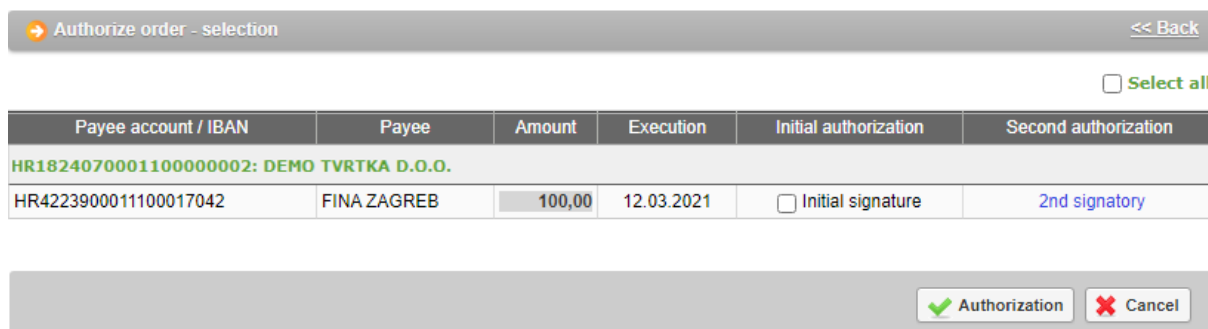
[Menu "Authorize order"](#)

Picture 3. Message after successful authorization

After authorizing the order, it should be sent for execution using the transaction "Send order for execution".

### Description of the procedure of two authorizations:

If the business operations of the corporate subject requires two authorizations for payment orders, according to the arranged valid signature class described in the chapter *Order authorization*, 1. *authorization* is performed by the token user who has the authority to authorize an order, but the same token cannot be used for signing the 2. *authorization* of the same order. Example of a screenshot of authorization of orders when two signatures (authorizations) are required (Picture 4):

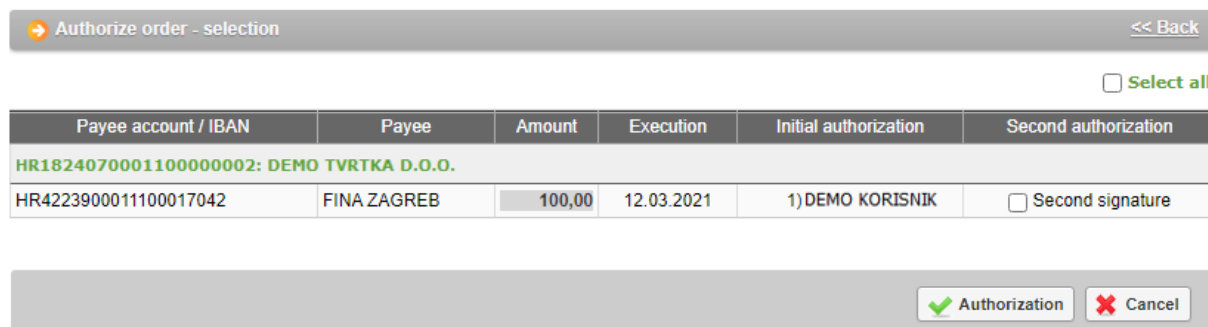


Payee account / IBAN	Payee	Amount	Execution	Initial authorization	Second authorization
HR1824070001100000002: DEMO TVRTKA D.O.O.					
HR4223900011100017042	FINA ZAGREB	100,00	12.03.2021	<input type="checkbox"/> Initial signature	2nd signatory

Picture 4. Display of two authorizations

After the first authorization, the field „*Initial authorization*“ shows the name of the person who performed the first authorization (token user name). The display shows the lack of the other authorization. A tick in the checkbox in front of "Second signature" marks the order or orders that are to be authorized. If the list contains a large number of orders, and all are to be authorized, the option "Select all" is recommended.

In order to make the other authorization, another token (employee) is required at the same level of the corporate entity, which has the power of authorization; the user of the other token must login to internet banking of OTP Bank and follow the same procedure as it in the case of the first token (employee). Below is a screenshot of the display for the second authorized token, which can perform the Authorization (Picture 5):



Payee account / IBAN	Payee	Amount	Execution	Initial authorization	Second authorization
HR1824070001100000002: DEMO TVRTKA D.O.O.					
HR4223900011100017042	FINA ZAGREB	100,00	12.03.2021	1) DEMO KORISNIK	<input type="checkbox"/> Second signature

Picture 5. Second signature screenshot

After both authorizations have been performed, it is necessary to send the orders for execution. Confirmation of transactions of sending authorized orders for execution is carried out using the "Send" button (Picture 6).

➔ Send order for execution << Back

Payee account / IBAN	Payee	Amount	Execution	File	Details
<b>Sender: DEMO TVRTKA D.O.O., IBAN: HR1824070001100000002</b>					
HR4223900011100017042	FINA ZAGREB	100,00	12.03.2021		<a href="#">Details</a>
		<b>TOTAL AMOUNT:</b>	<b>100,00</b>		

Picture 6. Sending orders for execution

Order status check is possible in „Overview orders“.

**Note:**

If the corporate entity uses both methods of identification for OTP internet banking, that is, if it owns both smart cards and tokens, the option of two authorizations is also possible. One authorization can be made by the user who uses the smart card, and a second authorization can be made by the user who uses the token. The combination of two smart cards in this transaction is also possible.