

USER'S MANUAL

eLEMENT@

INTERNET BANKING FOR COMPANIES
AND SMALL BUSINESSES

ONLINE ENVIRONMENT

ONLINE ENVIRONMENT

Main page:

otpbanka

Restore login Exchange rate list Currency calculator Instructions Print Log out

User: Demo Korisnik - DEMO TVRKA D.O.O.
Last login on: 21-04-2023 11:07:26

Messages (10) Settings Home Log out

eLEMENT@ Internet bankarstvo

Notice of availability of services between 7th and 10th of April 2023

Dear customers,

Upon introduction of euro as the domicile currency, business days for interbank payment transactions will no longer be defined by reference to the national business/non-business days calendar used beforehand in the Republic of Croatia; instead, the TARGET payment system business days calendar will apply. Non-business days for the TARGET system shall be: Saturdays; Sundays; New Year's Day; Good Friday and Easter Monday; 1 May (Labour Day); Christmas Day; and 26 December.

Accordingly, on Good Friday, this year falling on 7th April, TARGET will be closed for interbank payment transactions in euro currency.

All EUR payment orders received, where the value date falls on Good Friday, will be executed on the following business day, i.e. 11 April 2023.

On 7 April 2023, the only EUR payment orders that will be executed will be the ones where funds are transmitted to holders of OTP banka accounts.

We appreciate your cooperation!
Your OTP banka d.d.

Notification of service availability

To whom it may concern,

Please note that due to the EUR changeover process, our eLEMENT@ internet banking service for legal entities will not be available in the period commencing on 30th December 2022 (Friday) at 19:00 and ending on 2nd January 2023 (Monday) at 08:00.

All payment orders in HRK currency that are received, authorised and sent for execution by 15:00 on 30th December 2023, intended for intra-bank payments (within OTP banka) by 19:00, will be effected in HRK currency on the same day.

All payment orders in HRK currency for payments outside the bank, received, authorised and sent for execution after 15:00 will be converted at the fixed conversion rate and executed in EUR currency on 2nd January 2023 (or other indicated value date).

On 2nd January 2023, the HRK Menu will become EUR Menu, but it will keep the functionalities of the current HRK menu. Any turnover, statements of accounts, orders, and analytics of closed HRK accounts will still be available in the eLEMENT@ application together with the new EUR overview.

In addition, starting with 2nd January 2023, fees for cross-border inflows/outflows in EUR currency will be calculated and charged on monthly basis, on the invoice for payments, together with the fees for domestic payments in EUR currency. Fees for cross-border payments in the currencies other than EUR, as well as fees for international payments, will continue to be charged for each transaction individually.

All individually contracted limits will be converted at the set conversion rate and in accordance with the converting and rounding rules laid down in the Act on the Introduction of the Euro as the Official Currency in the Republic of Croatia. The sale/purchase of EUR currency at the regular rate (per transaction and per day) will be capped at EUR 10,000.

We would also like to remind of the changes in the XSD scheme for pain.001 payment order files after 1st January 2023. For more details, please visit www.sepa.hr.

The instruction manual applicable as of 1st January 2023 can be downloaded [here](#).

Thank you for cooperation!
OTP banka d.d.

Menu EUR

- Create new order
- New order from template
- Account control and input
- Change order
- Change execution date
- Delete order
- Order authorization
- Cancel authorization
- Send order for execution
- Order overview
- Statement of account
- Overview of calculated fees
- Print order
- Transfers between own accounts in OTP banka
- New order
- Order overview
- Order authorization

Menu FX

Templates

Files containing orders

Visa Business

OTP Investment funds

- Authorization distribution
- Balance and turnover on account
- Visa Business Debit cards
- Notice overview
- Letter of credit overview
- Guarantee overview
- Loan overview
- Deposit overview
- Authorization overview
- Contacts and documents for delivery
- Application settings
- Logout

Description:

On the left side of the screen there are menus divided into groups: domestic payment transactions, foreign payment transactions, templates, files containing the orders, Visa Business, OTP investment funds and other transactions.

Within the menu there are transactions the user is authorised to perform. The folder is opened by clicking once on the name of the folder. If there are no transactions in the folder or if only some transactions are listed, the card i.e. the user is not authorised for such transactions. The authorisations may be assigned by the main card holder at the company level (card holders with the highest authorisations, master) or additional card holder authorised by the main card holder for the assignment of transactions to other card holders in the company. The additional card holder cannot change the authorisations of the main card holder.

Transactions are performed on the right side of the screen. The sign-in field, exchange rate list, instruction manual, print and log-out fields are placed in the upper frame of the screen.