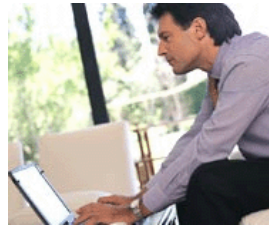


This manual explains the use of the Manage authorisations feature of ABN AMRO Internet Banking.



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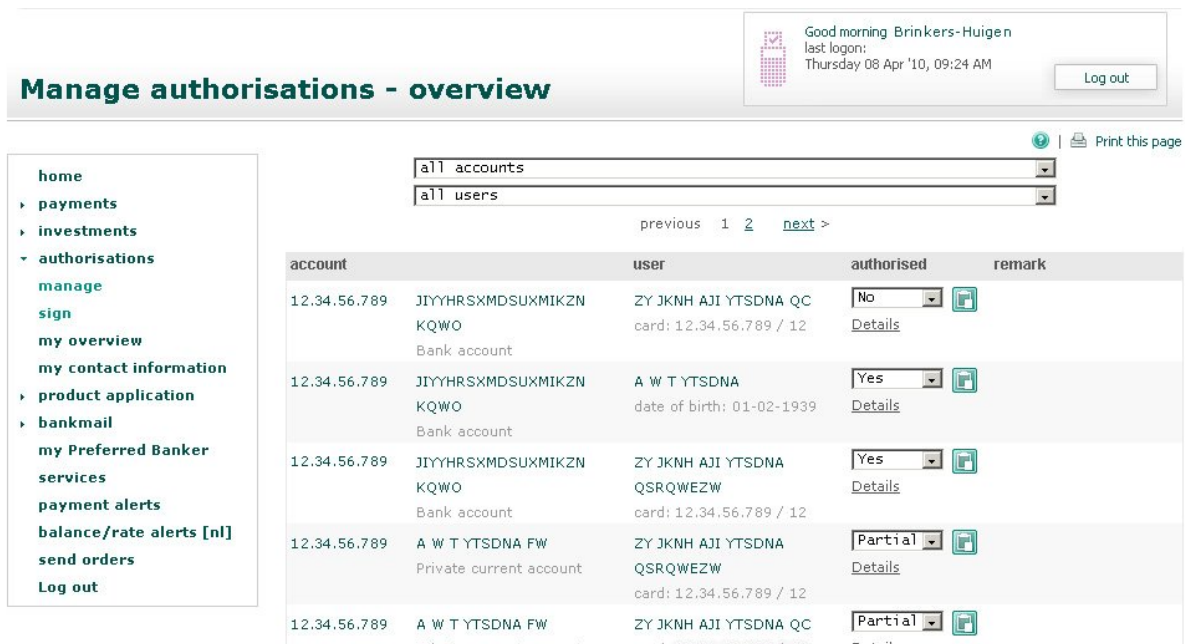
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### Overview

The Manage authorisations feature enables you to determine which users are allowed access to your accounts and what their authorisations are.

- Select **authorisations** → **manage** from the menu on the left-hand side of the screen. The **Manage authorisation - overview** screen will appear:

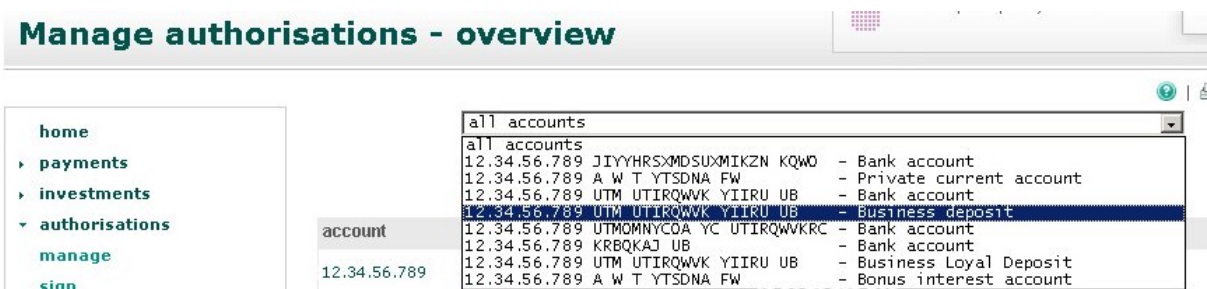


account	user	authorised	remark
12.34.56.789	JIYYHRXMDXSUXMIKZN KQWO Bank account	No	Details
12.34.56.789	JIYYHRXMDXSUXMIKZN KQWO Bank account	Yes	Details
12.34.56.789	JIYYHRXMDXSUXMIKZN KQWO Bank account	Yes	Details
12.34.56.789	A W T YTSDNA FW Private current account	Partial	Details
12.34.56.789	A W T YTSDNA FW Private current account	Partial	Details

### about this screen

The screen displays a list of authorisations for each account as well as the permissions each authorised user has.

The filter in the top right-hand corner of the **Manage authorisations – overview** screen allows you to find specific users or accounts quickly and easily:



- Click on the filter to open it.
- Select the account for which you want to view authorised users.

### authorised

The **authorised** column shows a user's authorisations:

**Yes:** the authorised user is allowed to view all account details, create payment orders and sign for amounts up to each ABN AMRO limit.

**No:** the authorised user is not authorised for this account.

**Partial:** the authorised user is only allowed to perform the tasks you specified for this account.

### remark

The **remark** column shows where you have made changes. In this case, the text **to send** is shown. See the screen below:

Manage authorisations - overview

Good morning Brinkers-Huigen  
last logon:  
Thursday 08 Apr '10, 09:24 AM

[Print this page](#)

Your change has been saved. Click on 'OK & Send' to send the change.

12.34.56.789 UTM UTIRQWVK YIIRU UB - Bank account

all users

previous 1 next

account	user	authorised	remark
12.34.56.789 Bank account	UTM UTIRQWVK YIIRU UB A W T YTSDNA date of birth: 01-02-1939	Yes	<a href="#">Details</a>
12.34.56.789 Bank account	UTM UTIRQWVK YIIRU UB ZY JKNH AJI YTSDNA QC card: 12.34.56.789 / 12	No	to send
12.34.56.789 Bank account	UTM UTIRQWVK YIIRU UB ZY JKNH AJI YTSDNA QSRQWEZW card: 12.34.56.789 / 12	Yes	<a href="#">Details</a>

previous 1 next




You can undo the changes made.

- Click on the **cancel** icon () to reverse the change.

### View authorisation details

To view the authorisation details for a specific account from the Manage Authorisations Overview:

- Click on **details** in the **authorised** column.
- Select **partial** from the list in the **authorised** column..
- Click on the **Copy** icon () in the **authorised** column.

The **Manage authorisations - details** screen will appear:

Manage authorisations - details


Log out

Print this page


- home
- ▶ payments
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- ▶ **authorisations**
- manage
- sign
- my overview
- my contact information
- ▶ product application
- ▶ bankmail
- my Preferred Banker services
- payment alerts
- balance/rate alerts [nl]
- send orders
- Log out

account	12.34.56.789 UTMOMNYCOA YC UTIRQWVKRC Bank account
user	ZYJKNH AJI YTSDNA QSRQWEZW card: 12.34.56.789 / 12


**View**


Reporting 


**Enter**


Manage orders 


**Send**


Send SEPA direct debit block  [change settings](#)  
Always joint signatures with 2 other user(s)


Send SEPA direct debit refund  [change settings](#)  
Single signature


Send batch  [change settings](#)  
Single signature till € 1.500.000,00, joint signatures above the limit with 1 other user(s)

Send direct debit  [change settings](#)  
Single signature

Send domestic payment  [change settings](#)  
Single signature

Send foreign payment   
Single signature

Send iDEAL payment   
Single signature

Send phone payment  [change settings](#)  
Single signature up to € 2.000,00





Cancel OK & Back to overview


#### about this screen

The screen lists all tasks a user is allowed to perform. You can define each user's specific authorisations by ticking a task and/or selecting change settings.



Click the  button to view additional task details:

<input checked="" type="checkbox"/>	Send domestic payment Single signature till € 75.000,00, joint signature	
<input type="checkbox"/>	Send foreign payment Single signature	
<input checked="" type="checkbox"/>	Send iDEAL payment Single signature	
<input checked="" type="checkbox"/>	Send phone payment Single signature	

**Help per task** 

With this task, users can sign and send payment orders for processing within the Netherlands and the EEC (normal transfer, giro-receipt, urgent transfers and standing orders, SEPA transfers). You can restrict the authorisations by setting a limit and/or co-signatories.

## Change settings

The limitations set for each task are shown. They can be modified as follows:

- Click on **change settings**.

The **Settings** screen will appear:

settings
✕

12.34.56.789	UTMOMNYCOA YC UTIRQWVKRC	ZY JKNH AJI YTSDNA QSRQWEZW
	Bank account	card: 12.34.56.789 / 12

**Send batch**

The user may

- Provide the single signature for all orders
- Provide the single signature for all orders up to a personal limit
- Only joint signatures are permitted.
- Provide the single signature for all orders up to a personal limit, joint signatures are required beyond that limit.

---

Personal limit for each transaction €  ,00  
(maximum € 3.000.000,00)

---

How many additional signatures are required beyond the personal limit?

[View the list of possible co-signatories.](#)

- 1
- 2

The maximum ABN AMRO limit of € 3.000.000,00 per order applies to joint signatures.

### about this screen

In the **Settings** screen, you can define various settings. For example, that the user is only allowed to send payments up to a maximum amount.

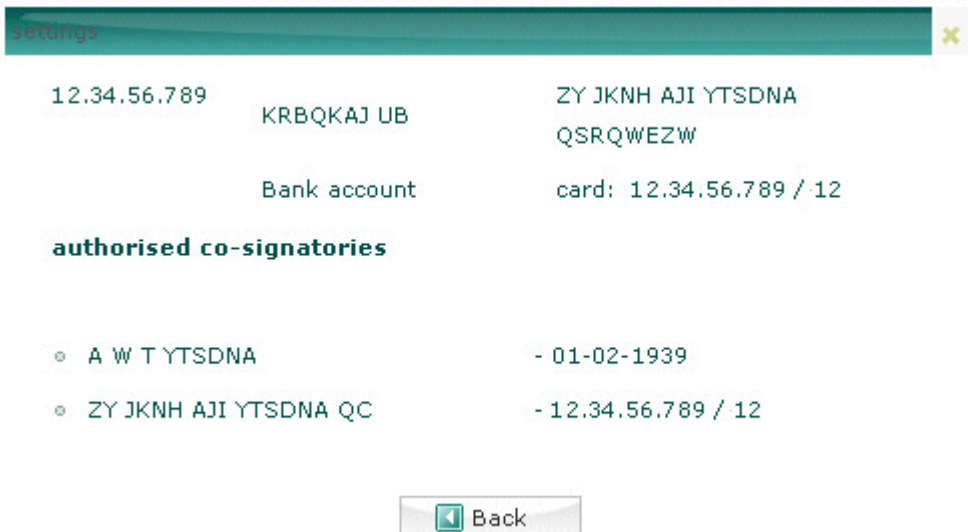
**example**

- Click on **Provide the single signature for all orders up to a personal limit, joint signatures are required beyond that limit.**
- Enter € 1,500,000 in the **Personal limit for each transaction** box.
- Select radio button **1** under **How many additional signatures are required beyond the personal limit?**
- Click on OK.

**want to see the authorised co-signatories?**

- Click on **View the list of possible co-signatories.**

The **Settings** screen will appear:



Settings

12.34.56.789      KRBQKAJ UB      ZY JKNH AJI YTSDNA  
QSRQWEZW

Bank account      card: 12.34.56.789 / 12

**authorised co-signatories**

- ⊙ A W T YTSDNA      - 01-02-1939
- ⊙ ZY JKNH AJI YTSDNA QC      - 12.34.56.789 / 12

Back

- Click on **Back** to return to the previous **Settings** screen.
- Click on **OK & Back to overview** to save your changes and return to the **Manage authorisations – overview** screen.

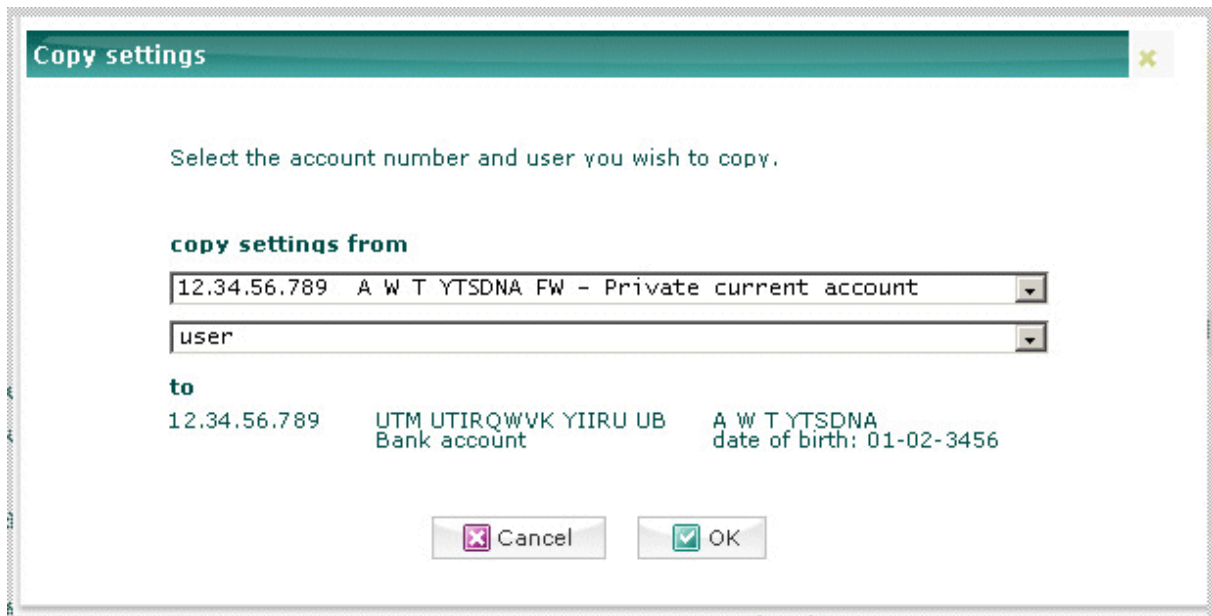
## Copy authorisations

Assigning a user the same authorisations as another user is easy.

The **Manage authorisations – overview** screen is the starting point:

- Click on the **Copy** icon () in the **authorised** column in the line with the relevant user.

The **Copy settings** screen will appear:



**Copy settings**

Select the account number and user you wish to copy.

**copy settings from**

12.34.56.789 A W T YTSDNA FW - Private current account

user

**to**

12.34.56.789 UTM UTIRQWVK YIRU UB Bank account A W T YTSDNA date of birth: 01-02-3456


### copy settings from

- Select an account.
- Select a user.
- Click on **OK** to confirm your selection.


After clicking OK the **Manage authorisations – details** screen will appear. In this screen you check and confirm the changed settings.


### Send changes

Any changes you make need to be sent to the bank, just like you would send a payment. Changes will only take effect after they have been sent.

 Good morning Brinkers-Huigen  
last login:  
Thursday 08 Apr '10, 09:24 AM Log out

### Manage authorisations - overview





 | [Print this page](#)

 Your change has been saved. Click on 'OK & Send' to send the change.


12.34.56.789 UTM UTIRQWVK YIIRU UB - Bank account

all users

[previous](#) [1](#) [next](#)


account	user	authorised	remark
12.34.56.789 Bank account	UTM UTIRQWVK YIIRU UB A W T YTSDNA date of birth: 01-02-1939	Yes  <a href="#">Details</a>	
12.34.56.789 Bank account	UTM UTIRQWVK YIIRU UB ZY JKNH AJI YTSDNA QC card: 12.34.56.789 / 12	No  <a href="#">Details</a>	to send 
12.34.56.789 Bank account	UTM UTIRQWVK YIIRU UB ZY JKNH AJI YTSDNA QSRQWEZW card: 12.34.56.789 / 12	Yes  <a href="#">Details</a>	

[previous](#) [1](#) [next](#)



 OK & Send

- Choose **authorisations – sign** from the menu on the left-hand side of the screen or click on **ok & send** in the **Manage authorisations - overview** screen.

The **Contract signing [step 1 of 4]** screen will appear:

 Good morning Brinkers-Huigen  
 last logon:  
 Thursday 08 Apr '10, 09:24 AM Log out

### Contract signing [step 1 of 4]

 |  Print this page

- home
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- sign
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- ▶ product application
- ▶ bankmail
- my Preferred Banker services
- payment alerts
- balance/rate alerts [nl]
- send orders
- Log out

**You can sign the contracts below**

**Manage authorisations** **sign for: 01-02-3456**

Change for	UTM UTIRQWVK YIIRU UB	
Account	12.34.56.789	Bank account
User	ZY JKNH AJI YTSDNA QC	12.34.56.789 / 12


**Manage authorisations** **sign for: 01-02-3456**

Change for	UTMOMNYCOA YC UTIRQWVKRC	
Account	12.34.56.789	Bank account
User	ZY JKNH AJI YTSDNA QSRQWEZW	12.34.56.789 / 12



Send selected orders
 Send all orders

- Select the changes you want to send and click on **Send selected orders** or click on **Send all orders** to select and send all orders (including orders not currently selected).

The **Contract signing [step 3 of 4]** screen will appear:

 Good morning Brinkers-Huigen  
 last logon:  
 Thursday 08 Apr '10, 09:24 AM Log out


### Contract signing [step 3 of 4]


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- payment alerts
- balance/rate alerts [nl]
- send orders
- Log out

**You can sign the contracts below**

- ▶ Manage authorisations
- ▶ Manage authorisations

 Insert your card into the e.dentifier.  
 Key in your PIN.  
 Enter the following code: 0139 1879  
 Press OK on the e.dentifier.  
 Enter the e.dentifier response:   
 Click OK.

 Depending on the e.dentifier used to log on, the instructions for the e.dentifier, the unconnected e.dentifier2 or the connected e.dentifier2 will appear.

The screen above displays the instructions for the e.dentifier. On the next page, you will find instructions for the e-dentifier2.

### e.dentifier2

Below are the instructions for the unconnected and connected e.dentifier2.

#### unconnected e.dentifier2

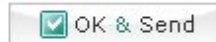
##### on your e.dentifier2

- > Insert your card
- > Press **2** Send transact.
- > Enter your PIN
- > Press **OK**
- > Enter the following code **8852 3559**
- > Press **OK**
- > A response is shown



Enter the response

Click on OK & Send at the bottom of the screen.



#### connected e.dentifier2


##### on your e.dentifier2

- > Insert your card
- > Enter your PIN
- > Press **OK**
- > Check the details of the payment(s)
- > Confirm with **OK** to send the payment(s)



- Follow the instructions on the screen (e.dentifier / e.dentifier2 (un)connected).
- The orders will then be sent to the bank. An error message will appear in case of any errors. The subsequent **Contract signing [step 4 of 4]** screen appears after orders have been successfully sent to the bank:

### Contract signing [step 4 of 4]


Good morning Brinkers-Huigen  
last logon:  
Thursday 08 Apr '10, 09:24 AM
Log out

 |  Print this page

- home
- > payments
- > investments
- > authorisations
  - manage
  - sign
  - my overview

#### The following contracts have been signed

Manage authorisations	signed (processed)
Manage authorisations	signed (processed)

-  > Print this page
- > Should you have further queries about this application, please contact us on 0900-0024 (local rate)