



VBT Online – Joint Signatures User Administration

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What is VBT Online for Joint Signatures?

The VBT Online for Joint Signatures is a service for customers who required joint signatures and wishing to effect transactions with different levels of approval, ensuring greater safety and reliability.

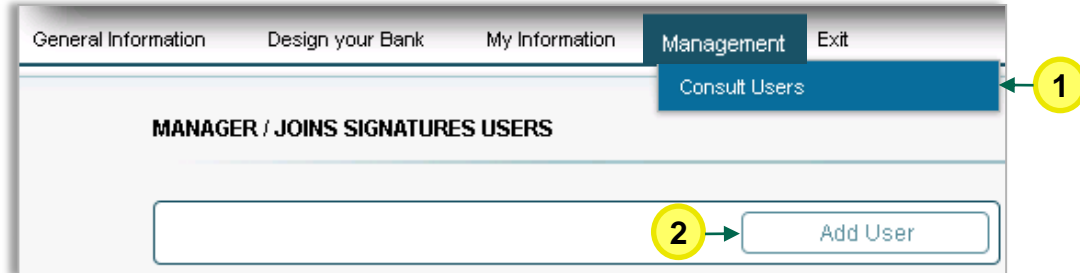
Joint signatures module allows you to have total control of the user structure that you require to manage your products, through the figure of the **Administrator**, who upon receiving a username and password via SMS can create the whole structure of users and roles. To do this, you have 5 types of Users, plus the **Administrator**.

Input User	Responsible user to record internal and transfers to other banks, as well as consultation.
Approver	Responsible user for approving the transfers that have been previously registered by the input user. Also the approver can view balances and transactions of the different products, issue account and time deposit statements.
Releaser	Responsible user for releasing the transfers are in approved status.
Consultation	User who can view balances and transactions of different products, issue account and time deposit statements.
Auditor	User who can view balances and transactions of different products, issue account statements, time deposits and view log placement activities for all the users belonging to the contract.

User Set-Up

Access VBT Online with the User and Password that we have provided, through a text message received in your cell phone contact. To set-up users do the following:

1. Enter the "Manager (Administrator) / Consult Users" option.
2. Click on the "Add User ".

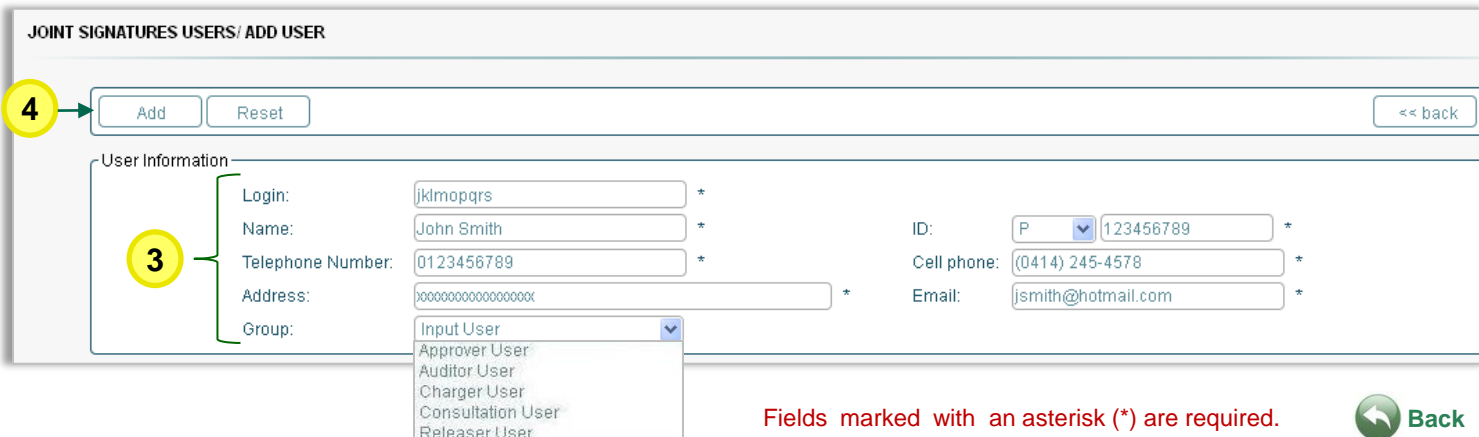


3. Input data user:

- User: is the value assigned to the user to access the system. (*)
- Name: User first and last name. (*)
- ID: C.I., R.I.F., Passport or other user personal identification number. (*)
- Phone Number.
- Cell Phone: user contact number who will receive passwords and other system messages. (*)
- Address. (*)
- Email Address. (*)
- Group: User Type: (*)

- Input User.
- Approver.
- Releaser.
- Consultation.
- Auditor.

4. Click on the "Add".



Fields marked with an asterisk (*) are required.

User Set-Up

5. The System prompts you to confirm the creation of the user, with the following message:

New user information will be entered.
¿Please verify the information is correct?

Aceptar
Cancelar

6. The user is created, the system sends the user name and password to the registered cell phone number.
7. To view the data of the new user, perform the search by user, name, ID, group and / or status.
8. Press "Search".

MANAGER / JOINS SIGNATURES USERS

Add User

Search Filter

7

Select
▼

Name:

Status: Select ▼

8
→

Search
Clear

Check Signatures Joint Users

Search:

Login	Name	Group	Status	Last Login
jklmnopqrs	John Smith	Input User	Active	
<div style="display: flex; justify-content: space-between;"> <div> ID : P-123456789 Creation Date : 05/06/2014 05:24 P.M. Address : xxxxxxxxxxxxxxxxxxxx </div> <div> Telephone Number: 04142454578 / 0123456789 Email : jsmith@hotmail.com </div> </div>				

Showing 1 to 1 of 1 entries

 << < 1 > >>

Click on the icon to view more information.

Users Modification

1. To make adjustments to the data of an user, perform the search by user, name, ID, group and / or status.
2. Press "Search".

MANAGER / JOINS SIGNATURES USERS


Search Filter

7 { Login: Name:
 ID:
 Group: Status:

8

Check Signatures Joint Users

Search:

	Login	Name	Group	Status	Last Login
	jklmnopqrs	John Smith	Input User	Active	
ID :	P-123456789		Telephone Number:		04142454578 / 0123456789
Creation Date :	05/06/2014 05:24 P.M.		Email :		jsmith@hotmail.com
Address :	xxxxxxxxxxxxxxxxxxxx				

Showing 1 to 1 of 1 entries

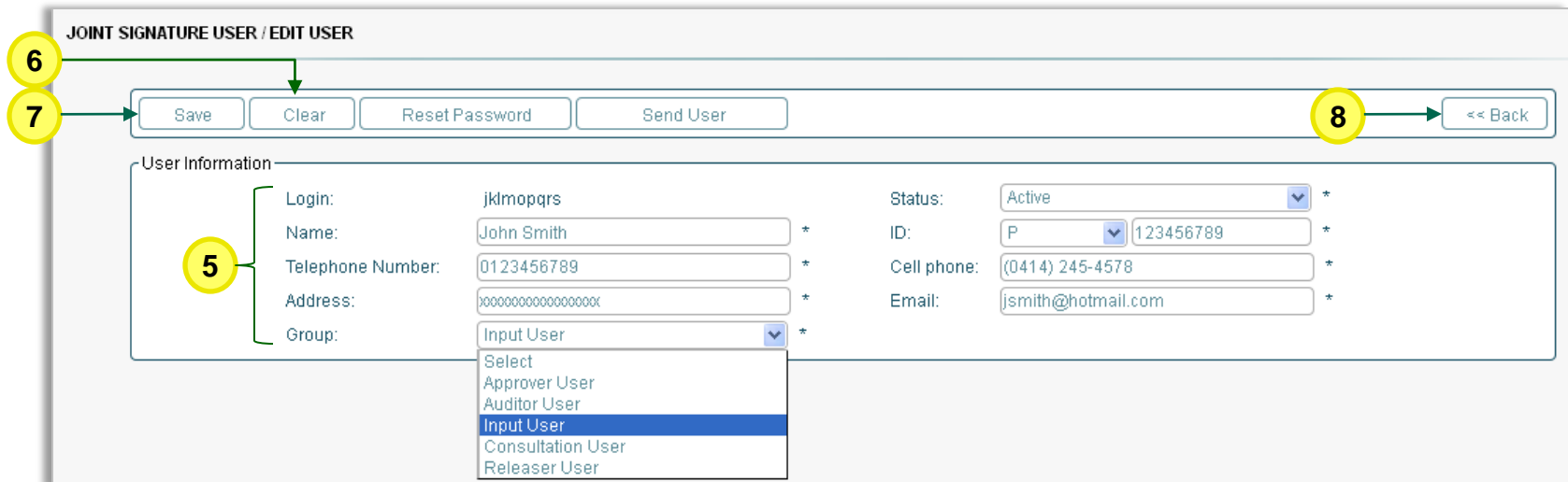
3

Click on the icon to view more information.

3. Click the user name to go to the "Joint Signature User / Edit User", where you can display:
 - Modify user data.
 - Reset user password.
 - Activate, Lock or Inactivate Users.

Users Modification

4. On this screen you can:
 - Modify user data.
 - Reset user password.
 - Activate, Lock or Inactivate Users.
5. To change the user data, adjust the corresponding value.
6. If you reject the changes made, you can press the "Clear" button, returning to the previous value.
7. When you are sure of the changes, press the button "Save".



The screenshot shows the 'JOINT SIGNATURE USER / EDIT USER' interface. At the top, there are four buttons: 'Save', 'Clear', 'Reset Password', and 'Send User'. To the right of these buttons is a '<< Back' button. Below the buttons is a 'User Information' section containing several input fields and dropdown menus. The fields are: 'Login' (jklmnopqrs), 'Name' (John Smith), 'Telephone Number' (0123456789), 'Address' (xxxxxxxxxxxxxxxxxxxx), and 'Group' (Input User). To the right of these are 'Status' (Active), 'ID' (P), 'Cell phone' ((0414) 245-4578), and 'Email' (jsmith@hotmail.com). A yellow circle with the number 5 is placed next to the 'User Information' label. A yellow circle with the number 6 is placed above the 'Clear' button. A yellow circle with the number 7 is placed above the 'Save' button. A yellow circle with the number 8 is placed above the '<< Back' button. The 'Group' dropdown menu is open, showing a list of options: 'Select', 'Approver User', 'Auditor User', 'Input User' (highlighted), 'Consultation User', and 'Releaser User'.

8. Press "Back" to return to the previous screen.

Password Reset

1. When prompted again for a key or password to login in the system, go to the "Joint Signature User / Edit User" screen.
2. Press "Reset Password". The system generates a new key and sends it to the user.

JOINT SIGNATURE USER / EDIT USER

2 4

Save Clear Reset Password Send User << Back

User Information

Login:	jklmopqrs	Status:	Active	*
Name:	John Smith	ID:	P 123456789	*
Telephone Number:	0123456789	Cell phone:	(0414) 245-4578	*
Address:	xxxxxxxxxxxxxxxxxxxx	Email:	jsmith@hotmail.com	*
Group:	Input User			*

3. The system will display the following message, indicating that the password (key) was sent to the cell phone user.



The user's password was successfully reset. The new password has been sent to the registered mobile phone number

[X]

4. If the person asks you to remind your **user**, you can send it by pressing the "Send User" option.
5. The system will display a message informing of the user sent via text to the applicant cell phone.



The user name was sent to the registered phone

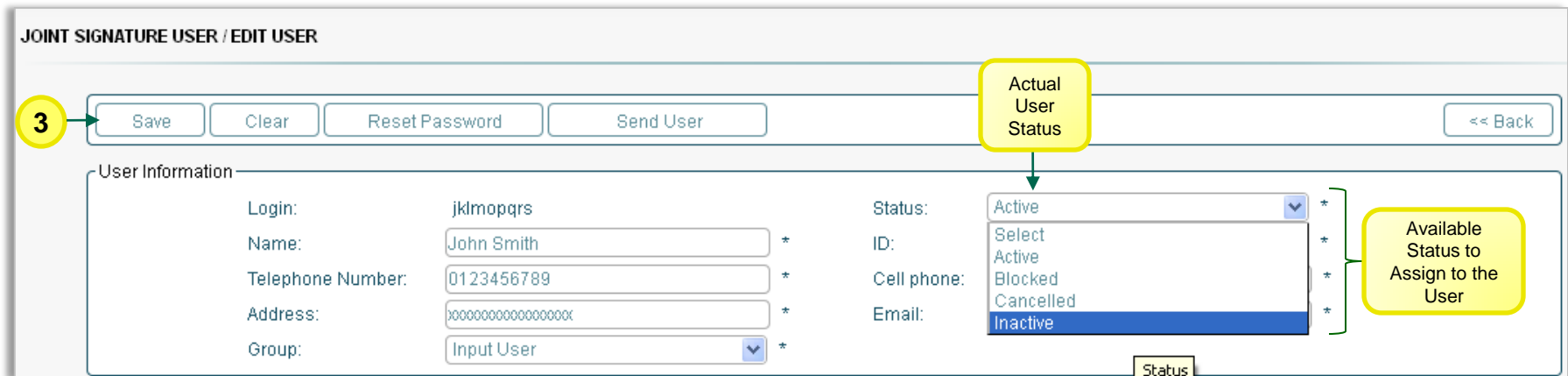
[X]

Chance of User Status

1. The system has the following status for the User:

- **Active:** Status in which you can use VBT Online.
- **Locked:** Status after 3 failed attempts to login to the system. This status is also used to restrict the user permissions for a specific reason.
- **Cancelled:** User with all permissions revoke to access VBT Online.
- **Inactive:** User whose permissions are removed with the possibility to restore them in the future.

2. To change the user status, go to the "Joint Signature User / Edit User" screen and select the list of values from the field "Status".



JOINT SIGNATURE USER / EDIT USER

3 → Save Clear Reset Password Send User << Back

User Information

Login:	jklmopqrs		Status:	Active	*
Name:	John Smith	*	ID:	Select	*
Telephone Number:	0123456789	*	Cell phone:	Active	*
Address:	xxxxxxxxxxxxxxxxxx	*	Email:	Blocked	*
Group:	Input User	*		Cancelled	*
				Inactive	*

Status

Actual User Status

Available Status to Assign to the User

3. Press "Save".

4. The system will display the following message, indicating that the user was successfully modified.

