# USER GUIDE AND RAWBANKONLINE SECURITY NOTE



LA BANQUE EN UN CLIC

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# Security recommendations when using RAWBANKONLINE

You can improve the security of your RAWBANKONLINE by following these rules of conduct:

- Contact our Call Centre (Toll Free number: 4488) in the event of unusual messages or unexpected actions by RAWBANKONLINE.
- 2. Check on your computer that the operating system (Windows, MacOS, etc.) and the Internet browser (Internet Explorer, Firefox, etc.) have been updated to the latest available versions and widely used applications with (Office pack, Adobe suite, Java, etc.).
- 3. Install a powerful anti-virus or anti-spyware application in your computer.
- 4. Regularly make full scans (analyses) of the computer with an anti-virus application.
- 5. Install a firewall on your computer.
- 6. Secure all WiFi Internet connections using an access code.
- 7. Make sure that the Internet address of the **RAWBANKONLINE** system always includes the name of the bank spelt correctly, and that it is preceded by "https://": "s" means "secure".
- 8. Check that the locked padlock appears in the address bar of the browser when **RAWBANKONLINE** is started and when you **log in**.
- 9. Avoid links linking to other sites or from an email, and always type yourself, by hand, the address of the RAWBANK site. (https://www.rawbank.com),
- Be suspicious of emails purporting to be from RAWBANK, asking for information on the account and/or codes.
- 11. If the process of logging into **RAWBANKONLINE** seems unusual (habitual screen significantly changed, unexpected messages, "pop-up" window asking for confirmation by a personal code).; log off immediately.
- 12. Make sure you do not leave your computer unsupervised, regularly check the history of your accounts and keep the various codes completely secret.
- 13. Do not try to become an IT specialist who is capable of detecting possible fraud attempts by hackers or other IT pirates. The professional is and remains the bank and it is the consumer's responsibility to remain cautious: neither more nor less.
- 14. Do not log on to **RAWBANKONLINE** on a computer which does not belong to you.
- 15. Keep the login codes in a safe place. Never copy them and do not save them on your PC either.
- 16. Enter your identifier and your password only when logging in. Never reveal them if you are asked for them by phone or email, or in any other situation.
- 17. Only install applications your PC which come from trustworthy sources. Do not download free applications from the Internet.
- 18. Do not open any Web page during your session with **RAWBANKONLINE**.
- 19. Always end your work in **RAWBANKONLINE** via the Internet using the "Log off" menu.

If you have unusual error messages, please contact our Call centre at the number 09960 16300 or 4488 (tollfree number), Monday to Friday from 8 AM to 11 PM.

For more information, visit the site: www.rawbank.com

# 1. HOW TO USE YOUR RAWBANKONLINE

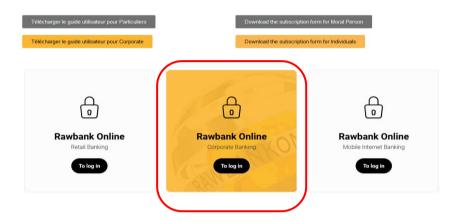
The new RawbankOnline identification system lets you log on directly with an identifier and a password.

# 1.1 How to access your Rawbankonline

Access the Rawbankonline interface by logging on to the Rawbank Website or by using the link <a href="https://rawbankonline.com/corporate/index.ebk">https://rawbankonline.com/corporate/index.ebk</a>

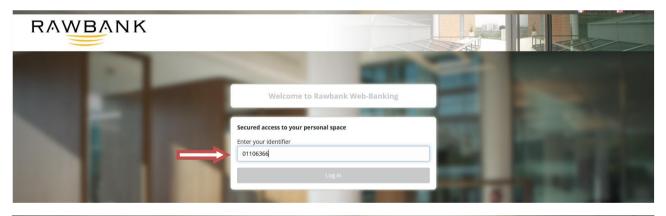
Choose the segment corresponding to your profile:

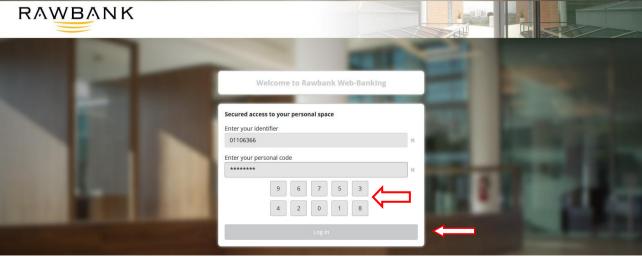
- Corporate Banking for establishments and companies;



# 1.2. First use

Log on using your identifier and the password received by email after signing up. First, enter your identifier, using the keyboard of your computer, then enter the personal code, and confirm by entering on the digital keypad, which appears on the screen.





# 1.3 Changing the password

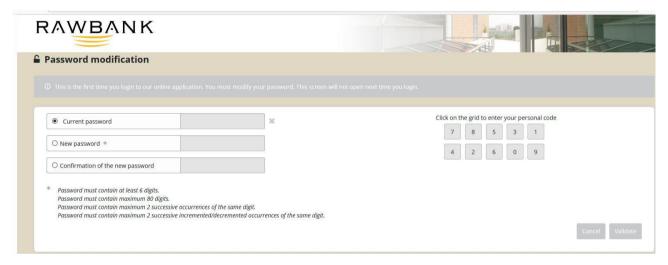
1.3.1. Changing your password when logging on for the first time

When you log on for the first time, or whenever you re-initialise your password, or if you enter the wrong keys, Rawbankonline lets you change your password received by default when you signed up, or on re-initialisation.

- On the 1<sup>st</sup> line, the user enters the password received by email
- On the  $2^{nd}$  line, the user creates a new password, with the required format, namely:
- A minimum of 6 figures and a maximum of 80 figures
- A maximum of 2 successive occurrences of the same figure
- A maximum of 2 successive occurrences of incremented or decremented figures
- On the 3<sup>rd</sup> line, the user confirms the new password created on the 2<sup>nd</sup> line

E.g.: your date of birth: 1980 will give this in the required format: 11998800

To log on, each user can make only three attempts when entering their identifier and personal code. If they forget these, access to the account will be blocked. In this case they must send an email requesting unblocking and re-initialisation to the address **support-rawbankonline@rawbank.cd**, Copying to their account manager.



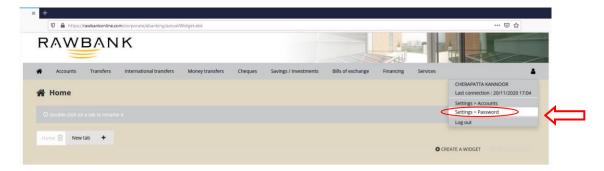
When they have made the change a confirmation page will appear to reassure you that the operation has been successful.



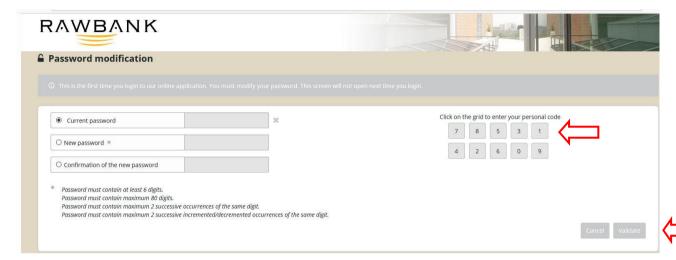
# 1.3.2. Changing your password after you have logged in

To change your password after you have logged on to Rawbankonline:

- Move your mouse to the tab [icon] and click "Customisation > Password"



- Change the password as described in point 1.3.1.



# 2. HOW TO USE THE VARIOUS RAWBANKONLINE MENUS

Rawbankonline consists mainly of seven menus: Accounts, Transfers, International transfers, Money transfers, Cheques, Savings/Investments and Services.

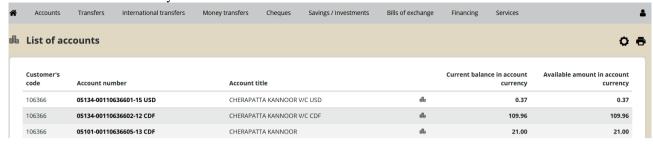
# A. VIEW YOUR ACCOUNTS

Using the "Accounts" menu you can do the following:

- view a list of your various accounts;
- view the history of your accounts over the past three months;
- generate the statements of your accounts over the past three months;
- access all online documents in Rawbankonline.

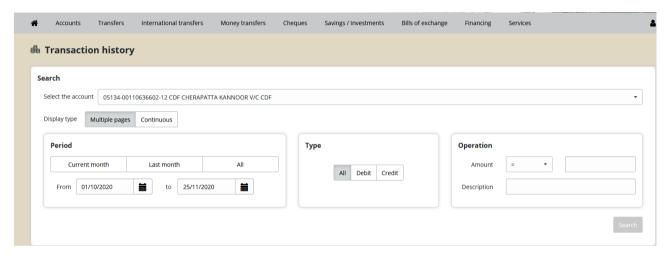


1. View the list of your accounts

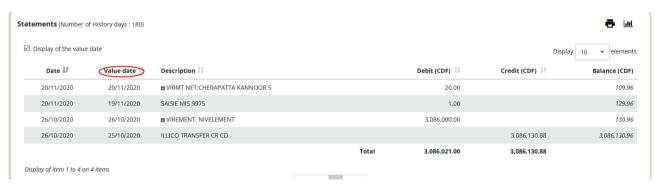


### 2. View the history of transactions

The "Entries" menu lets you view the history of your accounts over the past three months. To view the history before this period the user must go to one of our branches closest to them, or contact their account manager.

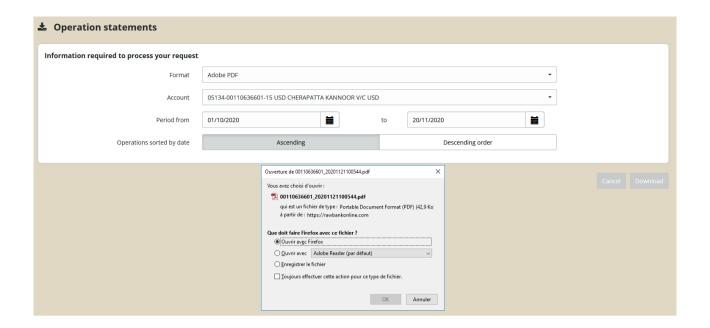


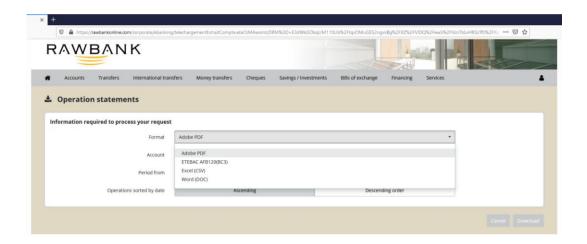
The user can generate the history with a value date or without a value date



#### 3. Generate statements of your operations

You can generate your account statements in several formats (Word, Excel, PDF, etc.) and export them to any peripheral. The generated data cannot be more than three months old. For data before this period the user must make a request for a statement in one of our branches closest to them, or contact their manager directly.



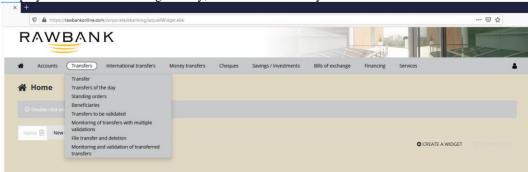


# B. MAKE YOUR TRANSFER OPERATIONS

Using the "Transfers" menu you can undertake the following operations:

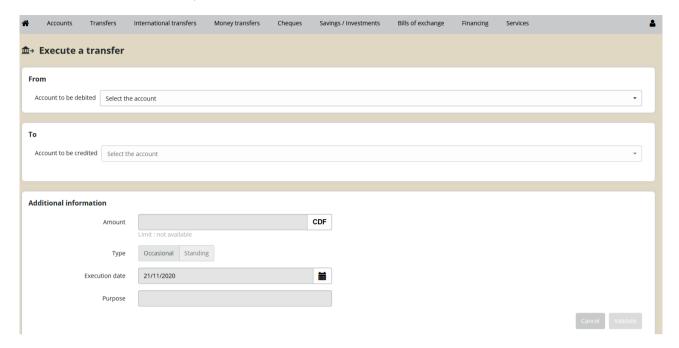
- Account-to-account transfer (between your own accounts);
- Transfer from your account to another Rawbank client. This client must previously have been created as the Beneficiary in the beneficiaries creation menu;
- Transfer from your account to a client in another bank. This is possible only when making a transfer in CDF;
- Display transfers awaiting confirmation;

- Display transfers made during the day, but which have not yet been accounted.

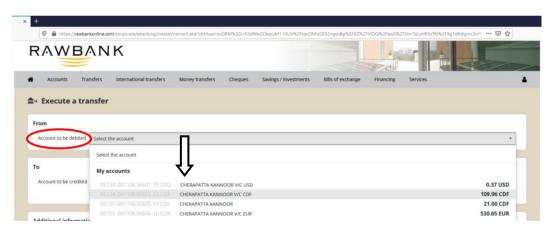


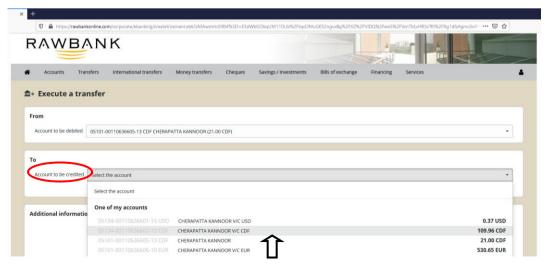
1. Account-to-account transfer (between your own accounts); To make a transfer between their own accounts the user must:

Enter the transfer menu;

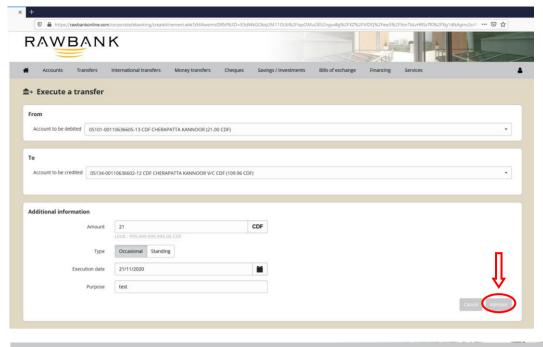


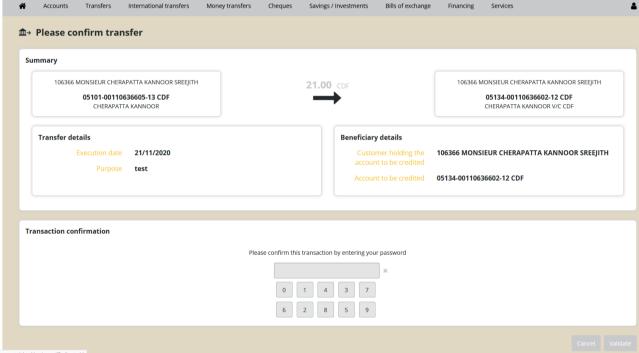
- Choose the account to be debited and the account to be credited



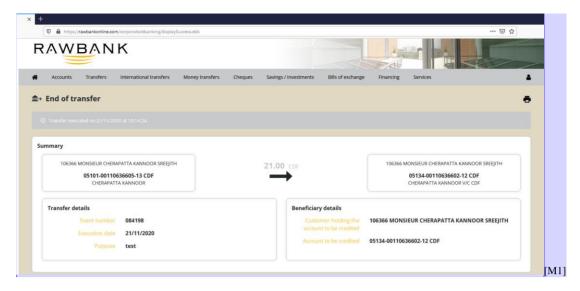


- Enter the amount, the currency, the execution date of the operation, the description, and then confirm the loperation





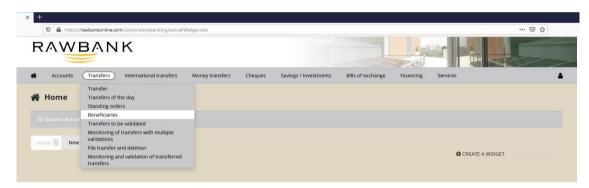
- After it is confirmed, the transfer operation must be authenticated by entering the password so it can be executed



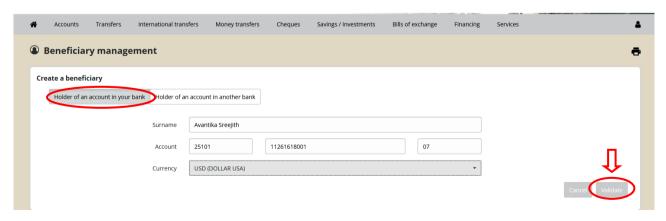
2. Transfer from your account to another Rawbank client.

All transfers to another Rawbank client require the beneficiary client to be created beforehand. To do so the user must, using the Transfers menu:

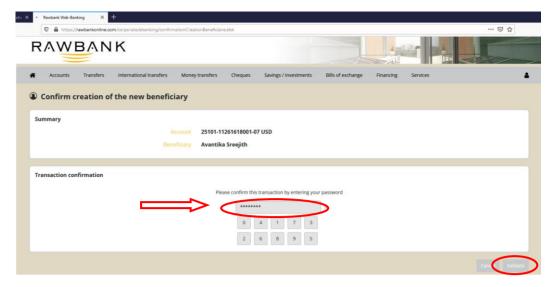
Go into "Beneficiaries";



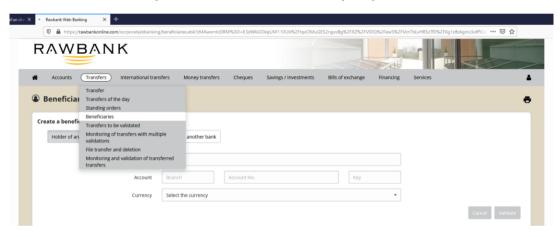
- Enter the bank details for the beneficiary, i.e.:
  - the name or title of the account,
  - the account number, in the required format (branch, number, key)
  - and the currency of the account (USD or CDF),
- Confirm the information



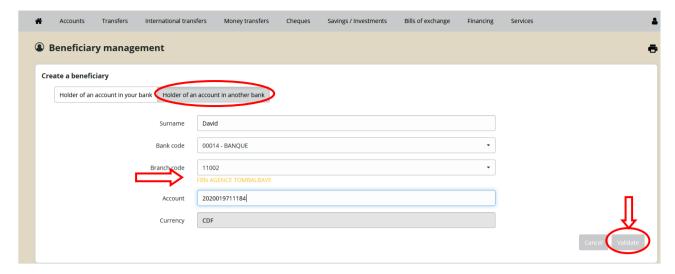
- Finally, authenticate the creation of the new beneficiary



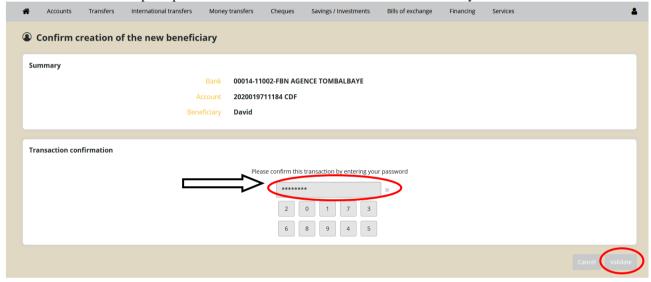
- 3. Transfer from your account to a client in another bank in CDF only
  To make a transfer from one's account to a client with another bank, the "other bank" beneficiary must first be created.
  To do so the user must:
- Go into the "Transfers" menu and then click in "Beneficiary"



- When in the page "Manage beneficiaries", click in "Holder of an account in another bank" and enter the beneficiary's details:
  - Name of client or title of account
  - Their establishment code
  - The code of their branch
  - The account number
  - And the currency, which must of course be the Congolese Franc, since this is an "other bank transfer" in local currency, then confirm



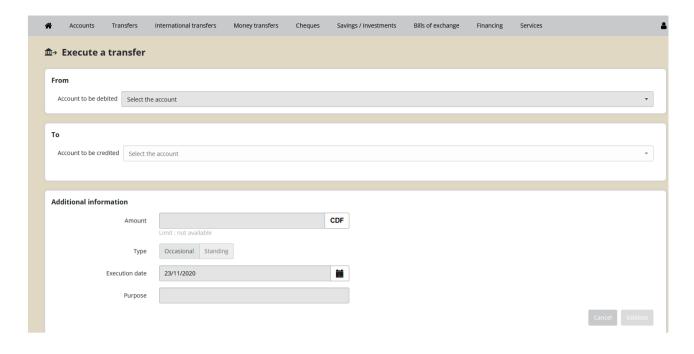
When it is confirmed the principal must authenticate the creation of the new beneficiary



After having created the beneficiaries the principal can undertake its transfer operations in CDF, depending on whether this is a Rawbank beneficiary or a beneficiary of another bank.

# MAKE A TRANSFER

If the encoder and the validator are two separate persons, the encoder must enter the transfer operations, which will then have to be confirmed by the validator at the end.



### 4. Multiple transfers

This menu is often used to make mass transfers such as payments of employees' salaries. To undertake this type of operation there are two possible Scenario:

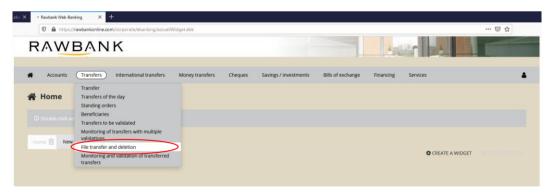
- The first is the one in which the encoder and the validator are two separate persons.
- And in the second the user has the broadest power, i.e. they can both encode and validate all operations. In this case they must follow the procedure for the first scenario to be able to undertake their operations.

1<sup>st</sup> Scenario: Procedure to follow:

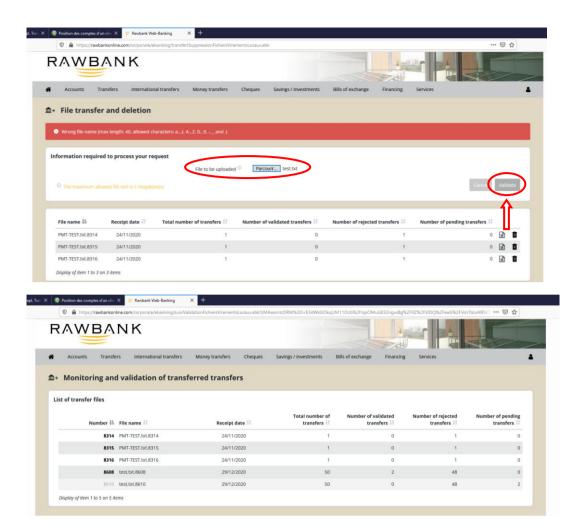
# a. Tasks of the entry operator

To make a mass transfer the entry operator must:

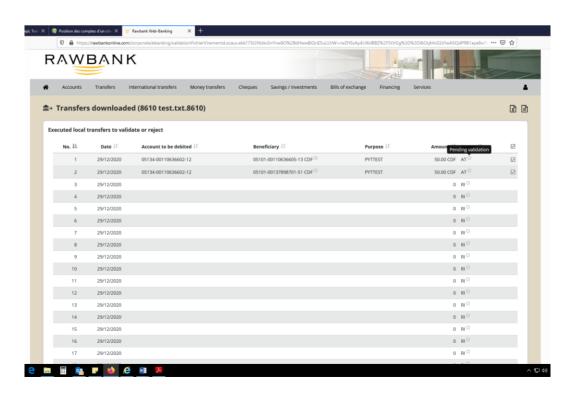
- Go into the transfer menu and choose the sub-menu "Transfer and delete files". It is essential, for this type of operation, that the operator does not use the menu "Transfer and monitoring of order files", since their operation may then not succeed.

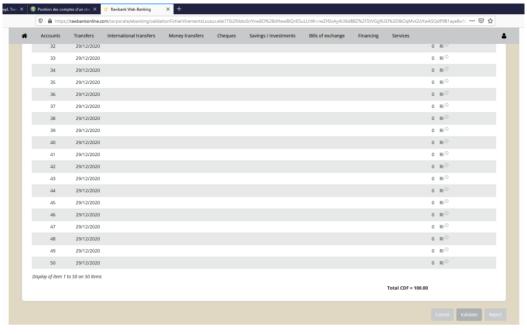


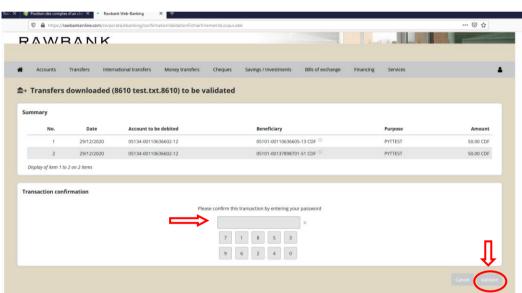
- Attach and confirm the file, whilst making sure, of course, that this file is in the format required by the bank

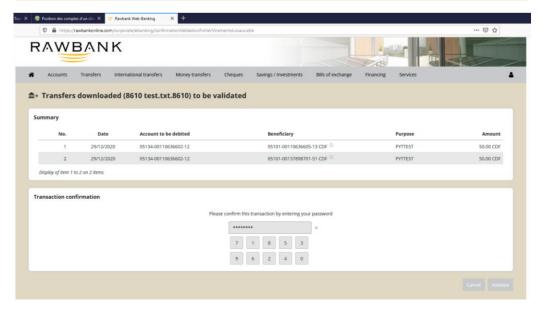


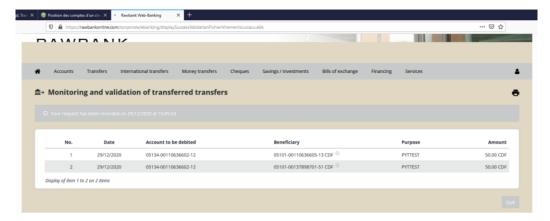
Once the file is uploaded, you can see the operations like this with mentioning the status Pending Validation. You need to click the checkbox and then validate at the last and he need to type the Password and validate it finally to permit the transfer to be validated by his N+1.







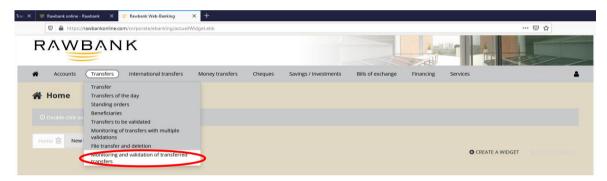




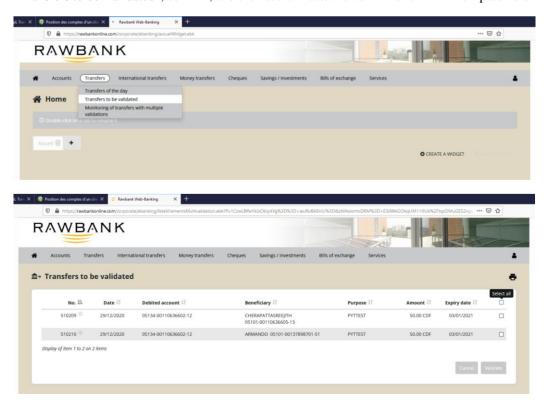
- Confirm transfer of the confirmed file, by entering their password, and receive confirmation that the file transfer operation has indeed been successful.

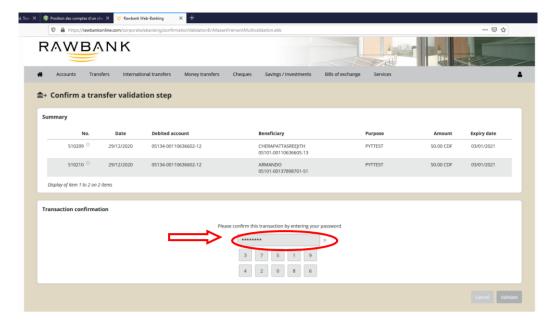
#### b. Validator's tasks

After the file is loaded by the encoder or entry operator, the validator must log on in their turn and go to the menu "Monitoring and confirming transferred transfers", in order to display the details of the file. They can also see there the date of receipt, the total number of transfers, the number of confirmed transfers, the number of rejected transfers and the number of transfers pending

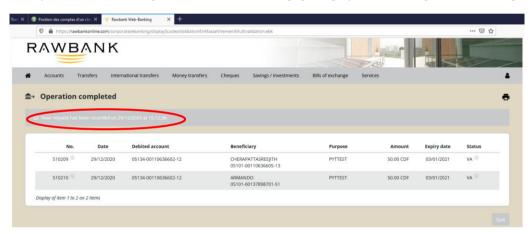


After display, the validator can cancel the operation, confirm it or reject it. To confirm, he must select Option "Transfers to be Validated", confirm, and then authenticate the confirmation with their password



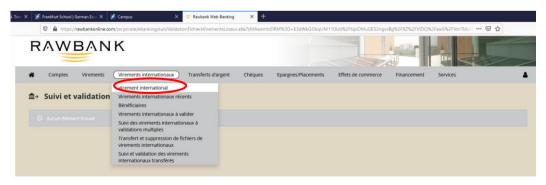


Finally, after authenticating, the validator will see a page displayed confirming their transfer operation

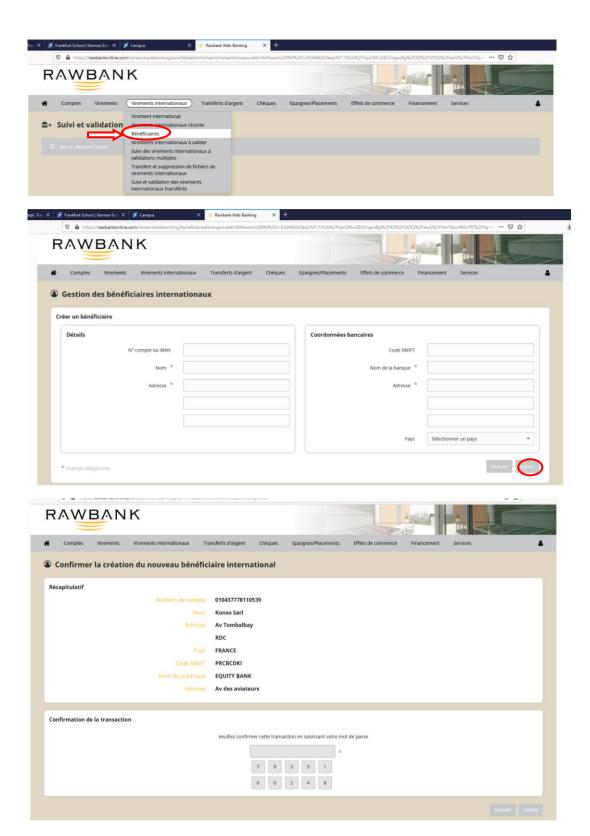


## C. INTERNATIONAL TRANSFERS

International transfers concern all operations of a Rawbank client to an "other bank" \*client (local or international).



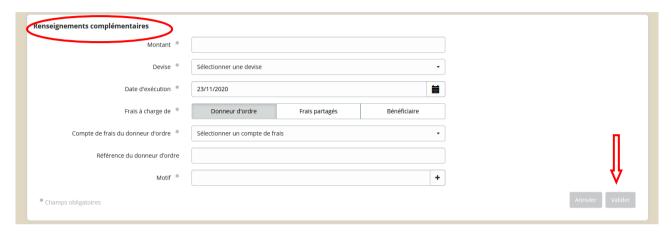
To make an international transfer the user must firstly start by creating the beneficiary. It is essential to enter correctly all information concerning the beneficiary's details before confirming the creation.



After creating and confirming the beneficiary, you can select your beneficiary in the field "credit beneficiary" and make your transfer operation.



All additional information relating to the transfer must always be entered before confirmation.



#### D. ONE-TIME PASSWORD, "OTP"

An OTP is a single-use confirmation code which is sent by SMS to your mobile phone which can be used as a means of access (login/digipass) to the platform, and to confirm your transactions. This function lets you reduce the risk of fraud and enjoy greater security for all your transactions on the Rawbankonline platform.

To use this function the client must make their request by completing a special form dedicated to this functionality.

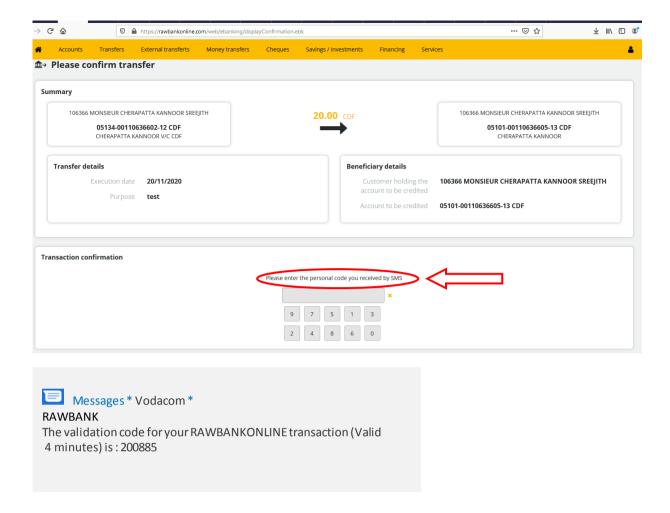
# Make a transfer Functions deactivated due to a static password or missing or blocked digipass: Please contact vour account manager

When this function has been activated, this is how the screen appears when the transactions are being authenticated and confirmed:

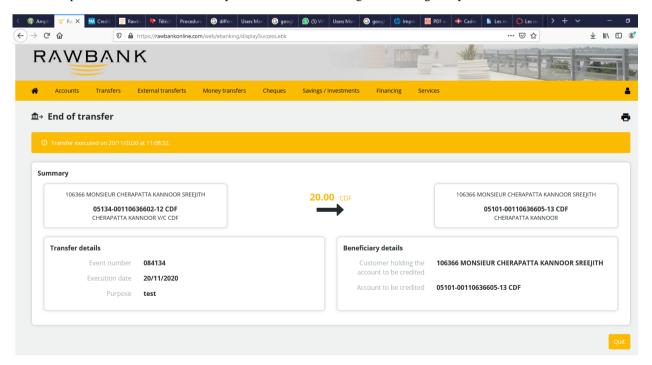
# Authentication using a single-use code

For each operation requiring confirmation, a single-use 6-figure code is sent by SMS to the confirming person's phone number. This code, which is valid for 4 minutes, must be entered in the field indicated for this purpose to confirm the operation.

Authentication by One Time Password (OTP) is reserved only for users with a confirmation profile.



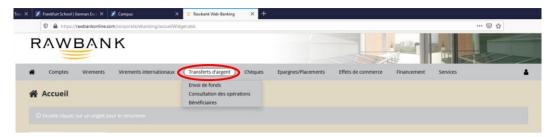
After the operation has been confirmed you will receive a message confirming that your transaction has been executed.



# E. MONEY TRANSFER OR CASH TRANSFER, "MAD"

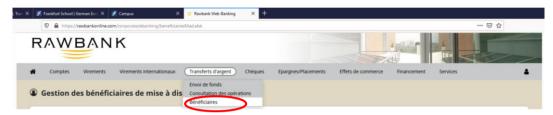
This menu lets you make a cash transfer for a beneficiary, which will be payable directly at the cashier, using a secret code. To do so,

- the principal (yourself) must send the beneficiary the code generated during the fund transfer transaction.
- the beneficiary must then go only to the branch indicated by the principal during the transaction, with their Identity document, and complete the "MAD" form at the cashier to be paid.



### How to make the transfer

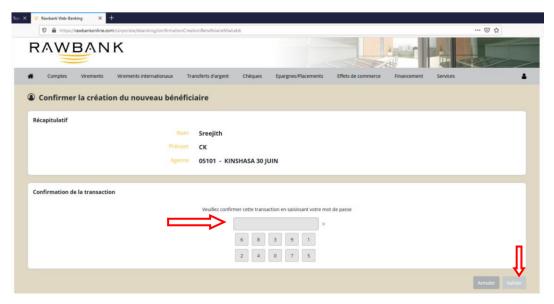
- 1. Create the "MAD" beneficiary To create a "MAD" beneficiary:
- Click on "money transfers", then choose the menu "Beneficiary"



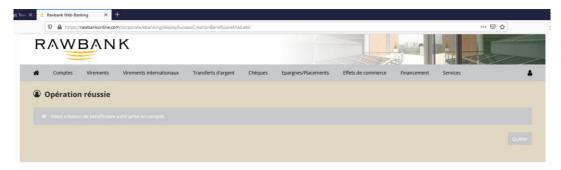
- Create the beneficiary by entering their surname and first name, and the branch where the withdrawal operation must be undertaken before confirming



- Authenticate the creation of the new beneficiary by entering your personal code before confirming



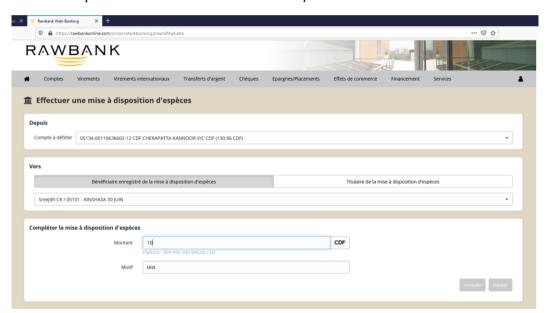
After confirmation, an authentication page will be displayed, meaning that this beneficiary has been created.



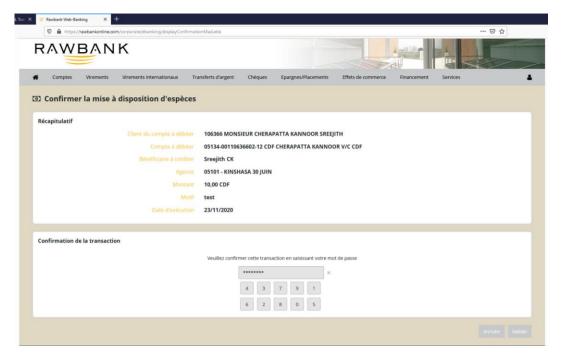
# 2. Sending money

How to send money

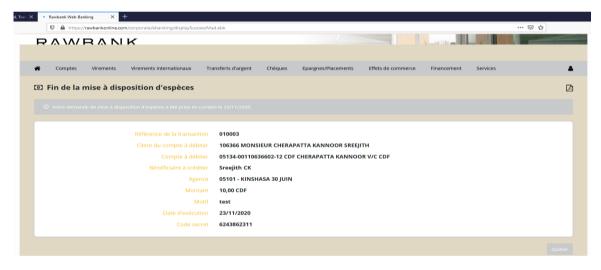
- Click "money transfers", then choose the menu "send money";
- Select the debit account and the beneficiary;
- Complete the fields for the amount and description



- Confirm the transaction and confirm that you are transferring the money

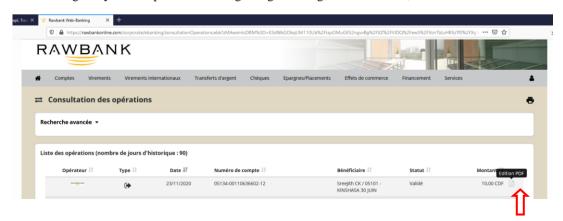


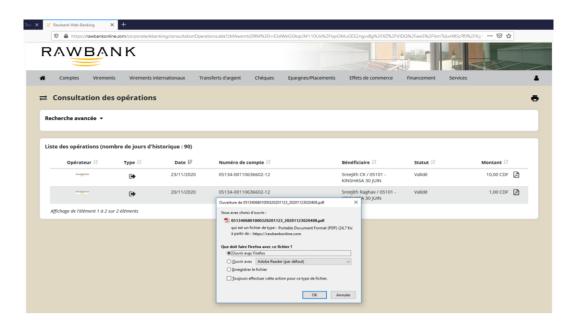
When the operation has been confirmed the page will display the end of the cash transfer, with all information relating to the implemented operation.



# 3. Viewing operations

This menu gives you the option of viewing and generating, in PDF format, all cash transfers made.







# MISE À DISPOSITION D'ESPÈCES

Date: 23/11/2020

Référence de la transaction : 010003

Client du compte à débiter : 106366 CHERAPATTA KANNOOR SREEJITH

Compte à débiter : 05134-00110636602-12 CDF

Bénéficiaire à créditer : Sreejith CK

Agence: 05101 - KINSHASA 30 JUIN

Montant: 10.00 CDF

Motif: test

Date d'exécution : 23/11/2020

Statut : Validé

Code secret: 6243862311