

User Guide



LA BANQUE EN UN CLIC

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SECURITY RECOMMENDATIONS WITH RAWBANKONLINE

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

- 1. 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).
- 10. Be cautious 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.

1. INTRODUCTION

RAWBANKONLINE is the online banking service, which RAWBANK offers you, to make the following operations remotely:

- View your accounts;
- Make national and international transfers;
- Transfer cash;
- View your bank transactions.

2. HOW TO USE YOUR RAWBANKONLINE

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

2.1 How to access your RAWBANKONLINE

Access the RawbankOnline interface by logging on to the Rawbank website at www.rawbank.com, and then clicking the tab "RawbankOnline".

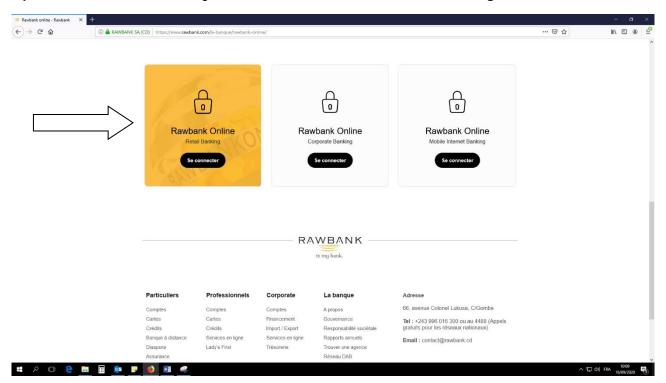


You can choose between 3 profile segments:

- Corporate Banking for legal entities (establishments and companies);
- Retail Banking for normal persons (individuals)
- Mobile Internet Banking to log on using your mobile phone

N.B.: This user guide is for the Retail Banking profile for individuals.

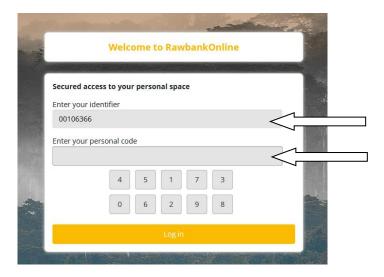
If you are an individual, click "Log on" in the tab Rawbank Online Retail Banking.



2.2 First use

Log on using your identifier and the personal code you received by email after signing up for RAWBANK ONLINE:

- 1. Enter your identifier using the keyboard of your computer;
- 2. Using your mouse, click on the encryption grid to enter your personal code;
- 3. Click "Identify yourself" to log on to RawbankOnline.



2.3 Changing the password

2.3.1 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, RAWBANK ONLINE lets you change your password received by default when you signed up, or on re-initialisation.

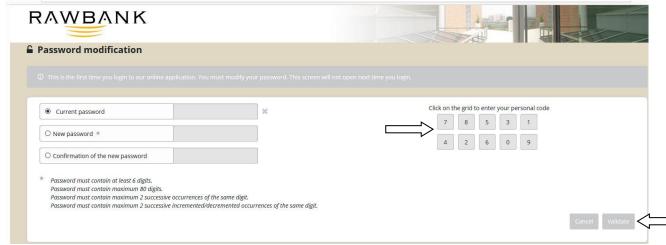
Using your mouse, click on the encryption grid to enter your personal code:

- On the 1st line, enter the password received by email
- On the 2nd line, create 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

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

- On the 3rd line, write the new password created on the 2nd line

Click "OK" to change the password.



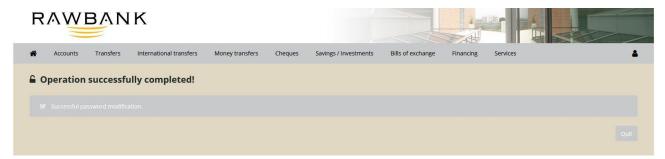
The password must contain a minimum of 6 figures.

The password must contain a maximum of 80 figures.

The password must contain a maximum of 2 successive occurrences of the same figure.

The password must contain a maximum of 2 successive occurrences of incremented/decremented figures.

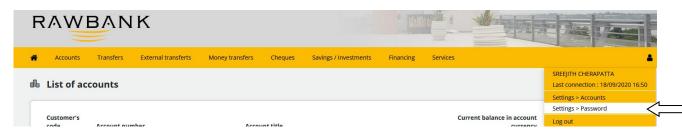
When you have changed the password a confirmation page will appear to confirm a "Successful change of password".



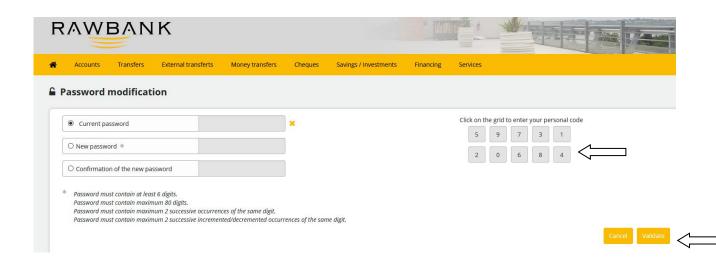
2.3.2. Changing the password after you have logged in

To change your password after you have logged on to Rawbank Online:

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

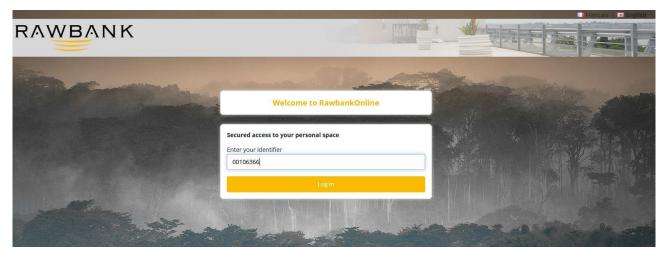


2. Change the password as described in point 2.3.1.

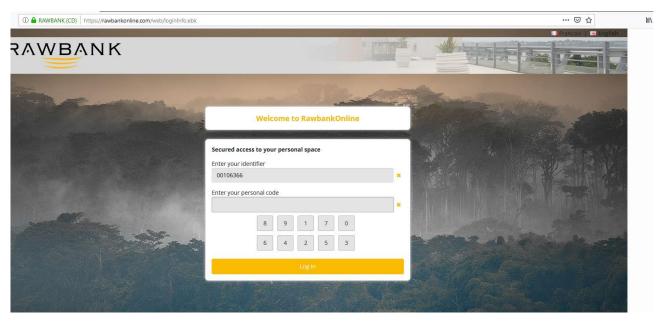


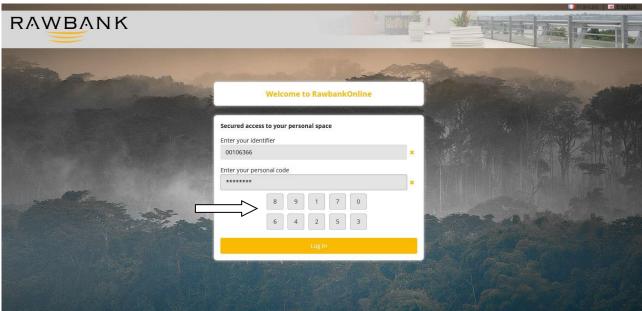
2.4 Entering your ID

- 1. Access the RawbankOnline interface by logging on to the Rawbank website at www.rawbank.com (see **point 2.1**)
- 2. Using your keyboard, enter your client number preceded by 2 zeros ("00" + "Client number") and click "Enter your ID"



3. Using your mouse, click on the encryption grid to enter your personal code, and then click "Enter your ID"

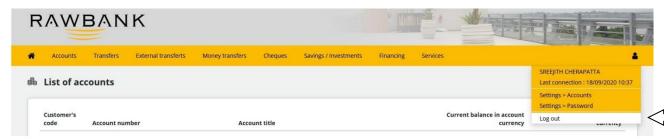




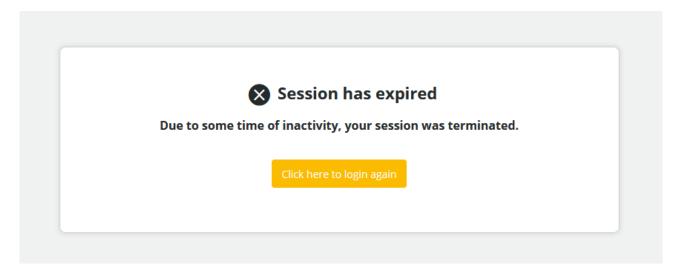
N.B.: To log on you can make only three attempts when entering your identifier and your personal code. If you forget these, access to your RawbankOnline will be blocked. In this case you must send an email requesting unblocking and re-initialisation to the address support-rawbankonline@rawbank.cd, copy CC to your account manager.

2.5 Logging off

Move your mouse to the tab [icon] and click "Log off"



N.B.: After a certain period of inactivity your Rawbank Online session expires.



3. HOW TO PERFORM YOUR OPERATIONS ON RAWBANKONLINE

Rawbank Online consists mainly of 8 menus ("tabs"):

- 1. Accounts
- 2. Bank transfers
- 3. External Transfers
- 4. Money transfers
- 5. Cheques
- 6. Savings/Investments
- 7. Financing
- 8. Services

In this guide we shall cover all these menus and the operations they let you undertake.

Caution: The options "online cheque request" and "view currency rates" are not available at the current time.

A. VIEW YOUR ACCOUNTS

Rawbank Online lets you do the following:

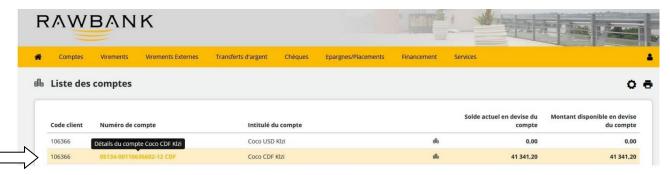
- View a list of your various accounts;
- View the history of your accounts;
- Generate your account statements.

1. View the list of your accounts

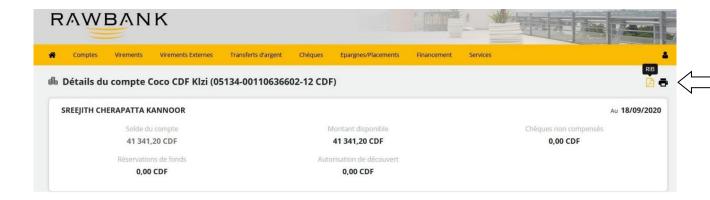
To view the list of your accounts, move your mouse to the tab "Accounts" and click "List of accounts"



To view the details of one of your accounts click the desired account number.



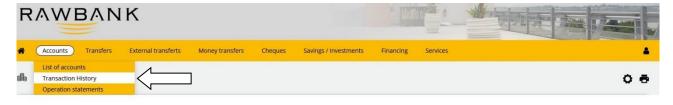
To download and then print your RIB (Bank Account Identifier), when on the "Account details", click the tab

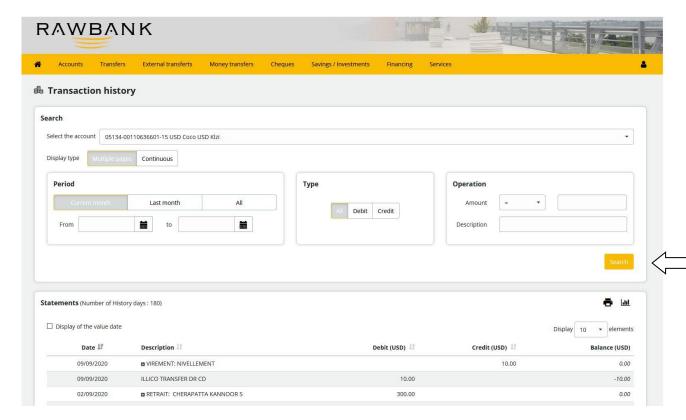


2. View the history of transactions

To view the history of transactions for one of your accounts, move your mouse to the tab "Accounts" and click "History of transactions"

If you are seeking one or more transactions in particular, perform your "Search" by selecting one of your accounts, the type of display, the period, the type and/or value of the operation, and then click "Search".



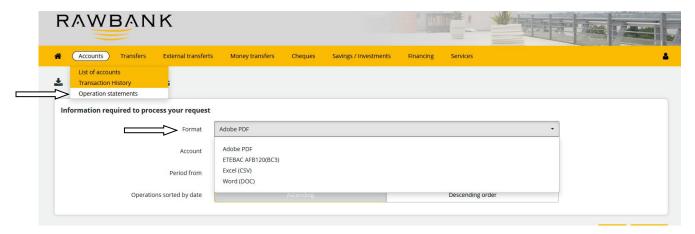


By checking the checkbox "Display the value date" the list of transactions can be displayed, with their value dates. You can also choose the number of items (10, 25, 50, 100) you wish to display for each search.

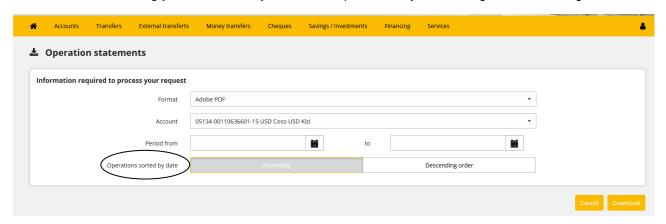


3. Download the statement of your operations

To view the statement of your operations, move your mouse to the tab "Accounts" and click "List of operations" Select the format (Adobe PDF, Excel, Word), the account and the period, and click "Download".



N.B.: When downloading your statements you can sort operations by "Increasing" or "Decreasing" date.



B. MAKE AN INTERNAL TRANSFER

Rawbank Online lets you undertake the following operations:

- Transfer between your RAWBANK accounts;
- Transfer to the account of another RAWBANK client (this client must previously have been created as the Beneficiary);
- Display transfers awaiting validation;
- Display transfers made during the day, but which have not yet been recorded.

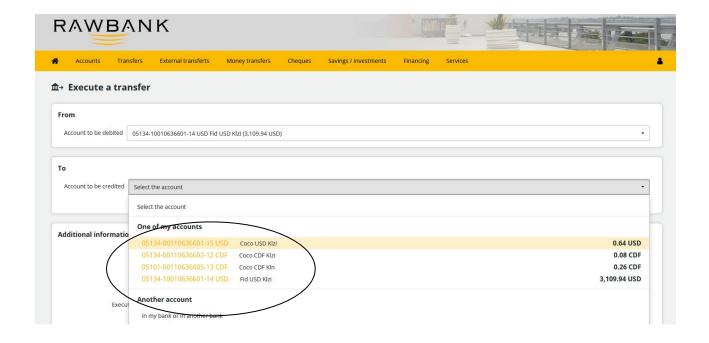
1. Make an internal transfer

To make a transfer, move your mouse to the tab "Transfer" and click "Transfer".



1.1. Make a transfer between your RAWBANK accounts

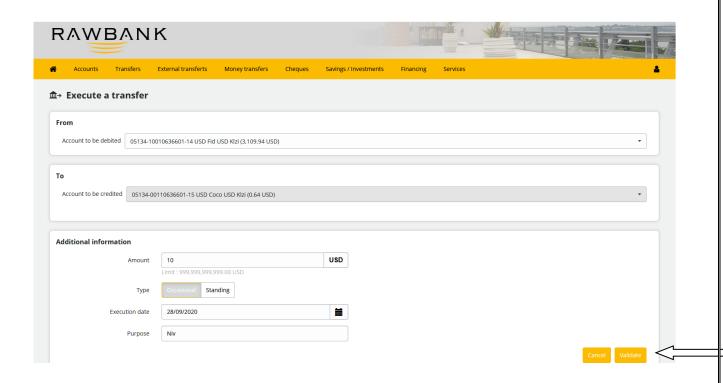
To make a transfer between your RAWBANK accounts, select your "account to debit" and your "account to credit" in the option "One of my accounts".



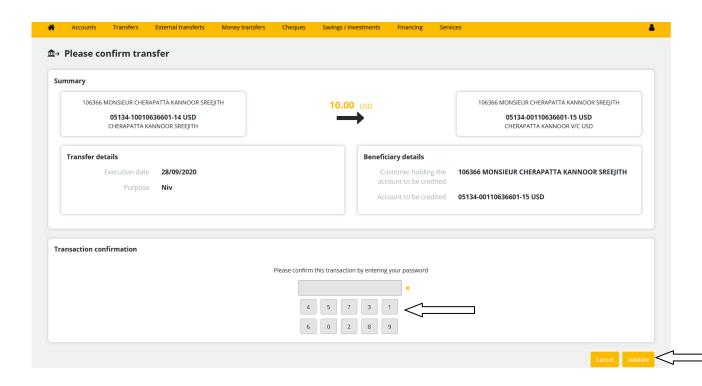
Important: A transfer between your RAWBANK accounts can be made only if they are in the same currency.

In "Additional information", enter the "Amount" and the "Description" of the transfer. Using your mouse you can select the desired "Type" of transfer: One-off or Permanent.

If you wish to make the transfer at a later date, select "Transfer date" Click "OK" to confirm the transfer.



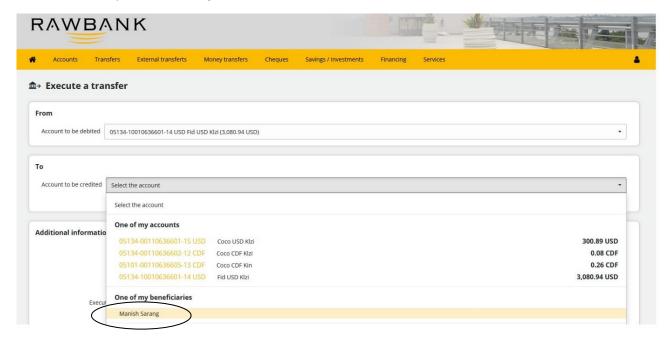
To **confirm the transfer**, using your mouse, click the encryption grid to enter your password, and then click "OK".



1.2 "Make a transfer" to the RAWBANK account of a third party

<u>Caution</u>: Before making a transfer to the RAWBANK account of a third party, you must previously have created them as a "Beneficiary", as mentioned in **point 2. Create a Beneficiary**.

To make a transfer to the RAWBANK account of a third party, select your "account to debit" and the "account to credit" in the option "One of my beneficiaries".

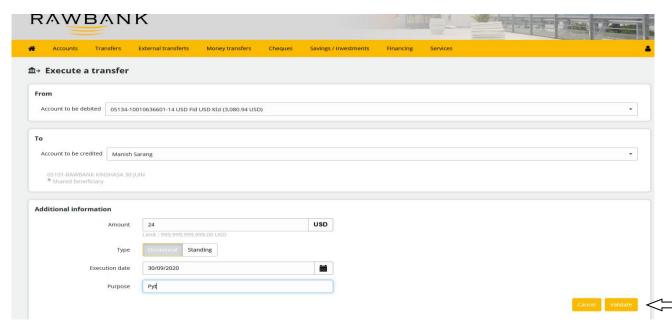


Important: The transfer between 2 RAWBANK accounts must be made between 2 accounts in the same currency.

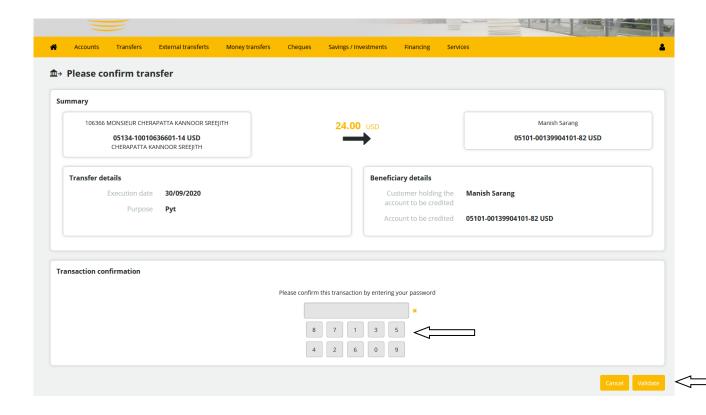
In "Additional information", enter the "Amount" and the "Description" of the transfer.

Using your mouse you can also select the desired "Type" of transfer: One-off or Permanent.

If you wish to make the transfer at a later date, select "Transfer date" Click "OK" to confirm the transfer.

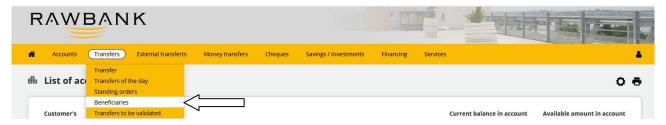


To **confirm the transfer**, using your mouse, click the encryption grid to enter your password, and then click "OK".



2. Create an internal beneficiary

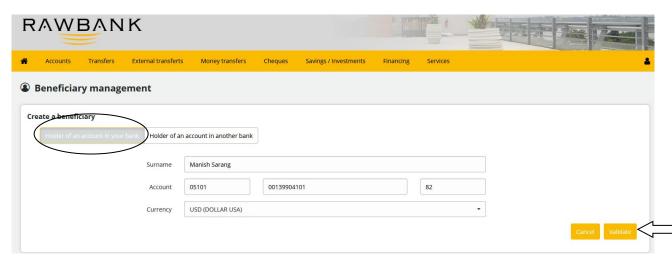
To create a beneficiary before doing a transfer to the RAWBANK account of a third party, move your mouse to the tab "Transfer" and click "Beneficiaries".



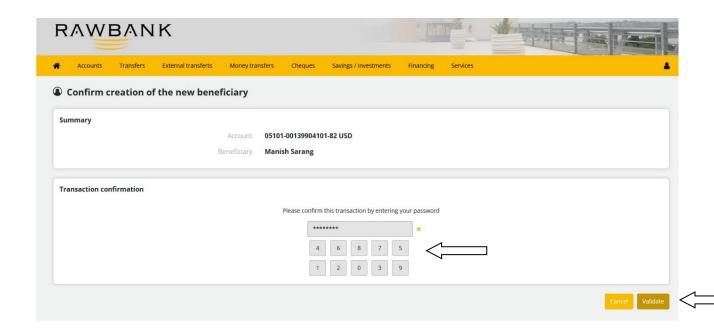
In the menu "Manage beneficiaries", click the option "Holder of a third-party account in your bank". Enter the requested information concerning your beneficiary, i.e.:

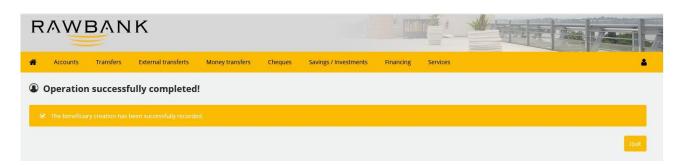
- the name of the beneficiary;
- their account number, in the required format (branch, number, key);
- and the currency of the account (CDF, USD or EUR).

Click "OK" to confirm the creation of the new beneficiary.



To confirm the creation of the new beneficiary, using your mouse, click the encryption grid to enter your password, and then click "OK".





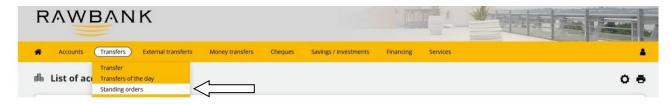
3. View today's transfers

To view your transfers for the Day, move your mouse to the tab "Transfer" and click "Transfers for the Day".



4. View the permanent transfers

To view your permanent transfers, move your mouse to the tab "Transfer" and click "Permanent transfers".



5. View the transfers requiring confirmation

To view your transfers requiring confirmation, move your mouse to the tab "Transfer" and click "Transfers requiring confirmation".



C. MAKE AN EXTERNAL TRANSFER

This menu lets you make and monitor a transfer to an account of another local or international bank.

Caution: Before making a transfer to the account of a third party in another bank you must previously have created them as a "Beneficiary".

1. Create an external Beneficiary

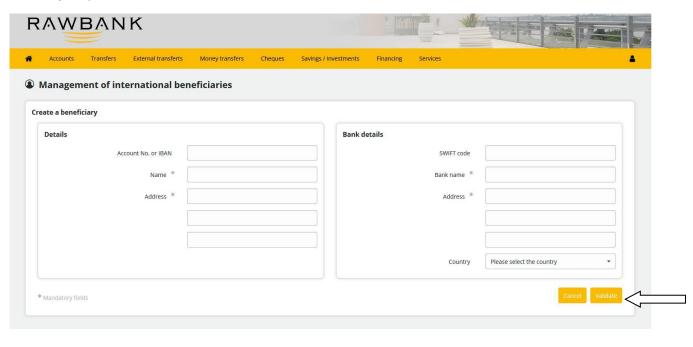
Move your mouse to the tab "External Transfers" and click "Beneficiaries"

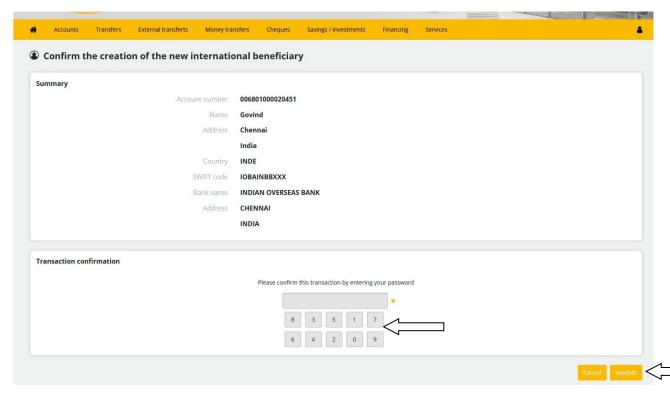
Enter the correct information requested concerning the "details" and the "bank account information" of the new beneficiary, and click "OK" to confirm the creation of the new international beneficiary.

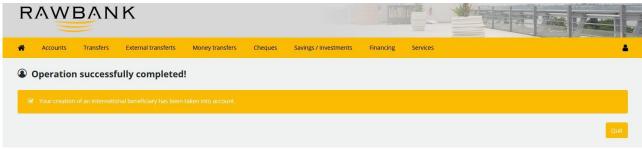


N.B.: The **SWIFT code**, sometimes called the **BIC** (Business Identifier Code) code, is the international number of a bank.

To **confirm the creation of the new international beneficiary**, using your mouse, click the encryption grid to enter your password, and then click "OK".





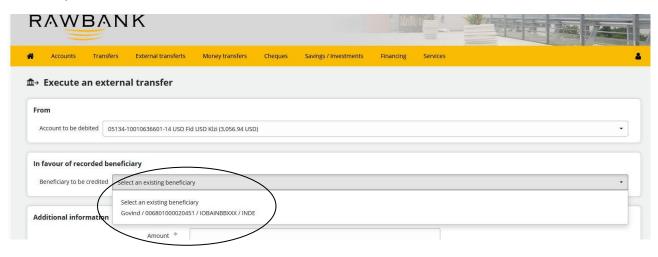


2. Make an external transfer

To make a transfer to the account of a third party in another local or international bank, move your mouse to the tab "External Transfers" and click "Transfer to Another ME & International bank".

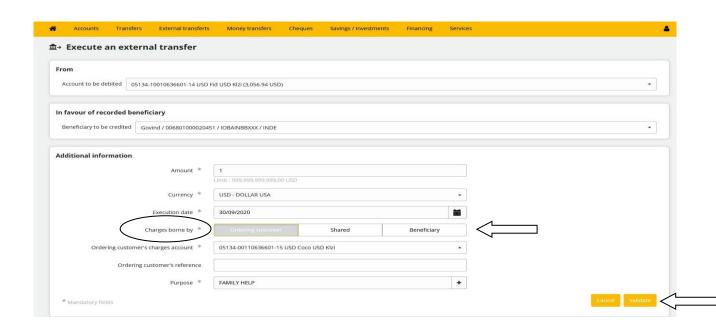


Select your "account to be debited" and the "account to be credited" in the option "Select an existing beneficiary".

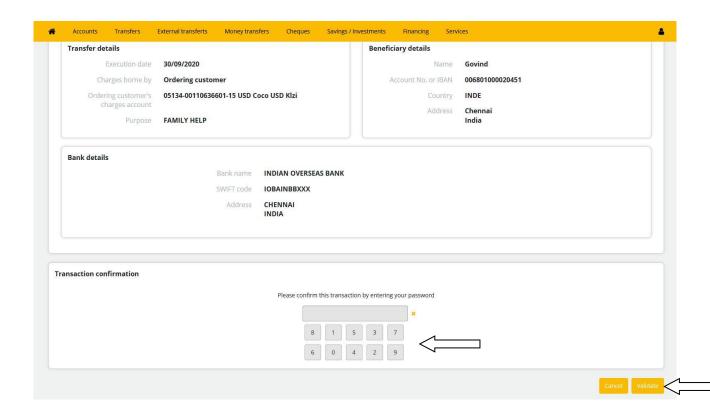


In "Additional information", enter all the requested information and click "OK" to confirm the transfer.

N.B.: Before confirming your transfer you can select who will pay the charges ("Principal", "Shared charges", "Beneficiary").



To **confirm the international transfer**, using your mouse, click the encryption grid to enter your password, and then click "OK".



3. View the recent international transfers

To view your recent international transfers, move your mouse to the tab "External Transfers" and click "Recent international transfers".



4. View international transfers requiring confirmation

To view your recent international transfers, move your mouse to the tab "External Transfers" and click "International transfers requiring 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.

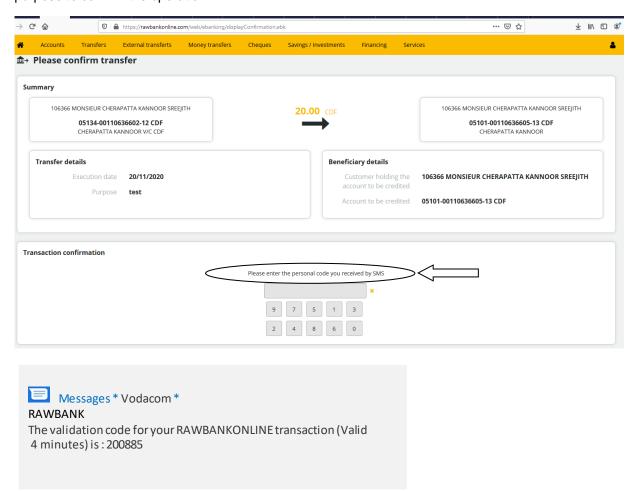
Make a transfer

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

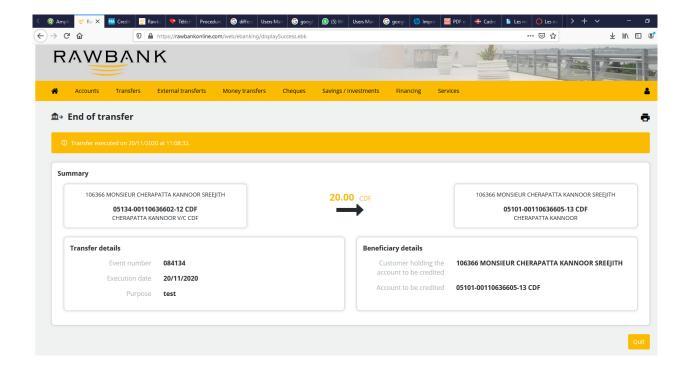
When this function has been activated, this is how the screen appears when the transactions are being authenticated and confirmed:

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.



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



E. MAKE A CASH TRANSFER

This menu lets you make a Cash Transfer ("MAD") for a third party, which they can obtain directly from a Cashier Rawbank, using a secret code. To do so:

The principal (yourself) must send the beneficiary the secret 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 receive the money.

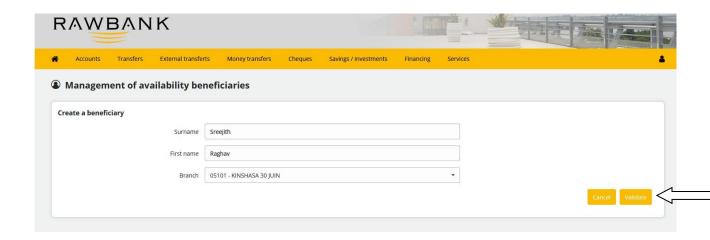
Caution: Before making a Cash Transfer ("MAD") to a third party you must previously have created them as a "Beneficiary".

1. Create a beneficiary

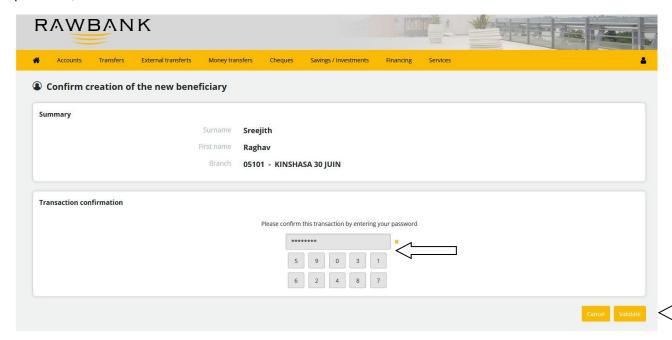
To create a beneficiary for a "MAD", move your mouse to the tab "Money transfers" and click "Beneficiaries".



Enter the surname and first name of the beneficiary, select the branch where the beneficiary must go to receive the sum of money, and click "OK" to confirm the creation of the new beneficiary.



To **confirm the creation of the new beneficiary**, using your mouse, click the encryption grid to enter your password, and then click "OK".



2. Make a cash transfer

To execute a "MAD", move your mouse to the tab "Money transfers" and click "Transfer of Funds".

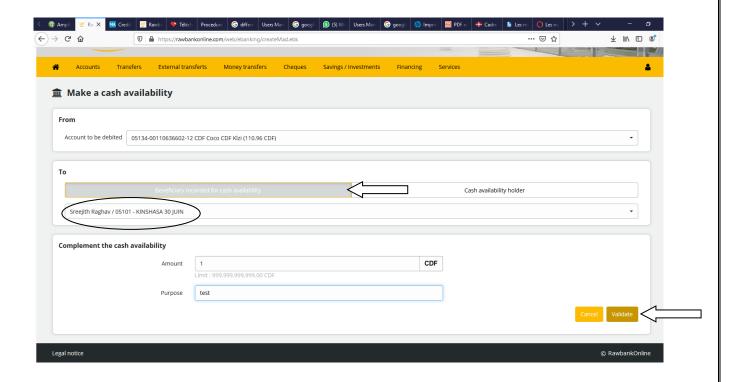


Select your "account to be debited".

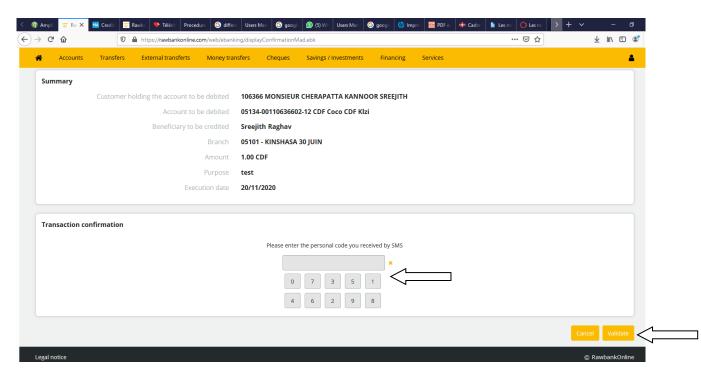
Click the tab "Registered beneficiary of the cash transfer" and "select an existing beneficiary".

Enter the value and description of the operation

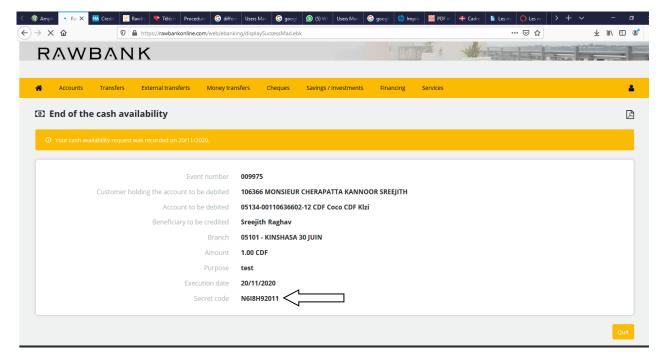
Click "OK" to confirm the cash transfer.



To **confirm the cash transfer**, using your mouse, click the encryption grid to enter your password, and then click "OK".



Give the selected beneficiary the secret code so that they can go and receive the money in the selected RAWBANK branch.



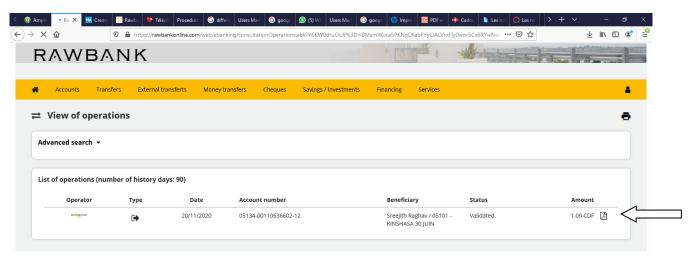
N.B.: If you lose the secret code it can be recovered in the menu "View operations".

3. Viewing operations

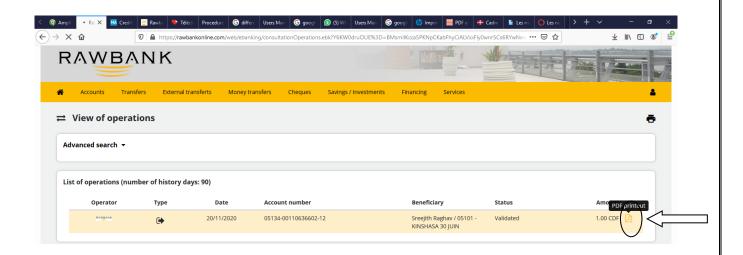
The menu "View operations" lets you display the "list of Cash Transfer operations" made over the past 90 days. To see it, move your mouse to the tab "Money transfers" and click "View operations".

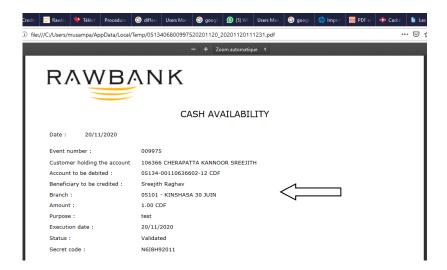


If you wish to find a specific operation click "Advanced search", select your 3 search criteria (Operator, Type of operation and Status of operation), and click "Search".



N.B.: To view, print or <u>recover a password</u>, you can download the details of a Cash Transfer by clicking tab [icon].





F. VIEW YOUR TERM DEPOSITS

To view your term deposits, move your mouse to the tab "Savings/Investments" and click "List of term deposits".

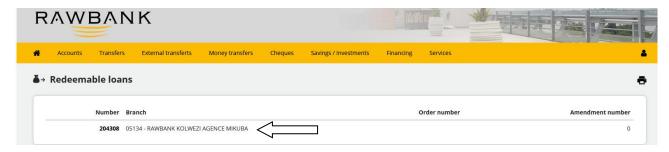


G. VIEW YOUR CURRENT CREDITS

To view your current Loans, move your mouse to the tab "Savings/Investments" and click "Repayment loans".



To view the details of your current Loans, click the number of the credit.

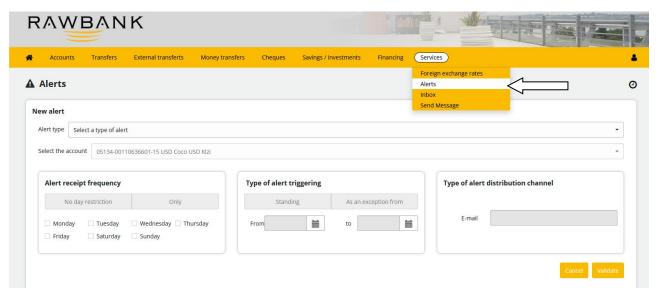


H. SERVICES OFFERED BY RAWBANKONLINE

1. Create Alerts

To create various types of "Alerts" which you can receive by email, move your mouse to the tab "Services" and click "Alerts".

Select the "Type of alert", one or your accounts, the "Frequency of receipt of the alert" and the "Type of alert trigger". Enter your email address in "Type of alert transmission method" and click "OK".



2. View the Web administrator's messages

To view the "Web administrator's messages", move your mouse to the tab "Services" and click "Web administrator's messages".

