



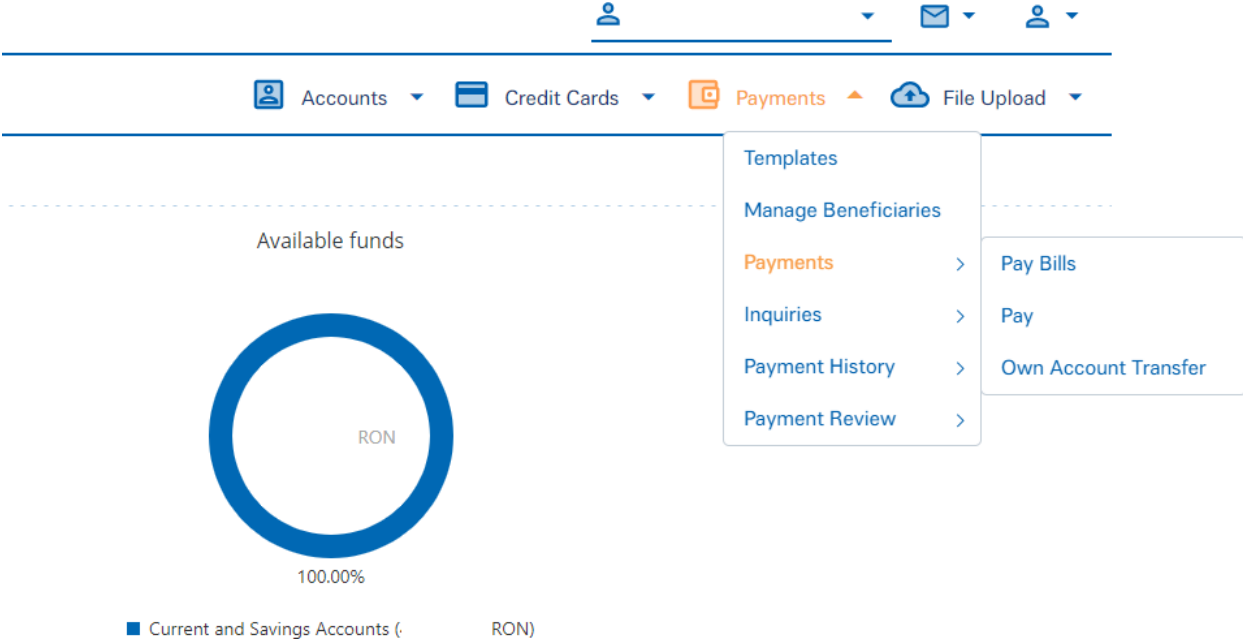
FREQUENT OPERATIONS GUIDE

Now that you activated your **Alpha Online Banking** service it's time to beneficiate of it's advantages!

We will present you the steps that you will need to follow in order to add a new security device.

Simple and fast, the Bank is one click away!

The new application, Alpha Online Banking, has simplified the way you make an online payment. To initiate a payment, go to the "Payments" menu and select "Pay."



From this menu you can select an existing beneficiary or a new beneficiary, as the recipient of the payment.

Make Payment

Transfer Type

Existing Payee **New Payee**

Beneficiary Details

Beneficiary IBAN

Beneficiary Name

Amount

You want to make a payment in a foreign currency?
No problem, all types of payments can be made from this menu.

The payment type is automatically detected by the application, depending on the **“IBAN Account”** and the selected **“Currency”**.

1

How do I make a payment?

- Fill in the necessary data to complete the payment and then press the "Transfer" button.
- The data entered in the picture is used strictly to exemplify the method of payment.
- In the next screen, you will be redirected to a new page (Verification) where you will be asked to verify and confirm the information provided for payment.

Beneficiary Details

Beneficiary IBAN	RO11
Beneficiary Name	Popescu
Account Address1	Account Address1
Account Address2	Account Address2
Country	Please Select
Pay Via	BUCLUROBU ALPHA BANK ROMANIA SA
Currency	GBP

Payment Details

Amount	1
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Ordering Party Details

Transfer From	Select Account
Transfer Date	Now Later
Correspondence Charges	SHA
Order Number	Order Number
Payment Details 1	Payment Details 1
Payment Details 2	Payment Details 2
Payment Details 3	Payment Details 3
Payment Details 4	Payment Details 4
Save Payee	<input checked="" type="checkbox"/>

Cut off Times	▼
Disclaimer	▼

Back	Transfer
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1

How do I make a payment?

Frequent operations guide

All initiated transactions must be approved by another type of user profile, called **Approver**.

Go to the **Manage User Profile** menu, and then select **Approver**, as shown in the image on the right.

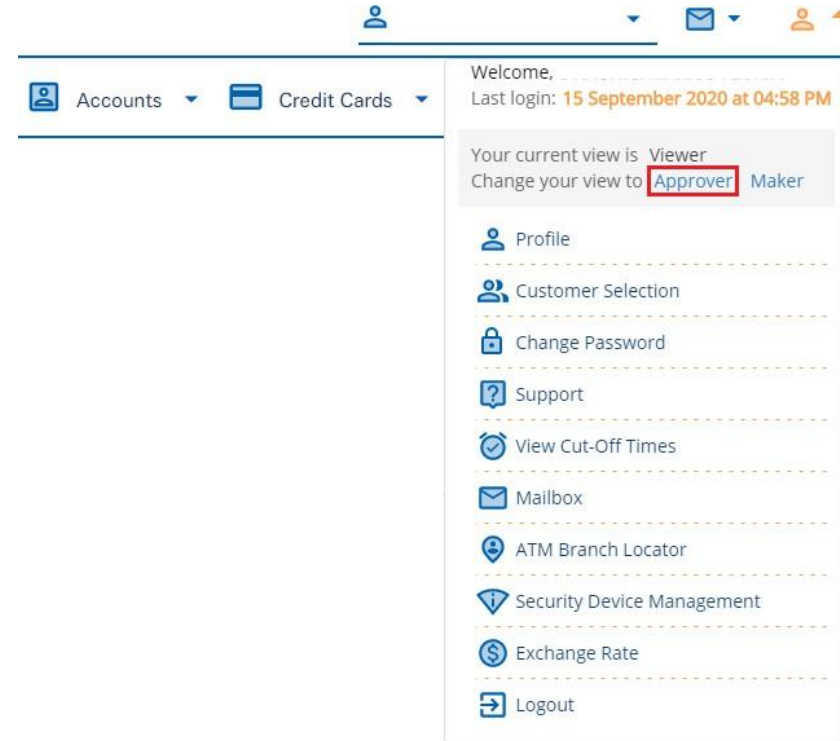
If you have access rights to the Authorization profile, the system will change your access rights and allow you to approve transactions.

Pending for Approvals (8)



8 Financial 0 Non Financial 0 Authorization In Progress

6 Payments								2 Accounts Financial		0 Bulk File		0 Bulk Record	
<input type="checkbox"/>	Date	Description	From Account	Amount	Pavee Account Details	Initiated By	Reference No	Status					
<input type="checkbox"/>	15 Sep 5:19 PM	RON Payment	RO71	RON			2F4CE	Initiated					
<input type="checkbox"/>	15 Sep 5:18 PM	Foreign Currency Payment	RO1	GBP			F00F	Initiated					
<input type="checkbox"/>	09 Sep 3:23 PM	Foreign Currency Payment	RO18	GBP			88C6	Initiated					
<input type="checkbox"/>	09 Sep 3:22 PM	Foreign Currency Payment	RO18	GBP			FD7A7	Initiated					



In the Pending for Approvals section you will find all the transactions that require authorization. You can select one transaction, multiple transactions, or all transactions from the list (left image).

2

How do I change my profile?

1. Select the transaction / transactions and press the "Approve" button.

<input type="checkbox"/>	Date	Description	From Account	Amount	Pavee Account Details	Initiated By	Reference No	Status
<input checked="" type="checkbox"/>	15 Sep 5:19 PM	RON Payment		RON			2F4CE	Initiated

2. Check the option "I want to authorize the transaction online in Alpha Safe Access 2.0" and click the "Approve" button

Domestic Fund Transfer Details

Account Type
Account Number / IBAN Number
Beneficiary name
Bank Details
Account Address 1
Transfer From
Urgent
Amount
Transaction date
Order Number

Payments Transactions Approval

Remarks (Optional)

I want to authorize the transaction online in Alpha Safe Access 2.0

I want to authorize the transaction offline with Alpha Safe Access 2.0

Cancel Approve

3

How do I authorize the transactions online?

*When the loading icon appears on the screen, you will receive a push notification in the “software token” Alpha Safe Access 2.0. and you will have to press the notification in order to finalize the transaction confirmation process.

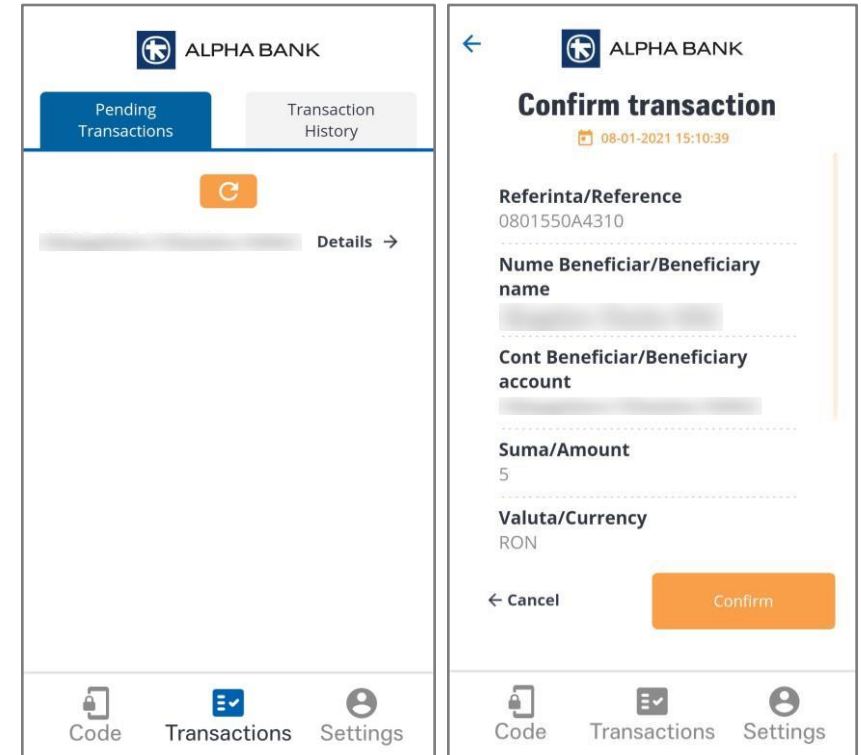
*If you do not have the notifications for Alpha Safe Access 2.0 allowed, when the loading icon appears in the Alpha Online Banking screen, you have to access the Alpha Safe Access 2.0 application on your mobile phone in order to confirm the transaction.

3. In Alpha Safe Access 2.0., in the “Pending Transactions” section you can find all your transactions;

4. Click on each transaction for authorization (on the arrow);

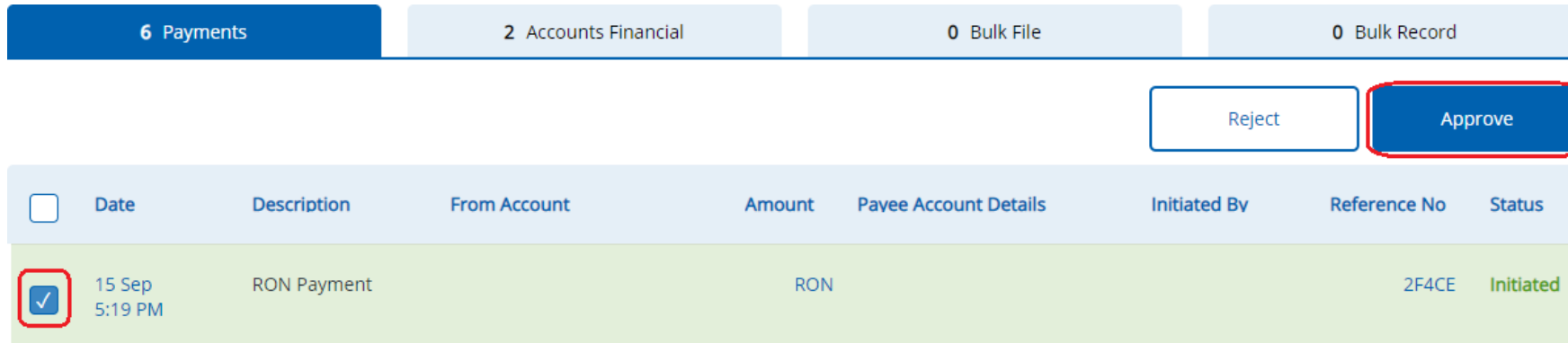
5. Check the transaction again and press the "Confirm" button;

6. Go back in the Alpha Online Banking to obtain the e-receipt



Frequent operations guide

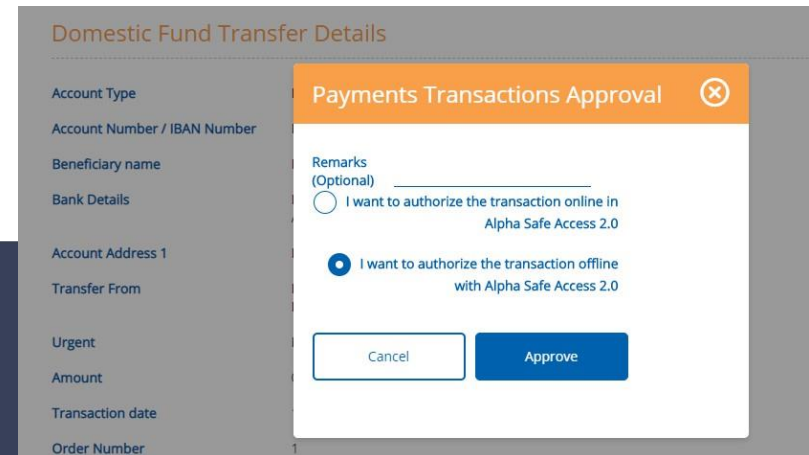
1. Select the transaction / transactions and press the "Approve" button.



The screenshot shows a navigation bar with four tabs: "6 Payments" (selected), "2 Accounts Financial", "0 Bulk File", and "0 Bulk Record". Below the tabs are two buttons: "Reject" and "Approve". The "Approve" button is highlighted with a red border. Below the buttons is a table with the following columns: Date, Description, From Account, Amount, Pavee Account Details, Initiated By, Reference No, and Status. The table contains one row with the following data: Date: 15 Sep 5:19 PM, Description: RON Payment, From Account: (empty), Amount: RON, Pavee Account Details: (empty), Initiated By: (empty), Reference No: 2F4CE, Status: Initiated. A red box highlights the checkbox in the first column of the table, which is checked.

<input type="checkbox"/>	Date	Description	From Account	Amount	Pavee Account Details	Initiated By	Reference No	Status
<input checked="" type="checkbox"/>	15 Sep 5:19 PM	RON Payment		RON			2F4CE	Initiated

2. Check the option "I want to authorize the transaction offline with Alpha Safe Access 2.0" and click the "Approve" button



The screenshot shows a "Domestic Fund Transfer Details" dialog box. On the right side, there is a "Payments Transactions Approval" sub-dialog box. The sub-dialog box has a title bar with a close button (X). Below the title bar, there is a "Remarks (Optional)" field. Below the field, there are two radio button options: "I want to authorize the transaction online in Alpha Safe Access 2.0" (unselected) and "I want to authorize the transaction offline with Alpha Safe Access 2.0" (selected). At the bottom of the sub-dialog box, there are two buttons: "Cancel" and "Approve".

3

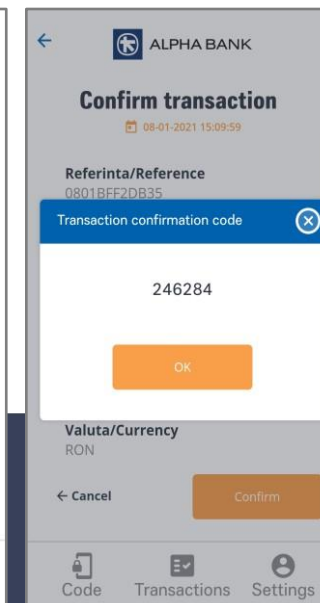
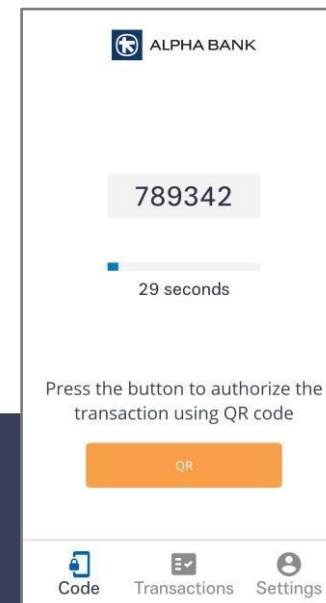
How do I authorize the transactions offline?

Please scan the below QR code and then enter the generated code by Alpha Safe Access 2.0 application for this transaction.

Security Code

You need to scan the QR code using the Alpha Safe Access 2.0. software token, to generate the security code requested in the transaction confirmation process.

After clicking the "Submit" button, you will be redirected in Alpha Online Banking to the screen where you have the confirmation of the successful transaction processing.



Frequent operations guide

Select the transaction / transactions and press the "Approve" button.

6 Payments	2 Accounts Financial	0 Bulk File	0 Bulk Record
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<input type="checkbox"/>	Date	Description	From Account	Amount	Pavee Account Details	Initiated By	Reference No	Status
<input checked="" type="checkbox"/>	15 Sep 5:19 PM	RON Payment		RON			2F4CE	Initiated

1. Start the Token by pressing the red On / Off button;
2. Enter the PIN code and press the green button;
3. Select the "Signature" option and press the green button;
4. Enter the last 6 digits of the beneficiary's IBAN (only digits - the letters at the end of the IBAN are not used) and press the green button;
5. When the text "Amount" is displayed, enter the numbers that represent the amount of the authorized payment from Alpha Online Banking and press the green button (the amounts with decimals are entered with a "." Point);
6. Enter the code displayed on the token screen in Alpha Online Banking to authorize payment;

3

How do I authorize the transactions with a hardware token?

Congratulations, the payment has been completed!

From this screen you can download the receipt or view all the details of your payment.

Confirmation 📄 e-Receipt

Transaction approved successfully.

Status: Pending Approval

You can always access all the details of this payment in the "Payment Review" menu.

Lista tranzactii (1)

1 Financiar		0 Non Financiar						
1 Plati			0 Depozite					
<input type="checkbox"/>	Data	Descriere	Din contul	Suma	Detalii cont beneficiar	Initat de	Referinta	Stare
<input type="checkbox"/>	18 sept. 12:22 p.m.	Plata in lei		500 RON				Procesat Copiaza

Pagina 1 din 1 (1 din 1 elemente) < 1 >

**Congratulations! Now you can enjoy the benefits of
Alpha Online Banking.**

