

# HAL E-BANK MANUAL

## REMOTE SIGNING



Hal E-Bank version: 21.X.X.01

# Content of Manual

The manual consists of several content sections. The current section is highlighted on the list. The manual's content sections are also available online at [www.eng.halcom.si/support](http://www.eng.halcom.si/support).

1. PAYMENTS
2. CROSS-BORDER PAYMENTS AND OPERATIONS WITH FOREIGN CURRENCIES
3. REMOTE SIGNING
4. ADDRESS BOOK
5. QUALIFIED DIGITAL CERTIFICATE ONE FOR ALL
6. REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS
7. BANK NOTICES AND MESSAGES TO BANK
8. ADDITIONAL TOOLS AND SETTINGS
9. FILE EXCHANGE
10. E-INVOICES
11. SEPA DIRECT DEBIT
12. SDD REFUSALS AND MANDATES

# Table of Contents

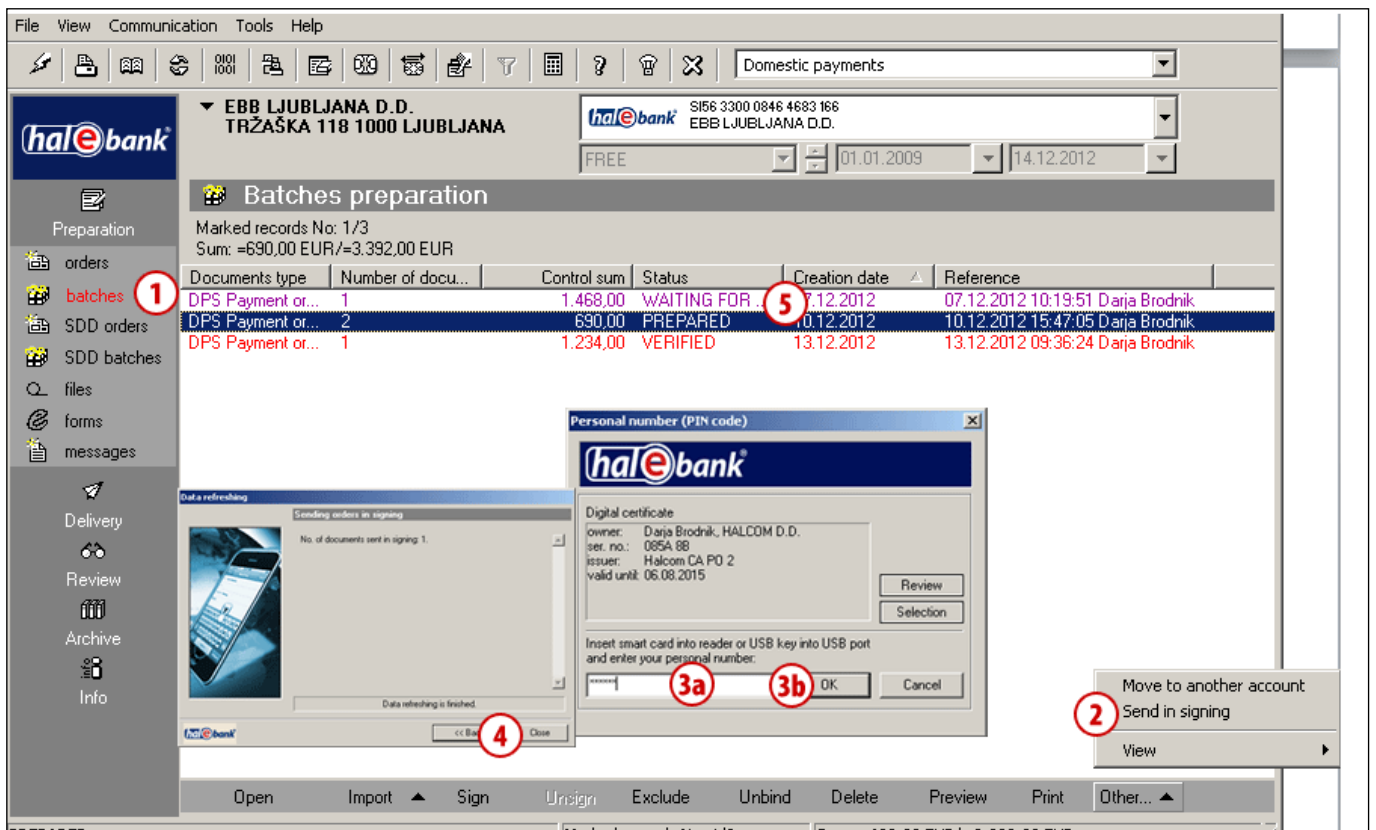
<b>Remote Signing</b> .....	<b>4</b>
Sending Batches to Remote Signing .....	5
Remote Signing of Batches in Hal E-Bank/Web .....	6
Signed Batches in Hal E-Bank.....	7

## Remote Signing

Remote signing enables signing of batches or orders from a location, which is far from the installed Hal E-Bank solution. Via a web portal, a responsible person can sign batches or orders, which you sent from the Hal E-Bank program in remote signing.

Permissions for remote signing can be arranged with your bank administrator. However, not all banks support remote signing. If the bank does not support remote signing, this functionality is invisible or deactivated.

## Sending Batches to Remote Signing



Prepare a batch of orders (see section PAYMENTS).

- 1 In the folder **Preparation > Batches**, select batches which you would like to send in remote signing. Only batches with the »PREPARED« status can be sent to remote signing.
- 2 Select the command **Other > Send in signing**.
- 3 A window will open, where you enter a personal number (PIN code) (3a) and confirm it by clicking the **OK** button (3b). The program establishes a connection with the bank. Upon data transfer, the window will close automatically.
- 4 A window with data on orders sent to remote signing opens up. Close the window by clicking the **Close** button.
- 5 Successfully sent orders are located in the folder **Preparation > Batches** (1) and have the »WAITING FOR SIGNATURE« status.

## Remote Signing of Batches in Hal E-Bank/Web

The screenshot displays the Hal E-Bank web application interface for batch signing. The top navigation bar includes 'Domestic payments' and 'Foreign payments'. The main content area shows a 'Batch signing' section with an account dropdown and a table of payment orders. A sidebar on the left contains navigation options like 'Balance', 'Transactions', and 'Signing' (1). The table lists a batch with creation date 07.12.2012, document type PAYMENT ORDERS, and a status of IN SIGNING. A 'Sign' button (2) is visible next to the batch entry. Below the table, two detailed batch data windows are shown. The left window displays batch details such as 'Batch reference', 'Batch ID', and 'On debit of account'. It also shows a 'Nexus Personal - Authenticate' dialog box (3b) where a PIN is entered. At the bottom of this window are buttons for 'Sign' (3a), 'Return to preparation' (3d), 'Back' (3e), and 'List of orders' (3f). The right window shows the batch status as 'ANNOUNCED' and a 'Batch was successfully signed' message (3c) with a 'Back' button.


- 1 In the web application Hal E-Bank/WEB, select the **Signing** folder. The folder contains batches of payment orders which were successfully sent to remote signing.
- 2 For a batch you would like to sign, click the **Sign** command.
- 3 A window with the batch data opens, where you can sign the batch (3a). In order to sign a batch, enter a PIN code (3b) in the new window. A message on

the successfully signed batch appears and the batch is sent to the bank (3c). If you don't want to sign the batch, you may return it to be prepared by the person who sent it to you in remote signing (3d). By clicking the **Back** (3e) button, you return to the list of orders waiting to be signed, while by using the **List of orders in batch** command (3f) a list of orders belonging to the selected batch will be displayed.

## Signed Batches in Hal E-Bank

The screenshot shows the Hal E-Bank interface. At the top, there is a menu bar (File, View, Communication, Tools, Help) and a toolbar with various icons. The main window displays the 'Batches archive' section for 'EBB LJUBLJANA D.D. TRŽAŠKA 118 1000 LJUBLJANA'. A 'Data refreshing' dialog box is open in the foreground, showing a list of received documents: BALANCE (2), FILE (1), REMOTE SIGNING (1), TRANSACTIONS (1), STATEMENT (1), and NOTICE (1). The dialog box has a 'Close' button highlighted with a red circle and the number 2. The 'Batches archive' table shows several rows of 'DPS Payment or...' with a status of 'SENT'.

Documents type	Number of docu...	Control sum	Status	Creation date	Reference
DPS Payment or...	1	1.000.000,00	SENT	14.12.2012	14.12.2012 08:29:02 Darja Brodnik
DPS Payment or...	1	510.000,00	SENT	14.12.2012	14.12.2012 08:01:32 Darja Brodnik
DPS Payment or...	2	15.199,00	SENT	14.12.2012	14.12.2012 08:22:50 Darja Brodnik
DPS Payment or...	1	345,00	SENT	10.12.2012	10.12.2012 15:48:47 Darja Brodnik
DPS Payment or...					10.12.2012 14:53:28 Darja Brodnik
DPS Payment or...					07.12.2012 10:19:51 Darja Brodnik
DPS Payment or...					07.12.2012 09:45:55 Darja Brodnik
DPS Payment or...					06.12.2012 15:23:54 Darja Brodnik

- 1 You receive the signed batches in Hal E-Bank when refreshing data (click the icon ). The number of received signed documents is written in the window containing information on data refreshing.
- 2 Close the window by clicking the **Close** button.
- 3 Successfully received signed batch is located in the folder **Archive > Batches** and has the »SENT« status.