HAL E-BANK MANUAL

REMOTE SIGNING

hal e bank®

Hal E-Bank version: 17.X.X.21

Content of Manual

The manual consists of eight content sections and two sub-sections. The current section is highlighted on the list. The manual's content sections are also available online at www.halcom.rs.

Table of Contents

Remote Signing

Remote signing enables signing of batches or orders from a location, which is far form 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.

Authorizations for remote signing can be arranged with you 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
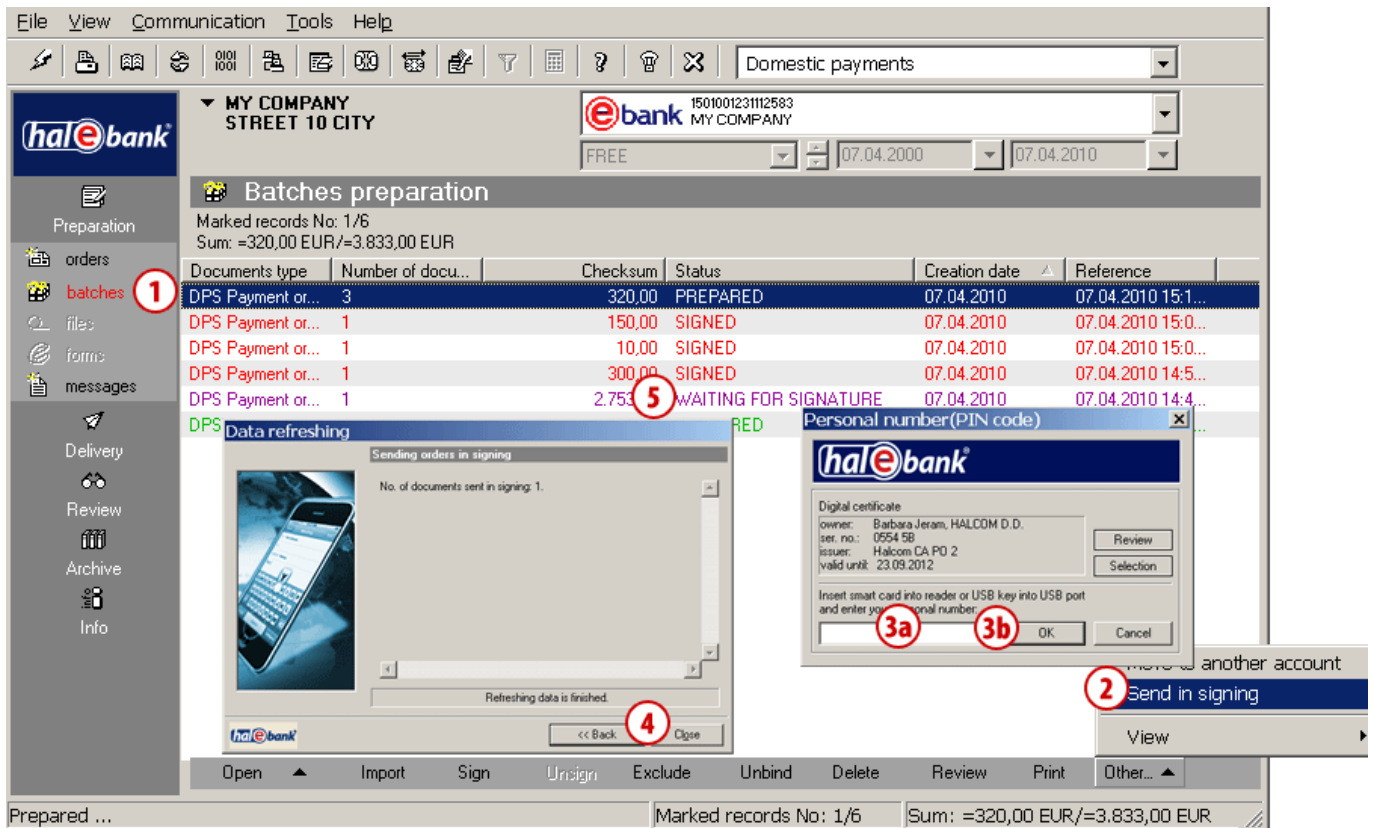
Prepare a batch of orders (see section PAYMENTS).

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

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. 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 **(3c)**. By clicking the **Back (3d)** button, you return to the list of orders waiting to be signed, while by using the **List of orders in batch** command **(3e)** a list of orders belonging to the selected batch will be displayed.

Signed Batches in Hal E-Bank

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.