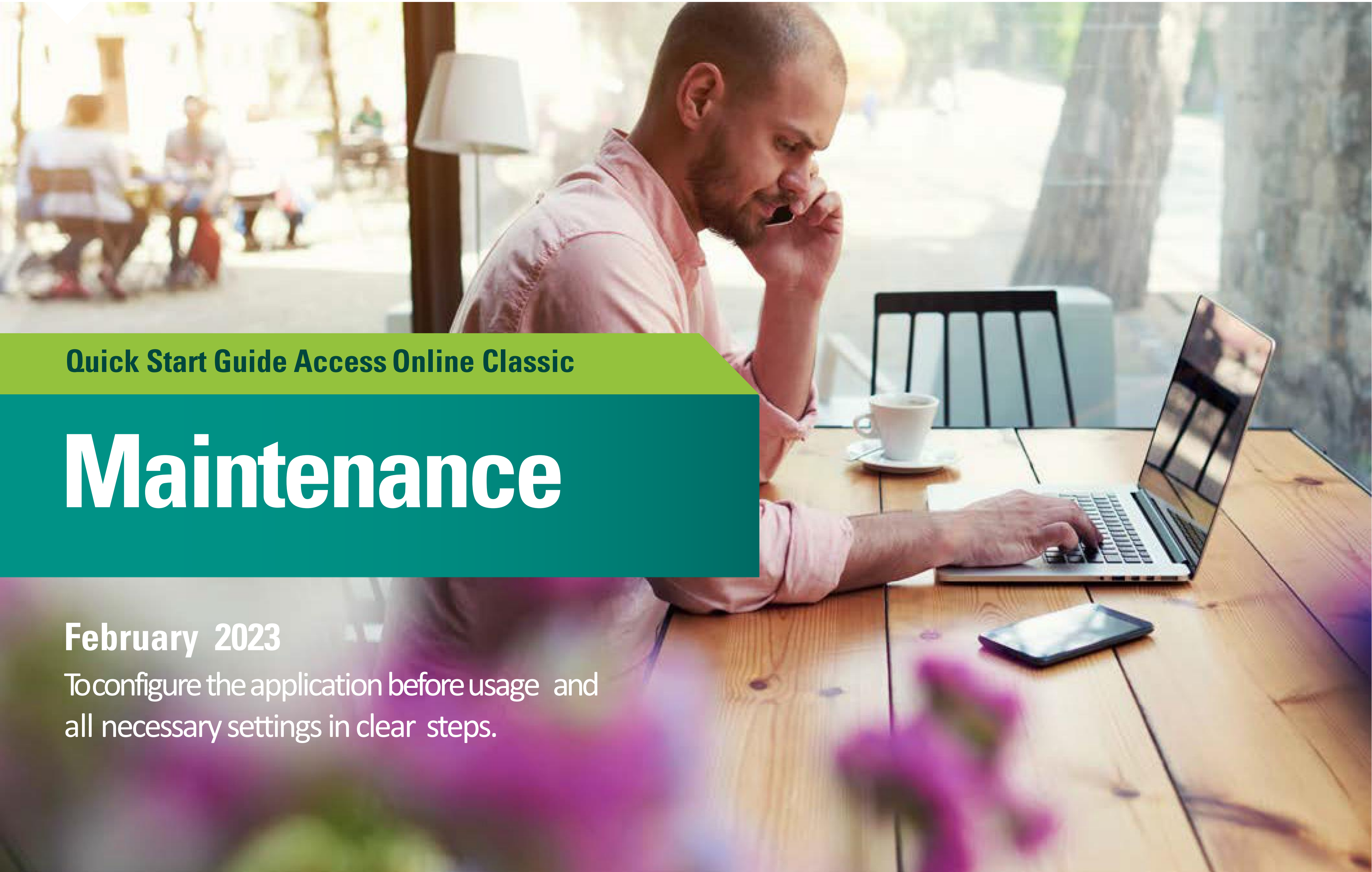


Quick Start Guide Access Online Classic

Maintenance

February 2023

To configure the application before usage and all necessary settings in clear steps.

General

To use the payment and/or reporting module of AOL Classic it is necessary to configure Access Online according to the needs of your organisation. The Quick Start Guide Maintenance is intended to help administrators organise Access Online. There is also a Quick Start Guide Payments and Reporting.

The default language setting of Access Online is Dutch. This Quick Start Guide Maintenance is based on the English language preference. In case you want to change the language settings within Access Online follow step 1. Log on and step 2. User preferences. Changes will be active within 45 minutes.

For each step you can find how to navigate to the item described in that step in italics. For instance, under **2. User preferences** you will find *Personal Settings > User Preferences*.

Safety tips for configuring Access Online

ABN AMRO advises that all payments you wish to make using Access Online must be processed by at least two users for security reasons. This reduces the risk of internet fraud. You can administer the relevant user authorisations yourself in Access Online under AOL Classic > Administration.

- You can define your employees' authorisations via 'Roles'. One employee can be authorised to prepare payments, and another to approve them. That way, each payment automatically requires two employees. Go to step 4 Users for more detailed information.
- In 'Authorisation Policies' you can designate at least two employees who must authorise payments separately. Go to step 6 Authorisation Policies for more detailed information.

HINT
Add this display to your favorites.
At this page you will find important communications on Access Online.

1. Log on

Go to: www.abnamro.nl

i Access Online can be used with Edge, Chrome and Mozilla Firefox.

a. Select the language English (right upper corner EN)
b. Select Commercial
c. Select Logon and select → Access Online

d. Click on Log in.
e. Select as log on method e.dentifier2.

i Make sure your online environment is more secure by using the connected e.dentifier. For more information call your service desk.

f. Enter your account number and card number.
g. Follow the log on instructions on your screen and click on Next.

i A new account number has been opened for you. The account number is only used for log on. No payments can be made to or from this account.

h. The Access Online dashboard will be visible. AOL Classic or Renewed must be opened individually to change language settings.

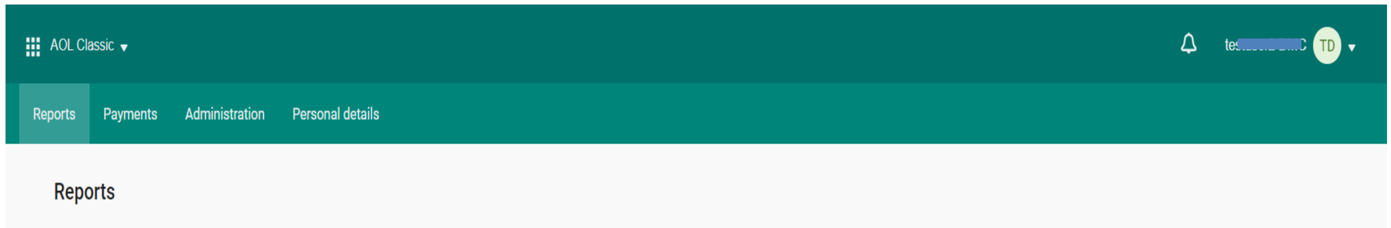
i The language preference will be stored on your computer only. Working from another computer means that the language preference needs to be set again. The language preference is only valid for the main screen.

i For safety, you are automatically logged off after five minutes.

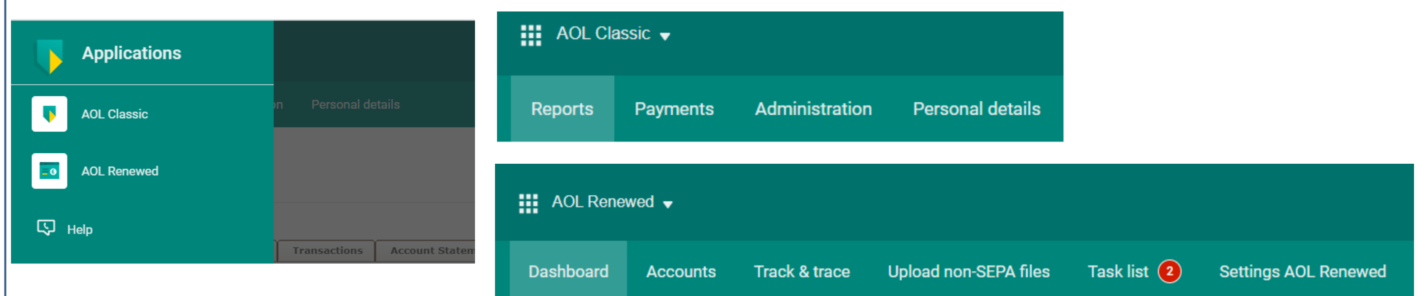
HINT
Use the menu items on the left to navigate within Access Online. Please note that the 'Previous' button in your browser can't be used to go to the previous page due to the secured environment (https://).

The main menu of Access Online Classic:

- Under AOL Classic the following modules can be found: Reports, Payments, Adminitration and Personal details.
- The following additional modules are available on request: Track & Trace and Cash Pooling. For more information contact your service desk.
- In order to use the payment and reporting module the administration module and personal settings need to be configured initially.



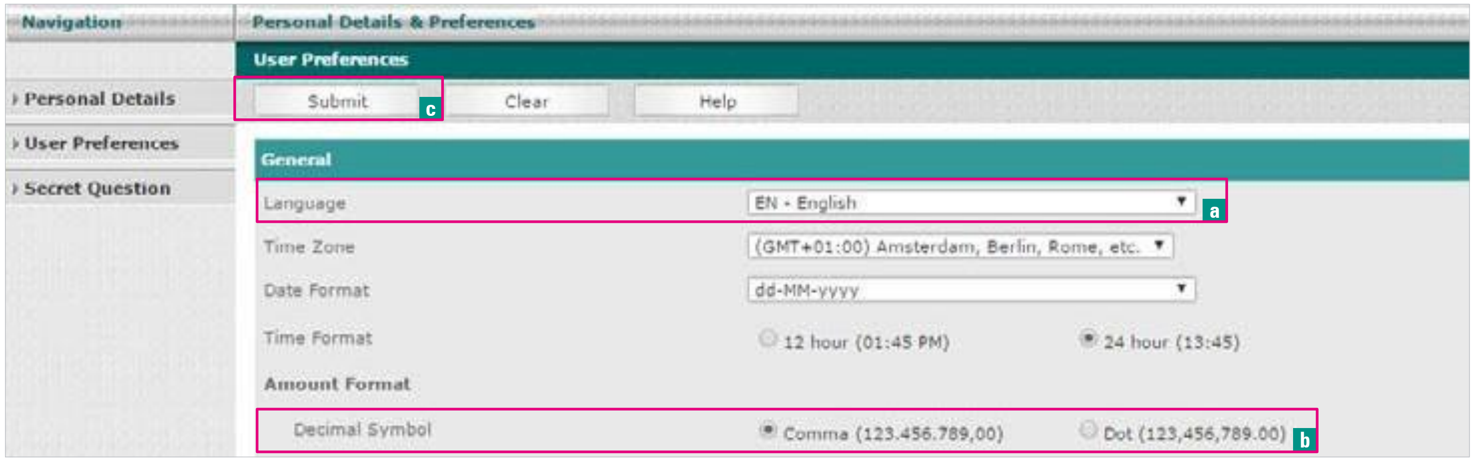
- Administration and Personal details can be opened by clicking AOL Classic -> Personal details or AOL Renewed



2. User preferences

Go to: Personal Details > User Preferences

Here the personal preferences such as Language can be set. This Quick Start Guide Maintenance is based on the English language preference. The administrator within your organisation has determined your language preference originally.



HINT

In Personal Settings the default opening screen of the maintenance module can be changed.

a. Check whether EN - English at Language is selected.
b. Select Dot (.) at Decimal Symbol.
c. Click on Submit.

i A message that the details have been changed will appear. Your changes will be active within 45 minutes.

d. Click on Close in the right upper corner of your screen.

Maintenance

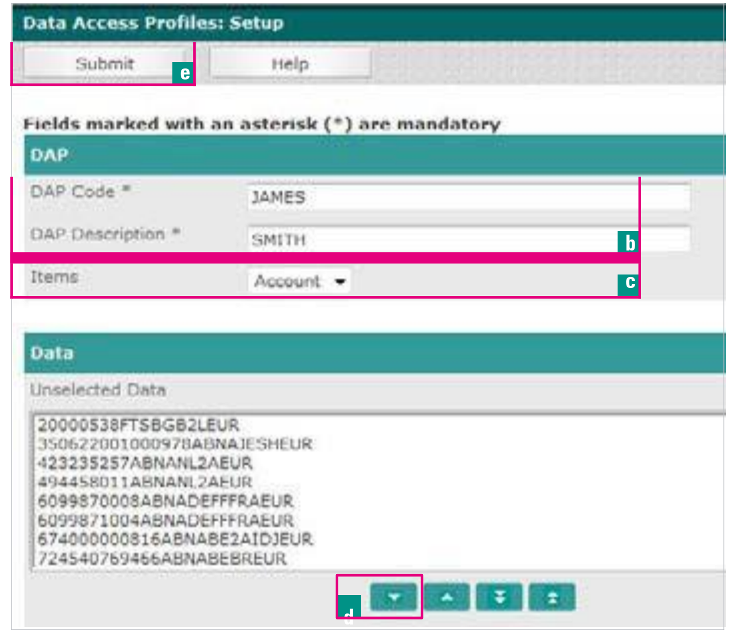
3. Data Access Profiles

Go to: Administration > Security > Data Access Profiles

With Data Access Profiles (DAP) you can manage which user(s) have access to which accounts. In case all users are allowed to have access to all accounts there is no need to continue with this step and you can continue with step 4. Users.

i By default there are two DAP's: All Accounts and the Company Name DAP. Both DAP's are for all accounts. When accounts will be added to Access Online automatically these accounts will be added to both DAP's.

i The difference between both DAP's is the link with the user roles. Payment- and report roles always need to be linked to the All Accounts DAP or a newly added DAP.



Create a new DAP:

a. Click on New.

b. Enter a DAP code and Description.

c. Select Account.

d. For adding the accounts to the DAP move the accounts one by one from the Unselected Data box to the Selected Data box.

e. Click on Submit.

i The message Saved Succesfully will appear.

f. Repeat steps a-e until all required DAP's have been created. A new DAP will be active only after authorisation.

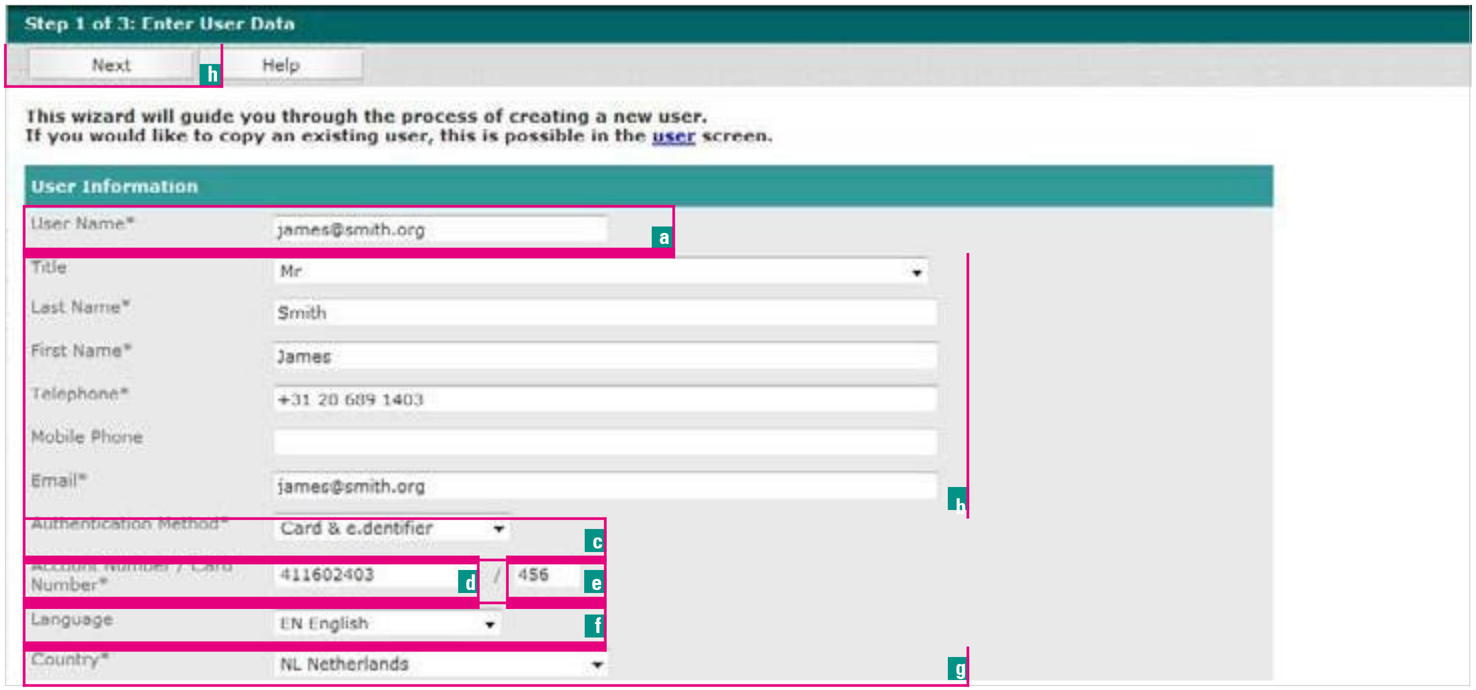
g. Authorise the DAP (see 5. Authorise)

HINT
Use a general DAP name in case more users will be using the same DAP. For the COMPANY DAP you can use the name of the subsidiary

4. Users

Go to: Administration > Security > Add User Wizard

In this step users will be added to Access Online via the User Wizard. The wizard creates a user profile including a user name and his/her required access. Additionally the wizard will link the access card to the user profile. For you as administrator the user profile is already created by ABN AMRO based on the information you(r organisation) provided on the 'Request for Access Online'. The admin profile can also contain payment and/or reporting roles to be able to initiate payments or to view account statements.



a. Fill in the User Name.

i Only unique user names are permitted. As user name we suggest to use a combination of first and last name.

b. Fill in the remaining contact details fields.

c. For Authentication Method select Card & e.dentifier
The Access Card is personal. Fill all mandatory fields: name, date of birth, telephone and email.
d. Select the Account Number (the account number of the access card).
e. Fill in the three digits of the ABN AMRO Access Card (is Pasnummer / Card Number on the Access Card).
f. Select the preferred Language for the user.
g. Select the Country where the user is located.
h. Click on Next.
i. In case the user is allowed to view salary payment details enable Salary Payments.

The role Reporting - excluding salary payments changes into Reporting - including salary payments and the role Payments – view/initiate salary payments is added to Initiate Payments.

j. In case the user is allowed to view reporting / account statements, enable All Roles at Reporting.
Select the correct Data Access Profile(s).
k. In case the user is allowed to initiate payments enable All Roles at Initiate Payments.
Select the correct Data Access Profile(s).

l. In case the user is allowed to authorise payments enable All Roles at Authorise Payments.
Select the correct Data Access Profile(s).

After adding users an authorisation policy needs to be created where the details need to be specified.

m. In case the user is allowed to perform maintenance enable All Roles at User Administration.

In the Appendix of this Quick Start Guide an overview with the most commonly used user roles can be found.

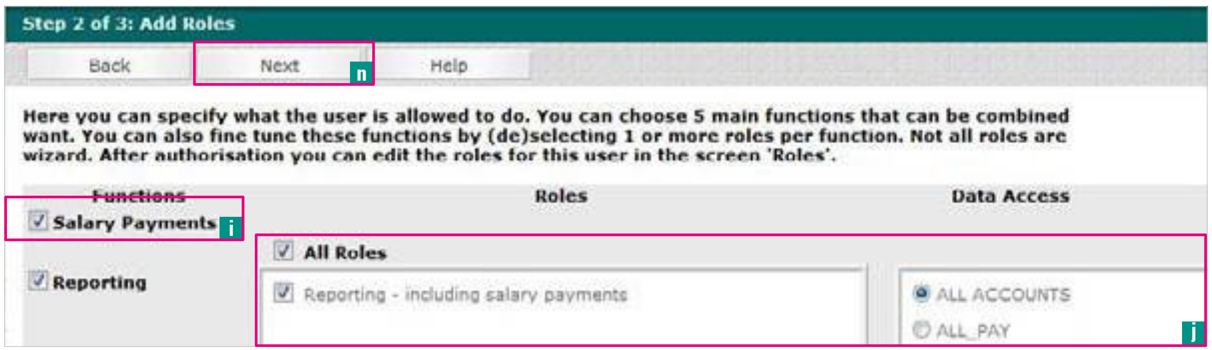
n. Click on Next.

i For a new Access Online contract the message No Policy(s) found will appear. This policy will be created in a later step.

o. Click on Next again.
p. Click on Submit.
q. In case another user need to be created, click on New and repeat steps a until p.
r. When all users have been created the entries need to be authorised. Click on Authorise Now.

i In case the button Authorise Now is disabled another administrator within your organisation should authorise before continuing with chapters 6 - 8.

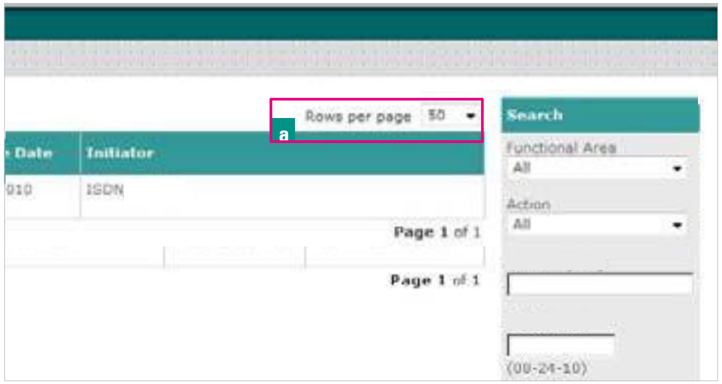
s. To authorise the added user(s) see 5. Authorise.

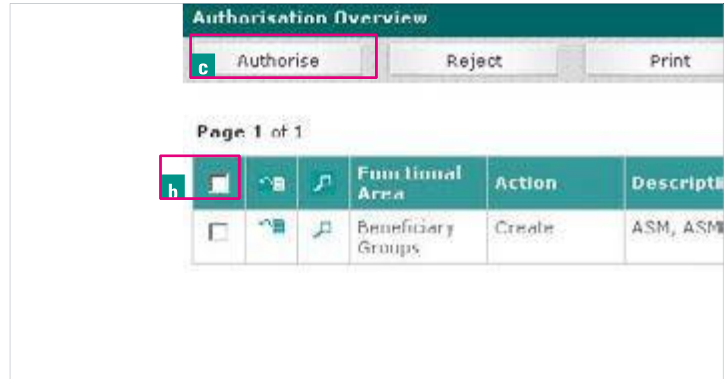


5. Authorise

Go to: Administration > Authorisation Overview

In the Authorisation Overview there is an overview of all pending requests to authorise (after authorisation the changes will be activated).





a. In case more than 50 items are ready to be authorised, it is possible to increase the number of Rows per page.

b. By checking the master checkbox in the header, all pending requests will be selected for authorisation.

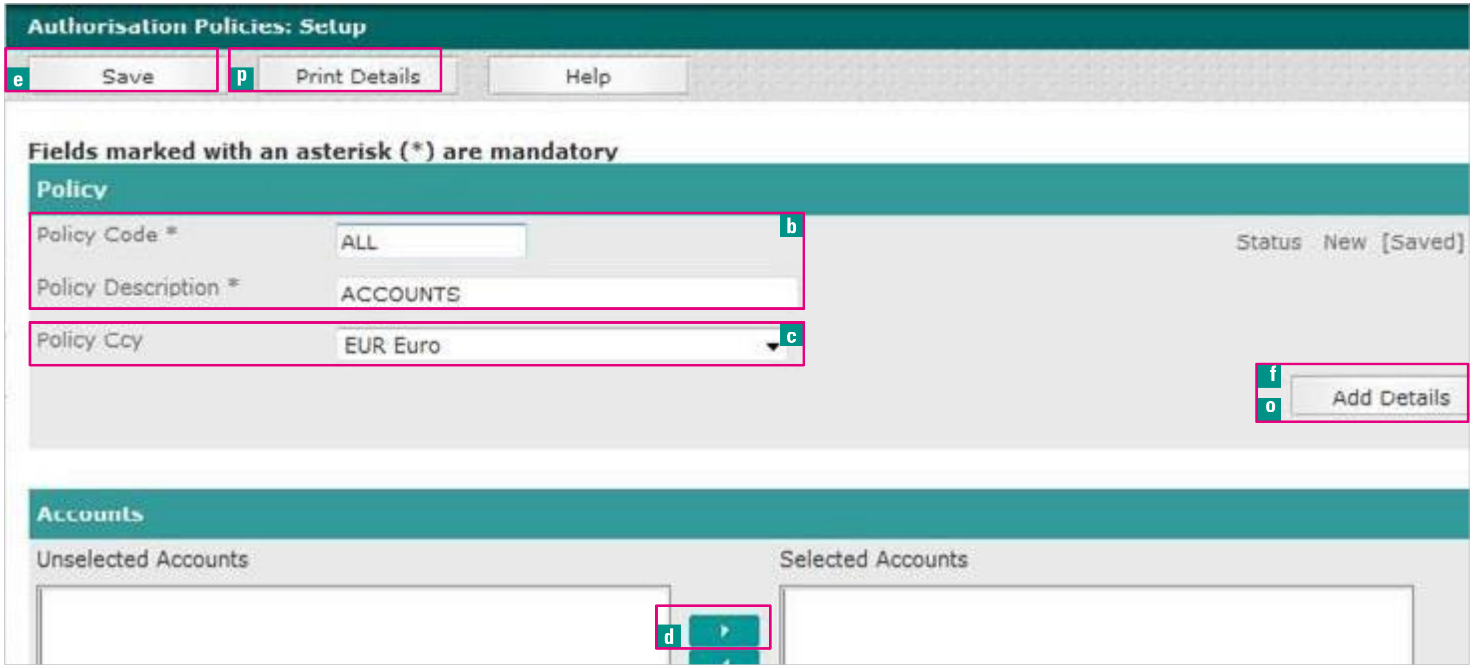
In case pending authorisation requests are visible but not selectable another administrator should perform the authorisation. Most likely your organisation has chosen to set the user administration of Access Online to dual control.

c. Click on Authorise.

d. Follow the instructions on your screen.

6. Authorisation Policies

Go to: Administration > Security > Autorisation Policies
The next step will help you to create your authorization policy.



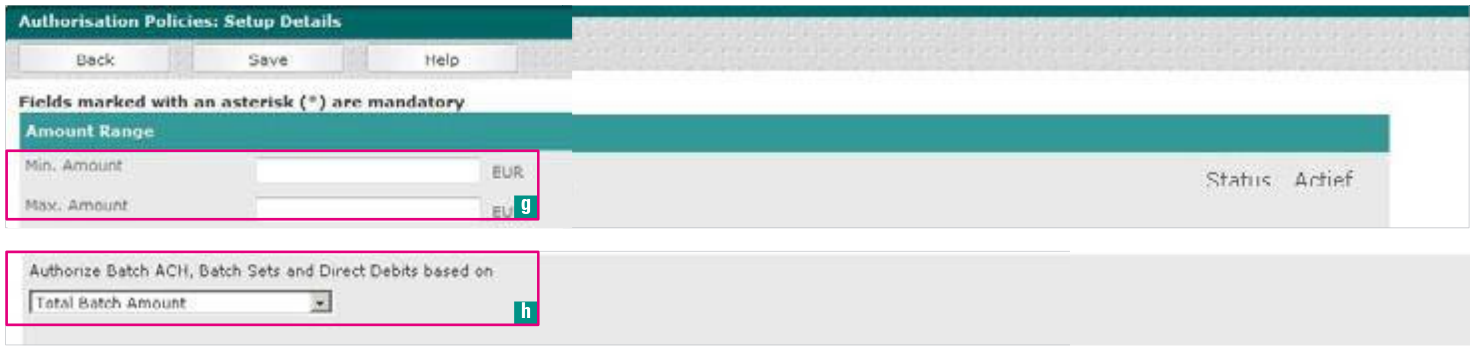
a. Click on New.
b. Fill in a Policy Code and a Policy Description.
c. Select the currency (Policy ccy).
d. For adding the accounts to the policy move the accounts one by one from the Unselected Accounts box to the Selected Accounts box OR click on [button] to move all accounts at once.
e. Click on Save.

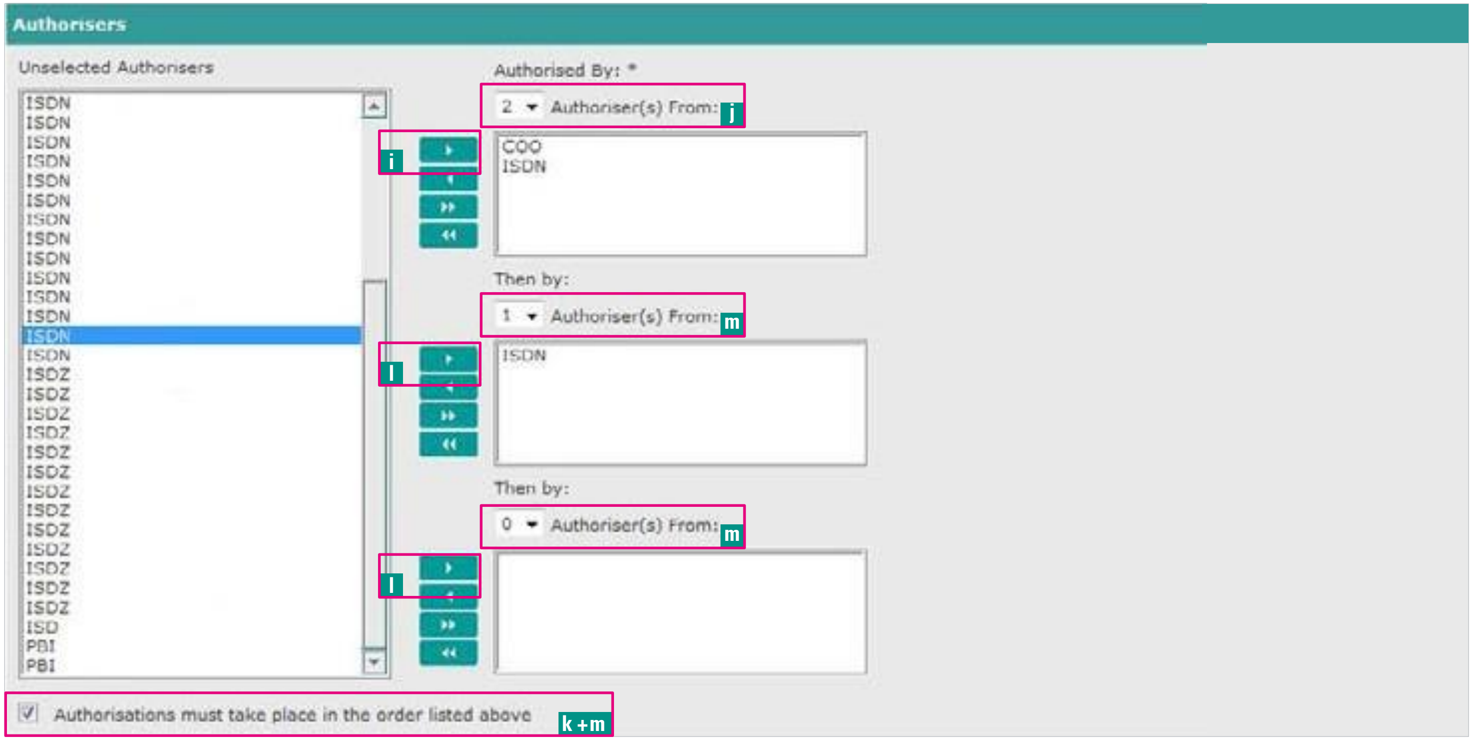
f. On the right side of the screen on the button Add Details appears. Click on this button.

g. Fill in the minimum and/or maximum amount. In case no maximum amount is provided, the maximum amount will be set to unlimited.

i Default all Payment Types and all Beneficiary Types are selected.

h. Select if for batches, sets and direct debits the amounts apply to the Total Batch Amount or the Highest Individual Transfer Amount.





i. It is possible to define up to three groups of users who have to sign payments:
   - I **Authorised by**
   - II **Then by**
   - III **Then by**

   In case the order in which the users sign a payment is important, you can indicate this as well.

j. Select the number of Authoriser(s) From to specify how many authorisers need to sign together for a payment.

k. Check the checkbox Authorisations must take place in the order listed above in case you have entered users in one or both the Then by boxes, and the order in which users sign is important.

l. Click on Save.

i The message that Policy Detail saved successfully will appear.

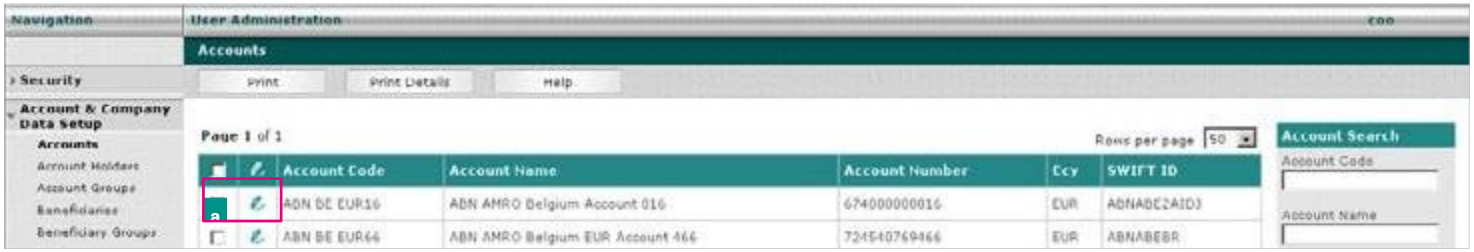
i In case an authorisation policy is created for amounts up to for example 100,000 Euro and an authorisation policy needs to be created for amounts exceeding 100,000 Euro, go to: Administration > Security > Authorisation Policies and click on to edit the policy. Repeat steps f until l to create new policy details.

m. Click on Submit.

n. Authorise the authorisation policy (see 5. Authorise).

7. Accounts

Go to: Administration > Account & Company Data setup > Accounts
By providing a name and code for each of your accounts, it is easy to keep track of your accounts in the Account Statements.



a. Click on to edit the account.

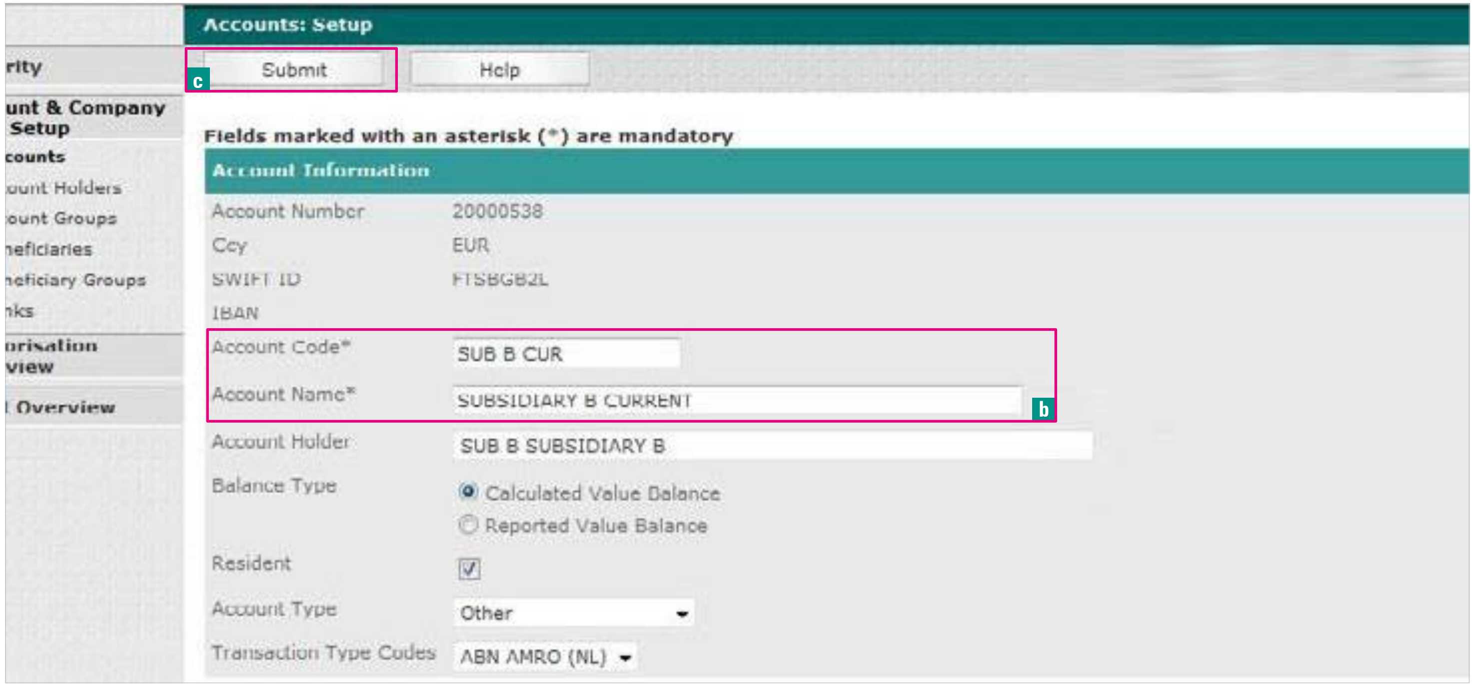
b. Fill in an Account Code and Account Name. For example use SUB B for Account Code and SUB B CURRENT for Account Name.

c. Click on Submit.

i The message Account updated successfully is shown. There is no need for authorisation.

d. Continue until all the accounts have been changed.

i It can take up to 10 minutes until the changes will be visible in the payment and reporting module.


Accounts: Setup
Submit
Help
c
rity
unt & Company Setup
counts
ount Holders
ount Groups
neficiaries
neficiary Groups
nks
orisation view
Overview
Fields marked with an asterisk (*) are mandatory
Account Information
Account Number
20000538
Ccy
EUR
SWIFT ID
FTSBGB2L
IBAN
Account Code*
SUB B CUR
Account Name*
SUBSIDIARY B CURRENT
b
Account Holder
SUB B SUBSIDIARY B
Balance Type
Calculated Value Balance
Reported Value Balance
Resident
Account Type
Other
Transaction Type Codes
ABN AMRO (NL)

Appendix

Most commonly used roles within Access Online

Reporting

- excluding salary payments;
- including salary payments (enable Salary Payments when using the User Wizard);
- dashboard account overview

Initiate Payments

- authorise beneficiary list (will automatically be added to your company DAP);
- change beneficiary list (will automatically be added to your company DAP);
- manage bank list;
- manage beneficiary list;
- download;
- manage download settings;
- initiate SEPA direct debit;
- initiate Dutch domestic payment;
- initiate single ACH payment;
- initiate wire payment;
- initiate model payment;
- track payments;
- view/initiate salary payments (enable Salary Payments when using the User Wizard);
- manage sets;
- upload payment files;
- view the result of uploaded payment files;
- manage upload profile;
- cancel warehoused payments;
- initiate batch.

Authorise Payments

- authorise;
- view the result of uploaded payment files;
- track payments.

Maintenance

- User admin - company preferences;
- accounts and account groups;
- policy management;
- manage users;
- authorise user administration changes;
- authorise beneficiary list (will automatically be added to your company DAP);
- change beneficiary list (will automatically be added to your company DAP).

Extended information

In the main menu of Access Online the User Manual and the Frequently Asked Questions (FAQ) can be found under help. There is also a Quick Start Guide Access Online for Payment and Reporting available. Both Quick Start Guides are also available in Dutch.