Rietumu Banka

Remote banking system Home Banking Version 5.5

User's Guide

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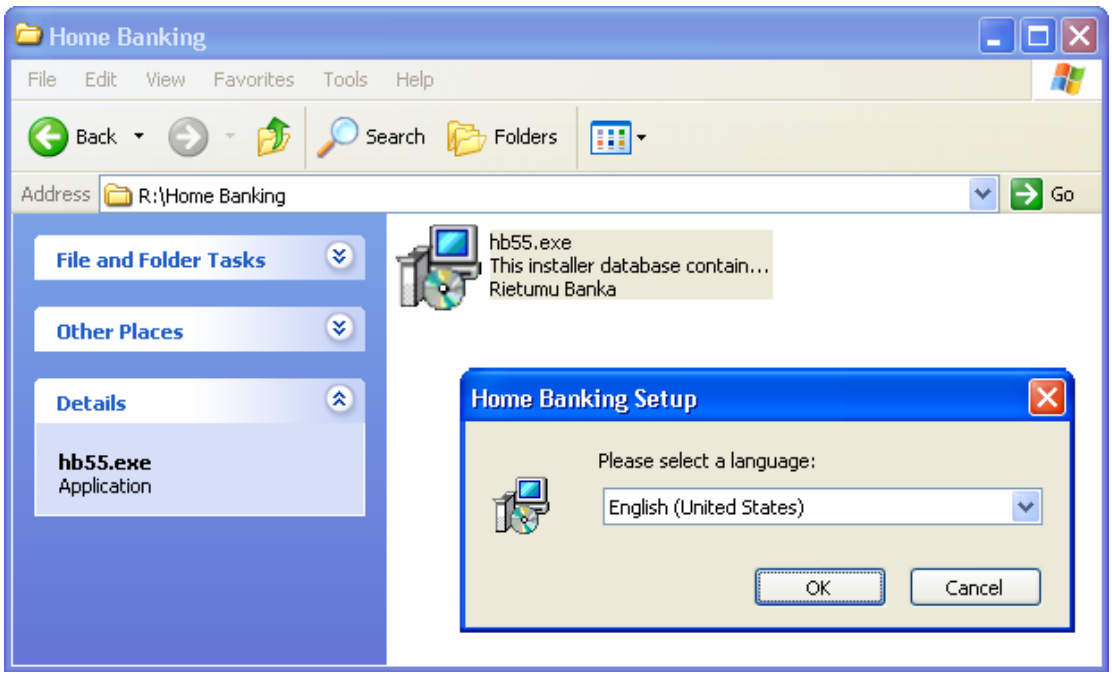
PC Technical Requirements

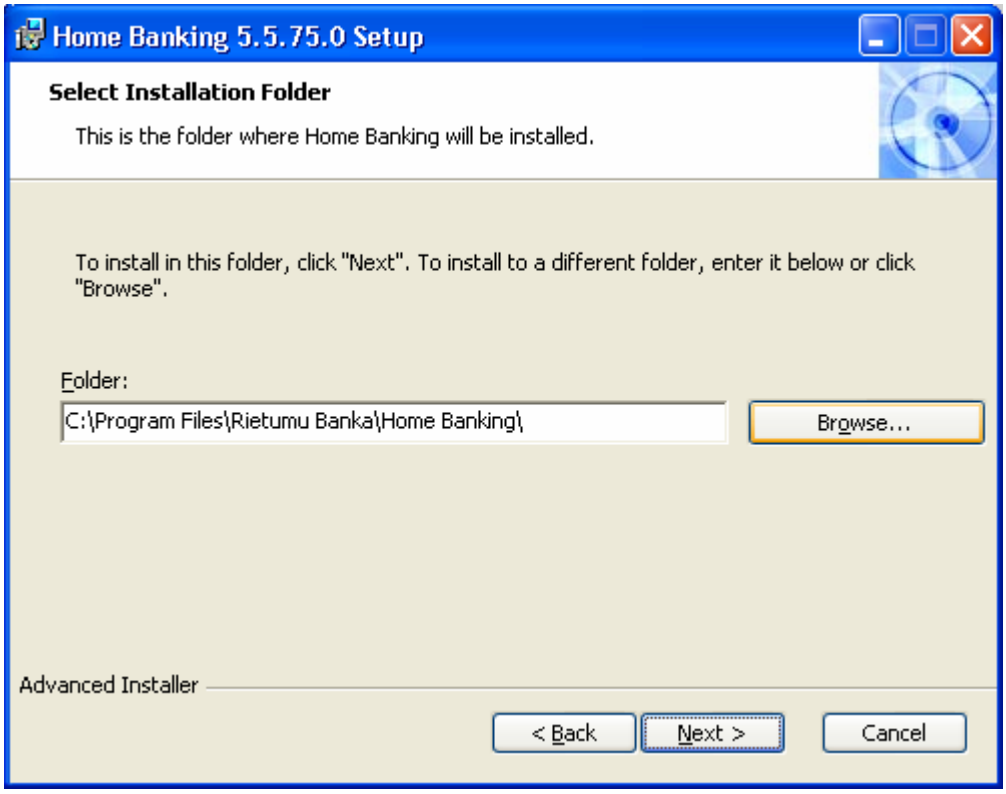
- Processor with frequency exceeding 800 MHz;
- 128 Mb of operating memory for the workstation as a minimum;
- 50 Mb of free disk space;
- At least 800x600 screen resolution, 1024x768 – recommended;
- Windows XP or Windows Vista operating system;
- TCP/IP protocol;
- CD-ROM drive or USB port for reading files with keys;
- Internet connection;
- Microsoft.NET Framework Version 2.0 (Microsoft Internet Explorer Version 5.01 or newer is required).

Installation

The programme is an integral part of Rietumu ID package (issued by the Bank). It can be located on a CD or a USB flash drive. You can also download the installation package from the Bank's website http://www.rietumu.com/hb/update.

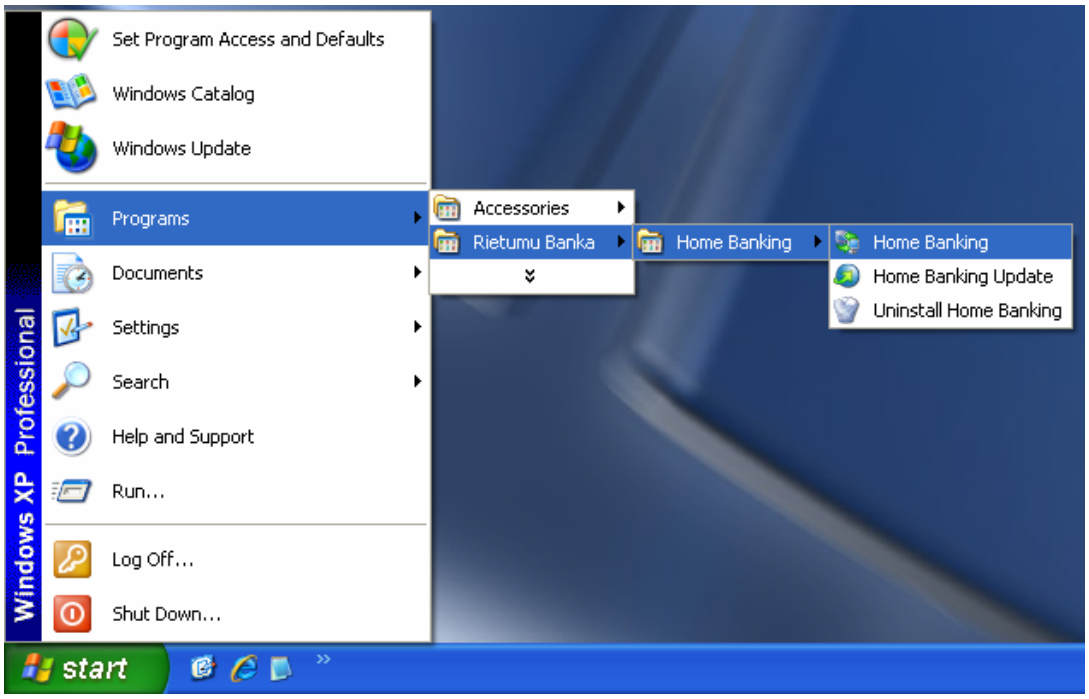
To start the installation process, open the file "**hb55.exe**".





After that the Home Banking installation wizard will offer you to select a folder, where the programme will be installed. By default, it is "C:\Program Files\Rietumu Banka\Homebanking System". If you would like to change the installation path, press "Browse" and specify a new path. Click on the "Next" button to proceed. When the installation process terminates, press "Finish". The programme is installed.

Launch of Home Banking



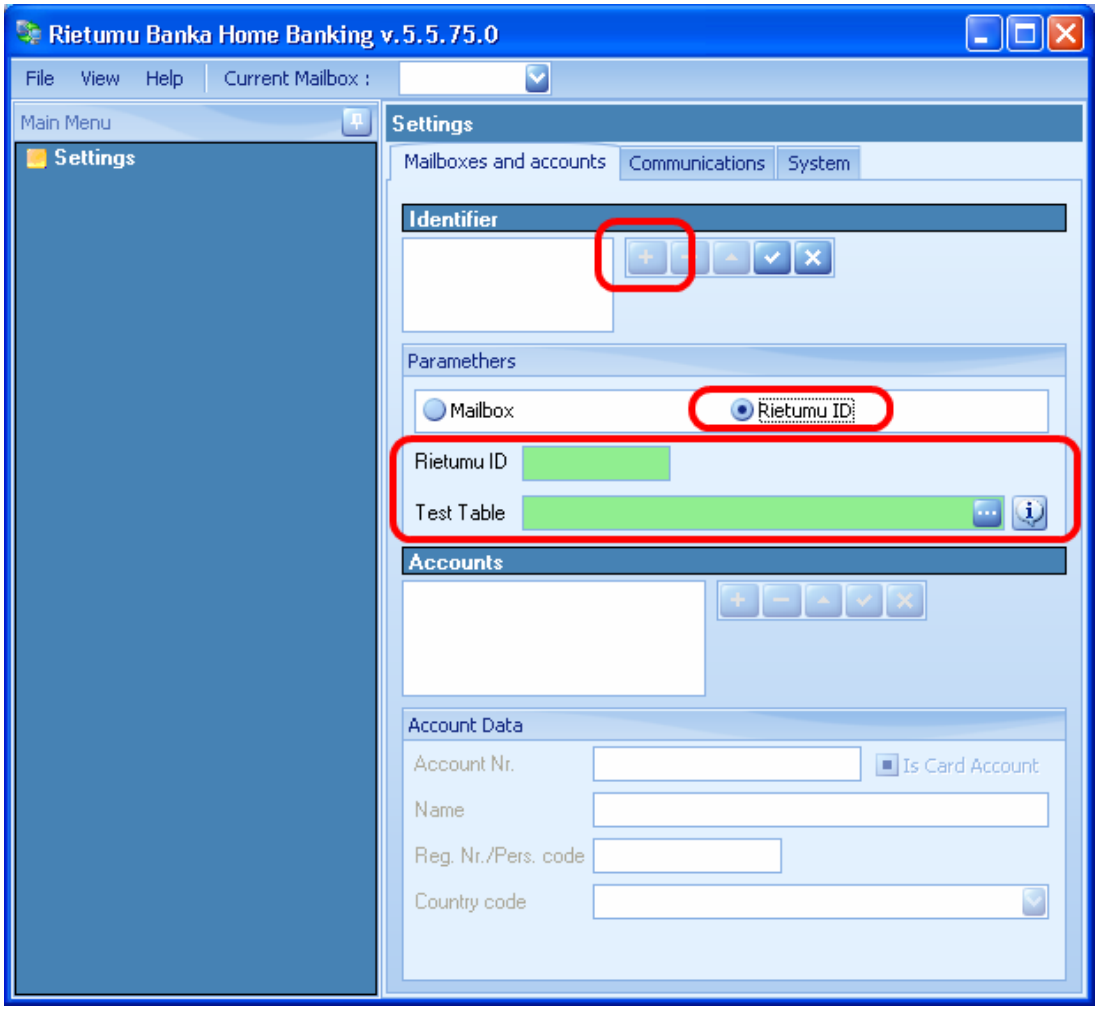
To launch the programme, follow **Start** → **Programs** → **Rietumu Banka** → **Home Banking** → **Home Banking**. A dialogue box will appear on the screen, where you will be offered to enter your username and password. "**Admin**" is a default username, default password – "**homebank**". We recommend you to change the programme login password. More detailed information on password change is provided in section 6 of this guide.

You can select the preferred interface language by pressing .

After that press "OK" to launch the programme and to enter the "**Settings**" menu.

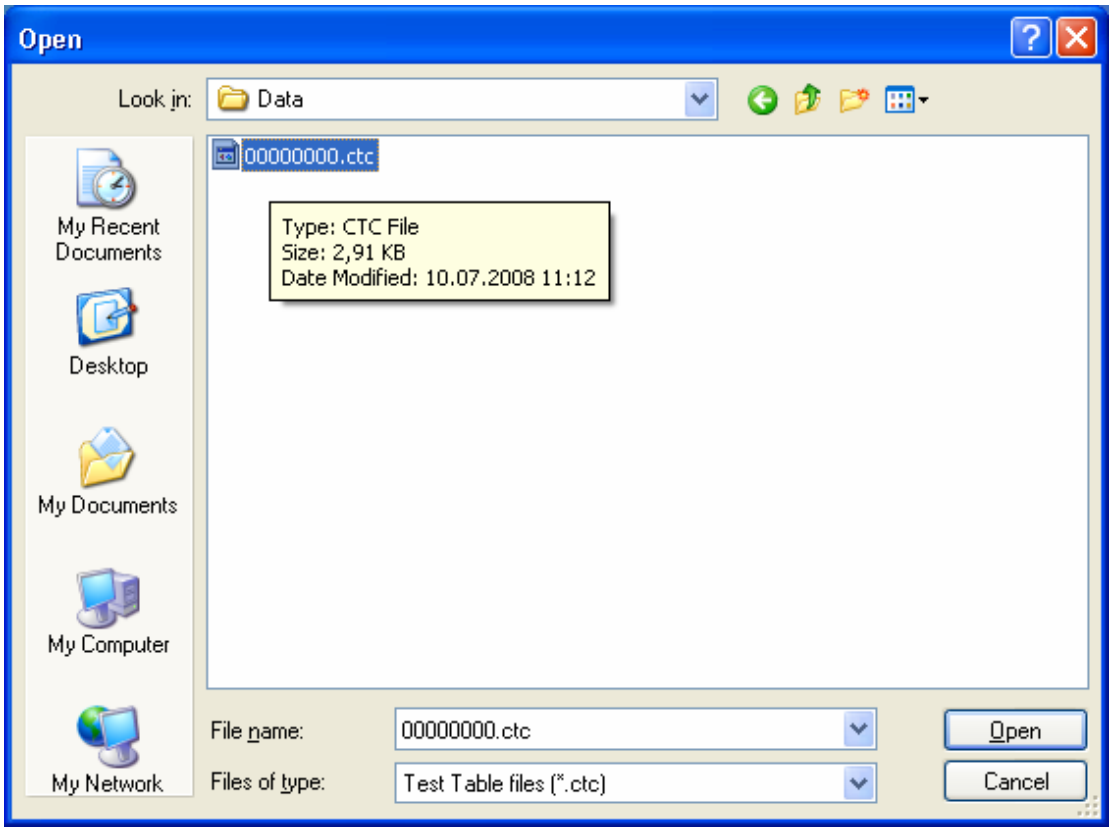
Programme settings for RIETUMU ID package

To tailor the programme to the Rietumu ID package, you have to press "**Add**" and select "**Rietumu ID**" in the "**Parameters**" window of the "**Settings – Mailboxes and accounts**" tab at first.



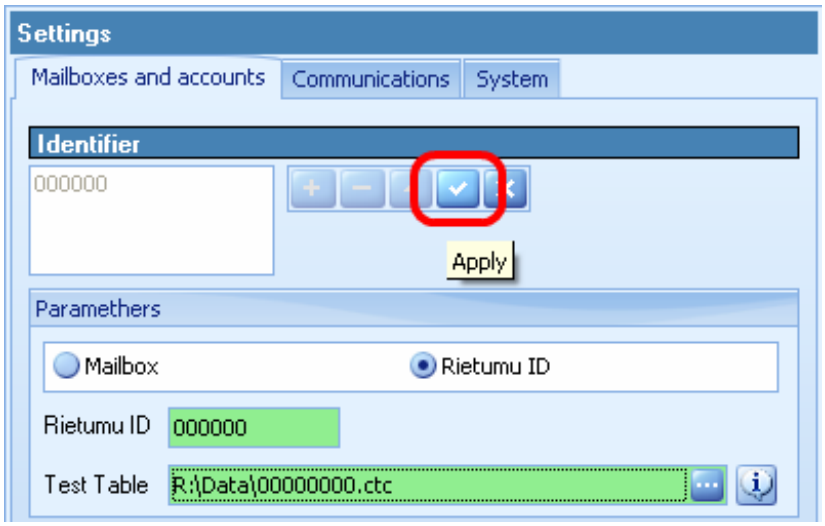
Then, in the "**Rietumu ID**" field, you have to specify your Rietumu ID number (it can be found on the reverse side of the identification package and in the PIN envelope).

In the "**Test table**" field, specify a path to the file with test tables by pressing . An open file dialogue box will appear on the screen:



This file is located in the "Data" folder on the CD or USB flash drive inside your Rietumu ID package and has an extension ".ctc".

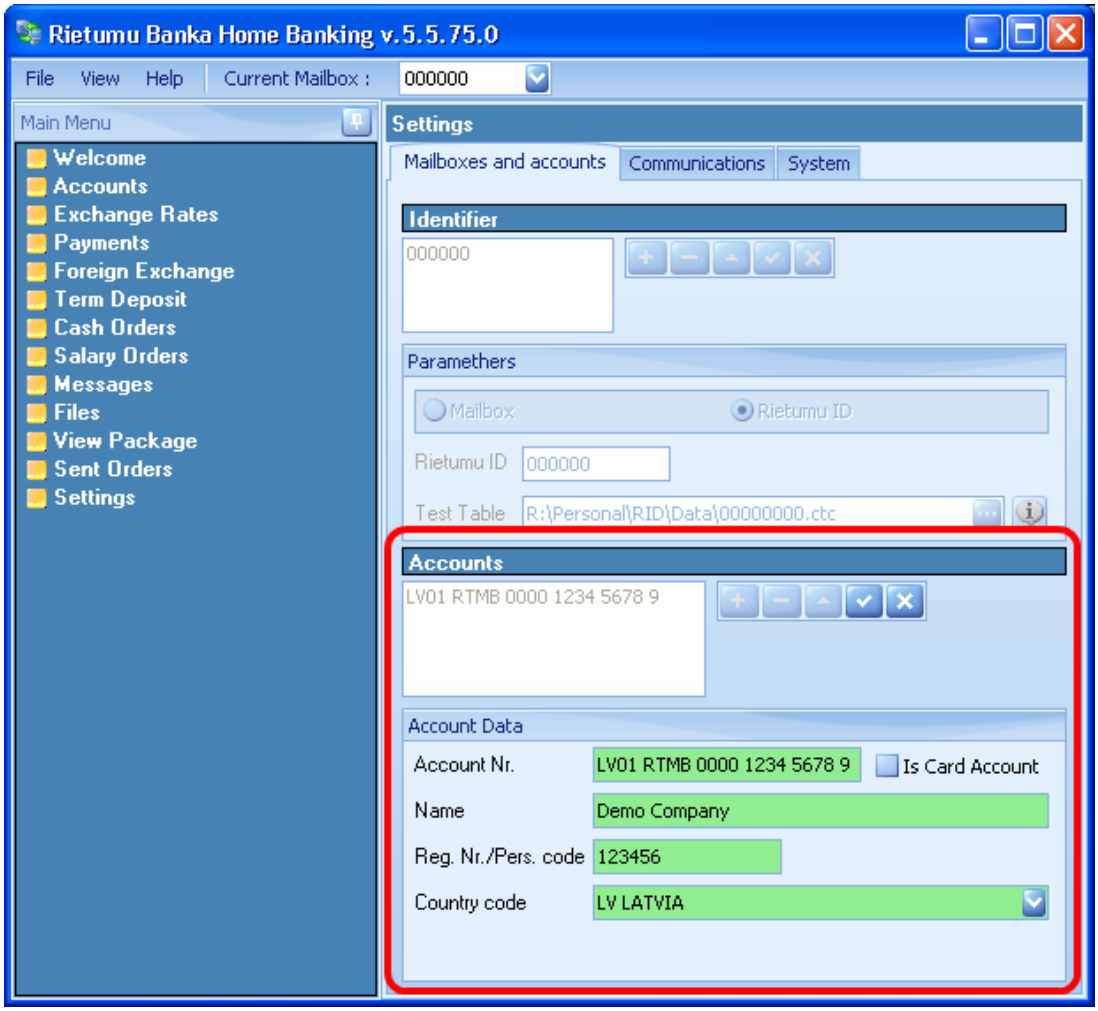
Press "**Open**", when you select the file with the test tables.



Having entered all parameters, press "**Apply**" .

Account settings

Saving the settings in the "Parameters" section activates the "**Add**" button in the "**Accounts**" section. Use this button to add accounts you would like to manage via Home Banking. The "**Accounts**" section looks as follows:



You can add, edit or delete accounts from the list by using "**Add**" , "**Edit**" and "**Delete**" buttons, respectively.

When adding an account to the list, you have to specify the account details, mentioned below.

Enter the account number that you will manage via Home Banking in the field "**Account Nr**". The account must be specified in IBAN format (21 symbols).

Tick the "**Is Card account**" box, if you enter a card account number.

Then, in the "**Name**" field, enter:

- Name of your company – if the account belongs to a legal entity;
- Name and surname – if the account belongs to a private entity.

Enter the registration number of your company or your ID code in the field "**Reg. Nr./Pers. code**".

NB! Only residents of Latvia have to fill in the "Reg. Nr./Pers. code" field.

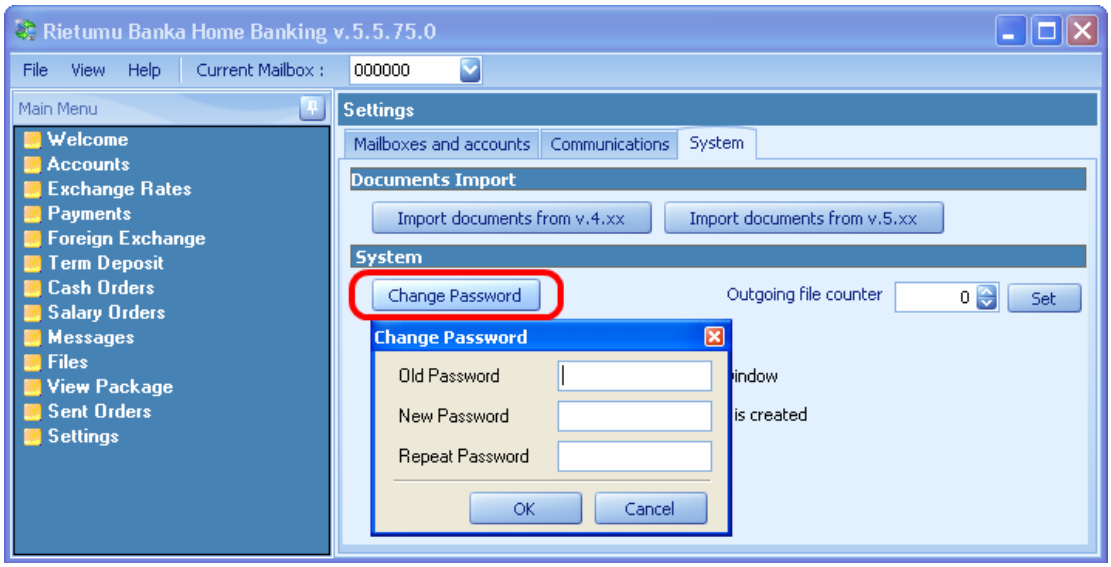
In the field "**Country code**", please enter:

- a country, where your company is registered – if the account belongs to the legal entity;
- a country of residence of the account holder – if the account belongs to the private entity.

Upon filling in the account data, save the settings by clicking "**Apply**" .

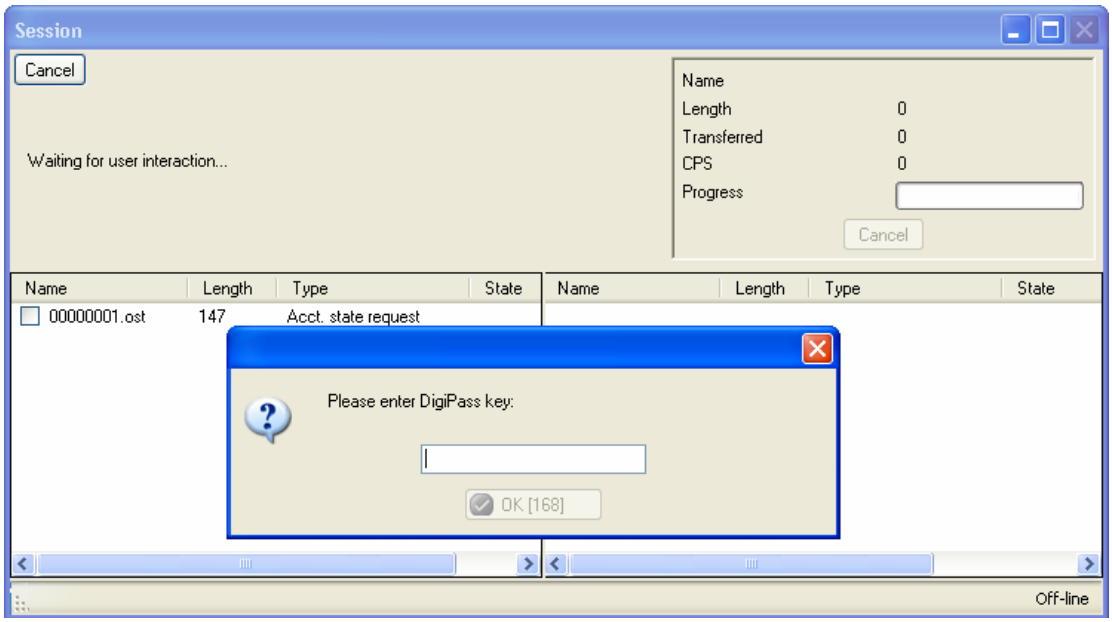
Login password change

You can change the programme login password using the "**Change Password**" function in the "**Settings**" menu, the "**Program**" tab.



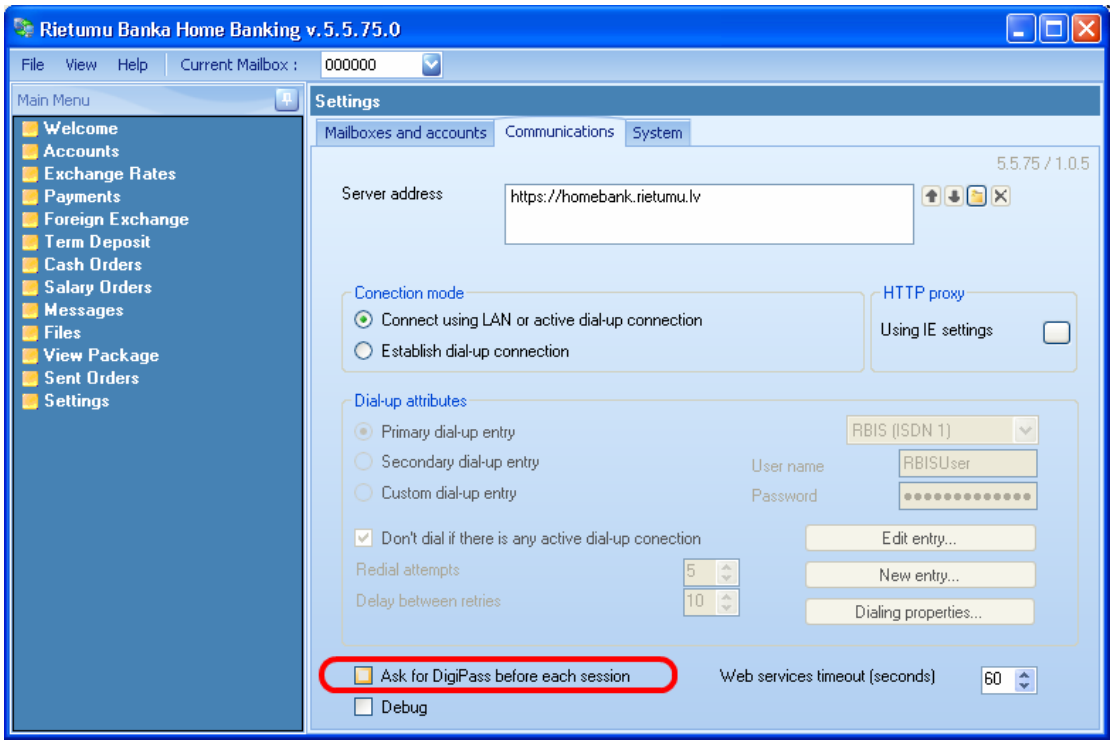
Sending requests and orders to the Bank

When sending requests or orders to the Bank, you have to enter a one-time password that is generated using a DigiPass device that you received as part of your Rietumu ID package.



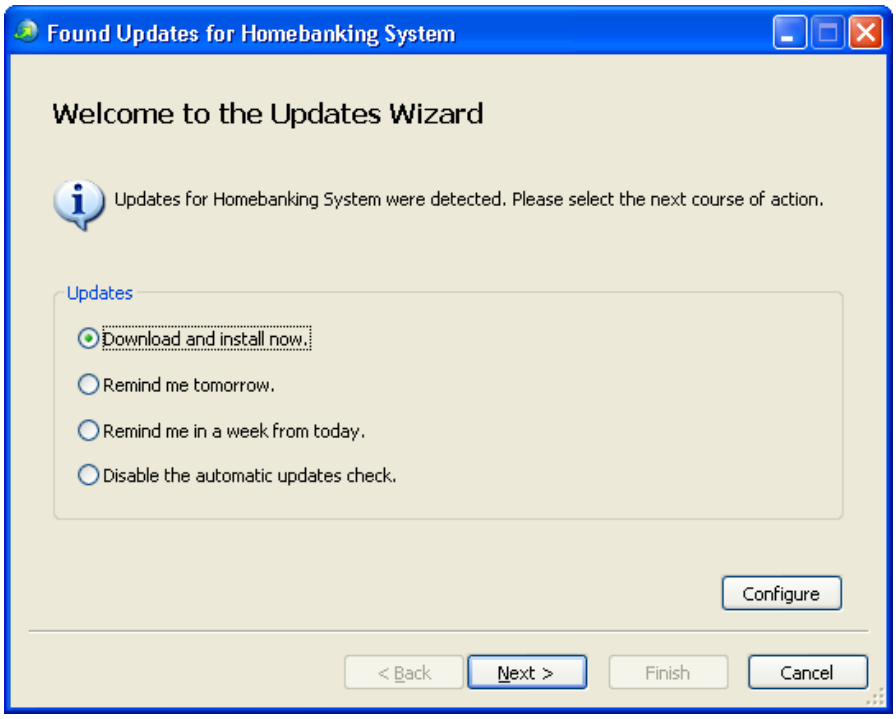
Once the one-time password is approved, it will not be requested during further connections. The programme will request to enter the password once again only when you exit and enter the programme again.

You can also change the programme settings in such a way that the one-time password will be requested each time you connect to the Bank – tick the box "**Ask for DigiPass before each session**".



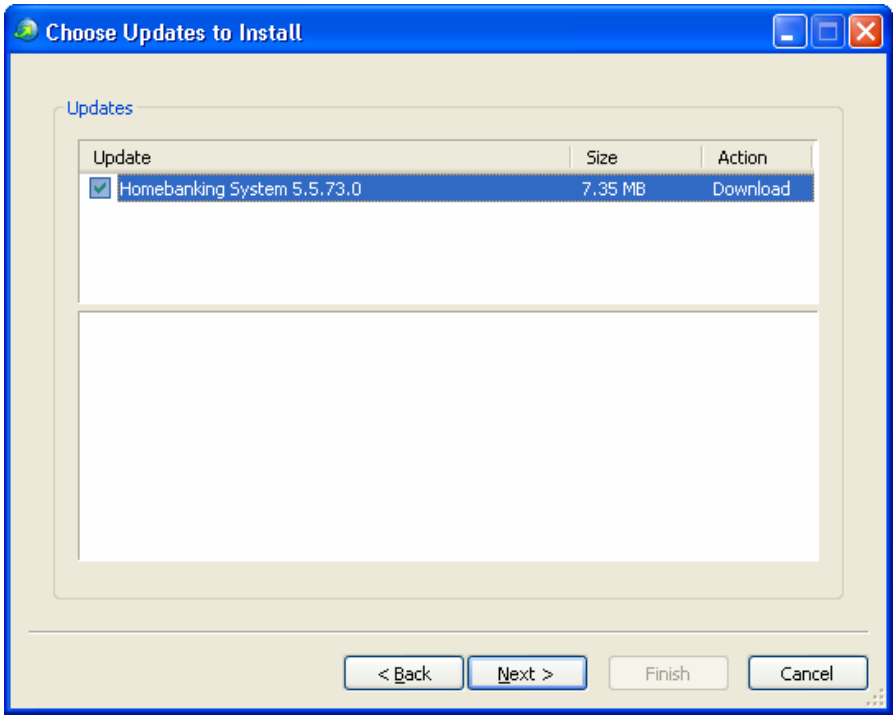
Programme update

The Home Banking programme is able to perform automatic updates. As you have entered the programme, it addresses the server and, if there are updates available, the following window appears on the screen:

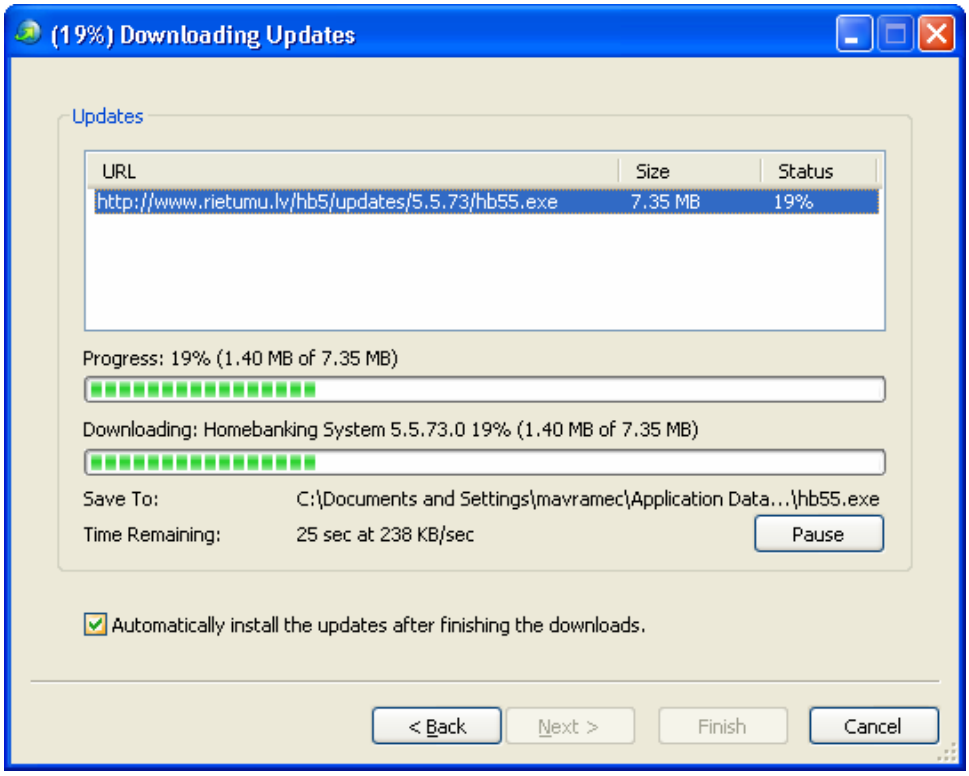


To install the update, click on the "**Next >**" button. The "**Configure**" button allows setting the updates frequency and choosing a folder for downloading temporary files.

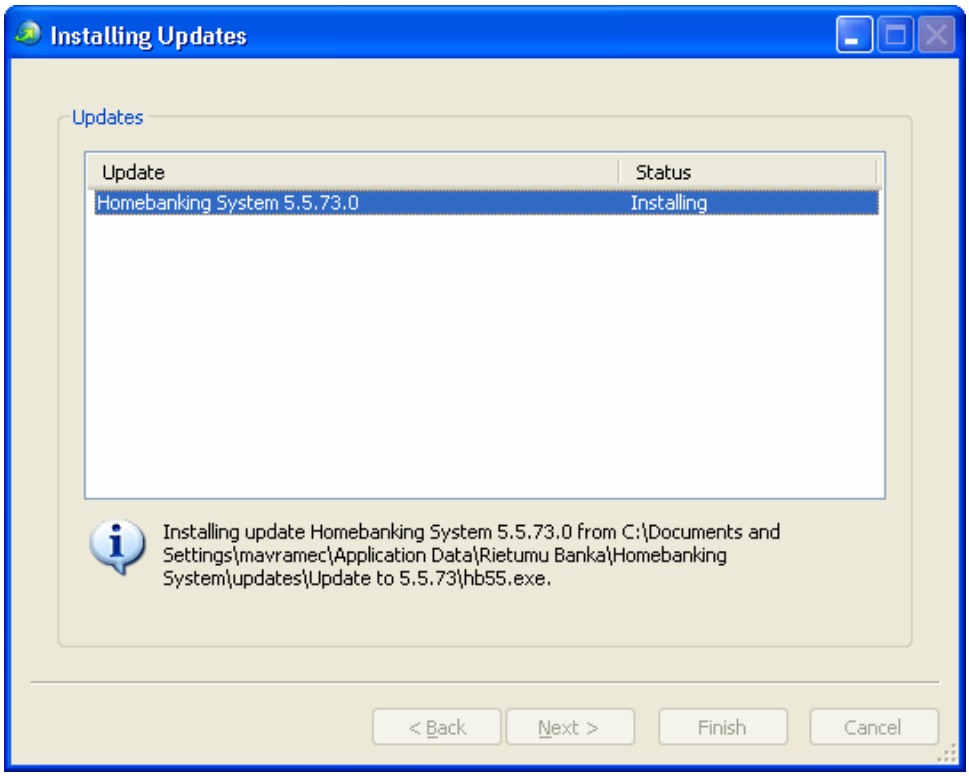
The following window will list the available updates:



To proceed, click on the "**Next >**" button. This will start the process of downloading updates from the Bank's website.

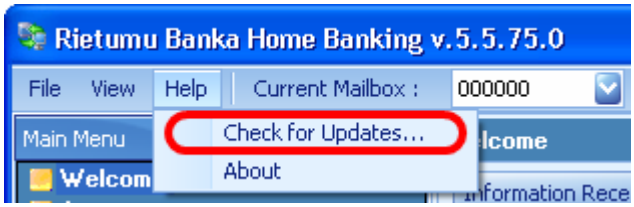


When the installation is finished, the Home Banking window will be automatically closed and the following window will be displayed on the screen:

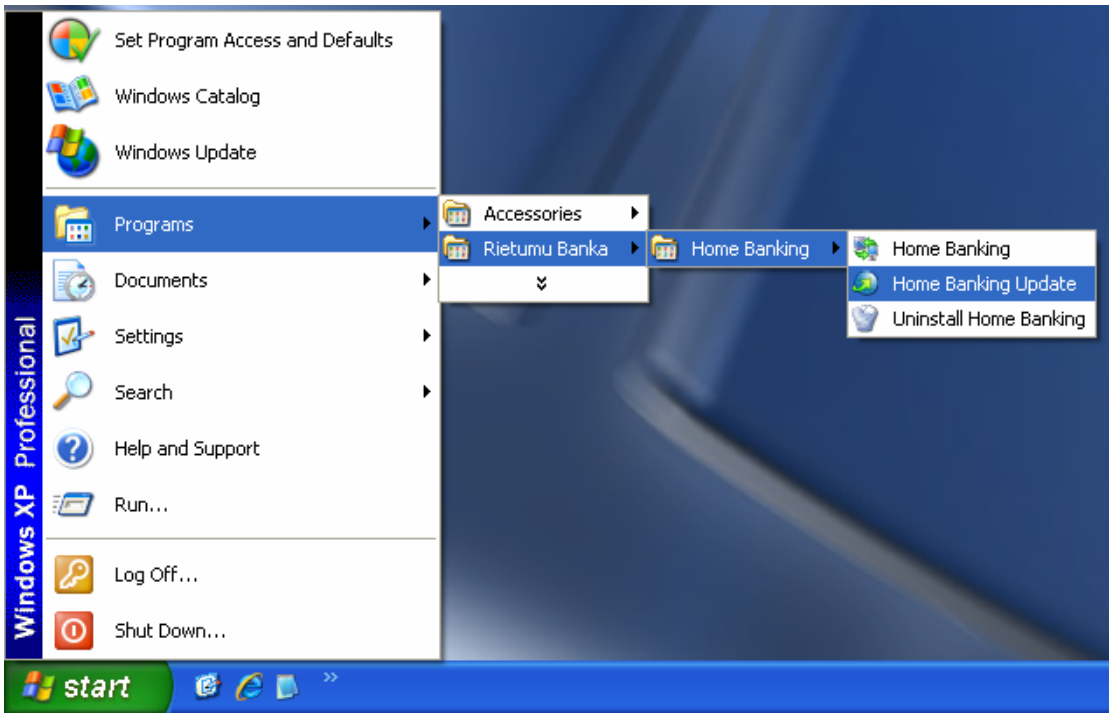


When the updates are successfully installed, a dialogue window for the user name and password entry will appear on the screen.

The programme update can also be initiated manually: enter "**Help**" menu, and then choose "**Check for updates**" option.



You can alternatively enter "**Start**" menu → "**Programs**" → **Rietumu Banka** → **Home Banking System** → **Home Banking Update**.



In case of any queries regarding the programme, please contact our Home Banking customer service group via phone **(+371) 67025587**.