Quickguide

Initialization with Smartphone UC Mobile Token

hilfe.hvb.de
gtb-center@unicredit.de

UniCredit

Inhalt

USER TYPES

UniCredit Corporate Portal is available for various user groups.

Therefore, we offer user group-specific activation methods that allow Corporate Portal users to initialize their security method.

MAIN USERS/BANK MAINTAINED USERS

Main users are users created by the bank. These users have been authenticated by the bank including official documentation. Here the Global Portal ID can also start with a "BM".

After the initialization process, main users are activated via the initialization letter (Ini letter). This letter is signed and then sent to ccc-ini@unicredit.de

LOCAL USERS

Local users are users generated by main users/administrators at customer site. These users have not been authenticated by the bank and are therefore only locally administered.

After the initialization process, the initialization letter (Ini letter) can be printed, the release is done by the main user/administrator of the customer.

Usually, the Global Portal IDs of these users start with an "L".

DIGITAL-ONBOARDING

Users that have been created by the customer themselves via Digital Administration and have authenticated themselves with video identification during the process.

After the initialization process, these users can be activated via the SMS-TAN or the initialization letter.
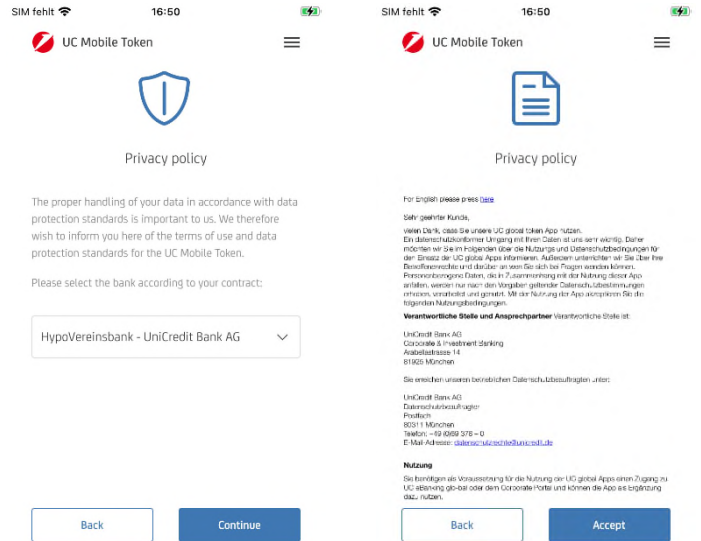
INITIALIZATION

STEP 1:

Download the UC Mobile Token app from the App Store for iOS or from the Google Playstore for Android smartphones.
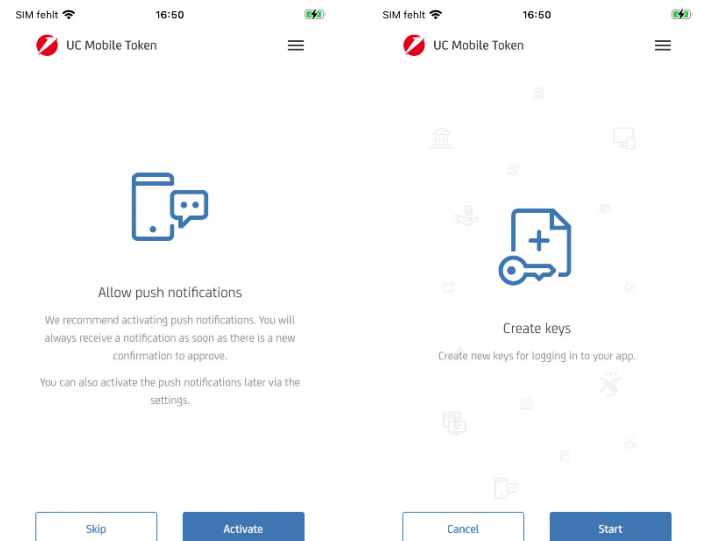
Select HypoVereinsbank - UniCredit in the app.

Accept the privacy policy

STEP 2:
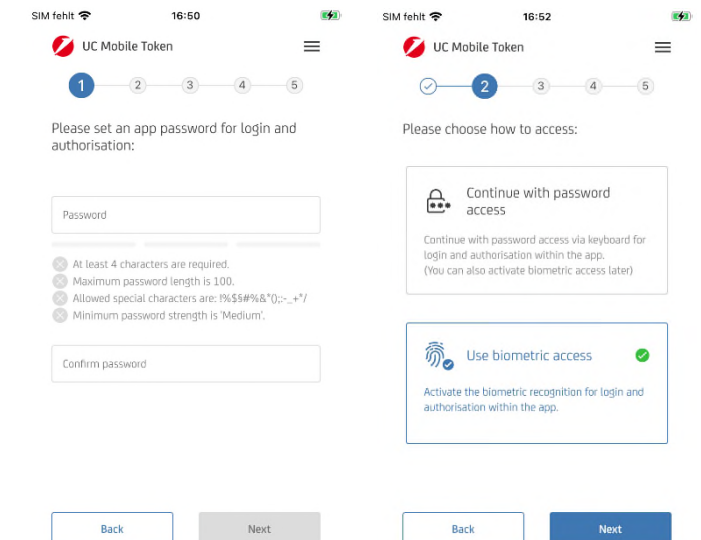
Activate the push notifications

Then start creating your key

STEP 3:

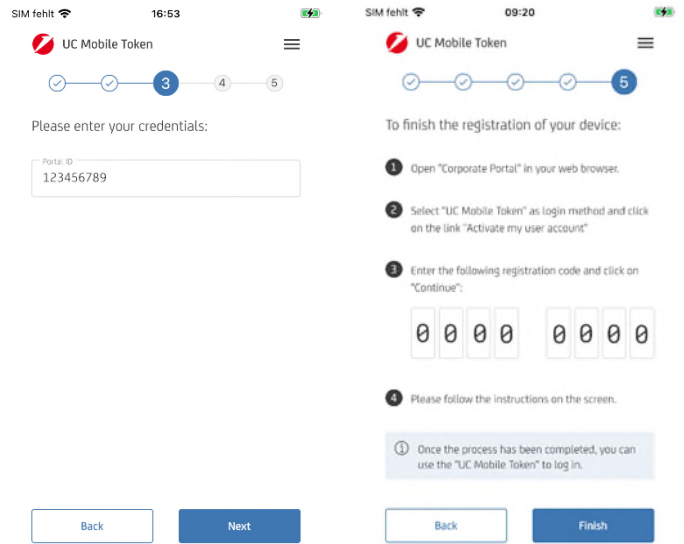In the next step, select your password and consider the displayed minimum requirements.

If supported by your smartphone, you can enable biometric recognition

STEP 4:

Enter your Corporate Portal ID, which was given to you during the onboarding process, via the Welcome Letters or by the main user.

Please make a note of the registration code, you will need it in a later step

STEP 5:

Open the address https://corporateportal.unicredit.de/ in your browser.

Select UC Mobile Token in menu under Login Procedure

Click Activate my user account

STEP 6:

You will need the registration code that was displayed when you set up the Mobile Token.

Enter the registration code in the fields provided and confirm your entry by clicking Continue.

On the next page you will see the unlocking options that are available to you

STEP 7:

Before you can log in to your Corporate Portal, your access must be activated. To do this, we recommend the initialization letter.

RELEASE YOUR PORTAL ID

INITIALIZATION LETTER

You print an initialization letter, which you sign and send to us.
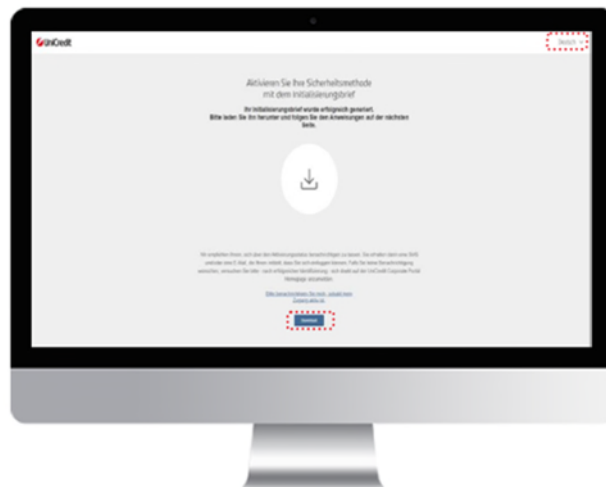
STEP 1:

If you have selected INI letter as release option, you will be redirected to the download of the INI letter.

Please click Download.

If you click on the notification link, you can enter your cell phone number and/or email address to be notified when the activation has taken place.

Please note that you can change the language setting (English/German) at any time by clicking the drop-down menu on the right side of the page
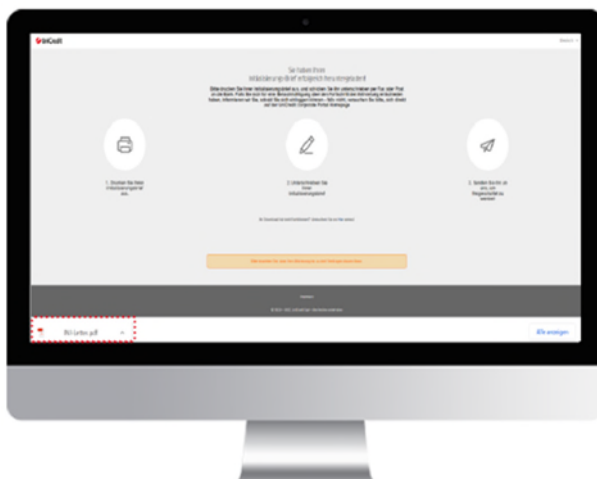

STEP 2:

The Ini letter is downloaded.

Please proceed to print the INI letter and fill in the requested information, sign the INI letter.

On the INI letter you will find the information whether you need to send the INI letter to your administrator or to the bank. This depends on your authorization.

If you are a power user or a bank authorized user, please send the INI letter to: ccc-ini@unicredit.de.

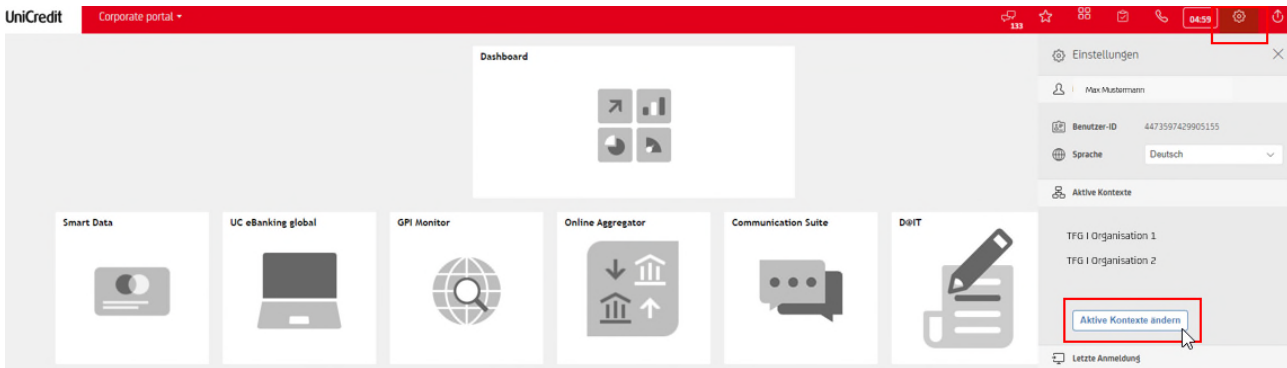If activated in step 1, you will be informed by email after successful activation.
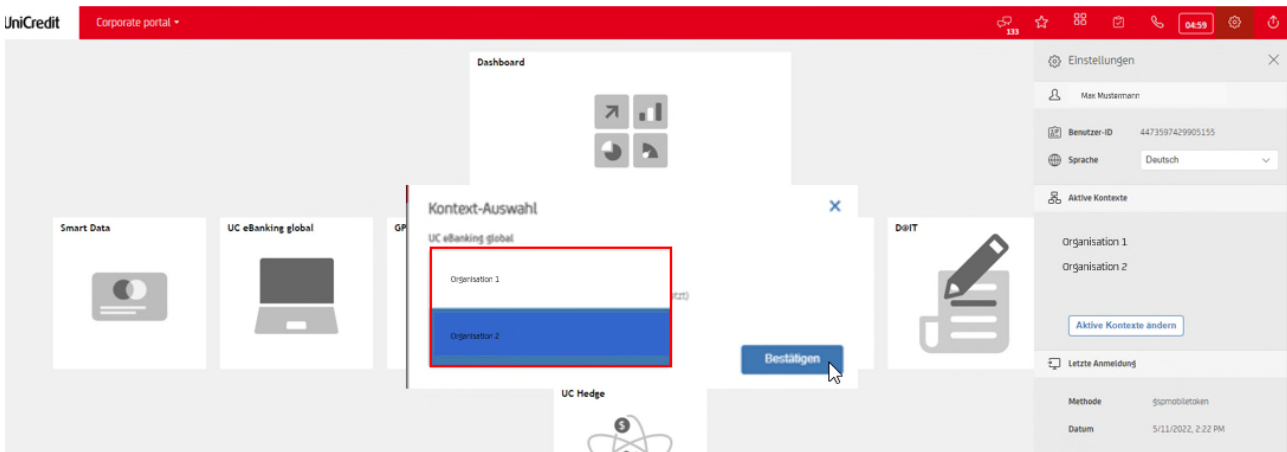
SELECT YOUR ORGANIZATION

CONTEXT SELECTION

If you have access to multiple organizations through your Portal ID, Corporate Portals gives you the option to switch between organizations.

Click on the "Settings". You will then see the individual applications and associated organizations under "Active contexts".

Via "Change active contexts" you can change the organization.

Select the organization and confirm your selection.

After that, the applications of your chosen organization will be available to you.