

Quickguide



Corporate Portal

Initialization with PhotoTAN

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 **UniCredit**

Inhalt

USER TYPES

PHOTO TAN

INITIALIZATION

CHANGE OF PHOTO TAN GENERATOR

RELEASE YOUR PORTAL ID

INITIALIZATION LETTER

SELECT YOUR ORGANIZATION

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.

PHOTO TAN

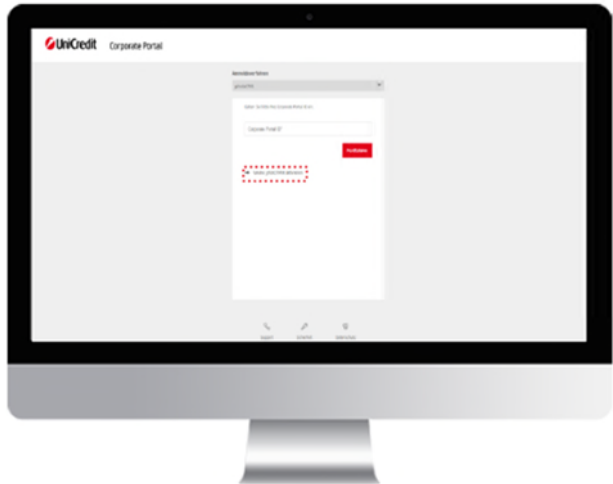
INITIALIZATION

STEP 1:

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

Select Photo TAN in the menu under Login procedure

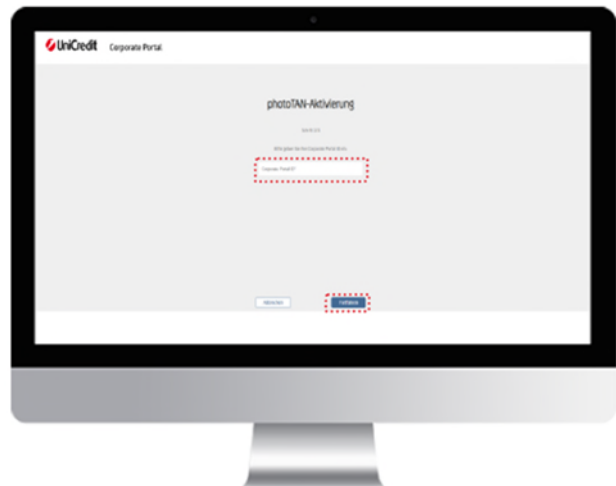
Click on Activate my Photo TAN



STEP 2:

Please enter your Corporate Global Portal ID that was provided to you during the Digital Onboarding process, via the Welcome Letter, or by the Primary User.

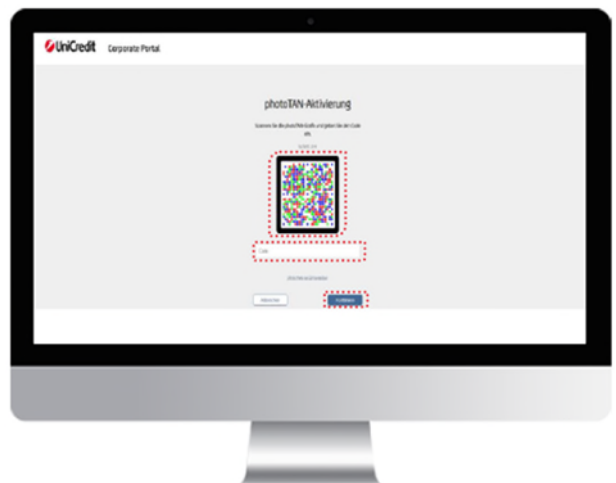
Click Continue



STEP 3:

Turn on your PhotoTan device, follow the instructions displayed on the device and scan the PhotoTAN image displayed on the monitor. Enter and confirm a PIN of at least five digits on your PhotoTAN device.

Then enter the code displayed on your PhotoTAN device and click Continue



STEP 4:

Click on "Done" on the PhotoTAN device and confirm the successful pairing by clicking on "Yes".

Click "Next" on the device and scan the PhotoTAN image displayed on the monitor.

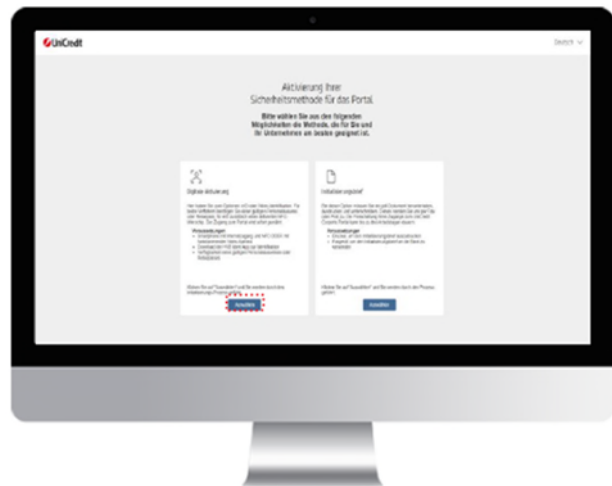
After that, please enter the code that is displayed on your device.

Click Continue



STEP 5:

Before you can log in to your Corporate Portal, your access must still be activated. To do this, choose the activation method that suits you best. For more information, see the chapter "Unlocking your Portal ID" in these instructions.



CHANGE OF THE PHOTOTAN GENERATOR

If you want to change your PhotoTAN generator or forget your PIN, you must reset the old access and start the INI process described above again.

To reset your access, contact the support by providing your portal ID (see last page for contact details).

RELEASE YOUR PORTAL ID

INITIALIZATION LETTER

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

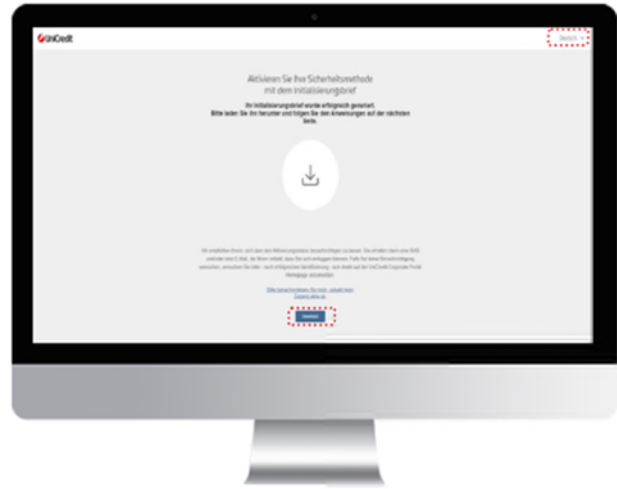
STEP 1:

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:

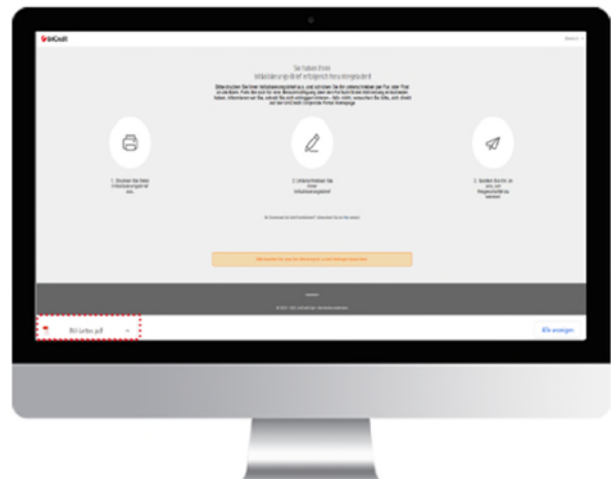
The Ini letter is downloaded

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.



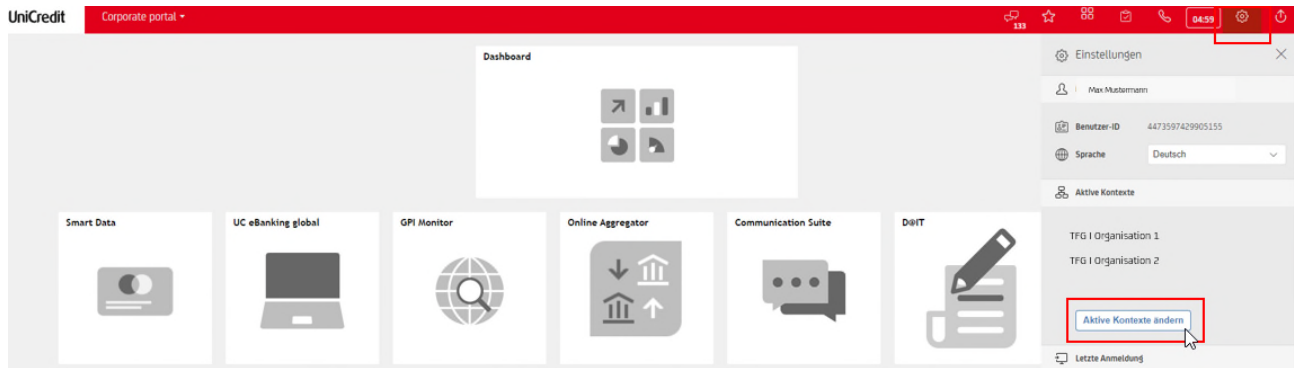
SELECT YOUR ORGANIZATION

CONTEXT SELECTION

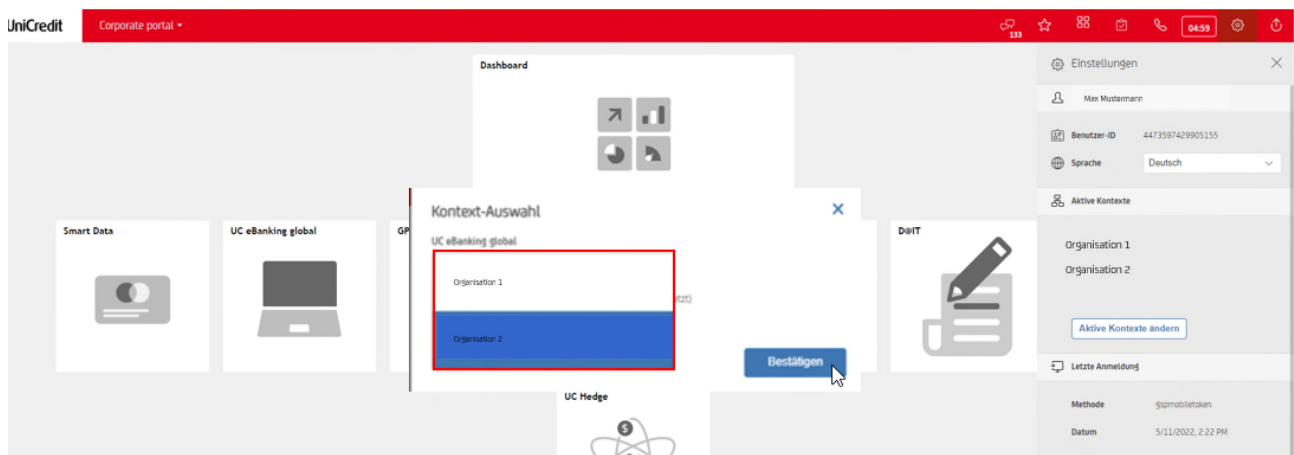
If you have access to multiple organizations through your Portal ID, Corporate Portals gives you the option to switch between organizations.

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.