Master control Instruction in Bulbank Online

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UniCredit Bulbank

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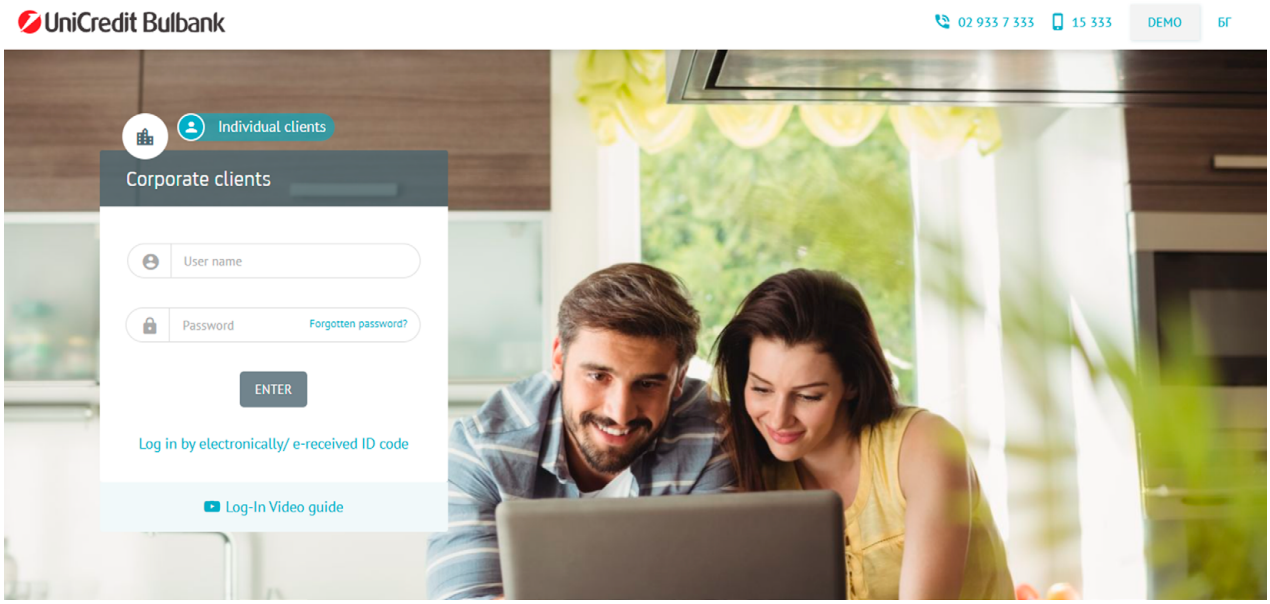
Introduction

The functionality is related to a new role entitled **Master control** in Bulbank Online. It allows a legal representative or other explicitly authorised user in Bulbank Online at a given company to check a Bank Client Data Overview:

- Bank Client Information
- Bank Client Accounts
- Bank Client Users
- Products and functionalities used by the Bank Client
- As well to add/remove/modify payment rights.

To have access to the role Master Control in Bulbank Online, you need to provide the Bank with a signed Request.

To log in to Bulbank Online, enter the username and password.

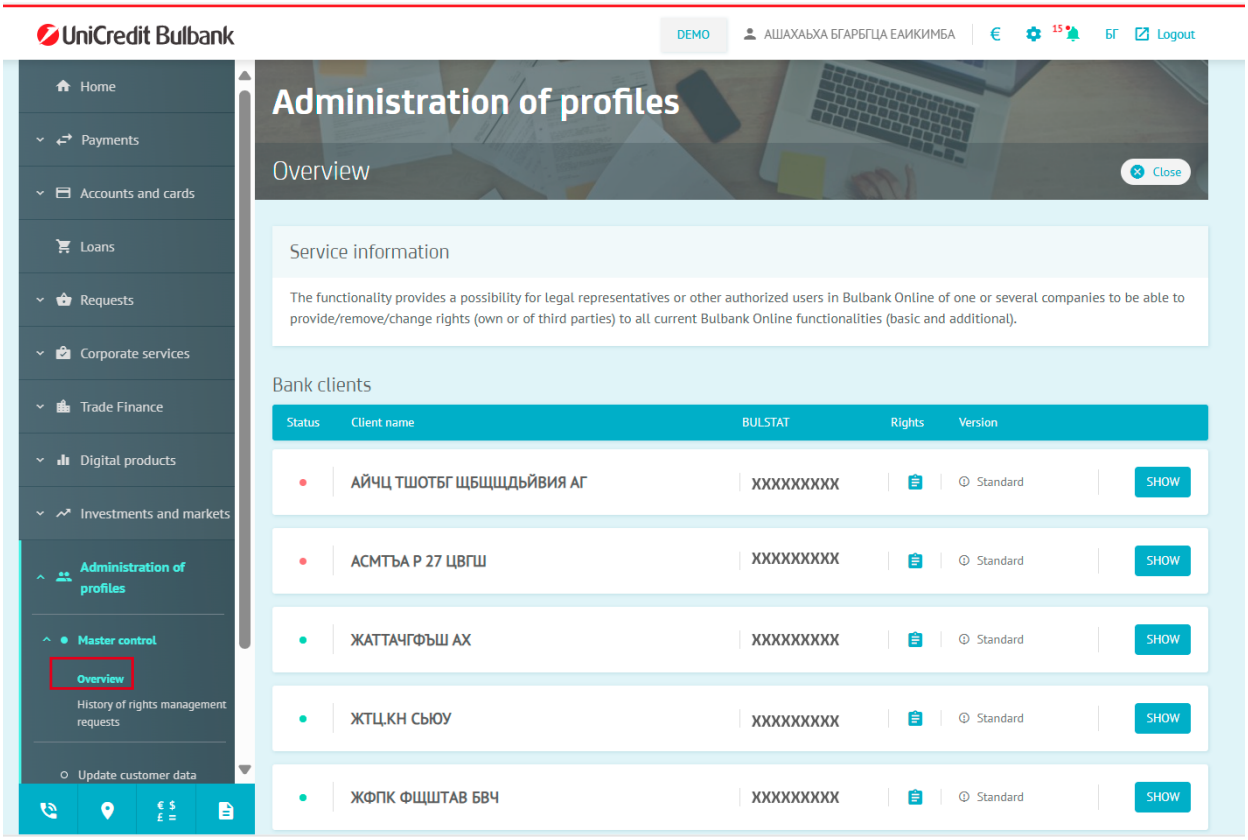


After successfully logging in Bulbank Online, the **Master control** functionality can be found in the menu **Administration of Profiles**. As a user, you can choose between two options:

- **Overview**
- **History of rights management requests**

Submenu “Overview”

When clicking on the **„Overview“** submenu, a list of bank clients is displayed. Users with a **Master control** role can see basic data for each of the companies: **name, BULSTAT, and how to access Master control** (through an automatic check in the public registers or through a submitted Request).

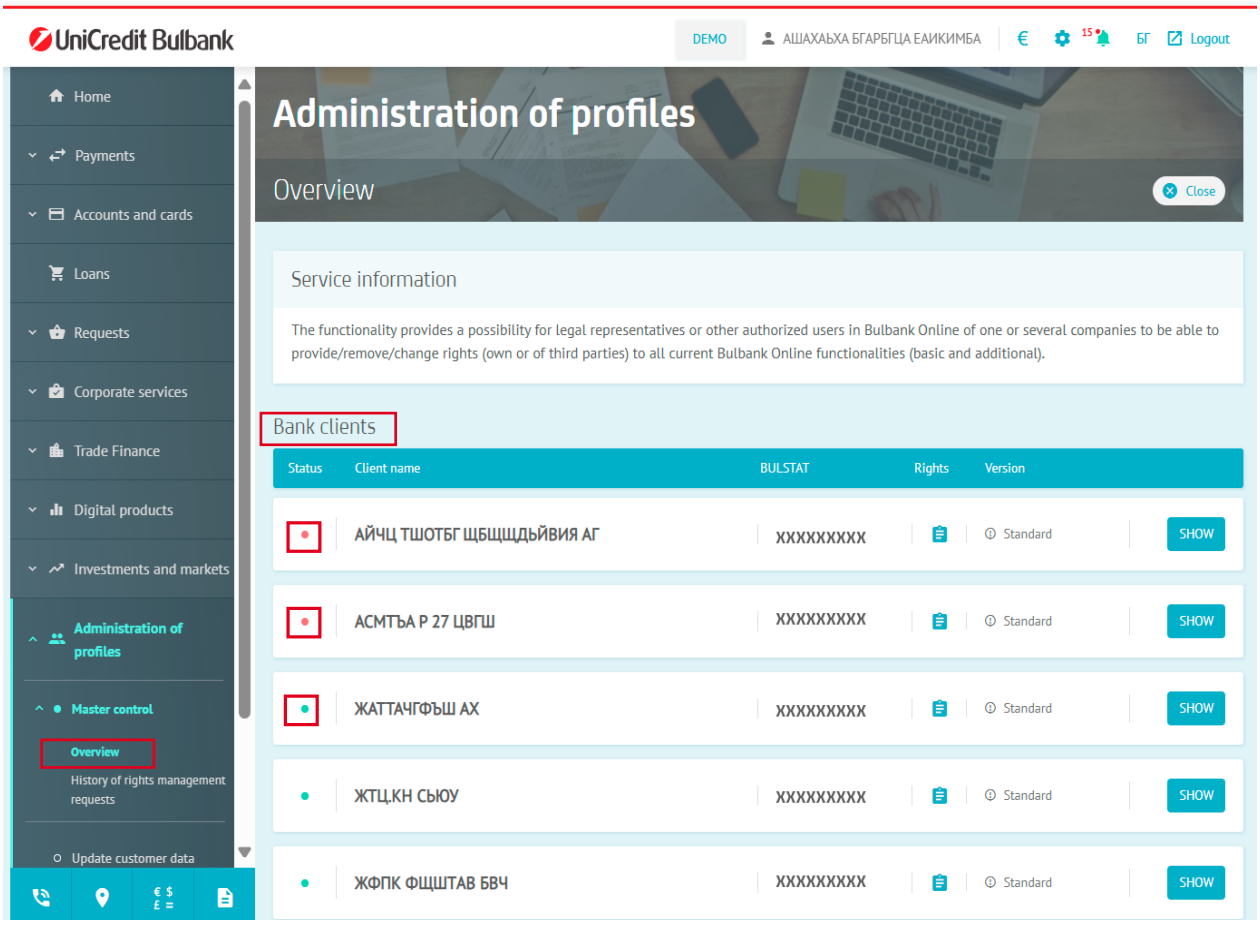


On the screen, structured information is displayed. The **Version** column indicates the version of Bulbank Online to which the banking client is subscribed:

- **Standard Version –** includes the full range of functionalities available to legal entities in online banking, for which the banking client is subscribed.
- **Light Version –** offers access to only certain functionalities:
  - ◊ Updating client data via the digital Know Your Customer (KYC) questionnaire
  - ◊ Payments, including buy and sale of currency
  - ◊ Account/card transaction details and loan information

The **Status** column shows whether edits are currently being made in the banking systems for the selected client.

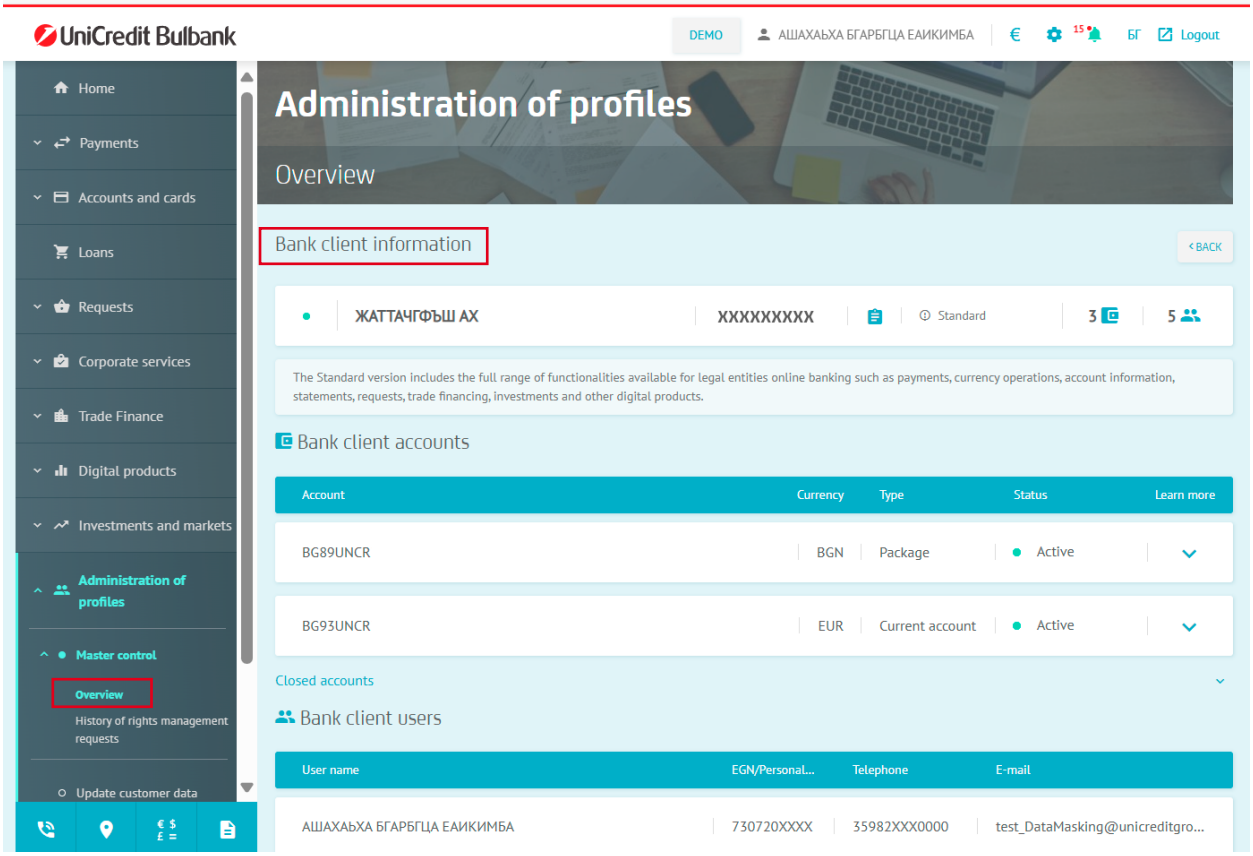
- If an edit is in progress, a red flag is displayed.
- For data that is not under edit, a green flag is displayed.



After choosing the **"Show"** button, detailed information about the selected bank client is displayed by sections.

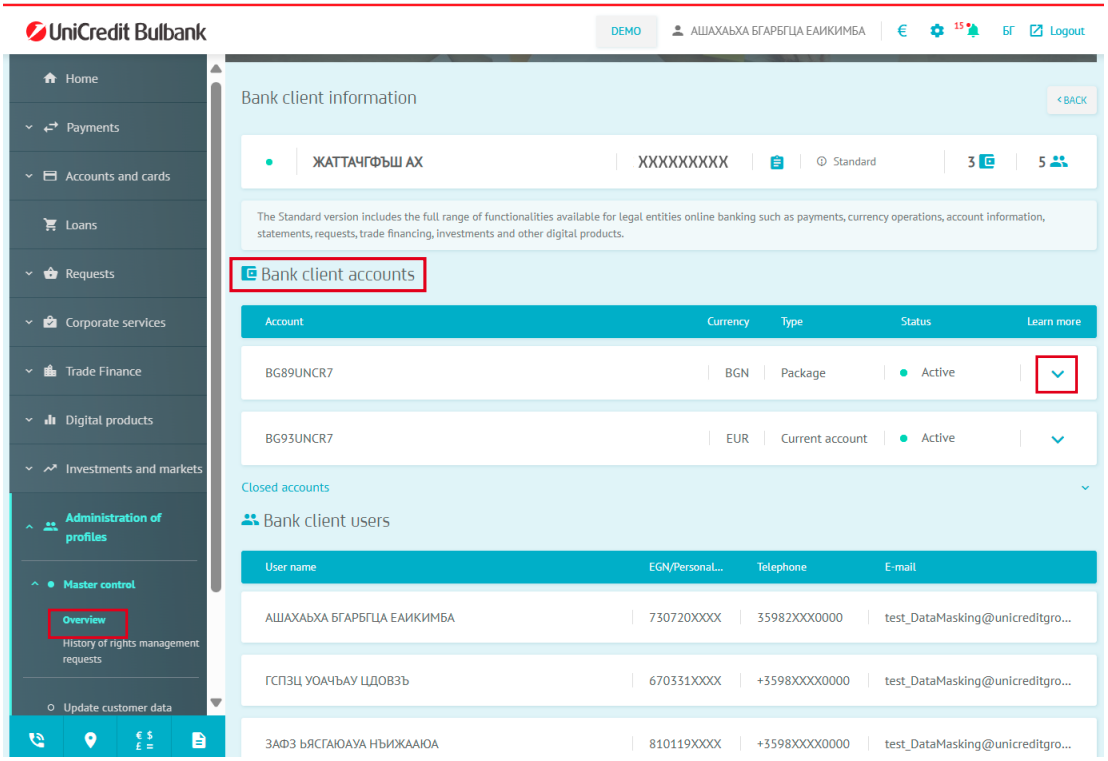
Section “Bank Client Information”:

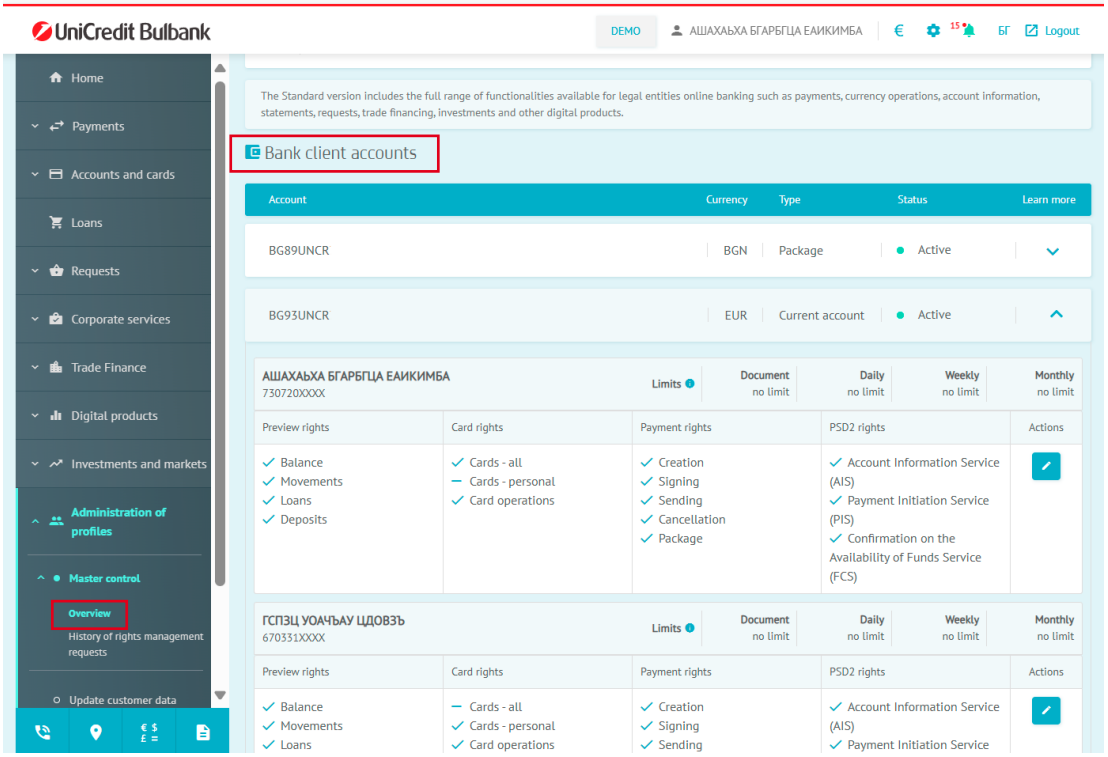
- **Basic details** of the banking client – name, BULSTAT number, accounts and bank client users in Bulbank Online.
- **Version** of Bulbank Online to which the banking client is subscribed.
- **Access method** for the Master Control role – either through an automatic check in public registers or via a submitted Request.
- **Client status** – whether edits are currently being made for the selected banking client.



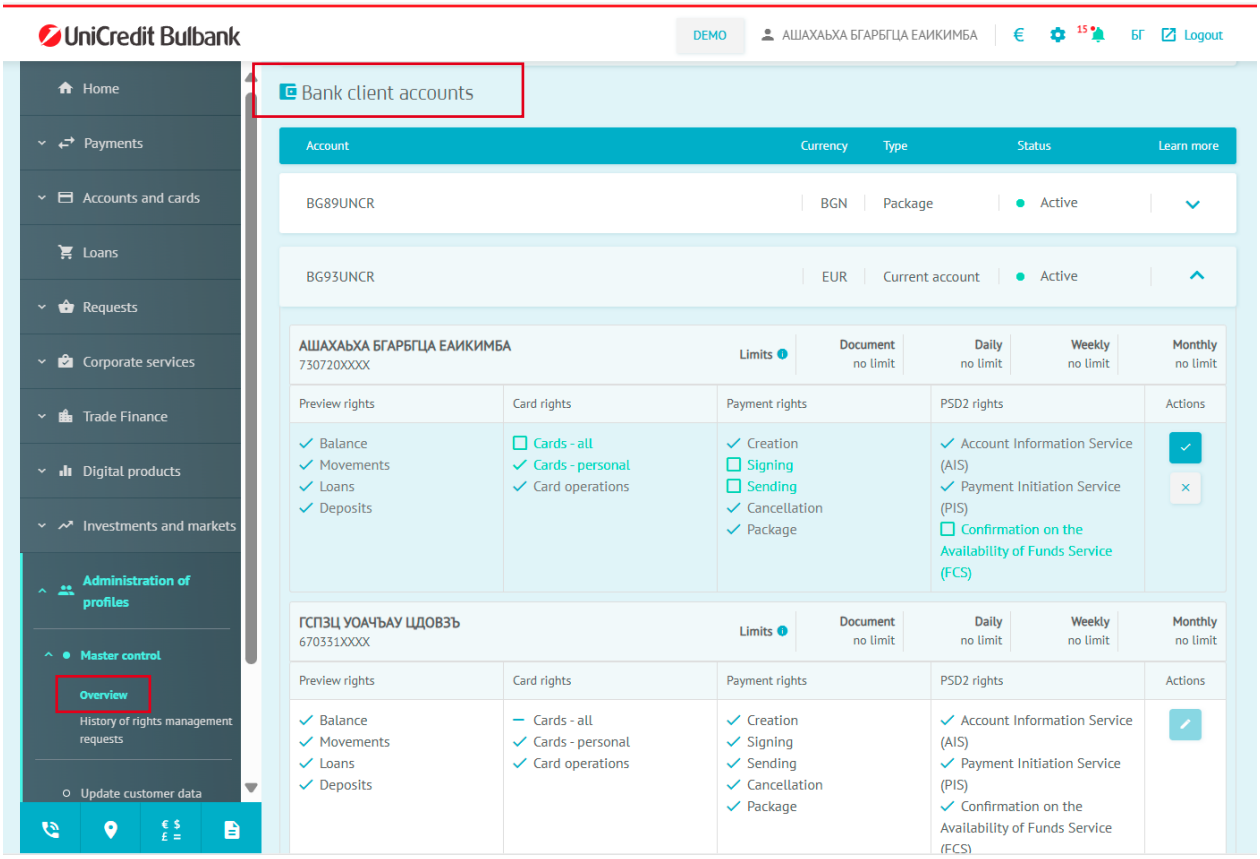
Section “Bank Client Accounts”

- **All subscribed accounts** of the bank client in Bulbank Online and basic data about them – **IBAN, currency, type** and **status** of the account.
- Users and their rights to the selected account – **limits, view rights, card rights, payment rights, PSD2 rights, actions** (possibility to edit the rights to the selected user account).
- When selecting each of the accounts, a drop-down menu displays all the details.



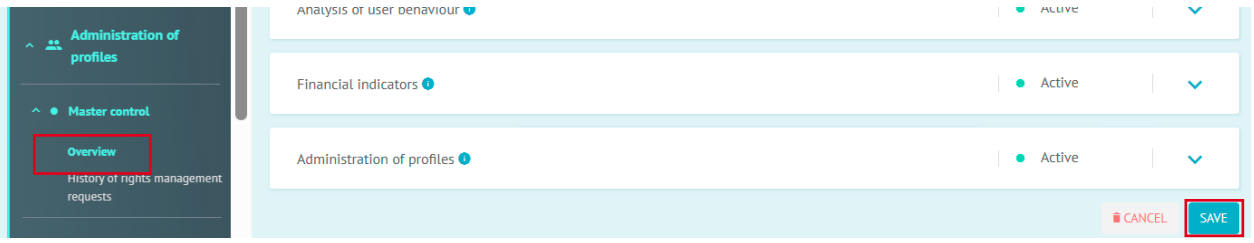


The user with a **Master control** role can edit the account rights of users who have already subscribed to them.

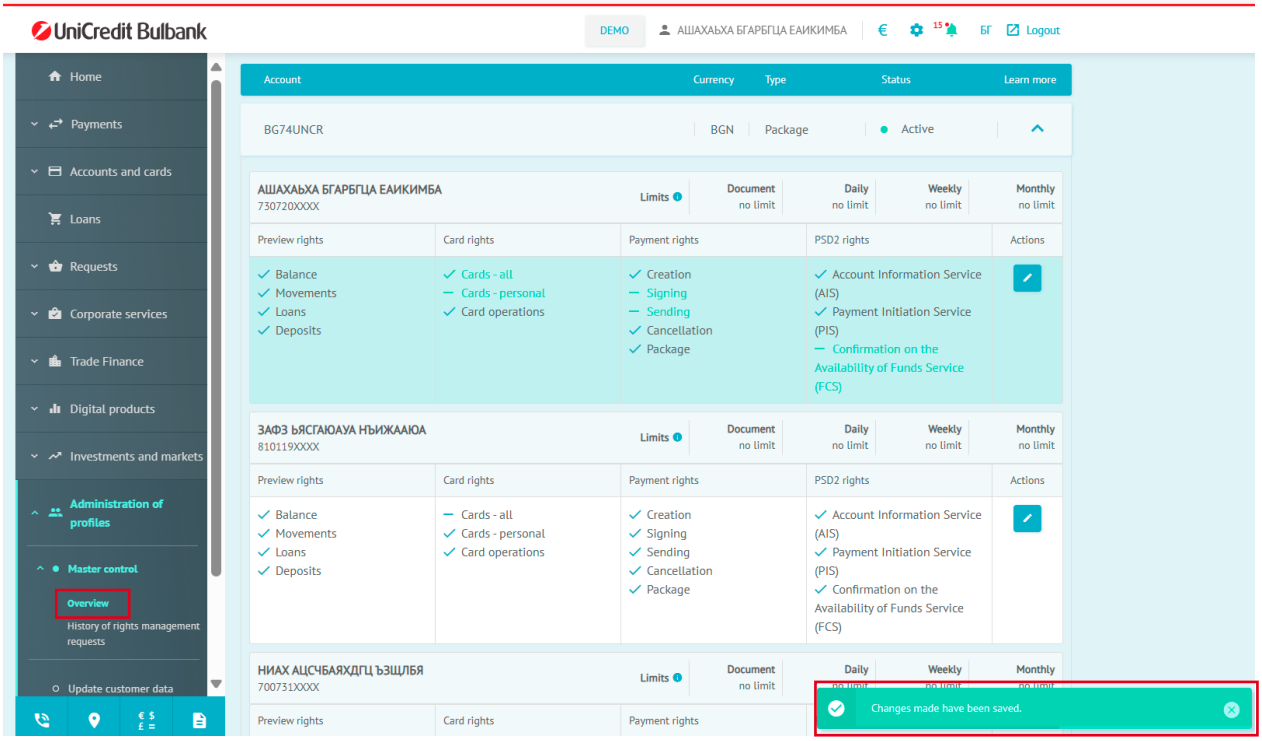


The marked changes can be either confirmed or rejected. After saving the changes for the selected user, you can continue with the other users and accounts and only then complete the request by signing and submitting to the bank.

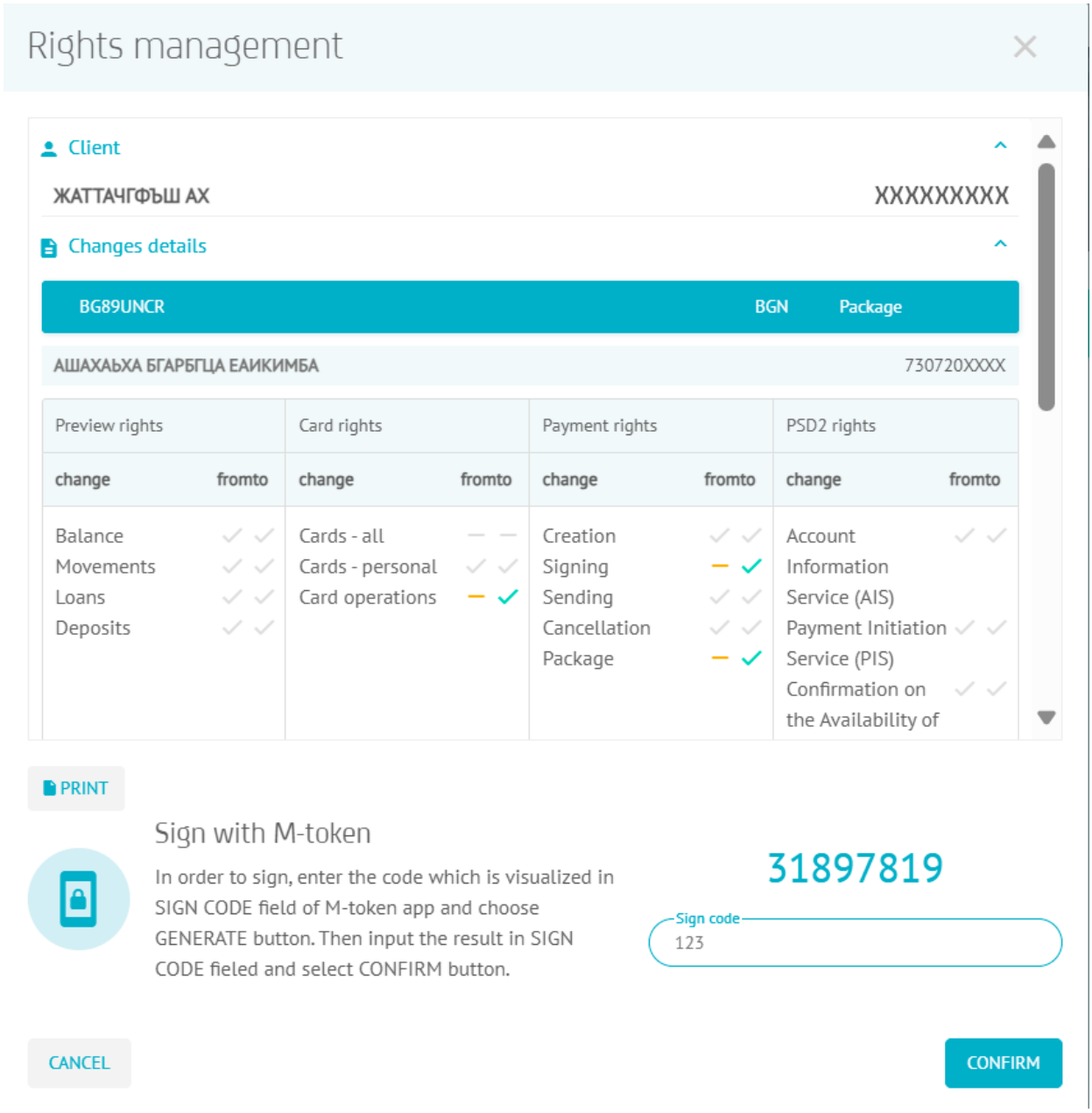
To complete the changes, select the **"Save"** button at the bottom of the screen.

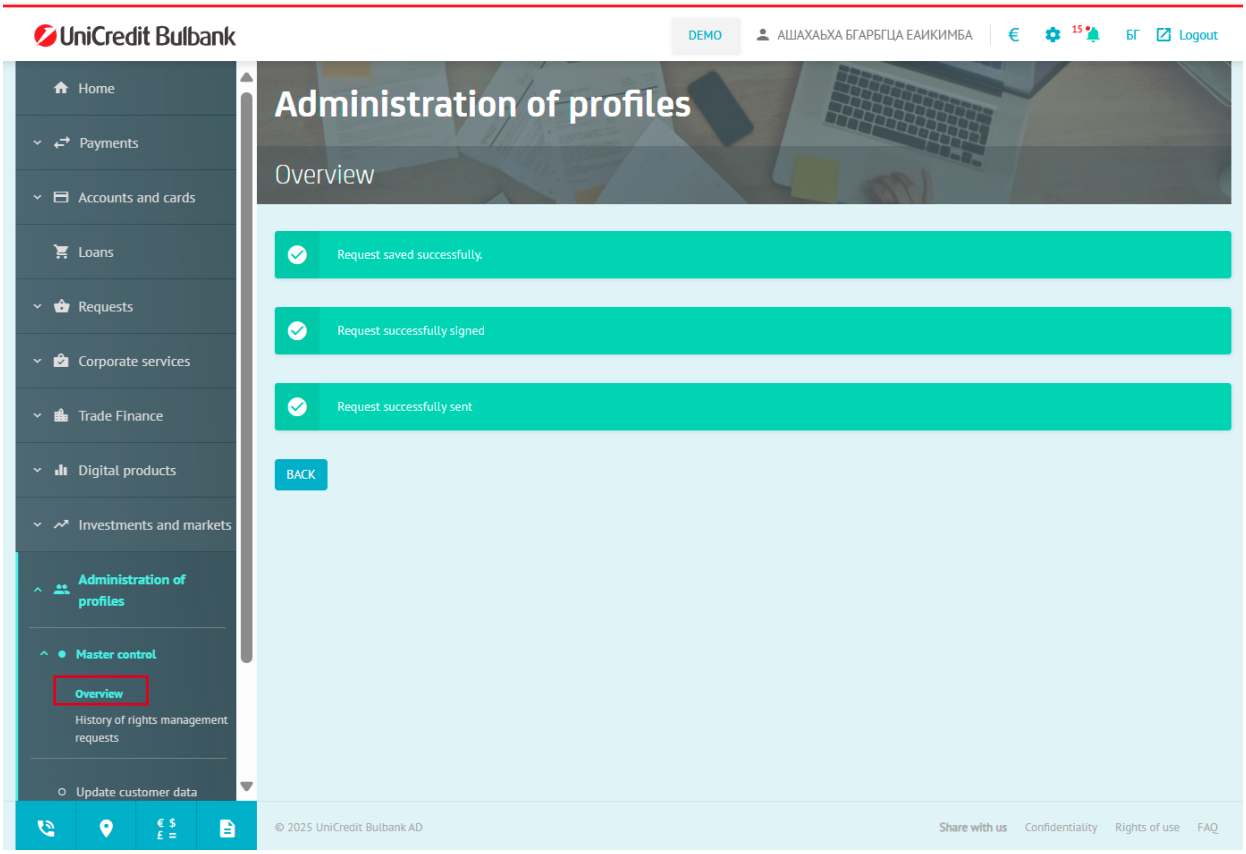


A confirmation message for successful save is displayed, and all changes made are highlighted.



The request is signed, and a new window is displayed in Bulbank Online to review the changes made. The previous state is also indicated (change from – to). To confirm the request, you need to enter a M-Token code.

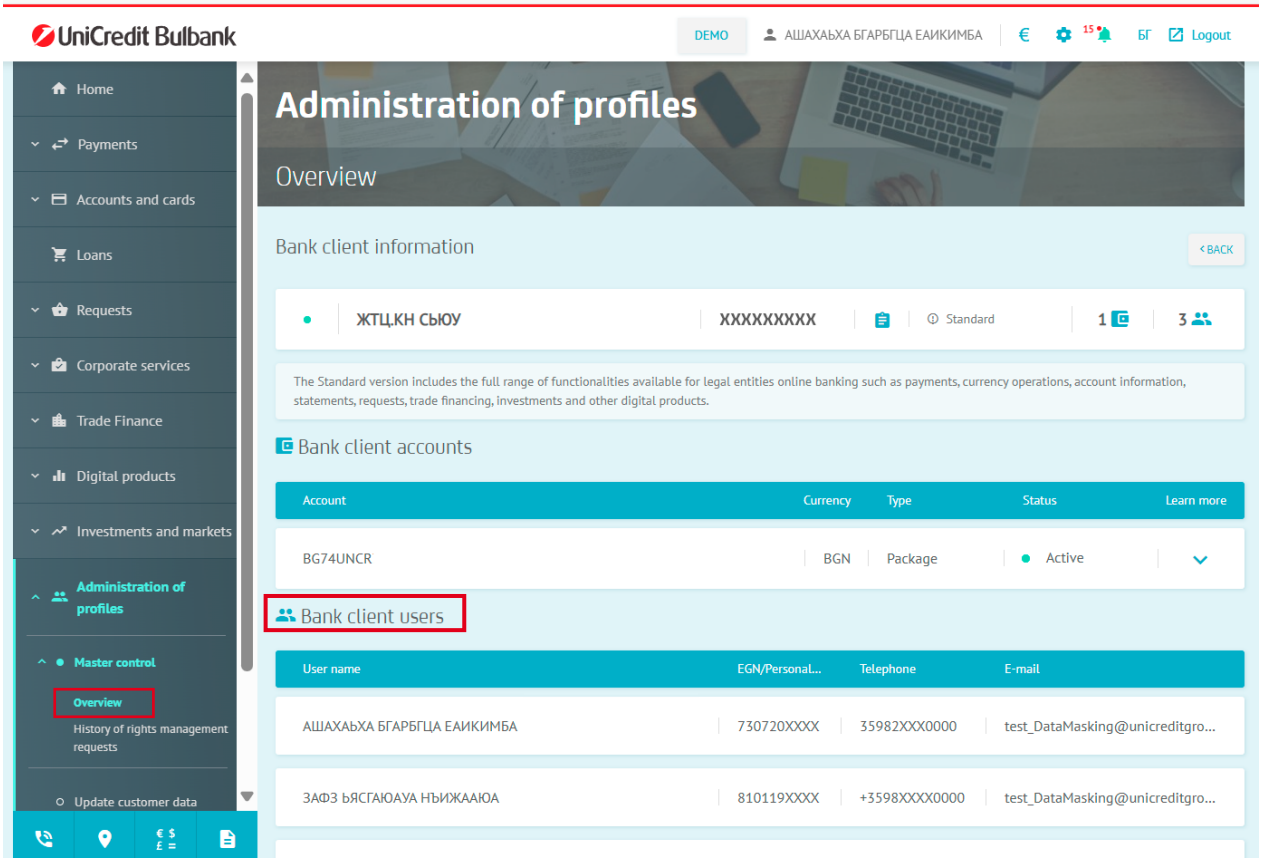




** If two or more persons with a* **Master control** *role need to sign, the request goes to the* **"History of rights management requests"** *submenu >* **"Pending"** *section.*

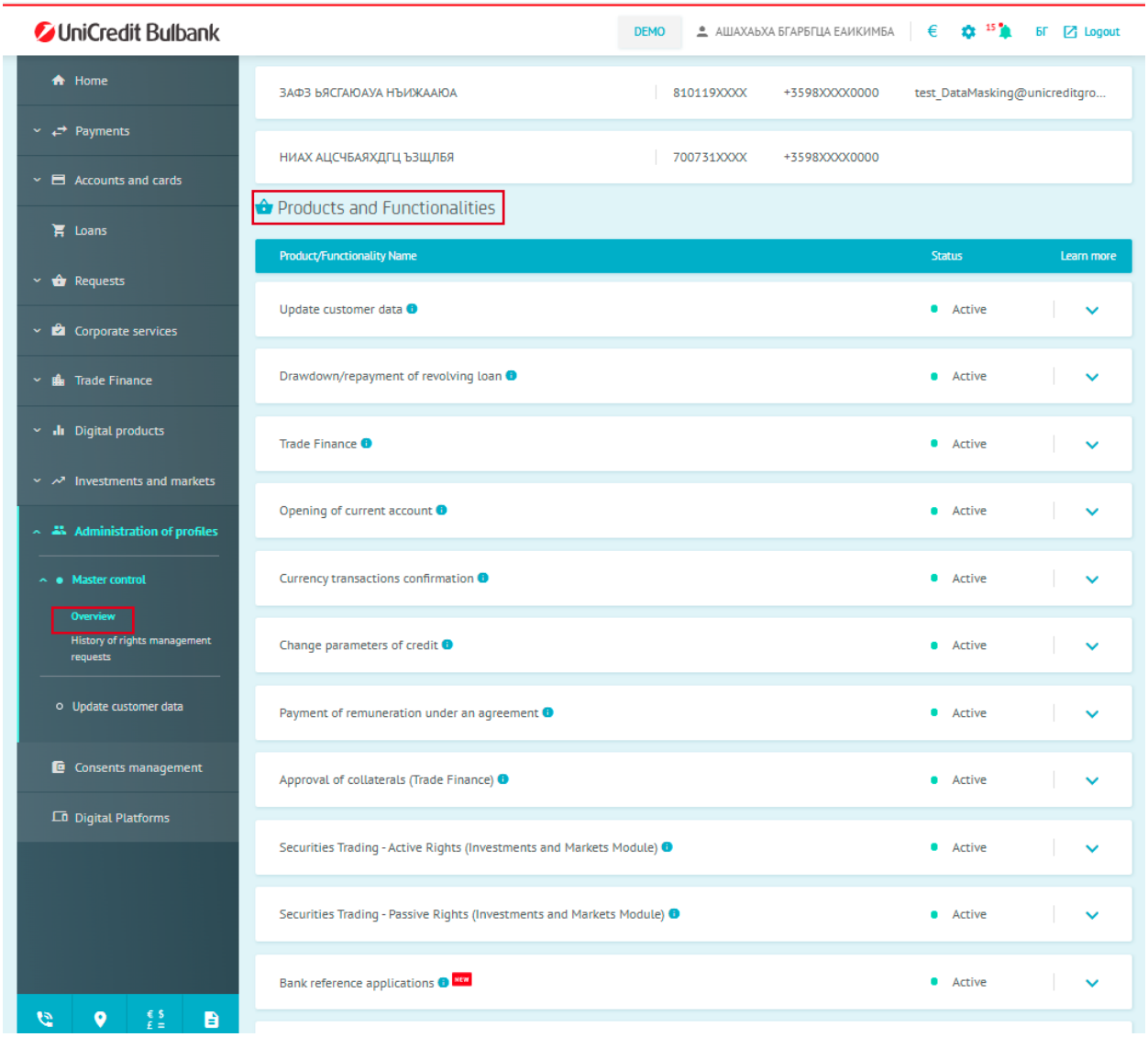
Section “Bank client users”:

Existing users of the bank client in Bulbank Online and basic data about them – **user name, ID, phone number, e-mail address**.



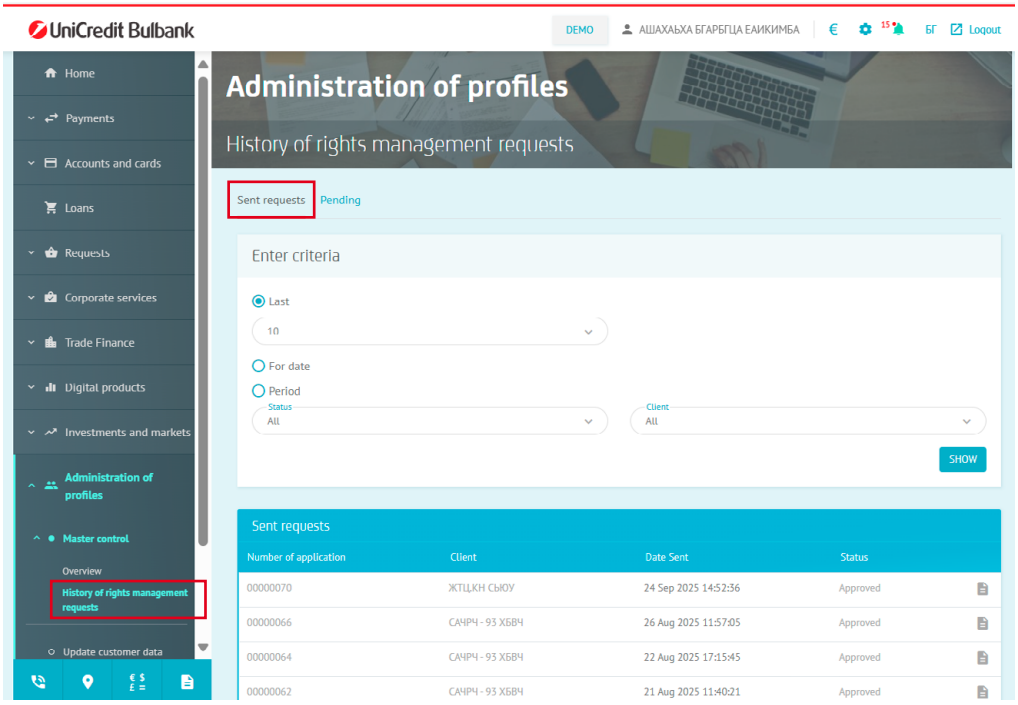
Section “Products and Functionalities”:

- **Name** of all products and functionalities available in Bulbank Online (excluding accounts and cards).
- **Status** of each specific functionality - active or inactive for the bank client.
- **Learn More** provides an opportunity to review users and their rights.

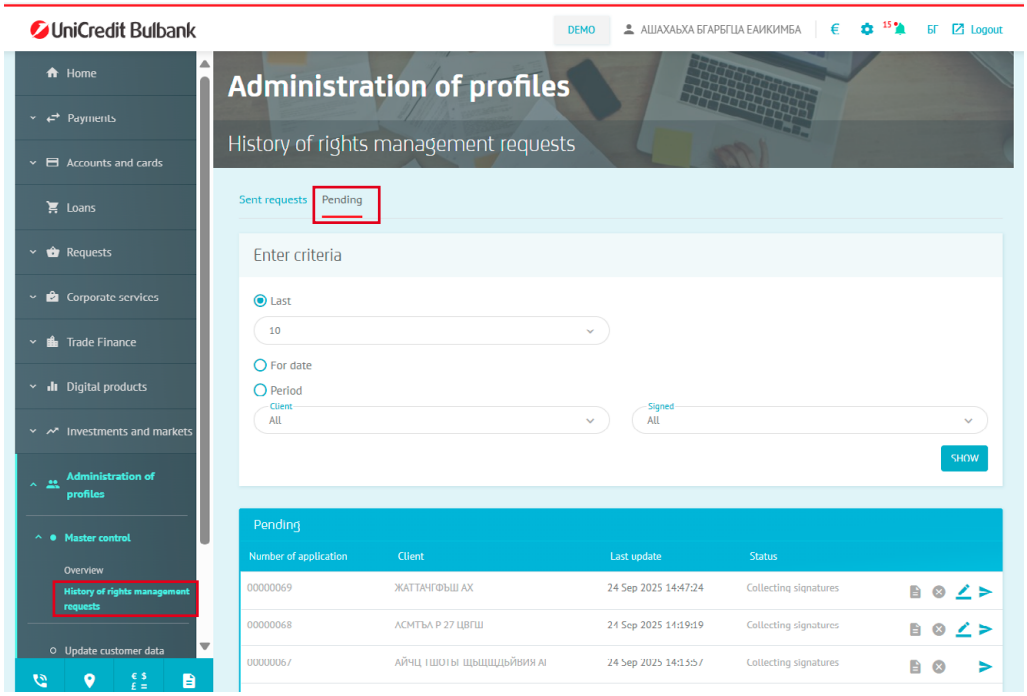


Submenu History of rights management requests

- **Sent requests** – all submitted requests with “final” status.



- **Pending**

All requests awaiting signature from one or more users with a **Master control** role.

The period in which requests can be signed and sent is up to 7 days. After this period, it won’t be possible to make changes to them and to be completed - there will be no **Sign** and **Submit** options available. The status will automatically change to **Expired**.