

## I. How to connect to the system

1. For connecting to the system, you have to install first the [Authorization Certificate](#) on your computer.
2. For [Authorization Certificate](#) installing, you have to proceed as follows:
  - a) select the certificate which will be used for signing the financial documents.
  - b) press button "Enter" or click "OK".

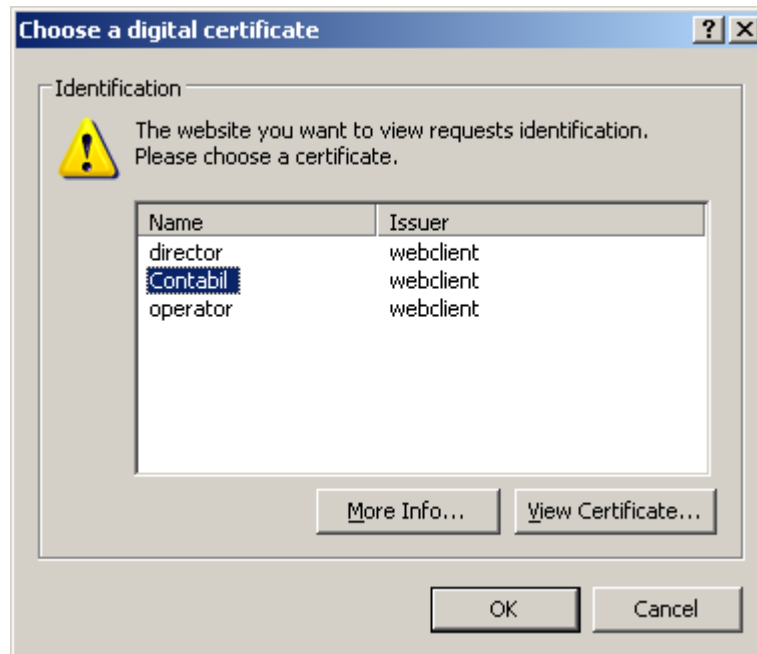


Fig. 1.1 Selecting the key for signing financial documents

3. To choose the language of communication, you need to:
  - a) Click the arrow-button from the "Language" field (fig.1.2).\* The system memorizes the last settings of the communication language. If you wish to save the login and the communication language – mark the field "Remember the last login". The system will memorize the last entered login.
4. To access the system you should enter your access login and password. (picture. 1.2).
  - a) User's Login should be entered with capital letters or small letters in the "Login" field.
  - b) User's password should be entered in the "Password" field. The password should be entered exactly as it is in the envelope issued by the Bank (the registry should be kept).

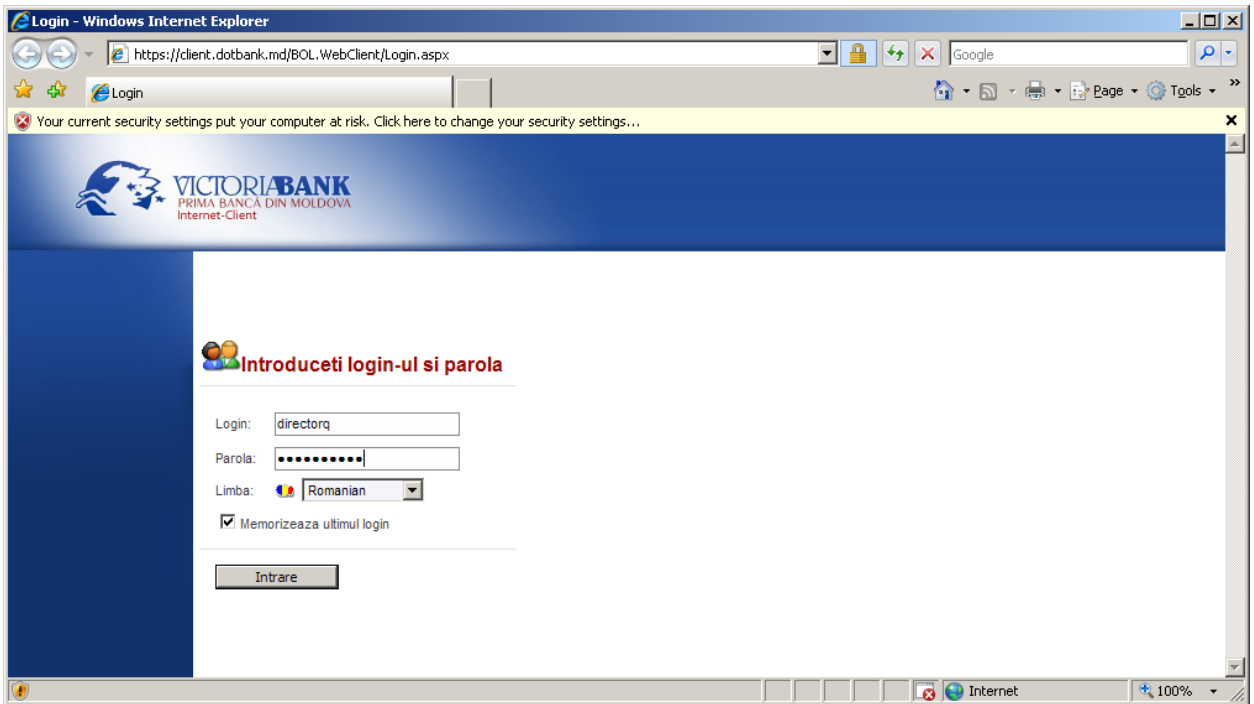


Fig. 1.2 System's identification interface

5. After you entered the password and the login, click the button “Enter” or click [Enter](#). If the login and password were correctly entered, the system will display its interface (fig.1.3).

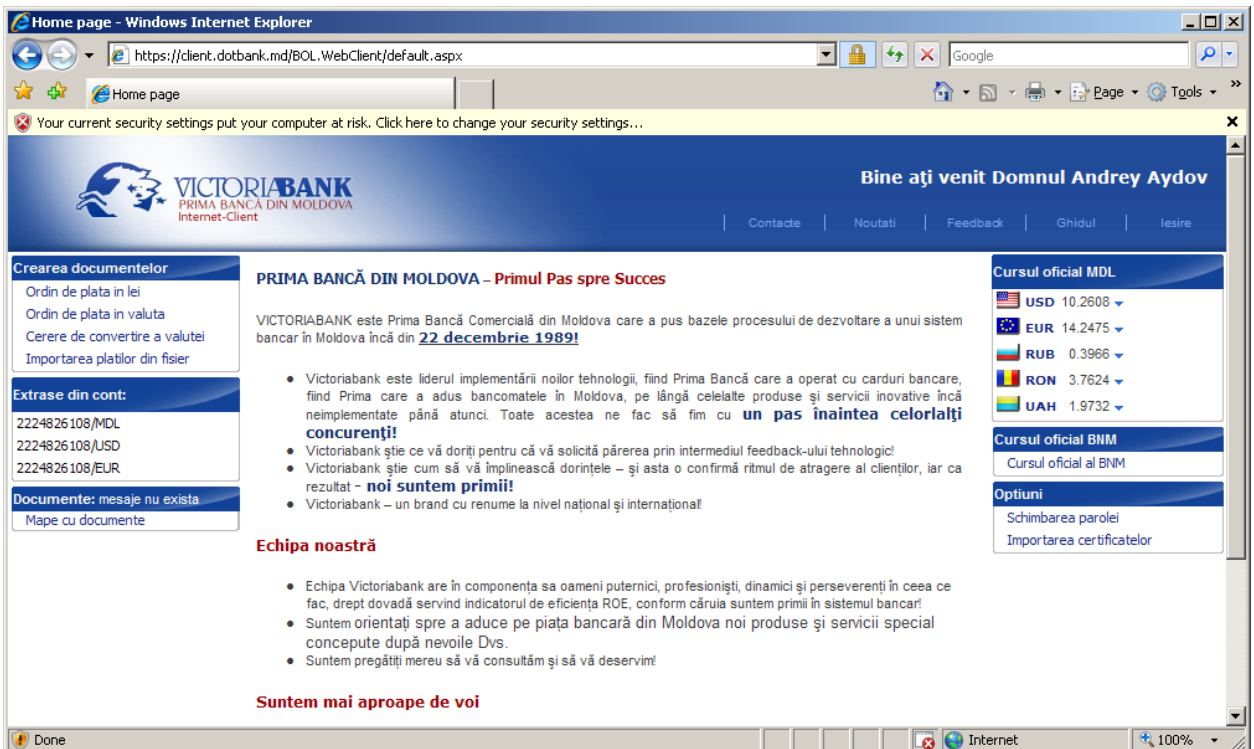


Fig. 1.3 The system's user interface



**Attention:**

- a) If the password and the login were incorrectly entered, the system will inform you and will deny you access to the system. Also, you will have no access to the system, if the Bank administrator based on the Contract on Distance Banking Service locks you out.

- b) If you enter a wrong password 5 times consecutively, the system will automatically lock you out and your access to the system will be disabled. Unlocking will be made as provided in the Distance Banking Service Agreement.
- c) It is important to choose the communication language before you enter the Login and password;

## II. How to import certificates for signing documents

To import the certificates, you should proceed as follows:

1. Click the "Import certificates" button (fig.1.3, from the menu bar on the left of the system, in the "Options" block);
2. Click "Browse";
3. Choose the certificate, which you will use to sign documents (fig.2.1).
4. Click "Upload" to upload the certificate to the system.
5. Click "Create"
6. Click "Process";

InsertCertificate - Windows Internet Explorer  
https://webclient.vb.md/BOL.WebClient/Certificates/InsertCertificate.aspx?FormID=617&OI=1529&SR=1

Ajutor

### Importarea certificatului

Nume: Lazarev Oxana

Data si timpul: 01/10/2008 18:24

Certificat:  Browse... Upload

Numar de serie: 7AC3B8AD000000000028

Eliberat: DC="vb;DC=md", CN=webclient

Nume: S=contabilColaj, L=contabilColaj, O=contabilColaj, OU=contabilColaj, CN=contabilColaj, E=contabilColaj

Data expirarii: 24/09/2009 11:43:27

Valid din: 24/09/2008 11:33:27

Creeaza Inchide

Internet 100%

Fig. 2.1 Certificate Import to the system

## III. How to change the password?

To change the password, you should:

1. Click "Change password" (fig.1.3, on the menu bar on the left of the system in the "Options block");
2. Enter your new password in the "New Password" field. (fig.1.4). User's password must contain at least 7 characters, of which at least one must be a symbol, for example a figure, a dot, etc.;
3. Confirm the new password in the "Confirm new password" field.
4. Click the "Create" button.

5. Click the "Process" button.



**Attention:**

- a) The system will not accept the old password.
- b) For informational security purposes, the password must be changed regularly once a month.
- c) Avoid passwords containing calculable data (date of birth, your name and/or first name, repeated lines of numbers or letters, avoid the word "password" or other similar words).

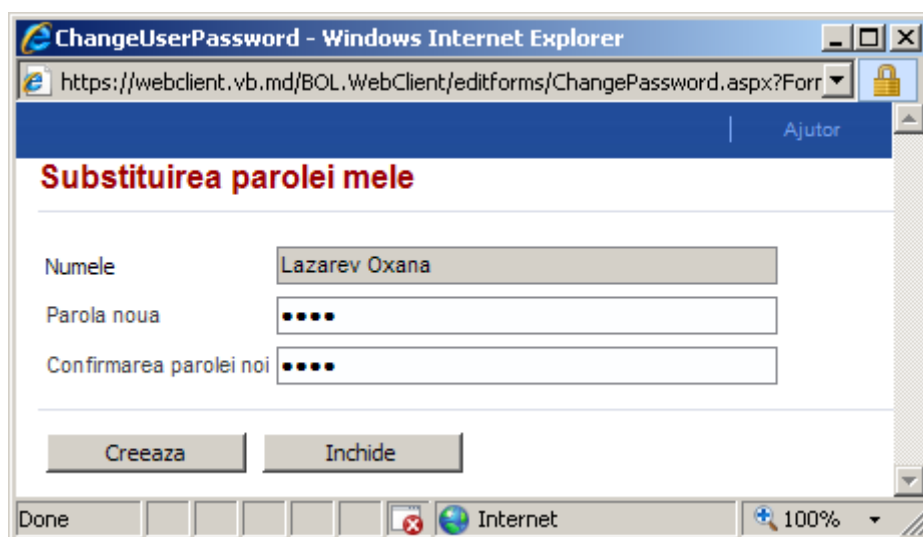


Fig.1.4 Changing the password for system access

The system allows you to use the password for only one month period, afterwards it will request you to replace the password. This task is compulsory. In this case, after you have been identified in the system, the system will automatically launch the document for password replacement (fig.1.5).

For password changing you have to proceed as follows:

1. Enter your old password in the "Old password" field ;
2. Enter your new password in the "New password" field The password should contain at least 7 signs, and at least one of them should be a symbol, for example a number, a dot, etc.;. Please avoid passwords which contain calculable data (date of birth, your name and/or first name, repeated lines of numbers or letter, avoid the word "password" or other similar words).
3. Confirm the new password in the "Confirm the new password" field;
4. Click the "Change" button;

**Termenul de utilizare a parolei a expirat, substituiti-o:**

Login:	<input type="text" value="operator"/>
Parola veche:	<input type="password" value="....."/>
Parola noua:	<input type="password" value="....."/>
Confirmarea parolei noi:	<input type="password" value="....."/>

Fig.1.5 Mandatory password change

## IV. How can I view a statement of account?

To view the statements of account, you should proceed as follows:

1. Double click on the account number the statement of which you would like to view (fig.1.3, in the menu bar on the left of the system, in the block "Statements of account" );
2. To view a statement for a period other than the current one, choose the "Repeat for a different period" block :
  - a) Specify the period for which you wish to visualize the statement.
  - b) Click the "Receive" button (Fig.1.6, on the right side).
3. To view the equivalent in Moldovan Lei, mark the respective name and click the "Receive" button in "Other Options" block.
4. To print out the statement, click the "Print" button in the "Printing Options" block. If you wish to print the statement with the primary electronic documents – mark the field with the respective name and click the "Print" button.
5. To export the statement to other accounting systems click "Generate 1C" or "Generate UA".

**Extras din contul: 2224008145/MDL**

Nume: Conturi curente ale persoanelor juridice Valuta: Leu Moldovenesc  
Clientul: INTERNET CLIENT Codul fiscal: 100111000111  
Deschis: 01/10/2008

Contul coresp.	ID	Debit	Credit	Nr.doc.	Tipul doc.	COD	Destinatia platii
Sold initial			0.00				
10017081/MDL	2432072		50,000.00	1	51	280101802	
4677708010/MDL	2432072	10.00		2432072	6	280101802	
Rulaje		10.00	50,000.00				
Sold final			49,990.00				

Raport creat la data de 17:23 Ultima operatiune in cont la data de{0}

**Repeta pentru perioada:**  
De la: 01/09/2008  
Pina la: 01/10/2008

**Alte optiuni:**  
 Arata echivalentul  
Obține

**Optiuni de tipar:**  
 Cu documentele primare  
Imprima

**Exportarea in 1C:**  
Generare 1C

**Exportarea in Universal Accounting:**  
Generarea UA

Fig.1.6 The statement of account

## V. How can I view the archives for the official rates of exchange?

The official daily foreign currency rates can be viewed on the upper right of the interface in the "Official rate MDL" section (fig.1.3).

To visualize the archive of the official rate of exchange, you should proceed as follows:

1. Click the "Official rate of the NBM" button (fig.1.3, in the menu bar on the right side of the system, in the block "Official rate of exchange NBM" );
2. For official currency exchange rates visualization for a different period than the current one please:
  - a) Specify the period for which you would like to search the archives in the "Filter" block
  - b) Click the "Receive" button (Fig.1.6 on the right).

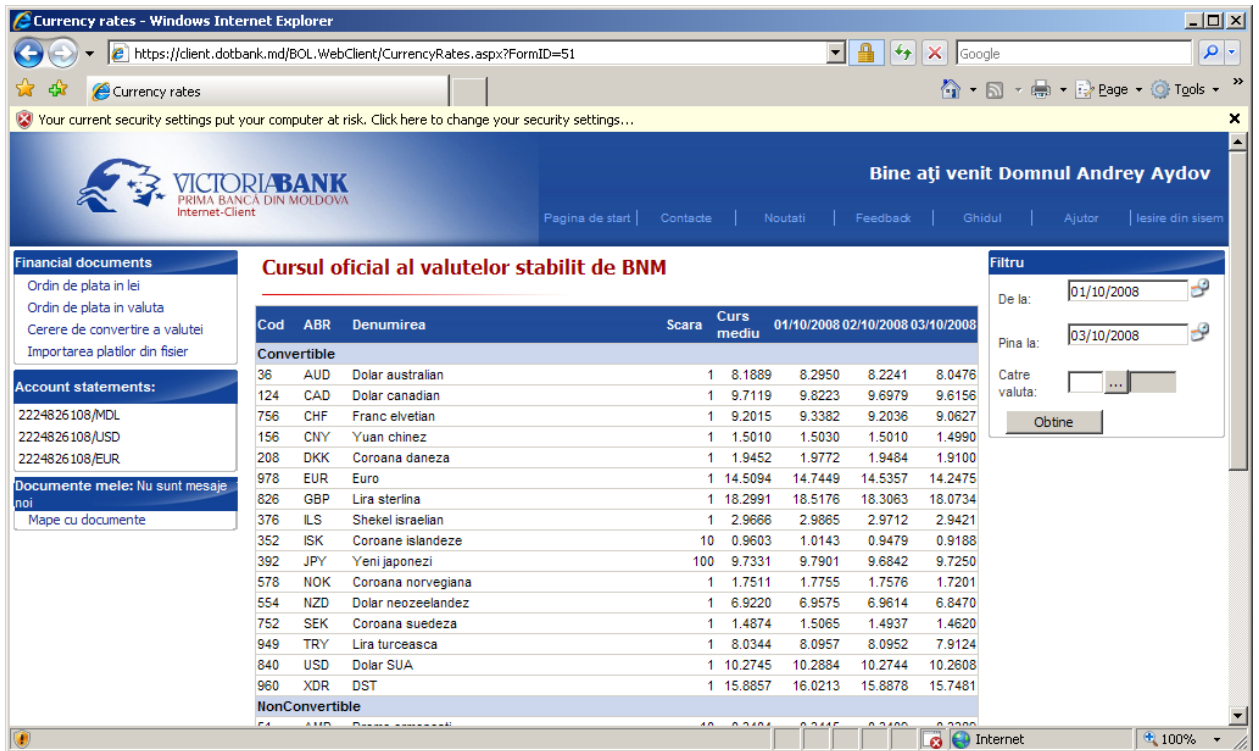


Fig.1.7 Official rates archive

## VI. Useful Information



1. The "Start Page" button helps you return to the main page of the system.
2. The "Contacts" button displays contact details of the Bank officials.
3. The "News" button redirects you to the news-page of Victoriabank.
4. The "Guide" button displays the page, on which you will find the system User's Guide.
5. The "Help" button offers informational support for system use and, specifically, for the current page.
6. The "Exit" button is used to exit the system.

## VII. How to disconnect from the system

There are two ways for disconnecting from the system:

1. Final close up of the system, which is done by clicking the button with a cross (fig.1.3, situated in the upper right of the window );
2. Return to the page where you have entered the User's login and the password (fig.1.1), which can be done by clicking the button "Exit" fig.1.3, situated on the upper part of the menu bar).