HAL E-BANK MANUAL

ADDITIONAL TOOLS AND SETTINGS

Hal E-Bank version: 20.X.X.01

Content of Manual

The manual consists of several content sections. The current section is highlighted on the list. The manual's content sections are also available online at *wwweng.halcom.si/support*.

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2. CROSS-BORDER PAYMENTS AND OPERATIONS WITH FOREIGN CURRENCIES
3. REMOTE SIGNING
4. ADDRESS BOOK
5. QUALIFIED DIGITAL CERTIFICATE ONE FOR ALL
6. REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS
7. BANK NOTICES AND MESSAGES TO BANK
8. ADDITIONAL TOOLS AND SETTINGS
9. FILE EXCHANGE
10. E-INVOICES
11. SEPA DIRECT DEBIT
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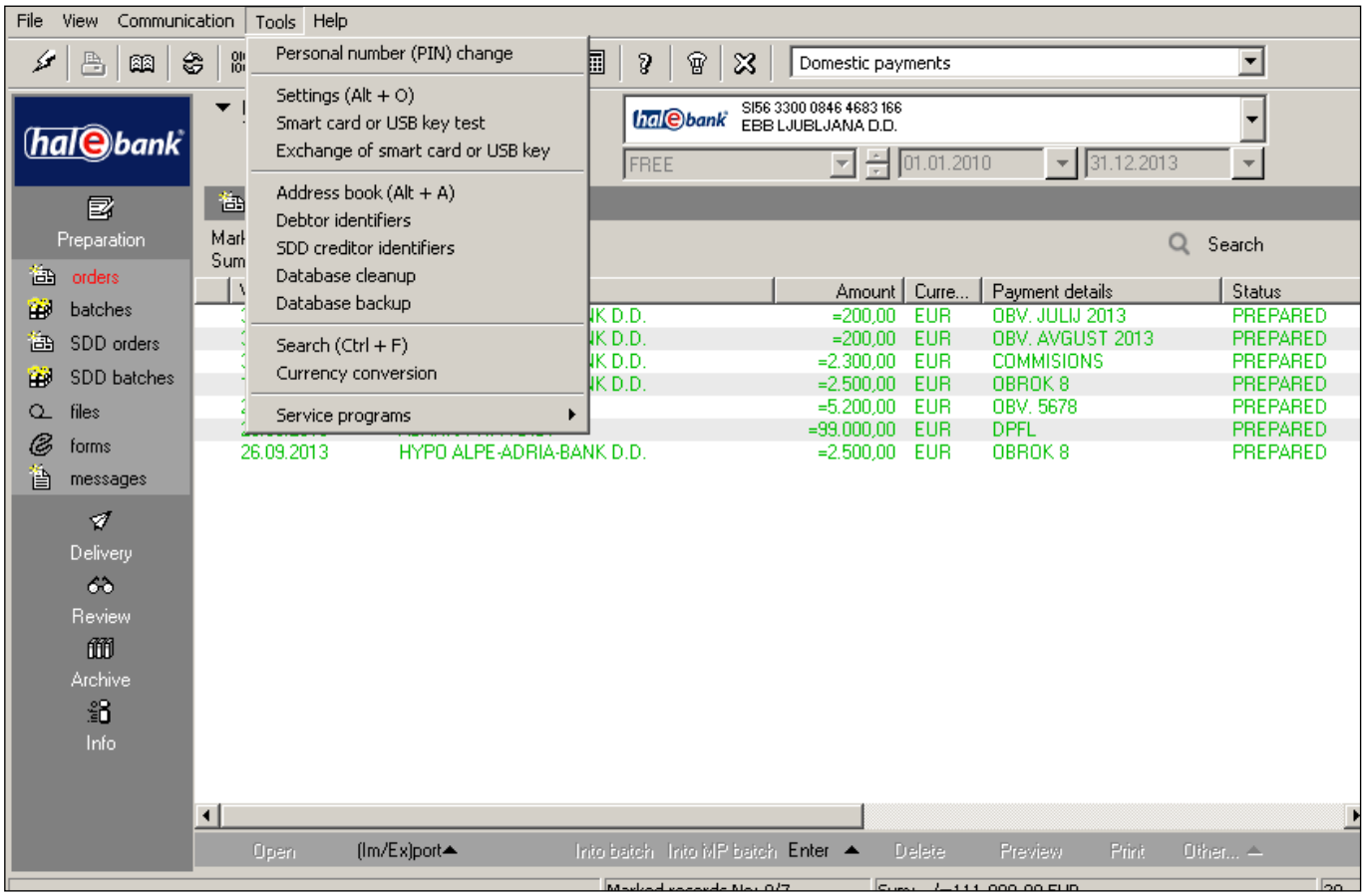
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Tools



In Hal E-Bank, through the **Tools** function **(A)** you can access the following functionalities:

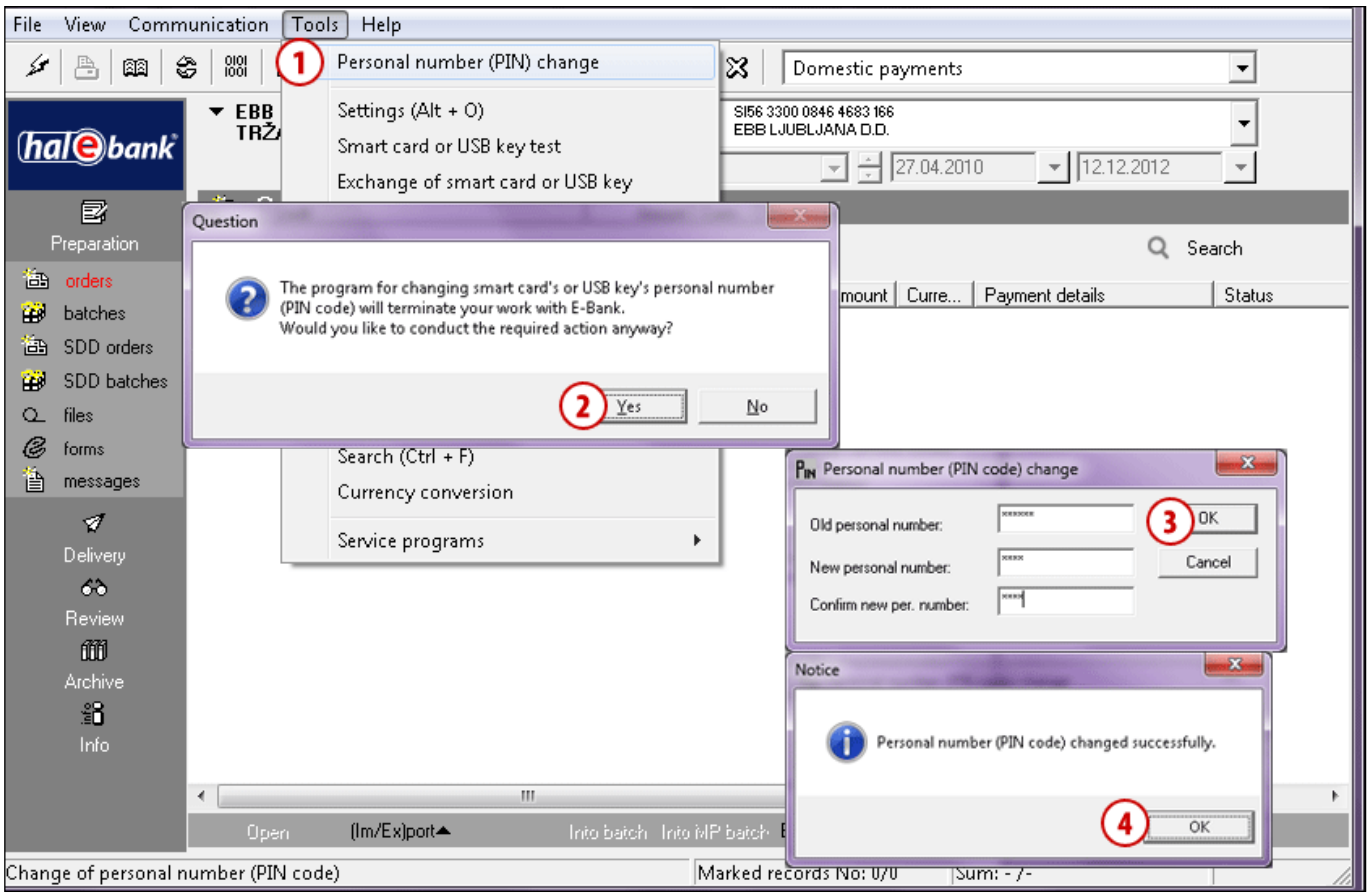
- Personal number (PIN) change
- Settings
    - *TCP/IP*
    - *Payment details*
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    - *Balance overview*
    - *My accounts and descriptive names*
    - *Miscellaneous*
    - *Address book*
- Smart card or USB key test
- Exchange of smart card or USB key
- Address book
- Debtor identifiers
- SDD creditor identifiers
- Database cleanup
- Database backup
- Search
- Currency conversion
- Service programs[1]

[1] The set of service programs can vary from account to account, if the accounts are opened at different banks offering different service programs.

- *Repair database*
- *Collect system information*
- *Delete client profiles*
- *Update bookmarks*
- *Import bank directory*
- *Update bank register*
- *Unblock personal number (PIN code)*
- *Account number conversion from BBAN to IBAN*
- *Reimport of E forms*
- *Import default account data into address book*
- *Import NPI mandates data*
- *Migrate E-Bank data*
- *Certificate export*
- *Database upgrade*

Personal Number (PIN) Change

Due to security reasons, we recommend to change the personal number (PIN code) on a monthly basis.

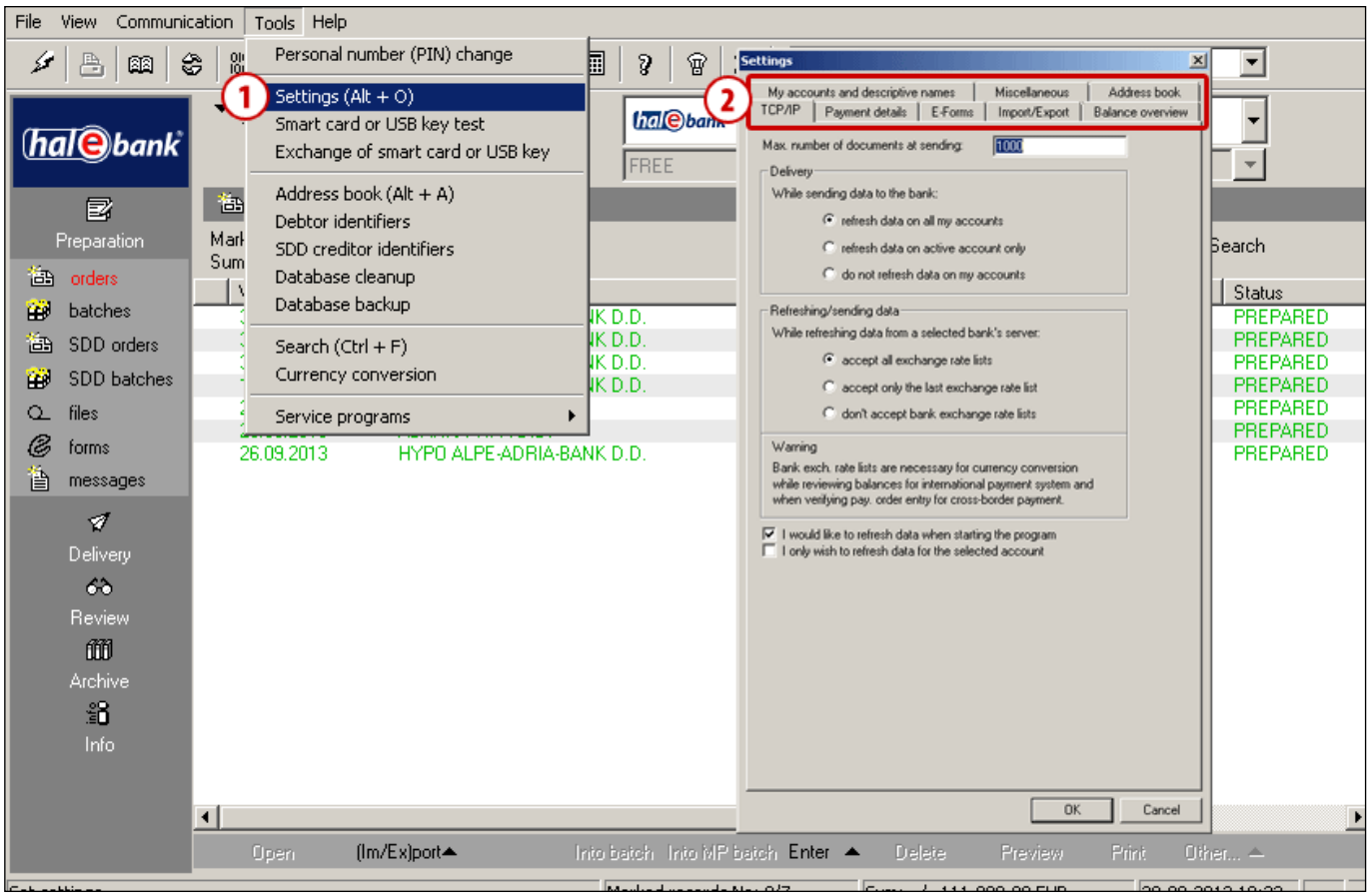


1. In the toolbar, click the **"Change personal number"** **(1a)** icon or via the menu bar Tools select the command **Tools > Personal number (PIN) change** **(1b)**.
2. A warning will appear informing you that the program will interrupt work with the electronic bank in order to change your personal number. If you have completed your work, confirm this window. Otherwise, first complete the work and repeat the procedure.
3. The window for changing the PIN code will appear. Enter the old and the new personal number (the number should consist of 6 to 8 characters). Confirm the new personal number due to security reasons by entering it again. Confirm the entry by clicking **OK.**
4. The program displays a notification stating that the PIN code was successfully changed. Confirm the notification.

In order to continue working with Hal E-Bank, you need to sign up again.

Settings

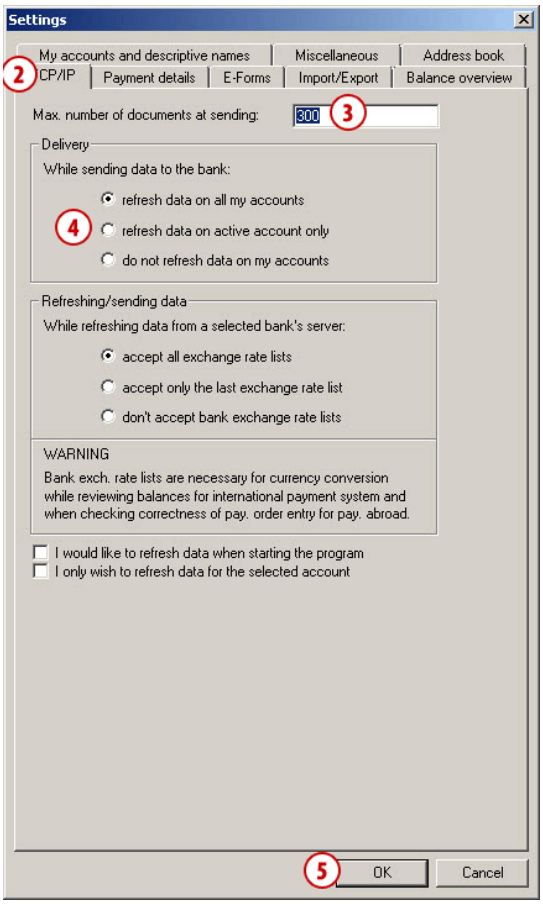
The Hal E-Bank program enables you to set functions which will make your work easier.



1. Select the command **Tools > Settings** or the command **Alt + O**.
2. The **Settings** window opens. On top of the window, tabs are located. Select the desired tab. In continuation, the description is provided about which items can be set in each tab.

TCP/IP

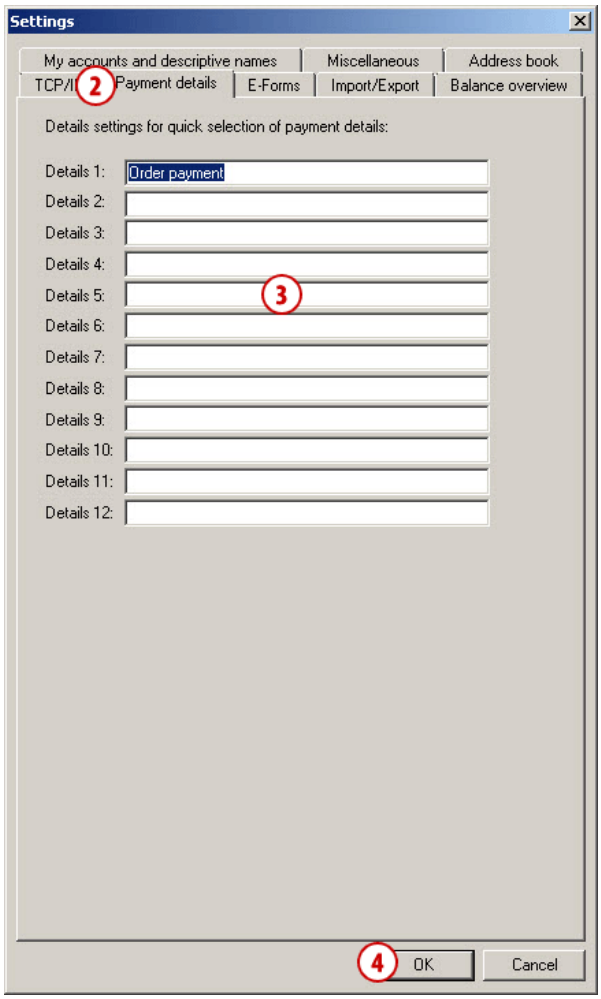
In the TCP/IP tab, you can set the way of refreshing data. You can specify whether during sending data to the bank you want to refresh data, accept bank's exchange rate lists or if you wish to refresh data when starting the program.



1 Select the command **Tools** > **Settings** or the command **Alt + O** (see the Settings chapter).

1. Select the **TCP/IP** tab.
2. Enter the maximum number of batches at sending into the field.
3. Select the desired content regarding sending, receiving and refreshing of data.
4. Confirm the selection by clicking **OK**.

Payment Details



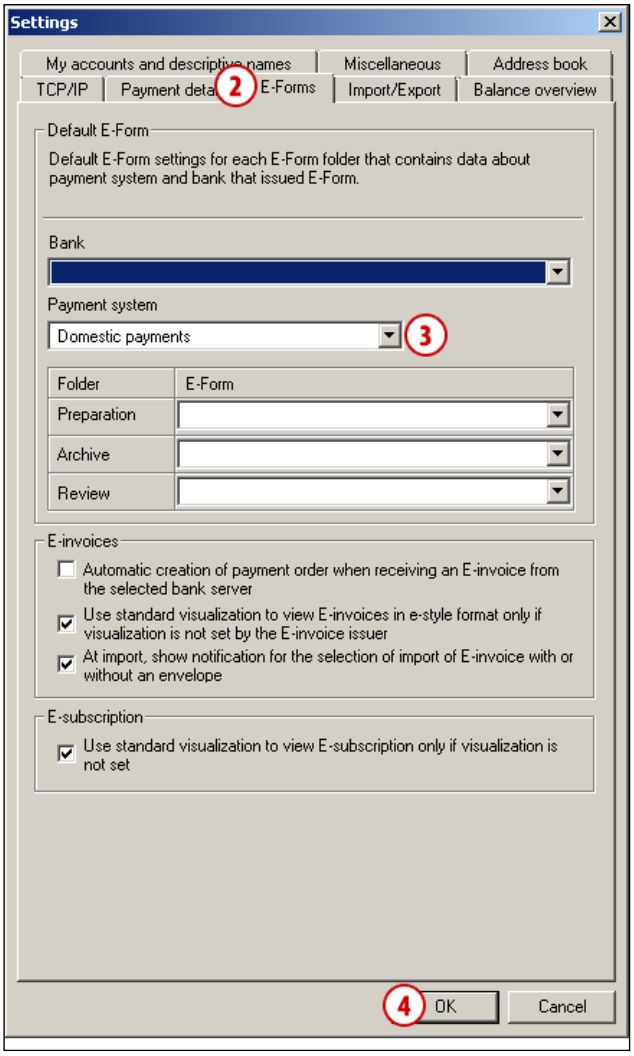
The tab enables you to set in advance 12 payment details, which you use most frequently when completing payment orders. In the payment order, you can call them by clicking on »?« or by selecting the appropriate function button.

1 Select the command **Tools** > **Settings** or the command **Alt + O** (see the Settings chapter).

2. Select the **Payment details** tab.
3. In the fields, enter desired payment details. At completing the order, you can enter payment details faster by using function buttons (F1, F2 ...), namely »F1« for »Payment details 1«, »F2« for »Payment details 2« ...
4. Confirm the selection by clicking **OK**.

E-Forms

The bank defines available e-forms (overnight deposits, etc.). They are available in the **Preparation/Forms** folder. By default settings, this folder is empty.



1. Select the command **Tools** > **Settings** or the command **Alt** + **O** (see the Settings chapter).
2. Select the **E- Forms** tab.
3. Select default e-forms for different folders.
4. Confirm the selection by clicking **OK**.

Import/Export

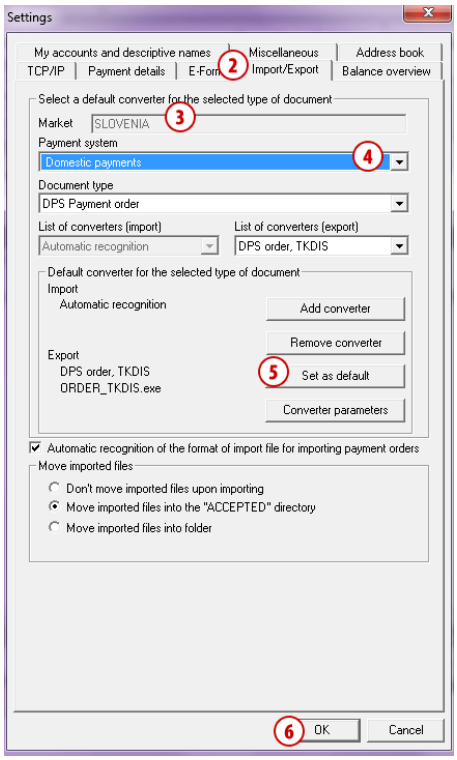
We recommend you:

- to import/export data with the XML SEPA converter,
- that at import/export you always prepare or export in accordance with the highest version of the scheme and to also set the converter in such a way. Data import/export with the highest version of the converter ensures uniformity of data with the rules which currently apply to conduction of payment services.

Setting converters of import and export manually

Payment orders for import in domestic payment system can be prepared in two formats:

- text file, which corresponds to Hal E-Bank specifications of import-export formats,
- orders are prepared by banks' instructions for submission and reception of data with payment orders.



You can select whether summary and title row are also taken into account at import:

1 Select the command **Tools > Settings** or the command **Alt + O** (see Settings chapter).

2 Select the **Import/Export** tab.

3 Select »Market«, if this option is available.

4 In drop-down menus, select the desired values.

5 Select the command **Set converter as default**; otherwise, the converters will remain unchanged.

6 Confirm the selection by clicking **OK**.

Automatic recognition of import file format

At import of orders/batches, the Hal E-Bank program itself recognizes the import file format and runs the converter suitable to the format, in accordance with its settings.

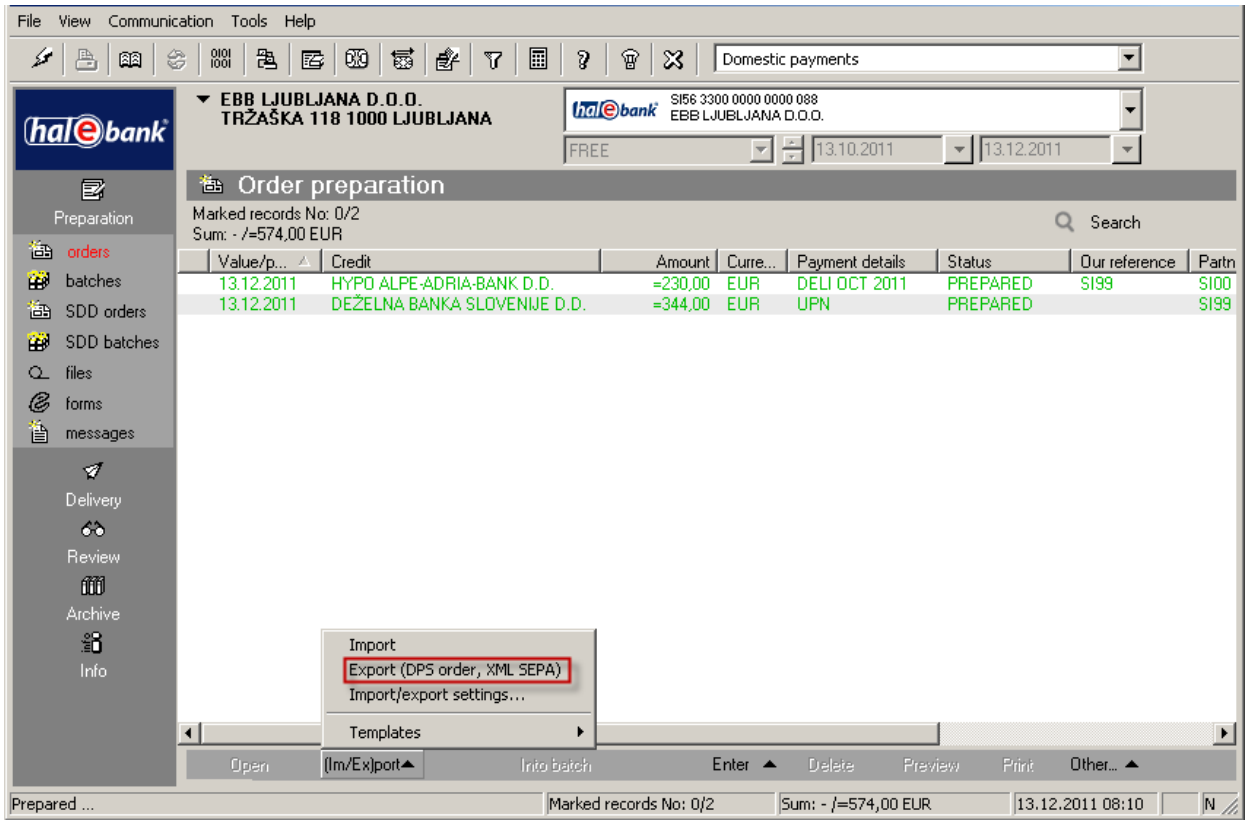
To turn off the automatic recognition of the import converter, uncheck the field "Automatic recognition of import file format for the import of payment orders" (see picture above) and then set the import converter manually.

Additional option of setting import/export converters

In addition to the setting of converters via the menu **Tools > Settings (Alt + O),** you can set this also in **Preparation** of orders/batches. You can find further information on those settings in the manual Payments, Order import.

Display of data on export converter

In the folder **Preparation** and **Review** (of orders, batches, transactions, statements, e-invoices), next to the option for **Export** the data on the default export converter is also displayed, which can be reset.

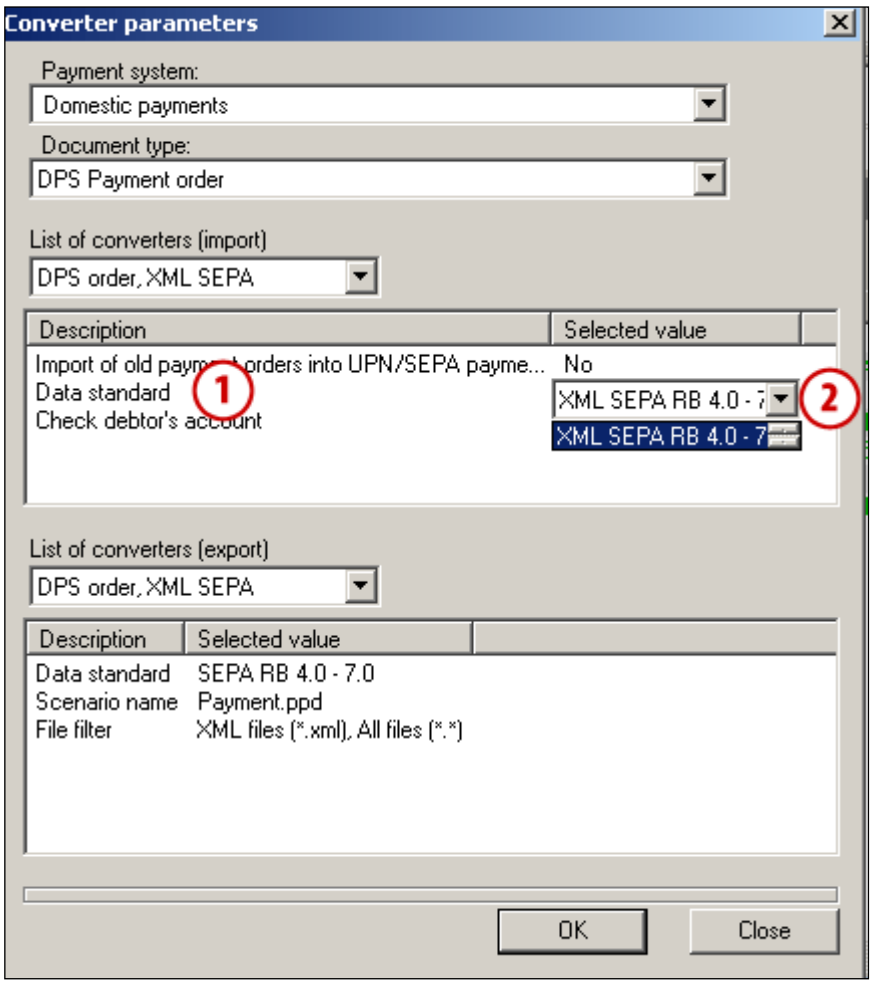


SEPA RB 7.0 and versioning of XML SEPA converter

On February 1, 2014, the new rules of conducting business with the SEPA credit payments and SEPA direct debits (SEPA RB 7.0) shall enter into force. The new rules don't change the data model from the version SEPA RB 4.0 to 6.0, but they rather expand the range of values in certain codebooks, which you can select from the drop-down menus (e.g. values for the category purpose code for the UPN/SEPA form, etc.).

Now, also for the selection of the XML SEPA converter there is an option to select the scheme version. In the »Data standard« row **(1)** on the drop-down menu below the column »Selected value«, select the data standard **(2)**.

Data import/export with this version of the data standard ensures uniformity of data with the rules which currently apply to conduction of payment services.

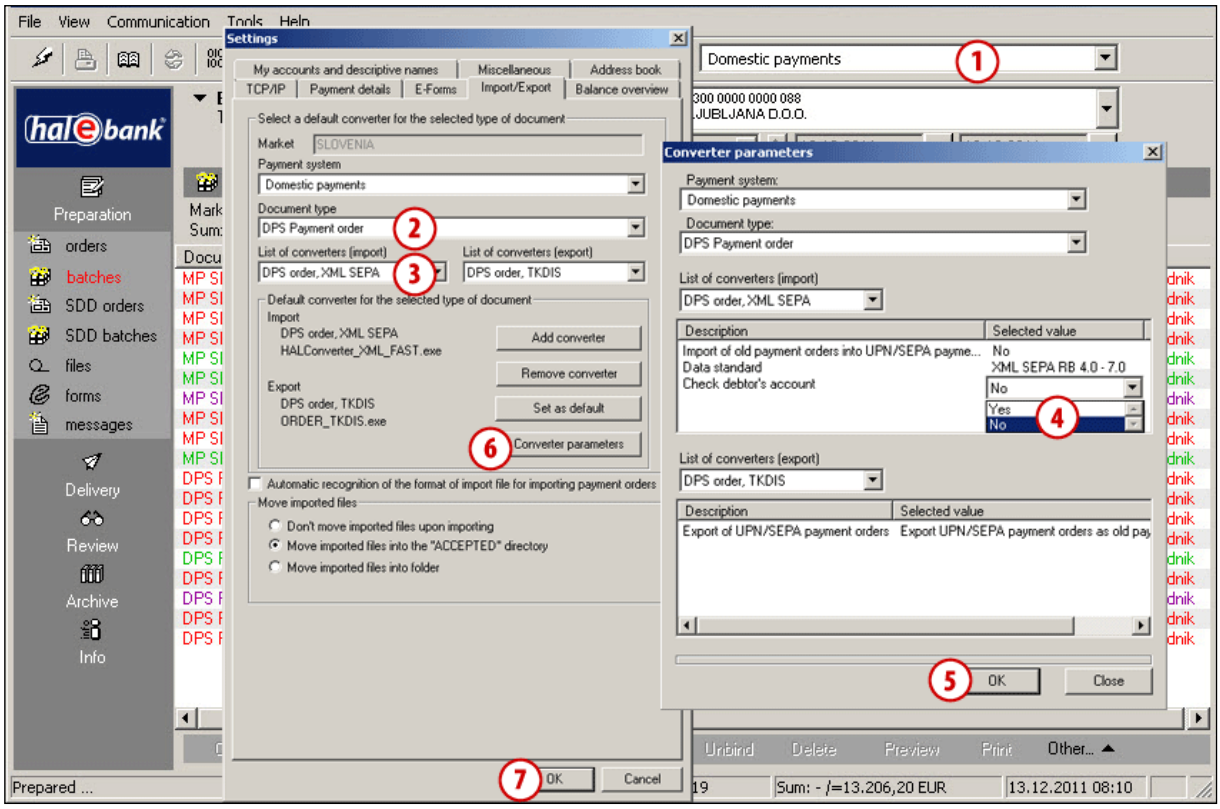


Formats of Import/Export Files

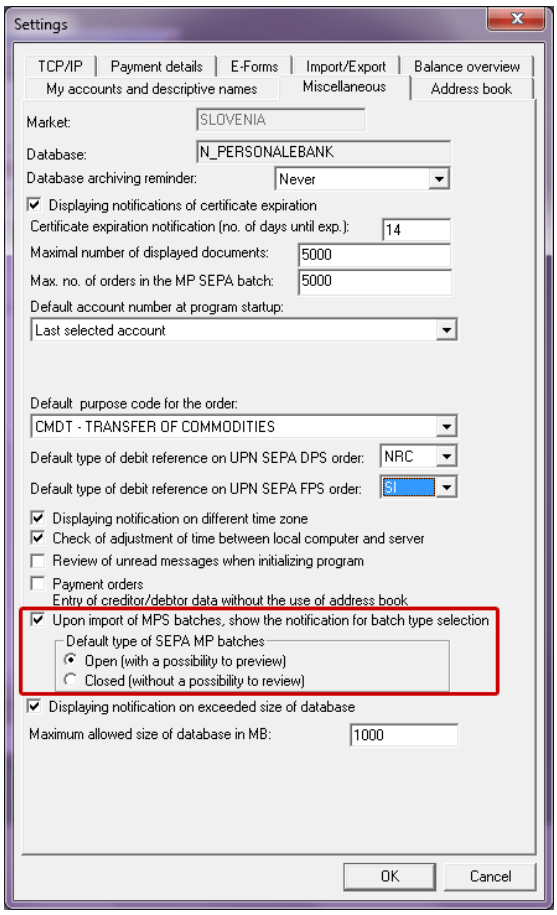
For more information on import/export formats, see the web page http://www.halcom.si/en/support/?action=showEntry&data=378.

Import/Export of SEPA mass payments batch

The import of the SEPA mass payments batch (MP SEPA batch) is conducted in the same way as import of other batches with payment orders (see the Payments manual). The import is enabled in the **Domestic payments** (1) by selecting the Document type **DPS batch (payment orders)** (2) and only for the XML SEPA type of file (3). In **Converter parameters** in the row »Import batches MP SEPA as ordinary batch«, set the selected value to »NO« (4). Confirm the selection (5, 6 and 7). If the value is set to »YES«, the program imports the prepared MP SEPA batch as an ordinary batch with orders.



When importing the MP SEPA batch, you must also set the batch type of the batch that you are importing (open / closed). This can be done in the MISCELLANEOUS tab. Here, you can also set whether you wish the notification for the selection of batch type to be displayed each time you import an MP SEPA batch.

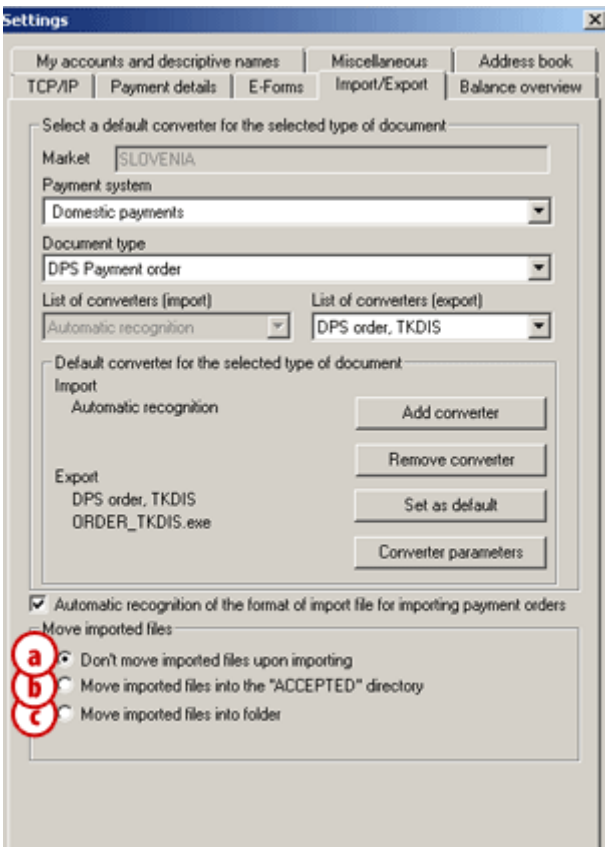


Moving Imported Files

At Import/Export tab you can select three options available, namely:

a) Do not move import files upon import

Select this option if you don't want to save imported files.



b) Move import files into the "ACCEPTED" folder

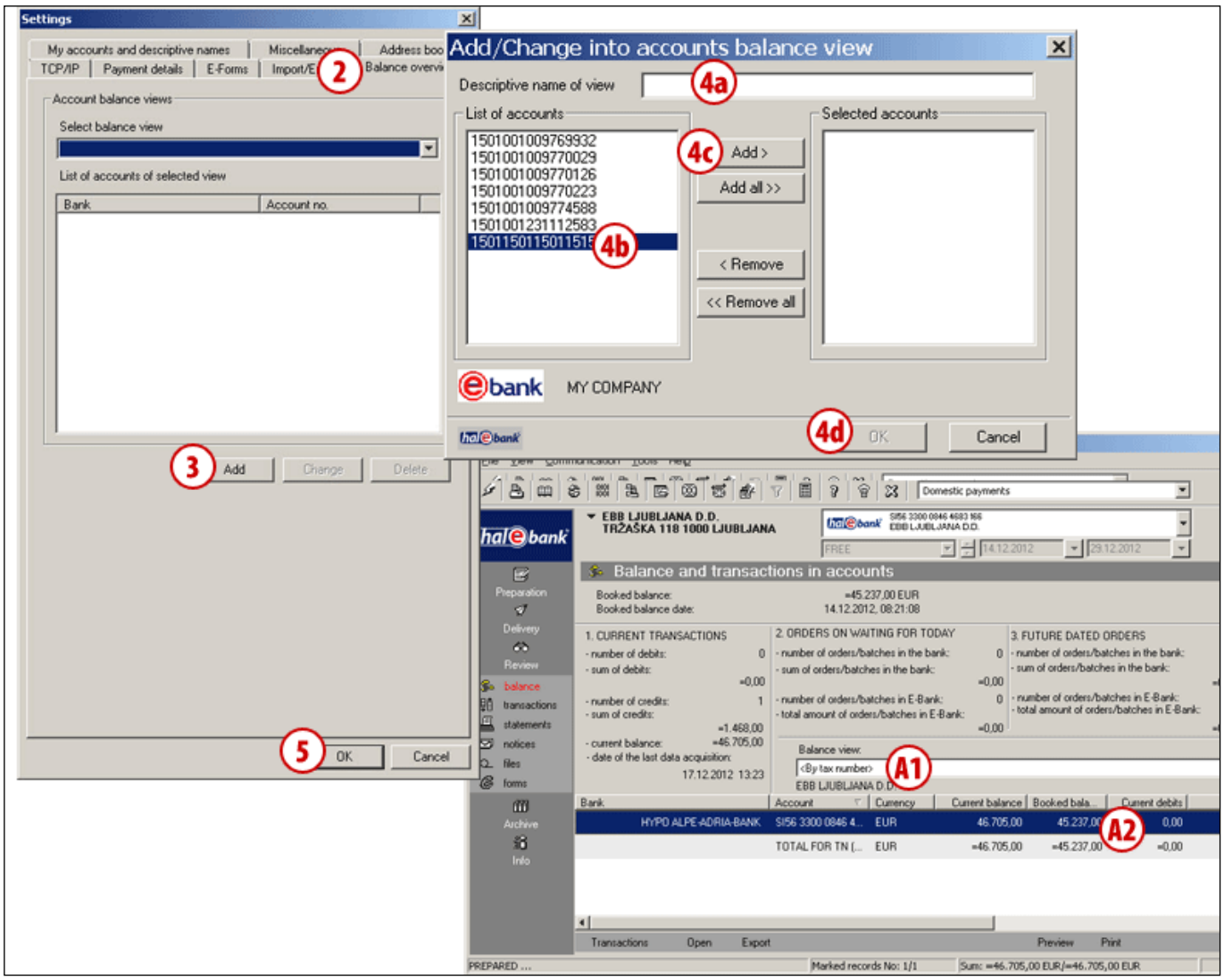
The ACCEPTED folder is created in the folder, from which you are importing files with orders. Example: the file **Payments** is imported into Hal E-Bank from the folder **My documents**. In the folder **My documents,** the folder ACCEPTED is created, where the file **Payments** is moved. Therefore, the file **Payments** cannot be imported again by mistake, as it is no longer in the folder **My documents**.

c) Move import files into folder

If you choose this option, you can save import files to any location on your computer. At confirming the confirmation field for this option, a field opens up in which you enter the desired location for saving. Selection confirm with the **OK** command **(4)**.

Balance Overview

In the Balance overview tab, you can set the balance overview for selected accounts.



1 Select the command **Tools** > **Settings** or the command **Alt + O** (see the Settings chapter).

2 Select the **Balance overview** tab.

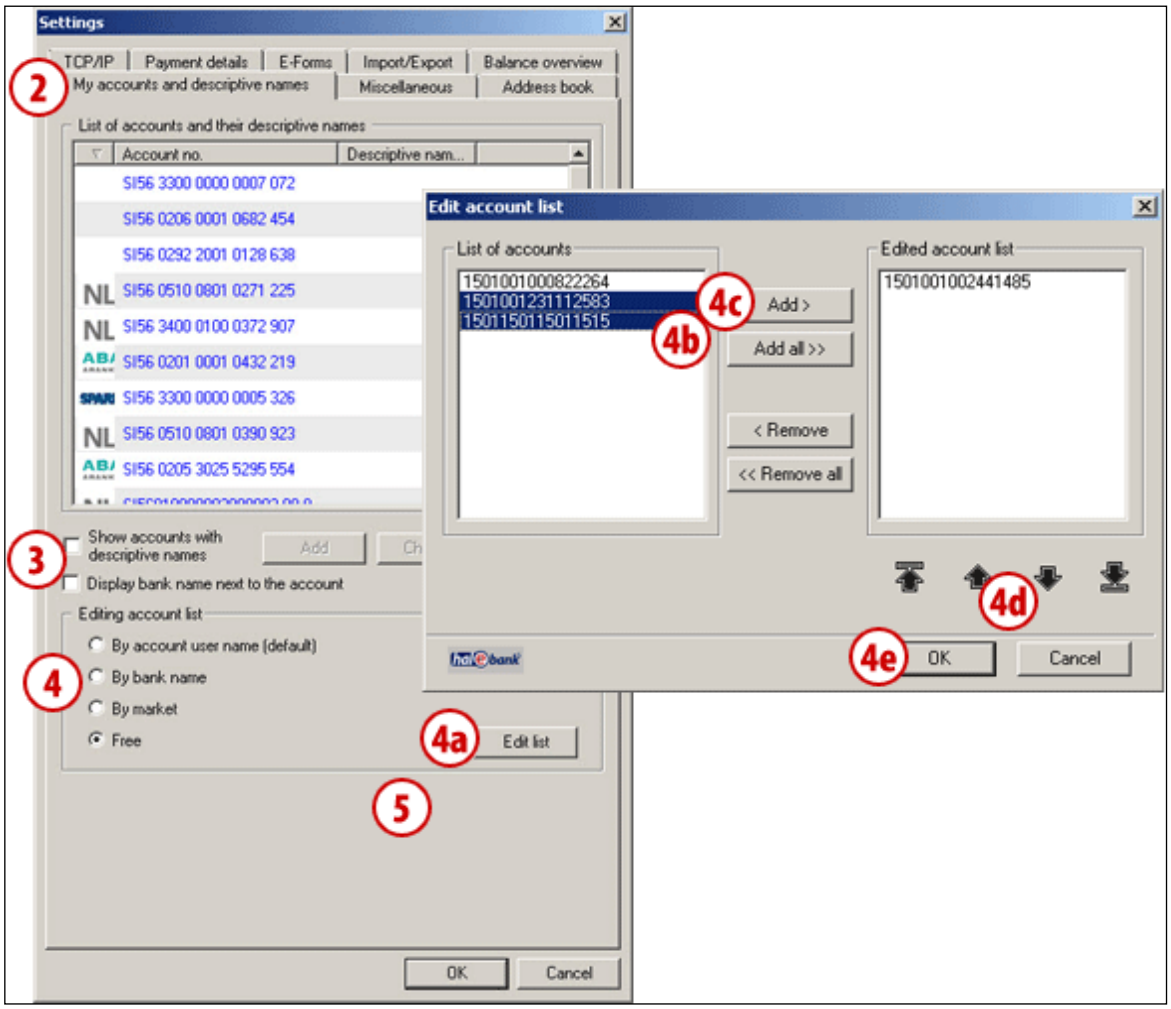
3 Select the **Add** command.

4 A new window will open. In the field »Descriptive name of view«, enter the name **(4a)** for a new view. Select accounts **(4b)** and add them **(4c)** to the list. Then confirm the selection **(4d)**.

5 Confirm with the **OK** command.
You can review the new view for selected accounts in the folder Review > Balance. Select the view in the drop-down menu »Balance view« **(A1)**. The balance for accounts is written in the new view **(A2)**.

My Accounts and Descriptive Names

In the tab **My accounts and descriptive names**, you specify the way of displaying account data (display of accounts with descriptive names, display of bank's name next to the account) and you edit the list of displayed accounts.



1 Select the command **Tools** > **Settings** or the command **Alt + O** (see the Settings chapter).

2 Select the tab **My accounts and descriptive names.**

3 Select whether you want also the descriptive name and bank's name next to the account.

4 Select the way of editing account list.
In case you select »Free«, you can specify which accounts you will see in the drop-down menu in Hal E-Bank. Select the **Edit list** command **(4a)**. Mark the accounts **(4b)** and add them **(4c)** to the list. By using arrows **(4d)**, you can set the order of accounts on the list. For confirmation of the list, select **OK (4e)**.

5 Confirm with the **OK** command.

TIP

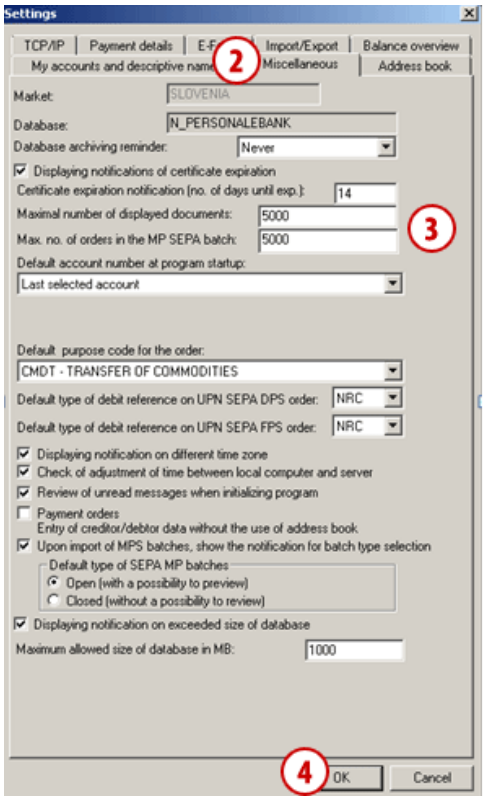
If you wish to display the descriptive name of the account, select the Show accounts with descriptive names option (3) and double click the account and add the descriptive name.

Miscellaneous

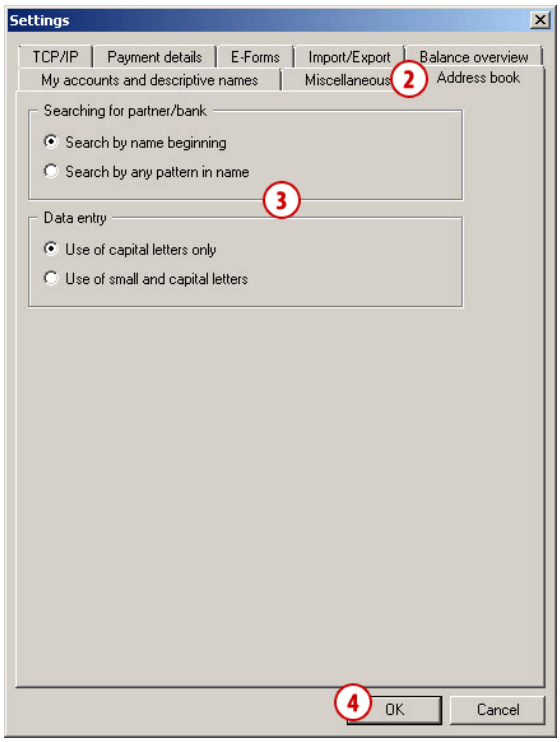
In the **Miscellaneous** tab, you can set the following:

- reminder for database archiving,
- activate displaying of notifications about certificate expiration and specify number of days for notification prior to expiration,
- maximum number of displayed documents,
- maximum number of orders in the MP SEPA batch,
- default account at program startup,
- default purpose code for the order,
- default reference type for the debit on the UPN / SEPA PPD order,
- default reference type for the debit on the UPN / SEPA PPT Order.

You can also activate/deactivate the displaying of notification on different time zones, checking of adjustment of time on a local computer and on server, review of unread messages at program start, for payment orders entry of data without use of address book, showing the notification for the selection of the batch type at the import of the SEPA MP batches and define default type of the SEPA MP batch (open /closed). You can also activate/deactivate the displaying of notification on exceeded database size and specify the maximum allowed database size in MB.



1. Select the command **Tools** > **Settings** or the command **Alt + O** (see Settings chapter).
2. Select the **Miscellaneous** tab.
3. Enter and select the desired data.
4. Confirm with the **OK** command.



Address Book

In the **Address book** tab, you can specify whether at entering partner or bank on payment order the program will search by the beginning of name or by any pattern in name.

You can enable use of only capital letters or use of small and capital letters in address book.

1 Select the command **Tools** > **Settings** or the command **Alt** + **O** (see the Settings chapter).

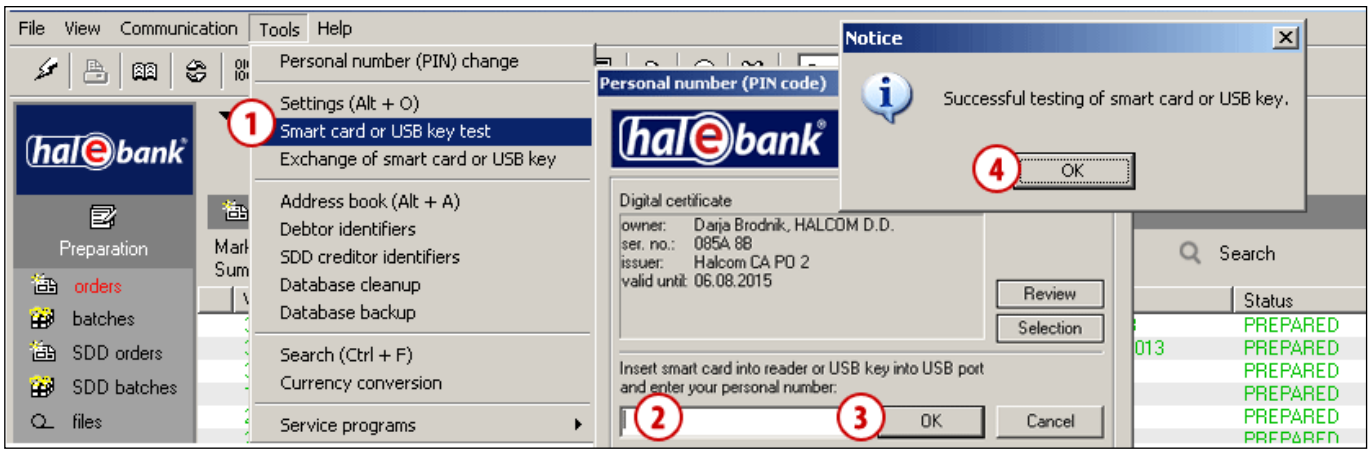
2 Select the **Address book** tab.

3 Select the desired settings.

4 Confirm with the **OK** command.

Smart Card or USB Key Test

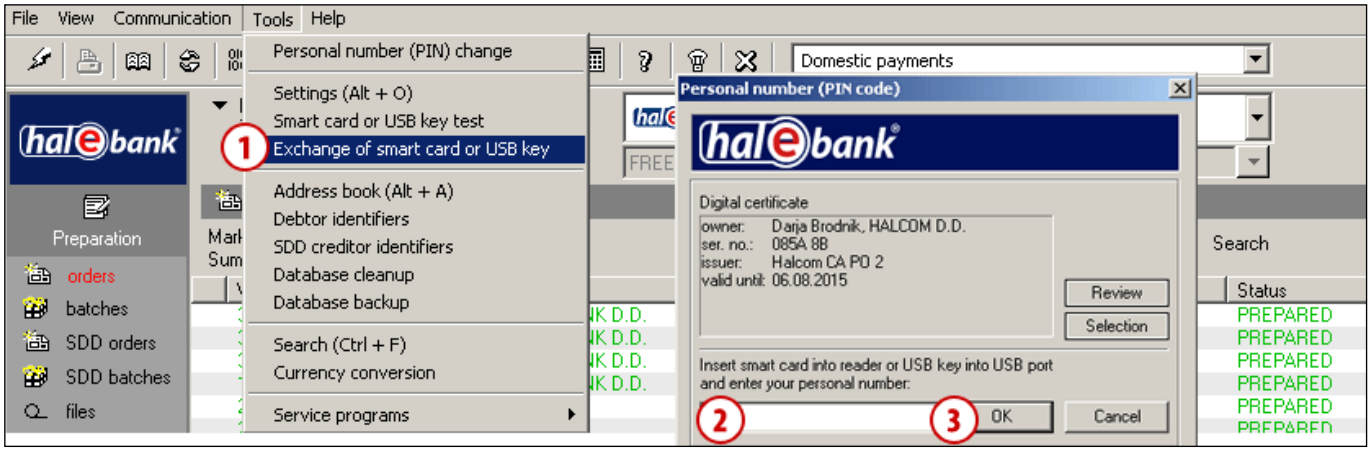
You can test your smart card or USB key.



1. Select the command **Tools > Smart card or USB key test**.
2. The window Personal number (PIN code) opens. Enter the number (PIN code) of your smart card or USB key.
3. Select the **OK** command.
4. A notification will appear on success of testing smart card or USB key. Confirm the notification.

Exchange of Smart Card or USB Key

If you would like to continue your work with a different smart card or USB key, you can do that without the need to close down Hal E-Bank and start it again.



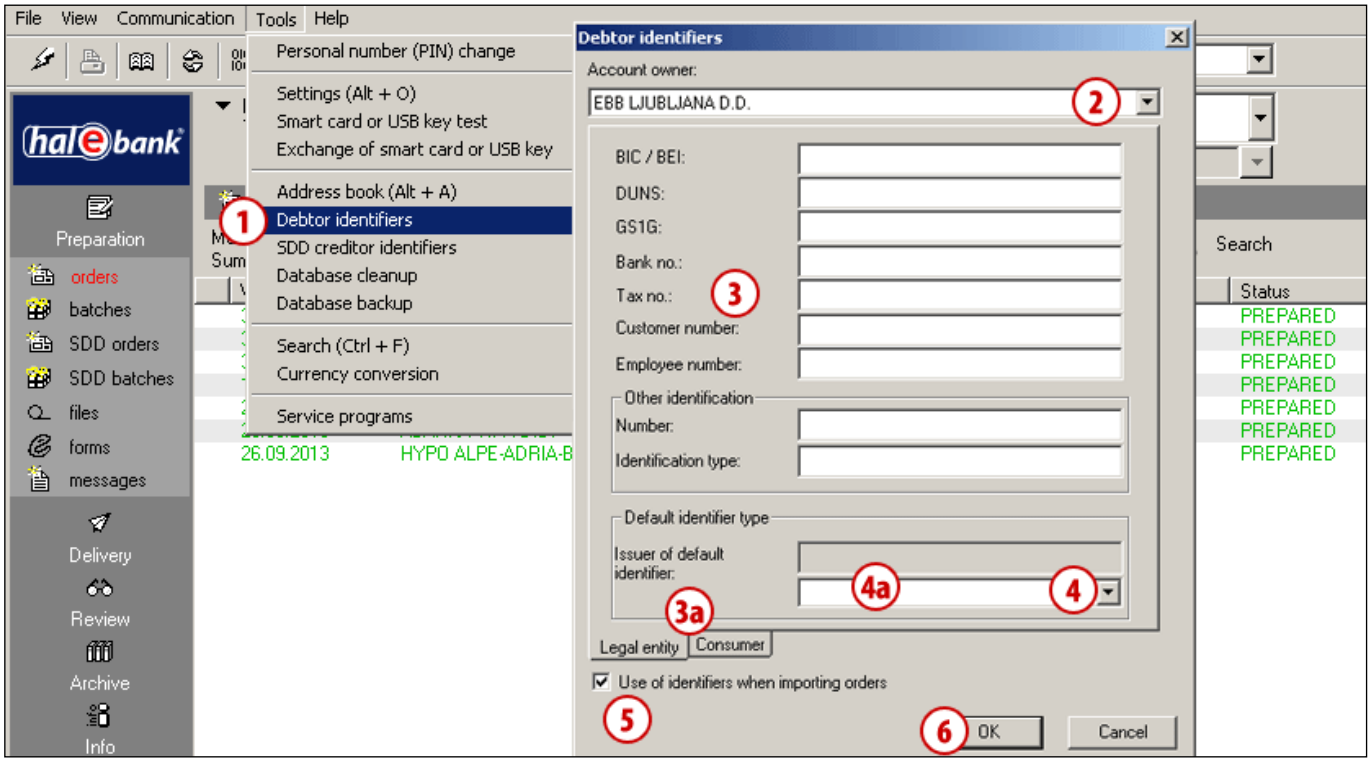
1. Select the command **Tools > Exchange of smart card or USB key**.
2. The window Personal number (PIN code) opens. Enter a different smart card or USB key you would like to continue working with. Enter the number (PIN code) of smart card of USB key.
3. Confirm the entry with **OK** command. You can continue working with Hal E-Bank.

Address Book

Work with the address book is described in the section **ADDRESS BOOK**. It is also available at the website *wwweng.halcom.si/support* in the section **Users Manuals** under the mentioning of section: Address book.

Debtor Identifiers

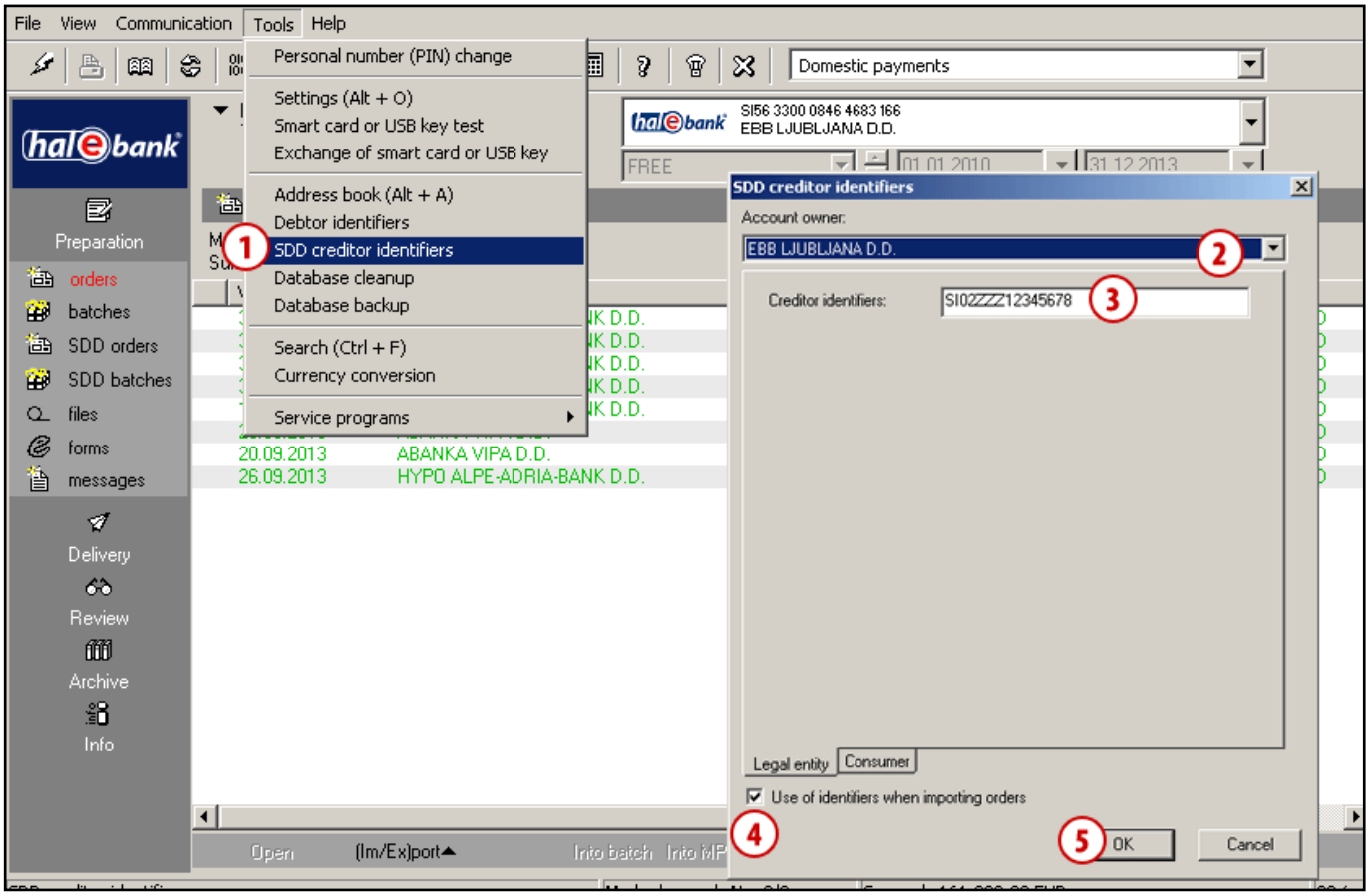
When completing some payment orders, it is mandatory to enter also data on debtor's identifiers (Hal E-Bank user). If you want your identification data to be entered automatically when completing payment orders, you can set this in **Tools > Debtor identifiers**.



1. Select the command **Tools > Debtor identifiers**.
2. The window Debtor identifiers opens. If there are multiple accounts available for work, select the account you want to set identifiers for.
3. Enter identifiers. Set of identifiers differs by type of user, namely Legal entity or Consumer; you select the type of user by selecting the appropriate tab **(3a)**.
4. From the drop-down menu, select the default type of identifier and enter the issuer of default identifier **(4a)**. If you would like to use the identifier which is not in the recommended selection, select Other identification and enter data.
5. If you want to import this data at import of payment orders, check the field **Use of identifiers when importing orders.**
6. Confirm the entry by clicking **OK**.

SDD creditor identifiers

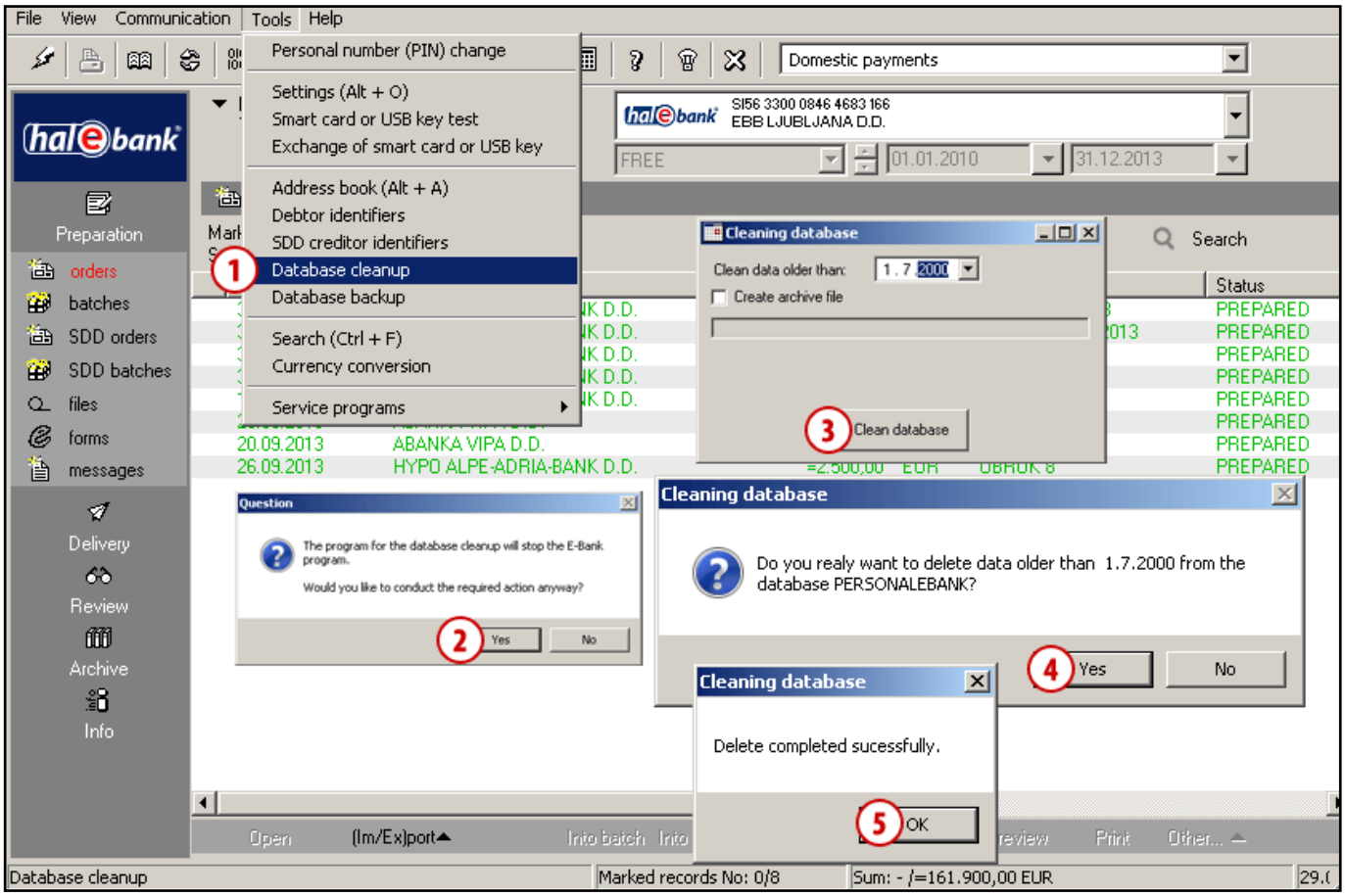
When doing business with SEPA direct debits, the data on SDD creditor identifier is also mandatory. For Slovenian creditors, the data is written in the format: SI (country code), KK (calculated control number), ZZZ (constant) and tax number (e.g. SI02ZZZ12345678). If you want that data to be imported at import of orders you can set this by marking a mark in the field **Use of identifiers when importing orders.**



1. Select the command **Tools > SDD creditor identifiers.**
2. The window SDD creditor identifiers opens. If you have multiple accounts at disposal, select the account you would like to set identifiers for.
3. Enter the identifier.
4. If you want this data to be imported at import of the SDD orders, mark the field **Use of identifiers when importing orders**.
5. Confirm the entry by **OK** command.

Deleting Old Data (Database Cleanup)

From Hal E-Bank, you can delete old data (data without address book, template or files). Such data can be saved or archived, but they will not be visible in the Hal E-Bank program any more. In case there is a lot of old data, deleting it enables faster functioning of the program.



1. Select the command **Tools > Database cleanup.**
2. A notification will appear informing you that Hal E-Bank will close down. Confirm if you want to conduct database cleanup**.**
3. In the »Cleaning database« window, enter the date until which the data will be deleted. If you want to save or archive data, check »Create archive file«. Select the **Clean database** command.
4. In the »Clean database«, confirm if you really want to delete data.
5. A notification will appear informing you that deletion is completed successfully. Close the window.

To continue working with Hal E-Bank, you need to sign in again.

Database Security Backup

Usually, we are not aware of the importance of data backup until we face a loss of data. Statistics indicate that a loss of data when using Hal E-Bank occurs most frequently due to errors on hardware (hard disk), while occasionally problems also occur in functioning of databases.

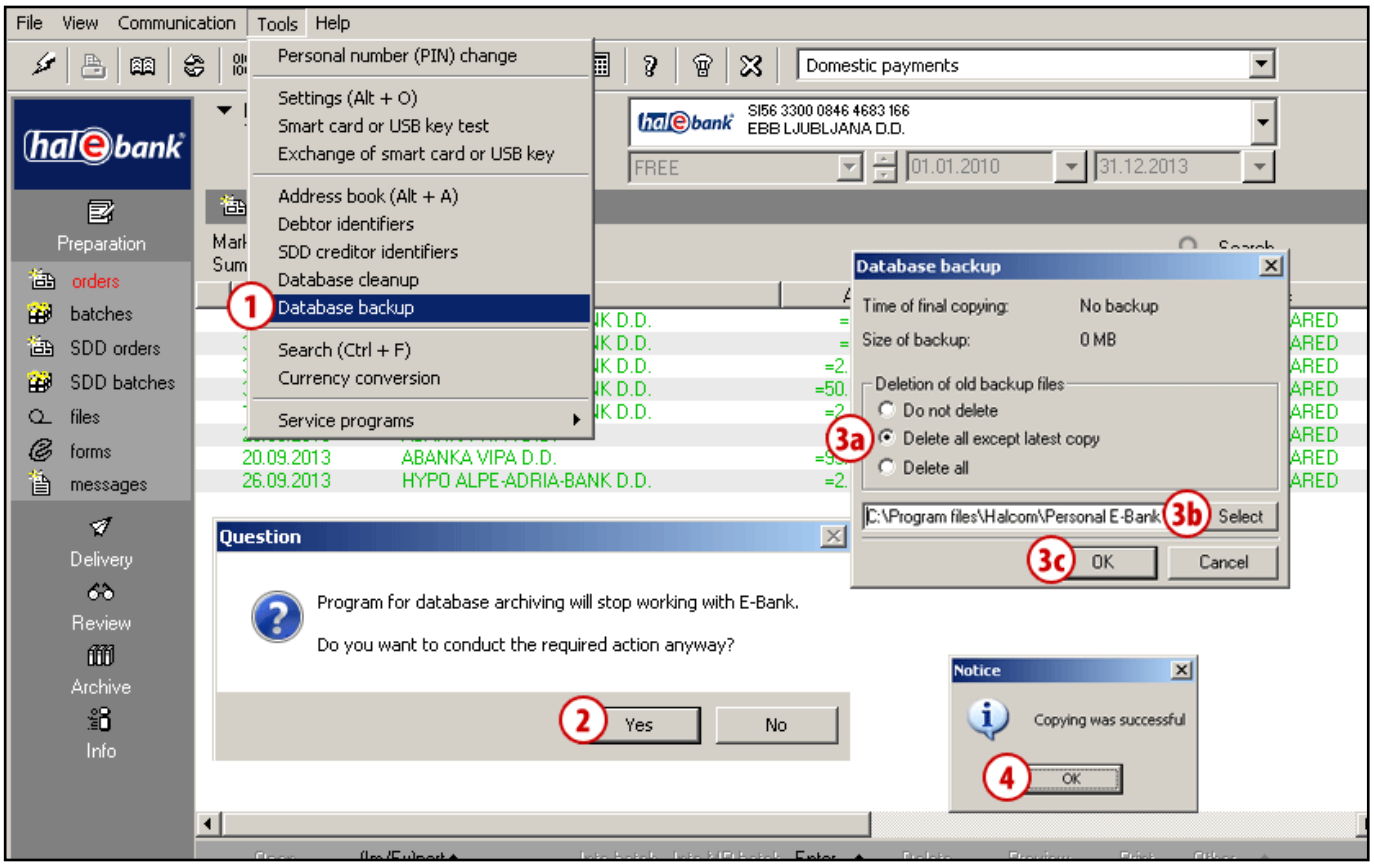
The responsibility for data backup lies with the user!

The procedure for creating database security backup depends on the type of Hal E-Bank program you are using.

Hal E-Bank / Personal

In **Hal E-Bank / Personal,** the data (payment orders, statements, transactions, balance, e-invoices, etc.) are saved on your computer's local disk.

You can archive the up-to-date database (all data without address book, e-invoices and templates) in the Hal E-Bank / Personal program. In this way, you create a security backup of the data.



1 Select **Tools > Database backup.**

2 A notification will appear informing you that Hal E-Bank will close down. Confirm if you want to conduct database backup.

Continued on next page …

3 A window will open, where you select whether you want to delete archive copies or not **(3a)**. Then, you can change the path **(3b),** where archive data will be saved on your local disk and click **OK (3c).**

4 A notification will appear informing you that archiving was successful. Close the window.

To continue working with Hal E-Bank, you need to sign in again.

If you want to create a security backup of address book, see section **ADDRESS BOOK**, the chapter **Exporting and Importing Data from/into Address Book**, sub-chapter **Procedure of exporting data from address book.**

TIP

You can set a reminder for data backup. By using the command ***Tools > Settings****, the* ***Miscellaneous*** *tab in the field »Database archiving reminder«, set the frequency of reminders (see chapter Tools/Settings/ Miscellaneous).*

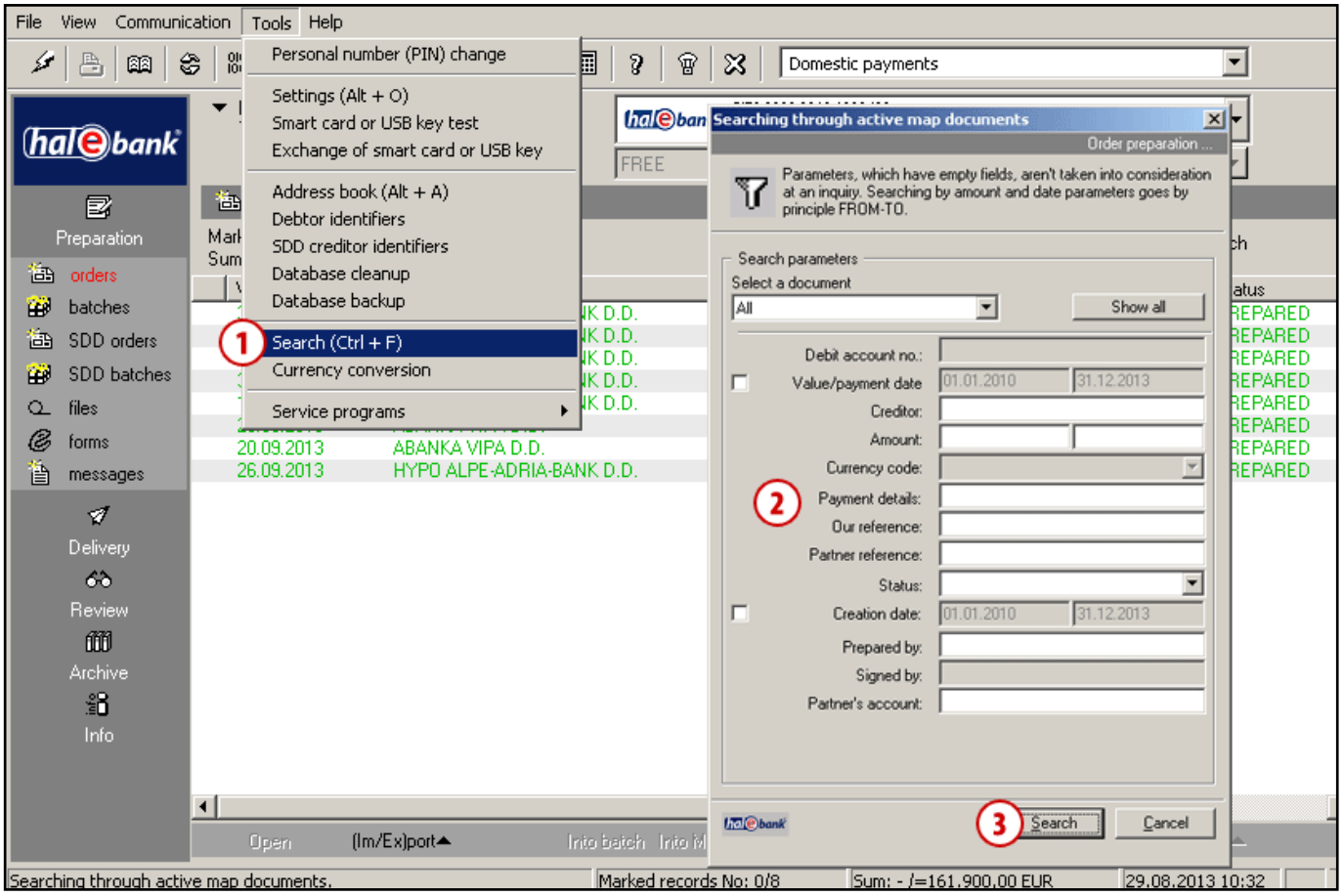
Hal E-Bank / Corporate

In **Hal E-Bank / Corporate** program, the data (payment orders, statements, transactions, balance, e-invoices, etc.) are saved on server located in your company. Data security backup can be created by the system administrator in a company. He can also set periodical creation of backup copies. Upon such setting, the data is saved automatically.

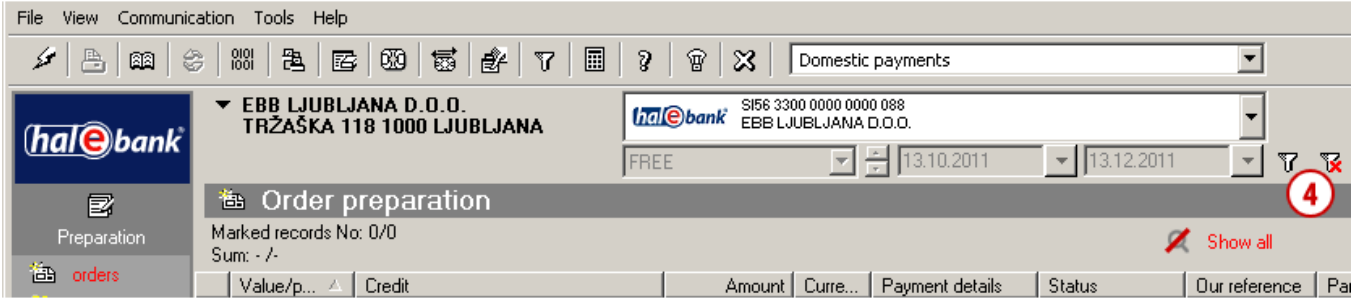
For help, please contact Halcom's help desk at **helpdesk@halcom.si** or by phone at +386 1 200 33 69 *(working hours are published on the web page: www.halcom.si*).

Search

You can conduct search of individual transactions, orders or batches in the archive easier by using the search. Search is also available in cross-border payments and in preparation of orders/batches.

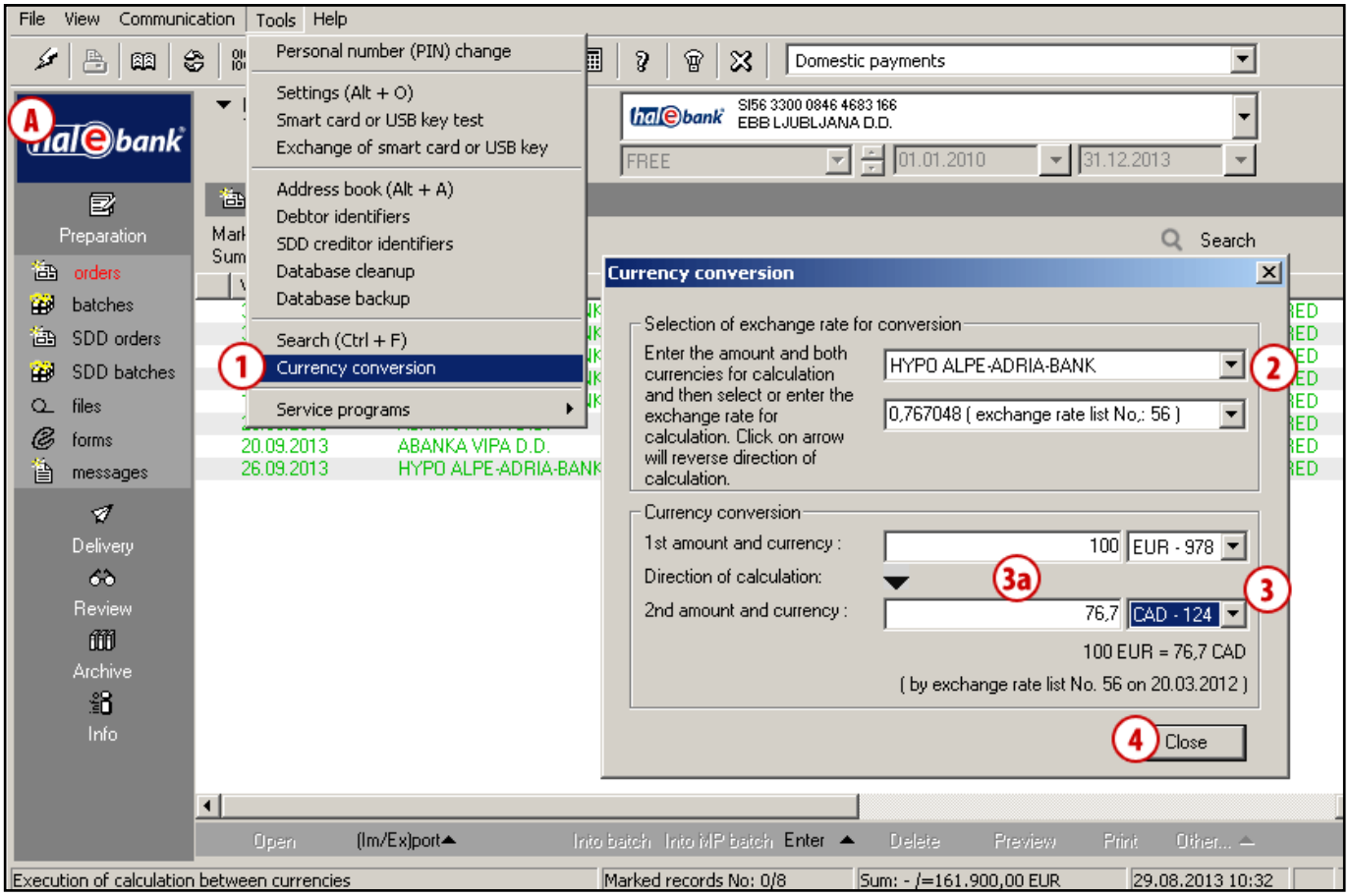


1. Select the command **Tools > Search** (selection is also available by clicking on the icon in the tool bar or with the command **Ctrl + F**).
2. The window opens where you enter search criteria.
3. Perform the search by clicking **Search.**
4. The data will remain filtered until you turn the search off by clicking the icon or Show all.



Currency Conversion

Hal E-Bank enables currency conversion. In order to do this, you must have an exchange rate list in Hal E-Bank, which is sent to you by the bank. In order for the currency conversion to be accurate (last exchange rate list acquired), refresh the data first **(A)**.



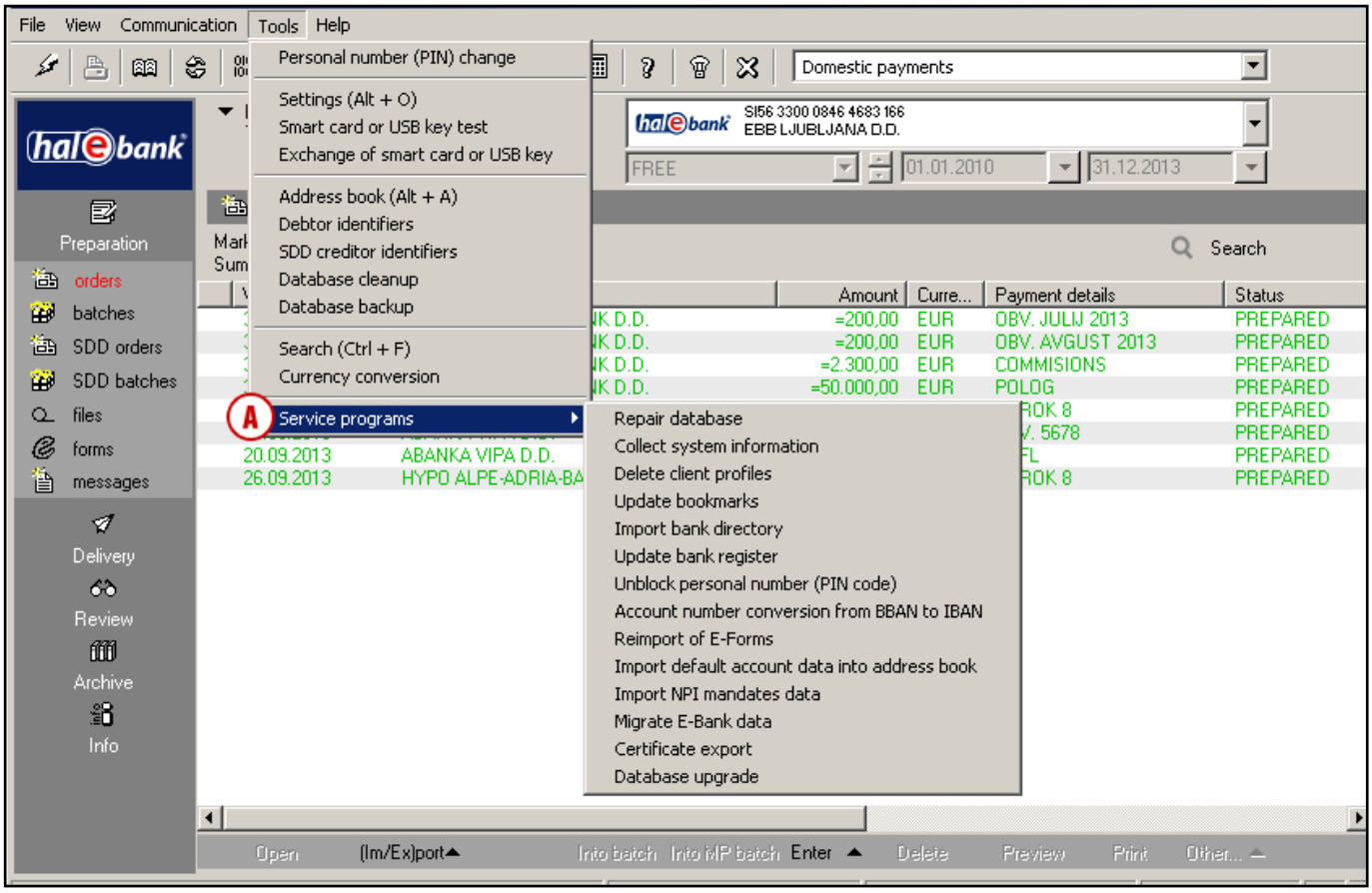
1. Select the command **Tools > Currency conversion.**
2. A window will open, where you select the bank.
3. Select both currencies (entry and exit). Enter the amount you want to calculate **(3a)**. The program conducts and displays conversion. If you did not acquire the last exchange rate list, the program warns you that the conversion is not possible (the exchange rate list must be acquired).
4. Close the window by **Close** command.

Service Programs

Service programs are additional programs installed on your computer with Hal E-Bank. They enable the conduction of operations, which need to be performed rarely. You can access them via the command **Tools > Service programs (A).**The set of service programs can vary from account to account, if the accounts are opened at different banks offering different service programs.

WARNING

Do not start some of the service programs on your own! They are intended for use under expert supervision of the technical support to electronic banking users.



Repair database starts the program, which checks the databases used by Hal E-Bank. Use this program in case of slow functioning of the program, missing data or problems at entering new partners into the Address book.

Collect system information starts the program, which collects data on the computer on which you are using Hal E-Bank. Start the program before contacting technical support for use of electronic banking.

Delete client profiles deletes the list of accounts you are authorized for.

Update bookmarks starts the program, which acquires again the data from the bank's server. You can specify data, which you would like to acquire, date (newer data will be acquired) and account, for which you would like to acquire data again.

Import bank directory starts the program, which updates the bank directory in Hal E-Bank. Start the program only when needed upon receiving adequate files from the bank.

Update bank register starts the program, which updates the list of banks. Start the program only when needed upon receiving adequate files from bank.

Unblock personal number (PIN code) starts the program, by which you can unblock the locked qualified digital certificate.

Account number conversion from BBAN to IBAN starts the program, which converts the accounts in the BBAN format in Address book into the IBAN format.

Reimport of E-Forms starts the preparation of forms for re-import into the database.

Import default account data into address book starts the program, which enables that at upgrade of older versions of the client to the version 16.0.0.00 or higher the user that the data on e-invoice recipients are automatically transferred from the code book for import of e-invoices into the address book of business partners.

Import data on NPI mandates data opens the program, which enables setting of data and import of data on existing NPI DB mandates.

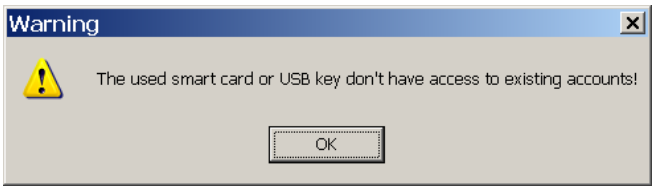
Migrate E-Bank data starts the program which prepares or expands the .zip file of the entire electronic bank archive from the old computer to the new one. For migration help yourself with instructions.

Export certificate starts the program, with which you can export and print the data on your qualified digital certificate. You can find out more on the printout and export of the certificate in the section Qualified digital certificates one for all.

Database upgrade starts the program for the upgrade of the database. The program first checks whether the data in the database has been updated. If the database has been updated, the program will notify you that an upgrade is not required. If the database has not been updated, you can use the same program to perform the upgrade (update).

Permissions for Working with Hal E-Bank

Hal E-Bank operates on the basis of the permissions system, which the bank grants to different users based on the request by the account owner. The account owner can authorize multiple persons for work with Hal E-Bank. If data on the user's qualified digital certificate are not yet entered into the local database (new user of Hal E-Bank in this local network), the program informs the user accordingly.



Confirm the warning by clicking **OK**. The list of banks, to which the new user can connect, opens up. Follow the instructions in the chapter Communication/My first connection (page 35).

The user's permissions are linked to the selected account. permissions for different accounts can differ. The permissions, which apply to the currently selected account, are always used.

At entering the Hal E-Bank program, some buttons, icons and menu commands will be activated or deactivated (colored in grey) depending on the user's permissions. You will not be able to use some functions. The icons for changing personal number (PIN), for first connection to the bank and for closing the program (cross mark) are not dependent on the permissions and are always active. The permissions are written in the bank in coded format. The user's profile is adjusted with the current state of permissions at the bank during each connection with the bank.

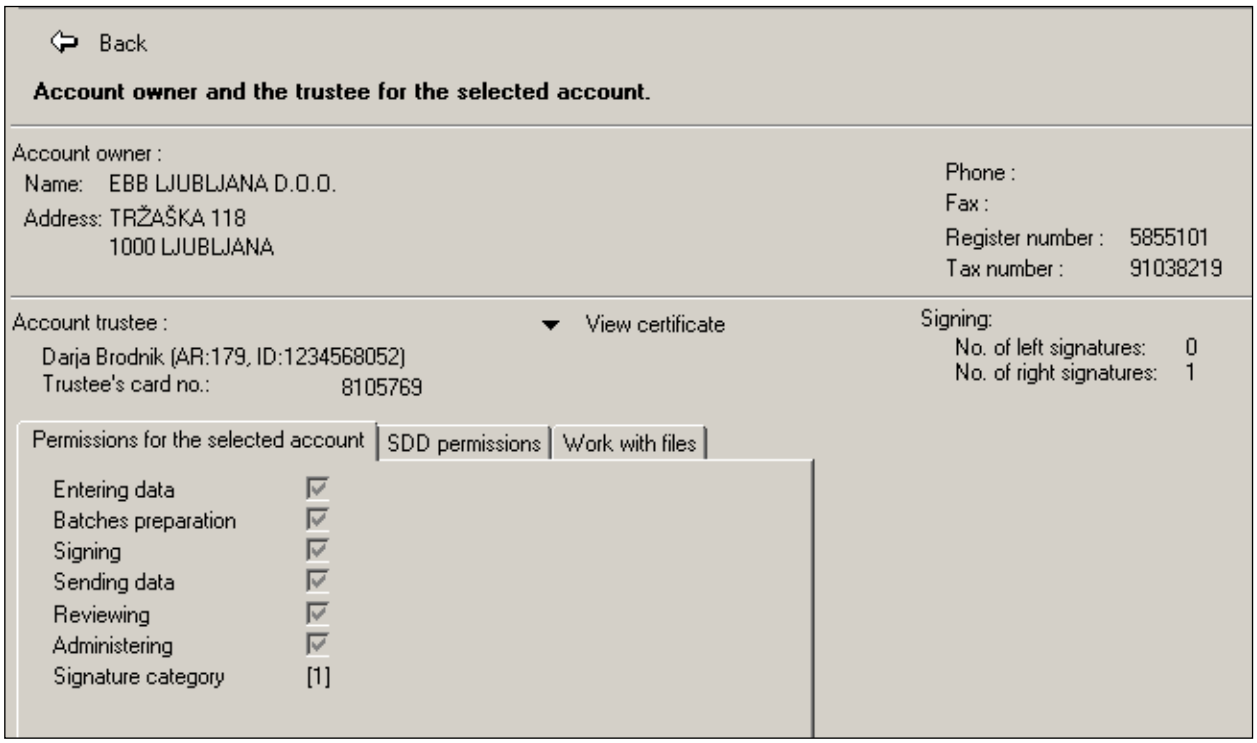
System of Permissions for Working with Hal E-Bank

The permissions for work with Hal E-Bank are divided into the permissions for work with the selected account, SDD permissions and permissions for work with files.

You can check the permissions of the user currently using the Hal E-Bank program by clicking the button next to the account owner's name.



The window »Account owner and the trustee for the selected account« will open. Detailed information on the user currently using Hal E-Bank are displayed (permissions, digital certificate information, etc.), for the selected account.



You close the review of data on the account owner and the account trustee by clicking the Back button 

.

1. **Permissions for the selected account:**
   - **Permissions for entering data** is intended for using the Address book of business partners and their accounts and for preparation or import of payment orders.
   - **Permissions for batches preparation** is intended for forming payment orders in batches (in case you don't have the permissions for preparation of batches, prepare orders individually).
   - **Permissions for signing** is intended for reviewing payment orders and signing batches, but at the same time also for changing and completing the Address book. For signing orders and batches, the signature category described in continuation, is also important.

- **Permissions for sending data** is intended for transfer of data between the bank's server and the Hal E-Bank local database.
- **Permissions for reviewing** is intended for review of transaction items, statements, balances, notifications, etc.
- **Permissions for administering** is intended for administrative operations in Hal E-Bank, such as deleting local database, refreshing program from the bank's server, etc.

2. **SDD Permissions**

- **Permissions for entering data** is intended for using the Address book of business partners and their accounts and for preparation orders and batches or preparation of orders/batches for direct debits,
- **Permissions for batches preparation** is intended for forming orders in batches (in case you don't have the permissions for preparation of batches, prepare orders individually),
- **Permissions for signing** is intended for reviewing orders and signing batches, but at the same time also for changing and completing the Address book. For signing orders and batches, the signature category described in continuation, is also important,
- **Permissions for sending data** is intended for transfer of data between the bank's server and the Hal E-Bank local database,
- **Permissions for reviewing** is intended for review of transaction items, statements, balances, notifications, etc.

3. **Permissions Authorizations for work with files:**

- **Permissions for entering files** is intended for preparation or import of files.
- **Permissions for signing** is intended for reviewing files and signing.
- **Permissions for sending files** is intended for transfer of files between the bank's server and the Hal E-Bank local database.
- **Permissions for reviewing files** is intended for review of files.

Apart from permissions, there is also the **signature category**; it defines which signature the user can perform on each account. Namely, for each account the number of required left (minimum 0, maximum 3) and right (minimum 1 and maximum 3) signatures is specified.

The users, who sign documents, are classified in four signature categories:

a. **First (1.) category** enables the user to perform all missing left and right signatures, which means that he/she can sign the document on his/her own,

b. **Second (2.) category** enables the user to perform the left or the right signature, depending on the order of signing,

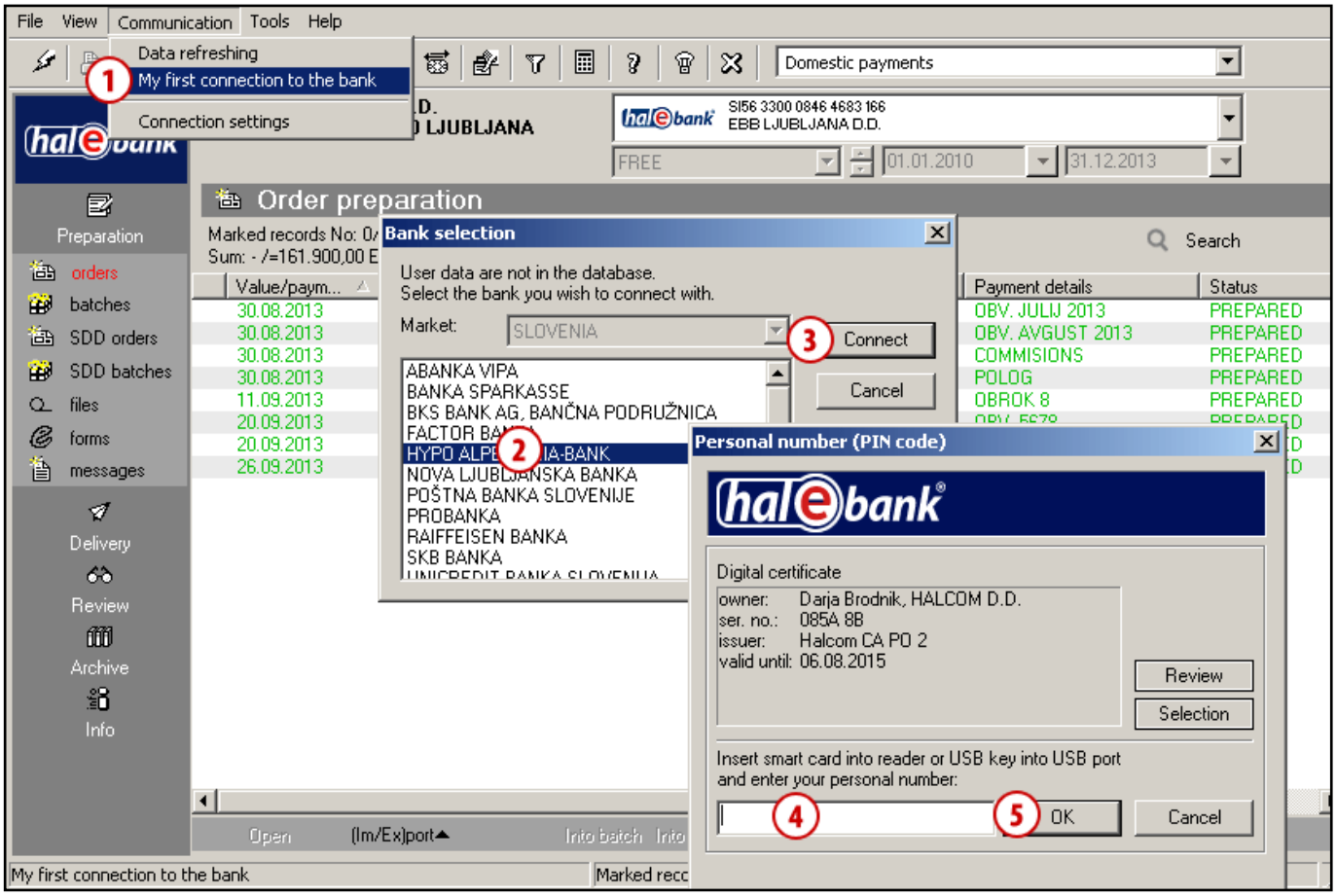
c. **Third (3.) category** enables only the left signature,

d. **Fourth (4.) category** enables only the right signature.

Communication

My First Connection

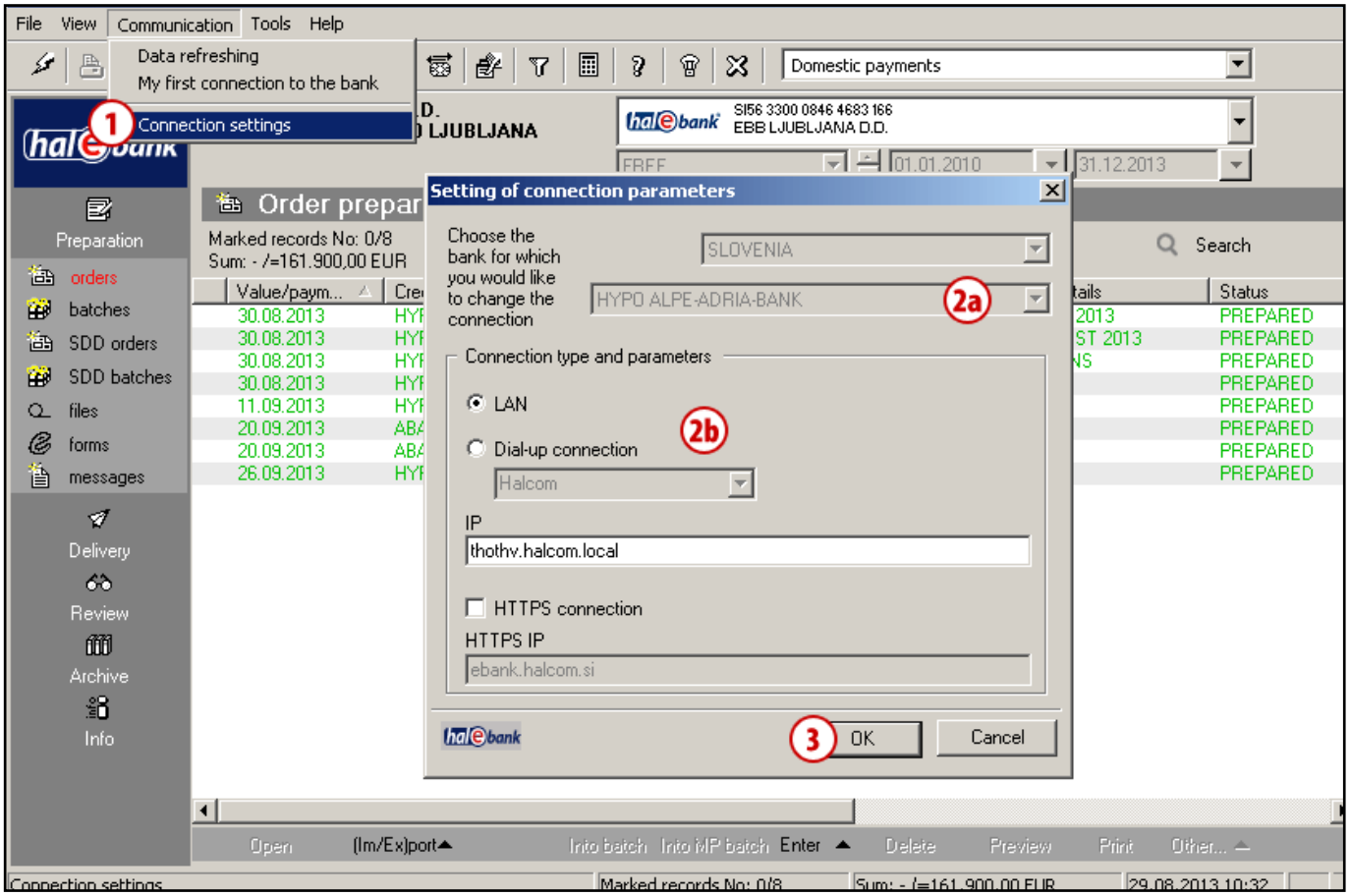
If you open a new account with the bank, you have to establish the first connection to the bank in Hal E-Bank.



1. Select **Communication > My first connection to the bank.**
2. The window opens, where you select the bank with which you want to establish the first connection.
3. Confirm the selection by clicking **Connect.**
4. A window opens, where you enter the personal number (PIN code).
5. Confirm the entry of personal number by using the **OK** command.
   The connection with the bank is established. The data are transferred from the bank. If the notification window opens, close it.

Connection Settings

In Hal E-Bank, you can specify for each bank separately the type of connection, IP address and name of dial-up connection, if you use the dial-up connection. In case of the HTTPS connection, you can also specify the HTTPS IP address.

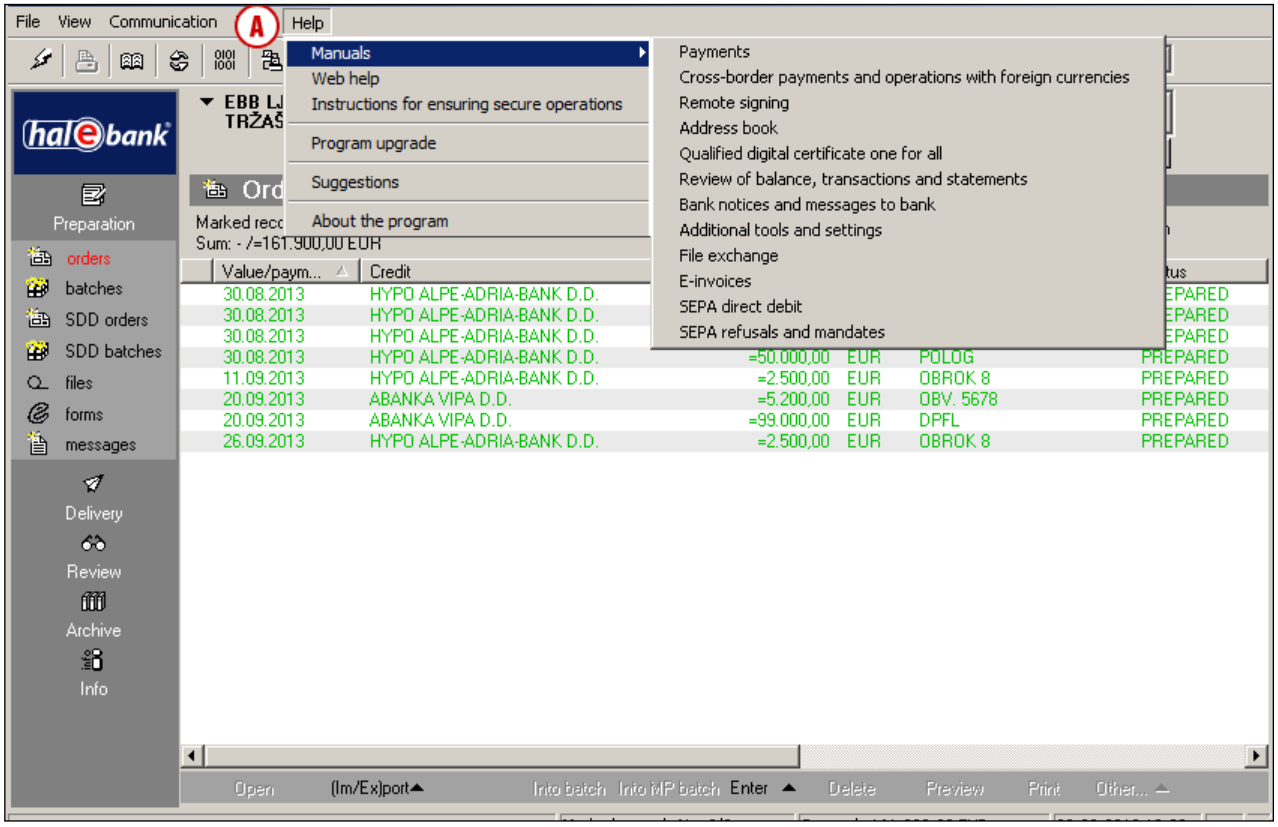


1. Select **Communication > Connection settings**.
2. The window opens, where you select the bank from the list **(2a)**. If necessary, change the settings **(2b)**.
   The connection with the bank's server will be successful only if all connection parameters are set correctly. Correct settings have to be entered before the first start of the client. The bank will send you all the settings details.
3. Confirm the entry by **OK** command.

Help

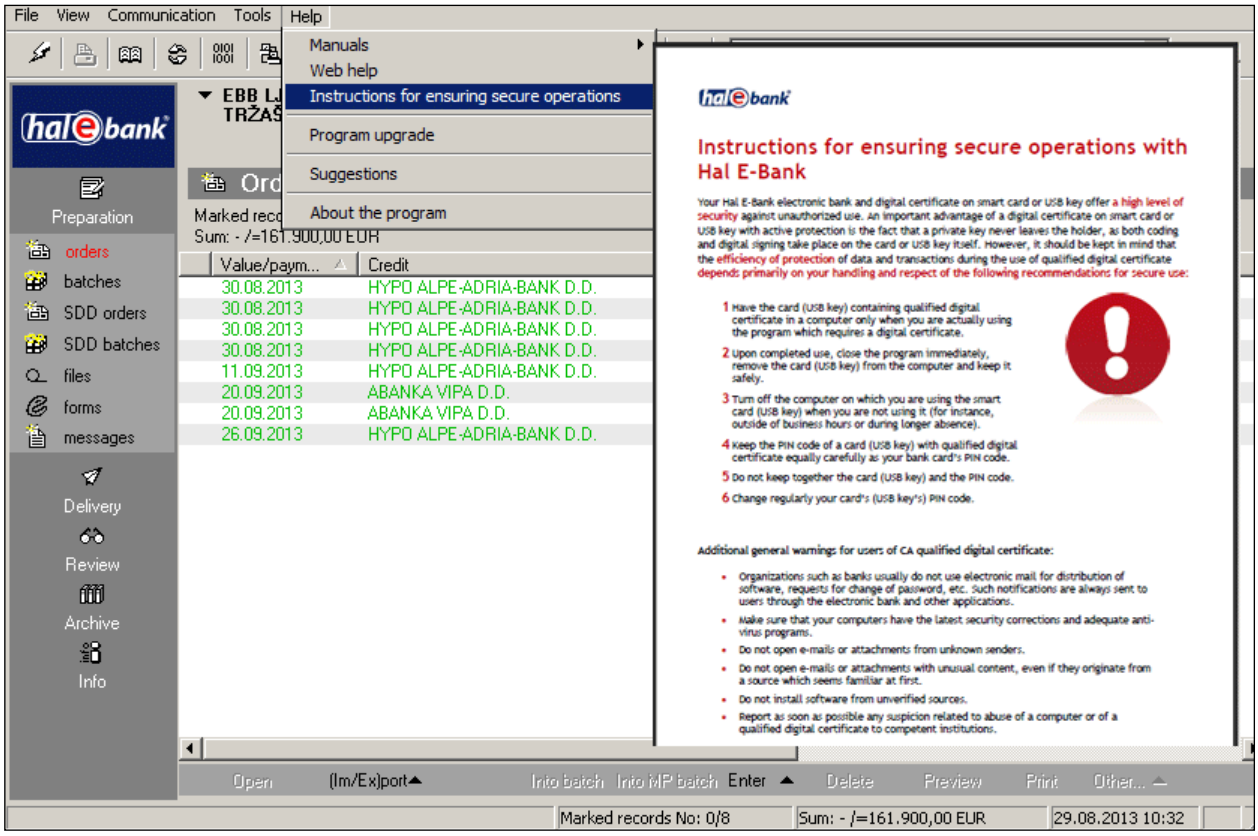
In the toolbar, under the tab **Help (A)**, you can access texts that can help you with your work with Hal E-Bank.

By selecting **Help> Manuals**, you can access the Hal E-Bank manuals, where you will find instructions for working with Hal E-Bank divided into individual sections (functionalities). The list of manuals is amended and supplemented, if necessary.

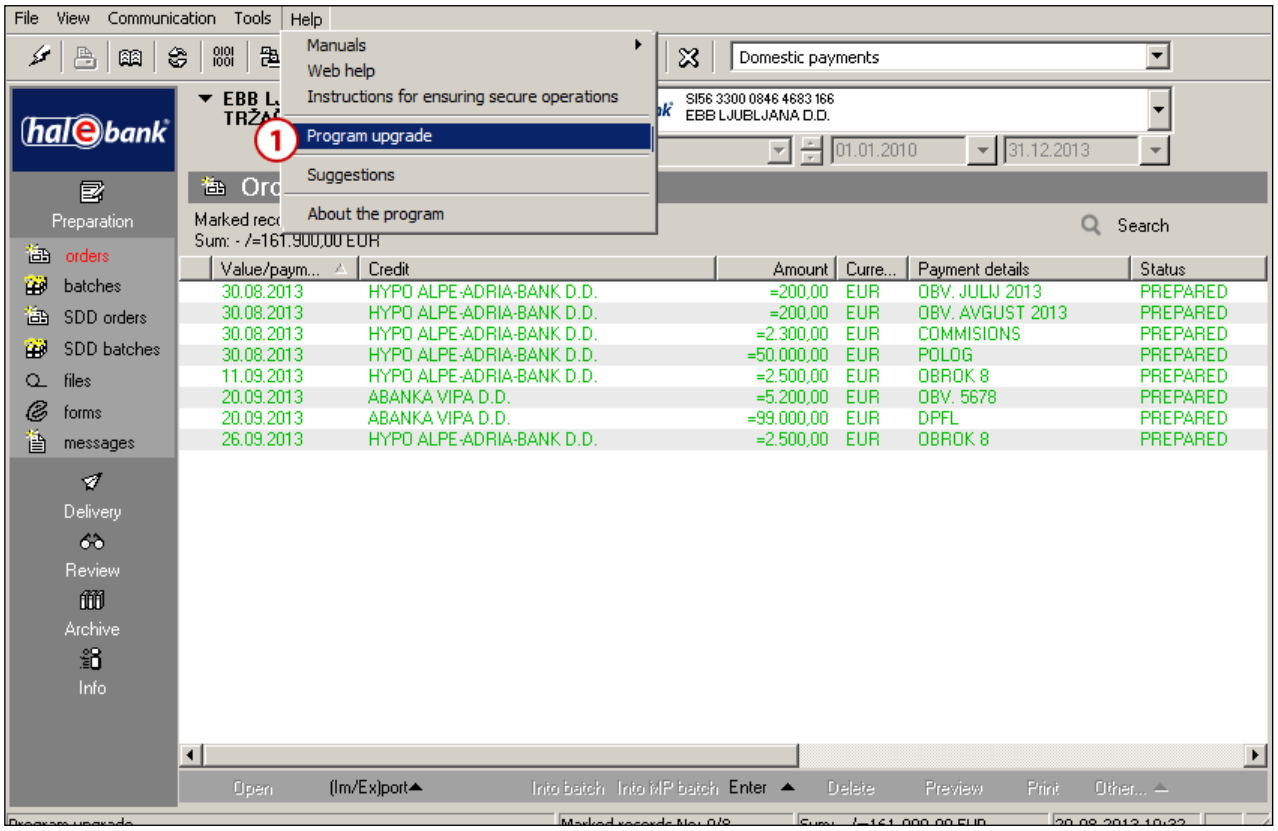


By selecting **Help> Web help**, you can access the Halcom website, which is designed to help users work with Hal E-Bank, directly from Hal E-Bank. In addition to the manuals, the website will provide you with import and export formats and plenty of useful information related to the working with the electronic bank.

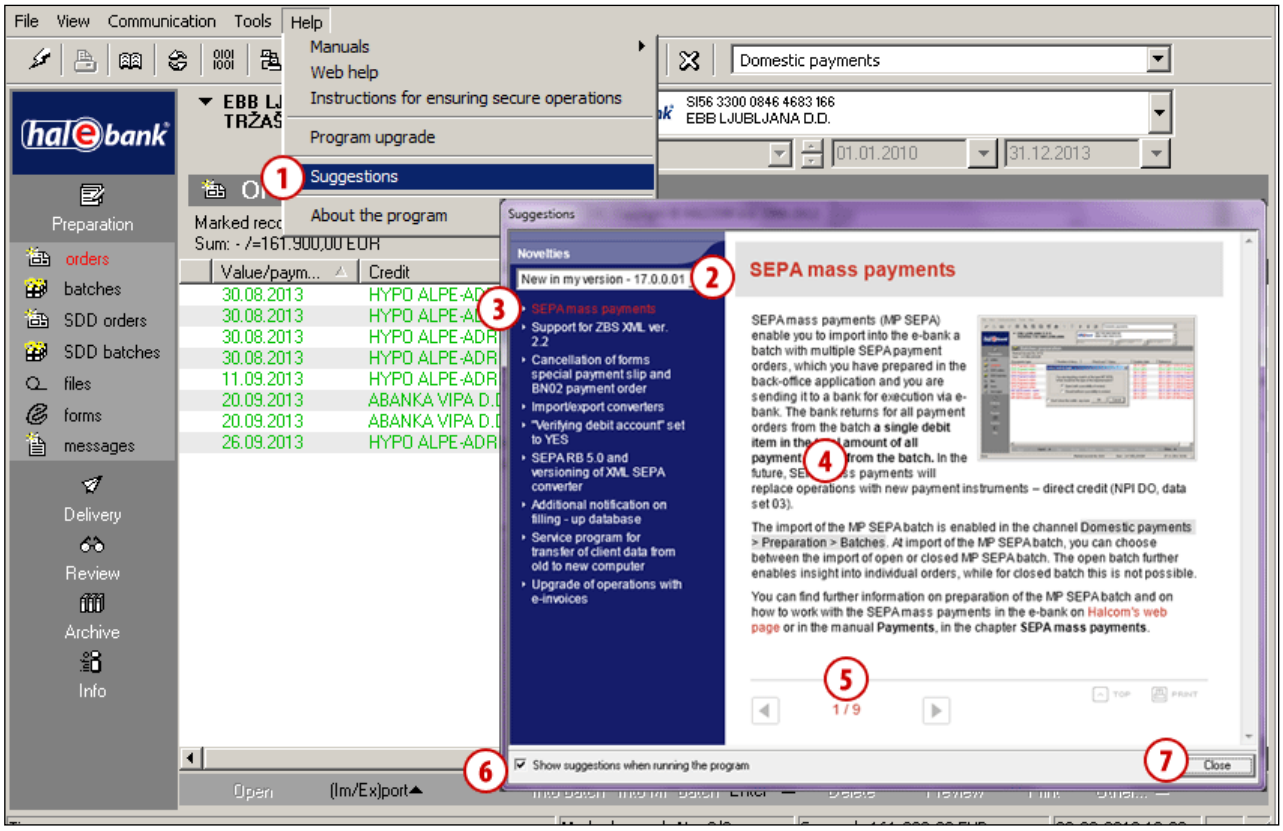
By selecting **Help> Instructions for ensuring secure operations**, you can access the website, where you will find the instructions to ensure safe operations with Hal E-Bank. Following these instructions contributes significantly to the safe use of Hal E-Bank.



By selecting **Help > Program upgrade (1),** you start the program upgrade. Program upgrade is described in the manual **INSTALLATION AND UPGRADE** (written on the installation CD and also available at *wwweng.halcom.si/support* in the **User Manuals** section under **Installation and upgrade**.



By selecting **Help> Suggestions (1)**, you can access the tips or information on the new features of each individual Hal E-Bank version.



You can select your version by using the scrollbar **(2)** and simply click on the highlighted text to display a specific topic in the left column **(3)**. A text opens **(4)**. You can move between the pages using cursor arrow keys **(5)**. In the bottom left corner, you can also select whether you want the program to display any new features or changes at startup **(6)**. You can close the window with the new features in the bottom right corner **(7)**.

By selecting **Help> About the program**, you can access information about Hal E-Bank and quickly access the Halcom website and the frequently asked questions, related to the operation of Hal E-Bank.