

HAL E-BANK MANUAL

CARDS



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What is Hal E-Bank/Cards

Hal E-Bank/Cards is a WEB application that users can use to review their card transactions at home and abroad. The application enables the following:

- overview of your payment cards,
- overview of domestic transactions executed with payment cards,
- overview of transactions executed with payment cards abroad.

What do I need?

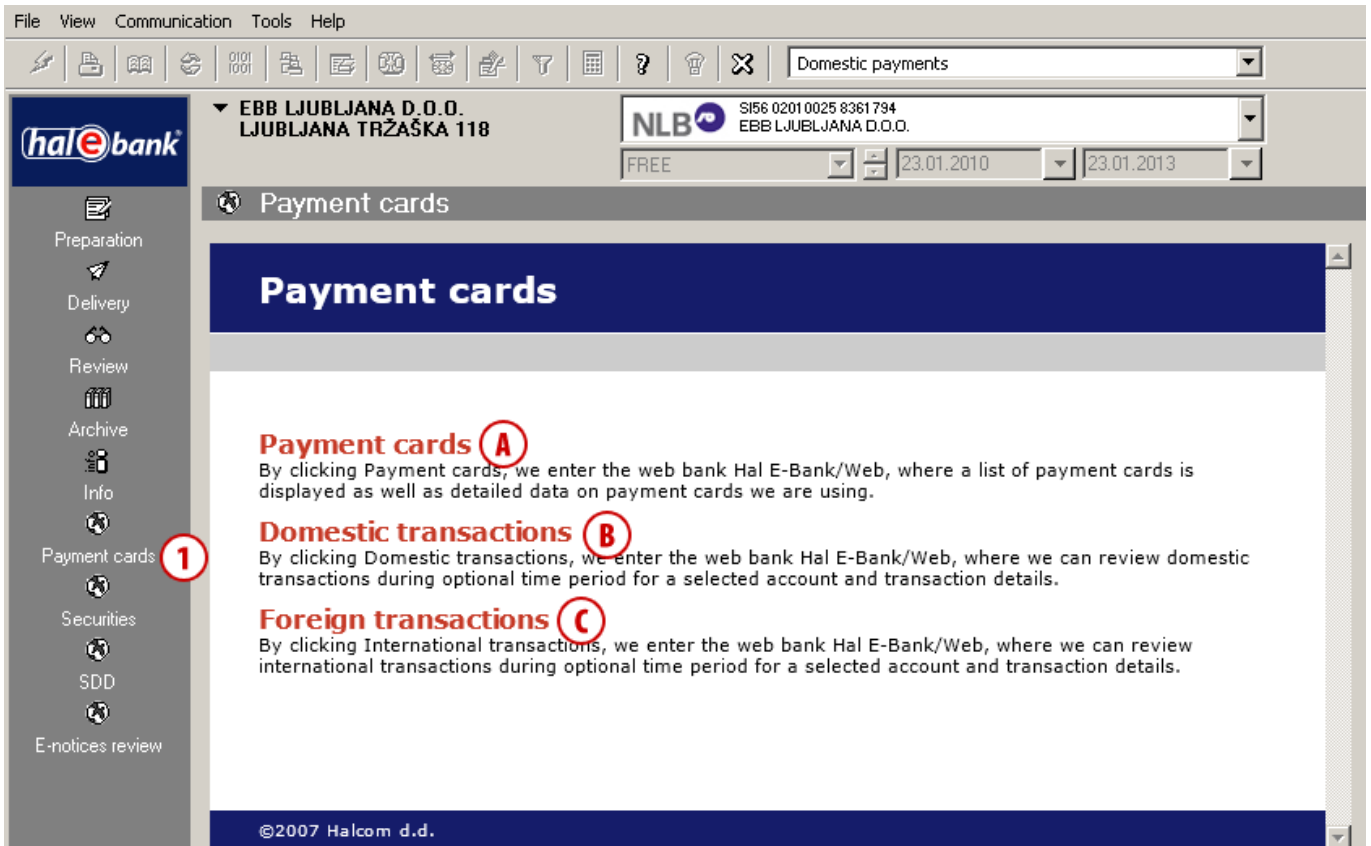
To work with Hal E-Bank/Cards, you need the following:

- a contract with the bank,
- a connection to the bank's server,
- a valid qualified digital certificate,
- if you have a qualified digital certificate issued on a smart card, you also need a smart card reader.

Working with the Hal E-Bank/Cards application

Starting the application

The Hal E-Bank/Cards online application can be accessed from the Hal E-Bank/Personal or the Hal E-Bank/Corporate electronic bank.



1 Click **Payment cards** and select the category you want to review (**A**, **B** or **C**).

Enter the password you are using to access WEB applications or Hal E-Bank WEB into the password window and click **Confirm**. If you have not used any WEB applications so far, follow the instructions on the screen and set your entry password which you will use for accessing all Hal E-Bank WEB applications. Once you are successfully logged into Hal E-Bank/Cards, the page you requested will appear. You can always go back to the home page by clicking on the logo located in the upper left corner.

List of payment cards

By clicking on **List of payment cards (A)**, you enter the Hal E-Bank/Web online application, where you can view a list of your payment cards. In the **Company (B)** field you can choose to review **My cards** or select a company that the cards refer to. In the **My cards** section the user can review the list of his cards. If you select a company you can review all the cards issued for the selected company. To review all company cards you need to be authorized for reviewing data in the **Domestic transactions** channel within the e-bank.

The screenshot displays the 'List of payment cards' interface. The left sidebar contains navigation options: 'List of payment cards' (marked A), 'Domestic transactions', 'Foreign transactions', and 'E-notices'. The main area features a 'Company:' dropdown menu (marked B) set to 'NLB My cards'. Below the menu is a table listing payment cards with the following data:

Card number	Card	Balance	Valid until	Status	Domestic transactions	Foreign transactions
XXXX7777XXXX6232	NLB POSLOVNA KARTICA JANEZ NOVAK	0,00 EUR	31.12.2015	AKTIVNA	Show	Show

The footer of the page includes the copyright notice '©1999-2013 Halcom d.d.' and the user's name 'Janez Novak'.

The list of cards can also be printed. This is done by clicking the **Print** button in the upper right corner of the window.

Continued on the next page ...

Detailed information can be viewed by clicking on the card number. Information about balance, limit and funds spent are available only on the company card. Only transactions and transaction details are available to be viewed to authorized cards.

The screenshot shows the NLB Proklik web interface. The top navigation bar includes 'Domestic payments', 'Cross-border payments', and 'Payment cards'. The left sidebar contains a menu with 'List of payment cards', 'Domestic transactions', 'Foreign transactions', and 'E-notices'. The main content area is titled 'Detailed data on payment card' and displays the following information:

- Card number: XXXXX7777XXX1539
- Type of card: NLB POSLOVNA KARTICA
- Owner: EBB LJUBLJANA
- Valid until: 31.12.2015
- Available balance: 55.680,00 EUR
- Status: AKTIVNA
- Spent funds: 554.000,00 EUR
- Monthly limit: 550,00 EUR
- Monthly limit for withdrawal of cash: 500,00 EUR
- Daily limit: 100,00 EUR
- Daily limit for withdrawal of cash: 50,00 EUR
- Card account holder: EBB LJUBLJANA
- Last statement date: 00.00.0000 *

A 'Back' button is located at the bottom left of the main content area. The footer of the page reads '©1999-2013 Halcom d.d.' and the user name 'Janez Novak' is visible in the bottom left corner.

The screenshot shows the NLB Proklik web interface. The top navigation bar includes 'Domestic payments', 'Cross-border payments', and 'Payment cards'. The left sidebar contains a menu with 'List of payment cards', 'Domestic transactions', 'Foreign transactions', and 'E-notices'. The main content area is titled 'Detailed data on payment card' and displays the following information:

- Card number: XXXXXXXXXXXX4272
- Type of card: NLB POSLOVNA KARTICA
- Owner: JANEZ NOVAK
- Valid until: 31.03.2018
- Available balance: 0,00 EUR
- Status: AKTIVNA
- Spent funds: 0,00 EUR
- Monthly limit: 0,00 EUR
- Card account holder: EBB LJUBLJANA
- Last statement date: 00.00.0000 *

A 'Back' button is located at the bottom left of the main content area. The footer of the page reads '©1999-2015 Halcom d.d.' and the user name 'Janez Novak' is visible in the bottom left corner.

The following data is displayed:

- Card number,
- Type of card,
- Owner,
- Valid until,
- Available balance,
- Status,
- Spent funds,
- Monthly limit,

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- Monthly limit for withdrawal of cash,
- Daily limit,
- Daily limit for withdrawal of cash,
- Card account holder and
- Last statement date.

Domestic transactions

By clicking on **Domestic transactions (C)**, you enter the Hal E-Bank/Web online application where you can review your domestic transactions by payment cards for the desired time period.

The screenshot displays the 'Review of transactions with payment cards' page in the NLB Proklik application. The interface includes a navigation menu on the left with 'Domestic transactions (C)' highlighted. The main area shows search filters for card type, balance, place of use, amount, and authorization date, along with a 'Show' button. Below the filters is a table of transactions with columns for authorization date, booking date, debit, credit, place of use, and status. Red circles with numbers 1 through 9 are overlaid on the interface to indicate key features and steps.

Authorization date	Booking date	Debit	Credit	Place of use	Status
11.06.2013	16.06.2013	16,80 EUR		NLB PE POLJE	BOOKED
11.06.2013	10.06.2013	12,00 EUR		PJ BREGANA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		GOSTILNA SESTICA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		CESTNINA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		SPAR SLOVENIJA	BOOKED
12.06.2013	14.06.2013	12,25 EUR		MERCATOR D.D. LJUBLJANA	BOOKED
		77,05 EUR	0,00 EUR		

- 1 If you have authorizations to use more than one payment card, select the payment card you wish to view transaction items for in the **Card** drop-down menu.
- 2 For a more detailed search, you can use the search filter, which is activated by clicking the **Search** button.
- 3 The search can be limited to **Place of use**, **Amount**, **Authorization date from: to:**.
- 4 Click the **Show** button and the application will display the transaction items that match your search criteria.
- 5 You can also set the time period for which you wish to view the transactions in the drop-down menu **Transactions for**, where you can specify the desired day, week, month or trimester.
- 6 The application displays the following data:
 - Authorization date
 - Booking date
 - Debit amount
 - Credit amount
 - Place of use and
 - Status of transaction.
- 7 Detailed data on individual transactions can be viewed by clicking on **Place of use** for each transaction.
- 8 Detailed data on domestic transaction items can be printed out by clicking the **Print** button.
- 9 Data can also be exported to text and excel files. Click the **Export to Text (9a)** / **Export to Excel (9b)** button and click **Open** to view the exported document, or **Save** to save the document to your computer.

Export to Text View

cards transactions.txt - Notepad

Authorization date	Value date	Debit	Credit	Place of use	Status
11.06.2013	16.06.2013	16,80 EUR		NLB PE POLJE	BOOKED
11.06.2013	10.06.2013	12,00 EUR		PU BREGANA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		GOSTILNA SESTICA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		CESTNINA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		SPAR SLOVENIJA	BOOKED
12.06.2013	14.06.2013	12,25 EUR		MERCATOR D.D. LJUBLJANA	BOOKED

Export to Excel View

cards transactions.xls [Compatibility M...

Authorization date	Value date	Debit	Credit	Place of use	Status
11.06.2013	16.06.2013	16,80 EUR		NLB PE POLJE	BOOKED
11.06.2013	10.06.2013	12,00 EUR		PU BREGANA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		GOSTILNA SESTICA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		CESTNINA	BOOKED
11.06.2013	14.06.2013	12,00 EUR		SPAR SLOVENIJA	BOOKED
12.06.2013	14.06.2013	12,25 EUR		MERCATOR D.D. LJUBLJANA	BOOKED

Foreign transactions

By clicking on **Foreign transactions (D)** you enter the Hal E-Bank/Web online application where you can review your transactions by payment cards abroad for the desired time period.

The screenshot shows the 'Review of transactions with payment cards abroad' interface. The 'Foreign transactions' menu item is circled in red and labeled with a 'D'. The main table displays the following data:

Authorization date	Booking date	Debit	Credit	Currency	Amount in EUR	Place of use	Status
11.06.2013	16.06.2013	24,34		USD	24,34	MCDONALDS	BOOKED
11.06.2013	10.06.2013	12,30		USD	12,30	US POST	BOOKED
12.06.2013	14.06.2013	125,23		USD	125,23	MICROSOFT	BOOKED

The procedure for viewing your foreign transactions is identical to the procedure for domestic transactions.

Export to Text View

```

cards transactions abroad.txt - Notepad
File Edit Format View Help
Authorization date Value date Debit Credit Currency Amount in EUR Place of use Status
11.06.2013 16.06.2013 24,34 USD 24,34 MCDONALDS BOOKED
11.06.2013 10.06.2013 12,30 USD 12,30 US POST BOOKED
12.06.2013 14.06.2013 125,23 USD 125,23 MICROSOFT BOOKED
    
```

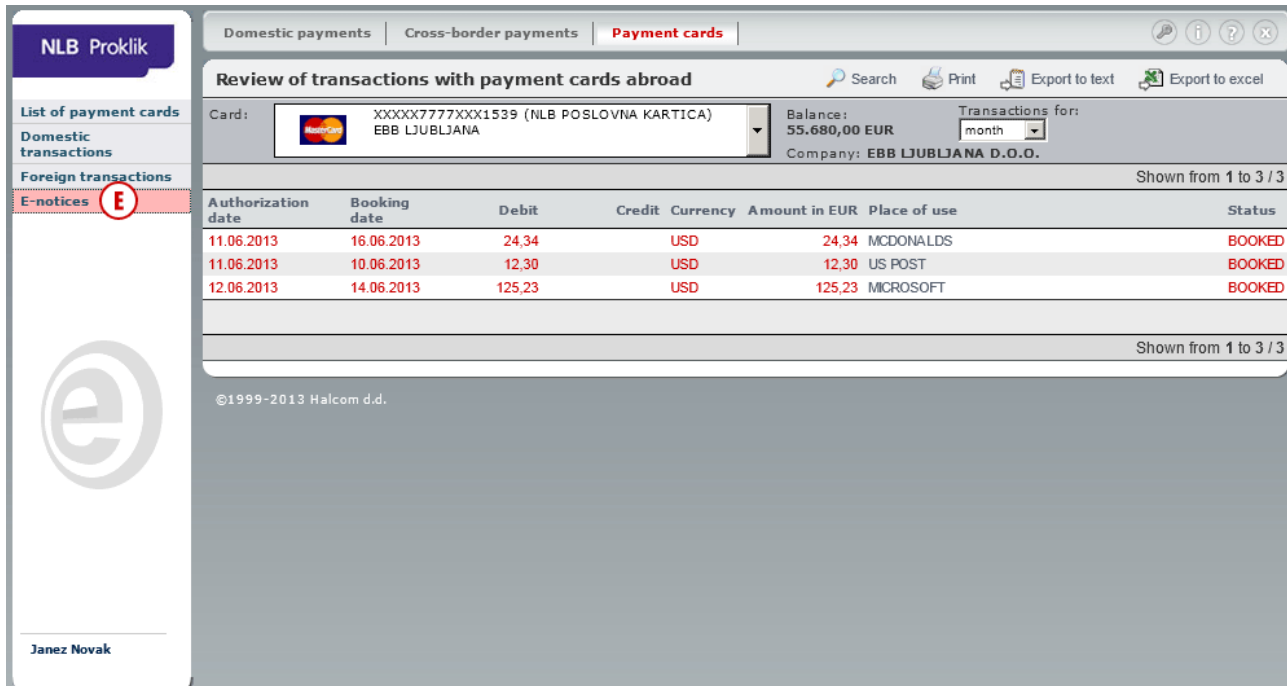
Export to Excel View

	A	B	C	D	E	F	G	H
1	Authorization date	Value date	Debit	Credit	Currency	Amount in EUR	Place of use	Status
2								
3	11.06.2013	16.06.2013	24,34		USD	24,34	MCDONALDS	BOOKED
4	11.06.2013	10.06.2013	12,30		USD	12,30	US POST	BOOKED
5	12.06.2013	14.06.2013	125,23		USD	125,23	MICROSOFT	BOOKED

E-notices

By clicking **E-notices (E)** you enter the Hal E-Bank/WEB online application where you can review E-notices from the bank. Working with this application is described in a separate manual **E-notices**.

In the E-notices application you can review monthly statements for an individual card and collective statements for the entire company.



The screenshot shows the 'Review of transactions with payment cards abroad' screen in the Hal E-Bank/WEB application. The interface includes a navigation menu on the left with 'E-notices' highlighted, a top navigation bar with 'Domestic payments', 'Cross-border payments', and 'Payment cards', and a main content area displaying a table of transactions.

Card Information:

- Card: XXXXXX7777XXX1539 (NLB POSLOVNA KARTICA) EBB LJUBLJANA
- Balance: 55.680,00 EUR
- Transactions for: month
- Company: EBB LJUBLJANA D.O.O.

Transaction Table:

Authorization date	Booking date	Debit	Credit	Currency	Amount in EUR	Place of use	Status
11.06.2013	16.06.2013	24,34		USD	24,34	MCDONALDS	BOOKED
11.06.2013	10.06.2013	12,30		USD	12,30	US POST	BOOKED
12.06.2013	14.06.2013	125,23		USD	125,23	MICROSOFT	BOOKED

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