

# **UniCredit Corporate Solutions**

Cash Management Sales Italy



# OBIETTIVO



Il seguente documento ha l'obiettivo di presentare le principali **funzionalità** di UniWeb per il **Primo accesso al Portale** 



### AGENDA





### **Portale Corporate** Descrizione del servizio



Il **Portale Corporate** è la nuova soluzione per la fruizione da parte dei clienti Corporate dell'offerta di servizi di internet banking e/o digitali per azienda

L'indirizzo di accesso è: http://corporateportal.unicredit.it

Portale corporate

La nuova modalità di accesso permette ai clienti Corporate di UniCredit S.p.A di:



- Accedere ad un unico punto di accesso e tramite l'utilizzo di un unico set di credenziali (Single Sing On) ai servizi UniWeb 2.0, UniWeb 2.0 Plus<sup>1</sup>, Banca Multicanale per Azienda, Banca Multicanale Plus<sup>2</sup>, Tracking Pagamenti Internazionali e alla nuova piattaforma di UC Trade Finance Gate<sup>3</sup>;
- visualizzare un cruscotto di sintesi (cd. dashboard) composto da elementi informativi e/o dispositivi (cd. widget) utili per il più veloce utilizzo dei servizi sottostanti e volti a fornire al cliente elementi di valore aggiunto

#### Caratteristiche

Gli utenti di UniWeb e/o BVI appartenenti ad un'azienda che ha anche UCTrader possono accedere al servizio tramite Portale, completando l'accesso alla piattaforma di UCTrader con l'inserimento delle apposite username, password e OTP (One-Time-Password) nell'attuale pagina di login del servizio.

<sup>1</sup> Per i clienti UniWeb l'avvenuta migrazione ai certificati remoti di firma digitale è condizione necessaria per poter accedere al Portale Corporate

<sup>2</sup> Per i clienti Corporate di Banca Multicanale per Azienda e Banca Multicanale Plus (di seguito Banca Via Internet – BVI) è necessario sottoscrivere un addendum contrattuale in filiale per aderire al Portale Corporate

<sup>3</sup> Per aderire alla nuova piattaforma UC Trade Finance Gate è necessario sottoscrivere il relativo contratto di servizio

Per ulteriori informazioni e approfondimenti sull'utilizzo del Portale si rimanda al manuale "Guida al Portale Corporate" (<u>https://online.unicreditcorporate.it/docs/portale/Portale\_Corporate-Guida\_Operativa.PDF</u>) o contattando l'Assistenza clienti al numero 199 100 952



### AGENDA





# Primo accesso Firmatari (1/3)

L'utente **Firmatario**, legittimato a **rappresentare il Cliente**, dotato di un dispositivo di sicurezza per la generazione di password "usa e getta" (OTP) denominato "**UniCredit Business Pass**", che effettua per **la prima volta l'accesso a UniWeb** deve



- Ciavana di UniCa
- Sicurezza di UniCredit;

UniCredit S.p.A.

# Primo accesso Firmatari (2/3)

• seguire la procedura guidata del Portale per attivare il proprio account che prevede:

| Introduzione   |   | PIN   | E   | -mail  |
|--|---|---|---|--|
| 1. Una prima introduzione in cui vengono indicati<br>gli elementi necessari per l'attivazione del profilo<br>(OTP, indirizzo e-mail, cellulare e SW)   | 2. il cambio del <b>PIN iniziale</b> (fornito dalla Banca<br>via SMS su cellulare preventivamente verificato)<br>con un nuovo PIN con cui effettuare i successivi<br>accessi al Portale |   | 3. l'inserimento dell'<br>desidera ricevere il c<br>per completare il pri               | indirizzo <b>e-mail</b> su cui si<br>odice di verifica necessario<br>mo accesso  |
|  | Primo accesso / PIN   |   | Primo accesso / E-mail  |  |
| Primo accesso / Introduzione   | Hoduine N   | 🕨 Enul ≽ Galder 📏 Centron 📏 Ree   | Introduzione 💙 PN 💙 E-m   | uil 🔰 Cellulare 🔪 Certificati 💙 Fine   |
| introducione 🔪 PN 🔪 E-mail 💙 Cellulare 💙 Cestificali 💙 Fine  | PNIniziale  |   | Indirizzo e mail<br>Il codice di venifica è stato inviato all'indirizzo e mail immesso. |  |
| Introduzione   |   |   | esemplo@pmail.com   | Inserire l'Indrizzo e-mail.  |
| E la primi vota che si evaga i fucesso con la propria lore ID el 1 PM iniciale. Per continuen è nocessaria attivare l'account dell'Unite tramite una procedura guidate, l'operacione potenbae<br>inclinatore alcun minuti. | Nuovo PN  |   | esemplo@gmail.com   | Confermere l'indrizzo e-mail e fare clic sul pulsante "Invia e-mail". Tra qualche minuto si<br>riceverà un'e-mail generata automaticamente con un codice di verifica.  |
| Prima di inizian, assicurarsi di avere a disposizione.   |   | Cospaniona în muder îstoră în îstar 10 en 10 în acessa e ven develvăni cen reguent.   |   | înva e-mai   |
| L dopotitio di scorezza per la generazione di 017     Cindinizza e nal     Linumes di collulare  |   | to \$12 summer: <ul> <li>The Size of Size Summer:             <li>Size Size Size Size Size Size Size Size</li></li></ul>            | Codice di verifica e mail<br>Codice di verifica e mail                                  | Institut Logica & welfox (poster with-end covers & in h-end on & bate covers,<br>evented as a real of data was benefand as at little at a science as cover as bases as |
| un software per la luttura del PCF   |   | $\Psi_{a}^{a}, \mu \in [0,1,0,2]_{A}$ .<br>Constants in model states in the Point ( $2K$ in instance is the conducted care ensures, |   | nuova e-mail.  |
|  | One Time Password   |   | One-Time-Password   |  |
|  | é   | Transe I calls greets of greets of greets of 07.  | One-Time-Password   | Inserire il codice generato del generatore di OTP.   |
| Successivo Antula  |   | Saccesivo Annala  |   | Successive Annufa  |
|  |   |   |   |  |

### Primo accesso Firmatari (3/3)

• seguire la procedura guidata del Portale per attivare il proprio account che prevede:



\* Nel caso si aggiunga un'ulteriore società in un secondo momento al primo accesso, il Firmatario deve procedere con l'attivazione del relativo Certificato Digitale dalla sezione Topbar > Impostazioni utente > Gestione certificati del Portale



### AGENDA



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### Primo accesso Utilizzatori (1/2)

Gli **Utilizzatori** (c.d. **Local User o Utente Locale**) sono soggetti individuati dal Cliente, all'interno dell'organizzazione aziendale, privi di poteri di firma e abilitati ad accedere, tramite il Portale Corporate, ai servizi digitali per le imprese offerti da UniCredit in modalità informativa e incaricati unicamente alla predisposizione di operazioni dispositive.

Per la creazione di un Utilizzatore/Utente Locale e assegnazione degli OTP si rimanda alle «mini guide» dedicate recuperabili in UniWeb da:



Gli utilizzatori che effettuano per **la prima volta l'accesso a UniWeb** devono:



UniCredit S.p.A.

### Primo accesso Utilizzatori (2/2)

• seguire la procedura guidata del Portale per attivare il proprio account che prevede:

| Introduzione  | PIN  | Fine   |
|---|--|--|
| 1. Una prima introduzione in cui viene evidenziata<br>la necessità di modificare il PIN per l'attivazione<br>dell'account                                 | 2. il <b>cambio del PIN iniziale</b> , impostato<br>dall'Amministratore, con un nuovo PIN a sua<br>scelta con cui effettuare i successivi accessi al<br>Portale  | 3. l'inserimento dell'indirizzo <b>e-mail</b> su cui si<br>desidera ricevere il codice di verifica necessario<br>per completare il primo accesso           |
|   | Primo accesso / Introduzione   | Primo accesso / Fine   |
| Primo accesso / Introduzione  | Vitaduáne PN Fire  | kézőzőer > PK > for  |
|   | PN mzałe   | fite   |
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|   | Secretario Arnala  | Una volta completata la procedura di primo<br>accesso, l'utente visualizzerà un'apposita   |
|   |  | schermata informativa e potrà accedere al<br>Portale inserendo la <b>User ID, il nuovo PIN e<br/>l'OTP del token</b> consegnatogli<br>dall'Amministratore. |

# **EXECUTIVE SUMMARY**





The following document aims to present the main functions of **UniWeb** for the **first** access to the italian Corporate Portal



### AGENDA







### **Corporate Portal** Service description





**Corporate Portal** 

The **Corporate Portal** is the new solution for corporate customers to use the offer of internet banking and / or digital services for companies

The login address is : <a href="http://corporateportal.unicredit.it">http://corporateportal.unicredit.it</a>

The new access method allows Corporate customers of UniCredit S.p.A:



- Access to a single access point and through the use of a single set of credentials (Single Sing On) to the services UniWeb 2.0, UniWeb 2.0 Plus, Multichannel Bank for Company, Multichannel Bank Plus, Tracking of International Payments and the new UC platform Trade Finance Gate;
- display a **dashboard** composed of information elements and / or devices (so-called widgets) useful for the faster use of the underlying services and aimed at providing the customer with elements of added value

#### Characteristics

UniWeb and / or BVI users belonging to a company that also has UCTrader can access the service through the Portal, completing access to the UCTrader platform by entering the appropriate username, password and OTP (One-Time-Password) on the current login page of the service.

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For further information and details on the use of the Portal, please refer to the "Guide to the Corporate Portal" manual (<u>https://online.unicreditcorporate.it/docs/portale/Portale\_Corporate-Guida\_Operativa.PDF</u>) or by contacting Customer Service at 199 100 952



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- 1. Access the website <a href="https://corporateportal.unicreditgroup.eu/portal/italy/login">https://corporateportal.unicreditgroup.eu/portal/italy/login</a> (ENG version)
- 2. Type the UserID and the initial PIN sent by the bank via SMS (sender «Unicredit») to the certified mobile number





**3**. Type the One-Time Password generated by the UniCredit Business Pass Token (compliant with PSD2 strong customer authentication requirements)

|   | PROTECTED |
|---|-----------|
| Welcome   |           |
| Login area  |           |
| 3 (Internet internet |           |
| Important information on Internet Explorer browser settings, <u>click here.</u><br>Important information for Windows XP users, <u>click here.</u>   |           |
|   |           |



### 4. Follow the guided procedure 1/2

| <b>Introduction</b><br>Introductiory page describing the<br>necessary data to activate the profile<br>(OTP, address, e-mail, mobile)   | The initial PIN se<br>sender «UniC<br>mobile number<br>PIN decided by t<br>rule | <b>PIN</b><br>ent by the bank (via SMS<br>redit») to the certified<br>must be changed with a<br>the user according to the<br>es specified   | E-n<br>Type the e-mail ac<br>wish to receive th<br>necessary to comp | nail<br>ddess to which you<br>e verification code<br>olete the first login  |
|--|---|---|--|---|
| User initialisation / Introduction Introduction Password E:mail Mobile phone Finish  | User initialisation / Password  | E-mail Mobile phone Finish  | User initialisation / E-mail   | E-mail Mobile phone Finish  |
| Introduction This is the first time you log in with your user ID and your initial password. In order to continue, you have to initialise your user account first. This workflow will guide you step by step through the user initialisation process. The whole initialisation will bake a few minutes. | Initial password  |   | E-mail address<br>E-mail address<br>Confirm e-mail address           | Please enter your e-mail address.<br>Please confirm your e-mail address and click the "Send e-mail" builton. You will<br>receive an automatically generated e-mail with a verification code within the next<br>minutes. |
| Before you start, please make sure you have available:<br>• your 'one-time password generator' (provided by your bank)<br>• your 'e-mail address'<br>• your 'mobile phone number'<br>• PDF reader  | New password<br>Confirm password  | Please create your new password. The password has to meet at least the following security criteria:     Detherem 8 - 20 character(s)     d at least 0 lower-case letter(s)     at least 0 lower-case letter(s)     at least 0 uper-case letter(s)     at least 0 | E-mail verification code   | Send e-mail<br>Piesse enter the verification code from the e-mail you have received. If you did not<br>receive an e-mail, please check your e-mail spam folder or use the button above to<br>send a new e-mail.         |
|  | One-time password   | Prease neep the excurting key and your personal passion sale and our not state it, with anyone.   | One-time password  | Please enter the password generated by your one-time password generator.  |
| Next Cancel  |   | Next Cancel   |  | Next Cancel   |



### 4. Follow the guided procedure 2/2

|                                    | Mobile number<br>Type the numebr to which you<br>wish to receive the verification<br>code necessary to complete the<br>first login (it can be different<br>from the number where the first<br>PIN was sent) | <b>Certificates</b><br>Signature certificates activation.<br>Please confirm the checkbox<br>and open the link Technical<br>manual  | <b>Confirmation</b><br>The first login process is<br>completed and the system can<br>be accessed via the initial link |  |
|------------------------------------|---|--|---|--|
| User initialisation / Mobile phone |   | Primo accesso / Certificati  |   |  |
| Introduction Paseword              | E mail Mahila nhana Einich  | bitradurione PN Conal Collider Collider five   | User initialisation / Finish  |  |
| Mobile phone number                | Lethan moone phone Fillion  | Certificate Centimation in the bible bible system of the set of th | Introduction Password E-mail Mobile phone Finish  |  |
| Mobile phone number                | Enter the mobile phone number including the country code (eg: for Italy +39)  | fick the checkbox that you have understeed the terms and conditions     enter your newly created personed and your taken password  | Finish  |  |
| Confirm mobile phone number        | Please confirm your mobile phone number and click the "Send SMS" button. You will receive an automatically operated SMS with a verification code within the next  | VAT Number Company   | Your credentials have successfully been released.   |  |
|                                    | will receive an automatically generated SMS with a vertication code within the next<br>minutes.   | S4563289741 Company 1  | Vour user annount is now active and you are ship to lon in with your new nassword                                     |  |
|                                    | Send SMS  | E 69074233164 Company 2  |   |  |
|                                    |   | Company 3  |   |  |
| Mobile phone verification code     | Please enter the verification code from the SMS you have received. If you did not<br>receive an SMS, please check your SMS spam folder or use the button above to   | Company a     Company a     Company a     Company a     Iconfirm that I have read and understood the rules and conditions of the service offered by the Certification Authority is Te S.A. EMI shown     In the <u>Technical Manual</u> .  |   |  |
| One-time password                  | send a new SMIS.  | Password Picone enter your newly created possawir within this workflow.  |   |  |
| One-lime password                  | Please enter the password generated by your one-time password generator.  | One-time password Please enter a password generated by your one-line password patientation   |   |  |
|                                    | Next Cancel   | Successo Anda  | Close   |  |

# UniWeb – first access guide for USERS

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- 1. Access the website <a href="https://corporateportal.unicreditgroup.eu/portal/italy/login">https://corporateportal.unicreditgroup.eu/portal/italy/login</a> (ENG version)
- 2. Type the UserID and the initial PIN communicated by the Administrator who created the profile



# **UniWeb – first access guide for USERS**



**3**. Type the One-Time Password generated by the UniCredit Business Pass Token assigned by the Administrator (compliant with PSD2 strong customer authentication requirements)



Important information on Internet Explorer browser settings, click here.

Important information for Windows XP users, click here.



# UniWeb – first access guide for USERS



#### 4. Follow the guided procedure



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