

INSTRUCTIONS FOR THE INSTALLATION OF THE SIGNATURE COMPONENT AND INITIALIZATION OF A USB TOKEN WITH A BUTTON

Dear Sir or Madam,

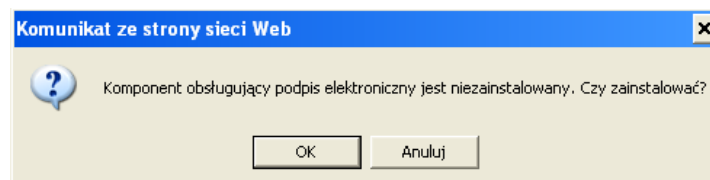
These instructions describe the installation of the signature component required to use the USB Token with a button, setting up a password and activating the key to sign orders in R-Online Biznes.

Installation of the signature component

Appropriate software needs to be installed in order to ensure proper functioning of the cryptographic device (Token). It works with the Windows operating systems (Windows 7 and newer) and web browsers Internet Explorer (version 8 and above), Chrome and Firefox (current versions). Administrator rights for the computer are required for installation.

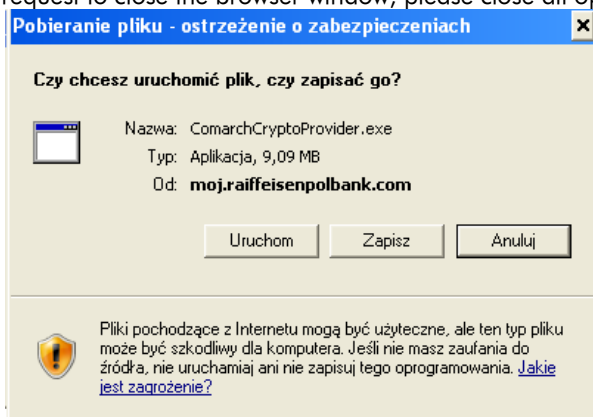
Please connect the device to a USB port of your computer. If access to the port is limited, you can connect the Token using the attached extension.

After login on to R-Online Biznes, the system will automatically display a notification of an uninstalled or outdated electronic signature component, asking whether you wish to install it, which you should accept.

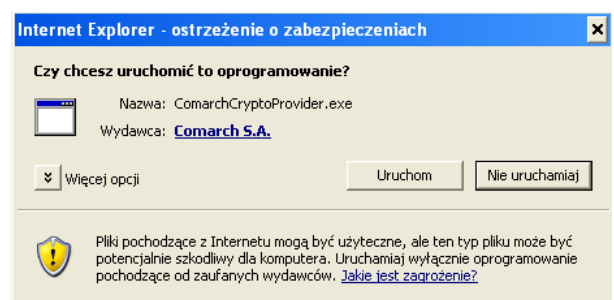


NOTE: If the request to install the component does not appear directly after logging on, go to **Tools->Administration ->Component for signature** and click **Download at Application for signature (ComarchCryptoProvider)**. Subsequent steps are described in the instruction below.

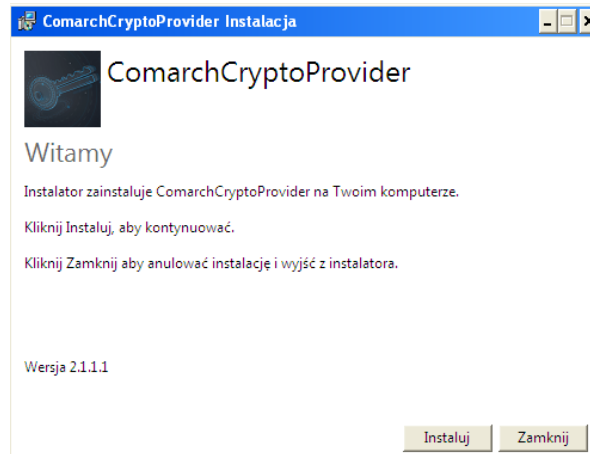
When the previous dialogue box is accepted, the system will display another message related to the process of downloading the new application. At this stage there will appear one or two windows in which you should select "Run" ("Uruchom"). If you see a request to close the browser window, please close all open browser windows.



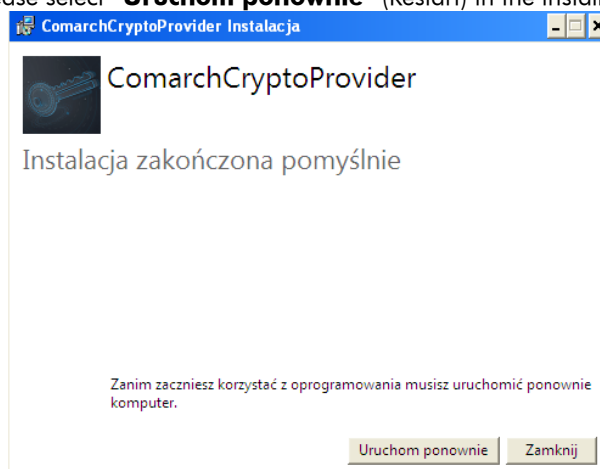
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When all the previous messages have been accepted, the ComarchCryptoProvider installation wizard will open, where you should click "**Instaluj**" (Install). If the wizard window does not open automatically, please run it manually after you find it in your downloaded files.

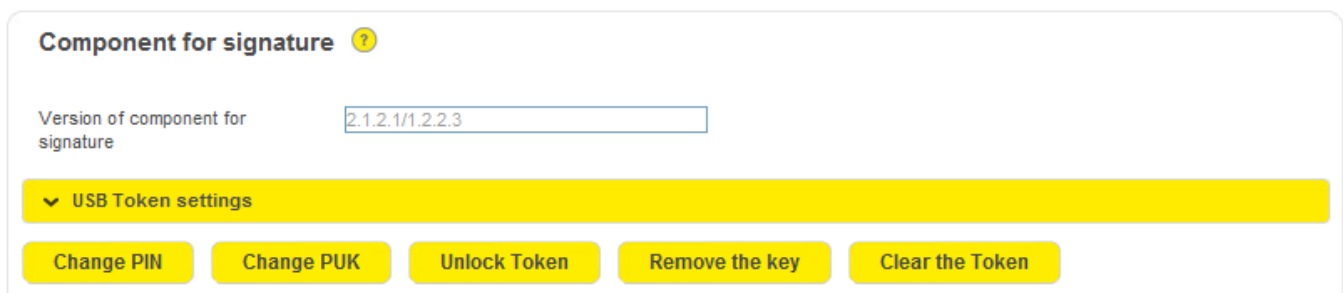


After the installation is finished, please select "**Uruchom ponownie**" (Restart) in the installer window to restart the system.



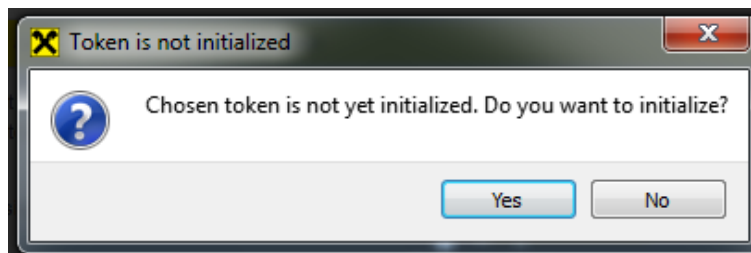
After the computer reboots, please log on to R-Online Biznes, log out and log on once again.

You can verify whether the installation is correct by selecting the option **Tools->Administration ->Component for signature**. You should see a plug-in installed, as shown in the picture below:

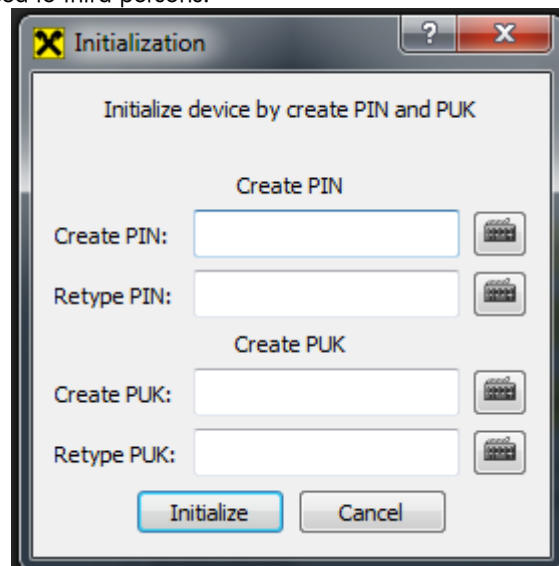


Setting up a password for signature (PIN)

Next you should **define access codes** to the cryptographic device. To do this, log on to R-Online Biznes and go to **Tools->Administration ->Component for signature** and make the change using the **Change PIN** buttons. When you click the Change PIN button, information will appear



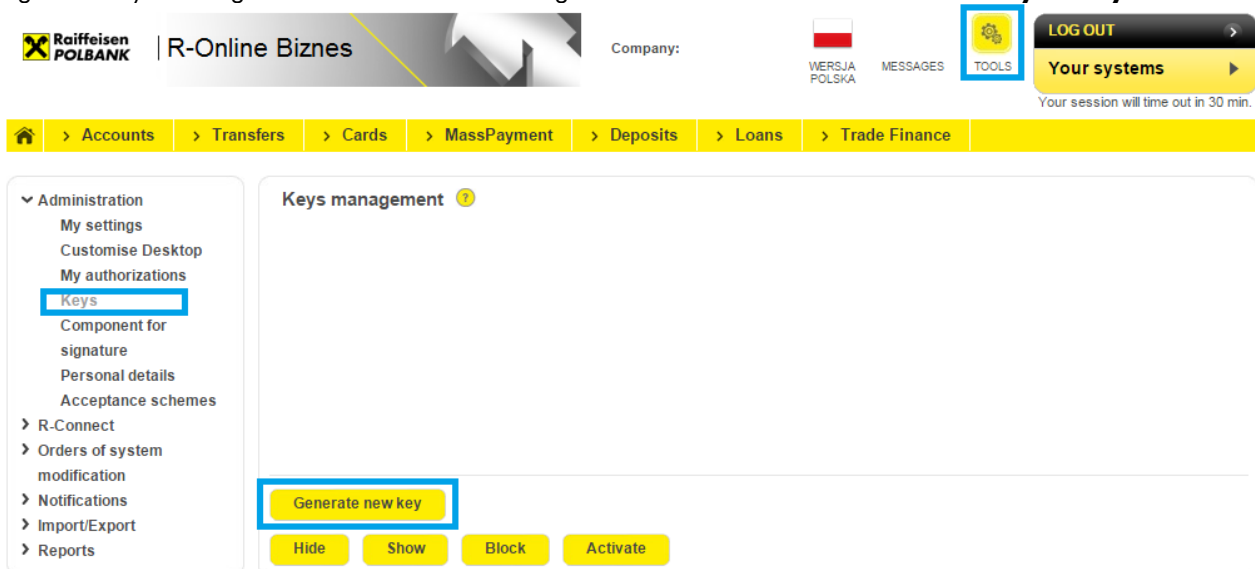
When you click YES, a window to change PIN and PUK will appear. Please enter the passwords that you will use to sign payment orders. New codes should have between 4 and 8 characters and may contain both letters (no Polish characters) and numbers. The passwords should not be disclosed to third persons.



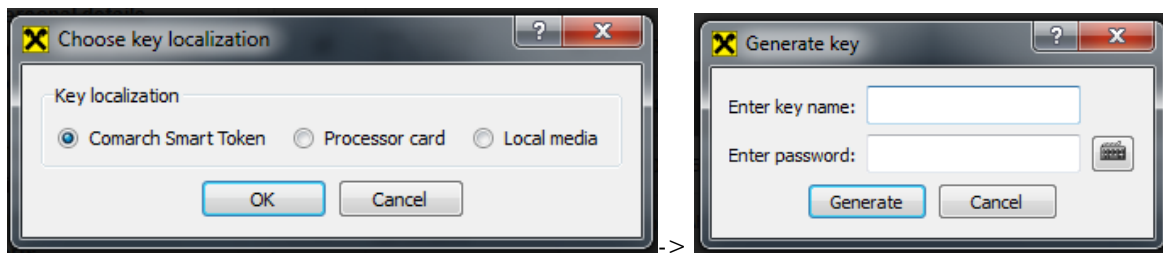
Please approve the operation by clicking on the **Initialize** button. The operation needs to be confirmed by pressing the Token button when a related request appears in a separate window.

Generating an electronic signature key in R-Online Biznes

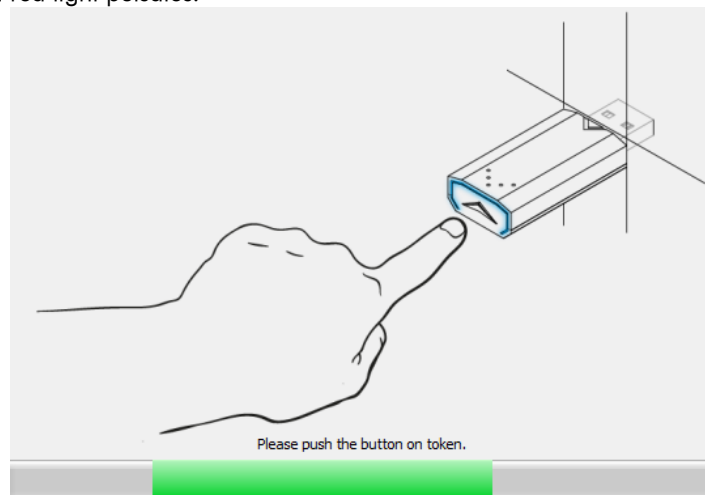
The signature key can be generated and activated through the menu **Tools -> Generate new key -> Keys**.



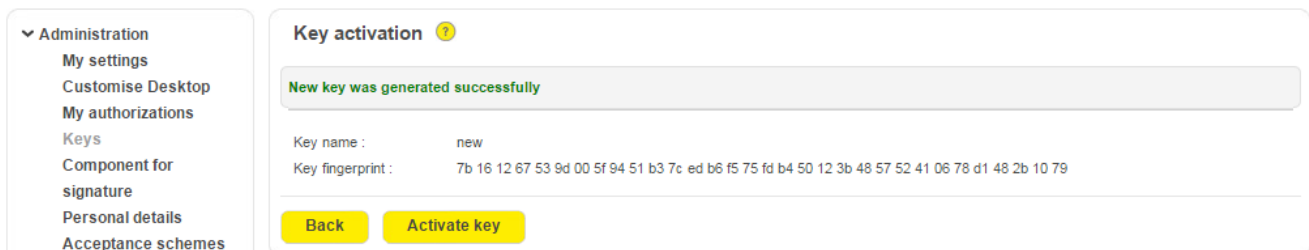
Please select **Comarch Smart Token** as the location of the new key. When you enter a selected name for the key, please enter your previously established **PIN** in the **medium's password field**.



Each time you use your Token, the screen will show a window with request to confirm the operation by pressing the button located at the tip of the Token when a red light pulsates.



When the standard process of key generation is complete, a key activation window will appear. When you select the **Activate key** option, the signature key will be automatically activated.



If you have any questions related to using the R-Online Biznes banking system, please contact system consultants:

- **Small Companies:**
Work hours: 7:00 – 22:00
Tel: **(0) 801-180-801 or (22) 549-99-99**, e-mail: **moje.pytania@raiffeisen.pl**
- **Corporate Customers:**
Work hours: 8:00 – 17:00 (Monday – Friday)
Tel: **(22) 548-99-44***, e-mail: **on-line@raiffeisen.pl**