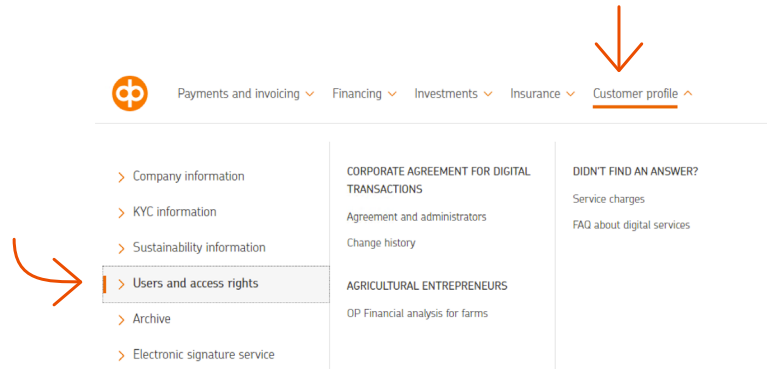


How to add users and access rights on the op.fi service

1.

Log in to the op.fi service.

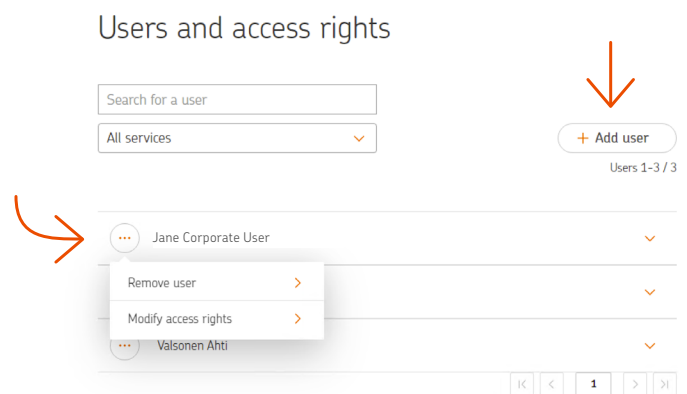
As the administrator, you can add and remove users and their access rights under **Customer profile – User and access rights**.



2.

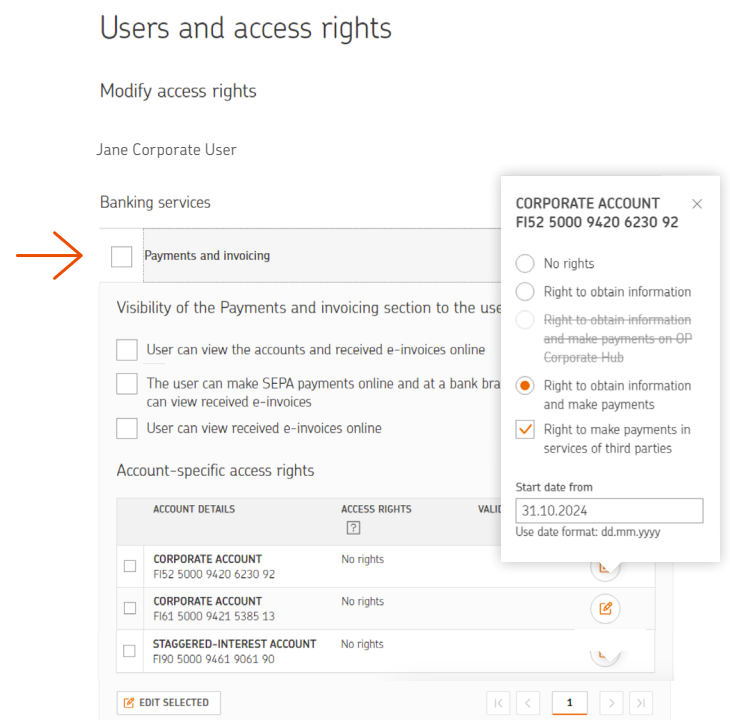
On the **User and access rights** page you can see a list of your company's users. You can add a new user by clicking or tapping the **Add user** button.

You can view and edit the access rights of existing users by selecting a person and clicking or tapping the **...** button at the beginning of the row.



3.

On the **Modify access rights** page you can select to which services you want to grant user access and the related rights. Select only those services that your company is using and the rights that you want to grant a user.



4.

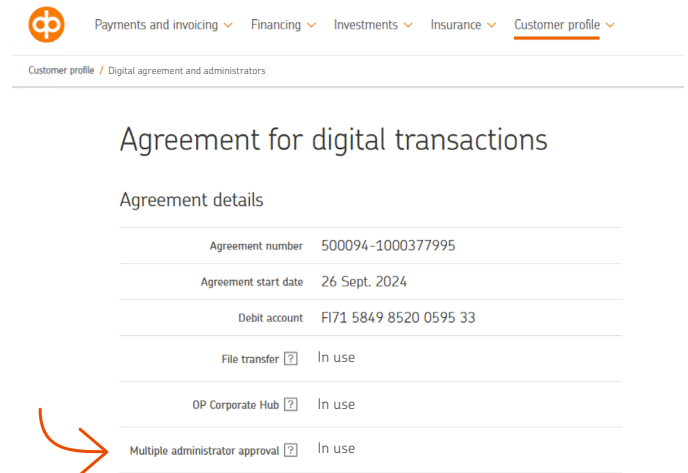
A new user can use either their own personal customer OP User ID or a personal OP Corporate User ID to perform transactions for the company.

Read more about OP user IDs at op.fi/useridentifiers.

Approval by several administrators

1.

Company administrators can check whether this function is in use at op.fi, under **Customer profile** – **Digital agreement and administrators**.



Payments and invoicing ▾ Financing ▾ Investments ▾ Insurance ▾ **Customer profile ▾**

Customer profile / Digital agreement and administrators

Agreement for digital transactions

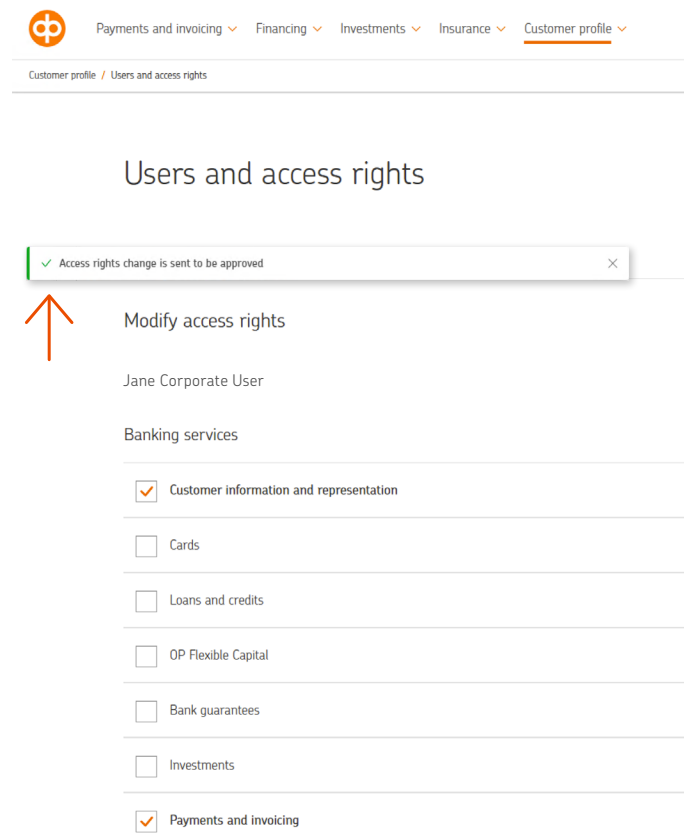
Agreement details

Agreement number	500094-1000377995
Agreement start date	26 Sept. 2024
Debit account	FI71 5849 8520 0595 33
File transfer [?]	In use
OP Corporate Hub [?]	In use
Multiple administrator approval [?]	In use

2.

If the function has been enabled, a new corporate user or an access right added by an administrator must be approved by another administrator.

- Adam Administrator adds a new corporate user in the op.fi service and receives a notification that the addition has been submitted for approval. The deletion of a corporate user does not require the approval of several administrators.
- Adam Administrator adds access rights for users (an administrator or corporate user) in the op.fi service and receives a notification that the rights have been submitted for approval. The deletion of access rights does not require the approval of several administrators.
- The additions made by Adam Administrator are then approved by Eve Administrator.



Payments and invoicing ▾ Financing ▾ Investments ▾ Insurance ▾ **Customer profile ▾**

Customer profile / Users and access rights

Users and access rights

✓ Access rights change is sent to be approved
 ×

Modify access rights

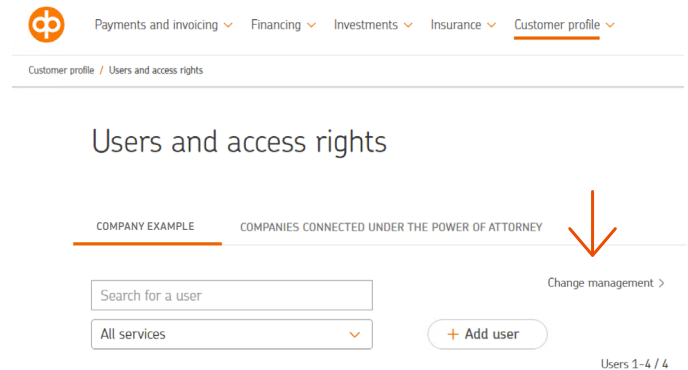
Jane Corporate User

Banking services

<input checked="" type="checkbox"/>	Customer information and representation
<input type="checkbox"/>	Cards
<input type="checkbox"/>	Loans and credits
<input type="checkbox"/>	OP Flexible Capital
<input type="checkbox"/>	Bank guarantees
<input type="checkbox"/>	Investments
<input checked="" type="checkbox"/>	Payments and invoicing

3.

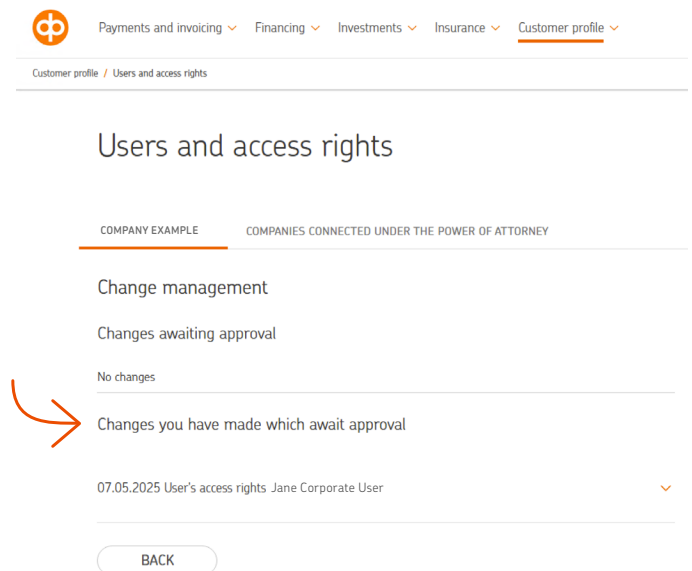
After a user has been added, the **Users and access rights** page displays a **Change management** option that Adam Administrator can use to view the details for which Eve Administrator's approval is required.



4.

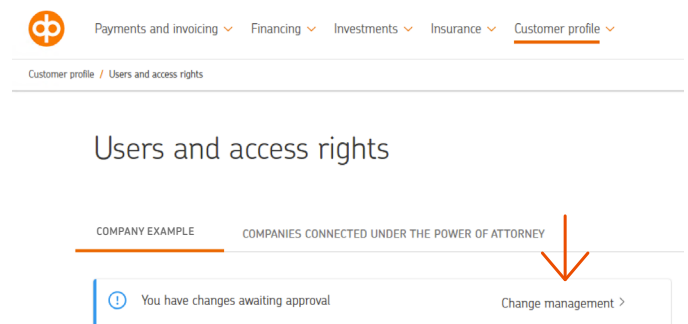
Under **Customer profile – Users and access rights**, all company administrators see a list of additions and changes initiated by other administrators. In this list, all the administrators can review the pending change proposal and either approve or reject the change.

In addition, the page displays a list of the changes that the administrators themselves have initiated. The homepage of the op.fi service does not display a notification of proposed changes waiting for approval. No separate messages about the method's use and proposals pending approval are submitted to the customer's other administrators.



5.

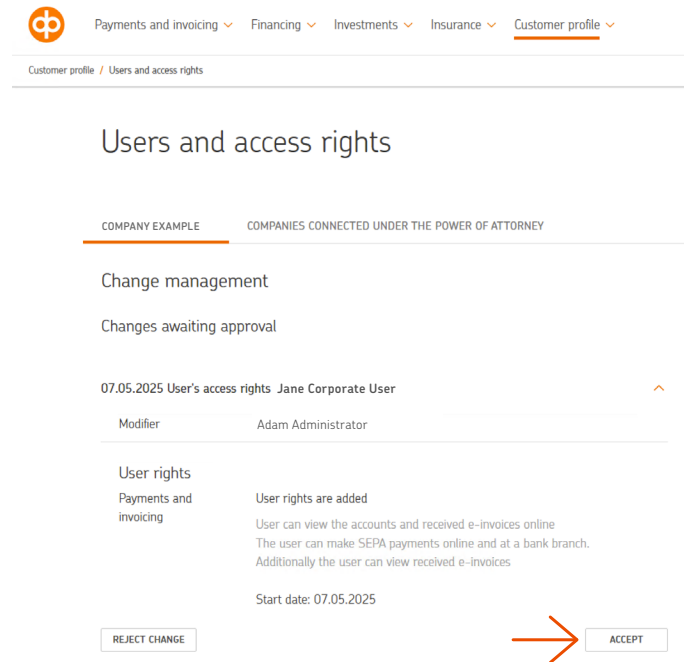
Eve Administrator logs into the op.fi service and opens the **Users and access rights** page, where she chooses **Change management**.



6.

The **Change management** page displays the changes awaiting approval changes waiting to be approved/rejected. Eve Administrator can reject or approve a change.

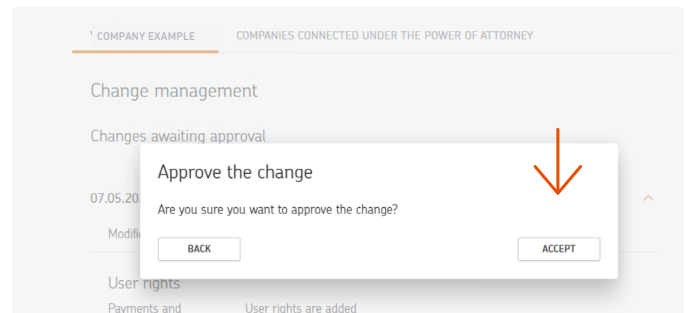
The page also displays the changes that Eve herself has made and that are pending approval.



7.

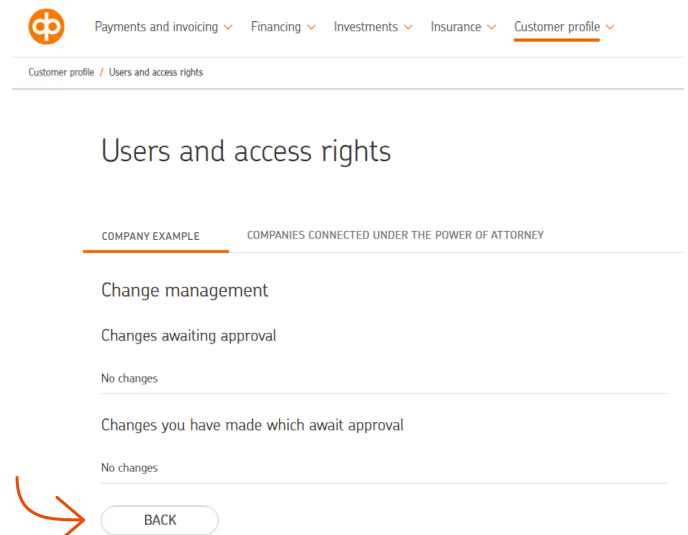
A new notification is submitted after approval.

After approving a change, Eve Administrator returns to the **Change management** page and can approve or reject other changes if required.



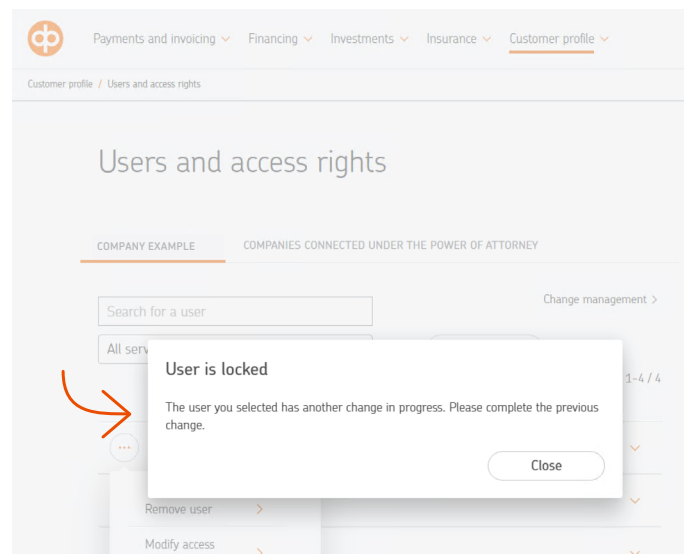
8.

By selecting **Back**, Eve Administrator returns to the **Users and access rights** page, which now displays the approved user.



9.

If the changes related to a user have not been approved, rejected or cancelled, the user's access rights cannot be edited. This will generate a notification.



10.

On the **Change management** page, Eve Administrator can cancel any of her own changes that are still pending approval.

