



Op.fi – eServices for corporate customers

Quick start guide

Op.fi front page

Welcome to the op.fi service

- In this service you will find banking and insurance services for both corporate and private customers.

Through the left-hand navigation pane, you will find information on products and services.

The screenshot shows the Op.fi front page. On the left is a navigation pane with the OP logo, a search bar, and links for PRIVATE CUSTOMERS, CORPORATE AND INSTITUTIONAL CUSTOMERS, and OP FINANCIAL GROUP. The main content area features a banner for 'Mobile key now on OP Business mobile!' with a 'Read more!' button. Below the banner is a 'Become OP's customer' button and a section titled 'What is current for you?'. On the right is a login section with a 'Log in' button, fields for 'OP username' and 'OP password', and a note about English-only services for corporate customers. Below the login section is a 'Customer service' link and language selection buttons for FI, SV, and FN. Annotations with orange lines point to the left navigation pane, the 'OP username' field, the 'Log in' button, and the language selection buttons.

Login with your online service user identifiers for private customers or corporate customers.

You can change the language before logging in. Corporate eServices are available in Finnish, Swedish and English.

Selecting representation

- If you have several representations (customer roles), such as private customer and corporate customer, or if you have several companies, select the right one for this service session.
- In this view, you can also set a default customer role to which you will be directed directly the next time you log in. You can change your default customer role later.

The screenshot shows the 'Select representation' dialog box in the OP system. The dialog has a title bar with 'KAIJAN KENKÄKAUPPA' and a 'CANCEL' button. The main content area is divided into two sections: 'Default representation' and 'Corporate customer'. The 'Default representation' section indicates that no default representation is selected. The 'Corporate customer' section lists two companies: 'KAIJAN KENKÄKAUPPA' with ID '9293949-5' and 'RAUTASEN RAHTI OY' with ID '1508548-1'. Each company entry has a 'SET AS DEFAULT' button. The background shows the OP web interface with a sidebar menu containing 'Front page', 'Accounts, payments and billing', 'Financing', 'Investments', 'Insurances, losses and claims', and 'Customer relationship'. The top bar shows the user is logged in as 'KAIJAN KENKÄKAUPPA' and has options to 'Log out' and view 'My contact information and access rights'.

- You can also switch between customer roles without logging in again.

Transaction services

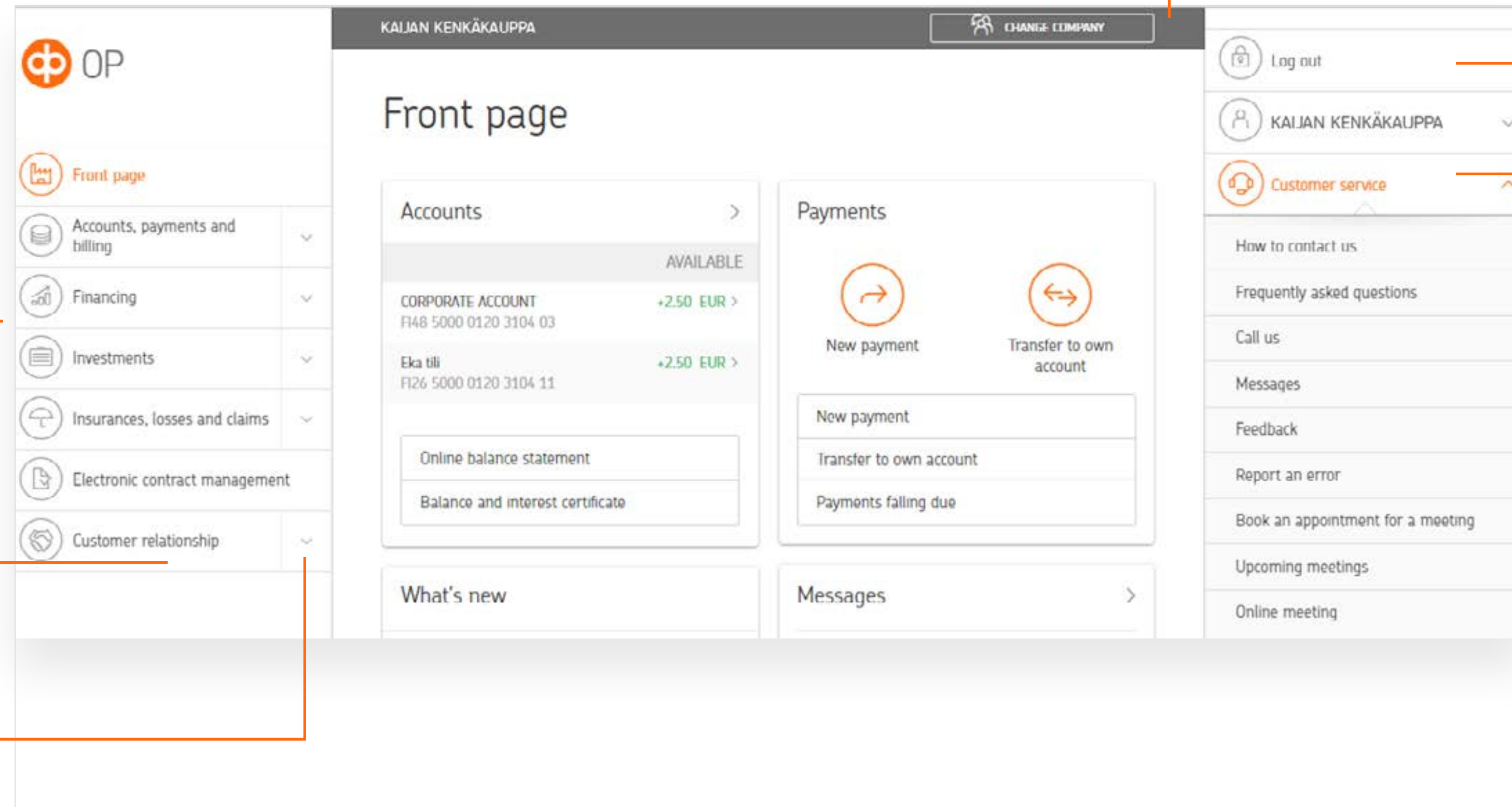
You can change your customer role at the top of the screen

- On the front page, you can see your company's accounts and payments within the specified access rights.

Through the left-hand menu, you can go to transaction services.

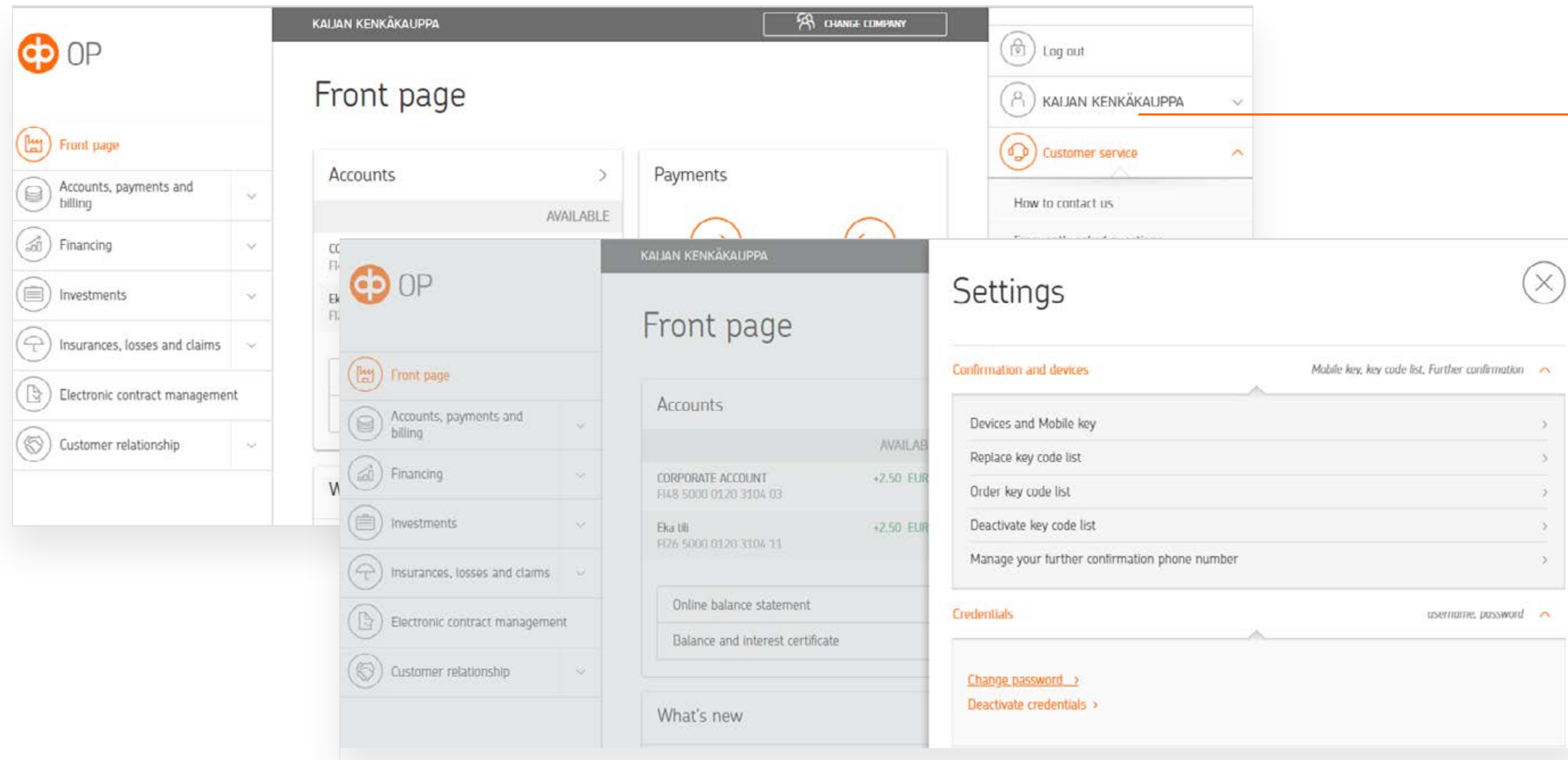
Under Customer relationship, you can manage users and agreements and find company details.

Open the sub-menu to view the various functions.



In the right-hand menu, you will find Customer service and Log out.

Settings



In the right-hand menu, you can find the Settings menu.

- Under Settings, you can, for example, replace your key code list and add or remove a phone number for further confirmation.

Two types of user identifiers

- You can login to the service with your personal user identifiers for OP eServices or your personal user identifiers for Corporate eServices.
- To get user identifiers for OP eServices, visit your local OP bank branch. For Corporate eServices, order the user identifiers online or visit your local OP bank branch. Your company's administrator will determine the access rights to the services.



With personal user identifiers for OP eServices, you can manage your personal banking and insurance transactions and those of your company within the specified access rights.



The user identifiers for Corporate eServices allow you to manage your company's banking and insurance transactions within the specified access rights.



If you have two sets of identifiers, and use your personal user identifiers to log into OP eServices, you'll only see your personal services. To access Corporate eServices, use the identifiers for corporate services.

Note! If you only want to use one set of identifiers, you must first cancel the Corporate eServices user identifiers. After that, you can manage transactions using just your OP eServices user identifiers.

Enjoy smooth transactions at op.fi!

Corporate eServices help desk: tel. 0100 05151.