Instructions for agreement administrator

The Corporate eServices represent OP Financial Group's electronic banking service for corporate and institutional customers. Becoming a user of the Corporate eServices requires a Corporate eServices agreement in which the company designates at least one agreement administrator, who has the right to change the agreement.

Within the Corporate eServices, the agreement administrator can use the Corporate eServices section, enabling him to

- see the company's eServices Agreement and its previous versions
- add or remove transaction services (eg Bank Guarantees and Corporate Credit)
- add or remove the administrators of transaction services

The agreement administrator can also manage the "Users" section in which he can add or remove users and edit their user/access rights.

The agreement administrator has not automatically any access rights to transaction services unless he is not the administrator or user of the transaction service in question.

The agreement administrator must ensure that each transaction service has a duly authorised administrator. He is also responsible for removing transaction service administrators as soon as, for example, such an administrator changes job or duties. In addition, the agreement administrator has the right to terminate the Corporate eServices agreement by contacting the bank's contact person. Since the agreement administrator bears great responsibility, we strongly recommend that you appoint two agreement administrators, or if your company's internal risk management so requires.

Managing Corporate eServices Agreement

The agreement administrator manages a Corporate eServices agreement within the Corporate eServices section. Login to the service at www.op.fi. For this purpose, you can use your personal online bank user identifiers or specific user identifiers for the Corporate eServices.

Select ”Corporate eServices Agreement” in the vertical navigation menu on the left. On this page you can see details on your company's eServices Agreement and its previous versions.

Adding a new transaction service

You can add a new transaction service in the vertical navigation menu on the left, ”Add service”. On this page, select transaction services that you wish to add to the Corporate eServices Agreement. By clicking ”Continue”, you will go to the next page on which you can appoint one or more administrators for each transaction service selected. We strongly recommend that you appoint two administrators. The transaction service administrator automatically receives full access rights to the transaction service in question. On the ”Summary” page, you can still check the information you have entered and, if necessary, return to correct it by clicking ”Correct”. Finally, you should confirm the transaction service added using a key code.

This request for adding a new service will be submitted for checking by OP Financial Group which will send you a message by email as soon as the transaction service is available to your company. Each new administrator will also receive an email message telling him that he has access to the Corporate eServices. However, we hope that you will contact a new administrator in person, ensuring the smooth adoption of the service.

Removing a transaction service

You can remove a transaction service by clicking the ”Delete” link shown at the end of the name of the transaction service within the ”Transaction services’ administrators” element. By doing this, you will cancel all users’ and administrators’ rights to the service in question. Confirm the removal using a key code and as soon as you have done this, the transaction service will no longer be available to your company.

Adding a new transaction service administrator

You can add a new transaction service administrator in the vertical navigation menu on the left, ”Add new administrator”. On this page, enter administrator information and select the transaction services whose authorised user he will be. You may also add several new administrators on this page. On the ”Summary” page, you can still check the information you have entered and, if necessary, return to correct it by clicking ”Correct”. Finally, you should confirm the transaction service administrator added using a key code.

This request for adding a new administrator will be submitted for checking by OP Financial Group which will send each new administrator a message by email as soon as the Corporate eServices are available to him.

Removing a transaction service administrator

Remove a transaction service administrator as soon as you become aware that he will no longer need access rights to the service. Accordingly, click the ”Delete” link shown at the end of the administrator’s name in the Corporate eServices agreement. Please note that this will cancel all of the administrator’s access rights to the Corporate eServices. If you do not wish to cancel all of his access rights, change the transaction service administrator’s information, instead.

Change in transaction service administrator information

You can edit information on a transaction service administrator by clicking his name in the Corporate eServices agreement. Select ”Edit information” on the page that opens up. You may change basic administrator information and add or remove transaction services managed by the administrator. On the ”Summary” page, you can check the information you have entered and, if necessary, return to correct it. Finally, you should confirm the change in administrator using a key code. The changes you have made will become effective as soon as they have been approved.

Change in agreement administrator information

You can edit agreement administrator information by clicking his name. Select ”Edit information” on the page. You may change basic agreement administrator information on the page that opens up. Finally, check the changes on the ”Summary” page before their approval. Changes in agreement administrator information do not require confirmation using online user identifiers.

Removing an agreement administrator or adding a new one is possible only at OP Corporate Bank plc. Please contact your OP Corporate Bank contact person if you wish to appoint a new agreement administrator or remove the existing one. The signature of a person authorised to sign for your company is required to remove or add an agreement administrator.

In case you face problems
In case of problems, please contact 0100 05151