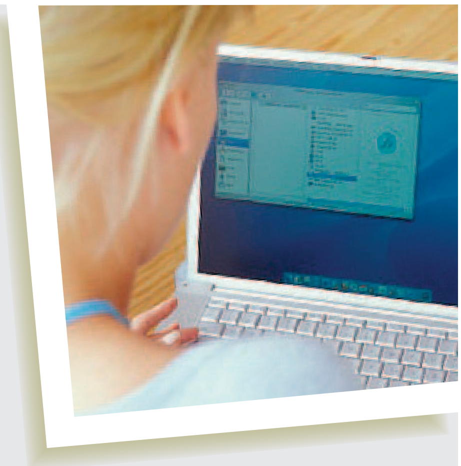

Instructions for transaction service administrator

The Corporate eServices represent OP Corporate Bank plc's electronic banking service for corporate and institutional customers. Each transaction service (eg Bank Guarantees and Corporate Credit) must have at least one administrator authorised to administer other users and their access rights.

Within the Corporate eServices, the transaction service administrator can make use of the "Users" section to
- view all of the users for the company and their access rights
- add or remove a user and his access rights, and
- change basic user information and access rights.

The administrator must ensure that each user has access rights as permitted only by his job description. If the user changes job or duties, the administrator must immediately cancel his access rights. The administrator is also tasked with ensuring that users have the capabilities required to use the service.

The transaction service administrator automatically has full access rights to the transaction services whose authorised administrator he is. When appropriate, access rights may be restricted by the other transaction service administrator or the agreement administrator.

User management

Users are managed within the Corporate eServices' "Users" 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 "Users" in the vertical navigation menu on the left. On this page you can see a list of all of the users of the company. By clicking a user name, you will view more detailed information on the user's access rights.

Adding a new user

You can add a new user in the vertical navigation menu on the left, "Add new user". Enter the user's personal details and address information and select the transaction service to which you wish to grant access rights. You can select transaction services whose designated administrator you are. Click "Continue" to go to the next page on which you can type the start date of the access right and the required access rights. Click "Instructions" to read more detailed descriptions of each access right. On the "Summary" page, you can still check the information you have entered and, if necessary, return to correct it by clicking "Correct".

Each new user will automatically receive an email message telling him that he has access to the Corporate eServices. However, we hope that you will contact a new user in person, ensuring the smooth adoption of the service. The new user will have access to the Corporate eServices either immediately or within two days, depending on the transaction service selected.

Removing a user

Remove a user 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 user’s name in the user list. Before you confirm this, please check that the user has access rights only to the transaction services under your management. If you find out that he also has access rights to other transaction services, cancel his access rights as a change in user information.

Change in user information

You can change user information and access rights on the ”User information” page to which you can go by clicking the user’s name on the user list. Select ”Edit information” on the page. On the first page, you can change basic user information and transaction services he is authorised to use. Click ”Continue” to go to the next page on which you can change access rights to transaction services. If you wish to cancel a user’s access rights to a certain transaction service, enter the date of termination of that access right and remove selections in the boxes shown before the access rights. Finally, check the changes on the ’Summary’ page before their approval.

Copying user information

You can also copy information on the existing user when adding a new user if you wish to give the new user the same access rights as the existing one. Select the user on the list of users, whose information you wish to copy. By clicking ”Copying user information” on the ”User information” page, you will go the page on which you can enter a new user’s information.

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