New User Profile Setup

Tomorrow Begins Today

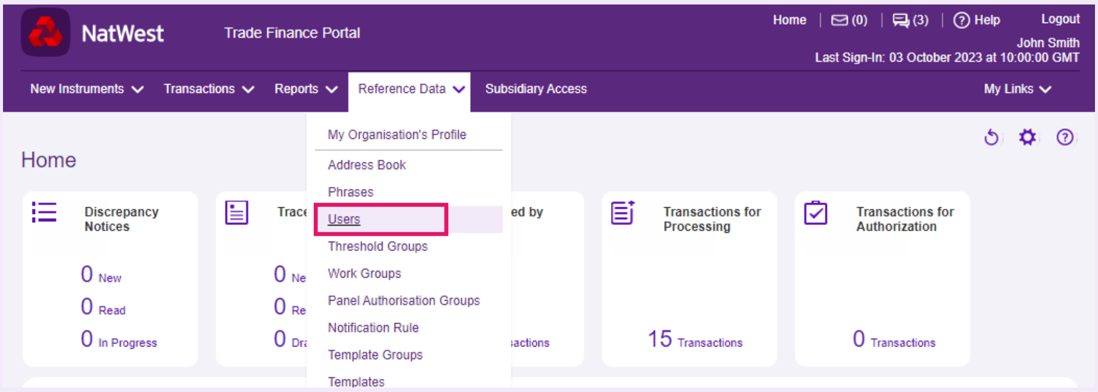
NatWest

Contents

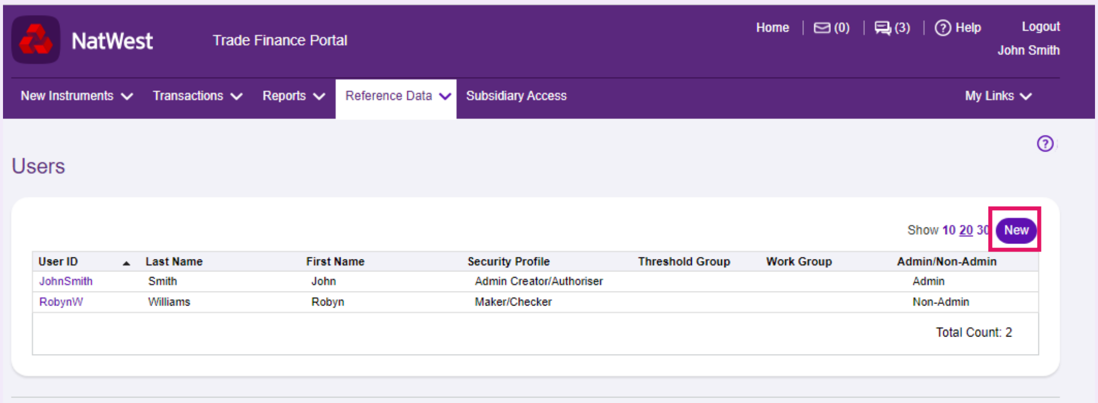
Introduction

Log into the Trade Finance Portal.

To create a new User Profile, from the home screen select 'Reference Data' then 'Users':



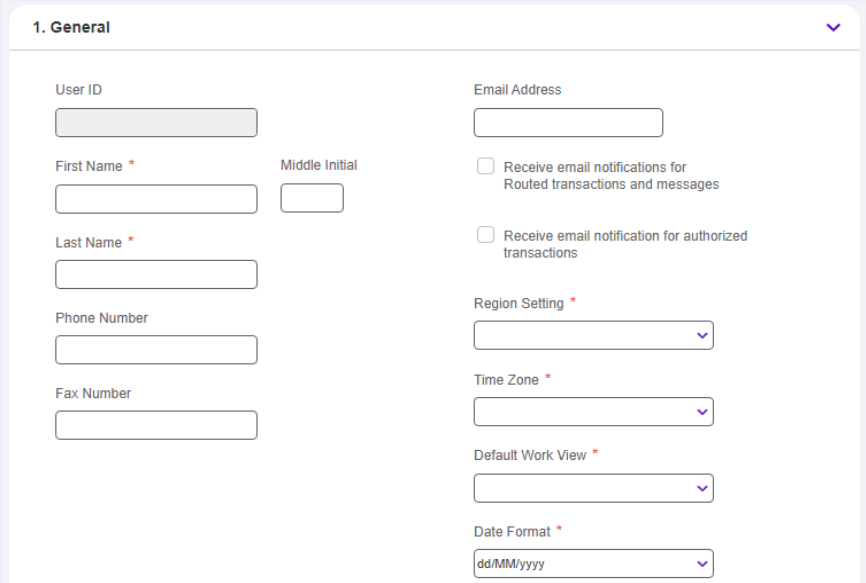
Then select "New":

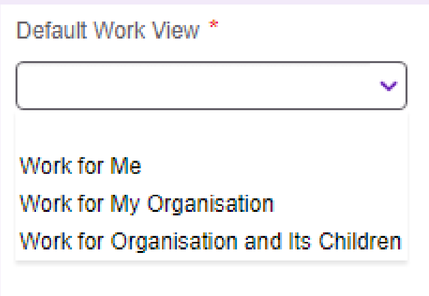


General

Complete all the fields below where there is a Red Asterix. For the section "Default Work View" please see below.

** Please ensure you add your email address as this is a mandatory field. **

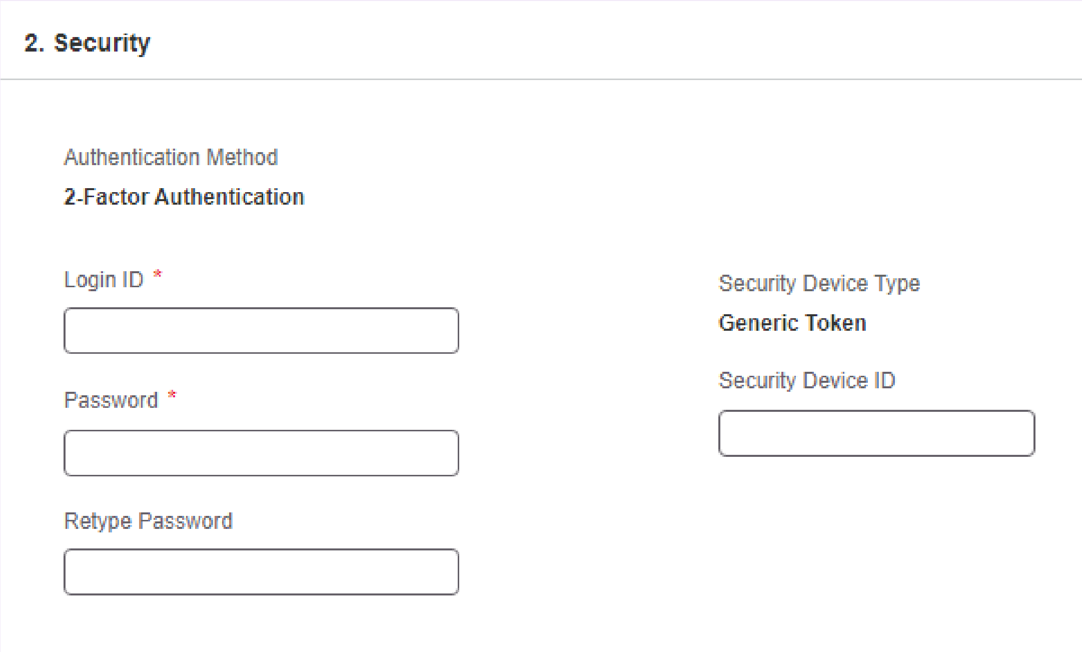




Default Work View:

1. Work for Me – This option will show only items designated to that user to action.
2. Work for My Organisation – This option will show all transactions for the organisation.
3. Work for Organisation and its Children – This option will show all transactions for the organisation and its subsidiaries.

Security


2. Security

Authentication Method

2-Factor Authentication

Login ID *

Password *

Retype Password

Security Device Type

Generic Token

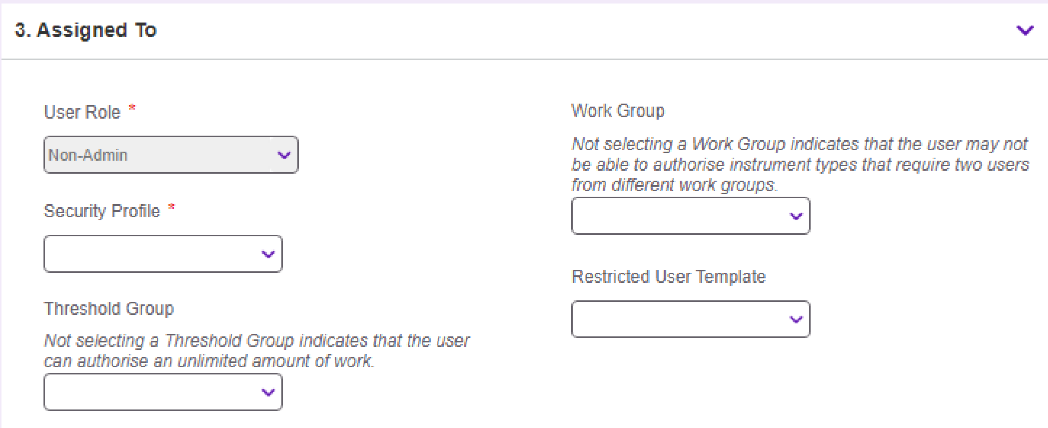
Security Device ID

Please add a Login ID and Password here. Each must be unique to the User – If a Login ID has been previously taken, an error message will appear.

Once the password has been set, when the User first logs into their account, they should click on their name in the top right corner of the home screen and change the password to their own unique choice.

User Access

All new users will have a User Role as Non-Admin, however new users can be given Administrator Access by selecting the correct Security Profile, see below options:


3. Assigned To

User Role *

Non-Admin

Security Profile *

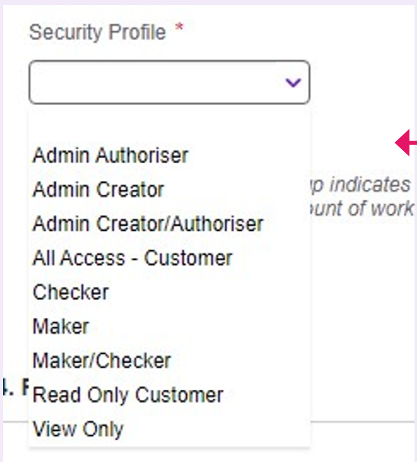
Threshold Group

Not selecting a Threshold Group indicates that the user can authorise an unlimited amount of work.

Work Group

Not selecting a Work Group indicates that the user may not be able to authorise instrument types that require two users from different work groups.

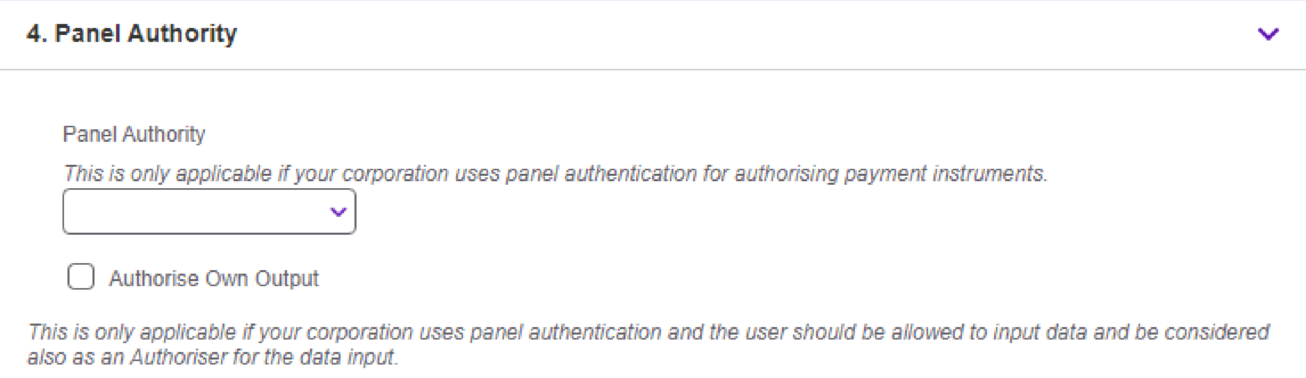
Restricted User Template


Security Profile *

Admin Authoriser
Admin Creator
Admin Creator/Authoriser
All Access - Customer
Checker
Maker
Maker/Checker
Read Only Customer
View Only

See customer guide entitled 'Security Profiles' to explain the permissions designated to each profile.

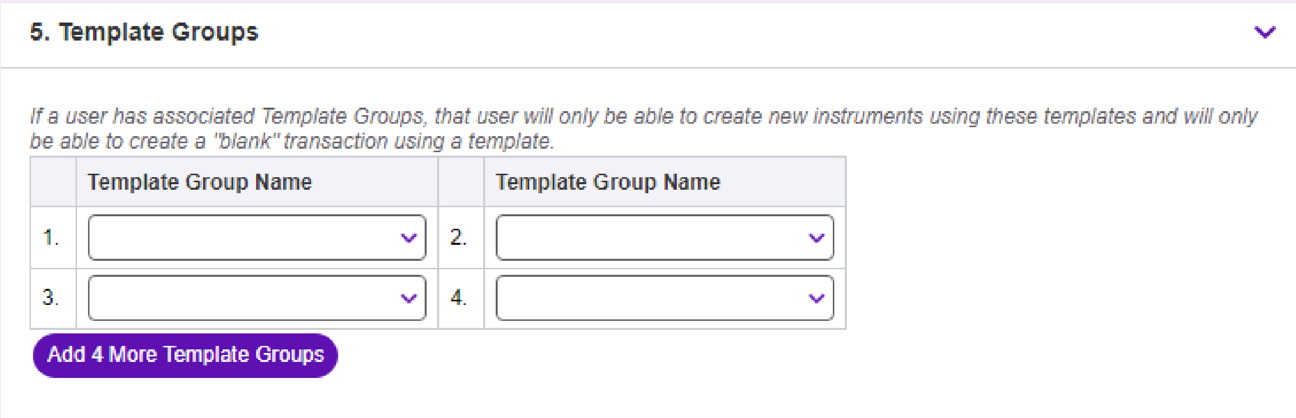
Panel Authority



Panel Authority allows you to route transactions to specific levels of authority within your company dependent on transaction value. Please contact the Portal Support Team if you have specific transaction authorisation requirements.

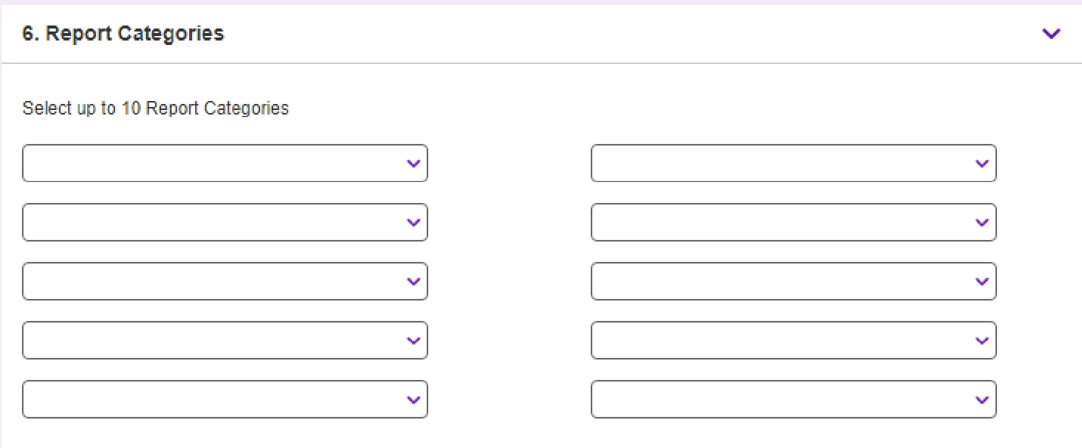
Template Groups

For this section, if templates have been created then you will be able to restrict which templates the new user will have access to:



Report Categories

For the new user, if there are specific reports that they should only have access to, then they can be selected below:



Subsidiary Access

This section determines whether the new user has access to view or perform actions as a parent on behalf of the subsidiary or not:

7. Subsidiary Access Capabilities

- (●) User is **NOT able** to perform actions on behalf of subsidiaries
- ( ) User is **able** to perform actions on behalf of subsidiaries
  - [ ] The reference data for the user's organisation is available when the user performs actions on behalf of subsidiaries.

You can also select the level of access per subsidiary – They can either have the same access across all parties or separate access levels per entity:

Subsidiary Access Security Profile

Determine if the same Subsidiary Access Security Profile can be used by the user when acting on behalf of all users or if a different Subsidiary Access Security Profile can be used for each Subsidiary.

- ( ) User can use the same Subsidiary Access Security Profile for each subsidiary

  Select a Subsidiary Access Security Profile

- (●) User can use different Subsidiary Access Security profiles for subsidiaries

  [ ] Only display the below subsidiaries when accessing items for subsidiaries in parent Show view. The parent security profile will still be used and not the security profile listed below.

If they are to have separate access, the below is how to designate this access:

Subsidiary Access Security Profiles

Select each subsidiary to which the user has access and select the Subsidiary Access Security profile that defines the user's security rights when acting on behalf of that subsidiary. If a user cannot access a specific subsidiary, then do not select the subsidiary or assign a profile to it.

	Subsidiary	Subsidiary Access Security Profile
1.		
2.		
3.		
4.		

Add 4 More Subsidiaries/Profiles

Contact the Portal Support Team regarding the below if the new user is to have separate authorisation levels for the subsidiaries to the main Parent entity:

[ ] Parent user is able to access subsidiaries' Confidential Payment Instruments/Templates

Only applicable if your corporation/ your subsidiaries use "Payment" instruments. If selected, the parent user will be able to access the subsidiaries "Confidential" payment transactions and templates and also initiate new payment transactions from templates that have been designated as being "Confidential".

Subsidiary Access Threshold Group

Subsidiary Access Work Group

When authorising Subsidiary Transactions:

- (●) Use Product Authorisation Rules defined on Parent Customer Profile
- ( ) Use Product Authorisation Rules defined on Subsidiary Customer Profile

Panel Authority

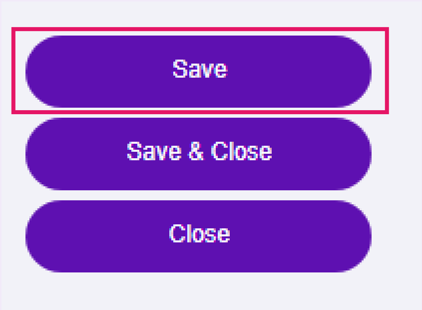
This is only applicable if your corporation uses panel authentication for authorising payment instruments.

[ ] Authorise Own Output

This is only applicable if your corporation uses panel authentication and the user should be allowed to input data and be considered also as an Authoriser for the data input.

Submitting

Once all the fields are complete, click on “Save”. Once this is done – You will be prompted to have the user be authorised:



The second User will then need go into Reference Data – “Approve Reference Data” and select the new User and then click on Approve: