USER GUIDE FOR HOMEBANKING OF PPF banka a.s.

Generating and Renewal of a Transport certificate

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

1/13
Version: 20151210

Contents:

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

2/13
Version: 20151210

1. Introduction

Terms or phrases capitalised in this Guide have the meaning defined in the article "Definition of Terms" in the article *General Business Conditions of PPF banka a.s.* (hereinafter the "GBC") and the *Business Conditions of PPF banka a.s. for the Homebanking* (hereinafter the "SBC"), in the contractual documents, or, where appropriate, the meaning specified in the individual provisions of the GBC and SBC. The current texts of the GBC and SBC can be retrieved from www.ppfbanka.cz.

2. Generating a Transport Key, Requesting the Generation of a Transport Certificate

A Transport Key is used to encrypt the transmission of data from the Bank to the Client.

Only the System Administrator (SYSOPR) or a user with admin privileges may generate a Transport Key and request the generation of a Transport Certificate.

You received an envelope containing a Password for Transport Certificate verification (the envelope labelled with the Client's name – inside you will find a "Password for authentication of client transport (encryption) certificate") from the Bank. This is used to generate the Transport Certificate. **Keep this envelope in a safe place – you will need the Password for Transport Certificate verification to regenerate the Transport Certificate when it expires** (see point 4.).
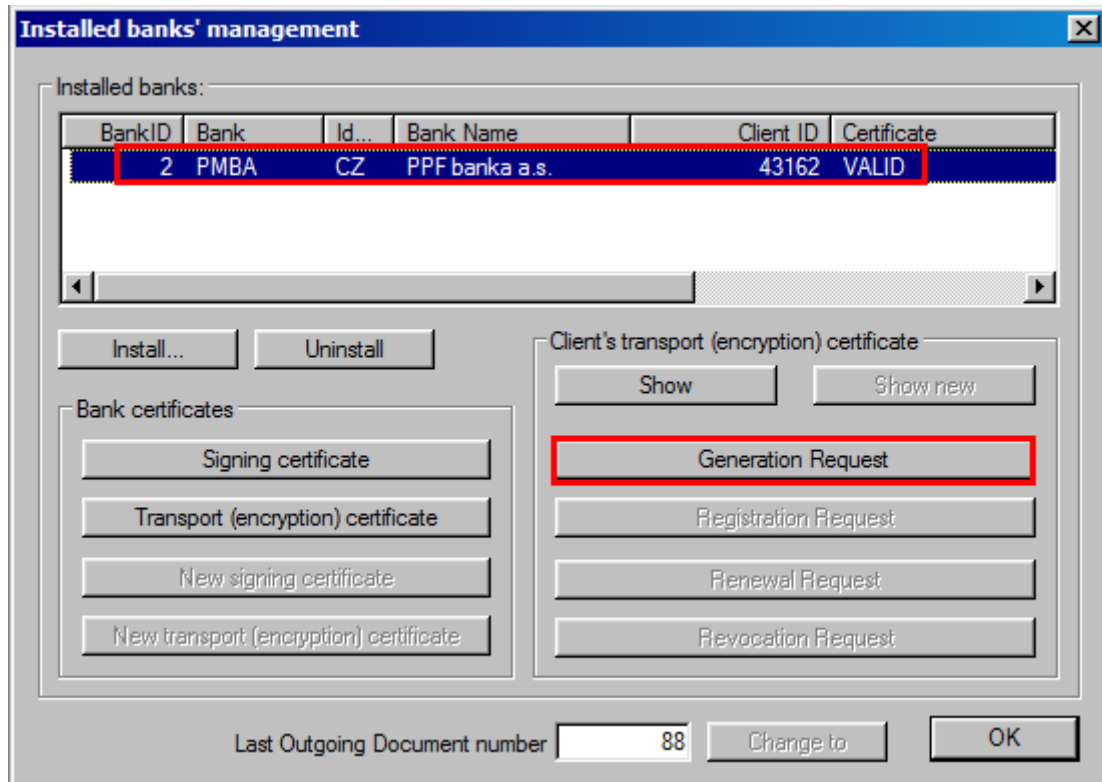
!!! IMPORTANT !!!

A Transport Certificate is valid for one year. Before expiration of your Transport Certificate, you can renew it according to point 5., when your Transport Certificate expires, you will need to apply for a new one. When you enter the final 14 days period of Transport Certificate validity, you will automatically be alerted to the approaching expiry of your Transport Certificate when you open HB (unless you change this setting in HB).

If your Transport Certificate expires and no new one has been generated, you will no longer be able to receive encrypted documents (statements, daily Account movements, etc.) from the Bank.

To generate a Transport Key, select **System** in the homepage bar, followed by **Bank Management.**
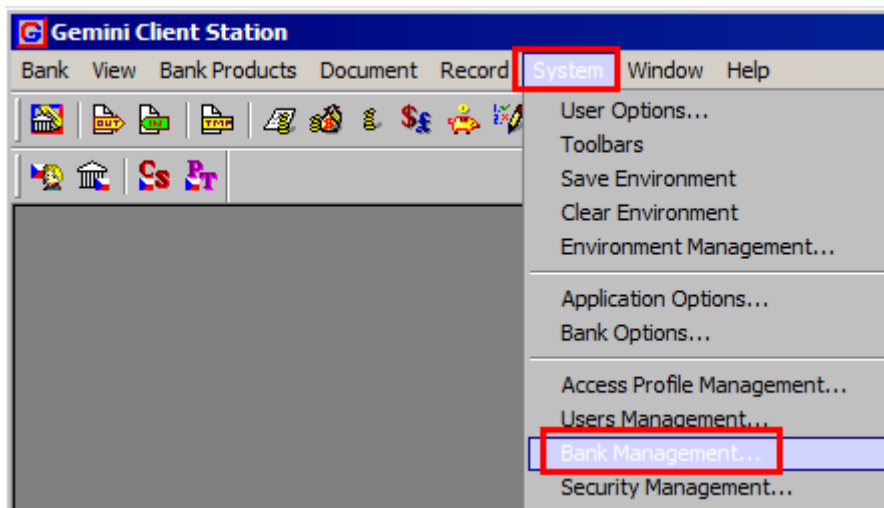

A window with a run-down of the installed banks is displayed. Under **Installed banks' management**, press on the row with the name "PPF Banka a.s". and, under **Client' transport (encryption) certificate**, click the button **Generation Request**.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

3/13
Version: 20151210

PPF Banka

This activates the system question **Do you want to create a request for generation of a new certificate?** – press the **Yes** button to confirm.
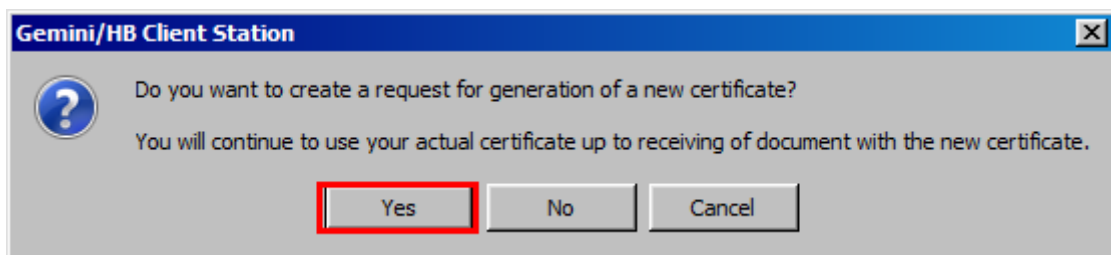
A system question is then displayed asking whether you wish to import an existing key set – refuse the import by pressing **No**.
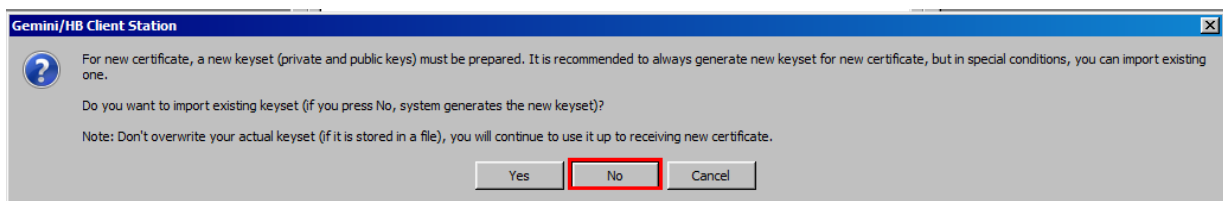
In the next window, enter the **Password to Transport Key** in the **Enter password** and **Confirm password** boxes and press **Ok**. The Transport Key Password is an alphanumeric code which you set yourself and is entered during request for Transport Certificate generating – you will not enter it during regular operation of HB.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

4/13
Version: 20151210

The system message **Client' transport keys were successfully created** will appear. Close this message by pressing **Ok**.

A table with the Transport Certificate request is displayed. Fill in the table as follows –**FILL IN DATA IN THE FIELD "Password from CA for certificate issue", DO NOT ALTER THE OTHER DATA**:

Field	Information required
Password from CA for certificate issue	Enter the **Password for Transport Certificate verification** you received in a separate envelope from the Bank (the envelope labelled with the Client's name – inside you will find a *"Password for authentication of client transport (encryption) certificate"*).
Revocation key	Leave blank.
Name (CN)	The name is automatically filled in from the certification authority – **DO NOT CHANGE THIS INFORMATION!!!**
E-mail (E)	Optional.
Organization Unit (OU)	Optional.
Organization (O)	Optional. The name of the Contact Person indicated in the HB documentation is automatically filled in – this may be changed.
Location, town (L)	Optional.
State, region (S)	Optional.
Country (C)	Optional.
Extended Key Usage (EKU)	Leave blank.

Once you have filled in the information, press **OK**.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

5/13
Version: 20151210

Close the system message notifying you of the successful generation of the request by pressing **Ok**.

Close the Bank admin window by clicking on the cross in the top right-hand corner.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

6/13
Version: 20151210

To send the Transport Certificate request and to receive the generated Transport Certificate, connect with the Bank by following the instructions in point 3.
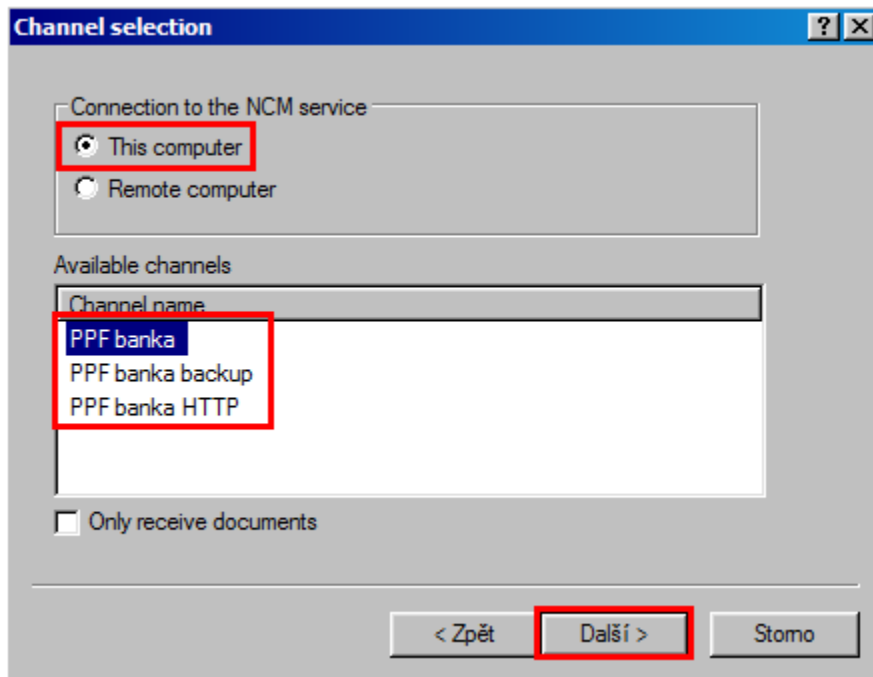
3. Connecting with the Bank

Before connecting with the Bank, make sure that the NCM software is running on the computer you wish to use to communicate with the Bank. If NCM is on the same computer, there is no need to take any related action. If NCM is server-based, set the service to run automatically – it will run until it is closed manually.

Proceed as follows to make the connection:

1. Make the connection with the Bank by selecting **Bank** from the menu, followed by **Connect**. Alternatively, click on the **Connect bank** icon under the **Bank** option, or use the shortcut **Ctrl+B**.
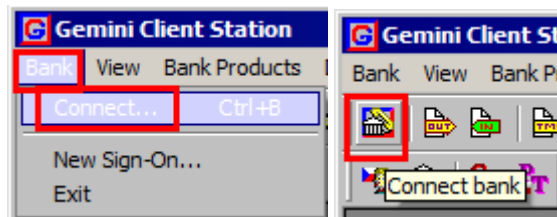
2. In the first dialogue window, select the Bank connection (NCM). In **Connection to the NCM service**, select **This computer**. In the **Available channels** part, a list of defined channels is displayed. Select the channel (the type of connection) you require. After selecting the required parameters, press **Next (Další)** to proceed to the next window.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

7/13
Version: 20151210

3. In the next window, you choose what time the connection is to take place. Select **Single connection** and **Connect immediately** and press **Finish (Dokončit)**.
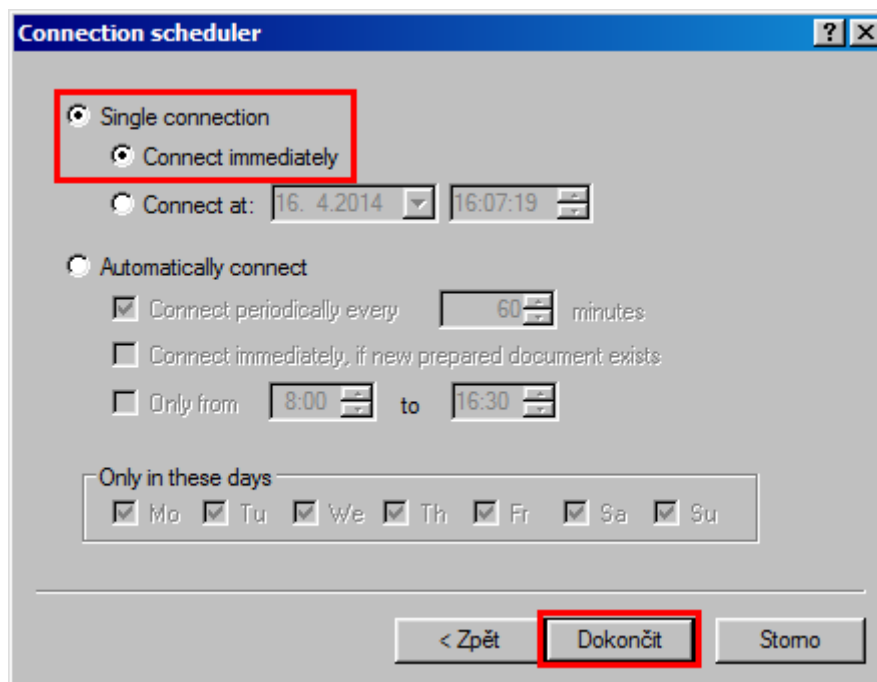
The GCC software, used to communicate with the Bank, will then be run. The window that is displayed presents all information on the connection in progress. If connections are made to multiple banks, in the top part of the window you need to select the bank you wish to link to. The individual parts of the window display information about documents waiting to be sent, on documents received and sent, and – at the bottom of the window – details of connection tasks.

When all of the necessary documents have been successfully transmitted, the message **Documents processing successfully done** is displayed in the section **Connection progress – details**.

!!! IMPORTANT !!!

You need to connect with the Bank at least twice – once to send a Transport Certificate request, and then to receive the generated Transport Certificate.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
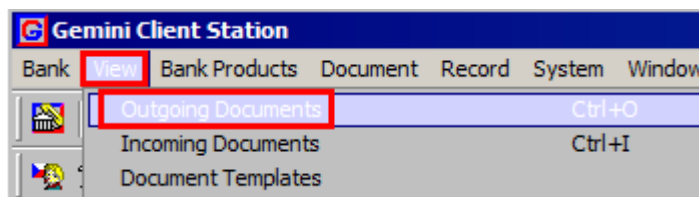www.ppfbanka.cz

8/13

Version: 20151210

During the first connection, the request for a Transport Certificate for the client station Transport Keys is transmitted to the Bank. During the second connection, a Transport Certificate is delivered in the opposite direction. It is stored in the client database and HB decodes incoming documents automatically.

Close the window by pressing **Close**.
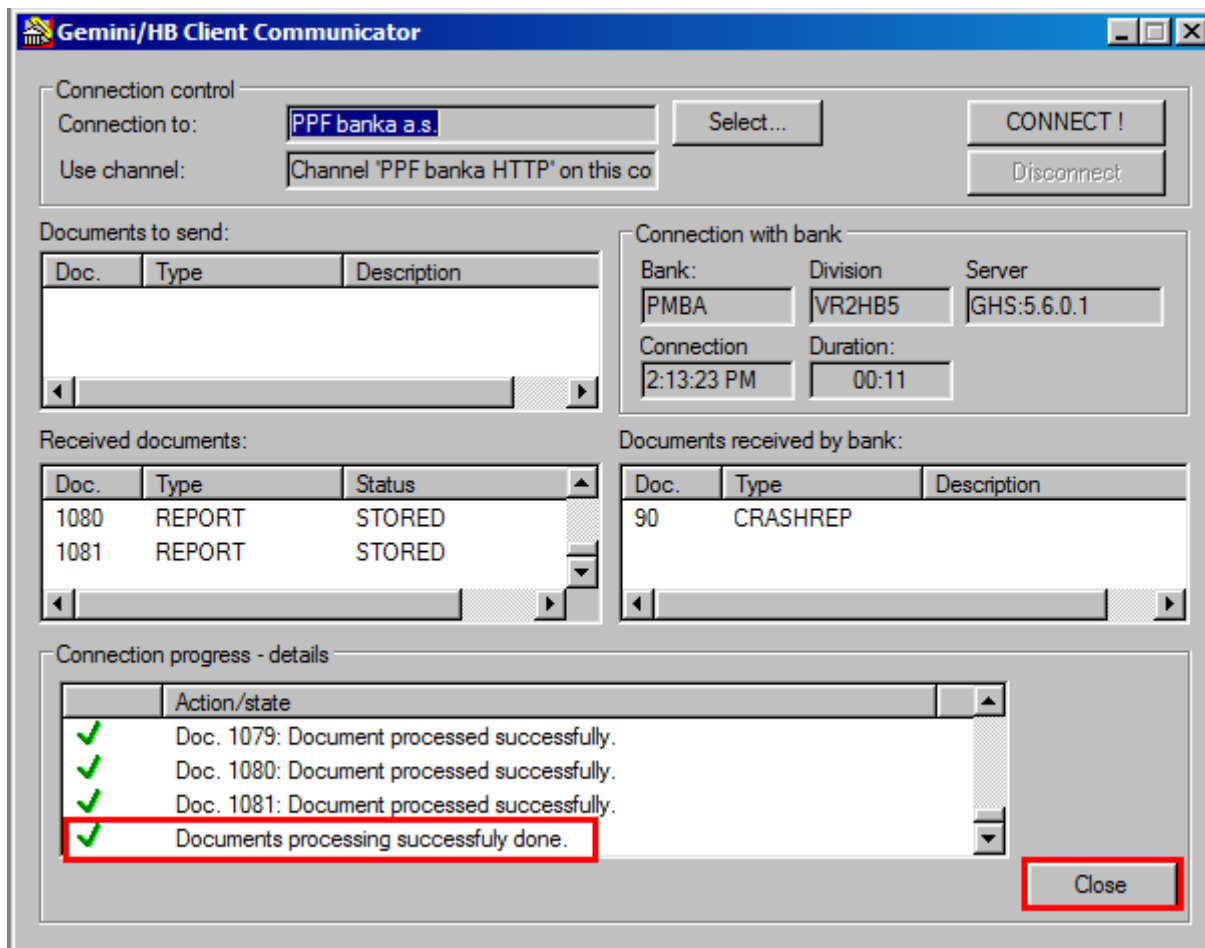
If document transmission fails, try to repeat the connection or contact Customer Support.

Check for the receipt of the generated Transport Certificate under **View** – **Outgoing documents**.

In the **CERTIFREQ** row of the **Status** column, check whether the Transport Certificate request status is **ACCEPTED**. If so, you may now use the new Transport Certificate.

If the status is **FAILED**, repeat the entire procedure and pay close attention when entering the passwords.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

9/13
Version: 20151210

4. Regenerating a Transport Key and Transport Certificate

To generate a new Transport Key and to request the generation of a new Transport Certificate, follow the instructions in points 2. and 3. To generate a new Transport Certificate, use the Password for Transport Certificate verification you received in a separate envelope from the Bank the first time you generated a certificate. If you no longer have the Password for Transport Certificate verification, you must first ask the Bank to send you a new **Password for Transport Certificate verification**.

If you do not generate a new Transport Key or request the generation of a new Transport Certificate before they expire, you will not be able to receive confidential documents from the Bank (see point 2. above).
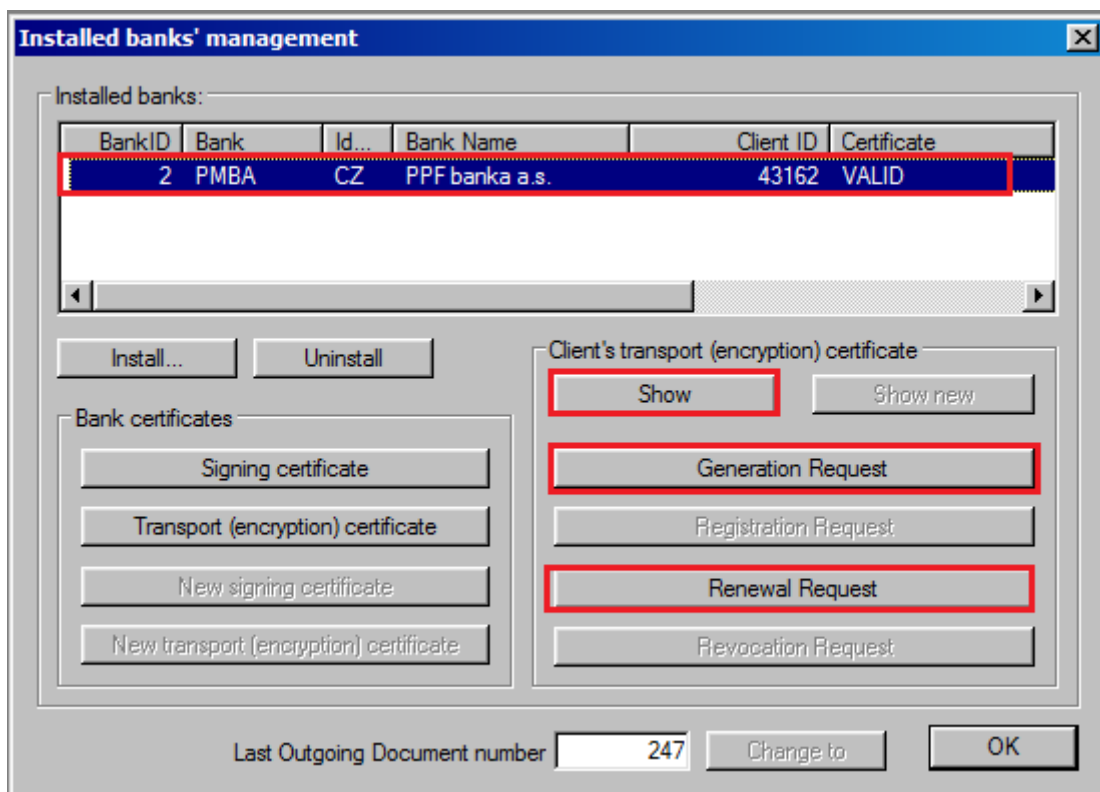
Confidential documents from the Bank cannot then be received until a new Transport Key is generated and a new Transport Certificate has been received.

# 5. Renewal of a Transport Key and a Transport Certificate

Signing Key and Signing Certificate can be renewed before their expiration. To renew a Signing Key, select **System** in the homepage bar, followed by **Bank Management.**
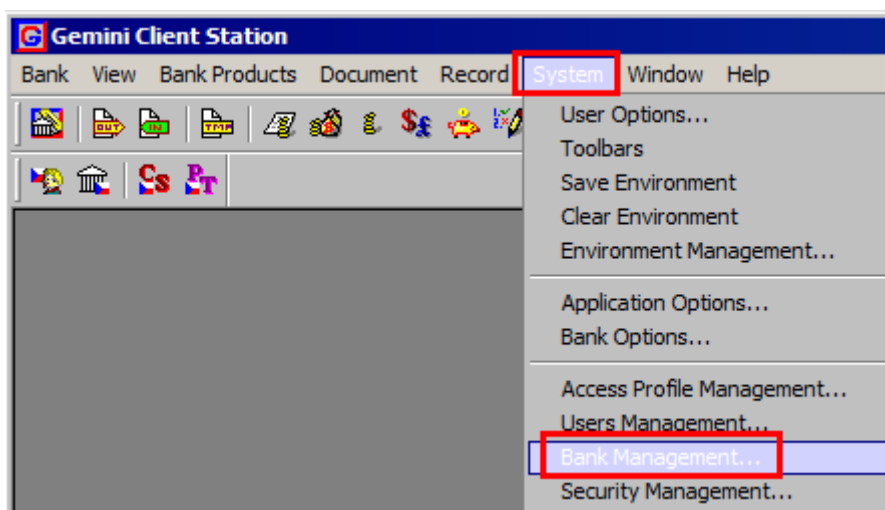
A window with a run-down of the installed banks is displayed. Under **Installed banks' management**, press on the row with the name "PPF Banka a.s". – buttons **Show**, **Generation request** and **Renewal request** are activated in part **Client' transport (encryption) certificate**.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
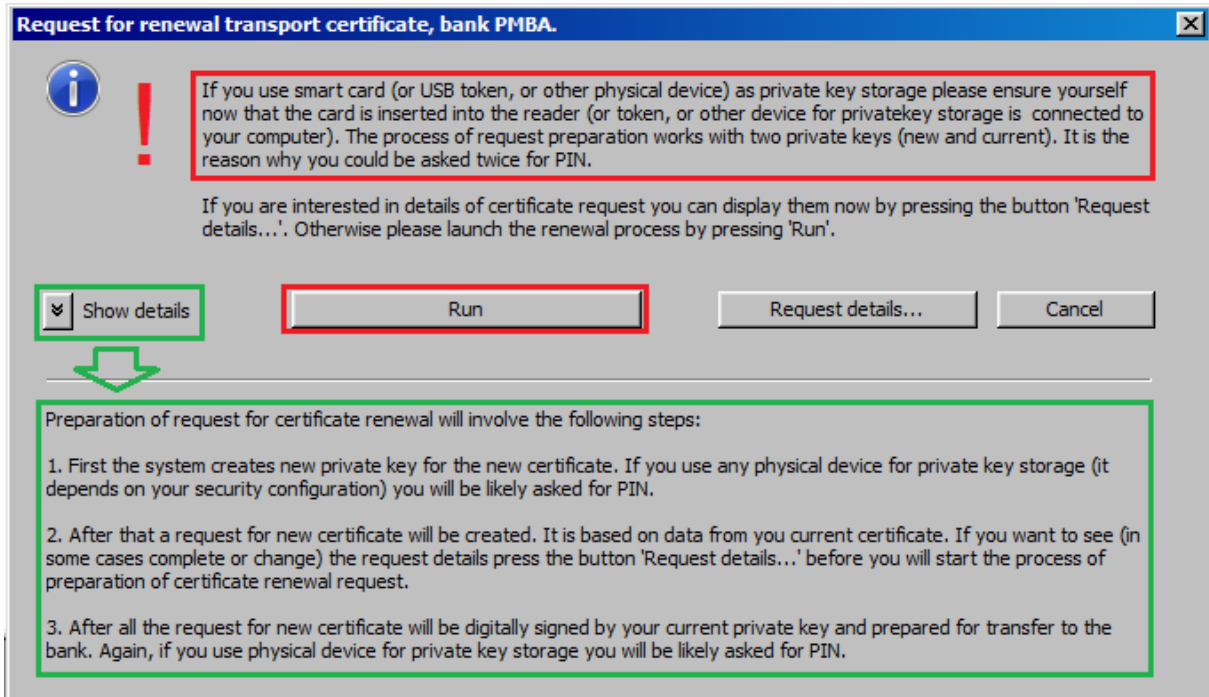www.ppfbanka.cz

10/13
Version: 20151210

By clicking on the button **Show**, you can check validity of your Transport Certificate in the field **Expiration date**. Close this window by pressing button **Close**.
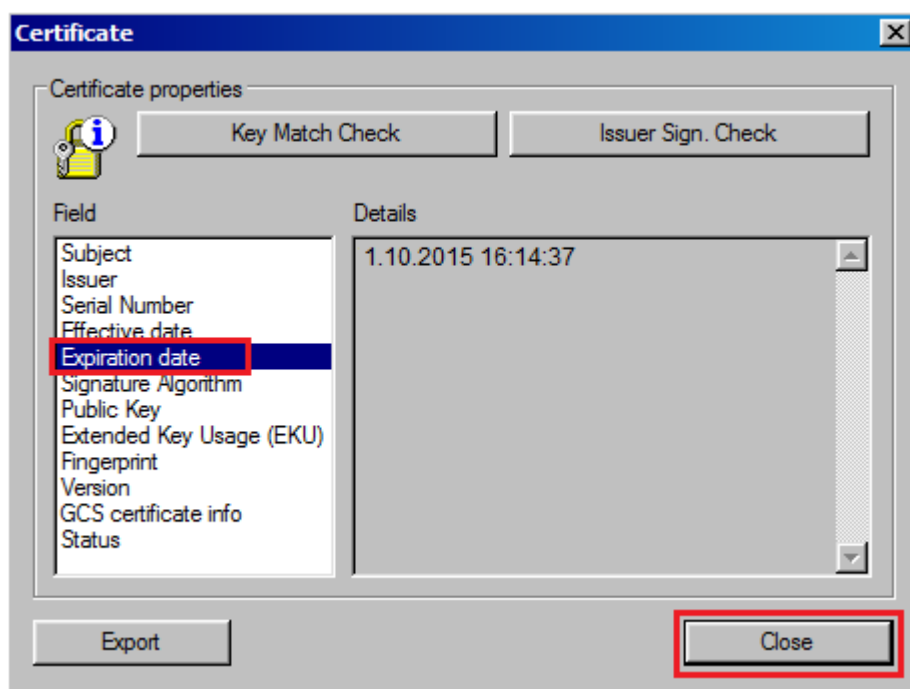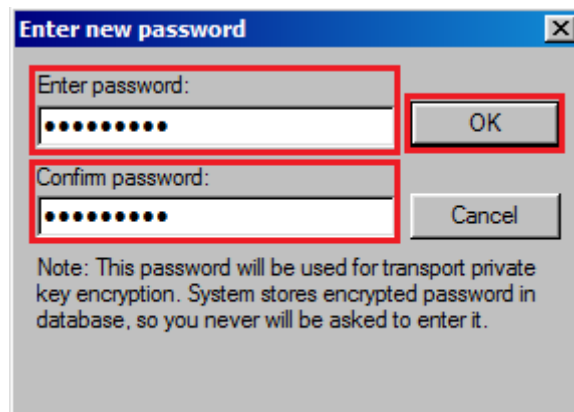

If Transport Certificate is expired, it is necessary to generate the new one – in this case continue by clicking on the button **Generation request** and then follow point 2.

In case the Transport Certificate is still valid, you can renew it by clicking on the button **Renewal request**. First, a warning on the method of setting the Transport key appears – **read this notice carefully and follow it!!!** You can also display details of Transport Certificate renewal process by clicking on the arrows at the text **Show details**.
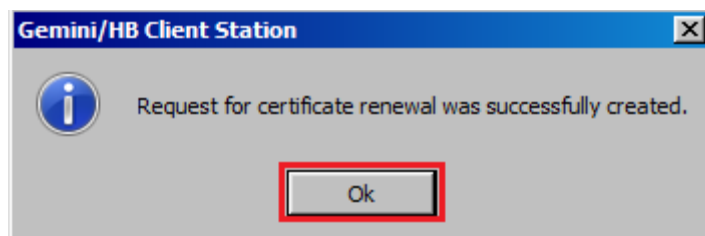
Click on the button **Run** for renewal of Transport Key and Transport Certificate.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
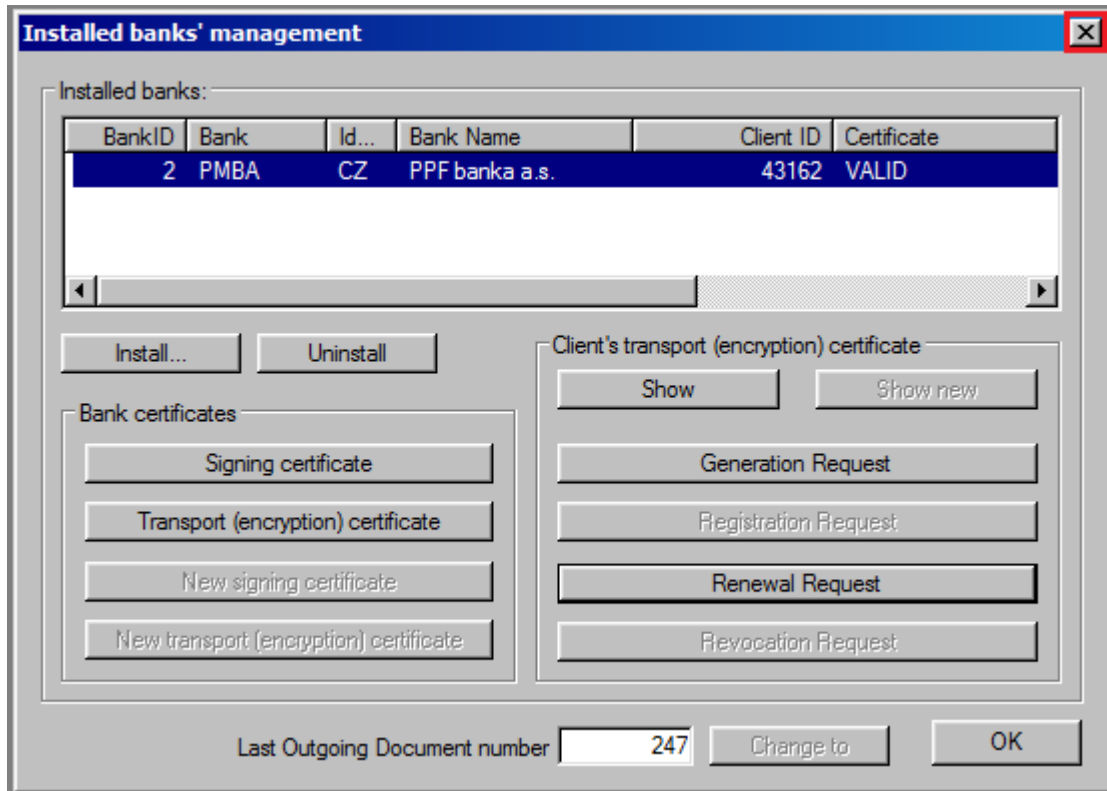www.ppfbanka.cz

11/13
Version: 20151210

In the next window, enter the **Password to Transport Key** in the **Enter password** and **Confirm password** boxes and press **Ok**. The Transport Key Password is an alphanumeric code which you set yourself and is entered during request for Transport Certificate generating – you will not enter it during regular operation of HB.

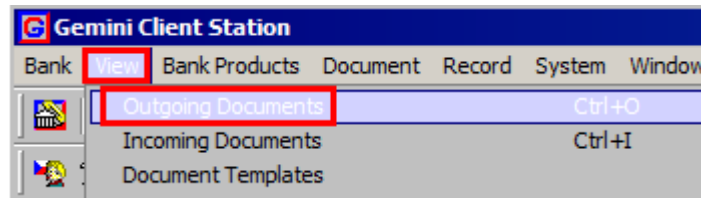Close the system message notifying you of the successful generation of the request by pressing **Ok**.

Close the Bank admin window by clicking on the cross in the top right-hand corner.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

12/13
Version: 20151210

To send the Transport Certificate request and to receive the generated Transport Certificate, connect with the Bank by following the instructions in point 3.

Check for the receipt of the generated Transport Certificate under **View** – **Outgoing documents**.

In the **CERTIFREQ** row of the **Status** column, check whether the Transport Certificate request status is **ACCEPTED**. If so, you may now use the new Transport Certificate.

If the status is **FAILED**, repeat the entire procedure and pay close attention when entering the passwords.

PPF banka a.s., Evropská 2690/17, P.O. Box 177, 160 41 Praha 6
T: (+420) 224 175 888, F: (+420) 224 175 980, E: info@ppfbanka.cz
www.ppfbanka.cz

13/13
Version: 20151210