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Deutsche Bank BluePort/bankline+ Manual for the customer administrator

In your role of administrator, you will perform the (initial) setting up of BluePort/bankline+ for your company and for your colleagues. A setup wizard is available on the BluePort/bankline+ homepage to guide you through the necessary steps:



Setup wizard available

Facilitated setup of own bank accesses, ordering party accounts and colleague management

Start now



If you need assistance during the initial setting up, our support team will be available for you. Please contact them on **+49 (0)69 910-10030** to arrange a suitable time.

In addition, this manual will help you to perform individual setting up steps for BluePort/bankline+ on your own, if required.

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Setting up the Security Medium

You will see the wizard for initialising your security medium (photoTAN), which you will subsequently use for signing payment orders, when you log onto BluePort/bankline+ for the first time.

- a. Start the setting up process for your security medium by clicking on the “Continue” button (Fig. 1) and follow the on-screen instructions, which are also described below.

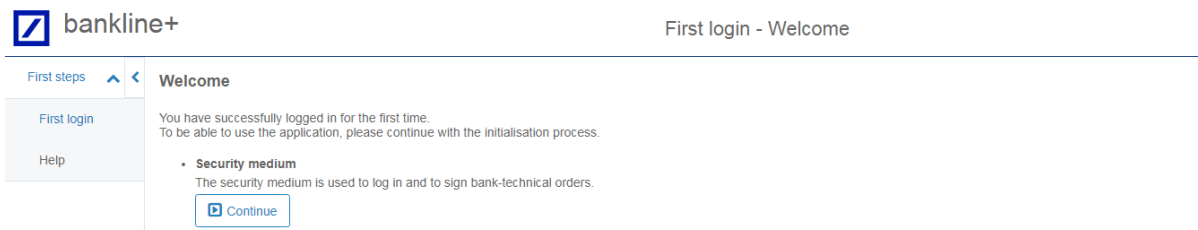


Fig. 1

- b. Click on “Open wizard” and select “Smartcard”. A click on “Next step” takes you to the next screen, where you click on “Set up security medium” (Fig. 2).

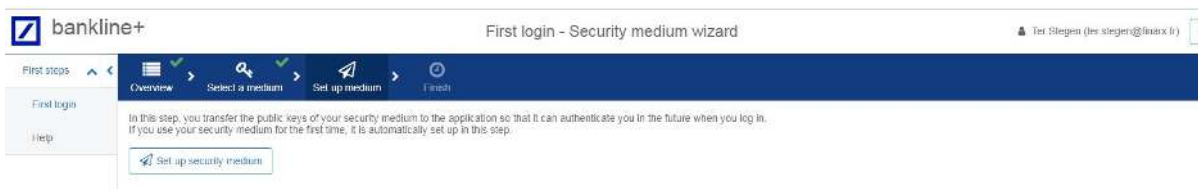


Fig. 2

- c. Now scan the displayed QR code (Fig. 3) with your “DB Secure Authenticator” app or with the photoTAN reader to set up the security medium.



Fig. 3

- d. The smartphone/photoTAN reader will then display a 7-digit code. After inputting the code and confirmation via “confirm” you will receive a message confirming the setting up of your security medium.
- e. Click on “Next step” and “Go to application” (Fig. 4) to complete the setting up of your security medium.

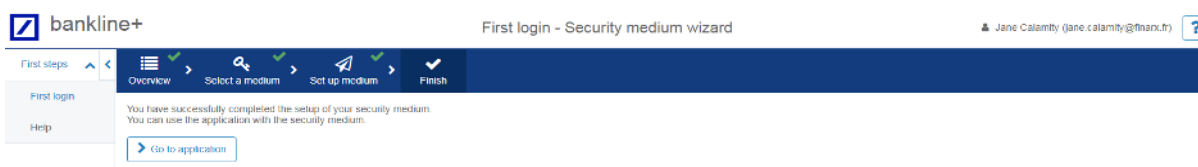


Fig. 4

Setting up Users in BluePort/bankline+

First an overview of the most important icons needed for the following steps:



Pencil icon: A click on this icon will take you into edit mode



Plus icon: You can add data after clicking on this icon



Floppy disk icon: This icon will save your entries



Next step: Click on this icon to continue the process and proceed to the next step

As a BluePort/bankline+ administrator, you can set up all the users and access authorisations in BluePort/bankline+ on behalf of the contracting party.

Tip: On the BluePort/bankline+ homepage, you will be offered an introductory guided tour. We advise every user to take advantage of this to familiarise themselves with the basic functions of BluePort/bankline+.

- a. Select menu item “Management > Colleagues”, where, in your role as administrator, you will see all the users and, where applicable, further administrators as per the contractual agreement. If and when required, you can add additional users via the plus icon (Fig. 5).
If all desired users already exist, continue directly with “Step 2: Set up Bank Access”.

User ID	First name	Last name	Action roles & rights	Current status	Action
17776682349	--	Meier	ALL RIGHTS: 17 further roles 189 further rights	initially created	

Fig. 5

- b. After clicking on the plus icon, all users must be entered on tab “Basic data” on the basis of the contractual information (BluePort User Agreement) (Fig. 6).
 - The User ID corresponds to the user’s email address.
 - Please enter the master data for each user.
 - Always select all permitted security media (Single-Sign-On and, if appropriate, smartcard for EBICS users).
 - The starting password is always “Start123” (mandatory field without relevance, as BluePort users have access to BluePort/bankline+ without requiring input of a separate password).

Confirm your entries by clicking on the floppy disk icon.

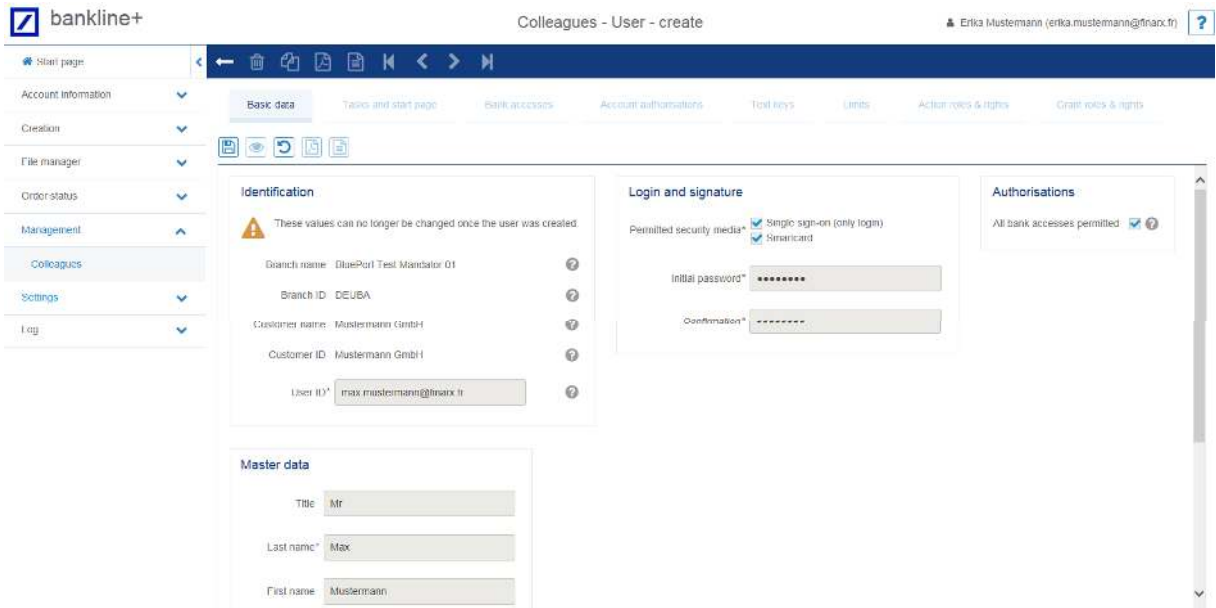


Fig. 6

- c. The authorisations for use of BluePort/bankline+ are assigned on tab "Action roles & rights". Click on the pencil icon to start edit mode; then you can select the available roles and assign them to the particular user by clicking on the left arrow button (Fig. 7). Save the entries by clicking on the floppy disk icon in the toolbar.

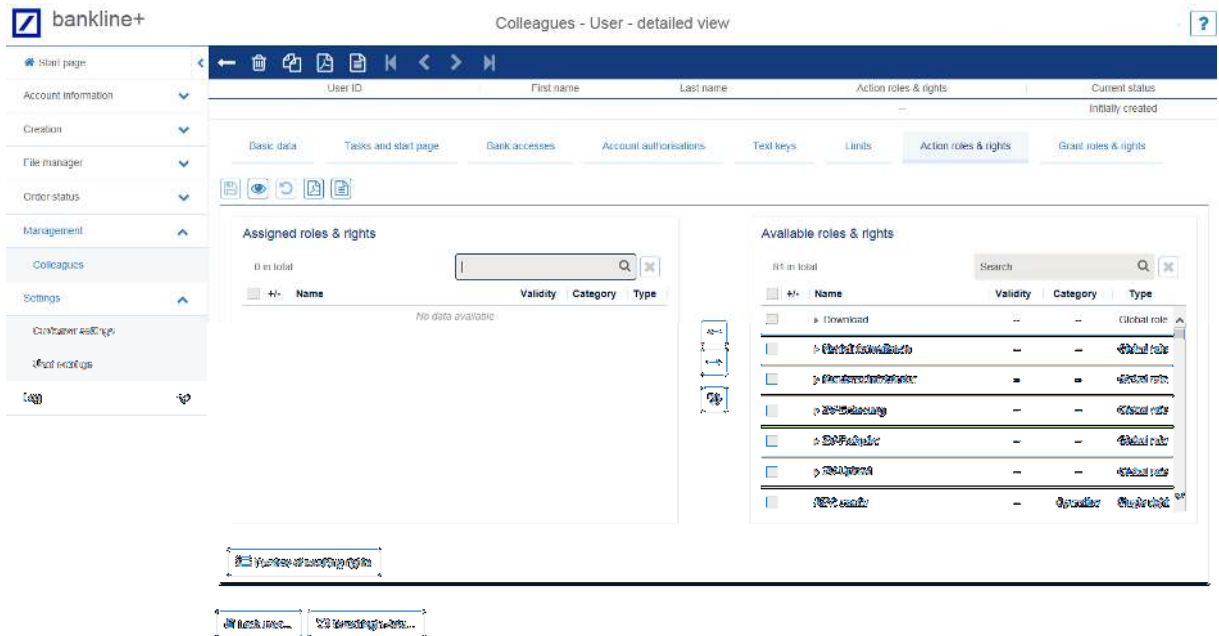


Fig. 7

Note: These access rights relate to the BluePort/bankline+ application. The data exchange with the financial institutions is subject to the authorisations agreed for the relevant EBICS bank access.

Overview of available roles:

In BluePort/bankline+, individual rights are bundled in pre-configured roles. Depending on the desired scope of use, individual users can be assigned one or several roles.

Available roles:

Kundenadministrator [Customer Administrator]: The bank has already configured this role for the nominated BluePort/bankline+ administrators in accordance with the User Agreement; it comprises the right to assign all the subsequent roles to users and to manage the associated access rights.

Kontoinformationen [Account Information]: Users with this role can retrieve, view and check account information & statements.

ZV-Erfassung [Payment Transaction Input]: Users with this role can enter payment orders and send the payments to the respective bank using their EBICS ID. If the user does not have a EBICS ID, they can only enter the payment orders.

ZV-Upload [Payment Transaction Upload]: Users with this role can upload completed payment files into BluePort/bankline+ and send the payments after they have been signed off by an authorised person.

ZV-Freigabe [Payment Transaction Approval]: Users with this role can check payment orders and sign/approve them for payment or cancel them. These users can view the information supplied with the payment orders and, where necessary, view and check individual order items.

Download: Users with this role can retrieve files that a bank makes available from that bank using their EBICS ID.

Setting up EBICS Bank Access

To set up a EBICS bank accesses in BluePort/bankline+ select “Settings > User Settings” in the menu, then go into the “Bank access” tab. Then click on the “+”-symbol(Fig. 8).

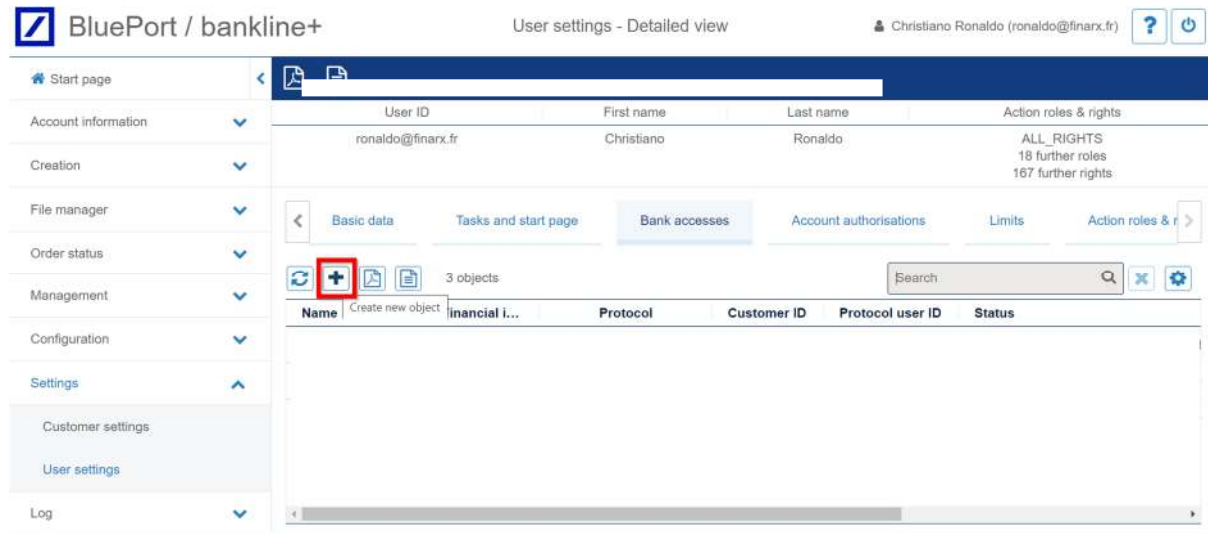


Fig. 8

The setting up of the bank access should be performed both by the BluePort/bankline+ administrators and by the respective users with their own EBICS authorisation.

- a. After selecting “Create EBICS bank access”, select your financial institution and fill in the fields (Fig. 9).
 - Customer ID: Your EBICS ID (for Deutsche Bank this is 5-character – e.g. ABCDE)
 - Protocol user ID: Your EBICS ID complemented by the three-digit protocol user number, e.g. ABCDE001

Save your entries via the floppy disk icon.

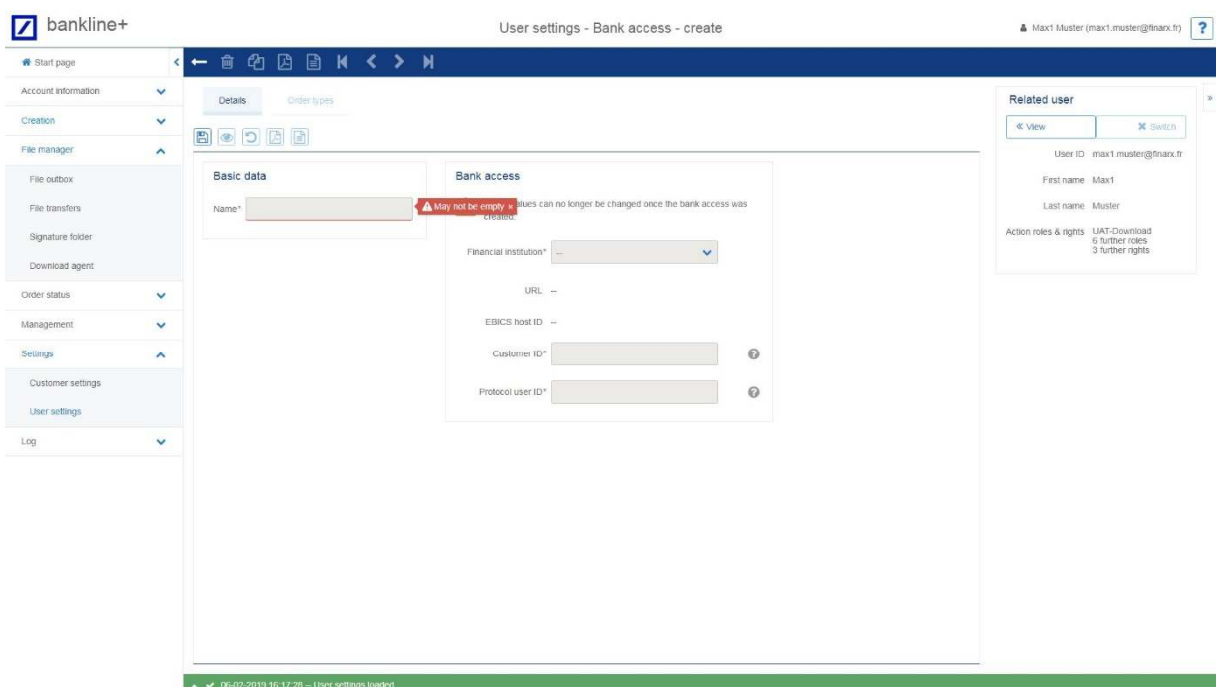


Fig. 9

- b. The entered details are then displayed once more for confirmation. A click on “Start initialisation” will start the access initialisation (Fig. 10) – any message that may appear should be acknowledged by clicking on “Continue”.

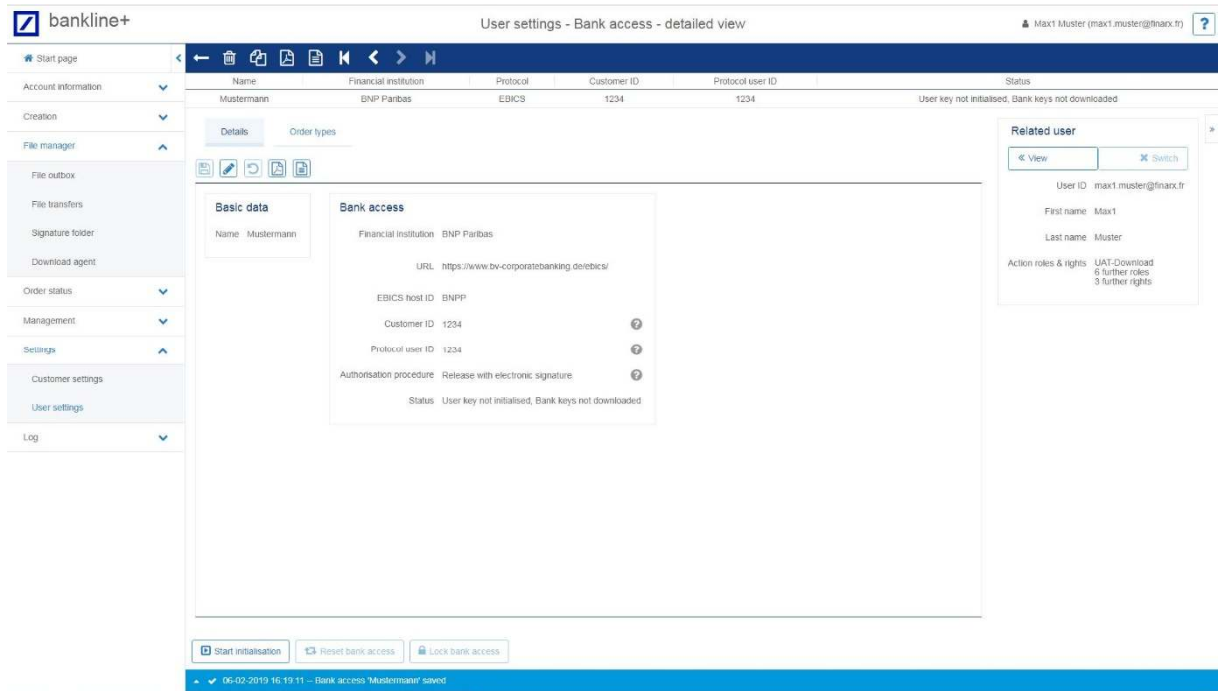


Fig. 10

- c. You can then start the wizard, which will guide you through the initialisation (Fig. 11).

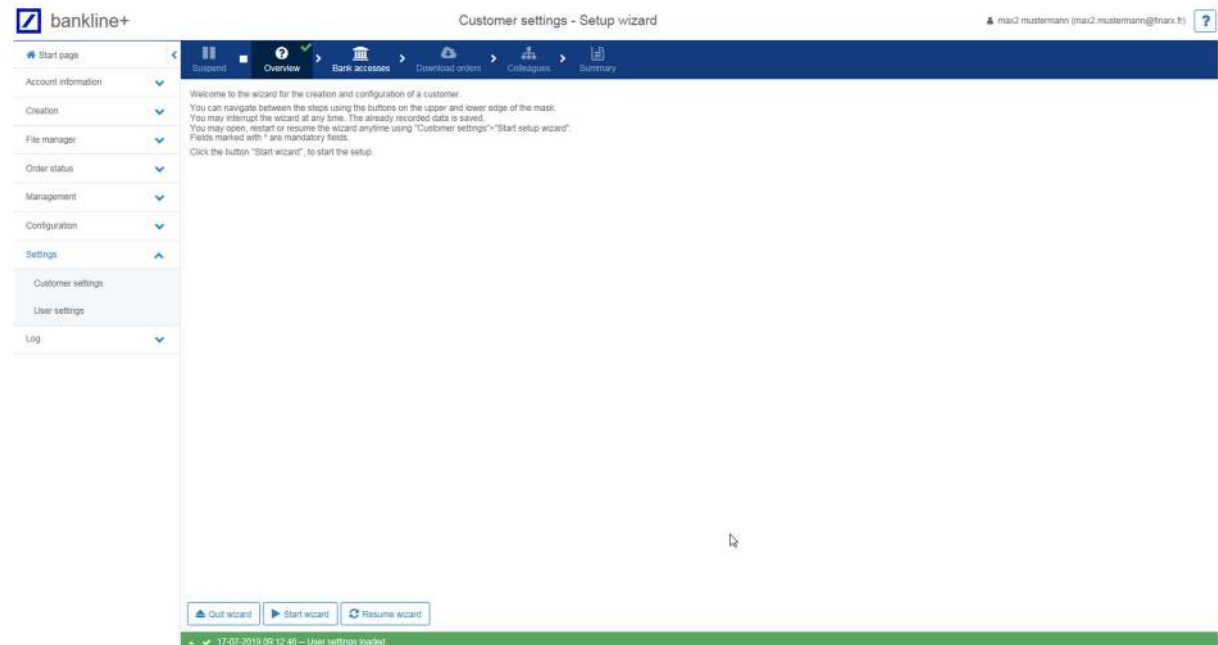


Fig. 11

- d. Confirm the previously created EBICS access by clicking on “Next step”. In the subsequent dialogue, transmit the keys of your electronic signature to the bank via button “Send keys”. You will need to authorise this transmission by scanning the displayed QR code with your smartphone or the photoTAN reader (Fig. 12).

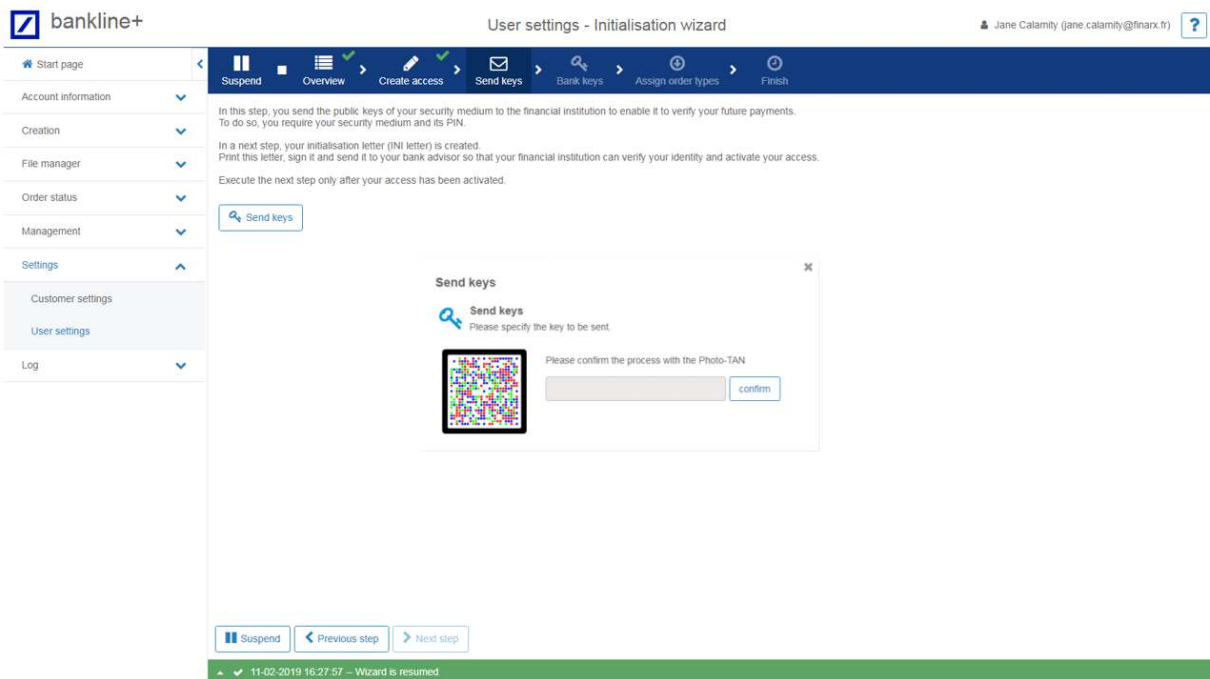


Fig. 12

- e. You will then be requested to open your INI letters. Please print out both letters, sign them and send the signed letters to the respective bank for access activation. Now click on button “Suspend” – you can complete the initialisation once your bank has performed the activation (Fig. 13).

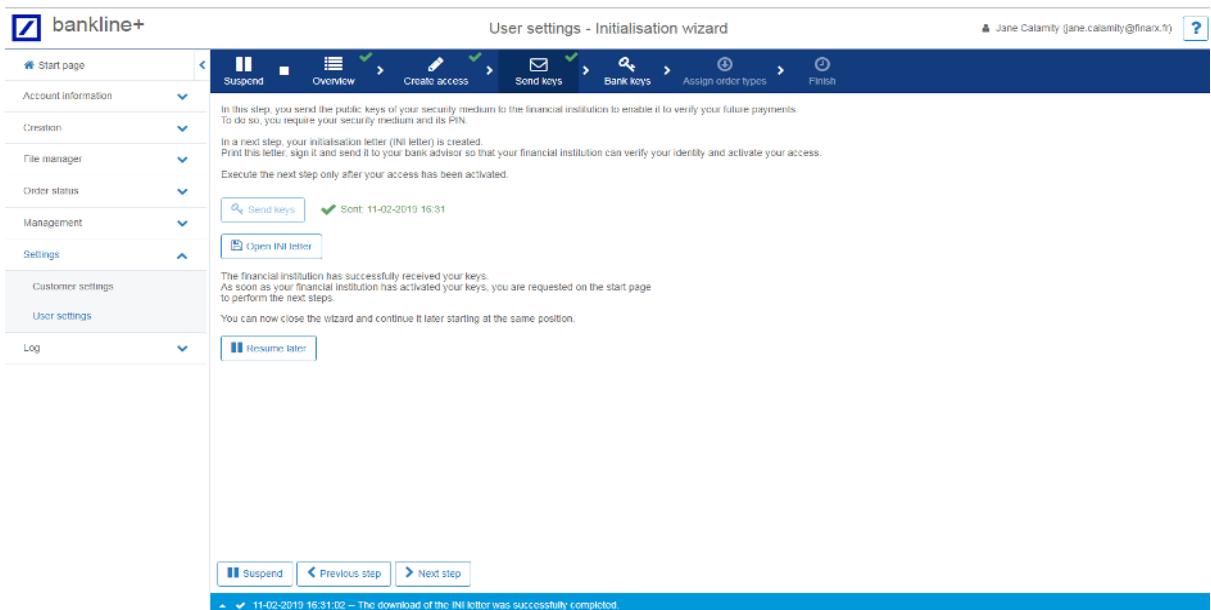


Fig. 13

- f. As soon as the activation of your keys has been confirmed (at Deutsche Bank through a confirmation letter from Technical Support), you can continue. To continue, log back into BluePort/bankline+ and click on “Resume now” to proceed to the screen on which the connection parameters for the relevant bank access are displayed (Fig. 14).

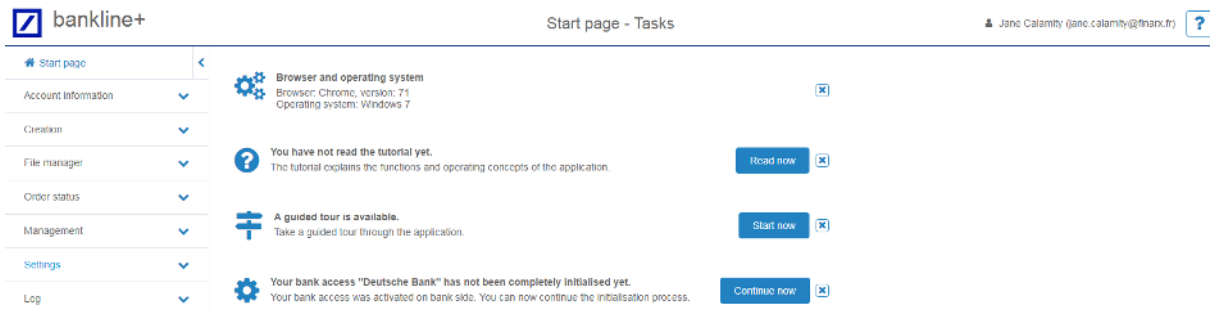


Fig. 14

- g. Click on “Download bank keys” and the connection parameters will be displayed; you can find the parameters for Deutsche Bank on the following webpage:

<https://ebics.db.com/ebicsweb/connect.html>.

Now click on button “Activation with hash value check”; this will ensure that the encryption will be set up as required. (Fig. 15).

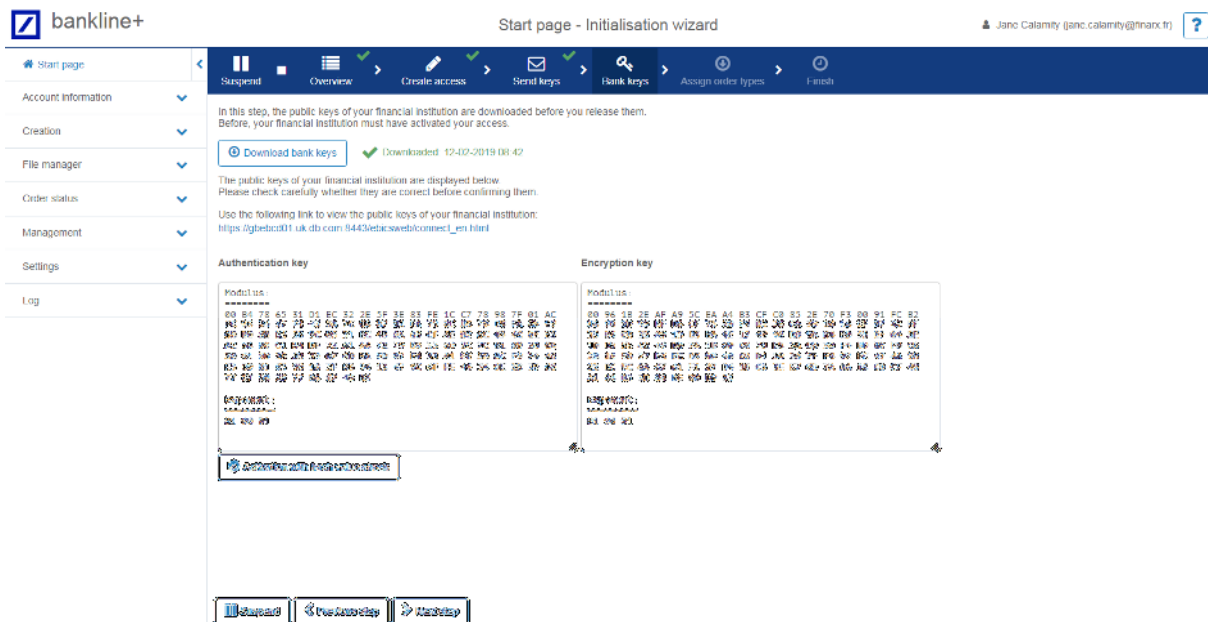


Fig. 15

- h. In the first field, enter the hash value of **AUTHENTICATION** key (X002) and in the second field the hash value of **ENCRYPTION** key (E002); you can find the corresponding values for Deutsche Bank on the above-mentioned web page. It is sufficient to enter the first eight characters in each field. Then click on “Release bank keys” (Fig. 16).

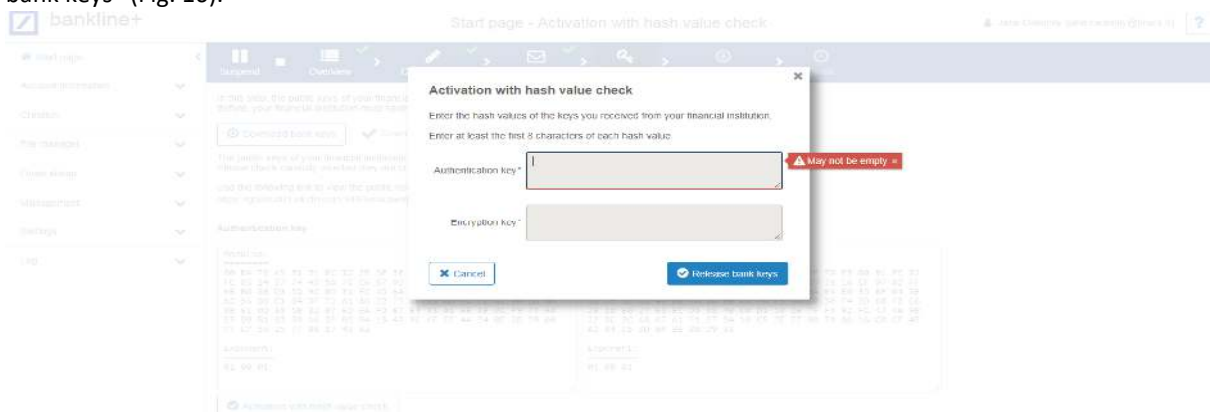


Fig. 16

- i. Click on button “Download of available order types”.
- j. All the available order types are then listed for you. Finish the process by clicking once more on the “Next step” button (Fig. 17).

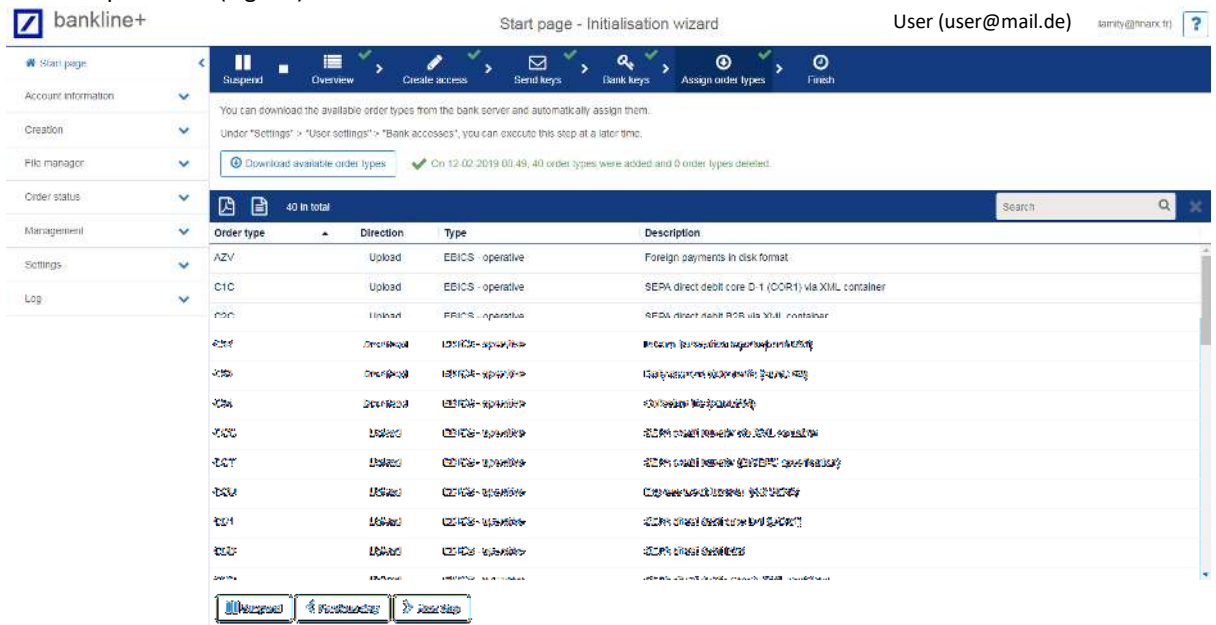


Fig. 17

- k. Close the setup wizard by clicking on “Quit wizard” (Fig. 18).

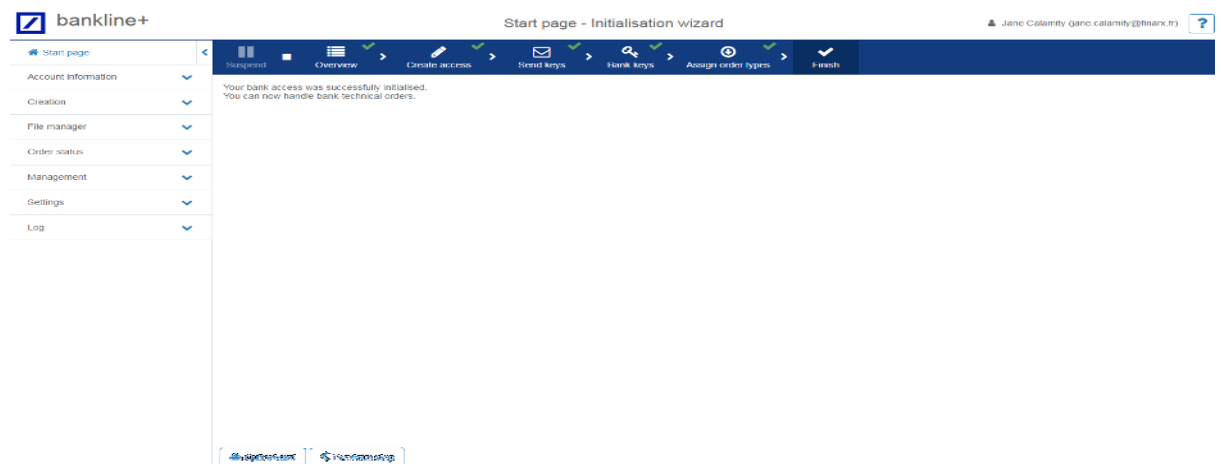


Fig. 18

Entering ordering parties and accounts

After having completed the setting up of the bank access, continue defining the customer settings. This involves defining the ordering parties’ details, the accounts and the access authorisations.

- a. Click on “Settings > Customer Settings” in the menu, then go into the “Ordering parties” tab and click on “Import” (Fig. 19). A listing of the ordering parties and their accounts is now displayed.

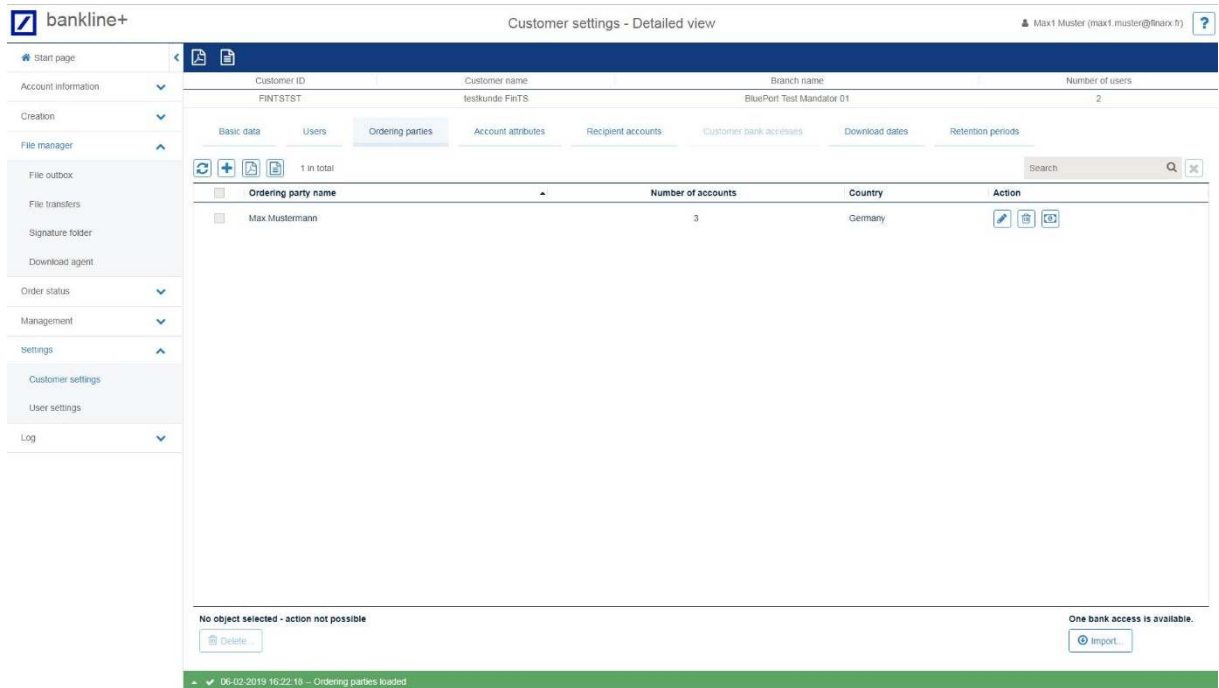


Fig. 19

- b. Please check the imported details for completeness. To do so, double-click on the ordering party and check the assigned accounts listed below. By clicking on the pencil icon (Fig. 20), you get into edit mode where you can edit the account names, if required, and the statement reference, which is required for the correct importing of account statements. At Deutsche Bank, this reference has the following format: *BankCode/AccountNumberSubAccountNumberCurrencyCode (50070010/12345670000)*

Save your entries by clicking on the floppy disk icon.

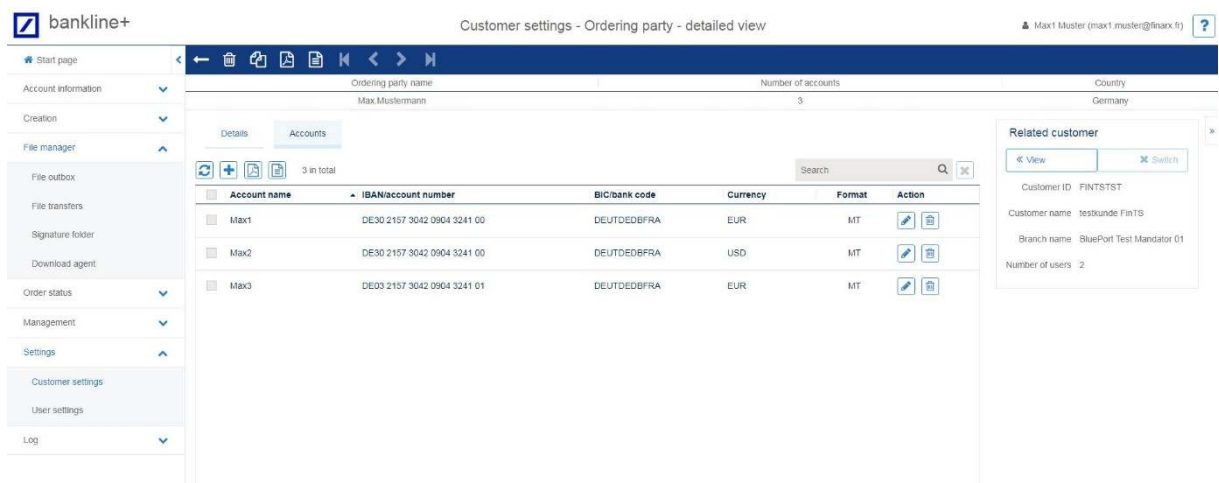


Fig. 20

Note: Some banks do not supply all the details, in which case you need to enter the missing details manually.

Once all the details are complete, continue with the next section.

Assigning account authorisations

Each user must be authorised explicitly to access all or individual accounts.

- a. Call up the list of users via “Customer settings > Users”. After clicking on the particular user, you will find an overview of all the available accounts in tab “Account authorisations” (Fig. 21).

The screenshot shows the 'Account authorisations' tab for a user named 'Max1 Mustermann'. The table below lists the authorisations for three accounts:

Account name	Ordering party	IBAN/account number	BIC/bank code	Currency	Account information	Orders
Max1	Max Mustermann	DE30 2157 3042 0904 3241 00	DEUTDE33	EUR	✗	✗
Max2	Max Mustermann	DE30 2157 3042 0904 3241 00	DEUTDE33	USD	✗	✗
Max3	Max Mustermann	DE03 2157 3042 0904 3241 01	DEUTDE33	EUR	✗	✗

Fig. 21

- b. In edit mode (pencil icon), you can either switch off the authorisation check for this user – in which case they will be assigned access to all existing and future accounts – or assign individual authorisations for the different accounts. The authorisation options are “Account information” for viewing account data and “Orders” for entering orders. Save your changes via the floppy disk icon.

Setting up download agent

- a. To set up a new download agent (regular, automated downloading of account data), click on “File manager > Download agent” in the menu and then on the plus icon for adding an agent (Fig. 22).

The screenshot shows the 'Download agent - Overview' page. The table below is currently empty, displaying 'No data available':

Type	Bank access	Last execution	Next execution	Result	Active	Action
No data available						

Fig. 22

- b. Now enter the set-up details. In the following screenshots, you will see an example of how to set up a download agent for account statements (Fig. 23) and interim transaction reports (Fig. 24) with recommended standard settings. Option “Broadcast call” for bank access means that the download should include all the associated accounts. Alternatively, you can select specific bank accesses for which you wish to set up the automatic download.

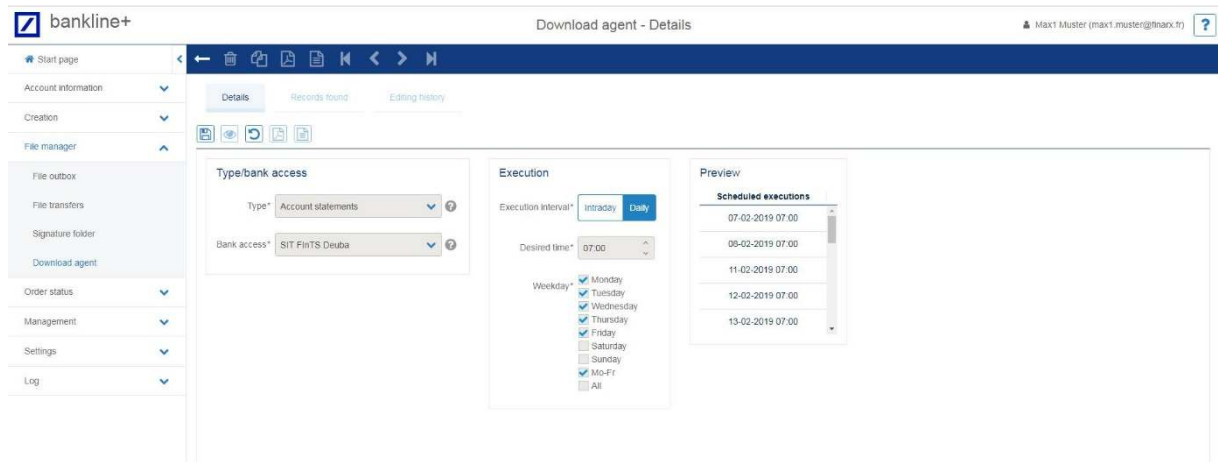


Fig. 23

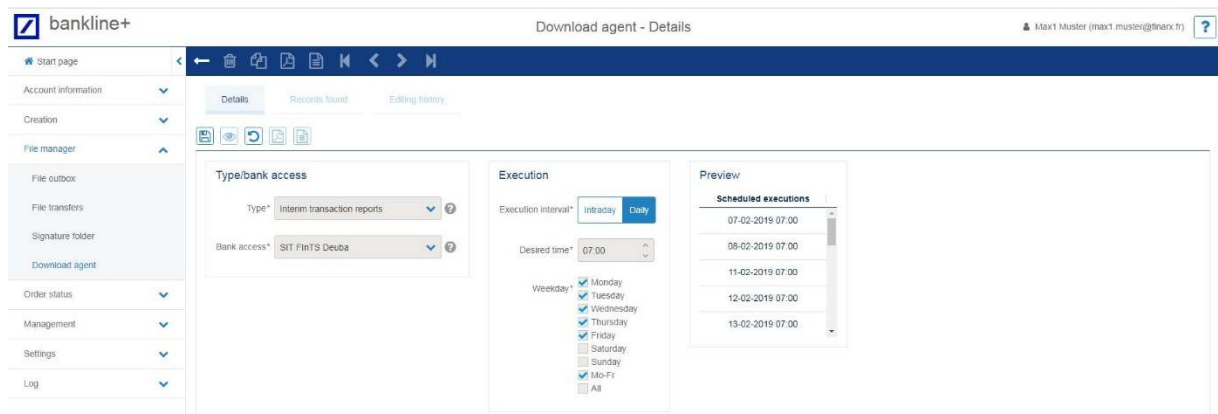


Fig. 24

- c. Conclude the setting up of the download agent by clicking on the floppy disk icon; after saving the details of all download agents that have been set up you will see them listed in the overview (Fig. 25). Run all set-up download agents once manually by clicking on the arrow button – this will initiate the downloading of current account information.

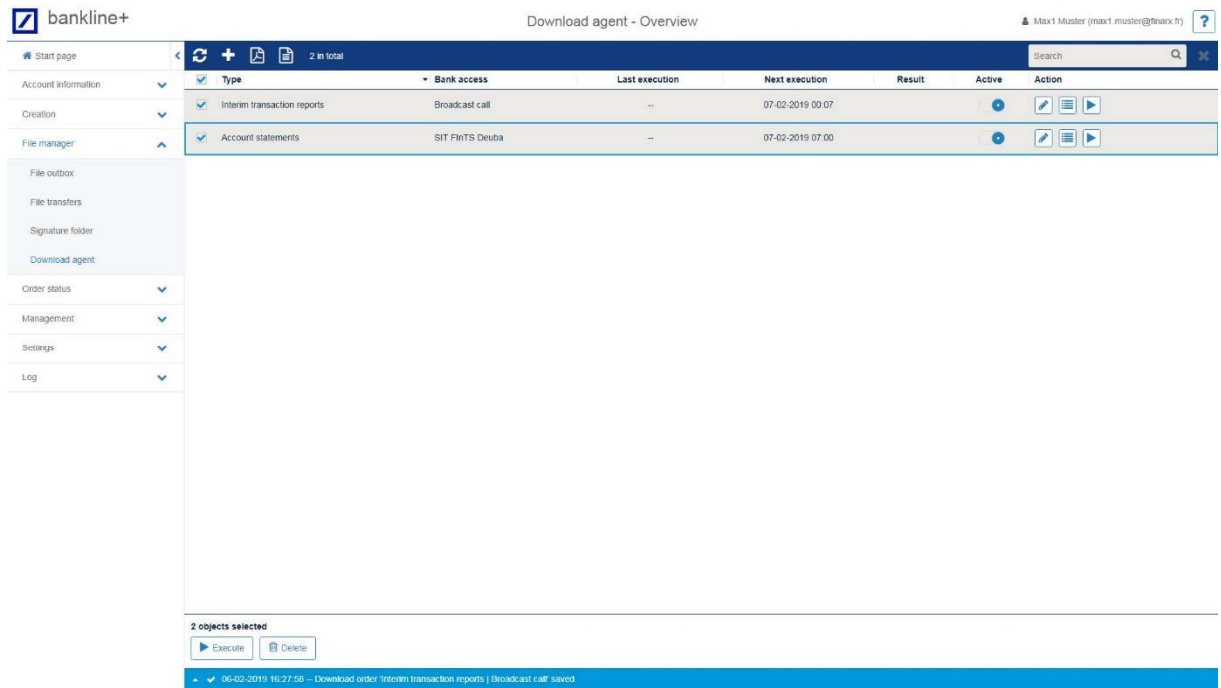


Fig. 25

- d. You will now be able to view your account statements under menu item “Account information > Account statements”.

Text key locks - authorization of wages and salary payments

Note: This change can only be made by the customer admin.

By default, all users cannot view the details of salary payments in BluePort/bankline+ (e.g. relevant for Service-Data-Centers).

To assign this authorization to users, the text key preassignment must be configured. To do this, edit the text keys under Settings > Customer settings > Users > [Users] > Text keys.

In the editing mode (pencil symbol) you can select to release the salary text keys (Fig. 26).

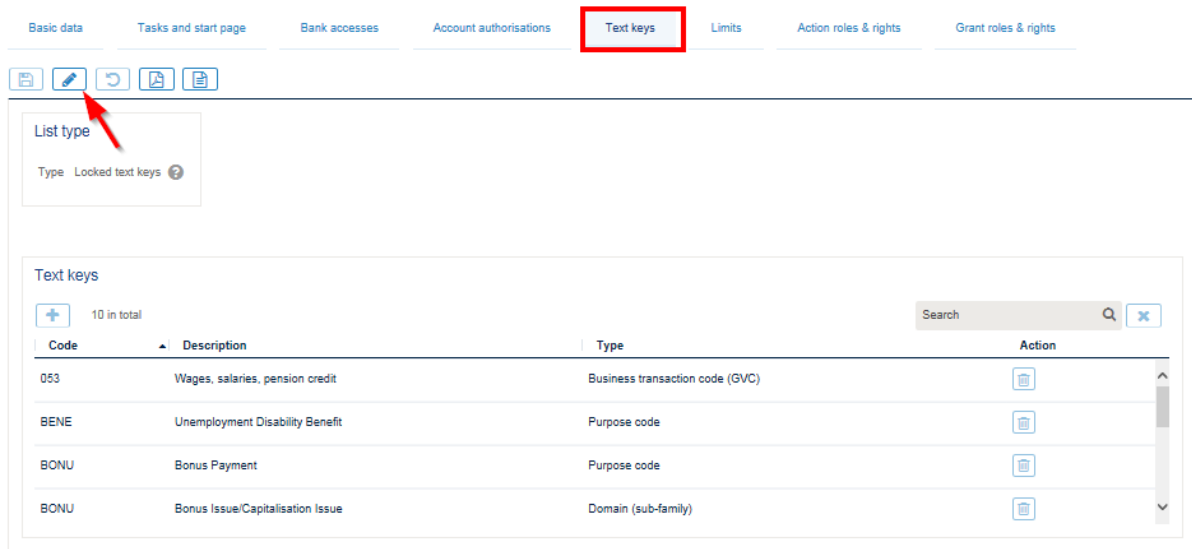


Fig. 26

Select the text keys to be released and delete them by clicking on the "delete" symbol (Fig. 27).

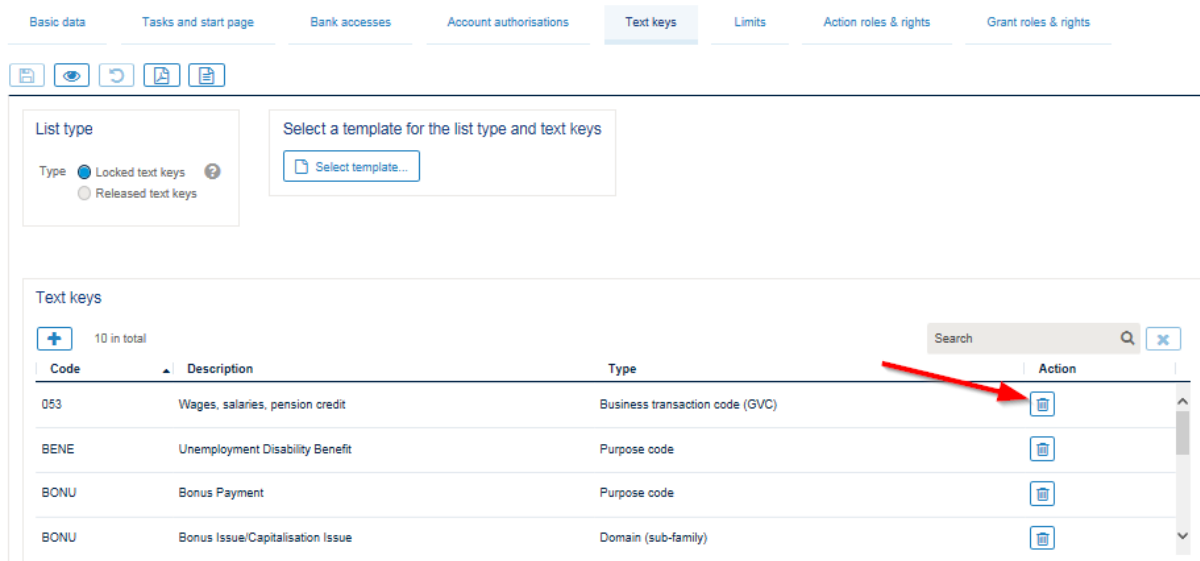


Fig. 27

Confirm the deletion of the text key by clicking on "Delete". (Fig. 28).

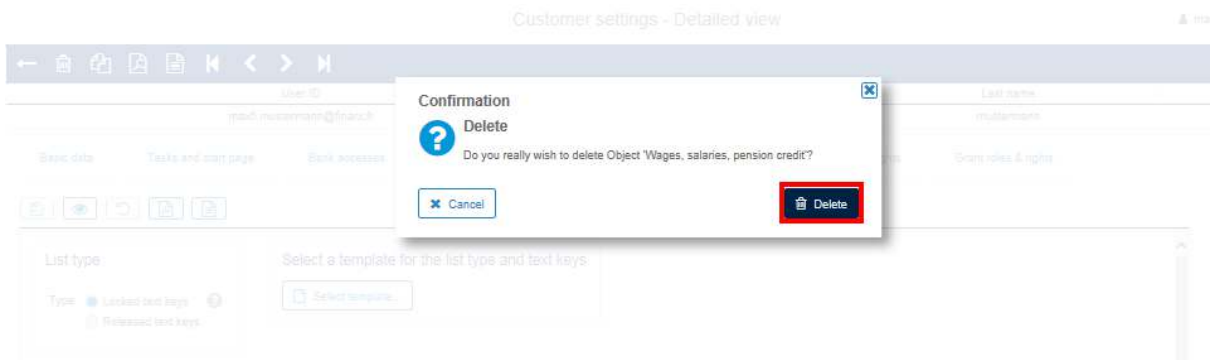


Fig. 28

The unlocking of the text keys by default must be done for each user individually and saved accordingly.

Activating the salary text key lock for individual users can be done at any time.

In the editing mode (pencil symbol) click on the "Select template" button (Fig. 29).

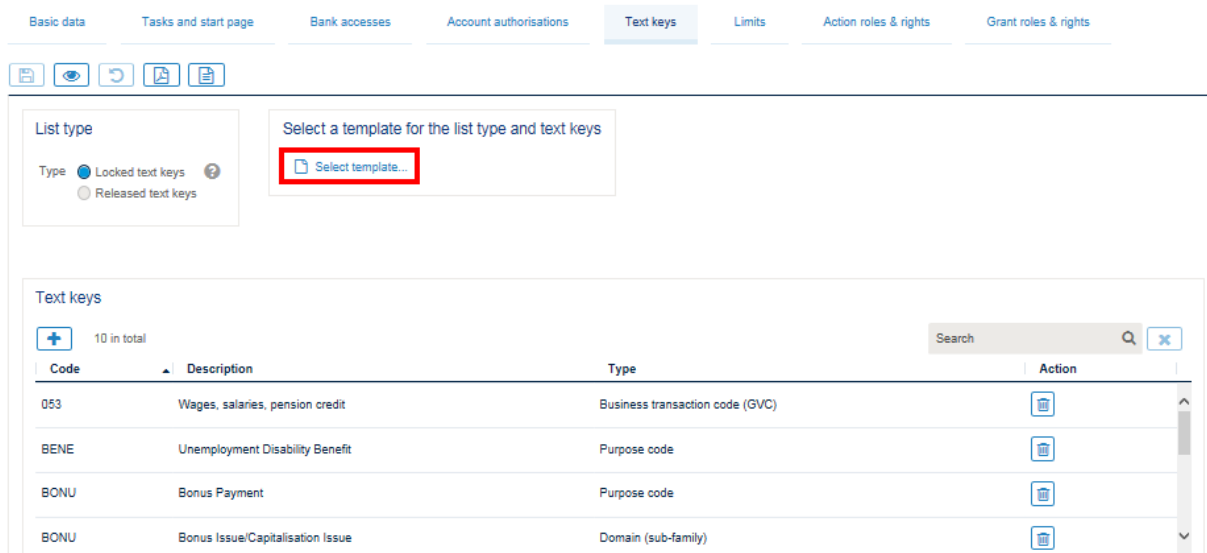
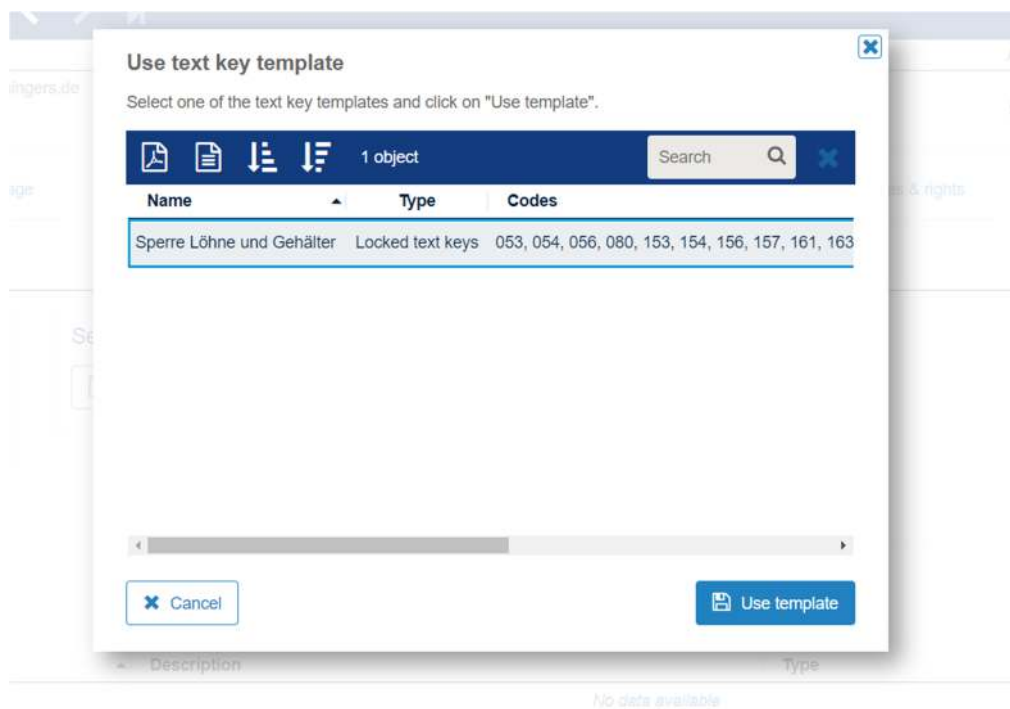


Fig. 29

Choose in the next step via the button "Use template" the salary text keys and save this change accordingly.



Note for customer admins:

A customer admin cannot manage his own user. If you want to delete the text key lock, please contact your Relationship Manager. This change can only be made by the bank.