

# Navigate in Online solutions



The screenshot shows the BCGE Netbanking homepage. At the top, there are summary boxes for 'ENTREPRISE GENEVOIS SA' and 'GENEVOIS SA'. Below this is the 'HOMEPAGE' menu with links to 'Global view', 'Payments / File transfer', 'Portfolios', 'Online Trading 1816', and 'Cards'. A red dotted line highlights the 'Portfolios' link. The main content area displays 'OVERVIEW OF ASSETS' for 'ENTREPRISE GENEVOIS SA' with three accounts: 5050.50.50 (BCGE c/c Entreprises), 5151.51.51 (Garanties / Cautionnements), and 5252.52.52 (BCGE TRESORERIE). Below this is a 'LOANS' section and a 'FILES TO DOWNLOAD' section with date filters from 'Fri 16/11/2018' to 'Wed 13/02/2019'. The bottom section is for 'EXPORT ACCOUNT MOVEMENTS' with file format options (PDF, CSV, ISO, MT940) and download parameters for 'From' (Tue 15/01/2019) and 'To' (Thu 14/02/2019).

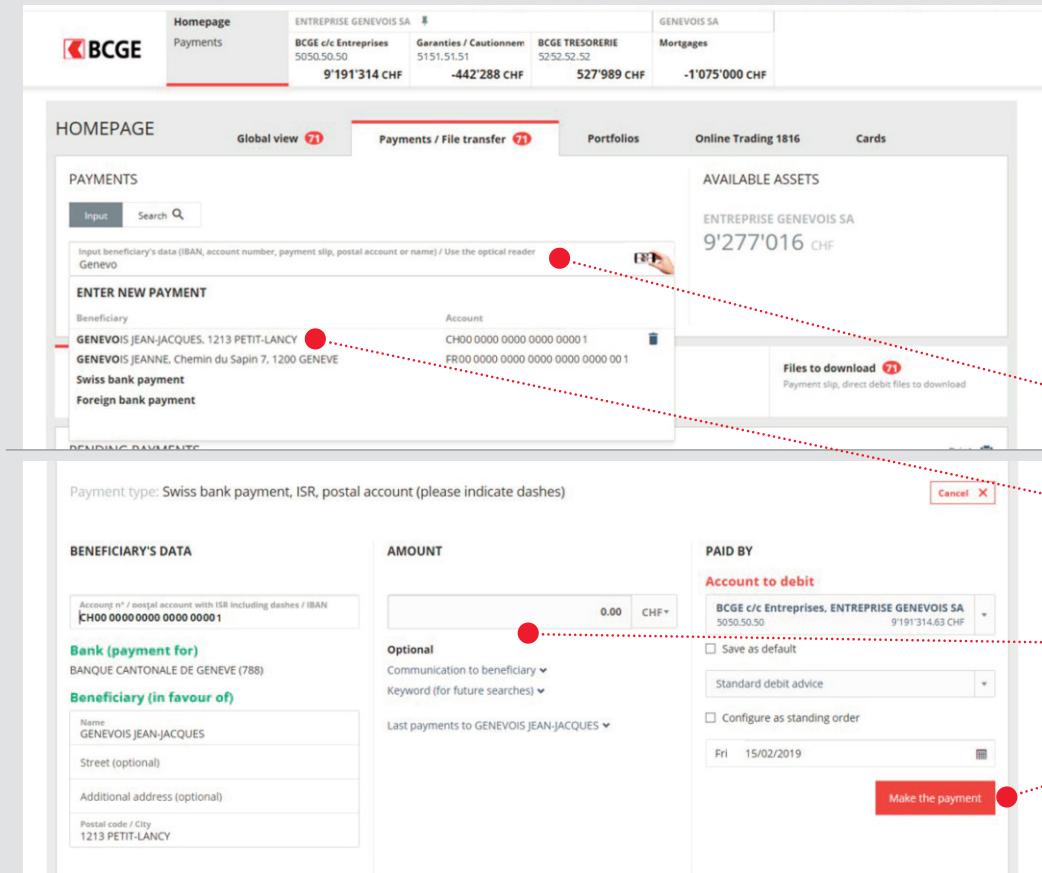
**BCGE's new Netbanking simplifies your day-to-day banking operations and enables you to manage your accounts easily and make payments quickly.**

All the main functions are accessible in one click from the homepage.

- Consult your assets
- Retrieve files to download
- Transmit payment files
- Sign payments

- 1 Navigation is by account at the top of the page. If you have a large number of accounts, you can scroll through them using the arrows at the top right.
- 2 The sub-menus allow you to access the payment/file transfer functions, your portfolios, online trading 1816 or even to manage your cards.
- 3 If you have access to third-party accounts, you can also view them from the homepage. To display a banking relationship first, click on the grey pin and select the default user of your choice.

# Payment wizard



The screenshot shows the BCGE homepage with various financial statistics at the top. Below, the "Payments" section is selected. A search bar is used to find a beneficiary. The search results for "Genevois" show two entries: "GENEVOIS JEAN-JACQUES, 1213 PETIT-LANCY" and "GENEVOIS JEANNE, Chemin du Sapin 7, 1200 GENEVE". The first entry is selected. A dotted red line connects this selection to the "Beneficiary" field in the payment entry window. The payment entry window includes fields for "AMOUNT" (0.00 CHF), "PAID BY" (Account to debit: BCGE c/c Entreprises, ENTREPRISE GENEVOIS SA, 5050.50), and a "Make the payment" button.

The payment wizard is a tool that allows you to make your payments simply and quickly.

The search engine helps you to enter a payment that has already been made. The data input during previous payments is recorded, i.e.:

- the account number
- the surname or first name
- the type of payment

All you have to do now is complete the missing elements.

- 1 Input the account number or IBAN, the surname or first name of the beneficiary.
- 2 The wizard will offer you a selection of beneficiaries. Select the beneficiary corresponding to your requirement.
- 3 A payment entry window opens; the beneficiary's data fields are already filled in. Fill in the empty fields and check the information you have input.
- 4 Click on "Make the payment".

 This new feature replaces the "payment model" option and assists you with all your transactions.

# Validate payments with double signatures



The screenshot shows the BCGE Payments homepage with a grid of account balances:

ENTREPRISE GENEVOIS SA	GARANTIES / CAUTIONNEMENTS	BCGE TRESORERIE	GENEVOIS SA
BCGE c/c Entreprises 5050.50.50 9'191'314 CHF	GARANTIES / CAUTIONNEMENTS 5151.51.51 -442'288 CHF	BCGE TRESORERIE 5252.52.52 527'989 CHF	MORTGAGES -1'075'000 CHF

**1** From the homepage, click on the "Sign payments" section. You can display the payment previously input by another employee.

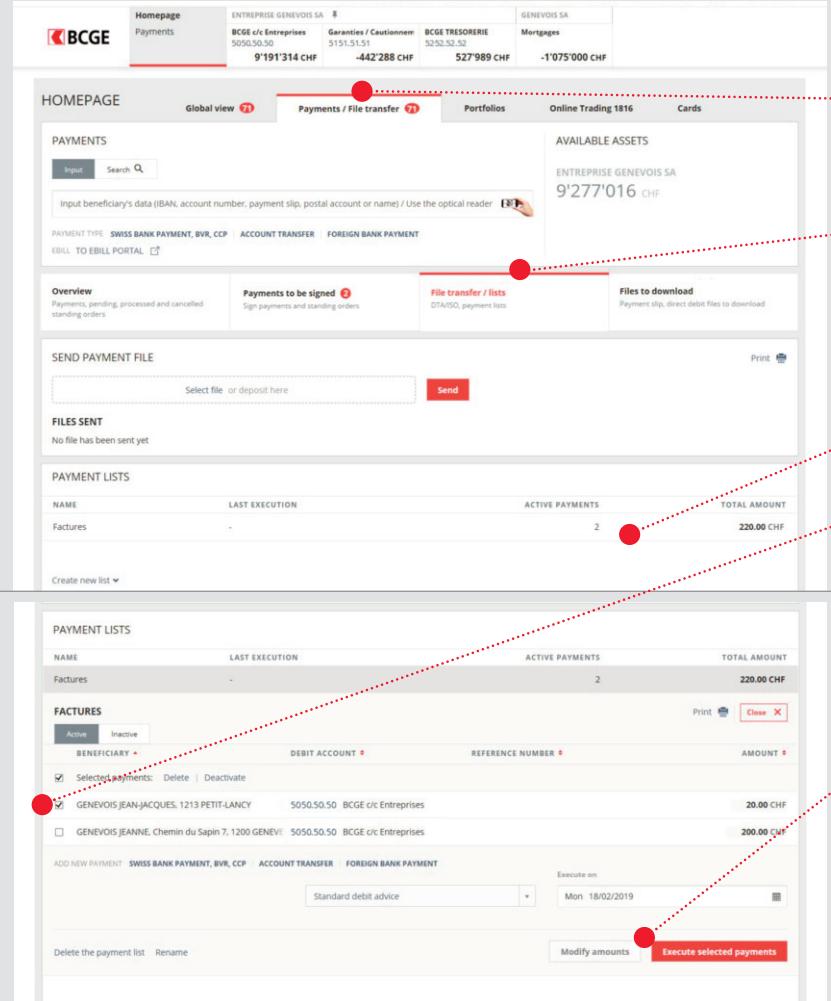
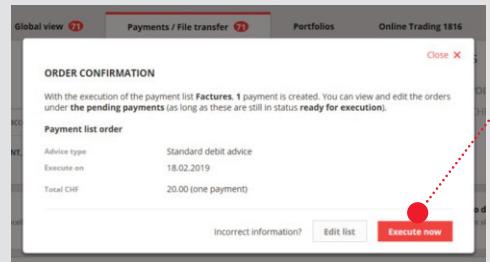
**2** Click on the line of the account for which one or more payments must be validated.

**3** Click on the line corresponding to the payment to be validated.

**4** Check the information and click on "Authorise the payment".

**i** If the status shows that one authorisation is missing, the payment will be made when you have signed it. If this status indicates that two authorisations are missing, another employee will have to sign the payment after you.

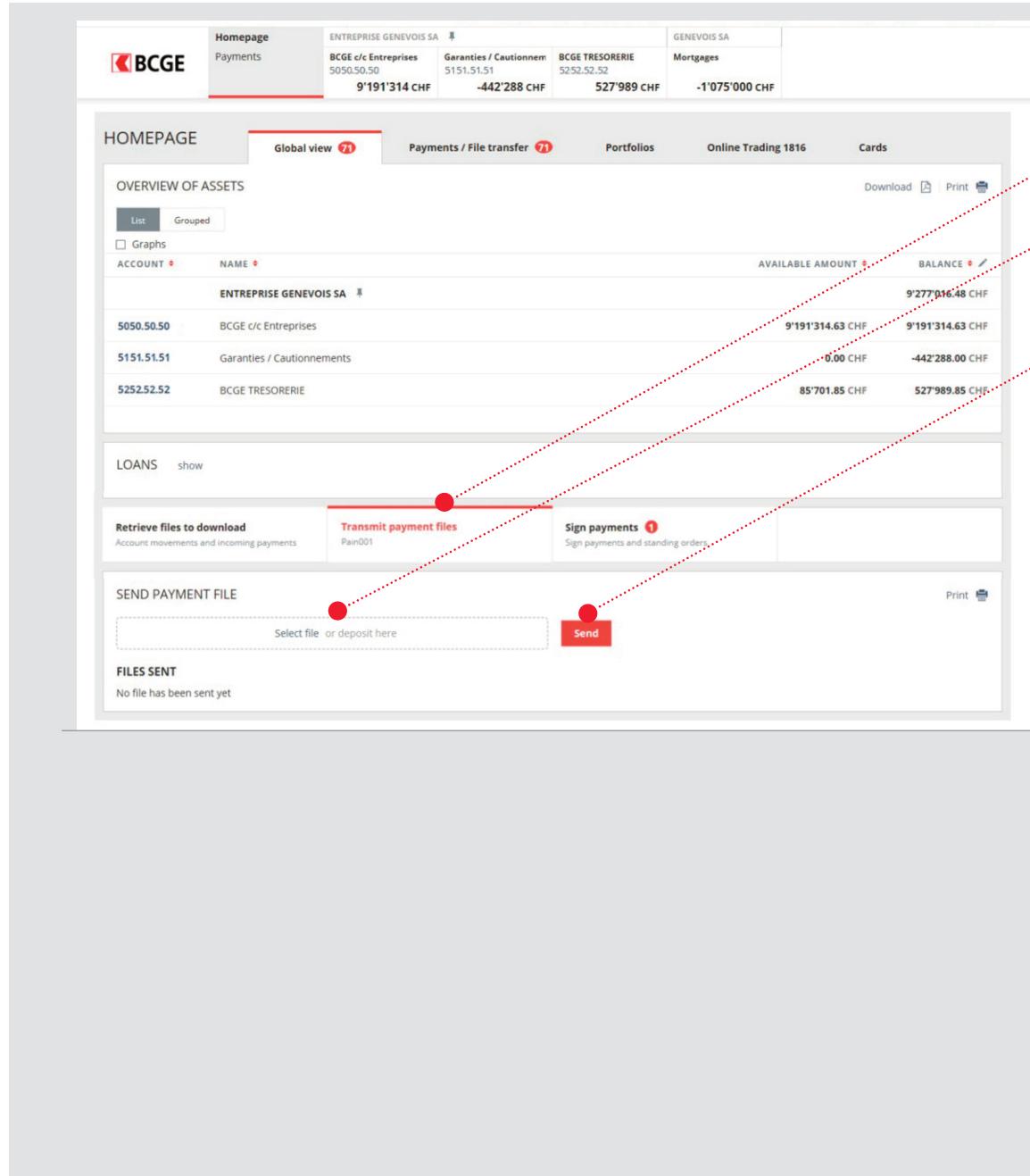
# Manage a payment list/model

- 1 From the homepage, click on the "Payments / File transfer" tab.
- 2 Then click on the "File transfer / lists" tab. This allows you to display existing payment lists.
- 3 Click on the desired list to find out the payment details (beneficiary, debit account, reference number, amount).
- 4 Activate the box(es) of the payment(s) you wish to execute.
- 5 You can modify the amount by clicking on the "Modify amounts" button or execute the payment by clicking on "Execute selected payments".
- 6 Check the information indicated in the verification window and confirm the execution by clicking on "Execute now". Your payment is visible in the "Pending payments" section.

**i** If you wish to execute all the payments in a list, simply click on the "Execute all payments" button, without having to tick each of the payments first.

# Transfer XML payment files



The screenshot shows the BCGE Netbanking homepage. At the top, there's a navigation bar with 'Homepage' and 'Payments'. Below it, a summary table for 'ENTREPRISE GENEVOIS SA' and 'GENEVOIS SA' with various account details. The main area is titled 'OVERVIEW OF ASSETS' and lists accounts like 'ENTREPRISE GENEVOIS SA', 'BCGE c/c Entreprises', 'Garanties / Cautionnements', and 'BCGE TRESORERIE'. It also shows 'LOANS' and a 'SEND PAYMENT FILE' section with a red circle highlighting the 'Select file or deposit here' input field and the 'Send' button.

- 1 From the homepage, click on the "Transmit payment files" section.
- 2 In the "Send payment file" section, click on "Select file".
- 3 Download your payment file from your computer and click on "Send". Scan the mosaic that appears with your CrontoSign device, check the data, input the code and click on "Validate the payment" to confirm the transaction.

 To download your payment file, you can also use the "drag and drop" function. Click on the payment file on your computer and then move it to the box "Select file or deposit here" in Netbanking, keeping the mouse button pressed. Then release the mouse button once it is positioned on the box indicated opposite.

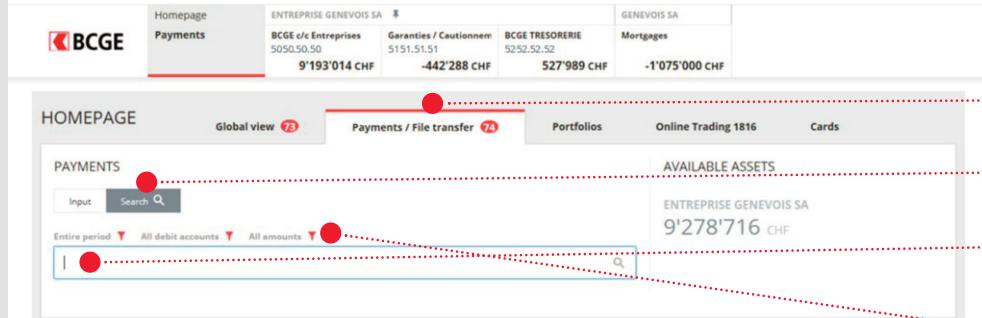
# Search for a transaction on an account

The screenshot shows the BCGE C/C Entreprises interface. At the top, there's a navigation bar with 'Homepage' and 'Payments' tabs, and a summary table for 'ENTREPRISE GENEVOIS SA' and 'BCGE TRESORERIE'. Below this is the 'BCGE C/C ENTREPRISES' section with tabs for 'Movements', 'Future movements', and 'General information'. The 'Movements' tab is selected, displaying an 'ACCOUNT OVERVIEW' with an IBAN and account holder details. To the right is a 'TRANSACTION DETAILS' section with a search bar labeled 'Search in the account statement' and a table of transactions for February 2019.

- 1** Click on the account for which you need to carry out a search.
- 2** In the "Transaction details" section, click on "Search in the account statement".
- 3** Enter the name of the beneficiary/client in the search field.
- 4** To fine-tune your search, click on one of the red funnels offering different criteria (by period, by incoming/outgoing or by amount). You can use one or more filters.
- 5** Click on "Show all transactions" to display the list of transactions according to the defined criteria.
- 6** You can print the list of payments displayed by clicking on the "Print" button as well as the transaction advice by clicking on the pdf icon.

The search in the account statement can only be carried out over the last 24 months.

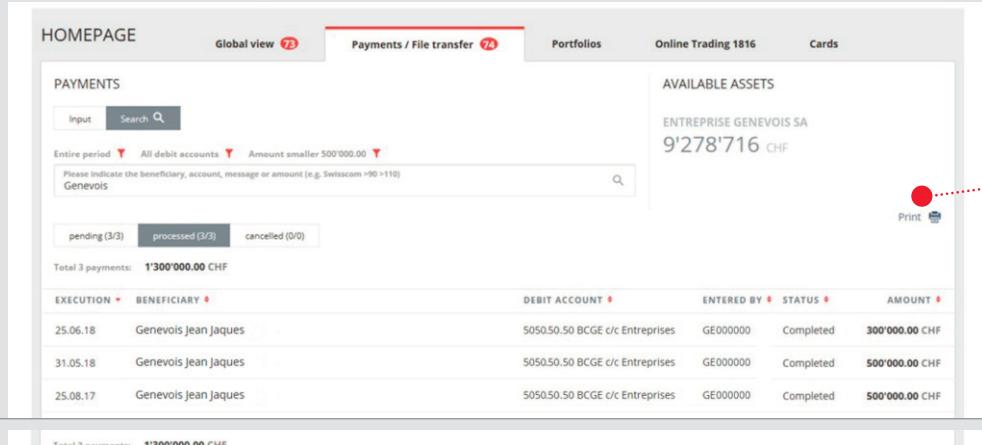
# Search for a payment made



**1** From the homepage, click on the "Payments / File Transfer" tab.

**2** Click on "Search" under the "Payments" section.

**3** Enter the name, account number of the beneficiary or the amount of the payment in the search field.

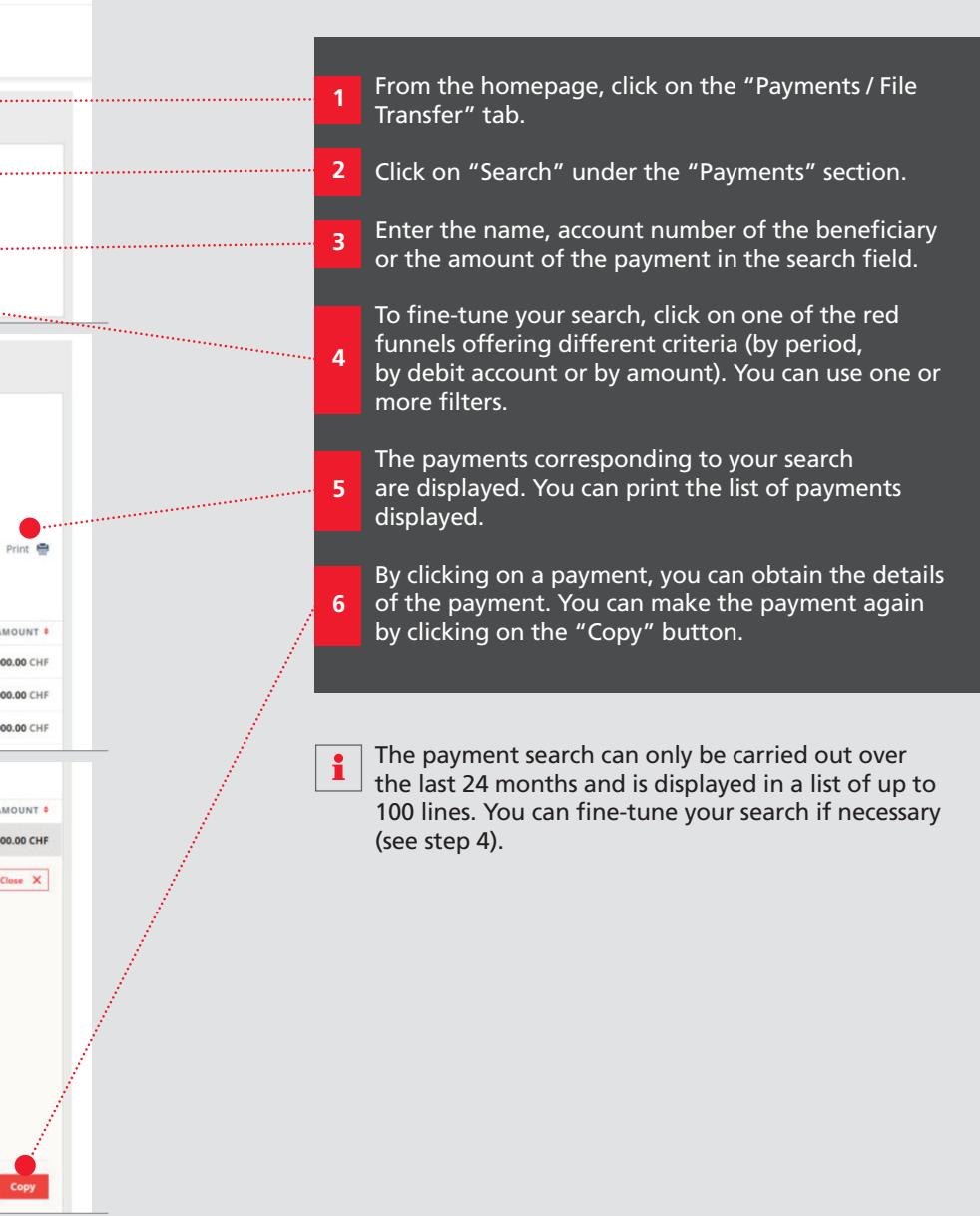


**4** To fine-tune your search, click on one of the red funnels offering different criteria (by period, by debit account or by amount). You can use one or more filters.

**5** The payments corresponding to your search are displayed. You can print the list of payments displayed.

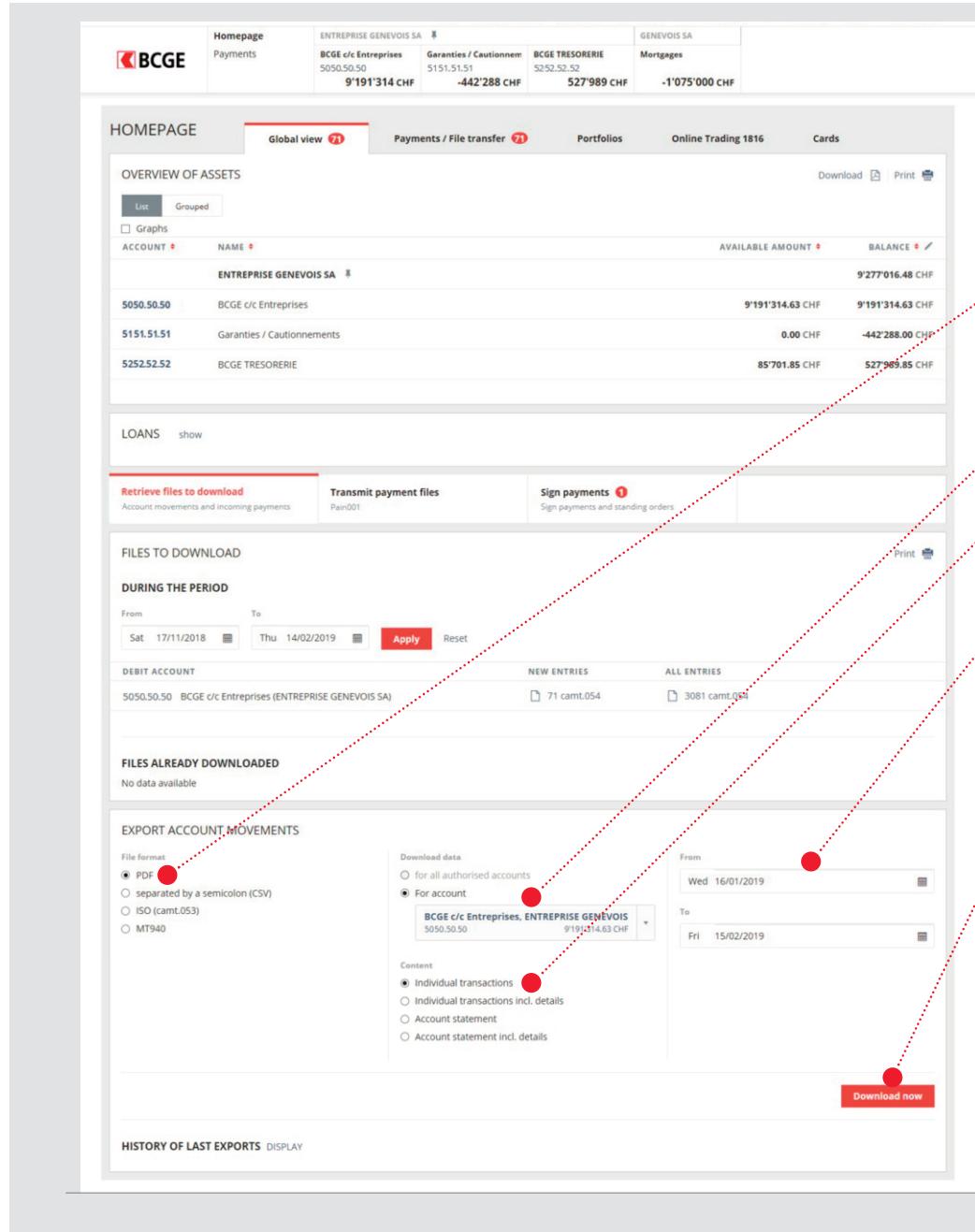
**6** By clicking on a payment, you can obtain the details of the payment. You can make the payment again by clicking on the "Copy" button.

**i** The payment search can only be carried out over the last 24 months and is displayed in a list of up to 100 lines. You can fine-tune your search if necessary (see step 4).



The screenshot shows a detailed view of a payment record. It includes fields for Beneficiary's Data (Credit account: CH00 0000 0000 0000 0001, Bank: BANQUE CANTONALE DE GENEVE (788), Beneficiary (in favour of): GENEVOIS JEAN-JACQUES, 1200 Genève), Amount (300'000.00 CHF), and Paid By (Debit account: ENTREPRISE GENEVOIS SA, 5050.50 BCGE c/c Entreprises). The execution date is 25.06.2018. A red circle highlights the "Copy" button at the bottom right of the detail view.

# Export MT940, camt.053, PDF and CSV files



The screenshot shows the BCGE Online Banking homepage. In the top right corner, there is a summary of account balances:

ENTREPRISE GENEVOIS SA	BCGE TRESORERIE	GENEVOIS SA
BCGE c/c Entreprises 5050.50.50 9'191'314 CHF	Garanties / Cautionnement 5151.51.51 -442'288 CHF	Mortgages 5252.52.52 527'989 CHF
		-1'075'000 CHF

Below this, the "OVERVIEW OF ASSETS" section displays a list of accounts with their available amounts and balances:

ACCOUNT	NAME	AVAILABLE AMOUNT	BALANCE
ENTREPRISE GENEVOIS SA		9'277'016.48 CHF	
5050.50.50	BCGE c/c Entreprises	9'191'314.63 CHF	9'191'314.63 CHF
5151.51.51	Garanties / Cautionnements	0.00 CHF	-442'288.00 CHF
5252.52.52	BCGE TRESORERIE	85'701.85 CHF	527'989.85 CHF

At the bottom of the page, there is a "FILES TO DOWNLOAD" section where users can select a period and account to export data.

**From the homepage, in the "Retrieve files to download" section under "Export account movements", select the type of file you want to download.**

**Then choose the account for which you want to download data.**

**Select the desired content type for the file.**

**Enter the dates of the data to be retrieved.**

**Click on "Download now".**

**You can consult your last exports under the section "History of last exports".**

# Download payment slip/direct debit reconciliation files (V11, camt.054)



The screenshot shows the BCGE homepage with the following sections:

- OVERVIEW OF ASSETS**: Displays asset details for ENTREPRISE GENEVOIS SA and GENEVOIS SA.
- FILES TO DOWNLOAD**: A section titled "DURING THE PERIOD" where users can select a date range (From: Sat 17/11/2018, To: Thu 14/02/2019) and click "Apply". It also lists "NEW ENTRIES" and "ALL ENTRIES" for download.

Dotted red lines connect the following points on the page:

- From the "DURING THE PERIOD" date range input area to the "From" field.
- From the "DURING THE PERIOD" date range input area to the "To" field.
- From the "DURING THE PERIOD" "Apply" button to the "Sign payments" button in the "OVERVIEW OF ASSETS" section.
- From the "DURING THE PERIOD" "Reset" button to the "Print" button in the "OVERVIEW OF ASSETS" section.

- 1 From the homepage, in the "Retrieve files to download" section, under "Files to download", enter the period.
- 2 Then click on "Apply".
- 3 The file will be available under the "All entries" column after loading the data.
- 4 The files are downloaded automatically when you login and are listed under the column "New entries".

**i** You can modify the format of the files to download V11 or camt.054 directly in your "Settings", located in the header menu bar, under the section "File transfer and payment list" then in "Files to download".