User manual: Portal Token

Version 1.0.0

Berenberg Corporate Portal
Portal Token V 1.0.0

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- Call up the website [https://portal.berenberg.de] and click on:
 'Portal Token information and download'
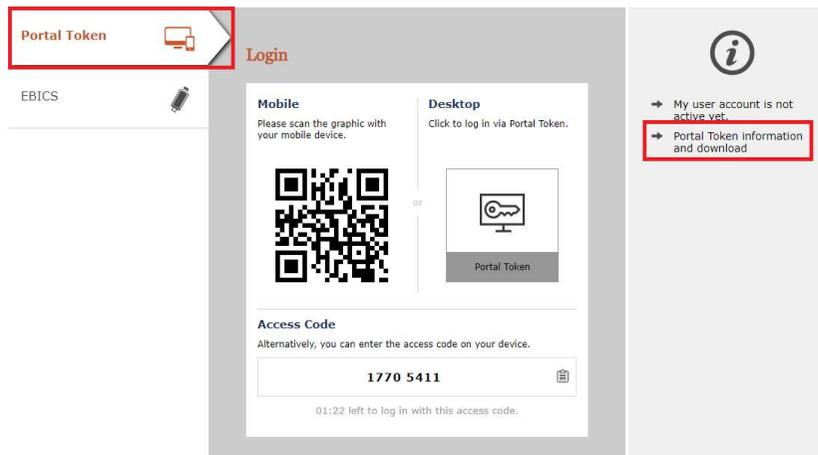
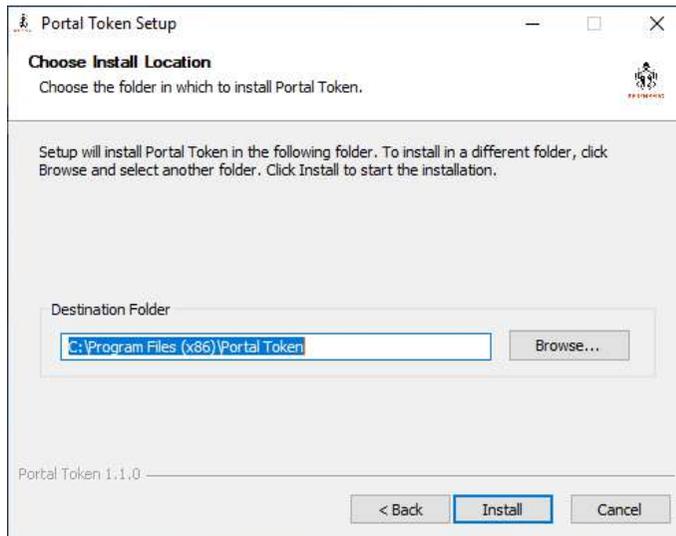- To install and use of the Portal Token, please download the application and follow the installation assistent
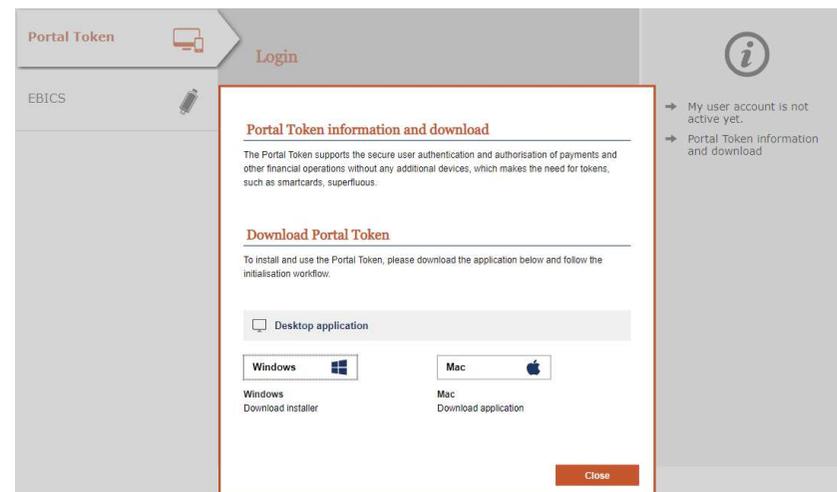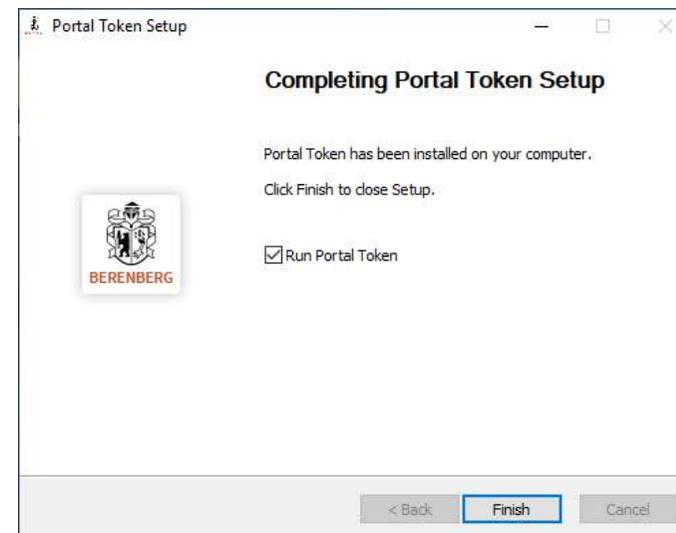
- Please run the Portal_Token_Setup.exe file and install the application

- Click ‚Finish' to complete the installation

Create Portal Token key and
follow the steps according
to the registration assistent
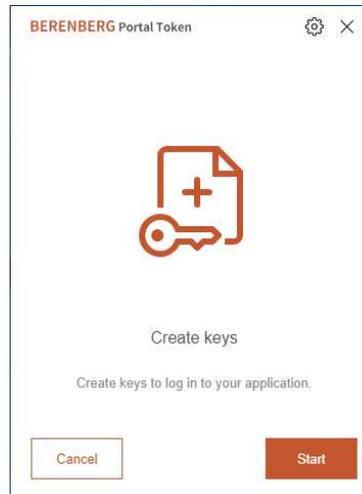
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Personalisation	Information

> Configure Personal Settings

General Settings	Preferred Currencies
Preferred Countries	Assistants

> Configure Credentials

Change Key	INI Letters
Change Password	Mobile Apps Key Export
Lock Key	

> Configure Devices

Registered Devices	Last Login Overview

> Configure Alerting

Alert Setup	Alert Channel Setup

> Configure Personal Conversions

Conversions
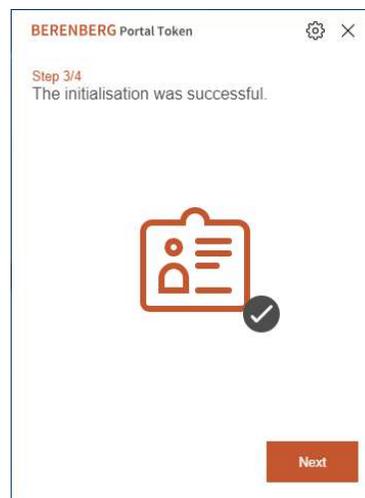
- Please call up the website [https://portal.berenberg.de] and login via your existing EBICS key
- Please go to menu ‚Personalisation' – ‚Registered Devices'

- Please click on the Device name (please **DO NOT** click ‚Activate device')

Cash Management	Payments	Orders	Personalisation	Information

Personalisation ▸ Registered Devices

Configure Devices

Registered Devices	Last Login Overview

Registered devices   1 Entry

View: All devices   View management: ⊞ ⬇ ⬅ ▼

	Device name	App name	Device	Key status	Key submitted at
☐	DESKTOP-51B0EHA	Portal Token	Windows	Waiting for release	08/19/2019 13:34:29

Select: All | Page | None   ⊲ ◁ 1 ▷ ⊳

Activate device

- In order to complete the registration of the Portal Token please insert your EBICS password and click 'Confirm registration'

- Your Portal Token will be released. Please bear in mind that your existing EBICS credentials will be locked and will become obsolete after release of the Portal Token. You will only be able to login and authorise with your Portal Token.

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- After release of your Portal Token you automatically will be logged out
- Please click 'Login again'

- Choose 'Portal Token' and enter your Portal Token password
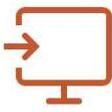
Berenberg Corporate Portal
At your service – Electronic Banking

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