

FUNCTIONS OF INTERNET BANKING TRAST.NET

INTRODUCTION

By using Internet Banking system Trast.Net it is possible to complete bank transaction from your computer in any place of the world. All you need is computer with modem and telephone line or computer with Internet access.

In the Trast.Net system you can:

- › to complete transactions in lats or some other currency;
- › to receive information about account;
- › to find out available balance of the current account state;
- › to make time deposit;
- › to submit cash payment order;
- › to make conversion of currency;
- › to control the payment order and executive process of other orders;
- › to receive bank statements for the advisable period of time;
- › to receive SWIFT copies of report for the outgoing payments;
- › to download the payment order packet from the previously prepared file;
- › to receive data of bank statement in the format prepared for import (for eg. for the import to the bookkeeping program);
- › to receive prepared files with the SWIFT report packet for the current day;
- › to correspond with the Bank;

The handyTrast.Net system interface offers you:

- › to work with account in three languages (Latvian, Russian, English);
- › to work with the all document archive formed in the system;
- › to form the samples of the documents as well as Telephone Banking samples of the orders;
- › to find any document the has been ever formed in the system;
- › to change the password for the access;
- › on your request – delimit the rights of the usage of the system for different deputies of the account owner (for eg. wave through, entry, editing, signing the documents a.o.);
- › to form individual system setups.

BANK OPERATIONS

You can make transferences, declare cash payment, convert currency, to deposit payments, to view list of the Bank's operations and use samples of the documents to form the new document. You can also make a template for the Telephone Banking as well as archive documents.

- Trast.Net regime **Transfers** offers possibility to form, send to the bank or save in the system following documents:
 - › Book transfer;
 - › international transfer;
 - › transfer in LVL;
 - › budget transfer;
 - › transfer within one customer;
- Trast.Net regime **Cash withdrawal** offers possibility to send to the bank or save in the system cash costs requirements.
- Trast.Net regime **Foreign Exchange** offers possibility to send to the bank or save conversion orders.
- Trast.Net regime **Term Deposit** offers possibility to send to the bank or save deposit payments.
- Trast.Net regime **List of Bank operations** offer a possibility to view and edit documents formed by You and its state.

It is possible to overview all saved documents – new formed, those which has been sent to the bank, accomplished and cancelled documents by bank, list them in decrescent or crescent order by state, formatting date, number of document, account number, type of transaction, amount, currency, recipient. You can also separately view whether the new ones or to the bank sent documents only.

All above mentioned documents you can also view, delete, make corrections into new formed documents, cancel implementation of the documents which you have sent to the bank already, print, copy and send to the archive the documents that are accomplished or canceled documents by the bank, using the Banks operation list.

- Trast.Net regime **My templates**, gives possibility to form new documents, using already saved samples of documents. For more handy work you can list them in decrescent or crescent order by the type of transaction, currency, information of recipient or added notes.

The templates of the document is possible to use for the creating of the new document, correct and delete as well as to find quickly the document's templates that you are interested in. It is possible to use a browser tool.

- Regime **Telephone Banking templates** aloud you to add, view and delete samples of the document, which are saved specially for the work with Telephone banking system. Here it is also possible to list the templates in order that you with them to be (by type of the transaction, currency, recipient, added notes).
- Trast.Net regime **Archive** is possibility to view and edit accomplished or canceled by the bank documents, which you have saved in the archive.

CORRESPONDENCE WITH THE BANK

You can create and send message to the bank, check from the bank received messages about completed transactions and changes, archive and edit messages as well as use messages templates.

ACCONT BALANCE

You can check the account balance on the current moment, which in the case of necessity is possible to print out. You can also forward your bank statements, indicating the time period what you are interested in.

INFORMATION

Here you can have information about exchange rate and deposit rate indicating the data of the day you want receive this information.

SETUPS

You can change the password, personalize system setups, update description of account, save and delete notes that you have made. The client has possibility to view system User's list.

- In regime **Change** the password you can replace old password with the new.
- If it is necessary, you can set up the **bookmarks** for more comfortable work in the system of Trast.Net. Internetbank.
- To ensure more security you may specify in the mode „**IP adresses**“ that computers from which you allow access to your Trast.Net system.
- By using regime **Personalize system setups** indicate the main page, language of interface and the setups in the archive saved documents in order to make it operate by your conditions on the moment of registration.
- If you want to create or delete notes, which is possible to choose by making new or correcting already existing document use the regime **Edit Notes**.
- Register is regime where you can view all history of the User in the operation system. Here you can see how often the concrete user has registered and what kind of operations has been accomplished in the time period that you are interested in.

HELP

If you want to have extra information about the operating in the system, fulfilling the forms and explanation of informative fields you can use this chapters where you can quickly find any information of the question that you are interested in, also by using browsing tool.

WE WISH YOU GOOD OPERATING WITH TRAST.NET!