District Cards Module

Requesting the module and adding a card administrator



How can we help?

• How do I add the Cards Module to my District Agreement?	1
 How do I add a Card Administrator? 	2
• How to amend an existing user to include Card Administration	on rights? 3-14
Customer Support	15

How do I add the Cards Module to my District Agreement?

Just ask your Account Manager. They'll get it added for you - for free!

You can use the module for both Mastercard corporate and debit cards.

Once the Cards module has been added to your District Agreement you can appoint a Card Administrator using Agreement Administration. Please refer to the steps on the following pages.



How do I add a Card Administrator?

Once the Cards Module is added to your agreement, you can appoint one or more Card Administrators. You can give each administrator different levels of approval, see below for details:

Approval Level	What the Administrator can do
Enquire only	 Only able to view: The list of cards The details of each card The list of transactions for each card The list of card agreements The details of each card agreement The card account and invoicing statuses
Create	Create requests to: • Block a card • Reorder a card • Order a new PIN • Reorder a PIN • Update a card limit
Approve	 Verify any of the requests above Update card limits Approve can either be given to someone on their own or two people jointly

The following screens will depend on whether you're appointing someone for the first time or giving permission to an existing user. Please note that the screens may vary from agreement to agreement.



District								୬ ଦ ୭ ୫
Q. Search menu	If users User changes to be approved	Activate eSafeID Help ~	2					Create user
88 Dashboard								
8 Accounts	List of user	s					1	
$\stackrel{\rightarrow}{\leftarrow}$ Payments	▼ Search criteria							
C Files	Agreement no.: 4NM Status: Act	9900 ive agreement 🗸						
FAVOURITES +	User: All u	users Q +						
List of payment limits - account		Search				To spreadsheet		
List of accounts	User ID	User name	Туре	Subject -	Access	Status		
Account statement	N 4N9900 Show user Block user	Name One Name Two	User User		Created 24.02.2020 Created 24.02.2020	Active		
List of regular transfers	Remove block	Name Three	User		Created 21.11.2013	Active		
Cat of regular d'analers	Order new logon	Name Five	User		Created 01.05.2018	Active		
	Delete user	Name Six	User		Created 21.11.2013	Active		
MORE	Edit user	tivate eSafeID						
eArchive	Page downloaded 12:12 -	31.01.2023 by 632563 - Support Direct pl	hone number +44 (0)28 9031 137					
Additional services								
Administration								

Click the arrow to the left of the user you want to amend. Select Edit user.



District		3
Q. Search menu	List of users User changes to be approved Activate eSafeID Help ~	
88 Dashboard		
8 Accounts	Edit user -4N9900 Name One	
≓ Payments	Basic data Customer Number Please enter customer number	
D Files	Customer number: BODxxxxxxxx for the new user if known, if customer number is not known, a new customer Surname: for the new user if known, if customer number is not known, a new customer number will be automatically generated for the user.	
AVOURITES +	Subject:	
ist of payment limits - account .ist of accounts	Address: ABC Company Ltd Surname. If you are using a customer number, first name and surname should be identical with what is identical with what is registered with the bank.	
Account statement	BT77 3EE User name The employee's user name	
ist of regular transfers	Use alternative address: Select address Mobile phone number: +776 0326038 used when the PIN code is sent to the user.	
MORE	Eman adoress: iname@man.com	
Archive		
Additional services	(Previous 1 2 3 4 5 6 7 Next) Show steps Cancel	
Administration	Rage downloaded 12-22 - 31.01.2023 by 632563 - Support Direct phone number +44 (0)28 9031 1377	

On this screen you can edit the user's basic data - for example, their mobile number.



How to amend an existing user to include Card Administration rights -Allocation of modules

District		٩	٩	<u>۾</u>	Å ¢ (
Q. Search menu	List of users User changes to be approved Activate eSafeID Help ~				Crea
 Bashboard Accounts Payments Files Files Files Favurres payment limits - account List of accounts Account statement List of regular transfers More eArchive 	Edit user - 4N9900 Name One Image All modules Notifications Administration Cash Management UK - File Transfers Cash Management UK - File Transfers Cash Management UK - Account Information Cash Management UK - Supplier Invoices Add all= Remove Securities Information and prices Remove all Remove all				
Additional services	(Previous 1234567 Next) Show steps Cancel				
Administration	Page downloaded 12:23 - 31.01.2023 by 632563 - Support Direct phone number +44 (0)28 9031 1377				

Select Cards from the box on the left and click Add.



How to amend an existing user to include Card Administration rights -Allocation of modules

District		٩	¢	0
Q Search menu	List of users User changes to be approved Activate eSafeID Help ~		Crea	ate u
 Bashboard Accounts Payments Piles FAVURITES + List of accounts Account statement List of regular transfers 	Edit user -4N9900 Name One Image: Constraint of modules All modules Selected modules Notifications Administration Cash Hanagement UK - File Transfers Add - Cash Hanagement UK - Account Information Notifications Cash Hone Add alls Securities information and prices With to grant the user access to cards Customer & Supplier Invoices Add alls Securities information and prices Where you have the same module if or the user access to cards - «Remove - «Remove all - «Remove all - «Remove all - «Remove all - «Remove all			
MORE eArchive Additional services	<pre></pre>			
Administration	Page downloaded 12/23 - 31.01.2023 by 6/2563 - Support Direct phone number +44 (0)28 9031 1377			

'Cards' now appears under Selected modules.

You can select multiple modules and click Add all, or you can move them back using either Remove or Remove all.



How to amend an existing user to include Card Administration rights -Allocation of access to administration

District		٨
Q Search menu	List of users User changes to be approved Activate eSafelD Help \sim	
99 Dachboard		
	Edit user - 4N9900 Name One	(D
→ Payments	Allocation of access to administration	
D Files	User administration Can enquire about users	
FAVOURITES +	Can create users: None	
List of payment limits - account	Agreement administration	
ist of accounts	Can allocate access to administration: None V 7 Agree	ement Administration user is being
Account statement	Can create payment limit - account: None V Agree	approval rights for ment Administration, a Jser Authorisation must
List of regular transfers	be pri signe bank effect	nted from eArchive, d and returned to the before the changes take
MORE		
eArchive		
d disional ann iona	Previous 1 2 3 4 5 6 7 Next> Show	steps 🖌 Cancel
vooluonal services	Page downloaded 12:25 - 31.01.2023 by 632563 - Support Direct phone number +44 (0)28 9031 1377	
Administration		

Screenshot for information only, there is nothing to amend in this screen for card administration rights.



Allocate access to accounts

District		^ ¢ ⊘
Q. Search menu	List of users User changes to be approved Activate eSafeID Help ~	Create user
88 Dashboard		
8 Accounts	Edit user - 4N9900 Name One	
$\stackrel{\rightarrow}{\leftarrow}$ Payments	Allocate access to accounts Under Help T, there is a	
C Files	Customer: BOCCoccer Aldo Company Image: Customer and Company Image: Customer and Cust	
FAVOURITES +	Selected accounts (You may select up to 200 an asterisk please see below: accounts) Actorick marked mandates	
List of payment limits - account	Add	
List of accounts	Add all»	
Account statement	Remove Asterisk marked mandates **	
List of regular transfers	«Remove all This mandate allows approval of payments via Business eflankina s wall as other	
MORE	Number: 0 Dayment lastructions e.g. Can enguire about the selected accounts Dank.	
eArchive	Can create payments on the selected accounts Mandate for the selected accounts: None	
Additional services	Assign access This mandate allows approval of payments on all accounts Access assigned for accounts access the entity of the ent	
Administration	Account name Account number Enquiries Create payments Mandate want to amend this madate, you must contact the bank.	

Screenshot for information only, there is nothing to amend in this screen for card administration rights.



Allocate access for selected products and services

District		^ ر	l	
Q. Search menu	ist of users User changes to be approved Activate eSafeID Help ~			
88 Dashboard				
8 Accounts	Edit user - 4N9900 Name One			
	Allocate access for selected products and services In the Products and services In the Products and services			
D Files	Products and services: Select product or service Attrieve customers dropdown the Administrator can view the products and Select group of the product or service Retrieved customers Select group of the product of service Select dustomers Select group of the product of service Confidential information in eArchive Selected customers Selected customers Selected customers			
FAVOURITES +	Future accounts able to allocate user access to selected customers.			
List of payment limits - account	Add all»			
List of accounts	<remove all<="" td="" «remove=""><td></td><td></td><td></td></remove>			
Account statement	v v			
List of regular transfers	Allocate access for selected customers (Select product or service and retrieve customers in order to allocate access for selected customers.)			
MORE	Assign access			
eArchive	Customer Subject Enquire Create Mandate Authorisations			
Additional convices	Dolote access			
Producional Services	Previous 1 2 3 4 5 6 7 Next Show steps Cancel			
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Select Cards from the dropdown beside Products and services and then click the Retrieve customers button to the right.



Allocate access for selected products and services

District		٩
Q Search menu	hanges to be approved Activate eSafeID Help \sim	
器 Dashboard		
吕 Accounts	Edit user - 4N9900 Name One	
→ Payments	Allocate access for selected products and services	
D Files	Products and services: Cards Retrieve customers • With access to Card agreements, the user can view information about corporate card agreements. Retrieved customers Selected customers • arrent about corporate card agreements.	
FAVOURITES +	Add> • With access to Cards, the user can administer cards.	
List of payment limits - account List of accounts	Add all» Read more under Help . Add all Read more under Help . Products and services In the Products and services dropdown the Administrator can view the products and can view the products can view the product	
List of regular transfers	✓ By selecting a product or service, the Administrator is	
Account statement	Number: 1 Number: 0 able to allocate user access to selected customers. Allocate access for selected customers selected customers. Subject Enquire Create Mandate	
MORE	Cards None V Card agreements	
eArchive	Assign access	
	Assigned access to products and services If (1) appears read more under Help .	
AUDITUDITAL SELVICES	Delete access	
Administration	Previous 1 2 3 4 5 6 7 Next> Show steps Cancel	

The company customer number and name will appear in the Retrieve customers box.

Just click on the customer name and hit Add. You may have multiple customer numbers which you can add to the user.



Allocate access for selected products and services

District	
Search menu	hanges to be approved Activate eSafelD Help \sim
count statement Uashboard	
Accounts	Edit user - 4N9900 Name One
Payments	Allocate access for selected products and services
Files	Products and services: Cards Retrieve customers • With access to Card agreements, the user can view information about corporate cord agreements. Retrieved customers for Cards Selected customers card agreements.
DURITES +	Add all Add
of payment limits - account	Remove Products and services In the Products and services dropdown the Administrator can view the products and
ofaccounts	wremove an we services available to the user. y selecting a product or survice, the design at the service of the design at the service of t
f regular transfers	Number: 0 Number: 1 service, the Administrator is able to allocate user access to selected customers. Allocate access for selected customers Subject Enquire Create Mandate
le la	Cards V None V Card agreements V None
nive	Assign access Authorisations
	Assigned access to products and services If (1) appears read more under Help (2).
naiservices	Delete access
ninistration	4 Previous 1.2.3.4 \$ 6.7 Next Show steps - Cancel

The customer will appear in the Selected customers box. Next, go to the 'Allocate access for selected customers' box and assign access for both Cards and the Card agreements under the 'Mandate' dropdown. Click 'Assign access'.



How to amend an existing user to include Card Administration rights - Allocation of access to payments

District		٩	¢ 0
Q. Search menu	List of users User changes to be approved Activate eSafeID Help ~		Create use
88 Dashboard			
Accounts	Edit user - 4N9900 Name One		
→ Payments	Allocation of access to payments Domestic Payments Payments between accounts in		
🗅 Files	Note, you must have previously granted access to the relevant Payments module for the user and selected the option for the user country. Special rules apply to SEPA payments in Domestic payments between accounts registered on the aprement: Can create payments and approve 2 jointly Can create payments approve 2 jointly Can create pay		
FAVOURITES +	Domestic payments to accounts not registered on the agreement: Can create payments and approve 2 jointly V		
List of payment limits - account	Cross-border payments from accounts registered on the agreement: Can create payments and approve 2 jointly V Payment that is not a Domestic Payment that is not a Domestic		
List of accounts	Payments from accounts abroad: Cannot create payments Confidential Payments The user can create and enquire about confidential payments enquire about confidential payments		
Lict of regular transfore	Restrict access to create payments and creditors payments are payments which Click here to restrict access to create payments and creditors can only be created using the		
Account statement	Payment limit - User payment group and import file functionality. When using the		
	Click here to set up Payment limit - user You must ensure the box Payment group functionality		
MORE	confidential' is ticked.		
eArchive	Payment limit - User Please refer to the Administration - Payment Limits Getting Started quide for more detailed information.		
Additional services	Previous 1 2 3 4 5 6 7 Next Show steps Cancel		
Administration	Page downloaded 12:31 - 31.01.2023 by 632563 - Support Direct phone number +44 (0)28 9031 1377		

Screenshot for information only, there is nothing to amend in this screen for card administration rights.



District		۱۸	Ģ
Q Search menu	List of users User changes to be approved Activate eSafeID Help ~		
88 Dashboard	Edit user - 4N9900 Name One	1	
8 Accounts	Summary Complete overview of the		
≓ Payments	Basic data user's registrations. Customer no.: User no.: Clicking End will take you to		
D Files	Subject: Address: Address: Address:		
	Mobile phone note this page is a summary number: can under the phone only. By clicking "Previous" you can under the phone of all the		
FAVOURITES +	Email address: information that you have entered. You should change		
list of payment limits - account	Modules any information that is incorrect before clicking End and entering your electronic and entering your electronic		
List of accounts	Accounts signature. You can also print + 1 accounts records. We will send a copy of this screen for your own records. We will send a copy of		
ist of regular transfers	Products and services the User Authorisation that you have created to your eArchive		
Account statement	Concern and approve 2 jointly Payments Domestic payments between accounts registered on the agreement: Can create payments and approve 2 jointly Places read the User		
NORE	Domestic payments to accounts not registered on the agreement: Can create payments and approve 2 jointly Authorisation carefully and retain a copy for your records. If you want to change the User		
Archive	Payments from accounts abroad: Cannot create payments Authorisation you can do this May create and enquire about confidential payments: No Restrict access to create payments using creditors: No restrictions		
Additional services	Create creditors: Can create and approve creditors alone O limit(s)		
Administration	Create new user		
	Copy this user to create new user		

Check everything's correct, you can go back and amend if you need to.



Enter your passcode to approve.



Customer support

If you have questions about using Administration on District or any other functionality within District, please contact us on



02890311377

Opening hours are

Monday to Thursday: 8am - 6pm Friday: 8am - 5pm

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