



Viewing User Authorisations

This guide outlines how you can get a full overview of each User authorised on your District Agreement.

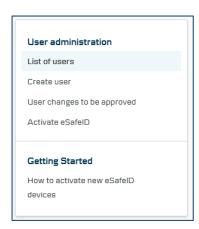
You should review your User(s) Authorisations on a regular basis to ensure they are current and up to date, if you need to amend a User Authorisation you complete this using the Administration module.

If you would like to learn more about how to use the Administration Module or any of the District functions, please use the Getting Started Guides available within Contact and Help once you have logged on to District.

If you do not have the Administration Module and would like to review your User(s) Authorisations, you can contact your Account Manager and request a copy.

Reviewing User(s) Authorisations

You can get a list of users by logging on to District, selecting Administration from the bottom left hand menu and clicking "List of users" in the User Administration menu.



Select 'Show User' from the function menu, to do this, you can click on the arrow at the left hand side of the User ID you wish to view.







The User can be reviewed over the following 9 tabs:

- 1. Basic Data
- 2. Modules
- 3. Administration
- 4. Accounts
- 5. Products and Services
- 6. Payments
- 7. Currency
- 8. Securities (Not available for UK customers)
- 9. Trade Finance

1. Basic Data

Shows the status of the User and their contact details.



2. Modules

This details the Modules that have been assigned to the User.



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3. Administration

This details the User's Authorisations within the Administration function.



4. Accounts

This details the accounts the User has access to and whether they can enquire or create payments and what mandate they have on each account.







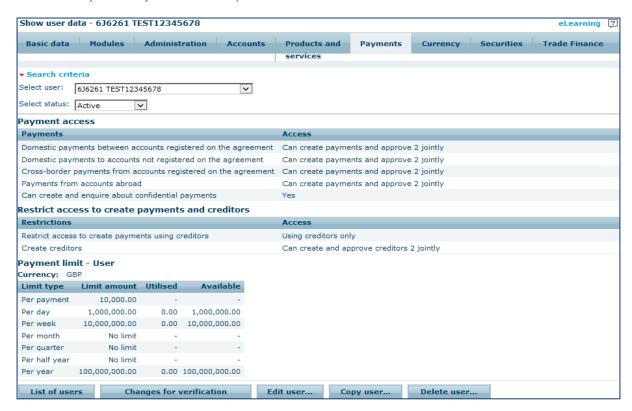
5. Products and Services

This details the Product or Service the User has access to on specific customer(s) e.g. Confidential Information in eArchive, Summaries in eArchive and Future Accounts.



6. Payments

This tab shows what type of Payments a User can make and if they are restricted to creditors only, this also shows if they have Payment Limits in place.







7. Currency

Users may have access to the Currency Trading module should you have this on your Agreement. Their access will show here if they are able to trade currency on behalf of the business.



8. Securities

The option to Trade in Securities is currently not in use in the UK.



9. Trade Finance

Here you can view the Trade Finance products the user has access to and their specific authorisation for each of those products.





Mobile & Tablet Business Apps

Our Mobile and Tablet Business Apps allow you to approve changes on the go. In Administration you can authorise payments, approve User changes and changes to payment limits on accounts.

Contacting our Customer Support

If you need assistance with using District you can contact Customer Support on 028 90 311377*. Should you wish to discuss mandate options for your User(s), you should contact your Account Manager.

**Lines open: 8am to 6pm Mon-Thurs 8am-5pm Fri (except on bank holidays or other holidays in Northern Ireland when the bank is not open for business).