

keler



KID user manual



Self-administration module



Brief description of the functionality of KID

From April 29, 2024, transactions related to user management and passwords can be sent to KELER electronically from our partners' KID and eKID programs as an order.

User management orders:

- Add a new user
- Modify an existing user
- Delete a user

Operations related to passwords:

- Enter initial login password
- Delete error points

A designated administrator(s) of the client may initiate transaction in the KID/eKID interface and submit it to KELER as a KID signed order, similar to the current KID securities (or money) orders, thus replacing the paper-based manual authorisations. KELER will approve these transactions, as they may be linked to a personal data sheet

User(s) with administrator rights may change login and/or signature passwords or delete user error points without the involvement of KELER.

The four-eye principle on the client-partner side is the client's responsibility, therefore, it is optional for all the functionalities listed above.

Prerequisites

Our partners who require new functionality can use the current KID personal data sheet to assign administration right to one user, a designated as a self-administrator, with KELER.

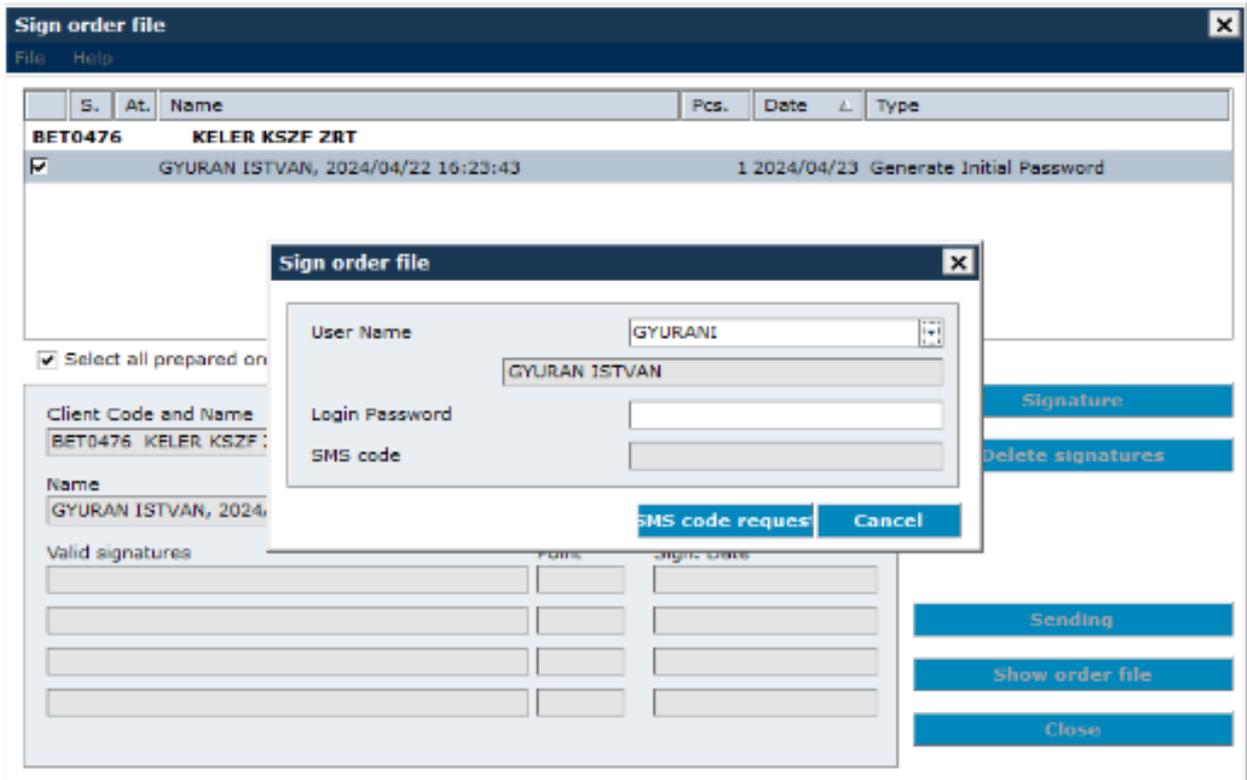
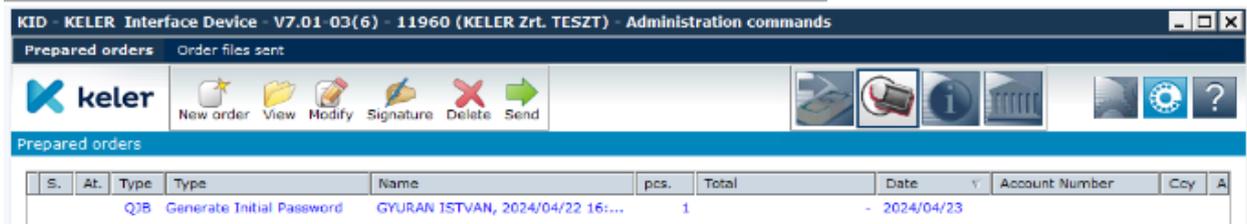
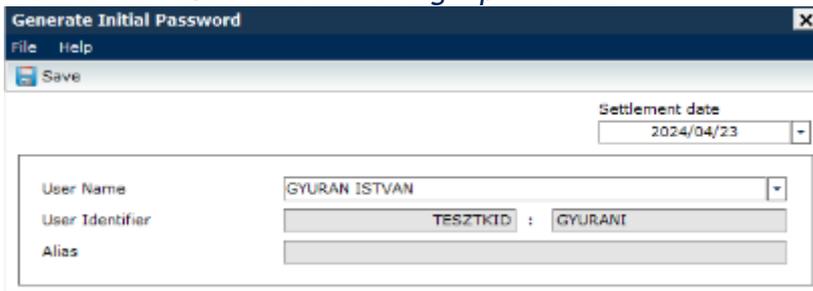
KID version: min. 7.01-03

KID interface changes and new orders

After the appropriate user rights have been set by KELER, users will be able to access the self-administration module:



New order - Generate initial login password:



The password request is automatically approved and its status is OK:

St.	Ak.	Type	Order Types	Name	pos.	Date	Total	Account Number	Ccy	Account Title	File KID ID (usr)	Comment
✓		QDF	Delete failures	GYURAN ISTVAN, 2024/04/22 16:44:46	1	2024/04/22 16:46	-				8764709	Delete failures
✓		QTB	Generate Initial Password	GYURAN ISTVAN, 2024/04/22 16:33:22	1	2024/04/22 16:40	-				8764707	Generate Initial Password
✓		QMU	Modify user	GYURAN ISTVAN, 2024/04/19 16:33:22	1	2024/04/19 16:37	-				8764704	Modify user
✓		QMU	Modify user	GYURAN ISTVAN, 2024/04/19 15:29:39	1	2024/04/19 15:32	-				8764699	Modify user
✓		QMU	Modify user	GYURAN ISTVAN, 2024/03/26 09:42:04	1	2024/03/26 09:42	-				8764618	Modify user
✓		QMU	Modify user	GYURAN ISTVAN, 2024/03/26 09:10:36	1	2024/03/26 09:12	-				8764616	Modify user
✓		QNU	New user	GYURAN ISTVAN, 2024/03/26 09:09:12	1	2024/03/26 09:11	-				8764615	New user
✓		QMU	Modify user	GYURAN ISTVAN, 2024/03/25 11:42:29	1	2024/03/25 11:43	-				8764606	Modify user

Users will be notified by email and SMS of the new initial password, which you will have to change at the first login, just as it is the case now.

New order - Delete error points

The password request is automatically approved and its status is OK:

St.	Ak.	Type	Order Types	Name	pos.	Date	Total	Account Number	Ccy	Account Title	File KID ID (usr)	Comment
✓		QDF	Delete failures	GYURAN ISTVAN, 2024/04/22 16:44:46	1	2024/04/22 16:46	-				8764709	Delete failures

New order - Add a new user

New user [X]
File
Save

Settlement date: 2024/04/23

User Data | Authentications | Rights

User Name: Teszt Joseph
User Identifier: TESZTJ AA
Alias:
Casta: Normal
Login failures:
Signature failures:
Mother's name:
Address:
Mobile phone number: +36 31 2345678
Phone Number: +3611234567
E-mail Address: teszt@teszt.org
Language: Magyar
Post:
FAX szám: +3611234567

New user [X]
File
Save

Settlement date: 2024/04/23

User Data | Authentications | Rights

Authentication tools

Authentication tool

Login authentication

Interface

Signature authentication

Interface

Authentication tool

Hitelesítési eszköz bekérése [X]

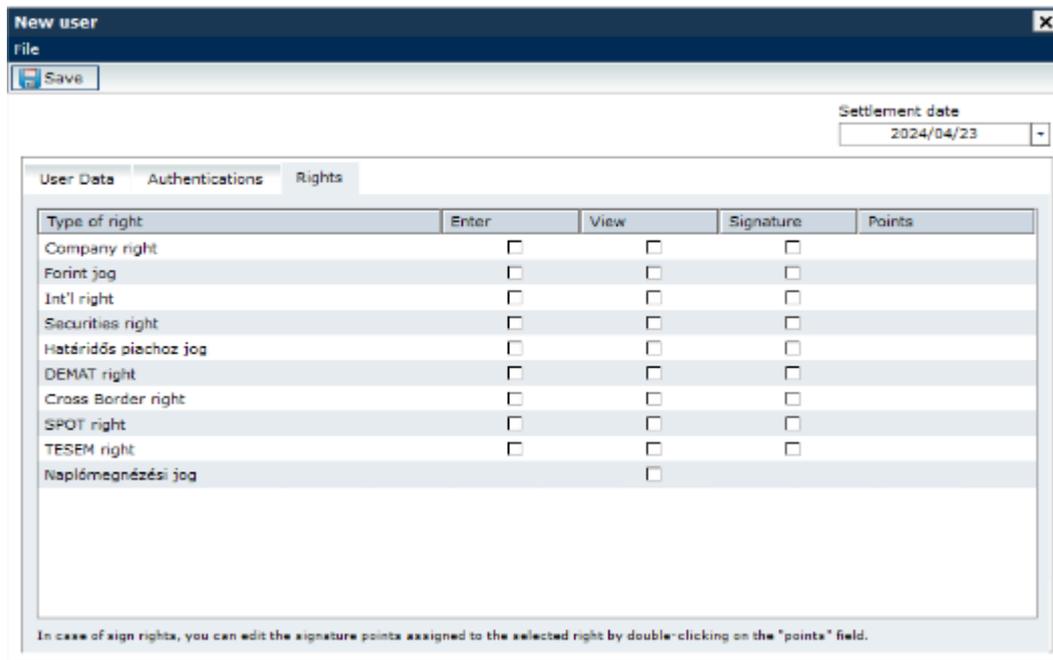
Authentication tool: SMS authentication
Usable: Login / Signature
Phone Number: +36312345678

OK

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Mandatory fields to be filled in for the order:

- User name
- User ID (with existing group ID of the partner)
- E-mail address
- Mobile phone number

IMPORTANT: The mobile phone number must also be entered in the 'Authentications' menu, as it is an authentication tool for the double opt in, in addition to contact details.

Once the order has been submitted, the status is 'Pending' and requires approval from KELER.

New order - Change User

The interfaces for the 'Modify User' order are the same as for the 'Add New User' order.

Similarly to the 'Add new user' order, if you want to change a mobile phone number, you will need to do the same in the 'Authentications' tab.

Once the order has been submitted, the status is 'Pending' and requires approval from KELER.



New order - Delete user

Delete user	
File Help	
Save	
Settlement date	
2024/04/23	
User Name	Antal Sámuel
User Identifier	TESZTKID : ANTALS
Alias	

After KELER approval the status is OK