KELER eKID Starters Guide

v1.6

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1. Introduction

The current eKID Starters Guide aims to provide overview information on KELER eKID system.

The content includes step-by-step instructions of logging in to eKID as well as overview information of the main functional for first time users and beginner users.

In case you need further information on certain functions or can't find the information you are looking for in this Guide, please contact us via the channels [chapter 11].

2. How to read this guide

We recommend you to read the document in 2 ways depending on how comfortable you are with using eKID already.

2.1. Straight forward

In case you have not yet used eKID, we recommend you to read the document in sequential order as appears in this Guide to get an overview on how to use the eKID and its main functions.

2.2. Specific sections and functions

Jump to the relevant document chapters indicated below for the most frequent functional areas of eKID. You can also find the relevant content in the Table of Contents of this Guide.

2.2.1. Login and Passwords

Login	**Passwords**		
	Login password • used for log in	**SMS password** • received to your mobile • used for log in	**Signature password** • set up by you • used to sign order package(s)
• what you need before you log in • how to log in			
chapter 4	chapter 4.1.2	chapter 4.1.1	chapter 6.3.2.1

2.2.2. Frequent functional areas

An overview of eKID Start Screen with related Guide references is described in chapter 5.

Below is the list of main eKID functional areas that you can directly go to.

Create Order	**Sign Order**	**Information**	**Setup parameters**
• create new domestic or FX orders	• sign orders • points and maker-checker	• accounts • transactions • messages • collateral values • rates	• change passwords • customize log, queue and display
chapter 6.1	chapter 6.3	chapter 7	chapter 9

3. List of abbreviations/expressions

eKID	Web based KELER Interface Device
Package	An order or set of orders sent to KELER in one package [6.3]
Four-eye principle	Also known as "maker-checker" function, where certain instructions can only be processed when 2 different users signs the instruction [6.3.2]
PVR	HUF accounts
DNR	FCY (foreign currency) accounts
KELER	KELER Ltd. provides quasi wholesale services and infrastructure to the players and intermediaries of the Hungarian capital market.
GIRO	GIRO Zrt. is the automated clearing house operator in Hungary. It supports interbank clearing and settlement of credit transfers and direct debits. [2]
ISIN	The ISIN (International Securities Identification Number = international securities code) is a combination of letters and numbers, consisting of 12 characters to identify individual securities series and other stock exchange products. ISINs issued by KELER always start with HU.[3]
SPAN	Standard Portfolio Analysis of Risk

4. Getting started

If you already know how to login to eKID, please skip this chapter and go to chapter 5.

4.1. Before you login to eKID

There are a few preconditions that need to be met before you could login to eKID.

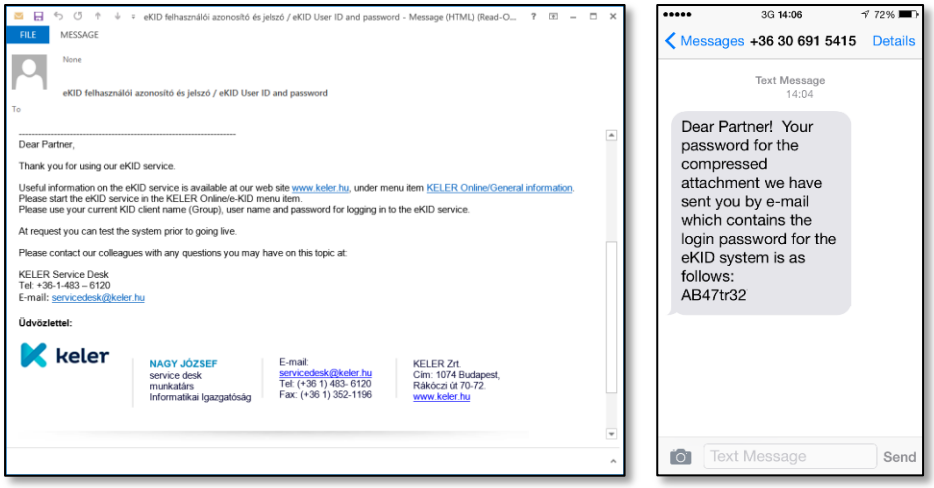
4.1.1. Contracting process for eKID services:

Once contracting process completed:

A. You received an email with a password protected ZIP file from KELER (ServiceDesk@KELER.hu)

B. You received an SMS message from KELER with password for the ZIP file

[2] source: Giro Zrt. website
[3] source: KELER Ltd. website



4.1.2. PDF file with login information:

After opening the ZIP file the following information is available:

C. Group Name
D. User Name – your short user name to use to login to eKID
E. Login password
   - initial password for entering to eKID system
   - it is recommended that you change this after the first login [link]
F. Points
   - list of your defined points (rights) for the transaction types set forth by your organization [chapter 6.3.2]

Note:
The signature password will be set by you when you sign the very first order file in the eKID system [chapter 6.3.2.]

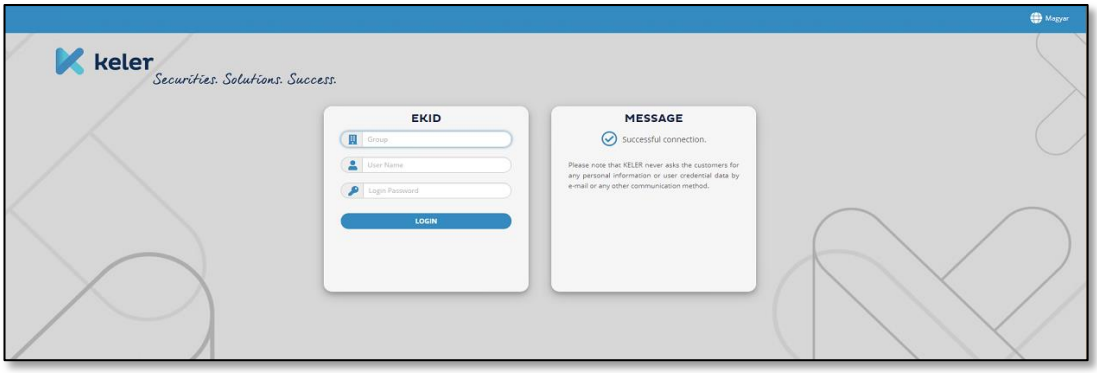
If all the above is available, proceed to login.

4.2. Login to eKID

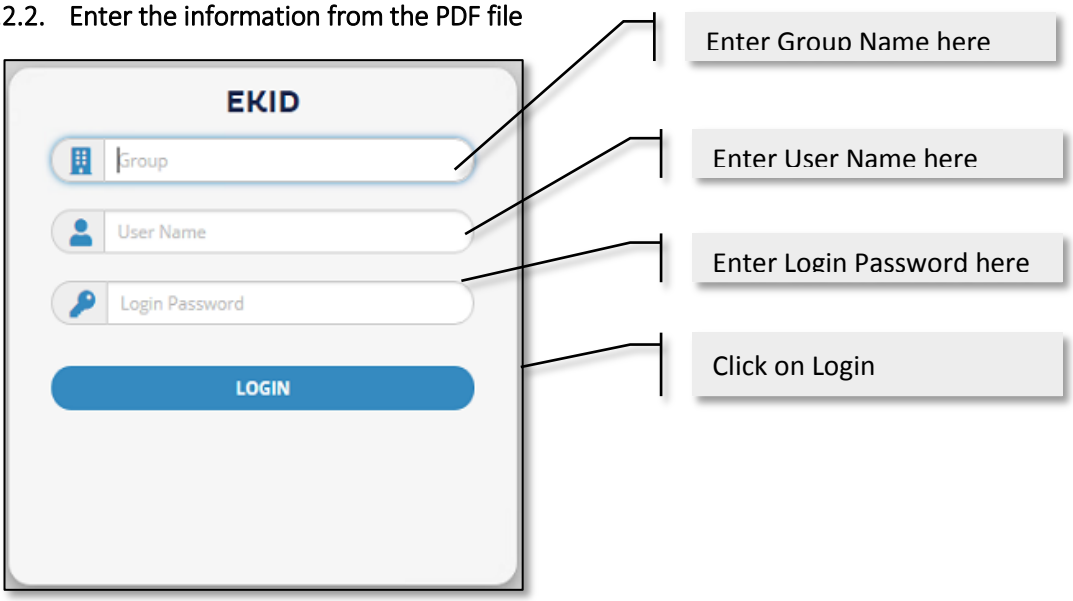
4.2.1. Go to Login page

Enter the following addresses into your web browser
https://ekid.keler.hu – default login page in Hungarian language
or
https://ekid.keler.hu/eib_kid/loginpage.en.html - direct link to English login page

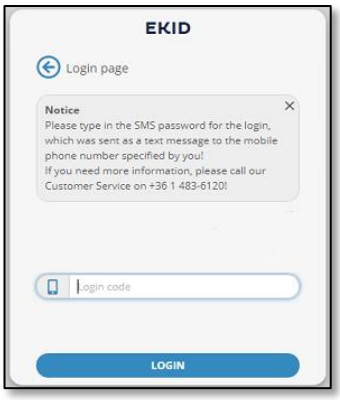
This is what you should see



4.2.2. Enter the information from the PDF file

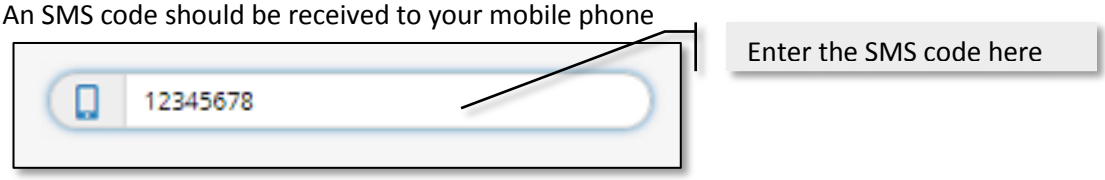


This is what you should see



4.2.3. Enter SMS code

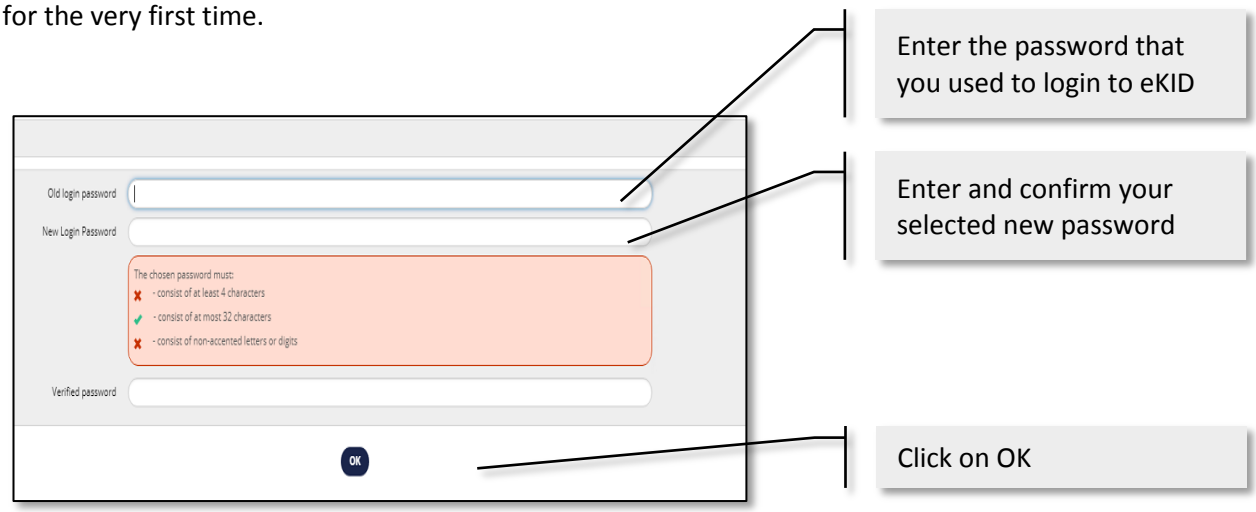
An SMS code should be received to your mobile phone



4.3. Change initial login password

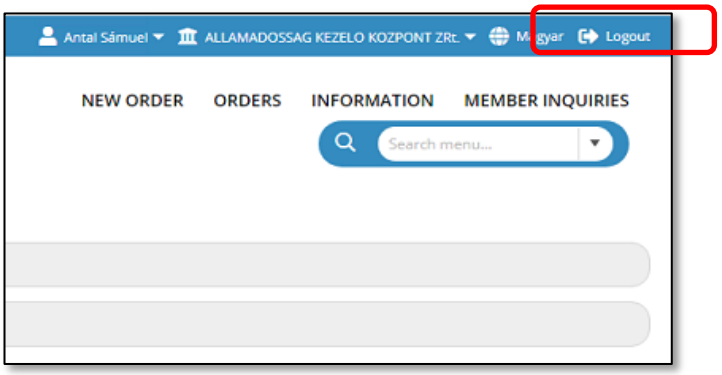
There are 2 passwords that you need to use in eKID. Here we describe how to change the initially provided Login Password. Setting up and using the Signature Password is described in chapter 6.3.2.

We recommend that you change the initially provided Login password once you logged in for the very first time.



4.4. Logout

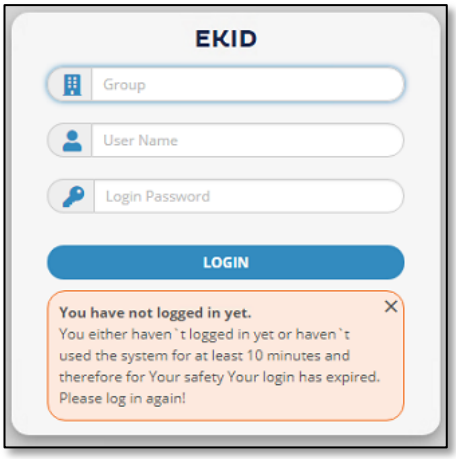
Whenever you end your activities in eKID, please log out from the system by clicking on the Logout button on the top right corner of your screen.



Note:
Please always follow this method. Just by closing the web browser window you are not logged out from the system.

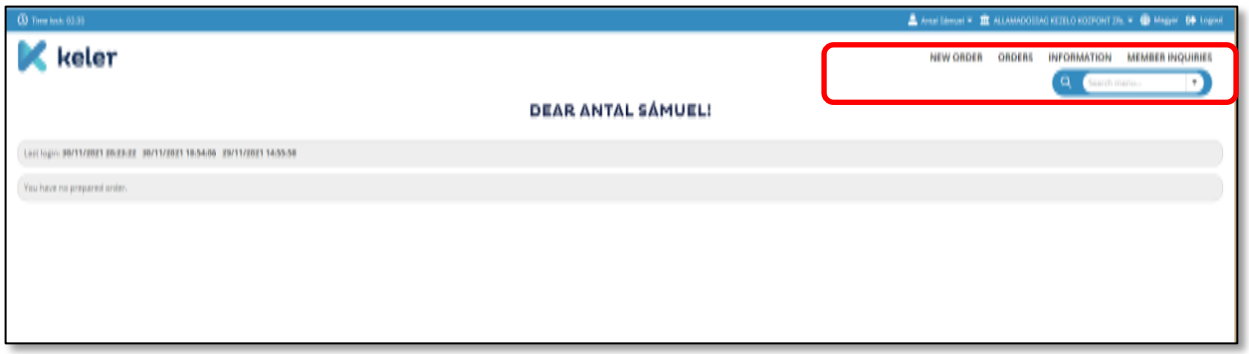
In case you are not using eKID for 8 minutes but the browser window is still open, the system will display a warning message that the connection will be closed in 2 minutes. The system provides an option to prolong the session for an additional 2 minutes.

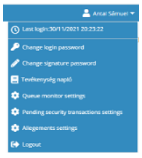
In case there is no response to the warning message or the additional 2 minutes expires, the system will automatically log you out.



5. Start screen

First screen when you login to eKID providing all the options to navigate through the system.





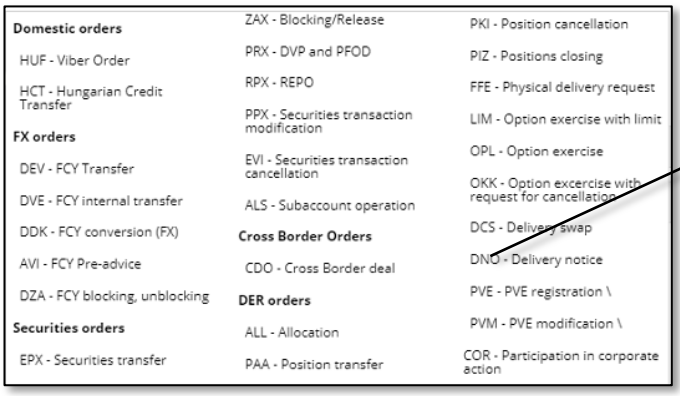
Orders	Information	Member inquiries	Setup Parameters
• New order [6.1] • Patterns list [6.2] • Prepared orders [6.3 • Order files sent [6.4] • Queue monitor [6.5] • Searching the order [6.6]	• Overview [7.1] • Account statement [7.2] • Account balances [7.3] • Daily batch transactions [7.4] • Arrived messages [7.5] • KELER information [7.6] • Value of collateral [7.7] • PVR main data [7.8] • Rates [7.9]	• Manage SPAN files	• Change login password [9.1] • Change signature password [9.2] • Log [9.3] • Queue monitor settings [9.4] •

6. Orders function

6.1. New order

MENU NAVIGATION: New order

Click on „New order" and a small window will appear providing the order types to select.



- Click the Order Type you want to create
- Fill in the indicated information on the selected Order screen

After filling in the required information for the Order, there are 3 options at the bottom of the screen:

If you are ready with the Order, click on this to add this Order to the pack of Orders

Saves this Order as a template to be used for similar future Orders

6.2. Pattern list

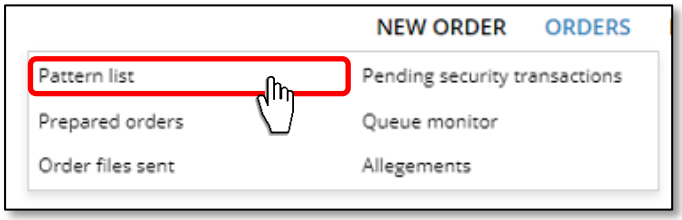
MENU NAVIGATION: Orders > Pattern list

Patterns (templates) can be saved for the Orders in case you place similar Order types regularly.

6.2.1. Pattern list

Displays list of Patterns that you saved or imported earlier.
You can access to previously saved Patterns.

- From Orders menu select Pattern list

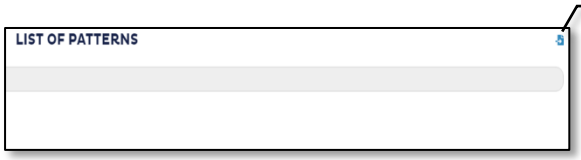


In case you previously saved Patterns (templates), you can find them by clicking here

6.2.2. Creating Patterns

There are 2 ways to create new Patterns (templates)

- Create Pattern when creating New Orders described in chapter 6.1. above
- Create Pattern through Import



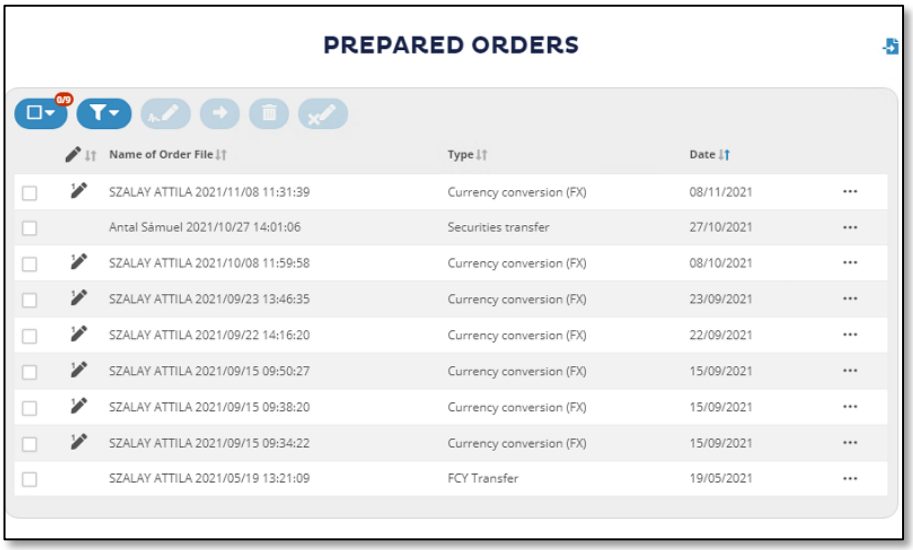
You can also create Patterns from external file through the Import function

6.3. Prepared orders

MENU NAVIGATION: Orders > Prepared orders

6.3.1. List Prepared Orders

Here you can see your previously prepared orders



Here you can Sign and modify the packages and orders.

6.3.2. Sign Prepared Orders

6.3.2.1. *Signature password*

You need your Signature password to sign the prepared orders.

- Your Signature password is
  - not the same as your Login password
  - not provided to you by KELER
- You will need to set it up at the very first time of signing an order package
- From this point on, you will need to use this password to sign the prepared order files prior to sending to KELER
- At any point of time you can change your signature password [chapter 9.2]

6.3.2.2. *Conditions to sign Order Package*

Before the actual processing of an Order, 2 conditions have to be met:

- You Sign the Order Package with your Signature password
- Signee(s) together need to have at least 10 Points

6.3.2.3. *Maker-checker / 4-eye principle*

Maker-checker or also known as 4-eye principle is a security precaution that requires at least two people to approve of a particular activity.

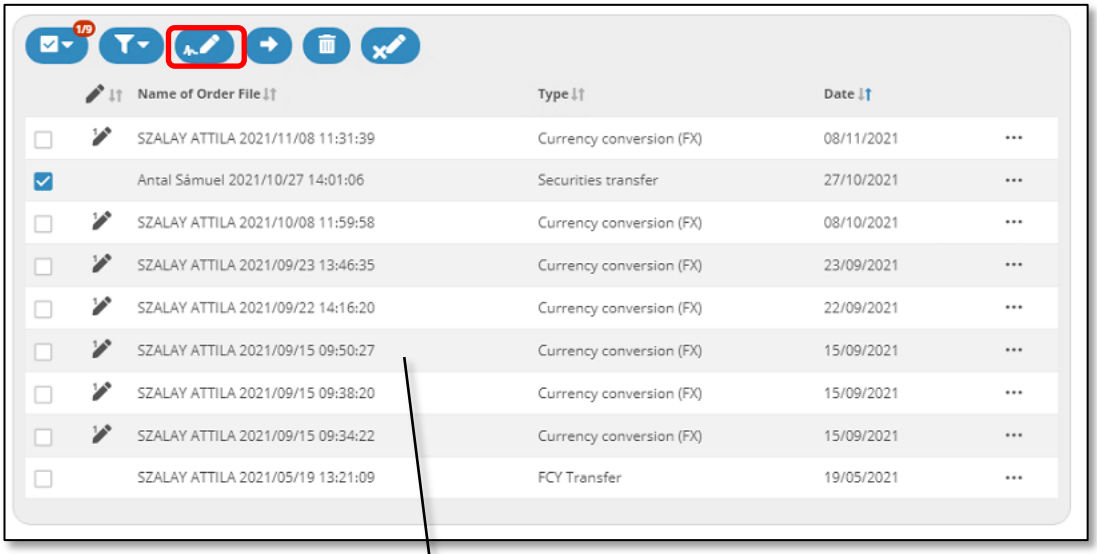
In the eKID system your Points determine if you can create and sign an order package by yourself or if another eKID user also has to sign the package.

Your Points	**10**	**1 - 9**
Can you create Orders	yes	yes
Can you alone Sign Order Package	yes	no
Sent to KELER	yes	yes

6.3.2.4. *Points*

- Are set up in the system for each user as per the eKID contract
- Your Points in eKID
  - Are between 1 and 10 for each of the Order Types
  - Are defined by your company and can be found in the PDF file that you received from KELER [chapter 4.1.2]
  - Represent the weight of your Signoff for the Orders

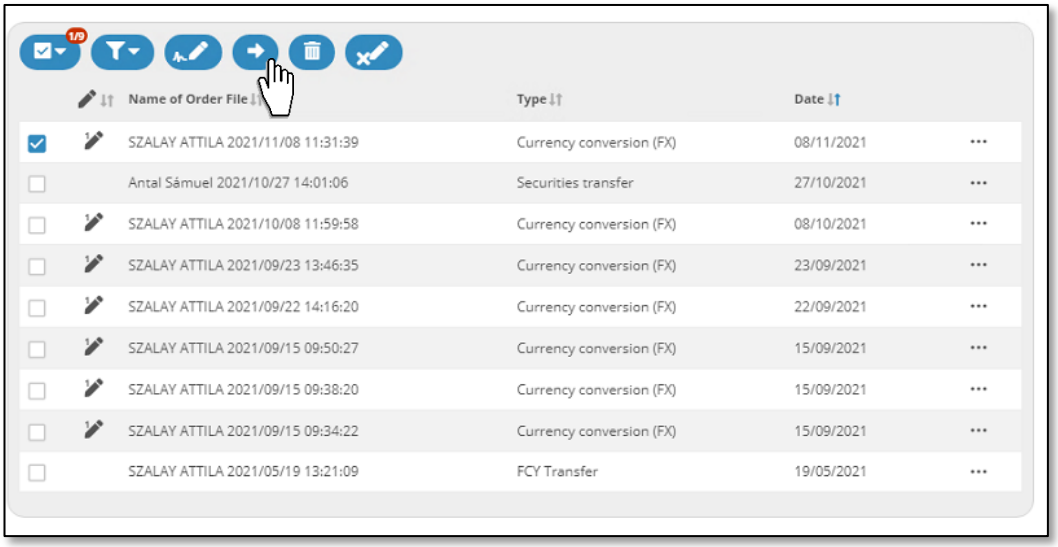
6.3.2.5. *Signing the Order Package*



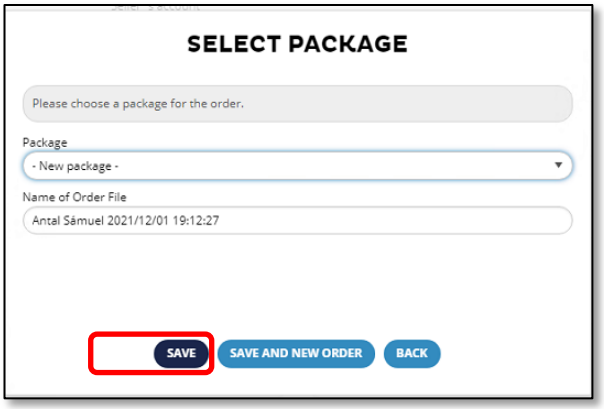
- To Sign a package, you need to select and click on Sign selected Package
- Multiple packages can also be selected and signed

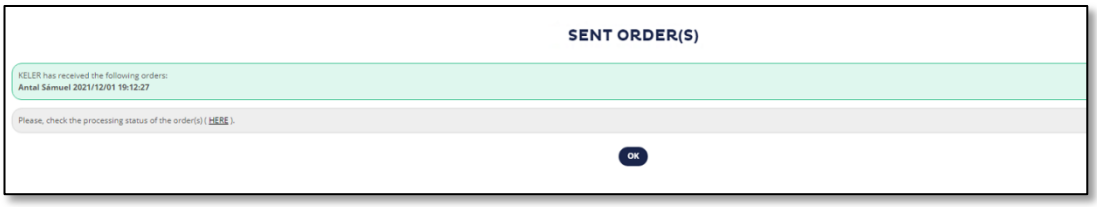
6.3.3. Send signed package(s)

After signing the package, you need to actually send the package to KELER for processing.



Confirm that you want to send the package to KELER

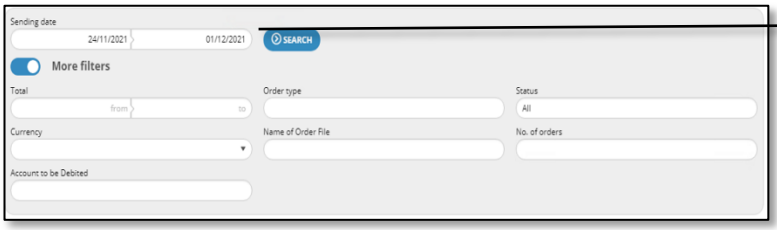




6.4. Order files sent

MENU NAVIGATION: Orders > Order files sent

Here you can search and list the previously sent Order files



- Select the dates between which you look for sent Orders
- Select the type of Order

Package is sent to KELER for processing.

6.5. Queue monitor

MENU NAVIGATION: Orders > Queue monitor

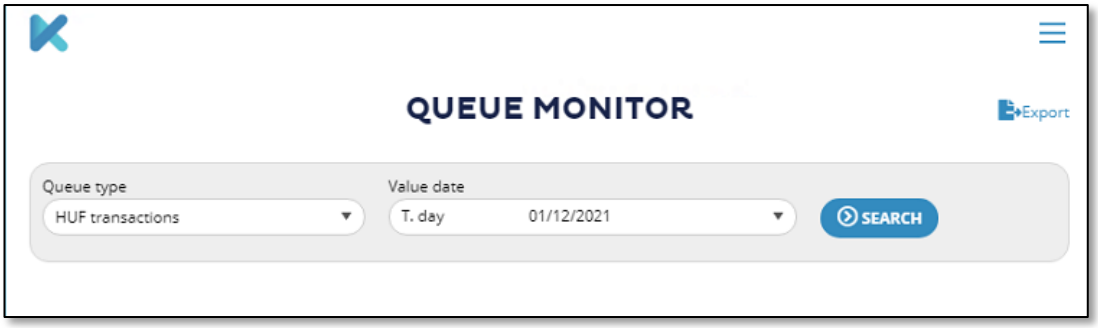
Under this menu point the status of the orders can be viewed for those that were already sent to the server but not yet processed.

Here you can:

- Change the priorities of these orders

- Delete these not yet processed orders.

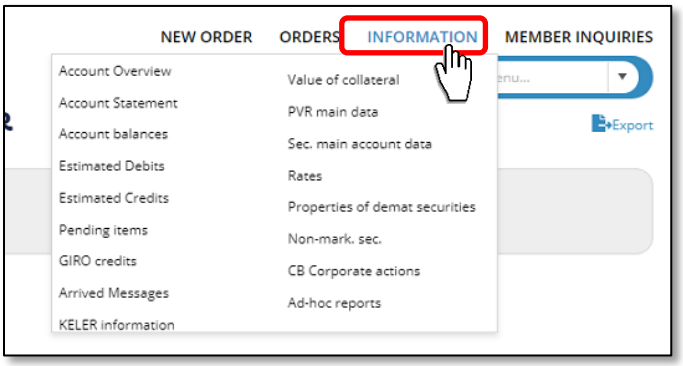
Both functions require that you sign them with your Signature password.



6.6. Searching the order

This function has been cancelled.

7. Information function



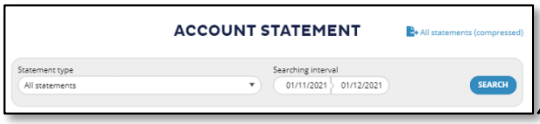
7.1. Overview

MENU NAVIGATION: Information > Overview

This takes you to the Start screen chapter 5.]

7.2. Account Statement

MENU NAVIGATION: Information > Account Statement

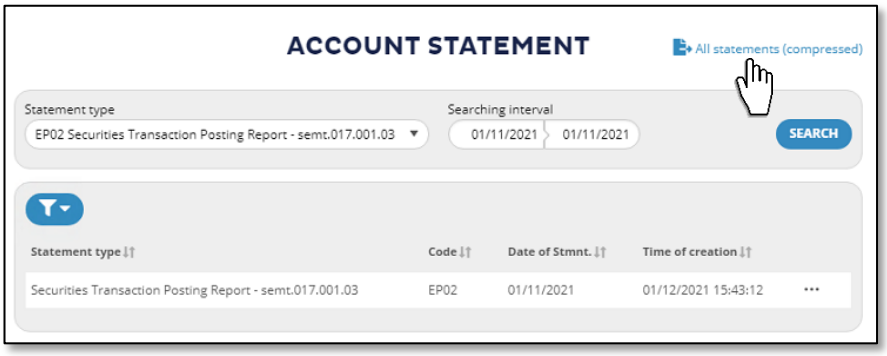


- Select the specific statement type or All statement
- Select the date interval of Statements you are looking for. Both From and To date are mandatory *
- Click Search

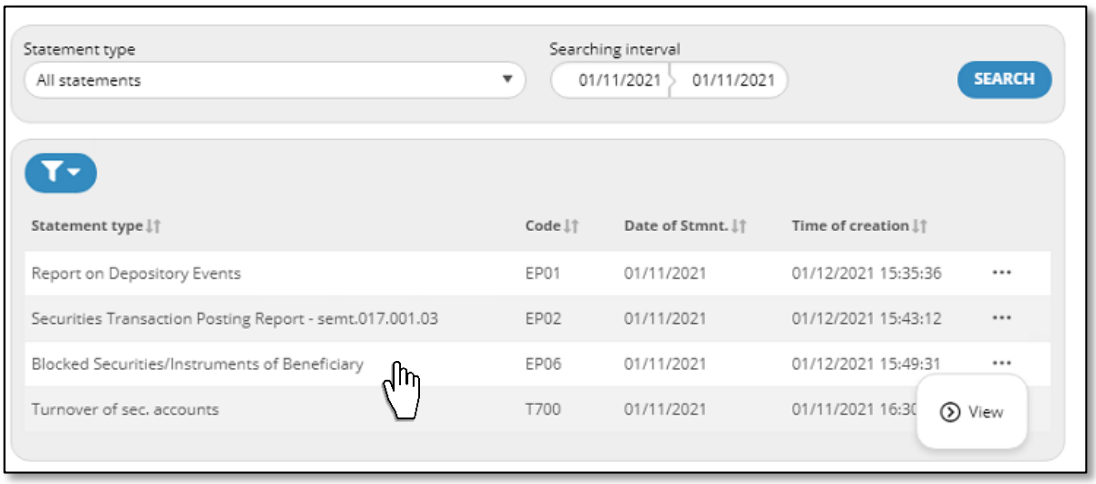
* Please note that you may make enquiries about statements up to maximum 1 year ago. The interval between the start date and the closing date may only be 31 days.

In case there are no Statements on the dates you selected the following message will appear

Otherwise the statements will be listed on the screen



With the new List-Export function, all the statements in the list can be exported and downloaded into one Zip file.



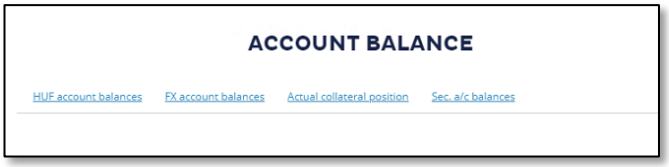
Select desired statement for details by clicking on the Statement in the list

For further Statement details, click on the statement line

7.3. Account balances

MENU NAVIGATION: Information > Account balances

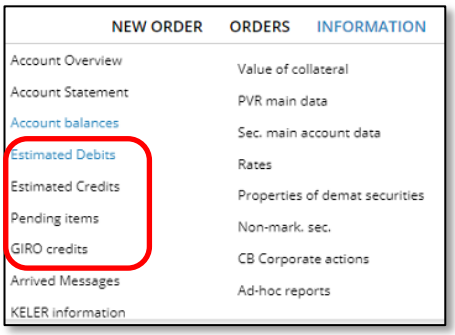
A popup window appears where you can select your query



7.4. Daily batch transactions

MENU NAVIGATION: Information

Here you can get daily data on your Cash account in local currency. The following queries can be made: Estimated credits, Estimated debits, Items waiting, GIRO credits.

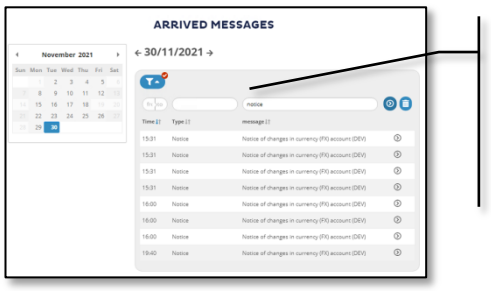


The queried transactions will be grouped by account.
If there is no data for the day a message will be displayed.

7.5. Arrived Messages

MENU NAVIGATION: Information > Arrived messages

Query the messages received from KELER, e.g. you can monitor all transactions (messages) executed on your accounts.



- Select the message type and the date of the message you are looking for
- Click OK

The arrived messages will be listed in a table, sorted by date.

7.6. KELER information

MENU NAVIGATION: Information > KELER information

Here you can find the list of conditions, standard contract templates, announcements of corporate events in various formats (e.g. doc, xls, pdf).

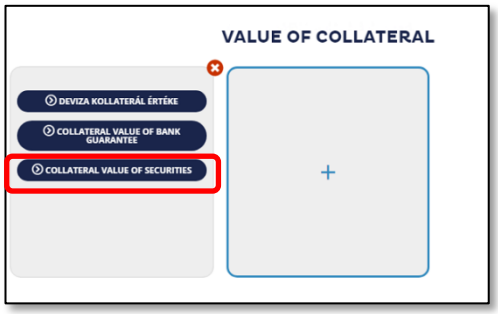
7.7. Value of collateral

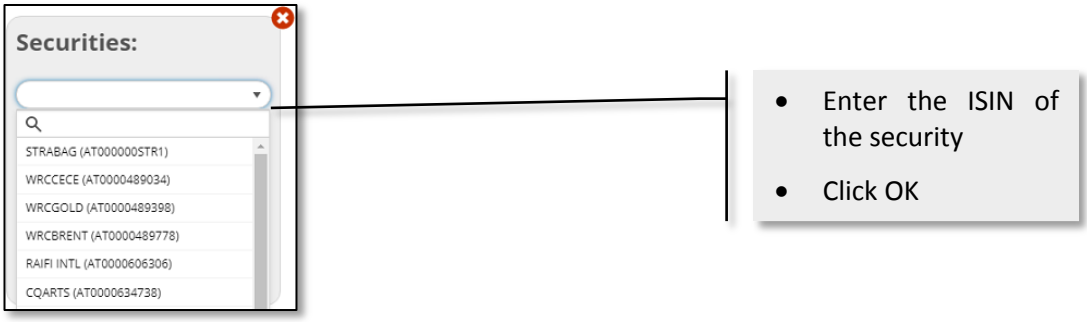
MENU NAVIGATION: Information > Value of collateral

The collateral values valid for the day concerned can be queried in this menu item.

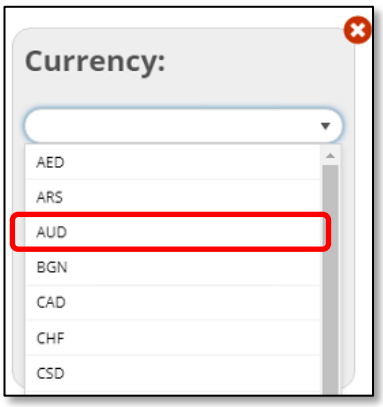
3 types of collateral values are available:

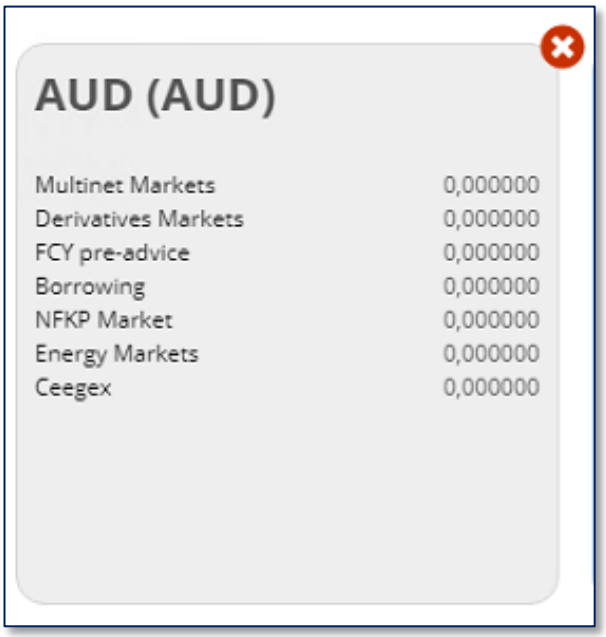
7.7.1. Collateral value of securities



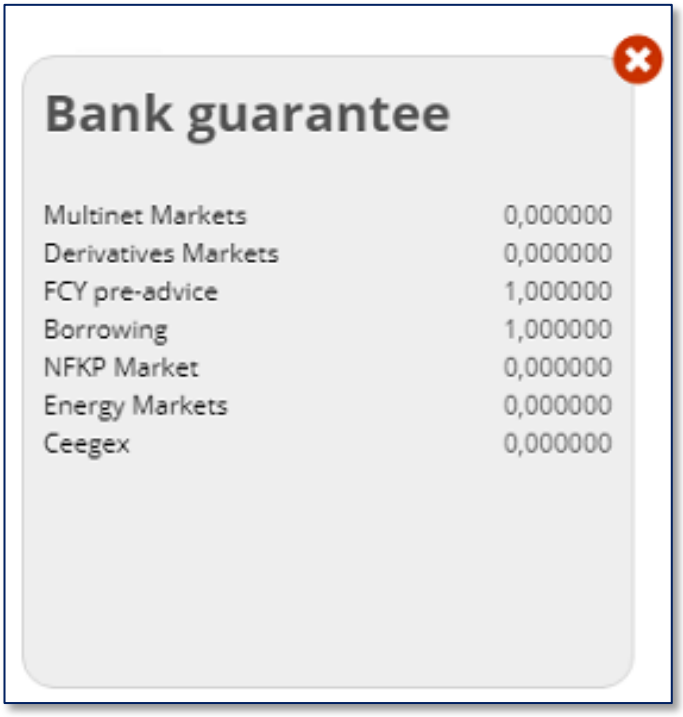


7.7.2. Collateral value of foreign currencies





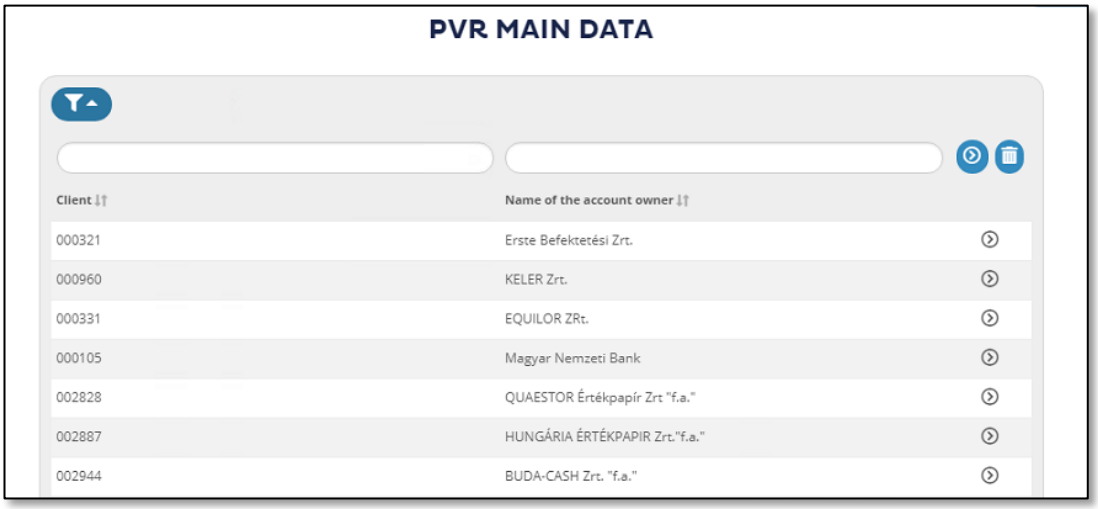
7.7.3. Collateral value of bank guarantees



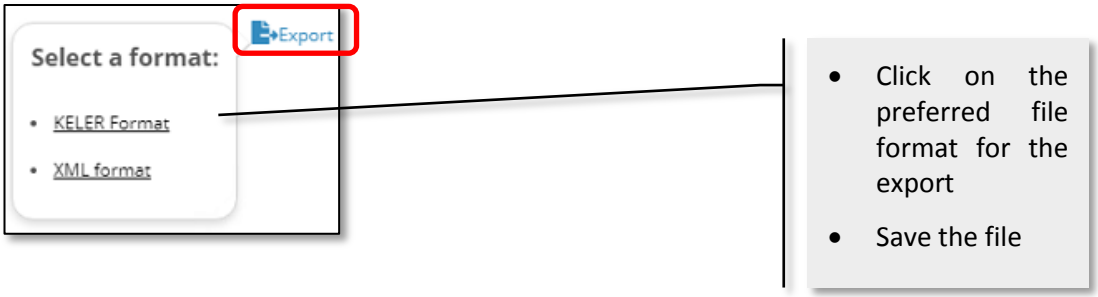
7.8. PVR main data

MENU NAVIGATION: Information > PVR main data

Here you can search for the HUF accounts of other KELER clients



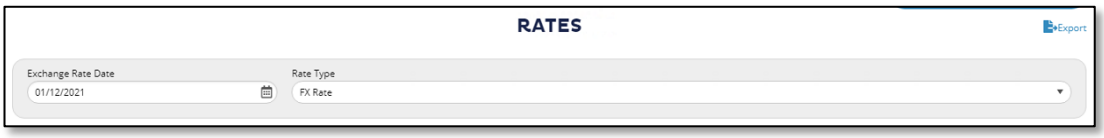
Queried accounts can also be exported by clicking on the Export button on the top right



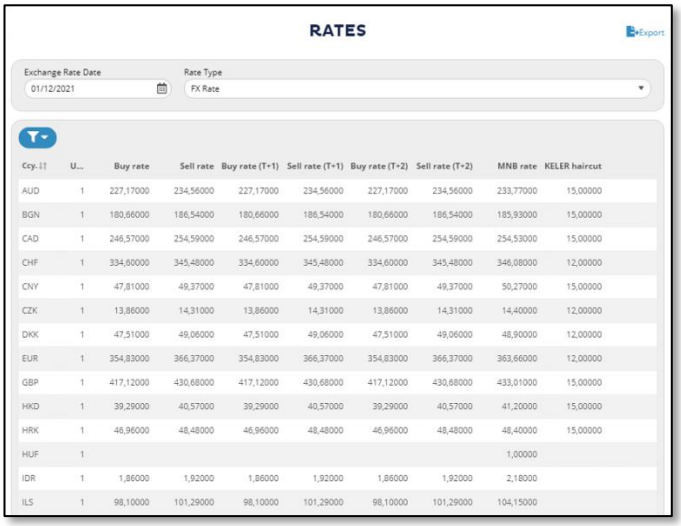
7.9. Rates

MENU NAVIGATION: Information > Rates

Select the date for which you wish to search the exchange rates



You should see a table with the selected rates similar to the below example

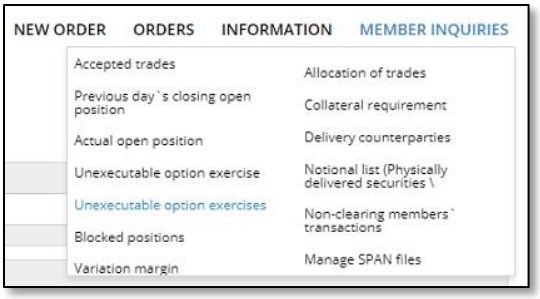


Ccy.	U...	Buy rate	Sell rate	Buy rate (T+1)	Sell rate (T+1)	Buy rate (T+2)	Sell rate (T+2)	MNB rate	KELER haircut
AUD	1	227,17000	234,56000	227,17000	234,56000	227,17000	234,56000	233,77000	15,00000
BGN	1	180,66000	186,54000	180,66000	186,54000	180,66000	186,54000	185,93000	15,00000
CAD	1	246,57000	254,59000	246,57000	254,59000	246,57000	254,59000	254,53000	15,00000
CHF	1	334,60000	345,48000	334,60000	345,48000	334,60000	345,48000	346,08000	12,00000
CNY	1	47,81000	49,37000	47,81000	49,37000	47,81000	49,37000	50,27000	15,00000
CZK	1	13,86000	14,31000	13,86000	14,31000	13,86000	14,31000	14,40000	12,00000
DKK	1	47,51000	49,06000	47,51000	49,06000	47,51000	49,06000	48,90000	12,00000
EUR	1	354,83000	366,37000	354,83000	366,37000	354,83000	366,37000	363,66000	12,00000
GBP	1	417,12000	430,68000	417,12000	430,68000	417,12000	430,68000	433,01000	15,00000
HKD	1	39,29000	40,57000	39,29000	40,57000	39,29000	40,57000	41,20000	15,00000
HRK	1	46,96000	48,48000	46,96000	48,48000	46,96000	48,48000	48,40000	15,00000
HUF	1							1,00000	
IDR	1	1,86000	1,92000	1,86000	1,92000	1,86000	1,92000	2,18000	
ILS	1	98,10000	101,29000	98,10000	101,29000	98,10000	101,29000	104,15000	

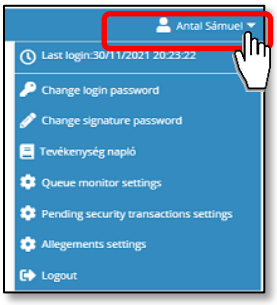
8. Member inquiries functions

MENU NAVIGATION: Member inquiries > Manage SPAN files

Here you can download SPAN parameters file published daily for centrally cleared markets by KELER CCP. You only see those files where you have active membership.



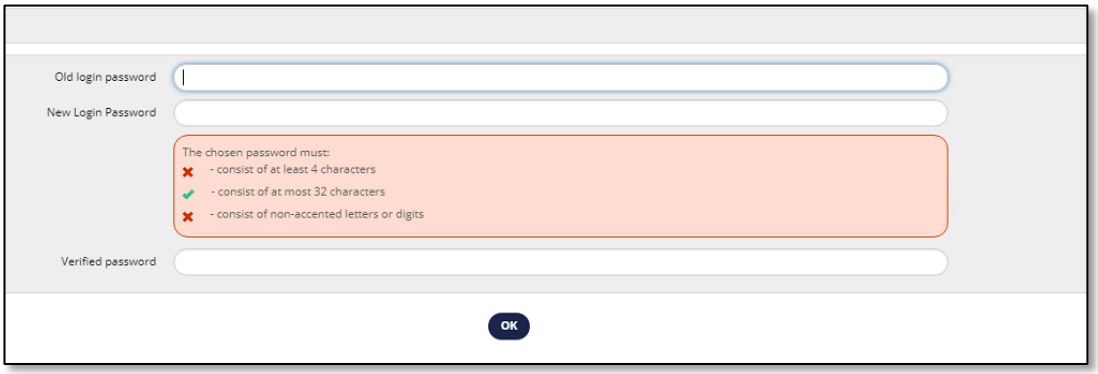
9. Setup parameters function



9.1. Change login password

MENU NAVIGATION: Setup parameters > Change login password

Here you can change the password that is used to log in to eKID system.

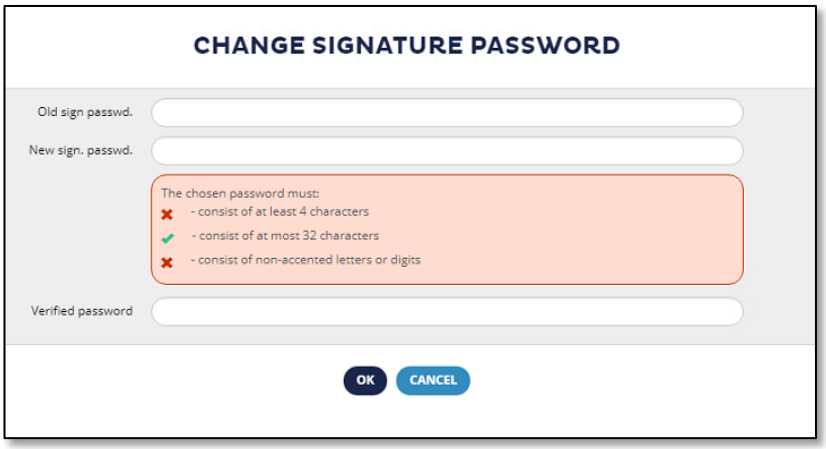


9.2. Change signature password

MENU NAVIGATION: Setup parameters > Change signature password

In this menu you can change the password that is used to sign the order package(s) before sending them to KELER

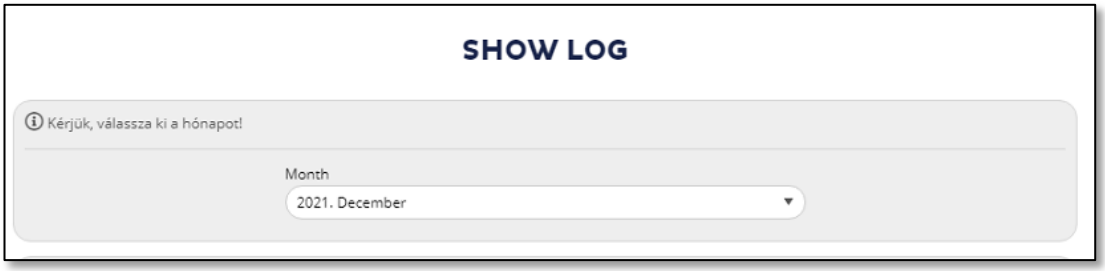
Background and initial setup of Signature password is described in chapter 6.3.2.

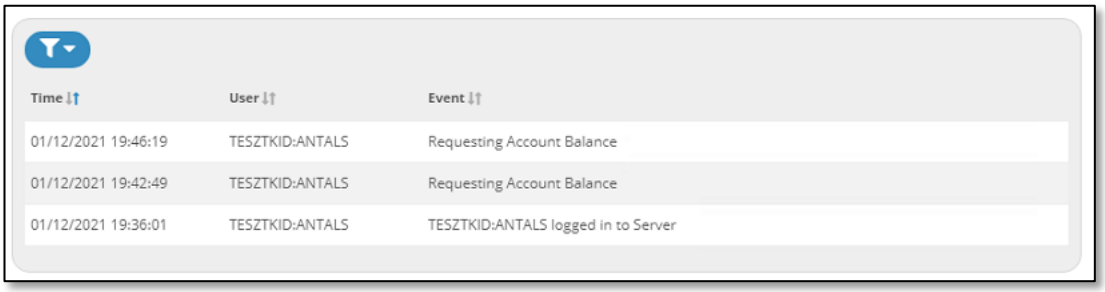


9.3. Log

MENU NAVIGATION: Setup parameters > Log

In this menu you can see your activities of the eKID user for specific months.

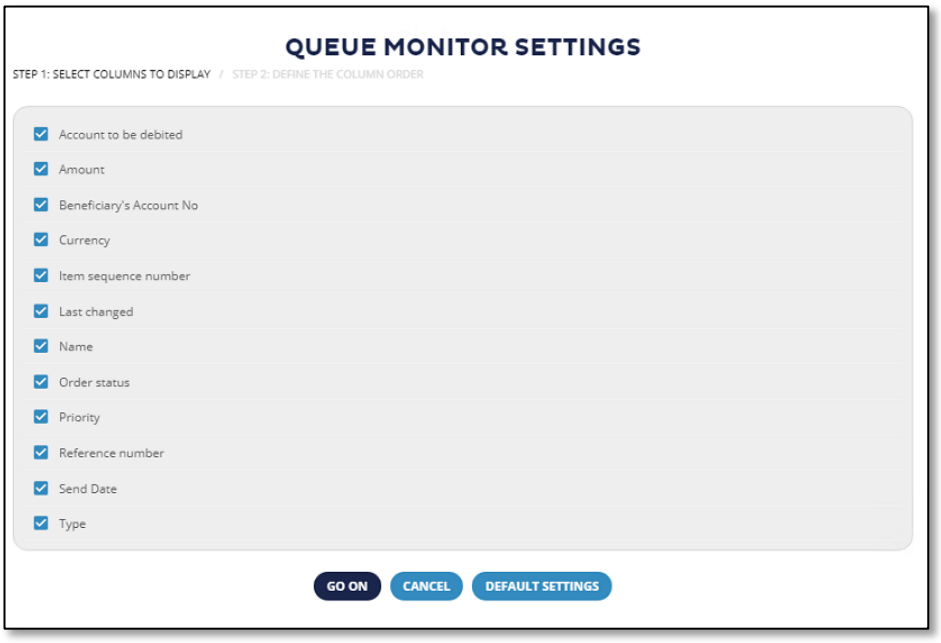




9.4. Queue monitor settings

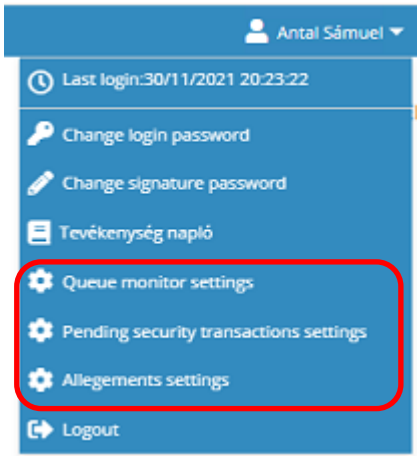
MENU NAVIGATION: Setup parameters > Queue monitor settings

Here you can choose the columns to display in the Queue monitor.



Description of the Queue monitor can be found in chapter 6.5.

9.5. Customize



10. Reference documents and information

10.1. Help

KID Thin Client (eKID)
https://ekid.keler.hu/eibpublic_kid/help/en/ALL.en.html

10.2. Basic eKID technical information

Useful information for the users of eKID Link to Technical doc
http://www.KELER.hu/KELER/KELER_files/File/KID/ekid_technical_guide.pdf

11. KELER support contact channels

Web: www.KELER.hu

Email: servicedesk@KELER.hu

Address: 1074 – Hungary, Budapest, Rákóczi út 70-72.

Tel: +36 1 483 6120 (Service Desk)

Fax: +36 1 342 3539