

# BT Ultra Mobile

## User Manual

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## 1. Introduction

Today, banks increasingly want to offer their corporate clients the advantage of a fast and secure solution to manage their banking business anytime and anywhere, using their smartphone or other devices. Ideally, this solution should be fully integrated with the online banking service.

The purpose of this document is to introduce you to the main features of the BT Ultra Mobile application.

First, the basic concept is explained, followed by a detailed description of the functionalities. Structure:

### **Chapter 2**

It describes the core functionality of the BT Ultra Mobile app, which aims to provide all the essential items of the online banking suite.

### **Chapter 3**

It describes the mobile device and the user initialization for the use of the application, login/logout, account and user settings, as well as the user interface and common functions for general data and record presentations.

### **Chapters 4 and 5**

They describe cash management functions and key data (i.e. partners, currencies and accounts).

### **Chapter 6**

It describes the functions to enter, edit and manage payments, batch payments and to upload files using the specific import interface.

### **Chapter 7**

It describes the functions to download bank statements and to edit and manage messages to and from the bank.

### **Chapter 8**

It describes specific signing functions that allow for signatures to be applied directly from the mobile app, eliminating the need to sign with a physical token.

### **Chapter 9**

It describes the application's security features, such as the use of biometric protection or the change of password.

## 2. Main Functionalities

## 2.1 Solution Design

BT Ultra Mobile is a native smartphone application that provides you with a fast and secure solution to manage your organization's specific banking activities, anywhere, using your smartphone or another mobile device.

## 2.2 Functionalities

Using the latest open development standards, the BT Ultra Mobile app is developed for iOS and Android and available from the relevant stores (Apple Store, Google Play).

The solution combines access to a set of banking services with the use of additional features of native mobile devices, such as: contacting the bank directly via a phone call or e-mail.

BT Ultra Mobile gives you all the features you need to make decisions in a short time, from anywhere. Transparent and easy to use, the application will simplify the way you work, providing you with the same login credentials used in BT Ultra Web.

Provided as an add-on to BT Ultra Web, the application fully utilizes all the security features already implemented in this solution. Firstly, this means that there is no risk in accessing sensitive information, as the data always remain on the bank's platform and the transaction data are never stored on the mobile device.

Additionally, the authentication and authorization procedures are fully aligned with the bank's agreed and approved policies.

In fact, you can work with your internet banking and mobile app in parallel using the same authentication method. Popular options include unique passwords combined with a signing option - Challenge Response and TAN-based solutions such as Mobile-TAN, Card-TAN and the BT Sign app - depending on the specific authentication method.

## 3. Quick Start

Below you will find some useful information that will help you become familiar with the interface of the BT Ultra Mobile app.

Once you have take the steps for the initialization and login process, you will find the specific functionalities of the user settings, the individual elements of the interface - the main menu, the quick menu bar, the virtual views and the context menus.

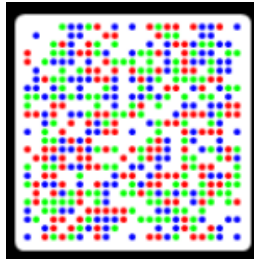
In addition, we will inform you about the most common data overview features - statements/transactions. The following chapters will also provide relevant information of the BT Ultra Mobile application in terms of cash management, payments and account management, payers, payees.

### 3.1 Initialization

There are 2 ways we can go through the initialization process. On the one hand, we can initialize via the application installed on your mobile - an approach we will generically call "mobile first", or, we can initialize via the BT Ultra Web application - which you access from your desktop - an approach we will generically call "dekstop first".

#### 3.1.1 Mobile First

Before you start the initialization process, you will receive a QR Code Letter, which will contain the QR-code required for the initialization. See the example below:



The initialization process will be performed when you have identified the device (mobile phone) that will be used for authorization. In this version ("mobile first") - the initialization is done only via the BT Ultra Mobile app using the BT Sign functionality. The desktop version is not necessary in this case. The process is described in the image below:

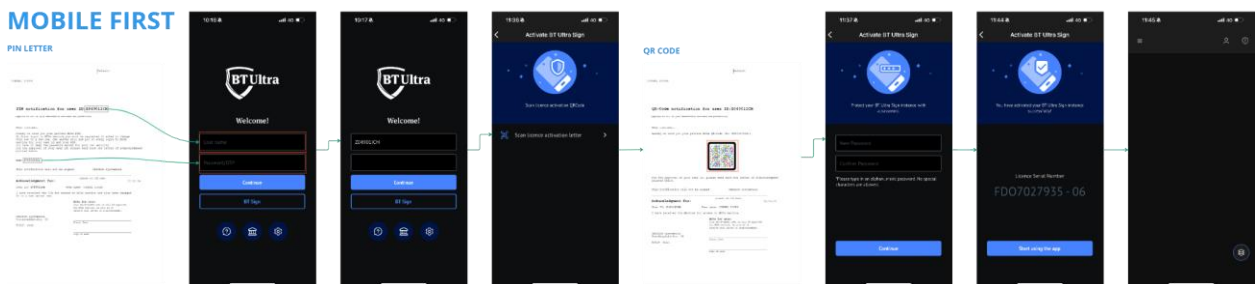
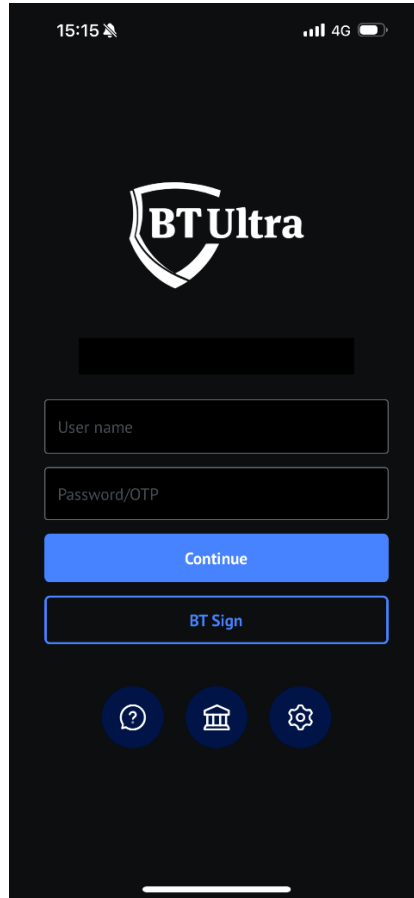


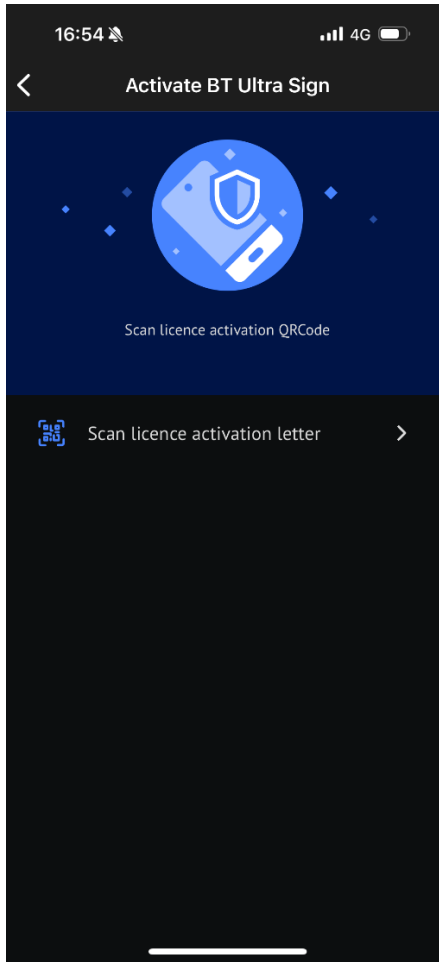
Fig.1 BT Ultra Mobile initialization process

To initialize the BT Ultra Mobile app and the BT Sign functionality, you need to:

1. Log into the application installed on your mobile with the User ID and PIN communicated via the initialization letter received by email, then select the Continue option



2. You will now be prompted to log in to scan the QR Code you received by email. To do this you will need to allow access to the camera of the mobile phone/device on which you want to initiate this process



3. Scan the QR Code to get the activation code. At this point a connection will be established with the bank's server through which you will obtain this code.
4. If the scan was successful, you will need to set a local password for BT Ultra Mobile/ BT Sign to prevent any unauthorized access to this application

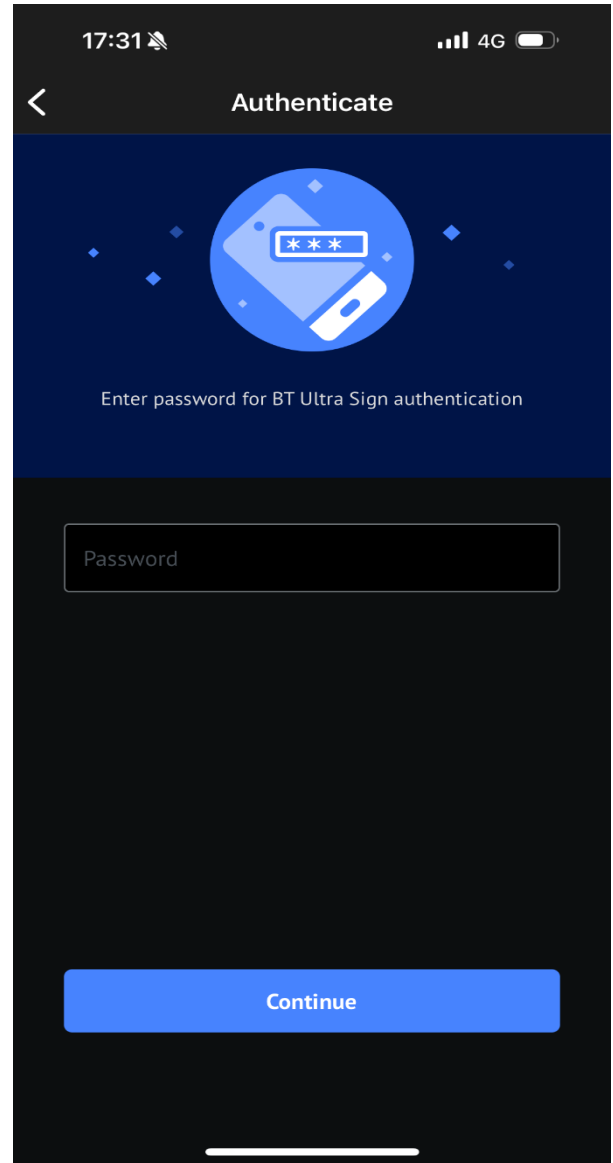
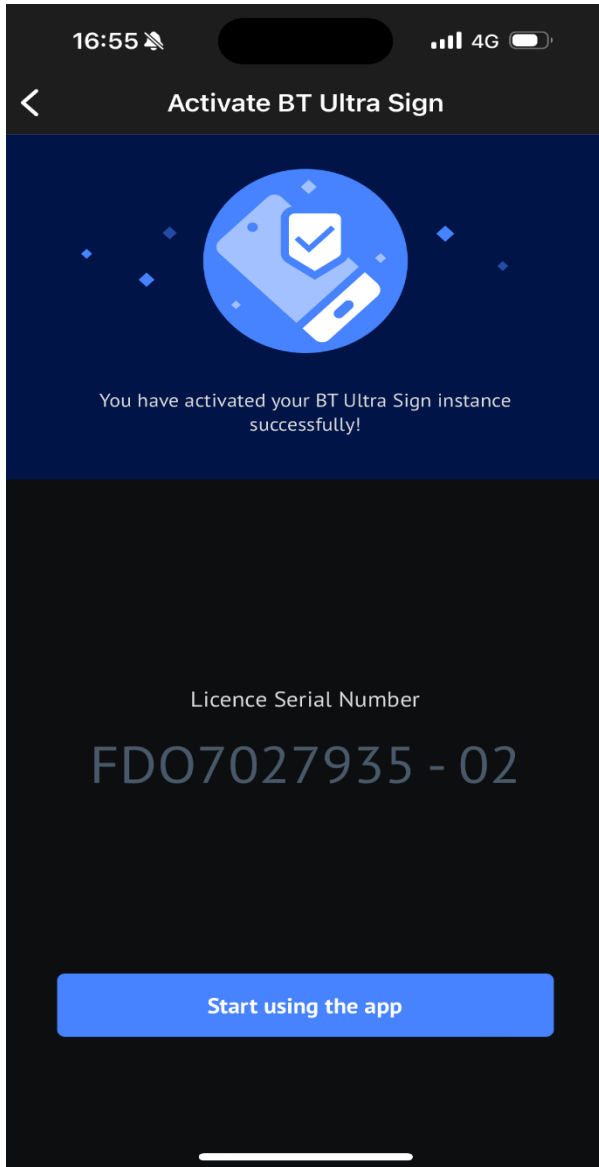
\*Please remember this password, as you will need it for further authorizations within the application

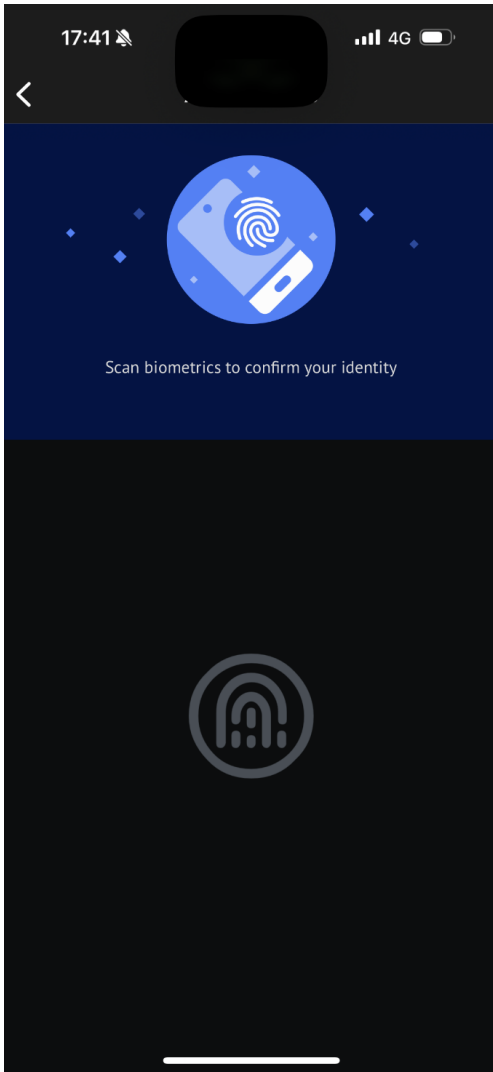
#### Additional Info

If the mobile device supports a digital fingerprint (Touch ID) or facial recognition (Face ID) and this feature is enabled for the BT Ultra Mobile/ BT Sign application, the user will only need his/her fingerprint/face to log in and sign actions. This will avoid having to remember the locally set password.

5. Once this process is completed, a window will inform you that the activation/initialization has been successful and you can start using the application by tapping on "Start using the application" and

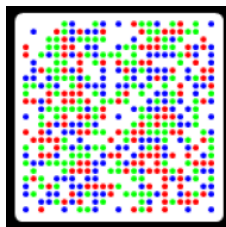
then log in with the User-Id and the locally set password (fingerprint or face-id if you chose one of these biometric recognition methods).





### 3.1.2 Desktop First

Before the initialization you must make sure that you have received the QR Code and PIN letter from the bank. The QR Code will contain the qr to be scanned in order to start the initialization process. See the example below:



The initialization process will be performed when you have identified the device (mobile phone) that will be used for authorization. In this version ("desktop first") - the initialization is done via the BT

Ultra Web & BT Sign application (a functionality integrated with BT Ultra Mobile). The process is described in the image below:

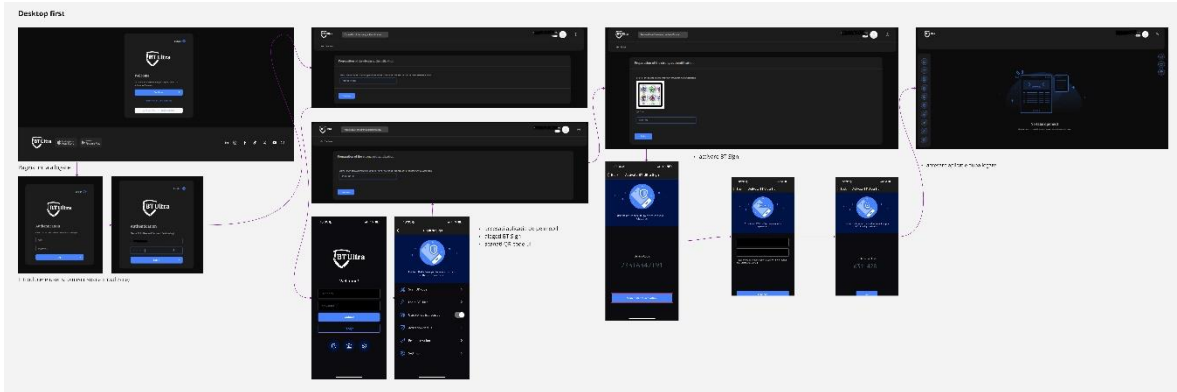
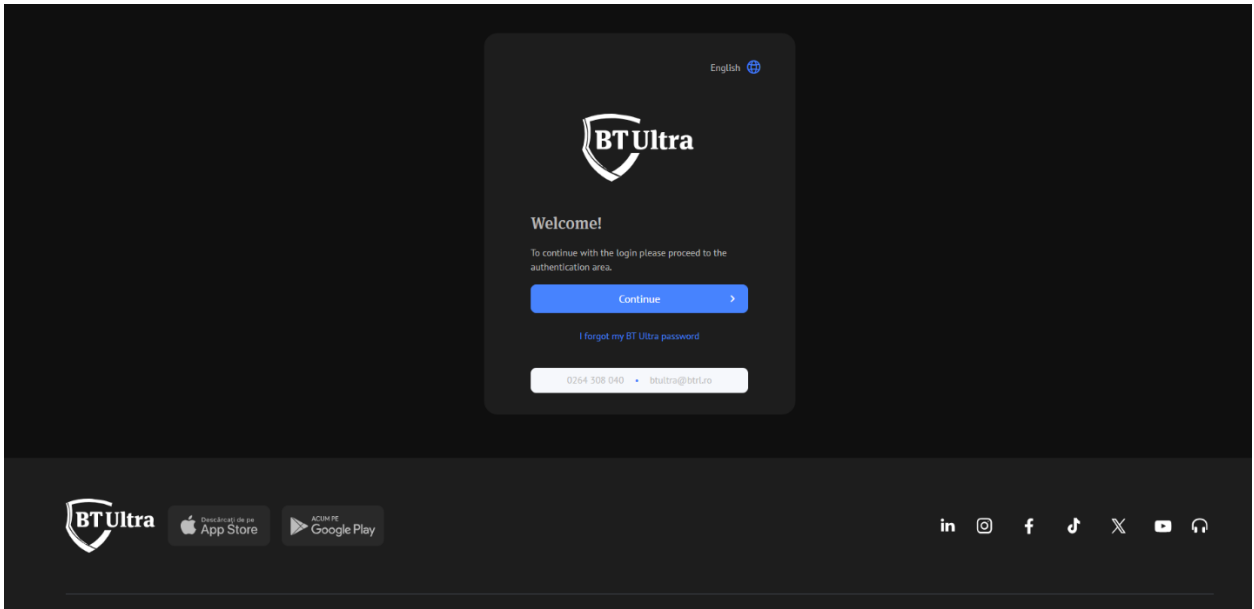
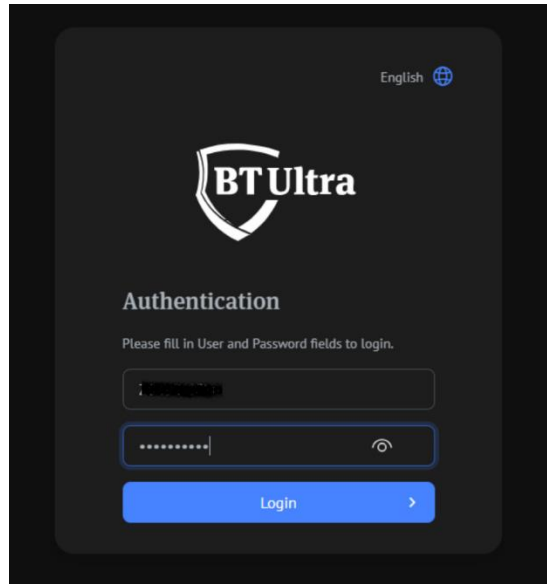
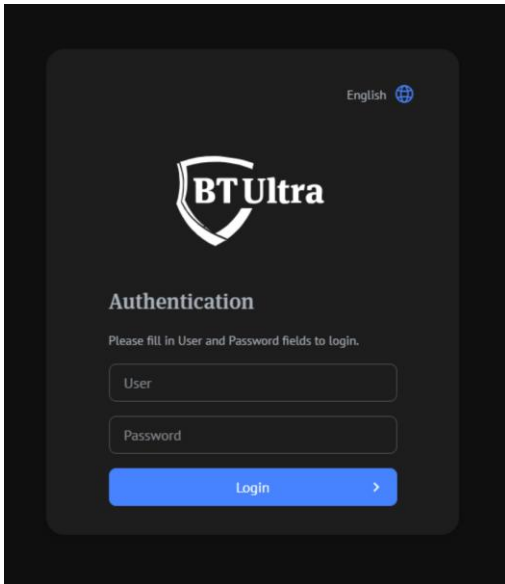


Fig.2 BT Ultra Web + BT Sign initialization process

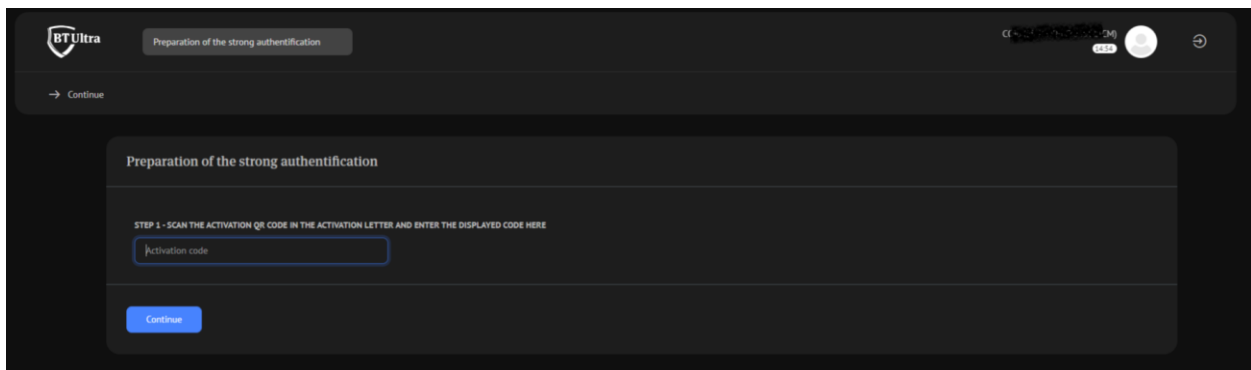
To initialize the signing functions of the BT Ultra Mobile app you need to:

1. Log in to the desktop version of BT Ultra Web:

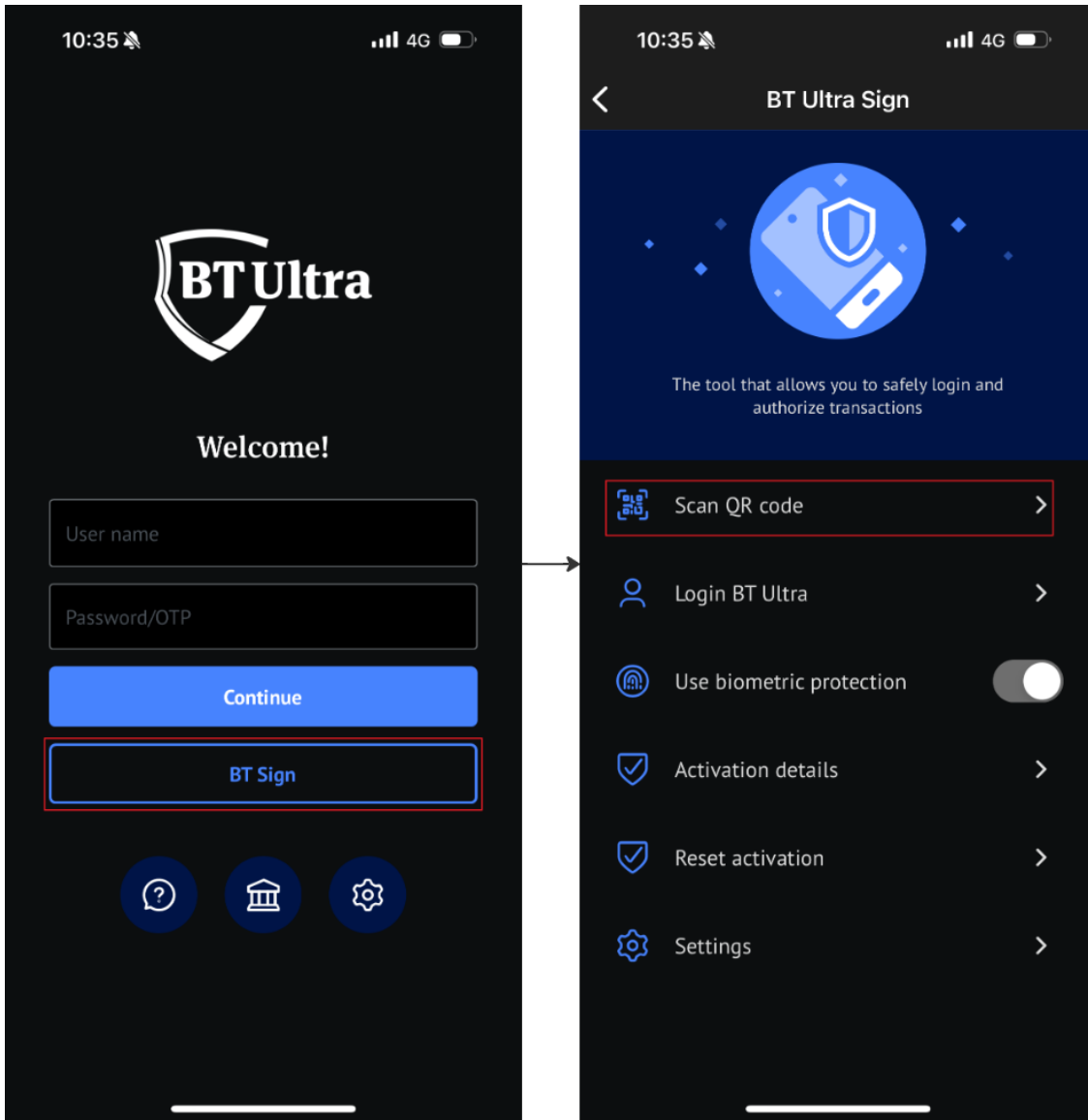




2. Within the application you will be asked to scan the QR Code received from the bank



3. From the application installed on your device: BT Ultra Mobile, select the BT Sign option, then scan the QR Code received from the bank



4. You are now shown a license code for the BT Sign application and, in the next step, you will have to activate this application by setting a local password - alphanumeric characters only, special characters are not allowed.

10:35

4G

< Back    Activate BT Ultra Sign

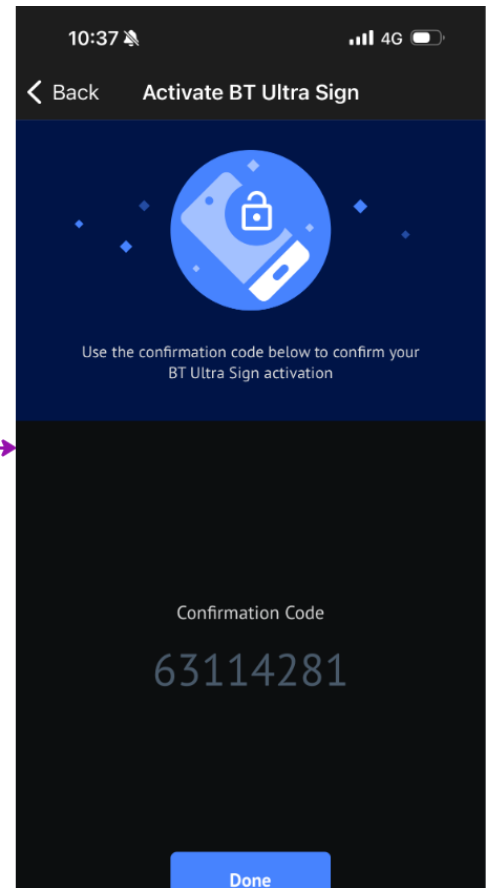
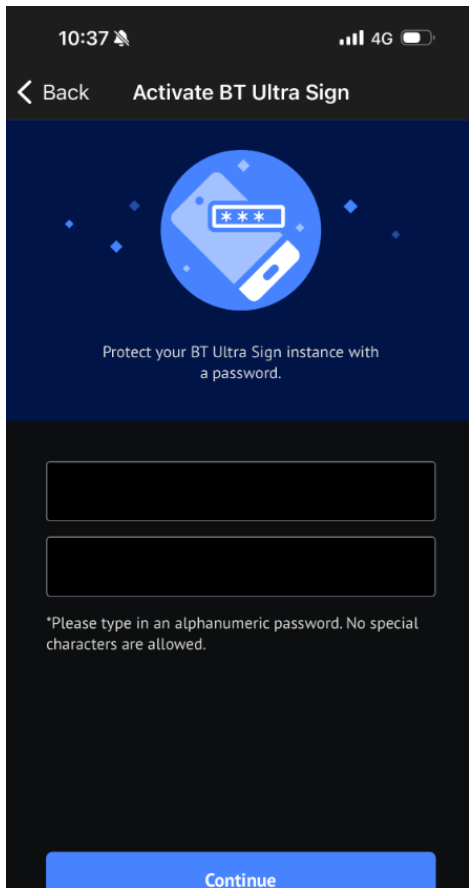


Use the device code below to activate your BT  
Ultra Sign

Device Code

23316342191

Scan instance activation

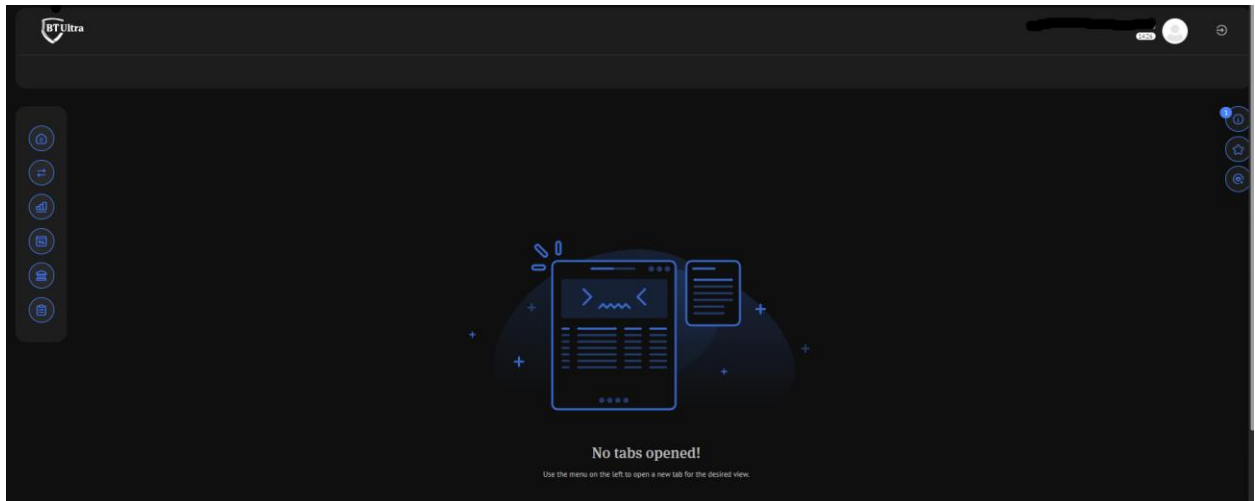


5. \*Please remember this password, as you will need it for further authorizations within the application

#### Additional Info

If the mobile device supports a digital fingerprint (Touch ID) or facial recognition (Face ID) and this feature is enabled for the BT Ultra Mobile/ BT Sign application, the user will only need his/her fingerprint/face to log in and sign actions. This will avoid having to remember the locally set password.

6. Once the BT Sign functionality is activated, you will be redirected to the main application screen:

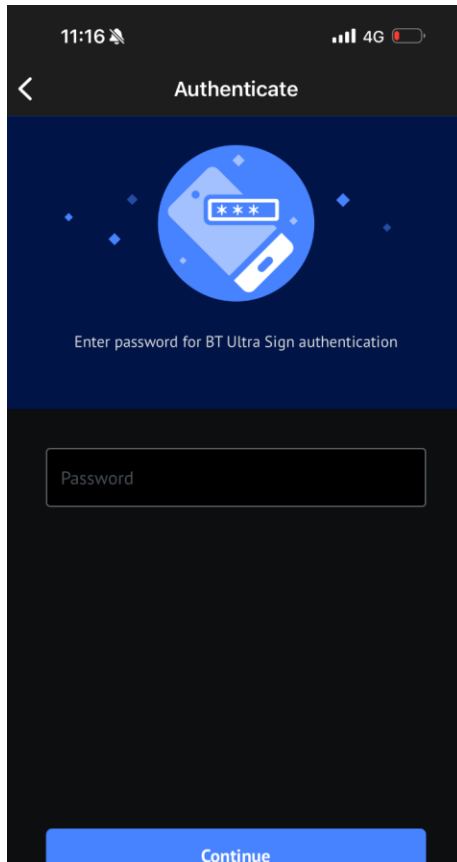


For subsequent logins, you must use the User ID communicated in the initialization letter and the BT Sign that you access from the general content of the BT Ultra Mobile application - from the device you are using.

### 3.2 Login

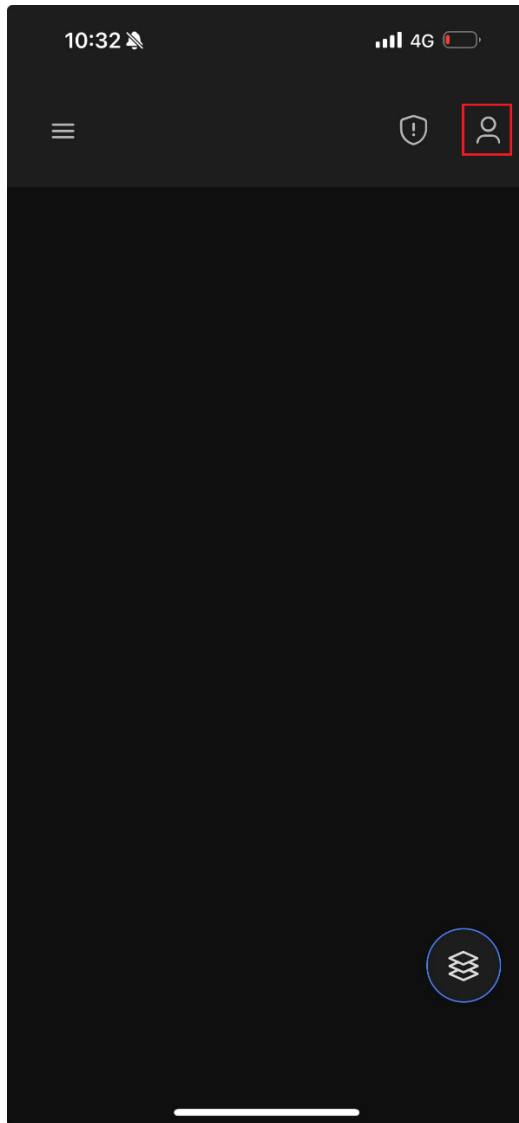
To log in you will need to open BT Ultra Mobile on the device on which you want to use the application. You will then need to enter the BT Sign password that you defined in the initialization step.

\*If you have defined biometric data as an authentication method, the login process will be made easier by using the Touch ID or Face ID.

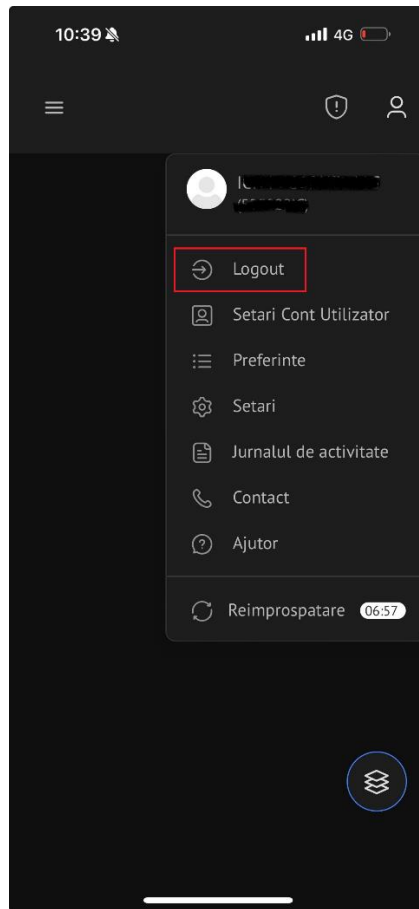


### 3.3 Logout / User Settings

Selecting the user icon will open a menu with the user information, user settings and the Logout option:



To log out of the application, you can select the Logout option:



The other features in this section allow you to control various aspects of your access to BT Ultra Mobile and to define individual user interface settings:

- User Account Settings
- Preferences
- Settings
- Activity log
- Contact
- Help
- Refresh

### 3.3.1 User Account Settings

In the User Account Settings menu you can find different options to manage your user account(s) on your mobile device:

- Activate another device

### 3.3.1.1 Activate Another Device

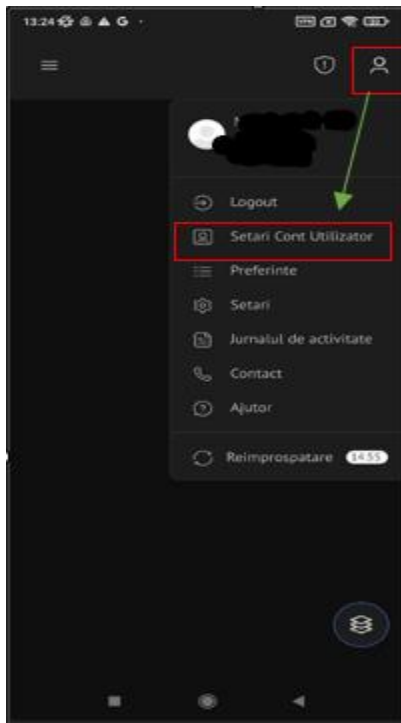
If you wish to use more than one mobile device to log in to BT Ultra, you can do so by using the 'Activate another device' option in the 'User Account Settings' menu.

Activating the BT Ultra app on another device involves a few simple steps, some of which are carried out on the device on which the app is already active, and some on the device on which we want to activate the app. To make the activation steps as easy to follow as possible, we will generically use the terms:

Device 1 - the device on which the BT Ultra Mobile app is already active.

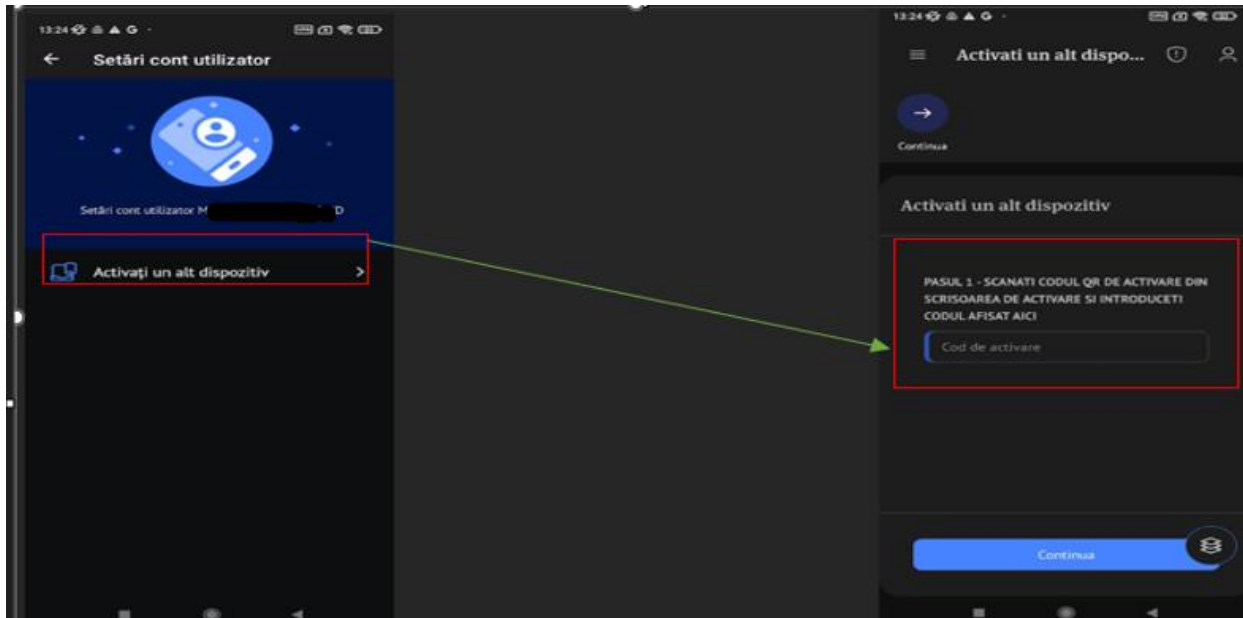
Device 2- the device on which we want to activate the BT Ultra Mobile application.

To start the activation process, first, tap on the icon in the right corner, and then on the "User Account Settings" menu on Device 1.



Device 1

The "User Account Settings" menu will display the option: "Activate another device". Tap on this option, and Step 1 of the activation will be displayed.



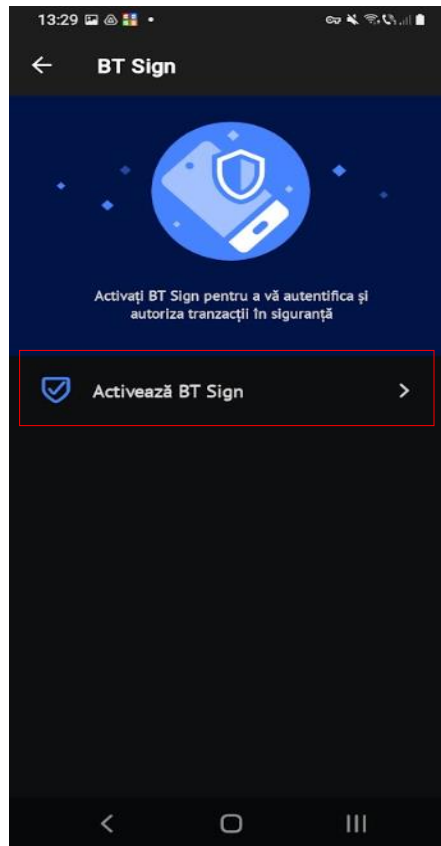
Device 1.

The open the app on Device 2, and on the main screen tap the "Activate BT Sign" button



Device 2

Next, the BT Sign activation initialization screen is displayed; tap on the "Activate BT Sign" button



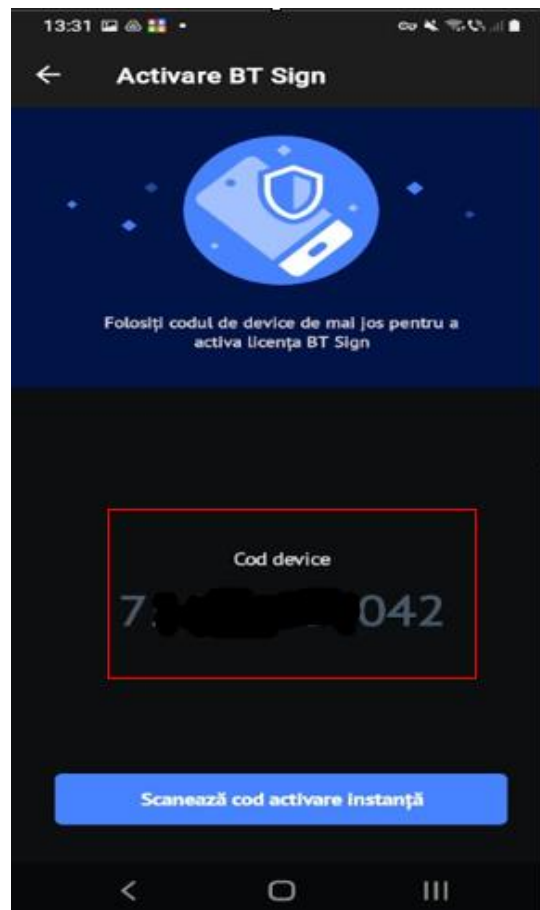
Device 2

The app will open your phone's camera which works similar to a QR code scanner (grant the necessary permissions, if they have not been granted upon the installation).

Using the camera of your Device 2, scan the QR code displayed in your user's initialization letter.

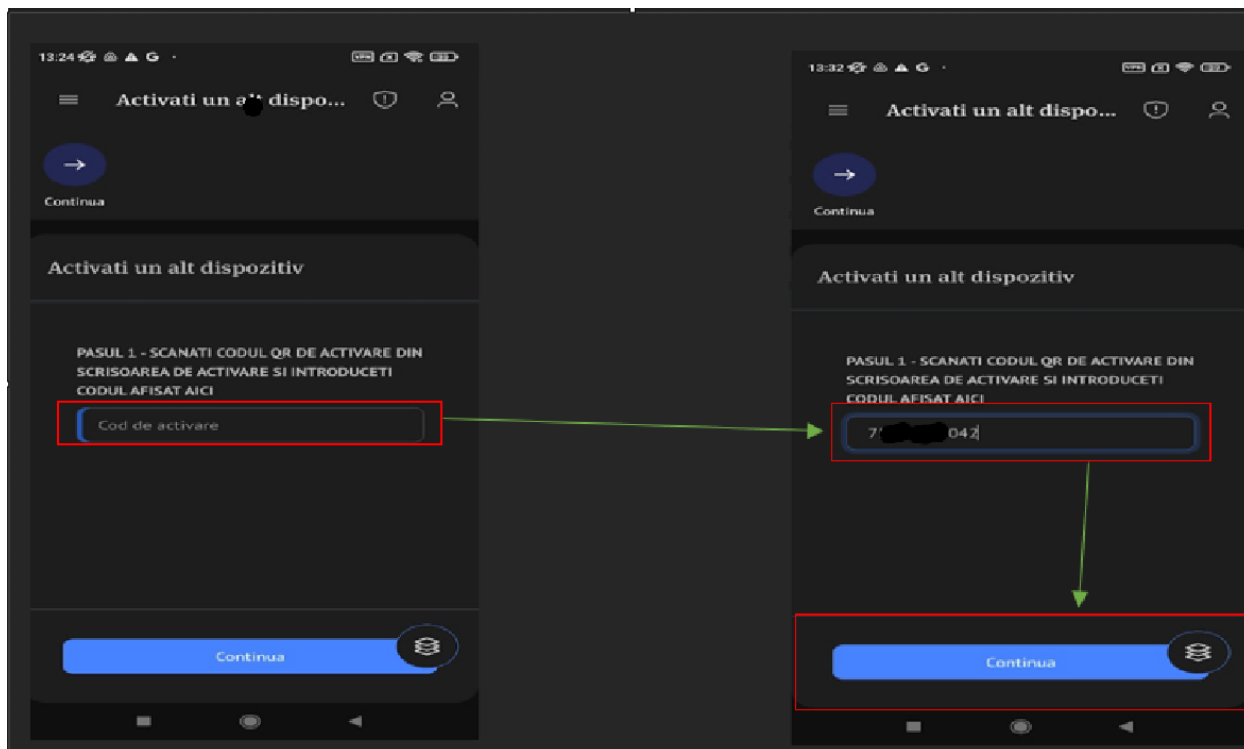


After scanning the QR code, a device code is displayed on the screen of Device 2, similar to the image below:



Device 2

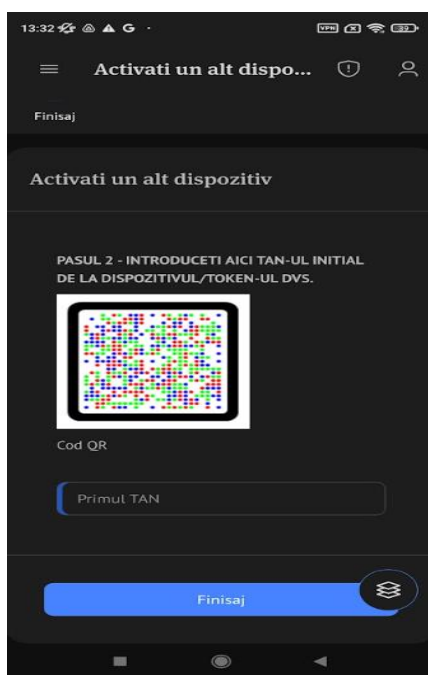
This code must be entered in Activation Step 1, displayed on Device 1.



Device 1

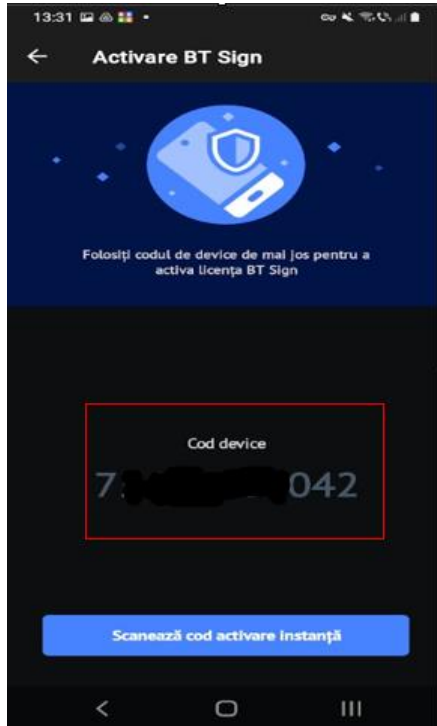
Once the device code displayed on device 2 has been entered in the "Activation code" field displayed on Device 1, you will continue on this device by tapping the "Continue" button.

This will display step 2 of the activation: "Enter the initial TAN from your device/token here"



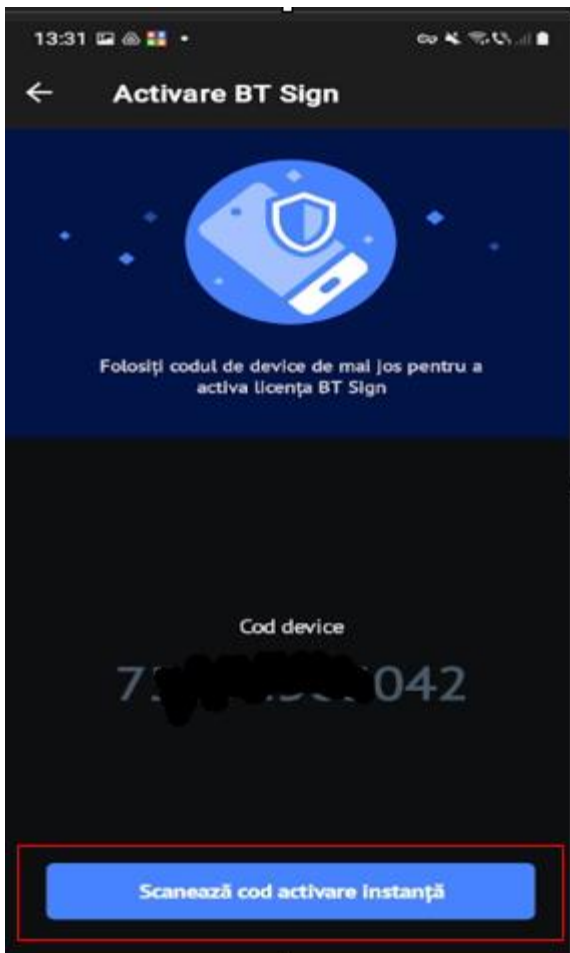
Device 1

In this step, you return to Device 2, where the displayed screen is:



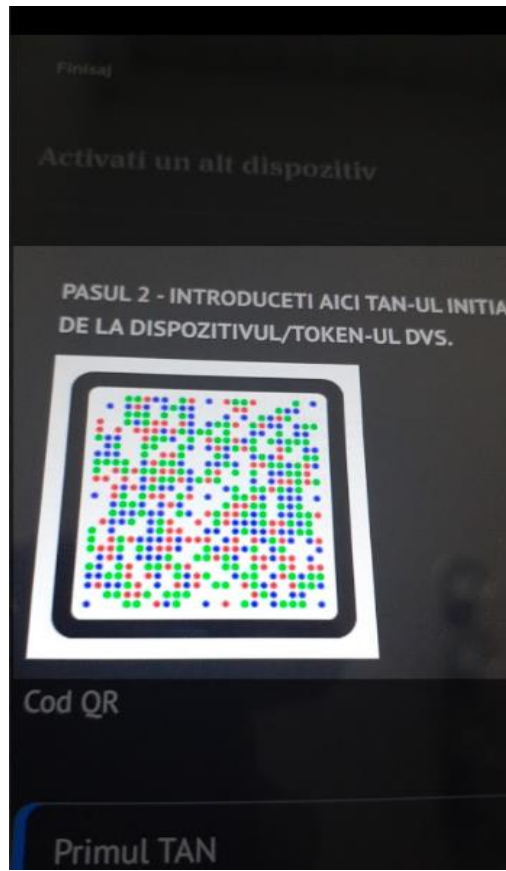
Device 2

Then tap the "Scan license activation code" button.



Device 2

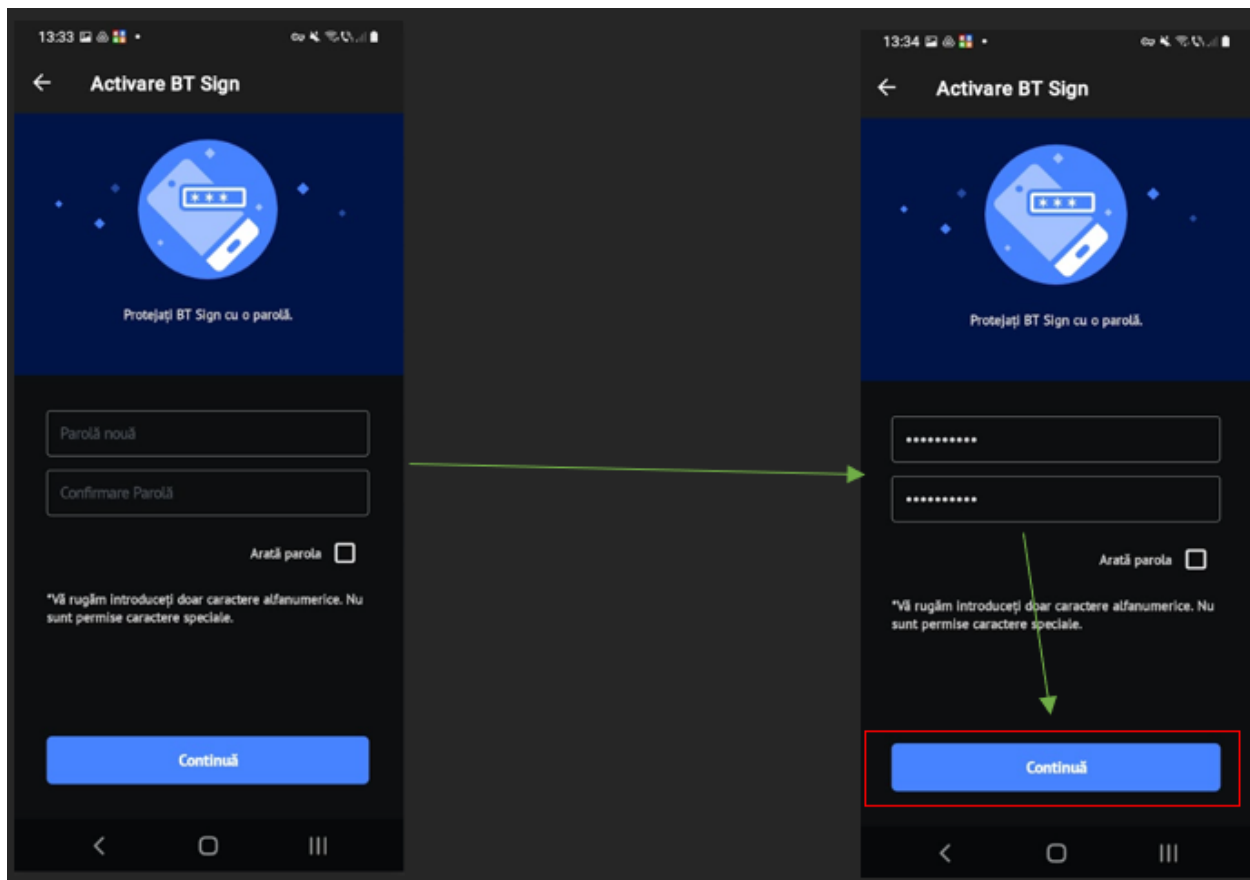
Next, the phone's camera opens for you to scan the QR code displayed in step 2 on Device 1.



Device 2- scanning the code displayed on Device 1

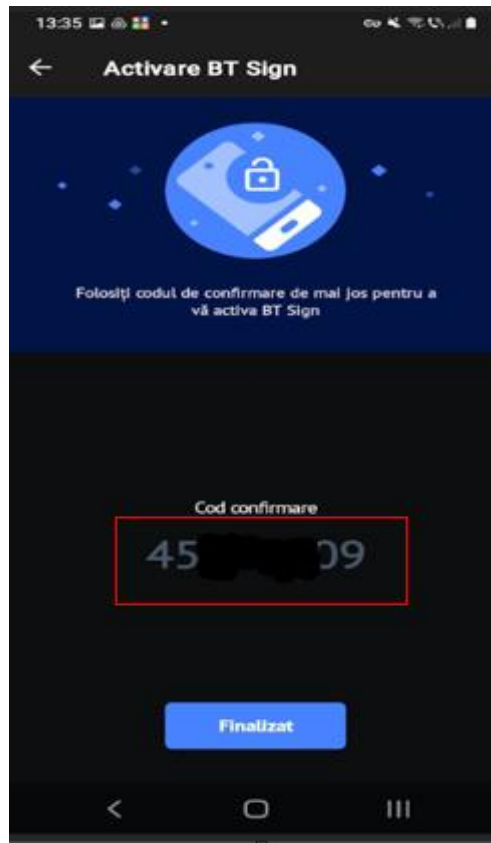
Once the QR code displayed on Device 1 is scanned, you will be redirected to the "Activate BT Sign" page on Device 2.

In this screen you will enter your BT Sign password, used to sign transaction authorizations. Of course, the authorization via biometrics (Face ID/Touch ID) can also be enabled on the second mobile device.



Device 2

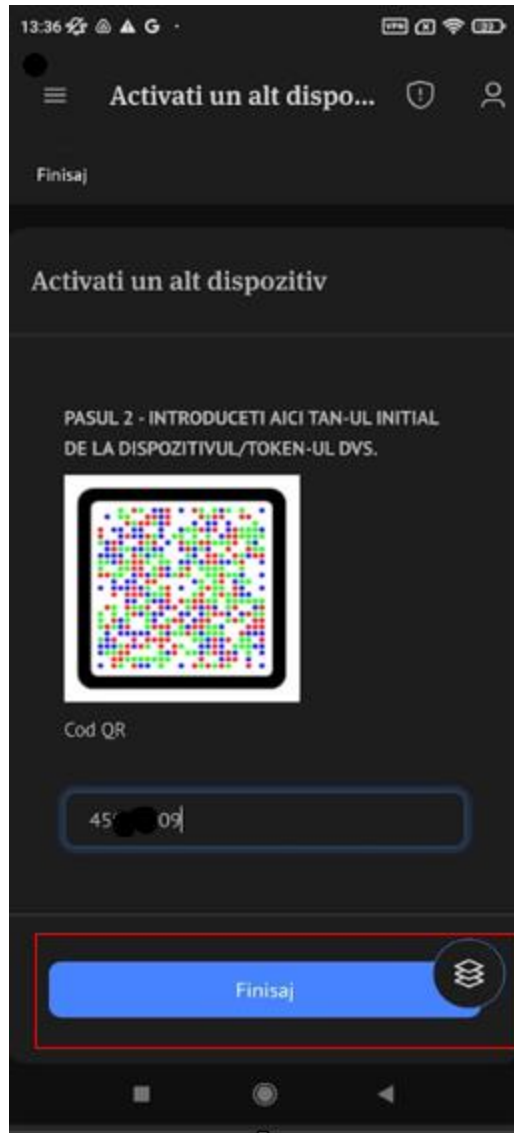
Please fill in the "New password" and "Confirm password" fields and then click the "Continue" button. Next, you will receive a confirmation code on your Device 2 screen.



Device 2

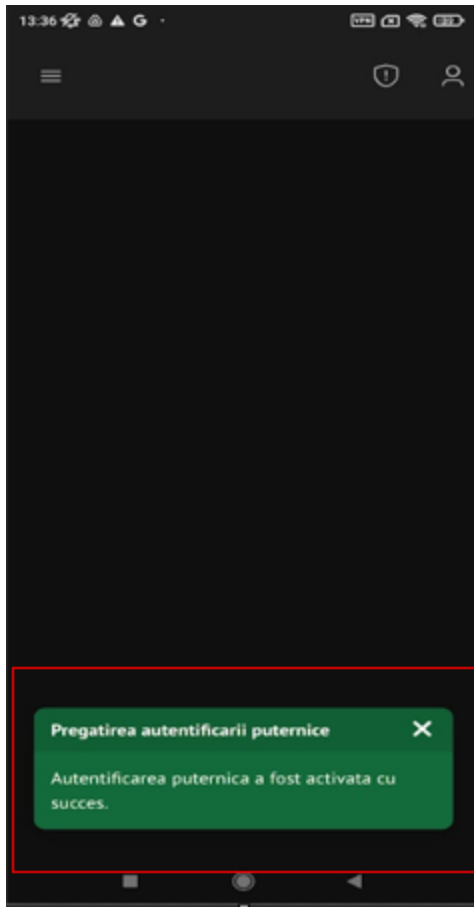
When the code is displayed, you return to Device 1 and enter the displayed code, as shown in the image above.

The screen of Device 1 screen will display:



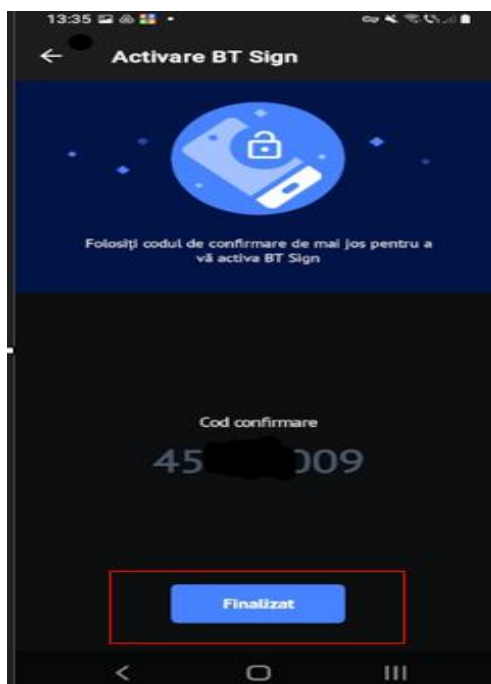
Device 1

The last step on Device 1 is to tap the "Finish" button. After this action, you will see a confirmation message as below



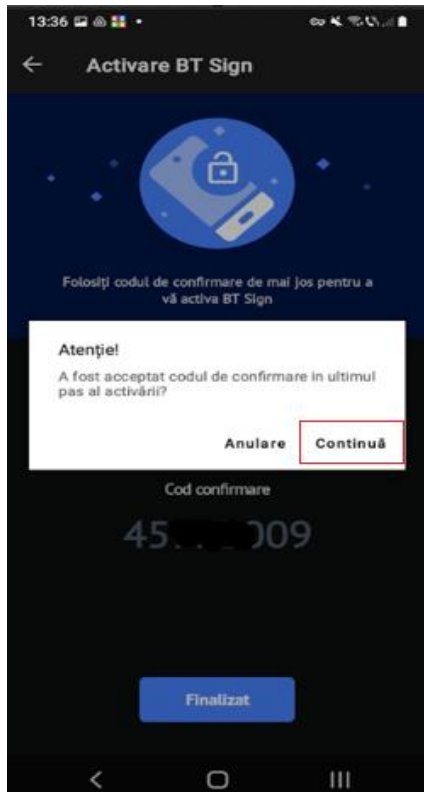
Device 1. Finishing the activation process

Return to device 2 to complete the final steps. Click the "Finish" button.



Device 2

The following message shall be displayed: "Attention" Has the confirmation code been accepted in the last step of the activation?". Tap the "Continue" option



You will receive a message confirming the activation of BT Sign and the assigned license number.

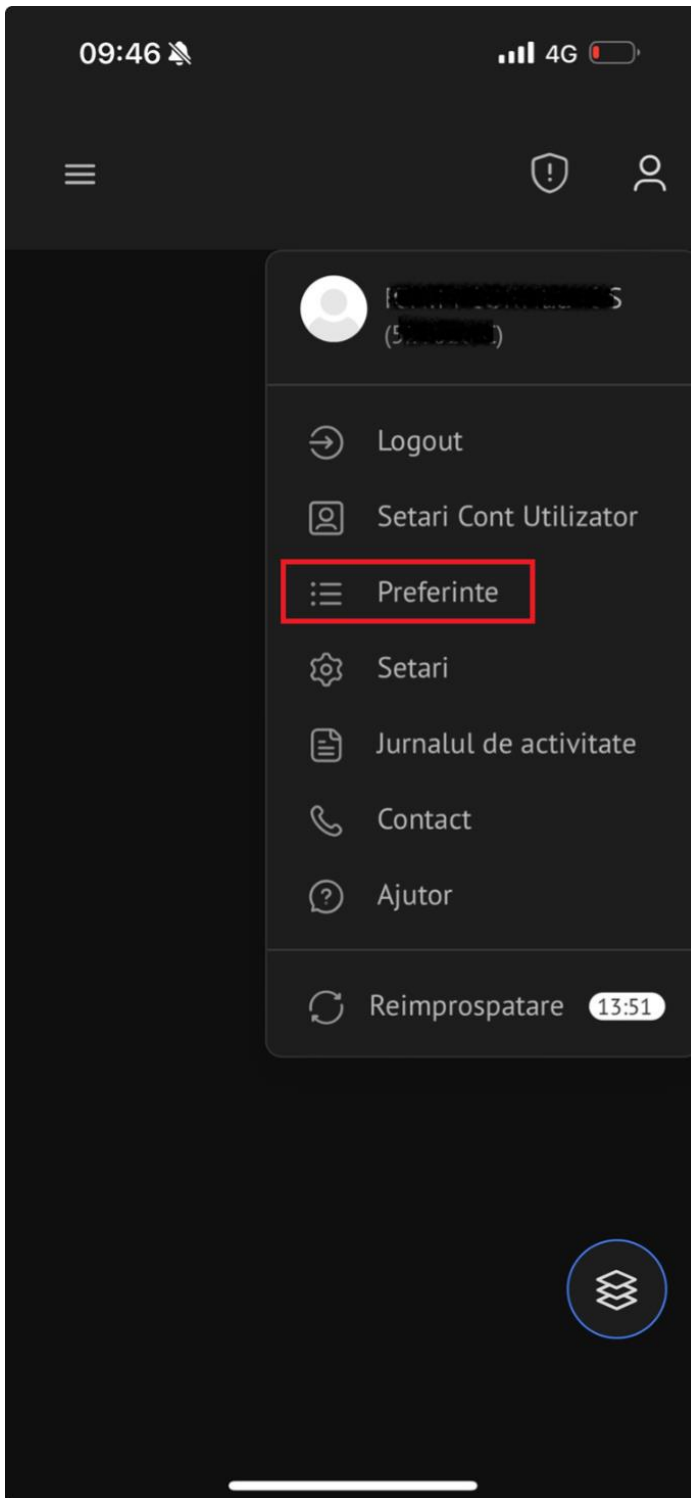


Device 2

You will now be able to log in with the same credentials on Device 2, as well.

### 3.3.2 Preferences

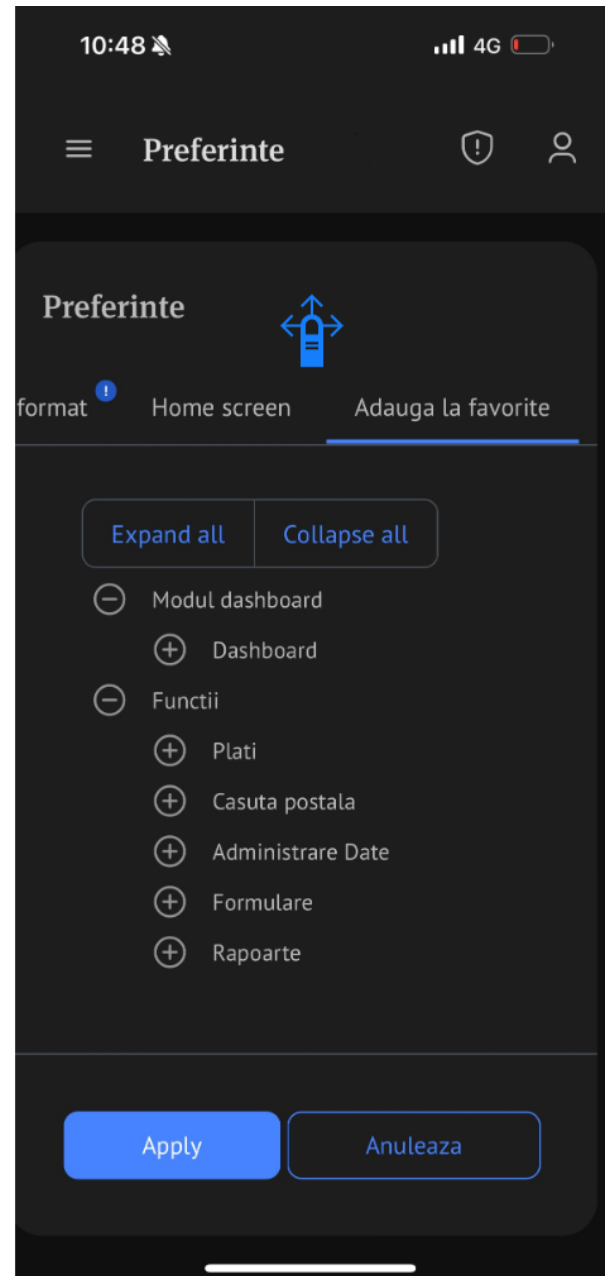
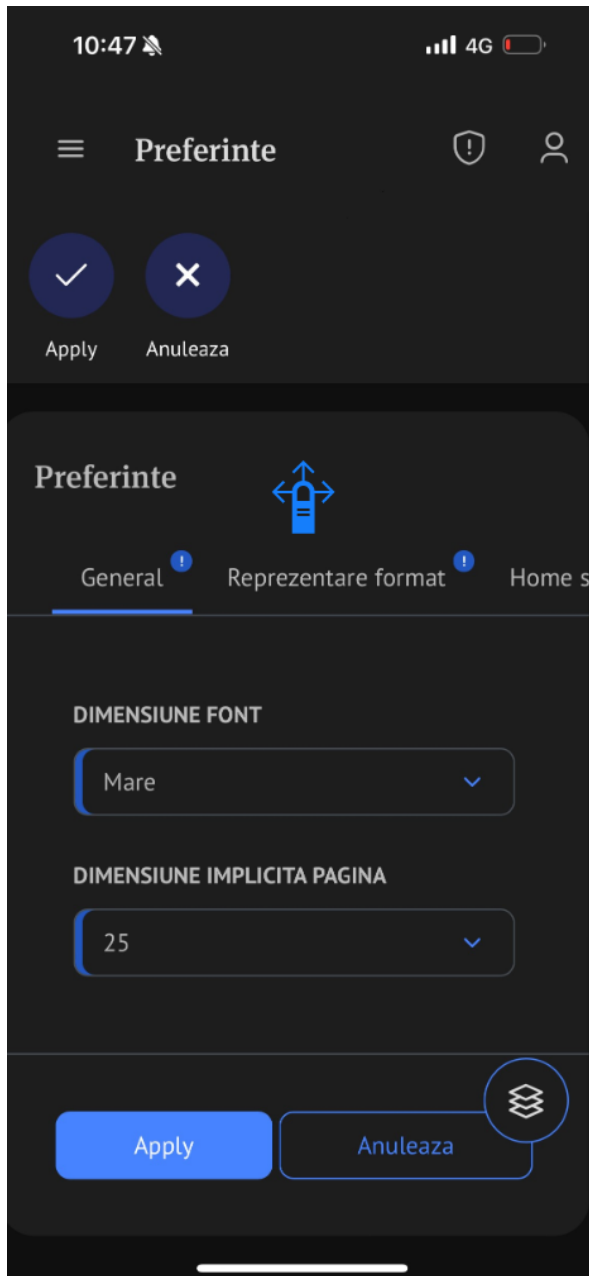
The Preferences feature gives you a wide range of options that allow you to customize the user interface to suit your needs.



From the Preferences tab you can swipe left - right to choose between different categories of interest:

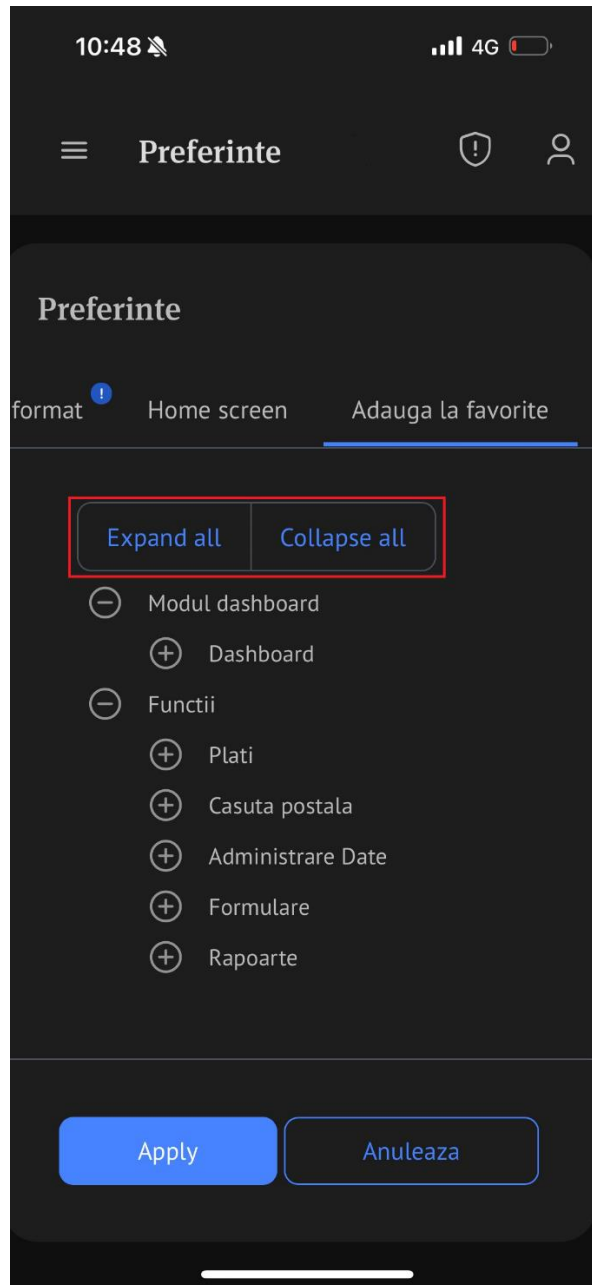
- General
- Format

- Home screen
- Add to favorites
- Filter
- Customize view
- Payment form



For some of the features you set, there will be a list of several options to define them. To expand the entries in a menu, you can use the "+" icon. To hide the entries in a menu you can use the "-" icon.

Use the "Expand all" option - to expand all the menus, and the "Collapse all" option - to collapse the view.



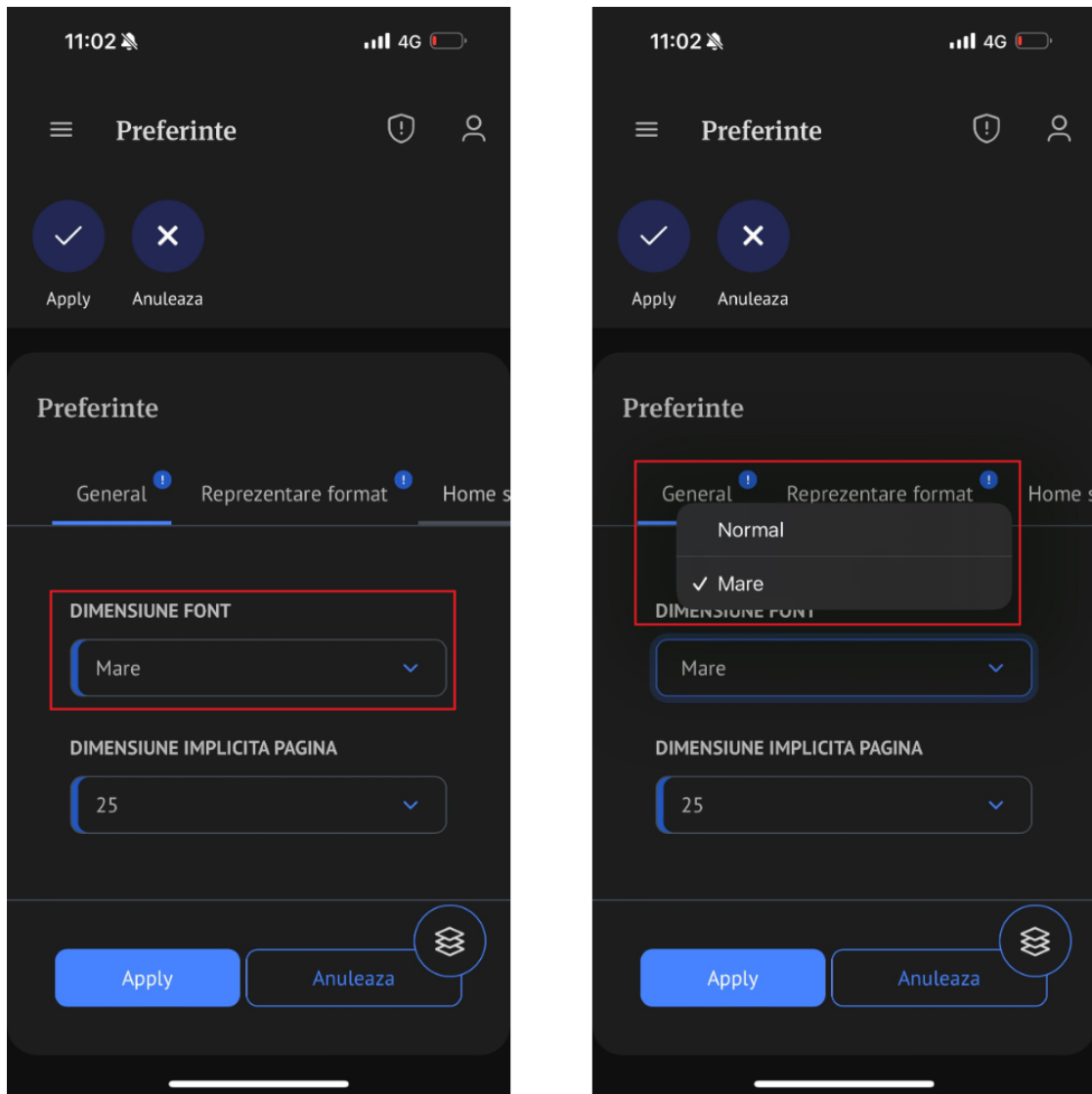
Once you have made the settings according to your preferences, select the Save option - in case you want to save everything.

If you want to cancel the changes - select the Cancel option.

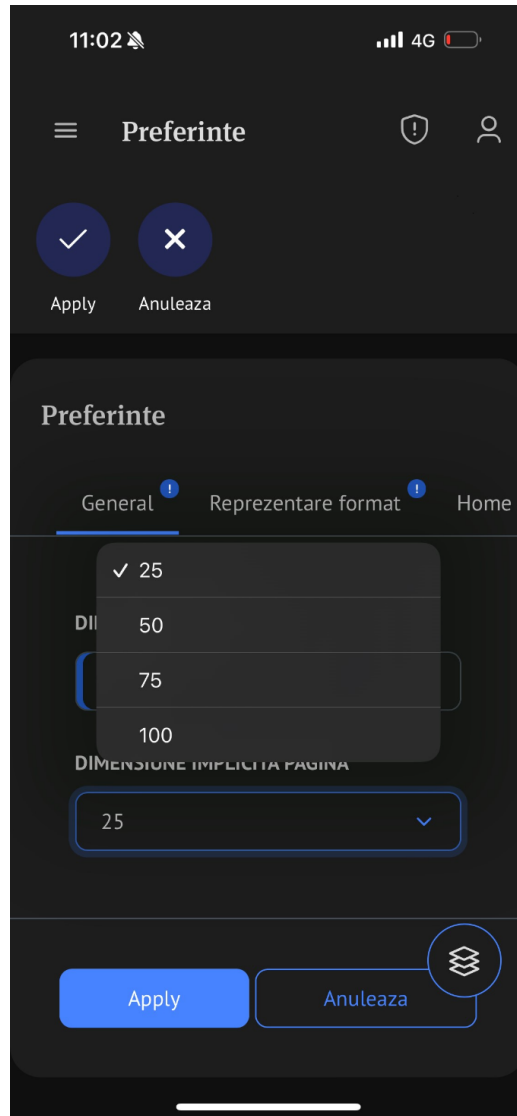
### *3.3.2.1 General*

In the General menu you can define the font size and the default page size (the number of entries that can be viewed on the same page).

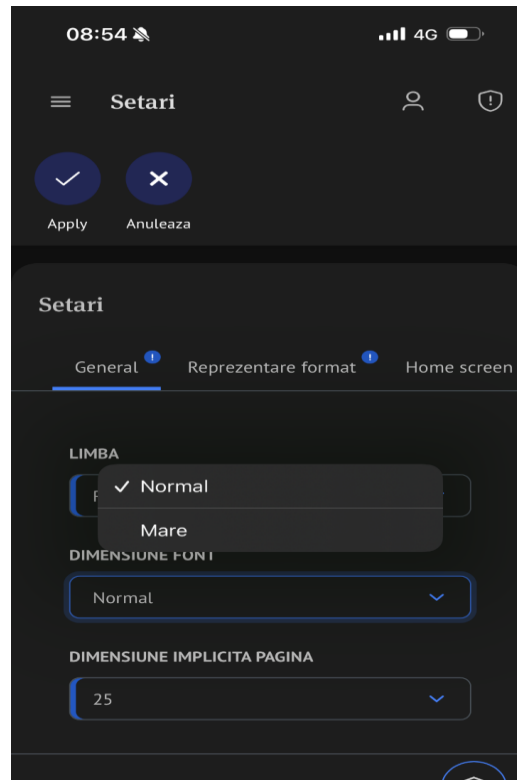
For the font size, you can choose between Normal and Large.



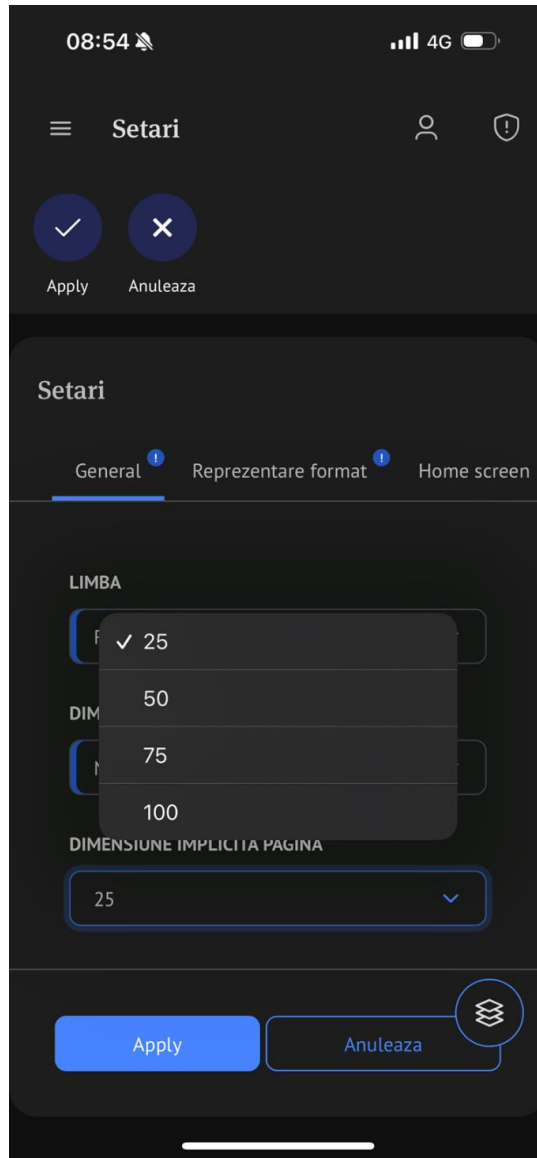
For the default page size, you can select the number of entries that will be displayed on the same page between: 25, 50, 75, 100.



### 3.3.2.2 Format

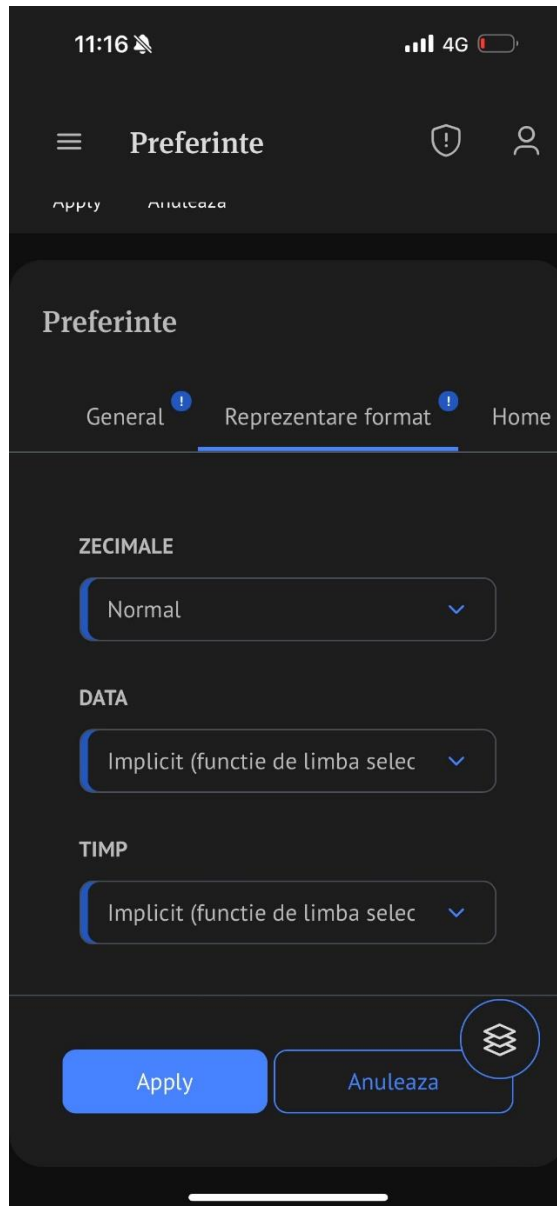


Use the "Default page size" parameter to specify the number of entries displayed by default. You can choose between "25", "50", "75" and "100" entries.



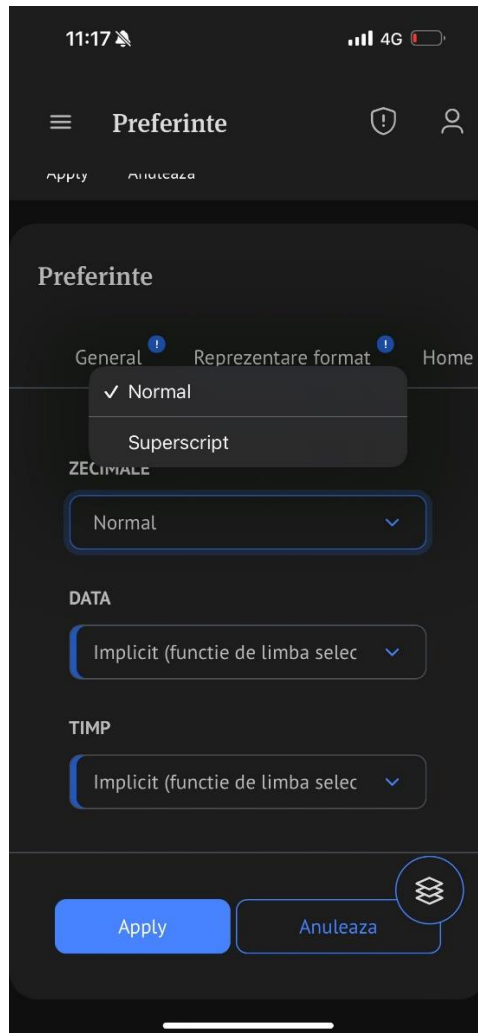
### 3.3.2.2 Format

Define your favorite formats for the display of decimals, date and time. Select the appropriate format from the lists, then confirm with Save.



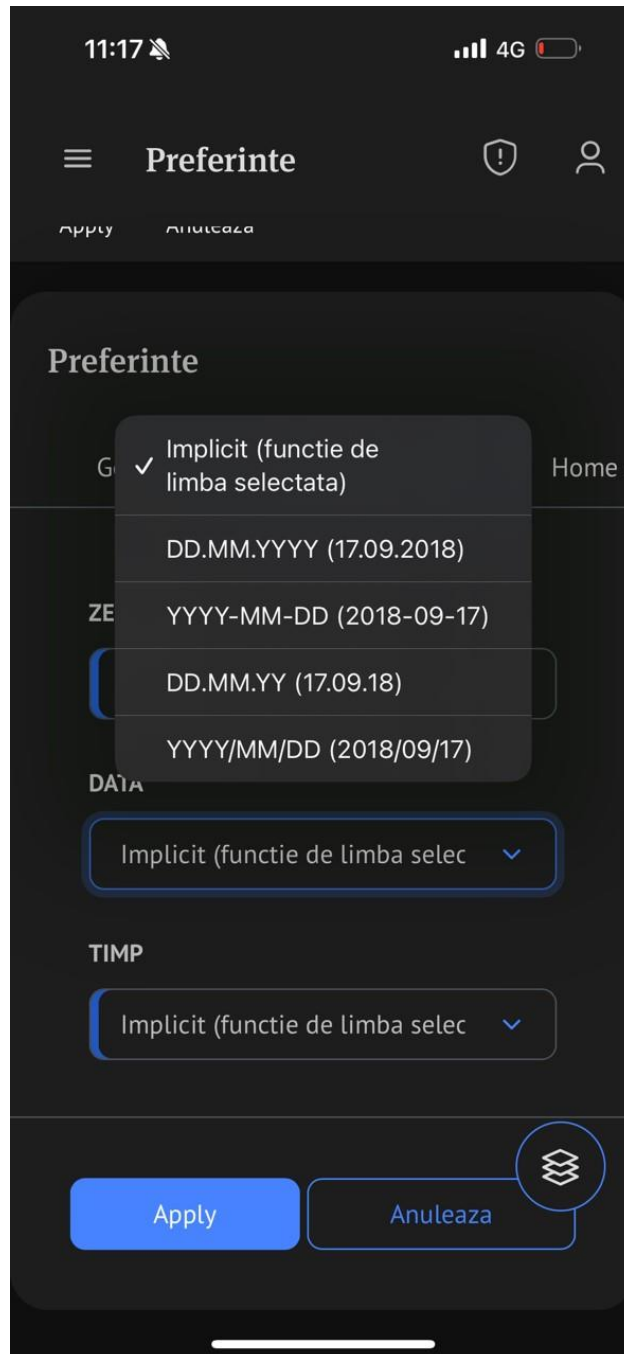
**Decimals** - you can select from:

- Normal - in this case the decimals will be displayed like this: 123456.67
- Superscript - in this case the decimals will be displayed like this: 123456.<sup>67</sup>



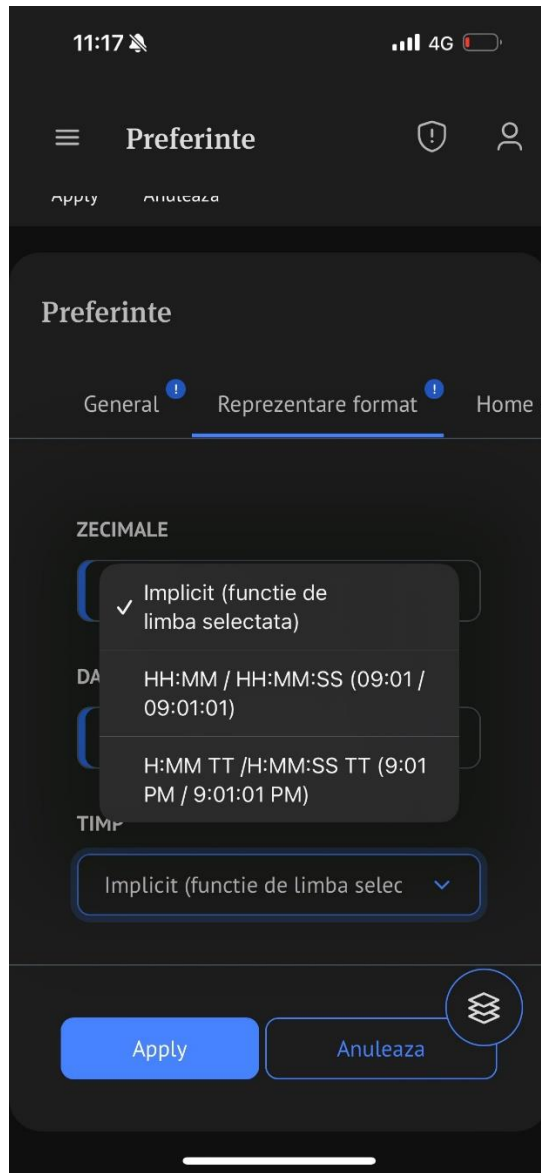
**Date**- you can select from:

- **Default** (depending on the selected language)
- **DD.MM.YYYY** ( in the form: 17.09.2021)
- **YYYY-MM-DD** (in the form: 2021-09-17)
- **DD.MM.YY** (in the form: 17.09.21)
- **YYYY/MM/DD** (in the form: 2021/09/17)



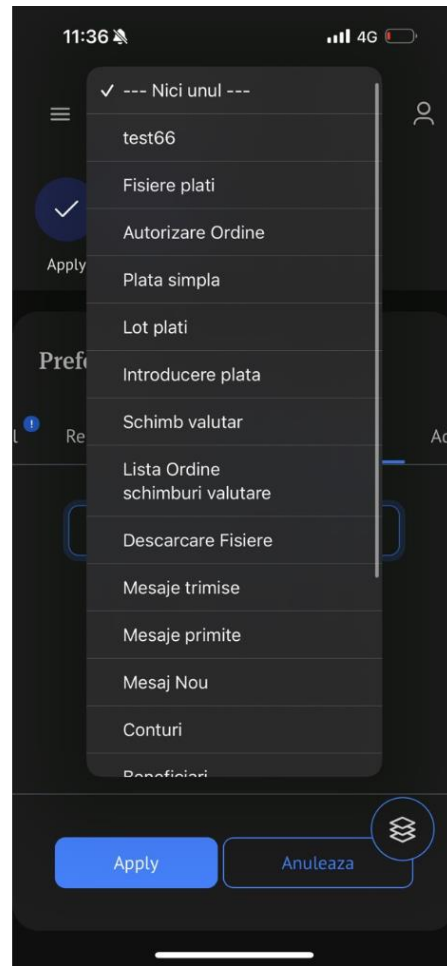
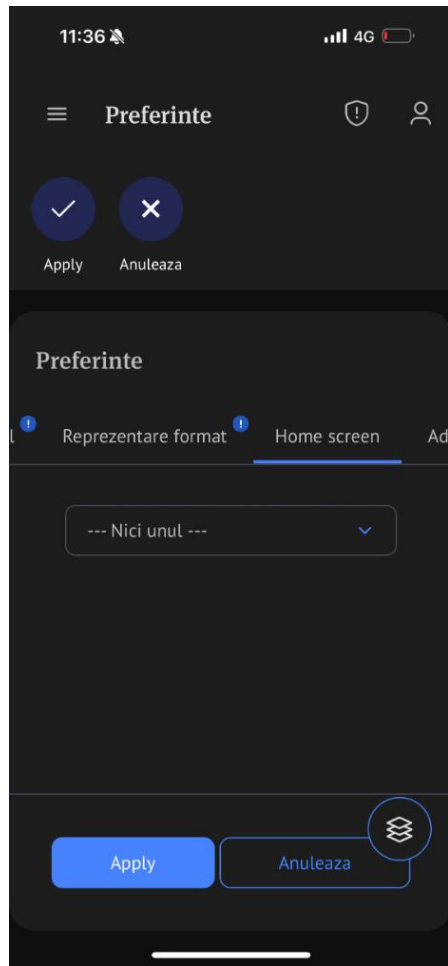
Time- you can select from:

- Default (depending on the selected language)
- HH:MM / HH:MM:SS (10:01 / 10:01:34)
- H:MM TT / H:MM:SS TT (9:08 PM / 09:08:43 PM)



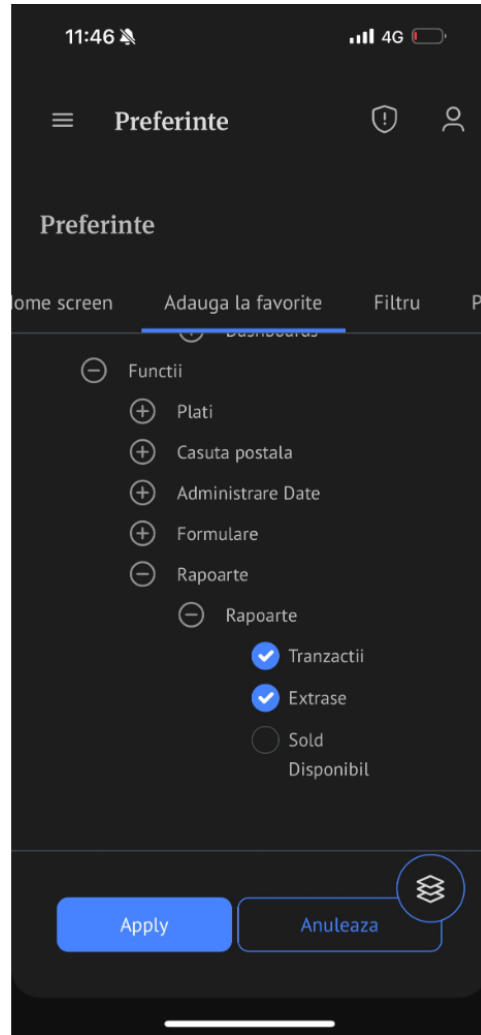
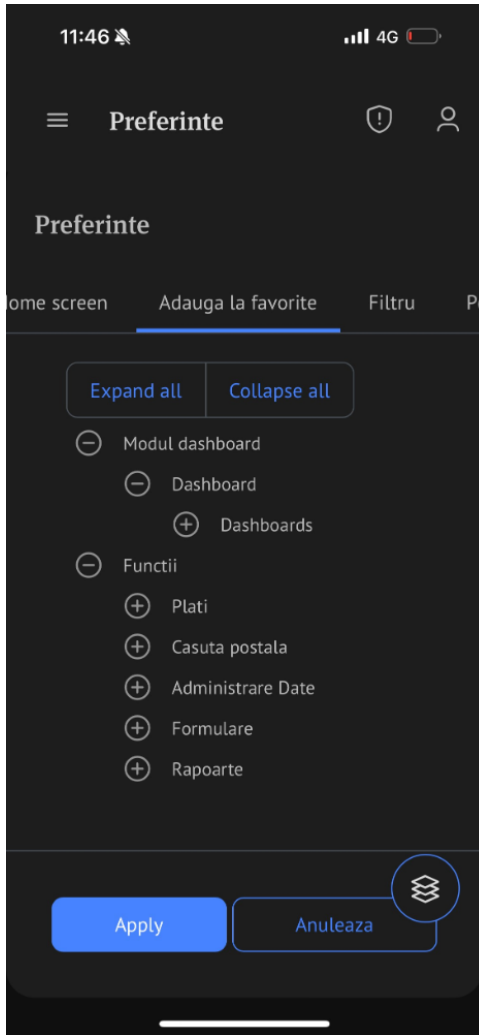
### 3.3.2.3 Display Upon Login (Home Screen)

Select the default menu which will be loaded at login and then displayed directly. Confirm your selection by choosing the Save option.

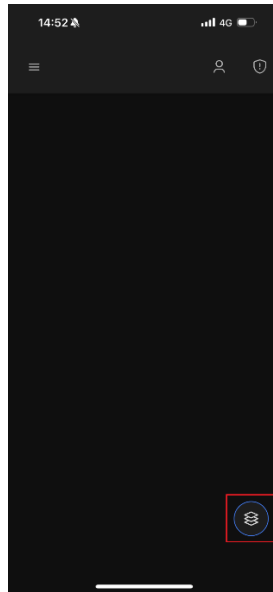


#### 3.3.2.4 Add to favorites

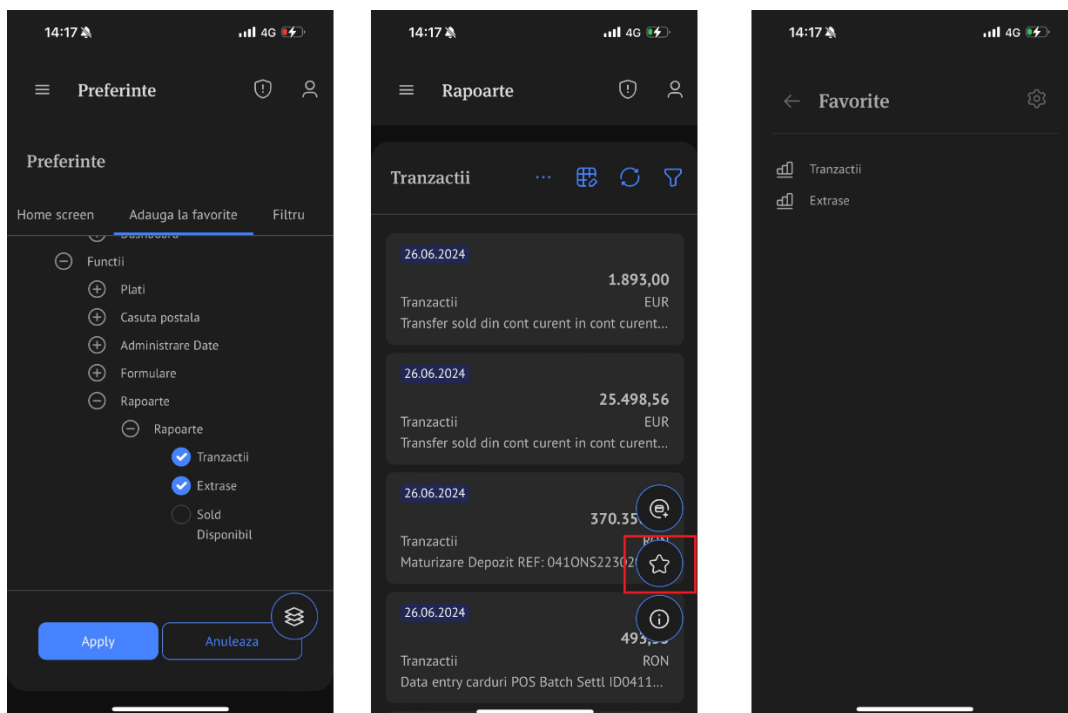
Select the menus you want to have available in your favorites, then select the Save option.



The options selected as favorites will be displayed on the right side (sliding panel that will be displayed by selecting the icon suggesting overlay menus - see the red frame below):

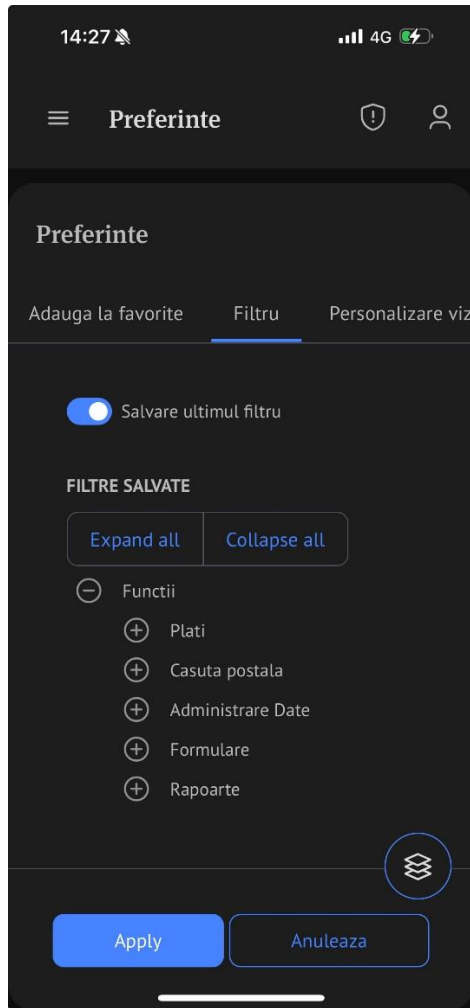


This is what the panel will look like after you select the indicated icon:



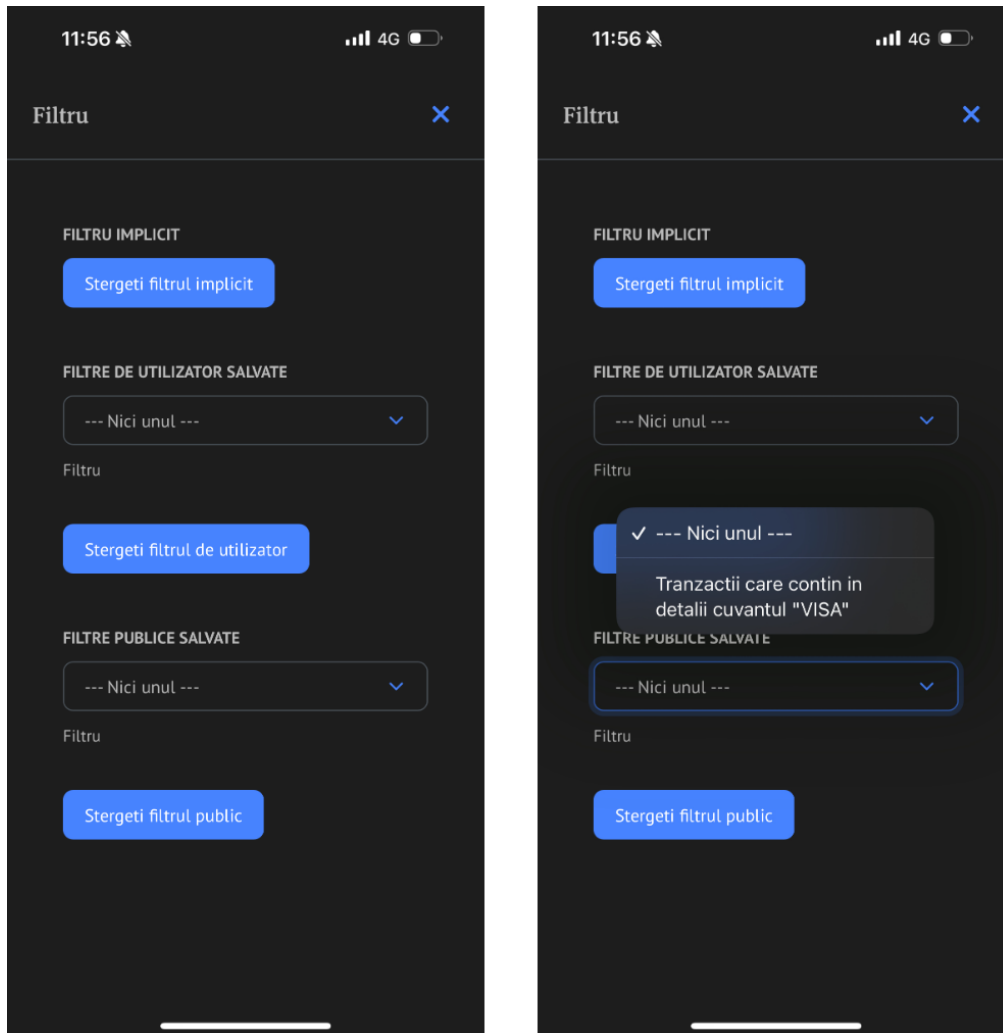
### 3.3.2.5 Filter

Here you can view and delete filters that determine that only entries that meet the defined conditions will be included in the displayed and printed information. From this section you can basically set a default display mode based on the previously defined filters.



All tables and functions for which data filtering can be specified are identified in the function structure by the following icon:

You can delete existing default filters as well as user-specific or public filters:



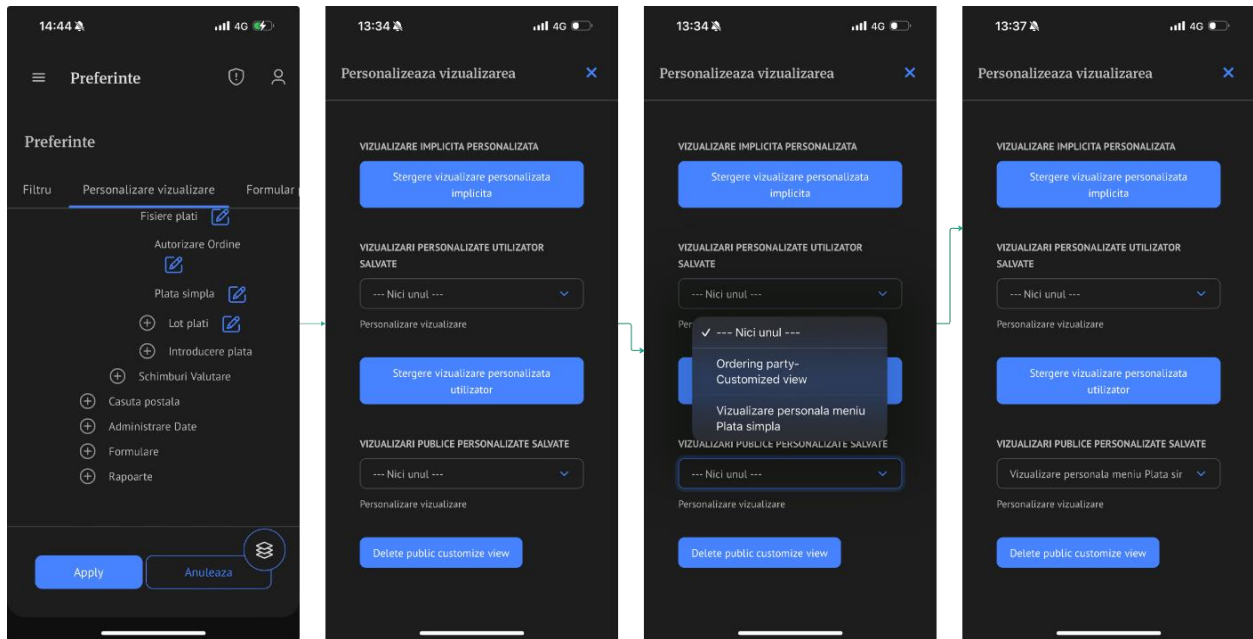
Finally select the Save option to save the changes.

### 3.3.2.6 *Customize view*

Through this feature you will be able to set the default way to view the information in the main menus of the application: payments, statements, transactions, etc. To set a predefined display mode you need to first set/define a customized info display mode in the menus of interest to you.

After selecting the customized view, you must return to the previous screen and select the Apply option.

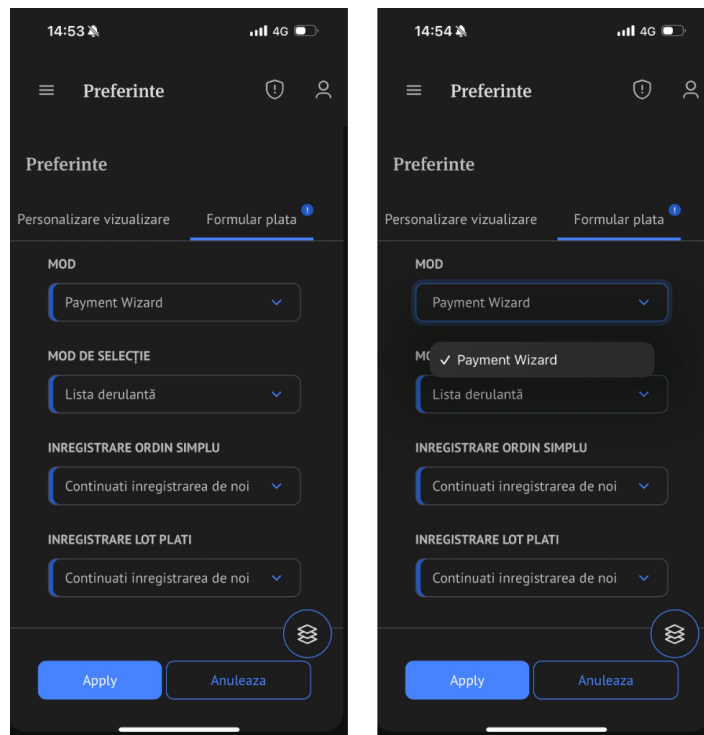
In the images below you can find the selection process for a customized view for the Single payment menu:



### 3.3.2.7 Payment Form

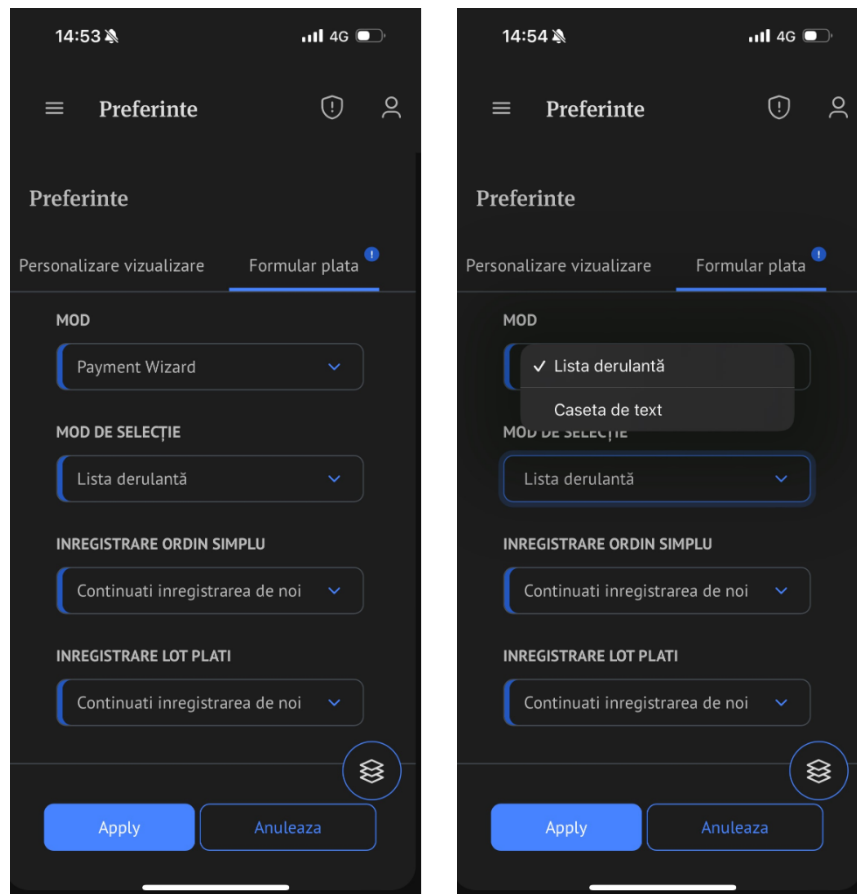
#### 3.3.2.7.1 Mode

You will notice that the default view is set to "Payment Wizard" - optimized for the display on mobiles.



#### 3.3.2.7.2 Selection Mode

By setting the "Selection mode" field you define how the entries related to account, payer, payee, etc. will be displayed.



Drop-down list - by selecting this option, the entries will be displayed as a list from which you can select the desired option:



13:27 4G

Introducere ordin simplu X

2 Beneficiar 3

< Inapoi Inainte >

**BENEFICIAR**

Selectie beneficiar

Nume

--- Nici unul ---

Special Beneficiaries

Persoana juridica

**CONT BENEFICIAR**

13:27 4G

Introducere ordin simplu X

1 Plata 2 3

< Inapoi Inainte >

Ordin simplu

Tip ordin ?

12.08.2024

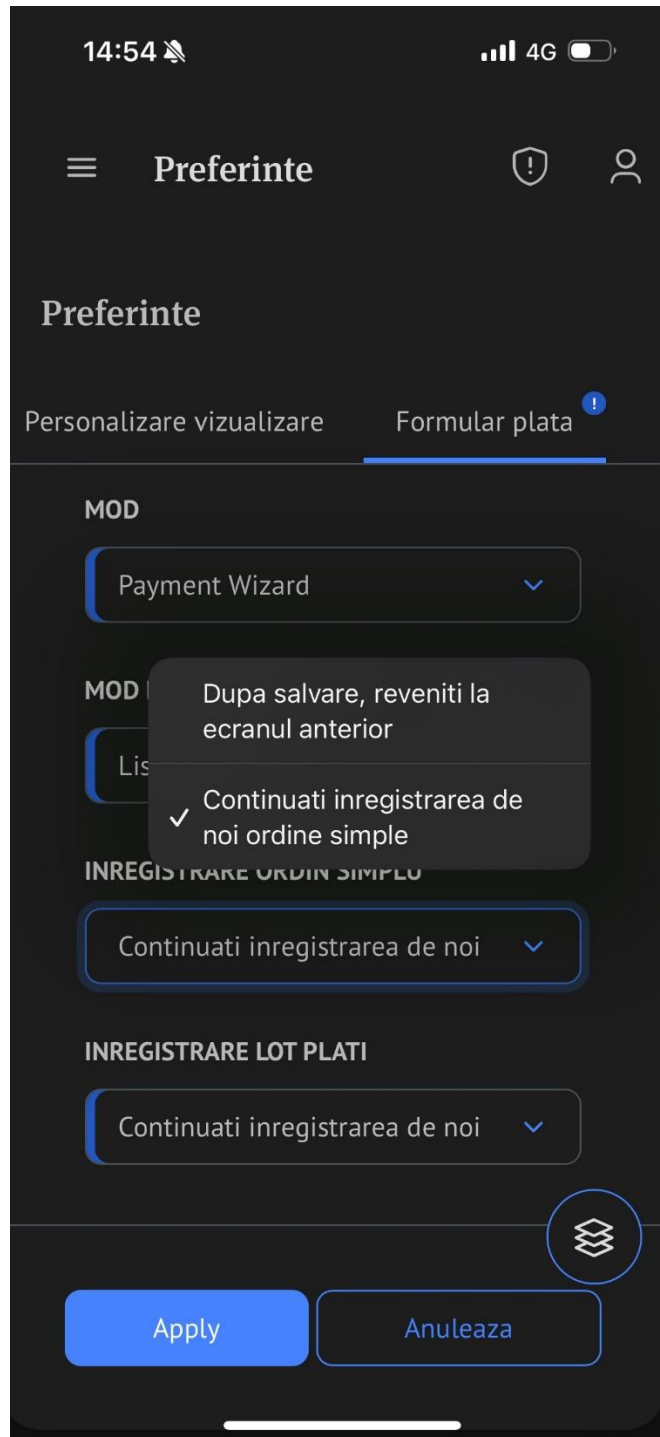
Data valuta ?

**CONT PLATITOR**

Selectie cont

**PLATITOR**

### 3.3.2.7.3 Single Order Registration

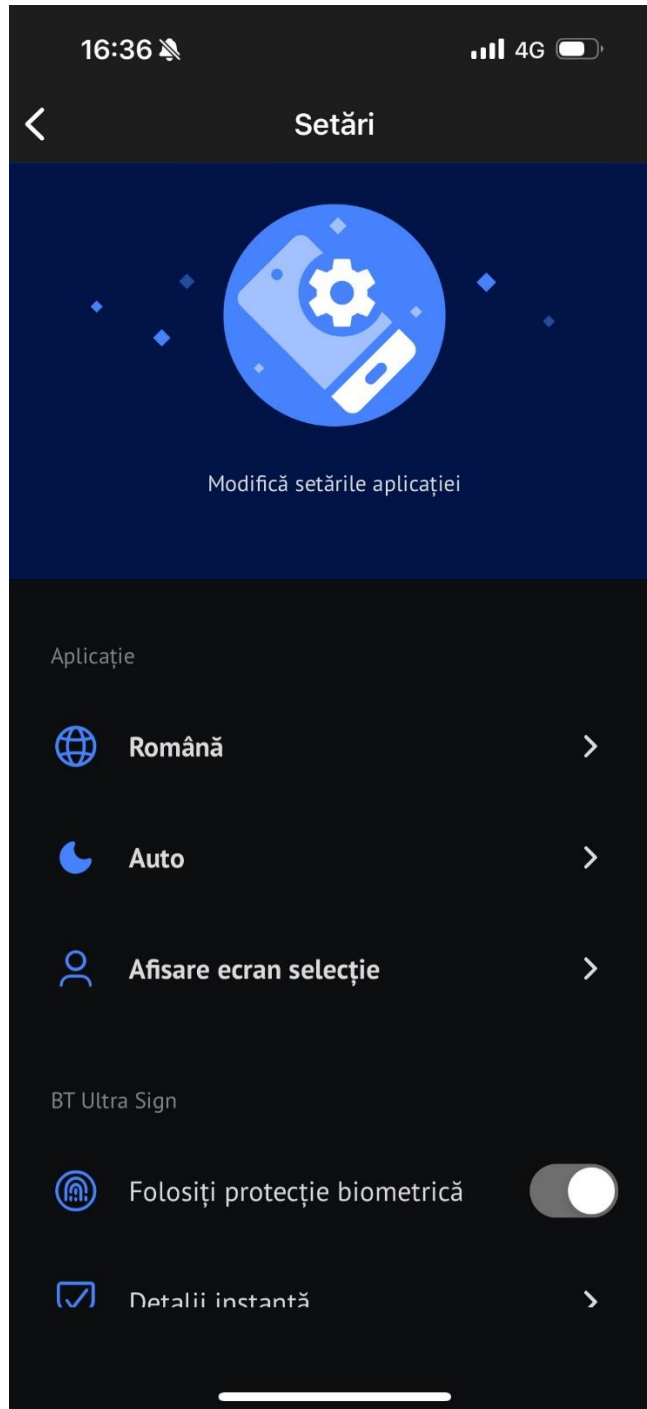


After saving, go back to the previous screen - by selecting this option, after entering a single payment order you will be redirected to the Single payment main menu (Payments -> Payment Management -> Single Payment)

Continue entering new single orders - by selecting this option, after entering a single payment order you will remain in the same single payment entry menu until you consider that you have finished entering all the payments and you wish to leave this menu.

### 3.3.3 Settings

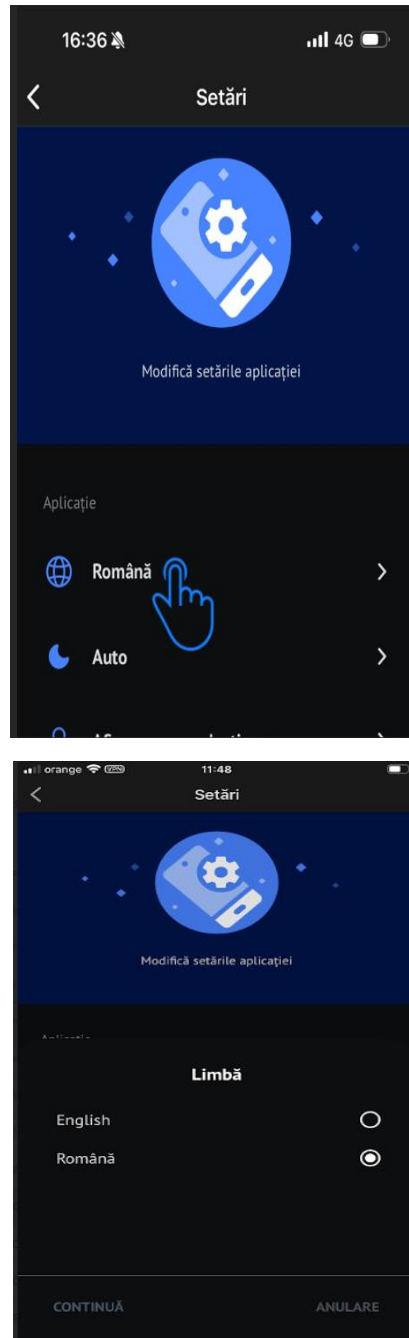
The Settings feature offers a wide range of options that allow you to customize the user interface to your needs. The settings are divided into 3 main headings: Application, BT Ultra Sign, Other.



### 3.3.3.1 Language

From here you can select the language used in the application. You can choose between Romanian and English.

To select the desired language you will need to tap next to the icon suggesting the language and from there scroll up-down for the desired option.

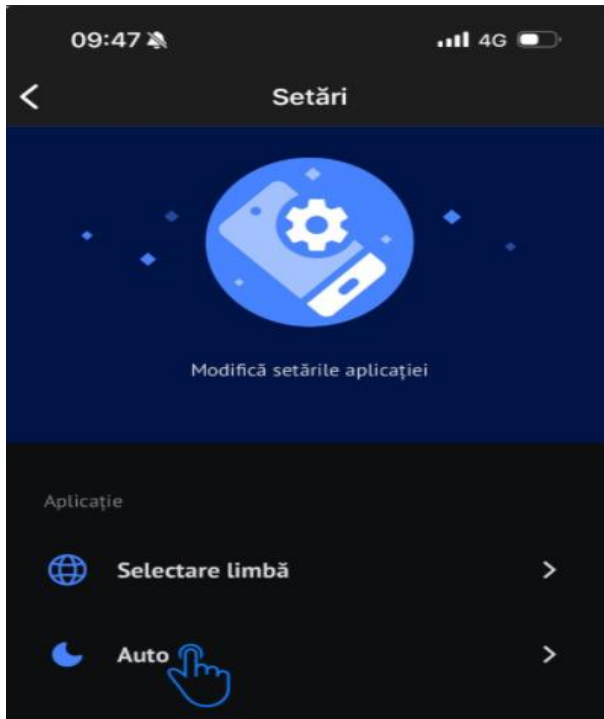


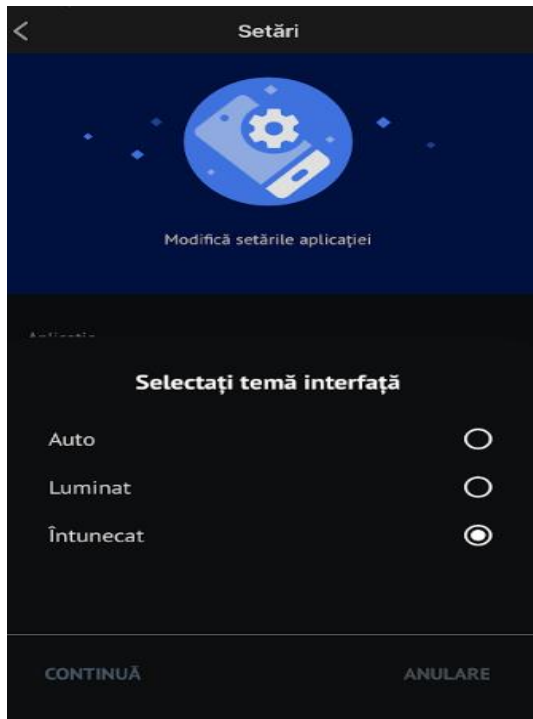
### 3.3.3.2 Themes

With this feature you will be able to set the desired theme for the way you view the application. You have 3 display modes:

- Auto - the theme you have set on your mobile will be selected;
- Light;
- Dark.

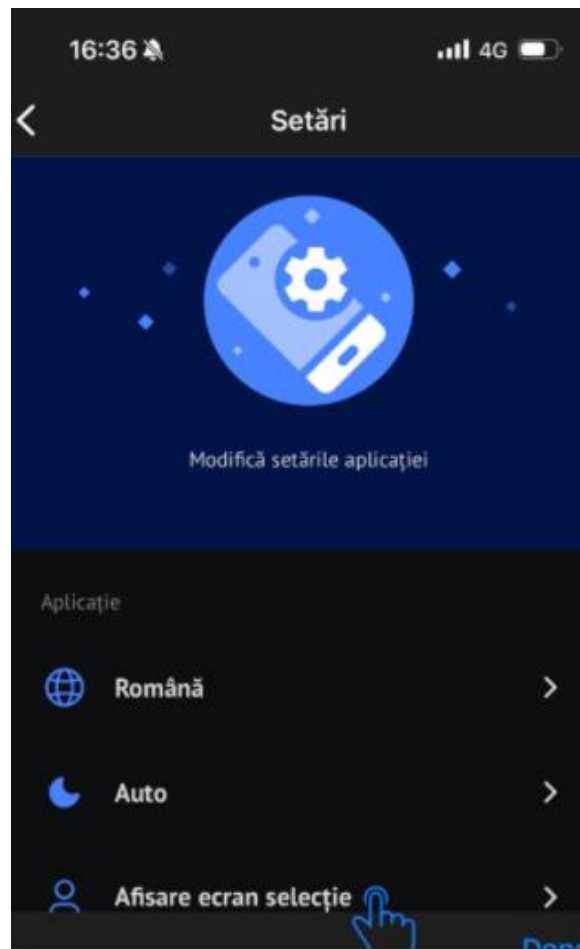
To select the desired theme you will need to tap next to the icon suggesting the theme and from there scroll up-down for the desired option.

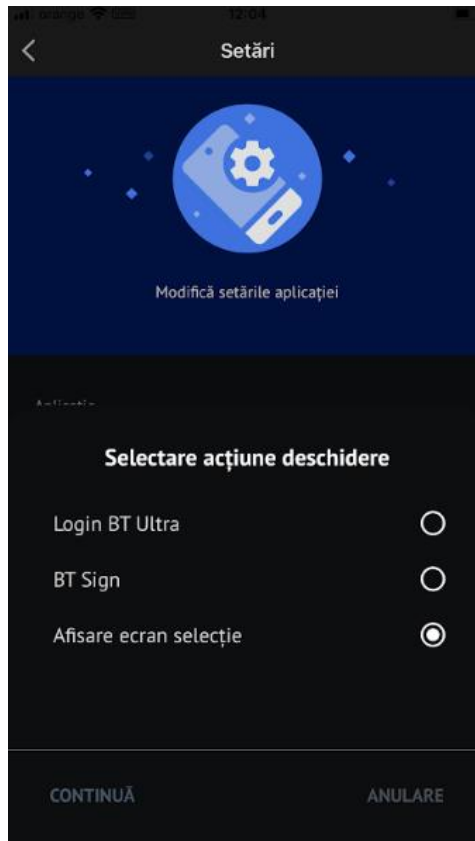




### 3.3.3.3 Home Screen

With this feature you will be able to set how your first page is displayed after accessing the BT Ultra Mobile application. To select the desired option you will need to tap next to the icon suggesting the home screen and from there scroll up-down for the desired option.





**BT Ultra Login** - you will be automatically directed to the application login. If your authentication method is via biometrics - you must use your Touch ID / Face ID; if you do not use the biometric login, you will be directed to the BT Sign application functionality - and you will need to enter the pin code set for the login.

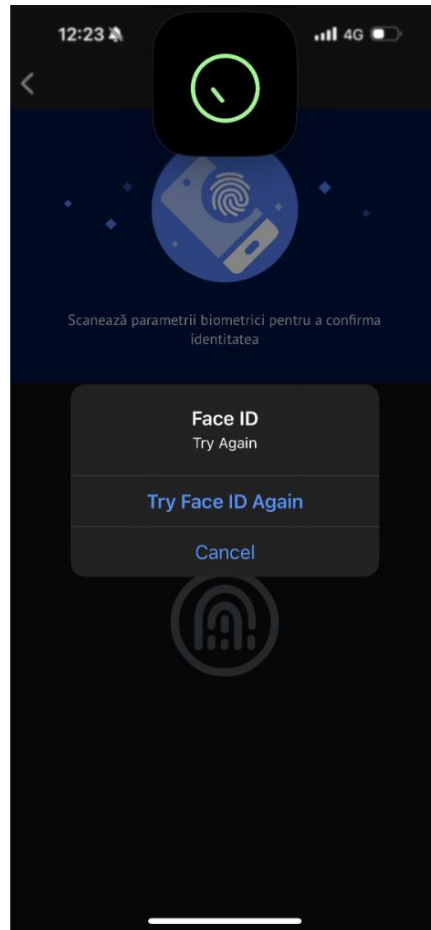
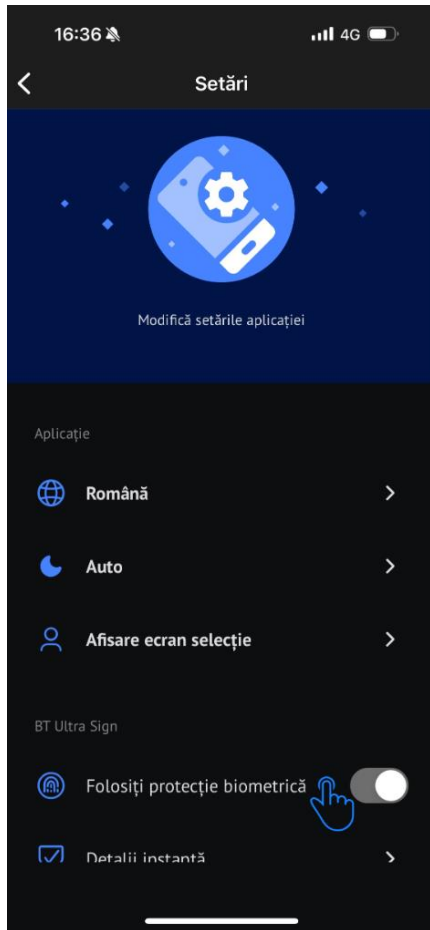
**QR Code Scan** - you will be directed to the BT Sign functionality where you will scan the QR code required to access the application.

**Display Selection** Screen - you will set the default display mode.

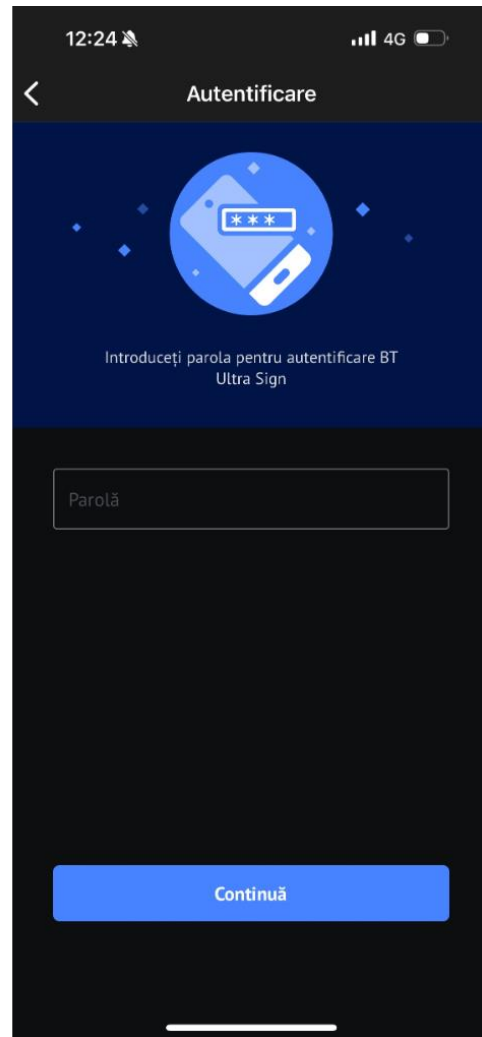
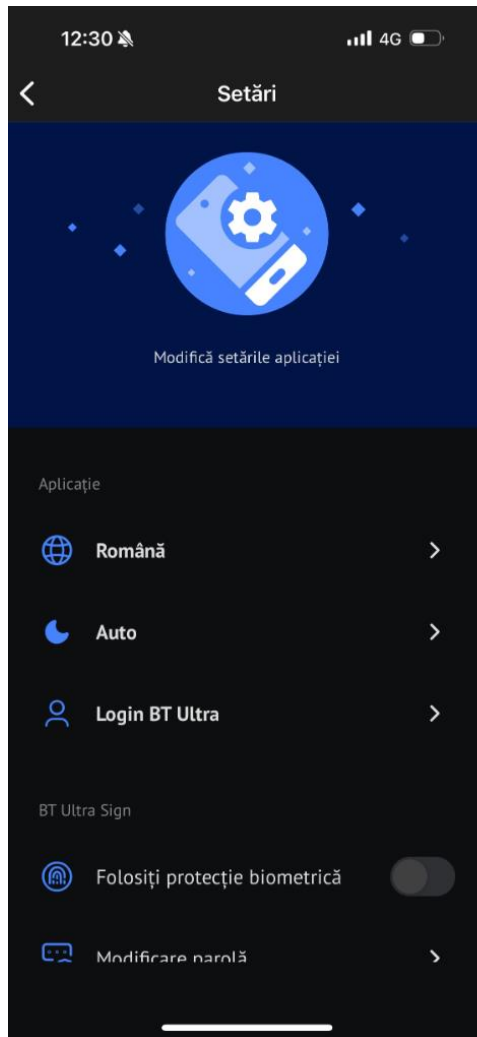
#### *3.3.3.4 Use Biometric Protection*

This setting defines how you can connect to the BT Ultra Mobile app.

By selecting this option - you will use biometric data to log in (Touch ID/ Face ID).

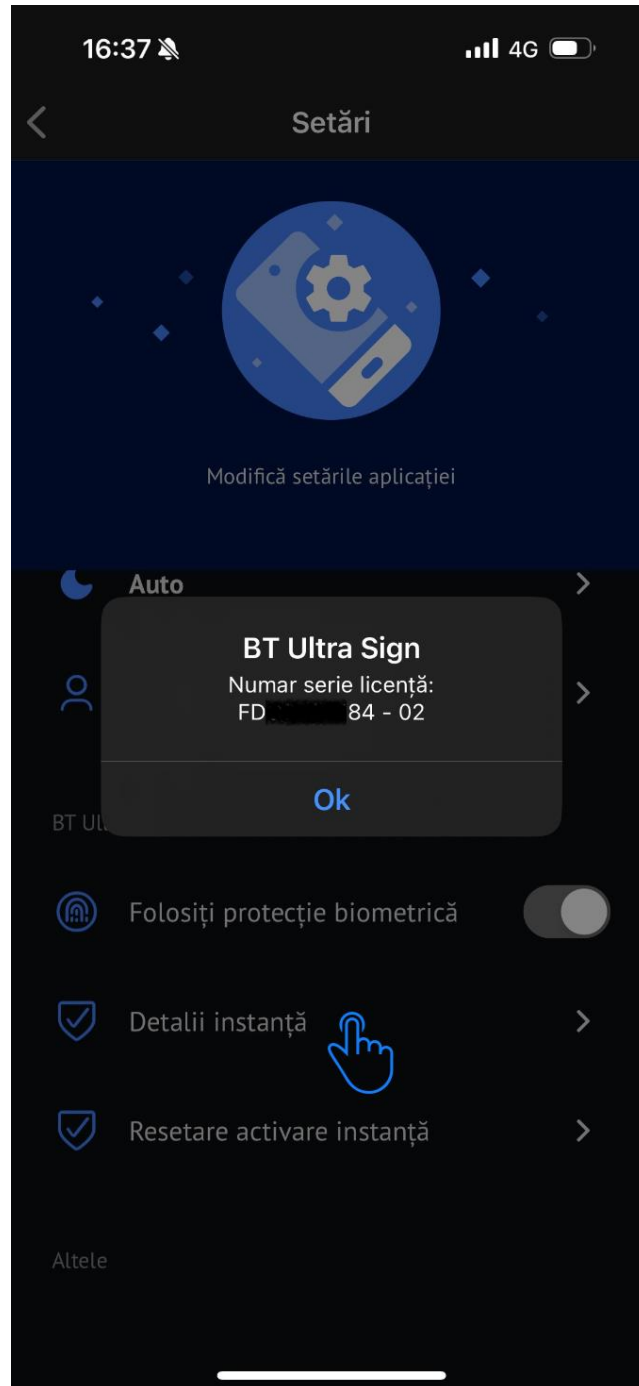


By deselecting this option - you will need to enter the pin code set to log in using the BT Sign functionality.



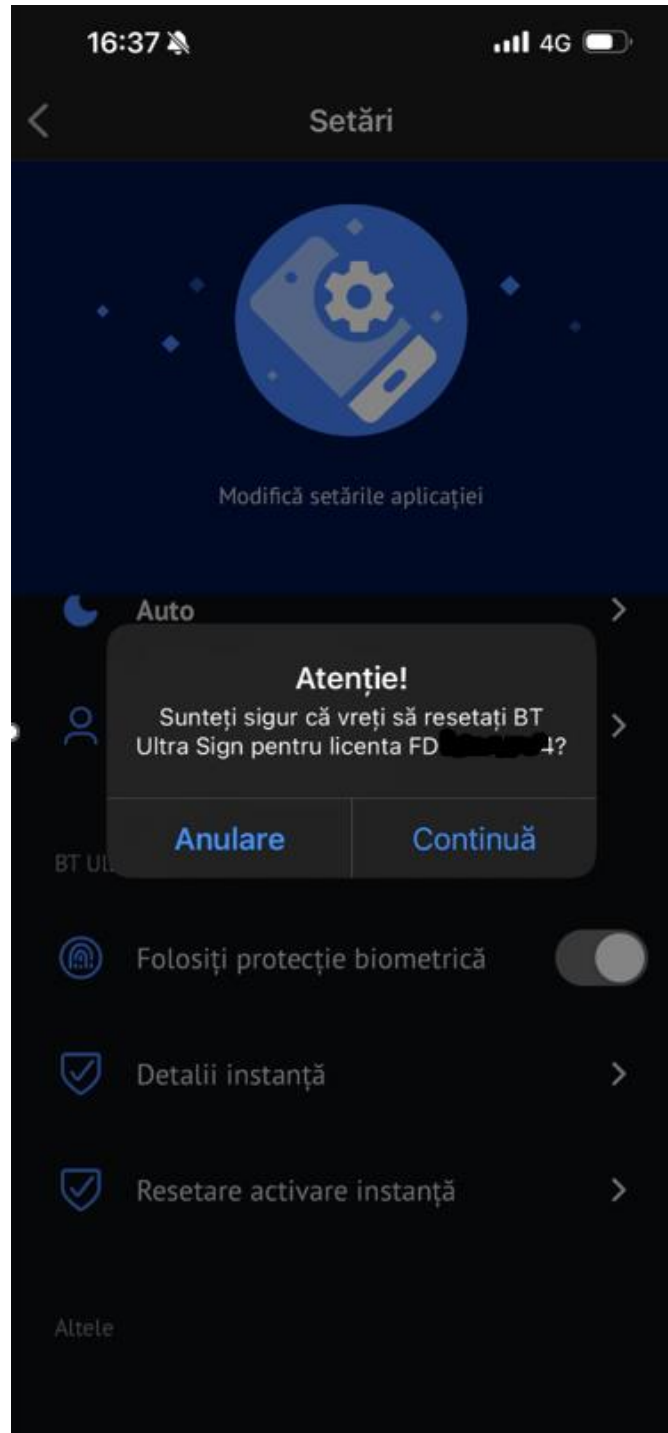
### 3.3.3.5 Instance Details

By selecting this option, you will be able to view the license number assigned to BT Sign. This is for information purposes only.



### 3.3.3.6 Reset Instance Activation

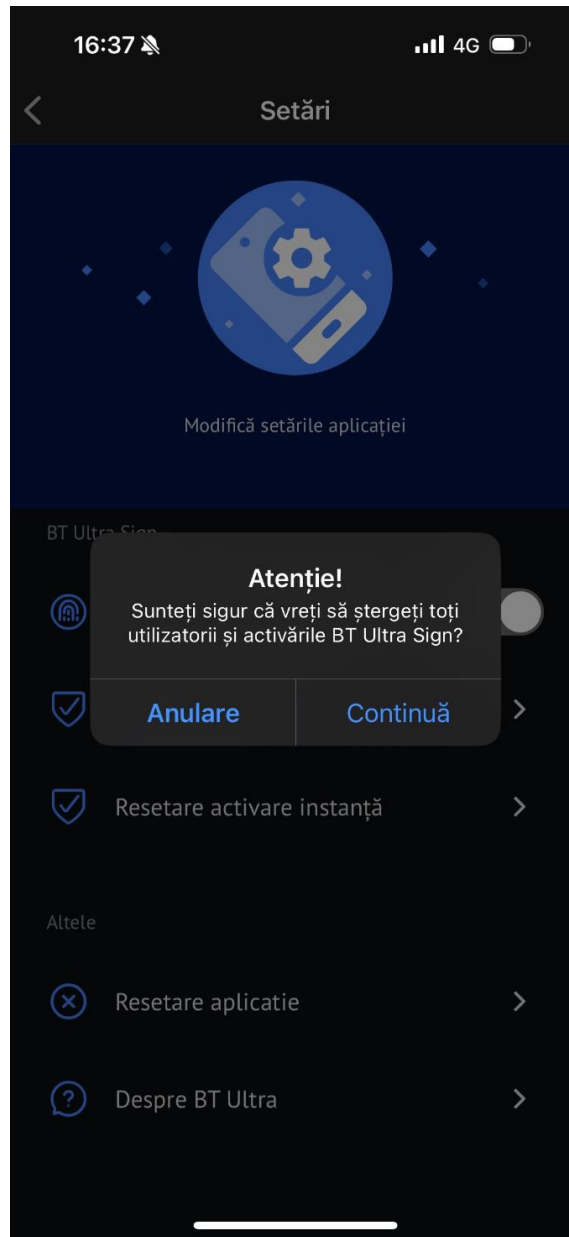
By selecting this option, you will be able to reset the BT Sign. **We do not recommend using this option - the access to the application will be restricted until a new initialization letter and new QR code are reset.** Before this action, you will also be warned in the application if you would like to reset the BT Sign for the license you hold.



### 3.3.3.7 Reset Application

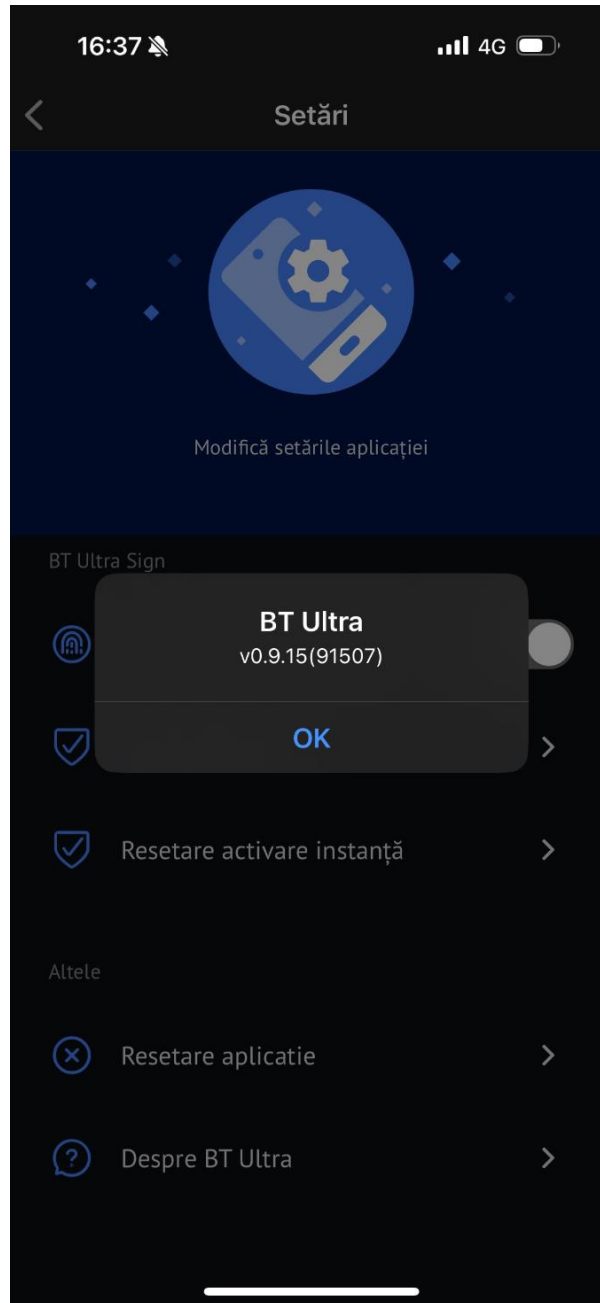
With this option you will be able to delete the assigned BT Sign user and functionality. As with the Instance Activation Reset - we do not recommend using this option - **the access to the application will**

**be restricted until a new initialization letter and new QR code are reset.** Before resetting you will also be warned within the application if you want to delete the user and BT Sign activation.



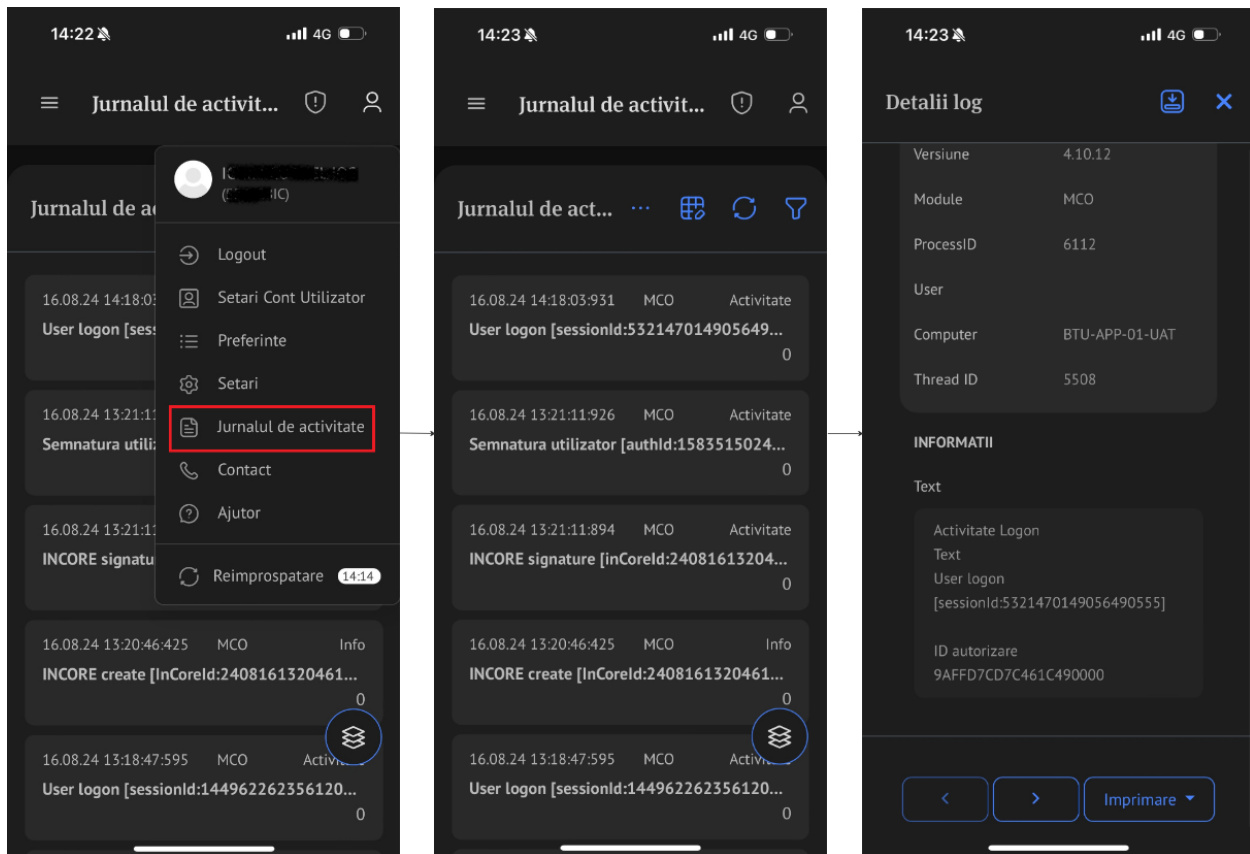
### 3.3.3.8 About BT Ultra

Here you are shown information about the version of the application you are using.



### 3.3.4 Activity log

With this feature you will be able to view the activity within the BT Ultra Mobile app in the form of activity logs. Each action is assigned some relevant information if you want to identify a certain error, the time when a certain transaction was carried out, the date of the last login, etc.



### 3.3.5 Contact

In this section you will find useful information regarding the BT Ultra support contact details.

You will find:

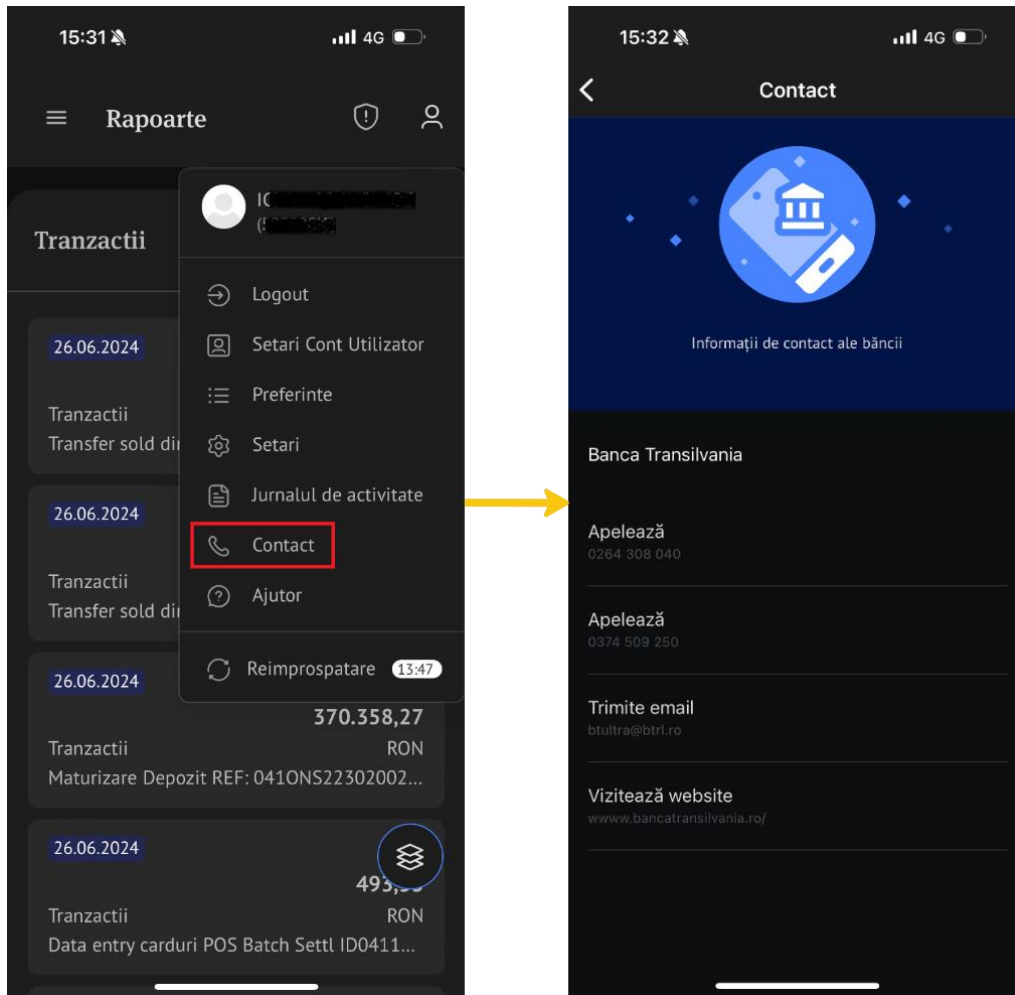
**Available phone numbers:**

0264 30 80 40

0374 50 92 50

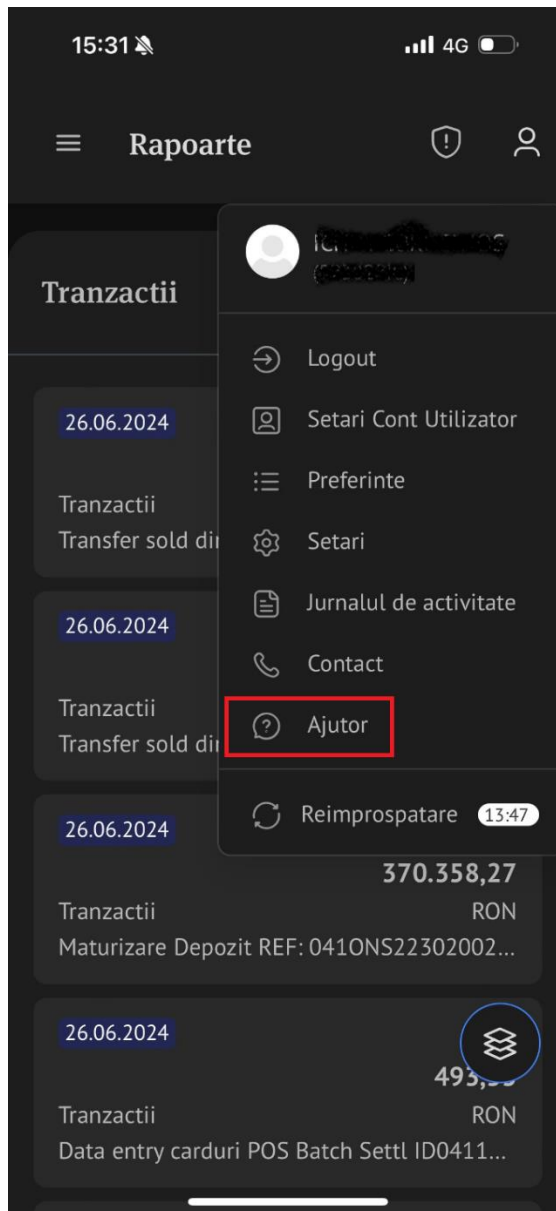
**Email address:**

[btultra@btrl.ro](mailto:btultra@btrl.ro)



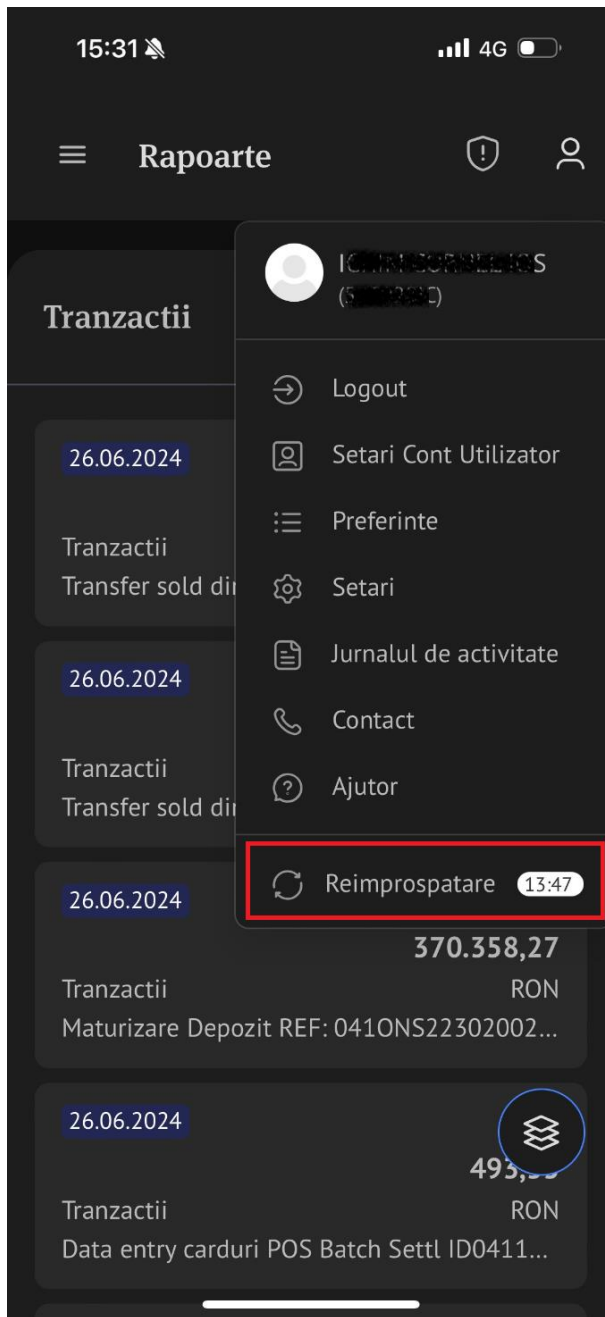
### 3.3.6 Help

In this section you will find the BT Ultra Mobile application user manual.



### 3.3.7 Refresh

By selecting this function, you will be able to refresh the active session. The active session is usually limited to 15 minutes. You will be removed from the application due to inactivity. If you select this function, the session will be reset to 15 minutes again.



If you have one minute left until your session expires, you will receive a message in the application informing you that your session is about to expire:

16:32

4G

# Rapoarte

## Tranzactii



[Redacted] S  
([Redacted])

Logout

26.06.2024

Sesiunea dvs. este pe cale să expire, vă rugăm să reîmprospătați sesiunea sau să vă deconectați

Reimprospatare

Deconectați-vă acum

Comision tranzactii comerciant Comision tr...

26.06.2024

4.200,00

Tranzactii  
Depunere numerar ATM ATM 26/06/2024

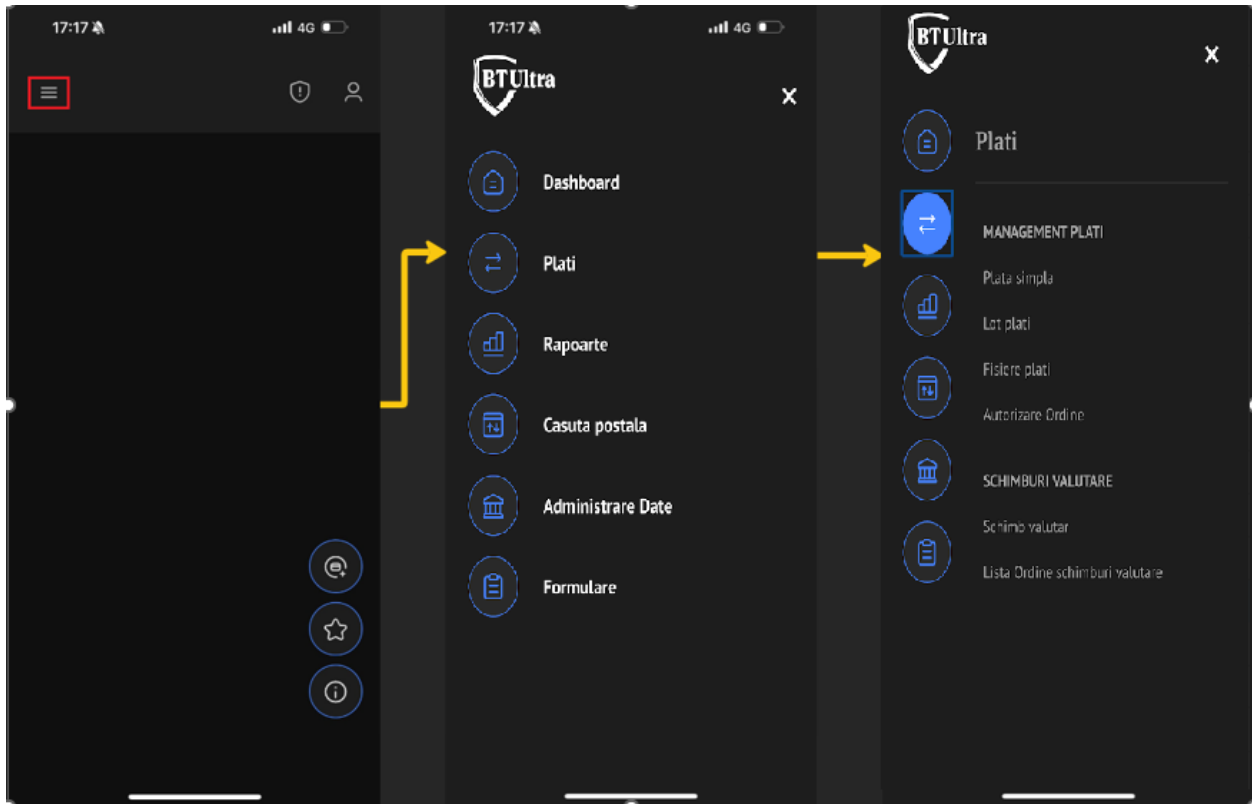


Nume cont RO [Redacted] 782 7301 /  
RON

Nume cont IBAN

## 4. Main Menu

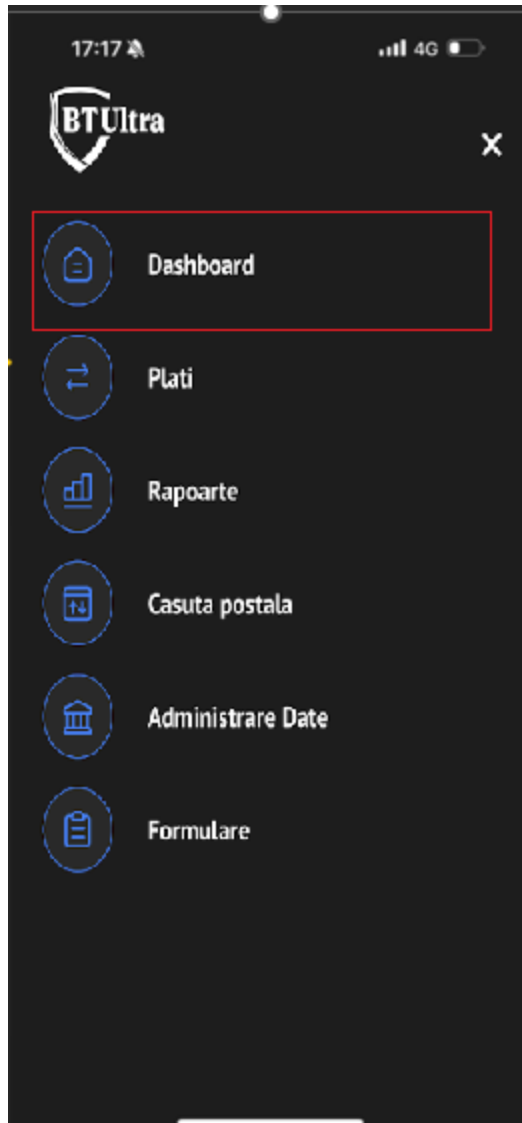
The main menu is built as a typical vertical navigation, with icons for specific action blocks on the first level. Clicking on a specific icon will display the submenus (e.g.: Payments -> Payment Management). The main menu is selected from the top left (see the red frame below):



### 4.1 Dashboard

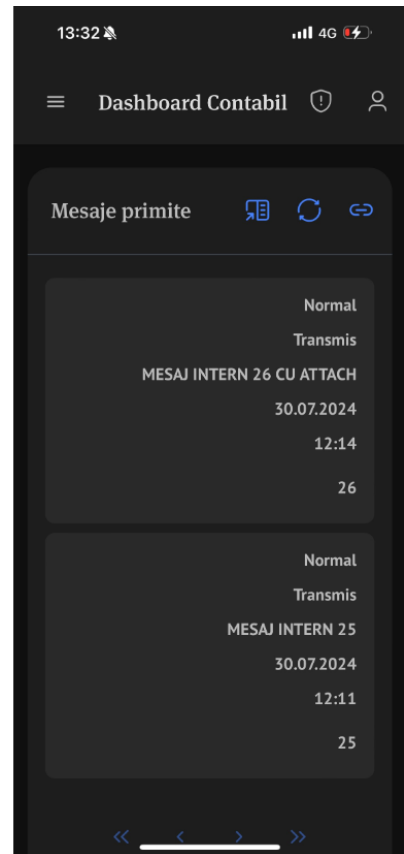
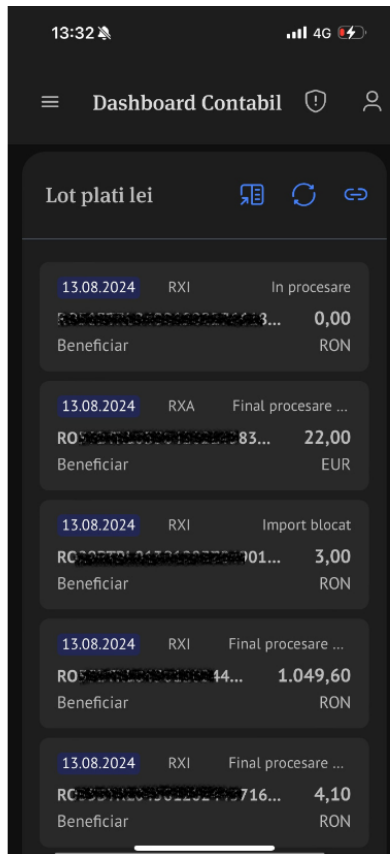
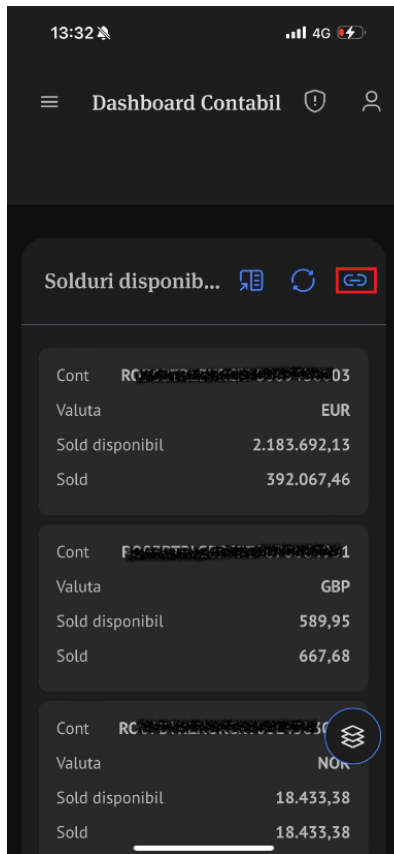
**Note!** - to create, edit, design, preview and delete the dashboard you will need to connect to the web version of the BT Ultra application (for more details please refer to the BT Ultra Web user manual)

In the mobile app - you can preview the dashboards defined in the web version.



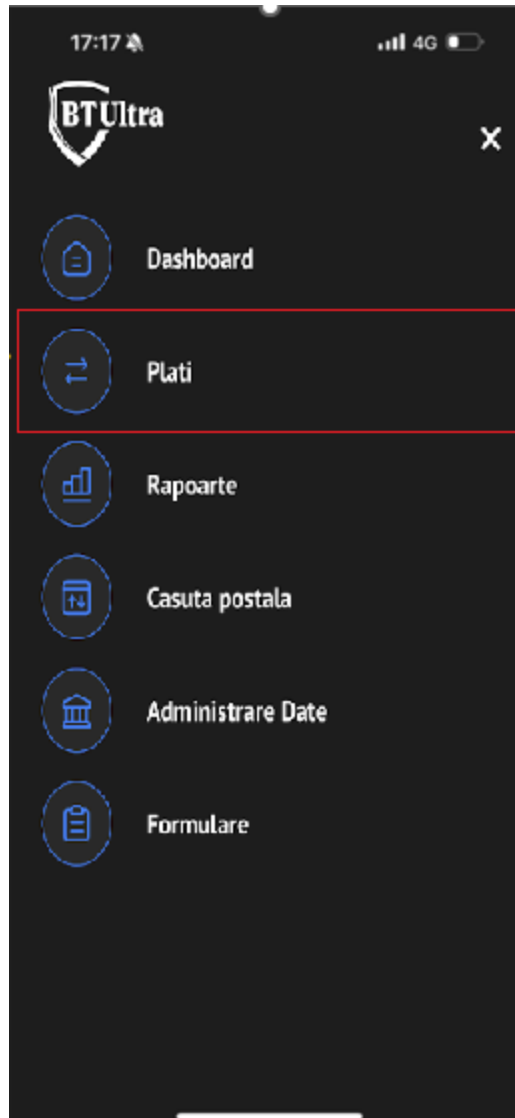
As a general description - a dashboard is a collection of widgets to display your financial data in the form of various charts and tables. The Dashboard Manager allows you to create and edit dashboards for different uses.

See below an example of a dashboard set up ( [in the web application](#)) for a user profile - accountant with the following main menus: accounts, payments and inbox:



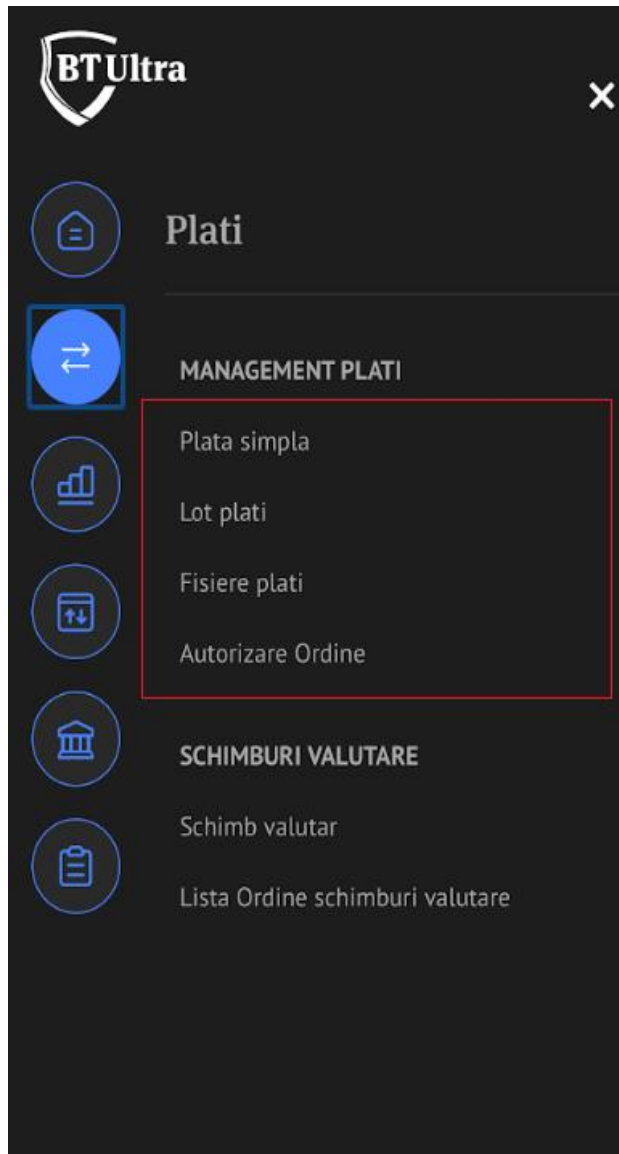
## 4.2 Payments

Following our unique approach, there's one form for all the payments you'll enter through BT Ultra Mobile. All the functions, features and validations for payments in RON and in foreign currency run in the background. This will ensure that the generated payment files follow a simple, intuitive flow through the same form.



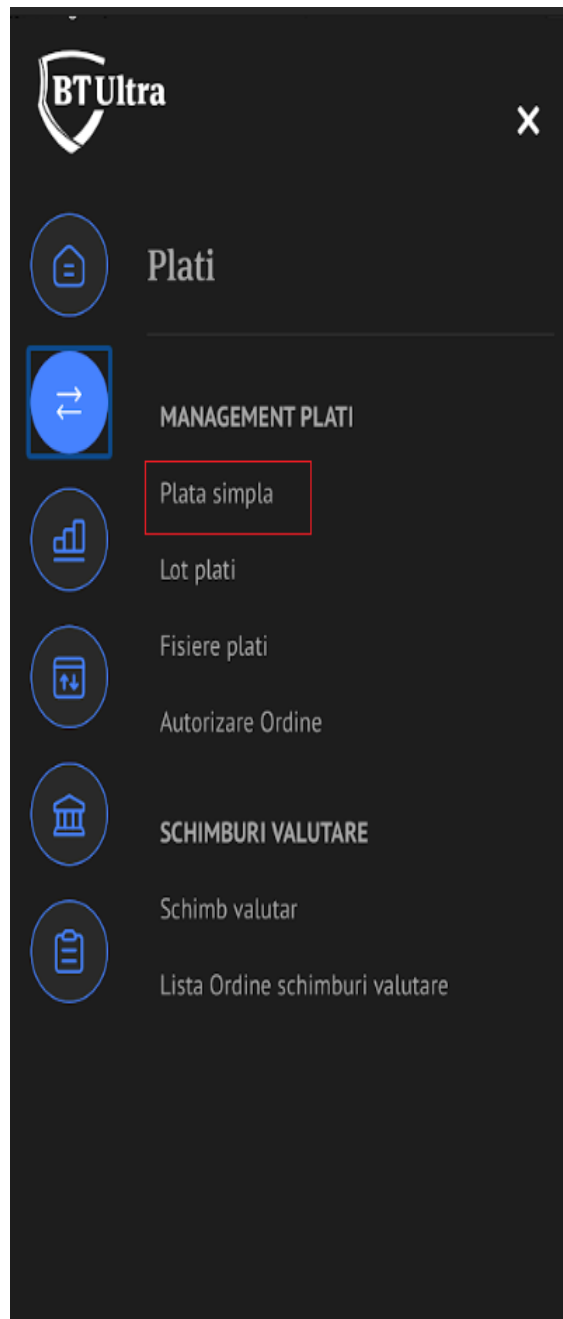
#### 4.2.1 Payment Management

The Payment Management menu contains the sub-menus dedicated to managing payments via the BT Ultra Mobile application. You will find here: Single payment, Batch payments, Payment files, Order authorization.

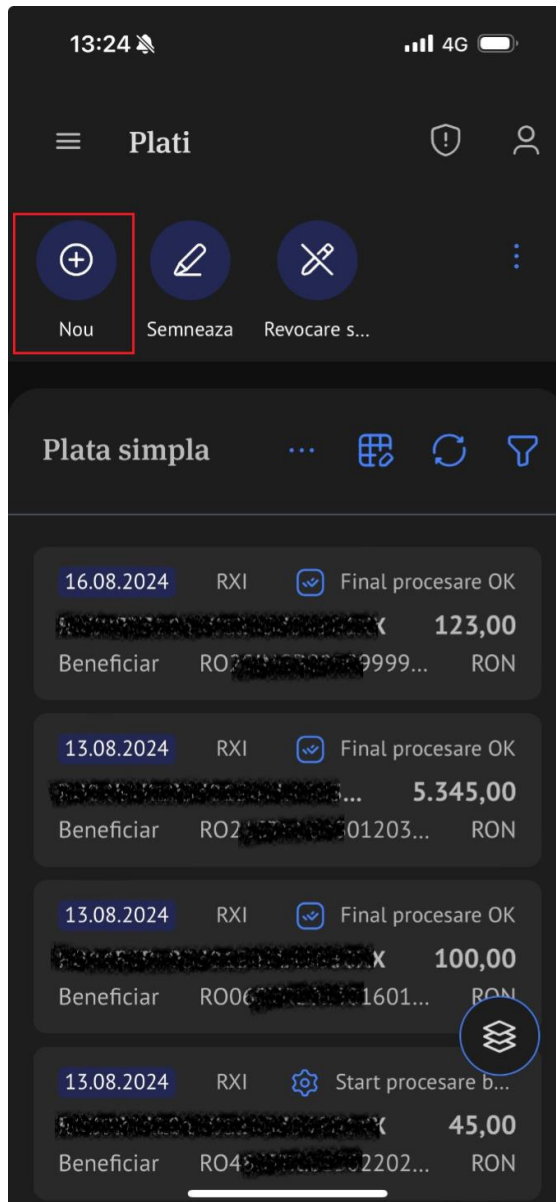


#### 4.2.1.1 Single Payment

From the menu Payments Management -> Single Payment you can enter payment orders in RON/FCY:



To start the process, tap New:



You will then go through the payment input steps, filling in the 3 fields one by one:

- Payment
- Payee
- Amount & subtype

#### 4.2.1.1.1 RON Payment

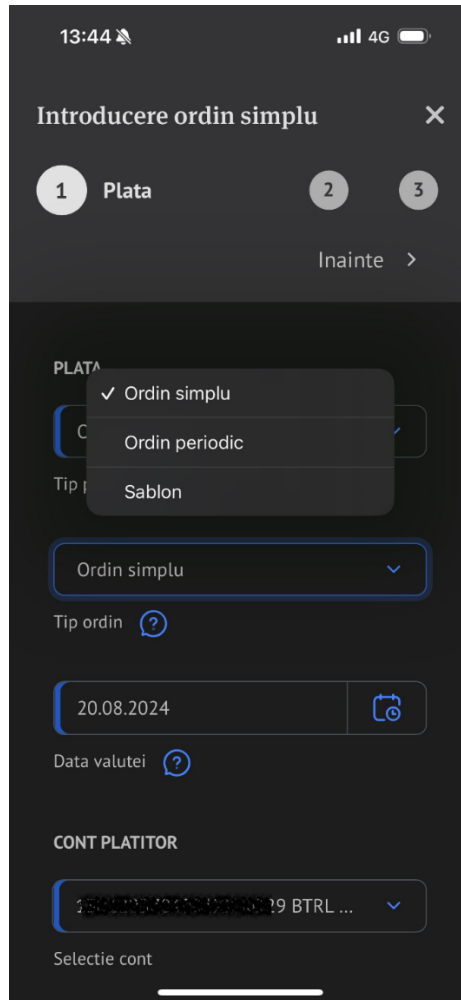
See below all the fields you should fill in to enter the payment order:

The image consists of three sequential screenshots of a mobile application interface for entering a payment order. The app is titled 'Introducere ordin simplu' (Enter simple order) and has a progress indicator with three steps: 1. Plata (Payment), 2. (empty), and 3. (empty). The first screenshot shows the 'PLATA' section with fields for 'Ordin de plata' (set to 'Ordin simplu'), 'Tip plata', 'Tip ordin', and 'Data valutei' (set to '20.08.2024'). The second screenshot shows the 'CONT PLATITOR' section with a dropdown menu for the account number (set to '1301203Z04901XX RO29 BTRL...') and a 'Selectie cont' button. The third screenshot shows the 'INSTITUTIA DE DESERVIRE A CONTULUI' section with fields for 'Index banca' (set to 'BTRL'), 'Nume banca platitor' (set to 'BANCA TRANSILVANIA'), 'Tara banca' (set to 'RO'), and 'Cod BIC' (set to 'BTRLRO22XXX').

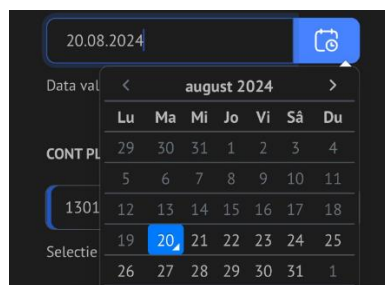
Payment type - Payment Order is the default setting

Order type - you can choose from:

- Single order - for single payment orders
- Recurring order - for recurring payment orders
- Template - if you want to enter a payment order from a predefined template



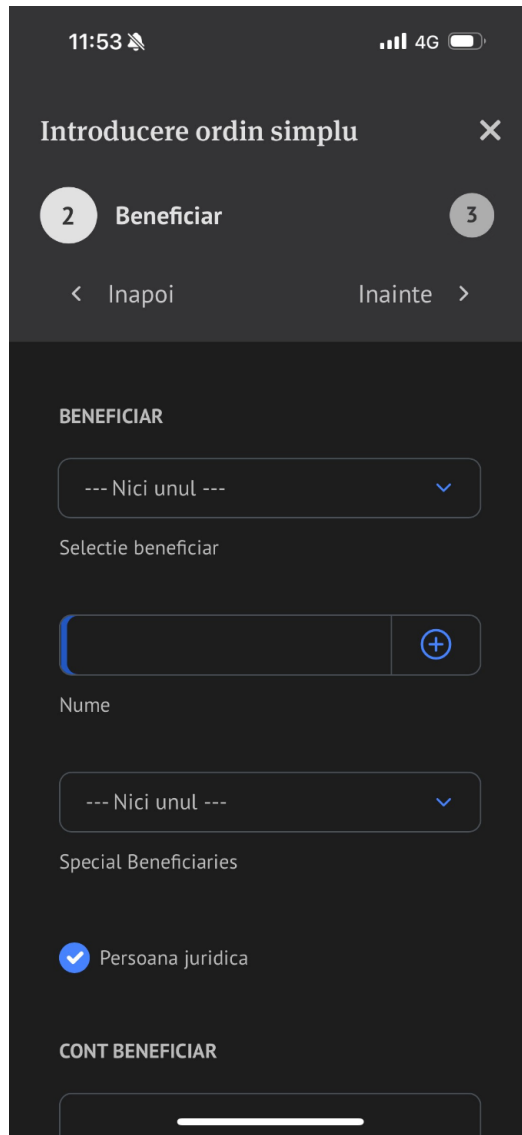
Value date - select the date when you want to have the payment order processed. You can select a future date, as well.



Payer account - select the account from which you would like to make the payment order.

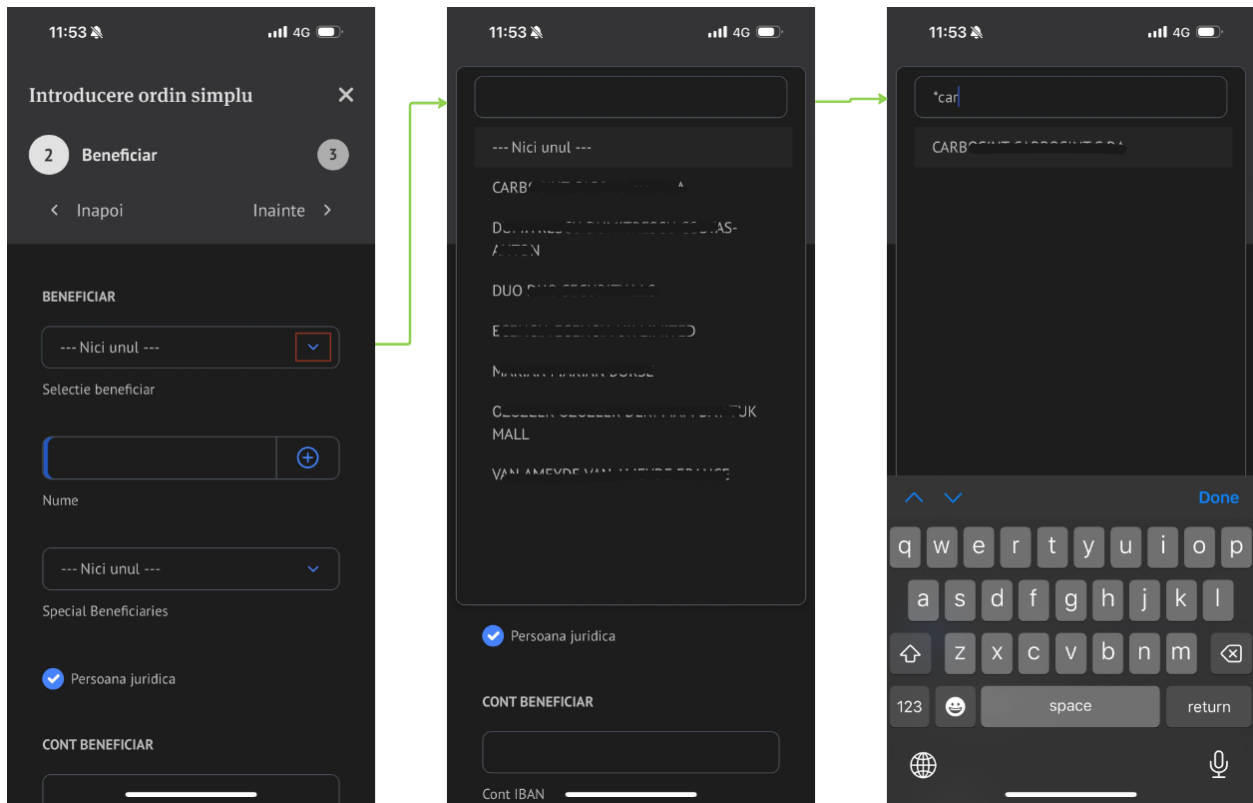
To select the account, tap on arrow suggesting a drop-down list. If you have several accounts and want to select a specific account, in the search box you can use the symbol "\*" followed by a keyword for identification. In the example below you can see how all the accounts that contain the tag "L43" have been filtered



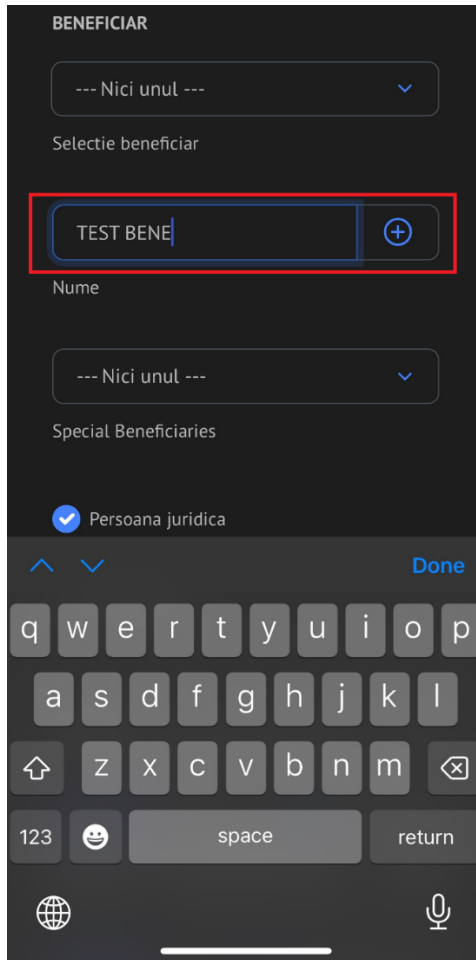


Payee selection - select from the list one of the payees you have already defined.

To select the payee, tap on the arrow that suggests a drop-down list. If you have several payees and you want to select a certain one, in the search box you can use the symbol "\*" followed by a keyword for identification. In the example below you can see how all the payees whose name contains the "car" tag have been filtered:

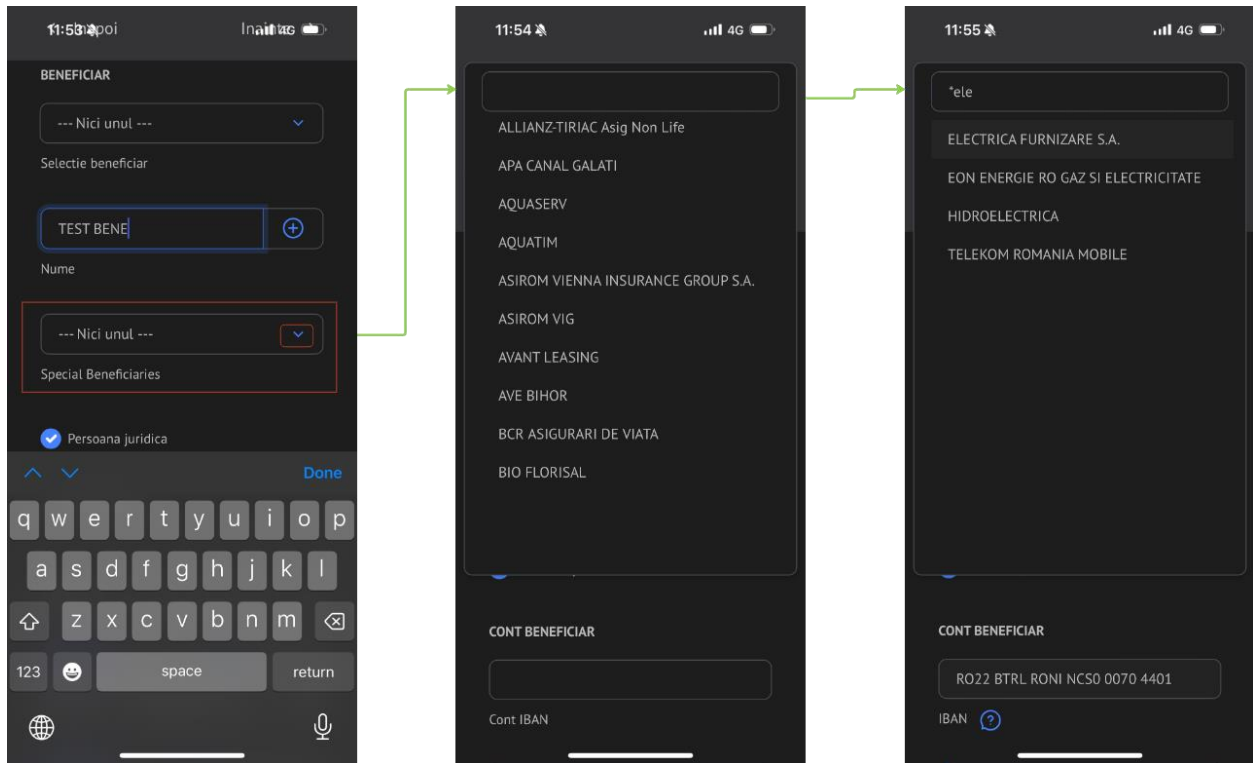


Name - here you will have to fill in the name of the payee (only if you have not already saved it in the list):

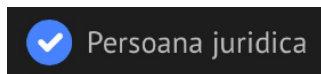


Special payee - from the drop-down list you can select the utility provider to which you would like to make the payment.

To select the payee, tap on the arrow that suggests a drop-down list. In the search box you can use the symbol "\*" followed by a keyword for identification. In the example below you can see how all the payees whose name contains the "ele" tag have been filtered:



Company - you will notice that this option is checked by default. If the payee is an individual, uncheck this option.



13:04 4G

## Introducere ordin simplu

2 Beneficiar 3

< Inapoi Inainte >

Cont IBAN

Cod BIC

Numar cont ?

Cod local banca

--- Selectati alegerea ---

Tara

IBAN account - you will need to fill in the payee account. If you have selected a payee defined in the list, this field will be filled in automatically.

BIC code - you will need to fill in the BIC of the payee account. If you have selected a payee defined in the list, this field will be filled in automatically.

Account number - this field will be filled in automatically after you enter the account.

Local bank code - this field will be filled in automatically after you enter the account.

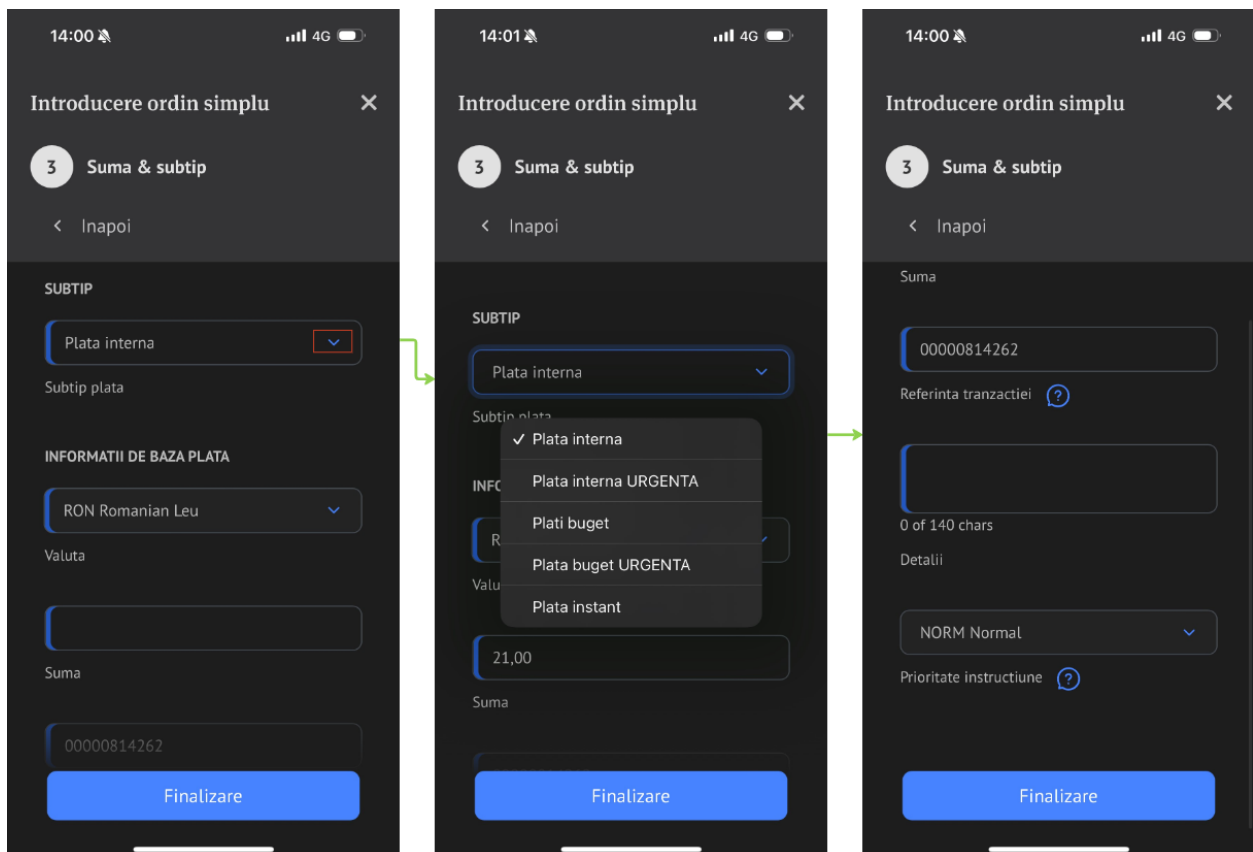
Country - choose the country of the payee account. If you have selected a payee defined in the list, this field will be filled in automatically.

After filling in the information above you will be directed to the last section: Amount & subtype

**Payment subtype** - after entering the information in the previous fields (Payment and Payee), the payment subtype will be filled in automatically, depending on the type of transaction.

Below is a general description for each payment subtype:

- **Domestic payment** - payment made to a RON account in Romania, regardless of the bank
- **URGENT domestic payment** - high-value payment made to a RON account in Romania, regardless of the bank. If the value of the transaction is small but you still want to make an urgent payment - select this option.
- **Budget payments** - payment made to a Treasury account in RON in Romania
- **URGENT budget payment** - high-value payment made to a Treasury account in RON in Romania. If the value of the transaction is small but you still want to make an urgent payment - select this option.
- **Instant payment** - payment that will be made instantly in Romania, for banks that have joined this system.



**Currency** - by default the currency for payments in Romanian Leu shall be RON (will be filled in automatically)

**Amount** - you enter the amount of the payment you wish to send

**Transaction reference** (payment order number) - the application will assign a transaction reference by default. If you wish to fill in another number yourself, you can delete the allocated reference and fill in the desired reference.

**Details** - here you will have to fill in the payment details. It is important to note that this field is mandatory. You are restricted to 140 characters.

**Instruction priority** - depending on the chosen payment subtype, here you must enter the regime in which you want to process the payment:

- Normal - the payment will be processed as normal
- Urgent - the payment will be processed urgently

17:17 4G

### Introducere ordin simplu

3 Suma & subtip

< Inapoi

24,00

Suma

00000044482

Referinta tranzactie ?

detalii plata

13 of 140 chars

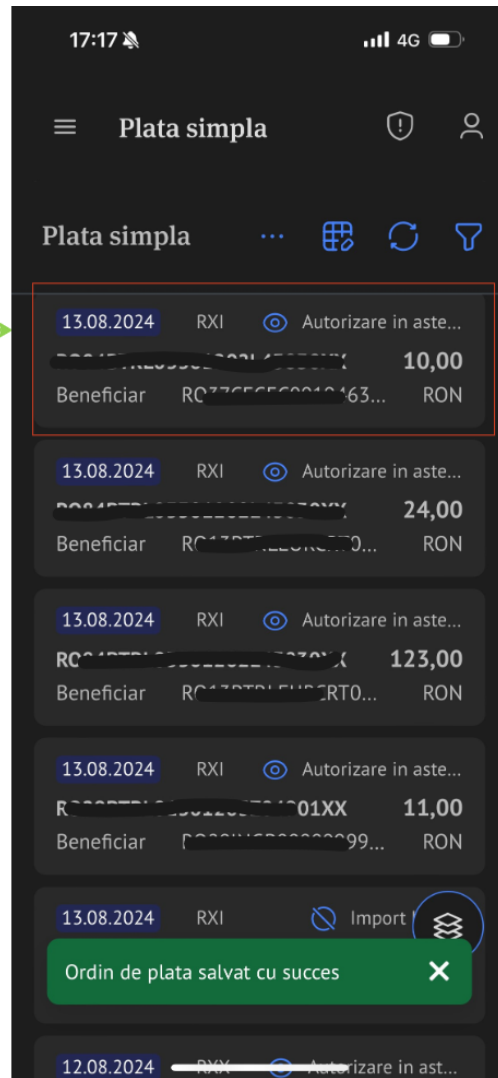
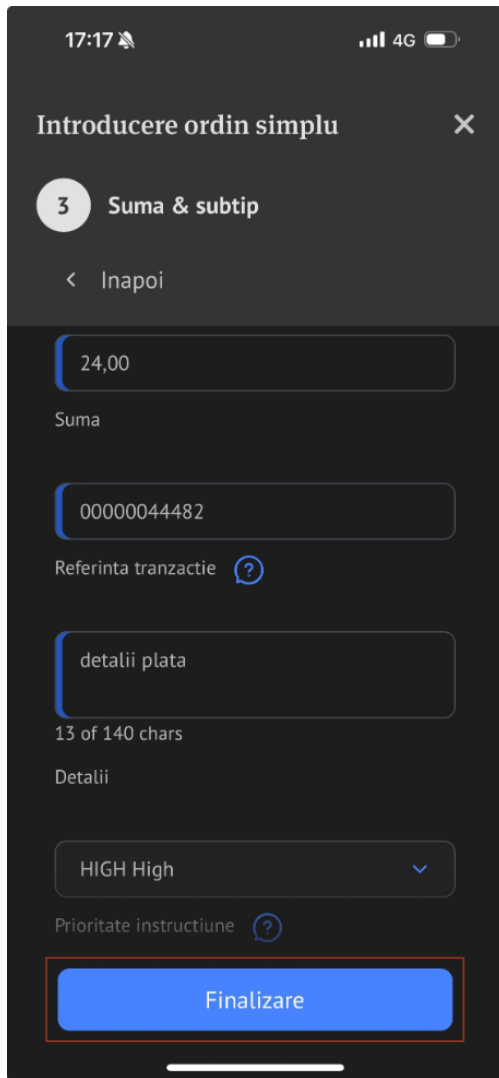
Detalii

HIGH High

Prioritate instructiune ?

Finalizare

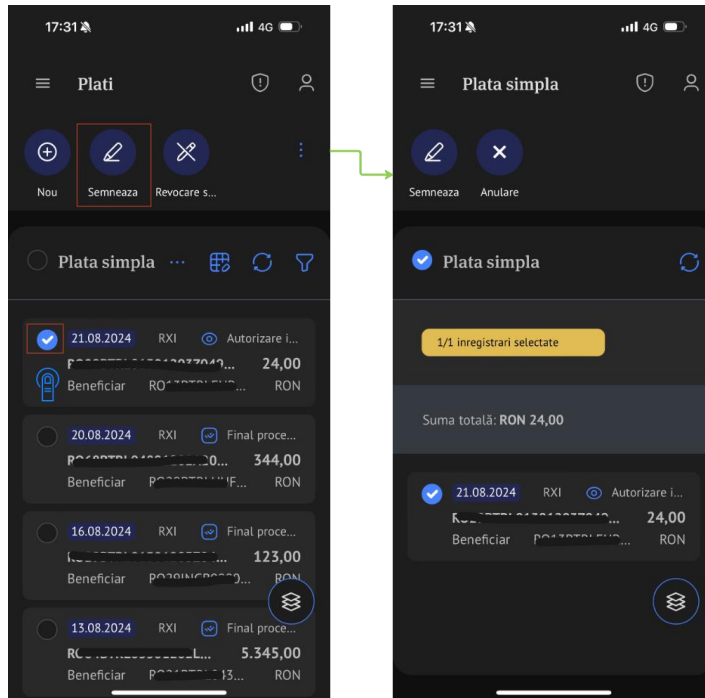
In the next step, tap Finish, and the payment order will now appear in the menu Payments -> Payment Management -> Single Payment



To sign the payment order there are 2 options:

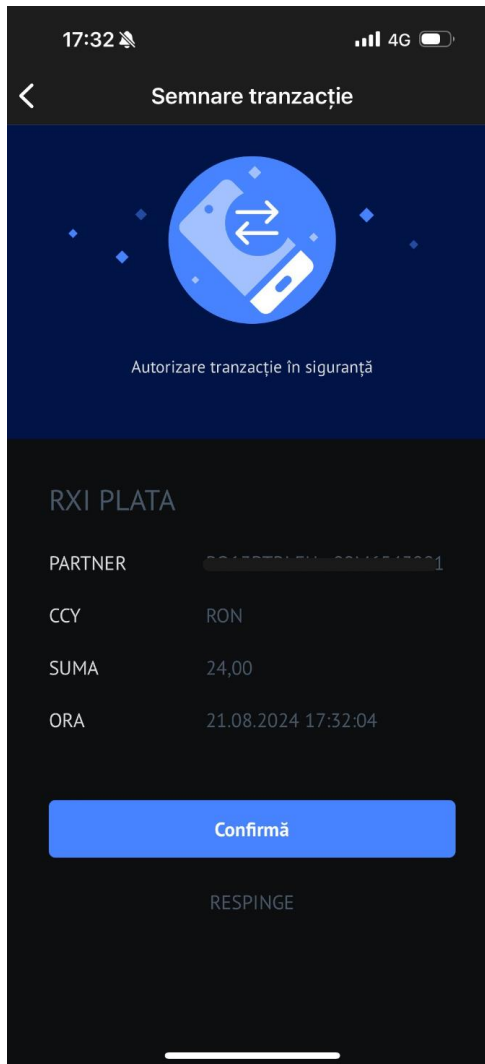
- Tap directly on the entry and you will notice that on the left side you have a little circle that you can check. Then, from the menu at the top select the "Sign" option.

You will now see a summary of the selected entry. From the top left choose Sign.



The next screen displays the relevant information before the final confirmation:

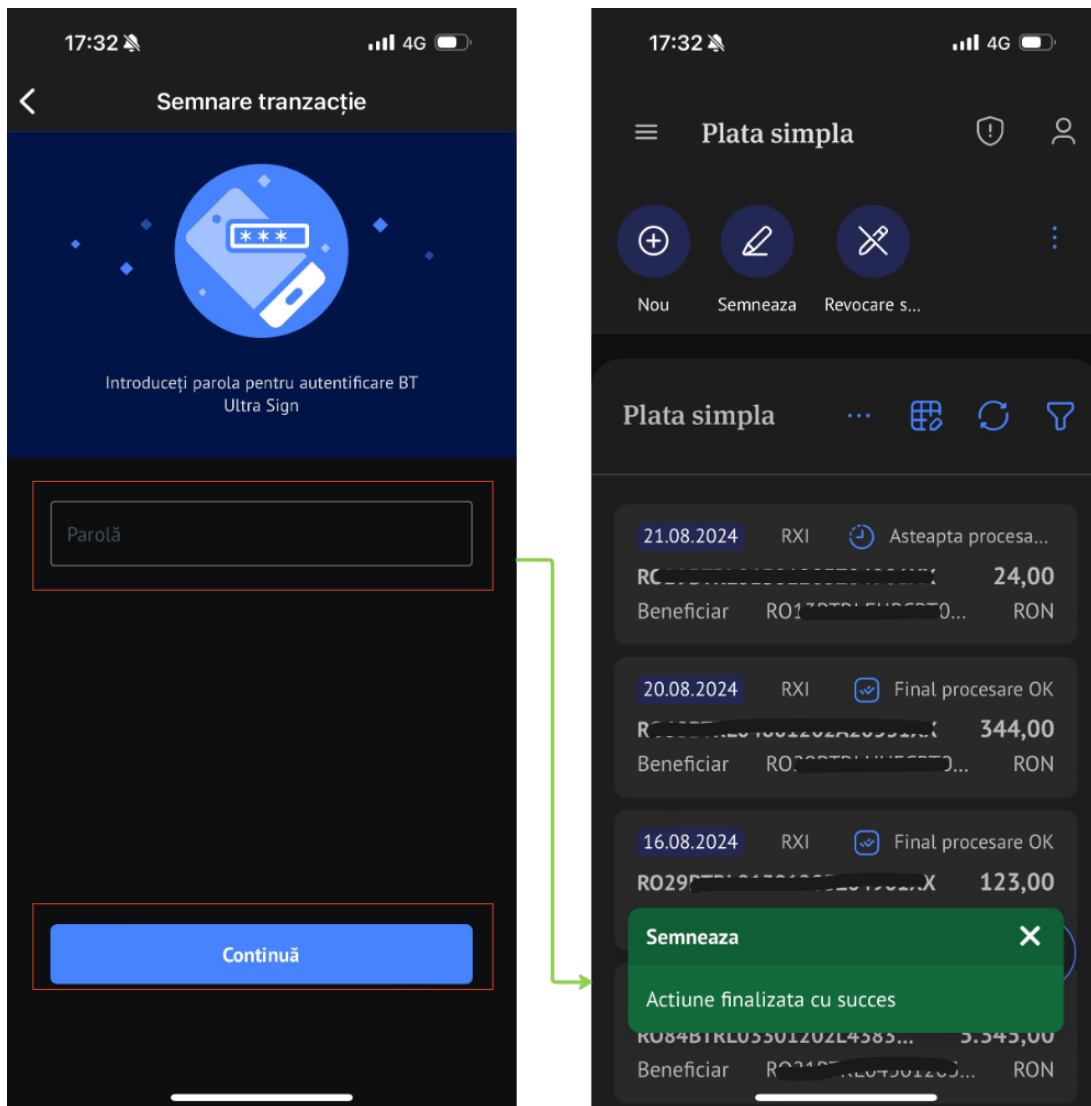
- Payee's account
- Currency
- Amount
- Date and time



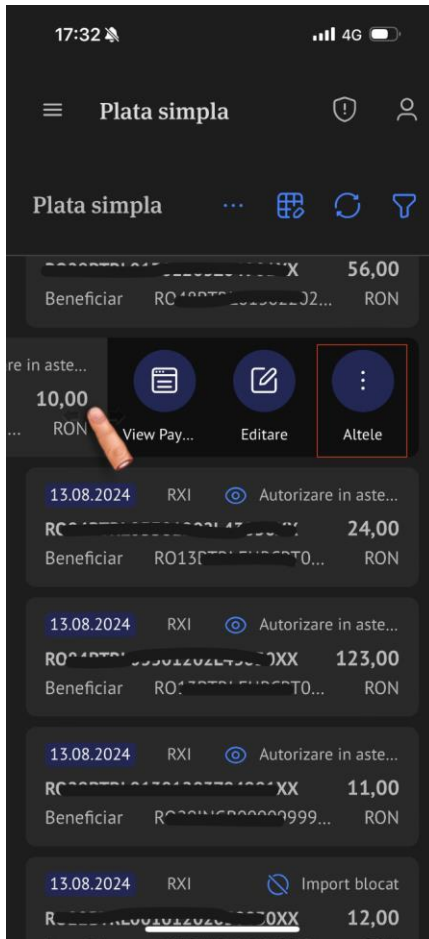
Select **Confirm**

You will now be redirected to BT Sign - for authorization using this feature or the Touch ID / Face ID recognition.

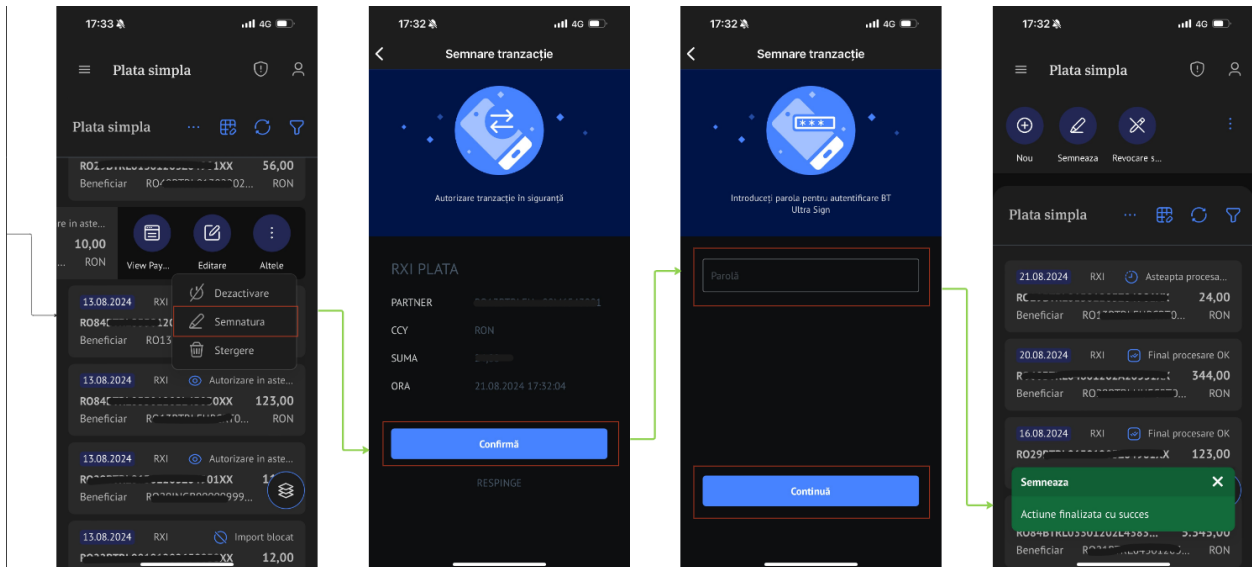
At the end you will receive a message that the action has been successfully completed.



- Once you are positioned on the entry you want to sign, slide to the left and you will notice that on the right side there are 3 other actions available to you: View Payment, Edit, Other.



Select the Other option, then from the drop-down list select Signature. Next, continue with the signing process as described above in option 1.

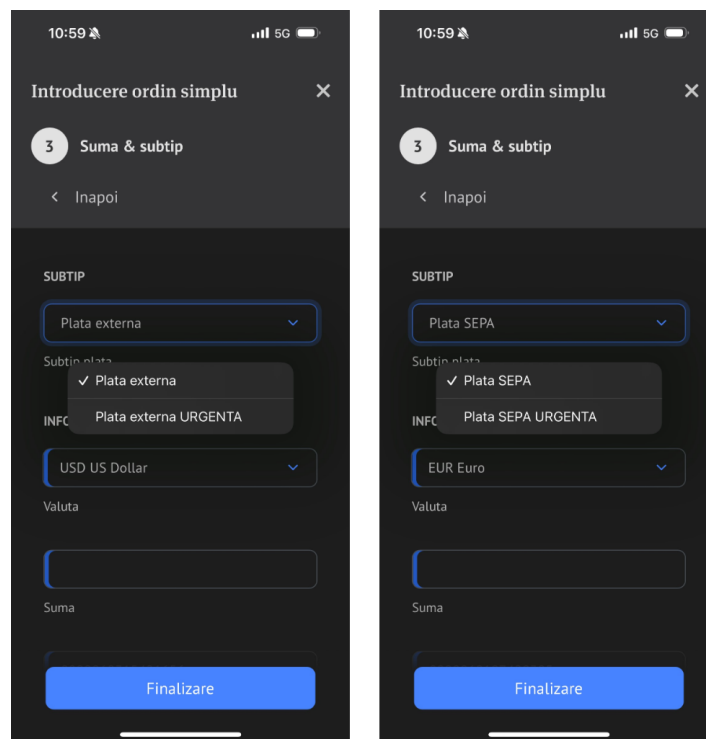


#### 4.2.1.1.2 Foreign Currency Payment

For payments in foreign currency, the same flow applies as for RON payments, with one exception.

Under Amount & subtype, the Payment subtype can have the following values, depending on the payer account - payee account relation:

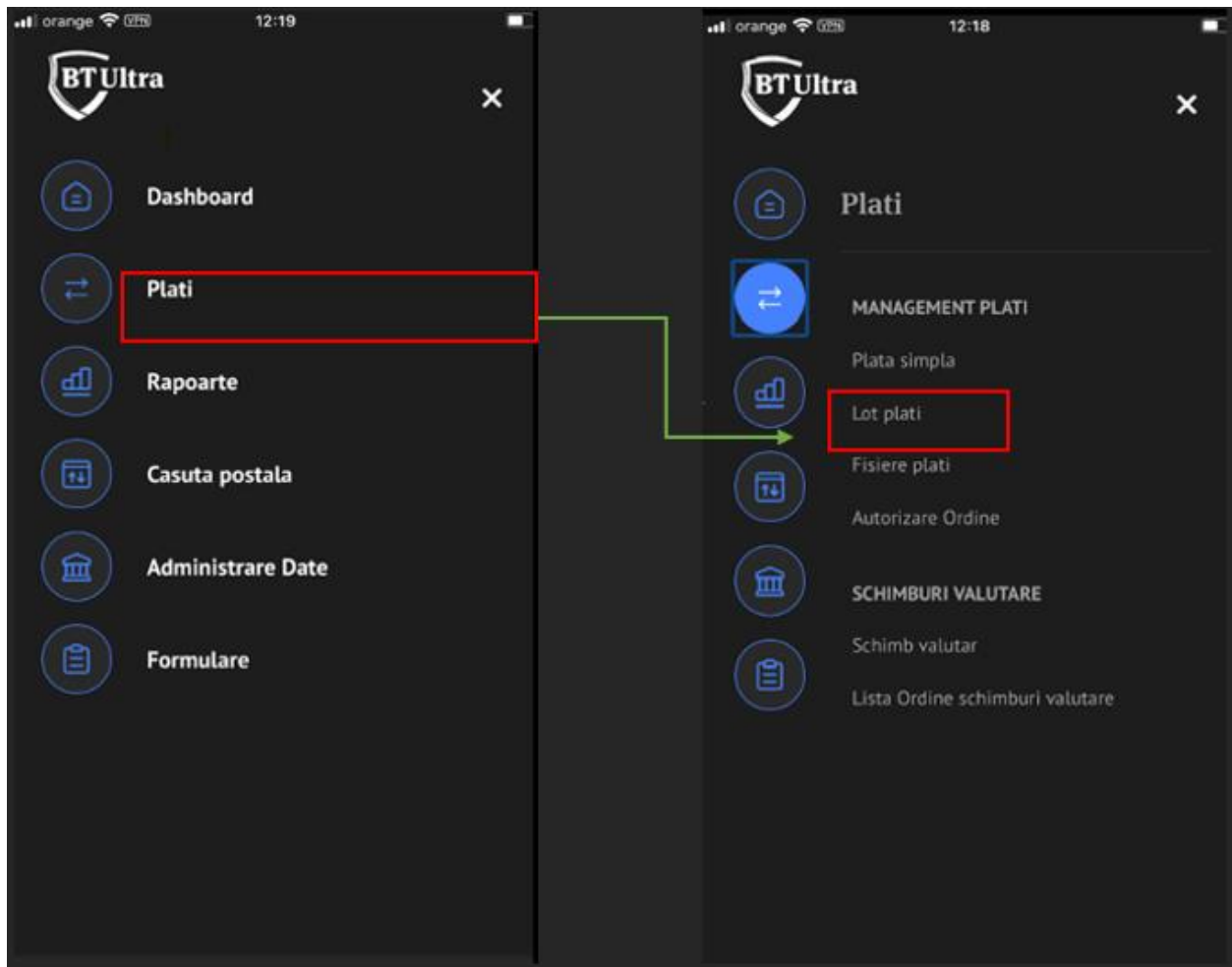
- Cross-border payment - for non-SEPA payments
- URGENT cross-border payment - for urgent non-SEPA payments
- SEPA payment - for SEPA payments
- URGENT SEPA payment - for SEPA payments you want to send urgently



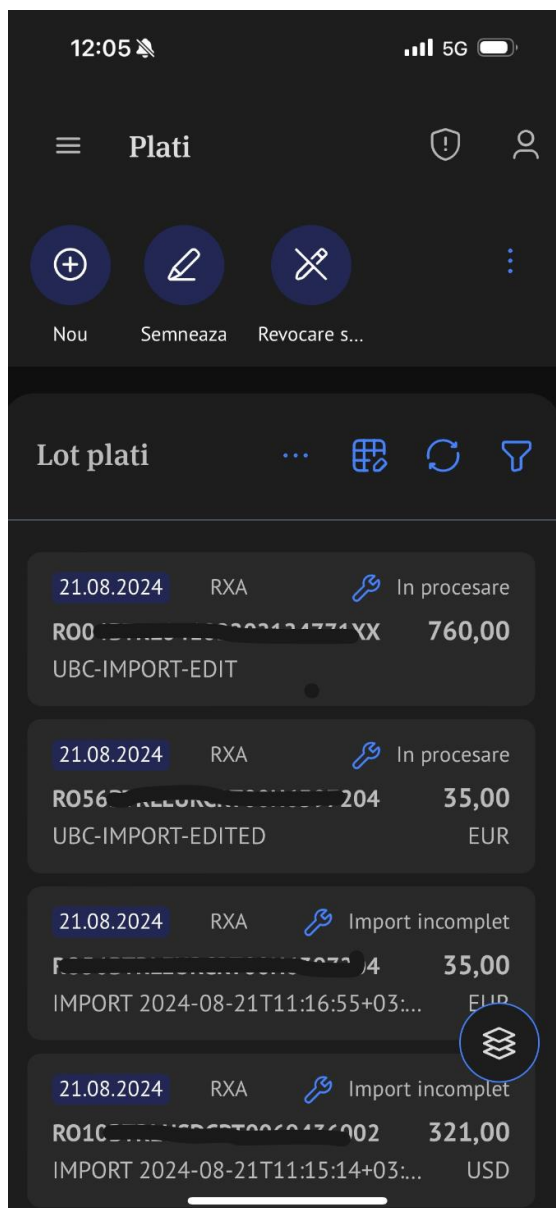
#### 4.2.1.2 Batch Payments

From this submenu you can enter multiple payments in one file.





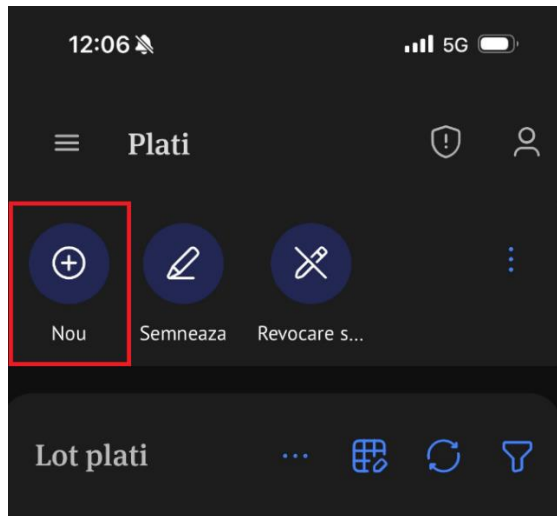
In the main screen you can see a summary of centralized payment batches. Selecting a specific entry will detail all the information related to the payments in that file in a comprehensive manner. Unlike the Payment Files menu - here you can edit payments after they have been entered.



If you want to view individual payments from the file, after clicking on the batch you must select “Show single orders”. At this moment all the transactions in the file are displayed as a list. If you want to edit one of the operations, you can do this individually by using the edit icon.

#### 4.2.1.2.1 Batch payments in RON

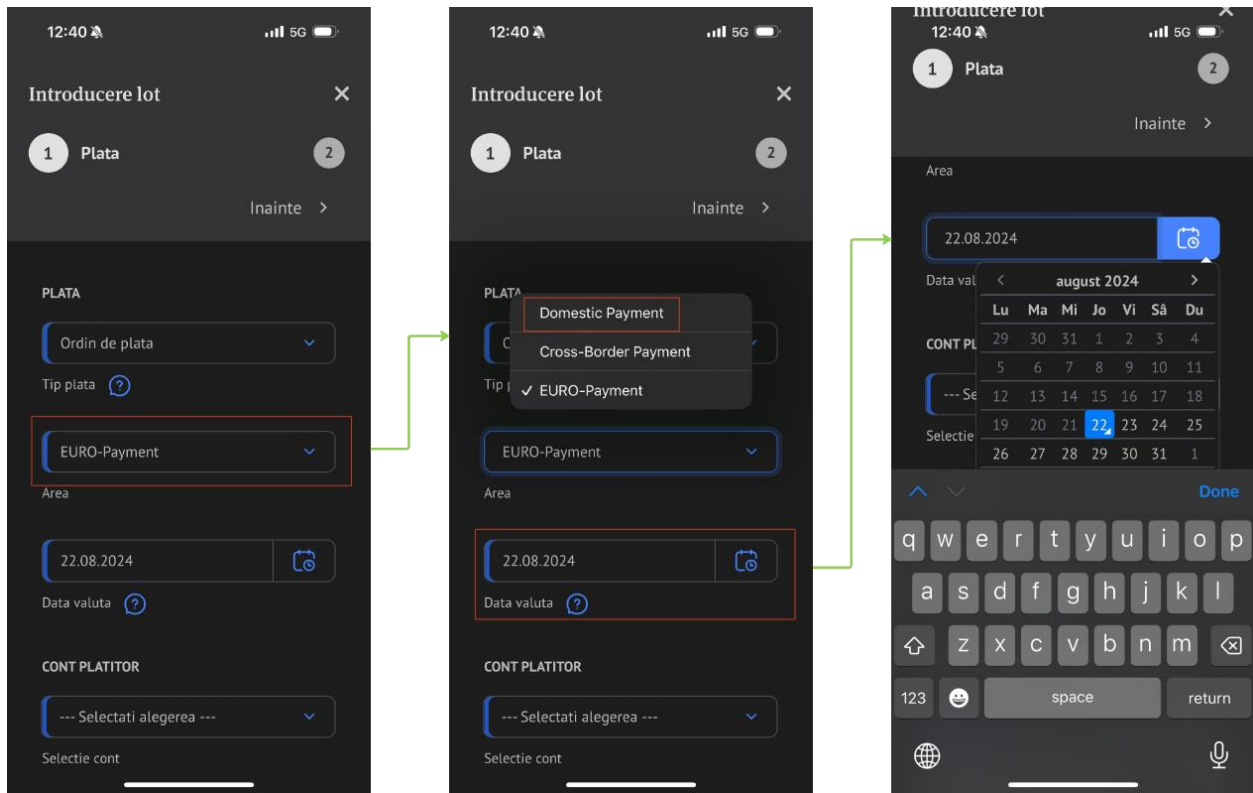
To enter the details of a new batch, select the New option:



Payment type - Payment Order is the default setting

Region - here you need to select Domestic Payments for a file with RON payments. The other options refer to:

- Cross-border payments - a file that contains non-SEPA payments - payment files in currencies other than EUR
- SEPA payments - a file that contains payments to be processed in SEPA - payment files in EUR

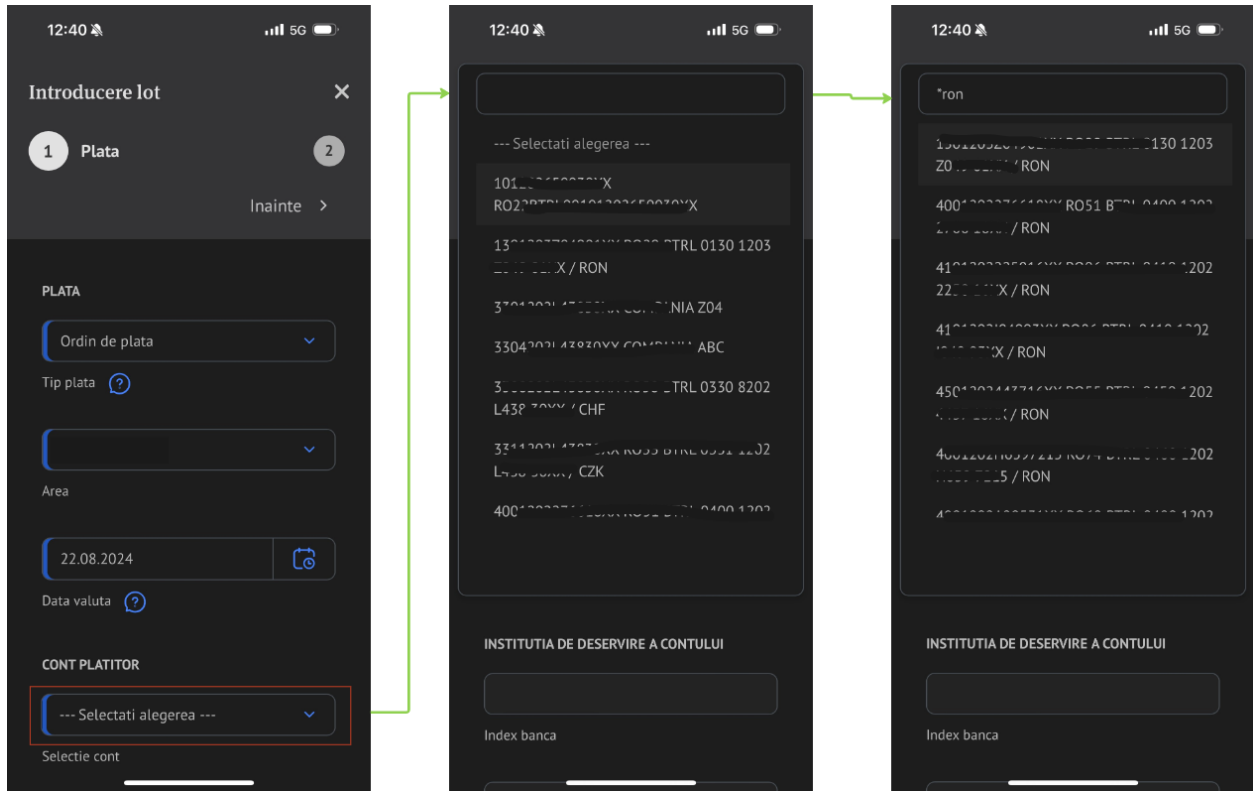


**Value date** - select the date when you want to have the payment order processed. You can select a future date, as well.

**Account selection** - from here select the account from which you want to make the payment file. In this step you select the account at the general level and then add the transactions in the batch.

If you would like to make payment files from another account - you must define another batch with the specific account selection.

To select the account, tap on arrow suggesting a drop-down list. If you have several accounts and want to select a specific account, in the search box you can use the symbol "\*" followed by a keyword for identification. In the example below you can see how all the accounts that contain the tag "ron" have been filtered



After selecting the payer account, the other fields in the Payment section will be filled in automatically:

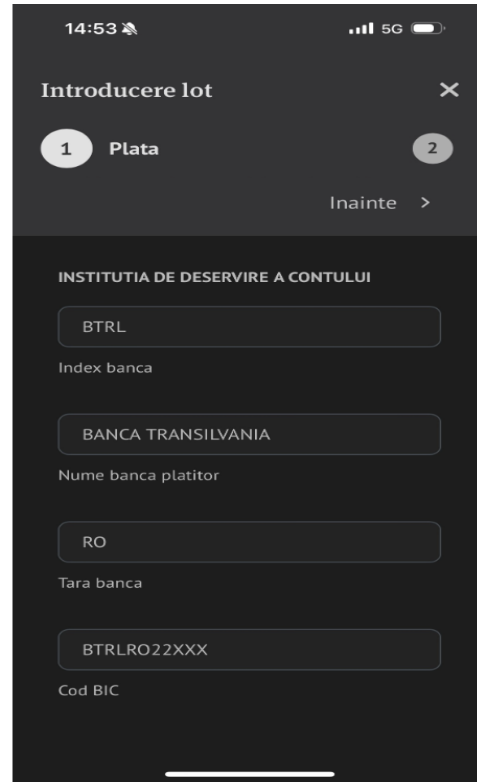
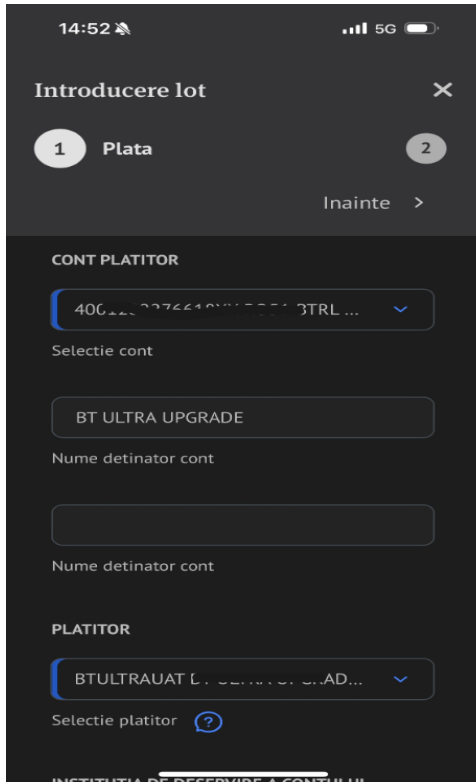
Payer selection - to be filled in with the name of the payer company (the holder of the account from which you initiate the payment file)

Bank index - to be filled in with BTRL

Payer bank name - to be filled in with BANCA TRANSILVANIA

Bank country - to be filled in with the acronym RO for Romania

BIC code - to be filled in with Banca Transilvania's bic: BTRLRO22XXX



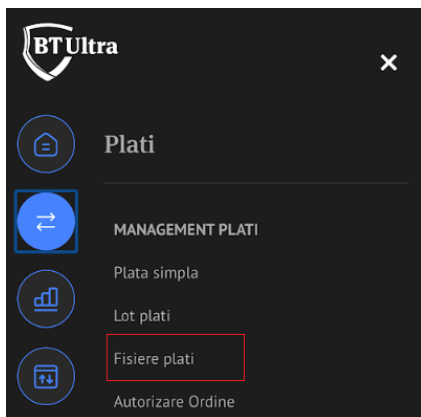
#### 4.2.1.2.2 Batch payments in FCY

Follow the steps described above for the input of batch payment batches in RON.

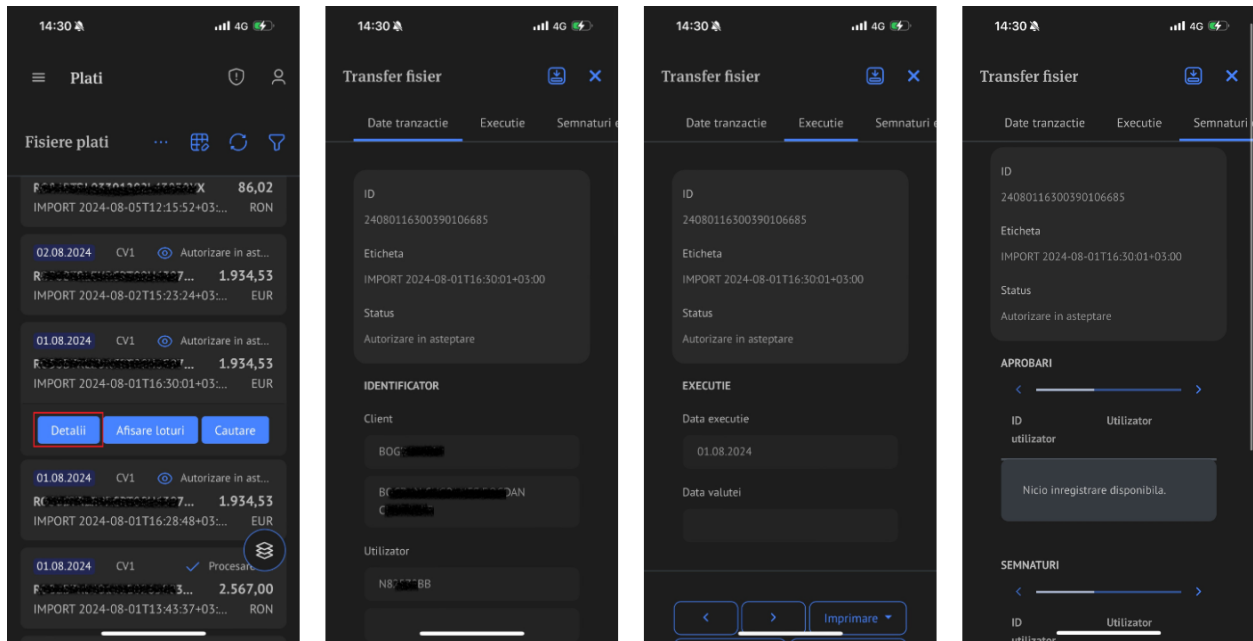
It is very important to define the batch type for the payment file you want to make:

- Batch type in the Cross-Border Payment area: for payment files in currencies other than EUR
- Batch type for the EURO-Payment area: for euro payment files

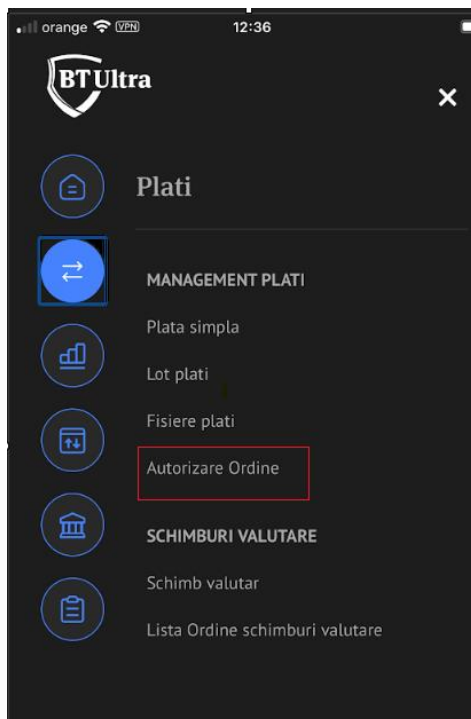
#### 4.2.1.3 Payment Files



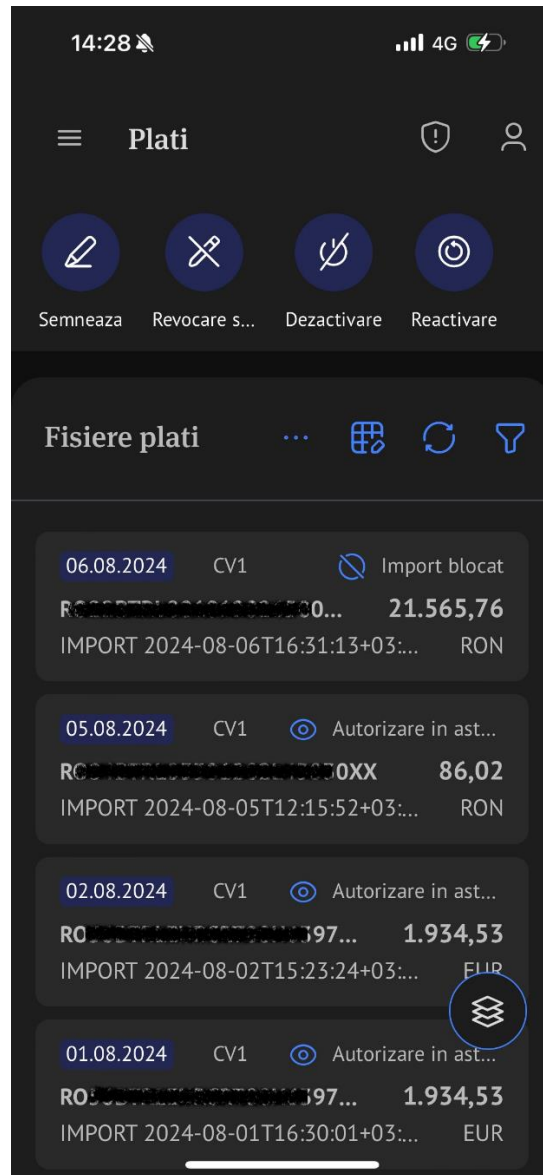




#### 4.2.1.4 Order Authorization

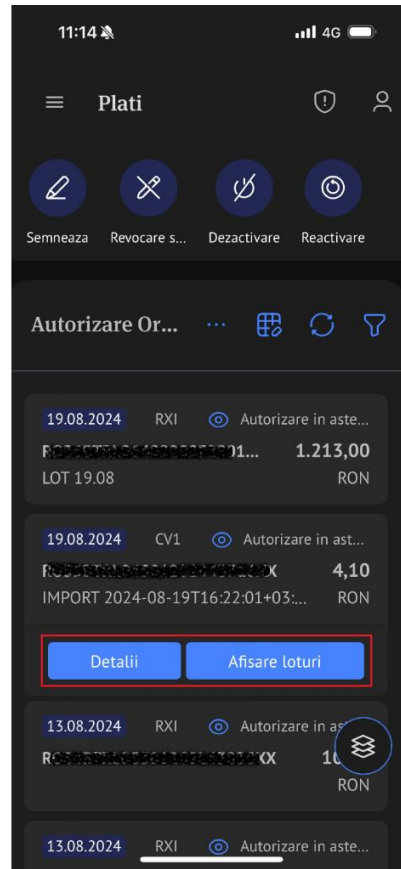
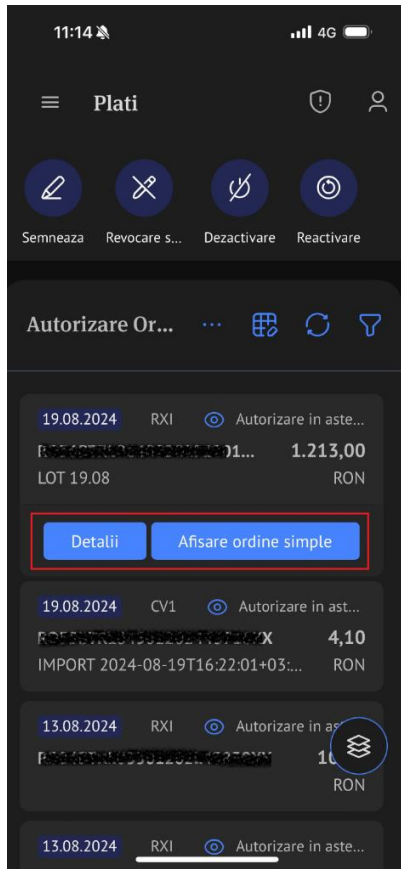


In this menu you can view all the payments or payment files that are waiting for at least one signature. If for various reasons you have omitted to sign a single payment order or an imported file - all the operations shall be available here for authorization, in a centralized form.



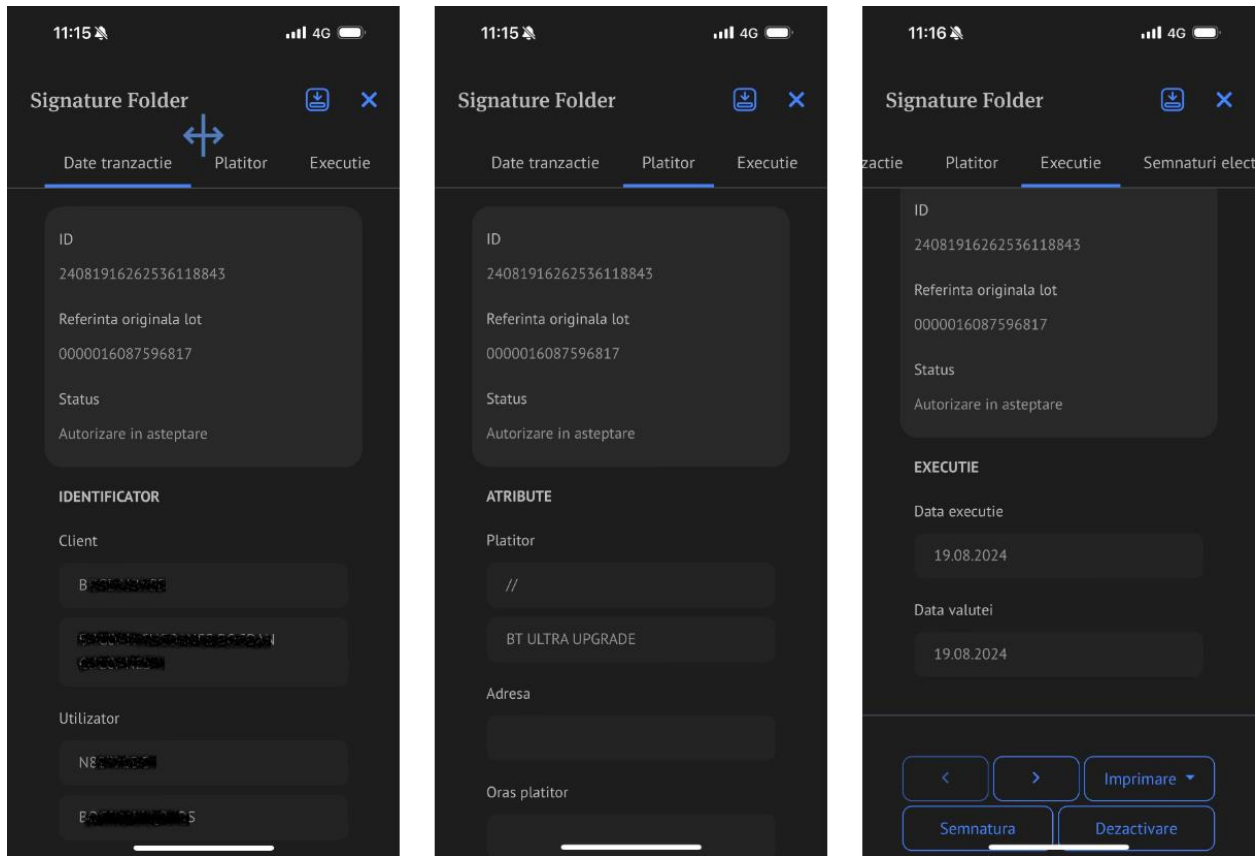
To view the details of the file you want to authorize, tap on the desired entry. Following this action, the following options shall be available (depending on the file):

- Details
- Display single orders/ Display batches

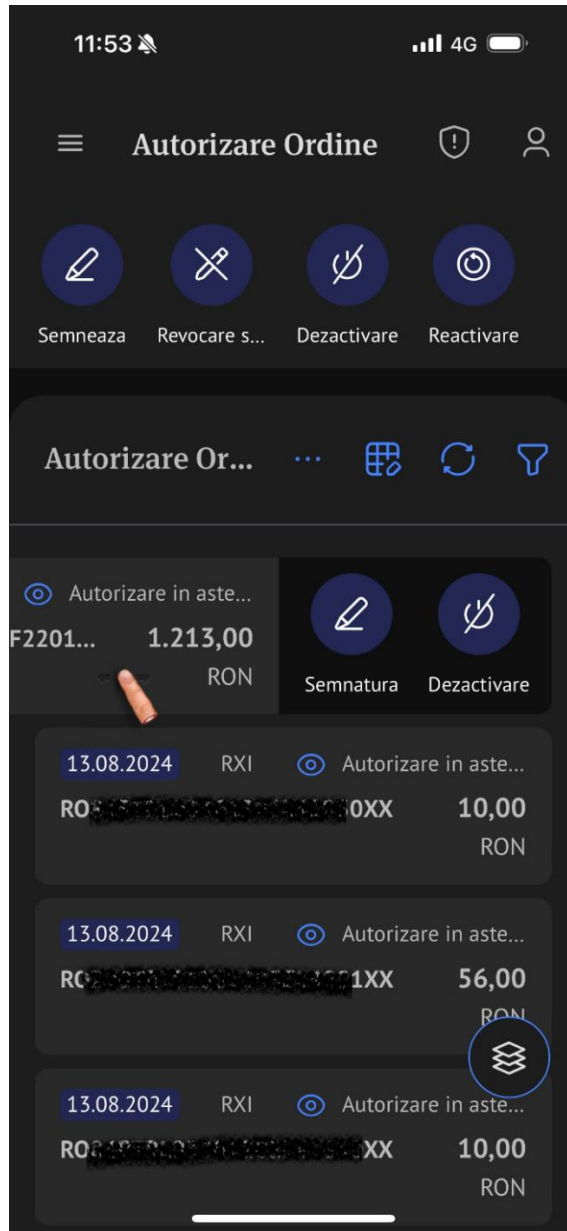


Under the heading Details, by sliding left-right, you can find information related to:

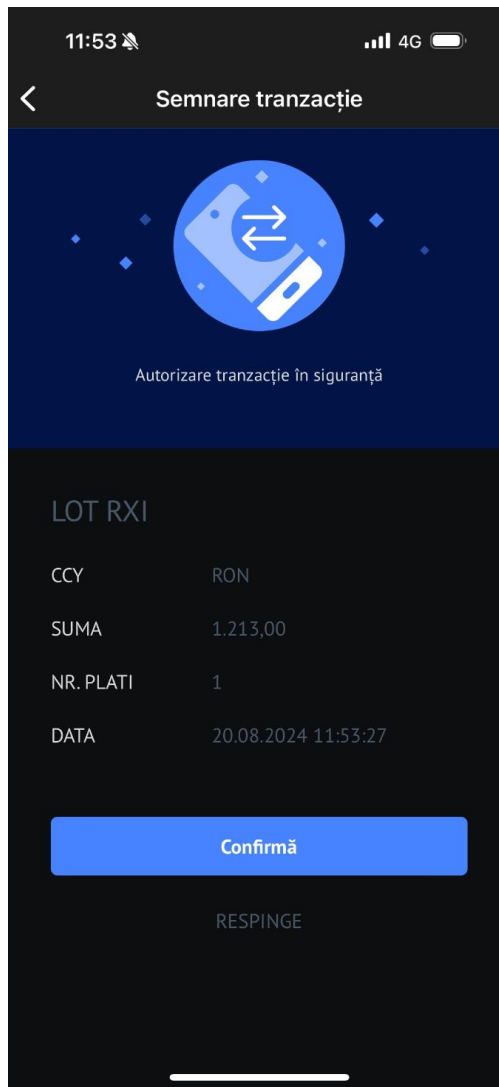
- Transaction date
- Payer
- Performance
- Electronic signatures



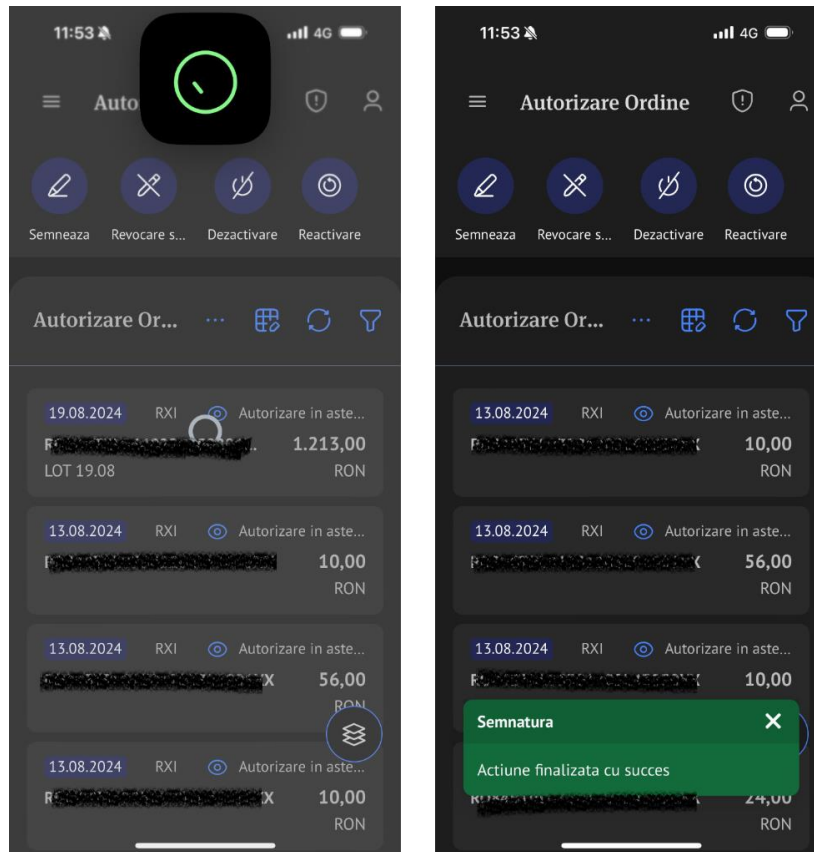
To sign the file, tap on the desired entry, slide left - right as shown in the image below and tap the Sign option.



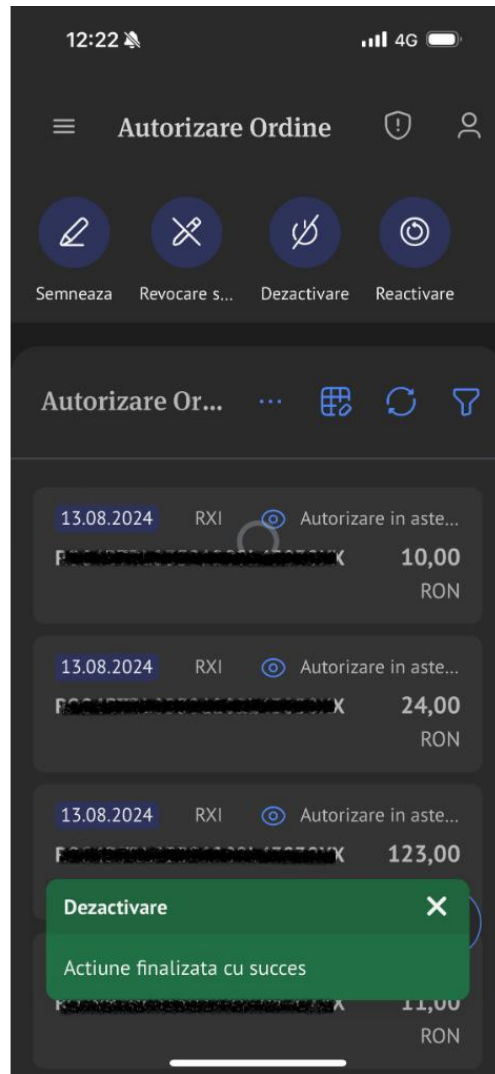
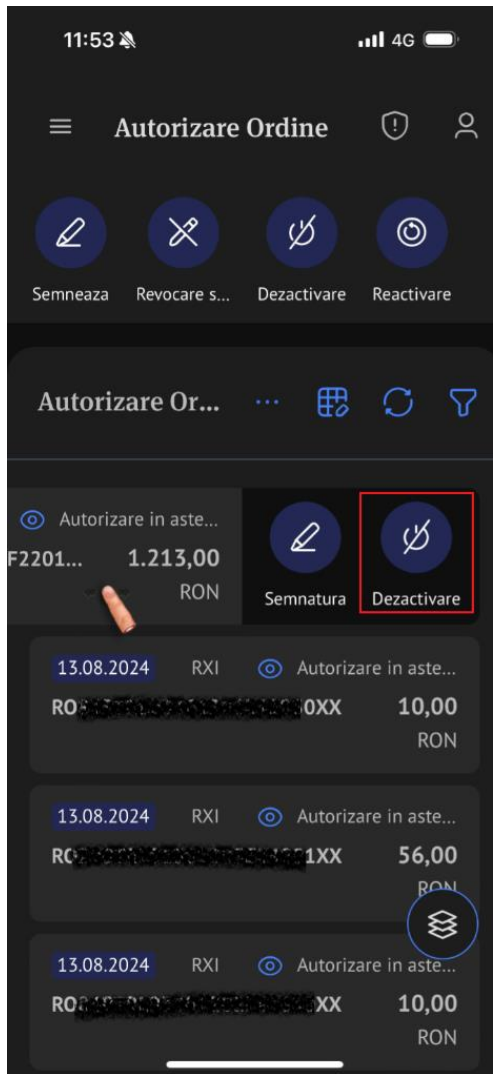
In the next screen you will see a summary of the file with information including currency, amount, number of payments and date.



Once you have checked all the information, click on "Confirm". In the next step - you must authorize using one of the authorization methods: BT Sign or TouchID/Face ID. In the last step you will receive confirmation that the action has been successfully completed.

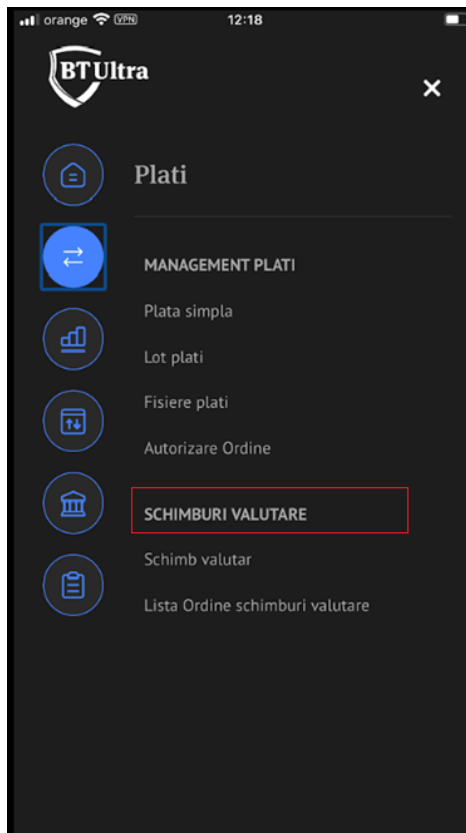


To deactivate the file (e.g. when you have a file that you do not want to send for processing), tap on the desired entry, swipe left - right as shown in the image below and tap on the "Deactivate" option. In the last step you will receive confirmation that the action has been successfully completed.

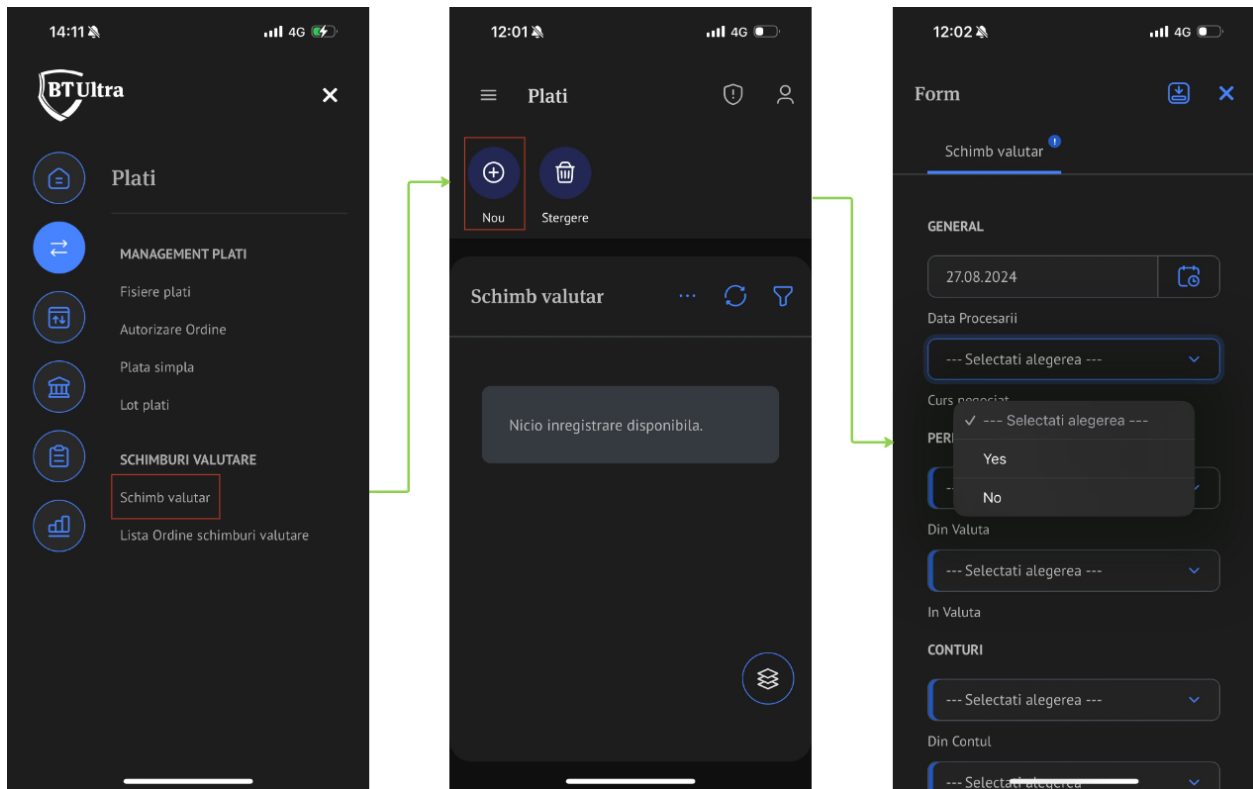


#### 4.2.2 Foreign Exchange

Through this functionality you can initiate FX operations at firm or negotiated foreign exchange rates. To access the menu, tap on Payments -> Foreign Exchange.



To initiate the introduction of an FX operation, tap on the Foreign Exchange submenu, then on New:



#### 4.2.2.1 Foreign Exchange - standard rate

Fill in the following fields in the form that opens:

##### GENERAL

Processing Date - it must always be the current / relative to the time when the foreign exchange order is introduced

Negotiated rate - NO

Quotation - will be filled in automatically

##### CURRENCY PAIR

From Currency - select the currency from which you would like the currency exchange to be carried out

To Currency - select the currency in which you would like the currency exchange to be carried out

Example: if you want to buy euros: From currency - choose EUR/ In currency - choose RON

##### ACCOUNTS

From Account - select the account from which you would like the currency exchange to be carried out

To Account - select the account in which you would like the currency exchange to be carried out

ORDER TYPE: FIXED RATE (this will be filled in automatically)

Amount - fill in the amount you wish to buy/sell

Currency - will be filled in automatically

Exchange rate - will be filled in automatically

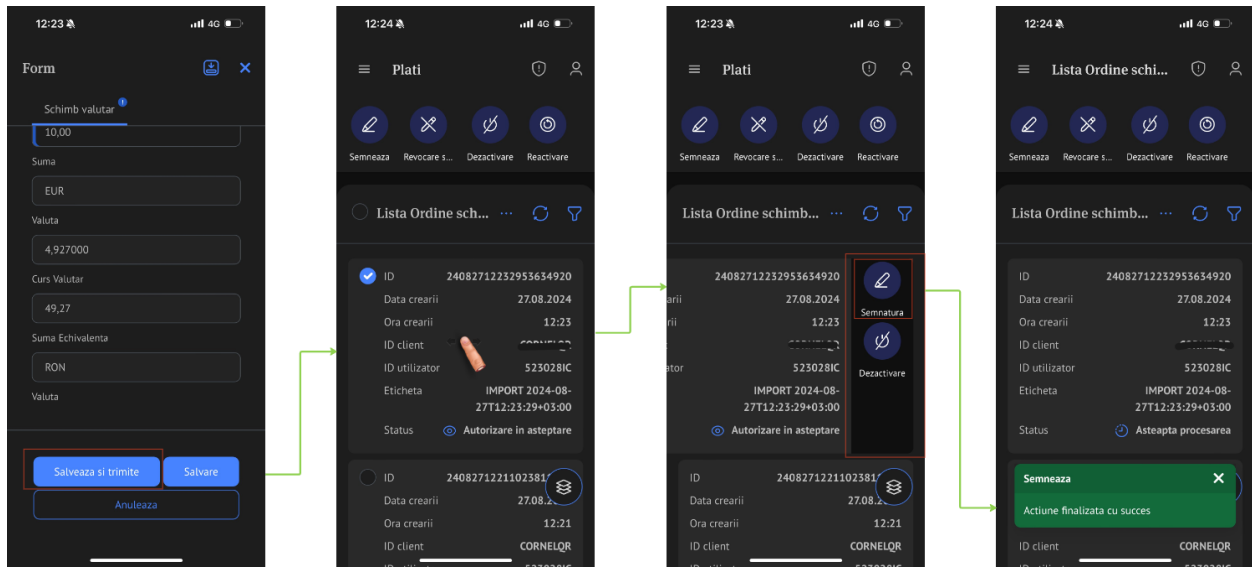
Equivalent amount - will be filled in automatically

Currency - will be filled in automatically

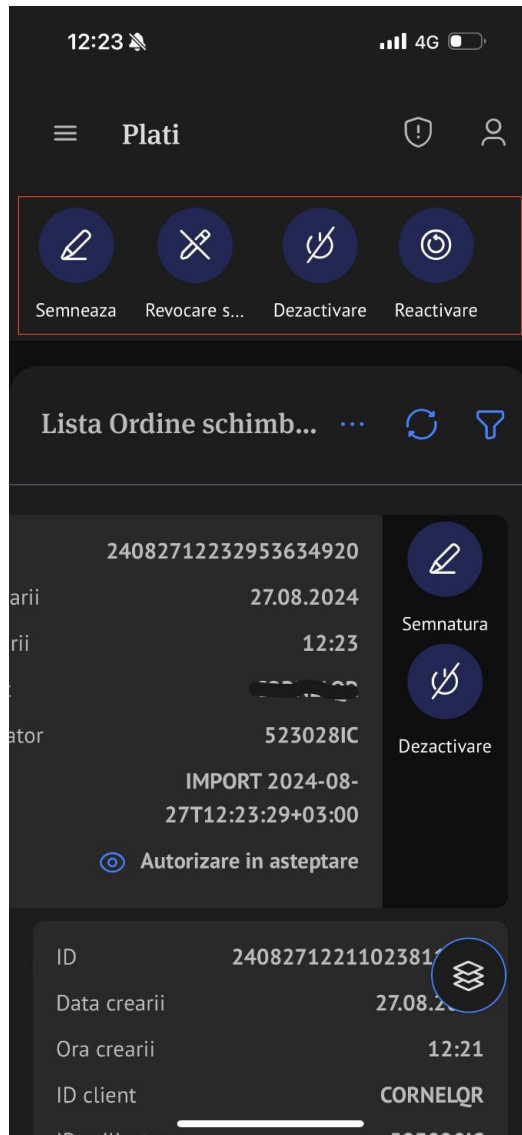
The image displays three sequential screenshots of a mobile application interface for creating a currency exchange order. The interface is dark-themed and titled 'Form' with a sub-header 'Schimb valutar'. The first screenshot shows the 'GENERAL' section with fields for 'Data Procesarii' (27.08.2024), 'Curs negociat' (Firm), and 'Cotatie'. The second screenshot shows the 'CONTURI' section with dropdown menus for account numbers and 'TIP ORDIN: CURS FIX' set to 10,00. The third screenshot shows the 'PERECHE VALUTARA' section with 'EUR' and 'RON' selected, and a 'Suma' field set to 10,00. At the bottom, there are buttons for 'Salveaza si trimite', 'Salvare', and 'Anuleaza'.

Final actions can be :

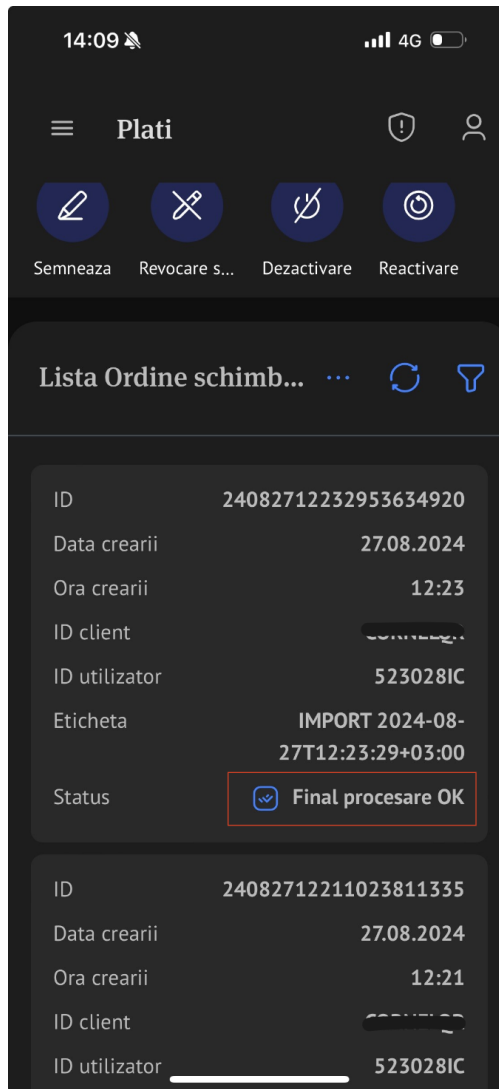
Save and send - the foreign exchange order has been prepared for signing. It is available in the submenu List of foreign exchange orders with the status: Pending for authorization. The foreign exchange operation can be deactivated or signed. After the signing you will be notified that the action has been successfully completed.



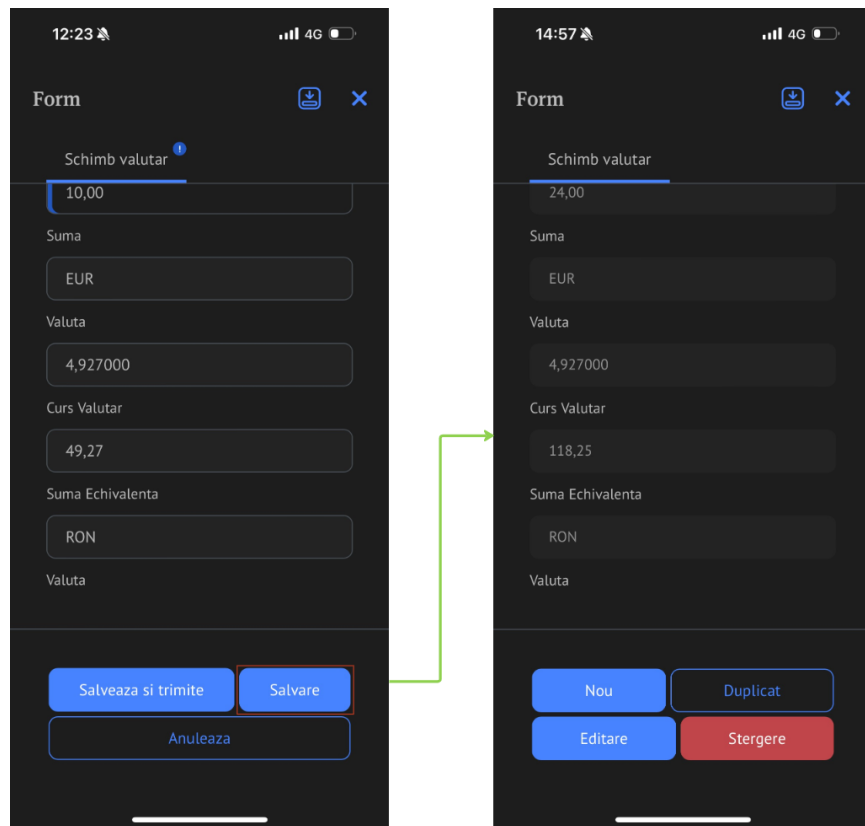
You can also apply the main actions - specific to all the operations in the payments menu:



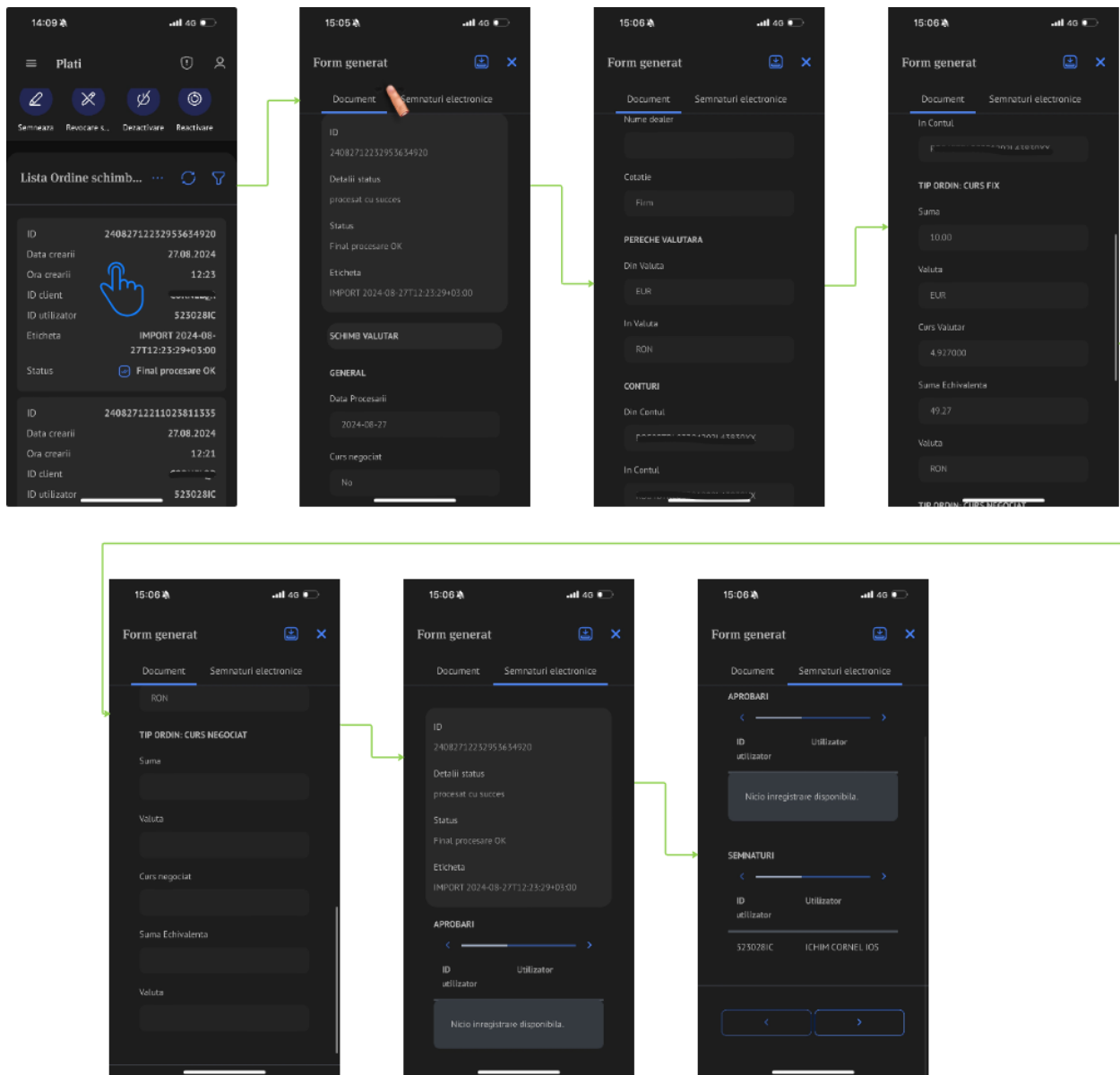
After the signing you will find the respective entry with the updated status Final processing OK.



Save - the foreign exchange order remains in the Foreign exchange menu, being ready to be sent, edited or deleted.

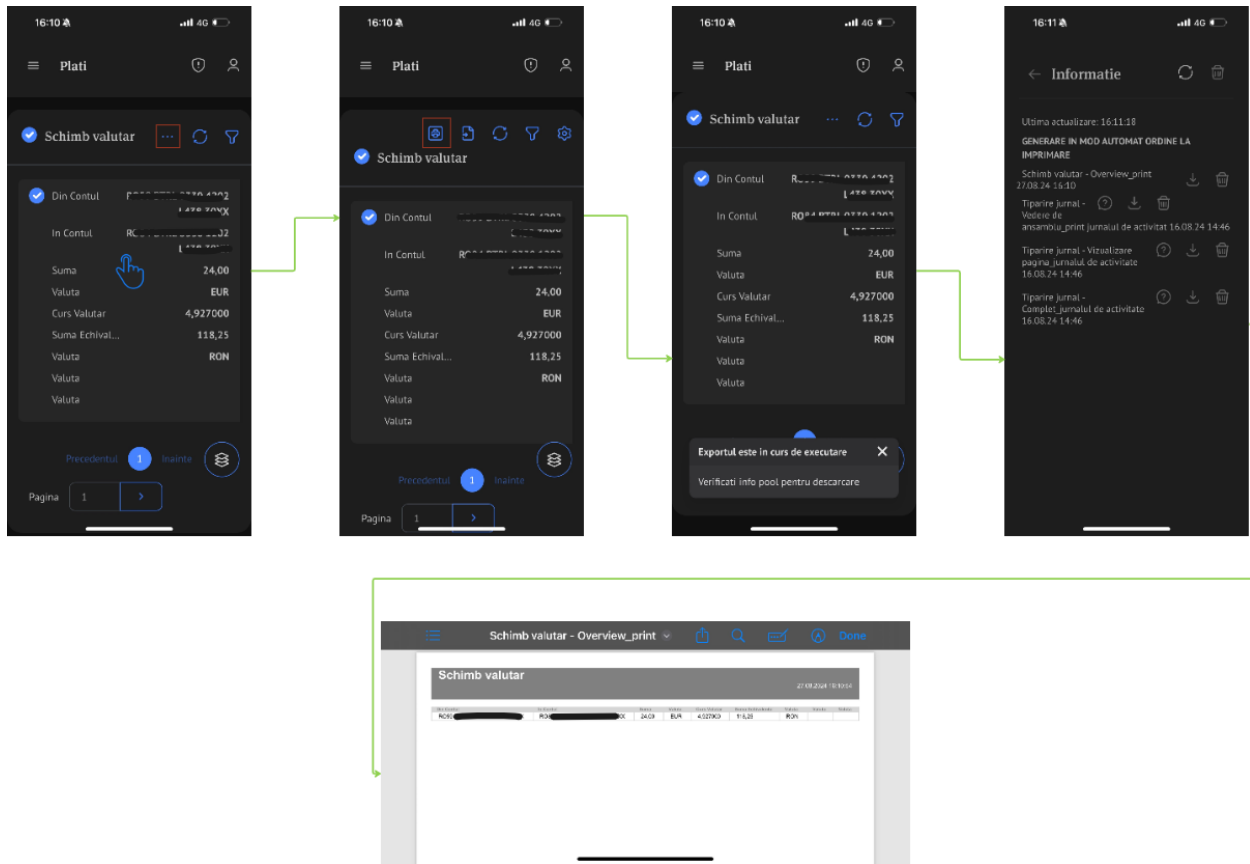


If you want to view all the details of that exchange, click on any of the displayed entries and slide between the Document or Electronic Signatures tabs.



For printing follow the steps below:

- tap on the desired entry; you will notice that the recording is checked on the left side
- select the 3 dots on the right (see the red frame)
- view the ready-for-print file from the quick menu bar (left side)



#### 4.2.2.2 Foreign Exchange - Negotiated Rate

In addition to the details that you have to fill in, similar to exchange operations at fixed rates, for negotiated foreign exchange rates you will have to fill in additional fields:

##### GENERAL

Negotiated rate - select Yes

Dealer name - select from the list the name of the colleague with whom you have negotiated the rate

**ORDER TYPE: NEGOTIATED RATE** (will be filled in automatically)

Amount - fill in the amount you wish to buy/sell

Negotiated rate - you will have to fill in the rate communicated by our colleague in Dealing

Form

Schimb valutar

GENERAL

27.08.2024

Data Procesarii

Da

Curs negociat

ADA

Nume dealer

PERECHE VALUTARA

EUR

Din Valuta

RON

In Valuta

CONTURI

Form

Schimb valutar

Din Contul

In Contul

TIP ORDIN: CURS NEGOCIAT

21,00

Suma

EUR

Valuta

4,850000

Curs negociat

101,85

Suma Echivalenta

RON

Valuta

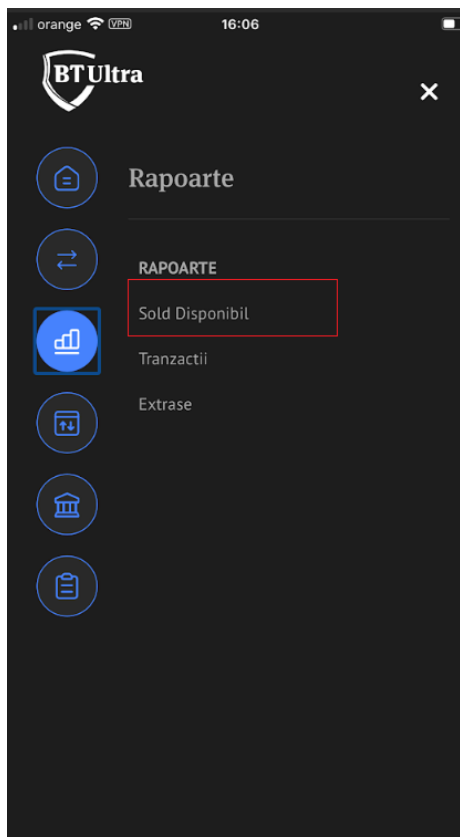
The other steps and actions described for standard exchange rates also apply here.

## 4.3 Reports

In this menu, you can view information related to existing account balances, transactions and statements related to the accounts you manage in the application.

### 4.3.1 Available Balance

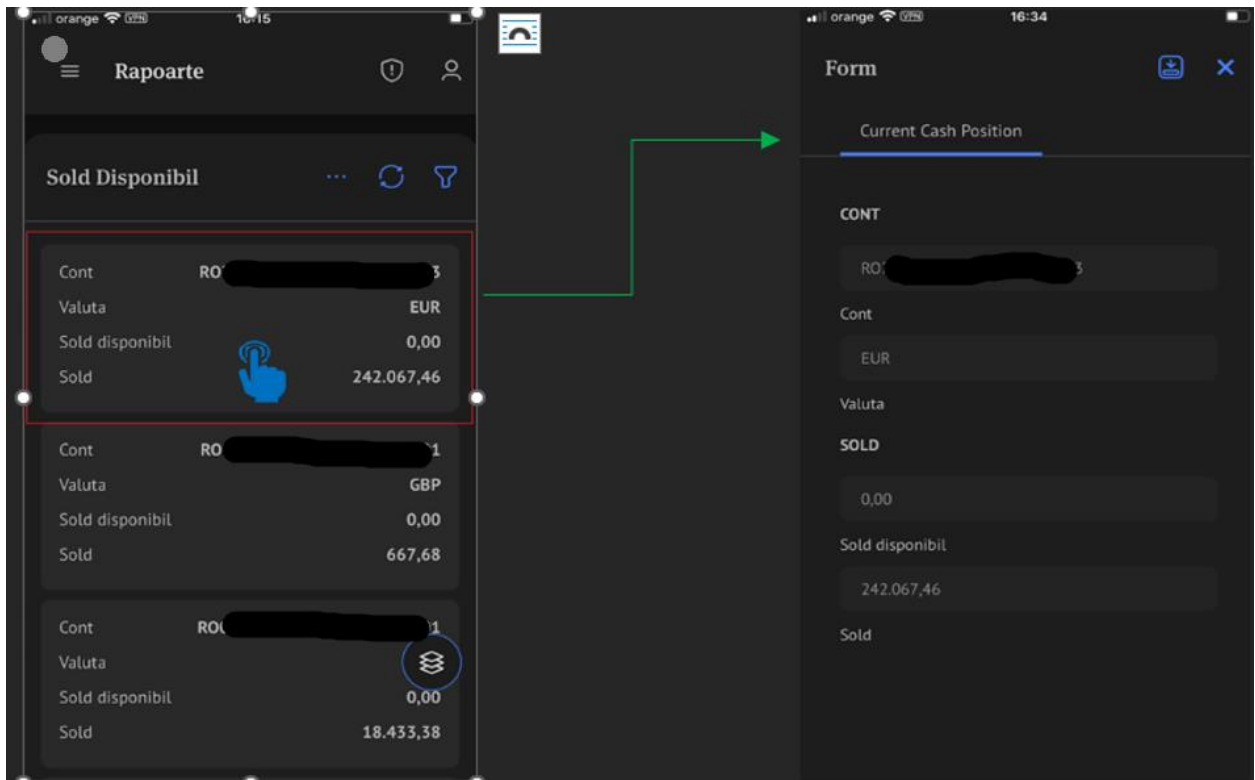
To access the balance report, tap on the Available Balance submenu:



You will now be able to visualize the accounts, individually marked in a frame, containing the following information:

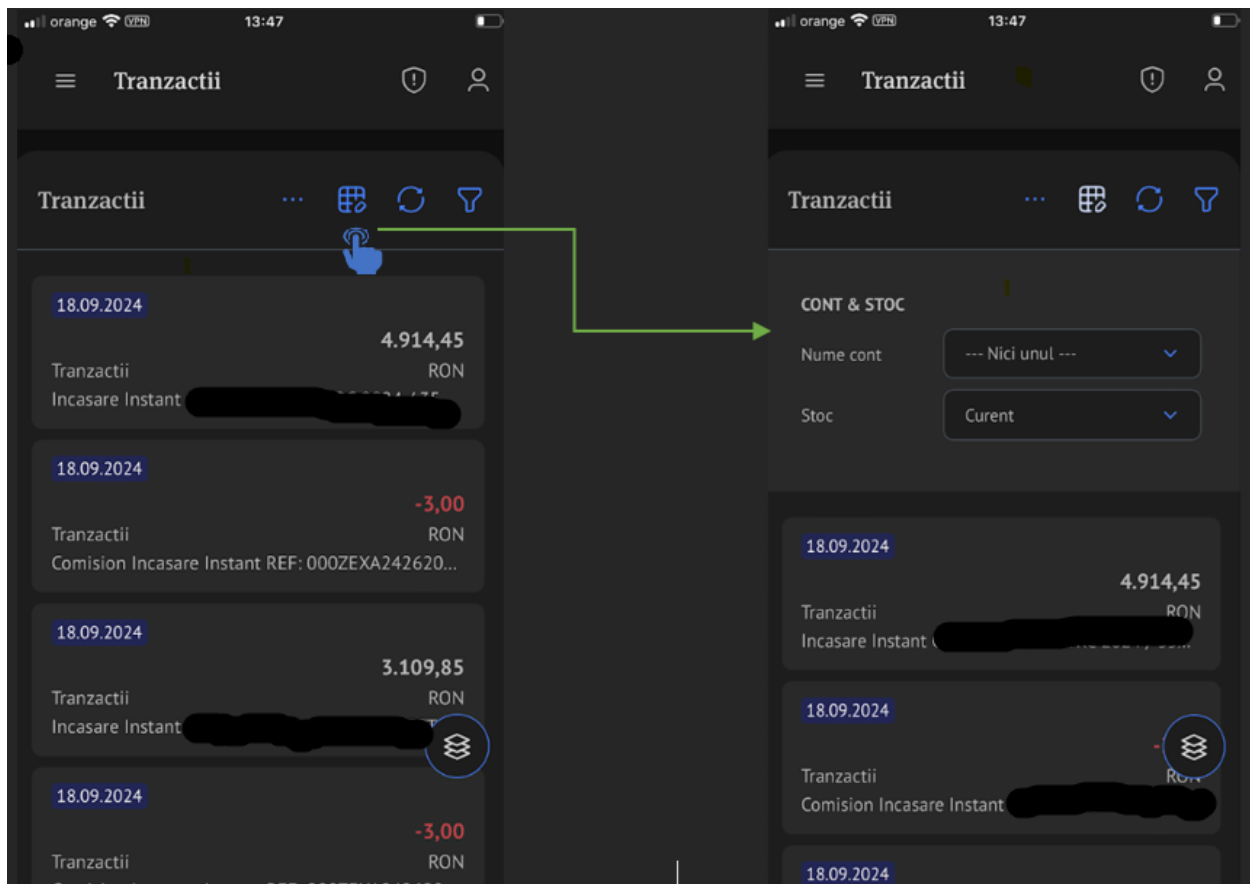
- Account - your account is displayed in IBAN format;
- Currency - the specific currency of your account is displayed;
- Available balance - the balance containing the available amount that you can actually use at that moment;

To view only the details of a certain account, tap on the desired account as in the image below. This will open a new form containing all the details of the selected account.



#### 4.3.2 Transactions

In the Transactions menu you can view all the transactions on the accounts defined for viewing in the application. When you access this menu, you will see the transactions on a specific account, but you can filter the information by account or period, by accessing the ACCOUNT&STOCK section. It can be accessed by tapping the "Toggle options" icon, as in the image below.



In "ACCOUNT&STOCK" there are two fields, with the following particularities:

Account name:

If "None" is left in this field - the interface will display all the transactions for all the accounts.

From here you can select a single account for which you want to view the transactions. They will be available for selection in the form of a drop-down list.

Stock:

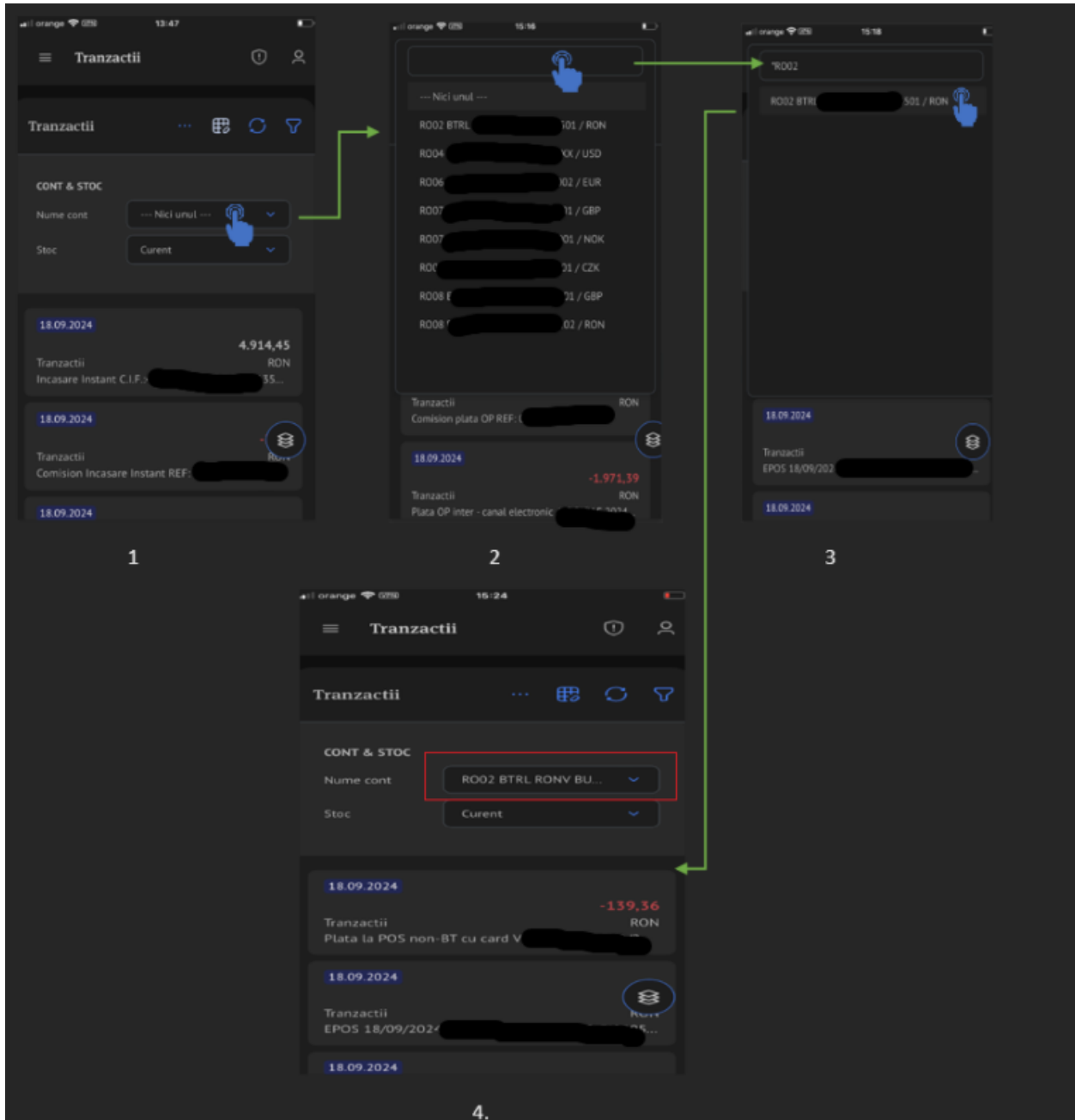
You have 2 options:

- Current: you are shown all the information on all the accounts on which you have had transactions, but not older than 2 weeks
- Short-term archive: data older than 2 weeks, but not more than 6 months back (relative to the current date) are displayed

To view the transactions by account, tap inside the "Account name" box (Image 1). You can now choose the account you want - in this case you have to tap on it, or to search for an account, if the list contains multiple entries.

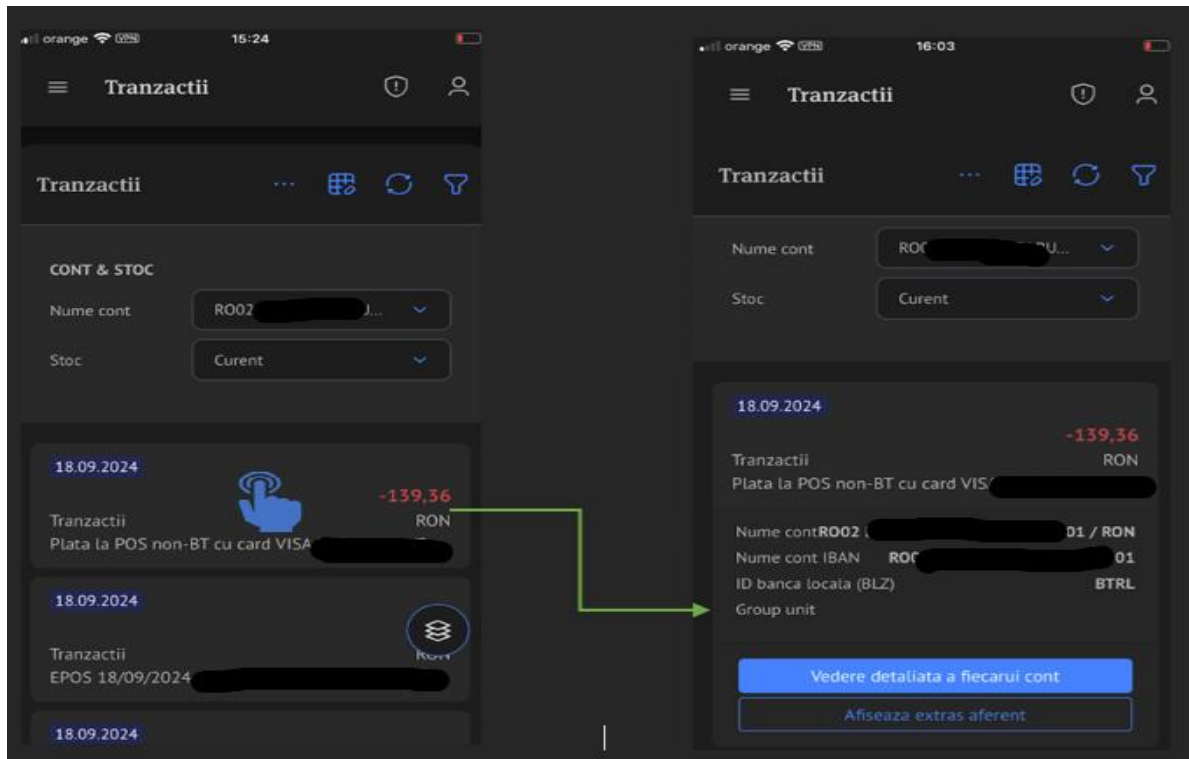
To perform the search, tap in the box in image 2 and then enter the details of the account you are interested in. We recommend entering the "\*" symbol before the account details (image 3).

The desired account will now be displayed (image 3), and to load the transactions related to it, please tap on it again.



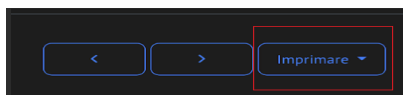
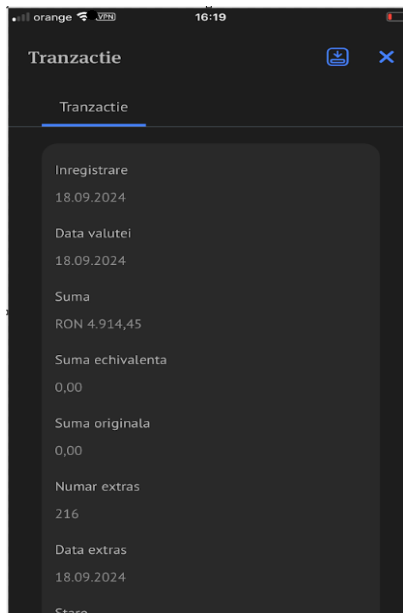
The list of transactions carried out through this account will be displayed (Figure 4). The previously selected account will also be displayed in the "Account name" section.

The transactions are displayed in a simple way, by means of an individual frame for each transaction. You can view additional details about the selected transaction with a single tap on it, as in the images below.

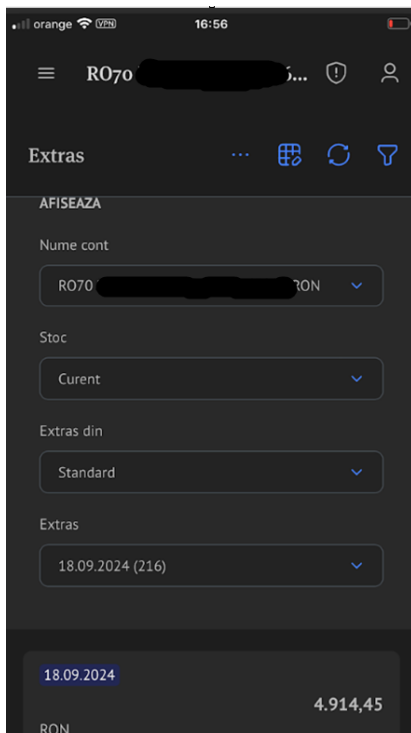


Two additional buttons will be displayed in this view:

- "Detailed view of each account" - all the transaction details are displayed in a drop-down page similar to the one below. From here you will also be able to print the document related to this operation by using the "Print" button displayed at the bottom of the page.

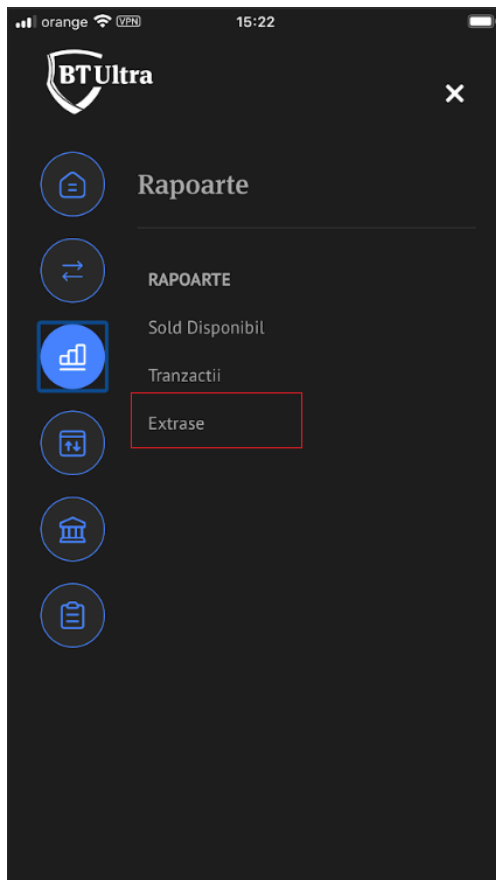


- "Show related statement"- by clicking this button, you will be directed to the statement related to that transaction, and the screen will look similar to the one below:

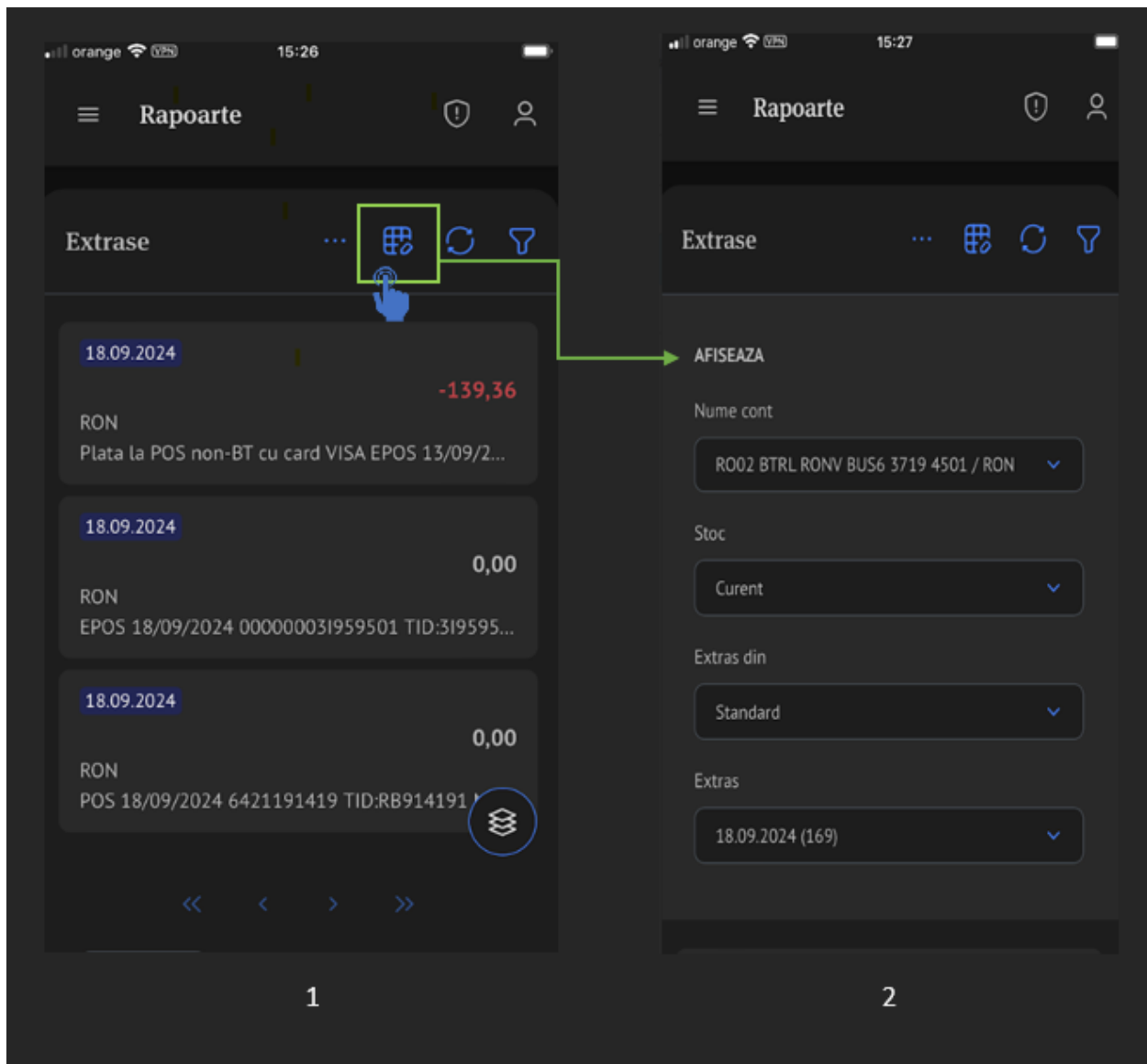


### 4.3.3 Statements

In this menu you will be able to view statements for the accounts defined within the BT Ultra Mobile application.



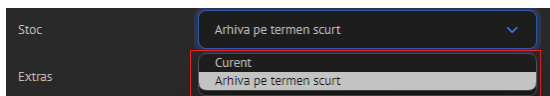
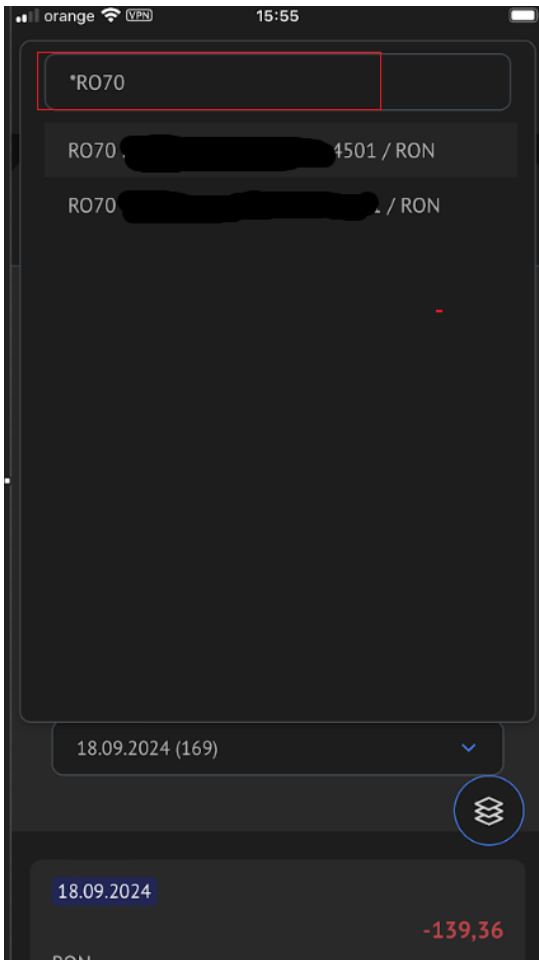
In the "Statements" menu, the last available statement will be displayed by default. If you want to select another account and the related statement, you can do this from the DISPLAY section. It is hidden by default, and to display it, you need to tap the "Toggle options" icon, as highlighted in the image below. (Image 1).



Thus, the “DISPLAY” section will be shown with the following fields:

Account name - from here you can select the iban for which you would like to display the information. The accounts will be available in the form of a drop-down list. In this field you can also enter key characters for an easier identification. See the search in the example below by the "RO74" tag - to filter out all the IBANs starting with these characters. Once you have identified the desired account, select it with a simple tap.

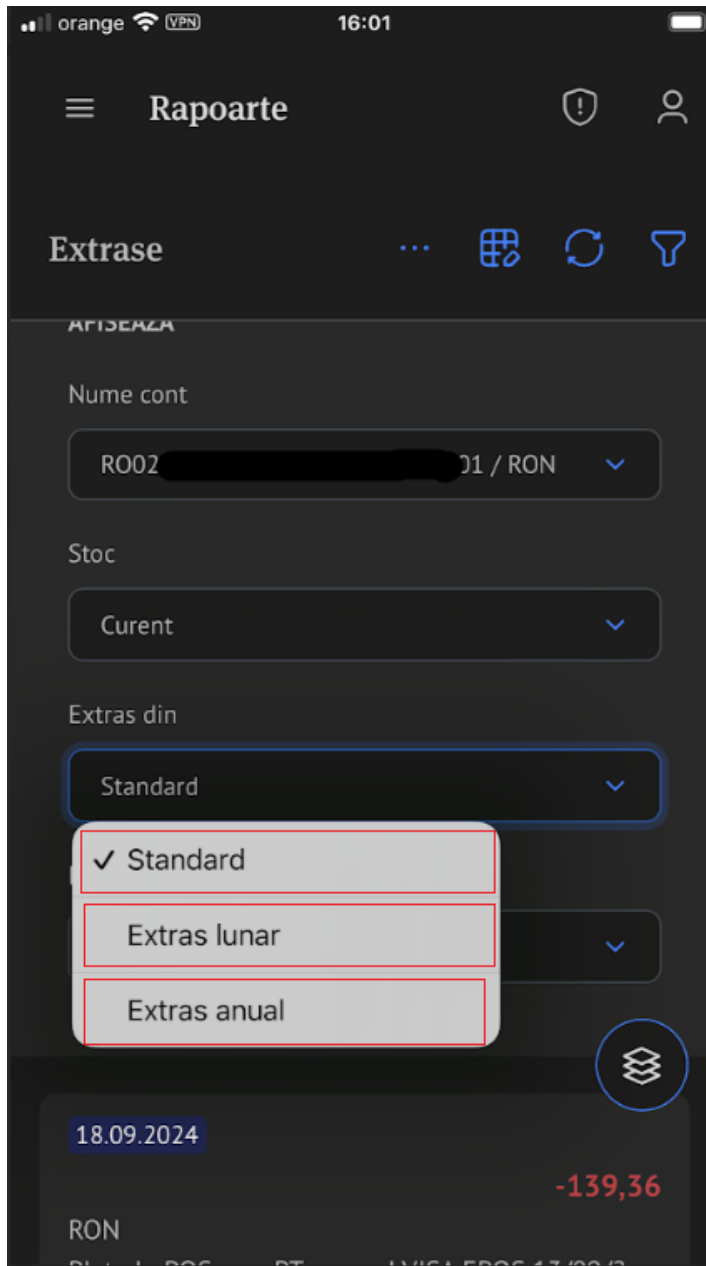
Note: we recommend using the "\*" symbol when performing a search.



Current - if you choose this option, your statements are displayed for a period of 2 weeks back (relative to the current date)

Short-term archive - statements older than 2 weeks, but not older than 6 months (relative to the current date) will be archived

Statement from: - Standard will appear here by default. You can also select:  
Monthly statement - if you want to display the monthly statement for the account  
Annual statement - if you want to display the annual statement for the account

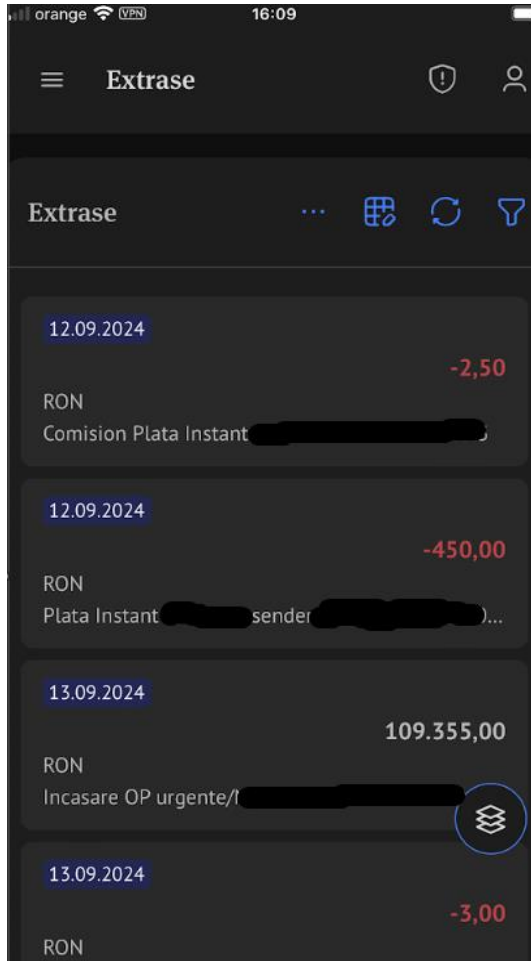


The details of a transaction in a statement are summarized by individual frames, as in the image below. Thus, you can view:

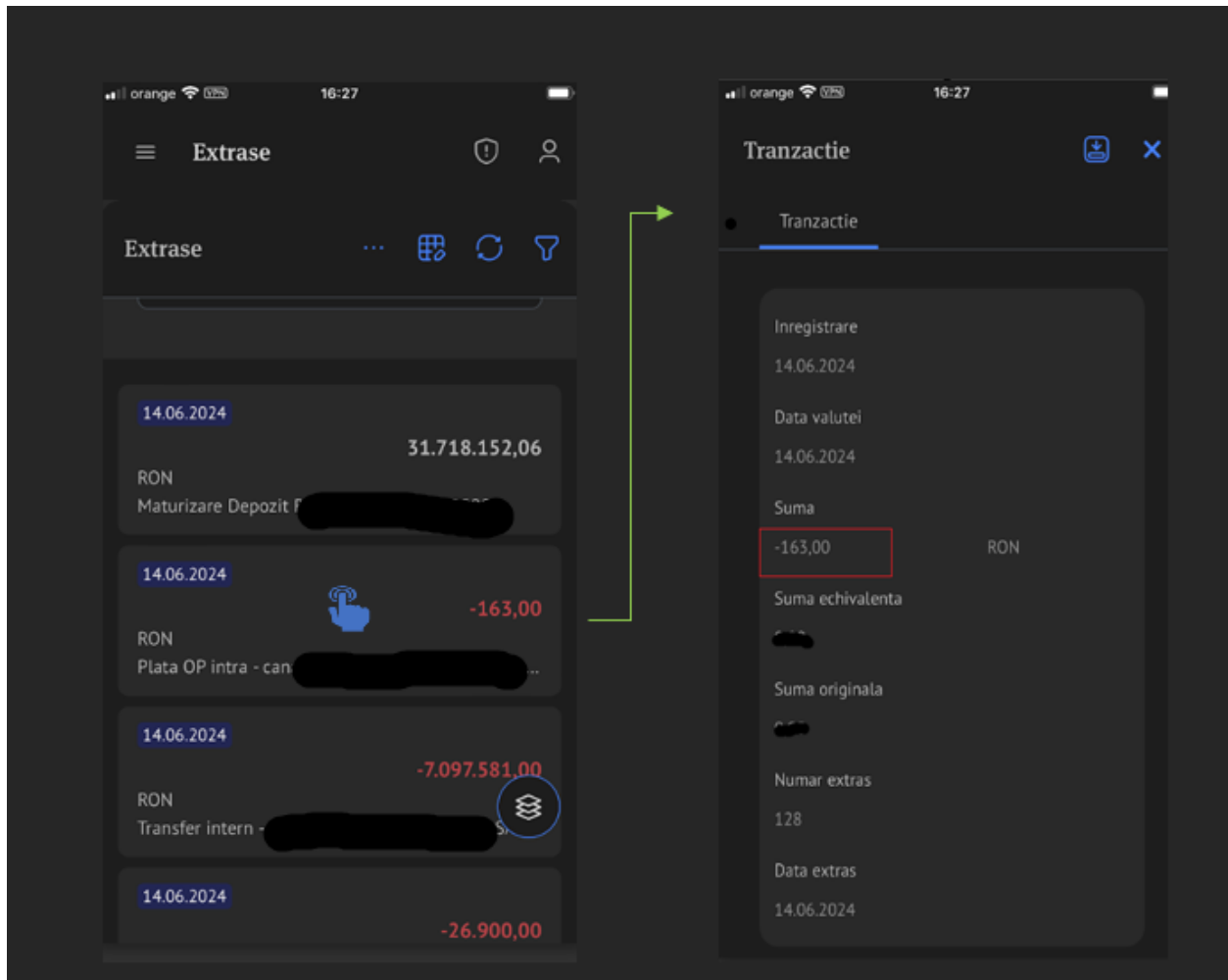
Statement date-

Transaction type - debit transactions are marked in red;

Transaction details-



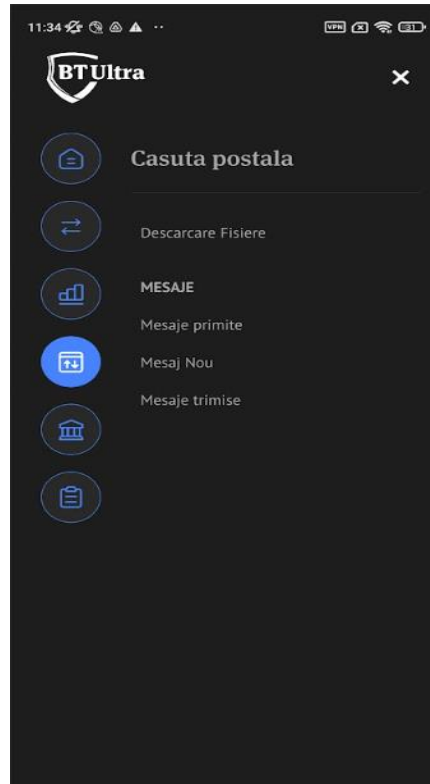
To view the transaction details in an expanded form simply tap on it.



All the transaction details will be displayed in the "Transaction" screen. It contains a page where you can view all the available information in a drop-down list.

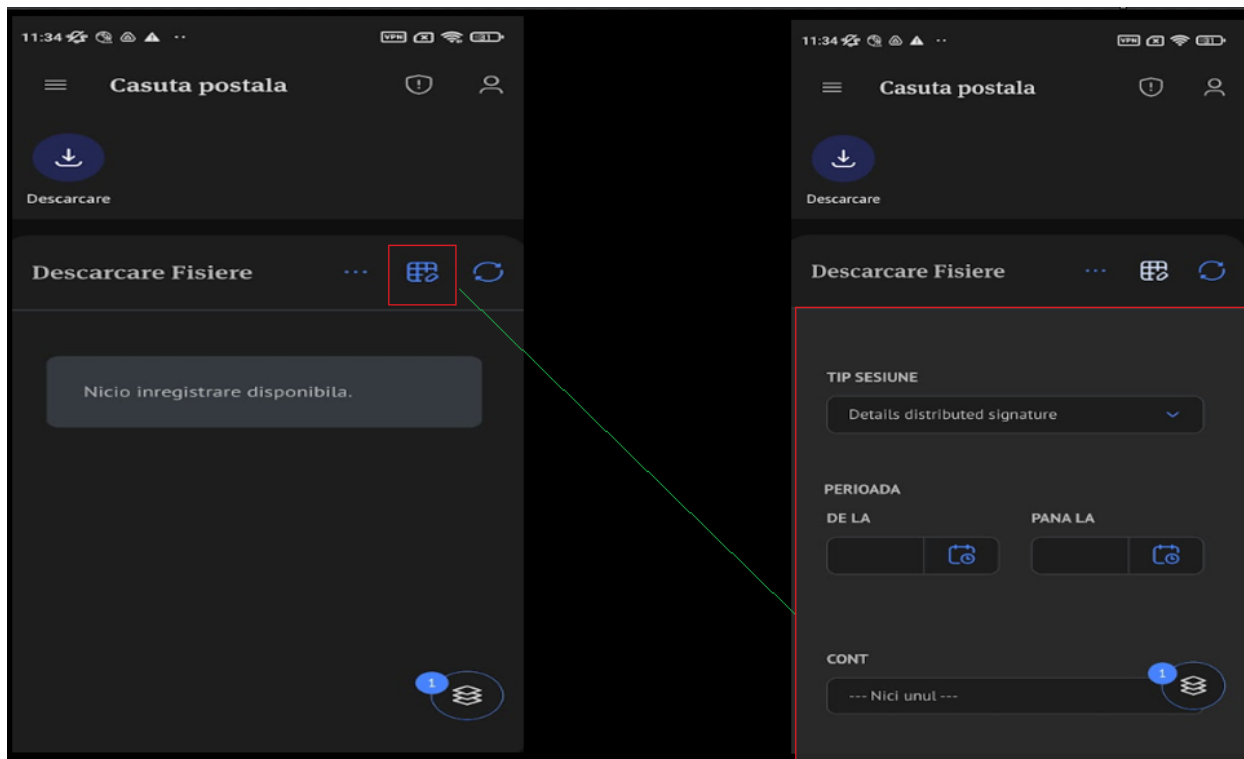
## 4.4 Mailbox

In this menu you can view all the notifications/messages received from the bank and you will be able to send messages to the bank. You can also find the Download Files functionality here.



### 4.4.1 Download Files

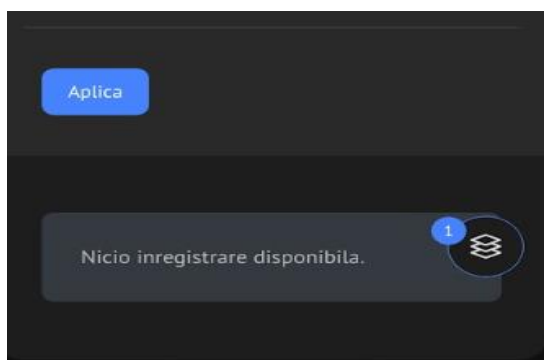
To be able to view the file download options, click on the "Toggle Options" icon



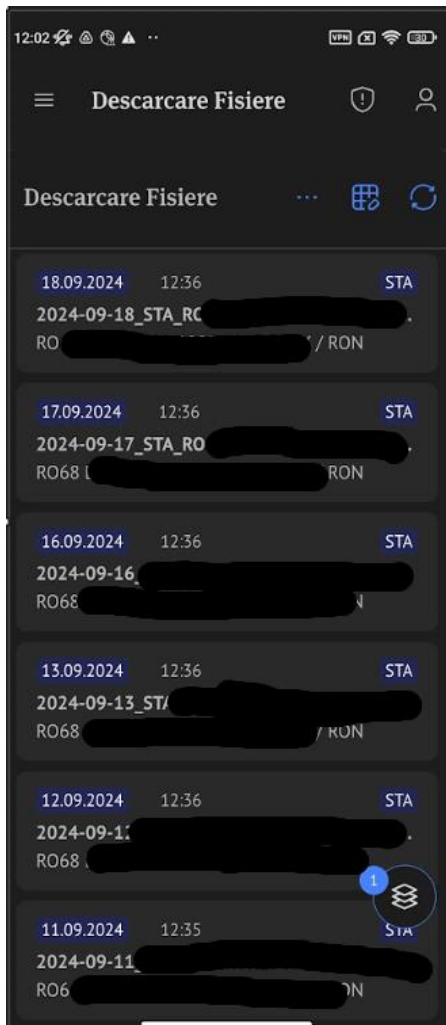
You will then be able to select the following filters:

- Session type;
- Period (From- To);
- Account.

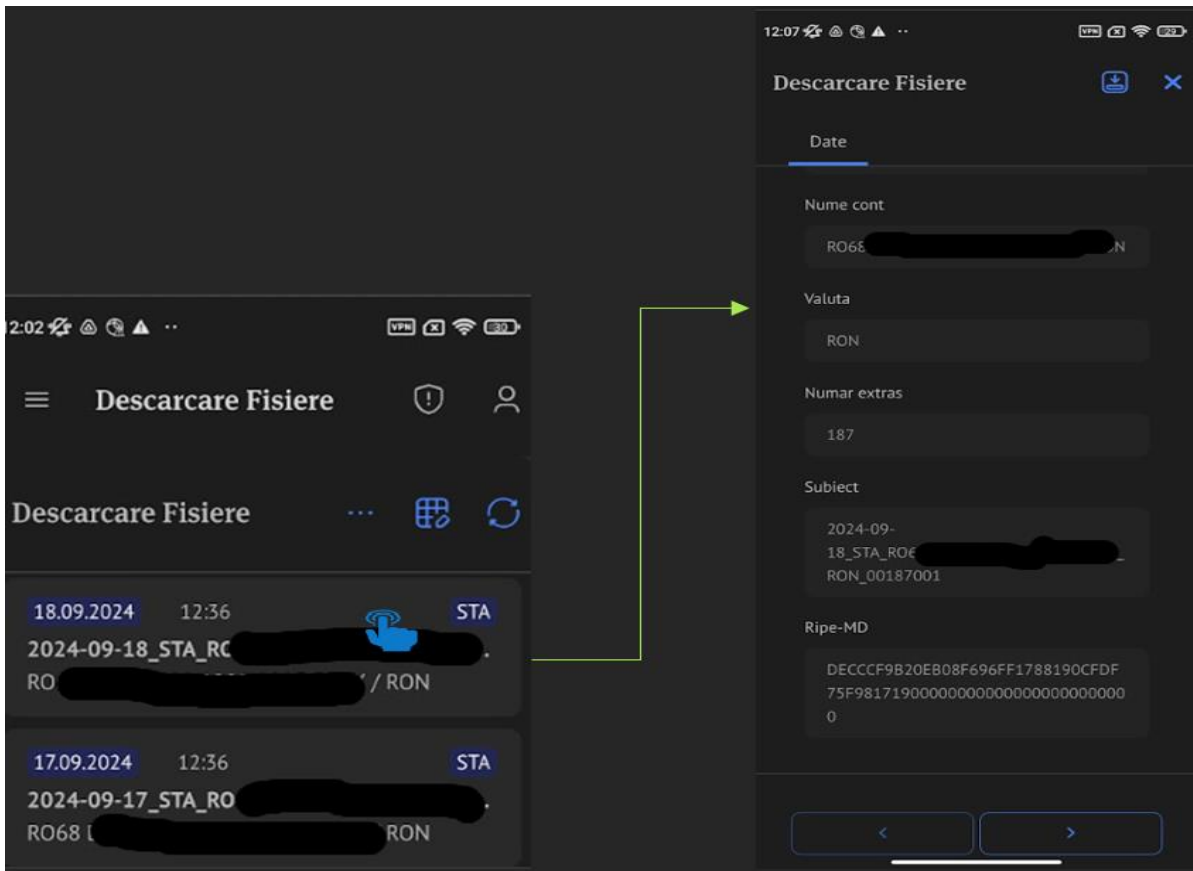
To download a file, select the session type, and then tap the "Apply" button. It is displayed at the bottom of the page.



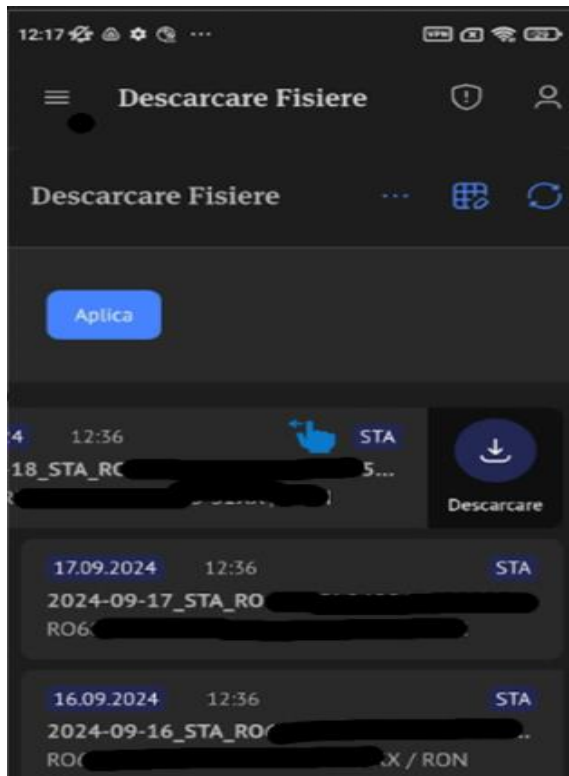
The application will generate the file, and the related entries will be displayed in this form:



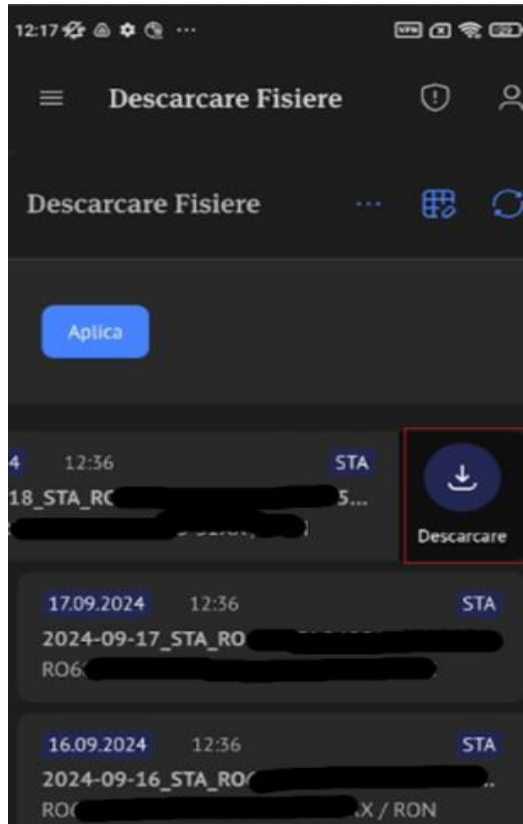
To view all the details of the entry, tap on it.



To download an entry, swipe left to display the "Download" button

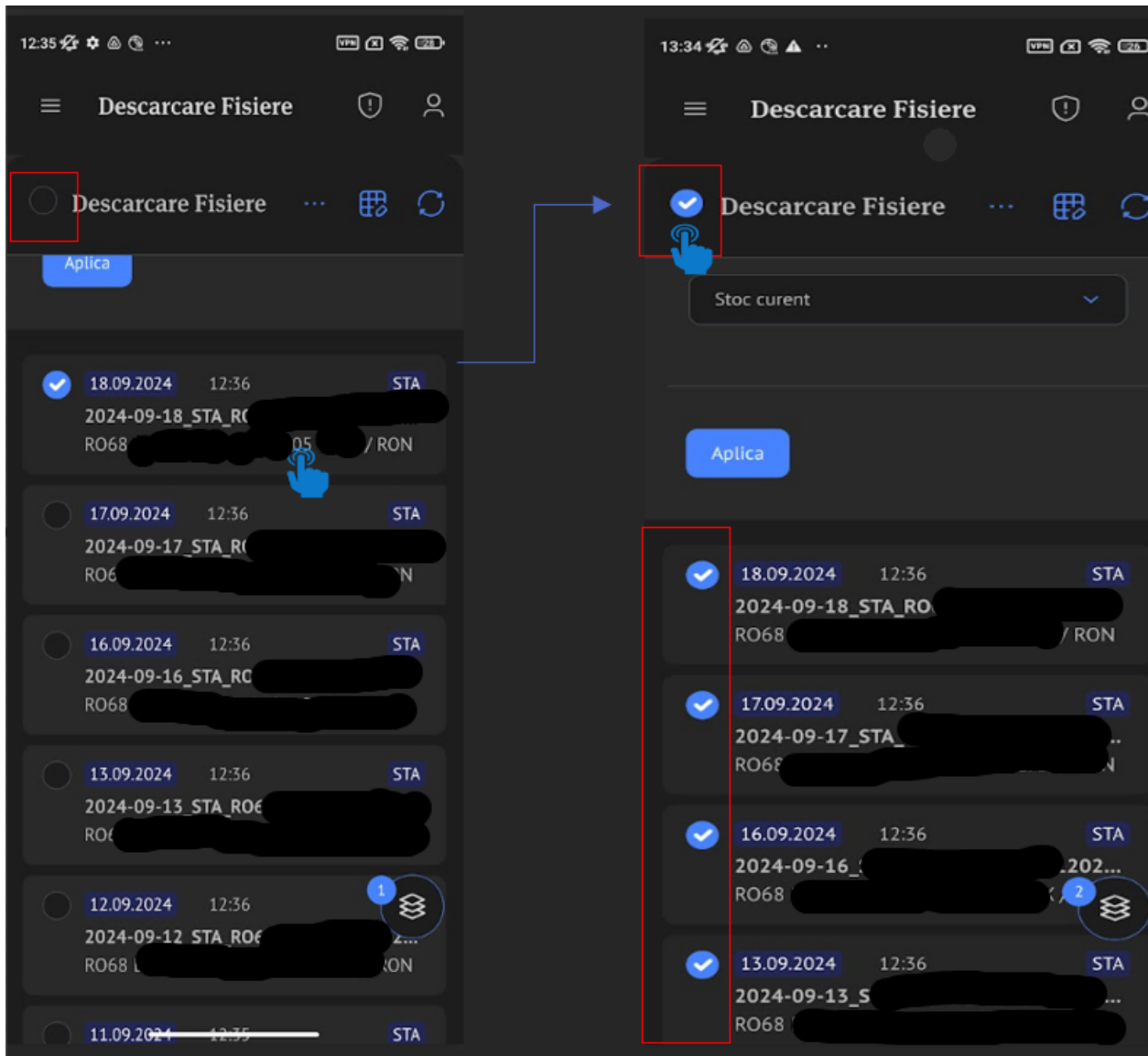


You can then tap the "Download" button, and the desired file can be saved on your device.

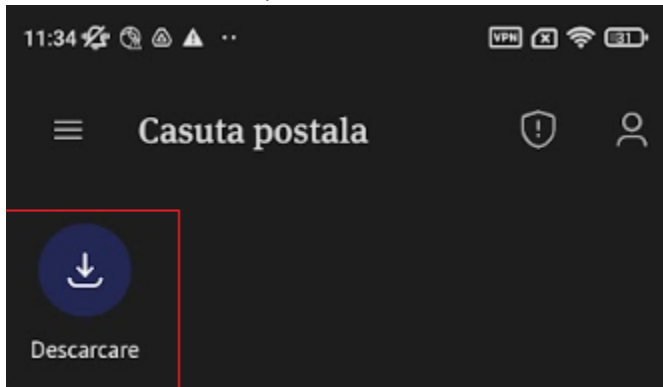


You can also download all the displayed entries and then download them in bulk by tapping the "Download" button. To do so, tap on an entry, and then tap on the icon displayed to the left of the text "Download Files".

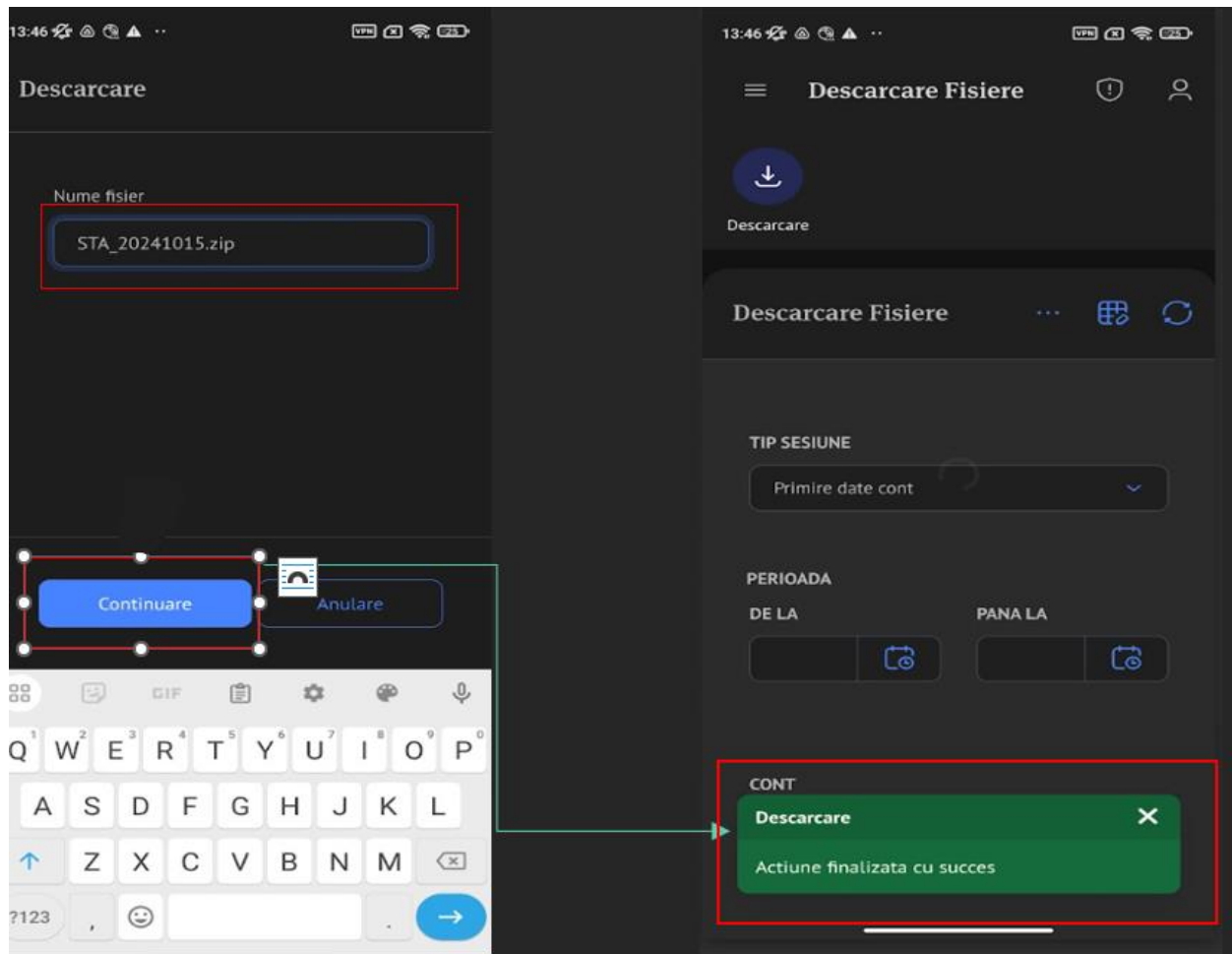
This will select all the entries.



Subsequently, you can scroll to the top of the menu to see the "Download" button. Confirm your selection, and then tap the "Download" button



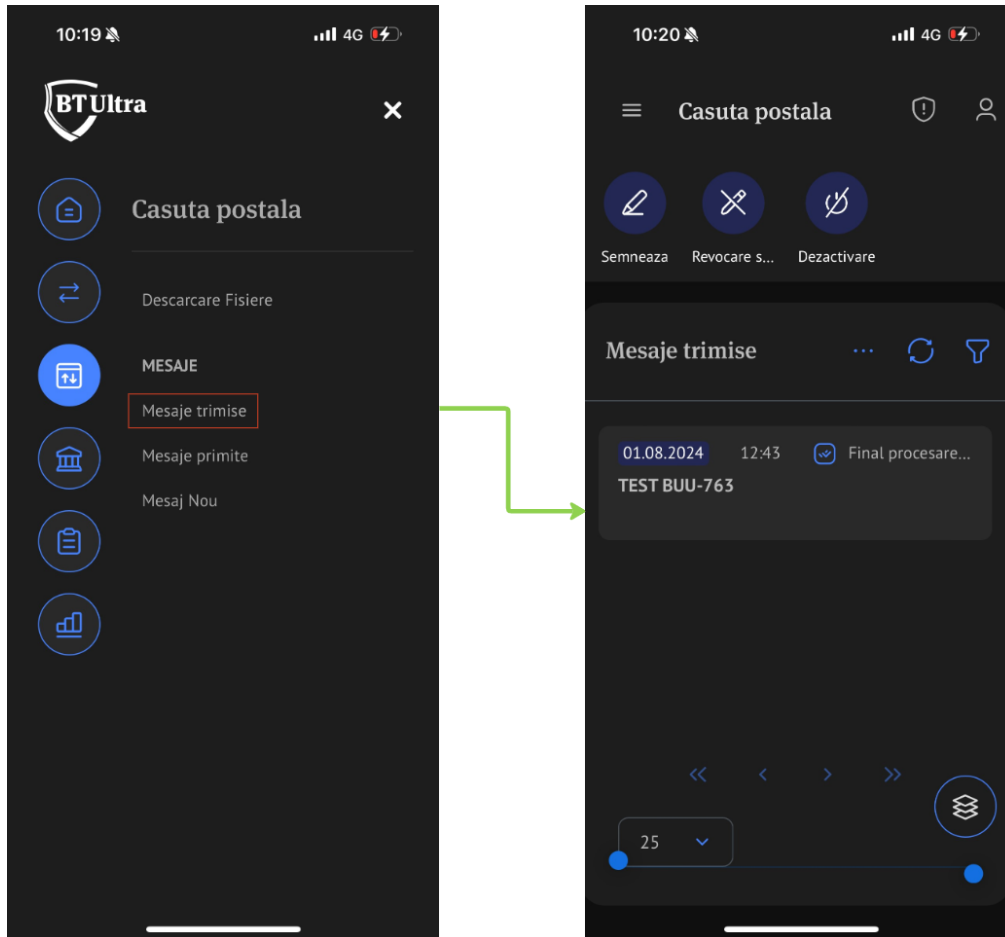
The selected files will be prepared for download in a zip file. You can download the file with the default application name or change it. Tap "Continue" and the zip file will be downloaded.



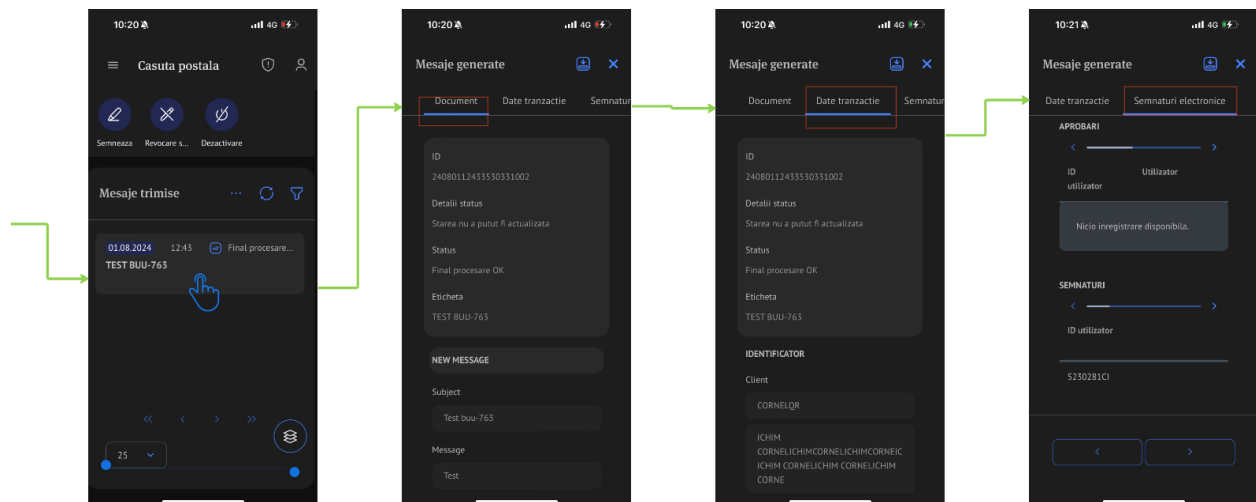
A notification will be displayed on your device screen once the file download is complete.

#### 4.4.2 Sent Messages

In this menu you will be able to view a history of all the messages you have sent to the bank.

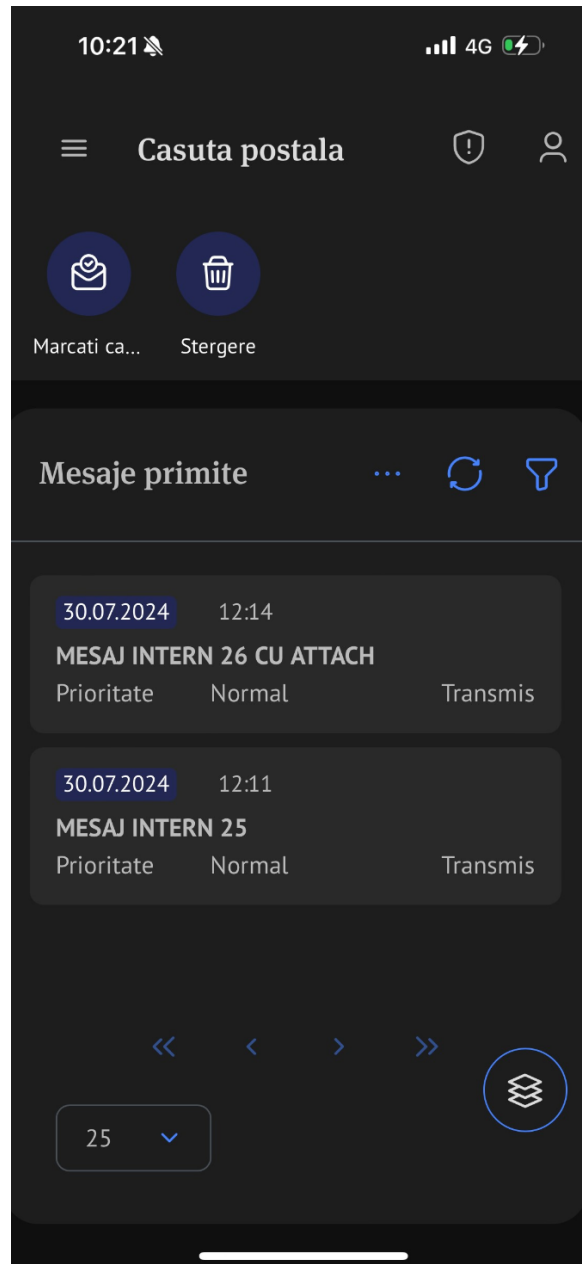


With a simple tap on any of the displayed entries you will be able to view the detailed information related to the message body, message date and signature.

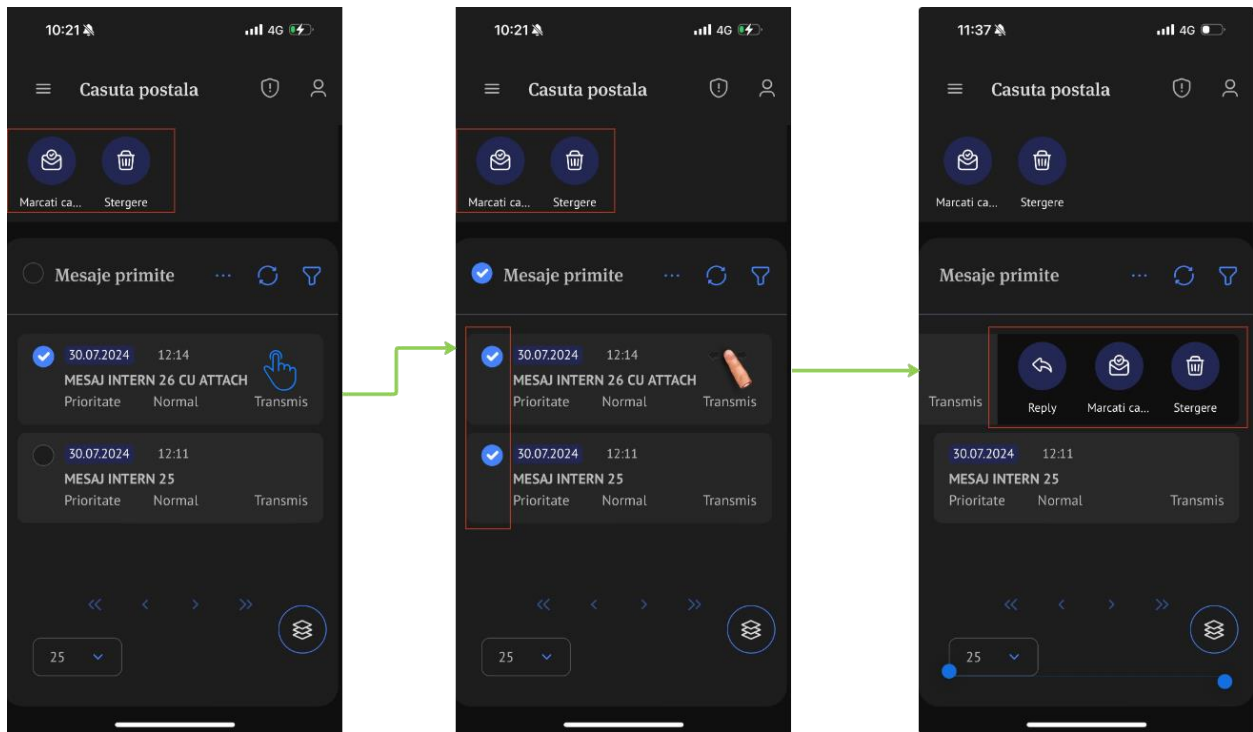


### 4.4.3 Inbox

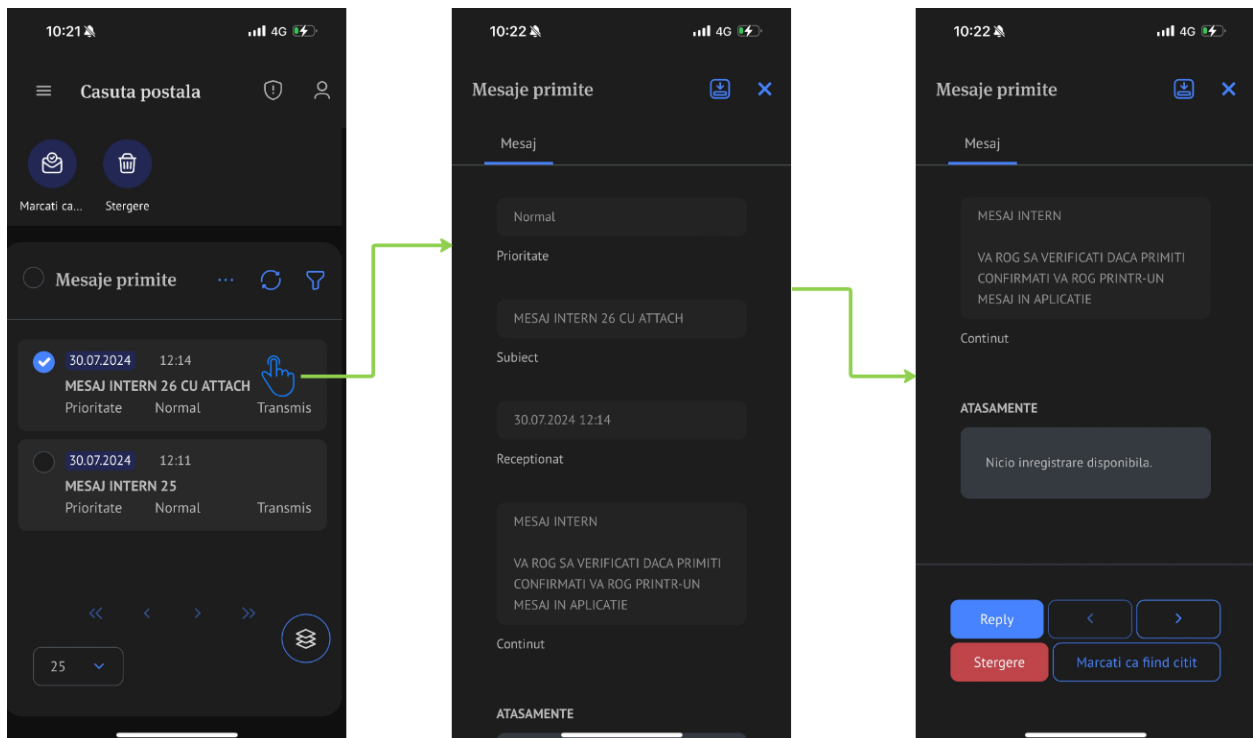
In this menu you will be able to view all the messages sent by the bank to you.



You can mark messages as read, delete them or reply to them.



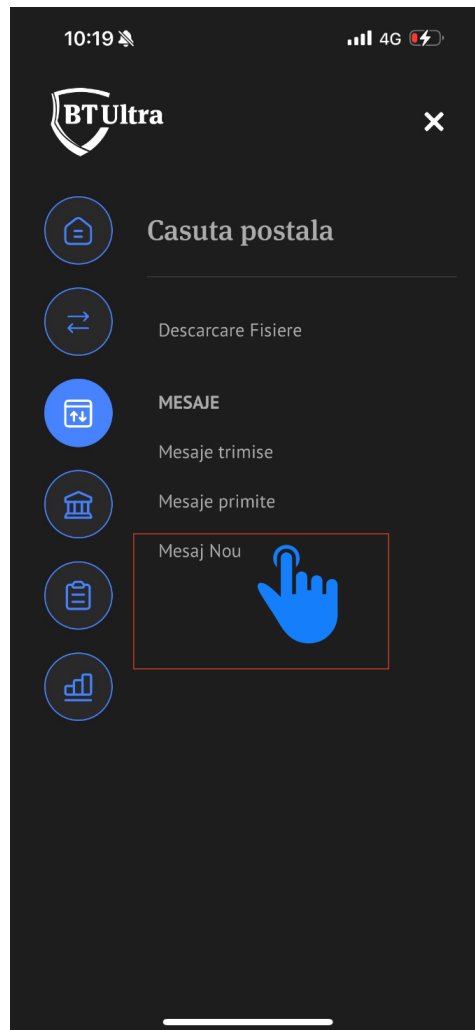
To view more details about a particular message, you can tap on any of the entries.



#### 4.4.4 New Message

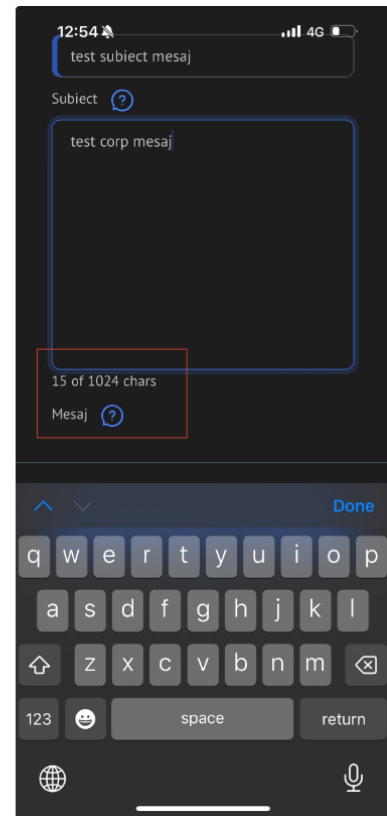
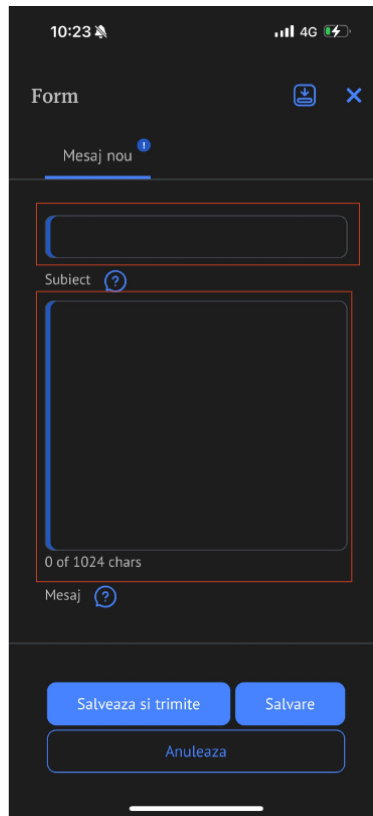
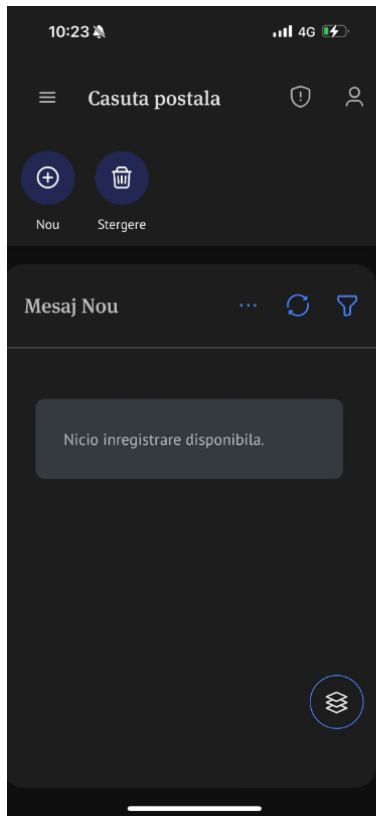
From this menu you can edit and send your messages to the bank.

To do this, tap New - as in the print screen below:



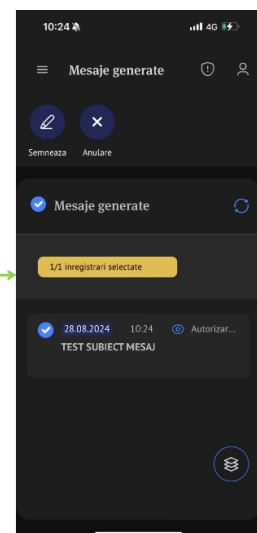
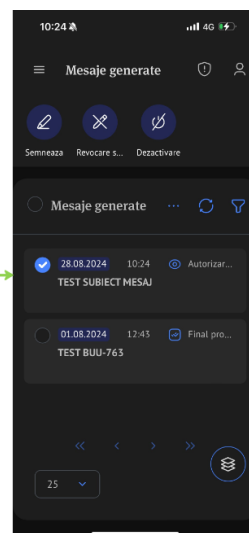
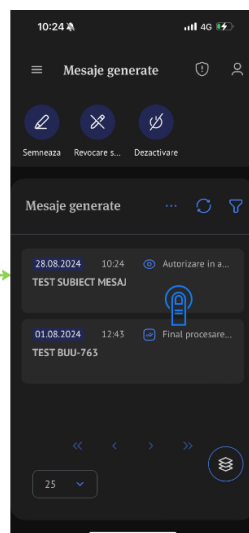
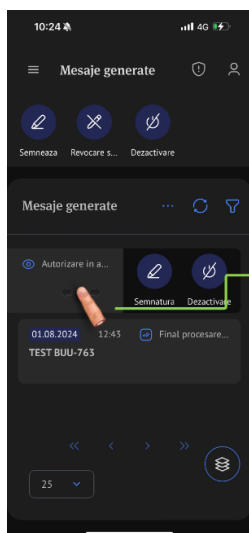
The form will open. Please fill in the subject of the message. We recommend that you fill in a subject as suggestive as possible for the message you want to send.

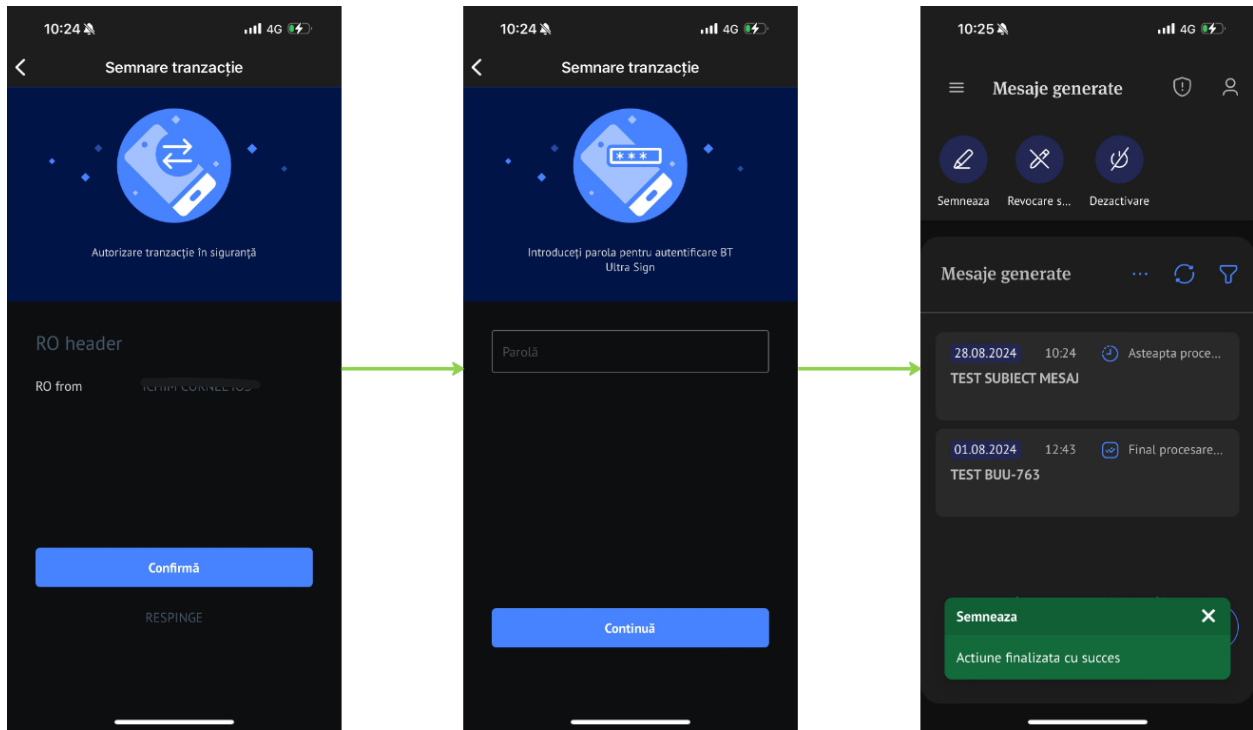
In the body of the message you will have to fill in the details you wish to provide about the problem/topic. You will notice that the number of characters is limited to 1024; as you enter the information, the counter adds up all the characters entered so far.



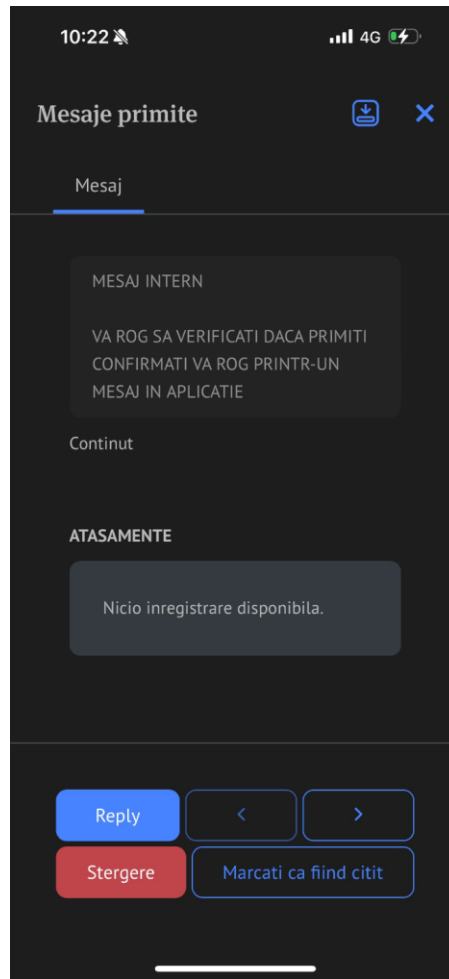
Once you have entered the subject and the message itself, you must choose between these options:

Save and send: at this point the file is ready to be signed before being sent to the bank. You will find it in Sent messages. Once the signature is applied, you will receive a notification that the action has been successfully completed.





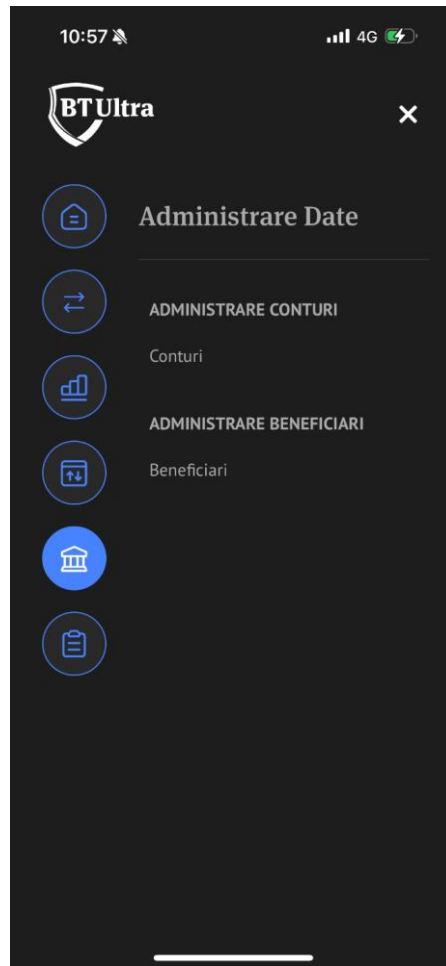
Save: at the moment, the message is available for editing and sending to the bank, but you can find it in Edit messages



## 4.5 Data Management

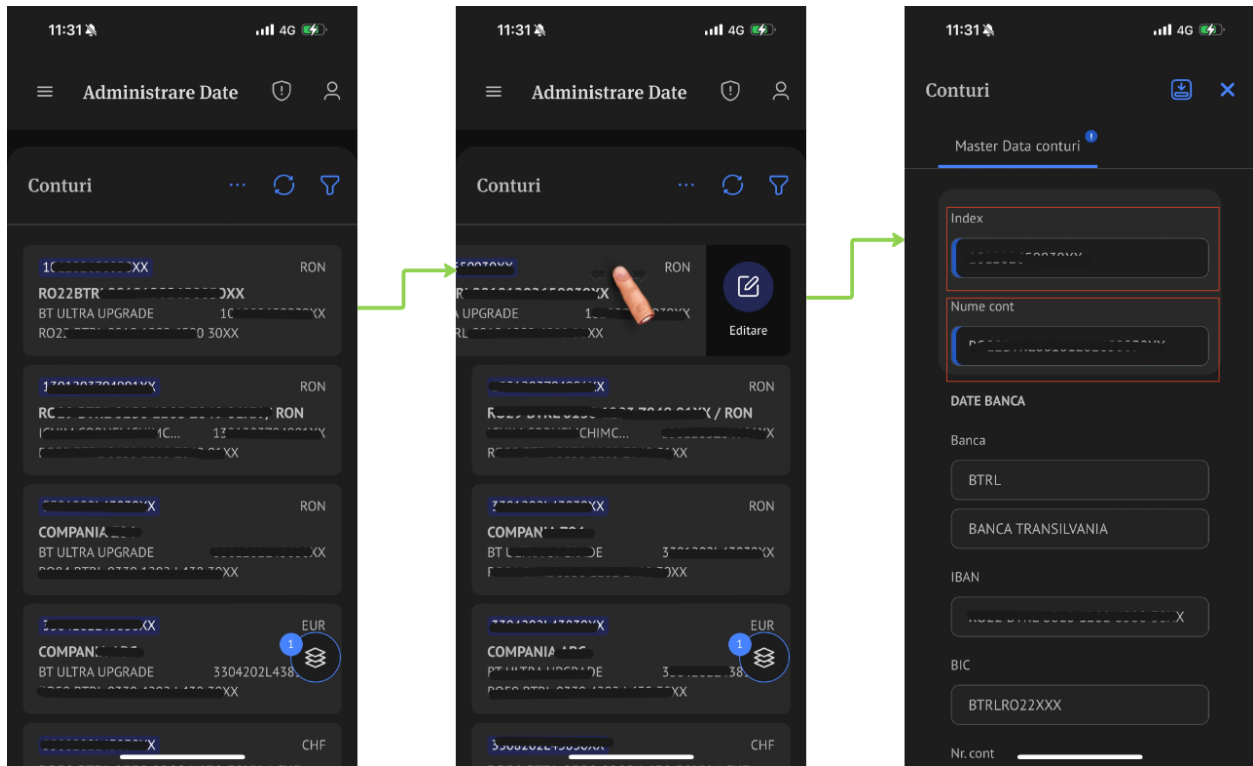
In this menu you will be able to view and edit relevant information related to accounts and payees.

This is the management menu where you can edit for example the account names - for easier filtering in the application or you can save and enter your supplier details.

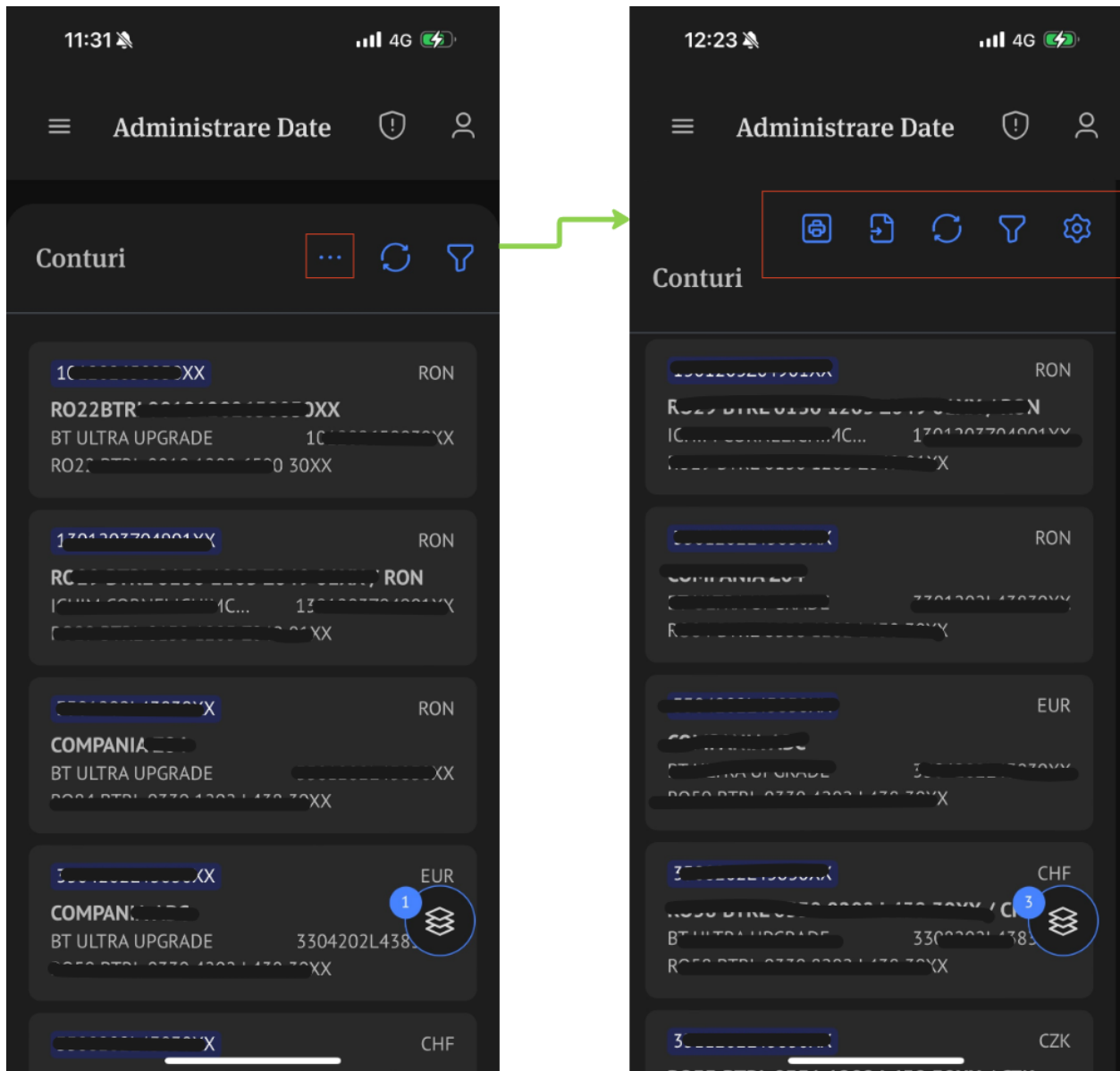


#### 4.5.1 Accounts

Here you will be able to view all the accounts you will manage through the BT Ultra app. They will be displayed one after the other. To edit an account, tap on the desired entry and swipe right. By accessing the Edit function, you will be able to edit the Index (you can set some sort of alias - to easily recognize your entry in future searches and the Account Name).



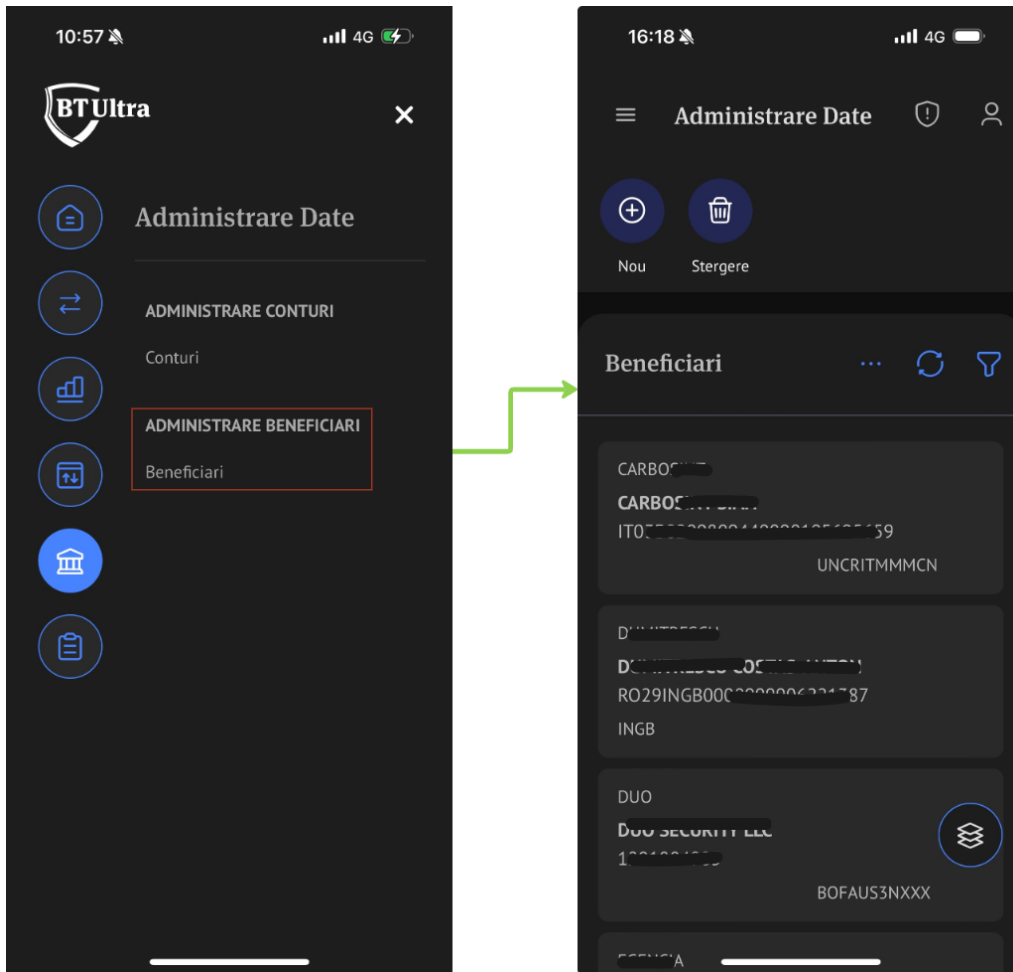
By touching the 3 dots (see the red frame below), you will have access to the following functions: Print, Export, Refresh, Filter, View.



#### 4.5.2 Payees

In this menu you can manage the list of your payees. When accessing the menu, if you have predefined payees - you will be shown a tabular list of the existing entries.

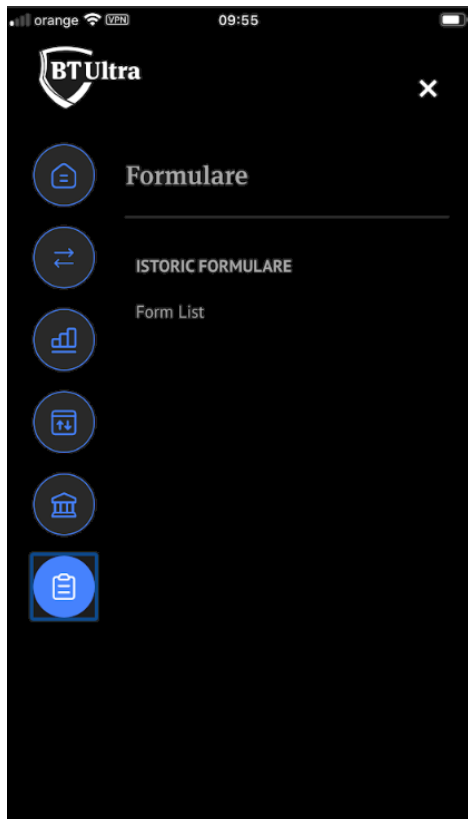
See the example below:



To specifically view the information for a certain payee, you can tap on any of the displayed entries.

#### 4.6 Forms

Through the "Forms" menu you can view the files uploaded and sent to the bank via the web platform, by accessing the "Form list" submenu.



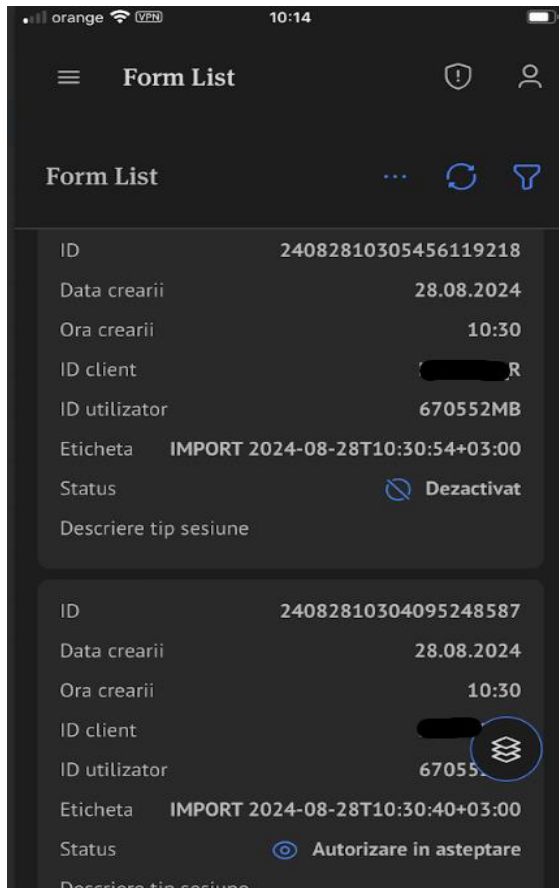
#### 4.6.1 Form List

Files uploaded and sent to the bank via the BT Ultra Web platform are displayed in this menu.

Note: the BT Ultra Mobile app only allows you to view files, without the upload option.

For uploaded files, you can view the following information:

- ID;
- Creation date;
- Creation time;
- Client ID;
- User ID;
- Tag;
- Status;
- Session type description;

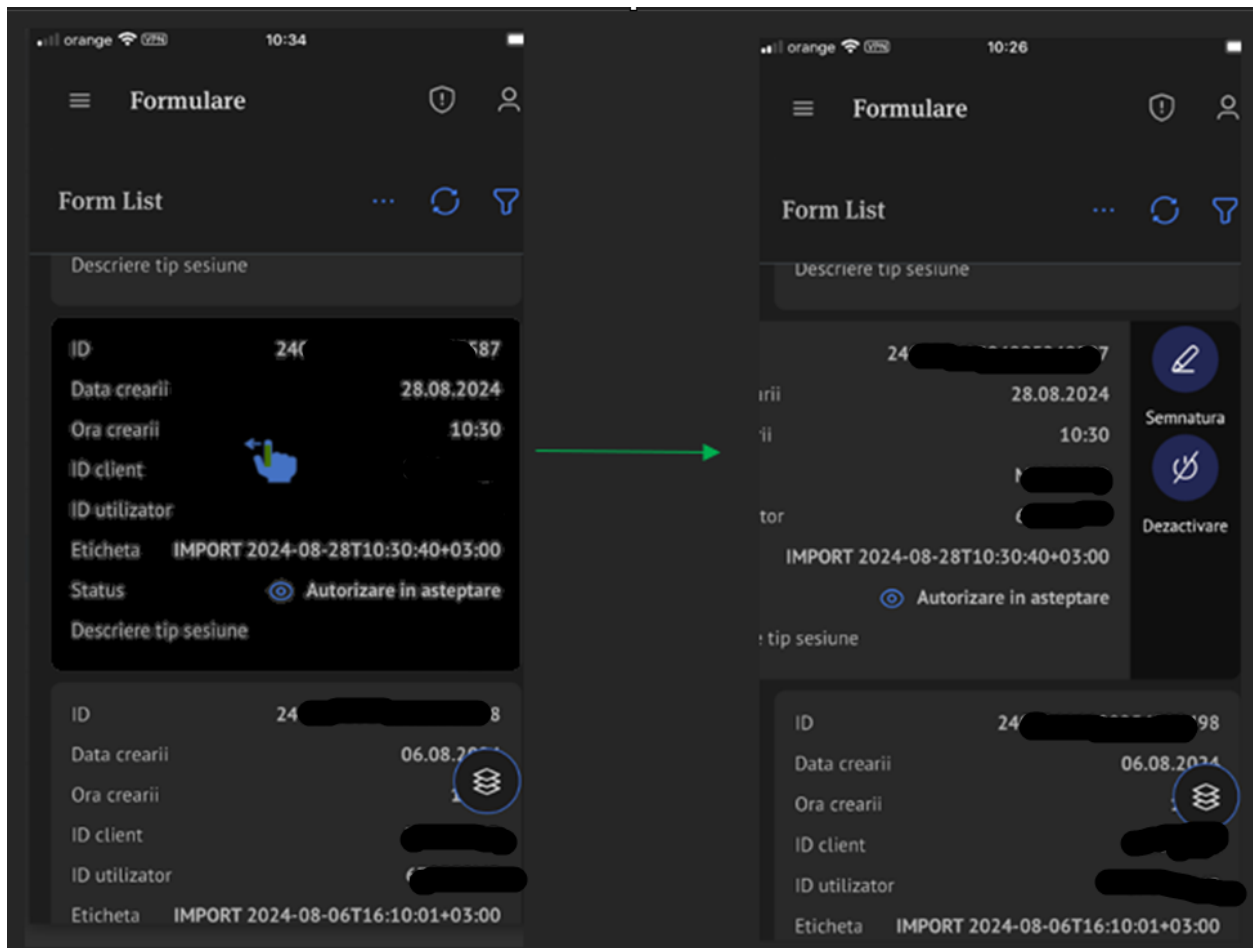


In the image above you can see the details of two files uploaded through the web platform. They have different statuses, namely "Deactivated" and "Authorization pending".

The file with the status "Deactivated" will remain in this state, it can no longer be activated, whereby you need to restart the upload process through the web platform, if you want to use it.

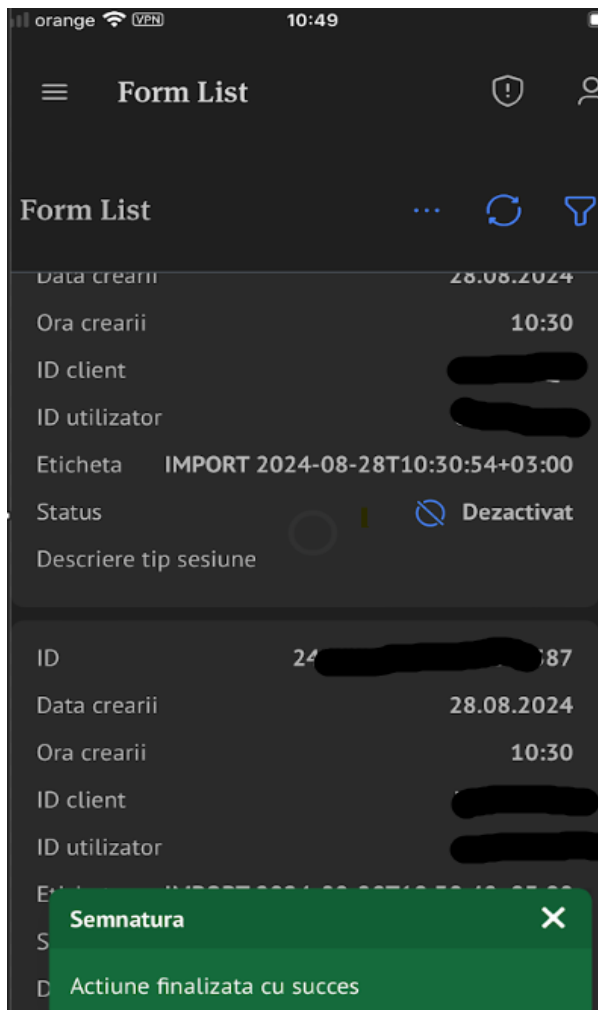
The file with status "Authorization pending" can be signed, or deactivated in its turn, as you can see in the image below:


Note: slide to the left to display the "Sign" and "Deactivate" buttons

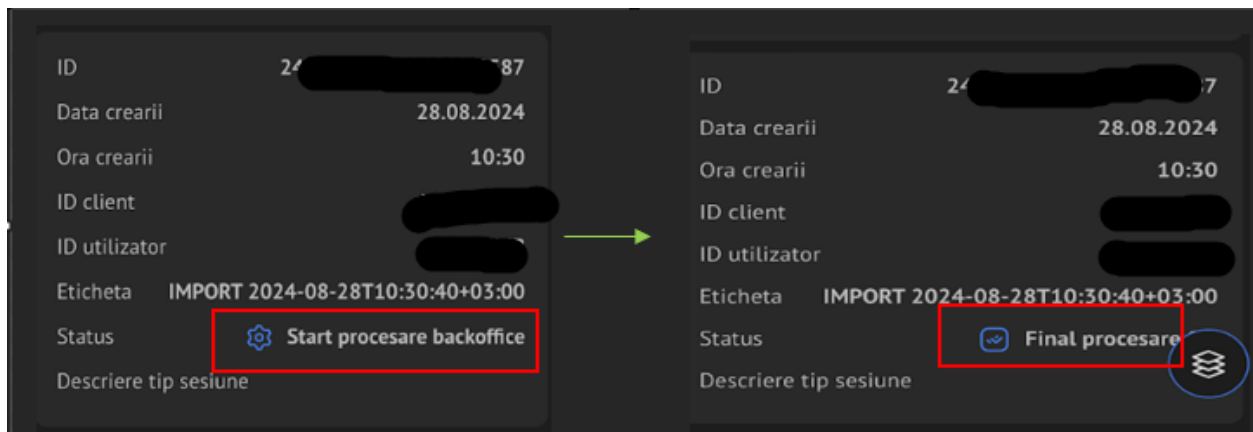


In case you want to sign this file to send it for processing to the bank, please use the "Sign" button.

Next, continue the order authorization flow, specific to the mobile app. A transaction confirmation notice will be displayed as in the image below:



In a few moments, the transaction status will be updated. You can use the refresh option  for a faster update.



If you want to cancel the possibility to sign a specific file, use the "Disable" button. The file is thus deactivated and cannot be signed.