K&H e-post

user manual for handling of documents related to treasury transactions

last updated: 25.09.2023

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1. Introduction

This user manual covers only the handling of documents related to treasury transactions in K&H e-post system. The full user manual of K&H e-post system is available on the website of our Bank (https://www.kh.hu/web/eng/epost) in the "useful" section.

Our Bank publishes confirmations (a document which you must accept after viewing within the time limit specified in the treasury master agreement (8 business hours) or, failing that, no later than the first business day after the insertion of the transaction) and notifications (document with which you do not have to do anything about) related to treasury transactions via K&H e-post channel.

The new improved K&H e-post system presents documents in folders and subfolders complete with a menu on the side for easy navigation.

The mass download function enables clients to download hundreds of documents at a time.

Older documents can also be retrieved thanks to the advanced search and filter functions and documents older than 13 months can also be subscribed to or reloaded free of charge from the "archived" folder for seven days.

2. Notification about K&H e-post document of treasury transaction

2.1.   Notification about confirmation publishing in K&H e-post

K&H e-post system sends a notification email (to the contact email address specified in your treasury framework agreement) when a confirmation is published to inform you about the actions to be taken. The notification e-mail contains a link which, if clicked on within 7 calendar days, the system will navigate you to the current confirmation after log in. From the 8th calendar day onwards, clicking on the link will take you to the 'incoming' folder of e-dossier.

2.2.   Notification about notification publishing in K&H e-post

K&H e-post system sends a notification email (to the contact email address specified in your treasury framework agreement) when a notification is published to inform you. The notification e-mail contains a link which, when clicked on the link will take you to the 'incoming' folder of e-dossier.

3. Login

Access can be initiated either directly by clicking on the link in the e-mail notifying you of the receipt of the document described in the previous point, or via our Bank's website.

If you will select the e-post in e-login menu, you will be redirected to https://www.kh.hu/web/eng/epost site.

Please choose your preferred authentication method on the login page of the K&H e-post.

Then enter your password for the selected authentication device. If the password is correct, the system will authenticate you and opens the application.

4. The K&H e-post interface - after login

Please note that the screenshots used in this manual may be slightly different depending on the type of your browser.
The application is also available in English; click on the "EN" button in the top left corner of the screen to change language.

The following screen is displayed following logging in from the K&H e-post:

If you are logging in to the application for the first time, a "Refresh" button is also displayed. Then the application checks what documents are available and only shows the folders that actually contain documents.
The "Refresh" button is also displayed when a user is being assigned to a company and the company (client) in question is being selected for the first time. Clicking on the "Refresh" button also takes you to the "inbox" folder.

If you have no documents in the K&H e-post for the period in question, then a warning message will appear.

If a company has access to K&H e-post and you are registered as an authorized signatory, click on the small blue arrow next to your own login name to select the company from the menu displayed.

Then the application will show the documents of the company instead of yours. The application will remember the company (client) that the user in question (assigned to a company using K&H e-post) last viewed and will display the documents of the same company when the user logs in next.

The status of new documents received within the last 40 days and not yet opened is always "unread".

You can filter for the status of documents as you wish. Documents can be grouped according to their status as follows:

- unread (default)
- to do (retroactively for up to 13 months)
- read (retroactively for up to 13 months)

The document status can also be found in the menu on the left, with separate subfolders for "unread" and "to do" documents.

If K&H e-post is accessible by multiple users at your company and one of them has already read a document, then the status of the document in question will become "read" for all the users, i.e., status is always set at client (company) level.
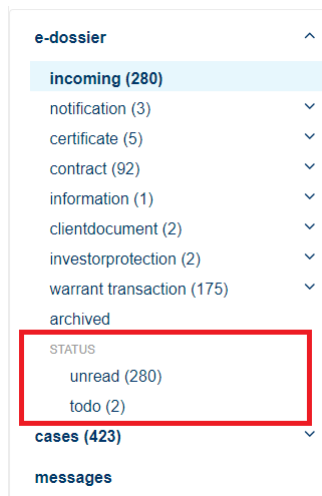
The "inbox" folder shown above displays all the documents accessible by the user(s), but the set of listed documents depends on access rights. A maximum of 1,500 documents received within the last 40 days are displayed in chronological order. If the list is too long, scroll down to view the rest of the items – maximum 50 can be displayed at a time.

If there are more than 50 documents in the list, then they are arranged on multiple pages; use the arrows to move between pages. Click on the double arrows to go to the first or last page. Active buttons are blue, and inactive buttons are grey.

5. Left-hand menu

The left-hand menu is made up of the e-dossier, cases and messages.

5.1. e-dossier

In K&H e-post, documents are displayed in different folders and subfolders. The fixed folder structure is dynamic, i.e., only those containing documents are displayed.

The number of unread documents in a folder is always shown in parenthesis, next to the name of the folder in question. Click on the ⌄ symbol next to a folder to view subfolders, then click on a subfolder to display the documents it contains.

The notifications and accepted confirmations related to treasury transactions can be found in the "treasury" subfolder within the "warrant transaction" main folder.

If you see a folder with a number in parentheses next to it but there no documents are displayed, then set an earlier date to view documents in "unread" status.

Clicking on a folder will show you all the documents in that folder irrespective of the subfolder type so you can run an advanced search or filter the documents. You can further refine your results by filtering for a subfolder or attribute.

If you click on a subfolder, then you will only see documents of the type stored therein, i.e., in that subfolder. The "attribute" column on this screen displays a certain value for the document type in question (e.g., document product) and allows you to narrow down the set of results.

The transaction identifier is also displayed on the screen to the easier searchability.

The table below shows the date and search settings for the documents in the various folders:

date setting / folder type	from date	to date	searchable date interval
„inbox" folder	today	40 days	unlimited
folder / subfolder	today	13 months	unlimited
„archived" folder	end of last year	12 months	12 months

5.1.1. Downloading and viewing documents

Documents in folders can be downloaded or viewed by clicking on the function buttons.

Viewing documents:

- clicking on the button in case of an unread document

- clicking on the button in case of a read document

After using the function button, depending on your browser the pdf document will open in a new browser window, using the built-in document viewer. If your browser cannot display the document, it will be downloaded to your computer.

Documents can be downloaded by different ways:

1. one by one clicking on the button
2. selecting two or more documents (mass download multiple documents)

The mass download function enables you to download documents of different types (irrespective of their status), but only up to 50 documents per page. You can mass download documents on a page by selecting them. If you would like to download more documents, follow the instructions in the "3. downloading all documents from a folder" section.

Downloading documents from the "archived" folder is described in chapter 5.1.2 Archived documents; this section only describes downloading from other folders.

- If you select at least two documents, the "selected for download" window will be displayed at the bottom of the screen.
- Click on the "Download selected" button to download the documents.

Please note that documents may be downloaded onto your computer to be opened manually or they may open straight away depending on the operating system on your computer, your browser settings and/or your choice (Open or Save). In other words, if the prompt window asking whether you would like to open or download a document is displayed, the document is already available and can be downloaded.

Please note that if documents are downloaded onto your computer to be opened from there according to the default settings of your browser, they will be accessible to other users of your computer!

If you navigate to another page after selecting documents to be downloaded, your selections will be deleted. However, if you only change their status (e.g., from "unread" to "read"), *they remain selected.*

If the download has started:

- The download status is shown on the right in a window created for this purpose, complete with a circular progress bar. You can interrupt the download at any time by clicking on the red **X** next to it.
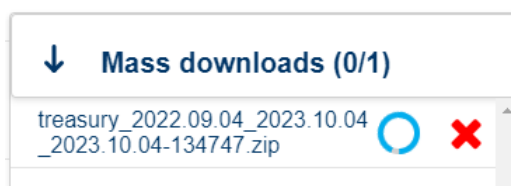
- Composition of the file name: „foldername_dateinterval-dateandtimeofdownload.zip"

- When the download is completed, a white checkmark appears.

- Click on the file name to open the zip file downloaded onto your computer or to save it elsewhere. The zip file contains a library created from the name of the folder in question, which in turn contains the subfolder and the documents.
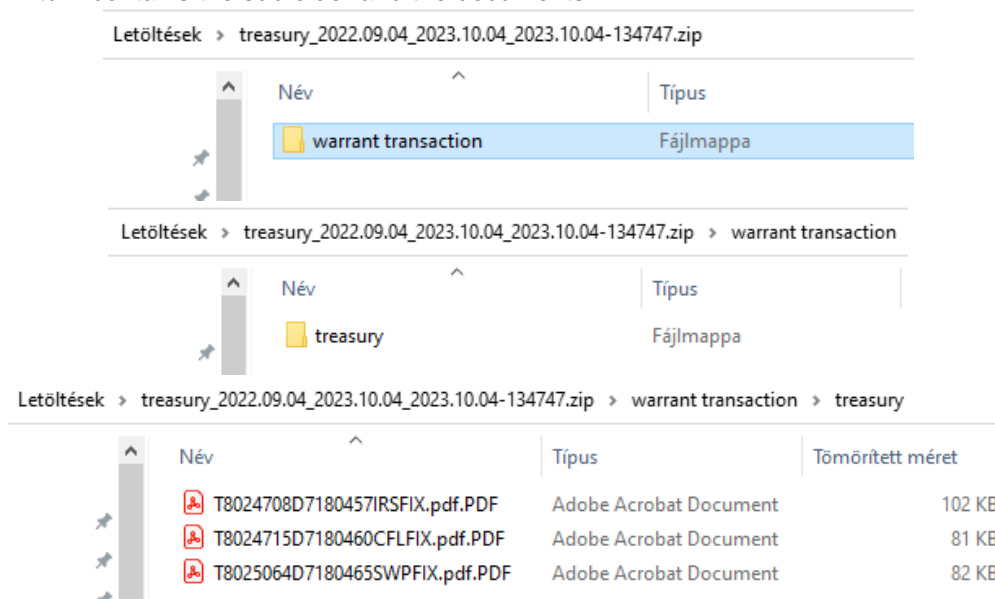
Characteristics of the mass download window
- Earlier downloads remain available in the "mass downloads" window for 5 days, after which they are deleted
- The download list will be still there when you next log in, and it will also be visible for five days following a change of users.
- The "mass downloads" window can be opened and closed with the arrow on the left. It shows items selected for download as well as downloads already completed.
- The window is dark blue when closed and white when open. It is always visible in the bottom right-hand corner of the page, irrespective of whether or not you have mass-downloaded any documents (the value shown will be 0/0 in the latter case). The window cannot be moved or removed, it can only be opened and closed using the arrow.

3. Downloading all documents from a folder

If you want to download all the documents in a folder at the same time, you must use the [button] button on the right-hand side of the filter section described above instead of selecting them.

5.1.2. Archived documents

The "archived" folder can be found in the menu on the left. Click on it to display documents older than 13 months, which are in "archived" status and so they can be reloaded. You can go back in time as long as you like but only up to a year at a time. Whether reloading a document is subject to a charge is indicated by the relevant buttons as discussed below.
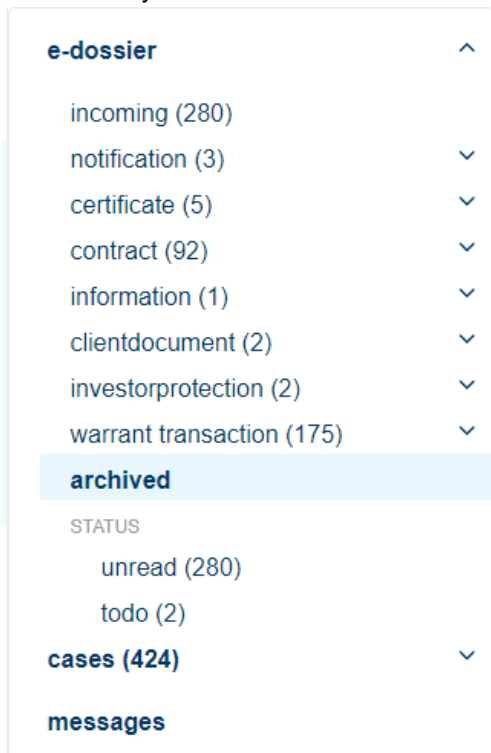
Characteristics of the "archived" folder:
- By default, the application displays the archived documents older than 13 months (maximum 50 per page, just like in the case of other documents) in 12-month date intervals, if such a document exists
- This period may be changed but it cannot be longer than 12 months. If you try to set a longer date interval, a warning message will be displayed.
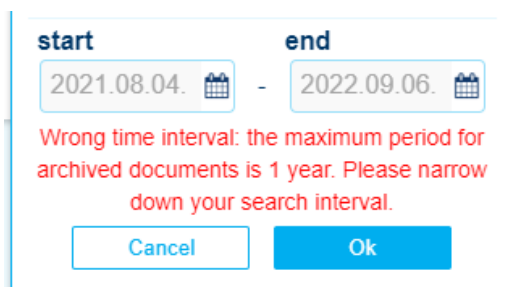
- If you go to another folder and back, then the default value will be once again displayed in the date field.
- The Bank charges a subscription fee for certain documents, which is specified in the prevailing Announcement. This fee is charged to clients per document at the end of each month.

Reloading individual documents from the "archived" folder

Reloading documents may be subject to a charge as per the prevailing Announcement. This is also stated on the screen:

⚠ We would like to draw your attention that reloading certain archived documents may incur a charge.

1. Reloading documents from 'archive' folder - one-by-one

   To reload one document, click on the function button on the document row. Depending on whether there is a charge to retrieve the document, there may be different function buttons.

   - If you want to reload a single document and it is subject to a charge, then the "subscribe"

     subscribe

     button is displayed on the screen:

   Next you must confirm that you want to subscribe to the document in question. You can cancel the subscription by clicking on the "cancel" button or on the "X" in the top corner of the window.

   K&H e-post document subscription ✖
   ⚠ We would like to draw your attention that reloading certain archived documents may incur paying a charge. Would you like to subscribe to the document?
   [cancel] [yes]

   - If reloading the document in question is not subject to a charge, then the "reload" button is

     reload

     displayed:

   This will then be followed by a warning message, irrespective of whether or not the document is subject to a charge:

   K&H e-post document subscription ✖
   The request to subscribe to or retrieve the selected documents has been received. The operation is in progress, the documents will be automatically transfered to the Incoming folder.
   [ok]
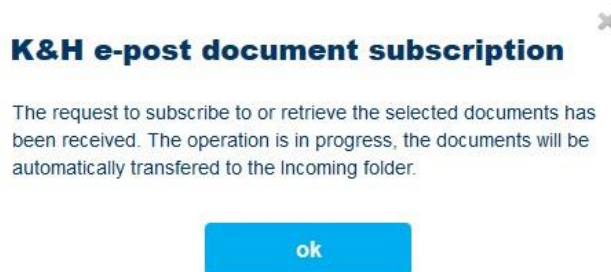
2. Reloading documents from 'archive' folder - mass reload

   A mass reload is also possible by clicking on the "reload selected" button. Maximum 50 documents are displayed per page.

Documents in the "archived folder" subject to a charge **must be reloaded separately** from those free of charge. If you attempt to select documents of both types a message will be displayed to warn you that the selected documents cannot be reloaded at the same time.

Subscribed and subscription-free documents cannot be downloaded together at the same time. Please modify your selection.

If you have selected multiple documents, click on the "subscribe to selected" / "reload selected" button to start the process.

| subscribe to selected | 3 document selected for subscription |

| reload selected | 2 document selected for reload |

The warning message shown above will be displayed again as the selected documents cannot include any items subject to subscription. Confirm your selection again. Click on the "OK" button to start the subscription / reload.

K&H e-post document subscription

The request to subscribe to or retrieve the selected documents has been received. The operation is in progress, the documents will be automatically transfered to the Incoming folder.

ok
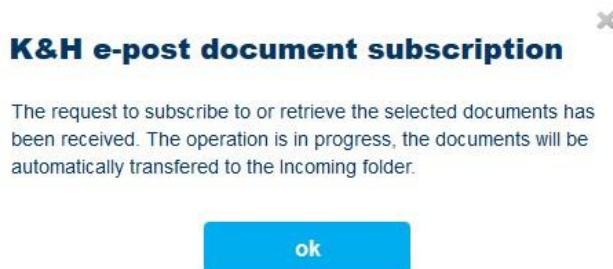
This is not shown in the "mass downloads" window as no zip file is generated there.

Viewing reloaded documents

Initially the status of documents reloaded from the "archived" folder and shown in the "inbox" folder will always be "unread" irrespective of their date.

The date filter has no effect on the documents, i.e., reloaded documents whose date falls outside the default 40-day interval will also be visible.

The status of reloaded documents can be changed in the same way as in the case of all other documents and accordingly all the filter functions described above can also be used. However, if you filter your search down to "unread" documents, then the date interval in the "inbox" folder will be automatically reset to 40 days and thus the reloaded document will no longer appear because of the date filter unless you change the date.

Reloaded documents remain available in the "inbox" folder for seven days only.

5.2. Cases

In K&H e-post, users with appropriate authorization can start and manage banking cases that are set in the system for the given segment. The banking case function is currently available for corporate clients.

Case means grouped interactions between the Bank and a client that involve documents. The Bank handles in a banking case such documents that belong together and have been requested by the Bank and/or submitted by the client for the fulfilment of the client's request. In a single case, the Bank handles all the documents that are related to a specific order/instruction of a client. Documents are sent and received via a secure, qualified electronic channel.

You can find your cases by clicking on the "cases" in the left-hand menu. The number in parentheses after the name indicates the number of active cases.

The confirmation document of treasury transaction can be found among the active treasury confirmations until it will be accepted, or the transaction will be settled. Those treasury confirmation cases in which the confirmation has already been accepted or the transaction has already been settled (i.e., there is nothing more to be done), are automatically closed and can be found later among closed treasury confirmations.

The active and closed treasury confirmations pages are accessible in the dropdown menu of the "cases" function in the left-hand menu bar. Here you can navigate to active (currently ongoing) or closed treasury confirmations.

Depending on your K&H e-post document level right, you can find other banking cases in the left-hand menu.
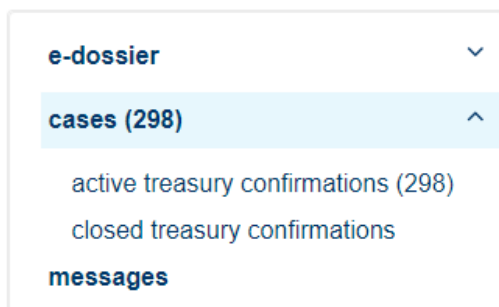
5.2.1. Active treasury confirmations page

On the active treasury confirmations page, you can view your currently ongoing treasury confirmations cases.

The number in brackets next to the "banking case" and "active banking cases" functions indicate the number of ongoing banking cases where action is needed on the client's or the Bank's part. You can use the navigation arrows on the bottom of the page to navigate among the pages (move one or even more pages forward or backward).

The page heading shows the following case properties:

- case identifier

- product
- product details
- start date (use the up or down arrow to sort them in ascending or descending order)
- status

active treasury confirmations				
case identification	product	product details	start date ↓	status
	Product name	All ⌄	2023 – 2023 07.08. – 10.06.	All ⌄
11671	forward MX-8030859	EUR/HUF	03.10.2023	waiting for accept
11569	forward MX-8030859	EUR/HUF	26.09.2023	rejected
11580	FX plain vanilla option MX-8030753	EUR/HUF	25.09.2023	rejected
11334	forward MX-8029456	EUR/HUF	15.09.2023	rejected
11337	forward MX-8029374	EUR/HUF	15.09.2023	rejected
11316	forward MX-8029398	EUR/HUF	15.09.2023	rejected
11331	forward MX-8029493	EUR/HUF	15.09.2023	rejected
11330	forward MX-8029474	EUR/HUF	15.09.2023	ready to be sent
11329	forward MX-8029464	EUR/HUF	15.09.2023	waiting for accept
11314	forward MX-8029480	EUR/HUF	15.09.2023	waiting for accept
1 - 10 Total: 298			◀◀ ◀ 1 page / 30 ▶ ▶▶	

The number of results can be reduced by using the search options in the header. You can search for a name fragment in the field below the "product" name, click on the arrow to the right of the fields "product detail" and "status" to select from a list and use the date filter to narrow down to a specific period.

After clicking on a search result, you will be taken to the treasury confirmation landing page that has three main sections.

5.2.2. Treasury confirmation landing page

The treasury confirmation landing page consists of three main parts:

1. Header

You find the following items in the header of the treasury confirmations case managing page:
*   case identifier
*   product
*   treasury transaction identifier
*   case description

2. Transaction document section

This section contains always only one document, the confirmation of the actual status of the treasury transaction (deal insertion or deal amendment or deal cancellation), which is expected to be accepted.

The transaction document section contains the following items:
- section name
- section description
- document name (if this doesn't appear in full, hover your cursor over it to see the entire name)
- date of the last status change
- icon and text indicating the status of the document
- function buttons

3. Previous documents section (optional)

It is displayed if the confirmation of the treasury transaction has not yet been accepted and the transaction has been modified or cancelled in the meantime, and our Bank will send you a new confirmation. In this case, the confirmation of deal insertion will be moved from the transaction document section to previous documents section, and the new confirmation of deal amendment or deal cancellation will be placed into the transaction document section.

In this section, the documents are displayed in reverse chronological order.

This section has a similar structure to the above, except that the acceptance of confirmation is no longer required here.

5.2.3. Closed treasury confirmations page

On the closed treasury confirmations page, you can view your closed treasury confirmations cases.

You can use the navigation arrows on the bottom of the page to navigate among the pages (move one or even more pages forward or backward).

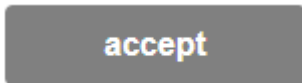The page heading shows the following case properties:
- case identifier
- product
- product details
- start date (use the up or down arrow to sort them in ascending or descending order)
- close date

closed treasury confirmations				
case identification	product	product details	start date ↓	close date
	Product name	All	2023 2023 07.08. - 10.06.	2023 2023 07.08. - 10.06.
11581	FX plain vanilla option MX-8030750	EUR/HUF	25.09.2023	26.09.2023
11558	FX barrier option MX-8030723	EUR/HUF	25.09.2023	26.09.2023
11529	FX barrier option MX-8030703	EUR/HUF	22.09.2023	25.09.2023
11545	FX plain vanilla option MX-8030700	EUR/HUF	22.09.2023	25.09.2023
11543	FX barrier option MX-8030678	EUR/HUF	22.09.2023	25.09.2023
11542	FX barrier option MX-8030675	EUR/HUF	22.09.2023	25.09.2023
11540	interest rate swap MX-8030608	HUF_BUBOR_1M	22.09.2023	26.09.2023
11516	FX double barrier option MX-8030510	EUR/HUF	22.09.2023	25.09.2023
11527	FX double barrier option MX-8030513	EUR/HUF	22.09.2023	25.09.2023
11505	FX barrier option MX-8030370	EUR/HUF	21.09.2023	22.09.2023

1 - 10   Total: 86   1 page / 9

5.2.4. Description of the function buttons

Icon	Function
view and accept	Use this button to view PDF files in an embedded document viewer application.
download	Use this button to download the chosen document on your computer.
reject	Inactive function in the embedded document viewer application. The function is activated after the document has been fully viewed (scroll to the end).
accept	Inactive function in the embedded document viewer application. The function is activated after the document has been fully viewed (scroll to the end).
reject	An active function in the embedded document viewer application to reject a confirmation.
accept	An active function in the embedded document viewer application to accept a confirmation.
view and overrule	Function to override a previous decision in case of an already accepted or rejected confirmation.
[download icon]	Use this button to download the chosen document on your computer.
send >>	You can finalize the acceptance or rejection of a confirmation by using this function button.

Without using this function, your acceptance or rejection are not sent to the Bank, so we still waiting for it and will send you a chasing message at certain intervals. |

5.2.5. Statuses next to the document rows

Icon	Text	Status description
	waiting for accept	The Bank published the confirmation of a treasury transaction in the case and waiting for accept it.
	rejected	The confirmation has been rejected by a user but has not yet been sent.
	rejected	The confirmation has been rejected and sent by a user.
	ready to be sent	The confirmation has been accepted by the appropriate number of users and can be sent.

5.2.6. Notices below the document rows

Two notice types may appear below the document rows:

- Blue text below the document name row: attached by the system for information purposes.
- Orange text below the above-described blue text shows information related to the accepted confirmation.

swap deal insertion   2023.10.06   waiting for accept   view and overrule

The document has been accepted by:

Teszt▮▮▮▮drienn, 1986.03.03, 2023.10.06 14:14

The document has been accepted by a person with treasury confirmation joint signature right, further acceptance is required from an other person with treasury confirmation joint or individual signature right before it can be sent to the Bank.

5.2.7. Refreshing a treasury confirmation case

If you do modifications simultaneously with the insertion of a new confirmation in the case, the case may need to be refreshed on the case managing page. Follow these steps to refresh a banking case:

- In the left-hand menu of K&H e-post, choose the "active treasury confirmations" function in the "case" dropdown menu,
- Click on the row of the case to be refreshed,
- The case will be displayed with the updated document and status.

5.3. Messages

This is a function that is unrestrictedly available for retail and corporate customers in the K&H e-post service whereby the Bank can send general information and notifications to its clients. Clients cannot respond directly to these messages in e-post.

In connection with the treasury transaction there are no messages in K&H e-post system.

6. Managing treasury confirmations

Viewing the confirmation of the treasury transaction can be initiated with clicking on the "view and accept" button in the active treasury confirmation case for users who have the additional K&H e-post right "treasury confirmation joint signature" or "treasury confirmation individual signature".

After that, the confirmation will be displayed in an embedded document viewer application, where you can check its content. In the viewer there are active download and inactive reject and accept buttons at the bottom, a text info in the header and an X to close the application, in the top right corner.

To accept or reject, it is required to view the whole document.

T8031239D7183345SWPINS_01_01

K&H Bank Zrt.

9 Lechner Ödön fasor, Budapest H-1095
Budapest 1851
Phone: +36 1 444 5775; +36 70 444 5775
Company registration number: Cg. 01-10-041043
Registry: Metropolitan Court of Justice
www.kh.hu • confo@kh.hu

CONFIRMATION
ref. number MX-8031239 Swap deal insertion

Please confirm **within 8 business hours** that the below trade details are correct and that you have received all transaction related specific information before entering into the deal.

The deal, which is the subject of this confirmation, is covered by the framework agreement called „Treasury Framework Agreement for corporate clients on foreign exchange, interest and commodities transactions" in full force and in effect between us today.

trade details

trade date, time:	11 October 2023, 13:32:21
trading venue:	OTC
parties:	K&H Bank Zrt.
MiFID category of the customer:	Retail

download   reject   accept

After viewing the full document (by scrolling to the bottom of the document), the previously inactive buttons will be activated. Click on the active button to decide whether to accept or reject the confirmation.
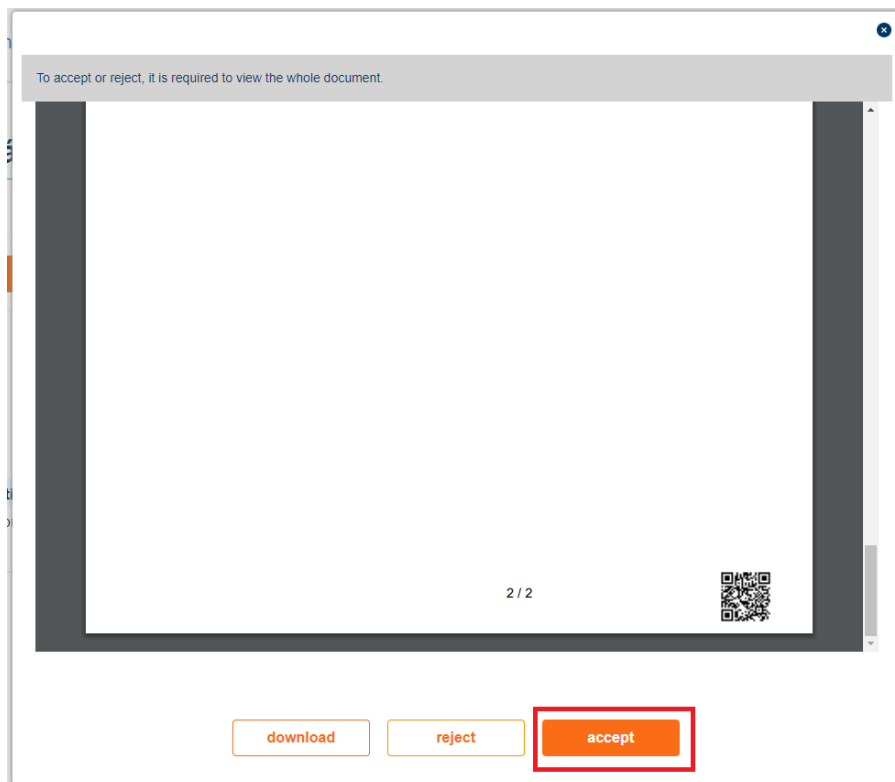

To accept or reject, it is required to view the whole document.

2 / 2

download   reject   accept

6.1. Acceptance of a confirmation

If you agree with the content of the confirmation, please click on the active "accept" function button at the bottom of the embedded document viewer.

After clicking on the „accept" button the embedded document viewer will close, and the system will redirect you to the case.

The following changes will take place on the treasury confirmation landing page:
- a blue acceptance information is displayed under the document name,
- the status of the document changes to „ready to be sent",
- the previous „view and accept" function button becomes „view and overrule",
- if the acceptance has been made by a user with treasury confirmation individual sign right or has been previously accepted by a user with treasury confirmation joint sign right and has now been accepted again by another user with treasury confirmation individual sign or treasury confirmation joint sign right, the „send" button becomes available. (If the first acceptance has been made by a user with treasury confirmation joint sign right, the „send" button will not be available, in which case the interface will inform you about the further actions as described in section 5.2.6.)

The acceptance can be finalized by clicking on the „send" button. Please note that clicking on the accept button on a confirmation is not sufficient, it must always be finalized using the send function!

Once the confirmation has been sent, you have nothing further to do,
- the case is automatically closed (you will find it later among the closed treasury confirmations),
- the accepted confirmation (together with the acceptor's information), will be stored in the treasury subfolder of the warrant transaction folder in e-dossier, where it will be retrievable and downloadable for 13 months, after which it will be archived and can be managed as described in chapter 5.1.2,
- the system redirects you to the active treasury confirmations page, where you can find the other cases with confirmations waiting for accept.

Only the view and the download functions are available on the landing page of a closed treasury confirmations case and the previous acceptor's information are also available under the document name.

6.2. Rejection of a confirmation

If you disagree with the content of the confirmation, please click on the active "reject" function button at the bottom of the embedded document viewer.
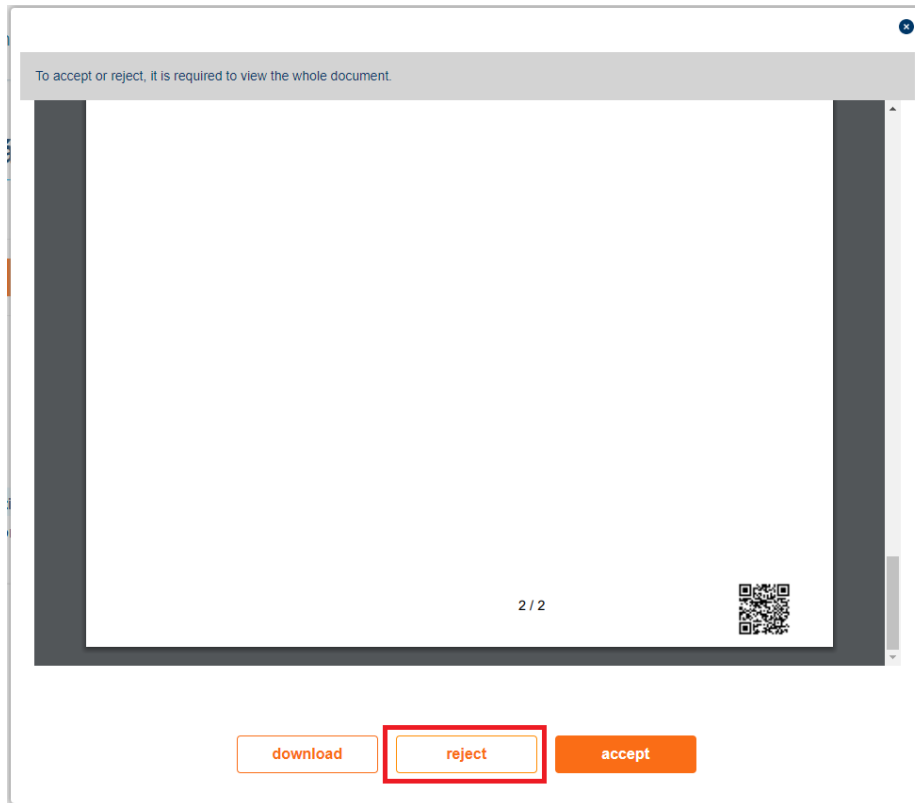
You will then have the option (optional) to enter a free-text reason for the rejection in a pop-up window, which will be automatically forwarded to Treasury Sales to help them investigate the problem.

You can cancel the rejection by clicking on the X in the top right corner or on the "cancel" button, after using these functions the system will redirect you to the embedded document viewer application.
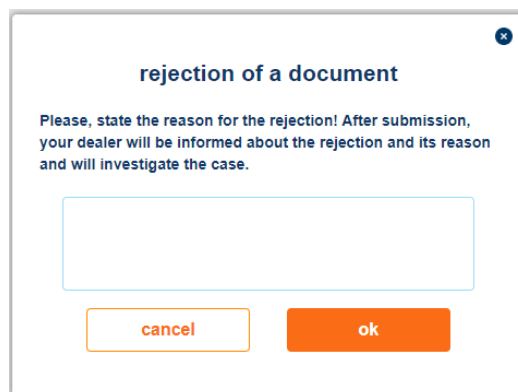You can confirm the rejection by clicking on the "ok" button, after using this function the pop-up window and the embedded document viewer will close automatically and the system will redirect you back to the case.

The following changes will take place on the treasury confirmation landing page:
- a blue rejection information is displayed under the document name,
- the status of the document changes to „rejected",
- the previous „view and accept" function button becomes „view and overrule",
- the „send" button becomes available.

The rejection can be finalized by clicking on the „send" button. Rejecting and sending a confirmation can also be done directly by a user with treasury confirmation joint signature right. Please note that clicking on the reject button on a confirmation is not sufficient, it must always be finalized using the send function!

After clicking on the send button:
- the system redirects you to the active treasury confirmations page, where you can find the above-mentioned case with rejected status and the other cases with confirmations waiting for accept,
- the system will automatically notify the Treasury Sales about the rejection, your dealer will investigate the problem and contact you if necessary.

There are two possible outcomes of the investigation:
1. the confirmation contains incorrect trade details, the transaction will be amended by your dealer resulting a new confirmation will be published in the same case in K&H e-post in which you previously made the rejection. Only the new confirmation needs to be accepted, the previously rejected confirmation will be moved into the previous documents section and can be handled according to chapter 5.2.2.3.
2. the confirmation contains correct trade details, you will have to overrule your previous decision and accept the original confirmation.

6.3. Overrule the previous decision

If the confirmation has been accepted but not yet sent, you have the possibility to change your decision by clicking on the "view and overrule" button in the active treasury confirmation case.

view and overrule

The confirmation will then open in the embedded document viewer application already shown, but only the „download" and „reject" buttons will be available the bottom of it. The rejection can be done as described in chapter 6.2.

Rejected confirmations can be overrule before and after sending by clicking on the "view and overrule" button.

view and overrule

The confirmation will then open in the embedded document viewer application already shown, but only the „download" and „accept" buttons will be available the bottom of it. The acceptation can be done as described in chapter 6.1.

6.4. Search for a previous confirmation

You can retrieve and download documents related to your previous treasury transactions that are less than 13 months old in e-dossier menu, in the treasury subfolder within the warrant transaction folder. You can reduce the number of results by using the advanced search and filter functions in the header.

On the K&H e-post interface you can search for the treasury transaction identifier or even a name fragment of the document, distinguish between notification and confirmation type documents in the attribute and specify the search period.

If you have found the documents you are looking for, you can view or download them as described in chapter 5.1.1.

You can access your documents related to your previous treasury transactions that are older than 13 months old in the archived folder as described in chapter 5.1.2.

The stored document is supplemented with the acceptance information.

7. Document-level rights

We know that security and data protection are of utmost importance to you and also to our Bank, and therefore we will supplement the Confidential Reader Right with Document Management and Active Contract Management rights. This supplementation will allow you to further restrict the rights of Confidential Reader Right holders. Starting from June 22, 2020,

Various additional rights have been created for the management of documents related to treasury transactions in the K&H e-post system, with which the following services will be available:

|		
Non-financial operation	Treasury confirmation read only	Querying and downloading treasury transaction documents.
	Treasury confirmation joint signature	Querying, downloading, accepting, rejecting treasury transaction documents. The acceptance will be final only after acceptance by at least one other user with treasury confirmation joint signature or treasury confirmation individual signature right, the rejection can be done by one person.
	Treasury confirmation individual signature	Querying, downloading, accepting, rejecting treasury transaction documents. The acceptance and the rejection can be done by one person as well.

8. Other interface messages

This chapter presents the messages not discussed above.

1. During authentication: time-out

   If you fail to enter your details for 4 minutes, the login page will display the following message:
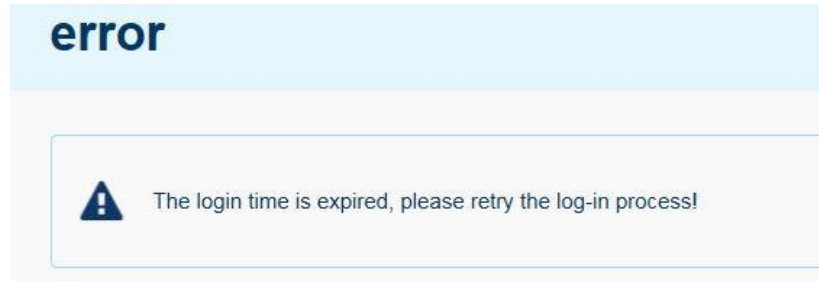
2. Prior to login

   If you are not authorized to use the service (e.g., the authentication device of your choice cannot be used for the electronic channel in question), the following window pops up:
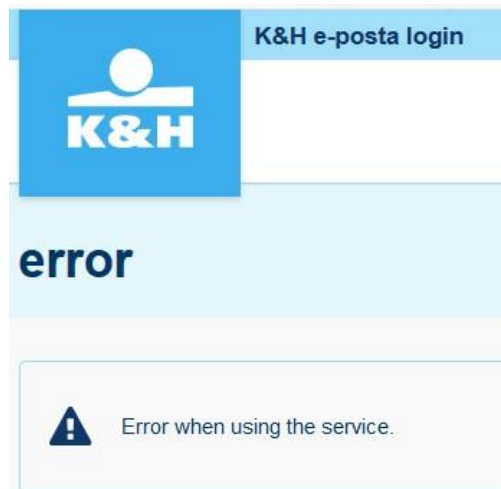
3. Date shown following login

   The date of your last login is displayed in the top right-hand corner of the screen next to the logoff and language selection buttons:

4. Inactivity following login

   If you take too long to complete an action, a counter (time-lock) will start in the top right-hand corner showing how much longer you have until the application logs you out:

When that time is up, another window will be displayed to notify you that the system has logged you out:

K&H e-post connection expired!

You have not performed any operations in K&H e-post for a while.
For your security, we have been signed out you from the service.

e-post login

5. Mass download error

If the download package could not be compiled for whatever reason, then an exclamation mark is displayed next to the name of the download file. If this happens, please attempt to download your documents again.

↓ **Mass downloads (0/1)**

incoming_2012.01.01_2018.02.2
0_2018.02.20-104130.zip ⚠

not all of the documents were downloaded
successfully. Please repeat the download.

6. Other "technical errors"

In the event of a technical error, please click on the "retry" button or close your browser and login again.