

District Cards Module

Requesting the module and adding a card administrator

How can we help?

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How do I add the Cards Module to my District Agreement?

Just ask your Account Manager. They'll get it added for you – for free!

You can use the module for both Mastercard corporate and debit cards.

Once the Cards module has been added to your District Agreement you can appoint a Card Administrator using Agreement Administration. Please refer to the steps on the following pages.



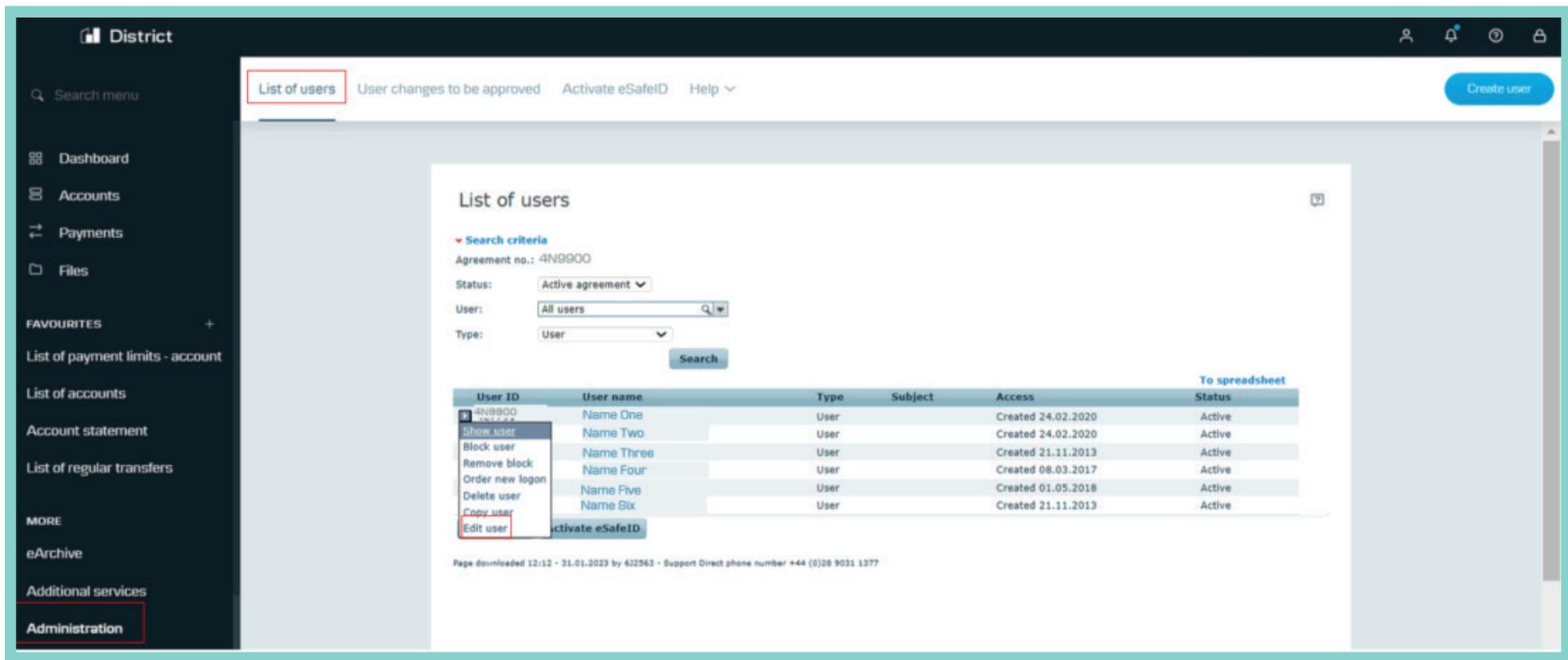
How do I add a Card Administrator?

Once the Cards Module is added to your agreement, you can appoint one or more Card Administrators. You can give each administrator different levels of approval, see below for details:

Approval Level	What the Administrator can do
Enquire only	<p>Only able to view:</p> <ul style="list-style-type: none"> • The list of cards • The details of each card • The list of transactions for each card • The list of card agreements • The details of each card agreement • The card account and invoicing statuses
Create	<p>Create requests to:</p> <ul style="list-style-type: none"> • Block a card • Reorder a card • Order a new PIN • Reorder a PIN • Update a card limit
Approve	<ul style="list-style-type: none"> • Verify any of the requests above • Update card limits <p>Approve can either be given to someone on their own or two people jointly</p>

The following screens will depend on whether you're appointing someone for the first time or giving permission to an existing user. Please note that the screens may vary from agreement to agreement.

How to amend an existing user to include Card Administration rights - List of users



Click the arrow to the left of the user you want to amend. Select Edit user.

How to amend an existing user to include Card Administration rights - Basic data

The screenshot shows the 'Edit user' form in the District system. The 'Basic data' section is highlighted with a red box. The form contains the following fields and information:

- Customer number:** 800000000
- First name(s):** Name
- Surname:** One
- User name:** Name One
- Subject:** [Empty field]
- Address:** ABC Company Ltd, ATTN: J Bloggs, Main Street, Anytown, BT77 3EE
- Use alternative address: Select address
- Mobile phone number:** +776 0326038
- Email address:** name@mail.com

On the right side of the form, there are three informational sections:

- Customer Number:** Please enter customer number for the new user if known. If customer number is not known, a new customer number will be automatically generated for the user.
- First Name and Surname:** Enter users first name and surname. If you are using a customer number, first name and surname should be identical with what is registered with the bank.
- User name:** The employee's user name appears both in the user list in Business eBanking, and the User Authorisation and is also used when the PIN code is sent to the user.

At the bottom of the form, there are navigation buttons: Previous, 1 2 3 4 5 6 7, Next, Show steps, and Cancel.

On this screen you can edit the user's basic data – for example, their mobile number.

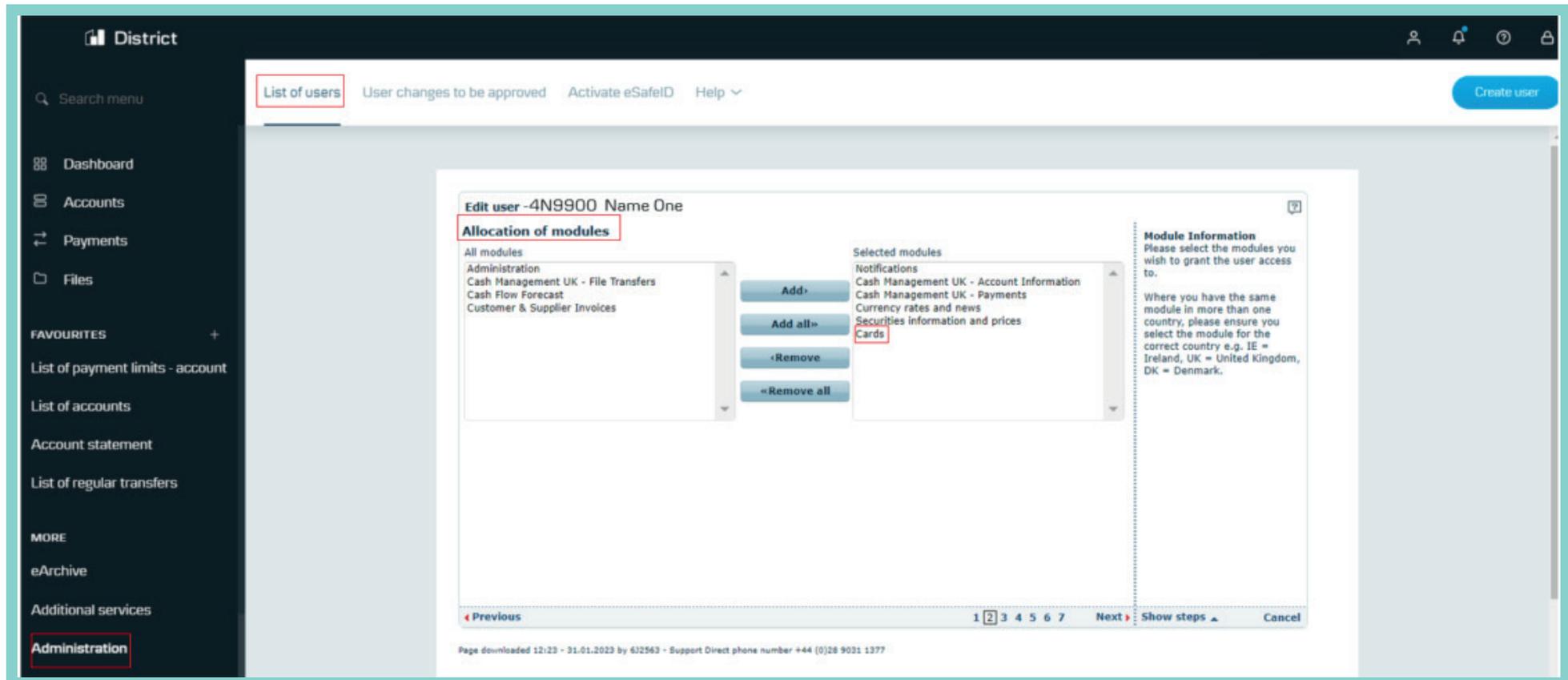
How to amend an existing user to include Card Administration rights - Allocation of modules

The screenshot shows the 'Edit user - 4N9900 Name One' dialog box in the District system. The 'Allocation of modules' section is highlighted with a red box. On the left, under 'All modules', the 'Cards' module is highlighted. In the center, the 'Add' button is highlighted. On the right, under 'Selected modules', the following modules are listed: Notifications, Cash Management UK - Account Information, Cash Management UK - Payments, Currency rates and news, and Securities information and prices. The 'Module Information' section on the right provides instructions: 'Please select the modules you wish to grant the user access to. Where you have the same module in more than one country, please ensure you select the module for the correct country e.g. IE = Ireland, UK = United Kingdom, DK = Denmark.'

Navigation buttons at the bottom include 'Previous', 'Next', 'Show steps', and 'Cancel'. A footer note reads: 'Page downloaded 12:23 - 31.01.2023 by 612563 - Support Direct phone number +44 (0)20 9031 1377'.

Select Cards from the box on the left and click Add.

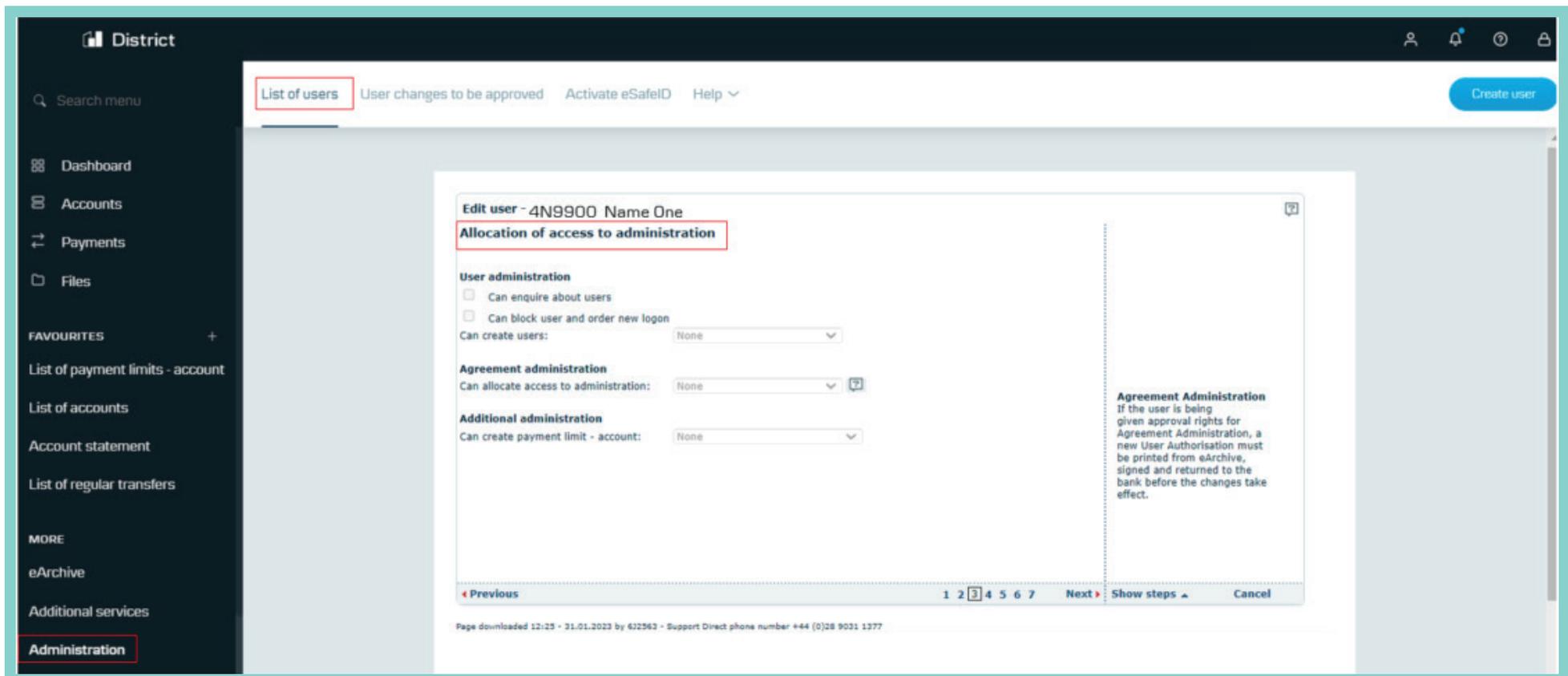
How to amend an existing user to include Card Administration rights - Allocation of modules



'Cards' now appears under Selected modules.

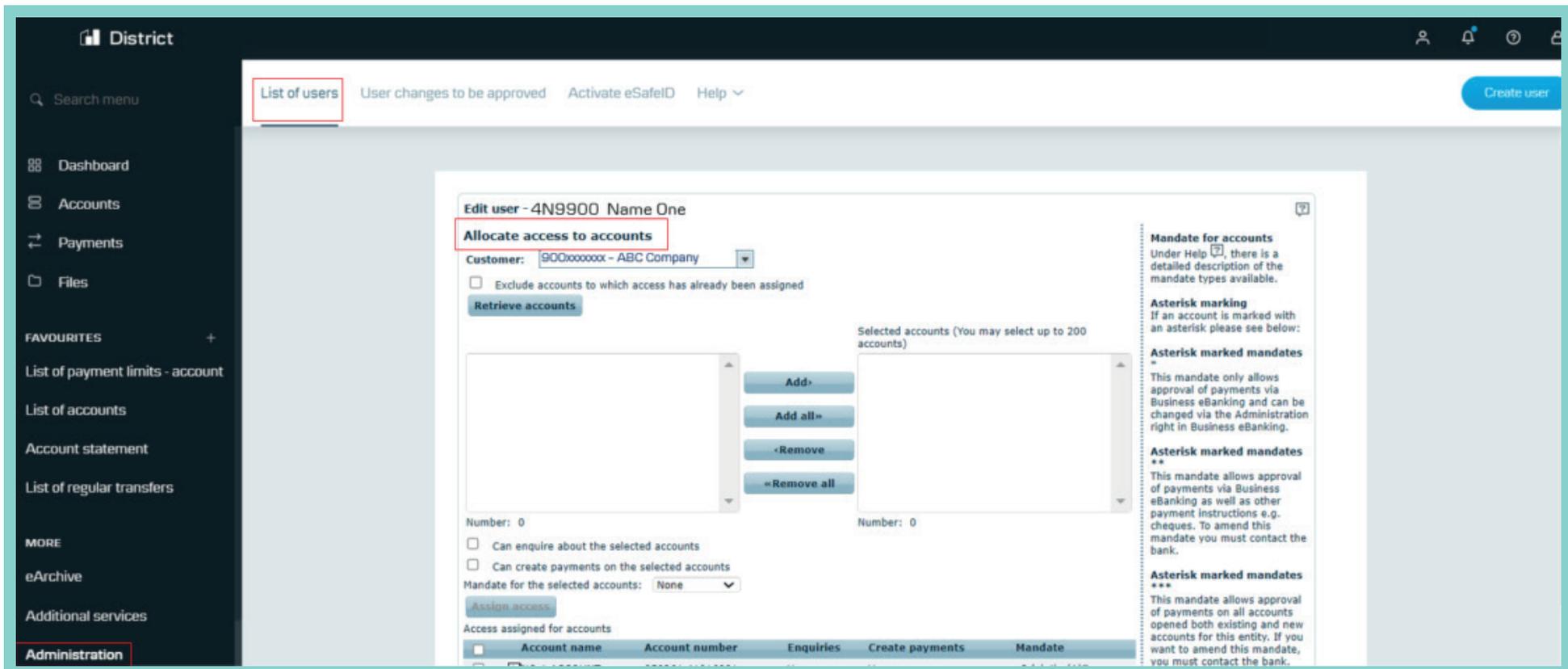
You can select multiple modules and click Add all, or you can move them back using either Remove or Remove all.

How to amend an existing user to include Card Administration rights - Allocation of access to administration



Screenshot for information only, there is nothing to amend in this screen for card administration rights.

How to amend an existing user to include Card Administration rights - Allocate access to accounts



Screenshot for information only, there is nothing to amend in this screen for card administration rights.

How to amend an existing user to include Card Administration rights - Allocate access for selected products and services

The screenshot shows the 'Edit user - 4N9900 Name One' interface. The 'List of users' tab is active. The 'Allocate access for selected products and services' section is highlighted. A dropdown menu is open under 'Products and services', with 'Cards' selected. The 'Retrieve customers' button is also highlighted. The interface includes a sidebar with 'Administration' selected, a search menu, and a 'Create user' button.

Products and services: Select product or service
 Retrieved customers: Confidential information in eArchive, Future accounts, Summaries in eArchive
 Selected customers: (Empty list)
 Number: 0

Allocate access for selected customers
 (Select product or service and retrieve customers in order to allocate access for selected customers.)
 Assign access

Assigned access to products and services

Customer	Subject	Enquire	Create	Mandate
<input type="checkbox"/>				

Delete access

Navigation: Previous 1 2 3 4 5 6 7 Next Show steps Cancel

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Select Cards from the dropdown beside Products and services and then click the Retrieve customers button to the right.

How to amend an existing user to include Card Administration rights - Allocate access for selected products and services

Edit user - 4N9900 Name One

Allocate access for selected products and services

Products and services: Cards Retrieve customers

Retrieved customers for Cards

8000000000 - ABC Company

Add Add all Remove Remove all

Number: 1

Allocate access for selected customers

Subject	Enquire	Create	Mandate
Cards	<input type="checkbox"/>	<input type="checkbox"/>	None
Card agreements	<input type="checkbox"/>		

Assign access

Assigned access to products and services

Customer	Subject	Enquire	Create	Mandate

Delete access

Previous 1 2 3 4 **5** 6 7 Next Show steps Cancel

Cards

- With access to Card agreements, the user can view information about corporate card agreements.
- With access to Cards, the user can administer cards.

Read more under [Help](#).

Products and services

In the Products and services dropdown the Administrator can view the products and services available to the user. By selecting a product or service, the Administrator is able to allocate user access to selected customers.

Authorisations

If (1) appears read more under [Help](#).

The company customer number and name will appear in the Retrieve customers box. Just click on the customer name and hit Add. You may have multiple customer numbers which you can add to the user.

How to amend an existing user to include Card Administration rights - Allocate access for selected products and services

The screenshot shows the 'Edit user - 4N9900 Name One' interface. The 'Allocate access for selected products and services' section is highlighted with a red box. It shows 'Cards' selected in the 'Products and services' dropdown. Below, the 'Allocate access for selected customers' table shows 'Cards' and 'Card agreements' with 'Enquire' and 'Create' checked. The 'Mandate' dropdown is open, showing 'None', '2 Jointly', and 'Alone'. The 'Assign access' button is also highlighted.

The customer will appear in the Selected customers box. Next, go to the 'Allocate access for selected customers' box and assign access for both Cards and the Card agreements under the 'Mandate' dropdown. Click 'Assign access'.

How to amend an existing user to include Card Administration rights - Allocation of access to payments

The screenshot displays the 'Edit user - 4N9900 Name One' page in the District system. The 'Administration' menu item is highlighted in the left sidebar. The main content area is titled 'Allocation of access to payments' and includes a note: 'Note, you must have previously granted access to the relevant Payments module for the user and selected the option for the user to create payments. A user can only make payments for accounts they have been granted access to.'

The configuration options are as follows:

- Domestic payments between accounts registered on the agreement: Can create payments and approve 2 jointly
- Domestic payments to accounts not registered on the agreement: Can create payments and approve 2 jointly
- Cross-border payments from accounts registered on the agreement: Can create payments and approve 2 jointly
- Payments from accounts abroad: Cannot create payments
- The user can create and enquire about confidential payments

Additional sections include:

- Restrict access to create payments and creditors**: [Click here to restrict access to create payments and creditors](#)
- Payment limit - User**: [Click here to set up Payment limit - user](#)

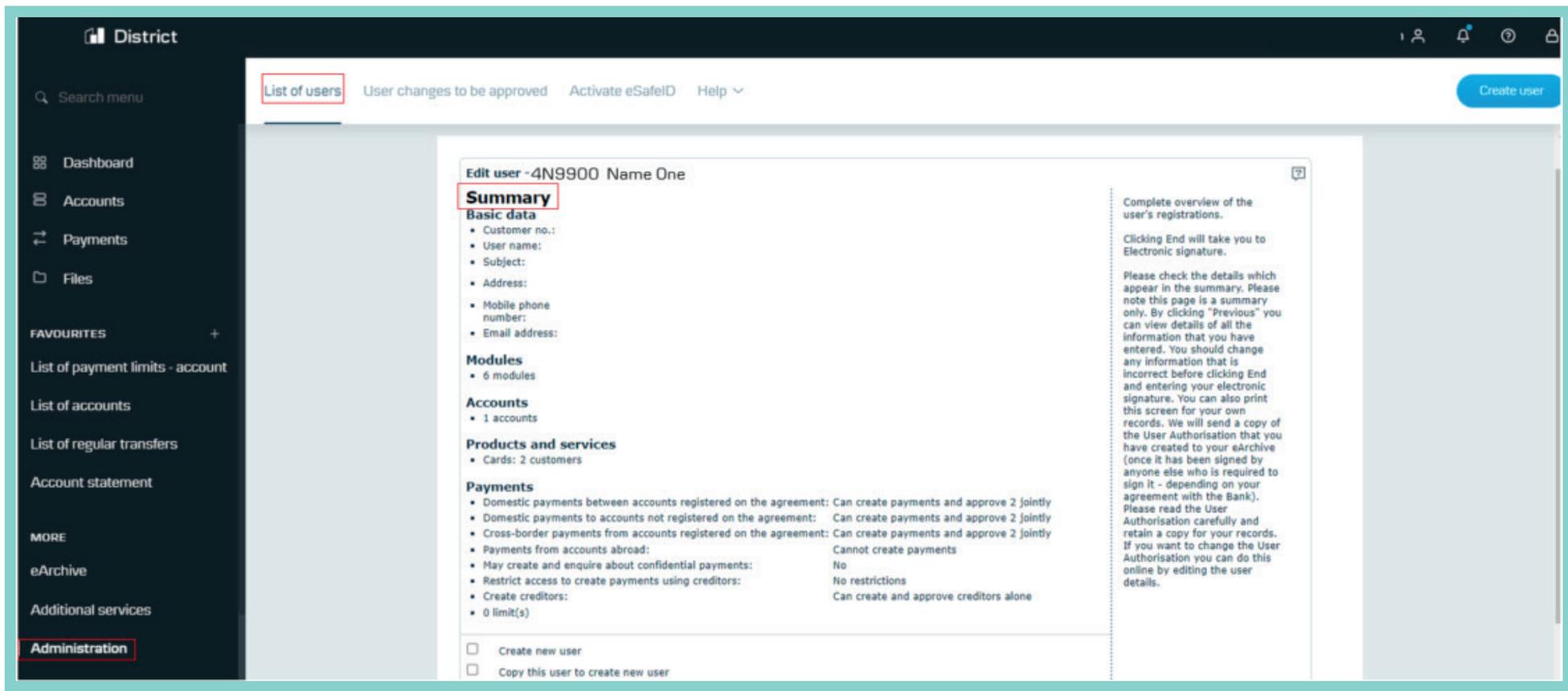
Helpful information on the right side:

- Domestic Payments**: Payments between accounts in the same country. Special rules apply to SEPA payments in Germany, Ireland and Finland. Read more under Help [?].
- Cross-Border Payments**: A Cross-border payment is a payment that is not a Domestic Payment as defined above.
- Confidential Payments**: This box must be ticked to enable the user to create and enquire about confidential payments. Confidential payments are payments which can only be created using the payment group and import file functionality. When using the payment group functionality you must ensure the box 'Payment group to be confidential' is ticked.
- Payment limit - User**: Please refer to the [Administration - Payment Limits Getting Started guide](#) for more detailed information.

Navigation at the bottom includes: Previous, 1 2 3 4 5 6 7, Next, Show steps, and Cancel. A footer note states: 'Page downloaded 12:31 - 31.01.2023 by 612563 - Support Direct phone number +44 (0)28 9031 1377'.

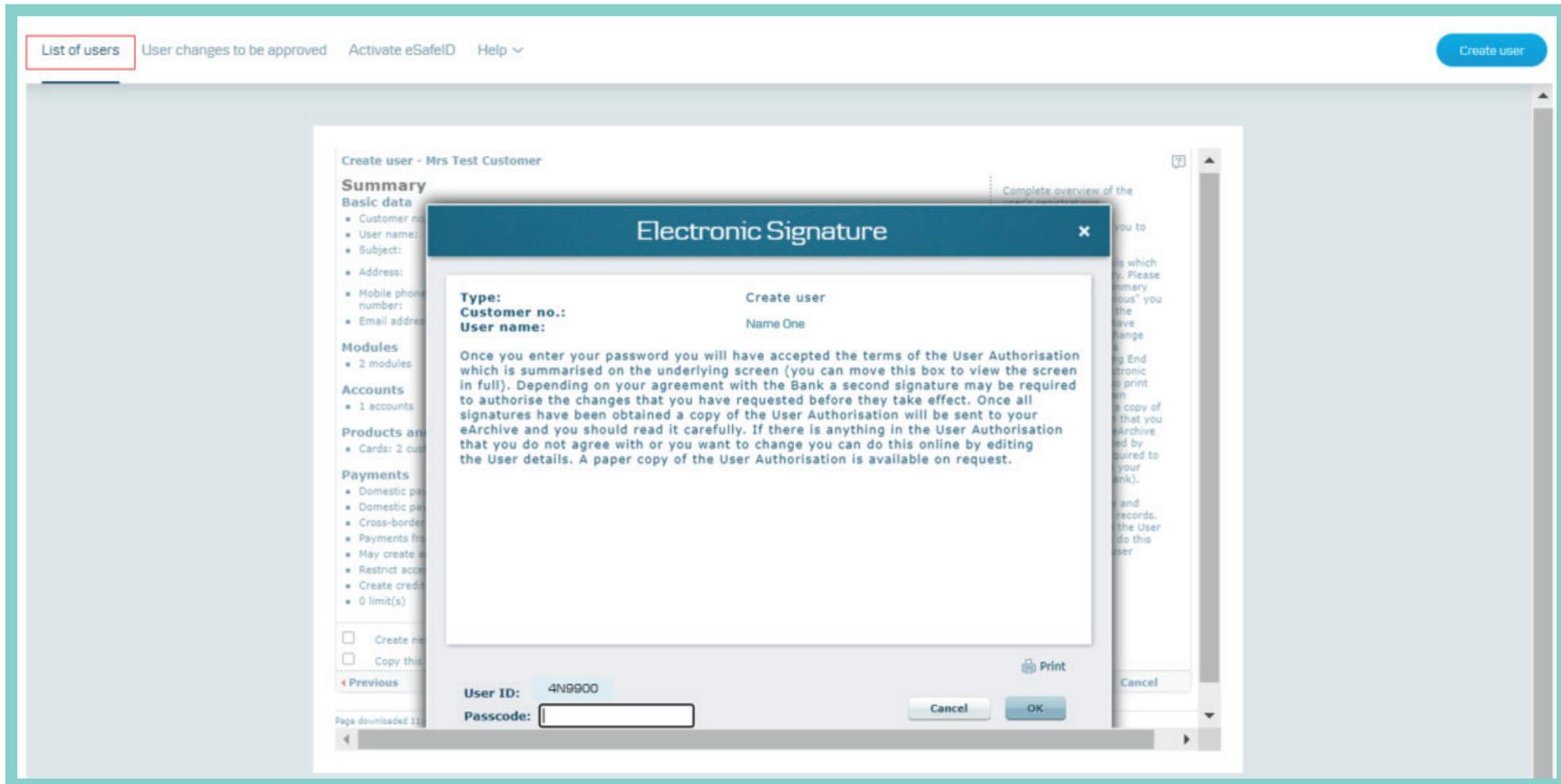
Screenshot for information only, there is nothing to amend in this screen for card administration rights.

How to amend an existing user to include Card Administration rights - Summary screen



Check everything's correct, you can go back and amend if you need to.

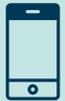
How to amend an existing user to include Card Administration rights - Approval screen



Enter your passcode to approve.

Customer support

If you have questions about using Administration on District or any other functionality within District, please contact us on



028 9031 1377

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Friday: 8am - 5pm

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