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» Users Registration

What can I find on this page?

On this page, you can add users to operate BancaNet Empresarial, assigning them powers, permissions, passwords and NetKeys.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Personal data

In this section you should record the requested information, which is shown as follows:

- Record the name
- Record the last name
- Record the maiden name
- Select the frequency of password renewal:
 - Daily
 - Weekly
 - Biweekly
 - Monthly
 - Bimonthly
 - Quarterly

2. Address and contact details

In this section you should record the requested information, which is shown as follows:

- Record the street and number
- Record the colony
- Select the state of Mexico
- Choose the city
- Record the Zip code
- Record the phone
- Record the cell phone number
- Record the email

3. Passwords

In this section you should record the requested information, which is shown as follows:

- Write for the first time the password of the user that you are registering.
- Confirm the password.

4. Assigning NetKeys

If there are NetKeys in stock:

- Send the NetKey to the domicile previously registered by the user.
 - If you select a NetKey previously assigned to a new user whose status is "Pending Authorization," another device must subsequently be assigned to this user, so that the NetKey can be assigned to the user who is being added at that moment.
 - If you select a previously assigned NetKey whose status is "Pending Authorization," another device must subsequently be assigned and the previous assignation cancelled (look for "Cancelled" status in the "Pending Authorization" menu), so that the NetKey can be assigned to the selected user.

If there are no NetKeys in stock, select one of the following three options:

- Send the NetKey to the domicile of the legal representative.
- Select a NetKey from the list of NetKeys, which will be assigned to the new user.
- Send the NetKey to another domicile:
 - Select one of the pre-registered tax addresses from the list or if necessary enter the new mailing address in the following fields:
 - Enter the street name and number.
 - Enter the colony
 - Select the state of the Republic of Mexico.
 - Choose the city
 - Enter the postal code
 - Enter the telephone number
 - Enter the cell phone number
 - Enter the email address
 - Choose the type of official identification:
 - Military card
 - Professional license
 - Federal Electoral Institute number
 - Passport
 - Enter the official identification number
 - Enter the expiry dates of the official identification in the three text boxes (dd/mm/yyyy).

Finally, click on the box that denotes your acceptance of the NetKey request fee.

5. Additional options (only for joint 8/10 functions)

- Authorize remotely:
 - When you select this option, a message will appear informing you of the time and date by which you must authorize the addition of a new user ("Pending Authorization" menu).

Faculties

The modules and sub-modules are assignments of grouped or individual transactions that can be performed with the Digital Signature. These are assignable and/or restricted in a personalized manner for each user.

By assigning a faculty, a menu will open up with the following options:

- Complete module: Selecting this option will assign the complete faculty along with the corresponding submodules. Also you must record the following information there:
 - Select the currency (USD or MXN).
 - Select the level (1 or 2).
 - Individual → Record the maximum amount that the user can operate manually. The default value is ZERO.
 - Joint → Record the maximum amount that the user can operate jointly. The default value is ZERO.
 - Operable → Record the maximum amount that the user can operate in the established period. The default value is ZERO..
 - Select the operating period:
 - Daily
 - Weekly
 - Biweekly
 - Monthly
 - Bimonthly
 - Quarterly
 - Biannually
 - Annually
 - None
- Restrict module: Selecting this option will show the corresponding submodules for each faculty. Each submodule can be selected independently. Also, you must record the following information:
 - Select the currency (USD or MXN)
 - Select the level (1 or 2)
 - Individual → Record the maximum amount that the user can operate manually. The default value is ZERO.
 - Joint → Record the maximum amount that the user can operate jointly. The default value is ZERO.
 - Operable → Record the maximum amount that the user can operate in the established period. The default value is ZERO..
 - Select the operating period: maximum amount of operations.
 - Daily
 - Weekly
 - Biweekly
 - Monthly
 - Bimonthly

- Quarterly
- Biannually
- Annually
- None

Listed below are the Faculties and their respective submodules:

1. Queries:

Allows you to check balances, history of movements and account statements of the accounts incorporated as yours, as well as reprinting vouchers.

- Submodule:
 - Query of received payments (TIP)

2. Transfers between own accounts, investments and contributions:

It lets you make transfers between your incorporated accounts as your own, investments, contribution payments to IMSS and ISSSTE, Loan Operations and Provider Funding.

- Submodules:
 - Transfers with same currency
 - Transfers from pesos to dollars

3. Transfers to Other Banamex Accounts and Federal Tax Payment:

Allows you to make payments to other Banamex Accounts, federal tax payments, Payments by direct billing, and payments through BancaNet Directo.

- Submodules:
 - Payments to other Banamex accounts with same currency
 - Payments to other Banamex Accounts with different currency
 - Federal Tax Payment

4. Transfers to other bank accounts and payment orders:

Allows you to make payments to other banks and national and international payment orders.

- Submodules:
 - Interbank payments
 - National payment orders
 - International payment orders

5. Mass transfers (Payroll, Other Accounts, and Collections

Allows you to make file inquiries and transfers (includes Automatic Payroll Payment)

- Submodules:
 - File query
 - File transfer

6. Management Passwords and NetKeys

It allows managing of security devices (NetKey), as well as the reconfiguration of keys.

7. Protected checkbook:

It allows you to protect and request your checks.

8. Management Accounts, Users and Notifications:

It allows you to manage the registration/cancellation/modification of third party accounts, users, and cancellation of own accounts.

- Submodules:
 - Third party account management
 - Notification management

9. PEMEX:

It allows using the operations module for PEMEX.

10. Payments by direct billing collections:

It allows you to make transfers and inquiries from your Payments by direct billing files.

- Submodules:
 - File transfers
 - File query

11. Zero Balance Account - Management Structure:

It allows you to operate and manage the Zero Balance Account module.

12. Confirmations and Settlements:

It allows you to operate the Treasury module.

13. Integrated Payroll - Cards Management:

It allows you to manage your *Payroll* plastics.

14. Integrated Payroll - Dispersion of payments:

It allows you to create, query, and disperse Banamex Payroll payments.

- Submodules:
 - Payroll – Creating files
 - Collection report
 - Commissions
 - Valued forms downloading
 - Valued forms Query
 - Investment Query. Valued forms
 - Valued form detailed query
 - Bill payment query
 - Payments detailed query

- Voucher reprint request
- Personalized payments query
- Personalized payments elimination
- Returned checks query
- Returned checks shipping

15. Bill payments, Credit cards from other banks and departmental:

It allows you to make the payments for bills, Credit Cards from other banks and Departmental Cards.

16. Fiduciary statement:

It allows you to query your fiduciary statement.

Once you have recorded all the data, click "Continue"; the *Confirmation* screen will be displayed.

» Users registration process - Confirmation

What can I find on this page?

On this page, you can see the details of the registration confirmation of a BancaNet Empresarial user.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Personal data

This section displays the following information:

- Name
- Last name
- Maiden name
- Password renewal period

2. Address and contact details

This section displays the following information:

- Street and number
- Colony
- State
- City
- Zip code
- Cell phone
- Email

3. Passwords

This section shows two options for the password: *Masked by *'s* (asterisks) or *Not visible with *'s (asterisks)*.

4. NetKeys Assignment

This section shows the serial number of the NetKey assigned to the user.

5. Faculties

This section lists the Faculties assigned to the user.

6. Details of the operation

This section appears if you selected the "Authorize remotely" option on the entry screen, and it contains the following information:

- Final date: shows the date by which you must authorize the operation (30 calendar days).

- Final time: shows the time by which you must authorize the operation (22:00).

When you click on the "Back" button, the previous data entry screen will appear for adding BancaNet Empresarial users.

When you click on the "Accept" button:

1. If the user has 8/10 functions together with individual functions, a window will appear for you to insert their dynamic password and complete the operation.
2. If you did not select the "Authorize remotely" function on the entry screen, and if the user has joint 8/10 functions, you will be requested to enter the Second Digital Signature and the Challenge Response of the second authorizing party.
3. If you selected the "Authorize remotely" function on the entry screen, and if the user has joint 8/10 functions, you will not be asked to enter the Second Digital Signature and the operation will have the status of "Missing Second Signature," meaning that they will have to enter the Manage/Pending Authorization menu in order to authorize that operation.

Dynamic Password Screen (for users with individual 8/10 functions)

Second Digital Signature Screen (for users with joint 8/10 functions)

By clicking "Back", the previous confirmation capture screen for registration of users of BancaNet Empresarial will be displayed.

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

» Users registration process - Application

What can I find on this page?

On this page, you can see the details and authorization number of a user's registration to BancaNet Empresarial.

How can I obtain the information that I am interested in?

The page consists of the following sections:

1. Personal data

This section displays the following information:

- Name
- Last name
- Maiden name
- Password renewal period

2. Address and contact details

This section displays the following information:

- Street and number
- Colony
- State
- City
- Zip code
- Cell phone
- Email

3. Passwords

This section shows two options for the password: *Masked by *'s* (asterisks) or *Not visible with *'s* (asterisks).

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This section shows the serial number of the NetKey assigned to the user.

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