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## » Management Users

### What can I find on this page?

On this page, you can modify or cancel BancaNet Empresarial users, as well as change the status of each one of the users.

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

The page consists of the following sections:

#### 1. Management User

This section displays the following information:

- User name: Shown as a link; when you click on it, a query screen will be displayed where you can modify user information.
- User status
  - Active
  - Inactive
  - Cancelled
  - Expired
  - Blocked
- NetKey: Displays the serial number of the NetKey assigned to the user.
- NetKey status
  - Active
  - Inactive
- *Status change* link: This link runs the action contrary to the user's current status, as exemplified below:

Status	Link	Action
Inactive	Activate	When you click on it, the change password screen will be displayed.
Active	Block	When you click on it, a screen will be displayed asking you to confirm if you wish to block the user. If your response is yes, you will be prompted to enter your Challenge to apply your operation. Otherwise, just click "Cancel" to close the window.
Blocked	Unblock	When you click on it, a screen will be displayed asking you to confirm if you wish to unblock the user. If your response is yes, you will be prompted to enter your Challenge to apply your operation. Otherwise, just click "Cancel" to close the window.

Expired	Block	When you click on it, a screen will be displayed asking you to confirm if you wish to block the user. If your response is yes, you will be prompted to enter your Challenge to apply your operation. Otherwise, just click "Cancel" to close the window.
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- *Cancel/link*: When you click on it, a window will appear asking you to confirm if you wish to cancel the user. If you answer is yes, you will be asked to enter you Challenge to apply your operation. Otherwise, just click "Cancel" to close the window.

Once the transaction has been applied, the list of users will be updated showing the new status of the user. When canceling a user, he/she will still show on the list with a "Cancelled" status.

## » Query as management user

### What can I find on this page?

On this page, you can see the details of a manager user of 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
- "Modify": When you click this button, the *Personal Data modification* will be displayed.

#### 2. Address and contact details

This section displays the following information:

- Street and number
- Colony
- State
- City
- Zip code
- Cell phone
- Email
- "Modify": When you click this button, the *Address and contact modification* screen will be displayed.

### 3. Passwords

This section displays the following information:

1. Password: *Masked by \*'s (asterisks) or Not visible with \*'s (asterisks).*
  - "Modify": When you click this button, the *Password modification* screen will be displayed.

### 4. NetKeys Assignment

This section displays the following information:

- Assigned NetKey: Displays the serial number of the NetKey assigned to the user.
- "Modify": When you click this button, the *NetKeys assignment modification* screen will be displayed.

### 5. Faculties

This section lists the Faculties assigned to the user.

- "Modify": When you click this button, the *Faculties information modification* screen will be displayed.

## » User modification - Data Entry

### What can I find on this page?

On this page, you capture the data to modify.

### 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 enter the information you wish to modify, which is shown as follows:

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

By clicking "Back", you will be sent to the query screen with all the sections that make up a user profile.

By clicking "Continue", the confirmation screen will be displayed.

### » General data modification - Data Entry

#### What can I find on this page?

On this page, you capture the data to modify.

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

The page consists of the following sections:

##### 1. Address and contact details

This section should register the information you want to modify, which appears as follows:

- Record Street and number.
- Record the Colony.
- Select the state of Mexico.
- Choose the city.
- Record the Zip code.
- Record the phone.
- Record the cell number.
- Record the email.

By clicking "Back", you will be sent to the query screen with all the sections that make up a user profile.

By clicking "Continue", the confirmation screen will be displayed.

### » Password modification

#### What can I find on this page?

On this page, you should record the data to modify.

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

The page consists of the following sections:

##### 1. Passwords

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

- Enter the password of the user you are canceling.
- Enter the password confirmation.

By clicking "Back", you will be sent to the query screen with all the sections that make up a user profile.

By clicking "Continue", the confirmation screen will be displayed.

### » NetKey Modification

#### What can I find on this page?

On this page, you capture the data to modify.

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

The page consists of the following sections:

##### 1. NetKeys Assignment

If the NetKey status is "No NetKey" and there are NetKeys in stock, you can choose any of the following 2 options:

- Assign a NetKey from stock: Choose a NetKey from the *NetKeys* selection list, which will be assigned to the new user.
- Reassign: Choose a NetKey from the *Users with NetKey* selection list, which will be assigned to the new user.
- By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

If the NetKey status is "No NetKey" and there are no NetKeys in stock, you can choose any of the following 2 options:

- Reassign: Choose a NetKey from the *Users with NetKey* selection list, which will be assigned to the new user.
- Request NetKey: Selecting this option will show the following three options:
- Send NetKey to the address of the legal representative.
- Send to the registered address for the user.
- Send to another address:

Select from the selection list one of the pre-registered fiscal addresses; or capture the new shipping address, in the following fields:

- 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.
- Choose the type of official identification:
  - Military card
  - Professional identification
  - IFE
  - Passport

- Record the number of official identification.
- Record the validity of the official identification in the three text boxes (dd/mm/yyyy).  
To finish, click on the box that indicates your acceptance of the NetKey application fee.

If the status of the NetKey is "Active", you can choose one of the following three options:

- Block
- Cancel
- Cancel and request replacement: Selecting this option will display the following three options:
- Send NetKey to the address of the legal representative.
- Send to the registered address for the user.
- Send to another address:

Select from the selection list one of the pre-registered fiscal addresses; or capture the new shipping address, in the following fields:

- 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.
- Choose the type of official identification:
  - Military card
  - Professional identification
  - IFE
  - Passport
- Record the number of official identification.
- Record the validity of the official identification in the three text boxes (dd/mm/yyyy).

To finish, click on the box that indicates your acceptance of the NetKey application fee.

By clicking "Back", you will be sent to the query screen with all the sections that make up a user profile.

By clicking "Continue", the confirmation screen will be displayed.

### » Faculties modification

#### What can I find on this page?

On this page, you can capture the data to modify, as well as assign Faculties and submodules to BancaNet Empresarial users.

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

The page consists of the following sections:

##### 1. Faculties

The faculty modules are codes that identify one or more transactions that can be used with the Digital Signature. Each faculty can be assigned to the user.

When assigning a faculty, a menu will expand with the following options:

- Complete module: Selecting this option will assign the complete faculty along with its corresponding submodules. In addition, you must capture 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 term of this faculty:
    - Daily
    - Weekly
    - Biweekly
    - Monthly
    - Bimonthly
    - Quarterly
    - Biannually
    - Annually
    - None
- Restrict module: Selecting this option will display the corresponding submodules to each faculty. Each submodule can be selected. In addition, you must capture 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 term of this faculty:
  - Daily
  - Weekly
  - Biweekly
  - Monthly
  - Bimonthly
  - Quarterly
  - Biannually
  - Annually
  - None

Listed below are the Faculties and their respective submodules:

### **1. Queries:**

Allows you to make balance, movement history, and statement queries of the accounts incorporated as your own, as well as reprint your 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. Passwords and NetKeys Management**

It allows you to manage security devices (NetKey), as well as reconfiguration keys.

### **7. Protected checkbook:**

It allows you to protect and request your checks.

### **8. Accounts, Users and Notifications Manage:**

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

- Submodules:
  - Third party management.
  - Notifications management.

### **9. PEMEX:**

It allows you to use 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:
  - It allows you to make file transfers.
  - File Query.

### **11. Zero Balance Account - Structure Management:**

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 Downloading Query
  - Inv. Valued Forms Query
  - Valued Forms Detailed Query
  - Bill Payments Query
  - Payments detailed Query
  - Sol voucher Reprint
  - Personalized payments Query
  - Personalized payments cancellation
  - Returned checks Query
  - Returned checks shipping

### **15. Payment of bills, 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 make a query your fiduciary statement.

Once you have entered all the data, click “Continue”, the confirmation screen will be displayed.

### » User modification - Faculty 00 /Audiomatico PIN access.

On this page you can unassign and / or reset the Audiomatico Service Password. You will only visualize the Entitlement to restart the Numeric PIN number.

If you decide to unassign the Entitlement 00, then the other options will be displayed to reuse the representative. For that reason this entitlement will disable and you will be able to properly manage your representatives that access to the Audiomatico Service.

#### Notice:

- Customers who complete the five users with the entitlement 00, **BancaNet Empresarial** will disable the option to assign that Entitlement, in which case you will have to delete the entitlement 00 in the **BancaNet Empresarial** Users Manager.
- In the case of existing users, they are not given the option to assign the Entitlement 00, this will be presented only for users with this entitlement assigned.

### » User modification - Confirmation

#### What can I find on this page?

On this page, you can see the confirmation of the modification of the user's personal data.

#### 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

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

### » Address and contact data modification- confirmation

#### What can I find on this page?

On this page, you can see the confirmation of the user's modification of address and contact data.

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

The page consists of the following sections:

##### 1. Address and contact details

This section displays the following information:

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

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

### » NetKey Assignment modification- confirmation

#### What can I find on this page?

On this page, you can see the confirmation of the modification of the assigning or reassigning of the user's NetKey.

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

The page consists of the following sections:

### 1. NetKeys Assignment

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

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

## » Password modification - Confirmation

### What can I find on this page?

On this page, you can see the confirmation of the user's password.

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

The page consists of the following sections:

#### 1. Passwords

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

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

## » Faculty modification - confirmation

### What can I find on this page?

On this page, you can see the confirmation of the modification of the Faculties and its respective submodules assigned to the user.

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

The page consists of the following sections:

#### 1. Faculties and assignments

This section lists the faculties assigned to the user.

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

### » User modification - application

#### What can I find on this page?

On this page, you can see the application and the authorization of the modification of the user's personal data.

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

The page consists of the following sections:

##### 1. Authorizers

This section shows the users who authorize the modification of the requested information.

##### 2. Personal data:

This section displays the following information:

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

### » Address and contact data modification- application

#### What can I find on this page?

On this page, you can see the application and the authorization number of the modification of the user's address and contact data.

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

The page consists of the following sections:

##### 1. Authorizers

This section shows the users who authorize the modification of the requested information.

##### 2. Address and contact details

This section displays the following information:

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

### » etKey Assignment modification- application

#### What can I find on this page?

On this page, you can see the application and authorization number of the user's NetKey assignment or reallocation.

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

The page consists of the following sections:

##### 1. Authorizers

This section shows the users who authorize the modification of the requested information.

##### 2. NetKeys Assignment

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

### » Password modification - application

#### What can I find on this page?

On this page, you can see the application and authorization number of the modification of the user's password.

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

The page consists of the following sections:

##### 1. Authorizers

This section shows the users who authorize the modification of the requested information.

##### 2. Passwords

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

### » Faculty modification- application

#### What can I find on this page?

On this page, you can see the application and the authorization number of the modification of the assigned user's Faculties and its respective submodules.

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

The page consists of the following sections:

### 1. Authorizers

This section shows the users who authorize the modification of the requested information.

### 2. Faculties and assignments

This section lists the Faculties assigned to the user.

## » My profile - Query as any user

### What can I find on this page?

On this page, you can query the details of your user account with BancaNet Empresarial, like modifying your password.

### 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:

- User number
- Status
- Name
- Last name
- Maiden name
- Password renewal period

#### 2. Address and contact details

This section displays the following information:

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

### 3. Passwords

In this section you can modify your password to **BancaNet** Empresarial; just follow the following instructions:

- Record your new password
- Record the confirmation of the new password.
- Click "Accept", a confirmation screen will be displayed.

### 4. NetKeys Assignment

This section displays the following information:

- Serial number of the NetKey assigned to the user.
- Your NetKey current status.

### 5. Faculties

This section shows the details of the Faculties assigned to the user.