

Stand: May 2019

Corporates-Portal - First Steps

Please perform the following steps:

1. Click on "My user account is not active yet".

Corporates Portal

EBICS-Token

Key location

BROWSE

Password

LOGIN

My user account is not active yet.

I want to reprint my ID letter.

Go to the demo mode.

System Info

2. Then click on "Next".

User Registration / Introduction

Introduction Credentials Password Security Key INI Letter

Introduction

Welcome to the user registration of LBBW Business-Portal. This workflow will guide you step by step through the user registration. The whole registration will take a few minutes.

Before you start please make sure you have available:

- a USB stick (or another removable device) to store your personal security key
- your 'Customer ID' (provided by your bank or your administrator)
- your personal 'User ID' (provided by your bank or your administrator)
- PDF reader and printer access

LBBW Business-Portal will provide your personal security key via the download function of your browser. Please download the new key and store it on a removable device.

Before you start please make sure that the pop-up blocker of your browser is deactivated and will not block the download of the new security key.


Next Cancel

3. Enter the customer ID and user ID that you have already received.

User Registration / Credentials

Introduction Credentials Password Security Key INI Letter

Customer ID

 Please enter your Customer ID.

User ID

Please enter your User ID.

Previous **Next** Cancel

4. Then click on "Next".

User Registration / Credentials

Introduction > Credentials > Password > Security Key > INI Letter

Customer ID

Please enter your Customer ID.

User ID

Please enter your User ID.

Previous **Next** Cancel

5. Enter a password of your own choice. Please note the security restrictions. Then click on "Next".

User Registration / Password

Introduction > Credentials > Password > Security Key > INI Letter

Password

✓

✓

Please create your new password. The password has to meet at least the following security criteria:

- ✓ 1 upper-case character(s)
- ✓ 1 lower-case character(s)
- ✓ 1 numeric character(s)
- ✓ 8 to 20 character(s)

Please keep the security key and your personal password safe and do not share it with anyone.

Previous **Next** Cancel

6. Now store the key file that has been created. To do this, select "Save as ...".

User Registration / Security Key

Introduction → Credentials → Password → **Security Key** → INI Letter

Security key created

LBBW Business-Portal has created your personal security key and provides it for download. Please store this personal security key on a removable device and keep it safe at all times.

In case the security key is not provided for download by your browser please check your browser's pop-up blocker and download the security key once again.

[Download security key again](#)

[Next](#)

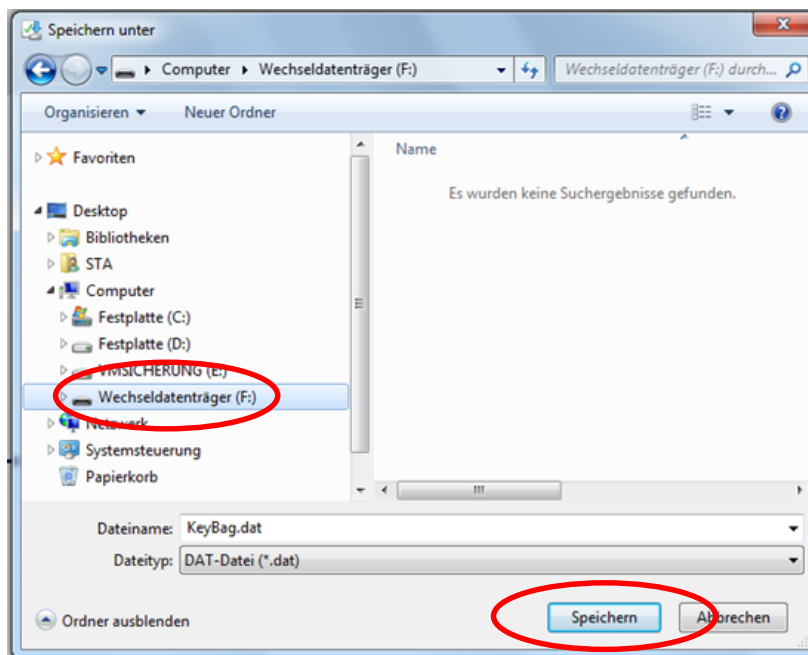
Möchten Sie „KeyBag.dat“ (5,51 KB) von „test2.lbbw-business.de“ speichern?

[Speichern](#) [Speichern unter](#) [Speichern und öffnen](#)

PLEASE NOTE

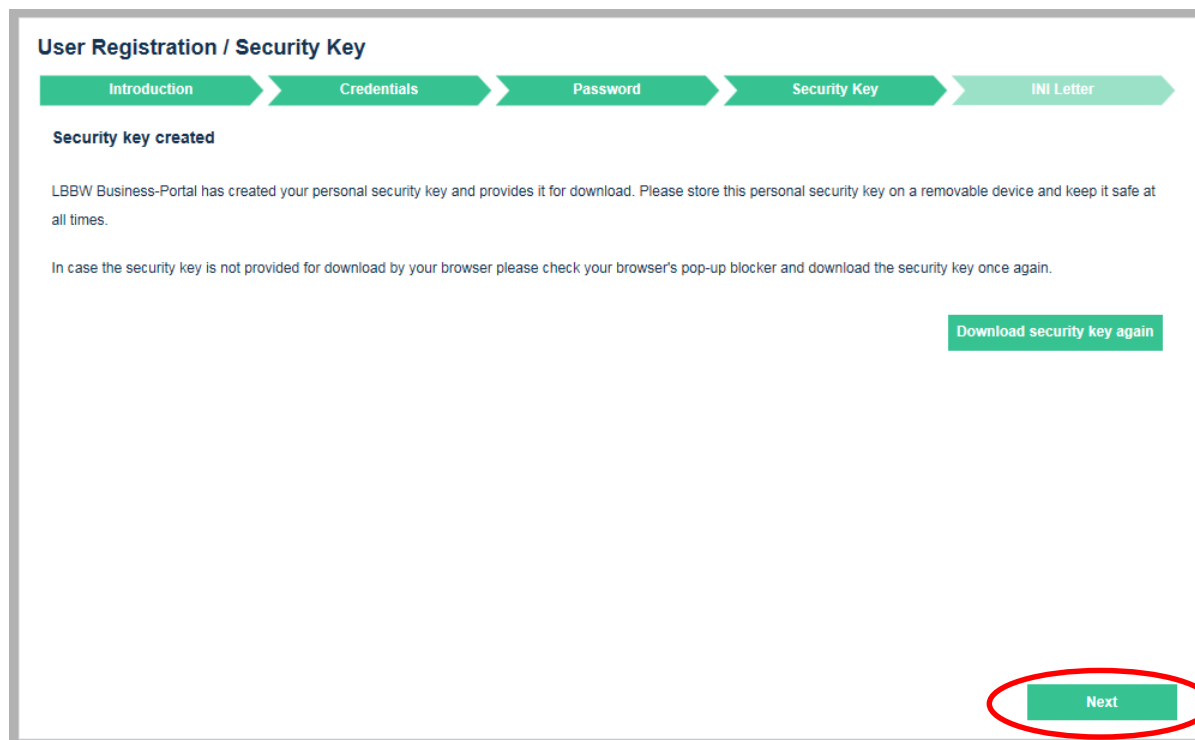
- If the "Save as" option is not displayed, the new key file will be saved in the Downloads directory.
- With the Internet Explorer browser, you will find this in the Windows Explorer under "Users", sub-folder "Downloads".
- If this occurs, copy the key file "KeyBag.dat" into your previously chosen key place of storage (e.g. removable disk).
- If you are not familiar with your Downloads directory, please contact your system administrator.

7. Store the key file with the name "KeyBag.dat" on a removable disk.



8. After the new key file has been stored, click on "Next".

If you have any problems, you can store the key file again by clicking on "Download security key again".



9. Now click on "Create INI letter".

User Registration / INI Letter

Introduction > Credentials > Password > Security Key > INI Letter

INI Letter

MULTIVERSA FIP created your credentials successfully.

Please press 'Create INI letter' to create and display the INI letter.

Please print this INI letter, sign it and send it to your bank or your administrator. Subsequently your user account will be released and you will be able to log in to MULTIVERSA FIP.

In case the INI letter will not be printed correctly, please check if e.g. your browser's pop-up blocker blocked the download of the registration letter. You can reprint the INI letter anytime via the login page.

Create INI letter

Close

10. You can either directly open the INI letter or store it.

User Registration / INI Letter

Introduction > Credentials > Password > Security Key > INI Letter

INI Letter

After printing the INI letter please press 'Close'.

In case the INI letter has not been printed correctly, please check e.g. if your browser's pop-up blocker blocked the download of the INI letter.

You can reprint the INI letter anytime via the login page.

Create INI letter again

Close

Möchten Sie „Testuser_B22_mit_A006_INI_Brief_20160919.pdf“ von „test2.lbbw-business.de“ öffnen oder speichern?

Öffnen | Speichern | Abbrechen

13. Sign the INI letter and return it to the address stated in the accompanying letter.

After activation by Landesbank Baden-Württemberg, you can log onto the Business-Portal.

If problems arise when following the above-described procedure, please check the following items:

- Are you using the latest browser version? The portal requires Internet Explorer, Edge, Firefox or Google Chrome in their latest versions.
- Is the LBBW-corporates.de page blocked? The page must then be released in the browser/firewall/proxy-server settings.
- Is the key drive accessible? Please check whether drive A:\, B:\ or a removable storage device have been connected or there is access to such drive.
- Is the INI letter not displayed? Please add the address LBBW-Corporates.de as an exception in your popup settings and repeat the user initialization.