

Stand: October 2019

## Corporates-Portal - First Steps

### Corporates-Portal with Payments App

You need the LBBW Token to log in to the Corporates-Portal. This can be used either on your PC or your smartphone.

Further information, including the following points, can be found on the Internet at <https://lbbw.de/lbbw-token>.

#### Please perform the following steps:

##### LBBW Token Desktop

- 1) Open the Corporates-Portal in your browser ([www.lbbw-corporates.de](http://www.lbbw-corporates.de)) and click on the "LBBW Token" tab. Then click on the link "LBBW Token information and download".
- 2) Click on „Download installer“.
- 3) Unzip the downloaded zip file and start the unzipped file by double-clicking on it.
- 4) Select the variant "Only for me" and then click on Next. Please select the option "Anyone who uses this computer" only if several people are using the computer.
- 5) Select the desired target directory in which the "LBBW Token" program is to be installed and then click Install.
- 6) Click on Finish.
- 7) Open the LBBW Token and click on the new window "Create keys".
- 8) Click on Start.
- 9) Enter the password you want to set twice (10 to 20 digits incl. capital letter, lower case letter and number) and click on Next.
- 10) Enter your Customer ID and User ID in **CAPITAL LETTERS** and click on Next.
- 11) Click on Next.

12) Click on Open and then on Finish.

13) The INI letter opens. Print it out.

14) Sign the INI letter and send it to the LBBW

(Mail: [Electronic-Banking@LBBW.de](mailto:Electronic-Banking@LBBW.de), Fax: 0711 127-6696763).

15) After activation by the Landesbank Baden-Württemberg, you can log in the Corporates Portal.

If you encounter any problems during the process described, please check the following points:

- Is the browser up-to-date? Internet Explorer, Edge, Firefox or Google Chrome in the latest version is required
- Is the LBBW-Corporates.de page blocked? The page must be released in Browser/Firewall/Proxy-Server if necessary
- Is the INI letter not displayed? Please add the address LBBW-Corporates.de as exception to the popup settings and choose "Reprint INI letter".

16) To log in, click on the tab "LBBW Token" in your browser at the Corporates Portal. Then click on "LBBW Token" (on the right under "Desktop").

17) Confirm the corresponding message window of your browser (depending on your browser, you can also deactivate this message).

18) Your LBBW Token opens. Enter your password and click on Login.

19) You are then logged in the Corporates-Portal.

LBBW Token Mobile

- 1) Tap Google Play (Android) or App Store (iOS) in your smartphone.
- 2) Search for "LBBW Token".
- 3) Tap Install (Android) or Get (iOS).
- 4) Open the LBBW Token and tap Next.
- 5) Enter the password you want to set twice (at least 8 digits) and tap Next.
- 6) Enter your Customer ID and User ID in **CAPITAL LETTERS** and tap Next.
- 7) The registration code will now be displayed.
- 8) Now open the Corporates-Portal in your browser ([www.lbbw-corporates.de](http://www.lbbw-corporates.de)), select the tab "LBBW Token" and click on "My user account is not active yet".
- 9) On the next page, enter the registration code that is displayed in the LBBW Token.
- 10) Then click on "Create registration letter".
- 11) Click on Open and print out the INI letter.
- 12) Finally, click Finish in the LBBW Token.
- 13) Sign the INI letter and send it to the LBBW (Mail: [Electronic-Banking@LBBW.de](mailto:Electronic-Banking@LBBW.de), Fax: 0711 127-6696763).
- 14) After activation by the Landesbank Baden-Württemberg, you can log in the Corporates Portal.

If you encounter any problems during the process described, please check the following points:

- Is the browser up-to-date? Internet Explorer, Edge, Firefox or Google Chrome in the latest version is required
- Is the LBBW-Corporates.de page blocked? The page must be released in Browser/Firewall/Proxy-Server if necessary
- Is the INI letter not displayed? Please add the address LBBW-Corporates.de as exception to the popup settings and choose "Reprint INI letter".

- 15) Open the LBBW Token, enter your password and then click on Login.

- 16) Select "Scan" (ATTENTION: when first using the LBBW Token must be granted access to the camera).
- 17) Start the Corporates-Portal in your browser and click on the "LBBW Token" tab.
- 18) Scan the QR code from your smartphone.
- 19) You are then logged in the Corporates-Portal.

Alternatively, you can log in to the Corporates-Portal without scanning:

In your browser, on the login page of the Corporates-Portal, you will see an Access Code displayed. Then tap on Enter in the LBBW Token, enter the access code and tap on Login.

## Corporates-Portal without Payments App

### Please perform the following steps:

- 1) Open the Corporates-Portal in your browser ([www.lbbw-corporates.de](http://www.lbbw-corporates.de)), click on the "LBBW Token" tab and then click on "My user account is not active yet".
- 2) Then click on "Next".
- 3) Enter the customer ID and user ID that you have already received.
- 4) Then click on "Next".
- 5) Enter a password of your own choice. Please note the security restrictions. Then click on "Next".
- 6) Now store the key file that has been created. To do this, select "Save as ...".

### 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. personal drive or 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 personal drive or 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".

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

11) Print the INI letter.

12) Now click on "Close".

13) Sign the INI letter and send it to the LBBW

(Mail: [Electronic-Banking@LBBW.de](mailto:Electronic-Banking@LBBW.de), Fax: 0711 127-6696763).

14) After activation by Landesbank Baden-Württemberg, you can log into the Business-Portal.

If you encounter any problems during the process described, please check the following points:

- Is the browser up-to-date? Internet Explorer, Edge, Firefox or Google Chrome in the latest version is required
- Is the LBBW-Corporates.de page blocked? The page must be released in Browser/Firewall/Proxy-Server if necessary
- Is the INI letter not displayed? Please add the address LBBW-Corporates.de as exception to the popup settings and choose "Reprint INI letter".