\*\*\*This feature is available for i-bank users, who are authorized on legal entity accounts and meanwhile are users as an individual clients with personal accounts.

Follow these steps on how to lock your personal accounts with 4 digit PIN

1. First you log In into your e-banking account which probably look like this

			LEGAL ENTITY ACCOUNTS -
2000000	МКD		Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): <b>750,00 MKD </b>
20000000	MKD		Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): MKD 🕐
200000014	MKD		Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): <b>228.022,00 MKD </b>
20000072:	EUR	Трансакциска сметка	Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): 0,00 EUR 🕚

#### RETAIL ACCOUNTS -

LEGAL ENTERY ACCOUNTS

2000031:	MKD	Трансакциска сметка за Visa Interne	Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): 0,00 MKD O
20000232	MKD	Кредитна картичка / Мој Кеш	Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): 2.625,00 MKD C

 In order to select which of these accounts (Legal or Retail Accounts) wants to be with protected view, go to the administration panel on the left side on the screen and choose Password management

ADMINISTRATION	
My details	
Password management	
Manage Accounts	

3. When you click on Password management, on the main screen scroll down to the SET PIN LOCK FOR PROTECTED VIEW OF COMPANY'S AND PERSONAL ACCOUNTS (picture bellow)

# SET PIN LOCK FOR PROTECTED VIEW OF COMPANY'S AND PERSONAL ACCOUNTS

Here you can set 4 digit PIN lock for protected view of your company's or personal accounts that are associated with your i-bank profile. This is optional feature which enables only the person that knows the PIN to view the accounts. Both pin codes are optional. If you want to protect the view of the personal accounts, you should only set PIN for personal accounts.

#### SET PIN LOCK FOR PROTECTED VIEW OF COMPANY'S ACCOUNTS

New PIN	
Confirmation PIN	
SAVE	

#### SET PIN LOCK FOR PROTECTED VIEW OF PERSONAL ACCOUNTS

New PIN		
Confirmation PIN		
SAVE		

4. Choose the accounts you want to make a PIN LOCK (in this case we will chose PERSONAL ACCOUNTS)

## SET PIN LOCK FOR PROTECTED VIEW OF PERSONAL ACCOUNTS

New PIN		••••
Confirmation PIN		••••
SAVE		

Enter a 4 digit pin in the fields and press SAVE.

When you save the PIN, on the top of the main screen will show a successful green message (picture bellow)



5. The view of your accounts will look like this. Now your personal accounts are with protected view, and only you can see them after entering the PIN you have previously saved. In order to view the accounts you've locked click on the padlock marked on the picture with red.

			LEGAL ENTITY ACCOUNTS -
2000002	MKD		Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): 750,00 MKD 🜔
20000000	MKD		Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): MKD V
20000000	MKD		Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): 228.022,00 MKD 🕚
20000072	! EUR	Трансакциска сметка	Payments   Statements   Daily transactions   Balance
Account name			Balance ( received on 4/7/2020 - 12:18 AM ): 0,00 EUR 🕐
			RETAIL ACCOUNTS

6. In order to view your accounts, when you click on the padlock the pop up screen (picture bellow) will appear, where you need to enter the PIN you have saved,

ENTER YOUR PIN FOR ACCOUNT LOCK VIEW	×
NEXT	
On "Next" click you confirm the entered data	

Enter the PIN and press next. Now all your accounts are available like in the STEP 1.

\*\*\*If you like to remove the PIN from any of your accounts, go to ADMINISTRATION/Password management and again on the screen SET PIN LOCK FOR PROTECTED VIEW OF COMPANY'S AND PERSONAL ACCOUNTS in this case PERSONAL ACCOUNTS,

# SET PIN LOCK FOR PROTECTED VIEW OF PERSONAL ACCOUNTS

Old PIN	
New PIN	
Confirmation PIN	
CHANGE	DELETE

2. And a popup screen will show up

	хт	
THE PARTY		

3. Hit next, and if the PIN is correct another green message (picture bellow) will show up on the main screen



\*\*\* If you like to change the PIN, you need to enter the old pin, the new pin and the confirmation pin and press CHANGE

### SET PIN LOCK FOR PROTECTED VIEW OF PERSONAL ACCOUNTS

Old PIN		
New PIN		
Confirmation PIN		
CHANGE	DELETE	

\*\*\*\*If you forgot your PIN you need to call or contact the Contact Center on 02/3100-109 or kontaktcentar@stb.com.mk