WELCOME TO THE WORLD OF ISABEL 6!

Thank you for choosing **Isabel 6**, the end-to-end Internet banking solution for business users.

As a finance professional, you obviously want to put your time to the best possible use. With Isabel you choose the best products and services from over 20 banks at the best conditions. The extended multi-user functionalities and seamless integration with accounting software helps you to increase your efficiency and to reduce administrative costs. In fact, Isabel 6 frees up your time nicely, providing you with greater convenience, efficiency and added value.

Work efficiently
- Online everywhere.
- All users work on their PC or portable, re-gardless of where they happen to be.
- Isabel Go, the Isabel button in your accounting package, enables you to send and receive payments and account information directly. So no more endless retyping of data.

Work together
- A number of users can share beneficiary accounts, transactions and account information. Which is handy if someone is ill, caught in the traffic or on holiday –or when there are peaks in your workload.
- Delegate in confidence. Preparatory work can be delegated to anyone, while signing is only for authorised signatories.
- Authorised signatories are requested by e-mail to append their signatures. Fast and simple.

Keep an eye on everything
- All transactions on all your accounts with all your banks – all on a single screen.
- SEPA, national and international transfers. Manage your direct debits.
- Reports in PDF, imports in Excel.
- Monitor exactly who entered, signed and sent a particular transaction.

We wish you every success with Isabel 6!

FROM **SIGNING** THE CONTRACT THROUGH TO **USING IT FOR THE FIRST TIME**

STEP 1

SIGNING UP & CONTRACT
You have signed your Isabel contract. You have at hand your Isabel 6 card and your temporary PIN code. If you haven't, contact the Isabel Helpdesk.

STEP 2

SECURITY AND ACTIVATION
Go to **www.isabel.eu/start**. Click on "You have received your new Isabel card and want to active it".

You will also need to have management rights over your PC and your Isabel card-reader must be connected to your PC. If you have any doubts, contact your company's network or PC manager.

During the activation process, you will be asked to enter your temporary PIN code and replace it with your personal PIN code. Whatever you do, don't forget your personal PIN code!

As soon as your Isabel 6 card has been acti-vated, go to **www.isabel.eu**.
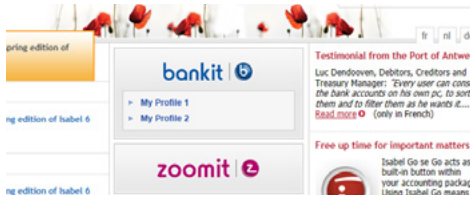
Click on 'Login' in the top right-hand corner. Insert your card into the Isabel card-reader, type in your personal PIN code and press OK.

You should see the Isabel 6 'Welcome screen'.

In the middle column, click on '**Subscribe to modules**'. Tick the modules and options you would like to use.

Important! You cannot use Isabel 6 if you do not tick any modules.

You can change your selections at any time (add or delete). Every user has to tick his own modules and options.

Isabel Standard Module with the following options:
- **MultiSign** - Makes working with multiple users easy :
  - Share beneficiaries and groups of debtors
  - View potential signers
  - Invite signers per e-mail
  - Switch signers on the same PC.
- **Export account info to accounting package** - Export files with account information (CODA, MT940, etc.) for processing by accounting software.
- **Isabel Go** - Send and receive payments and account info between Isabel and your accounting package with a single click. Isabel Go is available from certified partners.
  You will find the list at www.isabel.eu/partners6.
- **Enter and import direct debits** - Enter and send direct debits to your bank so that your customers can be debited. Included Sepa Direct Debit.

- **Upload of different files** - Upload and send specific files formats and cheques to your bank.
- **Isabel Offline Reporting** - All of your financial transactions in a single handy and fast reporting tool.

Isabel Signing Module - This is for users who only need to be able to view or sign transactions prepared by other users. Other functions cannot be accessed by these users.

For a full description of the modules, see **www.isabel.eu/modules**.

When you have made your selection, close the application and **wait for 30 minutes** so that your modifications can be processed. You will not be able to use Isabel 6 while you are waiting.
This makes it the ideal time to study the manuals at **www.isabel.eu/support6** and view the demos at **www.isabel.eu/demo**. Once 30 minutes have passed, you will be able to start working with Isabel 6.

STEP 3

MANAGE SUBSCRIPTION
To add users, accounts or banks in Isabel 6, go to **www.isabel.eu/manage**.

You will then sign a contract with the banks in question, which will activate the additional accounts and users in your subscription.

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USING ISABEL 6

Go to **www.isabel.eu** and click on 'Login' in the top right-hand corner. Insert your card into the Isabel card-reader, type in your personal PIN code and press OK. This will take you back to the 'Welcome screen'.
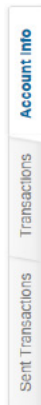

Under the Bankit logo, you will see one or more profiles with which you can manage your company's accounts. Via the Zoomit logo, you will be able to view your invoices.

Click on the **Bankit** logo to access your accounts.

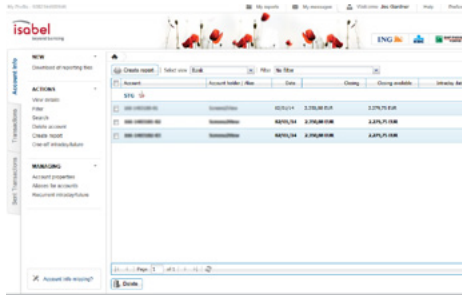### » Isabel 6 Bankit
This page has 3 navigation tabs.

Each tab can be identified by its own specific colour. Each time you change tab, the left-hand navigation bar is adjusted automatically. That way you always have access to the available functions.

You will find more information about how to navigate through Isabel 6 and the available functions in the Manuals "Using Isabel 6" at **www.isabel.eu/support6**.
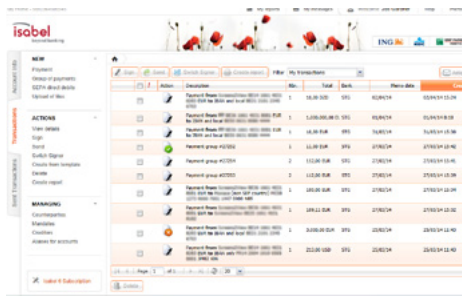
ACCOUNT INFO

This page shows you the account situation at all of your banks. Use the left-hand navigation bar to display more details, search and draft reports.

TRANSACTIONS

In the "Transactions" screen you can make payments such as domestic and international payments.
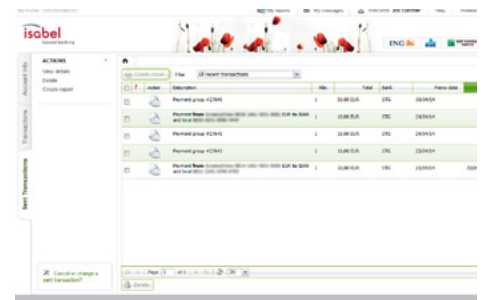

New
- **Payment:** for European transfers with an IBAN (International Bank Account Number) or BBAN (Basic Bank Account Number) or free format and BIC code (Bank Identification Code) or name of the bank. SEPA payments are used for creating payments in EUR within the Single European Payments Area. Non-SEPA payments are used to create international payments in EUR and in other currencies.

Managing
This is where you can manage your beneficiaries, creditors and aliases.

SENT TRANSACTIONS

Gives an overview of the status of your transactions once they have been sent to your bank.

» Your invoices in Zoomit
Click on the **Zoomit** logo to access the invoices and documents received from suppliers and other senders.

You will also find your bills from Isabel NV (for your Isabel 6 subscription) in **Zoomit.**

» Isabel Offline Reporting
All of your financial transactions in a single handy and fast reporting tool.

Isabel Offline Reporting enables you to:
- generate quick and extensive searches and reports
- synchronise regularly your account information from Isabel 6 (option)

Isabel Offline Reporting can be downloaded free of charge from **www.isabel.eu** and click on Downloadarea.

NEED SOME **HELP**?

- **Installing and configuring Isabel 6**
  Our professional Isabel Installation Partners will help you to set up Isabel 6 quickly and conveniently, both for upgrades and new installations. Go to **www.isabel.eu/partners6.**

- **When using Isabel 6**
  You will find subject-related assistance on every Isabel 6 screen by clicking on the [?] icon in the top right-hand corner of each page.

- **Isabel 6 support**
  The Isabel 6 support website at **www.isabel.eu/support6** features all of the manuals you need for viewing online or printing off. You will also find a powerful search engine and the current status of Isabel services.

- **Sending and receiving payment files and account statements between your accounting software and Isabel 6**
  Our professional Isabel **Software Partners** will help you to avoid the tedious manual retyping of payments and account statements. Which will free up time to do more important tasks.
  Go to **www.isabel.eu/go**.

- **Demonstrations and training courses**
  You can **view the demos** at our website by going to **www.isabel.eu/demo**.
  At **www.isabel.eu** you will find the calendar of trade fairs and seminars where you can come and meet Isabel staff. **Attend a course** given by a professional presenter.
  Go to **www.isabel.eu/training**.

- **Tips & Tricks**
  Visit **www.isabel.eu** and subscribe to the monthly Isabel 6 newsletter which features heaps of handy tips & tricks!

Still can't find the answer you need?

For questions please dial 02 404 03 37 (every working day from 8.00 am to 6.00 pm).

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