akcenta

Application manual

AkcentaKey

Version 1/2024

Table of Contents

01 Launching and Registration

→ First Launch of AkcentaKey Application

After downloading the application and the first launch, a welcome screen with the title "Welcome to the application" will appear.

Here it is necessary to enter your own PIN code into the application by entering any 6 digits into the "PIN" field and repeating for "PIN for verification". Tapping the "PIN" field will display the numeric keyboard. After entering, the digits can be verified by tapping the eye icon on the right side of the screen.

Tapping the "Create" button will create a user profile and display the login screen, where a verification dialog will pop up (if the biometric verification option was selected, a prompt for entering biometric data will appear, otherwise a prompt for entering the PIN code will appear).

> ⓘ If the used device can recognize biometric data (fingerprint, facial recognition), it is possible to use biometric verification by checking the "Biometric Verification" field. For biometric verification, it is necessary to have the mobile device lock set and biometric verification set in the device.

> ⓘ Confirm your payments conveniently directly from your mobile phone. The AkcentaKey application can be downloaded for devices with Android and iOS operating systems.

Do you need help? Call the infoline 📱 +420 498 777 770

page 2
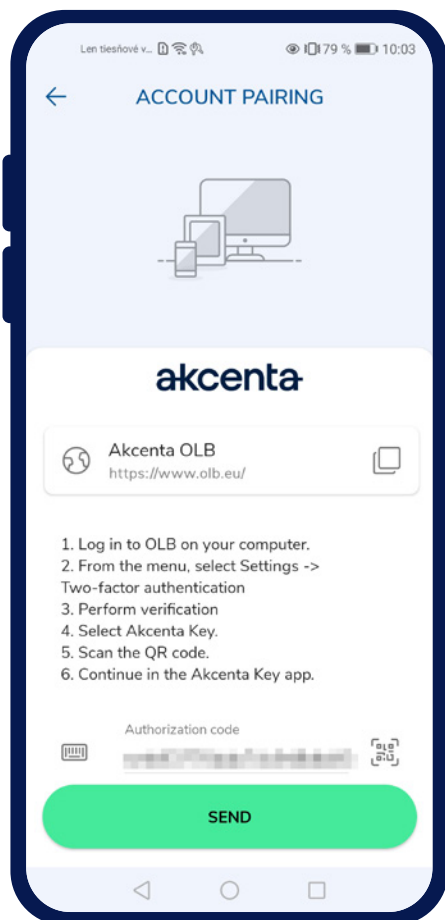
02 Account Pairing

Account Pairing

After entering the correct data and confirming the verification, the screen with the title "Pair Account" will appear.

On the screen, there is a link to OLB with the option to copy it to the clipboard by tapping the icon " 👤 ", instructions for pairing the OLB account, and the "Authorization Code" field with the option to scan the QR code with the camera.

The authorization code is located in OLB under *Settings / Two-Factor Authentication*. After selecting and confirming the "AkcentaKey" option, a QR code with a limited validity of 3 minutes will appear. The code can be copied to the clipboard and pasted into the field in the application.

After entering and submitting the authorization code, the OLB account will be paired with the mobile device. OLB will log out after successfully changing the two-factor authentication.

List of Operations

In the mobile application, an empty list of operations with the title "AkcentaKey" will appear. In the top left corner, there is an icon for the profile „ 🔲 ".

At this moment, the two-factor authentication via AkcentaKey is completed, and when logging into OLB and confirming operations, it will be necessary to confirm the action in AkcentaKey.

Do you need help? Call the infoline 📱 +420 498 777 770

page 3
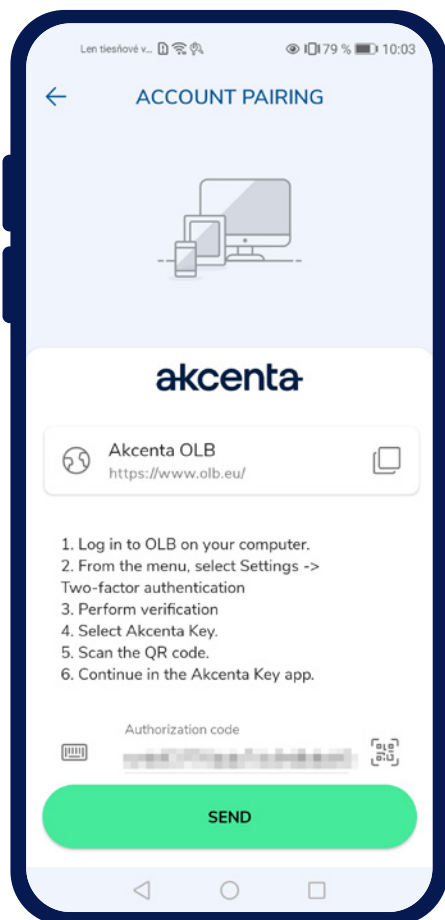
02 Account Pairing

Pairing Multiple Accounts

If it is necessary to pair multiple OLB accounts to one mobile device, you can start the pairing process through Profile " 👤 " / *Paired Accounts* / *Plus button* " ➕ ". Then, the screen with the title "Pair Account" will appear.

On the screen, there is a link to OLB with the option to copy it to the clipboard by tapping the icon " ▢ ", instructions for pairing the OLB account, and the "Authorization Code" field with the option to scan the QR code with the camera.

The authorization code is located in OLB under *Settings / Two-Factor Authentication*. After selecting and confirming the "AkcentaKey" option, a QR code with a limited validity of 3 minutes will appear. The code can be copied to the clipboard and pasted into the field in the application.

After entering and submitting the authorization code, the OLB account will be paired with the mobile device. OLB will log out after successfully changing the two-factor authentication.

In the mobile application, an empty list with the title "AkcentaKey" will appear. In the top left corner, there is an icon for the profile.

03 Change / Recovery of PIN
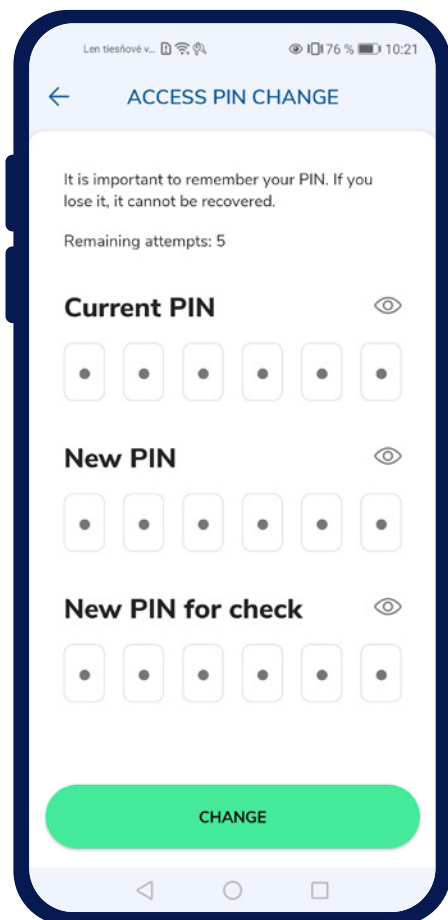
← **Change PIN Code**

The application PIN code can be easily changed by tapping the Profile icon " ⚇ " / *Settings* / *Change Access PIN*. A screen with fields for entering the current PIN, new PIN, and new PIN for verification will appear.

There are 5 attempts to enter the correct PIN code, which are reserved in the application for verification.

After successfully entering and confirming the PIN code change by tapping the "Change" button, the application settings will display the message "PIN successfully changed".

03 Change / Recovery of PIN
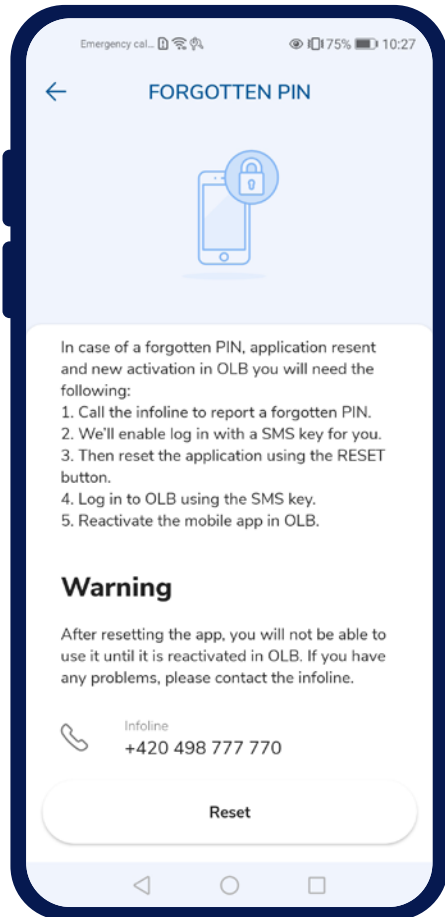
← Account Lock and Forgotten PIN

When verifying after entering incorrect biometric data, biometric verification will be blocked and a dialog about the block will appear. After confirming the dialog, PIN code verification will appear.

After 5 incorrect entries, the account will be locked and a dialog about the account lock will appear. After confirming the dialog, the screen with the title "Forgotten PIN" will appear.

The "Forgotten PIN" screen displays brief and instructive information on how to proceed in case of a block or forgotten PIN code. The screen displays a field with contact information for the Akcenta hotline. Below is an inactive button with a 15-second countdown that activates after the time expires.

> ⓘ To regain access to OLB, you need to call the hotline at +420 498 777 770, from where SMS verification will be enabled. Then you need to reset the application and re-register and pair the application with the OLB account.

Device Loss

In case of loss of the mobile device, contact us via the hotline +420 498 777 770, where we will verify you and then grant you access to the OLB account.

04 Biometric Verification
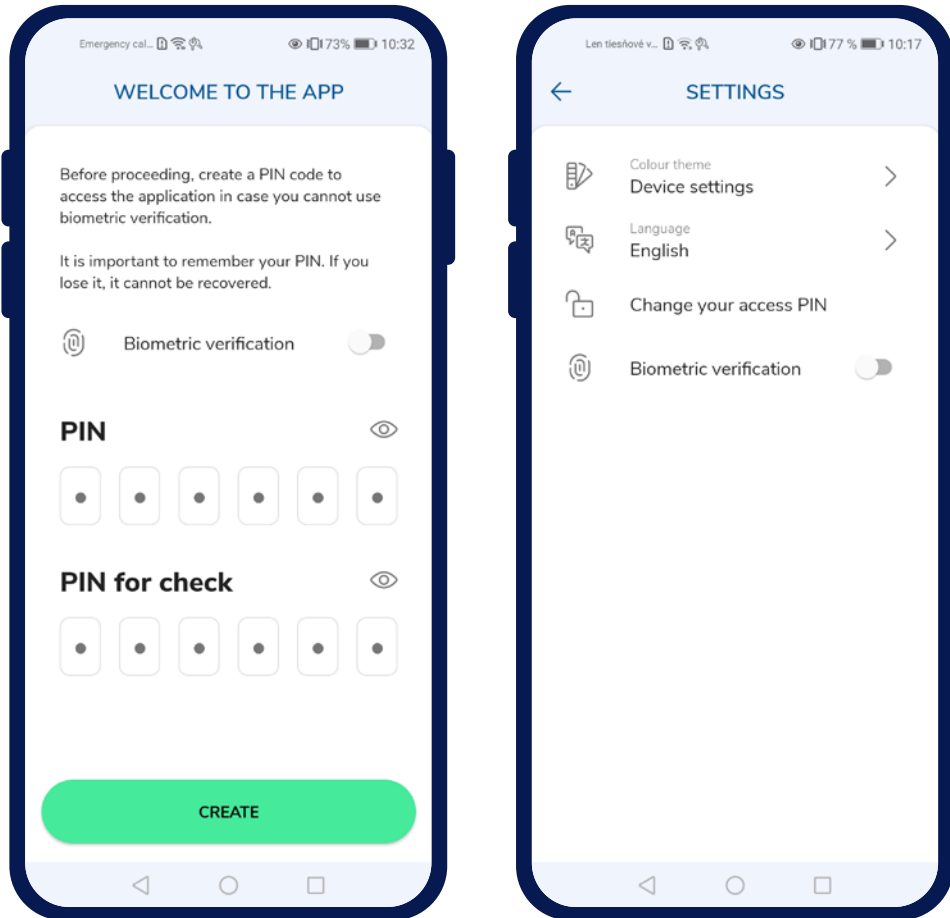
Use of Biometrics

The option to enable biometric verification in the application is located on the welcome screen where the application PIN is created or in the application settings where verification can be enabled/disabled.

Enabling must be confirmed by biometric verification.

The application can use biometric verification if the mobile device is equipped with the appropriate hardware. If the device does not have hardware for biometric verification, this option is not offered.

To use biometric verification, a screen lock must be set and biometric data for verification must be entered.

If biometric verification is not set up on the device, the option to use biometric verification will be disabled with the text "Your device does not have biometric verification set up".

05 Confirmation of Operations in AkcentaKey

← **Confirmation of Operations in AkcentaKey**

After setting up two-factor authentication through AkcentaKey, all operations requiring verification need to be confirmed in AkcentaKey. Operations requiring verification include, for example:

1. Logging into OLB
2. Changing the password in OLB
3. Viewing the communication password
4. Payment order
5. Bulk payment order
6. Standing order
7. Web API settings

If any of these operations are being performed, OLB will display a modal window with a 3-minute limit for verification, and a notification will be sent to the mobile device.

Opening the notification will launch AkcentaKey, and the user needs to log in by entering biometric data or a PIN code. After logging in, the screen of the triggered operation with relevant data will appear. If the AkcentaKey application was already running and displaying the list of operations, the screen of the triggered operation with relevant data will appear.

Tapping the "Confirm" button will trigger verification, where biometric data or a PIN must be entered. After successful verification, the list of operations and the text "Operation performed" will appear. If the confirmation fails to send, the text "Operation failed" will appear.

Tapping the "Reject" button will cancel the operation in OLB. After rejection, the list of operations and the text "Operation rejected" will appear, and after the 3-minute limit expires, "Approval time expired".

> (!) The number of attempts to enter biometric data for verification is monitored by the device system. The number of attempts to enter the PIN code for verification is 5. Attempts are reset after successful verification.

Do you need help? Call the infoline 📱 +420 498 777 770

page 8

06 Displaying Communication Password
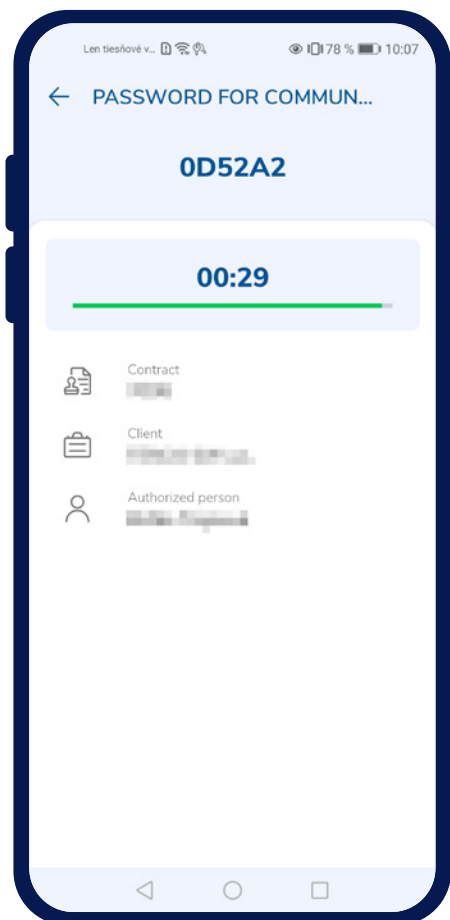
← **Displaying the Communication Password**

For telephone communication with Akcenta CZ, it is necessary to verify using the communication password.

The password can be displayed either through OLB by initiating the operation to display the password or directly in AkcentaKey by tapping the Profile icon " ⚬ " / *Communication Password*.

If only one account is paired with the device, verification is immediately triggered, where biometric data or a PIN must be entered again.

If multiple accounts are paired with the device, a list of paired accounts will be displayed, and verification will be triggered after selection.

After successful verification, the communication password, i.e., a 6-digit alphanumeric code, will be displayed. It is accompanied by the OLB account details. The password is displayed for 30 seconds.

Do you need help? Call the infoline 📱 **+420 498 777 770**

page 9
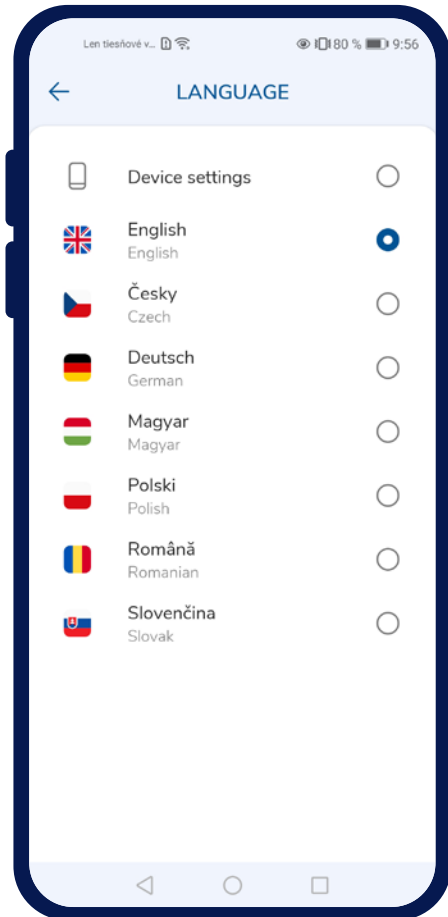
07 Settings

Changing the Language

The application language can be easily changed by tapping the Profile icon *" ⚇ " / Settings / Language.* A list of supported languages will appear:

- Czech
- English
- German
- Slovak
- Polish
- Hungarian
- Romanian

Tapping will change the language and display the list of operations.

Changing the Color Theme

The color theme, like the language, can be changed by tapping the Profile icon *" ⚇ " / Settings / Color Theme.* A list will appear:

- Light Theme
- Dark Theme

Tapping will change the color theme.

Do you need help? Call the infoline 📱 +420 498 777 770

page 10

akcenta

Contacts

+420 498 777 770
info@akcenta.eu
akcenta.com