

GLOBAL CASH

User Guide

Modernized Administration Module

Single administration

June 2026

WARNING

This communication was prepared by Global Transaction & Payment Services (“GTPS”), a Societe Generale Business Unit. The content of this document is given for information purposes only and has no contractual value. This document does not constitute an offer or invitation to make an offer by Societe Generale for the purchase or sale of a product. The opinions or conclusions contained in this document are provided for information purposes only and are not based on independent research. GTPS does not act as financial advisor or trustee for any transaction, unless expressly agreed in writing. This document can in no way be considered as an investment, accounting, legal, regulatory or tax advice, or as an investment recommendation.

In preparing this document, GTPS used the information available from public sources. GTPS believes that the information contained in this document is reliable, but does not make any representation, express or implied, as to the accuracy or completeness of this information, either by GTPS or by any other party. The content of this document and the elements mentioned therein may be modified at any time. However, GTPS is not obliged to notify the recipients of such changes or changes. No liability (express or implied) is accepted for errors, omissions or inaccuracies of GTPS, except in the event of fraud or any other liability that cannot be legally excluded. GTPS expressly disclaims any responsibility for the use or reliance placed on this document. This document is confidential and must not be disclosed directly or indirectly to third parties. It may not be reproduced in whole or in part, or used for any purpose, unless expressly authorized by GTPS. Customer satisfaction is essential for GTPS. If you encounter any difficulty or have a complaint about a service provided by GTPS, you can contact us. Please refer to the information available on our website www.wholesale.banking.societegenerale.com.

Societe Generale is a credit institution under French law authorized by the Autorité de Contrôle Prudentiel et de Résolution (ACPR) and subject to the control of this same authority, as well as to the control of the Autorité des Marchés Financiers in France.

SOCIETE GENERALE - SA, Registered office: 29 bd Haussmann 75009 Paris - 552 120 222 RCS Paris, No ADEME: FR231725_01YSGB

CONTENTS

1. PRINCIPLES	3
2. ADMINISTRATION MODULE FEATURES.....	4
2.1. List of Authorized Users	4
2.2. Assign access to a Global Cash subscription.....	5
2.2.1 Create a new user	5
2.2.2 Change the access and rights of an existing user.....	8
2.2.3 Advanced management capabilities	9
2.3. Banking follow up	10
2.4. Administrative audit.....	11
3. MANAGE USER RIGHTS.....	12
3.1. Delegate administrative rights	12
3.2. Replicate one user's rights to another	14
3.3. Assign access to a Global Cash subscription and set banking rights	15
3.3.1 Select services	16
3.3.2 Set up services	18
3.3.3 Select bank accounts	19
4. MANAGE SECURITY MEANS.....	19
4.1. Security means.....	19
4.1.1 Management of security facilities	20
4.1.2 Generate Secure Access Activation Code	23
5. QUESTIONS & ANSWERS.....	25
5.1. How do I remove a user's banking rights?.....	25
5.1.1 Removing access to Global Cash.....	25
5.1.2 Removing banking rights	25
5.1.3 Removing services and bank accounts.....	26
5.2. How do I display screens in another language?.....	28

1. PRINCIPLES

This guide only describes new journey in single administration. When the new dual administration journeys are available, this guide will be updated.

Global Cash offers two modes of administration: single administration and dual administration. The administration mode is defined contractually, as the Administrator(s) are.

In single administration, only the Principal Administrator has administrative rights: he alone can create users and grant them rights.

In dual administration, on the other hand, all administration actions must be carried out jointly by the two administrators (validation “4 eyes”). Any administrative action initiated by one of the Administrators must be validated by the second Administrator. In dual administration, an administrator can never validate the actions he has initiated himself. By way of exception, given the degree of urgency that they may sometimes take, the following actions do not require the validation of the other administrator in order to be implemented:

- Deleting a user
- Suspending a user

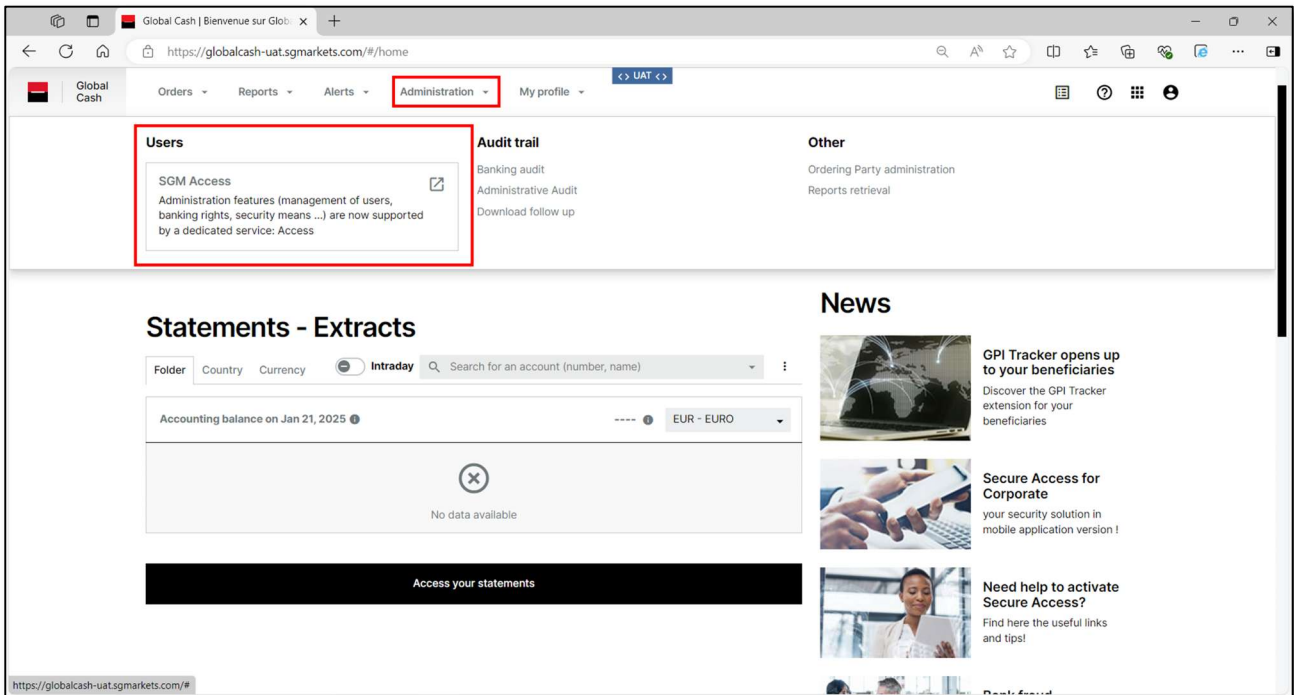
In addition to their administrative rights, the Global Cash Administrators may also have banking rights if this has been defined in the contract; if so, the Administrators have access to all the services subscribed and the corresponding banking functions.

An Administrator can appoint a Delegated Administrator over certain period. The Delegated Administrator will have administrative rights during the period of delegation.

2. ADMINISTRATION MODULE FEATURES

2.1. List of Authorized Users

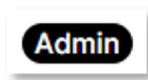
To access the list of users, the Administrator must go to the “Administration” menu and then to the “Users” section. Clicking on the “SGM Access” banner opens a new page displaying the list of users.



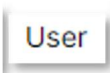
Several pieces of information are available on this screen: first name, last name and email of the authorized user, his access to various SG Markets services (including Global Cash), the name of his organization and, for each service (including Global Cash) his authorized profiles (user, delegate, administrator).

The Global Cash users in the list are users who have been defined as authorized to use Global Cash by a Global Cash Administrator.

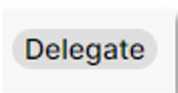
Several labels appear at the level of each authorized Global Cash user:



The “Admin” label indicates a user who is an Administrator



‘User’ indicates a user of the banking functions



“Delegate” refers to the case of a user who has been delegated administration

Global Cash		User	Manage access →
Webclear		User	
Webclear	SOCIETE GENERALE	Admin	Manage access →
Global Cash	SOCIETE GENERALE	Admin	
Global Cash	SOCIETE GENERALE	Delegate	
Global Cash	SOCIETE GENERALE	User	
Webclear	SOCIETE GENERALE	User	
Global Cash	SOCIETE GENERALE	User	Manage access →
Global Cash		User	Manage access →

2.2. Assign access to a Global Cash subscription

The “Manage Access” button allows you to grant access but also to delete access. By clicking on this button, the next screen will not be the same if the user already has access to GlobalCash or if he has been newly created.

2.2.1 Create a new user

To create a new user, it is necessary to go to the screen with the list of users and click on the ‘+ New user’ button located in the top right.

List of users (157)					+ New user
Email	Access	Entities	Profiles	Details	
	Global Cash	SOCIETE GENERALE	Admin		Manage access →
	Global Cash		User		Manage access →
	Global Cash	SOCIETE GENERALE	User		Manage access →
	Global Cash		User		Manage access →
	Global Cash		User		Manage access →

A new screen titled “Create a new user” appears:

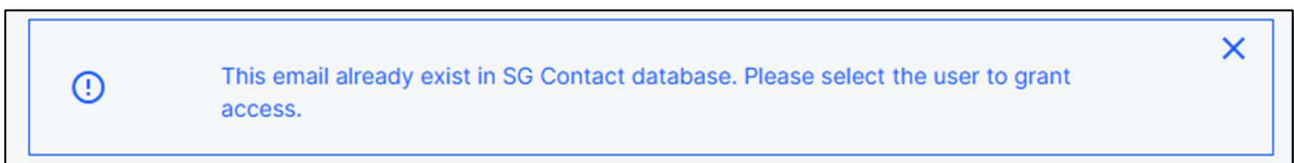
The Administrator has to input the user's (business) email address.

Warning: We invite the Administrator to take the necessary time to correctly enter the user's email. This data serves as a unique identifier when logging in to SG Markets and Global Cash. Moreover, in case of error, information and support emails cannot be received.

Recommendation: For IT security reasons, Societe Generale strongly recommends the use of a professional email. Mails such as Gmail, Outlook, Yahoo, etc. should be avoided.

Two cases may arise for the Administrator once the email address is filled in:

- If a blue box like this appears, it means that your user has already been registered on SG Markets (for Global Cash or for another service). In this case, please refer to chapter 2.2.2 "Change the access and rights of an existing user"



- If no box appears, the Administrator can continue to fill in the information. We again invite the Administrator to pay particular attention to the different information that he or she fills in for the new user.

Title	Firstname	Lastname
Mr		
SG Markets Language	Job title	
French		
^ Additional information		
Phone number (optional)		
Business		
FRA (+33)		
+ Phone number		
Address (optional)		
		FRANCE
Street		
		FRANCE
+ Address		

At this stage, the new user has been created on SG Markets.
To grant access to Global Cash, the Administrator must click on the “Grant access” button.
See Chapter 3.3.

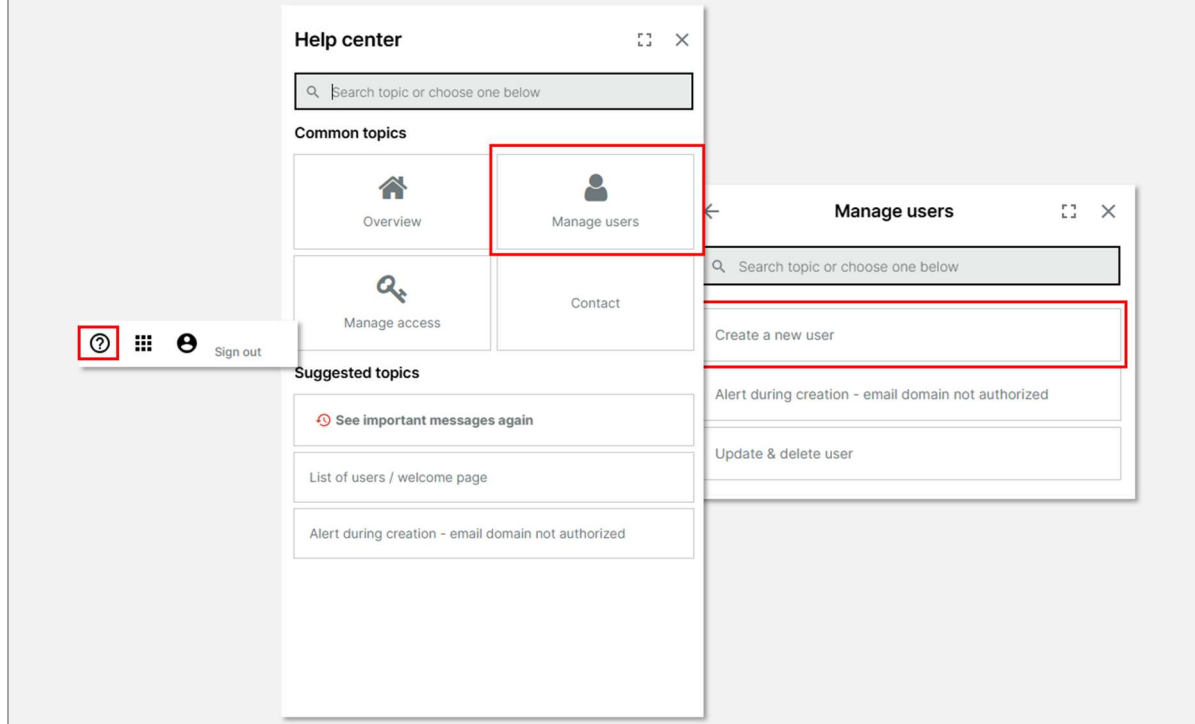
← Back to list of users

Manage user access

Select service for :

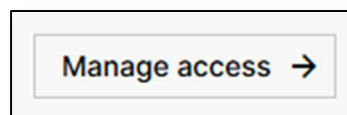
Global Cash	Grant access
-------------	--------------

To learn more about the features of SGM Access, consult the Help Center accessible by clicking on the (?) icon at the top right of the screen
Click on the “Manage users” section



2.2.2 Change the access and rights of an existing user

For an existing Global Cash user, it is possible to delete their access to Global Cash and/or to modify their banking rights by clicking on the “Manage access” button displayed in the list of users, on the right:



The following screen then appears:



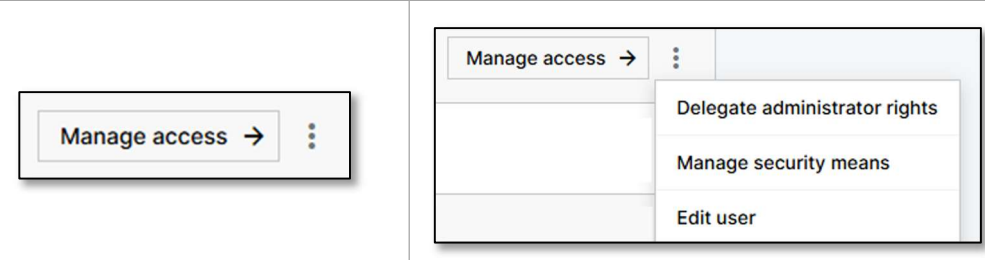
By clicking on the pen icon, a window opens to offer either to replicate another user's rights or to initiate the process of defining banking rights.

The trash icon can also open a window requesting confirmation that access to Global Cash his to be removed.

Warning: the removal of access to Global Cash applies to all subscriptions to which the user has rights.

2.2.3 Advanced management capabilities

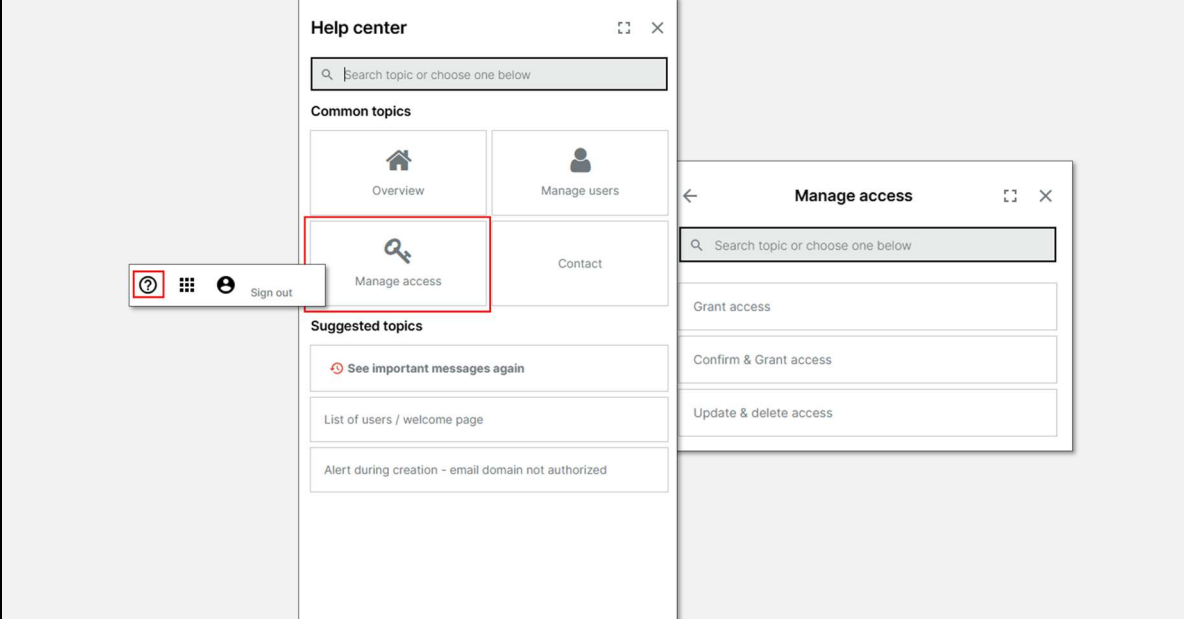
The Administrator has access to advanced administration functions in the user list by clicking on the “three small dots” icon:



- ‘Delegate administrator rights’: this function allows the user to be granted his or her own administrative rights for a certain timeframe.
- ‘Manage security means’: this function enables the administrator to manage and check the various security means for his users.
- ‘Modify user’: this function will allow the administrator to modify the user's personal information (last name, first name, function, telephone number, workplace, etc.).

To learn more about the features of SGM Access, consult the Help Center accessible by clicking on the (?) icon at the top right of the screen

Click on the “Manage access” section



2.3. Banking follow up

The Banking follow up provides access to the history, over 12 months, of the various actions carried out by users of the subscription (see the screen below under "Nature of the transaction").

The log of banking actions is populated in two stages:

- input of search criteria,
- presentation of the result.

You can search for:

- a given user or for "all users",
- one or more ordering accounts (multiple selection possible),
- a date range chosen by the administrator, in the last 12 months,
- an amount (upper and lower limit).

Once the selection has been made, the administrator can view the history of banking transactions with:

- the characteristics of orders (reference, amount, currency, type of order),
- the user concerned (username, first name, surname),
- the action performed by the user (input, modification, removal, signature, etc.),
- the date and time of the action,
- for orders: the requested execution date,
- for all transfers and order templates: The ordering account,
- for single transfers and order templates: The Name and No. of the beneficiary account,
- for multiple orders: The ordering account and a "+/- beneficiaries" button to display a list of details on each transaction: Reference / Beneficiary Name / Account no. / Amount,
- for all transfers: the name of the template if a template was used,
- for all transfers: the standard or enhanced confidentiality indicator,
- whether or not the order is urgent.

- input of search criteria,
- presentation of the result.

You can search:

- for a given user or for "all users",
- by type of administrative action. As the "confirmation / validation" or "reject validation" values are specific to double administration mode, in single administration mode leave the "All" value for this criterion,
- by family of administrative action.

Once the selection has been made, the administrator can view the history of administrative actions with:

- the date the action was performed,
- the type of action performed (creation, modification, removal) and the type of administrative action (input, validation or rejection),
- the first name, surname and username of the administrator who initiated this action,
- the details of the action performed by the administrator.

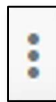
3. MANAGE USER RIGHTS

3.1. Delegate administrative rights

The Administrator has administrative rights that he can delegate to a user for a given period. This user will then become the delegated Administrator during this period. Delegation can typically be set up to anticipate a period of unavailability (holidays, etc.).

Note: This delegation does not deprive the Administrator of his rights during the period of delegation.

To delegate administrative rights, the Administrator must go to the screen titled "User List", position himself at the level of the user to be delegated and click on the icon to display advanced features:



By clicking on "Delegate administrative rights" a new window will open:

← Back to list of users

Delegate administrator rights

Select service for

Global Cash
Grant delegation

The Administrator can then click on "Grant delegation" and specify the delegation period. If you are a Global Cash Administrator for multiple organizations, you must select the organization within which you are delegating. The following screen should appear on the Administrator's screen.

Grant administrator right ×

Global Cash -

Select delegation options

User entity

SOCIETE GENERALE

Select start/end date

17 Jan 2025 → End date ×

Cancel **Next**

Then, the Administrator will be brought to a new screen to complete the delegation of administrative rights. This screen requires 3 steps to confirm and delegate administrative rights.

Grant administrator right ×

Global Cash -

You wish to delegate your rights to user from Jan 22, 2025 to Jan 22, 2025. Select the subscriptions for which to apply the delegation.

Delegation activated – Delete all delegated subscriptions

⊗

You have no delegated subscription

Delegation(s) possible + Add all subscriptions to delegate

⊕

Cancel **Confirm and delegate**

The first step is to select the subscription(s) for which the Administrator wants to delegate administrative rights to the user. Click the 'Add all subscriptions to delegate' button to select all subscriptions at once. Once subscriptions have been selected, the screen should look like the image below.

From there, the Administrator can find the various subscriptions on which he has delegated his administrative rights in the upper part of the screen called 'Delegation activated'. Finally, the last step is to decide to allocate banking rights in addition to administrative rights.

Note: This decision is only possible if the Administrator has banking rights himself.

This delegation journey ends by clicking on the validation button.

Note: If a user has delegations on multiple subscriptions and the administrator wants to change one delegation, this change will affect all other delegations for the user.

3.2. Replicate one user's rights to another

Replicating rights can be helpful if users have a similar business scope.

Replication of access and rights is offered in all cases: for a new user but also for an existing user. In the latter case, replication results in “a rollback and overwrite”: the old rights are completely removed, and the rights of the reference user are replicated.

By going to the screen above, clicking on the pen icon opens a window, offering to choose the user entity and select a user to use as reference for rights replication. The window below is an example of what should appear. By clicking on the shaded part, a drop-down list will expand to allow you to choose from all the users who already have rights.

Note: By replicating rights, you replicate bank accounts, services, and service settings.

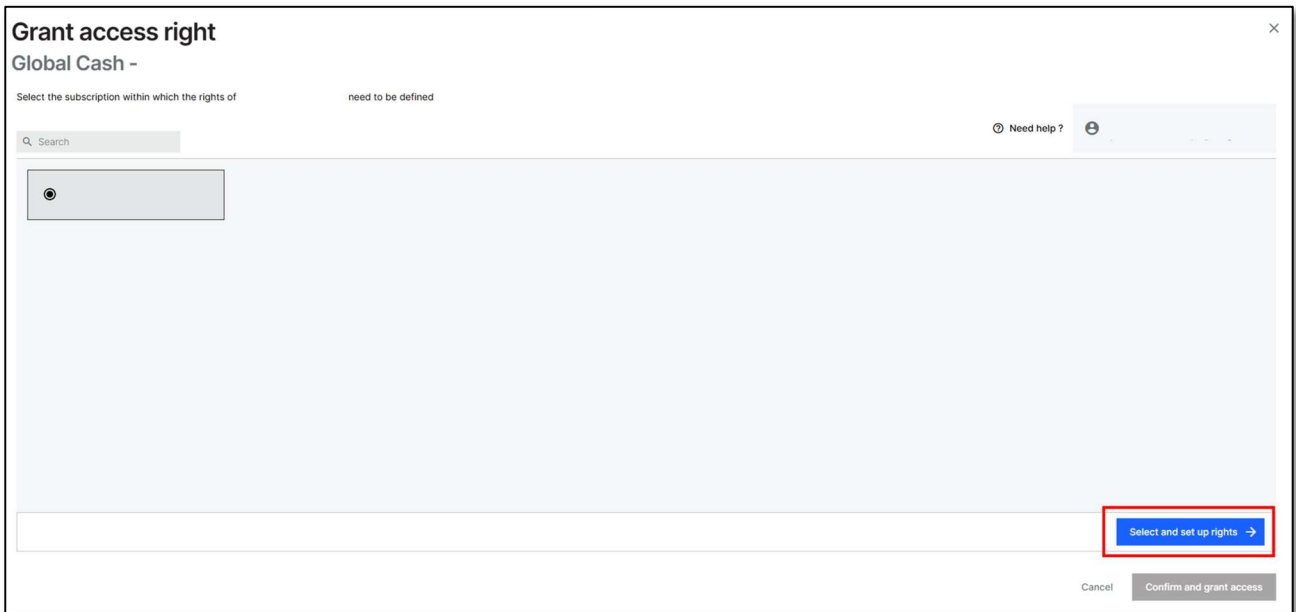
The screenshot shows a dialog box titled "Update access right" with a close button (X) in the top right corner. Below the title is the text "Global Cash -". Underneath, there is a section labeled "Select options". The first option is "Existing user rights to replicate (optional)", which is highlighted with a red box. Below this option is a search bar with the text "Search and select a contact" and a downward arrow. Below the search bar is the "User entity" section, which has a dropdown menu currently showing "SOCIETE GENERALE". At the bottom of the dialog, there are two buttons: "Cancel" and "Next".

3.3. Assign access to a Global Cash subscription and set banking rights

To continue configuring user access, the administrator must click on the “Grant access” button or on the pen icon present in the 2.2 “Assign access to a Global Cash subscription” screen. The administrator should see one of the two screens below.

The screenshot shows the "Manage user access" screen. At the top left, there is a back arrow and the text "Back to list of users". The main heading is "Manage user access". Below this, there is a section labeled "Select service for". Underneath, there is a card for "Global Cash" with a green checkmark icon on the left. To the right of the card, it says "Profiles: User". On the far right of the card, there is a red box around a pen icon and a trash can icon.

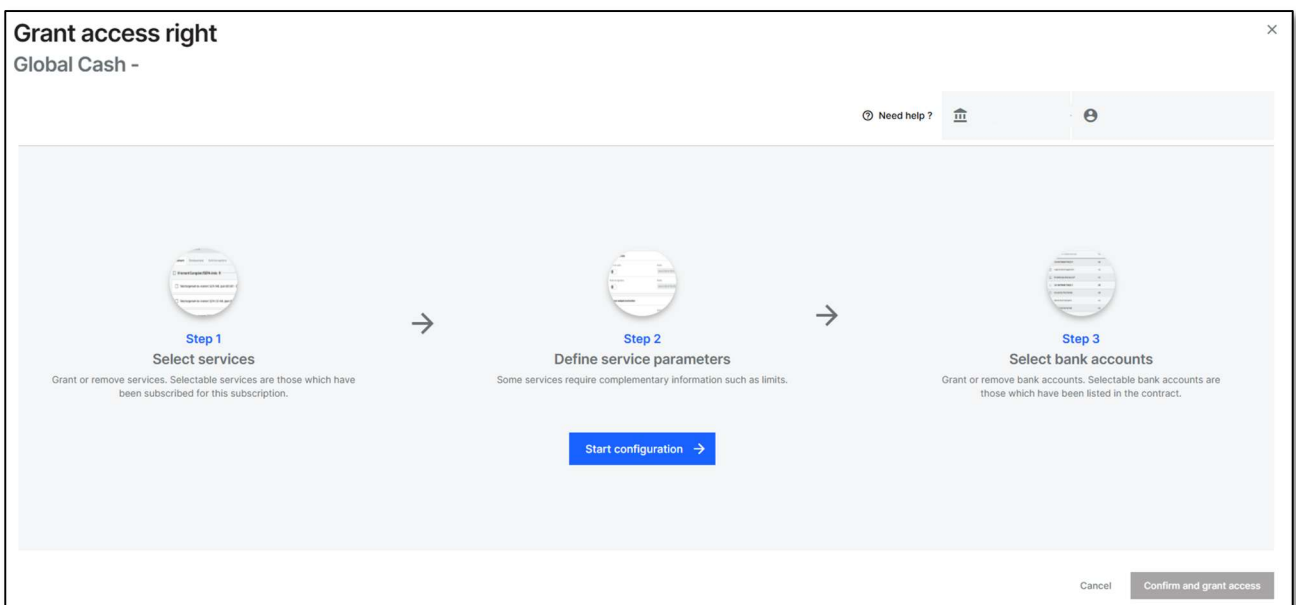
The screenshot shows the "Manage user access" screen. At the top left, there is a back arrow and the text "Back to list of users". The main heading is "Manage user access". Below this, there is a section labeled "Select service for". Underneath, there is a card for "Global Cash". On the far right of the card, there is a red box around a button labeled "Grant access".



If necessary, the Administrator will find the different subscriptions on which he has an administrator role.

To continue configuring rights, click on the button at the bottom right of the “Select and set up rights” screen.

The Administrator will arrive on the screen explaining the 3 configuration steps:



This screen appears for a user whose banking rights have never been set.

3.3.1 Select services

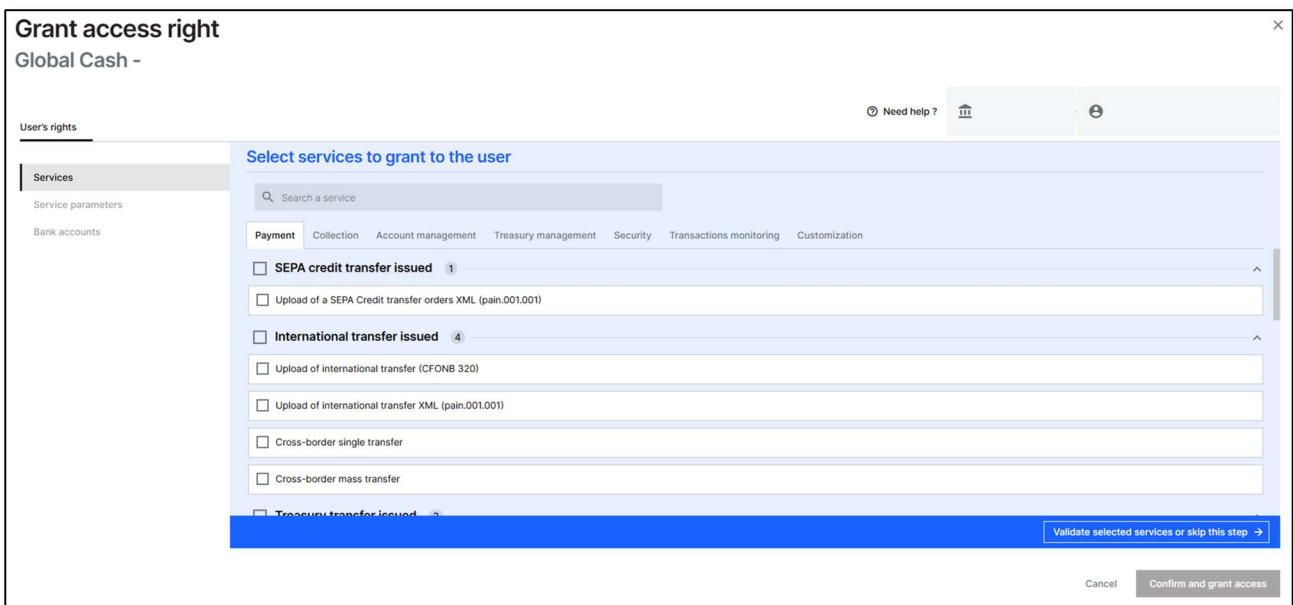
The selection of services allows granting and/or withdrawing services to a user.

The services displayed are those that have been subscribed.

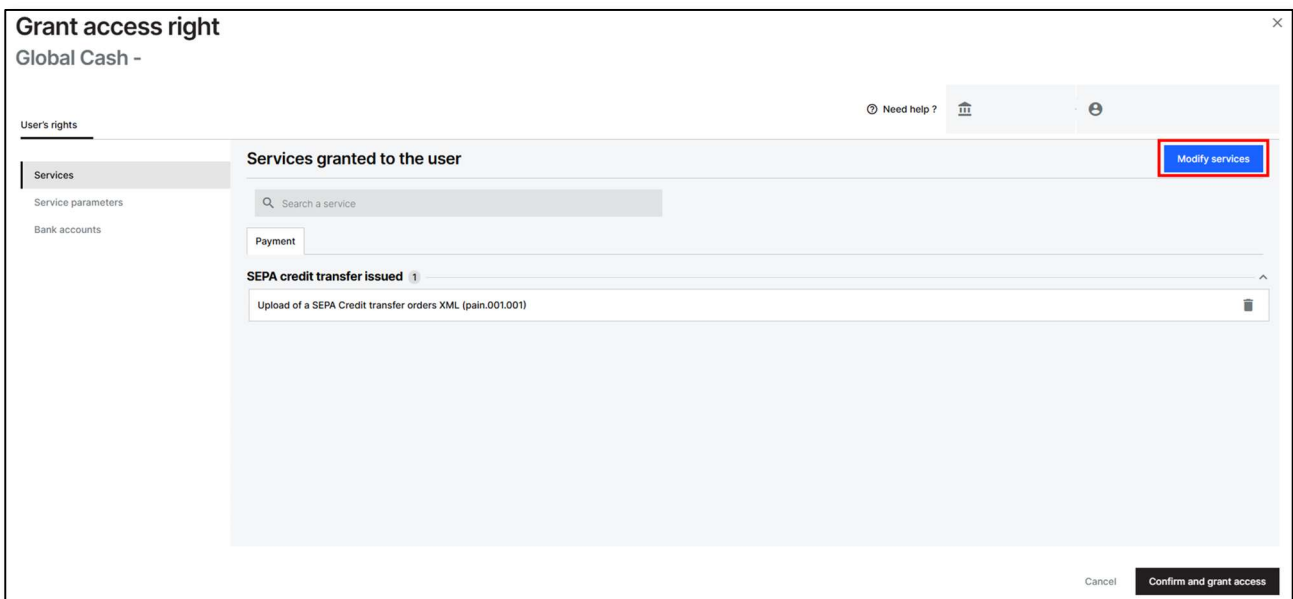
If the “replicate rights” option has been used, the services are pre-populated and correspond to the services of the reference user. It is possible to navigate between the different categories of services.

For the various services that are available, we find 7 categories of services:

- Payment
- Collection
- Account management
- Treasury Management
- Security
- Transactions monitoring
- Customization



By clicking on the “Edit Services” button, it is possible to modify the services (add/remove).



Note: If no changes need to be made, we invite the Administrator to click on the ‘Cancel’ button. By going back with the web browser, the Administrator will be returned to the user list screen.

Update access right
Global Cash -

User's rights

Services

Service parameters

Bank accounts

Select services to grant to the user

Search a service

Payment Collection Account management Treasury management Security Transactions monitoring Customization

SEPA credit transfer issued 1

Upload of a SEPA Credit transfer orders XML (pain.001.001)

International transfer issued 4

Upload of international transfer (CFONB 320)

Upload of international transfer XML (pain.001.001)

Cross-border single transfer

Cross-border mass transfer

9 selected

Validate selected services →

Cancel Confirm and grant access

3.3.2 Set up services

The configuration of the services requires important details such as the limits and the type of signature (single or double signature). The service settings to be configured depend on the services previously assigned to the user. Some services do not require parameters.

Grant access right
Global Cash -

User's rights

Services

Service parameters

Bank accounts

Define service parameters

No services requiring complementary parameters
Click the "Skip this step" button

Validate service parameters or skip this step →

Cancel Confirm and grant access

This screen is displayed when the assigned services do not require parameters.

3.3.3 Select bank accounts

The bank account selection screen allows you to add or remove bank accounts from the user's rights profile. Selectable bank accounts are those listed in the contract.

Tick the “Automatically add new bank accounts” box (see screen below) to enable automatic inclusion of new bank accounts into the subscription (following an amendment), which will prevent the Administrator from adding them manually.

The screenshot shows the 'Grant access right' window for 'Global Cash -'. The interface includes a sidebar with 'Bank accounts' selected. The main content area is titled 'Select bank accounts to be granted to the user' and features a search bar, a table of bank accounts, and a toggle for 'Automatically add new bank accounts'.

<input type="checkbox"/>	Bank account number	Currency	Domiciliation bank	Bank BIC code	Account name
<input type="checkbox"/>		EUR	STE.GENERALE/PARIS		
<input type="checkbox"/>		EUR	STE.GENERALE/PARIS		

0 bank account (s) selected (out of 2 bank account(s)) / Do not include new accounts

Validate bank accounts or skip this step →

Cancel Confirm and grant access

4. MANAGE SECURITY MEANS

4.1. Security means

As an Administrator, it is possible to manage and verify the different security means for users. To access the screen below, it is necessary to click on “Security means” at the top left of the screen.

The screenshot shows the 'Security means' management interface. The 'Security means' tab is highlighted in red. The interface is divided into two sections: 'Manage security means' and 'Generation of Secure Access activation code'. Below the tabs, there is a search bar for users, a 'Filter' button, and a 'Display deleted devices' toggle. The main content is a table with the following columns: Security mean, Name, Device, Serial number, Name associated to security mean, Status, and Actions. The table contains 8 rows of data:

Security mean	Name	Device	Serial number	Name associated to security mean	Status	Actions
Secure Access		iPhone7,2 iPhone OS 12.2			Active	Detail →
Secure Access		Windows8/MicrosoftWindowsNT6.2.9200.0/Win32NT//6/2/0/0/0/PC 6.2.9200.0			Active	Detail →
Secure Access		zerolte Android 7.0			Suspended	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →

The Security means screen is divided into two sections:

- “Manage security means”
- “Generation of Secure Access activation Code”

This close-up screenshot shows the two tabs at the top of the 'Security means' interface: 'Manage security means' and 'Generation of Secure Access activation code'. The 'Generation of Secure Access activation code' tab is highlighted in red.

4.1.1 Management of security facilities

On the “Security means” screen, several pieces of information will be entered:

- Registered means of security (Secure Access, 3Skey(Swift))
- First and last name of the user
- The name of the registered terminal
- The serial number
- The name associated with the registered security device
- Status (Active, Deleted, Suspended, Activated, Blocked)
- Actions

Pertaining to the various statuses, a distinction must be made between suspended and blocked:

- **Suspended:** The ‘suspended’ status appears when the Administrator has disabled the security means of his user.

- **Blocked:** The ‘blocked’ status appears when the user has exceeded the number of allowed attempts of his PIN.

In the “Manage security means” screen, the Administrator will have a screen similar to the one below depending on the number of users.

The screenshot shows the 'Security means' management interface. At the top, there is a header 'Security means' and a sub-header 'Manage security means' with a link to 'Generation of Secure Access activation code'. Below this, there is a 'User' section with a search box 'Search and select user', a 'Filter' button, a 'Display deleted devices' toggle, an 'Export list of certificates' button, and a 'Declare certificate' button. The main content is a table with the following columns: Security mean, Name, Device, Serial number, Name associated to security mean, Status, and Actions. The table contains eight rows of data, all with 'Secure Access' as the security mean. The status of the devices varies: 'Active' (green) for most, and 'Suspended' (red) for one. Each row has a 'Detail' button with a right arrow.

Security mean	Name	Device	Serial number	Name associated to security mean	Status	Actions
Secure Access		iPhone7,2 iPhone OS 12.2			Active	Detail →
Secure Access		Windows8/MicrosoftWindowsNT6.2.9200.0/Win32NT//6/2/0/0/0 PC 6.2.9200.0			Active	Detail →
Secure Access		zerolte Android 7.0			Suspended	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →
Secure Access		Windows8 PC 6.2.9200.0			Active	Detail →

Here, the Administrator will be able to find all the information related to the security means of his users. Under this screen, several options are available to the Administrator.

Filter users:

If desired, the Administrator can filter on a specific user by filling in the first and/or last name to display the various security means registered for the user.

The screenshot shows the 'Security means' management interface with the user filter search criteria highlighted. The 'User' search box is empty, and the 'Filter' button is visible. Below the search box, the 'Selected search criterias:' section shows 'x User:'. The 'Display deleted devices' toggle is also visible.

Display of deleted devices:

It is also possible to display all the security devices that have been deleted. To see this, the Administrator can activate this function by clicking the “Display deleted devices” button.

Security means

Manage security means Generation of Secure Access activation code

User
 Search and select user Display deleted devices

Security mean	Name	Device	Serial number	Name associated to security mean	Status	Actions
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	
Secure Access					Deleted	

Export list:

The Administrator can export a PDF file containing the information of the users he supervises. This file includes details such as security type, user name, security validity, etc.

TOUS LES MOYENS DE SECURITE

09/12/2024

Contrat **Abonnement**

Raison sociale

Certificat 1

Emetteur	3SKey CA	Activer	<input type="checkbox"/>	Désactiver	<input type="checkbox"/>
Numéro de série		Etat		Actif	
Valide du	23/12/2021 au 23/12/2024	Usage		Authentication renforcée	

Porteur

Unique_Id	Pays
Organisation	Sous-organisation

Utilisateur

Identifiant	Prénom
Nom	

Declaration of a certificate:

The certificate declaration feature allows the Administrator to declare a sealing certificate. For more information, please refer to the guides for the functions of administrations chapter 2.4.1.

4.1.2 Generate Secure Access Activation Code

By default, the Secure Access Activation Code Generation screen will not display any results. To begin using this new screen, the Administrator must enter the user name. Once this is done, the user will appear with different information. From there, two cases are possible.

If the user has already activated their Secure Access:

If the user has already enabled Secure Access, the Administrator will not be able to make any changes on this screen.

On this screen, only the following information will be available:

- First Name and Last Name
- Subscriptions
- Identifier

The screenshot shows a web interface titled "Security means". At the top, there is a navigation bar with "Manage security means" and a dropdown menu currently showing "Generation of Secure Access activation code", which is highlighted with a red box. Below this is a search section with a "User" dropdown menu, a search input field containing "Chercher", and a "Selected search criterias:" section showing "User:". At the bottom, there is a table with columns for "Name", "Subscription", "Identification", and "Actions". The "Actions" column contains a button labeled "Activation code →".

If the user has not yet activated their Secure Access:

If the user has not yet activated his or her Secure Access, the Administrator will then have the possibility to generate an activation code for the user.

Security means

Manage security means **Generation of Secure Access activation code**

User x Chercher

Selected search criterias: x User :

Name	Subscription	Identification	Actions
			<div style="border: 2px solid red; padding: 2px; display: inline-block;">Activation code →</div>

By clicking on the button, the Administrator will generate a new code so that his user can activate his Secure Access. A new window will then open to view the activation code.

Security means

Manage security means **Generation of Secure Access activation code**

← Back

Identifier
 Activation code
 Valid until
Jan 22, 2025 at 4:24 PM
 Copy

This code and identifier are to be used only if you want this user to activate the Secure Access authentication method.
It can be used only once and is valid for 5 days : Jan 22, 2025 at 4:24 PM.

Please share this information in a secure manner (identifier and activation code). After activating this security mean, a maximum waiting time of 4 hours is expected before being able to log in on GlobalCash.

WARNING : GlobalCash access is only possible using strong authentication methods, regardless of the banking rights attributed to the user

To make it easier to share the new code, the Administrator can copy the different information by clicking on the “Copy” button on the right to transmit the information more easily. The message, once pasted into an email, will look like this:

Subscription :

User :

Identifier :

Activation code :

Valid until : Jan 22, 2025 at 4:24 PM

This code and identifier are to be used only if you want this user to activate the Secure Access authentication method.
 It can be used only once and is valid for 5 days : Jan 22, 2025 at 4:24 PM.

5. QUESTIONS & ANSWERS

5.1. How do I remove a user's banking rights?

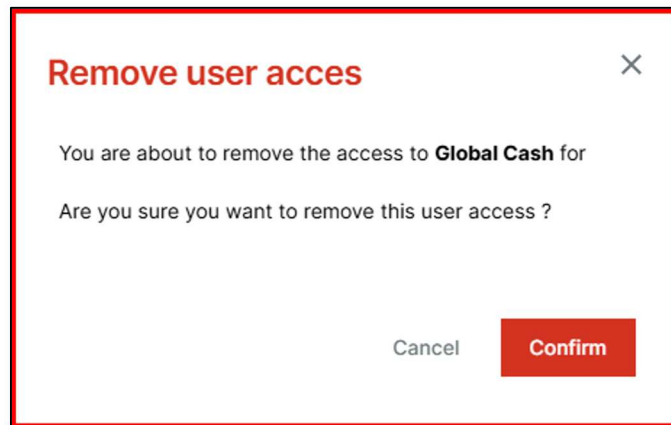
There are several ways to remove some or all user's rights.

5.1.1 Removing access to Global Cash

The first approach consists in using the user access management screen. [Chapter 3.3](#) describes the journey leading to the following screen:



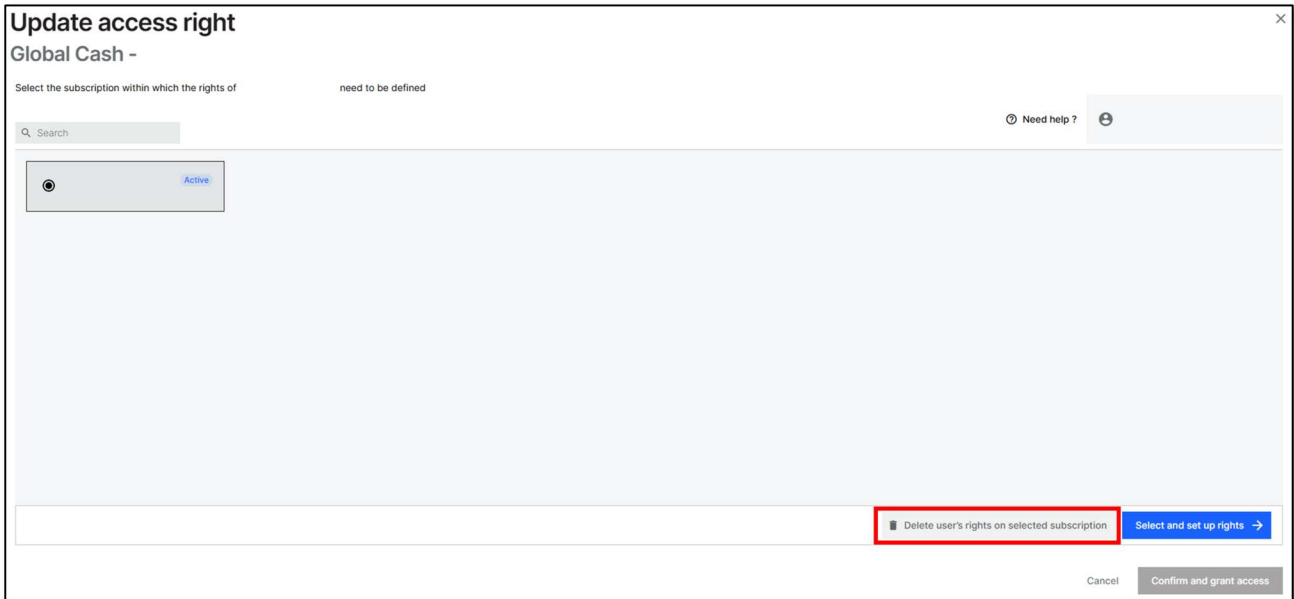
By clicking on the trash icon, an information message is displayed.



Attention point: if the Administrator confirms, the User loses access to Global Cash and to **ALL SUBSCRIPTIONS**.

5.1.2 Removing banking rights

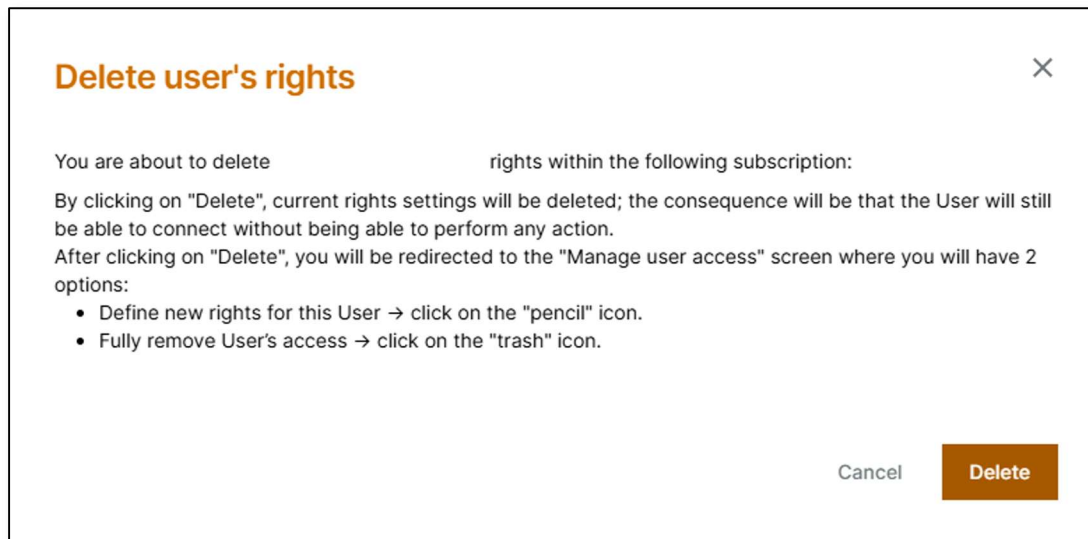
The second approach: using the rights management journey described in [Chapter 3.3](#).



On this screen, the Administrator views the different subscriptions on which the user is authorized.

If a user is authorized on several subscriptions, the Administrator can select several subscriptions and decide to delete rights on the selected scope of subscriptions.

By clicking on the button “*Delete user’s rights on the selected subscription*”, a message explains the consequences and enables him to confirm deletion:



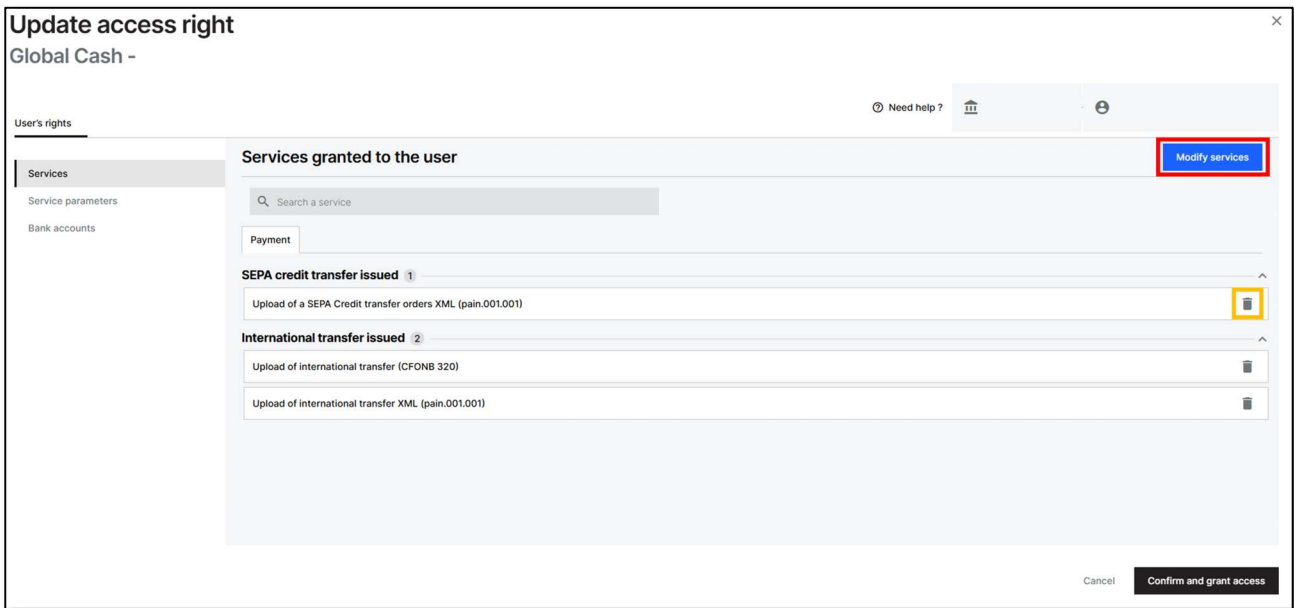
Once the Administrator clicks on the “Delete” button, the user’s rights are totally reset on the selected subscriptions. However, the User keeps his access to Global Cash.

5.1.3 Removing services and bank accounts

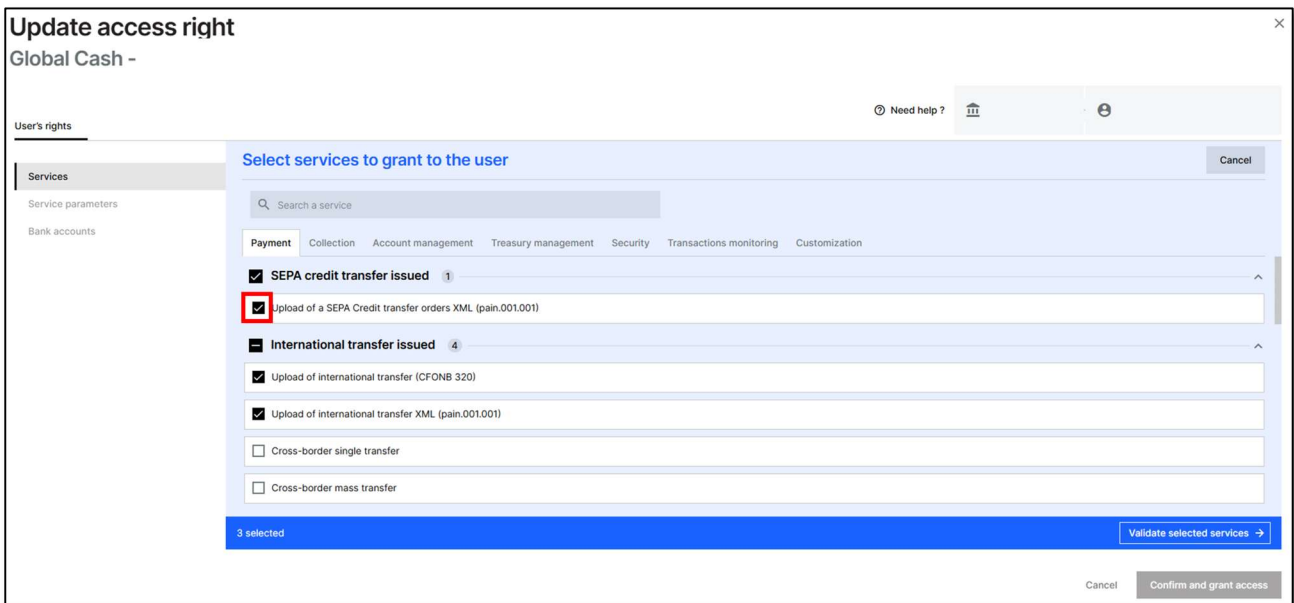
This third approach amounts to the previous one, but for only one subscription and with a more granular manner.

It is necessary to trigger the rights management journey described in chapter 3.3.

In the screen dedicated to services, the Administrator has two options to modify the rights.



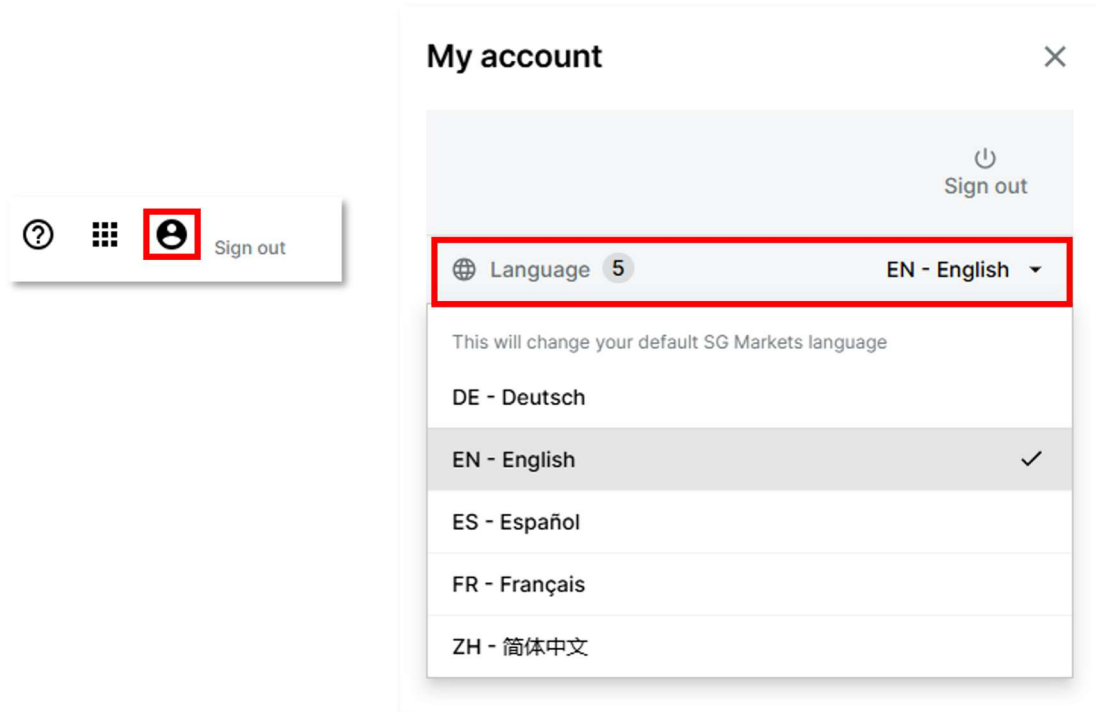
- 1) Red box: the Administrator clicks on the “*Modify Services*” button; he can then untick services that used to be assigned to the User; however, this action does not remove user’s access to Global Cash.
- 2) Orange box: by clicking on the trash icon, the Administrator can deselect services right away; this action does not remove user’s access to Global Cash neither.



Eventually, the Administrator clicks on the “*Validate selected services*” button located at the bottom right of the blue area and then clicks on the “*Confirm and grant access*” button located nearby.

5.2. How do I display screens in another language?

To change the language of the user interface, click on the “My Account” icon located in the top right corner of the screen, then on the “Language” section. A drop-down menu displays available languages:



End of document