

# **Step-by-step guide**

KBC Reach: add a new user

## Step 1: Click on 'Settings'

The screenshot shows the KBC Business dashboard interface. At the top left is the KBC logo and 'Business dashboard'. The user's name 'SPRL PAYSAN DWEEZIL' is displayed. A navigation bar contains links for Accounts, Payments, Cards, Investing, Financing, and Trade. On the right, a settings icon (gear) is highlighted with a blue arrow, alongside icons for actions, messages, reports, offer, contact, help, and log out.

**Accounts**

SPRL PAYSAN DWEEZIL 334 690,90 EUR  
BE33736054405546

+ New account, debit card or credit card

[Accounts overview](#) [Transfer](#)

**Working capital insights**

Now

2 000 000 EUR  
1 500 000 EUR  
1 000 000 EUR  
500 000 EUR  
0 EUR

Oct Nov

History  
Forecast with range for possible deviations

[Sector analysis](#) [Projection](#)

**Available assets**

Available 334 690,90 EUR

On accounts 334 690,90 EUR

**New for you** [Delete items](#)

No new items

Check out our new suggestions to optimise your working capital

**My favourites**

Loans & credit dashboard

+ Add favourites

**Exchange rates**


Indicative mid-market price 06-10-2021 15:04  
Source: Thomson Reuters








EUR/GBP	0,8495 GBP
EUR/USD	1,1547 USD

+ Add exchange rate

[Buying & selling currencies](#)

## Step 2: Click on the 'Users' tile

SPRL PAYSAN DWEEZIL

 settings  actions  messages  reports  offer  contact  help  log out

Accounts Payments Cards Investing Financing Trade

### Personal settings

[How does Business Dashboard work?](#)

#### Your profile

- Cookies

### Business settings

#### Companies

- Companies
- Admins
- Digital signers
- Authorisers



#### Users

- Manage users
- New users

#### Applications

- In use
- To be added

#### Powers of attorney

- Powers of attorney

#### Accounts and cards

- KBC Accounts
- Use by third parties

#### Certificates

- Certificates
- Apply online


#### Communication

- Customer data
- Documents
- Notifications

#### Data connections

- Import data
- Export data

Step 3: Click on ‘New user’



SPRL PAYSAN DWEEZIL

settingsactionsmessagesreportsoffercontacthelplog out


AccountsPaymentsCardsInvestingFinancingTrade

Users

New user >

User	In use	Log-in method
DéRIDOLFI ZéNA	<ul style="list-style-type: none"><li>eDocbox</li><li>Isabel/Online for Business (Accounts, Payments, Cards, Financing)</li></ul>	Isabel card >
äMANEY YSA	<ul style="list-style-type: none"><li>Go&amp;Deal</li><li>eDocbox</li><li>Flexims</li><li>Isabel/Online for Business (Accounts, Payments, Cards, Financing, Manage powers of attorney online)</li><li>Invest for Business</li></ul>	Isabel card >

## Step 4: Select 'Add new user' to add an unknown user and click on 'Continue'

SPRL PAYSAN DWEEZIL

settingsactionsmessagesreportsoffercontacthelplog out

AccountsPaymentsCardsInvestingFinancingTrade


Select a known person or add a new one.

Who do you want to add?

Add new user

MATLICKS MILLA

TER VEATCH VIARA


Manage users  
Create new user

1 Person

2 Details


3 Applications

4 Secure access method



Continue

## Step 5: Fill in the required information to add a user then click on 'Continue'

SPRL PAYSAN DWEEZIL

settingsactionsmessagesreportsoffercontacthelplog out

AccountsPaymentsCardsInvestingFinancingTrade

Enter details

Add a KBC client using the client number on their debit card. Use a date of birth for anyone else.

Is this person a KBC client?☒ Yes ☐ No

Client number

.....

First name

First name

Surname

Surname

Continue

Enter details

Add a KBC client using the client number on their debit card. Use a date of birth for anyone else.

Is this person a KBC client?☐ Yes ☒ No

Title

☐ Mr ☐ Ms/Mrs

First name

First name

Surname

Surname

E-mail address

E-mail address

Date of birth

DD-MM-YYYY

Preferred language

Preferred language

Continue

Manage users

Create new user

1 Person


2 Details









3 Applications

4 Secure access method

## Step 6: Select Reach


You can add other applications for this user as well

SPRL PAYSAN DWEEZIL


 settings  actions  messages  reports  offer  contact  help  log out

Accounts Payments Cards Investing Financing Trade

Select the applications for SARAH CARTUR.

KBC-Online for Business	<input checked="" type="checkbox"/>
Isabel/Online for Business 	<input checked="" type="checkbox"/>
Reach	<input checked="" type="checkbox"/>
Go&Deal	<input type="checkbox"/>

Continue

 **Manage users**  
Create new user


1 Person

2 Details


3 Applications

Administrator

4 Secure access method



## Step 7: You have the option to appoint the new user as an administrator for your applications

SPRL PAYSAN DWEEZIL

settingsactionsmessagesreportsoffercontacthelplog out

AccountsPaymentsCardsInvestingFinancingTrade

### Add administrator's role


An administrator still needs to be created for the following applications. You can opt to add SARAH CARTUR as administrator if you want or skip this step.

☐ KBC-Online for Business

☐ Isabel/Online for Business

☐ Go&Deal

Continue

**Manage users**  
Create new user

1 Person

2 Details

3 Applications


Administrator









4 Secure access method



## Step 8: Choose the security method for the new user




With the app KBC Sign the new user can start immediately


SPRL PAYSAN DWEEZIL

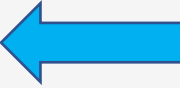



AccountsPaymentsCardsInvestingFinancingTrade

### Select secure access method

Select secure access method	<input type="radio"/> New Isabel card	
	<input checked="" type="radio"/> Existing Isabel card	
Enter User-ID	5 - ##### - ### - ##	
	<input type="radio"/> KBC-eBusiness card	
	<input checked="" type="radio"/> KBC Sign	





Manage users  
Create new user


1 Person









2 Details

3 Applications

4 Secure access method


## Step 9: Click on 'Confirm' if you agree with the overview

SPRL PAYSAN DWEEZIL

  
settingsactionsmessagesreportsoffercontacthelplog out

AccountsPaymentsCardsInvestingFinancingTrade

New user application




SARAH CARTUR  
New Business Dashboard user

All applications  
KBC-Online for Business  
Reach  
Go&Deal

Secure access method  
KBC Sign


Confirm



## Step 10: The overview gives the next steps the new user will need to take. The new user receives a mail with these steps

This mail is valid for 7 days for security reasons



The following steps are listed in the 'new user: adding information' step-by-step guide

SPRL PAYSAN DWEEZIL

settingsactionsmessagesreportsoffercontacthelplog out

AccountsPaymentsCardsInvestingFinancingTrade


Application received




### You're all done!

Your part of the application is finished. Now, SARAH CARTUR has still got a few things to do.


Next steps for SARAH CARTUR.

01

SARAH will be e-mailed instructions.

02

SARAH needs to fill in the details or use the itsme app to identify themselves.

03

SARAH receives the chosen security. This allows SARAH to log in to the KBC Business Dashboard

Go to Business Dashboard