S Kreissparkasse
Heinsberg

How to use your TAN-generator "KOBIL"

Synchronize your TAN-generator

Step 1: Log-on on our homepage (www.kreissparkasse-heinsberg.de).

Step 2:   Put your SparkassenGiroCard into your TAN-Generator.

Step 3:   Click the blue "F"-button.

Step 4: On the left side of your window is a barcode, now you have to put the first arrow of your TAN-Generator on the beginning of the barcode and the second arrow on the end of the barcode.

Step 5: Wait 4 seconds or more till on your display "Übertragung erfolgreich" appears. Than Click the green "OK"-button.

Step 6: A TAN-number and an ATC-number will appear, fill it in the 2 boxes below.

Step 7: Click "Absenden" or use the enter-button of your keyboard to continue.

Now your TAN-Generator is synchronized.

Change your log-on pin (directly after the synchronization of your TAN-generator)

Step 1: On the bottom of the window are two boxes, please insert your new pin in both. (Don't forget you are using the German-keyboard; for example y = z).

Step 2: Click "weiter" to continue.

Step 3: A new window with a barcode appears.

Step 4: Now you have to put the first arrow of your TAN-Generator on the beginning of the barcode and the second arrow on the end of the barcode.

Step 5: A "start-code" appears on the display of the generator. Please ensure that the number corresponds to the "start code" on your computer screen.

Step 6: Click the green "ok"-button on your generator to go on.

Step 7: A TAN-number will appear on the display of the generator, put it in the box below.

Step 8: Click on "Absenden".

Now your PIN is changed.

Change your log-on Name

Kreissparkasse Heinsberg

Step 1: Log-on on our homepage (**www.kreissparkasse-heinsberg.de**).

Step 2: On the left side is a hyperlink "service"; open it.

Step 3: A new Selection will open, there you can find "Anmeldename"; open it.

Step 4: Fill in both boxes your <u>new</u> log-on name (not more than 15 letters or numbers).

Step 5: Click on "weiter" to continue.

Step 6: Put your SparkassenGiroCard into your TAN-Generator.

Step 7: On the new window you see a barcode.
Now you have to put the first arrow of your TAN-Generator on the beginning of the barcode and your second arrow on the end of the barcode.

Step 8: A "start-code" appears on the display of the generator. Please ensure that the number corresponds to the "start code" on your computer screen.

Step 9: Click the green "ok"-button on your generator to go on.

Step 10: A TAN-number will appear on the display of the generator, put it in the box below.

Step 11: Click on "Absenden".

Now your name is changed.

How to transfer Money with the generator:

First of all: Log-on

Step 1: Make your transfer by clicking "Überweisung" (Überweisung = transfer)

Step 2: Fill in the Fields
(Begünstigter = who's getting the money?)
(Konto des Begünstigten = the number of the konto from the person, you want to transfer money)
(BLZ = BLZ-Number of the kreditinstitution)
(Betrag = the money you want to transfer)
(Verwendungszweck = the reason why you transfer / maybe a order number or a client number)

Step 3: Click on "weiter" to continue.

Step 4: 1. Now put your SparkassenGiroCard into your TAN-Generator.
2. Click the blue "F"-button.
3. On your window appears a barcode, now you have to put the first arrow of your TAN-Generator on the beginning of the barcode and the second arrow on the end of the barcode.
4. After a few seconds on your generator-display appears "Übertragung erfolgreich", that means that it has worked.

**Step 5: On your generator -display will appear the most important information of your transfer.
Please check them!!!
If everything is correct, click the green "OK"-button.**

Step 6: After these steps the display shows the TAN-number, put it in the box and click "Absenden" continue the process.

Congratulations! Your transfer was successful!

How to check what is on your account:

Step 1: Log-on on our homepage (www.kreissparkasse-heinsberg.de).

Step 2: On the left side is a hyperlink "Finanzstatus"; open it.

Now you can see which accounts you have and what's on your accounts.

How to check your sales:

Step 1: Log-on on our homepage (www.kreissparkasse-heinsberg.de).

Step 2: On the left side is a hyperlink "Umsätze"; open it. (Umsätze = sales).

Now you can see your sales.

Change the language of your TAN-generator

Step 1: Put your SparkassenGiroCard into your TAN-Generator.

Step 2:   Click the "Menu"-button.

**Step 3:   Now the display of your generator shows ▸ Sprache. (Sprache = Language).
Click the green "OK"-button.**

**Step 4: Now you can decide between German, English and Turkish.
Use the ▲ 2-button and the ▼ 8-button to decide the language you want to use.
Click the green "OK"-button to acknowledge.**

Now the language of your TAN-generator is changed.