First Abu Dhabi Bank

www.fabsuisse.ch

الخدمات المصرفية الخاصة العالمية
Private Banking

E-BANKING USER GUIDE

V.10.2021

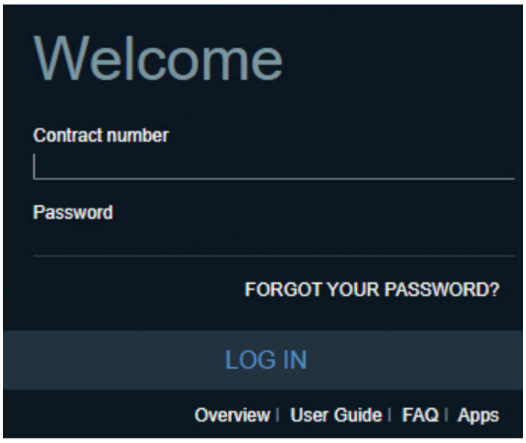
FAB Private Bank (Suisse) SA

E-BANKING USER GUIDE

LOGIN

Visit the website (either via www.fabsuisse.ch or by accessing directly at www.fabebanking.ch).

You will first need to enter your contract number (sent by the Bank via letter) and your password (sent through a separate letter).



You will then need to enter the one-time code. If you have selected the option to receive by SMS then you receive a SMS with the code and need to enter this. If you have selected the option to use a token, then you will be asked to enter your token pin code (that you received with the contract number) into the token and will then be shown the one-time code. If you have requested both SMS and token option, you will receive one contract number linked to the SMS option and another contract number linked to the token.

The App version has similar functionality to the web version detailed below.

If you are using the Token and wish to change the PIN code, please follow the steps below :

1. Turn on the device by pressing the green button

2. Enter the PIN code you received from the Bank.
3. Press the DOWN arrow

4. Select “Change PIN” and press the green button.
5. Enter the new PIN code and confirm by pressing the green button.

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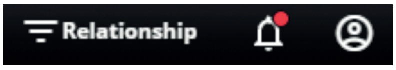
HOME PAGE

After a successful login, you will find the home page which has the following elements:

- Quick access menu at the top right for settings and notifications
- Main menu on the left

You have the ability to select the contractual relationship or portfolio that you wish to view by selecting from the drop-down box at the top of the home page.

QUICK ACCESS MENU

In the upper right corner you will find the quick access menu: 

	Relationships	This allows you to define which account (relationship) or underlying portfolio you wish to view. The My collections tab also allows you to define groups of portfolios that can be used.
	Notifications, Documents & Mailbox	A red symbol shows that you have unread items. Clicking on the symbol shows messages in your Mailbox, and at the top you have the details on Notifications and Documents. You can click on these to show the full list.
	Account & Profile, Change password and Log Out.	Account & Profile – this allows you to determine the default reporting currency, activate mobile banking, set default reporting account and time period. In addition, you can set when recurring payments are paid, rename accounts as well as setting portfolio names. Log out- This securely logs you out of the system. As an additional security control, and especially if using a public computer, you may wish to delete the browser cache.

OVERVIEW

The dashboard provides you at a glance:

- your portfolio value
- your portfolio performance for the last year
- an overview of your assets and currencies allocations.

Should you wish to get further detail, you can click on the VIEW DETAILS button.

WEALTH

The Wealth section has the following options:

PORTFOLIOS

You are first required to select the portfolio you wish to view, and then have three tabs

OVERVIEW - shows the asset and currency allocations in both total and in percentage. The Wealth Development chart can be changed to show a one week, one month, year to date, one year or maximum overview. You also have the option to export this to a PDF format.

POSITIONS - The Positions Overview shows you at a glance the current positions on your accounts, including performance split between market performance and currency performance. You have the option to sort these by asset class or by currency. including the allocation percentage. By default, the view is grouped by asset allocation but you may change this to view by currency allocation, and to export to PDF, Excel or CSV formats.

By clicking on the icon on the right of each current account, you have the option to view the account details (including downloading transaction advices), generate a new payment, transfer from/to or view pending payments.

TRANSACTIONS - Transactions of the last 180 days are shown as default. This time period can be changed to your preferred time period. You can also export to PDF, Excel or CSV formats.

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PORTFOLIO ANALYSIS

OVERVIEW - This displays a high level overview on the portfolio.

MATURITY ANALYSIS - This shows more detailed analysis on maturity, and the ability to view by month or by year.

POSITIONS / ACCOUNTS - Same as the principal menu view detailed below.

PERFORMANCE OVERVIEW

DETAILS - The performance screen provides information about month by month changes in your portfolio resulting from cash flow, performance as well as cumulative performance. You can choose the period covered from one week up to maximum, as well as exporting to PDF, Excel and CSV file formats.

CHARTS - this graphically shows wealth development over time, as well as performance development and cumulative performance.

POSITIONS / ACCOUNTS

This shows you at a glance the current positions on your accounts, including performance split between market performance and currency performance. You have the option to sort these by asset class or by currency. Including the allocation percentage. By default, the view is grouped by asset allocation but you may change this to view by currency allocation, and to export to PDF, Excel or CSV formats.

EQUITY & FIXED INCOME

FIXED INCOME - This shows detailed information on the fixed income in your portfolio, such as yield to maturity and durations.

EQUITY OVERVIEW - This shows detailed information on the equities in your portfolio, such as industry sector and geographical zone.

PAYMENTS

PAYMENTS

SINGLE - This provides an overview on pending and archived payments. You can filter, view the detail, and export. Please note that only the official debit advice (which can be requested to be sent to the 'E-Documents') is legally binding.

RECURRING - This page will show you all your standing orders should you have subscribed to any.

TEMPLATES - This allows you to setup a template for saving payments that are made regularly.

SCANNED - for the Swiss QR invoice payment system, you can scan on your mobile device, or click "Scan now" to scan using your computer camera.

Clicking on the New button allows you to enter a new payment, account transfer or template. For a new payment you have the option to enter the account number or IBAN, or to select the Scan Swiss payment QR-bill option. The screen will also show you the most recent payment beneficiaries you used and the most recent templates.

The system will guide you through the required information. You can select the account to debit and enter the beneficiary details, whether it is a single payment or recurring payment (standing order). For some countries you will be required to enter the purpose of payment as per the classification lists supplied by the respective country. The Charge option allows you to define if any payment fees are incurred fully by the sender, fully by the beneficiary or if both sides share the charges (i.e. each pays any fees of their own bank).

If your account is set-up to require joint approvals, then after a payment is submitted, a second authorised user will need to access their e-banking account and can then approve it.

PAYMENT INSTRUCTIONS

This section provides you with our Standard Settlement Instructions should you wish to send money to your account with FAB Private Bank (Suisse) SA.

MESSAGES

INBOX

The Inbox lets you view communications with your Private Banker, as well as creating new messages, appointment requests and call back requests. You can also view the messages as well as delete them. Please note that messages sent may not be immediately read by your Private Banker, and should not be used for time-sensitive instructions.

NOTIFICATIONS

INBOX

This shows you if and when you have received a document or a message for example (based on subscriptions made) and includes the ability to filter, delete, etc.

SIGN-UP FOR NOTIFICATIONS

This allows you to view existing subscriptions for notifications and create new ones. Subscriptions can be given customizable names, and types include:

- Incoming or outgoing payments over your defined threshold,
- When current account balances exceed thresholds, or fall below thresholds,
- When a new document is received in the E-documents, or mailbox.
- When a stock exchange transaction is cancelled, rejected or confirmed.

E-DOCUMENTS

The menu allows you to manage all electronic documents.

DOCUMENTS - You may access all reports and statements that you have subscribed to. The documents remain visible for a maximum of 24 months. Click on the document you wish to see and select 'download'.

VIEW EXISTING SUBSCRIPTIONS - this page gives you an overview of the reports you have subscribed to, and also allows you to unsubscribe should you not wish them anymore.

Clicking on NEW allows you to order a subscription (ongoing report), or request a report (one-time). This covers the account statements (both a short version and a detailed version) and the portfolio statement. Your subscribed documents will then be sent to your e-documents. Please note that when requesting an ad hoc report, it may take up to five minutes until it is delivered to the e-documents.

NEWS & EVENTS

This section allows you to access various articles, webcasts, videos, and publications of the Bank, as well as to be informed on any Bank events taking place.

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