



Manage authorizations for guarantee functions

september 2025

Instructions for setting up usage rights



How can you tell that you have the necessary rights?

Each user of the customer portal can see for himself which rights are assigned to him.

For this purpose, the "*Personal rights overview*" function call is available via "*My data*" – for more information, see pages 3-8.

In addition, this is shown in the financial overview by the existing customer number/product – a prerequisite for the creation of new averages on this customer number – and by the presentation of the existing averages – a prerequisite for using the change function.

Who can grant user rights and how does this work?

Legal representatives have the option of defining the rights of use for your company's employees in the corporate customer portal.

The "*Manage authorizations*" function is available for this purpose.

On the following pages you will find instructions on how to grant your employees the rights necessary for the creation and modification of guarantees (pages 9-16).

Personal rights overview for all users





Search

Group | Contact | photoTAN

Logout

COMMERZBANK

- Private Clients Business Clients Corporate Clients

Relationship Accounts & Payments Financing & Foreign Trade Investment & Risk Management Services **My data** Help

My data

Here you will find information about the data you have deposited with Commerzbank (corporate customers) about your person and the business contact details as well as your corporate customer portal access.

My personal data

Salutation

Titel

Name

You can find the "*Personal rights overview*" application in the navigation under the "*My data*" tab.

On the „*My Data*“ page, the application is located on the right in the top box.

My client portal

My authorizations →

My online access credentials

Change Login Name →

TAN Management →

Change PIN →

Block access →



Authorizations overview

Authorizations for:



No customer number selected

Please select a customer number to see authorizations



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Please select a customer to view permissions here.

Select a customer →

After accessing the “*Personal rights overview*” application, please select the desired customer connection to check if it has the “*view guarantees*” right.



Authorizations overview

Authorizations for:



No customer number selected

Please select a customer number to see authorizations



Online Products & Services

EBICS/GPP

HBCI/FinTS

After clicking on "*Select customer connection*", a sidelayer appears.

There, you select the customer connection for which you want to perform the rights check.

Please select a customer to view permissions here.

Select a customer →

Authorizations overview

Please select a customer number

Customer number



Apply ✓



Authorizations overview

Authorizations for:



No customer number selected

Please select a customer number to see authorizations

Online Products & Services

EBICS/GPP

HBCI/FinTS

Then click “*Apply*” to see what permissions you currently have for this customer connection.

Authorizations overview

Please select a customer number

Customer number

1004103008 | Aval Muster GmbH



Apply ✓

Please select a customer to view permissions here.

Select a customer →

Authorizations overview



Authorizations for:

 1004103008 | Aval Muster GmbH

Change selection ↕

Online Products & Services EBICS/GPP HBCI/FinTS

● Active

≡


⋮

Permission	Type of permission
Create and manage guarantees and money market loans & Open new accounts	Right of representation / Power of attorney Signature category: (E) Single
Conclude and manage fixed term deposits	Right of representation / Power of attorney Signature category: (E) Single
<div><div><div><div><div>View and manage products in the finance overview</div><div>DE59 1004 0000 0410 3008 00 EUR</div><div>Current account</div></div><div>DE59 1004 0000 0410 3008 00 USD</div><div>Current account</div></div><div>1004103008</div><div>Guarantees</div></div></div>	

If the “guarantees” right does not exist under “*View and manage of products in the finance overview*”, please contact a legal representative of your company / customer relationship for the application.

You will find detailed instructions on how to assign rights on the next pages.

Permissions cannot be displayed for all Corporate banking portal features.

 Learn more

Manage authorizations for legal representatives





Please note that this feature is only available to legal representatives.

The screenshot displays the Commerzbank online banking portal. At the top, there is a dark blue header with a search bar, icons for email and documents, and links for 'Group | Contact | photoTAN' and 'Logout'. Below the header, the 'COMMERZBANK' logo is on the left, and 'Private Clients', 'Business Clients', and 'Corporate Clients' are on the right. A navigation bar contains several tabs: 'Relationship' (highlighted with a yellow box), 'Accounts & Payments', 'Financing & Foreign Trade', 'Investment & Risk Management', 'Services', 'My data', and 'Help'. Under the 'Relationship' tab, there are three main sections: 'Homepage' (containing 'Postbox' and 'Upload Center'), 'Overviews' (containing 'Finance Overview', 'Securities Overview', 'Credit overview', and 'Order Overview'), and 'Customer portal & Power of Attorney' (containing 'Overviews & Information', 'Power of Attorney', and 'Manage authorizations' which is highlighted with a yellow box). A yellow arrow points from a text box to the 'Manage authorizations' link. The text box contains the following text:

The "Manage authorizations" application can be found in the navigation under the "Relationship" tab.



Authorizations overview

Authorizations for:



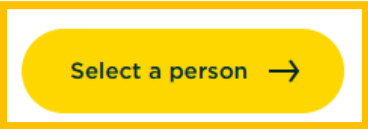
No person selected
Select a person to view permissions



Online Products & Services EBICS/GPP HBCI/FinTS



Please select a person to view permissions here.



After accessing the “Manage authorizations” application, please select the person to whom you want to assign the “*View of guarantees*” permission.



Authorizations overview

Authorizations for:



No person selected

Select a person to view permissions



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EBICS/GPP

HBCI/FinTS

After clicking on "Select a person" a sidelayer appears.

There, please select the customer connection, the person and the subscriber number for which you want to assign the authorization.


Please select a person to view permissions here.

Select a person →

Authorizations overview

Please select a person

The authorizations overview is available for legal representatives, authorized representatives or persons with an admin function.

Customer number 

Person

User number

Apply ✓



Authorizations overview

Authorizations for:



No person selected

Select a person to view permissions



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Then click on "Apply" to go to the selected person's entitlement overview.

Please select a person to view permissions here.

Select a person →

Authorizations overview

Please select a person

The authorizations overview is available for legal representatives, authorized representatives or persons with an admin function.

Customer number	
1004103008 Aval Muster GmbH	X ~
Person	
Leon Testkunde	X ~
User number	
5539431527	X ~

Apply ✓

Authorizations overview



Authorizations for:

 **Leon Testkunde | 5539431527**
1004103008 | Aval Muster GmbH

Change selection ↕


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● Active

+ Add permission

🛒 Order basket



Permission	Type of permission
Prepare orders (Guarantees, Money Market Loans, Fixed Term Deposits)	Individual permission
Create and manage guarantees and money market loans & Open new accounts	Right of representation / Power of attorney Signature category: (B) Joint (with A)
Conclude and manage fixed term deposits	Right of representation / Power of attorney Signature category: (B) Joint (with A)
View and manage products in the finance overview DE59 1004 0000 0410 3008 00 EUR Current account	
DE59 1004 0000 0410 3008 00 USD Current account	
Permissions cannot be displayed for all Corporate banking portal features.  Learn more	

If the “*guarantees*” right does not exist under “*View and manage products in the finance overview*”, you can request it under “*Add permission*” for the selected person.

Please select a permission

You can learn more about the permissions [here](#)

Individual Permissions

- ☐ Access Credit card transactions company-wide
- ☐ Research SEPA-Payment transactions
- ☐ Admin-function to manage powers of attorney and permissions
- ☐ View the documents in the electronic mailbox

View and manage products in the finance overview

☐ 1004 1030 08
Guarantees

Place the check mark (for the desired customer number) on "*guarantees*" to add the right.
Then click "*Apply*".

View and manage products in the finance overview

☒ 1004 1030 08
Guarantees


Back ←

Apply →

Authorizations overview



Authorizations for:

 **Leon Testkunde | 5539431527**
1004103008 | Aval Muster GmbH

Change selection ↔




Online Products & Services EBICS/GPP HBCI/FinTS

● Active


+ Add permission

🛒 Order basket



Permission	Type of permission	
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View and manage products in the finance overview

DE59 1004 0000 0410 3008 00 EUR Current account	
DE59 1004 0000 0410 3008 00 USD Current account	

1004103008
Guarantees



The “*guarantees*” right is displayed in the next step.

This will initially remain inactive (grayed out) until the authorization has been implemented by the system – a separate release on your part is not necessary