

Assign an employee the „Admin-function to manage powers of attorney and permissions“

The „Admin-function to manage powers of attorney and permissions

Powers of attorney and authorizations must usually be set up or deleted by legal representatives. If you authorize an employee as an admin to manage powers of attorney and permissions (further admin), the employee can support this.

What does the „Admin-function to manage powers of attorney and permissions“ contain?

- Display of all existing and future powers of attorney and permissions for Corporate Banking portal functions (including associated personal data)
- Preparation of orders for the assignment of permissions
- Allocation of permissions for authorized persons within their assigned power of attorney
- As well as the sole deletion of all existing and future powers of attorney and permissions.

What is not included in the admin function?

The authorization is limited to the above-mentioned functions, insofar as they are available in the Corporate Banking Portal of Commerzbank. The Authorization does not apply to manual orders in branches. Persons authorized as admin cannot grant power of attorney or authorize other persons for the admin function.

How to assign the admin-authorization?

You can assign an admin-function in the Corporate Banking Portal per customer number.

If you want to authorize an employee who is not yet listed as an authorized signatory / entitled person at Commerzbank, you can contact your Client service team or use the online service „Assign new powers of attorney and authorizations“.

If the person is already in the selection list for the customer number under "Manage authorizations" and the status shown under

"Online Products & Services" is "Active," you can directly assign the permission there.

Why is the assignment different?

For persons who are not yet listed as an authorized signatory / entitled person at Commerzbank, some information about the person and a legitimation is still required. If the admin function is assigned to already authorized persons, these steps can be omitted.

Setting up a not yet authorized / entitled person

To assign an admin function to a person who is not yet listed as an authorized signatory / entitled person at Commerzbank, proceed as follows after logging into the Corporate Banking Portal:

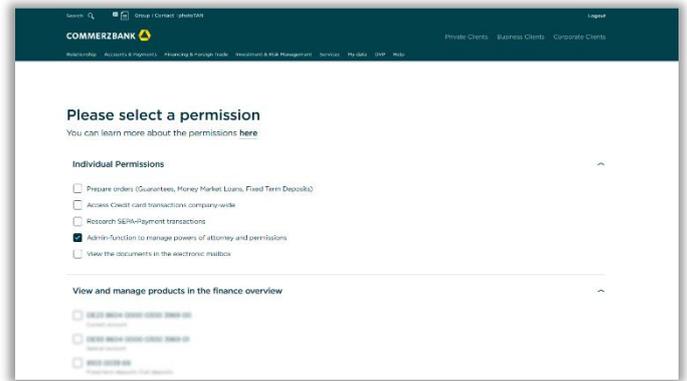
1. Navigate to the "Relationship" menu and under "Customer Portal & Power of attorney", select "Overviews & Information"; Click on "Grant Power of Attorney" or follow this [link](#).
2. After selecting a customer number, choose "Berechtigungen für Zusatzfunktionen im Firmenkundenportal" (Permissions for additional Corporate Banking Portal functions) and as permission, "Admin Vollmachten- und Portalrechteverwaltung" (Admin-function to manage powers of attorney and permissions), and proceed through the process.

Please note the instructions under "How does it work?"

Set up for an already authorized/entitled person

To assign an admin function to a person who is already listed as an authorized signatory / entitled person at Commerzbank, proceed as follows after logging into the Corporate Banking Portal:

1. Navigate to the "Customer" menu. Select "Manage authorizations" and click on "Start" or follow the [link](#).
2. Please select a customer number, the person and a user number, if applicable.
3. Click on „+ Add permissions“ on the Online Products & Services tab. Choose the individual permission „Admin-function to manage powers of attorney and permissions“.
4. Apply your selection and approve your order via the order basket.



Kindly note that the assignment of an Admin-function requires the approval of the order by legal or authorized representatives.

The order basket is approved using photoTAN according to the rules of representation agreed for the customer connection. If a second person's approval is needed, it can be done from the order overview in the Corporate Banking Portal. The approval status of the order can also be tracked there at any time.

After successful approval, the order is transmitted to us for processing.