View and manage authorizations

View permissions in the Corporate Banking Portal and request changes

Who can use the application?

Any employee of a corporate customer[1] can view their permissions in the portal, provided they have access. Legal and authorized representatives or employees with "admin-function to manage powers of attorney and permissions" can see the permissions of their employees and request new or order the deletion of existing ones.

Which permissions are displayed?

The authorizations overview shows the functions for which the selected user has permissions. To do this, select a customer number, a person, and a user number, if applicable.

Online Products & Services
- Prepare orders (guarantees, money market loans, fixed term deposits)
- Access credit card transactions company-wide
- Research SEPA payment transactions
- Admin-function to manage powers of attorney and permissions
- Access to all documents in the electronic mailbox
- Create and manage guarantees and money market loans & open new accounts
- Conclude and manage fixed term deposits
- View and manage products in the finance overview

EBICS/GPP
- Authorized accounts
- [Order types, e.g., payments, documentary business or securities.]

HBCI/FINTS:
- [Enabled accounts and products]
- [Authorized transactions]
- [Limits]

The features in brackets can be viewed but not edited online at the moment.

How can I request changes?

To request changes, you can choose them directly from the overview. To add a new permission, click the plus sign in the corresponding overview (e.g., Online Products & Services). To delete a permission or account from access, click the trash can icon next to the record.
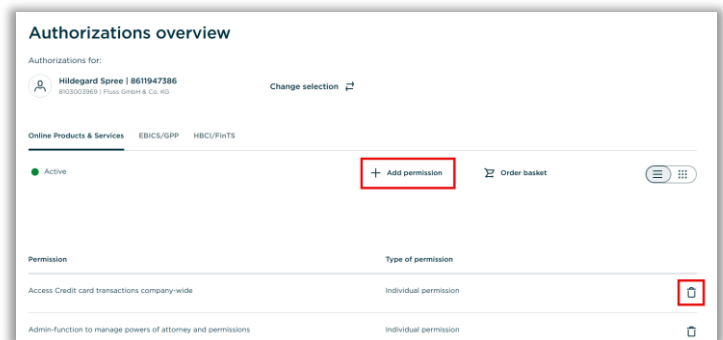
Changes to permissions (add/delete) can be made for a person per customer number. Both additions and deletions can be included in a single order basket. If the user needs authorization for additional customer numbers, a separate order must be created.

The order basket is approved using photoTAN according to the rules of representation agreed for the customer relation. 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.

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1 Not available for business clients (PUK) who use the Corporate Banking Portal

Glossar

Keyword	Comments
Admin-function to manage powers of attorney and permissions	Permission visible under **Online Products & Services;** the permission includes the following services: 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. Authorization must be approved by legal representatives.
Access to all documents in the electronic Mailbox	Permission visible under **Online Products & Services**; the authorization includes the following services: - Access to the documents in the company's electronic mailbox and to all mailbox functionalities - View all documents of accounts and products, that provide documents in the electronic mailbox in the categories of accounts, cards (including credit cards), deposits, asset management and fixed term deposits for the respective company
Order approval	Defines how legal representatives, authorized signatories, and employees are allowed to approve orders. Possible options: (E) Single, (A) Joint, (B) Joint (with A), (T) Transport.
Order basket	The desired changes to permissions are collected in the **order basket**. After approval, the basket is emptied. No further changes can be made after approval, but the order can be cancelled in the **order overview**.
Order overview	All orders are collected here. They can be viewed and, depending on their processing status, withdrawn, approved, or rejected.
Prepare orders (Guarantees, Money market loans, Fixed term deposits)	Permission visible under **Online Products & Services**; the authorization includes the following services: - Preparation of orders (Guarantees, Money market loans, Fixed term deposits; no Transfers or Direct debit) - Provide these orders in the order overview for approval by decision-makers. Orders cannot be authorised with this permission.
EBICS	EBICS stands for Electronic Banking Internet Communication Standard and refers to a multi-bank standard in Germany for the transmission of payment transaction data over the Internet. You can use it to process a wide variety of financial transactions daily - even across different financial institutions - and manage them centrally, across banks, and digitally from a single platform. Further information can be found on the EBICS help page
EBICS Customer ID	Identification number under which an EBICS agreement was concluded with Commerzbank for a company.
EBICS User ID	Identification number that identifies an EBICS user within an EBICS agreement (Customer ID).
Global Payment Plus (GPP)	Commerzbank multi-bank payment application Global Payment Plus help page
HBCI help page	Online Banking - Commerzbank Corporate customer service (Only available in German language)
View and manage products in the finance overview	Permission visible under **Online Products & Services**; the authorization includes the following services: - View the eligible accounts and products in the finance overview - Where applicable, management of existing products (e.g. fixed term deposits), Authorization for management is required.
Access credit card transactions company-wide	Berechtigung sichtbar unter **Online Products & Services;** die Berechtigung beinhaltet folgende Leistungen: - Access to information to all cards and card balances in the finance overview - See transaction details of individual cards in the transaction overview
Customer number	10-digit identification number of the customer connection
Personal rights overview	Display of own permissions for Corporate Banking Portal functions and for electronic payment transactions
photoTAN	Required for order approval. The photoTAN scan function allows you to scan a photoTAN graphic shown in online banking using your photoTAN app or reader device, generating an individual TAN. You can then enter the displayed TAN in online banking. With the photoTAN push function, you can approve orders even faster (photoTAN app only).
Research SEPA payment transactions	Permission visible under **Online Products & Services**; the authorization includes the following services: - Searching for SEPA payment orders that have been executed - Displaying the order contents identified for executed payments, both for individual orders and for single items included in collective orders. This also includes displaying detailed data for wage and salary payments for the authorised accounts. - Printing a Commerzbank execution confirmation - This applies to all current and future accounts at Commerzbank AG.
User number	10-digit identification number of the Corporate Banking Portal user. It is required along with PIN and photoTAN for logging into the Corporate Banking Portal.
Power of Attorney - Types	Power of Attorney in Corporate Banking Portal (Only available in German language)
Power of Attorney - Deletion	How to delete a power of attorney (Only available in German language)