

## User Registration in the DFA Platform Software

To complete the Representative Questionnaire and User Questionnaire, you will need to upload files containing the following documents:

For legal entities and individuals who are clients of the Bank, it is required to upload a letter confirming the absence of changes in documents and identification information previously provided to the Bank, in all fields where document upload is requested.

**Each uploaded document should not exceed 5 MB in size and must be in either PDF, PNG, JPEG, JPG, or TIFF format.**

For individuals who are not clients of the Bank:

1. For an individual: an identification document. For the client's representative, it is mandatory to upload their identification document, SNILS (Individual Insurance Account Number)/INN (Taxpayer Identification Number), and a document confirming the representative's authorization.
2. For individual entrepreneurs: Please provide a certificate of INN, SNILS, Unified State Register of Individual Entrepreneurs record sheet, passport, any form of financial statements, and a review of business reputation.
3. For resident legal entities: submit the current wording of the Articles of Association, document of appointment and passport of the chief executive, lease agreement, any form of financial statements, and a review of business reputation. In fields requiring information on INN and OGRN (Primary State registration Number), as well as in Section 11 under "Registration Certificate," simply uploading an extract from the Unified State Register of Legal Entities will suffice. For the client's representative, upload their passport, SNILS/INN, and power of attorney/appointment document.

For Russian Federation citizens, passport pages 2-3, 5-12, and 18-19 should be uploaded.

1. Open the user authorization page at <https://dfa.efbank.ru>.
2. Click the "**Register**" button located in the upper right corner of the page.
3. In the registration window, enter the user's login and email address, then click "**Register**."
4. In the "**Check Mail**" pop-up window, click "**Ok**." Log in to the email provided during registration, open the received email, and click on the "**Create Password**" link.
5. In the "**Set Password**" window, input the password twice, ensuring it meets the minimum requirements: at least one digit, one lowercase letter, one uppercase letter, and a minimum of 8 characters. Click "**Save Password**" button that has become active.
6. In the "**Authorization**" window, enter the login, password, and click "**Login**."
7. In the "**Confirm Phone Number**" window, input the phone number where SMS with the second authentication factor code will be sent. Click the "**Get code**" button that has become active, then enter the code from the SMS to confirm the phone number. Click the "**Login**" button that has become active.
8. In the "**Fill out the Form**" window, select the applicant type:
  - Representing my interests:
    - Individual
    - Individual Entrepreneur
  - Representing User interests:
    - Organization (Legal Entity)
    - Individual Entrepreneur
    - Individual



Note: When filling out certain fields in the questionnaire, such as "Full Name of the Organization" and "Legal Form," adhere strictly to the organization's Articles of Association, including the use of uppercase and lowercase letters and quotation marks.

The legal form should not be specified in the "Full Name of the Organization" field.

The representative questionnaire is to be completed for the individual who will subsequently own the Enhanced Unqualified Electronic Signature (EUES) key. Within the system, only one login and one representative with a single EUES key are registered for the User.

9. Upon completing the questionnaire, click the **"Save"** button. Then, at the bottom of the window, click **"Submit for Verification."**
10. Check the following checkboxes:
  - **"I confirm the completeness and accuracy of the User Representative's data";**
  - **"I confirm the completeness and accuracy of the User's data";**
  - **"I consent to the processing of personal data."**Then click the **"Yes, send"** button that has become active.
11. A window confirming that the **"Application has been sent for verification"** will appear.
12. DFA IS Operator:
  - Will review the forms and contact you regarding the opening of a current account for DFA transactions. Personal presence is required for the initial acceptance for service and signing of contracts and other documents;
  - Will suggest submitting an application for the issuance of the EUES key. In case the service is fee-based, the operator will provide the necessary details for fund transfer. Refer to the document **"Instructions for Initial Issuance of EUES for the DFA IS.docx"** (Инструкция по первичному выпуску УНЭП для ИС ЦФА.docx) for obtaining the EUES key.Note the necessity of:
  - Specifying the individual's full name and/or their Representative's in accordance with the identity document;
  - Full and accurate compliance with the Articles of Association (including the case and type of quotation marks) when spelling the Full Name of the organization and the representative's full name in the questionnaire and in the application for the EUES key issuance.
13. The DFA IS operator will verify the data in the EUES key issuance application, the receipt of funds, and will contact you to schedule a convenient time for visiting the operator's office for identification, document signing for account opening, and handing over the original application (in three copies) for EUES key production.
14. Upon visiting the operator's office, the necessary documents will be processed, and the EUES key will be issued.

## **The user agrees to the user agreements and gains access to the personal cabinet functionality.**

1. Navigate to the user authorization page at <https://dfa.efbank.ru>.
2. Enter your login and password, then click **"Login."**
3. Click the **"Get Code"** button.
4. Enter the confirmation code received via SMS. In the window that appears, check the following checkboxes:
  - **"I agree to the terms and conditions of the user agreement";**
  - **"I agree with the Intellectual Property Object rules";**
  - **"I have been notified of the risks."**
5. Check the checkboxes and click **"Next."**
6. The **"We are setting up your account"** window will appear. Full access to your personal account will be granted shortly.

## The user registers an electronic signature certificate.

1. To obtain the EUES key certificate file (.cer extension), refer to the section "**Downloading the certificate for subsequent installation in the DFA IS**" in the document "**Workplace Setup Instructions**"
2. After logging into myAlpari, click the down arrow in the upper right corner. A menu will appear with two items - "**Profile**" and "**Exit.**" Select "**Profile.**"
3. You will be directed to a tabbed user page:
  - "**Profile**";
  - "**Business account**";
  - "**Wallet**";
  - "**Issued by me**";
  - "**My applications**";
  - "**Other DFA Transactions**";
  - "**qualification.**"
4. On the "**Profile**" tab, click on the active "**Add Certificate**" link.
5. In the "**Add Certificate**" window, select the EUES key certificate file (.cer extension) and confirm the action.



Additional software will be required to work with EUES keys. Please refer to the "**Workstation Setup Instructions**" document for setting up your workstation.