



**BGL  
BNP PARIBAS**

| The bank for a changing world

**MULTILINE**  
The solution  
for **managing business**  
accounts online



M U L T I L I N E

## What is MULTILINE?

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**MultiLine** is a service for managing your accounts online. It is intended for businesses, public bodies, freelancers, self employed professions and associations.

The application is:

- **free and easy** to use,
- **multilingual** (French, English, German),
- accessible **online 24/7** from anywhere in the world,
- **secure**: accessible solely via the secured LuxTrust system (Smartcard or Signing Stick),
- **multi-bank**: view all of your BGL BNP Paribas accounts and accounts with other banks offering this service.

## What can you do with MULTILINE?

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### View statements

- view **balances** and **transactions**: up to 2 years of history,
- check transactions and balances **throughout the day**: 27 transactions and 4 balances sent per day,
- **download** statement files: up to 13 months of history,
- create **filters** and **search** by amount, period, communication, etc.
- print **reports**.

## Enter transactions and download files<sup>1)</sup>

- enter **individual transfers** or **groups** of individual/joint **transfers**,
- enter **SEPA direct debits** and **manage their mandates**,
- **download** payment files created using software (accounting, salary, etc.),
- create and share **beneficiaries**,
- **manage “envelopes”**: group together transactions and simplify signing,
- print **reports**.

## Sign transactions

- **sign** transactions and various files **electronically**,
- **control signatures**: number of signatures required, amount limit, principal account(s), beneficiary account(s), transaction type(s),
- **invite users to sign** via internal messaging or external email.

## View transactions

- **view transaction history** for the past six months,
- **view the status** of files,
- **view audit follow-up** by file: history of activity, date/time and user name.

1) Subject to the pricing in force.

# How do you use MULTILINE ?

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## Step 1: order LuxTrust certificates



The certificates<sup>2)</sup> can be ordered on [www.luxtrust.lu](http://www.luxtrust.lu). They allow you to authenticate yourself online and sign your transactions electronically.

You have the choice between:

### Smartcard



The Smartcard is in the form of a credit card and requires a card reader connected to the computer.

### le Signing Stick



The Signing Stick is in the form of a USB drive and gives you maximum mobility, since it can connect to any computer.



After installing the LuxTrust program (Middleware) via [www.luxtrust.lu](http://www.luxtrust.lu) and receiving your certificate, you have **60 days to activate** your certificate on [www.luxtrust.lu](http://www.luxtrust.lu)

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2) Price: EUR 86.25 incl. VAT, valid 3 years.

## Step 2: prepare your MultiLine contract

Contact our MultiLine team at **multiline@bgl.lu** and provide the following information:

- the **accounts** you wish to use,
- the list of **users** and their respective **access rights**:
  - view/download statements,
  - enter/download transactions,
  - authorised to sign.

## Step 3: activate your MultiLine contract

Once you return your duly signed contract to us, our MultiLine team activates the contract and notifies you when it is activated.



Important! To connect to MultiLine, you first need to install the MultiLine program (Middleware) via [www.multiline.lu](http://www.multiline.lu)

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# Your MultiLine contacts

## MultiLine website

Multimedia presentation and information on MultiLine  
at [www.multiline.lu](http://www.multiline.lu)

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## MultiLine Help Desk

Tel.: (+352) 26 588 588

Fax: (+352) 26 588 585

Monday to Friday

8.00am to 6.00pm

Saturday morning

9.00am to 1.00pm

(except bank holidays)

E-mail: [helpdesk@multiline.lu](mailto:helpdesk@multiline.lu)

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## Managing your contracts

Tel.: (+352) 42 42 - 32 32

Monday to Friday

8.00am to 5.00pm

E-mail: [multiline@bgl.lu](mailto:multiline@bgl.lu)

