

READ OR CHANGE THE PASSWORD

TO PASSWORD-PROTECTED DOCUMENTS



User Guide

ZARZ/2022/1/NSenergy

INTRODUCTION

Dear Client,

By protecting documents sent to you, we want to increase the security and confidentiality of your data. Therefore, we have created *the User Guide*, which includes a step-by-step description how you can view an automatically generated password to secured documents received from Noble Securities (NS). We also indicate there how you can change it to your own or random password.

We invite you to explore *the Guide*.

IMPORTANT!

- the actual Client of NS is the company you represent
- the password is assigned to the Client, not to the representative or proxy, that is why all representatives or proxies use the same password
- you must remember that when you change the password as one of many representatives or proxies of the Client, you also change it for other representatives or proxies. **Remember!** Notify them about the change made
- **NOTE!** in the case of persons conducting business activity, only the company owner has the right to change the password.

CHOOSE THE SYSTEM YOU USE

1

Go to:

www.noblesecurities.pl

2

Click the button

Log in

in the upper right corner of the page

3

Choose the system

NSenergy

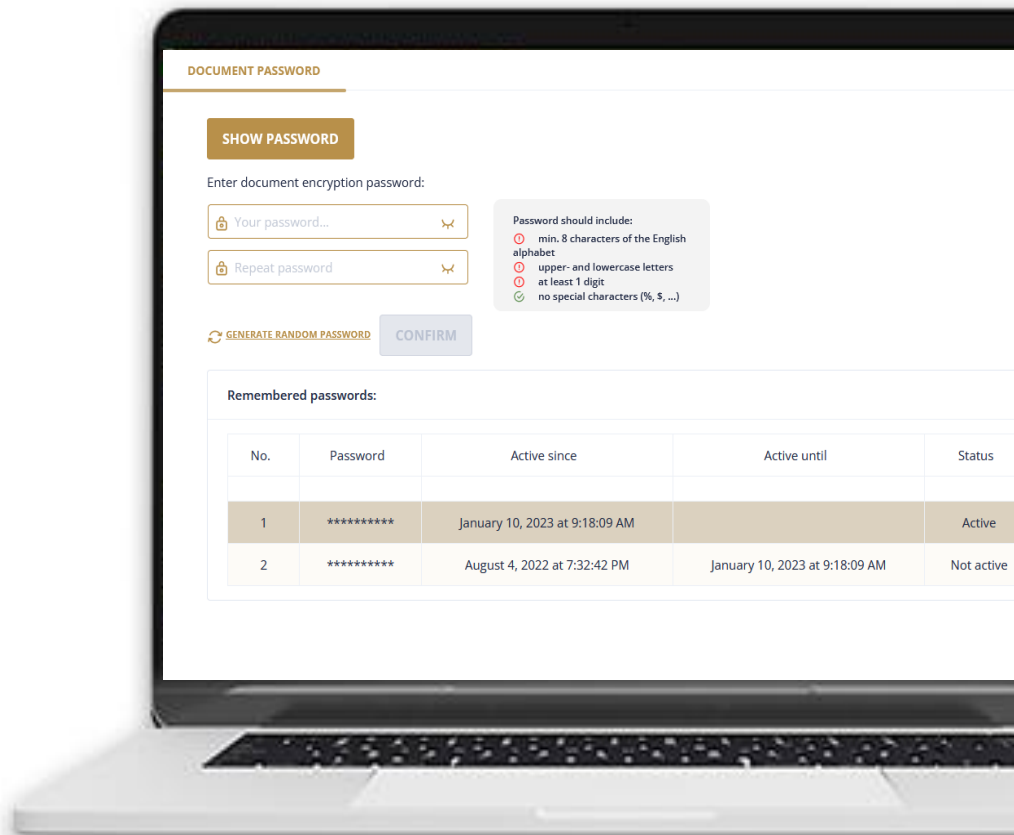
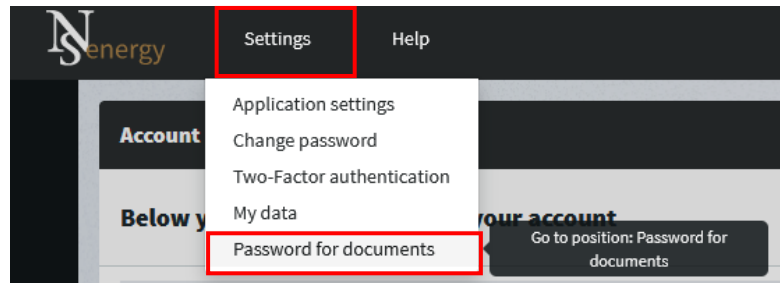
and log in to it

The screenshot shows the Noble Securities website header. The logo 'NOBLE SECURITIES DOM MAKLERSKI' is on the left. In the top right corner, there are three buttons: 'Załącz rachunek', 'Załącz rachunek IKZE', and 'Zaloguj się'. The 'Zaloguj się' button is highlighted with a red border. A dropdown menu is open below it, showing several options: 'myNSapp', 'Sidoma Light', 'Sidoma On-line', 'NS Mobile', 'NSWebMobile', 'NSenergy', 'Rejestr Akcjonariuszy', and 'Akcjonariuszy'. The 'NSenergy' option is highlighted with a red background.

FIND THE 'DOCUMENT PASSWORD' SECTION IN THE SYSTEM

After logging in to the system, go to the **'DOCUMENT PASSWORD'** section. As part of the functionalities available in this section, you can:

- **view an automatically generated password**
- **change the password to your own or random password**



VIEW THE PASSWORD

If you want to view the active password protecting documents, click: **'Preview'** in the **'Actions'** column. In the same way, you will view the archive password with the **'inactive'** status.

The image shows two screenshots from a software interface. The top screenshot displays a table titled 'Remembered passwords' with columns: No., Password, Active since, Active until, Status, Added on, and Actions. Row 1 is highlighted in brown and has a red box around the 'Overview' link in the Actions column. Row 2 is white and also has an 'Overview' link. The bottom screenshot shows a 'DOCUMENT PASSWORD' section with a 'SHOW PASSWORD' button, password input fields, and a 'GENERATE RANDOM PASSWORD' button. A 'View password:' dialog box is open, showing the password 'qqqQQ123' and an 'OK' button. A red arrow points from the 'Overview' link in the top screenshot to the 'View password:' dialog box in the bottom screenshot.

No.	Password	Active since	Active until	Status	Added on	Actions
1	*****	January 10, 2023 at 9:18:09 AM	January 10, 2023 at 9:18:09 AM	Active	Tuesday, January 10, 2023	Overview
2	*****	August 4, 2022 at 7:32:42 PM	January 10, 2023 at 9:18:09 AM	Not active	Thursday, August 4, 2022	Overview

DOCUMENT PASSWORD

SHOW PASSWORD

Enter document encryption password:

Your password...
Repeat password

GENERATE RANDOM PASSWORD CONFIRM

Remembered passwords:

No.	Password	Active since	Active until	Status	Added on	Actions
1	*****	January 10, 2023 at 9:18:09 AM	January 10, 2023 at 9:18:09 AM	Active	Tuesday, January 10, 2023	Overview
2	*****	August 4, 2022 at 7:32:42 PM	January 10, 2023 at 9:18:09 AM	Not active	Thursday, August 4, 2022	Overview

View password:

Your password is: **qqqQQ123**

OK

IT MAY BE USEFUL!

Do you need to read an archive document protected with a password that has been changed in the meantime? We suggest how to do it.

- **pay attention to the date** when you received an email with a password-protected document
- **match this date** with the period in **'Active from' – 'Active until'** columns in the **'Remembered Passwords'** table
- **view** the characters of the relevant password by clicking the **'Preview'**
- **retype** or copy **the characters of the password** to open the document
- **read the document and IT'S DONE!**

CHANGE THE PASSWORD

REMEMBER!

- the password is assigned to the Client of NS, i.e. the company
- all representatives or proxies use the same password
- if you change the password, you also change it for other representatives or proxies, therefore notify them about the change made
- **this rule does not apply to self-employed persons** – in this case **only the company owners** have the right to change the password



ENTER YOUR OWN PASSWORD

- enter the password in the '**Enter the document encryption password**' field
- repeat it in the next field
- check the characters of the password entered by clicking the **eye** icon
- if the password set is correct, click the '**Confirm**' button, or otherwise correct it

IMPORTANT!

Your own password:

- it should contain **at least 8 alphanumeric characters** (letters from the English alphabet, digits)
- including **lower- and uppercase letters**
- **without special characters**, e.g.: !, @, #, \$, %, &
- **in the absence of any of the above-mentioned assumptions, you will receive a warning**

CORRECT

INCORRECT



GENERATE A RANDOM PASSWORD

- click '**GENERATE A RANDOM PASSWORD**'
- the system will create a new password
- check the characters of the password generated by clicking the **eye** icon
- accept the password by clicking the '**Confirm**' button or generate another random password

DOCUMENT PASSWORD

SHOW PASSWORD

Enter document encryption password:

Password should include:

- ✓ min. 8 characters of the English alphabet
- ✓ upper- and lowercase letters
- ✓ at least 1 digit
- ✓ no special characters (% , \$, ...)

Y2fE6BES

IMPORTANT!

We will ask you to confirm the generated password:

- we will send you the authentication code
- you will receive it in an **e-mail and/or text message** – it depends on the channel chosen by you to receive authentication codes
- enter the code characters in the '**Security verification**' box and click '**Next**'
- your password will be saved in the system

Security verification

E-mail verification code no. 4 from the day 2023-02-07

Enter 6-digit code sent to *****@dmms.pl

REMEMBER!

Keep your e-mail address and phone number up-to-date. Through these channels we will provide you with authentication codes. We will also contact you in the case of other important matters.

Do you have any questions? **Contact us!**



www.noblesecurities.pl



energia@noblesecurities.pl



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(connection cost according to the operator's rates)



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