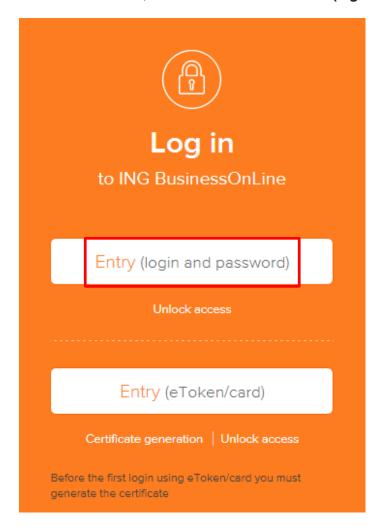


Use this manual, if:

- You are a new ING Business user
- You will sign in to the system on the basis of login, password, and authorisation code sent by text message

STEP 1

You can sign in to ING Business on the following web page: www.ingbusiness.pl. In the field Log in to ING BusinessOnLine, click the first button — Enter (login and password)



STEP 2

To sign in for the first time, you will need:

- Your login
- Starting password



LOGIN

- We have sent it to the mobile phone number provided to us for your User by the person who added you to the system.
- This login will not change remember it
- If you do not know your login, call ING Business Centre after positive verification of your identity, our consultants will provide your login
- ING Business login is a different login than **ING BankOnLine** login or **My ING**. If you us retail banking, you will have two different logins.

STARTING PASSWORD

We could send the starting password in two ways:

1. Electronically:

- we have sent it to the e-mail address provided to us for your User by the person who added you to the system.
- it shall be valid within a period of 5 calendar days from the generation date which you will find in the e-mail message.
- we have sent it from the mail box MSBusiness.start@ingbank.pl. Check SPAM, if you do not see the message on the list of received messages.
- Generate a new password, if your starting password has expired use the manual <u>Ordering</u> starting password in electronic version

2. In paper form

- We have sent it to the correspondence address provided to us for your User by the person who added you to the system.
- it shall be valid within a period of 30 calendar days from the generation date. You will find the date on the front of the envelope.
- we have sent it by PDP courier
- order new starting password, if the previous one has expired. Use the manual <u>Ordering starting</u> password in paper version

STEP 3

Go to the manual <u>Signing in with starting password</u>, if you know your login and have a valid starting password.

Should you have any questions, please call **ING Business Centre**: **32 357 00 24** or **801 242 242** or send e-mail to: bc@ingbank.pl. Our consultants are at your service on working days from Monday to Friday, **8:00 a.m.** to **6:00 p.m**.