

User manual
How to fill out ING BusinessOnLine application

1. ING BusinessOnLine application section A
 - a. Client's number in the ICBS (filled out by WBT/ZBT Specialist or Client's Advisor)
 - b. Section 'Client accounts'
 - i. Provide account numbers, then in section BC (user's rights) you will provide only serial numbers of given accounts; there is no need at all to provide accounts in section A – in such case you will have to provide full account numbers in user's rights and acceptance schemes sections.
 - ii. Choose account, which should be charged with fees and commissions due to the Bank for the System usage:
 1. subscription;
 2. eToken;
 3. microprocessor card;
 4. USB card reader;
 5. PCMCIA card reader;
 6. system activation;
 7. service visit;
 8. unblock.

1.	ACCOUNT NUMBER	12 3456 7890 1234 5678 9012 3456
2.	ACCOUNT NUMBER	12 3456 7890 1234 5678 9012 3450

Hereby, the Client authorizes the Bank to charge the mentioned herein below account with the fees and commissions due to the Bank for the System usage:

ACCOUNT NUMBER	12 3456 7890 1234 5678 9012 3456
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- c. Section 'Users'
 - i. In order to unambiguously indicate user, provide his PESEL and ID document;
 - ii. Address where starting login and password are to be sent should be provided only if it differs from company's address (or company's correspondence address) indicated in Client's data;

- iii. Issuing of starting login and starting password – checking this field causes that Bank will generate starting packet which lets User generate the certificate on a certificate carrier. Generation of the starting packet causes that current user's certificate will be blocked (only if the User has active or inactive certificate);
- iv. Equipment selection – choose the type of certificate carrier and, in case of microprocessor card, type of reader;
- v. (CONCERNS BASIC AND EXPANDED VERSIONS OF APPLICATION – SIMILARLY IN DETAILED SETTINGS OF EXPANDED VERSION) User's rights to functions in the system; fields with checkboxes let define the type of change:
 1. "Adding" – user will be granted with chosen rights (previous rights will not be affected);
 2. "Modification" – user will be granted with new rights matrix ("old" rights will be deleted);
 3. "Deleting" – user will lose chosen rights.

NAME	JOHN	SURNAME	DOE
PESEL / Identity Document Number	82072920017		
Name and address where the equipment is to be sent*			
MOBILE PHONE	+48 123 456 789	E-MAIL	john.doe@company.com
<input checked="" type="checkbox"/>	Issuing of starting login and starting password in order to generate the certificate on a certificate holder**		
Selected equipment:			
<input type="checkbox"/>	USB kit (USB reader + card)	<input checked="" type="checkbox"/>	eTOKEN kit***
<input type="checkbox"/>	Card kit	<input type="checkbox"/>	PCMCIA kit (PCMCIA reader + card)
User's rights to the functions in the System:			
<input checked="" type="checkbox"/>	Adding	<input type="checkbox"/>	Modification
<input type="checkbox"/>	Deleting		
<input checked="" type="checkbox"/>	ACCOUNTS	<input checked="" type="checkbox"/>	ORDERS MANAGEMENT
<input checked="" type="checkbox"/>	TRANSFERS	<input checked="" type="checkbox"/>	TEMPLATES
<input checked="" type="checkbox"/>	STANDING ORDERS	<input checked="" type="checkbox"/>	SALARY TRANSACTIONS
<input type="checkbox"/>	Currency Conversion – negotiated rate	<input type="checkbox"/>	Disbursement of funds – domestic
<input type="checkbox"/>	Disbursement of funds - FX	<input type="checkbox"/>	B2B DIRECT DEBIT – creditor + List of DD/B2B DD debtors
<input type="checkbox"/>	DIRECT DEBIT – creditor + List of DD/B2B DD debtors	<input type="checkbox"/>	DIRECT DEBIT / B2B DIRECT DEBIT – debtor
<input type="checkbox"/>	SIMP	<input type="checkbox"/>	CASH PROCESSING
<input type="checkbox"/>	EWS + List of EWS beneficiaries	<input type="checkbox"/>	DEPOSITS
<input type="checkbox"/>	LOANS	<input type="checkbox"/>	CARDS

<input checked="" type="checkbox"/>	COMMUNICATIONS	<input type="checkbox"/>	TRADE FINANCE	<input type="checkbox"/>	NOTIFICATIONS
<input type="checkbox"/>	APPLICATIONS	<input type="checkbox"/>	ADMINISTRATION****	<input type="checkbox"/>	COMPANY ALIAS
<input checked="" type="checkbox"/>	GROUPS MANAGEMENT	<input checked="" type="checkbox"/>	IMPORT / EXPORT / REPORTS	<input checked="" type="checkbox"/>	DATABASES*****
<input type="checkbox"/>	SUPERUSER				

d. Signatures section

- i. On behalf of the Client – signatures of representatives (persons authorized to make declaration of will on behalf of the Client);
- ii. On behalf of the Bank – signatures of Bank employee (WBT/ZBT Specialist or Client's Advisor); signature is also the confirmation of correctness of the application; there is no need for signatures of Bank's representatives;
- iii. Confirmation of signatures conformity – signature of authorised Bank's employee.

Stamp and signatures of the persons duly authorized to make declarations of will on behalf of the Client		Signatures of Bank employee	
Date		Date	
Filled in by the Bank			
Hereby, I confirm that the signatures conform with the Signature Specimen Card /RUK:		DATE:	

2. ING BusinessOnLine application sections B/C
- a. Client's number in the ICBS (filled out by WBT/ZBT Specialist or Client's Advisor);
 - b. Acceptance group:
 - i. "Adding" – creation of a new acceptance group and assignment of chosen user to given acceptance group;
 - ii. "Modification" – deletion of chosen user from "old" acceptance group and assignment of the user to acceptance group indicated in the table;
 - iii. "Deleting" – deletion of chosen user from given acceptance group.
 - c. Users right to accounts (provide serial numbers of accounts from section A or full account numbers if not provided in section A):
 - i. "Adding" - user will be granted with new rights to accounts (previous rights will not be affected);
 - ii. "Modification" - user will be granted with new matrix of rights to account ("old" rights will be deleted);
 - iii. "Deleting" - user will lose all rights to chosen account.

ACCEPTANCE GROUP						USERS RIGHTS TO ACCOUNTS								
Adding	Modification	Deleting	Name and surname of the User	PESEL no.	Acceptance group*	ACCEPTANCE GROUP NAME **	Adding	Modification	Deleting	Accounts numbers / serial numbers of the accounts from section A	Review +			
											Review	Implementation	Sending	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John Doe	82072920017	A	Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- d. Acceptance schemes (to accounts and applications):
 - i. "Adding" - creation of a new acceptance scheme and assignment of chosen accounts and limits to given acceptance scheme;
 - ii. "Modification" - deletion of all previous accounts from acceptance scheme, addition of indicated accounts and modification of limits according to new matrix;
 - iii. "Deleting" – deletion of chosen acceptance scheme.
- e. Signatures section
 - i. On behalf of the Client – signatures of representatives (persons authorized to make declaration of will on behalf of the Client);
 - ii. On behalf of the Bank – signatures of Bank employee (WBT/ZBT Specialist or Client's Advisor); signature is also the confirmation of correctness of the application; there is no need for signatures of Bank's representatives;

iii. Confirmation of signatures conformity – signature of authorised Bank’s employee.

ACCEPTANCE SCHEMES TO ACCOUNTS							LIMITS **** (if not filled in, it means that there are no limits) – do not apply for orders being sent to accounts of recipients defined in the attachment <i>Special beneficiaries list</i>					
Adding	Modification	Deleting	Account number / serial number of the account from section A	Forming acceptance scheme*	Acceptance scheme name**	Scheme expiry date (if not filled in, it means that the scheme is valid for indefinite period)		Type ***	Internal	External	Associated groups	Currency
						from	to					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	AB	Basic	from		J		50 000		PLN
						to		D				
								T				
								M				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				from		J				
						to		D				
								T				
								M				

Adding	Modification	Deleting	Scheme forming ⁴	Scheme name ⁵	SCHEME EXPIRY DATE (if not filled in, it means that the scheme is valid for indefinite period)	
					FROM	TO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AB	Basic		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

3. There is a separate application for deleting of a chosen user from the system – the result is deletion of a connection between the user and the company.