



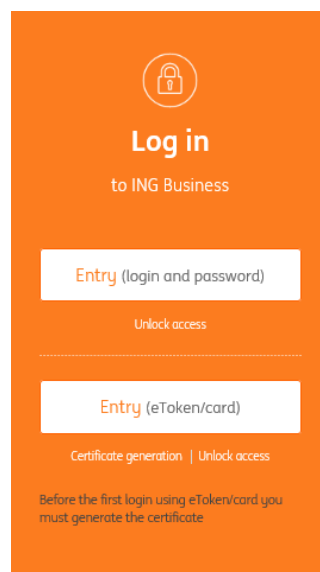
HOW TO CHECK AND UPDATE THE TELEPHONE AND ADDRESS DATA ENTERED INTO THE SYSTEM

Use the User Guide if:

- You are the user and you have access to ING Business and
- Are authorised to the Configuration module – Administration and
- You want to make sure that your telephone and address data in the bank system are up to date.

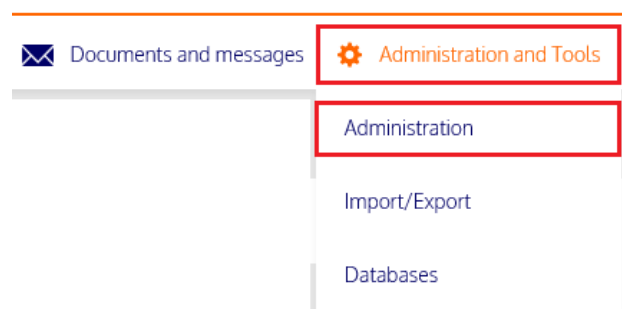
STEP 1

At www.ingbusiness.pl select the correct login method and log into the ING Business system.



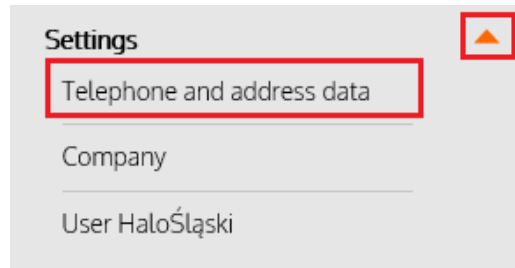
STEP 2

Upon logging in, drop down the **Administration and Tools** menu onto the right hand side of the home screen and select **Administration**.



STEP 3

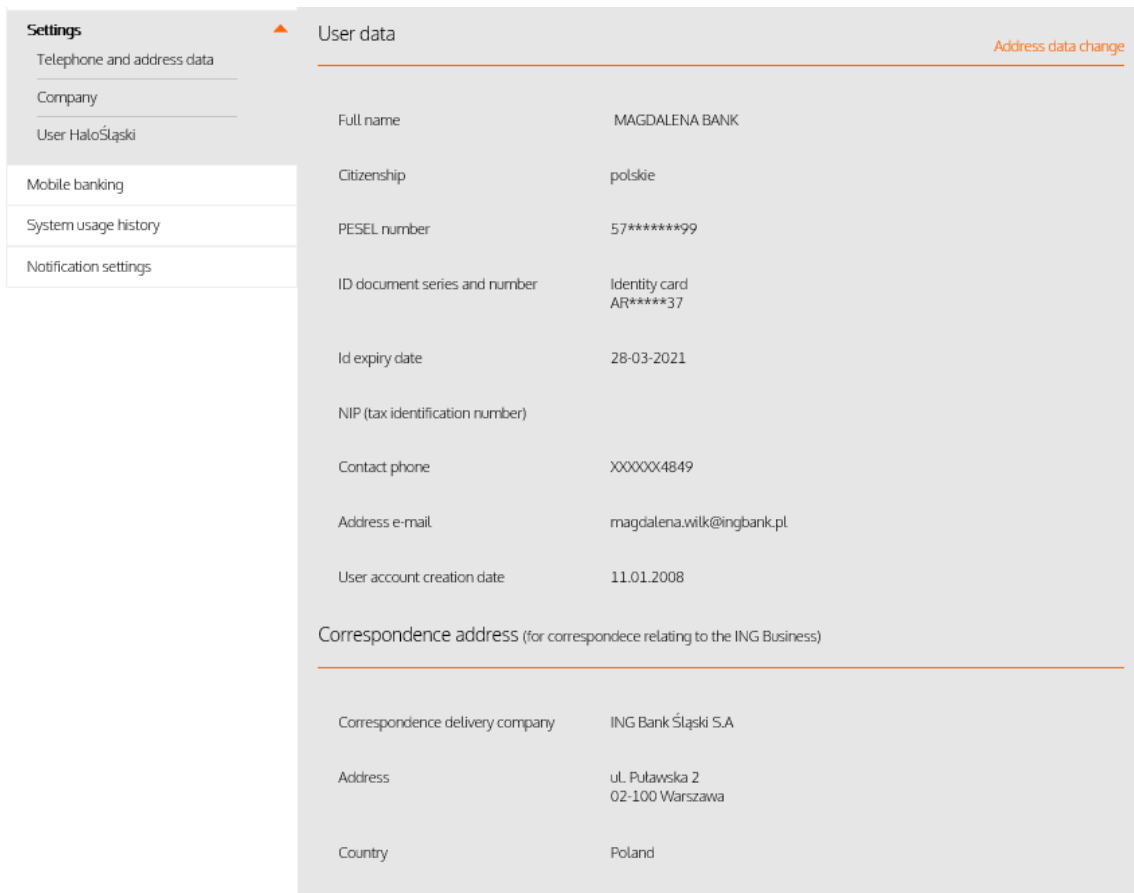
On the left hand side of the screen you will see the **Administration** menu. Expand **Settings** and select **Telephone and address data**.



STEP 4

In the telephone and address data, you will be able to check the following items entered into the system:

- Type and number of the identity card and its expiry date
- 4 last digits of the mobile phone entered into the system
- E-mail address
- Mailing address for the system-related correspondence, e.g. start package

A screenshot of the 'User data' page in the application. The left sidebar shows the 'Settings' menu with 'Telephone and address data' selected. The main content area is titled 'User data' and includes an 'Address data change' link. It displays a list of user information fields and their values.

Full name	MAGDALENA BANK
Citizenship	polskie
PESEL number	57*****99
ID document series and number	Identity card AR*****37
Id expiry date	28-03-2021
NIP (tax identification number)	
Contact phone	XXXXXX4849
Address e-mail	magdalena.wilk@ingbank.pl
User account creation date	11.01.2008

Correspondence address (for correspondence relating to the ING Business)

Correspondence delivery company	ING Bank Śląski S.A
Address	ul. Puławska 2 02-100 Warszawa
Country	Poland

STEP 5

YOU NEED TO UPDATE YOUR DATA IF THE MOBILE PHONE NUMBER, E-MAIL ADDRESS OR MAILING ADDRESS ENTERED INTO THE SYSTEM ARE NO LONGER VALID OR UNTRUE

Click **Address data change** on the right hand side of the screen.

Settings User data Address data change

Telephone and address data

STEP 6

Enter correct and up-to-date data and click **Approve**.

← Change in address details

Company	FIRMA 'C' SP.J.
Address	PULAWSKA 2 WARSZAWA 02-566
Surname and name	MAGDALENA BANK
PESEL / ID number	57061502099
Correspondence delivery company	FIRMA 'C' SP.J.
Street	ul. Pulawska 2
Town	Warszawa
Postal code	02-100
Country	Poland
Phone number	XXXXXX4849
E-mail	magdalena@ingbank.pl


Attach file from your phone Add attachment

Approve Save working copy

STEP 8

On the confirmation screen make sure that the data are correct.

- If you notice a mistake, click the return arrow and correct your data.

 Change in address details

- If your data are correct, click **Sign and send**, if you want to save the request and have proper authorisations.



STEP 9

Enter the sms code and once again click the button of the previously selected action.

- If you have access to the previously entered mobile phone number, you have received the sms code. Enter the code in the field and click once again the previously selected action.



The code is valid for 2 minutes from its generation.

- If previously you did not have the mobile phone number or if currently you do not have access to the number entered into the system, the request will have to be confirmed by another user of the system.

STEP 10

ING Business requests are processed by users that have proper authorisations in the system.

- If you have proper authorisations, your request will be processed.
- If you do not have proper authorisations, your request will be placed on the list of requests. You can check your request in the **Transfers and Requests** tab



in the **Applications** module, its status will be **introduced** or **pending acceptance**.

Applications

New application

Submission date	Name of application / Status
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22.11	Change of address data Introduced
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Sign and send



To process the request, it will be necessary to sign it and send it by persons meeting the approval scheme for system requests.

Should you have any questions call **ING Business Centre: 32 357 00 24** or **801 242 242** or write to us at: bc@ingbank.pl. Our advisors are available Monday through Friday from **8 a.m.** to **6 p.m.**