



SIGNING IN TO ING BUSINESS SIGN-IN METHOD: LOGIN AND PASSWORD

Use this manual, if:

- You sign in to the ING Business system using login and password
- You know your login
- You remember your sign-in password. If you do not remember your password, use the manual I do not remember my sign-in password.
- Your password is not blocked. If your password is blocked, use the manual Sign-in password has been blocked.

STEP 1

Go to the website www.ingbusiness.pl and in the section **Log in to ING BusinessOnLine**, click the button - **Enter (login and password)**

Log in
to ING BusinessOnLine

Entry (login and password)

Unlock access

Entry (eToken/card)

Certificate generation | Unlock access

Before the first login using eToken/card you must generate the certificate

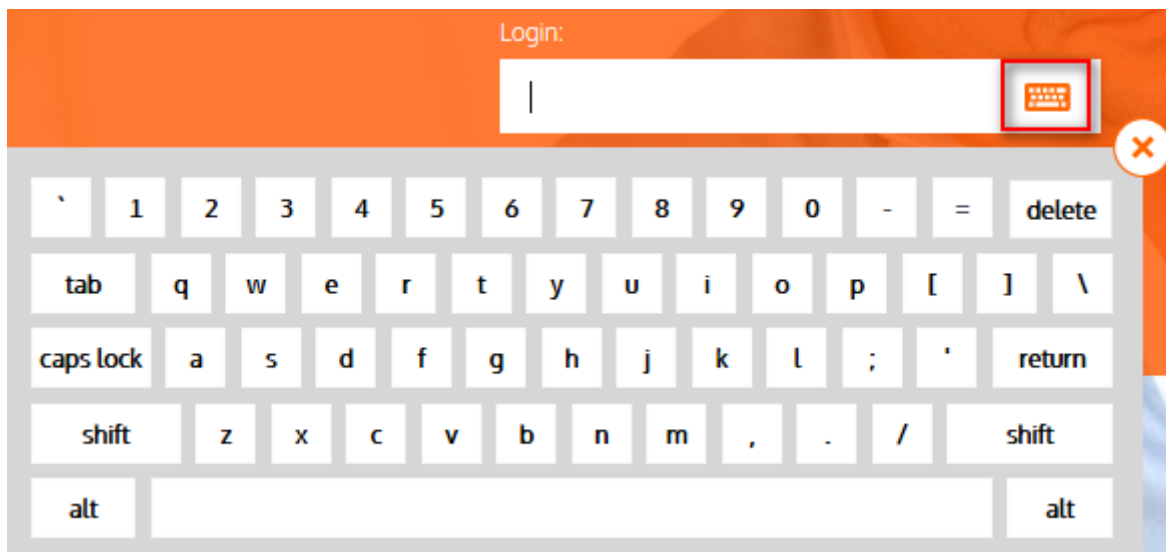
STEP 2

Enter your **login** and click **Next**.



Remember:

- Login has the following format: xxxyyy1234. Enter it without spaces. Login is not case sensitive.
- You can enter your login manually or using the on-screen keyboard (keyboard icon on the right of the field).



- Login to ING Business is different than login to My ING retail banking
- Login does not change. If you do not know your login, call ING Business Centre

STEP 3

Enter **5 characters of your password selected by the system** in white boxes and click **Next**.

Login: banmag6526

Password:

1 2 4 9 10

First login
Login loss
Unlock

NEXT

- Remember that the **password is case sensitive!** Before entering it, always make sure that Caps Lock on the keyboard is off.

The ING Business will never ask you to enter the complete password — you will be always asked to enter only **five characters of your password**. Boxes to be filled in are bigger and empty inside. In such a random arrangement:

I have to enter the 1st, 2nd, 4th, 9th, 10th character of my password.

My password is "**AliceHasACat21.**", so in the 1st box I enter "**A**"; in the 2nd box: "**I**"; in the 4th box: "**c**"; in the 9th box: "**A**"; and in the 10th box: "**C**".

STEP 4

If you entered incorrectly even one character of the password or provided your login incorrectly, you will see the following message:

Logon error

Make sure that you have entered your login and password correctly
or you have managed to type text message code to two minutes from its generation.

- Click "Back to the login page" to log on again.
- When you **do not remember** your password or if you **have entered incorrect characters of the password at least 5 times in a row**, click "Unlock" and follow screen instructions.

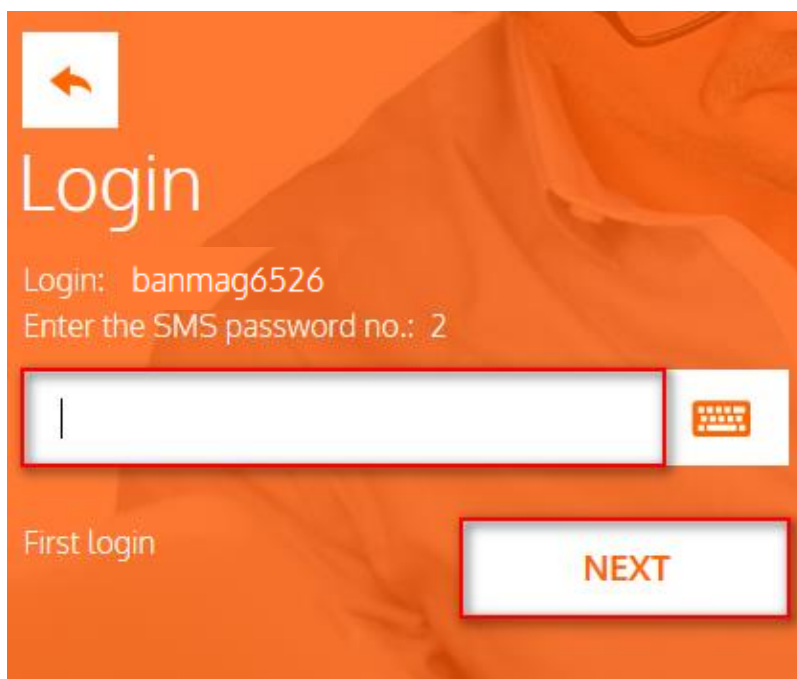
Unlock

BACK TO THE LOGIN PAGE

- Click **Back to the login page** if you are sure that you know your login and you remember your password. You will return to the page where you enter your login — try to sign in again — proceed through the subsequent screens carefully
- Click **Unlock** if you **do not remember your password** or if you **have entered your password incorrectly five times in a row**. Follow the instructions on the page.

STEP 5

Signing in may require authorisation with authorisation code. Enter the **code** from the SMS message and click **Next**.



- We have sent the code to the mobile phone number provided in the system.
- The code is valid for 2 minutes after generation. If the code sent to you expires, click **back icon** and try to sign in again.
- Read the text message carefully. Check date and time of sending of the text message. Make sure that the message number provided in the text message is the same as the number visible of the computer screen.

An example of SMS message with code:

ING.SMS No:1. ING BusinessOnLine sign-in authorization code dated 01.01.2014 at 08:00 a.m. 12345678*01.01.2014 08:00**

In this example, the code you have to enter is: 12345678.

- If you have not received the text message code, use the manual [I do not receive SMS codes](#).

You are now signed in to the system.



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.**

