



## SIGNING IN TO ING BUSINESS SIGN-IN METHOD: CERTIFICATE

Use this manual, if:

- You sign in using an eToken or a cryptographic card to the ING Business system and
- On the computer you will use to sign in, you have the SmartCard ToolBox application installed. If you still have not installed it, use the manual [SmartCard ToolBox ING software installation](#).
- All parameters visible in SmartCard Toolbox are correct — check them in accordance with the manual [SmartCard Toolbox ING](#)

### STEP 1

Plug eToken/cryptographic card into a USB port.

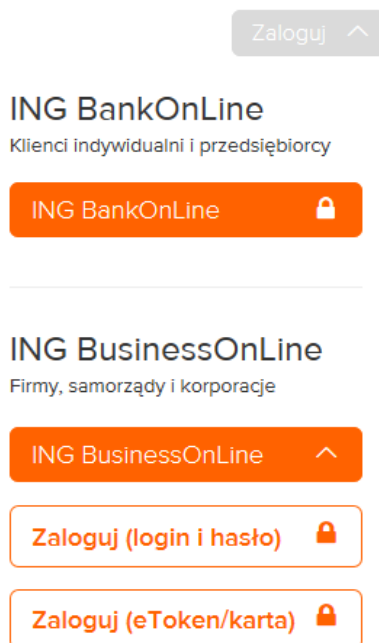
### STEP 2

Go to the site [www.ingbusiness.pl](http://www.ingbusiness.pl) Use one of the two possible methods of signing in to ING Business:

- In the field **Sign in to ING Business**, click the second button — **Enter (eToken/card)**

The screenshot shows the login interface for ING BusinessOnLine. At the top, there is a padlock icon. Below it, the text reads "Zaloguj się do ING BusinessOnLine". There are two main login buttons: "Wejście (login i hasło)" and "Wejście (eToken/karta)". Below the first button is a link "Odblokuj dostęp". Below the second button are links "Generuj certyfikat" and "Odblokuj dostęp". At the bottom, there is a note: "Przed pierwszym logowaniem z użyciem eTokena/karty musisz wygenerować certyfikat".

- Expand the option **Sign in** in the top menu, then expand **ING Business** and click **Enter (eToken/card)**.



### STEP 3

Select the certificate you want to use to sign in and click **OK**.

If on the certificate list:

- There is more than one certificate displayed, select the certificate that is yours and is most recent. To check this, right-click on the certificate.
- If you see more than one certificate with your name, delete the older one. Use the instruction [How to delete older certificates from computer memory?](#)
- if you do not see your most recent certificate, register it. Use the manual [Certificate registration – I cannot see my certificate when signing in](#).

### STEP 4

Enter the password to the eToken/cryptographic card. Click **OK**.

- If you use Mozilla Firefox to sign in to ING Business, you will be asked to enter the main password — you should enter the password to eToken/card then.
- Make sure that Caps Lock on the keyboard is off and enter your password. Remember: it is case sensitive!
- If you do not remember your sign-in password, use the manual [Unblocking eToken/card](#).

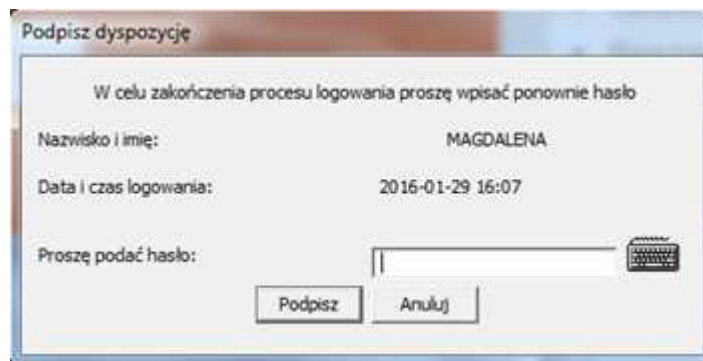
## STEP 5

Check data on the screen and click **Sign in**.



## STEP 6

Enter your password to eToken/card and click **Sign**.



You are now signed in to the system.

## REMEMBER:

Depending on the web browser you use to sign in, different browser requirements can apply. If you sign in using:

- Internet Explorer – use the manual [Internet Explorer Configuration](#)
- Mozilla Firefox – use the manual [Mozilla Firefox Configuration](#)

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](mailto: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.**