



## SIGNING DOCUMENTS IN THE COMMUNICATION MODULE

Seek help when:

- you filed an account opening application under the ING Direct Business offer,
- you received an e-mail and a text message with login data for the ING Business system

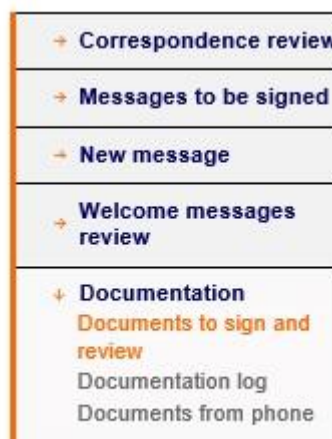
### STEP 1

- Go to [www.ingbusiness.pl](http://www.ingbusiness.pl) and under Log in to ING Business click **Logon (login and password)**
- In the top menu, click **Communication**.

Portal Administration Tools Notifications Communications Applications PL EN

### STEP 2

- From the side menu, choose the **Documents** tab, and next **Documents for signing and viewing**.



- For the Status criterion, tick **New** and click **View** to display a batch of documents for signing.

## Documents to sign and review

Product type:

Product name/reference number:

Date:

from:  to:

recent:

Status:

Is being processed     To be signed

To be viewed     Binding

New     To be sent

Sent

Show

Print page

- From the list of documents, choose the batch of documents for signing with the status: **New**. To read documents, click the link:

Product type	Product name	Reference number	Status	Delivery date	Signing date	Validity date
Current service - corporate accounts	<a href="#">Current service - corporate accounts</a>		New	22-11-2018		22-12-2018

1 to 1 (from 1)

Print page

- New** – stands for the status of a batch of documents sent by the bank and not read by any user.
- Incoming date** – stands for the date when the bank provided a batch of documents
- Expiry date** – stands for the date by which the user should send the batch to the bank. Should you not send the batch by the end of the day, by 23:59 hours, the batch will be automatically deleted from the list of documents.

### STEP 3

On the **Documents details** screen you may see the content of the batch that is individual documents.

## Documents' details

Product name: Current service - corporate accounts  
Reference number:

Documents to sign

[Formularz badania powodów rezygnacji z obsługi bankowej](#)

Document ID

{71E0F170-CF7B-48D4-88EA-75823D3EE840}

Status

To be signed

Back

Reject

Save

Send

Documents are tagged as follows:

- **Document ID** – stands for a unique document identification number assigned by the bank.
- **For signing** – stands for the status of the document which has not been signed off yet.

#### STEP 4

- Click the document to view its content.
- Read the representation displayed on the screen. Click the link and read the GTC. Tick the field next to the representation.

W imieniu Klienta oświadczam iż jest mi wiadome, że podpisanie dokumentu w trybie elektronicznym z wykorzystaniem systemu ING BusinessOnLine, jest równoznaczne w skutkach ze złożeniem podpisu w formie pisemnej.  
Regulamin otwierania i prowadzenia rachunków bankowych ING Banku Śląskim S.A.

- Click **Sign**.

[Save](#) [Sign](#)

#### STEP 5

When the persons – whose signatures are required – sign the documents, click **Send** to send your batch to the bank.

### Documents' details

**Product name:** Current service - corporate accounts  
**Reference number:**

**Documents to sign**  
[Aneks nr do Umowy Ramowej](#)

**Document ID**  
{7CB92175-523E-4D4C-A7A1-3BB6F97D00BE}

**Status**  
To be signed

[Back](#)

[Reject](#) [Save](#) [Send](#)

#### NOTE:

If any of the documents does not have all the requisite signatures (the document's status is other than Signed), you cannot send the batch to the bank (the batch's status is other than To be sent). You will see the below message in that case:

**Not all documents have been signed. Please sign the relevant documents and return them to the Bank.**

Should you have any questions or doubts, please contact **ING Business Centre** at **32 357 24 24** or **801 242 242** or by email: [bc@ingbank.pl](mailto:bc@ingbank.pl). Our Helpline is available from Monday to Friday, from 8.00 a.m. to 6.00 p.m.