

ING Business. More opportunities.

How to check and update address and contact data?

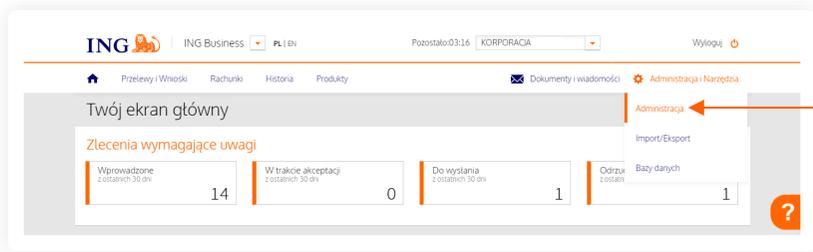
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Before you begin

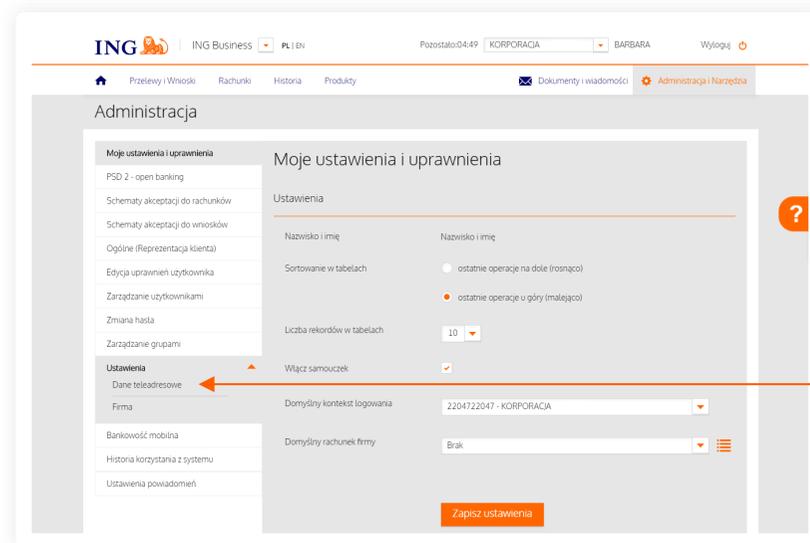
→ To check or update address and contact data in the system, you need to have access to the **Administration and Tools** module.

1



Go to the Main Menu and select **Administration and Tools**, and then **Administration**.

2



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

3

The screenshot shows the 'Administracja' section of the ING Business portal. On the left is a navigation menu with options like 'Moje ustawienia i uprawnienia', 'Ustawienia', and 'Bankowość mobilna'. The main area is divided into two sections: 'Dane teleadresowe' (Account details) and 'Dane użytkownika' (User details). A red question mark icon is visible on the right side of the 'Dane teleadresowe' section.

| Posiadać rachunku | |
|-------------------------|---|
| Nazwa / Nazwisko i imię | KORPORACJA |
| Adres | PLAC TRZECH KRZYZY WARSZAWA 00-499 Polska |
| Numer klienta (firmy) | 2204772876 |

| Dane użytkownika | |
|--|--------------------------|
| Nazwisko i imię | Nazwisko i imię |
| PESEL | 92*****83 |
| Telefon kontaktowy | XXXXXX5202 |
| Adres e-mail | barbara@bank.pl |
| Data zarejestrowania użytkownika w systemie | 02.02.2017 |
| Adres korespondencyjny (do korespondencji dotyczącej systemu ING Business) | |
| Firma - adresat korespondencji | KORPORACJA |
| Adres | PULAWSKA 02-566 WARSZAWA |
| Kraj | Polska |

In the telephone and address data, you can check the following details, among other things:

- the type, number and expiry date of the ID document
- the last 4 digits of the mobile phone number entered to the system
- e-mail address
- mailing address

4

This screenshot shows the 'Ustawienia' (Settings) menu. The 'Dane teleadresowe' (Address data) option is selected, and a red arrow points to the 'Zmiana danych adresowych' (Change address data) link.

Click **Address data change**.

5

This screenshot shows the 'Zmiana danych adresowych' (Change address data) form. It contains various input fields for updating user information. A red arrow points to the 'Zatwierdź' (Approve) button at the bottom.

| | |
|--------------------------------|------------------------------------|
| Firma | KORPORACJA |
| Adres | PLAC TRZECH KRZYZY WARSZAWA 00-499 |
| Nazwisko i imię | NAZWISKO IMIĘ |
| PESEL/Nr dokumentu tożsamości | 9212222222 |
| Firma - adresat korespondencji | KORPORACJA |
| Ulica | PULAWSKA |
| Miejscowość | WARSZAWA |
| Kod pocztowy | 02-566 |
| Kraj | Polska |
| Telefon kontaktowy | *****5202 |
| E-mail | barbara@bank.pl |

Zatwierdź (Approve)

Enter the correct data and click **Approve**.

6

| | |
|--------------------------------|------------------------------------|
| Firma | KORPORACJA |
| Adres | PLAC TRZECH KRZYZY WARSZAWA 00-499 |
| Nazwisko i imię | Nazwisko i imię |
| PESEL/Nr dokumentu tożsamości | 9212222222 |
| Firma - adresat korespondencji | KORPORACJA |
| Ulica | PULAWSKA |
| Miejscowość | WARSZAWA |
| Kod pocztowy | 02-566 |
| Kraj | Polska |
| Telefon kontaktowy | *****5202 |
| E-mail | barbara@bank.pl |

Buttons: Podpisz i wyślij, Podpisz, Zapisz

Make sure the data on the summary screen are correct.

- If you notice a mistake, click the return arrow and correct the data.
- If the data are correct, click **Sign and send**.

7

| | |
|--------------------------------|------------------------------------|
| Firma | KORPORACJA |
| Adres | PLAC TRZECH KRZYZY WARSZAWA 00-499 |
| Nazwisko i imię | Nazwisko i imię |
| PESEL/Nr dokumentu tożsamości | 9212222222 |
| Firma - adresat korespondencji | KORPORACJA |
| Ulica | PULAWSKA |
| Miejscowość | WARSZAWA |
| Kod pocztowy | 02-566 |
| Kraj | Polska |
| Telefon kontaktowy | *****5202 |
| E-mail | barbara@bank.pl |

Podaj kod sms numer: 3 Anuluj kod SMS

Buttons: Podpisz i wyślij, Podpisz, Zapisz

- **Enter SMS code** (sent to the existing mobile phone number entered to the system) and again click the action you selected previously.

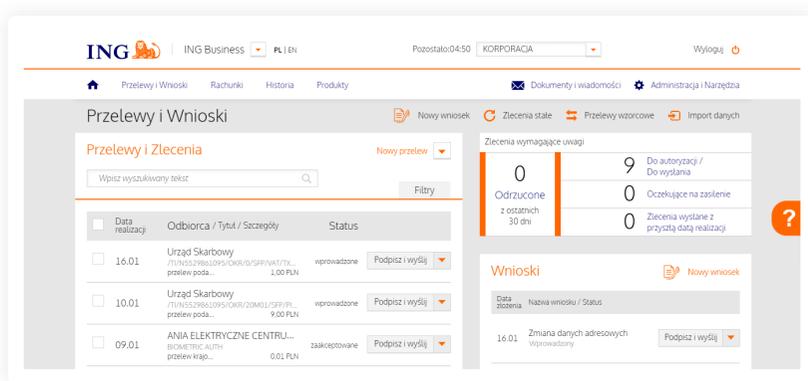
NOTE
→ The code is valid for **2 minutes** from the moment it has been generated.



If you did not have a mobile phone number before or you do not have access to the number entered to the system before, the request will need to be confirmed by another system user.



That's all! Now you know how to check whether files for import are correct.



If you have any questions, please call the ING Business Centre:

32 357 00 24

or e-mail us at: bc@ing.pl. Our advisors are available on weekdays, Monday to Friday, **8.00 am to 6.00 pm**.

Requests in ING Business are effected by users who have the relevant permissions:

- if you have such permissions, the request will be completed
- if you do not have adequate permissions, the request will be added to the list of requests.

You will find it on the screen **Transfers and Requests** in the **Applications** module with the status **introduced** or **pending acceptance**.

In order to be effected, the request will need to be signed and sent by persons in the approval scheme for requests.

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