ADDING A NEW ACCOUNT TO THOSE VISIBLE IN ING BUSINESSONLINE

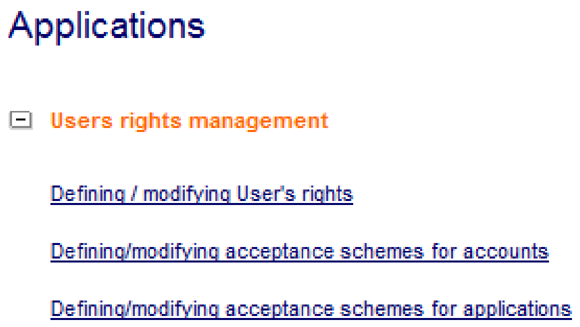
STEP 1

Select the option **Applications** in the top menu (above the orange-coloured strip), and then select the **New Application** button in the menu at the left side of the screen.

STEP 2

Assign to specific users the authority to see the account.

To do this, select the application **Defining/modifying User's rights**.

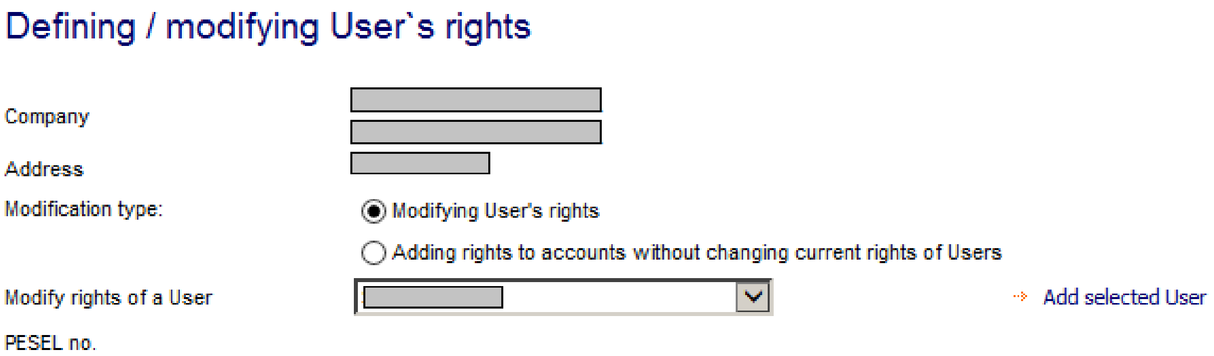


The application may be completed in two ways:

- Select the option **Modifying User's rights**. Select the user to whom you want to make the account visible from the list, and then click on the text **Add selected User**.
  In the current authorities of the user, select blank fields attributable to new accounts. Confirm the operation by clicking on the **APPROVE** button at the bottom of the screen and the **SIGN/SEND** button on the next screen.

or

- Select **Adding rights to accounts without changing current rights of Users**.
  Then select from the lists a user or users to whom you want to assign new authorities and click in each case on the text **Add selected User**. Then you the list of accounts will be displayed from which to select the account to which you want to give authority.
  When you click on the text **Add account**, fields of authorities will appear to be selected. The same authorities will be assigned to all selected users. The operation will be completed by clicking on the **APPROVE** button at the bottom of the screen and the **SIGN/SEND** button on the next screen.



STEP 3 (optional)

In order to define how to make transfers from the account at the level of the whole company, enter **Applications**, and then select **New Application** from the menu at the left side of the screen.

Select the application **<u>Defining/modifying acceptance schemes for accounts</u>**, and then select fields beside the new account number to be added to an existing scheme:

Complete the operation by clicking the **Approve** button at the bottom of the screen, and then

We request for modification of following block of scheme

- [x] 30 1050 1575 1000 0090 3041 1000
- [x] 08 1050 1575 1000 0090 3041 0090
- [ ] 13 1050 1575 1000 0090 3041 3041

the **Sign/Send** button on the next screen.

If you have any questions or doubts, we invite you to contact **ING Business Centre** at the number **32 357 00 24** or **801 242 242** or send an e-mail to the address **bc@ingbank.pl**. The Hotline is open Monday to Friday, from **8:00 a.m. to 6:00 p.m**.