



DELETING AN ACCOUNT FROM THE LIST OF VISIBLE ACCOUNTS AT 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 right 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**.

Applications

☐ **Users rights management**

Defining / modifying User's rights

Defining/modifying acceptance schemes for accounts

Defining/modifying acceptance schemes for applications

STEP 3

Select the option **Modifying User's rights**. Select the user whose authorities you want to change from the list, and then click on the text **Add selected user**.

Defining / modifying User's rights

Company

Address

Modification type:

Modifying User's rights

Adding rights to accounts without changing current rights of Users

Modify rights of a User

→ Add selected User

PESEL no.

STEP 4

When the current authorities of the user have been uploaded, deselect the fields corresponding to accounts which are to be invisible.

Complete the operation by clicking the **Approve** button at the bottom of the screen, and then the **Sign/Send** button at 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.**