

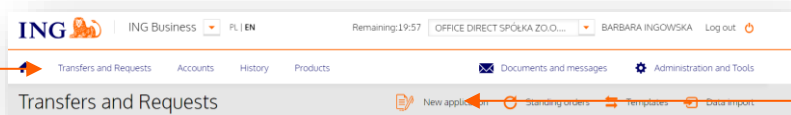
ING Accounting

**How to apply for the
Accounting Office solution?**

[Check](#)

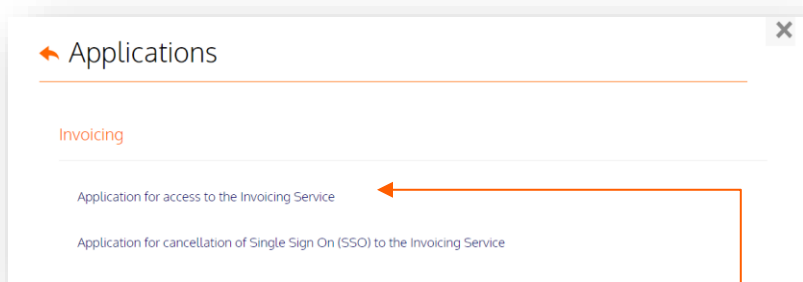
Activation

1



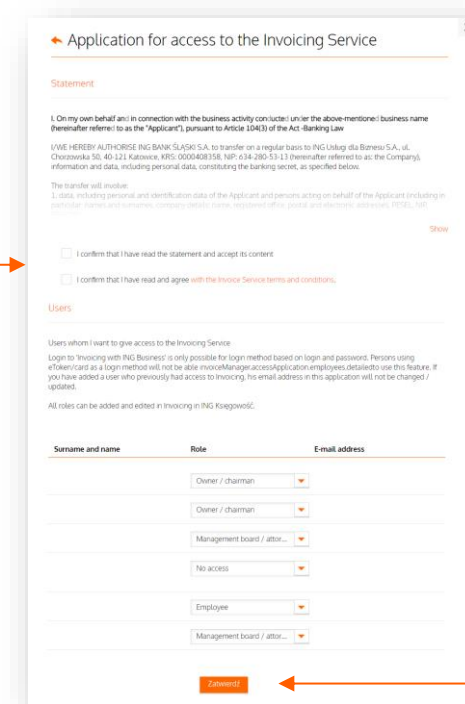
From the main menu choose **Transfers and Requests**, then click **New applicaiton**.

2



Go to **Invoicing** section and choose **Application for access to the Invoicing Service**.

3

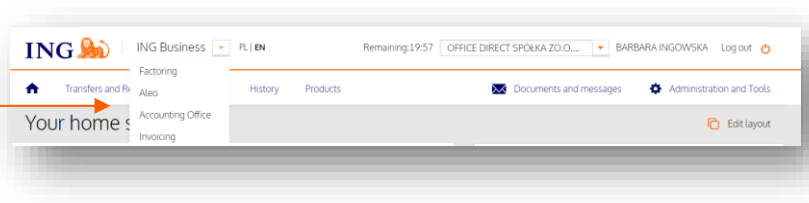


- Get familiar with the statement and regulations of the service – **mark the checkboxes** near the content.
- Define which users from Your company's account in ING Business banking service shall get access to the Invoicing. Then click **Accept**.
- You will receive a SMS code, which You can use to confirm submission of the application.

IMPORTANT!

→ Rest of the persons allowed to submit an application also have to confirm it.

4

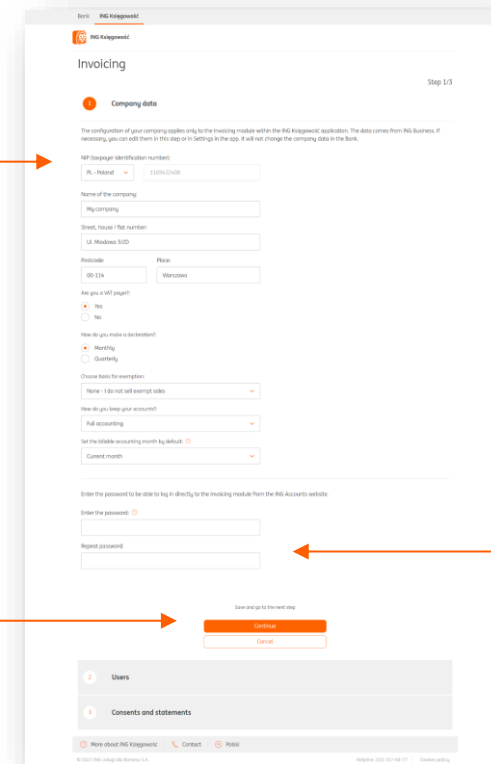


After confirmation of the application (made by people entitled to do so) and its fulfillment by ING Business, You can go to invoicing module.

Click expandable list at the header of site and choose

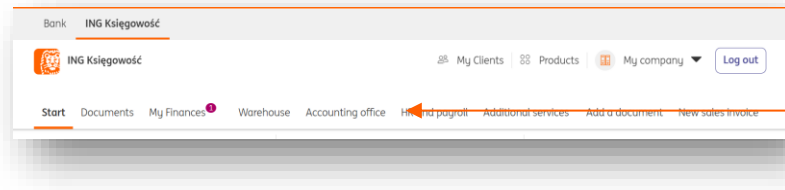
Invoicing or Accounting Office

5



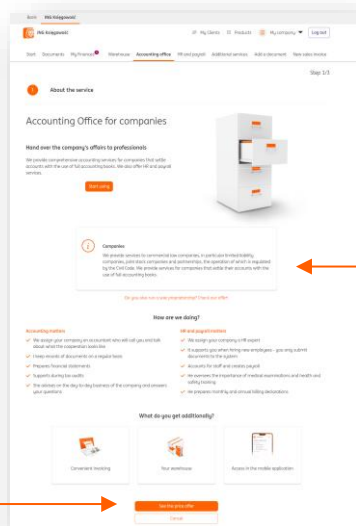
- Verify Your company's data define VAT status, , way of how do You make a declaration and how do You keep Your accounts.
- Create password, which You will be able to use to log in to the application by ingksiegowosc.pl site.
- Click **Continue**.

8



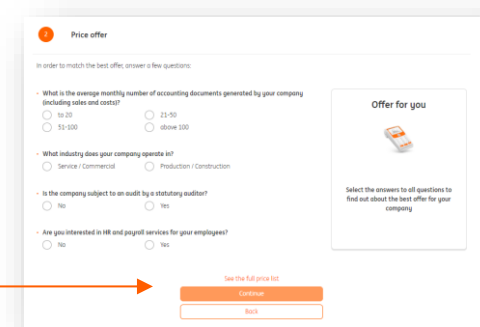
In order to activate Accounting Office solution, click on the **Accounting Office** tab.

9



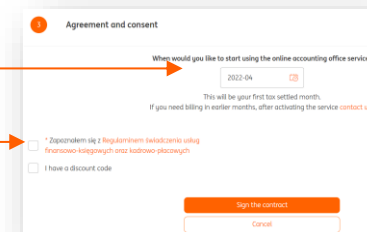
- Get familiar with the solution's description.
- Click **See the price offer**.

10



- You will get an estimated offer depending on Your choices.
- Kliknij **Continue**.

11



- Choose the first starting month
- Get familiar with our regulations – **mark checkbox** near it's content
- Click **Sign the contract**

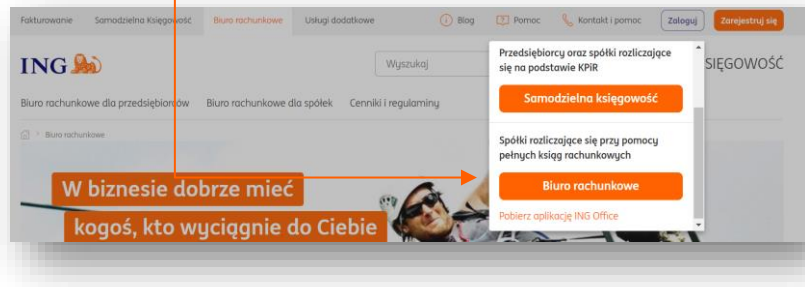


That's all! Now You can use our ING Accounting Office solution.

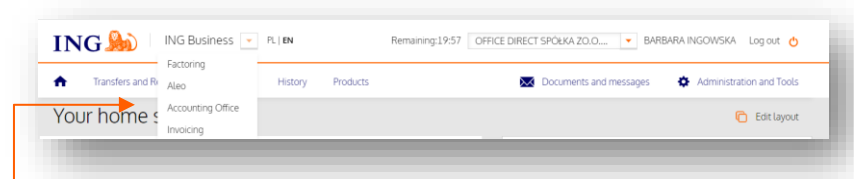
Login to the service

1

In order to log in to the **Accounting Office** :
Go to ingksiegowosc.pl site and login to the system



or:



- Go to ingbusiness.pl and login to the system, then click expandable list in the header and choose
- **Accounting Office**



Jeśli masz pytania:

- call us: **(+48) 32 356 22 23**
- send us an email: wsparcie@ingksiegowosc.pl
- catch us on the chat ingksiegowosc.pl

We are available Monday-Friday 8am – 6pm

Any questions? We got **answers!**

More: www.ingbusiness.pl/pomoc