

ING Księgowość

Integration with KSeF (certificate)

Sole proprietorship
– authentication

Offline
certificate

Integration with KSeF (Krajowy System e-Faktur / National e-invoice System)

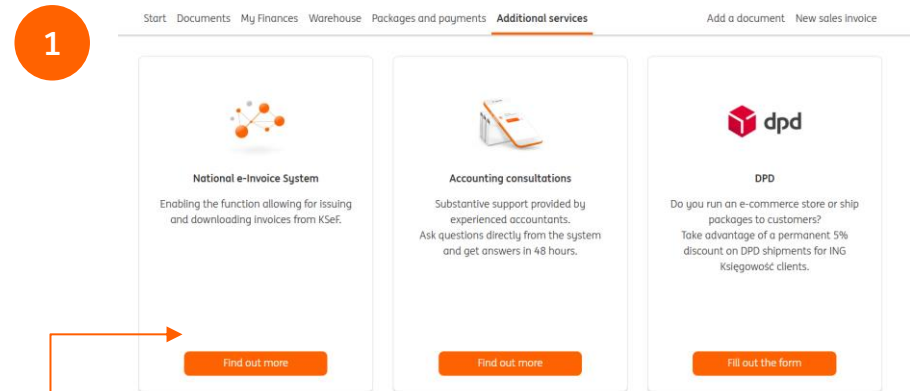
Dictionary

- ✓ **Authentication certificate** – a type of electronic key that allows you to authenticate yourself in KSeF.
- ✓ **Offline certificate** – it allows you to issue invoices in **offline mode** (e.g., when KSeF is unavailable due to scheduled maintenance), in **offline24 mode** (e.g., when you do not have internet access or in any situation where you cannot use KSeF), and in **emergency mode** (when KSeF is unavailable due to technical issues not caused by scheduled maintenance).
Invoices issued in these modes receive **two QR codes**, which, when scanned, allow for identification in KSeF.

Under standard conditions (online mode, when everything operates correctly), an invoice printout contains one QR code. Two QR codes appear only in offline, offline24, and emergency modes.
The offline certificate in the KSeF system is also referred to as the issuer verification link signature (pol. podpis linku do weryfikacji wystawcy).

Thanks to this instruction You will get access to both types of certificates and You will be able to properly connect your company's account in ING Księgowość with KSeF 😊

! Please note, that governmental site dedicated for KSeF is not translated to English, so in this instruction we will use descriptions for not translated elements.



After logging in to ING Księgowość go to **Additional services** tab and click **Find out more** in National e-invoice System tab.

2

Join the National e-Invoice System (KSeF)

Authentication Work in offline mode

Connect the ING Księgowość with the National e-Invoice System and benefit:

- ✓ free integration with KSeF
- ✓ sending sales invoices from ING Księgowość to KSeF
- ✓ downloading cost and sale invoices from your contractors directly from KSeF
- ✓ access to cost invoices without the need to log in to external systems



Start KSeF

Read about this service and click **Start KSeF** in **Authentication** tab.

3

Connect to the National e-Invoice System

Authentication in the National e-Invoice System (KSeF) is a user identity verification process that enables access to the system and management of electronic invoices.

Choose how you will verify your identity in KSeF:

Token

verification using a 40-digit string of characters that can be generated in KSeF Taxpayer Application

Authentication certificate

verification using the KSeF certificate, which you can generate in KSeF Taxpayer Application

In **Authentication Certificate** section click **Authenticate**.



A new window will appear – leave it for now, but don't close it. Proceed to next point of instruction.

4

Open a new card in your browser. Go to the [Ministry of Finance website](#).

5

Provide your tax identification number (NIP) in the 'NIP firmy' field (Company's tax number'). Then click **Uwierzytelnij** (Authenticate).

6

Next you will need to choose way to log in – **profil zaufany** (trusted profile) or **certyfikat kwalifikowany** (qualified certificate).

7

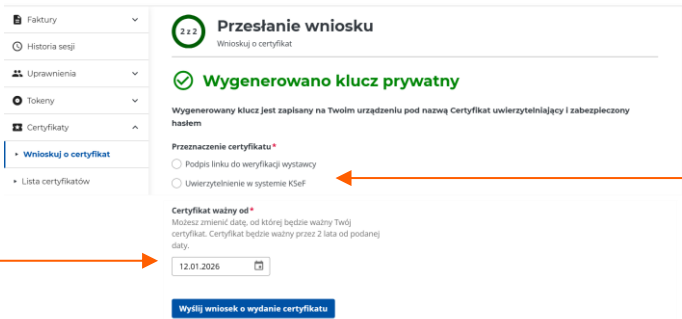
Regardless of the selected login method, after this click **Certyfikaty** (Certificates) > **Wniosek o certyfikat** (Apply for certificate) in the left menu.

- ✓ In the Nazwa certyfikatu (certificate's name) field enter **Certyfikat uwierzytelniający**,
- ✓ Enter a password (**hasło**). It needs to contain minimum 15 characters, 1 lesser letter, 1 big letter, 1 special character (!@#\$%^&*()-_+=). Then you need to enter this again in **Powtórz hasło** (repeat the password) field.
Important – don't forget this password! You will need it soon.
- ✓ Click **Generuj** (generate).

8

In new window you will be able to save the file with **.key** extension on your hard drive. It's your **klucz prywatny** (private key). Proceed next after saving it.

9



Next:

- ✓ Check **Uwierzytelnienie w systemie KSeF** (authentication in KSeF).
- ✓ Select the **date** from which your certificate should be valid. The current date is filled in automatically. The certificate will be valid for 2 years from the selected date
- ✓ Click **Wyślij wniosek o wydanie certyfikatu** (Submit the request for certificate issuance).

Wnioskuj o certyfikat

W realizacji

Twoje żądanie jest w trakcie przetwarzania. Operacja może potrwać kilka minut.

Odśwież

Creation of the certificate can take some time. Don't close the browser's card. You can click **Odśwież** (refresh).

10

Wnioskuj o certyfikat

Zakończono pomyślnie

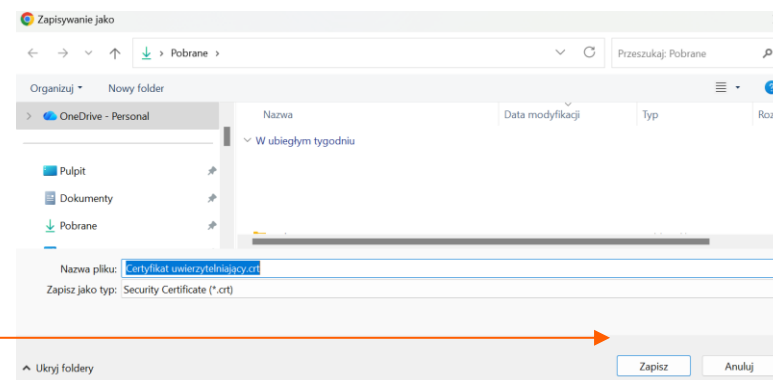
Twój certyfikat został wydany. Zadbaj o jego poufność i bezpieczeństwo.

Certyfikat wraz z kluczem prywatnym może zostać użyty do uwierzytelniania w KSeF. W celu wygenerowania certyfikatu do faktur w trybie offline ponownie wygeneruj klucz prywatny oraz zawnioskuj o certyfikat.

[Pobierz certyfikat](#)
[Lista certyfikatów](#)
[Wnioskuj o kolejny certyfikat](#)

After the successful certificate's creation click **Pobierz certyfikat** (download the certificate).

11



In new window you will be able to save the file with **.crt** extension on your hard drive. **Save it.**



Optional!

You can go to the list of certificates and check how many you have and when they expire. You can also download a certificate again.

Lista certyfikatów

Wnioskuj o certyfikat

Filtrowanie

	Numer seryjny certyfikatu	Nazwa własna	Przeznaczenie	Identyfikator podmiotu, dla którego wystawiono certyfikat	Nazwa właściciela cer
<input type="checkbox"/>	0170384D7AD552B3	Certyfikat uwierzytelniający	Uwierzytelnienie	NIP: 4877230539	Hammoor Atwin Adard

Pobierz certyfikat

Unieważnij

10 wierszy na stronę

1

Go back to ING Księgowość.

12

Authentication in KSeF - Certificate

Check how to do it step by step

- 1 Don't have a certificate yet? [Log in to the KSeF system](#)
- 2 After logging in, go to the Certyfikaty tab and select Wnioskuj o certyfikat. Give it a name and password, then click Wygeneruj. In the next view, select its purpose: uwierzytelnienie w KSeF or podpis linku do weryfikacji wystawcy (tryb offline). After selecting the appropriate option, click Wyślij wniosek. Once the application has been successfully sent, you can download the certificate.

Important - if you are just starting out with KSeF, first create an authentication certificate. If you already have one, select offline mode.
- 3 Add the downloaded certificate below and approve the integration.

Upload the private key file with the .key extension:



Drag and drop the private key file here

[select a file from the disk](#)

Upload the certificate file with the .crt extension:



Drag and drop the certificate file here

[select a file from the disk](#)

Password for the private key:

After integration using the certificate, we will save and encrypt it - then, if you wish, you can delete it and re-integrate with KSeF.

Cancel Integrate with KSeF

- ✓ In the field **upload the private key** add a file with **.key** extension,
- ✓ In the field **upload the certificate** add a file with **.crt** extension,
- ✓ In the field **password to the private key** enter the one provided in step 7.
- ✓ At the end click **Integrate with KSeF**.



13

Home page
ING Księgowość with the National e-Invoice System

Authentication Work in offline mode

Service status: Active connection to KSeF
Type of connection: Authentication certificate

Delete the certificate



Good – your certificate works fine!
Now you'll need an **offline certificate**.



Offline certificate

In case of technical issues or maintenance in KSeF environment you'll need an offline certificate.

14

Go back to the browser's card with KSeF website.

15

Click **Certyfikaty** (Certificates) > **Wnioskuje o certyfikat** (Apply for certificate) in the left menu,

- ✓ For a certificate's name enter **Certyfikat offline**,
- ✓ Enter a password (**hasło**). It needs to contain minimum 15 characters, 1 lesser letter, 1 big letter, 1 special character (!@#\$%^&*()-_+=).

Important – don't forget this password! You will need it soon.

Click **Generuj** (generate).

16

In new window You will be able to save the file with .key extension on Your hard drive. It's your **klucz prywatny** (private key). Proceed next after saving it.

17

Wygenerowano klucz prywatny

Wygenerowany klucz jest zapisany na Twoim urządzeniu pod nazwą 7996949698 i zabezpieczony hasłem

Przeznaczenie certyfikatu*

- Podpis linku do weryfikacji wystawcy
- Uwierzytelnienie w systemie KSeF

Certyfikat ważny od*

Możesz zmienić datę, od której będzie ważny Twój certyfikat. Certyfikat będzie ważny przez 2 lata od podanej daty.

15.01.2026

Wyślij wniosek o wydanie certyfikatu

Next:

- ✓ Check **Podpis linku do weryfikacji wystawcy**.
- ✓ Select the **date** from which your certificate should be valid. The current date is filled in automatically. The certificate will be valid for 2 years from the selected date
- ✓ Click **Wyślij wniosek o wydanie certyfikatu** (Submit the request for certificate issuance).

Wnioskuje o certyfikat

W realizacji

Twoje żądanie jest w trakcie przetwarzania. Operacja może potrwać kilka minut.

Odśwież

Creation of the certificate can take some time. Don't close the browser's card. You can click **Odśwież** (refresh).

18

Wnioskuje o certyfikat

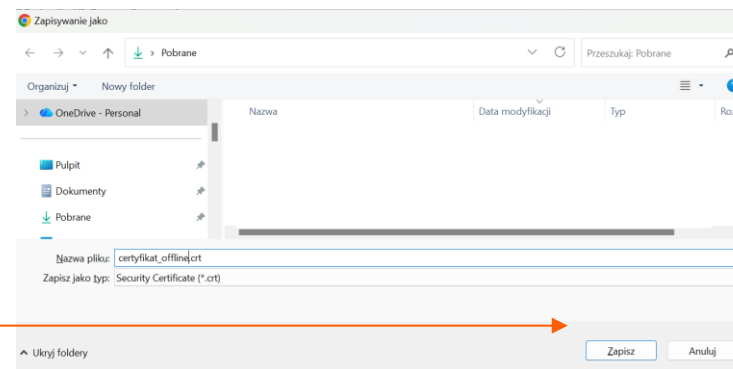
Zakończono pomyślnie

Twój certyfikat został wydany. Zadbaj o jego poufność i bezpieczeństwo.

Certyfikat wraz z kluczem prywatnym może zostać użyty do uwierzytelniania w KSeF. W celu wygenerowania certyfikatu do faktur w trybie offline ponownie wygeneruj klucz prywatny oraz zawnioskuj o certyfikat.

Pobierz certyfikat Lista certyfikatów Wnioskuje o kolejny certyfikat

After the successful certificate's creation click **Pobierz certyfikat** (download the certificate).



In new window you will be able to save the file with **.crt** extension on your hard drive. **Save it**.

19

Home page

Join the National e-Invoice System (KSeF)

Authentication **Work in offline mode**

Certificate for offline work:

Thanks to this certificate, you can mark invoices with a special code that confirms your identity in emergency situations in KSeF (e.g., failure).

Add certificate



In ING Księgowość go to **Work in offline mode** tab. Click **Add certificate**.

20

Authentication in KSeF - Certificate

Check how to do it step by step

- 1 Don't have a certificate yet? [Log in to the KSeF system](#)
- 2 After logging in, go to the Certyfikaty tab and select Wniosek o certyfikat. Give it a name and password, then click Wygeneruj. In the next view, select its purpose: uwierzytelnienie w KSeF or podpis linku do weryfikacji wystawcy (tryb offline). After selecting the appropriate option, click Wylij wniosek. Once the application has been successfully sent, you can download the certificate.

Important - if you are just starting out with KSeF, first create an authentication certificate. If you already have one, select offline mode.
- 3 Add the downloaded certificate below and approve the integration.

Upload the private key (file with the .key extension):

Drag and drop the private key file here

select a file from the disk

Upload the certificate (file with the .crt extension):

Drag and drop the certificate file here

select a file from the disk

Password for the private key:

After integration using the certificate, we will save and encrypt it - then, if you wish, you can delete it and re-integrate with KSeF.

Cancel Integrate with KSeF

- ✓ In the field **upload the private key** add a file with **.key** extension,
- ✓ In the field **upload the certificate** add a file with **.crt** extension,
- ✓ In the field **password to the private key** enter the one provided in step 7.
- ✓ At the end click **Integrate with KSeF**.

**Done!**

Now you can send your invoices to KSeF. Documents from your counterparties will be downloaded automatically to ING Księgowość.



You can manage all of the settings regarding to KSeF in **Data & Settings > KSeF** tab.



You got question? Call us:

32 356 22 23 or send us an email:

wsparcie@ingksiegowosc.pl

Our support team is available from 8AM-6PM, Monday to Friday.