



eForms User manual

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1. Introduction

eForms is an electronic documentation exchange platform, available to Citi Handlowy company Users via the CitiDirect BE Portal. It was created for the Bank's Customers who expect more flexibility in the process of daily handling of CitiDirect online banking.

eForms was designed to allow Users to reduce the need to exchange paper documentation with the Bank to bare minimum. It will enable improvement of documentation exchange process and have tangible effects, among others, on change implementation time.

2. Login

eForms is accessed via CitiDirect BE Portal, available at <https://portal.citidirect.com>. Detailed information about login is available in the "CitiDirect BE Portal - Login and Home Page" User Manual of the CitiDirect system, available on the information page at www.citidirect.pl

In order to ensure the security of your funds, the User is automatically blocked in case of 7 incorrect login attempts and/ or after 12 months from:

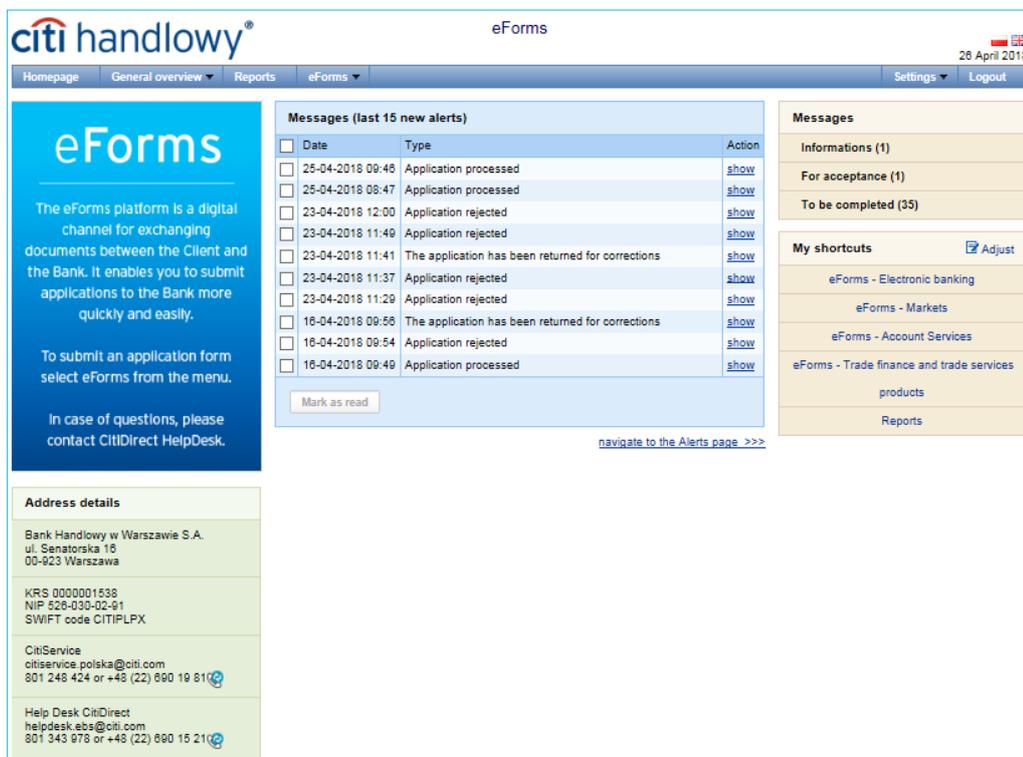
- a. the last login date - for Users who have logged into the system or
- b. the date of creating the User in the system - for Users who have never logged into the system.

In order to maintain access to the system, we recommend logging into the system at least once every 3 months.

After logging in to the CitiDirect BE Portal, you will notice the Trade / eForms tab on the page's top menu. To launch eForms, select it from the list of available options.



The eForms home page will be displayed automatically without the need to enter any additional data.



eForms

The eForms platform is a digital channel for exchanging documents between the Client and the Bank. It enables you to submit applications to the Bank more quickly and easily.

To submit an application form select eForms from the menu.

In case of questions, please contact CitiDirect HelpDesk.

| Date | Type | Action |
|-------------------------------------------|---------------------------------------------------|----------------------|
| <input type="checkbox"/> 25-04-2018 09:46 | Application processed | show |
| <input type="checkbox"/> 25-04-2018 08:47 | Application processed | show |
| <input type="checkbox"/> 23-04-2018 12:00 | Application rejected | show |
| <input type="checkbox"/> 23-04-2018 11:49 | Application rejected | show |
| <input type="checkbox"/> 23-04-2018 11:41 | The application has been returned for corrections | show |
| <input type="checkbox"/> 23-04-2018 11:37 | Application rejected | show |
| <input type="checkbox"/> 23-04-2018 11:29 | Application rejected | show |
| <input type="checkbox"/> 18-04-2018 09:56 | The application has been returned for corrections | show |
| <input type="checkbox"/> 18-04-2018 09:54 | Application rejected | show |
| <input type="checkbox"/> 18-04-2018 09:49 | Application processed | show |

Mark as read

[navigate to the Alerts page >>>](#)

Messages

Informations (1)

For acceptance (1)

To be completed (35)

My shortcuts [Adjust](#)

- eForms - Electronic banking
- eForms - Markets
- eForms - Account Services
- eForms - Trade finance and trade services products
- Reports

Address details

Bank Handlowy w Warszawie S.A.
ul. Senatorska 18
00-623 Warszawa

KRS 0000001538
NIP 526-030-02-91
SWIFT code CITIPLPX

CitiService
citiservice.polska@citi.com
801 243 424 or +48 (22) 690 19 810

Help Desk CitiDirect
helpdesk.ubs@citi.com
801 343 978 or +48 (22) 690 15 210

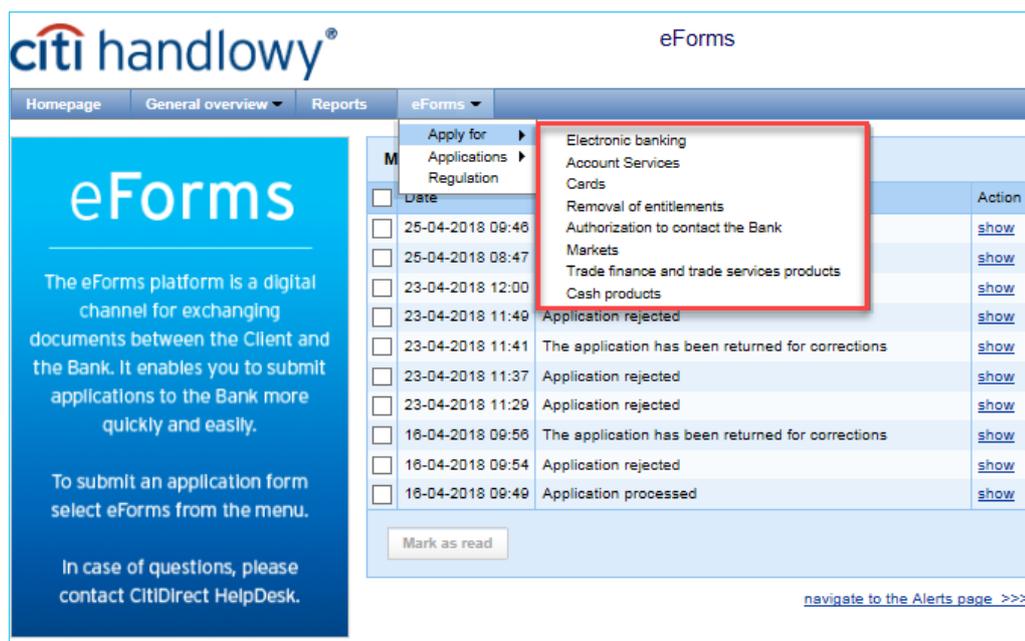
3. Form submission

Through eForms it is possible to handle applications in the field of:

- CitiDirect online banking system,
- Bank Account,
- Corporate Cards,
- Markets,
- Trade Finance and trade services products,
- Cash Products.

as well as other forms available on the documentation exchange platform.

To submit a form, select the Electronic forms menu, followed by one of the areas of interest.



After moving to the form editing screen, select the form you are interested in from the list of available templates and save it on your computer.

The downloaded file should be opened and completed in accordance with the requirements.

For the proper application process, enable Java scripts. They are used by certain functions of the available eForms.

After completing and saving the application, it should be added to the eForms. To do this, select "Add an attachment" on the application edition screen.

citi handlowy® eForms 26 April 2018

Homepage | General overview | Reports | eForms | Settings | Logout

Filling in the application

List of file templates

| File | Description |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The form to change details and/or password for recipients of the CoS (Continuity of Services) service.pdf | The form can be used to change the e-mail address, password or personal data of persons authorised to receive statements as part of the CoS service |
| Activation and configuration of the ITC (Instant Transactions Confirmations) service.pdf | Form for activation and configuration of the ITC (Instant Transactions Confirmations) service |
| Activation and configuration of the CoS (Continuity of Services) service.pdf | The form can be used to add Recipients of statements and/or specify accounts from which statements will be made available as part of the emergency bank account statement distribution service (CoS). The application can also be used to add statements from other accounts to e-mail addresses already existing in the system (by adding subsequent sub-accounts) |
| Activation and configuration of the E-mail statement service.pdf | The form can be used to add Recipients of statements and/or specify accounts from which bank statements will be made available as part of the E-mail statement service. The application can also be used to add statements from other accounts to Users/e-mail addresses already existing in the system (by adding subsequent sub-accounts) |
| Details of persons authorised to place payment instructions declarations of will on behalf of the Account Holder.pdf | The form can be used to specify the details of persons authorised to place instructions and conclude transactions on behalf of the Account Holder |
| The form to change details and/or passwords for recipients of the E-mail statements service.pdf | The form can be used to change the e-mail address, passwords or personal data of persons authorised to receive statements |
| The form to change details and/or password for recipients of the ITC (Instant Transactions Confirmations) service.pdf | The form can be used to change the e-mail address, password or personal data of persons authorised to receive statements as part of the ITC confirmation service |

List of attachments

| File | Action |
|------------------|--------|
| No records found | |

[Add a new attachment](#)

Type of application: Account Services

Status: _____

Date of last action: _____

Within the scope of: _____

Reference number: _____

[Cancel](#) [Save](#)

eForms

SUBMIT AN APPLICATION FORM IN 5 STEPS

- ↓ 1. Select a form template from the list of file templates and save it on your computer.
- ☰ 2. Open the saved file, fill it out and save changes.
- ↑ 3. Add a new attachment in the list of attachments on the eForms platform.
- 📁 4. Save changes.
- ➡ 5. Select authorizers. Remember that the application form will be sent to the Bank only after it is approved by all selected authorizers.

In case of questions, please contact
CitiDirect HelpDesk

Do you want to open or save **Activation and configuration of the E-mail statement service.pdf** from **cititradeportaluat.citidirect.com**?

[Open](#) [Save](#) [Cancel](#)

citi handlowy eForms 26 April 2018

Homepage General overview Reports eForms Settings Logout

Filling in the application

List of file templates

| File | Description |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The form to change details and or password for recipients of the CoS (Continuity of Services) service.pdf | The form can be used to change the e-mail address, password or personal data of persons authorised to receive statements as part of the CoS service |
| Activation and configuration of the ITC (Instant Transactions Confirmations) service.pdf | Form for activation and configuration of the ITC (Instant Transactions Confirmations) service |
| Activation and configuration of the CoS (Continuity of Services) service.pdf | The form can be used to add Recipients of statements and/or specify accounts from which statements will be made available as part of the emergency bank account statement distribution service (CoS). The application can also be used to add statements from other accounts to e-mail addresses already existing in the system (by adding subsequent sub-accounts) |
| Activation and configuration of the E-mail statement service.pdf | The form can be used to add Recipients of statements and/or specify accounts from which bank statements will be made available as part of the E-mail statement service. The application can also be used to add statements from other accounts to Users/e-mail addresses already existing in the system (by adding subsequent sub-accounts) |
| Details of persons authorised to place payment instructions declarations of will on behalf of the Account Holder.pdf | The form can be used to specify the details of persons authorised to place instructions and conclude transactions on behalf of the Account Holder |
| The form to change details and or passwords for recipients of the E-mail statements service.pdf | The form can be used to change the e-mail address, passwords or personal data of persons authorised to receive statements |
| The form to change details and or password for recipients of the ITC (Instant Transactions Confirmations) service.pdf | The form can be used to change the e-mail address, password or personal data of persons authorised to receive statements as part of the ITC confirmation service |

eForms

SUBMIT AN APPLICATION FORM IN 5 STEPS

- ↓ 1. Select a form template from the list of file templates and save it on your computer.
- 📄 2. Open the saved file, fill it out and save changes.
- ↑ 3. Add a new attachment in the list of attachments on the eForms platform.
- 📁 4. Save changes.
- ➔ 5. Select authorizers. Remember that the application form will be sent to the Bank only after it is approved by all selected authorizers.

In case of questions, please contact
CitIDirect HelpDesk

List of attachments

| File | Action |
|-----------------------------------------------------|--------|
| No records found | |
| <input type="button" value="Add a new attachment"/> | |

Type of application: Account Services

Status

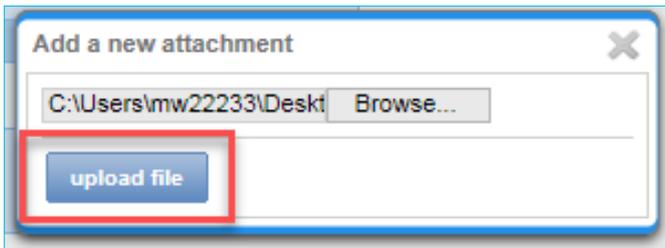
Date of last action

Within the scope of

Reference number

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After indicating the access path to the filled in form, select the "Upload file" option.



The uploaded form will be visible in the window containing the list of attachments.

After finishing these tasks, select the "Save" option.

eForms

26 April 2018

Homepage | General overview | Reports | eForms | Settings | Logout

Filling in the application

Activation and configuration of the E-mail statement service.pdf has been added.

| File | Description |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The form to change details and or password for recipients of the CoS (Continuity of Services) service.pdf | The form can be used to change the e-mail address, password or personal data of persons authorised to receive statements as part of the CoS service |
| Activation and configuration of the ITC (Instant Transactions Confirmations) service.pdf | Form for activation and configuration of the ITC (Instant Transactions Confirmations) service |
| Activation and configuration of the CoS (Continuity of Services) service.pdf | The form can be used to add Recipients of statements and/or specify accounts from which statements will be made available as part of the emergency bank account statement distribution service (CoS). The application can also be used to add statements from other accounts to e-mail addresses already existing in the system (by adding subsequent sub-accounts) |
| Activation and configuration of the E-mail statement service.pdf | The form can be used to add Recipients of statements and/or specify accounts from which bank statements will be made available as part of the E-mail statement service. The application can also be used to add statements from other accounts to Users/e-mail addresses already existing in the system (by adding subsequent sub-accounts) |
| Details of persons authorised to place payment instructions designations of will on behalf of the Account Holder.pdf | The form can be used to specify the details of persons authorised to place instructions and conclude transactions on behalf of the Account Holder |
| The form to change details and or passwords for recipients of the E-mail statements service.pdf | The form can be used to change the e-mail address, passwords or personal data of persons authorised to receive statements |
| The form to change details and or password for recipients of the ITC (Instant Transactions Confirmations) service.pdf | The form can be used to change the e-mail address, password or personal data of persons authorised to receive statements as part of the ITC confirmation service |

| File | Action |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Activation and configuration of the E-mail statement service.pdf (9a55e520ab648e93c37468827d4cc7b4c0df1f25989479d25fe2a7e379517640) added by <i>Michał Wolejzko (26-04-2018)</i> | delete |

Add a new attachment

Type of application: Account Services

Status

Date of last action

Within the scope of

Reference number

Cancel Save

eForms

SUBMIT AN APPLICATION FORM IN 5 STEPS

1. Select a form template from the list of file templates and save it on your computer.
2. Open the saved file, fill it out and save changes.
3. Add a new attachment in the list of attachments on the eForms platform.
4. Save changes.
5. Select authorizers. Remember that the application form will be sent to the Bank only after it is approved by all selected authorizers.

In case of questions, please contact CitiDirect HelpDesk

Citi.com
Citi.com
build:2018-04-19 16:32:23

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Copyright © 2016 Bank Handlowy w Warszawie S.A.

A screen with form details will be displayed. The User will obtain information, among others, about the form status and the date of the last action. From this screen, the User can also edit or remove the uploaded form.

Each application receives an individual reference number needed when contacting the Bank.

The "Edit" option allows for adding a new attachment. The removed application cannot be edited. Its preview is possible in the eForms tab -> Browse -> All.

In addition, the User has the option of adding an individual note and an identification number of the application.

The screenshot shows the 'eForms' interface for 'Account Services'. The 'Details of the application' section includes the following information:

- Type of application: Account Services
- Status: Working copy
- Date of last action: 14-02-2019
- Within the scope of: [EF98526/14/02/19](#)
- Reference number: EF98526/14/02/19

Below this information are buttons for 'Edit', 'Delete', and 'Send'. To the right, the 'List of attachments' section shows a file named 'Wniosek o zmianę danych i lub hasła dla odbiorców usługi Wyciągi e-mial.pdf' added by Michal Wolejszo on 14-02-2019. A 'List of changes' table below shows a single entry:

| Date | User | Action |
|------------------|-----------------|---------|
| 14-02-2019 13:15 | Piotr Szymański | Created |

The bottom of the page includes the Citi logo, 'Citi.com', 'build:2019-01-15 11:03:51', and legal links for 'Privacy Statement', 'Terms of Use', and 'User manual'. Copyright © 2016 Bank Handlowy w Warszawie S.A.

The 'Note' dialog box contains a 'Reference number' text field and a larger 'Note' text area with scrollbars. A 'Save' button is located at the bottom left of the dialog.

3.1 Authorization

The form will be submitted to the Bank at the time of sending or in the case of Input / Authorization scheme after authorization by authorized persons.

This close-up view of the application details section shows the same information as the main screenshot, with the 'Send' button highlighted by a red box.

Users entitled to authorize should log in to the eForms platform. In the eForms tab -> Applications -> Waiting for authorization go to the details of the application waiting for authorization and then click Authorize.



| Details of the application | |
|----------------------------|----------------------------------|
| Type of application | Electronic banking |
| Status | To authorization |
| Date of last action | 10-05-2017 |
| Within the scope of | EF55257/10/05/17 |
| Reference number | EF55257/10/05/17 |
| Authorization level | 0 from 1 |

Back Delete **Authorize** Reject

The authorisation scheme defines the manner of representation of the Customer and means:

- 1. one-person representation** - if the "By Sending" or "1-single" authorisation is marked, taking into account that:
 - "By Sending" authorisation means that the User is authorised to individually make representations on behalf of the Customer (to authorise Applications), and to Create/Send eForms on his/her own.
 - "1-single" authorisation (Level 1) means that the User is authorised to make one-person representations on behalf of the Customer (to Authorise Applications) with the reservation that if a given User entitled to Create/Send Applications has created the Application in the Network on their own, they cannot authorise it
- 2. two-person representation** - occurs in case of selecting the "2-double"
 - option in the authorisation scheme "2-double" authorisation (Level 2) means that the User is entitled to make representations on behalf of the Customer (to Authorise) together with another person holding the same entitlements, with the reservation that if any User entitled to Create/Send Applications has created an Application in the Network on their own, they cannot Authorise it. Therefore, it is advisable for the Customer to configure their authorisation scheme so that it requires at least two Users to act

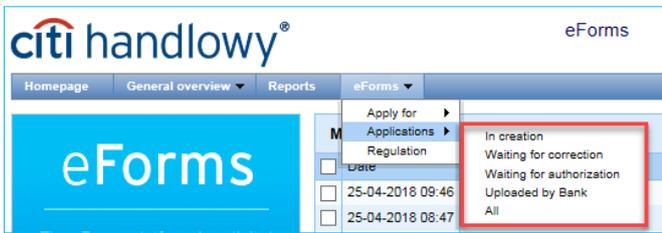
Once all authorizers have performed authorization, the form is submitted to the Bank for implementation.

4. Forms browsing and Reports

eForms has mechanisms which grant Users ongoing access to information about the stage of form implementation as well as archived information.

The "Applications" available from the "Electronic forms" menu screen comprises five folders which contain forms with specific statuses:

- » **In creation** – forms with "Draft" or "Corrected form" status
- » **Waiting for correction** – forms with "Held for modification" status (forms which have been submitted for correction by a User with authorization privileges on the Customer's side)
- » **Waiting for authorization** – forms with "Held for authorization" status
- » **Uploaded by Bank** – forms with "Held for adjustment" status (form sent back by the Bank – after a User on the Customer's side opens the form, it will receive the "Corrected form" status and will be moved to the "In creation" folder).
- » **All** – forms with above statuses as well as "Sent", "Working copy", "Rejected", "Processed", "Removed" statuses.

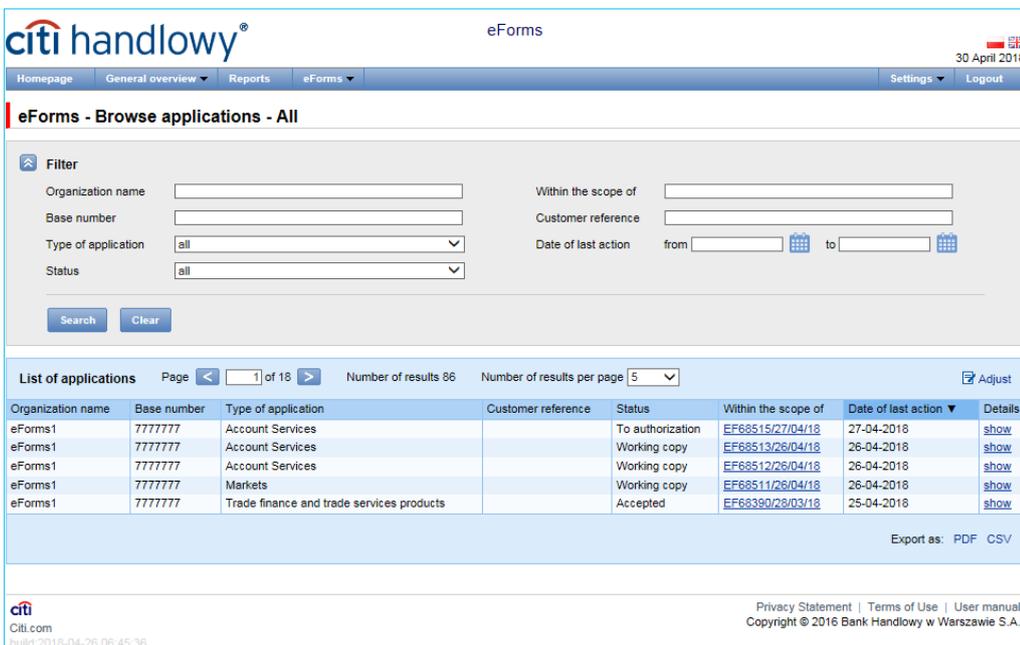


At the level of the form browsing pages, the User can search for forms entered into the system.

Documents entered into the system as attachments to a form, added using the “Add attachment” command, are not included in the search or presented on the browsing pages. Attachments can be looked up by searching for the form with which they were added.

Each form browsing page consists of two sections:

- the upper one, used to specify the filtering parameters
- the lower one, containing the list of forms



Using the **Reports** menu, the User can generate a list of forms / documentation according to the defined criteria. The User can simply select criteria such as, among others, Creation date from / to, Form status, Form type. Moreover, the User can enter criteria restricting the search to form senders or authorizers. The created report can be viewed directly on the eForms website or downloaded and saved on your computer in CSV / PDF format.

Reports

Report:
 Report contains the list of applications/ documentation

Create date from: days ago

Create date to: days ago

Reference number:

Application status:

Kind of application:

Selected

- Reference number
- Application create date
- Application status
- Kind of application
- Sent by
- Sending date and hour
- Authorized by
- Last authorization date and hour
- Required authorization level

Available

5. Inbox

Inbox allows the User to receive custom documentation in three types of messages:

- Information,
- For acceptance,
- For completion.

In brackets, next to the message type, there is a number of messages unread by the User.

The screenshot shows the Citi Handlowy eForms interface. At the top, there is a navigation bar with 'Homepage', 'General overview', 'Reports', 'eForms', 'Settings', and 'Logout'. The date '30 April 2018' is displayed in the top right corner. On the left, there is a blue sidebar with the 'eForms' logo and a description of the platform. Below this, there is an 'Address details' section with contact information for Bank Handlowy w Warszawie S.A., including KRS, NIP, SWIFT code, and phone numbers. The main content area is titled 'Messages (last 15 new alerts)' and contains a table with columns for 'Date', 'Type', and 'Action'. The table lists 15 messages with their respective dates and types, such as 'Application processed' and 'Application rejected'. A 'Mark as read' button is located below the table. To the right of the table, there is a 'Messages' sidebar with a red border, showing a summary of message counts: 'Informations (1)', 'For acceptance (1)', and 'To be completed (36)'. Below this, there is a 'My shortcuts' section with links to various services like 'eForms - Electronic banking', 'eForms - Markets', 'eForms - Account Services', 'eForms - Trade finance and trade services', 'products', and 'Reports'. At the bottom of the page, there is a footer with the Citi logo, 'Citi.com', and a timestamp 'build:2018-04-28 06:45:36'. On the right side of the footer, there are links for 'Privacy Statement', 'Terms of Use', and 'User manual', along with the copyright notice 'Copyright © 2016 Bank Handlowy w Warszawie S.A.'.

By selecting individual categories, the User is moved to the section with the message list.

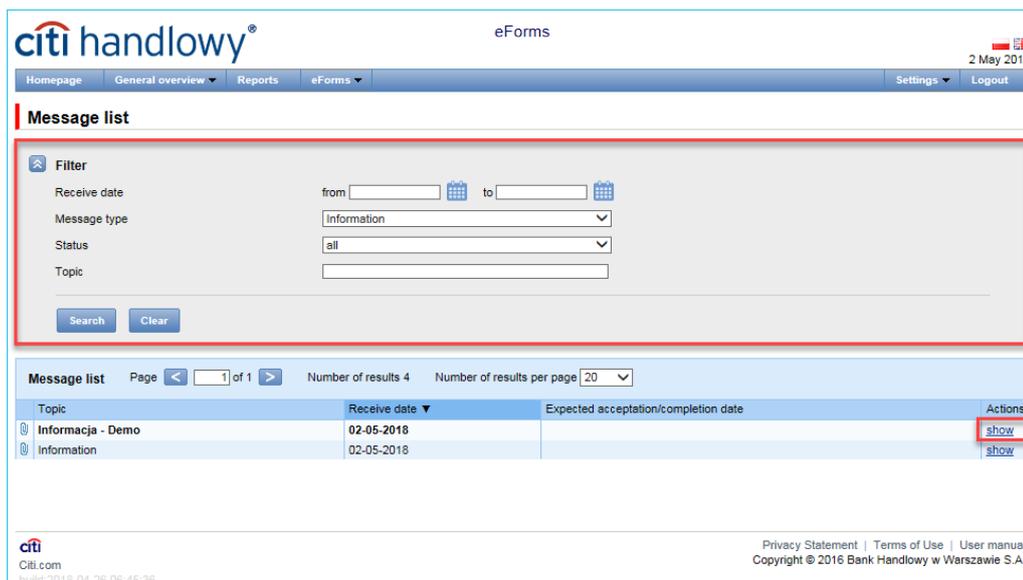
In the upper part, the User can filter messages by date, message type, status or title, and in the lower part - read the search results. Unread messages are in bold. Reading a message will change its font in the message list, reduce the number of unread messages on the Home Page, or - in case of reading all messages - delete the notification of unread messages on the Home Page.

Along with messages sent via the eForm platform, the User may receive an e-mail with the message content and attachment (if added to the message) - identical to the platform.

The attachment added to the message is optional for messages with the "Information" type.

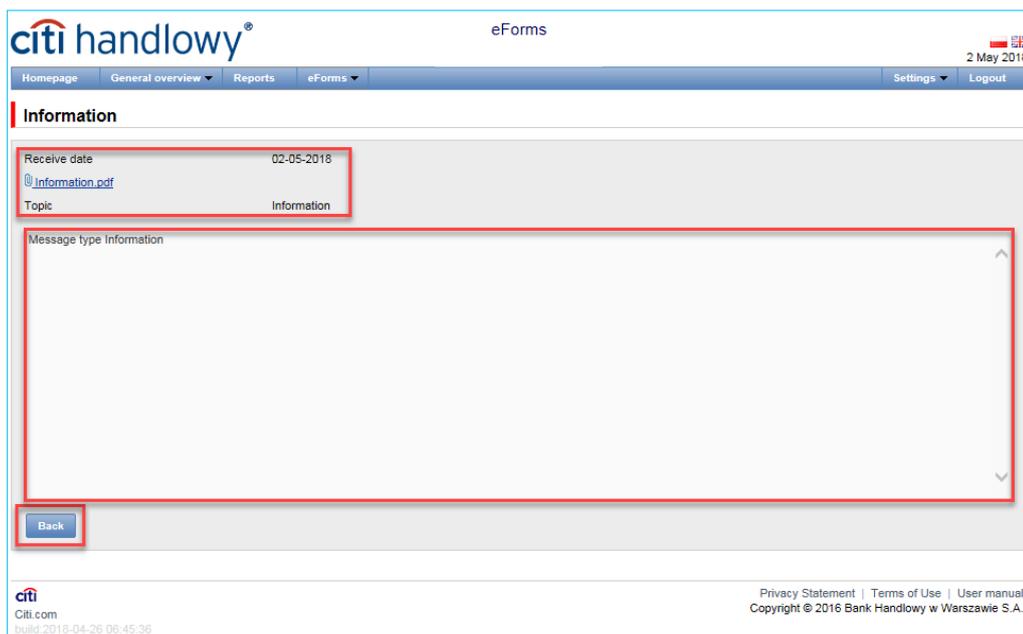
The e-mail is sent from citihandlowy.powiadomienia@citi.com.

The message can be read after selecting the "Show" button on the message list.



The „Information” message type contains information about the date of sending and an attachment for downloading (optional for this message type).

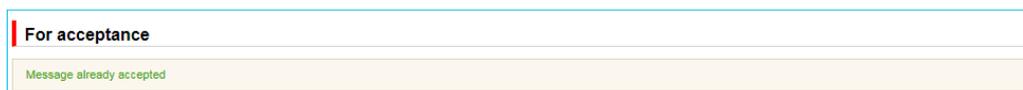
“Back” button will return you to the message list view.



“For acceptance” and “For completion” message types require additional action from Users.

The “For acceptance” message type contains information about the date of sending, the expected date of acceptance and an attachment for downloading.

After reading the content of the message and the attachment, the User has the option of accepting it by clicking the “I confirm receipt of the document” button. Clicking the button causes reading/ downloading the attachment. Information about accepting the message shall be displayed for the User.



„Back” button will return you to the message list view.

The screenshot shows the Citi Handlowy eForms interface. At the top, there is a navigation bar with 'Homepage', 'General overview', 'Reports', and 'eForms'. The date '2 May 2018' is displayed in the top right corner. The main content area is titled 'For acceptance'. It contains a table with the following information:

| | |
|------------------------------------|----------------|
| Receive date | 02-05-2018 |
| Expected acceptance date | 11-05-2018 |
| For acceptance.pdf | |
| Topic | For acceptance |

Below the table, there is a large text area labeled 'Message type For acceptance'. At the bottom of this area, there are two buttons: 'Back' and 'I confirm receipt of the document'. The footer contains the Citi logo, 'Citi.com', 'build:2018-04-26 06:45:36', and links for 'Privacy Statement', 'Terms of Use', and 'User manual'. Copyright information for Bank Handlowy w Warszawie S.A. is also present.

When re-reading the accepted message, information about accepting the message will be displayed to the User. If the message has been read and accepted by another User having access to eForms, the following information will also be visible.

“For completion” message type contains information about the date of sending, expected date of completion, information on which product the message refers to, an attachment to download and a place to add a completed attachment.

To complete the attachment, the User should save it on the computer. It is only possible to add an attachment sent in a message by the Bank. Using another attachment will result in an error and the inability to create an application.

After reading the message content and completing the attachment, the User has the option of adding it to the platform and creating an application with the completed attachment.

The screenshot shows the Citi Handlowy eForms interface. At the top, there is a navigation bar with 'Homepage', 'General overview', 'Reports', and 'eForms'. The date '2 May 2018' is displayed in the top right corner. The main content area is titled 'To be completed'. It contains a table with the following information:

| | |
|-------------------------------------|------------------------------------|
| Receive date | 02-05-2018 |
| Expected completion date | 11-05-2018 |
| Application Kind | Account Services |
| To be completed.pdf | |
| Add attachment | <input type="text"/> Przeglądaj... |
| Topic | To be completed |

Below the table, there is a large text area labeled 'Message type To be completed'. At the bottom of this area, there are two buttons: 'Back' and 'Create application'. The footer contains the Citi logo, 'Citi.com', 'build:2018-04-26 06:45:36', and links for 'Privacy Statement', 'Terms of Use', and 'User manual'. Copyright information for Bank Handlowy w Warszawie S.A. is also present.

Clicking the "Create an application" button will redirect you to the application creation and authorization screen. The process of creating and authorizing applications is described in sections 3 and 3.1.

Details of the application

| | |
|----------------------|----------------------------------|
| Type of application | Account Services |
| Status | Working copy |
| Date of last action | 02-05-2018 |
| Within the scope of | EF68529/02/05/18 |
| Reference number | EF68529/02/05/18 |
| Created from message | To be completed |

List of attachments

| File |
|-------------------------------------------------------------------------------------------------------------------------------------------------|
| To be completed.pdf (6e7929add565091c48ee169d484c89e3f35031ce65b5da1173b722aa896258fa) added by Michał Wolejszo (02-05-2018) |

List of changes

| Date | User | Action |
|------------------|--------|---------|
| 02-05-2018 13:16 | Michał | Created |

When re-reading the message from which the application was created, the User receives information about who and when created the application, along with a link to the application created from the message. It is not possible to re-create an application from such a message.

To be completed

| | |
|--------------------------|----------------------------------------------------------|
| Receive date | 02-05-2018 |
| Expected completion date | 11-05-2018 |
| Application Kind | Account Services |
| Application link | EF68529/02/05/18 on 02-05-2018 by Michał |
| Topic | To be completed |

Message type To be completed

6. Settings

Using the “Settings” menu, the eForms User can change the settings according to preferences.

In the **Settings** -> **Notifications** tab, you can set the types of notifications you wish to receive, as well as the way in which they will be delivered.

In the table, under ‘Reminder configuration’ the User can choose the types of notifications they wish to receive (the reminder types are set up individually for each service). The available channels of notification delivery are:

Alert - selecting this this notification type will result in notifications being displayed on the homepage screen under the Messages section.

SMS - if this notification type is selected the notifications will be sent to the mobile phone number specified by the User in the ‘Phone’ field.

E-mail - if this option is selected, the notifications will be sent to the email address specified by the User in the E-mail field.

The mobile phone number should be entered in the following format: **+48XXXYYZZWW** where ‘XXXYYZZWW’ represents the phone number.

eForms SMS notification service is available for Polish mobile phone numbers (i.e. beginning with +48) only.

For the notifications sent by SMS, the User can choose the preferred delivery time range (the default hours are: 8am - 6pm on business days). If the ‘unlimited’ box is ticked, the SMS notifications will be arriving simultaneously with the notifications sent by the other channels - the very moment the event occurs in the system, even on holidays.

Reminders configuration

Phone: +48111222333
SMS hours: from 08:00 to 18:00 unlimited
E-mail: name@domain.com

Save Cancel

| Reminder type | Alert | SMS | E-mail |
|---------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Application rejected | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| The application has been returned for corrections | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Applications to approve | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Application processed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

You can access the Notifications menu from here.

The list of available notifications (depends of User entitlements) and notification channels.

Both the first configuration and each subsequent modification must be completed by clicking the „Save” button, which will be confirmed by the appropriate system message.

Reminders configuration

Settings have been successfully saved

Phone: +48111222333
SMS hours: from 08:00 to 18:00 unlimited
E-mail: name@domain.com

Save Cancel

By default, any User who has not made configuration changes will have all notifications only in the form of alerts.

The eForms User will receive the following information:

- » Application processed– the form has been processed,
- » Application rejected – the form has been rejected by the Bank and will not be processed,
- » The application has been returned for corrections – the form was sent by the Bank to the Client for the purpose of its edition,
- » Applications to approve - eForm was sent to authorization.

In addition, a list of all notifications can be viewed by the User in the General overview menu -> Alerts list

List of alerts

Filter

Date: from [] to []

Status: new

Topic: all

Search Clear

List of alerts Page 1 of 8 Number of results 39 Number of results per page 5 Adjust

| Date | Type | Status | Details |
|------------------|---------------------------------------------------|--------|-------------------------|
| 25-04-2018 09:46 | Application processed | new | details |
| 25-04-2018 08:47 | Application processed | new | details |
| 23-04-2018 12:00 | Application rejected | new | details |
| 23-04-2018 11:49 | Application rejected | new | details |
| 23-04-2018 11:41 | The application has been returned for corrections | new | details |

Delete

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The Shortcuts Bar is visible on the main screen (splash screen), allowing the User to go directly to the selected tab.

Configuration of shortcuts

Set up your own shortcuts

- eForms - Electronic banking
- eForms - Markets
- eForms - Account Services
- eForms - Trade finance and trade services product
- Reports

Save Cancel

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The User can configure the Shortcuts Bar in the Settings – Shortcuts Bar menu. The configuration is saved individually for each User.

In the Settings – Global Settings tab, the User can format dates and numbers displayed in eForms (as well as those available in the generated reports and alerts). On the page, the User can also set the number of items to be displayed by default on the lists (useful with table paging). The configuration is saved individually for each User.

Global settings

Rows per page: 20

Decimal separator: [comma]

Thousands separator: [dot]

Date separator: [dash]

Date format: dd mm yyyy

Range of the presented items on lists: [none]

Save Cancel

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