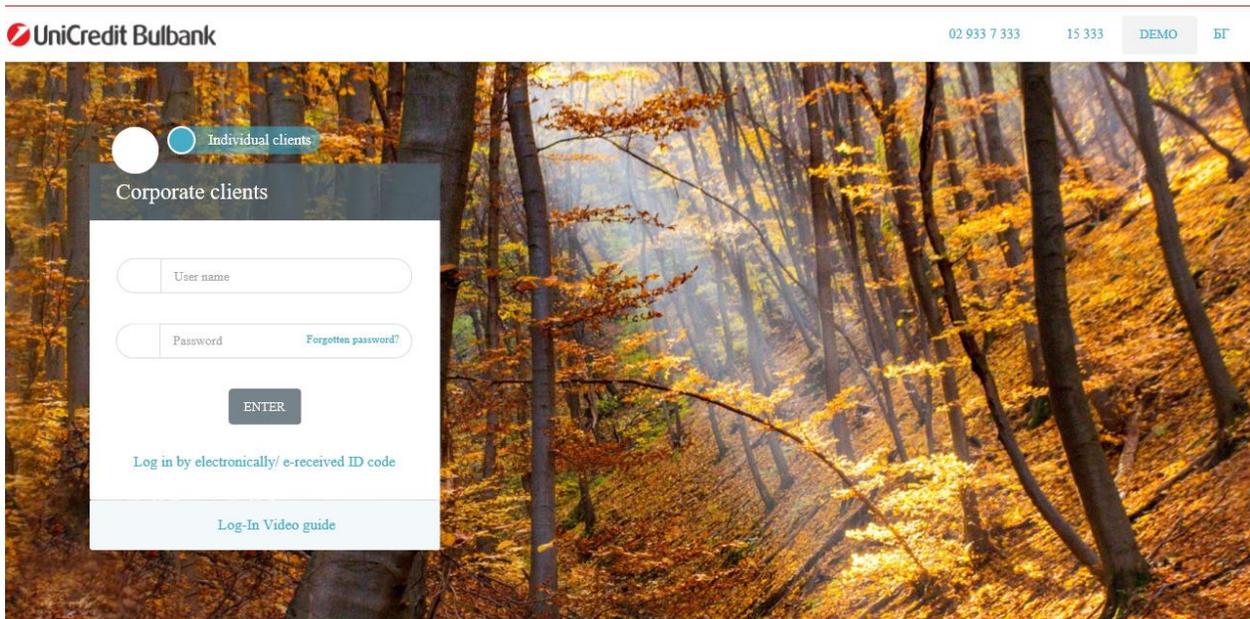


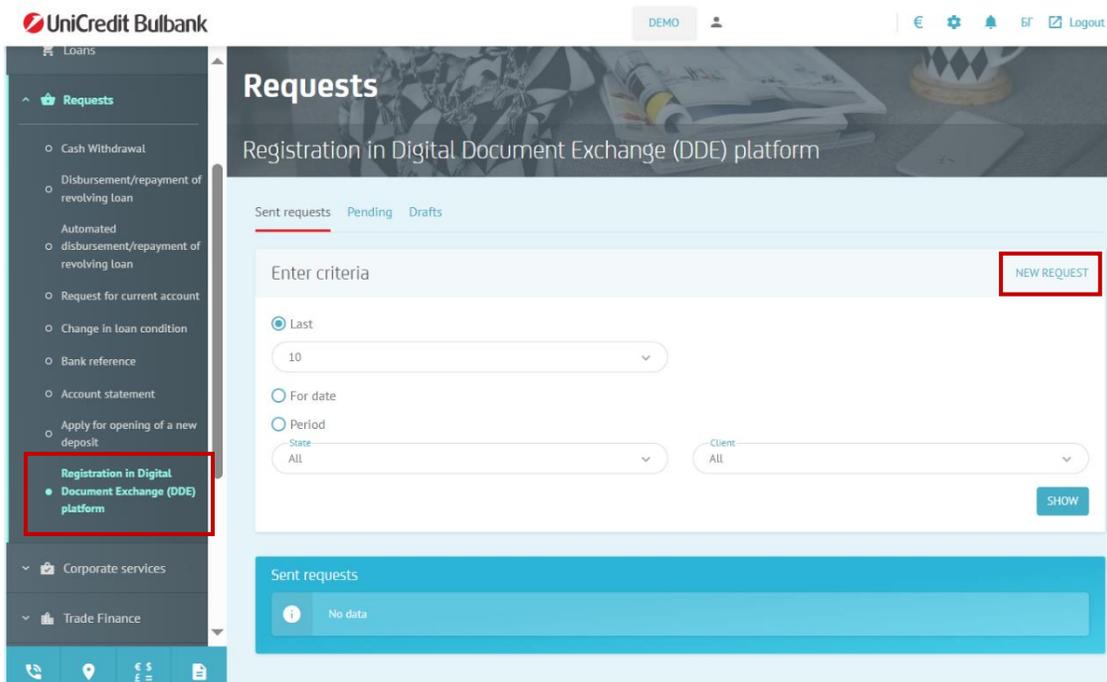
User guide for creating a request for access to Digital Document Exchange platform (DDE) through Bulbank Online

To be able to create a request for access to the **Digital Document Exchange (DDE) platform** via Bulbank Online, **you should be a legal representative who represents the legal entity (LE) independently.**

Enter your username and password for Bulbank Online in the section Corporate clients.



After a successful login, from the menus listed on the left, you can find the menu **"Requests" -> "Registration in Digital Document Exchange (DDE) platform"**:

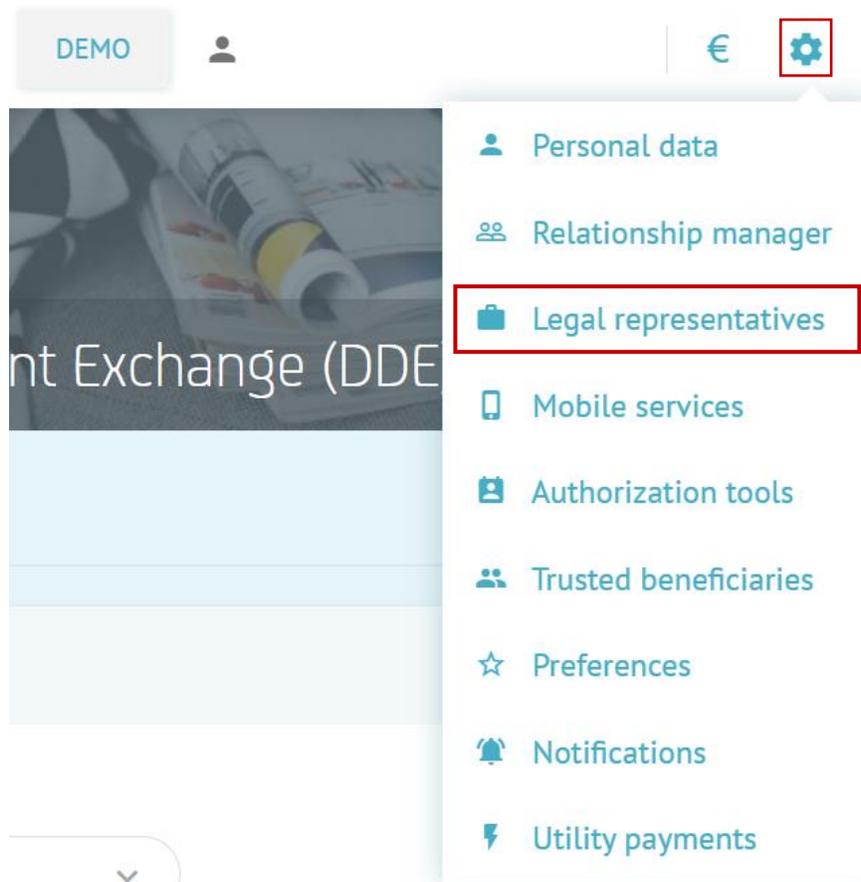


To create a Request for access to **DDE Platform**, select the **"New Request"** button. **The following message will be displayed on your screen:**

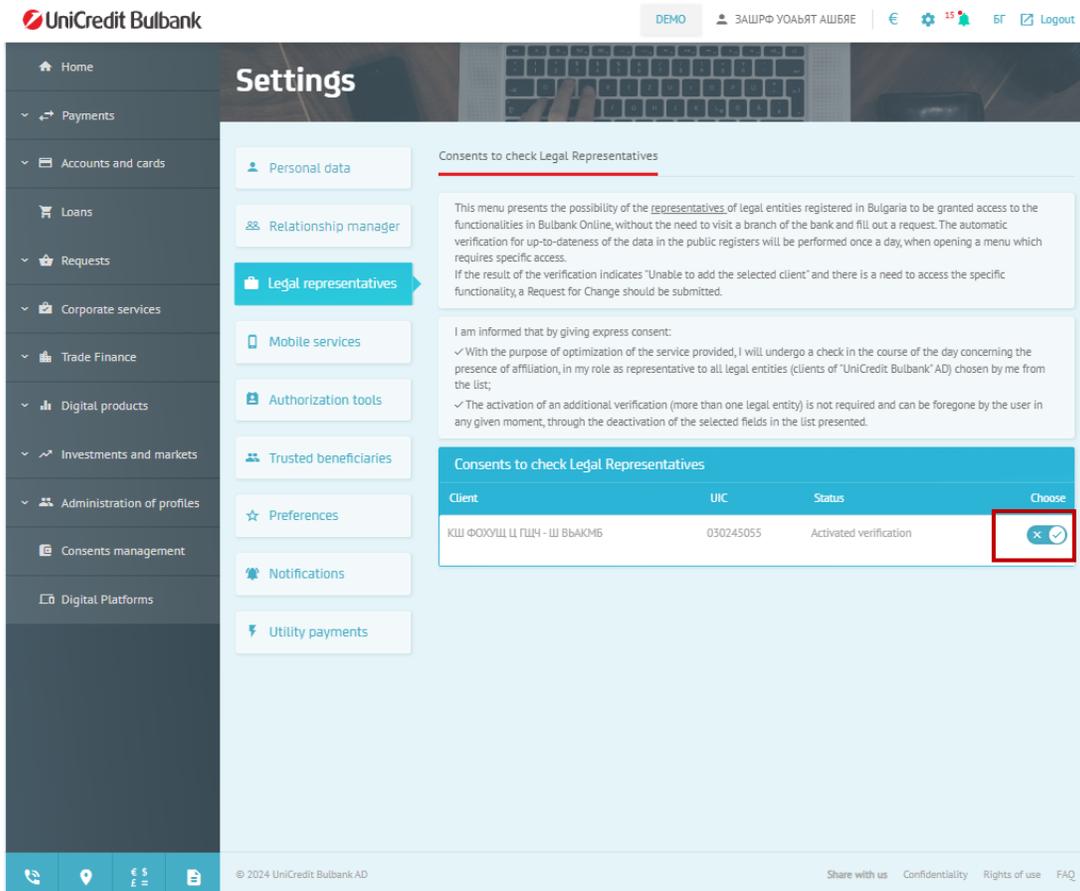
Registration in Digital Document Exchange (DDE) platform ×

 You are not registered for the service. An access check for the functionality is necessary, which can be done [here](#) or you can submit a Request for change under the standard procedure.

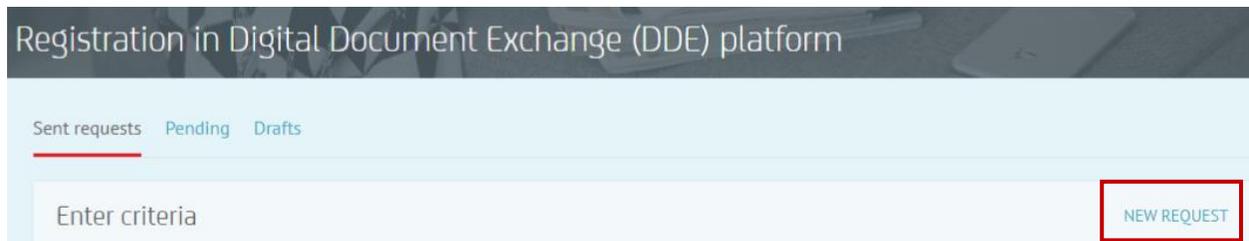
This request is subject to a systematic check of the current status of the legal representatives' powers in the Commercial Register. You need to perform the check by accessing the menu from the link in the message or from the menu **"Settings"** -> **"Legal Representatives"**.



The verification is carried out in the field **"Consents to check Legal Representatives"** by selecting the radio button. In case of unsuccessful verification, it is necessary to fill in a [standard request for access to Digital Document Exchange \(DDE\) platform](#), which can be found on the [public website of the bank](#). The standard request can be signed both with a QES and on paper.



Upon successful verification, you can return to the **menu "Requests" –> "Registration in Digital Document Exchange (DDE) platform"** and start the request by selecting the **button "New request"**.



After selecting the button, a window will open from which you will be able to choose from the drop-down menu **"Client"**, the name of the bank client for whom a profile will be created on the platform. The UIC, the customer number of the company and the data of the representative will be automatically displayed.

In the **submenu "Contact details"** of **the request**, you must fill in an up-to-date email and phone number, as these will be used to access **the Digital Document Exchange (DDE) platform**.

After filling in the data, you need to select the **button "Next"**.

Registration in Digital Document Exchange (DDE) platform ×

1 — 2 — 3

Client information

Client

Client

BULSTAT/EIK

Representative

Name

EGN/Personal ID

Contact details to obtain a username, password and access code to the DDE platform.
This data is used for all legal entities to which you are subscribed. To complete a successful registration, follow up-to-date email and phone number. In case you want to use a new email and/or phone number, please indicate them.

Contact data

E-mail +359 Telephone

[SAVE TO DRAFTS](#) [NEXT](#)

As a next step, you will see a window with the necessary information that you should read and agree to. In order to be able to mark the consent fields, you need to open each document. After checking all the fields, you need to select the **button "Next"**.

Registration in Digital Document Exchange (DDE) platform ✕

✓ — 2 — 3

Agreements

I hereby declare and state my desire for the legal entity represented by me to be registered to use the DDE platform, agreeing that for the purposes of accessing the DDE platform, the Bank will send the Username for the DDE platform to the email address I specified above and an initial one-time password to access the DDE platform, via SMS to the mobile number I specified above. I confirm that I am aware that the one-time password will be of the validity specified in the SMS sent by the Bank and I need to change it upon initial login to the DDE platform. I agree that the above-mentioned e-mail address will be used for the subsequent sending of notifications from the Bank to me, related to actions and/or the need to perform such actions in the DDE platform.

I hereby declare that I accept and agree that the provision of an email address and telephone number is an essential element for the use of the DDE platform and that I have the right to change the above data by means of a new Request for using the Digital Documents Exchange (DDE) Platform, as The bank is not responsible for damages resulting from failure to notify of data changes.

I hereby declare the accuracy of the data specified above by me, as well as that I am familiar with, have read, accept and agree with the [Conditions, statements, obligations and responsibilities](#) for using the Digital Documents Exchange (DDE) Platform.

I hereby declare that I have been provided with, have read and accept/agree and will comply with the Security Requirements for using the DDE platform by the Client and Users - [Appendix No 1 Security requirements for using the DDE platform by the Client and User](#).

I hereby declare that I have been provided with and have read the [information about personal data](#), processed by UniCredit Bulbank AD, in accordance with EU Regulation 2016/679 of the European Parliament and the Council and have been notified that the information regarding the personal data processed by the Bank is available on the website of the Bank, on the information boards and upon request at the branches of the Bank.

I hereby declare that by signing this Request I give explicit and unconditional consent to make searches/ collect information with government bodies, institutions, establishments and registers (Regix, Ministry of Interior, etc.) for the purposes of signing up the DDE Platform.

I hereby declare that by signing this Request I am agree to the carrying out of searches and the processing of my personal data, including data that could constitute a trade secret, to obtain preliminary information for the purposes of providing access/ signing up on/ in the DDE Platform.

BACK SAVE TO DRAFTS NEXT

After moving on, you will see a window with an overview of the request and to send it, you need to click on the "Send request".

Registration in Digital Document Exchange (DDE) platform ×

✓ — ✓ — 3

Preview

Client ^

Name
BULSTAT/EIK
Client number

Representative ^

Name
EGN/Personal ID
E-mail
Telephone

Agreements ^

BACK SAVE TO DRAFTS **SEND REQUEST**

The submitted request must be signed with **M-token**. After entering the code, select the button "Confirm".

Registration in Digital Document Exchange (DDE) platform ×

✓ — ✓ — 3

Request successfully saved.

Number	Client	Creation date
00004100	КШ ФОРУШ Ц ПШ - Ш ВЪАКМБ	01 Nov 2024 15:09:56

Sign with M-token

In order to sign, enter the code which is visualized in SIGN CODE field of M-token app and choose GENERATE button. Then input the result in SIGN CODE field and select CONFIRM button.

CANCEL **CONFIRM**

Registration in Digital Document Exchange (DDE) platform ×



Request successfully saved.



Request successfully signed



The request has been sent successfully and needs to be processed.

CLOSE

PENDING

You can find your request in the menu "Requests" -> section "Submitted requests". Your request will be displayed in the first position with status "Sent".

UniCredit Bulbank DEMO € 15 5F Logout

Home
Payments
Accounts and cards
Loans
Requests
Cash Withdrawal
Disbursement/repayment of revolving loan
Automated disbursement/repayment of revolving loan
Request for current account
Change in loan condition
Bank reference
Account statement
Apply for opening of a new deposit
Registration in Digital Document Exchange (DDE) platform

Requests

Registration in Digital Document Exchange (DDE) platform

Sent requests **Pending** Drafts

Enter criteria NEW REQUEST

Last
10

For date

Period
State: All Client: All

SHOW

Sent requests					
Number	Client	Date Sent	Date Processed	State	Message from administrator
		03 Nov 2024 16:30:46		Sent	

After successful processing from the bank, the status will be "**Approved**" and you will receive a notification in Bulbank Online. On the email you have submitted, you will receive your username and link to the Platform (DDE), and on the phone number you have submitted, you will receive an SMS with a temporary login password.

After successful registration, the Platform can also be accessed through Bulbank Online through the menu "**Digital Platforms**". Instructions can be found **here**.