



**Digital is easier, more
convenient and more secure**

DDE – Digital Document Exchange

User Guide



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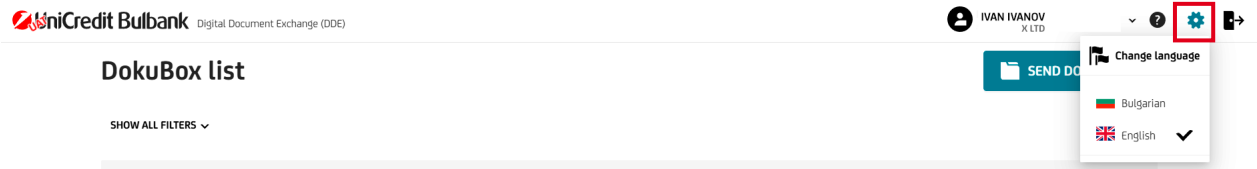


Introduction

This guide provides you with detailed information on using the Digital Document Exchange (DDE) Platform.

General information:

- The Platform is available in Bulgarian and English. Bulgarian is selected by default. Changing the language is possible before entering the Platform by selecting the “Language” option from the drop-down menu or after logging and clicking on the settings icon;



- When you enter your username and password to log into the Platform, make sure there are no blanks or spaces in the fields;
- On the home screen in the **DokuBox list** you can see all document packages that you have created or your servicing banker has directed to you. By default, only DokuBoxes with “**In Progress**”/ “**Waiting Bank Configuration**” and “**Finalized**” status are displayed. In the menu, there is also a button to send a package of documents (DokuBox);
- When a DokuBox is created and one of its participants performs an action, you will access the DokuBox in read mode with no active actions. The DokuBox will be displayed with **Locked** status and you will see a locker in the last column;

DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
STANDARD WORKING CAPITAL LOANS		IN PROGRESS	24.02.2025, 18:15	10188

- Your user session is active for **15 minutes**. A notification is displayed, if you wish to continue the session. If you do not confirm, the Platform will automatically close.
- With the help icon , you can access all user guides and useful information regarding the DDE Platform.



- To exit the Platform, use the Logout icon (the circled one).











Button names

The **“DokuBox List”** is displayed on the home screen - it contains a list of all document packages (DokuBox) directed to you or ones that you have created and directed to the Bank for review. If you don't have any available yet, **“No Data”** will be displayed. Using the filters, you can easily find a specific documents package as one or more search criteria can be specified:

- **Show all filters** – click this button to display the filter fields of the document package list;

 UniCredit Bulbank Digital Document Exchange (DDE)



 IVAN IVANOV
X LTD

DokuBox list


SEND DOCUMENTS

SHOW ALL FILTERS ▾

	DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
+	CREDIT CARD FOR LEGAL ENTITIES		IN PROGRESS	04.02.2025, 10:59	9947 
+	CONDITIONAL LOAN		IN PROGRESS	03.02.2025, 18:18	9935 

- **DokuBox name** – enter the name of the document package;
- **DokuBox status** – selects the status of the document package – **“In progress”/“Waiting bank configuration”/“Cancelled”/“Finalized”/ “All”**;
- **DokuBox Custom name** – enter the name of the document package. It is valid for a DokuBox created by you with a specified custom DokuBox name;
- **Doku status** – select the document status from the drop-down menu;
- **Last modification date (from/to)** – select the period in which the last change was made in the document package;
- **Document name** – enter the name of the document that is part of the corresponding DokuBox;
- **DokuBox ID** – enter the ID of the document package.

Click on one of the columns to sort the information in it – ascending or descending order.

	DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
+	CONDITIONAL LOAN		IN PROGRESS	17.02.2025, 12:32	10054 
+	REVOLVING LOAN FOR WORKING CAPITAL		IN PROGRESS	31.01.2025, 15:56	9916 





Login to the Digital Document Exchange (DDE) Platform

When you log into the Platform for the first time, use the username you have received by email and the temporary password you have received via SMS upon account activation.



Digital Document Exchange Platform

Welcome to
the Platform of UniCredit Bulbank!

Use the login option directly through your Bulbank Online >> Digital Platforms menu for easier and faster direct access to the DDE Platform

Language

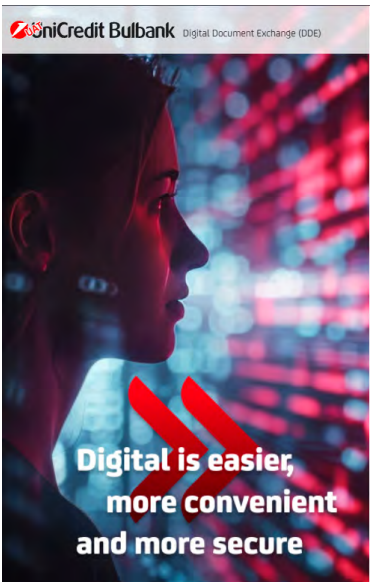
Username

Password

Login

[FORGOTTEN PASSWORD >](#)

On the next screen you will be able to set your desired password. Then click **“Submit”**.



[< GO BACK TO LOGIN](#)

Digital Document Exchange Platform

Change password

Current password

New password

New password repeat

Submit

[FORGOTTEN PASSWORD >](#)



TO THE CONTENTS

On the next screen, you need to enter the one-time login code you have received via SMS. Click “Login”.

UniCredit Bulbank

Digital Document Exchange (DDE)

Digital is easier,
more convenient
and more secure

Do you need support?

GO BACK TO LOGIN

Digital Document Exchange Platform

Confirm operation with OTP

Code

Code

Login

FORGOTTEN PASSWORD

If you are assigned to more than one company, please select which one you want to access the Platform from.

UniCredit Bulbank

Digital Document Exchange (DDE)

Digital is easier,
more convenient
and more secure

Do you need support?

GO BACK TO LOGIN

Digital Document Exchange Platform

Choose client

X LTD

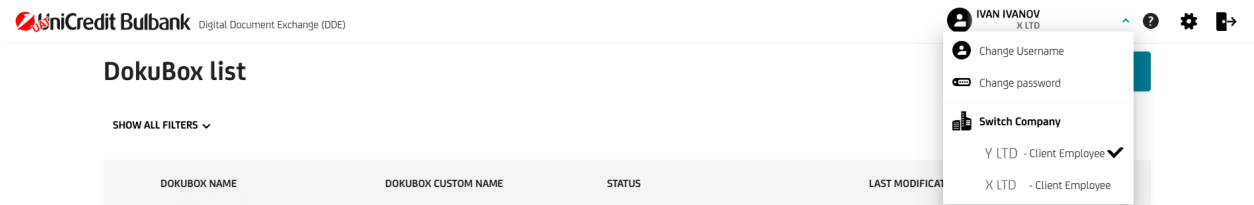
Y LTD

X LTD

FORGOTTEN PASSWORD

After a successful login, you have the option to change the company you operate with in the Platform again. In the top right corner of the screen, click the arrow next to your name, where you will see all the companies you are assigned to - select one of them.

You will be automatically redirected to your account with that company, without having to re-enter your username and password.

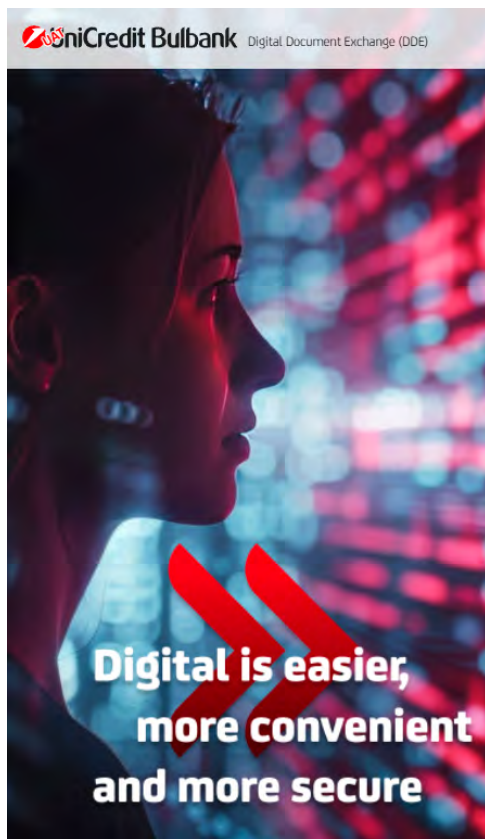


If you are subscribed to the Bulbank Online service, you can access the DDE Platform without entering a username and password by following the steps described in [the Instructions for accessing the DDE Platform](#) via Bulbank Online.



Forgotten password

To reset your password, click **“Forgotten password”** at the bottom of the screen.



Digital Document Exchange Platform

Welcome to
the Platform of UniCredit Bulbank

Use the login option directly through your Bulbank Online >> Digital Platforms menu for easier and faster direct access to the DDE Platform

Language
English

Username
Username

Password
Password

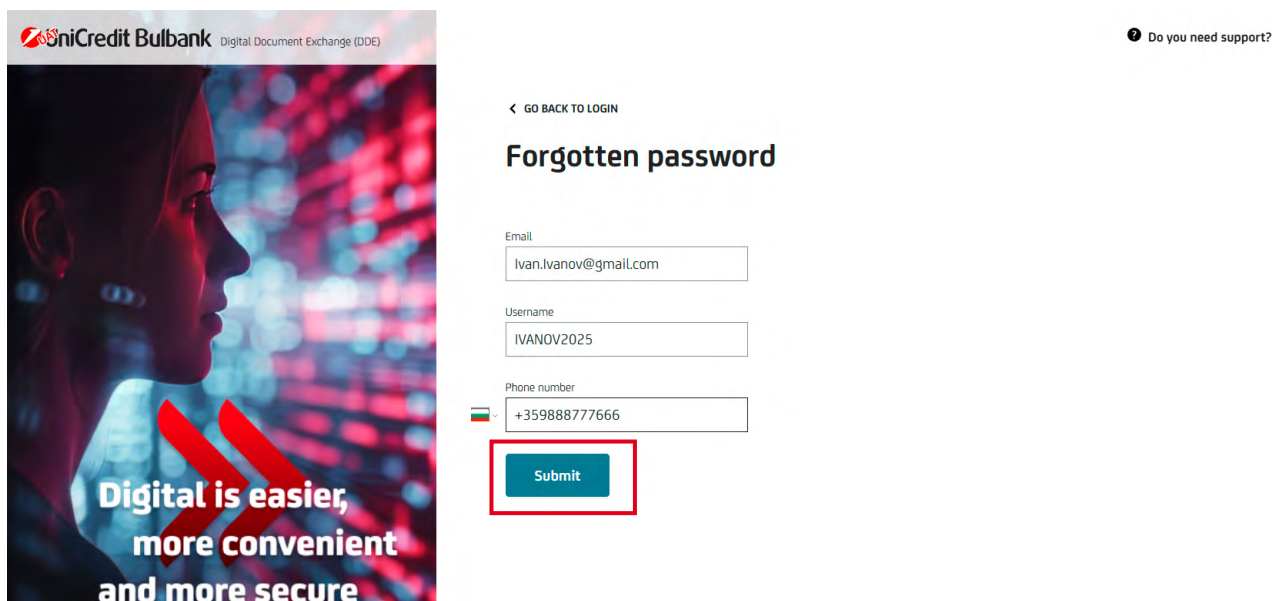
Login

[FORGOTTEN PASSWORD >](#)



TO THE CONTENTS

Enter your details: email, username and mobile number with which you are registered on the Platform.
Click **“Submit”**.



UniCredit Bulbank Digital Document Exchange (DDE)

Do you need support?

< GO BACK TO LOGIN

Forgotten password

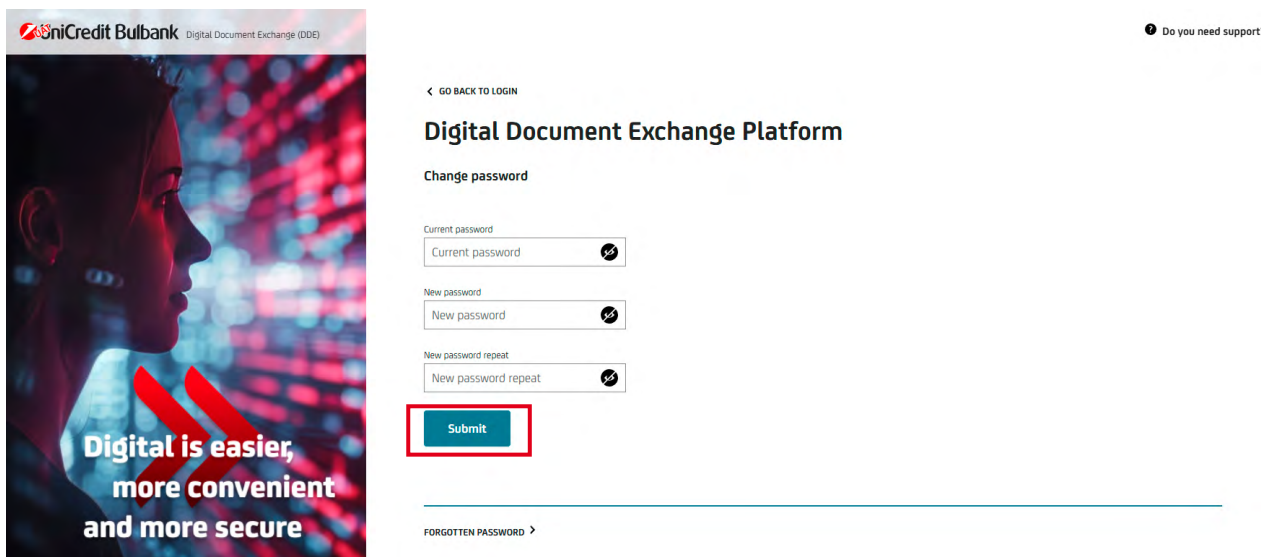
Email
Ivan.Ivanov@gmail.com

Username
IVANOV2025

Phone number
+359888777666

Submit

You will be taken to the home screen where you will again need to enter your username and the new temporary password you will receive via SMS. After clicking **“Login”**, on the next screen set your desired password and click **“Submit”**.



UniCredit Bulbank Digital Document Exchange (DDE)

Do you need support?

< GO BACK TO LOGIN

Digital Document Exchange Platform

Change password

Current password
Current password

New password
New password

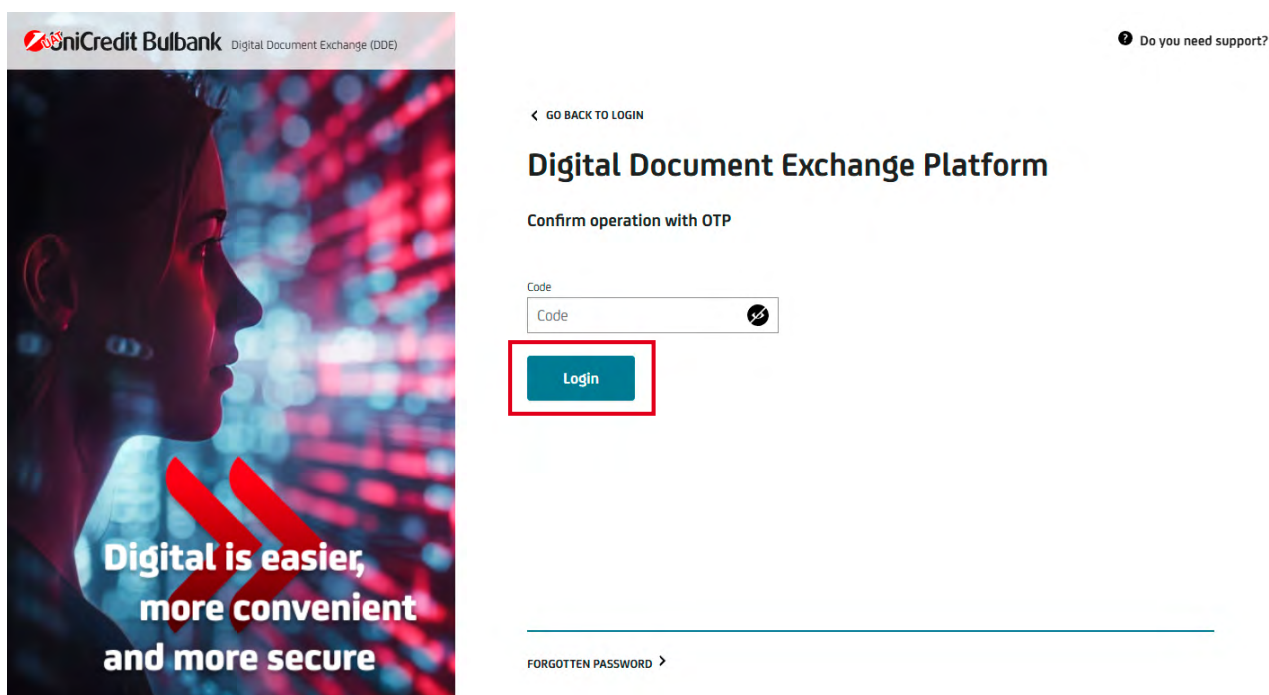
New password repeat
New password repeat

Submit

FORGOTTEN PASSWORD >

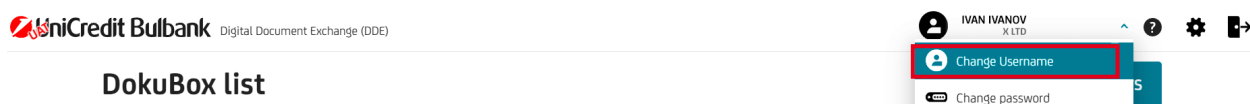


On the next screen, you need to enter the one-time login code you received via SMS. Click **“Login”**.

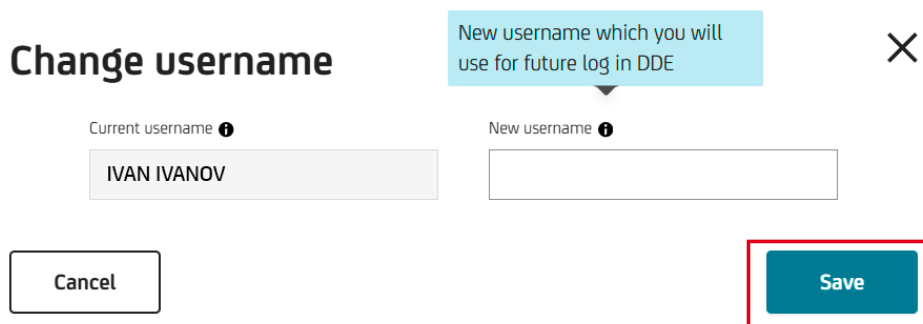


Change username

To change your username you need to select the arrow next to your name and select **“Change Username”**.



On the screen you will see your current username, and on the right side of the window you will be able to type in a Username of your choice. Then select the **“Save”** button.





Possible actions in DokuBox


» Download a document

To download a document from DokuBox, you can click on the file name or on the sign next to it. If there are several documents, you can download all of them by clicking **“DokuBox more options”** and **“Download all documents”**. If the file size is larger, the download may take a few seconds.


The screenshot shows the DokuBox interface for a package titled "Standard working capital loans" with a status of "IN PROGRESS". The package contains 4 documents. The first document, "1. Request for repayment of amounts", is highlighted with a red box around the "Official_Test.pdf" file name. A red box also highlights the "DOKUBOX MORE OPTIONS ^" button in the top right corner, which opens a dropdown menu containing "DOWNLOAD ALL DOCUMENTS" and "PARTICIPANTS AND SIGNATORIES LIST". The second document, "2. Request for change of credit terms", also shows a "Test.pdf" file. The third document, "3. Declaration of consent and Information about personal data", shows "Official_Test_signed_btust.pdf". The fourth document, "4. Tax return for the previous year", shows "Test.xlsx". A "Submit Actions" button is located at the bottom right.


» Chat function


You have the possibility to exchange messages, similar to a chat, with your servicing banker regarding documents sent via DDE. You can only exchange messages for a **DokuBox** that is in **“In Progress”/“Waiting bank configuration”** status, but not in **“Cancelled”** or **“Finalized”** status.

To add a message, select the **DokuBox**, and next to each document in the package, you will see the message icon. Click the button .

The screenshot shows the DokuBox interface for a package titled "Standard working capital loans" with a status of "IN PROGRESS". The package contains 1 document, "1. Supplementary agreement to loan agreement". The document shows a "Customer and Bank signature required" section with a "SHOW ALL SIGNERS" button. A "message icon" is visible next to the document title. At the bottom right, there is a "Sign in DDE" button and a "Submit Actions" button.

After you enter your message, press the button  to save it. Press the **“Submit Action”** button in the bottom right corner to send it.

Participants of the specific package of documents will receive an email notification when messages are exchanged. Opening the specific **DokuBox**, you will see the unread message .

All exchanged messages are saved and you can find the history after pressing the button  again, regardless of the DokuBox status.



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» Document correction

If you have received a document that needs correction, you can download the file and make your comments. Attach the file with the comments, select the **“Return to Bank for Correction”** button and then click **“Submit actions”**. Your servicing banker will review the document, make the necessary corrections and send it to you for a signature.

BACK

DOKUBOX ID: 10199

Standard working capital loans IN PROGRESS

Product Category: Loans - Corporate clients

1 DOCUMENT/S AVAILABLE

1. Loan application for legal entities

WAITING CLIENT SIGNATURE

Customer signature required
CLIENT SIGNATURE IN PROGRESS [SHOW ALL SIGNERS](#)

Official_Test.pdf

[BROWSE FILE](#)
or drag file in here

☒ RETURN TO BANK FOR CORRECTION ☐ SEND TO BANK

[Submit Actions](#)

» Document - Under negotiation

If your Servicing Banker has sent a document that is in **“Under Negotiation - Client”** status, you need to download the document and fill it in without signing it. In order to send it back to the Bank, you need to attach it at the indicated place, click on **“Send to Bank”** and **“Confirm Action”**.

Once the banker has reviewed the document and confirmed that the contents are correctly completed, they will send it back to you for signing.

BACK

DOKUBOX ID: 10198

Overdraft IN PROGRESS

Product Category: Loans - Corporate clients

3 DOCUMENT/S AVAILABLE

1. Declaration of obligations

UNDER NEGOTIATION - CLIENT

It is necessary for the Customer to fill in the document and send it to the Bank without signing it. Once the Bank verifies that the content is correctly filled in, it will start the signing process.
(Signed by 0 out of possible 1) [SHOW ALL SIGNERS](#)

Test_2.docx

[BROWSE FILE](#)
or drag file in here

☒ SEND TO BANK

2. Supplementary agreement to loan agreement

WAITING CLIENT SIGNATURE

[Submit Actions](#)



» Document - waiting acknowledgment

If your Servicing Banker has sent a document that is in a **“Waiting client acknowledgment”** status, you need to review the document. To confirm it you need to select the **“Confirm”** and **“Submit Action”** button.

[< BACK](#)DOKUBOX ID: 11980

Bulbank online IN PROGRESS1 DOCUMENT/S AVAILABLE

Product Category: E-banking

[DOKUBOX MORE OPTIONS](#)

1. General terms and conditions for providing the electronic banking services Bulbank Online and Bulbank Mobile

WAITING CLIENT ACKNOWLEDGEMENT

Only confirmation from the Customer is required

Official_Test_signed_btrust.pdf

CONFIRM

Submit Actions

» Overview of participants and signatories in DokuBox

Once you're in the DokuBox you want, click **“Show all signers”**.

[< BACK](#)DOKUBOX ID: 10185

Standard working capital loans IN PROGRESS1 DOCUMENT/S AVAILABLE

Product Category: Loans - Corporate clients

1. Supplementary agreement to loan agreement

WAITING CLIENT SIGNATURE

Customer and Bank signature required

CLIENT SIGNATURE (Signed by 0 out of possible 2)

Official_Test.pdf

SHOW ALL SIGNERS

Sign in DDE

Submit Actions



You will see a list of the documents available in the **DokuBox**, who is expected to sign and the progress of the signing process. Once you click on any of the documents, you will see who the participants and signatories are and who is still awaiting signature.

Doku Signers and Participants



1. Declaration of obligations UNDER NEGOTIATION - CLIENT

(Signed by 0 out of possible 1)



2. Supplementary agreement to loan agreement WAITING CLIENT SIGNATURE

CLIENT SIGNATURE (Signed by 0 out of possible 2)



PARTICIPANT TYPE	NAME	ROLE	COMPANY	SIGNED
CLIENT	IVAN IVANOV	Client signatory	X LTD	③
CLIENT	IVAN IVANOV	Client participant	X LTD	③
BANK	IVAN IVANOV	Bank Signatory	UniCredit Bulbank	③
BANK	IVAN IVANOV	Bank participant	UniCredit Bulbank	③

OK



Signing documents

» Signing in DDE with disposable QES.

If the DokuBox contains more than one document, you can sign all documents with one action. The Platform offers the possibility to issue a one-time QES from the certification service provider Namirial S.p.A*.

You can use it to sign documents received from the Bank. The one-time QES is valid for signing only the specific package of documents you have received. When signing another package of documents, the process of issuing a one-time QES is performed again. At each issuance of a one-time QES, you must agree to the General Terms and Conditions of Namirial in order to use the signing service.

**Namirial S.p.A is a company based in Italy that meets all EU regulatory requirements concerning certification providers services. Namirial S.p.A is also listed on the official EIDAS website (<https://eidas.ec.europa.eu/efda/tl-browser/#/screen/tl/IT/33>).*

Once your servicing banker directs a document to you for a signature, you can sign it directly in the Platform. You will receive an email notification of a new DokuBox in the system. You can access it directly by copying the link from the email into your Internet browser or by logging into the Platform. The DokuBox will be displayed in the DokuBox list menu with **“In Progress”** status. The document will be displayed with **“Waiting Client signature”** status.

Important! If the DokuBox contains more than one document, you can sign all documents with one action. To start signing, all documents need to be in status “Waiting client signature”.



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DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
STANDARD WORKING CAPITAL LOANS		IN PROGRESS	24.02.2025, 16:20	10185

AVAILABLE DOCUMENTS (1)

DOCUMENT NAME	STATUS	CURRENT USER	UPLOADED BY	LAST MODIFICATION
SUPPLEMENTARY AGREEMENT TO LOAN AGREEMENT	WAITING CLIENT SIGNATURE	IVAN IVANOV	Bank	24.02.2025, 16:20

To sign, choose the corresponding DokuBox and click on it. To view the document that is directed to you for a signature, click **“Download”**. The document will be downloaded to your device. After you have reviewed the contents of the document, click the **“Sign in DDE”** button where you will automatically be redirected to a new page.

[BACK](#)

Standard working capital loans
IN PROGRESS

Product Category: Loans - Corporate clients

DOKUBOX ID: 10185

1 DOCUMENT/S AVAILABLE

1. Supplementary agreement to loan agreement

WAITING CLIENT SIGNATURE

Customer and Bank signature required
CLIENT SIGNATURE (Signed by 0 out of possible 2)

Official_Test.pdf

Sign in DDE

Submit Actions

The following window will then be displayed, click **“OK”**.

Security Request From Sender

Sender: [DDE BG Org Admin](#)
Envelope: DDE_BG_3938251_dokubox_UAT_10512_6427
Files: e7fab77d-0387-4328-b768-0669f415e586.pdf

The sender requests that you verify your identity with following:

OK

The document you need to sign will be displayed on the screen. You will find a **“Signature Sheet”** at the end of the document. An electronic signature is required in the grey box. Click **“Sign signature field”**.



Important! If the DokuBox contains more than one document, when you start the signature process, the documents will be displayed one after the other. To sign all documents with one action, you need to select one of the grey fields “Sign signature field”. On the next screen, you need to confirm that you want to sign the package (Batch Signature). Click “Next” and follow the steps below.

Select Signing Method

Deselect Batch-Signature if you do not want to sign all combined signatures at once!

☒ Batch Signature i Sign 2 signatures at once

Please choose a signature type

☒ **Sign with a disposable remote certificate**
Sign using a disposable remote certificate stored on a server. The certificate will be issued once the process is started and will expire an hour later.

- ☒ Remember signature type i
- ☒ Remember batch signature decision

CANCEL

NEXT

You need to agree to the general terms and conditions for issuing a one-time QES. Check the required boxes and click “Accept”.



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Issuance of disposable certificate

ISSUE OF DISPOSABLE CERTIFICATES - APPLICATION FORM - Mod.NAM CA22D (Rev.09)

You apply for a contract for the issuance of a disposable qualified electronic signature certificate to be concluded between you (the applicant) and Namirial SpA, an Italian company having its registered office in Senigallia (AN), Zip Code 60019, Via Caduti sul Lavoro No. 4, Italy, Trade and Companies Register of Ancona and Tax Code/VAT number No. 02046570426No. 02046570426 (a Qualified Trust Service Provider under eIDAS Regulation). This application You are going to fulfill shall be forwarded to Namirial by the Local Registration Authority (as defined in Schedule A below) in order to provide You with a disposable qualified electronic signature certificate which allows You to electronically sign a contract within the limitations of use defined in Schedule C below (having the equivalent legal effect of a handwritten signature). According to definitions of this issuance Contract, You are appointed as Holder of the Certificate.

SCHEDULE A – Local Registration Authority (LRA) details
LRA N° (Local Registration Authority): 2134
company/name (last, first, middle) : UNICREDIT BULBANK
tax code: UnicreditEU vat number: UNICREDITEU

In order to sign with electronic signature the Application Form, you need to accept the terms and conditions by checking the boxes below:

- ☒*(1) I certify the content of **SECTION E - SELF CERTIFICATION BY THE HOLDER**
☒*(2) I accept the General Terms and Conditions (Mod.NAMCA01D) and the one-sided clauses set forth in **SECTION F - ONE-SIDED CLAUSES**

SKIP

CANCEL

ACCEPT

Then you need to enter an one-time password, which you will receive via SMS. Enter and click “Sign” (or Batch Sign).

Sign with a disposable remote certificate

OTP

Your transaction (ID: 7y6oWGqFgq) expires in **4:57**

Signed by: IVANOV IVAN IVANOV
Issued by: Namirial CA Firma Qualificata
Signing time: 01-04-2025 13:51:03

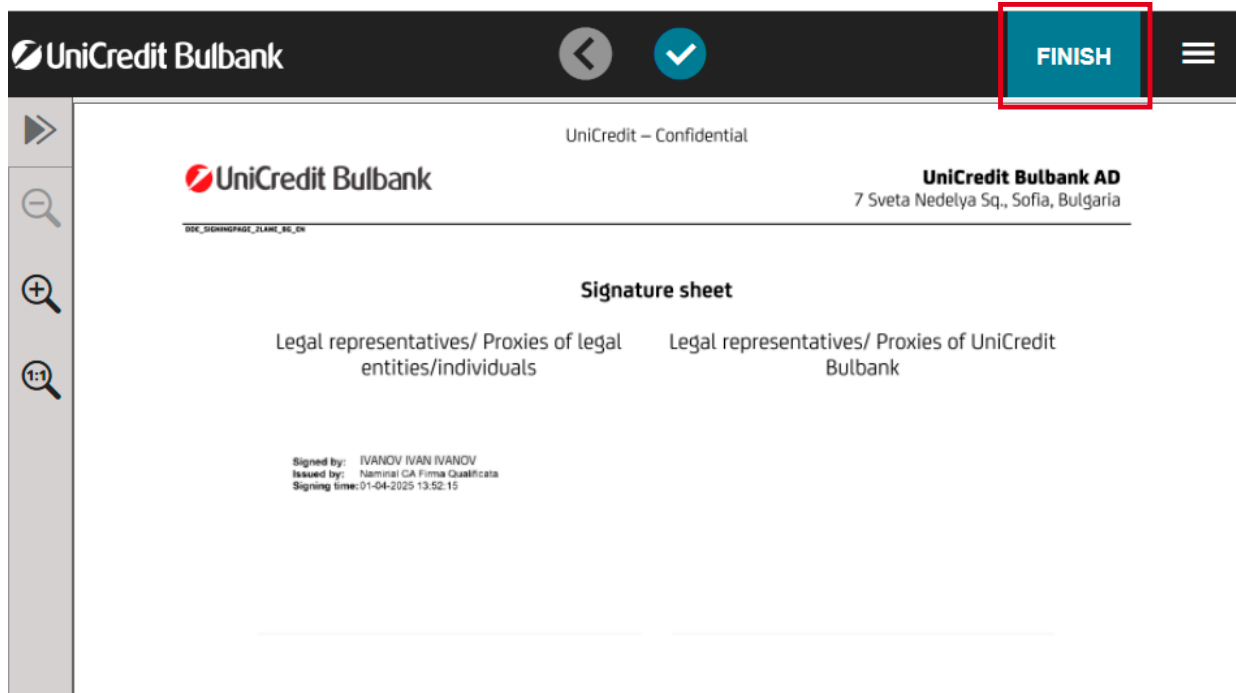
SKIP

CANCEL

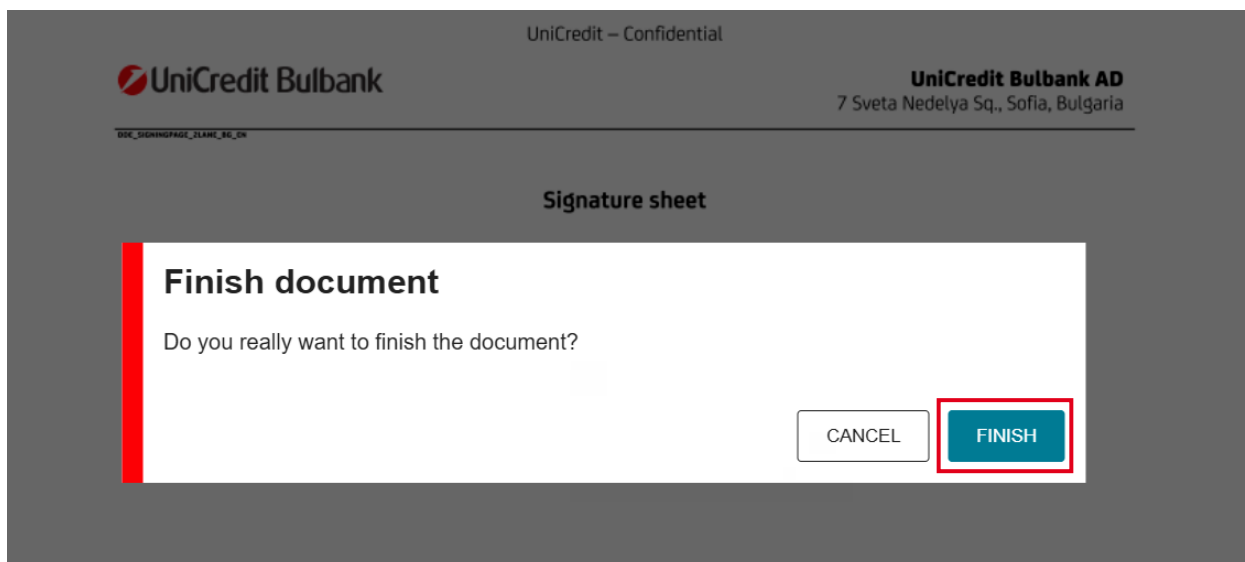
BATCH SIGN



After a successful electronic signature, it will be displayed in the indicated field. Click the **“Finish”** button in the upper right corner.




Then confirm your action, click **“Finish”** again.

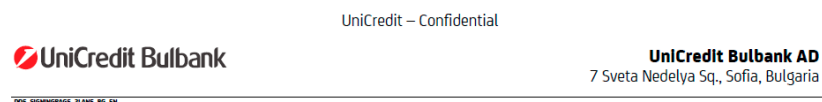


» Signing in DDE with your QES

The Platform also allows you to sign documents with your own QES outside the Platform. This also applies in cases where signatures are required from other persons representing the company, who are **NOT** users of the Platform. Open **DokuBox** by clicking on the corresponding row.

DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
⊖ STANDARD WORKING CAPITAL LOANS		IN PROGRESS	24.02.2025, 16:20	10185 
AVAILABLE DOCUMENTS (1)				
DOCUMENT NAME	STATUS	CURRENT USER	UPLOADED BY	LAST MODIFICATION
SUPPLEMENTARY AGREEMENT TO LOAN AGREEMENT	WAITING CLIENT SIGNATURE	IVAN IVANOV	Bank	24.02.2025, 16:20

Download the document to your device by clicking the **“Download”** button. At the end of the document, you will find a **“Signature Sheet”** where the required signatures need to be affixed.



Signature sheet

Legal representatives/ Proxies of legal entities/individuals



Legal representatives/ Proxies of UniCredit Bulbank



After signing the document, you need to upload it back to the Platform. It is mandatory to select the **“Send to Bank”** button. Then click **“Submit Actions”** to send the signed document to your servicing banker.

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Standard working capital loans IN PROGRESS


DOKUBOX ID: 10199

Product Category: Loans - Corporate clients

1 DOCUMENT/S AVAILABLE

1. Loan application for legal entities

ⓘ

 WAITING CLIENT SIGNATURE 

Customer signature required

CLIENT SIGNATURE IN PROGRESS [SHOW ALL SIGNERS](#)

📎 Official_Test.pdf 

BROWSE FILE

or drag file in here

☐ RETURN TO BANK FOR CORRECTION

☒ SEND TO BANK

Submit Actions



TO THE CONTENTS




Sending documents to the Bank

The process of sending documents to your servicing banker, can be used for:





- informative documents that do not require a subsequent signature
- documents that have already been signed by you with your own or company QES
- documents or Bank forms that you have completed and need to sign but do not have a QES.

After receiving them from you, the servicing banker will review the completed documents and send them back to you for signature with the integrated solution - the one-time QES from Namirial.

To send documents to your servicing banker, click on the “Send documents” button.

 **UniCredit Bulbank** Digital Document Exchange (DDE)







IVAN IVANOV
X LTD

DokuBox list

SEND DOCUMENTS


SHOW ALL FILTERS ▾

DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
 MY DOCUMENTS		WAITING BANK CONFIGURATION	01.07.2025, 15:03	11837 
 STANDARD WORKING CAPITAL LOANS		IN PROGRESS	27.06.2025, 14:29	11522 
 CONDITIONAL LOAN		IN PROGRESS	25.06.2025, 17:52	11436 

A new page will be displayed, where you have the option to upload up to 50 files. Each file can be up to **10 MB**. You can attach files in the following formats: **.pdf, .docx, .doc, .png, .jpg, .jpeg, .xlsx, .csv, .asice**.

If you wish, you can enter a custom name for the document package you are sending to the Bank by selecting the pencil next to “My Documents”. It will only be visible to you and will help you in subsequent searches.

[< BACK](#)

My Documents 

Upload a file before starting a process

Drag and Drop here
or

Select Files

It is necessary for the upload to be done from a secure device and a secure network.

You can upload **up to 50 files** at once. Formats accepted: **.pdf, .docx, .doc, .png, .jpg, .jpeg, .xlsx, .csv, .asice**.
Maximum file size **10 MB**.

Send to bank

Once you attach the documents, they will be previewed one below the other. You can change their name or give a brief informative description for your servicing banker.



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My Documents

Upload a file before starting a process

Drag and Drop here
or

Select Files

It is necessary for the upload to be done from a secure device and a secure network.

You can upload **up to 50 files** at once. Formats accepted: **.pdf, .docx, .doc, .png, .jpg, .jpeg, .xlsx, .csv, .asice**. Maximum file size **10 MB**.

 **1. Test.xlsx** | 9KB


 SUCCESSFULLY UPLOADED 

Document name

Test

Document description for the Bank

Please insert

 **2. Tax_return.docx** | 189KB


 SUCCESSFULLY UPLOADED 



Document name

Tax_return

Document description for the Bank

Please insert

 **3. Official_Test.pdf** | 183KB

 SUCCESSFULLY UPLOADED 

Document name

Official_Test

Document description for the Bank


Please insert

Total files: 3

 CLEAR ALL DOCUMENTS

Send to bank

In case your attached documents are already signed, the system will indicate next to the document name.

 **1. Tax_return.docx** | 189KB



 SUCCESSFULLY UPLOADED 



Document name

Tax_return

Document description for the Bank

Please insert

 **2. Official_Test_signed_btrust.pdf** | 2332KB •  Signed

 SUCCESSFULLY UPLOADED 


Document name

Official_Test_signed_btrust

Document description for the Bank

Please insert

If the signature you have put is invalid an error “Invalid signature” will be displayed. You need to delete the document using the trash icon.

 **1. Tax_return.docx** | 189KB



 SUCCESSFULLY UPLOADED 

Document name

Tax_return

Document description for the Bank

Please insert

 **2. 02_Doc1_signed.pdf** | 768KB •  Signed

 Invalid signature 

Document name

02_Doc1_signed

Document description for the Bank

Please insert



TO THE CONTENTS

Once you have attached the documents you want to send, select the **“Send to bank”** button.

BACK

My Documents

Upload a file before starting a process

Drag and Drop here

or

Select Files

It is necessary for the upload to be done from a secure device and a secure network.

You can upload up to 50 files at once. Formats accepted: .pdf, .docx, .doc, .png, .jpg, .jpeg, .xlsx, .csv, .asice. Maximum file size 10 MB.

1. Tax_return.docx | 189KB

Document name

Tax_return

Document description for the Bank

Please insert

2. Official_Test.pdf | 183KB

Document name

Official_Test

Document description for the Bank

Please insert

Total files: 2

CLEAR ALL DOCUMENTS

Send to bank

The documents you have sent will be visible in the DokuBox list and will be in the **“Waiting bank configuration”** status.

DokuBox list

SEND DOCUMENTS

SHOW ALL FILTERS

DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
<div>+</div> MY DOCUMENTS		WAITING BANK CONFIGURATION	03.07.2025, 13:01	11857 <div></div>
<div>+</div> STANDARD WORKING CAPITAL LOANS		IN PROGRESS	27.06.2025, 14:29	11522 <div></div>
<div>+</div> CONDITIONAL LOAN		IN PROGRESS	25.06.2025, 17:52	11436 <div></div>

TO THE CONTENTS

21

You have the option to open the document package you have created before it is processed by the Bank, and you have the option to download all documents or terminate the DokuBox.

BACK

My Documents

WAITING BANK CONFIGURATION

Custom name:

DOKUBOX ID: 11857

2 DOCUMENT/S AVAILABLE

You need to wait for your servicing banker to a configure the documents.

1. Official_Test

UPLOADED - CLIENT

Official_Test.pdf

2. Tax_return

UPLOADED - CLIENT

Tax_return.docx

DOKUBOX MORE OPTIONS

DOWNLOAD ALL DOCUMENTS

TERMINATE

Submit Actions



View history (Archive)

In the “**DokuBox list**” menu, you have filter options to find the corresponding DokuBox. The archived document packages have “**Finalized**” status. Set your criteria and click the “**Search**” button.

DokuBox list

CREATE NEW DOKUBOX

HIDE ALL FILTERS

DokuBox name

Insert data...

Last modification date (from/to)

mm/dd/yyyy - mm/dd/yyyy

Reset

DokuBox status

Finalized

In progress

Cancelled

Finalized

All

DokuBox custom name

Insert data...

DokuBox ID

Insert data...

Doku status

Select an option...

Search

After you find the specific **DokuBox**, click on the corresponding row.

DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
<div>+</div> STANDARD WORKING CAPITAL LOANS		<div>FINALIZED</div>	06.02.2025, 18:24	9980 <div></div>

After opening the specific **DokuBox**, you can download the signed document using the “**Download**” button. The document will be stored on your device. In case the size of the file is bigger, downloading may take a few seconds.

BACK

Standard working capital loans

FINALIZED

Product Category: Loans - Corporate clients

DOKUBOX ID: 9980

1 DOCUMENT/S AVAILABLE

1. Others

ARCHIVED

There is no need of signing

SHOW ALL SIGNERS

Official_Test.pdf



