



Digital is easier, more convenient and more secure

DDE – Digital Document Exchange

User Guide



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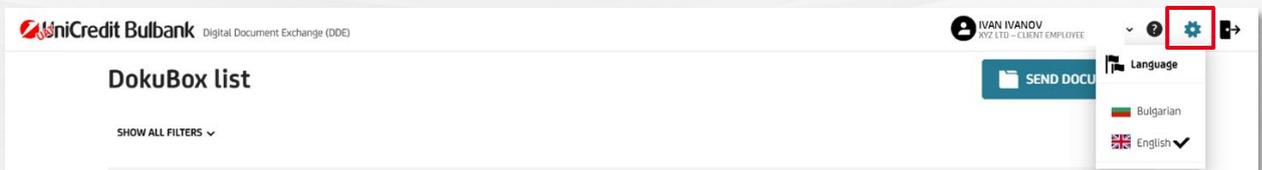


Introduction

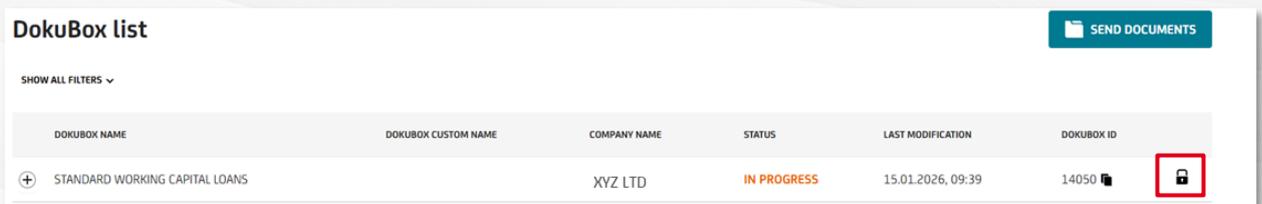
This guide provides you with detailed information on using the Digital Document Exchange (DDE) Platform.

General information:

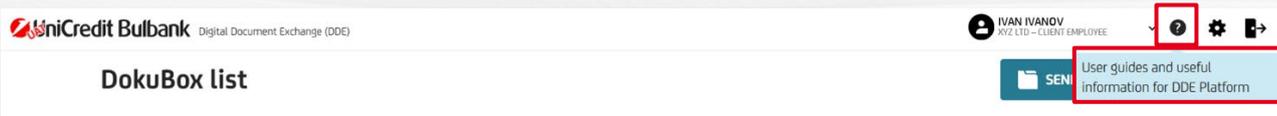
- The Platform is available in Bulgarian and English. Bulgarian is selected by default. Changing the language is possible before entering the Platform by selecting the “Language” option from the drop-down menu or after logging and clicking on the settings icon;



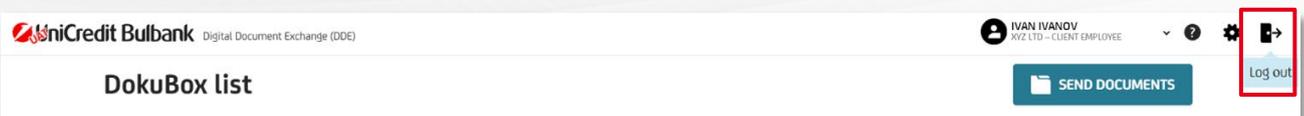
- When you enter your username and password to log into the Platform, make sure there are no blanks or spaces in the fields;
- On the home screen in the **DokuBox list** you can see all document packages that you have created, or your servicing banker has directed to you. By default, only DokuBoxes with “**In Progress**”/ “**Waiting Bank Configuration**”/ “**Waiting client signature**” 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;



- 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.



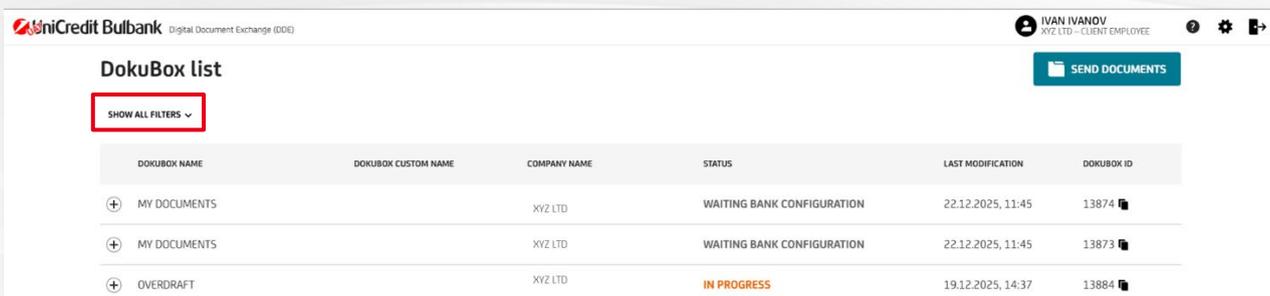
- To exit the Platform, use the Logout icon (the circled one).



Button names

The **“DokuBox List”** is displayed on the home screen - it contains a list of all packages of documents (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 package of documents as one or more search criteria can be specified:

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



DOKUBOX NAME	DOKUBOX CUSTOM NAME	COMPANY NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
+	MY DOCUMENTS	XYZ LTD	WAITING BANK CONFIGURATION	22.12.2025, 11:45	13874 
+	MY DOCUMENTS	XYZ LTD	WAITING BANK CONFIGURATION	22.12.2025, 11:45	13873 
+	OVERDRAFT	XYZ LTD	IN PROGRESS	19.12.2025, 14:37	13884 

- **DokuBox name** – enter the name of the package of documents;
- **DokuBox status** – selects the status of the package of documents – **“In progress”/“Waiting bank configuration”/“Waiting client’s signature”/“Cancelled”/“Finalized”/ “All”**;
- **DokuBox Custom name** – enter the name of the package of documents. 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 package;
- **Document name** – enter the name of the document that is part of the corresponding DokuBox;
- **DokuBox ID** – enter the ID of the package of documents.

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

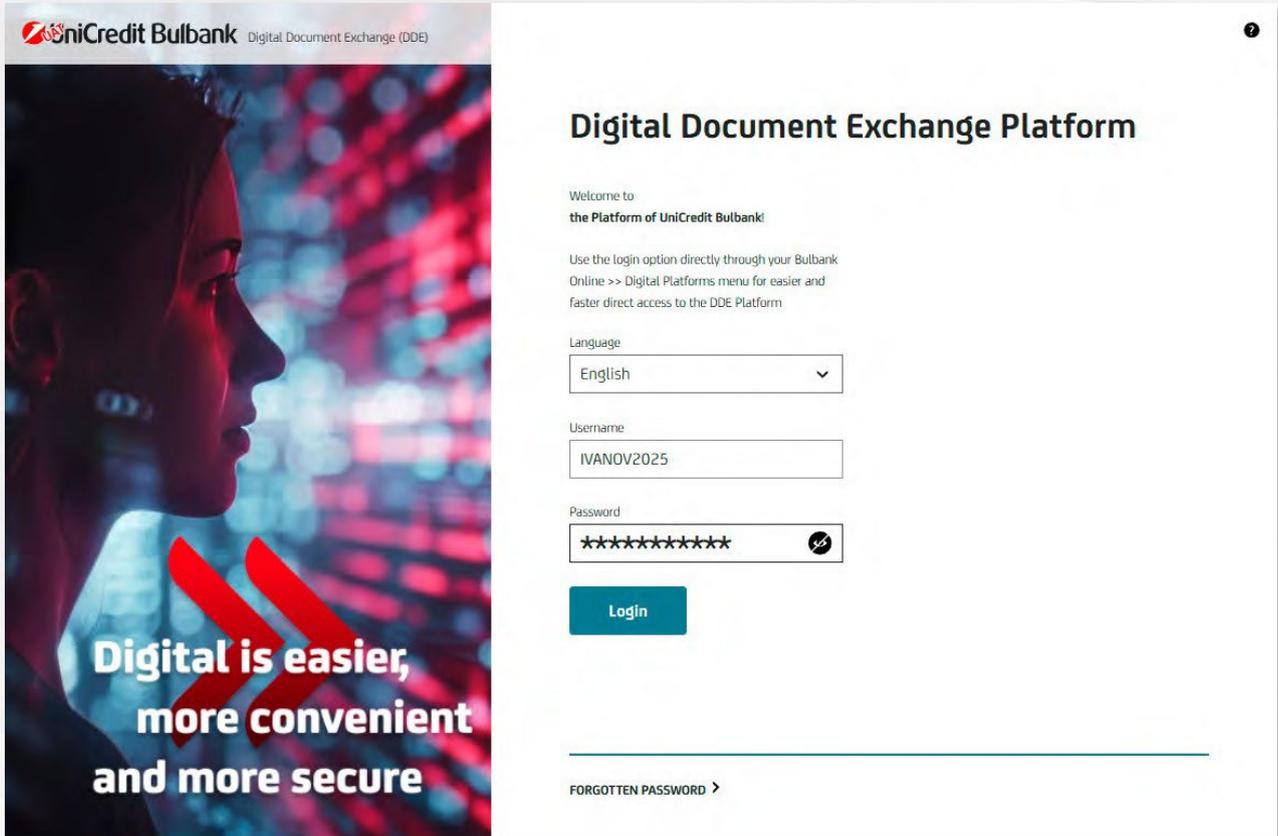


DOKUBOX NAME	DOKUBOX CUSTOM NAME	COMPANY NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
+	MY DOCUMENTS	XYZ LTD	WAITING BANK CONFIGURATION	22.12.2025, 11:45	13874 
+	MY DOCUMENTS	XYZ LTD	WAITING BANK CONFIGURATION	22.12.2025, 11:45	13873 
+	OVERDRAFT	XYZ LTD	IN PROGRESS	19.12.2025, 14:37	13884 
+	STANDARD INVESTMENT LOAN	XYZ LTD	IN PROGRESS	18.12.2025, 09:46	13866 

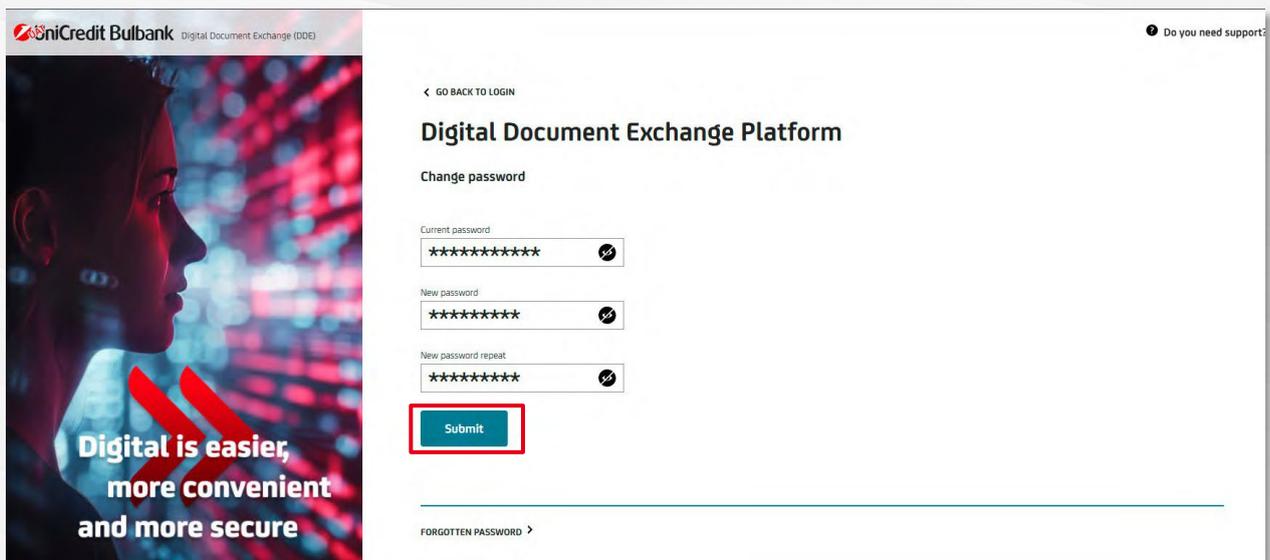


→ Login to the Digital Document Exchange (DDE) Platform

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.



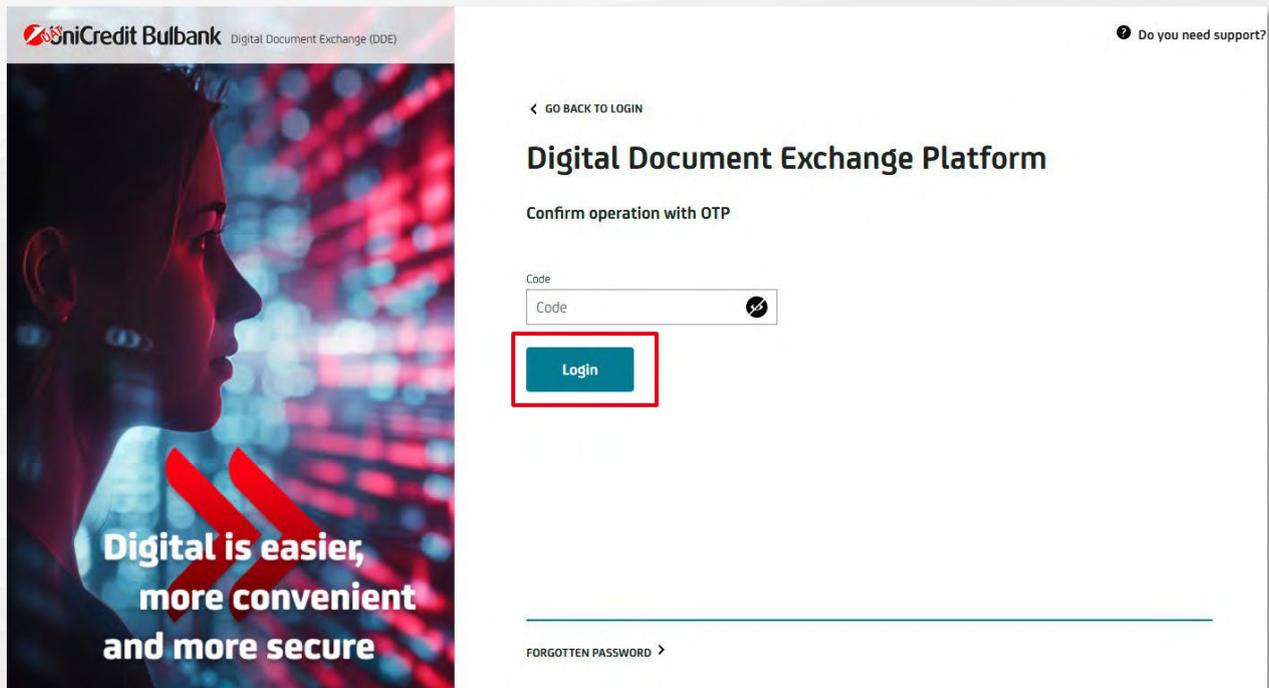
The screenshot shows the login interface for the Digital Document Exchange Platform. On the left, there is a banner with a woman's profile and the text "Digital is easier, more convenient and more secure" with a red arrow pointing right. The main content area includes the UniCredit Bulbank logo and "Digital Document Exchange (DDE)". Below this, it says "Welcome to the Platform of UniCredit Bulbank!" and provides instructions: "Use the login option directly through your Bulbank Online >> Digital Platforms menu for easier and faster direct access to the DDE Platform". There are three input fields: "Language" (set to English), "Username" (containing "IVANOV2025"), and "Password" (masked with asterisks). A "Login" button is positioned below the password field. At the bottom, there is a link for "FORGOTTEN PASSWORD >".



The screenshot shows the password change interface. On the left, the same banner as in the previous screenshot is visible. The main content area features a "GO BACK TO LOGIN" link at the top left. The title is "Digital Document Exchange Platform" and the section is "Change password". There are three password input fields: "Current password", "New password", and "New password repeat", all masked with asterisks. A "Submit" button is located below the "New password repeat" field. At the bottom, there is a link for "FORGOTTEN PASSWORD >".

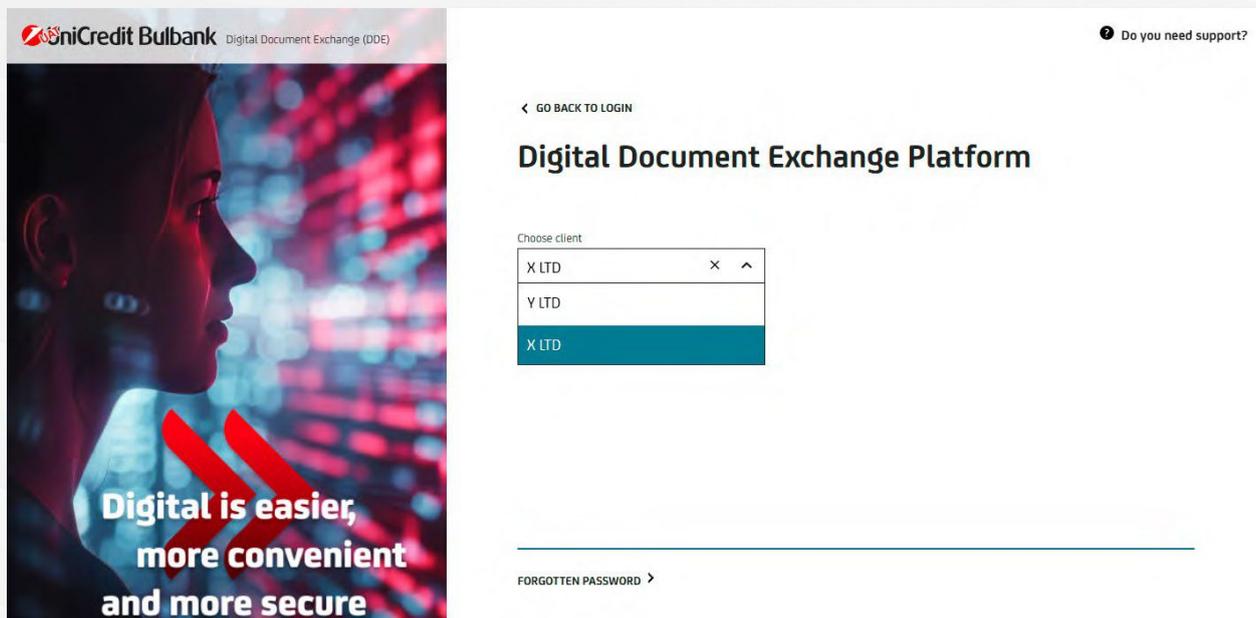


On the next screen, you need to enter the one-time login code you have received via SMS. Click **“Login”**.



The screenshot shows the login interface for the Digital Document Exchange Platform. On the left is a banner with a woman's profile and the text "Digital is easier, more convenient and more secure". The main content area includes a "GO BACK TO LOGIN" link, the platform title, and a "Confirm operation with OTP" section. A text input field labeled "Code" is present, and a red box highlights the "Login" button below it. A "FORGOTTEN PASSWORD" link is at the bottom.

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

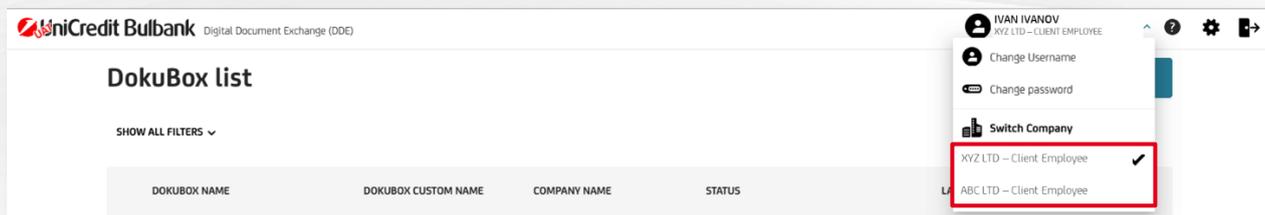


This screenshot shows the client selection step of the login process. It features the same banner on the left. The main content area has a "GO BACK TO LOGIN" link, the platform title, and a "Choose client" dropdown menu. The dropdown is open, showing three options: "X LTD", "Y LTD", and "X LTD", with the bottom "X LTD" option highlighted in blue. A "FORGOTTEN PASSWORD" link is located at the bottom.



After a successful login, you have the option to change the company you operate within the Platform. 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.

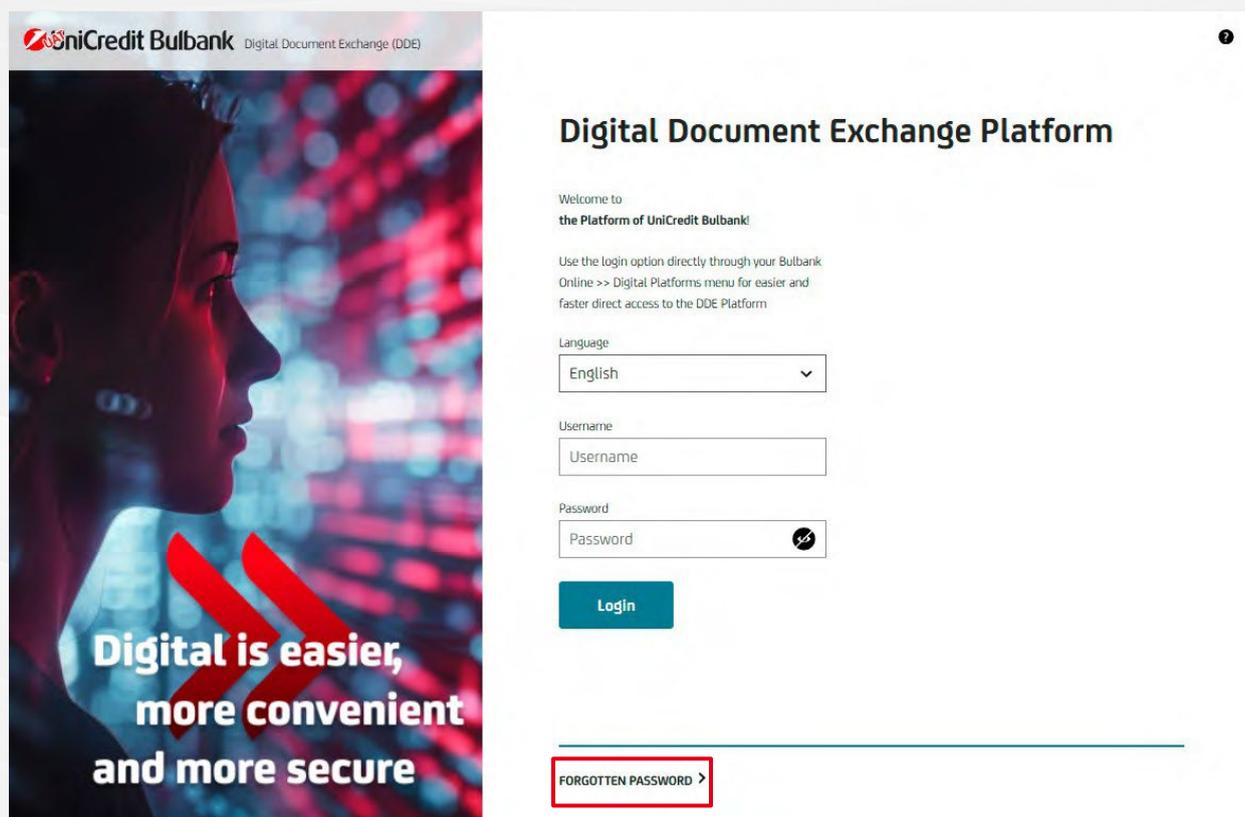
You will be automatically redirected to your account with that company, without having to re-enter your username and password.



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.



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

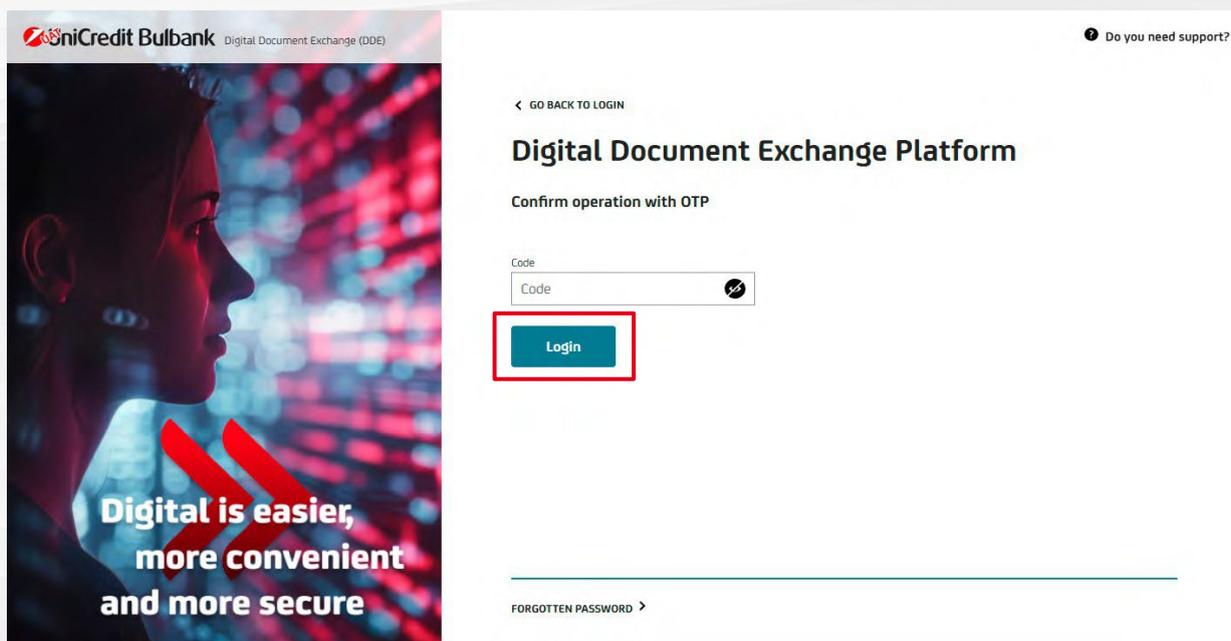
New password repeat
New password repeat

Submit

FORGOTTEN PASSWORD >

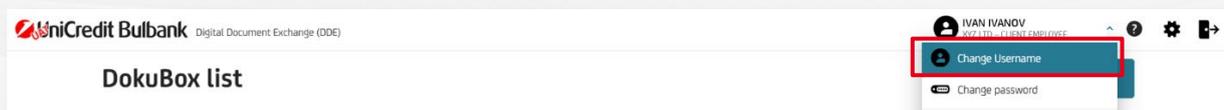


On the next screen, you need to enter the one-time login code you received via SMS. Click **“Login”**.

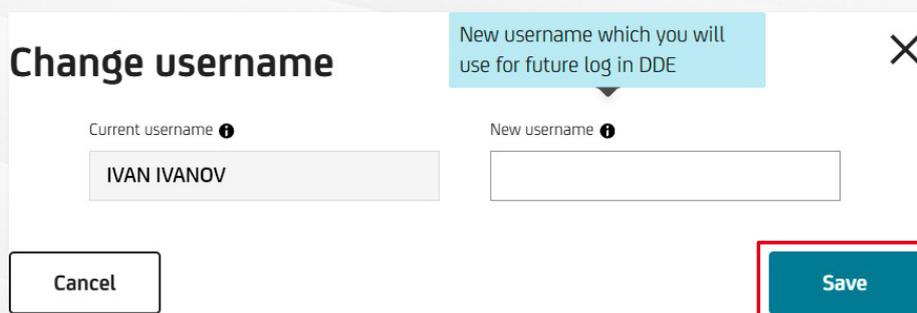


Change username

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 a DokuBox

»» Download a document

To download a document from a 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.

Standard working capital loans **IN PROGRESS**
Custom name: Loan 003 - Product Category: Loans - Corporate clients
DOKUBOX ID: 11737
4 DOCUMENT/S AVAILABLE

1. Request for repayment of amounts
WAITING ARCHIVAL
Customer signature required (Signed by 1 out of possible 1) SHOW ALL SIGNERS
Official_Test.pdf

2. Request for change of credit terms
WAITING ARCHIVAL
Customer signature required (Signed by 1 out of possible 1) SHOW ALL SIGNERS
Test.pdf

3. Declaration of consent and information about personal data
WAITING ARCHIVAL
The uploaded file is/should be signed outside DDE.
Official_Test_signed_btrust.pdf

4. Tax return for the previous year
WAITING ARCHIVAL
Test.xlsx

Submit Actions

»» 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”** 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

Standard investment loan **IN PROGRESS**
Product Category: Loans - Corporate clients
DOKUBOX ID: 13794
2 DOCUMENT/S AVAILABLE

1. Agreement for investment bank loan
WAITING CLIENT SIGNATURE
Customer and Bank signature required
CLIENT SIGNATURE (Signed by 0 out of possible 2) SHOW ALL SIGNERS
Official_Test.pdf

2. Declaration double financing
WAITING CLIENT SIGNATURE
Необходим е подпис от страна на Клиента
CLIENT SIGNATURE (Signed by 0 out of possible 1) SHOW ALL SIGNERS
Official_Test.pdf

Sign in DDE Submit Actions

After you enter your message, press the button to save it. Press the **“Submit Actions”** 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.



» 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.

The screenshot shows the DokuBox interface for a document titled "Real POS terminal" (DOKUBOX ID: 13800). The document is in "IN PROGRESS" status. The product category is "ATM and POS terminal device". The document is available in 1 document/s. The main content area displays the document title "1. Annex to a payment contract for a real POS terminal, serving payments and pre-paid cards for collection of revenues and other receipts of a budget organizations" with a status of "WAITING CLIENT SIGNATURE". Below this, it indicates "Customer and Bank signature required" and "Client signature is in progress". A file named "01_blank.pdf" is listed with a download icon. A "BROWSE FILE" button is present, along with the instruction "or drag file in here". At the bottom, there are two radio buttons: "RETURN TO BANK FOR CORRECTION" (highlighted with a red box) and "SEND TO BANK". A "Submit Actions" button is located at the bottom right.

» 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. To send it back to the Bank, you need to attach it at the indicated place, click on **“Send to Bank”** and **“Submit Actions”**.

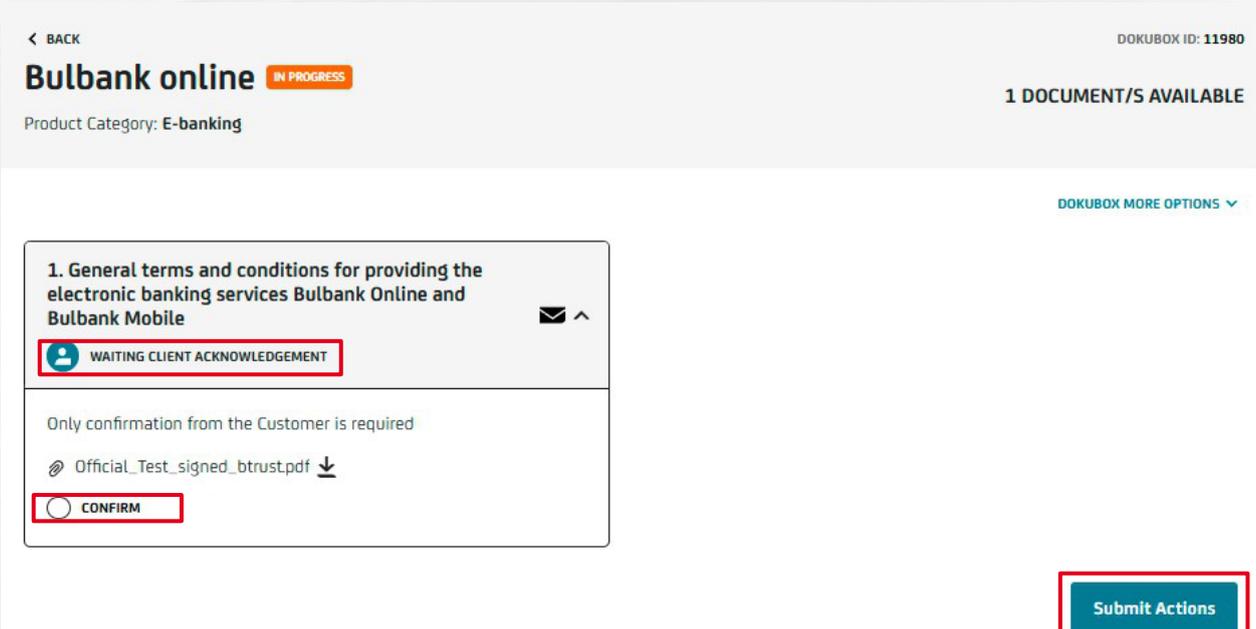
Once the banker has reviewed the document and confirmed that the content is correctly completed, they will send it back to you for signing.

The screenshot shows the DokuBox interface for a document titled "Overdraft" (DOKUBOX ID: 13884). The document is in "IN PROGRESS" status. The product category is "Loans - Corporate clients". The document is available in 2 document/s. A notification at the top states: "Signing DokuBox will be available once all the documents reach the status Waiting Client Signature". The main content area displays two document sections. The first section is "1. Declaration of obligations" with a status of "UNDER NEGOTIATION - CLIENT" (highlighted with a red box). It indicates "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." and "Signed by 0 out of possible 2". A file named "Test_Document.docx" is listed with a download icon. A "BROWSE FILE" button is present, along with the instruction "or drag file in here". At the bottom, there is a radio button "SEND TO BANK" (highlighted with a red box). The second section is "2. Supplementary agreement to loan agreement" with a status of "WAITING CLIENT SIGNATURE". It indicates "Customer and Bank signature required" and "CLIENT SIGNATURE (Signed by 0 out of possible 3)". A file named "Official_Test.pdf" is listed with a download icon. At the bottom, there is a radio button "RETURN TO BANK FOR CORRECTION". A "Submit Actions" button is located at the bottom right.



» Document - Waiting acknowledgment

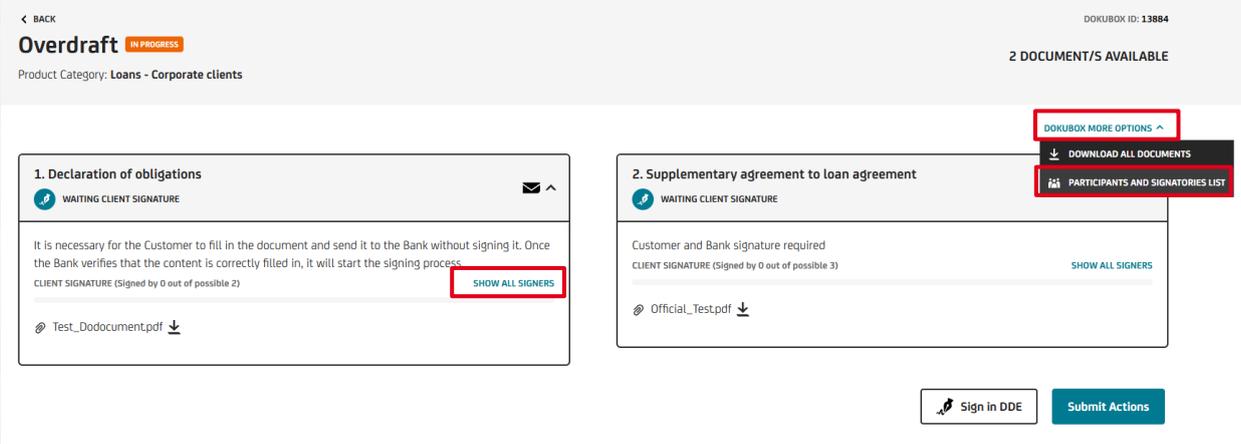
If your servicing banker has sent a document that is in a **“Waiting client acknowledgment”** status, you need to review the document. To confirm it you need to select the **“Confirm”** and **“Submit Actions”** button.



The screenshot shows the DokuBox interface for a document titled "Bulbank online" (DOKUBOX ID: 11980). The document is in "IN PROGRESS" status and is categorized as "E-banking". It indicates that 1 document is available. The document title is "1. General terms and conditions for providing the electronic banking services Bulbank Online and Bulbank Mobile". The status is "WAITING CLIENT ACKNOWLEDGEMENT". A note states: "Only confirmation from the Customer is required". A PDF file "Official_Test_signed_btrust.pdf" is attached. A "CONFIRM" button is visible. At the bottom right, there is a "Submit Actions" button.

» Overview of participants and signatories in a DokuBox

Once you are in the DokuBox, click **“Show all signers”** or click on **“DokuBox more options”** and choose **“Participants and signatories list”**.



The screenshot shows the DokuBox interface for a document titled "Overdraft" (DOKUBOX ID: 13884). The document is in "IN PROGRESS" status and is categorized as "Loans - Corporate clients". It indicates that 2 documents are available. The first document is "1. Declaration of obligations" with status "WAITING CLIENT SIGNATURE". It includes instructions: "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." and shows "CLIENT SIGNATURE (Signed by 0 out of possible 2)". A "SHOW ALL SIGNERS" button is highlighted. The second document is "2. Supplementary agreement to loan agreement" with status "WAITING CLIENT SIGNATURE". It includes instructions: "Customer and Bank signature required" and shows "CLIENT SIGNATURE (Signed by 0 out of possible 3)". A "SHOW ALL SIGNERS" button is visible. A "DOKUBOX MORE OPTIONS" menu is open, showing "DOWNLOAD ALL DOCUMENTS" and "PARTICIPANTS AND SIGNATORIES LIST" (highlighted). A "Sign in DDE" button and a "Submit Actions" button are at the bottom.

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 from who a signature is still expected.



Participants and signers

CLIENT SIGNATURE (Signed by 0 out of possible 2) ^

1. Declaration of obligations PENDING SIGNING

PARTICIPANT TYPE	NAME	ROLE	COMPANY	SIGNED
CLIENT	IVAN IVANOV	Client signatory Client participant	XYZ LTD	⊗
CLIENT	PETYA PETROVA	Client signatory Client participant	XYZ LTD	⊗
BANK	GEORGI GEORIEV	Bank participant	UniCredit Bulbank	Not required

CLIENT SIGNATURE (Signed by 0 out of possible 3) v

2. Supplementary agreement to loan agreement PENDING SIGNING

Signing documents

>> Signing in DDE with a one-time QES

The Platform offers the possibility to issue a one-time QES from a certified 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>).*

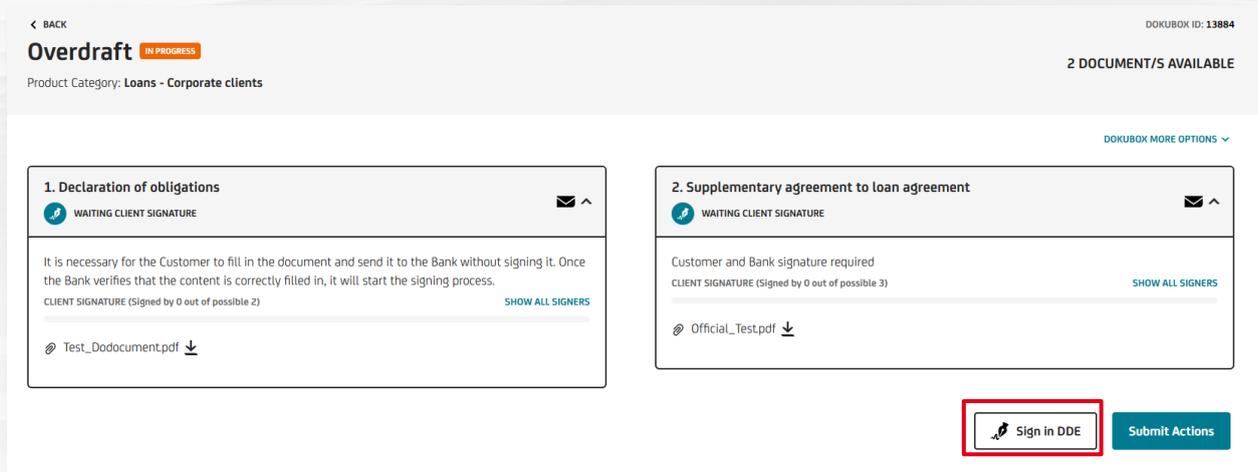
Once your servicing banker directs a document to you for signature, you can sign it directly in the Platform. You will receive an email notification of a new DokuBox in the system. You can access it directly by copying the link from the email into your Internet browser or by logging into the Platform. 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”.

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 . The document will be downloaded to your device. After you have reviewed the content of the document, click the **“Sign in DDE”** button where you will automatically be redirected to a new page.



BACK DOKUBOX ID: 13884

Overdraft IN PROGRESS 2 DOCUMENT/S AVAILABLE

Product Category: Loans - Corporate clients DOKUBOX MORE OPTIONS

1. Declaration of obligations ✉ ^

 WAITING CLIENT SIGNATURE

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.

CLIENT SIGNATURE (Signed by 0 out of possible 2) SHOW ALL SIGNERS

 Test_Document.pdf 

2. Supplementary agreement to loan agreement ✉ ^

 WAITING CLIENT SIGNATURE

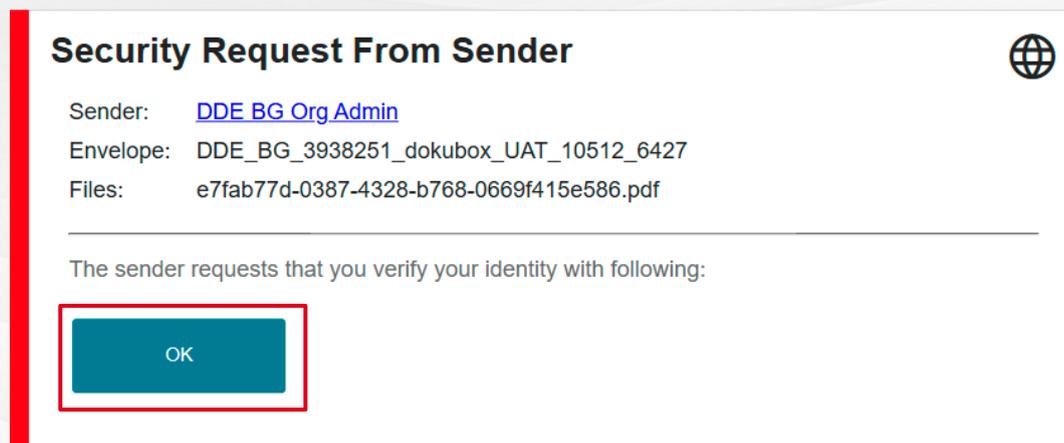
Customer and Bank signature required

CLIENT SIGNATURE (Signed by 0 out of possible 3) SHOW ALL SIGNERS

 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](#)

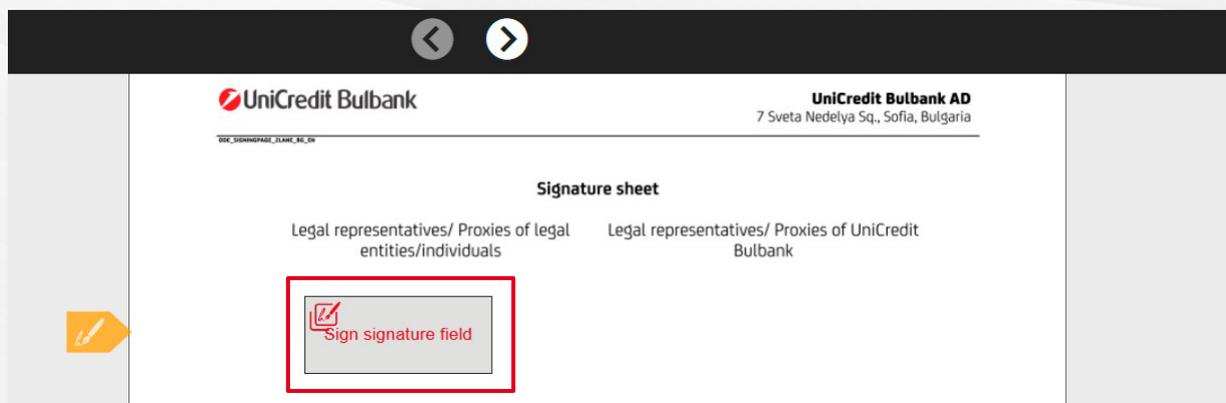
Envelope: DDE_BG_3938251_dokubox_UAT_10512_6427

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. Click **“Sign signature field”** (the grey box), in order to sign the document.



UniCredit Bulbank **UniCredit Bulbank AD**
7 Sveta Nedelya Sq., Sofia, Bulgaria

Signature sheet

Legal representatives/ Proxies of legal entities/individuals Legal representatives/ Proxies of UniCredit Bulbank

 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 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

You need to agree with the General terms and Conditions for issuing a one-time QES. Check the required boxes and click "Accept".

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**



Then you need to enter a one-time password, which you will receive via SMS. Enter it 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

After the electronic signature is successfully applied, it will appear in the designated field and you will be automatically redirected to the DokuBox list.

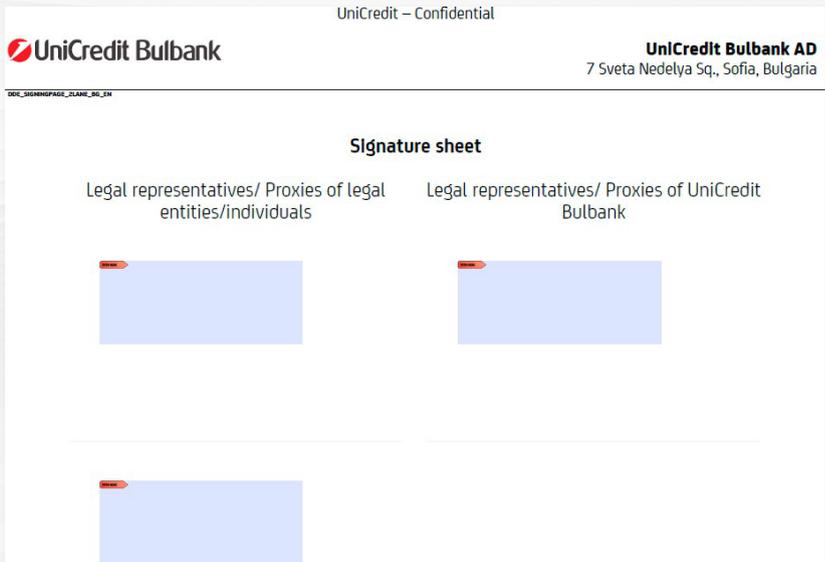
» Signing outside DDE with your QES

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

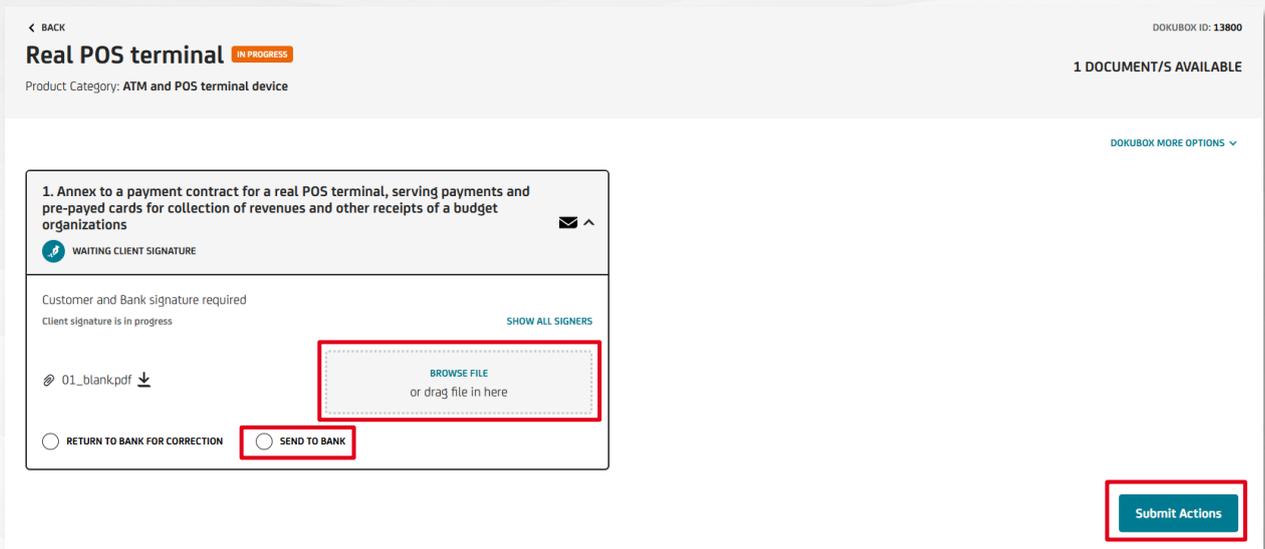
DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
⊖ STANDARD WORKING CAPITAL LOANS		IN PROGRESS	24.02.2025, 16:20	10185
AVAILABLE DOCUMENTS (1)				
DOCUMENT NAME	STATUS	CURRENT USER	UPLOADED BY	LAST MODIFICATION
SUPPLEMENTARY AGREEMENT TO LOAN AGREEMENT	WAITING CLIENT SIGNATURE	IVAN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





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.

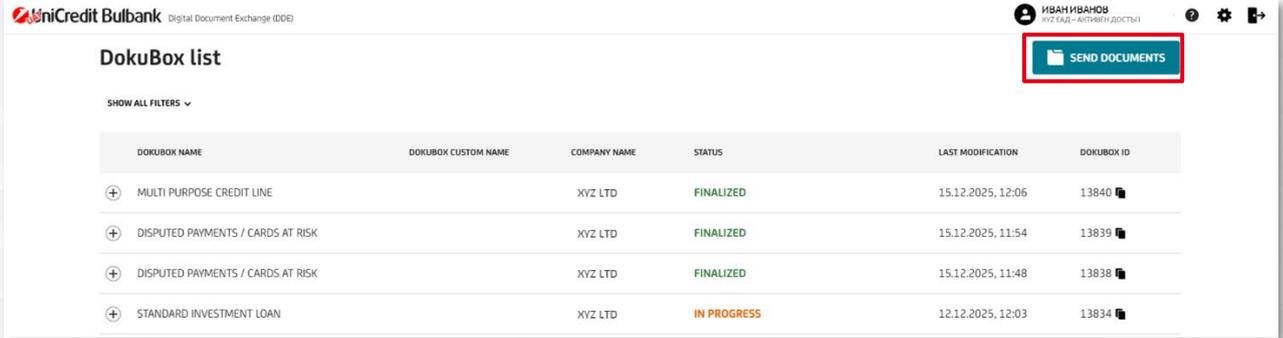


Sending documents to the Bank

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 you do not have a qualified electronic signature (QES). You also have the option to sign the documents using the integrated solution – the one-time QES from Namirial – before sending them to your servicing banker.

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

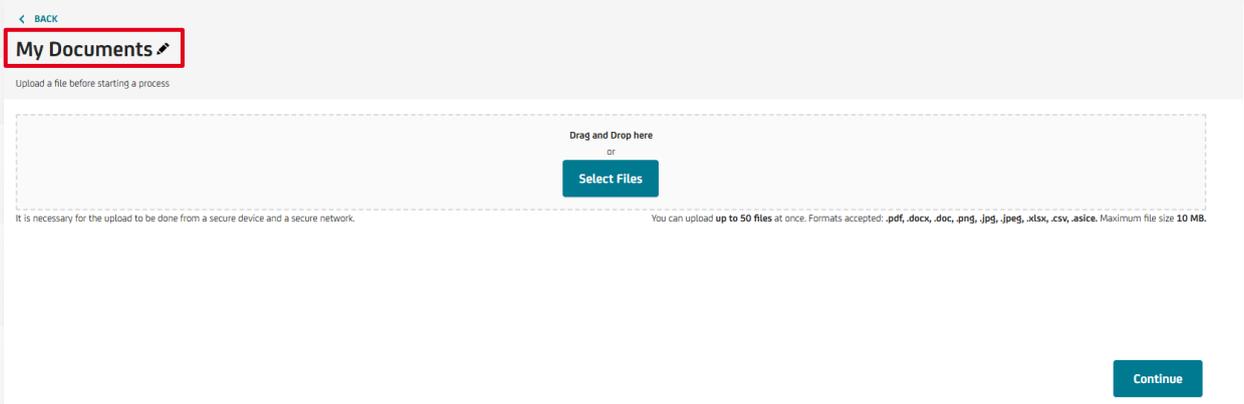


The screenshot shows the UniCredit Bulbank Digital Document Exchange (DDE) interface. At the top right, there is a user profile for 'ИВАН ИВАНОВ' and a 'SEND DOCUMENTS' button highlighted with a red box. Below this is a 'DokuBox list' table with the following data:

DOKUBOX NAME	DOKUBOX CUSTOM NAME	COMPANY NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
+	MULTI PURPOSE CREDIT LINE	XYZ LTD	FINALIZED	15.12.2025, 12:06	13840
+	DISPUTED PAYMENTS / CARDS AT RISK	XYZ LTD	FINALIZED	15.12.2025, 11:54	13839
+	DISPUTED PAYMENTS / CARDS AT RISK	XYZ LTD	FINALIZED	15.12.2025, 11:48	13838
+	STANDARD INVESTMENT LOAN	XYZ LTD	IN PROGRESS	12.12.2025, 12:03	13834

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**.

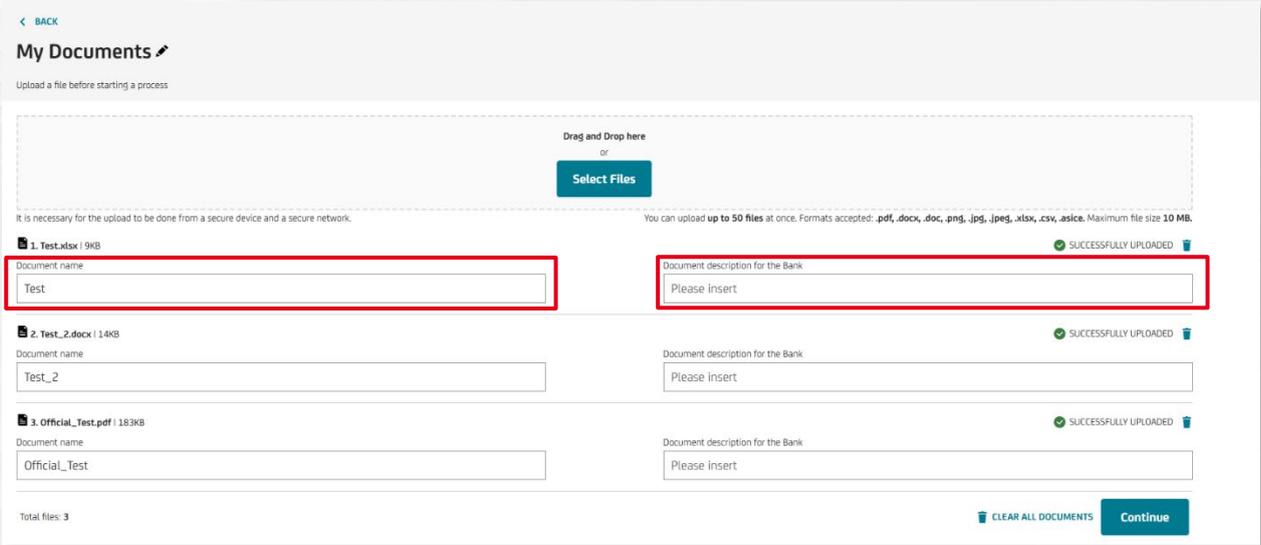
If you wish, you can enter a custom name for the document package you are sending to the Bank by selecting the pencil next to “**My Documents**”. It will only be visible to you and will help you in subsequent searches.



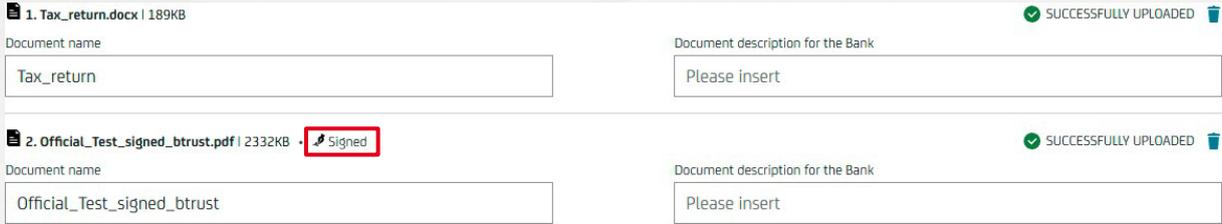
The screenshot shows the 'My Documents' upload page. At the top left, there is a 'BACK' link and a 'My Documents' button with a pencil icon, both highlighted with red boxes. Below this is a text prompt: 'Upload a file before starting a process'. The main area is a large dashed box for file upload, containing the text 'Drag and Drop here' and a 'Select Files' button. At the bottom right, there is a 'Continue' button. A small note at the bottom of the dashed box states: '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.'



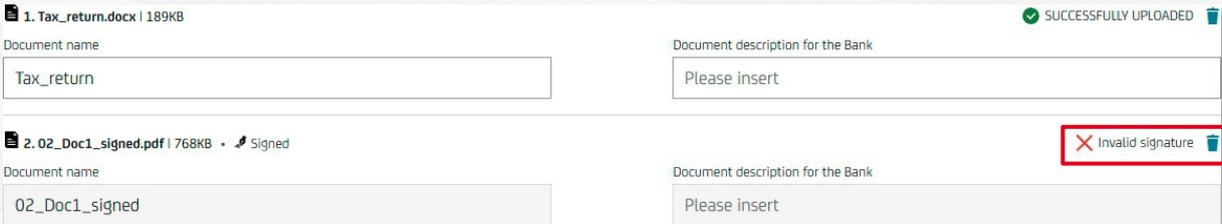
Once you attach the documents, they will be listed one below the other. You can change their name or give a brief informative description for your servicing banker.



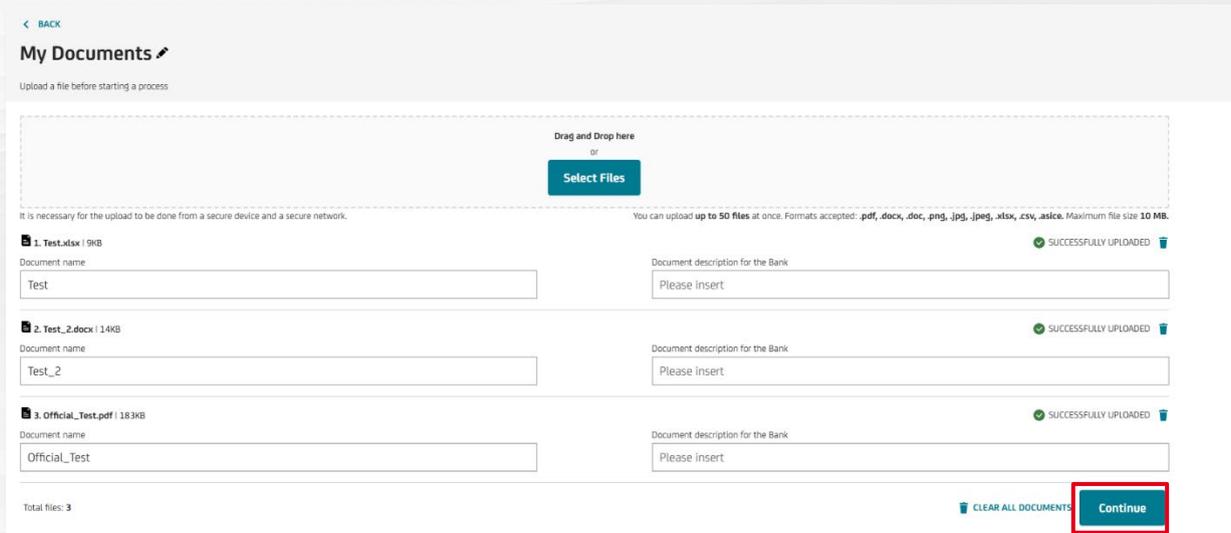
In case you attached documents that are already signed, the system will indicate that next to the document name.



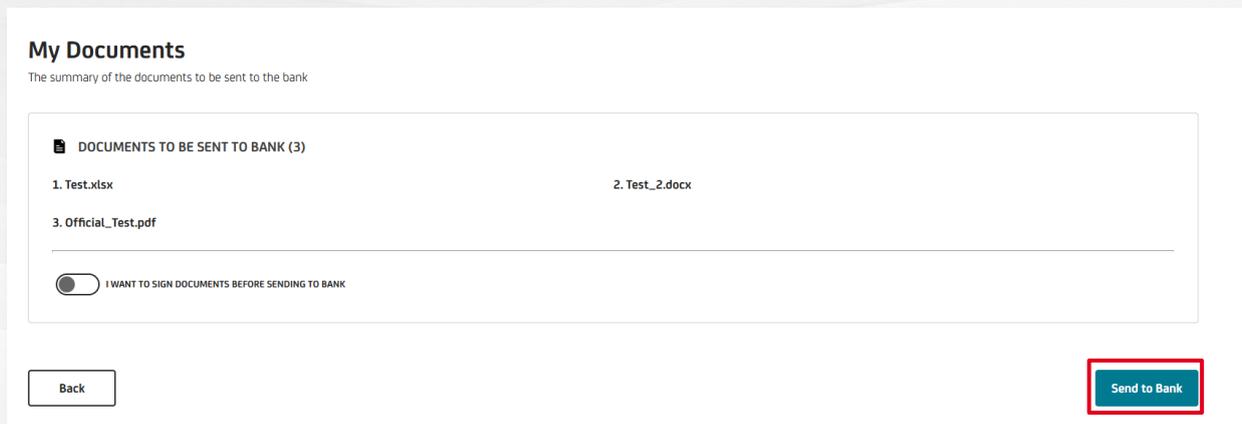
If the signature you have put is invalid an error "Invalid signature" will be displayed. You need to delete the document using the trash icon.



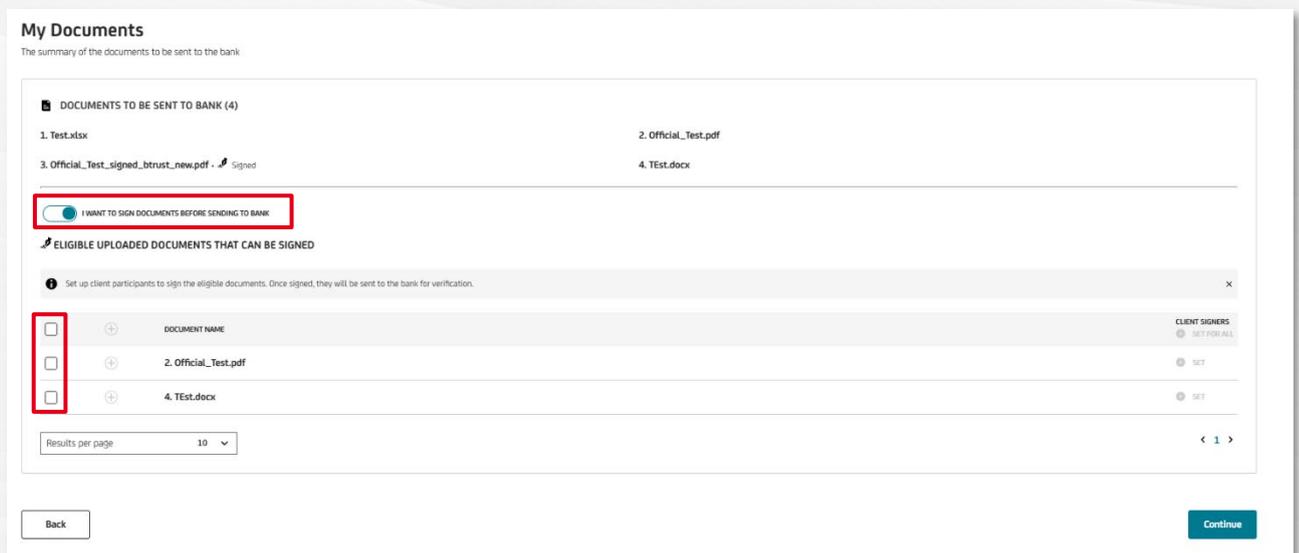
Once you have attached the documents you want to send, select the **“Continue”** button.



If you have already uploaded signed documents and/or documents that do not require a signature, you can send them by clicking the **“Send to Bank”** button.



If you would like to sign the documents you have attached, select the **“I want to sign documents before sending to Bank”** button. At the bottom of the screen, the documents that can be signed will be displayed (these are files in .docx and .pdf format). You can sign all of them or only selected ones by **ticking the checkbox in front of each document**.



DDE with a one-time QES” section. If you are not a signer, the button will appear as **“Continue”**, and the documents will be sent to the signers you have selected.

My Documents
The summary of the documents to be sent to the bank

DOCUMENTS TO BE SENT TO BANK (4)

- 1. Test.xlsx
- 2. Official_Test.pdf
- 3. Official_Test_signed_ltrust_new.pdf - Signed
- 4. Test.docx

I WANT TO SIGN DOCUMENTS BEFORE SENDING TO BANK

ELIGIBLE UPLOADED DOCUMENTS THAT CAN BE SIGNED

Set up client participants to sign the eligible documents. Once signed, they will be sent to the bank for verification.

<input type="checkbox"/>	+	DOCUMENT NAME	CLIENT SIGNERS
<input checked="" type="checkbox"/>	+	2. Official_Test.pdf	ALL SET
<input checked="" type="checkbox"/>	+	4. Test.docx	ALL SET

Results per page: 10

[Back](#) [Sign and Send](#)

The package of documents you have sent will be visible in the **DokuBox list** and will appear with the status **“Waiting bank configuration”** or **“Waiting client signature”**.

DokuBox list [SEND DOCUMENTS](#)

SHOW ALL FILTERS

DOKUBOX NAME	DOKUBOX CUSTOM NAME	COMPANY NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
+	MY DOCUMENTS	XYZ LTD	WAITING BANK CONFIGURATION	29.12.2025, 13:17	13904
+	MY DOCUMENTS	XYZ LTD	WAITING CLIENT SIGNATURE	29.12.2025, 13:14	13903

You have the option to open the DokuBox you created before it is processed by the Bank. From the drop-down menu on the right **“DokuBox more options”**, you can choose to download all documents or delete the entire DokuBox.

[BACK](#) DOKUBOX ID: 13904

My Documents WAITING BANK CONFIGURATION 2 DOCUMENT/S AVAILABLE

Custom name:

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

1. 2023-0019 ✉ ^

UPLOADED - CLIENT

2023-0019.doc ↓

2. Doc1 ✉ ^

UPLOADED - CLIENT

Doc1.pdf ↓

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 packages have **“Finalized”** status. Set your criteria and click the **“Search”** button.

DokuBox list SEND DOCUMENTS

HIDE ALL FILTERS ^

DokuBox name:

DokuBox status: (Dropdown menu with options: In progress, Cancelled, **Finalized**, All, Waiting Bank Configuration)

DokuBox custom name:

Doku status: (Dropdown menu)

Last modification date (from/to):

DokuBox ID:

Show all DokuBoxes: (Dropdown menu)

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

DOKUBOX NAME	DOKUBOX CUSTOM NAME	COMPANY NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
+ STANDARD WORKING CAPITAL LOANS		XYZ LTD	FINALIZED	05.03.2025, 14:23	10412

After opening the specific **DokuBox**, you can download the signed document using the button. In case the size of the file is bigger, downloading may take a few seconds.

[← BACK](#) DOKUBOX ID: 10412

Standard working capital loans FINALIZED

Custom name: · Product Category: Loans · Corporate clients 1 DOCUMENT/5 AVAILABLE

[DOKUBOX MORE OPTIONS](#) ^

1. Others ^

ARCHIVED

Official_Test.pdf



