UniCredit Bulbank

User guide for Digital Document Exchange (DDE) platform access through Bulbank Online

To access **Digital Document Exchange (DDE) platform** through Bulbank Online, you need to enter your username and password for Bulbank Online in the section Corporate clients.



After successful login, on the left, you can find menu "**Digital Platforms**". In order to continue **click on the "Login"* button.**

*Please note that in order to access the Platform, you need to have a preliminary registration. Instructions on how to request your access to the Platform (DDE) can be found **here**.

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A Home	Digital Platforms	ar other state of the little	
 ← Payments 			
✓	Digital Document Exchange platform - DDE		REGISTRATION
🖌 Loans	The Digital Document Exchange (DDE) platform is the innovative solution that tre The platform enables an intuitive, fast and easy process for handling your docum	ansforms the way you exchangents, easy access anytime, anyv	e important documents with the Bank. where, no need to visit a bank branch,
👻 🍲 Requests	paperless. You have a detailed history of all your activities on the Platform. More it	information can also be found	at this link.
✓ ➡ Corporate services	In case you are not a legal representative to use the platform, you should fill out legal entities (LEs) and contact your servicing banker.	a Request for use of the Digital	l Documents Exchange platform for
👻 🏦 Trade Finance			ENTER
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 A Investments and markets 			
 Administration of profiles 			
Consents management			
🗔 Digital Platforms			



As a next step, a new page will open in your browser^{**} and you will be presented with the following screen:

UniCredit Bu	Ilbank Digital Document Exch	ange (DDE)				•	₽→
Dok	uBox list				Create new DokuBox		
	> Show all filters						
	DOKUBOK NAME	DOKUBOK CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID		

In case you use one of the following browsers - "Safari**" and/ or **FireFox Mozilla**, is necessary to make the following settings of the browsers:

l. Safari:

In order to open the Platform (DDE) in a new page, you need not to close Bulbank Online and make the following settings:

1. In the upper left corner of the browser, select "Safari" and "Settings"



 Click on "Websites" and select "Pop-up Windows" on the left side. Next to bulbankonline.bg, select "On"/"Allow"





After you have made the settings successfully, you can return to the Bulbank Online website and follow the steps described in this user guide.

II. Firefox Mozilla:

After clicking on "**Enter**", on Bulbank Online screen, you will see that you were redirected successfully and below the field with the name of the website, you will see a bar with the following text: "**Firefox prevented this site from opening a pop-up window**".

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Choose "Options" and from the drop-down menu choose "Allow pop-ups for Bulbank Online". The DDE Platform will be opened in a new window.

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