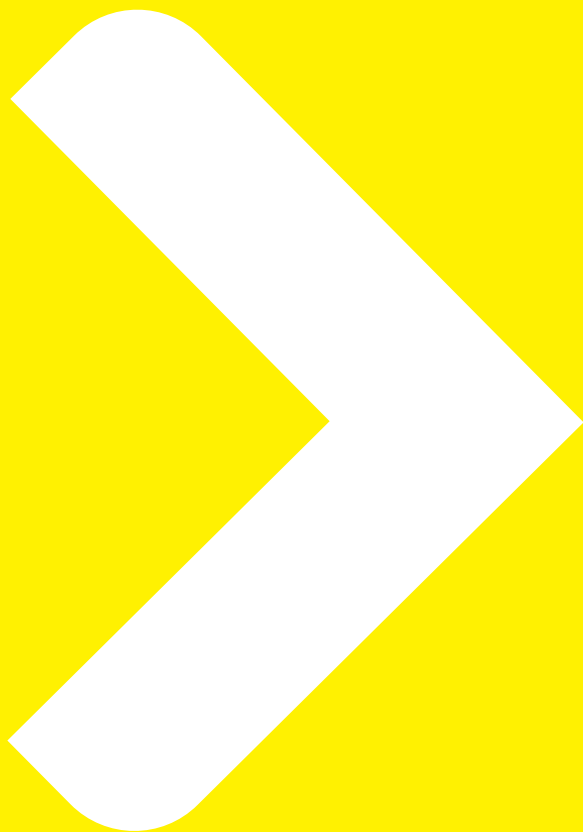# User Manual

Internet Banking

Signing the application for financing using RB Key

Signing the application using RB Key

Users creating an application for financing who are also authorized to sign applications can use a new method of application signing via RB key (RB klíč).
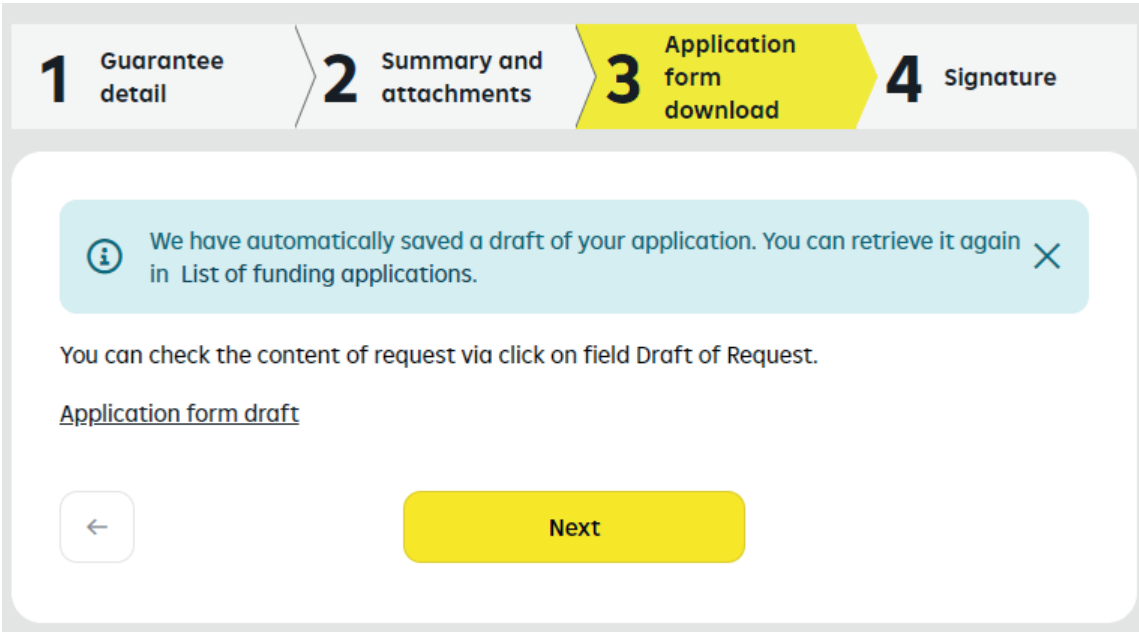
This method is available to users who:
   a) use RB key as an authorization and certification tool,
   b) are signed in Internet banking using RB key,
   c) are authorized to Create and sign financing applications using RB key,
   d) are authorized to sign financing applications as the client's statutory body or on the basis of a power of attorney.

If at least one user is authorized to Create and sign financing applications using RB key, another user can be also authorized to Create an application to be signed using RB key. In such case, the user can only create applications and save them for signing. Consequently, they must be signed by a user authorized to Create and sign the application using RB key.

The authority to sign applications using RB key applies to all financing applications (such as a limit setting request, drawdown request, offer of receivables to be pledged, bank guarantee application, etc.) except for a draft bank guarantee application, which does not need to be signed.
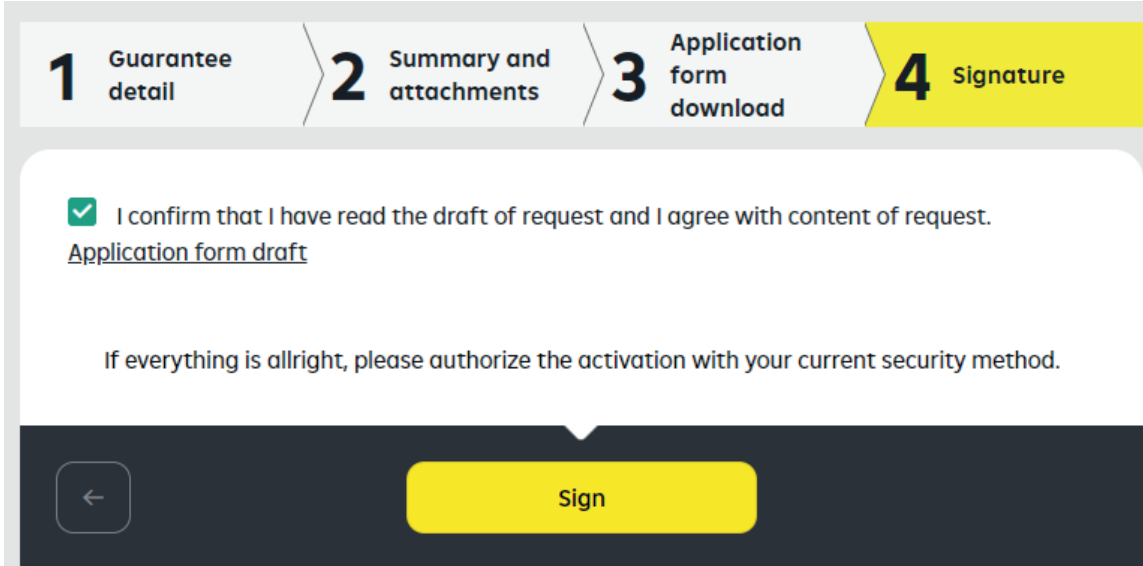
If the user is authorized to Create and sign using RB key, he or she works on the same screens as for a standard application, until step 3. At this step, the application is ready for download as a PDF. Also, the file can be viewed or saved by clicking **"Application form draft"**.

Attention: You will be unable to edit the application after moving on to the next step. Please carefully check the information contained in the downloaded file, then click **"Next"**.

At step 4, first view the final version of the application by clicking the **"Application form draft"** link to open the PDF document. Then confirm that you agree with the wording of the application. A green checkmark appears in the box:
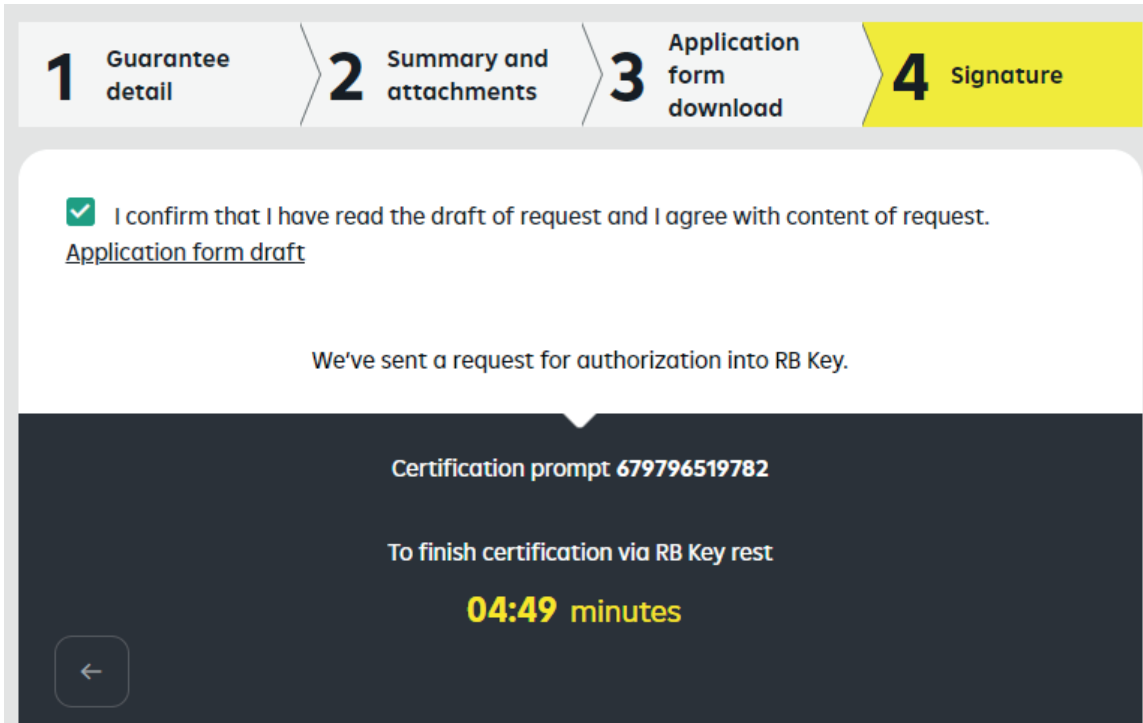
1 Guarantee detail	**2** Summary and attachments	**3** Application form download	**4** Signature

☑ I confirm that I have read the draft of request and I agree with content of request.
Application form draft

If everything is allright, please authorize the activation with your current security method.

←   **Sign**

You can then sign the application document by clicking the **"Sign"** button.

1 Guarantee detail	**2** Summary and attachments	**3** Application form download	**4** Signature

☑ I confirm that I have read the draft of request and I agree with content of request.
Application form draft
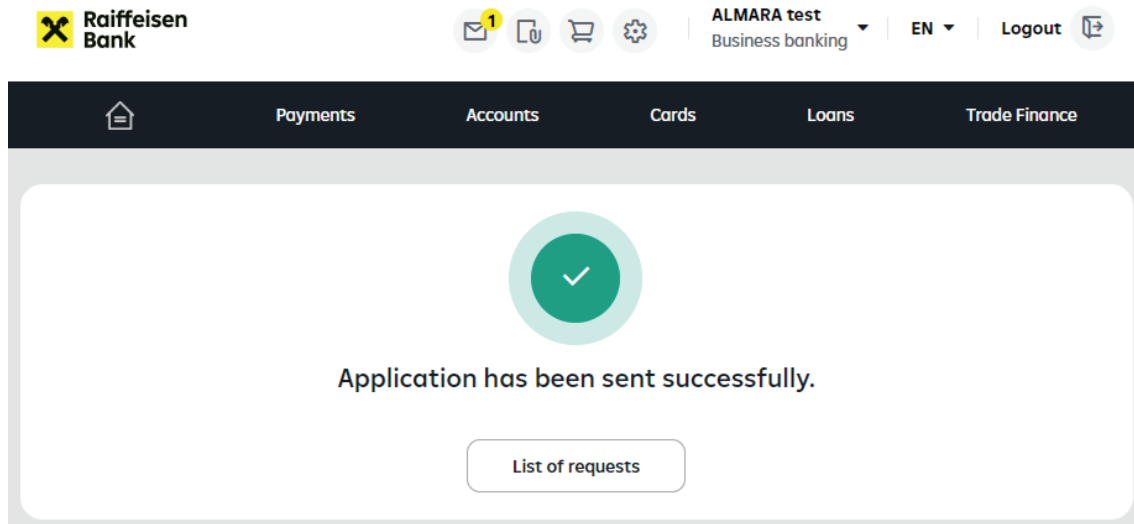
We've sent a request for authorization into RB Key.

Certification prompt **679796519782**

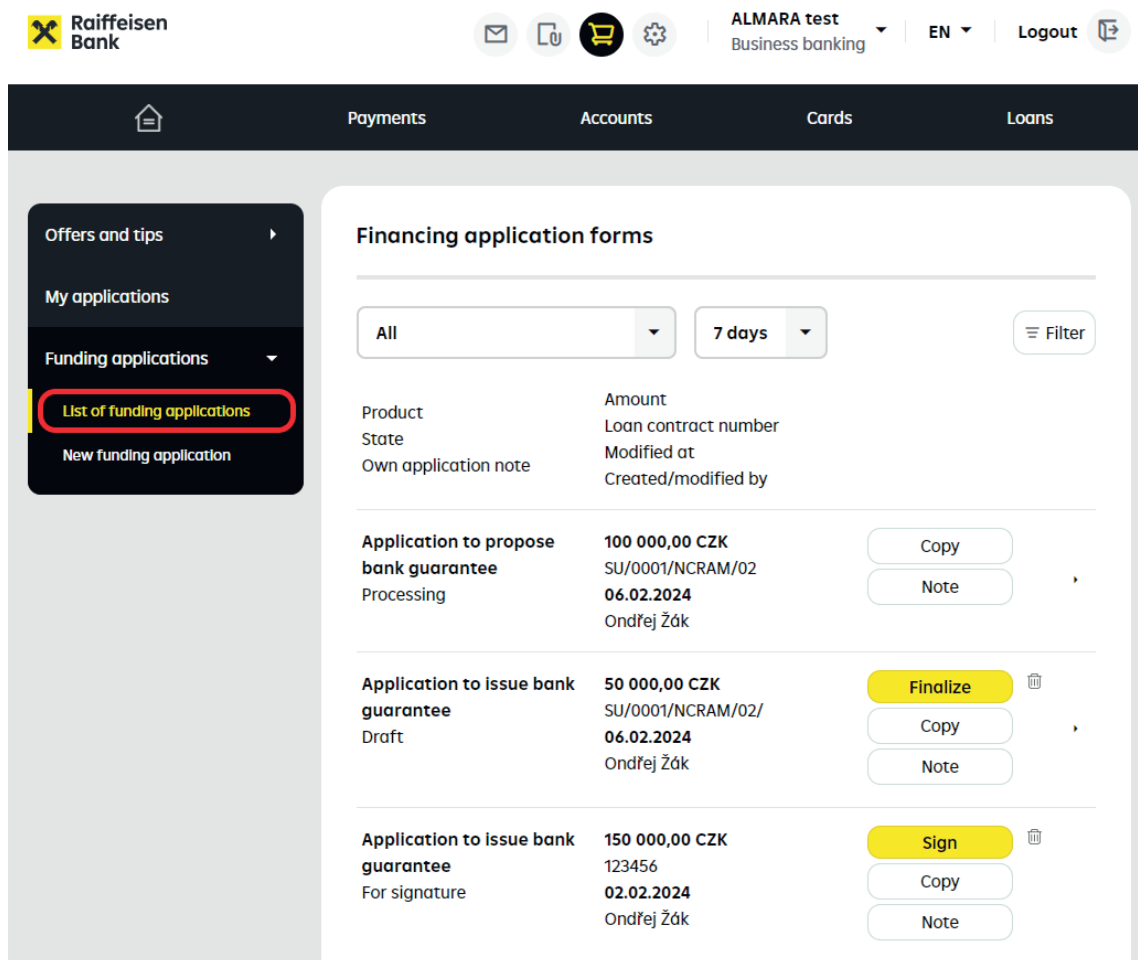To finish certification via RB Key rest

04:49 minutes

←

Once confirmed using RB key, the application is sent to the Bank and an RB key seal is attached to the document to substitute your signature.

TIP: Specially authorized persons may sign applications, either individually or jointly, where the signature of more than one person is required. If two or more people are required to attach their signatures in accordance with the client's signature rules, a joint signature rule can be set up. In such case, an application signed by one person keeps the "To be signed" status until signed by the required number of persons (up to 4). The application moves to the "Being processed" status only after the last of the signatures is attached. Attention: Each person must initiate the signing using RB key in Internet banking. Thus, when signing with RB key, each signatory must be signed in to Internet banking using RB key.

Sent applications are shown in **"List of funding applications"**. The section lets you keep track of the current status of your application. A quick filter is available to facilitate searching.

You can view applications by application status or age (last 7/31/370 days), or use an advanced filter for more accurate search and a different view.

TIP: To prepare a related Funding application, simply use the option to prepare a copy of the previous Application. View the appropriate application in the edit mode without attachments. Just update the date and amount, attach updated documents, convert to PDF and send it for processing.
*You can create a copy after opening the **"List of funding applications"**. Click **"Copy"** next to the selected application.*