

How to submit the documents via Raiffeisen Business Online

You can also watch [the video-instruction](#)



Step 1

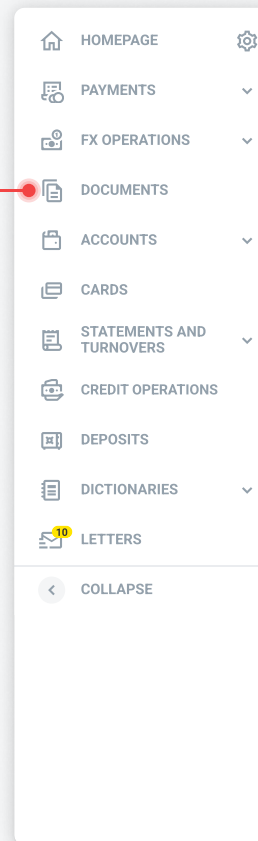
Go to the "Documents" section

The "Documents" section

Here you can submit document files without attending the branch

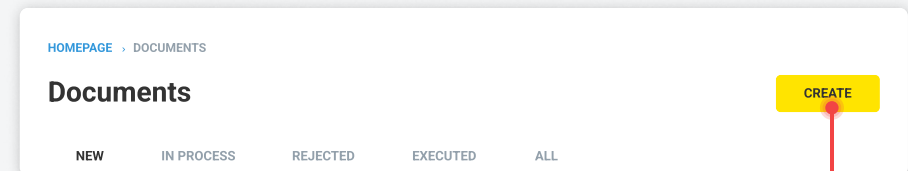
The main requirements to the files:

- Allowed formats: pdf, .p7s
- The size less than 10MB
- 1 file – 1 document



Step 2

Press the button "Create"



The button "Create"

Makes open the window, via which you will be able to send the necessary documents

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Step 3

Select the application type and the account.

The document number and date will be added automatically.

Step 4

Select the document type and add the respective file. Specify the document date. The document number will be added automatically.

The number and date
Will be added to the whole package of the documents uploaded

The application type
Select the type "Identification"

Account
Select any active account

The document type
Select the type corresponding to the file you are going to upload

Document
Press on the field and choose the file on your device

+ Add a document
Add more files to the document package, if necessary

Number and date
Are specified for one added document only

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Step 5

Provide or confirm the full name and the telephone number of the person the Bank's manager can contact, if needed

The full name and the telephone number of the contact person

Usually these fields are already filled in. You can change them if you wish the Bank's manager to contact another person

A screenshot of a web form titled 'ADDITIONAL INFORMATION'. It contains two input fields: 'Full name of contact person' with the value 'Иванов Иван Иванович' and 'Contact phone number' with the value '+38 055 555 55 55'. Below these fields is a button labeled 'Add a comment' with a small red circle next to it. Red lines connect the text above to the respective fields and button.

Comment

You can provide any clarifying information to the package of the documents uploaded

Step 6

Press the button "Save" once you have added all the required files

The button "Save"

All the documents will be saved and prepared to signing

A screenshot showing two buttons: a white 'CANCEL' button and a yellow 'SAVE' button. Red lines connect the text above to each button.

The button "Cancel"

Attention! The documents adding process will be interrupted and all the information will be deleted

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Step 7

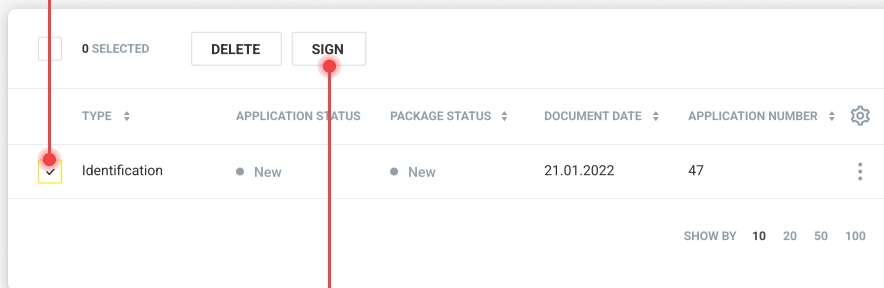
Select a created document package and press the button "Sign"

The last step

Confirm the document package signing. We will process it as soon as possible

Checkbox

Select the document package you need to sign. You can select several document packages on one page



The button "Sign"

Launches the document package signing process

Confirmation of signature

Confirm the need to sign in order to continue

CANCEL

CONFIRM

The button "Confirm"

The document package will be signed and sent to the Bank. The status of the document package sent will change to "Accepted" after it is verified.

The Bank's manager will contact the contact person, if needed