



Administration Panel in GOonline Biznes

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Administration panel – allows you to manage functions in GOonline Biznes. This includes managing user authorisation rights and acceptance schemes.

How do I use the Administration panel features?

- Log into GOonline Biznes.
- On the main page, in the upper right corner, expand the menu with the list of companies. Select **Administration panel**.

The screenshot shows the main interface of GOonline Biznes. On the left is a sidebar menu with options like Accounts, Processing orders, Payments, File management, Cash, Cards, Deposits, and Loans/Credits. The main area displays 'Accounts list' with buttons for 'New account application', 'Change your data', and 'Debit card application'. Below this is an 'Accounts summary' table showing available and book balances in PLN and EUR. On the right, a dropdown menu for 'KURKOWSKI TUŁACZ (alias)' is open, showing a list of companies. The 'Administration panel' option at the bottom of this list is highlighted with a red box and a green arrow pointing to it.

Administration panel view

- On the left side, a list of tabs with the authorisation rights assigned to the administrator is displayed (not all of the tabs shown above are visible to every user).

The screenshot shows the 'User management' page. The left sidebar contains tabs: 'User management', 'Acceptance schemas', 'List of orders', 'Reports', and 'System usage history'. The main area has a 'User management' title, buttons for 'New user' and 'Search for user's authorisation rights', and tabs for 'Active', 'Inactive', and 'Drafts'. The 'Active' tab is currently selected.

The administrator has an overview of the authorisation rights of all GOonline Biznes users in a given company.

- The main menu displays tabs for managing the company's users.

This is a detailed view of the 'User management' page. It includes a search bar, dropdown menus for 'Company' and 'User', and a table of users. The table has columns for 'User', 'PESEL (Polish National Identification Number)', and 'Company count'. The 'Active' tab is selected, and the 'Drafts' tab is also visible.



New user – allows you to access the module for creating a new GOonline Biznes user (detailed description on page 19)



Search for user's authorisation rights – allows you to generate a report with up to 3 selected authorisation rights for given functions in selected companies.

- **Active** – by default, a list of users who have access to companies is displayed. The **Company count** column shows the number of companies the user has access to.

By expanding the arrow on the right, the following details are available:

- name and customer number of the company the user has access to,
- information whether the user has administrator rights,
- information about the user's account blockade status.

To go to user authorisation rights, select **DETAILS**.

<input type="checkbox"/> User	PESEL (Polish National Identification Number)	Company count	
<input type="checkbox"/> EDWARD MATEUSZ BOGUSŁAW	6812*****10	1	^
Date of adding	Customer number	Company name	Administrator
30.07.2025	235918	KURKOWSKI TUŁACZ (alias)	✓
			Blockade ⓘ
			×
DETAILS			

- **Inactive** – displays a list of user addition orders that are pending, along with the status of these orders. Click **Order details** to view the details of the submitted order.

Active Inactive Drafts				
Search		Entry date Current month	Company	User
				Show more
Entry date	User PESEL (Polish National Identification Number)	Company Customer number	Order status	
01.09.2025	Mariano Francziano 33020910334	KURKOWSKI TUŁACZ (alias) 235918	Pending execution	Order details

- **Drafts** – shows saved draft versions of user addition orders that are awaiting data completion or signing the order.

User management – changing authorisation rights

In the **User management** section, you can **view and modify individual user settings**.

The User management screen includes four subsections:

- List of companies,
- Authorisation rights to accounts,
- Authorisation rights to functions,
- Time limitations and IP control.



PACHOLSKA AGNIESZKA

List of companies | Authorisation rights to accounts | Authorisation rights to functions | Time limitations and IP control

List of companies + Add access to companies

Search Blockade Login and authorisation met... Show more v

<input type="checkbox"/>	Date of granting access	Company Customer number	Administrator	Blockade i	Login and authorisation method	
<input type="checkbox"/>	14.07.2020	KURKOWSKI TUŁACZ (alias) 235918	✓	✗	Password and SMS	⋮

■ To go to authorisation rights and user settings – from the Active list:

1. select a user,
2. click the arrow on the right,
3. select **DETAILS**.

BNP PARIBAS | Session time 57:57 | EXTEND | Administration panel LOG OUT

User management

New user Search for user's authorisation rights

1 Active Inactive Drafts

Search Company User Show more v

<input type="checkbox"/>	User	PESEL (Polish National Identification Number)	Company count	
<input type="checkbox"/>	PACHOLSKA AGNIESZKA	8208*****00	1 and 1 adding in progress	2 ⋮
<input type="checkbox"/>	STEFAN BILICKA	5404*****31	1	⋮
<input type="checkbox"/>	EDWARD MATEUSZ BOGUSŁAW	6812*****10	1	⋮

<input type="checkbox"/>	User	PESEL (Polish National Identification Number)	Company count		
<input type="checkbox"/>	PACHOLSKA AGNIESZKA	8208*****00	1 and 1 adding in progress	⋮	
	Date of adding	Customer number	Company name	Administrator	Blockade i
	14.07.2020	235918	KURKOWSKI TUŁACZ (alias)	✓	✗
LIST OF ADDED COMPANIES (1)					3 DETAILS

User management – blocking, unblocking, deleting users

In this module, the administrator can:

- view the user's **login and authorisation method**,
- **block/unblock** the user, indicating the reason for the blockade,
- **delete** the user.



- To select the action, click

<input type="checkbox"/>	Date of granting access ▾	Company ▾ Customer number ▾	Administrator ▾	Blockade ⓘ ▾	Login and authorisation method ▾	
<input type="checkbox"/>	14.07.2020	KURKOWSKI TUEACZ (alias) 235918	✓	✗	Password and SMS	<div>⋮ Block Delete access</div>

- **Blocking a user** – when blocking a user, the administrator specifies the reason for the blockade, which will be visible to all administrators within the company.

Block access

Do you want to block access to the company **KURKOWSKI TUEACZ (alias)** for the user **PACHOLSKA AGNIESZKA**? Blockade is a temporary limitation of their activity. The user remains associated with the company but cannot fully use the system until unblocked.

Reason for blocking*

Select

This field is required

CLOSE

CONFIRM AND SIGN

Reason for blocking*

User vacation

Loss of token

Suspected fraud

At the request of the Board

At the request of the user

Other

- **Unblocking a user** – it is only possible for users blocked by the administrator.
- **Deleting a user** – allows you to delete a company user.

User management – authorisation rights to accounts

- To go to user authorisation rights – from the Active list:

- select a user,
- click the arrow on the right,
- select **DETAILS**.

LUCYNA KUBERA

List of companies Authorisation rights to accounts Authorisation rights to functions Time limitations and IP control

Authorisation rights to accounts

Select a company to display authorisation rights

Company ▾

List of authorisation rights to accounts

Select a company to display authorisation rights to accounts.

- In the next step, select **MODIFY** to edit the form and change the authorisation rights to accounts.



LUCYNA KUBERA

List of companies **Authorisation rights to accounts** Authorisation rights to functions Time limitations and IP control



Authorisation rights to accounts

Select a company to display authorisation rights

Company

XX

MODIFY



List of authorisation rights to accounts

Search



Account name
Account number

Preview

Show the balance

Entering

Signing

Ania123 (PLN)

83 2030 0045 1110 0000 1110 0000



- **Preview** – allows viewing the account.
- **Show the balance** – without this authorisation right, a user can initiate a transfer but cannot check the account balance or view account history/statements. An account without the 'Show the balance' option will not be visible in the user's account list.
- **Entering** – allows entering orders from the account, provided the user has authorisation rights to relevant functions, such as Domestic transfer, Foreign transfer, etc. This authorisation right only allows entering and saving an order. It does not allow approval (signing) or sending the order to the bank for execution.
- **Signing** allows approval, i.e., signing orders from the account that have been entered by users. Order execution is possible after signing the order, according to the defined payment scheme for the account.
- **Sending** – allows sending orders from the account to the bank, i.e., submitting entered and signed orders for execution.

Important!

Granting authorisation rights to perform operations on a given account also requires granting authorisation rights to view that account. It is not possible to grant authorisation rights for entering/signing/sending orders from an account without granting authorisation rights to view that account.

- In the **authorisation rights to new accounts** section, you can select the rights that will be automatically assigned to newly created accounts.



Authorisation rights to new accounts

Set default authorisation rights to new accounts

Preview

Show the balance

Entering

Signing

Sending



User management – setting authorisation rights to functions

- To go to user authorisation rights – from the Active list:
 - select a user,



- click the arrow on the right,
- select **DETAILS**.

■ In the next step, select **MODIFY** to edit the form and change the authorisation rights to the functions.

Changing authorisation rights to functions can be done by:

- selecting individual rights in the form,
- selecting a set of authorisation rights,
- copying authorisation rights from another user within the same company.

Selecting a group of authorisation rights from the left menu allows you to access individual rights within that group.

User management – time limitations and IP control


Time limitations – allow you to view and modify the time intervals (for selected days and hours) during which the user will be able to use GOonline Biznes.

IP control - in this module, it is possible to **define the IP address** of the computer (or a range of IP addresses) from which the user can access GOonline Biznes.

■ Select **MODIFY** to edit the form and change the details.




[List of companies](#) [Authorisation rights to accounts](#) [Authorisation rights to functions](#) **[Time limitations and IP control](#)**

 **Time limitations and IP control**

Select a company to display limitations


Company
XX

MODIFY

 **Time limitations**

Select days of the week and time range in which the user can use the system.

Weekday	Hours
Monday	-
Tuesday	-
Wednesday	-
Thursday	-
Friday	-
Saturday	-
Sunday	-

 **IP control**

Specify the addresses and/or the range of IP addresses from which the user will be able to log into the system.
You can use the * symbol at the end of the IP address (e.g. 10.0.0.*).

- Orders entered in the User management module are signed by the administrator according to the company management approval scheme.

- Each change of individual rights is recorded as an event:

- granting authorisation rights,
- revoking authorisation rights.
-

Modification of authorisation rights to a function

Set of authorisation r... ▾

User's company ▾

Copy user's authorisa...

User
PACHOLSKA AGNIESZKA

Company
KURKOWSKI TUŁACZ (alias)

Customer number
235918

ACCOUNTS ☐ Select all

☒ List of accounts

☐ List of blockades on the account

☐ MBR statement

☒ Account data

☐ Account history/Statement ⓘ

ACCOUNTS ⓘ
PAYMENT CARDS
DEPOSITS
LOANS
TRANSFERS
STANDING ORDERS
TEMPLATES AND CONTRACTORS

- After signing the order change, the system displays the following message:



Success

The order has been signed and accepted for execution.

[GO TO THE ORDER DETAILS →](#)

- Information about the details of submitted orders is available in the List of orders.

Entry date	User	Company	Order type	Status
03.09.2025	PACHOLSKA AGNIESZKA	KURKOWSKI TUŁACZ (alias) 235918	Modification of authorizations	Executed
03.09.2025	PACHOLSKA AGNIESZKA	KURKOWSKI TUŁACZ (alias) 235918	Modification of authorizations	Executed

Acceptance schemes

The **Acceptance schemes** menu contains a list of schemes defined for a given company.

- To access the list of schemes, select the company.

Select a company whose schemes you wish to manage


Company*


Select a company

The following schemes are available in the list:

- payments,
- special applications,
- agreements,
- counterparties,
- trade finance,
- company management.



 **New acceptance scheme**

 **Test the scheme**
Check how the scheme works on a selected user

Payments


Special applications


Agreements

Counterparties

Trade finance

Company management





Adding/editing/removing acceptance schemes is only possible for the following schemes:

- payments,
- special applications,
- counterparties,
- trade finance.

Only the bank may define a scheme for **company management** and **agreement signing**, based on a written request for GOonline Biznes, in which the company indicates the users authorised to manage the company or sign agreements.

■ Added new scheme

Select the type of scheme and  click **New acceptance scheme**.

Acceptance scheme – payments

Payment acceptance schemes relate to payment orders (transfers and standing orders) submitted from individual accounts. Scheme definitions apply at the account level, which means that different acceptance schemes can be defined for each account.

Multiple acceptance schemes can be defined for a single account. A payment will be executed if at least one (any) scheme is fulfilled.

■ To define an account scheme:

- specify the **name of the new scheme**;
- set the **end date** (by default: indefinitely);
- select the **accounts** to which the scheme will apply;
- optionally, define **limits** for the account (by default: without limits);
 - select the **With limits** option – a table will appear allowing you to define the amount limits: one-time, daily, weekly for the following transfers: internal, internal: holding, external, and mass payments.
- select the **scheme type** from the list:
 - **One-person** – one signature from one group is required for approval,
 - **Two-person** – two signatures from one group are required for approval,
 - **Expanded** – any number of signatures and groups is required for approval;
- add the **number of required signatures** to fulfil the scheme;



➤ select the users who will be included in the scheme.

Name and validity dates

Scheme name (max 30 characters)*
Enter the name

Start date*
03.09.2025

End date
Indefinitely

If the order is not executed by the selected date, the scheme will become valid from the execution date.

Accounts

Select the accounts which will be assigned to the scheme

Search

Selected 0 of 2

<input type="checkbox"/>	Account number	Account name
<input type="checkbox"/>	76 2030 0045 1110 0000 1110 0000 PLN	Rachunek główny
<input type="checkbox"/>	43 2030 0045 3110 0000 3110 0000 EUR	Rachunek Euro

Records per page: 200 | 1-2 of 2 items

Limits for accounts

- ☒ Without limits
- ☐ With limits

Scheme type and groups of signatures

Scheme type

- ☒ One-person
One signature from one group required during acceptance
- ☐ Two-person
Two signatures from one group required during acceptance
- ☐ Expanded
Any number of signatures and groups required during acceptance

Name of the group 1 (max 30 characters)*
Grupa 1

Number of required signatures
1

Users in the group
[Add users](#)

Limits for accounts

- ☐ Without limits
- ☒ With limits

Limit currency
PLN

For accounts in another currency conversion will be made at the current NBP exchange rate.

☒ One-time, daily, weekly and monthly limits must be equal or set gradually within a given limit - Internally: company, internally: holding, Externally: Mass payments.

	Internal: company	Internal: holding	External	Mass payments
One-time (PLN)	New limit No limit - set the limit	New limit No limit - set the limit	New limit No limit - set the limit	New limit No limit - set the limit
Daily (PLN)	New limit No limit - set the limit	New limit No limit - set the limit	New limit No limit - set the limit	New limit No limit - set the limit
Weekly (PLN)	New limit No limit - set the limit	New limit No limit - set the limit	New limit No limit - set the limit	New limit No limit - set the limit
Monthly (PLN)	New limit No limit - set the limit	New limit No limit - set the limit	New limit No limit - set the limit	New limit No limit - set the limit

Add users to the group

Select users whose signature will be required during authorisation

Search

Selected 0 of 6

☐ Select all available users (6)

- ☐ GRAŻYNA JAKUBOWICZ
PESEL 8412****61
- ☐ LUCYNA KUBERA
PESEL 6908****61
- ☐ PIOTR KAZIMIERZ NOBIS
PESEL 8407****19
- ☐ CZESŁAW MATEUSZ STASZAK
PESEL 7304****56
- ☐ OLEKSANDR ZENON WALECZEK
PESEL 8001****15

[CANCEL](#)

[ZATWIERDŹ](#)

Selecting **Add users** will expand the list of users.

■ The next screen will display a **summary**. A newly created scheme can be **signed** or **cancelled**.



1 user from the group Grupa 1

Company name / Customer number
XX FIRMA1574
6DS1UA

Acceptance scheme for transfers

Name and validity period

Scheme name
test

Start date
03.09.2025
The scheme will become valid on the order execution date

End date
Indefinitely

Accounts

Account number and name
76 2030 0045 1110 0000 1110 0000 PLN Rachunek główny

Limits for accounts

Limits
With limits

Limit currency
PLN

	Internal: company	Internal: holding	External	Mass payments ⓘ
One-time	Without limit	Without limit	Without limit	Without limit

CANCEL

SIGN AND SEND

Acceptance scheme – special applications

The acceptance scheme allows for **accepting applications** submitted in the **Applications and orders** module in GOonline Biznes.

■ To define an application scheme:

- specify the **name of the new scheme**;
- set the **end date** (by default: indefinitely);
- select the type of applications:
 - General – applies to all applications, including applications added in the future,
 - Scheme for selected applications;



Type of applications

☐ General - for all applications
A general scheme applies to all applications, including applications to be added in the future

☒ Scheme for selected applications

Search

Selected 0 of 19
Select at least one application which will be assigned to a scheme

☐ Application name

☐ Branch: Cash collection order

☐ Cash counting house: Cancellation of withdrawal

☐ Cash counting house: Order of a withdrawal in sealed bags

☐ Cash counting house: Transport lists – Customer's cash-in-transit

☐ Cash in Transit order/cancellation

☐ Change request for White List service status

☐ Credit disbursement order

☐ Credit disbursement order for trade finance

☐ Credit monitoring

☐ Credit repayment order for trade finance

☐ Documentary Collection - other disposition

Type of application

- ☐ Select all
- ☐ Accounts
- ☐ Cash handling
- ☐ Credits
- ☐ Guarantees
- ☐ Other
- ☐ Trade Finance

- select the **scheme type** from the list:
 - **One-person** – one signature from one group is required for approval,
 - **Two-person** – two signatures from one group are required for approval,
 - **Expanded** – any number of signatures and groups is required for approval;
- add the **number of required signatures** to fulfil the scheme;
- select the users who will be included in the scheme.

Acceptance scheme – agreements

The scheme is available to the user in **view-only mode**. It applies to **agreement applications submitted to the bank** via GOonline Biznes in the **Applications and orders** module.

Only the bank can define an agreement signing scheme, based on a written **request for GOonline Biznes**, in which the company indicates the users authorised to sign agreements.

Acceptance scheme – counterparties

The acceptance scheme for counterparties applies to adding/editing a counterparty in the Counterparties module, importing counterparty, and adding a counterparty to the list of counterparties on the transfer definition form.

- **To define a scheme for counterparties:**
 - specify the **name of the new scheme**;




- set the **end date** (by default: indefinitely);
- select the **scheme type** from the list:
 - **One-person** – one signature from one group is required for approval,
 - **Two-person** – two signatures from one group are required for approval,
 - **Expanded** – any number of signatures and groups is required for approval;
- add the **number of required signatures** to fulfil the scheme;
- select the users who will be included in the scheme.

New acceptance scheme for counterparties

Name and validity dates

Scheme name (max 30 characters)*

This field is required

Start date*  End date

If the order is not executed by the selected date, the scheme will become valid from the execution date.


Scheme type and groups of signatures

Scheme type


☒ **One-person**
One signature from one group required during acceptance

☐ **Two-person**
Two signatures from one group required during acceptance

☐ **Expanded**
Any number of signatures and groups required during acceptance

Name of the group 1 (max 30 characters)*
 

Number of required signatures

Users in the group
 [Add users](#)

Acceptance scheme – trade finance

The trade finance acceptance scheme applies to import and export letter of credit orders, as well as to own guarantees. Acceptance schemes are shared across all types of letter of credit orders and guarantees.

- **To define an acceptance scheme for trade finance:**
 - specify the **name of the new scheme**;
 - set the **end date** (by default: indefinitely);
 - select the **scheme type** from the list:
 - **One-person** – one signature from one group is required for approval,



- **Two-person** – two signatures from one group are required for approval,
- **Expanded** – any number of signatures and groups is required for approval;
- add the **number of required signatures** to fulfil the scheme;
- select the users who will be included in the scheme.

New acceptance scheme for trade financing

Name and validity dates

Scheme name (max 30 characters)*

Start date*

End date

If the order is not executed by the selected date, the scheme will become valid from the execution date.

Scheme type and groups of signatures

Scheme type

☒ **One-person**
One signature from one group required during acceptance

☐ **Two-person**
Two signatures from one group required during acceptance

☐ **Expanded**
Any number of signatures and groups required during acceptance

Name of the group 1 (max 30 characters)*

Number of required signatures

Users in the group
[\(+ Add users\)](#)

Acceptance scheme – company management

The scheme is available to the user in **view-only mode**.

Company management is an acceptance scheme required for authorising activities performed by the **administrator**. Only users in the company management acceptance scheme **can authorise** orders made in the administration panel.

Schemes for company management are only available through the view mode. To add / delete / edit acceptance schemes for company management contact with Customer Service or a bank branch.



Test the scheme

Check how the scheme works on a selected user

Payments Special applications Agreements Counterparties Trade finance Company management

Only the bank can define an agreement signing scheme, based on a written **request for GOonline Biznes**, in which the company indicates the users authorised to sign agreements.

Editing and deleting approval schemes

- In order to modify or delete an acceptance scheme, go to the scheme details and select the appropriate action: **DELETE** or **MODIFY**.



- Execution of each of these orders requires the acceptance of users who are in the user management scheme.

New acceptance scheme

Test the scheme
Check how the scheme works on a selected user

PaymentsSpecial applicationsAgreementsCounterpartiesTrade financeCompany management

Search

Select account

User

Number of signatures

Show more

Scheme name Creation date	Start date End date	Account number	Account name	Signatures Number of groups Limits
ddd 05.09.2025	05.09.2025 • 12:16 Indefinitely	43 1600 1462 1002 3591 8000 0168 PLN	AUXILIARY ACCOUNT	1 1 group Without limits

Groups of signatures

Group 1

Group name
Grupa 1

Signatures
1

Users in the group
STEFAN BILICKA

DELETE

COPY

MODIFY

List of orders

In this section, you can see the list of **orders** submitted by the **administrator**.

- The list of orders is presented broken down into orders submitted in each section of the panel: **User management** and **acceptance schemes**.

User management

Acceptance schemas

List of orders

Reports

System usage history

List of orders

Your handlings (65)

To handle (65)

Rejected (3)

All

User management (40)

Acceptance schemas (25)

Search

Company

Entry date
From the last 30 days

- Filters are available in the list of orders and the **User management** section. They allow you to search for a specific order, including, among others: the status/type of order executed for a given user.



List of orders

Your handlings (65) To handle (65) Rejected (3) **All**

User management Acceptance schemes

Search Company Entry date From the last 30 days User Show less ^

Status Order type Entered by Modified by

☐ Select all
☐ Cancelled
☐ Executed
☐ Partially Sign
☐ Pending execution
☐ Rejected
☐ Sent to execution
☐ To be corrected

☐ Select all
☐ Adding a user
☐ Change tpp
☐ Deleting access
☐ Modification of account privileges
☐ Modification of authorizations
☐ Modification of time limitations and IP control

Order type	Status	Signature
Modification of account privileges	Executed	
Adding a user	Pending execution	

- Clicking the arrow on the right will display the details of the order. The order can be signed, modified or deleted.
- Filters are available in the list of orders and the **Acceptance schemes** section. They allow you to search for complex orders for changes in acceptance schemes.

List of orders

Your handlings (65) To handle (65) Rejected (3) **All**

User management **Acceptance schemes**

Search Company Entry date From the last 30 days Status

Order type Entered by Modified by

RESET FILTERS

Entry date	Scheme name Scheme type	Company Customer number	Order type
08.09.2025	235918 dla wysyłania gw#MOD Trade finance	KURKOWSKI TUŁACZ (alias) 235918	Editing the schema

☐ Select all
☐ Cancelled
☐ Executed
☐ Partially Sign
☐ Pending execution
☐ Rejected
☐ Sent to execution
☐ To be corrected

- **Actions available in the List of orders**
 - **Your handlings** – the list will show orders awaiting action for the logged-in user.
 - **To handle** – the list will show orders pending acceptance within the selected company. The user can see the orders that must be accepted and sent to the bank.
 - **Rejected** – the list will show all rejected orders.
 - **All** – the list will show all orders, regardless of their status.



Reports

In the **Reports** menu, the user can generate the following reports:

- **Auditor rights report** – contains information about users, their authorisation rights, and acceptance schemes (PDF file);
- **User rights report** – contains a list of authorisation rights for accounts and functions (CSV file).

■ Select **Generate the report on authorisation rights** to go to the list of available reports.

Generate the report on authorisation rights

Company*
KURKOWSKI TUŁACZ (alias) x v

Report type*
Auditor rights report
User rights report

CLOSE

GENERATE A REPORT

Generate the report on authorisation rights

Company*
KURKOWSKI TUŁACZ (alias) x v

Report type*
Auditor rights report x v

Report date*
Current day
30.06.2025
CU 31.12.2024

Generate the report on authorisation rights

Company*
X X FIRMA1574 x v

Report type*
User rights report x v

CLOSE

GENERATE A REPORT

■ The document will appear in the list with the status **In preparation**. The generated report will receive the status **Ready** in the list of reports. After downloading the report, the status will change to **Downloaded**.



Reports

Generate the report on authorisation rights

Search Q Generated on Last year Company Report type Show more v

Generation date and time	Company Customer number	Report type	Status
05.09.2025 12:37	X X FIRMA1574 6D51UA	Auditor rights report	Downloaded

■ Select  to download or delete the report.

Generation date and time	Company Customer number	Report type	Status	
08.09.2025 19:36	KURKOWSKI TUŁACZ (alias) 235918	Auditor rights report	Ready	 Download Delete
27.08.2025	KURKOWSKI TUŁACZ (alias)	User rights report	Downloaded	



System usage history

This module allows you to access the **history of changes** made to authorisation rights/acceptance schemes for a given company. This section provides access to user data, statuses, and dates of changes.

The module is available to the user with **administrator** rights.

Adding GOnline Biznes users

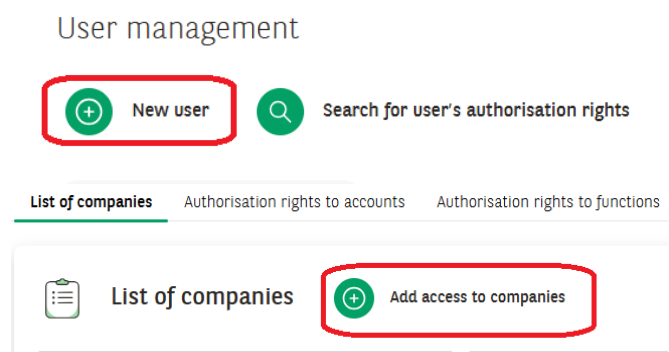
A user can be added in two cases:

1. Adding a new user

New user – this function allows you to add a completely new user to the company by entering personal data.

2. Adding another company to the user

Add access to companies – within a single application, a user can be added to multiple companies to which the administrator has access. Select the user from the list and go to the menu.



Withing a single application, a user can be added to multiple companies to which the user administrator has access.

1. Adding a new GOnline Biznes user

Steps for adding a new user by the administrator

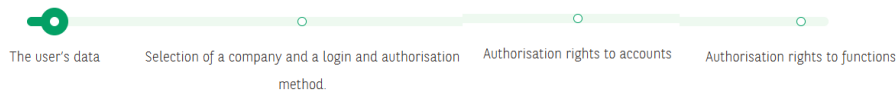
1. Choose the identification process for the added user:
 - attaching scans of two identity documents: obligatory an ID card and a second document (passport or driver's license),
 - or
 - video verification process.
2. Select the company and the login and authorisation method:
 - SMS, mobile authorisation,
 - for SMEs, Corporate and International Clients – the option to choose a token or an electronic signature is available,

Select the method for delivering the starter package.
3. Select authorisation rights to accounts
4. Select authorisation rights to functions

On the timeline at the top of the screen, the user administrator can view the current stage of the data entry process.



Adding a new user



■ Steps for adding a new GOonline Biznes user

1. Enter the user's data



The user's data

First name (max 35 characters)*

Middle name (max 35 characters)

Surname (max 75 characters)*



Link to complete the form by the user

PESEL (Polish National Identification Number)*

☐ No PESEL number

Date of birth*

DD.MM.RRRR



Country of birth*

Select



Place of birth (max 100 characters)*

Father's name (max 35 characters)*

Mother's name (max 35 characters)*

Mother's maiden name (max 75 characters)*



Contact details

E-mail address for sending login (max 70 characters)*

Contact number for contact with the bank*

An optional feature that allows the administrator to send a link to the user so that they can complete their data themselves. The link must be copied and sent to the user. After clicking the link, the user can enter data. After entering the data, they must be saved.

☒ Link to complete the form by the user

❶ The link opens up a form where the user enters basic data, information about identity documents and contact details.

How to generate and activate the link:

1. Complete the fields: "First name" and "Surname".
 2. Click the "Generate a link" button.
- [GENERATE THE LINK](#)
- The link to copy will appear here
3. Copy the link to the clipboard.
 4. Go to the next step "Selection of a company and a login and authorisation method".
 5. Select at least one company for which you want to grant authorisation rights to the user.
 6. Save the application draft.
 7. The form is active! Send the previously saved link to the user.
 8. Once the user has completed the form, you will receive a notification by e-mail.

❷ If you decide to complete the form yourself, **disable** the option: "Link to complete the form by the user". If you do this, the generated link will no longer be active for the user.

! The generated link **will be active** after selecting at least one company and saving the draft version (in the second step).

If the user has already been added in GOonline Biznes for a given company, the following message will be displayed:

Note!

A user with the PESEL number **111111111** already exists in the system. Do you wish to go to user's details to add access to companies?

[CLOSE](#)

[GO TO DETAILS](#)



Identity document

Select a nationality

☒ Polish ☐ Other country

Select the verification method

☒ Scans of identity documents ☐ Video verification ⓘ

ⓘ What to do for an application to be accepted.

1. Complete the data from identity documents.
2. Attach scans or photos of documents and make sure that:
 - the attached documents are legible (scans or photos are of a good quality, not blurred and without flash),
 - all data and document edges are visible (are not covered by labels, crossing out data, etc.)

Under the **Identity document** subsection, select the **nationality of the added user**.

The remaining fields of the form depend on this

➤ **Polish citizenship** – adding documents

- **Scans of identity documents** – this option requires completing the data and attaching scans of an ID card and a second selected document (passport or driver's license).
- **or Video verification** – this option allows the user to confirm their identity using their own device with a working camera (e.g. smartphone, laptop). The user will receive an invitation to the video verification process to the e-mail address provided in the application. The video verification process will begin after completing the application. If the added user completes the data using the link and selects video verification, the process also begins after saving the application.

➤ **Citizenship of another country** – adding documents

- **Scans of identity documents**, i.e. a foreign passport and a second selected document (foreign ID card, foreign driver's license).
- **Mandatory video verification** – a citizen of a country other than Poland must confirm their identity through video verification.



Polish citizenship

Screens for attaching documents

Select a nationality



Polish



Other country

Data of the first identity document

Identity document*

ID card



Country of issuance*

Poland



Series and number (max 15 characters)*

Issue date*

DD.MM.RRRR



Validity period*

DD.MM.RRRR



☐ Document with indefinite validity

Attach scans or photos of **an ID card** (both sides).



Drag and drop the item here or [Select the file](#)

We support files in JPEG, JPG, PDF, PNG, GIF and TIFF format with a size up to 6 MB.

Data of the second identity document

Identity document*

|



Driving licence

Poland



Series and number (max 15 characters)*

Issue date*

DD.MM.RRRR



Validity period*

DD.MM.RRRR



☐ Document with indefinite validity

Attach scans or photos of the second identity document:

- **a passport** (the page with personal data) or **a driving licence** (both sides).



Drag and drop the item here or [Select the file](#)

We support files in JPEG, JPG, PDF, PNG, GIF and TIFF format with a size up to 6 MB.

Citizenship of a country other than Poland

Screens for attaching documents

Select a nationality



Polish



Other country

Data of the first identity document

Identity document*

Foreign passport



Country of issuance*

Select



Series and number (max 15 characters)*

Issue date*

DD.MM.RRRR



Validity period*

DD.MM.RRRR



☐ Document with indefinite validity

Attach scans or photos of **a foreign passport** (the page with personal data).



Drag and drop the item here or [Select the file](#)

We support files in JPEG, JPG, PDF, PNG, GIF and TIFF format with a size up to 6 MB.

Data of the second identity document

Identity document*

Foreign driver ID



Foreign ID card



Series and number (max 15 characters)*

Issue date*

DD.MM.RRRR



Validity period*

DD.MM.RRRR



☐ Document with indefinite validity

Attach scans or photos of the second identity document:

- **a foreign ID card** (both sides) or **a foreign driving licence** (both sides).




Drag and drop the item here or [Select the file](#)

We support files in JPEG, JPG, PDF, PNG, GIF and TIFF format with a size up to 6 MB.



➤ Address information

 **Address of residence**

Street (max 35 characters)*


Building/apartment number*

Post code*

Town (max 100 characters)*

Country*

Select

 **Correspondence address** ☐ The same as the residence address

Street (max 35 characters)*

Building/apartment number*

Post code*

Town (max 100 characters)*

Country*

Select

2. Select the company and the login and authorisation method

Select the companies that will be added to the user. In a single application, you can add user access to several companies that will appear in the list of companies.

➤ Selecting the authorisation method

- Password and SMS,
- Password and mobile token,
- Electronic signature,
- Password and token.

The **Electronic signature** and **Password and token** options require the release of a USB device or token, respectively, which are sent to the delivery address provided in the application.

➤ Selecting the starter package

Starter package – the number is sent via the selected authorisation option:

- SMS message,
- token,
- or in a secure envelope that contains the password activating access to the GOonline Biznes system.



3. Authorisation rights to accounts

On the form, select the authorisation rights for the given account that the user should have:


- **Preview** – allows viewing the account.
- **Show the balance** – without this authorisation right, a user can initiate a transfer but cannot check the account balance or view account history/statements. An account without the 'Show the balance' option will not be visible in the user's account list.
- **Entering** – allows entering orders from the account, provided the user has authorisation rights to relevant functions, such as Domestic transfer, Foreign transfer, etc. This authorisation right only allows entering and saving an order. It does not allow approval (signing) or sending the order to the bank for execution.
- **Signing** allows approval, i.e., signing orders from the account that have been entered by users. Order execution is possible after signing the order, according to the defined payment scheme for the account.
- **Sending** – allows sending orders from the account to the bank, i.e., submitting entered and signed orders for execution.

Important!

Granting authorisation rights to perform operations on a given account also requires granting authorisation rights to view that account. It is not possible to grant authorisation rights for entering/signing/sending orders from an account without granting authorisation rights to view that account.

- **Copy user's authorisation rights** – allows you to copy the same authorisation rights that another user has for the selected company.
- **Select own authorisation rights** – this option allows you to select individual permissions.




 **Authorisation rights to accounts**

KURKOWSKI TUŁACZ (alias)
235918

☐ Copy user's authorisation rights

☒ Select own authorisation rights

List of authorisation rights to accounts
 

Account name ⇅ Account number ⇅	Preview	Show the balance	Entering	Signing	Sending
Select for all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUXILIARY ACCOUNT 43 1600 8000 0168 3591 8000 0168	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Authorisation rights to new accounts

	Preview	Show the balance	Entering	Signing	Sending
Set default authorisation rights to new accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Authorisation rights to new accounts** – ticking the boxes will grant authorisation rights for newly created accounts in the given company.

4. Authorisation rights to functions

This step defines authorisation rights for functions that the user will use in the GOonline Biznes system. The screen provides options for assigning the same rights to all companies or different rights for each company. Depending on the selected option, the appropriate fields are presented:

- **Select a set of authorisation rights** – select one of the predefined sets of authorisation rights. If you want to see what is included in the set, after selecting it, scroll down and check which rights are selected.
- **Copy user's authorisation rights** – allows you to copy the authorisation rights for the same functions that another user has for the selected company.
- **Select own authorisation rights** – this option allows you to select authorisation rights without using predefined templates.

The upper part of the screen contains a document to download – a **Guide to authorisation rights and acceptance schemes**, which contains a description of how individual authorisation rights work.



Authorisation rights to functions

Please read about the permissions - [download the guide \(PDF\)](#)

☐ Grant the same authorisation rights in all added companies

KURKOWSKI TUŁACZ (alias) Nadano uprawnienia
235918

☒ Select a set of authorisation rights Select or search for a set of authorisation rights
Zestaw I - TYLKO PODGLĄD

☐ Copy user's authorisation rights Select or search for a comp... Select or search for a user

☐ Select own authorisation rights

ACCOUNTS ☐ Select all

☒ List of accounts

☒ Account data

☒ List of blockades on the account

☒ Account history/Statement

☐ MBR statement

Selected companies:

KURKOWSKI TUŁACZ (alias)
235918
XX
605184

Important!

If you select a set of authorisation rights or copy another user's rights, **checking or unchecking additional authorisation rights will not change the original versions**. The system will automatically detect that you are selecting other authorisation rights.

2. Adding an existing GOnline Biznes user to another company

This function allows you to add an existing user to another company the administrator has rights to.

■ To add a user to another company:

- select the user from the list and click **Add access to companies** in the details.

User management / ADRIAN ROMAN BUDZIŃSKI

ADRIAN ROMAN BUDZIŃSKI

List of companies | Authorisation rights to accounts | Authorisation rights to functions | Time limitations and IP control

List of companies

Add access to companies

Show more

<input type="checkbox"/>	Date of granting access	Company Customer number	Administrator	Blockade	Login and authorisation method	
<input type="checkbox"/>	05.06.2025	KURKOWSKI TUŁACZ (alias) 235918	✓	×	Password and SMS	

- In the next step, select the companies from the list to which the user should be added.
- Enter the details in the **Login and authorisation method** field. For this option, it is not possible to choose a different login and authorisation method than the one the user has for the given company.



Selection of a company

☐ Show selected companies

☒ Company

☐ Customer number

☒ X X
6D51R4

☒ X X FIRMA1574
6D51UA

Records per page: 200 | 1-2 of 2 items 1

Login and authorisation method

Password and SMS

Telephone number for SMS codes*

CANCEL

NEXT

- In the next steps, proceed to enter authorisation rights to accounts.

- From this screen, you can grant authorisation rights to all accounts in all companies you add. If you do not check this option, you can assign individual account authorisation rights by selecting a given company from the menu on the left.

Adding access to companies: ADRIAN ROMAN BUDZIŃSKI

Selection of a company and a login and authorisation method.

Authorisation rights to accounts

Authorisation rights to accounts

☐ Grant full authorisation rights to all accounts in all added companies

X X
6D51R4

☐ Copy user's authorisation rights

☒ Select own authorisation rights

List of authorisation rights to accounts

Account name	Account number	Preview	Show the balance	Entering	Signing	Sending
Select for all		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Selected companies:


X X
6D51R4

X X FIRMA1574
6D51UA

- If you want to add the same authorisation rights that another user has for the company, select **Copy user's authorisation rights**.

- In the next step, grant authorisation rights to functions.



 **Authorisation rights to accounts**

☐ Grant full authorisation rights to all accounts in all added companies

XX
6D51R4

☒ Copy user's authorisation rights

☐ Select own authorisation rights

List of authorisation rights

Account name ↕

Account number ↕

Select or search for a user

RAFAŁ GAWŁAS

GRAŻYNA JAKUBOWICZ

ZYSKOWSKI KAMILA

LUCYNA KUBERA

OLEKSANDR PASZKOWSKI

CZESŁAW MATEUSZ STASZAK

OLEKSANDR ADRIAN STĘPLEWSKA


OLEKSANDR ZENON WALECZEK


Adding access to companies: ADRIAN ROMAN BUDZIŃSKI

Selection of a company and a login and authorisation method

Authorisation rights to accounts

Authorisation rights to functions

 **Authorisation rights to functions**

 Please read about the permissions - [download the guide \(PDF\)](#)

☐ Grant the same authorisation rights in all added companies

XX
6D51R4

☒ Select a set of authorisation rights

☐ Copy user's authorisation rights

☐ Select own authorisation rights

Select or search for a set of authorisation rights

Zestaw I - TYLKO PODGLĄD

Select or search for a comp...

Select or search for a user

Selected companies:

XX
6D51R4

X X FIRMA1574
6D51UA

- If you do not set authorisation rights for the selected company when adding the user, the system will display a message indicating the lack of authorisation rights. These rights can be granted later, after proceeding to the next step.

Authorisation rights to accounts

✕

Authorisation rights have not been granted to 1 company, you can grant them later. Do you wish to continue?

CLOSE

YES, CONTINUE

- At the summary step of the order, you can review the previously selected authorisation rights.

Please remember to go to the list of companies in the right menu.



Summary of adding access to companies: ADRIAN ROMAN BUDZIŃSKI

X X
6051R4

Login and authorisation method

Password and SMS

Telephone number for SMS codes
+48 111 111 111

Authorisation rights to accounts

Selected companies:

X X
6051R4
X X FIRMA1574
6051UA

- In this step, you can sign the order. If you are adding the user to multiple companies, select the company from which the authorisation will be performed.

Select company

Select the company from which the authorization will be made

Company*

This field is required

CANCEL SELECT

- After signing the order, you will receive a confirmation.

User management / ADRIAN ROMAN BUDZIŃSKI

ADRIAN ROMAN BUDZIŃSKI

List of companies Authorisation rights to accounts Authorisation rights to functions Time limitations and IP control

List of companies Add access to companies

Search

Blockade

Login and authorisation method

Show more

Date of granting access

Company

Administrator

Blockade

Login and authorisation method

05.06.2025

KURKOWSKI TUEACZ (alias)
235918

✓

×

Password and SMS

Records per page: 200 | 1-1 of 1 items

Success
For 2 out of 2 companies, the orders have been signed and accepted for execution.
GO TO THE LIST OF ORDERS →

- To check the status of the order, go to the list of orders.

User management

Acceptance schemas

List of orders

Reports

System usage history

List of orders

Your handlings (65) To handle (65) Rejected (3) All

User management Acceptance schemas

Search

Company

Entry date

User

Company

Order type

Status

Signature

Show more

Entry date

User

Company

Order type

Status

Signature

08.09.2025

ADRIAN ROMAN BUDZIŃSKI

X X FIRMA1574
6051UA

Adding a user

Pending execution

- This status is also available in the list of users.



User management

[New user](#) [Search for user's authorisation rights](#)

Active Inactive Drafts

Search	Company	User	Show more
<input type="checkbox"/>	User	PESEL (Polish National Identification Number)	Company count
<input type="checkbox"/>	ADRIAN ROMAN BUDZIŃSKI	6309*****78	1 and 2 adding in progress

Summary of user addition orders

The screen presents a summary of the order.

- If the user to whom the link was sent with a request to complete the data has not yet sent back the form, the **Submit** button will be inactive. Save the draft and wait for the email confirming that the data has been completed.



Authorisation rights to functions

Please read about the permissions - [download the guide \(PDF\)](#)

☐ Grant the same authorisation rights in all added companies

X X Nadano uprawnienia
6D51R4

☐ Select a set of authorisation rights

☒ Copy user's authorisation rights

☐ Select own authorisation rights

Selected companies:

KURKOWSKI TUŁACZ (alias) ✓
235918

X X
6D51R4

An instruction may be approved only if user details are completed in the first step. Save the draft and wait until the added user enters their data using the link or enter them yourself.

CANCEL

SAVE THE DRAFT

BACK

CONFIRM

- The signed order is added to the list of orders.

User management

Acceptance schemas

List of orders

Reports

System usage history

List of orders

Your handlings (65) To handle (65) Rejected (3) **All**

User management Acceptance schemas

Search Company Entry date User Show less (1)

Status Order type Entered by Modified by

Authorised by

RESET FILTERS

☐ Entry date ☐ User ☐ Company ☐ Order type ☐ Status ☐ Signature


☐ 05.09.2025 safdsf asdfadsf KURKOWSKI TUŁACZ (alias) Adding a user Pending execution

Important!

If you want to **fill in the user's data yourself**, go back to step 1 and disable the link generation option (the link will become inactive). Fill in the data manually. Go to step 4 to approve and sign the order. After the order is processed, the new user will be added to the list of active users.



- Adding a user to a company takes place after the order is signed by the administrator, according to the Company management acceptance scheme.
- If a user is added to several companies, the administrator must approve the order separately for each company.
- If the acceptance scheme is not fulfilled, the administrator receives a message indicating that the order requires approval.

 **Success**

The order has been signed and accepted for execution.

[GO TO THE ORDER DETAILS](#)

- Order status **Pending execution** indicates that the order is awaiting signature.
- After the order is signed by the administrator(s) in the Company management scheme, the user addition order is forwarded to the bank for approval.
- Until it is accepted by the bank, the user will appear on the list of inactive users.

User management

Acceptance schemas

List of orders

Reports

System usage history

User management

New user

Search for user's authorisation rights

Active

Inactive

Drafts

Search

Q

Entry date
Current month

Company

User

Show more

Entry date	User PESEL (Polish National Identification Number)	Company Customer number	Order status	
05.09.2025	safdsf asdfadsf 84081812961	KURKOWSKI TUŁACZ (alias) 235918	Pending execution	Order details

Important!

Adding a user to the acceptance schemes is possible after the bank accepts the application.

Notifications on the status of the GOonline Biznes user addition order

In the user addition process, notifications about the order status are sent to the email address.

Messages are sent from the following email address: powiadomienia.goonlinebiznes@bnpparibas.pl.

Message type	Recipient	Subject
Correcting the order	Administrator	Email sent in the event of incorrect data and the need to correct the order, or if illegible document scans are attached.
User added in GOonline Biznes	Administrator	Email sent whenever a user has been added to a company.



User data completion via link	Administrator	Email sent when the user completes the data in the order form sent via link.
Order rejection	Administrator	Email sent whenever a user addition order in a company has been rejected (rejection of the company or user).
GOonline Biznes login	Added user	The added user receives a login to GOonline Biznes along with instructions for activating system access.