

How do I apply for the Administrator Centre?

Select Administrator

Think about who should become an Administrator in your company.

- If you want **an existing mBank CompanyNet user** to become an mBank CompanyNet Administrator, download the document available at:
https://www.mbank.pl/pobierz/msp-korporacje/mbank-companynet/Karta-uprawnien-modyf_EN.pdf
- If you want **a new user** to become an Administrator, download the document available at:
https://www.mbank.pl/pobierz/msp-korporacje/mbank-companynet/Karta-uprawnie-nowa-def_EN.pdf

In both cases, complete the documents and send them to us in electronic form, according to the instructions below.

Warning

The application in the mBank CompanyNet system must be authorized in accordance with the representation of the company (a handwritten signature on the attached documents is not required).

The screenshot displays the mBank Desktop interface. At the top, there is a navigation bar with the mBank logo, the word "Desktop", and menu items for "Accounts and finance", "Orders", "Products", and "+ New order". On the right side of the navigation bar, there are icons for a user profile, a grid, a document, and a notification bell. Below the navigation bar, the main content area is divided into three sections: "Accounts", "Orders", and "Business information".

- Accounts:** This section is titled "Accounts" and includes a sub-header "Important (marked on the list of accounts ★)". It features a "New bank account" button with a plus icon and the text "Complete the electronic application". Below this, there are two buttons: "Go to the list of accounts" and "Hide the widget". A descriptive text reads: "Mark with icon ★ Important accounts which you want to add to the widget You can select up to five positions on the list of accounts."
- Orders:** This section is titled "Orders" and includes a sub-header "The last 365 days ▾". It displays four vertical bars representing order statistics:
 - "created by me" with a value of 0 and the text "to be edited" (grey bar)
 - "I can authorise" with a value of 0 and the text "submitted for authorisation" (green bar)
 - "I can authorise" with a value of 0 and the text "partially authorized" (green bar)
 - "denied mine" with a value of 0 (orange bar)
- Business information:** This section is titled "Business information" and includes a "Show" button.

At the bottom left of the interface, there is a "Widget management" link with a gear icon.

mBank Desktop Accounts and finance Orders Products + New order

Administrator centre

Administrator dashboard

- + Company data
- + My data
- + User data
- About Administrator centre

My company

Klient SB i CP

Customer Number: 200600001

[Company preferences](#)

My permissions

Below you can view your permissions in detail

[My permissions](#)

My contact data

Phone 50*****99

E-mail ma***@mbank.pl

[My preferences](#)

Do you want to be a system Administrator?

Join the large group of clients who easily manage mBank CompanyNet system by themselves

[Learn more](#)

mBank Desktop Accounts and finance Orders Products + New order

Administrator centre

Administrator dashboard

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- About Administrator centre

Welcome to Administrator centre

Here you can manage mBank CompanyNet users and their permissions.

You don't have access to Administrator centre yet?

If you want to use this module, contact your advisor or apply for Administrator's permissions now.

[Complete the electronic application](#)

Administrator centre

Administrator dashboard

- + Company data
- + My data
- + User data
- About Administrator centre

New form

Application to the bank

Topic:

Title:

Text:

(Information about the Application: Please attach the completed "Client Access Rights Card" to your Application. Be reminded that mBank will process the Application if the persons who signed it in mBank CompanyNet system act in line with the Client's representation rules.)

[Create message](#) [Cancel](#)

Administrator centre

Administrator dashboard

- + Company data
- + My data
- + User data

[About Administrator centre](#)

Form Pending editing [Print](#)

Application to the bank

Topic : Application for adding an administrator
Title : Application for access to the Administrator centre
Text :

I apply for Administrator?s permissions as per instruction attached.

(Information about the Application: Please attach the completed "Client Access Rights Card" to your Application. Be reminded that mBank will process the Application if the persons who signed it in mBank CompanyNet system act in line with the Client?s representation rules.)

Operation history

Date	User	Action	Previous state	Current order state
27.03.2020 21:32	Jan Bednarski	Creation		Pending editing

Edit

Authorize

Copy

More >

Cancel

Administrator centre

Administrator dashboard

- + Company data
- + My data
- + User data

[About Administrator centre](#)

Edition of the form Pending editing [Print](#)

Application to the bank

Topic

Application to the bank

Title

Text

(Information about the Application: Please attach the completed "Client Access Rights Card" to your Application. Be reminded that mBank will process the Application if the persons who signed it in mBank CompanyNet system act in line with the Client?s representation rules.)

Operation history

Date	User	Action	Previous state	Current order state
27.03.2020 21:53	Jan Bednarski	Creation		Pending editing

Add attachment

Save

Authorize

More >

Cancel

Administrator centre

Administrator dashboard

- + Company data
- + My data
- + User data

[About Administrator centre](#)

Import attachment file

File name: Nie wybrano pliku
Allowed attachment types: PDF, JPG, ZIP, TXT
Maximal attachment size: 10240 KB

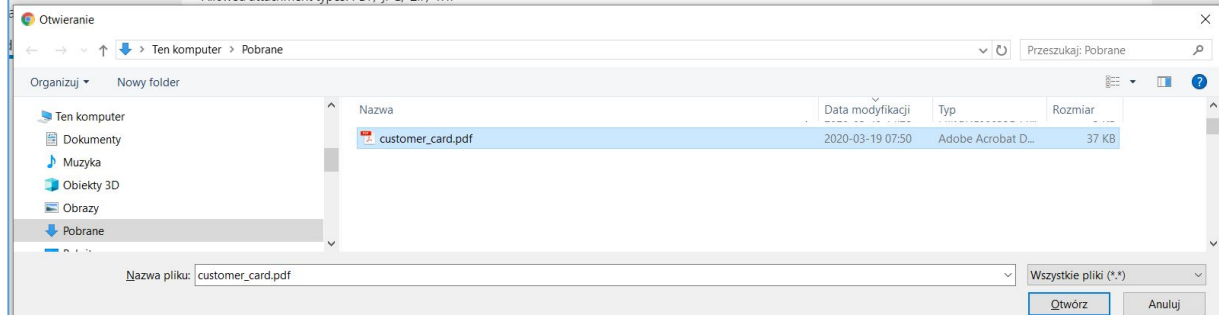
Save

Cancel

y data

Import attachment file

File name:
Allowed attachment types: PDF, JPG, ZIP, TXT



Administrator centre

Administrator dashboard

- + Company data
- + My data
- + User data

About Administrator centre

Import attachment file

File name | Wybierz plik | **customer_card.pdf**
Allowed attachment types: PDF, JPG, ZIP, TXT
Maximal attachment size: 10240 KB

Save

Cancel

Confirmation

The attachment has been added

OK

Edition of the form Pending editing

[Print](#)

Application to the bank

Application to the bank

Topic Application for adding an administrator

Title Application for access to the Admi

Text I apply for Administrator?s permissions as per instruction attached.

(Information about the Application: Please attach the completed "Client Access Rights Card" to your Application. Be reminded that mBank will process the Application if the persons who signed it in mBank CompanyNet system act in line with the Client?s representation rules.)

Attachments

File name
 [customer_card.pdf](#)

Date of addition
27.03.2020 22:09

Skrót załącznika
edd6e2272147bffc56962537f53e02d0

Operation history

Date
27.03.2020 22:00
27.03.2020 21:53

User
Jan Bednarski
Jan Bednarski

Action
Save
Creation

Previous state
Pending editing

Current order state
Pending editing
Pending editing

Add attachment

Save

Authorize

More > Cancel