

# mBank CompanyMobile 3.0

## Description of the App's Basic Features



mBank.pl

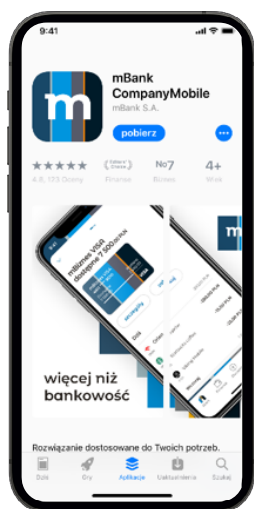


call  
801 273 273

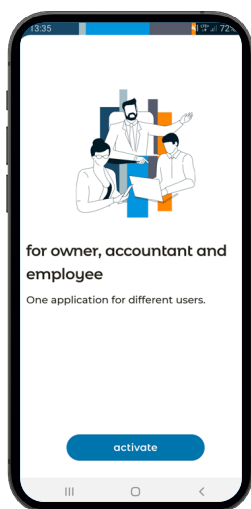
# Table of Contents

Activating the app with a QR code	3
Can't find the email with the activation code?	4
Don't remember the PIN to the app?	4
Logging into the application	5
Authorising multiple orders: token mode	5
Authorising operations and confirming logins to mBank CompanyNet in the mBank CompanyMobile app	6
Authorising logins to mBank CompanyNet	6
Authorising complex orders in mBank CompanyNet	7
How to use mBank CompanyMobile 3.0	8
<b>Dashboard</b>	8
Your assistant	9
Accounts	9
Company card widget	10
Click2Call	10
User	11
<b>Finances</b>	11
<b>Orders</b>	12
<b>FX</b>	13
<b>More</b>	13

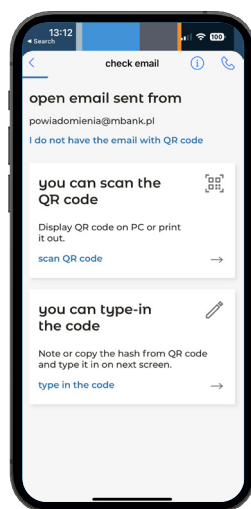
# Activating the app with a QR code



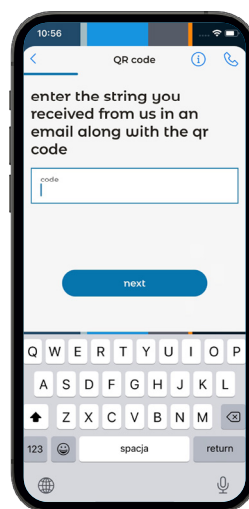
1. Download the mBank CompanyMobile app from an authorised store: App Store (iOS – Apple) or Google Play (Android), and install it.



2. Open the app and click “activate”.



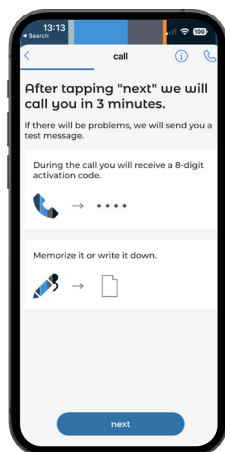
3. Open the email with the activation code. Choose if you wish to scan the QR code or enter the code manually. If you chose to scan the QR code, the app will prompt you to open the camera.



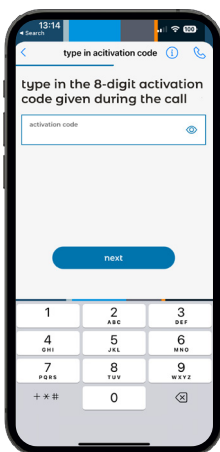
4. Scan or enter the code.

Can't find the email with the activation code?

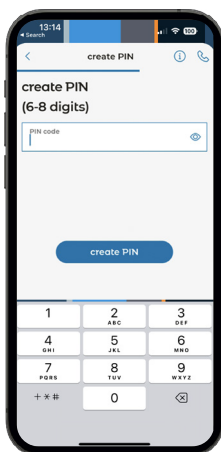
[Read more](#)



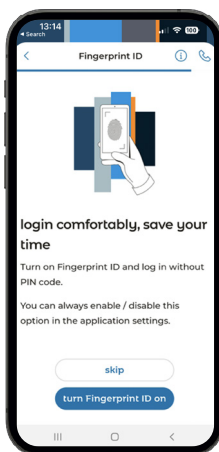
5. When you click "next", we will call you within 3 minutes.



6. We will call you and give you an additional activation code. Enter the code in the app.



7. Set a PIN you will use to log into the app, and confirm it.



8. You can log into the app with a fingerprint or face scan (iOS). Select one of these options and log in.

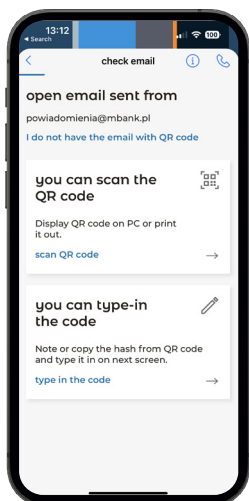


9. Done! You can now use the app. Activating the app with a QR code



10. Make sure you remember your ID. You will need it to log in to Bank CompanyNet.

# Can't find the email with the activation code?

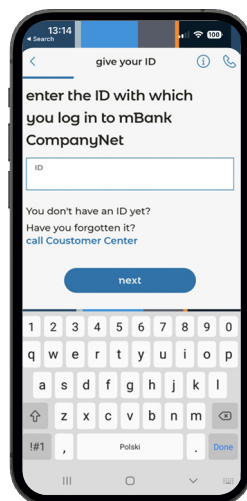


1. If you remember your mBank CompanyNet ID, select "I do not have the email with QR code" at the bottom of the screen.

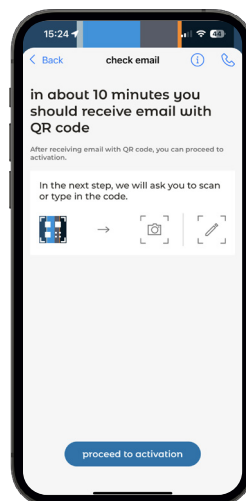
If you don't remember your ID, contact the authorised person in your company.



2. Enter your phone number and email address registered in mBank CompanyNet.

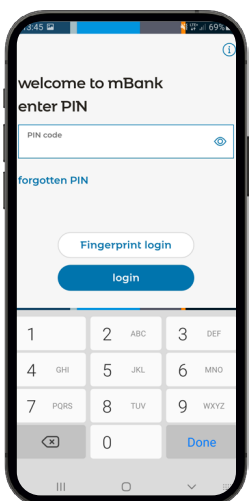


3. If you have several IDs, select the one with which you wish to link your app.

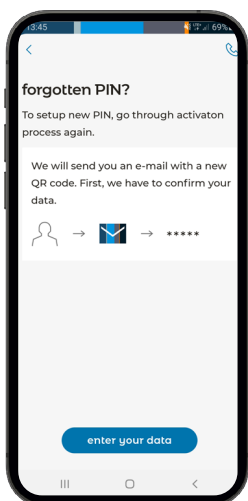


4. Once we confirm your data, you will receive an email with the activation code.

# Don't remember the PIN to the app?



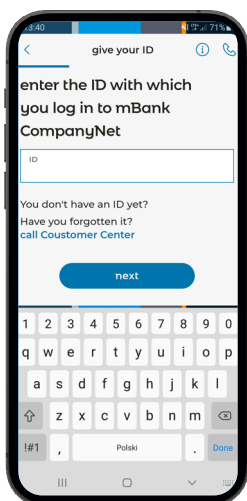
1. Select "forgotten PIN".



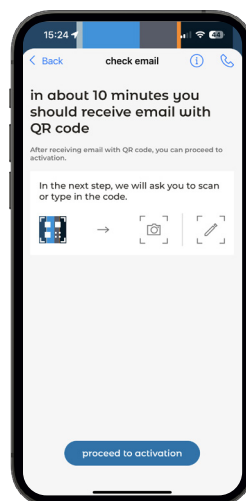
2. To set a new PIN, you must repeat the activation process. Enter your data again.



3. Enter your phone number and email address registered in mBank CompanyNet.



4. If you have several IDs, select the one with which you wish to link your app.



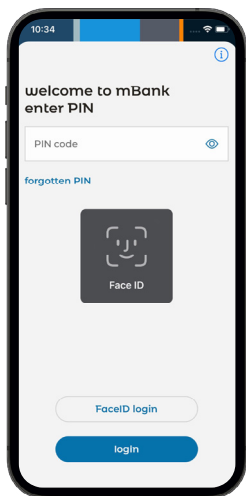
5. Once we confirm your data, you will receive an email with the activation code.



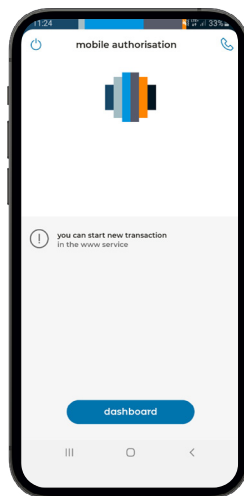
# Logging into the application



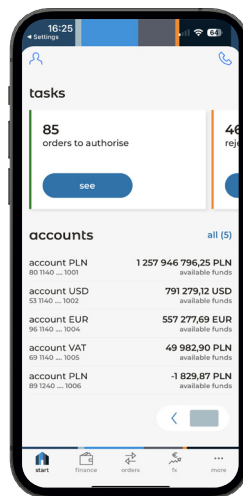
1. Open the app.



2. Enter your PIN or use biometrics (Face ID/Touch ID). The app will detect whether to log in to Mobile Authorisation or the Banking App.

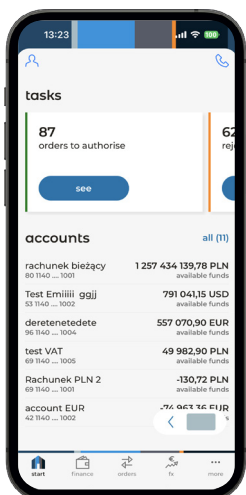


3. If you're already logged in on your PC, you will see this.

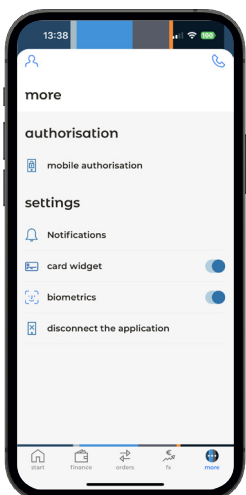


4. If you're not working on your PC, you will log in to the banking app.

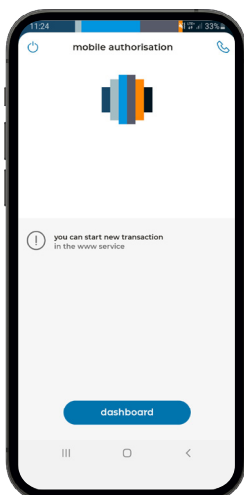
# Authorising multiple orders: token mode



1. Open the app. Select "more" from the menu bar at the bottom of the screen.



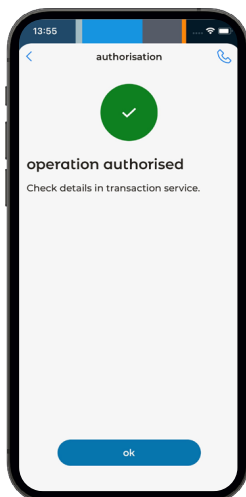
2. Select mobile authorisation from the menu.



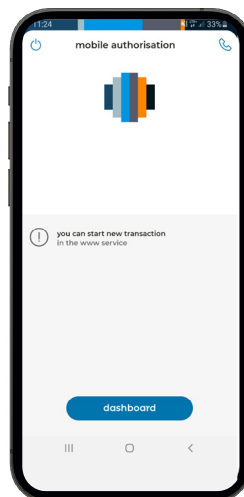
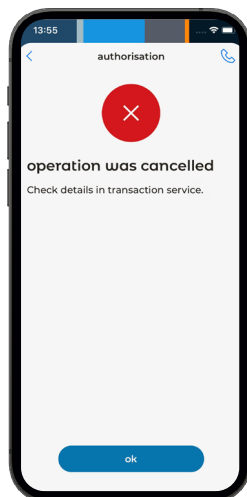
3. An authorisation session screen will appear.



4. Check if the data of the order are correct. Confirm or reject it if you wish to change.



5. You'll receive information about a confirmed or rejected authorisation.



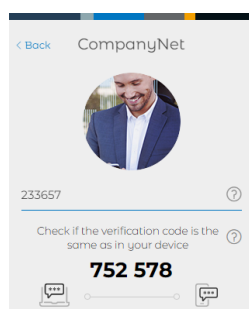
6. The authorisation session screen will appear again.

You can create a new order in mBank CompanyNet and continue the authorisation, or end the session.

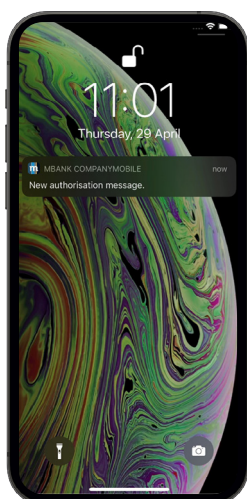
## Authorising operations and confirming logins to mBank CompanyNet in the mBank CompanyMobile app

To use mobile authorisation, install and activate the mBank CompanyMobile app. If you haven't installed and activated it yet, see [how to do it](#).

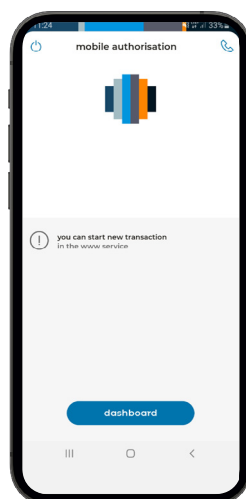
## Authorising logins to mBank CompanyNet



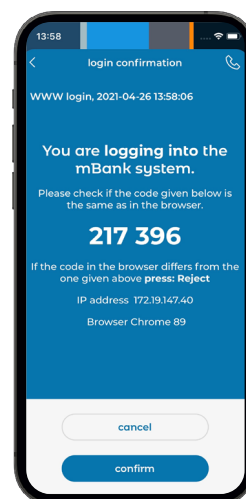
1. Open mBank CompanyNet login page in a browser. Select authorisation with a mobile token and press "Next".



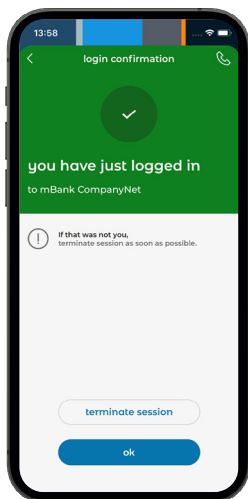
2. A push notification will be sent to your phone. Tap on it.



3. An authorisation session screen will appear. Details of the login awaiting your authorisation will appear in a moment.

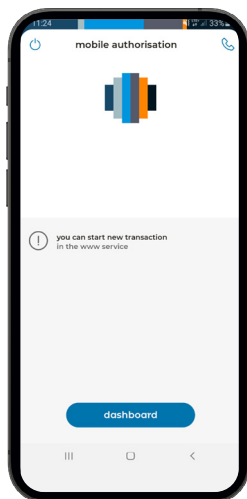


4. Check if the login details are correct. If yes, authorise the login. If not, reject it.



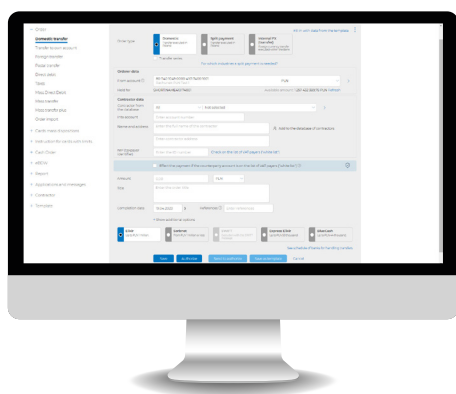
5. You will receive a confirmation that you successfully logged in to mBank CompanyNet.

If you received a confirmation, but you did not log in to the system, end the session immediately!

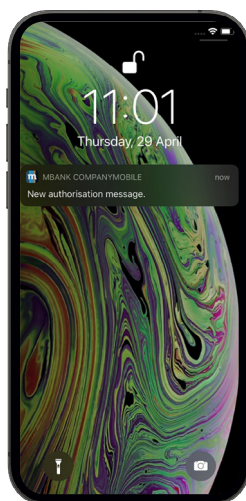


6. The authorisation session screen will appear again. You can create a new order in mBank CompanyNet and continue the authorisation, or end the session.

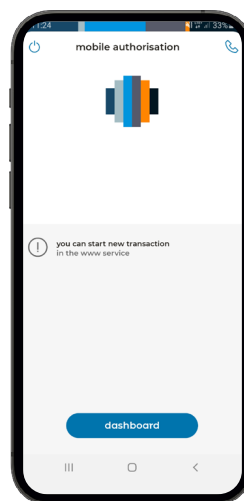
## Authorising complex orders in mBank CompanyNet



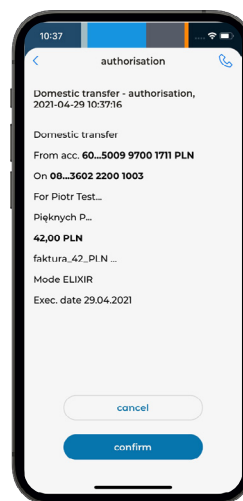
1. Create a new order in mBank CompanyNet, save it and press "Authorise".



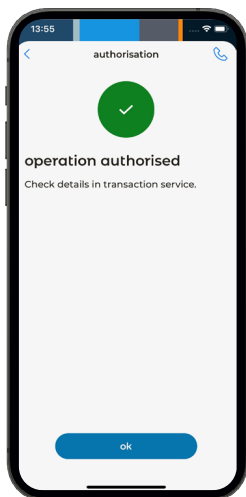
2. A push notification will be sent to your phone. Tap on it.



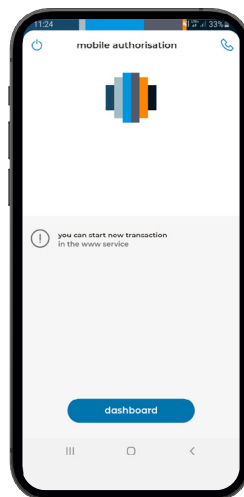
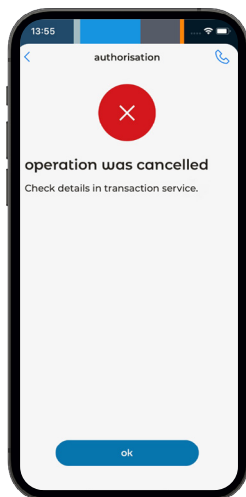
3. An authorisation session screen will appear. Details of the order awaiting your authorisation will appear in a moment.



4. Check if the data of the order are correct. Confirm or reject it if you wish to change something.



5. You'll receive information about a confirmed or rejected.



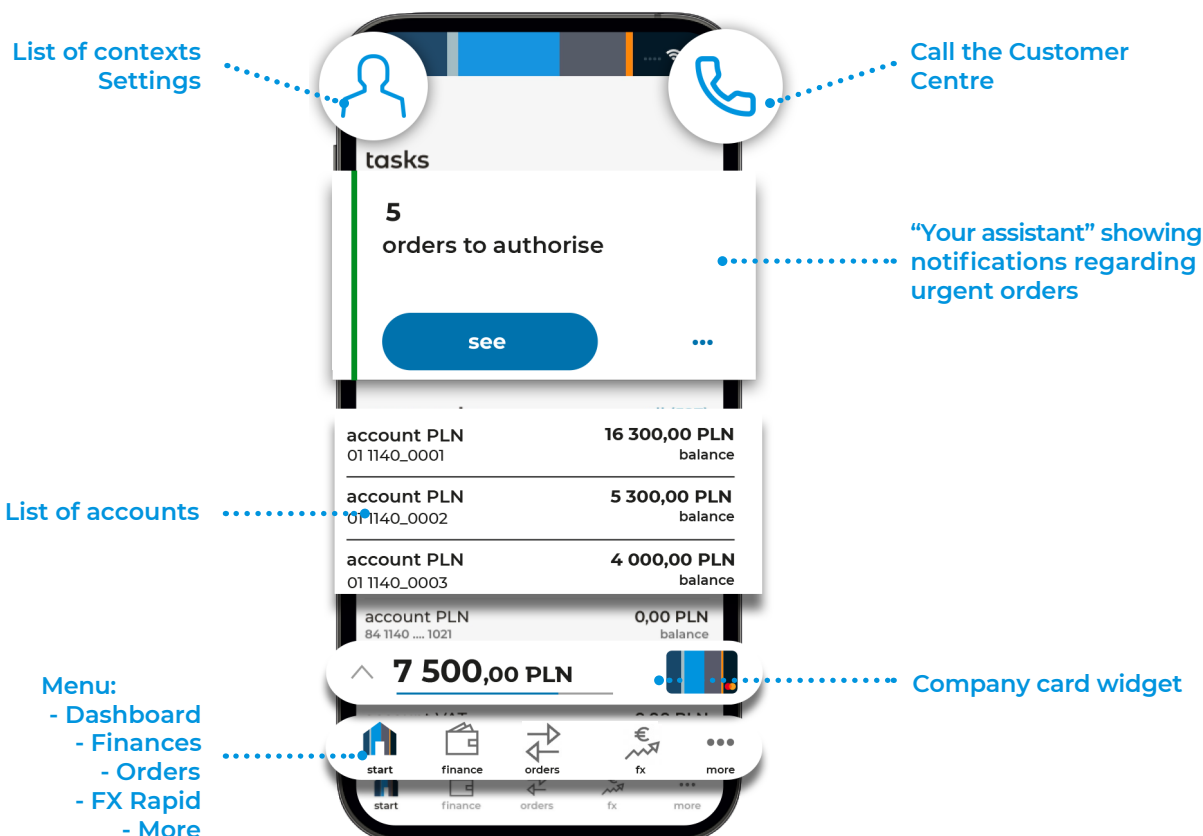
6. The authorisation session screen will appear again.

You can create another order in mBank CompanyNet and continue the authorisation, or end the session.

## How to use mBank CompanyMobile 3.0

### Dashboard

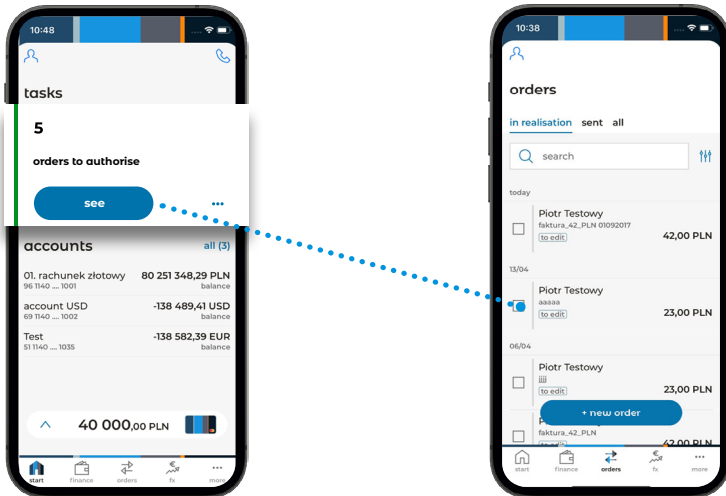
The dashboard is the first thing you'll see after logging in to the banking app.





## Your assistant

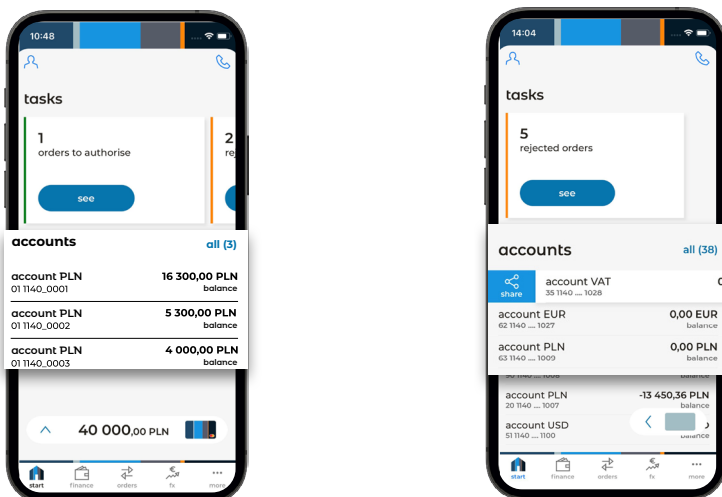
Your Assistant consists of three panels showing orders pending authorisation, orders authorised partially, and rejected orders.



1. Swipe left to see more panels.

2. After choosing one of them (e.g. orders pending authorisation), the app will take you to the “Orders” tab, showing an order list with appropriate filters applied.

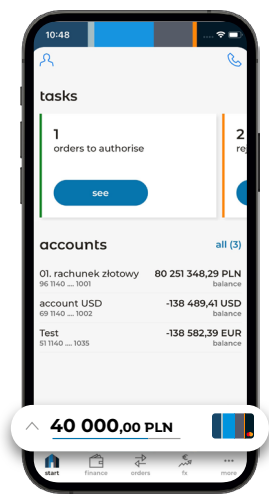
## Accounts



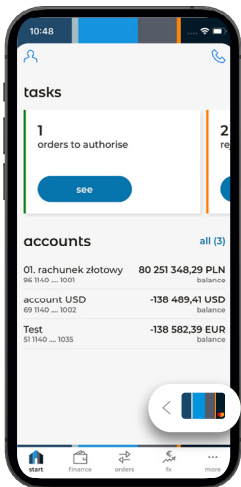
The start page shows a maximum of six accounts. Other accounts will be displayed after pressing “all” or after going to the “Finances” tab on the menu bar.

Swipe a selected account left to display the transaction history. Swipe a selected account right to share the account number.

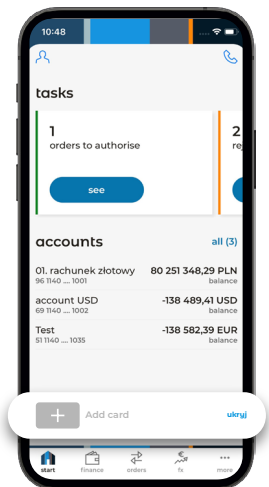
# Company card widget



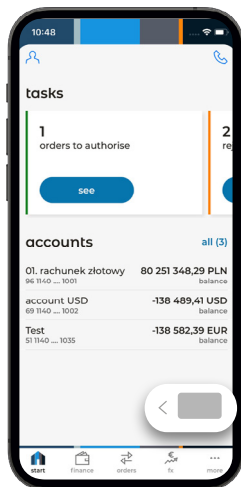
Card with a limit.



After five seconds the widget collapses.



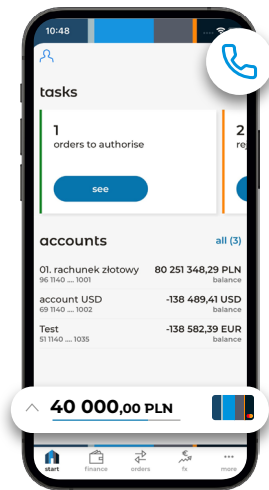
If you haven't added any cards.



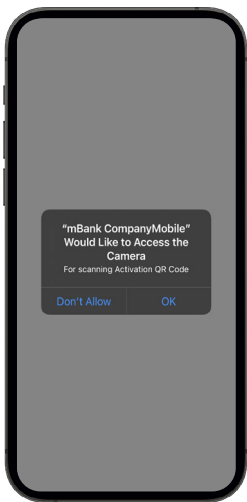
After five seconds the widget collapses.

## Click2Call

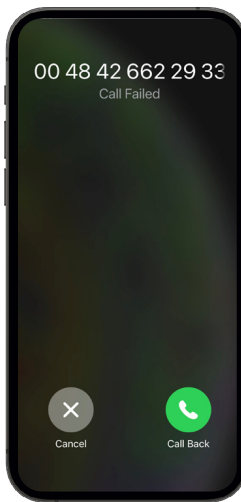
### Calling the Customer Centre



1. Tap the icon.

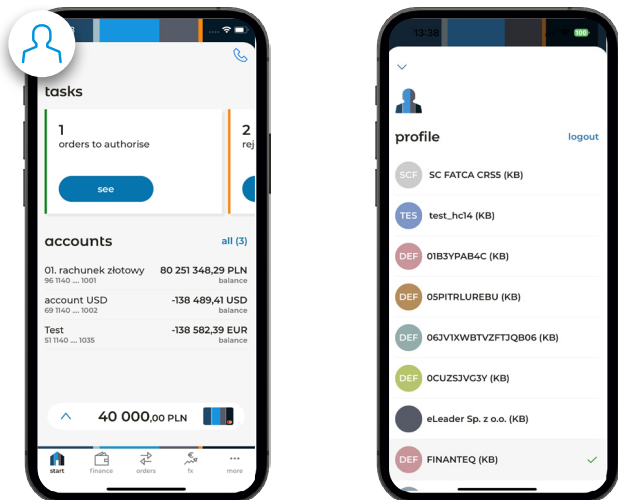


2. If it's your first time calling the Customer Centre, the app will ask for permission to make calls.



3. Then a dial pad will appear and the app will call the Customer Centre. The user is already authenticated.

## Context change

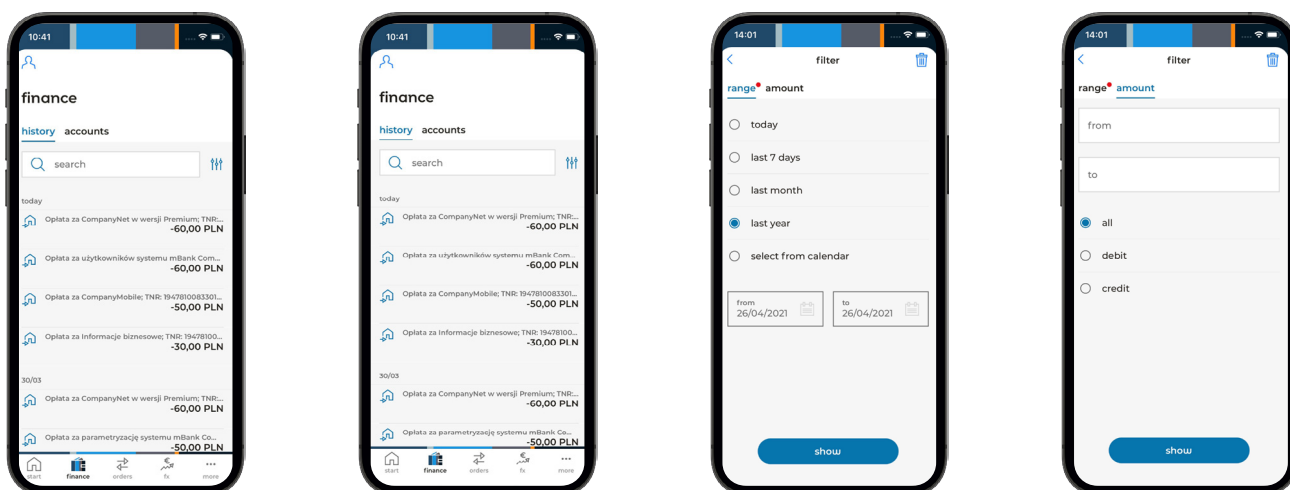


1. Tap the user icon.

2. The screen will show the list of contexts and the "Log out" option. Click the context to which you want to switch.

## Finances

Select "Finances" from the menu bar to go to the transaction history.



1. Transaction history.

2. Here you can browse and search through the history of transactions in your accounts.

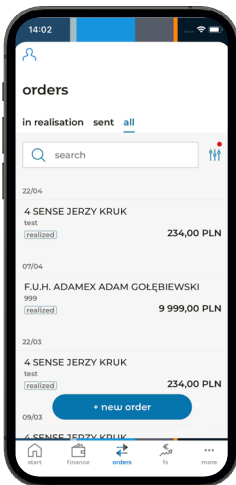
b. Range filter (a red dot denotes an active filter).

c. amount filter (a red dot denotes an active filter).

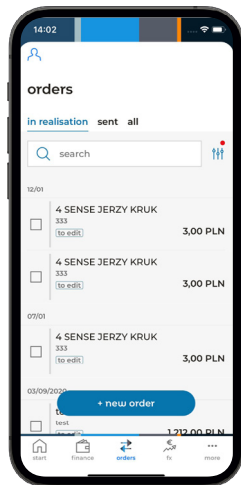
a. Search - enter a query (like in online banking).

# Order authorisation

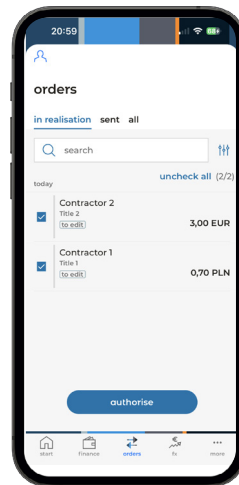
The order menu is divided into three parts presenting orders with different statuses. Selected orders can be authorised. If no orders are selected, the new order button is displayed instead.



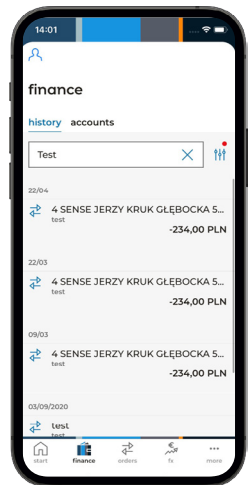
1. List of orders.



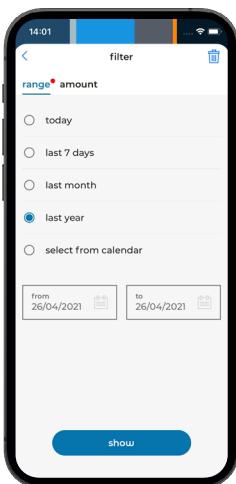
2. Selected orders.



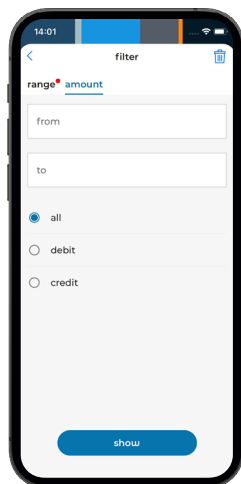
3. Beginning authorisation.



4. Searching.

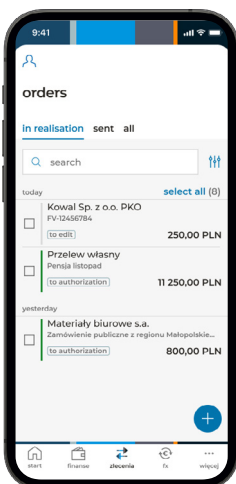


5. Filtering by amount.

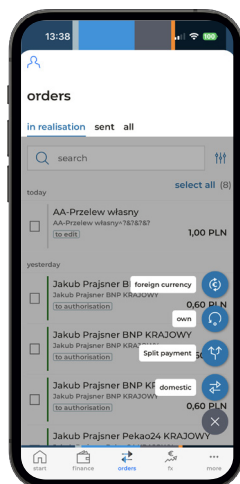


6. Filtering by date.

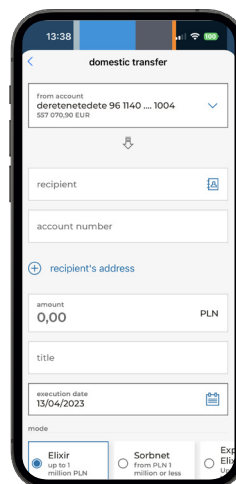
# New order



1. Click the "+" icon in the right bottom corner of the screen.



2. Select one order type.

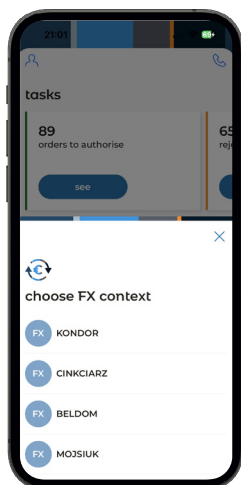


3. Provide the requested data and click the "Save" button.

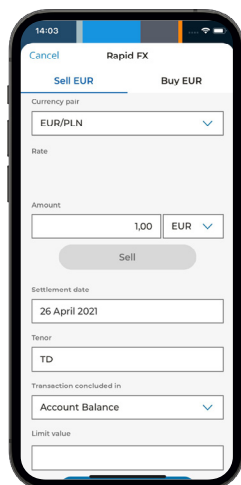


# FX

FX Rapid are quick currency exchange transactions



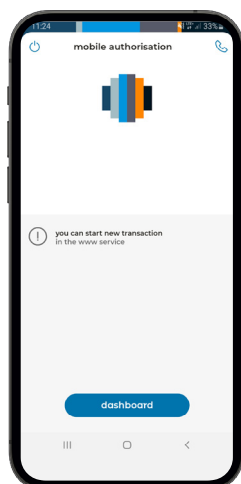
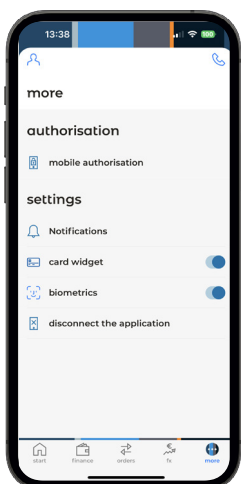
1. If you have several FX contexts, select one.



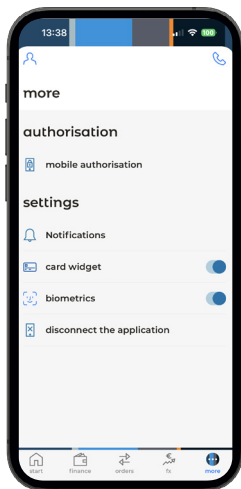
2. Rapid FX.

# More

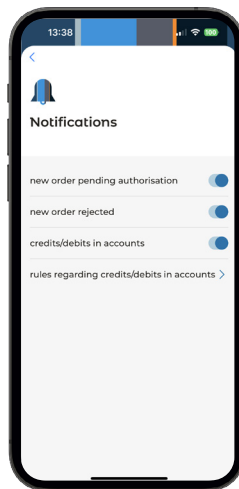
Open the "More" menu to go to the Mobile Authorisation and app settings.



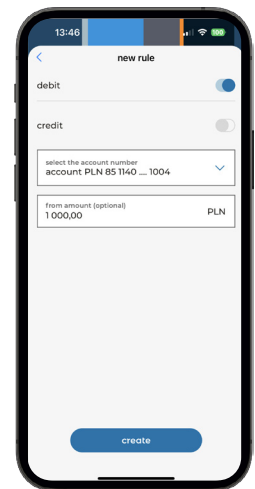
# Push notifications



1. Click "Notifications" to go to push notification settings



2. Select account activities for which you want to receive push notifications.



3. For notifications about account transactions you must additionally create rules for the selected accounts. Select "account transaction rules" and create a new rule.