

# Tutorial material for client users

## Digital Document Exchange (DDE)

Tutorial video can help you to follow the whole process and the different actions and steps:  
[https://www.youtube.com/watch?v=eCTaa\\_Twib0&ab\\_channel=UniCreditBankHungary](https://www.youtube.com/watch?v=eCTaa_Twib0&ab_channel=UniCreditBankHungary)

### LOGIN:

- After the successful registration you'll receive the LOGIN ID and Password in a text message
- Please go to the opening page of DDE via the link received in the e-mail or typing it in the search interface.
- After providing the necessary data, click on the Enter button. During the first login, we will send you a temporary password via text message, which you must change to a password of your choice after logging in. For each login, you'll receive a new, one-time- password in a text message to authenticate your entry.
- If you have SpectraNet at our bank, you can also log in to DDE with your Spectra credentials as follows:
  - On the DDE login screen, click on the "Login with SpectraNet credentials" link.
  - Please enter your SpectraNet ID and password here.
  - After clicking on the Login button, we will send you a temporary password in a text message.
  - After entering the code, you can log in to your DDE account by clicking on the Login button.

### CONTRACTING:

- After you created your own password, you have to read and agree to the terms of the DDE contract.
- After reading the contract you need to sign it with the help of a one-time-password. Then you can start using the application.

### DOCUMENT DOWNLOAD:

- You can reach each and every document including the DDE contract in the Dokubox menu.
- In order to download a document, please select the necessary document, then click on the Download button to download it to your device.

### DOCUMENT EXCHANGE:

- After logging in the DDE, you will see your Dokuboxes, i.e. your packages of documents belonging to a transaction, in the Dokubox list.
- If you need to exchange documents, the document package (so called Dokubox) complied by your relationship manager will appear in the Dokubox list.

#### DokuBox list

CREATE NEW DOKUBOX

DokuBox name

Insert data...

DokuBox status

Select an option...

DokuBox custom name

Insert data...

Doku status

Select an option...

Date range from/to

mm/dd/yyyy - mm/dd/yyyy

Document name

Insert data...

DokuBox ID

Insert data...

Reset all

Search

DOKUBOX NAME	DOKUBOX CUSTOM NAME	STATUS	LAST MODIFICATION	DOKUBOX ID
[+]	[CORP] BANKCARD/POS,VPOS,SOFTPOS	IN PROGRESS	28.11.2024, 09:35	9478

After you click the chosen row, Dokubox will open and the documents contained in it will appear, which you can read by clicking on the Download button. After you have read them and found them suitable, you first have to check the "Send to bank" option, and then click on the "Submit Actions" button. If

there is a document in Dokubox that you need to sign, the bank will send it back to you for signing in the next step.

BACK

DOKUBOX ID: 9478

**[CORP] Bankcard/POS,VPOS,SoftPos** IN PROGRESS

1 DOCUMENTS AVAILABLE

Product Category: \* Bank card acceptance service

Signing Dokubox will be available once all the documents reach the status **Waiting Client Signature**

DOKUBOX MORE OPTIONS

1. [CORP] Service Agreement for Bank Card Acceptance

UNDER NEGOTIATION - CLIENT

Description for [CORP] Service Agreement for Bank Card Acceptance

VIEW ALL SIGNERS

DDE teszteléshez dokumen...docx

BROWSE FILE or drag file in here

SEND TO BANK

Submit Actions

## SIGNING A DOCUMENT

Documents waiting to be signed will automatically appear in the Dokubox. If you want to sign them, open the document that you can read after the security confirmation. To start the signing process click on "Sign with eSAW" button.

BACK

DOKUBOX ID: 9460

**[CORP] Bankcard/POS,VPOS,SoftPos** IN PROGRESS

1 DOCUMENTS AVAILABLE

Product Category: \* Bank card acceptance service

1. [CORP] Service Agreement for Bank Card Acceptance

WAITING CLIENT SIGNATURE

Description for [CORP] Service Agreement for Bank Card Acceptance

CLIENT SIGNATURE IN PROGRESS

VIEW ALL SIGNERS

Doc1.pdf

Sign with eSAW

Submit Actions

- After entering the security code sent in a text message, your signature will be clearly visible in the part of the document designated for signature.
- To finalize, click the checkbox that appears, then the "Finish" button in the pop-up window. The system will then automatically navigate you to the opening page, while forwards your documents to our bank.

**Please follow the steps as you can see in the next screens and click on the highlighted buttons:**

