GUIDE

TO THE CUSTOMER PANEL OF KRD BIG S.A.
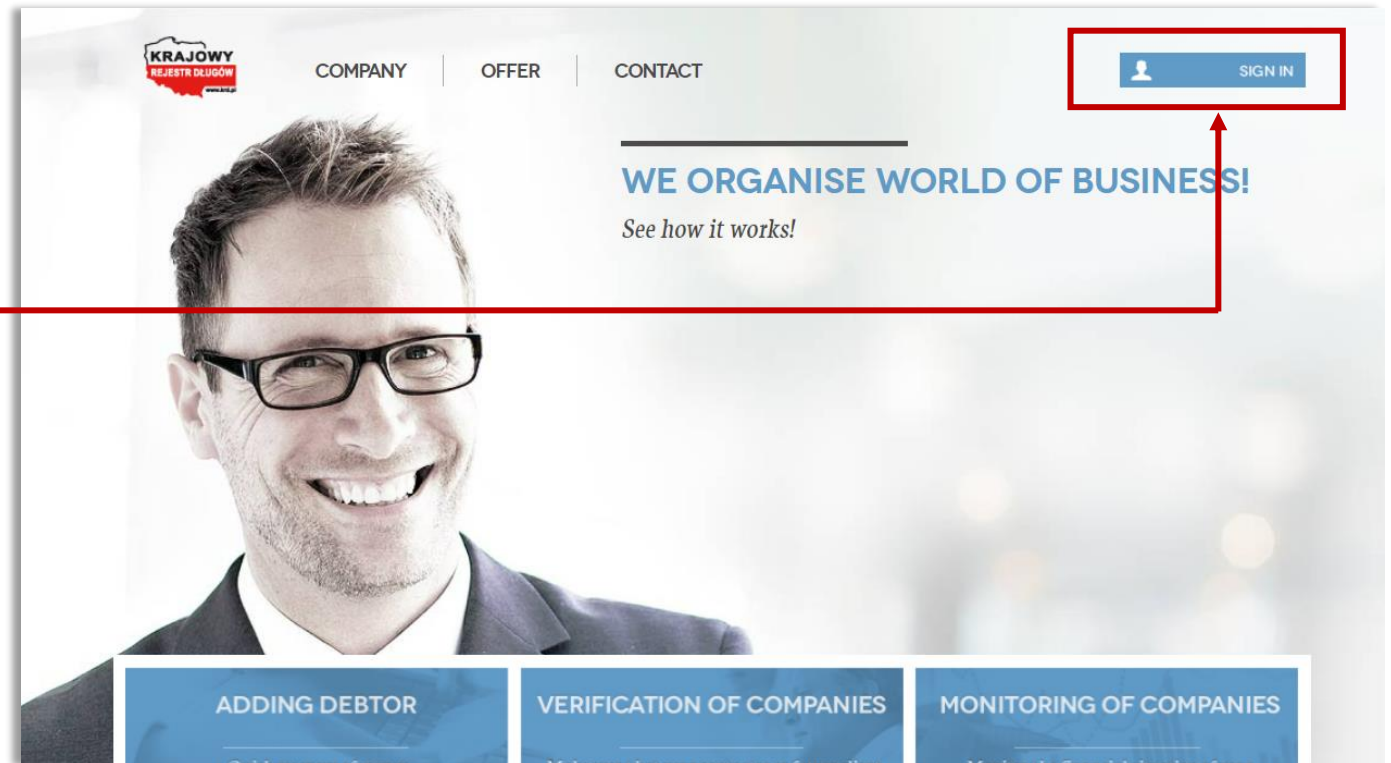
KRAJOWY
REJESTR DŁUGÓW
www.krd.pl

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Logging into the system

How do I log into the system?

1. Open https://en.krd.pl/ in the browser.
2. Click **SIGN IN** (Client Panel).

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Logging into the system

How do I log into the system?

1. Enter your **Tax ID** (NIP) or **ID No.** which has been e-mailed to you when signing in and the password which will be sent to you via SMS to your trusted mobile phone number.
2. Click **Log in**.

Logging into the system

What to do if I forget the password?

1. Click **I forgot my password**.
2. Click **Log in**.
3. Fill out the Login and Trusted phone number fields and click **Change password**.

Sprawdzanie

How do I run a check on a customer?

1. Click **Verification.**

   A list is displayed for you to select **Verification** from.

2. Enter **NIP** (Client's **Tax ID**) of the client you want to run the check on.

3. Confirm the action by clicking **Verify**.

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Sprawdzanie

Last check history

1. Click **Download Report**. This will provide you access to background check information from 16 different sources.
2. The generated company report will be available for 7 days by clicking **History of last verifications.**

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Monitoring of business parties

How do I monitor business parties?

1. Click **Monitoring**.
2. Click **Add new monitoring**.
3. Enter the **Tax ID** (NIP) of the company you want to monitor.
4. Specify the monitoring time frame.
5. Select who will receive monitoring notifications.
6. You can notify the monitored company that you are working with us and have set up the monitoring. Do this by ticking the **Inform the contractor about establishing cooperation with KRD Economic Information Bureau**.
7. Click **Save**.

Monitoring of business parties

How do I view the monitoring history?

1. Click **Monitoring**.
2. Click **Monitoring orders history**.
3. Specify the monitoring time frame.
4. The monitored company is listed on the screen. If you want to modify or delete a monitoring, click it and select the suitable option.

Monitoring of business parties

How do I view the monitoring event list?

1. Click **Monitoring**.

2. Click **Monitoring events list**.

3. Select the data of interest: the range of dates and the event type(s), and click **Search**.

4. The table below will list the generated events. You can download them by clicking **Export to a file**.

Monitoring of business parties

How do I modify the monitoring settings?

1. Click **Monitoring**.

2. Click **Monitoring settings**.

3. Select the events you want to be informed about.

4. Define if you wish to receive notifications by SMS, if you do, specify the phone number to have them sent to.

5. If you want to save the new settings, click **Save**; if you want to restore the default settings, click **Default settings**.

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Request for payment

How do I send a request for payment? 1/5

1. Click **Send Call for Payment.**
2. Click **Send a call KRD.**

Request for payment

How do I send a request for payment? 3/5

1. Select a debtor category to which the request for payment will be sent.
2. Click **Send Call for Payment.**

Request for payment

How do I send a request for payment? 4/5

1. Fill out all the mandatory contact details.

Request for payment

How do I send a request for payment? 5/5

1. Click **Add**.

2. Fill out the debtor's details. (This field is optional.)

3. Click **Next**.

Request for payment

How do I view the requested payment history?

1. Click **Call for Payment**.
2. Click **Call for Payment order history.**
3. The list of requests is in the **Waiting** tab.

Adding a debtor

How do I add a debtor? 1/5

1. Click **Adding debtors**.
2. Click **Add a debtor**.
3. Click **Sole Proprietorship**.
4. Click **Next**.

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Adding a debtor

How do I add a debtor? 2/5

1. Fill out the mandatory data.

2. You can input optional data in steps 2 and 3, e.g. submission of a written notice of debt.

3. Click **Next**.

Adding a debtor

How do I add a debtor? 3/5

1. You can add a new liability in step

   2. Do this by clicking

   Add and click **Add a liability**.

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Adding a debtor

How do I add a debtor? 4/5

1. Fill out all mandatory fields*
2. Click **OK**.

The time & date system must be configured for Warsaw CET time on the machine which is used to add a debtor to complete this step.

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Adding a debtor

How do I add a debtor? 5/5

1. Step 3 is optional. Complete it if you want to send a notice to the debtor.

2. If all steps have been completed, click **Next**.

Downloading a SCHUFA report with German companies

How do I check a company in SCHUFA?

1. Select **Verification.**

2. Click **Verify German Co. in SCHUFA**.

3. Fill out the form.

4. Click **Send order form**.

Account management

How do I change the contact details? 1/2

1. Go to the Account Settings tab and select **Account**.
2. Click **Customer data**.
3. Click **Edit**.

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Account management

How do I change the contact details? 2/2

1. Input the new data.
2. Click **Next**.
3. Click **Confirm the data is correct.**

Account management

How do I add a new user? 1/2

1. Click **Account**.
2. Click **Users Management**.
3. Click **Add new user** or **Add many users**.

Account management

How do I add a new user? 2/2

1. Fill out the required data. The fields with the asterisk are mandatory.

2. Click **Save**.

Account management

How do I change the password?

1. Click **Account**.

2. Click **Change password**.

3. Fill out the mandatory fields.

4. Click button **Change password**.

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Account management

My invoices

1. Click **Account**.
2. Click **Invoices**.
3. A table is displayed with all invoices billed by Krajowy Rejestr Długów BIG SA.

Account management

Billing view

1. Click **Account**.

2. Click **Billing**.

3. A table is displayed with a summary of the system operations completed in the current month. Free services are also displayed here.

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Downloads

Where do I find the documents I need?

1. Go to My Account and click **Document library.**
2. Download a document you need by clicking its icon.

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