

GUIDE

TO THE CUSTOMER PANEL OF
KRD BIG S.A.



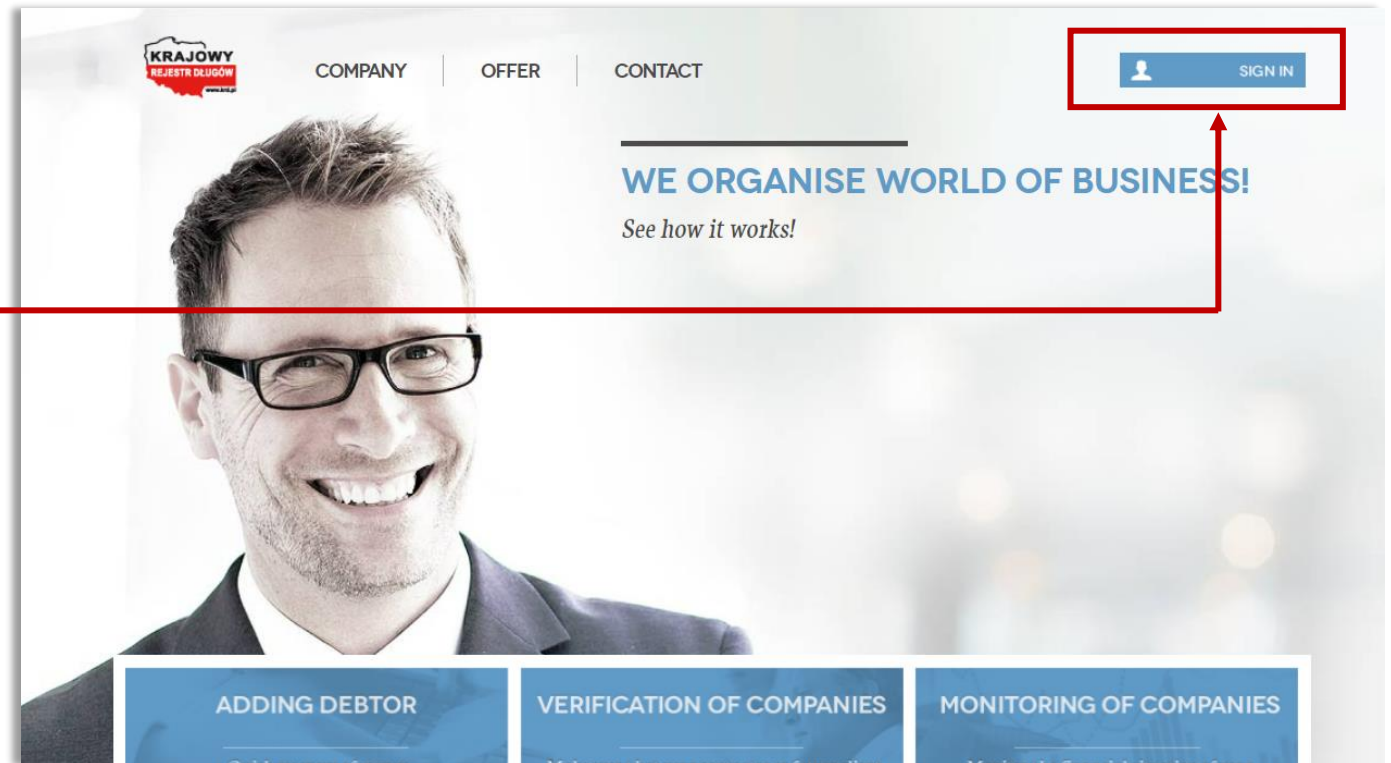
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Logging into the system

How do I log into the system?

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



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**.

KRAJOWY REJESTR DŁUGÓW

Customer Service

Logging to the system

Login or Tax ID (NIP) *

User password *

[I forgot my password](#)

[Click here](#)

Log in >

Do you have a problem logging in to your account?
Contact the help desk: **+48 71 774 5521**

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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**.

Customer Service

Logging to the system

Login or Tax ID (NIP) * ?

User password * ?

1 [I forgot my password](#)

2 [Log in](#) >

Do you have a problem logging in? Contact the help desk: >

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Customer Service

Password change

Login * ?

Trusted phone number * +48 ?

3 [Change password](#) >

[Cancel](#)

[Phone Support >>](#)

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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**.

The screenshot shows the 'Customer Service' portal. The sidebar menu on the left has 'Verification' highlighted with a red box and the number 1. The main content area features a banner with the text 'Make sure your business partner is not a debtor. Start with verification!' and a flow diagram. Below the banner, there are three buttons: 'Verify the company', 'Verify a consumer', and 'Verify information about yourself'. The 'Verify the company' section is active, showing a form with fields for 'Entity ID', 'Member state of the European Union', and 'Other country'. The 'Enter the NIP for Polish or tax ID for foreign entity' field is highlighted with a red box and the number 2. At the bottom right, the 'Verify' button is highlighted with a red box and the number 3. The 'Verify and start monitoring' button is also visible at the bottom.

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**.

Customer Service Log out This session will end in: 59m 18s

Report U1/0019356373/2022 of information search Tax Identification No.: [REDACTED]

Information on the debt and the obligations repaid on time by the selected entity other than the consumer. The table includes information that has been provided by you or other users of the KRD system.

Summary		Positive information	
Debt information			fairPay.pl
Number of creditors	0	Number of subjects adding positive information	3
Number of notices	0	Number of repaid liabilities	43
Number of liabilities	0	Total amount of repaid liabilities	2 830 266,19 PLN
Liability amount	0,00 PLN	Average payment period	1
		Average repaid amount	65 820,14 PLN

1 [Download Report](#) **Extended version of the report available now!**

General terms and conditions for the report are available here.

Information list

Liabilities Positive information fairPay.pl

Search filter

Filter

2 **History of last verifications**

Navigation: SERVICES KRD (Call for Payment, Adding debtors, Verification, History of last verifications, Who asked about me?, Verify German Co. in SCHUFA, Single application, Automonitoring, Monitoring, Adding Positive Information, Mass orders, Monitoring PRO), PARTNER SERVICES (Kaczmarek Inkasso - WinGO.pl, Reliable Company), MY ACCOUNT (Account)

Contact your consultant

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**.

SERVICES KRD

- › Call for Payment
- › Adding debtors
- › Verification
- › Single application
- › Automonitoring
- 1 **Monitoring**
 - 2 **› Add new monitoring**
 - › Monitoring orders history
 - › Monitoring events list
 - › Monitoring settings
- › Adding Positive Information
- › Mass orders
- › Monitoring PRO

PARTNER SERVICES

- › Kaczmarecki Inkasso - WinGO.pl
- › Reliable Company

MY ACCOUNT

- › Account
- › Document library
- › Your Statistics
- › Free services amount

New monitoring order

The monitoring function provides the access to current reports on payment situation of selected contractors such as recipients, suppliers or even competitors. You need only to enter the NIP (Tax Identification No.) and select how you would like to be notified by KRD about particular event.

(NIP) Tax Identification No. * ? 3

Add monitoring description ?

From * 7/6/2022 ? 4

To ?

Notified person ?

Nobody
 All users
 Currently logged-in user 5
 Main user

Inform the contractor about establishing cooperation with KRD Economic Information Bureau ? 6
 Sending notification is free of charge

Company name * ?
 Street * ?
 Locality * ?
 Postal code and post * ?
 E-mail * ?
 Contact phone * ?

[Review of the document form \(.pdf\) >>](#)

Cancel 7

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.

The screenshot shows the 'Customer Service' portal with the 'Monitoring orders history' page. The sidebar menu on the left has 'Monitoring' highlighted with a red box and a '1' in a circle. Below it, 'Monitoring orders history' is also highlighted with a red box and a '2' in a circle. The main content area has a 'Search filter' section with a red box and a '3' in a circle. Below the search filter is an 'Export to a file' button. At the bottom, a table of monitoring orders is highlighted with a red box and a '4' in a circle.

No.	Criterion	Beginning of the monitoring	End of monitoring	Description	Owner
1	643176	11/18/2020	7/6/2022		
2	542335	3/13/2021	7/6/2022		
3	596112	6/11/2021	7/6/2022		

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**.

Customer Service Log out
This session will end in: 59m 31s

Monitoring events list

The list contains all events related to monitored contractors in KRD. You can choose specific search criterion (addition, update, etc.) or see the list with all events. Report includes events up to the last 90 days.

1 **Monitoring**

2 **Monitoring events list**

3 Search filter

Filter:

From:

To:

Event type:

Adding <input checked="" type="checkbox"/>	Add positive information (payment by the 7th day after maturity date) <input type="checkbox"/>	Add positive information (payment 8 to 29 days after maturity date) <input checked="" type="checkbox"/>
Update <input checked="" type="checkbox"/>	Positive information update (payment by the 7th day after maturity date) <input type="checkbox"/>	Positive information update (payment 8 to 29 days after maturity date) <input checked="" type="checkbox"/>
Removal <input checked="" type="checkbox"/>	Remove positive information (payment by the 7th day after maturity date) <input type="checkbox"/>	Remove positive information (payment 8 to 29 days after maturity date) <input checked="" type="checkbox"/>
Information requested <input checked="" type="checkbox"/>		

4 Search

No.	Event type	Date	Number	Company name / Name	Description
1	Adding	5/25/2022	PL97310:	HO . S.A.	-
2	Adding	5/27/2022	PL9 3105 I	.PL SPÓŁKA AKCYJNA	-

« < Page 1 of 9204 > »

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**.

The screenshot shows the 'Customer Service' interface for 'Monitoring settings'. The left sidebar contains a menu with 'Monitoring' and 'Monitoring settings' highlighted. The main content area is divided into two sections: 'Monitoring settings' and 'Settings of notifications via text messages'. The 'Monitoring settings' section includes a table of events with checkboxes for selection. The 'Settings of notifications via text messages' section includes radio buttons for 'Yes' and 'No', and a form for entering a phone number. At the bottom, there are 'Save' and 'Default settings' buttons.

Customer Service

Log out

This session will end in: 46m 21s

Monitoring settings

Choose monitoring event about which you want to be informed immediately

Debtor monitoring	Positive information (payment by 7th day)	Positive information (payment after 7 days)
Adding debtor <input checked="" type="checkbox"/> ⓘ	Add positive information (payment by the 7th day after maturity date) <input checked="" type="checkbox"/> ⓘ	Add positive information (payment 8 to 29 days after maturity date) <input checked="" type="checkbox"/> ⓘ
Debt update <input checked="" type="checkbox"/> ⓘ	Positive information update (payment by the 7th day after maturity date) <input type="checkbox"/> ⓘ	Positive information update (payment 8 to 29 days after maturity date) <input type="checkbox"/> ⓘ
Deletion of a debtor <input checked="" type="checkbox"/> ⓘ	Remove positive information (payment by the 7th day after maturity date) <input type="checkbox"/> ⓘ	Remove positive information (payment 8 to 29 days after maturity date) <input type="checkbox"/> ⓘ

Settings of notifications via text messages

Do you want to receive text messages about monitoring events:

Yes

No

Phone number on which notifications via text messages will be sent:

Trusted phone number ⓘ

Other phone number

All automonitoring and monitoring events will be sent to a specific phone number.

Save **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**.

Customer Service This session will end in: 59m 55s [Log out](#)

SERVICES KRD

- Call for Payment
 - Send Call for Payment**
 - Call for Payment order history
- Adding debtors
- Verification
- Single application
- Automonitoring
- Monitoring
- Adding Positive Information
- Mass orders
- Monitoring PRO

PARTNER SERVICES

- Kaczmarecki Inkasso - WinGO.pl
- Reliable Company

MY ACCOUNT


- Account
- Document library

Demand for payment


The service of sending by registered mail a signed order for payment to the debtor with the logotype of KRD BIG S.A. along with an informative clause on the intention to transfer data to the KRD. The cost of ordering the service is 19 PLN.

It is a statutory requirement before the debtor is added to the KRD BIG S.A. database.


In the event of non-payment, the debtor is automatically added to the KRD database. This is the first and effective step to motivate the payment of arrears. The cost after recovering the debt and removing the debtor is 89 PLN.



You will motivate
the debtor to
pay off the debt faster



You'll increase
the chances of
successful debt repayment



You arrange everything
in the Customer Panel,
online 24/7

2 [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**.

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Customer Service Log out This session will end in: 59m 56s

SERVICES KRD

- Call for Payment
 - Send Call for Payment
 - Call for Payment order history
- Adding debtors
- Verification
- Single application
- Automonitoring
- Monitoring
- Adding Positive Information
- Mass orders
- Monitoring PRO

IMPORTANT!

Select the debtor category, to whom you are sending the Call for Payment:

- Sole trader
- Enterprise or institution
- Consumer

Tick, if the liability is confirmed with an enforcement title ?

Back

3 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.

Customer Service Logout

This session will end in: 59m 44s

Send Call for Payment

Step 1

Debtor data ^

Debtor data

First name * ?

Surname * ?

Entity name * ?

REGON statistical no. ?

Additional information about debtor

Branch * -- Choose -- ?

Resignation from branch indication

Debtor's identification no.

NIP (Tax Identification No.) *

Place of business address

Address of residence

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**.

The screenshot shows a multi-step form for creating a request for payment. It is divided into three steps:

- Step 1:** Shows a 'Liabilities list' table with columns for 'No.', 'Liability basis', 'Debt amount', and 'Liability an'. Below the table is a section for 'Z - Debt questioned by a debtor' with a dropdown menu.
- Step 2:** Contains three buttons: 'Add', 'Edit', and 'Remove'. The 'Add' button is highlighted with a red box and the number 1.
- Step 3:** Titled 'Creditor data', it contains two sections:
 - Creditor contact details:** Includes fields for First name, Surname, Position, E-mail address, Telephone, and a checkbox for 'Send copy to e-mail'. An 'Email address' field is also present.
 - Additional information:** Includes fields for Bank account number, Bank account recipient name, Bank transfer address, Street, Building / Flat, Locality, Postal code and post, and Country. A note indicates that one of the two fields in the 'Building / Flat' section is required.

At the bottom of Step 3, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box and the number 3.

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.

Customer Service Log out
This session will end in: 59m 48s

SERVICES KRD

- 1 **Call for Payment**
 - Send Call for Payment
 - 2 **Call for Payment order history**
 - Adding debtors
 - Verification
 - Single application
 - Automonitoring
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 - Adding Positive Information
 - Mass orders
 - Monitoring PRO

PARTNER SERVICES

- Kaczmarek Inkasso - WinGO.pl
- Reliable Company

MY ACCOUNT

- Account
- Document library
- Your Statistics

A history of payment requests requested to be sent

In the table you will find a list of payment requests queued to be sent to debtors who have not been entered into the KRD Economic Information Bureau.

In the "Pending" tab you will find those requests for which payment requests have been already sent but the statutory period after which a debtor may be entered into the KRD Economic Information Bureau system has not yet lapsed.

According to the law, a request to enter a debtor into the KRD Economic Information Bureau can be performed no earlier than after 30 days from the maturity date and 1 month from sending a payment request or 14 days from sending a warning in the event of holding a writ of execution.

In the "To Be Transferred Automatically" tab, you will find those liabilities for which a request to enter the debtor into the KRD Economic Information Bureau system will be soon sent. It contains requests for which e-mails with information about the planned entry into the KRD Economic Information Bureau have been sent to the debtors. Such data will constitute economic information to the extent in which it is processed in the KRD Economic Information Bureau system.

The "Suspended" tab contains those requests for which debt collection activities have been suspended.

3 **Waiting (0)** For automatic transfer (0)

Search filter

Filter ⓘ

Review cases ⓘ

Search

No.	Date of adding	Debtor indication	Debtor ID	Debt amount	Z	Call for Payment last dispatch date	Case status
No data							

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**.

The screenshot shows the 'Customer Service' interface. On the left, the 'SERVICES KRD' menu is expanded to 'Adding debtors', with 'Add a debtor' selected. The main content area shows three options: 'Sole trader', 'Consumer', and 'Entrepreneurs and institutions'. The 'Sole trader' option is highlighted with a red box and the number 3. Below it, there is explanatory text and a list of conditions for adding a debtor. At the bottom right, a blue 'Next' button is highlighted with a red box and the number 4.

Customer Service Log out
 This session will end in: 59m 58s

SERVICES KRD

- > Call for Payment
- 1 **Adding debtors**
 - 2 > Add a debtor
 - > List of debtors
 - > Liabilities list
 - > Report
 - > Verification
 - > Dopisywanie Informacji Pozytywnych
 - > Zlecenia masowe
 - > Monitorowanie PRO
- > USLUGI PARTNERÓW
 - > Kaczmarski Inkasso - WinGO.pl
 - > Rzetelna Firma

Sole trader Consumer Entrepreneurs and institutions

Sole trader – entrepreneurs with company's name containing name and surname e.g. Kowalex Jan Kowalski.

You can add a debtor (natural person conducting a business activity) to KRD if:

- debt's amount is at least PLN 500 gross
- debt is at least 30 days overdue
- at least one month passed from the dispatch or delivery personally a payment request with a warning of the intention to submit the information about unpaid liabilities to KRD Economic Information Bureau

If you have an enforcement title that was issued by a court:

- at least 14 days passed from dispatch or delivering personally a warning

4 **Next** >

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**.

The screenshot shows the 'Customer Service' interface for adding a debtor. The main heading is 'Add a debtor - sole trader'. The form is organized into three steps:

- Step 1:** 'Debtor data'. This step includes fields for 'First name', 'Surname', and 'Entity name'. Below these are fields for 'Debtor's identification no.', including 'Type' (with a dropdown menu set to 'Tax ID') and 'Number'. There is also a section for 'Additional information about debtor' with a 'Branch' dropdown menu and a checkbox for 'Resignation from branch indication'. A checked checkbox labeled 'Place of business address' is followed by fields for 'Street', 'Building / Flat', 'Locality', and 'Postal code and post'. A 'Country' dropdown menu is set to 'Poland'. A note states: 'One of the two fields is required to be filled in'. Below this are checkboxes for 'Address of residence', 'Correspondence address', and 'Electronic delivery address'.
- Step 2:** 'Information on liability'.
- Step 3:** 'Additional data'.

At the bottom of the form, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box and a red circle containing the number 3.

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**.

Customer Service This session will end in: 56m 08s Log out

Add a debtor - sole trader

Step 1 Debtor data

Step 2 Information on liability

No.	Liability basis	Debt amount	Liability amount	Due date	Date of dispatch/delivery of the Call for Payment
No data					

Debt questioned by a debtor
 Suspended liability

1 Add Edit the liability Remove the liability

- Add a liability
- Add liability confirmed with an enforcement title

Step 3 Additional data

Cancel Next

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.

SERVICES KRD

- > Call for Payment
- > **Adding debtors**
 - > **Add a debtor**
 - List of debtors
 - Liabilities list
 - Report
- > Verification
- > Single application
- > Automonitoring
- > Monitoring
- > Adding Positive Information
- > Mass orders
- > Monitoring PRO

PARTNER SERVICES

- > Kaczmarecki Inkasso - WinGO.pl
- > Reliable Company

MY ACCOUNT

- > Account
- > Document library
- > Your Statistics
- > Free services amount

Liability details

Liability basis ¹ Other [?]

Other document type ²

Number or issue date of the document *

Currency * PLN [?]

Liability amount [?]

Debt amount * [?]

Due date * [?]

Date of dispatch or delivery of Call for Payment * [?]

Pleas of disputing * No plea of disputing [?]

Pleas of statute of limitations * No plea of statute of limitation [?]

Description of previously taken actions related to the debtor * None [?]

Additional information

Liability ID assigned by the user [?]

^{1 2} One of the two fields is required to be filled in

Cancel Ok

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**.

Step 3 Additional data ^

1

Additional data

Case ID assigned by the user ?

Creditor data will be published ?

Do you want to send a notification to the debtor on adding to KRD? ?

Notification language ?

Select dispatch type ?

Regular letter

Registered letter

Notification dispatch address ?

Seat address

Address of residence

Correspondence address

Another address

Send copy to e-mail ?

Creditor contact data

Name and surname ?

Position ?

E-mail address ?

Telephone ?

Cancel

2 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**.

KRAJOWY REJESTR DŁUGÓW Customer Service Log out

SERVICES KRD

- Call for Payment
- Adding debtors
- 1 Verification**
 - Verification
 - History of last verifications
 - Who called about me?
 - 2 Verify German Co. in SCHUFA**
 - Single application
 - Automonitoring
 - Monitoring
 - Adding Positive Information
 - Mass orders
 - Monitoring PRO

PARTNER SERVICES

- Kaczmarek Inkasso - WinGO.pl
- Reliable Company

MY ACCOUNT

Order SCHUFA report **schufa**

SCHUFA report is reliable, transparent and comprehensive presentation of most important information about your clients or potential business partners from Germany. SCHUFA's database holds records of 4 million German businesses.

Please enter information about a company you want to ask about **3**

Company name/ name & surname of the owner: *

Street:

Postcode: *

City: *

Commercial register number:

Phone number:

What is the purpose of downloading report? *
(choose only one option)

contractor wants to get credit/deferred payment term

verifying credit reliability/creditworthiness

starting cooperation

verifying debtor

Comment:

*required fields

4 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**.

The screenshot displays the 'Customer Service' interface. On the left is a navigation menu with three main sections: 'SERVICES KRD', 'PARTNER SERVICES', and 'MY ACCOUNT'. The 'MY ACCOUNT' section is expanded, showing 'Account' as a sub-section. A red box highlights the 'Account' section, with a red circle containing the number '1' next to it. Within 'Account', 'Customer data' is highlighted, with a red circle containing the number '2' next to it. The main content area shows the 'Customer data of FairPay.pl Timely Payments System and KRD Economic Information Bureau'. It contains several fields for customer information, including Company, REGON statistical no., NIP (Tax Identification No.), Registration authority name, Registration authority no., Branch, Registered office (Street, Building / Flat, Locality, Postal code and post, Country), and Correspondence address. A red box highlights the 'Edit' button at the bottom right of the form, with a red circle containing the number '3' next to it.

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**.

Customer data of FairPay.pl Timely Payments System and KRD
Economic Information Bureau

1

Dane firmy

Firma *

REGON

NIP

Nazwa organu rejestrowego

Numer organu rejestrowego

Branża

Adres siedziby

Ulica

Budynek / Lokal

Miejscowość

Kod i poczta *

Kraj *

1 2 Wymagane jest wypełnienie co najmniej jednego z dwóch wskazanych pól

Adres do korespondencji

Taki sam jak adres podstawowy

Adres, na który należy wysłać faktury

Taki sam jak adres korespondencyjny

Dane kontaktowe

Telefon *

Telefon zaufany

Adres email *

Email dedykowany do powiadomień KRD

Cancel **2**

Customer data of FairPay.pl Timely Payments System and KRD
Economic Information Bureau

WAŻNE!
Zgodnie z ustawą z dnia 9 kwietnia 2010 roku o udostępnianiu informacji gospodarczych i wymianie danych gospodarczych (Dz.U. z 2014 poz. 1015 z późn. zm.) wszystkie wpisane do systemu dane dotyczące wierzyciela muszą być prawdziwe.

Cancel **3**

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**.

The screenshot shows the 'Customer Service' interface. The left sidebar contains three main sections: 'SERVICES KRD', 'PARTNER SERVICES', and 'MY ACCOUNT'. Under 'MY ACCOUNT', 'Account' is expanded to show 'Customer data' and 'Users management'. 'Users management' is further expanded to show 'Change password', 'Verification via phone - PIN number', 'Billing', and 'Invoices'. A red box with the number '1' highlights the 'Account' menu item. Another red box with the number '2' highlights the 'Users management' menu item. A third red box with the number '3' highlights the 'Add new user' and 'Add many users' buttons in the main content area.

The main content area is titled 'Users management' and includes a search filter section with a 'Search' button. Below this is a table with the following data:

No.	ID (login)	Surname and names	Position	Groups of permissions	Z
1	3C CD3			Owner of the account	

Below the table, there is a message: 'Z - The user's account has been already blocked'. At the bottom of the main content area, there is a row of buttons: 'Add new user', 'Add many users', 'Edit', 'Preview', 'Remove', 'Block', 'Unblock', and 'Change the password'. The 'Add new user' and 'Add many users' buttons are highlighted with a red box and the number '3'.

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**.

Customer Service This session will end in: 59m 48s [Log out](#)

System user data

Below you will find personal data and permissions of the selected user.

1

Logging in

ID (login) * ?

User password * ?

Confirm password * ?

Personal data

First name * ?

Second name ?

Surname * ?

Position ?

E-mail address * ?

Telephone ?

Trusted phone ?

Permissions

Roles

All permissions (same as the logged user) ?

Let me select permissions ?

[Preview](#)

[Cancel](#) **2** [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**.

KRAJOWY REJESTA SŁUGÓW

Customer Service

This session will end in: 59m 55s

Log out

Change password

Password should be changed once per month at least and must include at least 8 characters, small and capital letter and one digit or special character.

3 Current password

New password

Confirm the new password

Cancel

4 **Change password**

1 Account

2 Change password

Is my password strong enough?

- ✓ Password length (min. 8 characters)
- ✓ Small letter
- ✓ Capital letter
- ✓ Digit
- ✓ Special character (i.e. !, @, #, \$, %, ^, &, *)

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.

SERVICES KRD

- › Call for Payment
- › Adding debtors
- › Verification
- › Single application
- › Automonitoring
- › Monitoring
- › Adding Positive Information
- › Mass orders
- › Monitoring PRO

PARTNER SERVICES

- › Kaczmarek Inkasso - WinGO.pl
- › Reliable Company

MY ACCOUNT

- 1 **Account**
 - › Customer data
 - › Change password
 - › Billing
- 2 **Invoices**
 - › Price list
 - › Operations history
 - › Document library
 - › Your Statistics
 - › Free services amount

Invoices

Payment details

Bank account number for services payments: 70109000049986000007185223

Below table includes invoice statement issued for your company by KRD Economic Information Bureau

No.	Issue date	Invoice No.	Net value	Gross value	Payment term	Payment date	Typ dokumentu	Powiązana faktura
1	6/7/2022	06/2022	319 650,30 PLN	393 169,87 PLN	6/17/2022	6/7/2022	Faktura	
2	5/9/2022	05/2022	330 134,50 PLN	406 065,43 PLN	5/19/2022	5/9/2022	Faktura	
3	4/13/2022	04/2022	358 158,50 PLN	440 534,96 PLN	4/23/2022	4/13/2022	Faktura	
4	3/15/2022	03/2022	259 276,25 PLN	318 909,79 PLN	3/25/2022	3/15/2022	Faktura	
5	2/7/2022	02/2022	140 713,03 PLN	173 077,03 PLN	2/17/2022	2/7/2022	Faktura	
6	1/4/2022	01/2022	84 599,00 PLN	104 056,77 PLN	1/14/2022	1/4/2022	Faktura	
7	12/8/2021	12/2021	104 786,51 PLN	128 887,41 PLN	12/18/2021	12/8/2021	Faktura	
8	11/4/2021	11/2021	105 354,74 PLN	129 586,33 PLN	11/14/2021	11/4/2021	Faktura	
9	9/9/2021	09/2021	72 283,94 PLN	88 909,25 PLN	9/19/2021	10/11/2021	Faktura	
10	8/4/2021	08/2021	105 313,20 PLN	129 535,24 PLN	8/14/2021	8/10/2021	Faktura	
11	7/6/2021	07/2021	111 145,23 PLN	136 708,63 PLN	7/16/2021	7/14/2021	Faktura	
12	6/7/2021	06/2021	103 167,38 PLN	126 895,88 PLN	6/17/2021	6/17/2021	Faktura	

« < Page 1 of 5 > »

Generate preview

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.

Customer Service Log out This session will end in: 59m 25s

Billing

The below table lists numbers of system operations performed this month along with a notice on the remaining free operations within the subscription and costs of additional operations.

Operation name	Used	Remaining	Assigned	Unit price	Net value	VAT	Amount of the Value Added Tax	Gross value
Monitoring	8	0	0	0.10	50	23	15 7	10 46
Searching for economic information	2	0	0	0.31	49	23	15 3	10 47

Summary

Number of payable operations made:

Net value: 9 PLN

Amount of the Value Added Tax: PLN

Gross value: 3 PLN

SERVICES KRD

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MY ACCOUNT

- 1. **Account**
 - › Customer data
 - › Change password
 - 2. **Billing**
 - › Invoices
 - › Price list

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.

The screenshot shows the 'Customer Service' interface. On the left, a navigation menu is visible with sections: SERVICES KRD, PARTNER SERVICES, and MY ACCOUNT. The 'Document library' item under 'MY ACCOUNT' is highlighted with a red box and a '1' in a red circle. The main content area is titled 'Dokumenty do pobrania' and lists several documents for download. The document '3. Cennik abonamentowy.' is highlighted with a red box and a '2' in a red circle. Other documents include '1. Ustawa o udostępnianiu informacji gospodarczych i wymianie danych gospodarczych.', '2. Regulamin Krajowego Rejestru Długów Biura Informacji Gospodarczej SA', '4. Cennik usług dodatkowych.', '5. Opis produktów KR.D.', '7. The act upon Giving Access to Economic Information and Economic Data Exchange.', and '1. Pieczęć alimentacyjna KR.D.'. Each document has a PDF icon next to it, and the third document also has a 'POBIERZ' button.



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