

Fast delivery

Digital banking documents for business clients in e-banking

With the digital banking documents service, you receive your banking documents, such as account statements or credit and debit notes, digitally via e-banking.

Benefits

- Your digital banking documents can be accessed with e-banking at any time and from anywhere in the world
- Digital banking documents are delivered faster than by mail
- You help protect the environment
- You can determine the required document volume yourself
- Digital banking documents bear an electronic signature and thus meet statutory electronic archiving requirements.
- Digital banking documents are available via e-banking for ten years

Contract documents for digital banking documents

If you wish to use the digital banking documents service, please contact your client advisor. The necessary contractual documents will be sent to you.

Access authorization for digital banking documents

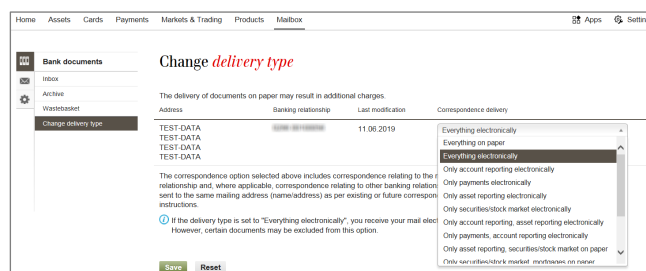
There are two different access authorization options for digital banking documents:

- Persons with unlimited access can activate the digital banking documents service via e-banking and specify which documents are to be sent in digital form and which will continue to be delivered in paper form. In addition, they are also given access in e-banking to all documents of the activated banking relationship, irrespective of the e-banking authorization. Digital banking documents are activated automatically for new clients when they login to e-banking or the mobile banking app for the first time.
- Persons with limited access only receive access to documents relating to those items for which they have the relevant e-banking authorization.

Access authorizations are assigned via the document "Explanation of UBS Digital Banking for the use of e-banking and mobile banking (companies, corporations and other institutions)", which they receive together with the contractual documents.

Manual activation of the digital banking documents

If you would like to activate digital banking documents yourself, select "Mailbox > Banking documents > Change delivery type" in e-banking.



You can choose which documents you would like to switch to digital banking documents for every client number and mailing address. Here, you can choose to switch all documents or just individual document categories.

If, for example, you require the account and asset reports in paper form as usual, but wish to receive all other banking documents digitally, simply select the option "Only payments, securities/stock market, mortgages electronically". For further details, please refer to the information sheet "Documents available for businesses".

Your selection will be activated as soon as you save the changes. Adjustments can also be carried out in this way. Please note that statutory archiving requirements must be observed.

Display and management of digital banking documents

New documents in mailbox

You will be notified whenever you receive new digital banking documents immediately after logging into e-banking. Click on the link to display the new digital banking documents.

You can also retrieve new digital banking documents via "Mailbox > Banking documents > Inbox".

Searching and sorting

You can use filter criteria to sort or search digital banking documents in the inbox.


Filter criteria	deletion
Client / Product <input type="text"/>	<input type="checkbox"/> 06.06.2019 3647 days Vermögensausweis per 30062019
Status Only documents marked as... <input type="button" value="v"/>	<input type="checkbox"/> 06.06.2019 3647 days Vermögensausweis per 30062019
Category All <input type="button" value="v"/>	<input type="checkbox"/> 25.04.2019 3605 days Kontoauszug
Document All <input type="button" value="v"/>	<input type="checkbox"/> 25.04.2019 3605 days Kontoauszug
Period From: 11.06.2017 Until: 11.06.2019 <input type="button" value="Apply"/>	<input type="checkbox"/> 25.03.2019 3574 days Kontoauszug
	<input type="checkbox"/> 25.03.2019 3574 days Kontoauszug
	<input type="checkbox"/> 25.03.2019 3574 days Kontoauszug
	<input type="checkbox"/> 25.03.2019 3574 days Kontoauszug
	<input type="checkbox"/> 25.03.2019 3574 days Kontoauszug
	<input type="checkbox"/> 25.03.2019 3574 days Kontoauszug

Client/product

You can sort e-documents by banking relationship or product.

Status

The following filter criteria are available to you: "Only documents marked as unread", "Only documents marked as read" or "All" documents.

By default, "Only documents marked as unread" are displayed in the inbox after logging into e-banking. You can change this default setting via "Settings" . In this way, you can make sure that the documents are sorted according to your requirements by default after logging into e-banking.

Category

The following options are available: Payments, securities/stock market, mortgages, account reporting, statement of assets and "All" document categories.

Document

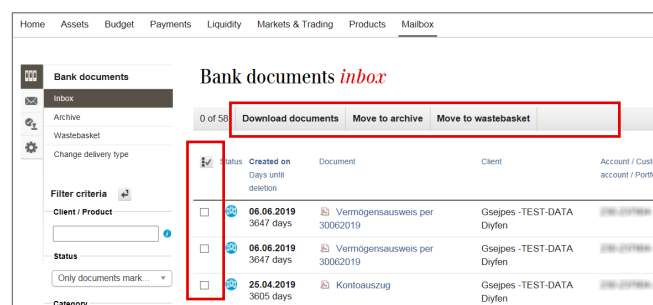
You can sort by document type, e.g. credit and debit notes.

Period

Under "Period from – until", you can specify the period to be displayed.

Saving, printing and moving


You can save the banking documents in your inbox locally on your computer or print them out. To do this, click on the respective document names. The document opens in PDF format. You can also download the documents in bulk (see the next section).



The "Move" function allows you to move the selected documents from digital banking documents to a folder or to the recycle bin, after which they are no longer displayed in the inbox.

The digital banking documents are available in e-banking for ten years.

Bulk download

Do you want to download all documents in your inbox in one go? Click on  to highlight all documents in the inbox. By clicking on "Download documents", all highlighted documents will be made available in a single file (in zip format).

Tip: Do you want to print out several documents in one step? Highlight the documents and save these locally on your computer. You can now print out the documents using the print function in Adobe Acrobat.

For all your questions

☎ Calls from within Switzerland: 0848 848 064

☎ Calls from abroad: +41 848 848 064

🌐 ubs.com/digital

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