

Fast delivery

E-documents for business clients in e-banking

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

Benefits

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

Contract documents for e-documents

If you wish to use the "e-documents" service, please contact the e-banking support team at 0848 848 064. The necessary contractual documents will be sent to you.

Access authorization for e-documents

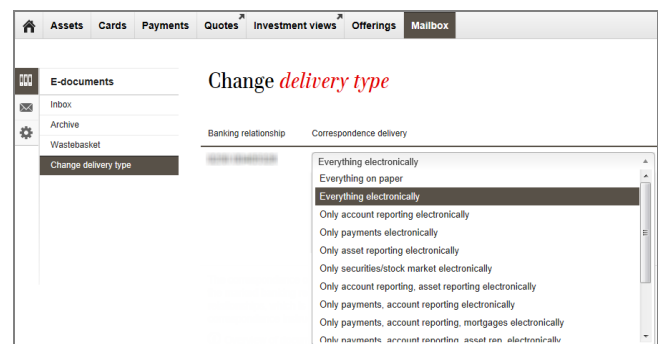
There are two different access authorization options for e-documents:

- Persons with unlimited access can activate the "e-documents" service via e-banking and specify which documents will be sent in electronic 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.
- Persons with limited access only receive access to documents relating to those items for which they have the relevant e-banking authorization.

Access authorization is granted using the document "List of access authorizations for e-documents", which will be sent to you together with the contract documents.

Activation of the "e-documents" service

Once we have received the signed contract documents, you can activate the "e-documents" service yourself with e-banking by going to the Mailbox tab and selecting E-documents. Next, select "Change delivery type" in the left-hand navigation menu.



Here you can choose which documents you would like to switch to e-documents for every client number and mailing address. There are various options available: 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 electronically, 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 e-documents

New documents in mailbox

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

Newly received e-documents can also be retrieved as follows: Select "E-documents" from the "Mailbox" tab and click on "Inbox".

Searching and sorting

You can use filter criteria to sort or search e-documents in the inbox.

The screenshot shows a sidebar with filter criteria and a main list of documents. The filter criteria include:

- Client / Product: [Empty field]
- Status: Only documents marked as read
- Category: All
- Document: All
- Period: From 29.10.2013, Until 29.10.2015

The document list shows the following entries:

Date	Days	Document Type
01.07.2015	610 days	Auftragsbestätigung
30.05.2015	578 days	Anzeige - Abrechnung
21.05.2015	569 days	Bescheinigung
14.05.2015	562 days	Kontoauszug
01.05.2015	549 days	Kontoauszug
01.04.2015	519 days	Kontoauszug
28.02.2015	487 days	Anzeige - Abrechnung
31.01.2015	459 days	Auftragsbestätigung

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 as follows: In the navigation menu via "Settings" or by clicking on the symbol. 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.

UBS Switzerland AG
P.O. Box
8098 Zurich
ubs.com/online

Document

You can sort e-documents 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 screenshot shows the "E-documents inbox" interface. It includes a sidebar with options like "Inbox", "Archive", and "Wastebasket". The main area shows a list of documents with columns for Status, Created on, Days until deletion, Document, Client, and Account. A "Download documents" button is highlighted. The document list shows the following entries:

Date	Days	Document Type	Client	Account
16.10.2015	717 days	Bescheinigung	March	
11.09.2015	682 days	Kontoauszug	March	
25.08.2015	665 days	Auftragsbestätigung	March	

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

The documents are available in e-banking for two years.

Bulk download

Do you want to download all documents in your inbox in one go? Click on the symbol 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 you want to print out 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