

Global- What is Download Centre

Download centre is an application in InsideBusiness that can be used to download files. The documents that you can download, depend on the application and product permissions. You always need the 'Download centre' permission. Please see below for the required product permission.

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How to download a document?

1. Navigate to "Download centre" In case you have multiple subscriptions, select a

- subscription that has access to "Download centre".
- 2. Click on the tab
- 3. Select the respective file(s) you want to download by clicking the check box

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4. Use the filter option to look for a specific file or file type or files in a certain date range and click 'Apply filter'.

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5. When selecting a file, the download button will be enabled in the top right corner 6. Click on "Download" button and the file will get downloaded to your personal device

Alerts

You can receive an alert in inbox, app and/or email when a new file is available in the Download centre if the alert preference for Download centre is set to "Yes".

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Alert types

	Inbox	Арр	Email
Account opening Receive alerts about the status of the account opening process. These alerts cannot be switched off.			
Confirmation signing Receive an alert about confirmation within the Financial Markets module.			
Document signing Receive an alert when a document needs to be signed.			
Admin change signing Receive an alert whenever you've made an administrative change.	0		0
Service request I'm involved in has been updated Receive alerts for updated service requests.			\bigcirc
Download centre Receive alerts when new reports are available in download centre	0		0
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User verification Receive alerts about the status of the user verification process.	0	\bigcirc	0