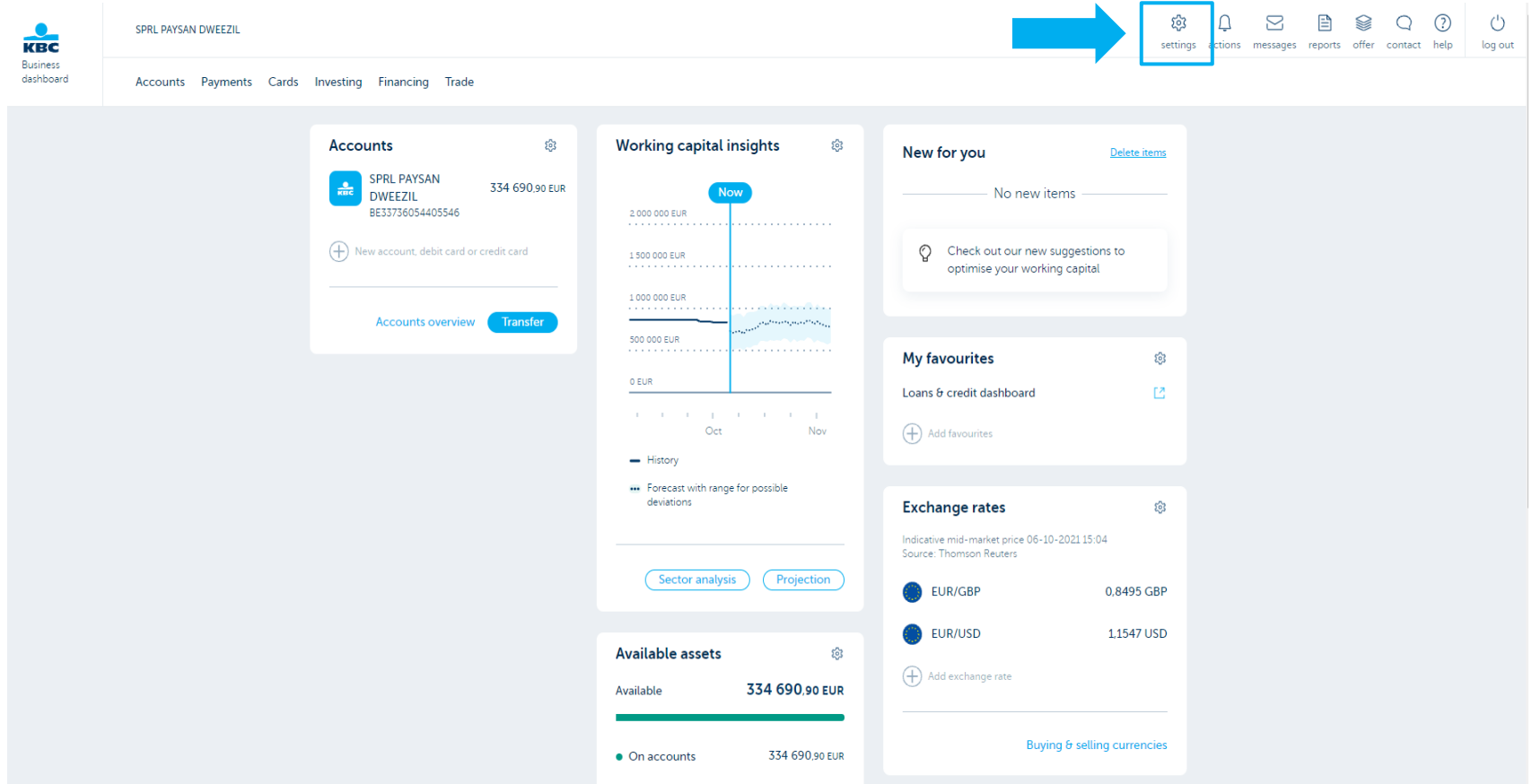


Step-by-step guide

KBC Business Dashboard:
activate mail alerts

Step 1: Go to “settings”



The screenshot displays the KBC Business dashboard interface. The top navigation bar includes the KBC logo, the user name 'SPRL PAYSAN DWEEZIL', and a series of icons for settings, notifications, messages, reports, offers, contact, help, and log out. A large blue arrow points to the 'settings' icon, which is highlighted with a blue box. Below the navigation bar, the dashboard is divided into several sections: 'Accounts' showing the current account balance of 334 690.90 EUR and a 'Transfer' button; 'Working capital insights' featuring a line chart with a 'Now' marker and a 'Projection' button; 'New for you' with a 'Delete items' link; 'My favourites' with a 'Loans & credit dashboard' link; 'Exchange rates' showing EUR/GBP and EUR/USD rates; and 'Available assets' showing the current balance of 334 690.90 EUR.

KBC
Business dashboard

SPRL PAYSAN DWEEZIL

Accounts Payments Cards Investing Financing Trade

Accounts

SPRL PAYSAN DWEEZIL
BE33736054405546

334 690.90 EUR

+ New account, debit card or credit card

Accounts overview **Transfer**

Working capital insights

Now

2 000 000 EUR
1 500 000 EUR
1 000 000 EUR
500 000 EUR
0 EUR

History
Forecast with range for possible deviations

Sector analysis Projection

New for you [Delete items](#)

No new items

Check out our new suggestions to optimise your working capital

My favourites

Loans & credit dashboard

+ Add favourites

Exchange rates

Indicative mid-market price 06-10-2021 15:04
Source: Thomson Reuters

EUR/GBP 0.8495 GBP
EUR/USD 1.1547 USD

+ Add exchange rate

Buying & selling currencies

Available assets

Available 334 690.90 EUR

On accounts 334 690.90 EUR

Step 2: Open “Communication”

SPRL PAYSAN DWEEZIL

settingsactionsmessagesreportsoffercontacthelplog out

AccountsPaymentsCardsInvestingFinancingTrade

Personal settings

[How does Business Dashboard work?](#)

Your profile

- Cookies

Business settings

Companies

- Companies
- Administrators
- Digital signers
- Authorisers

Users

- Manage users
- New users

Applications

- In use
- To be added

Powers of attorney

- Powers of attorney

Accounts and cards

- KBC Accounts
- Use by third parties

Certificates

- Certificates
- Apply online

Communication

- Customer data
- Documents
- Notifications

Data connections

- Import data
- Export data



Step 3: Click on “Change” (tile ‘Payment problem alerts’)

**BEDRIJFSMAKELAAR PELUESE**

Accounts Payments Cards Investing Financing

settings actions messages reports offer contact help log out

Communication

Communication preference

Paper

DISTRIB. BVBA LAYNE
AGENCE EORPUZ
SCHOONHEIDSSPEC. BERGANE
BVBA VEEFOKK. SEMMY

[Change](#)

Customer data

[Change](#)

Invoice preferences

Users who can view invoices

OFELT ARZI
UMONTANARI FAIGI
VAN DALABAS KEYANO

[Process your invoices automatically](#)

Payment problem alerts

On

AGENCE EORPUZ
SCHOONHEIDSSPEC. BERGANE
BVBA VEEFOKK. SEMMY

Off

DISTRIB. BVBA LAYNE

[Change](#)

Step 4: Click on the **arrow** behind the company to continue.

 **KBC**
Business
dashboard

 **BEDRIJFSMAKELAAR PELUESE**

settingsactionsmessagesreportsoffercontacthelplog out


AccountsPaymentsCardsInvestingFinancing

Payment problem alerts

Company name	Alerts on	E-mail address	Last modified by	
DISTRIB. BVBA LAYNE	No	-	-	>
AGENCE EORPUZ	Yes	acct@eorpuz.be	VAN BUSBOOM RADMILA	>
SCHOONHEIDSSPEC. BERGANE	Yes	boekh@bergane.com	VAN BUSBOOM RADMILA	>
BVBA VEEFOKK. SEMMY	Yes	boekhouding@semmi.be	VAN BUSBOOM RADMILA	>




Step 5: switch on 'Activate alerts'.

BEDRIJFSMAKELAAR PELUESE

AccountsPaymentsCardsInvestingFinancing



Payment problem alerts

Company name	Alerts on	E-mail address	Last modified by
DISTRIB. BVBA LAYNE	No	-	-
AGENCE EORPUZ	Yes	acct@eorpuz.be	VAN BUSBOOM RA
SCHOONHEIDSSPEC. BERGANE	Yes	boekh@bergane.com	VAN BUSBOOM RA
BVBA VEEFOKK. SEMMY	Yes	boekhouding@semmy.be	VAN BUSBOOM RA

Set alerts

Choose whether you want to receive alerts about irregularities with payment orders for DISTRIB. BVBA LAYNE. And if so, what e-mail address should we use?

Activate alerts



E-mail address

Cancel

Save

Step 6: complete the e-mail and click on **“Save”**.

Only one address or mailbox can be specified for every company

The screenshot shows the KBC Business dashboard with the 'BEDRIJFSMAKELAAR PELUESE' header. The 'Payment problem alerts' table lists companies and their alert status. A modal titled 'Set alerts' is open, showing instructions to choose whether to receive alerts and what email address to use. The 'Activate alerts' toggle is turned on. The 'E-mail address' field is highlighted with a blue box and a blue arrow pointing to it. The 'Save' button is also highlighted with a blue box and a blue arrow pointing to it.

Company name	Alerts on	E-mail address	Last modified by
DISTRIB. BVBA LAYNE	No	-	-
AGENCE EORPUZ	Yes	acct@eorpuz.be	VAN BUSBOOM RA
SCHOONHEIDSSPEC. BERGANE	Yes	boekh@bergane.com	VAN BUSBOOM RA
BVBA VEEFOKK. SEMMY	Yes	boekhouding@semmi.be	VAN BUSBOOM RA

Set alerts

Choose whether you want to receive alerts about irregularities with payment orders for DISTRIB. BVBA LAYNE. And if so, what e-mail address should we use?

Activate alerts ☒

E-mail address