



## Step-by-step guide

How do I, as an administrator, authorise a user to consult the invoices?

Step 1: Click '**Settings**' in the menu on top of your Business Dashboard

Step 2: Click the '**Users**' tile



CONTAINER SERVICE BONFO

Accounts Payments Financing



settings



actions



messages



reports



offer



contact



help



log out

## Settings

[How does Business Dashboard work?](#)



### 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

Live help



# Step 3: Select the user



CONTAINER SERVICE BONFO

- settings
- actions
- messages
- reports
- offer
- contact
- help
- log out

Accounts Payments Financing

## Users

+ New user

User	In Use	Login Method
OFELT ARZI	<ul style="list-style-type: none"><li>KBC-Online for Business (Accounts, Payments, Financing, Manage powers of attorney online)</li></ul>	KBC Sign >
UMONTANARI FAIGI	<ul style="list-style-type: none"><li>KBC-Online for Business (Accounts, Payments, Financing, Manage powers of attorney online)</li></ul>	KBC Sign >
VAN DALABAS KEYANO	<ul style="list-style-type: none"><li>KBC-Online for Business (Accounts, Payments, Cards, Financing)</li></ul>	KBC eBusiness Card >



# Step 4: Switch toggle 'May view invoices'



## VAN DALABAS KEYANO [Remove](#)

**Administrator**

This person is not an administrator.

[Modify](#)

**Log in to Business Dashboard**

Log in using  
KBC eBusiness Card

[Solve login problems](#)

**Documents**

As standard, only the legal representative, full-mandate holder and the Business Dashboard administrator can view documents.

If you also want this user to be able to view the following documents, please provide your authorisation below.

**May view invoices**

☒

Receive billing statements  
No

**KBC-Online for Business**

Active

Accounts

Payments

Cards

Financing

Inactive

Investing

Insurances

Employee benefits

Manage powers of attorney online

