

# Instructions for logging in and reporting in RSS system

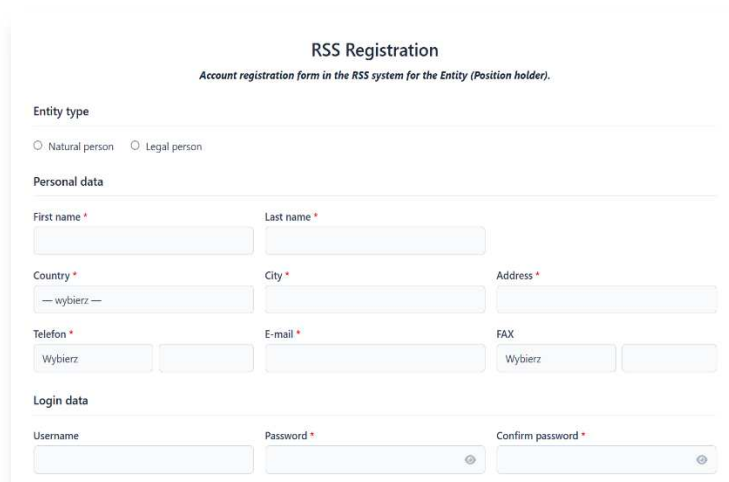
## Registration

Choose „Register”:



The screenshot shows a 'RSS Sign in' form. It has two input fields: 'Username' and 'Password'. Below the password field is a 'Sign in' button with a right-pointing arrow. At the bottom of the form, there are two links: 'Register >' and 'Reset password >'. The 'Register >' link is highlighted with a red rectangular box.

Fill in the form:



The screenshot shows the 'RSS Registration' form. The title is 'RSS Registration' with a subtitle 'Account registration form in the RSS system for the Entity (Position holder)'. The form is divided into several sections:

- Entity type:** Radio buttons for 'Natural person' and 'Legal person'.
- Personal data:** Fields for 'First name \*', 'Last name \*', 'Country \*' (dropdown menu), 'City \*', and 'Address \*'.
- Contact information:** Fields for 'Telefon \*' (with a 'Wybierz' dropdown), 'E-mail \*', and 'FAX' (with a 'Wybierz' dropdown).
- Login data:** Fields for 'Username', 'Password \*', and 'Confirm password \*'.

Choose preferred language of communication:

## Preferowany język komunikacji

Język \*

Polish



Accept Terms and Privacy Policy:

### Terms and Privacy Policy

I have read the Privacy Policy and terms and accept their content.

The controller of personal data collected during registration in the RSS system is [controller name], registered at [address]. Data is processed for account registration, submission handling and fulfillment of legal obligations.

Providing data is voluntary, but required to create an account and use the services. You have the right to access your data, rectify, delete, restrict processing, transfer data and lodge a complaint with the supervisory authority.

Detailed information on personal data processing and cookies is available in the Privacy Policy on the system website.

Click „Register”:

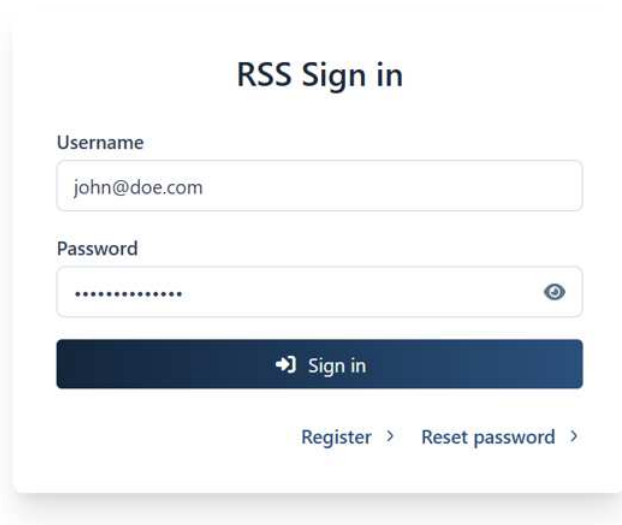


Register

[Back to login](#) >

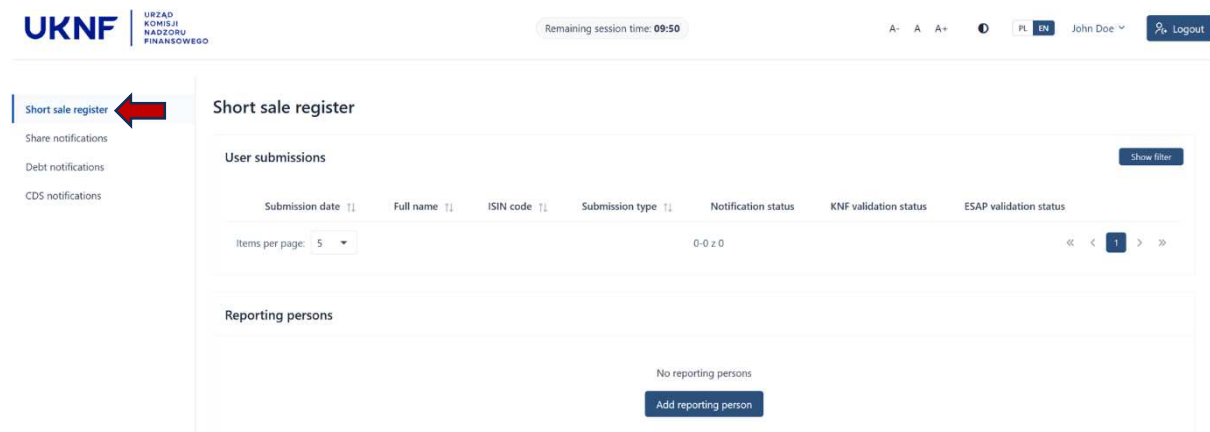
## Logging in:

After receiving an acceptance from the KNF, you can sign in:



The screenshot shows a 'RSS Sign in' form. It has a title 'RSS Sign in' at the top. Below the title are two input fields: 'Username' with the value 'john@doe.com' and 'Password' with a masked password '.....'. To the right of the password field is an eye icon for toggling visibility. Below the input fields is a dark blue button with a right-pointing arrow and the text 'Sign in'. At the bottom of the form are two links: 'Register >' and 'Reset password >'.

From the menu, you can choose to overview the register and fill out the notifications form:



The screenshot shows the UKNF user interface. At the top left is the UKNF logo. At the top right, there is a session timer 'Remaining session time: 09:50', language options 'PL EN', a user profile 'John Doe', and a 'Logout' button. On the left side, there is a vertical menu with the following items: 'Short sale register' (highlighted with a red arrow), 'Share notifications', 'Debt notifications', and 'CDS notifications'. The main content area is titled 'Short sale register' and contains two sections: 'User submissions' and 'Reporting persons'. The 'User submissions' section has a table with columns: 'Submission date', 'Full name', 'ISIN code', 'Submission type', 'Notification status', 'KNF validation status', and 'ESAP validation status'. Below the table, there is a pagination control showing 'Items per page: 5' and '0-0 z 0'. The 'Reporting persons' section shows 'No reporting persons' and an 'Add reporting person' button.

Or you can add a reporting person:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

Show filter

Submission date | Full name | ISIN code | Submission type | Notification status | KNF validation status | ESAP validation status

Items per page: 5

0-0 z 0

<< < 1 > >>

Reporting persons

No reporting persons

Add reporting person

## Adding a reporting person

Fill in a reporting person form and accept it by clicking „Add a reporting person”:

**Add reporting person**

Entity type

Natural person  Legal person

Full company name

First name  Last name  E-mail \*

Country \*  City  Address \*

Country \*

Preferred communication language

PL - Polski

Contact person

First name \*  Last name \*

E-mail \*

Prefix  Phone

Prefix

Prefix  Fax

Reporting person will show up in the register along with the status of the KNF validation:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

Show filter

Submission date | Full name | ISIN code | Submission type | Notification status | KNF validation status | ESAP validation status

Items per page: 5

0-0 z 0

<< < 1 > >>

Reporting persons

No.	Entity type	Full company name	First name	Last name	Country	City	Address	E-mail	Status
1	Natural person		Jack	Doe	Australia	Melbourne	St Kilda Road	jack@doe.com	Pending

Add reporting person

After validating the reporting person's account, you will be granted an option to generate an access password – in order to do so, choose „Reset password”:

## RSS Sign in

Username

Password

[Sign in](#)

[Register](#) > [Reset password](#) >

Enter the email address provided in the reporting person's profile and click „Send link”:

**RSS Sign in**

Username

Password

**Reset password**

Enter your e-mail address. If the account exists, you will receive a link to set a new password.

E-mail

You will receive an email with a link to a site where you can set up a password :

**Set new password**

New password

Min. 8 characters, lowercase and uppercase letter, digit, and special character.

Repeat password

Save new password

Use profiles e-mail address and new password to sign in:

**RSS Sign in**

Username

Password

Sign in

Register > Reset password >

You are now logged in RRS system:

**UKNF** | URZĄD  
KOMISJI  
NAZORU  
FINANSOWEGO

Remaining session time: 09:50

A- A A+ ⓘ PL EN John Doe Logout

**Short sale register**

Share notifications  
Debit notifications  
CDS notifications

**Short sale register**

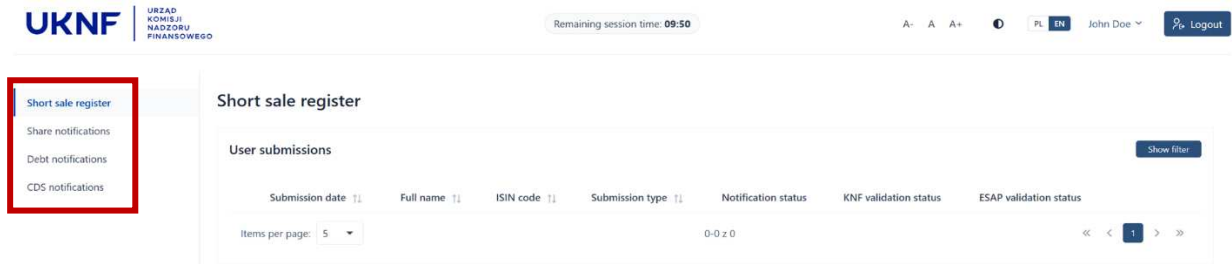
User submissions [Show filter](#)

Submission date	Full name	ISIN code	Submission type	Notification status	KNF validation status	ESAP validation status
0-0 z 0						

Items per page: 5

« < 1 > »

On the left, you will find a navigation sidebar. From there, you can access notifications for browsing and sending:

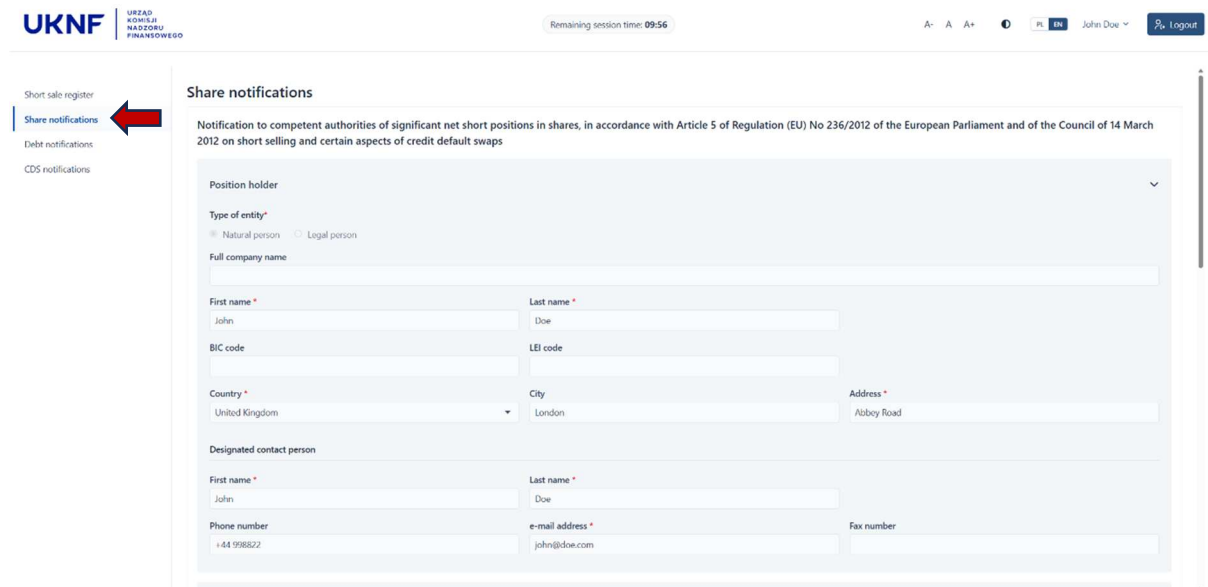


Available options are:

- Share notifications
- Debt notifications
- CDS notifications

## Share notifications

Choose the type of the notification and fill in the form:



Then you can save a draft or send the notification:

**Net short position**

Report date \*  Position date \*  ISIN code \*

Issuer name \*

Full name \*

**Net short position after threshold crossing - corresponding nominal amount**

Corresponding number of shares \*  % of issued capital \*  Previous notification date

Comments

Information sent through the form contains personal data \* ⓘ

Cancel **Save draft** **Submit**

to send the report, enter the verification code sent to the email you used to register your account:

**Net short position**

Report date \*  Position date \*  ISIN code \*

Issuer name \*

Full name \*

**Net short position after threshold crossing - corresponding**

Corresponding number of shares \*  Previous notification date

Comments

Information sent through the form contains personal data \* ⓘ

Cancel **Save draft** **Submit**

**Enter verification code**

To submit the notification, enter the verification code sent to the e-mail address provided during account registration.

Test environment: the code is also shown in the notification at the top of the screen.

Verification code

Code validity: 1:55

Cancel **Confirm**

You will receive a notification confirming that thereport was sent successfully:

✓ Submission has been sent successfully. ✕

Short sale register

User submissions Show filter

Submission date	Full name	ISIN code	Submission type	Notification status	KNF validation status	ESAP validation status
2026-05-15	GREENX	AU0000198939	Share notifications	Sent	—	—

Items per page: 5 | 1-1 z 1

Reporting persons

No reporting persons

[Add reporting person](#)

You will be able to find the KNF and ESAP validation as well as notification status in the register:

UKNF | URZĄD KOMISJI NADZORU FINANSOWEGO

Remaining session time: 10:00 | A- A+ | PL EN | John Doe | Logout

Short sale register

Short sale register

Share notifications  
Debt notifications  
CDS notifications

User submissions Show filter

Submission date	Full name	ISIN code	Submission type	Notification status	KNF validation status	ESAP validation status
2026-05-15	Doe		Debt notifications	Sent	—	—
2026-05-15	Doe		CDS notifications	Sent	—	—
2026-05-15	GREENX	AU0000198939	Share notifications	Sent	✓	✓

Items per page: 5 | 1-3 z 3

Reporting persons

No reporting persons

[Add reporting person](#)

## Debt notifications

Choose the type of the notification and fill in the form:

Short sale register

Share notifications

**Debt notifications**

CDS notifications

### Debt notifications

Notification to competent authorities of significant net short positions in debt.

**Position holder**

Type of entity \*

Natural person  Legal person

Full company name \*

First name: John Last name: Doe

BIC code: LEI code:

Country \*: United Kingdom City: London Address \*: Abbey Road

**Designated contact person**

First name \*: John Last name \*: Doe

Phone number: +44 998822 e-mail address \*: john@doe.com Fax number:

Then you can save it as draft or send the notification:

United Kingdom London Abbey Road

**Designated contact person**

First name \*: John Last name \*: Doe

Phone number: +44 998822 e-mail address \*: john@doe.com Fax number:

**Net short position**

Report date \*: dd.mm.yyyy Issuer name:

Country code \*: - Select country - Full name \*:

Position date \*: dd.mm.yyyy Net short position after threshold crossing - corresponding nominal amount \*: Previous notification date: dd.mm.yyyy

Comments:

Cancel Save draft Submit

## CDS notifications

Choose the type of the notification and fill in the form:

- Short sale register
- Share notifications
- Debt notifications
- CDS notifications**

**CDS notifications**

Notification to competent authorities of significant net short positions in CDS.

**Position holder**

Type of entity \*  
 Natural person  Legal person

Full company name \*

First name: John Last name: Doe

BIC code: LEI code:

Country \*: United Kingdom City: London Address \*: Abbey Road

**Designated contact person**

First name \*: John Last name \*: Doe

Phone number: +44 998822 e-mail address \*: john@doe.com Fax number:

Then you can save it as draft or send a notification:

United Kingdom London Abbey Road

**Designated contact person**

First name \*: John Last name \*: Doe

Phone number: +44 998822 e-mail address \*: john@doe.com Fax number:

**Net short position**

Report date \*: dd.mm.yyyy Issuer name:

Country code \*: - Select country - Full name \*:

Position date \*: dd.mm.yyyy Net short position after threshold crossing - corresponding nominal amount \*:

Previous notification date: dd.mm.yyyy

Comments:

Cancel **Save draft** **Submit**

You can find all of your notification statuses in the registry:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

Submission date	Full name	ISIN code	Submission type	Notification status	KNF validation status	ESAP validation status
2026-05-15	Doe		Debt notifications	Sent	—	—
2026-05-15	Doe		CDS notifications	Sent	—	—
2026-05-15	GREENX	AL0000198939	Share notifications	Sent	—	—

Reporting persons

No reporting persons

Add reporting person

Share notifications require additional validation from the KNF and ESAP:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

Submission date	Full name	ISIN code	Submission type	Notification status	KNF validation status	ESAP validation status
2026-05-15	Doe		Debt notifications	Sent	—	—
2026-05-15	Doe		CDS notifications	Sent	—	—
2026-05-15	GREENX	AL0000198939	Share notifications	Sent	●	●

Reporting persons

No reporting person

Add reporting person

Debt and CDS notifications are sent without any additional validations:

Short sale register

- Share notifications
- Debt notifications
- CDS notifications

Short sale register

User submissions

Submission date	Full name	ISIN code	Submission type	Notification status	KNF validation status	ESAP validation status	
2026-05-15	Doe		Debt notifications	Sent	—	—	🔍 📄 🗑️
2026-05-15	Doe		CDS notifications	Sent	—	—	🔍 📄 🗑️
2026-05-15	GREENX	AL0000198939	Share notifications	Sent	🟢	🟢	🔍 📄 🗑️

Items per page: 5 1-3 of 3

Reporting persons

No reporting persons

Add reporting person