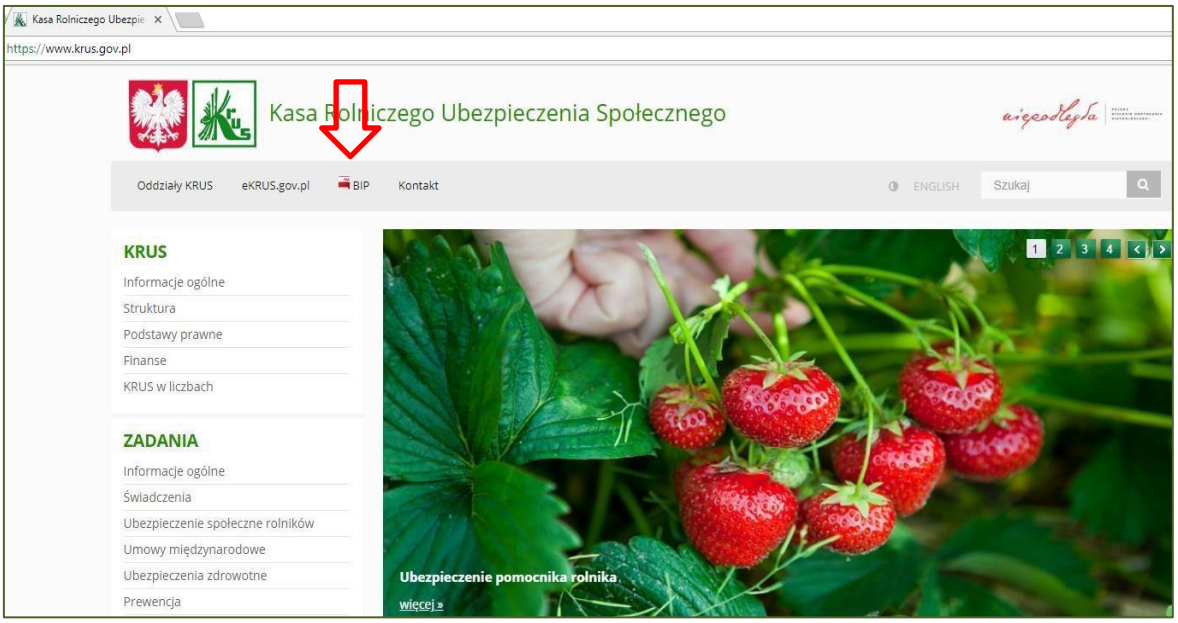
INSTRUCTIONS

for sending correspondence to the Agricultural Social Insurance Fund via the ePUAP electronic delivery box

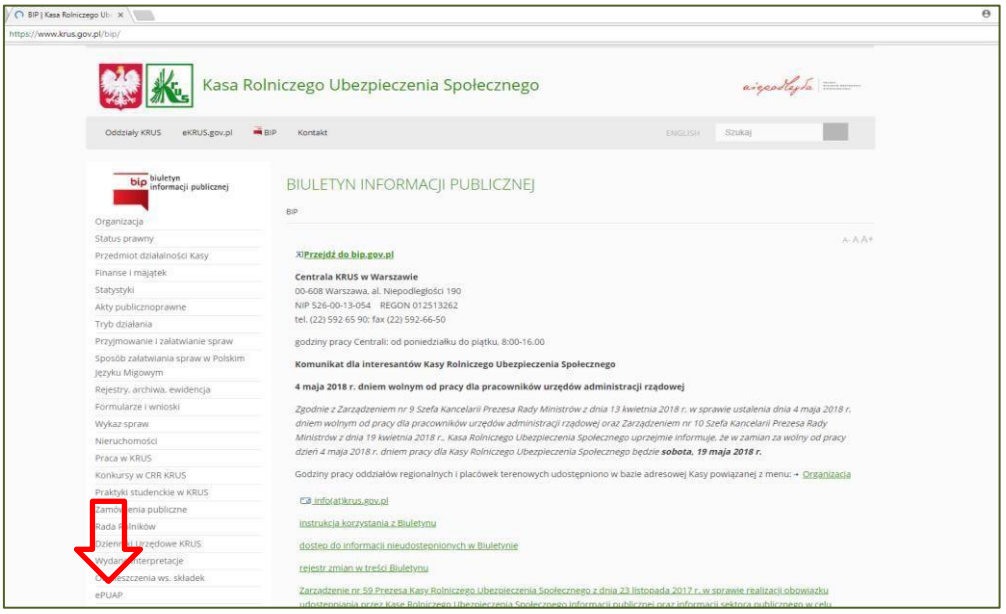
I. Directly accessing the ePUAP website: **https://epuap.gov.pl**
(in this case, go to point 5 described in the 2nd method of the Instructions) or

II. Via the KRUS website: **https://www.krus.gov.pl**

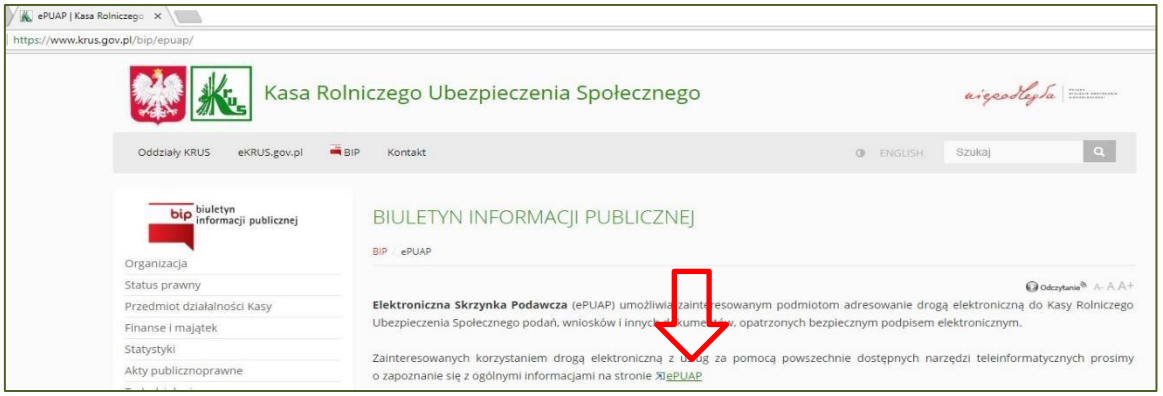
1. Select the icon



2. Select the tab

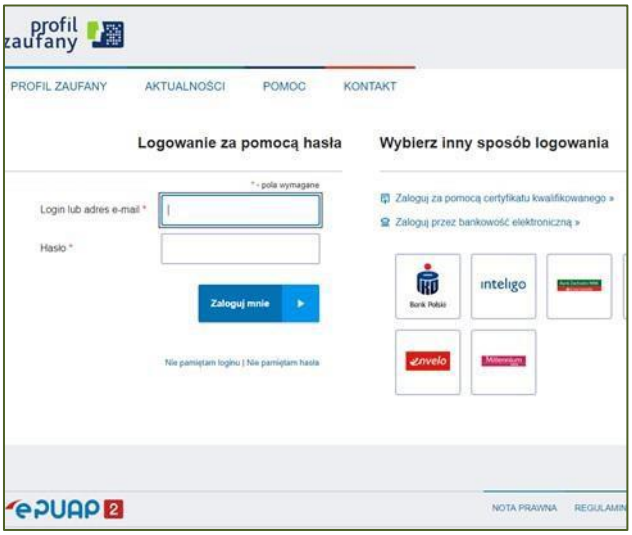


3. Select ePUAP

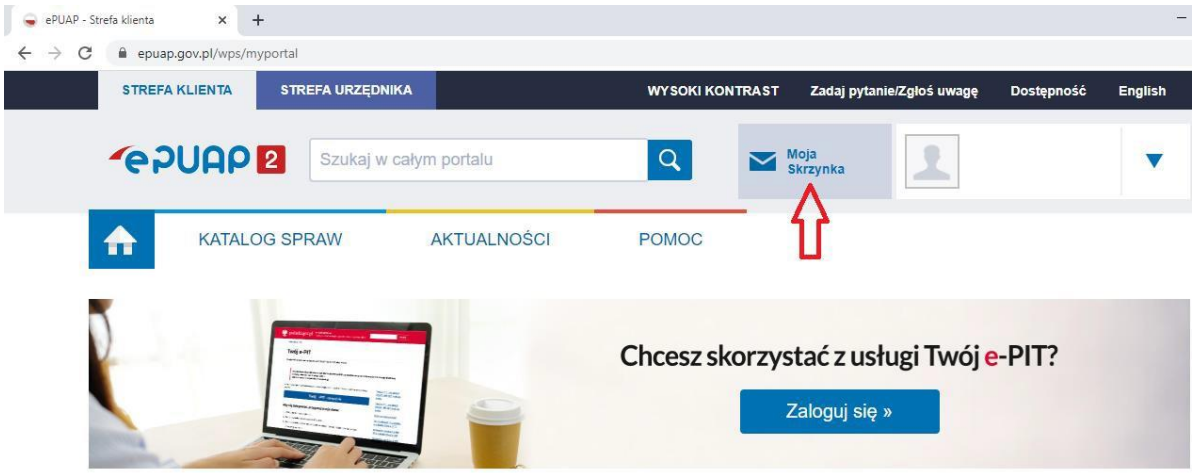


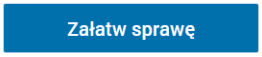
4. You will be redirected to the ePUAP website - https://epuap.gov.pl

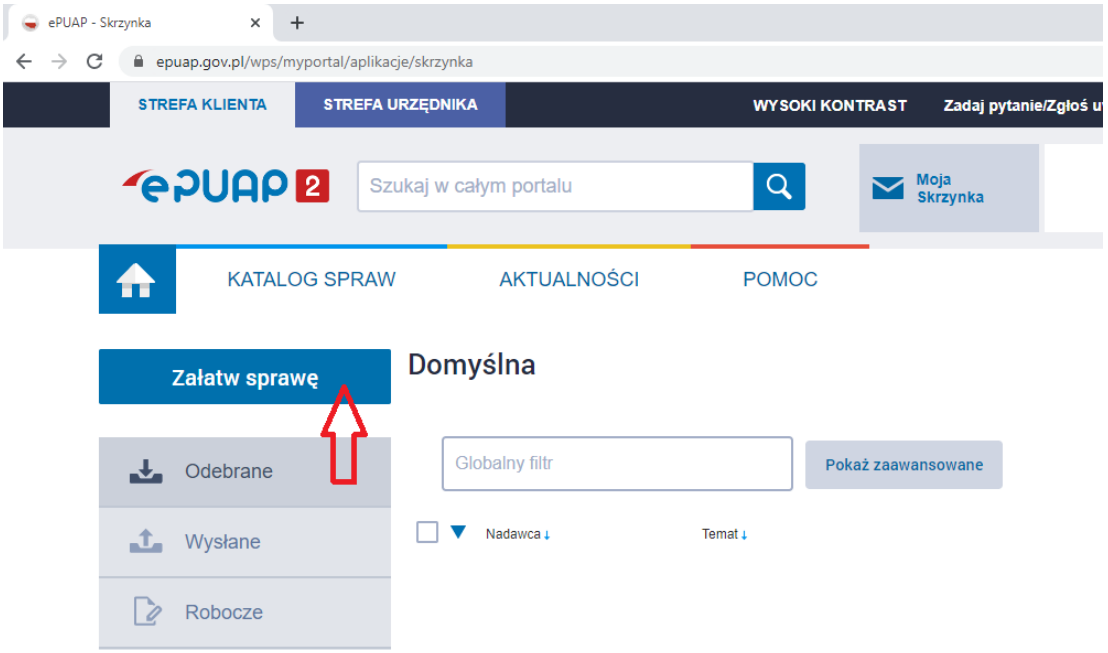
5. Log in Zaloguj się



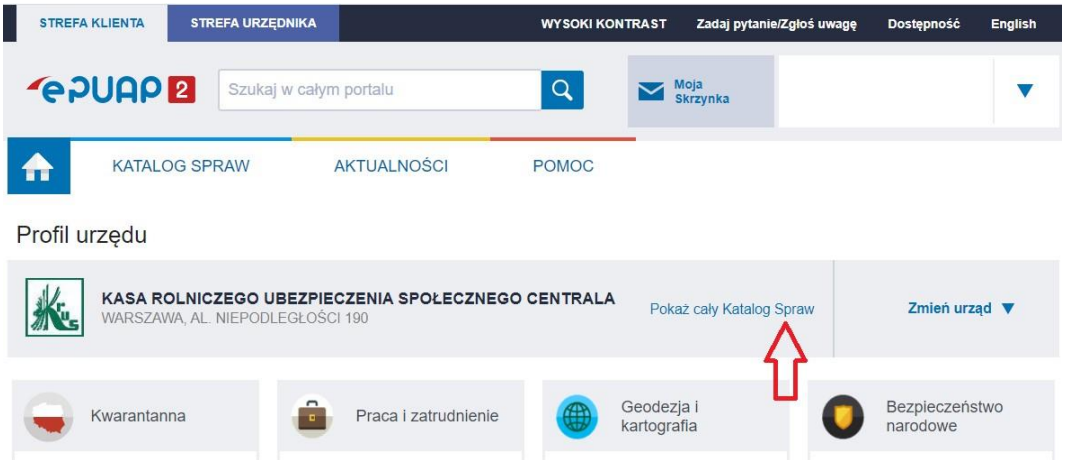
6. Select



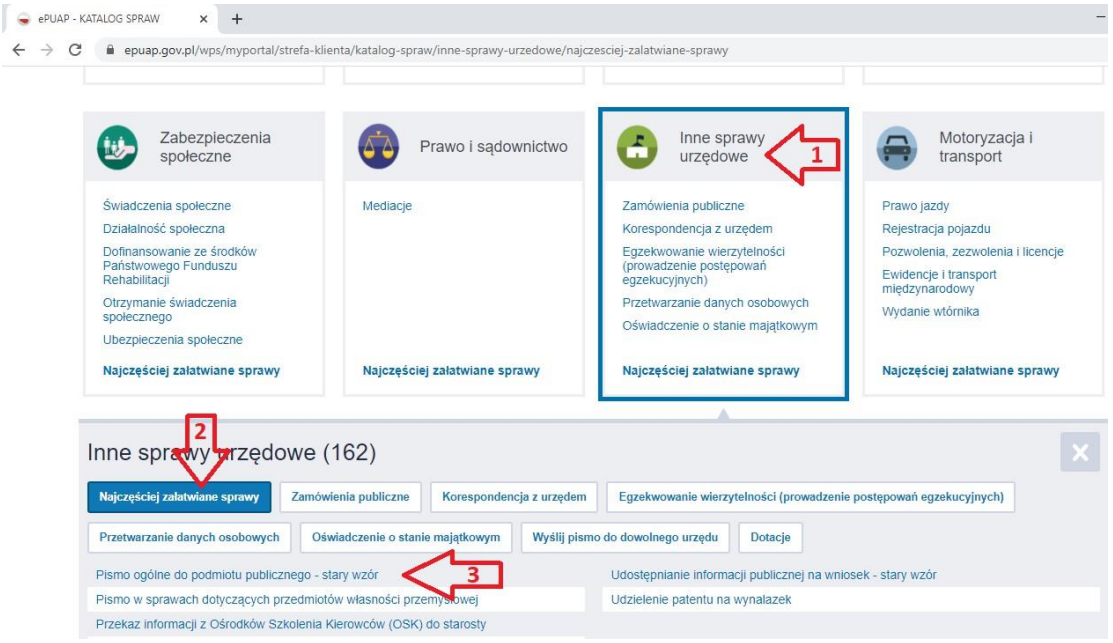
7. Then 



8. Select "Show the entire Case Catalogue". It is correct for the "Show matters of the selected office" option to be visible.

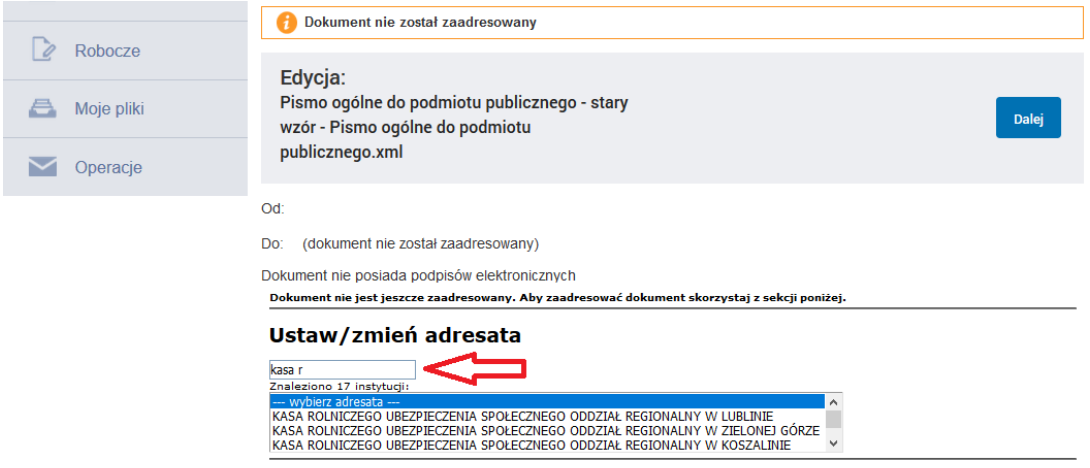


9. From the catalogue of cases below, select "Other official matters" (1), then "Most frequently handled matters" (2) and "General letter to a public entity – old template" (3).



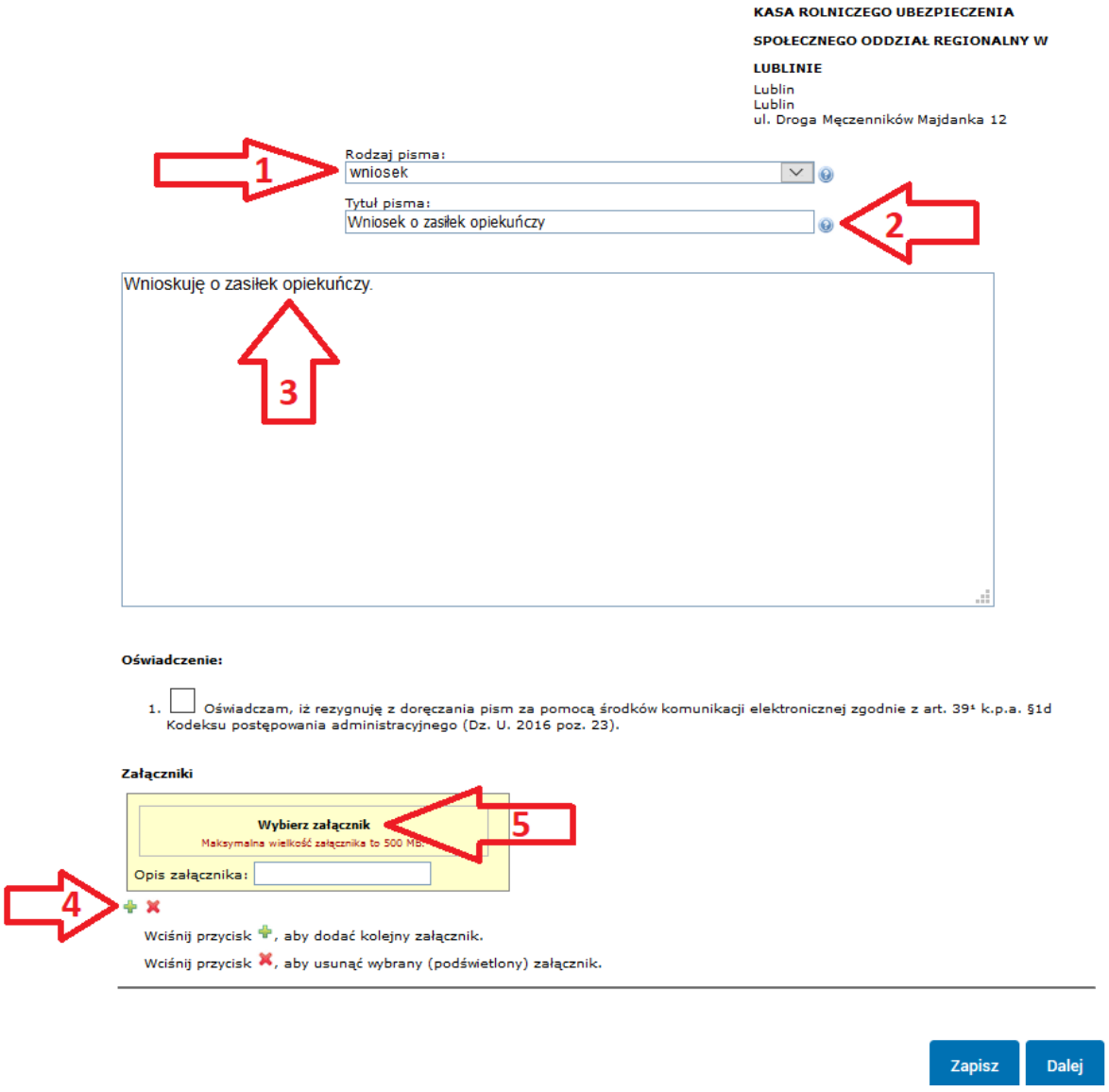
10. Select

11. In the "Set/change addressee" field, enter "agricultural fund" and select a branch in accordance with the field allocation.

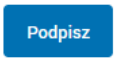


12. In the case that the addressee of the correspondence is a KRUS Field Office, then the correspondence should be sent to the KRUS Regional Branch, which supervises the given Office. Searching for a given Branch will be facilitated by using the active KRUS Map made available in the Essentials on the KRUS website: https://www.krus.gov.pl/niezbednik/mapa-krus/

13. The type of letter should be "Application" (1), and in the title enter "Application for care allowance" (2). The following step is to enter a short content (3) and add an attachment (4 and 5). The correctly completed application (in accordance with the instructions attached in the form), should be added in the form of a scan or a photo.



14. After correctly adding the attachment, select

15. Go to signing by clicking 

, sign the letter using a Trusted Signature (or a qualified certificate, if possible) and then confirm by selecting "Send"

16. An ePUAP user can check whether the message has been delivered and signed (qualified electronic signature or signature confirmed by a trusted profile) in "My Inbox" => "Received". The system generates a confirmation in the form of a “UPP.xml” feedback message, which confirms correctly delivering the message.