# DITEC

# OSS User Registration and Login

# Contents

# 1. Terms and abbreviations

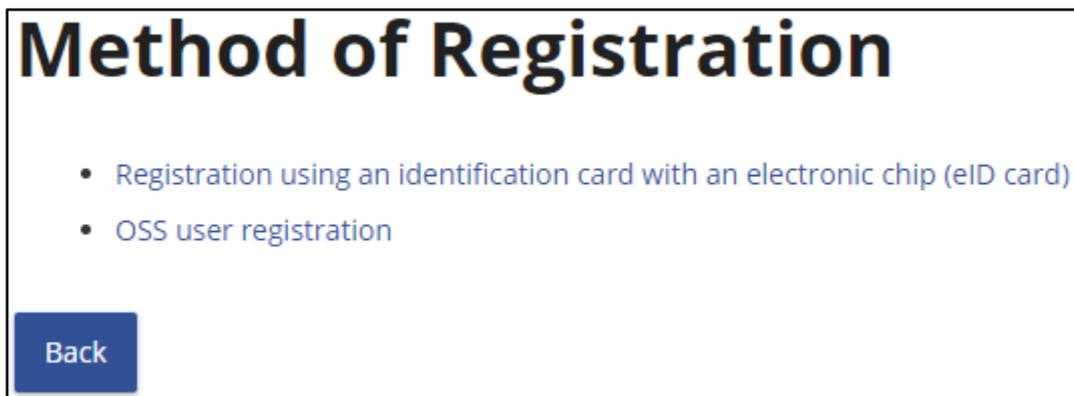| Term | Meaning |
| --- | --- |
| FA | Financial Administration |
| OSS user | User acting for an OSS entity registered for electronic communication through OSS zone at FAP (ID assigned) |
| OSS | One Stop Shop - a single point of contact for the application of special arrangements for the supply of services and for the sale of goods at a distance, as well as certain domestic deliveries of goods, for arrangements outside the Union, arrangements for the Union and arrangements for imports. |
| PIZ | Personal Internet Zone (FAP area that gives registered or authorized users access to electronic services and data on the basis of their current privileges) |
| FAP | Financial Administration Portal |
| OSS zone | An OSS area that provides access to the registered user to OSS electronic services |

# 2. OSS User Registration

**OSS User registration** (one stop shop) is a process that begins at **the Financial Administration website** by entering **personal data** in **the registration form.**
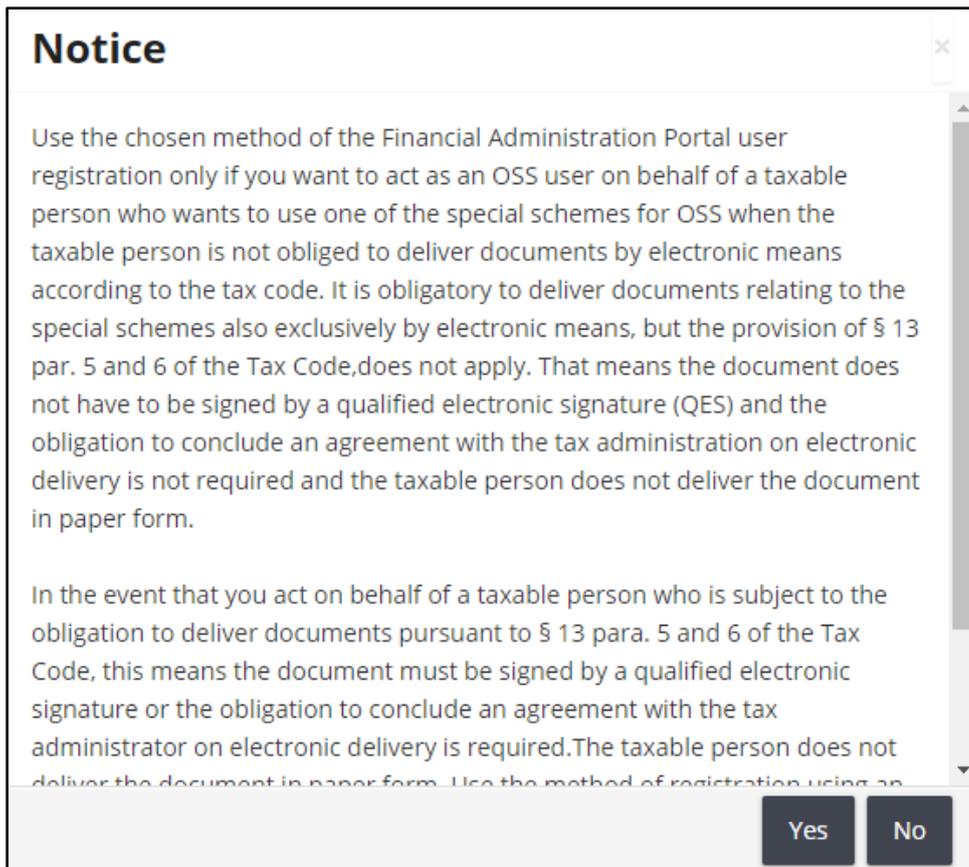
The following sections show the registration process of an OSS user in the OSS zone.

## 2.1 The process of registration in English

1. The user starts a web browser and enters the FA web address – [www.financnasprava.sk](www.financnasprava.sk). The FA home page opens.

2. Press English (in the top menu) to display the version of FA home page in English.
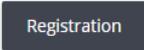
3. By pressing the button Registration (top right corner), the user will see a menu (Method of registration) from which he/she will choose the way he/she wants to register at the FAP, in this case the **OSS user registration** option.

# Method of Registration

- Registration using an identification card with an electronic chip (eID card)
- OSS user registration

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4. The following "Notice" window appears, with the keys "Yes" and "No". By selecting "Yes" the user continues to the registration form.

## Notice

Use the chosen method of the Financial Administration Portal user registration only if you want to act as an OSS user on behalf of a taxable person who wants to use one of the special schemes for OSS when the taxable person is not obliged to deliver documents by electronic means according to the tax code. It is obligatory to deliver documents relating to the special schemes also exclusively by electronic means, but the provision of § 13 par. 5 and 6 of the Tax Code,does not apply. That means the document does not have to be signed by a qualified electronic signature (QES) and the obligation to conclude an agreement with the tax administration on electronic delivery is not required and the taxable person does not deliver the document in paper form.

In the event that you act on behalf of a taxable person who is subject to the obligation to deliver documents pursuant to § 13 para. 5 and 6 of the Tax Code, this means the document must be signed by a qualified electronic signature or the obligation to conclude an agreement with the tax administrator on electronic delivery is required.The taxable person does not deliver the document in paper form. Use the method of registration using an

**Yes** **No**

5. The registration form of the OSS user appears, under which the user is required to fill in all required data marked with **\*** :

Degree,
Name,
Surname,
**E-mail** address to which messages and notifications will be delivered to the user,
Telephone number,
**Country** (predefined choice of Afghanistan),
**Town** (enter the initial letters of the municipality name and select the municipality),
**ZIP code** (to be completed on the basis of the municipality, can be overwritten),
**Street** (if the municipality has no street, enter the name of the municipality),
House number,
**Identification type** (predefined selection Birth number)
- If Slovakia is selected, Identifier type is set to the **Birth number**, and cannot be switched to the Identification number. The Birth number must be entered in the form of yyyyy/xxxx.
- If country other than Slovakia is selected, the Identifier type will be set to the **Identification number**, and it is not possible to switch it to the Birth number.

Date of birth
- If the Identifier type is set to **Birth number**, date of birth is non-editable and after completion of Birth number is automatically filled in.
- If the identifier type is set to **Identification number**, the date of birth is editable and must be completed.

**Password** (user-selectable) – must contain at least 8 characters , at least 1 character from the lower case set [a-z], at least 1 character from the upper case set [A-Z], at least 1 digit from the number set [0-9]. Do not use diacritics or spaces.
**Confirm password** - the user enters the password he has selected again (correctness check),
**Security element** (rewrite the characters from the Security element image).

**Format** description of each item is located under its own name.

**Identifier type:** *

○ **Birth number**

◉ **Identification number**

Enter the Identification number in the range of max. 256 characters.
Unambiguous identification of a person on the basis of valid other than
the legislation of the Slovak Republic.

If either item is **not filled in properly** or **does not have the correct format**, the system will frame the field in red after filling in the incorrect item or after filling in and clicking on the Register button and the text of the specific message below will also be displayed in red.

Required field, please fill it out.

6. Once all the required data is entered in the required format, the user presses the button

   Register

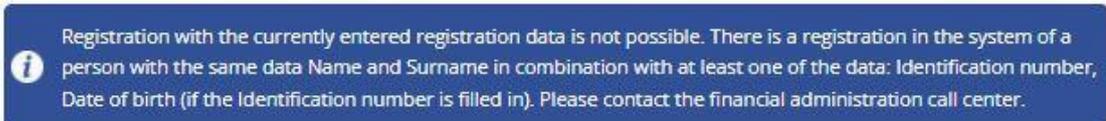   that is displayed at the end of the registration form.

The user then continues with point 1 in the section .
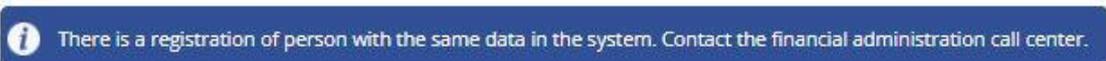
# 2.1.1    Possible cases in the registration process

a) If you try to register a person who has already been registered in the system, you will see a notice of failure due to data duplication when you press the "Register" button at the end of the registration form.

Three cases of duplication can occur:

If the user fills in the same first name and surname combination together with an identification number, personal identification code or date of birth (for foreign persons), the system will display the following message at the bottom of the form:

ℹ️ Registration with the currently entered registration data is not possible. There is a registration in the system of a person with the same data Name and Surname in combination with at least one of the data: Identification number, Date of birth (if the Identification number is filled in). Please contact the financial administration call center.

If the user with a unique first name and surname fills in a birth registration number that already exists in the form, the system returns a duplicate notification:

ℹ️ There is a registration of person with the same data in the system. Contact the financial administration call center.

In both cases, a notification email entitled "Rejection of registration by the system" will be sent to the user's email address.
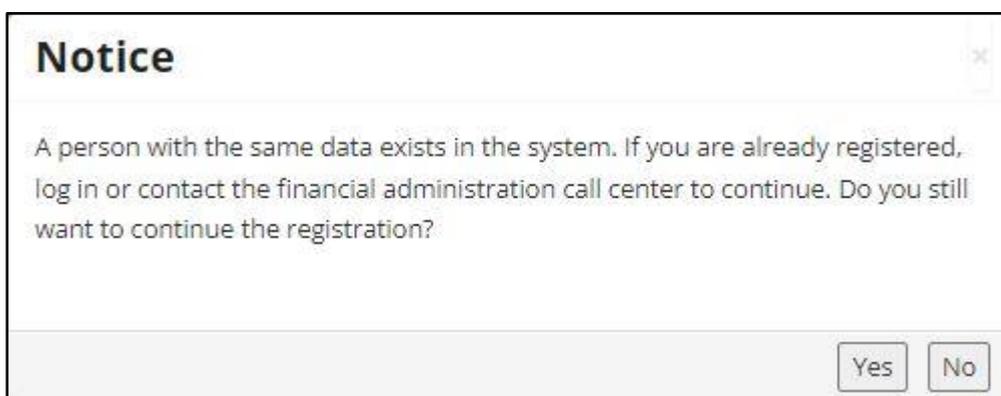
*Dear client,*

*We have rejected your registration due to duplicate data in the system.*

*For advice on the next steps, please contact the financial administration call center on +421 48 43 17 222.*
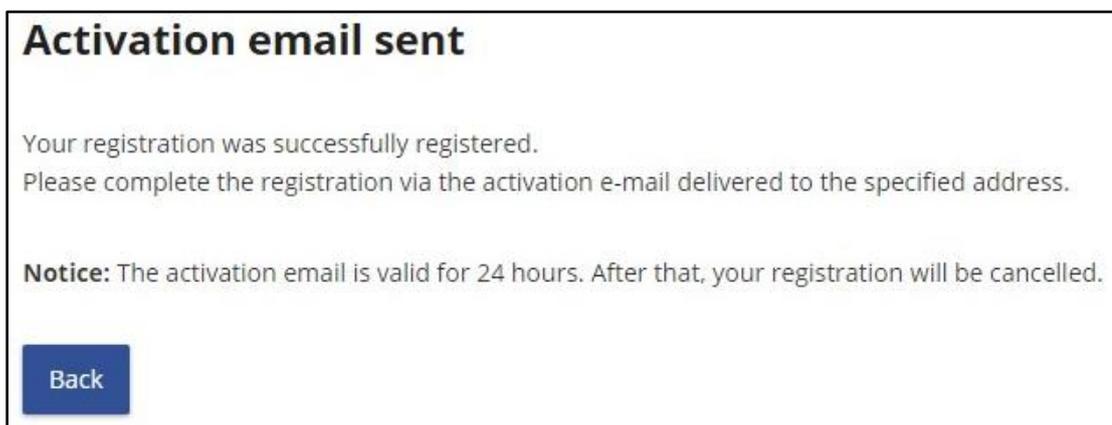
**Your Financial Administration**

If a user with a unique first name and surname enters a duplicate identification number, the system displays the "Notice" window:

## Notice

A person with the same data exists in the system. If you are already registered, log in or contact the financial administration call center to continue. Do you still want to continue the registration?

Yes   No

If the "**Yes**" button is confirmed, the user can continue the registration process.
If the answer is "**No**", the registration process is terminated and the user's homepage of the portal is displayed.

## 2.1.2    Activation of registration

1. After successful registration, a message will appear informing you that the registration will be completed by means of an activation e-mail that will be delivered to the user at the entered e-mail address.

## Activation email sent

Your registration was successfully registered.
Please complete the registration via the activation e-mail delivered to the specified address.

**Notice:** The activation email is valid for 24 hours. After that, your registration will be cancelled.

Back

By confirming the button  , the user finishes the first part of registration on the FA website.

2. Registration confirmation in activation e-mail.

By sending the registration form, the system records the data entered by the user and sends the user an **activation e-mail** with the subject "Confirmation of registration" to the e-mail address entered in the registration form.. This e-mail is used to verify the e-mail address entered by the applicant in the registration form. It provides information on the successful record of registration data and at the same time the user is invited to **confirm registration** by clicking on the activation link**.**

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*Dear client,*

*We have successfully received your registration request on the www.financnasprava.sk portal.*

*To continue the registration process, it is necessary to confirm your e-mail address.*
**To verify your e-mail, please click on this link**

*or copy the following link and paste it into your web browser:*

**https://dev2-tpfs-portw.intra.ditec.sk/en/registration-index/confirm-registration/_764886ef-14c9-4ff3-8483-297847d4f524**

*If you do not confirm e-mail **within 24 hours** from submitting the registration, your request will be invalidated and you will have to do it again.*

*More information on electronic communication rules can be found on www.financnasprava.sk.*

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Confirmation of registration must be completed **within 24 hours** of sending the registration form.
**If the user is not able to activate the registration within 24 hours,** the system will invalidate the activation link contained in the activation e-mail, and the user will receive information in the e-mail with the subject "Automatic cancellation of registration".

3. Activating registration.

If the user **continues the registration process by clicking on the activation link**, a window appears with non-editable basic registration data (Degree, Name, Surname), which the user submitted in the registration form.

## Registration details

**Degree:**

**Name:**

John

**Surname:**

Bosh

You have entered the information in the registration form.
Press **Activate registration** to continue the registration process.
Pressing **Cancel registration** will cancel the registration process.

[ Cancel registration ]    [ Activate registration ]

This data should be checked by the user in his own interest to ensure that the registration process is successful.

a) If the user finds that any of the data is incorrect or for some reason decides to cancel the registration, he uses the button [ Cancel registration ] A window will appear with information about registration cancellation to be confirmed with the button [ Back to main page ].

## Cancellation of registration

Your registration has been canceled.

[ Back to main page ]

Information about the cancellation of the registration process by the user will be sent to the e-mail box with the subject "Cancellation of registration by the applicant".
If the user has entered **incorrect data**, the user can repeat the registration **immediately**.

b) If the user wishes **to continue the registration process**, by pressing [Activate registration] the registration will be confirmed.

Displays a window informing about the registration activation and sending of a second **activation e-mail** to the user. The user confirms with the button [Back to main page] .

## Activation of the registration process

Your registration has been successfully activated. An email has been sent to you with further instructions.

[Back to main page]

The user has received an e-mail with the subject "Sending login details for OSS" containing the assigned ID, which will serve for login.

Dear client,

We would like to inform you that you have successfully completed the process of your registration on the financial administration portal today.

Use the ID to log in to the financial administration portal: _____.

Financial administration portal login interface: **Login**

**Your Financial Administration**

# 3. OSS user login after registration

This chapter describes the login of OSS registered user in the FAP system in the English version of the Financial administration website.

## 3.1 Login process

**By sending** a notification e-mail, the user **has completed the registration** on the public website of the financial administration.

The e-mail contains the assigned **identifier ID (User ID)**, which, together with the password entered in the English registration form, will log the user into the OSS zone.

1. The user is on the Home screen of the FA-web page [www.finacnasprava.sk](www.finacnasprava.sk).

2. Press [English] (in the top menu) to display the version of FA home page in English.

3. By pressing the button [Login] (top right corner) a menu will be displayed to the user where he selects the Login method. The OSS user is only allowed to log in by selecting the option Identifier and password.

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**WARNING** You can be automatically logged out due to inactivity. Once logged out, you need to sign in again to resume your work in authorised zone.

Use Logout button to log out securely. Using Back button or closing the web window does not perform logout.

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# Login options for the application

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**Identification card with an electronic chip (eID card)**

Login with identification card with an electronic chip (eID) redirected on the slovensko.sk portal

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**Identifier and password**

Login with user ID and password

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‹ Back to Main page

4. The user inserts the **user ID** and **Password** and clicks the "Login" button.

## Login into application

### Identifier and password

Filling the identifier and password into the respective fields is required. By pressing the Login button you finish the login.
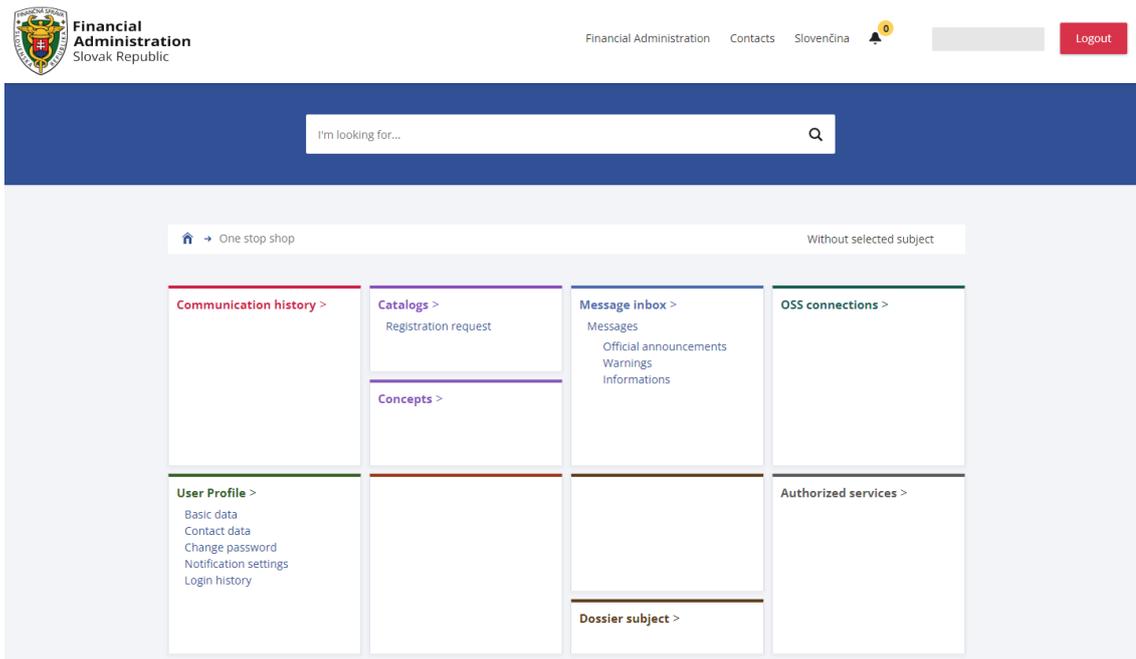
**User ID**
Fill in the identifier.

**Password**
Fill in the login password.

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> Forgotten password/Generate password

Login

Select a different type of login

5. The user will see the start screen after logging in – One stop shop in English.



## 3.2 Logout process

The user is located in the OSS zone and clicks the button [Logout] in the top right corner. It will then be redirected to the FAP cover page in English.