



# **Registration of Financial Administration Portal user**

# Contents

<b>Registration of Financial Administration Portal user .....</b>	<b>1</b>
<b>1. Terms and abbreviations .....</b>	<b>3</b>
<b>2. Registration of the financial administration portal user.....</b>	<b>4</b>
<b>2.1. Registration with eID card .....</b>	<b>4</b>
2.1.1. Registration with eID card – identity card .....	4
2.1.2. Registration with eID card – foreign ID card.....	7
<b>2.2. Possible cases in the registration process .....</b>	<b>9</b>
<b>2.3. Activating registration.....</b>	<b>10</b>
<b>2.4. Notification e-mails in case of an application for access to authorization for the personal action of natural persons.....</b>	<b>13</b>
<b>3. Logging on to FAP after registration via eID .....</b>	<b>16</b>
<b>3.1. Login – eID card.....</b>	<b>16</b>
<b>3.2. Login – Identifier and password.....</b>	<b>16</b>
<b>4. User log out.....</b>	<b>19</b>

# 1. Terms and abbreviations

Term	Type	Meaning
PSC	Abbreviation	Personal Security Code
CO	Abbreviation	Customs office
TO	Abbreviation	Tax office
eID	Abbreviation	Electronic identification card
FA	Abbreviation	Financial Administration
ID	Abbreviation	Identifier
PIC	Abbreviation	Personal identification code
PIZ	Abbreviation	Personal Internet zone
FAP	Abbreviation	Financial administration portal
RNP	Abbreviation	Register of natural persons
CPAP	Abbreviation	Central public administration portal

## 2. Registration of the financial administration portal user

**Registration of Financial Administration Portal** user (hereinafter 'FAP') is a process that begins on **the website of Financial administration**.

If the user is the owner of a chip-activated identity card, i.e. an **electronic identification card** ("eID card"), the user does not need to fill in their identification data in the registration form but the data on the eID card is automatically filled-in in the registration form via the eID card, the Central Public Administration Portal ("CPAP") and the Register of Natural Persons ("RNP"). After registration, the user can log into PIZ at FAP without visiting the TO/CO.

### **Automatic authorization:**

In the case of **registration of natural persons**, if the applicant checks the option in the registration form '**I request access to authorization for personal proceedings**' and at least one of the options '**with the tax office/with the customs office**', the system will automatically attempt to identify a new user in the financial administration environment, i.e. in its registers, upon completion of registration. If a relevant person and entity are found in the registers and comply with all the conditions for the creation of an authorization, **an authorization with the legal title of the "Personal proceeding" shall automatically be created**. A notification shall be sent to the applicant on the success/failure of the automatic authorization.


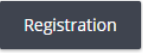
- If a user registers an eID card and an authorization for personal action is automatically created, the user can communicate with the financial administration electronically immediately after registration.

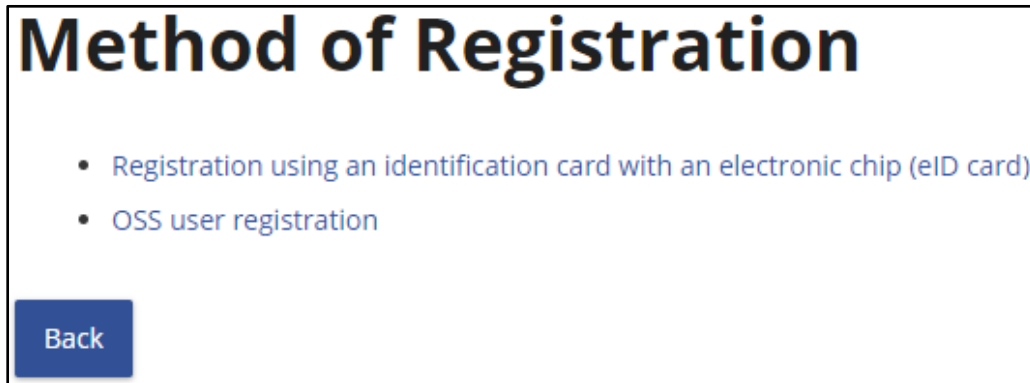
### 2.1. Registration with eID card

A pre-condition is that the user has the necessary eID card software, chip card reader and eID card installed on their computer. The necessary software is available at <https://www.slovensko.sk/sk/na-stiahnutie>.

#### 2.1.1. Registration with eID card – identity card

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

2. Press  (in the top menu) to display the version of FA home page in English.
3. By pressing the button  (top right corner), the user will see the menu and can select the registration method at the FAP, in this case the first option **Registration using an identification card with an electronic chip (eID card)**.



4. The user logs in to **CPAP** using the eID card by entering the security personal code (PSC) – “**Login with Slovak ID**” option .
5. FAP will automatically retrieve the necessary user data from the eID card as well as the current address from the Register of natural persons (RNP).
6. The data obtained shall be completed in the relevant fields of the registration form, with Name, Surname, Birth number and Date of birth being uneditable for the applicant, other data being editable. The field "Country" will be filled in and the Date of birth field will be filled in according to the Birth Number.  
The user will complete missing data needed for FAP registration (e.g. e-mail, password, personal identification code, ...):

**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 yyyy/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),

**Personal identification code** - (chosen by the user), this is additional data of the registered person, which must be entered in the range of up to 20 characters. This code is used in the personal internet zone - when adding a registered user as another authorized user acting on behalf of the subject, it is necessary to know his PIC.

**I request access to authorization for personal procedures** - this option is intended for users who are natural persons. If checked by the user, he must check at least one of the following options:

- **with the tax office** - the user checks if, at the same time as the registration of the person, he also applies for access to authorization to personal action, i.e. the user will act on his behalf. After the registration is completed, if all conditions are met, the person's **authorization** for the subject will be **created automatically**, i.e. the user of FAP services will be able to act towards the tax office in person as a tax subject for himself immediately after the registration process.

- **with the customs office** - the user checks if, at the same time as the registration of the person, the user also applies for access to authorization to personal action, i.e. the user will act on his behalf. After the registration is completed, if all conditions are met, the person's **authorization** for the subject will be **created automatically**, i.e. the user of FAP services will be able to act towards the customs office in person as a tax subject for himself immediately after the registration process.

**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.


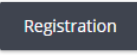
If either item is **not filled in properly** or **does not have the correct format**, the system will frame the field in red after filling in the incorrect item or after filling in and clicking on the Register button and the text of the specific message below will also be displayed in red.

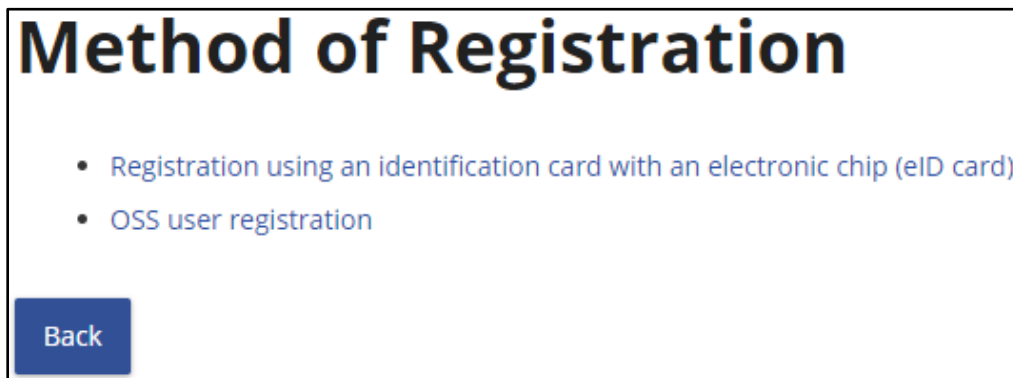
Required field, please fill it out.

7. Once all the required data is entered in the required format, the user presses the button  that is displayed at the end of the registration form.

The user then continues with point 1 of chapter [2.3 Activating registration](#).

## 2.1.2. Registration with eID card – foreign ID card

1. The user starts a web browser and enters the FA web address – [www.financnasprava.sk](http://www.financnasprava.sk). The FA home page opens.
2. Press  (in the top menu) to display the version of FA home page in English.
3. By pressing the button  (top right corner), the user will see the menu and can select the registration method at the FAP, in this case the first option **Registration using an identification card with an electronic chip (eID card)**.



4. The user logs on to **CPAP** using his eID card – “**Login as resident of EU Member State**” option
5. FAP will automatically retrieve user data from the eID card.
6. The data obtained shall be completed in the relevant fields of the registration form, where the Name, Surname and Identification number are uneditable for the applicant and the other data are editable. The field State is to be completed according to the foreign license.
7. The user will complete missing data needed for FAP registration (e.g. e-mail, password, personal identification code, ...):

**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 yyyy/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),

**Personal identification code** - (chosen by the user), this is additional data of the registered person, which must be entered in the range of up to 20 characters. This code is used in the personal internet zone - when adding a registered user as another authorized user acting on behalf of the subject, it is necessary to know his PIC.

**I request access to authorization for personal procedures** - this option is intended for users who are natural persons. If checked by the user, he must check at least one of the following options:

- **with the tax office** - the user checks if, at the same time as the registration of the person, he also requests the disclosure of the right to personal action, i.e. will act on his behalf. After the registration is completed, if all conditions are met, the person's **authorization** for the subject will be **created automatically**, i.e. the user of FAP services will be able to act towards the tax office in person as a tax subject for himself immediately after the registration process.

- **with the customs office** - the user checks if, at the same time as the registration of the person, he also requests the disclosure of the right to personal action, i.e. will act on his behalf. After the registration is completed, if all conditions are met, the person's **authorization** for the subject will be **created automatically**, i.e. the user of FAP services will be able to act towards the customs office in person as a tax subject for himself immediately after the registration process.

**Security element** (rewrite the characters from the Security element image).

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

**Identifier type: \***

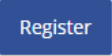
- Birth number**
- Identification number**

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.

8. Once all the required data is entered in the required format, the user presses the button  that is displayed at the end of the registration form.


The user then continues with point 1 of chapter [2.3Activating registration](#).

## 2.2. 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:



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), Personal identification code. 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:



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.

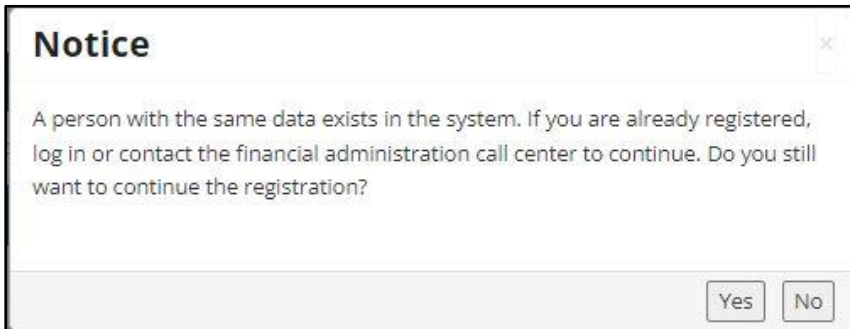
*Dear client,*

*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**

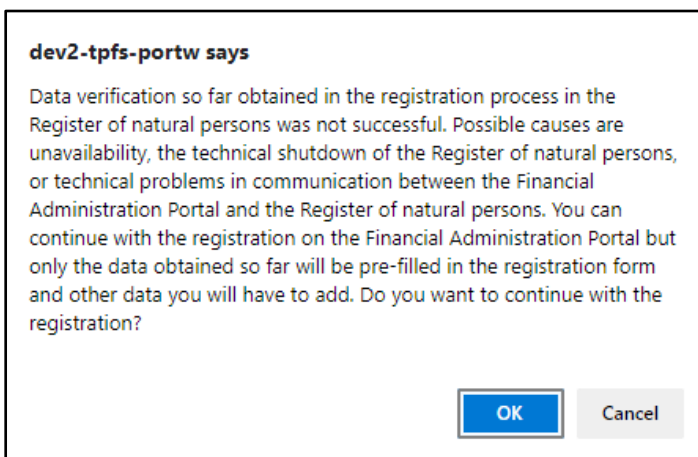
If a user with a unique first name and surname enters a duplicate identification number, the system displays the "Notice" window:



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.

- b) In case of registration with an eID card (ID card), if **the connection to RNP is not functional**, the following message will appear to the user



After confirming with "OK", the user can continue to complete the eID card data - Name, Surname, Birth number, Date of birth and Country into the registration form, where the Name and Surname, Birth number and Date of birth will be uneditable. The remaining fields must be filled in.

## 2.3. Activating 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.

*Dear client,*

*We have successfully received your registration request on the [www.financnasprava.sk](http://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://tofs.financnasprava.sk/en/registration-index/confirm-registration/ 736fcf2f-e552-4431-bb2c-278660d3ba32>>*

*If you do not confirm the 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](http://www.financnasprava.sk).*

*Your Financial Administration*

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:

Surname:

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  the registration will be confirmed.

After activating the registration, a window will appear informing about the registration activation and sending of a second **activation e-mail** to the user.

### 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](#)

#### 4. Activation e-mail (second):

**In case of registration with eID card**, after activating the registration, **the second activation e-mail** with the subject "Confirmation of successful registration with eID card" will be sent to the user's e-mail address specified in the registration form, and informing that the registration was successful and **the user can start using his FAP account**:

*Dear client,*

*We would like to inform you that you have successfully registered on the financial administration portal.*

*If you have **requested** to be granted rights and roles for personal proceedings, (i.e. that you will act on your behalf as an individual person) in the registration form, please wait, until your request is processed.*

*If you have**not requested** to be granted rights and roles for personal proceedings in the registration form, it is necessary to carry out **the authorization** process according to the instructions - [Authorization of the user to the subject](#).*

**Login to the financial administration portal:** [Login](#)

*For the first login, use the identification card with an electronic chip (eID card) you have used during the registration process.*

**Your Financial Administration**

## 2.4. Notification e-mails in case of an application for access to authorization for the personal action of natural persons

### 1. Authorization for personal action with the tax office:

If a user who is a natural person – entrepreneur – has checked the option in the registration form "I request access to authorization for personal proceedings" and the option "with the tax office", the system will attempt **to automatically create an authorization for the person and the subject with the legal title of action Personal action, once the eID card registration is complete.**

When registering a user by completing the registration form, the authorization is automatically created when the registration is accepted by the registrar at the local competent tax office.

In the event of a successful creation of authorization, a notification e-mail with the subject 'Access to authorization for personal action at FAP with the tax office' will be sent to the e-mail address.

*Dear client,*

*Based on your request for granting of the authorization for personal proceedings with the tax office on the financial administration portal, we have granted you access to personal proceedings for the subject [REDACTED].*

***For electronic communication with the financial administration, it is necessary that you hold a qualified certificate, which is necessary for signing the submitted electronic documents.***  
***If you want to deliver electronic documents to the financial administration, which will not be signed by a qualified electronic signature, it is necessary to conclude a written agreement with the tax office on electronic delivery according to §13 par. 5 of Act no. 563/2009 Coll. as amended.***

**[Agreement for TAX AUTHORITIES](#)**

*More information on electronic communication rules can be found on [www.financnasprava.sk](http://www.financnasprava.sk).*

**Your Financial Administration**

In the event of a failure to create an authorization, a notification e-mail with the subject 'Failure to create access to authorization for personal action with the tax office' will be sent to the e-mail address and the applicant will have to visit the local competent tax office for authorization.

*Dear client,*

*We would like to inform you that your request for access to a proceedings authorization with the customs office on the financial administration portal was not successfully completed, because the data you entered when registering on the tax administration portal do not match the data in the tax office register.*

*In order to successfully complete your request for access to a personal action, please visit your local tax office.*

**Your Financial Administration**

## **2. Authorization for personal action with the customs office:**

If a user who is a natural person – entrepreneur – has checked the option in the registration form "I request access to authorization for personal proceedings" and the option "with the customs office", the system will attempt **to automatically create an authorization for the person and the subject with the legal title of action Personal action, once the eID card registration is complete.**

When registering a user by completing the registration form, the authorization is automatically created when the registration is accepted by the registrar at the local competent customs office.

In the event of a successful creation of authorization, a notification e-mail with the subject 'Access to authorization for personal action at FAP with the customs office' will be sent to the e-mail address.

Dear client,

Based on your request for granting of the authorization for personal proceedings with the customs office on the financial administration portal, we have granted you access to personal proceedings for the subject [REDACTED].

**For electronic communication with the financial administration, it is necessary that you hold a qualified certificate, which is necessary for signing the submitted electronic documents.**

**If you want to deliver electronic documents to the financial administration, which will not be signed by a qualified electronic signature, it is necessary to conclude a written agreement with the customs office on electronic delivery according to §13 par. 5 of Act no. 563/2009 Coll. as amended.**

**[Agreement for CUSTOMS OFFICES](#)**

**Upon administering excise duties, which are administered by the customs office, the financial administration will also communicate with you by electronic means.**

More information on electronic communication can be found on [www.financnasprava.sk](http://www.financnasprava.sk).

**Your Financial Administration**

In the event of a failure to create an authorization, a notification e-mail with the subject 'Failure to create access to authorization for personal action with the customs office' will be sent to the e-mail address and the applicant will have to visit the local competent customs office for authorization.

Dear client,

We would like to inform you that your request for access to a proceedings authorization with the customs office on the financial administration portal was not successfully completed, because the data you entered when registering on the financial administration portal do not match the data in the customs office register.

In order to successfully complete your request for access to a personal action, please visit your local customs office.

**Your Financial Administration**

# 3. Logging on to FAP after registration via eID

## 3.1. Login – eID card

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

The e-mail contains a **Login** link to connect the user to the FAP-login interface. To log in, he then selects **Identification card with an electronic chip (eID card)**.


**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](#)



The user logs in to CPAP using the eID card by entering the personal security code (PSC) – “PSC” option. After successful authentication verification, he is automatically logged in to his PIZ.

## 3.2. Login – Identifier and password

For the next login, he can also use the assigned User ID, which is displayed after logging in to the PIZ  with the title, name and surname in the upper right corner next to the button,



together with the password entered by the user in the registration form. For such a login, select **Identifier and password** from the menu.

1. The user is on the Home screen of the FA-web page [www.finacnasprava.sk](http://www.finacnasprava.sk).
2. Press  (in the top menu) to display the version of FA home page in English.
3. By pressing the button  (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.

**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.

## Login options for the application



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

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



### Identifier and password

Login with user ID and password

[< 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.

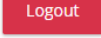
  

> [Forgotten password/Generate password](#)

**Login**

[Select a different type of login](#)

## 4. User log out

User logged in and found in PIZ. Click on the button  in the upper-right corner. It will then be redirected to the FAP cover page in English.