



# **DAC7 User Registration and Login**

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# 1. Terms and abbreviations

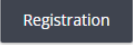
Term	Meaning
FA	Financial Administration
DAC7 user	User acting for an DAC7 customer registered for electronic communication through DAC7 zone at FAP (ID assigned)
DAC7	The Directive (EU) 2021/514 (called DAC7) amending the Directive 2011/16/EU. For FAP represented by a separate application that provides DAC7 zone users or FAP users with access to electronic services and data for the application of the activities of the Platform Operator (DAC7).
PIZ	Personal Internet Zone (FAP area that gives the registered or authorized users access to electronic services and data on the basis of their current privileges)
FAP	Financial Administration Portal
DAC7 zone	DAC7 area that provides access to the registered user to DAC7 electronic services

## 2. DAC7 User Registration

**DAC7 User registration** (one stop shop) is a process that begins at **the Financial Administration website** by entering **personal data** in **the registration form**.

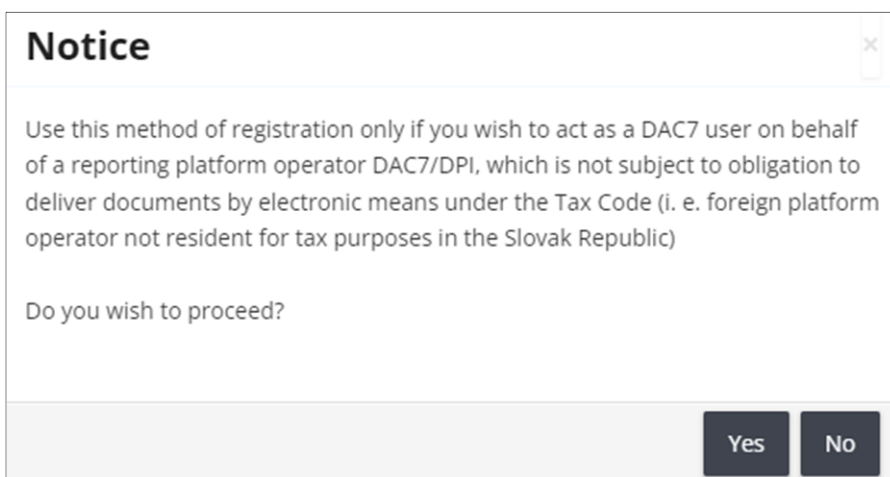
The following sections show the registration process of a DAC7 user in the DAC7 zone.

### 2.1 The process of registration in English

1. The user starts a web browser and enters the FA web address – [www.financnasprava.sk](http://www.financnasprava.sk). The FA home page opens.
2. By pressing the button  (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 **DAC7 user registration** option.



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



4. The registration form of the DAC7 user appears, under which the user is required to fill in all required data marked with \* :

**Degree,**

**Name,**

**Surname,**

**Email** address to which messages and notifications will be delivered to the user,

**Telephone number,**

**Country**

**Town/City** (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 Identification 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 yyyy/xxxx.
- If other country is selected than Slovakia, 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 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**, 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:\***

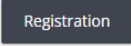
Birth number

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.

5. 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.

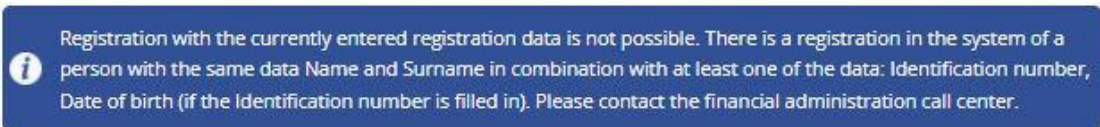
The user then continues with point 1 in the section [Activation of registration](#) .

## 2.1.1 Possible cases in the registration process

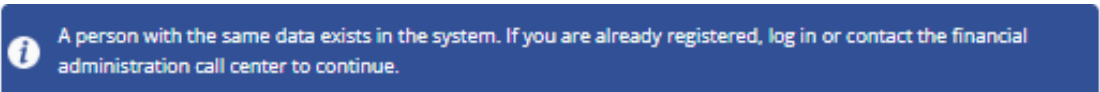
If you try to register a person who has already been registered in the system, you will see a notice of failure due to **data duplication** when you press the "Register" button at the end of the registration form.

Three cases of duplication can occur:

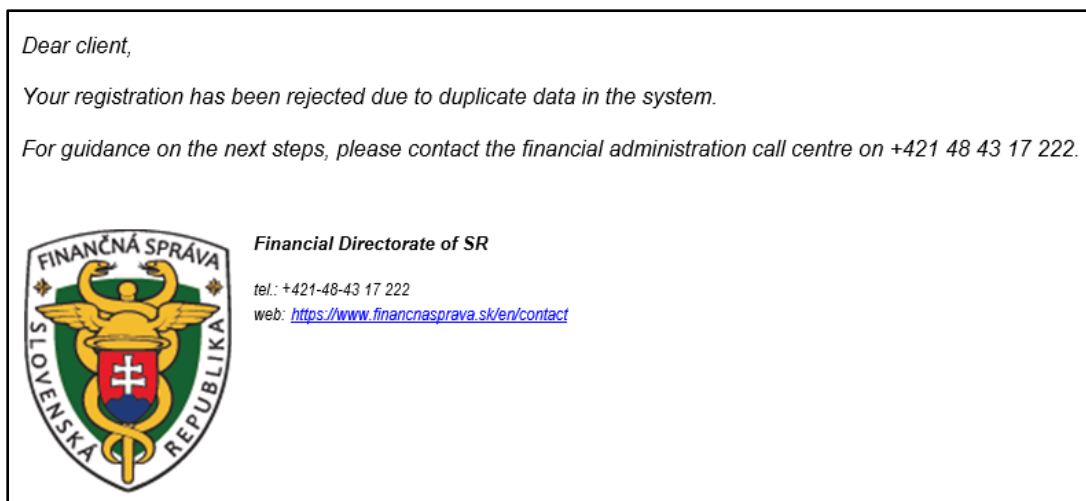
If the user fills in the same first name and surname combination together with an identification number or date of birth (for foreign persons), the system will display the following message at the bottom of the form:



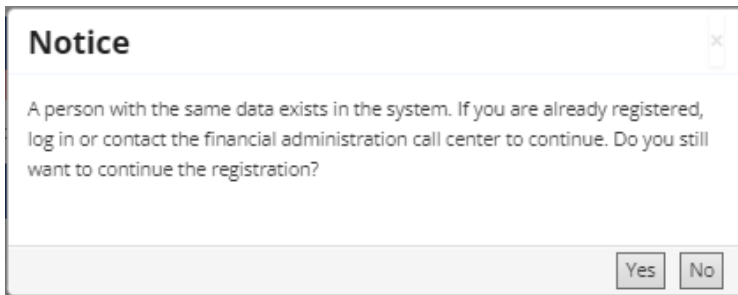
If the user with a unique first name and surname fills in a birth number that already exists in the form, the system returns a duplicate notification:



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



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

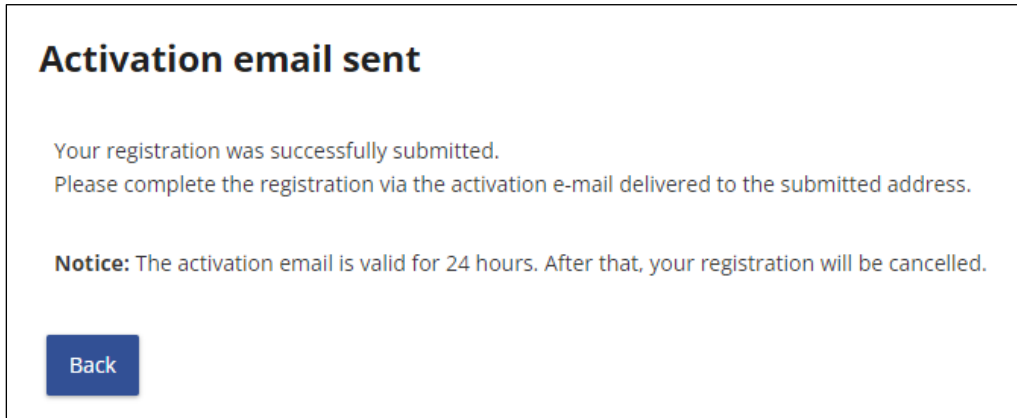



If the "Yes" button is confirmed, the user can continue the registration process.

If the answer is "No", the registration process will be terminated and the user will see the portal title page.

## 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 email that will be delivered to the user at the entered email address.



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

2. Registration confirmation in activation email.

By sending the registration form, the system records the data entered by the user and sends the user an **activation email** with the subject "Confirmation of registration" to the email address entered in the registration form. This email is used to verify the email 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,  
Your request for registration on the [www.financnasprava.sk](http://www.financnasprava.sk) portal has been successfully submitted.  
To proceed with 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://arnia.dev-tps-arr/en/registration-index/confirm-registration/de957dd8-b1be-4dda-9d27-a16285b9c0cf>  
If you do not confirm e-mail **within 24 hours** from submitting the registration, your request will be invalidated and you will have to submit your registration again.  
More information concerning electronic communication rules can be found on [www.financnasprava.sk](http://www.financnasprava.sk).  
Slovak 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 email, and the user will receive information in the email with the subject "Automatic cancellation of registration".

### 3. Activation of 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:

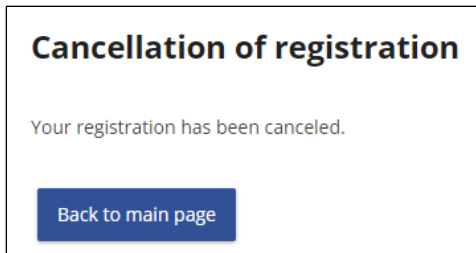
Surname:

You have entered the information in the registration form.  
Press **Activate registration** if you want to continue the registration process.  
Press **Cancel registration** if you want to cancel the registration process.



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](#).

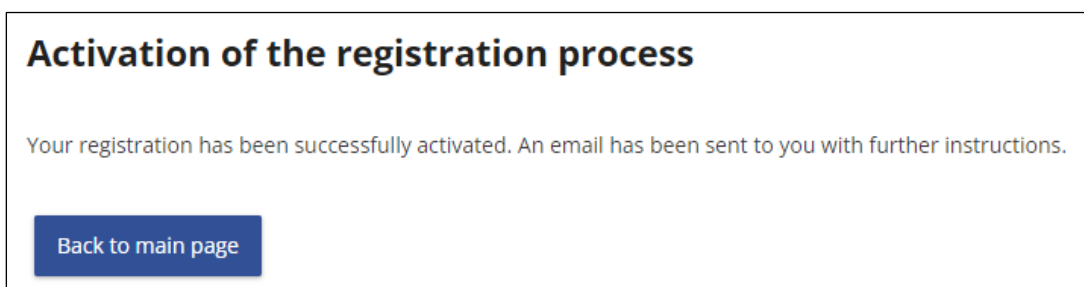


Information about the cancellation of the registration process by the user will be sent to the email box with the subject "Cancellation of registration by the applicant".

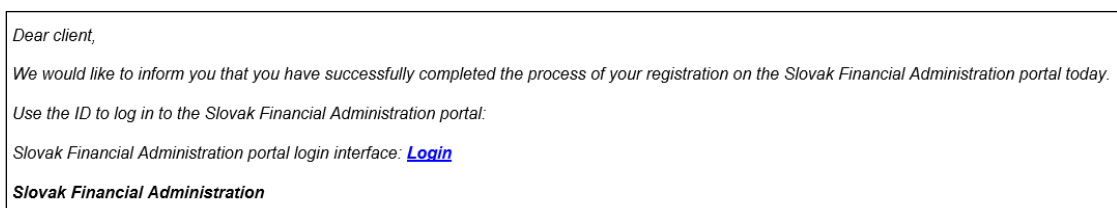
If the user has entered **incorrect data**, the user can repeat the registration **immediately**.

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

A window will be displayed informing about the registration activation and sending of a second **activation email** to the user. The user confirms with the button [Back to main page](#).



The user has received an email containing the assigned ID, which will serve for login.




## 3. DAC7 user login after registration

This chapter describes the login of DAC7 registered user in the FAP system in the English version of the Financial administration website.

### 3.1 Login process

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

The email contains the assigned **identifier ID**, which, together with the password entered registration form, will log the user into the DAC7 zone.

1. The user is on the Home screen of the FA web page [www.finacnasprava.sk](http://www.finacnasprava.sk).
2. By pressing the button  (top right corner) a menu will be displayed to the user where he selects the Login method. The DAC7 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.

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## Login methods to the FA Portal

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**The portal slovensko.sk**  
Login with Slovak ID (eID), residence card, The Slovensko v mobile app or as resident of EU member state.

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**Identifier and password**  
Login with user ID and password

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[< Back to Main page](#)

3. The user enters 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. The user will see the start screen after logging in – DAC7.

The screenshot shows the start screen of the DAC7 application. At the top left is the logo of the Financial Administration of the Slovak Republic. The top right contains navigation links for 'Financial Administration', 'Contacts', 'Slovenčina', a notification bell icon, the user name 'Jozef Jur 2018655', and a 'Logout' button. Below the navigation bar is a search bar with the placeholder text 'I'm looking for...'. The main content area features a breadcrumb trail 'Home → DAC7' and the text 'Without selected subject'. The dashboard is organized into a grid of seven panels: 'Communication history >', 'Catalogs >' (with a sub-item 'Registration request'), 'Message inbox >' (with sub-items 'Messages', 'Official announcements', 'Warnings', and 'Informations'), 'DAC7 connections >', 'Dossier subject >', 'Concepts >', and 'User Profile >' (with sub-items 'Basic data', 'Contact data', 'Change password', 'Notification settings', and 'Login history'). A final panel on the bottom right is labeled 'Authorized services >'.

## 3.2 Logout process

The user is in the DAC7 zone and clicks the button  in the top right corner. The user will then be redirected to the FAP cover page in English language.