User Manual customer portal

You have chosen to approve and send documents digitally using our customer portal.
What does this mean?
First you will receive an e-mail which contains your username and Password. The e-mail looks like below.

Test B.V.

Dear sir, madam, Test,

A user account has been created for you on De Kok Online

Username: **test4**
Password: ▮▮▮▮▮

Instruction:

1. Go to www.dekok.nl
   Choose from the menu "De Kok Online - Klantenportaal".
2. Press the Button "Klantenportaal".
3. Now you enter your Username and Password.
4. You have to change you temporary Password.
5. You are logged into you Portal.

A manual about the use of our portal is placed on our website, press here to vieuw the manual.

Kind regards,

De Kok Accountants en Adviseurs B.V.

This e-mail has been sent automatically byDe Kok Online.
This system is accessible viahttp://www.dekok.nl/DeKokOnline/Klantenportaal.aspx.

There will be an automatic generated Password that only can be used once.

You can log-in by using the link in the mail

You will than see this screen of our website.

Home   Over De Kok ▾   Diensten ▾   Nieuws ▾   Vacatures   De Kok Online ▾   Contact ▾

Inloggen
Klantenportaal
Support

Zoeken 🔍

Scherpte in dienstverlening

Klantenportaal

Klantenportaal

Handleiding gebruik van ons klantenportaal

Nieuws

Verstrekking inkomensindicaties niet langer struikelblok

De Belastingdienst kan toch gewoon inkomensindicaties gaan verstrekken aan verhuurders van sociale...

Select the grey button "Klantenportaal".

Now you will see the Log-in screen of your Portal

English ▾

Welcome
Log in to start

Username   Password   →

Help, I lost my password

Version 4.1.107.0
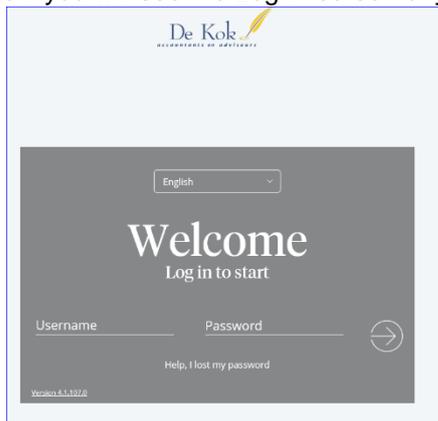
Here you fill in the Username and Password as sended to you in our e-mail.
You can use this password only once!!.

After your first log-you will be asked you to generate a new Password. This new password gives you access for every new log in. The site will inform you if your new password is strong enough.

Remember you password well.

When you have changed your password you will see this page.
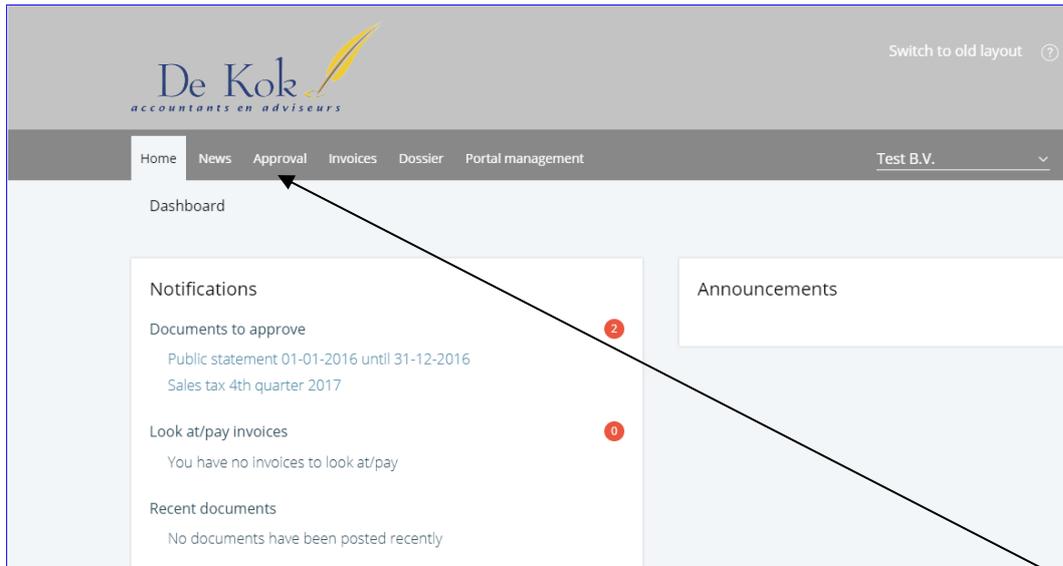
To see what kind of documents are placed for your approval you have to push the button Approval. Then you will see a screen that looks like this.
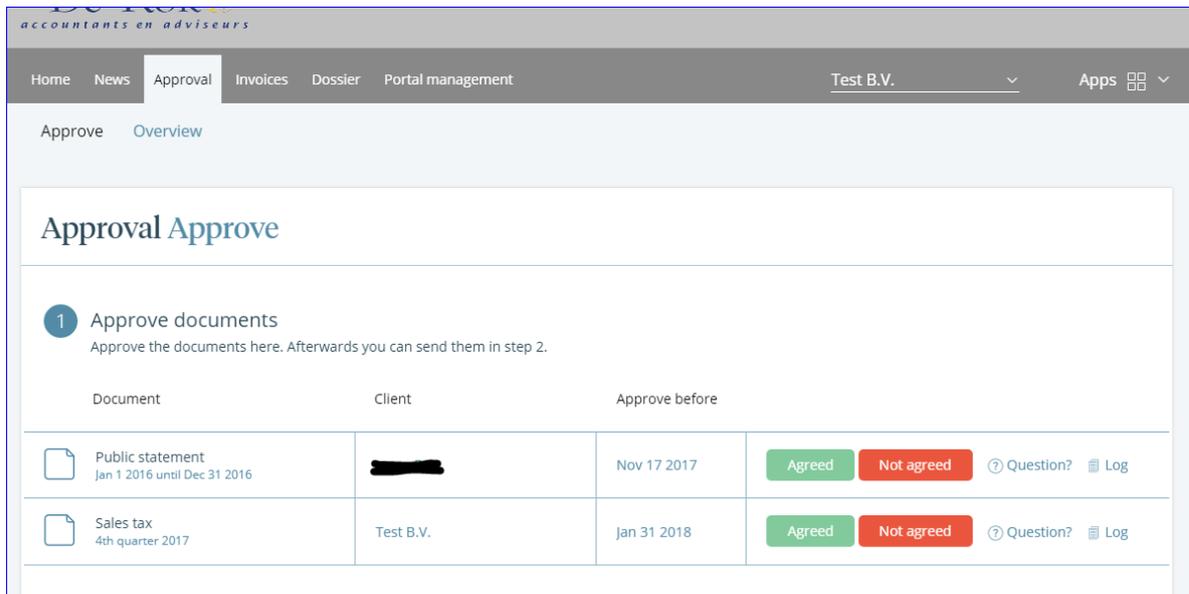
The process contains two steps.

1. *Viewing the document and chose "Agreed" or "Not Agreed.*
2. *Confirm it en sent the document.*

1 – View document

Before you Agree you have to view the document. You can do this by selecting the document .

- **Question?**

If you have a Question about the document.

You will see this screen in which you can type your question.
Select "Submit" to send your question.

The Screen for viewing a document look something like here below..

If you would like to print the document you first have to download it.
When you have viewed the document you can close the screen and return to the screen below.

Document Agreed
If you agree select the green button. The screen that follows you have to select "Agreed".

- **Remark:**
  When you have to approve a "Public Statement" you will be asked to fill in a date, Please fill in the date that is recommended.

Please type the proposed date , this date is the same date as placed in the document.
After that you **select "Agreed".**

After agreeing the green button changes

Not agreed

If you don't agree with the document select and specify a reason in the screen that
follows, finally select ., the red button changes in .

2 –Confirm and sent

In both cases (Agreed or Not agreed) you have to confirm it by selecting.

You will then receive a text message on you mobile phone with the following content.
"De Kok Online Confirmationcode : xxxxx. this code is valid until xx.xx De Kok Accountants en
Adviseurs B.V."

<u>You can confirm more than one document at once.</u>

Fill in the receive code and select the green button "Send documents" to send in the document.

When you have done this the document will be directly sended to the tax office and to our office.

You will receive e-mail which informs you that de document has been send.