

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.



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

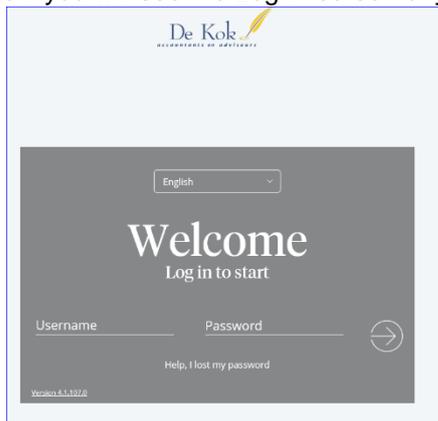
You can log-in by using the link in the mail

You will then see this screen of our website.



Select the grey button "Klantenportaal".

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



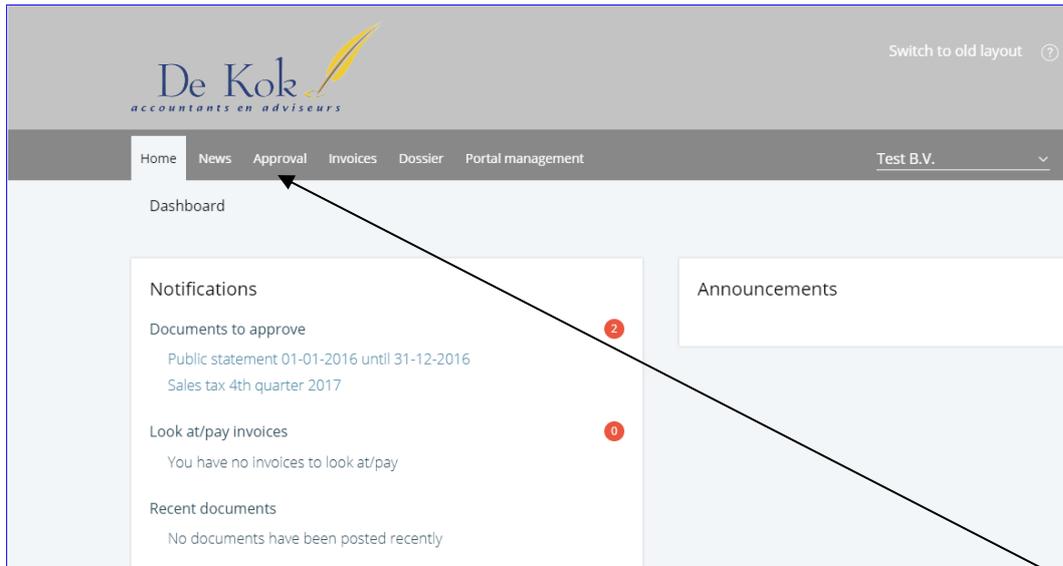
Here you fill in the Username and Password as sended to you in our e-mail.

You can use this password only once!!.

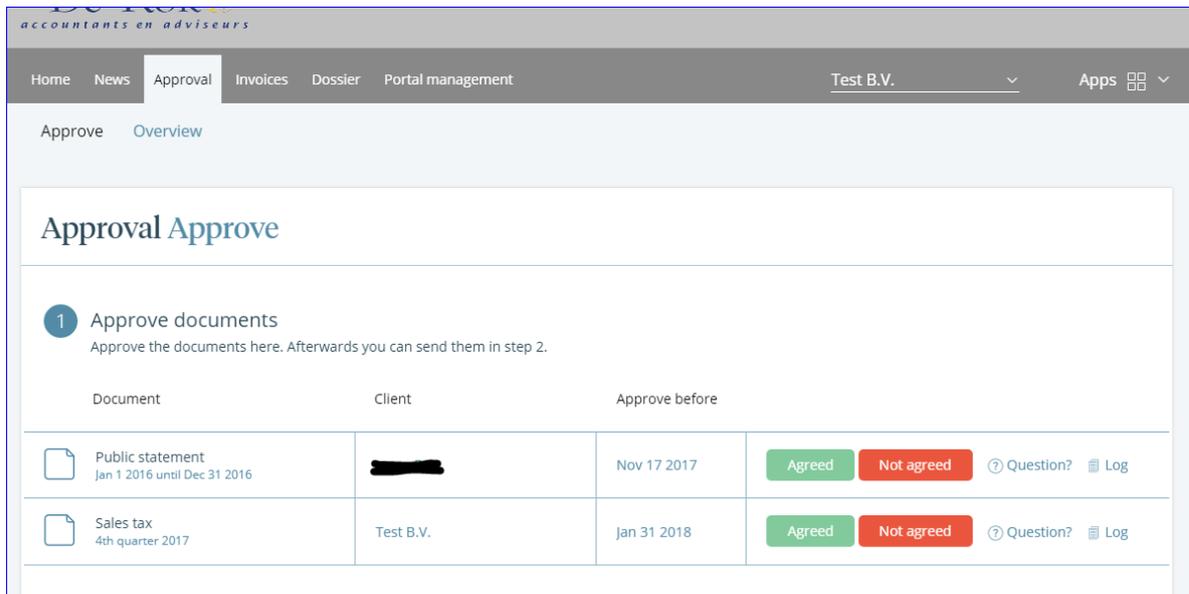
After your first log-you will be asked you to generate a new Password. This new password gives you access for every new log in. The site will inform you if your new password is strong enough.

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 .

accountants en adviseurs

Home News Approval Invoices Dossier Portal management Test B.V. Apps

Approve Overview

Approval Approve

1 Approve documents
Approve the documents here. Afterwards you can send them in step 2.

Document	Client	Approve before	Agreed	Not agreed	Question?	Log
Public statement Jan 1 2016 until Dec 31 2016	[REDACTED]	Nov 17 2017	Agreed	Not agreed	Question?	Log
Sales tax 4th quarter 2017	Test B.V.	Jan 31 2018	Agreed	Not agreed	Question?	Log

- **Question?**

Document	Client	Approve before	Agreed	Not agreed	Question?	Log
Public statement Jan 1 2016 until Dec 31 2016	Jonas B.V.	Nov 17 2017	Agreed	Not agreed	Question?	Log

If you have a Question about the document.

Ask a question

Cancel

I have a question about the approval document "Public statement Jan 1 2016 until Dec 31 2016" from "03-11-2017"

Contact me via:

Phone E-mail

Notes:

Submit

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..

Sales tax
4th quarter 2017, version 1

.PDF
omzetbelasting-4e_kwartaal-2017_xbrl_pdf_report.pdf

.XBRL
omzetbelasting-4e_kwartaal-2017_xbrl

Aangifte omzetbelasting
Aangifte entiteit: 117168099B01
Client: Test B.V.
Betalingkenmerk: 1117 1680 9170 1300
Aangifte tijdvak: 01-10-2017 - 31-12-2017
OB aangifte type: OB-81362799
Gegevens: 03-11-2017 10:32

Software informatie
Rolstnr: softwareontwikkelaar: SWO00832
Bericht kenmerk aanleveraar (OB): OB-81362799
Naam softwarepakket: De Kok Online
Versie softwarepakket: 4.1.107.0

Contactgegevens
Soort contactpersoon: Intermediair
Contactpersoon: [Redacted]
Telefoonnr.: +31(0)204448000
Baconnr.: 193109

Progressie omzet en omzetbelasting	Bedrag waarover omzetbelasting wordt berekend	Omzetbelasting
I Prestaties binnenland		
1a. Leveringen/diensten belast met 21%	€ 0	€ 0
1b. Leveringen/diensten belast met 0%	€ 0	€ 0
1c. Leveringen/diensten belast met overige tarieven, behalve 0%	€ 0	€ 0
1d. Privégebruik	€ 0	€ 0
1e. Leveringen/diensten belast met 0% of niet bij u belast	€ 0	€ 0
II Verleggingsregelingen binnenland		
2a. Leveringen/diensten waarbij de omzetbelasting naar u is verlegd	€ 0	€ 0
III Prestaties naar of in het buitenland		
3a. Leveringen naar landen buiten de EU (uitvoer)	€ 0	€ 0
3b. Leveringen naar of diensten in landen binnen de EU	€ 0	€ 0
3c. Installaties/afstandsverkoop in landen binnen de EU	€ 0	€ 0
IV Prestaties vanuit het buitenland aan u verricht		
4a. Leveringen/diensten uit landen buiten de EU	€ 0	€ 0
4b. Leveringen/diensten uit landen binnen de EU	€ 0	€ 0
V Voorbelasting, kleine ondernemersregeling, schuldten en eindtoelaf		
5a. Omzetbelasting (rubrieken 1 t/m 4)	€ 0	€ 0
5b. Voorbelasting	€ 0	€ 0
5c. Subtotaal (rubriek 5a min 5b)	€ 0	€ 0
5d. Vermindering volgens kleine ondernemersregeling	€ 0	€ 0
5e. Schuldten vorige aangifte	€ 0	€ 0
5f. Schuldten deze aangifte	€ 0	€ 0
Totaal	To betalen	€ 0

Info
Sales tax 4th quarter 2017, version 1
Status: To approve
Posted on: Nov 3 2017
ID: 1067792

[Download](#)

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.

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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.”

You can confirm more than one document at once.

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 sent to the tax office and to our office.

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