

QUICK GUIDE

Last update: October 29, 2021



DKid is the **personal account** that provides access to all **Datev Koinos** software and services.

It's your **digital identity** for the **Datev Koinos** world. With a **single ID** - and password - you can access all the software, websites and services that our company offers, starting off with SuperBill, of course.

It's an **authentication system that guarantees you security and convenience** in accessing and managing your data online.

REGISTRATION AND LOGIN

Don't you have your own ID yet? Click on **Register** and enter the requested data.

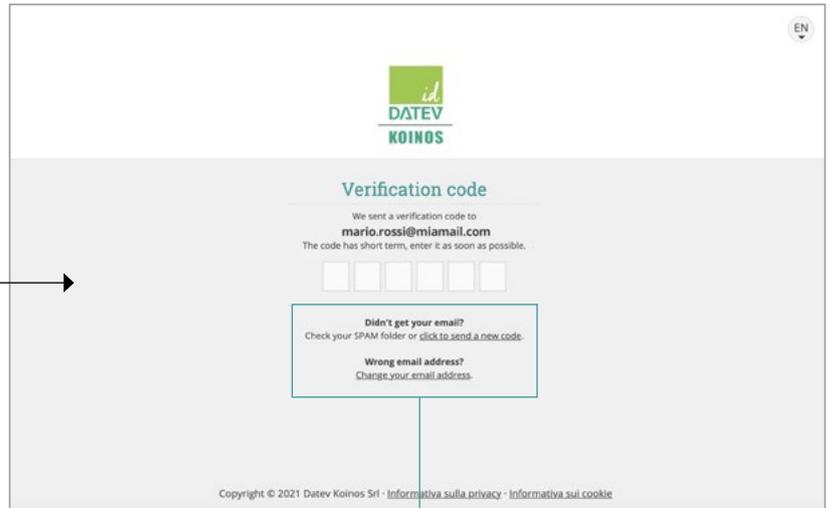
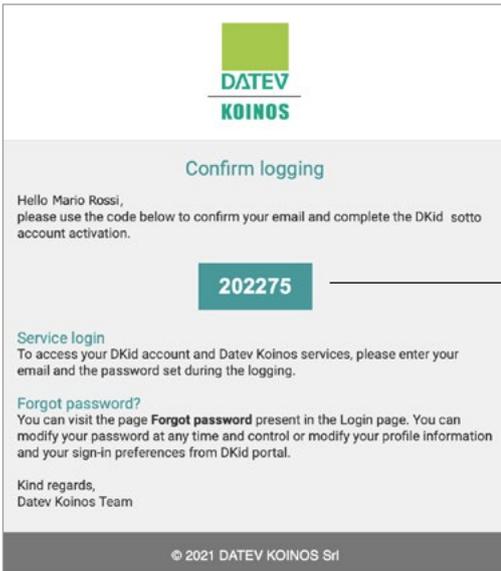
Two screenshots of the DATEV KOINOS web interface. The left screenshot shows the 'Login' page with fields for 'User Name' and 'Password', a 'Remember my login' checkbox, and buttons for 'LOGIN' and 'Not registered yet? REGISTER'. The right screenshot shows the 'Register' page with fields for 'Email', 'First Name', 'Last Name', 'User Name', 'Password', and 'Confirm Password', a checkbox for 'I have read the privacy statement', and buttons for 'REGISTER' and 'BACK TO LOGIN'. An arrow points from the 'REGISTER' button in the left screenshot to the 'REGISTER' button in the right screenshot.

Remember that your password must contain at least 8 characters, a number, a non-alphanumeric character and a capital letter.



VERY IMPORTANT! Remember that it is not possible to use the same email address to register several DKid accounts.

You will receive, in your inbox, the email with the code to activate your account, upon confirmation. Follow the instructions and you will be immediately ready to access the desired service.



 The code you will receive will be valid for a limited time, so if you do not receive it, please check your spam folder.

 If you do not receive your code, you can request a new one by clicking on the link "Send new code". You can change the address by clicking on "Change your email address".

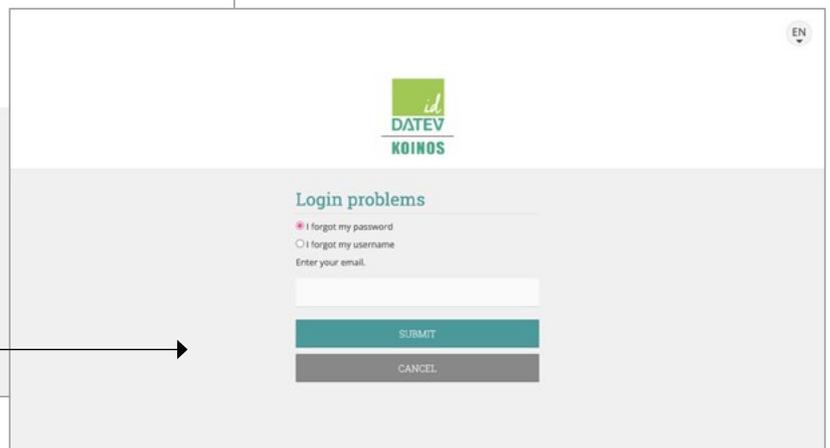
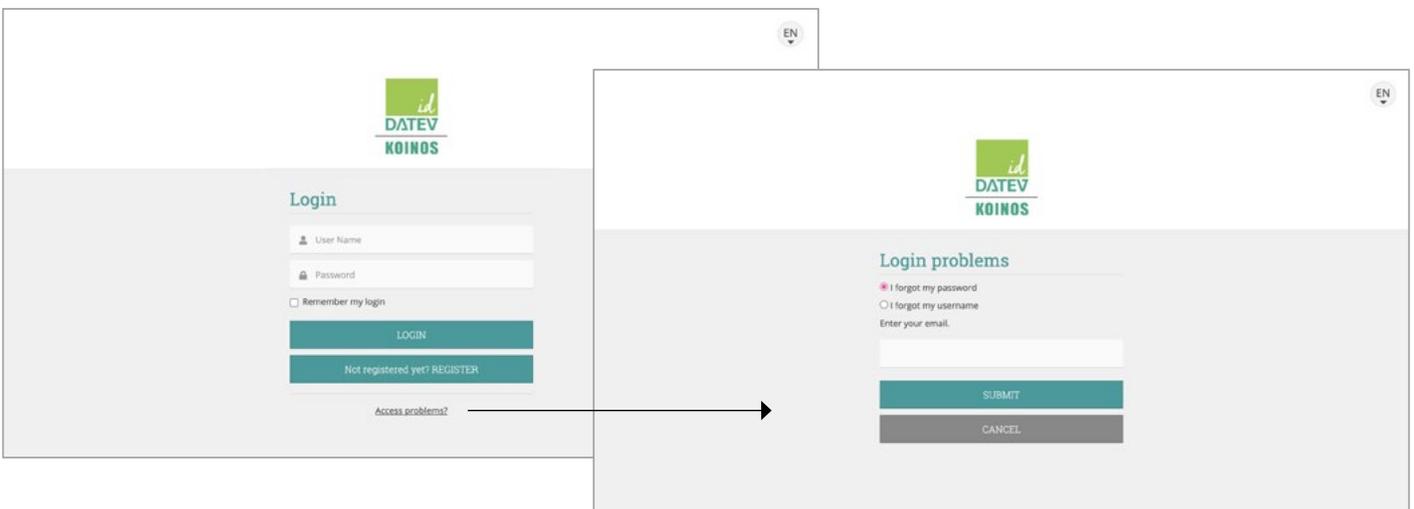
Do you have your own ID already?

Enter your username and password and log in to your working area.

 Remember that it is not possible to access software, sites or services with DKid belonging to different users at the same time and from the same browser.

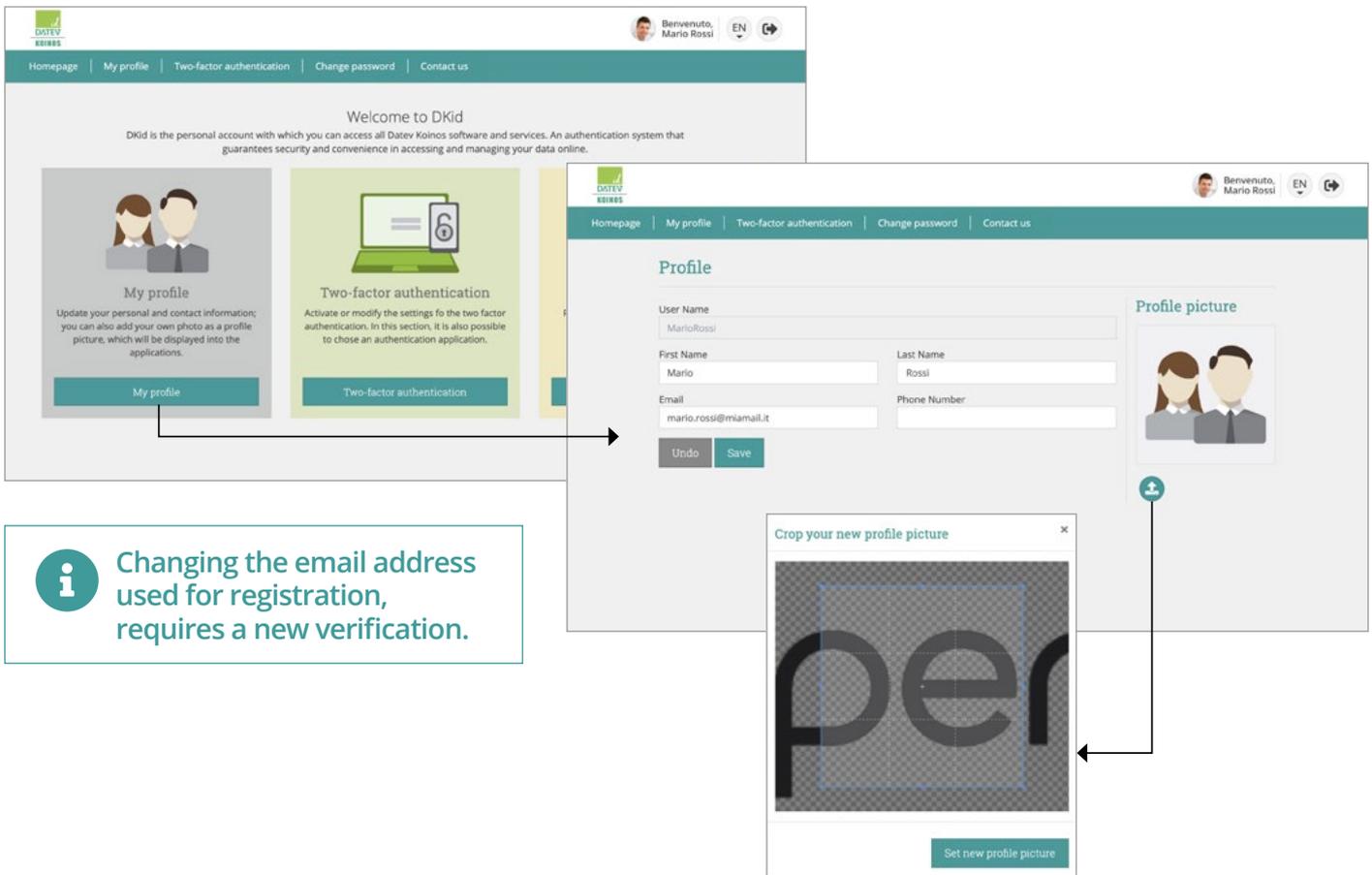
Login troubles?

Click on the link to retrieve your username or reset your password. In both cases, an email will be sent to the address specified in the profile, with the necessary instructions to restore access.



PROFILE

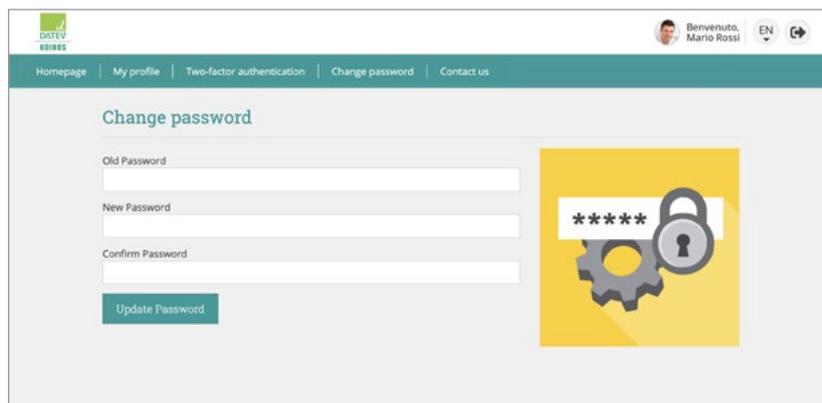
If you want to personalise your profile by adding a photo or changing your personal details, click on **My Profile**. Update your profile and confirm the operation using the **Save** button.



The image shows a user interface for a profile page. On the left, there is a 'My profile' section with a button labeled 'My profile'. On the right, there is a 'Profile picture' section with a button labeled 'Profile picture'. A modal window titled 'Crop your new profile picture' is open, showing a crop tool over a profile picture. A text box on the left contains an information icon and the text: 'Changing the email address used for registration, requires a new verification.'

CHANGE PASSWORD

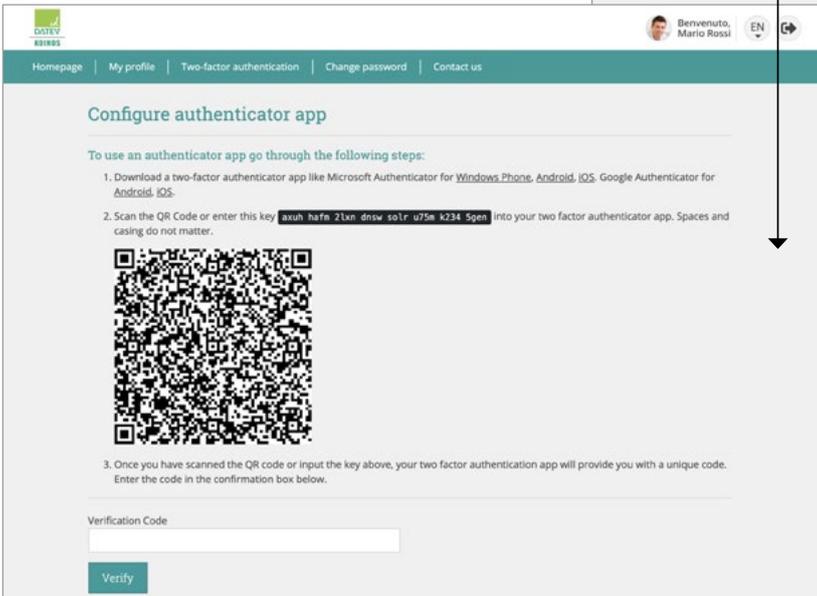
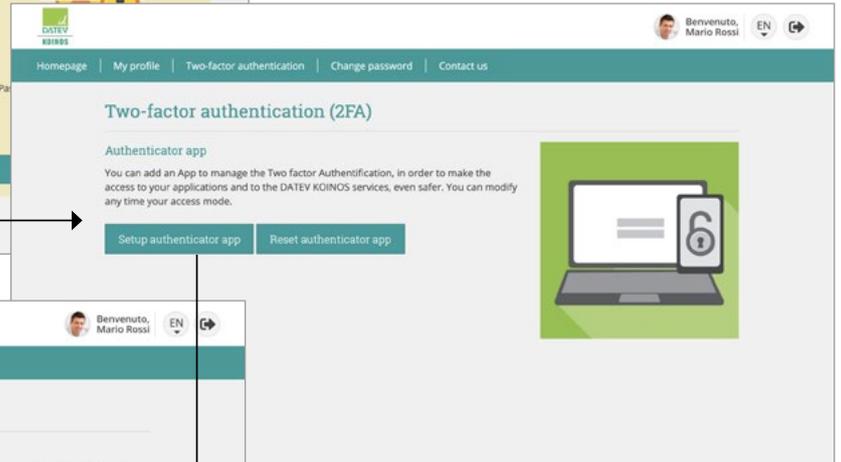
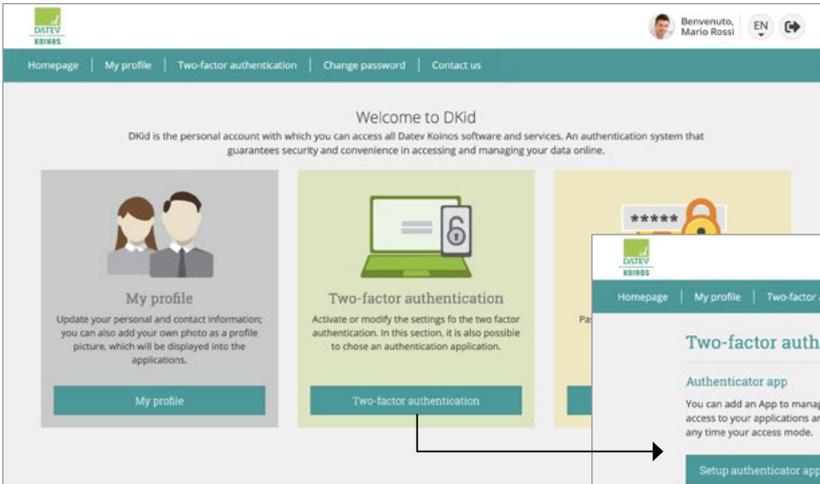
You can change your password any time, if you need, by clicking on **Change password**. Enter your old and new password and confirm the change by clicking on **Update Password**. You will be able to use your new password the next time you log in.



The image shows a 'Change password' page with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the fields is a button labeled 'Update Password'. To the right of the input fields is a graphic of a padlock and gears.

2-FACTOR AUTHENTICATION (2FA)

If you want to enable a 'strong' authentication procedure click on **Two-factor authentication** and follow the instructions to add an authentication app.



 Follow the instructions to add an authentication app, such as Microsoft Authenticator and Google Authenticator. Download the app, scan the QR code and enter the verification code generated by the app.

 Once enabled, you can disable the procedure at any time, using the "Disable 2FA" button.

 Lost your two-factor authentication? You can reset the procedure by clicking on "Reset restore codes".

