

QUICK GUIDE

Last update July 31, 2024



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.

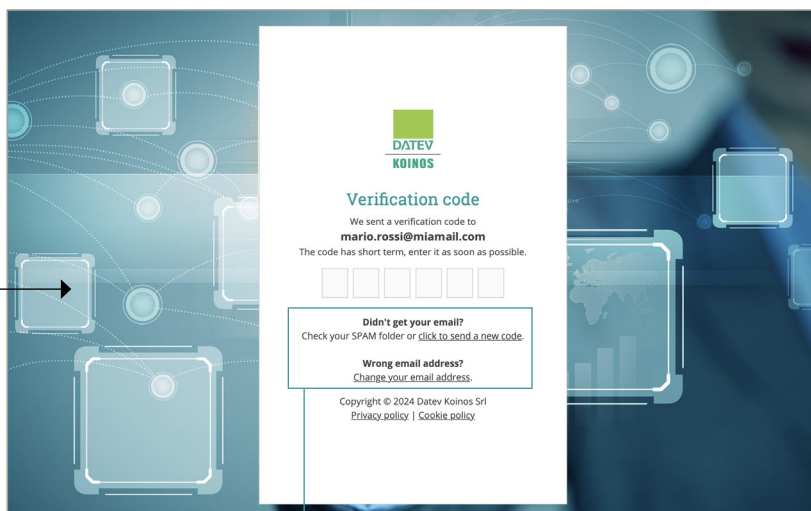
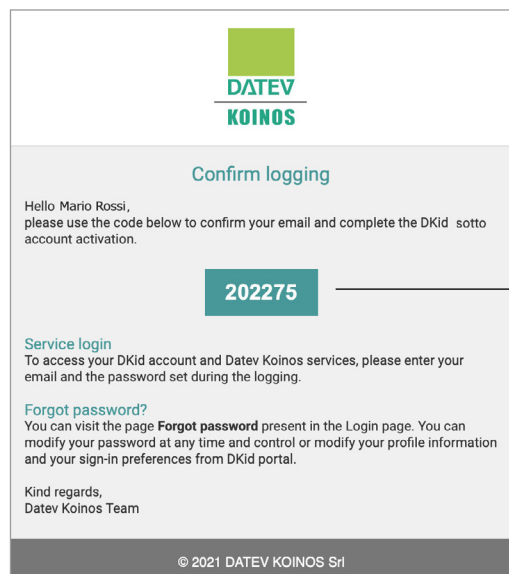
Two screenshots of the Datev Koinos web interface. The left screenshot shows the 'Login' page with fields for 'User Name' and 'Password', a 'Remember my login' checkbox, and a 'LOGIN' button. Below the button are links for 'Not registered yet? REGISTER', 'Access problems?', and copyright information. The right screenshot shows the 'Register' page with fields for 'Email', 'First Name', 'Last Name', 'User Name', 'Password', and 'Confirm Password', along with a checkbox for 'I have read the privacy statement' and 'REGISTER' and 'BACK TO LOGIN' buttons. Both pages feature the Datev Koinos logo at the top.

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.



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".



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

Do you have your own ID already?

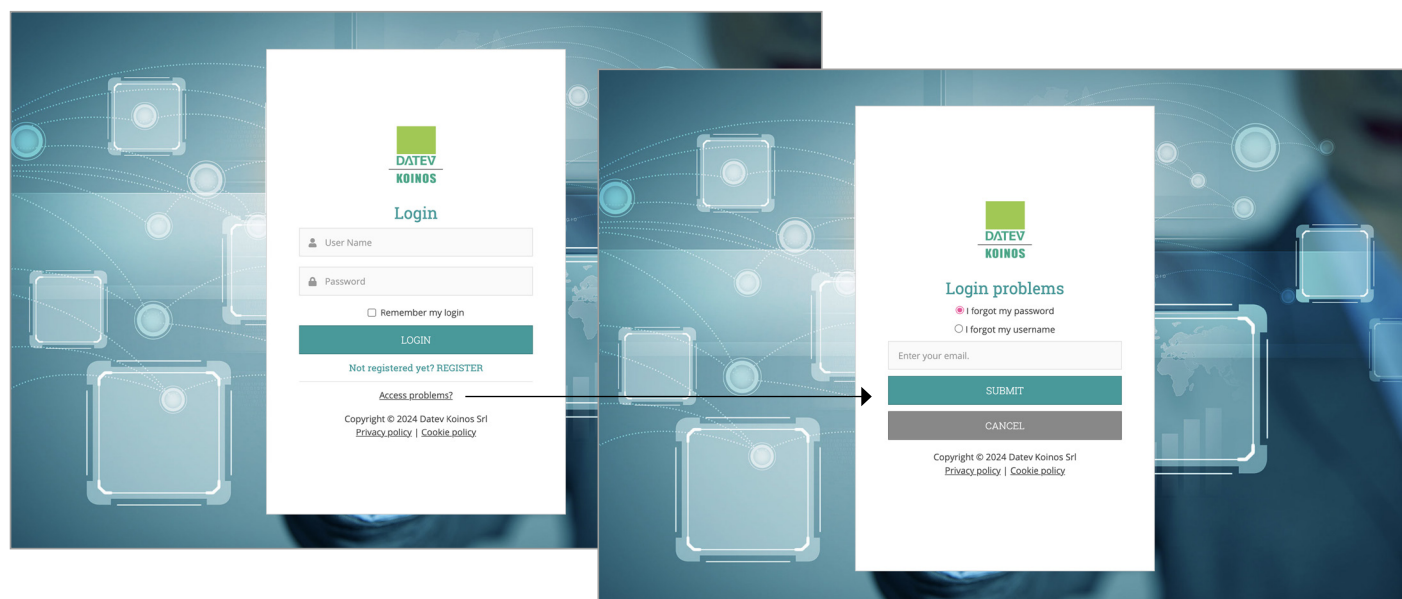
Enter your username and password and log in to your working area.



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 screenshot shows the DATEV KOINOS user interface. The top navigation bar includes links for Homepage, Developer, My profile, Two-factor authentication, Change password, and Contact us. The main content area is titled 'Welcome to DKid' and contains three cards: 'My profile', 'Two-factor authentication', and 'Create new profile'. The 'My profile' card is highlighted, and an arrow points from it to the 'Profile' form. The 'Profile' form contains fields for User Name (MarioRossi), First Name (Mario), Last Name (Rossi), Email (mario.rossi@miamail.it), and Phone Number. There are 'Undo' and 'Save' buttons. To the right of the form is a 'Profile picture' section with a placeholder image and a '+' icon. Below the 'Profile picture' section is a 'Crop your new profile picture' dialog box with a large image and a 'Set new profile picture' button. A text box at the bottom left states: '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 screenshot shows the DATEV KOINOS user interface. The top navigation bar includes links for Homepage, My profile, Two-factor authentication, Change password, and Contact us. The main content area is titled 'Change password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. There is an 'Update Password' button. To the right of the form is a graphic showing 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.

My profile
Update your personal and contact information; you can also add your own photo as a profile picture, which will be displayed into the applications.

Two-factor authentication
Activate or modify the settings for the two-factor authentication. In this section, it is also possible to choose an authentication application.

Two-factor authentication (2FA)
Authenticator app
You can add an App to manage the Two factor Authentication, in order to make the access to your applications and to the DATEV KOINOS services, even safer. You can modify any time your access mode.

Configure authenticator app
To use an authenticator app go through the following steps:

1. Download a two-factor authenticator app like Microsoft Authenticator for Windows Phone, Android, iOS, Google Authenticator for Android, iOS.
2. Scan the QR Code or enter this key `axuh h4fm 2lxn dsw solr u75m k234 5gen` into your two factor authenticator app. Spaces and casing do not matter.
3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

Verify

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".

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Setup authenticator app **Reset authenticator app**

You can turn Off Two Factor Authentication, or, in case you lost codes, you can generate new redemption codes.

Disable 2FA **Reset recovery codes**