

Applying Electronically for the Allocation of E-cash Register Client's Code (VRP – virtual cash register/ORP – online cash register) via the Financial Administration Portal

The information is designed for entrepreneurs who apply for the allocation e-cash register client's code.

Filing application for the allocation of e-cash register client's code electronically via the Financial Administration portal (hereinafter the "FA portal") shall only be possible if an entrepreneur or its representative has been previously registered and authorised for electronic communication. For more information on the topic, please, read the attached document:

http://www.financnasprava.sk//img/pfsedit/Dokumenty_PFS/Zverejnovanie_dok/Aktualne/Elektronicka_komunikacia/2019/2019.03.20_6_EK_2019_IM.pdf

I. Procedure for searching, filling-in, and sending of a structured document – Applications for the allocation of e-cash register client's code:

- 1) An entrepreneur or person who communicates electronically on behalf of a taxpayer, hereinafter only the "entrepreneur", via the FA portal www.financnasprava.sk "clicks" on

"Prihlásenie" /Logging/ top right

Prihlásenie

and then chooses logging details.

Spôsob prihlásenia

- Identifikátor a heslo
- Kvalifikovaný elektronický podpis (KEP)
- Občiansky preukaz s elektronickým čipom (eID)

Späť

Figure 1

- 2) If the entrepreneur has several entities registered under his/her ID, he/she chooses the right entity and "clicks" on "Nastaviť" /Set/ (in section Selection of tax entity).

Osobná internetová zóna → Výber daňového subjektu

Výber daňového subjektu

DIČ

IČO

Obchodné meno

Adresa

Nastaviť Pokračovať bez výberu subjektu ?

Figure 2

- 3) In section "Katalógy" /Catalogues/, the entrepreneur chooses and confirms "Katalóg formulárov" /Catalogue of forms/.

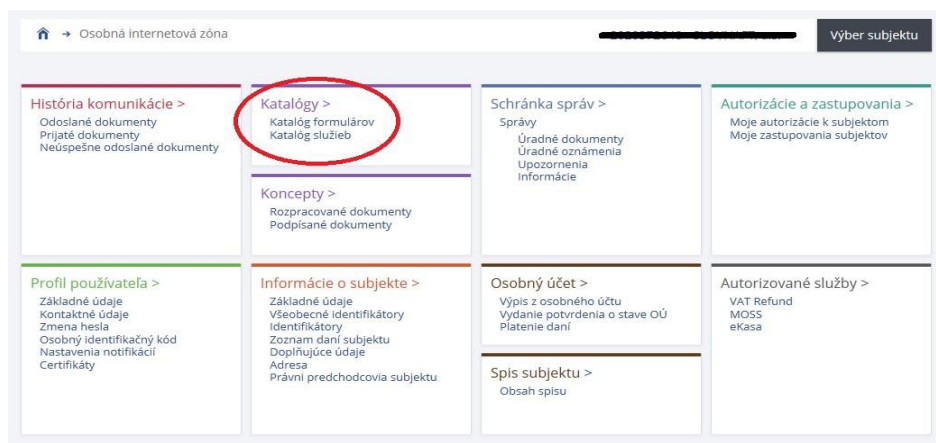


Figure 3

- 4) Subsequently, a table containing forms is displayed. Here, the entrepreneur chooses, with the use of searching criteria, agenda of the document (form) to be filled-in and filed. In our case, agenda is Pokladnice e-kasa klient - "Pridelenie kódu pokladnice e-kasa klient" /Cash registers - e-cash register client - "Allocation of e-cash register client's code"/.

Osobná internetová zóna → Katalógy → Katalóg formulárov

Výber subjektu

Obsah stránky

- » História komunikácie
- » **Katalógy**
 - » **Katalóg formulárov**
 - » Katalóg služieb
 - » Koncepty
 - » Schránka správ
 - » Autorizácie a zastupovania
 - » Profil používateľa
 - » Informácie o subjekte
 - » Najbližšie daňové udalosti
 - » Osobný účet
 - » Spis subjektu
 - » Autorizované služby

Katalóg elektronických formulárov

Vyhľadávacie kritériá

Oblasť: Všetky

Agenda: Všetky

Názov verzie formulára:

☐ Zobrazíť aj staré verzie

Vyhľadať

V prípade problémov alebo nefunkčnosti formulárov postupujte podľa návodu TU

Kód	Názov
▼	Medzinárodná výmena informácií
▶	DAC2_CRS
▶	DAC4_CbCR
▶	FATCA
▼	Podanie pre FS
▶	Sťažnosť
▼	Pokladnice e-kasa klient
▶	Odklad zo zasielania údajov do systému e-kasa
▶	Oznámenie o zmene predajného miesta alebo predmetu činnosti pre e-kasa klient
▶	<u>Pridelenie kódu pokladnice e-kasa klient</u>
▶	Strata prihlasovacích údajov k virtuálnej registračnej pokladnici
▼	Register
▶	Podanie pre FS - Register
▶	Registrácia na daň z príjmov, daň z pridanej hodnoty a daň z poistenia
▶	Registrácia servisných organizácií

Figure 4

- 5) At first, the application needs to be opened by "clicking on the arrow on the left".

Figure 5

- 6) After confirming the selected document, click on "workbook and pen" on the right, then the application for the allocation of e-cash register client's code is opened and displayed (see Figure 5).
- 7) After that, it is necessary to choose whether you apply for the allocation of online cash register's code (ORP) or virtual cash register's code (VRP), and fill-in other data in the pre-printed form.

Note: in this step it is crucial that the taxi driver choose the allocation of virtual cash register's code (VRP)! Only using of VRP allows the taxi driver to register the total amount of the paid fare to the VRP without the obligation to issue and hand in the VRP receipt to the passenger, provided that the passenger received electronically the confirmation of the paid fare in accordance with the provisions of the Road Transport Act (this confirmation will be sent to the passenger via the Uber application).

Figure 6

- 8) After filling-in data, the user makes the final check of the application, clicks on "Kontrolovať" /Check-up/. Whether the application is filled-in correctly.



Figure 5

- 9) Following the check-up, the entrepreneur only signs and sends the application by clicking on "Podpísať" /Sign/ and "Podať EZ-kou" /File with the use of EZ/ (EZ – electronic symbol, this applies to the entrepreneurs who have signed with the Tax Office an Agreement on Electronic Service of Documents) or clicking on "Podpísať KEP-om" /Sing with KEP/ (this applies to the entrepreneurs who use qualified electronic signature - so-called KEP or eID card). An entrepreneur using KEP (after clicking on "Podpísať KEP-om" /Sign with KEP/ must click on "Podať podpísané KEP-om" /File the document signed with KEP/. Then, a notification informing that the application has been sent, is displayed.

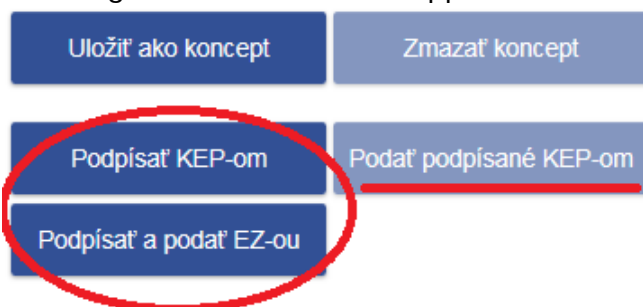
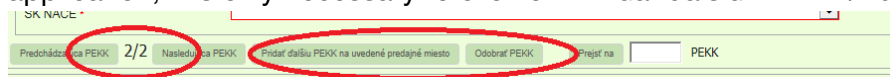


Figure 6

- 10) After the application has been sent, it is recommended that you check, whether the document was successfully sent and received. This is done in "História komunikácie" /Communication history/.

Note:

One application for the allocation of e-cash register client's code can be filed by an entrepreneur for several cash registers registered at one sales point. When filling-in the application, it is only necessary to click on "Pridať ďalšiu PEKK" /Add another PEKK/.



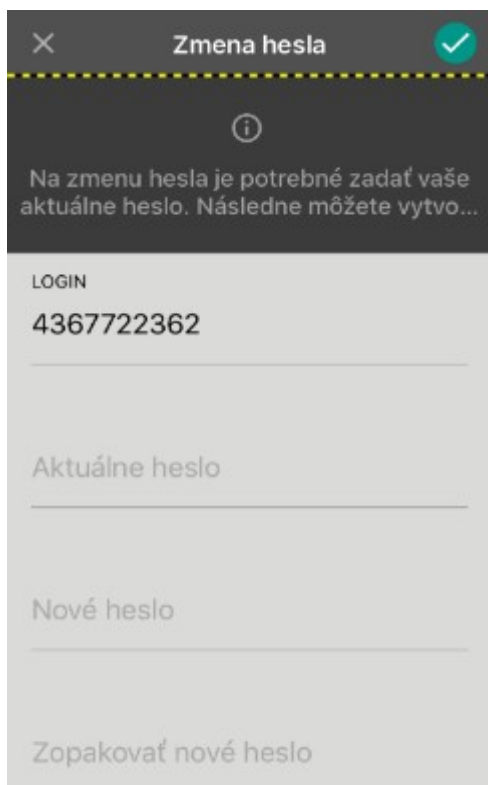
11) FIRST LOGIN INTO app

After delivery of login data from the Financial Administration of the Slovak Republic (the login and the password - these valid identifiers were generated on the basis of VCR registration request), the first login is different from the following login.

The entrepreneur enters the login and the password on the login screen and clicks on the Sign in button.

After successfully logging into the mobile app, a screen will be displayed in which the entrepreneur enters the original password and a new password (the password must contain at

least 8 characters, including at least one capital letter, one small letter and one number), repeats the new password and also enters the PIN that was selected by the entrepreneur in the VCR registration request. After a successful password change, a password change message will be displayed, and the entrepreneur can continue working with the app (please see picture below).



The screenshot shows the 'Zmena hesla' screen. At the top, there is a title bar with a close button (X), the title 'Zmena hesla', and a green checkmark icon. Below the title bar, there is an information icon (i) and a message: 'Na zmenu hesla je potrebné zadať vaše aktuálne heslo. Následne môžete vytvo...'. The screen contains four input fields: 'LOGIN' with the value '4367722362', 'Aktuálne heslo', 'Nové heslo', and 'Zopakovať nové heslo'.

Note: It is possible to change the password in the app at any time through Settings.

12) LOGIN INTO mobile app

The entrepreneur enters a valid login and password on the login screen and clicks on the Sign in button. The system will authorize the entrepreneur for working with the application based on the data entered (please see picture below).



The screenshot shows the login screen. At the top, there is a title bar with the title 'Žiadosti a oznámenia'. Below the title bar, there is an image of a VRP+ cash register. The text 'VIRTUÁLNA REGISTRAČNÁ POKLADNICA' and 'Verzia: 3.9.0' is displayed. The screen contains two input fields: 'Login' and 'Heslo' (with a toggle icon). A green button labeled 'Prihlásiť sa' is at the bottom.

If the entrepreneur enters incorrect login data (at least one of them), the entrepreneur will not be allowed to enter the app and the login must be repeated. After five consecutive unsuccessful login attempts, the entrepreneur's user account will be automatically blocked for a certain period of time. The account blocking time will increase exponentially as the number of unsuccessful login attempts increases. After the lapse of the blocking time and entering the correct login data, the entrepreneur can enter the app again.