

## Before you start

### What is TAXISnet?

TAXISnet is an information system with which taxpayers and businesses deal with the General Secretariat of Information Systems bypassing the public financial service. TAXISnet's goal is to facilitate taxpayers to settle their tax obligations easier, faster and more correctly.

### What the TAXISnet account offers

By creating a TAXISnet account you can access not only tax services, but also many other services of the public administration and the Unified Digital Portal gov.gr.

### How to register on TAXISnet

Registration takes place in 3 steps

1. Apply (online). In the application we fill in the necessary information and create the **user name** (username) and the unique **access code** (password) in the service
2. Receive key number. After successfully submitting the application you will receive a key number. Pickup can be done
  - by the competent DOU
  - or, in the case of natural persons, electronically via SMS and email.
3. Account activation (online). For activation we will need the **username** and **password** as well as the **key number** you received in the previous steps.

### What is needed to register on TAXISnet

- Know the necessary information: full name, patronymic and VAT number
- Have a personal e-mail account and have access to incoming messages

In addition, to issue a key number electronically, you must fill in additional information in the application

- the **mobile phone number** and the **mobile phone provider** serving the number that you will state in your application,
- the **ID number** and the **IBAN account number** that you have with the payment service provider you work with.

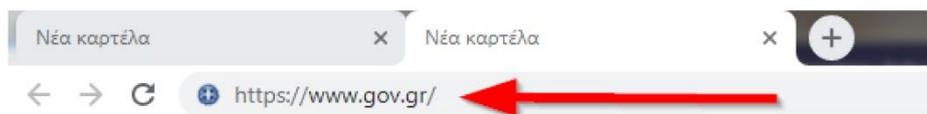
### What is the difference between passcode and password?

They are two completely different things. The key number is a unique number that is created when you register with TAXISnet in order to make the process more secure. It is mainly used to activate your account and when resetting your password. You will use your username and password to log in and identify yourself to the service each time. **In other words, the key number is not related to the password** and is not used during login and identification.

## Access to the Service

First, go to the **Unified Digital Portal** (gov.gr) which is the online portal of the Greek state with the digital services of the ministries, agencies, organizations and independent public authorities.

In the address bar of your browser (e.g. Chrome, Firefox, Opera) type the address [www.gov.gr](https://www.gov.gr)



In the search box of the home page of the Unified Digital Portal gov.gr, type the term " **taxisnet**".

When the relevant services are found, select **Online registration/ Taxisnet code management**



Either way A or way B, on the page that appears select **Sign in to the service**.

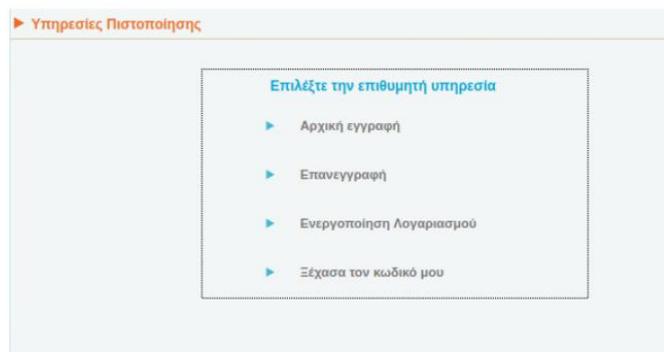


On the page that appears, you now see that you will be at the **Independent Inland Revenue Authority**.

Select **Login to the service** again.

You will automatically be taken to the certification services page. Depending on what you want to do, choose one of the following:

- If you are registering for the first time, select [Initial registration](#)
- If you have forgotten your password and/or username and also do not know the key number, select [Re-register](#)
- If you have successfully completed the initial registration or re-registration and received the key number select [Activate Account](#)
- If you have forgotten your password, select [I forgot my password](#). But you should know the key number.



## Application for registration / re-registration

After going to the [AADE Certification Services](#) page :

- Select **Initial registration** if you wish to register for TAXISnet services for the first time.
- Select **Re-register** in case you are already a TAXISnet user but you have forgotten your username or you have forgotten your password and key number or you have deactivated your account and want to activate it. Your re-registration will follow the same process as the original registration.

The registration and re-registration procedures are identical

Υπηρεσίες Πιστοποίησης

Επιλέξτε την επιθυμητή υπηρεσία

- ▶ Αρχική εγγραφή
- ▶ Επανεγγραφή
- ▶ Ενεργοποίηση λογαριασμού
- ▶ Ξέχασα τον κωδικό μου

Select **Natural person** if you wish to register as a natural person to TAXISnet services.

Εγγραφή ( Βήμα 1 από 2 )

Επιλέξτε τύπο προσώπου

- ▶ Φυσικό πρόσωπο
- ▶ Νομικό πρόσωπο

## Username and password

**Username** : Must consist of 3-20 Latin characters or numbers.

 Tapping it automatically populates the icon with a suggested value.

**Password** : Must consist of at least 8 characters and contain at least 1 numeric character, 1 uppercase alphabetic character, 1 lowercase alphabetic character and 1 special character. Fill in the same value in the **Confirm code** field .

► Εγγραφή φυσικού προσώπου ( Βήμα 2 από 2 )

Επιλέξτε username και κωδικό

\* Username  

\* Κωδικός  

\* Επιβεβαίωση κωδικού  

### VAT number and name

**Mandatory** completion of all fields marked with a single asterisk (\*).

### Identity and IBAN

To send a key code electronically via SMS and email, the fields marked with a double asterisk (\*\*) must be filled in:

- ID type and number
- IBAN of a bank account in which you are the owner or beneficiary.

Συμπληρώστε τον ΑΦΜ και το ονοματεπώνυμό σας

\* ΑΦΜ

\* Επώνυμο

\* Όνομα

\* Πατρώνυμο

\*\* Τύπος Ταυτότητας

\*\* Αρ. Ταυτότητας

\*\* IBAN

### Email confirmation

In the email field, strictly fill in **your personal email** and not that of a relative or a third party. You will need to access your email inbox to confirm it.

1. In the email field, fill in your personal email
2. Then press the **Confirm** e-mail button. Check your email inbox and copy the confirmation code.
3. Enter the Confirmation Code you received in the corresponding field.

### Mobile phone and carrier

To send a key via SMS and email, the fields marked with a double asterisk (\*\*) must be filled in:

- Mobile phone and
- Mobile phone provider

**Image characters:** In this field, fill in the characters you see in the image. If the characters are not clear, press the icon  to try another image.

**Συμπληρώστε τα στοιχεία επικοινωνίας σας**

\* E-mail

Κωδ. επιβεβαίωσης E-mail

\* Σταθερό τηλέφωνο

\*\* Κινητό τηλέφωνο

\*\* Πάροχος Κινητού

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**Δήλωση - Γνωστοποίηση**

Επιθυμώ να παραλάβω τον κλειδάριθμο μέσω SMS και email που δηλώνω και γνωρίζω ότι τα στοιχεία της αίτησής μου, ΑΦΜ, τύπος και αριθμός ταυτότητας, IBAN και αριθμός κινητού τηλεφώνου διαβιβάζονται, μέσω διαλειτουργικότητας προς διασφάλιση με τα τηρούμενα από πάροχο υπηρεσιών κινητής τηλεφωνίας ή/και πάροχο υπηρεσιών πληρωμών που θα υποδείξω, αποκλειστικά και μόνο για την πραγματοποίηση της ηλεκτρονικής ταυτοποίησης μου, σύμφωνα με τα προβλεπόμενα στην απόφαση Α.1082/2020 (ΦΕΚ Β' 1303/11.4.2020). Μετά την ολοκλήρωση της διαδικασίας ταυτοποίησης, τα διαβιβασθέντα δεδομένα διαγράφονται από τα αρχεία του παρόχου υπηρεσιών κινητής τηλεφωνίας ή/και του παρόχου υπηρεσιών πληρωμών

Αποδέχομαι τα ανωτέρω

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**Συμπληρώστε τους χαρακτήρες που διακρίνετε στην παρακάτω εικόνα**



\* Χαρακτήρες

## Submission

By pressing " **Submit** ", the values you filled in the fields will be checked for validity.

In case of incorrect completion, an appropriate error message will be displayed next to the corresponding field.

In case of successful entry, your registration request will be registered.

## Receiving a key number

### Electronic receipt

Once your identity and the IBAN of your bank account are confirmed and it is verified that you are the owner of the mobile phone you have registered, you will receive your key number in two parts:

- a) the first part of digits (including dashes) will be sent to your confirmed email
- b) the second part, five (5) digits, will be sent to the mobile number you registered.

Fill in all the digits you received in the email and your mobile phone in the above order (first part from the email, second part from the mobile) without a space between them and you have your key number available.

### Support and troubleshooting

If for any reason the key fails to be sent to you in the above way, please contact by phone at +302131621000 (Taxpayer Service Center) or contact your DOU to be served with a scheduled visit to the DOU. You can find the emails and contact numbers of DOU [here](#).

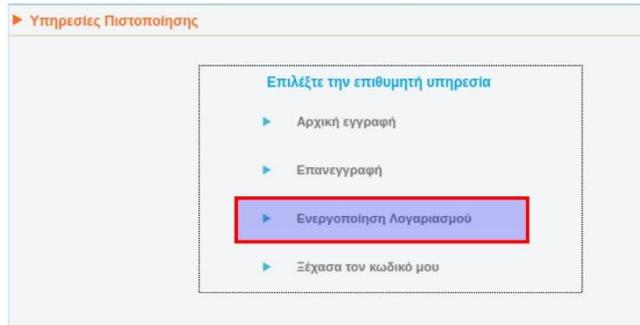
## Account Activation

To complete your TAXISnet registration you must activate your account. You will need:

- the username and password you created during the application
- the key number that you receive online with the application or with your visit to DOU
- your VAT number

To activate your TAXISnet account:

1. Go to the [AADE Certification Services page](#)
2. Select **Activate Account**.



Please fill in all fields.

**Username / Password** : Fill in the username and password you chose when submitting the registration or re-registration application at TAXISnet.

**Key number** : The number that was given to you electronically or during your certification at DOU. Fill it in accurately, including the dashes.

**Image characters**: In this field, fill in the characters you see in the image. If the characters are not clear, press the icon  to try another image.

Select the **Next button**

If you have lost or forgotten your password, you can change it by following these steps:

## Change password

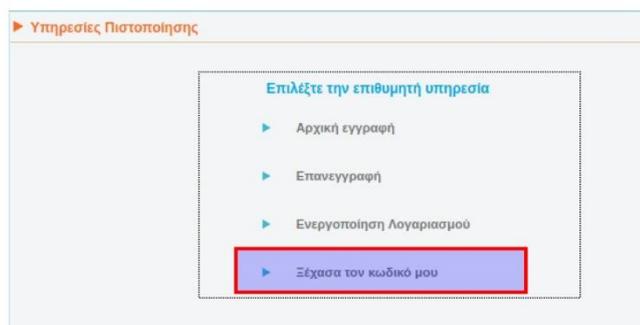
If you forgot your password you can create a new password. You will need:

- the user name (username) and
- the key number.

If you do not have all of the above then you should apply for [re-registration](#) .

To create a new code:

1. Go to the [AADE Certification Services page](#)
2. Select **Activate Account** .



Please fill in all fields

**Username** : The username you chose when registering on TAXISnet.

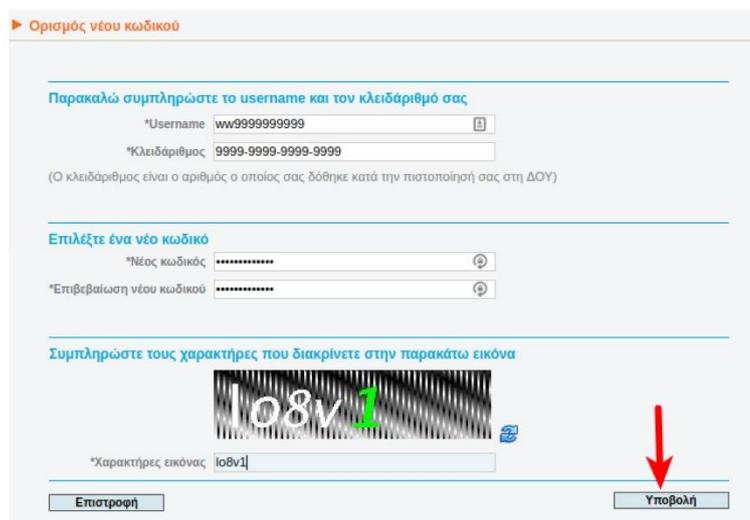
**Key number** : The key number is the number given to you during your certification at DOU. Fill it in accurately, including the dashes.

**New Password** : It must consist of at least 8 characters and contain at least 1 numeric character, 1 uppercase alphabetic character, 1 lowercase alphabetic character and 1 special character. Fill in the same value in the field

**Confirm new code**

**Image characters**: In this field, fill in the characters you see in the image. If the characters are not clear, press the icon  to try another image.

Select the **Submit button**

The image shows a web form titled 'Ορισμός νέου κωδικού'. It has three main sections. The first section, 'Παρακαλώ συμπληρώστε το username και τον κλειδίριθμό σας', contains two input fields: '\*Username' with the value 'ww999999999' and '\*Κλειδίριθμος' with the value '9999-9999-9999-9999'. Below these is a note: '(Ο κλειδίριθμος είναι ο αριθμός ο οποίος σας δόθηκε κατά την πιστοποίησή σας στη ΔΟΥ)'. The second section, 'Επιλέξτε ένα νέο κωδικό', contains two input fields: '\*Νέος κωδικός' and '\*Επιβεβαίωση νέου κωδικού', both with masked characters. The third section, 'Συμπληρώστε τους χαρακτήρες που διακρίνετε στην παρακάτω εικόνα', shows a CAPTCHA image with the characters 'lo8v1' and a refresh icon. Below the image is an input field with the value 'lo8v1'. At the bottom, there are two buttons: 'Επιστροφή' on the left and 'Υποβολή' on the right, with a red arrow pointing to the 'Υποβολή' button.

**Submit** : By pressing Submit, the values you filled in the fields will be checked for validity. If all fields are valid your new code will be set immediately and you will now be able to log in to TAXISnet with it.

**Back** : Pressing "Back" will take you to the certification services home page.