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QUICKFISCO GUIDE

# HOW TO SIGN UP FOR OUR PLATFORM

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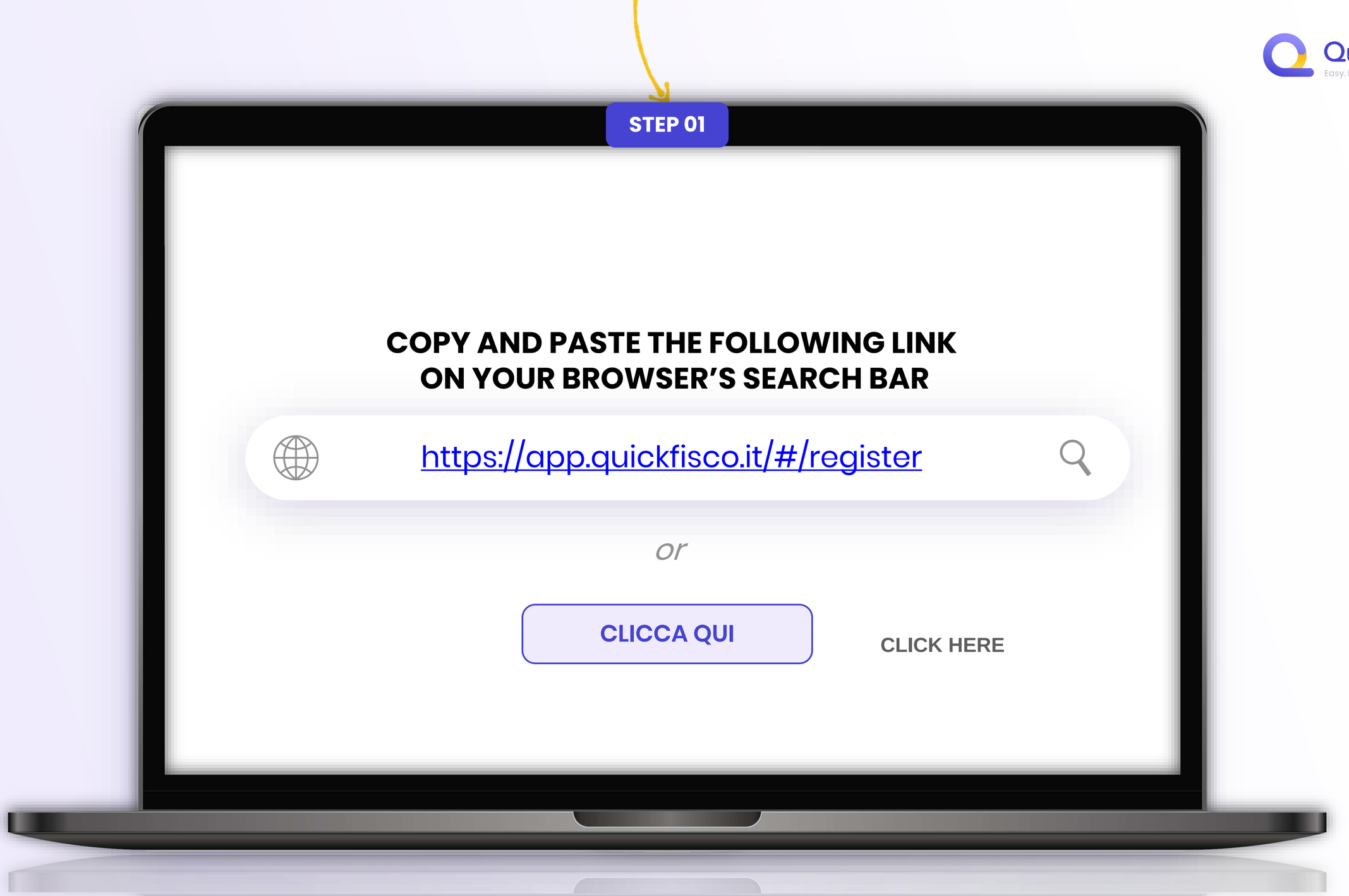
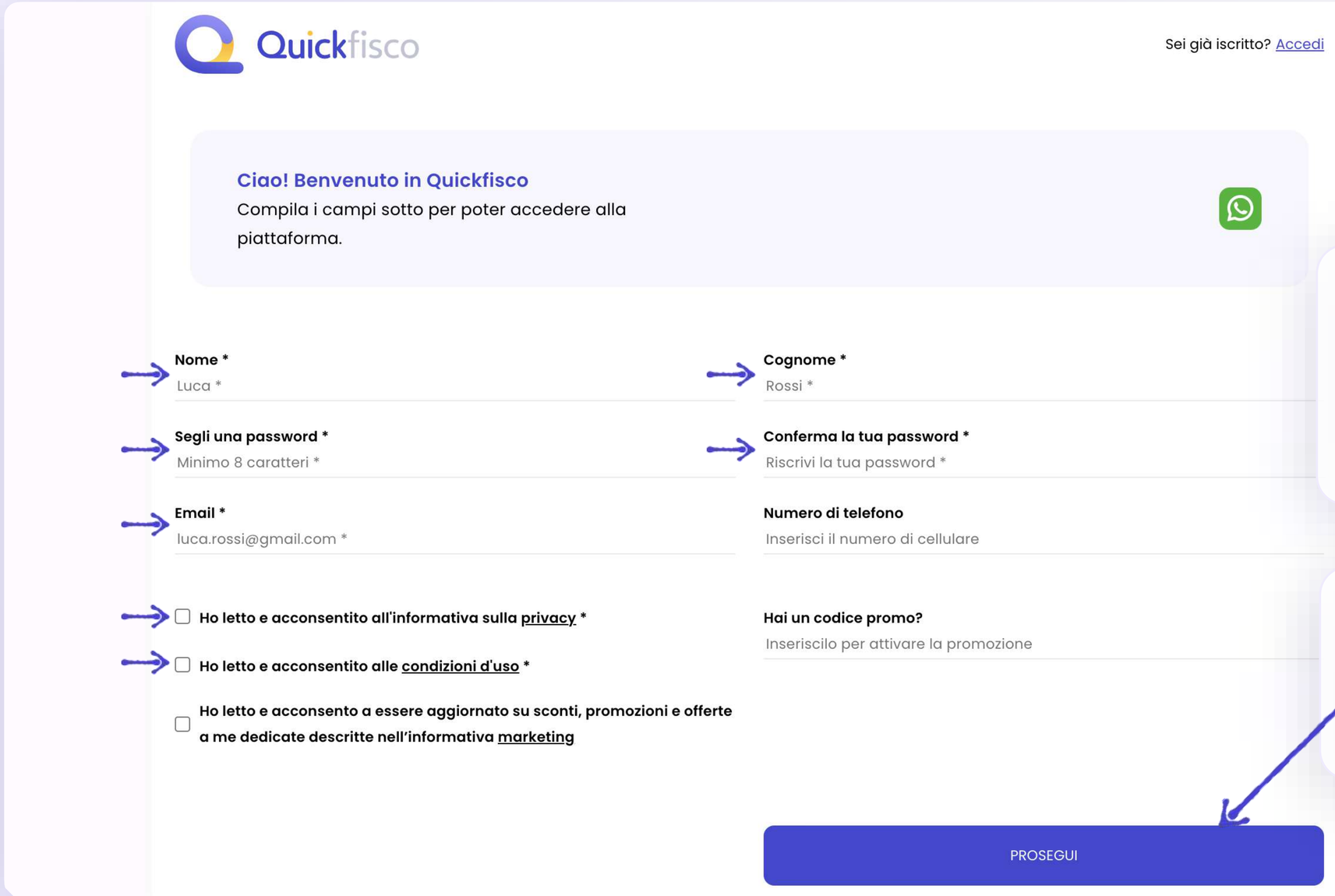


STEP 02

# FILL OUT STEP 01 OF THE REGISTRATION FORM




All fields with

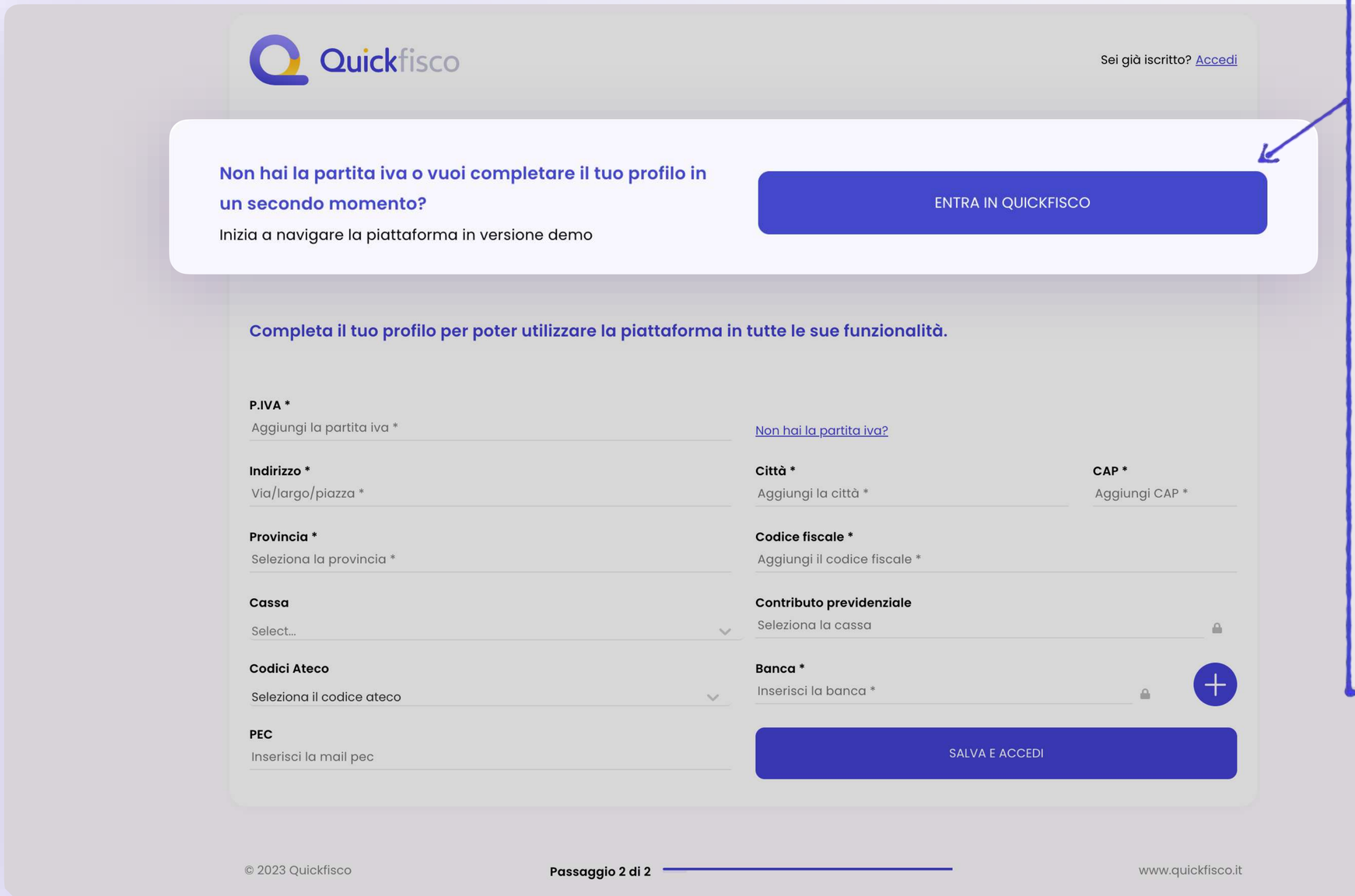
*

are mandatory

**Click on *PROSEGUI*** to access al secondo and last sign up step

STEP 03 – A

# SKIP STEP 02 OF THE REGISTRATION FORM




If you prefer to complete the registration process later, you can click on this button to try a DEMO version of the app.

You cam enter the missing data at a later stage from the **"PROFILO E IMPOSTAZIONI"** section.

**ATTENTION!**
**IF YOU DON'T CORRECTLY ENTER YOUR DATA ON YOUR PROFILE, YOU WON'T BE ABLE TO SAVE ANS ISSUE INVOICES!**

STEP 03 – B

# FILL OUT **STEP 02** OF THE REGISTRATION FORM

**NOTE**

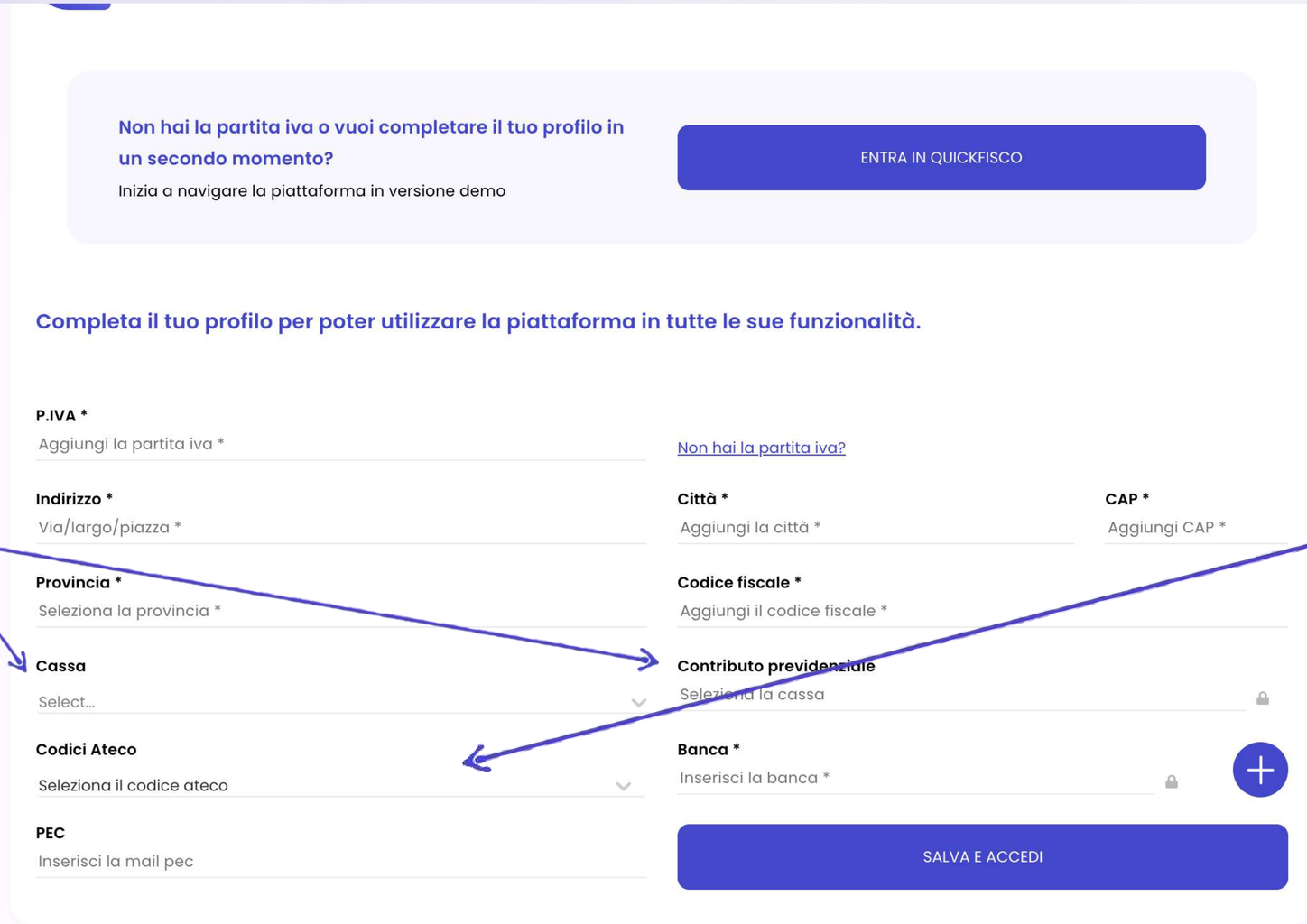
All fields with

*

are mandatory

**By selection your CASSA PREVIDENZIALE, (PENSION FUND) the related social security contribution will be automatically assigned.**

NOTE: if You are an ARTISAN OR MERCHANT and you have teh right for a **tax reduction**, let us know and we will apply it.




Your **ATECO CODE** identifies your business, and its recommended to you by your accountan when you open your VAT.

*If you hane more than one ATECO CODE , you will be able to add them later into your profile section.*

STEP 03 – B

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# FILL OUT STEP 02 OF THE REGISTRATION FORM

**NOTE**

All fields with

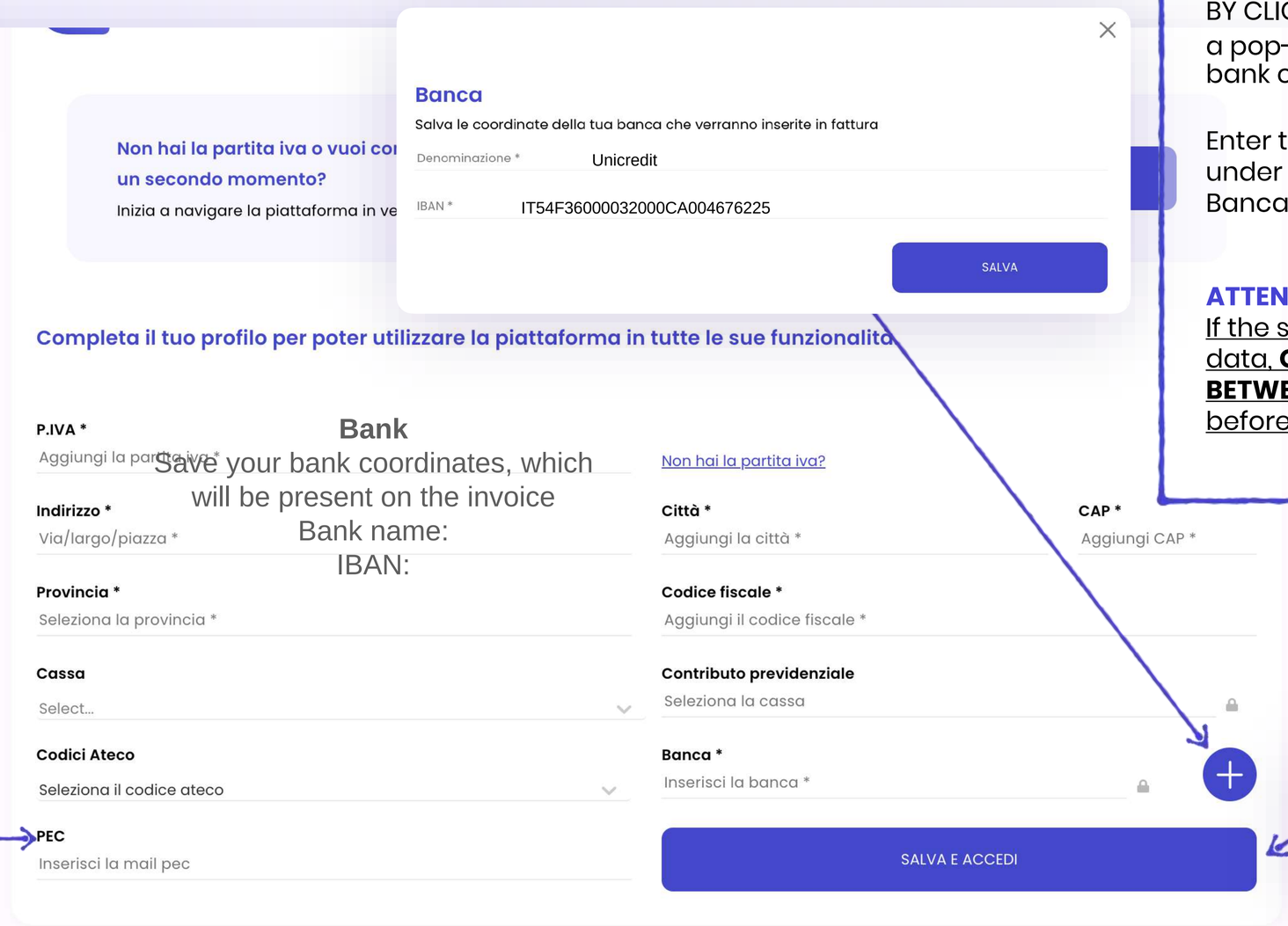
*

are mandatory

**The CEM (PEC) is mandatory** for:

- All professionals belonging to a social welfare fund for professionals (e.g. INARCASSA, ENPAP, ENPAV, CASSA FORENZE ETC.)
- Artisans
- Merchants

If you are a **professional without a social welfare fund** (registered to GESTIONE SEPARATA INPS); **a CEM is not a mandatory.**




**Bank**

Save your bank coordinates, which will be present on the invoice

Bank name:

IBAN:

BY CLICKING ON "+" on the **BANK**, a pop-up will open for you to enter your bank coordinates.

Enter the name of your credit institution under "BANK NAME" (e.g Unicredit, Che Banca, Credem etc.)

**ATTENTION!!**

If the system prevents you saving the data, **CHECK FOR EMPTY SPACES BETWEEN NUMBERS** and/or empty spaces before or after IBAN.

CLICK ON **SALVA E ACCEDI**

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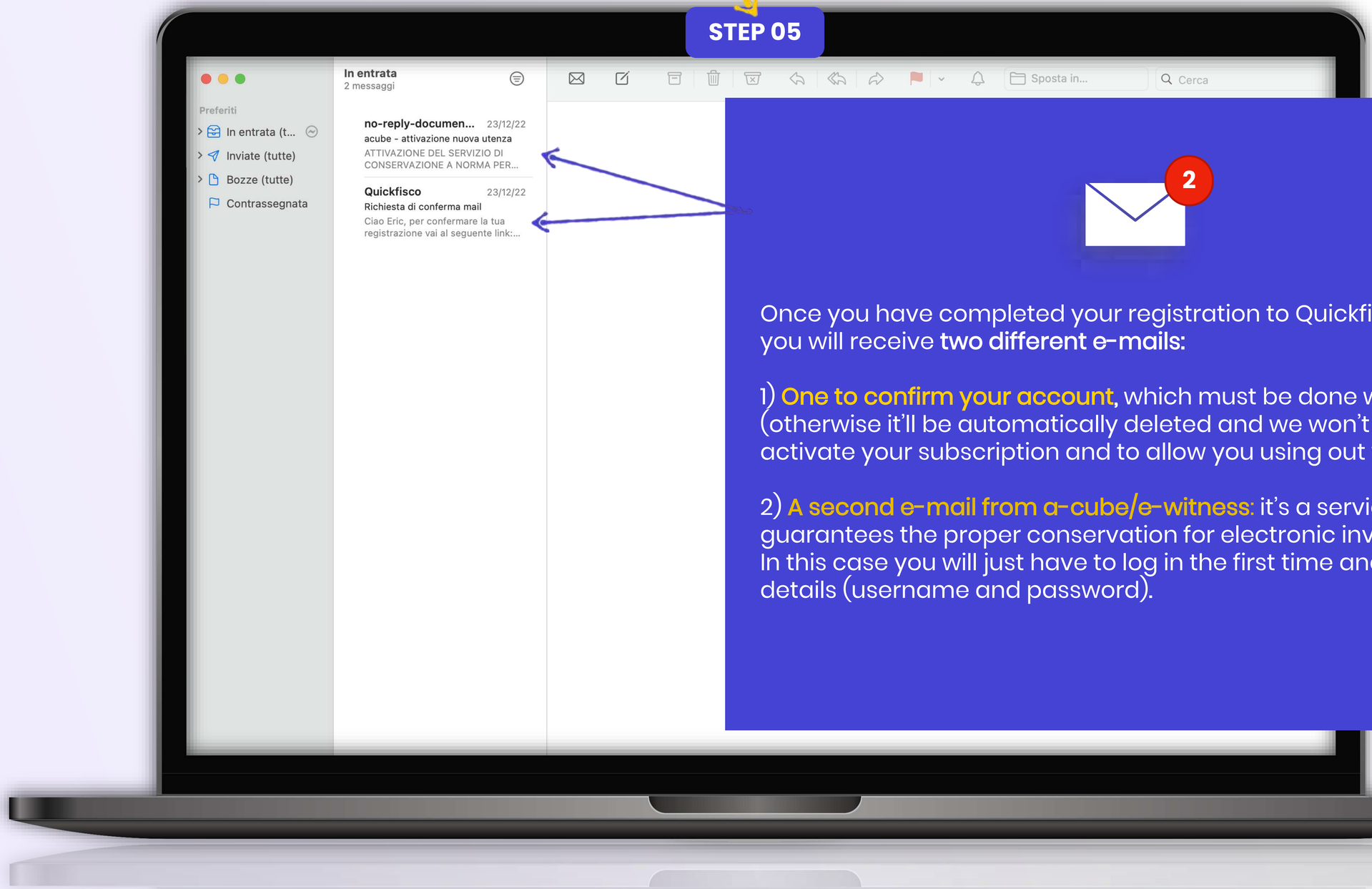
**STEP 05**




2

Once you have completed your registration to Quickfisco, you will receive **two different e-mails:**

1) **One to confirm your account**, which must be done within 48h (otherwise it'll be automatically deleted and we won't be able to activate your subscription and to allow you using out webapp.

2) **A second e-mail from a-cube/e-witness:** it's a service which guarantees the proper conservation for electronic invoices.
In this case you will just have to log in the first time and save the details (username and password).

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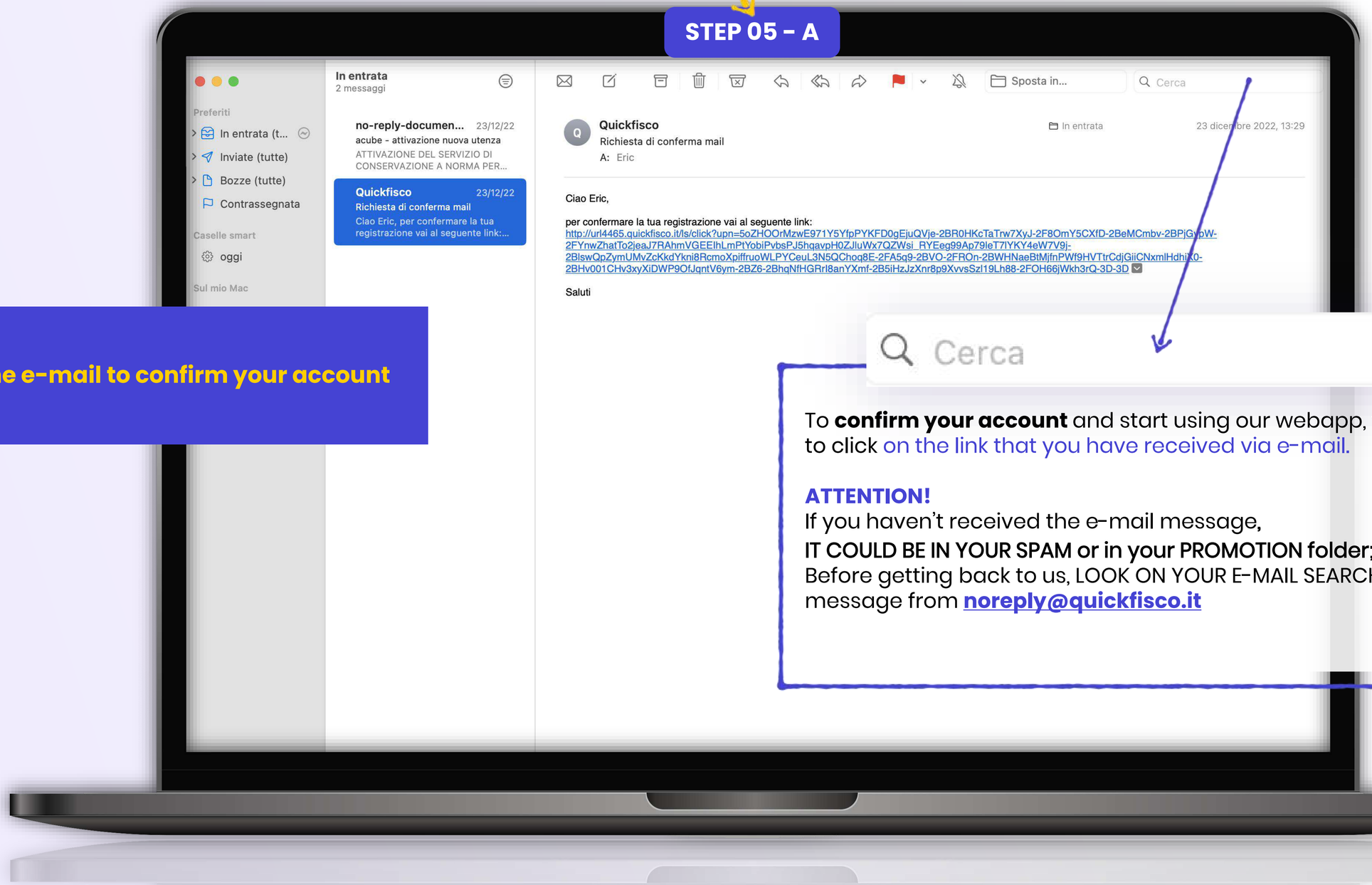
**STEP 05 - A**




**This is the e-mail to confirm your account**

Cerca

To **confirm your account** and start using our webapp, you'll have to click on the link that you have received via e-mail.

**ATTENTION!**
If you haven't received the e-mail message,
**IT COULD BE IN YOUR SPAM or in your PROMOTION folder;**
Before getting back to us, LOOK ON YOUR E-MAIL SEARCH BAR for a message from **noreply@quickfisco.it**

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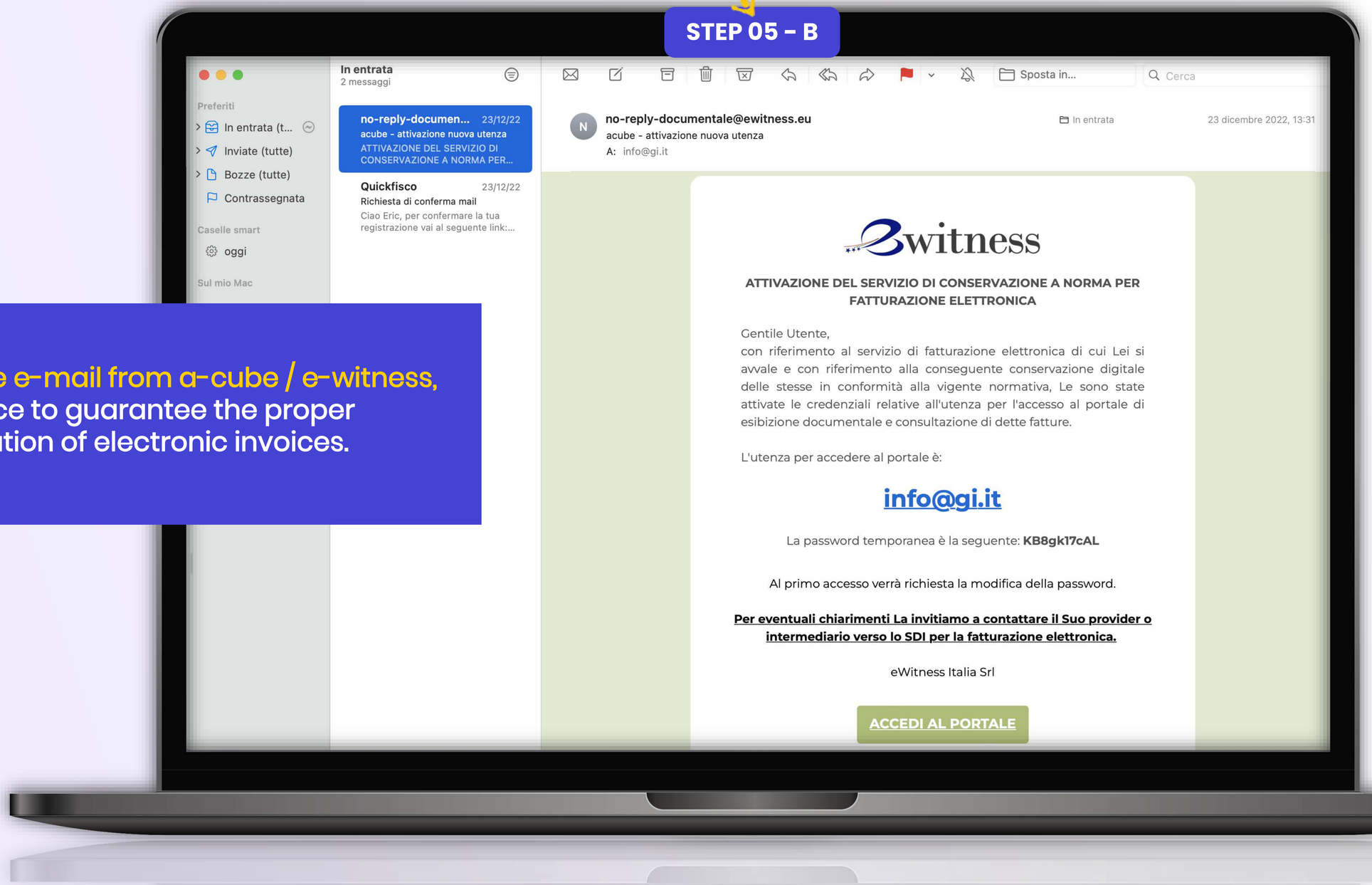
**STEP 05 – B**




This is the e-mail from a-cube / e-witness, the service to guarantee the proper conservation of electronic invoices.

# Congratulations!

Now you can start invoicing 😉

**Remember :**

**IF YOU DON’T CONFIRM YOUR ACCOUNT THROUGH THE LINK ON THE MAIL WE SEND YOU**, YOUR PROFILE WILL BE DELETED AFTER 48H.

# GOT ANY PROBLEMS OR DOUBTS?

**Contact us via the right channel** 😎

## Problems with the **web-app?**

Have you got problems with the platform, or doubts about issuing an invoice?

SEND US A WHATSAPP

## Doubts on fiscal matters**?**

Have you got questions regarting your VAT number, fiscal problems o issues to manage regarding your position as self-employed?

DROP US AN E-MAIL

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