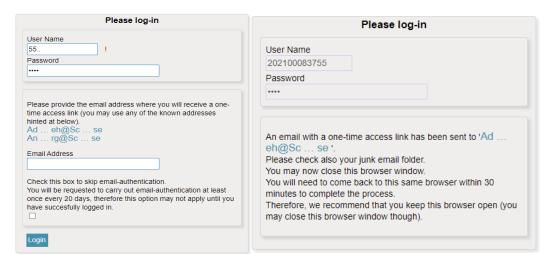
Two-Factor Authentication

A two-factor authentication is implemented for users logging in to IDEP.WEB in order to enhance login security.

- 1. Use your username and password, press "Login".
- 2. In the next step, you will be asked to confirm your email address which is registered in contact details.

If you have different people entered as a contact person, all the email addresses that are registered can be used for authentication, this must be done on the same computer that the login takes place on.

- 3. Check the box if you want to skip email authentication on this browser for the next 20 days.
- 4. Then press "Login". See below



Thereafter, an email like the one below will be sent to your email-address.

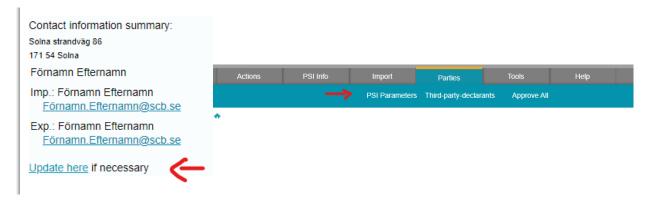
5. Complete the login process by clicking "Complete Login Process" ATTENTION! The link must be opened in the same browser as the initial login. You can also right-click on the printed link to copy and paste it into the address bar of your browser.

Dear
This is the IDEP.WEB login verification for user ID: 202100083755, do not reply to this email.
Simply click the link below:
Complete your log in process
You can also copy this link

Change contact details

It is of utmost importance that the contact details are updated in IDEP.WEB. This is because an authentication email can only be sent to the email addresses that are written there. If you need to replace or add someone, do as below.

To update contact information in IDEP.WEB, press "Update here" on the first page or go to the tag called "Parties" and thereafter to "PSI Parameters". There you will find all contact information available.



Below you have a snapshot of the contact information details.

Please note that you have three cells where three different email-adresses can be registered. One in the upper part and two in the lower. In each cell you can only type in one email-address.

Note that you have to tick the boxes in the lower left corner for Intrastat arrival or dispatch in order to connect an email-adress to the two-factor authentication. However, it does not matter whether you are obliged or not to submitt reports for either arrival or dispatch.

