

DIGITAL PAYROLL ACCOUNTING



„DATEV Arbeitnehmer online“ is now available for you to use, an online portal for digital payroll accounting.

Your pay slip will no longer be issued in paper format but is now accessible digitally at any time.

The benefits for you:

- ✓ **Rapid** – Every pay slip is available the day after the settlement date. You no longer need to wait for it to be issued to you via management or in the post.
- ✓ **Available anywhere** – Access all pay slips online – anytime, anywhere.
- ✓ **Straightforward** – You simply need your mobile phone to log in using the smsTAN procedure.
- ✓ **Safe** – Thanks to the secure smsTAN procedure, your data is optimally protected against unauthorised access.
- ✓ **Environmentally conscious** – Only print the pay slips that you actually need to help protect the environment.

How it works – Use DATEV Arbeitnehmer online with the smsTAN procedure

What you need:

- A mobile phone
- Two registration letters from DATEV - these are sent to you automatically
 1. Letter: Registration code
 2. Letter: Initial password for registration

Note:

The code and password are only valid for 6 weeks!

Questions / problems?

Additional information and support is available under www.datev.de/an-online by clicking on the green question mark.

Still stuck?

Ask your manager for assistance.

Your native language

These instructions are available in various languages under www.geiger-fm.de/datev or via this QR code.



1. Registration:

You must first register in order to use „DATEV Arbeitnehmer online“. Simply follow our setup guide:

- Go online to www.datev.de/an-online or Google search for “DATEV Arbeitnehmer online”
- Click on “Register”
- Select “smsTAN”.
- Now, enter the following details:
 - Registration code (1st letter)
 - Initial password (2nd letter)
 - Your date of birth
- Click on the box “I agree to the Terms and Conditions of Use”
- Then enter:
 - Your user name
 - Your personal password
 - Your mobile phone number
- Click on “Generate TAN”. You will now receive an SMS on your mobile phone containing a TAN number.
- Enter the TAN number into the “smsTAN” box and confirm.
- Registration is now complete.

2. Access to your pay slips any time (Login):

Once you have successfully registered, you can log in to DATEV Arbeitnehmer online at any time to access your pay slips.

- Go online to www.datev.de/an-online or Google search for “DATEV Arbeitnehmer online”
- Click on “Log in with smsTAN”
- Now, enter the following details:
 - Your user name
 - Your personal password
- Click on “Generate TAN”. You will now receive an SMS on your mobile phone containing a TAN number.
- Enter the TAN number into the “smsTAN” box and confirm.
- You are now logged in and able to access all of your documents.

Note:

You will require a new smsTAN for each new registration/login. This is requested each time by following the steps above.