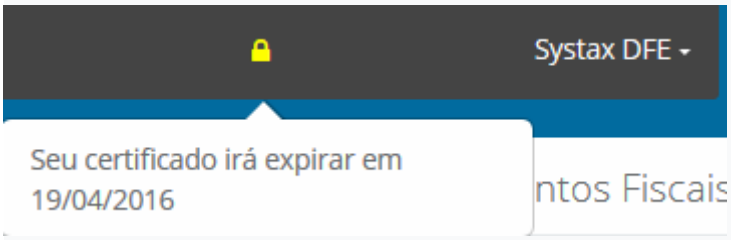
First steps

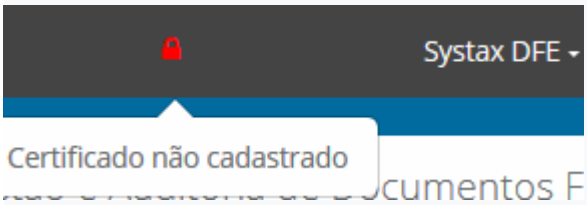
For the tool to work, registering your model A1 digital certificate is needed, so that permission is granted to the system to capture your fiscal documents. It’s important to notify the DFe support after concluding this phase, so that we can activate your user’s license. If the license is not activated, and it will only be activated by digital certificate, the tool will not be fully operational.

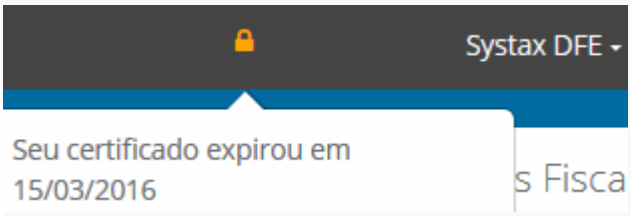
Warnings about your A1 digital certificate

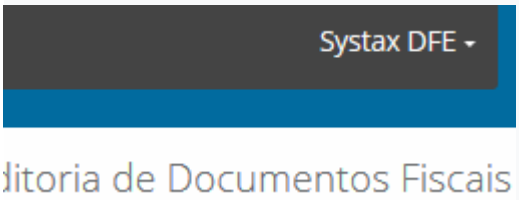
Every time that you log in, check the upper right corner of the screen, next to the name of your company, for the existence of a padlock icon. If it shows up, click it, and read the status of your certificate. If the icon is absent, it means your certificate is registered and valid.

Examples:



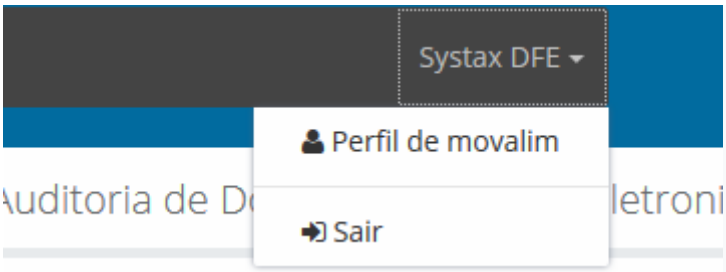






Visualizing and/ord editing your user profile

This option allows you to edit your user profile without the help of DFe support.



Warning: Always write down your password and keep it in a safe location. If resetting your password is needed, the user account will be unavailable for at least 24 hours. This procedure will be performed by tech support.