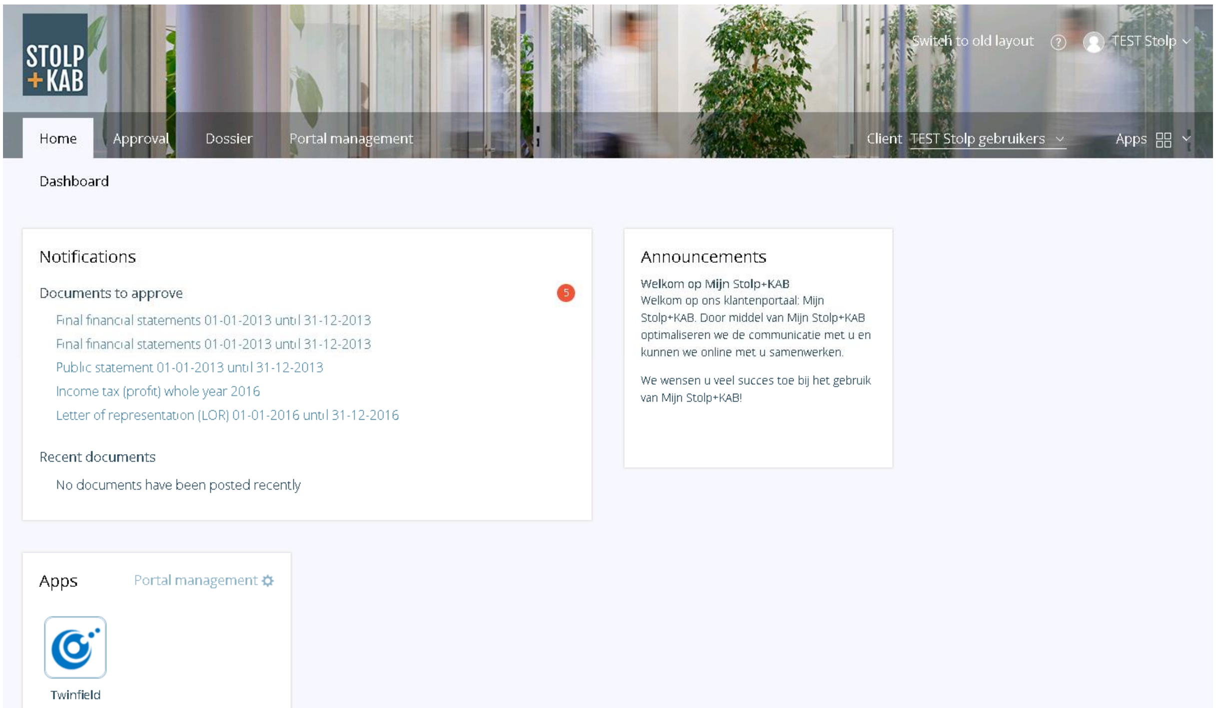
Getting started with My Stolp+KAB Online

With the customer portal My Stolp+KAB online, we optimize communication with you and we can work with you online. My Stolp+KAB Online consists of several parts. The most important are explained in more detail below. We wish you much success in using My Stolp+KAB online.

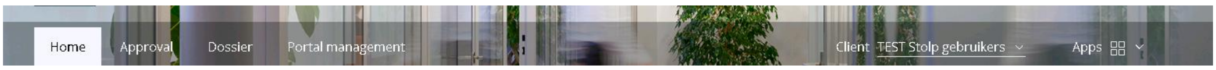
<u>The dashboard</u>

When you are logged in, the portal gives you access to the home page of the portal. In other words, the *dashboard*. You can always go back to the home page, by selecting Home in the menu. Below is an example of what the home page looks like.



Via *Apps* You will get instant access to online products and services that you use, without having to remember different passwords. Which online services are available to you depends on your personal situation. You will need to enter your data only once via the button in the menu under application management, where you can easily and automatically log in.

<u>The Menu</u>

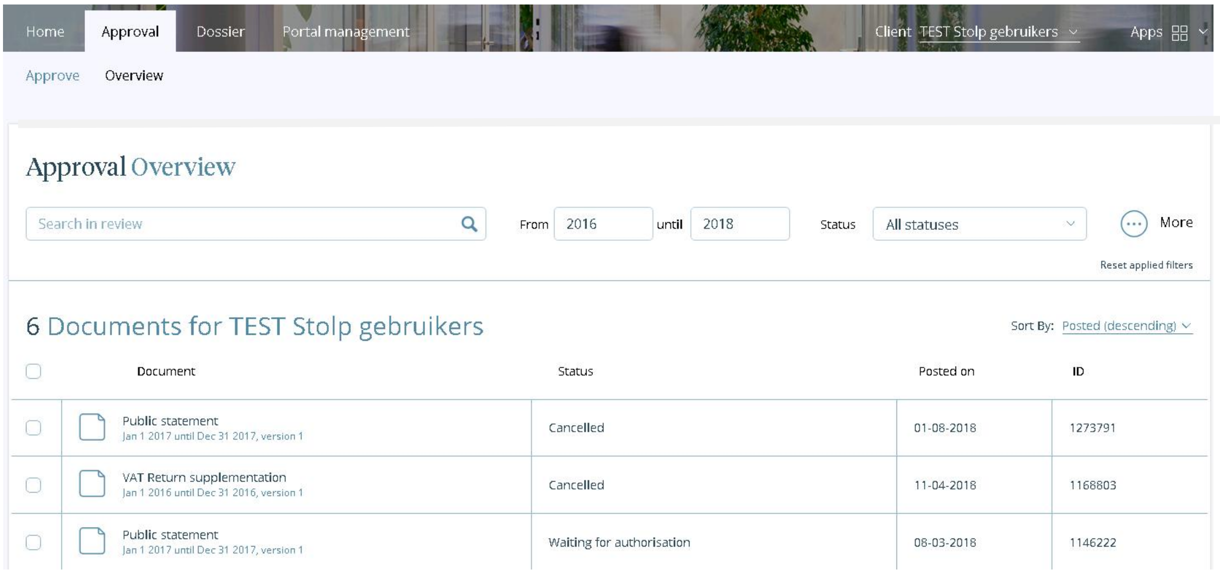


Via the *Menu* you can also navigate to various areas of the portal.
You can always go back to the dashboard by using the *Home* button.
Using the *Approval* button, you can approve documents and find the history of documents that have been approved.
Via the *File* button you will find the file where all your documents are stored. These are the documents that you have approved or documents that we have made available to you.
Via the *Management* button, you can see your client and user data and make changes.

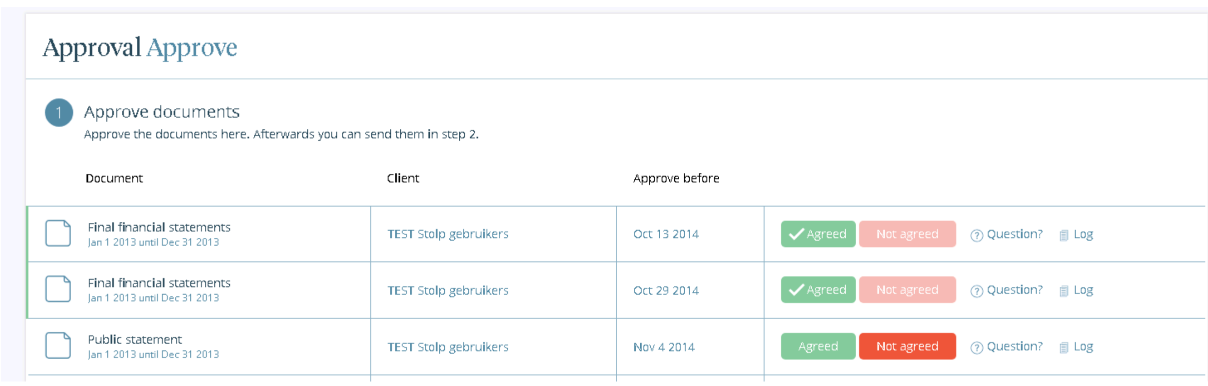
On the right side of the menu bar is also the *Client* you have selected. Here you can switch between your clients. In addition, *Apps* will be displayed again so that you can always switch to these external packages wherever you are in the portal.

Approval
Before we can send certain documents, on your behalf, to third parties such as the Tax Authorities, Chamber of Commerce or the bank, we would like you to view the document and approve its contents. Here you can submit a statement of approval online.

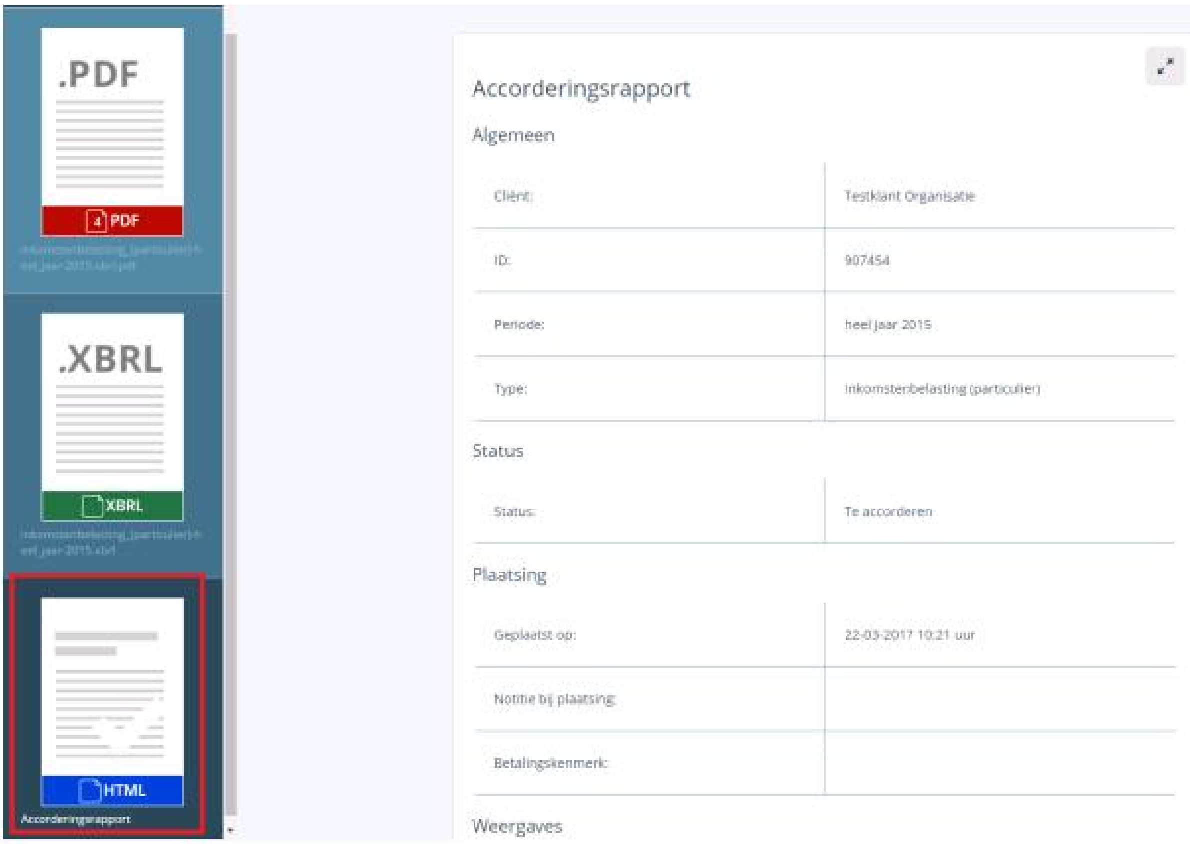
You can consult your approval overview by choosing *Overview* in the *Approval* menu. Here you will find an overview of the approved, rejected and unread documents. In the upper bar you can find a number of filters to make your documents easier to find.



In the overview (green frame) you can see the type of document, the date on which the document was placed and the status of the document. You can also view documents by clicking on the documents.



When viewing the documents, you can also look at the approval statement by clicking on the HTML button.

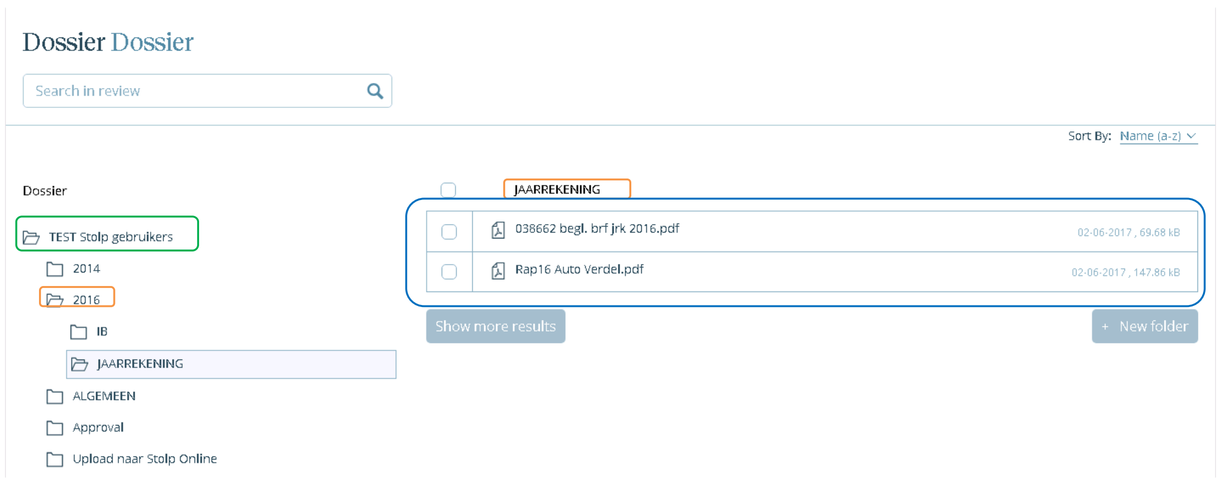


File

In the online file you will find an archive of important documents. These are stored in a secure location and are always available to you.
This applies to documents that we offer to you for approval, but also for documents that we directly place in your digital file.

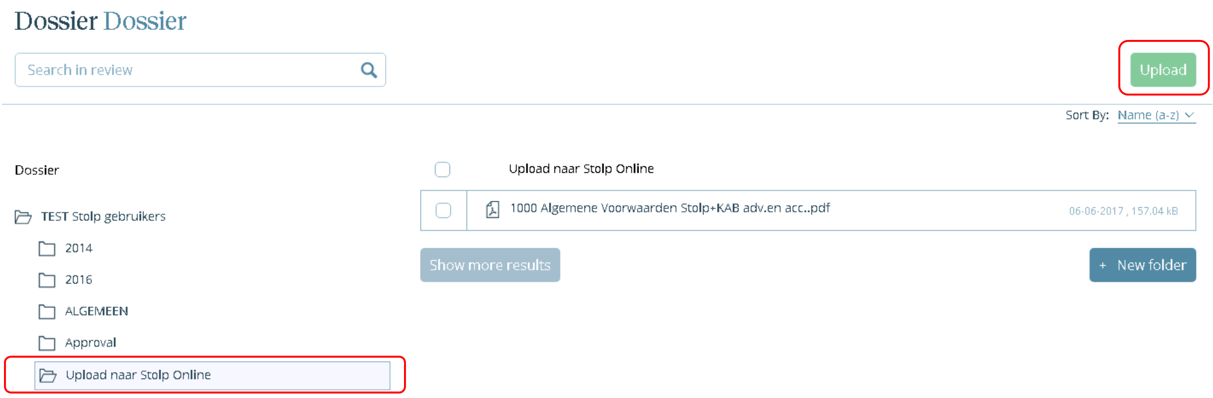
Viewing a File

The digital file which belongs to the client you have selected is displayed in the green frame. The orange frame shows which folder of the digital file you are in and in the blue box you will find the documents in this folder.

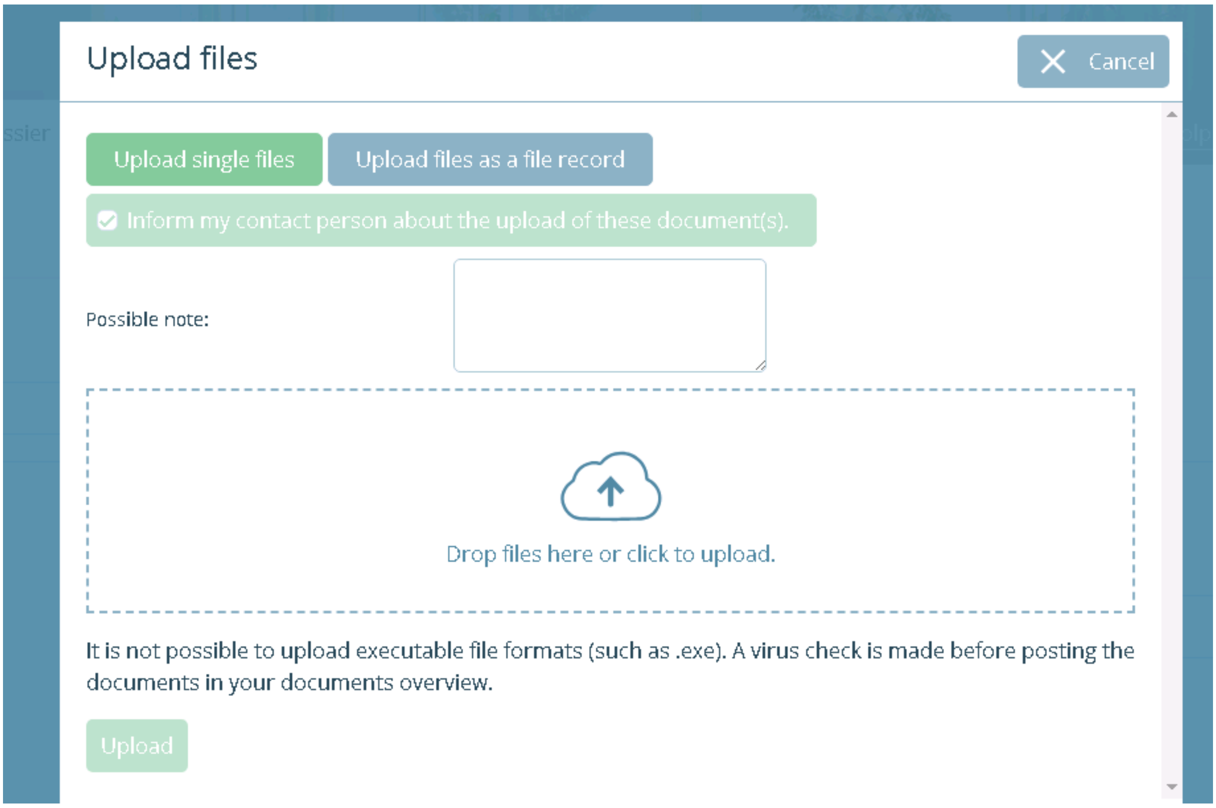


<u>Uploading</u>

You can upload files in the file display by selecting the Upload folder. Then select the green button *Upload.*



The following screen will appear.



Drag and drop the files from your Explorer to navigate to the appropriate place and select the *upload* button.

Once you have uploaded the files, we will receive an email notification. This is an automatic process. You do not have to do anything. This email notification indicates that you have uploaded files. If you have left a message in the *Comments* field, this will also be included in the email message.

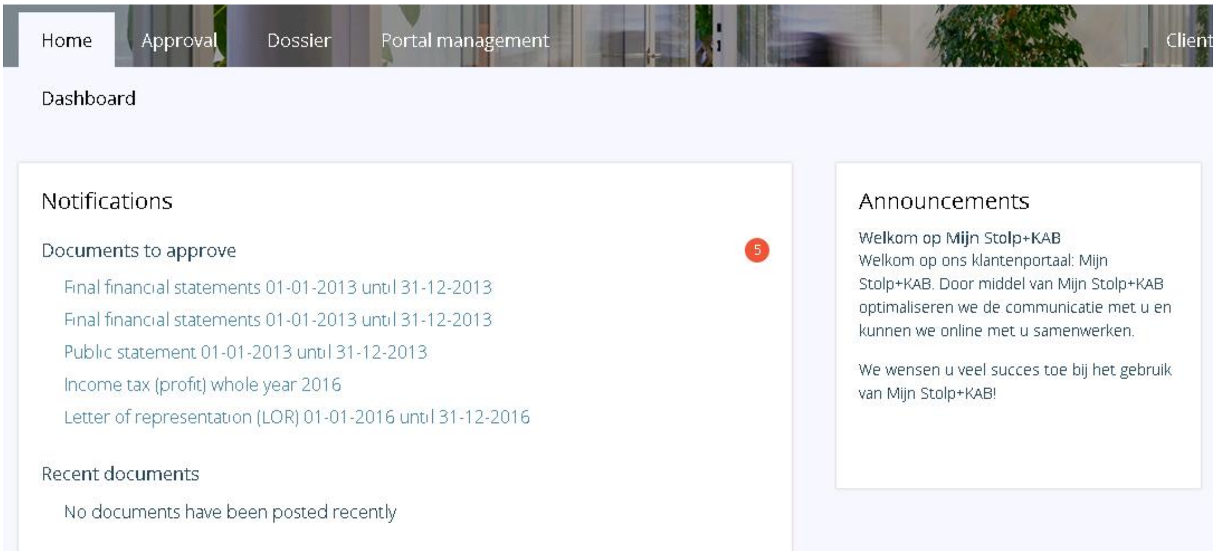
Corresponding via the portal

You will receive an email notification when a document for approval is ready for you in the portal. To ensure timely delivery, we ask you to consider the time limit, as stated in our email message. Please do this in a timely manner.

Before sending a document, you first need to view it and then either approve or reject it. After you have chosen one of these two options, you can send the selected document.

Which documents are waiting for my approval?

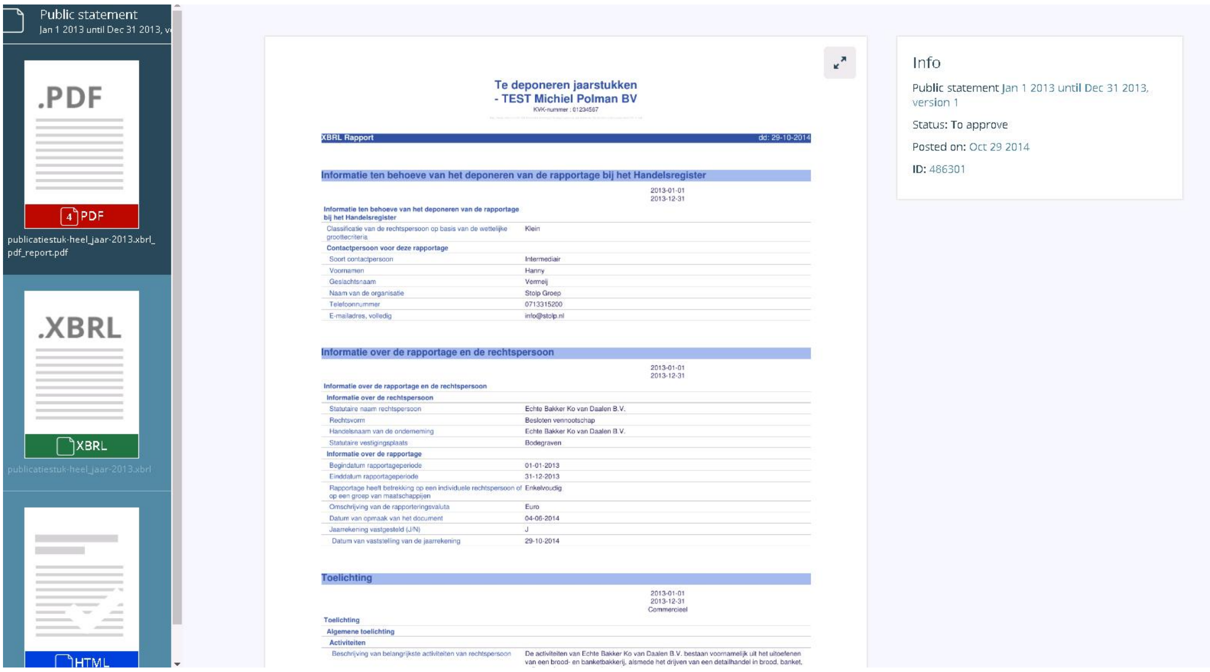
Click Notifications on one of the documents that needs to be approved, this will take you to the approval overview area (see figure below).



Using the buttons "Approve" and "Reject" you approve the document or reject it. In addition, you can ask a question about the document or view the log file.

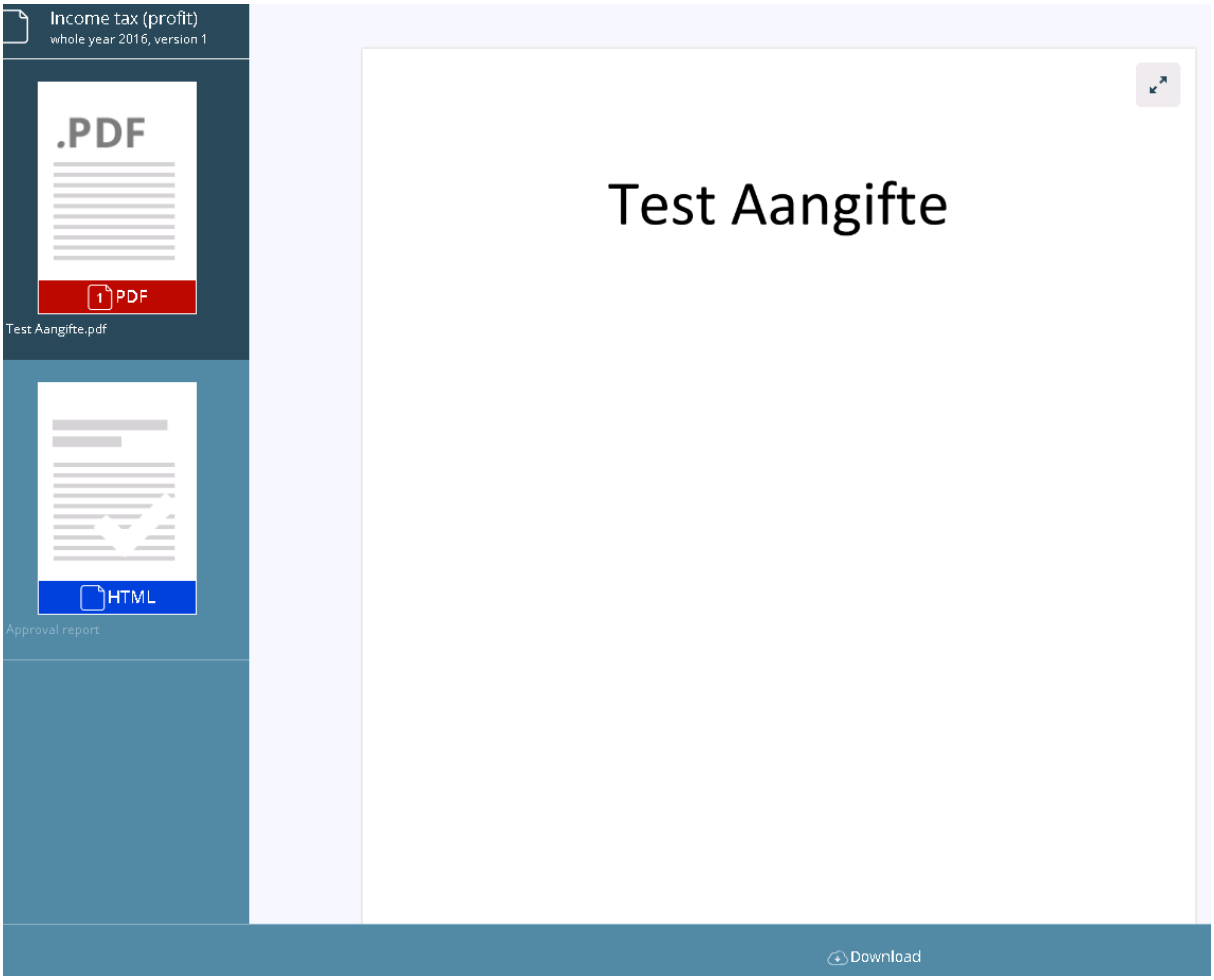
The document

Before you approve or reject the document, you need to view the document. You can do this by clicking on the corresponding document.



The document will be displayed in the middle of the screen.

On the left side, you can view the document in the following available file formats.



Depending on the type of document, you can view the document in PDF, XBRL (Only for official documents/ declarations) and HTML. The HTML-document is for the log file. The XBRL file cannot be viewed directly in the browser but you have the option to download the file for your own records.

To be able to download the various documents and save them for your records, you can use the following button (you do not need to download the document to approve it).

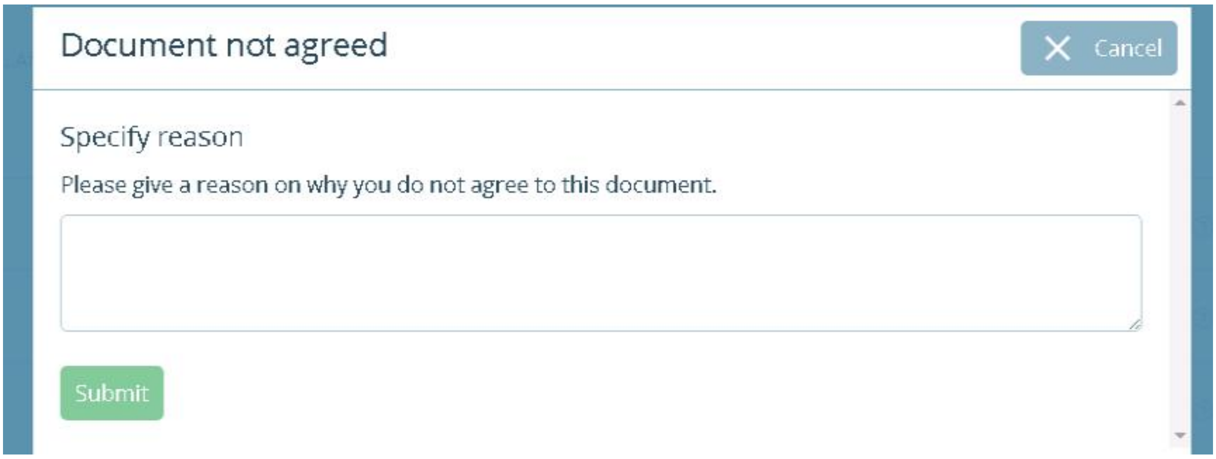
After viewing the document, you can close the screen by clicking on the small cross next to the info block. You will then return to the approval overview.

Approving or rejecting a document

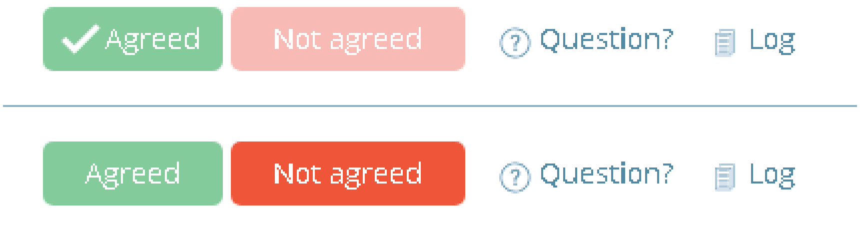
After you have viewed the documents, select whether you approve or reject these documents by using the corresponding buttons.

If you approve, you must confirm this once again on the screen below.

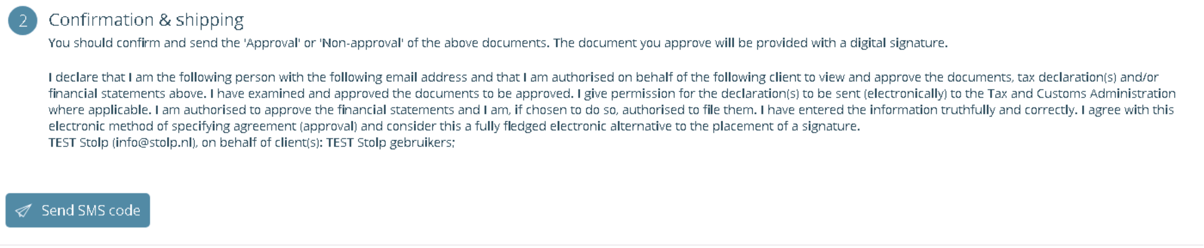
If you reject, you need to specify a reason.



<u>Sending the document</u>
If there are several documents that still need to be approved, then you first need to view all of them. After that, you can indicate for each document whether you approve or reject it after which you can approve or reject everything at once. The documents that you have identified will be visible with a checkmark or a cross in the buttons.

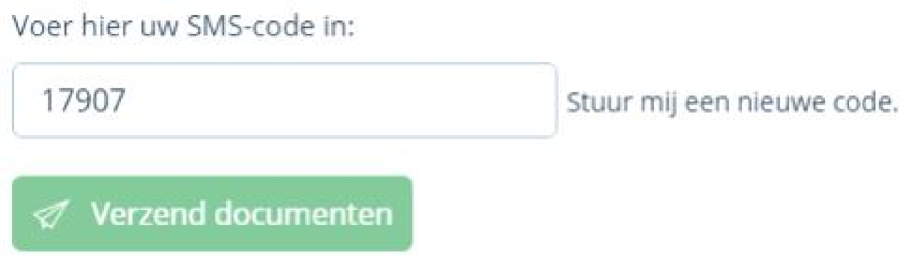


At the bottom of this screen you will find the confirmation & sending.



You can now send the documents you have selected (approve/reject). You need to enter a code which can be obtained by clicking on the *Send SMS code*.

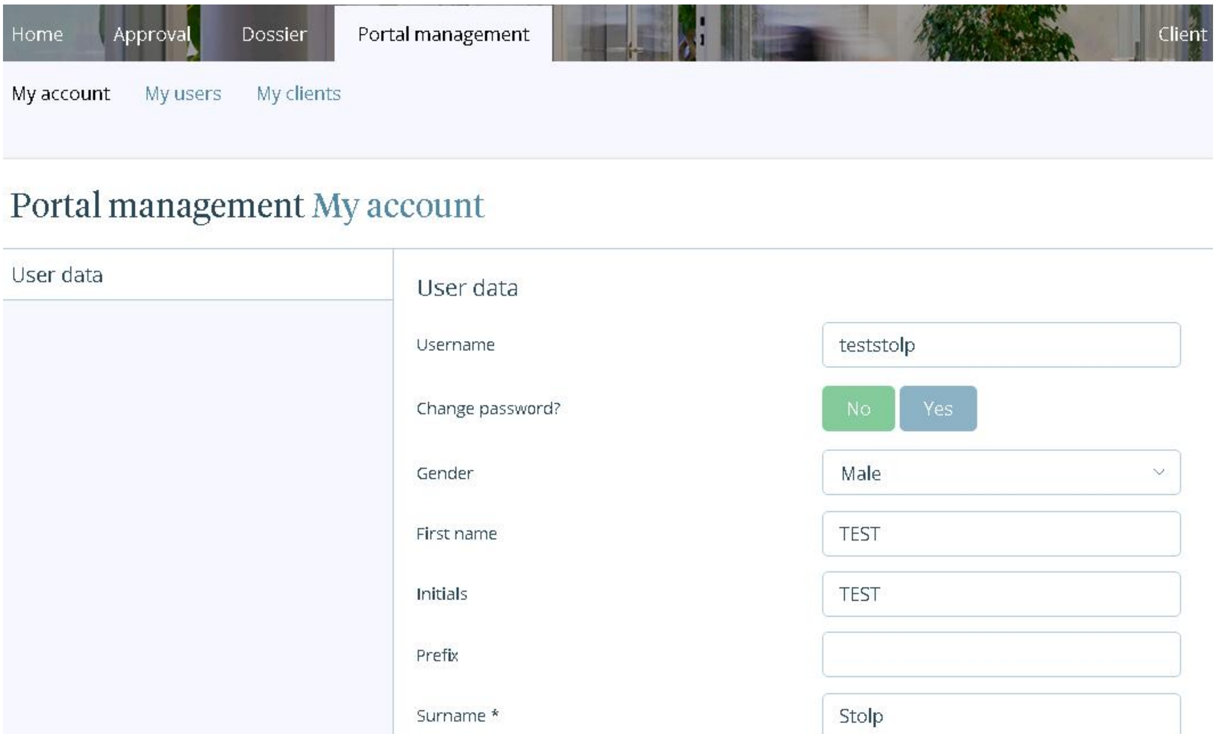
You will receive an SMS message on your mobile phone with a unique code. The SMS code will disappear and there will be a field where you can enter the code you received.



Nadat u de ontvangen code heeft ingevoerd drukt u op *Verzend documenten*. Er verschijnt een melding dat het document wordt verwerkt. U heeft nu de documenten geaccordeerd.

> *Indien er naast u nog een gebruiker voor de desbetreffende cliënt is aangemaakt en hij/zij ook de rechten m.b.t. de accordering heeft, dan ontvangt ook die gebruiker per e-mail bericht dat het document is geaccordeerd/afgekeurd en door wie dit is gedaan. Eventueel moet deze gebruiker hetzelfde document ook nog accorderen als dit is vereist*

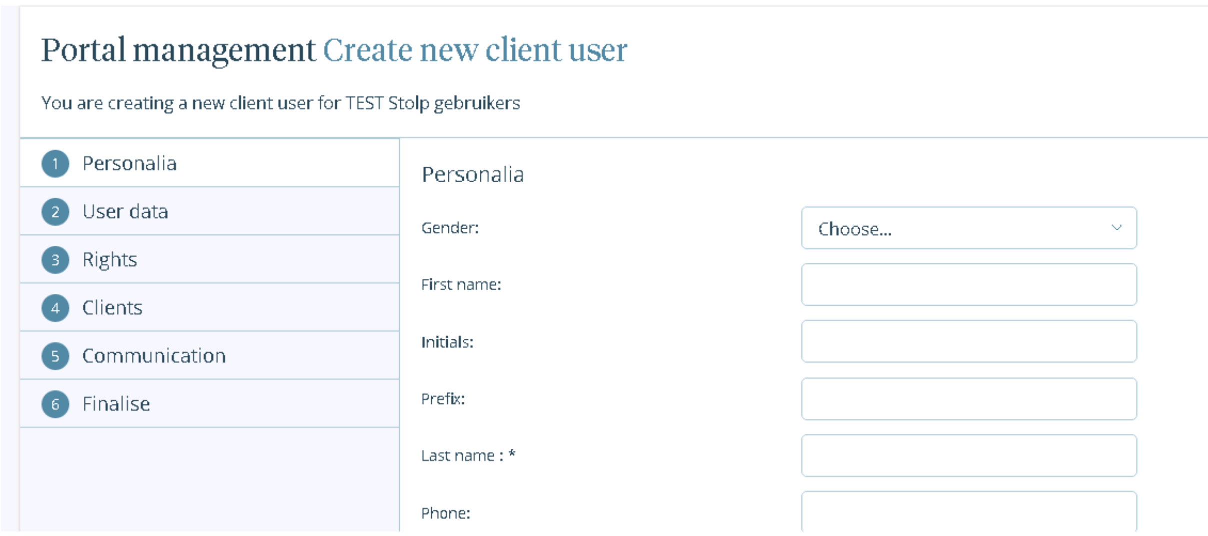
Management



Here you can enter your data, create a new password and, where appropriate, user's accounts for employees or colleagues.

A *user* is the person who is linked to one (or more) client(s). The user has access to the portal user name and password.
A *client* is the company or private person for whom documents or declarations are placed in the portal.

Users



You can create additional user accounts with *new user management* for your organization. Of course, you can edit or delate user data and rights at another time.

If you wish to receive a more detailed explanation, you can send us an email.