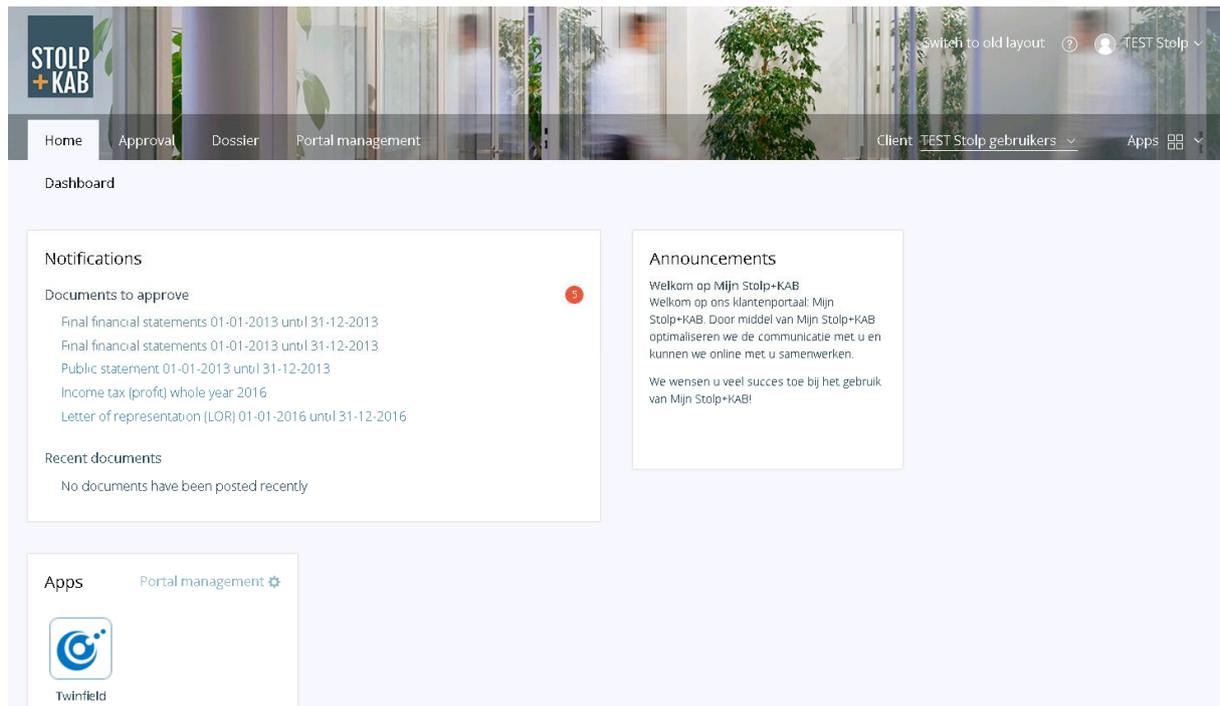


Getting started with My Stolp+KAB Online

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.

The dashboard

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.

The Menu



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.

Document	Status	Posted on	ID
Public statement Jan 1 2017 until Dec 31 2017, version 1	Cancelled	01-08-2018	1273791
VAT Return supplementation Jan 1 2016 until Dec 31 2016, version 1	Cancelled	11-04-2018	1168803
Public statement Jan 1 2017 until Dec 31 2017, version 1	Waiting for authorisation	08-03-2018	1146222

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.

Document	Client	Approve before	Agreed	Not agreed	Question?	Log
Final financial statements Jan 1 2013 until Dec 31 2013	TEST Stolp gebruikers	Oct 13 2014	Agreed	Not agreed	Question?	Log
Final financial statements Jan 1 2013 until Dec 31 2013	TEST Stolp gebruikers	Oct 29 2014	Agreed	Not agreed	Question?	Log
Public statement Jan 1 2013 until Dec 31 2013	TEST Stolp gebruikers	Nov 4 2014	Agreed	Not agreed	Question?	Log

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

The screenshot shows a digital file management interface. On the left is a sidebar with three file thumbnails: a PDF file, an XBRL file, and an HTML file. The HTML file is highlighted with a red border. The main panel is titled 'Accorderingsrapport' and contains a table with the following data:

Algemeen	
Client:	Testklant Organisatie
ID:	907454
Periode:	heel jaar 2015
Type:	Inkomstenbelasting (particulier)
Status	
Status:	Te accorderen
Plaatsing	
Geplaatst op:	22-03-2017 10:21 uur
Notitie bij plaatsing:	
Betalingskenmerk:	
Weergaves	

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.

The screenshot shows a 'Dossier Dossier' interface. On the left is a folder tree with the following structure:

- TEST Stolp gebruikers (green frame)
- 2014
- 2016 (orange frame)
 - IB
 - JAARREKENING (blue box)
 - ALGEMEEN
 - Approval
 - Upload naar Stolp Online

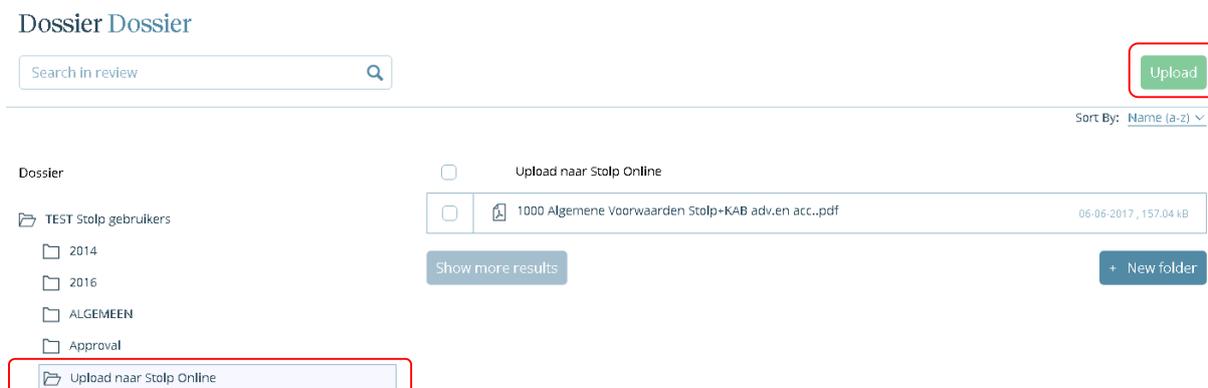
On the right, a search results table is displayed:

JAARREKENING		
<input type="checkbox"/>	038662 begl. brf Jrk 2016.pdf	02-06-2017, 69.68 kB
<input type="checkbox"/>	Rap16 Auto Verdel.pdf	02-06-2017, 147.86 kB

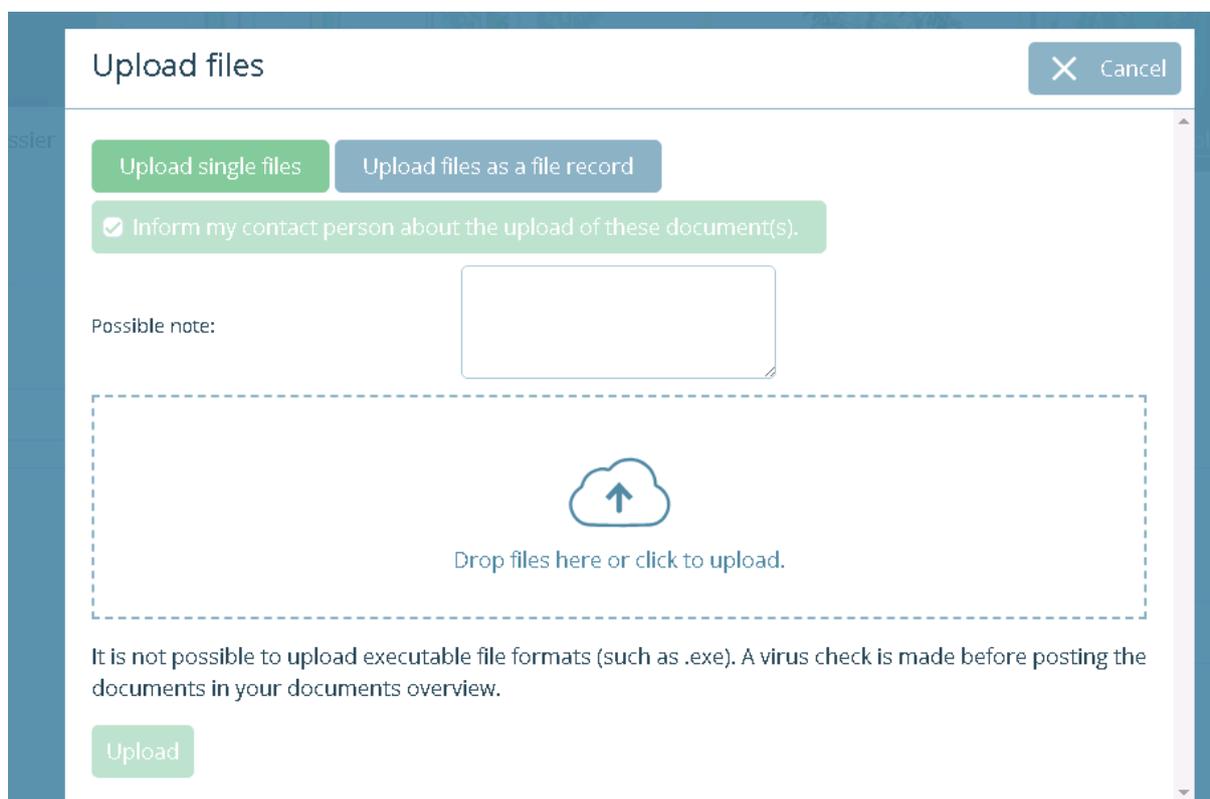
Buttons for 'Show more results' and '+ New folder' are visible below the table.

Uploading

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).

The screenshot shows a web portal dashboard. At the top, there is a navigation menu with 'Home', 'Approval', 'Dossier', 'Portal management', and 'Client'. Below the menu is a 'Dashboard' header. The main content area is divided into two columns. The left column is titled 'Notifications' and contains a sub-section 'Documents to approve' with a red circle containing the number '5'. This section lists four documents: 'Final financial statements 01-01-2013 until 31-12-2013', 'Final financial statements 01-01-2013 until 31-12-2013', 'Public statement 01-01-2013 until 31-12-2013', 'Income tax (profit) whole year 2016', and 'Letter of representation (LOR) 01-01-2016 until 31-12-2016'. Below this is a 'Recent documents' section stating 'No documents have been posted recently'. The right column is titled 'Announcements' and contains a welcome message: 'Welkom op Mijn Stolp+KAB. Welkom op ons klantenportaal: Mijn Stolp+KAB. Door middel van Mijn Stolp+KAB optimaliseren we de communicatie met u en kunnen we online met u samenwerken. We wensen u veel succes toe bij het gebruik van Mijn Stolp+KAB!'.

Approval Approve

- 1 Approve documents
Approve the documents here. Afterwards you can send them in step 2.

Document	Client	Approve before	
Final financial statements Jan 1 2013 until Dec 31 2013	TEST Stolp gebruikers	Oct 13 2014	<input checked="" type="checkbox"/> Agreed <input type="checkbox"/> Not agreed <input type="button" value="Question?"/> <input type="button" value="Log"/>
Final financial statements Jan 1 2013 until Dec 31 2013	TEST Stolp gebruikers	Oct 29 2014	<input checked="" type="checkbox"/> Agreed <input type="checkbox"/> Not agreed <input type="button" value="Question?"/> <input type="button" value="Log"/>
Public statement Jan 1 2013 until Dec 31 2013	TEST Stolp gebruikers	Nov 4 2014	<input type="checkbox"/> Agreed <input type="checkbox"/> Not agreed <input type="button" value="Question?"/> <input type="button" value="Log"/>
Income tax (profit) whole year 2016	TEST Stolp gebruikers	May 30 2017	<input type="checkbox"/> Agreed <input type="checkbox"/> Not agreed <input type="button" value="Question?"/> <input type="button" value="Log"/>

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 screenshot displays a document viewer interface. On the left, a sidebar offers three file format options: PDF, XBRL, and HTML. The central area shows a document titled "Te deponeren jaarstukken - TEST Michiel Polman BV" with a KVK-nummer of 01234567. The document content is structured into sections: "XBRL Rapport", "Informatie ten behoeve van het deponeren van de rapportage bij het Handelsregister", "Informatie over de rapportage en de rechtspersoon", and "Toelichting". The right sidebar contains an "Info" panel with details such as "Public statement Jan 1 2013 until Dec 31 2013, version 1", "Status: To approve", "Posted on: Oct 29 2014", and "ID: 486301".

Public statement
Jan 1 2013 until Dec 31 2013, v

.PDF
publicatiestuk-heel_jaar-2013.xbrl.pdf_report.pdf

.XBRL
publicatiestuk-heel_jaar-2013.xbrl

.HTML

Te deponeren jaarstukken
- TEST Michiel Polman BV
KVK-nummer: 01234567

XBRL Rapport 2013-10-2014

Informatie ten behoeve van het deponeren van de rapportage bij het Handelsregister

Informatie ten behoeve van het deponeren van de rapportage bij het Handelsregister	2013-01-01 2013-12-31
Classificatie van de rechtspersoon op basis van de wettelijke grootteschermen	Klein
Contactpersoon voor deze rapportage	
Soort contactpersoon	Intermediar
Voornamen	Flanny
Geslachtsnaam	Vormelij
Naam van de organisatie	Stop Groep
Telefoonnummer	0713315000
E-mailadres, voorzijde	info@stop.nl

Informatie over de rapportage en de rechtspersoon

Informatie over de rapportage en de rechtspersoon	2013-01-01 2013-12-31
Informatie over de rechtspersoon	
Status in naam rechtspersoon	Echte Bakker Ko van Daalen B.V.
Rechtsvorm	Besloten vennootschap
Handelsnaam van de onderneming	Echte Bakker Ko van Daalen B.V.
Status van vestigingsplaats	Bodegraven
Informatie over de rapportage	
Boegedatum rapportageperiode	01-01-2013
Einddatum rapportageperiode	31-12-2013
Rapportage heeft betrekking op een individuele rechtspersoon of op een groep van maatschappijen	Eenheidszaak
omschrijving van de rapportageperiode	Euro
Datum van oprak van het document	04-06-2014
Jaarrekening vastgesteld (J/N)	J
Datum van vaststelling van de jaarrekening	29-10-2014

Toelichting

Toelichting	2013-01-01 2013-12-31
Algemene toelichting	Commerceel
Activiteiten	
Beschrijving van belangrijkste activiteiten van rechtspersoon	De activiteiten van Echte Bakker Ko van Daalen B.V. bestaan voornamelijk uit het uitoefenen van een brood- en taartbakkerij, almede het bijten van een dea/handel in brood, baksel,

Info
Public statement Jan 1 2013 until Dec 31 2013, version 1
Status: To approve
Posted on: Oct 29 2014
ID: 486301

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.

Public statement Jan 1 2013 until Dec 31 2013	TEST Stolp gebruikers	Nov 4 2014	<input type="button" value="Agreed"/> <input type="button" value="Not agreed"/> <input type="button" value="Question?"/> <input type="button" value="Log"/>
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If you approve, you must confirm this once again on the screen below.

Approve document

Cancel

You have reviewed the document to be approved. Click 'Agreed' to continue or click 'X' to cancel.

Agreed

If you reject, you need to specify a reason.

Document not agreed

Cancel

Specify reason

Please give a reason on why you do not agree to this document.

Submit

Sending the document

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.

Agreed Not agreed [? Question?](#) [Log](#)

Agreed Not agreed [? Question?](#) [Log](#)

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

2 Confirmation & shipping

You should confirm and send the 'Approval' or 'Non-approval' of the above documents. The document you approve will be provided with a digital signature.

I declare that I am the following person with the following email address and that I am authorised on behalf of the following client to view and approve the documents, tax declaration(s) and/or financial statements above. I have examined and approved the documents to be approved. I give permission for the declaration(s) to be sent (electronically) to the Tax and Customs Administration where applicable. I am authorised to approve the financial statements and I am, if chosen to do so, authorised to file them. I have entered the information truthfully and correctly. I agree with this electronic method of specifying agreement (approval) and consider this a fully fledged electronic alternative to the placement of a signature.
TEST Stolp (Info@stolp.nl), on behalf of client(s): TEST Stolp gebruikers;

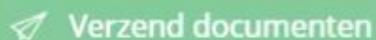
 Send SMS code

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.

Voer hier uw SMS-code in:

[Stuur mij een nieuwe code.](#)

 Verzend documenten

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



Portal management My account

User data	User data
	Username <input type="text" value="teststolp"/>
	Change password? <input type="button" value="No"/> <input type="button" value="Yes"/>
	Gender <input type="text" value="Male"/>
	First name <input type="text" value="TEST"/>
	Initials <input type="text" value="TEST"/>
	Prefix <input type="text"/>
	Surname * <input type="text" value="Stolp"/>

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

Portal management Create new client user

You are creating a new client user for TEST Stolp gebruikers

1 Personalia	Personalia
2 User data	Gender: <input type="text" value="Choose..."/>
3 Rights	First name: <input type="text"/>
4 Clients	Initials: <input type="text"/>
5 Communication	Prefix: <input type="text"/>
6 Finalise	Last name : * <input type="text"/>
	Phone: <input type="text"/>

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.