

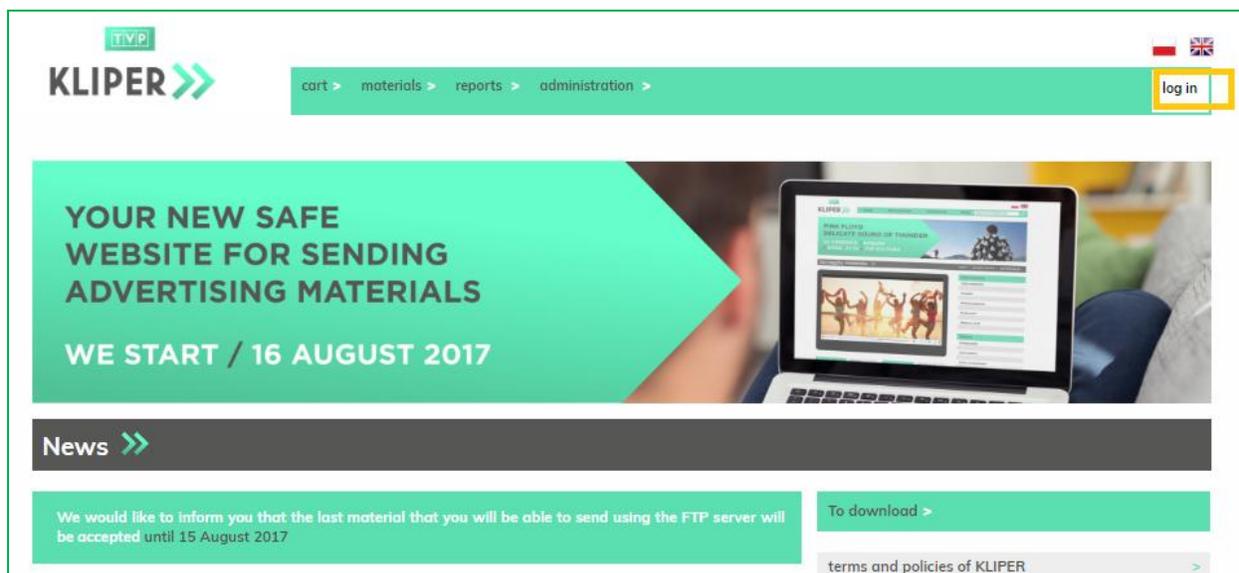
STEP BY STEP AS POSSIBLE ACCOUNT

TVP

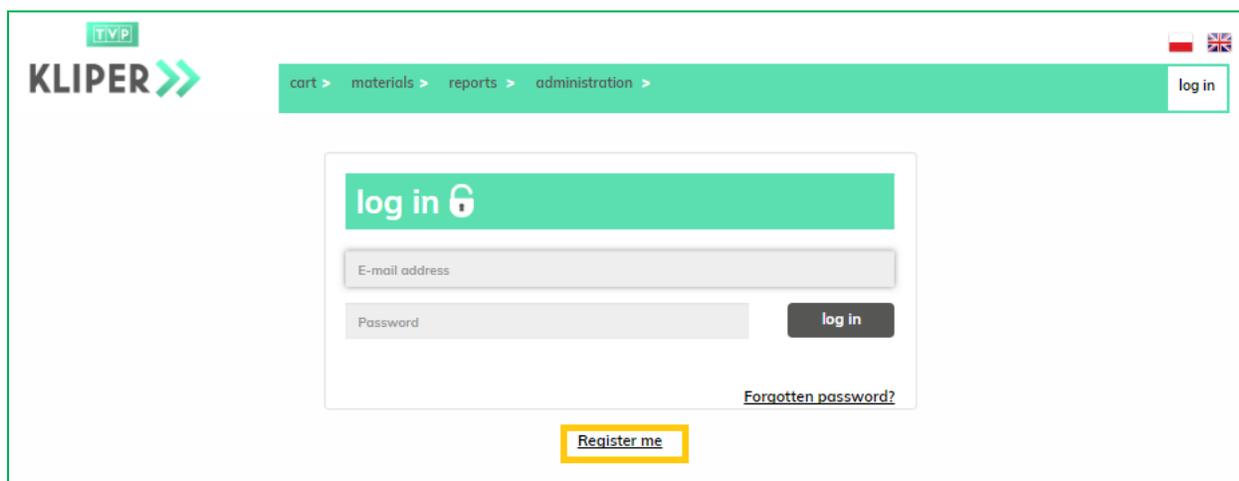
KLIPER >>

1. Applying for registration – registering a user / company account

When you enter the website of the KLIPER <https://kliper.tvp.pl>, select "log in" in order to register.



and when you are moved to the login page – "Register me".



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In the registration form, fill in the fields for data on:

- user,
- company,
- to the invoice
- with the personal data for the purpose of the invoice.

It is necessary to complete the fields marked with an asterisk (*).

The screenshot shows the registration form for KLIPER. The form is titled "Registration" and has a "Help" link. It is divided into three main sections: "user data", "company data", and "invoice data". Each section contains several input fields, some of which are marked with an asterisk to indicate they are required. The "user data" section includes fields for first name, last name, email address, phone number, and password. The "company data" section includes fields for full name, REGON No., Tax ID, VAT, and address. The "invoice data" section includes fields for address, zip code, city, and country. There are also checkboxes for "Same as company data" and "Same as user information".

1.1. User data

IMPORTANT! Data in the "user data" fields refers to **the Company Administrator**, i.e. a person authorized to make declarations of will on behalf of the company. Enter your name and surname, email address, phone number and password.

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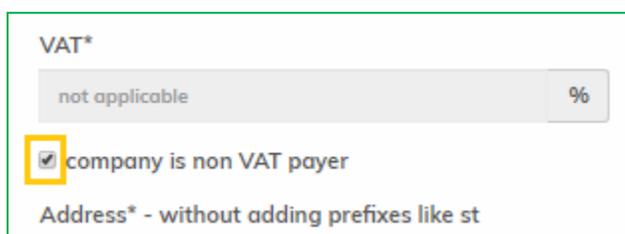
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1.2. Company data

Please provide **company** details:

- Full company's name, REGON number, NIP number,
- VAT (NOTE! for a non-VAT company, tick the field with such a declaration and then the content of the VAT field will automatically change to "not applicable")



VAT*

not applicable %

company is non VAT payer

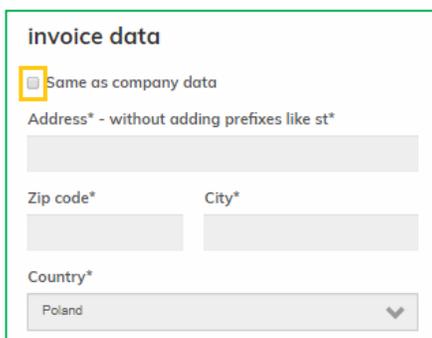
Address* - without adding prefixes like st

- Address, postcode, city and country.

1.3. Invoice data

Please provide **address details for the invoice**: Address, postcode, city and country.

If the address data of the invoice is the same as the address data, just tick the box "the same as the company's"



invoice data

Same as company data

Address* - without adding prefixes like st*

Zip code* City*

Country*

Poland

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1.4. Contact details (invoice)

Please provide contact details of the invoicing person: name and surname, email and phone number.

If the contact details of the invoicing person are the same as the user address details, just tick the field "the same as the user's"

contact information (invoice)

Same as user information

First name*

Last name*

Email address*

Phone number*

1.5. Statements and consents

Having completed the data fields, the user goes to the bottom of the screen, where there is a part containing statements and consents. Before accepting his/her choice (the ticks of the check boxes) , the user should read the mentioned documents.

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I declare that I have read the [Regulations](#).*

I confirm that I am authorized to incur liabilities on behalf of the company.*

I agree to use services provided electronically.*

I confirm that all the data provided during registration are true and correct.*

I confirm that TVP S.A. may process given personal data to provide services available on the platform. I also declare that I have read [Private Policy](#).*

I confirm that I am registered VAT payer.

I agree to receive electronic invoices. I accept the Regulations for electronic invoices for services related to the Platform.

Nie jestem robotem  reCAPTCHA
Prywatność - Warunki

register

If the user would like to receive invoices in electronic form, the consent should be ticked.

I agree to receive electronic invoices. I accept the Regulations for electronic invoices for services related to the Platform.

Then, reCAPTCHA verification should be run and the button "register" should be clicked.

After submitting the Registration Form, the user will receive: an email to the address provided on the Service, the information and activation link for the new account. The user should click on the link or copy and paste it into the address field of a browser. The e-mail address provided on the service will be verified. The account of the user and company is still inactive – it is waiting for approval by the KLIPER Administrator.

2. Approval of the Account by the KLIPER Administrator

After verifying the email address, the KLIPER Administrator verifies the data of the company to be registered, and the system sends information on the course of the verification to the provided e-mail address.

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2.1. Positive verification

The user receives an e-mail stating that the company's data have been verified and the Service is ready to be used.

2.2. Rejection of the company

The user receives an email stating that the company's account has been rejected. The reason for the rejection and the link to the request modification are provided. The user should click on the link or copy and paste it into the address field of the browser. After adjusting the data, the user should select the "update data" command. The data will be reverified by the Kliper Administration.

3. Logging in to the system

In order to use the Service, the user who has a registered and approved account enters his or her e-mail address and password in the login window. By entering correct login data, the user will be redirected to the homepage of the platform and will be allowed to use the system

4. Password recovery

If the User does not remember his or her password to the account, the password recovery option can be used by means of the "Forgot your password?" feature.

The screenshot shows the Kliper login interface. At the top left is the TVP logo and the Kliper name. A navigation bar includes 'cart > materials > reports > administration >' and a 'log in' button. The main form is titled 'log in' and contains an 'E-mail address' input field, a 'Password' input field, and a 'log in' button. A 'Forgotten password?' link is highlighted with a yellow box. Below the form is a 'Register me' link.

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After clicking on the link "Forgot your password?" the user is redirected to the page where the e-mail address to which the message with password reset link should be provided.

forgot your password?

Enter your e-mail address*

E-mail

send instruction

The email address under which the KLIPER Service account was established should be entered in the email field and the "Send me the instruction" button should be clicked. The user will receive an email with a link for changing the password.

Password reset

Instruction for password resetting has been sent to the given e-mail address

Password reset

kliper-no-reply@tvp.pl

Wysłano: Wt 22-08-2017 13:30

Do:

Hello,

click on the following link or copy and paste it into your browser:

<https://kliper-test.tvp.pl/en/accounts/changepassword/a.....>

Link above is valid for 72 hours.



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By clicking on the link, the User will be redirected to the page where the User can reset the password and then log in to the system.

The screenshot shows a web interface for setting a password. At the top left is the TVP logo and the KLIPER logo. A navigation bar contains links for 'cart', 'materials', 'reports', and 'administration'. A 'log in' button is in the top right. The main content area is titled 'Set password' and contains two input fields: 'Password*' and 'Confirm password*'. Below these are three checkboxes with the following text: 'I confirm that TVP S.A. may process given personal data to provide services available on the platform. I also declare that I have read [Private Policy](#)*', 'I declare that I have read [the rules of the platform](#)*', and 'I agree to use services provided electronically*'. A green button labeled 'save new password and log in' is at the bottom right of the form.

Please, send us any further questions to the email address: kliper@tvp.pl