**Instructions for Use - Carriers**

1. **LOGIN**

In order to log into the eTaxes system you need a **username** and a **password.** Enter them into boxes provided and click **‘Login’**.

**Have you forgotten your username/ password?** At this link you will find instructions on how to proceed in case you have forgotten your username and/ or password.



Figure 1: Login form

1. **SELECTING THE TAXABLE PERSON**

After successfully logging in with your username and your password, you have come to the page where you are asked to **select a taxable person, you would like to represent**.



Figure 2: Selecting the taxable person

If you would like to conduct activities on behalf of your own legal entity, please select a link in the **'Representation of one's own legal entity'** column.

If you would like to conduct activities on behalf of another taxable person (as a representative), please select the appropriate link in the **'Representation of a taxable person'** column by clicking on the name/ title of the taxable person you represent.

1. **CONTROL PANEL**

After selecting the taxable person you would like to represent, you have come to **Control panel**, where the list of recent transport reports is displayed. Recent transport reports are sorted descending by edit date.



Figure 3: Control panel

By using the menu on the left–hand side you may return to the **Control panel**, you may select another taxable person by clicking on **Change of a taxable person**, ask for **Help**, or you may choose to exit the portal by clicking on **Exit**.

By clicking on **'Enter transport reports'** you will be directed to the page, where you can enter new transport reports.

By clicking on **'Transport reports search'** you will be directed to the page, where you can search for previously entered transport reports and edit them.

1. **CHANGE OF A TAXABLE PERSON**

If you would like to conduct activities on behalf of another taxable person, select the **'Change of a taxable person'** link in the left-side menu. In the right upper corner (blue ribbon) your name/ title and the name/ title of the taxable peson, on whose behalf you are conducting activities are displayed all the time.



Figure 4: Change taxable person

1. **ENTERING TRANSPORT REPORTS**

Return to the **'Control panel'** page by clicking the link in the left-hand side menu. Then select the **'Enter transport reports'** link to continue.



Figure 5: Entering transport reports

**Transport reports may be edited up to 1 day prior to the entry date into the country!**

To enter new transport report fill in the following fields (**all fields are required**):

* Date of entry into the country
* Date of exit from the country
* Vehicle registration number (the dropdown menu allows you to choose registration numbers that have been entered in the current year)
* Country, in which the registration was issued (the dropdown menu allows you to choose from the list of countries)
* Point of entry into the country (the dropdown menu allows you to choose from the list of border crossings; you may also type in the name of the border crossing)
* Point of exit from the country (the dropdown menu allows you to choose from the list of border crossings; you may also type in the name of the border crossing).

New transport reports may be entered by clicking on **'Add row'**.

After you have entered all planned transport reports, click **'Confirm'** in order to **save** all the entries.

The **'Cancel'** button **deletes!** all the transport reports that you have not saved by clicking on the **'Confirm'** button.

The **'Recent transport reports'** displays a list of all recently entered transport reports. They are sorted descending by edit date.

1. **HOW TO LOOK FOR SPECIFIC TRANSPORT REPORTS?**

Return to the **'Control panel'** page by clicking the link in the left-hand side menu. Then select the **'Transport reports search'** link**.**



Figure 6: Look for specific transport reports

This function enables you to examine the entered transport reports, and also allows users to **edit** the reports.

You may look for specific transport reports by entering:

* **The registration number** – complete the field 'Registration number' with the registration number of the vehicle that performs the transport.
* **Period** – enter the search period 'from – to' by entering the date in the **following format**: **day/month/year (DD/MM/YY)**.



Figure 7: How to find specific transport reports

Each search result is at the end of the row provided with the links **'Edit'** and **'X'**.

By clicking on **'Edit'** users are able to enter changes to the existent data.

By clicking on **'X'** the entire row (transport report) will be **deleted**.

**Save** all changes by selecting the **'Save'** button. The **'Cancel'** button cancels all the entered changes.

**IMPORTANT NOTICE! Up to 1 day prior to the entry date into the country you will be able to edit all data in your transport report.** At later date you will only be able to edit the following fields: **Milleage in km**, **Number of passengers**, **Value €**, **VAT €**.