

HELP WITH SIGNING INTO THE INTRASTAT WEB SOLUTION

Before signing into the web application, it is necessary to fill out an application form for inclusion in electronic reporting.

1) Reporting units and declarants shall register for access to Intrastat electronic reporting (electronic mail exchange, online reporting) by filling out an [application for inclusion in electronic Intrastat reporting](#). The completed document is then emailed to intrastat-prijava.fu@gov.si.

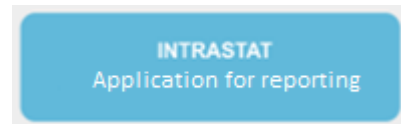
We will enter your information into the Intrastat registry and create and send you a password to log in to the online solution for the first time. You will then be able to change your password.

2) Reporting units that will report through a declarant have to also complete their reporting [authorization](#). The completed document is then emailed to intrastat-prijava.fu@gov.si.

Login to Intrastat Web Solution:

Step 1

You can sign in into the Intrastat Web Solution by clicking the INTRASTAT Application for reporting button



Step 2

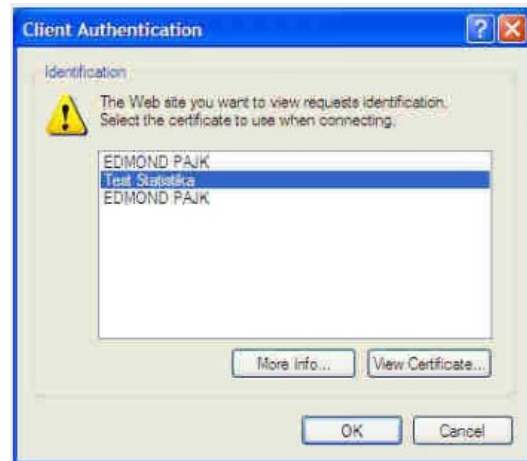
Click the OK button to confirm the secure connection notification.



Step 3

Select the digital certificate to log in to the solution and click the OK button.

If you are applying with a digital test certificate, the name of the digital certificate is "Test Statistika".



Step 4

Enter your digital security password and click the OK button.

The initial password on the test digital certificate was "splosni" - unless you changed it at installation.

Click the OK button to continue.



Step 5

If you did not install the digital certificate of the server when you installed the digital certificate among the root digital certificates that you trust, you must manually trust the server's digital certificate. You can download the SIGEN-CA digital certificate [here](#).

Confirm your trust by clicking the Yes button.

Before that, you can view the details of the server's digital certificate by clicking on the "View Certificate" button.

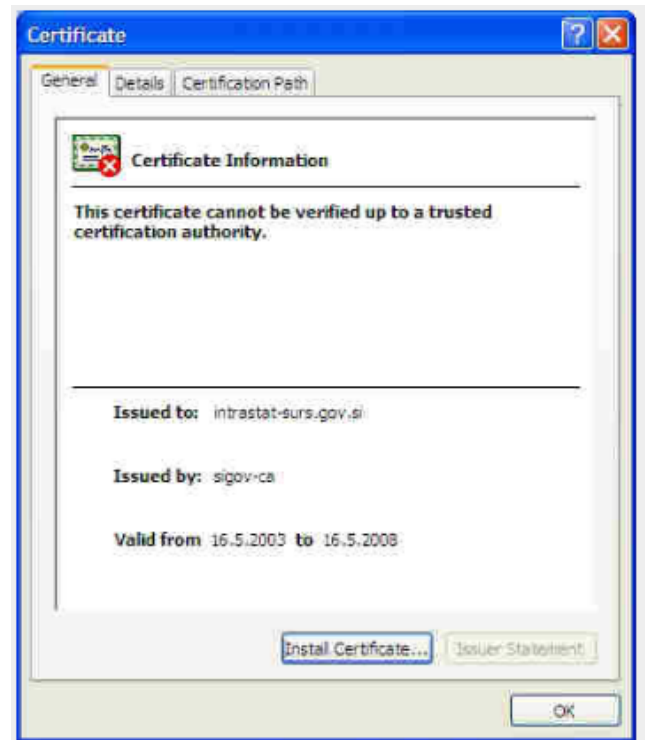


Step 6

General information about the digital certificate, details and chain of trust. In the Issued by field you see the address of the server to which the certificate was issued.

Use the Install Certificate button to place a digital certificate in one of the digital certificates you trust.

Click the OK button to continue.



Step 7

Enter your password to log in to the solution. If you are signing up with a test digital certificate, your password is "testno".

If the Internal user check box is unchecked (registering as external user - reporting unit).

Click the Confirm button to log in to the Intrastat web solution.

