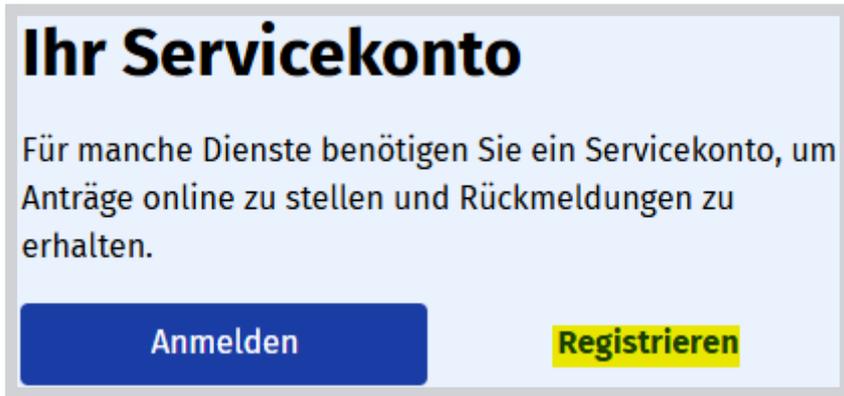
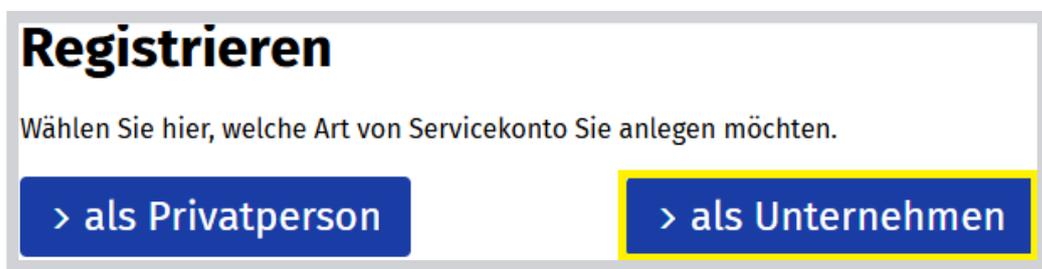


1. Click “**Registrieren**” as shown in the picture below



Some services require a account, this screen presents the option to log in (Anmelden) to an existing account, or register (Registrieren) a new one.

2. Please select “**als Unternehmen**”.



This screen offers the choice to register as an individual (Privatperson) or as a business (Unternehmen).

3. Please select the radiobutton "**Neues Gemeinsam-Online Servicekonto anlegen**" and confirm your choice by pressing "**Weiter >**"

[Start](#)

Servicekonto anlegen

Mit einer Registrierung im Serviceportal Gemeinsam-Online legen Sie ein kostenloses Servicekonto an

Bitte wählen Sie Ihr Konto:

Neues Gemeinsam-Online Servicekonto anlegen
Das Basisangebot für alle Online-Dienste, die keinen Identitätsnachweis erfordern.

Mit Elster-Unternehmenszertifikat
Hier können Sie Ihr Unternehmen / Behörde mit Elster registrieren

[Weiter >](#)

The first Choice is for everyone without the need for pre-approved Identification.

4. Please fill out all the required details about the Business.

1. *Name of the Business*
2. *(optional) commercial registration number*
3. *(optional) registry court*
4. *(optional) organizational unit*
5. *Street Address with (optional) House Number*
6. *(optional) additional address details*
7. *Postal Code and City*
8. *Country*
9. *(optional) E-Mail*
10. *(optional) P.O. Box and (optional) Postal code of the P.O. Box*

Once done, go to the next page with "**Weiter >**"

5. It is required that this field is selected as shown below.

This will allow Administrators to use the Online Services.



6. Next, please fill out the details of the Administrator on the same page as followed:

1. *(optional) Salutation and (optional) Title*
2. *Last Name*
3. *First Name*
4. *E-Mail*
(please make sure that the E-Mail address is able to receive E-Mails.)
5. *Phone Number*
6. *(optional) Mobile Phone Number*
7. *Set a new Password*
8. *Repeat the Password*

Once done, go to the next page with "**Weiter >**"

- Under "**Online-Dienste suchen**" please search and enter "**E-Rechnung**" and click „**Suchen**“ and select the checkmark afterwards.

Registrieren

Unternehmen Administrator **Alle Dienste**

Online-Dienste

Bitte wählen Sie, welche Online-Dienste Sie nutzen möchten. Sie können auch erst zu einem späteren Zeitpunkt Online-Dienste auswählen.

< Zurück Weiter >

Online-Dienste suchen

E-Rechnung **Suchen**

E-Rechnung
eRechnung

1 Dienst(e) ausgewählt.

< Zurück Weiter >

There are a lot of different services provided, with the search function (suchen) it is easier to find the relevant one.

Once done click "**Weiter >**" one last time.

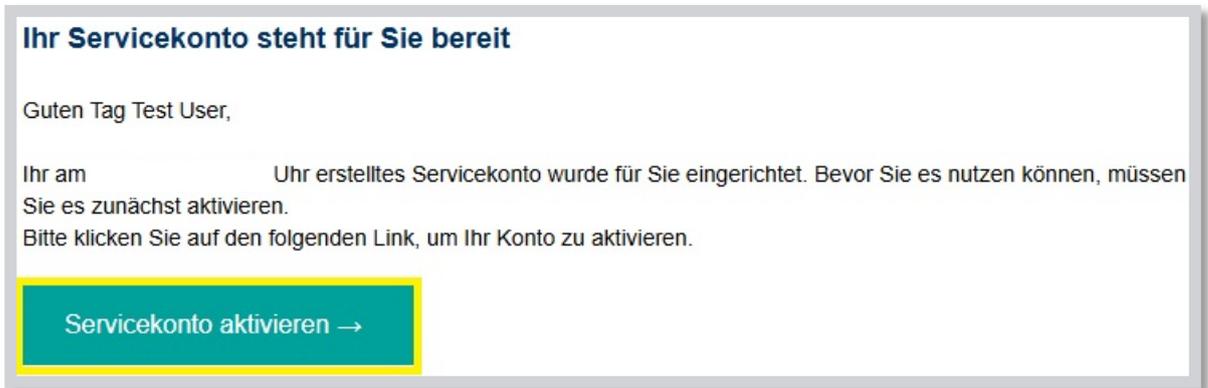
- Please double check the Information in the Summary and if needed you can go back to change it with "**Bearbeiten**".

After checking everything press "**Servicekonto anlegen >**" to finish the set up.

9. Please check the registered E-Mail now for the validation E-Mail.

Please note that the activation link only works once and has to be used in a two-week time frame. If not activated in that time the account will be deleted.

Click on "**Servicekonto aktivieren** →" to activate your account.



The activation E-Mail confirms that your Account has been set up and now needs to be activated.

10. The Message "**Fertig! Ihr Servicekonto ist bereits aktiviert. Sie können sich jetzt anmelden.**" will pop up afterwards letting you know your Account is ready and you can log in from now on.

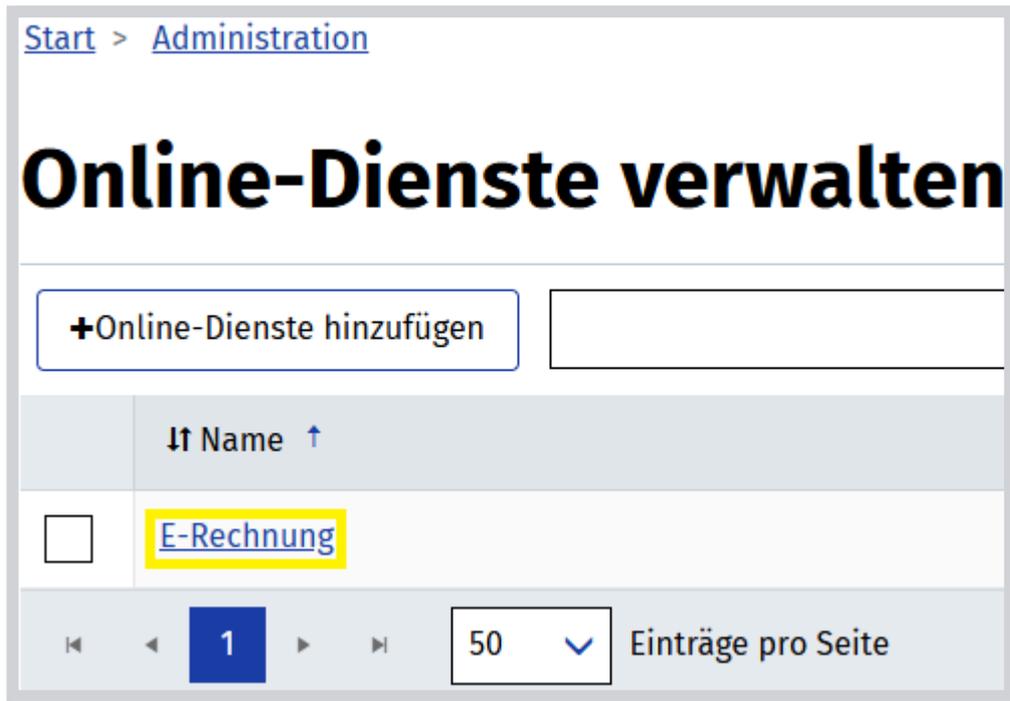
11. Please Log in to the Service portal now.

12. After a successful log in you will be in a tab called "**Administration**".

13. Next click on "**Online-Dienste**".



14. Followed by clicking "E-Rechnung".



15. Make sure the permission slider is selected as shown.



16. Please select the tab "Mein Bereich" in the top left corner next to "Start".

17. Next please select "Konto verwalten" and then "Meine Dienste".



18. and select "E-Rechnungsportal"

19. Alternatively follow this link (<https://serviceportal-stage.gemeinsamonline.de/Onlinedienste/service/entry/XEINKAUF>).

We do recommend adding it to the favorites list of your browser.

20. Log in again with the E-Mail and password you set.

21. Click on "**Hier Starten**".

22. The privacy policy and terms of service have to be accepted at this point.

23. In the next step it is required that an E-Mail is set for the invoice delivery. This E-Mail will receive permission to submit "XRechnungen".

You can change the E-Mail address later.

Please note that no-reply addresses can not be used for this purpose.

24. Please confirm your selected E-Mail address now with the Button "**E-Mail bestätigen**".

25. An automated E-Mail will be sent to the registered address. Please confirm this one as well by pressing "**Änderung E-Mailadresse bestätigen**".

26. The registration in the "E-Rechnungsportal" was now successful!



Attention: You might have to copy the link out of the E-Mail and manually paste it in to your browser if you did not get the confirmation window displayed above.