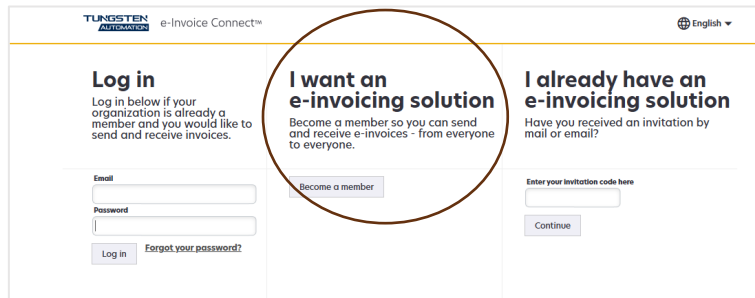


In this guide, you can learn how to create a free e-Invoice Connect account and start sending invoices. The product is provided by ScanSolution A/S.

## 1. Open e-Invoice Connect

Go to [e-Invoice Connect](#).

Click “Become a member” on the home page.



### When the membership page is open

Under **User details**, first enter your email address and create a password.

Under **Organisation details**, enter information about your company.

Under **Use e-Invoice Connect**, select .. to send invoices.

Tick **Accept sharing data with external registers**.

Select the “Free” subscription.

Under **Complete registration**, tick **We accept the terms and conditions**.

Finish by clicking **Done**.

The account has now been created.

## 2. Add an additional user

Once you are logged in to the account, go to Settings and select **Account users**. Add the account specified by ScanSolutions.



Click **Add existing user**, enter the email address and specify whether the person should have the administrator role.

### 3. Set up invoice delivery

To configure how your invoice is to be paid, click **Settings** and select **Sending**.



For the account used to send invoices, enter, for example, the FIK code or IBAN details. These will automatically be added to the invoice when it is created.

Complete the fields under the various sections.

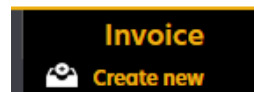
Remember to finish by clicking **Save** at the bottom.

It takes approximately one hour from when a change is made until it takes effect in the underlying system.

You can then send invoices.

### 4. Send invoices

To send invoices, click **Invoice** and then **Create new**.



The first time, you must find the recipient using their CVR number.

Enter the property's CVR number and click **Search**.

The search may take a moment. When it is complete, the recipient will appear. Click the star to save the recipient as a favourite for next time.

**Choose recipient**

Search in:

| Name                             | Country | Type       | Identifier | Recipient address                                             | e-ID | Legal address |
|----------------------------------|---------|------------|------------|---------------------------------------------------------------|------|---------------|
| ★ Cej Ejendomsadministration A/S | Denmark | CVR/CPR no | 29803250   | Cej Ejendomsadministration A/S, Nitvej 6, 2000, Frederiksberg |      |               |

1 (of 1) 10

Now click the recipient and complete the following sections:

- Invoice details, especially the Buyer's order number field, which must contain CEJ's property number. Further information is available on our website.
- Invoice lines; remember to click Calculate and Send at the bottom.