E-DELIVERY – REGISTRATION AND LOGIN MANUAL

1. REGISTRATION

1. Visit our registration page:https://www.evrocanje.si/#/jazmp-registration
2. Fill in required fields (If you are in either AJPES or SPOR database you can use automatic fill in function)
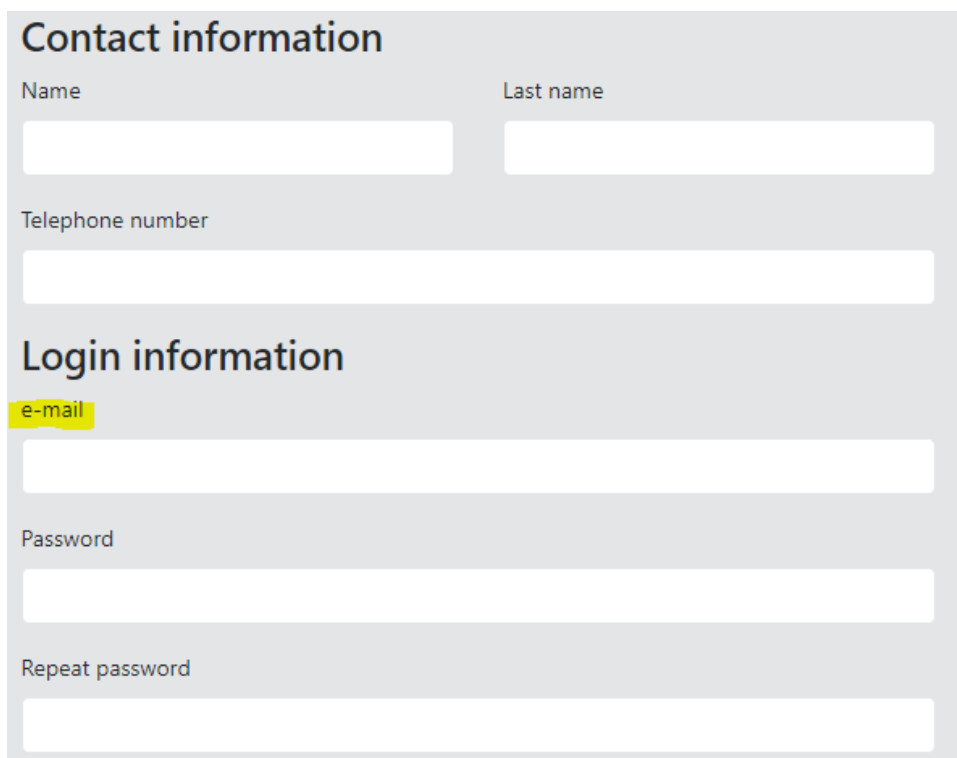

3. **IMPORTANT!**: Make sure that first company's account is registered with e-mail address matching your digital certificate with which you will accept incoming certified mail.

4. Later, you can add and connect with additional accounts from your coworkers. More information can be found in chapter 4., "Account authorization".
5. Once you have filled all the information, please indicate that you agree with the general terms and confirm the registration.

☑ I accept general terms of usage

Register   Cancel

You are almost done ☺

We have sent you an email on your specified e-mail address, attached you will find a acceptance statement. It need to be signed by an authorized person in your company, and you need to send it back to us, either by regular main or email. Once the statement is received, we will activate your account.

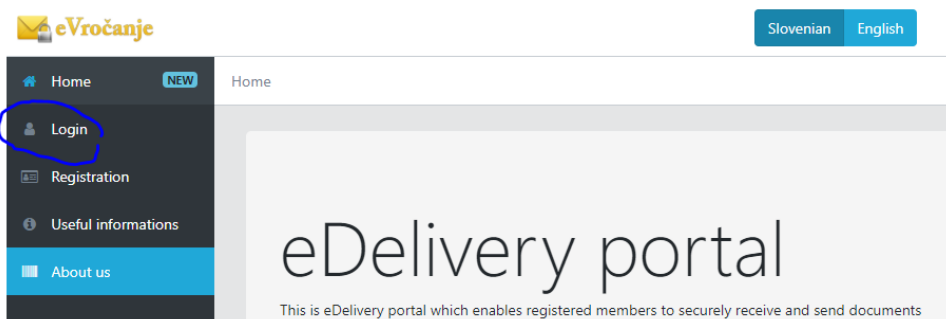E-mail: podpora@zaslon-telecom.si

Post address:

ZASLON TELECOM d.o.o.

Brnčičeva 13, 1213 Ljubljana - Črnuče

Slovenija

2. LOGIN

Once your account is activated, you can login.

1. Go to: www.evrocanje.si
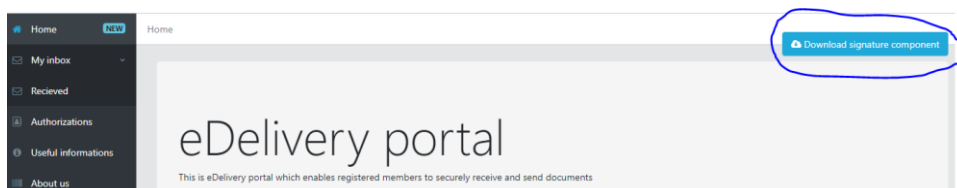2. On the left side, click action button "Login"

3. Enter username (registered e-mail) and password, as you have chosen in registration process.
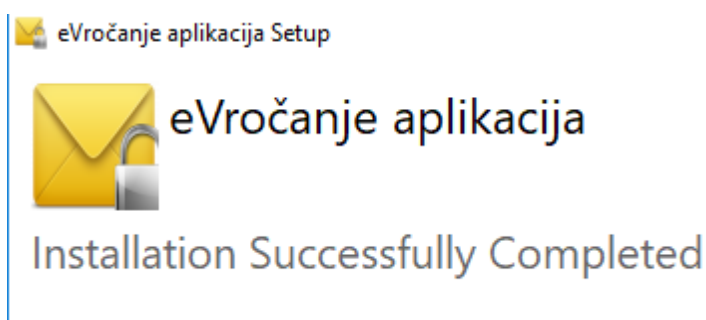4. You can check received documents clicking on action button "My inbox".

3. SIGNING COMPONENT

Before you will be able to receive certified mail, you will need to set up a signing component. Currently, it supports Windows OS, but Mac and Linux support will be available shortly.

1. To download, please click "Download signature component".

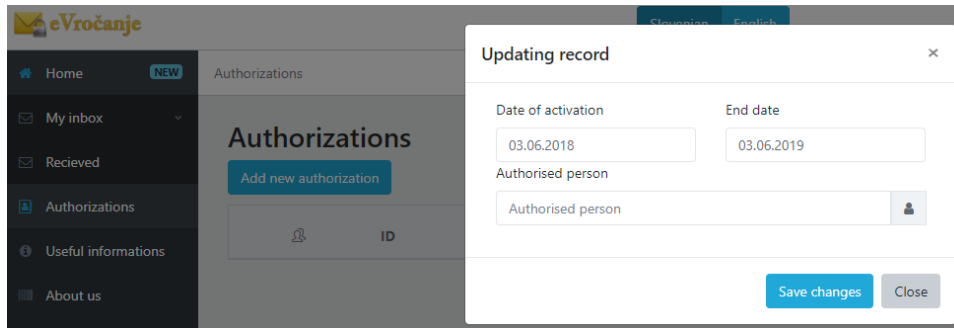
2. Please follow setup instructions.

Congratulations, now you can receive certified mail. ☐

4. ACCOUNT AUTHORIZATION

Shall you desire, you can authorize your coworkers to access company account.

1. On the left side, click action button "Authorizations".

2. In a field "Authorized person" write an e-mail address of a person you wish to grant access.
    IMPORTANT!: The person you wish to add, must register prior to this operation.
    Authorization can be limited for a certain time period, default setting is 1 year.

Shall you need additional help, please do not hesitate to contact us.

Best regards,

Team eVrocanje

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