



KPMG User Guide: Managing User Accounts

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Inviting a new User to manage a company

If you would like to invite a colleague or team member to access the KPMG portal and to manage your company, you can use the **“Invite user”** function.

Select **“Client Accounts”** on the left. Under **“Invite user”**, type the email address of the user to whom you want to grant access. With this, the user will be able to login using their email address and see and manage your company.

At **“Company”** you need to select the company which the new user can access after the invitation. (If you have one company only, then you can select only that one company. If you manage several companies in the same account, then you need to select the right company here).

If all is set, click **“Send invitation”**.

The screenshot shows the KPMG portal interface. On the left, a dark blue sidebar contains navigation options: Services, Business Details, Client Accounts (highlighted in light blue), Order History, Data Upload, and Return Library. The main content area is titled 'Invite user' and contains two sections. The first section has an 'Email' input field and a 'Company' dropdown menu. Below these is a blue 'Send invitation' button. The second section, titled 'Client account', also has 'Email' and 'Company' input fields. A small note below reads 'Type at least two characters for the email address or company name'. To the right of the form, a 'Selected companies' list shows 'test Ltd' with a dropdown arrow.

This close-up shows the 'Invite user' form. The 'Email' field is filled with 'inviteuser@test.com'. The 'Company' dropdown menu is open, displaying 'test' as the selected option and 'test Ltd (10091)' as a visible option. A blue 'Send invitation' button is positioned below the input fields.

This close-up shows the 'Invite user' form with the 'Email' field containing 'inviteuser@test.com' and the 'Company' dropdown menu empty. A green 'Send invitation' button is highlighted. To the right, the 'Selected companies' list shows 'test Ltd (10091)' with a close button (X).

Inviting a new User to manage a company

If the invited user does not have an account on the KPMG portal yet, they will receive an email (subject: “KPMG Services - Company Assignment”)

By clicking the “**Register**” button from the email, the invited user will be directed to the KPMG portal. They should enter the relevant email address and a new password, then click “**Create Account**”. This will activate the new user account. Once the new account is created, the new user can now login and access your company information.

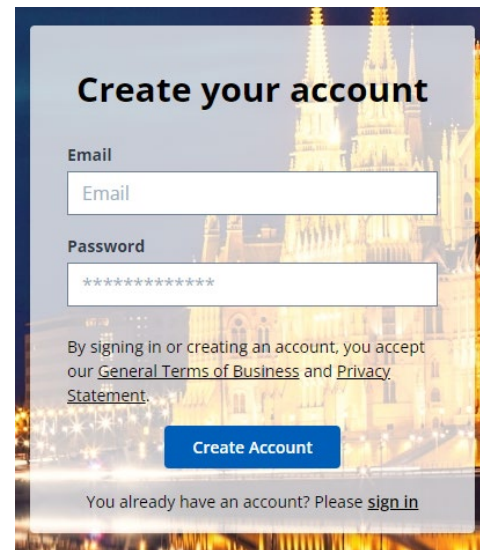


Dear Client,

You have been invited to manage the KPMG account of the below company. Please click the link underneath to setup your access rights. After that you will be able to login and see or manage the account details.

[Register](#)

Kind regards,
KPMG VAT Compliance Team



Sign in to your account

Email

Password

By signing in or creating an account, you accept our [General Terms of Business](#) and [Privacy Statement](#).

[Sign in](#)

[Forgot your password?](#)

[No account yet?](#)

Adding an existing User to manage a company

If a User already has an account on our portal, you can invite the User to be added to manage your company as per the above steps, except that the User will not be asked to create a new account and can have access to your company information once they log in to the portal.

Alternatively, under the “**Client account**” section, enter the company name that you would like to assign in the “**Company**” field. You will see all the Email addresses/usernames which are managing the company. By clicking “**Edit companies**”, you can assign a specific company to a selected user.

In this way, multiple companies can be managed by selected users. In other words, multiple users are managing multiple companies.

Client account

Email Company

Type at least two characters for the email address or company name

Email	Companies	
inviteuser@test.com	<input type="button" value="test Ltd (10091)"/> <input type="button" value="test 02 Ltd (10333)"/>	<input type="button" value="Edit companies"/>
testcompliance@kpmg.hu	<input type="button" value="test Ltd (10091)"/>	<input type="button" value="Edit companies"/>

Edit companies

Company

-
-

Client account

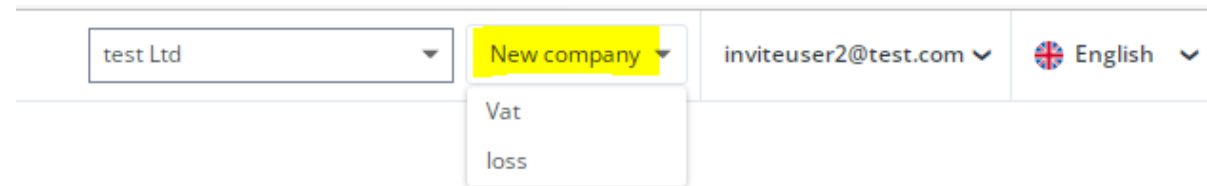
Email Company

Type at least two characters for the email address or company name

Email	Companies	
inviteuser@test.com	<input type="button" value="test Ltd (10091)"/> <input type="button" value="test 02 Ltd (10333)"/>	<input type="button" value="Edit companies"/>
testcompliance@kpmg.hu	<input type="button" value="test Ltd (10091)"/> <input type="button" value="test 02 Ltd (10333)"/>	<input type="button" value="Edit companies"/>

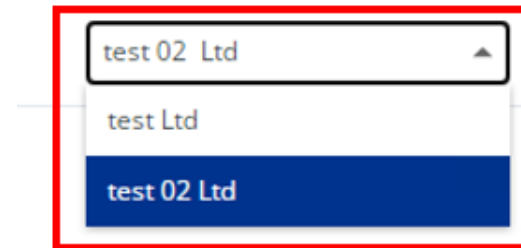
Adding a new company under an existing account

If you have several companies and want to bring these to KPMG, we offer an easy solution to centralize your company management. You can create a new company in the top right corner, next to your current company account, by clicking **“New Company”**, then selecting the applicable service for the new company.



This will trigger the sign up flow for a new company. Please refer to our respective guide for more information about this process.

Now you have multiple company accounts listed in the top right. To switch between different companies, just simply click the company name.



Removing a User from a company

Find the user you would like to remove under **“Client accounts”**, and click the **“X”** for each company.

test Ltd New company inviteuser@test.com

Invite user
Email Company Selected companies
Send invitation

Client account
Email Company
test

Type at least two characters for the email address or company name

Email	Companies	
inviteuser2@test.com	test Ltd (10091)	Edit companies
testcompliance@kpmg.hu	test Ltd (10091) test 02 Ltd (10333)	Edit companies

A message will pop up, click **“OK”** to confirm.

admin.kpmgvat.com says

Are you sure you want to revoke the access to this company?

OK Cancel

Removing a User from a company

The user will be removed from the list and their access to the selected company will be revoked:

The user will receive an email notification regarding their removal (Subject: KPMG Services – Company Removal):

The screenshot shows the KPMG user management interface. On the left is a dark blue sidebar with the KPMG logo and a menu with items: Services, Business Details, Client Accounts (highlighted), Order History, Data Upload, Master Data, and Return Library. The main content area has a top navigation bar with 'test Ltd', 'New company', 'inviteuser@test.com', and 'English'. Below this are two sections: 'Invite user' with 'Email' and 'Company' input fields and a 'Send invitation' button; and 'Client account' with 'Email' (containing 'test') and 'Company' input fields. Below these is a table with columns 'Email' and 'Companies'. The table contains one row with 'inviteuser2@test.com' and 'test Ltd (10091)'. A pagination bar at the bottom shows 'Showing 1-1 of 1'.



Dear testcompliance@kpmg.hu,

Please note that your access to the following company has been removed. If you have any question please contact us.

Company: test Ltd

Kind regards,

KPMG VAT Compliance Team

Checking how many companies are managed by your account

Please type in your user name (email address) under **“Email”**. You will see all the companies that are managed in your account.

The screenshot shows the KPMG user interface. On the left is a dark blue sidebar with the KPMG logo and navigation links: Services, Business Details, Client Accounts (highlighted), Order History, Data Upload, and Return Library. The main content area has a top navigation bar with 'test Ltd', 'New company', 'testcompliance@kpmg.hu', and 'English'. Below this, there are two sections: 'Invite user' and 'Client account'. The 'Invite user' section has an 'Email' input field (highlighted with a red box) and a 'Company' dropdown menu. The 'Client account' section has an 'Email' input field containing 'inviteuser@' (highlighted with a red box) and a 'Company' dropdown menu. Below the 'Client account' section, there is a table with the following data:

Email	Companies
inviteuser@test.com	test Ltd (10091) test 02 Ltd (10333)

An 'Edit companies' button is located at the bottom right of the table. A red box highlights the 'Email' field and the table content.

If you enter the email address of a colleague, you can also see a list of companies which you manage together with that colleague. You will not see details of any company which you have not been assigned to.

Checking how many accounts are managing a certain company

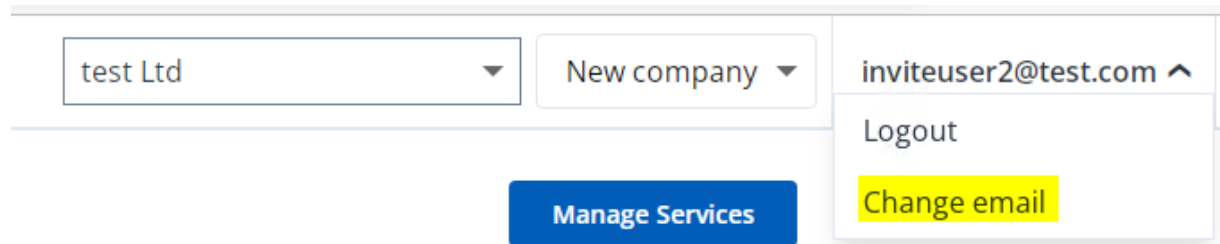
Enter the company name under **“Company”**; here you will see all the users who are currently managing the company.

The screenshot shows the KPMG client management interface. On the left is a dark blue sidebar with the KPMG logo and navigation links: Services, Business Details, Client Accounts (highlighted), Order History, Data Upload, and Return Library. The top navigation bar includes a dropdown menu with 'test Ltd', a 'New company' button, a user email 'testcompliance@kpmg.hu', and a language dropdown set to 'English'. The main content area is divided into two sections: 'Invite user' and 'Client account'. The 'Client account' section has an 'Email' input field and a 'Company' dropdown menu with 'test Ltd' selected. Below this is a table with columns 'Email' and 'Companies'. Two rows are visible, both with 'test Ltd (10091)' in the 'Companies' column. Each row has an 'Edit companies' button. A red box highlights the 'test Ltd' dropdown and the first row of the table.

Email	Companies	
inviteuser@test.com	test Ltd (10091) ✕	Edit companies
inviteuser2@test.com	test Ltd (10091) ✕	Edit companies

How to change email address

If you would like to change the email address of your account, you should click **“Change email”** from the dropdown under your email address, provide the new email address and click **“Save”**.



A screenshot of a user profile interface. At the top left, there is a dropdown menu showing 'test Ltd'. To its right is another dropdown menu showing 'New company'. Further right is a user profile section showing the email address 'inviteuser2@test.com' with an upward arrow. Below the email address is a dropdown menu with two options: 'Logout' and 'Change email'. The 'Change email' option is highlighted in yellow. Below the profile section is a blue button labeled 'Manage Services'.



A screenshot of a 'Change email' dialog box. The dialog has a dark header with the title 'Change email' and a close button (X). Below the header is a text input field labeled 'New email' containing the text 'change@email.com'. At the bottom of the dialog are two buttons: a green 'Save' button and a blue 'Cancel' button.

How to change email address

You will receive, in the newly set up and saved mailbox, an email asking for verification of the email change (subject: KPMG – Verify new email address):

Click **“Verify”**.

If you are not logged in to the system, this will take you to the login page. Please login, using the **old email address** as your username.

If you are already logged in, you will see the one-line confirmation below after clicking **“Verify”**.

Dear Seller,

Your email address change@email.hu has been recently added to your KPMG account as a new contact email and username.

Please verify that this is correct and you want to you use this email address in the future.

Verify

The new email address will not become active until verified.

Kind regards,
KPMG VAT Compliance Team



Your email address has been changed. To finalize the change please logout and login again using your new email address.
[Sign in to your account](#)

How to change email address

Now you need to logout and login using your new email address.

Meanwhile, the old mailbox will receive a notification that the email address has been changed.

The new mailbox will receive a confirmation of the successful change too.

Dear Seller,

This is to inform you that the email address on your KPMG account has been changed. You have no longer access to your account via this email address and you will not receive emails from us at this address anymore.

Kind regards,

KPMG VAT Compliance Team

Dear Seller,

This is to inform you that the email address on your KPMG account has been changed. You have now access to your account via this email address and you will receive our emails at this address.

Kind regards,

KPMG VAT Compliance Team

How to change email address


Now the change of contact email address where you receive our email notifications and the login email address that you use to access our system is done. Now you can login and manage your company/companies via your new email address.

Services

[Manage Services](#)

COMPANY China, 430010, Guangzhou, Guangfa Av 1200 ID: 10091

test Ltd CN33333333

0086189111111 | Mr Xin Liu EN 



kpmg.com/socialmedia

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