



## QUICKFISCO GUIDE

# SETTING UP YOUR PROFILE

Start from HERE

A yellow hand-drawn style oval encircles the text 'Start from HERE'. A yellow arrow originates from the bottom of this oval and points downwards towards the bottom edge of the frame.

# SETTING UP YOUR PROFILE

Just a few clicks and you'll be able to issue invoices

Log in to your profile and go to the [Profile](#) and [settings](#) section from the left side menu



**Fill in all fields, especially paying attention to the ones with \***

If you want to change your email address, please contact our customer service via whatsapp chat, providing the new address. We'll take care of it, but remember that the email you indicate will be the one you'll need to log in

For the province you always have to enter only the initials  
E.g. MI, BG, TO

Press the + button to add your bank details.  
**Denominazione** = name of your credit institution (E.g. Intesa Sanpaolo) and enter your **IBAN** (without spaces)

**Always remember to save!**

## 1 Il tuo profilo

Profilo e impostazioni

### Informazioni Personali

Nome \*

XXXX

Cognome \*

XXXXXXXXXXXX

Email \*

aliceravezzani+20@gmail.com

Numero di telefono

Aggiungi il numero di cellulare

xxxxx@xxxxxxxxx.it

Via/largo/piazza \*

CAP \*

Aggiungi CAP \*

Città \*

Aggiungi la città \*

Provincia \*

Aggiungi la provincia \*

2

## Informazioni Fiscali

Codice fiscale \*

Aggiungi il codice fiscale \*

Cassa

Seleziona la cassa

Data apertura P. IVA

gg/mm/aaaa

P.IVA \*

Aggiungi la partita iva \*

Contributo previdenziale

Seleziona la cassa

Aliquota imposta sostitutiva

La tassazione v€

Protocollo Fatt. Elettronica \*

1

### Fill in all fields

For *cassa* (fund), use the drop-down menu.

**If you have doubts, please check the guide on Social Welfare Funds**

The social security contribution will automatically appear depending on the selected fund.

We will set the substitutive tax rate

Select your **ateco code** from the drop-down menu. If you have more than one, click on **AGGIUNGI CODICE ATECO**. For more information, check the dedicated guide on multi-ateco codes.

SALVA



**You can check the status of your annual subscription From here**

We will remind you when it is about to expire  
Renewal is not automatic.  
You will receive an email with the instructions on how to renew it

**4** Stato dell'abbonamento  
**ATTIVO**  
Scadenza il 19/08/2023  
196 giorni rimanenti

**5** Cambia password  
**Vecchia Password \***  
Password attuale \* [Mostra](#)  
**Nuova password \***  
Nuova password \* [Mostra](#)  
**Conferma nuova password \***  
Conferma nuova password \* [Mostra](#)  
*La nuova password deve essere lunga almeno 8 caratteri e deve contenere maiuscole, minuscole, numeri e caratteri speciali (\_? !\$...)*  
**SALVA**

If you want to change your password you can do it from here, then press **SAVE**

It is not necessary for the purposes of billing, but from here you can upload your logo and customize the PDF courtesy copy

**6** Il tuo logo  
Dimensioni max 5MB, formato jpg, jpeg e png.  
**CARICA LOGO**  
[RIMUOVI IL LOGO](#)

**Il tuo logo**  
Dimensioni max 5MB, formato jpg, jpeg e png.  
  
**CARICA LOGO**  
[RIMUOVI IL LOGO](#)

  
**Nome Cognome**  
Via e numero civico  
Indirizzo mail  
P.IVA:  
CF:  
SDI: JKKZDGR  
**MODIFICA**

  
**Nome Cognome**  
Via  
cap Città, provincia, paese  
COD. FISCALE  
P.IVA  
Copia conforme al Documento Informatico trasmesso allo SDI  
**FATTURA n. 7 del 04/02/2023**  
DESTINATARIO  
**AAA SRL**  
89 high street  
SG111RX London (EE), GB  
SDI XXXXXX  
P.IVA 00000000000

**SALVA**

**Always remember to save!**



## Congratulations!

Now you can invoice!  
Have a look on the guide on how to  
issue eletronic invoices 🤗



## GOT ANY PROBLEMS OR DOUBTS?

Contact us via the right channel 🕶️

### Problems with the **web-app?**

Have you got problems with the platform, or doubts about issuing an invoice?



[SEND US A WHATSAPP](#)

### Doubts on fiscal matters?

Have you got questions regarding your VAT number, fiscal problems or issues to manage regarding your position as self-employed?



[DROP US AN E-MAIL](#)