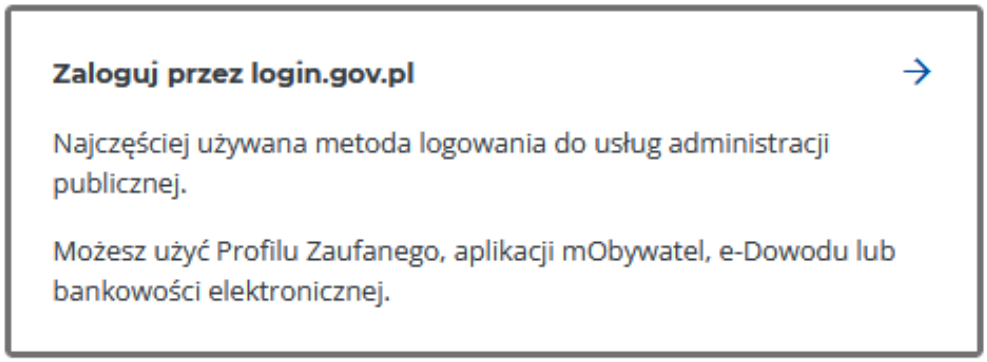
How to configure KonektoSmart

Instruction for clients of the KPMW

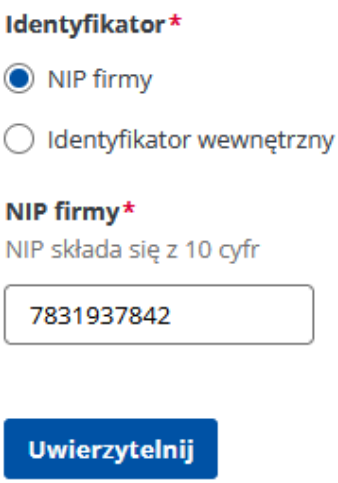
This document shows step by step how to configure the KSeF certificate in the KonektoSmart application.

Step 1 – Log in to KSeF

https://ap.ksef.mf.gov.pl/web/login
Select login via login.gov.pl



Enter your company's NIP and click **Authenticate**
example of logging in with office details

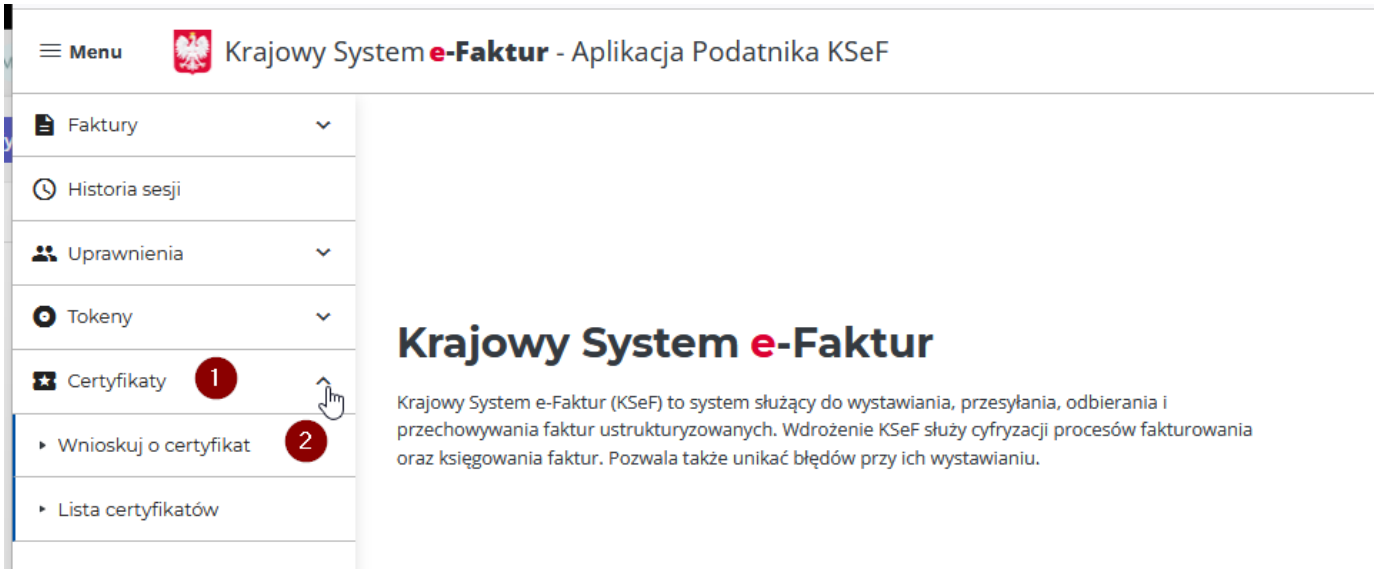


Choose the authentication method.:



Step 2 – Generate a certificate

After logging in to KSeF, go to the section **Certyfikaty** (Certificates) on the left and then **Wnioskuj o certyfikat** (Request a certificate):

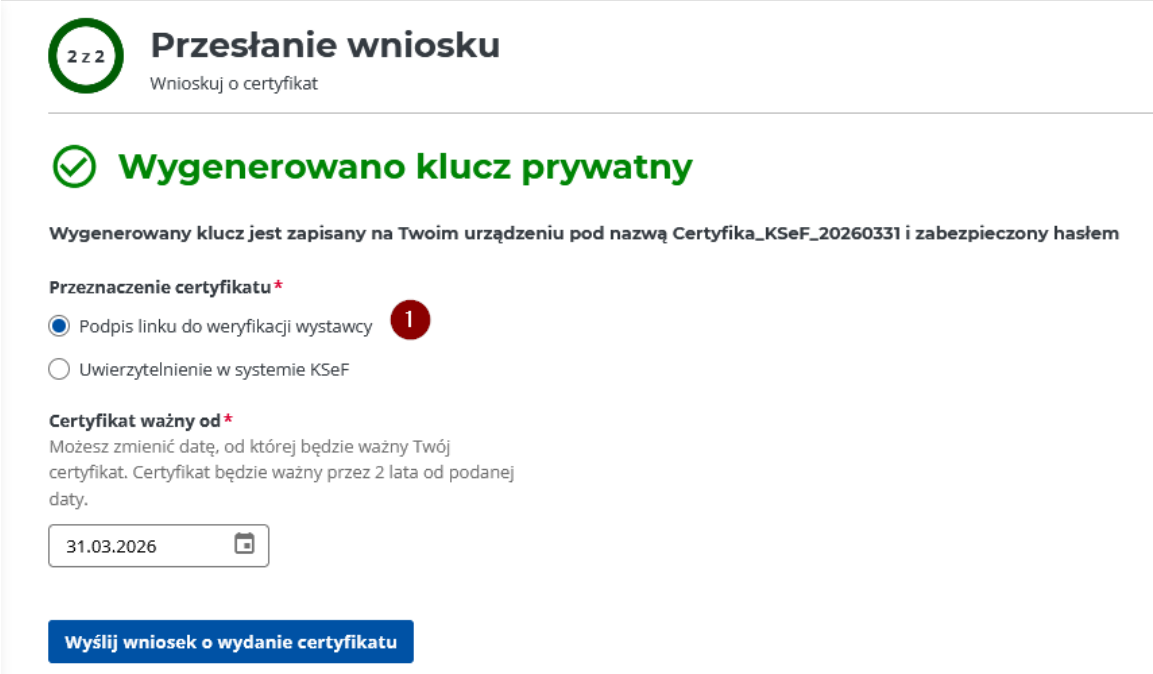


Enter your own certificate name in field 1 and a password in fields 2 and 3.
The password must meet requirements. It cannot be pasted; it must be entered manually twice.
Remember it! It will be needed later.
Then click **Generuj** (Generate)



Next, select the option **Podpis linku do weryfikacji wystawcy** (Sign the issuer verification link) and choose **Wyślij wniosek o wydanie certyfikatu** (Submit certificate request):

You can change the start date of certificate.



When the next screen appears, click **Odśwież** (Refresh**):**



Now you can download the certificate.



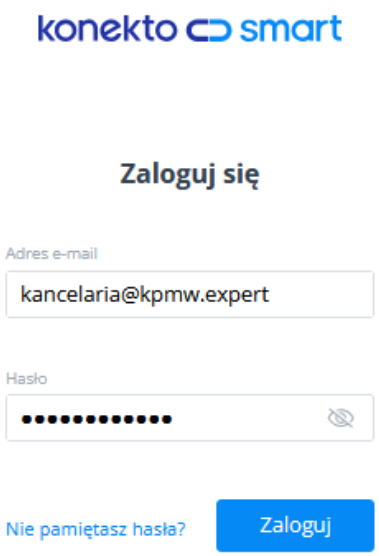
Two files should be downloaded. Save both on your computer:



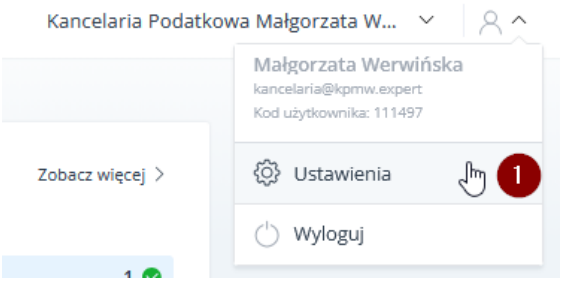
Now do the same to download “Uwierzytelnienie w systemie ksef”

Step 3 – Switch KonektoSmart to english

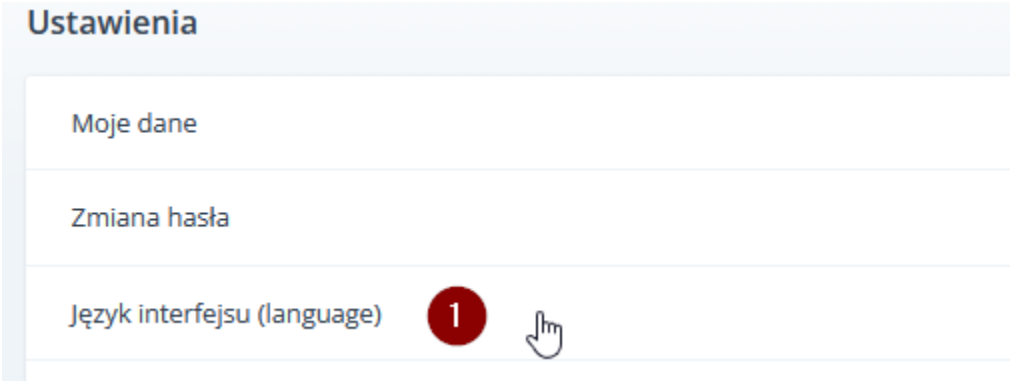
Go to the KonektoSmart login page and log in as usual:
https://konektosmart.pl/logowanie/
example of logging in with office details



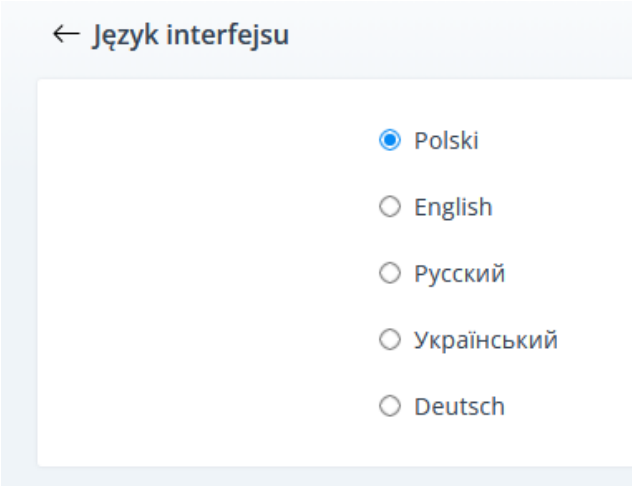
In the upper right corner, click the user icon and select **Ustawienia** (Settings - gear icon):



Choose **Język interfejsu**:

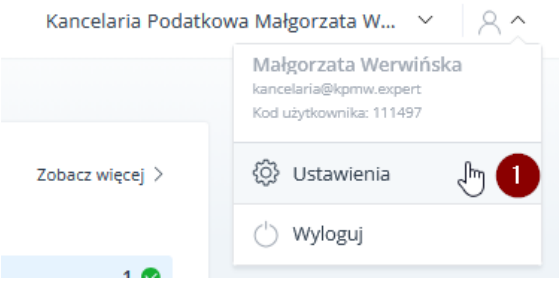


Choose your language:

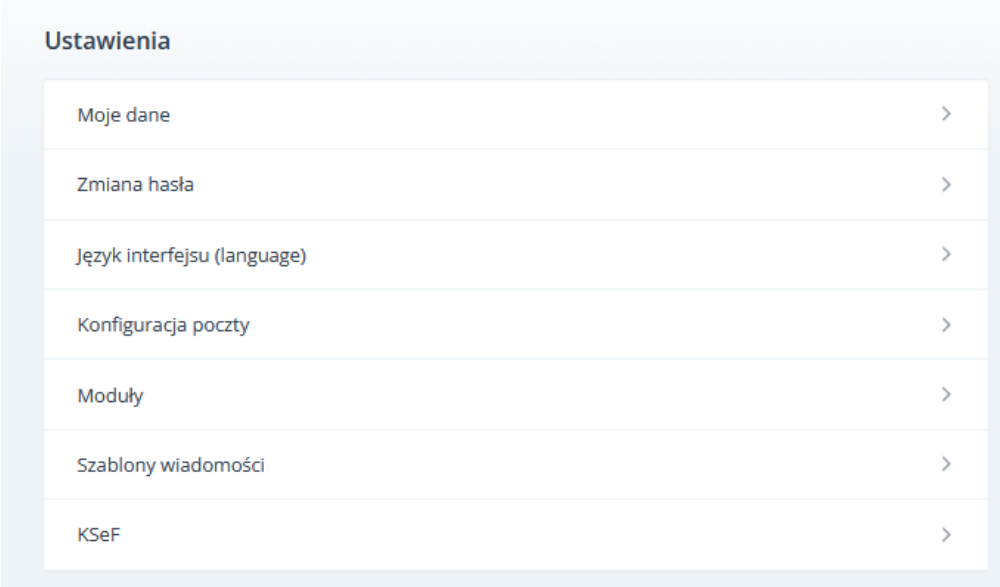


Step 4 – Attach the certificate in KonektoSmart

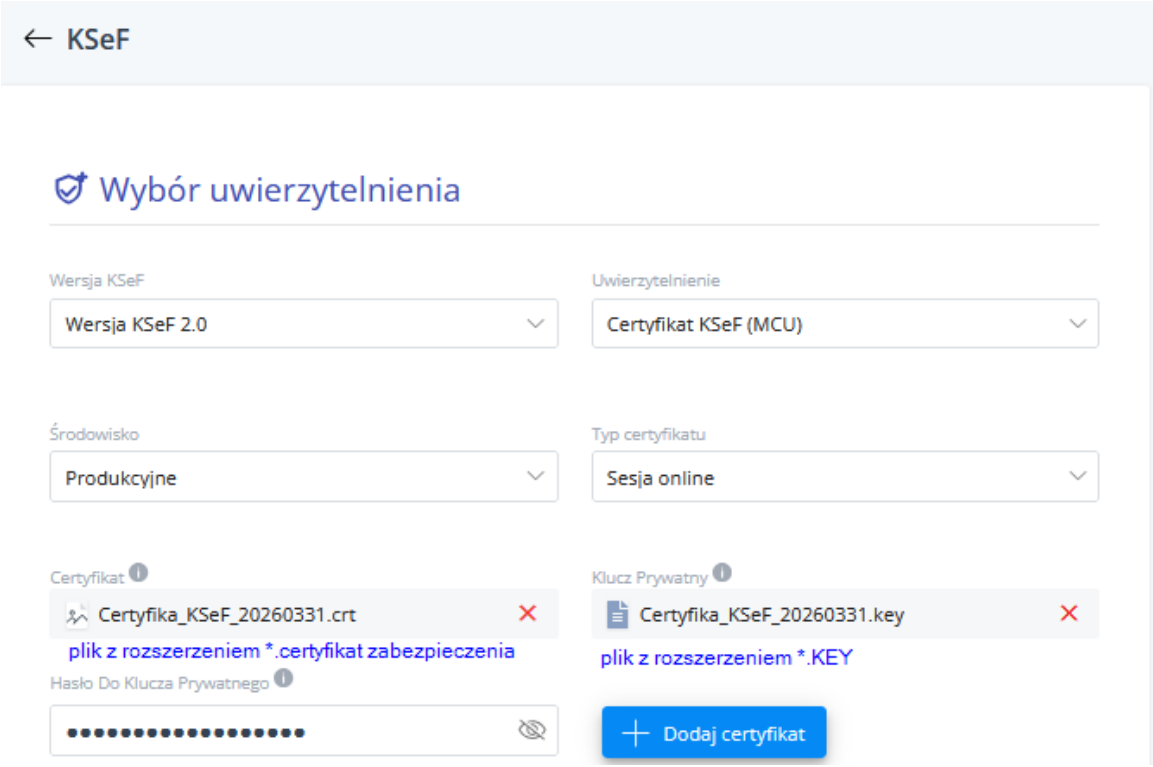
In the upper right corner, click the user icon and select **Ustawienia** (Settings - gear icon):



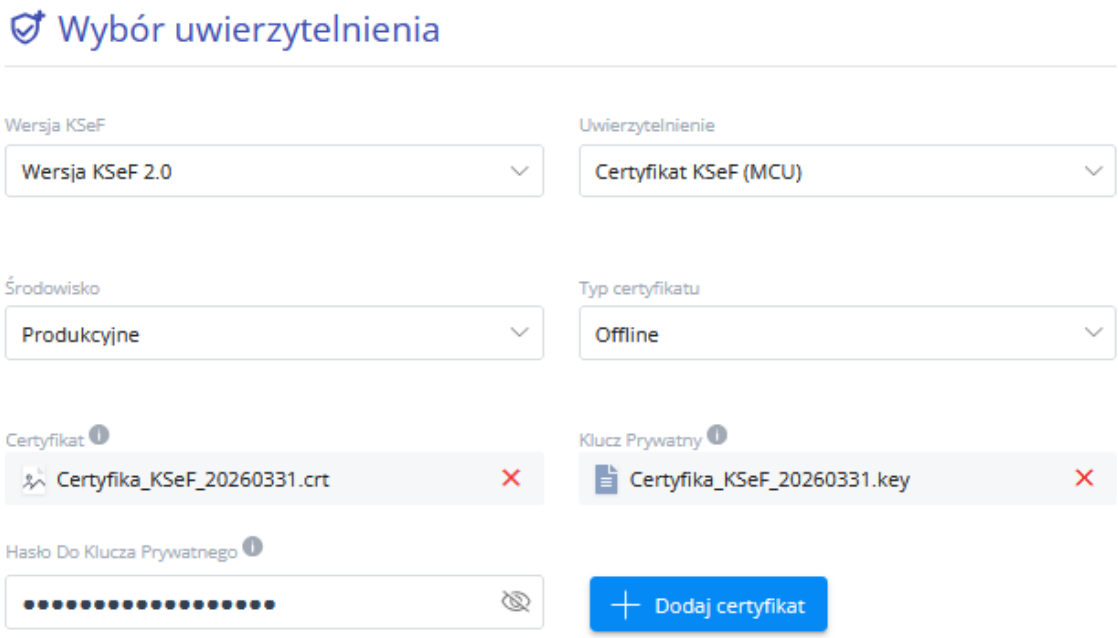
At the bottom, select **KSeF:**



Choose parameters as shown, attach the files, enter the password you created earlier, and click **+Dodaj certyfikat** (+Add certificate):



Repeat the same steps, only changing the parameter **Typ certyfikatu (**Certificate type) to **Offline:**



Now you can use KSeF in KonektoSmart !!

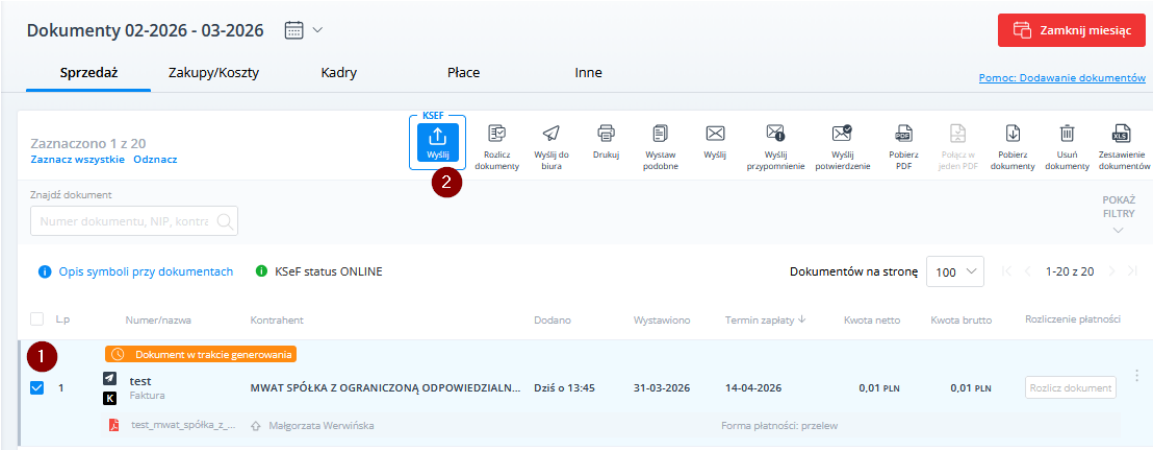
You will only need to log in again to the government KSeF system to renew the certificate.

Step 5 – Enjoy KonektoSmart app 😊

From the left menu, select **Dokumenty** (Documents), then period, **sprzedaż** (sales) or **zakupy** (purchases), and download or send documents to/from KSeF with one click

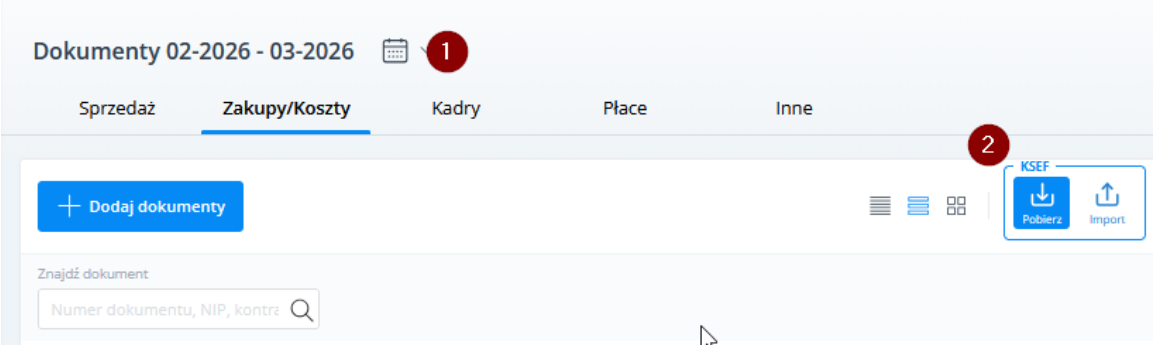
SALES

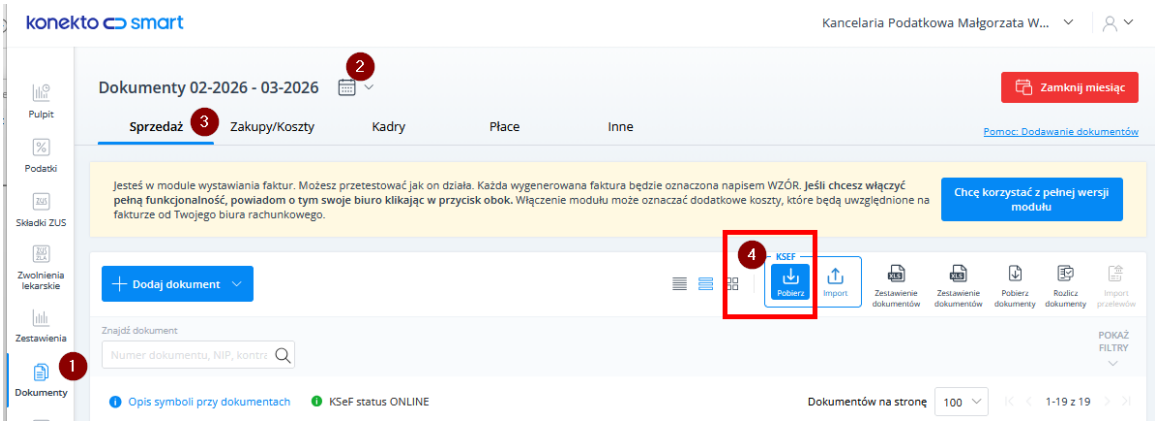
Select invoices issued in KonektoSmart and send them to KSeF with one click:



PURCHASE/COSTS

Select a period and then Download documents from KSeF:





Important information

Access to the government KSeF application is granted to the owner in a sole proprietorship, and in a limited liability company to the person designated as administrator in ZAW-FA and persons authorized by the administrator.

