

HOW TO ACTIVATE YOUR KEY CODE

1. The path to the application is: www.aade.gr → myAADE section → AFM number & Key Code module → Key Code option

The screenshot shows the myAADE website interface. At the top, there is a navigation bar with the AADE logo and the myAADE logo. Below the navigation bar, there is a main heading: "Καλώς ήλθατε στην εφαρμογή ΑΦΜ & Κλειδάριθμος". Underneath the heading, there is a paragraph of text explaining the purpose of the application and the types of users who can use it. At the bottom of the page, there are two buttons: "ΑΦΜ & Κλειδάριθμος" and "Κλειδάριθμος". An arrow points to the "Κλειδάριθμος" button with a callout box that says "Press here".

2. The user is directed to the home page of the Key Code application and is asked to choose which action he wants to proceed.

The screenshot shows the Keycode app home page. At the top, there is a heading: "Welcome to the Keycode app". Below the heading, there is a list of options for registration and account management. At the bottom of the page, there are five buttons: "Initial registration", "Rewrite", "account activation", "I forgot my password", and "Retrieval of pending application". An arrow points to the "account activation" button with a callout box that says "Press here".

3. Fill out with the information received in the attached encrypted file “UserData.pdf”

The screenshot shows the 'account activation' page of the AAE website. The form contains the following fields and instructions:

- Username ***: A text input field. A red arrow points from a text box stating 'Username stated during the application (in the "UserData.pdf" file)' to this field.
- Password ***: A text input field. A red arrow points from a text box stating 'Password stated during the application (in the "UserData.pdf" file)' to this field.
- VAT number ***: A text input field. A red arrow points from a text box stating 'TIN number received in the "UserData.pdf" file' to this field.
- Key number ***: A text input field. A red arrow points from a text box stating 'Key code received in the "UserData.pdf" file' to this field.
- Enter the characters ***: A security code field showing 'seain1'.

Additional text on the page includes: 'Please fill in the fields marked with an asterisk *', 'Please enter the username and password you chose in the registration form', 'Please enter your VAT number', 'Please enter your Password', and 'seain1'.

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After the completion of the procedure, the student/taxpayer can immediately use the new password and username to connect to the AAE electronic services or all the Services of the Public Administration (gov.gr).

IN CASE YOU LOST OR FORGOT YOUR PASSWORD

Password recovery ("Forgot my password")

From the option "**Forgot my password**", the password of an account can be changed, provided that the username and the Key Code that was assigned during the initial registration of the taxpayer are known. The process can be carried out by the taxpayer or anyone who has the requested information, as the form is free, which means that no login with codes is required.

The required information for the completion of the process is:

- Username
- Key Code
- New password and its confirmation
- Security characters

After the completion of the procedure, the student/taxpayer will be notified by email and he/she can immediately use the new password to connect to the AAE electronic services or the services of the Public Administration, without requiring any other action.