

## Request online submission

To apply for online submission, you must be registered and logged in to baubook.

<https://www.baubook.at/zentrale>

### 1. Log in



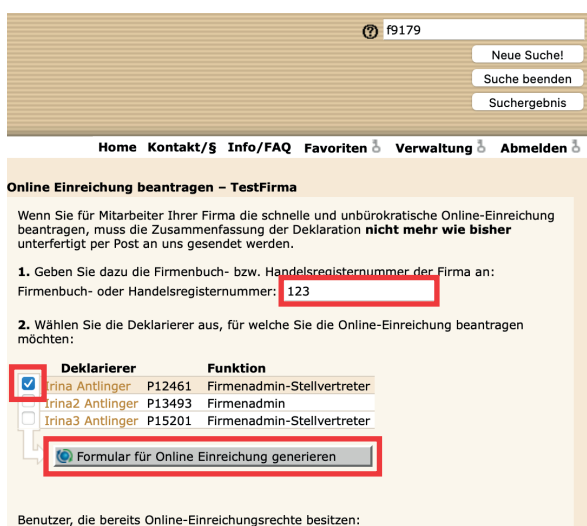
Click on the button „Register“ on our internet platform „www.baubook.at/zentrale“ and then on „Administration“.

### 2. Request online submission



Click on „Companies“ and select the desired company. Then click on „Apply for online submission“.

### 3. Assignment clerk



1. Indicate the company register number of the company concerned
2. Select the declarant for which the online submission is requested.
3. click „Request online submission“

#### IMPORTANT!

The new declarer must have an active baubook user account and be assigned to the company as a clerk with this account.

#### 4. Generate „online submission“ form

The screenshot shows the 'Online Einreichung beantragen – NEUE FIRMA' page. A green message states 'PDF wurde erfolgreich generiert!'. Below this, instructions are provided for generating the form. A table lists the declarer: Christoph Schwemberger, P24403, Firmenadmin. A button 'Formular für Online Einreichung generieren' is visible. A red box highlights the link 'Bereits generiertes PDF downloaden'. Below this, it says 'Benutzer, die bereits Online-Einreichungsrechte besitzen: keine'.

Download the generated PDF file

#### 5. Print, draw, send form

The form is titled 'Antrag auf papierlose online Einreichung'. It includes contact information for baubook GmbH. The form fields are filled with: Firmenname: FIRMA Test&Co, Straße, Nr.: Testleweg 1, PLZ, Ort: 6973 Höchst, Land: Österreich, Firmennummer: FN205738d, baubook Firmenindex: F10522, Antragsteller: Christoph Schwemberger (P25912). A section for 'Firmenmäßige Zeichnung' is at the bottom. The footer contains legal disclaimers and contact information for baubook GmbH.

The back of the form contains contact information for baubook GmbH, including phone, fax, email, and website. It also includes a legal disclaimer regarding the use of the form and the responsibility of the user. The baubook logo is at the bottom right.

Please print out the application form and sign it. Then return it to us by post. The application contains 3 pages.