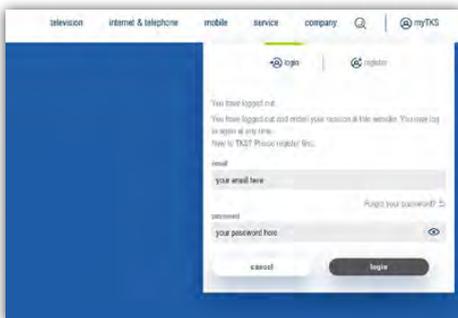


GUIDE THREE:

HOW TO USE AN ALIAS AS AUTOMATED PAYMENT

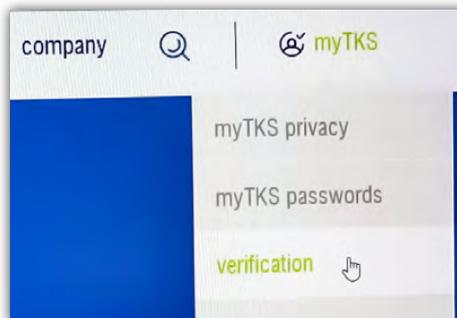
1 – Get started with the myTKS section at www.tkscable.com:

1 Go to **myTKS** in the menu bar:



Login with your **username** (example@whatever.com) and **password**. New to TKS? Please register first.

2 Verify your account:



Note: If you are already verified you will get a **notification** when you click on the verification button and all your customer details will be **already available**.

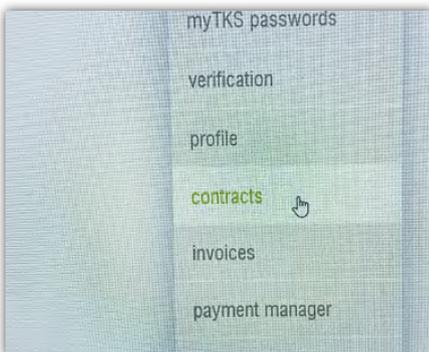
NOT VERIFIED YET?
You need to **complete the verification** process by **typing in your customer number**, starting with **30000xxxxx...** Once verified you will see your **customer details** with TKS, e.g contracts, invoices, personal data.

2 – Set an alias for automated payment:

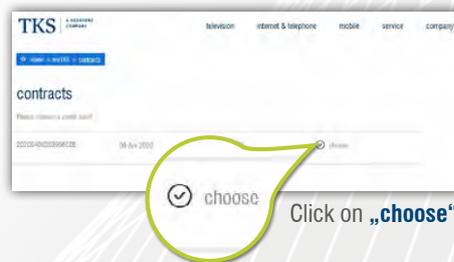
Please refer to the **TKS Customer Guide Two: „HOW TO CREATE & PAY WITH A PAYMENT ALIAS“**

3 – How to use an alias as automated payment:

1 Go to **contracts** in the **main navigation bar**



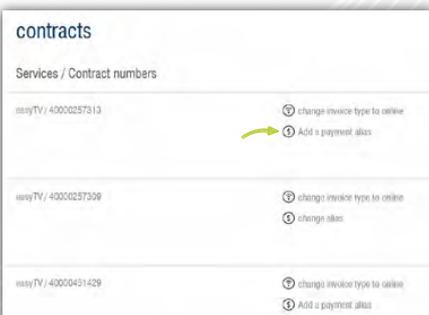
2 Now you need to **select your credit card alias**:



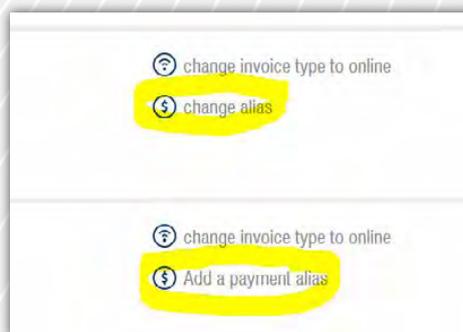
3 A **confirmation window will open** and your **contract details** will be shown. The payment method is **now set to credit card**.



4 **Select the service** you want to set for automated payment and click on **add payment alias**



5 You will see a **difference** between an **automated payment** to an **individual payment** in the contracts section. With an automated payment you have the option to **change your alias**, e.g when **your credit card expires**:



PLEASE NOTE:
In order to set your service to automated credit card payment you need to create an alias in the payment manager first.

(see TKS customer guide 2 „How to create and make a payment with an alias“)

If you have any questions concerning your services do not hesitate to contact our 24/7 customer hotline: **+49 631 3522 499** or **service@tkscable.com**