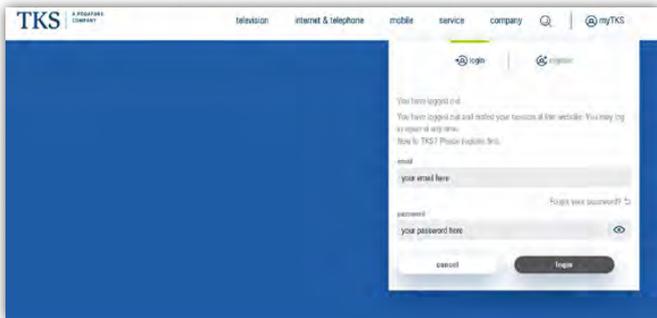# TKS CUSTOMER GUIDE

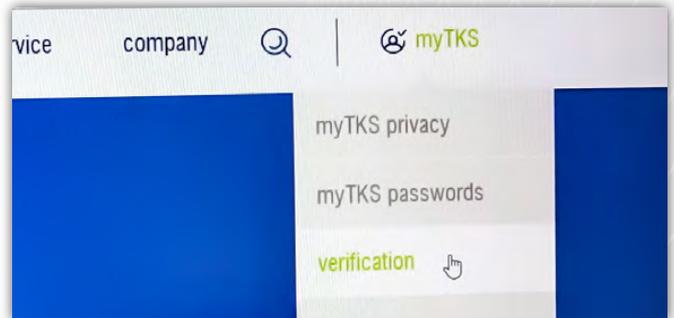# HOW TO LOGIN & MAKE ONLINE PAYMENTS

1 – How to 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 Once logged in you need to **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.**
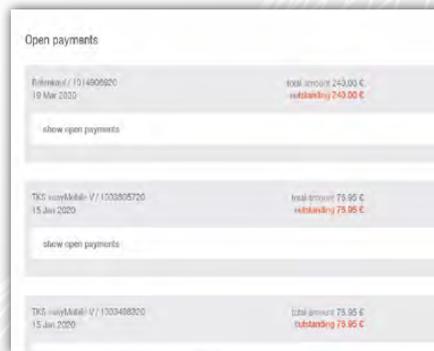
NOT VERIFIED YET?
You need to **complete the verification** process by **typing in your cutomer number,** starting with **300000xxxxx...**
Once verified you will see your **customer details** with TKS, e.g contracts, invoices, personal data.
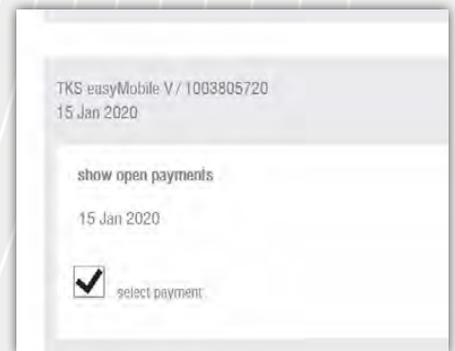
2 – How to make an online payment:

1 Go to the menue button **invoices:**

2 You will now see all **open statements:**

3 Click on **show open payments:**

4 Click on **select payment** and scroll down to:

Click on **pay all selected invoices.**

You will now be transfered to another secured page called Concardis Payment Manager. Please chose your preferd credit card method and follow the steps.

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**

www.tkscable.com

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