TKS CUSTOMER GUIDE

GUIDE **TWO:**

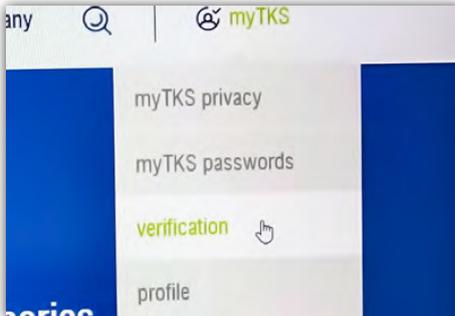# HOW TO CREATE & PAY WITH A PAYMENT ALIAS

Login to the myTKS section at www.tkscable.com:

1 Go to **myTKS** in the menu bar:
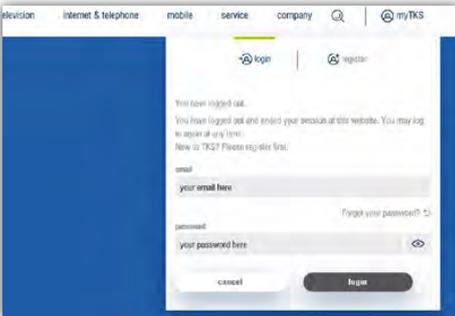
Login with your **username** and **password**.
New to TKS? Please register first.

**2** Then **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.

STEP 1 – HOW TO CREATE YOUR PAYMENT ALIAS:

1 Go to the **payment manager** in the **navigation bar**

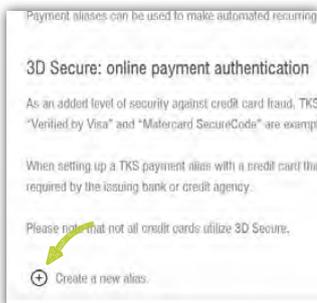**2** Scroll down and click on „**create a new alias"**
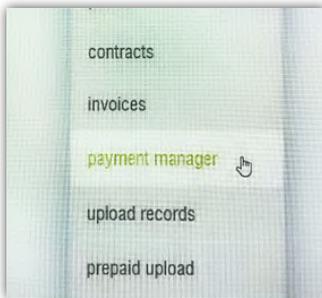
3 You will now be **transfered** to the payment agregator **Concardis** to **enter your Credit Card details**

Note: this will be a € 0.00 charge.

4 Once entered your information you will be **transfered back** to the payment manager at the TKS website:

Your payment alias has been successfully created.

> 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**

STEP 2 – HOW TO MAKE AN ONLINE PAYMENT BY USING A PAYMENT ALIAS:

1 Go to **invoices** in the main navigation bar and choose your open invoice and click on „pay all selected invoices" (see also steps from: **How to make an online payment - TKS customer guide 1**):

2 You will now see **all your aliases:**

3 **Click on choose.** If your selected alias was still valid you'll get the following message stating that your **payment was successful.**

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