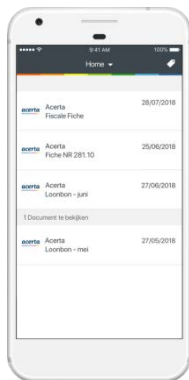
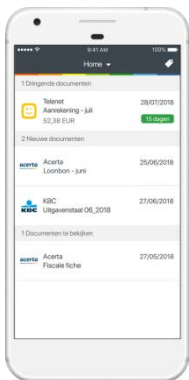
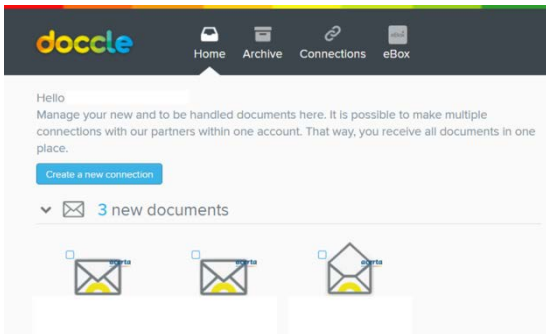


# Let's go doccle

## What is Doccle?

0

- Thanks to Doccle, you can now receive your Acerta-payslips, individual account, tax slip, holiday certificate, employment status certificate and DSR feedback digitally.
- Doccle is a secure and convenient digital mailbox in which you receive, read, store and pay documents. You can manage your complete personal administration in one place.
- Not only for Acerta, but other suppliers such as CM, KBC, Telenet. ... all send your documentation to Doccle.
- Doccle is available as a Web application on your computer and as an app on your smartphone.



## How?

1

Your employer will adjust your documentation settings. You will receive an automated email from us along which you can connect immediately with your digital Acerta documentation.

- Didn't receive your email? Check your junk email folder.
- You will recognize our mail to the following address: [no-reply@token.acerta.be](mailto:no-reply@token.acerta.be)

2

Click on the connect button in the automatic mail you receive from us:



# Your documents on Doccle

As soon as you click the button you will reach the login screen.  
Are you already active on Doccle?

Yes: log in with your usual user name and password.

No: scroll down to create a new account.

→

→

If you don't have a Doccle account, you will be asked to create an account. Do not use your professional email address, but rather your private email address (Hotmail, Gmail ...).

After creating your account, return to step 2 (the connect button in your mail) to get back to the DOCCLE login screen. Use your newly created user name and password.

Ready!

6

From now on, you will receive an email with every new document that is available Doccle. From that mail, you can click through to your Doccle safe or consult your safe at any time via [www.doccle.be](http://www.doccle.be).

- Didn't receive your email? Check your junk email folder.
- You will recognize our mail to the following address: [no-reply@token.acerta.be](mailto:no-reply@token.acerta.be).

3

4

Give the new connection between Acerta and your Doccle safe a name.

→

It is handy to give this connection the name of your employer. This will help you to quickly recognize what documentation it is.

5

You will get an overview of all your connections.

↓

To view your documents, click in the panel at the top of the screen on start page or archive.

Any questions?

Go to

<https://www.acerta.be/en/doccle-faq>