

## User Guide for DiDb e-card e-registration

### First login:

Steps to enable 2-factor authentication:

1. Install the "Google Authenticator" app on your phone from the Play Store (Android) or App Store (IOS) for scanning the QR code
2. By scanning the QR code, the Authenticator will automatically create a unique account for you, including your username, to access the Sectran application.
3. Enter the 6-digit code generated by the Authenticator in the field provided and save the process.
4. The next time you log in, open the Authenticator app on your phone, then enter the generated code to enter the software.

### Process of DiDb e-card e-registration / e-membership management:

It is highly recommended to start the provision of service only if all the documents and photo are available to the given driver, you have made sure that one of the personal documents is still valid for 31 days, and the others have not expired, and all documents have been scanned.

- for driver identification, you can search by date of birth or by DiDb membership number
- if the driver is not included in the DiDb system, you can start the **e-card e-registration**
- if the driver is included in the system and there are available services, the appropriate service can be used
- the data modification function - *which is for uploading Certificate of conduct, for uploading documents in case of changes or for changing personal data* - does not replace the service of renewal of membership

### Personal data

Type of data	Requirement
Driver name	enter the full name as it appears in the personal docs
Birth name	shall be typed only if it is different than presently used name (eg. for women)
Mother's/father's name	necessary only if it is relevant in the given country or is included in any of the driver's personal docs
Place of birth	enter in the language of the country of birth
Further citizenship	if the driver has a dual citizenship (eg. Romanian-Ukrainian, Ukrainian-Hungarian, Russian-Belarusian etc.)
Photo	a scanned ID photo is not acceptable, only a portrait photo, shall be made from shoulder up; there should be nothing on the driver's head, ears, eyes; unless he is wearing glasses

### Address(es)

- driver's home address - all data must be entered in the appropriate field (country, postcode, town, street number)
- if the mailing address is different from the home address, it is necessary to mark it and then fill in the appropriate fields

## Contact data

Type of data	Requirement
Contact language	choose language from the list which is spoken or understood by the driver
Driver's phone number	the correct format after entering the country phone prefix is: 1122333 (numbers only!)
Driver's email address	private mail address of the driver (no company email address, nor registrant email address is accepted!)

The next step is the confirmation of the typed mobile number. A confirmation code will be sent via SMS. This 6 digit code shall be entered.

## Personal documents

Type	Requirement
<b>In the case of the personal ID card, passport and driving license, the general rule is that the documents to be uploaded must not be expired and min. one of them must be valid for more than 31 days.</b>	
Personal ID card	<ul style="list-style-type: none"><li>- both sides need to be uploaded</li><li>- both letters and numbers are accepted in ID number field</li></ul>
Passport	<ul style="list-style-type: none"><li>- if the identity card is not available, a passport shall be definitely uploaded</li><li>- highly recommended to upload it even if an ID card was uploaded</li><li>- if passport is not available, you can leave this part blank</li></ul>
Driving license	<ul style="list-style-type: none"><li>- both sides need to be uploaded</li><li>- letters and numbers are accepted in ID number field</li><li>- validity: reverse side, column 11, validity of category C / CE</li></ul>
Certificate of Conduct	<ul style="list-style-type: none"><li>- if you do not upload it, then do not write anything in the fields</li><li>- has to be issued within 3 months</li><li>- can be also uploaded to the services as data modification or please send it to <a href="mailto:documents@didb.eu">documents@didb.eu</a></li><li>- certificate shall be issued by the authority of the driver's citizenship; in case of dual citizens (e.g. Hungarian citizens born in Romania / Ukraine / Serbia, we also accept Hungarian certificate; Belarusian citizens born in Russia, we also accept Belarusian certificate)</li></ul>

## Save

- the button in the upper right corner is served for saving the already uploaded data and documents if there is no possibility to continue the service

## Overview

- always check if all data and documents are correctly uploaded
- the informational material shall be handed over to the driver printed out or via email

To finish the service, press the Next button. You will then see confirmation that all data and documents have been uploaded successfully.

**After completion, the driver has to create his own DiDb profile in the Sectran DiDb mobile application where the DiDb e-card will be available.**

### **IMPORTANT**

- Please note, that the **registration code is valid within 30 days** after it was sent to the phone number. The membership process must be completed by the driver within this period, including the acceptance of the contract in the mobile application.
- If the membership process is not completed within 30 days, **the process ends automatically**, and it can only be continued by reactivation of the membership (with fee) and by requesting a new registration code!
- **Information for further e-card services:**  
Drivers must accept the contract in the mobile application after using each e-card service, even if they have already accepted it after a previous e-card service, as they have to consent to the processing of their personal data every time when they renew their membership. Drivers have 30 days to accept the contract, lack of this the membership will be temporarily rejected, and it can only be validated by a reactivation service (with fee).

Please draw the attention of drivers to this!

### **Reports/ Services**

- In the case of incomplete services, a service can be reopened and edited only on the given day
- It is no longer possible to reopen and edit a service which assessment process has been already finished by SECTRAN.

### **Application assessment**

- The processing of applications will only start if all data and documents (including Certificate of Conduct) have been filled in and uploaded correctly and completely
- If above condition is met, the **deadline for the processing of applications submitted from 8:00 to 17:30 Monday to Thursday and from 8:00 to 16:00 on Friday is a maximum of 2 hours.**
- This deadline only applies if submitted certificate does not include any records
- In case the **certificate contains any criminal record(s)**, the deadline for assessment is **30 working days**.