

# End-User Documentation

NIPEZ Portal

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## 1. Introduction

- Brief Description of the **NIPEZ Portal**:

The portal is used for **user management of economic entities, users and their permissions**, including integration with external systems. The system also provides centralized authentication and authorization services.

- Target Audience of the Documentation:

This documentation is intended for users of external systems (contracting authorities and suppliers in external systems, as well as entity administrators).

Chapters describing key use case procedures are highlighted with an asterisk (\*) and bold text in the Table of Contents.

- System Requirements:

- Hardware Requirements:

Minimum screen resolution of 1366 × 768 pixels. A quad-core processor at 1.6 GHz or higher, 2 GB RAM dedicated to the browser, and 10 Mbit/s connectivity are recommended.

- Software Requirements:

Seamless operation of the NIPEZ application is guaranteed only on manufacturer-supported desktop versions of MS Windows and Apple macOS.

- Supported Browsers:

The **NIPEZ Portal** is officially supported only in the latest versions of Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari. Proper functionality in other browsers or older versions is not guaranteed.

## 2. Portal Access

- Portal Reference Environment:

<https://idm-ref.nipez.cz/>

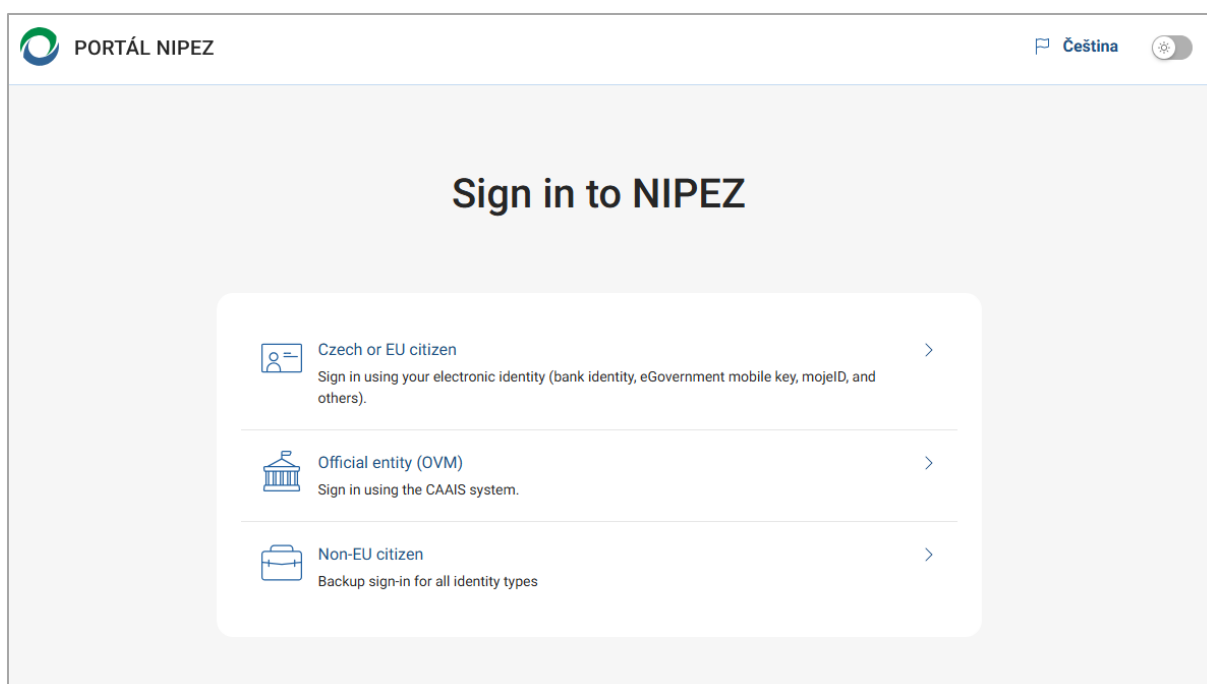
- Portal Production Environment:

<https://idm.nipez.cz/>

### 3. User Sign-in and Registration

Sign-in and registration are unified into a single process in which the system checks whether the user already has an account. The user selects one of the available access methods on the screen, and the system either registers them (if they do not yet have an account) or signs them in (if they already have one) (*Figure n. 1*):

- Czech or EU citizen (user verification via NIA)
- Official entity (OVM) (user verification via CAAIS)
- Non-EU citizen (user verification via NIPEZ Identity)



*Figure n. 1. Home Screen*

- If the NIA service (Czech or EU Citizen sign-in) or the CAAIS service (Official Entity sign-in) is unavailable, users are offered the option of backup sign-in via NIPEZ Identity (*Figure n. 2*)

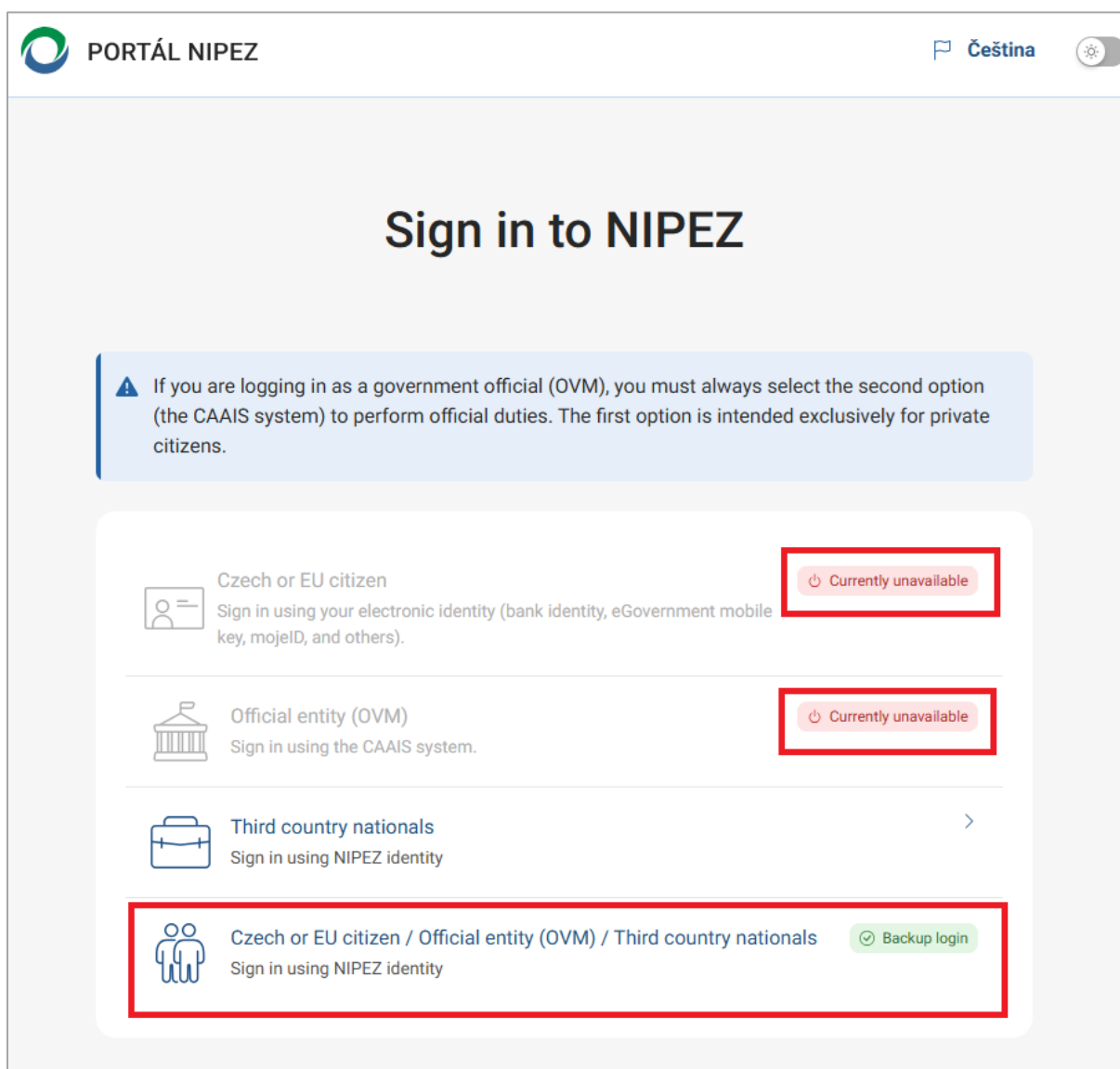


Figure n. 2. Home Screen with Backup Sign-in

### 3.1. Access for Czech or EU Citizen (Using NIA)

Users can sign in to the **NIPEZ Portal** using an electronic identity through the **National Identification and Authentication Point (NIA)**. Both holders of Czech electronic identification means and users of foreign electronic identities participating in the European **eIDAS** framework are supported.

To sign in, click the **“Citizen of the Czech Republic or EU”** button on the home page (*Figure n. 1*). You will be redirected to the NIA authentication page, where you can complete the identity verification process using your selected identification method (*Figure n. 3*).

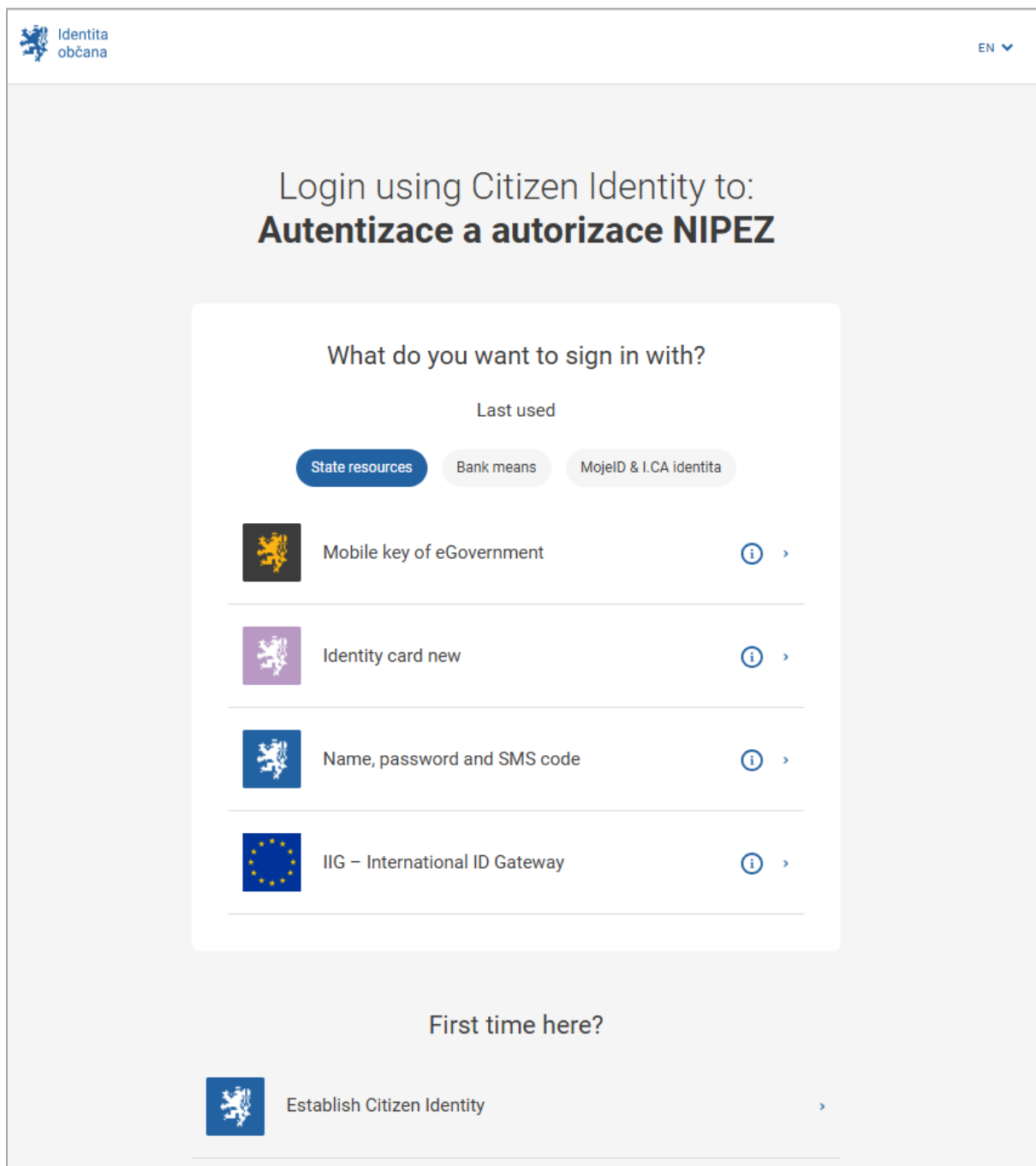


Figure n. 3. Sign-in via State Resources

Up-to-date information on supported electronic identification methods and sign-in procedures is available on the websites of the **National Identification and Authentication Point (NIA)** and [Citizen Identity](#).

If the user already has an active account, they are signed in after granting the required consent. Further information is provided in [Chapter 4 User Profile Management](#).

If the user is signing in to the **NIPEZ Portal** for the first time and does not yet have an account, the registration process is initiated automatically. The information provided through NIA during sign-in is automatically retrieved and used to create the user account.

If the user does not provide an email address or phone number through NIA, the “**Complete registration**” form is displayed. The missing information must be entered before the registration can be completed. The email address will be used by the **NIPEZ Portal** primarily for sending notifications.

After entering the required information, the user completes the registration by clicking the “**Complete the registration Form**” button ([Figure n. 4](#)).

Sign in to NIPEZ > Complete registration

## Complete registration

**i** We've pre-filled your details using nia. To complete the registration, please fill in the required fields.

Email

Title before name  Name  Surname  Degree after name

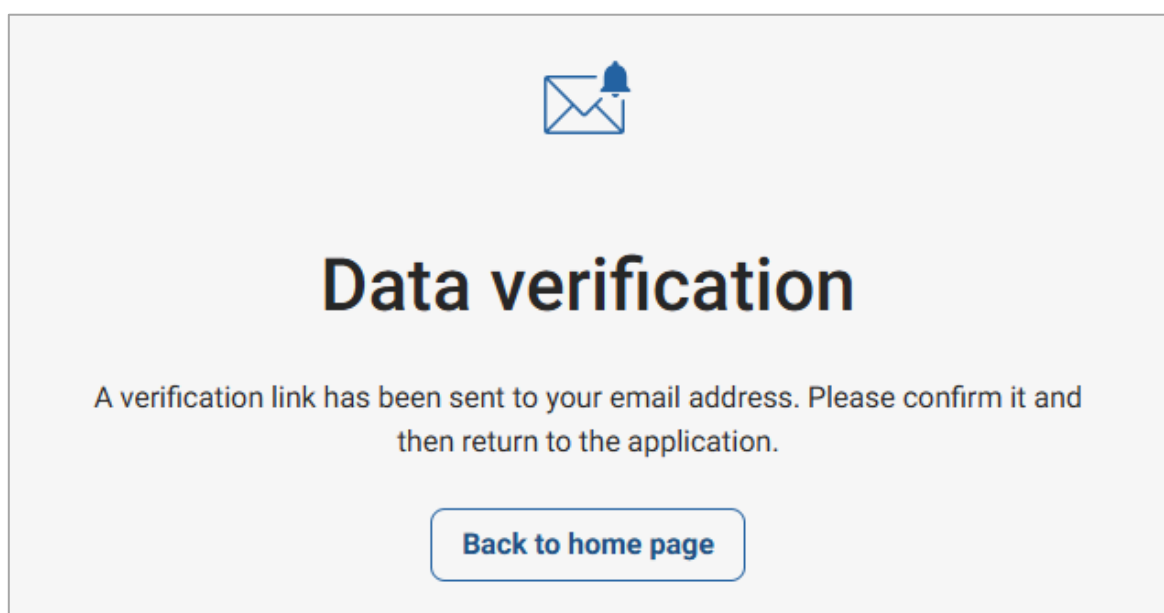
Country  Date of birth  Dialing code  Phone

**Complete the registration form**

Figure n. 4. Complete Registration

The system displays the message “**Data Verification**” (*Figure n. 5*) informing the user that an email verification notification has been sent to the applicant's email address (*Figure n. 6*). The verification link is valid for 24 hours.

After submitting the „**Complete Registration**“ form, the system displays the „**Data Verification**“ notification (*Figure n. 5*) informing the user that a verification email has been sent to the specified email address (*Figure n. 6*). The verification link remains valid for 24 hours.



*Figure n. 5. Message: “Data Verification”*

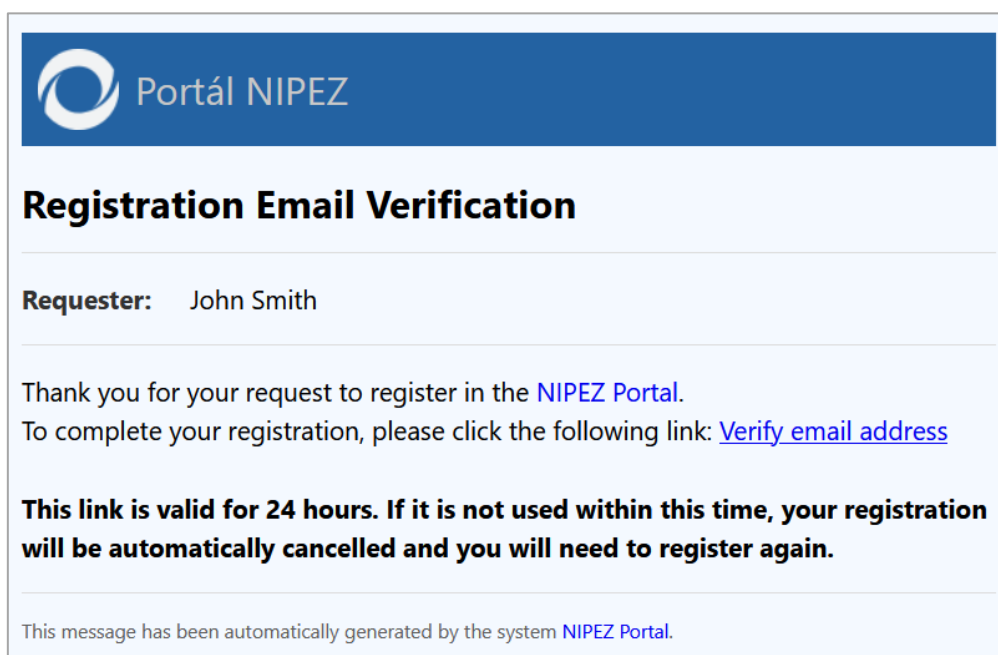


Figure n. 6. Registration Email Address Verification Notification

After the email is verified via the sent URL link, the website displays the message “**Successfully Verified**” (*Figure n. 7*).

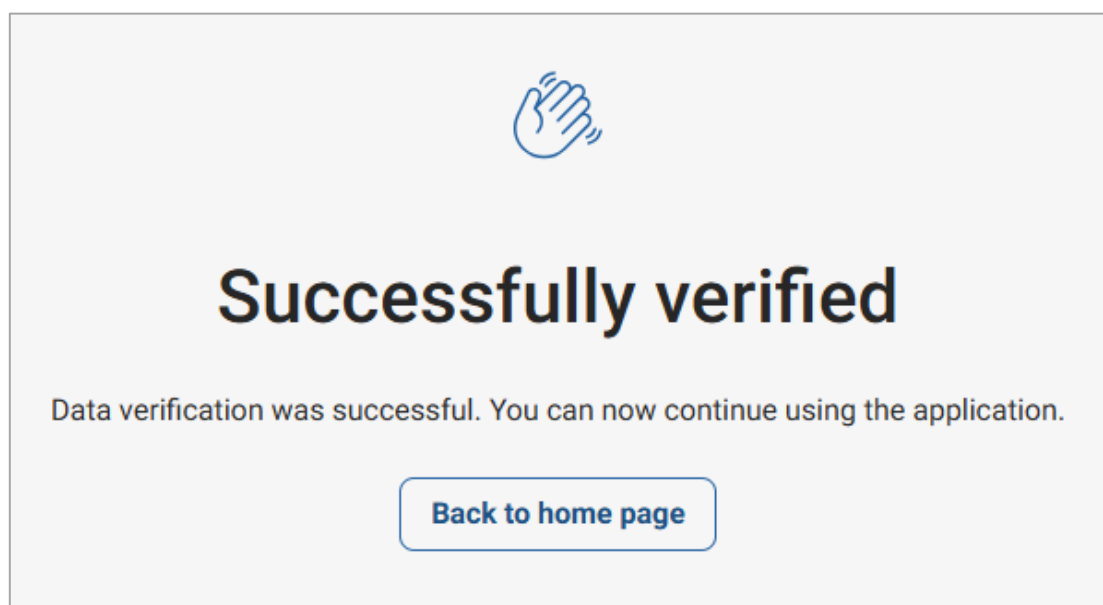


Figure n. 7. Message: “Successfully Verified”

The system then completes the user registration process and sends a confirmation email informing the user that the account has been successfully created (*Figure n. 8*).



*Figure n. 8. Email Notification: Registration Completed Confirmation*

If all required information, including the email address and phone number, is provided through NIA during the first sign-in, the “**Complete Registration**” form is not displayed. The registration process is completed automatically, and the user is signed in to their account.

### 3.2. Access for Official Entity (OVM) (Using CAAIS)

For employees of state administration and public institutions, access is available with identity verification via **CAAIS** (Central Authentication and Authorization Infrastructure of the State). The user clicks on the home screen (*Figure n. 1*) on the “**Official Entity (OVM)**” button. The user is redirected to the CAAIS authentication portal, where they use their official credentials (within an already active official CAAIS account) (*Figure n. 9*).

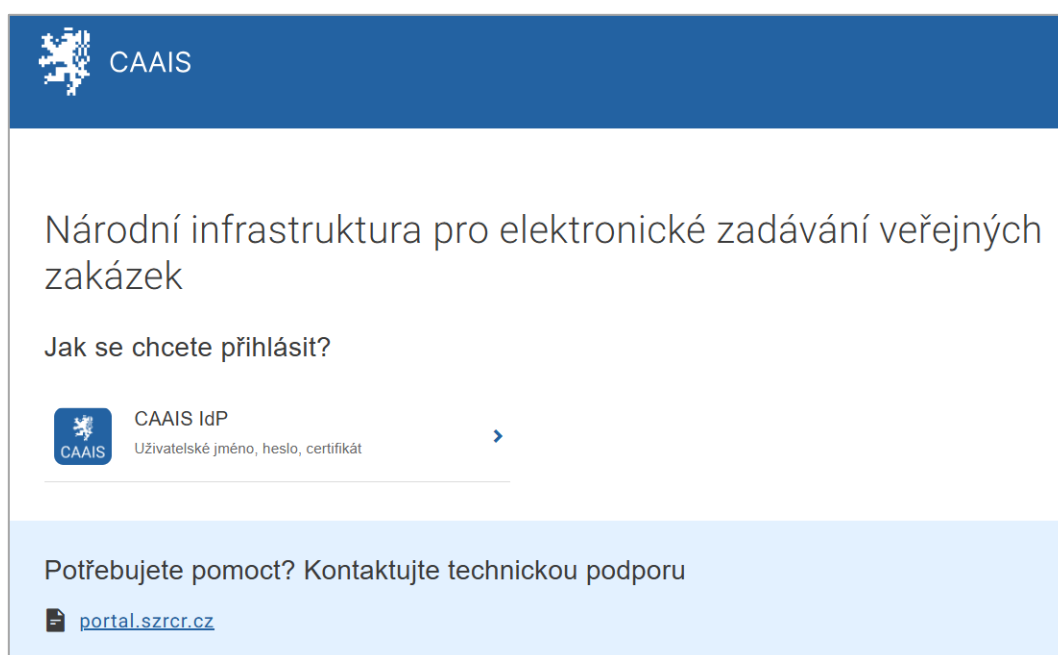


Figure n. 9. CAAIS Sign-in Page

By clicking “**CAAIS IdP**”, the sign-in page is displayed where the user enters their username, password, and selects a sign-in method (*Figure n. 10*). As with NIA sign-in, the system checks whether the user already has an active account in the **NIPEZ Portal**. If so, the user is signed in and redirected to their account.

If the user does not yet have an active account, the “**Complete Registration**” (*Figure n. 4*)” form is displayed, where they fill in the missing details and confirm by clicking “**Complete the Registration Form**”. Registration then proceeds as described in chapter [3.1 Access for Czech or EU Citizen \(Using NIA\)](#) Access for Czech or EU Citizen (Using NIA) - a message “**Data**

**Verification**“ (*Figure n. 5*), the user verifies their e-mail address by clicking the link in the received email (*Figure n. 6*). After email verification, the page with the message “**Successfully Verified**“ (*Figure n. 7*)” is displayed. The user can then sign in.

Figure n. 10. Sign-in via CAAIS

### 3.3. Access via NIPEZ Identity

Access via **NIPEZ Identity** can be used in two cases:

- a) **Non-EU Citizen** - the user is not a citizen of a European Union member state or European Economic Area state (Iceland, Liechtenstein, Norway) or Switzerland. That

is, the user is from a country where the eIDAS Regulation is not implemented and does not have an electronic identity recognized by NIA (National Identity Authority). On the home screen (*Figure n. 1*) the user selects “**Non-EU Citizen**”.

- b) **Backup Sign-in** – for users registered via NIA (National Identity Authority) or CAAIS (Central Authentication and Authorization Information System of the Czech public administration), a NIPEZ Identity is automatically generated, which can be used when NIA or CAAIS services are unavailable (*Figure n. 2*). The user is informed of the creation of this NIPEZ Identity by email, receiving a generated username and one-time password (*Figure n. 11*). At this point, the user can sign in using the method described in chapter (*3.3.2 Sign-in via NIPEZ Identity*).

The screenshot shows an email notification from the NIPEZ Portal. The header features the NIPEZ logo and the text 'Portál NIPEZ'. The main heading is 'Creation of a NIPEZ Portal Identity'. The body text explains that an alternative login method was automatically created for the user. Below this, the registration details are listed: the applicant's name is DANIELA KOMÁRKOVÁ, the username is dankom3@nipezaa.onmicrosoft.com, and the one-time password is M.L?@Zki. At the bottom, a note states that the message was automatically generated by the system.

<b>Registration applicant:</b>	DANIELA KOMÁRKOVÁ
<b>Username:</b>	dankom3@nipezaa.onmicrosoft.com
<b>One-time password:</b>	M.L?@Zki

This message has been automatically generated by the system [NIPEZ Portal](#).

*Figure n. 11. Automatic Account Creation via NIPEZ Identity*

### 3.3.1. User Registration via NIPEZ Identity (Non-EU Citizen / Backup Sign-in)

On the home page (*Figure n. 1*), the user selects the “**Third-Country Citizen**” or **Backup Sign-In** option (*Figure n. 2*). The system then displays the available options: **Sign In**, **Register**, and **Reset Password** (*Figure n. 12*).

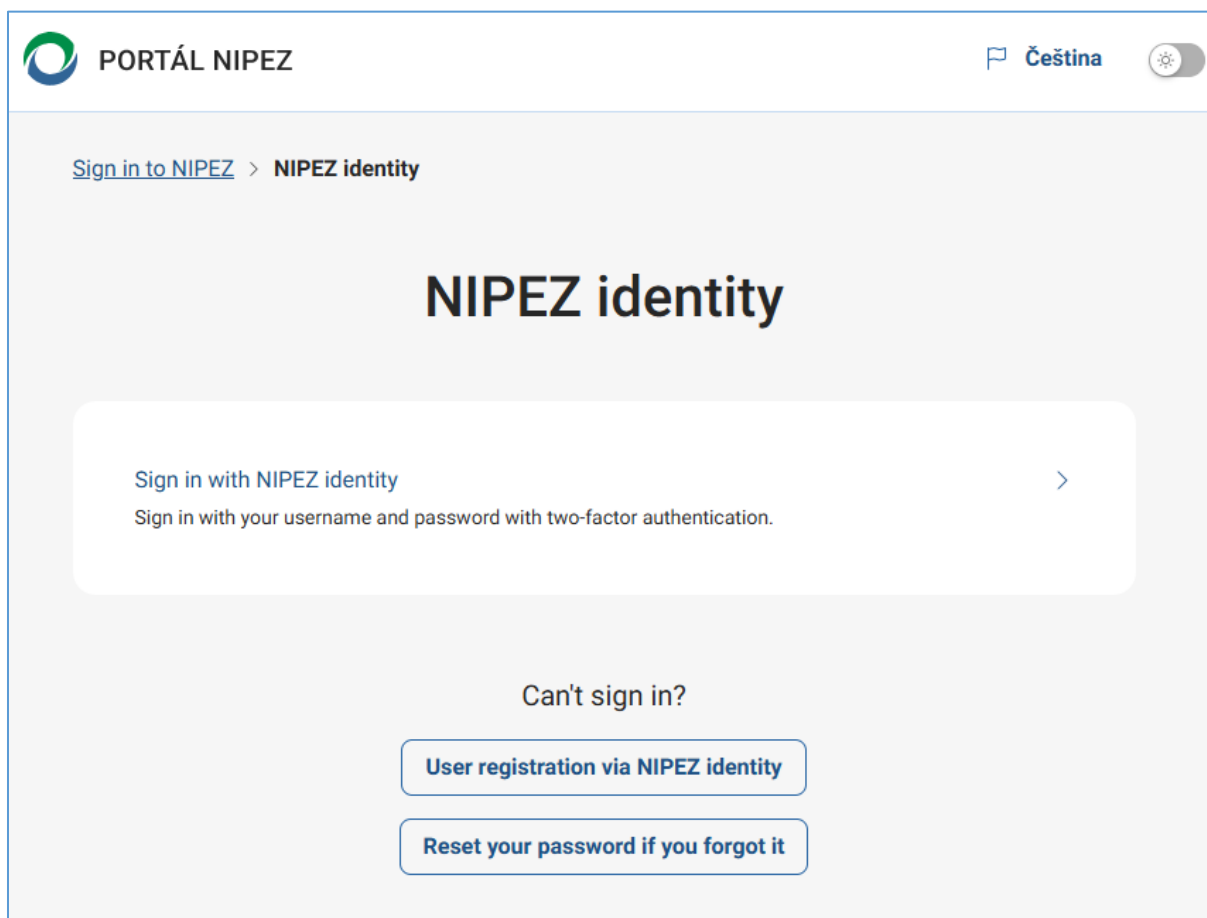


Figure n. 12. Access via NIPEZ Identity

For registration, the user selects “**User Registration via NIPEZ Identity**”, which redirects to the registration form (*Figure n. 13*), where all required details are filled in. Copies of both sides of the identity document must be attached. The completed registration form is submitted for review.

Čeština

[Sign in to NIPEZ](#) > [NIPEZ identity](#) > **User registration**

## User registration

Email

Title before name  Name  Surname  Degree after name

Country  Date of birth   Dialing code  Phone

### Official document

Front of your ID card

Drag and drop a file or

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

Back of your ID card

Drag and drop a file or

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

### Verification

Enter the verification code

Figure n. 13. User Registration via NIPEZ Identity

After submission, as with NIA registration, the system displays the message “**Data Verification**” ([Figure n. 5](#)) informing the user that an email verification notification has been sent to the applicant's email address ([Figure n. 6](#)). The sent link is valid for 24 hours. If the user successfully verifies via the received URL link, a notification is displayed indicating that the registration request is pending review ([Figure n. 14](#)).

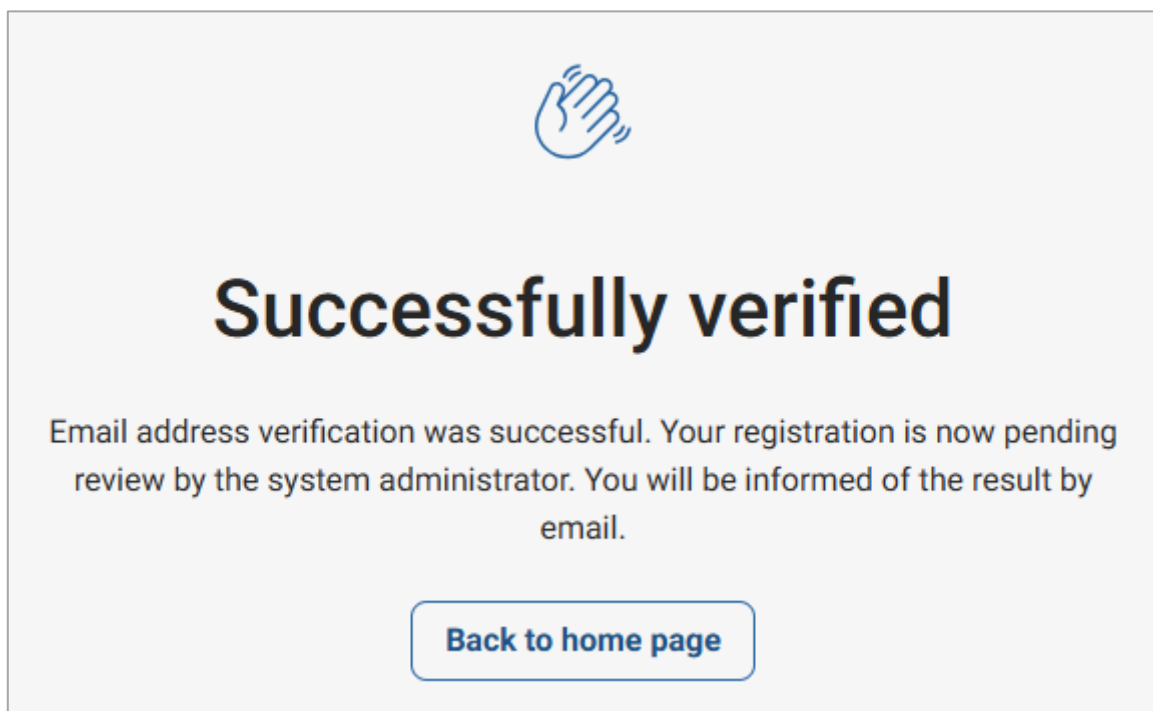


Figure n. 14. Successfully Verified Email Address

If the request is approved, the user receives an email with a generated username and one-time password ([Figure n. 15](#)). At this point, the user can sign in using the method described in the following chapter ([3.3.2 Sign-in via NIPEZ Identity](#)).

If the request is rejected, the user receives an email notification with the reason for rejection.

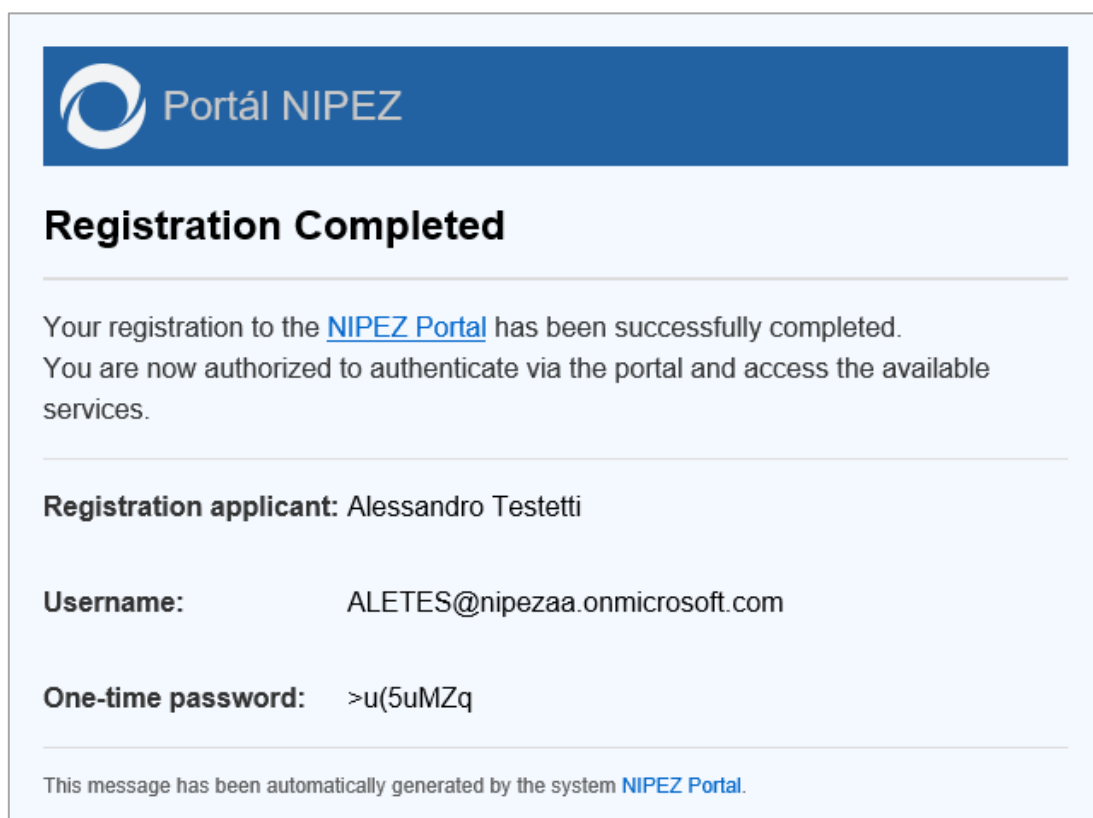


Figure n. 15. Registration Completed Confirmation

### 3.3.2. Sign-in via NIPEZ Identity

Sign-in via NIPEZ Identity uses two-factor authentication via the Microsoft interface and the Microsoft Authenticator mobile app, which the user is prompted to install during the first sign-in.

On the home page (*Figure n. 1*), the user selects the “**Third-Country National**” or **Backup Sign-In** option (*Figure n. 2*). After selecting “**Sign In with NIPEZ Identity**” (*Figure n. 12*), the user is redirected to the sign-in page (*Figure n. 16*), where they enter the username provided in the registration completion email.

Figure n. 16. Sign-in via NIPEZ Identity (Username Entry Window)

In the next step, the user enters their password and is signed in to their account (*Figure n. 17*). If the user is signing in for the first time using the one-time password from the confirmation email, they are prompted in the next window to set a new password (*Figure n. 18*).

Figure n. 17. Sign-in via NIPEZ Identity (Password Entry Window)

Microsoft

johdep@nipezaa.onmicrosoft.com

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Figure n. 18. Sign-in via NIPEZ Identity (New Password Window)

After confirmation, a window is first displayed with information about securing the account using the Microsoft Authenticator mobile app ([Figure n. 19](#)) and after clicking “Next”, a window with instructions for installing the app on a mobile device ([Figure n. 20](#)).

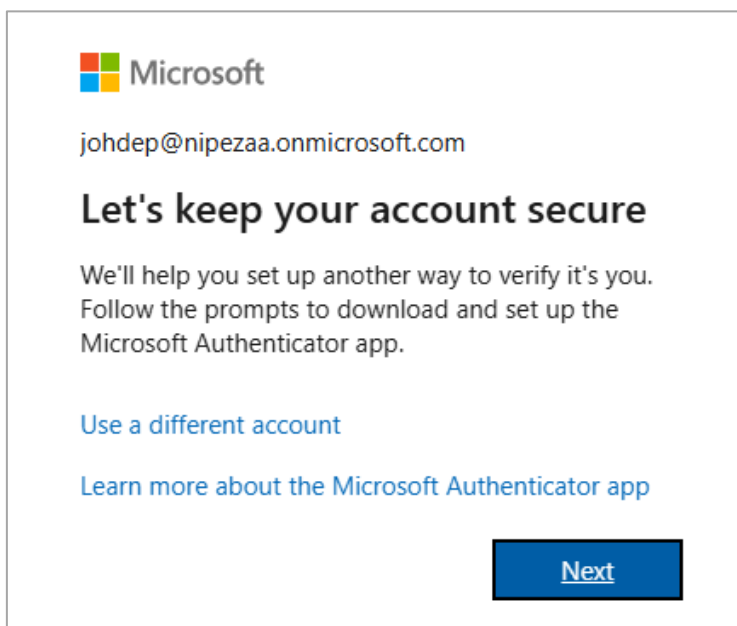


Figure n. 19. Sign-in (Microsoft Authenticator Installation) 1

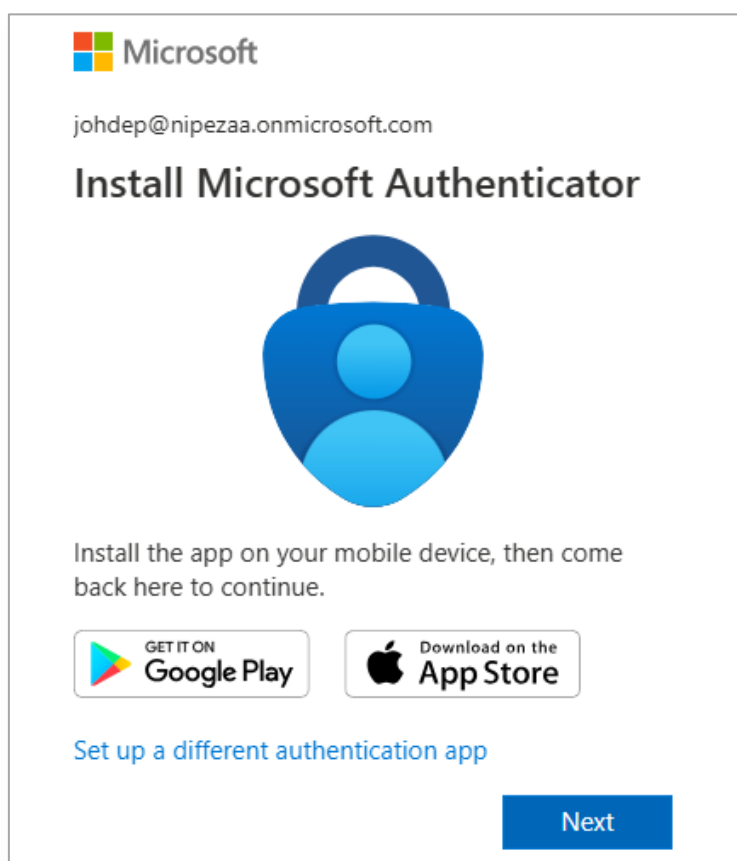
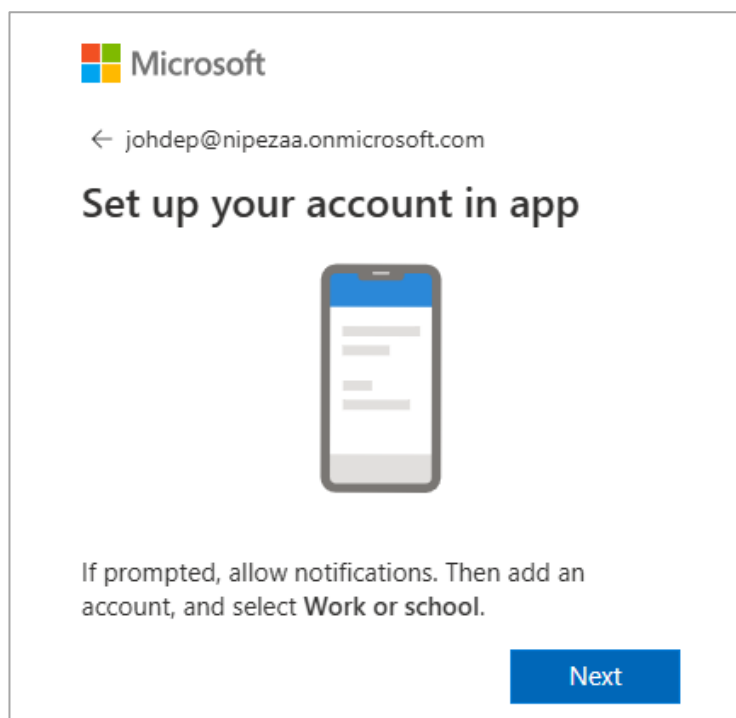


Figure n. 20. Sign-in (Microsoft Authenticator Installation) 2

Once the mobile app is installed, the user clicks “**Next**”. The user is then directed to set up an account in the app (*Figure n. 21*). After clicking “**Next**”, a QR code is displayed (*Figure n. 22*), which the user scans with the mobile app to link the NIPEZ Portal account to the app.



*Figure n. 21. Sign-in via NIPEZ Identity (Mobile App Account Setup)*

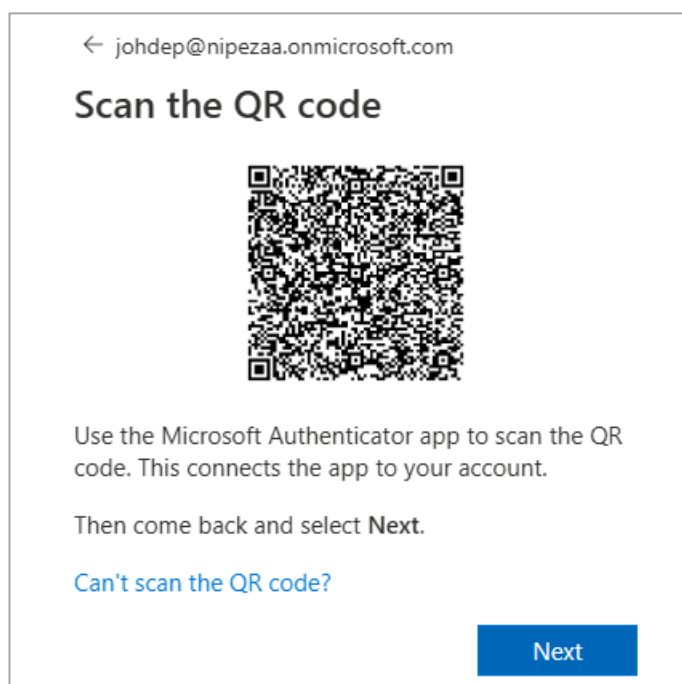


Figure n. 22. Sign-in via NIPEZ Identity (QR Code Scanning)

Once the account has been added, the user clicks “**Next**”. A window with a two-digit number is displayed, which the user enters into the mobile app and confirms. (*Figure n. 23*). At this point, the user is redirected from the Microsoft component back to the NIPEZ Portal and is signed in to their account.

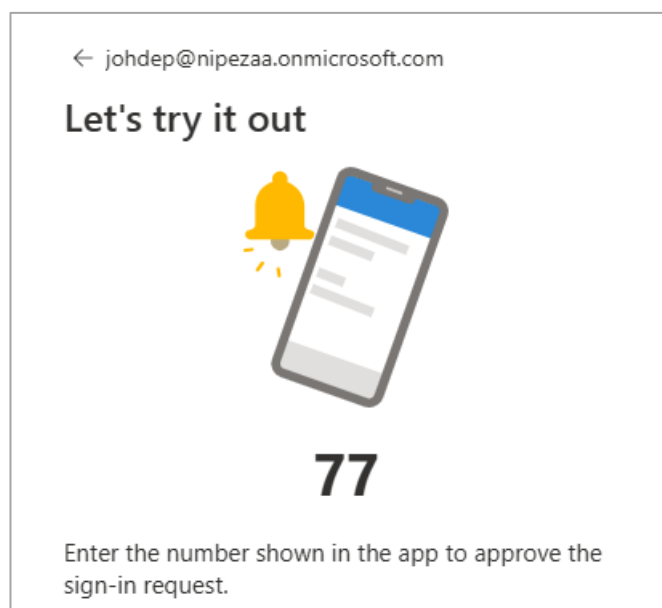
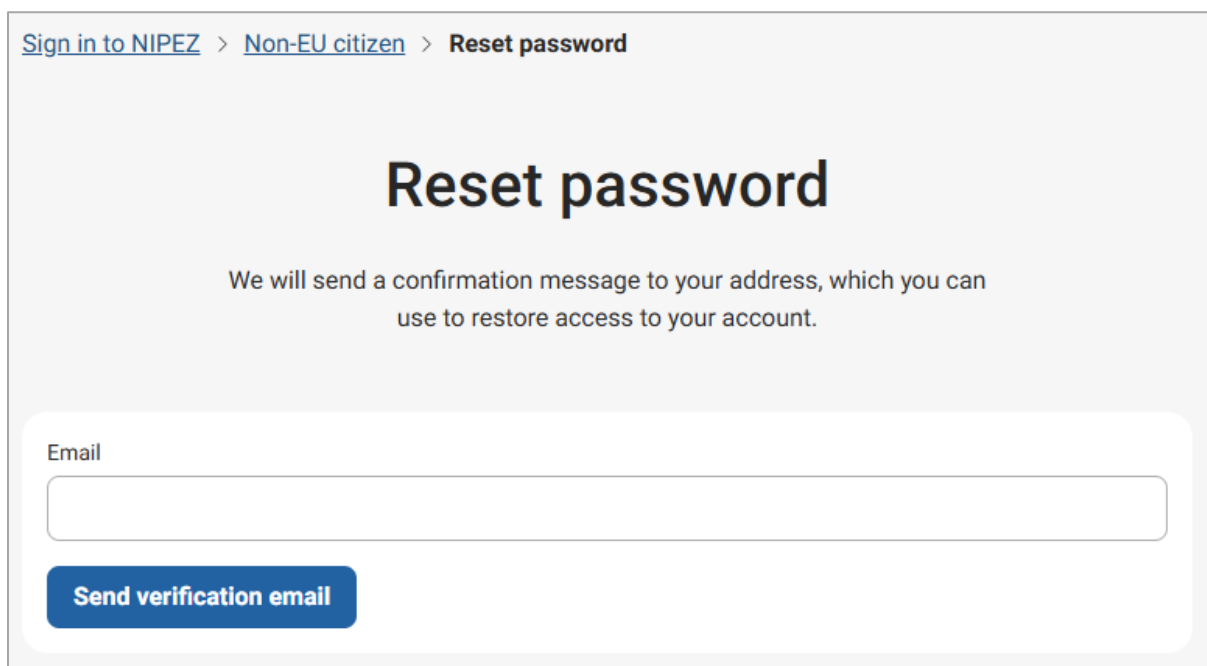


Figure n. 23. Sign-in via NIPEZ Identity (Sign-in Request Confirmation)

### 3.3.3. Password Reset

If the NIPEZ Identity password is lost or forgotten, it can be reset by clicking “**Reset Password if Lost**” (*Figure n. 12*). A window is displayed where the user enters their email or username (the onmicrosoft.com email generated in the confirmation email) and clicks “**Send Verification Email**” (*Figure n. 24*).



Sign in to NIPEZ > Non-EU citizen > Reset password

## Reset password

We will send a confirmation message to your address, which you can use to restore access to your account.

Email

**Send verification email**

Figure n. 24. Password Reset

For security reasons, the user receives an email with a link asking them to confirm the password reset by clicking “**Confirm Password Change**” (*Figure n. 25*). The sent link is valid for 24 hours.

**Portál NIPEZ**

## Change of NIPEZ Identity Password

**Requester:** Alessandro Testetti

A request to change the password has been registered for your account in the [NIPEZ Portal](#).

To complete this change, please click the following link: [Confirm password change](#)

**This link is valid for 24 hours. After this period expires, you will need to submit the request again.**

This message has been automatically generated by the system [NIPEZ Portal](#).

Figure n. 25. Change of NIPEZ Identity Password

After confirmation, the user receives an email ([Figure n. 26](#)) with a generated one-time password, which they then use to sign in as described in chapter [3.3.2 Sign-in via NIPEZ Identity](#).

**Portál NIPEZ**

## Change of NIPEZ Identity Password

The password for [NIPEZ Portal](#) has been reset.

**Registration applicant:** Alessandro Testetti

**One-time password:** P,5HS(AY)

This message has been automatically generated by the system [NIPEZ Portal](#).

Figure n. 26. Change of NIPEZ Identity Password (One-time Password)

## 4. User Profile Management

Within their account, the user can view and **edit** their **personal information**, **deactivate account**, create and manage **entities** and **permissions** and review their **submitted requests**.

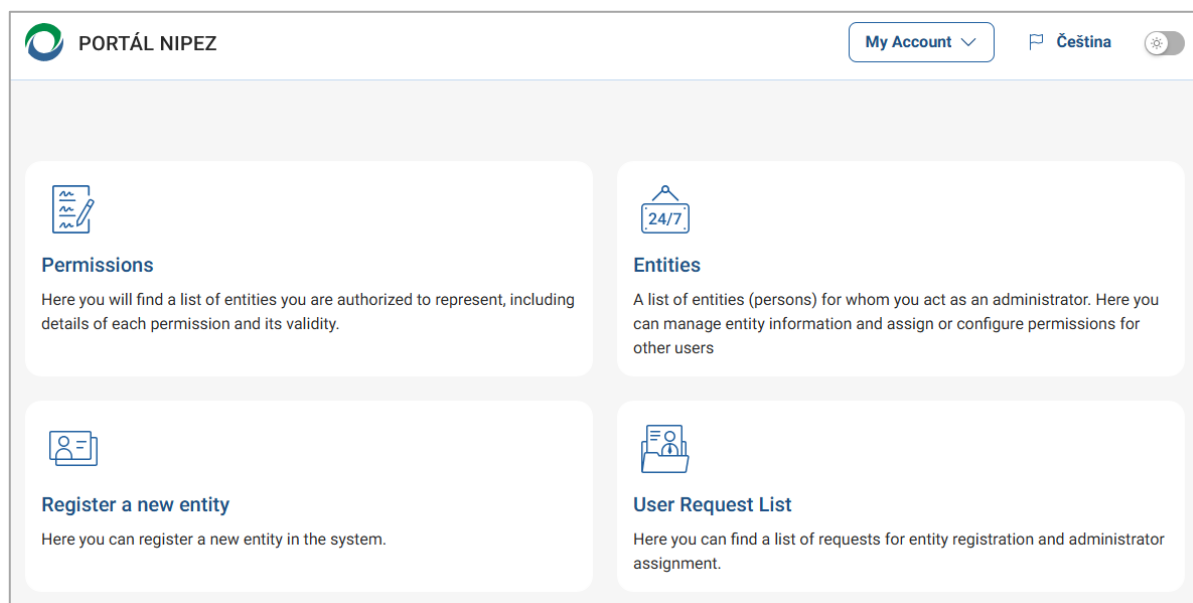


Figure n. 27. Home Screen after Sign-in

### 4.1. Viewing and Editing User Information

To view or edit user information, the user opens the **“My Account”** in the top navigation bar and clicks **“User Information”** ([Figure n. 28](#)).

The screenshot shows the NIPEZ portal interface. At the top left is the NIPEZ logo and the text "PORTÁL NIPEZ". At the top right, there is a "My Account" button with a dropdown arrow, a language selector set to "Čeština", and a settings icon. A dropdown menu is open under "My Account", showing the user is signed in as "ZDENĚK ZNÁMKA" and providing options for "User Information" and "Sign out". Below the header, there are four main content cards:

- Permissions:** Includes an icon of a document with a pencil. Text: "Here you will find a list of entities you are authorized to represent, including details of each permission and its validity."
- Entities:** Includes a "24/7" icon. Text: "A list of entities (persons) for whom you act as an administrator. Here you can manage entity information and assign or configure permissions for other users."
- Register a new entity:** Includes an icon of a person card. Text: "Here you can register a new entity in the system."
- User Request List:** Includes an icon of a folder with a person card. Text: "Here you can find a list of requests for entity registration and administrator assignment."

Figure n. 28. Personal Data Management

The user can see their details on the screen ([Figure n. 29](#)) and by clicking “**Edit**”, can add or remove contacts (additional associated emails and phone numbers) and set a primary contact ([Figure n. 30](#)).

PORTÁL NIPEZ My Account Čeština

[Home screen](#) > **User Information**

## User Information Edit

Name:	ZDENĚK
Surname:	ZNÁMKA
Title before name:	
Degree after name:	
Date of birth:	01/01/1996
Country:	the Czech Republic

---

### Contact Information

Primary phone:	+420604338894
Other associated phones:	+420147159123, +420777777777, +420123456789,
Primary email address:	peaceful@test.cz
Other associated email addresses:	blue.mauritius@post.cz, netakoriginalniemail@tescosw.cz,

**Deactivate account**

Figure n. 29. Personal Details

PORTÁL NIPEZ My Account ▼ Čeština ☰

[Home screen](#) > [User Information](#)

## User Information Back to overview

### Personal Information Overview

Name	Surname
<input type="text" value="ZDENĚK"/>	<input type="text" value="ZNÁMKA"/>
Title before name	Degree after name
<input type="text"/>	<input type="text"/>
Date of birth	Country
<input type="text" value="01.01.1996"/>	<input type="text" value="Czechia (CZ)"/>

### Phones

<input type="text" value="+420 (Czechia)"/>	<input type="text" value="604338894"/>	<input checked="" type="radio"/> Primary
<input type="text" value="+420 (Czechia)"/>	<input type="text" value="147159123"/>	<input type="radio"/> Primary <span style="font-size: 0.8em;">🗑️</span>

### Emails

<input type="text" value="peaceful@test.cz"/>	<input checked="" type="radio"/> Primary
<input type="text" value="blue.mauritius@post.cz"/>	<input type="radio"/> Primary <span style="font-size: 0.8em;">🗑️</span>

Figure n. 30. Editing User Information

By clicking “**Add More**” button, a new field for that contact type appears, which the user fills in and saves by clicking “**Edit**”. Only one primary contact is allowed per contact type; additional associated contacts are unlimited. Contacts can be deleted by clicking the trash icon, but the primary contact cannot be deleted.

- **Phone Number:** The user adds a phone number simply by entering the value in the field and clicking “**Edit**”.

- **Email:** After clicking “**Edit**”, the email verification process begins: a notification is displayed (*Figure n. 31*) informing the user that the system has sent a confirmation link to the entered address (*Figure n. 32*). (In edit mode, the email change can be cancelled by clicking “**Cancel Email Change**”.) When the user clicks the link in the e-mail, a confirmation window is displayed and the new email address is saved.

## Uživatelské údaje Upravit

Jméno:	ZDENĚK
Příjmení:	ZNÁMKA
Titul před jménem:	
Titul za jménem:	
Datum narození:	01.01.1996
Země:	Česká republika

---

**Kontaktní údaje**

Primární telefon:	+420604338894
Další asociované telefony:	+420147159123
Primární email:	peaceful@test.cz
Další asociované emaily:	blue.mauritius@post.cz

⚠ Požádali jste o změnu emailu. Potvrďte prosím tuto změnu kliknutím na odkaz, který jsme vám poslali na adresu [blue.mauritius2@post.cz](mailto:blue.mauritius2@post.cz)  
Odkaz je platný do 12.03.2026 12:03

**Deaktivovat účet**

Figure n. 31. Editing User Information

**Portál NIPEZ**

## Email address verification

**Requester:** John Smith

A request to change the email address has been recorded for your account in the [NIPEZ Portal](#). To complete this change, please click the following link: [Confirm email address change](#)

**This link is valid for 24 hours. After this period expires, you will need to submit the request again.**

This message has been automatically generated by the system [NIPEZ Portal](#).

Figure n. 32. Email Address Verification

#### 4.2. Account Deactivation (Registration Termination)

The “**User Information**” screen contains the “**Deactivate Account**” button. After clicking, a confirmation window is displayed where the user can finalize account deactivation or cancel ([Figure n. 33](#)). Deactivation invalidates the user and all their permissions.

**⚠ Opravdu si přejete ukončit svou registraci v Portálu NIPEZ?** ×

Ukončením registrace bude váš účet zneplatněn a nebudete moci dále využívat služby portálu. Tento krok je nevratný.

[Zrušit](#) [Deaktivovat účet](#)

Figure n. 33. Account Deactivation Confirmation Dialog

## 5. Managing Authorizations and Entities

### 5.1. Overview of My Permissions

In the upper left of the home screen (*Figure n. 27*) the “**Permissions**” tile is located. Clicking it redirects the user to the “**My Permissions**” page, which displays a list of all user permissions with search and filtering options (*Figure n. 34*).

Home screen > My permissions

## My permissions

18 records ↻ Search in all columns 🔍 ⌵

Permissions	Entity	Public procurement
Administrátor	Čočka Kontaktní	-
Administrátor	Albert Salátový	-
Administrátor	Los Výherní	-
Administrátor	Kontrolka Benzínu	-
Administrátor	Kolo Mlýnské	-
Administrátor	Oáza Pouštní	-
Administrátor	Restaurace Zahradní	-
Administrátor	Pokus Poslední	-

10 Records per page ⏪ < 1 2 ... > ⏩

Figure n. 34. My Permissions

### 5.2. Entity Management

The „**Entities**“ tile is located in the upper-right corner of the home page (*Figure n. 27*). After clicking the tile, the user is redirected to the „**List of Entities**“ page, which is divided into two

tabs: „Managed Entities“ and „Entities Available for Representation“ (*Figure n. 35*). The „Entities Available for Representation“ tab is used to request the „Administrator“ role for an entity and is described in Chapter [5.6 Request to Assign an Entity Administrator](#). The „Managed Entities“ tab contains a list of all entities managed by the user. For these entities, the user can grant or revoke permissions for other users.

[Home screen](#) > [List of Entities](#)

## List of Entities

[Managed entities](#)   [Entities for administration](#)

3 records ↻ Search in all columns 🔍 ⌵

Name	Business Identification Number	Legal form	Country	
Procter & Gamble	-	-	the Islamic Republic of Afghanistan	<a href="#">Detail</a>
STROJOBAL Hradec -Rožďalovice	00829838	Joint-stock company	the Czech Republic	<a href="#">Detail</a>
TONAK A.S.	00013226	Joint-stock company	the Czech Republic	<a href="#">Detail</a>

*Figure n. 35. List of Entities (Managed Entities)*

By clicking “Detail” in the column for the relevant entity opens a screen with detailed information about that entity. From here it is possible to “edit the entity’s information” and “contact details”, “manage permissions” and “Deactivate entity” (*Figure n. 36*).

## Entity Detail Edit

**Entity Information**

Business Identification Number: 00013226  
 Name: TONAK A.S.  
 Legal form: Joint-stock company  
 Country: the Czech Republic  
 Municipality: Nový Jičín  
 Postal Code: 741 01  
 Street: Zborovská  
 Descriptive number: 823  
 Orientation number:

---

**Contact Information**

Phone: +420123123123  
 Email: tonak@test.cz

## Permissions

List of permissions

Permission requests
Permissions for Public Contracts

1 record Search in all columns

Permissions	User	Email	Permissions Removal
Administrátor	ŠANTA HROZNOVITÁ	testak@tescosw.cz	Remove permissions

## Entity Deactivation

By deactivating the entity, you will permanently lose all data and permissions associated with this entity.  
 Do you want to continue?

Figure n. 36. Entity Detail

- **Edit:** By clicking “**Edit**”, the details can be changed and saved (*Figure n. 37*).
- **Deactivate Entity:** By clicking “**Deactivate Entity**” and confirming in the dialog, the user deactivates the selected entity including all associated permissions.

## Entity Detail Back to overview

*i* Data verified according to the Register of Persons

### Entity Information

Name	Surname	
<input type="text" value="Francois"/>	<input type="text" value="Villon"/>	
Date of birth	Country	
<input type="text" value="04.05.1756"/>	<input type="text" value="Czechia (CZ)"/>	
Municipality	Postal Code	
<input type="text" value="Lourdes"/>	<input type="text" value="7878"/>	
Street	Descriptive number	Orientation number
<input type="text" value="Petit"/>	<input type="text" value="123"/>	<input type="text" value="12"/>

### Contact Information

Dialing code	Phone	Email
<input type="text" value="+420 (Czechia)"/>	<input type="text" value="123456789"/>	<input type="text" value="frankie@post.cz"/>

Figure n. 37. Editing Entity Details

### 5.3. Management permissions

To manage permissions (granting and revoking), the user must have administrator permission for the entity. Access to permission management is available by clicking the “**Entities**” on the main screen ([Figure n. 27](#)). A list of entities for which the user is registered as administrator is then displayed ([Figure n. 35](#)). After selecting the required entity, the user clicks “**Detail**” ([Figure n. 35](#)).

In the entity detail, the “**Permissions**” section, divided into three tabs:

- **List of Permissions:** Here is a list of active permissions for the selected entity.
- **Permission Requests:** This is a list of permission requests permissions (explained in detail in subsection [5.3.1 Adding a Permission](#)).
- **Permissions for Public Procurement:** This is a list of active permissions related to public procurement.

### 5.3.1. Adding a Permission

A new permission can be added by clicking **“Add Permission”** ([Figure n. 36](#)). A window is displayed where the user enters the email address of the person to assign the permission to and selects the permission type. Multiple types can be selected simultaneously; a separate record is created for each. The user submits the request by clicking **“Send Request”** ([Figure n. 38](#)).

**Assigning permissions**
×

**i** Enter the email address of the user to whom you want to assign the selected permissions for the chosen entity. If you want to assign the permissions to yourself, enter your registered email address.

Email

**Permission category**

General

Administrátor

---

Client

Administrátor zadavatele

---

Tenderer

Administrátor dodavatele    Pozorovatel    Účastník zakázky

Close
Send Request

Figure n. 38. Assigning Permissions

After the request is submitted, the system evaluates the user’s status based on the entered email address – specifically whether the user is registered in **NIPEZ Portal** and whether the email address is listed in their contact details. The appropriate notification is sent. If the user

is already registered and has an active account, the permission is approved automatically. It is then saved to “**List of Permissions**” and the user receives a notification confirming the permission assignment.

If the entered email address is not found in the system (the user has not yet registered or has not added this address to their account), the request is saved in the “**Permission Requests**” (*Figure n. 39*). The request is automatically assigned the status “**Pending Registration**”.

Permissions	Email	Status	Request Date	Request Cancellation
Pozorovatel	john.smith@cpn.eu	Pending Registration	12/03/2026 17:23	Cancel Request

Search in all columns [Add permissions +] [10 Records per page]

*Figure n. 39. Permission Requests*

At the same time, a notification is sent to the entered email address informing about the permission request. The notification contains a link through which the user can register in **NIPEZ Portal** or add the email to their account’s contact details. After registration or adding the email, the permission is automatically assigned, the request is closed, and moved to the “**List of Permissions**”.

### *5.3.2. Revoking Permissions and Cancelling a Permission Request*

Active permissions can be revoked in the “**List of Permissions**” tab. For each record, a “**Revoke Permission**” (*Figure n. 36*). After pressing it, a confirmation dialog is displayed. By clicking “**Revoke Permission**”, the permission is deactivated and removed from the “**List of Permissions**”.

In the same way, a pending permission request can also be cancelled. In the “**Permission Requests**” tab, the user clicks “**Cancel Request**”. A dialog window is then displayed to confirm the action. After clicking “**Cancel Request**”, the request is removed from the list.

#### 5.4. New Entity Registration

On the main screen (*Figure n. 27*), the user clicks the “**New Entity Registration**” tile in the lower left. The user is then redirected to an overview of entities they are authorized to represent that are not yet registered in **NIPEZ Portal** (*Figure n. 40*). This information is loaded from REZA (Register of Representation).

Home screen > New entity registration

## New entity registration

List of entities to represent

Search in all columns

**Register entity not listed +**

Business Identification Number	Name	Legal form	Country	
93925174	PFO2 AIFO INS-AIFO	Natural person in business under the Tra...	the Czech Republic	<a href="#">Register</a>
93925191	PFO4-AIFO INS-ICO	Natural person in business under the Tra...	the Czech Republic	<a href="#">Register</a>
93925417	PO14 STO-AIFO STO-ICO OPA-ICO	Joint-stock company	the Czech Republic	<a href="#">Register</a>
93925450	PO18 STO-AIFO STO-ICO NUS-ICO	Joint-stock company	the Czech Republic	<a href="#">Register</a>
93925492	PO22 STO-AIFO STO-ICO INS-ICO	Joint-stock company	the Czech Republic	<a href="#">Register</a>
871346	Zdeněk Známka	Natural person in business under the Tra...	the Czech Republic	<a href="#">Register</a>

10 Records per page


Figure n. 40. New Entity Registration

By clicking “**Register**” for the selected entity opens a simplified multi-step registration form. If the required entity is not listed, the “**Register Entity Outside the List**” (*Figure n. 40*).

A window is then displayed for selecting the entity type. The user can choose one of the following: **self-employed individual, legal entity, non-business natural person or foreign entity** (*Figure n. 41*).

[Home screen](#) > [New entity registration](#) > **Select Entity Type**


## Entity registration



**Sole Proprietor** >

A person conducting business based on a trade license or another form of self-employment who has been assigned a Company Identification Number (IČO). (e.g., freelancer, craftsman, sole trader)


---



**Legal entity** >

An organization or company registered in the Commercial Register with an assigned Company Identification Number (IČO). (e.g., Ltd., joint-stock company, cooperative, non-profit organization)


---



**Non-business individual** >

A person or organization registered abroad that does not have a Czech Company Identification Number (IČO). (e.g., foreign company, individual from another country)

---



**Foreign entity** >

A person or organization registered abroad that does not have a Czech Company Identification Number (IČO). (e.g., foreign company, individual from another country)

*Figure n. 41. Entity Type Selection*

After selecting the entity type, the registration form with the following steps is displayed: **Basic Information, Permissions, Authorization to Represent** and **Summary**. Depending on the entity type selected, some steps or required details may differ.

- **Basic Information**

In the first step, „**Basic Information**“ (*Figure n. 42*), the user enters the entity's identification and contact details. The required information may vary depending on the selected entity type.

If the entity's data has been verified through the national base registers, some fields may be pre-populated and cannot be edited.

Home screen > New entity registration > Select Entity Type > Entity registration

1 Basic information ————— 2 Permissions ————— 3 Summary

Name: ZDENĚK      Surname: ZNÁMKA

Date of birth: 01.01.1996      Country: Czechia (CZ)

Municipality:      Postal Code:

Street:      Descriptive number:      Orientation number:

**Contact Information**

Dialing code: +420 (Czechia)      Phone: 604338894      Email: peaceful@test.cz

← Discard      Save for later      Next →

Figure n. 42. Entity Registration (Basic Information)

When registering a „**Non-Business Natural Person**“ entity, the user may register only themselves. For this reason, certain information is automatically retrieved from the user's **NIPEZ Portal** account (*Figure n. 43*).

[Home screen](#) > [New entity registration](#) > [Select Entity Type](#) > **Entity registration**

1 **Basic information** ————— 2 Permissions ————— 3 Summary

Name	Surname	
ZDENĚK	ZNÁMKA	
Date of birth	Country	
01.01.1996	Czechia (CZ) ▾	
Municipality	Postal Code	
Street	Descriptive number	Orientation number

**Contact Information**

Dialing code	Phone	Email
+420 (Czechia) ▾	604338894	peaceful@test.cz

Figure n. 43. Entity Registration (Basic Information – Non-Business Natural Person)

- **Proof of Entity Existence**

In the “**Proof of Entity Existence**” step, the user provides proof of the registered entity’s existence (*Figure n. 44*). This step is automatically skipped if the entity’s existence has been verified through base registers or if it is of the **Non-Business Natural Person** type. If the step is not skipped, an attachment matching the provided template must be uploaded.

[Home screen](#) > [User Request List](#) > **Entity registration**

1 Basic information · **2 Evidence of entity existence** · 3 Authorization to represent · 4 Permissions · 5 Summary

Since you are registering an entity outside our registry, you must provide proof of its existence.

Drag and drop a file or

[Upload from device](#)

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

**Documents Required for Registration**

- A document proving the existence of the organization (e.g., an extract from the commercial register, law, founding charter, statutes, etc.)
  - The document must not be older than 14 days prior to the submission of the registration request.

If you do not have a company registration number (IČO) or operate under another type of authorization, please upload a document confirming the accuracy of the provided data and the identity of the registering entity.

[Template \(.pdf\)](#)

[← Back](#) [Save for later](#) [Next →](#)

Figure n. 44. Entity Registration (Proof of Entity Existence)

- **Authorization to Represent**

In the “**Authorization to Represent**” step, the user provides proof of their authorization to act on behalf of the registered entity. If this step is displayed, a document proving authorization to represent the entity must be uploaded (*Figure n. 45*).

This step is not displayed if the user’s authorization to represent the entity has been verified through the Register of Representation (REZA) or if it is of the **Non-Business Natural Person**.

[Home screen](#) > [User Request List](#) > **Entity registration**

1 Basic information · 2 Evidence of entity existence · **3 Authorization to represent** · 4 Permissions · 5 Summary

Upload authorization to represent

Drag and drop a file or

[Upload from device](#)

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

**Documents Required for Registration**

If the registration of an entity (legal entity) is completed by a natural person who is not listed in the commercial or other public register (does not have the authority to act on behalf of the legal entity listed in the public register), the Power of Attorney must be signed by a natural person authorized to act on behalf of the legal entity with a valid guaranteed electronic signature based on a qualified certificate for electronic signature or for qualified electronic signature. The document is available for download in the [Operating Documentation](#) or below via the "Template" button.

[Template \(.pdf\)](#)

[← Back](#)
[Save for later](#)
[Next →](#)

Figure n. 45. Entity Registration (Authorization to Represent)

- **Permissions**

In the “**Permissions**” step, a request for administrator permission is automatically created for the user registering the entity (*Figure n. 46*). If needed, requests for additional permissions can also be created in this step. The procedure is described in chapter [5.3.1 Adding a Permission](#).

Home screen > User Request List > Entity registration

1 Basic information — 2 Evidence of entity existence — 3 Authorization to represent — **4 Permissions** — 5 Summary

**i** As part of the entity registration, you are automatically assigned general permissions for entity administration within the Portal NIPEZ. To obtain additional client or tenderer permissions, assign them using the 'Add permissions' function.

Search in all columns

Email	Permissions	Status	Request Cancellation
peaceful@test.cz	Administrátor	<input type="button" value="Draft"/>	

10  Records per page

Figure n. 46. Entity Registration (Adding Permissions)

- **Summary**

In the last step “**Summary**” ([Figure n. 47](#)), the user reviews all entered information and submits the request by clicking “**Register**”. After submission, the request is forwarded for approval.

[Home screen](#) > [User Request List](#) > **Entity registration**

1 Basic information — 2 Evidence of entity existence — 3 Authorization to represent — 4 Permissions — 5 **Summary**

**Entity Information**

Business Identification Number or other unique identifier: DE 811 264 858

Name: Mann & Schröder GmbH

Legal form:

Country: the Federal Republic of Germany

Municipality: Siegelsbach

Postal Code: 74936

Street: Bahnhofstraße

Building number: 14

---

**Contact Information**

Phone: 123123123

Email: bevola@test.de

---

**Uploaded attachments**

Authorization to represent: [Authorization to represent](#) (DOCX, 13.21 KB)

Evidence of entity existence: [Evidence of entity existence](#) (DOCX, 13.17 KB)

### Permission overview

1 record ↻ Search in all columns 🔍 ⌵

Email	Permissions	Status	Request Cancellation
peaceful@test.cz	Administrátor	Draft	

← Back
📄 Save for later
Register

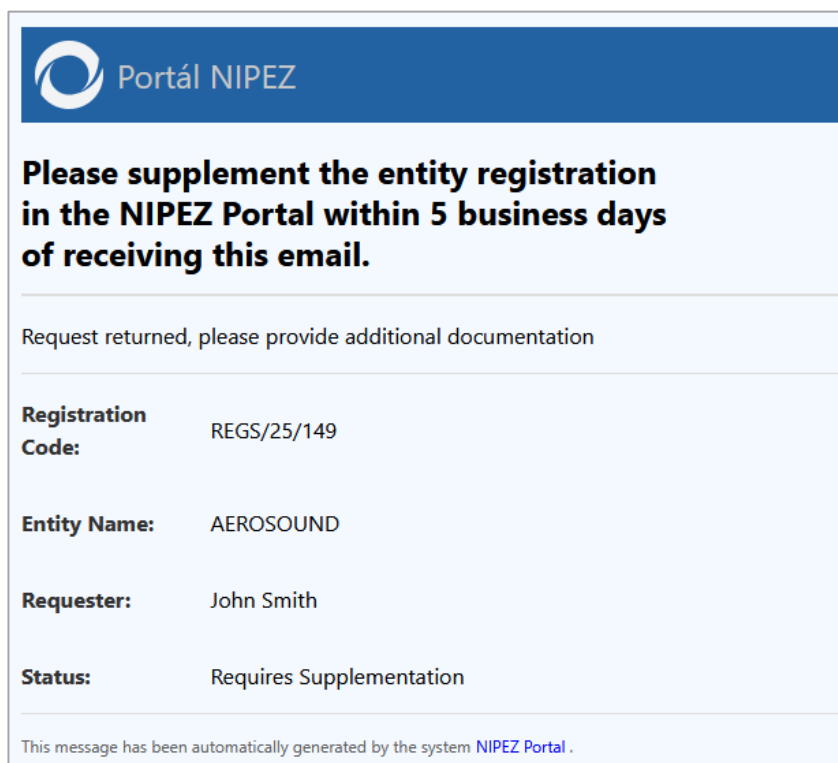
Figure n. 47. Entity Registration (Summary)

**Note:**

If the user does not submit the entity registration and saves it for later, they can open it via the “**User Request List**” tile in the lower right of the home screen. After opening the list, the draft registration is available in the “**Draft Entity Registration Requests**”. More detailed information about this section of the NIPEZ Portal is provided in chapter [5.5 User Request List](#).

### 5.4.1. Registration Supplementation

If the approver determines that additional data, documents, or information is needed when reviewing the registration request, the request is returned to the user for supplementation. The user is notified of this by email notification (*Figure n. 48*).



*Figure n. 48. Notification for Registration Supplementation*

The user finds the request to be supplemented via the “**User Request List**” tile on the main screen in the lower right. In the “**Submitted Entity Registration Requests**” tab, this registration is listed with the status “**Supplementation Required**” (*Figure n. 49*).

[Home screen](#) > [User Request List](#)

## User Request List

Administrator appointment requests for an entity   **Submitted registration requests**   Draft registration requests

8 records Search in all columns

Name	Business Identification Number	Legal form	Country	Status
Zott s.r.o.	49357174	Limited liability comp...	the Czech Republic	<a href="#">Cancel Request</a> <a href="#">Add information</a>
SAP SE	-	-	American Samoa	<a href="#">Cancel Request</a> <a href="#">Detail</a>
Siemens AG	-	-	the Federal Republic of Germa	<a href="#">Detail</a>
PETRA NOSKOVÁ	-	-	the Czech Republic	<a href="#">Detail</a>
Nosková a.s. 6	24682764	Joint-stock company	the Czech Republic	<a href="#">Detail</a>
Procter & Gamble	-	-	the Islamic Republic of Afghar	<a href="#">Detail</a>

Figure n. 49. Registration Supplementation

To supplement the request, the user clicks **“Supplement”**, which opens the completed registration form. After clicking **“Supplement Registration”** (*Chyba! Nenalezen zdroj odkazů.*). In the form header, the approver's statement is displayed, including any attached documents.

Home screen > User Request List > Entity registration Complete the registration

1 Basic information — 2 Authorization to represent — 3 Permissions — 4 Summary

Upload authorization to represent

Drag and drop a file or

[Upload from device](#)

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

**Documents Required for Registration**

If the registration of an entity (legal entity) is completed by a natural person who is not listed in the commercial or other public register (does not have the authority to act on behalf of the legal entity listed in the public register), the Power of Attorney must be signed by a natural person authorized to act on behalf of the legal entity with a valid guaranteed electronic signature based on a qualified certificate for electronic signature or for qualified electronic signature. The document is available for download in the [Operating Documentation](#) or below via the "Template" button.

[Template \(.pdf\)](#)

← Back [Save and submit](#) [Next](#) →

Figure n. 50. Entity Registration Completion

The user can add a supplementary comment and optionally attach additional documents ([Figure n. 51](#)). After clicking **“Submit Changes”**, the supplementation is forwarded back for approval and the request transitions to the status **“In Progress”**.

Complete the registration
✕

Petra Nosková (13/03/2026 13:36)

I am sending back to the user

New comment

Attachments to the comment

Drag and drop a file or

Upload from device

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

By ticking this box, you agree to submit the request for re-evaluation. Once submitted, you will no longer be able to add any further comments or additional information to the request.

Close

Submit changes

Figure n. 51. Supplement Registration entity (comments)

After submission, the supplementation content can no longer be changed, and no further comments or attachments can be added.

## 5.5. User Request List

The “**User Request List**” tile in the lower right of the home screen ([Figure n. 27](#)) displays an overview of the user's requests. Requests are divided into three tabs: “**Entity Administrator Assignment Requests**”, „Submitted Entity Registration Requests” and „Draft Entity Registration Requests”.

- „**Entity Administrator Assignment Requests**”: ([Figure n. 52](#)) - this tab contains an overview of entity administrator assignment requests created by the user via the

“Entities” tile. For each request, basic entity details, current status, and an option to view the detail are displayed. More detailed information about the entity administrator assignment process is provided in chapter [5.6. Request to Assign an Entity Administrator](#).

[Home screen](#) > [User Request List](#)

## User Request List

Administrator appointment requests for an entity   Submitted registration requests   Draft registration requests

3 records Search in all columns

Name	Business Identification Number	Legal form	Country	Status	
STROJOBAL Hradec -Rožďalovice	00829838	-	the Czech Republic	Approved	<a href="#">Detail</a>
PRAŽSKÁ ŠACHOVÁ AGENTURA	00829048	-	the Czech Republic	In Progress	<a href="#">Detail</a>
OLMA, a.s.	47675730	-	the Czech Republic	In Progress	<a href="#">Detail</a>

Figure n. 52. Entity Administrator Assignment Requests

- „Submitted Entity Registration Requests“: ([Figure n. 53](#)) - this tab lists entity registration requests created by the user. Basic entity details, current status, and available actions are displayed. The user can cancel, view, or supplement the request.

When the detail is opened, the registration form is displayed in read-only mode.

The “Supplement” option is available only for requests returned for supplementation by the approver. The detailed procedure is described in chapter [5.4.1. Registration Supplementation](#).

[Home screen](#) > [User Request List](#)

## User Request List

Administrator appointment requests for an entity   Submitted registration requests   Draft registration requests

5 records Search in all columns

Name	Business Identification Number	Legal form	Country	Status
Paramit, s. r. o.	27776794	Limited liability comp...	the Czech	<a href="#">Cancel Request</a> <a href="#">Add information</a>
BOCHETA, stavební společnost, s.r.o.	61943061	Limited liability comp...	the Czech	<a href="#">Detail</a>
TONAK A.S.	00013226	Joint-stock company	the Czech	<a href="#">Detail</a>
Hollandia Karlovy Vary, s.r.o.	40522962	Limited liability comp...	the Czech	<a href="#">Cancel Request</a> <a href="#">Detail</a>
TEZAK TRADE s. r. o.	03278298	Limited liability comp...	the Czech	<a href="#">Cancel Request</a> <a href="#">Detail</a>

Figure n. 53. Submitted Entity Registration Requests

- „Draft Entity Registration Requests“: ([Figure n. 54](#)) - this tab lists entity registration requests not yet submitted for approval and saved for later completion. Using the “Detail” button, the user can open the registration form and continue filling it in. By clicking “Cancel Request”, the draft registration is deleted.

[Home screen](#) > [User Request List](#)

## User Request List

Administrator appointment requests for an entity   Submitted registration requests   Draft registration requests

2 records Search in all columns

Name	Business Identification Number	Legal form	Country	Status
ADELUXAR s.r.o.	06215530	-	the Czech Republic	<a href="#">Cancel Request</a> <a href="#">Detail</a>
C10D s.r.o	29272807	Limited liability company	the Czech Republic	<a href="#">Cancel Request</a> <a href="#">Detail</a>

Figure n. 54. User Request List (Draft Entity Registration Requests)

## 5.6. Request to Assign an Entity Administrator

Entity administrator assignment is the process by which a user gains permission to manage a selected entity in **NIPEZ Portal**, including the ability to grant and revoke permissions for other users.

After clicking the “**Entities**” on the main screen (*Figure n. 27*), the screen “**List of Entities**” is displayed, containing tabs “**Managed Entities**” and „**Entities for Administration**”.

In the “**Managed Entities**” (*Figure n. 55*)” tab, entities for which the user already has administrator permission are listed.

Home screen > List of Entities

### List of Entities

Managed entities    Entities for administration

3 records    Search in all columns

Name	Business Identification Number	Legal form	Country	
Procter & Gamble	-	-	the Islamic Republic of Afghanistan	<a href="#">Detail</a>
STROJOBAL Hradec - Rožďalovice	00829838	Joint-stock company	the Czech Republic	<a href="#">Detail</a>
TONAK A.S.	00013226	Joint-stock company	the Czech Republic	<a href="#">Detail</a>

*Figure n. 55. List of Entities (Managed Entities)*

The “**Entities for Administration**” (*Figure n. 56*) contains a list of entities loaded from REZA (Register of Representation) for which the user is registered as an authorized representative.

[Home screen](#) > [List of Entities](#)

## List of Entities

[Managed entities](#) [Entities for administration](#)

2 records Search in all columns Request to assign an entity administrator

Name	Business Identification Number	Legal form	Country	
GFŘ 3 - STO Známká	93925131	Branch of a Foreign Legal Entity	the Czech Republic	<a href="#">Administer</a>
PFO10 TEXT INS-ICO	93925255	Natural person in business under the Trad...	the Czech Republic	<a href="#">Administer</a>

Figure n. 56. List of Entities (Entities for Administration)

For entities in this tab, the user can submit an administrator assignment request by clicking “**Administer**”. In these cases, the permission is assigned automatically based on REZA verification and the request does not require further approval (*Figure n. 57*),

Do you really want to submit a request to administer this entity? ×

**Selected entity**

Business Identification Number: 93925131  
 Name: GFŘ 3 - STO Známká  
 Country: the Czech Republic  
 Municipality: Praha 2-Vinohrady  
 Postal Code: 12000  
 Street: náměstí Míru  
 Descriptive number: 600  
 Building number: 20

Close Administer

Figure n. 57. Administer Entity Window

If the user needs to request administrator permission for an entity already registered in **NIPEZ Portal**, but not listed among the entities available for representation, they use the “**Request to Assign an Entity Administrator**” button in the header of this tab (*Figure n. 56*).

After clicking this button, a form is displayed (*Figure n. 58*), in which the entity can be searched by name or ID number. If the entity is found in **NIPEZ Portal**, its details are automatically pre-filled. The user then attaches a document proving authorization to represent the entity and submits the request for approval. The request is subsequently reviewed by an approver.

Request to assign an entity administrator
✕

---

Entity

Základ ArmStol s.r.o. (23173220) ▼

**Selected entity - Základ ArmStol s.r.o.**

Business Identification Number:	23173220
Name:	Základ ArmStol s.r.o.
Country:	the Czech Republic
Municipality:	Olomouc
Postal Code:	779 00
Street:	Riegrova 394/17

Authorization to represent the entity

Drag and drop a file or

Upload from device

Supported formats: PDF, DOC, DOCX, images (JPG, PNG, GIF, etc.)

Uploaded attachments

Authorization example.pdf (463.43 KB)
✕

If the application for the appointment of an administrator of an entity (legal entity) is completed by a natural person who is not listed in the commercial or other public register (does not have the authority to act on behalf of the legal entity listed in the public register), the Power of Attorney must be signed by a natural person authorized to act on behalf of the legal entity with a valid guaranteed electronic signature based on a qualified certificate for electronic signature or for qualified electronic signature. The document is available for download in the [Operating Documentation](#) or below via the "Template" button.

Template (.pdf)

Close

Send Request

*Figure n. 58. Request to Assign an Entity Administrator*

Once the permission is assigned, the entity appears in the **“Managed Entities**.

## 6. General Features

### 6.1. Filtering Records and Advanced Filtering

- The filter is used to search for records containing the entered text (*Figure n. 59*). You can search for **whole words**, their **parts** or **individual characters**. The search is case-insensitive and applies across all columns of the displayed list.
- After entering the search term, the user starts the search by pressing the **Enter** key or clicking the **magnifying glass icon**.
- To display all records again, clear the search field or use the cross icon and then press the **Enter** key or click the magnifying glass icon.

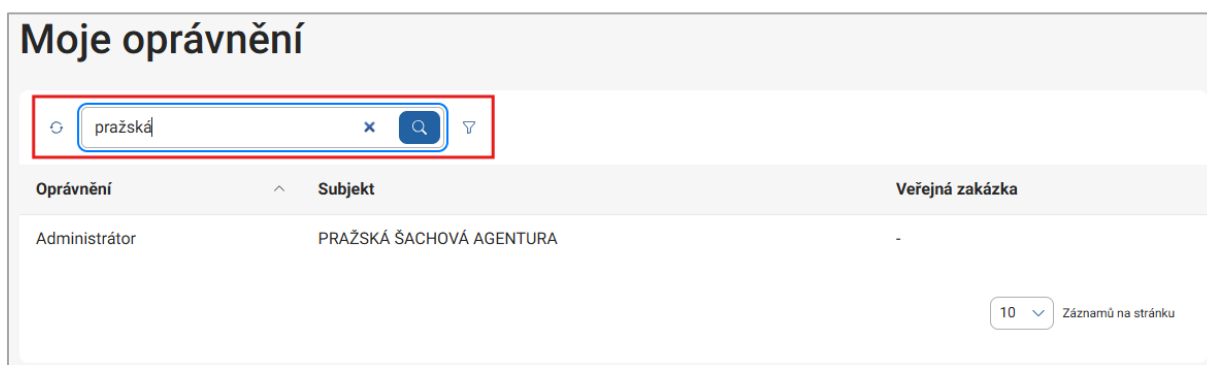


Figure n. 59. Filtering Records

- **Advanced Filter** (funnel icon) is used to search for records based on values in **individual table columns** (*Figure n. 60*). After clicking the filter icon, a window is displayed with fields corresponding to each column.
- In the selected fields, the user can enter the desired values to filter the records.

Figure n. 60. Advanced Filtering

- The **Refresh** button (rotating arrows icon) is used to refresh the data displayed in the form.

## 6.2. Page Header

**Page Header** contains the basic elements for navigating **NIPEZ Portal** and managing the user interface (*Figure n. 61*). It is available on all pages of **NIPEZ Portal** regardless of whether the user is signed in.



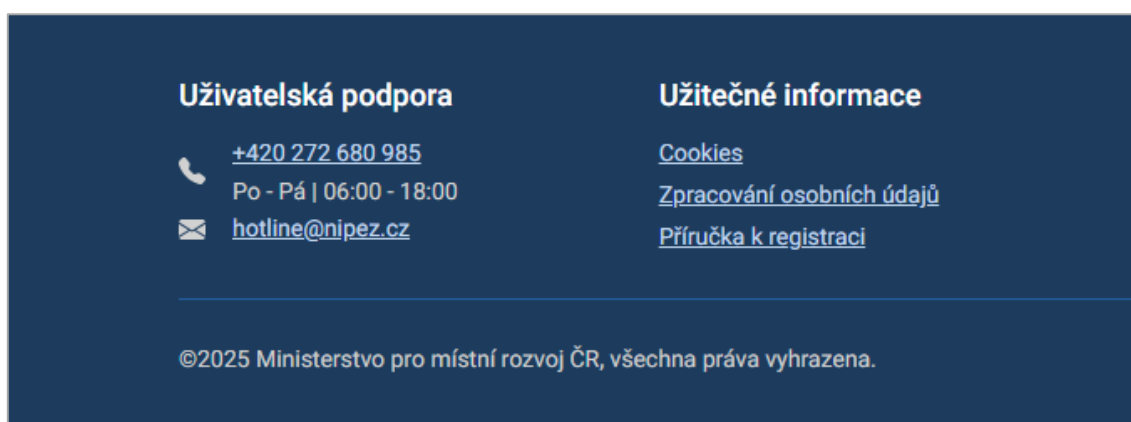
Figure n. 61. Page Header

- **Logo with the label “NIPEZ Portal”** – clicking the logo takes the user back to the home screen.
- **Language Version** – the button with the flag icon is used to switch between the Czech and English language versions of **NIPEZ Portal**.
- **Light and Dark Mode** – the button is used to switch between the light and dark display of **NIPEZ Portal**.

### 6.3. Page Footer

In the page footer (*Figure n. 62*) important information is published:

- V sekci „**User Support**” section, the phone and email contact for support is provided along with working hours.
- V sekci „**Useful Information**” section, there is a link to cookie information, a link to the personal data processing statement, and a link to the user manual.



*Figure n. 62. Page Footer*

### 6.4. Pagination and Number of Records per Page

In the **footer** of each form, a navigation bar for record pagination is available (*Figure n. 63*). The user can set the number of records displayed per page, from 10 to 500.

The bar also includes controls for navigating between pages. The symbols “**< a >**” are used to go to the first or last page. The symbols “**< a >**” allow navigation to the previous or next page.

Clicking a page number displays the corresponding page. After clicking the “**...**” symbol, a list of all available pages opens, from which the desired page can be selected directly.



Figure n. 63. Navigation Bar

## 6.5. Sorting Data in a Form Column

**Column headers** in tables are interactive and allow sorting of records by the selected attribute. If no sorting is selected, records are sorted by creation date by default (*Figure n. 64*)

Název	IČO	Právní forma	Země	
Automatický Test_25022026_05231056	-	-	Česká republika	<a href="#">Zrušit žádost</a> <a href="#">Detail</a>
Podnikatel v A484	00871109	Podnikající fyzická osoba tuzemská	Česká republika	<a href="#">Zrušit žádost</a> <a href="#">Detail</a>
Automatický Test_18022026_05263399	-	-	Česká republika	<a href="#">Zrušit žádost</a> <a href="#">Detail</a>

Figure n. 64. Default Record Sorting

By clicking on **the column name**, records can be sorted in ascending order (symbol “**^**”) (*Figure n. 65*) or descending order (symbol “**v**”). Repeatedly clicking the column header switches the sort direction.

Název	^	IČO	Právní forma	Země	
Automatický Test_18022026_05263399	-	-	Česká republika	<a href="#">Zrušit žádost</a> <a href="#">Detail</a>	
Automatický Test_25022026_05231056	-	-	Česká republika	<a href="#">Zrušit žádost</a> <a href="#">Detail</a>	
Podnikatel v A484	00871109	Podnikající fyzická osoba tuzemská	Česká republika	<a href="#">Zrušit žádost</a> <a href="#">Detail</a>	

Figure n. 65. Ascending Record Sorting

## 7. Security and Safety Recommendations

Security and Safety Recommendations – recommendations for portal sign-in and use:

- Never share your login credentials with other people.
- Use strong passwords – a combination of lowercase and uppercase letters, digits, and special characters.
- If two-factor authentication (2FA) is available, we recommend activating it.
- Verify that registration is conducted over a secure connection (lock icon, HTTPS).
- If you suspect unauthorized registration, immediately contact technical support.
- Always sign out after using the portal, especially on public or shared devices.
- Do not respond to emails asking for your login credentials – this may be a phishing attempt.