How to create a certificate for tax authorities (with/without amounts) from Sysper Post Activity ?

- From the MyRemote Menu (https://myremote.ec.europa.eu) ➜ SYSPER Post Activity
- In SYSPER, click on **M E N U**
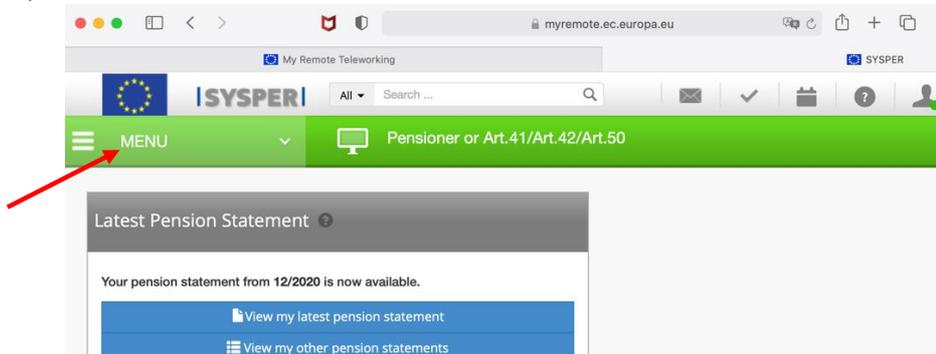
- Click on "**Rights & Privileges**" then on **"Request administrative certificates"**
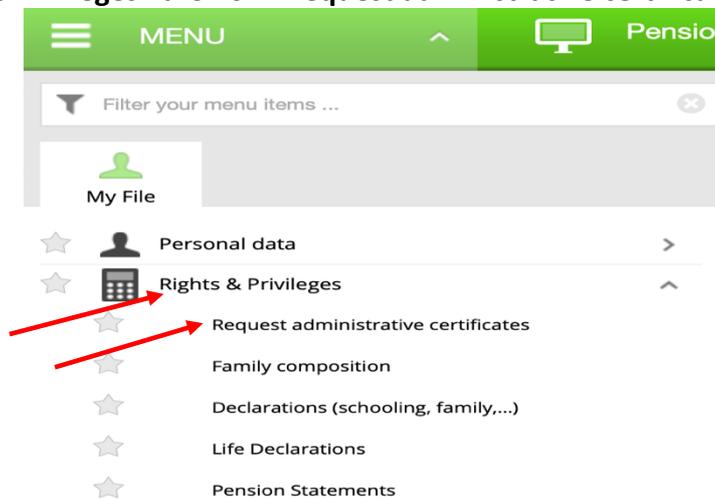
- Click on the ➕ next to "**Generate Tax Certificates**"
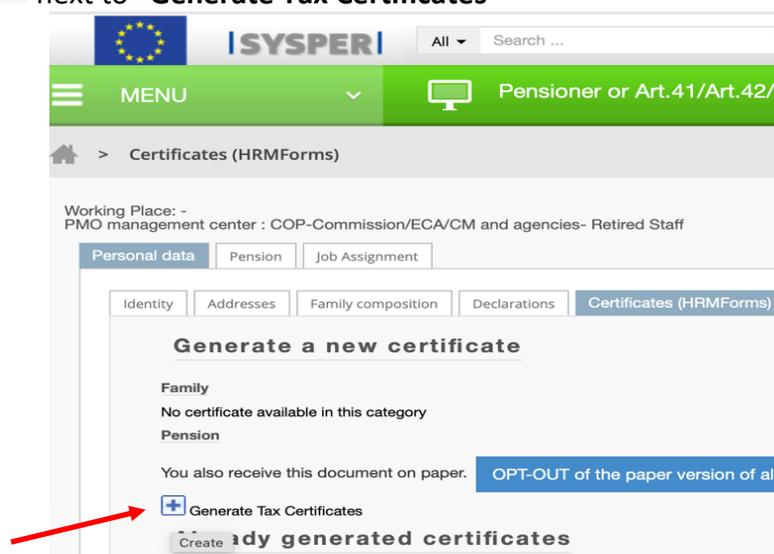
A new window opens:
- Select the **Fiscal year** and the **c-Country** and if wished, tick next to "**Display amounts**" + **Save**

N.B. If the ideal year gives an error message, try the year before!

- After a few minutes, back to the main window, you will find your certificate under "**Already generated certificates**" (top of column).

- click on the red PDF symbol to the right of the screen to display the certificate
- move the cursor down the page to see the possible options
- click on the arrow to download and then print

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