



## Guide: **TRIBU-CR:** How to Assign Your Accountant.



In this downloadable guide,  
we will explain step-by-step  
how to correctly assign your accountant  
so you don't have any problems.

### Step 1: Log In

The taxpayer must log in to the TRIBU-CR Virtual Tax Office (OVi) using their new username and password. It is important to remember that ATV credentials do not work.

### Step 2: Access the Third-Party Section

Once inside, you must look in the menu for the "Third-Party Authorization" option or a similar functionality. This is the entry point to manage all permissions.

### Step 3: Create a New Authorization

Next, the taxpayer must select the option to create a new authorization. They will be asked for the identification number of the accountant they wish to authorize.

### Step 4: Select Permissions

This is a critical step. The taxpayer must select the specific permissions they will give the accountant. For example:

Access to tax returns.

Submission of tax returns.

Consultation of debts and credits.

Sending of notifications.

### Paso 5: Confirmar y Generar la Autorización

Una vez seleccionados los permisos, el contribuyente confirma y genera la autorización. El sistema creará un registro digital que vincula la cuenta del contador con la del contribuyente, con los permisos definidos.

### Step 5: Confirm and Generate the Authorization

Once the permissions are selected, the taxpayer confirms and generates the authorization. The system will create a digital record that links the accountant's account to the taxpayer's, with the defined permissions.

### Step 6: The Accountant Accepts

The accountant will receive a notification in their TRIBU-CR account about the new authorization. Upon accepting it, they will have immediate access to the taxpayer's information, but only to what was authorized.

As you can see, the process is more transparent and secure than ever. The key is for the taxpayer and the accountant to work together in this transition.

**If you have any questions, remember to consult with Venegas Nexia.**

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