

# Step by step: How to gain access to KSeF for a limited liability company using a qualified electronic seal.

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A qualified electronic seal (containing the company's NIP) is the most convenient and fastest method of authentication for limited liability companies (sp. z o.o.). It allows for full online access without submitting the ZAW-FA form to the tax office. After authentication, the company receives initial ownership rights, and you can then grant access to employees or generate tokens for integration with accounting software.

## Prerequisite

- You must possess a valid **qualified electronic seal** with the company's NIP. If you don't have one, purchase it from a qualified provider (e.g., EuroCert, Certum, KIR). The cost is around 1000–1600 PLN, with a validity of usually 1–3 years.

## Authentication steps in KSeF

1. **Access the KSeF Taxpayer Application** Open the page: <https://ksef.mf.gov.pl/web/login> (or via the portal [podatki.gov.pl/ksef](https://podatki.gov.pl/ksef)).
2. **Select the login method** Click the "**Log in with a qualified certificate**" option (the qualified seal is treated as a qualified certificate).
3. **Enter the authentication context** In the "Identifier" field, select NIP and enter the company's NIP number. Click "Authenticate" or "Next."
4. **Download the authorization request** The system will generate and allow you to download an XML file (authorization request). Save it on your computer.
5. **Sign the file with the qualified seal** Use the seal provider's software (e.g., proCertum, Sigillum) to sign the file in **XAdES** format. The signed file will have a .xml or .xades extension.

6. **Upload the signed file** Return to the KSeF application, click "Add file" or "Send back," select the signed file, and confirm.
7. **Confirmation of access** After successful verification (usually immediate), you will be logged in with ownership rights. The company now has full access to KSeF – you can issue invoices, view them, and manage permissions.

### What to do next after gaining access?

- **Grant permissions to employees:** In the application, you can add individuals (logging in with a qualified signature or Trusted Profile) or generate tokens for integration with the accounting system.
- **KSeF Tokens:** Used for automatic sending/receiving of invoices via API (e.g., in accounting software).
- **KSeF Certificates** (starting February 1, 2026): Additional certificates for authentication in offline modes.

If you encounter problems (e.g., signature error), check the seal provider's instructions or the MF knowledge base: <https://ksef.podatki.gov.pl/>.

This method has been available since the implementation of KSeF 2.0 and has been operational in a production environment since 2026. Good luck!