# Info
## How 2file

*2file is the online platform of Hübner & Hübner for simple and secure data exchange.*

You are uploading into 2file the input, such as salary changes, your accounting vouchers or your documents for the year end statement. After finalizing our service for you, you will find your reports in 2file as well. Nothing gets lost, no emails are needed, no separate archiving is required.

### How do you start with 2file?

You tell us the email address of the person at your company who should have access to the tool. We will then send the access data for 2file to this email address.



As soon as you have your access data you can start on the login website:
https://hub.huebner.at/

To log in you can enter the access data you received from us. You will then be forwarded to the main menu.



During first access it is best to change the default password immediately to an individual one (you can find that option under the cogwheel).

Depending on your preferences you can also set an email notification, meaning that you will receive an email notification whenever data has been uploaded by us.

In the main menu you can select and view your data. At the top right of the items you can upload files or log out again. On the left side you can see the structure of the folders; they are arranged by years and below that a folder for each month. This way you can quickly find the desired data. Folders can also be renamed or deleted if you do not need them.



If you would like to activate your access to 2file or if you have any questions about 2file, please do not hesitate to contact us.

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