

# Smart Portal

The Smart Portal is an online portal developed by Smart Germany and Smart Austria for easy use of Smart services. The platform is constantly being developed and improved. The functions that are available through the Portal are: creating orders and invoicing, expense reimbursement, direct payments and travel expenses, budget management, employment management as well as a Community page and Cooperative Life with updates from the cooperative

- [Log in](#)
- [Dashboard](#)
- [Settings](#)
- [Change of personal details](#)

# Log in

## No Smart account yet?


First, you should register in our **Smart Portal**. More info on the next steps in the portal can be found [here](#).

*Smart*


**Register your account**

To receive the Member status and use all the functionalities of the Smart Portal, you need to register first.

Email




Password



Should be more than 8 symbols

Confirm password



Must fully match the password

☐ I have read and agree to the privacy policy.  
[Read our privacy policy here](#)

**Register**

## Logging in to your account in Smart Portal

Go to and select the **Sign in** option to log in to your already existing account.

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# Dashboard

On the dashboard you can see a short overview of your orders and invoices. Detailed view of each order or invoice can be opened by double-clicking on the respective line. By clicking on the Smart logo you will return to the Dashboard.

Via Menu Orders you can open more detailed lists with the status of the respective orders. The status is explained in detail in the next chapter: **Order Processing - Check order status**.

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# Settings

In the settings, you can change your email address and password, as well as select the language (German or English).

The settings can be found in the top right corner of the window.

Please change your password after the first login!

Smart Orders ▾

Member SG ▾

Settings

### Portal settings

Email	berlin@smart.coop	Change email
Password	*****	Change password
Portal language	English	Change language

- Dashboard
- Settings
- Sign out
- Switch role

# Change of personal details

If your personal data has changed, please make sure to update your profile.

Please update your profile as soon as there are important changes in place. Only then we can make sure that your payslips and other important documents are up to date.

Smart

Orders ▾Expenses ▾Employments ▾Budgets ▾Profile ▾Community ▾Governance ▾

Profile

Member application preview #9000

Active

Smart member since 13/03/2024

Share [0] Membership applicationDownload

Employment datasheet

Your employment datasheetOpen

Employment datasheet

Edit

Personal information

Change confirmation

Please note that all changes must be approved by Smart - we will make sure to update relevant information in our payroll system.