

User Guide — dílosto.gr

Automated short-term rental declarations to AADE

Contents

1. Before you start
 2. Registration and sign-in
 3. Settings
 4. Connecting to AADE
 5. Reservations
 6. Submitting to AADE
 7. Declarations
 8. Check-in forms
 9. Submissions
 10. Privacy and security
 11. Troubleshooting
-

1. Before you start

dílosto handles your Short-Term Stay Declarations to AADE: it takes your reservations from Booking or Airbnb, calculates the amounts, and files them — with your review at every step.

You will need:

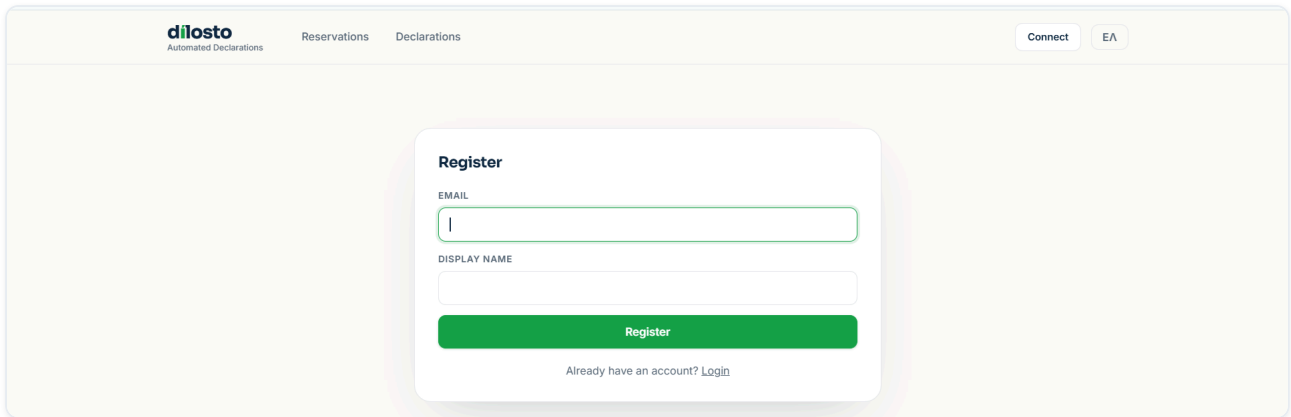
- An email address for your account
- Your **TAXISnet** credentials
- Your reservation file from **Booking.com** or **Airbnb** for the month you are filing

You do not need your properties' registry numbers (AMA) — these are pulled automatically from the registry.

2. Registration and sign-in

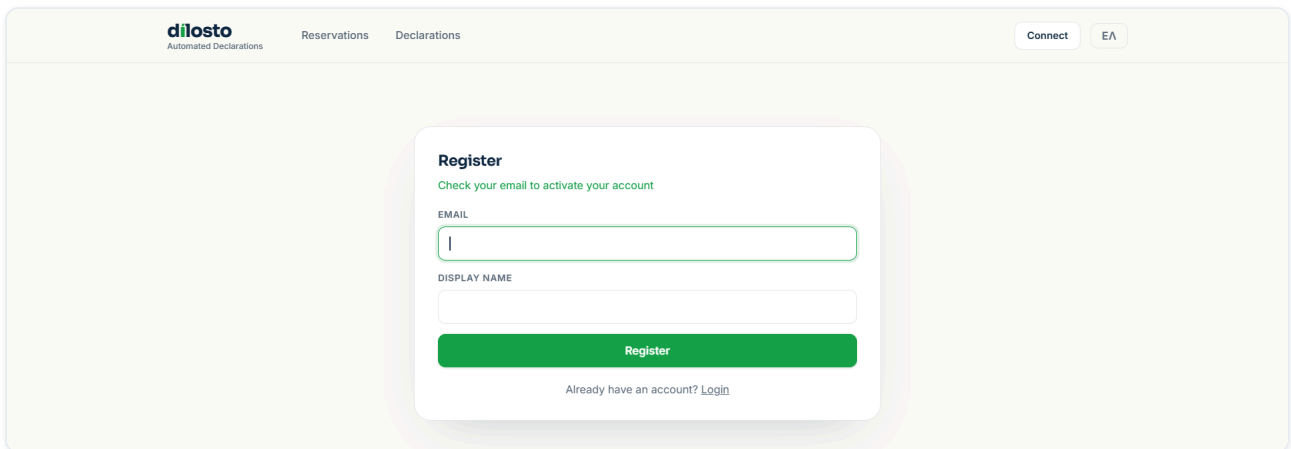
2.1 Creating an account

On the **Register** page, enter your **email** and **name**. You do not set a password here.



The screenshot shows the 'Register' page of the 'dilosto Automated Declarations' website. The header includes the logo, navigation links for 'Reservations' and 'Declarations', and buttons for 'Connect' and 'E/A'. The main content area features a white 'Register' form with a green border. The form has two input fields: 'EMAIL' and 'DISPLAY NAME'. Below the inputs is a green 'Register' button. At the bottom of the form, there is a link: 'Already have an account? [Login](#)'.

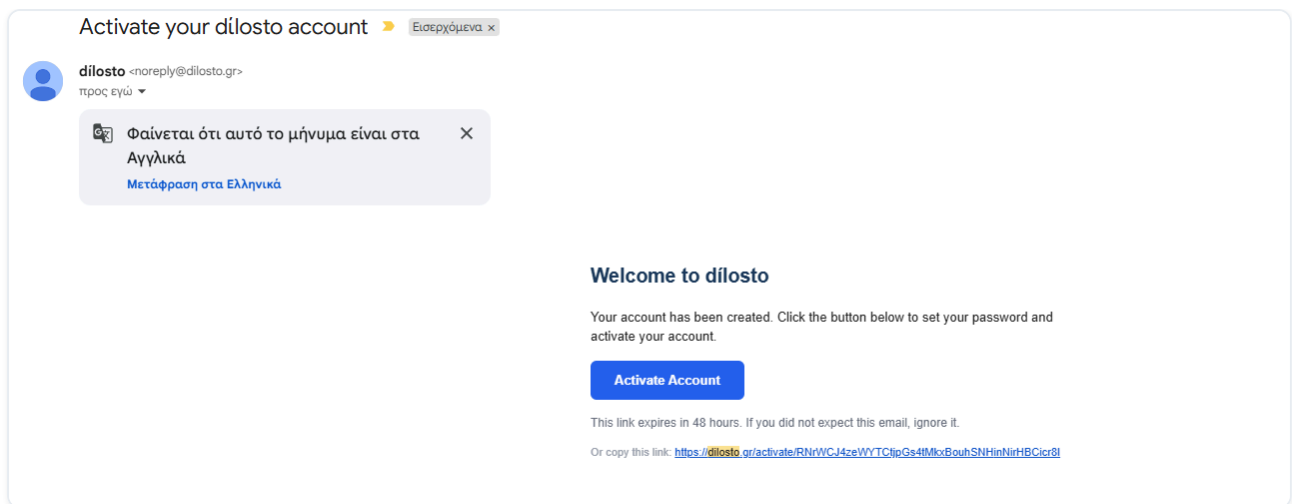
After submitting, a message asks you to check your email.



This screenshot shows the 'Register' page after a submission. The form now includes a green message: 'Check your email to activate your account' above the 'EMAIL' input field. The rest of the form, including the 'DISPLAY NAME' field, the green 'Register' button, and the 'Already have an account? [Login](#)' link, remains the same as in the previous screenshot.

2.2 Activation

You will receive an email from `noreply@dilosto.gr` with an **Activate Account** button. The link **expires in 48 hours** — if it lapses, register again.



The link takes you to the **Activate** page, where you set and confirm your password. Click **Activate** and your account is ready.

A screenshot of the dilosto website's "Activate" page. The page has a header with the dilosto logo, "Automated Declarations", and navigation links "Reservations" and "Declarations". On the right, there are "Connect" and "EA" buttons. The main content area features a white "Activate" form. The form has the title "Activate" and the instruction "Set a password to activate your account." It contains two input fields: "PASSWORD" and "CONFIRM PASSWORD", each with a toggle icon. Below the fields is a green "Activate" button.

2.3 Signing in

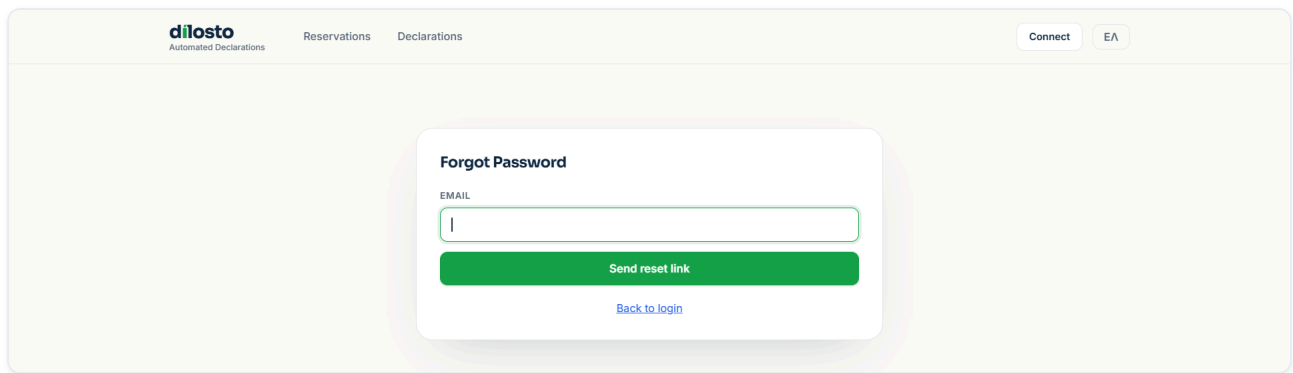
From then on you sign in with **email and password**. There is also a **Forgot password?** link.

A screenshot of the dilosto website's "Login" page. The page has the same header as the previous screenshot. The main content area features a white "Login" form. The form has the title "Login" and two input fields: "EMAIL" and "PASSWORD", each with a toggle icon. Below the fields is a green "Sign in" button. At the bottom of the form, there is a link "Forgot password?" and a text "Don't have an account? Register".

2.4 I forgot my password

On the Sign in page, click **Forgot password?** and enter your email.

You will receive an email with a reset link. The link takes you straight to a page where you set your new password — no need to remember or enter the old one.



The screenshot shows a web interface for 'dilostoto Automated Declarations'. The top navigation bar includes 'Reservations' and 'Declarations' links, along with 'Connect' and 'E\A' buttons. The main content area features a 'Forgot Password' modal form. This form has a title 'Forgot Password', an 'EMAIL' label, a text input field containing a single character 'I', a green 'Send reset link' button, and a blue 'Back to login' link.

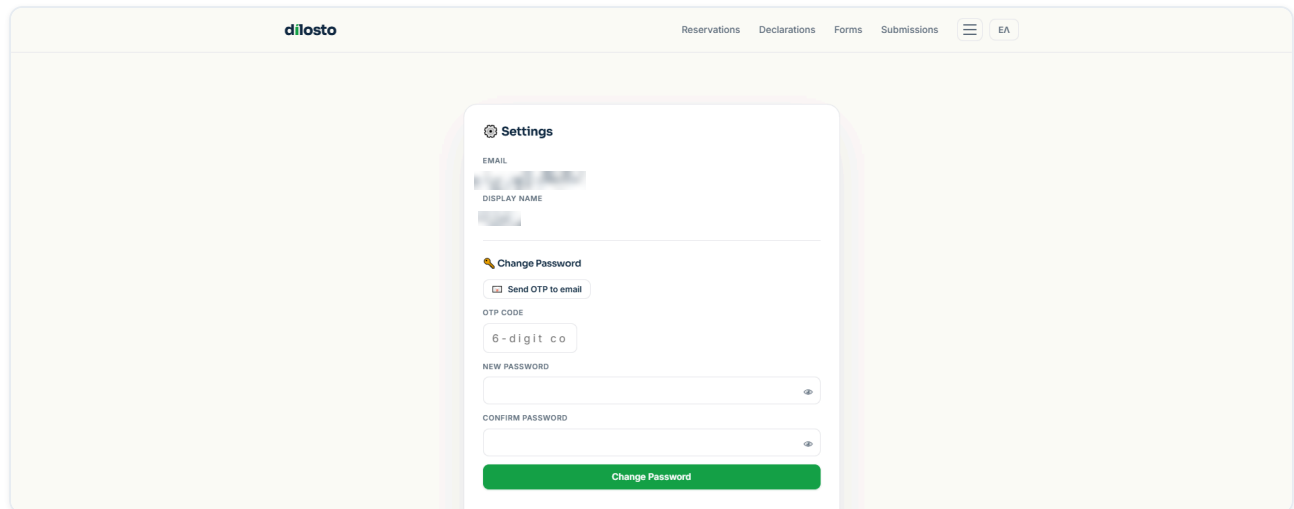
Once changed, sign in normally with your new password.

3. Settings

3.1 Your account

Settings shows your **email** and **display name**.

To **change your password**: click **Send OTP to email**, get the code from your inbox, and enter it along with your new password.

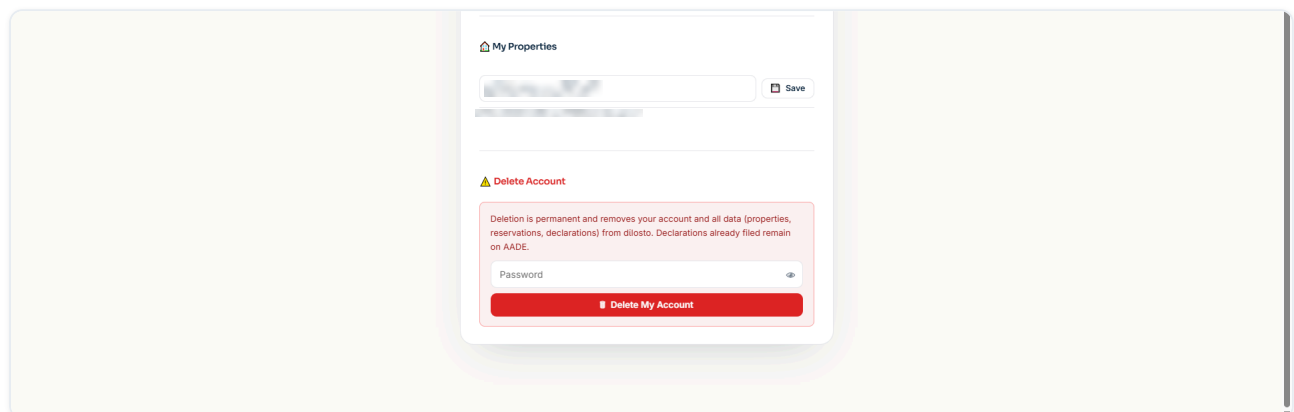


The screenshot shows the 'Settings' page of the 'dilosto' app. At the top, there's a navigation bar with 'Reservations', 'Declarations', 'Forms', 'Submissions', and a menu icon. The 'Settings' page has a white background with a green border. It contains fields for 'EMAIL' and 'DISPLAY NAME', both with blurred text. Below these is a 'Change Password' section with a 'Send OTP to email' button. Underneath is an 'OTP CODE' field with the placeholder '6-digit code'. There are two password fields: 'NEW PASSWORD' and 'CONFIRM PASSWORD', both with eye icons for toggling visibility. At the bottom is a green 'Change Password' button.

3.2 My Properties

Your properties are added **automatically from the AADE registry** the first time you connect. You do not enter anything manually.

By default they appear with their AMA and address. You can give each one your own **house name** — for example "Filippou Forum apartment" — so you can tell them apart throughout the app. Click **Save** to store it.



The screenshot shows the 'My Properties' page of the 'dilosto' app. It has a white background with a green border. At the top, there's a 'My Properties' header. Below it is a text input field with a blurred value and a 'Save' button. Underneath is a 'Delete Account' section with a warning icon. A red box contains the text: 'Deletion is permanent and removes your account and all data (properties, reservations, declarations) from dilosto. Declarations already filed remain on AADE.' Below this is a 'Password' field with an eye icon. At the bottom is a red 'Delete My Account' button.

3.3 Delete Account

At the bottom of the page. Deletion is **permanent** and removes your account, properties, reservations and declarations from dilosto. **Declarations already filed remain on AADE.**

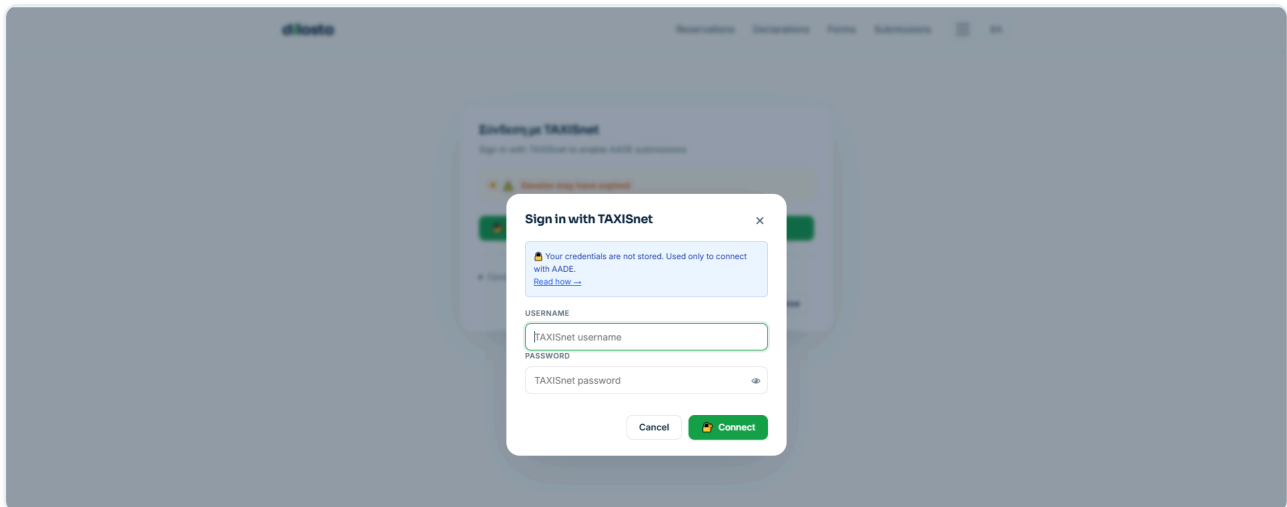
4. Connecting to AADE

Only required for filing. Without it you can still upload and edit reservations normally.

4.1 Connecting

From the menu → **AADE Connection**. The page shows your current status and a **Sign in with TAXISnet** button.

A dialog opens where you enter your **TAXISnet username** and **password**. As the dialog itself states, your credentials **are not stored** — they are used only to establish the session.

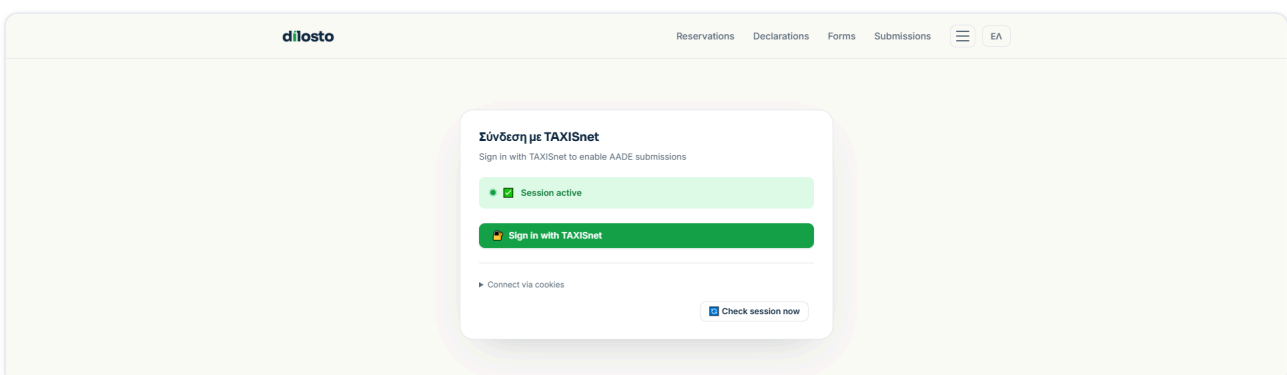


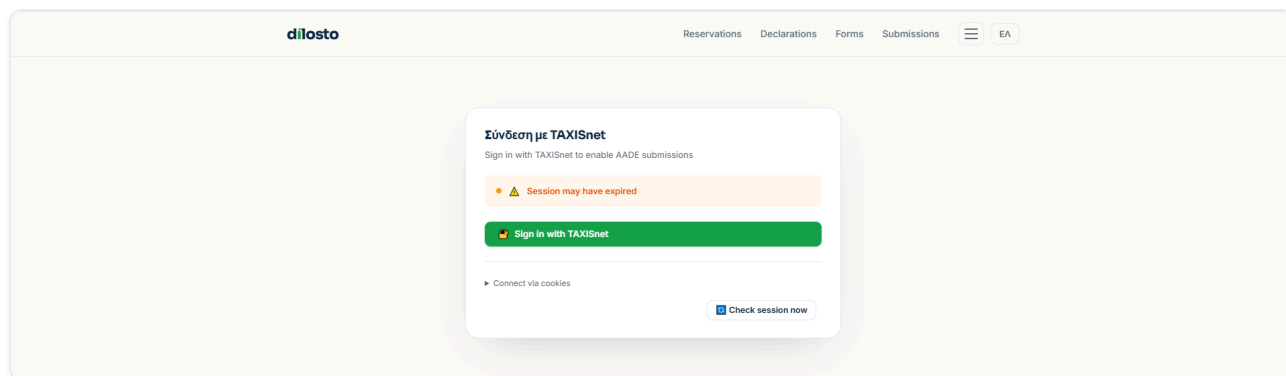
4.2 What happens on first connection

Your properties are pulled **automatically from the AADE registry**, with their AMA and address. Nothing is entered by hand. Give them your own names in Settings (§3.2).

4.3 Connection status

- **Connection active** — you can file
- **Session may have expired** — sign in again before filing
- Not connected — a warning banner appears at the top of your pages





Check session now verifies the status on the spot.

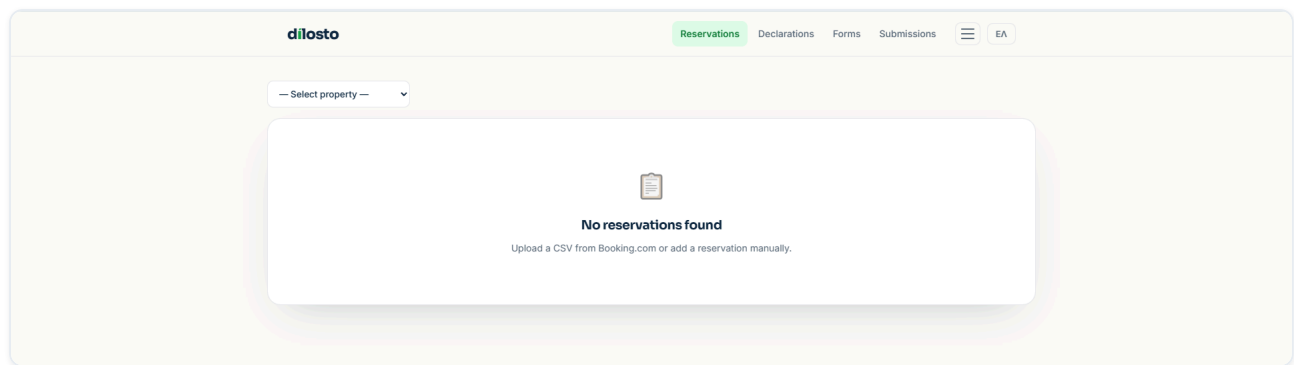
The session usually lasts around an hour. **Practical tip:** review your reservations first and connect *once you are ready to file*.

5. Reservations

The **Reservations** tab is where your data enters the system and gets checked before anything goes to AADE. Nothing is filed automatically.

5.1 Selecting a property

The property list is at the top left. **Until you select a property the page appears empty** — this does not mean you have no reservations.



5.2 Exporting from Booking.com

1. Sign in to the Extranet (`admin.booking.com`)
2. If you have several properties, pick the right one
3. **Finance → Payout info**
4. Find the month you are filing
5. **Export / Download**, format **CSV**

5.3 Exporting from Airbnb

1. Sign in and go to your host account
2. **Menu → Earnings** (or `airbnb.com/users/transaction_history`)
3. Choose **Completed payouts** or the period you want
4. **Get CSV / Download CSV** and set the date range

5.4 Uploading to dílosto

Click **CSV** and choose your file. dílosto detects on its own whether it is Booking or Airbnb.

Next to it is the **Append (keep existing)** option:

- **Unchecked** — the file replaces the property's existing reservations. Use this when re-uploading a corrected version of the same month.
- **Checked** — the new reservations are added to what is there. Use this when completing a month with a second file, e.g. Airbnb on top of Booking.

☐ Append (keep existing)
 [📁 CSV](#)
[? How to](#)
[+ New](#)

5.5 Adding a reservation manually

Use **New** to add a reservation that is not in any file — a direct booking, for example.

+

Add Reservation

ARRIVAL *

mm/dd/yyyy

DEPARTURE *

mm/dd/yyyy

GROSS AMOUNT (€) *

0.00

PAYMENT METHOD *

Domestic Account (Ημεδαπά)

PLATFORM *

Airbnb

RESERVATION # (OPTIONAL)

e.g. HMXXXXXXXX

GUEST NAME

Full name

☒ Foreigner

PASSPORT (OPTIONAL)

Passport or EU ID number

Cancel

Save

5.6 The table columns

Column	What it is
Reservation #	The code from the platform
Guest	The name from the file
Platform	Booking or Airbnb, from file detection
Arrival / Departure / Nights	The stay dates
Gross (€)	The total amount of the reservation
TAKK (€)	The Climate Crisis Resilience Levy, calculated automatically. The rate varies by season, so the per-night amount is not constant through the year
ΑΑΔΕ (€)	The amount declared — Gross minus TAKK

Column	What it is
Payment	A field AAE requires to identify where payment came from: Domestic, Foreign, Cash or Other. It does not affect any calculation
Foreigner	Whether the guest has no Greek tax number
ID	Passport or identity card number
Cancelled	A cancelled reservation where you kept the money
Status	Shows, based on the reservation dates, whether the declaration will be on time or late

dilosto										
Reservations Declarations Forms Submissions EA										
Append (keep existing) CSV How to New										
	RESERVATION #	GUEST	PLATFORM	ARRIVAL	DEPARTURE	NIGHTS	GROSS (€)	TAKK (€)	AAE (€)	PAYMENT
☐	5784399237		Booking	2026-07-27	2026-07-28	1	88.00	8.00	80.00	Domestic
☐	5902941904		Booking	2026-07-26	2026-07-27	1	88.00	8.00	80.00	Domestic
☐	6325426848		Booking	2026-07-24	2026-07-26	2	204.30	16.00	188.30	Domestic
☐	5023855606		Booking	2026-07-23	2026-07-24	1	78.00	8.00	70.00	Domestic
☐	6711558315		Booking	2026-07-21	2026-07-23	2	160.00	16.00	144.00	Domestic
☐	5719159091		Booking	2026-07-19	2026-07-21	2	201.00	16.00	185.00	Domestic
☐	6794535990		Booking	2026-07-17	2026-07-19	2	166.00	16.00	150.00	Domestic
☐	6638466614		Booking	2026-07-16	2026-07-17	1	87.00	8.00	79.00	Domestic

5.7 Cancellations

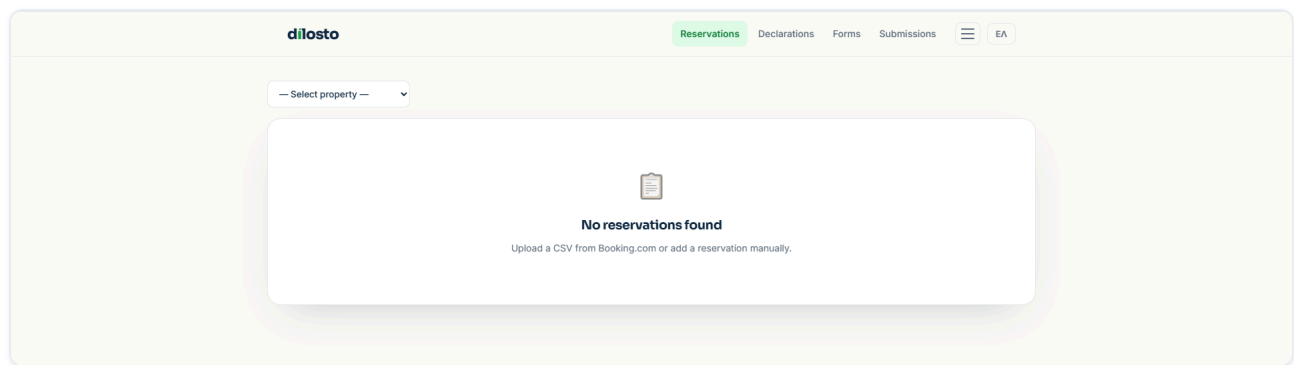
Mark cancelled reservations where you kept the money using the **Cancelled** field — the amount is retained, with no TAKK.

6. Submitting to AADE

Filing happens in two stages: reservations are first submitted as **draft declarations**, then you **finalize** them. This gives you a checkpoint before anything locks.

6.1 Before you submit

You need an active AADE connection. If there is none, a warning with a **Connect** button appears at the top of the page.



Check that for every reservation:

- Dates and amounts match the platform
- **Payment** has the right value
- **ID** is filled in where needed — missing ones show as *No ID*
- Cancellations are marked

6.2 Selecting and submitting

Tick the reservations you want. The header checkbox selects all. The counter at the bottom left shows how many are selected.

Click **Submit to AADE**. While it runs, an hourglass appears on the button — do not close the page or click again. If anything goes wrong, a message always explains what happened.

dílosto

Reservations

Declarations

Forms

Submissions

EA

☐ Append (keep existing)

☒	RESERVATION #	GUEST	PLATFORM	ARRIVAL	DEPARTURE	NIGHTS	GROSS (€)	TAKK (€)	AA&E (€)	PAYMENT	FC
☒	5784399237		Booking	2026-07-27	2026-07-28	1	88.00	8.00	80.00	Domestic	
☒	5902941904		Booking	2026-07-26	2026-07-27	1	88.00	8.00	80.00	Domestic	
☒	6325426848		Booking	2026-07-24	2026-07-26	2	204.30	16.00	188.30	Domestic	
☒	5023855606		Booking	2026-07-23	2026-07-24	1	78.00	8.00	70.00	Domestic	
☒	6711558315		Booking	2026-07-21	2026-07-23	2	160.00	16.00	144.00	Domestic	
☒	5719159091		Booking	2026-07-19	2026-07-21	2	201.00	16.00	185.00	Domestic	
☒	6794535990		Booking	2026-07-17	2026-07-19	2	166.00	16.00	150.00	Domestic	
☒	6638466614		Booking	2026-07-16	2026-07-17	1	87.00	8.00	79.00	Domestic	
☒	6562489381		Booking	2026-07-12	2026-07-14	2	134.00	16.00	118.00	Domestic	

9 reservations selected

If any selected reservation has no ID filled in, dílosto stops you before submitting. Fill it in and try again.

Delete next to it removes the selected reservations from dílosto. It does not affect anything already filed with AA&E.

6.3 After submitting

The reservations move to the **Declarations** tab as drafts, where you finalize them.

7. Declarations

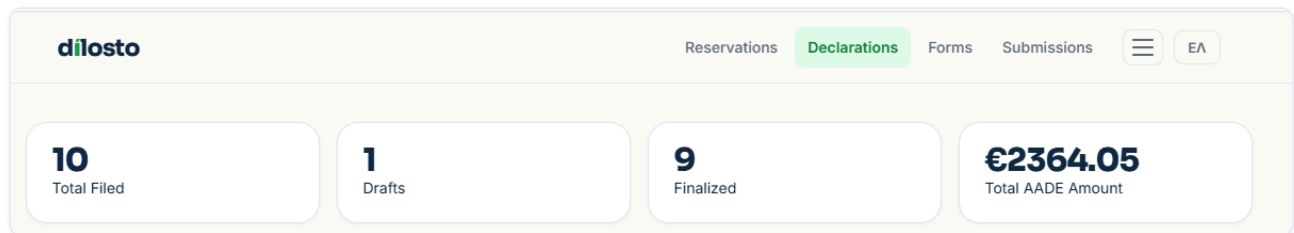
The **Declarations** tab shows everything already sent to AADE and is where finalizing happens.

7.1 The overview

Four counters at the top:

- **Total Filed** — all declarations matching the active filters
- **Drafts** — submitted but not yet finalized
- **Finalized** — closed
- **Total AADE Amount** — the sum of declared amounts

The numbers follow your filters, so picking a month shows that month's total.



7.2 Filters

Three filters: **year**, **month** and **property**. A useful combination at month end — pick the month and property to see the total declared at a glance.

The filter controls are located below the summary cards. They consist of a 'Filter:' label followed by three dropdown menus:

- Year: 2026
- Month: All months
- Property: All properties

7.3 Finalizing

Newly submitted declarations are **drafts**. Review them, tick them, and click **Finalize Selected**.

Once finalized, a declaration **locks and nothing about it can change**. Check carefully while they are still drafts.

dílosto

Reservations

Declarations

Forms

Submissions

EA

☐	FILED AT	PROPERTY	GUEST	ARRIVAL	DEPARTURE	NIGHTS	AAAE (€)	PLATFORM	STATUS
☒	27/08/2026 14:16		test test	2026-08-27	2026-08-28	1	100.00	Airbnb	draft
☐	06/08/2026 11:20			2026-07-04	2026-07-06	2	256.80	Booking	finalized
☐	06/08/2026 11:19			2026-07-08	2026-07-10	2	292.00	Booking	finalized
☐	06/08/2026 11:19			2026-07-10	2026-07-11	1	165.00	Booking	finalized
☐	06/08/2026 11:18			2026-07-25	2026-07-26	1	143.40	Booking	finalized
☐	06/08/2026 11:18			2026-07-26	2026-07-28	2	200.10	Booking	finalized
☐	06/08/2026 11:17			2026-07-28	2026-07-30	2	208.20	Booking	finalized
☐	01/07/2026 07:33			2026-06-05	2026-06-08	3	345.90	Booking	finalized
☐	01/07/2026 07:33			2026-06-12	2026-06-14	2	246.00	Booking	finalized
☐	26/06/2026 11:31			2026-06-18	2026-06-22	4	406.65	Booking	finalized

1 declaration selected

Finalize Selected

Delete Selected

7.4 TAKK receipt

Each declaration has a **PDF** link. This is an unofficial TAKK receipt issued by dílosto — **it is not an AADE document** and is not an official tax record.

GUEST	ARRIVAL	DEPARTURE	NIGHTS	AAAE (€)	PLATFORM	STATUS			
test test	2026-08-27	2026-08-28	1	100.00	Airbnb	draft	PDF	Remove	Finalize
	2026-07-04	2026-07-06	2	256.80	Booking	finalized	PDF	Remove	
	2026-07-08	2026-07-10	2	292.00	Booking	finalized	PDF	Remove	
	2026-07-10	2026-07-11	1	165.00	Booking	finalized	PDF	Remove	
	2026-07-25	2026-07-26	1	143.40	Booking	finalized	PDF	Remove	
	2026-07-26	2026-07-28	2	200.10	Booking	finalized	PDF	Remove	
	2026-07-28	2026-07-30	2	208.20	Booking	finalized	PDF	Remove	
	2026-06-05	2026-06-08	3	345.90	Booking	finalized	PDF	Remove	
	2026-06-12	2026-06-14	2	246.00	Booking	finalized	PDF	Remove	
	2026-06-18	2026-06-22	4	406.65	Booking	finalized	PDF	Remove	

7.5 Correcting mistakes

Remove — takes the row out of your dílosto list. The declaration stays filed with AADE.

Delete Selected — deletes the declaration from dílosto *and* from AADE. This is what you use when something was filed by mistake.

 **Important:** to cancel a declaration at AADE, use **Delete Selected**. **Remove** only clears your list.

8. Check-in forms

Instead of asking every guest for their ID details and typing them in yourself, you send a link and they fill it in. The details flow straight into your reservations.

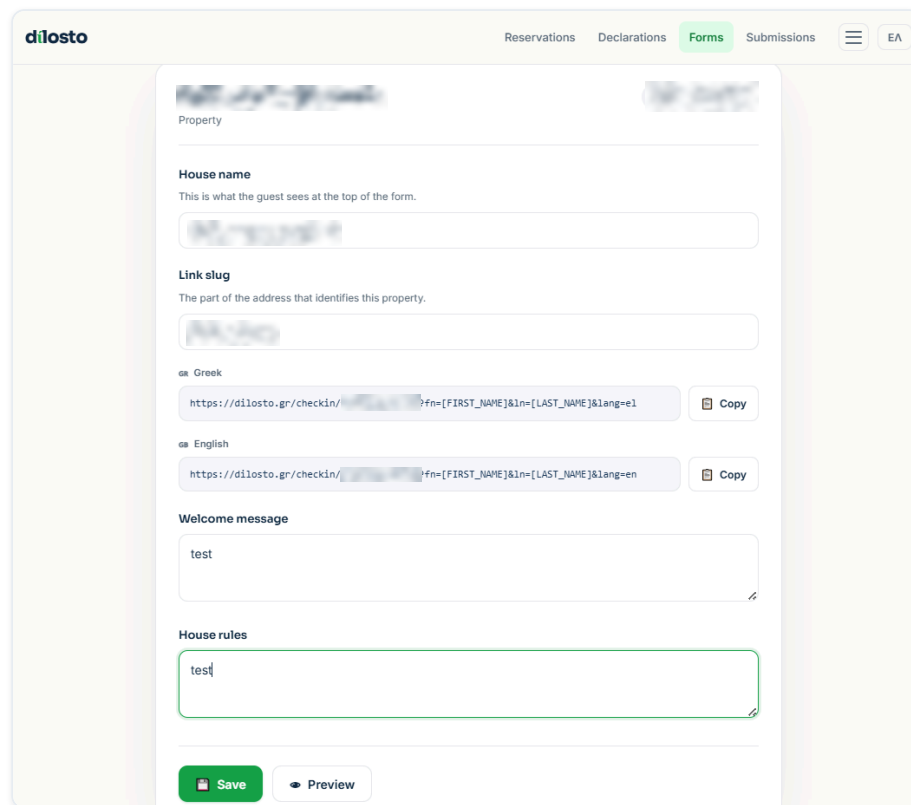
Only **Booking.com** is supported for now.

8.1 Setting up the form

Under **Forms**, each property has its own card showing its AMA:

- **House name** — what the guest sees at the top of the form
- **Link slug** — the part of the address that identifies this property
- **Welcome message** — free text
- **House rules** — shown above the form

Save to store, **Preview** to see the form as your guest will.

The screenshot shows the 'Forms' tab in the dilosto dashboard. The interface is for setting up a check-in form for a property. It includes fields for 'House name', 'Link slug', 'Welcome message', and 'House rules'. Below the 'Link slug' field, there are two language options: 'Greek' and 'English'. Each language option has a corresponding URL and a 'Copy' button. The 'Welcome message' field contains the text 'test'. The 'House rules' field also contains the text 'test'. At the bottom, there are 'Save' and 'Preview' buttons.

8.2 The two links

Two links are generated, Greek and English, each with a **Copy** button:

```
https://dilosto.gr/checkin/<slug>?fn=[FIRST_NAME]&ln=[LAST_NAME]&lang=en
```

[FIRST_NAME] and [LAST_NAME] are Booking.com placeholders. Paste the link into a message to your guest from the Extranet and Booking replaces them with their name — so

the form opens with a personal greeting.

Send the English link to international guests.

8.3 What the guest fills in

Full name, whether they are resident in Greece or abroad, passport or ID number, and approximate arrival time.

dilosto

EA

Welcome, Preview! 🙌

You're staying at

test

🏠 House rules

test

Check-in details

A few details and you're set — nothing else needed on arrival.

Guest full name

Preview Guest

Are you a Greek resident or from abroad?

🇬🇷 Greece

☒ Abroad

Passport / ID number

AB1234567

Arrival time (approx.)

--:-- --

🕒

Submit

9. Submissions

This is where your guests' details arrive. Each submission shows the name the guest entered, the name on the Booking reservation, the property, and the ID or Greek tax number.

9.1 Matching

dílosto tries to match each submission to a reservation:

- **Matched** — the details have flowed into the reservation. **Unmatch** undoes it
- **Unmatched** — no match was found. Pick a reservation from the dropdown and click **Assign**

Unmatched submissions are common, because guests rarely spell their name exactly as it appears on the reservation.

The screenshot shows the 'Check-in Submissions' page in the dílosto application. The page has a navigation bar with 'Reservations', 'Declarations', 'Forms', and 'Submissions' (highlighted). Below the navigation bar, the title 'Check-in Submissions' is followed by a sub-header: 'Your guests' submissions. Unmatched ones can be assigned to a reservation manually.' A list of submissions is displayed, each with a guest name, a booking reference, a matching status, and action buttons. The first submission is 'Unmatched' and has an 'Assign' button. The second and third are 'Matched' and have 'Unmatch' buttons. The fourth is 'Unmatched' and has an 'Assign' button. The fifth is 'Matched' and has an 'Unmatch' button.

Guest Name	Booking Reference	Status	Action
[Redacted]	NP259D8K9	Unmatched	Assign
[Redacted]	19736370646	Matched	Unmatch
[Redacted]	787938985	Matched	Unmatch
[Redacted]	057804389	Unmatched	Assign
[Redacted]	AA9362694235951	Matched	Unmatch

10. Privacy and security

The full policy is under **Privacy**, in the menu or the footer. The essentials:

TAXISnet credentials are not stored. They are used to establish the AADE session and are not recorded in the database, in logs, or on disk. Only the temporary session is kept, and it expires automatically after a short period.

What is stored: your dílosto account email and hashed password, your property details, reservation data from Booking and Airbnb, and the declarations you filed.

Guest data is used solely to prepare and file the declarations required by law.

Third parties: the email provider Resend for account emails, and AADE for filings. No data sales, no advertising.

Retention: account and reservation data are deleted on request. Filed declarations are retained for as long as tax law requires, typically 5 years.

Your GDPR rights — access, rectification, erasure, portability and others — can be exercised at privacy@dilosto.gr. You also have the right to complain to the Hellenic Data Protection Authority.

11. Troubleshooting

The Reservations page is empty You have not selected a property from the dropdown. Reservations only appear once you pick one.

Uploading a CSV wiped my previous reservations Append (keep existing) was not ticked, so the new file replaced the old ones. Upload both files again, with the option ticked for the second.

I uploaded the wrong file If it is not a valid Booking or Airbnb file, it simply is not read and no reservations are imported. Nothing you already have is affected.

I can't submit If there is no active AADE connection, a message says so immediately. Connect and try again.

My AADE connection expired while I was working The session has a limited lifetime — usually around an hour, but it varies. Sign in again; your reservations are unchanged.

It stops me saying ID details are missing One of the selected reservations shows *No ID*. Fill in the ID field and try again.

The submission failed A message always explains what happened. If the cause is the AADE connection, sign in again and retry.

I filed something incorrectly Use **Delete Selected** on the Declarations tab, which removes the declaration from AADE too. **Remove** only clears your list.

Check-in submissions stay unmatched Guests rarely spell their name exactly as on the reservation. Assign them manually from the Submissions tab.

The guest never filled in the form Enter the ID manually on the reservation.