

Simply Explained

BVV Company Portal

As of October 2026

Version 1.0

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1. Welcome to the BVV Company Portal

We are pleased to welcome your company to the BVV Company Portal.

To help you navigate the BVV Company Portal as a user, this guide provides detailed explanations of the portal's most important features and sections.

If you have any questions, please feel free to reach out to your personal contact at BVV. You can also call us at +49 (0) 30 / 896 01-591 or send an email to firmen@bvv.de.

1.1 Registration Process

As part of the registration process, we received the "Anmeldung zum Firmenportal" form, which you completed and had signed by an authorized signatory at your company.

In the form, you specified which individuals have access to the BVV Company Portal and the scope of that access. This step was mandatory, as it ensures that only authorized Company Portal users can access your data.

If additional individuals are to be granted access to the Company Portal, please complete and sign the form again and send it by email to firmen@bvv.de.

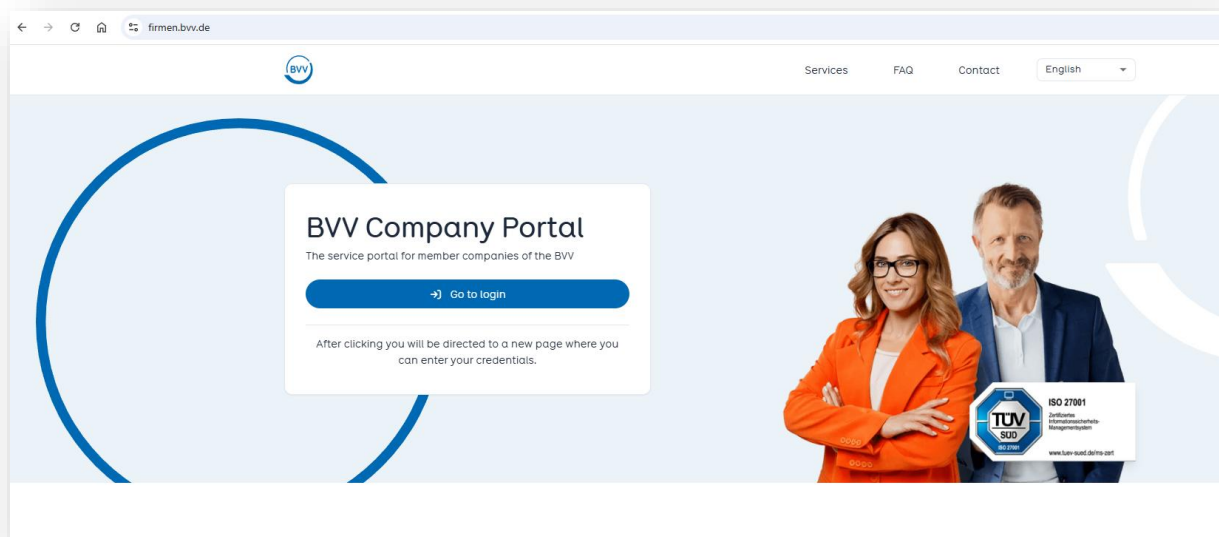
We will then verify the authorization of these individuals and set up the requested access accordingly.

1.2 Start Link and Password Assignment

Once authorized company portal users have been activated, each person will receive a one-time personal start link from us. This link is used to set a personal password during the initial login. After that, the company portal can be used immediately.

1.3 Login

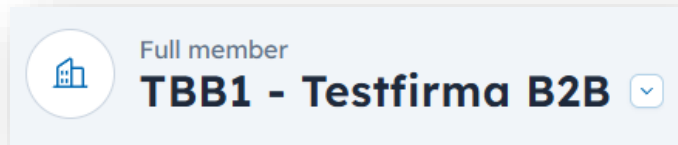
If you would like to log in, please use the company portal login at <https://firmen.bvv.de/>. There, log in using your username (work email address) and the password you previously set.



2. Sections and Features in the Company Portal

2.1 Company Selection

If you have access to the company portal for multiple member companies, you can switch between them.

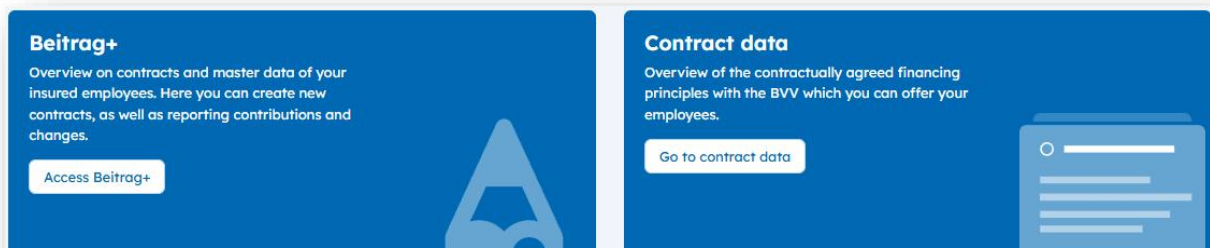


2.2 Selecting Sections

Depending on the user's role within the company portal, various sections are available:

- The "Personaler" role allows users to view and download company documents in the "Documents" section. This role also has access to the "File exchange" section, which enables the secure uploading and receiving of confidential and personal documents within the company portal. Furthermore, the "Personaler" role has access to view the relevant content in the "Beitrag+" section.
- The "Lohnbuchhalter" role has access to contribution statements and can submit contribution reports in the "Beitrag+" section. As part of the monthly contribution reporting, registrations, deregistrations, and changes can be made. Additionally, it is possible to download an overview of the reported contributions.

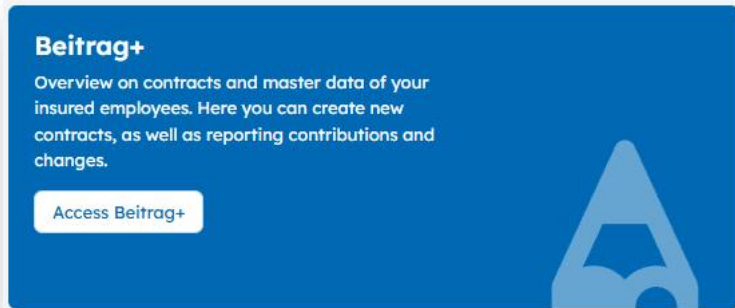
A combination of roles is possible.



3. Beitrag+

The “Beitrag+” section is accessible to company portal users with the “Lohnbuchhalter” role or the “Personaler” role, or both.

In this section, you can view the data and contracts for your insured employees who are already registered with us.



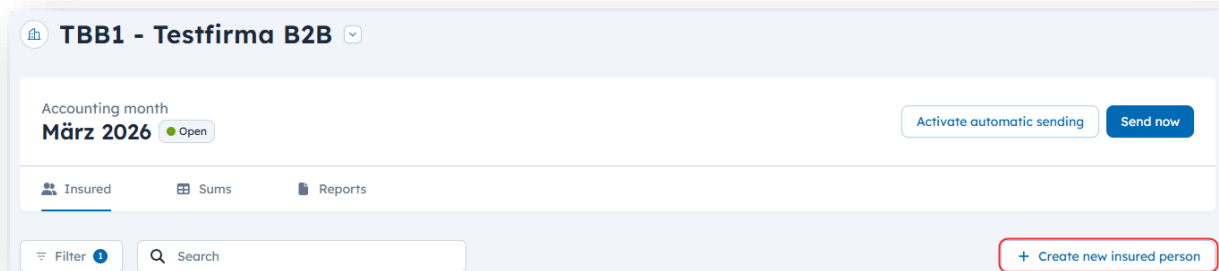
Depending on the role of the company portal user, a corresponding set of functions is available:

- With the “Lohnbuchhalter” role, you can make full use of the “Beitrag+” section — including all reporting and editing functions.
- The “Personaler” role has access to all relevant content in the “Beitrag+” section, but without the ability to make changes or submit contribution reports.

The various functions of the “Beitrag+” section are listed below.

3.1 Adding a New Insured Person

To add a new insured employee, click the “Create new insured person” button and follow the registration process.

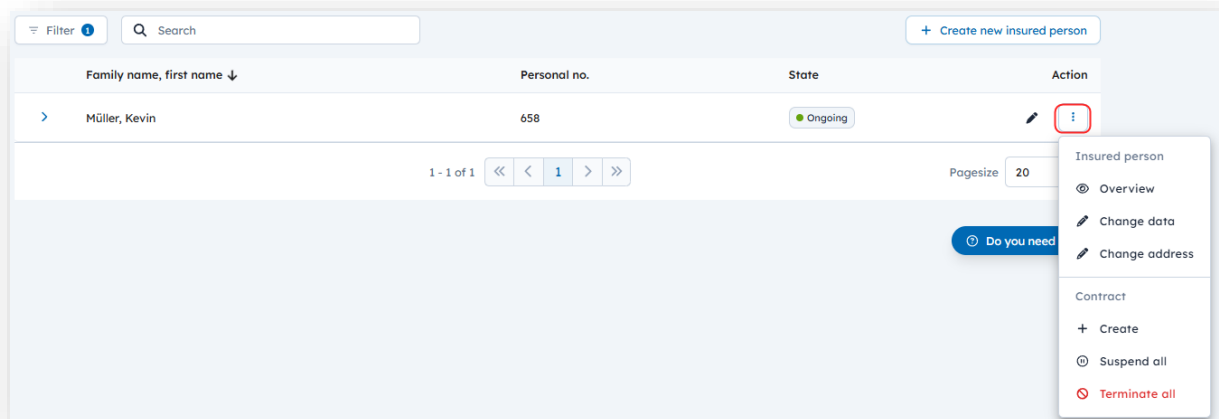


Newly added employees or contracts are indicated by a star icon. For more information, hover your mouse pointer over the star.

Contract number	Impl. path	Tarif	Validity	Contribution	Social insurance savings	Taxation of employer share			Taxation of employee share			
						Tax free	General taxed	Individual taxed	Tax free	General taxed	Individual taxed	
★	PK	AE25	03.2026	30,00 €	0,00 €	30,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	⋮
This is a new contract. After finishing the accounting month the contract number will be generated by the backend system.												

3.2 Changes to Personal Data

The person level maintains a record of your registered employees and their pension plans, showing their current status.



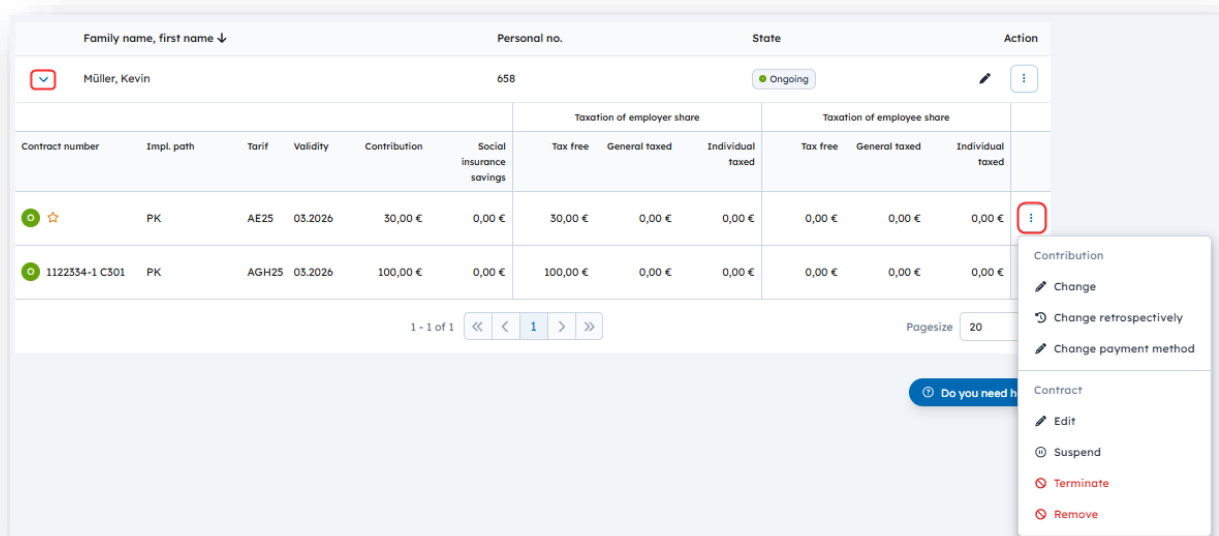
Several options for making changes are available here. Using the button with the three dots, you can

- create new contracts for the insured person,
- change the address,
- update personal information, such as a new name after marriage, and
- suspend or terminate all contracts at once.

Using the search function, indicated by the magnifying glass icon, you can search specifically for the names or employee ID numbers of your registered employees.

3.3 Changes to Contract Information

The contract level provides an overview of your insured employees' active contracts. You can view more details about individual contracts by clicking the blue arrow to the left of the name of the currently selected employee.



At the contract level, you can make changes to the respective contracts. By clicking the button with the three dots at the end of a row, you can

- edit the contributions,
- suspend or terminate the respective contract, and
- change the contract details.

Contribution Correction

If you wish to correct a contribution for a past month, this must be reported as a difference report rather than as the total contribution for the desired month.

Example of a Difference Report

Reporting a correction in the accounting month of March for the accounting month of February:
The contribution report for the accounting month of February can be reviewed using the blue values.

März 2026 - Change contribution retrospectively
Kevin Müller 658

⚠ In the case of contribution corrections retrospectively, please only report differences.
In the case of a retroactive contribution change, please report only the difference, which was not taken into account in the previous month.

Contract number DFW Tarif Contract start
1122334-1 C301 PK AGH25 01.02.2026

Validity	Contribution	Tax savings	Taxation of employer share				Taxation of employee share			
			tax free	tax blanket	tax individual	Sum	tax free	tax blanket	tax individual	Sum
03.2026	250,00 €	0,00 €	125,00 €	0,00 €	0,00 €	125,00 €	125,00 €	0,00 €	0,00 €	125,00 €
2026-02	-50,00 €	0,00 €	-25,00 €	0,00 €	0,00 €	-25,00 €	-25,00 €	0,00 €	0,00 €	-25,00 €
		0,00 €	125,00 €	0,00 €	0,00 €		125,00 €	0,00 €	0,00 €	

Cancel Change contribution

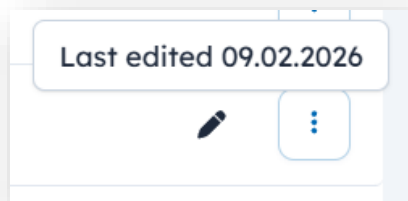
As a result, the adjustment leads to the following changes for the month of February:

- The total contribution changes from 250.00 euros to 200.00 euros.
- The employer's share (tax-free) is reduced from 125.00 euros to 100.00 euros.
- The employee share (tax-free) is reduced from 125.00 euros to 100.00 euros.

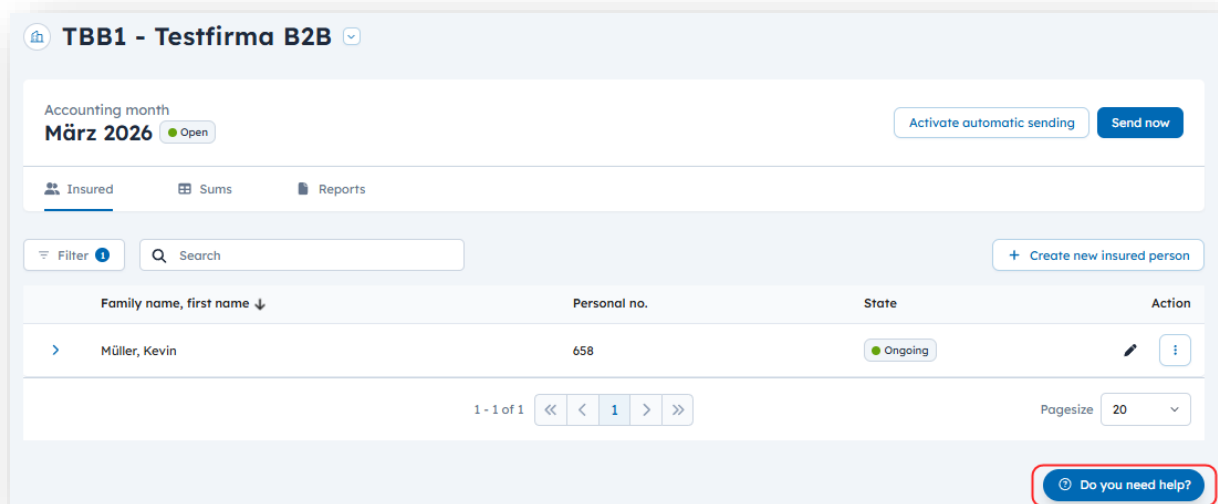
Müller, Kevin 4 Ongoing

Contract number	Impl. path	Tarif	Validity	Contribution	Social insurance savings	Taxation of employer share			Taxation of employee share		
						Tax free	General taxed	Individual taxed	Tax free	General taxed	Individual taxed
0	PK	AGH25	03.2026	250,00 €	0,00 €	125,00 €	0,00 €	0,00 €	125,00 €	0,00 €	0,00 €
		↓	02.2026	-50,00 €	0,00 €	-25,00 €	0,00 €	0,00 €	-25,00 €	0,00 €	0,00 €

The pencil icon shows whether and when you made a change.



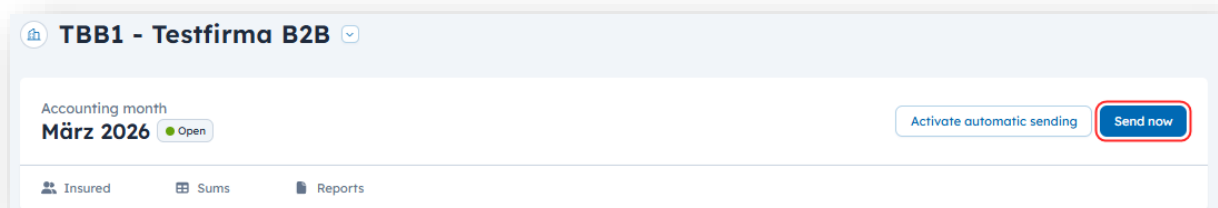
If you need assistance, we are here to help. Click the “Do you need help?” button to get in touch with your contact at BVV.

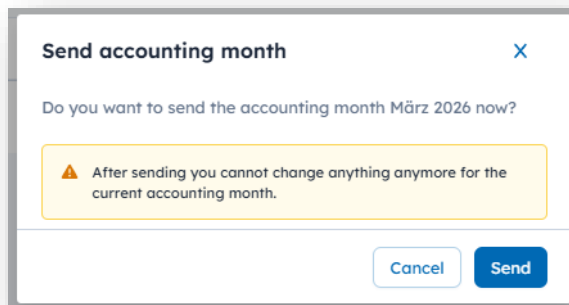


3.4 Monthly Contribution Report

By clicking the “Send now” button, you can easily and securely send the contribution report to the BVV for further processing. This step is required each month for every digital contribution report.

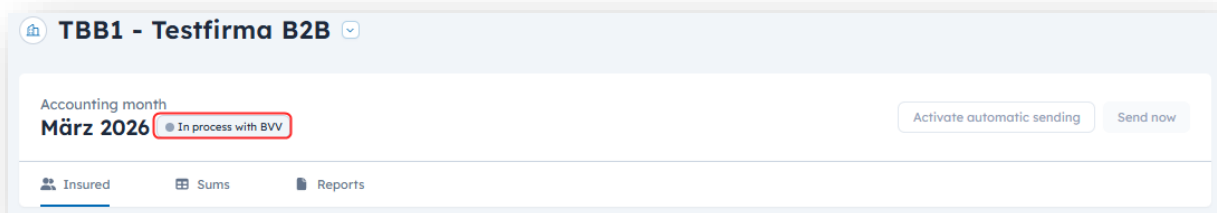
If your contributions do not change from month to month, you can automate the digital contribution report by clicking the “Activate automatic sending” button. We will then automatically retrieve your accounting information at the desired time.





Once you have submitted your contribution report, the accounting month status will change from "Open" to "In process with BVV." We will now review and process your report.

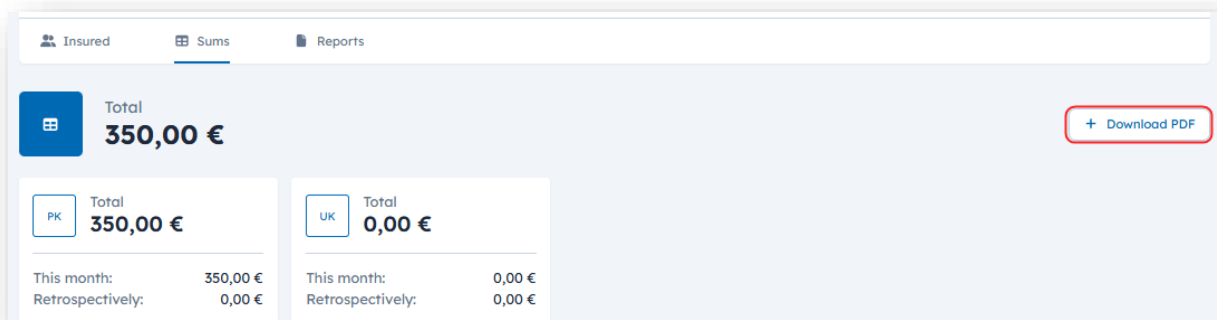
You can no longer make any changes while the report is in this status.



We will send you an email once we have fully processed the contribution report in our system and the following month is available for processing.

3.5 Contribution Amounts

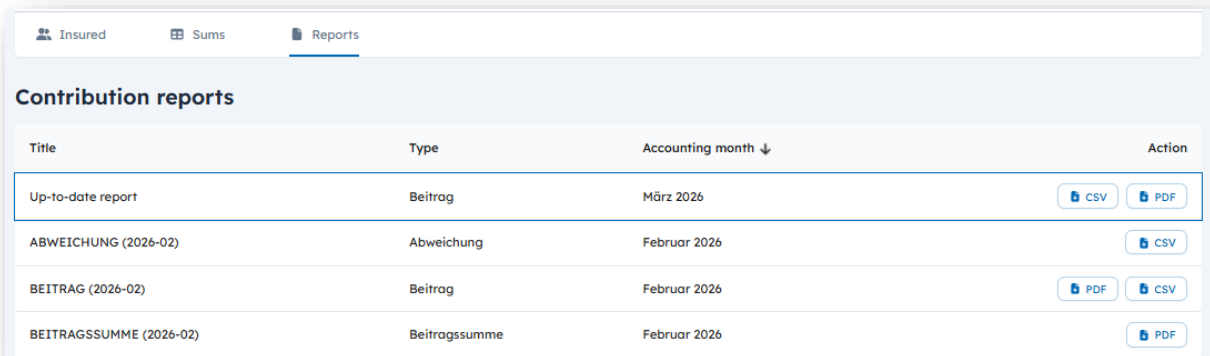
The "Sums" tab takes you to an overview of your monthly contribution amounts. The contribution amounts are displayed based on the data you have entered, listed by the respective funding vehicle. You can download the contribution amounts as a PDF file by clicking the "Download PDF" button and compare them with your bank transfer. For more information, hover your mouse over a payment method to view the corresponding IBAN.



3.6 Reports

Various reports are available under the “Reports” tab. You can access the current contribution report by clicking on “Up-to-date report”. All reports are stored automatically and can be accessed via the saved documents. You can download any of the following reports for your desired past accounting month at any time.

- The “Beitragsreport” provides an overview of all insured employees and the associated details, such as the status and contribution amounts for the respective pension plans.
- The “Abweichungsreport” is a summary of all changes made to your digital contribution report by BVV following consultation with you.
- The “Beitragssummenreport” provides an overview of the contribution amounts, listed by the respective funding vehicles.

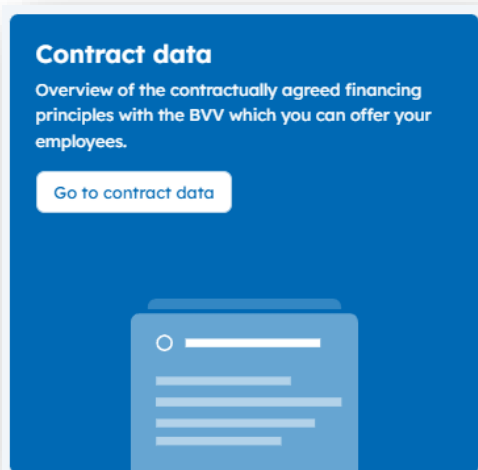


The screenshot shows the 'Reports' tab selected in the top navigation bar. Below the navigation bar, the title 'Contribution reports' is displayed. A table lists four reports with columns for Title, Type, Accounting month, and Action. The first report is 'Up-to-date report' for March 2026, with CSV and PDF download options. The other three reports are historical: 'ABWEICHUNG (2026-02)', 'BEITRAG (2026-02)', and 'BEITRAGSSUMME (2026-02)', all for February 2026, with their respective download options.

Title	Type	Accounting month ↓	Action
Up-to-date report	Beitrag	März 2026	CSV PDF
ABWEICHUNG (2026-02)	Abweichung	Februar 2026	CSV
BEITRAG (2026-02)	Beitrag	Februar 2026	PDF CSV
BEITRAGSSUMME (2026-02)	Beitragssumme	Februar 2026	PDF

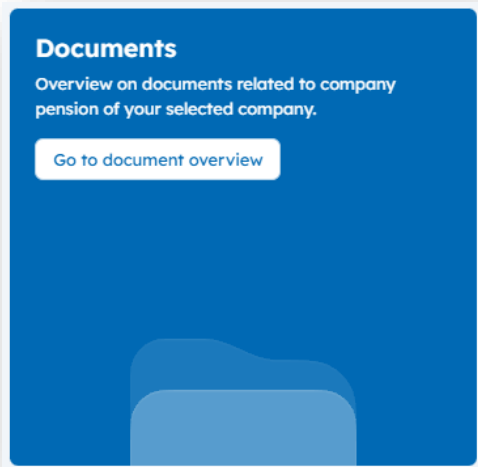
4. Contract Data

The “Contract data” section provides an overview of the contractually agreed financing principles with us and guidelines for new applications.

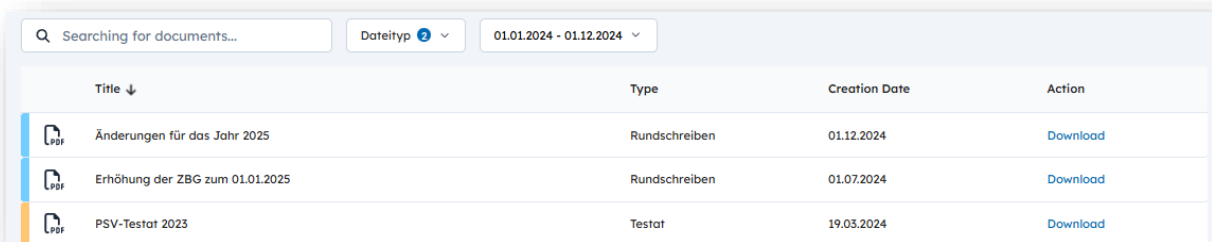


5. Documents

The “Documents” section is accessible only to company portal users with the “Personaler” role.



Selected company documents, such as the annual PSV certificates and bulletins are available there.



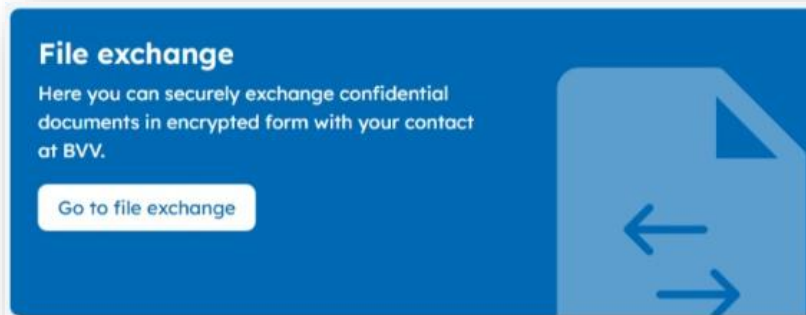
Title ↓	Type	Creation Date	Action
 Änderungen für das Jahr 2025	Rundschreiben	01.12.2024	Download
 Erhöhung der ZBG zum 01.01.2025	Rundschreiben	01.07.2024	Download
 PSV-Testat 2023	Testat	19.03.2024	Download

The colored marker on the left-hand side indicates the document type. If needed, you can download the documents you want as PDF files.

You can use the search function to look for specific documents. You also have the option to filter your search by file type and time period.

6. File Exchange

The “File exchange” section is accessible only to company portal users with the “Personaler” role.



In this section, you can securely and conveniently send and receive personal and confidential documents with the BVV. The documents are encrypted.

If you have been sending your contribution statements digitally as a file (“Datenträger”), please continue doing so as before. Please do not send your contribution statements through the portals file exchange.

All files				
<input type="text" value="Searching for files..."/>		Period ▾	 Transfer file safely	
Subject	File name	Uploaded by	Uploaded at ↑	More
 Versorgungsausgleich	3 files	PP Peter Personaler	22.07.2025, 14:32	
 Versorgungsausgleich	V_Ausgleich_Maurer	PP Peter Personaler	23.07.2025, 13:06	
 Message from BVV	Mitarbeiterübersicht	 Bernd Berater	23.07.2025, 13:10	

Please note: The English translation is for information purposes only. The German version alone is binding. The translation does not engage the responsibility of the BVV and has no legal value.

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