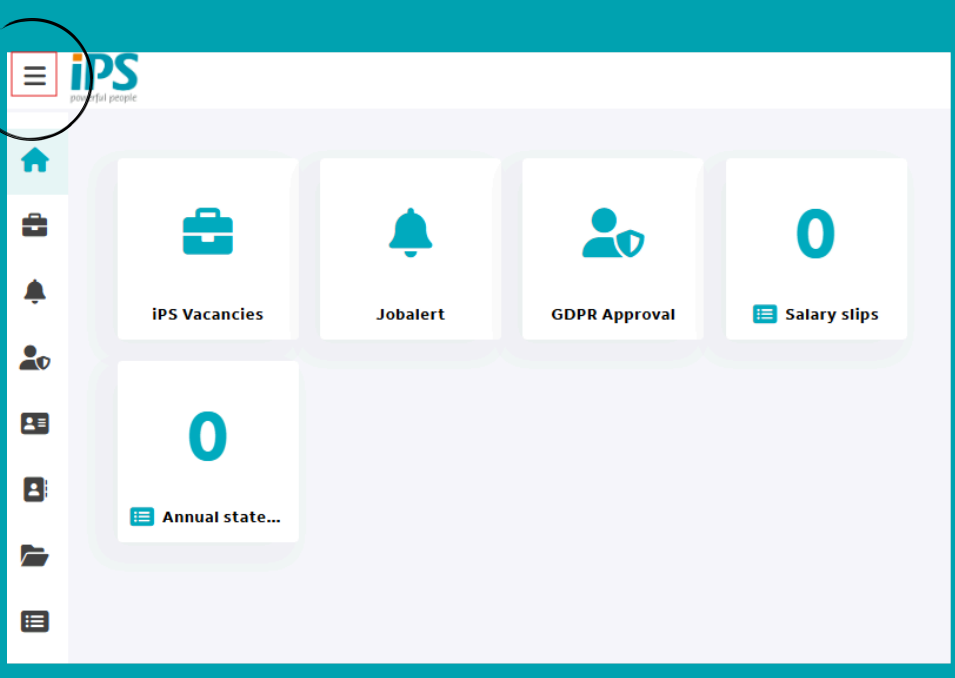
CANDIDATE PORTAL - TILES EXPLAINED

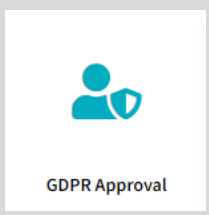
When logging into the candidate portal you will see the following home screen:

Clicking the three horizontal lines in the top-left corner will open the menu displayed at the bottom of this document.

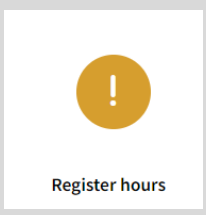


Tiles can be accessed either via the bar on the left or by clicking on the big tile on the home screen. Hereby a short explanation of what each tile does.

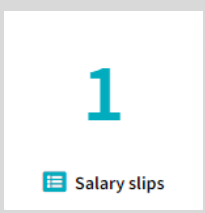
You will be directed to the vacancy page of the iPS website to see all up-to-date vacancies.



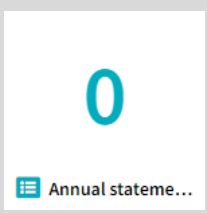
Here you can:
·Consent to the processing of your personal data.
·Request to remove your personal data from the iPS database.



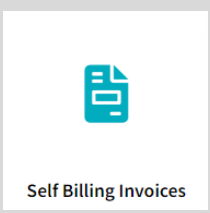
Here you can register your hours



Here you can find your Salary slips.

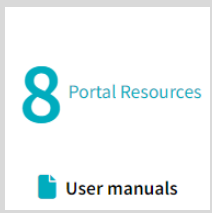


Here you can find your Annual Statements.



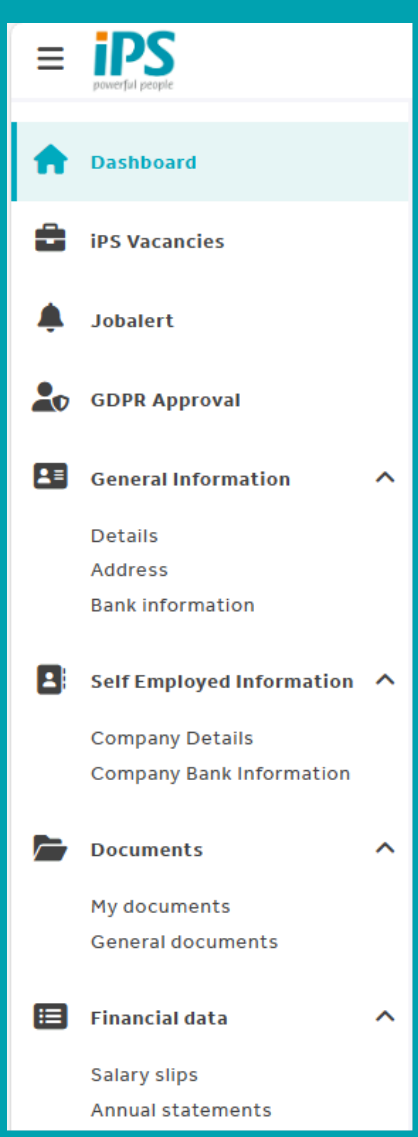
Here you can find your self billing invoices.

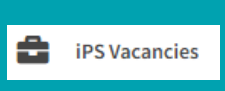
Here you can find your declarations.



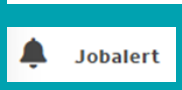
Here you can find manuals on how to use the portal.

The left menu

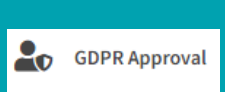




You will be directed to the vacancy page of the iPS website to see all up-to-date vacancies.



Stay up to date with the latest job opportunities.



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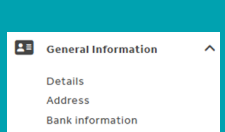
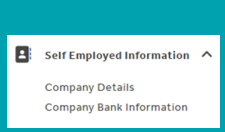
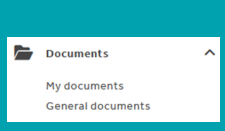


Here you can fill in your address and bank information.
- Details: your personal information
- Address: add changes if needed
- Bank information: make sure this information is correct for your payment.

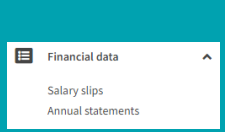


Here you can find different information like:
- Company details
- Company bank information



Here you can find different document like:
My documents:
- You can upload your own documents here. Think about passport, certificates, etc.
- Add your documents in PDF.

General Documents:
- Here you can find our Timesheet Document.



Here you can find your salary slips and annual statements during the years.