Portal for posting workers in the Czech Republic

User guide

Contents

1. Introduction

The Portal for posting workers in the Czech Republic is a reporting system that allows foreign companies to declare workers to companies in Czech Republic. This includes foreign company, workers and Czech company registration and process of declaration itself.

This document is user manual how to process workers declaration.

2. Portal Access

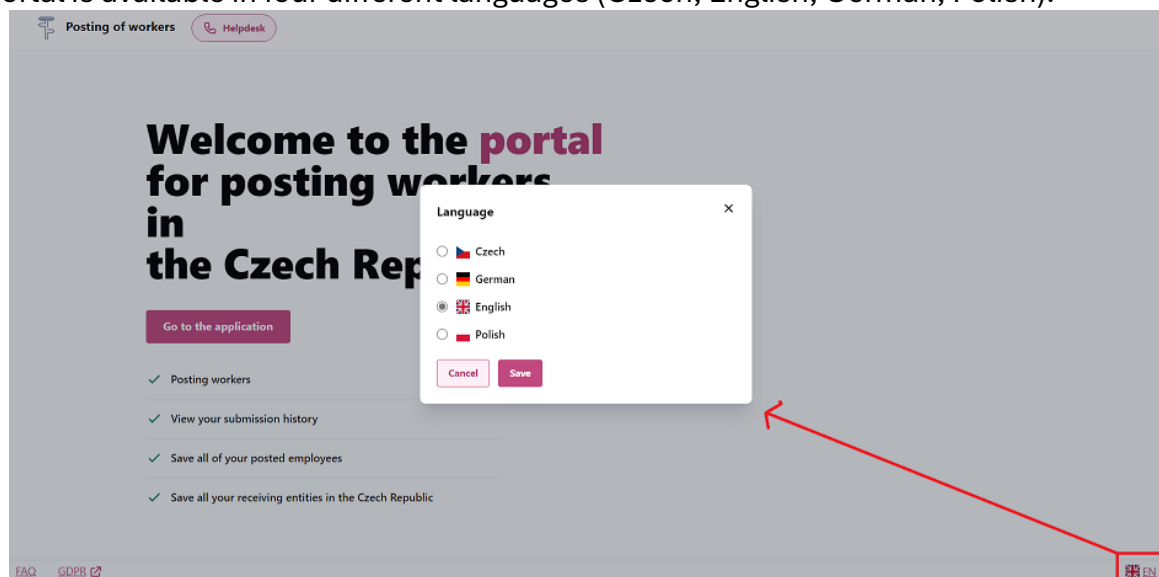You can find Portal on address https://www.mpsv.cz/app/suip-vysilani-zamestnancu
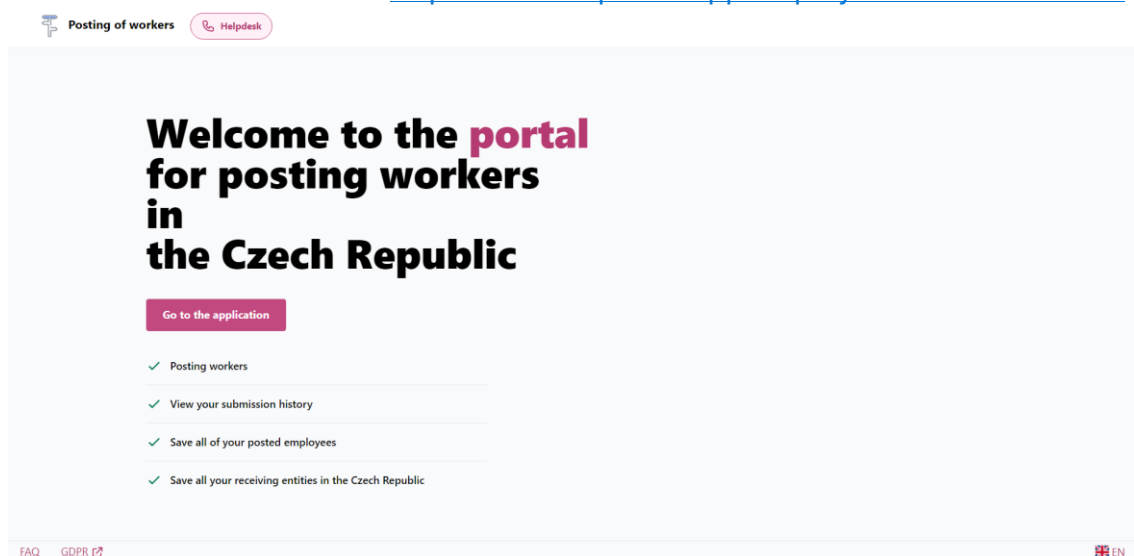
2.1.   Language preference

Portal is available in four different languages (Czech, English, German, Polish).
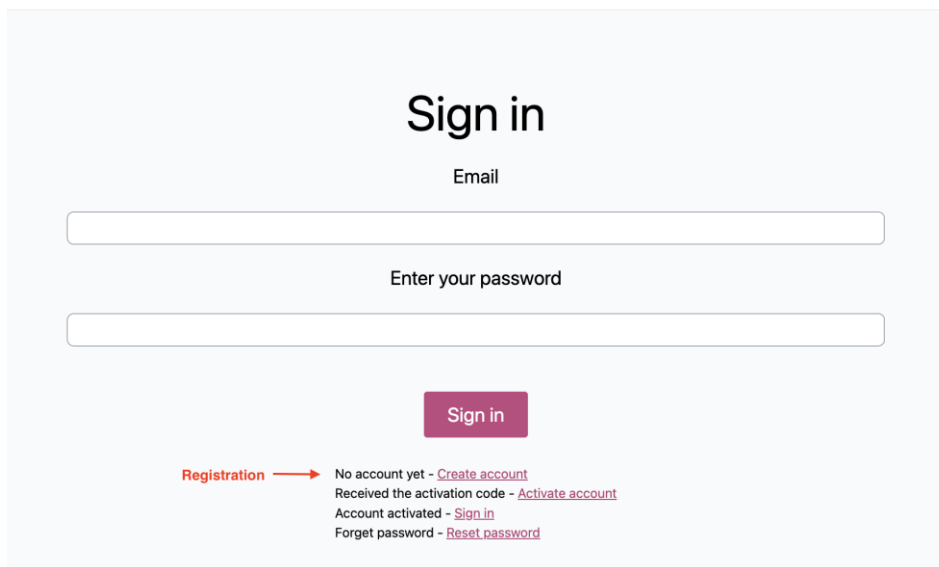

You can switch language in right bottom corner in footer.

3. Registration

To use the application, first you must create an account.
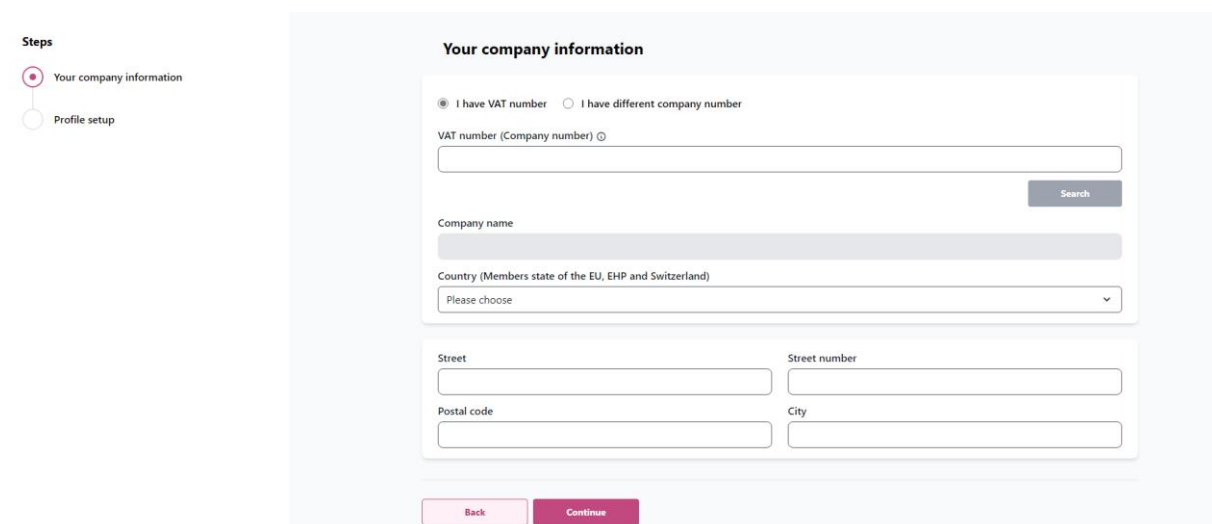Use the button „Create account" on Sign in screen and follow the steps in the wizard.

3.1. Step 1 – Your company information

In the first step, you must fill all the information about your company:
1. choose **VAT number** (value added tax) of your company or **different registration number** option.
   - If you choose VAT number option, click on Search button and company name will be filled automatically. Otherwise, you must fill in the information manually.
2. Choose the company country of origin from the list.
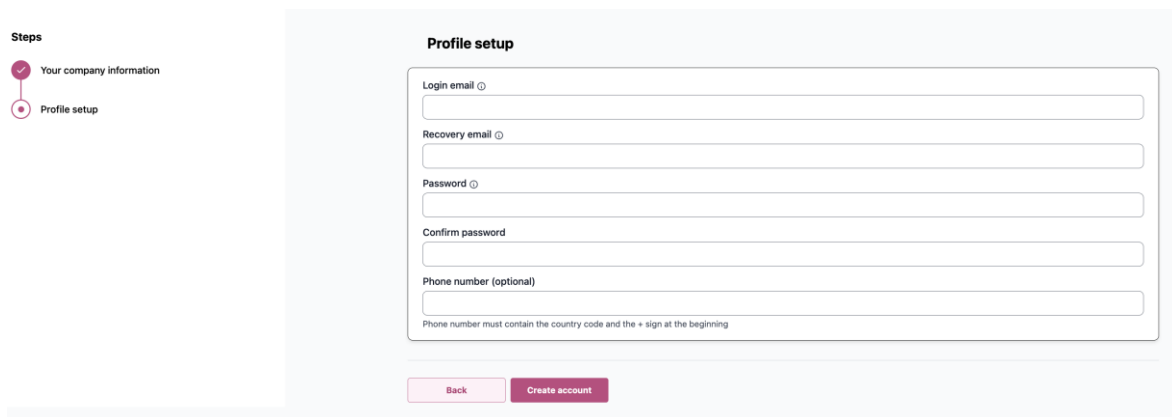3. Fill the information about your company headquarters address.

3.2. Step 2 – Profile setup

In the second step, you must fill in your profile set up information.

1. Choose **Login email** for sign into portal.
2. Choose **Recovery email** for the case of forgotten login email or forgotten password.
3. Choose **Password**
   - The password to the portal must contain a minimum of 8 characters including upper- and lower-case letters and a number.

Keep in mind that you need to have access to these emails!

3.3. Step 3 – Confirmation of account creation

If all your information is correct, your account will be successfully created.
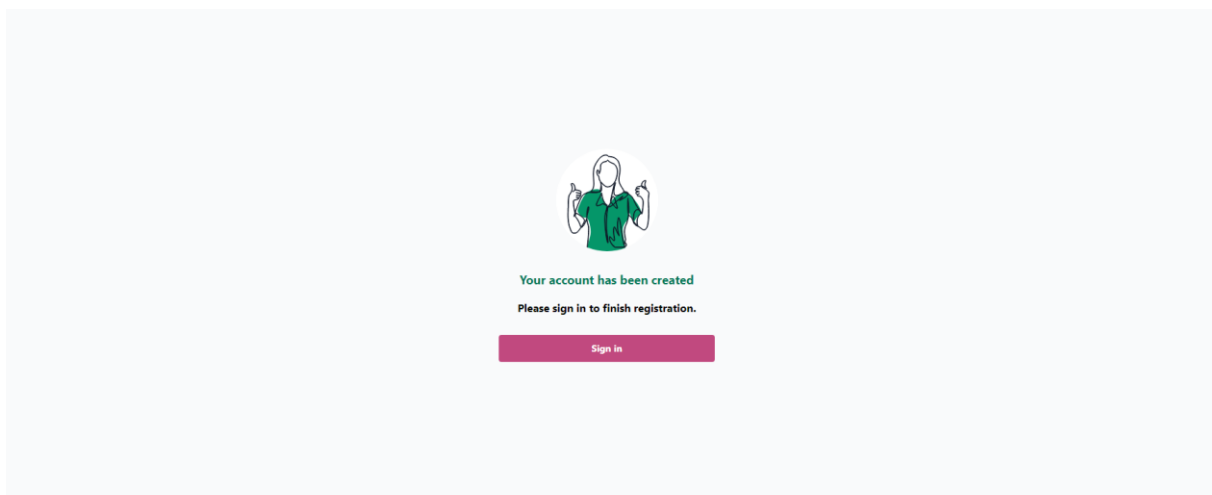
3.4. Step 4 – Sign-in with new credentials

Sign-in with your new credentials (login email and password).

3.5. Step 5 – Account activation

Fill in the Activation code which you received to your login email address.

After successful verification of the activation code, you will be logged into the application.

4. Recovery process

In case of forgotten login email or password you can use the recovery process. On the Sign in screen choose option **Forgotten password** or **Forgotten email**.
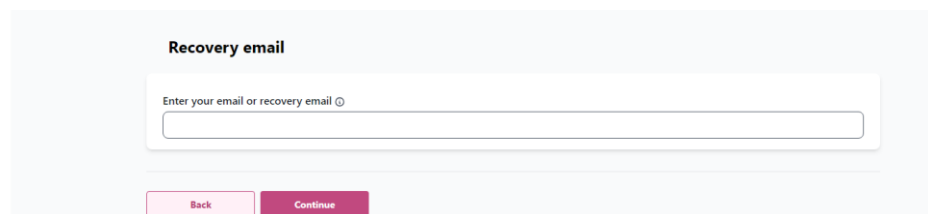

4.1. Step 1 – Email or recovery email

Fill in your **login email or recovery email.**
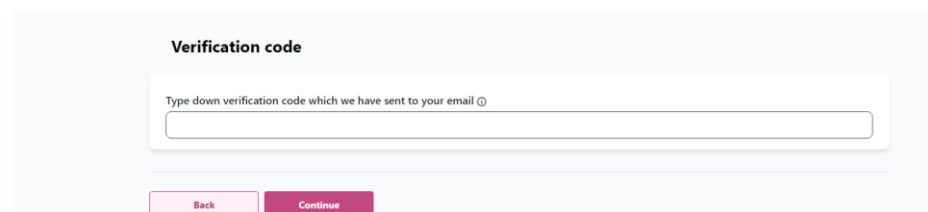
4.2. Step 2 – Verification code

Fill in the verification code which you received on your filled **login email or recovery email.**

4.3.   Step 3 – Password change

Choose your **new password.**

4.4.   Step 4 – Confirmation of password change

If all your information is correct, your password will be successfully changed.
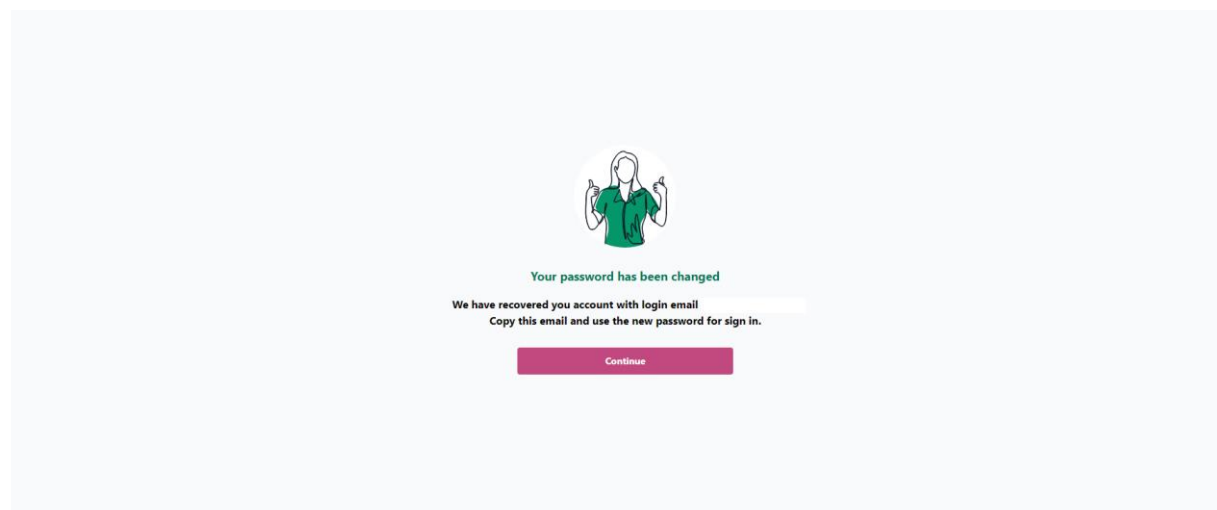
4.5.   Step 5 – Sign-in with new password

Sign-in with your new password. Your login email will appear (in case you lost it)

5. FAQ

All important questions related to the registration portal or notification obligation can be found in the FAQ section at the bottom of the portal.

6. Helpdesk

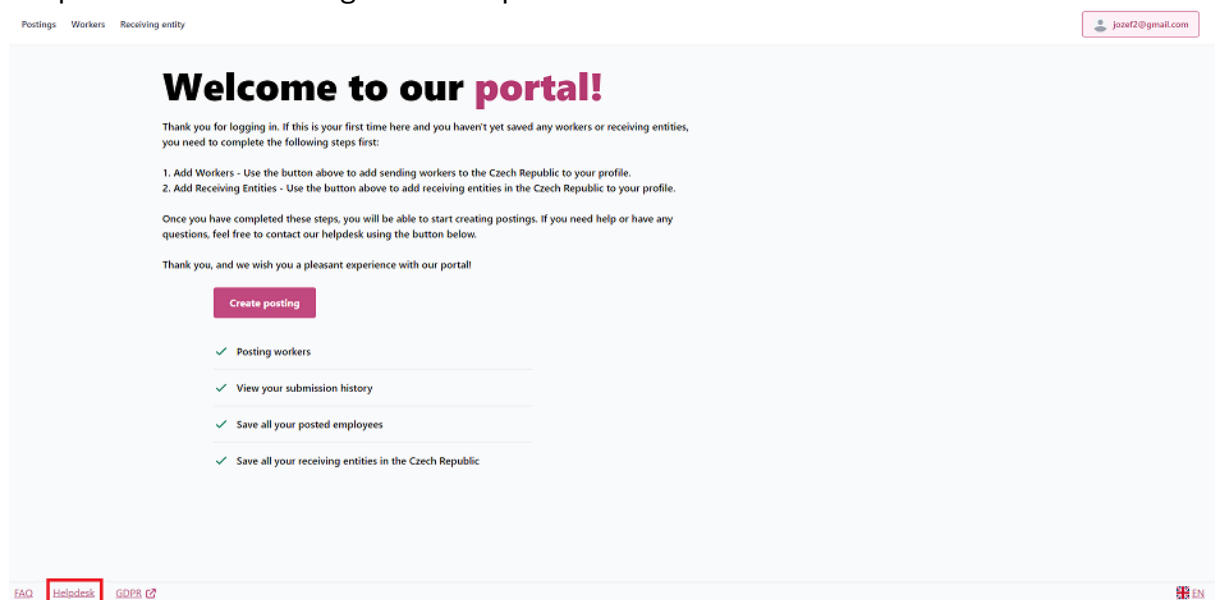If you can´t register to the portal or you have some inquiry about the portal or about the notification obligation, you can use the helpdesk button to make your request.

Helpdesk button before sign-in to the portal can be found above.
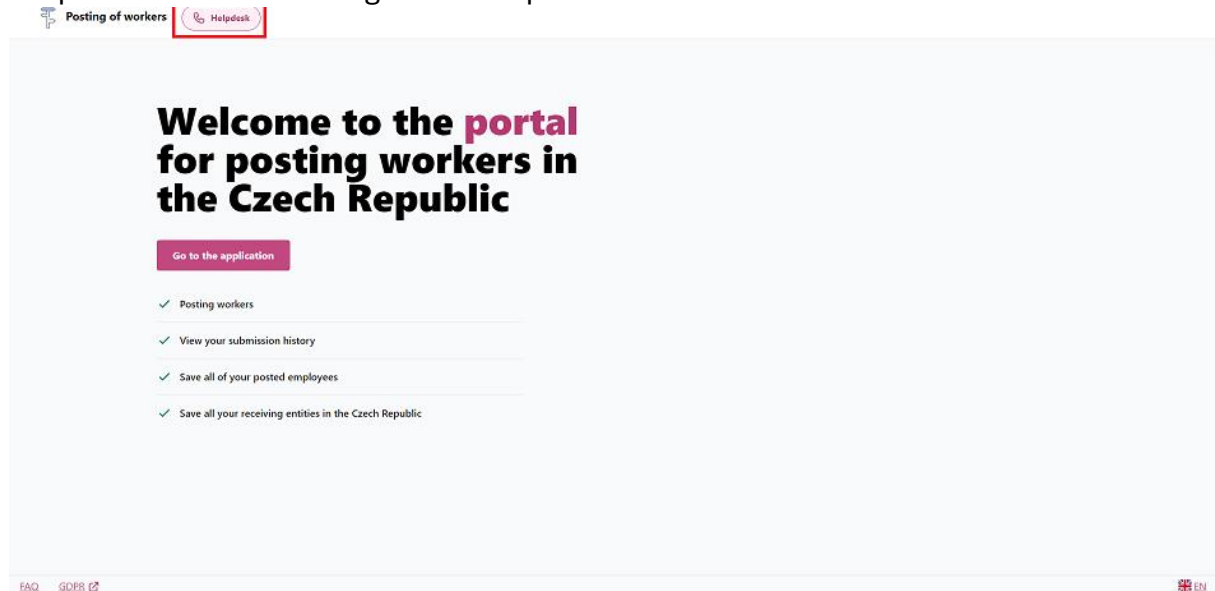
Helpdesk button after sign-in to the portal can be found below.

Fill your request in the online form.

7. My profile

When you are successfully logged-in to the portal, you can view and edit your profile information by clicking on button "View profile" at the upper right corner of your screen under your login email.

Once you click on the button "View profile" you can see all your profile information.
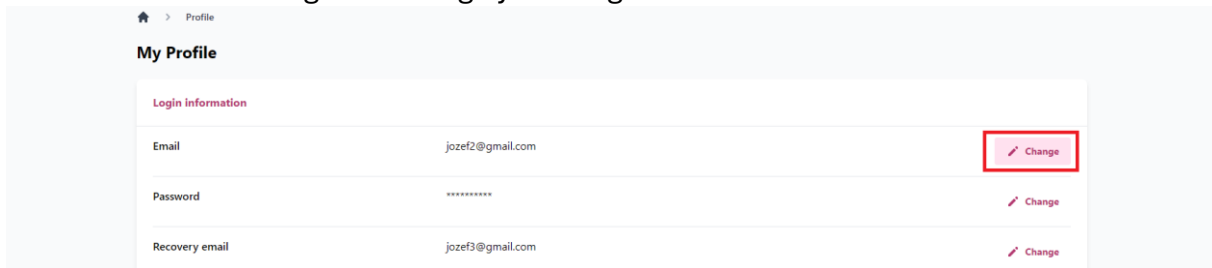
7.1. Step 1 – Change the login email

Use the button "Change" to change your long email address.
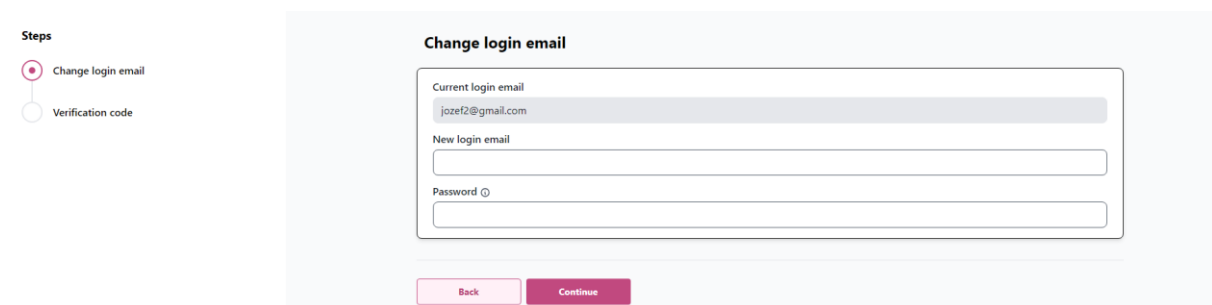
Fill the new login email and password.
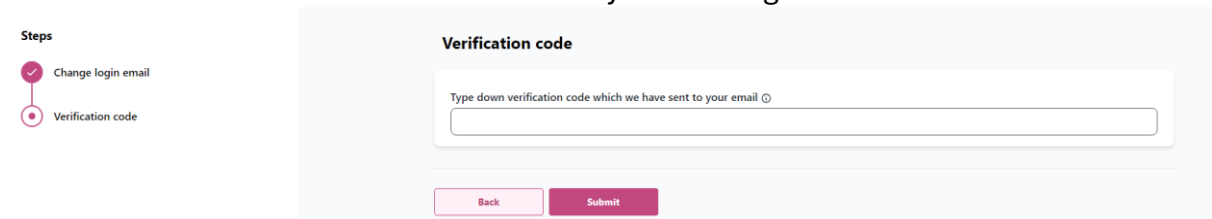
Use the verification code which was sent to your new login email address.

7.2. Step 2 – Change the password

Use the button "Change" to change your password

Change login password
   1. Type your old password
   2. Type your new password
   3. Confirm your new password

7.3. Step 3 – Change the recovery email address

Use the button "Change" to change your recovery email address.

Type your new recovery email address.
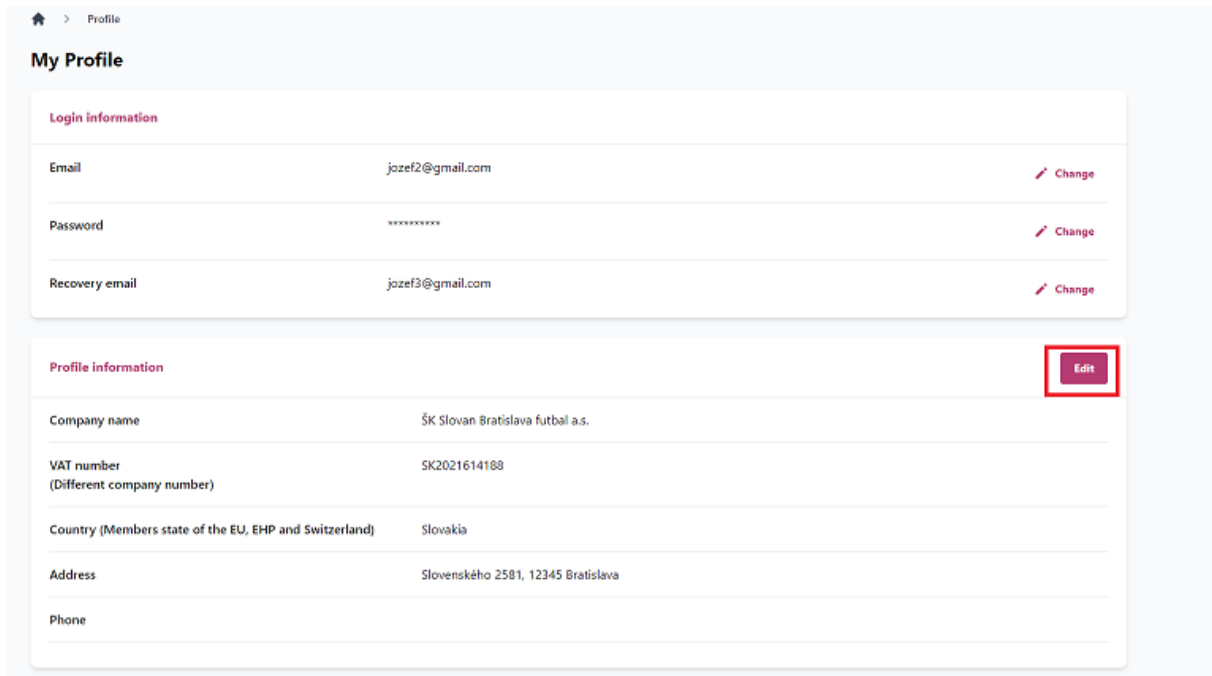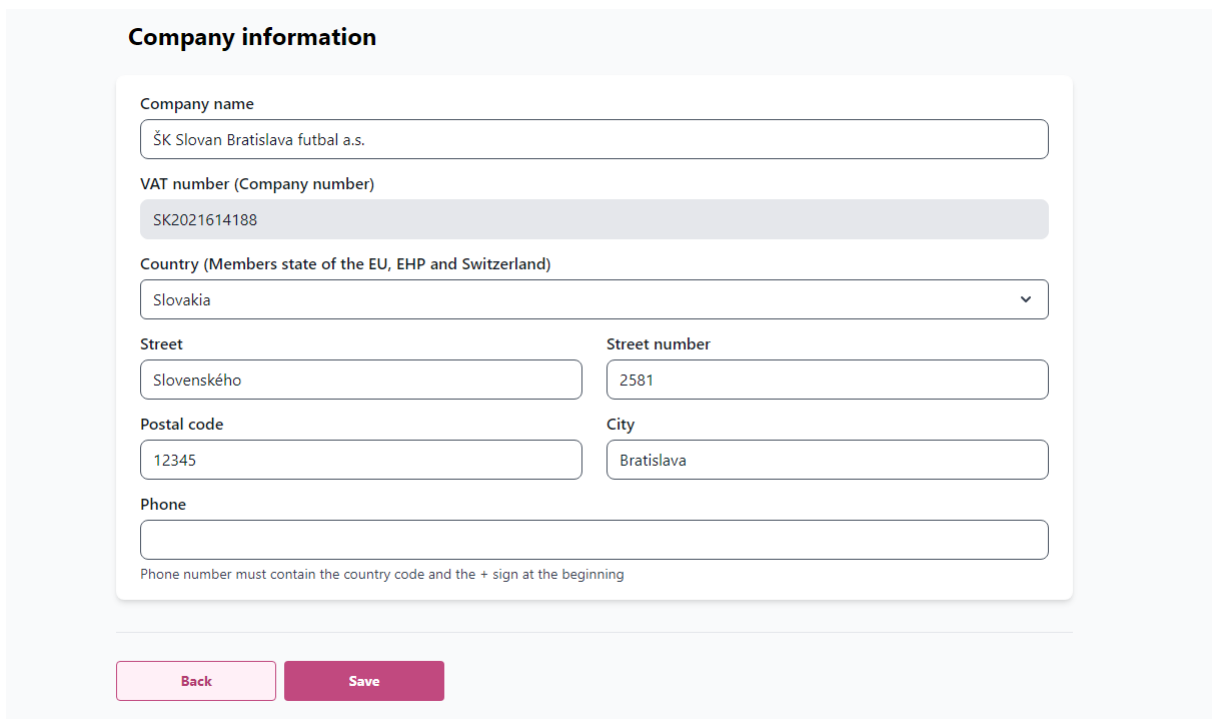
7.4. Step 4 – Change the profile information

Use the button "Edit" to change your profile information.

Change your profile information and use the button "Save"

8. Workers

When you are successfully logged-in to the portal, first you need to save your workers, which you are sending to the Czech Republic before you can start create postings

8.1. Step 1 – Workers

Use the button "Workers."

Under the tab "Workers", you can find and administer workers registered to perform work in the Czech Republic This is the place where you can also register new ones.

8.2. Step 2 - Add Worker
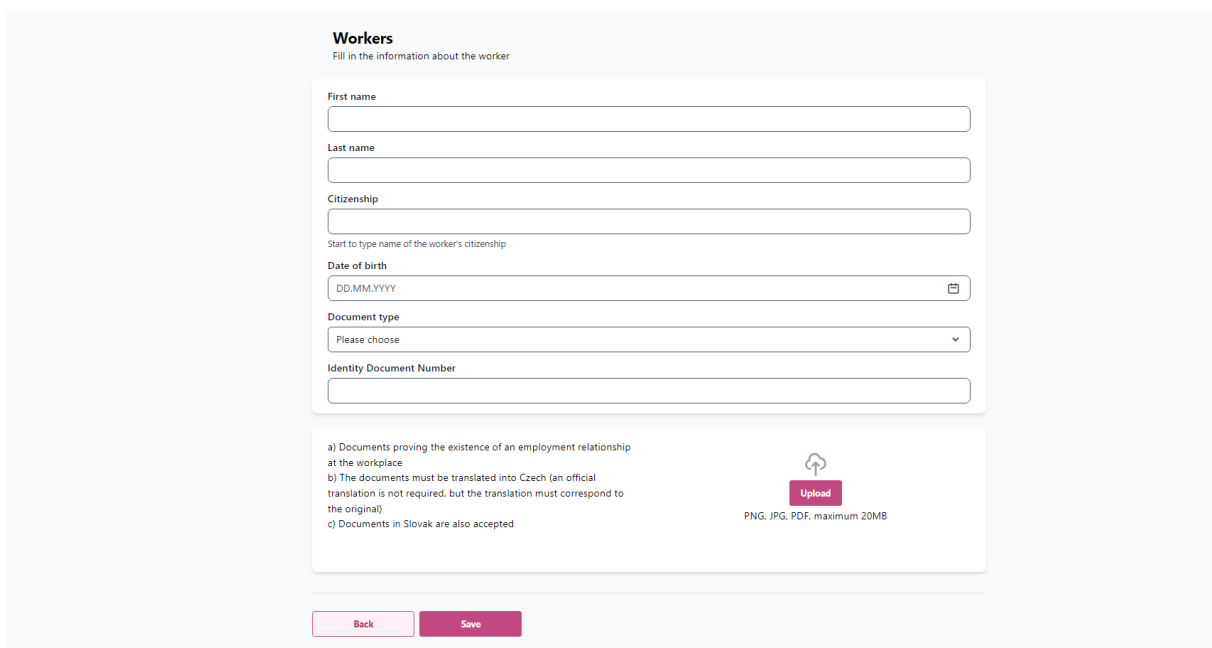
Click on button "Add worker"

8.3.   Step 3 – Fill in the information about the worker

1. To register new worker, fill in the form below. You will need to enter following information:
    a. First name
    b. Last name
    c. Citizenship – start to type name of country.
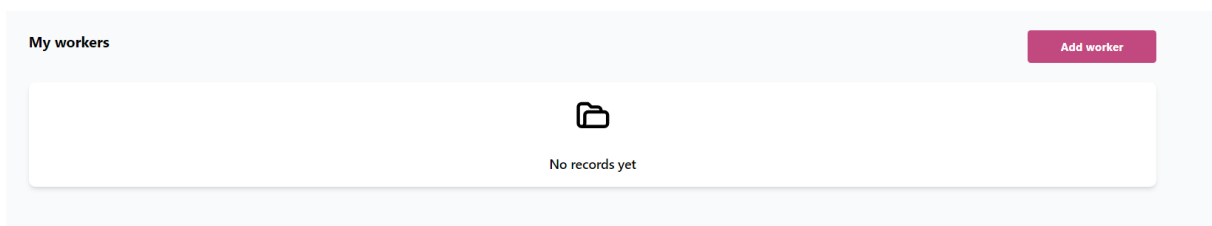   d. Date of birth
    e. Document type (ID card or Passport)
    f. Identity Document number
    g. Attachments – documents proving the existence of an employment relationship at the workplace.
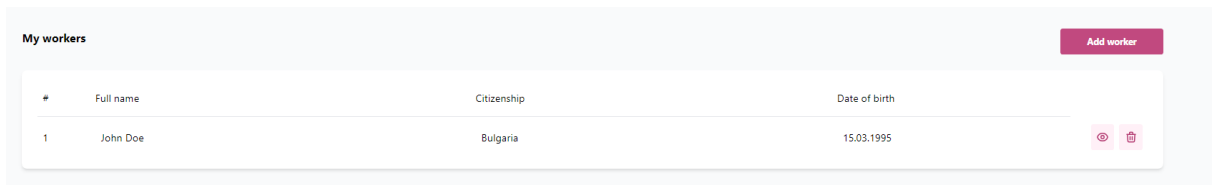
8.4.   Step 4 – Confirmation of saved worker

If all your information is fulfill correctly, your worker will be successfully saved to the portal.
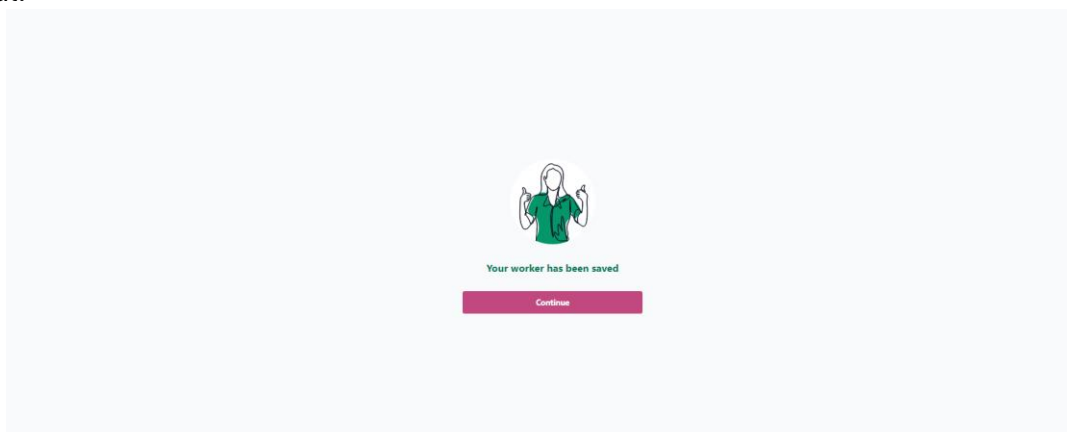
8.5. Step 4 – Manage your Worker´s list
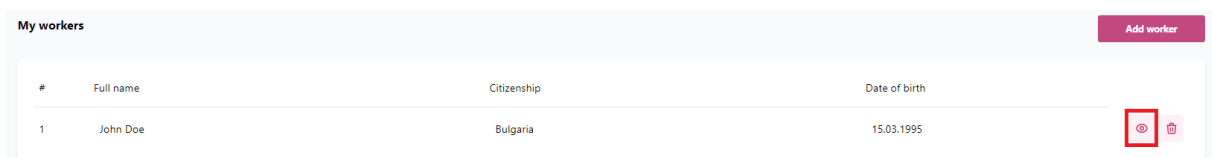
Once you register new worker it appears on the workers table list on the tab "Workers".
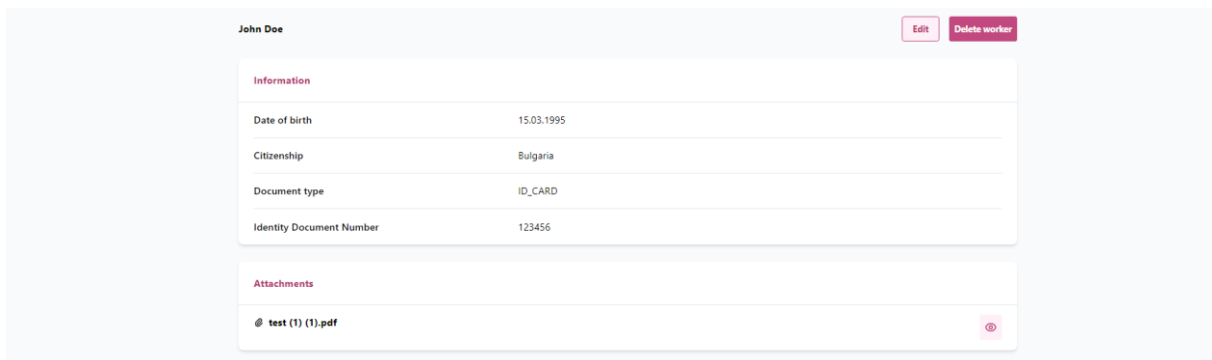
8.6. Step 5 - Edit Worker

If you want to see worker's detail, click on "eye" icon on table record.

On worker's detail you can see all information which you filled in and you can edit all information by clicking on button "Edit".

8.7. Step 6 – Delete worker

If you want to delete saved worker, you can do it by clicking on "trash" icon in the Worker´s list.

You can also delete saved worker on worker´s detail information.

If you delete saved worker, this step is irreversible.
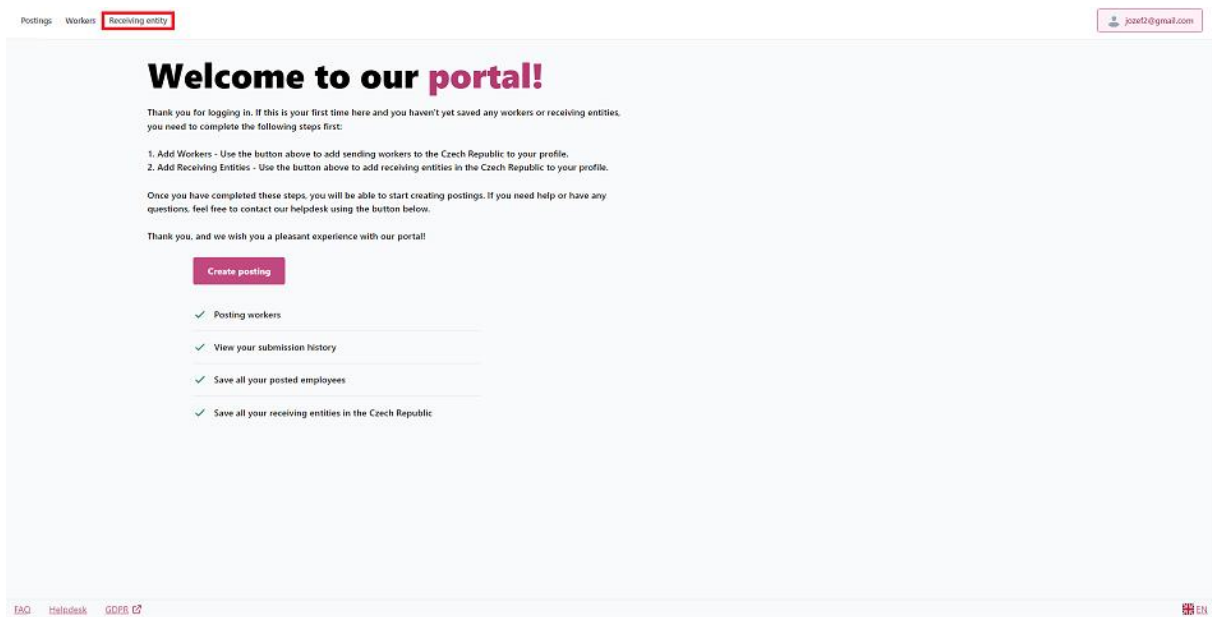
Note: if you delete saved worker, it does not affect your postings, which you have already created.

9. Receiving entity

When you are successfully logged-in to the portal, first you need to save your receiving entities in the Czech Republic, where you are sending your workers before you can start creating postings.

9.1. Step 1 – Receiving entity

Use the button "Receiving entity."
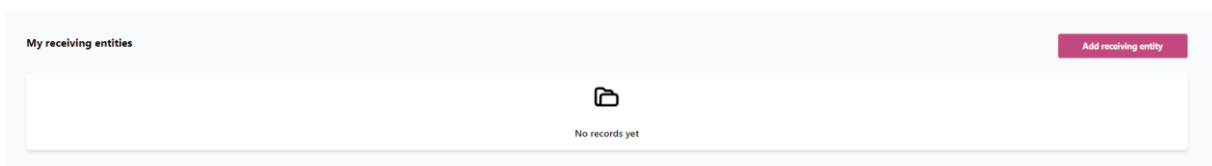
Under the tab "Receiving entity", you can find and administer receiving entities in the Czech Republic where you are posting your workers. This is the place where you can also register new ones.
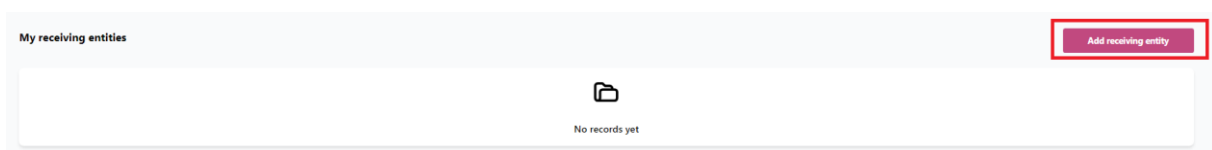
9.2. Step 2 - Add receiving entity

Click on button "Add receiving entity"
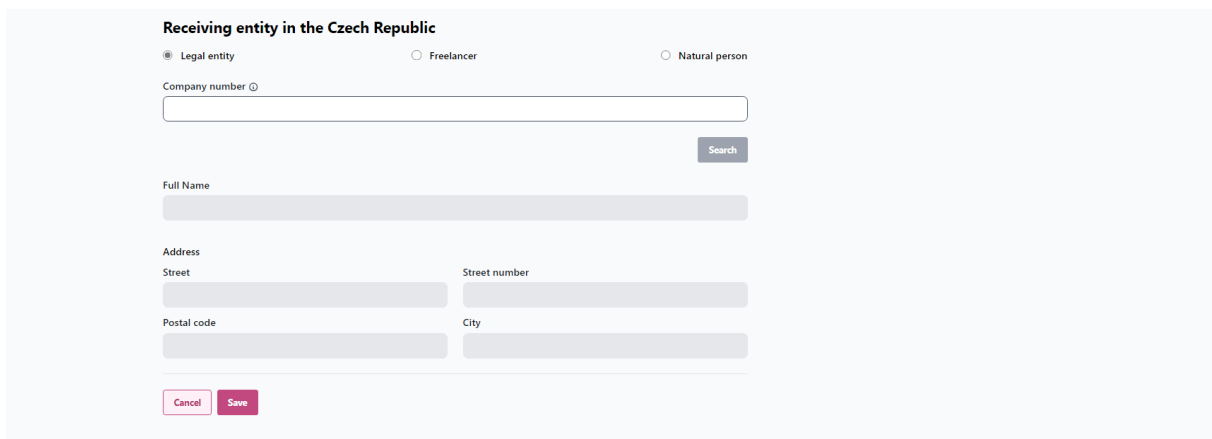
9.3. Step 3 – Fill in the information about the receiving entity

Choose on of the receiving entities in the Czech Republic (Legal entity, Freelancer, Natural person)

1. If you choose legal entity or freelancer as your receiving entity, you need to know the company number which you fill in and click on the button "Search"
   - **Note:** if you filled the company number of receiving entity in the Czech Republic correctly, name and address of the company will be loaded automatically from public registry

2. If you choose natural person as your receiving entity, you need to fill full name of receiving entity person and work performance address.

9.4. Step 4 – Confirmation of saved receiving entity

If all your information is fulfill correctly, your receiving entity will be successfully saved to the portal.

Your receiving entity in the Czech Republic has been saved

Continue

9.5.   Step 5 – Manage your Receiving entities list

Once you register new Receiving entity it appears on the table list on the tab "Receiving entity". You can see entity's detail by clicking on "eye" icon on table record or you can delete it by clicking on basket icon
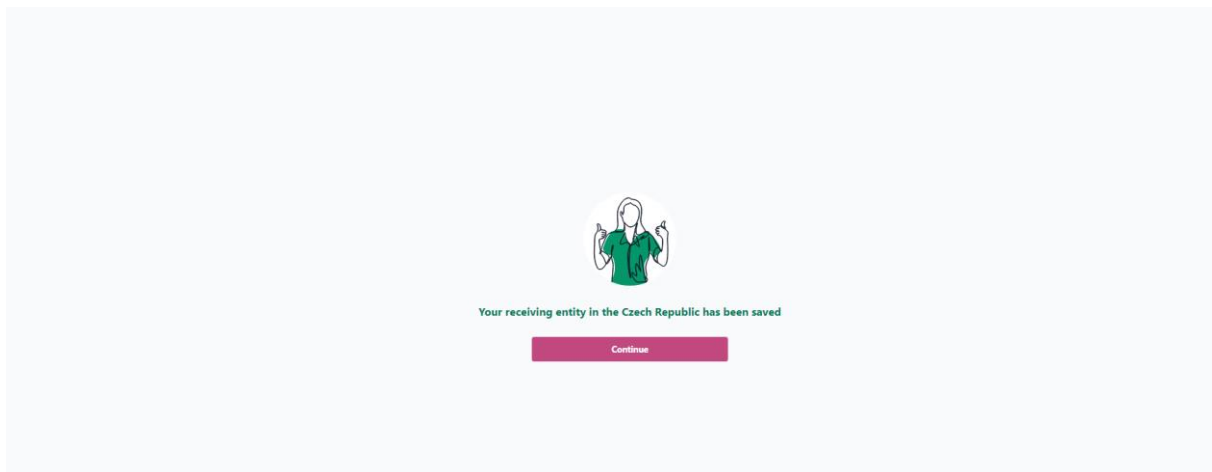

9.6.   Step 6 – Receiving entity´s list

If you want to see receiving entity detail, click on "eye" icon on table record.
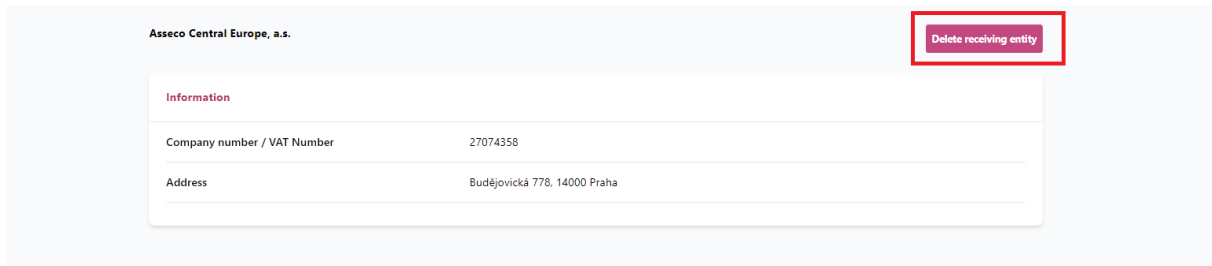
Note: if you want to change the information about the receiving entity, you need to delete the receiving entity and add it as new one.

9.7.   Step 7 – Delete receiving entity

If you want to delete saved receiving entity, you can do it by clicking on "trash" icon in the Receiving entity´s list.

You can also delete saved receiving entity on receiving entity´s detail information.
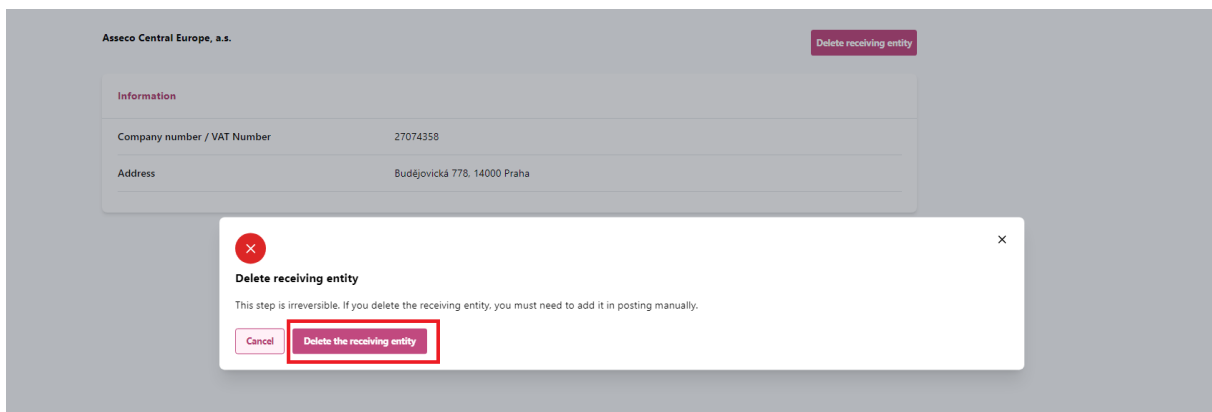
If you delete saved receiving entity, this step is irreversible.

Note: if you delete saved receiving entity, it does not affect your postings, which you have already created.

10. Posting

After you successfully will save your workers and your receiving entities, you can start create postings

10.1. Step 1 – Postings

Use the button "Postings."

10.2. Step 2 – Create posting
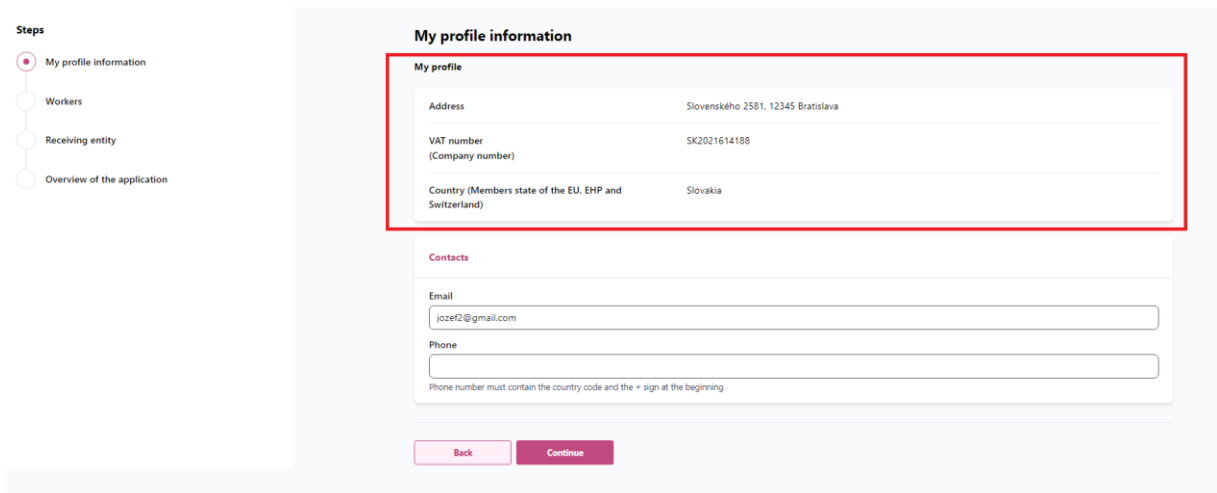
Click on the button "Create posting"

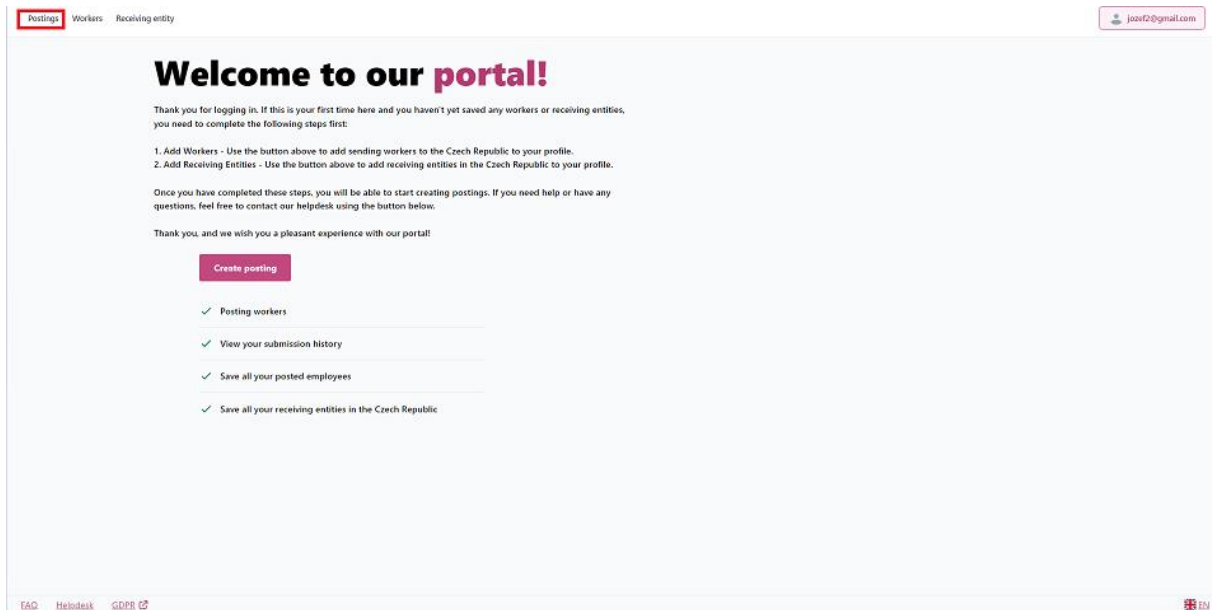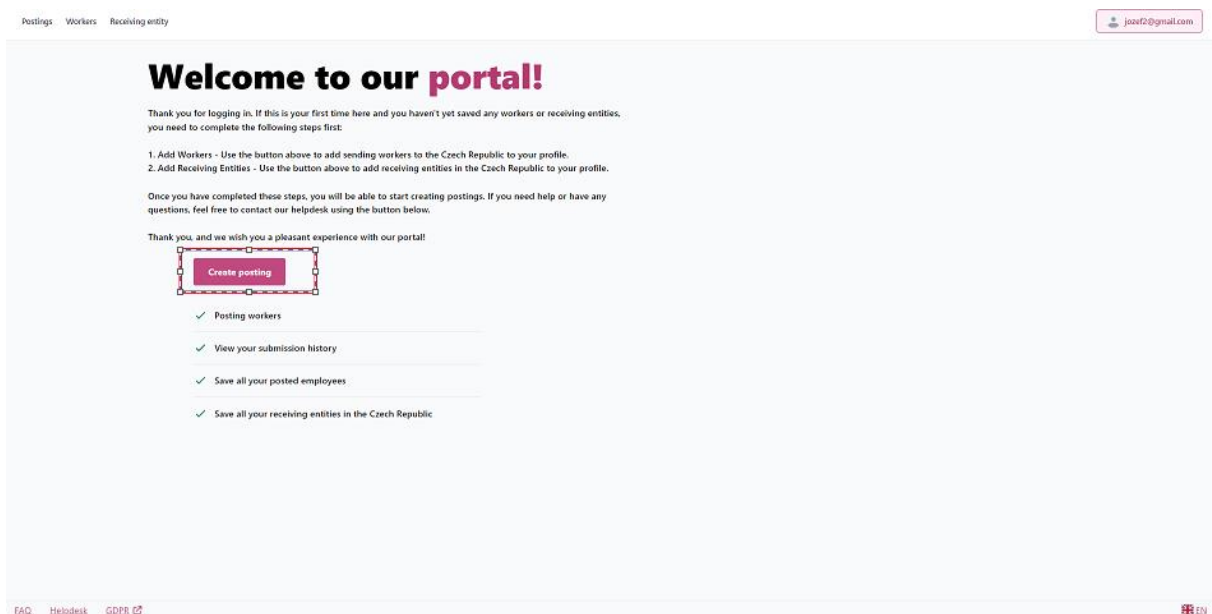## 10.3. Step 3 – Check in the profile information

Check in the information about your profile (company), which are filled automatically by data already saved in your profile.

Check in the contact information, which are filled automatically by data already saved in your profile.

Note: you can edit the contact information in the posting, if you want to.

10.4. Step 4 – Fill in the Worker´s information

Fill first three letters from workers name and select the worker from dropdown which you want to add to Posting
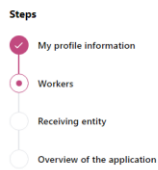
Fill following data
1. Choose Date from – mandatory field, can be also before today
2. Choose Date to – optional field, must be after date from
3. Choose Type of posting
4. Choose Field of business or Fill Nature of service
   - Field of business or Nature of service – one of them is mandatory to fill

10.5. Step 5 – Fill in the Receiving entity´s information

Fill first three letters from receiving entity´s name and select the receiving entity from dropdown which you want to add to Posting

Note: If work performance address is different from Receiving entity headquarters address, select "No" and fill other address.

You can fill up to 5 addresses by clicking on the button "Add next address

10.6. Step 6 – Check the Overview of the application

1. Check all your data which you filled.

Note: If you need to repair any data in posting return back in wizard.

2. If all data is correct, press button "Submit" to send application.

10.7. Step 7 – Confirmation of your Posting
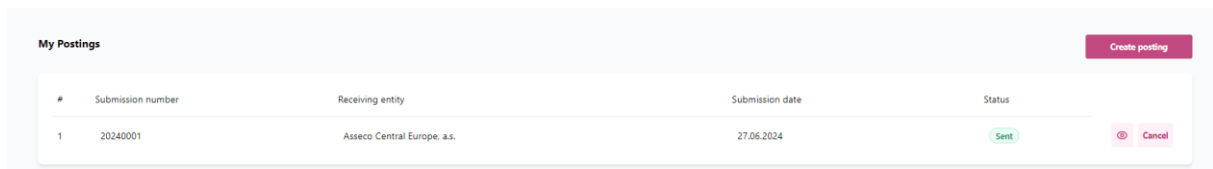
If all you filled all the information in your application, your posting will be successfully sent to State Labour Inspection Office.
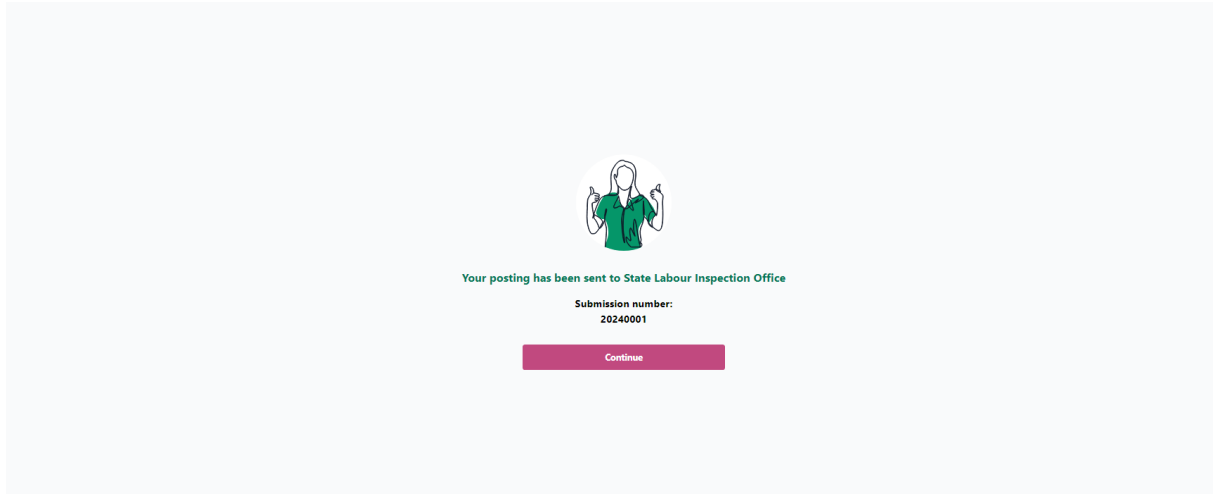
Confirmation of your posting with all information about posting in PDF format will be also send to your email address.

10.8. Step 8 – Manage your Posting´s list

Once you will send your posting to the State Labour Inspection Office it appears on the posting table list on the tab "Posting".

10.9. Step 9 – Edit Posting

If you want to see posting´s detail, click on "eye" icon on table record.

On posting´s detail you can see all information which you filled in and you can edit relevant information by clicking on button "Edit".

If all your information in the updated application are fulfilled correctly, your updated application will be changed and sent to State Labour Inspection Office.

Posting has been changed and sent

Continue
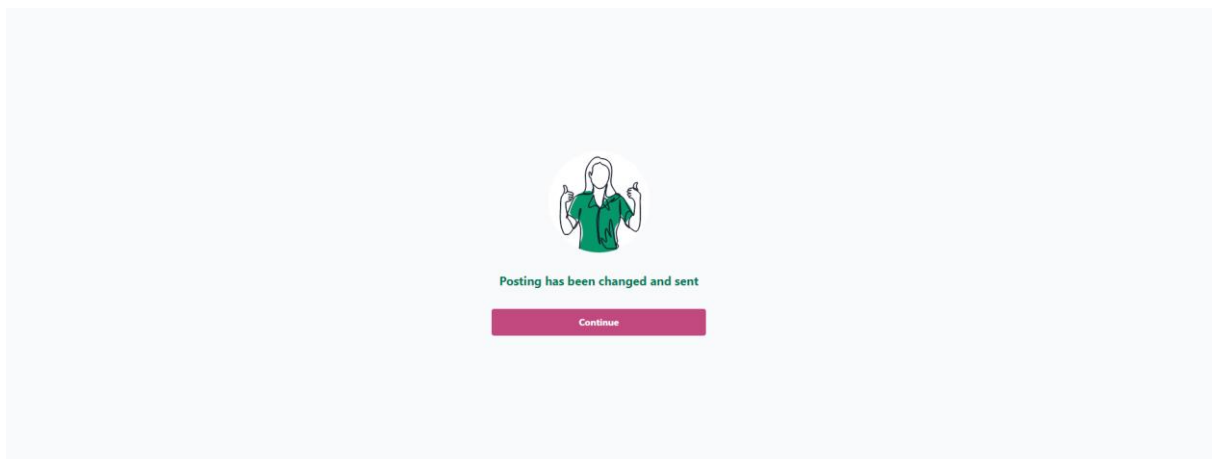
If you submit your application with new data, extend your posting or end your posting, your updated posting will be status of the application will change from "Sent" to "Changed". Confirmation of your posting for each change will be also send to your email address with all information about posting in PDF format.
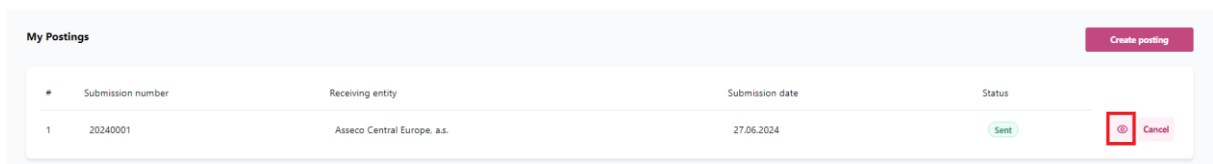

My Postings

Create posting

#	Submission number	Receiving entity	Submission date	Status	
1	20240001	Asseco Central Europe, a.s.	27.06.2024	Changed	👁

10.9.1. Edit Posting

After clicking on the button "Edit" in your posting´s application detail, you can change relevant information, which you filled in the original posting application.

Note: If you submit your application with new data, your status of the application will change from "Sent" to "Changed"

10.9.2. Extension of Posting

After clicking on the button "Edit" in your posting´s application detail, you can choose to extend the original posting.

1. To extend the original posting, you need to fill:
   a. Choose Date from (mandatory field)
   b. Choose Date to (optional field)
   c. Fill the reason of extension (mandatory field)

Note: If you submit your extension of posting, your status of the application will change from "Sent" to "Changed"

10.9.3. End of Posting

After clicking on the button "Edit" in your posting´s application detail, you can choose to end of the original posting.

1. To end the original posting, you need to fill:
   a. Choose Date to (optional field)

Note: If you submit your extension of posting, your status of the application will change from "Sent" to "Changed"
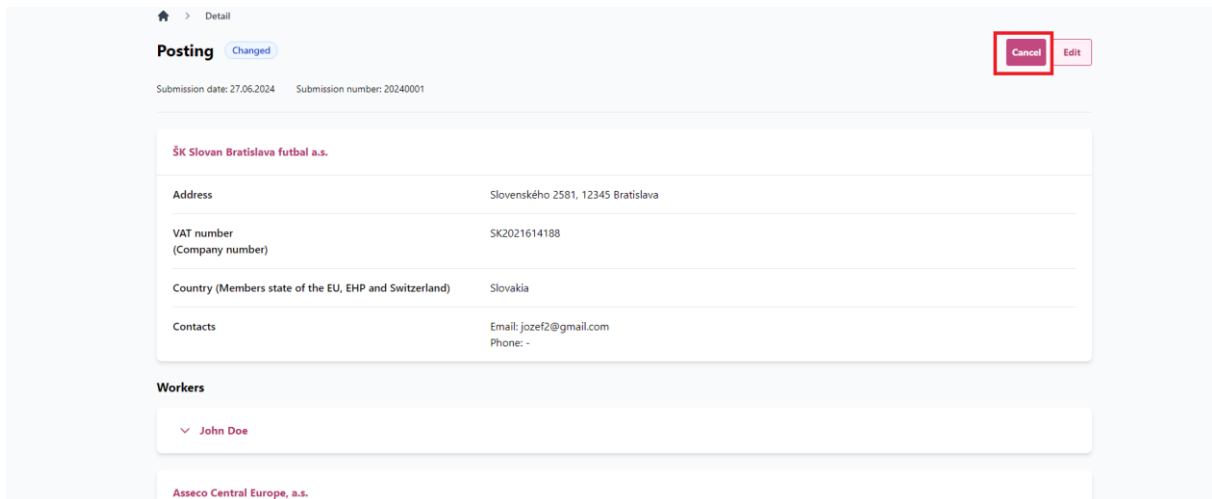
10.10. Step 10 - Cancel posting

If you want to cancel your original posting, you can do it by clicking on button "cancel" in the Posting´s list.

You can also cancel your posting in the posting´s detail information.

If you cancel your posting, this step is irreversible.

Note: you can cancel just postings which are before the posting date (f.e. my posting starts 01.07.24 and I create posting 28.06.24, so I can cancel the posting till 01.07.24 including.