



Portal for posting workers in the **Czech Republic**

User guide



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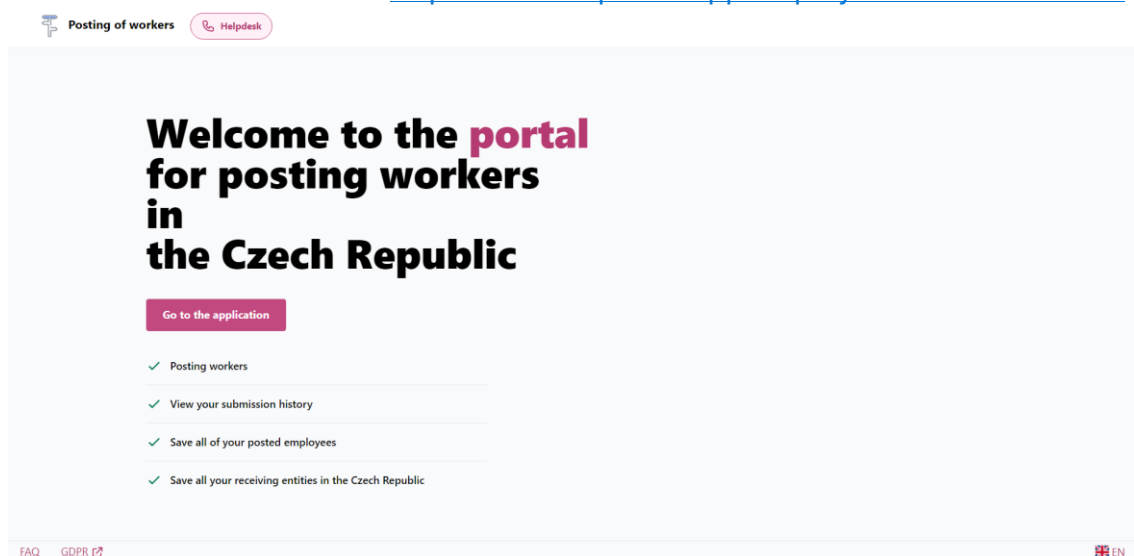
1. Introduction

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.

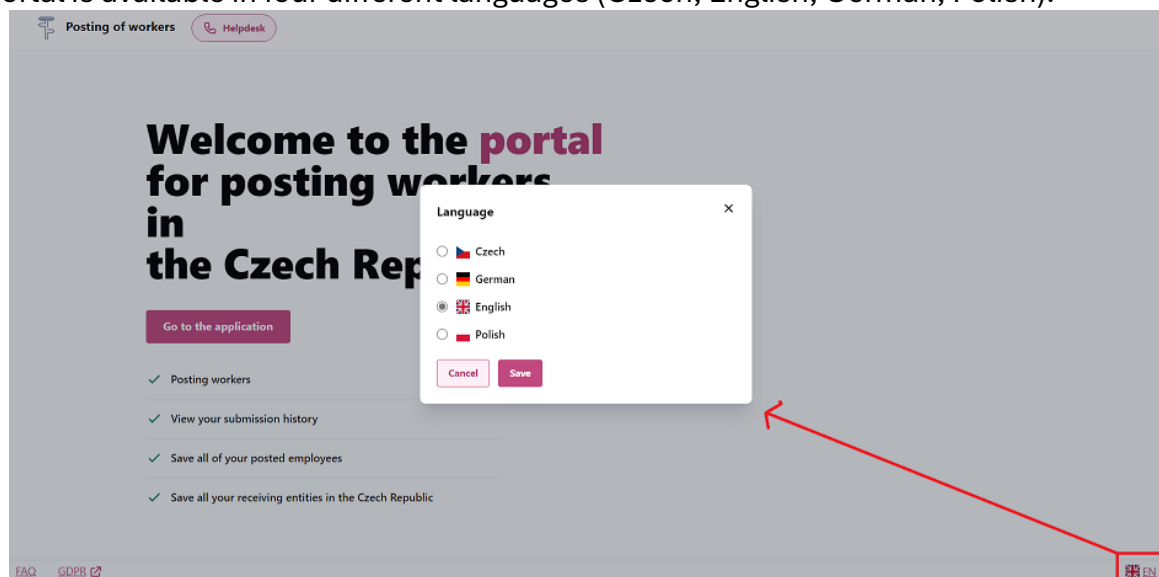
2. Portal Access

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).

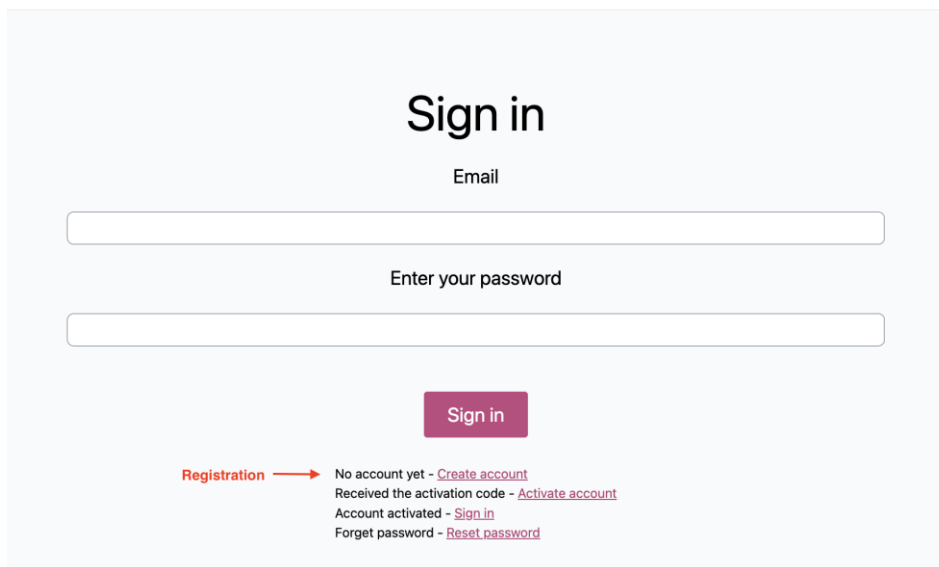


You can switch language in right bottom corner in footer.

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.



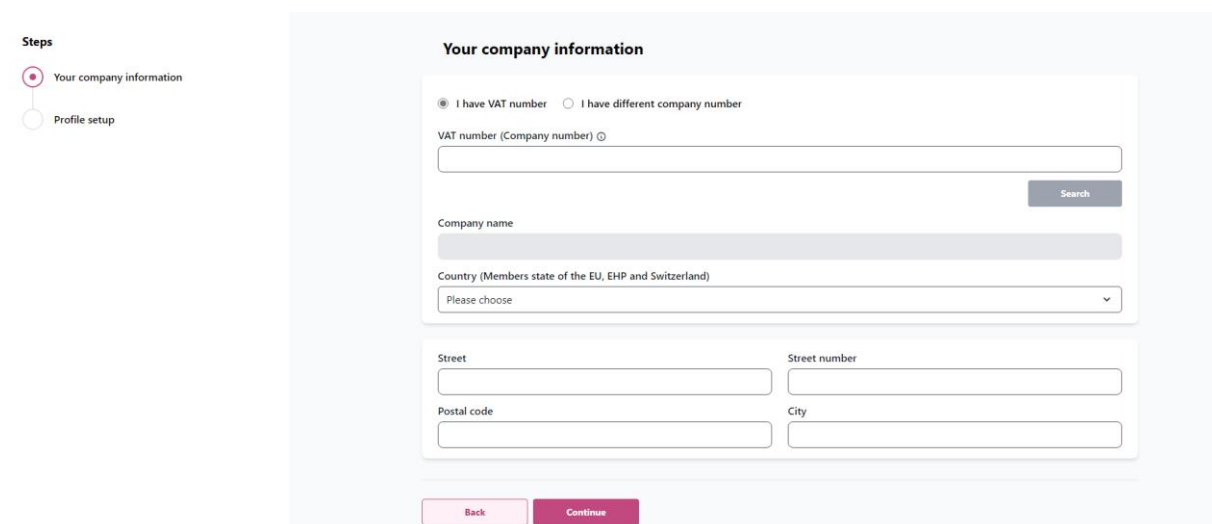
The image shows a 'Sign in' screen with the following elements:

- Header: **Sign in**
- Label: Email
- Input field for email
- Label: Enter your password
- Input field for password
- Button: Sign in
- Registration instructions:
 - Registration → No account yet - [Create account](#)
 - Received the activation code - [Activate account](#)
 - Account activated - [Sign in](#)
 - Forget password - [Reset password](#)

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.



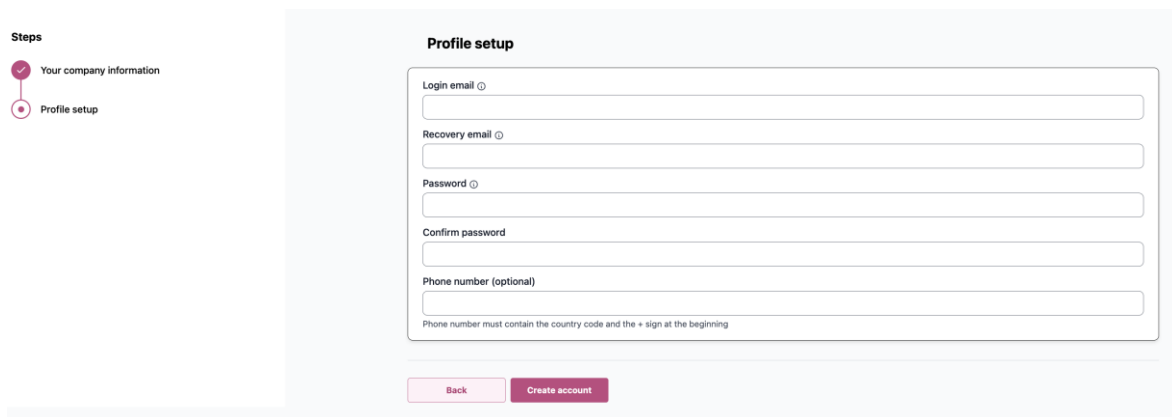
The image shows a 'Your company information' form with the following elements:

- Steps indicator:
 - Your company information
 - Profile setup
- Form title: **Your company information**
- Radio buttons: I have VAT number I have different company number
- VAT number (Company number) input field with a search button
- Company name input field
- Country (Members state of the EU, EHP and Switzerland) dropdown menu
- Address fields:
 - Street
 - Street number
 - Postal code
 - City
- Buttons: Back, Continue

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.



The screenshot shows a 'Profile setup' form with a 'Steps' sidebar on the left. The sidebar has two items: 'Your company information' (checked) and 'Profile setup' (active). The form contains the following fields:

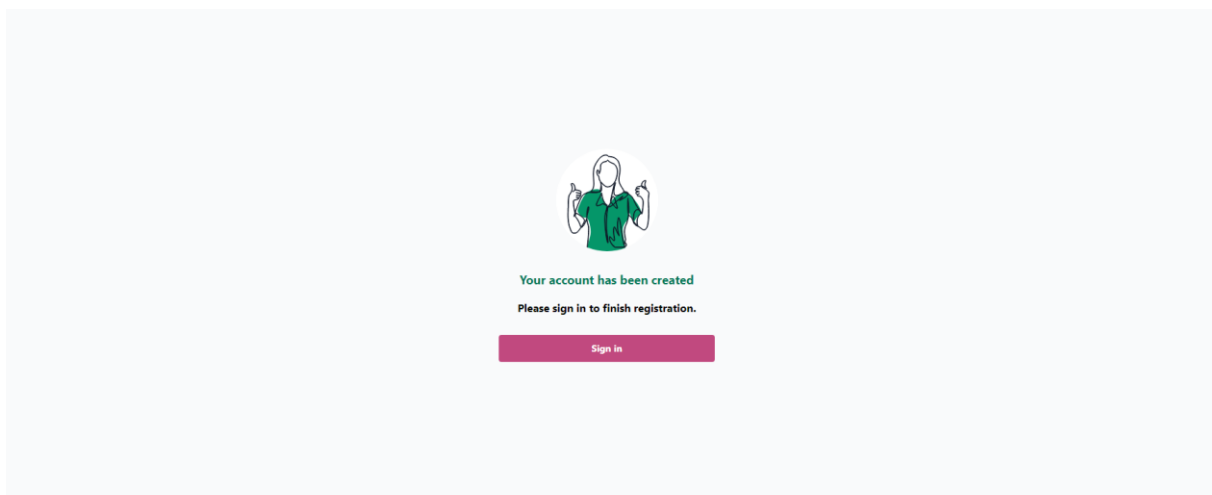
- Login email (required)
- Recovery email (required)
- Password (required)
- Confirm password (required)
- Phone number (optional)

Below the phone number field, there is a note: "Phone number must contain the country code and the + sign at the beginning". At the bottom of the form, there are two buttons: "Back" and "Create account".

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).

A screenshot of a web form titled "Sign in". It features two input fields: the first is labeled "Email" and the second is labeled "Enter your password". Below the fields is a red "Sign in" button. At the bottom, there are four links: "No account yet - [Create account](#)", "Received the activation code - [Activate account](#)", "Forgotten email - [Reset email](#)", and "Forgotten password - [Reset password](#)".

Sign in

Email

Enter your password

Sign in

No account yet - [Create account](#)
Received the activation code - [Activate account](#)
Forgotten email - [Reset email](#)
Forgotten password - [Reset password](#)

3.5. Step 5 – Account activation

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

A screenshot of a web form titled "Account activation". It features a single input field labeled "Enter the activation code from your registered e-mail". Below the field is a red "Activate account" button. At the bottom, there are three links: "Account activated - [Sign in](#)", "Forgotten email - [Reset email](#)", and "Forgotten password - [Reset password](#)".

Account activation

Enter the activation code from your registered e-mail

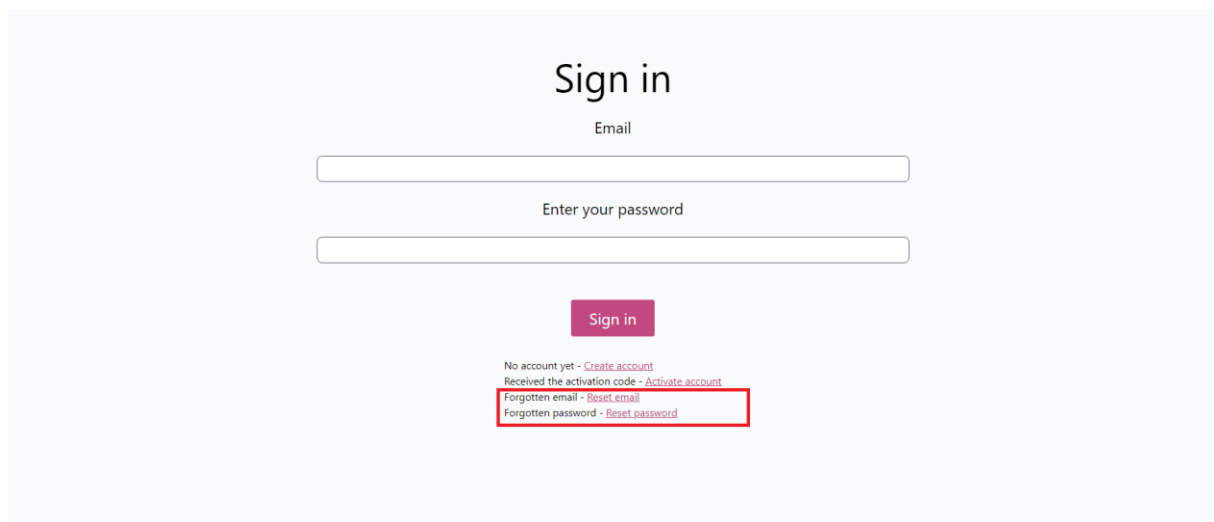
Activate account

Account activated - [Sign in](#)
Forgotten email - [Reset email](#)
Forgotten password - [Reset password](#)

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**.

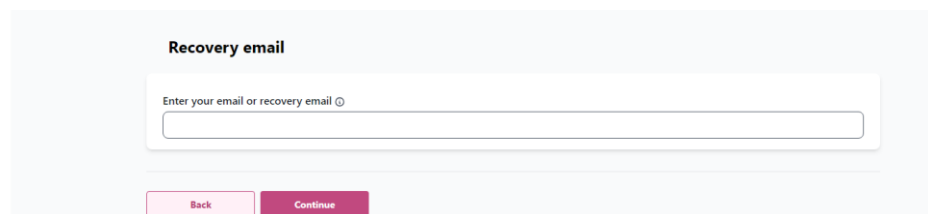


The image shows a 'Sign in' screen with two input fields. The first field is labeled 'Email' and the second is labeled 'Enter your password'. Below the fields is a 'Sign in' button. At the bottom, there are four links: 'No account yet - [Create account](#)', 'Received the activation code - [Activate account](#)', 'Forgotten email - [Reset email](#)', and 'Forgotten password - [Reset password](#)'. The last two links are highlighted with a red box.

4.1. Step 1 – Email or recovery email

Fill in your **login email or recovery email**.

- Steps
- Recovery email
 - Verification code
 - Password change

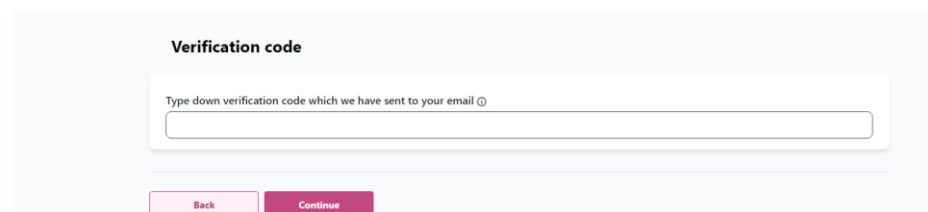


The image shows a 'Recovery email' screen. It has a title 'Recovery email' and a text input field labeled 'Enter your email or recovery email'. Below the field are two buttons: 'Back' and 'Continue'.

4.2. Step 2 – Verification code

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

- Steps
- Recovery email
 - Verification code
 - Password change



The image shows a 'Verification code' screen. It has a title 'Verification code' and a text input field labeled 'Type down verification code which we have sent to your email'. Below the field are two buttons: 'Back' and 'Continue'.

4.3. Step 3 – Password change

Choose your **new password**.

Steps

- Recovery email
- Verification code
- Password change**

Password change

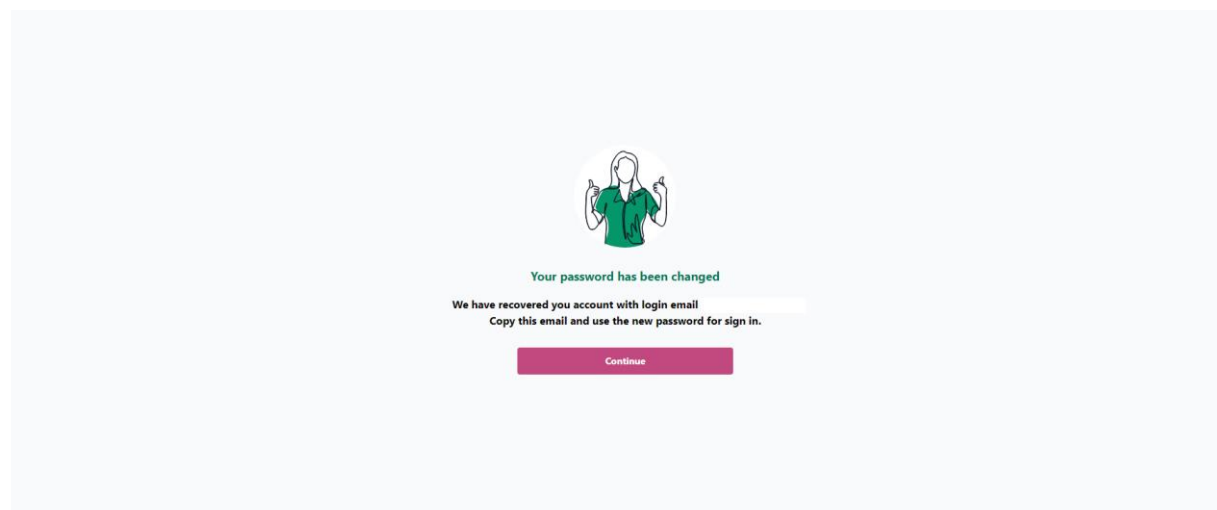
New password

Confirm password

[Back](#) [Change 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)

Sign in

Email

Enter your password

[Sign in](#)

No account yet - [Create account](#)
Received the activation code - [Activate account](#)
Forgotten email - [Reset email](#)
Forgotten password - [Reset password](#)

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.

Posting of workers Helpdesk

Sign in

Email

Enter your password

[Sign in](#)

No account yet - [Create account](#)
Received the activation code - [Activate account](#)
Forgotten email - [Reset email](#)
Forgotten password - [Reset password](#)

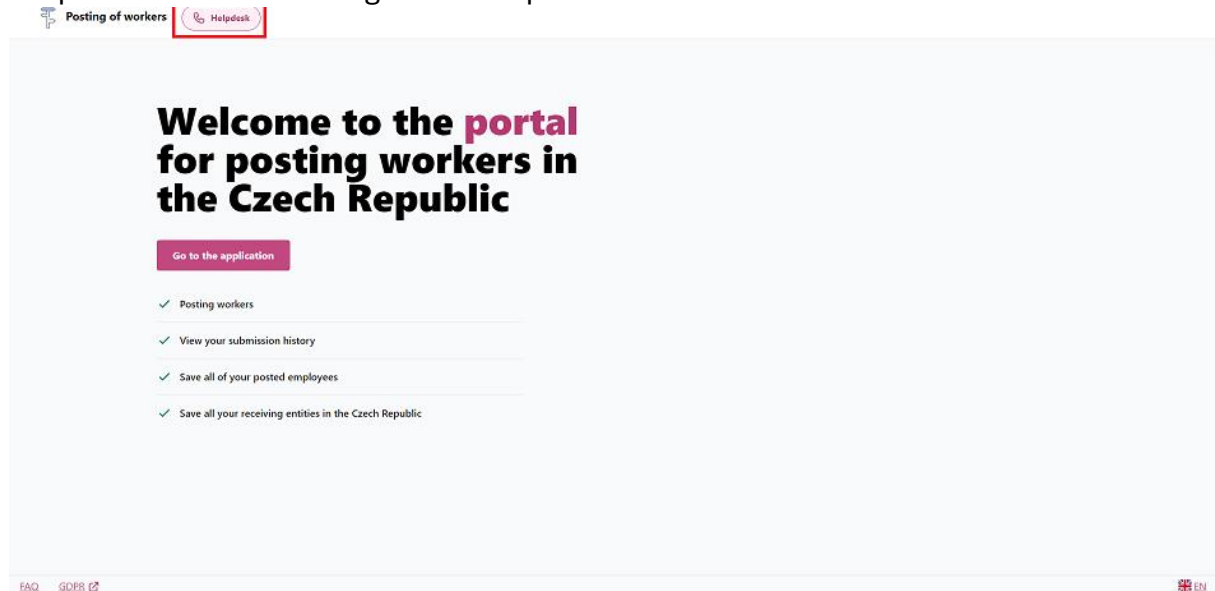
FAQ GDPR

- Posting of workers Helpdesk
- Home > FAQ
- ### Frequently Asked Questions
- #### Questions related to the registration portal
- What are the benefits for posting notifications via the registration portal? [▼](#)
 - After 30 June 2024, is there any other way to submit a posting notification other than through the registration portal? [▼](#)
 - How many user accesses (within one account) can a posting company have? [▼](#)
 - Is there an obligation to re-register on the registration portal if both the notification of the start of the posting and the date of the end of the posting have been sent to the URA (by 30 June 2024)? [▼](#)
 - How can I cancel the sent notification? [▼](#)
 - How can I correct a sent notification? [▼](#)
 - How do I know that the notification has been received? [▼](#)
 - Are all the fields in the registration form mandatory? [▼](#)
 - What should I do if I forget my account password? [▼](#)
 - Will the system allow me to generate a copy of the notification, e.g. a pdf or other format? [▼](#)

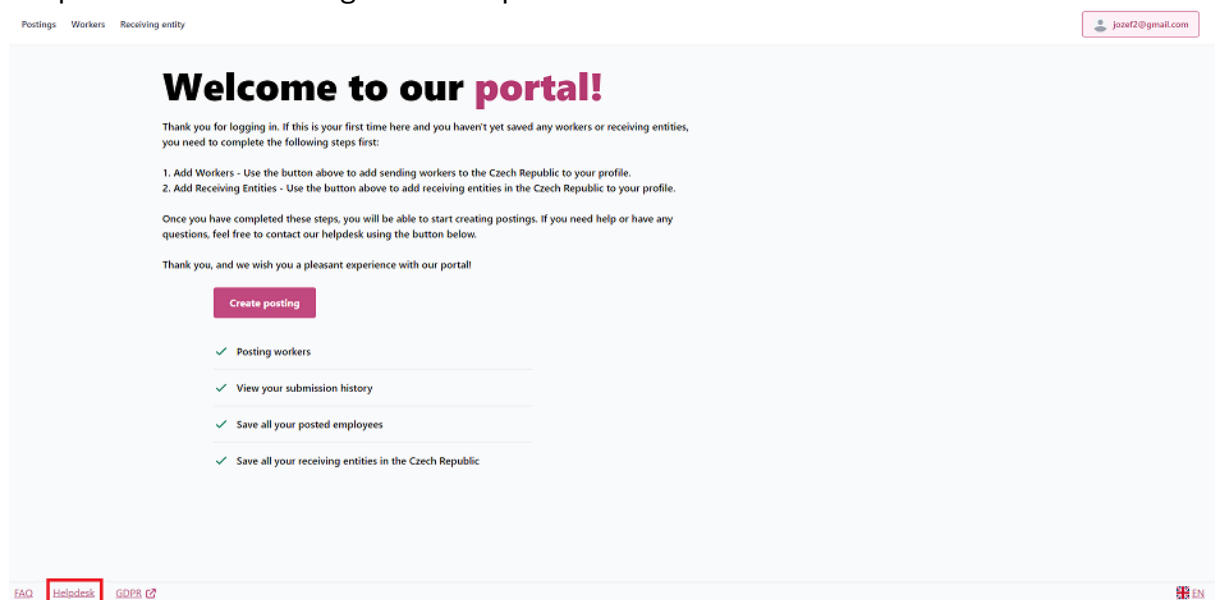
6. Helpdesk

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.



Home > Helpdesk

Helpdesk

Do you need assistance or information on sending workers to the Czech Republic?

If you do not find an answer to your question in the [FAQ](#) section, use the help desk form of the Ministry of Internal Affairs and Communications.

[New request 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.

Postings Workers Receiving entity

jozef2@gmail.com

View profile

Log out

Welcome to our portal!

Thank you for logging in. If this is your first time here and you haven't yet saved any workers or receiving entities, you need to complete the following steps first:

1. Add Workers - Use the button above to add sending workers to the Czech Republic to your profile.
2. Add Receiving Entities - Use the button above to add receiving entities in the Czech Republic to your profile.

Once you have completed these steps, you will be able to start creating postings. If you need help or have any questions, feel free to contact our helpdesk using the button below.

Thank you, and we wish you a pleasant experience with our portal!

Create posting

- ✓ Posting workers
- ✓ View your submission history
- ✓ Save all your posted employees
- ✓ Save all your receiving entities in the Czech Republic

Once you click on the button “View profile” you can see all your profile information.

Postings Workers Receiving entity

jozef2@gmail.com

Home > Profile

My Profile

Login information

Email	jozef2@gmail.com	Change
Password	*****	Change
Recovery email	jozef3@gmail.com	Change

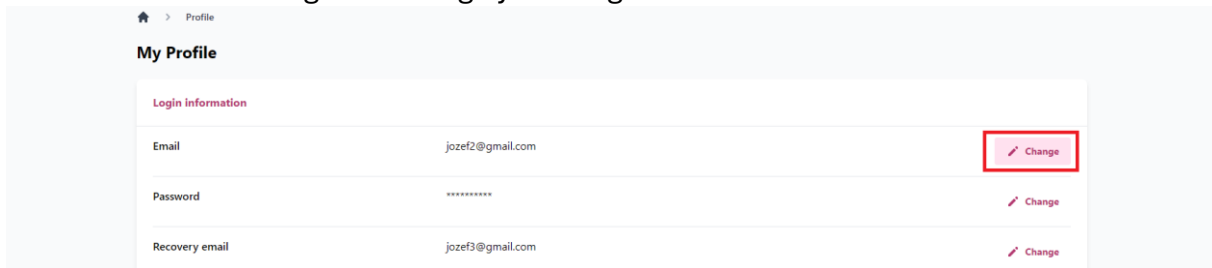
Profile information

Edit

Company name	ŠK Slovan Bratislava futbal a.s.
VAT number (Different company number)	SK2021614188
Country (Members state of the EU, EHP and Switzerland)	Slovakia
Address	Slovenského 2581, 12345 Bratislava
Phone	

7.1. Step 1 – Change the login email

Use the button “Change” to change your long email address.

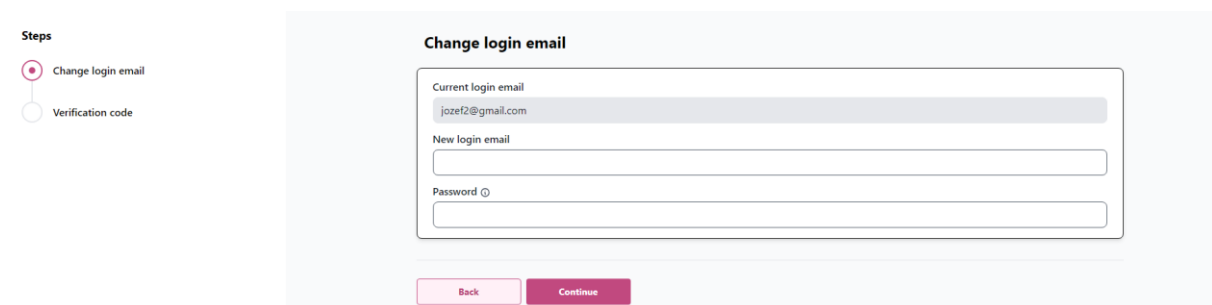


My Profile

Login information

Email	jozef2@gmail.com	Change
Password	*****	Change
Recovery email	jozef3@gmail.com	Change

Fill the new login email and password.



Steps

- Change login email
- Verification code

Change login email

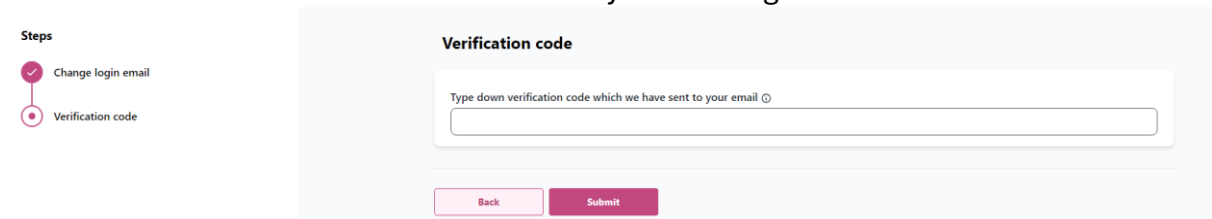
Current login email
jozef2@gmail.com

New login email

Password

[Back](#) [Continue](#)

Use the verification code which was sent to your new login email address.



Steps

- Change login email
- Verification code

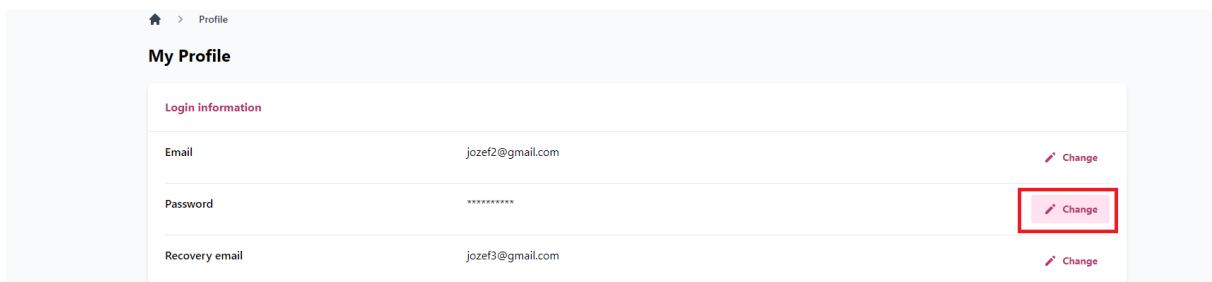
Verification code

Type down verification code which we have sent to your email

[Back](#) [Submit](#)

7.2. Step 2 – Change the password

Use the button “Change” to change your password



My Profile

Login information

Email	jozef2@gmail.com	Change
Password	*****	Change
Recovery email	jozef3@gmail.com	Change

Change login password

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

Steps

- Recovery email

Change login password

Old password

New password

Confirm password

[Back](#) [Change Password](#)

7.3. Step 3 – Change the recovery email address

Use the button “Change” to change your recovery email address.

Profile

My Profile

Login information

Email	jozef2@gmail.com	Change
Password	*****	Change
Recovery email	jozef3@gmail.com	Change

Type your new recovery email address.

Profile information

Email

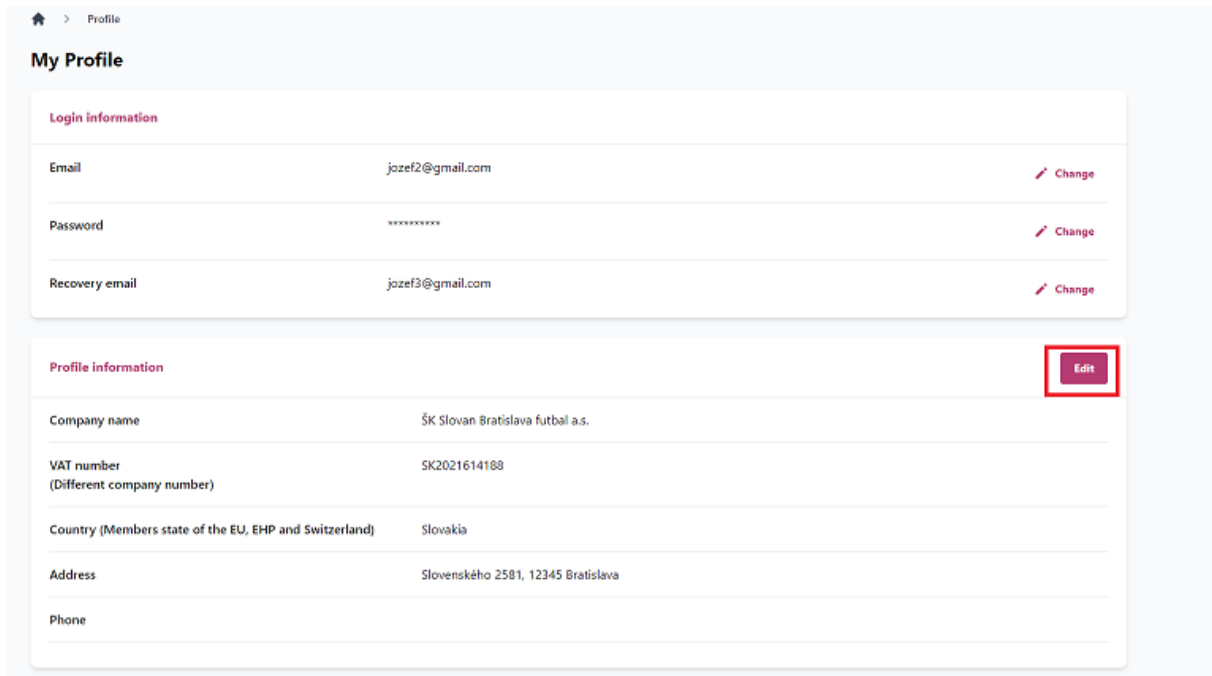
Recovery email

This field is required.

[Back](#) [Save](#)

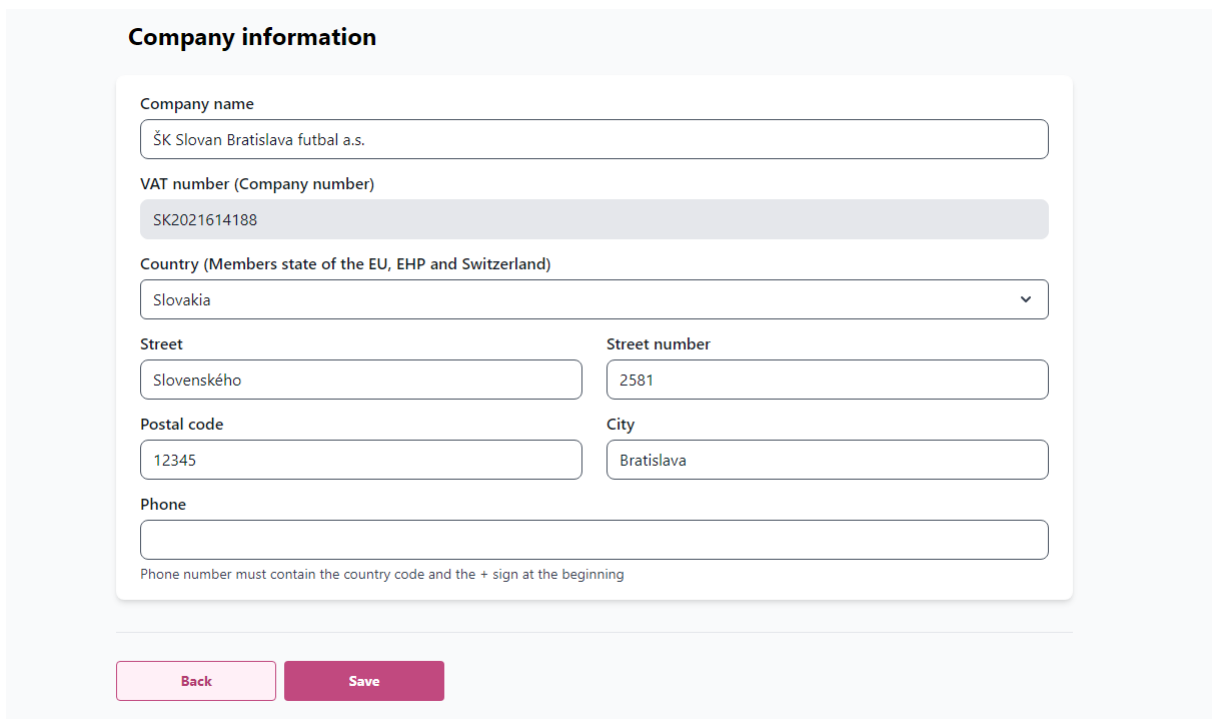
7.4. Step 4 – Change the profile information

Use the button “Edit” to change your profile information.



The screenshot shows the 'My Profile' page. It has a breadcrumb trail 'Home > Profile'. The page is divided into two main sections: 'Login information' and 'Profile information'. The 'Login information' section contains three rows: 'Email' (jozef2@gmail.com), 'Password' (masked with asterisks), and 'Recovery email' (jozef3@gmail.com). Each row has a 'Change' button with a pencil icon. The 'Profile information' section contains five rows: 'Company name' (ŠK Slovan Bratislava futbal a.s.), 'VAT number (Different company number)' (SK2021614188), 'Country (Members state of the EU, EHP and Switzerland)' (Slovakia), 'Address' (Slovenského 2501, 12345 Bratislava), and 'Phone'. An 'Edit' button with a pencil icon is located at the top right of the 'Profile information' section and is highlighted with a red box.

Change your profile information and use the button “Save”



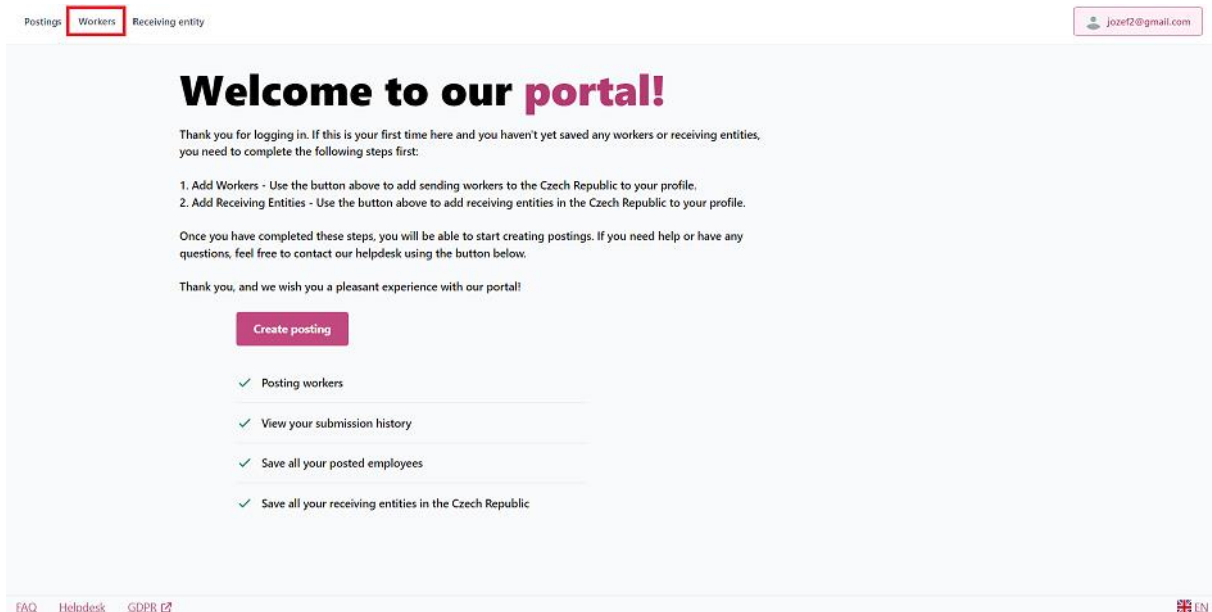
The screenshot shows the 'Company information' form. It contains several input fields: 'Company name' (text input with 'ŠK Slovan Bratislava futbal a.s.'), 'VAT number (Company number)' (text input with 'SK2021614188'), 'Country (Members state of the EU, EHP and Switzerland)' (dropdown menu with 'Slovakia'), 'Street' (text input with 'Slovenského'), 'Street number' (text input with '2581'), 'Postal code' (text input with '12345'), 'City' (text input with 'Bratislava'), and 'Phone' (text input). Below the 'Phone' field, there is a note: 'Phone number must contain the country code and the + sign at the beginning'. At the bottom of the form, there are two buttons: 'Back' and '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

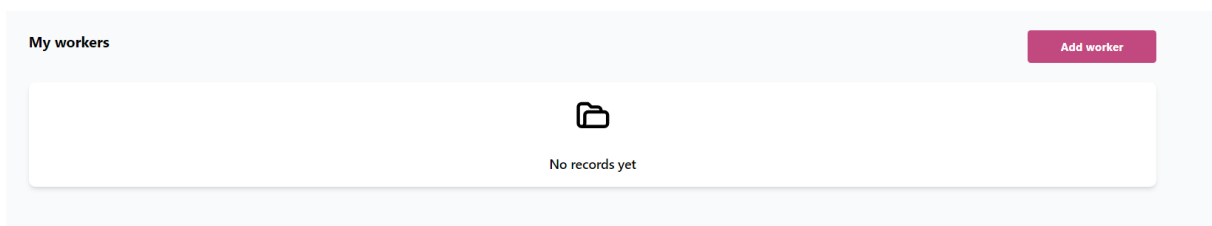
8.1. Step 1 – Workers

Use the button “Workers.”



The screenshot shows the portal's welcome page. At the top, there are navigation tabs: "Postings", "Workers" (highlighted with a red box), and "Receiving entity". In the top right corner, there is a user profile icon and the email address "joze12@gmail.com". The main heading is "Welcome to our portal!". Below this, there is a message: "Thank you for logging in. If this is your first time here and you haven't yet saved any workers or receiving entities, you need to complete the following steps first:". The steps listed are: "1. Add Workers - Use the button above to add sending workers to the Czech Republic to your profile." and "2. Add Receiving Entities - Use the button above to add receiving entities in the Czech Republic to your profile." Below the steps, there is another message: "Once you have completed these steps, you will be able to start creating postings. If you need help or have any questions, feel free to contact our helpdesk using the button below." and "Thank you, and we wish you a pleasant experience with our portal!". There is a "Create posting" button and a list of four items with checkmarks: "Posting workers", "View your submission history", "Save all your posted employees", and "Save all your receiving entities in the Czech Republic". At the bottom left, there are links for "FAQ", "Helpdesk", and "GDPR". At the bottom right, there is a language selector showing "EN".

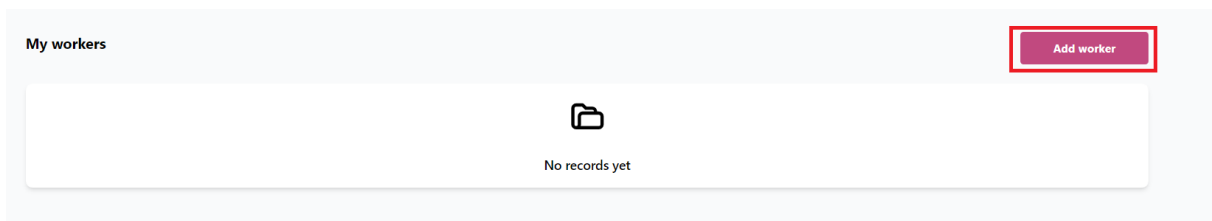
Under the tab “Workers”, you can find and administer workers registered to perform work in the Czech Republic This is the place where you can also register new ones.



The screenshot shows the "My workers" page. At the top left, it says "My workers". At the top right, there is a red "Add worker" button. The main content area is a large white box with a folder icon and the text "No records yet".

8.2. Step 2 - Add Worker

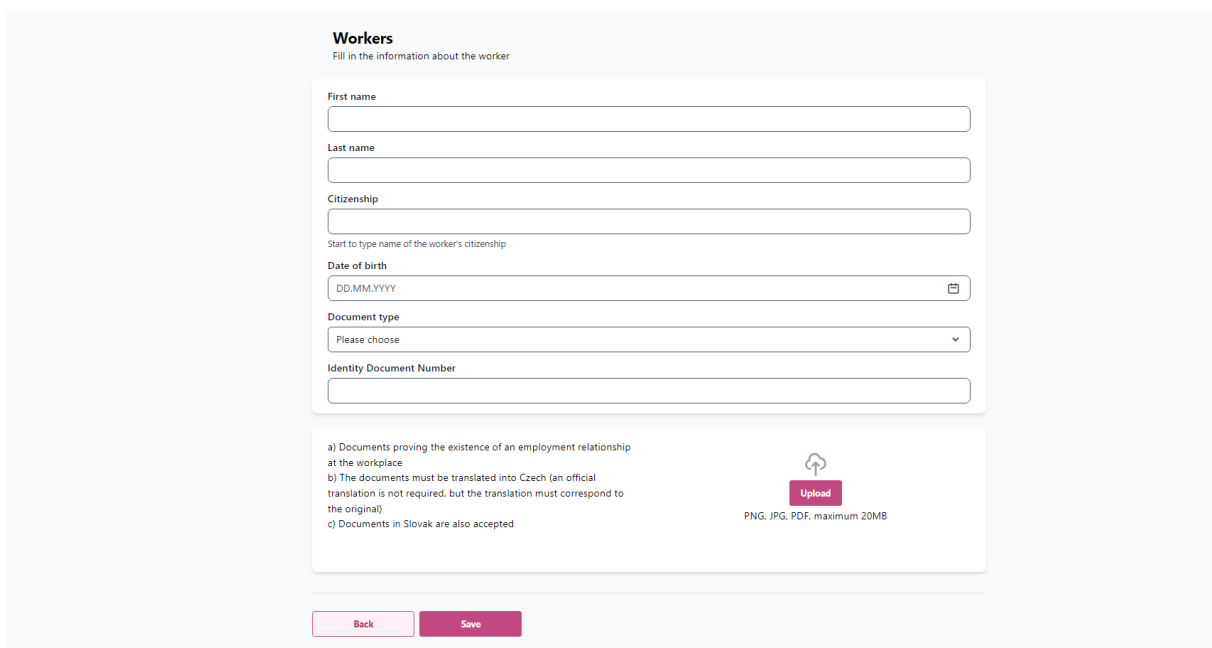
Click on button “Add worker”



This screenshot is identical to the previous one, showing the "My workers" page. The "Add worker" button at the top right is highlighted with a red box.

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.

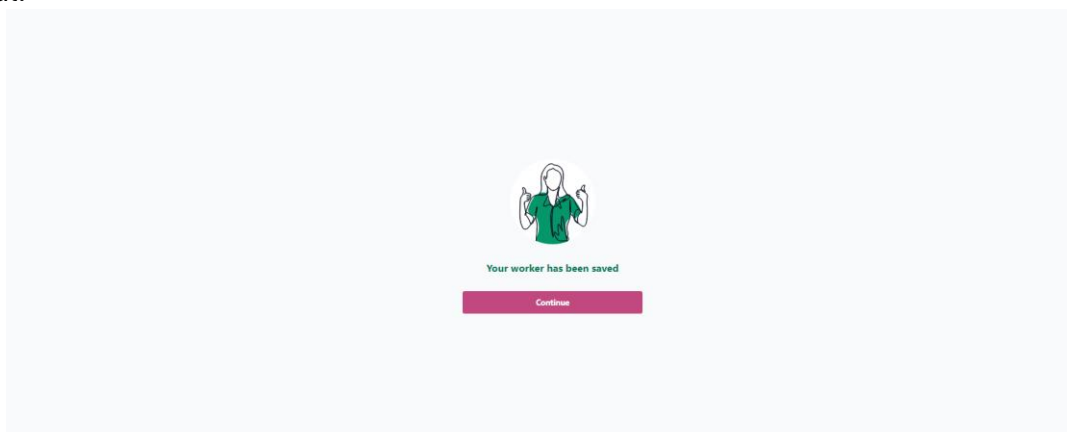


The screenshot shows a web form titled "Workers" with the subtitle "Fill in the information about the worker". The form contains the following fields and elements:

- First name:** A text input field.
- Last name:** A text input field.
- Citizenship:** A text input field with a small hint below it: "Start to type name of the worker's citizenship".
- Date of birth:** A date picker field with the format "DD.MM.YYYY".
- Document type:** A dropdown menu with the option "Please choose".
- Identity Document Number:** A text input field.
- Attachments:** A section with three instructions:
 - a) Documents proving the existence of an employment relationship at the workplace
 - b) The documents must be translated into Czech (an official translation is not required, but the translation must correspond to the original)
 - c) Documents in Slovak are also acceptedNext to these instructions is an "Upload" button with a cloud icon and the text "PNG, JPG, PDF, maximum 20MB".
- Navigation:** At the bottom of the form are two buttons: "Back" and "Save".

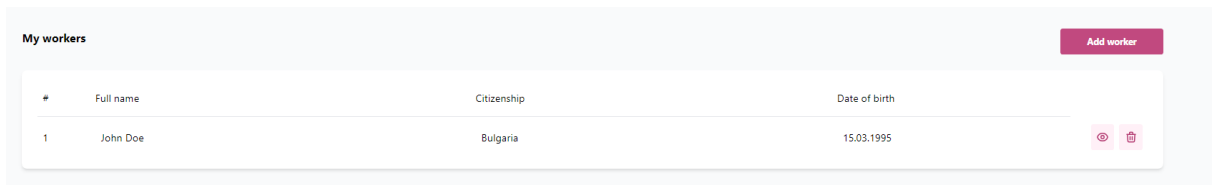
8.4. Step 4 – Confirmation of saved worker

If all your information is fulfilled correctly, your worker will be successfully saved to the portal.



8.5. Step 4 – Manage your Worker´s list

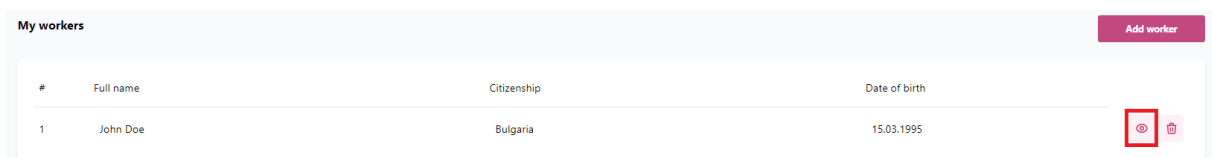
Once you register new worker it appears on the workers table list on the tab “Workers”.



#	Full name	Citizenship	Date of birth
1	John Doe	Bulgaria	15.03.1995

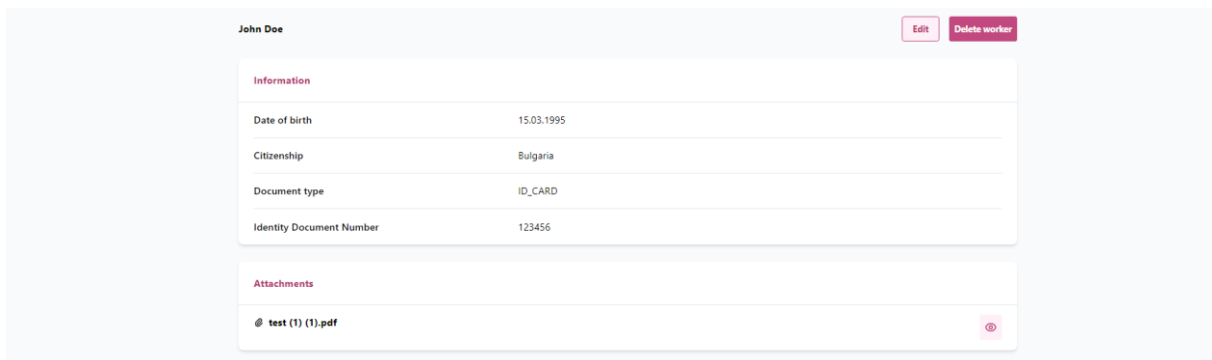
8.6. Step 5 - Edit Worker

If you want to see worker’s detail, click on “eye” icon on table record.



#	Full name	Citizenship	Date of birth
1	John Doe	Bulgaria	15.03.1995

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



John Doe Edit Delete worker

Information

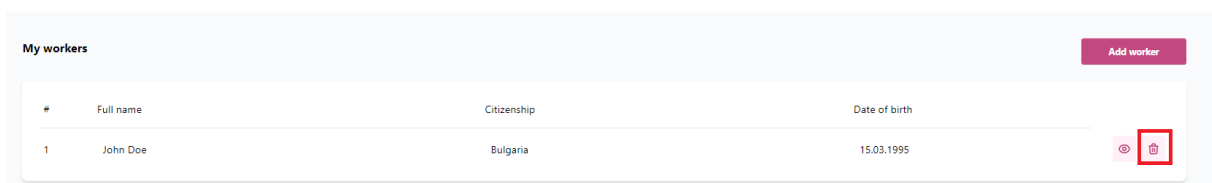
Date of birth	15.03.1995
Citizenship	Bulgaria
Document type	ID_CARD
Identity Document Number	123456

Attachments

test (1) (1).pdf

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.



#	Full name	Citizenship	Date of birth
1	John Doe	Bulgaria	15.03.1995

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

John Doe Edit Delete worker

Information

Date of birth	15.03.1995
Citizenship	Bulgaria
Document type	ID_CARD
Identity Document Number	123456

Attachments

test (1) (1).pdf

If you delete saved worker, this step is irreversible.

John Doe Edit Delete worker

Information

Date of birth	15.03.1995
Citizenship	Bulgaria
Document type	ID_CARD

Delete worker

This step is irreversible.

Cancel Delete worker

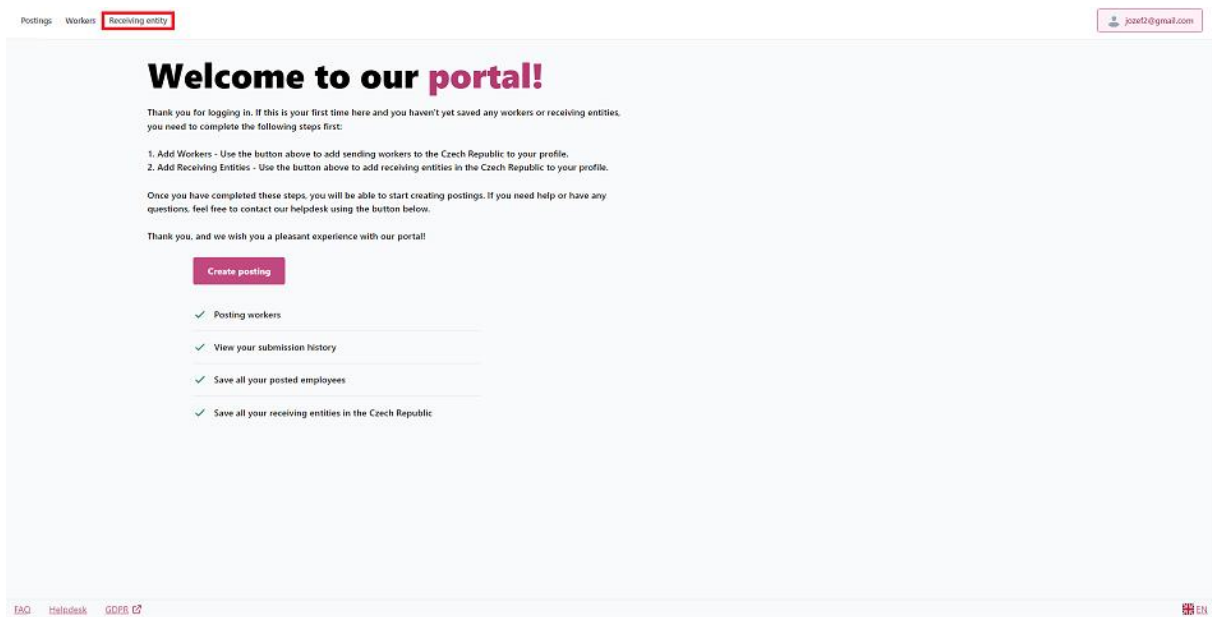
Note: if you delete saved worker, it does not affect your postings, which you have already created.

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.”



Postings Workers **Receiving entity** jjzel2@gmail.com

Welcome to our portal!

Thank you for logging in. If this is your first time here and you haven't yet saved any workers or receiving entities, you need to complete the following steps first:

1. Add Workers - Use the button above to add sending workers to the Czech Republic to your profile.
2. Add Receiving Entities - Use the button above to add receiving entities in the Czech Republic to your profile.

Once you have completed these steps, you will be able to start creating postings. If you need help or have any questions, feel free to contact our helpdesk using the button below.

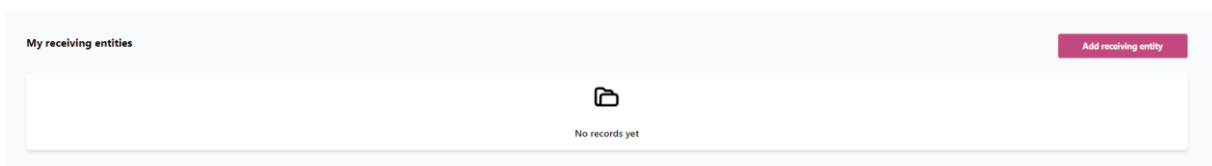
Thank you, and we wish you a pleasant experience with our portal!

[Create posting](#)

- ✓ Posting workers
- ✓ View your submission history
- ✓ Save all your posted employees
- ✓ Save all your receiving entities in the Czech Republic

FAQ Helpdesk GDPR EN

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.

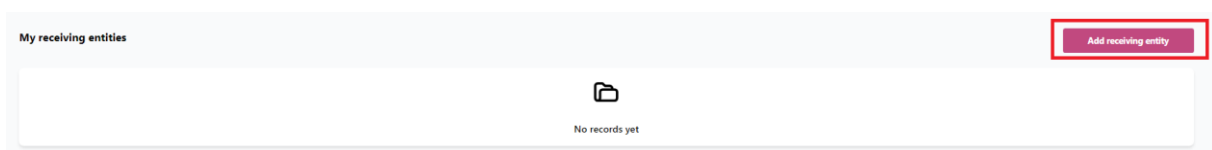


My receiving entities [Add receiving entity](#)

No records yet

9.2. Step 2 - Add receiving entity

Click on button “Add receiving entity”



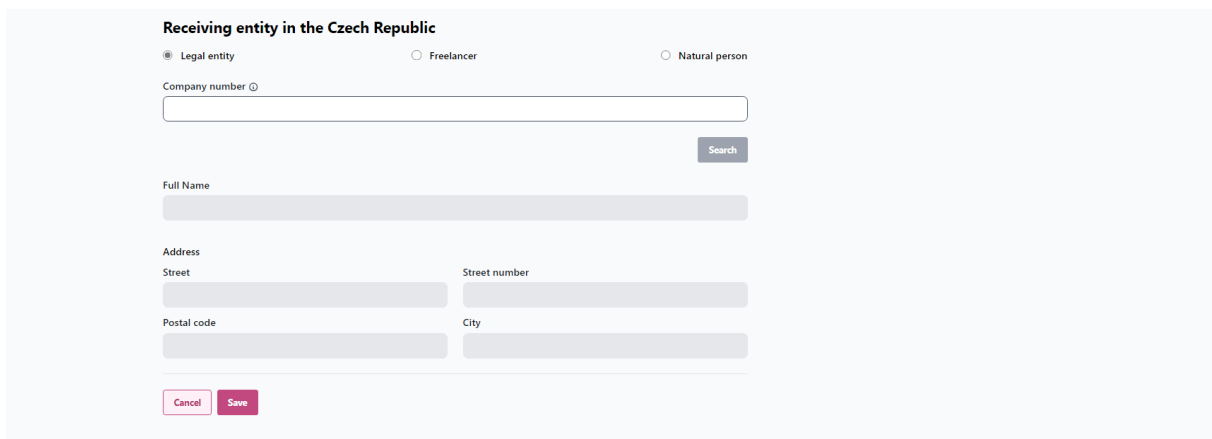
My receiving entities [Add receiving entity](#)

No records yet

9.3. Step 3 – Fill in the information about the receiving entity

Choose one 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



The screenshot shows a form titled "Receiving entity in the Czech Republic". At the top, there are three radio buttons: "Legal entity" (selected), "Freelancer", and "Natural person". Below this is a "Company number" input field with a search icon on the right. A "Search" button is located to the right of the input field. Below the search field is a "Full Name" input field. Underneath is the "Address" section, which includes four input fields: "Street", "Street number", "Postal code", and "City". At the bottom of the form are "Cancel" and "Save" buttons.

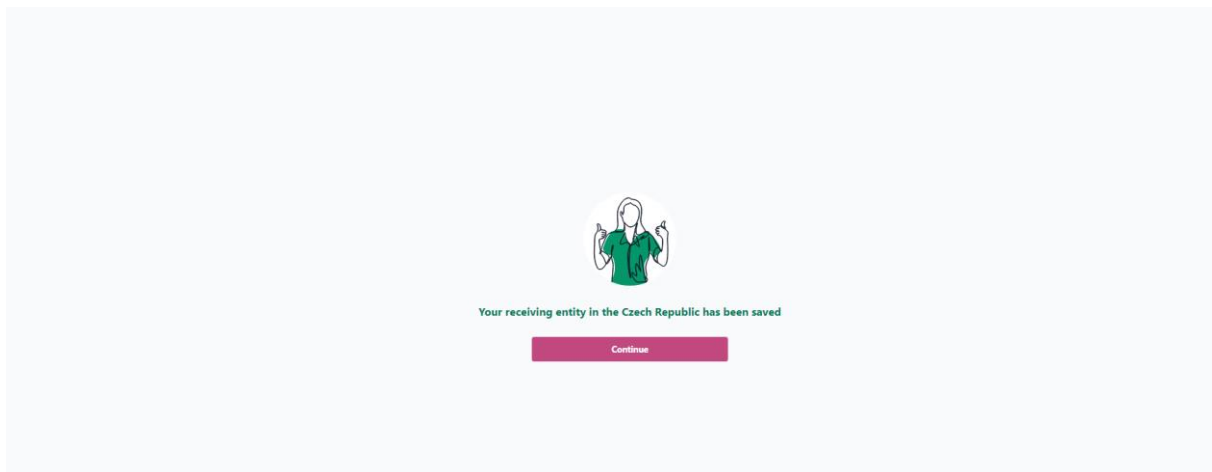
2. If you choose natural person as your receiving entity, you need to fill full name of receiving entity person and work performance address.



The screenshot shows the same form titled "Receiving entity in the Czech Republic". At the top, the radio buttons are "Legal entity", "Freelancer", and "Natural person" (selected). Below this is a "Full Name" input field. Underneath is the "Work performance addresses" section, which includes four input fields: "Street", "Street number", "Postal code", and "City". At the bottom of the form are "Cancel" and "Save" buttons.

9.4. Step 4 – Confirmation of saved receiving entity

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



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

#	Status	Full name	Identification number	Address	
1	Legal entity	Asseco Central Europe, a.s.	27074358	Budějovická 778, 14000 Praha	

9.6. Step 6 – Receiving entity´s list

If you want to see receiving entity detail, click on “eye” icon on table record.

#	Status	Full name	Identification number	Address	
1	Legal entity	Asseco Central Europe, a.s.	27074358	Budějovická 778, 14000 Praha	

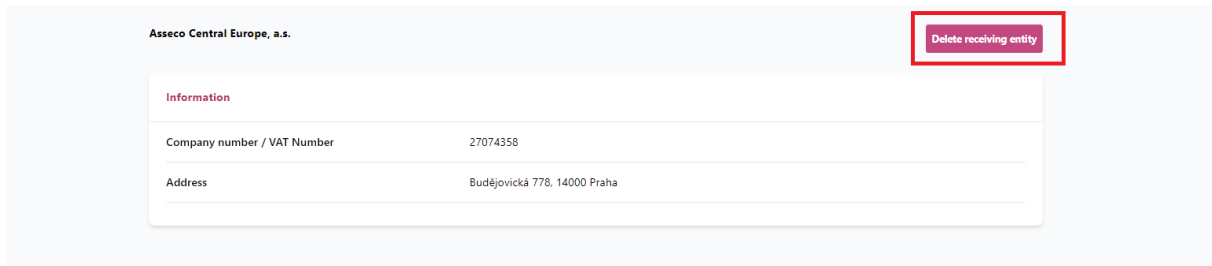
Note: if you want to change the information about the receiving entity, you need to delete the receiving entity and add it as new one.

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.

#	Status	Full name	Identification number	Address	
1	Legal entity	Asseco Central Europe, a.s.	27074358	Budějovická 778, 14000 Praha	

You can also delete saved receiving entity on receiving entity's detail information.

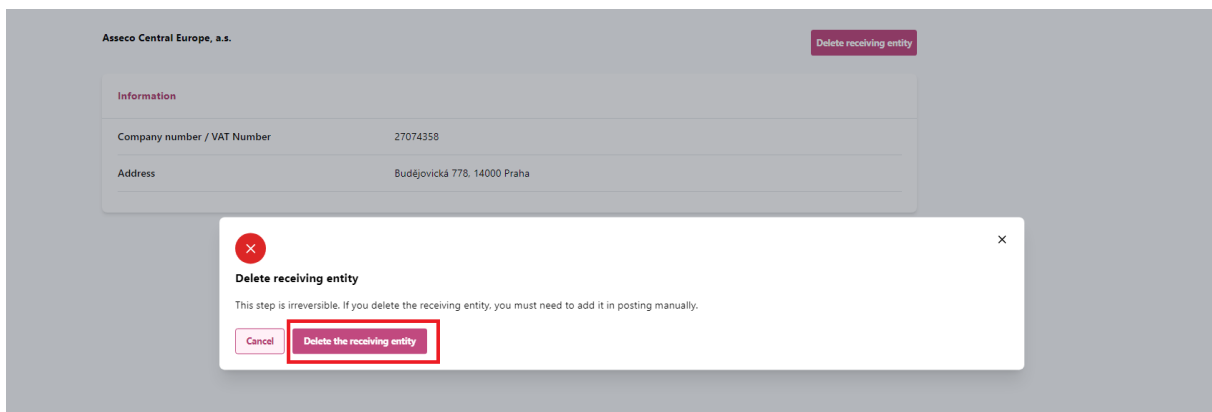


Asseco Central Europe, a.s. Delete receiving entity

Information

Company number / VAT Number	27074358
Address	Budějovická 778, 14000 Praha

If you delete saved receiving entity, this step is irreversible.



Asseco Central Europe, a.s. Delete receiving entity

Information

Company number / VAT Number	27074358
Address	Budějovická 778, 14000 Praha

✕ ✕

Delete receiving entity

This step is irreversible. If you delete the receiving entity, you must need to add it in posting manually.

Cancel Delete the receiving entity

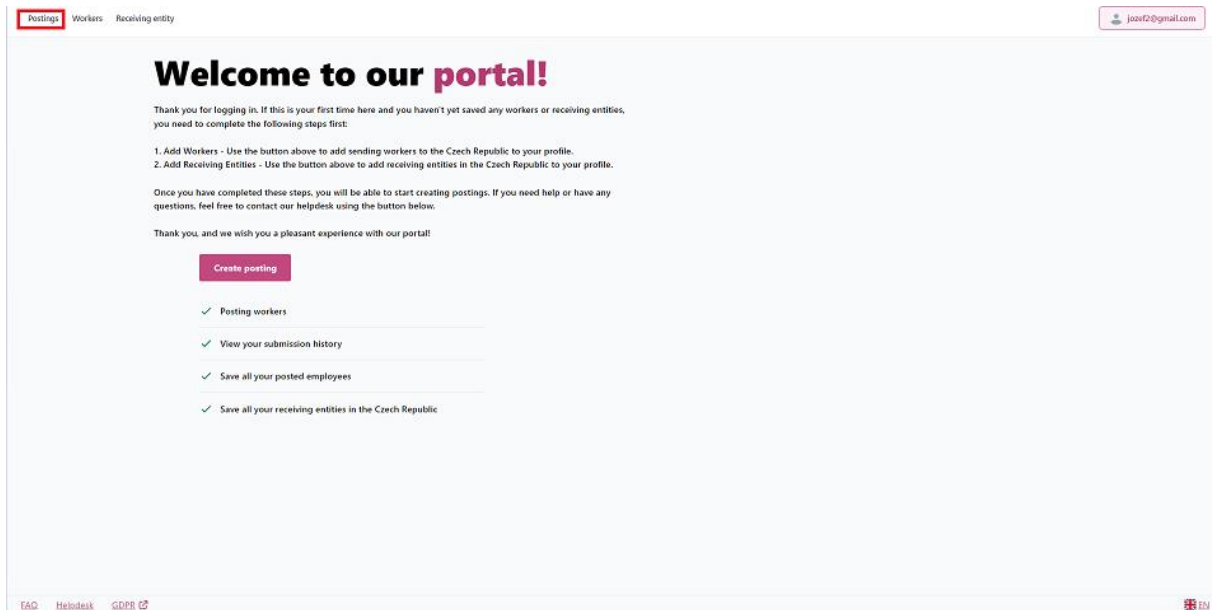
Note: if you delete saved receiving entity, it does not affect your postings, which you have already created.

10. Posting

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

10.1. Step 1 – Postings

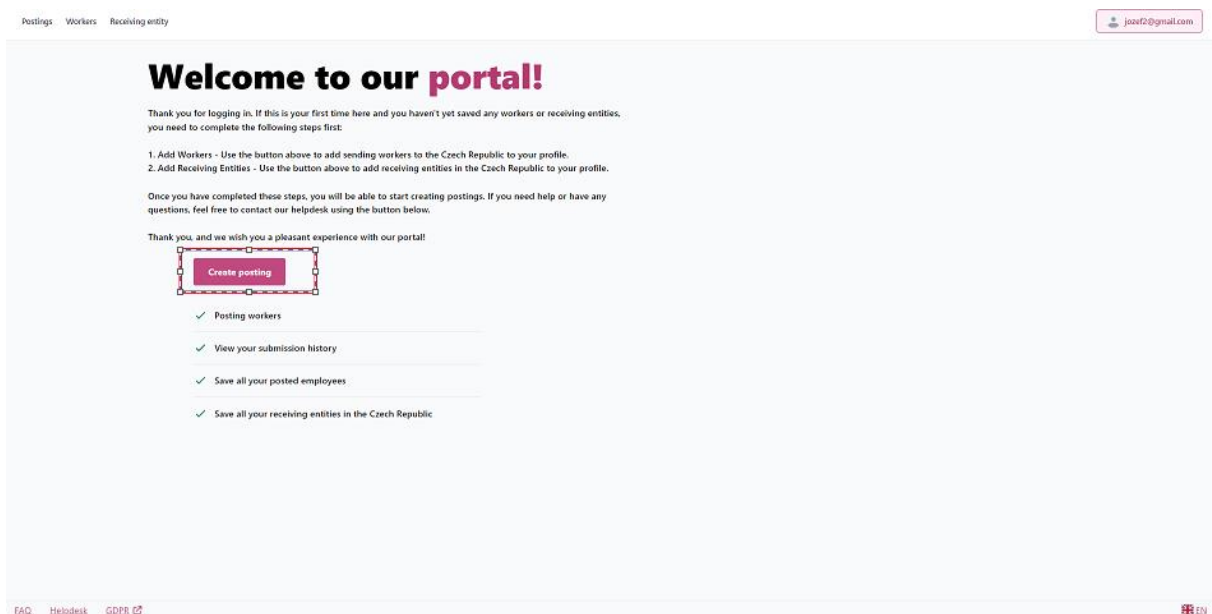
Use the button “Postings.”



The screenshot shows the portal's home page. At the top left, there are navigation tabs: 'Postings' (highlighted with a red box), 'Workers', and 'Receiving entity'. At the top right, there is a user profile icon and the email address 'jozef2@gmail.com'. The main heading is 'Welcome to our portal!'. Below the heading, there is a message: 'Thank you for logging in. If this is your first time here and you haven't yet saved any workers or receiving entities, you need to complete the following steps first:'. The steps are: '1. Add Workers - Use the button above to add sending workers to the Czech Republic to your profile.' and '2. Add Receiving Entities - Use the button above to add receiving entities in the Czech Republic to your profile.'. Below the steps, there is a message: 'Once you have completed these steps, you will be able to start creating postings. If you need help or have any questions, feel free to contact our helpdesk using the button below:'. At the bottom of the message, there is a 'Thank you, and we wish you a pleasant experience with our portal!'. In the center, there is a red button labeled 'Create posting'. Below the button, there is a list of four items, each with a checkmark: 'Posting workers', 'View your submission history', 'Save all your posted employees', and 'Save all your receiving entities in the Czech Republic'. At the bottom left, there are links for 'FAQ', 'Helpdesk', and 'GDPR'. At the bottom right, there is a small red icon.

10.2. Step 2 – Create posting

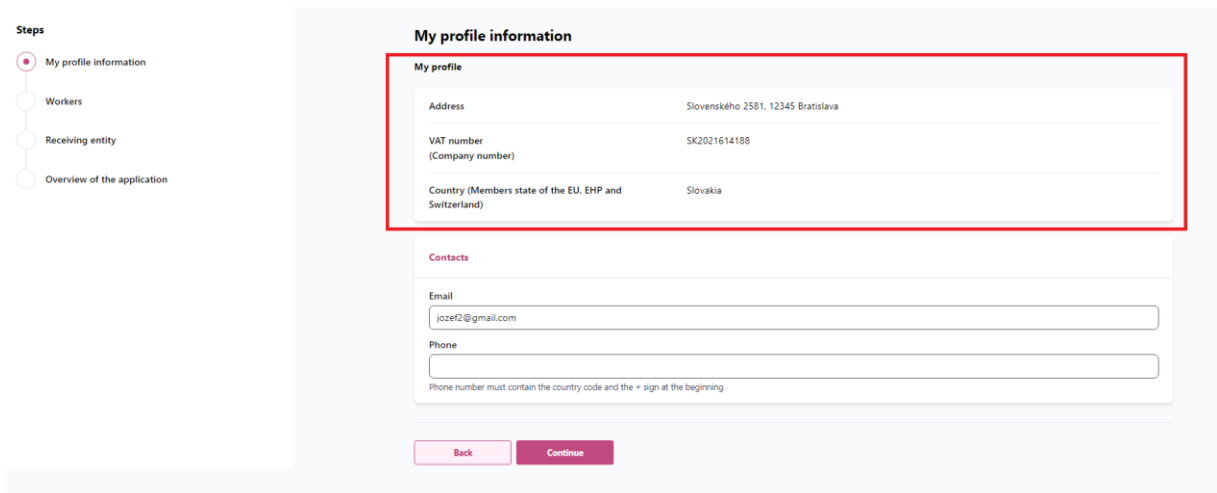
Click on the button “Create posting”



The screenshot shows the portal's home page, identical to the previous one. The 'Create posting' button is now highlighted with a red dashed box. The rest of the page content remains the same.

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.



Steps

- My profile information
- Workers
- Receiving entity
- Overview of the application

My profile information

My profile

Address	Slovenského 2581, 12345 Bratislava
VAT number (Company number)	SK2021614188
Country (Members state of the EU, EHP and Switzerland)	Slovakia

Contacts

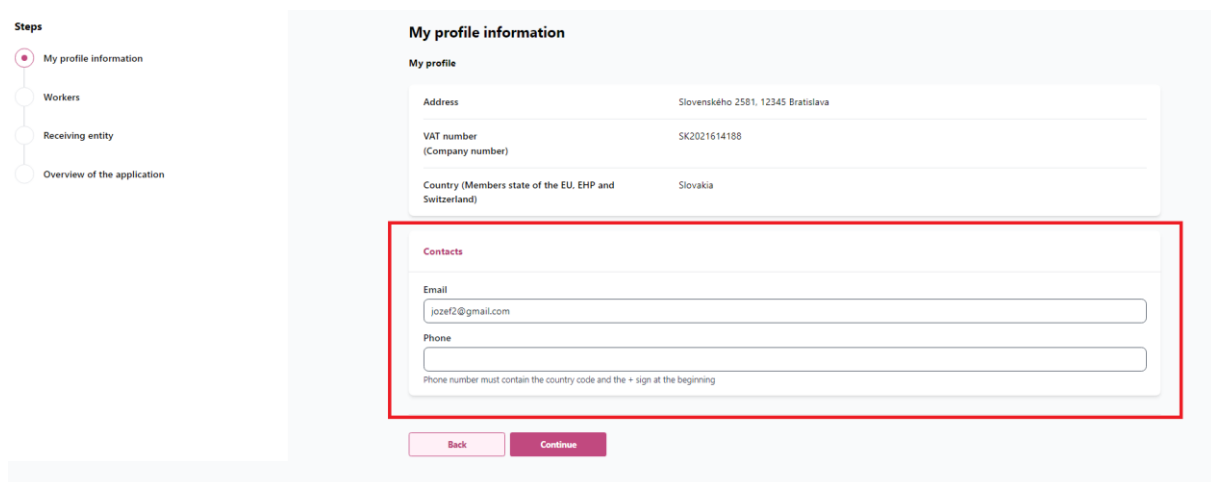
Email: jozef2@gmail.com

Phone:

Phone number must contain the country code and the + sign at the beginning

[Back](#) [Continue](#)

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



Steps

- My profile information
- Workers
- Receiving entity
- Overview of the application

My profile information

My profile

Address	Slovenského 2581, 12345 Bratislava
VAT number (Company number)	SK2021614188
Country (Members state of the EU, EHP and Switzerland)	Slovakia

Contacts

Email: jozef2@gmail.com

Phone:

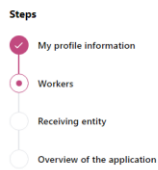
Phone number must contain the country code and the + sign at the beginning

[Back](#) [Continue](#)

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



Workers

Please choose workers sending to the Czech republic

Find your worker

Joh
John Doe, 23.03.1995, BG, ID card 1234567

Workers

Please add workers to the posting.

From To (optional)

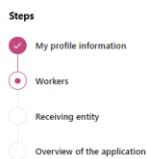
Type of posting
Please choose

Field of business (NACE)
Please choose
Field of business or Nature of the service is required

Nature of the service
Maximum 30 characters
Field of business or Nature of the service is required

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



Workers

Please choose workers sending to the Czech republic

Find your worker

Workers

Please add workers to the posting.

From To (optional)

Type of posting
Please choose

Field of business (NACE)
Please choose
Field of business or Nature of business is required

Nature of the service
Maximum 30 characters
Field of business or Nature of business is required

[Back](#) [Continue](#)

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



- Steps
- My profile information
 - Workers
 - Receiving entity
 - Overview of the application

Receiving entity

Please choose receiving entity in the Czech republic

Find your receiving entity

Ass

Asseco Central Europe, a.s., 27074358, Budějovická 778, 14000 Praha

Same Address of the place of work performance as the company headquarters?

Yes No

[Back](#) [Continue](#)

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

- Steps
- My profile information
 - Workers
 - Receiving entity
 - Overview of the application

Receiving entity

Please choose receiving entity in the Czech republic

Find your receiving entity

Asseco Central Europe, a.s., 27074358, Budějovická 778, 14000 Praha

Same Address of the place of work performance as the company headquarters?

Yes No

Work performance addresses (you can add up to 5 addresses)

1

Street Street number

Postal code City

[Add next address](#)

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

- Steps
- My profile information
 - Workers
 - Receiving entity
 - Overview of the application

My profile information

My profile

Address Slovenského 2581, 12345 Bratislava

VAT number (Company number) SK2021614188

Country (Members state of the EU, EHP and Switzerland) Slovakia

Contacts

Email

Phone

Phone number must contain the country code and the + sign at the beginning

[Back](#) [Continue](#)

10.6. Step 6 – Check the Overview of the application

1. Check all your data which you filled.



Overview of the application

Please check all your information before submit your application.

ŠK Slovan Bratislava futbal a.s.	
Address	Slovenského 2581, 12345 Bratislava
VAT number (Company number)	SK2021614188
Country (Members state of the EU, EHP and Switzerland)	Slovakia
Contacts	Email: jozef2@gmail.com Phone: -

Workers

#	Full name	Citizenship	Date of birth	Document number
1	John Doe	BG	23.03.1995	1234567

Type of action	Posting
Posting time	From: 01.07.2024 To: -
Type of posting	Intra-group posting

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.

1	John Doe	BG	23.03.1995	1234567
---	----------	----	------------	---------

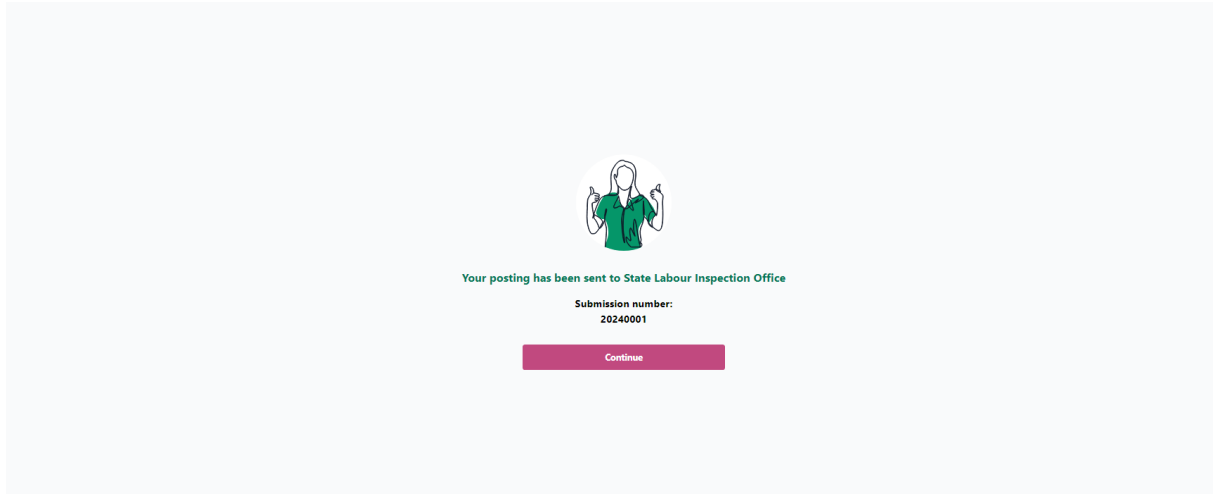
Type of action	Posting
Posting time	From: 01.07.2024 To: -
Type of posting	Intra-group posting
Field of business (NACE)	Water supply; sewerage, waste management and remediation act

Asseco Central Europe, a.s.

Company number	27074358
Address	Budějovická 778, 14000 Praha
Same Address of the place of work performance as the company headquarters?	Yes

10.7. Step 7 – Confirmation of your Posting

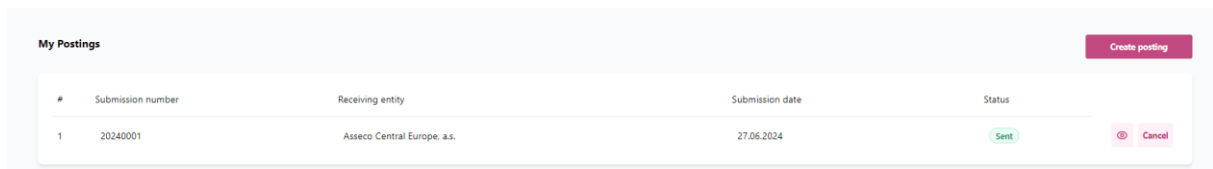
If all you filled all the information in your application, your posting will be successfully sent to State Labour Inspection Office.



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”.



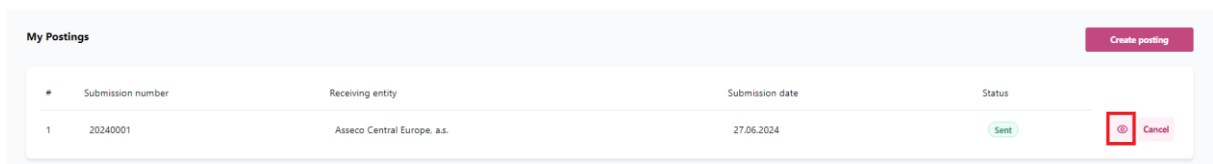
The image shows a table titled "My Postings" with a "Create posting" button in the top right corner. The table has the following columns: #, Submission number, Receiving entity, Submission date, and Status. There is one row of data.

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

At the end of the row, there is a "Cancel" button with a red icon.

10.9. Step 9 – Edit Posting

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



The image shows the same "My Postings" table as in the previous image, but with a red box highlighting an eye icon next to the "Cancel" button in the "Status" column of the first row.

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

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

Detail

Posting Sent Cancel Edit

Submission date: 27.06.2024 Submission number: 20240001

ŠK Slovan Bratislava futbal a.s.

Address	Slovenského 2581, 12345 Bratislava
VAT number (Company number)	SK2021614188
Country (Members state of the EU, EHP and Switzerland)	Slovakia
Contacts	Email: jozef2@gmail.com Phone: -

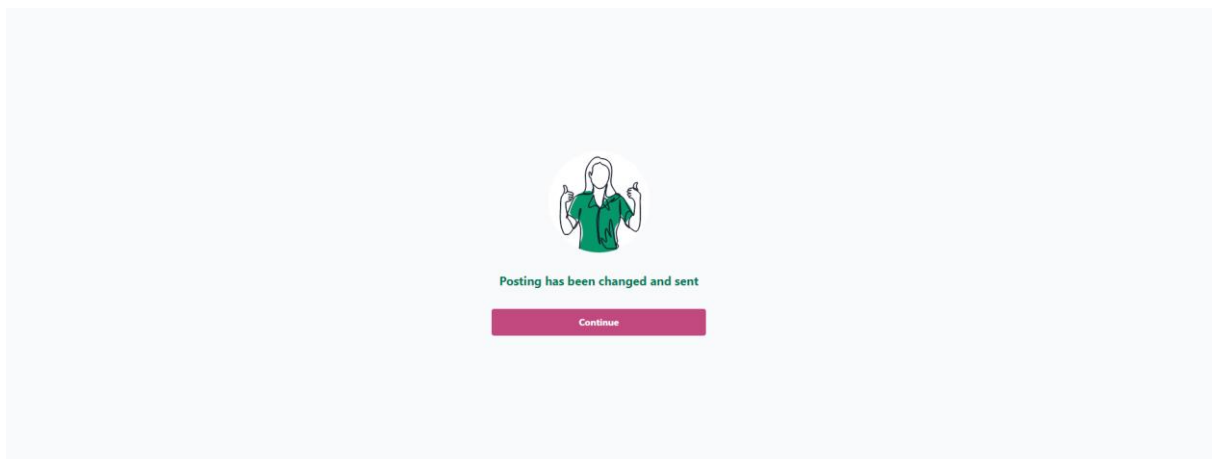
Workers

John Doe

Asseco Central Europe, a.s.

Company number	27074358
Address	Budějovická 778, 14000 Praha
Same Address of the place of work performance as the company headquarters?	Yes

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



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.

The screenshot shows a web form titled "My Profile" with the following fields:

- Company name:** ŠK Slovan Bratislava futbal a.s.
- VAT number:** SK2021614188
- Country (Members state of the EU, EHP and Switzerland):** Slovakia
- Address:**
 - Street:** Slovenského
 - Street number:** 2581
 - Postal code:** 12345
 - City:** Bratislava
- Contacts:**
 - Email:** jozef2@gmail.com
 - Phone:** (empty field)

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)



Posting Extension of posting End of posting

From: 01.07.2024 To (optional): DD.MM.YYYY

Reason of extension: Maximum 50 characters

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)

Posting Extension of posting End of posting

To: DD.MM.YYYY

This field is required.

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

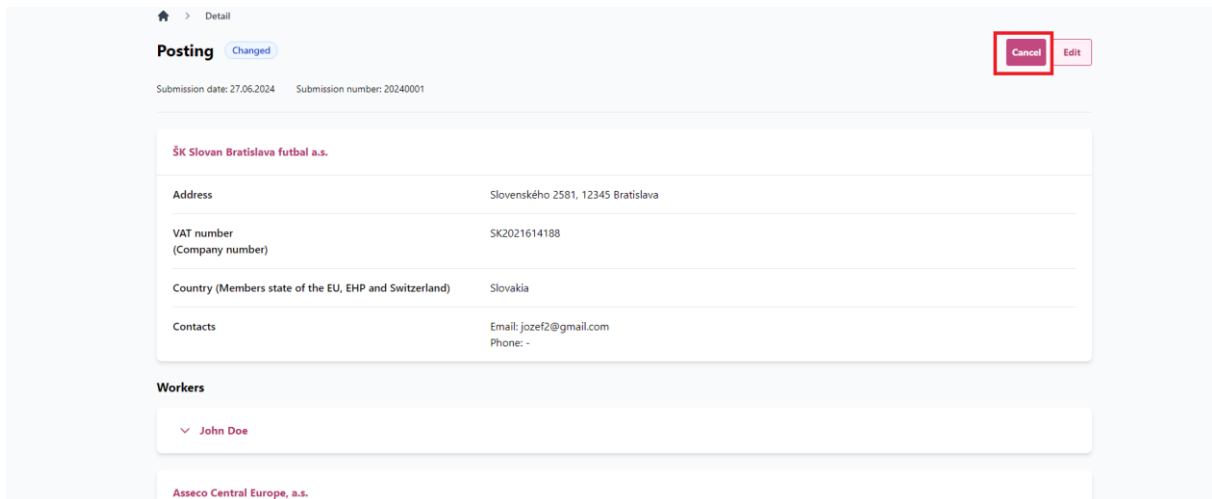
10.10. Step 10 - Cancel posting

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

My Postings Create posting

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

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



Detail

Posting Changed Cancel Edit

Submission date: 27.06.2024 Submission number: 20240001

ŠK Slovan Bratislava futbal a.s.

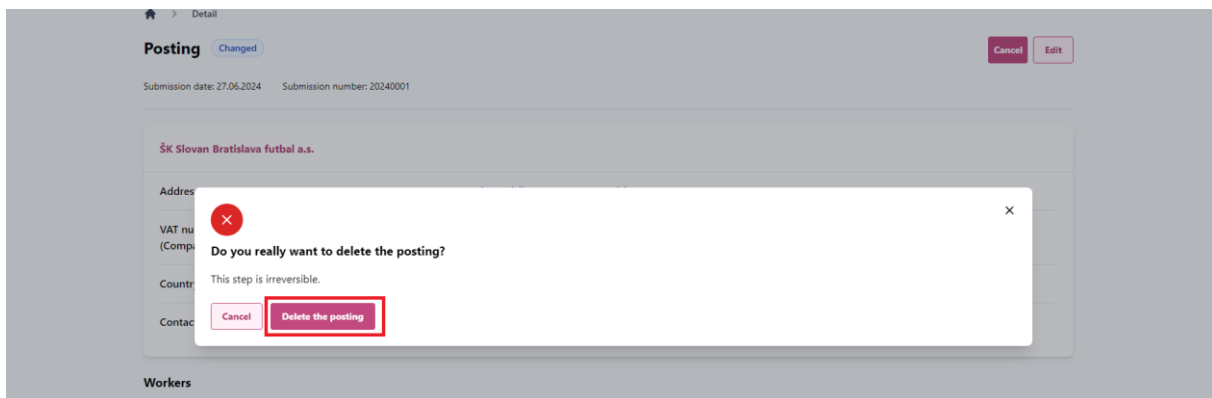
Address	Slovenského 2581, 12345 Bratislava
VAT number (Company number)	SK2021614188
Country (Members state of the EU, EHP and Switzerland)	Slovakia
Contacts	Email: jozef2@gmail.com Phone: -

Workers

John Doe

Asseco Central Europe, a.s.

If you cancel your posting, this step is irreversible.



Detail

Posting Changed Cancel Edit

Submission date: 27.06.2024 Submission number: 20240001

ŠK Slovan Bratislava futbal a.s.

Address	Slovenského 2581, 12345 Bratislava
VAT number (Company number)	SK2021614188
Country (Members state of the EU, EHP and Switzerland)	Slovakia
Contacts	Email: jozef2@gmail.com Phone: -

Workers

John Doe

Asseco Central Europe, a.s.

Do you really want to delete the posting?

This step is irreversible.

Cancel Delete the posting

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).