

HelloFlex Tutorials

HelloFlex Sign for Candidate



DATE

23-10-2023



DOCUMENT VERSION

R3

DISCLAIMER

HelloFlex has compiled the information in this document with the utmost care. Nevertheless, HelloFlex management is not responsible for any errors, inaccuracies or omissions in this information and assumes no liability for any consequences of decisions based on the information provided in this document. By putting this software version/update into production, you accept this new software. You must monitor the processing output closely in the first few weeks after commissioning. All our transactions are subject to our terms and conditions (Fenit). A copy of these terms of delivery is available upon request.

Table of Contents

Introduction	2
Signing documents	3
Approval.....	4
Rejection.....	5
Sign	5
Icons	5
Approve and sign documents using your smartphone.....	6

Introduction

The HelloFlex Sign tool enables users to view, review and sign documents online.

You always sign your employment contract(s) with a digital signature.

The *Documents and Contracts* module is key to the process. These instructions explain the process of viewing and signing documents.

Signing documents

Once you have created an account, you will receive an email notification from us when a contract, placement confirmation, or other document is ready for review and approval or signing.

The email will include a link to the document. Click the link in the email and sign in to HelloFlex with your email address and password to view the document.

If there are multiple documents, you can click on the link to one of them or click "View All" at the bottom. This will open an overview page of documents awaiting approval or signing, from where you can open the individual documents.

The image shows a composite of two screenshots. On the left is an email notification from HelloFlex group. The email content includes: "Er staan nieuwe documenten voor je klaar", "Beste Jan van Training,", "Er staan nieuwe documenten voor je klaar. Klik op de link en lees deze goed door.", "Gaat het om goed te keuren documenten, klik op de knop 'Goedkeuren' als je akkoord bent.", "Succes!", "Inlenerbeloning", "Arbeidsovereenkomst 103799", a pink button "Bekijk alle (2)", and a URL "https://training.helloflex.com/deer". On the right is a screenshot of a web application interface titled "Demo contract". It features a dark header with "Action" and navigation arrows. Below the header, there are two summary cards: "HelloFlex Handleiding Contactperson Employer" with a "0" and "Timecard", and "0 Timecard". The main content area is titled "Documents 2" and lists two documents: "105326 - HelloFlex Handleiding * Contract document Candidate" with a "To be Signed" status and an "Open & Sign" button, and "Loonbelastingverklaring * Payroll tax statement" with a "To be Approved" status and an "Open & Sign" button.

Once you have opened the document, read it through.

Opdrachtbevestiging 105326 - Candidate Manuals

1 / 1

Geachte heer/mevrouw Employer,

Wij bevestigen hierbij dat wij met de hierna genoemde persoon op uw verzoek een arbeidsovereenkomst hebben afgesloten. Dat gebeurt volgens onderstaande voorwaarden.

Naam	: Candidate Manuals
Geboortedatum	: 01 januari 1980
Legitimatie	: Europese identiteitskaart 12345678, geldig tot 01 januari 2025
In de functie van	: Demo contract
Werkzaamheden	:
Afdeling / kostenplaats	: /
Contactpersoon	: C. Employer
Begindatum opdracht	: 01 augustus 2023
Vermoedelijke einddatum opdracht	: 31 december 2023
Aantal uren per week	: 40,00 uur
Uurtarief	: € 35,00 exclusief BTW
Betalingstermijn	:
Vergoeding(en)	:
Bijzonderheden	:

Op al onze diensten zijn de Algemene Voorwaarden van Sales Demo van toepassing. Deze kunt u downloaden op onze website .

Met vriendelijke groet,
HelloFlex Manuals

Straat 1
1211 AA Hilversum
0600000000

Approval

If the document is in order, click the **green** "Sign" button at the bottom.

The following window will be displayed:

Read confirmation ✕

I have read this document

Check "I have read this document".

Rejection

If the document is not in order, click "Reject" at the bottom. You will be asked to indicate why you are rejecting this document. This is mandatory.

Upon rejection, the document status will change to "Rejected". We now need to take action on this and offer a revised or new document. You will receive another email when a new or revised document is ready for review.

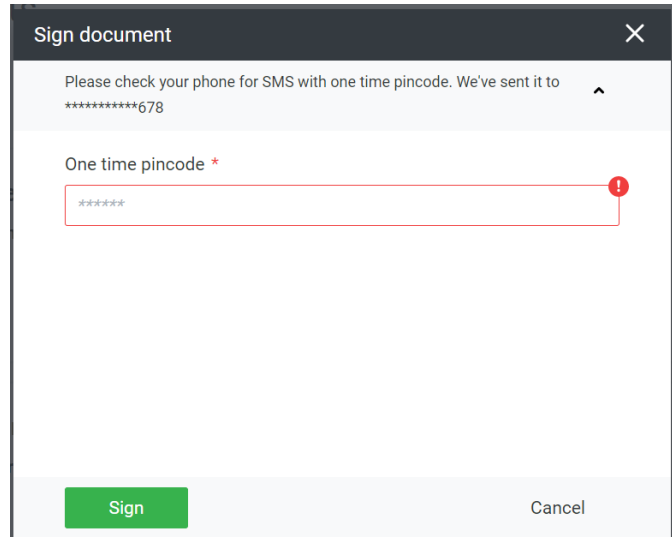
Sign

We ask for a digital signature for contracts.

If applicable, you will be asked to sign the document after approval. This is done using an SMS code sent to your mobile during the signing process.

If the document must be signed with a security code, the screen on the right will be displayed. Enter the code you received by SMS and click "Sign".

The digital signature is now in place, and the document is officially signed.



Example of a digital signature on a document:



Icons

Lastly, an explanation of the icons displayed with the documents.

The green symbols refer to the "Sign-level"; is it sufficient that a document is only read and approved, or is a digital signature required?

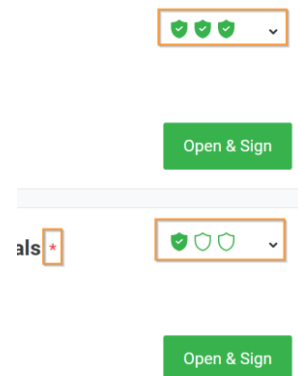
Three green icons indicate Sign-level 3; the document must be digitally signed. One green icon indicates Sign-level 1; approval is sufficient.

If there is an asterisk next to the document, the document *must be* approved or signed before the status of an associated contract may be changed to "Active". If a contract is not active, it cannot be remunerated.

It is important that you sign on time and that we always have your correct mobile number on record.

You can also approve and sign documents on your smartphone.

Read on to find out how.



Approve and sign documents using your smartphone

Click the link in the email to open the document.

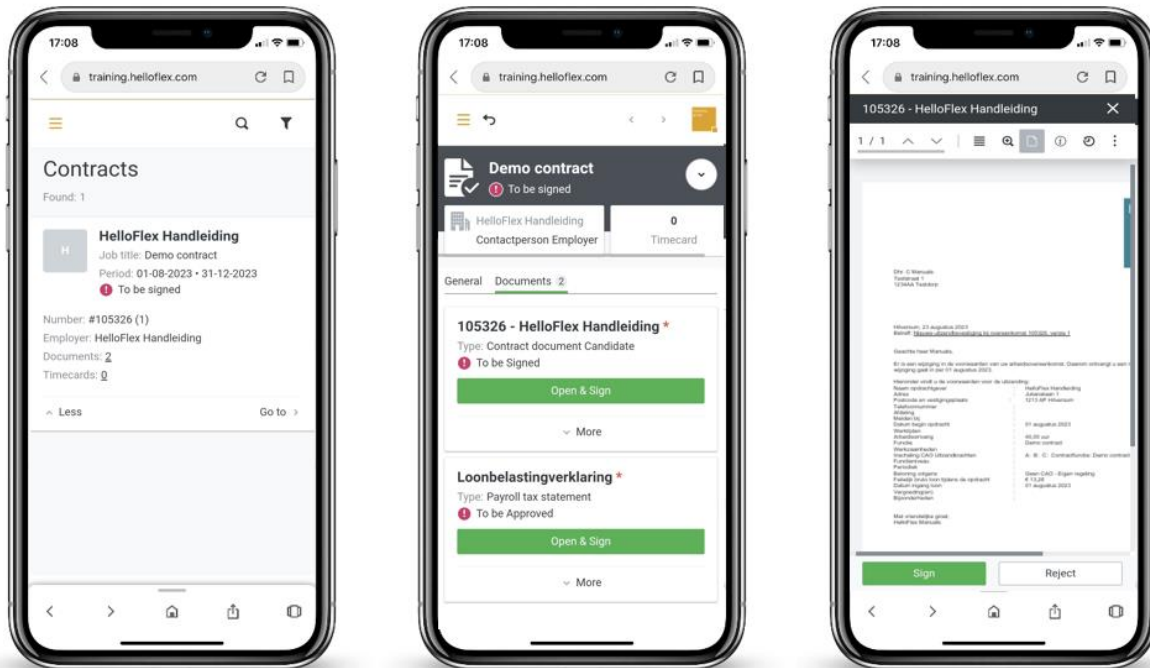
The dashboard also shows whether any documents are ready for you to approve or sign.

You can click through to the overview page in the “Contracts” or “Documents” modules, depending on the type of document.

Access the document by clicking “Details” in the lower right corner (see the first screen below).

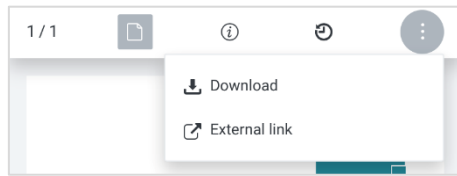


All documents can be viewed through the “Contracts” and “Documents” modules.



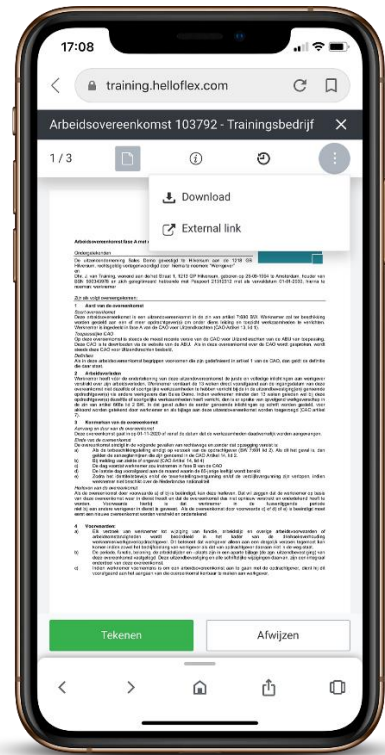
Open the document by clicking “Open & Sign”. The document will open. After reviewing the document, click “Sign” or “Reject”.

To download the document or open it on your smartphone, go here:



If there are multiple documents, be sure to approve or reject each one.

In the case of sign-level 3, a digital signature is required, and you will receive a security code on your smartphone.




These were the instructions for signing documents.

We hope you enjoy using the portal!

HelloFlex Learnings.

 Textielweg 15, 3812RV Amersfoort

 +31 88 664 64 08

 info@helloflexgroup.com

 helloflexlearnings.com