

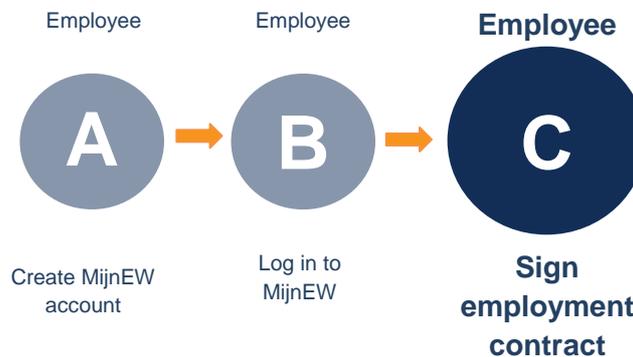
Instruction Card sign employment contract

Your employment contract in MijnEW	Before you start...
At this moment your employment contract is ready for you in MijnEW. The intention is for you to digitally sign it there. Of course, you will only do this if you agree with the content.	Make sure you have a phone ready to receive text messages on. You will need this to digitally sign your employment contract.
	What do you need?
	<ul style="list-style-type: none"> • Access to your email address • Telephone

Workflow

Actionholder

Tasks



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Step-by-step plan Sign employment contract

1	Go to www.mijnew.nl and log in.
2	Go to 'Welkom' and then go to 'Mijn Taken & Signalen' at the bottom of the page. Now go to 'Mijn Taken' . Click on the line with the subject 'Arbeidsovereenkomst' .
3	Review your employment contract, which can be found in the appendices.
4	Do you agree? Go to 'Ondertekenen' .
5	Choose for 'Begin met ondertekenen' .
6	You'll receive a text message. Fill it in and click on 'Ondertekenen' . This will allow you to digitally sign your agreement.
7	Click on 'Afhandelen' .
8	Done! Your employment contract has been signed!