

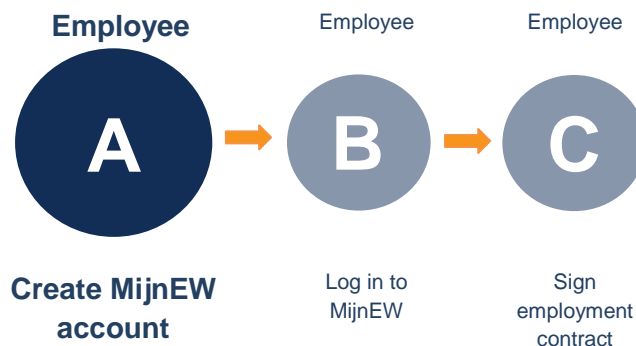
Instruction Card Create MijnEW account

| Why do you need to create an account? | Before you start... |
|---|---|
| <p>You create your own account to access your personal MijnEW. In MijnEW you will find everything you want to know about your employment at EW Facility Services. You can check your payslip, contract and most important correspondence. You can also use it to change personal data.</p> <p>Follow the steps below to create your personal account.</p> | <p>Make sure you have a phone ready to receive text messages on. This is necessary to activate, secure and restore your account.</p> |
| | What do you need? |
| | <ul style="list-style-type: none"> • Internet access • Access to your email • Email address • Telephone • Telephone number |

Workflow

Actionholder

Tasks



A

Step-by-step plan Create MijnEW account

| | |
|---|---|
| 1 | Go to www.mijnew.nl . |
| 2 | Fill in your email address. |
| 3 | Your account is still unknown, that's right! You are going to create one now. Click on ' Ga aan de slag '. |
| 4 | From MijnEW you have received an email with a confirmation code. Fill it in and click ' Volgende '. |

➔ Find the follow-up on the next page!

| | |
|----|--|
| 5 | Create a password for yourself. It must be at least 12 characters long. Remember it well! Then click on ' Volgende '. |
| 6 | Enter your phone number. This is necessary to secure and restore your account. You should be able to receive a message on this number in the next step. Click ' Volgende '. |
| 7 | Confirm your phone number with the code you received on your phone. Click on ' Volgende '. |
| 8 | We do not use AFAS pocket. Therefore click on ' Nee '. |
| 9 | Click on ' Volgende '. We do not use AFAS pocket. |
| 10 | Done! Your MijnEW account is ready to use. |