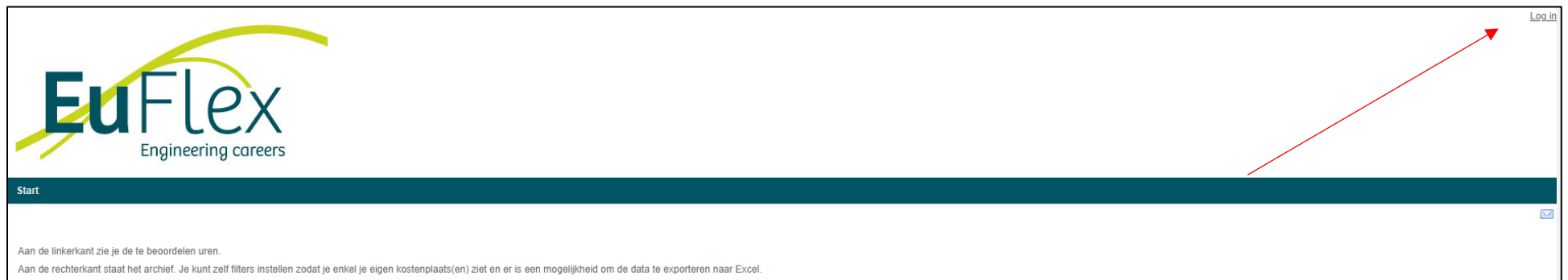## Employers portal

Login

Instructions on how to create a password for the customer portal are provided in a separate email. Once you have done this you can go to www.werkgever.euflex.nl. To log in here, click on Log in at the top right.
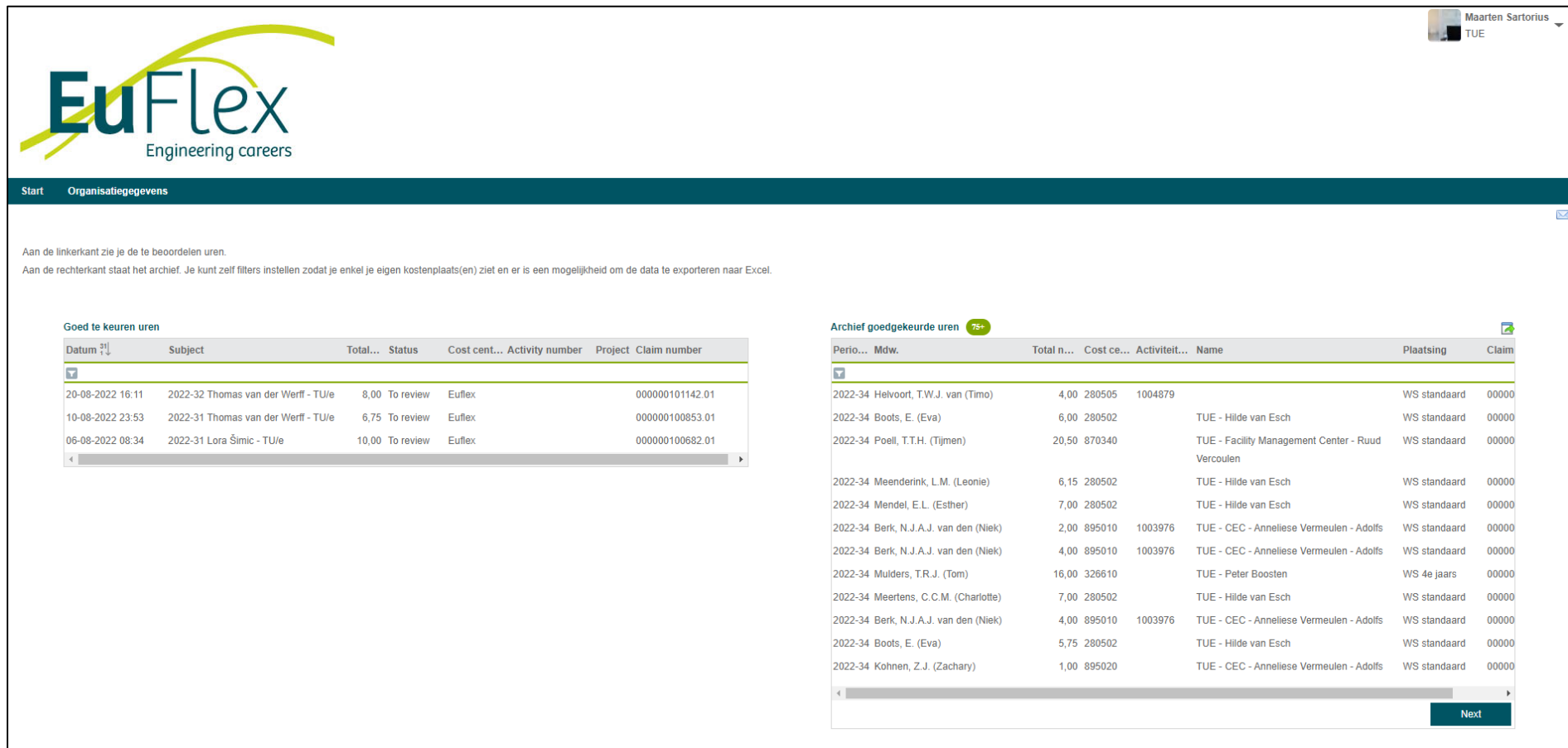

Then enter the username and password you have already created. The username is the e-mail address that is registered with us and where the instruction e-mail has been received on.

Then select the correct organization. The declarations will be reviewed on behalf of this organization.

Review declarations

There are two overviews on the home page. The overview on the left lists all the declarations that are ready to be reviewed. This is possible by clicking on a declaration.

Here you can view the properties of the declaration with the following data:

1. Period information

2. This week's total hours worked

3. Details of the employee and placement who submitted the claim

4. Customer data including cost center (and if applicable a reference number)

5. Details of the number of hours worked

6. Details of the costs made

7. The activity number of the declaration (if applicable)

8. The project number of the declaration (if applicable)

To approve or reject the declaration, the buttons on the right side of the screen can be used. When a declaration is rejected, a response is required so that the employee knows what needs to be adjusted.

After the declaration has been reviewed, it will disappear from the overview. This can always be found in the archive.

View archive declarations

The overview on the right on the home page provides an overview of all previously submitted and reviewed declarations. When a declaration is clicked open from here, the same data appears as when reviewing.

All students are visible here, also from other contacts.

Because of privacy reasons you have to apply a filter so other students are not unnecessarily visible. How it works is explained at https://help.afas.nl/help/NL/SE/Ins_View.htm#o59872.

If you have multiple cost centers you can enter this with a ; in between and then you can save the filter with the funnel. This way you'll only see what you want to see.

You may see a name on the left with hours to approve while you are not responsible for this student.

This is the case when several contacts are linked to one cost center. Unfortunately, it isn't (yet) possible to specify further with an activity number.

The people who have this should leave the student's declaration for their colleague.