

USER GUIDE

SYSPER POST ACTIVITY

How to create a marriage/partnership declaration?

PMO IT

September 2023

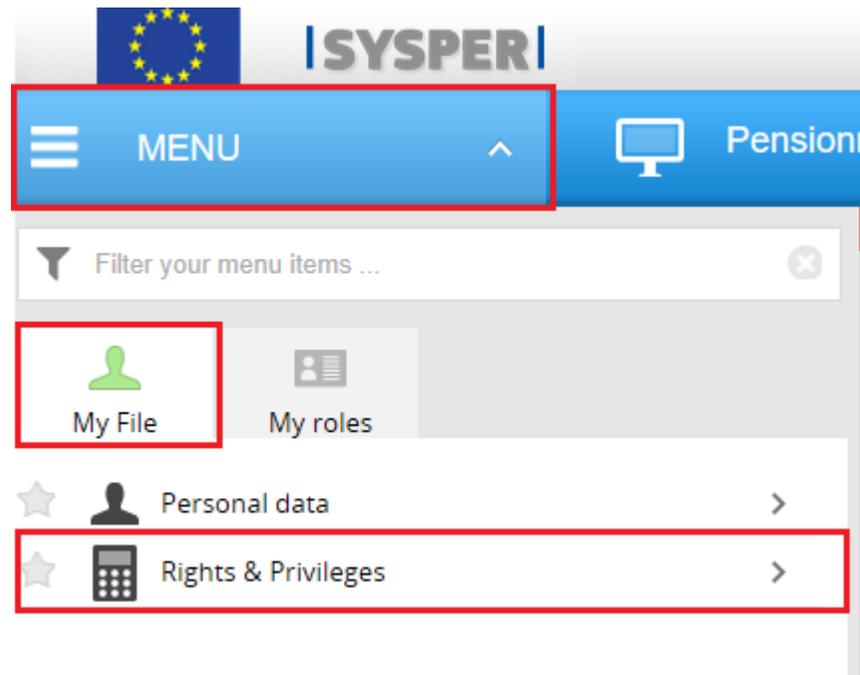
HOW TO CREATE A MARRIAGE/PARTNERSHIP DECLARATION?

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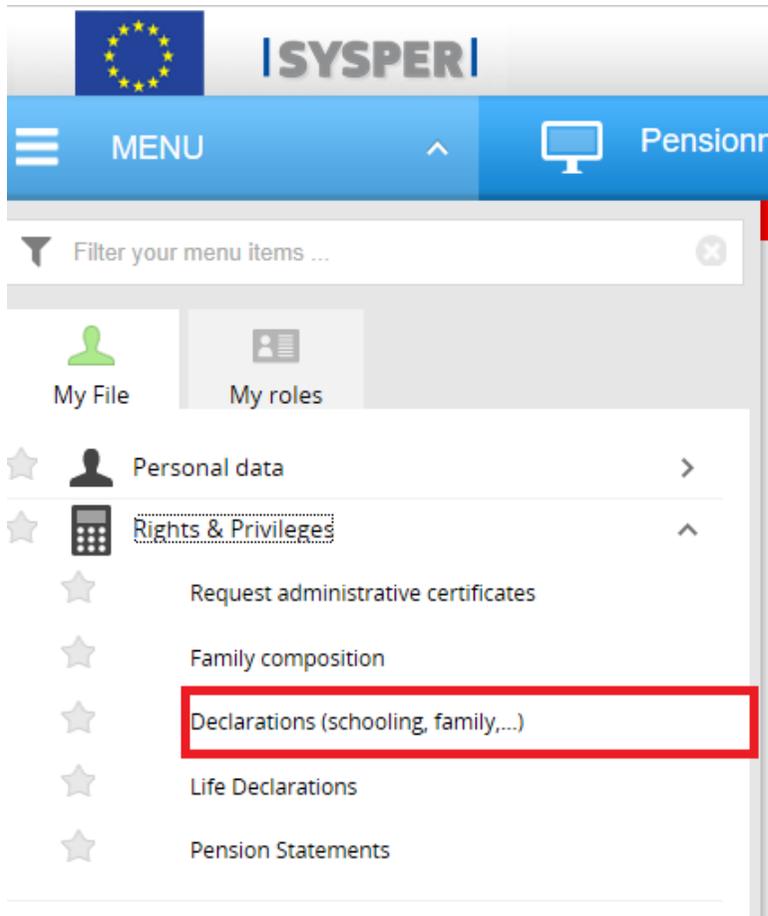
1. How to reach my file?

- To start SYSPER Post-Activity, use the link <https://myremote.ec.europa.eu/> and log in with your EU Login account and a second factor of your choice.
- Open Menu → My file → Rights & Privileges → Declarations

1.1 Click on: “MENU” and “Rights & Privileges”



1.2 Click on: “Declaration (schooling, family...)”



HOW TO CREATE A MARRIAGE/PARTNERSHIP DECLARATION?

After clicking on 'Declarations', search navigate to the screen that opened to find the "Marriage/Partnership" declaration and click on the sign "+"

The screenshot shows a user interface with a horizontal navigation bar at the top containing tabs: 'Personal data', 'Contact details', 'Career', and 'Job Assignment'. Below this is a second row of tabs: 'Identity', 'Addresses', 'Rights', 'Family composition', 'Person events', 'Declarations', 'Certificates (HRMForms)', and 'Documents'. The 'Declarations' tab is highlighted with a red border. Below the navigation bar, the 'Marriage/partnership' section is visible, featuring a title 'Marriage/partnership' with an information icon, a message 'There is no marriage/partnership declaration.', and a button labeled 'New marriage/partnership declaration' with a plus sign icon. The button is also highlighted with a red border.

2. *The « marriage/partnership » declaration sequence.*

All “marriage/partnership” declarations follow the same circuit:

1. **Creation and save the declaration**
2. **Add in all tabs the requested information**
3. **Download the supporting documents**
4. **Sign and validate the declaration**

Important notice :

- You can fill the tabs in any order. **However, sending the declaration is only possible if you have completed your entire declaration, and downloaded all the required supporting documents.** For this reason, we recommend that you follow the order of the tabs as presented by SYSPER.
- The  button is present in all screens where data entry is required.

3. Create "marriage/partnership" declaration step by step.

3.1 Main elements

Choose : Marriage declaration or Partnership declaration.

The image shows a screenshot of a web form titled "Marriage/Partnership declaration". The form has a light green background. On the left, there are two labels: "Type of declaration:" and "Type of event:". The "Type of declaration:" label is enclosed in a red rectangular box. A red arrow points from this box to a dropdown menu. The dropdown menu is currently open, showing two options: "Marriage declaration" and "Partnership declaration". The "Marriage declaration" option is highlighted with a blue background. There are small red asterisks above and below the dropdown menu, indicating required fields.

3.1.1 Marriage declaration

- Type of declaration (already filled)
- Type of event
- Date of union
- Country of union
- City of union

Marriage/Partnership declaration

Type of declaration:	*	Marriage declaration	▼
Type of event:	*		▼
Date of union:	 *	<input type="text"/>	(dd/mm/yyyy)
Country of union:	*		▼
City of union:	*		

3.1.2 Partnership declaration

- Type of declaration (already filled)
- Type of event
- Date of union
- Country of union
- City of union
- After reading the special clauses, please click on the check boxes

Marriage/Partnership declaration

Type of declaration:

Type of event:

Date of partnership: (dd/mm/yyyy)

Country of partnership:

City of partnership:

I have a legal document recognised as such by a Member State or by a competent Authority of a Member State, certifying our status as non-marital partners.

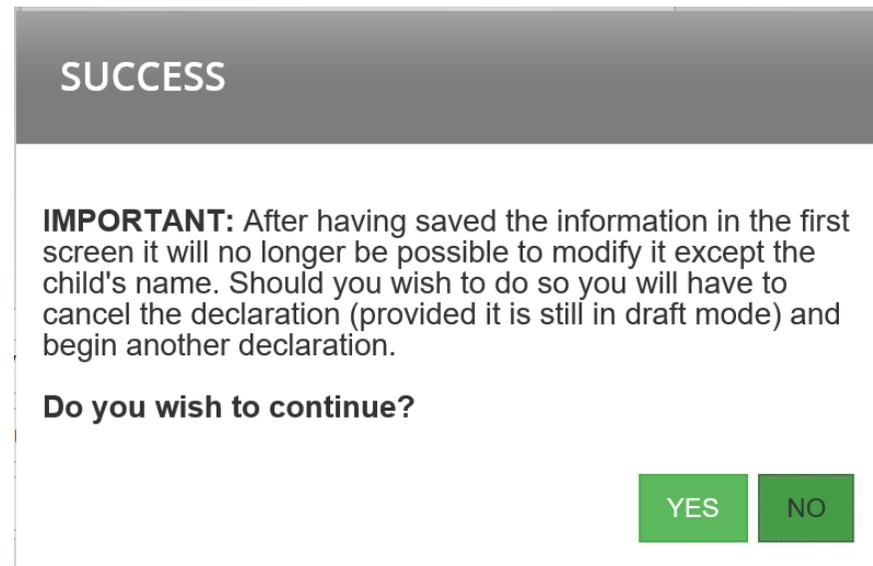
Neither of us is in a marital relationship or in another non-marital partnership.

We are not related in any of the following ways: parent, child, grandparent, grandchild, brother, sister, aunt, uncle, nephew, niece, son-law, daughter-in-law.

Have you (as a couple) access to marriage in the country of the partnership? Yes No

- Click on  button to validate your data.

- Confirm the type of declaration you just created.



Important notice

*After saving the information from this first screen, **you will not be able to edit it.** If you need to do this, you will have to delete the declaration (as long as it is in **Project** status) and recreate a new one.*

3.2. How to complete the declaration in the best order?

As soon as the “marriage/partnership” declaration is created, SYSPER gives you access to different tabs that must be filled.

As explained, you must go through all tabs

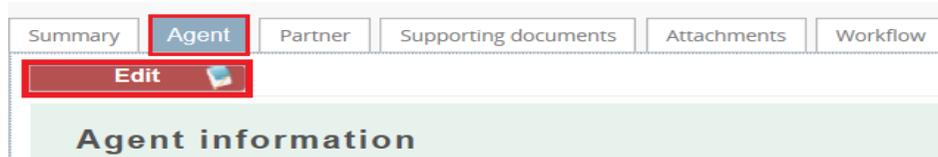
❖ **For marriage declaration you must fill 3 tabs**

- Agent
- Partner
- Supporting documents

❖ **For partnership declaration you must fill 2 tabs**

- Partner
- Supporting documents

3.2.1. Marriage/Parteneship tab “Marriage”: Click on «Edit»



Sysper pre-filled some data but you will have the possibility to change your name and/or your nationality to reflect your state after your marriage.

The image shows a detailed view of the 'Agent information' form. The form is titled 'Agent information' and has a sub-header 'Agent'. It is divided into several sections, each with a blue arrow icon on the left:

- Names before union**: This section has two sub-tabs, 'Official name' and 'Birth name'. Under 'Official name', there are three input fields: 'Family name:', 'First given name:', and 'Other given name(s):'. Each field has a red asterisk indicating it is required.
- Official name after union**: This section has two input fields: 'Family name:' and 'First given name:'. Both fields have a red asterisk and a red border. The 'Family name' field also has a small icon to its right.
- Nationalities before union**: This section has one input field: 'Nationality 1:', which has a red asterisk.
- Nationalities after union**: This section has one input field: 'Nationality 1:', which has a red asterisk and a red border. It includes a dropdown arrow, a plus sign, and a document icon.

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Once all these steps are completed, click on  (bottom right).

3.2.2. Marriage/Partnership tab “Partnership”: Click on “Edit”.



HOW TO CREATE A MARRIAGE/PARTNERSHIP DECLARATION?

Some of the information is pre-filled by Sysper. However all boxes preceded by a red star must be filled in.

Partner

Information about spouse

Existing person (family composition)
 New person

Names before union

Official name	Birth name
Family name:	*
First given name:	*
Other given name(s):	*

Official name after union

Family name:

Other information

Date of birth:

Birth place (municipality):

Country of birth:

Gender:

Nationalities before union

Nationality 1:

Nationalities after union

Nationality 1:

Address

Same address as the agent
 New address

Additional Comments

Once all these steps are completed, click on  (bottom right).

3.2.3. Supporting documents

Important notice

The original documents have no longer to be sent. Nevertheless you have the obligation to keep them for 5 years for control purposes.

The “Supporting document” tab lists the documents you need to provide and gives you the option to upload them into your declaration file. The original documents, which you are required to keep, must be scanned beforehand.

HOW TO CREATE A MARRIAGE/PARTNERSHIP DECLARATION?

- Click on “Add scanned document” to upload a document (permitted formats are pdf, tif, tiff, gif, jpg and jpeg).

Summary	Agent	Partner	Supporting documents	Attachments	Workflow
Supporting documents					
* A proving document was added after signature					
SUPPORTING DOCUMENTS					
★	Certificate of marriage				Add scanned document
★	Previous acts of divorce or death of spouses				Add scanned document
★	Spouse's identification document or passport				Add scanned document

- Click on “Browse”, select the supporting document and upload it

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Add document

Document title: * Certificate of marriage

Add Attachment (only formats .pdf, .jpg, .tif, .gif): *

Description: *

Important notice

You can add several supporting documents for the same type of document using the button “Add scanned document” and by clicking the icon “X” you can delete a document.

ATTACHED FILES		
Certificate_1.pdf	05/09/2019 11:09:48	<input type="button" value="X"/>
Certificate_2.pdf	05/09/2019 11:10:25	<input type="button" value="X"/>



= the document is required. You will not be able to send your declaration until one document has been uploaded at this stage.

 = the document is optional. You can sign your declaration without uploading the document, but you will need to provide it later.

 = the document has been uploaded successfully. N.B. The colour of the star will not change.

4. *Process status of your declaration - «workflow»*

Draft	As long as you work on your declaration, it remains in “ draft ” allowing you to modify data (except for general data).
Submitted	After the < Sign and Submit >, your declaration will go into “ Submitted ” status. If you want to change it, you can < Retract >. The Status will then return to “ Draft ”, and you will still be able to modify your declaration (except the general data “Declaration of Schooling”) before < Sign and Submit > again.
Under processing	Your declaration has been sent to the PMO. At this stage, only the PMO office (see section 10 “Whom to contact?”) can reset the status of your declaration in order to give you access for correction.
Processed	PMO officer took over the declaration. The declaration can still be

	sent back to you if a problem has been found.
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5. Summary tab

The 'Summary' tab shows, in a single screen, a summary of all the information contained in the set of tabs of your declaration.

At any time, you can go back to the "Summary" tab to check if your declaration has been completed.

6. Send your declaration

From the « Summary » tab, before signing and submitting your file for validation, you can verify the consistency of data by pressing the «Check before submitting» button.



The screenshot shows a form with several fields and a button. The fields are labeled: 'beneficiary', 'perId', '- Agent', 'New PPA declaration N°', 'perId', and 'NUP'. The 'New PPA declaration N°' field is highlighted in grey. A red box highlights the 'State Draft' button on the right side of the form.

Check before submitting

Sign and submit

Delete

Once all the tabs of your declaration have been completed, you must “sign and submit” your file. Your declaration is now in “Submitted” status. It is now up to PMO to check and validate your file.

7. Whom to contact?

- For all your **questions**, please address them via Staff Matters:
 - *While still in active service:* [Staff Matters \(europa.eu\)](#);
 - *After your active service,* you can access **Staff Matters** via [MyRemote](#).
- For **IT-related issues** as accessibility problems, EU Login or any issue in one of the IT applications, please use:
 - *While still in active service:* [Staff Matters \(europa.eu\)](#) or the [PMO IT Forms in My IT Support](#) (only EC staff);
 - *After retirement/end-of-contract,* you can use:
 - **Staff Matters** via [MyRemote](#) if you have an EU Login account;
 - E-mail: PMO-IT-APPLICATIONS@ec.europa.eu;
 - Phone : +32 229 11111 – (from 9:30-12:30, from Monday to Friday).