



USER GUIDE

SYSPER POST ACTIVITY

HOW TO MAKE AN ADDRESS DECLARATION?

PMO IT

September 2023

HOW TO MAKE AN ADDRESS DECLARATION?

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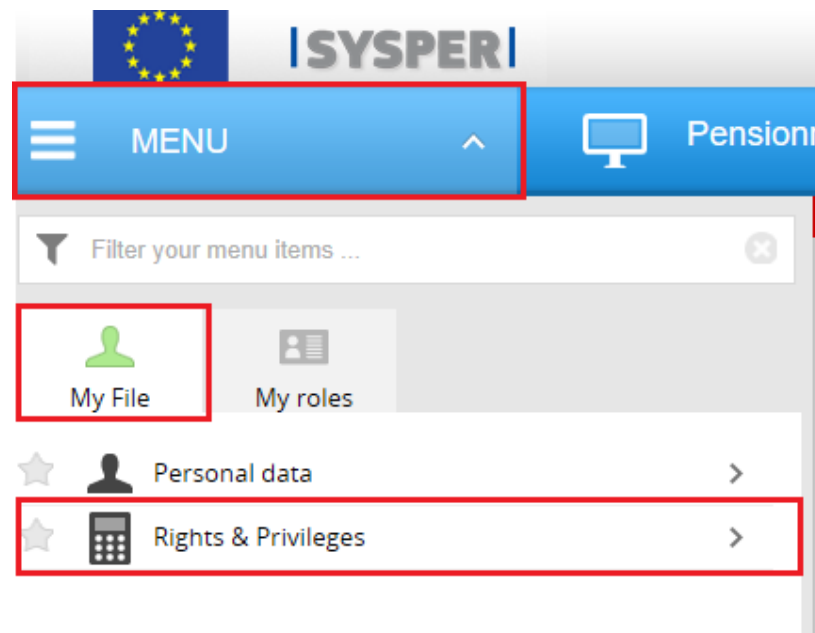
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HOW TO MAKE AN ADDRESS DECLARATION?

1. How to reach my file?

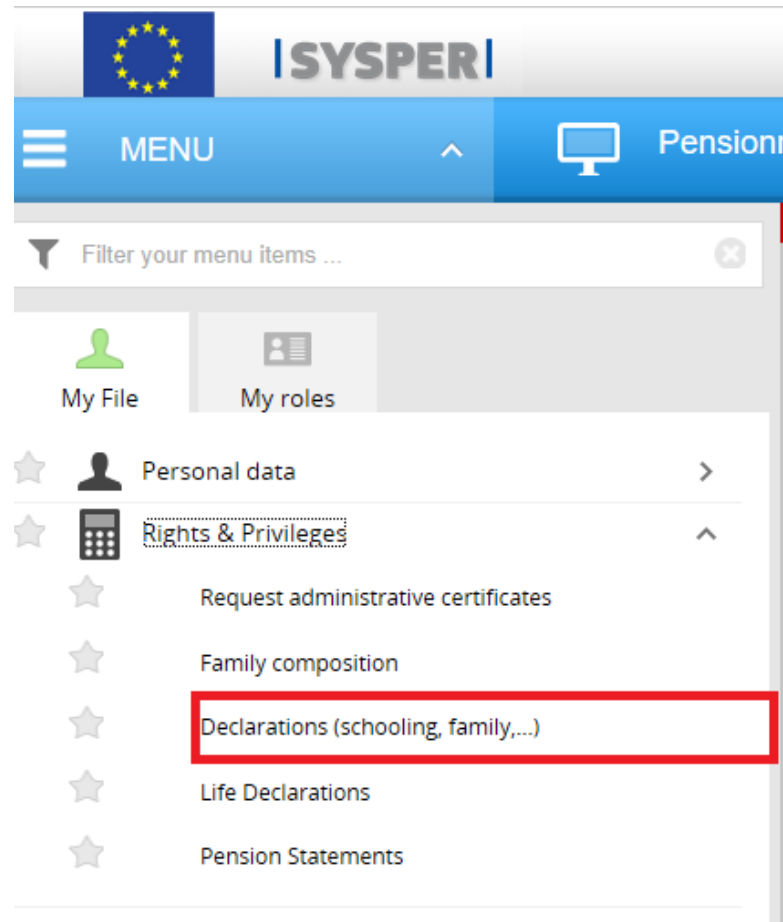
- To start SYSPER Post-Activity, use the link <https://myremote.ec.europa.eu/> and log in with your EU Login account and a second factor of your choice.
- Open Menu > My file > Rights & Privileges > Declarations

1.1 Click on: «MENU» and «Rights & Privileges»



HOW TO MAKE AN ADDRESS DECLARATION?

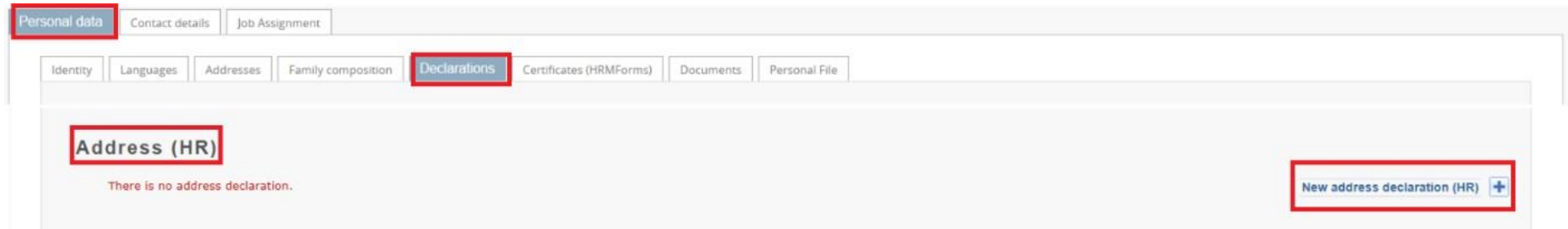
1.1.1 Click on: «Declaration (schooling, family...)»



HOW TO MAKE AN ADDRESS DECLARATION?

1.1.2 «Address (HR) → New address declaration (HR) (+)»

After clicking on «Declarations», search for «Address » declaration entitled tab then click on « Address » declaration on the “+” sign on the right-hand side



2. The «Address» declaration sequence


All declarations follow the same circuit:

1. Create and save the declaration
2. Add in all tabs the requested information
3. Upload the supporting documents
4. Sign and validate the declaration

Please note:

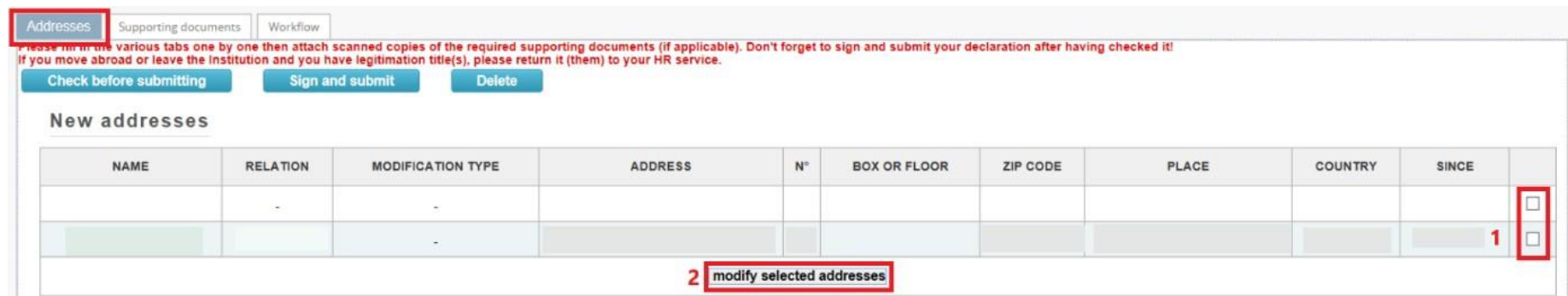
- You can fill in the tabs in any order. **However, sending the declaration is only possible once you have completed your entire declaration, and uploaded all the required supporting documents.** For this reason, we would recommend you follow the order of the tabs as presented by SYSPER.

HOW TO MAKE AN ADDRESS DECLARATION?

- The  button is present in all screens where data entry is required.

3. Create a declaration step by step

3.1 Main elements



Addresses Supporting documents Workflow

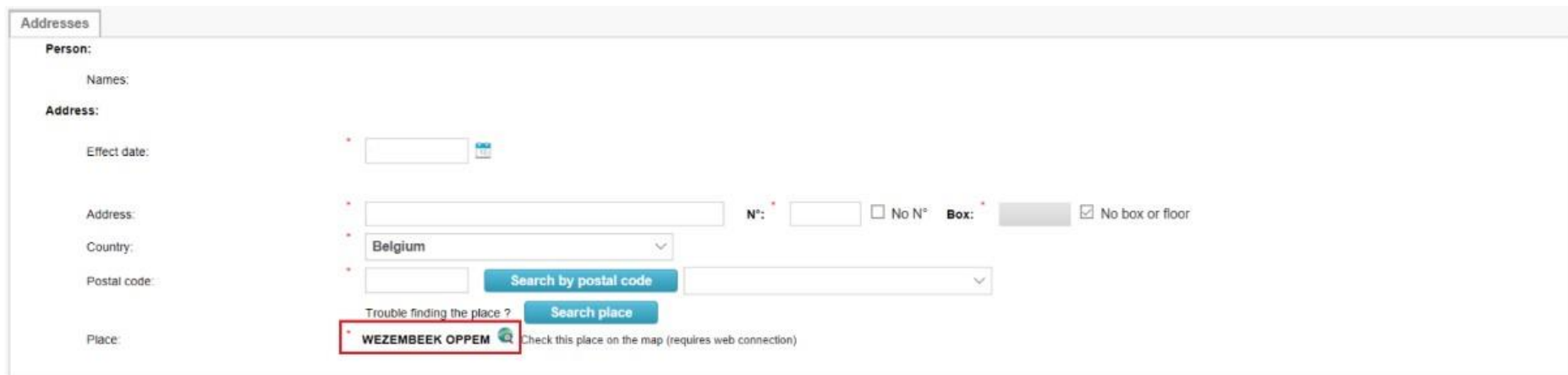
Please fill in the various tabs one by one then attach scanned copies of the required supporting documents (if applicable). Don't forget to sign and submit your declaration after having checked it!
If you move abroad or leave the institution and you have legitimation title(s), please return it (them) to your HR service.

Check before submitting Sign and submit Delete

New addresses

NAME	RELATION	MODIFICATION TYPE	ADDRESS	N°	BOX OR FLOOR	ZIP CODE	PLACE	COUNTRY	SINCE	
	-	-								<input type="checkbox"/>
		-								<input type="checkbox"/>

2 modify selected addresses



Addresses

Person:

Names:

Address:

Effect date: *

Address: * N°: * No N° Box: * No box or floor

Country: * Belgium


Postal code: * Search by postal code

Place: * WEZEMBEEK OPPEM Check this place on the map (requires web connection)

HOW TO MAKE AN ADDRESS DECLARATION?

The screenshot shows a 'Search place' form with the following elements and annotations:

- Administrative division:** A dropdown menu with 'Bruxelles-Capitale' selected. A red box highlights the dropdown arrow, with the annotation: "1 please indicate the administrative division".
- Place name:** A text input field containing 'wezembeek oppem'. A red box highlights the input field, with the annotation: "3 please click on the administrative division for whatever import shall be in your address".
- Search results:** A list of results with 'WEZEMBEEK OPPEM' highlighted by a red box.
- Map:** A Google Maps interface showing an error message: "Impossible de charger Google Maps correctement sur cette page." and "Ce site Web vous appartient? OK". A red box highlights the magnifying glass icon in the top right corner of the map area, with the annotation: "2 please click on the magnifying glass icon".
- Buttons:** A blue 'cancel' button is visible on the right side of the map area.

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

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

HOW TO MAKE AN ADDRESS DECLARATION?

Addresses **Supporting documents** Workflow

Supporting documents


MANDATORY DOCUMENTS	ATTACHED FILES
Copy of certificate of residence	Add document

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

File name: Decla Sysper .pdf All files (*)
Open



When the selected document is displayed next to File name, click on "Open" to add the document to the declaration. Repeat the operation as many times as required documents.

Important notice

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

Addresses **Supporting documents** Workflow

Supporting documents

MANDATORY DOCUMENTS	ATTACHED FILES
Copy of certificate of residence	Add document
	Certificate_1.pdf 1 
	Certificate_2.pdf 2 

HOW TO MAKE AN ADDRESS DECLARATION?

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.

5. Summary tab

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.

A tout moment, vous pourrez revenir vers l'onglet " Résumé " pour vérifier si votre déclaration a bien été complétée.

6. Submit the 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.

HOW TO MAKE AN ADDRESS DECLARATION?

beneficiary perld - Agent perld NUP

New PPA declaration N°

State Draft

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 \(europa.eu\)](https://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 \(europa.eu\)](https://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).