

USER GUIDE

SYSPER POST ACTIVITY

HOW TO MAKE A CHILD DECLARATION?

PMO IT

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How to make a child declaration?

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How to make a child declaration?

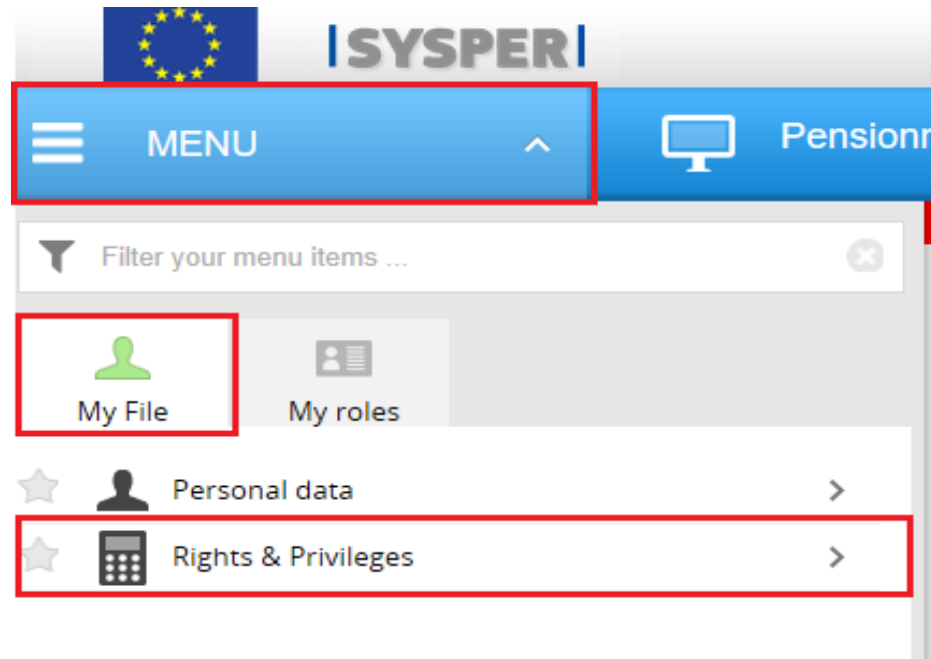
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1. How to reach my file?

- To start SYSPER POST-ACTIVITY, use the link <https://myremote.ec.europa.eu/> and log in with your EU Login account.
- Open Menu → My file → Rights & Privileges → Declarations

How to make a child declaration?

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



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

How to make a child declaration?



1.1.2 «Child(ren) →New child declaration (+)»

After clicking on 'Declarations', search for "Child/Children declaration" entitled tab then click on "Child(ren)" declaration on the "+" sign on the right-hand side.

How to make a child declaration?

The screenshot shows a web application interface with a navigation menu at the top. The 'Declarations' tab is highlighted. Below the navigation, there are several tabs: Identity, Languages, Addresses, Family composition, Declarations, Certificates (HRMForms), Documents, and Personal File. The main content area is titled 'Family' and contains two sections: 'Education' and 'Child(ren)'. Both sections display the message 'There is no declaration.' and a button to add a new declaration. The 'Education' button is labeled 'New Education Declaration/End of Studies Declaration' and the 'Child(ren)' button is labeled 'New child declaration'. A search bar is visible above the 'Education' section.


2. The «child/children» 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

Important notice:

How to make a child declaration?

- 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 recommend 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 a declaration step by step

3.1 Main elements


- Type of declaration
- Type of event (**birth or adoption**)
- Child's date of birth
- Child's family name
- Child's first name
- Other first name(s)
- Tick both boxes after reading the compulsory statements

How to make a child declaration?

Child declaration

Type of declaration: *

Type of event: *

Date of birth: *  (dd/mm/yyyy)

Official name

Birth name


Family name: *

First given name: *

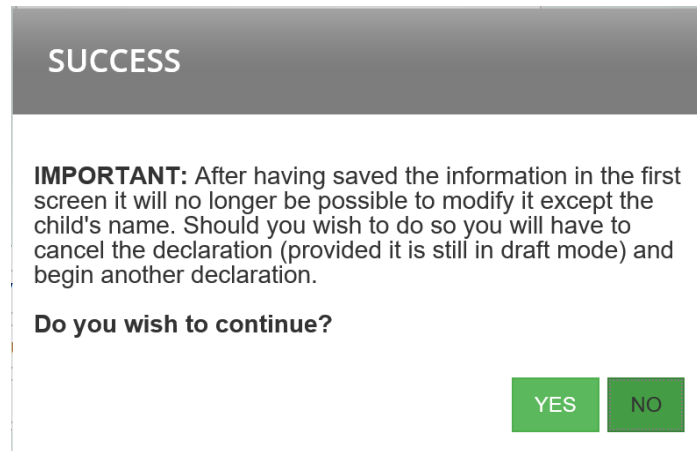
Other given name(s):

* I confirm that I or the other parent will take (have taken) the necessary steps with the appropriate national authorities (Caisses) in order to obtain allowances and benefits that I or the other parent might be entitled to, for the declared dependent child.

* I confirm that I will send to the PMO any decision of a competent authority (Caisse) granting or refusing national allowances and benefits.

- Click on  button (bottom right)
- Confirm the type of declaration you have just created.

How to make a child declaration?



Important notice

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

3.2 How to complete the declaration in the best order?

As soon as the child declaration is created, SYSPER gives you access to different tabs that must be filled in. These tabs are the same for all types of statements (**Birth or Adoption**).

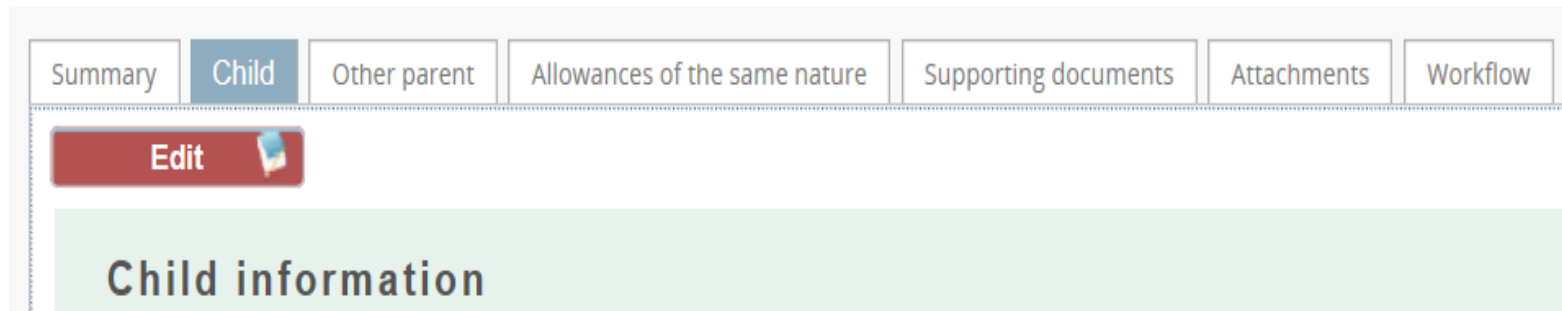
As previously explained you must go through all tabs

- Child
- Other parent
- Allowances of the same nature
- Supporting documents

How to make a child declaration?

3.2.1 «Child» Tab: Click on «Edit»

First click on Edit




How to make a child declaration?

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

The screenshot shows a web form titled "Child" with a tab labeled "Child". The form is divided into several sections:

- Child information:** Contains two tabs, "Official name" and "Birth name". Under "Official name", there are three input fields: "Family name:" with the value "VERAN", "First given name:" with the value "Juan", and "Other given name(s):". A red star is placed to the left of the "Family name" field.
- Other information:** Contains several fields: "Date of birth:" with the value "01/02/2019" (format dd/mm/yyyy), "Birth place (municipality):", "Country of birth:", "Gender:", and "Nationality 1:". A vertical red bar with stars is positioned to the left of the "Date of birth" field and the "Country of birth" dropdown.
- Address:** Contains three radio button options: "Same address as declarant", "Same address as the other parent", and "New address".
- Additional Comments:** A large empty text area.

Click on  button (bottom right).

Return to the top of the screen and choose the next tab.

How to make a child declaration?

3.2.2 Other parent Tab: Click on «Edit other parent information»

Summary Child **Other parent** Allowances of the same nature Supporting documents Attachments Workflow

Other parent information

PMO will check the data which you have introduced. If the other parent of your child does not open any statutory right, please note that this person will not be added to your family composition within Sysper2.

[Edit other parent information](#)

Four options.

- ✓ Existing person (family composition)
 - ✓ Existing person (previous statement)
 - ✓ New person
 - ✓ No other parent or no recognition.
-
- For existing person, the information is automatically completed by Sysper.
 - For new person, you must fill in all the required fields as well as the address.
 - If you tick “no other parent or no recognition”, no information should be entered in the tab.

How to make a child declaration?

Other parent

Other parent information

Existing person (family composition)
 Existing person (previous declaration)
 New person

Official name Birth name

Family name:
First given name:
Other given name(s):

Relation with the agent:
Since: (dd/mm/yyyy)
When the couple is not married or in recognised relationship, the birth date of the child applies


Relation with the child:
Date of birth: (dd/mm/yyyy)
Birth place (municipality):
Country of birth:
Gender:
Nationality 1:

Address
 Same address as declarant
 New address

No other parent or no recognition

Parent
 (dd/mm/yyyy)

+

Click on  button (bottom right).

How to make a child declaration?

3.2.3 Professional situation Tab: Click on «Add a professional situation»

This tab will appear only when another parent is specified in the previous tab « Other parent ». The professional situation of this parent should be encoded at this level after clicking on the icon "+" of the “Add a professional situation” field.



Summary Child Other parent **Professional situation** Allowances of the same nature Supporting documents Attachments Workflow

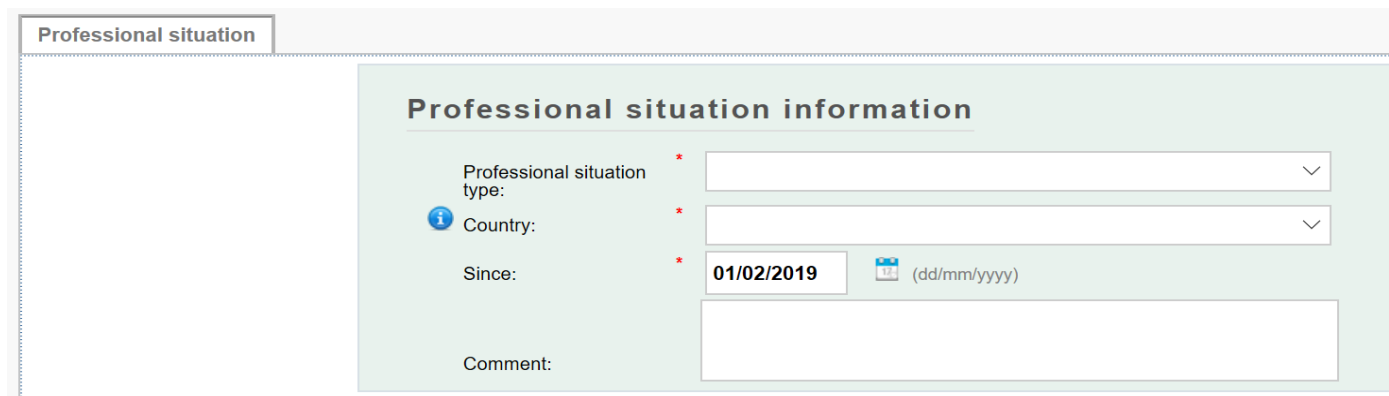
Professional situation of the other parent

No professional situation declared.

Add a professional situation +

A new screen will appear in order to fill in the parent's work status, the country in which he/she carries her/his business, and the start date of this activity.

A brief explanation can be added in the field “comment”, if necessary.



Professional situation

Professional situation information

Professional situation type: *

Country: * ⓘ

Since: * 01/02/2019 (dd/mm/yyyy)

Comment:

Click on  button (bottom right).

How to make a child declaration?

3.2.4 Allowances of the same nature Tab: Two options are possible

Summary Child Other parent Professional situation **Allowances of the same nature** Supporting documents Attachments Workflow

Allowances of the same nature information

I certify that neither I, nor the child's other parent receives any allowances of the same nature for the child.

No allowance of the same nature declared.

[Add an allowance of the same nature +](#)

I confirm that I or the other parent will take (have taken) the necessary steps with the appropriate national authorities (Caisses) in order to obtain allowances and benefits that I or the other parent might be entitled to, for the declared dependent child.

I confirm that I will send to the PMO any decision of a competent authority (Caisse) granting or refusing national allowances and benefits.

1 - You do not receive any allowances for your child tick the box:

I certify that neither I, nor the child's other parent receives any allowances of the same nature for the child.

2 - You receive allowances other than those paid to you by the European institutions, then click on the “+” sign to add your complementary allowance

Fill in the mandatory fields.

Allowances of the same nature


Add an allowance of the same nature

Allowance type: *

Start date: *

End date:

Comment:

Click on  button (bottom right).

How to make a child declaration?

4. Supporting documents

Important notice

The original documents are no longer 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.

Summary Child Other parent Professional situation Allowances of the same nature **Supporting documents** Attachments Workflow

Supporting documents

* A proving document was added after signature

	SUPPORTING DOCUMENTS			ATTACHED FILES
★	Copy of birth certificate		Add scanned document	<input type="text"/>
★	Proof of birth allowance		Add scanned document	<input type="text"/>

★ - If the star is red, you must attach a scanned copy of this document to your declaration, before being able to submit the declaration.
★ - If the star is grey, you will be able to submit your declaration, but you must attach the scanned copy of this document at a later date.

IMPORTANT: By electronic signature the agent declares on his honour that the information given is correct and that he will keep the original justifying documents in the event of a control during the 5 years following the payment of the allowances relating to this declaration.

- Click on "Add scanned document" to download a document (the allowed formats are pdf, tif, tiff, gif, jpg and jpeg).

How to make a child declaration?



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



= the document is optional. You can sign your declaration without 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.

Important note

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

ATTACHED FILES		
Certificate_1.pdf	20/08/2019 15:33:56	
Certificate_2.pdf	20/08/2019 15:34:23	

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5. Process status of your declaration - «workflow»

Draft	As long as you work on your declaration, it remains in “draft” state 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 state will then return to "Draft", and you will still be able to modify your declaration (except the general data "Declaration of Schooling") before clicking on <Sign and Submit> again.
Being processed	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	The PMO officer took over the declaration. They can still send it back to you if a problem has been found.

How to make a child declaration?

6. «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.



7. 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.



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.

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8. 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 (9:30 – 12:30 from Monday to Friday).