How to log in on the iPS portal

For employees

2 ways to submit your hours

Submit your hours through the iPS web page at **https://ipspowerfulpeople.com/my-ips/**, or use the app.

To use the app, download **Mysolution Portal** from the App Store or the Play Store.

Apple: https://apps.apple.com/nl/app/mysolution-portal/id1541799240

Android: https://play.google.com/store/apps/details?id=com.mysolution.portalapp



Log in for the first time

1. **Scan the QR code**
   Open the app and choose the option to scan a QR code. Scan the code on the right.

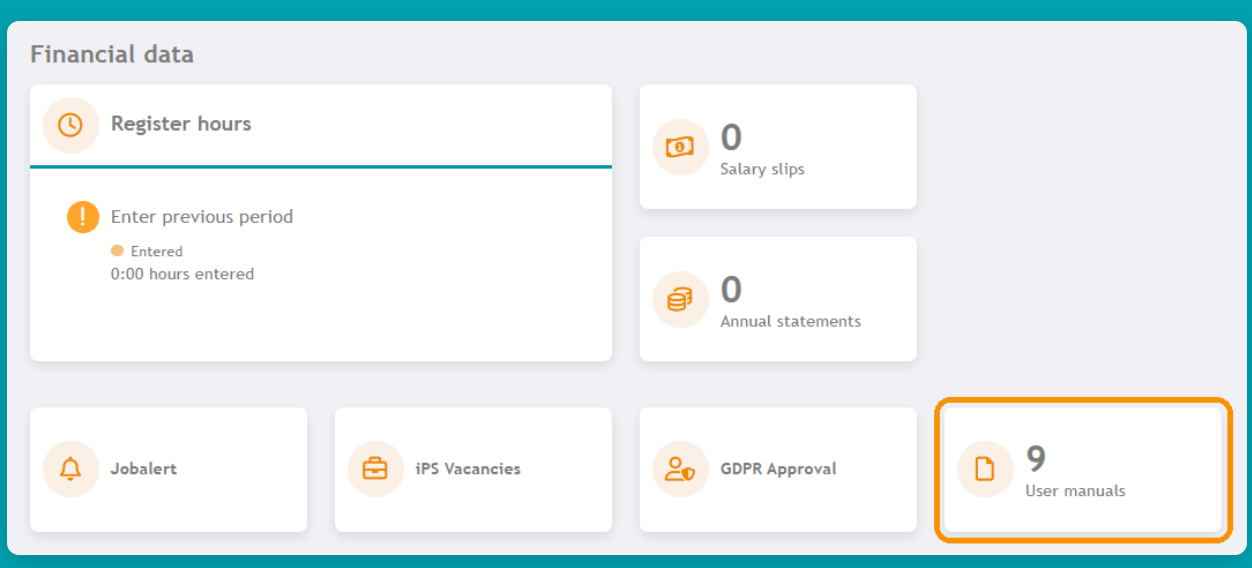
2. **Use your email address as user name**
   The first time you log in, click on **Forgot password**.

3. **Set your password**
   You will receive an email in which you can set your password.

4. **Check your personal details**
   Make sure your information under **General Information** (Details, Address and Bank information) is correct, as this is used for your first payment.

Need more instructions? See User manuals

More instructions and information can be found on your dashboard under **User manuals**. This is also where you will find the timesheet template.



Submitting your hours

Use the **Register hours** tile on your dashboard and follow these steps:

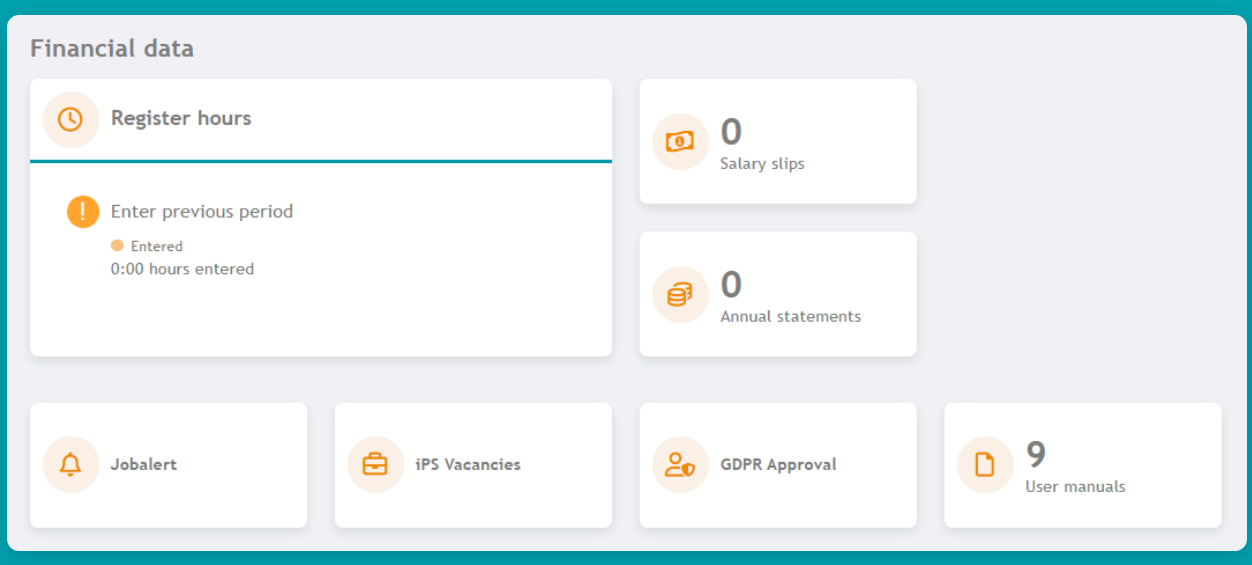
1. Fill in your hours.
2. Attach the signed timesheet and choose the right project.
3. Click on **Submit**.

CANDIDATE PORTAL - TILES EXPLAINED

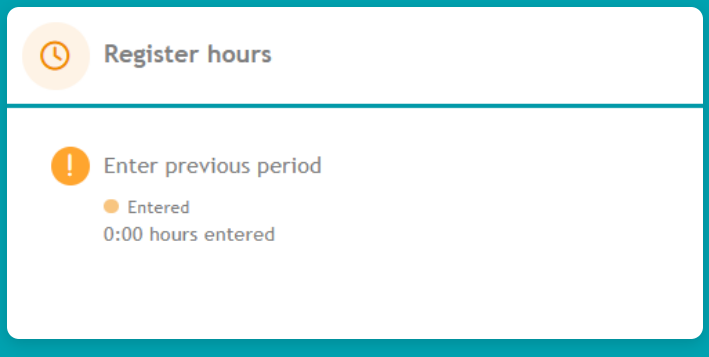
For employees

Your dashboard

After logging in to the candidate portal you will see the dashboard below. Every tile can be opened by clicking on it, or through the menu on the left (see next page).

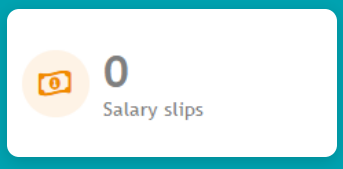


What each tile does



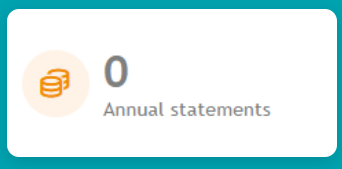
Register hours

Register your hours here. The tile shows the status of the current period and how many hours you have entered.



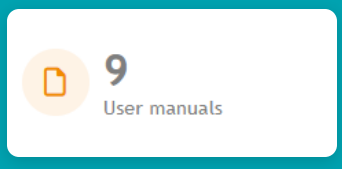
Salary slips

Here you can find your salary slips.



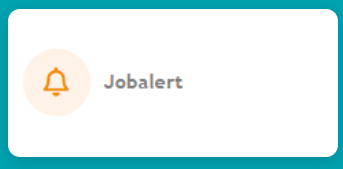
Annual statements

Here you can find your annual statements.



User manuals

Manuals on how to use the portal, including the timesheet template.



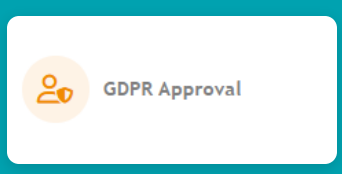
Jobalert

Stay up to date with the latest job opportunities.



iPS Vacancies

Takes you to the vacancy page of the iPS website with all up-to-date vacancies.



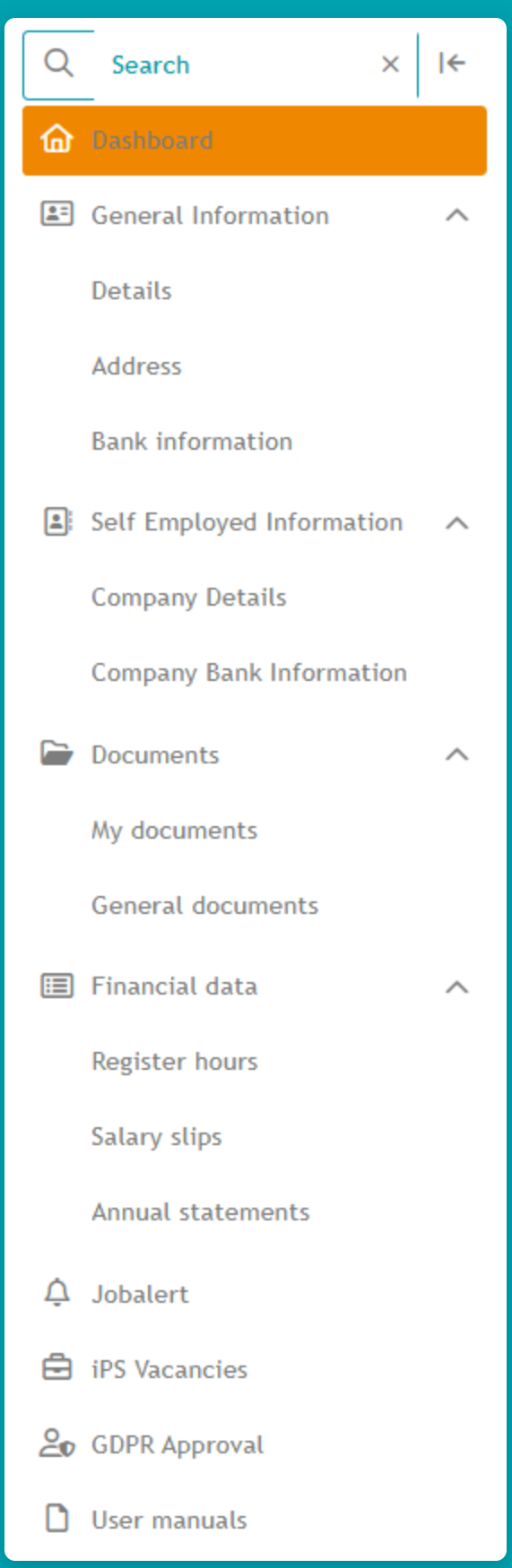
GDPR Approval

Consent to the processing of your personal data, or request to remove your personal data from the iPS database.

CANDIDATE PORTAL - THE LEFT MENU

For employees

The left menu



Search & Dashboard
Search for a menu item, or collapse the menu with the arrow button. Dashboard takes you back to the home screen.

General Information
- **Details:** your personal information.
- **Address:** add changes if needed.
- **Bank information:** make sure this is correct for your payment.

Self Employed Information
Only if you work as self-employed
- **Company Details**
- **Company Bank Information**

Documents
- **My documents:** upload your own documents, such as your passport or certificates. Please use PDF.
- **General documents:** here you find our timesheet document.

Financial data
- **Register hours:** register your hours.
- **Salary slips:** your salary slips over the years.
- **Annual statements:** your annual statements over the years.

Jobalert - the latest job opportunities.

iPS Vacancies - all vacancies on the iPS website.

GDPR Approval - consent or data removal.

User manuals - how to use the portal.

Appearance



Click on your **initials in the top-right corner** of the portal and choose **Appearance**. Here you can choose how the portal looks: **System Default** (follows the setting of your device), **Light** or **Dark**.

