# 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.

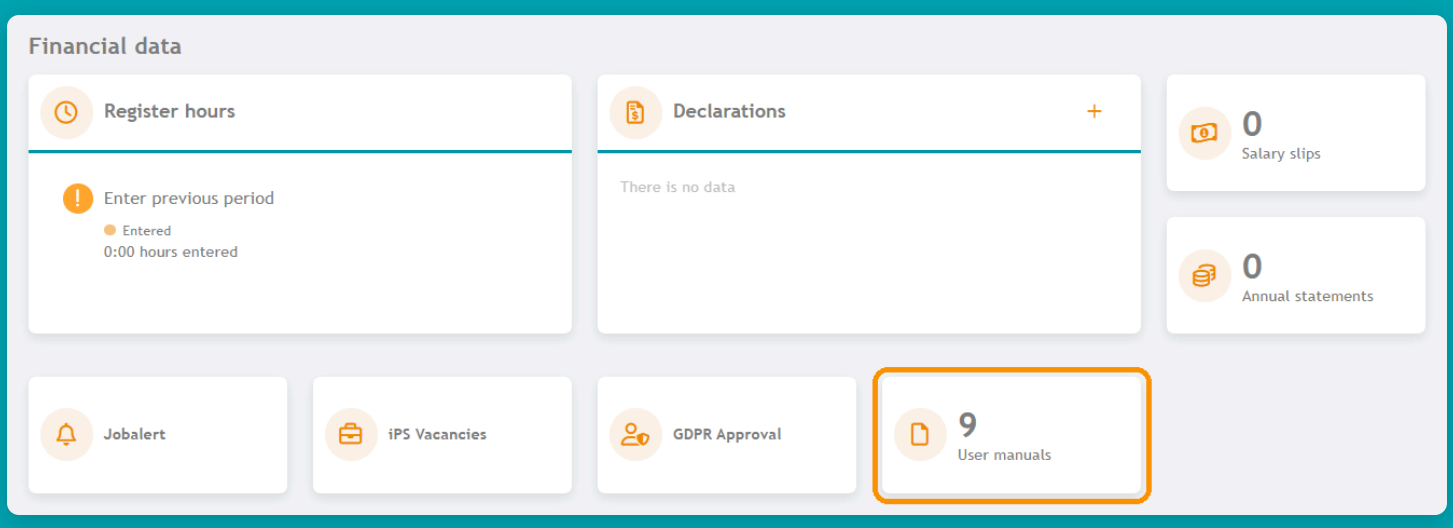
2. **Use your email address as user name**
   The first time you log in, click on **Forgot password**.

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 hours or declarations

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

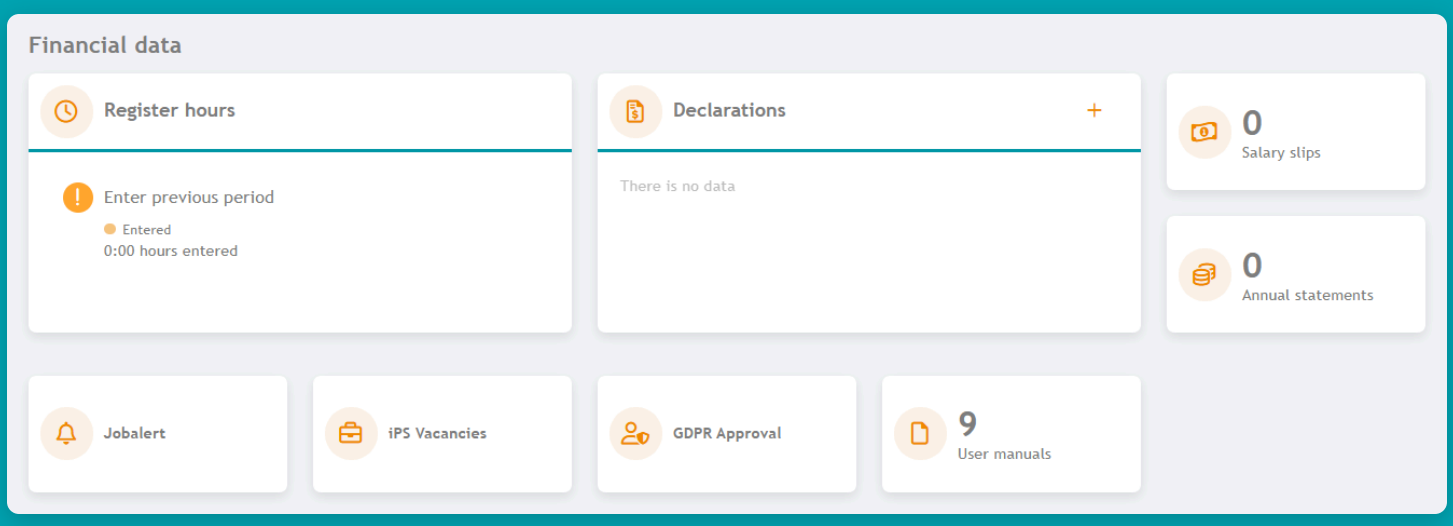
1. Fill in your hours.
2. Attach the signed timesheet and choose the right project.
3. Click on **Submit**.

# CANDIDATE PORTAL - TILES EXPLAINED

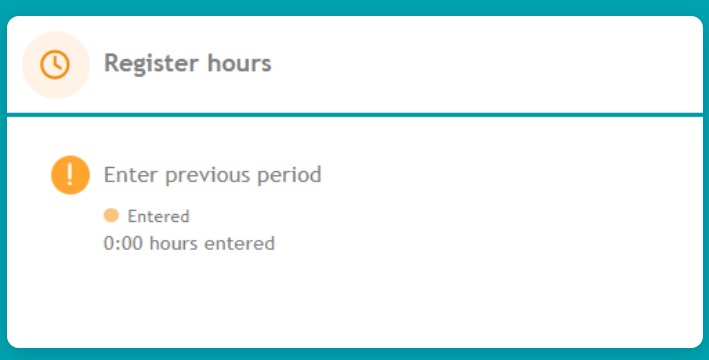
For employees

## Your dashboard

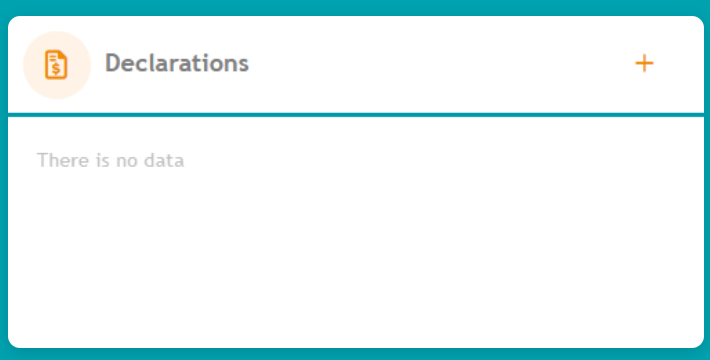
After logging in to the candidate portal you will see the dashboard below. Every tile can be opened by clicking on it, or through the menu on the left (see next page).



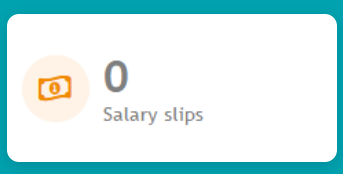

## What each tile does



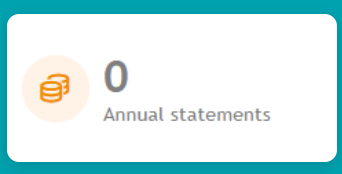

**Register hours**
Register your hours here. The tile shows the status of the current period and how many hours you have entered.



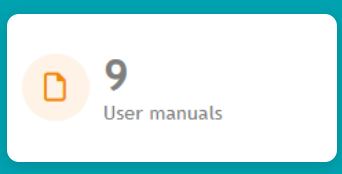

**Declarations**
Add a new declaration with the + button and keep track of the declarations you have submitted.



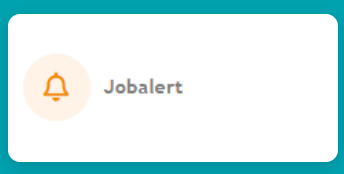

**Salary slips**
Here you can find your salary slips.




**Annual statements**
Here you can find your annual statements.



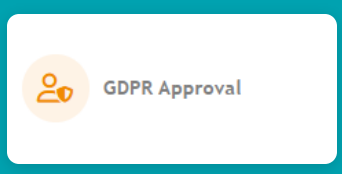

**User manuals**
Manuals on how to use the portal, including the timesheet template.




**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.

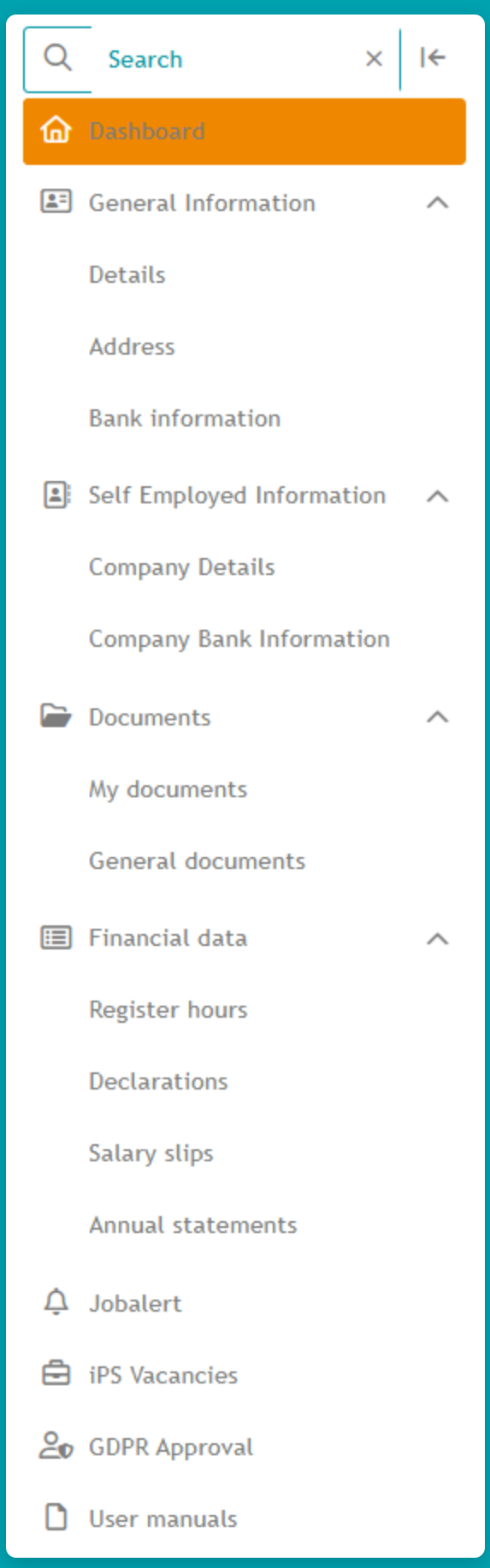



**GDPR Approval**
Consent to the processing of your personal data, or request to remove your personal data from the iPS database.

# 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.
- **Declarations:** submit and view your declarations.
- **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**.

