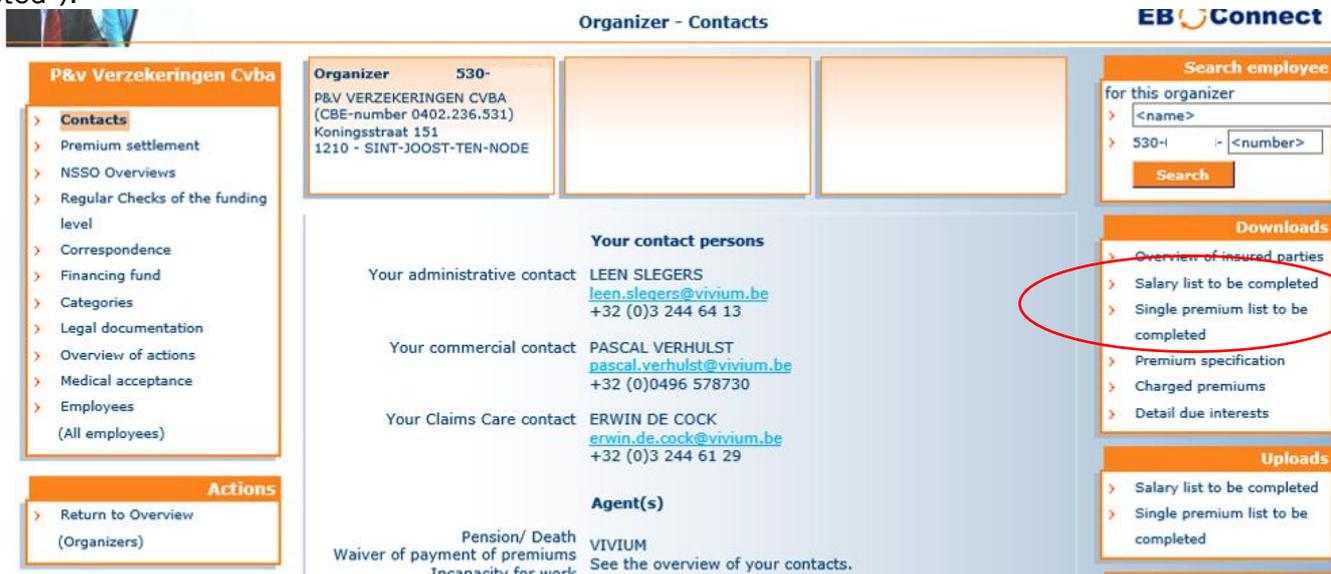


Guide: Reporting new salaries or single premiums

You are required to report your salaries once a year (around the annual adjustment date). You will be notified of this by email.

It is up to you to report single premiums.

1. Report any personnel changes (= changes other than the salary) some days prior to this. On the following day, check whether the changes have been processed on the "Overview of Actions" page.
2. Under Downloads, select "Salary list to be completed" (or "Single premium list to be completed").



Organizer - Contacts

Organizer 530-
P&V VERZEKERINGEN CVBA
(CBE-number 0402.236.531)
Koningsstraat 151
1210 - SINT-JOOST-TEN-NODE

Your contact persons

Your administrative contact: **LEEN SLEGERS**
leen.slegers@vivium.be
+32 (0)3 244 64 13

Your commercial contact: **PASCAL VERHULST**
pascal.verhulst@vivium.be
+32 (0)0496 578730

Your Claims Care contact: **ERWIN DE COCK**
erwin.de.cock@vivium.be
+32 (0)3 244 61 29

Agent(s)
VIVIUM
See the overview of your contacts.

Downloads

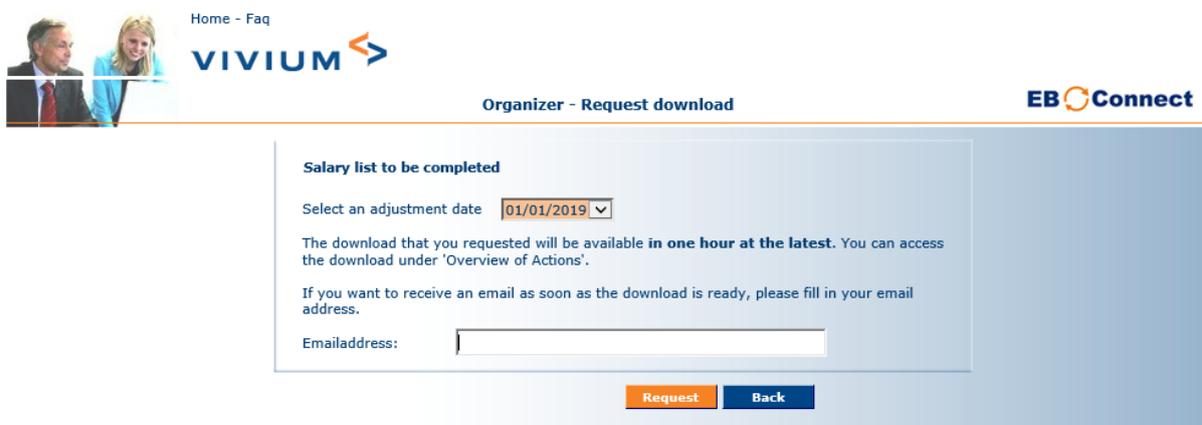
- Overview of insured parties
- Salary list to be completed**
- Single premium list to be completed
- Premium specification
- Charged premiums
- Detail due interests

3. Select your change date and click on "Request".

The change date for salaries is the annual adjustment date.

Select the change date for single premiums based on when you want to make the deposit.

Enter your email address. You will receive an email once the download is ready.



Organizer - Request download

Salary list to be completed

Select an adjustment date:

The download that you requested will be available **in one hour at the latest**. You can access the download under 'Overview of Actions'.

If you want to receive an email as soon as the download is ready, please fill in your email address.

Emailaddress:

Request **Back**

4. After receiving the email, go to the "Overview of Actions" screen:
- Double click on the list to be completed

5. Complete the list (green fields only):

	A	B	C	D	E	F	G	H	I	J	K
	Nieuwe gegevens voor de salarisaanpassing Nouvelles données pour l'adaptation salariale New data for salary adjustment										
				Company XXXXXXX (KBO-nr/N° BCE/CBE-number xxxx.xxx.xxx)			01/05/2019				
	EMPLOYEES										
1	Werknemersnr. N° travailleur	BordereInr. N° bordereau	Personeelsnummer N° personnel	Naam werknemer Nom travailleur	Nummer INSZ Numero INSS	Geslacht Sexe	Geboortedatum Date de naissance	% tewerkstelling % d'occupation	Soort salaris Type de salaire	Nieuw (part-time) salaris Nouveau salaire (à temps partiel)	Opmerkingen Remarques
0	Employee no.	Statement of account no.	Personnel no.	Name employee	Number INSS	Sex	Date of birth	% employment	Type of salary	New (part-time) salary	Remarks
1	530/XXXXXX/0001	00		affiliate 1	12345678901	M	06.06.1974	100	monthly salary		4473,04
2	530/XXXXXX/0002	00		affiliate 2	12345678902	M	29.06.1971	100	monthly salary		7884,88
3	530/XXXXXX/0003	00		affiliate 3	12345678903	F	18.01.1972	90	monthly salary		3298,78
4	530/XXXXXX/0004	00		affiliate 4	12345678904	M	06.10.1978	100	monthly salary		6965,66
5	530/XXXXXX/0005	00		affiliate 5	12345678905	M	07.08.1971	100	monthly salary		5523,73
6	530/XXXXXX/0006	00		affiliate 6	12345678906	M	27.09.1970	100	monthly salary		8523,7
7	530/XXXXXX/0007	00		affiliate 7	12345678907	M	09.06.1968	90	monthly salary		6120,29
8	530/XXXXXX/0008	00		affiliate 8	12345678908	M	24.01.1972	100	monthly salary		7164,44

IMPORTANT

- Overwrite the old salaries with the new ones.
- Use the exact same format (max. 2 numbers after the comma).
- Always enter the same type of salary: monthly salary, annual salary, etc. (full-time salary for full-timers, part-time salary for part-timers in each case).
- Enter an amount (not a formula) in the field. If you used the Vlookup-function, terminate with a copy-paste values.

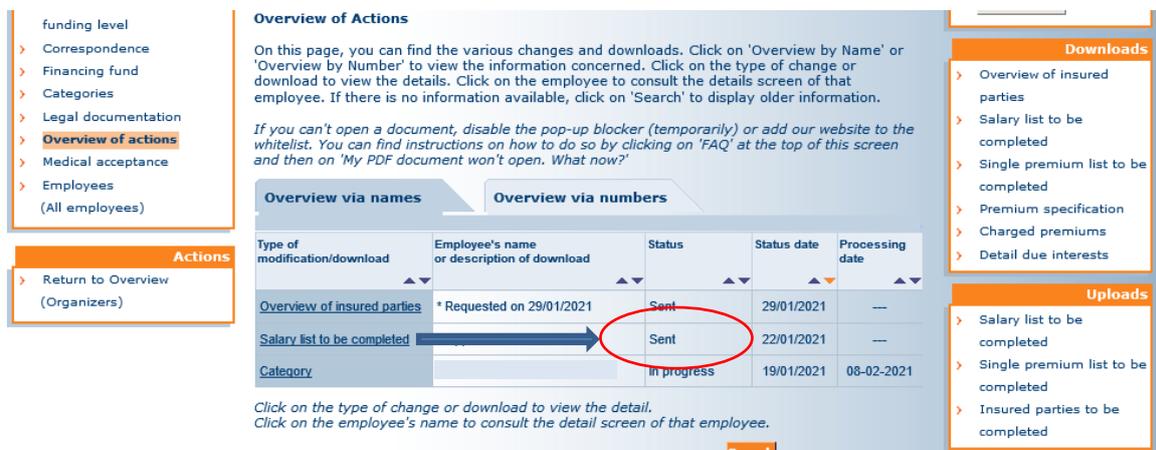
6. Save this list.

7. Under Uploads, select "Salary list" (or "Single premium list").
Make sure you are on the "Organizer" screen.




Look for the completed entry list in your folders using the "Browse" button and click on "Uploading".

8. Check that the status is set to "Sent" on the "Overview of Actions" page.



Type of modification/download	Employee's name or description of download	Status	Status date	Processing date
Overview of insured parties	* Requested on 29/01/2021	Sent	29/01/2021	---
Salary list to be completed		Sent	22/01/2021	---
Category		In progress	19/01/2021	08-02-2021

If this status has not changed, it is a good idea to contact your account administrator.

Your salaries (single premiums) will now be processed.
New Benefit Statements will be issued.
Thank you.