



## 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").

P&v Verzekeringen Cvba	Organizer 530-		Search employe
Contacts     Premium settlement     NSSO Overviews     Regular Checks of the funding	(CBE-number 0402.236.531) Koningsstraat 151 1210 - SINT-JOOST-TEN-NODE		> <name> &gt; 530-1 <number> Search</number></name>
level         Correspondence         Financing fund         Categories         Legal documentation         Overview of actions         Medical acceptance         Employees	Your administrative contact Your commercial contact Your Claims Care contact	Your contact persons LEEN SLEGERS leen.sleqers@vivium.be +32 (0)3 244 64 13 PASCAL VERHULST pascal.verhulst@vivium.be +32 (0)0496 578730 ERWIN DE COCK	Downloa           Overview of insured partis           Salary list to be complete           Single premium list to be completed           Premium specification           Charged premiums           Detail due interests
(All employees) Actions		<u>erwin.de.cock@vivium.be</u> +32 (0)3 244 61 29	Uploa > Salary list to be complete
<ul> <li>Return to Overview</li> <li>(Organizers)</li> </ul>	Pension/ Death Waiver of payment of premiums	VIVIUM See the overview of your contacts.	<ul> <li>Single premium list to be completed</li> </ul>

## 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.

<b>R</b>		
	Organizer - Request download	EB Connect
	Salary list to be completed         Select an adjustment date       01/01/2019 ▼         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:	





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

Home - F	Organizer - Overview of actions	EB <mark>C</mark> Connect				
P&v Verzekeringen Cvba  Contacts  Premium settlement  NSSO Overviews	Organizer     530-I       P&V VERZEKERINGEN CVBA (CBE-number 0402.236.531) Koningstraat 151 1210 - SINT-JOOST-TEN-NODE	Search employee for this organizer > <ambr></ambr> sance > 530-1 · <ambr></ambr> sance Search				
<ul> <li>Regular Checks of the funding level</li> <li>Correspondence</li> <li>Financing fund</li> <li>Categories</li> <li>Legal documentation</li> <li>Overview of actions</li> <li>Medical acceptance</li> <li>Employees         <ul> <li>(All employees)</li> </ul> </li> </ul>	egular Checks of the funding       Overview of Actions         orrespondence       On this page, you can find the various changes and downloads. Click on 'Overview by Name' or 'Overview by Number' to view the information concerned. Click on the type of change or download to view the details. Click on the employee to consult the details screen of that employee. If there is no information available, click on 'Search' to display older information.         If you can't open a document, disable the pop-up blocker (temporarily) or add our website to the whitelist. You can find instructions on how to do so by clicking on 'FAQ' at the top of this screen and then on 'My PDF document won't open. What now?'         mployees       The list has been drawn up in accordance with your criteria.					
Actions > Return to Overview (Organizers)	Overview via names     Overview via numbers       Type of modification/download     Employee's name or description of download     Status     Status date date	Uploads <ul> <li>Salary list to be completed</li> <li>Single premium list to be completed</li> </ul>				
	Single premium list to be completed         * Applicable to 01/02/2019         Received         16/04/2019            Satary list to be completed         * Applicable to 01/01/2019         Received         03/04/2019            Click on the type of change or download to view the detail. Click on the employee's name to consult the detail screen of that employee.	Affiliation           New affiliation           E-mail your contact				
	The last month Search	<ul> <li>&gt; Administrative</li> <li>&gt; Commercial</li> <li>&gt; Claims Care</li> </ul>				

5. **Complete the list** (green fields only):

A	В	C	U	E		6	н		J	ĸ
Nieuwe gegevens voor de salarisaanpassing										
Nouvelles données pour l'adaption salariale										
New data for salary adjustment										
			Company XXXXXXX		01/05/2019					
			(KBO-nr/N° BCE/CBE-number xxxx.xxx.xxx)							
EMPLOYEES										
Werknemersnr.	Bordereinr.	Personeelsnummer	Naam werknemer	Nummer INSZ	Geslacht	Geboortedatum	% tewerkstelling	Soort salaris	Nieuw (part-time) salaris	Opmerkinger
N° travailleur	N° bordereau	N° personnel	Nom travailleur	Numero NISS	Sexe	Date de naissance	% d'occupation	Type de salaire	Nouveau salaire (à temps partiel)	Remarques
Employee no.	Statement of account no.	Personnel no.	Name employee	Number INSS	Sex	Date of birth	% employment	Type of selary	New (part-time) salary	Remarks
530/XXXXXX/0001	00		affiliate 1	12345678901	м	06.06.1974	100	monthly salary	4473,04	1
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	3
530/XXXXXX/0004	00		affiliate 4	12345678904	м	06.10.1978	100	nonthly salary	6965,66	5
530/XXXXXX/0005	00		affiliate 5	12345678905	м	07.08.1971	100	monthly salary	5523,73	3
530/XXXXXX/0006	00		affiliate 6	12345678906	м	27.09.1970	100	monthly salary	8523,3	7
530/XXXXXX/0007	00		affiliate 7	12345678907	м	09.06.1968	90	monthly salary	6120,29	9
530/XXXXXX/0008	00		affiliate 8	12345678908	м	24.01.1972	100	monthly salary	7164,44	1

## 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.

		Organizer - Contacts	EB Connect
P&v Verzekeringen Cvba Contacts Premium settlement NSSO Overviews	Organizer 530- P&V VERZEKERINGEN CVBA (CBE-number 0402.236.531) Koningsstraat 151 1210 - SINT-JOOST-TEN-NODE		Search employe for this organizer > <name> &gt; 530+</name>
Regular Checks of the funding level Correspondence Financing fund Categories Legal documentation Overview of actions	Your administrative contact Your commercial contact	Your contact persons LEEN SLEGERS leen.slegers@vivium.be +32 (0)3 244 64 13 PASCAL VERHULST pascal.verhulst@vivium.be	Download     Overview of insured partie     Salary list to be completed     Single premium list to be     completed     Premium specification
Medical acceptance Employees (All employees)	Your Claims Care contact	+32 (0)0496 578730 ERWIN DE COCK <u>erwin.de.cock@vivium.be</u> +32 (0)3 244 61 29	Charged premiums     Detail due interests      Upload
Actions Return to Overview (Organizers)	Pension/ Death Waiver of payment of premiums Incapacity for work	Agent(s) VIVIUM See the overview of your contacts.	<ul> <li>Salary list to be completed</li> <li>Single premium list to be completed</li> </ul>
		Organizer - Uploading file	EB Connec
	Uploading the salary list t	o be completed	
	Back	Iploading	

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.

Ľ	funding level	Overview of Actions					L		
	Correspondence	On this page, you can find		Downloads					
Þ	Financing fund	'Overview by Number' to download to view the deta	>	Overview of insured					
P	Categories	employee. If there is no ir	formation available, click on 'S	Search' to displa	y older infor	mation.		parties	
Þ	Legal documentation	-6		0 1 1		1	5	Salary list to be	
b	Overview of actions	whitelist. You can find inst	If you can't open a document, disable the pop-up blocker (temporarily) or add our website to the whitelist. You can find instructions on how to do so by clicking on 'FAQ' at the top of this screen and then on 'My PDF document won't open. What now?'						
b	Medical acceptance	and then on 'My PDF docu							
	Employees							completed	
L	(All employees)	Overview via names Overview via numbers						Premium specification	
L							5	Charged premiums	
J	Actions	Type of modification/download	Employee's name or description of download	Status	Status date	Processing date	>	Detail due interests	
	Return to Overview	A.4	A.	- AV	·	· • •			
L	(Organizers)	Overview of insured parties	* Requested on 29/01/2021	Sent	29/01/2021			Uploads	
							•	Salary list to be	
		Salary list to be completed		Sent	22/01/2021			completed	
		Category		in progress	19/01/2021	08-02-2021	×	Single premium list to be	
								completed	
		Click on the type of change or download to view the detail.						Insured parties to be	
		Click on the employee's n	ame to consult the detail scree	n of that employ	ee.			completed	

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.