

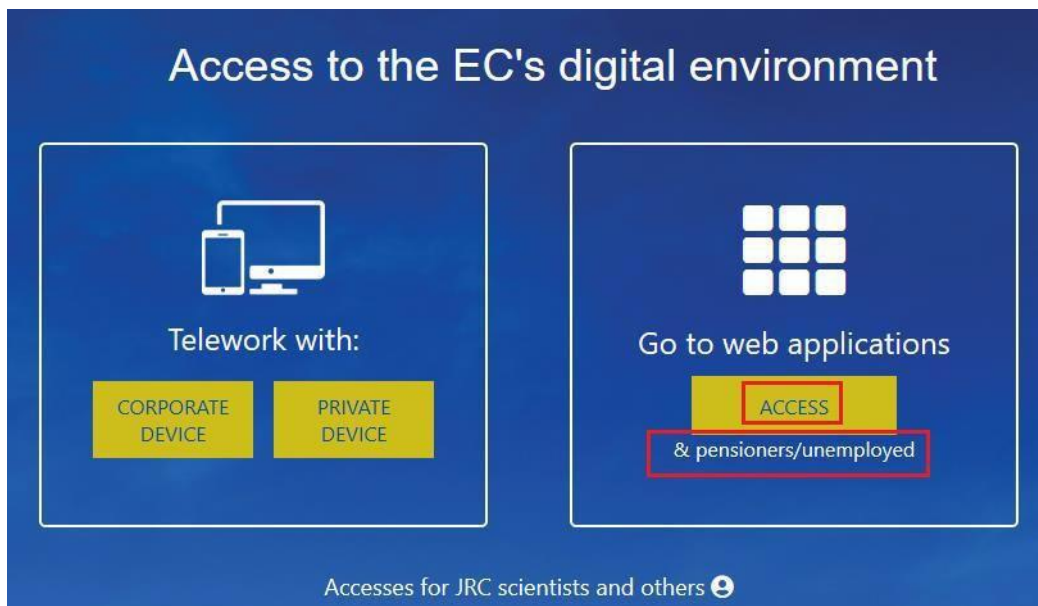
## 1. How to access SYSPER Post Activity

First, we advise you to work with the following browsers: Google Chrome, Firefox Mozilla, Edge or Safari. Please do not use Internet Explorer (not supported anymore).

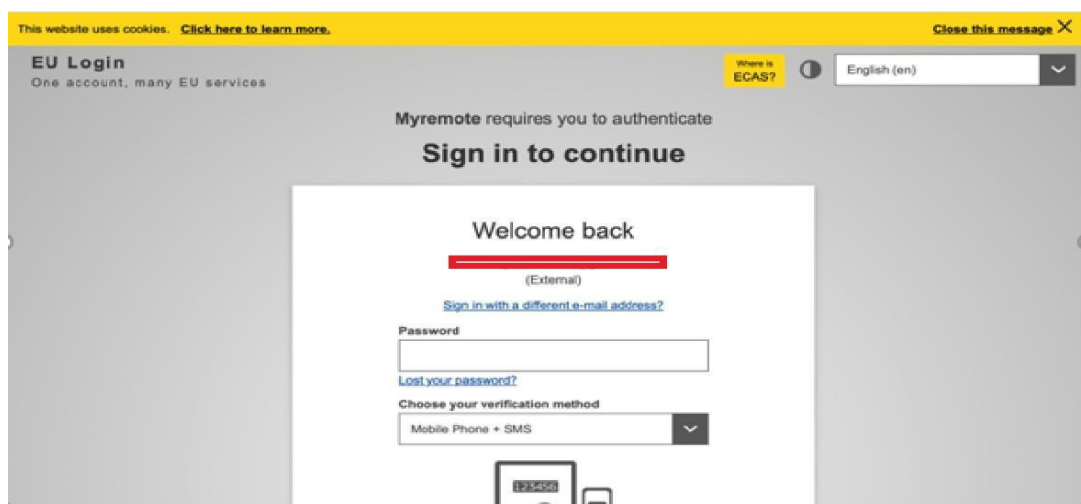
Please note that our services are constantly evolving. We do our very best to keep our guides up to date, but you may nevertheless encounter some outdated information.

You can access SYSPER Post Activity either with an External EU Login account or with an EU Login for Life (“EUL4L”). The type of access you obtain will depend on when, where and how you requested retirement. If you have completed a “Pension Request” in Sysper, prior to your retirement, you have an EUL4L account. If not, you need to use your external EU Login account. You cannot have both accounts associated with the same private e-mail address.

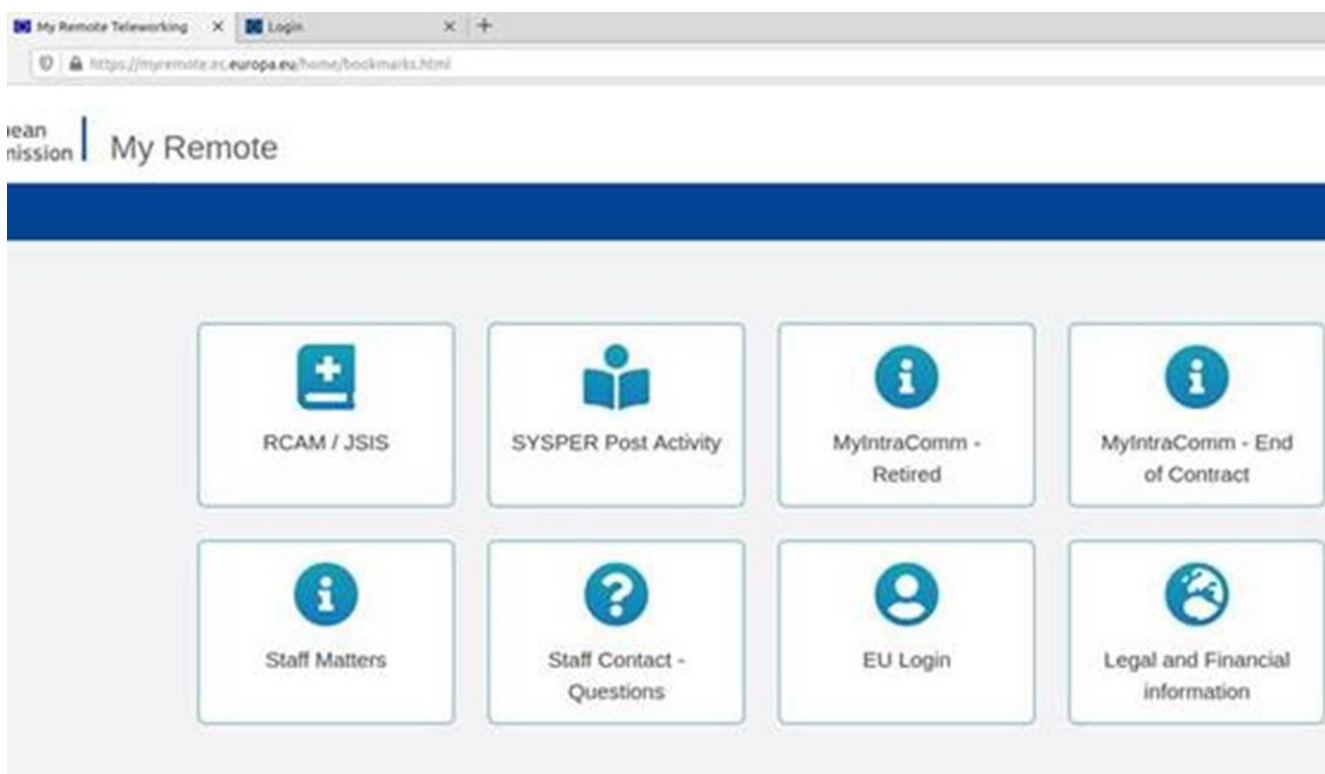
How to connect? Please go to the following link: <https://myremote.ec.europa.eu/> and click on the « **ACCESS** » button in the “**Go to web applications**” part of the following screen:



Next, you have to enter your EU Login credentials:



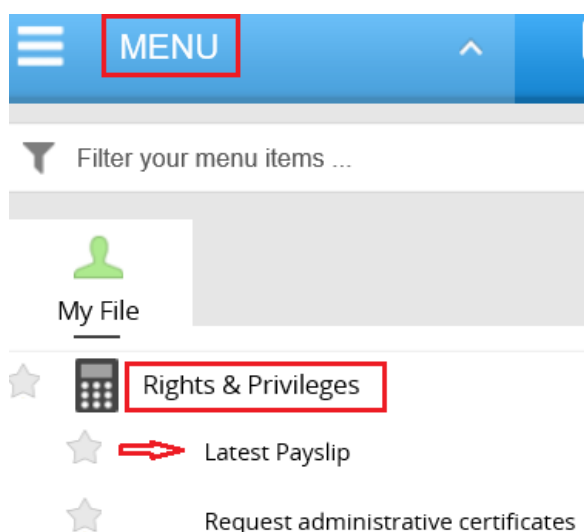
Once you are redirected to the My Remote welcome page, as displayed below, please click on the **SYSPER Post Activity** icon in order to access it:



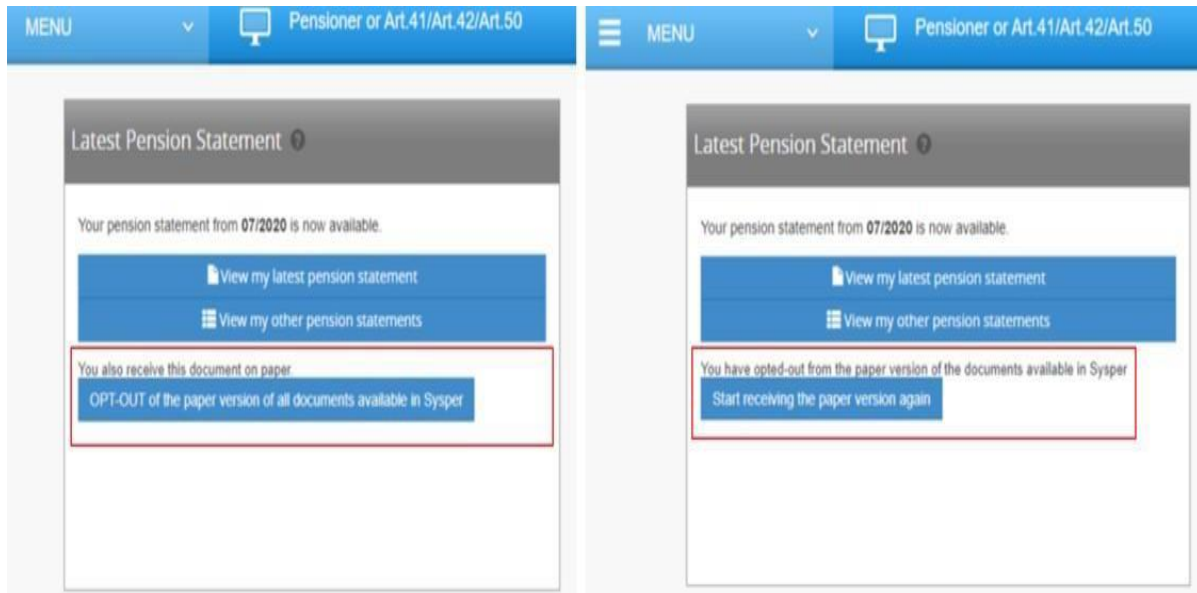
Post-active Staff from all EU Institutions and Agencies can access pension/allowance statements via SYSPER. The other functionalities and tabs described below (from item 3 on) are not available for the retired Staff of the European Parliament, the Court of Justice of the European Union and the European Economic and Social Committee.

## 2. How to access your pension statement?

Once you are connected to SYSPER Post Activity, please go to the « **MENU** », and next to the « **Rights and privileges** » tab => « **Latest Payslip** »:

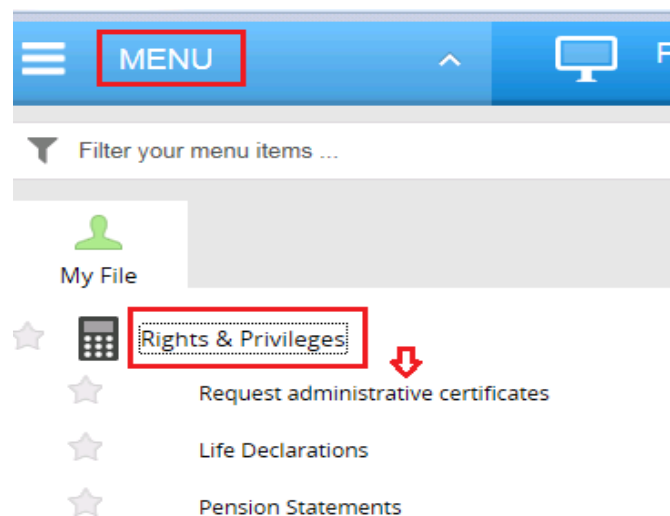


Every month, when your new pension slip is available in SYSPER, you will be notified via e-mail. On your SYSPER welcome screen, you will also have a permanent window which enables you to quickly access your latest pension slip and the history of all your pension slips as of January 2017. SYSPER offers you the possibility to always opt out of the paper version pension slip. This choice remains reversible at any time.



### 3. How to access your fiscal certificate(s)/create a new fiscal certificate?

At any time you can access your existing certificate(s) and create a new certificate via " **Menu**" => " **Rights & Privileges**" => " **Request administrative certificates**":



Next, you will be redirected to the screen of consultation/generation of the fiscal certificates:

ID	TITLE	LANGUAGE	STATE	CREATION DATE	PDF
408777	Certificate for Tax Authorities - Pension 2017	NLD	Validated	09/03/2018 08:23:01	

#### 4. How to access your personal data?

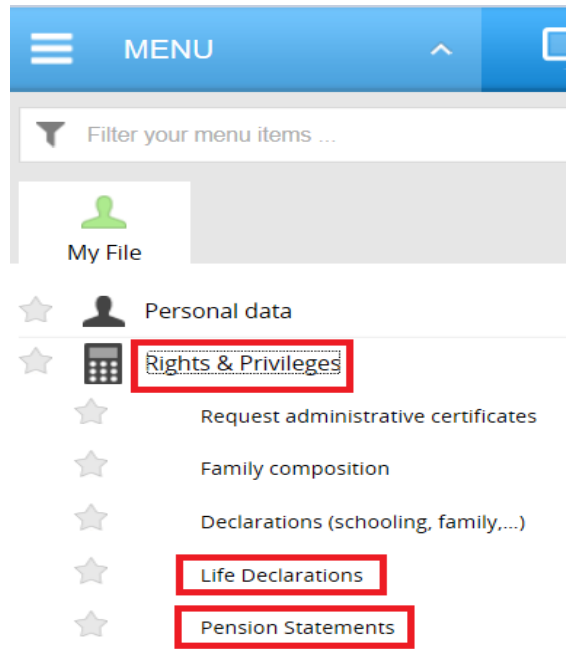
Please go to the « **MENU** » and next to the « **Personal data** » tab where you can verify your identity, check/modify your address, telecoms or the details of your contact person:

- My File
- Personal data**
- Identity
- Messages
- Change private address

## 5. How to access the declarations related to your family situation and your life declaration?

In order to declare a child birth/adoption, a schooling, a marriage, a divorce, your spouse's professional activity, please go to the « **MENU** », next to the « **Rights and privileges** » and after that to the « **Declarations (schooling, family...)** » tab.

In order to access/complete your life declaration, please go to the «**Life declaration**» tab:



When you click on « **Declarations (schooling, family...)** », you will be redirected to your declarations page:

The screenshot shows the 'Declarations' page within a web application. At the top, there are tabs for 'Personal data', 'Career', and 'Job Assignment'. Below these are sub-tabs for 'Identity', 'Addresses', 'Family composition', 'Declarations' (which is active), 'Certificates (HRMForms)', and 'Documents'. The main content area is titled 'Family' and contains several sections: 'Education' with a search filter for the period between '01/01/2018' and '31/12/2021' and a 'Search' button; 'Child(ren)'; 'Marriage/partnership'; and 'Divorce/Separation/Custody Convention'. Each section has a message indicating 'There is no [category] declaration.' and a button to add a new declaration: 'New Education Declaration/End of Studies Declaration +', 'New child declaration +', and 'New marriage/partnership declaration +'. The 'Divorce/Separation/Custody Convention' section does not have a corresponding button.

## 6. Who to contact in case of a problem?

For any question, please address it to STAFF CONTACT:

