

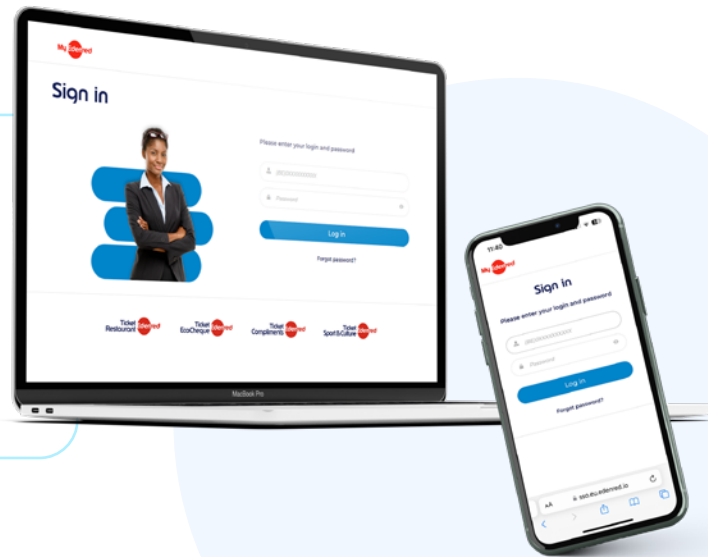
Welcome to the world of Edenred



Guide to using your Employer space on MyEdenred

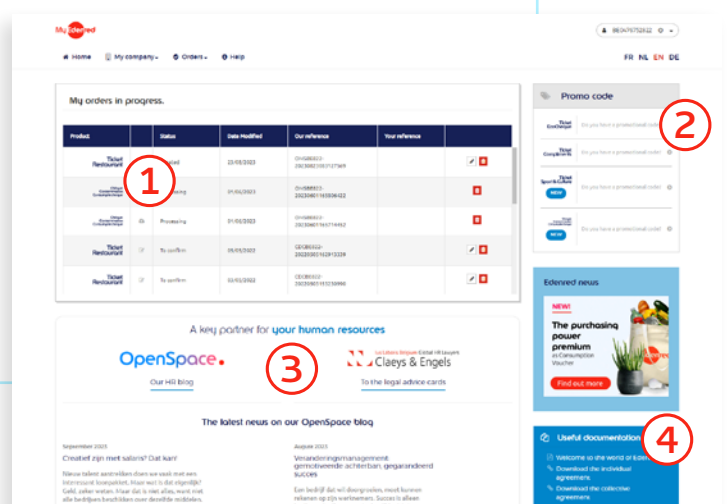
Sign in

- ✓ **Sign in to MyEdenred.be** with the username and password you will have received by e-mail.
- Can't find them? Be sure to check your spam.
- ✓ **Choose a new password** when you first sign in.



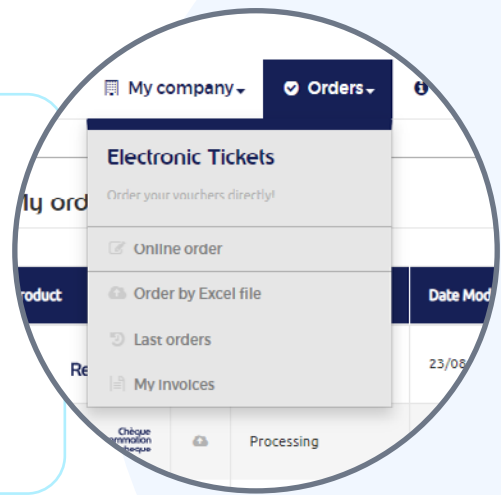
Home screen

- ✓ **Your dashboard** with the actions for you to perform:
 - Order pending payment
 - One-click card activation
 - Confirmation of a replacement card order
- ① An overview of your **pending orders**
- ② The field to enter any **promo code** you may have
- ③ Access to your HR blog **OpenSpace** and the **Claeys & Engels** legal advice library
- ④ A link to **useful documentation** (including individual and collective agreement templates)



'Orders' menu

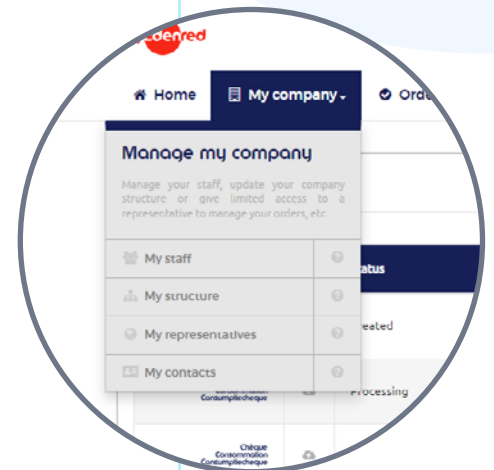
- ✔ **Order a product** directly online or with an Excel file
- ✔ Find your **payment requests, invoices** and **credit notes**
- ✔ View the **status of your orders**



'My company' menu

- ✔ **Manage your employees' cards:**
 - Card activation
 - Monitor card orders
 - Monitor card delivery
- ✔ **Manage your employees:**
 - Add/deactivate/reactivate employees
 - View your employees' details
- ✔ **Manage your company structure** (headquarters, delivery sites, invoicing sites, contact people, delivery points, etc.)
- ✔ **Manage the users** who have access to your MyEdenred platform (orders, invoices, etc.)

Good to know: In the 'My representatives' sub-menu, you can link several ordering platforms to one another, for example if you have to manage several entities in the same group. This feature allows you to directly access another MyEdenred account that you are authorised to manage.



Help

- ✔ **Any questions?** We'd be delighted to help you! Click the 'Help' tab to access our online help centre.

