

# Quick guide

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## Basic overview

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SK-EN	Switch language
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## Step 1 - Employer profile

Fill the employer profile.

### Employer profile

Legal personNatural person

I am legal person

**Business name**

**City**                      **Street**                      **Number**                      **Postal code**

**Type of identification**                      **Identification number, if assigned**                      **The register in which it is registered**

**Country/Member state of the EU**

## Step 2 - Workers

Fill the list of workers, that you want to post.

### Create worker

**Name**                      **Forename**

**City**                      **Street**                      **Number**                      **Postal code**

**Country**                      **Date of birth**                      **Nationality**

**The type of work performed by the posted worker in the course of posting**

## Step 3 - Contact persons


Fill the list of contact persons, that you want to choose from on posting.

### Create Contact Person

Name	Forename		
<input type="text"/>	<input type="text"/>		
City	Street	Number	Postal code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Step 4 - Create posting

Create a posting and fill in the necessary data. We choose employees and contact persons from the codebooks we have previously added.

 Host employer


**Business name**

Registered office

City	Street	Number	Postal code
<input type="text" value="Sample City"/>	<input type="text" value="Sample Street"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

<b>Type of identification</b>	<b>Identification number, if assigned</b>	<b>The register in which it is registered</b>
<input type="text" value="Commercial / company registration"/>	<input type="text" value="1"/>	<input type="text" value="Sample register"/>

**Country/Member state of the EU**

 Posting

<b>The day of commencement of posting</b>	<b>The day of termination of posting</b>
<input type="text" value="26.9.2019"/>	<input type="text" value="26.9.2019"/>

<b>The place of work</b>	<b>Detailed description of working place (street, number)</b>
<input type="text" value="Please choose:"/>	<input type="text"/>

<b>Estimated number of posted employees</b>	<b>Additional information</b>
<input type="text"/>	<input type="text"/>

**The name of the service or services that the host employer shall be providing through a posted employee in the Slovak Republic**

✉ Contact person

The person in charge of the service of documents which shall be located in the territory of the Slovak Republic

New contact person

Name

Forename

Address

City

Street

Number

Postal code

👤 Posted worker

New worker

Name

Forename

Place of residence

City

Street

Number

Postal code

Country

Please choose:



Date of birth



Date of birth

Nationality

Please choose:



The type of work perfor...

Add

Overview

Name and forename		Place of residence				Country	Date of birth	Nationality	#
Name	Forename	City	Street	Number	Postal code				

Save