Subject: Welcome to your electronic payslip

Hello,

We are pleased that you have **chosen Vebego's electronic payslip service**.

Today, you will receive all the information you need. We will explain where you can find your payslips in future and what the next steps are.

Where can you find your payslip?
Your payslip will be securely available every month in the ProForma portal (our payslip portal):

https://payportal.vebego.de

There, you can download, save or print your payslip at any time.

Next steps:
1. Verify your email address

You will shortly receive an email from ProForma asking you to verify your email address.
Please:

1. Open the email
2. Click on the confirmation link
3. Confirm your email address
4.

Your access will only be fully activated once you have completed the verification. As soon as a new payslip is available for you, you will automatically receive a monthly email from the portal containing a link to the document. So there is no need to search for it – the portal will notify you automatically.

2. Set up your login
Please set up your login details now. You can log in using your email address and a password.
Your temporary password (for your first login only) is: **(see the password in the original email you received)**

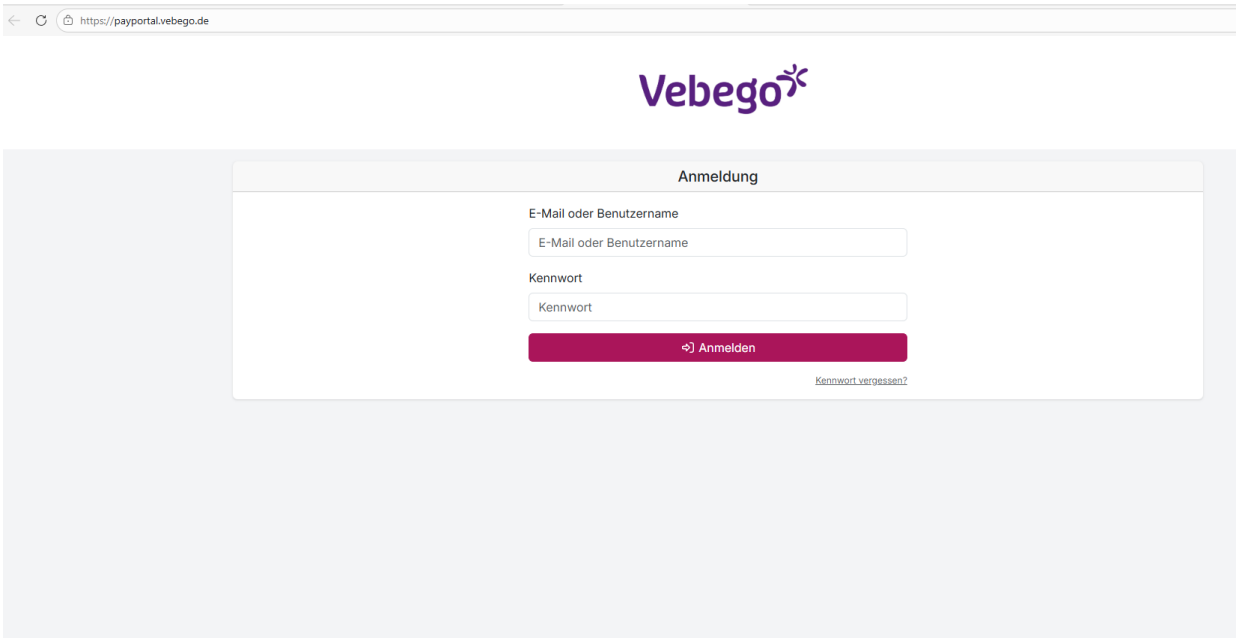
Important:
After logging in for the first time, you will need to create your own password (please remember it!). This increases security and helps protect your data.

3. How to download your payslip from the portal
You will soon be able to access your payslips in the portal. Below, you will find instructions explaining how to access your documents. Alternatively, you can watch the corresponding video here.

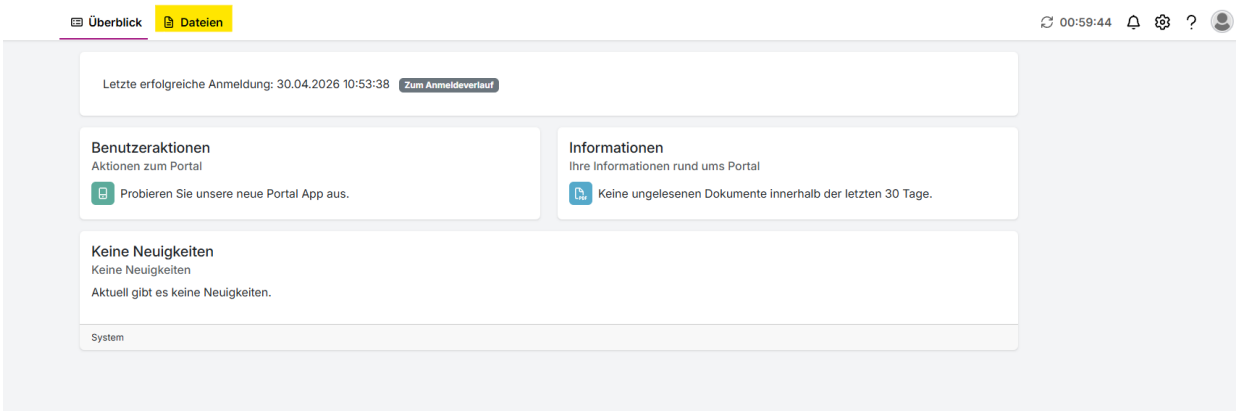
Do you have any questions? We are happy to help. You can contact us by email at epayslip@vebego.de or by phone on +49 202 9479 43 89.

Instructions for downloading your payslip

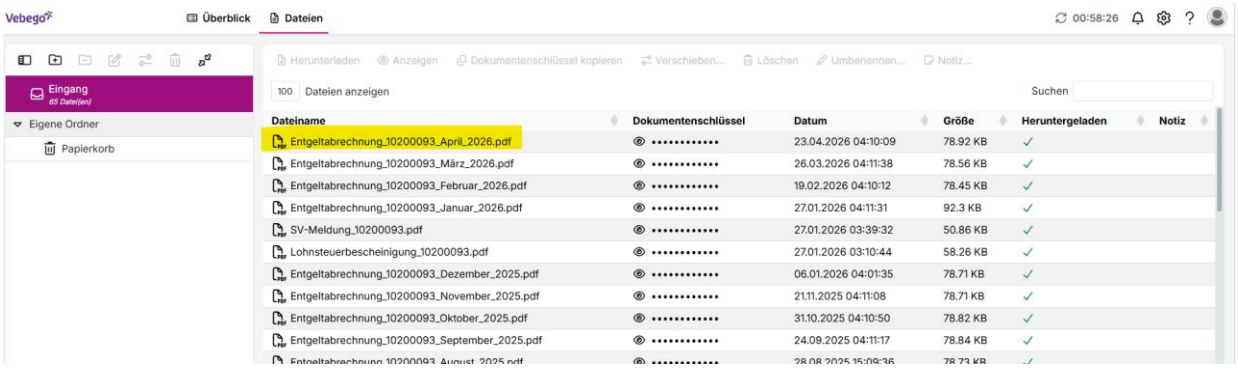
1. Log in: Enter your email address and password. Click Log in.



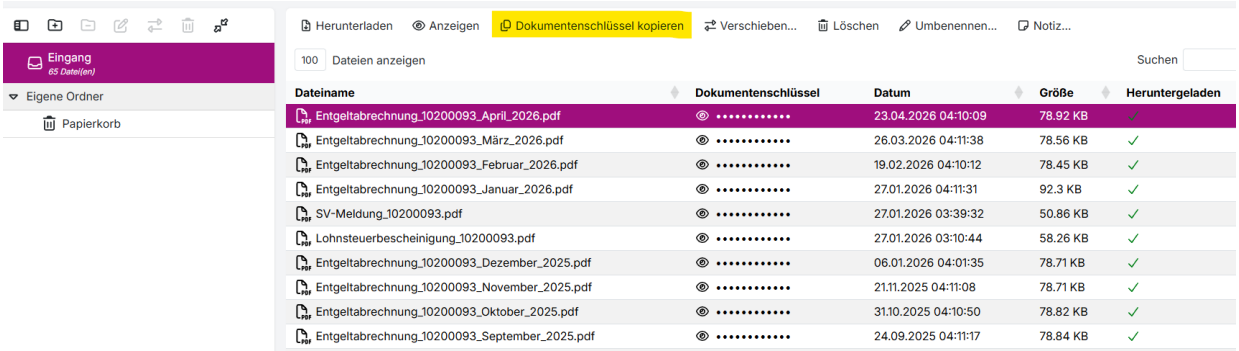
2. Click Files („Dateien“).



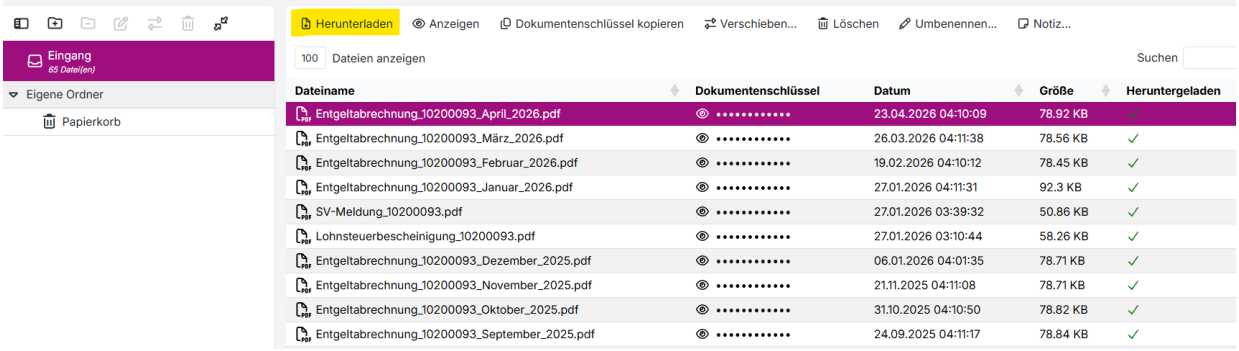
3. Click the file you want to download to select it.



4. Click Copy document key („Dokumentenschlüssel kopieren“). This copies the document key to your clipboard. You will need it later to open the PDF file.



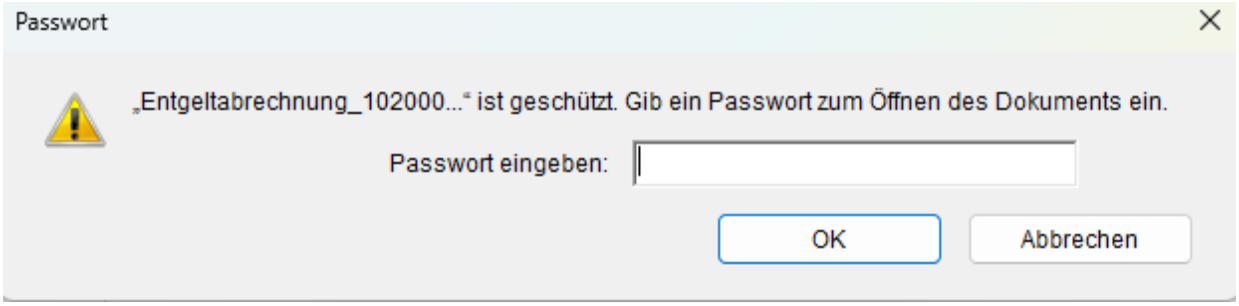
5. Then click Download („Herunterladen“). The file will be downloaded to your device as a PDF.



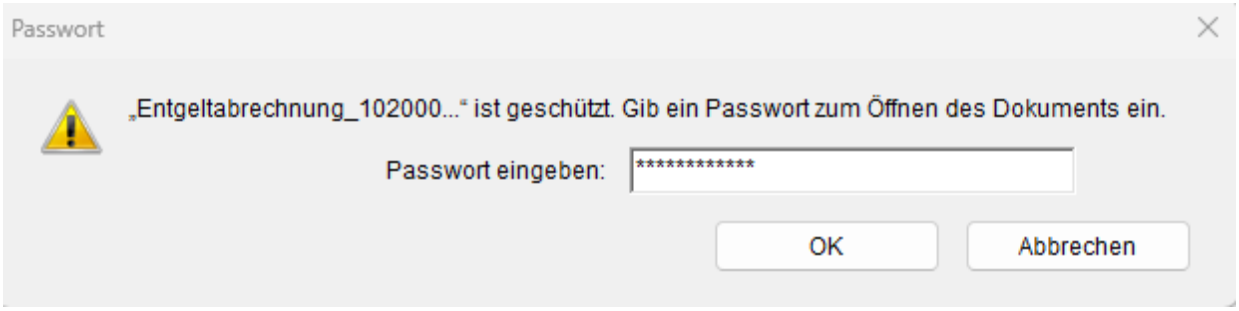
Instructions for opening the PDF file

1. Once you have downloaded the PDF file, double-click the file to open it.
You will be prompted to enter a password. **The password is your document key (Dokumentenschlüssel)**, which you copied beforehand (see step 4 above).

IMPORTANT: This refers to the document key, NOT the password you use to log in to ProForma.



2. To enter the document key, click in the field under “Passwort eingeben” and paste the document key by pressing CTRL+V.



3. Click OK to confirm. The file will then open.