Vebego FS / Konsumstr. 45 / 42285 Wuppertal

To: All Vebego employees in Germany

Wuppertal, November 9th, 2026

Subject: **Einführung elektronische Lohnabrechnung**

Dear Vebego employee,

At Vebego, we are continuously working to make our processes simpler and more modern. That is why we are now offering you the option to access your payslips electronically via our online portal, **ProForma**.

Electronic payslips are **completely voluntary and free of charge**. If you choose to receive your payslips digitally, they will be available to you securely in the ProForma portal. As soon as a new payslip is available, you will automatically receive an email notification from the portal and can download your payslip.

Electronic payslips offer you the following benefits:

- No unnecessary paper waste
- Faster access to your payslip, with no need to wait for the post
- Available anytime and anywhere
- Secure encryption of your data

How to sign up:
To use electronic payslips, all you need is a **private email address**.

You can register for electronic payslips using the registration form on the right. Simply fill it out, take a photo or scan it, and email it back to us at **epayslip@vebego.de**. Alternatively, you can return the completed form to us by post at:

Vebego Facility Services B.V. & Co. KG
Personalverwaltung (epayslip)
Konsumstr. 45
42285 Wuppertal

Once you have registered, the HR Administration team will provide you with your login details for the ProForma portal as well as further information on how to set up your access.

Data protection and security
Protecting your personal data is our highest priority. When using electronic payslips, your payslips will only be made available via the secure ProForma portal. Access is only possible using your personal login credentials. In addition, the PDF documents are password-protected.

No disadvantages if you choose not to participate
If you do not wish to use electronic payslips or do not have a private email address, you will continue to receive your payslips in paper form as usual. You will not experience any disadvantages as a result.

Questions?
Our following FAQ document provides quick answers to the most important questions.

You can also contact our HR Administration team by email at **epayslip@vebego.de** or by phone at +49 (0)202 / 9479 43 89.

Kind regards,

ppa.



Sylke Sergel
Chief People & Culture Officer

i.V.



Frank Tummes
Leitung Personalverwaltung

Registration Form

☐ Yes, I hereby register for electronic payslips.

Name: .....

Employee number: ..... Location: .....

Private email adress: .....

Date: ..... Signature: .....

Electronic Payslip
Questions & Answers

Contact:
+49 202 9479 43 89
epayslip@vebego.de

With electronic payslips, you can securely and conveniently access your payslips online. In this Q&A, we answer the most frequently asked questions.

What is the electronic payslip?

With the electronic payslip, you will no longer receive your monthly payslip, social security notification and income tax certificate by post. Instead, these documents will be made available securely via the ProForma online portal. Your documents are stored securely there and can be downloaded at any time. Whenever a new payslip or document is available, you will receive an email notification.

What are the benefits of electronic payslips?

- Fast & reliable: No waiting for the post, and no risk of documents getting lost in the mail or ending up in the wrong letterbox.
- Available anytime: Your payslips, social security statements and income tax certificates are available in the portal at any time from the moment you register for electronic payslips.
- Secure & private: Your payslips are securely stored in your personal portal instead of being delivered to your letterbox.
- Paperless: Going paperless is better for the environment.
- Convenient & easy: Access your documents on your PC, tablet or smartphone, or via the app.

How secure is my data?

Very secure:

- Data is transmitted in encrypted form.
- The portal complies with all legal requirements.
- Access is password-protected.
- Only you can view your payslips.
- The PDF files are additionally protected with a document key.

Who has access to my data?

Only you. When you log in for the first time, you will be asked to set up your own password.

What do I need to use electronic payslips?

- A private email address
- Access to a laptop, PC, tablet or smartphone with an internet connection

Important: You must use a private email address. For data security reasons, you are not permitted to use a Vebego email address.

What if I don't have a private email address?

If you do not have a private email address, you will continue to receive your payslip by post.

Does it cost anything to use electronic payslips?

No. Electronic payslips are completely free of charge.

Do I have to switch to electronic payslips?

No. Registration is voluntary. Once you register, you will receive your payslips digitally from then on. Switching back to paper payslips at a later date is not possible.

Can I decide to register at a later date?

Yes. There is no deadline. You can register for electronic payslips at any time.

What happens if I leave the company?

You will continue to have access to the portal for one month after your last day of employment. After that, your access will be disabled. Please make sure to download all your documents from the online portal before your access ends. You should also save your document key, as you will need it to open the PDF files.

How do I register for electronic payslips?

Registration is quick and easy.
Here's how:

1. Complete the registration form included with your letter or postcard.
2. Take a photo or scan of the completed form and email it to **epayslip@vebego.de**. Alternatively, you can send the form by post to:

   Vebego Facility Services B.V. & Co. KG
   Personalverwaltung (epayslip)
   Konsumstr. 45
   42285 Wuppertal
   Germany

3. You will then receive a confirmation email and access to the portal.
4. Your payslip will be available in the portal from the next payroll month onwards.

How do I access my payslips?

1. Open the portal, for example via the link in the email.
2. Log in using your email address and password.
3. Select the file, copy the document key and download the file.
4. Open the PDF using the document key.

All documents can be saved and printed.

Do you need support or have any questions?

Our HR Administration team will be happy to assist you.
You can reach us at **epayslip@vebego.de.**