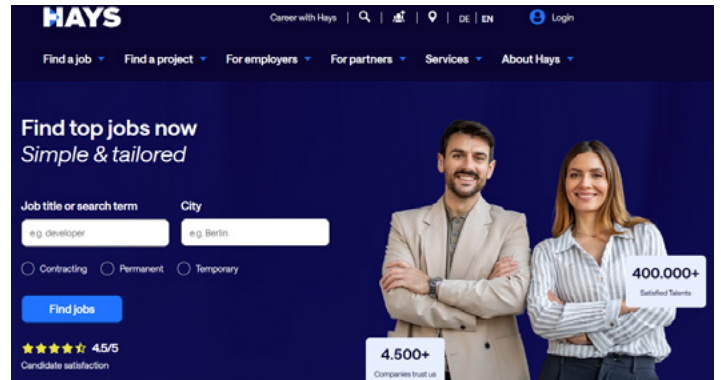


Hays Quickguide *Portal Upload*

Upload your proof of performance
via the Hays portal in just a few steps.

Portal Login

The Hays portal is available at www.hays.de and www.hays.at. Click "Login" to access the portal.



Requesting new login details for the portal

If you do not yet have login details for the Hays portal, follow the instructions under "Register now".

Now enter the necessary data and request a login via 'Send'.

You are here: hays.de / Login

SIGN IN

Email address

Password

[Password reset](#)

REGISTER IN JUST TWO MINUTES

You do not have an account yet?
Register now and enjoy all benefits provided by us.

- Receive job offers via email
- Quick and simple application
- Save job offers on multiple devices and apply

SUPPORT

If you have any further questions regarding your login, please send an e-mail to login@hays.de.

If you want to change your marketing preferences and do not yet have a login or do not wish to create one, please contact service@hays.de.

[Cookie Preferences](#)

Account creation

Form of address *

Ms. Mr. Diverse Not stated

First name *

Name *

Email address *

Repeat email address *

Password *

Re-enter password *

Login details available

If you already have login details, enter your user name and password

You are here: hays.de / Login

SIGN IN

Email address

Password

[Password reset](#)

REGISTER IN JUST TWO MINUTES

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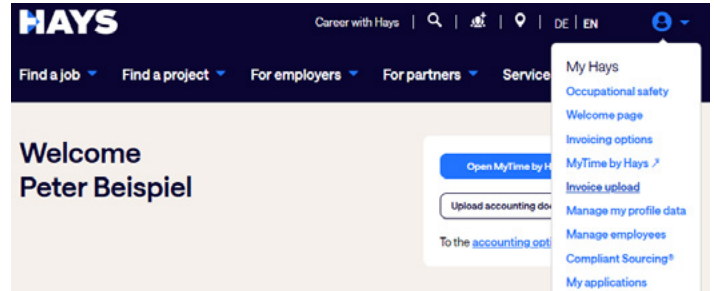
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[Cookie Preferences](#)

Upload *Invoicing Documentation*

You can access the upload area via the “Upload accounting documents” button or alternatively via the “Invoicing Options” or “Invoice upload”.



Here you can upload your proofs of performance and travel expense receipts under ‘Information regarding my invoicing documentation’.

First select your project number and performance period.

Upload of my *invoicing documentation*

Please note: If the upload does not work properly for you, please use the Chrome browser.


Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation.

▶ [PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN.](#)

Project number*:
60-C-; *****3 (June 2020 - December 2026) ▼

Performance period*:
Jan, 2026 ▼

Advanced input

Please provide the following information to help us deal with your invoicing documentation faster.
Receipt date:
29 ▼ Jan ▼ 2026 ▼ 

Upload the respective time sheet and travel expense receipts (where applicable) as PDF files in the intended fields. You can add the files via drag & drop or upload them by clicking the upload icon.

Please note the maximum file size of 5 MB

Number of hours

In the Number of hours field, please let us know the number of hours/days worked in advance. You can make a selection hours/day and enter the respective number in the field provided.

If you are working on several sub-projects, you can add up the number or alternatively upload several individual proofs.

Please note that this field is mandatory.
This preliminary information serves to improve the further processing of your billing data.

You will also receive information about the banking details most recently stored in your master data. If this information is not correct or has changed, you can inform us of this via „Specify other banking details“.

You also have the option of providing us with additional information about your claim using the comments field supplied.

Send your receipts by clicking the “Send invoice documentation to Hays now” button and you will receive a notification that your documentation has been successfully sent.

SEND INVOICING DOCUMENTATION TO HAYS NOW

Upload of my invoicing documentation

Please note: If the upload does not work properly for you, please use the Chrome browser.

Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation.