

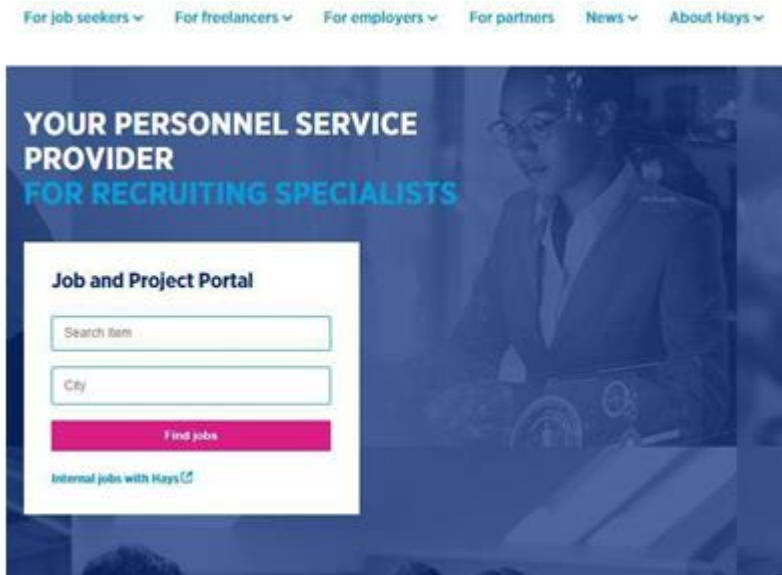
QUICK GUIDE PORTAL UPLOAD

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

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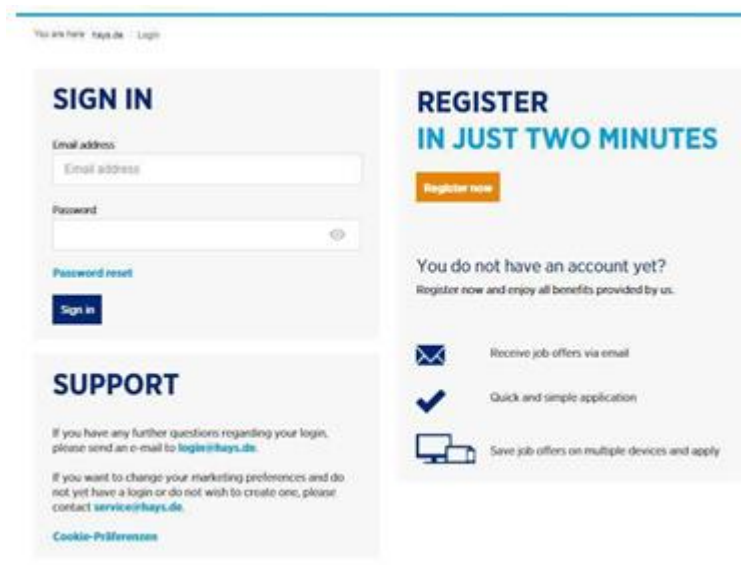
PORTAL LOGIN

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'.

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MY REGISTRATION

Form of address*

Mr. Ms.

First name*

Last name*

Email address*

Confirm email address*

Please choose a password*

Re-enter password*

Data protection and marketing purposes


I confirm that I have read and understood the [privacy policy](#).*

I want to receive e-mails on the following topics to my e-mail address:

Information on Hays (studies, events, surveys, services, portfolio, etc.)

Job, career, further education & projects

I am aware that I can revoke my consent at any time with effect for the future, e.g. by e-mail, via the unsubscribe link. Your data will be processed in accordance with our [data protection policy](#). This policy also includes further information about your consent and rights.

I'm not a robot 

*Mandatory field **Send**

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](#)

[Sign in](#)

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-Präferenzen](#)

REGISTER IN JUST TWO MINUTES

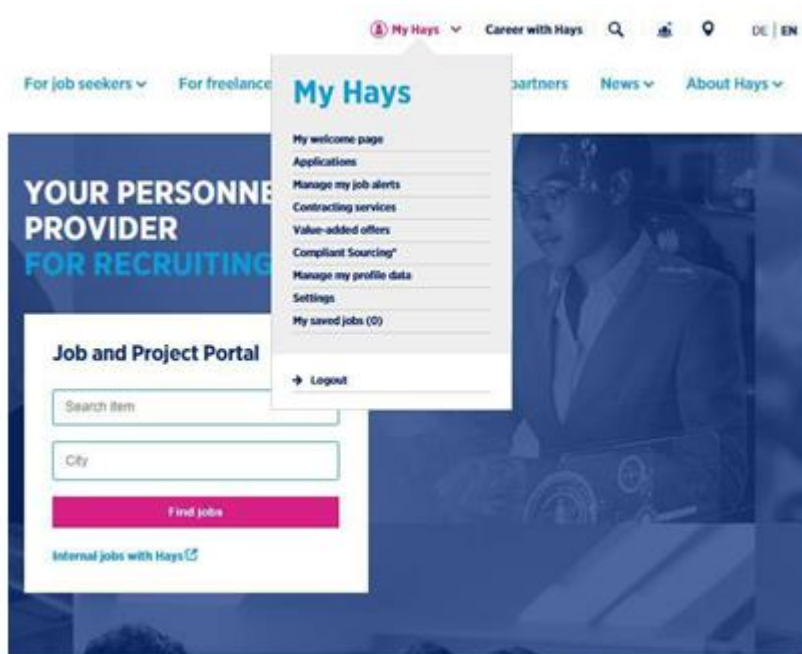
[Register now](#)

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

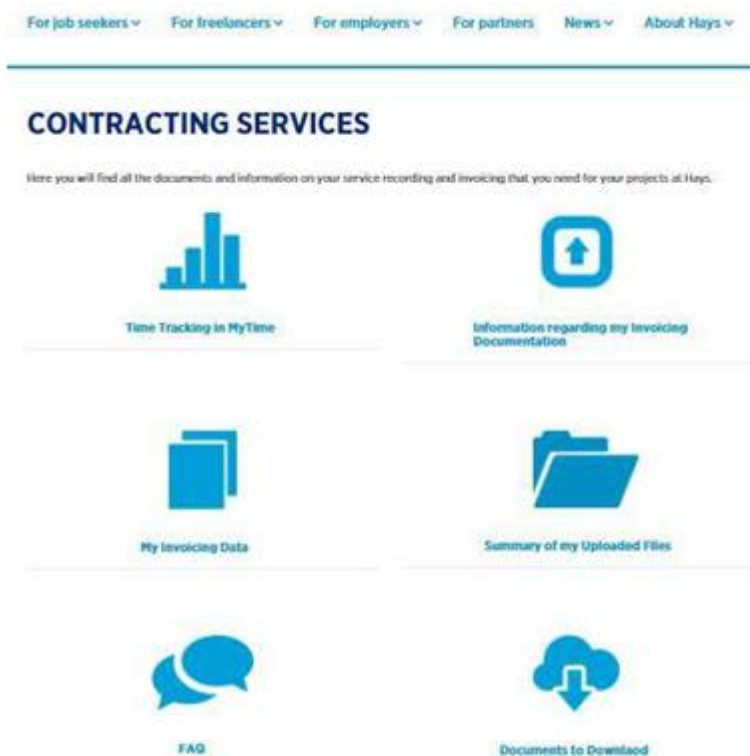
-  Receive job offers via email
-  Quick and simple application
-  Save job offers on multiple devices and apply

UPLOAD INVOICING DOCUMENTATION

In order to upload invoicing documents, navigate to 'Contracting services' in the 'For Specialists' section.



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.

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What job are you looking for?

Find Jobs now

INFORMATION REGARDING 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.

Project number*:

- please choose -

- please choose -

80M12345678


80M23456789

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 2 MB

YOUR TIMESHEETS


DRAG AND DROP DOCUMENTS HERE
(OR CLICK HERE)



Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.

TRAVEL EXPENSES AND RECEIPTS

DRAG AND DROP DOCUMENTS HERE
(OR CLICK HERE)



Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.

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.

The screenshot shows a user interface with two main sections. The top section is titled "My registered banking account data" with a help icon. It contains the following information: Bank: Deutsche Bank Privat und Geschäftskunden, Account owner: TEST, IBAN: DE5420*****, and Swift: DEUTDEDBHAM. Below this information is a blue button labeled "SEND NEW ACCOUNT DATA". The bottom section is titled "Comment (optional):" with a help icon and contains a large, empty text input field.

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



The notification box is light green and contains the following text: "Thank you very much! Your invoicing documentation has been successfully sent." Below this, it shows "Projectnumber:" followed by a blank space, and "Uploaded files:" followed by a list containing a single item: "157.pdf".