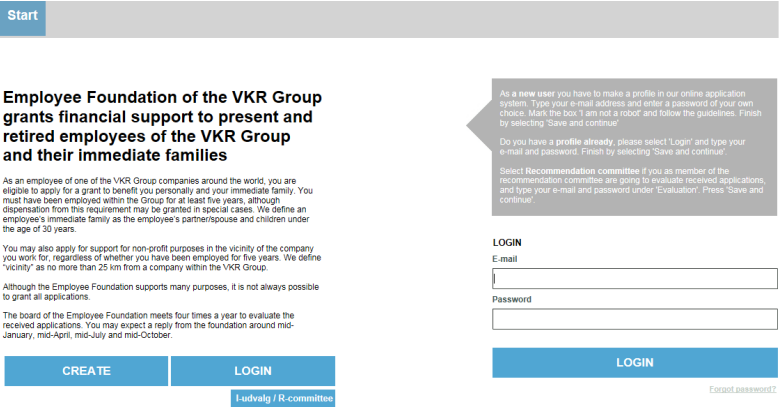
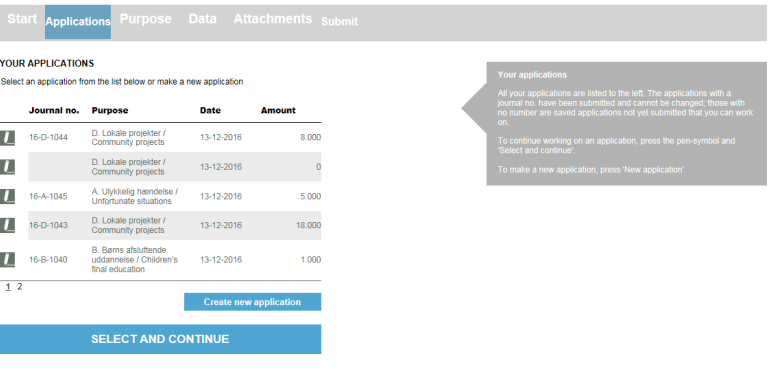


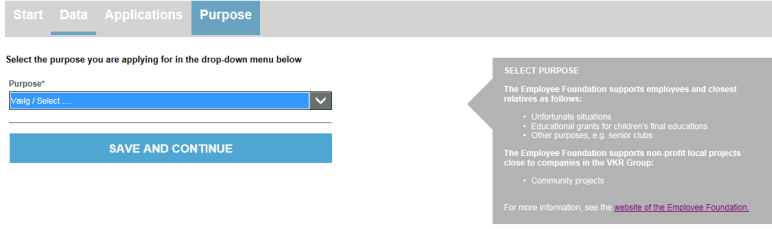
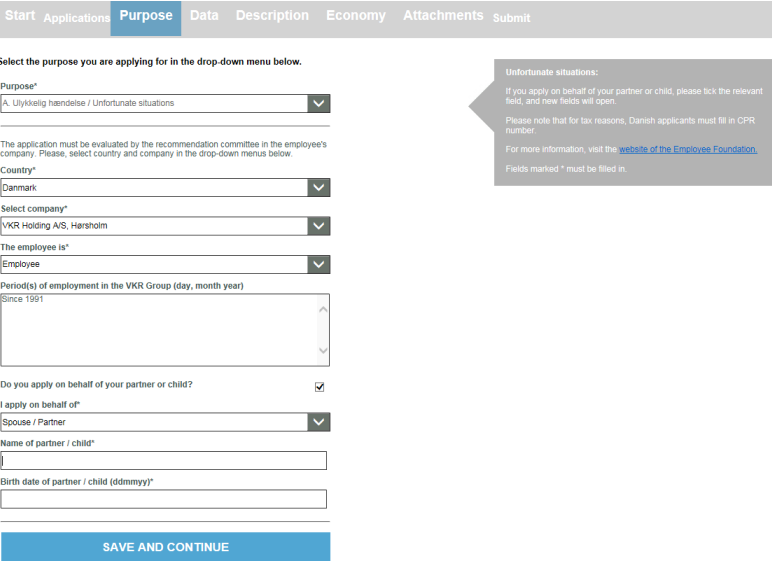
User guide for the online application system of the Employee Foundation at the web address: <https://vkr.onlinelegat.dk/brugerlogon.aspx?bruger>.

Applicants can now make applications electronically (which will continue to be assessed by the Recommendation Committee first, and afterwards by the Employee Foundation Board). If an applicant needs help to make the application, the contact person of the recommendation committee can complete an application together with the applicant. You can also give your application in writing to the contact person of the Recommendation Committee, who will afterwards finish your application in the online application system.

Below please find some screen views along with guidelines for completing the forms:

How to do it	Screen view
<p>Item Start</p> <p>As a new user, you or your colleague must click on the blue button <i>Create</i>.</p> <p>The e-mail address is for any mailings about your application between you and your recommendation committee.</p> <p>Type a password of your choice. It is personal and known by you only.</p> <p>If you are a user already, select the button <i>Login</i> and type your e-mail address and your password.</p> <p>For more information, follow the information in the grey box.</p>	
<p>Item Applications</p> <p>Under this item you can create a new application, edit a saved and not yet submitted application; and you can see a list of all your applications.</p> <p>New users will see an empty list.</p>	

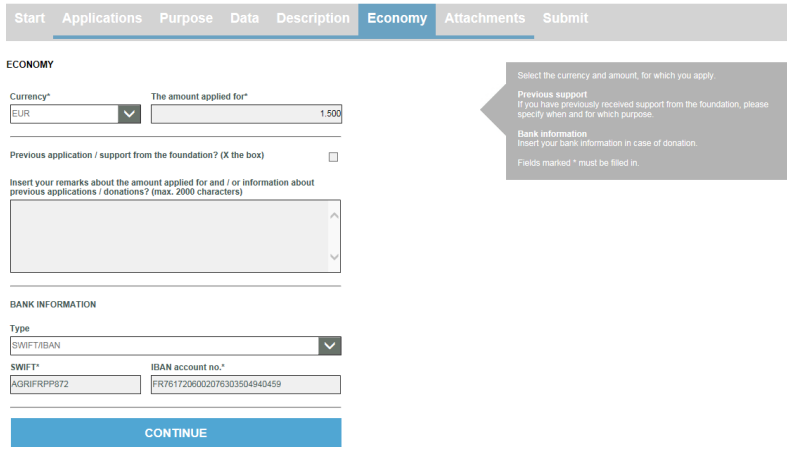
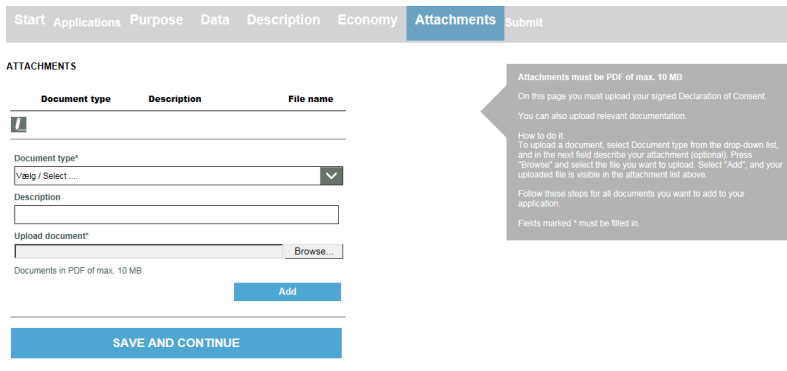
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How to do it	Screen view
<p>Item Purpose Select from the drop down list the purpose to which you want to apply for support.</p>	
<p>Item Purpose (continued) Your selection of purpose gives you a number of fields to complete.</p> <p>The screen view shows the fields for <i>Unfortunate situations</i> on behalf of a partner or a child.</p>	

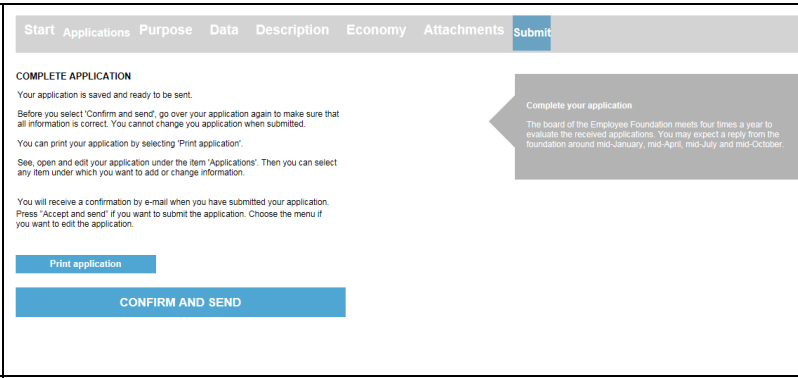

User guide for the online application system of the Employee Foundation at the web address: <https://vkr.onlinelegat.dk/brugerlogon.aspx?bruger>.

How to do it	Screen view
<p>Item Data</p> <p>If you apply for a person (<i>unfortunate events, education</i> or the like), you must enter data about the <u>employee</u>, even though you are applying on behalf of a partner or a child of an employee.</p> <p>Do you apply for support for a local association or club, you must enter data about the association and its contact person.</p> <p>Complete the fields relevant for your application.</p> <p>Declaration of consent</p> <p>Because of the General Data Protection Regulation of the EU, an applicant <u>must</u> consent to the foundation's registration, storing and processing of the information, submitted by the applicant in connection with an application.</p> <p>Please note that it is no longer possible to apply on behalf of an employee without his or hers knowledge/consent.</p>	<p>Start Applications Purpose Data Description Economy Attachments Submit</p> <p>EMPLOYEE / PROJECT RESPONSIBLE</p> <p>First name* <input type="text"/> Last name* <input type="text"/></p> <p>Address* <input type="text"/></p> <p><input type="text"/></p> <p>Postal code <input type="text"/> City <input type="text"/> <input type="button" value="Vælg / Select ..."/></p> <p><small>The field above only applies for applicants living in DK</small></p> <p>Country* <input type="button" value="Vælg / Select ..."/></p> <p>Telephone / mobile phone* <input type="text"/></p> <p>E-mail address <input type="text"/></p> <p>Birth date (ddmmyy) / CPR no.* <input type="text"/></p> <p><input type="text"/></p> <p><small>CPR no. applicable for Danish citizens only</small></p> <p>Declaration of Consent* <input type="checkbox"/></p> <p><small>You must give your consent to let the foundation register, file and process all information in your application. Please read, print and sign the declaration and provide the required signatures. You must scan and upload the signed Declaration of Consent under the item "Attachments".</small></p> <p>Link to Declaration of Consent</p> <p><input type="button" value="SAVE AND CONTINUE"/></p>
<p>Item Description</p> <p>Under <i>Situation/illness</i> please make a telling title;</p> <p>In the field below, please make a brief description and reason for applying for support.</p> <p>Further documentation (e.g. detailed information about the situation, documentation from psychologist, doctor, school etc.) you must upload under item <i>Attachments</i>.</p>	<p>Start Applications Purpose Data Description Economy Attachments Submit</p> <p>Unfortunate situations</p> <p>Situation / illness* <input type="text"/></p> <p>Short description of situation / illness (max. 5000 characters)* <input type="text"/></p> <p><input type="button" value="SAVE AND CONTINUE"/></p>

User guide for the online application system of the Employee Foundation at the web address: <https://vkr.onlinelegat.dk/brugerlogon.aspx?bruger>.

How to do it	Screen view
<p>Item Economy</p> <p>Please select currency from the drop down menu, and write the amount for which you want to apply.</p>	
<p>Item Attachments</p> <p>When applying for support for <i>Unfortunate situations</i> or <i>Scholarships</i>, you must as a minimum upload a pdf of the completed and signed declaration of consent. If you did not download it under item <i>Data</i>, you can download it from this page – see the grey box.</p>	

User guide for the online application system of the Employee Foundation at the web address: <https://vkr.onlinelegat.dk/brugerlogon.aspx?bruger>.

<p>Item Submit Your application is completed and ready to be submitted to your local recommendation committee</p> <p>If you need to change anything before sending in your application, please go back by clicking on the items in the top bar.</p> <p>When you select <i>CONFIRM AND SEND</i> your application will be sent to your local recommendation committee for their evaluation.</p>	 <p>The screenshot shows the 'Submit' tab selected in the top navigation bar. The main content area is titled 'COMPLETE APPLICATION' and contains instructions: 'Your application is saved and ready to be sent.', 'Before you select 'Confirm and send', go over your application again to make sure that all information is correct. You cannot change your application when submitted.', 'You can print your application by selecting 'Print application'.', 'See, open and edit your application under the item 'Applications'. Then you can select any item under which you want to add or change information.', and 'You will receive a confirmation by e-mail when you have submitted your application. Press 'Accept and send' if you want to submit the application. Choose the menu if you want to edit the application.' There are two buttons: 'Print application' and 'CONFIRM AND SEND'. A grey callout box on the right says 'Complete your application' and 'The board of the Employee Foundation meets four times a year to evaluate the received applications. You may expect a reply from the foundation around mid-January, mid-April, mid-July and mid-October.'</p>
<p>Your application</p> <p>When selecting <i>Print application</i>, a pdf report of your inserted data will be made for you to print.</p>	 <p>The screenshot shows the 'EMPLOYEE FOUNDATION' logo at the top. Below it, application details are listed: Purpose: D. Lokale projekter / Community projects, Jr.nr.: 16-D-1053, Amount (DKK): 14.869, Application date: 14.12.2016. The 'APPLICANT' section includes: Name: Catherine Humbert, Address: 24 rue de la Basilique, 25000 Besancon, Postal code/City: France / Frankrig, Telephone: 00331234, Birth date / CPR no.: 101066, Company: KH-SK France S.A.S., Mamay. The 'PROJECT' section includes: Name: Restoration of building etc., Description and motivation: The sport club (tennis, cycling, fitness, ping-pong, dancing school) needs to restore its building and organize differently its rooms. The total project cost is 9,260.68 EUR., Name(s) of employee(s): Catherine Humbert. The 'ECONOMY' section includes: Currency: EUR, The amount applied for: 9260,68, Previous application / support from the foundation: No, Bank: CMCIFR2A-FR7610278080010002060200111, Account ref.:</p>