Welcome to Easyflex2Go

With Easyflex2GO, you as a temporary worker have insight into your own data and placements anytime, anywhere. Through this portal, you can easily enter your hours worked and sign documents digitally. This guide will guide you through the process step-by-step, so you can log in and log your hours without any hassle. To complete these steps, you need a laptop/PC and download the Google Authenticator app. At the bottom of step 5 is an icon of the app you need to download. Do you have any questions? Please contact your contact person at Syntec.

Logging in to Easyflex2Go

Step 1 – Activate Account

You will receive an invitation to activate your account via email. You will be redirected to the website.

Step 2 – Enter data

Use the details from the email to log in. Pay close attention to uppercase and lowercase letters and do not copy spaces

Step 3 – Reset New Password

After logging in for the first time, choose a new username and password

Step 4 – Verify your email address

Check your inbox (and SPAM folder) for a verification email.

Step 5 – Scan the QR code with your phone

Scan the QR code generated by Easyflex. Every 30 seconds, a code is generated in the Google Authenticator app. Enter this code when activating your account. The Easyflex web page provides a reset code for a possible recovery.

You can now log in with the details you have created. Tip: Write down your username and password in a safe place.

Sign documents

You will receive a request to sign your documents via email. Follow these steps to sign your documents correctly:

Step 1 – Open Document
Click the link in the email to open the document.

Step 2 – Check the content
Read the document all the way through and make sure all the details are correct. Make sure you scroll all the way down, otherwise the approve or reject buttons will not be available. Click 'Approve' if everything is correct. If you reject the document, you must provide a reason for the rejection in the text field

Step 3 – Digital signing
Enter your name and sign your signature in the box provided.

Step 4 – Save and send
Click on '**Save**' and then on '**Approve**' to send the document.

Tip: Save the signed documents for your own records.

Dashboard – My signatures
Once you are logged in to the Easyflex2Go portal, you will find an overview of all your personal matters on the dashboard. In addition to entering your hours worked, you also have direct access to your payslips and annual statements. In addition, you can view the status of your documents under the heading 'My signatures'. Here you can see which documents still

Entering hours worked

Step 1 – Go to the time portal

Log in to Easyflex2Go and navigate to the 'Hours Declarations' tab, then to the 'Declare Hours' tab.

Step 2 – Registering hours

Select the correct week for the period and fill in the hours worked and any travel expenses. If you want to enter other hours or allowances than the standard options, click on the plus sign to make all available categories visible. After you have entered the fee, the total amount will immediately appear behind it. Please review all the details carefully before submitting them.

Step 3 – Submit Hours

Do not press send until you have filled in the entire week. Click on '**Send**' to submit your hours definitively. Once your hours have been submitted, you can no longer change them. So always check that everything is filled in correctly.

EF2GO App

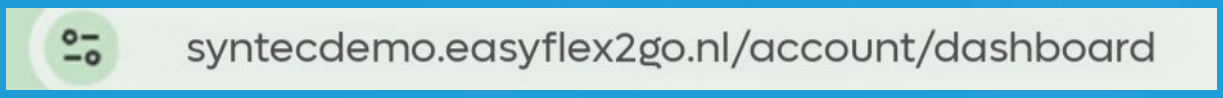
As soon as you have activated your account via the internet, it is also possible to view your data and pass on hours via the app. Download the app from the Google Playstore (Android) or the Apple Store (iOS). For support, you can consult the images at the bottom of the text; These match exactly with the steps you have to go through. Then fill in the requested information that applies to you.

Step 1 – Create access code

When you open the app, you create an access code.

Step 2 – Add desk

Click on the '+' to add your employment agency. The necessary information for this can be found in the URL bar of the website where you log in.



Step 3 – Desk is added

You will see the following appear, select to open.

Step 4 – Log in

Log in with your details, which you have previously created via the internet.

Step 5 – Dashboard

Success! You are logged in and can use the app.

Entering hours worked in the EF2GO

Step 1 – Go to the time portal

Log in to the EF2GO app and navigate to the '**Declarations**' tab.

Step 2 – Select the right week

You will receive an overview of your claims. Now select the correct week or use the filter option