Registration step by step

For the administration that we take over, we need to collect personal data once, which we need for the correct processing of your orders and employment. When you have created your account for the Smart Portal and log in for the first time, you have the option of registering as a user. You can access the registration form here.

Registrierung als Nutzer*in

Formular Registrierung Nutzer*in

> If you are already registered as a co-operative member, the data will be transferred. If you have registered as an institution, you should create a separate login with a new e-mail address.

Personal information

Name and surname

Information on the name used and the name on the ID document

We understand that sometimes the name used and the name in the document do not match. You are welcome to enter the name you use, we just ask you to indicate that the discrepancy is intentional by putting an * at the end of your name. Alternatively, you can write the name found on the identity document in the Birth name field, the information from this field is only visible to you and the Smart counsellors.

We understand that this is a sensitive issue, especially as your first name and surname appear on your orders and are therefore also visible to others. At the same time, it is unfortunately unavoidable that we need your name as it appears on your ID, for example to be able to report to the authorities.

Birth name

As we need to track name changes during the employment period, we need this field. Name changes before your time at Smart are not relevant and are information that we do not need.

Address

Please enter your actual home address or main residence here. We need the data for your employment or, if you are self-employed, for the creation of your credit note.

Gender

We have done our utmost to reduce this question to what is necessary. Your gender is irrelevant to us, but unfortunately not yet to the authorities. After all, the ÖGK now offers four options, which we have to collect here:

male

female

diverse

Open

Date of birth and SV number

We use your date of birth and your national insurance number to register you for employment and for the 109a reports to the tax office for self-employed persons.

If you do not have a social security number because you live abroad or are not yet registered for social security in Austria, we ask you to enter the following number: 0000 000000.

Citizenship

We can see your citizenship in your identity document, but as we cannot read all languages and scripts, please enter it in the form. You can search the list more quickly by entering the first letter.

If you are not an EU citizen, the form will be extended by a query, in which case we need your residence permit.

Sector

If you want to carry out more than one activity via Smart, we ask you to select a sector to which you feel you belong.

The sector is the only value in this form that is collected for internal statistical purposes. We use the data in anonymised form to evaluate our business model and to make decisions regarding the expansion of services.

ID card or identity document

It is only possible to upload a single file. We refer to scanning programmes such as Adobe Scan, which can be installed free of charge on smartphones and can merge multi-page scans into a single pdf. All you need is a smartphone with a camera. Alternatively we can also recommend online tools like "i

love pdf" - just search for "pdf merge i love pdf" and you'll be able to use this free tool.

> As we no longer require a signature when registering in order to simplify operation, we store the identity document as long as users are active in order to prevent misuse of our digital platform. We ask for your understanding.

If the document has already been uploaded in the course of joining the cooperative, this does not have to be done again.

Residence permit

> Please note that the information on access to the labour market is usually on the back of the residence permit, so we need both sides.

If you are resident in Austria but not an EU citizen, you need a residence permit or a convention passport to be allowed to work here. We are therefore obliged to request this document.

If you are waiting for your new residence permit, please upload the old one and email us confirmation that you have applied for the extension to users@smartat.coop.

The expiry date only triggers a reminder to counsellors and users during a valid employment relationship. We still ask you to fill in the field.

Information about the activity

Exact description of the activity

This is a general description of your work to make it easier for Smart Consultants to understand and review your assignments. Many of our users are creative and diverse, which sometimes requires some explanation. e.g. "Design of floral motifs for wallpaper, pottery workshops, counselling for creative founders".

VAT number

If you work independently via Smart (i.e. not employed) and have and use a VAT number, please enter it here so that our credit notes can be issued correctly.

Only for activities that are commercial or for labour leasing

These fields only need to be completed if you are employed by **smart@work GmbH**. Information on this can be found in the job descriptions.

Qualifications

If you need special qualifications for your job, please list them here and upload them instead of your CV after consulting the Smart Team. You can find more detailed information in our job descriptions.

Curriculum vitae or proof of insurance periods

You can provide evidence of your previous periods of service here for classification in the smart@work GmbH collective agreement. Both self-employed and employed activities and up to two years of training can be recognised. A maximum of seven years of previous service can be recognised.

Self-employed work

You can enter here the periods in which you have carried out a trade or worked as a freelancer. Even if the activity did not last a whole month, you can round up to the month here.

Self-employed activity

This includes: Employment, freelance employment, public service, military and civilian service, parental leave (max. 2 years), credible previous periods of service abroad, including marginal employment. This may also be rounded to whole months.

Training periods

A successfully completed final apprenticeship examination can be credited to the extent of one year. Successful completion of a commercial academy for 2 years.

Bank information

Bank information

We ask for your bank details in order to be able to pay your salary, credit notes, travel expenses and out-of-pocket expenses. Please keep this up to date, you have the option to change your bank details if necessary.

Consents

Newsletter

We send out 6-8 newsletters per year with relevant information about the cooperative. The newsletters are an important means of communication with our users. If you do not wish to receive them, you do not have to agree to become a user. You will then only receive legally relevant information for your work with Smart in rare cases.

Data protection

Consent to data processing by Smart is mandatory in order to become a user. Please read the Smart Portal privacy policy and contact our team if you have any questions or concerns.

User guide

The user handbook, which you are currently reading, forms the basis for working with Smart. By becoming a user, you expressly agree to the provisions in the handbook.

Revision #7
Created 2024-07-09 10:57:31 UTC by Simay Zwerger
Updated 2024-07-09 11:42:37 UTC by Simay Zwerger