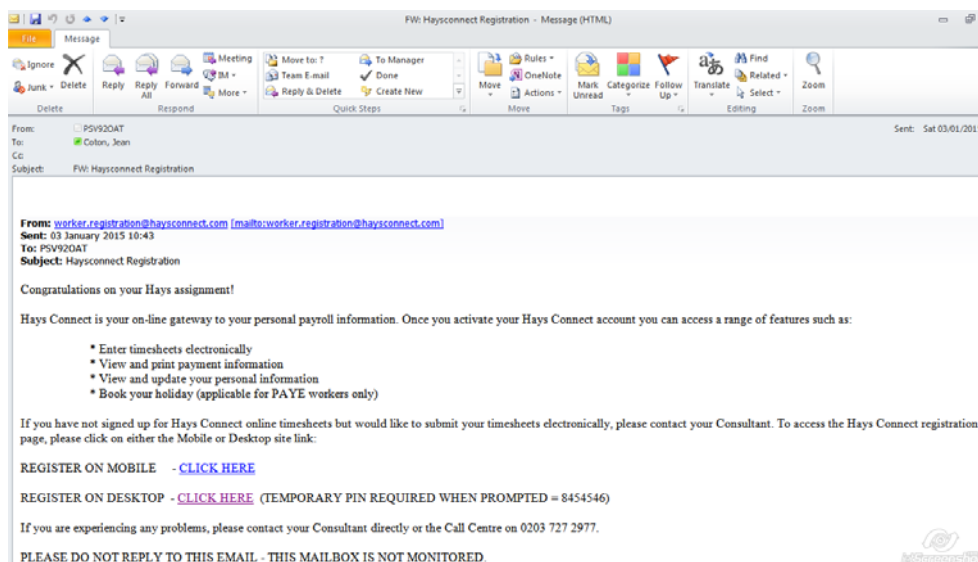


# Portal – Worker Registration

## Worker Registration

Step	Action
1.	Click on the link held in the body of the email



Step	Action
2.	Copy and paste the temporary pin into the temporary pin number field and click submit

Step	Action * NB THIS IS BASED ON THE DATA IN ONE TOUCH. IF ANY OF IT IS INCORRECT, OR MISSING, THE CANDIDATE WILL NOT BE ABLE REGISTER SUCCESSFULLY.
3.	Enter your Forename, Surname, and then two out of the three of Date of Birth, Post Code and NI Number Select a User ID Select a Password Confirm your Password Select a security question and then write your response Tick the "Terms & Conditions" box Click "Submit"

**HAYS** Recruiting experts worldwide **HAYS Connect Worker Portal Registration**

Click [here](#) for Hays Connect Registration demo.

Welcome to Hays Connect. Before you can activate your Hays Connect account, for security reasons, we need to know who you are.

Forename:  Please enter your forename

Surname:  Please enter your surname

Two of the following must be validated for you to self-register

Date of Birth:  (DD/MM/YYYY)

Post Code:

NI Number:

User ID:  Please enter a unique login ID. Your ID must contain a minimum of 6 characters. This will be your Hays Portal login ID for life.

Password:  Please set your password. This must be at least 7 characters in length and contain at least one number.

Confirm Password:

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:

Response:

[Terms and Conditions](#)

You must tick to accept the Terms and Conditions to continue.

If you have having problems creating your self service account please contact the Hays Call Centre on 0203 727 2977.

Step	Action
4.	Click "Review"

**HAYS** Recruiting experts worldwide

Your Hays Connect account is now activated.

Please review Personal Information.

You must review your bank and personal information details before you may start using the portal.

Please review the personal details below and confirm by selecting "OK" at the bottom of the page. If any of your details are incorrect then make the necessary changes and then select "OK".

**Verify Personal Information**

Cedric Court

Name

Cedric Court

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	22/12/2014	GBR	Hays House 40 - 44 Coombe Lane New Malden Surrey KT3 4QF

[Change Home/Mailing Addresses](#)

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Home	9999999999		<input checked="" type="checkbox"/>

[Change Phone Numbers](#)

Email Addresses		
Email Type	Email Address	Preferred
Home	PSV92OAT@hays.com	<input checked="" type="checkbox"/>

[Change Email Addresses](#)

Bank Accounts		
Bank Name	Account Name	Account Nbr

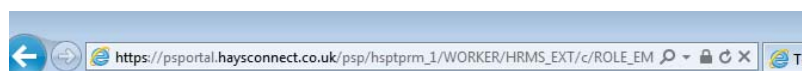
[Change Bank Accounts](#)

**Employee Information**

Gender: Male  
 Date of Birth: 12/06/1986  
 Original Start Date: 22/12/2014  
 National ID: TN120686M



Step	Action
5.	Check your address is correct – if not click on the “Change Home/Mailing Address” button and click “Edit” Here you can amend existing data, add data in rows or delete data in rows Click “Save” Click “OK” on the Save Confirmation box



Personal Information

**Home and Mailing Address**

Cedric Court

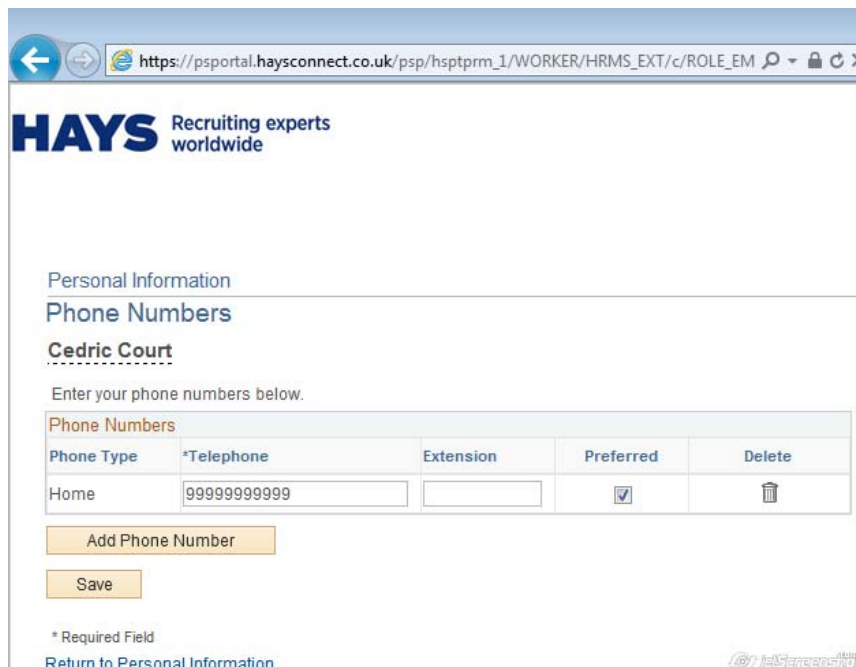
Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	03/01/2015	GBR	Hays House Amend - 40 - 44 Coombe Lane New Malden Surrey KT3 4QF	

\* Required Field

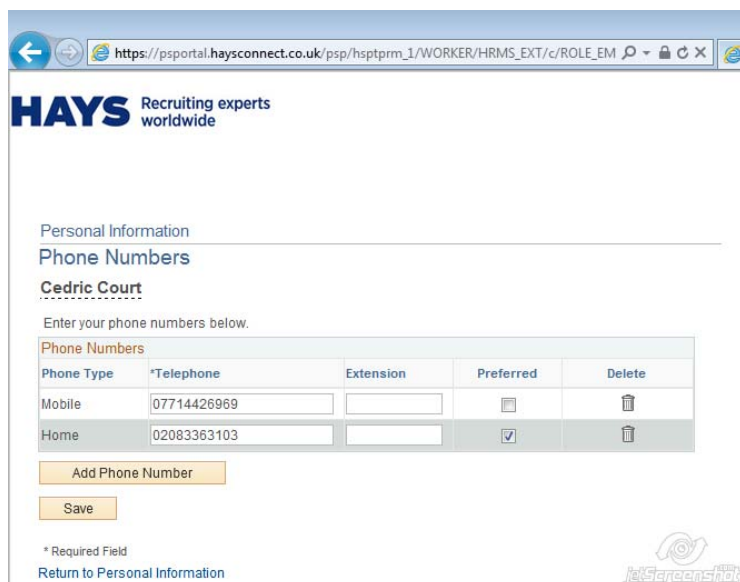
Step	Action
6.	Click on the “Return to verify personal information” link



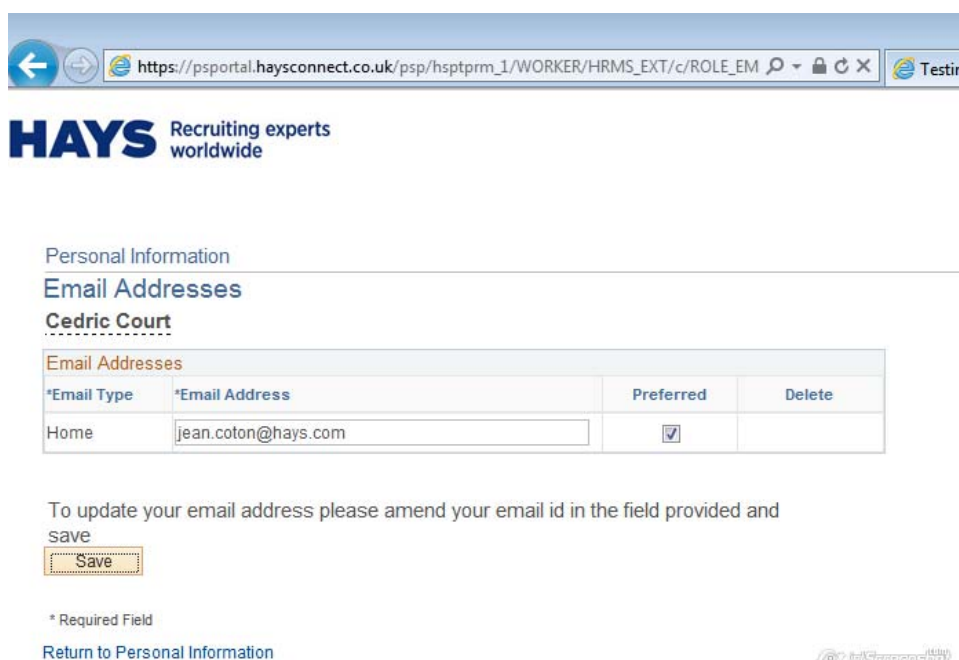
Step	Action
7.	Click on the “Change Phone Numbers” button



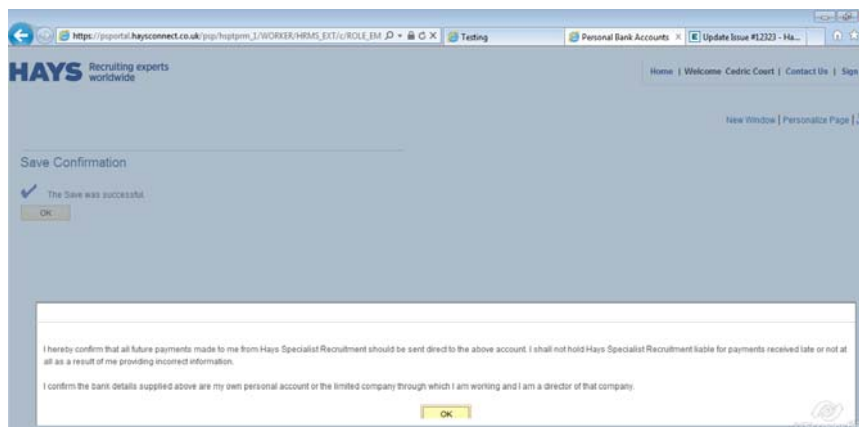
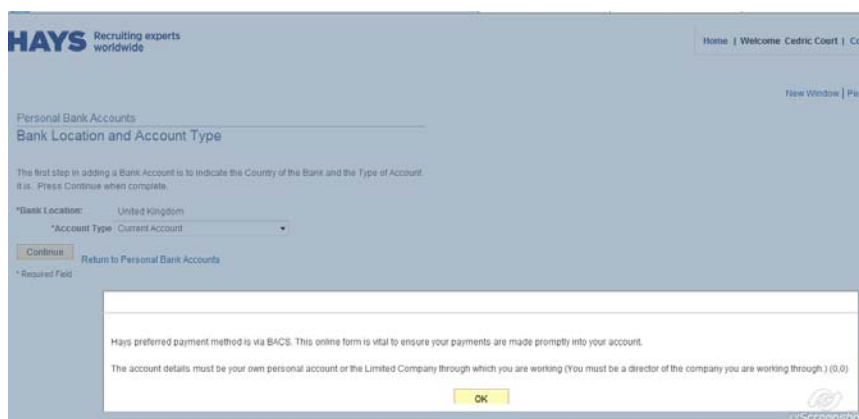
Step	Action
8.	Click on “Add a Phone Number” Enter a valid phone number and click “Save” Click “OK” on the Save Confirmation box



Step	Action
9.	Click on the “Return to verify personal information” link Click on the “Change Email Addresses” button Change the email address and click “Save” Click “OK” on the Save Confirmation box



Step	Action
10.	<p>Click on the “Return to verify personal information” link</p> <p>Click on the “Change Bank Accounts” button</p> <p>Click “Add a New Account”</p> <p>Click “OK”</p> <p>Select either “Current Account” or “Building Society Roll Number” and click “Continue”</p> <p>Enter your Sort Code and click “Search”</p> <p>Under “Bank Code” click on the sort code hyperlink</p> <p>Enter the Account Holder Name and Account Number</p> <p>Click “Save”</p> <p>Click “OK”</p> <p>Click “OK” on the Save Confirmation box</p>



Step	Action
11.	<p>Click on the “Return to verify personal information” link</p> <p>At the bottom of the page click “OK”</p>



### Personal Bank Accounts

Personal Bank Account Summary			
Bank Name	Account Name	Account Number	
BARCLAYS BANK PLC (203535)	Cedric Court	83326896	<a href="#">Delete</a>

To change your bank account details, press 'Delete' on the existing account and add a new bank account.

[Return to Personal Information](#)

