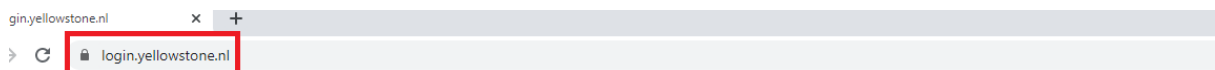


How to use the Yellowstone Portal

This portal is for you if you are in our employment or if you are about to start working for us. Here you can find everything you need, like your salary statements and summaries, or our personnel handbook. Please find below instructions on how to log on, and on what to find where.

- Open your web browser and enter login.yellowstone.nl. If you already have a username you can skip this part and proceed with registration. Click on 'get username' and enter your e-mail address, and click again on 'get username'. You will then see the message below. Enter the username you have received by e-mail.



Yellowstone

international
we close the promise gap

Welcome

Username

Password

[Get username!](#) [Lost password?](#) [Register account!](#)

Login

Get username

An e-mail has been sent with your username

Email address

[Get username](#)

- If this is the first time you log into the portal, please click on "register account!"

Welcome

Username

Password

[Lost password?](#) [Register account!](#)

Login

- You will then be asked to enter your 'username/employee number' and your 'zip code'. You will receive your username by e-mail. The username comprises 6 digits and always starts with

00. Your zip code means the four digits of your postcode. In the example below the employee number is 004968 and the post code 5653MA. Then click on 'register account'

Register account

1

Username / Employee number

Zip code

2 Please provide the digits of your zip code
e.g. your zipcode 1111 AA, please provide 1111

3

- You will now see the message below. Please remember that the e-mail will be sent to the address we have on file for you.

Register account

An e-mail has been sent to [redacted] with a generated password

Username / Employee number

Zip code

Please provide the digits of your zip code
e.g. your zipcode 1111 AA, please provide 1111

You will receive an e-mail from noreply@yellowstone.nl containing your username and password.



Hello,

A password for login.yellowstone.nl has been generated.

Your username is: 004968 Your password is: OGT8sWgf

After a succesful login please change your password as soon as possible

Regards,
yellowstone.nl

- Now click on 'home' and enter the username and password you received, and click on 'login'.

Welcome

Username

Password

[Lost password?](#) [Register account!](#)

- This will take you to your home page, where you can find your name and address. Please immediately notify your contact at Yellowstone if your details are incorrect. If you log in for the first time, please change your password by clicking on 'change password'. Enter the password you received by e-mail, and then enter a new password, and confirm that new password. After you have done this, you will get the message that you have changed your password successfully.

Change password

Password changed successfully

New password must contain: 8 characters, 1 lower case character, 1 upper case character and 1

Old password

- In addition to your name and address, you can also find the details of your client in the portal, the start and end date of your contract, the distance on which we base your travel allowance and the term for payments to you. The payment term starts when we receive your approved hours or our client's self-billing invoice. Under 'contract' you will find all documents that you must sign. You can do so by clicking on the relevant document. We will send you an e-mail with further instructions. .

A contract has been submitted by Yellowstone Managed Services B.V.

Aan **Christiaan Buffels**

Action Items

Dear Yellow,

A contract has been submitted by Yellowstone Managed Services B.V. for your signature.

Please click on the link below to view the contract and accept the terms and conditions by signing the contract.


[View contract and sign](#)

Regards,

Yellowstone Managed Services B.V.

You can click on the link in the e-mail or log in into the portal and click on the relevant document.



Digitally sign

Document	Version	Status	Signed by	Date	Location
 Arbeidsovereenkomst Fase A.pdf	1	To be signed by employee	Robin Ehlers - Verbanen	09-04-2020 15:11	Eindhoven

Documents

- You will be directed to a new screen. Here you can download the document. Once you have read it and agree, you can save it to your own device. You can approve documents by placing your signature in the grey field, and confirm by clicking on 'sign document'. Uploading might take a few seconds. The screen will close automatically. If you log in again, you will see that the document is now listed as 'version 2', and has the status 'signed'. Yellowstone will take care of the rest.




Digitally sign

Document	Version	Status	Signed by	Date	Location
 Arbeidsovereenkomst Fase A.pdf	1	To be signed by employee	Robin Ehlers - Verbanen	09-04-2020 15:11	Eindhoven
 Arbeidsovereenkomst Fase A.pdf	2	Signed	Yellow	09-04-2020 15:25	EINDHOVEN

Documents

- The last section is headed 'Documents'. Here you can find your salary statements and other important documents. Just click on them to open. This is also where you can find the most recent version of the personnel handbook and your annual statement so you can file your tax return in time.

Documents

Shared documents	Paychecks	Summary	Annual statements
 Arbeidsovereenkomst Fase A.pdf  personeelsgids 2017 NED.pdf  Personeelsgids 2020 NED.pdf	No documents found	No documents found	No documents found