Upload salary changes onto Interfisc portal

1. Login to our portal: www.interfisc.co.uk/my-interfisc-online/

2. In the vertical grey bar on the left, go to “documents” and select all documents.

3. All tabs will now appear at the top of your screen

4. Select the tab “mutations (mutaties)”. When you have selected a tab, it will turn LIGHT BLUE.

5. Now click on the blue dot with a white + in it at the bottom left with the text “upload document” and a completion schedule will appear.
   a. Under the blue document header, the folder “mutations (mutaties)” must be selected.
   b. The document you want to upload must be linked by clicking on the document icon with an up arrow 
   c. You can upload an Excel, Word or PDF file.

6. Navigate to the document to be uploaded and link it by double-clicking on it.
   a. Adjust the description if necessary.
   b. PLEASE NOTE: Available to employees should **not** be enabled, otherwise all employees can access the file and see your payroll changes. Next,
   c. As last step select the year to which it relates.

7. If you only want to save but do not want to submit definitively, choose save here, but then keep in mind that at a certain point you still have to submit.

8. Or you immediately choose save and submit, after which the changes will be recorded in our database system. Interfisc will receive a notification in its department mailbox that changes have been uploaded.

9. We will start working on your payroll.