2. Membership and employment

Have you already attended your personal appointment? Here are the next steps:

Become a Smart member

To start, become a member of the cooperative and complete the Employment Datasheet. We'll confirm your data within one business day.

Please note: Membership in the cooperative does not automatically mean you are employed!

Save your orders

Once we have confirmed your membership, your account will be activated and you'll be able to save your first orders in the Smart Portal.

Learn how to manage order processing in the guide.

Payment guarantee

When saving orders, you can choose whether your client should confirm the order.

- If you skip client confirmation, we can only employ you for that month if the client has *already paid* us before the **10th of the month**.
- For clients outside the EU, payment must always be received before employment can begin.

Employment request

After Smart confirms your first order form and your budget shows income, you'll be able to submit an employment request. When requesting employment, choose an employment category based on your average expected income.

The employment begins

We will review and approve your employment request. You will receive your employment contract by email.

- Your **first salary** will be transferred at the end of your first month of employment.
- Your **payslip** will also be emailed at the end of the month.

If you are requesting a **Minijob** (603€ gross or less), please check the specific information regarding Minijob contracts.

> **DEADLINE**: Please submit your employment request **by the end of the month** for a contract starting on the 1st of the following month (e.g. submit by the end of April for the employment on 1 May) Salaries are paid at the end of the month (e.g. 28 May)

Already a member? Join the Smart Community!

Once you're a member, you can get more involved and stay connected:

- Create your profile on the Community page in the Smart Portal and start networking with other members.
- Follow Smart on social media: Facebook, Twitter and Instagram
- Join the Facebook Group
- Mark Smart as your employer on LinkedIn
- Check your e-mail regularly - we send out a regular newsletters with updates from the cooperative. You can find the previous Newsletter here (only with personal access).

Questions?

Can't find answer to your question here? Contact us.

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