

# 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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