

HOW TO SIGN DIGITAL CONTRACTS



Let's start with some...

IMPORTANT INFORMATION

Last year we successfully launched digital profiles for recruitment and have provided an app and a web portal to keep your digital profile up to date.

In the next steps of our digital journey, you will receive your contracts and joining letters for review and confirmation by email.

This guide will take you through the process step by step.

PLEASE NOTE

IF YOU DO NOT SIGN YOUR CONTRACT, YOUR BANK DETAILS WILL NOT BE SENT TO PAYROLL AND YOUR PAY WILL NOT BE PROCESSED.

The email containing the link to your contract will be sent from no-reply@ankaa.com. Due to the security of some service providers, the email may be marked as Junk. To avoid this, please add no-reply@ankaa.com to your safe senders list.

TO ACCESS THE CONTRACTUAL DOCUMENTS

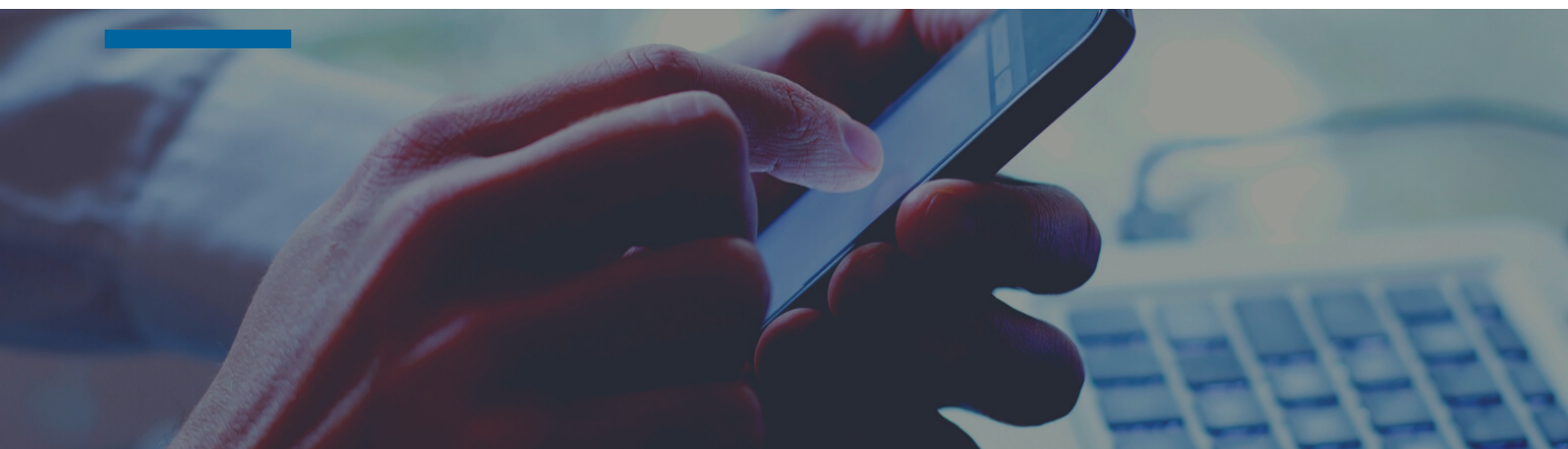
- You will receive an email which contains a link to your contractual documentation for review and acceptance.
- Click on the link and a web browser window will open with a pop up box.
- Click 'Get OTP' – this will send a four-digit code to your email, you need to enter this code into the box to gain access.

YOUR DETAILS & NEXT OF KIN

- In the next couple screens, you will be asked to check your information is correct – please ensure we have the most up to date contact details for you, and your next of kin. You can make changes here if required.

BANK DETAILS

- Select UK or International Bank Account
- In Beneficiary Details add the account holder name and date of birth.
 - If this is your own account click 'SELF'
 - If this is someone else's account click 'OTHERS' and note their relationship to you in the box beside it.
- If this is not your bank account you must upload a copy of the account holder's passport. If this is your bank account you do not need to provide a copy of your passport
- Add the Account Details- Sort Code and Account Number for a UK account or IBAN number for an International Account.



REVIEW YOUR CONTRACTUAL DOCUMENTS

- Please read all documents here as these are the terms of your employment
- Once signed, copies will be sent to your registered email however, if you wish to download a copy there are instructions on how to do this on the page.
- Click next when you have read all the documents.
- Please note: the 'Next' button will not activate till you have read all the documents.

CONFIRM YOUR ACCEPTANCE

- Click to Accept, or Decline your contractual documents.
- You will be required to request and enter another four-digit code, this is for security purposes.
- Once the four-digit code has been entered you will receive a confirmation screen to let you know that you have successfully signed your contracts.
- You may now close your browser window.

RECEIVING COPIES OF YOUR CONTRACTUAL DOCUMENTS

- Once signed, a copy of the contractual documents will be sent to your registered email address. Please save these somewhere safe for your own records.

WOULD YOU LIKE
DIGITAL PAYSLEIPS?

Click on the App Store button below for Android or IOS to download Ankaa Marine, please enter corporate code CRPCLYDE to activate.



VIEW YOUR PAYSLIPS ONLINE WITH ANKAA MARINE

Once hired, if you are deployed by Clyde Marine Recruitment directly, or where appropriate Marine Manning Guernsey, then we automatically copy your profile over to Ankaa Marine.

This is the employee app and where we send payslips digitally to your profile. You will need to download Ankaa Marine to view your payslips, they are not available in your Ankaa Recruiter profile.

DOWNLOAD THE APP

Download for IOS or Android ENTER APP CORPORATE CODE -
CRPCLYDE

USE THE WEB PORTAL

If you are unable to download apps on your mobile device then you can access via the web portal.

Log in here - <https://clyderecruit.ankaamarine.com/Employee> using the same email address and password as your Ankaa Recruiter account.

NEED MORE HELP?

For further help in accessing your payslips please click here