



USER GUIDE

SYSPER POST ACTIVITY

EULOGIN4LIFE **MODIFICATION OF ADDRESS & PHONE NUMBER**

By PMO Pensions - Post Activity It Team

PMO.2

March 2022

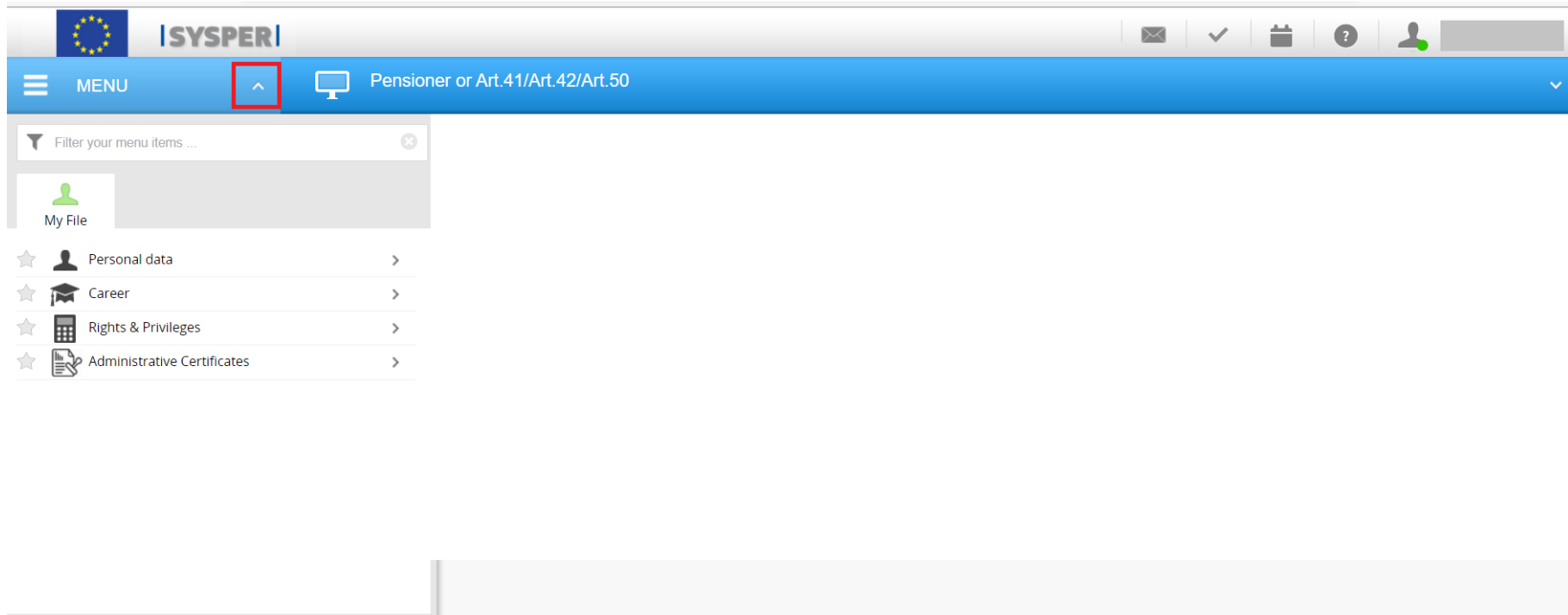
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1. How to access Sysper Post Activity

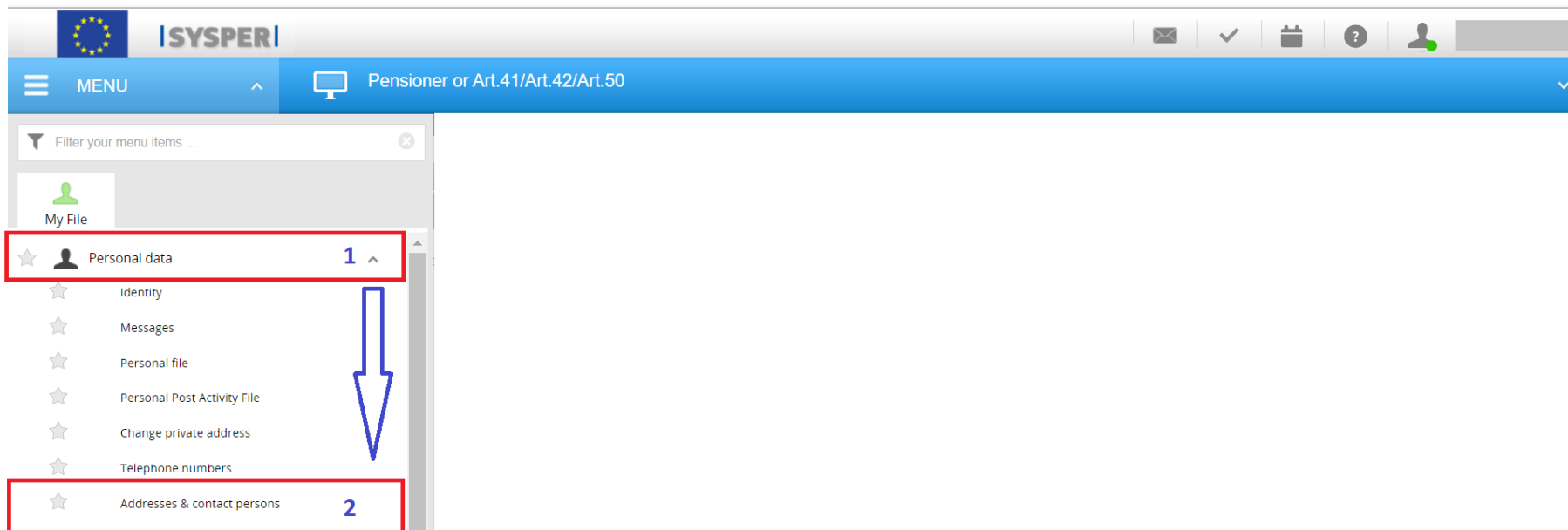
To start SYSPER, use the link <https://myremote.ec.europa.eu/> and click on "web applications". Log in, and access "Sysper Post Activity".

2. The "Personal data" submenu

In order to change your phone number or your email address, please open the Menu by clicking on the little arrow beside "Menu".



Open "Personal data" and choose "Addresses & contact persons".



3. The “Private address” tab

You can now start changing your telecom details by clicking on the “change my private telecoms” button.

Working Place: -
PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff

Person id : [REDACTED]
NUP : [REDACTED]

Personal data | Career | Pension | Job Assignment

Identity | **Addresses** | Family composition | Declarations | Certificates (HRMForms) | Documents | Personal File | Personal Post Activity File

Addresses | Telecoms

Private address

Change my private telecoms

Validity start date: 01/03/2013
Address: **rue des fleurs**
Place: **Timbuktu**
Postal code: **0000**
Country: **Mali**
Email address: **geranium.alt@gmail.com**
Mobile phone 1: **(+223) 553377229** 📞

[Declare a private address change or ask for a correction](#)

Contact person

Change my contact person

Validity start date: 02/04/2013
Name:
Address:
Place:
Postal code:
Country:
Email address :
Mobile phone :
Landline :
Comment

A pop-up page will display your existing telecoms details.

Your phone number consists of three fields:

One for the **Country Code Phone Number**, which is automatically repeated into the second field and your **Phone Number** in the third field.

PMO management center : COP-Commission/ECA/GM and agencies- Retired Staff Person id: [redacted] NUP

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

	Country Code Phone Number	Phone Number	Comment
Mobile phone 1	223 - Mali	223 - 553377229	
Mobile phone 2			
Landline 1			
Landline 2			
Fax			
Email address	geranium.alt@gmail.com		

Use for Authentication* Redirection agreement** Agreement address book***
 yes no yes no yes no

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
(**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
(***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published

On the right of the "Comment" field, there are three options you have to verify:

1. you have always to tick yes if this is a phone number linked to your EULOGIN4LIFE. You need this to be able to authenticate.
2. you have to tick no
3. you have to tick no

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id: NUP

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

Mobile phone 1	223 - Mali	223	553377229	Comment <input type="text"/>	1 🔒 Use for Authentication* <input checked="" type="radio"/> yes <input type="radio"/> no	2 📡 Redirection agreement** <input type="radio"/> yes <input checked="" type="radio"/> no	3 📁 Agreement address book*** <input type="radio"/> yes <input checked="" type="radio"/> no	
Mobile phone 2								<input type="text"/>
Landline 1								<input type="text"/>
Landline 2								<input type="text"/>
Fax								<input type="text"/>
Email address	geranium.alt@gmail.com							<input type="text"/>

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
(**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
(***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published

The email address displayed at the bottom, is the one used for your EULOGIN4LIFE account.

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id: [redacted] NUP

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

Mobile phone 1	<input type="text" value="223 - Mali"/>	<input type="text" value="223"/>	-	<input type="text" value="553377229"/>	Comment <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mobile phone 2	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	
Landline 1	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	
Landline 2	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	
Fax	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	

Email address

Use for Authentication* yes no

Redirection agreement** yes no

Agreement address book*** yes no

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
(**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
(***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published

4. How to change your phone number

We strongly recommend not to erase your current number immediately, but just to add the new phone number.

This will allow you to test if your EULOGIN4LIFE works with the new number, and avoiding as well any potential disruption of your access.

1. Open the **Country Code Phone** number drop down menu and choose the relevant country.

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id: [redacted] NUP: [redacted]

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

	Country Code	Area Code	Number	Comment	Use for Authentication*	Redirection agreement**	Agreement address book***
Mobile phone 1	223 - Mali	223	553377229		<input checked="" type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no
Mobile phone 2	32 - Belgium	32					
Landline 1							
Landline 2							
Fax							
Email address							

(*)By selecting "y" systems and may be used to authenticate.
 (**)By selecting "y" systems for the redirection of my office phone.
 (***)By selecting "y" the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published

then add your **new** phone number.

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id NUP

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

Mobile phone 1	223 - Mali	223	-	553377229	Comment <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
Mobile phone 2	32 - Belgium	32	-	922773355	
Landline 1			-		
Landline 2			-		
Fax			-		

Email address

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
 (**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
 (***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published

Use for Authentication* <input checked="" type="radio"/> yes <input type="radio"/> no	Redirection agreement** <input type="radio"/> yes <input checked="" type="radio"/> no	Agreement address book*** <input type="radio"/> yes <input checked="" type="radio"/> no
<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input type="radio"/> no

and check the options as follows:

1. you have to tick yes (if you like to use this number for your EULOGIN4LIFE access)
2. you have to tick no
3. you have to tick no

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id NUP :

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

Mobile phone 1	<input type="text" value="223 - Mali"/>	<input type="text" value="223"/>	<input type="text" value="553377229"/>	Comment	
Mobile phone 2	<input type="text" value="32 - Belgium"/>	<input type="text" value="32"/>	<input type="text" value="922773355"/>	<input type="text"/>	1
Landline 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2
Landline 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address	<input type="text" value="geranium.alt@gmail.com"/>			<input type="text"/>	

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.

(**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.

(***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published.

Authentication*	Redirection agreement**	Agreement address book***
<input checked="" type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no



You can now "Save"

Private address

Change my private telecoms

Validity start date: 01/03/2013


Address:


Place:

Postal code:

Country:

Email address : geranium.alt@gmail.com

Mobile phone 1 : (+223) 553377229 

Mobile phone 2 : (+32) 922773355 

Be aware that SYSPER could take up to 24 hours to update your EULOGIN4LIFE details. Therefore please wait and do the login test the day after this modification.

If the day after you can log in with the new phone number, you have to stop or delete the old one, since only one number can be used for your EULOGIN4LIFE.

Two options are feasible:

1. you can prevent your old number to be used for authentication by ticking the option no in the **Use for Authentication*** field.

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id NUP :

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

Mobile phone 1	223 - Mali	223	-	553377229	Comment <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<div style="border: 2px solid red; padding: 5px;"> <table border="0"> <tr> <td><input type="radio"/> yes <input checked="" type="radio"/> no</td> <td><input type="radio"/> yes <input checked="" type="radio"/> no</td> <td><input type="radio"/> yes <input checked="" type="radio"/> no</td> </tr> <tr> <td><input checked="" type="radio"/> yes <input type="radio"/> no</td> <td><input type="radio"/> yes <input checked="" type="radio"/> no</td> <td><input type="radio"/> yes <input checked="" type="radio"/> no</td> </tr> </table> </div>	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input checked="" type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no
<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no										
<input checked="" type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no										
Mobile phone 2	32 - Belgium	32	-	922773355								
Landline 1			-									
Landline 2			-									
Fax			-									
Email address	geranium.alt@gmail.com				<input type="text"/>							

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
(**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
(***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published

2. you can delete the old phone number by selecting the "blank space", on the top of the "Country Code phone number" drop down menu and

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id [redacted] NUP : [redacted]

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

	Country Code	Area Code	Number	Comment	Use for Authentication*	Redirection agreement**	Agreement address book***
Mobile phone 1	223 - Mali	223	553377229		<input checked="" type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no
Mobile phone 2	32 - Belgium	32	922773355		<input checked="" type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no
Landline 1	CLICK HERE						
Landline 2							
Fax							
Email address							

(*)By selecting "y"
 (**)By selecting "y"
 (***)By selecting "y"
 published

IT systems and may be used to authenticate.
 systems for the redirection of my office phone.
 the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be

delete the phone number. Also remove any potential text in the comment field.

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id: [REDACTED] NUP

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

Mobile phone 1	223 - Mali	223	553377229	Comment	<input checked="" type="radio"/> Use for Authentication* <input type="radio"/> yes <input type="radio"/> no	<input type="radio"/> Redirection agreement** <input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> Agreement address book*** <input type="radio"/> yes <input checked="" type="radio"/> no
Mobile phone 2			922773355				
Landline 1							
Landline 2							
Fax							
Email address	geranium.alt@gmail.com						

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
 (**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
 (***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published

When everything related to your old phone number is deleted,

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id: [redacted] NUP : [redacted]

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

				Comment	Use for Authentication*	Redirection agreement**	Agreement address book***
Mobile phone 1	223 - Mali	223	-	553377229	<input checked="" type="radio"/> yes <input type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no	<input type="radio"/> yes <input checked="" type="radio"/> no
Mobile phone 2			-				
Landline 1			-				
Landline 2			-				
Fax			-				
Email address	geranium.alt@gmail.com						

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
(**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
(***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published



you can now "Save"

5. How to change your Email address

Click on the "change my private telecoms" button.

Private address

[Change my private telecoms](#)

Validity start date: 01/03/2013


Address:

Place:

Postal code:

Country:

Email address : **geranium.alt@gmail.com**

Mobile phone 1 : (+223) 553377229 

Go to the Email address field and

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id: [redacted] NUP

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

Mobile phone 1	<input type="text" value="223 - Mali"/>	<input type="text" value="223"/>	-	<input type="text" value="553377229"/>	Comment <input type="text"/>	Use for Authentication* <input checked="" type="radio"/> yes <input type="radio"/> no	Redirection agreement** <input type="radio"/> yes <input checked="" type="radio"/> no	Agreement address book*** <input type="radio"/> yes <input checked="" type="radio"/> no	
Mobile phone 2	<input type="text"/>	<input type="text"/>	-	<input type="text"/>					<input type="text"/>
Landline 1	<input type="text"/>	<input type="text"/>	-	<input type="text"/>					<input type="text"/>
Landline 2	<input type="text"/>	<input type="text"/>	-	<input type="text"/>					<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>	-	<input type="text"/>					<input type="text"/>
Email address	<input type="text" value="geranium.alt@gmail.com"/>								<input type="text"/>

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
(**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
(***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published

encode the new Email address

PMO management center : COP-Commission/ECA/CM and agencies- Retired Staff Person id NUP :

Private telecoms

Please fill in phone numbers without leading zero (except for italian landlines). International dial code is mandatory. You can use the "comment" field to leave instructions if necessary.

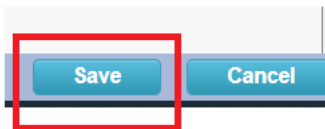
Mobile phone 1	223 - Mali	223	-	553377229	Comment <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mobile phone 2			-		
Landline 1			-		
Landline 2			-		
Fax			-		
Email address	fresia.alt@gmail.com				

Use for Authentication* yes no

Redirection agreement** yes no

Agreement address book*** yes no

(*)By selecting "yes", I hereby agree that this mobile phone number is processed by IT systems and may be used to authenticate.
(**)By selecting "yes", I hereby agree that this phone number is processed by IT systems for the redirection of my office phone.
(***)By selecting "yes", I hereby agree that this mobile phone number is published in the Outlook address book and other internal directories of the Commission. Please take into account that only one mobile number can be published



You can now "Save"

Private address

[Change my private telecoms](#)

Validity start date: 01/03/2013
Address:
Place:
Postal code:
Country:
Email address : **fresia.alt@gmail.com**
Mobile phone 1 : (+223) 553377229 📞

6. Whom to contact?

For any technical issue, please contact DIGIT HELPDESK:

EC-CENTRAL-HELPDESK@ec.europa.eu

For any declaration-related issue, please contact:

PMO-PENSIONS@ec.europa.eu

Tel: + (32-2)-297 88 00 extension n° 1

(Monday, Wednesday, Friday from 9:30 to 12:30)