



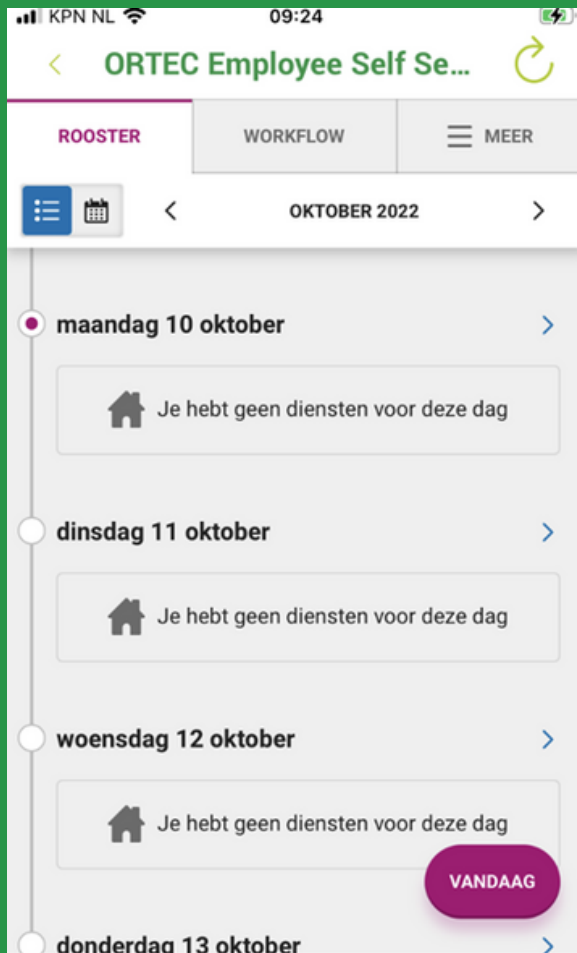
**SIGN UP FOR  
ADDITIONAL  
SERVICES**



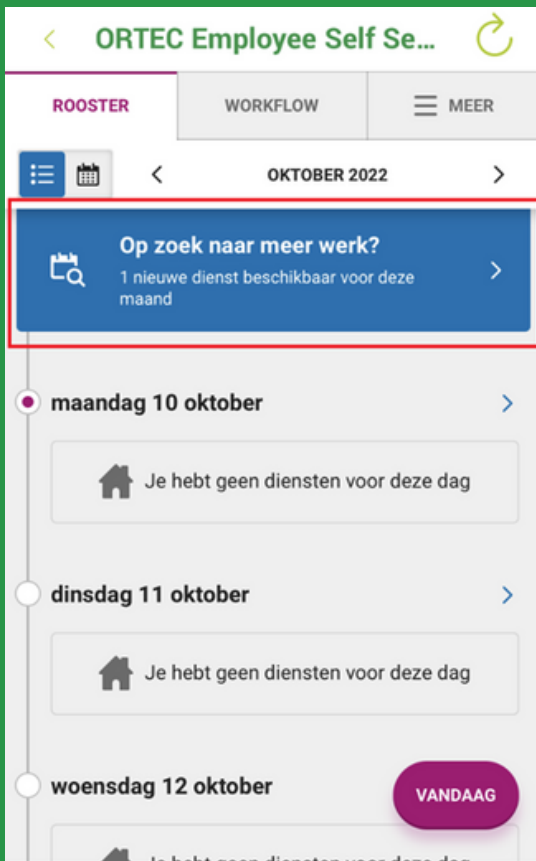
1. Go to 'Planning' or 'Schedule'



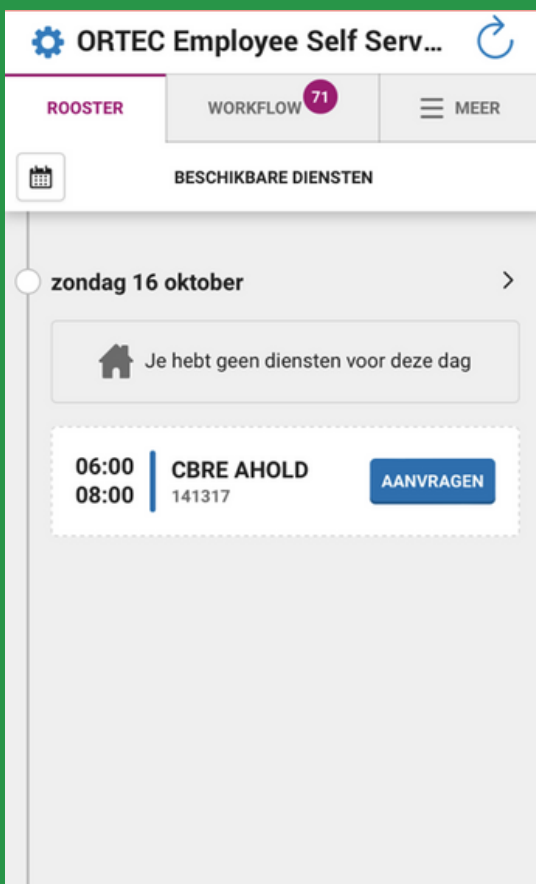
2. Your schedule opens



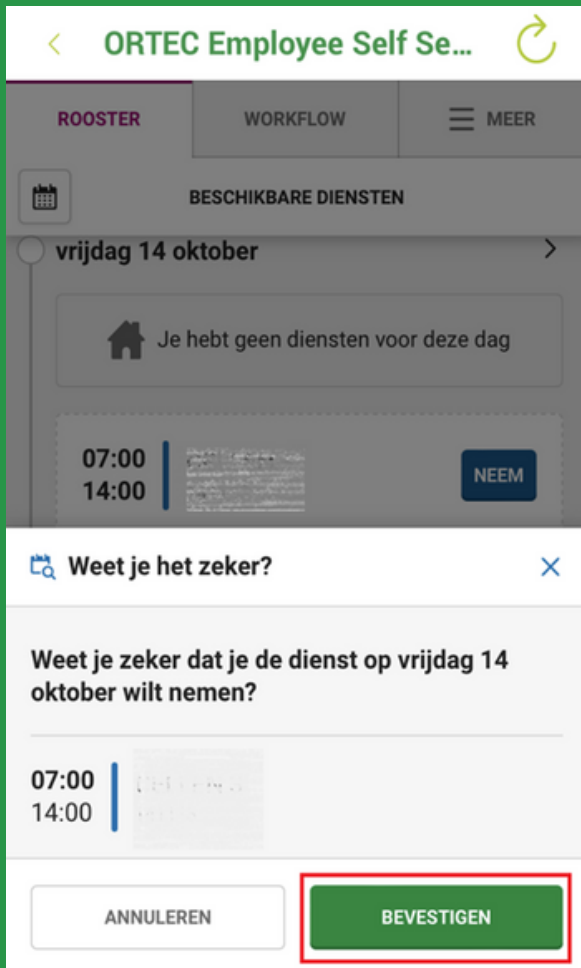
3. When an extra service is available, it will open in a blue box. Click on it.



3. You now see the image below. Click on 'AANVRAGEN' or 'APPLY'.



4. Confirm that you want to work this extra service.



5. Your application has now been received by the manager of the relevant service.

When the service is accepted, it will be added to your personal schedule.