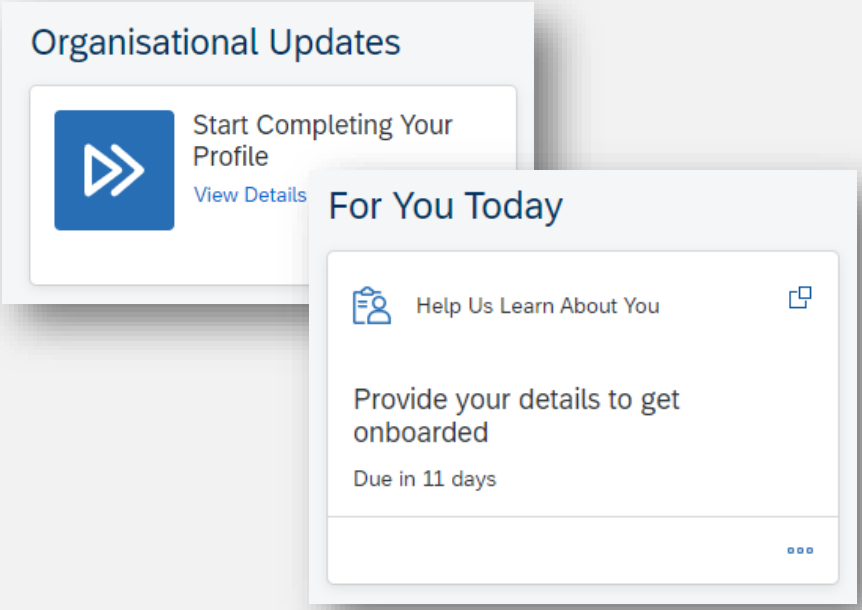
How to provide your Personal information?

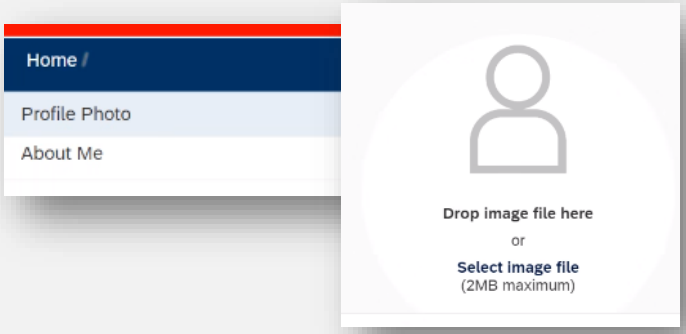
RHI MAGNESITA



You will find in your home page two sections: One called "Organizational Updates" and another called "For you Today", where the pending tasks of your onboarding journey will be.

See below the step-by-step instructions for each one of them, starting with "Start Completing Your Profile" — under "Organizational Updates".

1) Start Completing Your Profile

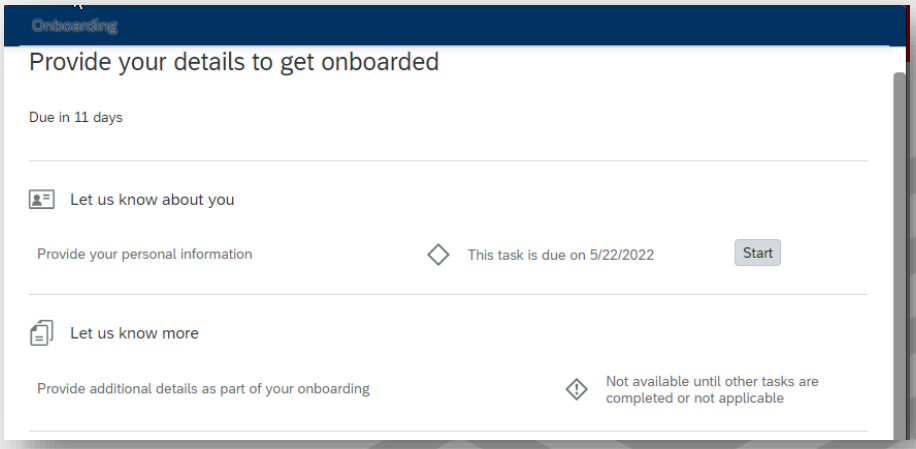


Here you must attach your photo. Additionally, you can also write a short description about yourself, which will be visible to your colleagues.

2) Provide Data for Onboarding

Here you will be asked for various information and documents about you that are important for us to proceed with your onboarding. This will be done in two steps: "Let us know more about you" and "Let us know more".

All information collected by the system is for the exclusive use of your onboarding. On the following pages you will find the details behind each of the substeps.



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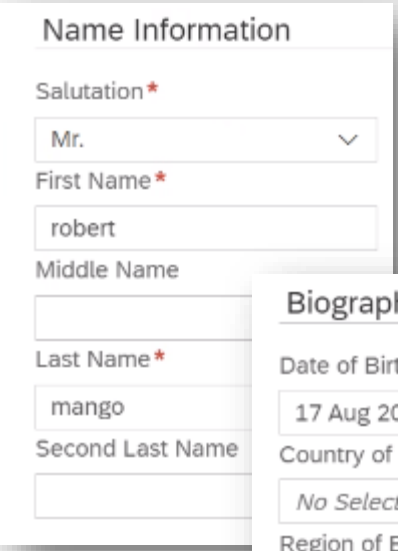
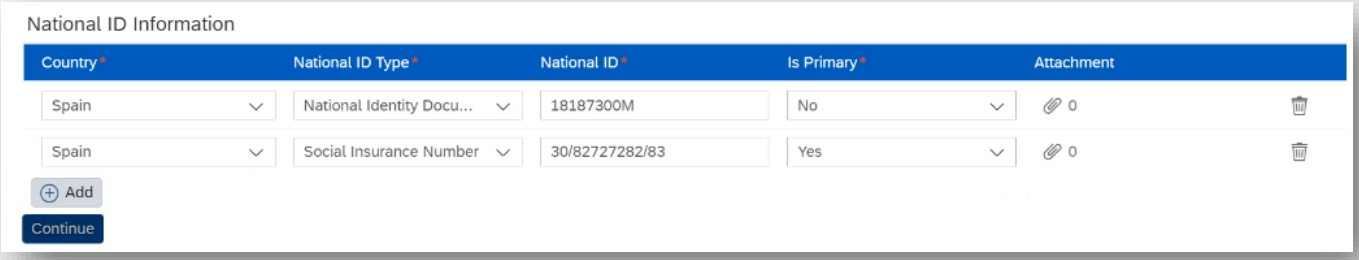


Name Information: Start checking if your name information is correct and if any adjustments are needed.

Biographical Information: Fill in your date, country, region and place of birth. DO NOT use abbreviations, the name must be in full.



National ID Information: Inside this portlet, you need to enter your **social security number** and your **DNI/NIE (depending on the document that you have)**. To include a new document, just click on the "Add" button.

If you have a DNI, select "Documento Nacional de Identidad/National Identity Document". In case you have a NIE select "Alien Identification Number".

The Social Insurance Number must be marked as primary. In the end, your information should look like the one above.

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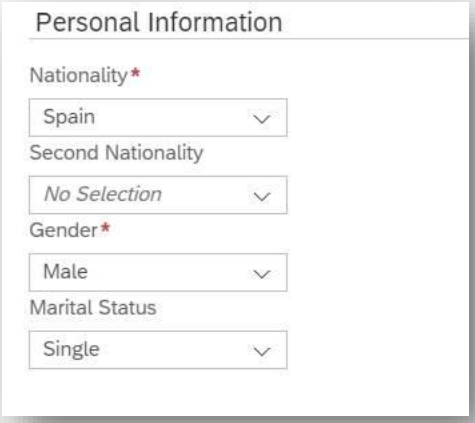
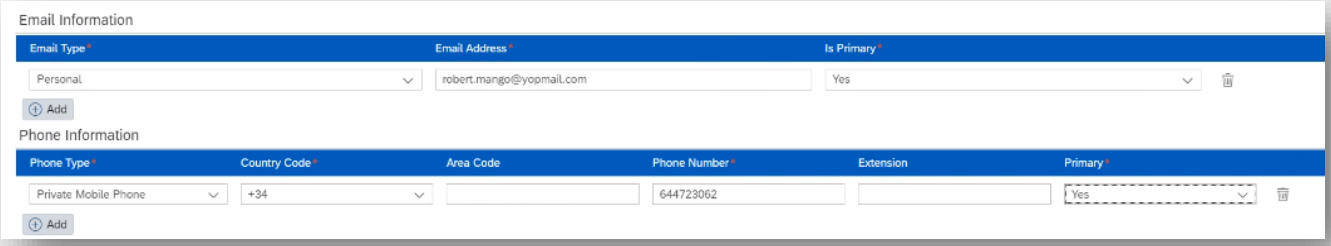
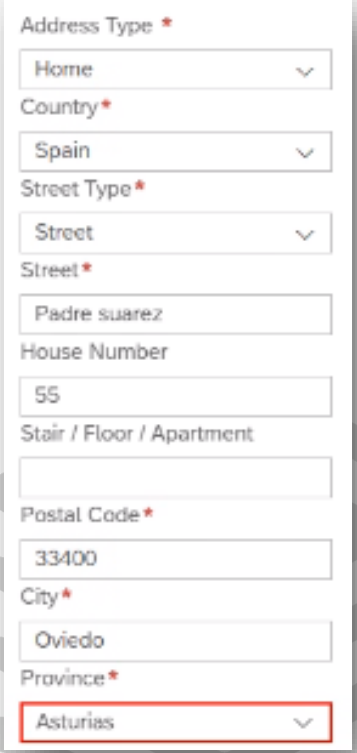
Personal Information: in this section, it will be required that you complete the Fields **"nationality"**, **"gender"** and **"marital status"**.





E-mail and phone information: here you can update or add your contact information. To add new ones just use the "Add" button. At least one contact information must be marked as primary.

Addresses: In this section, we ask you to fill in all your address information. Make sure you are completing all the mandatory fields + adding Stair/Floor/Apartment, if applicable.



After these steps, you will be able to save and submit your form. Make sure everything is correct before submitting, as you will not be able to edit it after the submission.

Soon after you finalize this step, you will receive information via e-mail on how to continue your onboarding, therefore please check your mailbox.

In case of questions, contact EmployeeServicesEurope@rhimagnesita.com