Login to the IHR Portal:

- 1. Open a web browser and go to www.eurokadra.expert/odbierz-swoj-pit/.
- 2. On the page, find the "Login" button and click on it.
- 3. In the login form, find the instruction button in a language you understand. Then click and download.
- 4. In the login form, find the Set language button. Then click on Polish and select a language you understand from the list and click the "Set language" button.
- 5. In the login form, enter the login and the first password provided by the system coordinator/administrator. Then click the "Login" button.

Downloading PITs:

- 1. After logging in, enter the last 4 digits of your PESEL number, and then click the "Accept" button.
- 2. Fill in the required personal information, such as email address and phone number (remember that only Polish numbers are accepted), and enter your new password twice.

The new password must be different from the one you received from the system coordinator/administrator.

- 1. Read the information clause and check the box, confirming that you have read the information. Then click the "Save changes" button.
- 2. You will receive an SMS with a verification code for the phone number you provided. Enter this code in the appropriate field on the page and click "View PIT."
- 3. In the "Actions" column, find the PIT download icon and click on it.
- 4. Congratulations! You have downloaded your PIT!

Password reminder:

- If you have forgotten your password, click the "Remind password" button when trying to log in.
- Enter your login and a one-time link to set a new password will be sent to the email address you provided when you first logged in.
- If you don't remember the email address you provided, contact the coordinator or email pit@eurokadra.expert

For questions:

If you have any questions or concerns, please contact the IHR portal staff via email: <u>pit@eurokadra.expert</u>