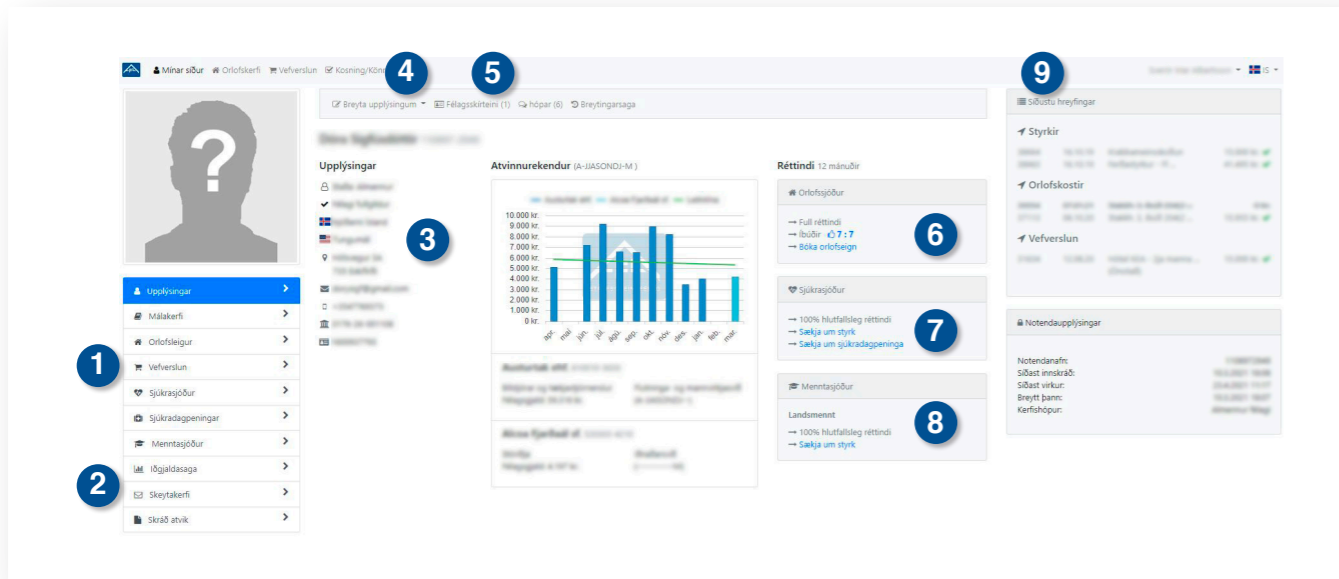


# Here is how MY PAGES works!



The AFL union website has a special set of My Pages for each and every member. What you can do and find out in My Pages has been improving in recent years. During the coming months, these pages will also become more interactive. Since the union has never yet formally introduced My Pages, we would like to explain the main points you can take advantage of.

**Login** - On the AFL website, the individual union member can log into My Pages with her/his Íslykill, digital certificate or password from AFL. However, we expect to stop using passwords in the coming months, so that only Íslykill or digital certificates will work then.



## Explanations for the front page of My Pages:

- Here you can find a special link to most of the AFL actions relating to you, for instance your possible allowances from the sickness benefit fund, the sickness benefits you receive, your transactions in the on-line store, your **cottage or apartment rentals**, union dues paid in your name, etc.
- Two links have been added in recent weeks, one of which takes you to a list of all the messages which AFL has sent you. The other link shows you any incidents on your record, such as leaving a vacation apartment in bad condition. Since you have a right to see what is connected to your name in AFL systems, this link lets you access your record.
- Language flag: This flag allows you to pick the language in which you are using My Pages. In addition, AFL offices thereby see what language to have in any message for you. If a general union message is being sent to a number of members and has been prepared in three languages, the flag you chose last will decide what language you get.
- Here you can change part of the information about you. For instance, you can add or change your telephone number, e-mail address or bank account. If you stay at a different place than your domicile (legal address), you can even enter a different residence than the domicile.
- List of the membership cards issued to you. Please note: each union member bears personal responsibility for the records on her/his issued cards being correct. Access to a vacation apartment will be authorised for more than one card if you have several cards recorded. Should anyone else have one of your other cards with them, they can get into the apartment. However, you yourself can activate or deactivate your cards; **see the illustration**.
- Clicking here takes you to a page for renting holiday apartments or cottages. You will also be able to see how many days you are currently allowed to rent.
- These two links take you where you can apply to the sickness benefit fund or for sickness allowances. You will also find out the amount of rights you are eligible for. Note that AFL members who have only recently started in their jobs may have to work several months before earning 100% rights.
- You can apply to your educational funds here, besides seeing which educational funds you have rights to. If you for example have rights in two educational funds that add up to 100%, AFL figures them together in order to pay you the full total.
- This shows you quickly what you have done most recently in My Pages, listing your two newest actions in different sections of the website.

## Booking tab

- AFL members can find their rental agreement here, once they have paid the entire rent. No agreement exists until the amount has been fully paid, but then appears here as a PDF document.
- If you would like the system to e-mail the rental agreement to you, just click on the envelope.
- Here is where you can comment on your rental experience, for instance if you feel something should be improved.
- By clicking on the "i", you open a window showing nearly every action connected with that particular rental. Higher up, you can even decide to save all of your **rental action history** in an Excel table.
- If a rental has been cancelled for some reason, so that a refund was applied for, you can keep up with the processing of your refund request by selecting the magnifying glass.

