

# New version of SIPSI :

## First connection

### 1 – Before the online publishing / Current version of SIPSI

- **You are already a user of SIPSI and would like to continue to have your account on the new version of the teleservice:** you have no specific actions to accomplish; your "foreign company" account is normally taken over, with its archives.
- **Special case:** if you have indicated France as the country where your SIPSI account is established, it will not be included in the new version. It is therefore necessary to change the country of the foreign company at the level of your account, if you wish to continue to keep it for archiving purposes. To use the new version of SIPSI, you will need to create a new supplementary account to complete your future posting declarations.

### 2 – Find my account in the new version of SIPSI

- To find your account on the new version of SIPSI, the first step is to create a new password. To do this you need to go to: <https://www.sipsi.travail.gouv.fr>.
- Once you access the home page, you can click on the tab:

Password forgotten or expired

- You are then asked to enter your username (email address used when creating your SIPSI account) and to complete the captcha.
- You will then receive an email referring you to your new password selection form:

#### Reset your password

For security reasons, your password must contain at least 10 characters including one lowercase letter, one uppercase letter, one digit and one special character. (^ ~ ! @ # \$ % ^ & \* ( ) \_ - + = { } [ ] \ ; : , . ? )

New password

Confirm password

- If you have not received the email, do not forget to check the SPAM folder in your mailbox.
- Once your new password is created, you can access your account on the new version of SIPSI by entering your username (email used when you first created the account) and password.
- The same process should be repeated for each account if you have several on PSIS.

### 3 – Verification of compliance of my account

- After logging into your account on the new version of SIPSI, it is recommended to check that all information about your company is valid.
- For this, you can access the “My Account” part and verify that all the information indicated is complete and valid:

The screenshot shows a web form titled "Account data". It contains several input fields and sections:

- Account data:** Login, Language (English), and a dropdown for "Would you like to use a default declaration template?" (No).
- Identity of the foreign company:** Corporate name, Address, Country, Postcode, Town/city, Address line 2, Telephone no., Email, Legal form, a checkbox for "The company does not have an intra-community VAT number", Business register, and Reference of the registration.
- Company director:** Last name, First name, Date of birth, Town/city of birth, and Country of birth.

At the bottom of the form are two buttons: "Sign up" (grey) and "Cancel" (red).






- **Important:** For businesses with a VAT number, Verify that your account is properly informed as this criterion is now a mandatory and binding criterion for the use of your PSIS account and the completion of your detachment declarations.
- If certain information are missing or invalid (e.g., city of birth of the company director), you may encounter difficulties or blockages in your use of SIPSIS.

## 4 - Verification of information in my posting declarations

- As part of the development of this new version, a number of evolutions (for more information you can consult [the webpage of the website of the Ministry of Labour](#)) have been made. This may affect the completion of the declarations you have not yet submitted.
- To view them, you can go to in the “not transmitted declarations” part on the home page of your SIPSI account :

**LIST OF PRELIMINARY POSTING DECLARATIONS SUBMITTED**

From this dashboard, you can view or print your submitted declarations, or download a receipt for communicating at the request of the inspection services or the customer of the service. You can also create a new declaration by duplicating a declaration that you have already submitted. For services in progress, you can update the declaration or cancel it in the event it contains an error or where the posting did not ultimately take place. For more information, please refer to the FAQs (URL)

Code	Name	Submitted on ↓	Service provider	Service recipient	Service start date	Service end date	Actions	
<input type="checkbox"/>	209781-191015	TEST REPRISE	10/07/2019 14:08	TEST SA	TEST	20/07/2019	31/12/2019	    

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- From this part, you can select the declaration you wish to complete by clicking on the "pencil" icon.
- You may need to make some changes to bring the declaration into compliance with the new rules:
  - The dates of the service are now limited to a period of 6 months renewable if necessary;
  - Delivery locations are now limited to 5 per declaration;
  - Additional information concerning your representative, his designation to be made directly in the declaration;
  - Information on the identified activity of the service, which is categorized according to the NACE nomenclature in this new version of SIPSI;
  - Remuneration of posted employees with hourly rate of pay (not monthly pay).

## Contact

- If you have any difficulties or questions, please send an email to:

**[dgt.declaration-psi@travail.gouv.fr](mailto:dgt.declaration-psi@travail.gouv.fr)**