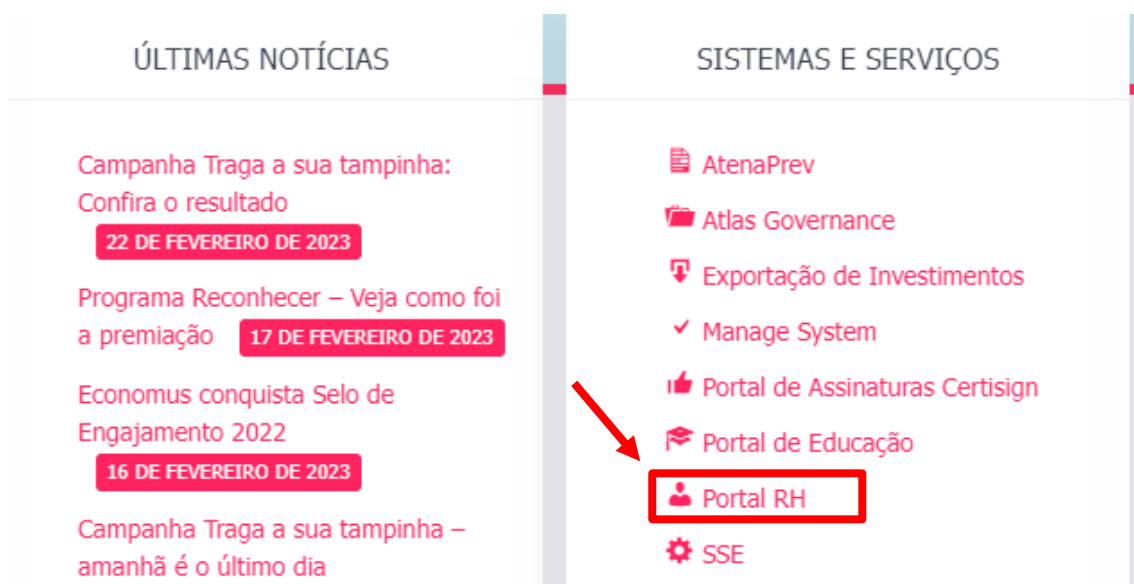
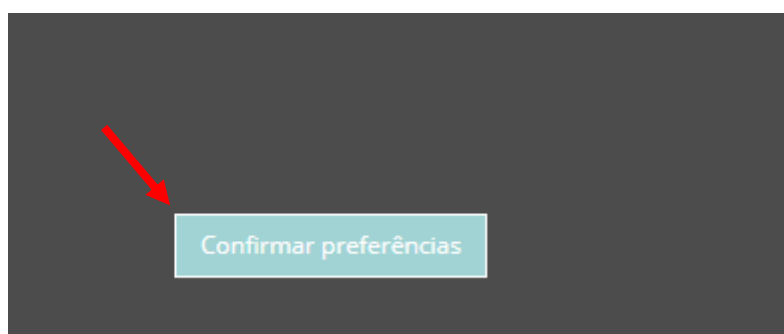


1) Acesse na Intranet o Ícone “ PORTAL RH:



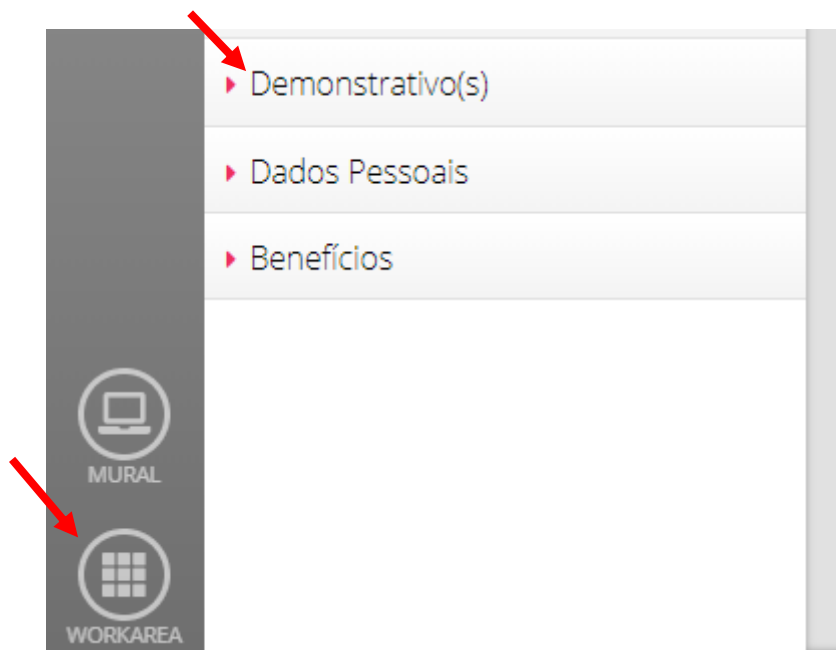
2) Na próxima página, clique em “Confirmar Preferências”



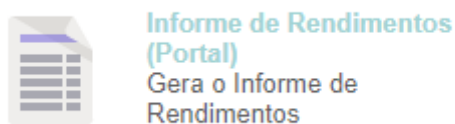
3) Em seguida clique em “Entrar no Portal” Insira o Login e Senha:

The image shows a login form titled 'Fazer login'. The URL 'https://srvapplp.economus.com.br' is displayed. There are two input fields: 'Nome de usuário' and 'Senha'. Below the fields are two buttons: 'Fazer login' (blue) and 'Cancelar' (white with blue border). A red arrow points to the 'Fazer login' button.

4) No perfil “Colaborador” clique em Workárea e depois em Demonstrativos:



5) Em demonstrativos, clique em Informe de Rendimentos (Portal):



6) No campo Ano Base – insira 2023:

Não precisa preencher o campo Escopo de Contratados

A screenshot of a web form titled 'Relatórios'. At the top right are three buttons: a help icon '?', a 'Cancelar' button, and a 'Prosseguir →' button. The 'Prosseguir' button is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the title, there are two fields. The first is labeled '*Ano Base:' and contains the value '0'. The second is labeled '*Escopo de Contratados:' and has a dropdown menu with 'Nenhum' selected.