



Brussels, 2011

Dear Colleague,

Subject: Application for access to the Commission's Intranet (MyIntracomm)

Upon receipt of this form, duly completed and signed by you, the Administration of the Commission will submit your request for access to the institution's intranet: MyIntracomm.

As soon as your request has been processed, you will be sent a user identifier for access to MyIntracomm. Should you have any problems with the access, you can contact a person of your local "Help Desk", composed of voluntary pensioners trained for that task. Their details will be sent to you together with the sending of the code. Once you have established your connection, you should find it fairly easy to navigate through the server.

An "Individual statement of acceptance of the access rules" will be sent to you with your access code. The main purpose of these rules is to make you aware that you must treat the user identification sent to you by the Commission with great care, so as to protect the Commission against unauthorised access.

As several services are concerned with the attribution of the access code, it may be a few weeks before your code will be sent.

We thank you for your patience and with best wishes,

the Administration of the Commission.

Please complete the slip and return it to:

European Commission
"Access Codes"
MO-34 01/136
B – 1049 BRUSSELS
Tel. +32(0)2 299 3190
email address : HR-INTRACOMM-CODE-PENSIONNES@ec.europa.eu

✂.....

Pension number date of pension:

First Name, Initial, Second Name

Commission's Administration Visa

Retired Official Signature