Dear Sir/Madam,

This is to inform you that you within a few business days will receive the contract for your assignment at NTNU.

The contract will be sent to you by email from The Norwegian Agency for Public and Financial Management (DFØ) on behalf of NTNU. DFØ email address is [**no-reply@dfo.no**](mailto:no-reply@dfo.no)**,** and the subject will be **Ny arbeidskontrakt.**

If you cannot find the email in your inbox, check your “junk mail” folder or “spam” folder.

Please let us know if you do not receive the email within a week.

When you receive the email from DFØ, click on the link to access the contract.

To log in, you need to order a code on SMS by clicking the button “Get password”.

Graphical user interface

Description automatically generated with medium confidence

Enter the six-number code and click “Sign in” to proceed.

Graphical user interface, text, application, chat or text message

Description automatically generated

A detailed description of how to sign the contract is provided in the link below, and it will also be attached to the contract.

Step by step guide to sign your contract (DFØ):

<https://dfo.no/sign-contract>

User guide for people from abroad:

<https://ekstern.filer.uib.no/okonomi/Lonn/Rutiner/2_PDFsam_Utenlandske%20personer%20-%20Brukerveiledning.pdf>

To sign the contract, you need to be able to receive a code by SMS.

If you haven’t received the code within a few minutes, please try again after one hour.

If you are still unable to receive the code, or should any other problems occur when signing the contract, please do not hesitate to contact us.

**Contact information:**

E-mail: [lonnhr@hr-hms.ntnu.no](mailto:lonnhr@hr-hms.ntnu.no)

Phone: [0047 73 41 31 40](tel:004773413140)

If you are planing to claim travel expenses, you must do this in the Betal-meg solution after you have signed the contract. It may take a few days after you have signed the contract until you can access the travel claim form.

[Betalmeg - travel expenses claim for non-employees - Kunnskapsbasen - NTNU](https://i.ntnu.no/wiki/-/wiki/English/Betalmeg+-+travel+expenses+claim+for+non-employees#section-Betalmeg+-+travel+expenses+claim+for+non-employees-Contractors+and+access+to+Betalmeg)

Kind Regards,

NTNU’s Service Center

Department for payment and HR