Professional
Outsourcing

# *Software User Guide*

## *i-PaySlip*

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## Preliminary procedure

1. This i-PaySlip can be accessed via Web Browsers that is installed on your device and supporting the browser as follows.
   - Microsoft Edge or Internet Explorer
   - Google Chrome
   - Safari
   - Firefox
2. Before access i-PaySlip, pop-up blocker will need to be setup on your advice as the following procedure.
   - Microsoft Edge or Internet Explorer
     - Click Tools menu
     - Press Alt-T if you don't see a menu
     - Click Internet Options
     - Click Privacy tab
     - Under Pop-up Blocker, UnCheck Turn on Pop-up Blocker
     - Click OK
   - Google Chrome
     - Click on the WRENCH (upper right hand corner)
     - Click on SETTINGS
     - Scroll to PRIVACY, Click on Content Settings
     - Scroll to POP-UPS
     - Check Allow All Sites to show Pop-Ups

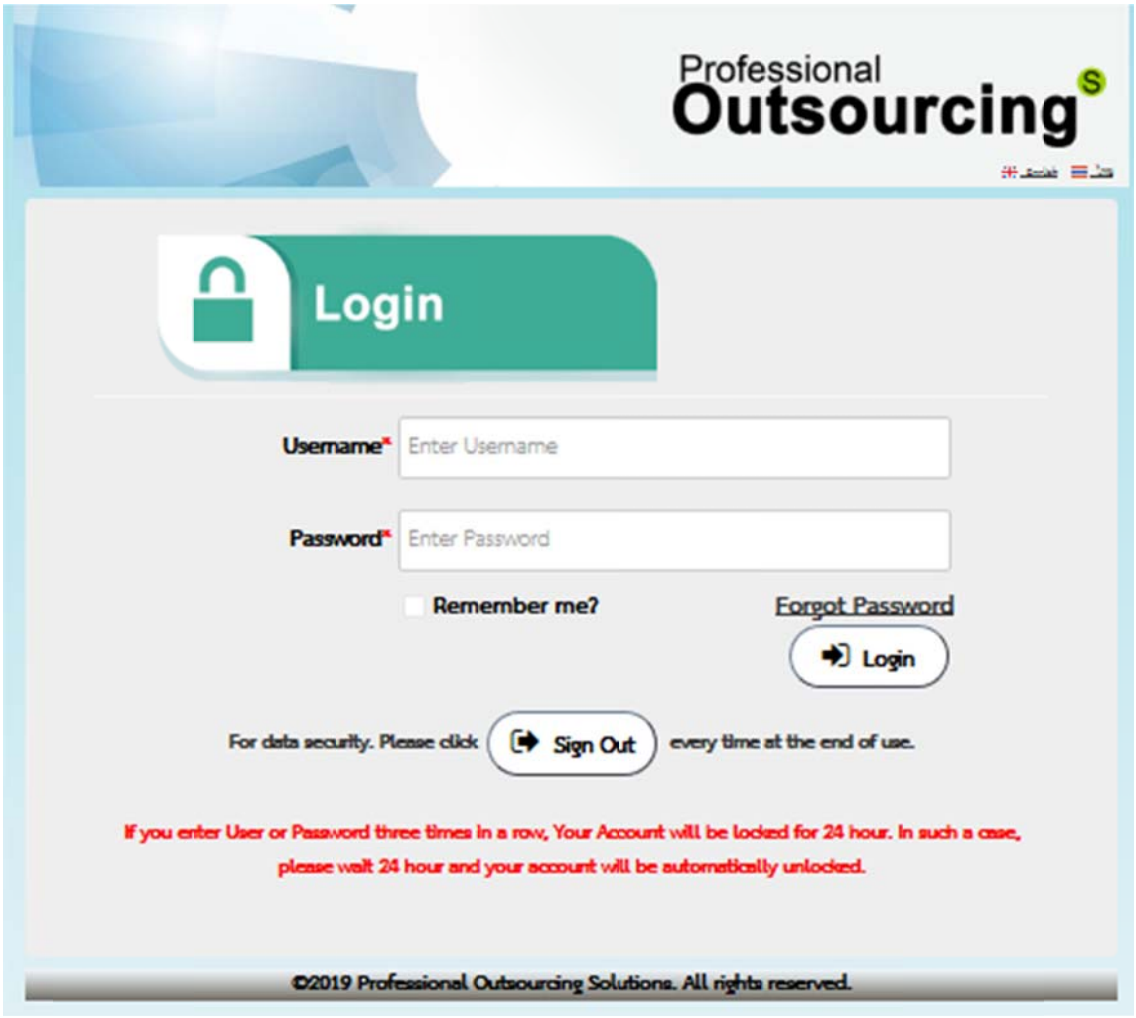
- Click OK

- Safari
  - Click Safari in the menu bar
  - Click Preferences
  - Click the Security tab
  - In the Web Content selection, uncheck the box next to Block pop-up windows
- Firefox
  - Windows
    - Select Tools from the Mozilla Firefox taskbar
    - Select Options from the drop-down menu
    - Select Content from the Options dialog box
    - To disable all pop-ups, uncheck the Block pop-up windows radio button
    - Select Close
  - Mac
    - Click Firefox
    - Click Preferences
    - Select Content

Un-check Block pop-up windows

## 1. Login

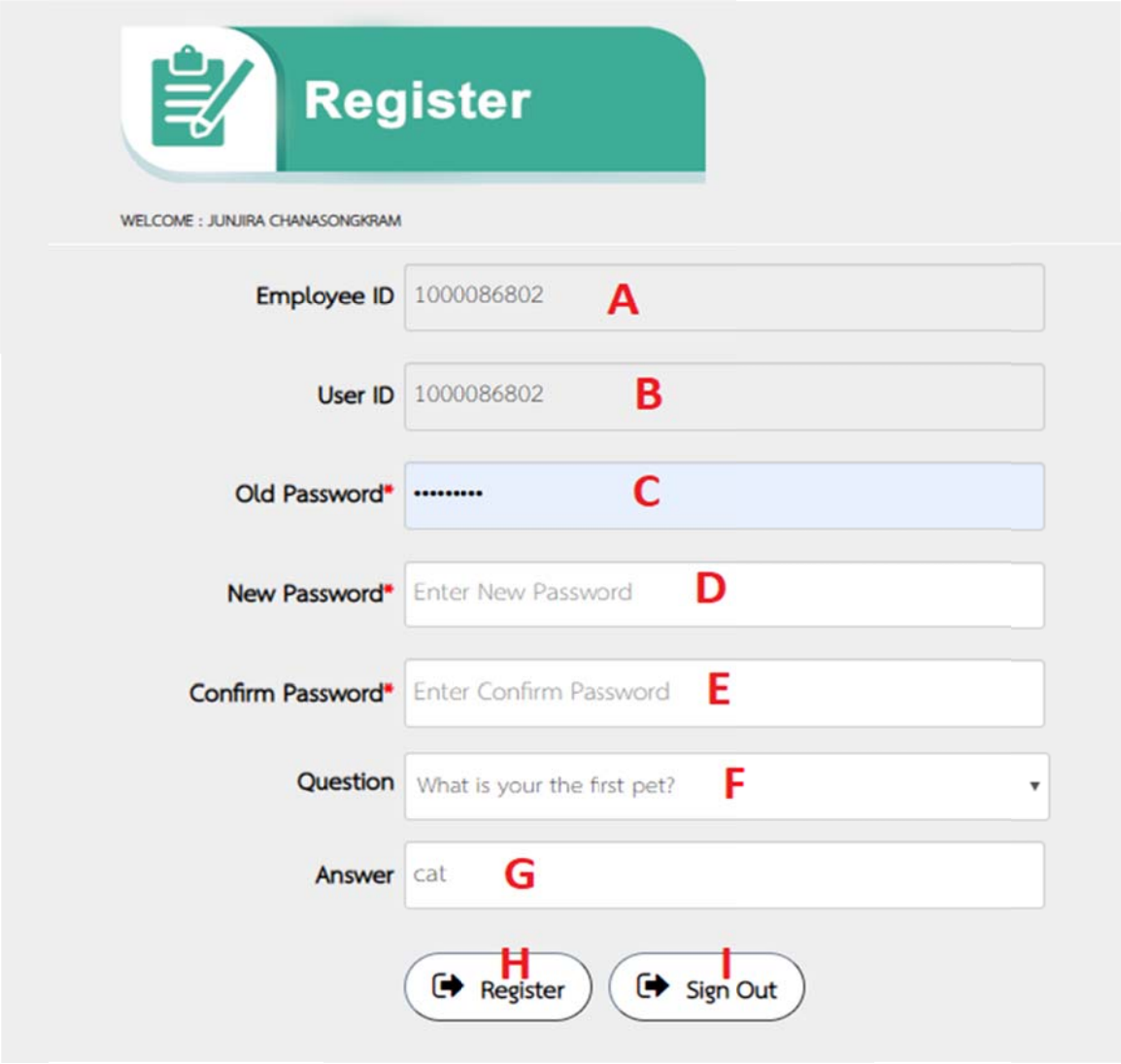
Login with Username and Password, then press “Login” button through provided URL.



## 2. Registration for New User

This Register screen is for new user only.

After first Login, the system will enter into the registration page as shown in the screenshot below.




**Remarks:**

- "A" is Employee ID

- “B” is User ID
- “C” is Old Password which is sent by System Admin via email
- “D” is New Password which is set by User in order to access i-PaySlip
    - New Password must contain at least 8 characters and not exceed 16
    - At least 1 capital letter
    - At least 1 small letter
    - At least 1 special character
    - At least 2 letters
    - At least 1 numeric character
- “E” is Confirm Password for the New Password

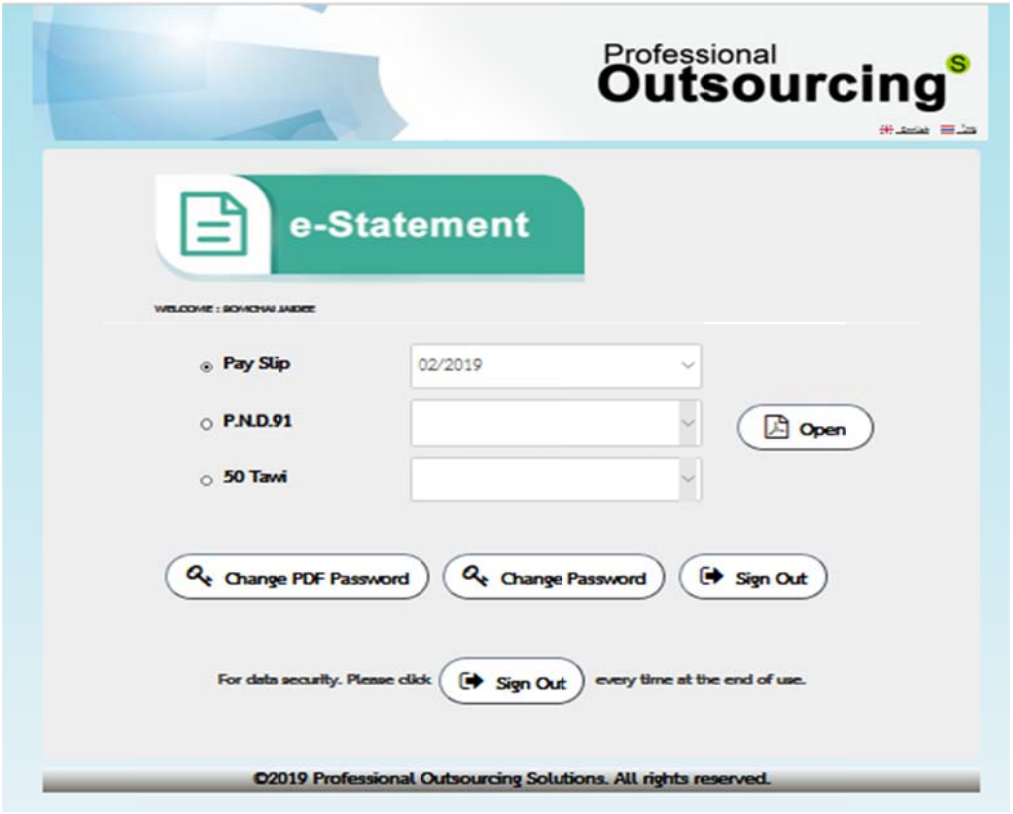
- “F” is Question which is set by User in case of forgot password. User will need to select one question from drop-down menu.

- “G” is Answer
- “H” is “Register” button
- “I” is “Sign Out” button

After press “Register” button, the warning message for confirmation will pop up as below.

Press “OK” button.

After Register completed, the system will enter into “e-Statement” as shown in the screenshot below.



## 3. Download File

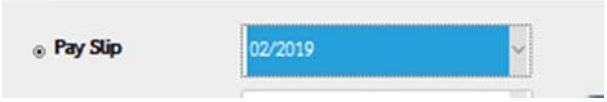
Pay Slip will be available and could be downloaded from e-Statement.

P.N.D.91 and 50 Tawi will be available and could be downloaded from e-Statement at the specific time only.

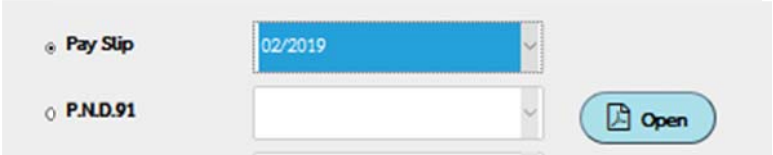
**How to use**

- **Download File [Pay Slip , P.N.D.91 , 50 Tawi ]**

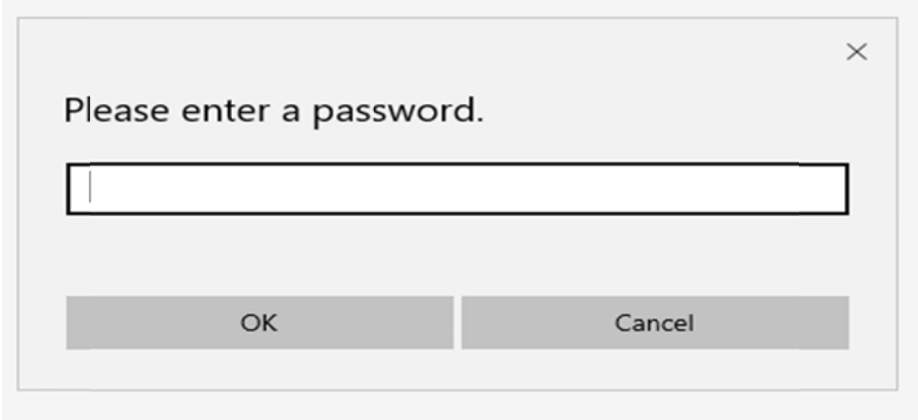
o Select “month/year”.




o Press “Open” button.

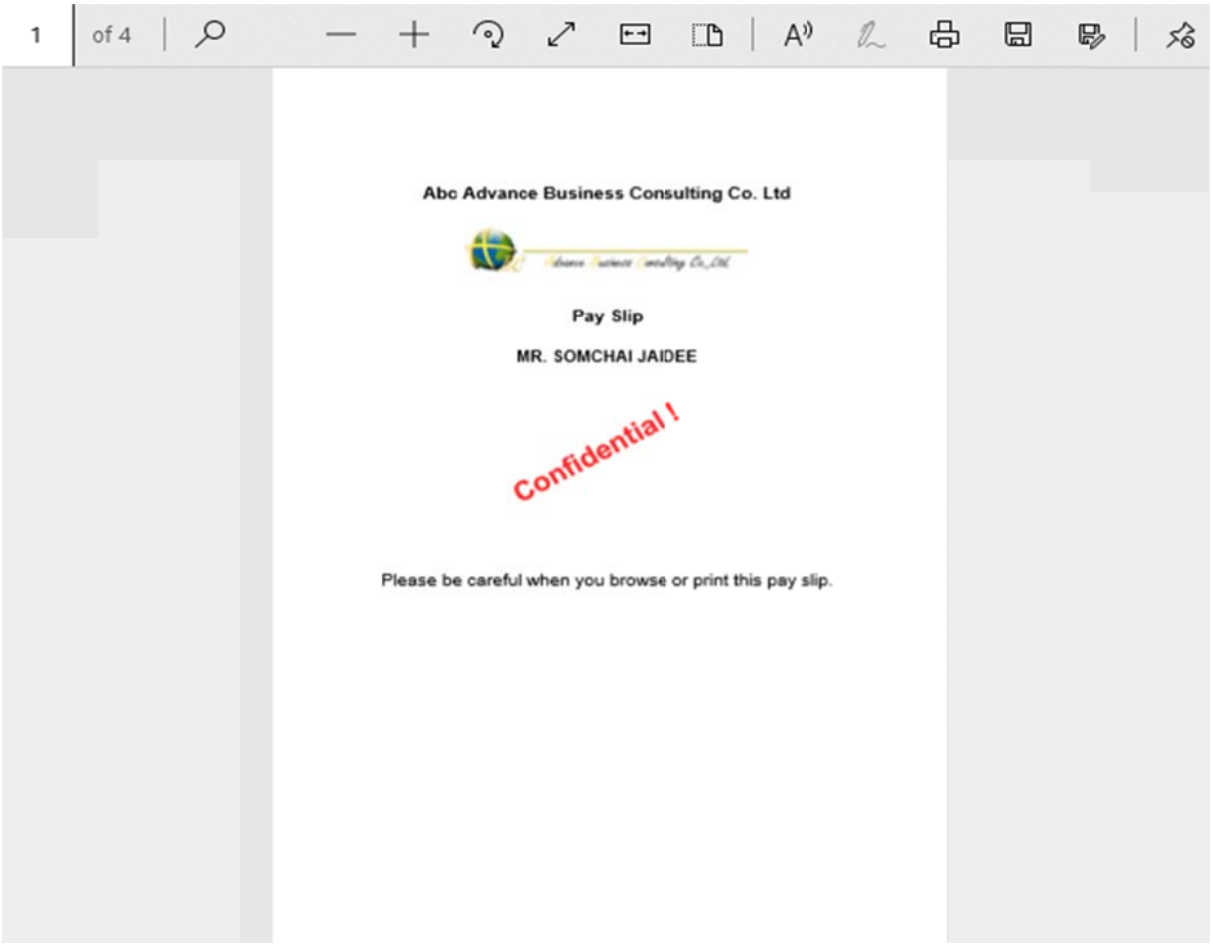



o Enter PDF password in pop-up window.




* Example from Microsoft Edge

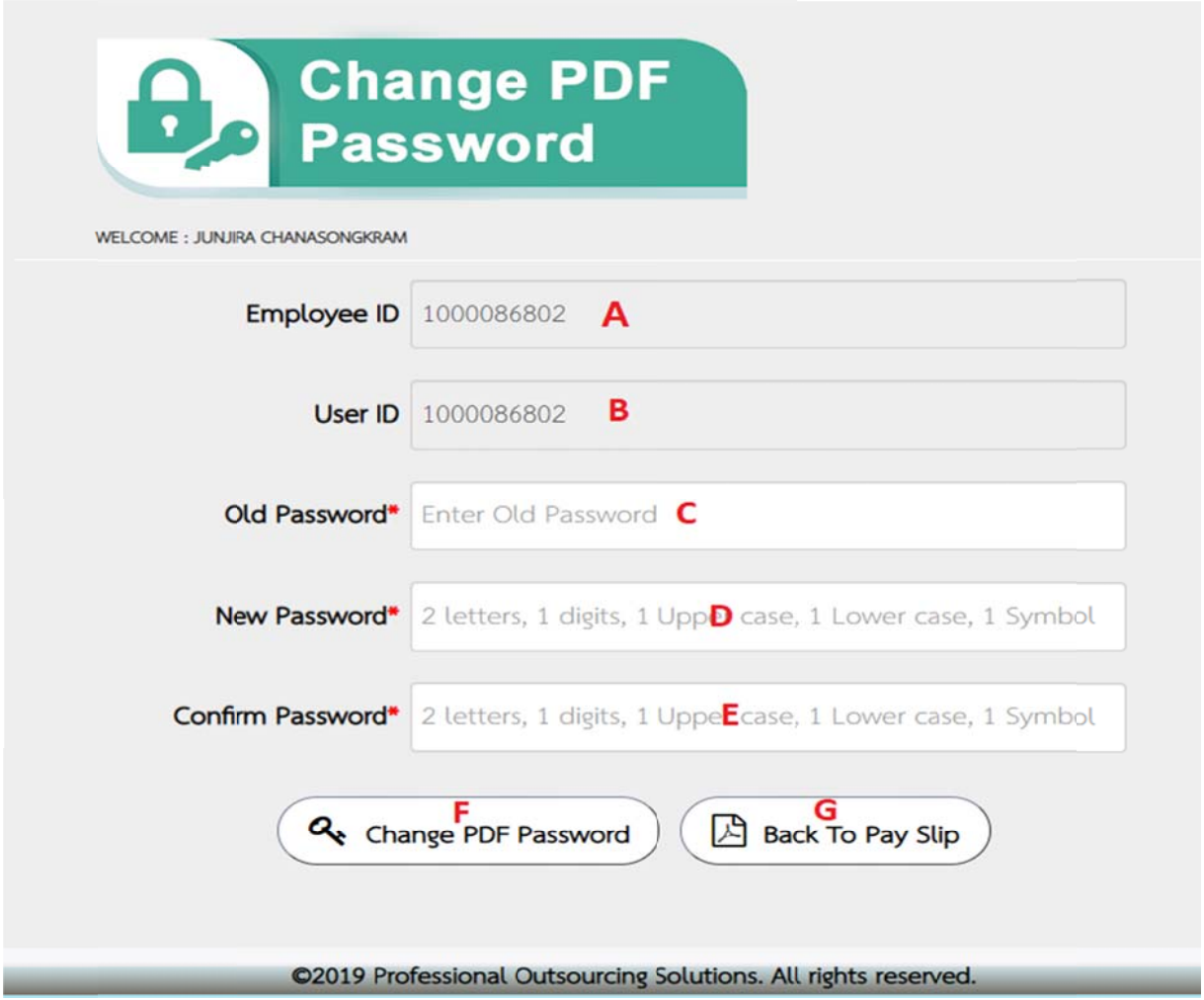
- Input password and press ‘OK” button, Pay Slip will be opened and could be downloaded. “Pay Slip” file will be encoded with the same PDF password that viewed from Website.



## 4. Change PDF Password

- Press “Change PDF Password”.

- The system will display as screenshot below. User will need to complete all information, then press “Change PDF Password” button.



**Remarks :**

- "A" is Employee ID
- "B" is User ID
- "C" is Current Password
- "D" is New Password
    - New Password must contain at least 8 characters and not exceed 16
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    - At least 2 letters
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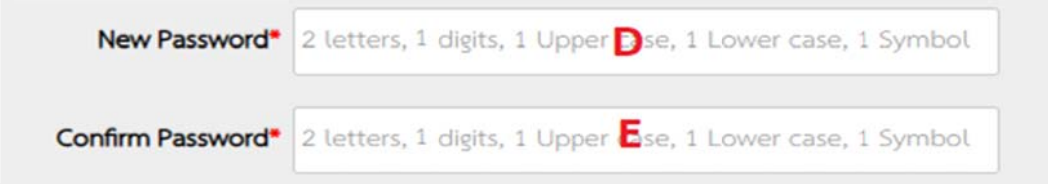
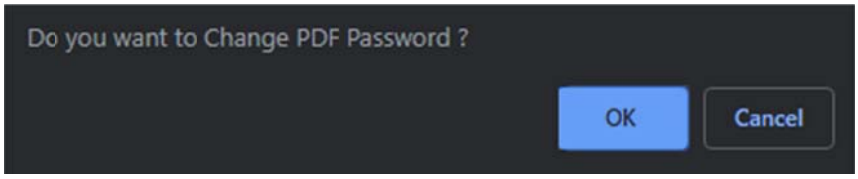
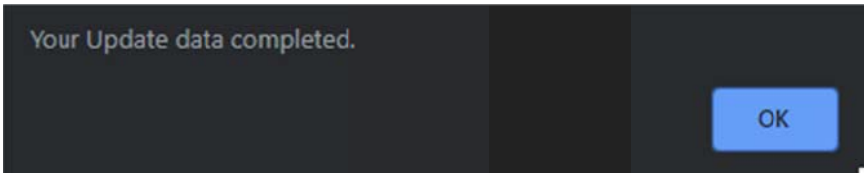
- "E" is Confirm Password for the New Password



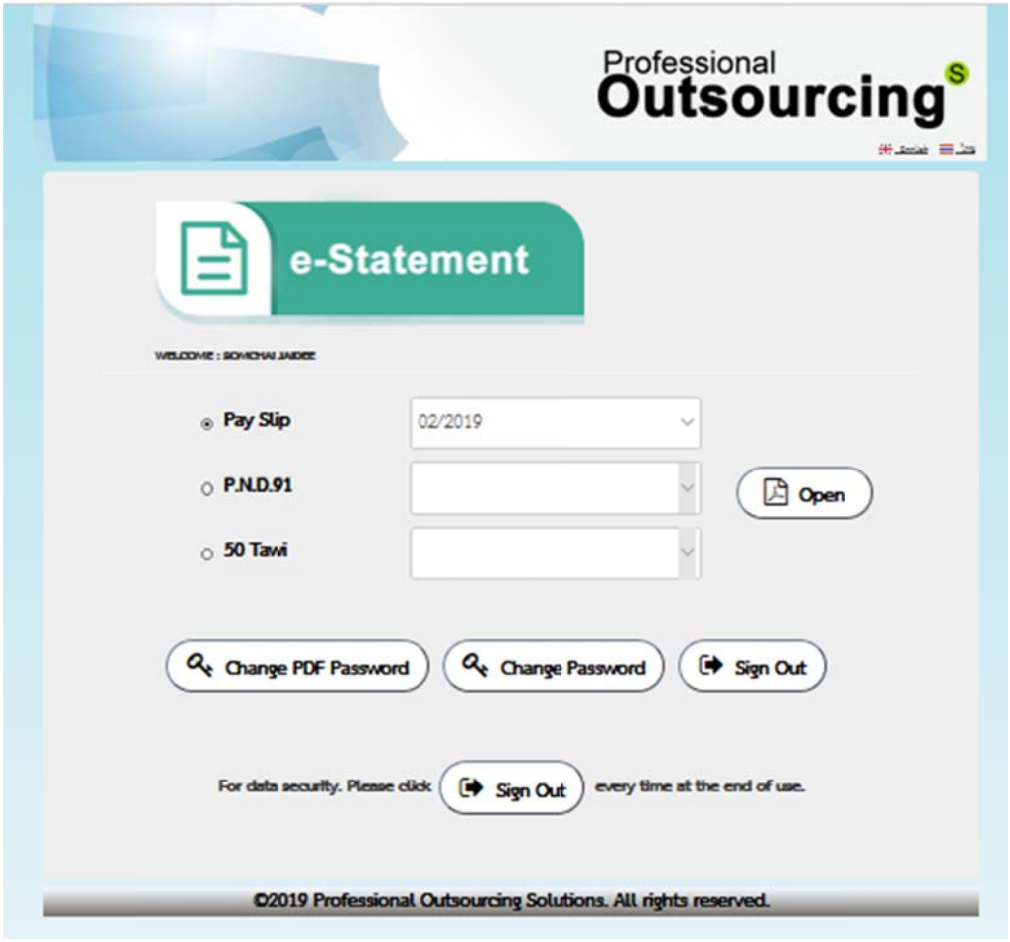

- "F" is "Change PDF Password" button
- "G" is "Back To Pay Slip" button (back to e-Statement)
    - After complete all information, press "Change PDF Password" button, the warning message for confirmation will pop up as below.



- Press “OK” button.

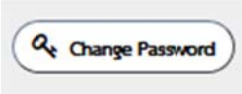



After Change PDF Password completed, the system will be back to “e-Statement” as shown in the screenshot below.

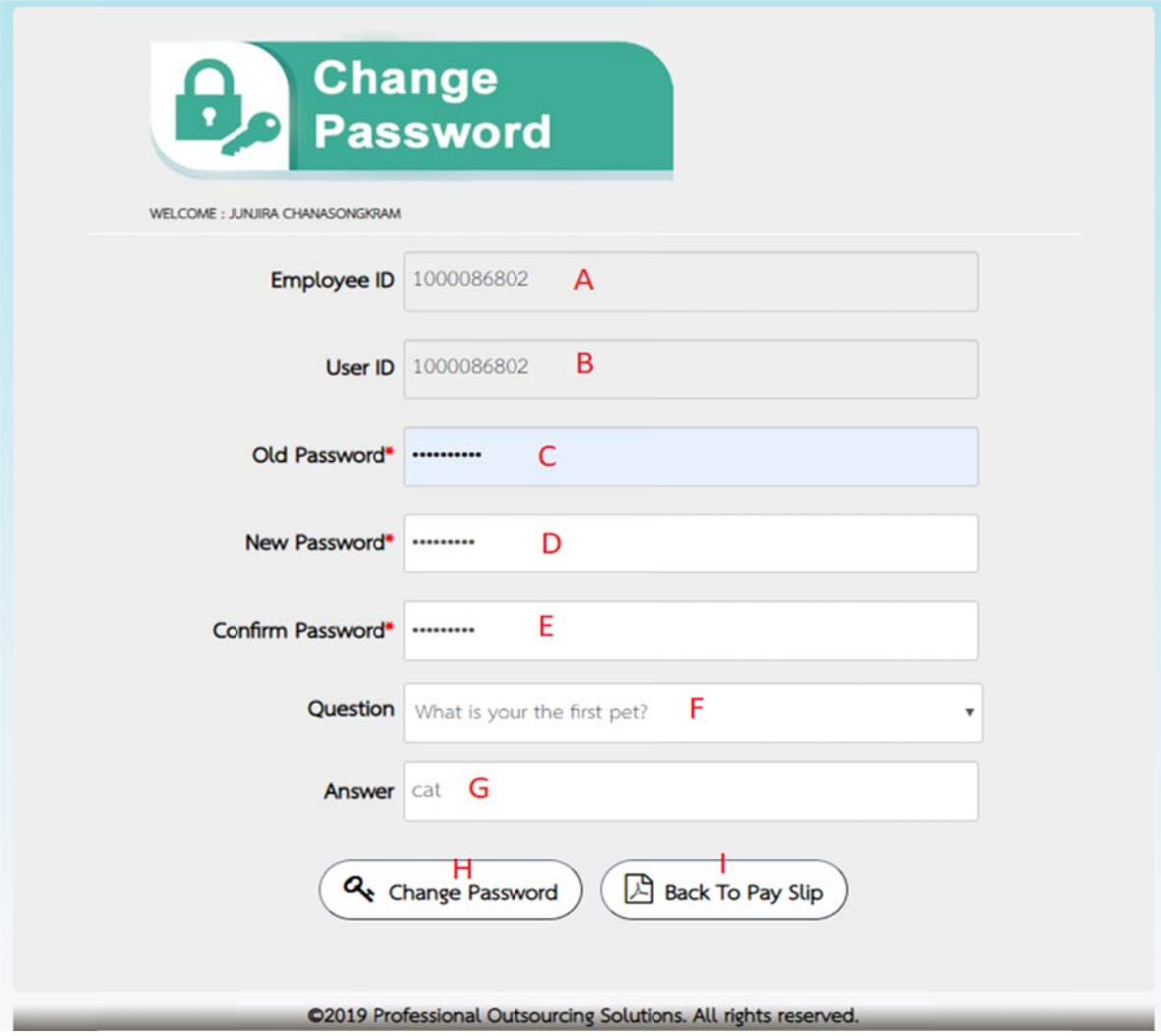


## 5. Change Password to Access i-Payslip Website

- Press “Change Password” button.




- The system will display as screenshot below. User will need to complete all information to access i-Payslip website.



**Remarks :**

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- "C" is Current Password
- "D" is New Password
    - New Password must contain at least 8 characters and not exceed 16
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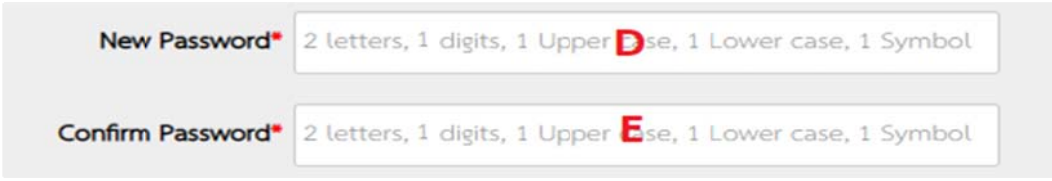
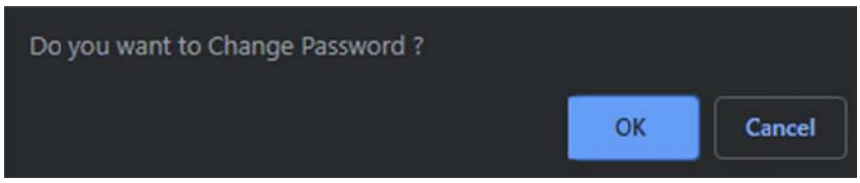


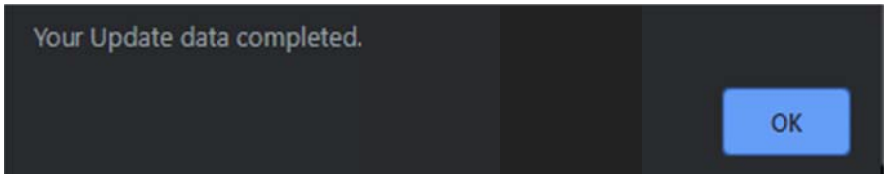

- "E" is Confirm Password for the New Password
- "F" is Question which is set by User in case of forgot password. User will need to select one question from drop-down menu.

- "G" is Answer

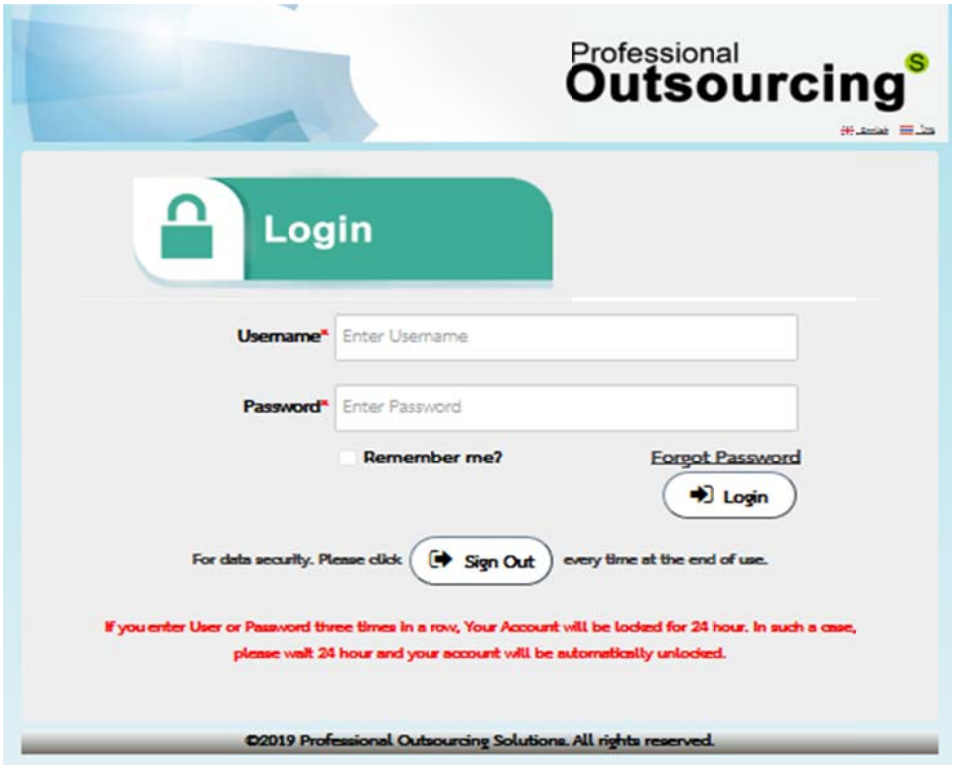
- “H” is “Change Password”
- “I” is “Back To Pay Slip” button (back to e-Statement)
  - After complete all information, press “Change Password” button, the warning message for confirmation will pop up as below.




  - Press “OK” button.



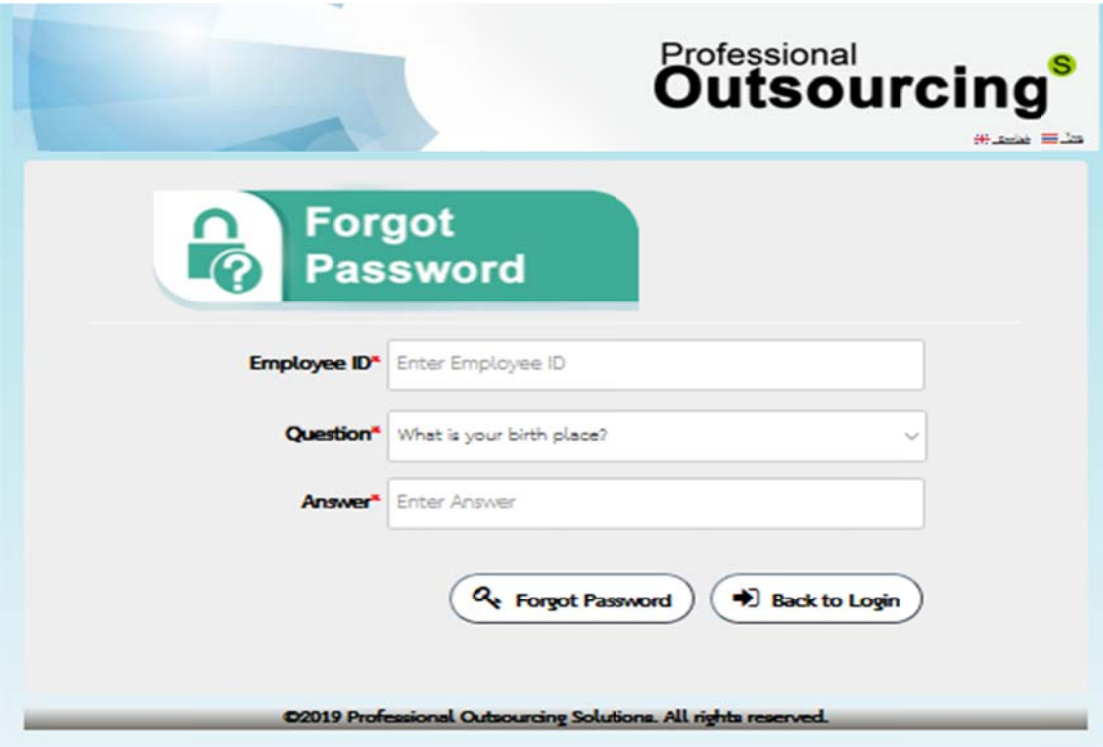

After Change Password completed, the system will be back to “Login”.



## 6. Forgot Password

In case of “Forgot Password”, User will need to go to “Login” page and press “Forgot Password".

The system will display as screenshot below.




Complete information as setup for the first login. After completed, the password will be sent to User via email.

## 7. Sign Out

Press “Sign Out” to leave from the system.

* User can login only one time per one device. User will need to sign out from the active device before login the system from the other device.