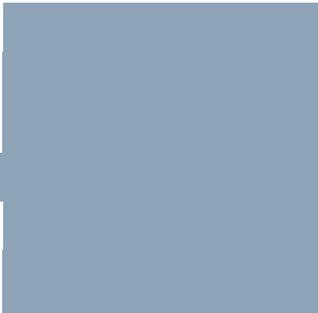
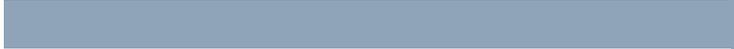


MyPaycheque.net



Start-Up Guide

ADMINISTRATOR

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Start-Up

Identification

[**Input** menu, **Auxiliaries**, **MyPaycheque.net**] or 

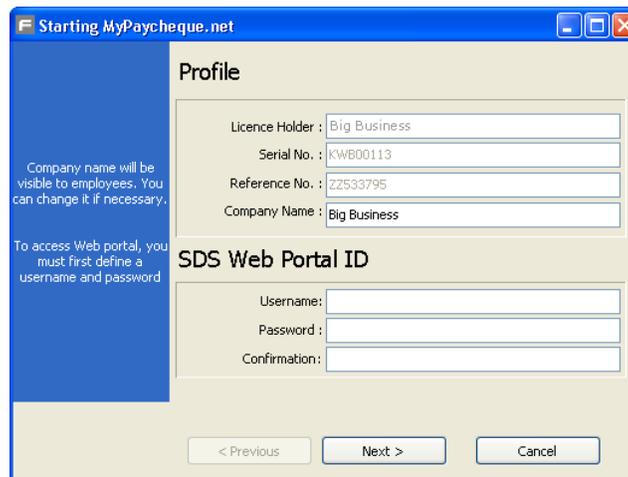
Upon activating the service, the **Starting MyPaycheque.net** window is displayed where you enter your username and password. This information is required to access the administrator portal.

Next, company information is presented for validation. By default, information entered under the **Address** tab of the **Company Information** window is displayed. A company alias is required, it represents the term selected and will be used by your employees to access their portal for the first time. An email address must be entered. An email will be sent to this address confirming portal activation.

Caution: Keep this email: it contains your username, password, identification code as well as portal address needed by your employees.

Finally, a confirmation window is displayed for information validation. Select **Post Company** to transfer current and previous year payroll data to the portal in the form of earnings statements.

Click **Finish**. The information is submitted. Once accepted, the startup, configuration and data transfer operations are performed.



The screenshot shows a window titled "Starting MyPaycheque.net" with a blue header and a light beige background. On the left, a blue sidebar contains the text: "Company name will be visible to employees. You can change it if necessary." and "To access Web portal, you must first define a username and password". The main area is divided into two sections: "Profile" and "SDS Web Portal ID".

Profile

Licence Holder :	Big Business
Serial No. :	KWB00113
Reference No. :	ZZ533795
Company Name :	Big Business

SDS Web Portal ID

Username:	
Password :	
Confirmation:	

At the bottom, there are three buttons: "< Previous", "Next >", and "Cancel".

Company Information and MyPaycheque.net

[**Input** menu, **Company**, **Company Information**] or 

The address displayed in the header of the notice email sent to employees must be entered in the **Main E-mail** box of the **Company Information** window (**Company** tab).

Hint: To avoid being tagged as spam by an employee's Internet service provider, the employee must add this address to the list of contacts in his or her email application.

Payroll Configuration and MyPaycheque.net

[**Input** menu, **Payroll**, **Payroll Configuration**] or 

In the **Company Options** group box of the **Payroll Configuration** window, the **MyPaycheque.net** option has been added and selected. Clear this box to deactivate the complement.

Employees and MyPaycheque.net

[**Input** menu, **Payroll**, **Employee**] or 

The email address at which the employee wishes to receive pay notices must be entered in the **Main E-mail** box.

In addition, the **Send Electronically and Print a Copy** option was added under the **Address** tab. When this option is selected, a paper copy of the stub is printed and pay notice is sent via email. When this option is not selected the email is sent but no paper pay slip is printed.

Note: This option is available when the **Direct Deposit** option is selected in the **Mode** box.