



**activ8**  
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# **myAccount** User Guide

**User Guide**



**activ**payroll

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## activ8 myAccount

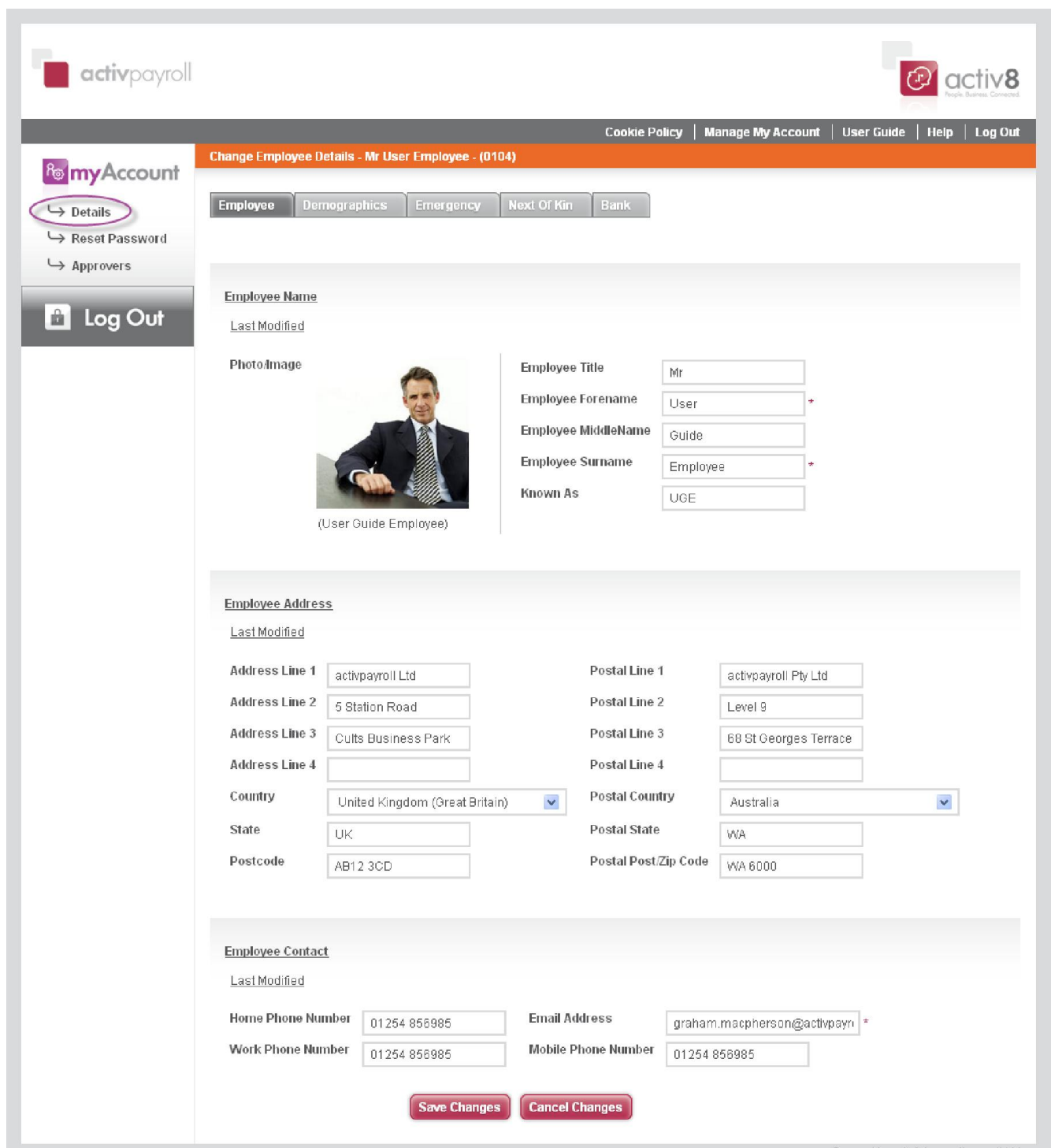
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## What is myAccount?

myAccount allows you to securely view and edit your personal information, information that includes your name, address, contact information and bank account details held by your employer.

## How do I view my personal details?

To view your personal details select myAccount from the Main Menu. Clicking this will display three subcategories: 'Details', 'Reset Password' and 'Approvers'. Clicking on the 'Details' link will display a 'Change Employee Details' screen as shown below:



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**myAccount**


→ Details  
→ Reset Password  
→ Approvers

**Log Out**

**Change Employee Details - Mr User Employee - (0104)**

Employee | Demographics | Emergency | Next Of Kin | Bank

**Employee Name**  
Last Modified

**Photo/Image**  
  
(User Guide Employee)

**Employee Title** Mr  
**Employee Forename** User \*  
**Employee MiddleName** Guide  
**Employee Surname** Employee \*  
**Known As** UGE

**Employee Address**  
Last Modified

**Address Line 1** activpayroll Ltd  
**Address Line 2** 5 Station Road  
**Address Line 3** Cults Business Park  
**Address Line 4**  
**Country** United Kingdom (Great Britain) v  
**State** UK  
**Postcode** AB12 3CD

**Postal Line 1** activpayroll Pty Ltd  
**Postal Line 2** Level 9  
**Postal Line 3** 68 St Georges Terrace  
**Postal Line 4**  
**Postal Country** Australia v  
**Postal State** WA  
**Postal Post/Zip Code** WA 6000

**Employee Contact**  
Last Modified

**Home Phone Number** 01254 858985  
**Work Phone Number** 01254 858985  
**Email Address** graham.macpherson@activpayn \*  
**Mobile Phone Number** 01254 858985

**Save Changes** **Cancel Changes**

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This will display your personal information across 5 tabs – 'Employee', 'Demographics', 'Emergency', 'Next of Kin' and 'Bank'. Clicking on each tab will display the information relating to that tab.

### How do I edit my personal details?

To edit your personal details select the tab you want to make a change to and edit your information accordingly. A grey options bar will display allowing you to choose from 3 options: 'Cancel', 'Apply' or 'Apply these changes from'.

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Change Employee Details - Mr User Employee - (0104)

Employee Demographics

Last Modified

Gender: Male

Date of Birth: 10-Oct-1975 37 years, 5 months

Marital Status: Married

Date of Change

Residency/Citizenship: British

Ethnic Origin: British

Number of Dependants: 1

Number Of Children: 2

Changes will be verified and approved by HR team and Approving Managers

☐ Cancel ☒ Apply ☐ Apply these changes from:

Save Changes Cancel Changes

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Select the relevant option and click 'Save Changes', alternatively clicking 'Cancel Changes' will cancel any alterations made.

Your Line Manager or HR representative will now be notified by email that you have requested a change be made to your record. If they approve the change, the system will automatically apply the changes made. If they deny the change, the system will not apply the changes.

**Note: Please be aware that any changes made to your personal details must go through an approval process. Information cannot be edited with immediate effect.**

### How do I reset my password?

Select the 'Reset Password' link and click on the reset password icon shown below.

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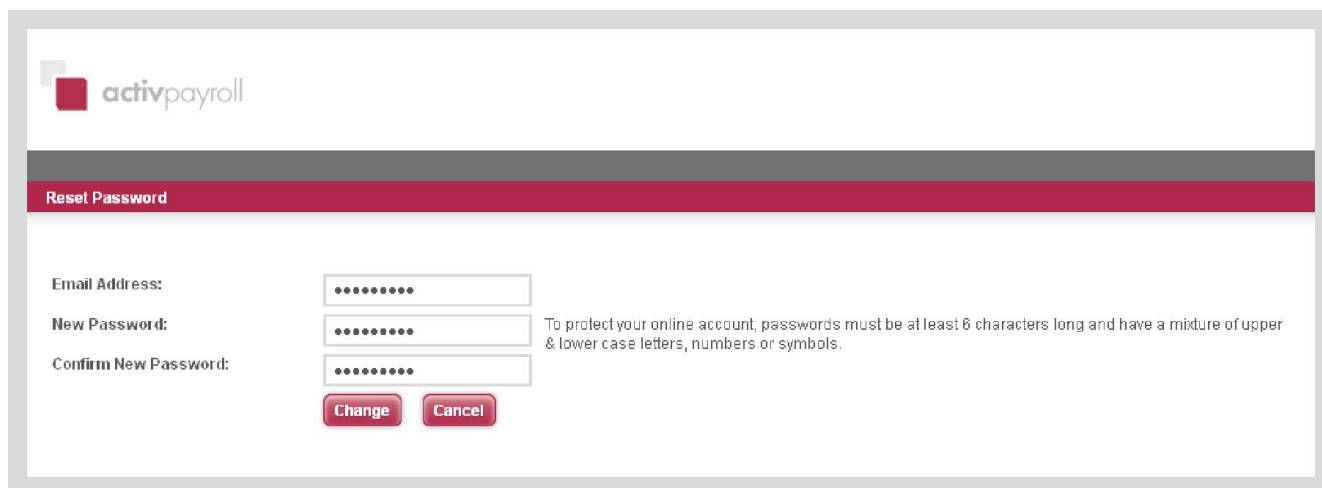
Manage my account | User Guide | Help | Log Out

Manage my Account

The following functions are available for you to manage your account.

Resets your login password.

The system will then prompt you to enter your email address and your new password, please note this will need to be entered twice so to confirm that the change made match. Please ensure that your new password is 6 characters long and contains a mixture of upper and lower case letters, numbers or symbols.



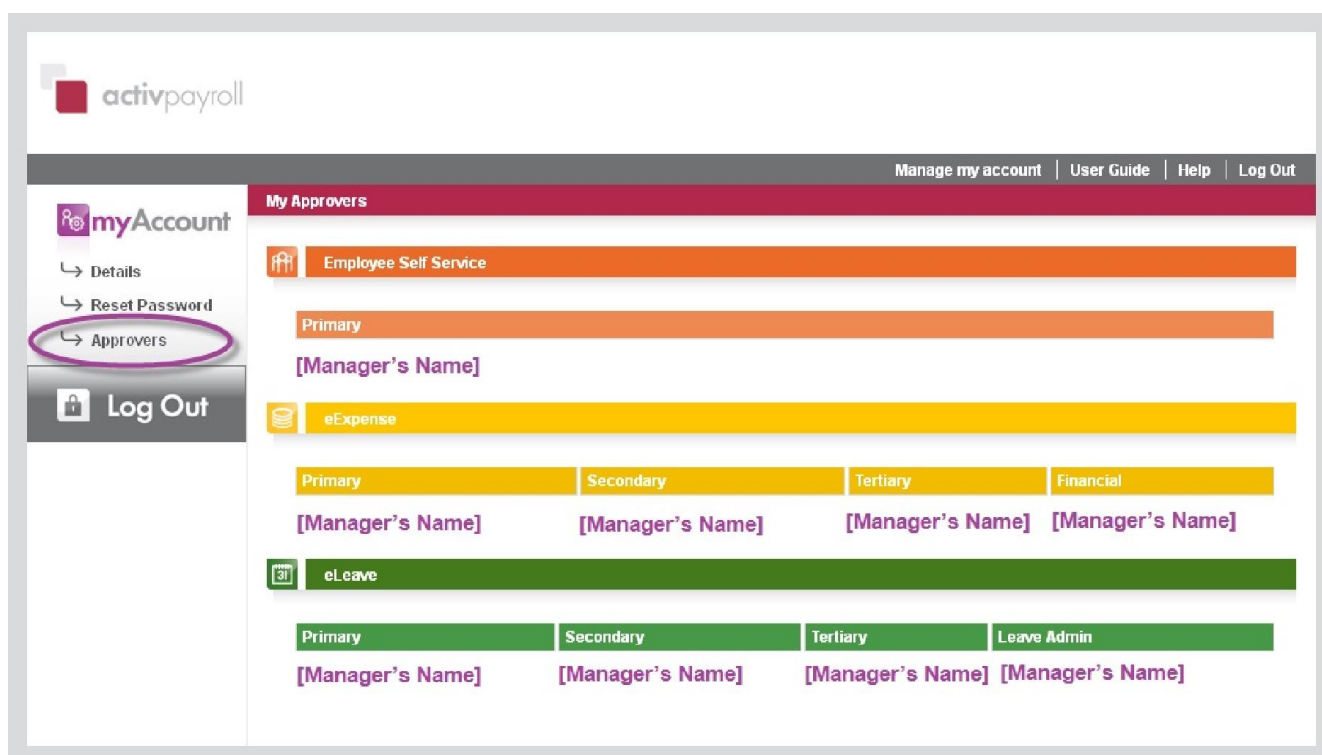
The screenshot shows the 'Reset Password' page of the activ8 system. It features the activ8 logo at the top left. Below the header, there is a form with three input fields: 'Email Address:', 'New Password:', and 'Confirm New Password:'. Each field is followed by a password strength indicator (a series of dots). To the right of the password fields, a note states: 'To protect your online account, passwords must be at least 6 characters long and have a mixture of upper & lower case letters, numbers or symbols.' At the bottom of the form, there are two buttons: 'Change' and 'Cancel'.

Once complete, the system will automatically reroute you to the activ8 welcome page.

**Note: Your new password will take immediate effect, this does not require approval, the next time you access the system this new password should be used.**

### How do I view my approvers?

To view the approvers you have assigned to each module click on the 'Approvers' link.



The screenshot shows the 'My Account' page of the activ8 system. The page has a sidebar on the left with a 'myAccount' header and a list of links: 'Details', 'Reset Password', 'Approvers' (which is circled in red), and 'Log Out'. The main content area is titled 'My Approvers' and displays a list of modules with their associated approvers. The modules are: 'Employee Self Service' (orange bar), 'Primary' (orange bar), '[Manager's Name]' (purple text), 'eExpense' (yellow bar), 'Primary' (yellow bar), 'Secondary' (yellow bar), 'Tertiary' (yellow bar), 'Financial' (yellow bar), '[Manager's Name]' (purple text), '[Manager's Name]' (purple text), '[Manager's Name]' (purple text), '[Manager's Name]' (purple text), 'eLeave' (green bar), 'Primary' (green bar), 'Secondary' (green bar), 'Tertiary' (green bar), 'Leave Admin' (green bar), '[Manager's Name]' (purple text), '[Manager's Name]' (purple text), '[Manager's Name]' (purple text), and '[Manager's Name]' (purple text).

Each module title will display with the associated manager's name appearing below it, taking into account the various levels of approval, your Primary, Secondary and Tertiary approvers may or may not display as shown above.

**Note: This is for information purposes only; you do not have the ability to edit this information, if a change needs to be made please contact your local HR Department.**

### End of Document