



**activ8**  
People. Business. Connected.



# myAccount User Guide

User Guide



**activpayroll**

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## What is myAccount?

myAccount allows you to update and submit for approval any required amendments to your bank account details.

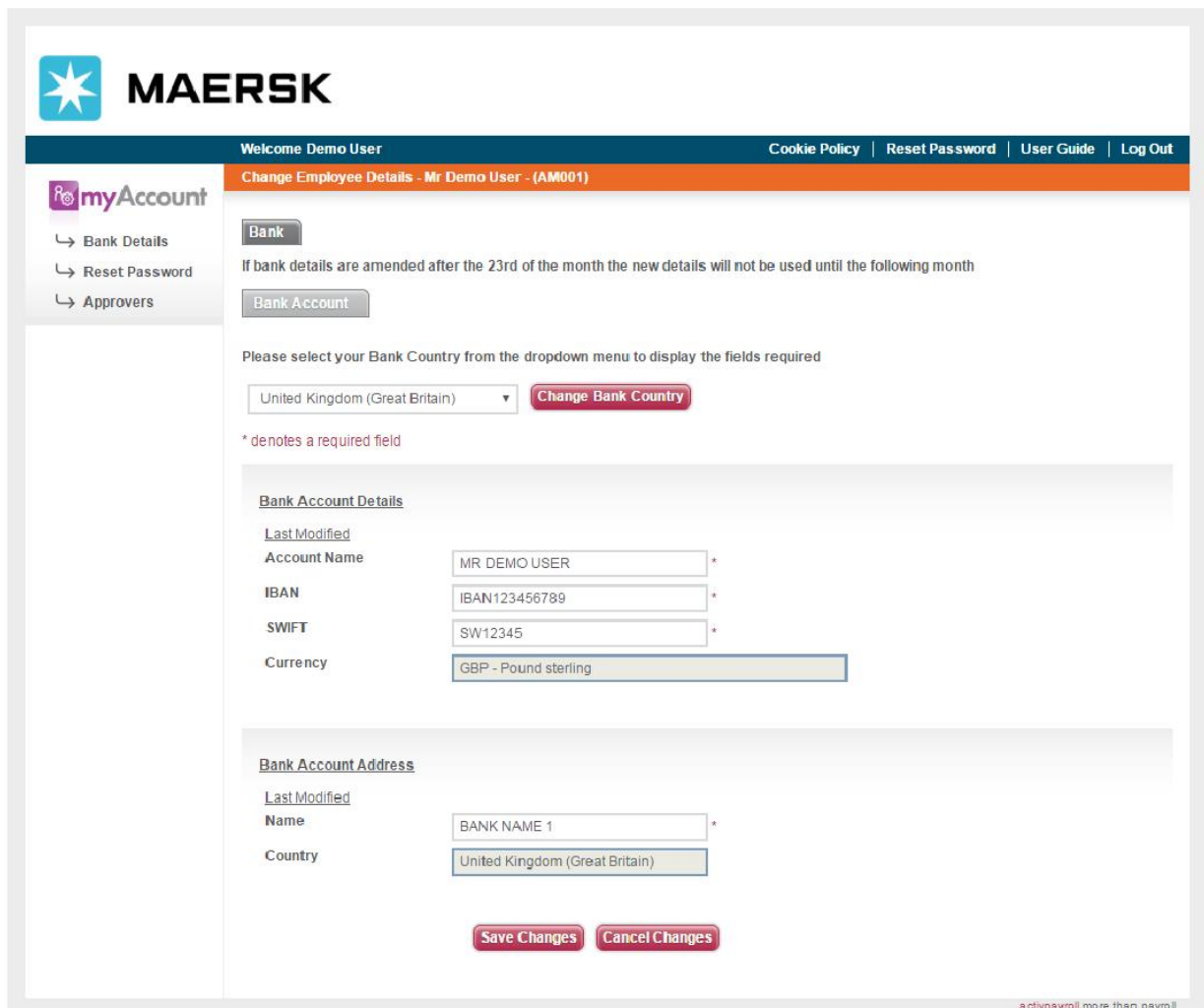
Once you have made a change to your record, it will be submitted to your assigned approver for approval before the change becomes effective.

## How do I view my bank details?

To access myAccount, start by clicking the myAccount icon from the main menu located on the left hand side.

Next, click the 'Bank Details' option in the sub-menu below the myAccount icon.

This will present you with the data sections of myAccount that you have access to and the details that are currently stored for you.



**MAERSK**

Welcome Demo User [Cookie Policy](#) [Reset Password](#) [User Guide](#) [Log Out](#)

**myAccount**

- ↳ Bank Details
- ↳ Reset Password
- ↳ Approvers

**Change Employee Details - Mr Demo User - (AM001)**

**Bank**

If bank details are amended after the 23rd of the month the new details will not be used until the following month

**Bank Account**

Please select your Bank Country from the dropdown menu to display the fields required

United Kingdom (Great Britain) [Change Bank Country](#)

\* denotes a required field

**Bank Account Details**

Last Modified

Account Name  \*

IBAN  \*

SWIFT  \*

Currency

**Bank Account Address**

Last Modified

Name  \*

Country

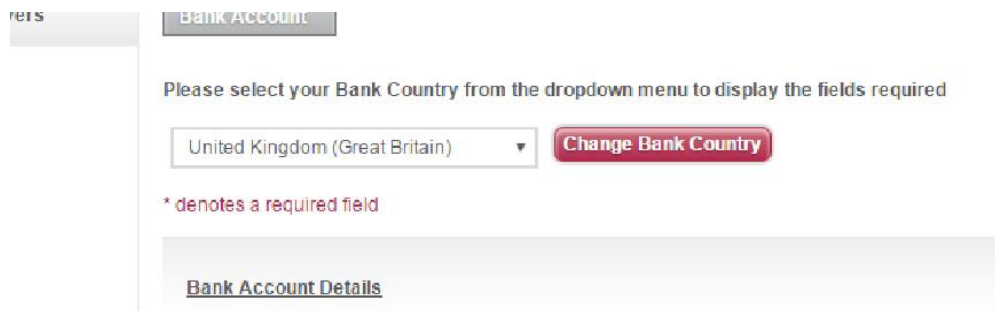
[Save Changes](#) [Cancel Changes](#)

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## How do I edit my bank details?

Before you begin entering any updated information to your bank account details, ensure you have selected the Country your bank account resides in from the 'Bank Country' dropdown menu.



ers

**Bank Account**

Please select your Bank Country from the dropdown menu to display the fields required

United Kingdom (Great Britain)

\* denotes a required field

Bank Account Details

Once you have selected the correct Country from the 'Bank Country' dropdown menu, click the 'Change Bank Country' button. You will receive an alert, warning you that any existing bank account details will be removed. Click 'OK' to proceed or click 'Cancel' to cancel the change.

Based on the Country selected, the Bank screen will refresh to display the fields required to be populated by you in order to successfully process any salary payments.

Should you require to make an amendment to your details, click in the field you wish to amend, delete the existing entry and type in the new entry or if applicable select the relevant option from the dropdown menu.

Please note, any fields with a red Asterix denote a mandatory field.

As you update the entry in each data section, you will be presented with the pending changes toolbar. The pending changes toolbar allows you to submit a change or amendment that you wish to take effect in the future on a date specified by you. The change shall then only occur on the date that you specified.

When you are presented with the pending changes toolbar you will have the ability to cancel the change you've made, apply the change immediately once the change has been approved or apply the change from a specific date in the future once the change has been approved.

To cancel any entries you have made, click the 'Cancel' option on the pending changes toolbar.

To apply the change immediately once the change has been approved, click the 'Apply' option on the pending changes toolbar.

To apply the change from a specific date in the future once the change has been approved, click the 'Apply these changes from' option and either enter a date manually in to the date field or use the calendar to choose the required date. The first button will open the calendar, the second button will set the date to today's date and the third button will clear the date field.

Once you have chosen the option you require from the pending change toolbar, click the 'Save Changes' button at the bottom of the screen.

This will submit your requested amendment to your details to your approving group for verification and approval. Your approving group has been selected and assigned to you by your employer.

An email notification will be issued to you and your approving group advising that the change request has been submitted successfully. If you don't receive an email notification, please ensure you have checked your email spam folder before raising a help request via eHelp for further assistance. Once the approving group has processed the change request you shall receive an email notification advising if your change request has been accepted or rejected by your approving group.

If you click the 'Cancel Changes' button all of the pending changes toolbars will default to 'Cancel' and when you navigate away from the screen the amendments will be discarded.

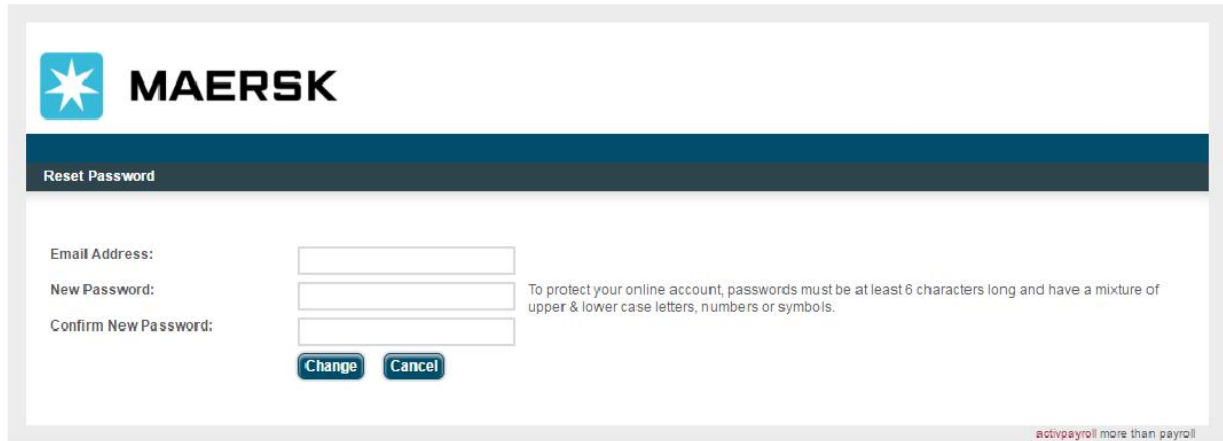
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## How do I reset my password?

Select the 'Reset Password' link from the main menu.

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 at least 6 characters long and contains a mixture of upper and lower case letters, numbers or symbols.



The screenshot shows the 'Reset Password' interface for Maersk. At the top left is the Maersk logo (a blue square with a white star) and the word 'MAERSK' in bold black letters. Below this is a dark blue header bar with the text 'Reset Password' in white. The main form area has three input fields: 'Email Address:', 'New Password:', and 'Confirm New Password:'. To the right of these fields is a note: '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.' Below the input fields are two buttons: 'Change' and 'Cancel'. At the bottom right of the form area, the tagline 'activpayroll more than payroll' is visible in a small font.

Once complete, click the 'Change' button and 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.

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## How do I view my approvers?

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



Each module title will display with the associated approvers 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 approving team.**

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**End of Document**