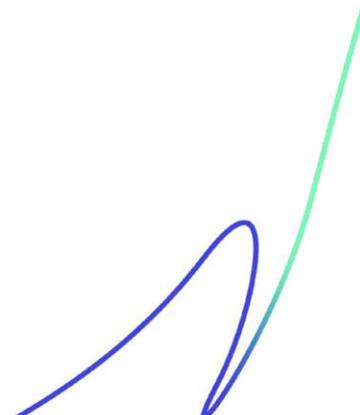


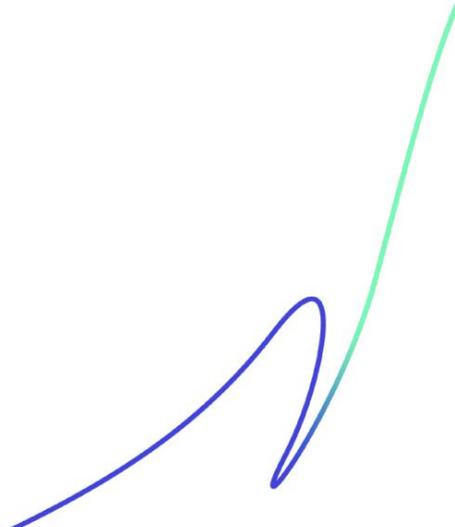
# ***ePay User Guide***





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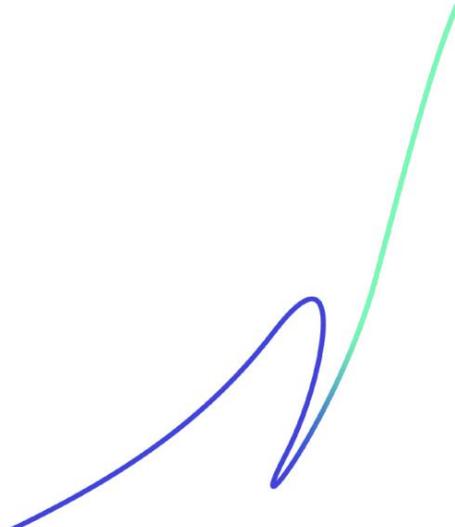
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## ***What Is ePay?***

ePay Is an online portal that allows you to securely access your records of payment and remuneration throughout the entire period of your employment.



## How do I view my payslips?

To view your payslip;

1. Log Into activ8 using your companies' unique URL address
2. Click **ePay** on the left-hand menu to expand the ePay selections.
3. Click **View Payslips**.

Your most recent payslip will be displayed under the **Latest Pay Slip** label. Your historical payslips will be displayed under the **Previous Pay Slips** label. They can be filtered by year using the drop-down option provided.



The screenshot shows the 'View Payslips' interface. At the top, there is a purple header with the text 'View Payslips'. Below this, there are two main sections: 'Latest Pay Slip' and 'Previous Pay Slips'. The 'Latest Pay Slip' section shows a single entry with a PDF icon, the pay date '31-Jul-2019', and a 'Show Report' button. The 'Previous Pay Slips' section shows three entries, each with a PDF icon and a 'Show Report' button. The pay dates for these are '31-May-2019', '30-Apr-2019', and '31-Mar-2019'. To the right of the 'Previous Pay Slips' section, there is a 'View Year:' dropdown menu currently set to 'All'.

4. Click **Show Report**. This downloaded file will be a PDF file. A link to a free PDF viewing application is provided at the bottom of the page.

### Note:

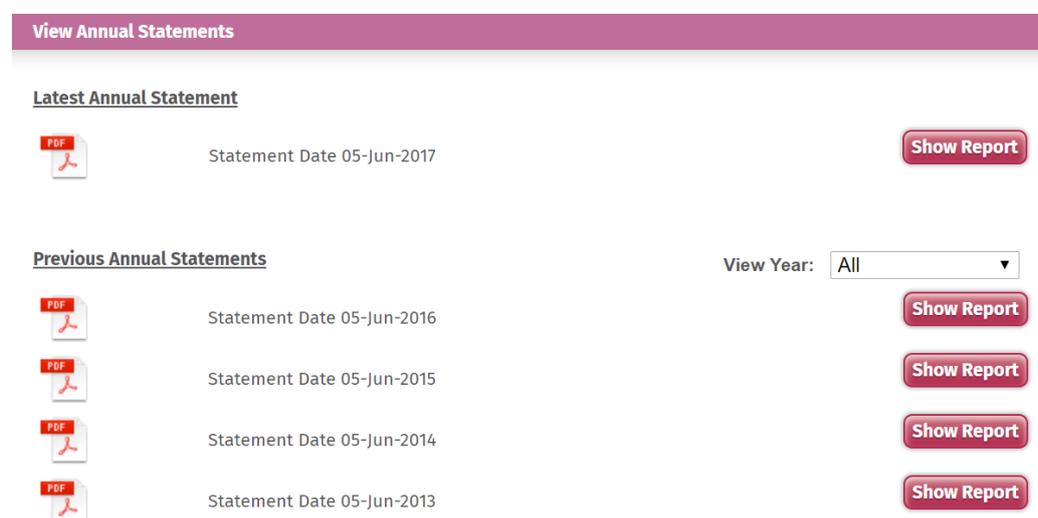
*ePay stores all historical payslips during your employment period. If you cease your employment, you will lose access to your online account at the discretion of your employer. Please ensure you retrieve all relevant data prior to your leaving date.*

## How do I view my annual statements?

To view your annual statement;

1. Log Into activ8 using your companies' unique URL address
2. Click **ePay**
3. Click **Annual Statements**.

Your most recent annual statement will be displayed under the **Latest Annual Statement** label. Your historical payslips will be displayed under the **Previous Annual Statement** label. They can be filtered by year using the drop-down option provided.



**View Annual Statements**

Latest Annual Statement

 Statement Date 05-Jun-2017 [Show Report](#)

Previous Annual Statements View Year:

 Statement Date 05-Jun-2016 [Show Report](#)

 Statement Date 05-Jun-2015 [Show Report](#)

 Statement Date 05-Jun-2014 [Show Report](#)

 Statement Date 05-Jun-2013 [Show Report](#)

4. Click **Show Report**. The downloaded file will be a PDF file. A link to a free PDF viewing application is provided at the bottom of the page.

*Note:*

*ePay stores all historical annual statements during your employment period. If you cease your employment, you will lose access to your online account at the discretion of your employer. Please ensure you retrieve all relevant data prior to your leaving date.*



## ***I am having trouble accessing ePay***

*To view your remuneration reports;*

1. Log into activ8 using your companies' unique URL address
2. If your log in details are not recognized or remembered, click on the **"Forgot Password"** icon
3. Insert the email address you have registered with - this is typically your company email address
4. A one-time email will be sent from activpayroll with a new link and provide you with the ability to access ePay

*Note:*

*If you are still experiencing Issues accessing the ePay site, please contact your HR Department for further support*

