@-PAYSLIP GUIDE: USER GUIDE - FIRST LOGIN

> Online payslip services



STEP 1

You just received the above e-mail inviting you to use **adminBOX** to receive your monthly electronic documents. Click on the button **'Activate my account'** to be redirected to your secure online portal.

Sign up	
lane.doe@securex.lu	8
password strength	
Password	
	۹
Password confirmation	
	P
Sign up	
Already have an account?	
Connect with your account.	

STEP 2

Your ID is your email address.

Choose a strong password, enter it twice, and click the "Sign up" button to create your account.

If you are already using **adminBOX** then just click the "**connect**" link at the left corner of the page to log in with your existing credentials.

Docum							@securex.lu
	All c	focument types \$	From all senders \$	Document date from	Document date to	Clear	Search
1567567	25 November 2016	Month Secure	x	20161120 - Salary slip		6	15€ ≡

STEP 3

You are now able to **access your secure online portal**, where you'll be able to find your **monthly** e-payslip documents.

Securex -
Dear Madam, dear Sir,
We inform you that a new document is available in your secure space. We invite
you to retrieve it by clicking on the following link:
Access Your Documents
If the button does not work, simply copy/paste the following link into your browser
https://receiver-1-2.nxt.uat.unifiedpost.com
Best regards
Securey Team

GOING FORWARD

An e-mail will be sent to you each month, whenever a new document is added to your secure online portal.



Statement Statement Statement Statement	Documents Tâches			en ni fride jean.dupont@securex.lu+
	ИСООТ 55-400 КОЛОВСК ¹ ИСОЛИЯ 270 Мак 77,7 2-01 - 01 - 01 - 01 01 - 01 - 01 01 - 01 - 01 01	Notify 101, with Digital B A 100 Lasts distribution 2 Status distribution 2 Andre Arrow 2	Marian 300,00 19,73	salary_slip 4567567 29 nowendes 2018 UGILLES UMICQUART 85 € Incl. (€ TVA)

STEP 4

To obtain the details of a specific document, click the \equiv i icon on the line representing the document.

Move your mouse over the document to be able to zoom, download and print documents.

jane.doe@securex.lu	-
Password	
Sign in	

ACCESS TO THE SECURE ONLINE PORTAL

You can access your account **at any time** to view, print and download documents.

Direct link:

https://adminbox.myarchive.lu/users/sign_in



