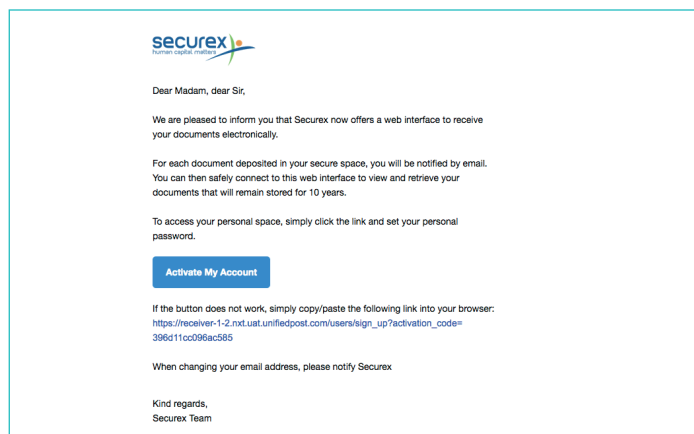


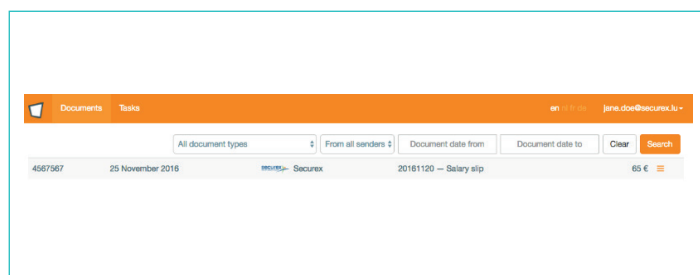
@-PAYSLIP GUIDE: USER GUIDE - FIRST LOGIN

> Online payslip services



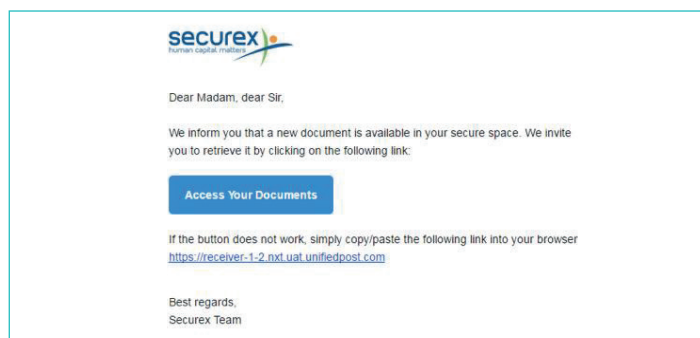
STEP 1

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.



STEP 3

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

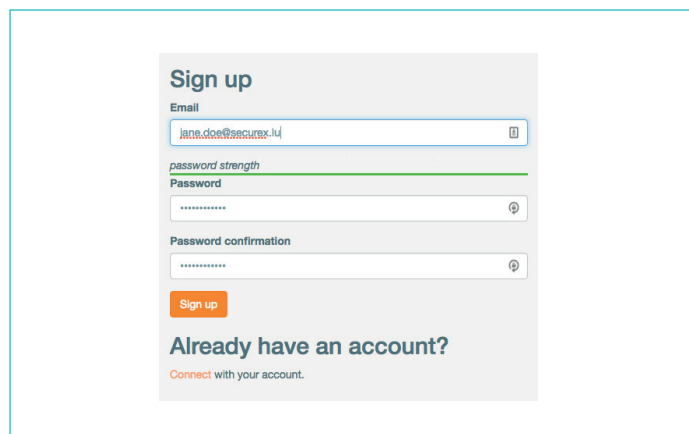


GOING FORWARD

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



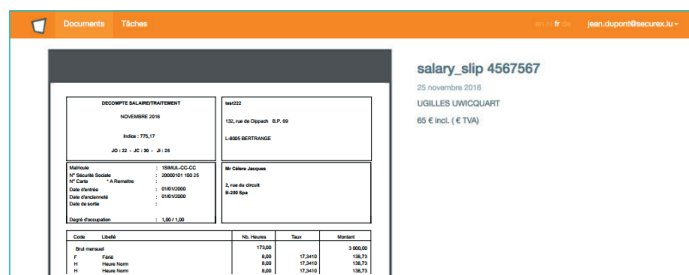
MYSECUREX HELPDESK:
PAYROLL@SECUREX.LU



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.

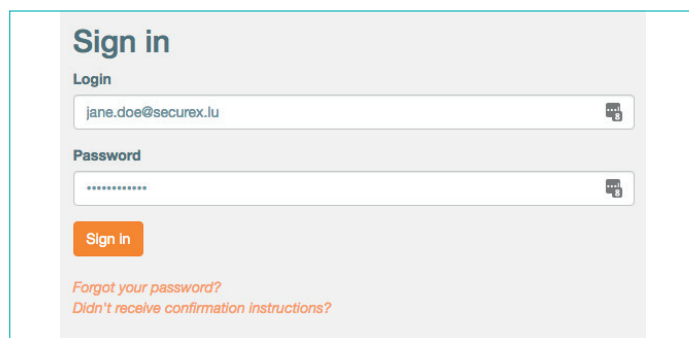
If you are already using **adminBOX** then just click the **"connect"** link at the left corner of the page to log in with your existing credentials.



STEP 4

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

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



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