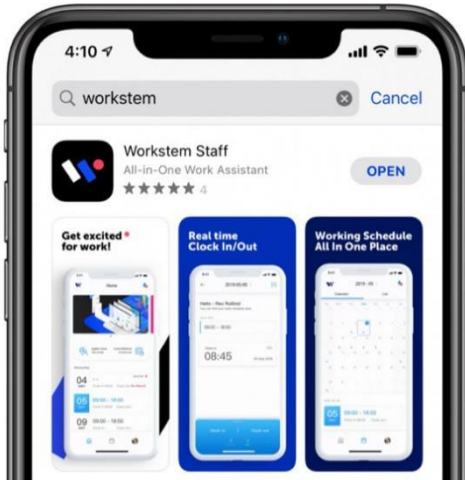


## User Guide



[For iOS users](#)

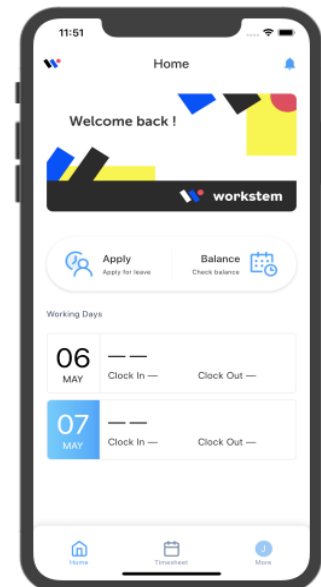


[For Android users](#)

1. Verification Code log in page > enter your email address > Get security code > Go to your email inbox and check the verification code > Use the verification code to log in

\*\* You can switch the icon from email to mobile, enter your mobile number and [Get security code] via SMS.

2. Enter the security code and log in, select the company on the next page.
3. A reminder will pop up for you to confirm the selection.
4. Set up a password so that you can have an easier time logging in next time.
5. This is what you will see after you successfully log in.



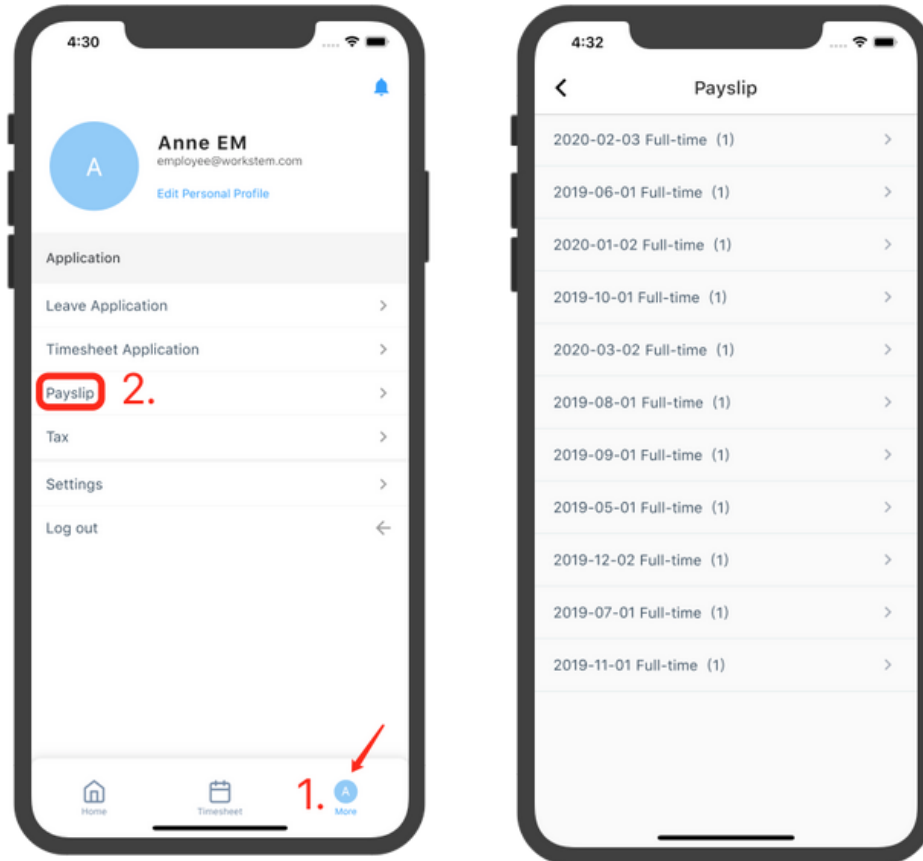
Note

If you see this error, that is because your email address is inconsistent with the address added by HR to the platform, and you will need to confirm the correct email address with HR.



## How can Employees View Their Payslip?

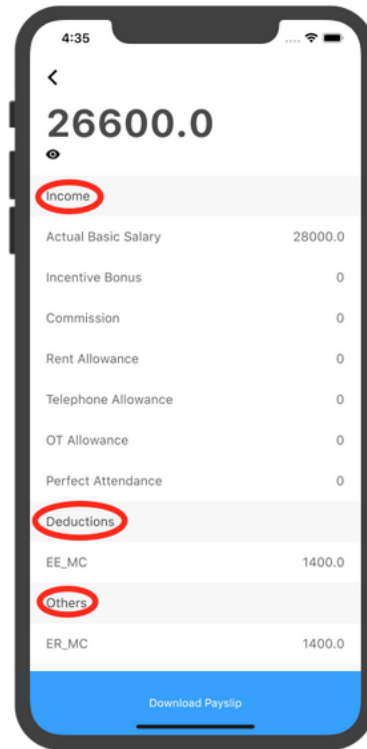
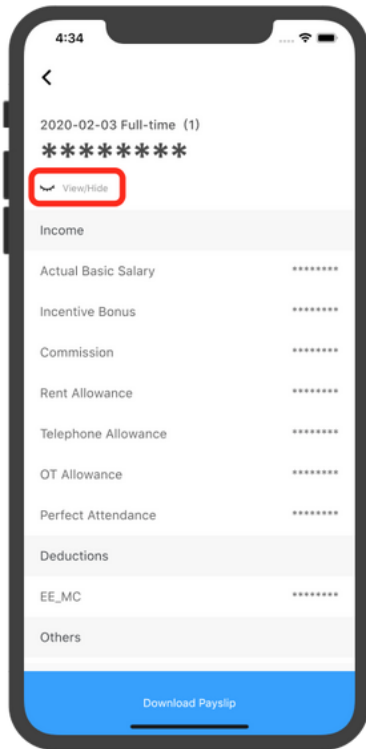
Employees log in to the Staff App and click on [More] > click [Payslip] button to view their payslip.



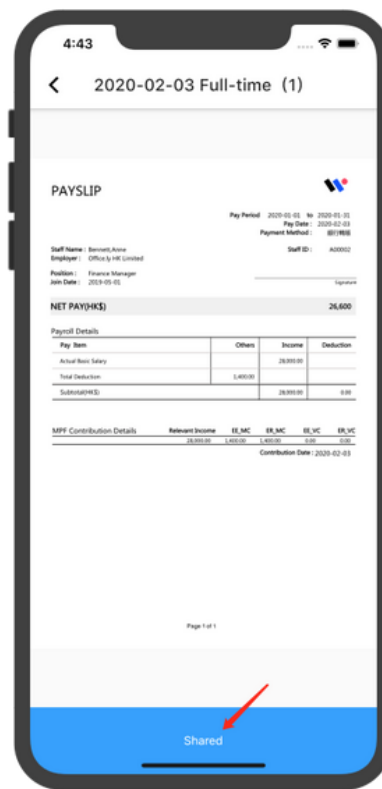
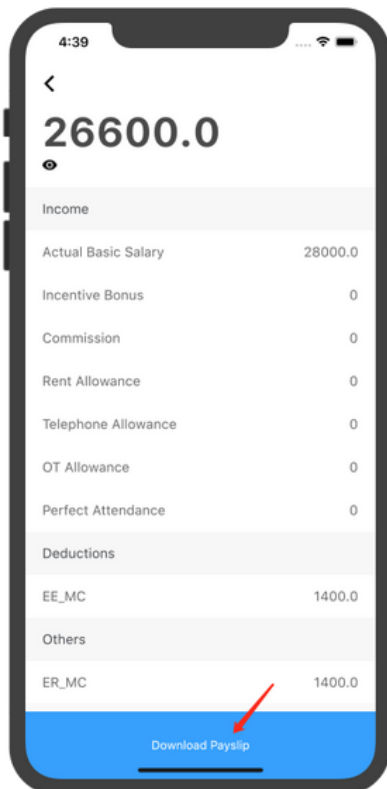
Click the payslip you want to view, you can enter the payslip details page, privacy mode is set by default and the amount is displayed as

\*\* . Press [View/Hide] to display all the pay item details.

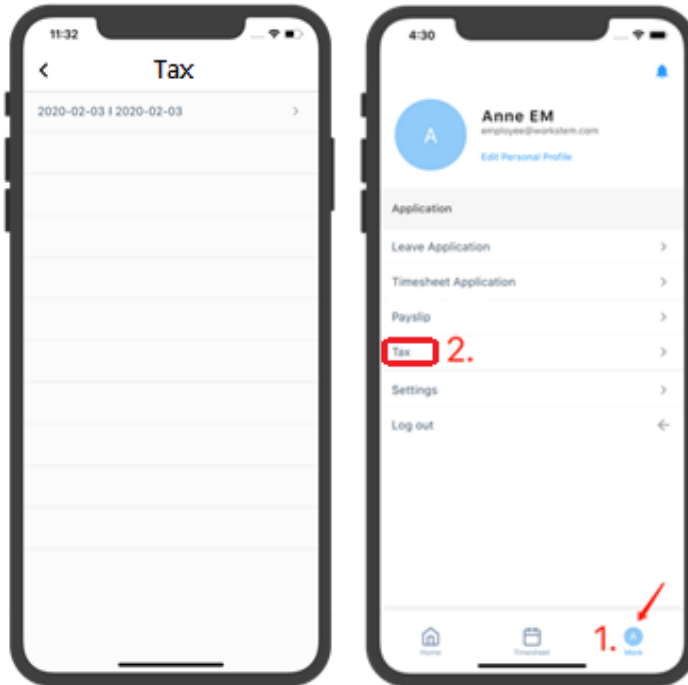
The [Net Pay] will be displayed on the top of the payslip, and then the [Income], [Deductions], and [Others] items are displayed according to the display orders set in the system.



Click the [Download Payslip] button to open the payslip in PDF format. Click [Share] to send the payslip to other locations via email or SMS.



## How can Employees View Their Tax?



Employees log in to the Staff App and click on [More] > click [Tax] button to view their tax.