

# MY**PAY**.LU

USER'S GUIDE


v1.1


This document explains how to activate a user account and connect to MyPay.lu and the steps to do in case of forgotten password.

To access to MyPay.lu, please use the following link: <https://www.mypay.lu>

## 1. Activation of your account

At the launch of the process of electronic payslips on our side, you will receive, at the first connection, an email which allows you to activate your account.





 <b>MYPAY.LU</b>  Dear NAME LASTNAME,  Your first payslip (September 2013) is available, please click on the link below to activate your account <a href="#">Mypay.lu activation</a>	You need to click on the link to activate your account.
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<h3>Activate your MyPay.lu account</h3> <hr/> <p>It's your first connection to Mypay.lu, please choose a password, review and validate our general conditions.</p> <p>Password</p> <input type="password" value="Choose a password"/> <p>Repeat password</p> <input type="password" value="Repeat your password"/> <p><input type="checkbox"/> I agree to the Mypay.lu <a href="#">General Conditions</a></p> <p>Verification</p>  <input type="text"/>  <input type="button" value="Activate"/>	<p>Choose a password.</p> <p>Tick on « I agree... ».</p> <p>Copy the Captcha.</p> <p>Click on « Activate ».</p>
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## 2. Connection to your account

<div><h3>Sign in to Mypay.lu</h3><hr/><p>Email</p><input type="text" value="Your email address"/><p>Password</p><input type="password" value="Your password"/><p><a href="#">Sign in</a> <a href="#">Having problems signing-in?</a></p></div>	<p>You will be directed to this page.</p> <p>Enter your email and password and click on « Sign in ».</p>
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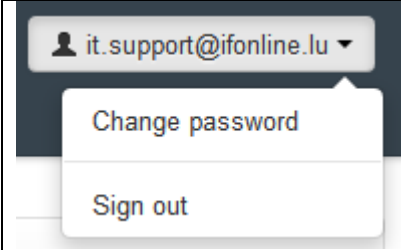
<h2>My folders</h2> <hr/> <div> <b>YVES DUPONT - Entreprise DEMO</b></div>	<p>Click on your folder.</p>
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<div><a href="#">All folders</a> /  <b>YVES DUPONT - Entreprise DEMO</b></div> <table><thead><tr><th>▲ Name</th><th>⬇ Size</th><th>⬇ Modified</th></tr></thead><tbody><tr><td> <b>Payslips</b></td><td></td><td></td></tr></tbody></table>	▲ Name	⬇ Size	⬇ Modified	 <b>Payslips</b>			<p>Click on Payslips.</p>
▲ Name	⬇ Size	⬇ Modified					
 <b>Payslips</b>							

<div><a href="#">All folders</a> /  <b>YVES DUPONT - Entreprise DEMO</b> / ... / <b>Payslips</b></div> <table><thead><tr><th>▲ Name</th><th>⬇ Size</th><th>⬇ Modified</th></tr></thead><tbody><tr><td> <b>2013</b></td><td></td><td></td></tr></tbody></table>	▲ Name	⬇ Size	⬇ Modified	 <b>2013</b>			<p>Click on the requested year.</p>
▲ Name	⬇ Size	⬇ Modified					
 <b>2013</b>							

<div><a href="#">All folders</a> /  <b>YVES DUPONT - Entreprise DEMO</b> / ... / <b>Payslips</b> / <b>2014</b></div> <table><thead><tr><th>▲ Name</th><th>⬇ Size</th></tr></thead><tbody><tr><td> <b>YVES DUPONT April 2014 P 1.pdf</b></td><td>65.82 KB</td></tr></tbody></table>	▲ Name	⬇ Size	 <b>YVES DUPONT April 2014 P 1.pdf</b>	65.82 KB	<p>Select the requested payslip for a screen preview or download it.</p>
▲ Name	⬇ Size				
 <b>YVES DUPONT April 2014 P 1.pdf</b>	65.82 KB				

### 3. Disconnection of your account


 <p>The screenshot shows a user profile dropdown menu. At the top, there is a user icon and the email address 'it.support@ifonline.lu'. Below this, there are two options: 'Change password' and 'Sign out'.</p>	<p>On the top right corner, click on the window with your email.</p> <p>Then select and click on "Sign out ».</p>
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### 4. How to change or reset your password?

 <p>The screenshot shows the 'Sign in to Mypay.lu' login page. It has a title 'Sign in to Mypay.lu' at the top. Below the title, there are two input fields: 'Email' with the placeholder 'Your email address' and 'Password' with the placeholder 'Your password'. Below the password field, there is a green 'Sign in' button and a blue link 'Having problems signing-in?'.</p>	<p>On the MyPay.lu homepage, click on « Having problems signing-in? »</p>
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 <p>The screenshot shows the 'Password recovery or change' page. It has a title 'Password recovery or change' at the top. Below the title, there are two input fields: 'Email' with the placeholder 'Your email address' and 'Verification' with a placeholder '6bwp3'. Below the verification field, there is a blue button 'Proceed with recovery'.</p>	<p>Mention your email.</p> <p>Copy the Captcha.</p> <p>Click on « Proceed with recovery »</p>
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You'll receive an email in your mailbox.

<div data-bbox="108 174 316 309"> MYPAY.LU</div> <p data-bbox="140 342 454 376">Dear NAME LASTNAME,</p> <p data-bbox="140 472 836 506">A password reset for your account has been generated</p> <p data-bbox="140 566 1264 651">If you did not make this request, please disregard this email. This mail has only been sent to your account's email address and will become invalid after 48 hours.</p> <p data-bbox="140 712 898 745">To choose a new password, please go to the following URL:</p> <p data-bbox="140 761 1128 840"><a href="https://www.mypay.lu/mypay/changepassword/0000fc3fdd3f-b431-49ad-b4e1-1a68c893d10157788612898145127972">https://www.mypay.lu/mypay/changepassword/0000fc3fdd3f-b431-49ad-b4e1-1a68c893d10157788612898145127972</a></p> <p data-bbox="140 902 279 936">Thank you.</p> <p data-bbox="140 1032 239 1066">Mypay.lu</p>	<p data-bbox="1326 170 1493 304">Click on the link to choose a new password.</p>
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<div data-bbox="108 1227 424 1272"><h2>Password change</h2></div> <div data-bbox="108 1305 221 1339"><p>Password</p></div> <div data-bbox="116 1361 349 1395"><input type="password"/></div> <div data-bbox="108 1444 308 1478"><p>Repeat password</p></div> <div data-bbox="116 1500 378 1534"><input type="password"/></div> <div data-bbox="124 1592 338 1626"><input type="button" value="Change password"/></div> <div data-bbox="384 1592 469 1626"><input type="button" value="Cancel"/></div>	<p data-bbox="1326 1229 1469 1435">Choose a new password and click on « Change password ».</p>
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You'll receive this email to confirm.

<div><p>Dear NAME LASTNAME</p><p>Your password has been changed.</p><p>The new password is not mentioned here to protect your privacy.</p><p>If you did not make this request of change, your account may have been corrupted and it is highly advised to request a password reset on <a href="https://mypay.lu">Mypay.lu</a>.</p><p>We recommend to use a password with high level of security.</p><p>Thank you.</p><p>Mypay.lu</p></div>	
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## 5. How to download all payslips per year

In each folder corresponding to a year, you'll find a ZIP file named Payslips-XXXX.zip where XXXX will correspond to the specified year. This ZIP file contains all the payslips of the year.

<div><div>▲ Name</div><div> Payslips-2014.zip</div></div>	Simply click on the file to download it.
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## 6. Accept the new General Conditions

If the MyPay.lu general conditions change, you will be notified when you will log in. You will need to accept these conditions to be able to log in.

<div data-bbox="130 318 1311 376"><p>New conditions have been published. Please accept to continue on MyPay.lu</p></div> <div data-bbox="592 398 857 434"><h3>Sign in to Mypay.lu</h3></div> <hr data-bbox="130 459 1311 463"/> <div data-bbox="427 492 489 519"><p>Email</p></div> <div data-bbox="432 533 975 571"><input type="text" value="demo@ifonline.lu"/></div> <div data-bbox="427 598 528 624"><p>Password</p></div> <div data-bbox="432 638 975 676"><input type="password" value="Your password"/></div> <div data-bbox="432 703 858 734"><p><input type="checkbox"/> I agree to the Mypay.lu <a href="#">General Conditions</a></p></div> <div data-bbox="432 748 533 792"><input type="button" value="Sign in"/></div> <div data-bbox="759 752 1021 784"><p><a href="#">Having problems signing-in?</a></p></div>	<p>You will be notified by this message in red.</p> <p>Accept the new conditions and click on Sign in.</p>
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