

Professional  
**Outsourcing**<sup>S</sup>

*Software User Guide*

*i-PaySlip*

## Contents

Preliminary procedure.....	1
1. Login .....	3
2. Registration for New User.....	4
3. Download File .....	7
4. Change PDF Password .....	9
5. Change Password to Access i-Payslip Website.....	12
6. Forgot Password.....	15
7. Sign Out.....	16

## Preliminary procedure

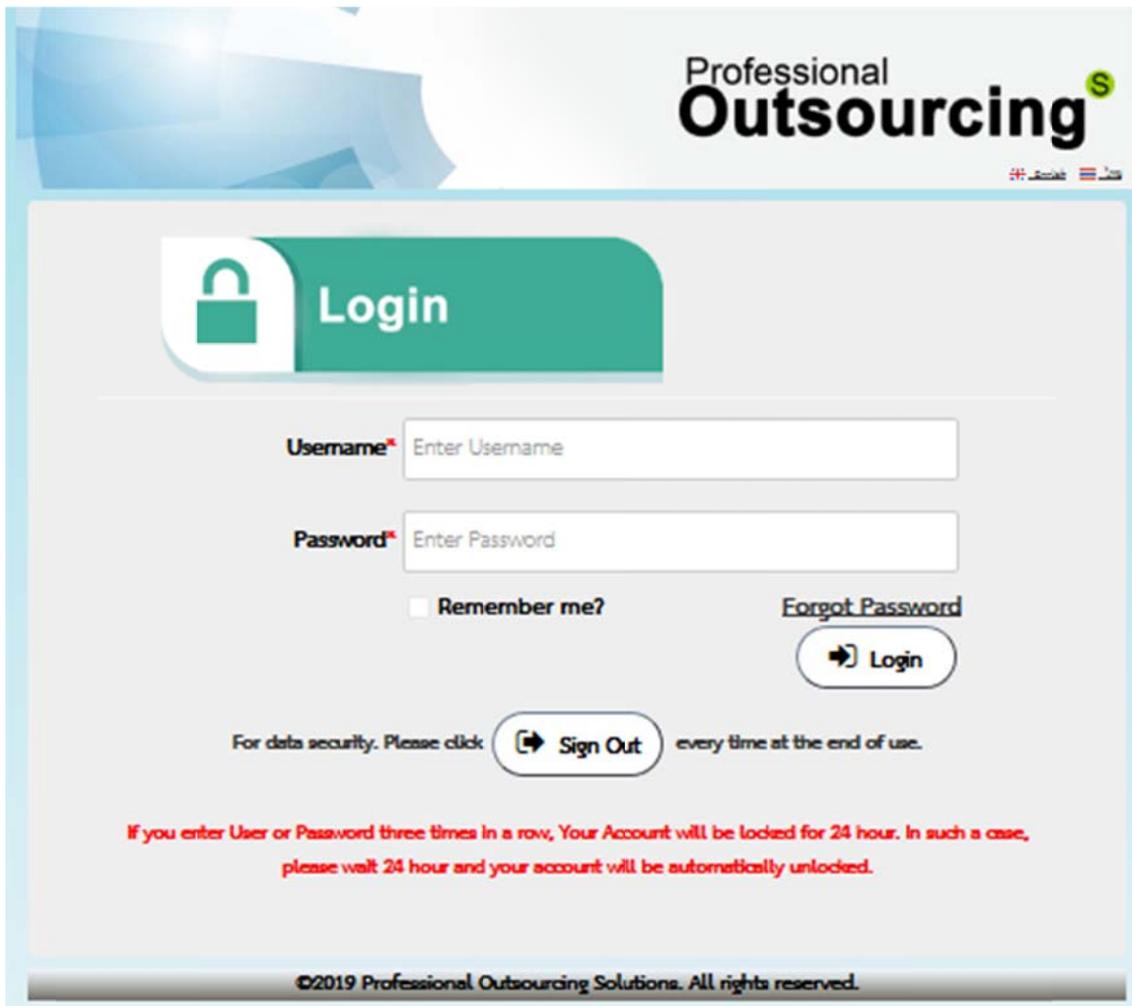
1. This i-PaySlip can be accessed via Web Browsers that is installed on your device and supporting the browser as follows.
  - Microsoft Edge or Internet Explorer
  - Google Chrome
  - Safari
  - Firefox
2. Before access i-PaySlip, pop-up blocker will need to be setup on your advice as the following procedure.
  - Microsoft Edge or Internet Explorer
    - Click Tools menu
    - Press Alt-T if you don't see a menu
    - Click Internet Options
    - Click Privacy tab
    - Under Pop-up Blocker, UnCheck Turn on Pop-up Blocker
    - Click OK
  - Google Chrome
    - Click on the WRENCH (upper right hand corner)
    - Click on SETTINGS
    - Scroll to PRIVACY, Click on Content Settings
    - Scroll to POP-UPS
    - Check Allow All Sites to show Pop-Ups

- Click OK
- Safari
  - Click Safari in the menu bar
  - Click Preferences
  - Click the Security tab
  - In the Web Content selection, uncheck the box next to Block pop-up windows
- Firefox
  - Windows
    - Select Tools from the Mozilla Firefox taskbar
    - Select Options from the drop-down menu
    - Select Content from the Options dialog box
    - To disable all pop-ups, uncheck the Block pop-up windows radio button
    - Select Close
  - Mac
    - Click Firefox
    - Click Preferences
    - Select Content

Un-check Block pop-up windows

## 1. [Login](#)

Login with Username and Password, then press “Login” button through provided URL.



The screenshot shows the login interface for Professional Outsourcing. At the top right, the logo "Professional Outsourcing<sup>®</sup>" is displayed with flags for Saudi Arabia and the United Arab Emirates. Below the logo is a green "Login" button with a lock icon. The form contains two input fields: "Username\*" with the placeholder "Enter Username" and "Password\*" with the placeholder "Enter Password". There is a "Remember me?" checkbox and a "Forgot Password" link. A "Login" button with a right-pointing arrow is located below the password field. Below the login fields, there is a "Sign Out" button with a left-pointing arrow and the text "For data security. Please click every time at the end of use." At the bottom, a red warning message states: "If you enter User or Password three times in a row, Your Account will be locked for 24 hour. In such a case, please wait 24 hour and your account will be automatically unlocked." The footer contains the copyright notice: "©2019 Professional Outsourcing Solutions. All rights reserved."

## 2. Registration for New User

This Register screen is for new user only.

After first Login, the system will enter into the registration page as shown in the screenshot below.

Remarks:

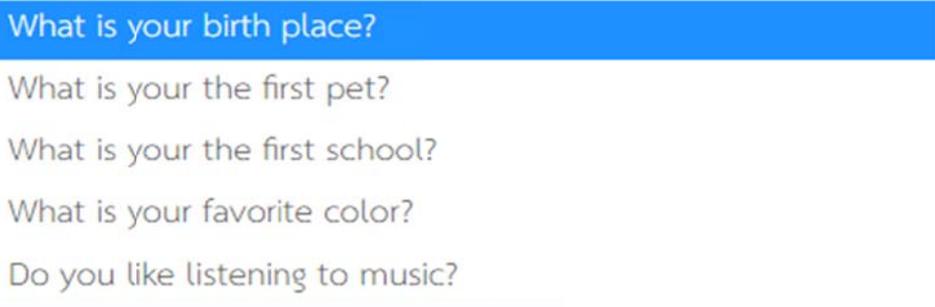
- “A” is Employee ID

- “B” is User ID
- “C” is Old Password which is sent by System Admin via email
- “D” is New Password which is set by User in order to access i-PaySlip
  - New Password must contain at least 8 characters and not exceed 16
  - At least 1 capital letter
  - At least 1 small letter
  - At least 1 special character
  - At least 2 letters
  - At least 1 numeric character
- “E” is Confirm Password for the New Password



The image shows two input fields for passwords. The first field is labeled 'New Password\*' and has a requirement: '2 letters, 1 digits, 1 Upper D se, 1 Lower case, 1 Symbol'. The second field is labeled 'Confirm Password\*' and has the same requirement: '2 letters, 1 digits, 1 Upper E se, 1 Lower case, 1 Symbol'. The letters 'D' and 'E' in the requirements are highlighted in red.

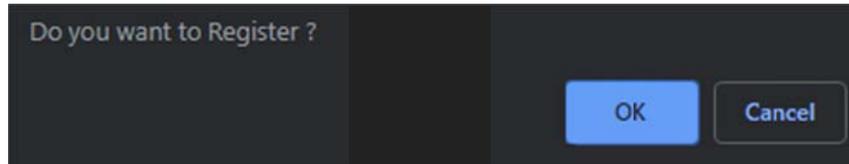
- “F” is Question which is set by User in case of forgot password. User will need to select one question from drop-down menu.



A list of security questions is shown. The first question, 'What is your birth place?', is highlighted with a blue background. The other questions are: 'What is your the first pet?', 'What is your the first school?', 'What is your favorite color?', and 'Do you like listening to music?'. A horizontal line is drawn below the list.

- “G” is Answer
- “H” is “Register” button
- “I” is “Sign Out” button

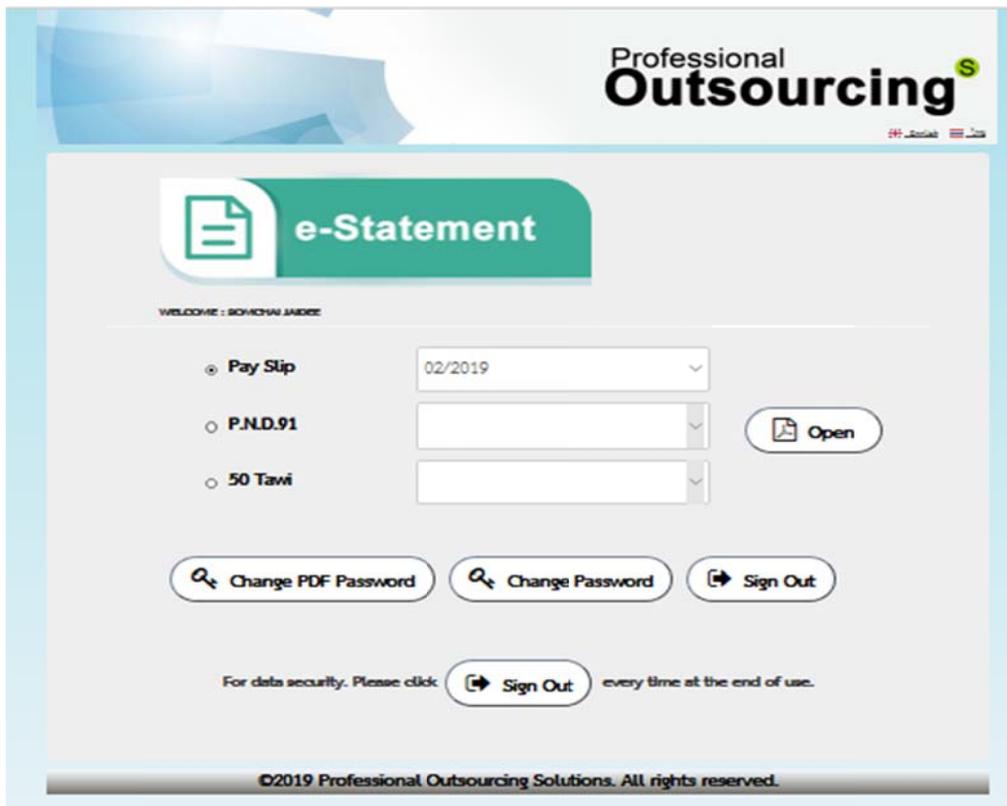
After press “Register” button, the warning message for confirmation will pop up as below.



Press “OK” button.



After Register completed, the system will enter into “e-Statement” as shown in the screenshot below.



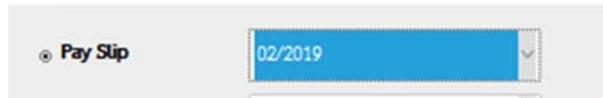
### 3. [Download File](#)

Pay Slip will be available and could be downloaded from e-Statement.  
P.N.D.91 and 50 Tawi will be available and could be downloaded from e-Statement at the specific time only.

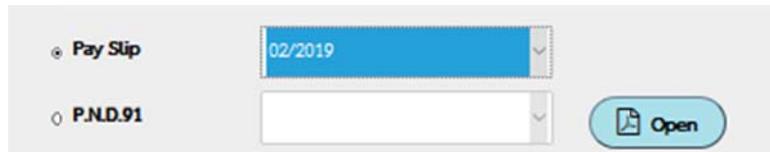
#### How to use

- Download File [Pay Slip , P.N.D.91 , 50 Tawi ]

- Select “month/year”.



- Press “Open” button.

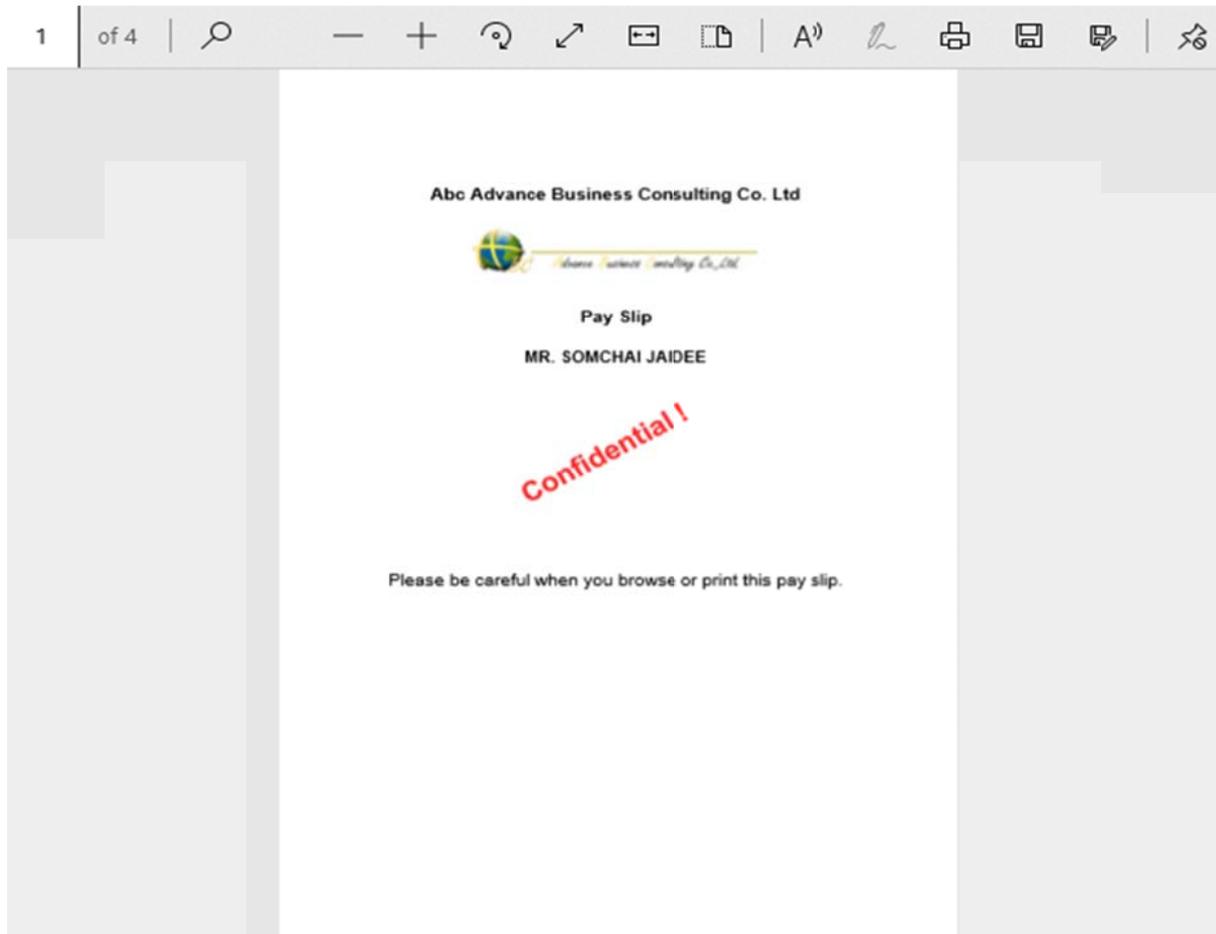


- Enter PDF password in pop-up window.



\* Example from Microsoft Edge

- Input password and press ‘OK’ button, Pay Slip will be opened and could be downloaded. ‘Pay Slip’ file will be encoded with the same PDF password that viewed from Website.



#### 4. Change PDF Password

- Press “Change PDF Password”.



- The system will display as screenshot below. User will need to complete all information, then press “Change PDF Password” button.

The screenshot shows a web interface for changing a PDF password. At the top, there is a green banner with a padlock icon and the text "Change PDF Password". Below the banner, the user is greeted with "WELCOME : JUNJIRA CHANASONGKRAM". The form contains five input fields: "Employee ID" with the value "1000086802" and a red "A" next to it; "User ID" with the value "1000086802" and a red "B" next to it; "Old Password\*" with the placeholder text "Enter Old Password" and a red "C" next to it; "New Password\*" with the placeholder text "2 letters, 1 digits, 1 UppD case, 1 Lower case, 1 Symbol" and a red "D" next to it; and "Confirm Password\*" with the placeholder text "2 letters, 1 digits, 1 UppE case, 1 Lower case, 1 Symbol" and a red "E" next to it. At the bottom of the form, there are two buttons: "Change PDF Password" with a key icon and a red "F" above it, and "Back To Pay Slip" with a document icon and a red "G" above it. The footer of the page reads "©2019 Professional Outsourcing Solutions. All rights reserved."

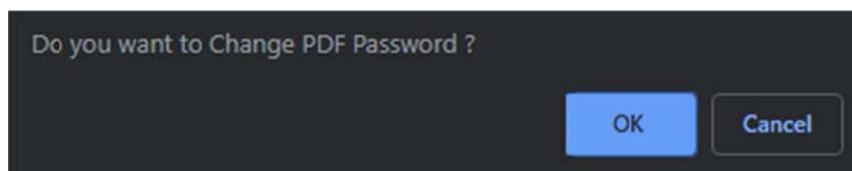
Remarks :

- “A” is Employee ID
- “B” is User ID
- “C” is Current Password
- “D” is New Password
  - New Password must contain at least 8 characters and not exceed 16
  - At least 1 capital letter
  - At least 1 small letter
  - At least 1 special character
  - At least 2 letters
  - At least 1 numeric character
- “E” is Confirm Password for the New Password



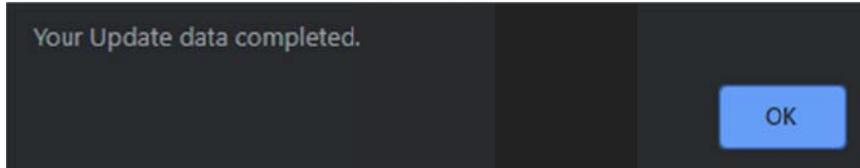
The image shows two input fields for password creation. The first field is labeled "New Password\*" and has a validation rule: "2 letters, 1 digits, 1 Upper **D**se, 1 Lower case, 1 Symbol". The second field is labeled "Confirm Password\*" and has a validation rule: "2 letters, 1 digits, 1 Upper **E**se, 1 Lower case, 1 Symbol".

- “F” is “Change PDF Password” button
- “G” is “Back To Pay Slip” button (back to e-Statement)
  - After complete all information, press “Change PDF Password” button, the warning message for confirmation will pop up as below.

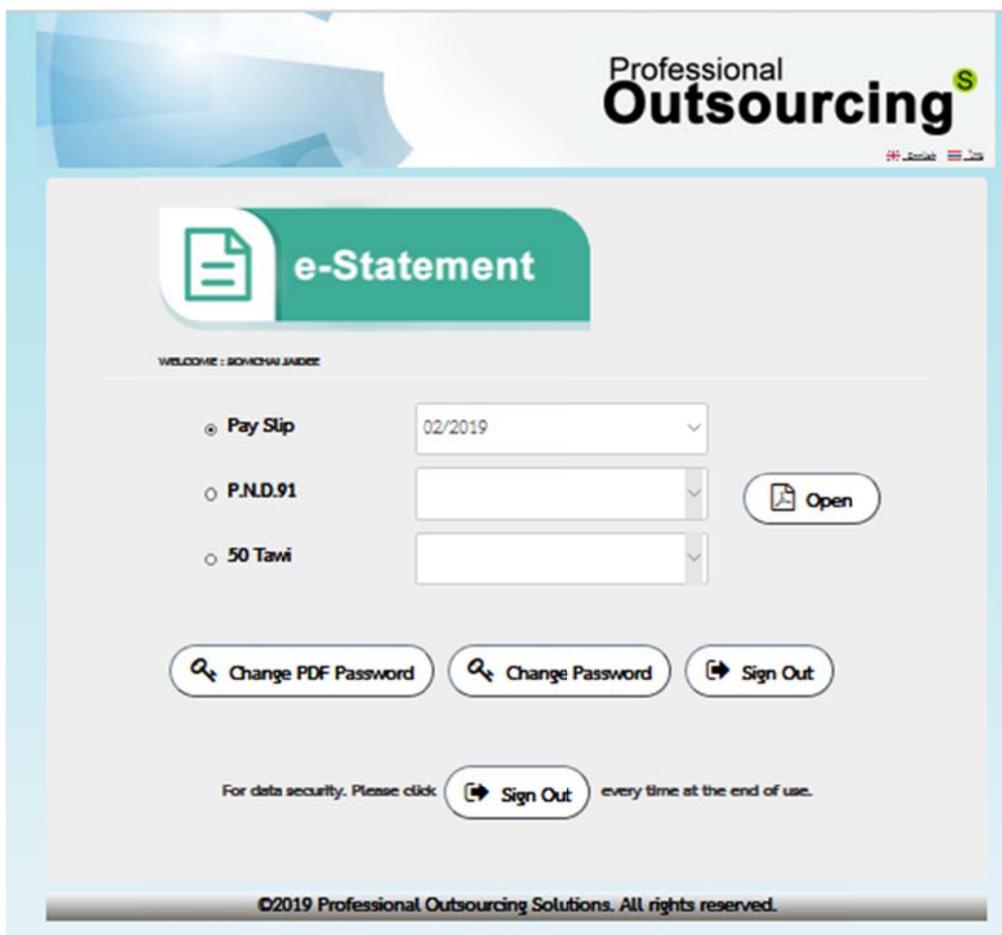


The image shows a dark grey dialog box with the text "Do you want to Change PDF Password ?" at the top. At the bottom right, there are two buttons: "OK" and "Cancel".

- Press “OK” button.

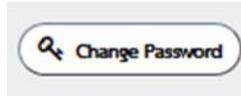


After Change PDF Password completed, the system will be back to “e-Statement” as shown in the screenshot below.

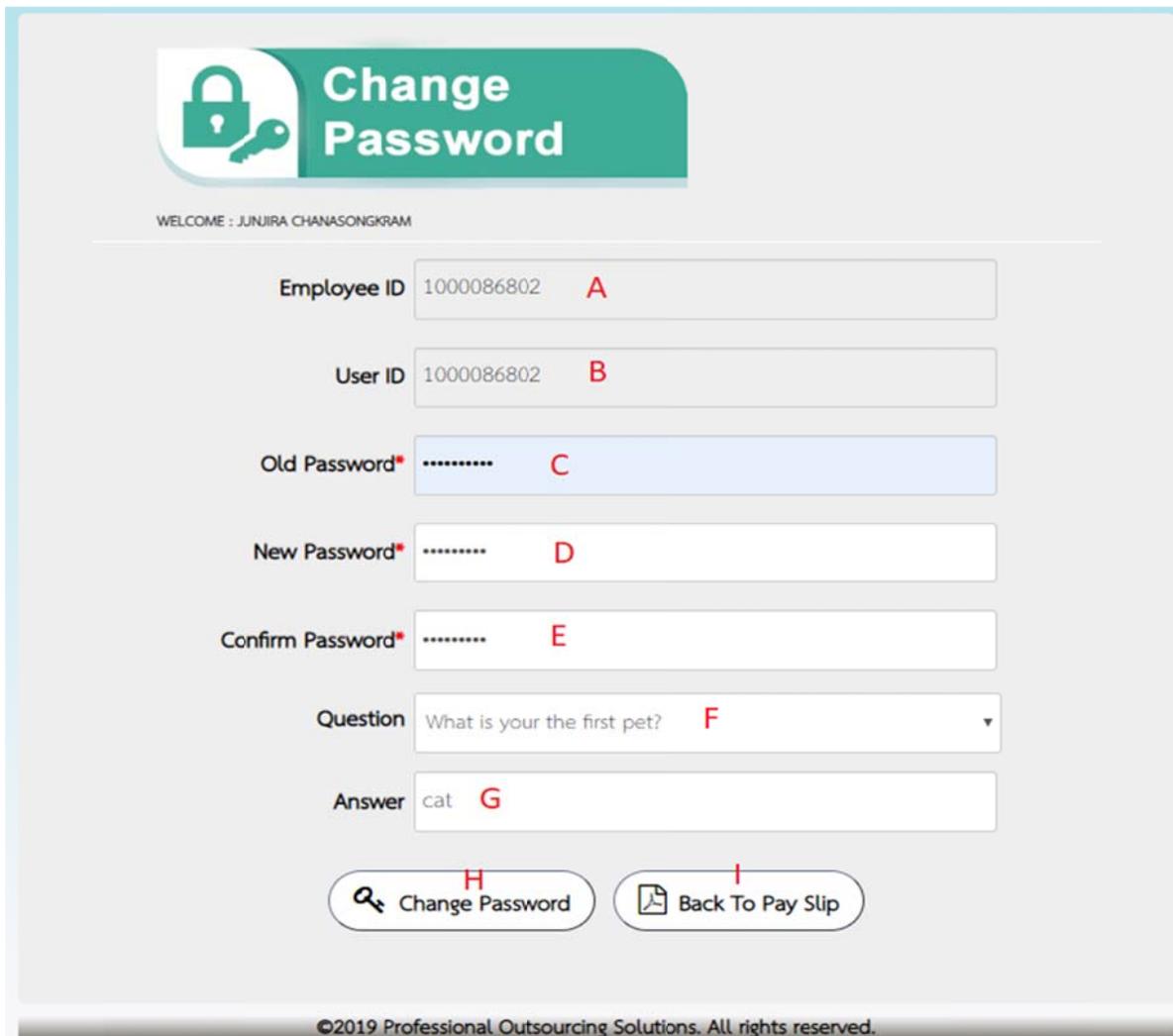


## 5. Change Password to Access i-Payslip Website

- Press “Change Password” button.



- The system will display as screenshot below. User will need to complete all information to access i-Payslip website.

A screenshot of the "Change Password" form. The form has a green header with a padlock icon and the text "Change Password". Below the header, it says "WELCOME : JUNJIRA CHANASONGKRAM". The form contains several input fields: "Employee ID" with value "1000086802" and a red "A" next to it; "User ID" with value "1000086802" and a red "B" next to it; "Old Password\*" with a masked password "\*\*\*\*\*" and a red "C" next to it; "New Password\*" with a masked password "\*\*\*\*\*" and a red "D" next to it; "Confirm Password\*" with a masked password "\*\*\*\*\*" and a red "E" next to it; "Question" with a dropdown menu showing "What is your the first pet?" and a red "F" next to it; and "Answer" with the value "cat" and a red "G" next to it. At the bottom, there are two buttons: "Change Password" with a magnifying glass icon and a red "H" above it, and "Back To Pay Slip" with a document icon and a red "I" above it. The footer of the form says "©2019 Professional Outsourcing Solutions. All rights reserved."/>

WELCOME : JUNJIRA CHANASONGKRAM

Employee ID 1000086802 A

User ID 1000086802 B

Old Password\* \*\*\*\*\* C

New Password\* \*\*\*\*\* D

Confirm Password\* \*\*\*\*\* E

Question What is your the first pet? F

Answer cat G

Change Password H Back To Pay Slip I

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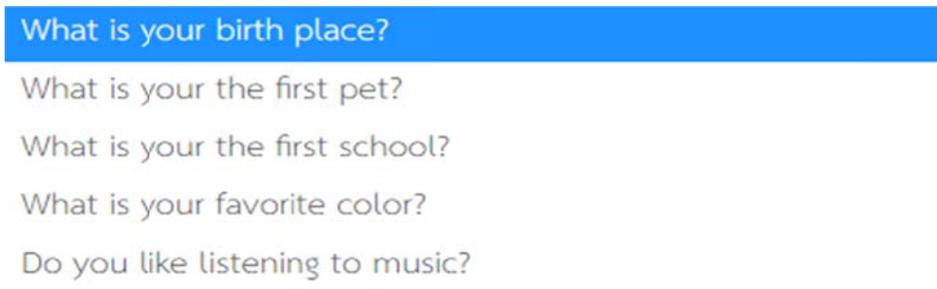
Remarks :

- “A” is Employee ID
- “B” is User ID
- “C” is Current Password
- “D” is New Password
  - New Password must contain at least 8 characters and not exceed 16
  - At least 1 capital letter
  - At least 1 small letter
  - At least 1 special character
  - At least 2 letters
  - At least 1 numeric character



The image shows two input fields with their respective requirements. The first field is labeled "New Password\*" and has a requirement of "2 letters, 1 digits, 1 Upper Dse, 1 Lower case, 1 Symbol". The second field is labeled "Confirm Password\*" and has a requirement of "2 letters, 1 digits, 1 Upper E se, 1 Lower case, 1 Symbol".

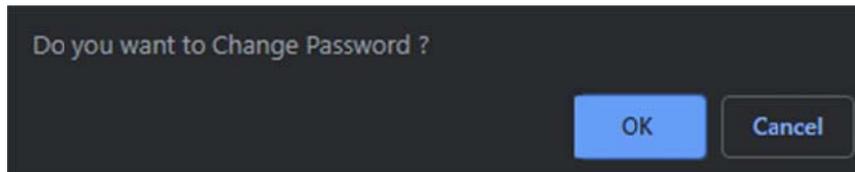
- “E” is Confirm Password for the New Password
- “F” is Question which is set by User in case of forgot password. User will need to select one question from drop-down menu.



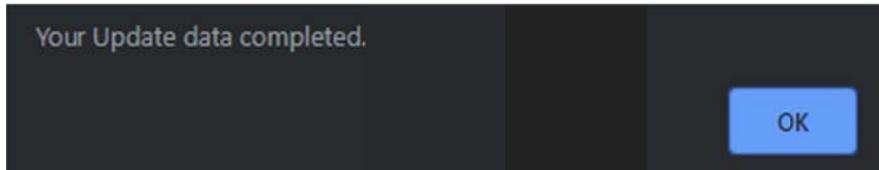
The image shows a list of questions for password recovery. The first question, "What is your birth place?", is highlighted in blue. The other questions are "What is your the first pet?", "What is your the first school?", "What is your favorite color?", and "Do you like listening to music?".

- “G” is Answer

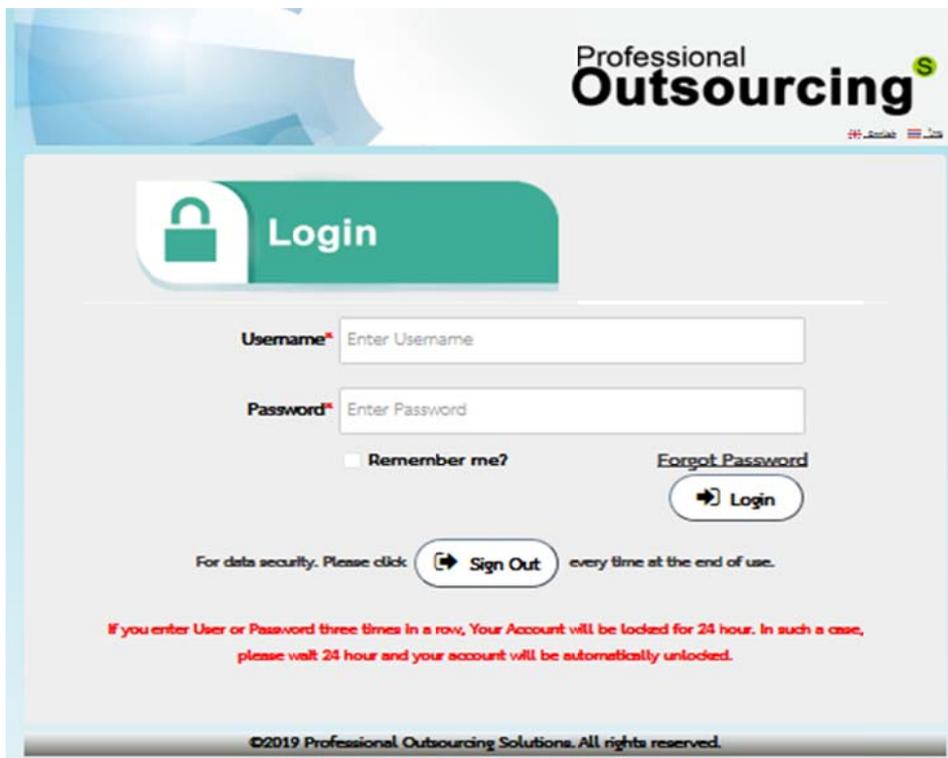
- “H” is “Change Password”
- “I” is “Back To Pay Slip” button (back to e-Statement)
  - After complete all information, press “Change Password” button, the warning message for confirmation will pop up as below.



- Press “OK” button.

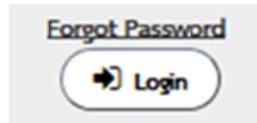


After Change Password completed, the system will be back to “Login”.



## 6. Forgot Password

In case of “Forgot Password”, User will need to go to “Login” page and press “Forgot Password”.



The system will display as screenshot below.

A screenshot of the "Forgot Password" page. At the top right is the "Professional Outsourcing" logo. The main heading is "Forgot Password" with a padlock icon. Below are three input fields: "Employee ID\*" with the placeholder "Enter Employee ID", "Question\*" with a dropdown menu showing "What is your birth place?", and "Answer\*" with the placeholder "Enter Answer". At the bottom are two buttons: "Forgot Password" and "Back to Login". The footer contains the text "©2019 Professional Outsourcing Solutions. All rights reserved.".

Complete information as setup for the first login. After completed, the password will be sent to User via email.

## 7. Sign Out

Press “Sign Out” to leave from the system.

\* User can login only one time per one device. User will need to sign out from the active device before login the system from the other device.