

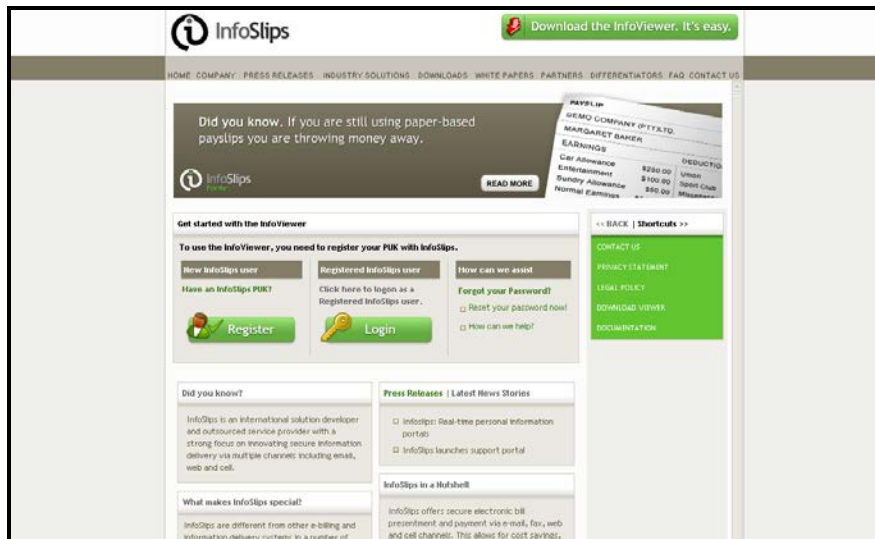
InfoSlips Website Registration

To resend previous InfoSlips and IRP5's to yourself you need to be registered on the InfoSlips website.

Step 1: Logging on to the InfoSlips Website

- Open your **Internet Explorer**
- Enter the www.infoslips.com URL in the address line.

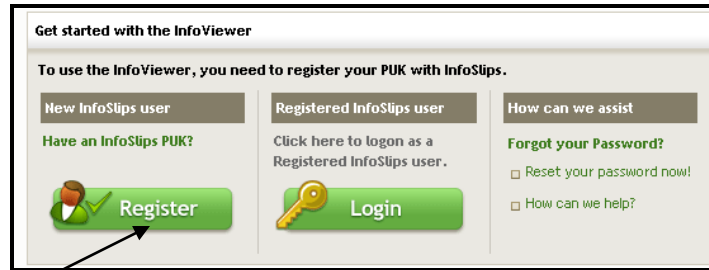
The InfoSlips website will open.



Step 2: Registering on the InfoSlips website to resend your own InfoSlips

The InfoSlips website will allow you to log on and resend any of the pay slips that have been sent to yourself. To utilise this feature you have to register for the resend functionality.

- Enter the **InfoSlips** website



- Click on **Register**

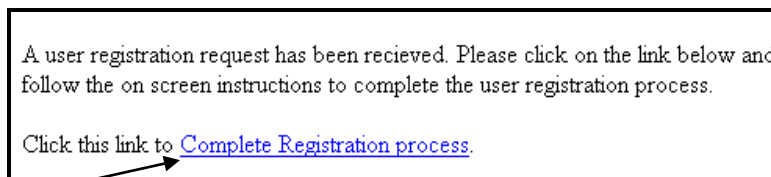


- Enter your **32 digit PUK code** that you received on the Welcome Letter
- Click on **Submit**



The InfoSlips website will now send you a registration link to the email address connected to your PUK number on the InfoSlips site. The website will send you an email to your inbox.

- Enter you **Inbox**
- Open the mail from InfoSlips



- Click on the [Complete Registration process](#) link

A user registration page will open

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User Registration | Fill in the required details to register as a InfoSlips user

Please enter your 32 digit PUK for verification purposes.

- - -

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

Security Question:

Security Answer:

- Enter your **32 digit PUK** again as validation
- Enter a **User Name** – this can be your preferred name can be any amount of characters
- Enter a **password** – **choose something simple that you will remember**
- **Confirm** your **password**
- Enter a **Security Question** – this can be any question that can be used later if you forgot your password
- Enter a **answer** to the security question
- Click on **Create User**

You have now successfully registered and will be routed back to the InfoSlips Website

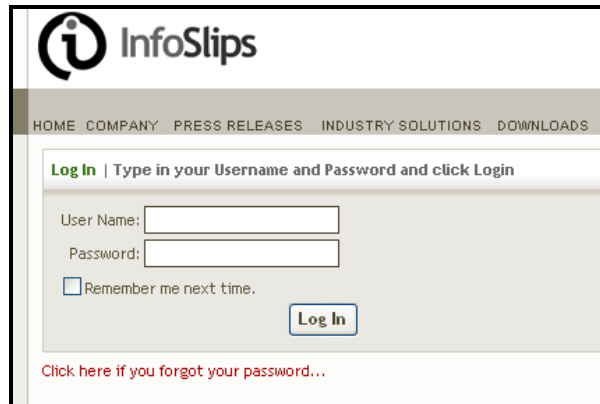
Step 3: Resending your previous Payslips

To use this feature you have to be registered – please follow Steps 1 and 2.

- Enter the InfoSlips website www.infoslips.com



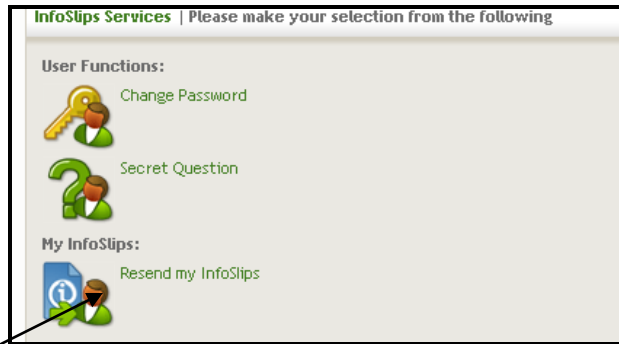
- Click on **Login**



- Enter your **Username**
- Enter you **Password**
- Click on **Log in**

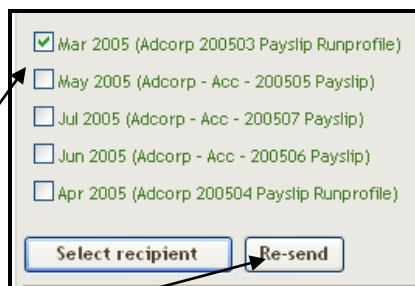


- Click on **Services**



- Click on **Resend my InfoSlips**

All the InfoSlips sent to you in the past will be listed.



- Click the tick box of the InfoSlips that you would like to be resend to yourself
- Click on **Resend**

A message will state that the requested InfoSlips was successfully resent. Check your Inbox for the resends!