



IRIS OpenEnrol & IRIS OpenPayslips

Employee Guide



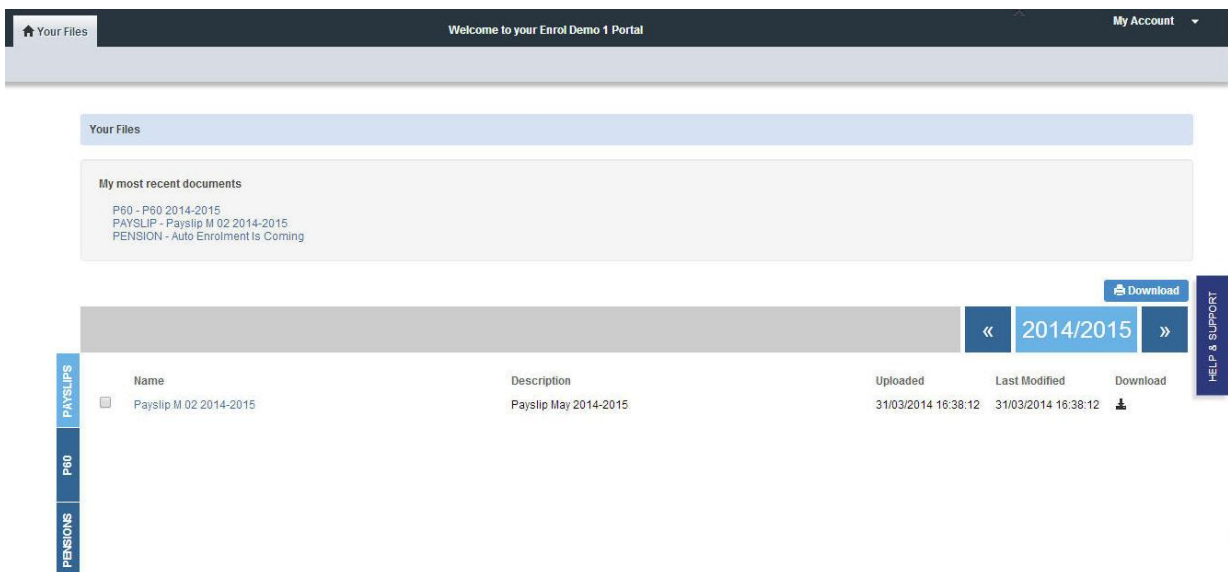
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How to open your IRIS OpenEnrol or IRIS OpenPayslips account

When an employer publishes payslips, p60s or pension communications using IRIS OpenEnrol or IRIS OpenPayslips for the first time, an email containing an account activation link will be sent to you (as well as an email containing the published letter, in the case of pensions).

1. When you click the link in the activation email, a browser window will open asking you to create a password for your account
2. After completing this screen, you will then receive another email thanking you for activating your account
3. You then need to visit <https://www.irisopenpayslips.co.uk/> (IRIS OpenEnrol and IRIS OpenPayslips use the same website). click '**Login**' and enter your registration details in **Username** and **Password**



Name	Description	Uploaded	Last Modified	Download
<input type="checkbox"/> Payslip M 02 2014-2015	Payslip May 2014-2015	31/03/2014 16:38:12	31/03/2014 16:38:12	

4. This screen has one tab, labelled **Your Files**
5. The most recently published documents are available at the top of the screen
6. Select the relevant tax year using the arrows on the right to view the available documents from that year
7. Use the **Pensions**, **P60** and **Payslips** buttons on the left to only view documents of that type
8. Click the required document in the **Name** column and a new browser tab will open displaying a PDF for you to view or save

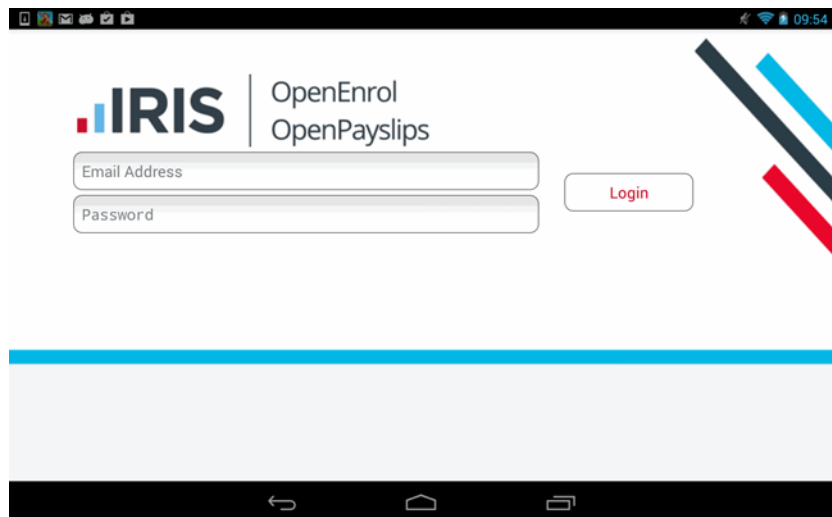
Mobile apps

IRIS have developed mobile apps for IOS, Windows phone and Android which enable you to instantly view your payslip/P60/pension information when on the move. They are very simple to download; just search for IRIS OpenPayslips in the relevant app store.

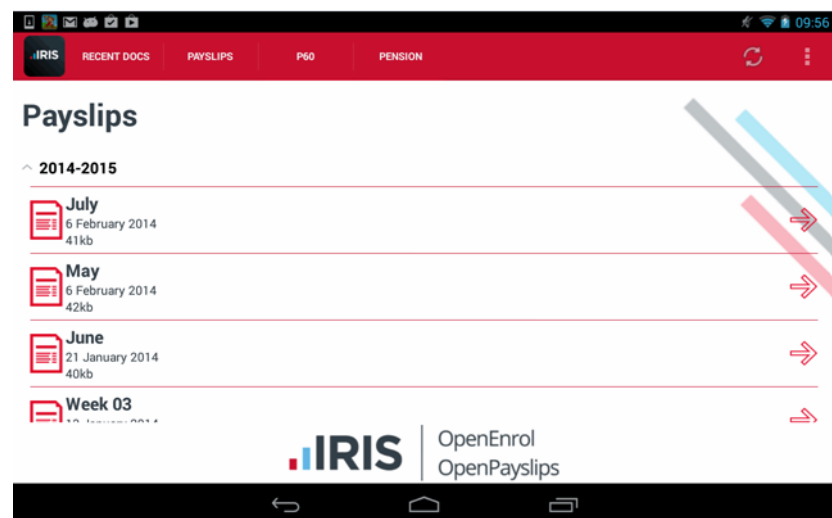
Once downloaded the Apps are pre-populated with demo account login credentials that allow you to view sample information.

Examples of Android App Screens

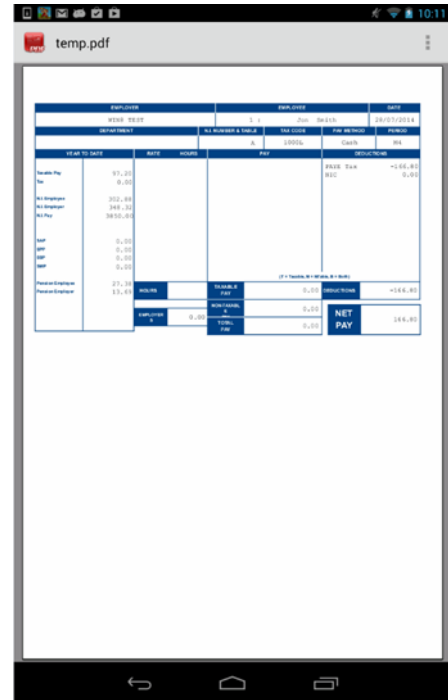
1. When you have opened the app enter your **Email Address** and the **Password** created when you activated your account



2. Use the **Payslips**, **P60** and **Pension** buttons to view documents of that type



- Use the **Payslips** button to view your payslips, starting with the most recent first. The payslip will be displayed as a PDF file.

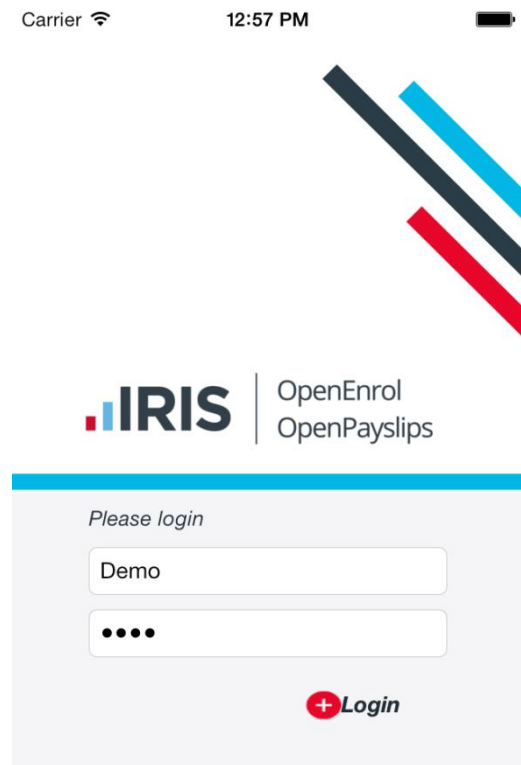


- Use the **P60** button to view your P60s, starting with the most recent first.

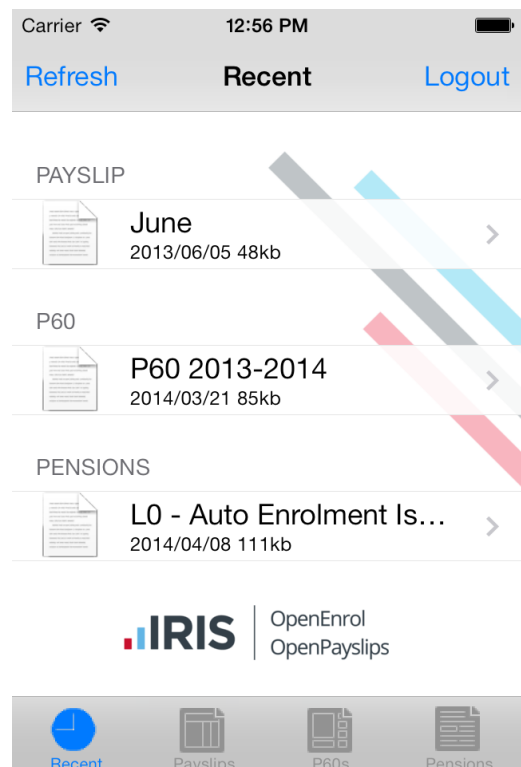


Examples of IOS App Screens

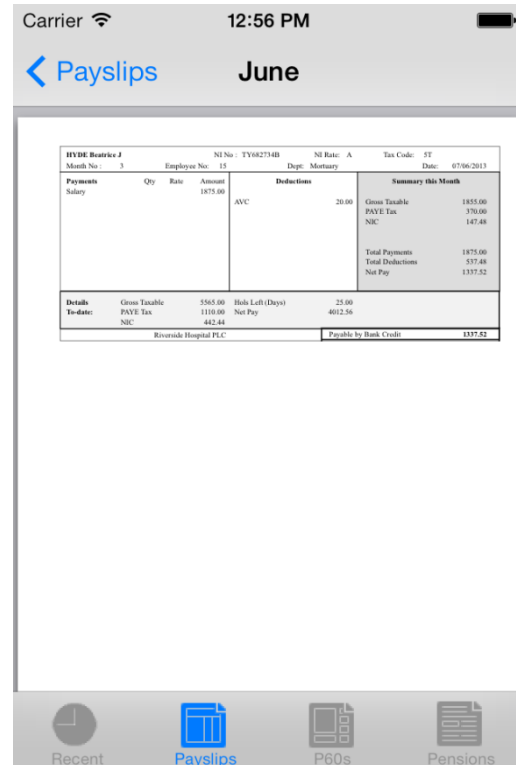
1. When you have opened the app enter your **Email Address** and the **Password** created when you activated your account



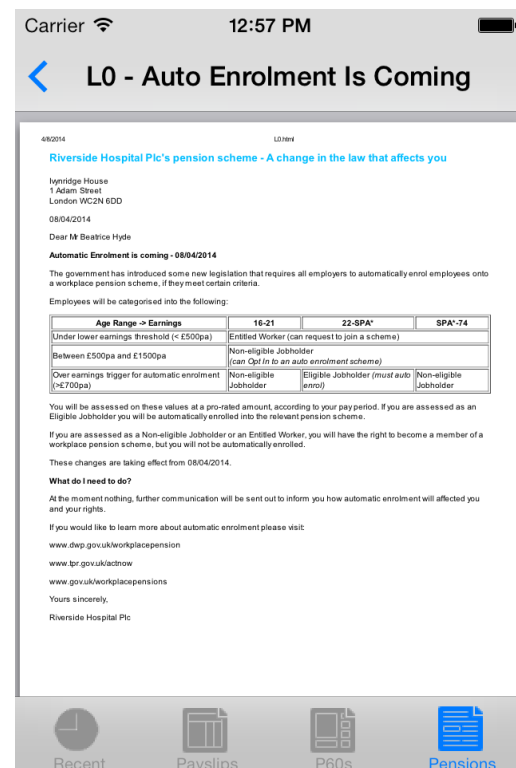
2. Click **Payslip**, **P60** or **Pension** to view documents of that type



- The **Payslips** option will display your payslips, starting with the most recent first. The payslip will be displayed as a PDF file

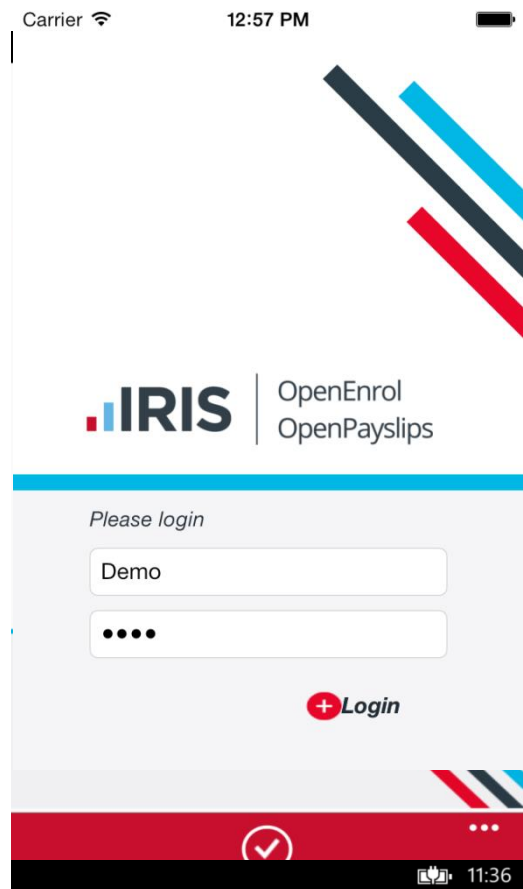


- The **Pensions** option will display any Pension communications from your employer, starting with the most recent first. Click on each item to view the letter



Examples of Windows App screens

1. When you have opened the app enter your **Email Address** and the **Password** created when you activated your account



2. The latest documents will be displayed for you to view. Click on the file you wish to view and it will be displayed as a pdf file.

