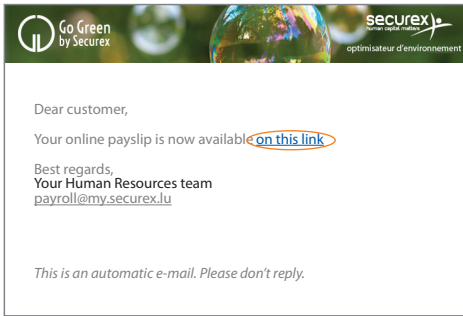


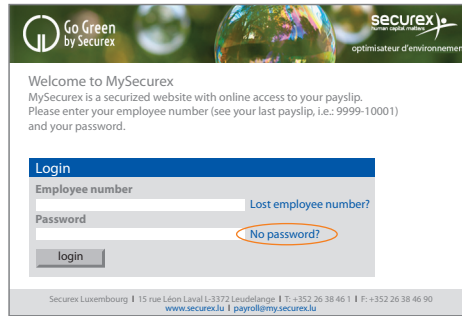
# @-payslip: user guide - First login

## Online payslip services



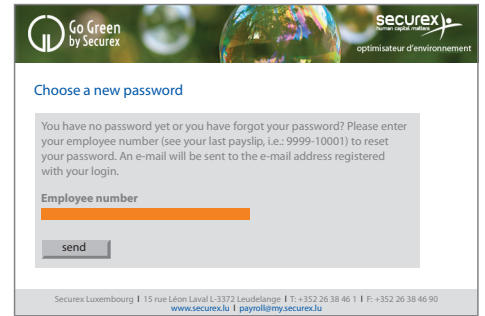
### Step 1

You just received the following e-mail, **click on the link** to be redirected on your "My Securex" page.



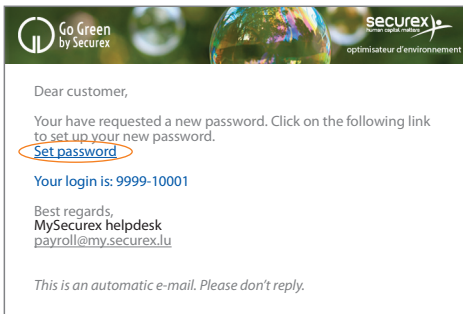
### Step 2

You do not have a password yet, so you will need to click on **"No password?"** to create one.



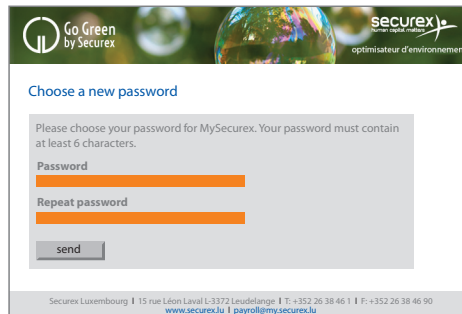
### Step 3

This message prompts you to re-enter your **employee number** and informs you that an e-mail will be sent to you, detailing the next steps.



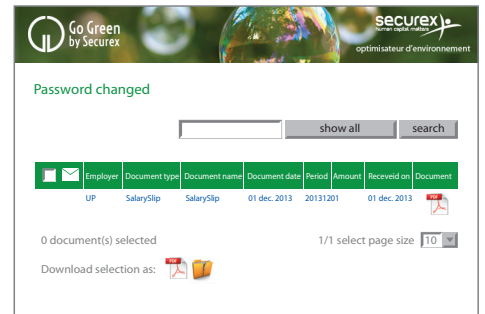
### Step 4

On this e-mail click on **"Set password."**



### Step 5

Please enter your desired password **twice**.



### Step 6

You are now able to access your personal file where you'll be able to find your **monthly** e-payslip.



### Access to the secure online portal

An e-mail will be sent to you **monthly**, each time a new payslip will be added to your secure personal file.

You can access your file **at any time** to view, print or download documents.

Direct link:

<https://securex.myarchives.lu/up/login.seam>

MySecurex helpdesk: [payroll@my.securex.lu](mailto:payroll@my.securex.lu)