@-PAYSLIP GUIDE: USER GUIDE - FIRST LOGIN
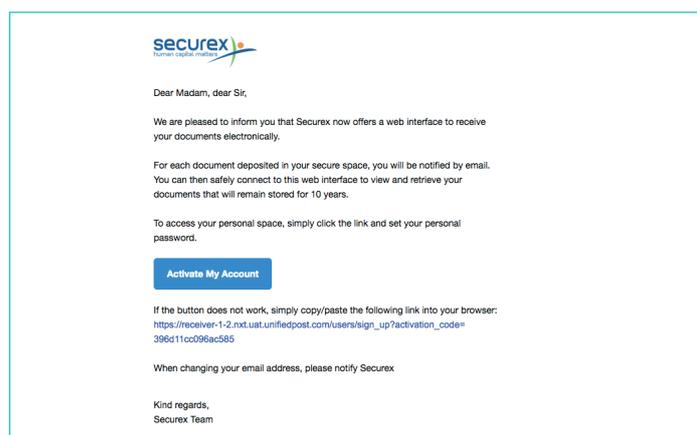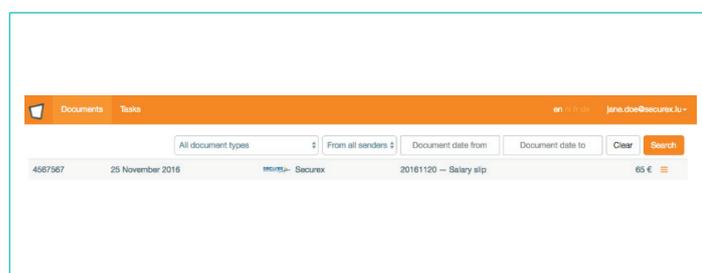
> Online payslip services

STEP 1

You just received the above e-mail inviting you to use **adminBOX** to receive your monthly electronic documents. Click on the button **'Activate my account'** to be redirected to your secure online portal.

STEP 2

Your ID is your email address.
Choose a strong password, enter it twice, and click the "Sign up" button to create your account.

*If you are already using **adminBOX** then just click the **"connect"** link at the left corner of the page to log in with your existing credentials.*

STEP 3

You are now able to **access your secure online portal**, where you'll be able to find your **monthly** e-payslip documents.

STEP 4

To obtain the details of a specific document, click the ☰ icon on the line representing the document.

Move your mouse over the document to be able to zoom, download and print documents.
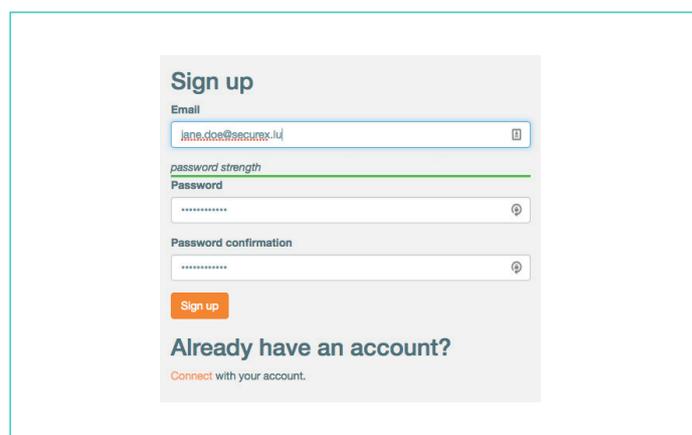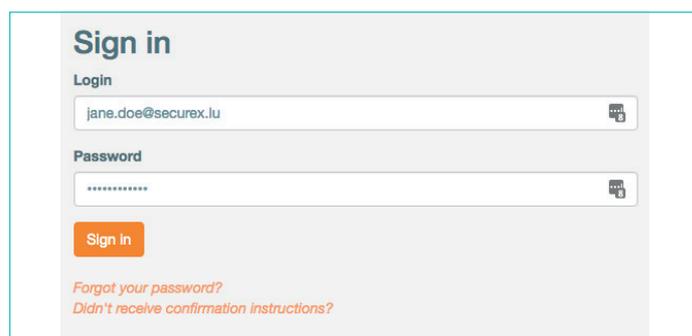

GOING FORWARD

An e-mail will be sent to you each month, whenever a new document is added to your secure online portal.

MYSECUREX HELPDESK:
PAYROLL@MY.SECUREX.LU

ACCESS TO THE SECURE ONLINE PORTAL

You can access your account **at any time** to view, print and download documents.

Direct link:
https://adminbox.myarchive.lu/users/sign_in

Go Green by Securex

securex