# HSE ONLINE PAYSLIPS USER GUIDE V0.2

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1.2 LOGGING ON: INITIAL LOGON

1.2.1 INITIATING REGISTRATION PROCESS

You can log on from home or work using your PC, laptop, tablet or smart phone and you will need to log onto www.hse.ie/onlinepayslips to register.

If you are using your work PC and your Internet Browser is IE8 you will be able to access the online payslips by clicking on the icon called Online Payslips which has been added to your desktop. If your browser is IE9 or higher you can use your usual Internet icon to access the Intranet and use the Online Payslips tab on the right hand side of the home screen to enter the online payslip portal.

The first time you logon to the Online Payslips Portal, you will need to register for an account. This is done through the "Register for an account" option on the login page.

Upon clicking this link, you will be prompted for the following details:

- PPSN
- Employee Number
- Registration PIN Id (Note: Your Registration PIN number should be present on your latest payslip)

These details should be entered on the following screen:
Once the required credentials have been entered and validated you will be prompted to enter a valid email address:

Once this email address has been entered and verified you should click on the “Next Step” Button to continue.
Complete the security questions.

Once you have completed this section click on the “Next Step” Button to continue.

A message should display indicating you have successfully registered.
1.2.2 Completing Registration Process

An email should be sent to the email address you had registered. This email will contain a link that will allow you to complete the registration process. If you are using a personal e-mail address the activation e-mail may be located in your Spam folder.

Click on the link within the email or copy and paste the link within it into your browser and this will bring you to a screen which will allow you to finalise your activation.

![Set Password](image)

Once you have entered your PPSN and password details correctly here, you will be able to logon to the Online Payslips website.
1.3 LOGGING ON: SUBSEQUENT LOGONS

1.3.1 LOGGING IN TO ONLINE PAYSLIPS WEBSITE

Once you have successfully registered to access the Online Payslips website, you can logon to view your online payslips, using your Employee No as your username, and the password which you would have entered during the registration process.

Once logged in, you will be redirected to the self service home page:
1.3.2 Viewing your Online Payslips

Your 4 most recent payslips are available by clicking on the relevant date / payslip on the left hand side of the Recent Payslips section of the screen:

Historic payslips can also be viewed by clicking on the ‘Search’ button within the Recent Payslips section.

This will display previous payslips available on the system, click on the payslip you wish to view by clicking on
Pressing the 'Print Payslip' button on this screen will allow you to print the payslip.
1.4  **CHANGING YOUR PASSWORD**

If you wish to change your password, this can be done through a menu option which exists under your name, on the top right hand corner of the screen once logged on:

Click on Change Password and this will allow you to change your password at any time once you are logged in to the website.

Click on the ‘Apply Change’ button once you have your new password details entered, to confirm your change of password.
1.5 Forgotten Password

If you have forgotten your password, a “Forgotten Password” facility exists on the HSE Self Service Login page which will allow you to reset your password. This facility can be accessed by clicking on the following link:

![Forgotten Password Facility](image)

Once you select this link, you will be prompted to enter your username (employee number).

![Username Entry](image)

An email will then be sent to the email address that is registered on the system for your username. This email will contain a link that will allow you to reset your password:
1.6 AMENDING SECURITY QUESTIONS AND ANSWERS

If you wish to change your security questions and/or answers, this can be done through a menu option which exists under your name, on the top right hand corner of the screen once logged on:

Make your selection from drop down menu beside your name(click on Account Security):

Select the tab to update your security questions: Security Questions
**Security Questions:**

Enter your password, select each of the 3 questions of your choice and input your answers. Save.

You will receive an e-mail confirmation as follows:

*The security questions for your Coreportal Account were recently changed. If you made this change, you don't need to do anything more. If you didn't change your security questions, your account might have been compromised, you should inform your system administrator. You should also initiate a password and security question reset.*

*Sincerely, The Coreportal Support Team.*
1.7 CHANGING YOUR E-MAIL ADDRESS

If you wish to change your e-mail address, this can be done through a menu option which exists under your name, on the top right hand corner of the screen once logged on:

Make your selection from drop down menu beside your name (click on Account Security):

Select the tab to change your e-mail address: **Update Email**
Answer the security question and enter your date of birth:

![Image of form with fields for first name and date of birth]

You will receive an e-mail confirmation as follows with a link specific to you, similar to the one below:

This email address was recently used for a Coreportal account. As part of validation, this email address must be validated. To validate your email address click link below:

https://selfservice.hse.ie/pls/coreportal_live/cp_registration.activate?p=3de975e1a89056a70917b7b3dd4e4daff235f1da610436e096c86a5376f6c&l=en&action=emailupdate

If clicking the link above does not work, please copy and paste the URL in a new browser window instead. If you have received this mail in error, it is likely that another user entered your email address by mistake while trying to update their email address. If you did not initiate the request, you do not need to take any further action and can safely disregard this email.

Sincerely, The Coreportal Support Team. Note This email address cannot accept replies.

Click on the link and you will receive the following message:

![Image of success message]

**Important:** your User Name now changes from your Employee Number to your registered e-mail address for all future logins.
1.8 LOGGING OFF THE ONLINE PAYSLIPS WEBSITE

To log off the Online Payslips website, please use the Log Off option available from the Menu under your name on the top right hand corner of the Screen.

This will log you out, and return you to the Self Service login page.

For queries please contact HBS South East Payroll Department by e-mail: payroll.southeast@hse.ie

or

by phone: 056 7784268.