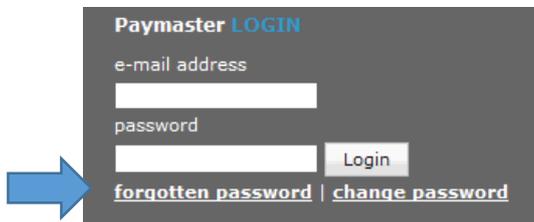


Paymaster Online Tutorial

Resetting your password

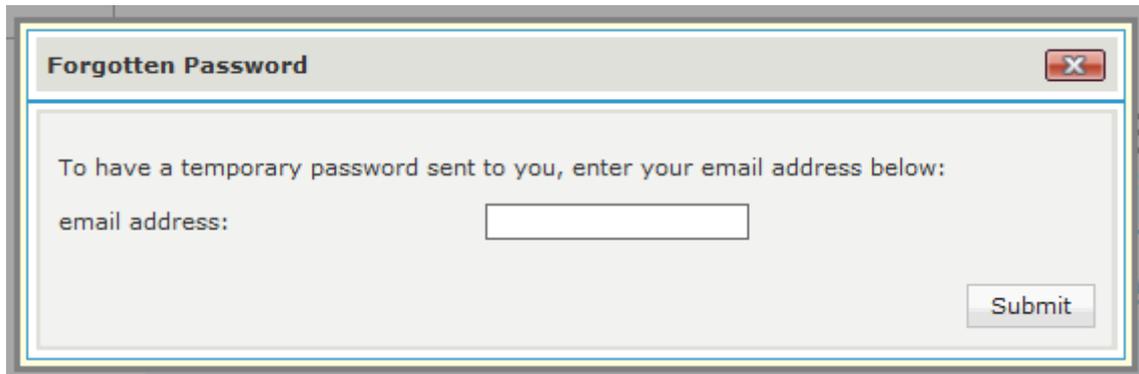
Oh no, you have locked yourself out of your account and you cannot remember your password. If you are locked out, you need to drop us a line on paysliplogin@paymaster.co.za and we will reactivate it for you asap.

If you have forgotten your password, you need to click on **forgotten password** on the login screen, just under where you put your details in.



The screenshot shows the 'Paymaster LOGIN' form. It has two input fields: 'e-mail address' and 'password'. Below the 'password' field is a 'Login' button. At the bottom of the form, there are two links: 'forgotten password' and 'change password'. A blue arrow points to the 'forgotten password' link.

Once you click here, you will be asked to put in your email address.



The screenshot shows a dialog box titled 'Forgotten Password'. It contains the text: 'To have a temporary password sent to you, enter your email address below:'. Below this text is an input field labeled 'email address:'. At the bottom right of the dialog box is a 'Submit' button.

If this screen does not come up, you are clicking in the wrong place.

Once you have put in your email address and clicked on submit, you will be asked to change your password immediately. PLEASE DO NOT CLOSE THIS WINDOW Otherwise you will need to click on forgotten password again.

You should now see this:

Change Password

Password has successfully been emailed.
Please do not close this window until you have received your temporary password.
Enter temporary password below to change your password.

temporary password:

new password:

confirm new password:

Submit

The payroll will send you an email with a temporary password in it. PLEASE DO NOT USE IT TO LOGIN! It will not work. You need to input this temporary password into the first block.

temporary password:

You will receive an email that looks like this. If you do not get it, check your junk mail folder. If you still do not get it, let us know so we can track why you are not receiving this very important email.

Without the temporary password email, you cannot reset your password.

Dear Employee

The following temporary password emailed to you from paymaster.payus.co.za will allow you to enter a new password. This password can be used for the duration of your session so do not close your browser window or you will need to request a new temporary password.

PLEASE NOTE THIS PASSWORD IS CaSe SeNSitive.

Temporary Password - q537OkQv 

You need to put this password into the temporary password block.

In the new password and confirm new password blocks, this is what your new password is going to be. It must be a minimum of 8 letters, which must include a symbol, a number and a capital letter.

E.g: Payslip1@

I have put in my temporary password, as well as my new password in both blocks.

Change Password

**Password has successfully been emailed.
Please do not close this window until you have received your temporary password.
Enter temporary password below to change your password.**

temporary password:

new password:

confirm new password:

Submit

Once you are done, click on submit.

If you get this message, you can use your new password to login. (hopefully you remember it!)

Change Password

Password has successfully been reset.

If you get an error message saying your password is not correct, you are missing one of the important parts of your new password – too short, no capital, number or symbol.

If you are still having an issue, let us know and we will gladly assist.