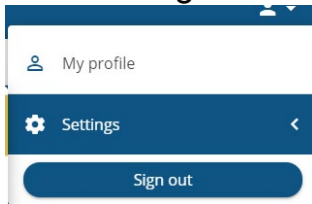


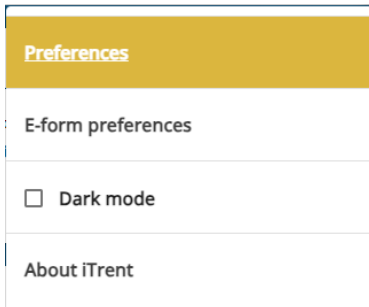
1. When you are successfully logged in to iTrent employee self-service click the utility menu button in the top right corner (person icon with an arrow).



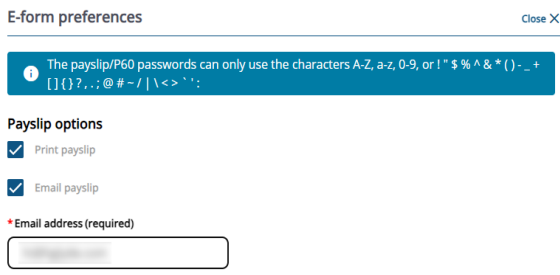
2. Select 'Settings'



3. Select 'E-Form Preferences'



4. Check the payslip email address shown and change if required.



5. Enter a password to protect your emailed payslips. This password must be at least 12 characters long.

* Password for payslip (required)

* Confirm password (required)

6. Scroll down and click the 'Save' button.

