

iTrent has recently launched an App that enables employees to access their payslip directly from their phone. It is a simple app, available for both Apple and Android users, that allows you to view your payslip, with a link to the full ESS site available within it for additional features.

Here is a simple guide to get you logged in.

1. Download the app from either of the links below or scan the relevant QR code.

Android



Apple

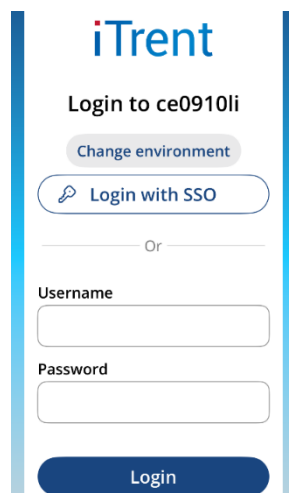


Android - https://play.google.com/store/apps/details?id=co.uk.mhr.itrentmobile&hl=en_GB

Apple - <https://apps.apple.com/ma/app/itrent-mobile/id6572293364>

2. Once in the app, it will ask you to select your environment. You can do this by scanning this QR code.

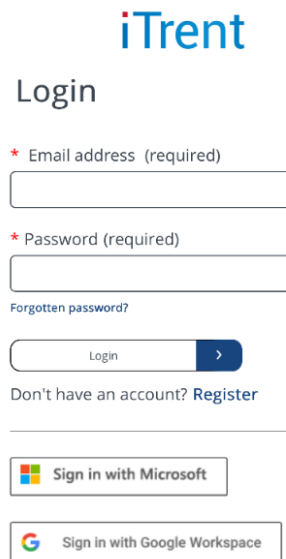
OR enter as: https://ce0910li.webitrent.com/ce0910li_ess



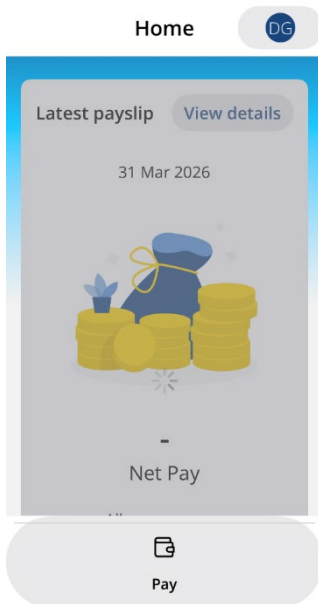
The login screen for the iTrent app. At the top, it says 'iTrent' in blue. Below that, it says 'Login to ce0910li'. There is a 'Change environment' button. A 'Login with SSO' button is highlighted with a blue border. Below that, there is an 'Or' separator. There are two input fields: 'Username' and 'Password'. At the bottom, there is a blue 'Login' button.

3. On the opening page there are two options for logging in:
 - a. SSO (Single Sign On) – please select this option if you usually sign into your ESS account with your work email and the Single Sign On arrangements through Microsoft or Google login (this will be most staff)
 - b. The username and password set up for your ESS account.
Note: If you use a username and password, you will not require step 4 below.

- After selecting SSO you will need to use the 'Sign in with Microsoft' or 'Sign in with Google Workspace' option and follow the usual login steps. You'll need to complete the same authentication process you use when logging in on a PC.



The login screen for iTrent features the iTrent logo at the top. Below it is the heading 'Login'. There are two input fields: one for 'Email address (required)' and one for 'Password (required)'. A link for 'Forgotten password?' is located below the password field. A 'Login' button with a right-pointing arrow is positioned below the password field. Below the button is the text 'Don't have an account? Register'. At the bottom, there are two social sign-in buttons: 'Sign in with Microsoft' and 'Sign in with Google Workspace'.



- Once logged in, your latest payslip will be visible on the landing page. The value of your most recent pay will appear between the money image and the text 'Net Pay'. Historic payslips are available by clicking the 'Pay' button at the bottom of the screen. You can also download your payslip here.

- There are additional options within the app. If you click on your initials on the top right of the screen, you'll find the below 3 options, as shown on the image on the right.
 - Settings
 - Biometrics login (this will only work with username & password, but will not work with SSO)
 - Device Permissions, used for location services (Not applicable, no location is shared)
 - App details and licensing
 - ESS Web View
 - Links you to the full, web-based ESS page, where you can log in and view or update your employee information in the same way as on a PC or laptop.
 - Sign Out

