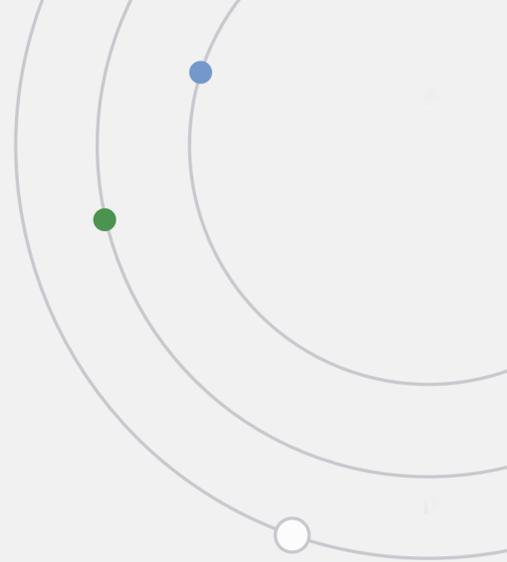


Welcome to PaySpace

IT'S SO WONDERFUL TO
HAVE YOU ONBOARD



PAYSPACE
The Payroll and HR Benchmark



Welcome to PaySpace!

We are pleased to inform you that we have successfully completed your account registration on PaySpace, based on the details provided in the registration process. You can log in using the button below or log in from our Website. Please use the same email address used during registration.

Starter Guides

To get you up and running as quickly as possible, we have these easy-to-follow help guides and short videos. The guide provides an overview of the core areas of the system and how to navigate between these areas. The Starter Guide can also be found under the top right Log In Icon or by clicking on the below link once you have successfully reset your password. In addition to the starter guide, we have other short video content to help navigate your journey with PaySpace.

Please follow this step-by-step guide to start setting up your company:

EMPLOYEE NAVIGATION:



COMPANY AND COMPONENT NAVIGATION:





BULK/GLOBAL NAVIGATION:

NEED TO ADD MORE USERS?

You can load unlimited users on PaySpace, each with their own security role. Please ensure that you follow the Security Role guides for any additional users that would like access to the system.

Interested in more Training?

We encourage all new clients to attend PaySpace Essentials Training. Essentials Training will equip you with the necessary knowledge and skills to process a complete payroll cycle on PaySpace.

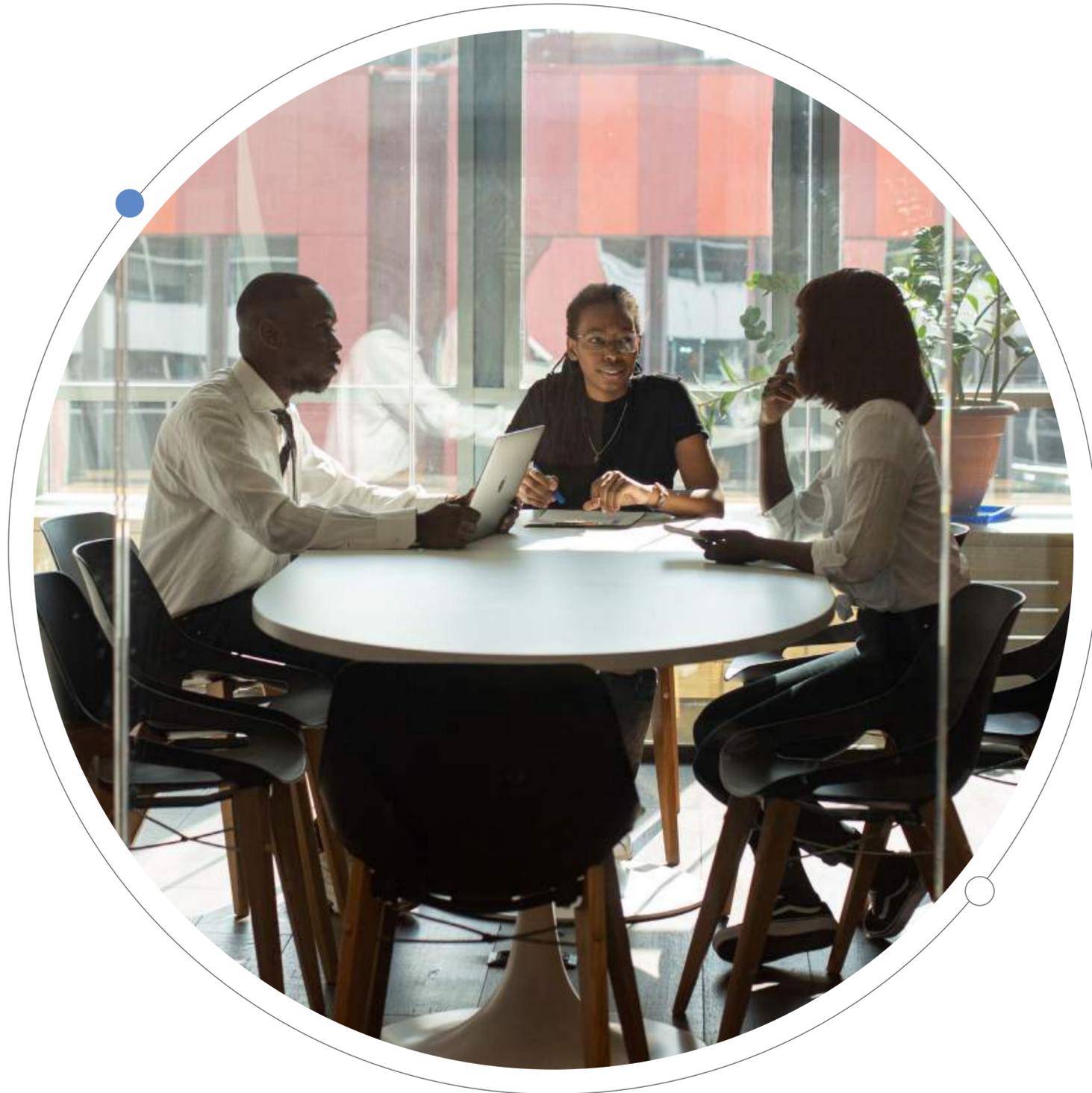
A course outline and upcoming dates for online or classroom training is available on our website:

Monthly Invoice and Billing Reports

All Invoices and Statements can be found under the Financial Menu under Configuration Settings on your account. Easy Payment options are available for any manual payment of invoices, Invoice must be paid within 30 days.

For South Africa only: The subscription will be billed by monthly debit order, as per the online debit order mandate during registration. Should you need to update your banking details, you can navigate to the Financial Menu and then view the Banking Details to make changes.





Support and Additional Help Guides

Should you need more tips, you are welcome to search our PaySpace Wisdom Base by clicking on the top-right login button, and then How Can We Help, refer to the FAQ's, the quick starter guide or log a ticket with our Support team.

Going forward, please contact PaySpace Support, for any assistance or guidance required via:

Telephone:	+27 87 210 3000
South Africa support email:	support@payspace.com
Africa support email:	africa@payspace.com
Support hours:	08h00 -17h00 Monday - Thursday 08h00 - 16h00 on Fridays (Excluding RSA public Holidays and weekends)

Need More Assistance?

You also have the option to book one of our **qualified consultants** to help you with the setup! Our expert consultants have years of experience in both the Human Resources and Payroll fields respectively and bring best practices from thousands of successful implementations. Our consultants have direct access to our product and technology development teams allowing for quick, efficient implementations.

