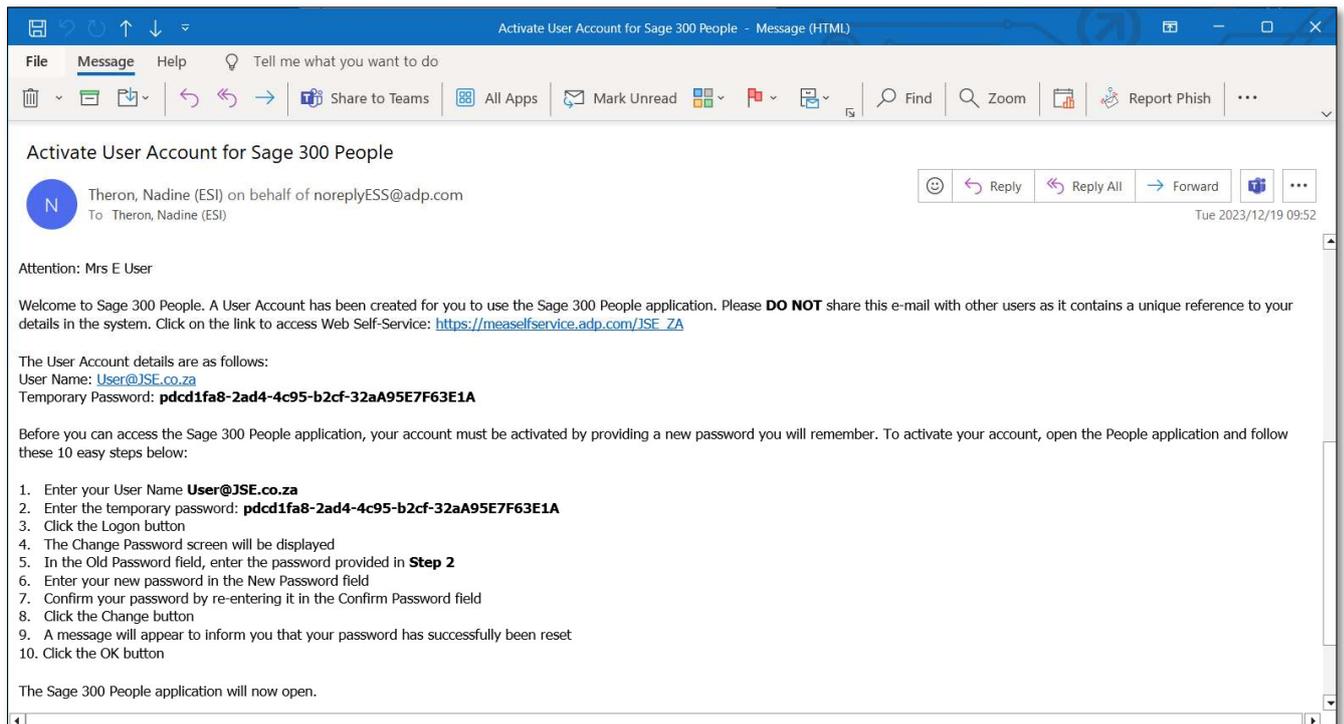


Sage 300 People Web SS Payslips with Multi-factor Authentication

STEP 1

WebSS Activation Email

Each user will receive an activation email from noreplyESS@adp.com



From the email, copy the URL into one of the following preferred browsers:

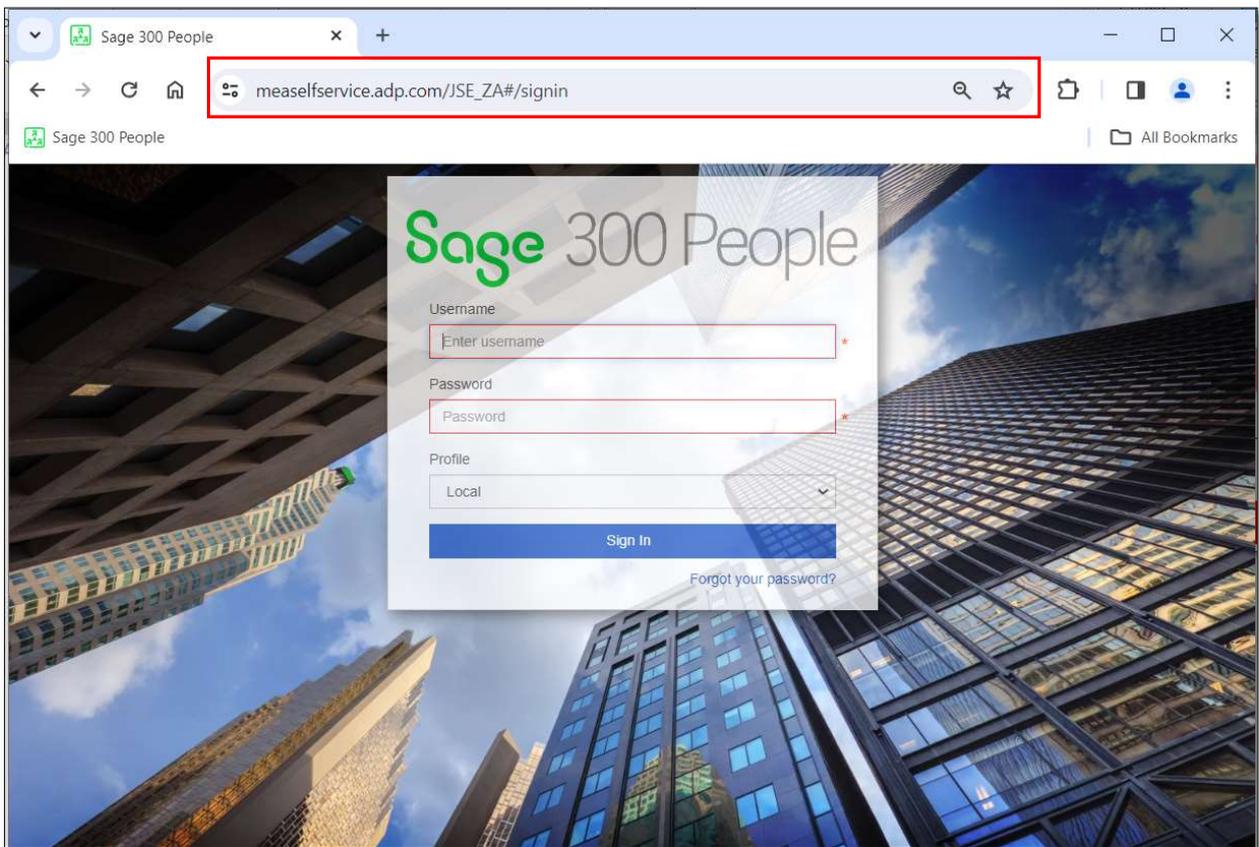
- Google Chrome
- Microsoft Edge
- Firefox

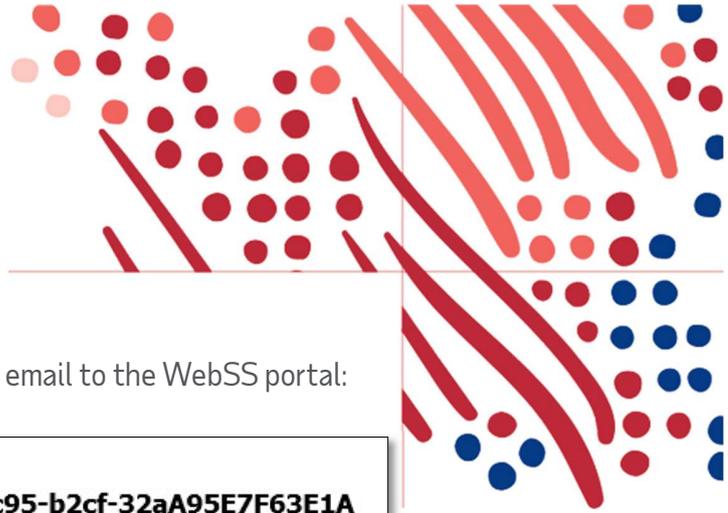


Note: Internet Explorer is no longer supported by Microsoft and will therefore not work.

Welcome to Sage 300 People. A User Account has been created for you to use the Sage 300 People application. Please **DO NOT** share this e-mail with other users as it contains a unique reference to your details in the system. Click on the link to access Web Self-Service: https://measelfservice.adp.com/JSE_ZA

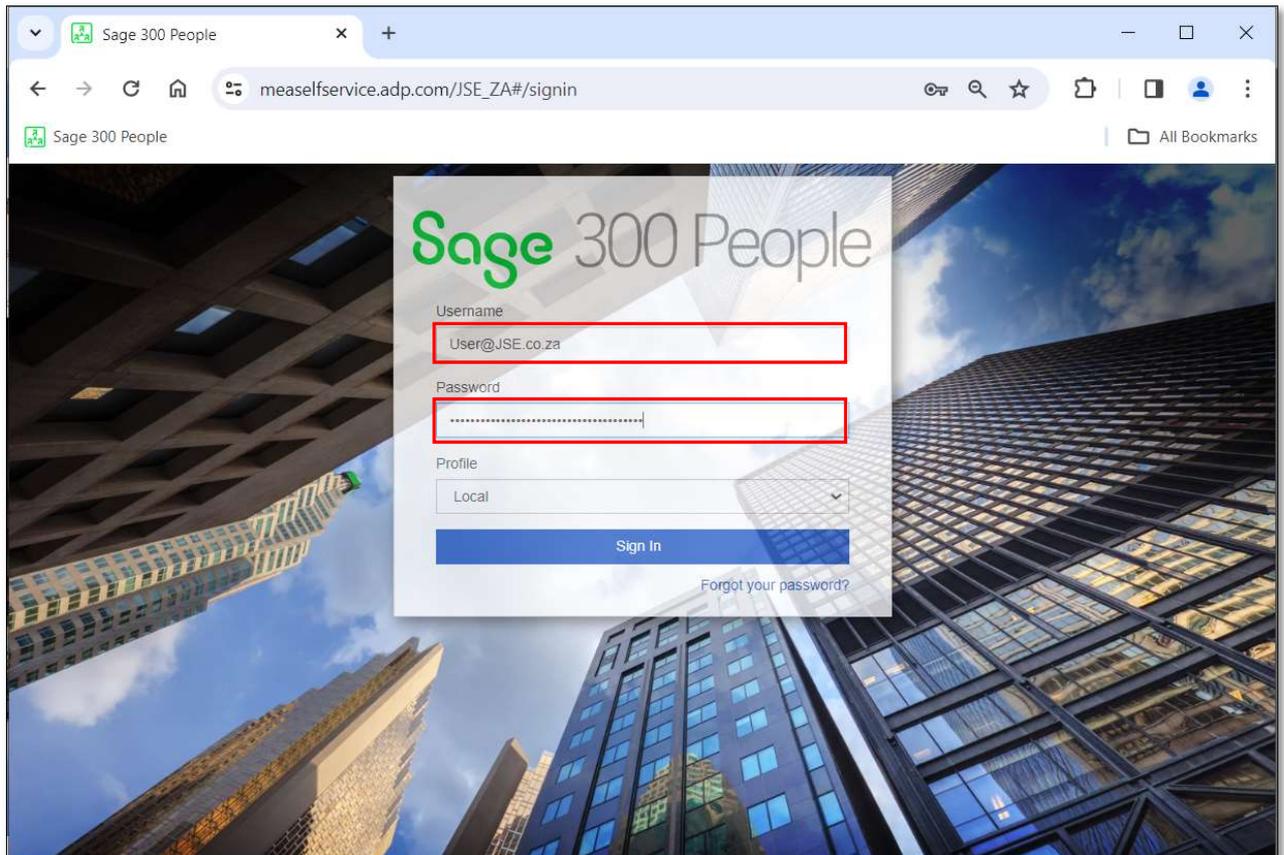
https://measelfservice.adp.com/JSE_ZA





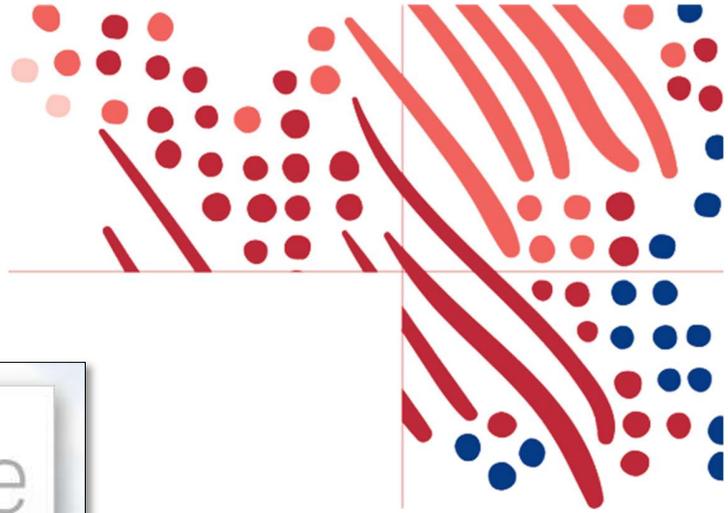
Copy the username and temporary password from the email to the WebSS portal:

1. Enter your User Name **User@JSE.co.za**
2. Enter the temporary password: **pdcd1fa8-2ad4-4c95-b2cf-32aA95E7F63E1A**



Click on **Sign In**

On the next screen, enter the temporary password in the "Old Password" field and enter a new password in the "New Password" and "Confirm Password" field:

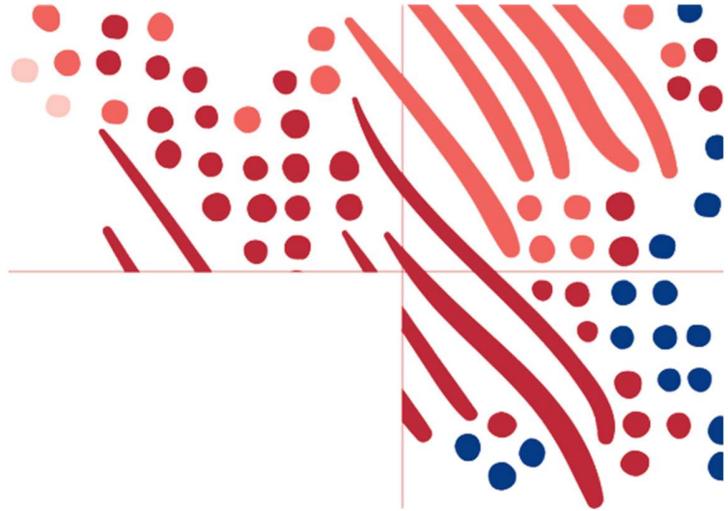
A screenshot of the Sage 300 People software interface showing a password change dialog box. The dialog has a title bar with the Sage 300 People logo. Below the title bar is a message box with an exclamation mark icon and the text "User must change password". The form contains four input fields: "Old Password", "New Password", and "Confirm Password", all of which are highlighted with red rectangular boxes. The "New Password" field is filled with a blue bar. Below the "New Password" field, the text "Very Strong" is displayed. There is also a "Password Policy" section with a checkbox and a link "Show Policy rules...". At the bottom of the dialog are two buttons: "Cancel" and "Change Password".

The new password has the following minimum requirements:

A minimum of eight characters, containing at least one of each of the following:

- Small letters (non-capital letters),
- Capital letters,
- Numeric characters, and
- Keyboard special characters (for example, ! # \$ % ^ & * _ + = -).

Click on **Change Password**

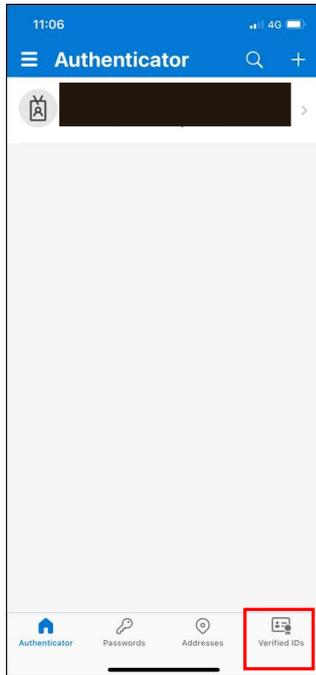
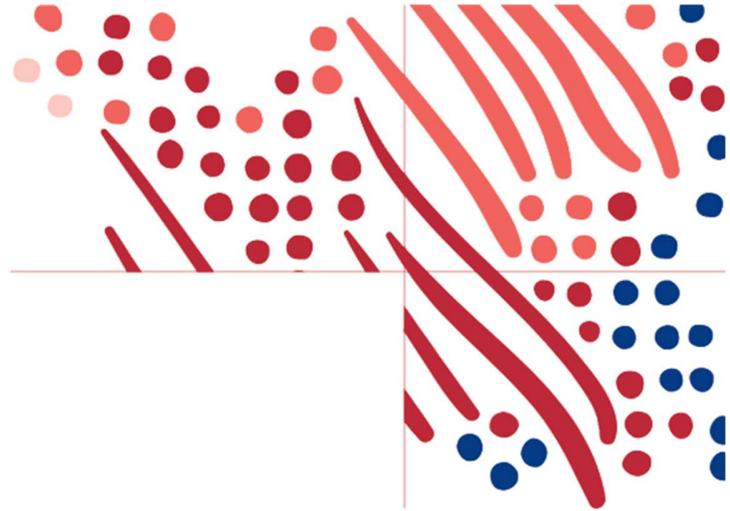


STEP 2

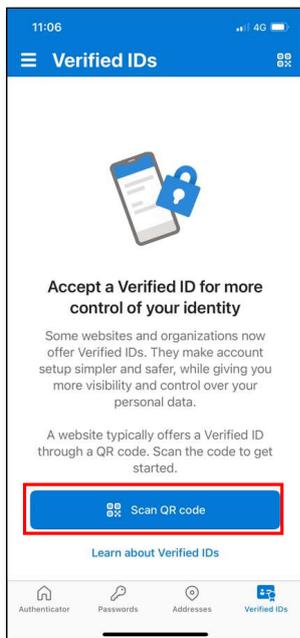
Microsoft Authentication Process

When the following screen appears, open the Microsoft Authenticator App on your Smartphone:

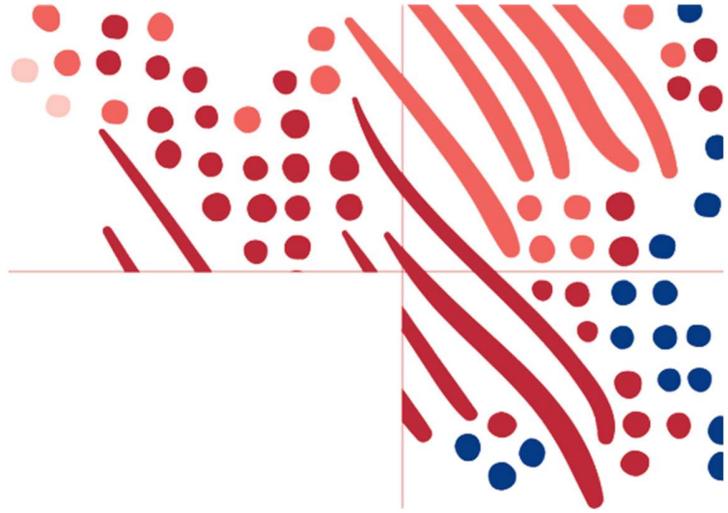




Select Verified IDs



Select Scan QR code

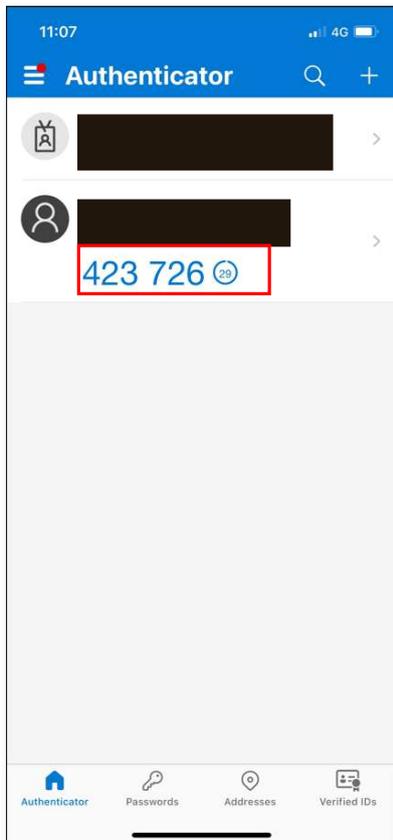


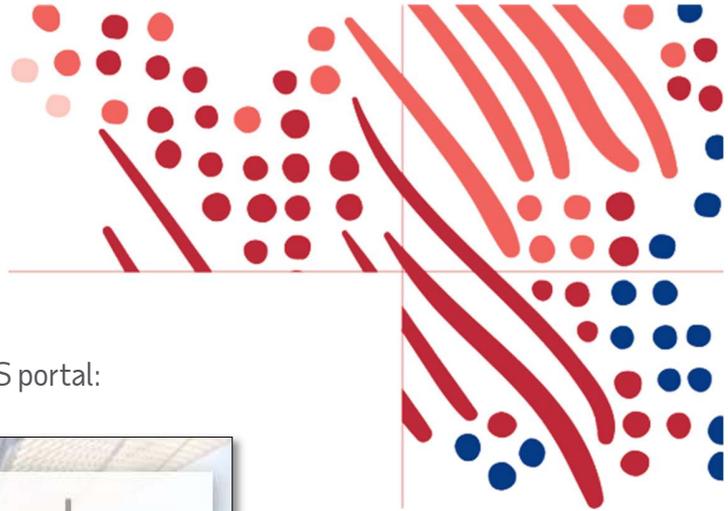
Scan the QR Code as on the screen.

E.g.



Once the QR code is successfully scanned on the Authenticator App, a temporary pin will appear:



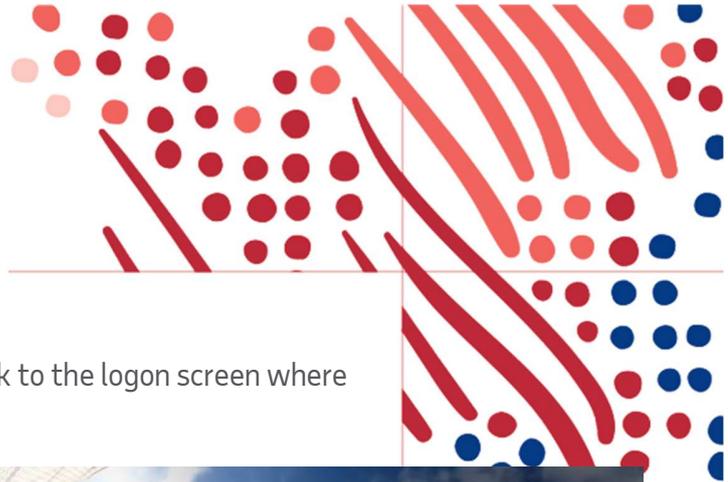


Enter the pin in the “One-time pin” field on the WebSS portal:

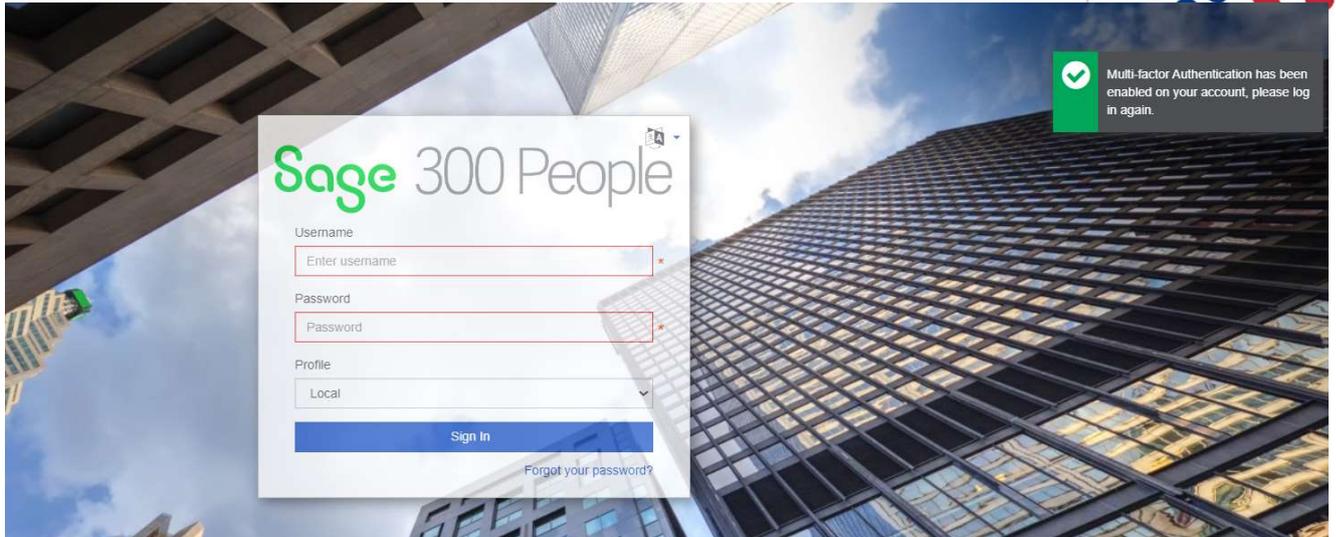


Click on **Enable MFA**

Note: The time the “One-time pin” will be valid for is specified on the Authenticator mobile app. Once the time lapses, a new pin is generated.

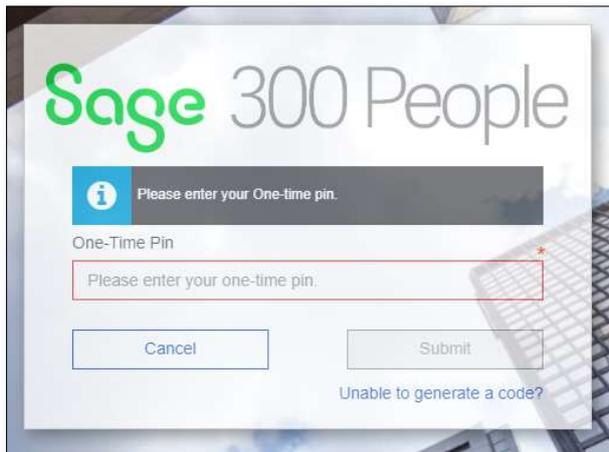


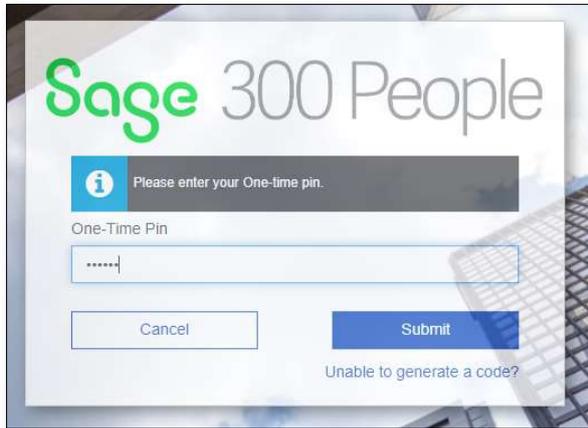
Once MFA has been enabled, portal will be routed back to the logon screen where the username and chosen password can be entered:



Click on **Sign In**

On the following screen, enter the "One-time pin" as on the Authenticator App on your Smartphone:



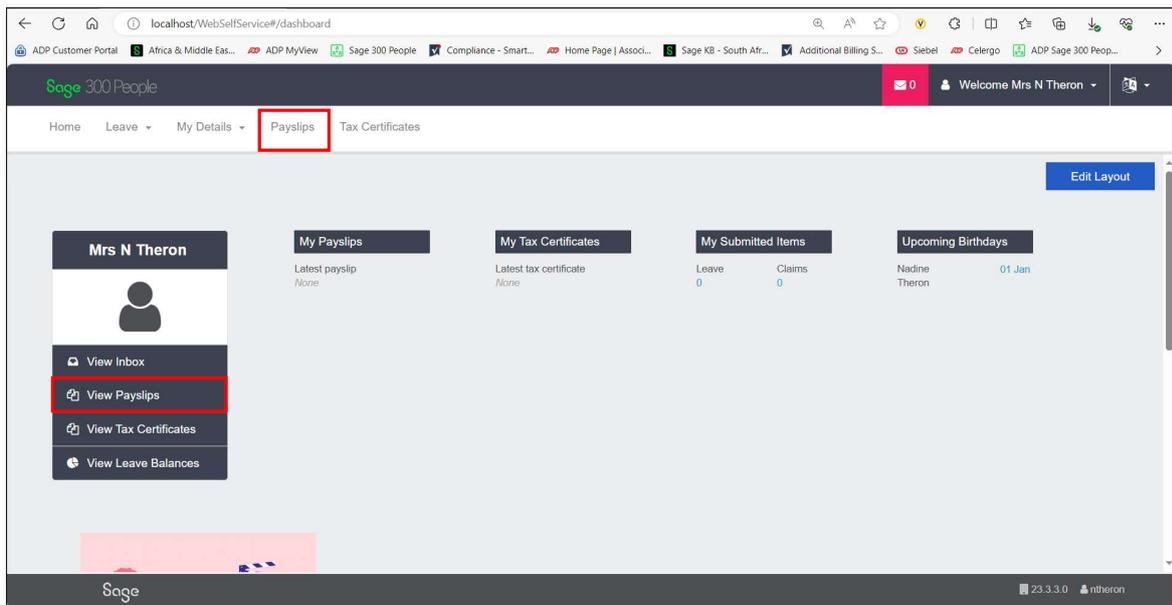


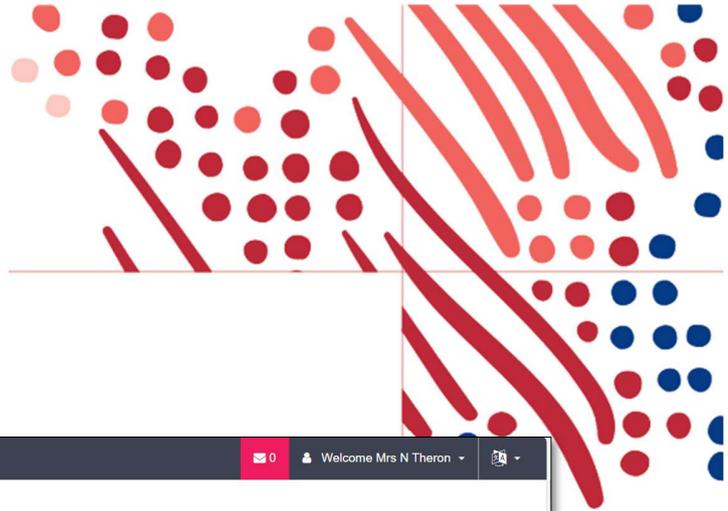
Click on **Submit**

STEP 3

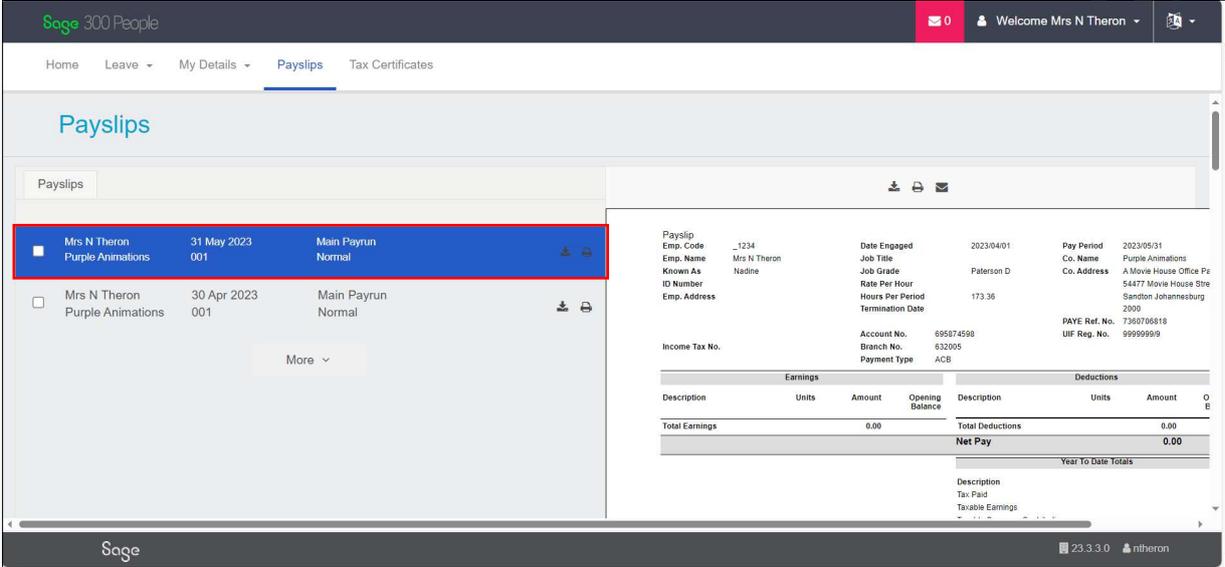
Print Payslips and Tax Certificates

On the Home screen, payslips can be accessed by clicking on one of the following options:





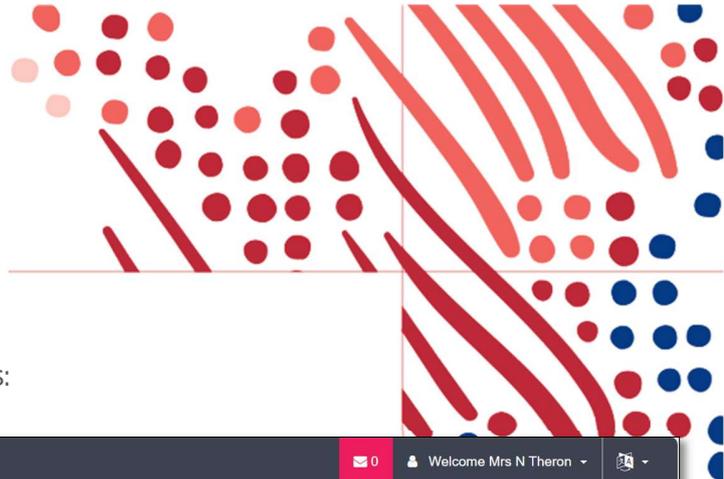
Select a payslip to see the detail thereof:



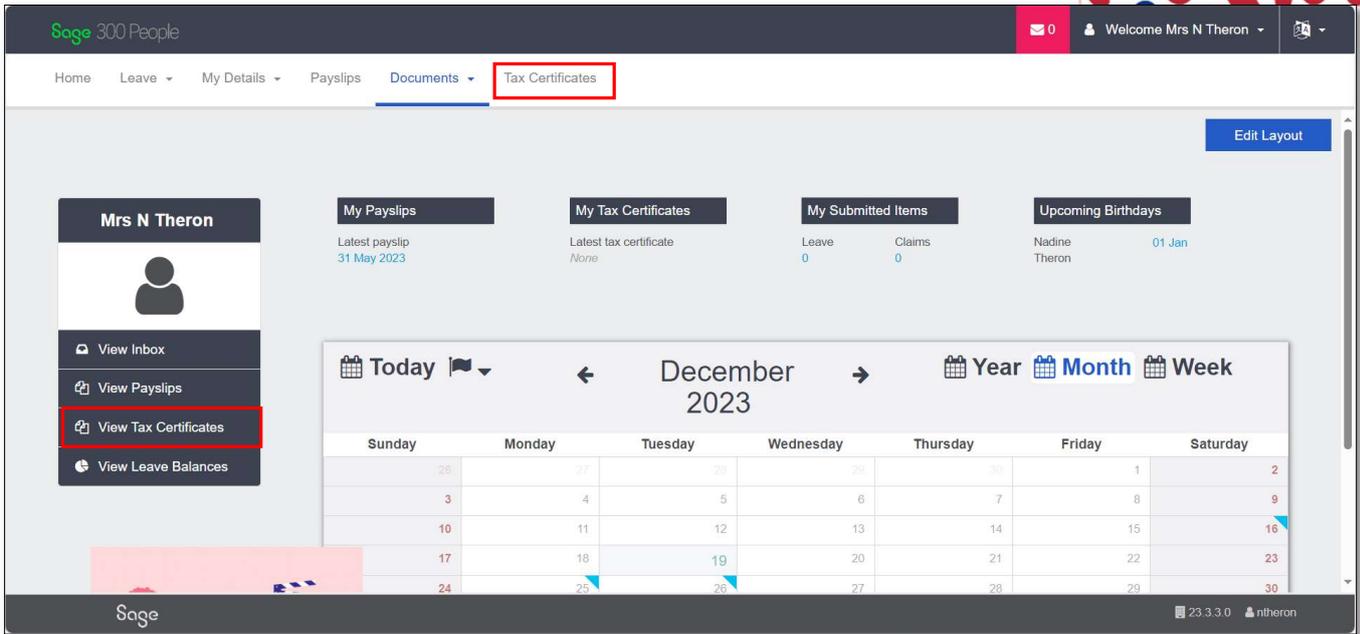
The screenshot shows the Sage 300 People interface. The 'Payslips' section is active, displaying a list of payslips for Mrs N Theron. The selected payslip (dated 31 May 2023) is highlighted in blue. To the right, the detailed view of this payslip is shown, including employee information, earnings, and deductions.

Earnings			Deductions		
Description	Units	Amount	Description	Units	Amount
Total Earnings		0.00	Total Deductions		0.00
Net Pay			0.00		

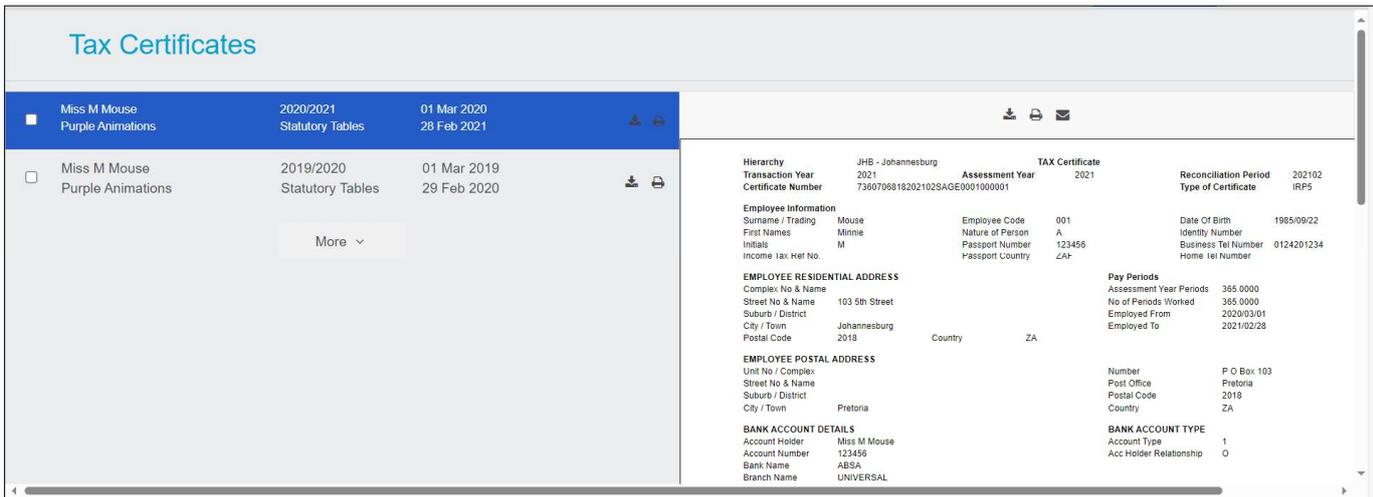
Button	Description
	Click on the Download button to download the selected payslip in PDF format.
	Click on the Print button to print the payslip to the selected printer.
	Click on the E-Mail button to select one or more email addresses as well as an email subject, to email the selected payslip in PDF format to the recipients.
	Only the most recent 6 payslips will be listed, but you will be able to select history payslips under the "More" option.



The same process is applicable for the Tax certificates:



The screenshot shows the Sage 300 People user interface. The 'Documents' dropdown menu is open, and 'Tax Certificates' is highlighted with a red box. The dashboard includes sections for 'Mrs N Theron', 'My Payslips', 'My Tax Certificates', 'My Submitted Items', and 'Upcoming Birthdays'. A calendar for December 2023 is displayed in the center.



The screenshot shows the 'Tax Certificates' page. On the left, there is a list of certificates for 'Miss M Mouse' at 'Purple Animations'. The selected certificate is for the 2020/2021 tax year, issued on 01 Mar 2020. The right side of the page displays detailed information for this certificate, including hierarchy, employee information, residential and postal addresses, and bank account details.

Transaction Year	Assessment Year	Reconciliation Period	Type of Certificate
2021	2021	202102	IRP5

Category	Field	Value
EMPLOYEE INFORMATION	Suriname / Trading	Mouse
	Employee Code	001
	First Names	Minnie
	Nature of Person	A
EMPLOYEE RESIDENTIAL ADDRESS	Street No & Name	103 5th Street
	Suburb / District	Johannesburg
	Postal Code	2018
EMPLOYEE POSTAL ADDRESS	Suburb / District	Pretoria
	Postal Code	2018
	Country	ZA
BANK ACCOUNT DETAILS	Account Holder	Miss M Mouse
	Account Number	123456
	Bank Name	ABSA
	Branch Name	UNIVERSAL