

In 5 steps to your e-payslip

Congratulations! Thanks to your employer, from now on you will be getting an e-payslip. The first time, please follow the 5 steps below. We recommend that you perform all steps in one single go. You then log in with your e-mail address and password on www.myworkandme.com (step 3) and open MySalary (step 5).

1 Activate your profile

There are 2 ways to activate your profile: 1/ go to www.myworkandme.com/activate, and register using the codes printed on your paper payslip. 2/ Or click the activation link in the e-mail sent to you from myworkandme@sdworx.com. You then access the myworkandme activation screen and you can activate your profile.

Tip!

You did not get the mail or the activation codes?
Check with your HR department, be sure to check your spam filter. You can also ask for a new activation mail (click 'Lost activation mail?' and follow the steps).

2 Enter your e-mail address, choose your password and accept the privacy statement

If you log in using a different e-mail address than the one with which you received the activation mail, you must first confirm your e-mail address. You will receive an e-mail with a confirmation link in your mailbox.

Tip!

If you do not have an e-mail address, you can also create a user name.

Tip!

You prefer to use your eID? That is possible. Information about logging in with eID can be found at www.myworkandme.com.

A good password meets the following conditions:

- at least 8 characters
- maximum 25 characters
- be different from the username
- contains only characters from at least 3 of the following categories:
 - uppercase (A-Z) letters
 - lowercase (a-z) letters
 - digits 0-9
 - special characters? , . ; : ! " ' - + * / = < > () []

3 Go to myworkandme and log in

Enter your e-mail address and password and click 'Log in'.

4 Enter your profile details

On the profile page you can enter extra e-mail addresses. We advise you to enter both your personal and your professional e-mail address. You can determine yourself via which e-mail address you wish to receive your mails from myworkandme as standard.

Tip!

Forgot your password?
Click 'Forgot your password?' on the login page and follow the steps. Or log in using your eID. You can choose a new password on the My profile page (top right).

5 Open MySalary

Clicking MySalary gives you access to your payslips, your 281.10 form, your individual account, your holiday and employment certificate as well as a number of documents relating to social risk declarations (such as the temporary unemployment certificate). In due course, this is to be expanded to include other documents. You receive an e-mail each time a new document is available.

Important!

SD Worx supports the following browsers:

- Microsoft Internet Explorer 9 or higher
- Mozilla Firefox 13 or higher
- Safari 5 or higher for Mac OS

* Unable to open the payslip?

- **Install Adobe Reader:**
<http://get.adobe.com/nl/reader>
- **Deactivate your pop-up blocker:** click the info bar, which will enable you to set the options to allow pop-ups.

* Is the language set correctly?

Select the right language in the top right hand corner of the screen. It is best to also change your language on your profile page so the e-mails from myworkandme and MySalary are sent to you in the right language as well. Be sure to notify also the HR department so they can adapt your language in the payroll software. By doing so, you will also be sent your payslip in the language of your choice.

* Not getting any e-mails from myworkandme?

(e.g., letting you know new documents are ready for you)?

All mails from myworkandme will be sent to your **primary e-mail address**. You can change this on your profile page.
Check also your spam filter.

* Struggling with any of these steps?

Take a look at the **frequently asked questions** at myworkandme.com.