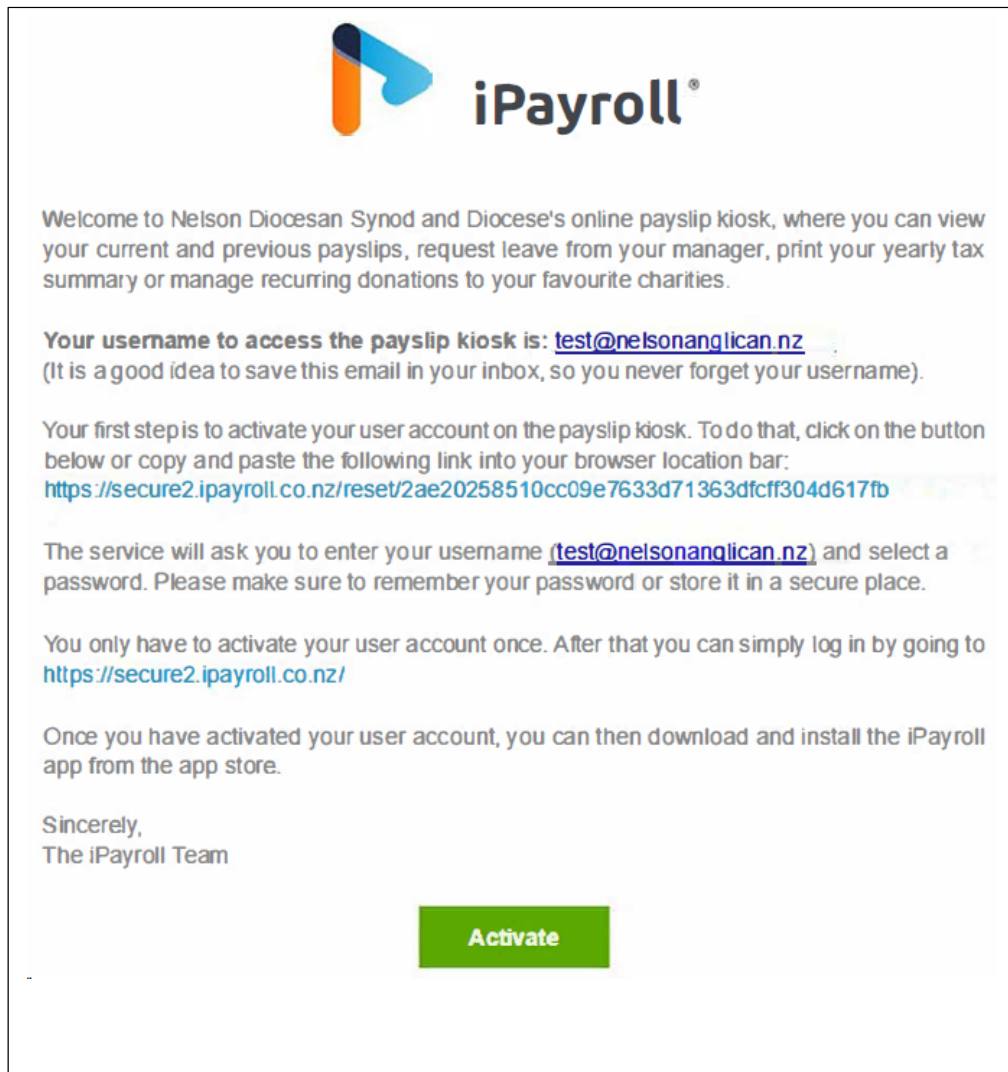


How to Activate iPayroll User Account:

- You will receive an email from “no-reply@ipayroll.co.nz” with your username and instructions on how to activate your Employee Kiosk.
- Select the **Activate link in your Welcome to iPayroll email** it will take you to the Create a Password page.



- Enter the **Username** as per the email received
- Choose a **Password** (it must meet the complexity rules)
- Confirm **New Password**



Password complexity rules

To help keep your account secure, please follow these password guidelines:

- Use at least 8 characters.
- Avoid commonly used words or passwords.
- Do not use repetitive or sequential characters (e.g., "aaaaaa" or "1234abcd").

Following these tips will make your password more secure and harder to guess.

Username *

New Password *

Confirm New Password *

- Select > **Activate**
- The Dashboard of your Employee Kiosk will display.

Step 2: Download the iPayroll Kiosk App:

Once you have activated your user account, you can download and install the iPayroll app from the app store.

Visit the Nelson Anglican Diocese website for instructions on how to download the application at <https://www.nelsonanglican.nz/documents> under "iPayroll". There are guides for using the app on different devices:

- Samsung & other Smart Phones with an **Android** operating system
- Apple **iPhone**
- Laptop / Desktop **Computer**