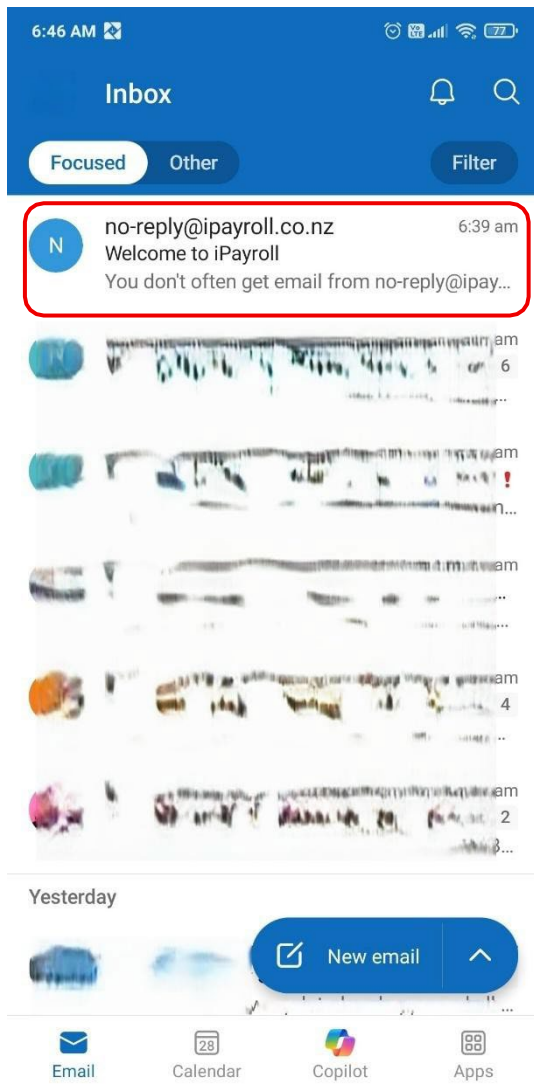


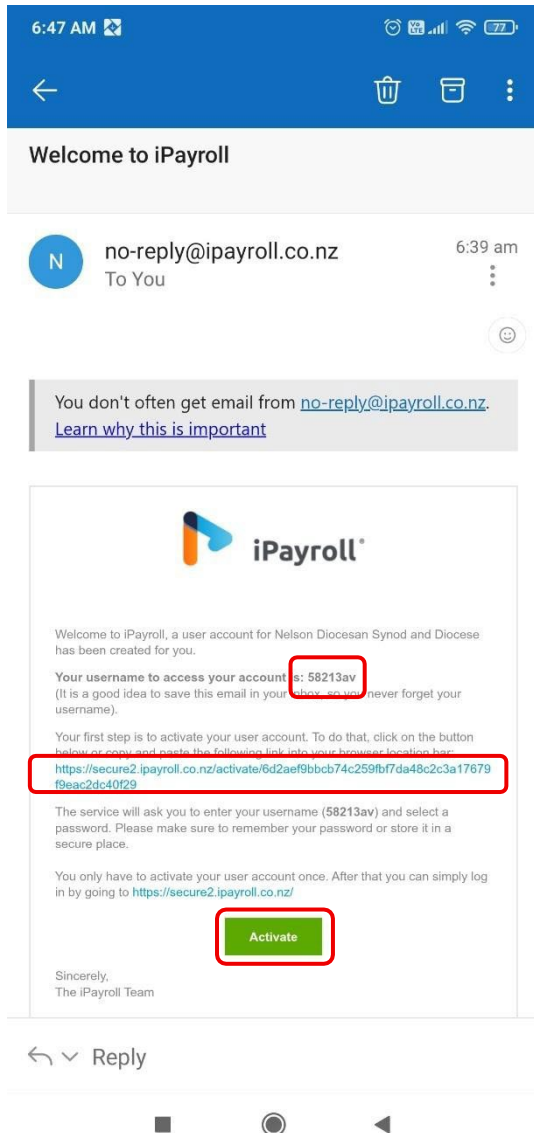
# Access Activation for Leave and Timelog Approver & Quick Access to iPayroll.

1. Once a User is set up in iPayroll, an auto-generated email will be sent to their mailbox.

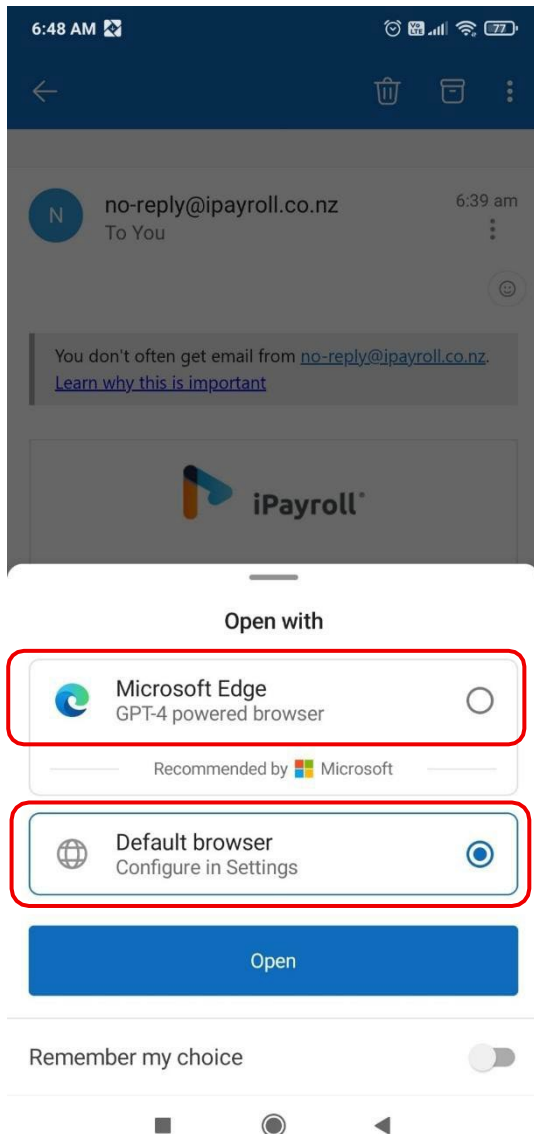


Access Activation for Leave and Timelog Approver & Quick Access to iPayroll.

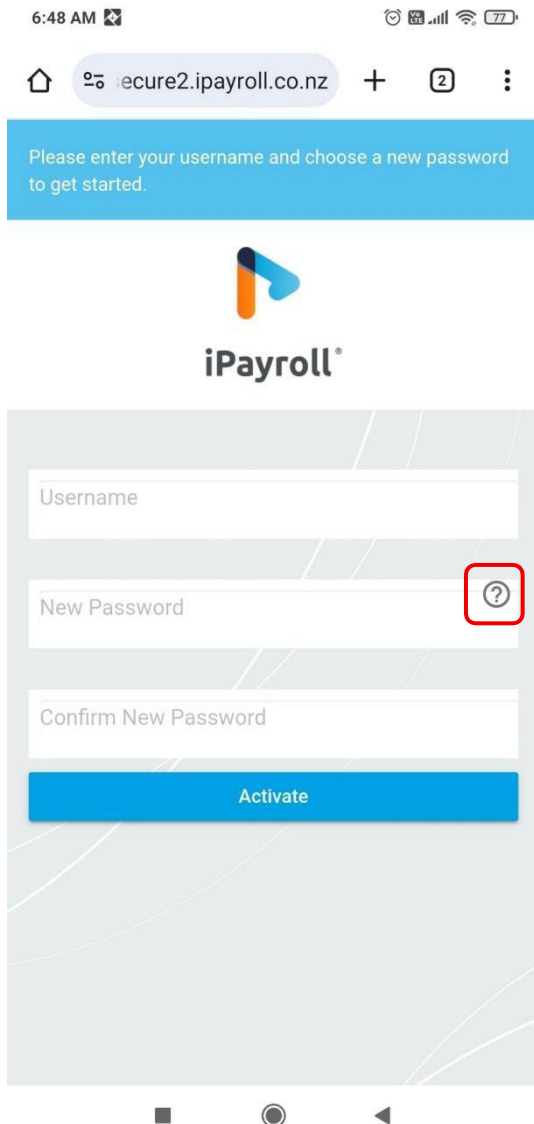
2. When you open the email, you will find your unique **Username** (kindly take note of it) along with the activation button & link. Click on the “**Activate**” button or **copy and paste the link** on internet browser.



3. After clicking the “Activate” button, it will give two options to proceed further. Microsoft Edge or Default browser > We can select **Default browser** as there is no need to install Microsoft Edge specifically for logging in.



4. It will direct you to the screen below, **refer to the activation email for “Username”** and create new password as per the complexity rules given in next step or we can check the rule by clicking on the “?” sign.



The screenshot shows a mobile browser interface at 6:48 AM. The address bar displays 'secure2.ipayroll.co.nz'. A blue banner at the top contains the text: 'Please enter your username and choose a new password to get started.' Below this is the iPayroll logo. The main form area has three input fields: 'Username', 'New Password', and 'Confirm New Password'. A red square highlights a question mark icon to the right of the 'New Password' field. At the bottom of the form is a blue 'Activate' button. The mobile OS navigation bar is visible at the very bottom.

Access Activation for Leave and Timelog Approver & Quick Access to iPayroll.

5. Click on “**Activate**” button, after creating **New Password** and putting in the same in **Confirm New Password**. Once Activated, it will trigger an auto-generated confirmation email into your mailbox.

6:53 AM

secure2.ipayroll.co.nz

Username

58213av

New Password

Confirm New Password

Activate

6. After logging in, the below screen will appear as a default. We can set or change the preferences by clicking on the username (highlighted in red box) at the top right corner of your screen.

6:56 AM

secure2.ipayroll.co.nz

Logged in as 58213av Logout

Timelogs

Timelogs ▾

Welcome to iPayroll's Timelogs. Click [here](#) to view a brief instruction video to get started.

**i** If there are no results below, please check your date range spans less than a year.

**Timelogs** Today's Date: 28-Aug-2025

Person

All

☐ Include inactive people

Status

Draft, Submitted, Suspended, Incomplete, Approved, Acc

Date

Thu 28-Aug-2025

Thu 28-Aug-2025

Current Pay Period

7. We can adjust the preferences as per our convenience and **check the tick box** at the bottom of the screen if you wish to receive mail each morning for the submitted timelogs and **Click Save**.

7:02 AM 75%

Preferences Password Two Factor Authentication

### Preferences

Email Address

Theme

Standard

Sort People View By

☐ First Name

☒ Surname

☐ Job Title

☐ Group

Sort Personal Details By

☐ First Name

☒ Surname

☐ Job Title

☐ Group

Sort Timesheet Entry By

☐ First Name

☒ Surname

☐ Job Title

☐ Group

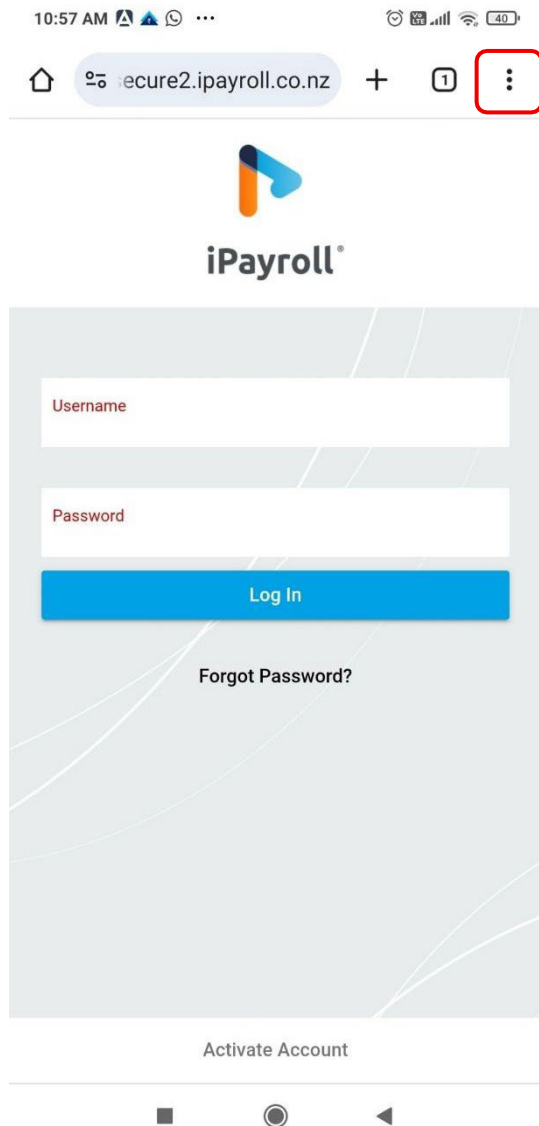
Timelogs

☐ Send me a morning email once daily if there are submitted time logs

Save

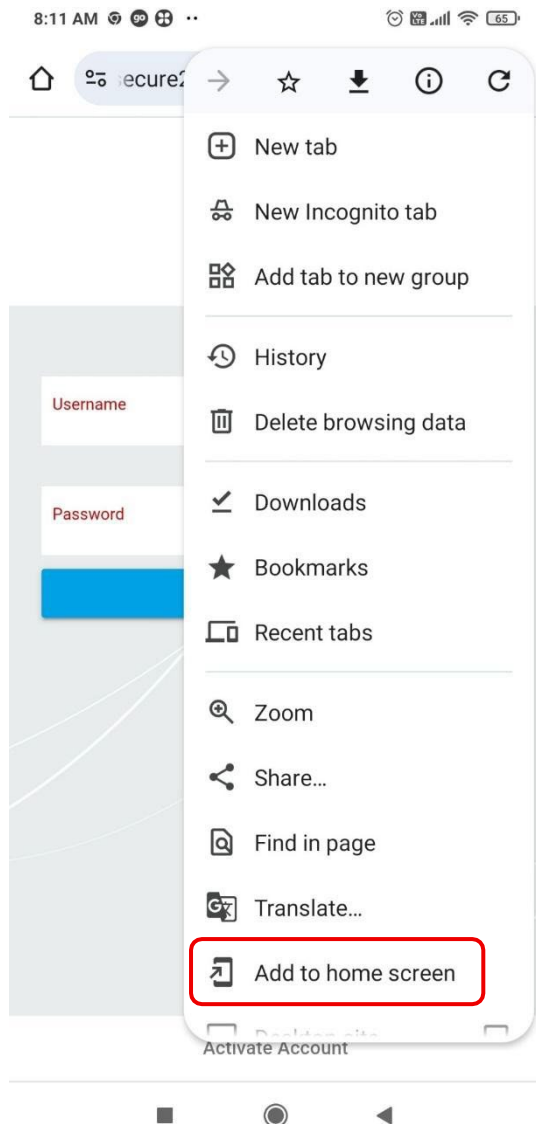
### Steps to Create an app on phone for quick access to iPayroll

1. After activation of account and setting up the password, go on to the login screen by using iPayroll login link <https://secure2.ipayroll.co.nz/login>
2. After clicking on the link above, it will take you to screen below. Click on the **three dots** as highlighted in red box in the screenshot.



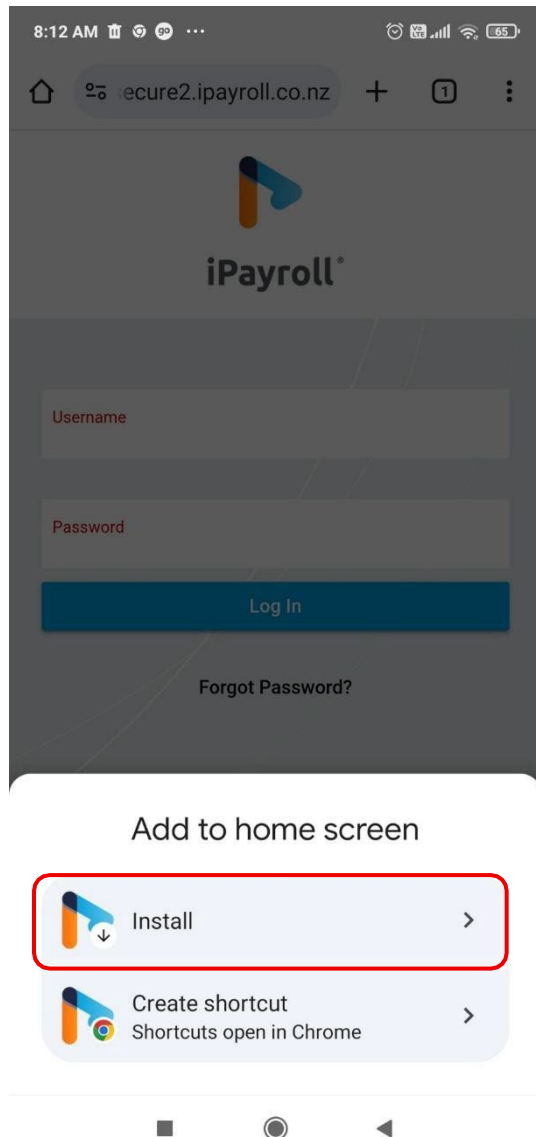


3. It will open the menu options, scroll down and click on **Add to home screen**.



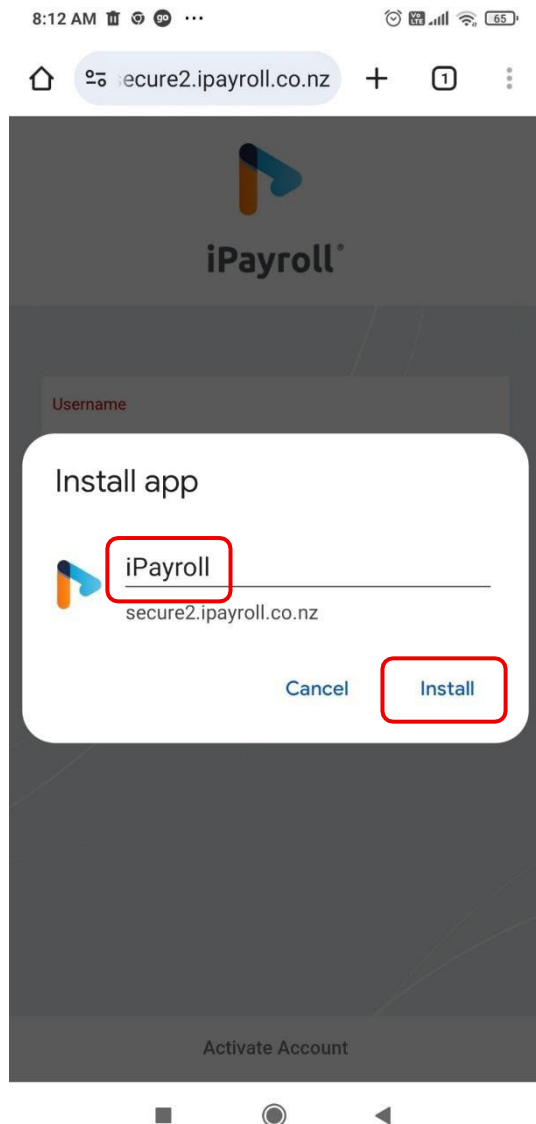
Access Activation for Leave and Timelog Approver & Quick Access to iPayroll.

4. After clicking on Add to home screen, it will give two options. **Click on Install.**



Access Activation for Leave and Timelog Approver & Quick Access to iPayroll.

5. After clicking on Install, provide the name as **iPayroll** and **Click on Install**.



Access Activation for Leave and Timelog Approver & Quick Access to iPayroll.

6. After clicking on Install, it will create an app on user's mobile phone. We can use this app to **quickly go on to login page of iPayroll.**

