

## 1. What information do I require to login and obtain my web payslip?

<b>Client ID</b>	SPxxxxx (Your Client ID for your state payroll and pay frequency is shown in the following table below.)
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<b>Client ID</b>	<b>State Payroll</b>
SP77551	NSW Fortnightly Payroll QLD Fortnightly Payroll TAS Fortnightly Payroll ACT Fortnightly Payroll
SP77552	SA Fortnightly Payroll NT Fortnightly Payroll WA Fortnightly Payroll VIC Fortnightly Payroll
SP77553	All States Monthly Payroll
SP77554	SMR All States – Fortnightly Payroll
SP77555	SMR All States – Monthly Payroll

<b>User ID</b>	This is your employee number provided to you by HR once you have been onboarded. Your employee number can be found on your current payslip
<b>Password</b>	Password is created by going to <a href="http://myadppayroll.com.au">myadppayroll.com.au</a> under section “ <b>Forgot Password</b> ” you will need to enter your <b>ClientID</b> and <b>User ID</b> and select communication channel via SMS or Email. Once you have entered in the pin in the field you will be then prompted to change password. Please ensure you have read <b>password guidelines</b> before trying to change.

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## 2. How do I log in to view my web payslip?

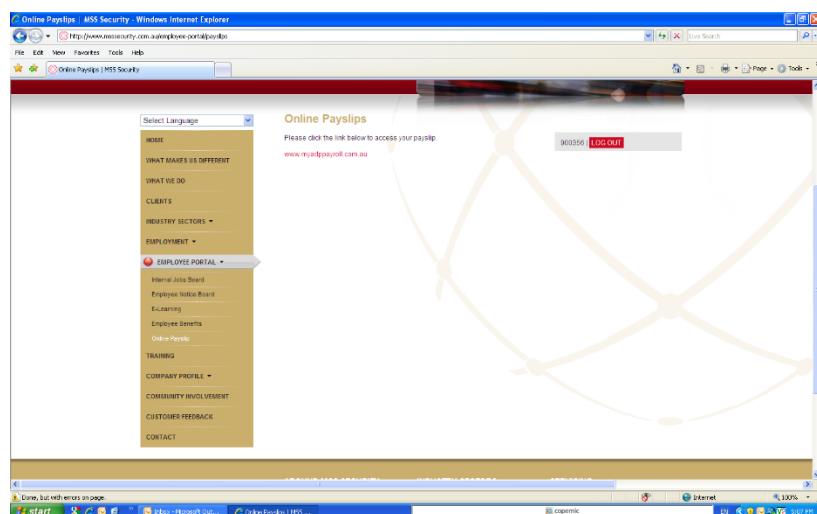
There are two ways an employee can access their Payslip online.

1. Through the MSS Employee Portal which then directs you to the Payroll System website, or
2. Going directly into our Payroll System via the website.

<b>MSS Employee Portal</b>	<a href="http://www.msssecurity.com.au/employee-portal/payslips">http://www.msssecurity.com.au/employee-portal/payslips</a>
<b>Website</b>	Directly via <a href="http://www.myadppayroll.com.au">www.myadppayroll.com.au</a>

### Option 1: Via MSS Security Employee Portal

- Log onto [www.msssecurity.com.au](http://www.msssecurity.com.au)
- Select 'Employee Portal'
- Select the Online Payslip link, found under the employee portal menu option
- Click on 'Sign In'
- Enter your employee portal Username and Password, (you are now logged in to the MSS Security employee portal)
- Now click on the web link 'www.myadppayroll.com.au' and follow the instructions under Option 2 below.



### Option 2: Direct via the Payroll System Website

- Log onto [www.myadppayroll.com.au](http://www.myadppayroll.com.au)
- Type in your Client ID, User ID and Password (Secure Pin Code).
- Select the 'Login' button, you are now logged into the Online Payslip System.
- An ADP Secure Client Login screen will display, similar to the screen displayed below.



### 3. When will my payslip be available?

Your payslip will be available online on payday. You also can access your payslips 365 days per year.

### 4. I am a new employee, how do I obtain access to the web?

During completion of the online Compulsory Module 1 – MSS Security Induction, slide 25 contains SP codes associated with the business unit payroll your employment is associated with. Additionally, you will receive your SP\*\*\*\*\* code at your Induction. Your User ID (Employee Number) will be issued to you after your induction once your employee profile has been set up.

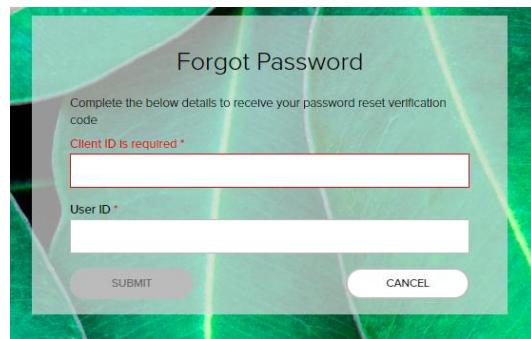
Your password is created by going to [myadppayroll.com.au](http://myadppayroll.com.au) under section “Forgot Password” you will need to enter your **ClientID** and **User ID** and select communication channel via SMS or Email. Once you have entered in the pin in the field you will be then prompted to change password. Please ensure you have read **password guidelines** before trying to change.

If you are unsure of your employee number and / or your payday etc, please contact the Operations call centre

State	Operation Centre Phone Number
Aviation – All States	1800 961 100
ACT	02 6124 0900
NSW	02 97376466
NT	08 8995 0702
SA	08 8400 6800
TAS	03 8379 5999
QLD	07 3722 4100
VIC	03 8379 5999
WA	08 9347 2719

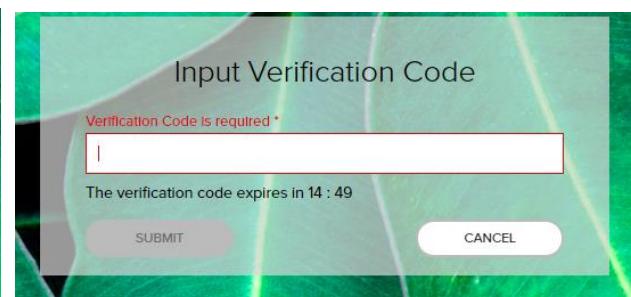
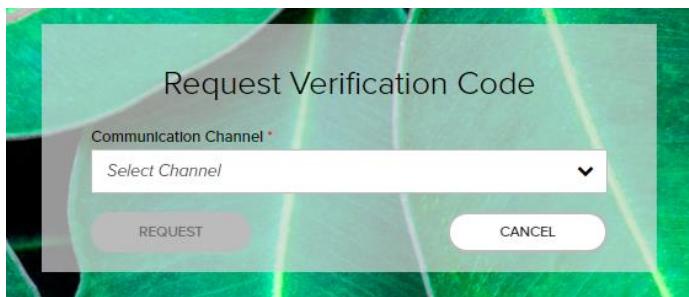
## 5. What do I do if I have forgotten my password for the online payslip system?

1. Go to [myadppayroll.com.au](http://myadppayroll.com.au)
2. Select option “Forgot Password”



The image shows a 'Forgot Password' form window. At the top, it says 'Forgot Password'. Below that, a message reads 'Complete the below details to receive your password reset verification code'. There are two required fields: 'Client ID \*' and 'User ID \*'. Each field has a red border. Below the fields are 'SUBMIT' and 'CANCEL' buttons.

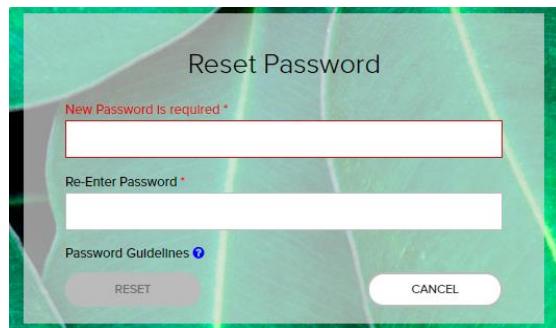
3. Enter in your Client ID and User and select submit
4. You will be then prompted for a communication channel this will either be SMS or Email in the message it will have a code that you will need to enter in the required field and press submit.



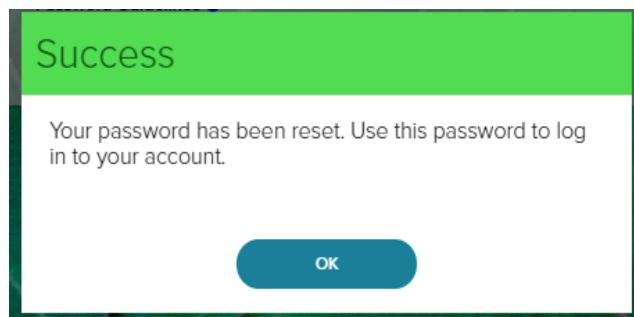
The image shows two sequential forms. The first form is 'Request Verification Code' with a 'Communication Channel \*' dropdown labeled 'Select Channel'. The second form is 'Input Verification Code' with a required field 'Verification Code Is required \*' containing a placeholder '1'. Both forms have 'SUBMIT' and 'CANCEL' buttons.

5. After all steps have been entered you will now be able to change your password. Please ensure you have read the password guidelines before changing as it is case sensitive.

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- Once you have entered the password and selected reset it will then advise you that the password was successfully been reset.



## 6. Things to remember

- Don't provide your User ID or password to anyone
- Keep your password in a secure safe place

## 7. What happens if I am no longer working for MSS Security? How do I obtain my last payslip?

You will have access to your Payslips for up to 3 months after your exit date from the Company.