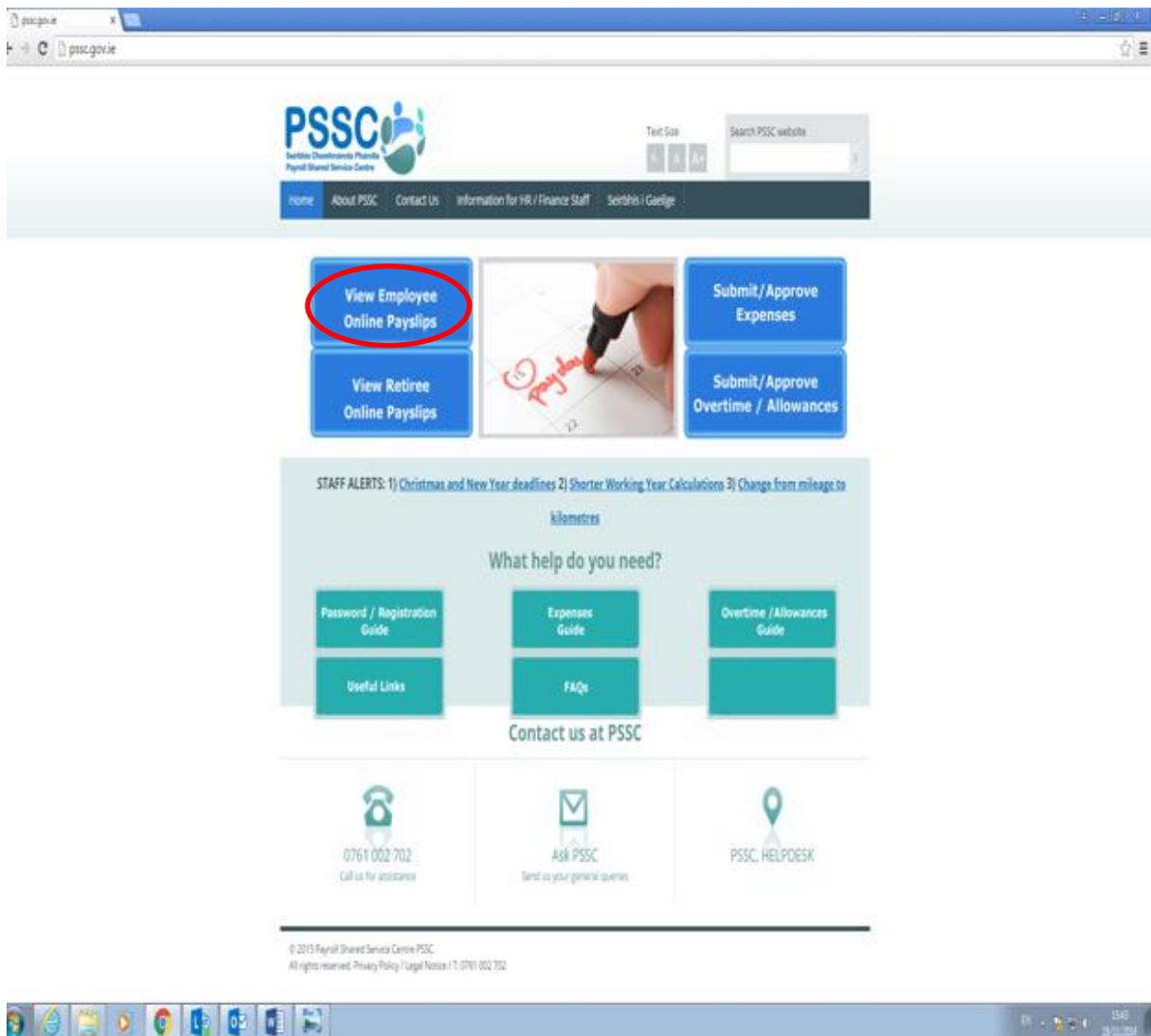


## Register for the PSSC Portal

You will have received an email from PSSC with instructions on the registration process and a unique random token. Please follow the steps below in order to register for the PSSC Portal.

**Step 1:** Go to the PSSC Website [www.pssc.gov.ie](http://www.pssc.gov.ie)

**Step 2:** Select the option 'View Employee Online Payslips'



The screenshot shows the PSSC website homepage. The browser address bar displays 'pssc.gov.ie'. The website header includes the PSSC logo, a search bar, and a navigation menu with links for 'home', 'About PSSC', 'Contact Us', 'Information for HR / Finance Staff', and 'Séirbhís / Gaelige'. The main content area features several blue buttons: 'View Employee Online Payslips' (circled in red), 'View Retiree Online Payslips', 'Submit / Approve Expenses', and 'Submit / Approve Overtime / Allowances'. Below these buttons is a 'STAFF ALERTS' section with three items: '1) Christmas and New Year deadlines', '2) Shorter Working Year Calculations', and '3) Change from mileage to kilometres'. A 'What help do you need?' section contains six teal buttons: 'Password / Registration Guide', 'Useful Links', 'Expenses Guide', 'FAQs', 'Overtime / Allowances Guide', and an empty button. Below this is a 'Contact us at PSSC' section with three icons: a telephone for '0761 002 702 Call us for assistance', an envelope for 'Ask PSSC Send us your general queries', and a location pin for 'PSSC HELPOESK'. The footer contains copyright information: '© 2015 Payroll Shared Service Centre PSSC. All rights reserved. Privacy Policy / Legal Notice T. 0761 002 702'. The Windows taskbar at the bottom shows various application icons and the system clock displaying '15:40 28/10/2014'.

**Step 3:** Select your Department from the list.

The screenshot shows a web browser window with the URL [pssc.gov.ie/online-employee-payslip/](http://pssc.gov.ie/online-employee-payslip/). The page features the PSSC logo (Public Service Staff Centre) and a navigation menu with links for Home, About PSSC, Contact Us, Information for HR / Finance Staff, and Seirbhís / Gaeilge. The main content area is titled 'Online Employee Payslips' and includes a sub-heading: 'To view your online payslip, please click on your home organisation'. Below this, a list of departments is provided, with 'Department of Justice & Equality' circled in red. Other departments listed include An Garda Síochána, Adoption Authority of Ireland, Child State Solicitors Office, Child Detection Schools, Central Statistics Office, Commission for Public Service, Comptroller and Auditor General, Comptroller and Auditor General's Office, Courts Service (Non-judiciary), Courts Service (Judiciary), Department of Agriculture, Food and the Marine, Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs, Department of Children and Youth Affairs, Department of Communications, Climate Action and Environment, Department of Deafness, Department of Education & Skills, Department of Finance, Department of Foreign Affairs and Trade, Department of Health, Department of Housing, Planning, Community and Local Government, Department of Public Expenditure and Reform, Department of the Taoiseach, Director of Public Prosecutions, Garda Civilian, Irish Human Rights and Equality Commission, Law Reform Commission, Legal Aid Board, National Council for Special Education, National Disability Authority, National Library of Ireland, and National Museum of Ireland.

**Step 4:** Select **'Register for an account'**



The image shows the PSSSC (Payroll Shared Service Centre) login and registration interface. At the top, the PSSSC logo is displayed in blue, with the text "Seirbhís Chomhroinnte Phárolla" and "Payroll Shared Service Centre" below it. To the right of the logo is a stylized graphic of three people in blue and green. Below the logo, there are two input fields: one for the username (circled in red) and one for the password. To the right of the password field is a "Sign In" button. Below the input fields, there are two links: "Register for an account" (circled in red) and "Forgot password or security question".

In order to register you need the following information:

- Your email address (*usually this is your **work email address** and this will be used as your **username** when registering*)
- Your Date of Birth
- The token (issued via email)
- The last four digits of your Bank Account Number (IBAN), (*the account your salary is currently being paid into*)

## Step 5: Fill out details as per on screen instructions

### Step 5a:

Registration

To register complete this simple form; you will require your private token, email address and some unique personal information to help identify yourself. On successful registration an email will be sent to your registered email address containing important activation information.

Date of Birth

day month year

IBAN

last 4 digits of your IBAN account

Token

provide your private token

Previous Step Next Step

*\*Please note the token provided is for the purpose of registering for your account only, **it is not your password.***

### Step 5b:

Registration

To register complete this simple form; you will require your private token, email address and some unique personal information to help identify yourself. On successful registration an email will be sent to your registered email address containing important activation information.

Email

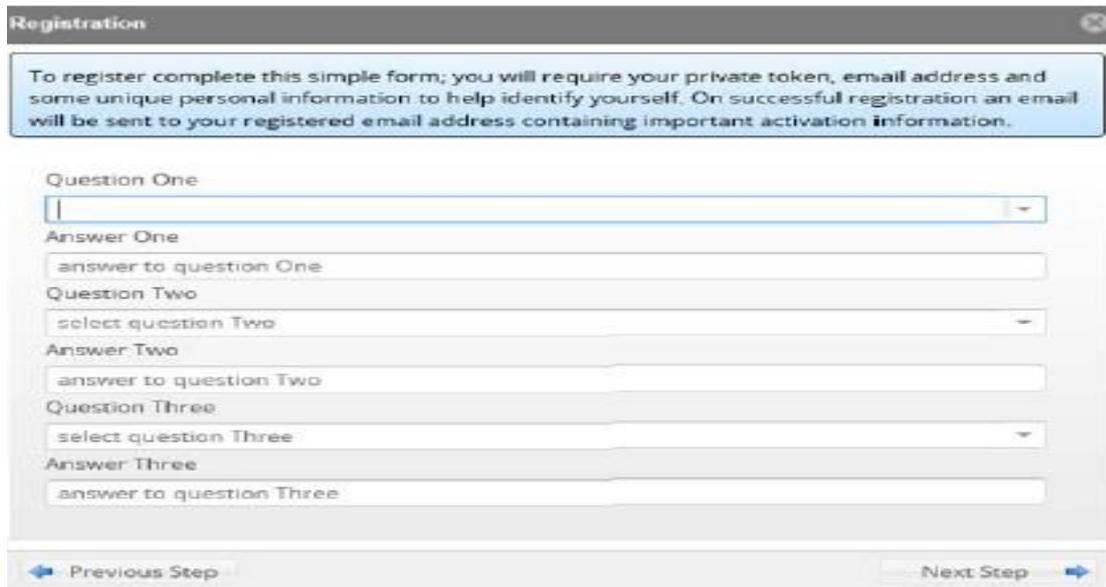
Confirm Email

re-enter your email address for confirmation

Previous Step Next Step

### Step 5c:

- You will be presented with ten security questions.
- You must choose and answer **three** questions (*for each future log in to the PSSC Portal, you will be asked to provide the answer to one of these three questions*)



Registration

To register complete this simple form; you will require your private token, email address and some unique personal information to help identify yourself. On successful registration an email will be sent to your registered email address containing important activation information.

Question One  
[Dropdown menu]

Answer One  
answer to question One

Question Two  
select question Two

Answer Two  
answer to question Two

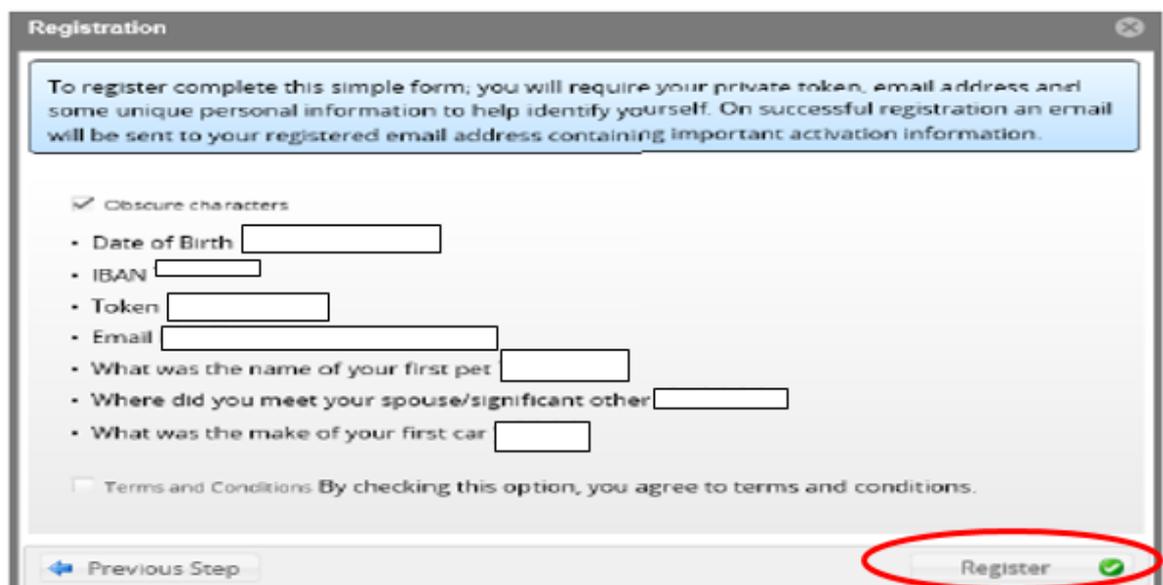
Question Three  
select question Three

Answer Three  
answer to question Three

Previous Step Next Step

### Step 5d:

- Once you are satisfied that the information is correct in the summary screen, tick the Terms and Conditions
- Click '**Register**'



Registration

To register complete this simple form; you will require your private token, email address and some unique personal information to help identify yourself. On successful registration an email will be sent to your registered email address containing important activation information.

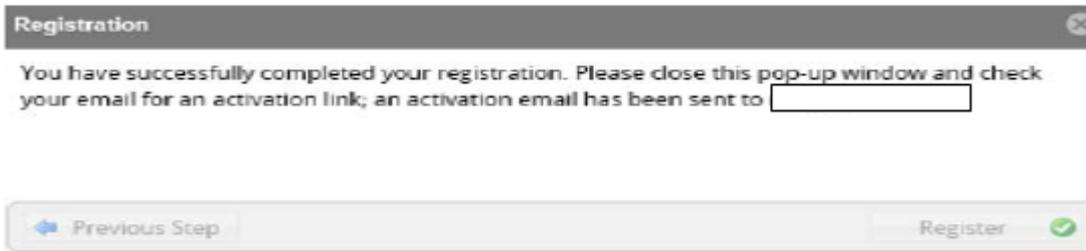
Obscure characters

- Date of Birth [Text box]
- IBAN [Text box]
- Token [Text box]
- Email [Text box]
- What was the name of your first pet [Text box]
- Where did you meet your spouse/significant other [Text box]
- What was the make of your first car [Text box]

Terms and Conditions By checking this option, you agree to terms and conditions.

Previous Step Register

## Step 5e:

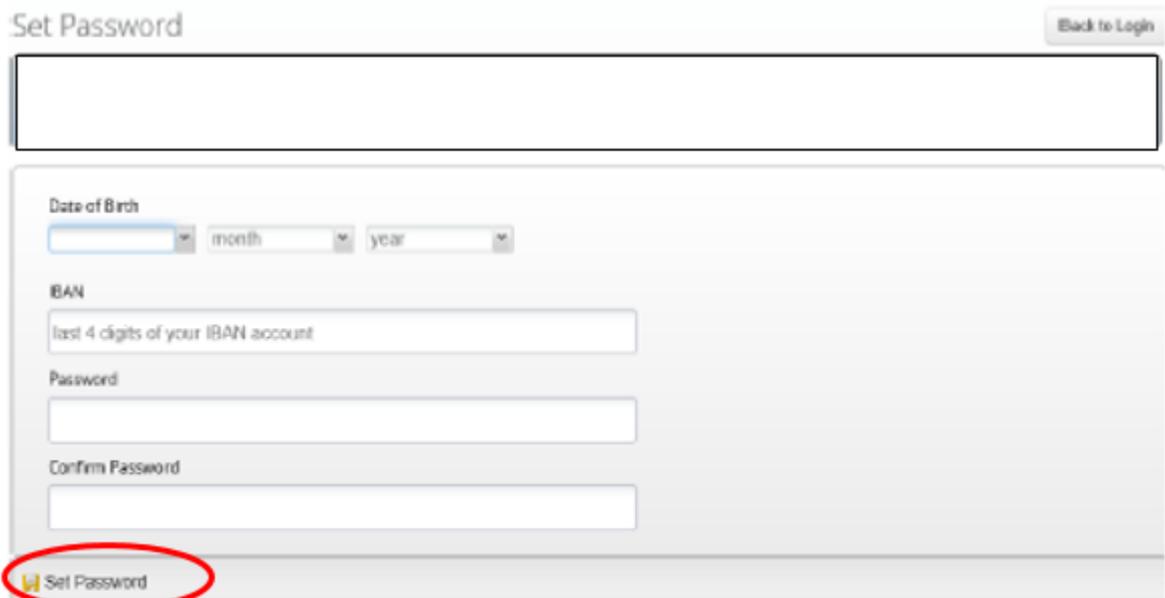


Registration

You have successfully completed your registration. Please close this pop-up window and check your email for an activation link; an activation email has been sent to

[← Previous Step](#) [Register](#) ✓

- You will receive a validation email from [noreply@noreply.pssc.gov.ie](mailto:noreply@noreply.pssc.gov.ie) indicating your registration was successfully completed.
- Click on the link in the email to activate your account.
- Enter your Date of Birth
- Enter the last four digits of your Bank Account Number (IBAN), (*the account your salary is currently being paid into*)
- Create Password (*the password must be at least 8 characters long and contain at least 1 upper case letter and 1 number*)
- Confirm Password and Click **'Set Password'**



Set Password [Back to Login](#)

Date of Birth  
 month  year

IBAN  
last 4 digits of your IBAN account

Password

Confirm Password

**Step 6:**

For subsequent log in to the PSSC Portal, you will require the following information that you created in the Steps above:

- Username = Email address
  - Password
  - Answers to your three security questions
-