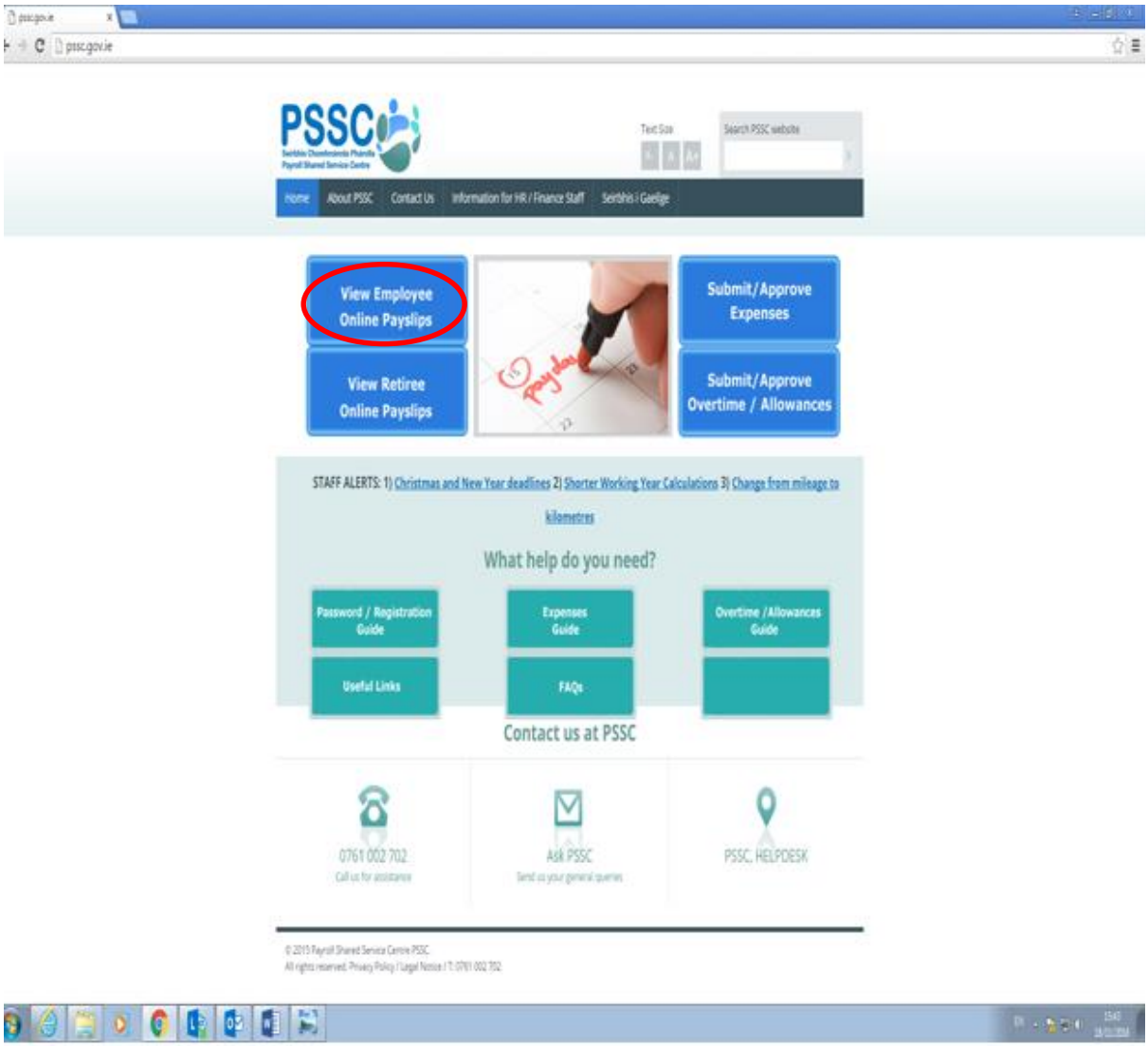
Register for the PSSC Portal

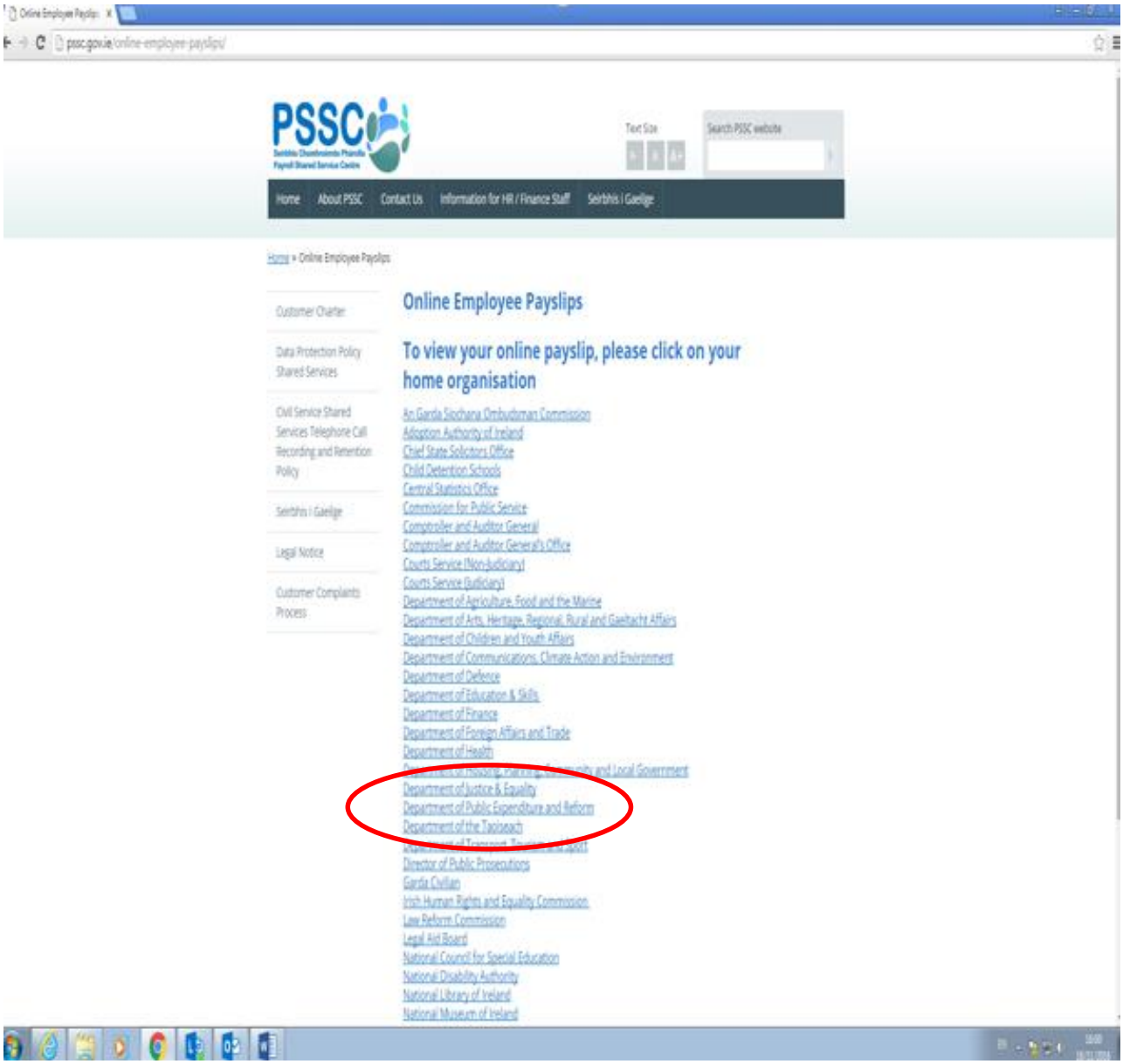
You will have received an email from PSSC with instructions on the registration process and a unique random token. Please follow the steps below in order to register for the PSSC Portal.

Step 1: Go to the PSSC Website www.pssc.gov.ie

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



Step 3: Select your Department from the list.



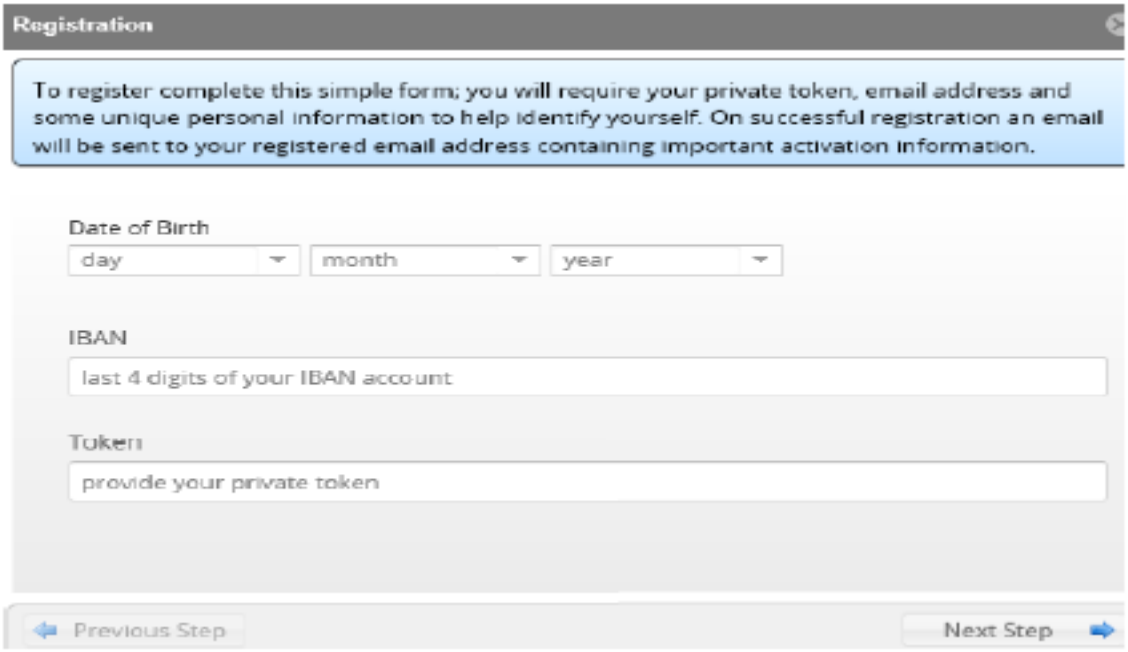
Step 4: Select **'Register for an account'**

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)*

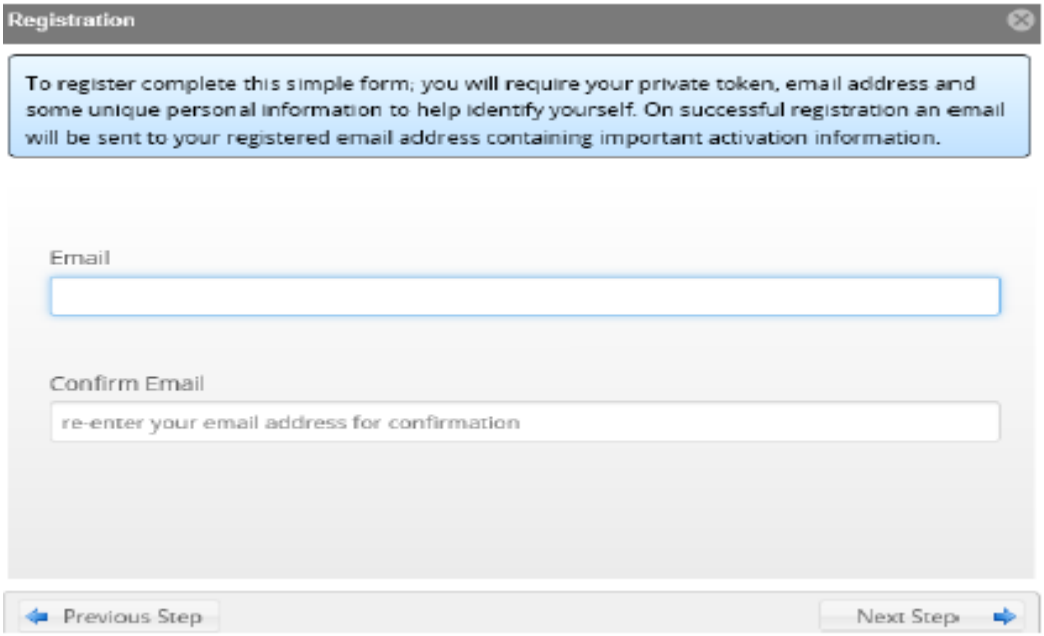
Step 5: **Fill out details as per on screen instructions**

Step 5a:



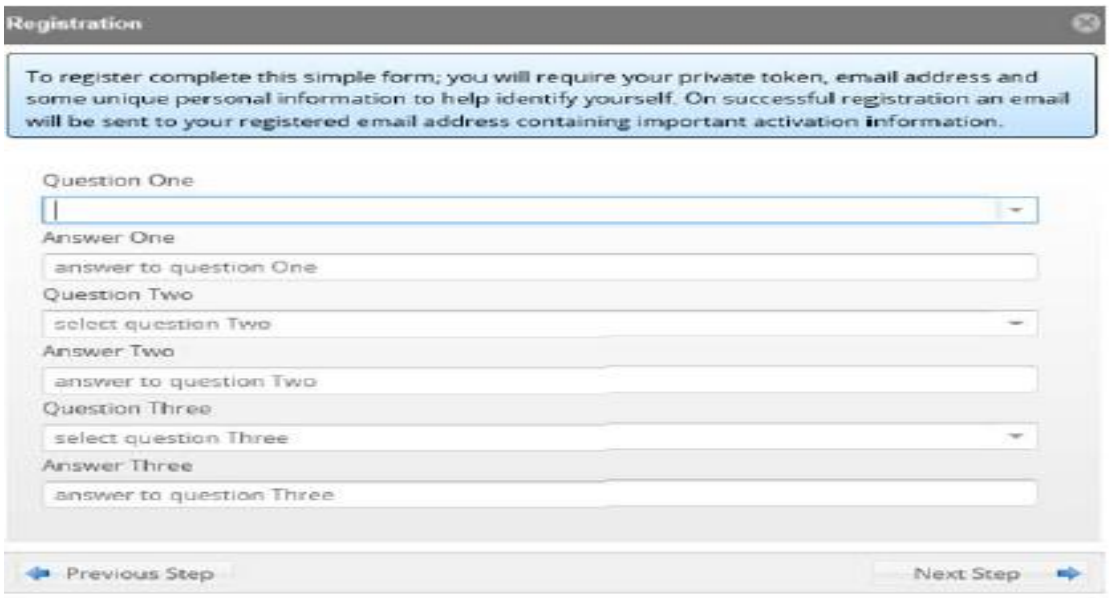
Please note the token provided is for the purpose of registering for your account only,* *<u>it is not your password</u>***.

Step 5b:



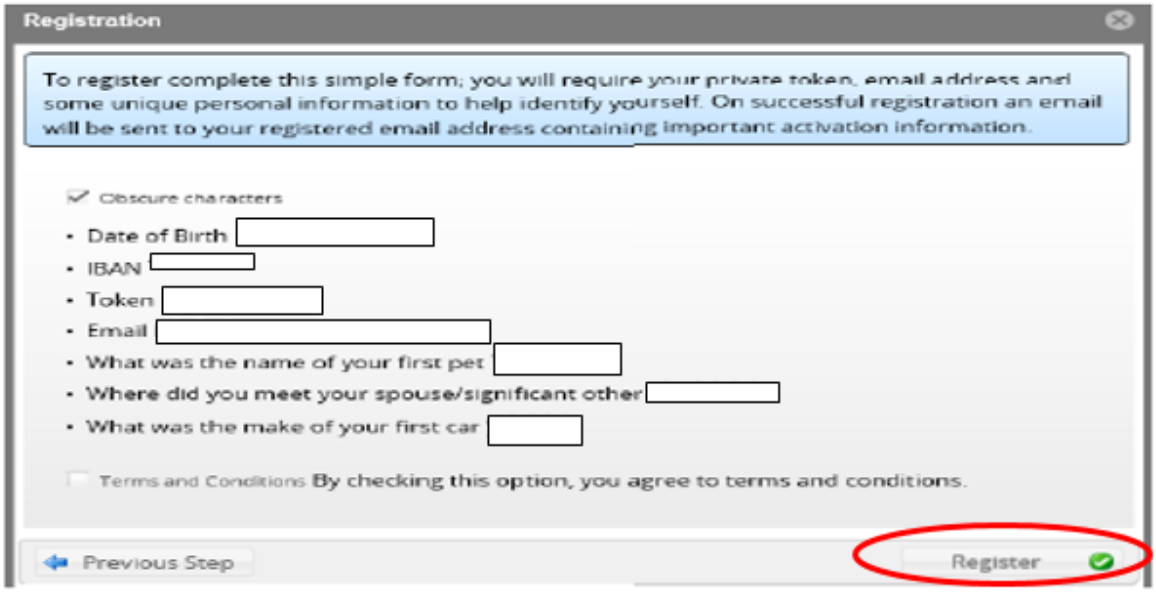
Step 5c:

- 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)*

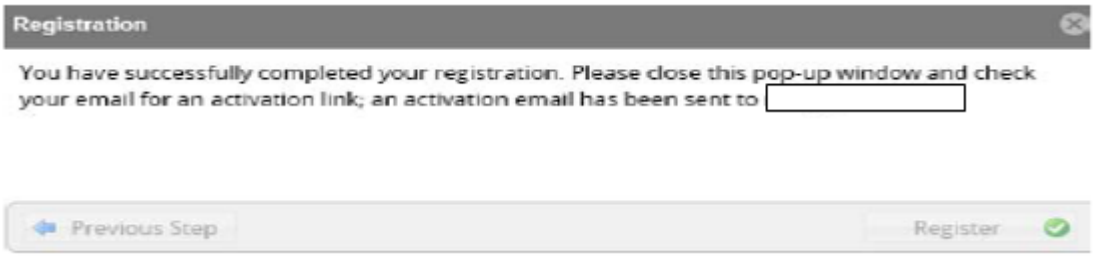


Step 5d:

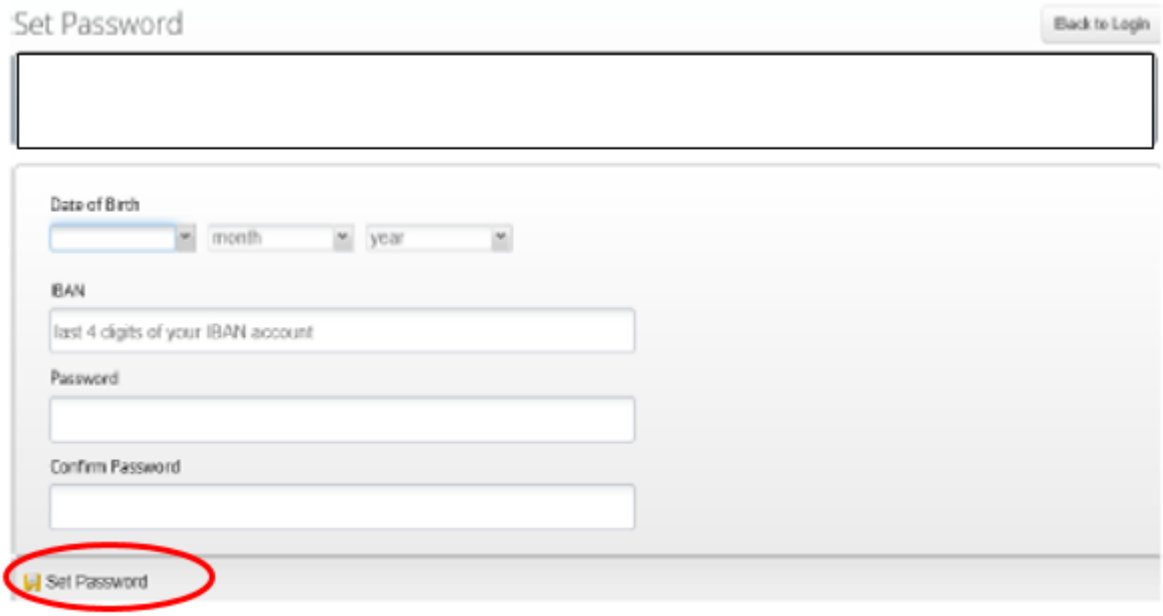
- Once you are satisfied that the information is correct in the summary screen, tick the Terms and Conditions
- Click **'Register'**



Step 5e:



- You will receive a validation email from 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'**



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