
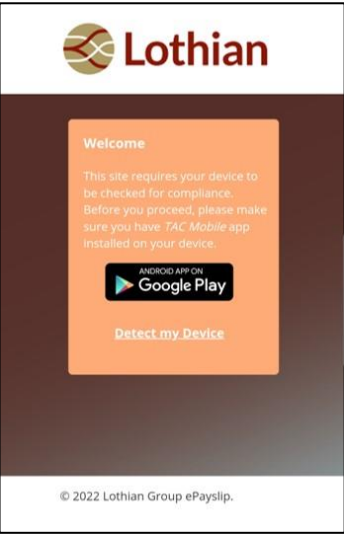


Electronic Payslip Guide - **Android**

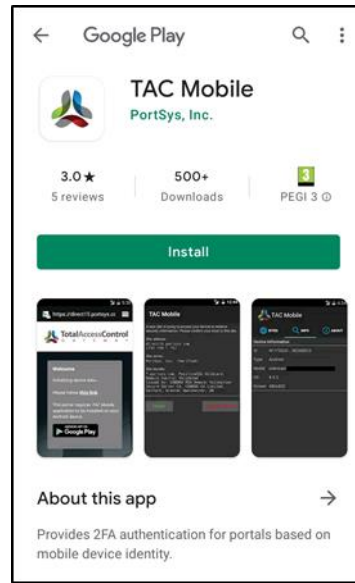
A new portal has been created in order to allow employees to access payslips electronically, without the need to request them individually from the Payroll Department. In order to enhance the security of this system, users will need to register a secure device to authenticate access.

Setting up a Secure Device:

<p>1. On a mobile/tablet device, browse to https://lbaccess.lothianbuses.co.uk</p>	
<p>2. At the login screen, enter assigned Username/Password.</p>	
<p>3. A prompt will appear, asking users to download the TAC Mobile app. Click on the link to the appropriate App Store for your device.</p>	

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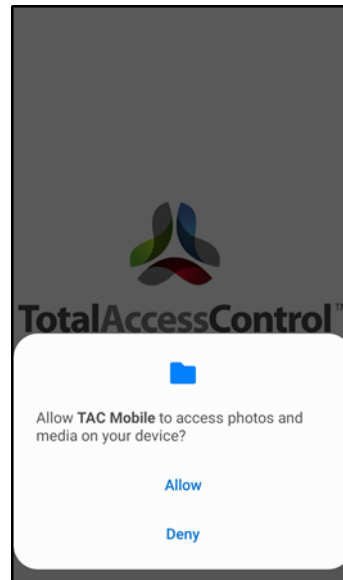
4. In the App Store, select the Install option for TAC Mobile.



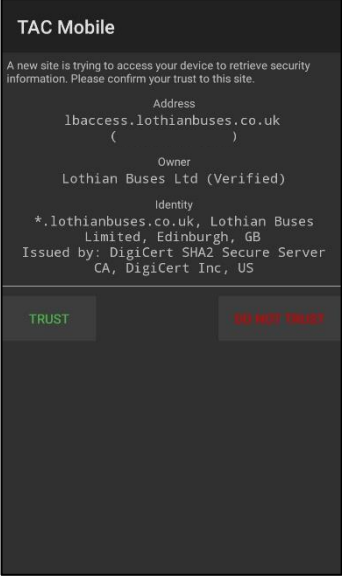
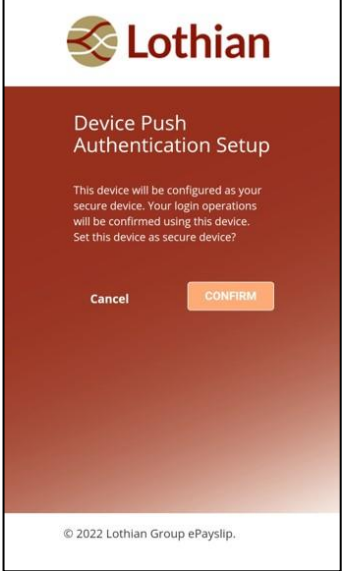
5. Once downloaded and installed, the app should launch and will ask for storage permissions (sometimes listed as "Photos and Media").

This is to enable the app to save authentication information to make future sign-ins easier/quicker.

Users may also be asked to unlock their device using the screen PIN before the app opens.



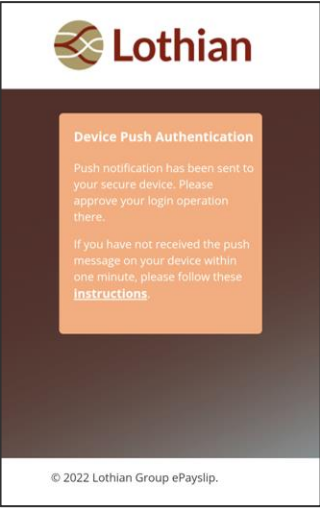
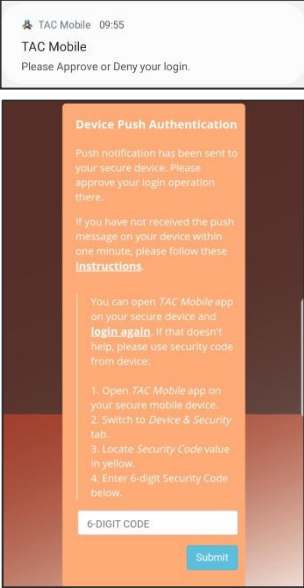
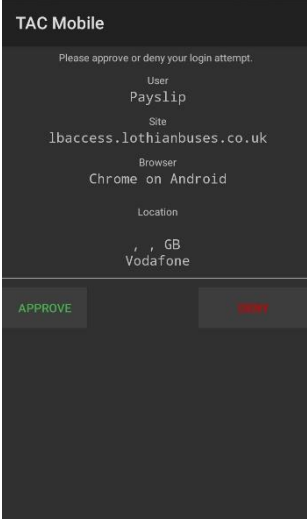
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<p>6. Once device storage permissions have been granted the Lothian Buses site will need to be approved as trusted.</p>	
<p>7. Once trusted, refresh the webpage. It should now ask for confirmation to use that device as the secure device.</p>	

Once set up, this device will be used to verify any new logins to a user's account.

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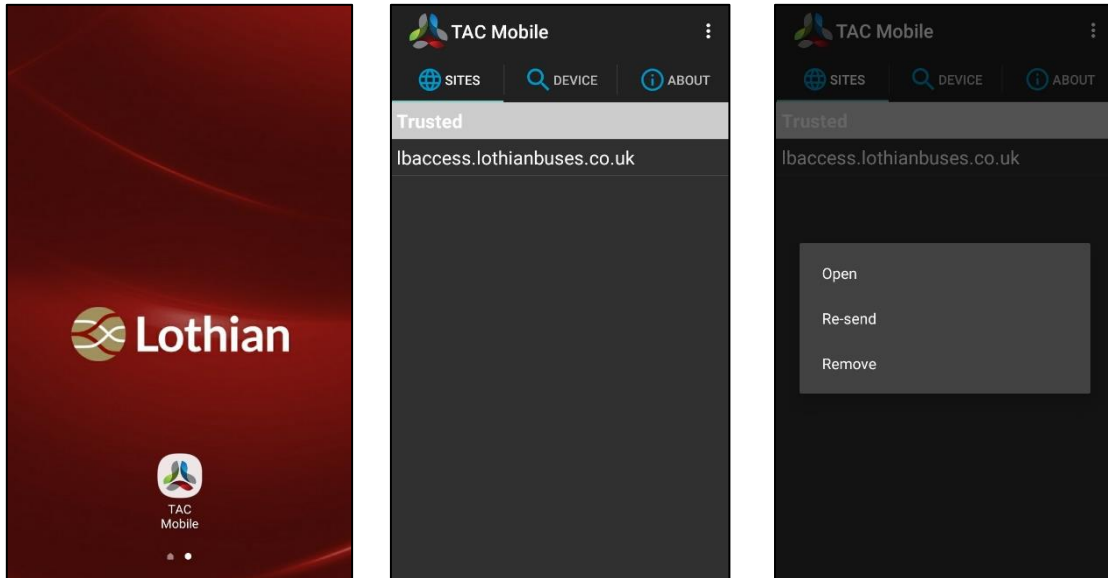
Using TAC Mobile App to Authenticate Logins:

<p>1. Browse to https://lbaccess.lothianbuses.co.uk on PC/mobile/tablet device and log in.</p> <p>This will inform you a notification has been sent to your secure device.</p>	
<p>2. A push notification from TAC Mobile should appear in the status bar of your secure device.</p> <p>If it does not appear, select the instructions link from the webpage and follow the steps to get a code from the TAC Mobile app.</p>	
<p>3. Once launched, it will ask to approve or deny login from the device trying to access payslips.</p>	

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Changing Secure Device:

Should a user want to change their secure device (or if the device is being replaced), this can be done by removing the lbaccess site from the 'Trusted' section of the TAC Mobile App.



Press and hold the site address in the trusted list to bring up the site options – select **Remove**.

Once a secure device has been removed, the next attempted login should prompt for the setup of a new secure device. There may be a slight delay in the system clearing the old device, however once ready it will follow the same setup procedure as before.