



Electronic Payslip Guide - iOS

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.

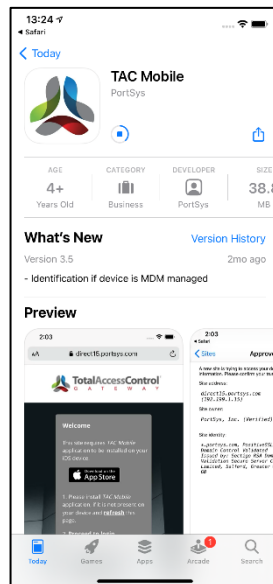
Setting up a Secure Device:

<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 welcome screen will appear and request to check which type of device is being used. Select Detect my Device to proceed.</p>	

4. A prompt will appear, asking users to download the TAC Mobile app. Click on the link to the App Store - shown at the top of the screen.

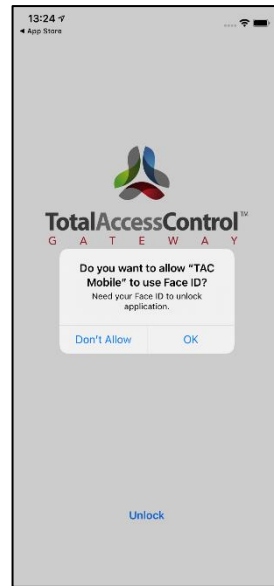


5. In the App Store, select the Install option for TAC Mobile.

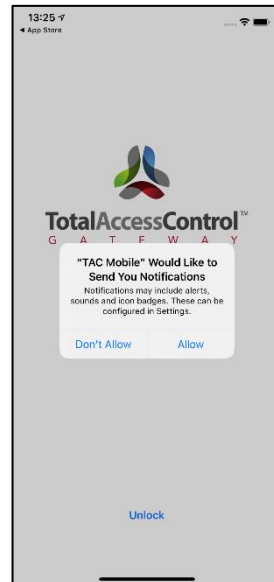


6. Once downloaded and installed, the app should launch and will ask for some permissions.

If prompted to enable Face ID please select **Don't Allow**. This causes issues with future use of the ePayslips system.

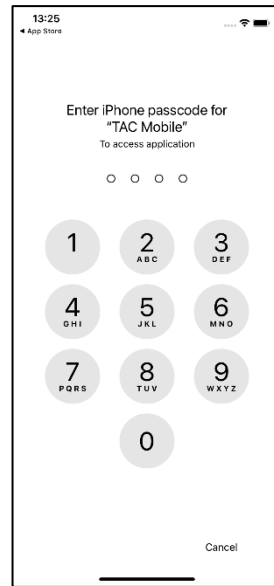


7. Another pop-up should also appear, asking to enable notifications. Select **Allow**, so that the app can provide simple authentication for other devices in future.



8. Once the permissions have been set, the main app screen should be available. Please select **Unlock** and enter the device's screen PIN.

The PIN is required as a security measure by the device and is not shared online.



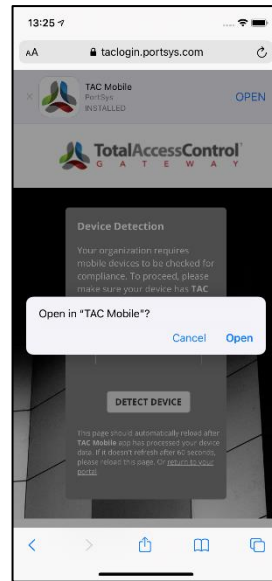
9. Once loaded, the main screen of the app should appear as shown here.



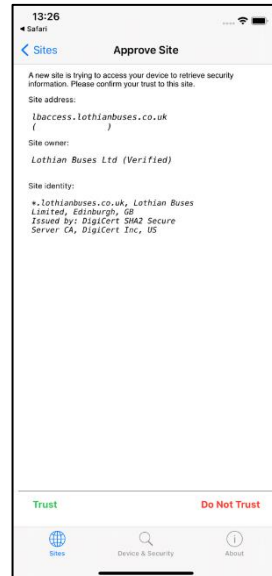
10. Either go back using the navigation in the top-left of the screen or swipe up from the bottom of the screen to show the Home Screen and open the internet browser again.

The page shown previously should still be active. If not, browse to <https://lbaccess.lothianbuses.co.uk>

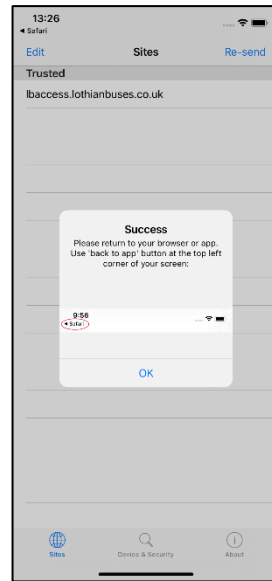
Select the **Detect Device** option and when prompted Open in TAC Mobile.



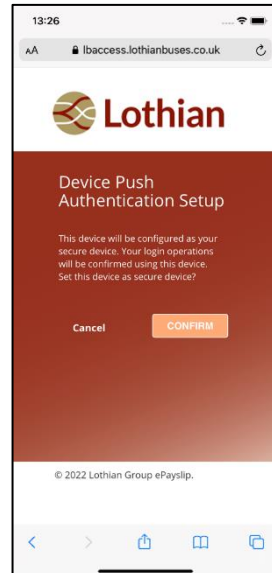
11. The application will ask whether the site can be trusted, select **Trust**.



12. Once trusted, the site will appear on the main screen of the app and a prompt will appear. Follow the instructions to navigate back to the internet browser.

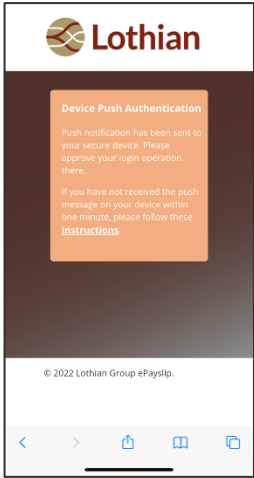

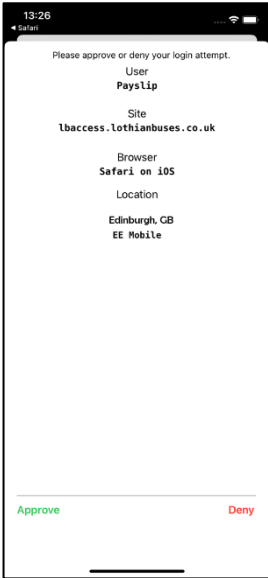


13. The final step in configuring a secure device is to confirm on the webpage.



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

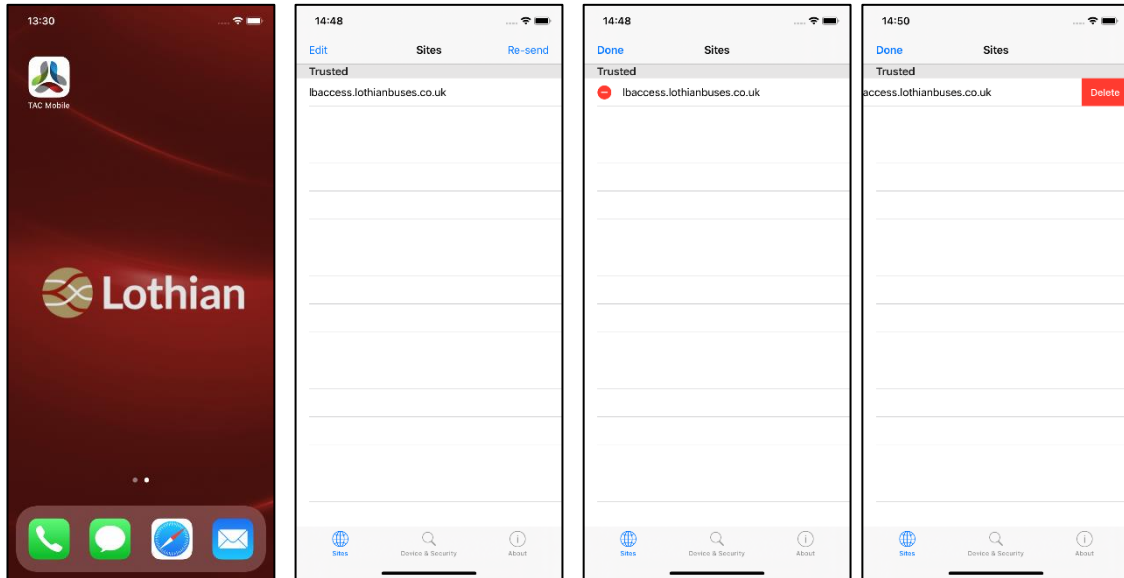
Using TAC Mobile App to Authenticate Logins:

<p>1. Browse to https://baccess.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 laccess site from the 'Trusted' section of the TAC Mobile App.



Press the Edit button on the Sites List page and tap the icon next to the LB address – select **Delete**.

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.