

TMF E-Pay Portal

NTT DATA Services User Guide

Preliminary Information

This document provides instructions for using the TMF E-Pay portal (EPP) system.

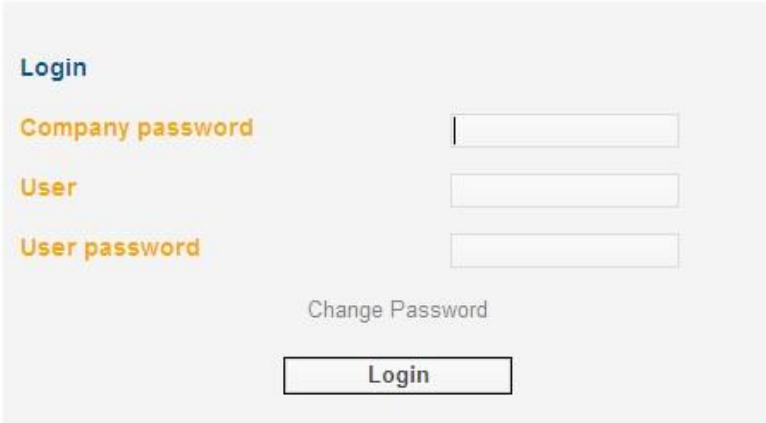
Access

For the first access you will receive a specific user name and password. For security reasons the password should be changed immediately. In order to do that, enter the known password and click on 'Change Password.' Here you can enter your new password and confirm it with a second entry.

To do so please enter the following address:

<https://informationhighway.coredat.com/index.asp>

Change your password to an individual one!



Login

Company password

User

User password

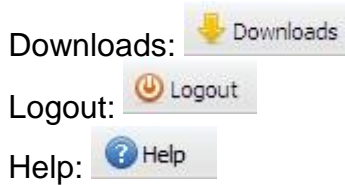
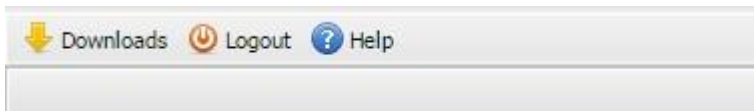
[Change Password](#)

Employee Payslip Portal

When you log in to the system, you will first see the start screen of the EPP module:



The menu bar shows the following buttons (all enriched with small icons for easy identification):



Downloads

Click on Downloads .

1. Navigate to a specific year in the 'Payslips' section (e.g. '2015').

Categories	Name	Size	Type	Modified
Payslips	100716473_201509	35569	PDF DOCUMENT	16.11.2015 09:59:01
2015	100716473_201510	48020	PDF DOCUMENT	25.11.2015 18:25:56
2016				

On the right hand side of the screen, all payslips relating to the specific year are listed. You can see the name of the document, the file size, the file type (e.g. PDF) and the date on which it has been modified (i.e. uploaded).

2. Select a specific document. It is highlighted in yellow.

100716473_201510	48020	PDF DOCUMENT	25.11.2015 18:25:56
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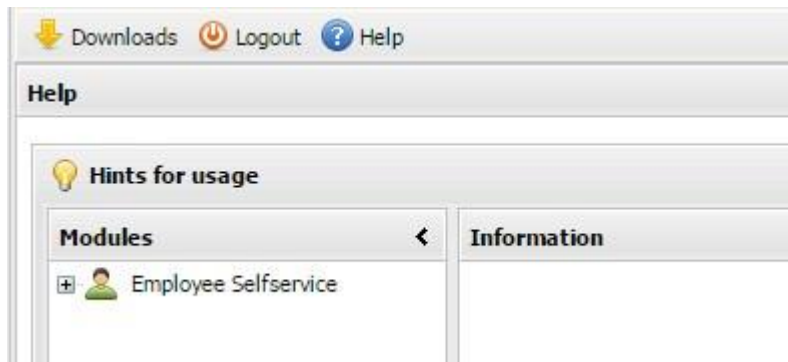
3. Double click on it and then you can either open or save the file.


Online Help

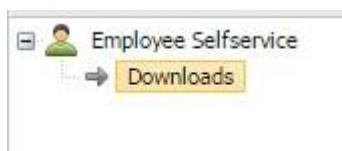
Further, you will find a help button in the menu. Help

Help button will elaborate employee how to view and download payslips.

By clicking on the menu Help button a separate window opens. Once Employee clicks on Help button, a folder named "Downloads" is available which contains subfolders from where employee can view and download the required payslips.



Navigate to the preferred section by clicking on  symbol. You not get access to all downloads.



Select 'Downloads'



The online help text will be adapted in due course.

Logout

Use the button  to exit the EPP application. The button can be found in the menu bar.

Automatic Time Out

The system uses an automatic time out, i.e. after approximately 15 minutes of inactivity each user gets logged off automatically. This measure is taken in order to protect your data and to avoid access from non-authorized individuals.

The following error message will be displayed:

