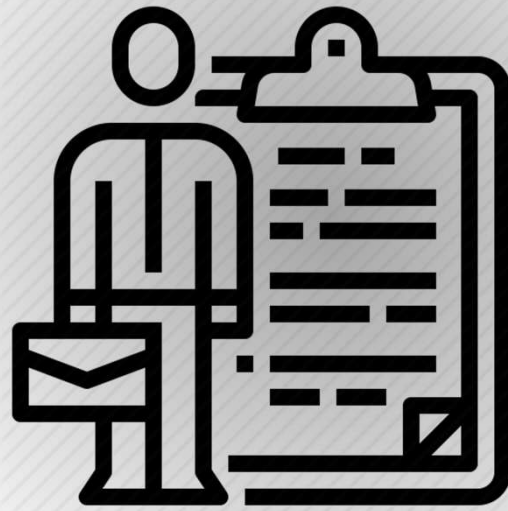


## How to Guide: View HR and finance policies



1 Navigate to paySPACE.com

paySPACE.com

Sales Enquiry: +27 87 250 2500 | sales@paySPACE.com

REFER & EARN | ESS REGISTRATION | CLIENT LOGIN

Payroll & HR Software | Payroll Outsourcing For Africa | Product Training | Services | Product Options | Contact Us

2 Click on "Client Login"

This screenshot shows the paySPACE website homepage. A blue callout box with the number '1' points to the address bar containing 'paySPACE.com'. In the top right navigation bar, a blue callout box with the number '2' points to the 'CLIENT LOGIN' button. The page includes contact information, a logo, and a list of services.

English

# PAYSPACE

Email Address

Next

3 Enter your Shofar email and click "Next"

Privacy Policy | Terms and Conditions of Use

This screenshot shows the login page. A blue callout box with the number '3' points to the email input field, which contains the email address 'hanno.oostenbrink@shofaronline.org'. The 'Next' button is visible below the input field. The page features the 'PAYSPACE' logo and a language dropdown set to 'English'.

English

# PAYSPACE

← hanno.oostenbrink@shofaronline.org

Password

Login | Reset Password

4 Enter your Shofar password and click "Login"

Conditions of Use

This screenshot shows the login page with the password field highlighted. A blue callout box with the number '4' points to the password input field, which contains masked characters '.....'. The 'Login' button is visible below the input field. The page also shows the email address 'hanno.oostenbrink@shofaronline.org' and a 'Reset Password' link.

5

Click on the document you wish to download

The screenshot shows a web interface titled "Documents & Links". It features two tabs: "Documents" (active) and "Links". Under the "Documents" tab, there are two expandable sections. The first is "Human Resources" with a dropdown arrow, containing a document icon and the text "Employee Handbook". The second is "POLICY: Finance" with a dropdown arrow, containing a document icon and the text "Financial Policy Ateam approved 091018.pdf". Both document entries are enclosed in red rectangular boxes. A blue arrow points from the instruction box to the "Employee Handbook" entry.