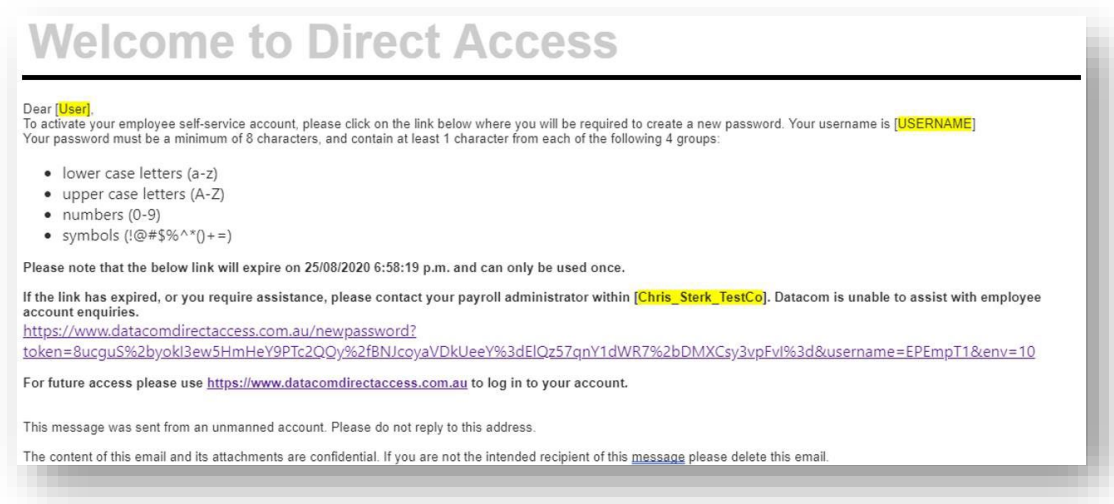


Datacom is our secure on-line employee self-service portal, where you can access payslips and see when your next payday will be.

Activating Your Account on Datacom Data Pay

An account activation email will be sent to you from our payroll product, **Datacom**, using donotreply@datacompayroll.com.au.

1. Open the activation email, if possible, from your phone.
If you have not received the email, check your spam folder.



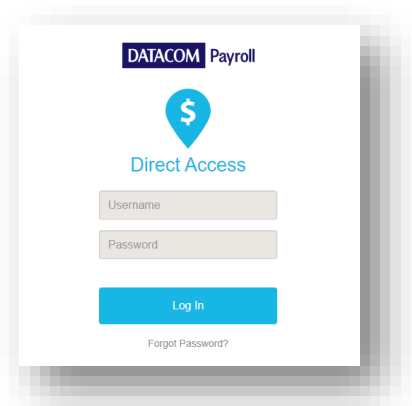
2. Click on the link to open the Datacom DataPay website and setup your own password.

The emailed link will remain **valid for up to four (4) days** for a password to be set. If the link is no longer valid or you have any problems contact Acclaimed Workforce on **1300 119 229**.

Passwords need to be:

- Must be a minimum of **8 characters**
- 1x Upper Case Letter
- 1x Lower Case Letter
- 1x Special Character (!@#\$\$%^&*,.)
- Example: **D@tacom1**

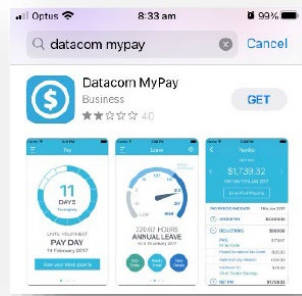
Your **username** will be your **personal email address**.



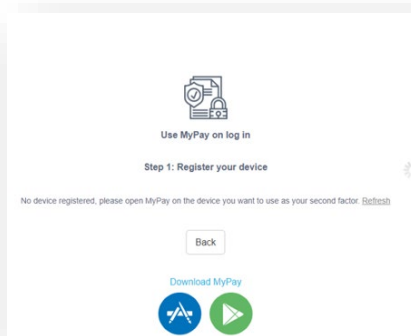
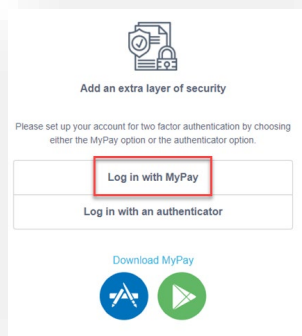
3. Once you login you will need to choose a method to use for two factor authentication by either using the
 - Datacom **MyPay app** on your phone (see [page 2](#)) or
 - Another **authenticator app** like Authy or Google Authenticator (see [page 4](#))
 - Go to [page 7](#) to learn how to access your payslips and change your login details

Authenticating using Datacom MyPay App

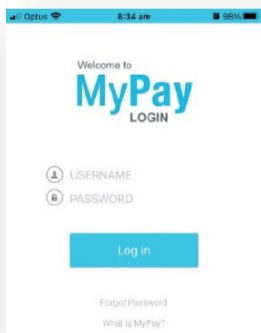
1. On your phone install the Datacom MyPay app from either the Apple App Store or Android Google Play.



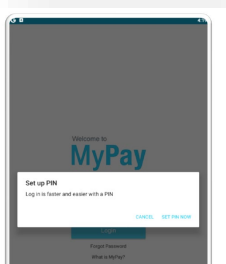
2. Go back to your web browser where you setup your password.
3. Click on 'Log in with MyPay' and then open the MyPay app once you get to **Step 1: Register your device**.



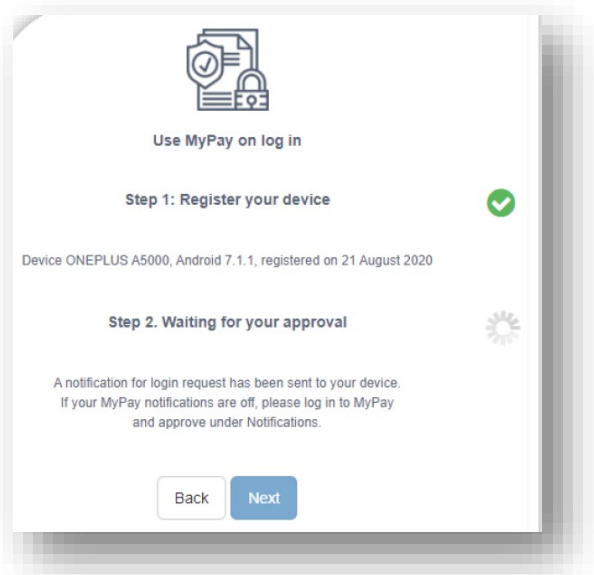
4. On the MyPay app, log in using your person email address and your newly setup password.



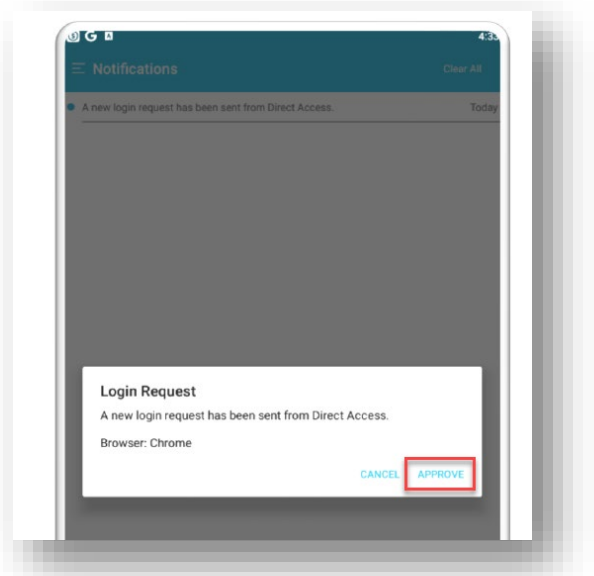
5. Enable two factor authentication and click next
6. Setup a PIN (optional)



7. Your web browser screen should now show your phone as registered but waiting for approval



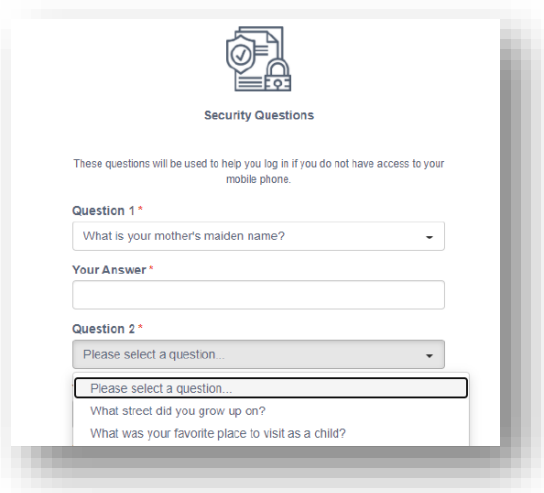
8. Got to notifications in 'MyPay' and approve the login request (you might not get a notification alert on your home screen).



9. Go back to your web browser and click 'Next'



10. Complete the security questions

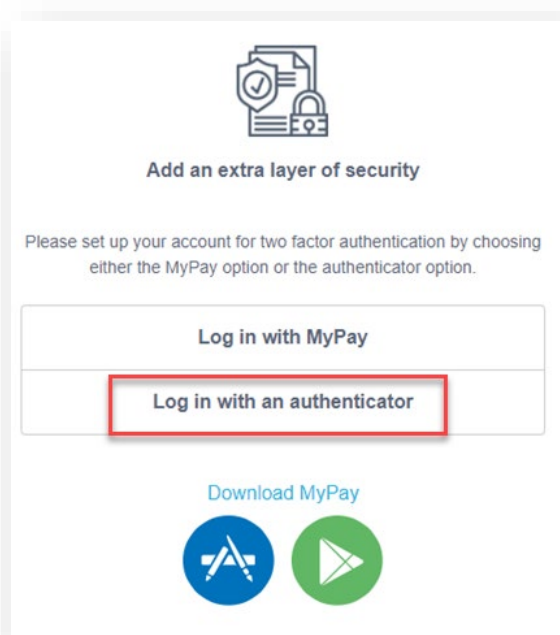


The screenshot shows a 'Security Questions' setup screen. At the top is an icon of a document with a checkmark and a padlock. Below the icon is the title 'Security Questions'. A paragraph states: 'These questions will be used to help you log in if you do not have access to your mobile phone.' There are two questions. 'Question 1 *' has a dropdown menu with 'What is your mother's maiden name?' selected. Below it is a text input field labeled 'Your Answer *'. 'Question 2 *' has a dropdown menu with 'Please select a question...' selected. A dropdown menu is also shown below it with options: 'Please select a question...', 'What street did you grow up on?', and 'What was your favorite place to visit as a child?'.

11. You should now be registered for Two-factor authentication and be able to either log into the MyPay app on your phone or via <https://www.datacomdirectaccess.com.au>

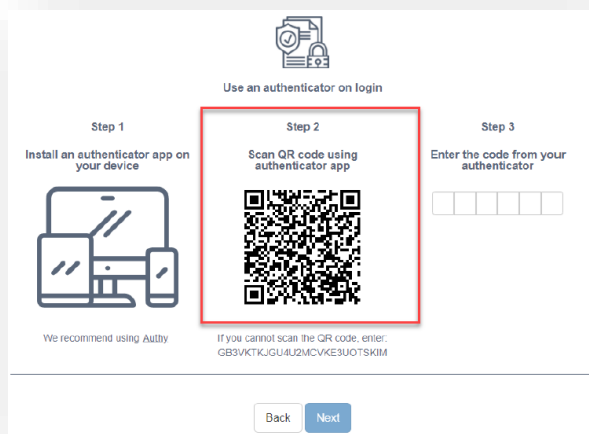
Authenticating using another authenticator app - Authy or Google Authenticator

1. If you want to use another authenticator app on your phone or computer, make sure the app is installed first.
Datacom recommends:
 - **Authy** <https://authy.com/download> (be sure to download the file that matches your computer system) or
 - **Google Authenticator**
2. On your web browser screen click on 'Log in with an authenticator'.

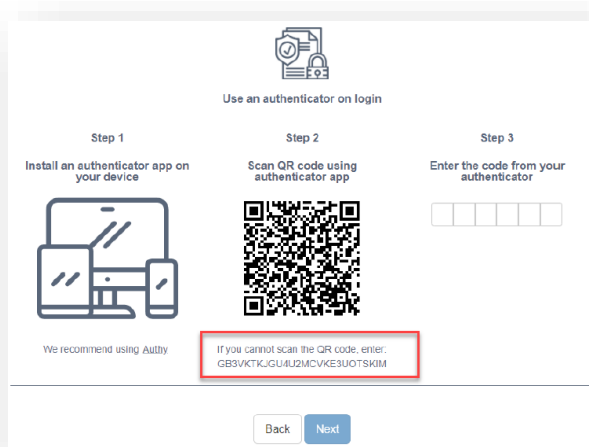


The screenshot shows a screen titled 'Add an extra layer of security' with an icon of a document, checkmark, and padlock. Below the title is the text: 'Please set up your account for two factor authentication by choosing either the MyPay option or the authenticator option.' There are two buttons: 'Log in with MyPay' and 'Log in with an authenticator'. The 'Log in with an authenticator' button is highlighted with a red rectangle. Below the buttons is the text 'Download MyPay' and two app store icons: the Apple App Store and the Google Play Store.

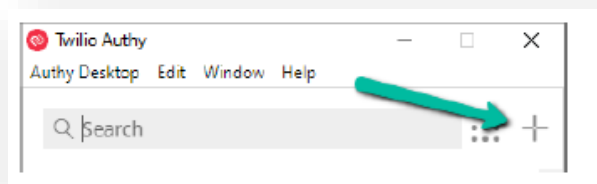
3. On step 2, if you are using an authenticator on your phone, scan the QR code



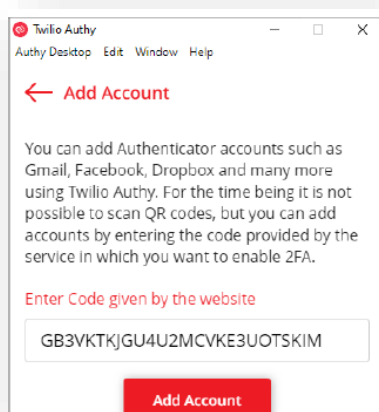
Or if you are using an authenticator app on your computer, type in the QR code into the app



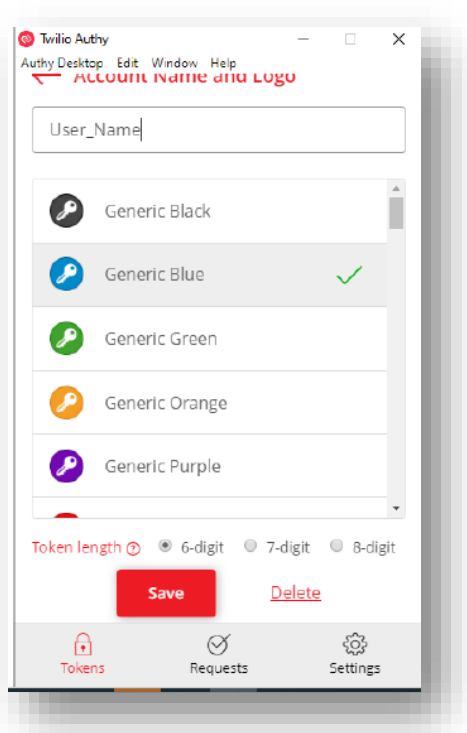
If you use "Authy", You can do this by clicking the Plus sign at the top of the app.



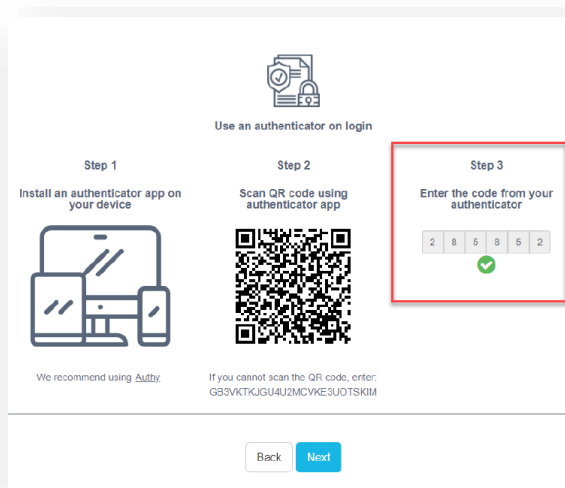
Then add the code you copied and click "Add Account"



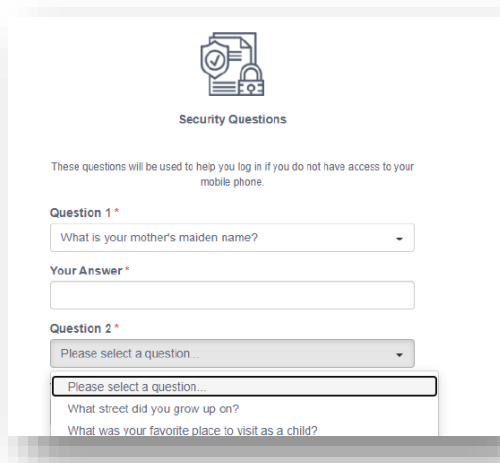
Type in account name as "MyPay", choose Icon then click "Save".



4. Go back to the web page and enter the code from your authenticator into the code for 'Step 3'



5. Complete the security questions.



6. Click Finish

7. You should now be able to log into DataPay at <https://www.datacomdirectaccess.com.au> using your email address, password, and authenticator app.
8. You may also download and log into the MyPay app on your phone, but you will need to link your device and use your authenticator app to generate the code on login.

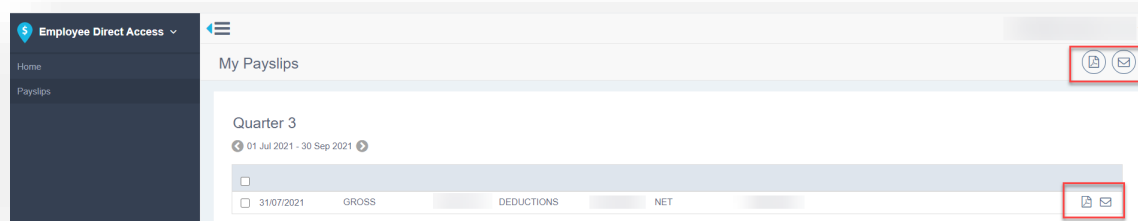
Accessing your payslips or changing your login details

1. To access your payslips:

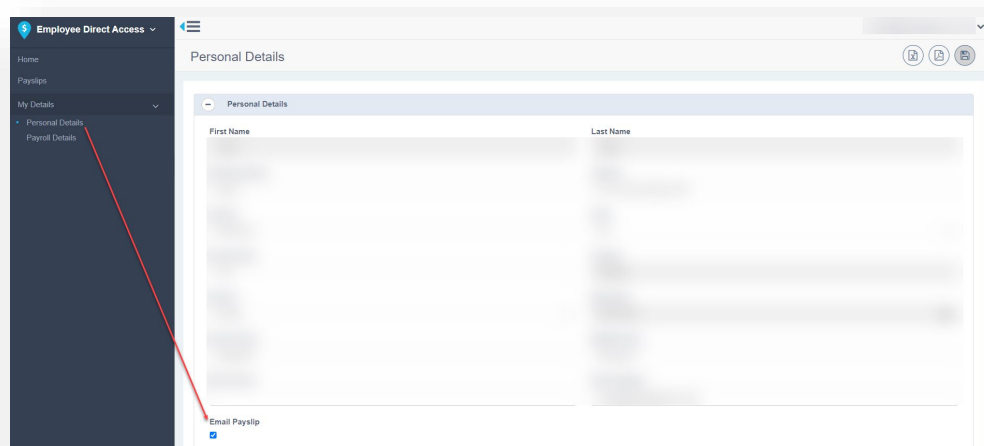
On the 'My Pay' app on your phone go to the 'home' screen in the menu and then swipe left or right to view 'Pay'. Then click 'View your latest Payslip'. This will display pay for the period and then to view your full payslip, click the 'Email Full Payslip' button.



On Datapay login from your web browser and click onto 'Payslips'. Use the email or PDF buttons to view the full payslip.

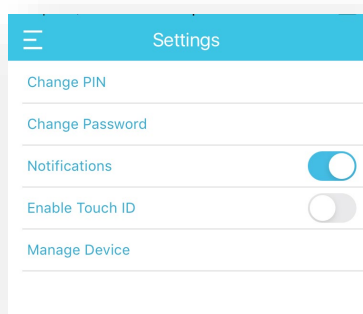


Also, under My Details and then Personal Details is the option to **tick the box to receive your payslips via email**. These will be password protected using your Datacom password.

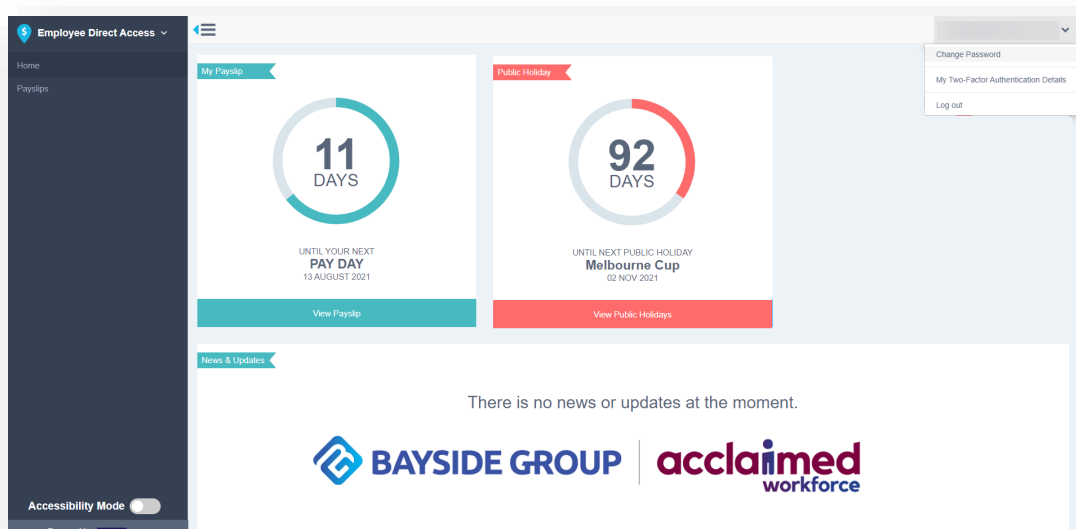


2. To change your login details:

On the 'My Pay' app on your phone go to the 'settings' screen in the menu to change your password, pin, notifications and manage the device linking.



On Datapay login from your web browser and click onto your email in the top left corner. Here you can change your password or your two-factor authentication method.



If you have any problem during setting up or using the application, you can contact Acclaimed Workforce on **1300 119 229**.