



Objective

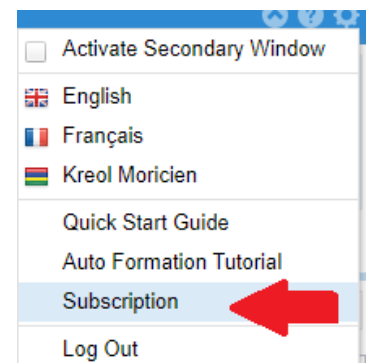
Access the elements of your Company that you used when subscribing to Payroll Mauritius and that is the one invoiced by **Payroll Mauritius**, to modify all or part of them.

Notice : if you want to use Payroll Mauritius for another company, you have to have a new subscription

How to do this ?

Preliminary remark: only the Subscriber is a Super Administrator (who is the person who subscribed to **Payroll Mauritius**) and has the necessary rights to access the Subscription/Company data.

To do this, connect to **Payroll Mauritius** with the Subscriber's account; then go to the star wheel menu (top right) and choose "**Subscribe**".



A new screen is presented to you.

Choose the "**Update Company Details**" option to see these details: modify the desired data (or all if you want to be invoiced on another Company (this will not affect the Company set up for payroll in **Payroll Mauritius**)) then click on [Validate].

Your next **Payroll Mauritius** subscription invoices will be issued using these informations.

Note: Any changes you make are recorded and dated to keep track of them