



How to give access to a third party only to retrieve invoices from Payroll Mauritius

FAQEN149

Prerequisites : Administrator access

V1.0

Objective

Payroll Mauritius issues monthly invoices for the provision of the service in return for the payments made each month (as a reminder, the subscription is to be paid on the 1st of the month for the current month, using a standing order whose wording must contain your EPAY identification code which was given to you when you subscribed).

The invoices are normally, except in exceptional cases, issued on the last day of the current month and made available in your Subscription area (menu "Cogwheel" at the top right > Subscription).
By default, only the user who made the subscription can retrieve these invoices.

However, it is possible to give access to another third party (accountant,...) who will not have access to Payroll, but only to the invoice retrieval function,

How to do this ?

To do this, an Administrator user must create a new user by ticking the "Accountant" option after entering the email of the new user:

The screenshot displays the 'Users' management section of the Payroll Mauritius application. A modal window titled 'Invite user' is open, showing a form with the following fields and options:

- Email:** mail@example.com (indicated by arrow 4)
- Access level:** Default access (indicated by arrow 5)
- Groups:** A dropdown menu (indicated by arrow 6)
- Permissions:** Full administrator rights, Accountant (indicated by arrow 5)
- Buttons:** (indicated by arrow 6)

The background shows the 'List of Users' table with columns: Email, Admin, First name, Last name, and Groups. A red arrow (3) points to the 'Invite new user' button in the top right corner of the table.

Then click on the **[Send invitation email]** button.

The new user will then receive an email inviting him/her to click on a link to validate his/her access (and create a password). The new user will then be able to log in to **Payroll Mauritius** and will only have access to the Subscription menu, and access to the invoices to download them.