



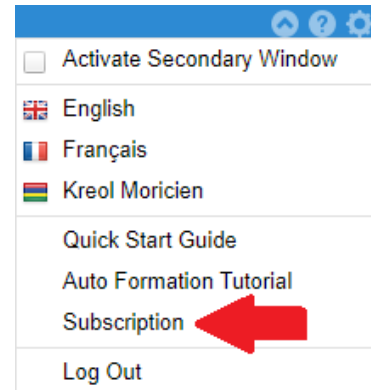
Purpose

Access in **Payroll Mauritius**, the online invoices corresponding to the payments made.

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/Billing data.

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



A new screen is presented to you.

Choose the "**My Invoices**" option to see them appear: click on the icon to download the desired invoice(s) in PDF format on your workstation.

My Invoices Subscription / Invoice

2018 2019

Jan Feb Mar Apr May Jun Jul Aug Sep Oct
Nov Dec

Unpaid invoices

Paid invoices

Subscription

- My Subscription
- My Invoices**
- My Sponsorships
- Change Account Details
- Update Company Details
- Change Bank Details

Invoice ID	Invoice Date	Amount
#104147	01/08/2019	Rs 2800
Payment received on 01/08/2019		
#104130	01/07/2019	Rs 2800
Payment received on 01/07/2019		