

FORAGES TECHNIC-EAU INC.

Employé

MyPaycheque.net Portal

Creating an Account:

- 1) Connect to <https://m.mapaie.net/en/user>, click on the "Login" button and then click on the "Create an Account" button.
- 2) In the appropriate fields, enter :
 - Company (FORAGES)
 - Employee no. (_ _ _ _ _)
 - Password ()
- 3) Click on the "Next" button.
- 4) Then, create your account by entering a user name and a password of your choice.
- 5) Re-enter the password to confirm and then click on the "Create" button.

Your account has been created. You have now access to the MyPaycheque.net Portal.

Next time you open a session, check "Remember Me" if you want your username to be stored in memory each time you access MyPaycheque.net. Moreover, you can read the news published by your employer without having to log in.

Accessing your Pay Stub:

Your pay stub is sent by e-mail. You must enter a password in order to open the document.

After creating an account, all the pay stubs that are subsequently received can be opened with the same password that gives you access to the MyPaycheque.net Portal (the one entered in step 4).

Note: If you modify your password in MyPaycheque.net, this new password should be used to open the next pay stubs received by e-mail.

If you have not yet created your account, all the pay stubs you will be receiving must be opened using the password displayed above in step 2.