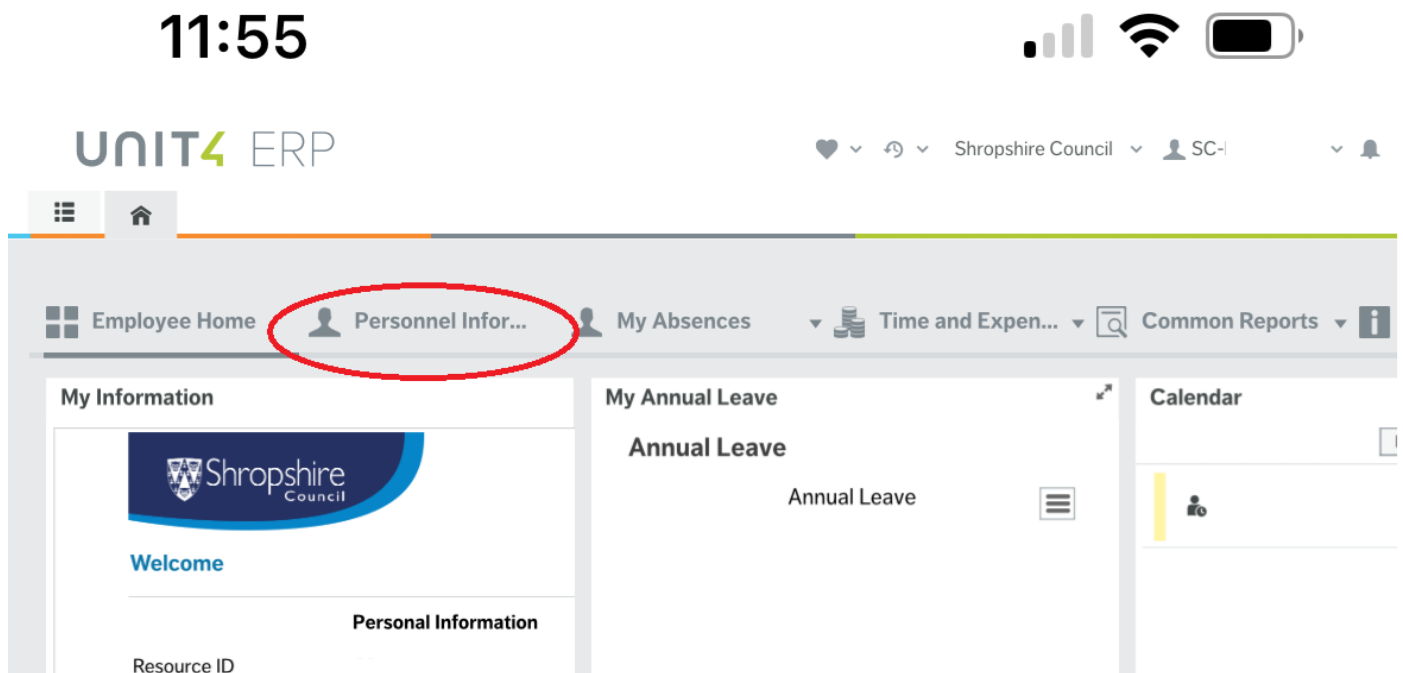


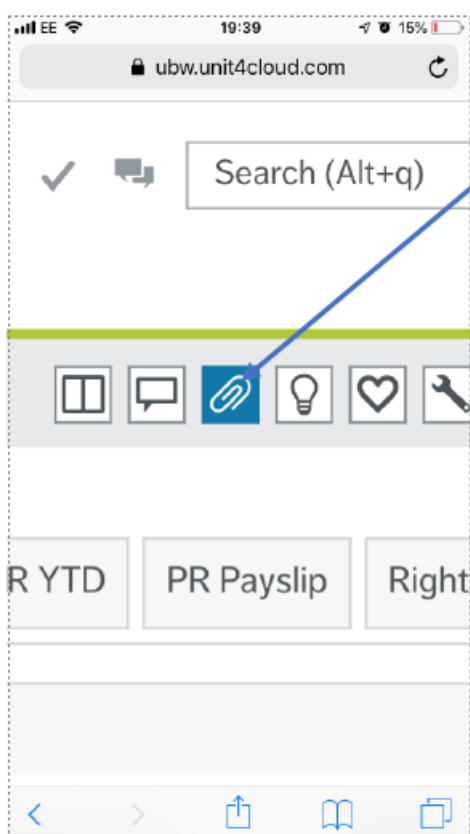
## How to open a payslip using a personal device

Log onto Unit 4 website [Home - Unit4 ERP \(unit4cloud.com\)](https://ubw.unit4cloud.com/uk_sh1_prod_web/) (https://ubw.unit4cloud.com/uk\_sh1\_prod\_web/)

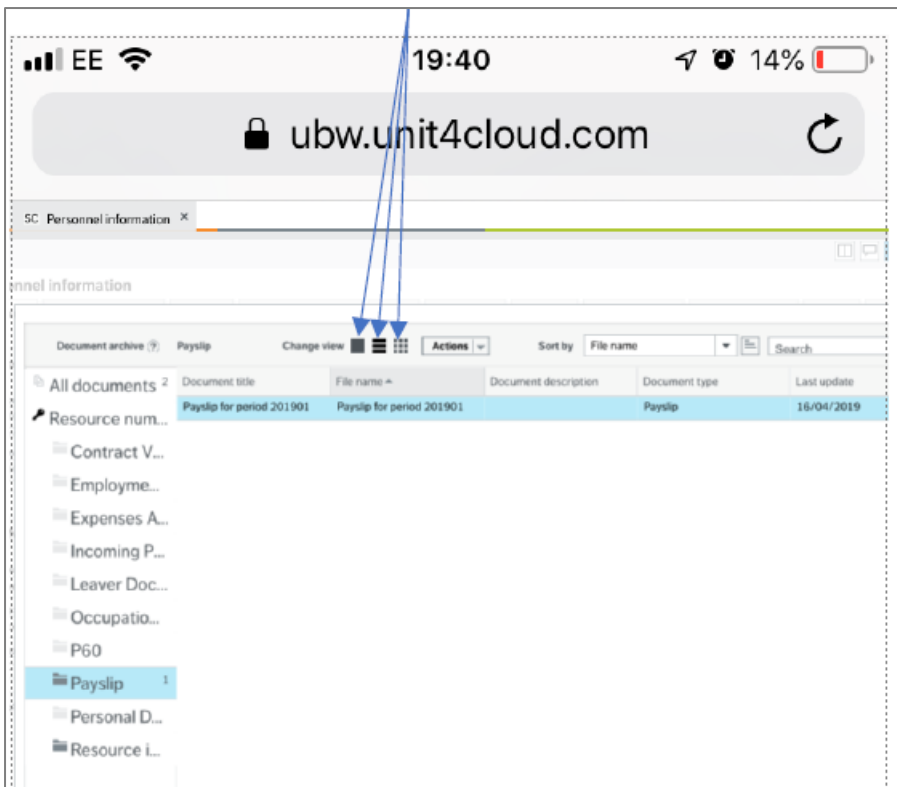
Click on the **Personnel information** tab.



Scroll all the way over to the right and click on the blue paperclip. **Document archive** will open.

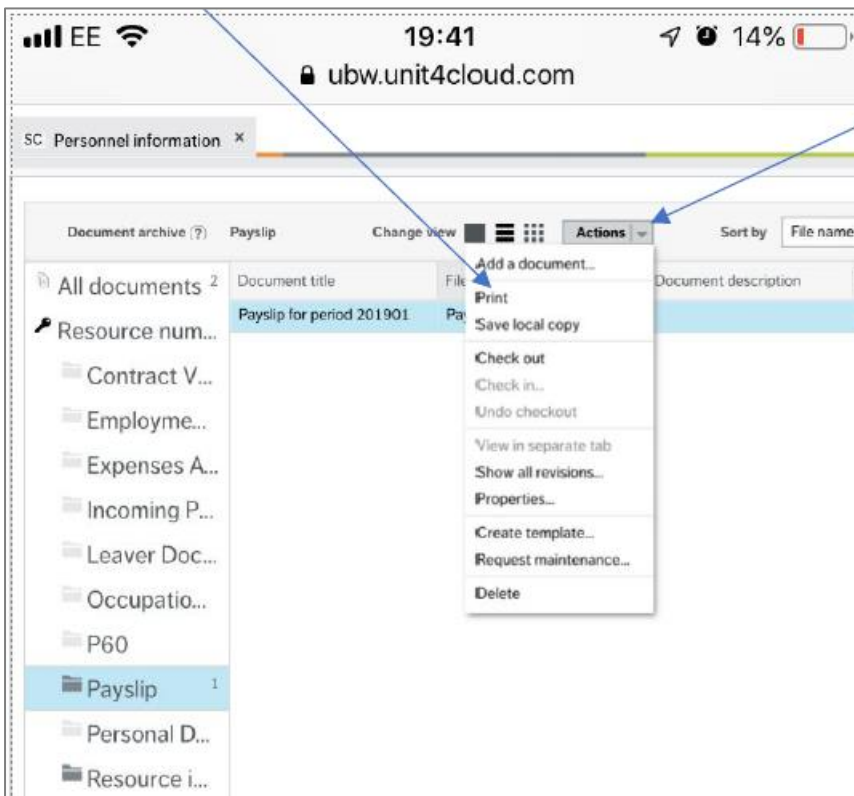


You can **Change view** of the documents here.



Tap once on the document you want to open and it will show as highlighted.

Go to **Actions** at the top of the document archive screen and tap on **Print** or **Save local copy**.



Your mobile device might give you options to “open with” and give a choice of applications or an option to download a copy and save it to your device.

Payslip will open on screen.

