Registration in the PIA Portal / Digital Delivery of Payslips (GB)



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Invitation with QR code:

Scan the QR code using your smartphone's camera and open the detected website.

Invitation with invitation key:

If scanning the QR code doesn't work, manually enter the address "https://www.ricoh.idx.net/invitationWS/code-entry" into your browser and then enter the personal invitation key located next to the QR code.

Invitation via link:

If you received an email with an invitation link, simply click on it. You will then automatically be taken to the screen shown in step 2.



On the login page, select "Registration for the Private Document Inbound Portal."

Do **not** select any of the other options!



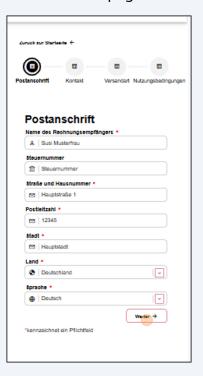
On the next page, select: **"You want to become a new private participant in the network?"**Again, do not select any other option.



Fill in all fields marked with a red asterisk (*).
All other fields are optional and may be left blank.

If some fields are pre-filled (e.g. when registering via QR code), please check that the information is correct.

Click "Next ->" to continue to the next page.



Again, fill in all fields marked with a red asterisk (*). Entering a correct email address is very important.

Important: Do not use a company email address. Enter a **private** email address to which you have current and secure access.

Click "Next ->" to proceed.



In the next step, select the first option: "Receive by email".
Enter your private email address again in the email field. Do not use a company address here either.

This ensures that your payslips and attachments will be sent directly to your private email inbox as soon as they are available in the portal.



7 Confirm the terms of use. A field for first and last name will then appear — please fill this in.

Click "Register as a participant now" to complete the registration.



A message will confirm that the registration was successful.

Then check your email inbox — you should receive **two emails**. In the email with the subject **"Your access to your TRAFFIQX® private customer portal"**, click the provided link.



You will be directed to a page where you must create your personal password for the PIA portal.

The password must meet the following minimum requirements:

- 2 numbers
- 2 letters
- 2 special characters
- At least 10 characters in total

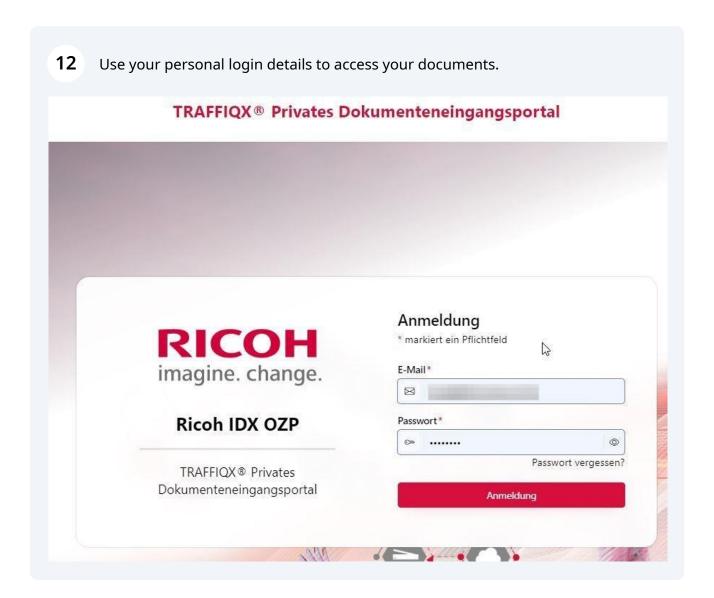
Click "Complete account" to finish the setup.



Confirmation of successful account setup. 10 TRAFFIQX® Privates Dokumenteneingangsportal RICOH imagine. change. Ricoh IDX OZP TRAFFIQX® Privates Dokumenteneingangsportal Abschluss Kontoeinrichtung Kontoeinrichtung erfolgreich abgeschlossen.

11 You can log in to the PIA portal at the following address:

www.ricoh-idx.net/pia/auth/login



13 You will then see your personal inbox with your documents.



The inbox may be empty after the first login. It will be filled with your first payslip once it is delivered digitally.