**HOW TO DOWNLOAD PAYSLIPS ONTO I-PHONES**

Firstly download the **‘Chrome’** App from the App store – (it is free)

**You now need to then turn on/off your Pop-Ups**

* From the home screen, open the Settings App
* Scroll down the list and tap the Safari option
* In that new list – find the General section
* In this section is an option called Block Pop-ups.
* Tap the button to the right to toggle until the option is on

**Open up your Chrome App**

* Use this link <http://interchange.moray.gov.uk/int_standard/Page_108763.html>

or Google search on Moray council Interchange (please ensure you are in the Moray Council ESS site). Click on View my Payslip

* Read the information on this screen and then scroll up and click on ‘Launch ESS’
* Log into ESS – User Name – firstname.surname
* Password – whatever you have set this to
* Once logged in the latest 2 payslips will show on the screen
* Click on the payslip you wish to download and this will open as a PDF document
* To get back to the original page – at the very bottom of your screen you have **- < > - search button – Box with a number in - …**  - click on the box with number and it brings you back to the ESS Dashboard