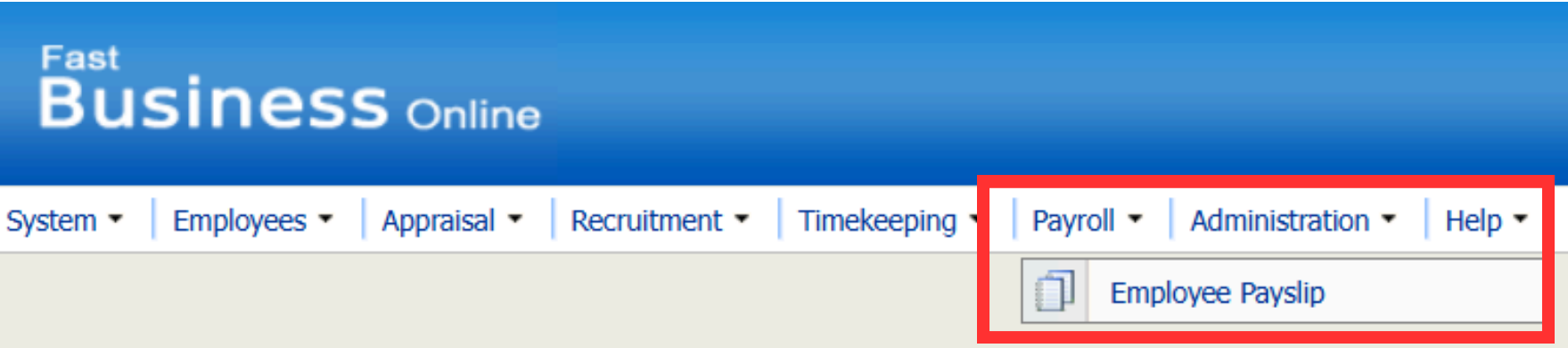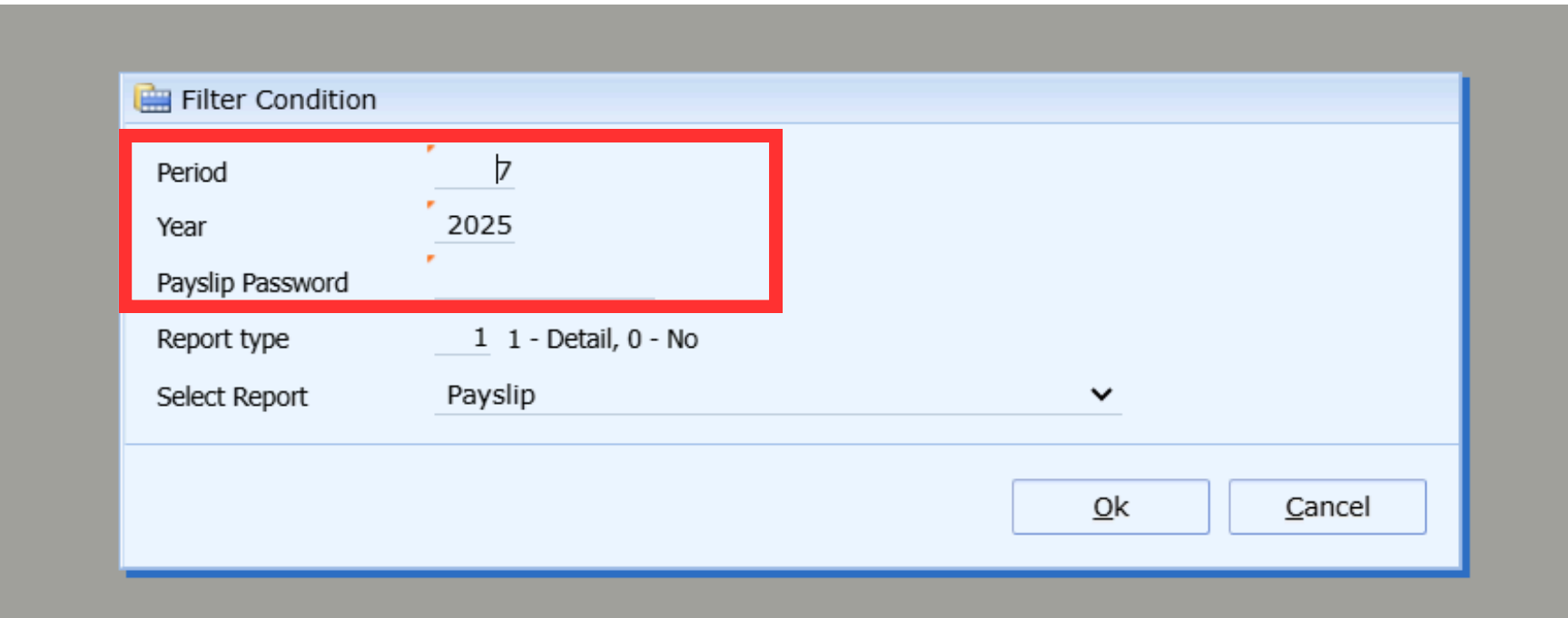# STEP 1:
- Log in using your personal account.
- On the top menu bar, hover over [Payroll].
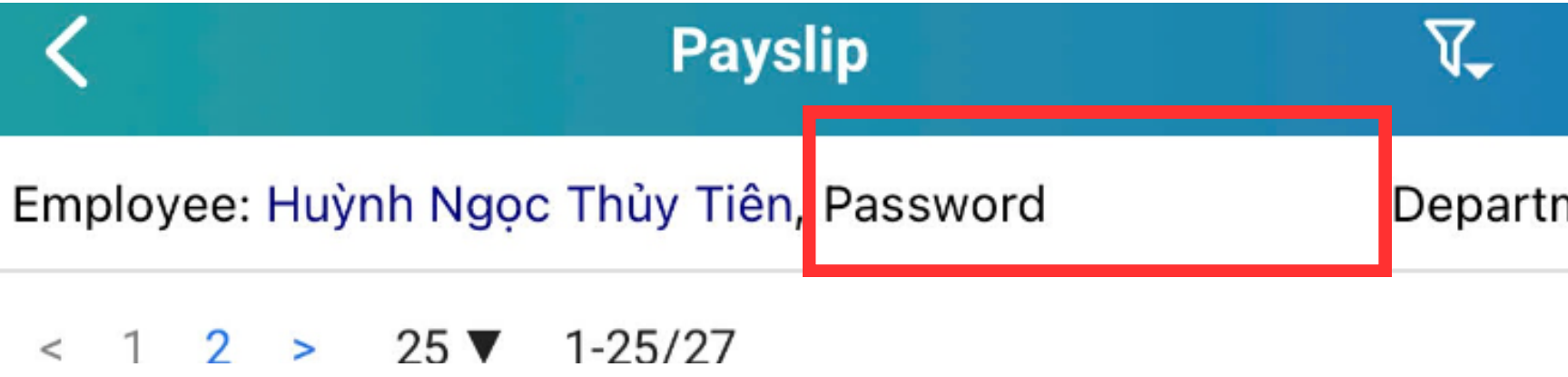- Click on [Employee Payslip].



# STEP 2:
- Enter Filter Conditions
- Period: Enter the month number (e.g. 7 for July).
- Year: Enter the year (e.g. 2025).
- Payslip Password: Open the mobile app to get your password



# STEP 3:
- Open the Fast mobile app on your phone.
- Go to Payslip section — the password will be shown at the top of the screen.



# STEP 4:
- Use this password when filling in the Payslip Password field on the computer.
- Then click OK.
- Choose "Print" to view the full payslip and download it as a PDF or print a hard copy.