



Your work stuff, all in one place

A simple solution to manage your workplace applications

myworksapp® from SSLPost, enables employees to access all their key work services in one place, via a simple user interface linked to your important applications.

Many people prefer to access websites and logins via apps on their mobile devices. **myworksapp** enables them to do this from one, simple screen. Rather than searching through their apps to find what they are looking for, they simply open **myworksapp** on their mobile or desktop and access epayslips, P60s, P11Ds, HR and auto enrolment communications, work emails, workplace pension, workplace benefits, HR portal or intranet, logins.

myworksapp provide links to six login screens (three flexible) as standard, with additional screens available on request.

myworksapp benefits

- No download required
- Access to all workplace applications in one place
- Easy and intuitive to use
- Suitable for all devices – mobile to desktop
- Convenient, 24/7/365 access with device and internet connection
- Secure and safe
- Can support Single Sign-On
- Hosted on secure servers at ISO27001 and Cyber Essentials certified provider
- Option for Multi Factor Authentication (MFA) via work email

Getting started with **myworksapp**

The simplicity of the solution allows for quick and easy set up whilst following best practice guidelines for personal and cyber security.

- ✓ User must secure device using biometrics, password, PIN or shape as per security best practice
- ✓ User can manage passwords and logins via proprietary password manager on device (e.g. LastPass, 1Password, KeepassXC)
- ✓ User commences employment and saves app to their home screen/desktop
- ✓ On import of the first document via the SSLPost portal, user is sent welcome email or provided registration link by employer and guided to register
- ✓ User can opt for multi factor authentication for SSLPost logins using one-time, single-use token and viewed via my work email
- ✓ SSLPost solution settings can be accessed and managed via **myworksapp**
- ✓ Registration to third party platforms are carried out as per third party requirements
- ✓ Logins are still required for each solution to verify identity and can be managed via password manager



Adapting **myworksapp** for your business

myworksapp is provided with six login links as standard. However, three of these are flexible and can be changed to suit your requirements (shown below in grey).

- ✓ **my pay** – link to epayslips portal login
- ✓ **my work email** – link to work email server login
- **my pension** – link to workplace pension login
- **my benefits** – link to work benefits platform
- **my annual leave** – link to HR platform provider
- ✓ **my settings** – links to settings guidance and login

Other suggestions for these three flexible options are expenses calculators, mileage trackers, company intranet, company website, secure vaults or any other web-based solutions you use.*

*one link per option per company