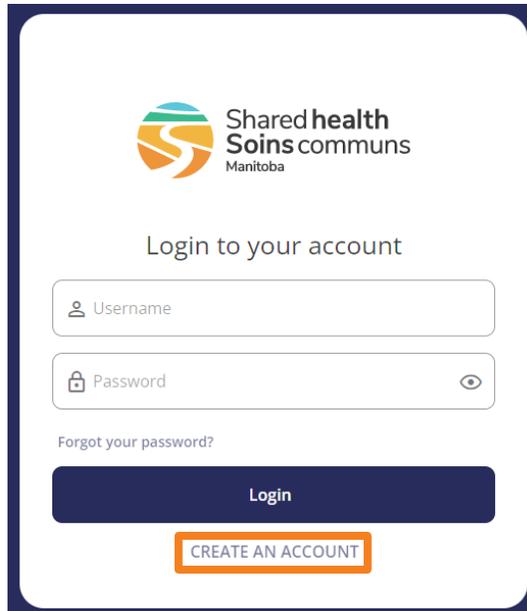


SOGICA Vault: Create an Account and Log In

The following steps are for creating your new account to view your pay statements, T4s, and communications.

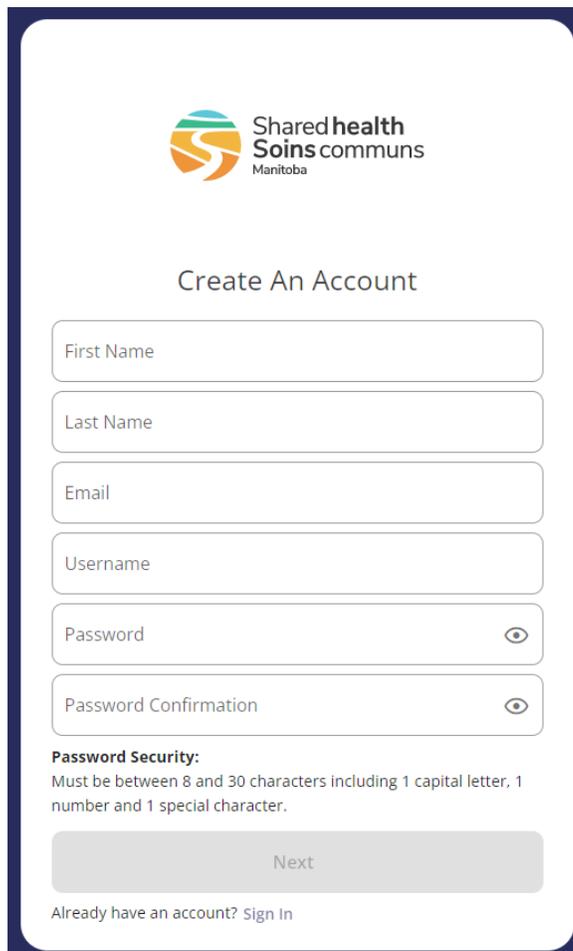
- 1 Go to <https://payroll.sharedhealthmb.ca> and click **Create an Account**.



The screenshot shows the login page for Shared health Soins communs Manitoba. At the top is the organization's logo. Below it is the heading "Login to your account". There are two input fields: "Username" and "Password". The "Password" field has a toggle icon for visibility. Below the fields is a link for "Forgot your password?". At the bottom, there is a dark blue "Login" button and a white "CREATE AN ACCOUNT" button with a dark blue border.

- 2 Complete all the fields to create your account, then click **Next**.

! Make your username and password something memorable, as it will be required for future logins.



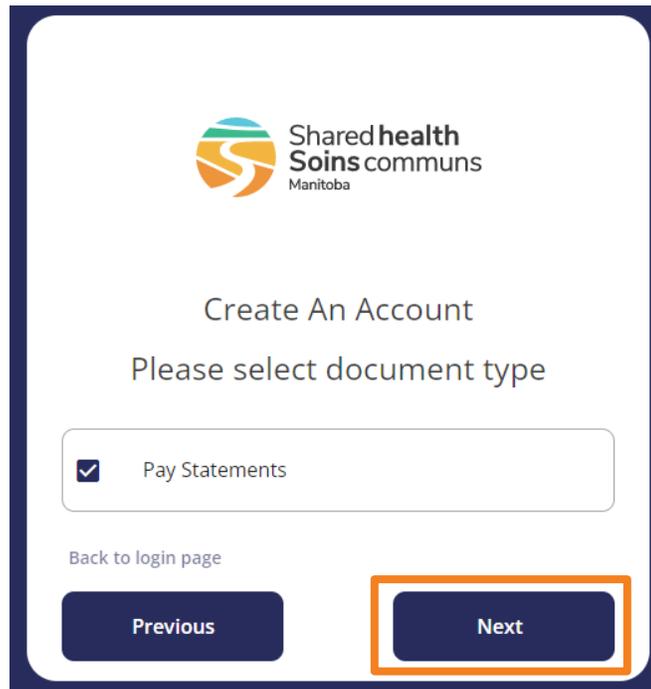
The screenshot shows the "Create An Account" page for Shared health Soins communs Manitoba. At the top is the organization's logo. Below it is the heading "Create An Account". There are six input fields: "First Name", "Last Name", "Email", "Username", "Password", and "Password Confirmation". The "Password" and "Password Confirmation" fields have toggle icons for visibility. Below the fields is a "Password Security" section with the text: "Must be between 8 and 30 characters including 1 capital letter, 1 number and 1 special character." At the bottom, there is a grey "Next" button and a link for "Already have an account? Sign In".

SOGICA Vault: Create an Account and Log In

3 The **Please select document type screen** appears.

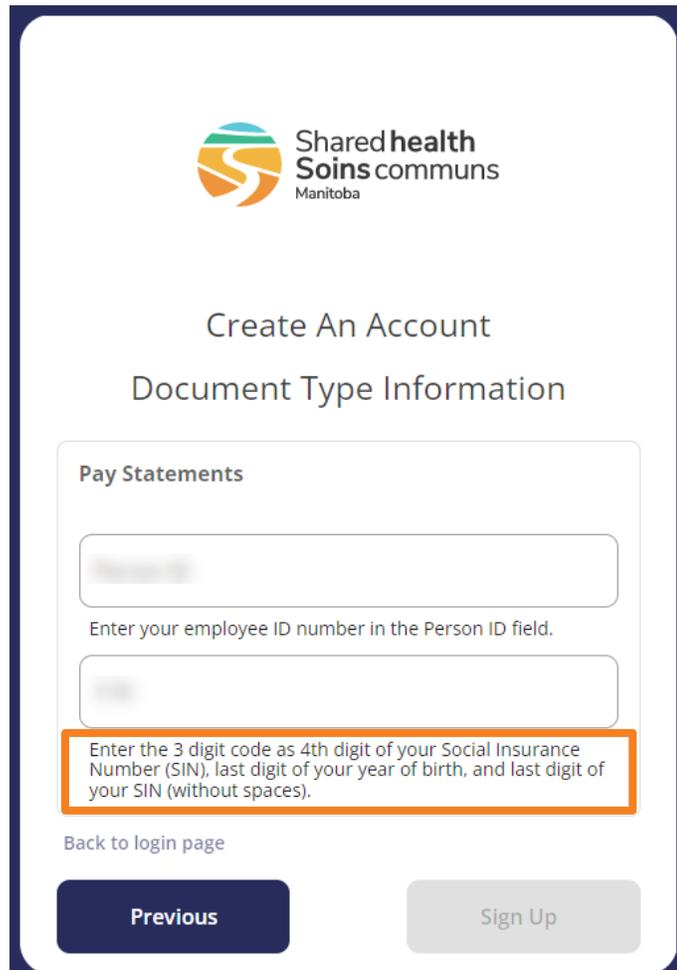
The applicable document types have been selected for you. **Do not** deselect them.

Click **Next**.



4 The **Document Type Information** screen appears.

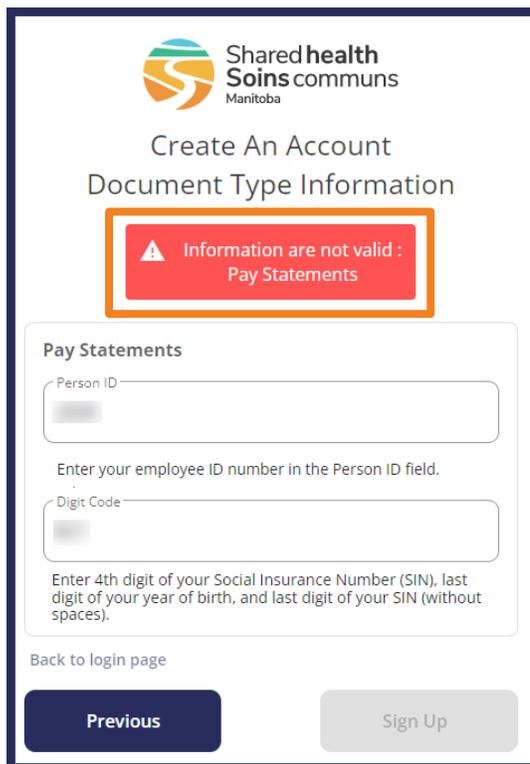
- a. Enter your **employee ID** in the **Person ID** field.
- b. Enter:
 - i. the **4th digit of your Social Insurance Number (SIN)**,
 - ii. the **last digit of your year of birth**, and
 - iii. the **last digit of your SIN** in the **Digit Code** field.
- c. Click **Subscribe**.



SOGICA Vault: Create an Account and Log In

! If you have not received a pay statement yet, the **Information not valid: Pay Statements** warning message appears when you click Sign Up.

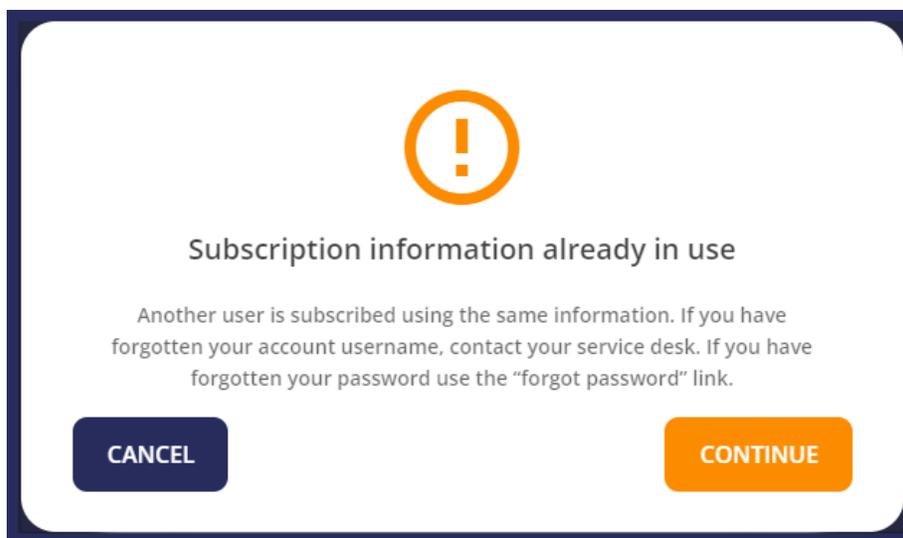
You cannot create your account and log in until at least one pay statement has been delivered to the vault.



The screenshot shows the 'Create An Account' page for 'Shared health Soins communs Manitoba'. The page title is 'Create An Account' and the subtitle is 'Document Type Information'. A red warning box with a white exclamation mark icon contains the text 'Information are not valid : Pay Statements'. Below this, there is a 'Pay Statements' section with two input fields: 'Person ID' and 'Digit Code'. The 'Person ID' field has a placeholder and a note: 'Enter your employee ID number in the Person ID field.' The 'Digit Code' field has a placeholder and a note: 'Enter 4th digit of your Social Insurance Number (SIN), last digit of your year of birth, and last digit of your SIN (without spaces)'. At the bottom, there is a 'Back to login page' link and two buttons: 'Previous' (dark blue) and 'Sign Up' (grey).

If you have already created an account with the same credentials, the following warning appears. Multiple accounts are not recommended. Please click **Cancel**, and sign in to your original account.

- Your username appears in the notification emails you received when you first created your account, and in every email notification you receive of a new document.
- If you forget your password, you can reset it.
- If you forget your username or cannot locate it in your email notifications, please contact HR Shared Services at 204-940-8500, option 5 or 1-866-999-9698, option 5.



The screenshot shows a warning message with a large orange exclamation mark icon. The text reads: 'Subscription information already in use'. Below this, it says: 'Another user is subscribed using the same information. If you have forgotten your account username, contact your service desk. If you have forgotten your password use the "forgot password" link.' At the bottom, there are two buttons: 'CANCEL' (dark blue) and 'CONTINUE' (orange).

SOGICA Vault: Create an Account and Log In

5 The **Verification screen** appears.

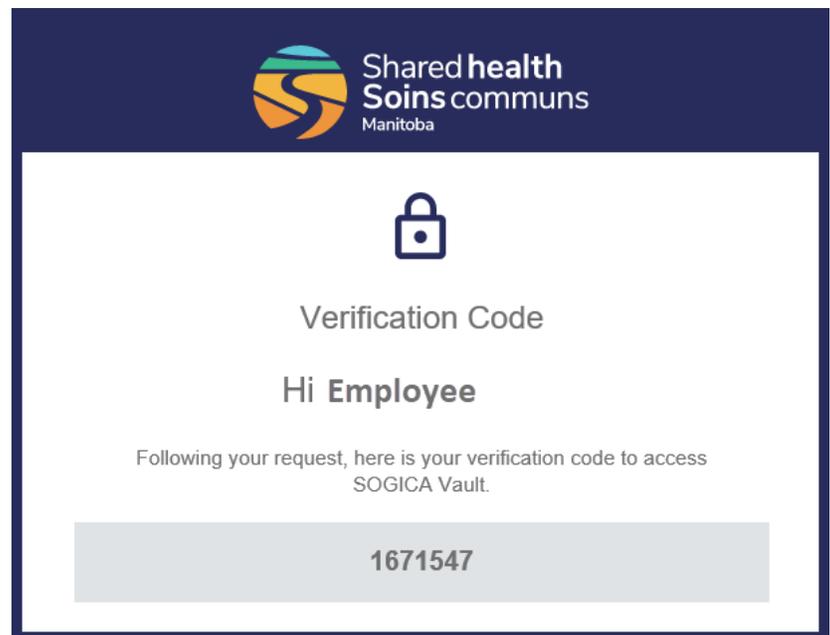
- Go to the **email account you registered with** to find your **verification code** email.
- Enter the code on the Verification screen, then press **Verify**. (You can copy/paste the code.)

! Emails arrive from SHM Pay (sharedhealthpayroll@sharedhealthmb.ca)

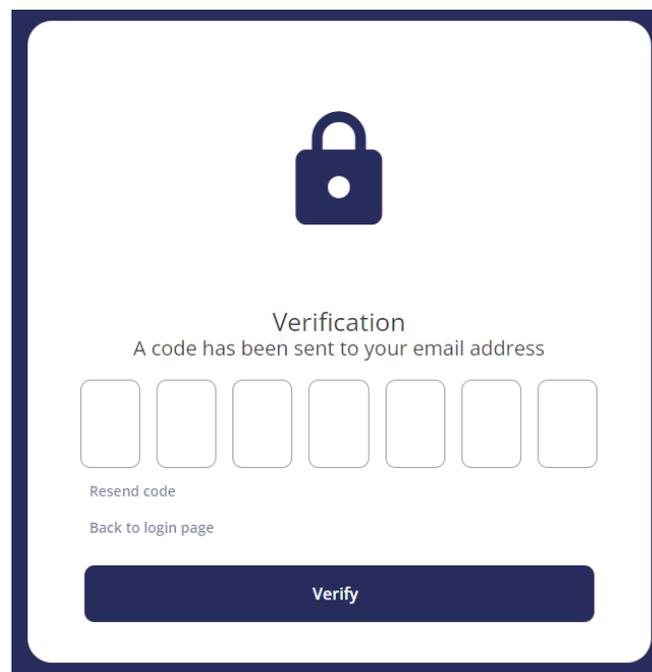
You will receive one verification code every day you log in.

If you do not receive notifications, check your junk or spam email box. Your current settings may not allow the sender to go directly to your inbox. Take the step for your email service to add SHM Pay (sharedhealthpayroll@sharedhealthmb.ca) to your safe sender list.

Verification code email:



Verification code screen:

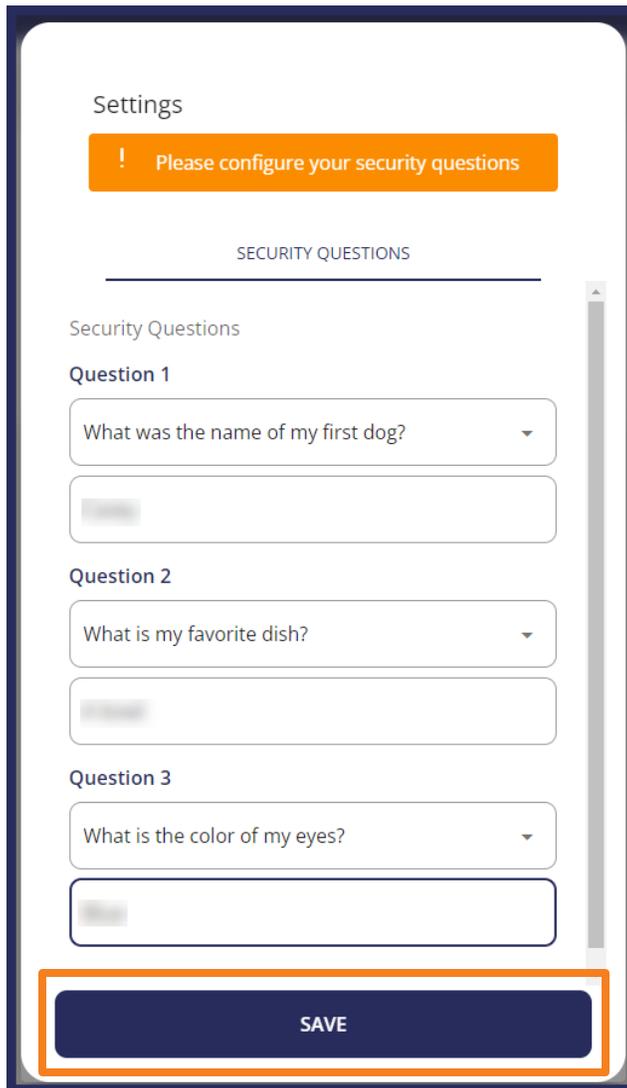


SOGICA Vault: Create an Account and Log In

- 6** The **Settings** screen appears.
- Select a **security question** in each of the three drop-down menus and enter a corresponding answer for each.

- Click **Save**.

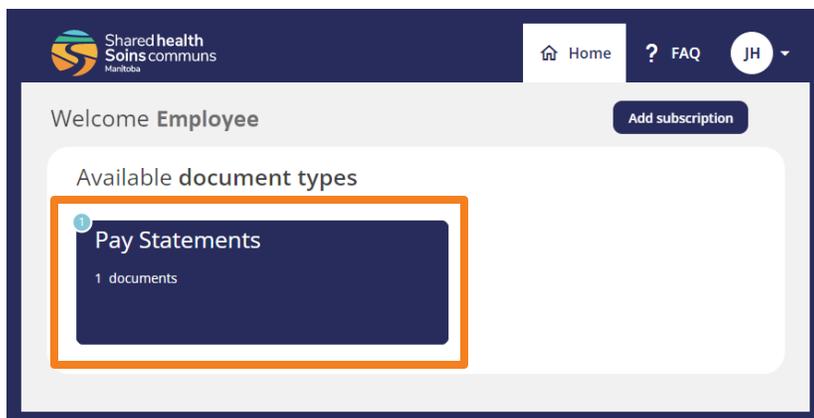
! Make your answers something memorable.



The screenshot shows the 'Settings' screen with a blue header. Below the header is an orange banner with a white exclamation mark and the text 'Please configure your security questions'. Underneath is a section titled 'SECURITY QUESTIONS' with a horizontal line. The 'Security Questions' section contains three questions, each with a dropdown menu and a text input field. The questions are: 'Question 1: What was the name of my first dog?', 'Question 2: What is my favorite dish?', and 'Question 3: What is the color of my eyes?'. At the bottom of the screen, a dark blue 'SAVE' button is highlighted with an orange border.

- 7** Your SOGICA Vault **Home** screen appears.

Click the **Pay Statements** tile to view your pay statements.



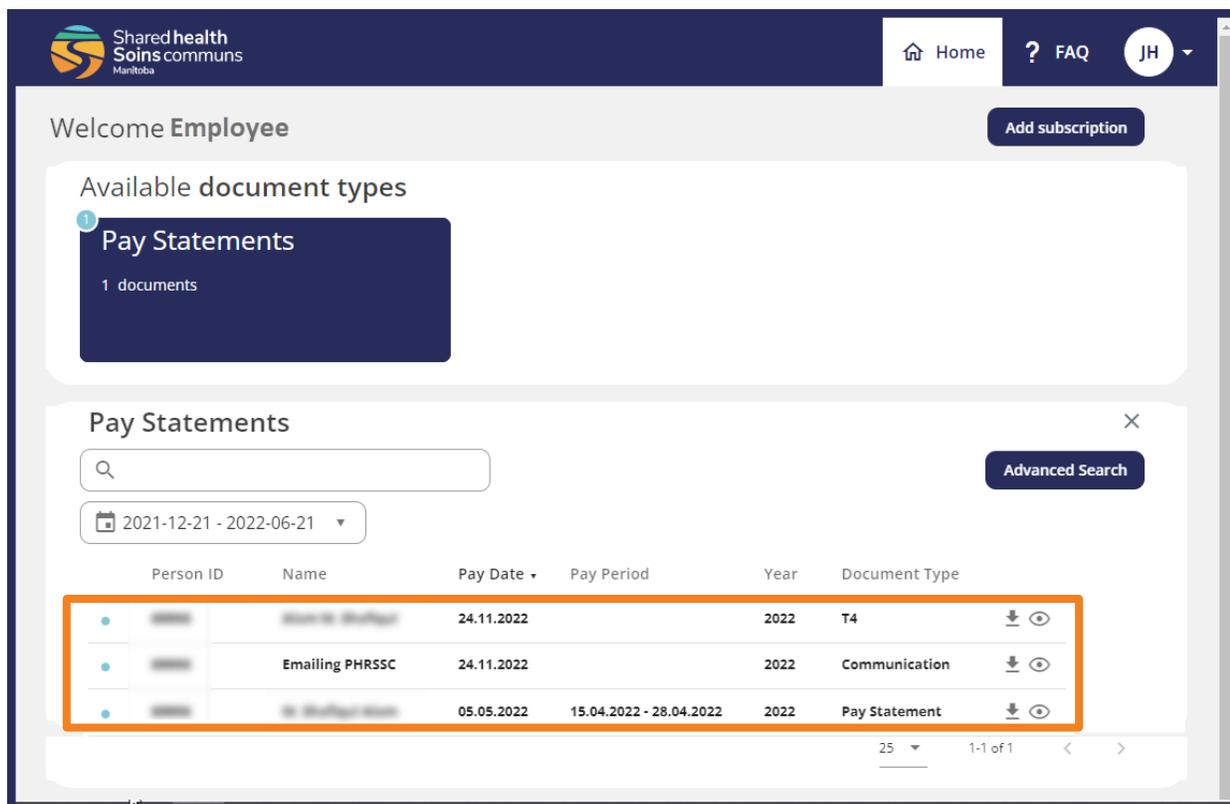
The screenshot shows the 'Home' screen of the SOGICA Vault. The top navigation bar includes the Shared Health Soins Communs Manitoba logo, a 'Home' button, a 'FAQ' button, and a user profile icon labeled 'JH'. Below the navigation bar, the text 'Welcome Employee' is displayed next to an 'Add subscription' button. The main content area is titled 'Available document types' and features a dark blue 'Pay Statements' tile with a white border and a small blue notification bubble containing the number '1'. Below the tile, it indicates '1 documents'.

SOGICA Vault: Create an Account and Log In

8 Your pay statements, T4s, and communications appear below.

Click  to download and save/print a document.

Click  to view a document in a browser tab.



The screenshot shows the SOGICA Vault Employee dashboard. At the top, there is a navigation bar with the Shared health Soins communs Manitoba logo, a Home button, a FAQ button, and a user profile dropdown (JH). Below the navigation bar, a 'Welcome Employee' message is displayed next to an 'Add subscription' button. The main content area is titled 'Available document types' and features a 'Pay Statements' button with a '1 documents' indicator. Below this, a 'Pay Statements' section includes a search bar, an 'Advanced Search' button, and a date range selector set to '2021-12-21 - 2022-06-21'. A table lists the documents:

Person ID	Name	Pay Date	Pay Period	Year	Document Type	Download	View
•	Jana Ham	24.11.2022		2022	T4		
•	Jana Ham	24.11.2022		2022	Communication		
•	Jana Ham	05.05.2022	15.04.2022 - 28.04.2022	2022	Pay Statement		

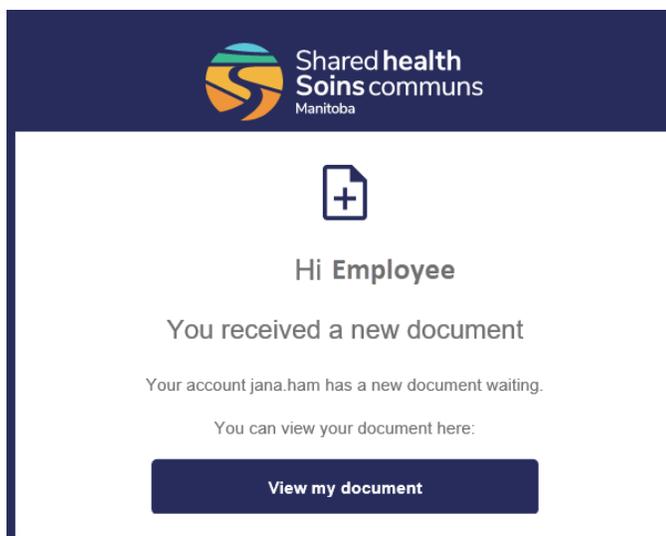
The table has a pagination bar at the bottom showing '25' and '1-1 of 1'.

! See the [SOGICA Vault Overview](#) for more details on your Home screen and other features.

After first login: You can click the **View my Document button** in your New Document email notification to log in.

! If you forget your password, you can reset it.

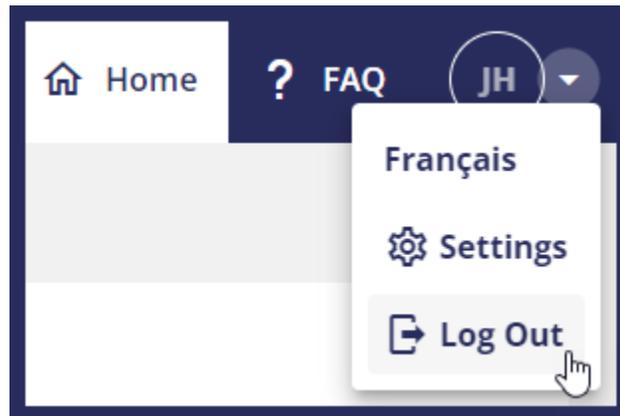
If you forget your username, you can find it in your new document email notification. If you cannot locate your username, please contact HR Shared Services at 204-940-8500, option 5 or 1-866-999-9698, option 5.



The screenshot shows an email notification from Shared health Soins communs Manitoba. It features the organization's logo and a document icon with a plus sign. The text reads: 'Hi Employee', 'You received a new document', and 'Your account jana.ham has a new document waiting.' Below this, it says 'You can view your document here:' followed by a 'View my document' button.

SOGICA Vault: Create an Account and Log In

Don't forget to log out.



If you forget your username or have any login issues, please contact HR Shared Services at 204-940-8500, option 5 or 1-866-999-9698, option 5.