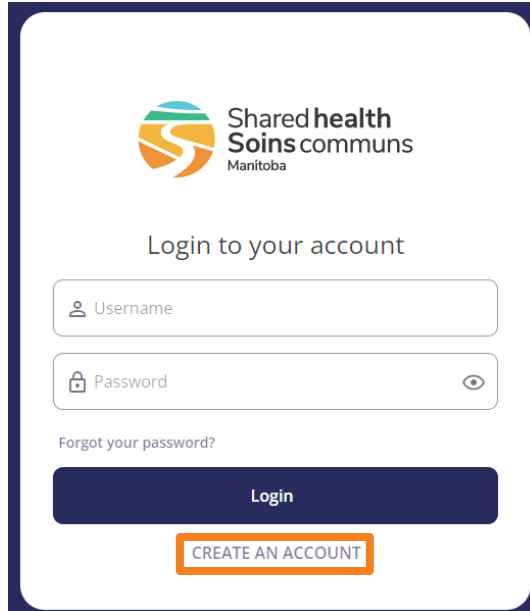


# SOGICA Vault: Create an Account and Log In

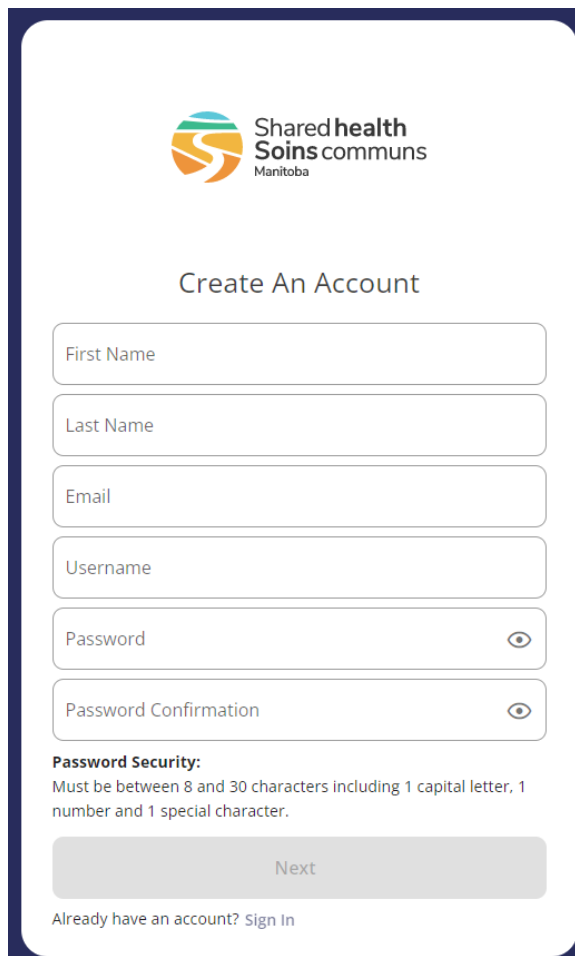
The following steps are for creating your new account to view your pay statements.

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



- 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.

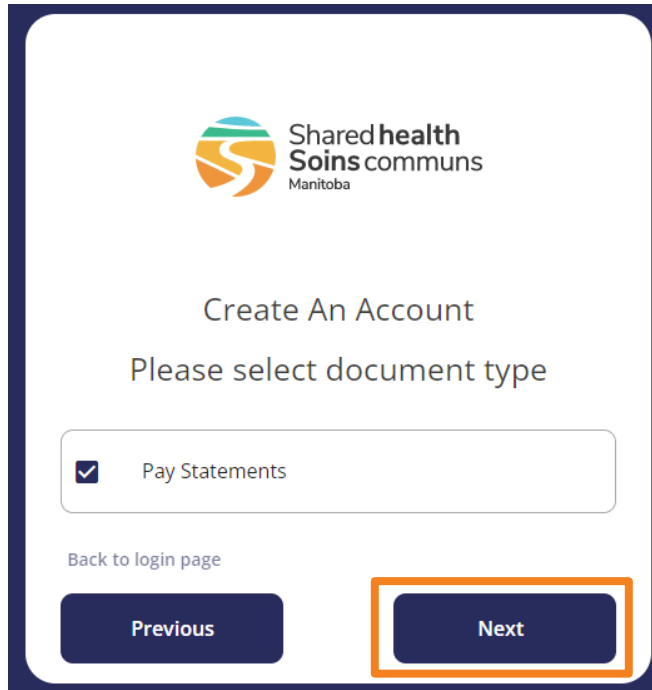


## SOGICA Vault: Create an Account and Log In

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

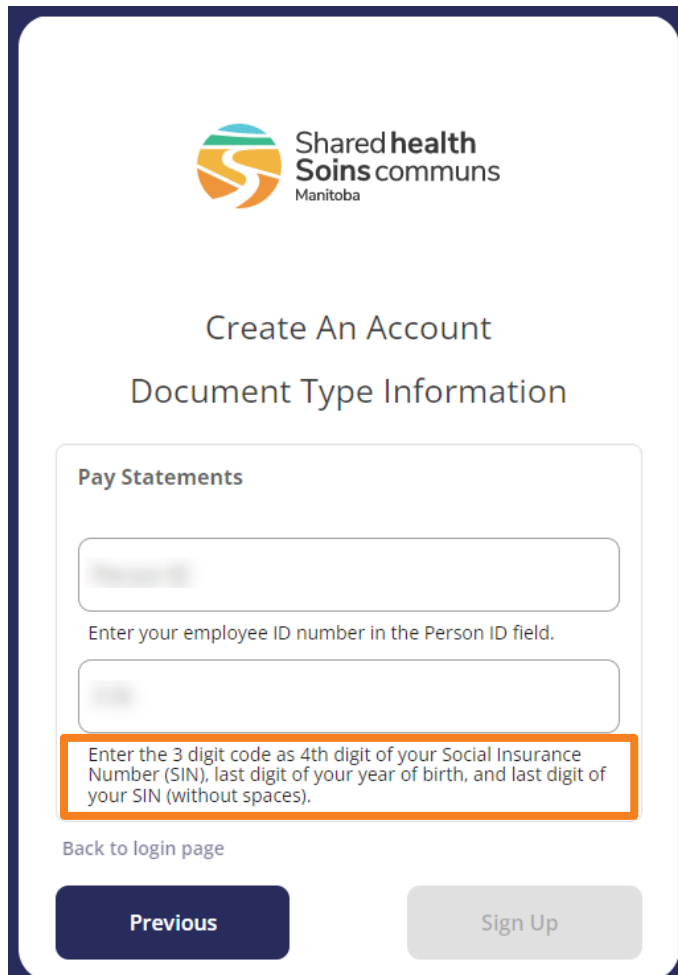
The applicable document types have been selected for you. **Do not** deselect them.

Click **Next**.



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

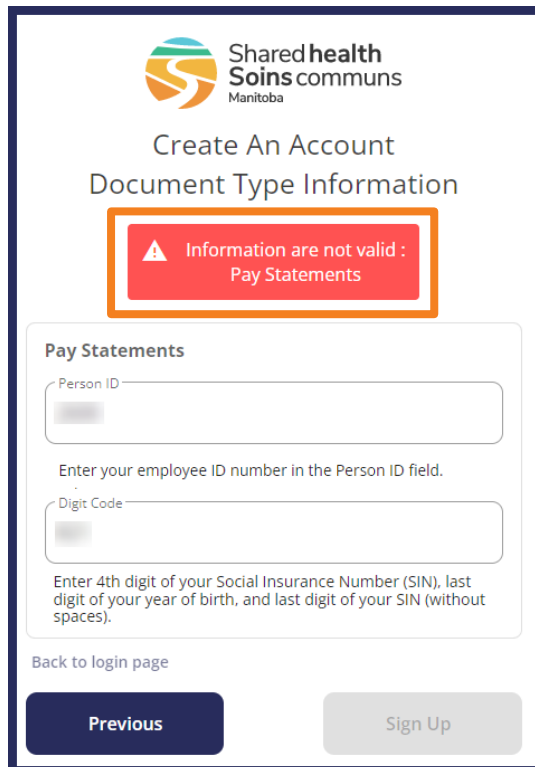
- a. Enter your **employee ID** in the **Person ID** field.
- b. Enter:
  - i. the **4<sup>th</sup> digit of your Social Insurance Number (SIN)**,
  - ii. the **last digit of your year of birth**, and
  - iii. the **last digit of your SIN** in the **Digit Code** field.
- c. Click **Subscribe**.



## 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.



Shared health  
Soins communs  
Manitoba

Create An Account  
Document Type Information

**Information are not valid :  
Pay Statements**

**Pay Statements**

Person ID

Enter your employee ID number in the Person ID field.

Digit Code

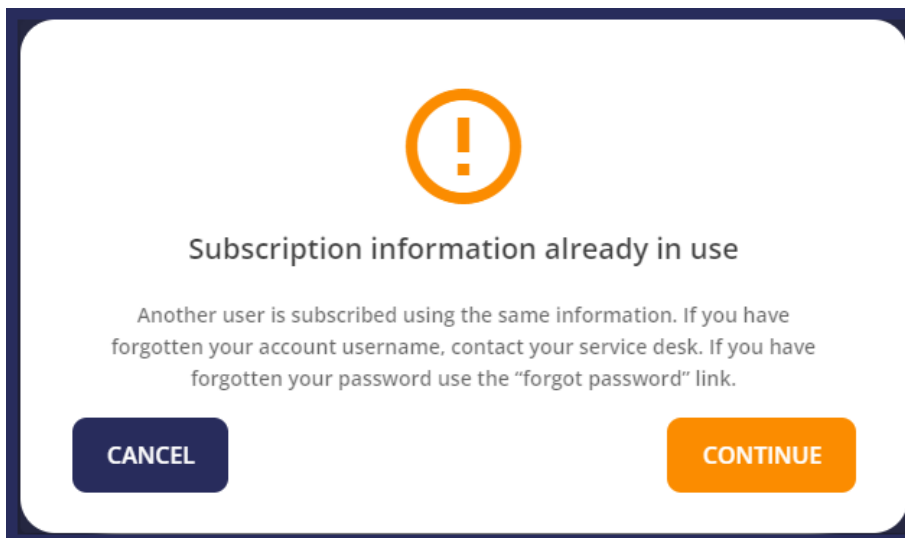
Enter 4th digit of your Social Insurance Number (SIN), last digit of your year of birth, and last digit of your SIN (without spaces).

[Back to login page](#)

**Previous** **Sign Up**

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.



**!**

**Subscription information already in use**

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.

**CANCEL** **CONTINUE**

## SOGICA Vault: Create an Account and Log In

5 The **Verification screen** appears.

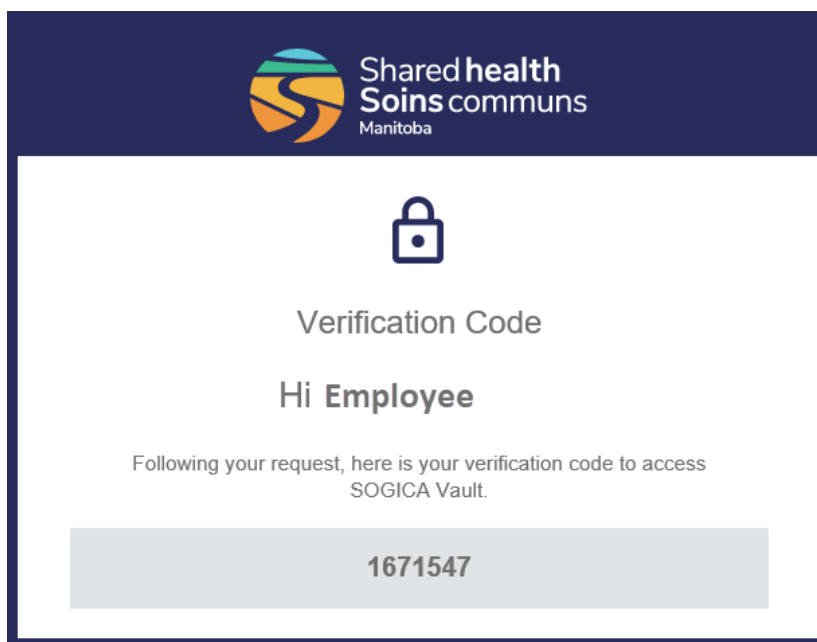
- Go to the **email account you registered with** to find your **verification code** email.
- Enter the code on the Verification screen, then press **Verify**. (You can copy/paste the code.)

! Emails arrive from SHM Pay ([sharedhealthpayroll@sharedhealthmb.ca](mailto:sharedhealthpayroll@sharedhealthmb.ca))

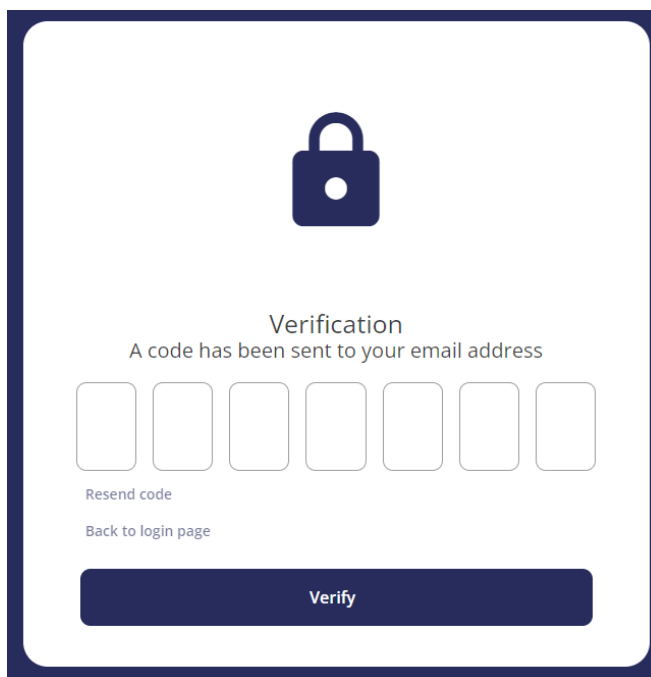
You will receive one verification code every day you log in.

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](mailto:sharedhealthpayroll@sharedhealthmb.ca)) to your safe sender list.

Verification code email:



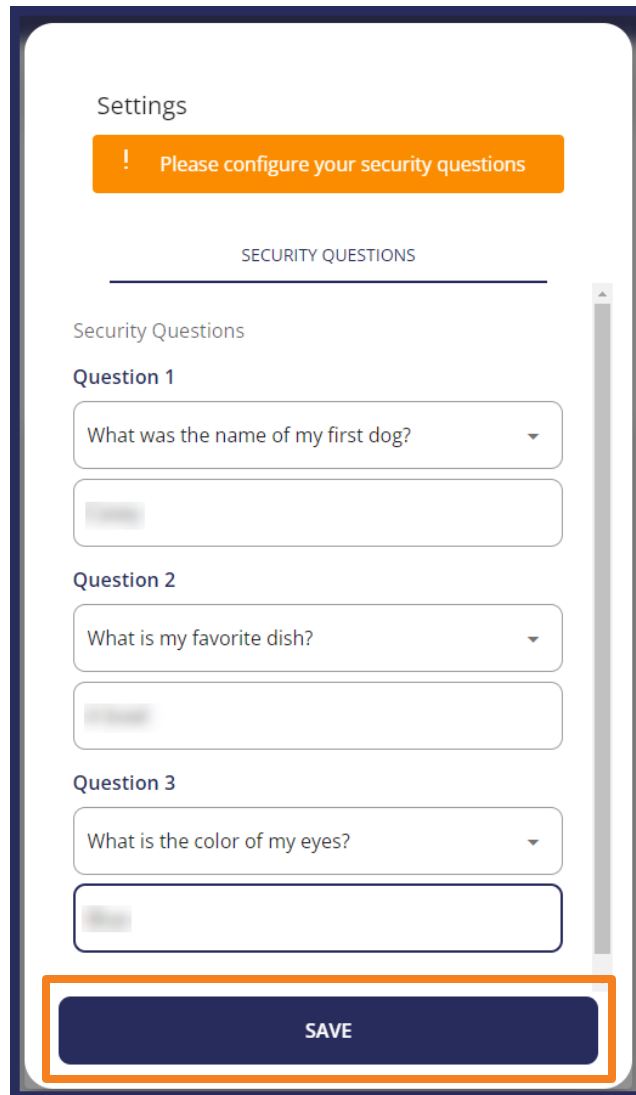
Verification code screen:



# SOGICA Vault: Create an Account and Log In

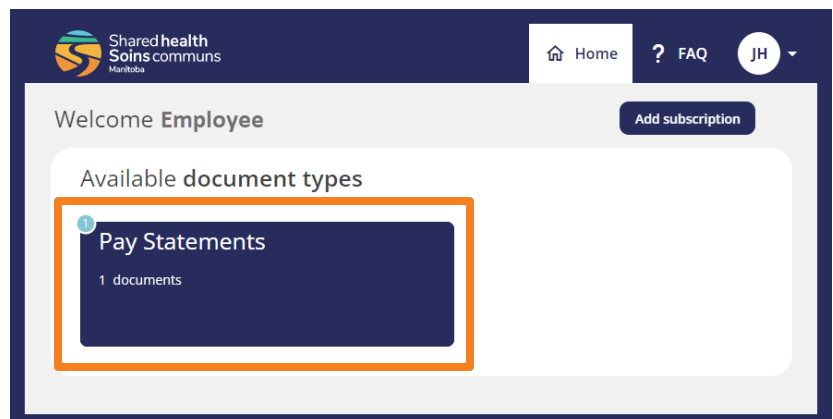
- 6** The **Settings** screen appears.
- Select a **security question** in each of the three drop-down menus and enter a corresponding answer for each.
  - Click **Save**.

**!** Make your answers something memorable.



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

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

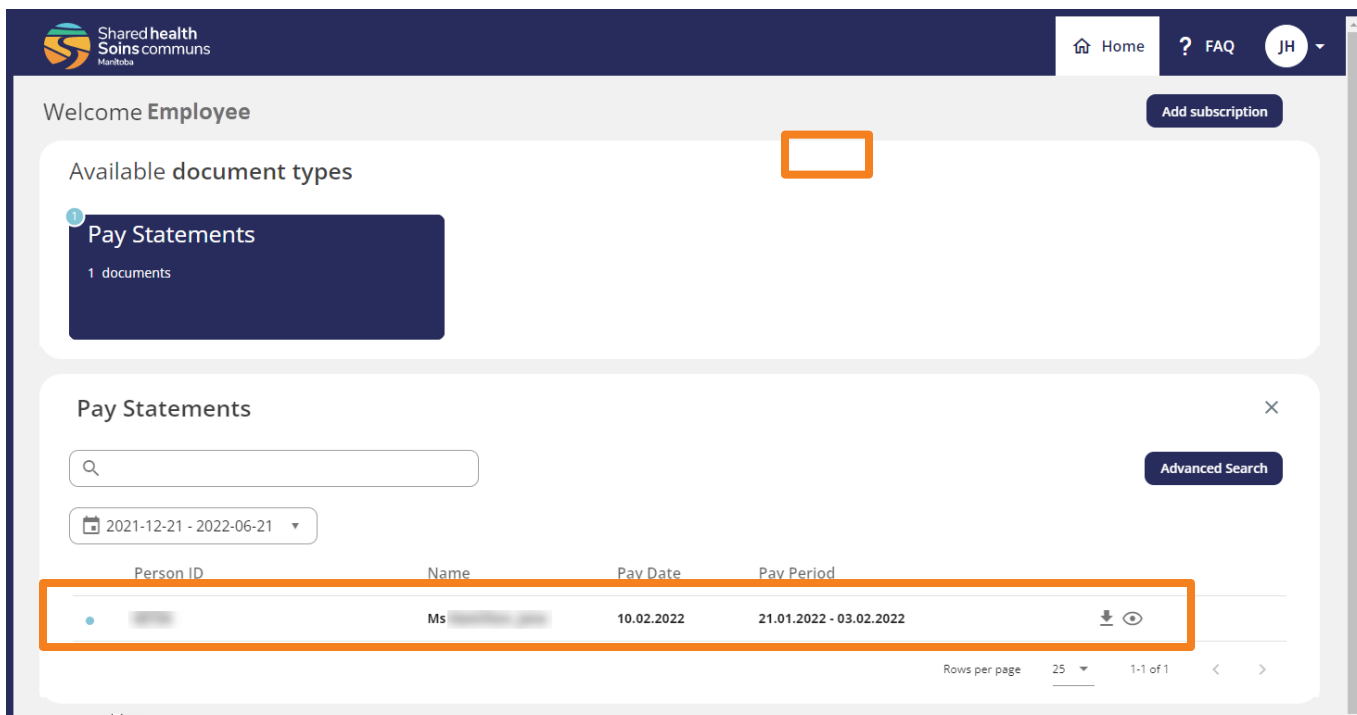


## SOGICA Vault: Create an Account and Log In

8 Your pay statements appear below.

Click  to download and save/print your pay statement.

Click  to view your pay statement in a browser tab.



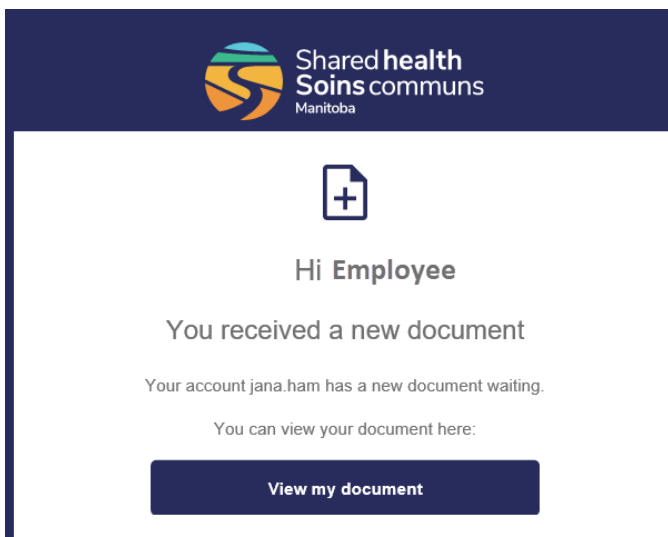
The screenshot shows the SOGICA Vault interface. At the top, there is a navigation bar with the Shared Health Soins Communs Manitoba logo, a Home button, a FAQ button, and a user profile icon labeled 'JH'. Below the navigation bar, a 'Welcome Employee' message is displayed. A section titled 'Available document types' contains a 'Pay Statements' card with a '1 documents' indicator. Below this, a 'Pay Statements' table is shown with a search bar, a date range filter (2021-12-21 - 2022-06-21), and an 'Advanced Search' button. The table has columns for Person ID, Name, Pay Date, and Pay Period. A single row is visible, with the 'Pay Date' and 'Pay Period' columns highlighted by an orange box. The 'Pay Date' is 10.02.2022 and the 'Pay Period' is 21.01.2022 - 03.02.2022. At the bottom right of the table, there are icons for download and view. The footer of the table shows 'Rows per page 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.

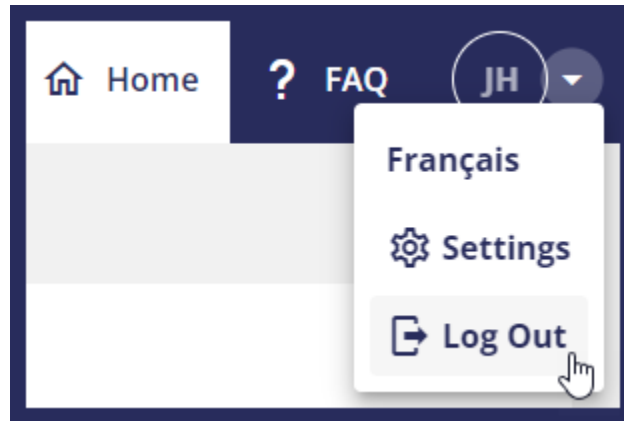
If you forget your username, you can find it in your new document email notification. If you cannot locate your username, please contact HR Shared Services at 204-940-8500, option 5 or 1-866-999-9698, option 5.



The screenshot shows an email notification from Shared Health Soins Communs Manitoba. It features the organization's logo at the top. Below the logo, there is 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.