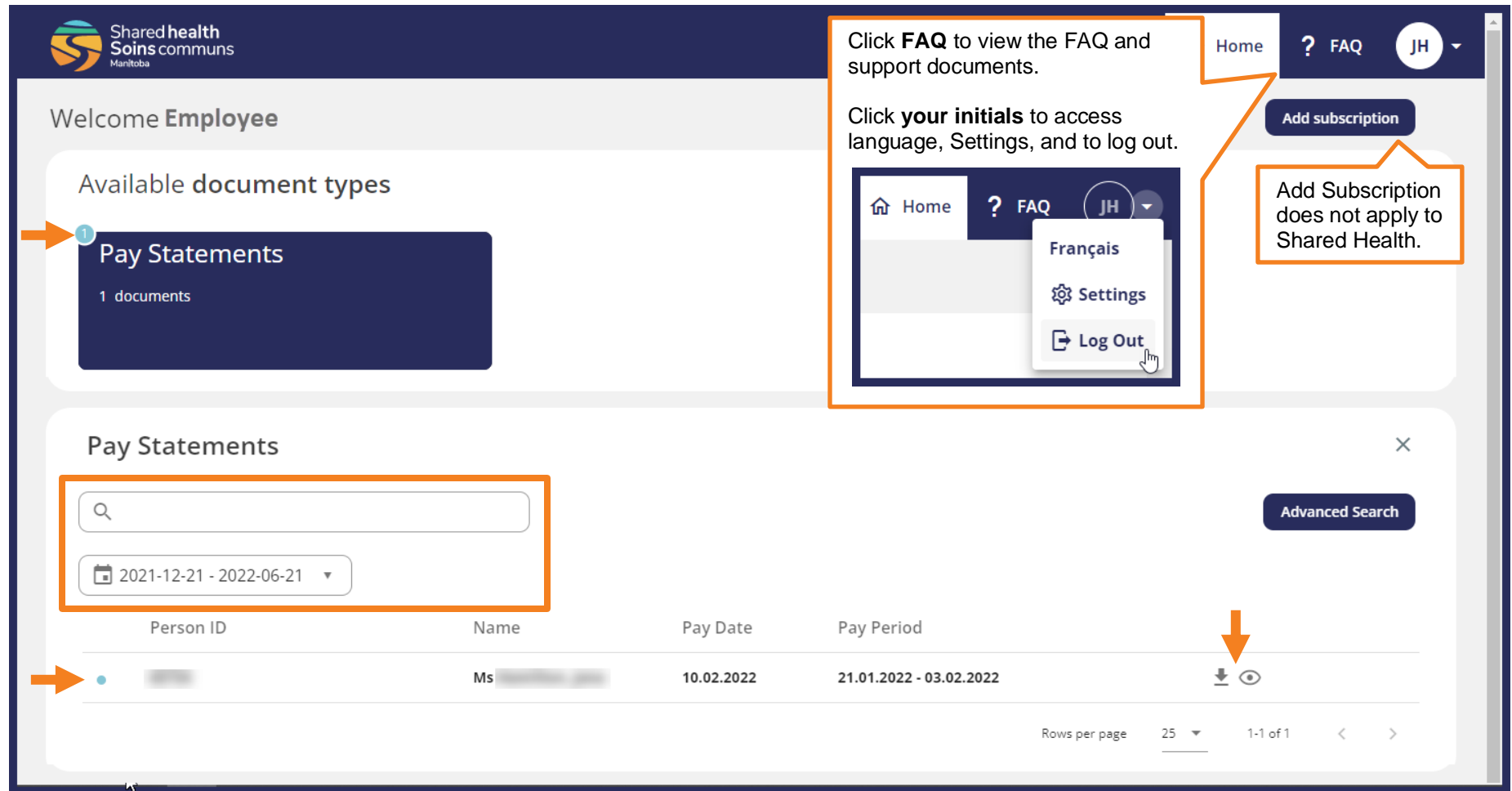








# SOGICA Vault: Overview

For complete steps on logging in to view your pay statements for the first time, see the [SOGICA Vault: Log in](#) how-to.



-  Blue dots indicate unviewed documents.
-  You can search or filter your documents by date.
-  Click  to download the document to your default downloads folder. It opens in Adobe Acrobat and can be printed there.
-  Click  to open your document for viewing in a new browser tab.

## SOGICA Vault: Overview

! In a narrow screen view, your Home screen changes to the following (For example – your phone):

The screenshot displays the mobile interface for SOGICA Vault. At the top left is the Shared Health Soins communs Manitoba logo. The main header says "Welcome Employee". Below this is a section titled "Available document types" containing a card for "Pay Statements" with "1 documents". A callout box points to this card with the number "1".

In the top right corner, a menu icon is shown. A callout box titled "Your menu changes to the following:" lists the menu items: HOME, FAQ, EMPLOYEE NAME (with a profile icon), FRANÇAIS, SETTINGS (with a gear icon), and LOG OUT (with a door icon).

Below the document types is a section titled "Pay Statements" with a search bar. A callout box points to the search bar with the text "Click in this area to view your pay statement." Below the search bar is a table with one row of data:

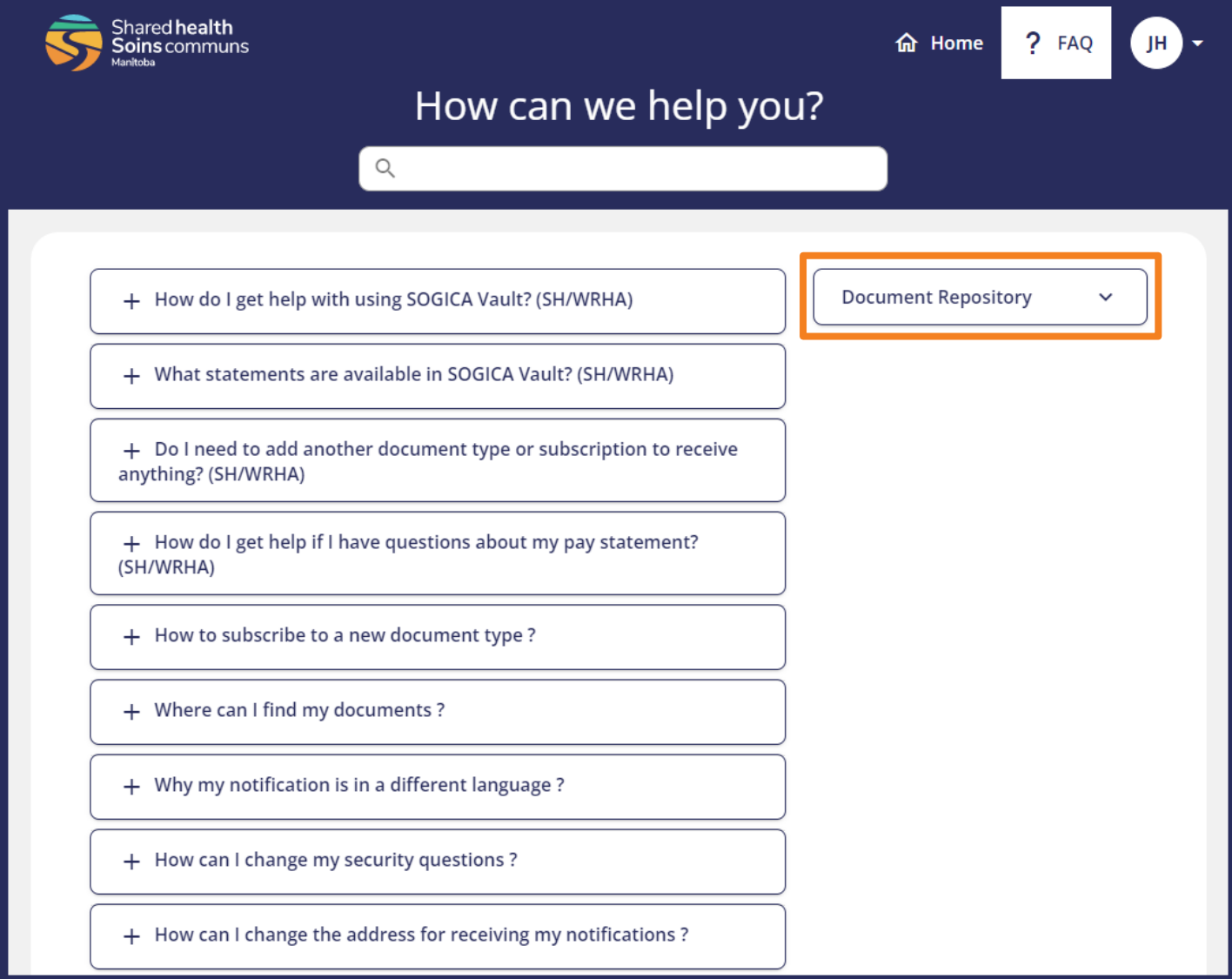
Person ID	[Redacted]
Name	Ms [Redacted]
Pay Date	10.02.2022
Pay Period	21.01.2022 - 03.02.2022

At the bottom of the screen, there is a pagination control showing "Rows per page: 25" and "Page 1 of 1" with navigation arrows.

## SOGICA Vault: Overview

The FAQ includes a Document Repository with how-to documents.

! In a narrow screen view, the Document Repository moves below the FAQ. For example - on your phone.



Shared health  
Soins communs  
Manitoba

Home ? FAQ JH

### How can we help you?

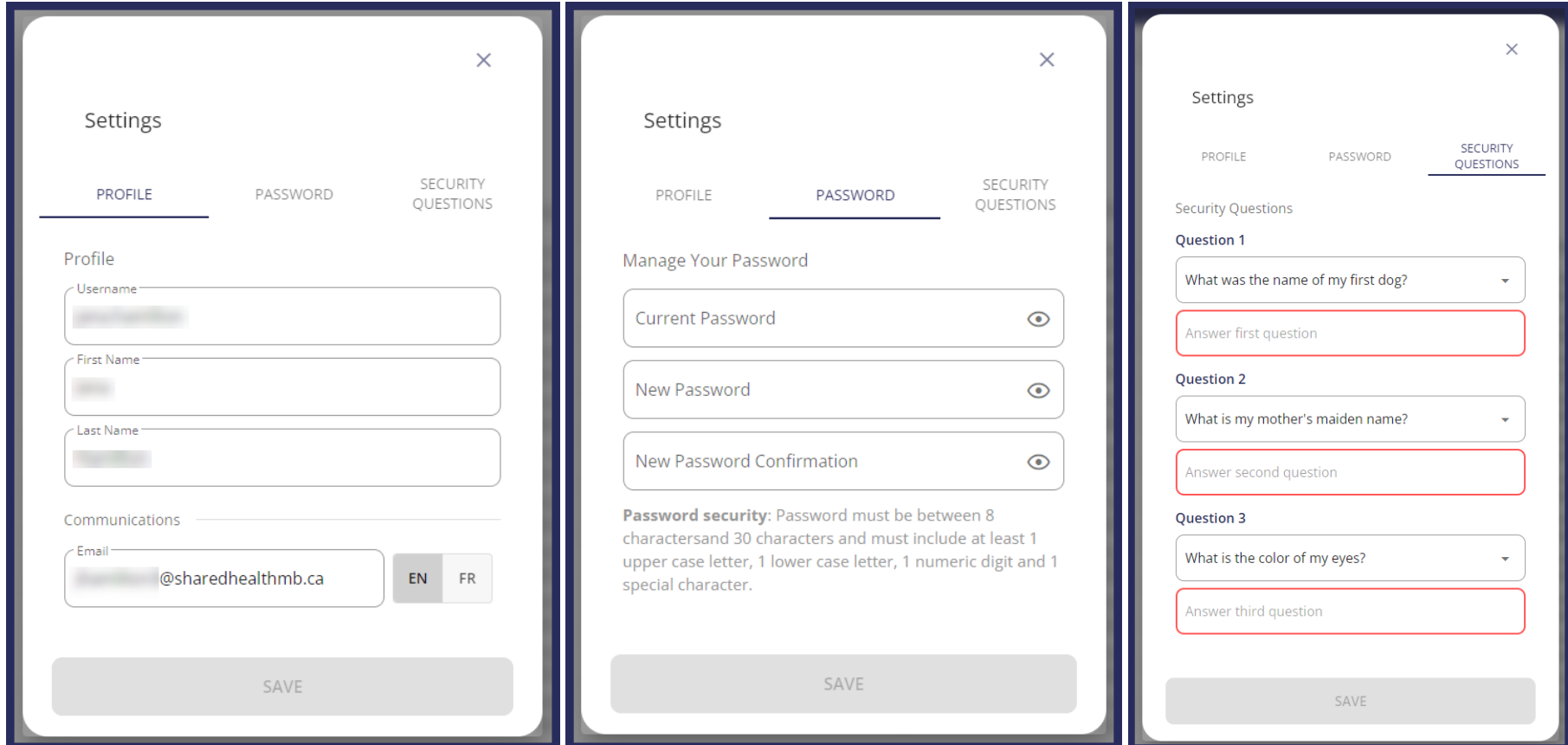
🔍

- + How do I get help with using SOGICA Vault? (SH/WRHA)
- + What statements are available in SOGICA Vault? (SH/WRHA)
- + Do I need to add another document type or subscription to receive anything? (SH/WRHA)
- + How do I get help if I have questions about my pay statement? (SH/WRHA)
- + How to subscribe to a new document type ?
- + Where can I find my documents ?
- + Why my notification is in a different language ?
- + How can I change my security questions ?
- + How can I change the address for receiving my notifications ?

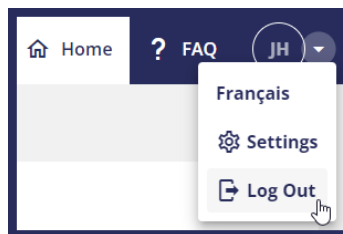
Document Repository ▾

# SOGICA Vault: Overview

When you click Settings, the Settings window appears. You can change your name, email, language, password, and security questions. Click Save when you complete each panel to save your changes.



Be sure to log out after every session.



For any issues, please contact HR Shared Services at 204-940-8500, option 5 or 1-866-999-9698, option 5.