

The main title logo for the course book, featuring 'autocount' in a small font above 'cloud payroll' in a larger font, with a blue cloud icon above the word 'payroll', followed by the words 'Course Book' in a large, bold, blue font.

Step-by step Answer Guide

Chapter 1

Subscription

Auto Count Sdn Bhd (751600-A)

B2-3A-01, Level 3A, Block B2, Meritus @ Oasis Corporate Park,
No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.
Tel: 603-3000 3000 Fax: 603-7621 0911 www.autocountSoft.com



© All rights reserved

Chapter 1 Subscription

Task 1.1

Free Registration

Please enter address as follow:

<https://portal-demo.autocountcloud.com/>
please use Google Chrome for full function of features and avoid using IE as some of the function may not be working

Subscription billing software, crafted for growing businesses

autocount[®] Subscription Portal

Log in
with your AutoCount Cloud Account

Email

Password

Remember me [Forgot your password?](#)

Log in

Have no account? [Register now](#)

1. Click Register Now

The image shows a registration form on the 'autoaccount Subscription Portal'. The form is titled 'Register' and contains several input fields: 'Email', 'Personal Name', 'Mobile Number', 'Password', and 'Confirm Password'. A blue 'Register' button is at the bottom. A red box highlights the email field, and an orange callout points to it. Another orange callout points to the 'Personal Name' field. A third orange callout points to the 'Mobile Number' field. A fourth orange callout points to the 'Register' button. A large orange callout at the bottom left provides password requirements. The background of the form is white, and the left side of the image has a red background with white text.

Subscription billing software, crafted for growing bus

2. Enter you real email address

3. Enter your full name

5. Enter **strong password**, secured password consist of Minimum 8 characters and must contains: Lower Case(a-z), Upper Case(A-Z), Number (0-9), and Special Characters (example # or \$)

4. Contact number for following up

6. Click to proceed

autoaccount
Subscription Portal

Register

Email
accpayroll001@gmail.com

Personal Name
Tom Kurus

Mobile Number
0123456899

Password
.....

Confirm Password
.....

By clicking "Register", you agree to our [terms of service](#) and [privacy policy](#).

Register

Already a member? [Log in now](#)

Register successful. Please check your email (both inbox and junk folders) for instructions to confirm email address.

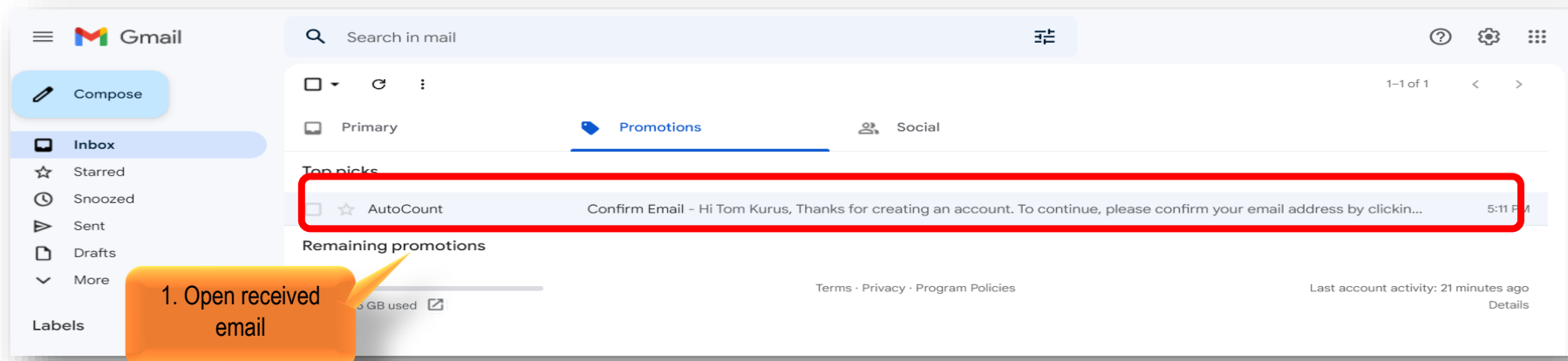
Log in to account

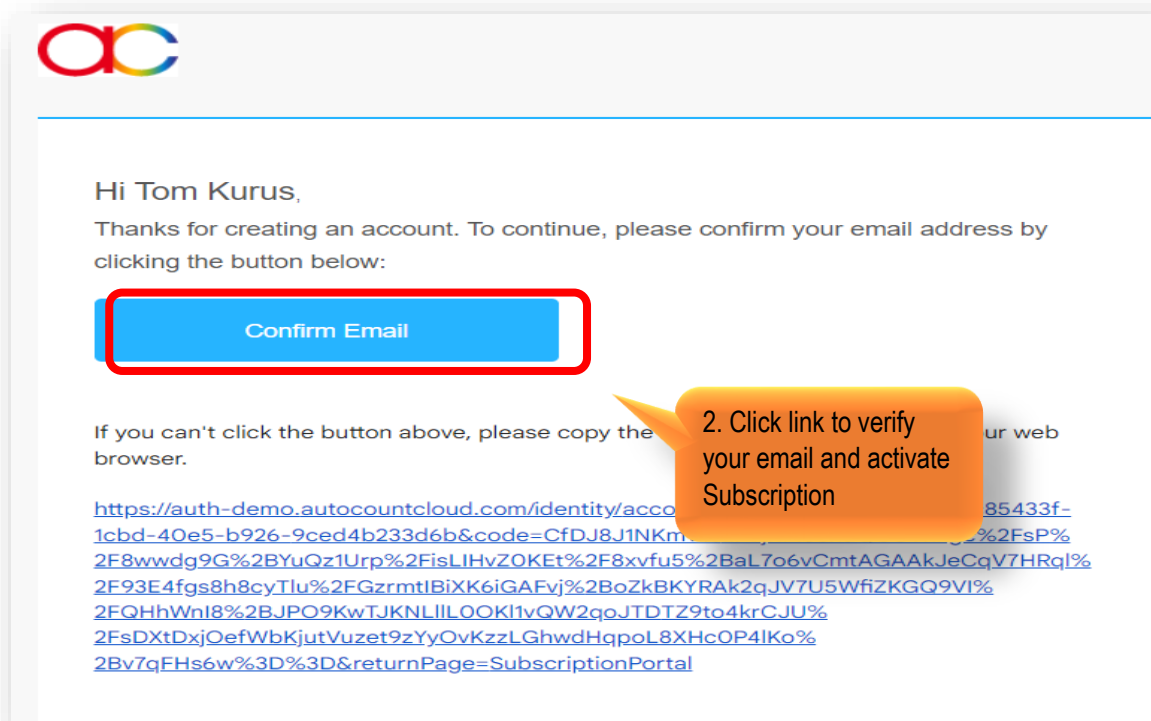
Click this button will bring you to login screen again, you must confirm your email first before your first time login.

AutoCount Payroll will you send email, check your inbox. Click the link for email verification.

Please check promotion, spam or junk mail if you do not receive email verification in your inbox.

Verification email from AutoCount is cloudacc.admin@autocountsoft.com





Hi Tom Kurus,

Thanks for creating an account. To continue, please confirm your email address by clicking the button below:

[Confirm Email](#)

If you can't click the button above, please copy the link below and paste it into your web browser.

<https://auth-demo.autocountcloud.com/identity/account/confirm?code=CfDJ8J1NKm...85433f-1cbd-40e5-b926-9ced4b233d6b&code=CfDJ8J1NKm...%2FsP%2F8wwdg9G%2BYuQz1Urp%2FisLIHvZOKEt%2F8xvfu5%2BaL7o6vCmtAGAAkJeCqV7HRqj%2F93E4fqs8h8cyTlu%2FGzrmtIBiXK6iGAFvj%2BoZkBKYRAk2qJV7U5WfZKGGQ9VI%2FQHhWnI8%2BJPO9KwTJKNLILL0OKI1vQW2qoJTDZ9to4krCJU%2FsDXtDxjOefWbKjutVuzet9zYyOvKzzLGhwdHqpoL8XHcOP4IKo%2Bv7qFHs6w%3D%3D&returnPage=SubscriptionPortal>

2. Click link to verify your email and activate Subscription

Your email address has been successfully confirmed.

[Log in to account](#)

3. Click to go to Cloud Payroll login page

Subscription billing software, crafted for growing businesses

3. Please fill in email & password for the first time.

4. And ticked for Remember me for system to save Email and password for next time login.

5. Click to login

autoaccount[®]
Subscription Portal

Log in
with your AutoCount Cloud Account

Email
accpayroll001@gmail.com

Password
.....

Remember me [Forgot your password?](#)

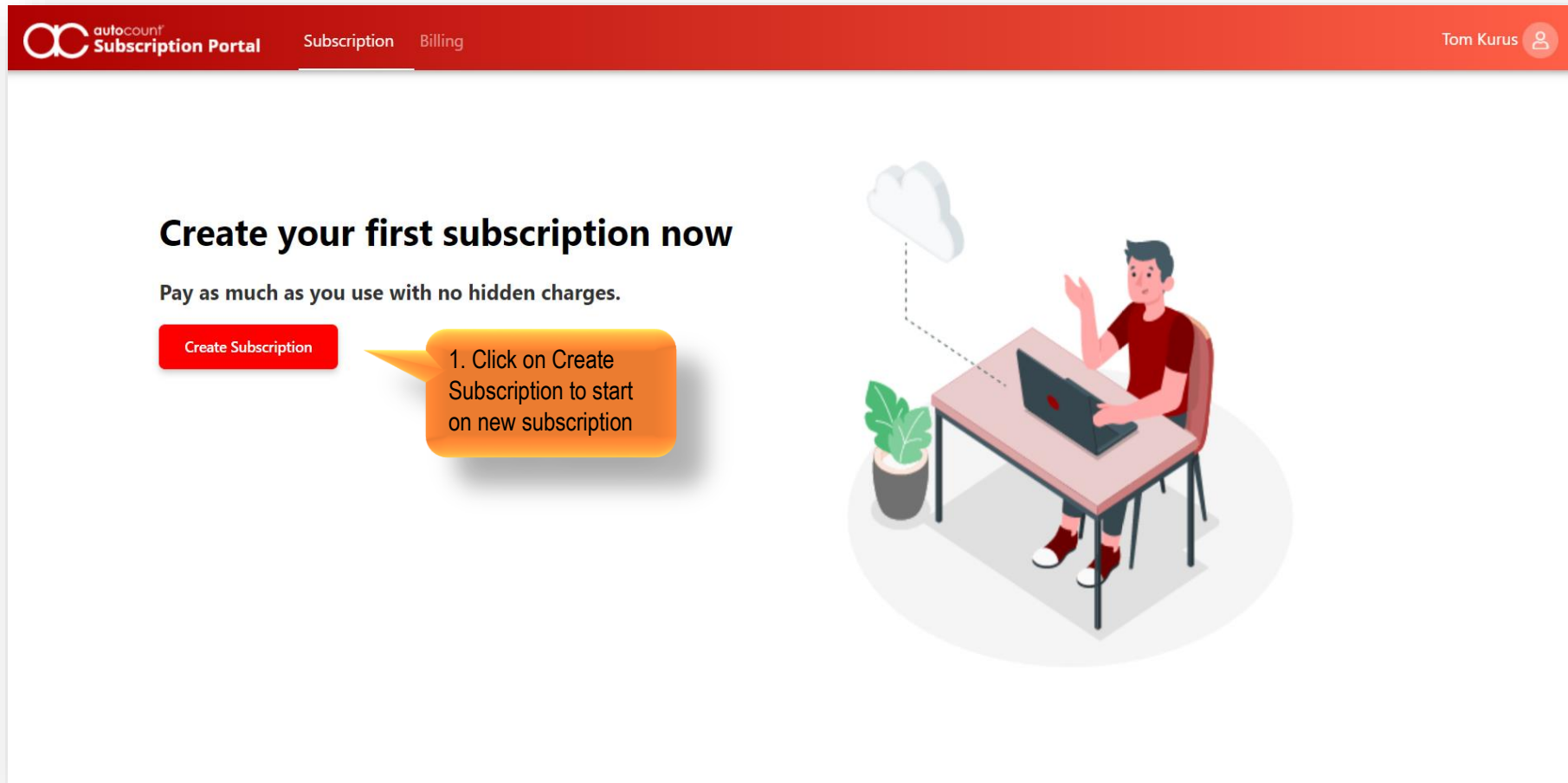
Log in

Have no account? [Register now](#)

The image shows a login page for the AutoAccount Cloud Payroll Subscription Portal. On the left, there is a red vertical banner with the text 'Subscription billing software, crafted for growing businesses' and an illustration of business people interacting with a cloud interface. Three orange callout boxes provide instructions: '3. Please fill in email & password for the first time.' points to the email and password fields; '4. And ticked for Remember me for system to save Email and password for next time login.' points to the 'Remember me' checkbox; and '5. Click to login' points to the 'Log in' button. The login form itself includes the AutoAccount logo, the title 'Subscription Portal', the heading 'Log in with your AutoCount Cloud Account', and input fields for 'Email' (containing 'accpayroll001@gmail.com') and 'Password' (masked with dots). Below the password field are a checked 'Remember me' checkbox and a 'Forgot your password?' link. A blue 'Log in' button is positioned below these elements, with a 'Register now' link for users without an account.

Task 1.2


Create New Subscription



The screenshot displays the 'Subscription Portal' interface. At the top, the 'autocount cloud payroll' logo is on the left, and the user's name 'Tom Kuras' with a profile icon is on the right. The main content area features a large heading 'Create your first subscription now' and a sub-heading 'Pay as much as you use with no hidden charges.' Below this is a prominent red 'Create Subscription' button. An orange callout box points to the button with the instruction: '1. Click on Create Subscription to start on new subscription'. To the right, an illustration shows a person sitting at a desk with a laptop, with a cloud icon above them connected by a dashed line, symbolizing cloud services. A potted plant is also visible on the desk.

autocount
Subscription Portal

Subscription Billing

Emma 

Create Subscription

Country of Software Service Billing Information Payment Method Create First Company

Country of Software Service

1. Choose which country of software service

Malaysia Singapore

Back Next

2. Then click on Next to proceed

autocount[®] Subscription Portal Subscription Billing

Create Subscription

Country of Software Service Billing Information Payment Method Create First Company

Billing Day
25 of every month

Billing Name
Emma

Address
A2-03-A4, Oasis Corporate Park, Jalan PJU 1A/2

City **State**
Petaling Jaya Selangor

Post Code **Country**
37100 Malaysia

Back Next

3. Select your Billing Day

4. Enter your Billing Name

5. Enter Billing Address Details

6. Click Next to proceed

Create Subscription



Self Care Auto Payment

First Name

Tom Kurus

Last Name

Kurus

Email

accpayroll001@gmail.com

Phone No.

0123456899

7. For payment method, please select either Self Care or Auto Payment

8. Enter the billing info

Back

9. Click Next to proceed

Next

autocount®
Subscription Portal

Subscription Billing

Create Subscription

Country of Software Service Billing Information Payment Method Create First Company

10. Lastly select which software service you would like to use to create as First Company

Select Software Service

P Cloud Payroll **a** Cloud Accounting

Back 11. Click Confirm & Go to Service to proceed Confirm & Go to Service

Task 1.3
Create New Company

The screenshot shows the 'autocount CloudPayroll' subscription interface. On the left, a vertical navigation bar has three sections: 'PACKAGE' (selected), 'DEMO COMPANY', and 'CONFIRMATION'. The main content area is titled 'PACKAGE Pay As You Go'. It features a 'Package' dropdown menu set to 'Premium', with a link to 'Plans & Features'. Below this is an 'Add-On' section with three buttons: 'E-Leave', 'E-Claim', and 'E-Attendance'. At the bottom of the main area are input fields for 'Dealer Code (if any)' and 'Promotion Code (if any)'. On the right, a 'Price Estimator' section shows three rows of employee counts with sliders, all set to 'FREE': '3 Payroll Processed Employee(s)', '10 E-Leave Employee(s)', '10 E-Claim Employee(s)', and '10 E-Attendance Employee(s)'. Below this, it states 'Your Subscription fee will be FOC **' and includes a link for '** View Price Disclaimer'. At the bottom, there are two buttons: 'Return to Subscription Portal' and 'Next'. Four orange callout boxes provide instructions: 1. '1. Select Package' points to the dropdown menu; 2. '2. Select Add-On if any (may activate later when needed)' points to the 'E-Attendance' button; 3. '3. Enter Dealer Code and Promotion Code if any' points to the input fields; 4. '4. Click Next to proceed' points to the 'Next' button. A yellow box at the top right says 'Confirmation progress will be shown on the page.'

The screenshot shows the 'autocount CloudPayroll' subscription setup interface. On the left, a vertical navigation bar contains three sections: 'PACKAGE', 'DEMO COMPANY', and 'CONFIRMATION'. The main area is titled 'COMPANY INFORMATION' and contains the following fields:

- Company Name ***: Text input field containing '1234 EMMA'.
- Registration Number ***: Text input field containing '12341234'.
- Payroll Year ***: Dropdown menu set to '2022'.

On the right side, a 'Price Estimator' section displays the following information:

- 3 Payroll Processed Employee(s) are **FREE**
- 10 E-Leave Employee(s) are **FREE**
- 10 E-Claim Employee(s) are **FREE**
- 10 E-Attendance Employee(s) are **FREE**
- Your Subscription fee will be **FOC ****
- [** View Price Disclaimer](#)

At the bottom, there is a 'Go Back' link and a 'Next' button. The page is annotated with four orange callout boxes:

- 5. Enter Company Name**: Points to the Company Name input field.
- 6. Enter Company Registration Number**: Points to the Registration Number input field.
- 7. Select Payroll Year**: Points to the Payroll Year dropdown menu.
- 8. Click Next to proceed**: Points to the Next button.

autocount[®] CloudPayroll

PACKAGE

COMPANY

DEMO COMPANY

CONFIRMATION

Do you want to create additional demo company?

YES

Please, select the type of demo company you wish to have.

A demo company include some sample data (recommended)

includes:

- ✓ Sample employees
- ✓ Payroll processes
- ✓ Pre-defined maintenances

It is recommended to select this option to help you understand our payroll easier, faster, and more efficient.

A fresh company with default values

includes:

- ✓ Default data only

Select this option, if you want to try out our payroll with your own data without affecting your active company.

← Go Back

Next

9. Tick the checkbox if you need to create additional demo company and select the type of demo company you wish to create

10. Click Next to proceed

Confirmation
Confirm your subscription details

Service Details

Package	Premium	Dealer Code	
E-Leave	NO	E-Claim	NO
E-Attendance	NO		

Company Detail Pay As You Go

Company Name	1234 EMMA	Registration Number	12341234
Country	Malaysia	Payroll Year	2022

Demo Company Detail FREE FOR 30 DAYS

Company Name	Demo-A50A7237	Registration Number	FBB07770
Country	Malaysia	Payroll Year	2022

I agree with AutoCount Payroll's [Service Fees & Invoice Calculations](#)

← Go Back Confirm

11. Tick the checkbox to agree

12. Click Confirm to proceed

AutoCount Payroll's Terms of Service 6 APRIL 2022

AUTOCOUNT CLOUD PAYROLL END USER SUBSCRIPTION AGREEMENT

This AUTOCOUNT Cloud Payroll End User Subscription Agreement (this "Agreement") is a legal agreement between AUTO COUNT SDN. BHD. ("AUTOCOUNT") and you or any person that you are authorised to represent. This Agreement governs the use of AUTOCOUNT Cloud Payroll Software Services provided through AUTOCOUNT CLOUD PAYROLL online software application and website operated by AUTOCOUNT (hereinafter as "Services"). The Services shall not be accessed or used by you unless you agree to subscribe and comply with the full terms and conditions of this Agreement. This Agreement also limits and/or excludes warranties and remedies regarding the Services, exempts AUTOCOUNT from liability or limits its liability, and contains other important provisions that you should read carefully.

BY USING THE SERVICES (OR ANY PART OF THE SERVICES), YOU ACCEPT THE TERMS OF THIS AGREEMENT WITHOUT LIMITATION OR QUALIFICATION; YOU ACKNOWLEDGE THAT YOU ARE BOUND BY THIS AGREEMENT; AND IF YOU ARE AN INDIVIDUAL REPRESENTING A COMPANY OR OTHER PERSONS, THEN YOU REPRESENT AND WARRANT THAT YOU HAVE THE LEGAL AUTHORITY TO ACCEPT THIS AGREEMENT ON BEHALF OF THE COMPANY OR OTHER PERSONS YOU REPRESENT OR ON WHOSE BEHALF YOU ARE ACCESSING AND USING THE SERVICES. IF YOU ARE DISSATISFIED WITH THE TERMS, CONDITIONS, RULES, POLICIES, GUIDELINES OR PRACTICES OF OPERATING OUR SERVICES, YOUR SOLE AND EXCLUSIVE REMEDY IS TO DISCONTINUE USING THE SERVICE.

1. DEFINITIONS

In this Agreement, the following expressions shall have the meanings assigned to them below. Other terms are defined

I Accept

13. Click I Accept to proceed

AutoCount Payroll's Privacy Policy 17 May 2020

AutoCount Payroll Privacy Policy

Please read this Privacy Notice carefully as it describes how our products, services, and technologies use your personal data. Unless a separate, or supplementary privacy notice is provided, this Privacy Notice applies to our use of personal data across our websites, financial products and services, software, apps, tools, and other services and functionality we provide, both online and offline (collectively referred to as "AUTOCOUNT SERVICES").

This Privacy Notice may be relevant to you even if you are not a customer of ours and have never used AUTOCOUNT SERVICES. We may be in possession of your personal data because we have received it from a user of AUTOCOUNT SERVICES.

1. WHO WE ARE

Auto Count Sdn Bhd (751600-A) is a Malaysian company which develops and provides high quality accounting software as well as financial products and services. Our Head Office is located at B2-3A-01, Level 3A, Block B2 Meritus @ Oasis Corporate Park, No. 2, Jalan PJU 1A/2, Ara Damansara 47301 Petaling Jaya, Selangor, Darul Ehsan, Malaysia. Throughout this Privacy Notice, when we say AUTOCOUNT, we mean our company, related corporations, and our AUTOCOUNT Authorised Dealers (collectively as "we", "us" or "our").

2. THE TYPES OF DATA WE COLLECT

AUTOCOUNT collect and process Data as part of our business operations including Personal Data. "Personal Data" is any information that identifies a person. It is almost impossible to list all the types information which may be considered as Personal Data and the types of information we collect and use will be determined by the types of AUTOCOUNT SERVICES that you are using. Nevertheless, the Personal Data that AUTOCOUNT collects and



Hi Emma Sam, Welcome To AutoC

Service Fee Agreement

Preview version of E-Attendance will be finished by August 31st. Please, confirm your E-Attendance Package before end of August.

E-Attendance *

I agree with AutoCount Payroll's [Service Fees & Invoice Calculations](#)

I do not agree

Submit **Discard**

EPF No.

Tax Number

HRDF Contribution Percentage

Employer File No.

Skip **Save & Continue** **Close**

1. Company Profile

2. Bank Account

3. Allowance

4. Deduction

5. Company Information

6. Insurance

7. Complete

Fill out your details

City

Country *

14. you may activate E-Attendance feature (May also activate this feature during first create company on add-ons option)

15. Tick the checkbox to agree with service fee agreement

16. Click to submit (if choose to activate E-Attendance) or Discard

Hi Tom Kurus, Welcome To AutoCount Payroll

1 Company Profile

2 Bank Account

3 Allowance


4 Deduction

5 Calendar Setting

6 Import Employee

7 Complete

Fill out your company profile information.



Phone *

Address *

Postcode *

City *

State *

Country *

EPF No.

Tax Number

SOCOSO Number

HRDF Contribution Percentage

Employer File No.

17. AutoCount Cloud Payroll Wizard-for enter basic information such as company profile,calendar setting etc.User may choose to skip this quick wizard and enter the detail later.

Don't Show Again

Payroll Main Dash Board

1234emma20221

18. Check your newly created Subscription

PAYROLL

EMPLOYEE

- Employee Maintenance
- Organization Chart
- Employee Inquiry

PAYROLL MANAGEMENT

- Adhoc Payroll Items
- Time Attendance Import
- Process Payroll *Deprecated*
- Process Payroll 2.0
- Electronic Payment
- CP Receipt

0 Tomorrow
VIEW DETAILS

0 My Pending Requests
VIEW DETAILS

0 Requested My Approval
VIEW DETAILS

0 Exit This Month

0 Join Next Month

0 Exit Next Month

TO DO LIST

No data

Page: 1

ANNOUNCEMENTS

No data

Page: 1

Task 1.4


Edit Subscriber's Profile


Change Subscriber Phone Number


The screenshot shows the autocount CloudPayroll interface. At the top right, a user profile icon labeled 'Nia' has a dropdown menu open with options: Profile, FAQ, Release Notes, Help, and Log Out. An orange callout box points to the 'Profile' option with the text '2. Click to profile edit Subscriber's profile'. Another orange callout box points to the user profile icon with the text '1. Click to open setting'. Below the navigation bar, the 'Subscription Portal' shows 'ABC' as the company name and 'SUBSCRIPTION ID: S-2011-E5B8D889'. There are three toggle switches for 'Active', 'e-Claim On', and 'e-Leave On', all currently turned on. Below this, there are tabs for 'Company', 'Billing Address', 'Contact Information', 'Invoice', 'Payment Method', and 'Promotion'. The 'Company' tab is active, showing a table with one row: 'SPACE DOT COM' under 'Company Name', 'Demo Company?' under 'Demo Company?', and buttons for 'Reset to Default' and 'Audit Logs'. The table has pagination controls for 10, 20, and 50 items per page, and it is on page 1 of 1.

The screenshot shows the user profile page for 'Nia' on the auto count CloudPayroll platform. The page includes sections for 'Payroll Information', 'Change Your Password', and 'Two Factor Authentication'. Annotations highlight the edit icons for the profile name and email address.

Payroll Information

Profile Name: Nia  **3. Click to rename Subscriber's profile Name**

Phone: 012456789 

Email: najaihsan@gmail.com  **4. Click to Change Subscriber's email address**

Change Your Password

Current Password:

New Password:

Confirm Password:

Submit


Two Factor Authentication

Authenticator Application


Two Factor Authentication is an optional feature to increase the security of your account. When enabled, login requires a code in addition to your password, this code is generated by a separate Authenticator application.



Add Authenticator Application



Payroll Information






Change Picture

Nia 

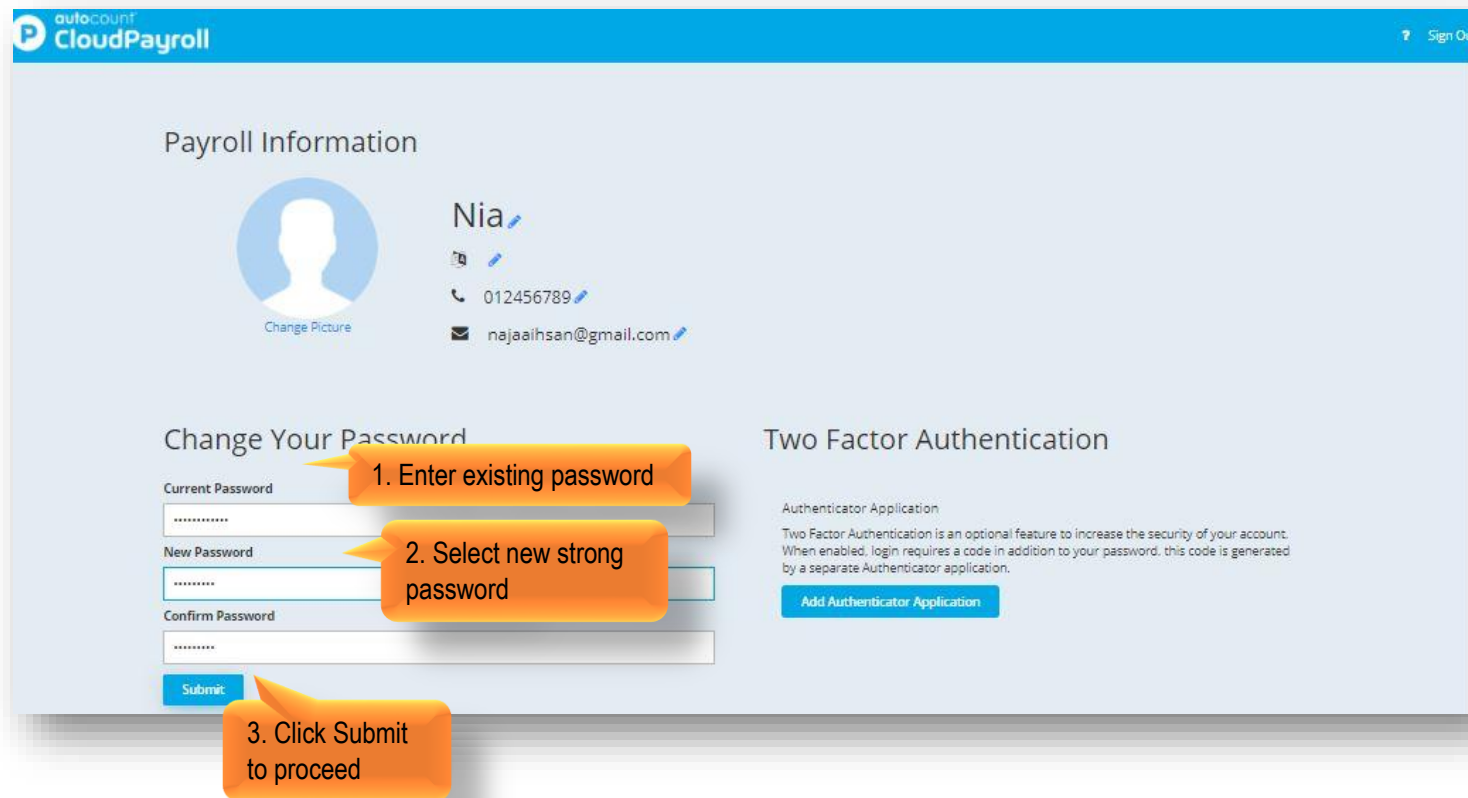
 012456789 

Password 

4. Enter password & submit

Change Subscriber password



The screenshot shows the 'Payroll Information' section of the autoaccount CloudPayroll user interface. The user's name is 'Nia', and their email is 'najaaihsan@gmail.com'. The 'Change Your Password' section contains three input fields: 'Current Password', 'New Password', and 'Confirm Password', each with a 'Submit' button. Three orange callout boxes provide instructions: '1. Enter existing password' points to the 'Current Password' field, '2. Select new strong password' points to the 'New Password' field, and '3. Click Submit to proceed' points to the 'Submit' button. The 'Two Factor Authentication' section is also visible, with an 'Add Authenticator Application' button.

1. Enter existing password

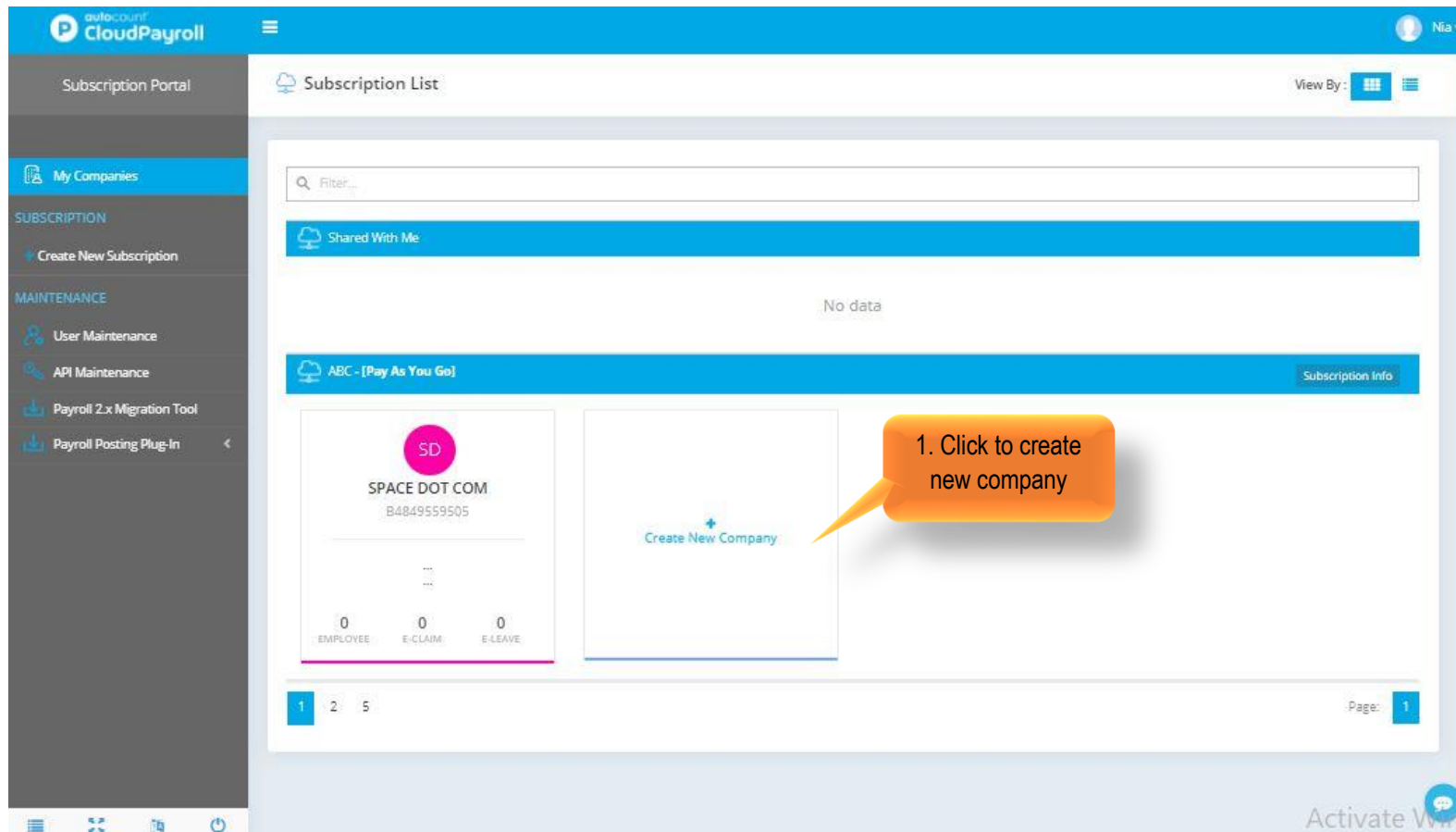
2. Select new strong password

3. Click Submit to proceed

Task 1.5

Create New Company

My companies > Create new Company



NEW COMPANY [X]

Company [Active] | Default Values

Subscription * ABC

Company Name * 9999 NIA

Registration Number * 999999

Country * Malaysia

Payroll Year * 2020

Next

2. Select Subscription

3. Enter New Company Name start with 9999 <your name>

4. Enter Company Registration 999 9999

5. Select yyyy (current year)

6. Click Next to proceed

NEW COMPANY

Use Default Values
 Copy From Another Company

Copy From

<input checked="" type="checkbox"/> Leave Types	<input checked="" type="checkbox"/> Employee Groups	<input checked="" type="checkbox"/> Departments
<input checked="" type="checkbox"/> Races	<input checked="" type="checkbox"/> Calendars	<input checked="" type="checkbox"/> Overtimes
<input checked="" type="checkbox"/> EPFs	<input checked="" type="checkbox"/> Allowances	<input checked="" type="checkbox"/> BIKs
<input checked="" type="checkbox"/> Approval Setting	<input checked="" type="checkbox"/> Access Group	<input checked="" type="checkbox"/> Deduction
<input checked="" type="checkbox"/> Claim Type	<input checked="" type="checkbox"/> Employee Type	

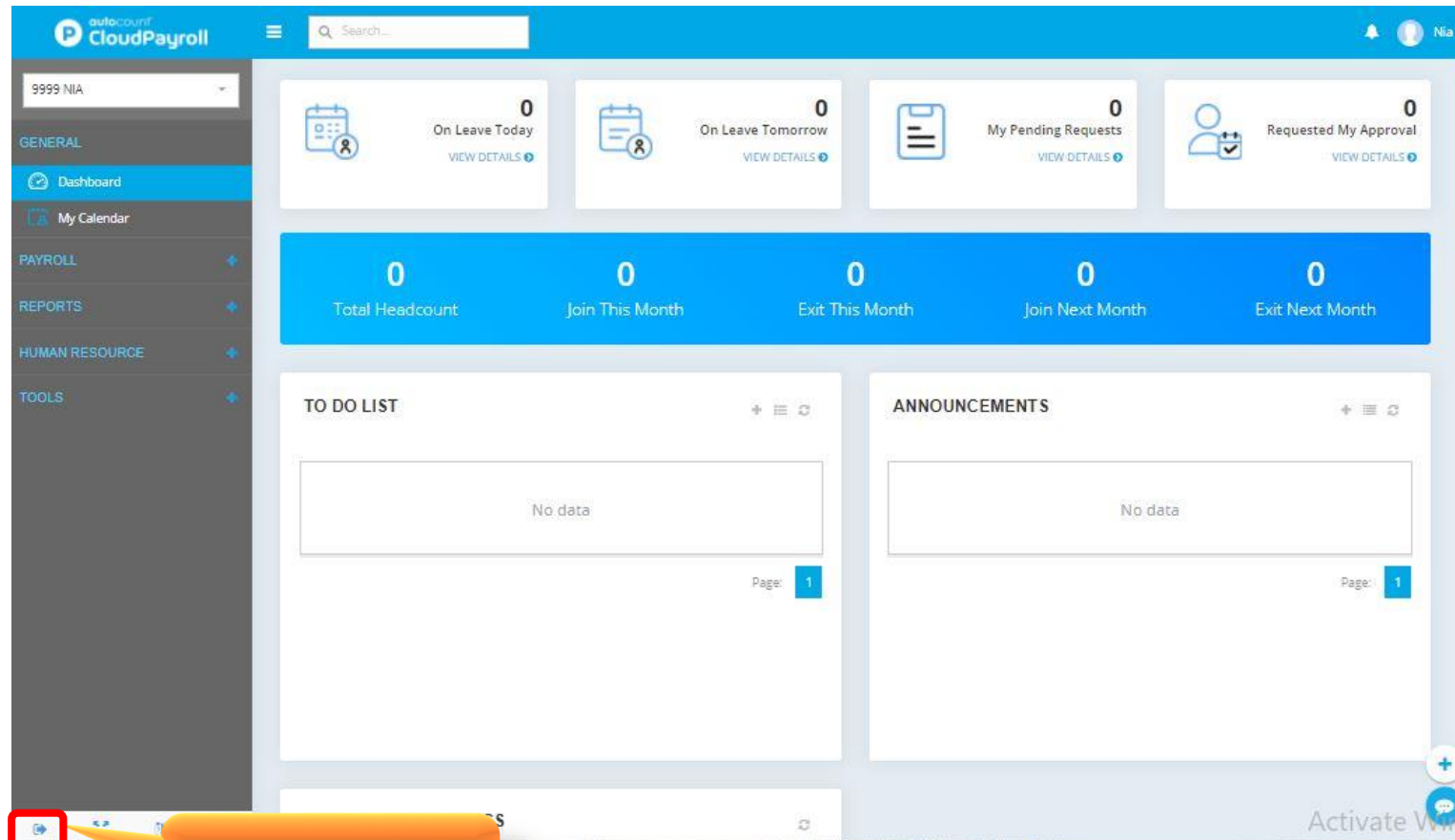
7. Select Default to proceed

8. Click Save to proceed

The screenshot shows the autoaccount CloudPayroll dashboard. At the top left, the company name '9999 NIA' is displayed. The dashboard features a sidebar with navigation options: GENERAL (Dashboard, My Calendar), PAYROLL, REPORTS, HUMAN RESOURCE, and TOOLS. The main content area includes a top navigation bar with the user's name 'Nia' and notification icons. Below this, there are three summary cards: 'n Leave Tomorrow' (0), 'My Pending Requests' (0), and 'Requested My Approval' (0). A prominent blue bar displays five key metrics: Total Headcount (0), Join This Month (0), Exit This Month (0), Join Next Month (0), and Exit Next Month (0). Below the blue bar are two sections: 'TO DO LIST' and 'ANNOUNCEMENTS', both showing 'No data'. At the bottom, there is a 'COMPANY SHARE DOCS' section. An orange callout box with a white border and a pointer to the company name contains the text: '9. after click saved, you will be automatically login into newly created company Dash Board'. The bottom right corner of the dashboard has a 'Activate Win' button.

Task 1.6

Delete Newly created Company



1. Click exit button to Main Subscriber Dash Board

Subscription Main Dash Board > Subscription Info

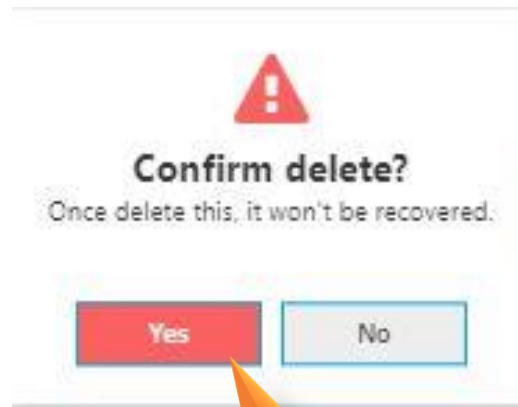
The screenshot displays the 'Subscription List' page in the autocount CloudPayroll system. The left sidebar contains navigation menus for 'My Companies', 'SUBSCRIPTION' (with 'Create New Subscription'), and 'MAINTENANCE' (with 'User Maintenance', 'API Maintenance', 'Payroll 2.x Migration Tool', and 'Payroll Posting Plug-In'). The main content area features a search bar, a 'View By' dropdown, and a 'Shared With Me' section. A subscription entry for 'ABC - [Pay As You Go]' is highlighted, with a 'Subscription Info' button circled in red. An orange callout bubble points to this button with the text '2. Click Subscription info to proceed'. Below the subscription list are summary cards for '9999 NIA' and 'SPACE DOT COM', each showing 0 employees, 0 claims, and 0 leaves. A 'Create New Company' button is also visible. The bottom of the page shows a pagination control (1, 2, 5) and a 'Page: 1' indicator.

The screenshot displays the 'Subscription Portal' interface. At the top, the 'autoaccount CloudPayroll' logo is visible on the left, and the user's name 'Nia' is on the right. Below the logo, a navigation menu includes 'My Companies', 'SUBSCRIPTION' (with 'Create New Subscription'), and 'MAINTENANCE' (with 'User Maintenance', 'API Maintenance', 'Payroll 2.x Migration Tool', and 'Payroll Posting Plug-In').

The main content area shows the 'Subscription ID: S-2011-E5B8D889' with four toggle switches: 'Active', 'e-Claim On', 'e-Leave On', and 'Premium'. Below this, there are tabs for 'Company', 'Billing Address', 'Contact Information', 'Invoice', and 'Payment Method'. The 'Company' tab is selected, displaying a table of companies.

Company Name	Demo Company?	Reset	Audit Logs
9999 NIA	<input type="checkbox"/>	Reset to Default	Audit Logs
SPACE DOT COM	<input type="checkbox"/>	Reset to Default	Audit Logs

An orange callout box with the text '3. Click [trash icon] to delete account' points to a red-bordered trash icon in the rightmost column of the table. The table also includes pagination controls (10, 20, 50) and a 'Page: 1' indicator.



4. Click Yes to proceed

Task 1.7

Create more than 1 Subscriptions

1. Click Create new subscription

The screenshot shows the 'SUBSCRIPTION' page in the autoaccount CloudPayroll system. The page has a blue header with the logo and a left-hand navigation menu with options: SUBSCRIPTION, COMPANY, DEMO COMPANY, CONFIRMATION, and PAYMENT METHOD. The main content area is titled 'SUBSCRIPTION Pay As You Go' and contains several input fields and buttons. Five orange callout boxes with white text and arrows point to specific elements on the page:

- 2. Enter Testing Subscription**: Points to the 'Subscription Name *' input field, which contains the text 'TESTING SUBSCRIPTION'.
- 3. Choose your preferred package**: Points to the 'Package' dropdown menu, which is currently set to 'Premium'.
- 4. Click if u want to Add-on E-leave/E-Claim**: Points to the 'Add-On' section, which contains two buttons: 'E-Leave' and 'E-Claim'.
- 5. Click Next to proceed**: Points to the 'Next' button at the bottom right of the form.

Other visible elements include 'Dealer Code (if any)' and 'Promotion Code (if any)' input fields, a 'Return to Subscription Portal' button, and a link 'To learn more visit Plans & Features'.

The screenshot shows the 'COMPANY' registration step in the autocount CloudPayroll interface. The left sidebar contains navigation options: SUBSCRIPTION, COMPANY (highlighted), DEMO COMPANY, CONFIRMATION, and PAYMENT METHOD. The main form area contains the following fields:

- Company Name ***: Input field containing '8888 NIA'. Callout: "6. Enter New Company Name start with 8888 <your name>"
- Registration Number ***: Input field containing 'A917933944'. Callout: "7. Insert your registration number"
- Country ***: Dropdown menu showing 'Malaysia'.
- Payroll Year ***: Input field containing '2020'. Callout: "8. Select yyyy (current year)"

At the bottom of the form, there is a 'Go Back' link and a 'Next' button. Callout: "9. Click Next to proceed"

Info: For the next step, repeat the same step as in TASK 1.3 **

Task 1.8

Delete Newly Created Subscription

Subscription Portal

Subscription List

View By: [Grid Icon] [List Icon]

Filter...

Shared With Me

No data

ABC - [Pay As You Go] [Subscription Info](#)

SPACE DOT COM
B4849559505

0 EMPLOYEE 0 E-CLAIM 0 E-LEAVE

Create New Company

Page: 1 2

1. Click 2 to switch to 2nd subscription

Activate Work

The screenshot displays the 'Subscription Portal' interface. On the left is a navigation sidebar with sections for 'My Companies', 'SUBSCRIPTION' (containing 'Create New Subscription'), and 'MAINTENANCE' (containing 'User Maintenance', 'API Maintenance', 'Payroll 2.x Migration Tool', and 'Payroll Posting Plug-In'). The main content area is titled 'Subscription List' and includes a search filter, a 'View By' dropdown, and a 'Shared With Me' section. Below this, a 'No data' message is present. A subscription entry for 'TESTING SUBSCRIPTION - [Pay As You Go]' is shown, with a red box around the 'Subscription Info' button. To the right of this entry is an orange callout bubble with the text '2. Click Subscription info to proceed'. The entry details include a company logo 'BN', company name '8888 NIA', and ID 'A917933944'. Below the details are three counters: '0 EMPLOYEE', '0 E-CLAIM', and '0 E-LEAVE'. A 'Create New Company' button is also visible. At the bottom, there is a pagination control showing 'Page: 1 2' and a status bar with 'Activate Which'.

The screenshot displays the 'Subscription Portal' for a 'TESTING SUBSCRIPTION'. At the top, there are 'Delete' and 'Back' buttons. Below this, the subscription ID is 'S-2011-E1AF1013', and there are four toggle switches: 'Active', 'e-Claim On', 'e-Leave On', and 'Premium'. A navigation bar includes tabs for 'Company', 'Billing Address', 'Contact Information', 'Invoice', 'Payment Method', and 'Promotion'. The 'Companies' section features a table with the following data:

Company Name	Demo Company?	Reset	Audit Logs
8888 NIA	<input type="checkbox"/>	Reset to Default	Audit Logs

The delete icon (trash can) in the 'Companies' table is highlighted with a red box. An orange callout bubble with the text '3. Click [trash icon] to delete account' points to this icon. The page also shows pagination controls (10, 20, 50) and 'Page: 1'.

The screenshot shows the 'Subscription Portal' for a 'TESTING SUBSCRIPTION'. The subscription ID is S-2011-E1AF1013. It features several toggle switches: 'Active' (checked), 'e-Claim On' (unchecked), 'e-Leave On' (unchecked), and 'Premium' (unchecked). Below these are tabs for 'Company', 'Billing Address', 'Contact Information', 'Invoice', 'Payment Method', and 'Promotion'. The 'Companies' section contains a table with the following headers: 'Company Name', 'Demo Company?', 'Reset', and 'Audit Logs'. The table body is empty, displaying 'No Data Available'. At the bottom of the table, there are pagination controls showing '10', '20', and '50' items per page, and 'Page: 1'. An orange callout box with the text '3. Click Delete to proceed' points to a red 'Delete' button and a white 'Back' button in the top right corner. The user's name 'Nia' is visible in the top right corner of the interface.

Delete Subscription

Do you want to delete this subscription and companies in it?

3. Click YES
to proceed

Task 1.9

Subscription Details

Subscription Dash Board > Subscription Info

Subscription Portal

Subscription List

View By: [Grid Icon] [List Icon]

Filter...

Shared With Me

No data

ABC - [Pay As You Go]

Subscription Info

SD

SPACE DOT COM

B4849559505

0 EMPLOYEE

0 E-CLAIM

0 E-LEAVE

Create New Company

1 2 5

Page: 1

Activate Win

Billing Address

The screenshot shows the 'Billing Address' form in the autocount CloudPayroll system. The interface includes a sidebar with navigation options like 'My Companies', 'SUBSCRIPTION', and 'MAINTENANCE'. The main content area displays the 'Billing Address' form for a company named 'ABC'. The form contains the following fields and values:

- Subscription ID:** S-2011-E5E
- Active:**
- e-Claim On:**
- e-Leave On:**
- Premium:**
- Company:** ABC
- Billing Address:** (highlighted with a red box)
- Contact Information:**
- Invoice:**
- Payment Method:**
- Promotion:**

The 'Billing Address' form fields are:

- Bill Name:** NAJAA IHSAN
- Address:** B2-3A-01 LEVEL 3A BLOCK B2 MERITUS OASIS CORPORATE PARK
- City:** PETALING JAYA
- State:** (empty)
- Post Code:** 47301
- Country:** Malaysia

Instructional callouts are present:

- 2. Click Billing Address to enter details:** An orange callout bubble pointing to the 'Billing Address' tab.
- 3. Enter Bill name & address:** An orange callout bubble pointing to the 'Bill Name' and 'Address' fields.
- 4. Click Save to record changes:** An orange callout bubble pointing to the 'Save' button.

Additional UI elements include a 'Delete' button (red) and a 'Back' button (blue) at the top right, and a 'Save' button (blue) at the top right of the form. The bottom right corner features a watermark 'Activate Windows'.

Contact Information

The screenshot displays the 'Subscription Portal' interface for 'ABC'. At the top, there are 'Delete' and 'Back' buttons. Below the company name, the 'SUBSCRIPTION ID: S-2011-E5' is shown, followed by four toggle switches: 'Active', 'e-Claim On', 'e-Leave On', and 'Premium'. A navigation bar contains tabs for 'Company', 'Billing Address', 'Contact Information', 'Invoice', 'Payment Method', and 'Promotion'. The 'Contact Information' tab is highlighted with a red box. An orange callout bubble points to this tab with the text '5. Click Contact Information to proceed'. The 'Contact Information' form contains four fields: 'First Name *' (filled with 'Najaa'), 'Last Name *' (filled with 'Ihsan'), 'Contact Email *' (filled with 'najaaihsan@gmail.com'), and 'Phone Number *' (filled with '012456789'). A blue 'Save' button is located to the right of the form. An orange callout bubble points to the 'Save' button with the text '7. Click Save to record changes'. Another orange callout bubble points to the form fields with the text '6. Enter Contact Details'. The bottom right corner of the interface has a 'Activate Windows' watermark.

Payment Method

The screenshot displays the 'Subscription Portal' for a company named 'ABC'. The subscription ID is S-2011-E5B8D889, and it is currently 'Active'. The 'Premium' status is also indicated. The navigation menu on the left includes 'My Companies', 'SUBSCRIPTION', and 'MAINTENANCE'. The main content area shows a tabbed interface with 'Payment Method' selected and highlighted by a red box. Below the tabs, the 'Payment Method' section is visible, featuring two options: 'Self Care' (checked) and 'Auto Payment' (unchecked). The 'Self Care' option is also highlighted by a red box. An 'Add New Card' button is located to the right of the 'Auto Payment' option. Three orange callout boxes provide instructions: '8. Click Invoice to proceed' (pointing to the 'Invoice' tab), '9. Click payment method to proceed' (pointing to the 'Payment Method' tab), and '10. Select Self Care' (pointing to the 'Self Care' option). A 'Delete' button and a 'Back' button are visible in the top right corner. The user's name 'Nia' is shown in the top right corner. At the bottom right, there is a 'Activate Window' button.

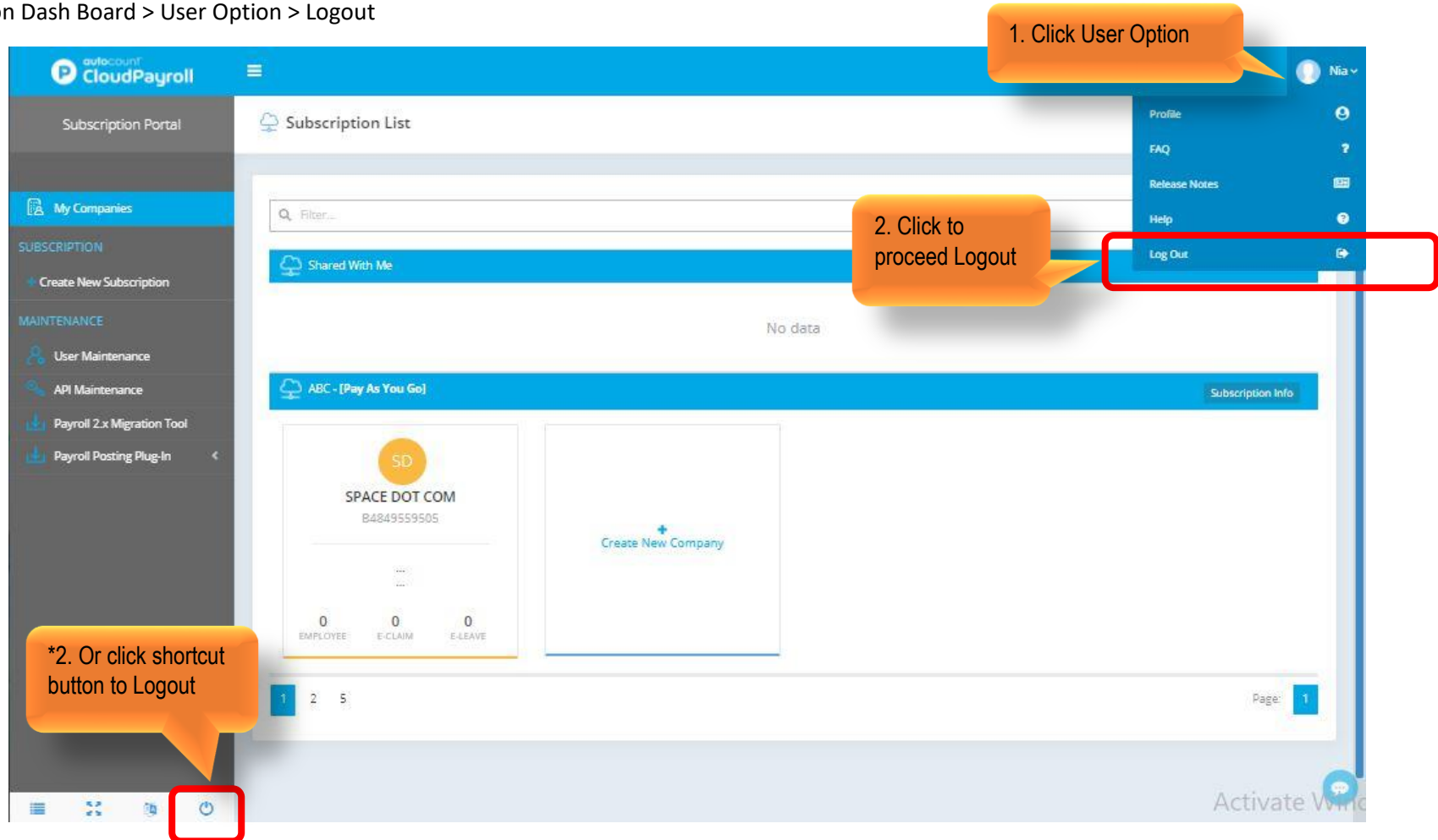
Promotion

The screenshot shows the 'Subscription Portal' for 'ABC'. At the top, there are 'Delete' and 'Back' buttons. Below, the subscription ID is 'S-2011-E5B8D889' with four toggle switches: 'Active', 'e-Claim On', 'e-Leave On', and 'Premium'. A navigation bar includes 'Company', 'Billing Address', 'Contact Information', 'Invoice', 'Payment Method', and 'Promotion'. The 'Promotion' tab is active, showing an 'Add New' button and a table with columns 'Promotion Code' and 'Start Date'. The table is currently empty, displaying 'No Data Available'. An orange callout bubble points to the 'Add New' button with the text: '11. Add New if you wish to enter new promotion code'. The bottom of the page shows a footer with 'Activate Win' and a chat icon.

Task 1.10

Logout

Subscription Dash Board > User Option > Logout



*2 alternative method to logout from system

End Of Chapter 1