



Chapter 1

Subscription

Learn how to:

- register as subscriber
- create, edit, delete subscription
- create and delete company
- switch between Subscription portal and Payroll portal
- logout

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Chapter 1 Subscription

Task 1.1

Free Registration

- ☞ For learning purpose, register/subscribe at <https://auth.autocountcloud.com/identity/account/register/payroll?dealerCode=SSS4475>
(all data will be auto-erased after 3 months)
then for login at <https://auth.autocountcloud.com/identity/account/login/payroll>

- ☞ Click on **Free Registration**, click on **Employer/Subscriber**, fill in the following details

Email	< type your real email address >
Personal Name	< your name as subscriber >
Mobile Number	(empty)
Password	< your login password >
Confirm Password	< your login password >

- ☞ Click on **Register**.

Task 1.2

Email Confirmation and Login

- ☞ Go to your email inbox (may checked also at spam, junk mail or promotion) and confirm the email send by AutoCount Cloud Payroll.

Task 1.3

Create New Subscription

Once confirm email and click agree on Terms and Conditions, fill in the following details:

- ☞

Plan	Premium	12 months
	Modules	Payroll-6 E-Leave-10 E-Claim-10 E-Attendance-10
	Promotion Code (If Any)	None
Get Started	Billing Party	Add Billing Party (Your Name)
	Dealer Code (If Any)	None
	Company Name	1234 <your name> <year>
	Registration Number	(12341234)



	Payroll Year	(yyyy)
Confirmation	Confirmation	<input checked="" type="checkbox"/> I agree...

☞ Click on **Skip Payment and Start Trial**.

☞ Click to switch between Subscription portal and Payroll portal.

Task 1.4

Edit Subscriber's Profile

(Subscriber name) > Profile

☞ Go to subscriber's profile, and try to edit:

- Full Name
- Phone Number
- Email Address
- Password

Task 1.5

Add More than One Company

+ Create New Company at Subscription Portal <https://payrollstage.autocountcloud.com/>

☞ Add a company to your first subscription.

Company Name	9999 <your name>
Registration Number	99999999
Payroll Year	yyyy
(option button)	Use Default Values

☞ Click on **Confirm**

☞ Find out how to switch from one company to another (at Payroll portal <https://payrollstage.autocountcloud.com/>)

Task 1.6

Delete Company

☞ Delete the newly created company: **9999 <yourname>**



Task 1.7

Create More Than One Subscription

<https://payrollstage.autocountcloud.com/> > Create Subscription

🔑 Create another subscription and company

Plan	Premium	12 months
	Modules	Payroll-6 E-Leave-10 E-Claim-10 E-Attendance-10
	Promotion Code (If Any)	None
Get Started	Billing Party	Add Billing Party (Your Name)
	Dealer Code (If Any)	None
	Company Name	9999 <your name> <year>
	Registration Number	(99999999)
	Payroll Year	(yyyy)
Confirmation	Confirmation	<input checked="" type="checkbox"/> I agree...

🔑 Click on **Skip Payment and Start Trial.**

Task 1.8

Delete Subscription

🔑 Delete the newly created subscription.

Task 1.9

Log Out

(Subscribername) > Log Out, or using shortcut

- 🔑 Logout AutoCount Cloud Payroll
- 🔑 Find out is there any other way to logout.

👋 End of chapter 👋