

# Accentra Primo Payroll

## GDPR Update May 2018 Release Notes v1.1



### Accentra Technologies Limited

Unit 2A, Bourne Court  
Southend Road, Woodford Green  
IG8 8HD, Essex, UK

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## I LOGIN SECURITY ENHANCEMENTS

### I.1 ACTIVATION EMAIL

Login emails with full access details of the portal along with username and password sent in plain text have been replaced with an activation URL.

When a new company is setup or an employee login has been created by the system, an activation email will be sent to the user to login to the portal and configure a new password and PIN for their account. For a contractor they'll have to provide 2 of the 3 input fields provided to test against their identity information held on their record by the employer before they are allowed to proceed.

#### Company Activation Email Sample:



Dear **A Chan**

Thank you for taking time to complete your company and contact details. Your company has been setup successfully. Please activate your login by clicking the below the link.

**Username** : A30921

[Click here to activate your company login details](#)

We would really like you to get you up and running as soon as possible with Primo Payroll. If You need any help, please don't hesitate to contact us by writing to [support@accentra.co.uk](mailto:support@accentra.co.uk)

#### Employee Activation Email Sample:



Dear **Andre Agassi**

Your payroll access has been enabled. Please activate your login by clicking the below the link.

**Username** : Andre30922

[Click here to activate your login details](#)

We would really like you to get you up and running as soon as possible with Primo Payroll. If You need any help, please don't hesitate to contact us by writing to [support@accentra.co.uk](mailto:support@accentra.co.uk)

## I.2 ACTIVATION SCREEN

### Common Screen:

ACCENTRA  
**PrimoPayroll**

Activate your Login

Registered Username\* A30921

New Password\*

Confirm Password\*

New PIN\*

Confirm PIN\*

Note:  
Password: At least 8 characters, one lowercase & one uppercase & one special character  
Pin: Numbers only, minimum 4 digits

ACTIVATE CANCEL

### Employee Identity Verification:

ACCENTRA  
**PrimoPayroll**

Activate your Login

NI Number SC112233D

Date of Birth 01/01/1990

Post Code

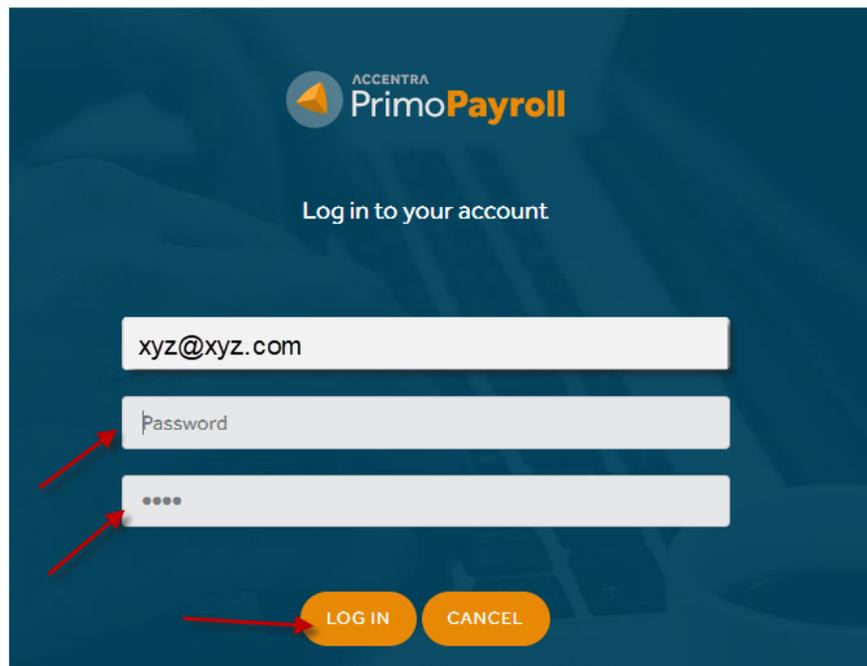
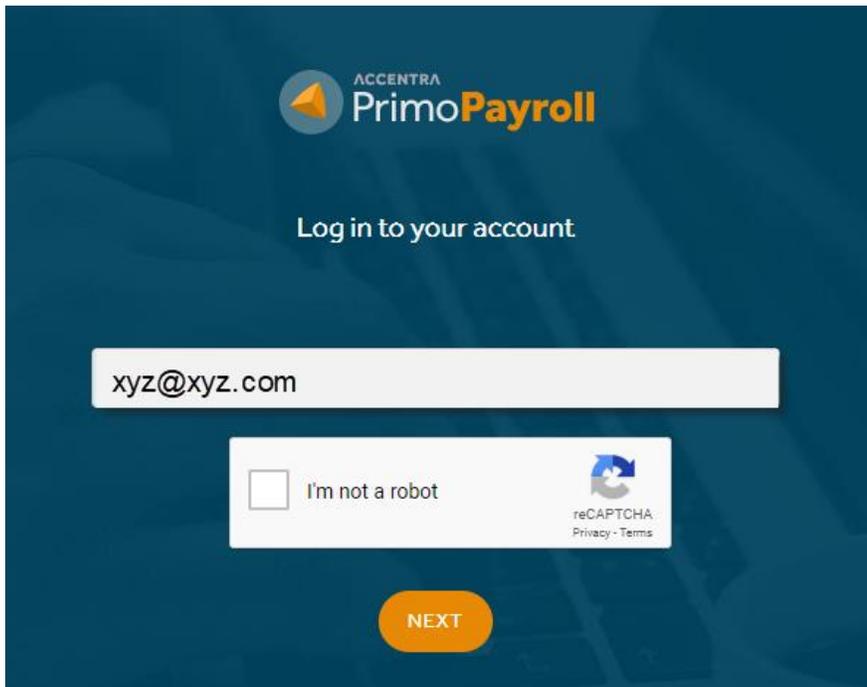
Note: Please provide any two information for identify validation

NEXT

Employee not found, please try again!

### 1.3 LOGIN SCREEN

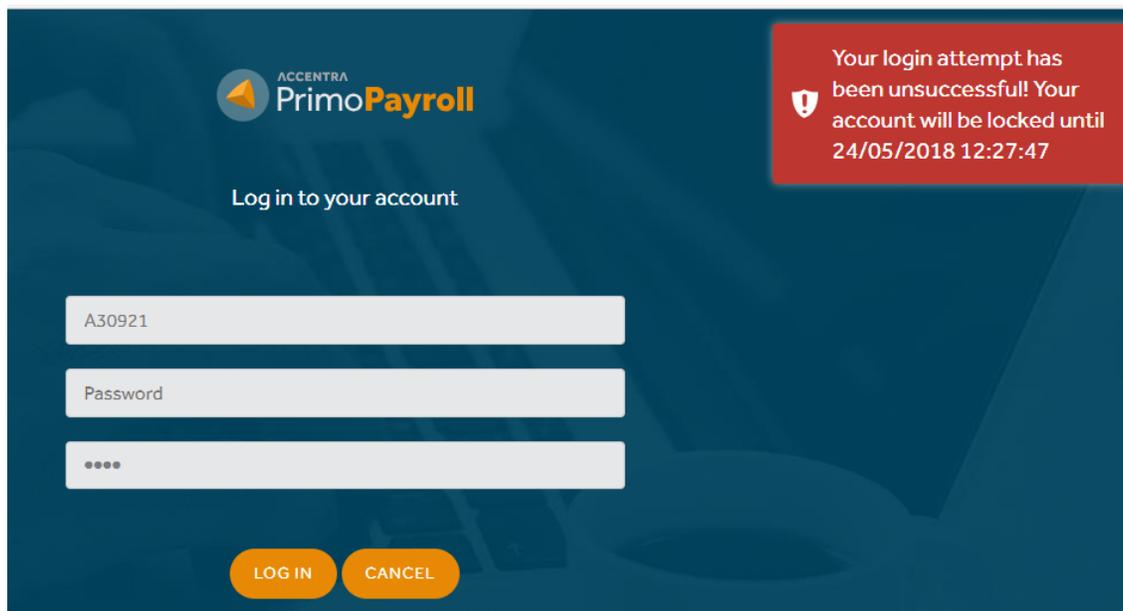
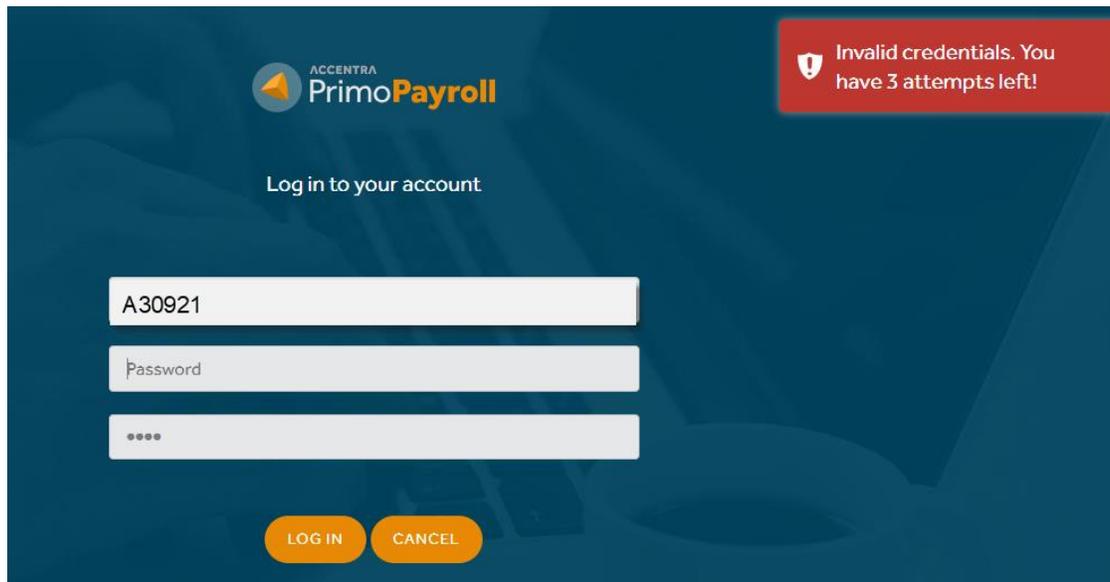
On login to the portal users will now be challenged to input their username first, complete the CAPTCHA challenge which will be validated before proceeding to the next authentication step. In Step2 users will be asked to enter the password and PIN for that account which will be authenticated and user either denied or accepted.

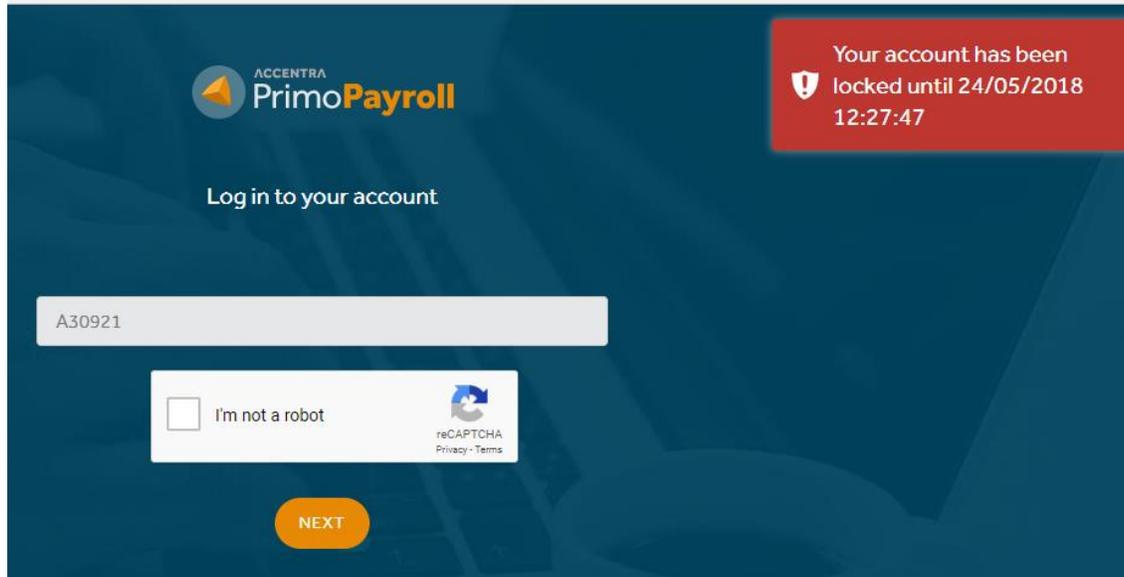


## 2 ACCOUNT LOCKOUT FACILITY

If the user attempts to use incorrect username, password and PIN when login is done system will warn the user of the incorrect login and the no. of attempts left for them to try before the account is locked. Upto 5 attempts are allowed.

A user account that gets locked will remain in this state for 24hrs and the user will not be allowed to login during this period. If the user needs urgent access they can ask their administrator for unlocking.





The screenshot shows the login interface for Accentra Primo Payroll. At the top left is the logo with the text "ACCENTRA PrimoPayroll". Below the logo is the text "Log in to your account". A text input field contains the alphanumeric string "A30921". Below the input field is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA" logo. Below the reCAPTCHA is an orange "NEXT" button. In the top right corner, a red notification box contains the text: "Your account has been locked until 24/05/2018 12:27:47".

### 3 FORGOT PASSWORD ENHANCEMENTS

Submitting a request for Forgot Password will trigger an email to the respective user that will have a link with an expiry of 24hrs time limit.

Users will have to click the link before the expiry time to reset their password in the portal by following the instructions from the email.

If the user has not taken action within 24hrs they will not be able to use the link that was sent in the email, they need to go back to the Forgot Password section and resubmit to generate a new reset password email.

#### **Reset Password Sample Email:**

Hi Andre Agassi ,

You have requested to reset the password, Please click the below link and follow the steps.

**[Click here to reset your password](#)**

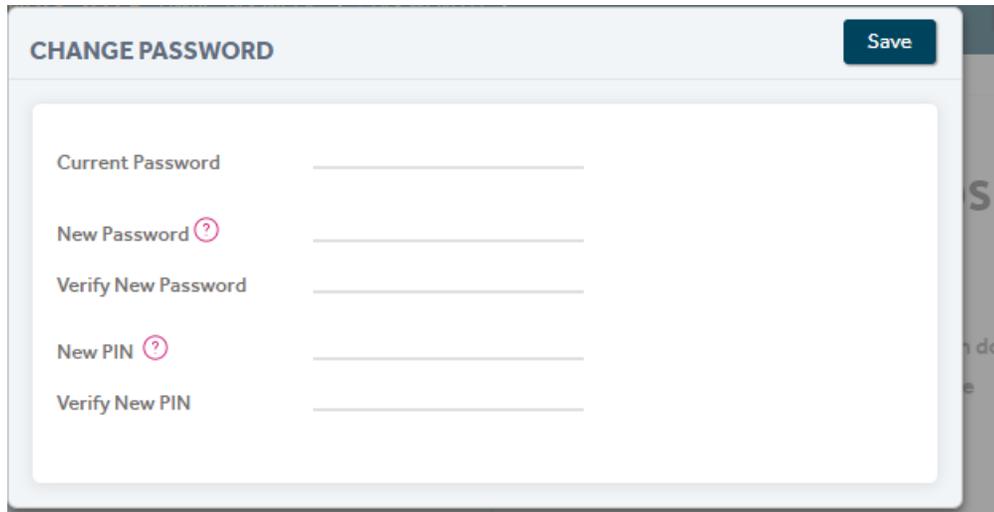
If you haven't requested this, please contact your system administrator at your earliest.

CONFIDENTIALITY: This e-mail is intended for the addressee only and may contain confidential, proprietary or legally privileged information. If immediately and delete it. You should not copy, print, distribute, disclose or use any part of it. We reserve the right to monitor and record all e-mails transmitted via this e-mail once it has left our networks.

## 4 CHANGE PASSWORD ENHANCEMENTS

Users will be required to input their current password and PIN before new details can be provided. Once new password is accepted all active sessions of the user will be logged off.

On successful password change an email will be sent to notify this action.



Dear Andre Agassi ,

Your payroll password has been changed.

If you haven't requested this, please contact your system administrator at your earliest.

CONFIDENTIALITY: This e-mail is intended for the addressee only and may contain confidential, proprietary or legally privileged information. If you have received this e-mail in error, please notify us immediately and delete it. You should not copy, print, distribute, disclose or use any part of it. We reserve the right to monitor and remove viruses transmitted via this e-mail once it has left our networks.

## 5 USERNAME, PASSWORD & PIN COMPLEXITY ENHANCEMENTS

Users will be required to adhere to Accentra password security policy requirements which is indicated in a help text (This is applicable for new logins and any existing users changing passwords).

Minimum number of characters for Password field will be 8.

Minimum number of characters for PIN field will be 4.

## 6 SUPPORT

We welcome any suggestions for improvement of the software. Please email to the below mentioned email.

Please email support team : [support@accentra.co.uk](mailto:support@accentra.co.uk) before you call. This will generate response ticket and allow our team to respond promptly. Always refer your Company ID and contact details in the email.

You can call for any support to

**Accentra Technologies Limited**

phone : +44 (0)845 456 7181 (6 lines)

Fax : +44 (0)845 456 4181