



Best Practices. Accuracy. Peace of Mind



## How to use the ClickPayOnline


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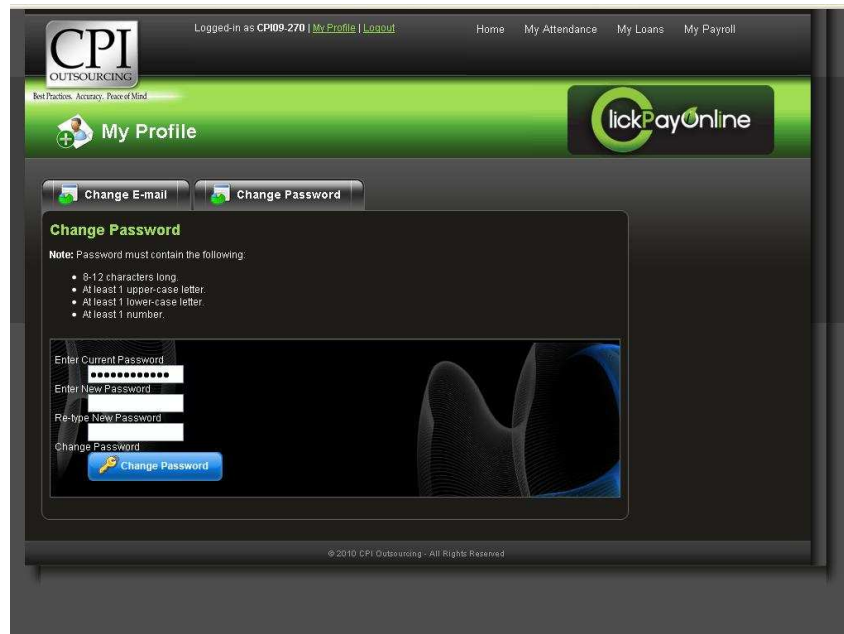
# How to use the CPI Online System

## 1. How to Login



- Type <https://online.cpi-outsourcing.com/<Company Name>/> in the address bar of your web browser to access the CPI inquiry website.
- Enter your assigned **username** and **password**
- Click **LOGIN**  button.

### a. First Login



- Type <https://online.cpi-outsourcing.com/<Company Name>/> in the address bar of your web browser to access the CPI inquiry website.
- Enter your assigned **username** and **password**
- You will be redirected to the Change Password Page

# How to use the CPI Online System

- Enter your Current and your New Password
- Re-enter new Password
- Click **CHANGE PASSWORD**  button.
- After changing the password, you will be logged out from the system to take effect the new password.
- Now, you can login using your new password.

## 2. How to Access My Profile

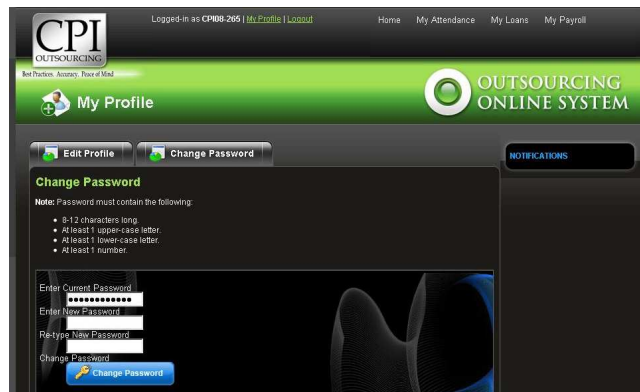


- From the home page, Click "My Profile" button.
- This will show your profile.



# How to use the CPI Online System

## a. Change your Password



- From the home page, Click **MY PROFILE**
- Click **CHANGE PASSWORD**  **Change Password** Tab
- Enter your Current Password
- Enter your New Password
- Re-Enter your New Password
- Click **CHANGE PASSWORD** button.

## 3. How to Access My Loans



- From the home page, Click **MY LOANS**
- Click **View Payments** link to view all the payments and running balance of loan

# How to use the CPI Online System

Logged-in as CPI09-270 | [My Profile](#) | [Logout](#) | [Home](#) | [My Attendance](#) | [My Loans](#) | [My Payroll](#)

**My Loans**

**Loans**

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Date of Loan	Description	Loan Amount	Amt Paid	Outstanding Balance	Last Pay Date
2009-10-15	LOANCODE 9	15,000.00	3,125.00	11,875.00	2009-12-16 <a href="#">View Payments</a>
2008-10-17	LOANCODE 1	15,750.00	15,750.00	0.00	2009-10-01 <a href="#">View Payments</a>
2007-11-01	LOANCODE 5	81,368.48	81,368.48	0.00	2009-10-16 <a href="#">View Payments</a>
2007-10-01	LOANCODE 7	55,284.00	55,284.00	0.00	2008-09-16 <a href="#">View Payments</a>
2006-07-01	LOANCODE 7	111,168.00	111,168.00	0.00	2007-10-09 <a href="#">View Payments</a>

Previous | 1 | Next

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**Loan Payments History**

GE MONEY SALARY LOAN (2008-12-01)

[Back to My Loans](#)

NOTIFICATIONS

Date Deducted	Amt	Remaining Balance
2008-12-18	10,279.00	359,765.00
2009-01-01	10,279.00	349,486.00
2009-03-01	5,139.50	344,346.50
2009-03-09	10,279.00	334,067.50
2009-03-16	5,139.50	328,928.00
2009-04-01	5,139.50	323,788.50
2009-04-16	5,139.50	318,649.00
2009-05-01	5,139.50	313,509.50
2009-05-16	5,139.50	308,370.00
2009-06-01	5,139.50	303,230.50
2009-06-16	5,139.50	298,091.00
2009-07-01	5,139.50	292,951.50
2009-07-16	5,139.50	287,812.00
2009-08-01	5,139.50	282,672.50
2009-08-16	5,139.50	277,533.00
2009-09-01	5,139.50	272,393.50
2009-09-16	5,139.50	267,254.00
2009-10-01	5,139.50	262,114.50
2009-10-16	5,139.50	256,975.00

## 4. How to Access My Payroll

Logged-in as CPI09-270 | [My Profile](#) | [Logout](#) | [Home](#) | [My Attendance](#) | [My Loans](#) | [My Payroll](#)

**My Profile** | **My Attendance** | **My Loans** | **My Payroll**

Welcome to CPI Outsourcing Online System

**Company Announcements:**

[2010 Oct 8] Proclamation No. 48 - October 25, 2010 Special Non-working Holiday

MALACAÑANO PALACE

**MANILA**

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 48

DECLARING MONDAY, OCTOBER 25, 2010 AS A SPECIAL (NON WORKING) HOLIDAY THROUGHOUT THE COUNTRY

WHEREAS, the Barangay and Sangguniang Kabataan Elections will be held on Monday, October 25, 2010;

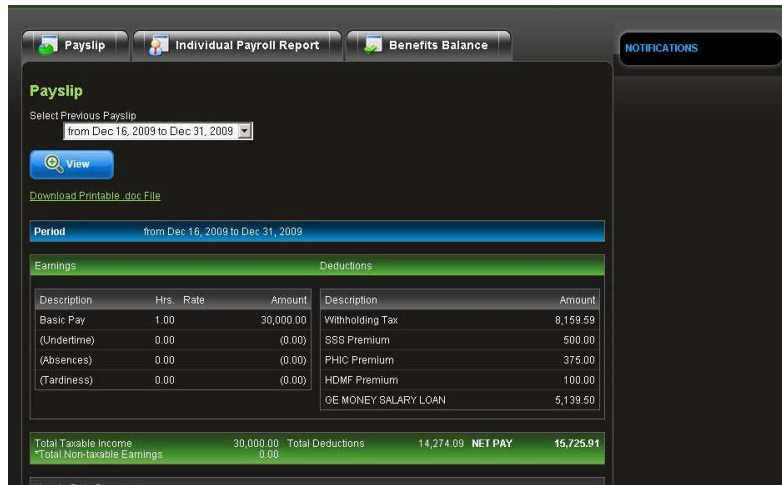
WHEREAS, it is imperative that the people be given the fullest opportunity to participate in the said elections and exercise their right to vote;




NOW, THEREFORE, I, BENIGNO S. AQUINO III, President of the Philippines, by virtue of the powers vested in me by

- From the home page, Click **MY PAYROLL**

# How to use the CPI Online System




## a. Access My Payslip



- From the home page, Click **MY PAYROLL**
- Click the **PAYSLIP**  tab
- If you want to view your previous payslip, you can select the date by selecting dates on the dropdown lists  and click **VIEW**  button.
- If you want to print your payslip, you can view the payslip in a printable format by clicking the link "**View Printable Format**".

## b. Access my Individual Payroll Report



- From the home page, Click **MY PAYROLL**
- Click the **Individual Payroll Report**  tab
- Select **Year** by selecting on the dropdown lists  and click **VIEW**  button.
- Click **Jan - Jun | Jul - Dec** to view the months of the IPR.
- If you want to print your IPR, you can view the Individual Payroll Report in printable format by clicking "**View Printable Format**".