

# **Hübner & Hübner WEB-Portal**

## **Online Payslip Archive**

### **Manual**

## Hübner & Hübner WEB-Portal Payslip online archive

### System requirements

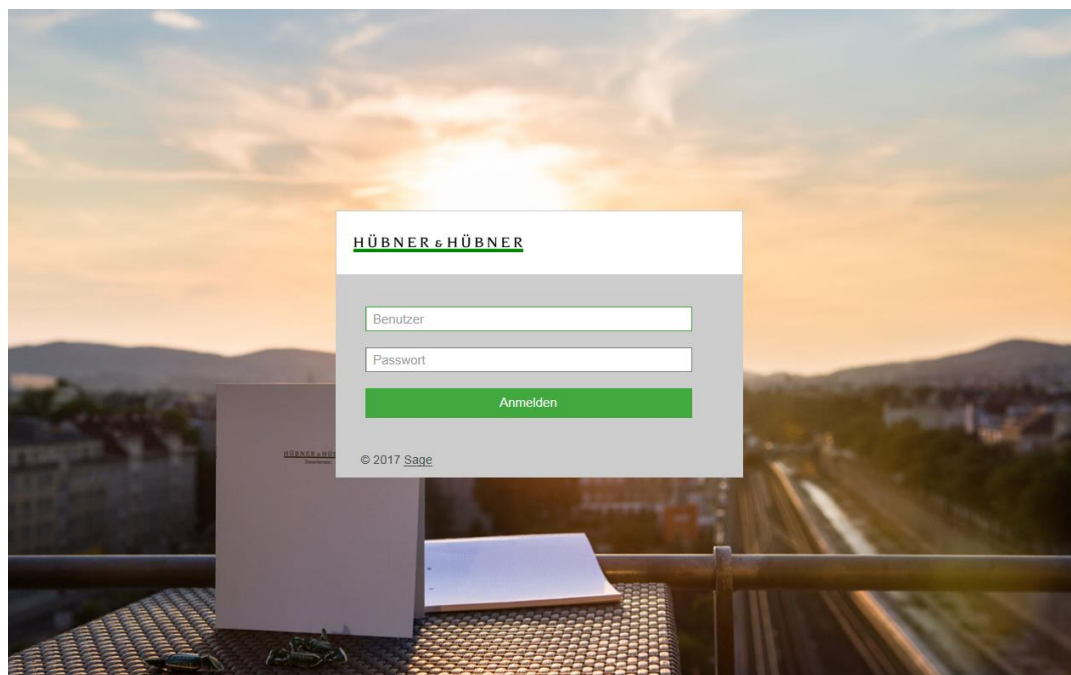
For working with the Hübner & Hübner WEB-portal you will require a stable internet connection. The portal is accessible with following browsers: Mozilla Firefox version 31 or newer, Opera version 67, Google Chrome version 38 or newer, Safari version 14 or newer and Microsoft Edge version 44.19041.423.0.

In the Internet browser the URL <https://dpw.huebner.at> has to be added to a security zone with the security level set to "middle" or "low". However, when using the level "middle" in addition the option "Automatic prompting for file downloads" has to be activated. Javascript has to be allowed for the applicable security zone. In addition, the Cache-Management for temporary files of the Internet Explorer has to be set to "automatic" (=default). PopUps have to be allowed for <https://dpw.huebner.at>.

### Login

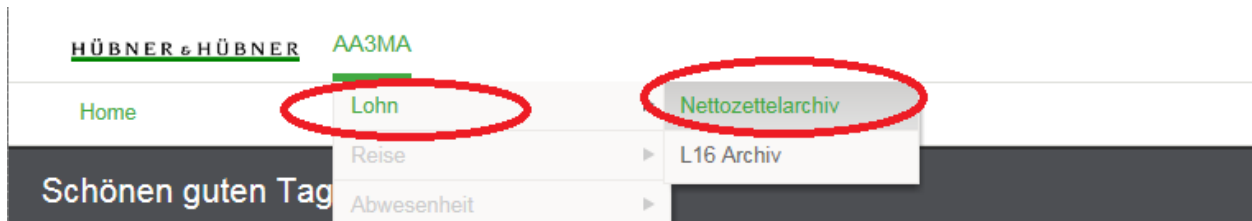
In order to access the Hübner & Hübner WEB-portal, you will need to enter <https://dpw.huebner.at> in your address bar. Please enter your username ("Benutzer") and password ("Passwort") and approve with "Anmelden" (login). When logging-in for the first time please use the access-data provided by Hübner & Hübner and change your password as requested.

Please note that you can also change it at a later time – to do so please select the menu item "Passwort ändern" (change password). Enter your old password into "Altes Passwort" and your new one into "Neues Passwort". Confirm your new password by entering it into "Neues Passwort bestätigen". Kindly note that every 3 months you will be asked to change your password (this will happen automatically after logging-in).

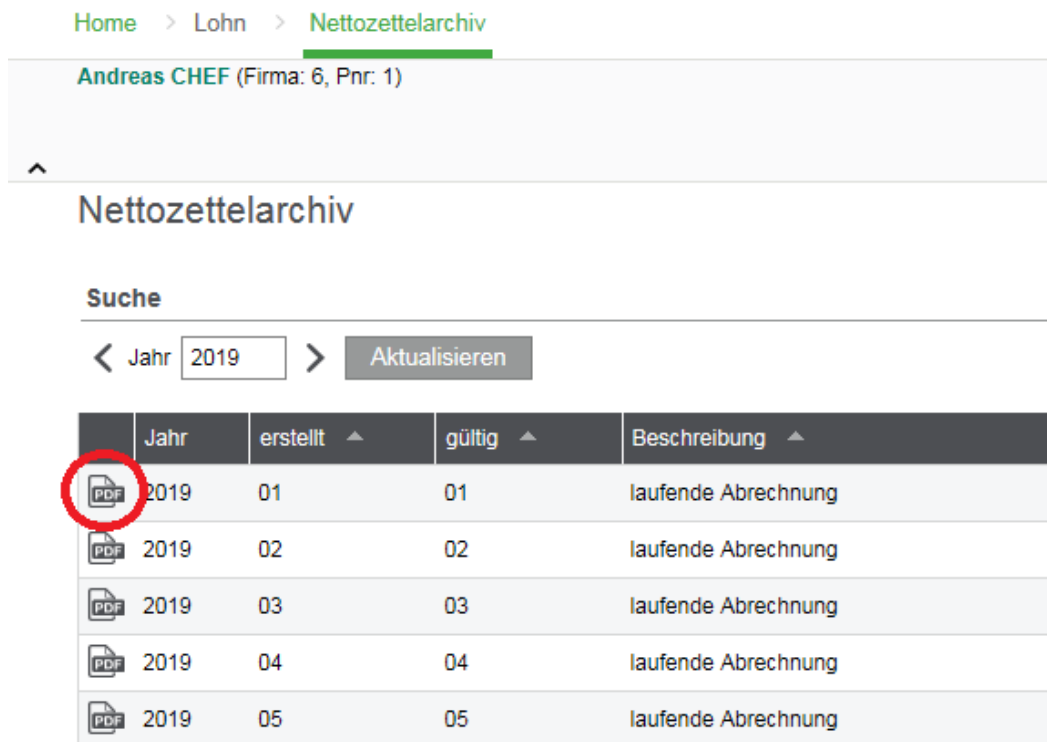


## View payslips

In order to be able to see your payslips, select "Lohn" and then "Nettozettelarchiv" (payslip archive).

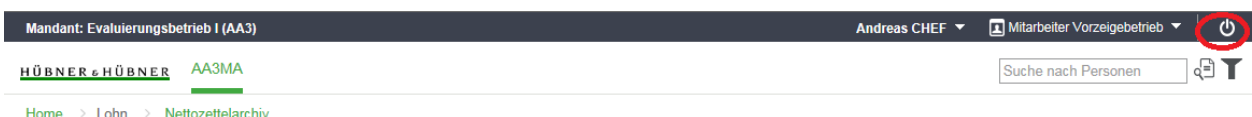


You can now see a list of all available payslips (you can switch between the years in order to see payslips from earlier periods). If you wish to print or save a payslip, click on the PDF symbol. The payslip will open automatically in a new window.



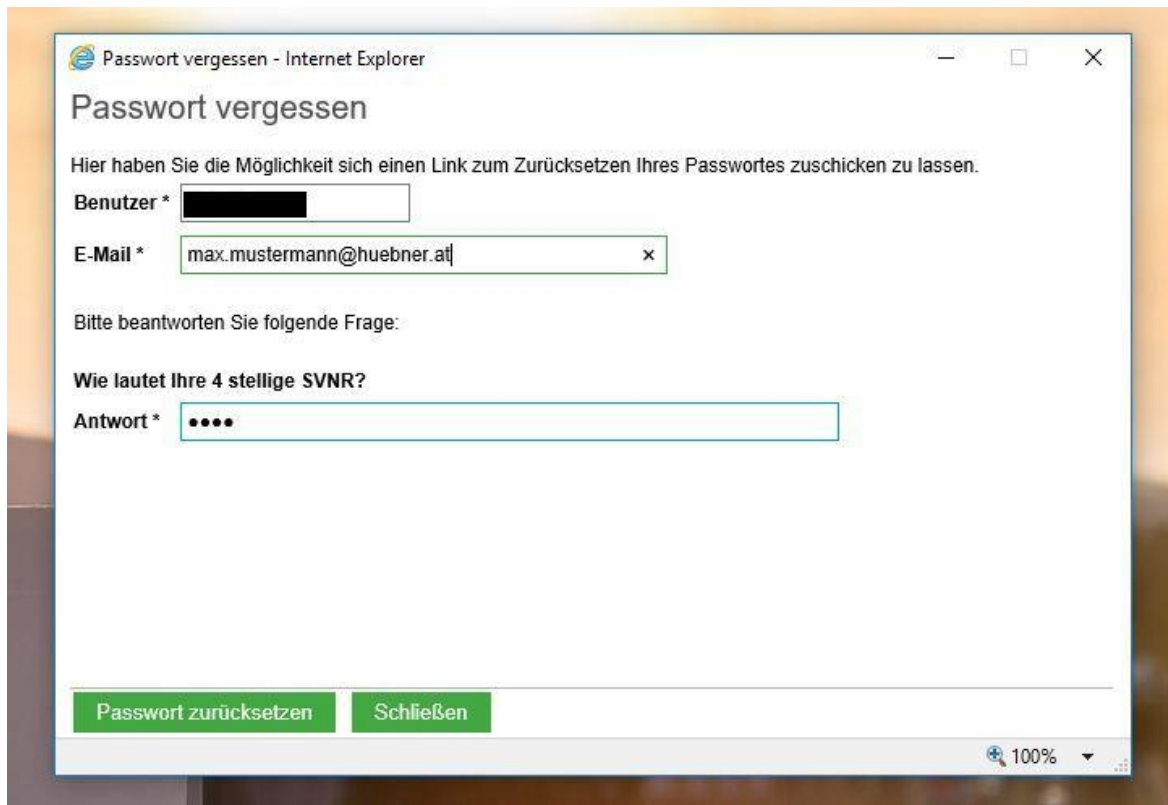
## Logoff

In order to logoff from the system, click on the button at the top of the page on the right side "Abmelden" (logoff).



## Reset of passwords

If you have forgotten your password, you can reset it easily on your own. As soon as you have inputted your password incorrectly for once (during the log-in), the option "Passwort vergessen?" (forgotten password?) comes up. Then, an additional window pops up:



Here, you have to insert the stored email address and the first 4 digits of your social security number. This action has to be finalized by clicking on "Passwort zurücksetzen" (reset password). Shortly, you will receive an email with additional information on how to finalize the creation of the new password.