



PeopleXD Payee User Guide

Apprentice and Learner Payments

Document Control

Change History

Version No.	Details of Change	Changed Sections	Prepared/ Approved by	Date
0.1	Initial Document drafted & finalised	All	ESBS	15/06/2023
0.2	Reviewed & updated	<ul style="list-style-type: none">• Added in reference to 1 hour time limit for password reset• 2.6 previously referring to functionality now combined with how to view/print Pay Details• Update of some wording throughout and formatting• 2.8 Reminder added in relation to password resets	ESBS	31/03/2025

Contents

1. Introduction	4
1.1 The purpose of this manual	4
1.2 This document will show you how to	4
1.3 Point of contact	4
1.4 Important to note before activating your PeopleXD account	4
2. Registering & Logging into my new PeopleXD Portal Account	5
2.1 How do I register on the PeopleXD Portal using PC or laptop?	5
2.2 How do I register on the PeopleXD Portal using mobile phone?	9
2.3 How do I log into the PeopleXD Portal to view my Pay Details?	16
2.4 I forgot my password how do I log in?	17
2.5 How do I change the 'security questions' on my account?	22
2.6 How do I view and print my Pay Details?	25
2.7 What information can be found on my Pay Details?	29
2.8 Reminder...	31

1. Introduction

1.1 The purpose of this manual

The purpose of this manual is to provide step-by-step instruction to Apprentices and Learners on how to access their Pay Details directly from the PeopleXD Portal.

Important: If an Apprentice or Learner does not register for the PeopleXD Portal, they will not be able to access their Pay Details.

Screenshots are used for illustrative purposes only & anonymised data is used in all cases.

1.2 This document will show you how to

- Register, log in and update your details on the PeopleXD Portal.
- View and print your Pay Details.

1.3 Point of contact

For any issues encountered when using the Portal that you feel are not covered by the content of this manual, please contact your local ETB who should be able to assist further.

1.4 Important to note before activating your PeopleXD account

- Your email address will be your username going forward and cannot be changed once your account is registered.
- Learners & Apprentices should access the Portal using a PC/Laptop in order to activate their PeopleXD account.
- You must access the Portal link that you receive by email via the web browser Google Chrome.
- The link that you receive to your email account to activate your PeopleXD account is valid for up to 40 days. The link will not work after the 40 days.

2. Registering & Logging into my new PeopleXD Portal Account

2.1 How do I register on the PeopleXD Portal using PC or laptop?

Step 1: Once your account is set up on PeopleXD by your ETB, you will receive an automatic email to set up your Portal Account.

Please note: Please check your spam or junk mail in case the link was directed there and mark as a safe sender for going forward.

Example text from the activation email sent to Apprentices & Learners:

Dear <<FORENAME>> <<SURNAME>>,

As an ETB Apprentice/Learner, you will be required to register for a 'PeopleXD' account. This facility will allow you to access your payslip or pay details accordingly.

If you have already set up your PeopleXD account please ignore this email

In order to register you will need the following information:

- The last four digits of your Payroll Bank Account Number (IBAN)

This bank account number must correspond with the bank account you provided to your ETB for set up on the payroll system.

Please note that your email address is your username. This is the email address you provided to your ETB at registration.

Please click on the link below, where you will be instructed to complete security questions, validate your email address and create a password.
If clicking the link does not work, please copy and paste the URL in to a new browser window instead.

Your Password must be a minimum of 14 characters and must contain each of the following:

1. A minimum of 1 Uppercase Character (e.g. A,B,C,D,E)
2. A minimum of 1 Lowercase Character (e.g. a,b,c,d,e)
3. A minimum of 1 Numeric Character (e.g. 1,2,3,4,5)
4. A minimum of 1 Special Character (e.g. \$,%!,&)

Once you have successfully registered your account you will receive an email with a link to PeopleXD Portal Account. This access link will only work when accessed via Google Chrome.

If you do not receive a verification email or if you have any queries please contact your ETB.

Note: This email address cannot accept replies.

Sincerely,

ESBS ETB Apprentice & Learner Payments

Important Note: It is vital that you access the link using the search engine Google Chrome and that a PC or Laptop is used to activate your PeopleXD account. This should prevent error messages from appearing when trying to activate the link.

This will direct you to the registration page where you will be presented with the following message:

To activate your new PeopleXD portal account you are required to fully complete this activation form. First set a password and then confirm this password. In order to help password recovery process select some security questions and answers. You will need these if you forget your password and wish to initiate a password recovery process. All information provided is held securely using latest encryption methods.

Step 2: Confirm the last 4 digits of your Bank account number **IBAN** (details furnished to your ETB)

Last four characters of your IBAN

*	*	*	*
---	---	---	---

☒ obscure content

Step 3: Enter and Confirm your Password.

▲ Your Password

New Password

••••••••••

Confirm Password

••••••••••

Please Note the Password Requirement as specified in registration Email

Must be a minimum of 14 Characters and must include:

1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character

Step 4: Complete the Security Questions for Recovery Assistance.

▲ **Security questions for recovery assistance**

Question One

select question One ▼

Answer One

answer to question One

Question Two

select question Two ▼

Answer Two

answer to question Two

Question Three

select question Three ▼

Answer Three

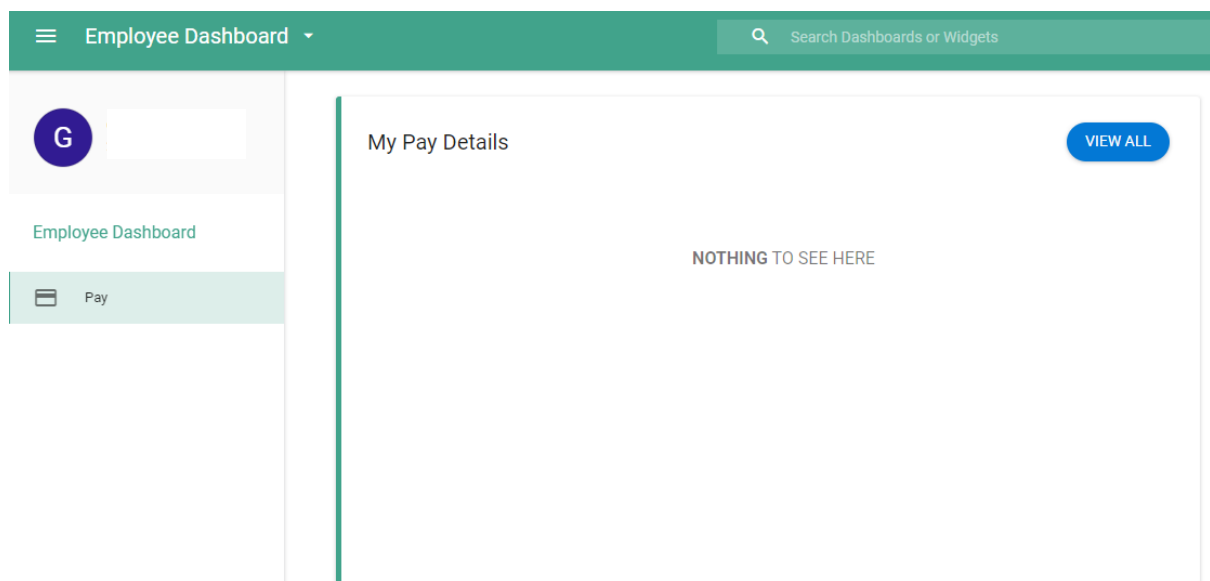
answer to question Three

Step 5: Click on Check box for Terms of Service and Select 'Activate Account'.

☐ Terms of Service: By signing up, you agree to our Terms of Service.

Activate Account

Step 6: You will be brought to your account landing page.



You will also receive the following email -

Dear <<FORENAME>> <<SURNAME>>

You have successfully completed your PeopleXD Portal account activation.

To access your account please click on the link below and enter your details.

https://my.corehr.com/pls/coreportal_esbsapp

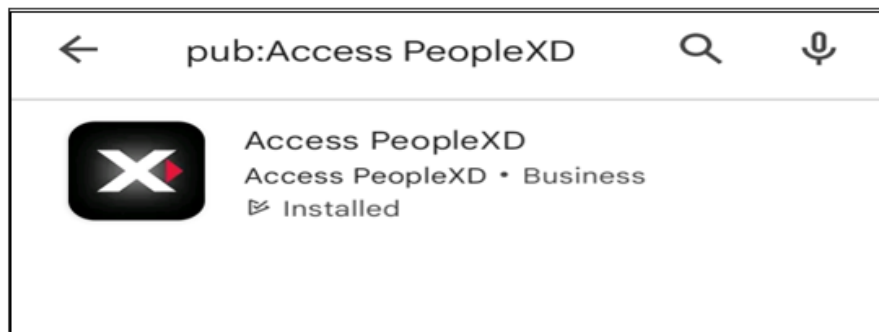
You may wish to bookmark this link or add it to your Favourites for future ease of access

Sincerely,

ESBS ETB Apprentice Payroll & Learner Payments

2.2 How do I register on the PeopleXD Portal using mobile phone?

The mobile application is available on the APP store for Apprentices and Learners and is named **Access PeopleXD** as displayed below.



Step 1: A payee can open their self-registration invitation on their mobile device which will launch the self-registration via the mobile app

- The app will automatically launch when accessed if it has already been downloaded to your device.
- The *Access Code* is pre-populated.
- The self-registration screen will appear.
- If the payee doesn't already have the mobile app installed, when they click the link to register, they will be directed to the relevant store to download it. Once downloaded and launched, the *Access Code* is pre-populated and the self-registration screens appear.

Step 2: Assign the application preferences and click 'Next'

Welcome, let's get started!

Before you can login you will need to set your application preferences. You can change these at any time from your side navigation.

Local Caching

Allow PeopleXD to store non sensitive data on your device for best performance.

OPT OUT

OPT IN

Google Analytics

Allow collection of anonymous usage information. This will help to improve your experience for future versions.

OPT OUT

OPT IN

Google Crash Reporting

Allow collection of crash reports to help diagnose issues you may encounter.

OPT OUT

OPT IN

Google Firebase and Privacy

PeopleXD makes use of Google Firebase for Notifications, Analytics and Crash Reporting.

The application does not collect, store or share Advertising Identifiers with Google or 3rd parties


Version 11.0.22

Build 10150

NEXT

Step 3: Enter Company ID – the details to be entered here are as follows:

'esbsapp' under 'Company Email or Company ID' and click 'Next'



Let's log in!

Company Email or Company ID

esbsapp

Enter your Company Email Address or your Company ID

Company Email Address

If you have a company email address you can use this to log in.

Example: me@mycompany.com

Company ID

You can also log in with your Company ID.

Your HR Administrator or a colleague can provide you with this.

Example: mycmp

NEXT

Step 5: Confirm the last 4 digits of your Bank account number (**IBAN**) and complete Security Questions for Recovery Assistance to 'complete registration'. Click the green arrow shown below:

Registration Form

Enter last 4 characters of your IBAN/Account number

4 / 4

Select question 1

Question 1 answer

6 / 60

Select question 2

Question 2 answer

3 / 60

Select question 3


Question 3 answer

6 / 60

Enter password

Confirm password

Step 6: Enter user name (email address) and password created within Step 5 above and click 'Log In'



Almost there!

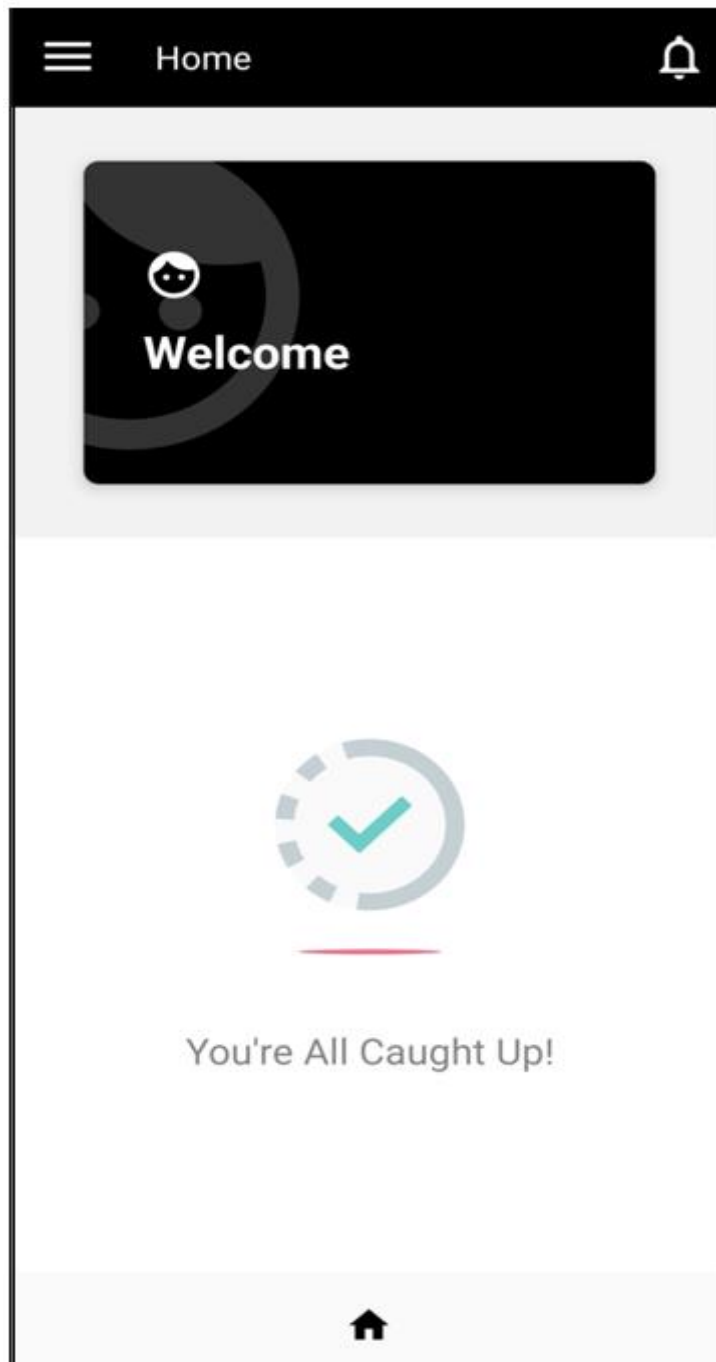
Confirm your username and password

Username

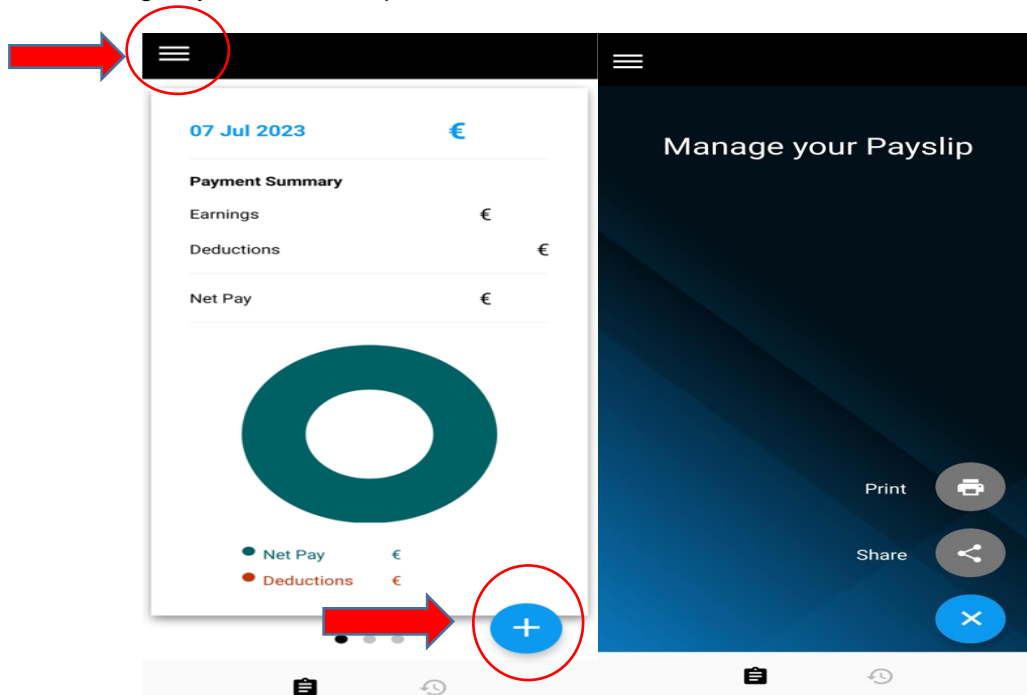
Password

LOG IN

Step 7: You will be brought to your account landing page



Step 8: Click on the elipsis on the left hand side. This provides the option of viewing Pay Details and by clicking the plus sign at bottom of the screen, it will allow the option of printing or downloading Pay Details as required.



2.3 How do I log into the PeopleXD Portal to view my Pay Details?

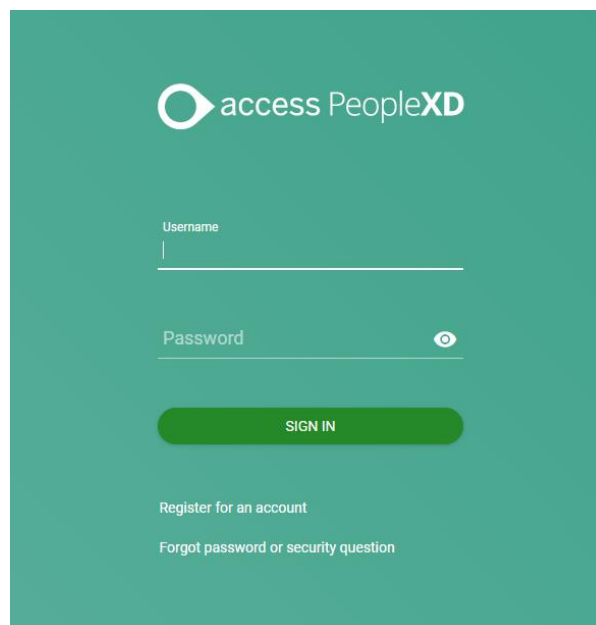
Please note: You must be registered at this point and be on the log-in page.

At all times, access to your account can be made by using this link below enter your details.

https://my.corehr.com/pls/coreportal_esbsapp/

You may wish to bookmark this link or add it to your 'Favourites' for future ease of access.

Step 1: Enter Username & Password in the required fields and click 'Sign In'.

The image shows a login form for the PeopleXD portal. It has a teal background. At the top, there is a logo consisting of a white circle with a dot inside, followed by the text "access PeopleXD". Below the logo, there are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a green button with the text "SIGN IN". At the bottom, there are two links: "Register for an account" and "Forgot password or security question".

access PeopleXD

Username

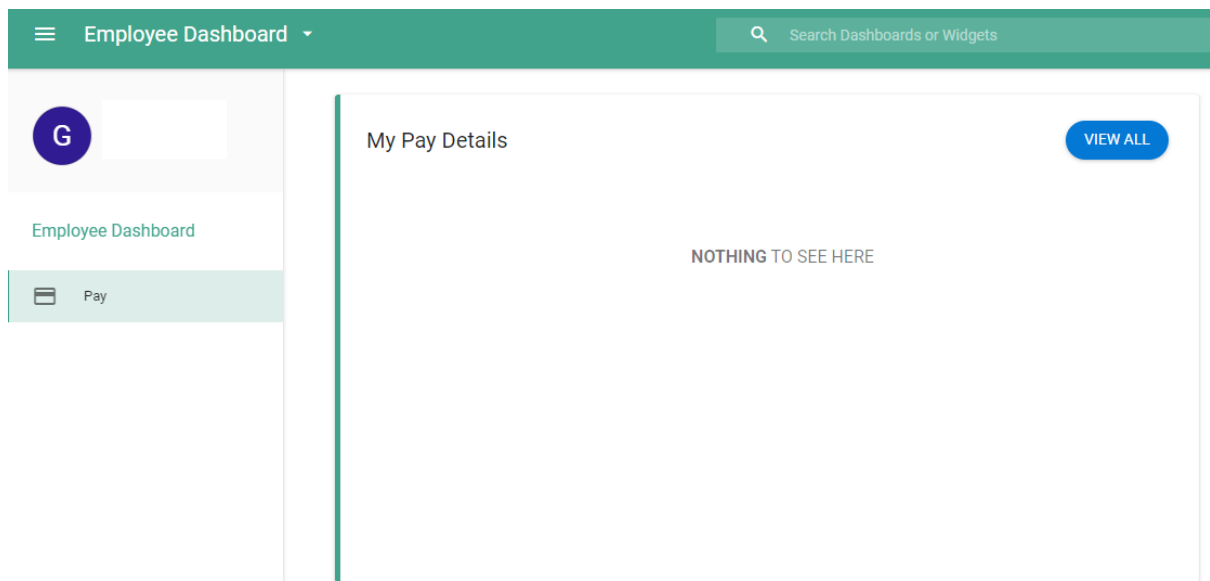
Password

SIGN IN

Register for an account

Forgot password or security question

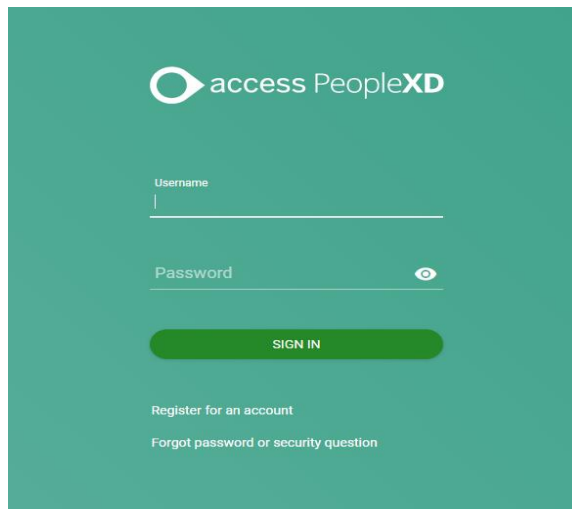
Step 2: Once logged in, you should see the standard screen as below (Employee Dashboard).



2.4 I forgot my password how do I log in?

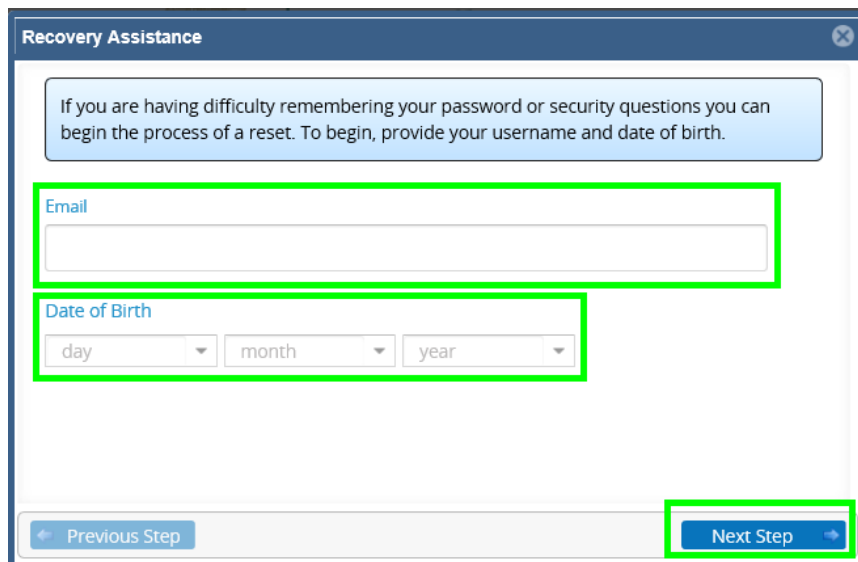
Please note: You have two options when resetting your password – it can be reset by sending an email or by answering your security questions – both methods are stepped out below.

Step 1: Select the 'Forgot password or security question' option below the username log in box.



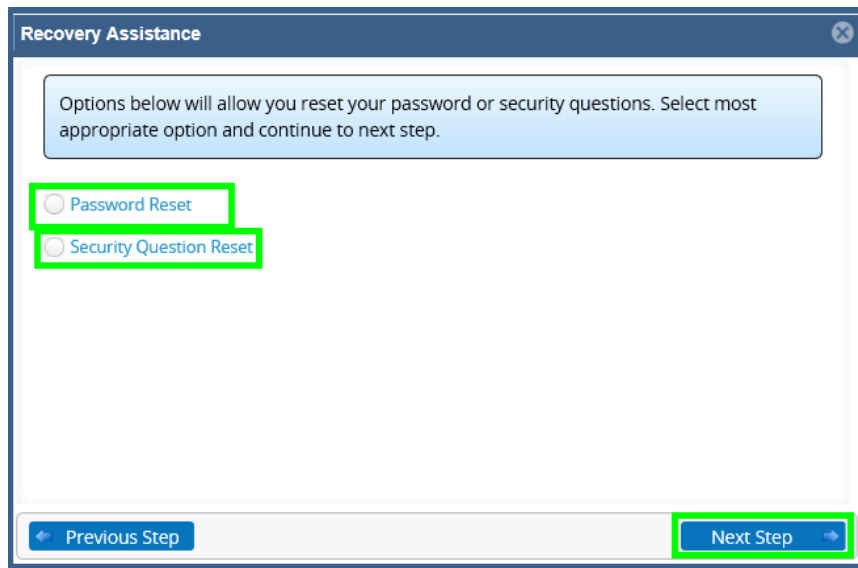
The image shows a login screen for 'access PeopleXD'. It features a teal background. At the top, there is a logo consisting of a white circle with a dot inside, followed by the text 'access PeopleXD'. Below the logo, there are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. Below these fields is a green 'SIGN IN' button. At the bottom, there are two links: 'Register for an account' and 'Forgot password or security question'.

Step 2: Enter your email address and Date of Birth as requested – click ‘Next Step’:



The image shows a 'Recovery Assistance' dialog box. It has a blue header bar with the title 'Recovery Assistance' and a close button. Below the header, there is a text box that says: 'If you are having difficulty remembering your password or security questions you can begin the process of a reset. To begin, provide your username and date of birth.' Below this text box, there are two input fields: 'Email' and 'Date of Birth'. The 'Email' field is a single-line text input. The 'Date of Birth' field is a date picker with three dropdown menus for 'day', 'month', and 'year'. At the bottom of the dialog, there are two buttons: 'Previous Step' and 'Next Step'. The 'Next Step' button is highlighted with a green border.

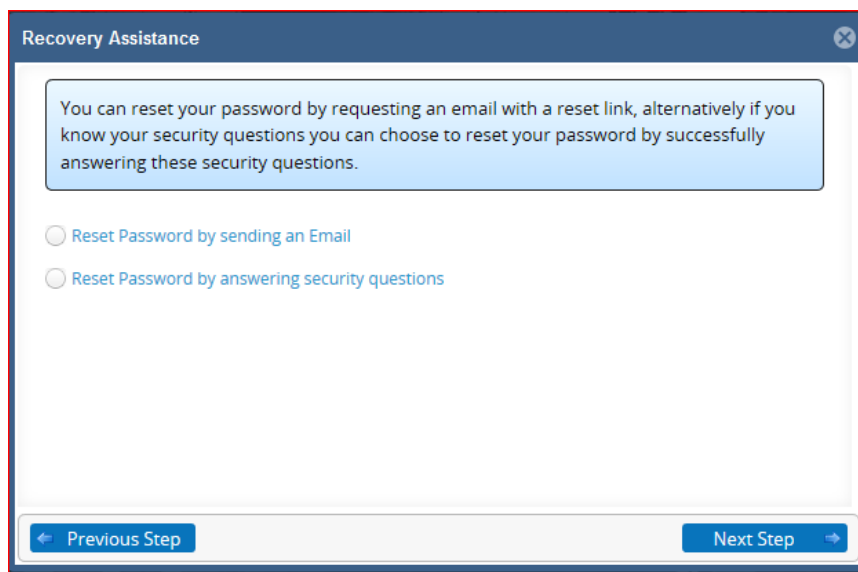
Step 3: Select ‘password reset’ – click ‘Next Step’:



Two password reset options are available as shown in the screen that follows:

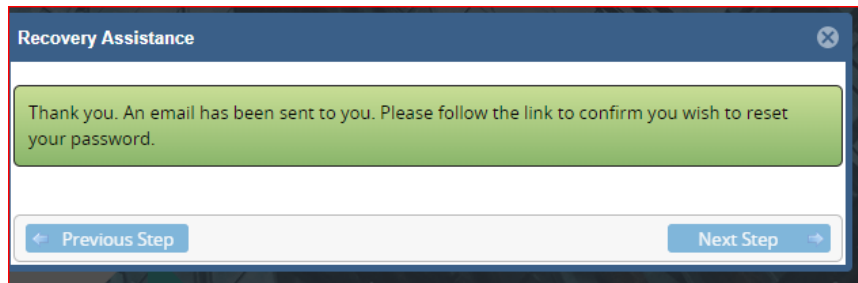
Option 1: Reset password by sending an email

Option 2: Reset password by answering security questions



Option 1: When resetting your password via sending an email:

- **Step 1:** Select the 'Reset password by sending an Email' option – click 'Next Step' – you will receive an email with a link. **It is important to note that this link is only valid for one hour from when the password reset is requested** – click this link and follow the next steps.



Subject: Coreportal Password Recovery Assistance

To initiate the password reset process for your Coreportal Account, click the link below: It is important to note that this link is only valid for one hour from when the password reset is requested.

[Reset Password](#)

If clicking the link above does not work, please copy and paste the URL in a new browser window instead. If you have received this mail in error, it is likely that another user entered your email address by mistake while trying to reset a password. If you did not initiate the request, you do not need to take any further action and can safely disregard this email.

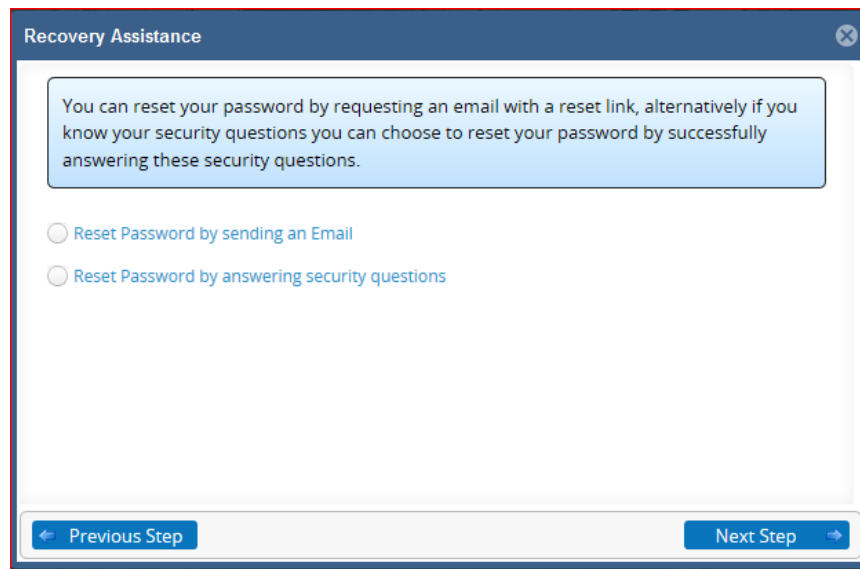
Password Reset URL: https://peoplexd.accesscloud.com/reset/?u=https%3A%2F%2Fmy.corehr.com%3A443%2Fpls%2Fcoreportal_esbsapp%2Fcp_registration.activate%3Fp%3DD4685259DA1E30196EC8F9B09884D1CB4F21741FF86F7EA600CF778B22503EF4%26l%3DEN%26action%3Dreset%26tenant%3Desbsapp

Sincerely, The Coreportal Support Team. Note: This email address cannot accept replies.

- **Step 2:** Once you have clicked into the link - you will be required to insert your Date of Birth and answer one of your security questions. Then enter your new password & confirm your new password – click 'Set Password'.

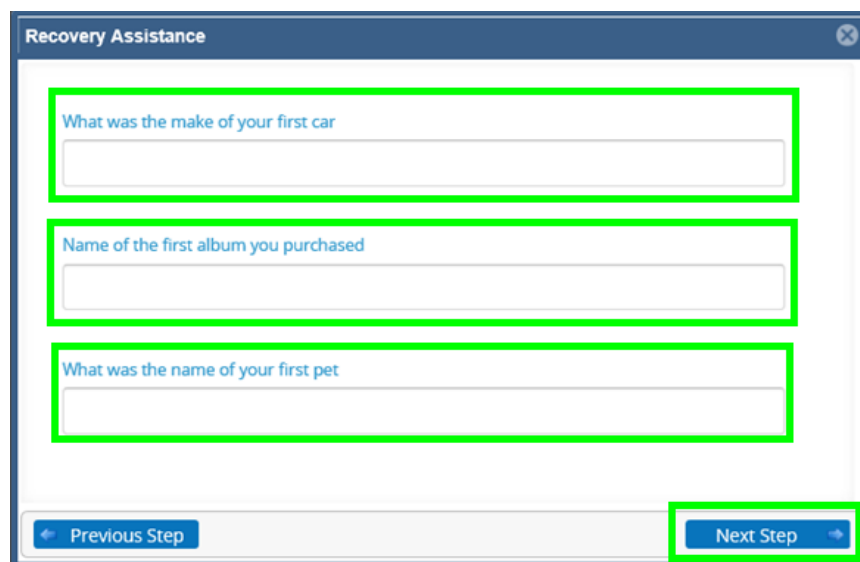
Option 2: When resetting your password by answering security questions:

- **Step 1:** Select the 'Reset Password by answering security questions' option & click 'Next Step'.



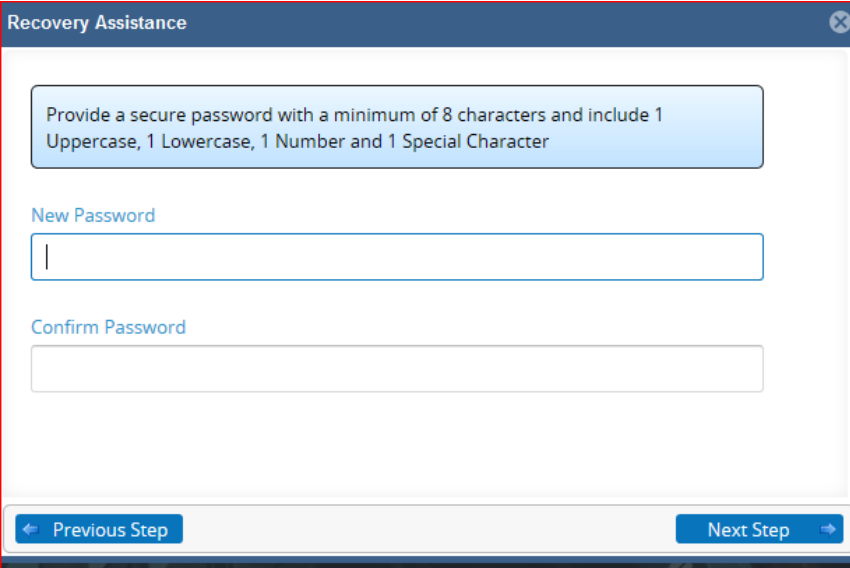
The image shows a 'Recovery Assistance' dialog box. At the top, a blue header bar contains the title 'Recovery Assistance' and a close button. Below the header, a light blue box contains the text: 'You can reset your password by requesting an email with a reset link, alternatively if you know your security questions you can choose to reset your password by successfully answering these security questions.' Below this text are two radio button options: 'Reset Password by sending an Email' and 'Reset Password by answering security questions'. At the bottom of the dialog, there are two buttons: 'Previous Step' on the left and 'Next Step' on the right.

- **Step 2:** Answer your 3 security questions (as set out when you first registered for the system) – click 'Next Step'.

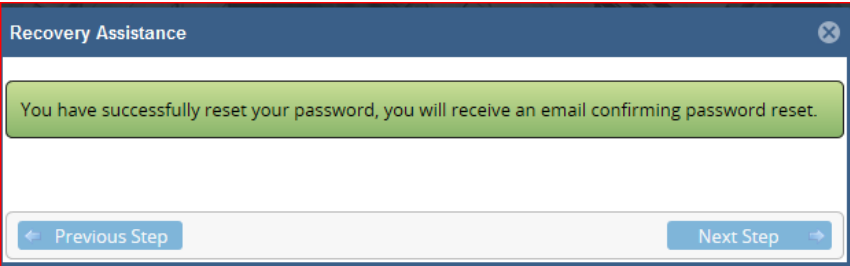


The image shows the 'Recovery Assistance' dialog box at the second step. It features three text input fields, each with a green border, containing the following questions: 'What was the make of your first car', 'Name of the first album you purchased', and 'What was the name of your first pet'. At the bottom, the 'Previous Step' button is on the left, and the 'Next Step' button is on the right, also highlighted with a green border.

Step 3: Enter your new password and confirm your new password – click 'Next Step'.



The dialog box is titled "Recovery Assistance" and has a close button (X) in the top right corner. It contains a blue instruction box at the top: "Provide a secure password with a minimum of 8 characters and include 1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character". Below this are two input fields: "New Password" and "Confirm Password". At the bottom, there are two buttons: "Previous Step" with a left arrow and "Next Step" with a right arrow.



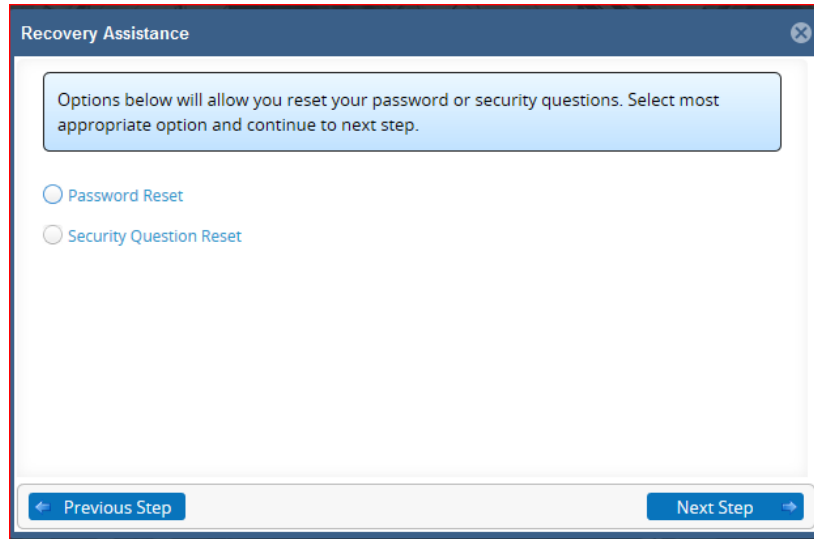
The dialog box is titled "Recovery Assistance" and has a close button (X) in the top right corner. It contains a green success message box: "You have successfully reset your password, you will receive an email confirming password reset." At the bottom, there are two buttons: "Previous Step" with a left arrow and "Next Step" with a right arrow.

2.5 How do I change the 'security questions' on my account?

This is a security step that can help you regain access to the portal if you are locked out or have forgotten your password.

Please note: To reset your security questions you will need your password and the last 4 digits of your Bank account number (IBAN). Always keep your security questions safe for future reference

Step 1: Select “Security Question Reset” & click “Next Step”.



Recovery Assistance

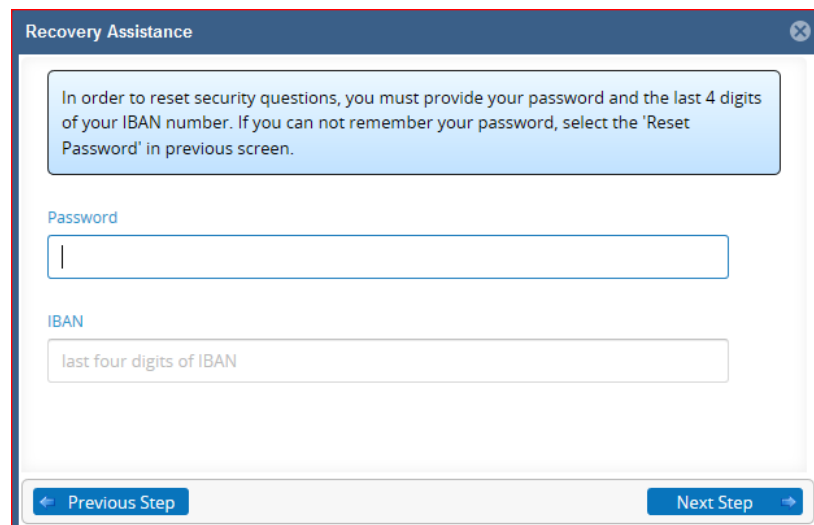
Options below will allow you reset your password or security questions. Select most appropriate option and continue to next step.

☐ Password Reset

☐ Security Question Reset

Previous Step Next Step

Step 2: Enter your Password and the last 4 digits of your Bank account number (IBAN) into the relevant fields – click “Next Step”.



Recovery Assistance

In order to reset security questions, you must provide your password and the last 4 digits of your IBAN number. If you can not remember your password, select the 'Reset Password' in previous screen.

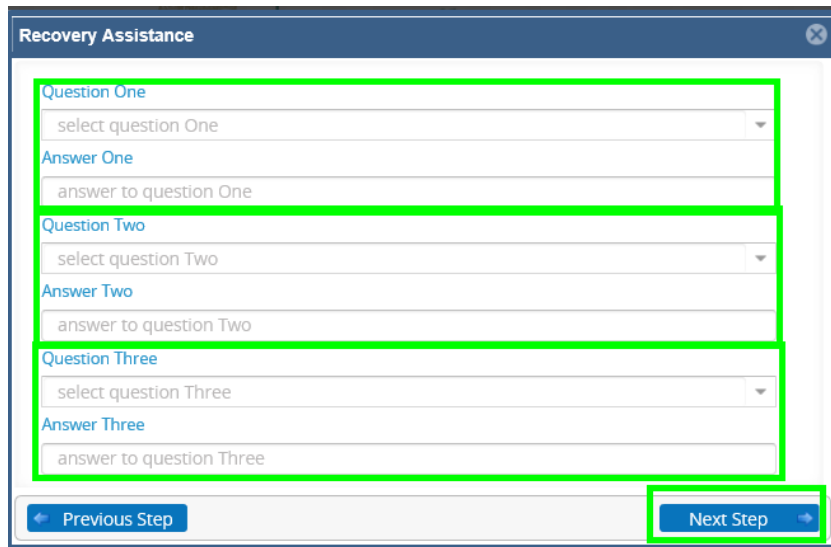
Password

IBAN

last four digits of IBAN

Previous Step Next Step

Step 3: Enter your New Security Questions and Answers into the relevant field – click ‘Next Step’
– Your Security Questions will then be updated.



The screenshot shows a window titled "Recovery Assistance" with a close button in the top right corner. The window contains three sets of security questions and answers, each highlighted with a green border. The first set is labeled "Question One" and "Answer One", the second "Question Two" and "Answer Two", and the third "Question Three" and "Answer Three". Each question is a dropdown menu with the text "select question [Number]" and each answer is a text input field with the placeholder "answer to question [Number]". At the bottom of the window, there are two buttons: "Previous Step" on the left and "Next Step" on the right, both with arrows indicating navigation. The "Next Step" button is highlighted with a green border.

Please note: If the above steps do not work for you – please contact your ETB for further guidance.

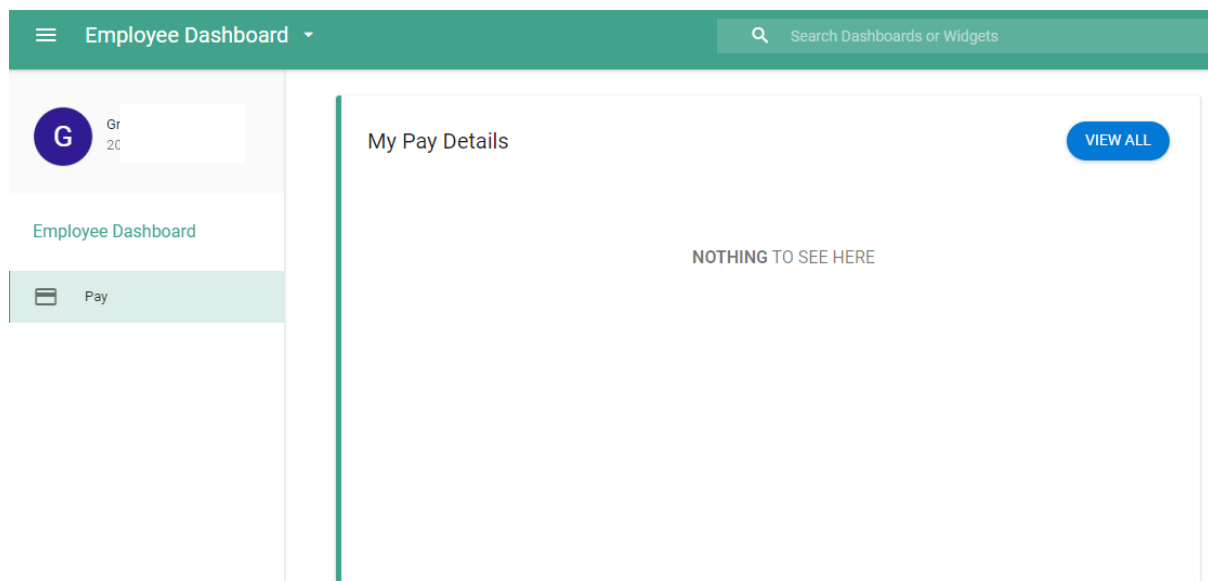
2.6 How do I view and print my Pay Details?

Please note: You must have logged-in successfully and navigated to your dashboard.

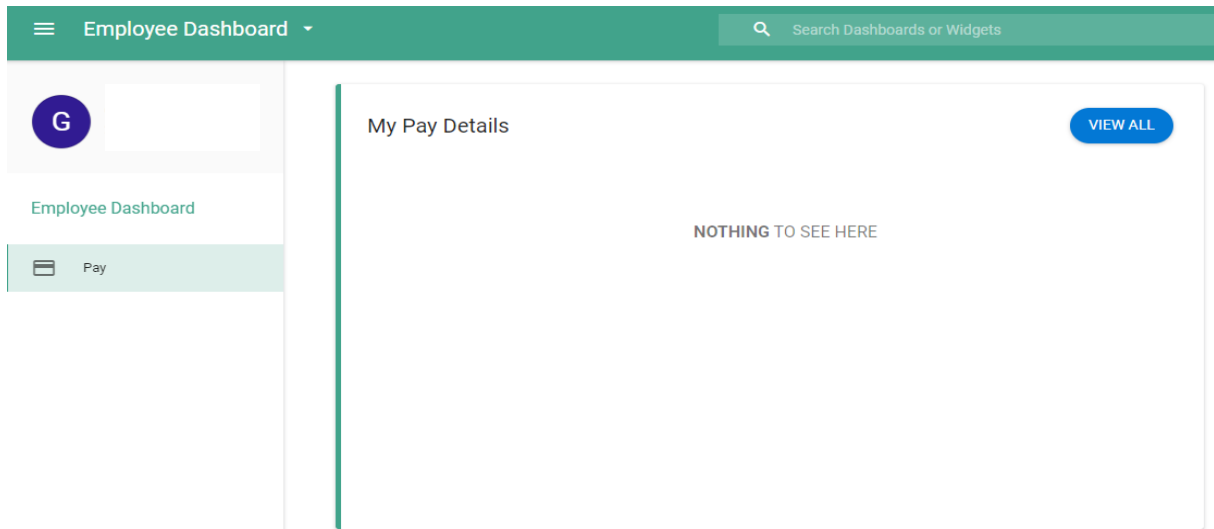
Step 1: Check to ensure the “Pay” widget / tab is visible on the left-hand-side of the screen & the following associated tiles are visible:

- **My Pay Details**

This section offers a ‘How-To’ view your Pay Details guide. There is an option to print on the bottom of each of the relevant pop-up screens.



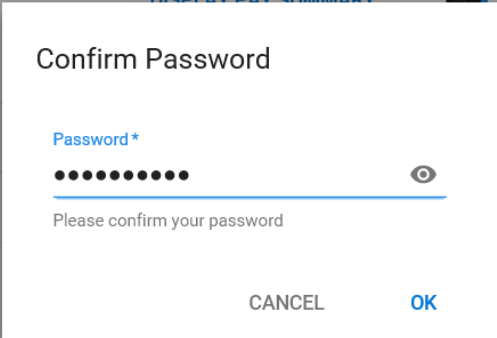
Step 2: You will need your login password to view your Pay Details - navigate to the “Pay” tab on the left-hand-side of your screen as shown below -



Step 3: To view and print your Pay Details – click ‘Display Pay Summary’ in your “My Pay Details” section as shown below:

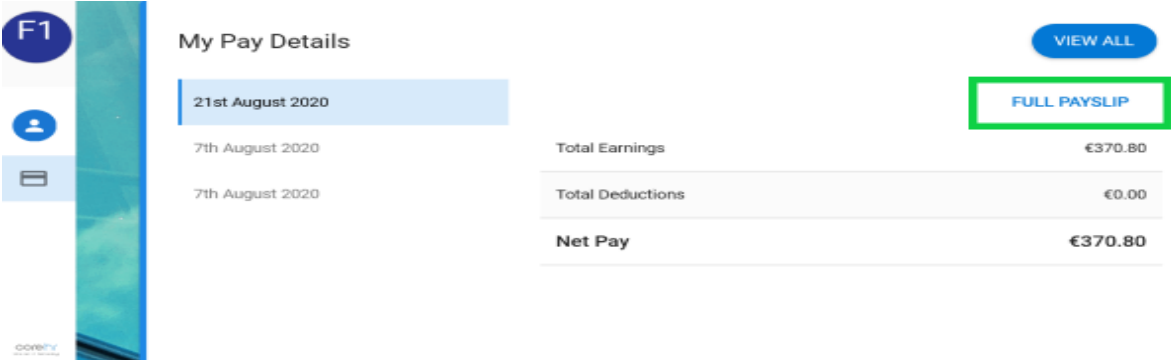


Step 4: You will be prompted to enter your login password – enter your password and click “Confirm”.



A screenshot of a web application showing a 'Confirm Password' modal dialog box. The dialog has a title 'Confirm Password' and a label 'Password *' above a password input field. The input field contains ten black dots and a toggle icon. Below the input field is the text 'Please confirm your password'. At the bottom of the dialog are two buttons: 'CANCEL' and 'OK'. The background is a blurred view of a 'Tax Detail' page with a 'VIEW ALL' button at the top.

Step 5: Once you have confirmed your password, you will return to the following screen. To view your Pay Details – select ‘FULL PAYSHEET’ as displayed below:




A screenshot of the 'My Pay Details' screen. On the left is a sidebar with a blue header 'F1' and three icons: a person, a calendar, and a document. The main content area has a title 'My Pay Details' and a list of dates: '21st August 2020' (highlighted), '7th August 2020', and '7th August 2020'. To the right is a table with pay details. A 'VIEW ALL' button is at the top right. Below it, a 'FULL PAYSHEET' button is highlighted with a green border. The table shows:

Total Earnings	€370.80
Total Deductions	€0.00
Net Pay	€370.80

Step 6: When your Pay Details pops up (as shown below) – select 'Download PDF' on the bottom-right-hand-side of your screen to print your Pay Details if required:

Firstname Lastname	Personnel No: PPS Number: Pay Group:	Pay Details Date: : Pay Period:
Address1 Address2 Kilkenny Ireland		
Cost Centre:		



[DOWNLOAD PDF](#)

- Select 'Open' and once opened select 'File' and 'Print'.

What do you want to do with My Payslip 21-AUG-20.pdf (170 KB)? From: uatmy.corehr.com	Open	Save	^	Cancel	×
--	------	------	---	--------	---

2.7 What information can be found on my Pay Details?

For explanation purposes, your Pay Details are split into 5 sections outlined in the screenshot below.

Firstname	Lastname	Personnel No:	
Address1		PPS Number:	
Address2		Pay Group:	1
		Pay Details Date:	
Ireland		Pay Period:	
Cost Centre:			

Gross Earnings				Details			
Description	Hours	Rate	Value	Pay Grade:	Learners	Point:	
BASIC HOURS	33.25	6.11	203.00	Rate Current:	203.00		
ADULT DEPENDENT	33.25	0.00	134.70	Annual Tax Credit:	0.00	Annual Cut Off:	0.00
FUEL ALLOWANCE	5	0.00	24.50	PRSI Class:	J9	PRSI Weeks:	1
TRAVEL ALLOWANCE	5	0.00	4.60	This Period Tax Credit:	0.00	Tax Basis:	Emergency
MEALS	5	0.00	4.00	This Period Cut Off:	679.00		

Total Pay:	370.80
Gross Pay for PAYE:	0.00

Deductions			Cumulatives (Year-to-date)		
Description	This Period	Year to Date	Gross Earnings:	Pre Tax Deductions:	
Total Deductions	0.00	0.00	Taxable Pay:	0.00	LPT:
			Cut Off:	679.00	
			Tax Credit:	0.00	Tax:
			USC:	0.00	PRSI Weeks-to-date:
			Employee PRSI:	0.00	3
			Employer PRSI:	32.15	

- **Section 1** – This section displays your personal details including 'Personnel Number' / 'Pay Group'.
- **Section 2** – This section details your Basic Pay & Allowances for the pay period.
- **Section 3** – This section shows your tax details. **Please note: Learner payments are not subject to Revenue taxation and therefore this section is not applicable to Learners.**

Details			
Pay Grade:	Learners	Point:	1
Rate Current:	203.00		
Annual Tax Credit:	0.00	Annual Cut Off:	0.00
PRSI Class:	J9	PRSI Weeks:	1
This Period Tax Credit:	0.00	Tax Basis:	Emergency
This Period Cut Off:	679.00		

Please note: 'Tax Basis: Emergency' is a system default setting and should be ignored.

- **Section 4** – This section details your specific deductions for the period and outlines your Net Pay figure at the bottom (once all deductions have been calculated).
- **Section 5** – This section relates to 'Year-To-Date' cumulative figures such as your gross earnings, tax deductions. **Please note: Learner payments are not subject to Revenue taxation and therefore this section is not applicable for Learners.**

Cumulatives (Year-to-date)			
Gross Earnings:	0.00	Pre Tax Deductions:	0.00
Taxable Pay:	0.00	LPT:	0.00
Cut Off:	679.00		
Tax Credit:	0.00	Tax:	0.00
USC:	0.00	PRSI Weeks-to-date:	3
Employee PRSI:	0.00		
Employer PRSI:	32.15		

Message from your Employer

2.8 Reminder...

- The 40-day time limit to activate your account initially.
- The 1-hour time limit to reset your password when you first request it.
- The requirement for a minimum of 14 characters in your password and must include - 1 uppercase character, 1 lowercase character, 1 number and 1 special character e.g. ?*@#).
- Keep the answers to your security questions safe for future reference.
- Check your junk/spam folder.
- Once you keep this important information in mind and follow the steps outlined in this manual, you should be able to access your Pay Details with ease.