

## HOW TO ACCESS YOUR ONLINE PAYS LIP

- Go to website: [www.nssso.gov.ie](http://www.nssso.gov.ie)
- Click on: Log into payroll self service
- Click on no 3: Access for retirees
- Click on Civil and public service
- Brings you to the sign in page (Hint: you can bookmark the page for easy access in the future)
- To sign in you will need your:
  - ✓ **Username:**

This is your personnel number. When you retire you get a new personnel number. This is a very important number so keep a safe record of it. It can also be found on your bank account statement as the reference for your pension lodgement.
  - ✓ **Password**

If you have forgotten your password, contact [Payrollcontact@nssso.gov.ie](mailto:Payrollcontact@nssso.gov.ie). To verify your account, you will need to provide two of the following pieces of information: PPS Number, Personnel Number, or Date of Birth.

You will be required to change your password every 6 months.