Onboarding-Guide Lohnbot Mobile

Purpose: Get you up and running immediately after your invitation.

With Lohnbot Mobile, important documents like enrollment confirmations or payslips are always at your fingertips, and your personal data stays up to date.

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1. What is Lohnbot Mobile?

Lohnbot Mobile is the companion app to the main **Lohnbot** application, tailored for employees of companies that perform their payroll with Lohnbot.

Why Lohnbot Mobile?

Personal Data Management

- **Problem:** Onboarding at a new job often happens via email or paper, which is error-prone and time-consuming.
- **Solution:** With Lohnbot Mobile's digital employee data form, you manage your own data — no typos.

Payslips & Documents in One Place

- **Problem:** You still receive your payslip by mail, or you're unsure if you're enrolled for your weekend event job.
- **Solution:** With Lohnbot Mobile, you get enrollment confirmations and payslips directly in the app, and you can download them anytime.

Prerequisites

- **Plattform:** iOS or Android (Smartphone or Tablet)
- **Account:** Lohnbot login (email & password)
- **Permissions:** Push notifications (optional)

2. Get Started in 5 Steps

1. **Open Invitation:** Tap the registration link in your invitation email.

2. **Create Account:** Enter email & password, accept terms, confirm your email.

3. **Download App:** Tap the App Store/Play Store link and install.
4. **Allow Push:** Enable notifications to receive new documents instantly.
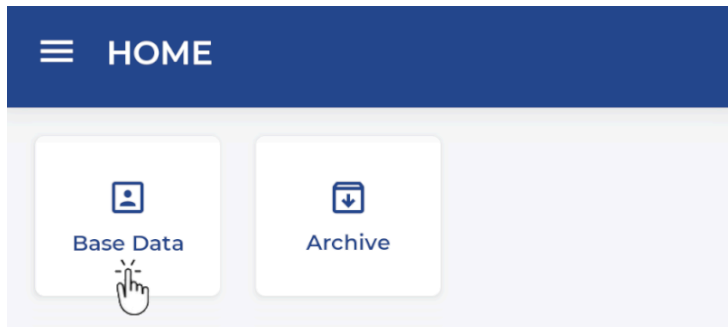5. **Log In:** Sign in with your email & password.

3. Main Flows

A) Enter Base Data

When? Immediately after first login.

How:

- Tap **"Base Data"** → opens the data form

- **Step 1:** General (name, gender, social security number)

- **Step 2:** Address Data (address, citizenship)

- **Step 3:** Other Data (bank info, family status)

- Review overview → tap **"Submit"**
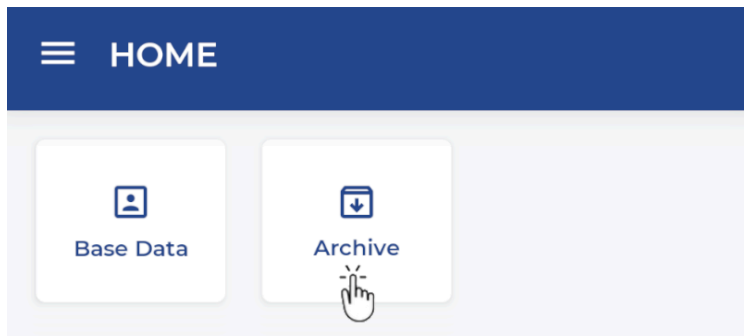

- A toast confirms successful submission
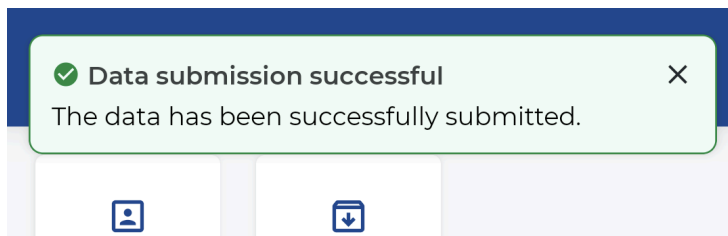
Result: Your data request goes to your company in the main Lohnbot app for review.
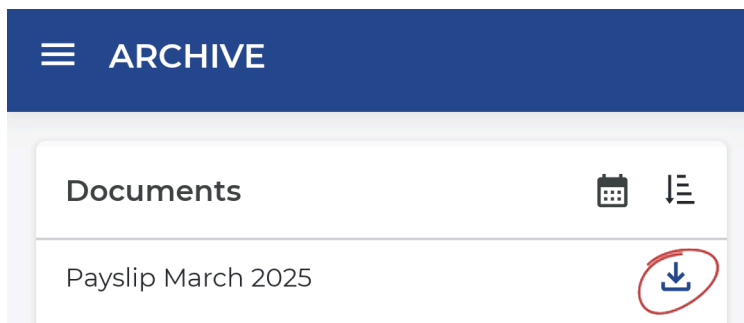
B) Retrieve Payslip – Archive Access

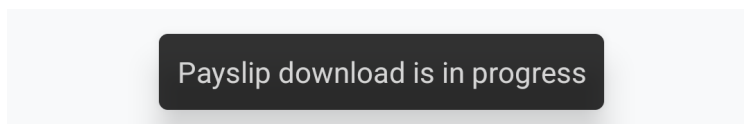**When?** After your company's payroll run.

How:

- Open app via the push notification about a new payslip
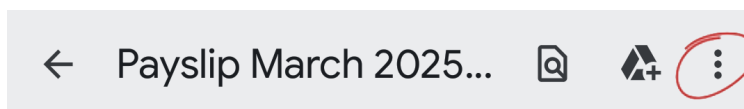- Tap **"Archive"**

- Select the payslip's download icon

- A toast shows download in progress

- The PDF opens; optionally download for offline use

Result: You have offline access to your payslips.
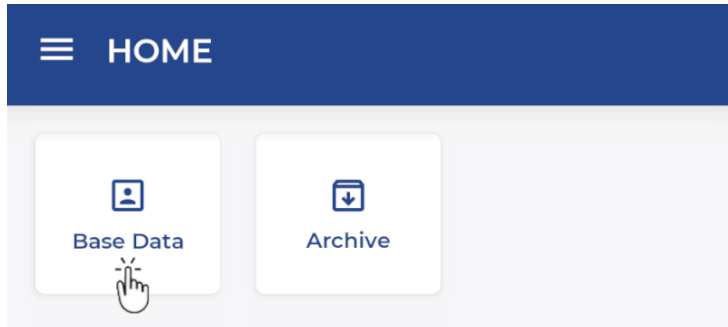
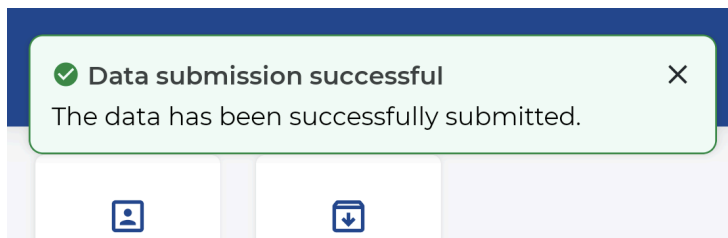# C) Update Personal Data – Base Data Update Request

When? If your personal details change (move, name change).

How:

- Tap **"Base Data"** → opens the data form

- Edit the desired fields
- Review changes → tap **"Submit"**
- A toast confirms successful submission

Result: Your update request goes to your company for review in the main Lohnbot app.

4. Feature Cheat Sheet

	Feature	Location	What Happens	When to Use
🏠	Dashboard	Navigation menu	Overview of data requests & documents	Right after login
➕	Base Data	Base Data Button	Opens the base data entry form	Initial setup & any changes
🔔	Notifications	Top tab bar	Shows new documents or successful submissions	Continuously
📂	Archive	Archive Button	Lists all documents	When accessing documents
👤	Profile	Navigation Sideboard	Change password, privacy settings, logout	Account management
⚙️	Settings	Profile Screen > Settings	Manage notifications, language & delete account	Account settings

5. FAQ – Common Questions

Can I log in with biometrics?
Yes, if your device supports fingerprint or Face ID.

Is there an in-app chat with the company?
No, Lohnbot Mobile is for data exchange only. For content-related questions, contact your company directly.

How do I report technical issues?
Email **mobile@lohnbot.at** with the app version and a screenshot.

Is the app GDPR compliant?
Yes. See **Privacy** under your profile screen for details.

How do I delete my account?
Go to Settings > Delete Account. This removes your access to both the mobile and main app Lohnbot; payroll data remains with the company.

Which languages are supported?
German & English.

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6. Help & Support

For technical questions, email **mobile@lohnbot.at**.