

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.

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

- **Platform:** 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.



Liebes Lohnbot Mobile Test Mitglied,

du wurdest eingeladen, die Lohnbot Mobile App zu nutzen!
Mit der App kannst du ganz bequem:

- Deine Stammdaten selbst eintragen,
- Wichtige Unterlagen wie Lohnzettel und Anmeldungen direkt auf dein Handy erhalten.

Um die Registrierung abzuschließen, klicke bitte auf den folgenden Link:

[Hier geht es zur Registrierung.](#)

Freundliche Grüße,

Lohnbot

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

The image shows a registration form for the Lohnbot Mobile app. At the top, there is a dark blue header with the Lohnbot logo (a robot head) and the text "LOHNBOT". Below the header, the text "Du wurdest zu Lohnbot eingeladen!" is displayed. Underneath, there is a paragraph explaining the invitation. Then, there are two links: "Allgemeine Geschäftsbedingungen Lohnbot" and "Datenschutzerklärung Lohnbot". Below these links, there are two buttons: "Registrieren" and "Login". The "Registrieren" button is highlighted. Below the buttons, there are input fields for "E-Mail:" (with the value "test-mobile-app@lohnbot.at"), "Passwort *", and "Passwort wiederholen *". At the bottom, there are two checkboxes: "Ich habe die Allgemeinen Geschäftsbedingungen gelesen und akzeptiere sie" and "Ich habe die Datenschutzerklärung gelesen und akzeptiere sie". Both checkboxes are unchecked. At the very bottom, there is a dark blue button with the text "REGISTRIEREN".

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.
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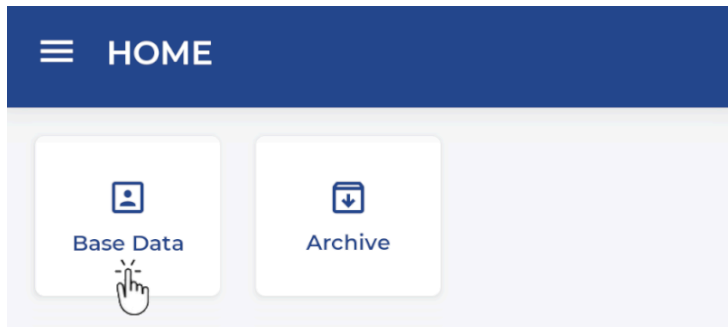
3. Main Flows

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)

A screenshot of the "BASE DATA" form in a mobile application. The form has a dark blue header with a white hamburger menu icon and the text "BASE DATA". Below the header, there is a progress bar with three steps: "1 General", "2 Address Data", and "3 Other Data". The "General" section is active and contains several input fields: "Title" (empty), "First name *" (filled with "Marry"), "Last name *" (filled with "Berry"), "Gender *" (dropdown menu showing "Female"), "Social security number" (filled with "0103060399"), "Phone number" (empty), and "Email" (filled with "test+lohnbot+mobile@lohnbot.at"). At the bottom of the form is a dark blue button with the text "Next" and a hand icon pointing at it.

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

BASE DATA

> 2 Address Data > 3 Other Data > 4 C

Street *

Berrystreet 32/2

Postal code *

1120

City *

Wien

Country *

Austria

Nationality *

Austria

Work permit

Yes

Back

Next

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

BASE DATA

Address Data > 3 Other Data > 4 Overview

IBAN

AT026000000001349870

BIC

BIC

Marital status

Single

Sole wage earner/Single parent

No

Back

Next

- Review overview → tap **“Submit”**

BASE DATA

Address Data > 3 Other Data > 4 Overview

General

Title

First name *
Marry

Last name *
Berry

Gender *
Female

Social security number
0103060399

Phone number

Email
test+lohnbot+mobile@lohnbot.at

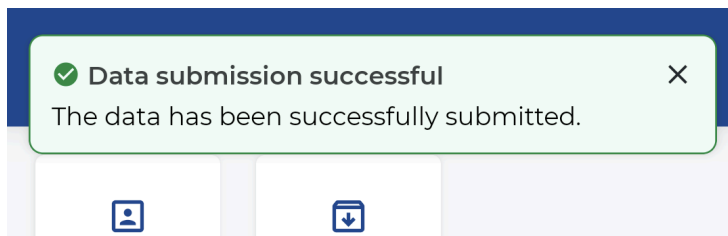
Address Data

Street *
Berrystreet 32/2

Postal code *
1120

Edit Submit

- A toast confirms successful submission



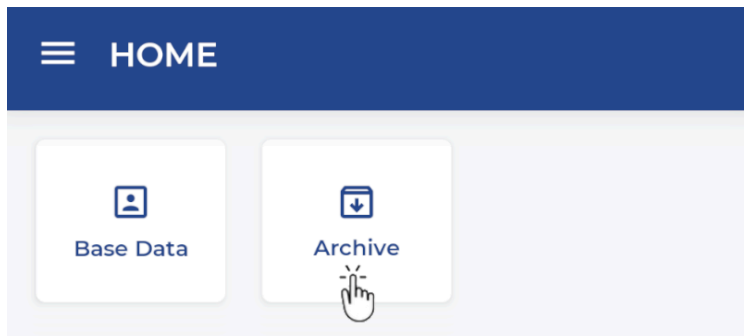
Result: Your data request goes to your company in the main Lohnbot app for review.

B) Retrieve Payslip – Archive Access

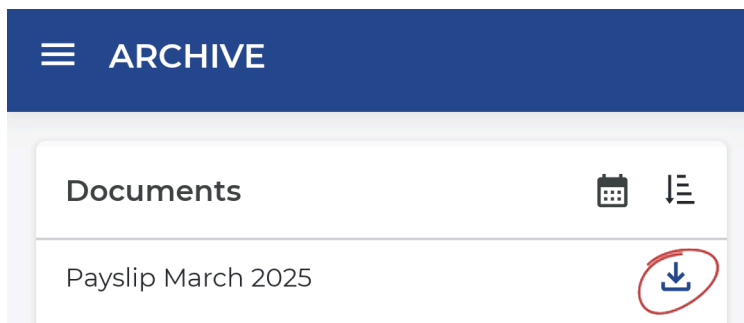
When? After your company's payroll run.

How:

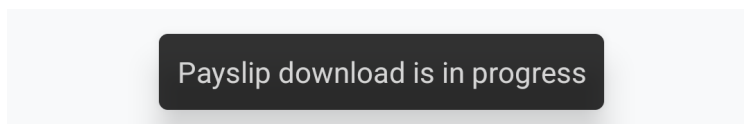
- Open app via the push notification about a new payslip
- Tap **"Archive"**



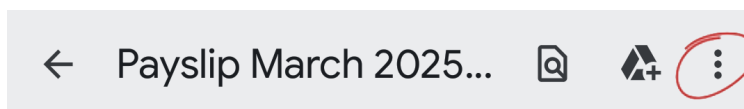
- Select the payslip's download icon



- A toast shows download in progress



- The PDF opens; optionally download for offline use



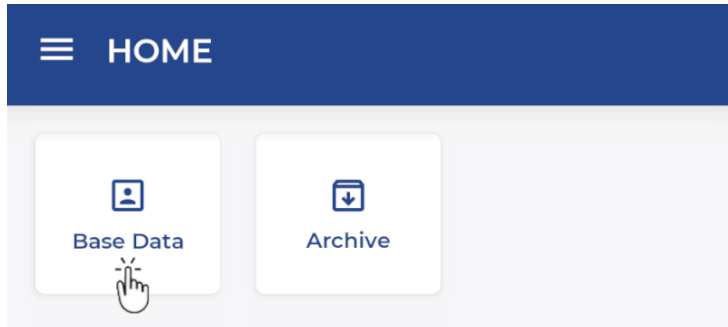
Result: You have offline access to your payslips.

C) Update Personal Data – Base Data Update Request

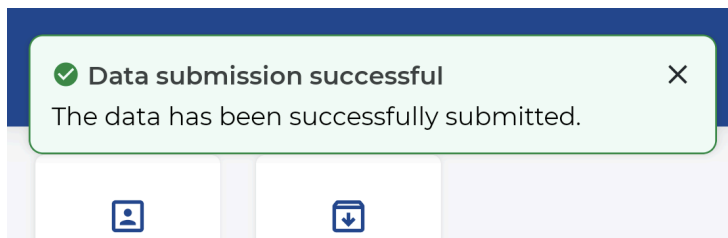
When? If your personal details change (move, name change).

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 Lohnbots 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.

6. Help & Support

For technical questions, email mobile@lohnbot.at.