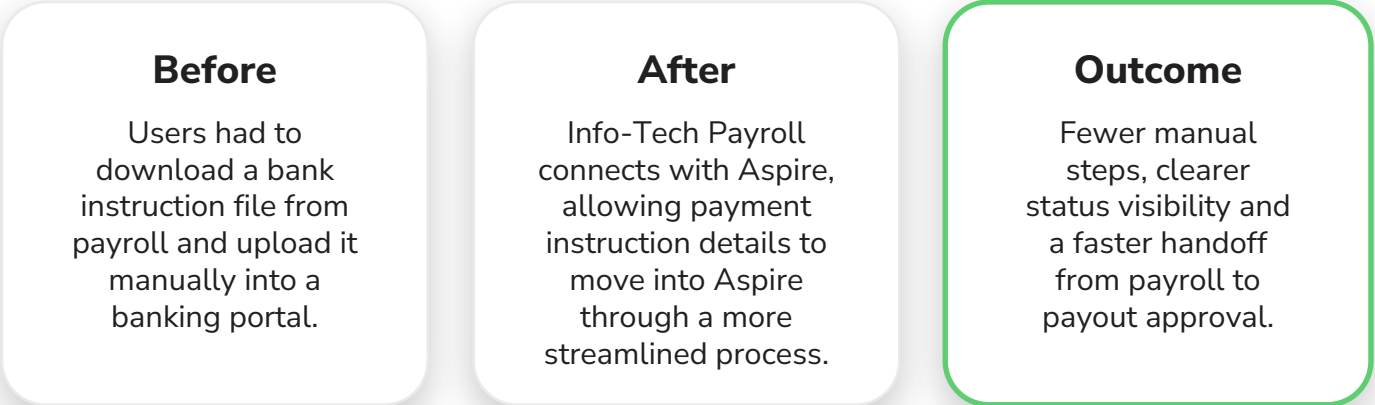




What Changed?

- **What changes with the Aspire integration?**

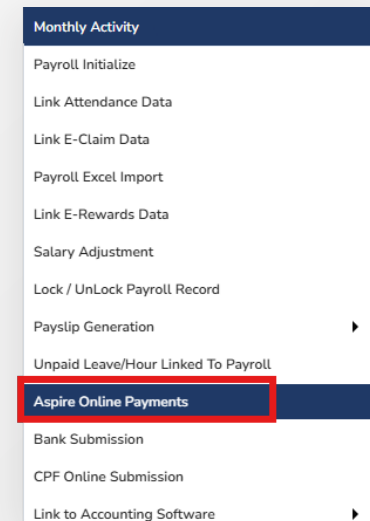


Step-by-Step Process

- **Step 1**

Navigation :

Monthly activity -> Aspire online payment.
Select the employee need to paid.

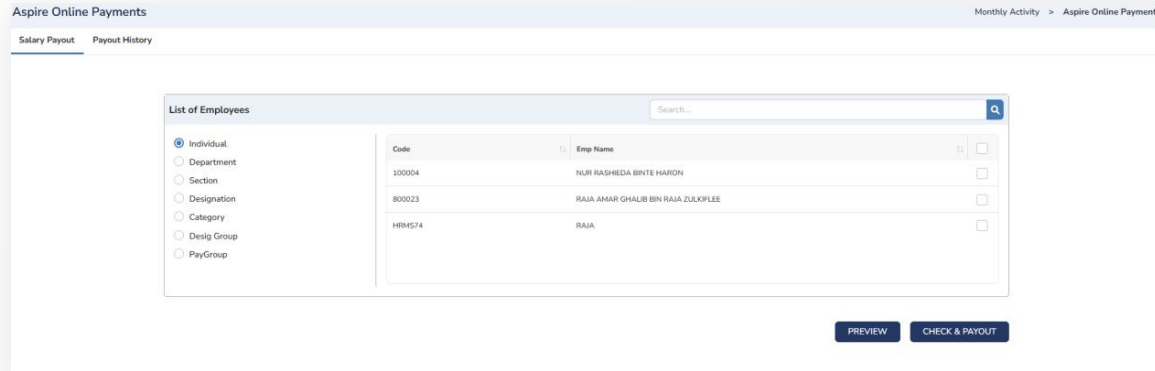




Step 2

Check & Payout: When prompted,

- log in to Aspire
- enter your OTP
- select the company account

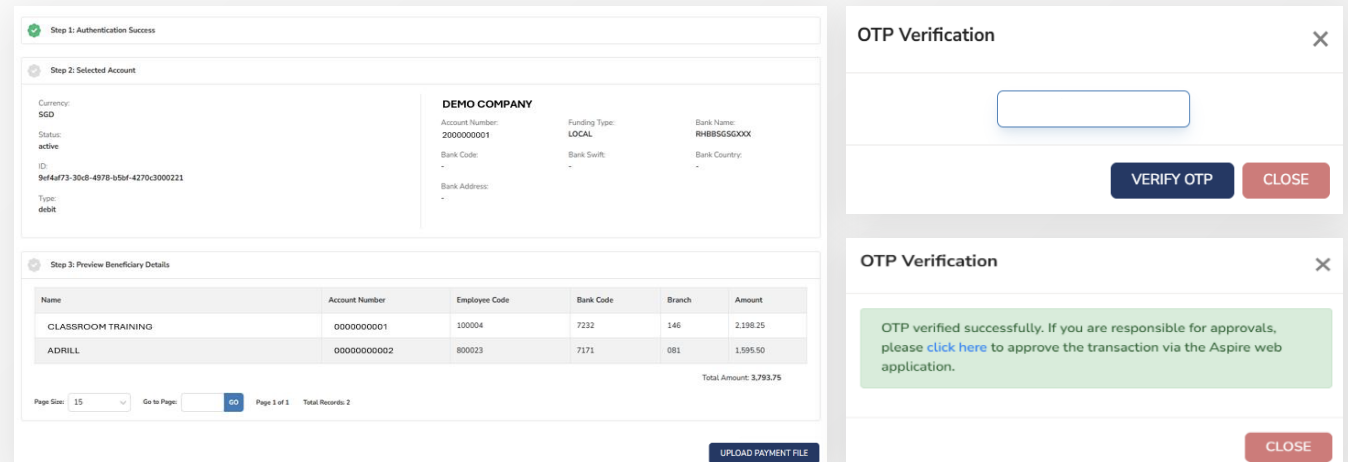


Screenshot extracted from the supplied Aspire walkthrough.

Step 3

Upload Payment File: Verify payment details and amount.

Click Upload Payment File, then complete the OTP validation to transfer the payment details to Aspire. The transaction will remain pending until approved in Aspire.



Screenshot extracted from the supplied Aspire walkthrough.



Step 4

Review & Track the Payout History:

Track previously submitted payments status.

The screenshot shows a 'Payout History' table with the following columns: Transfer ID, Reference, Updated Date, Updated By, Transaction Status, Total Amount, Beneficiaries, and Actions. There are three rows of data, each with a 'GET STATUS' button. The third row has a 'VERIFY' button instead.

Transfer ID	Reference	Updated Date	Updated By	Transaction Status	Total Amount	Beneficiaries	Actions
1FOC6A05-95E9-64AA-8089-7AA046E9ABDB	PAYROLL_20251121060723	21/11/2025 14:09:33	CHIN XUE FEN HANNAH	PENDING_APPROVAL	3,793.75	VIEW DETAILS BY BENEFICIARIES	GET STATUS
1FOC433A-68B7-671C-889B-8AB68FC68CBD	PAYROLL_20251118040416	21/11/2025 14:09:33	CHIN XUE FEN HANNAH	PENDING_APPROVAL	3,793.75	VIEW DETAILS BY BENEFICIARIES	GET STATUS
1FOC4329-8CE6-6752-87E0-8AB68FC68CBD	PAYROLL_20251118035642	18/11/2025 11:56:44	CHIN XUE FEN HANNAH	PENDING_VERIFICATION	3,793.75	VIEW DETAILS BY BENEFICIARIES	VERIFY

Screenshot extracted from the supplied Aspire walkthrough.

Frequently Asked Questions

- **How do I start an Aspire payout?**

Go to Monthly Activity > Aspire Online Payments, then choose the employees to include in the payout run.

- **Who can be included in the payout?**

Only employees with bank details saved in their profile and a salary amount greater than 0 can proceed.



- **What does Preview do?**

Preview generates a PDF report so you can review the payout details before sending anything to Aspire.

- **What does Check & Payout do?**

This step links the payment run to Aspire and prompts the user to log in, enter OTP and select the relevant Aspire company account.

- **What happens after Upload Payment File?**

Once details are verified and the payment file is uploaded, another OTP is triggered. After successful validation, the file is transferred to Aspire and waits for approval there.

- **Is the payment completed immediately?**

No. The payment is only executed after it is approved inside the Aspire account.



- **Where can I check status later?**

Use the Payout History tab to view submitted transaction files and their statuses.

- **What does Pending Approval mean?**

The payment file has reached Aspire but is not yet approved on the Aspire side.

- **What does Pending Verification mean?**

The Step 4 OTP has not yet been validated. Use Verify and complete the OTP step to continue.

For more enquiries

If you have any other questions, please reach out to us by clicking on the link below.



Contact Us