

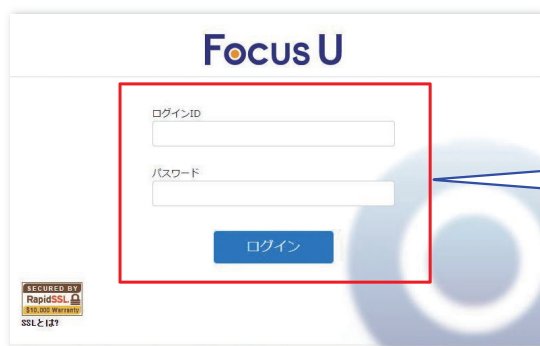
# User's Guide

You can use each dedicated site for the PC and the smartphone version.  
Please use them according to the scene to check your statements.



## 1 When confirming on the PC version site [https://focus-u.net/focusu/login?\\_mode=1](https://focus-u.net/focusu/login?_mode=1)

STEP 1



Please access the PC version site. Click "ログイン" button after entering your passwords provided by the person in charge in the "ログインID" and the "パスワード" box.

※Please be careful not to enter wrong information.

STEP 2

Click the "給与明細"

You can change your login ID and password at any time on "マイページ".

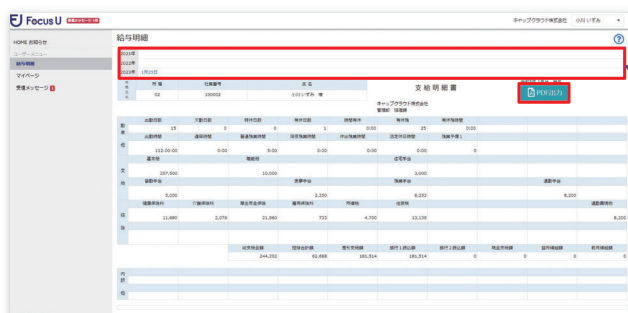
※The new login ID must have at least 8 characters up to 20.  
The new password must have at least 6 characters up to 20.



If you have received a message from the person in charge, the number of unread messages will be displayed in "受信メッセージ". If you check the message, it will be treated as read.

※Depending on the settings of the person in charge, it may be possible to download the file, or it is possible to return a reaction to the message.

STEP 3



You can check your past statements by selecting the link of the month and day. You can save and print them as data with a PDF output function.



2 When checking on the smartphone version site <https://focus-u.net/sfocusu/login>

STEP 1

Please access the smartphone version site. Tap "ログイン" button after entering your passwords provided by the company that you belong to in the "ログインID" and the "パスワード" box.

※Please be careful not to enter wrong information.

STEP 2

If you have received a message from the person in charge, the number of unread messages will be displayed on the HOME screen. If you check the message, it will be treated as read.

※Depending on the settings of the person in charge, it is may be possible to download the file, or it is possible to return a reaction to the message.

Select this button.

STEP 3

Select the "給与明細"

You can change your login ID and password at any time on "マイページ".

※The new login ID must have at least 8 characters up to 20. The new password must have at least 6 characters up to 20.

STEP 4

You can check your statements of the month by selecting the link of the month and day.

令和5年 1月分 給与 支給明細書	
キャップクラウド株式会社	
氏名 (100002) 小川 いずみ 様	支給日 令和5年 1月25日
総支給金額	244,202
控除合計額	62,688
差引支給額	181,514

※You can not login if you enter a wrong ID or password in the "ログインID" or the "パスワード" box. In case you forgot your login information, please contact the person in charge.