

# 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.



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.

※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.



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

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

令和2年 1月分給与 明細書	
キャップクラウド株式会社	
氏名 (1011) 田所 耕太郎 様	
支給日 令和2年 1月25日	
◆振込支給額◆	
振込支給 1	429,963
合計	429,963
現金支給額	
現物支給額	0
課税支給累計	602,000
社会保険累計	80,947
所得税累計	20,390

STEP 3

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

※The Login ID must have at least 8 characters up to 20, and the password must have at least 6 characters up to 20.