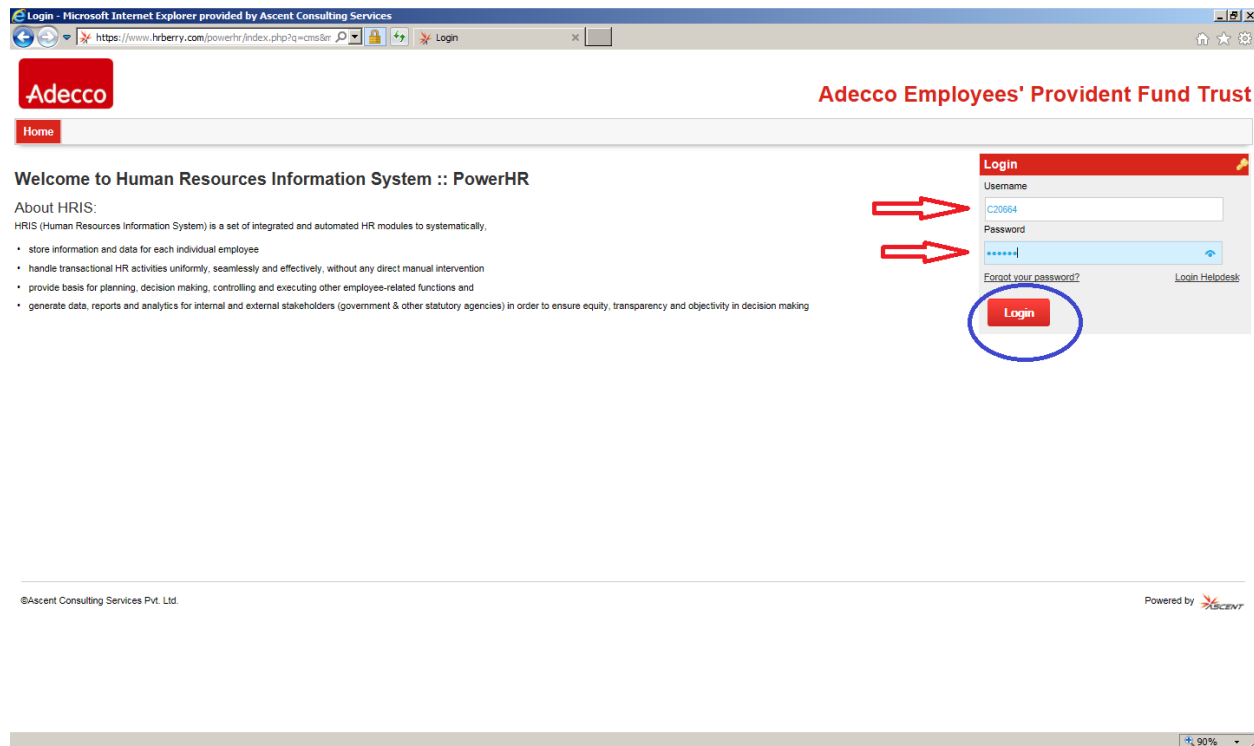


Step 1) Use the below mentioned URL to view your online PF statements.

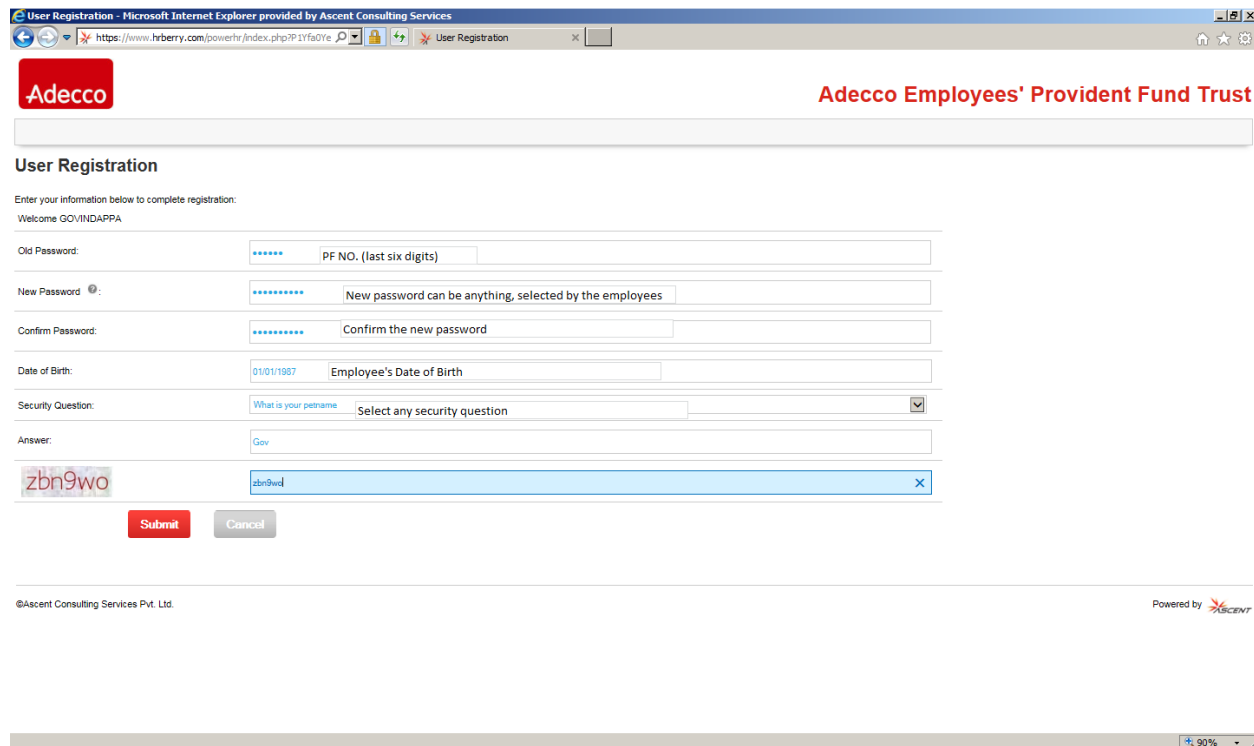
<https://www.hrberry.com/index.php/adecco>

Step 2) Employee ID will be the user ID and the PF number(Last six digits) will be the first time password. Example if the PF number is PY/BOM/34272/123456, the password will be "123456".



Step 3) Employee need to change their password immediately after the first login.

The old password will be the PF number (last six digits) as above screenshot. Then Employee can change the password as their convenience.



Step 4) Employee will enter the main screen.

Welcome to PowerHR

Query ID	Category	Subject	Status
----------	----------	---------	--------

©Ascent Consulting Services Pvt. Ltd. Powered by ASCENT

Step 5) Employee can view their personnel information in the Profile menu.

Employee Personal Details

Name	Ms. SUNANDAMMA	Ecode	C20664
PF Number	KN/BN/34272/678778	Date of Joining	01/04/2014
Email		Father Name	NARASIMHAMURTHY
PAN Number			

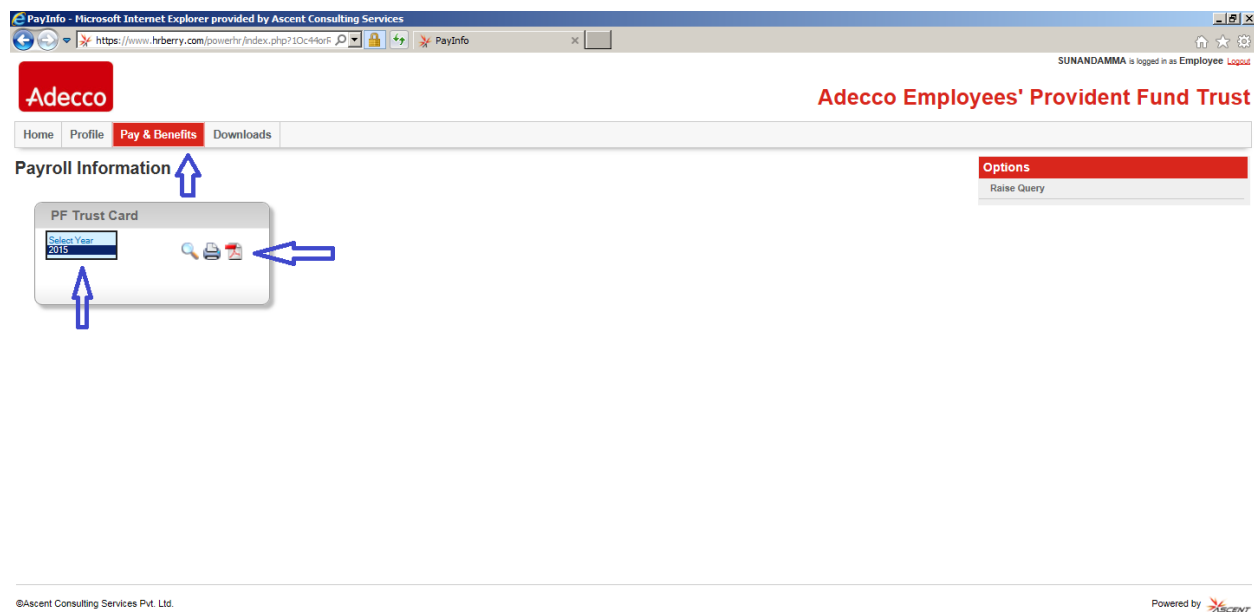
Personal View Employment

Personal	Family		
Employee Code	C20664		
Email	Name SUNANDAMMA		
Gender	Female	Marital Status	
Date of Birth	03/08/1991	Age	24 Years

©Ascent Consulting Services Pvt. Ltd. Powered by ASCENT

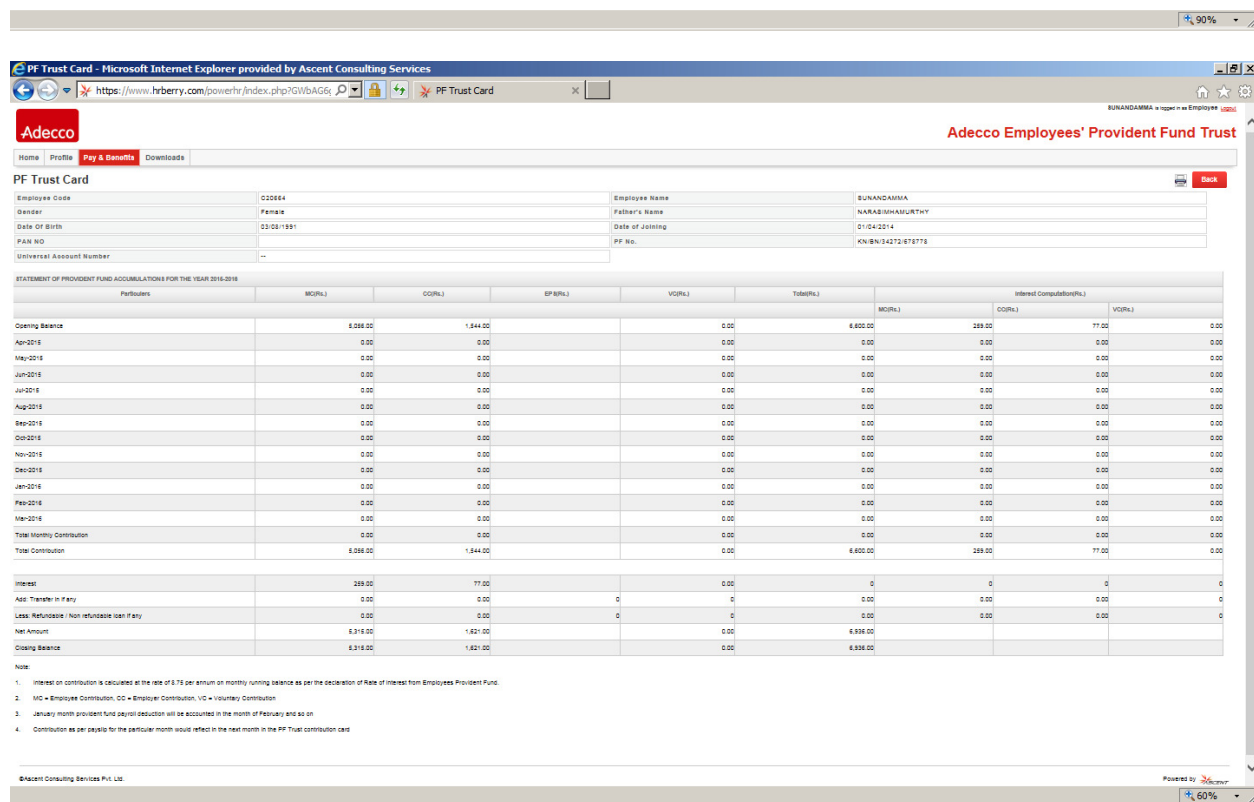
Step 6) Employees can view their PF statements in the Pay & Benefits menu.

They can select the PF statements as year wise and can be view, print and saved in PDF format also.



©Ascent Consulting Services Pvt. Ltd.

Powered by ASCENT



In the PF statement employees can view their opening balance, monthly contribution and the interest etc.

Step 7) Employees can download the application forms.

The screenshot shows a web browser window with the URL <https://www.hrberry.com/powerhr/index.php?GPKCC6z>. The page title is "Downloads - Microsoft Internet Explorer provided by Ascent Consulting Services". The user is logged in as "SUNANDAMMA" in the top right corner. The Adecco logo is on the left, and the page title "Adecco Employees' Provident Fund Trust" is on the right. A navigation menu includes "Home", "Profile", "Pay & Benefits", and "Downloads" (which is circled in blue). Below the menu is a "General Information" section with a list of 22 items:

1. Form 10C - PF
2. Form 12B - IT
3. Form 12C - IT
4. Form 13 - PF
5. Form 19 - PF
6. Instructions for Filling Form 2
7. Instructions for Filling Form 10C
8. Instructions for Filling Form 13 IN
9. Instructions for Filling Form 19
10. Jan Feb March Rent Declaration Format
11. Rent Receipt
12. DECLARATION FOR RENT PAYMENT LESS THAN OR EQUAL TO Rs.3000 P.M
13. FORM 10IA
14. FORM -10I
15. Investment Proof Submission form
16. Dependent Checklist
17. Note on Tax Proofs for Current Financial Year
18. Steps to Validate the Digital Signature
19. EPSF_Reasons_for_Rejection
20. Declaration_For_Not_Holding_PAN_by_landlord
21. Online Transfer Claim Portal
22. DECLARATION FOR NOT HOLDING ANY OTHER HOUSE PROPERTY

At the bottom left, it says "©Ascent Consulting Services Pvt. Ltd." and at the bottom right, "Powered by ASCENT". The browser zoom level is 90%.

Step 8) Request to reset the password:- If the employee forgot the password, they can request to reset the password. To request to reset the password employees need to send an email to pfservices@adecco.co.in (temporarily)

The screenshot shows a web browser window with the URL <https://www.hrberry.com/powerhr/index.php?Yfa0Te>. The page title is "Change Password - Microsoft Internet Explorer provided by Ascent Consulting Services". The user is logged in as "SUNANDAMMA" in the top right corner. The Adecco logo is on the left, and the page title "Adecco Employees' Provident Fund Trust" is on the right. Below the menu is a "Change Password" section with the following form:

Please enter the following information:

Email ID:

Old Password:

New Password:

Confirm Password:

Buttons:

At the bottom left, it says "©Ascent Consulting Services Pvt. Ltd." and at the bottom right, "Powered by ASCENT". The browser zoom level is 90%.