

10 August 2021

We are pleased to confirm that the upgraded version of IPSA Online is available now. You can access the system using the same link you did previously and all of your data, as of midday on Friday, has been transferred.

Thank you to everyone who has helped us with this project, your time and support has been much appreciated.

As we have mentioned previously, the system will still look very similar to how it was before but the upgrade will enable us to make improvements to the features and usability over time.



The differences you will notice include:

- The steps for some IPSA Online processes will be different. All the instructions have been updated on the website.
- The graphs on the dashboard will look a little different but they will contain the same information as they did before.

To avoid glitches when using the upgraded system, you must clear your cache the first time you log in to the new system. Instructions on how to clear your cache can be found here.

If you still need to reconcile your payment card for June, the deadline is 23:59 on Wednesday 11 August.

Thank you for your patience while we carried out the upgrade. If you have any feedback about the upgrade please <u>let us know</u>. MPs' staff are also very welcome to join the <u>MP Staff User Group</u> where you can help us to plan improvements for the future.

If you have any questions, please speak to your Account Manager.

Best wishes

The IPSA Team





