



Change to the OneClick login process for employees

Starting **June 1, 2026**, all login procedures that currently use an access number, username, and password will be automatically switched to the new system, which uses an email address and password. If you already log in to your payroll portal using an email address and password, you do not need to take any further action.

If you are still logging in with an access number, username, and password, please follow the instructions below. **Please note that you cannot complete the migration process on a smartphone; you will need a computer or tablet with a screen size of at least 12 inches. Please enter the URL <https://hptp.portal-bereich.de> into a browser.** Once the migration is complete, you can use a smartphone again with your new login credentials.

Log in as usual using your login credentials (login number, username, and password), for example:

Zugangsnummer	Optional
<input type="text" value="492"/>	
Benutzername oder E-Mail-Adresse *	
<input type="text" value="Arbeitnehmer1"/>	
Passwort *	<input type="checkbox"/> Anzeigen
<input type="password" value="....."/>	

Now click "Log In."

You will see a message indicating that the previous login process—which required an access number, username, and password—has now been replaced by the new login process, which uses an email address

and password. Click "Get Started" to go to the field where you can enter your personal email address to sign up, for example:

Persönliche E-Mail-Adresse für die Anmeldung *

After clicking "Next," an email containing a security code will be sent to this email address. Enter the code in the appropriate field and confirm by clicking "Next."

Zur Verifizierung haben wir einen Sicherheitscode an Ihre E-Mail-Adresse [REDACTED] gesendet. Bitte geben Sie diesen hier ein.

Sicherheitscode *

Sicherheitscode *

In the final step, after clicking "Next," enter your desired password in accordance with the security requirements, for example:

Passwort * [Ausblenden](#)

Passwort wiederholen * [Ausblenden](#)

SICHERHEITSMERKMALE

- Min. 10+ Zeichen
- Min. 1 Großbuchstabe
- Min. 1 Kleinbuchstabe
- Min. 1 Zahl
- Min. 1 Sonderzeichen (!?@%*#&\$_-(){}/\)
- Passwörter stimmen überein

Clicking "Complete Setup" finalizes the switch to the new login process, and you will be redirected to your payroll portal. You will also receive an email with instructions on how to log in to your payroll portal in the future.

If you forget your password after the switch, enter your email address and click "Forgot Password."