



# The trusted payroll company

## ePay Portal: Employee User Guide

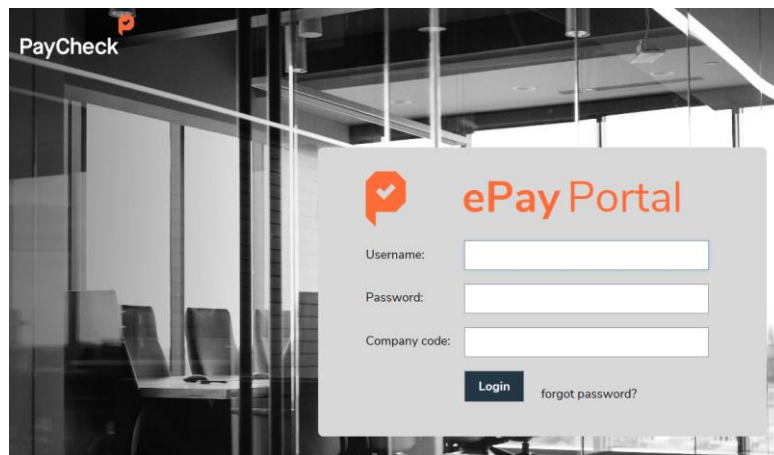


## Logging in:

Log into <http://portal.paycheck.co.uk>

Your initial welcome email will assist you in setting up your password and inform you of your username and company code going forward.

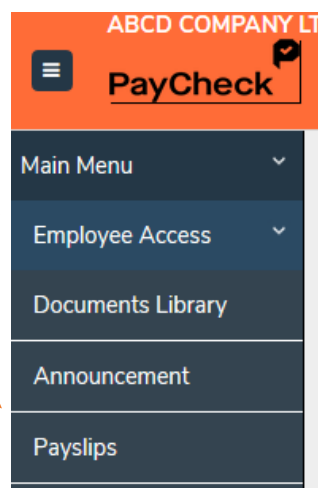
Your password must be a minimum of 8 characters with 2 non-alphanumeric characters, for example: ? or ! or \* or /



## View/manage payslips:

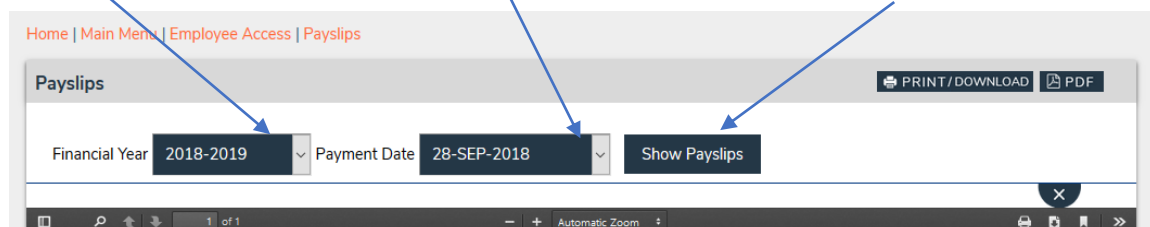
Under the Main Menu select

1. Employee Access
2. Payslips



## Search for the right payslip

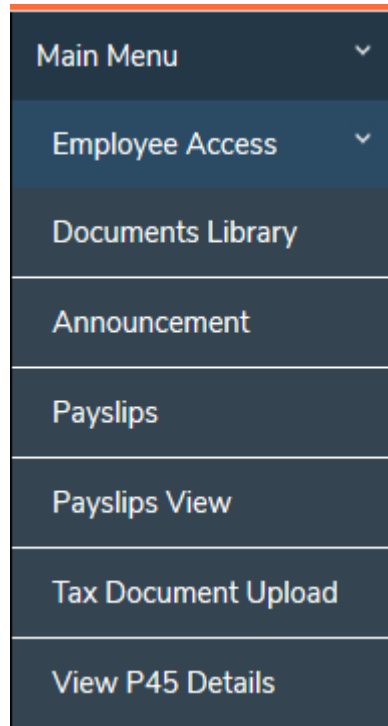
Select the tax year and then the correct quarter, month or week then select 'Show Payslips'



## View/manage P45's:

Under the Main Menu select

1. Employee Access
2. P45



3. If applicable the P45 will appear and can be downloaded