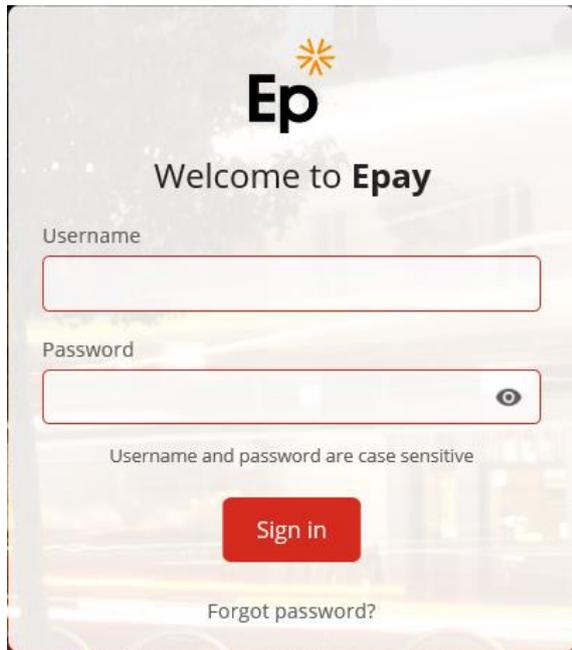
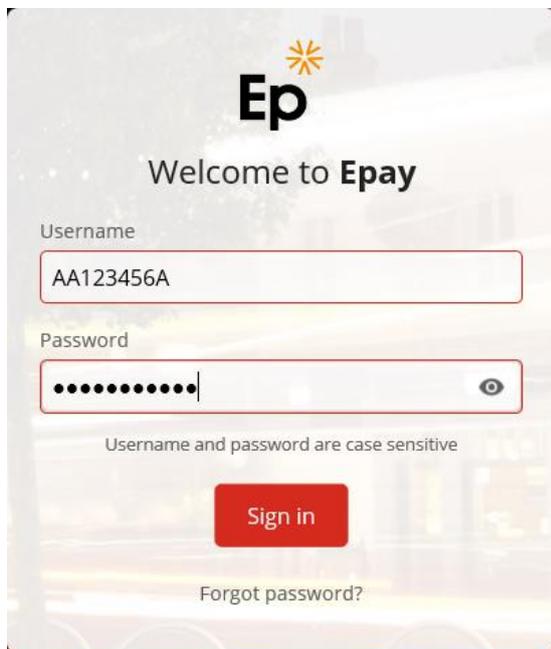


Once you receive your welcome email make a note of your temporary password and click on the link contained in the email. This will open the log on page of the system:



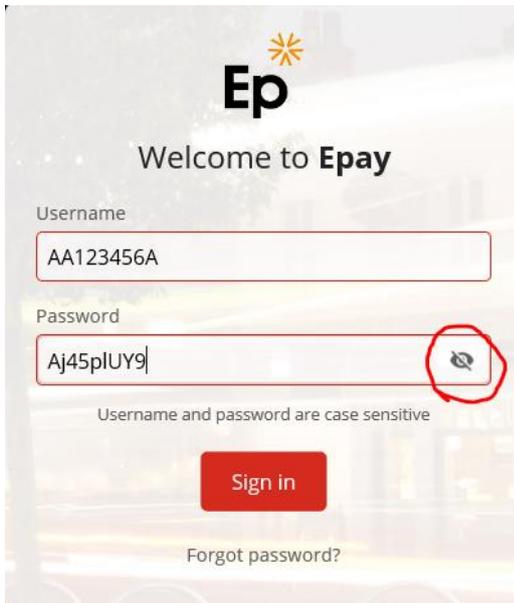
The image shows the login page for 'Epay'. At the top, there is a logo consisting of the letters 'Ep' in a bold, black font, with a yellow sunburst icon above the 'p'. Below the logo, the text 'Welcome to Epay' is displayed in a black, sans-serif font. Underneath, there are two input fields: 'Username' and 'Password'. The 'Username' field is empty, and the 'Password' field is also empty, with a small eye icon to its right. Below the input fields, the text 'Username and password are case sensitive' is written in a smaller font. At the bottom, there is a red button with the text 'Sign in' and a link that says 'Forgot password?'.

Enter your National Insurance number (Which is your Username) and the temporary Password from the welcome email. **Please type these in directly and do not use copy and paste as this sometimes creates spaces and can lead to entries being rejected.**



This image shows the same login page as the previous one, but with the 'Username' field filled with the text 'AA123456A' and the 'Password' field filled with a series of black dots. The rest of the page, including the logo, 'Welcome to Epay' text, case sensitivity notice, 'Sign in' button, and 'Forgot password?' link, remains the same.

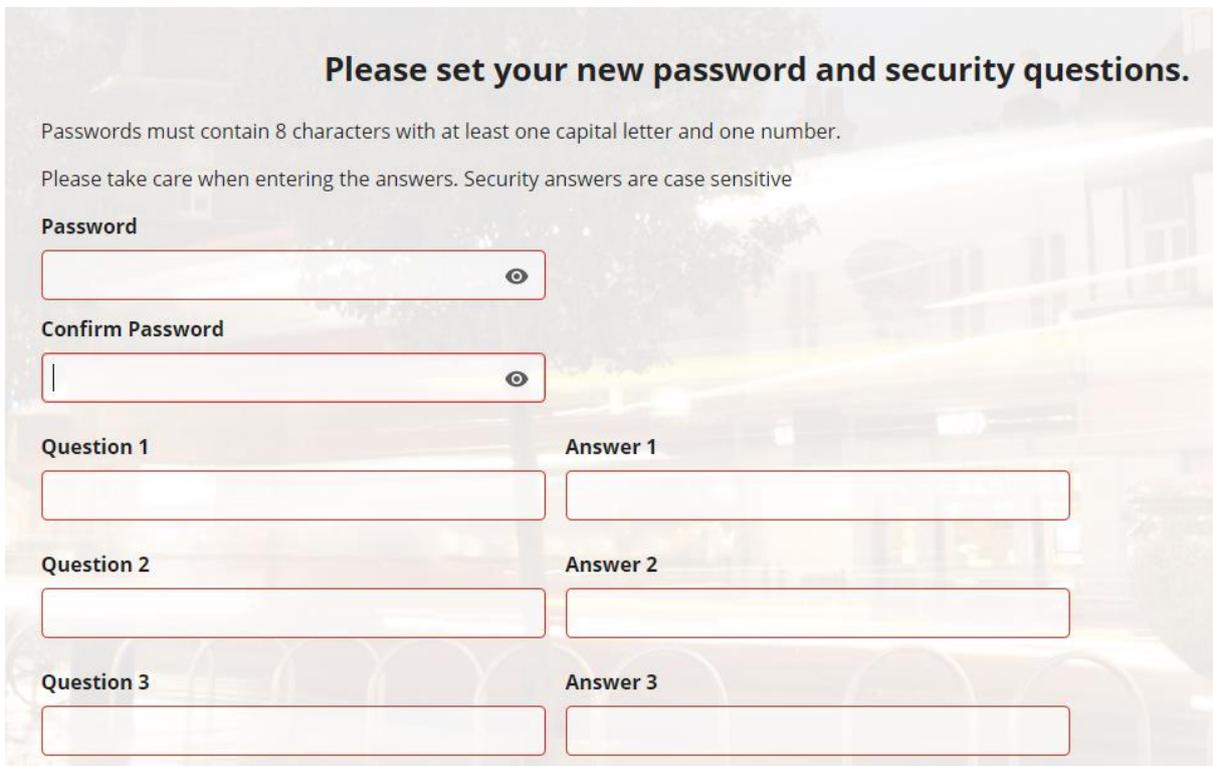
You can click on this “eye” icon to ensure you have correctly entered your temporary password from the welcome email:



The image shows the Epay login interface. At the top is the Epay logo (the letters 'Ep' with a sunburst icon above the 'p') and the text 'Welcome to Epay'. Below this are two input fields: 'Username' containing 'AA123456A' and 'Password' containing 'Aj45pIUy9'. To the right of the password field is a small eye icon, which is circled in red. Below the password field, it says 'Username and password are case sensitive'. At the bottom of the form is a red 'Sign in' button and a link for 'Forgot password?'.

Now click on “Sign In”

You will be immediately directed to set up a new password and three security questions:



The image shows a form titled 'Please set your new password and security questions.' Below the title are two lines of instructions: 'Passwords must contain 8 characters with at least one capital letter and one number.' and 'Please take care when entering the answers. Security answers are case sensitive'. The form contains several input fields: a 'Password' field with an eye icon, a 'Confirm Password' field with an eye icon, and three pairs of 'Question' and 'Answer' fields. Each 'Question' field is on the left and each 'Answer' field is on the right, with the labels 'Question 1', 'Question 2', 'Question 3' on the left and 'Answer 1', 'Answer 2', 'Answer 3' on the right.

Please set your new password and security questions.

Passwords must contain 8 characters with at least one capital letter and one number.

Please take care when entering the answers. Security answers are case sensitive

Password

Confirm Password

Question 1

Answer 1

Question 2

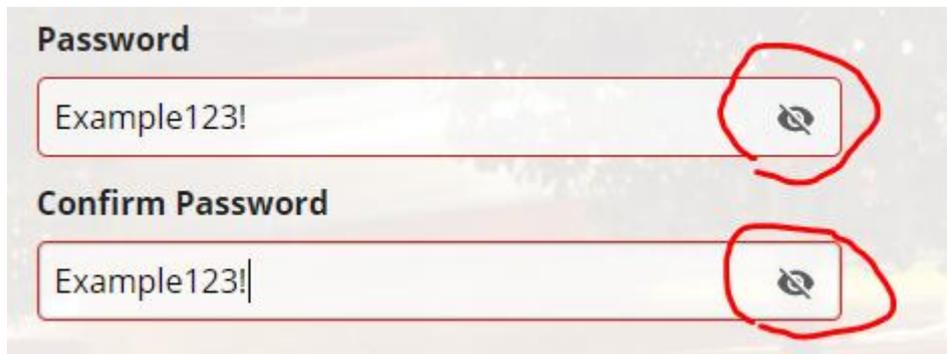
Answer 2

Question 3

Answer 3

Your Password must be at least 8 characters long, with one capital letter and at least one number.

You can click on the “eye” icon to check you have entered both correctly before you attempt to save:

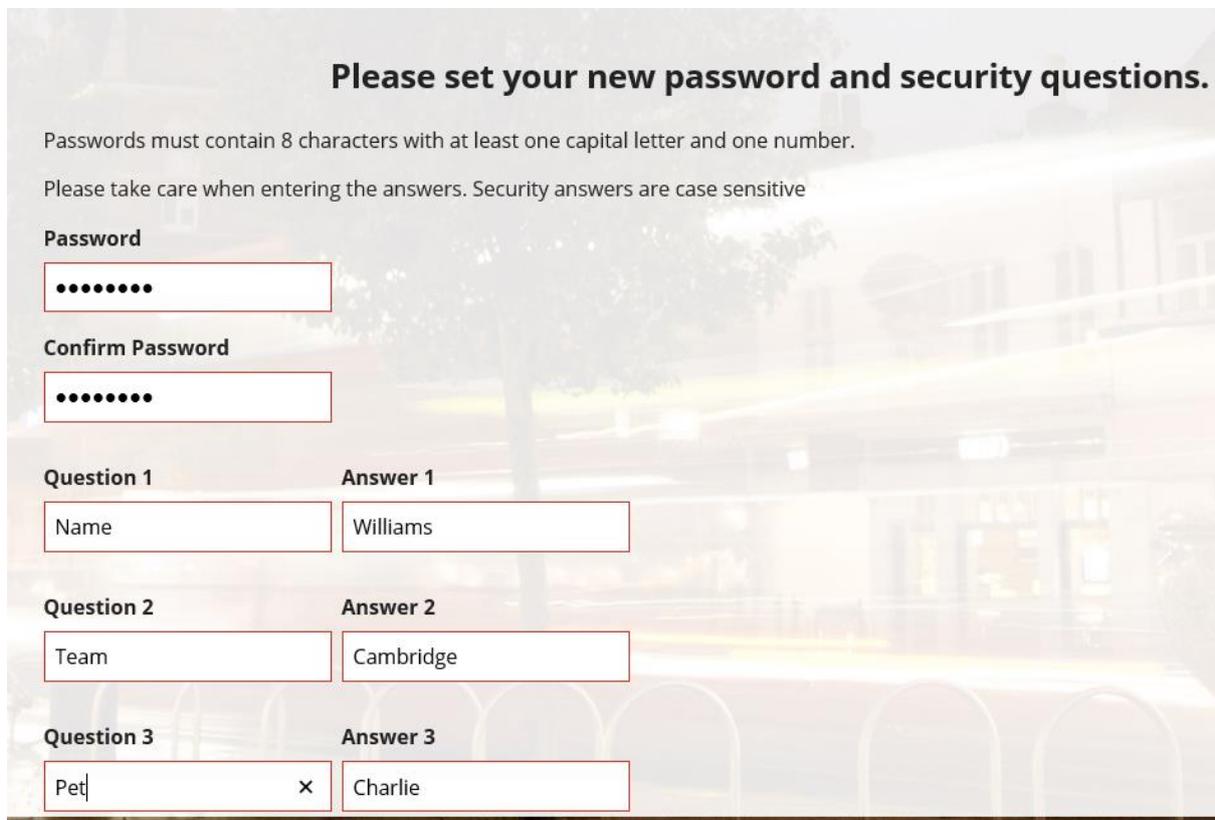


The image shows a close-up of the password fields from the previous screenshot. The 'Password' field contains 'Example123!' and the 'Confirm Password' field contains 'Example123!'. Both fields have an eye icon to their right, which is circled in red. This indicates that the user can toggle the visibility of their password.

You set your own security questions. The answers must be at least 6 characters long with all three answers being different.

Take care. ALL ANSWERS ARE CASE SENSITIVE

As the systems allows you to set your own security questions you may decide to be less obvious for instance instead of asking Mothers Maiden Name you may simple put Name. Of course you do need to remember just who's name you are asking for!



Please set your new password and security questions.

Passwords must contain 8 characters with at least one capital letter and one number.
Please take care when entering the answers. Security answers are case sensitive

Password

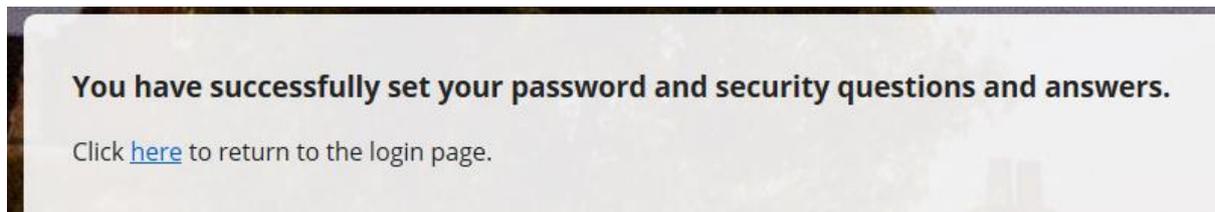
Confirm Password

Question 1 **Answer 1**

Question 2 **Answer 2**

Question 3 **Answer 3**
 ×

Once you have entered these details click on the Set icon.

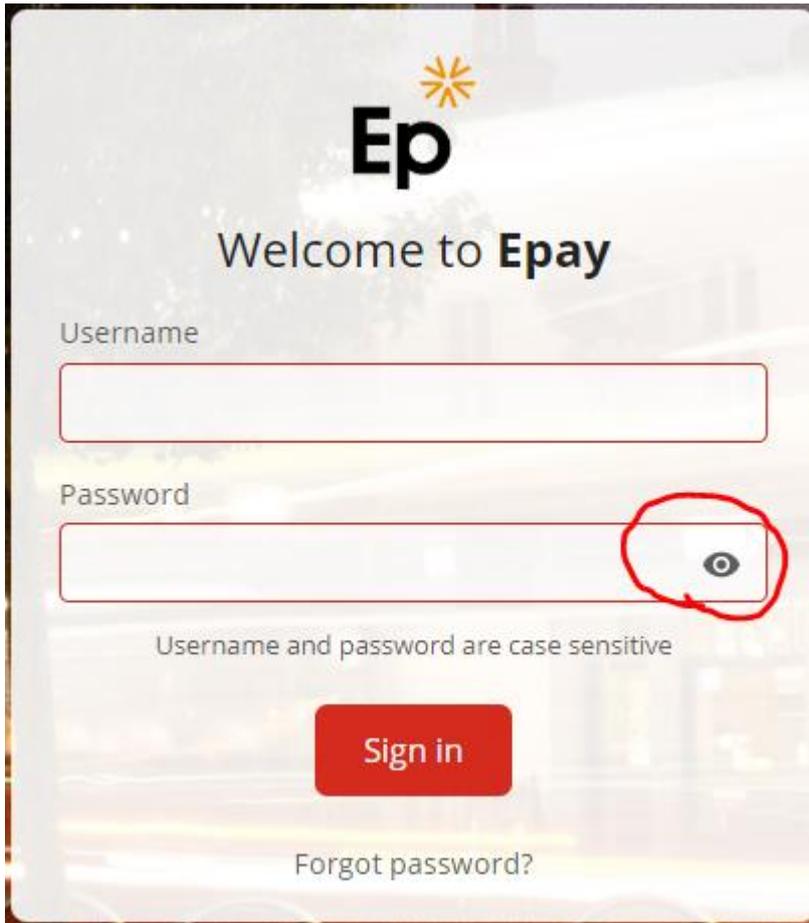


You have successfully set your password and security questions and answers.

Click [here](#) to return to the login page.

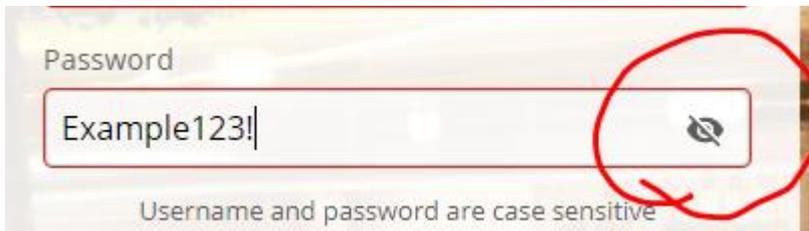
If you have completed these correctly the system will reset you access, and log you out.

You can click on the link to log back in again using your permanent settings.



The image shows the login page for 'Epay'. At the top, there is a logo consisting of the letters 'Ep' in a bold, black font, with a yellow sunburst icon above the 'p'. Below the logo, the text 'Welcome to Epay' is displayed. The form contains two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right, which is circled in red. Below the password field, the text 'Username and password are case sensitive' is visible. A red 'Sign in' button is positioned below the text, and a 'Forgot password?' link is at the bottom.

Log in using your new settings. You can check the input by clicking on the “eye” icon:



This image is a close-up of the password input field. The text 'Example123!' is entered into the field. The eye icon to the right of the field is circled in red. Below the field, the text 'Username and password are case sensitive' is visible.

Please answer your security questions

Name?

Team?

Pet?

Answers are case sensitive

[Continue](#) [Cancel](#)

[Forgotten your security answers?](#)

You can again use this icon to reveal what you have typed:

Please answer your security questions

Name?

Team?

Pet?

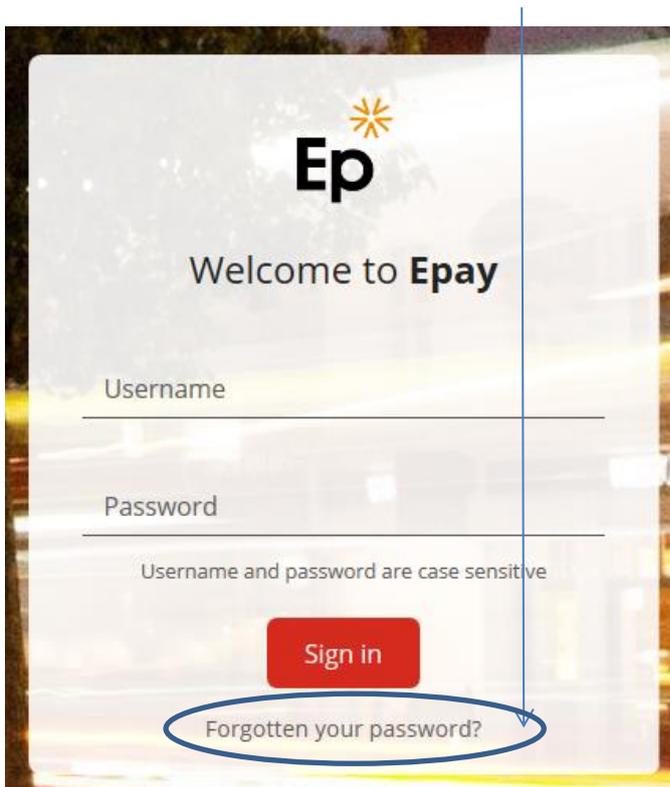
 

Answers are case sensitive

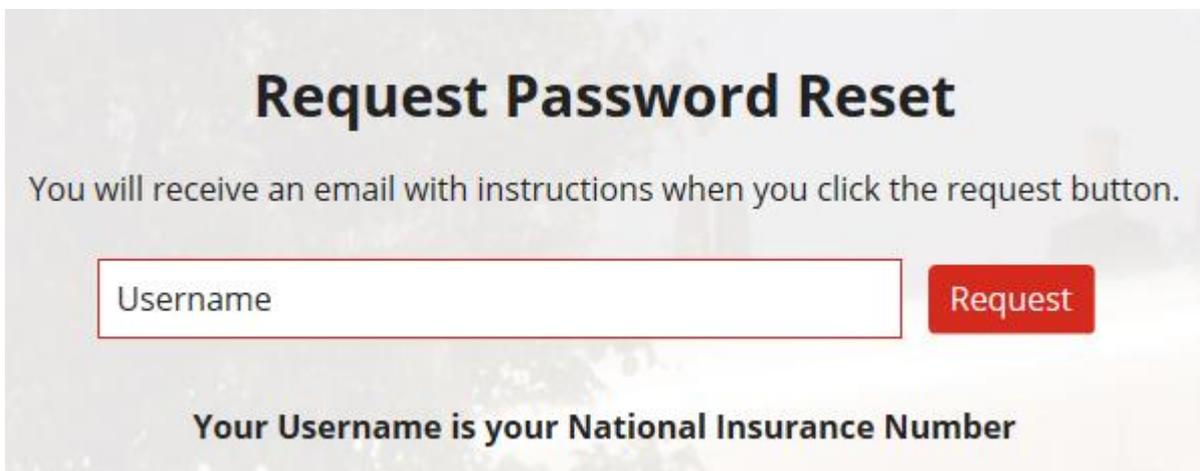
[Continue](#) [Cancel](#)

[Forgotten your security answers?](#)

If you forget your password you can request a reset email by clicking on this link:

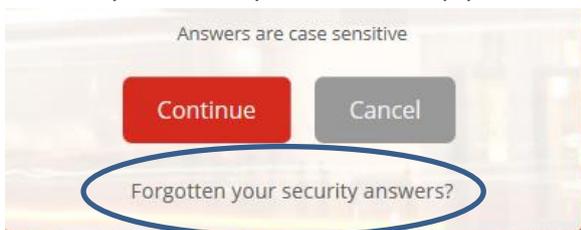


You will be taken to this screen where you are asked to enter your username, which is your **national insurance number**:

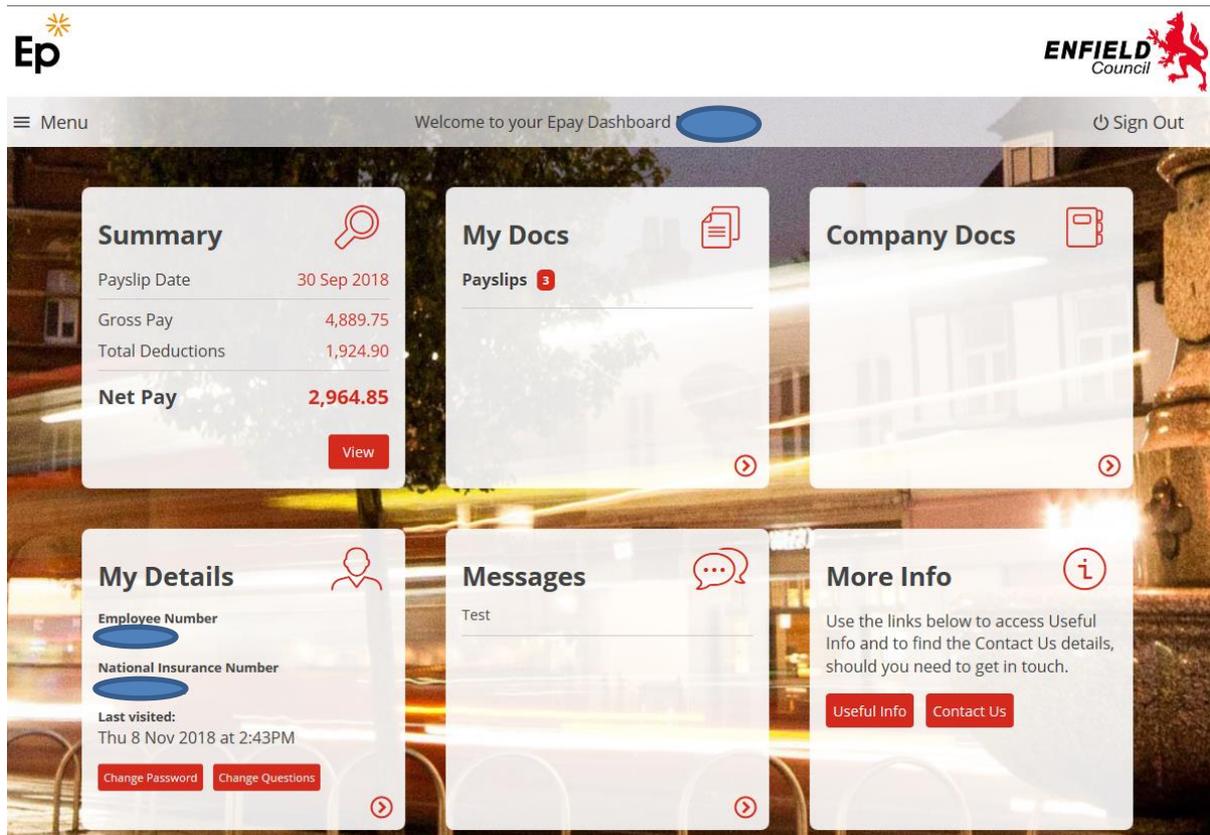


You will receive reset instructions to the email address you have registered with E Pay.

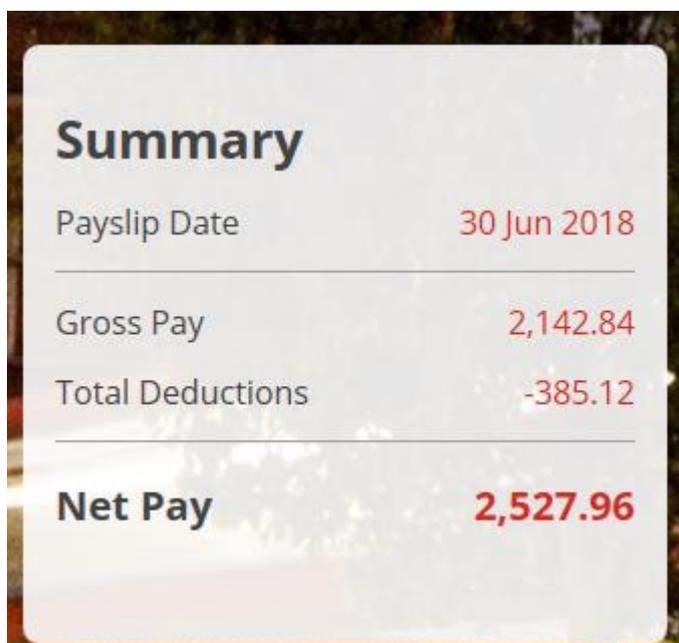
To reset your security Questions simply follow the same process from the Question screen:



Once entered you will be taken into the system:



You will see six boxes each detailing different topics



The summary is the summary of the last paid period. A quick glance can tell you if you are receiving your expected net payment this month.

If you do click on the summary box the system will open this month's payslip so you can have a look at the details of the payment.

The payslip is in the same format as the usual paper slip and therefore should be familiar to you.

Mrs A Payslip



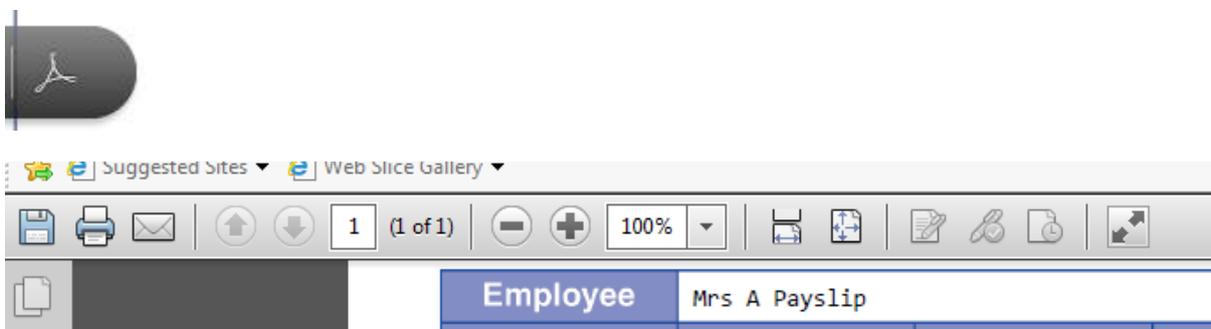
Employee Mrs A Payslip						
Admin	Run Number	Tax To	Wk Mth End	Pay Point	Pay Number	
SU		3	30/06/2018	625	01012737	
Payments		Units	Amount	Deductions	Amount	Balance
Basic			2,142.84	Tax	-711.30	
				NI	172.90	
				Pension	139.28	
				Unison	14.00	

If you wish to print or save a document you can either move your cursor towards the bottom of the screen and the abode command tool will appear:



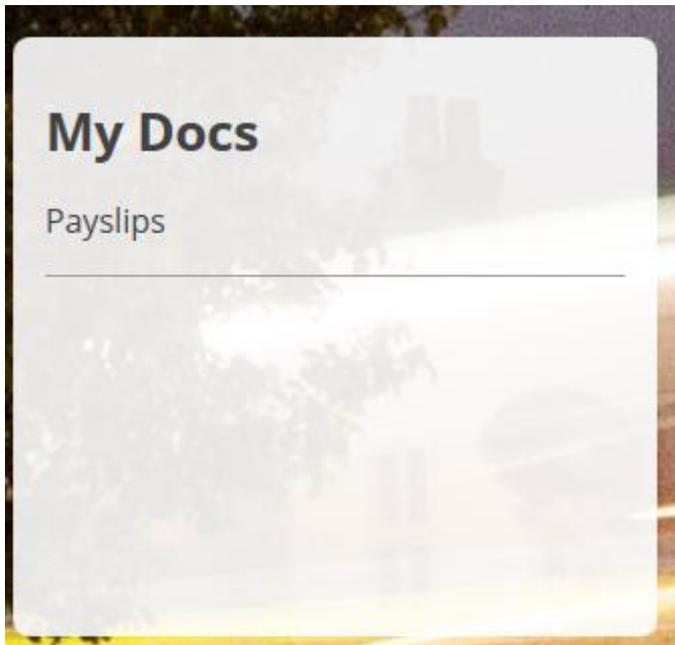
There is a print icon and a save icon on the left of the command tool.

You can also have the command tool appear in a more detailed format at the top of the screen by clicking on the abode icon on the right of the pop up tool:

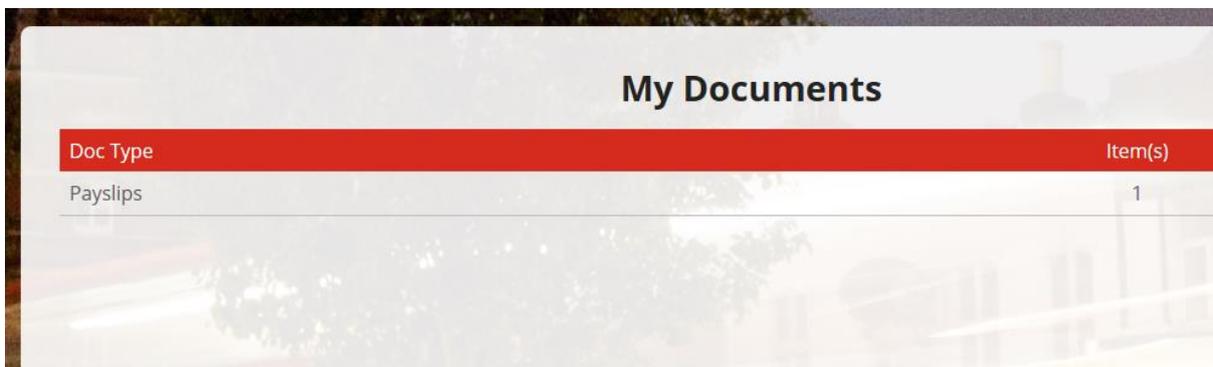


To go back to full screen click this icon:

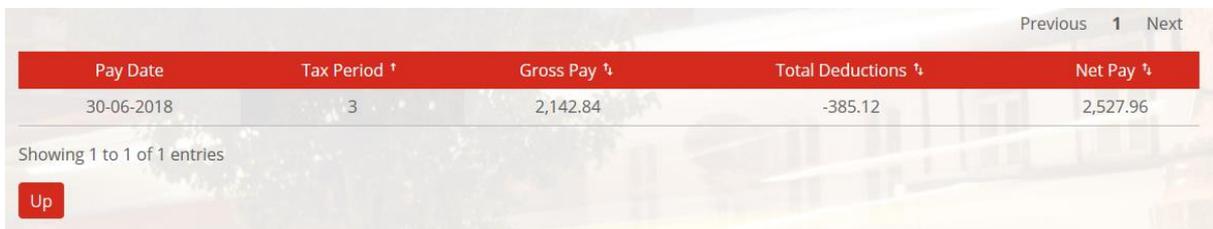
The “My Docs” Box shows all the different types of documents you have to view. At the time of this guide this will only show Payslip, but in the future you will see Income Tax forms P60 and P45 if appropriate.



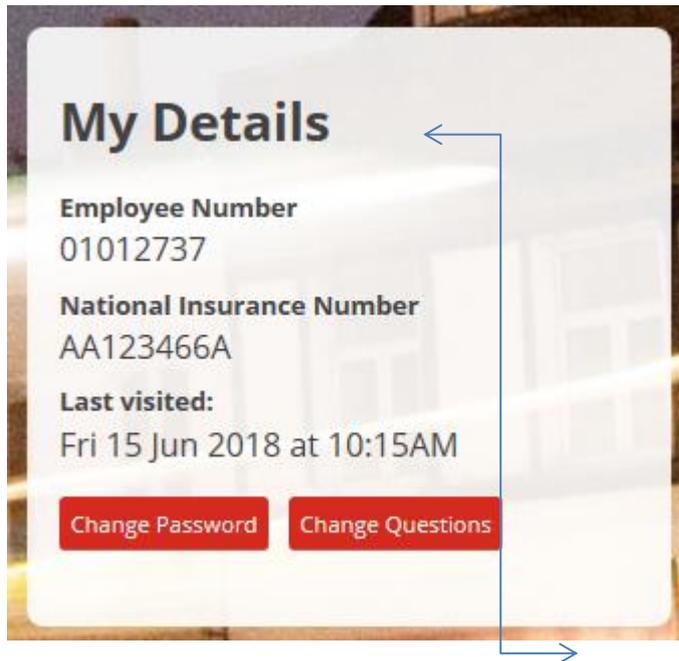
Once you click on this box you will see a list of the different types of document:



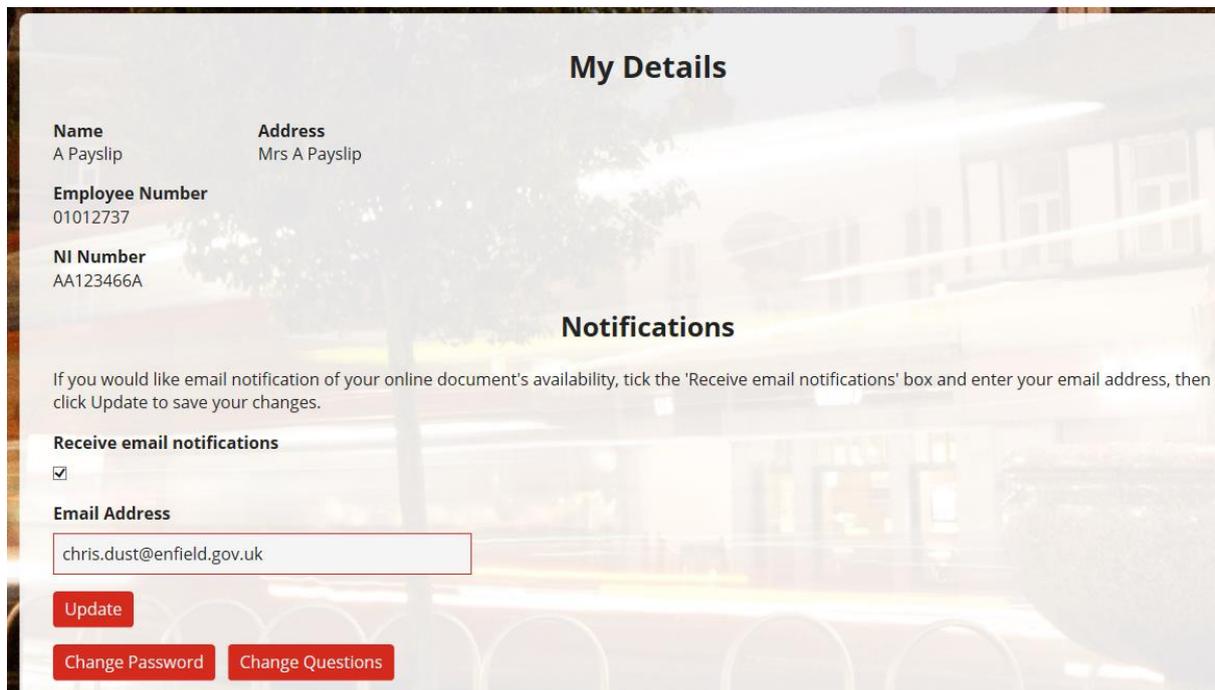
If you click on the “type” you will see a history of those types:



My Details box shows you your current details and allows you to reset your password or security questions if you so wish and update your email for notifications:



To change your email, click on the words “My Details” in the above box, enter the new address and then click on update.



Click on either the change Password or Change Question icons and the system will open the changes for you to make and save:

Change Password

Current Password

New Password

Confirm New Password

Submit

If you have used a work email address we suggest you change this to a private address as reminders and alerts sent to a work based email may not be accessible to you during periods of absence such as leave or sickness and will probably be inaccessible permanently if you leave.

Change Security Questions

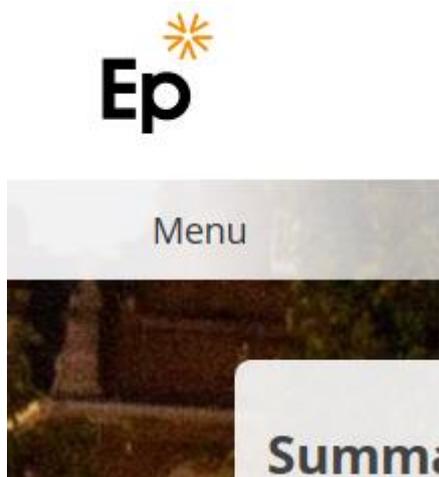
Please take care when entering the answers. Security answers are case sensitive.

Question 1	Answer 1
Name?	<input type="text"/>
Question 2	Answer 2
Team?	<input type="text"/>
Question 3	Answer 3
Pet?	<input type="text"/>

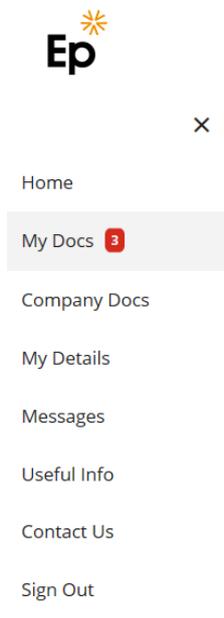
Submit

There are three other boxes you can open and review providing you with useful information: Company Documents, Messages and More information, which includes payroll contact details.

In addition to the boxes there is a menu icon at the top left of the screen.



If you click here you can access the same information:



You can sign out of the system either through the above menu path or by clicking on the sign out icon on the top right of the screen:

