



On-line payslips

Portal power supported by:



Getting started with SSLPost Employee Self Service ePortal

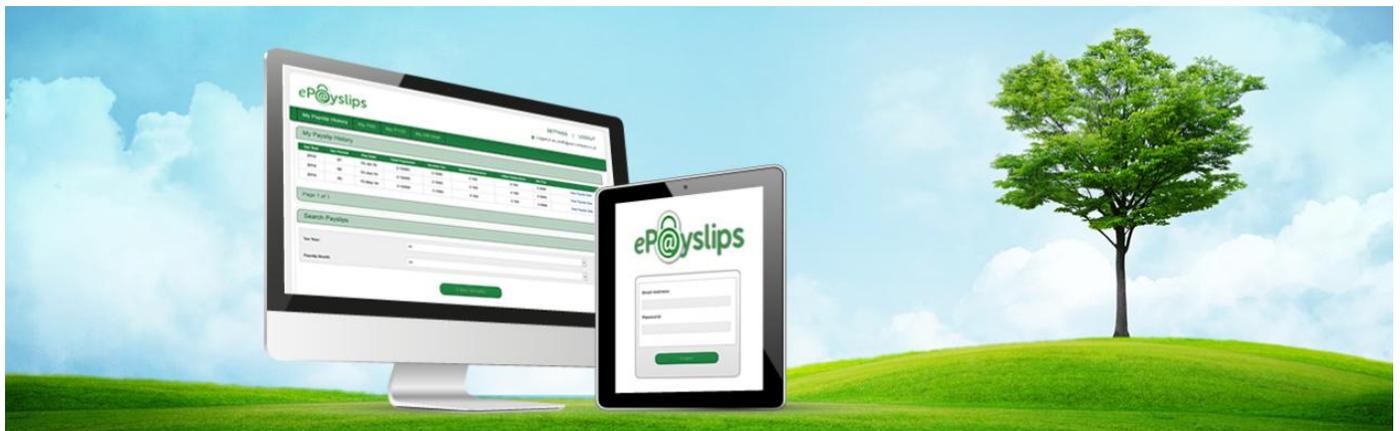


Table of Contents

1. Welcome to e-payslips	3
2. Accessing the portal	3
3. Saving the URL as your 'favourites'	4
4. Register your e-payslips Account Password	4
5. My Payslip History	7
6. Open your Payslip	7
7. Printing your Payslip	8
8. Saving your Payslip	8
9. Exiting the e-payslips system	9
10. Updating your details	9
11. Logging into the e-payslips system	9
12. Forgotten Password / Password Reset	10
13. Other Queries	11
14. FAQs	12

1. Welcome to e-payslips

This User Guide provides you with a basic 'step by step' set of instructions for setting up your ePortal account password, logging into your SSLPost ePortal account and viewing your secure documents. [P60s or other HR documents are not available at present, only your payslips from October 2014 are available].

2. Accessing the portal

In order to register your SSLPost EPortal password, you will need to go to the following URL:

mypay.dunelm.com

This will take you to the e payslips Landing page allowing you to either Register or Logon:-



Help Guide

Welcome to the Dunelm payslip portal.

If you have already registered your password for the secure electronic payslip portal then please click the login button.

If you need to setup up your new account then please click the register button.

If you have any questions, or require further help using the Dunelm portal you can contact the Dunelm mypay support line between the hours of 8am - 5pm Monday to Friday on 0116 264 9398.

[Click here to log into the secure electronic payslip portal](#)

[Login](#)

[Click here to setup your new secure portal account](#)

[Register](#)

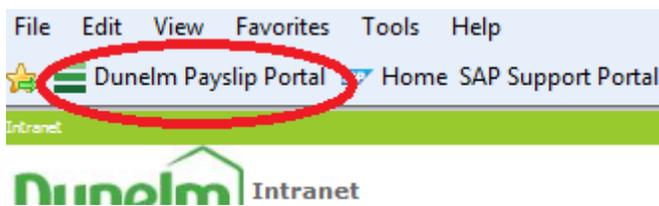
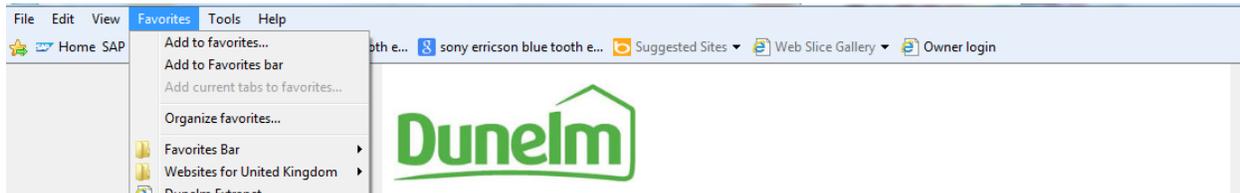


For support and assistance
call Dunelm mypay support line on 0116 264 9398

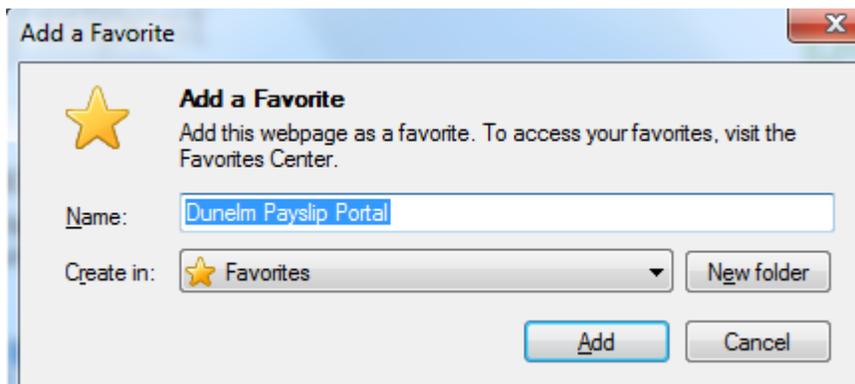
Portal Power by  sslpost

3. Saving the URL as your 'favourites'

Click on **favourites** as shown below and select **Add to Favourites bar** if you want the favourites to be displayed at the top bar as shown in second screen print



If you want the favourites to be displayed in your drop down favourites list, select **Add to favourites**. This will then bring up a pop up box to enter in the new name and you can save in your favourites folder:



4. Register your e-payslips Account Password

From the landing page, click on **Register** and you will open up the following page asking you to enter in your personal details. Your Employee number and National Insurance number can be found on your paper payslip:-

✓ **Activate Account**

To register your account please complete the following:

Employee Number:

Surname:

National Insurance No:

[Activate Your Account](#)

Once entered, click **Activate Your Account** and the following screen appears asking you to enter in your security information:

Account Activation

 All fields shown below are mandatory

Activating account

Credentials

Password must be 8 characters long and contain at least 1 uppercase letter, 1 lowercase letter and 1 number.

password:

verify password:

Email:

Mobile:

Message Notifications:

Receive an email notification when a new message arrives for you

Security Questions

What was the first street you lived on?

What was the make/model of your first car / favourite car? :

What is your mothers maiden name? :

What was the name of your school first attended? :

What was your favourite teachers name? :

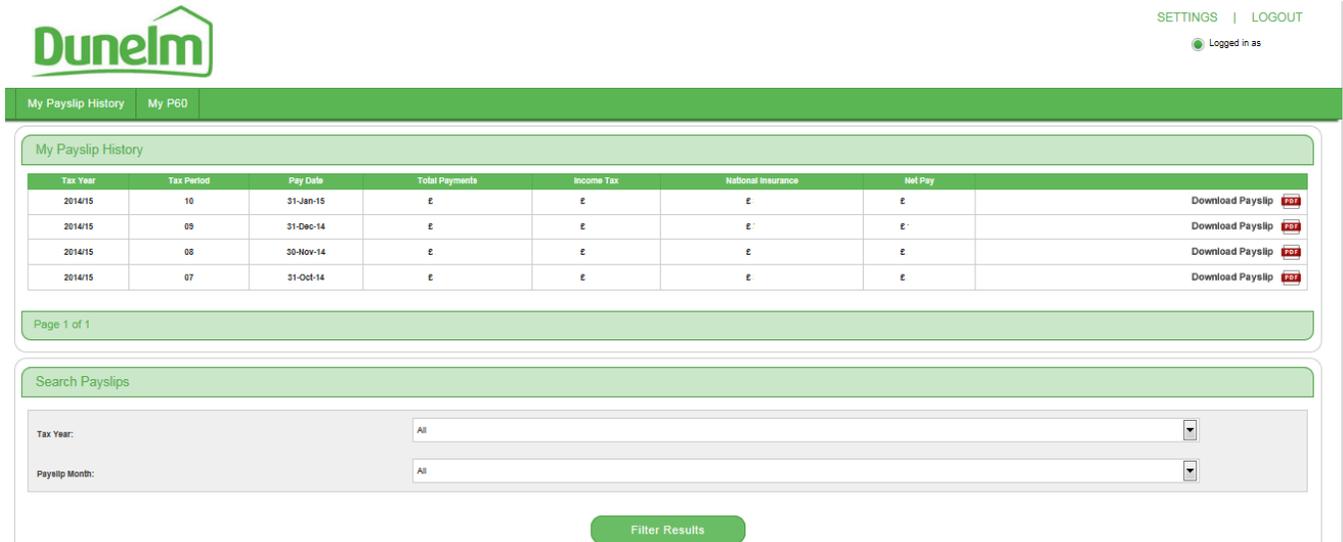
What was the name of your first pet / favourite pet? :

Activate Account

Once you have entered in your details, click **Activate Account**. This will take you to your payslips.

5. My Payslip History

Your SSLPost ePortal home page is shown below, which provides you with an overview of your pay details.



SETTINGS | LOGOUT
Logged in as

My Payslip History | My P60

My Payslip History

Tax Year	Tax Period	Pay Date	Total Payments	Income Tax	National Insurance	Net Pay	
2014/15	10	31-Jan-15	£	£	£	£	Download Payslip PDF
2014/15	09	31-Dec-14	£	£	£	£	Download Payslip PDF
2014/15	08	30-Nov-14	£	£	£	£	Download Payslip PDF
2014/15	07	31-Oct-14	£	£	£	£	Download Payslip PDF

Page 1 of 1

Search Payslips

Tax Year: All

Payslip Month: All

Filter Results

This is your payslip history page, where you will see any payslips that have been uploaded to the payslip system for you.

6. Open your Payslip

To see your payslip, you will need to click on the Download payslip pdf icon on the right hand side of the screen. This will then display your payslip in the same layout as your current paper payslip.

If you wish to view your payslip on one screen, click on the following icon highlighted in red:-



payslip.pdf - Adobe Reader

File Edit View Window Help

Open

1 / 1 112%

Print

If undelivered please return to:

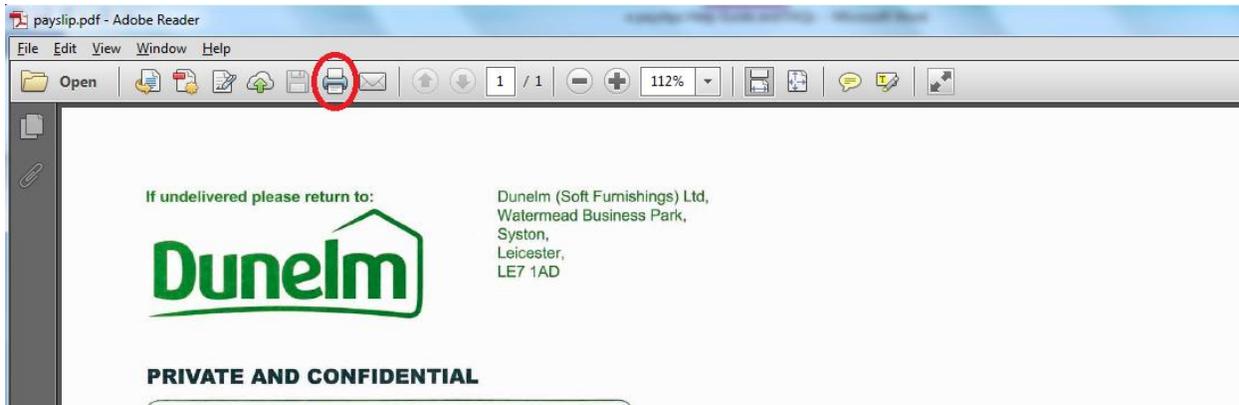
Dunelm

Dunelm (Soft Furnishings) Ltd,
Watermead Business Park,
Syston,
Leicester,
LE7 1AD

PRIVATE AND CONFIDENTIAL

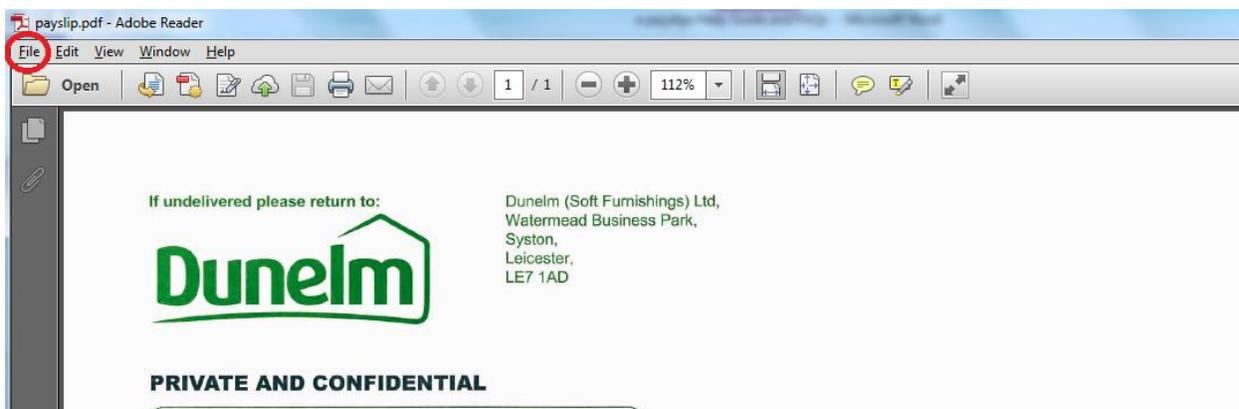
7. Printing your Payslip

If you wish to print your payslip, you can do so by clicking the “Print” icon on the top left of your screen, as shown in the below screenshot. **Please be careful when printing from a public printer!**



8. Saving your Payslip

Click File, Save as and save into your desired location. **Please be careful where you save! Do not save to a shared folder**



9. Exiting the e-payslips system

Click on **Logout** in the top right corner:-



10. Updating your details

Click on **Settings** in the top right corner:-



You will be able to:

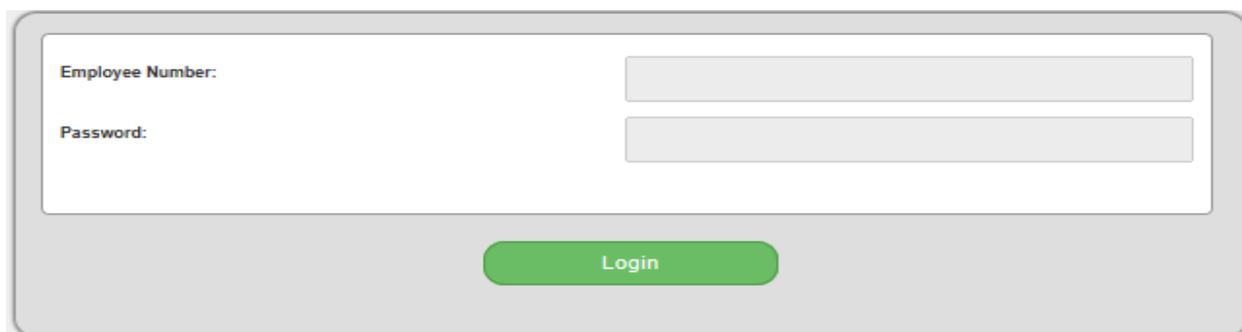
- View your login history
- Update your account settings / password / security questions

11. Logging into the e-payslips system

After you have registered your password for your SSLPost ePortal, the URL you will need to log in will be the same one you used to register with:

mypay.dunelm.com

This will take you to the e-payslips Landing page allowing you to either Register or Logon. Click **Login** and the following screen will appear:-

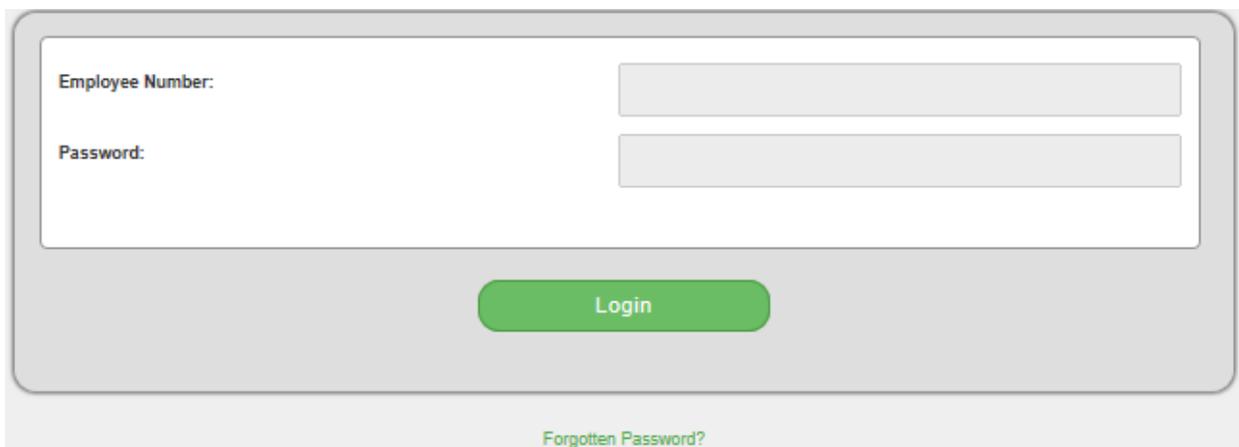
A screenshot of the login form. It has a light gray background. On the left, there are two labels: 'Employee Number:' and 'Password:'. To the right of each label is a white input field. Below the input fields is a green button with the text 'Login' in white.

Once at the login screen all you need to do is enter in your employee payroll number, along with the password you set up earlier. When you are ready simply click the **Login** button.

Once clicked, you will be taken to your e-Payslip page to view your e-Payslip history.

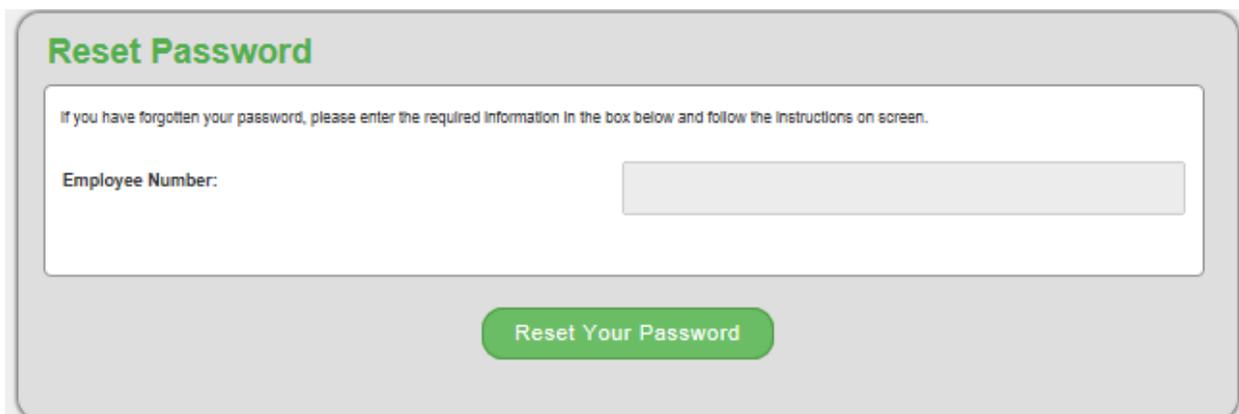
12. Forgotten Password / Password Reset

Click on **Forgotten Password** which is shown on the Login screen:-



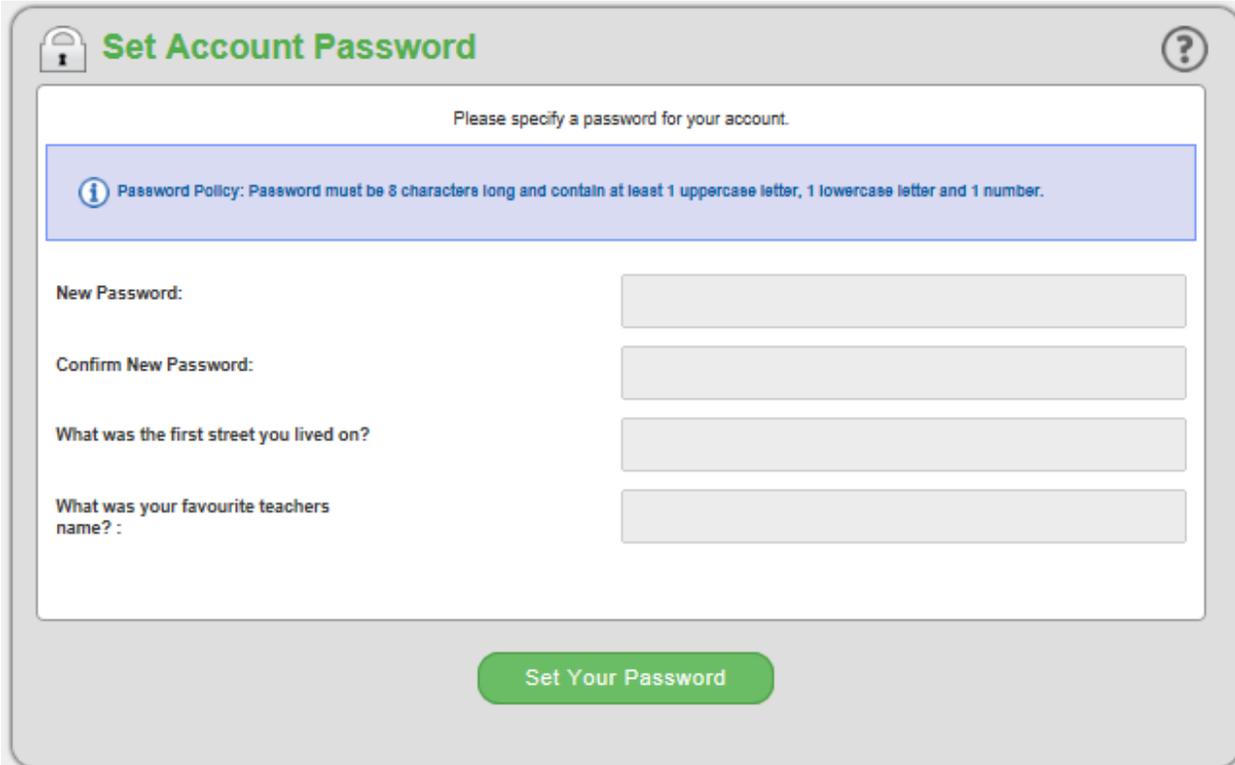
The screenshot shows a login form with two input fields: "Employee Number:" and "Password:". Below the fields is a green "Login" button. At the bottom of the form, there is a link labeled "Forgotten Password?".

The following screen will appear:



The screenshot shows a "Reset Password" screen. It features a heading "Reset Password" in green. Below the heading is a message: "If you have forgotten your password, please enter the required information in the box below and follow the instructions on screen." There is one input field labeled "Employee Number:". At the bottom of the form is a green "Reset Your Password" button.

Enter in your Employee Number. You will not be able to reset your password without your Employee Number. The following screen will be displayed asking you to enter in your new password and answer two random security questions selected from the 6 questions answered during registration. Then click **Set Your Password**.



Set Account Password

Please specify a password for your account.

Password Policy: Password must be 8 characters long and contain at least 1 uppercase letter, 1 lowercase letter and 1 number.

New Password:

Confirm New Password:

What was the first street you lived on?

What was your favourite teachers name? :

Set Your Password

13. Other Queries

If you have any other questions, or require further help using the SSLPost ePortal, you can contact the Dunelm mypay support line on 0116-264-9398 between the hours of 8am - 5pm Monday to Friday.

14. FAQs

What happens if I am unable to access my e-payslip?

Call Dunelm mypay support line on 0116-264-9398 between the hours of 8am - 5pm Monday to Friday.

What happens if I leave?

Your e-payslips will be available to you for 4 weeks from date of leaving. Please ensure you print off all your payslips prior to leaving.

If I don't log onto the portal each month or after a long time, will my access be revoked?

No, your access will not be revoked.

I do not have access to the internet at home or at work or a smart phone, how do I access my e-payslip?

Please arrange access to an in-store office PC with your Line Manager, to view your payslip.

I want to opt out of e-payslips and continue to receive paper payslips. How do I do this?

Unfortunately there is not an option to opt out. To save on the environment and be more carbon friendly, Dunelm will no longer be providing paper payslips and all payslips will need to be accessed via the new e payslips system.

I've forgotten what the link is to the e-payslip portal?

The link is mypay.dunelm.com please remember to save this in your favourites.

When will my payslip show on the e-payslip portal?

Your payslip will be viewable two days prior to payday.

What does the law say regarding payslips?

Employment Rights Act 1996 states that "An employee has the right to be given by his employer, at or before the time at which any payment of wages or salary is made to him, a written itemised pay statement".

Does the service comply with the UK Data Protection Act?

Yes and also complies with Privacy and Electronic Communications (EC Directive). It is ISO27001 accredited.

Any queries on the above, please contact the Payroll team on payroll@dunelm.com