



ENABLE Scotland
Leading the way in learning disability

ePayslips Portal User Guide

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1 Document Control

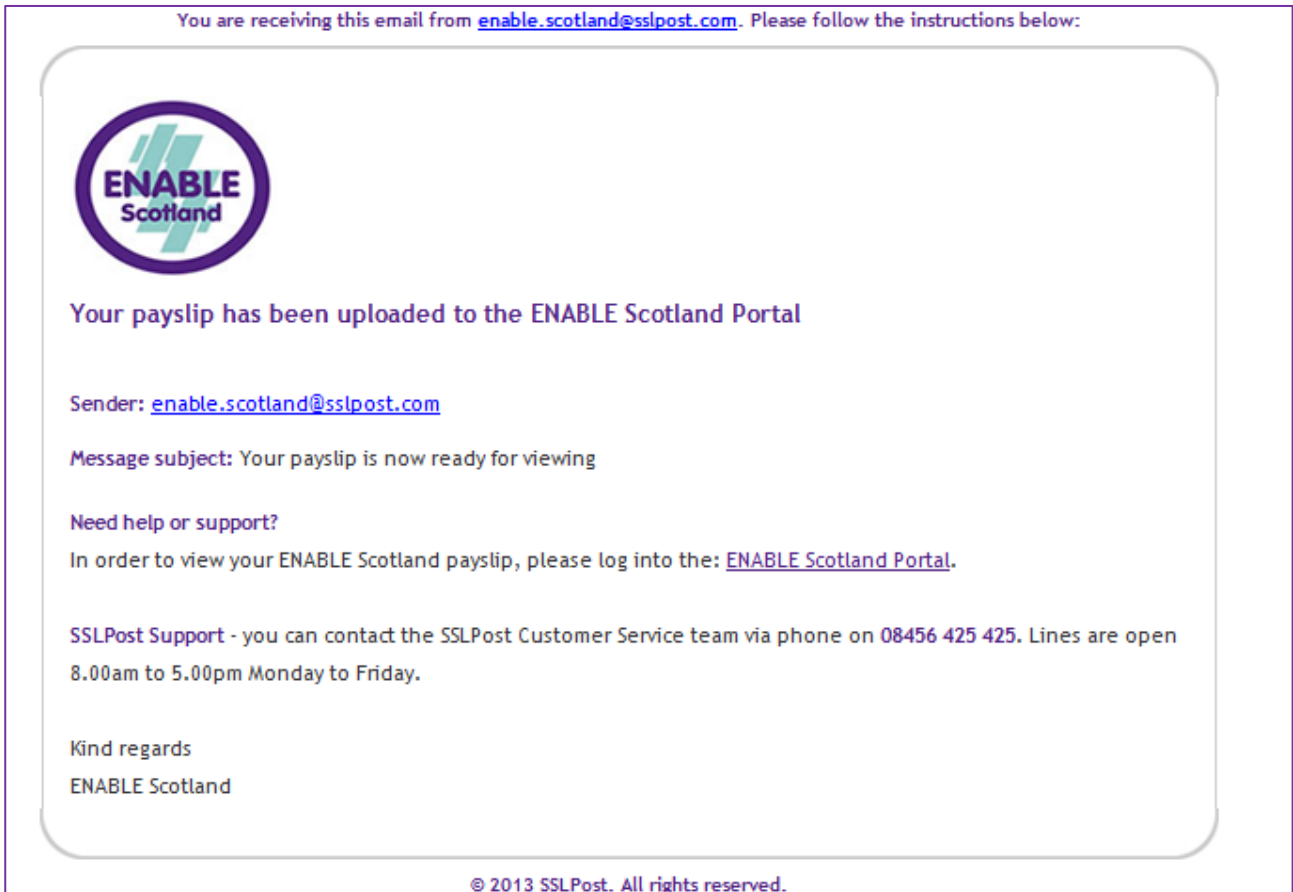
Document Control History

Version	Revision Date	Revision Description	Next Review Date
1.0	12 Dec 2012	Initial version	12 Dec 2013
2.0	15 May 2013	Upgrade to SSLPost Portal	15 May 2014

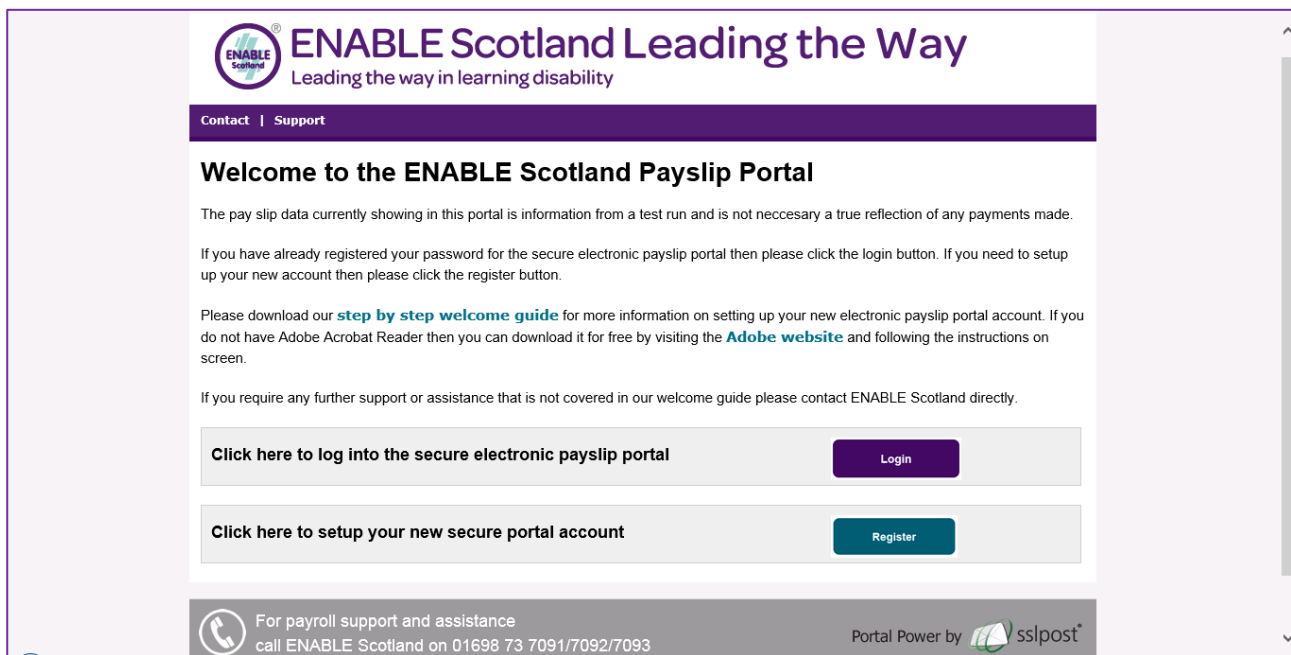
2 Login to the ENABLE Scotland Portal

Each month, you will receive a secure ePayslip email to your ENABLE Scotland email address.

Your ePayslip email should look like the email shown below:



To access the ENABLE Scotland payslip portal you should click the ENABLE Scotland Portal link contained in the email – this will automatically direct you to the ENABLE Scotland Payslip Portal login page. The login screen is shown below



The screenshot shows the ENABLE Scotland Payslip Portal homepage. At the top left is the ENABLE Scotland logo with the tagline "Leading the way in learning disability". To the right of the logo is the text "ENABLE Scotland Leading the Way" and "Leading the way in learning disability". Below this is a purple navigation bar with "Contact | Support". The main heading is "Welcome to the ENABLE Scotland Payslip Portal". The text below explains that the current data is from a test run and provides instructions for existing users (login) and new users (register). It also mentions a "step by step welcome guide" and "Adobe website" for downloading a reader. At the bottom, there are two buttons: "Login" and "Register". A footer contains contact information for payroll support and the text "Portal Power by sslpost".

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Contact | Support

Welcome to the ENABLE Scotland Payslip Portal

The pay slip data currently showing in this portal is information from a test run and is not necessary a true reflection of any payments made.

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.

Please download our [step by step welcome guide](#) for more information on setting up your new electronic payslip portal account. If you do not have Adobe Acrobat Reader then you can download it for free by visiting the [Adobe website](#) and following the instructions on screen.

If you require any further support or assistance that is not covered in our welcome guide please contact ENABLE Scotland directly.

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

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

For payroll support and assistance call ENABLE Scotland on 01698 73 7091/7092/7093

Portal Power by [sslpost](#)

For existing ePayslip users you should click the login option and enter your ENABLE Scotland email address and password at the login screen displayed (screenshot is shown below)

Your ENABLE Scotland email address ends with either

@enable.org.uk or @enablemobile.org.uk

Your password is the password you use to access your ePayslip each month



Once you have completed login you will be taken to the ENABLE Scotland Payslip Portal homepage

*Please note that “My P11D” and “My HR Mail” functions are not active in the ENABLE Scotland Payslip Portal

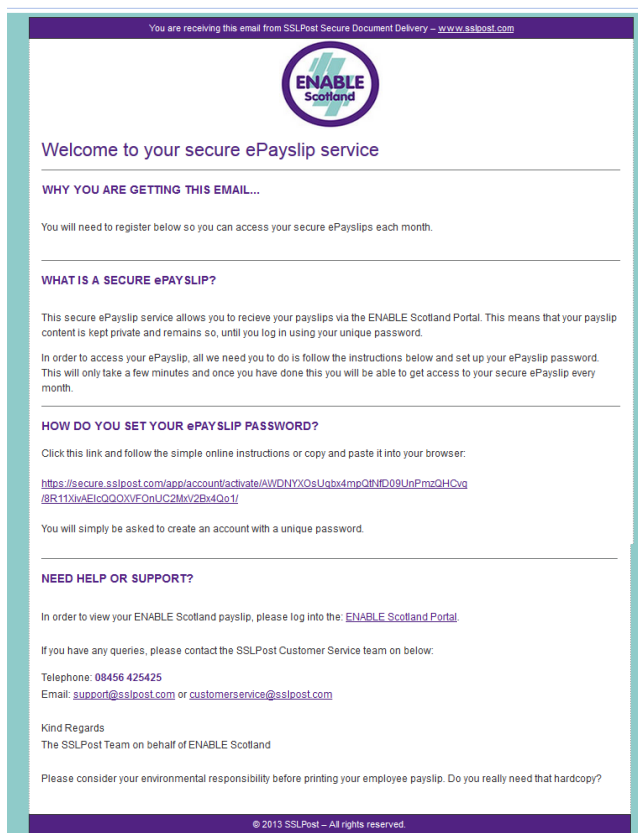
3 Setting your Secure ePayslip Password

This section of the guide provides instructions for new ePayslips users to register to access the ENABLE Scotland Payslip Portal

The User Guide provides you with a basic 'step by step' set of instructions for setting up your Portal account password, logging into your SSLPost Portal account and viewing your secure payroll documents.

Please note : if you are an existing ePayslips user then you do not have to register to access the Payslip portal.

When you receive your first Secure ePayslip Email from ENABLE Scotland, you will also be sent a Welcome Email that is similar to the one shown below:



In order to view your Secure ePayslip, you will need to first set your Secure Email Account Password. To do this, you should click on the link in your Welcome Email, similar to the one shown below:

<https://secure.sslpost.com/app/login/reset/sHhmWSFeDjJEblsEXxMOVZkgEUG4OFYH/cOKadkadI3Xj1L/>

It is recommended that the password you choose is something that you will be able to remember each month.

You will then be taken to the screen shown below to activate your SSLPost Portal account.



Register Your Account

✓ Activate Account


To register your account with SSLPost, complete the following:

Email Address:

Surname:

[Activate Your Account](#)

You will then be prompted to input a Password of your choosing. It is recommended that the password you choose is something that you will be able to remember each month. Once entered, please click the “Set Your Password” button as shown below:

HELP | LOGIN
Not logged in

SSLPost | Set Account Password

✓ Set Account Password

Please specify a password for your SSLPost account.

Password policy: At least 8 characters long. Must contain uppercase and numeric characters.

New Password:

Confirm New Password:

[Set Your Password](#)

© 2012 GCrypt Limited. All rights reserved. Please direct all queries to support@sslpost.com.

[Terms & Conditions](#) | [Privacy Policy](#)

Your password has now been encrypted and saved on the SSLPost Secure Database, and you should see the following confirmation;



Not logged in

Password Set

Success! Access Your Message Now

① Your password has been changed

To access your secure message, go back to your inbox and open the attached file.

For other tasks such as checking your audit trail, please login.

If you require assistance, please contact us.

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4 My Payslip History

Your ENABLE Scotland SSLPost Portal home page is shown below. This provides you with a summary view of your payslip details.


My Payslip History

SAVE UP TO £600 EVERY YEAR shopping with major retailers including ASDA, Sainsbury's, Boots, M&S, Costa and many more.

MyPayRewards

Click to find out more

Tax Year	Tax Period	Pay Date	Income Tax	National Insurance	Total Payments	Other Deductions / Payments	Net Pay	
2013	2	30-May-13	£ [REDACTED]	£ [REDACTED]	£ [REDACTED]	£ Not Available	£ [REDACTED]	Forward Payslip Open Payslip View Payslip Data



Page 1 of 1

Search Payslips

Tax Year:

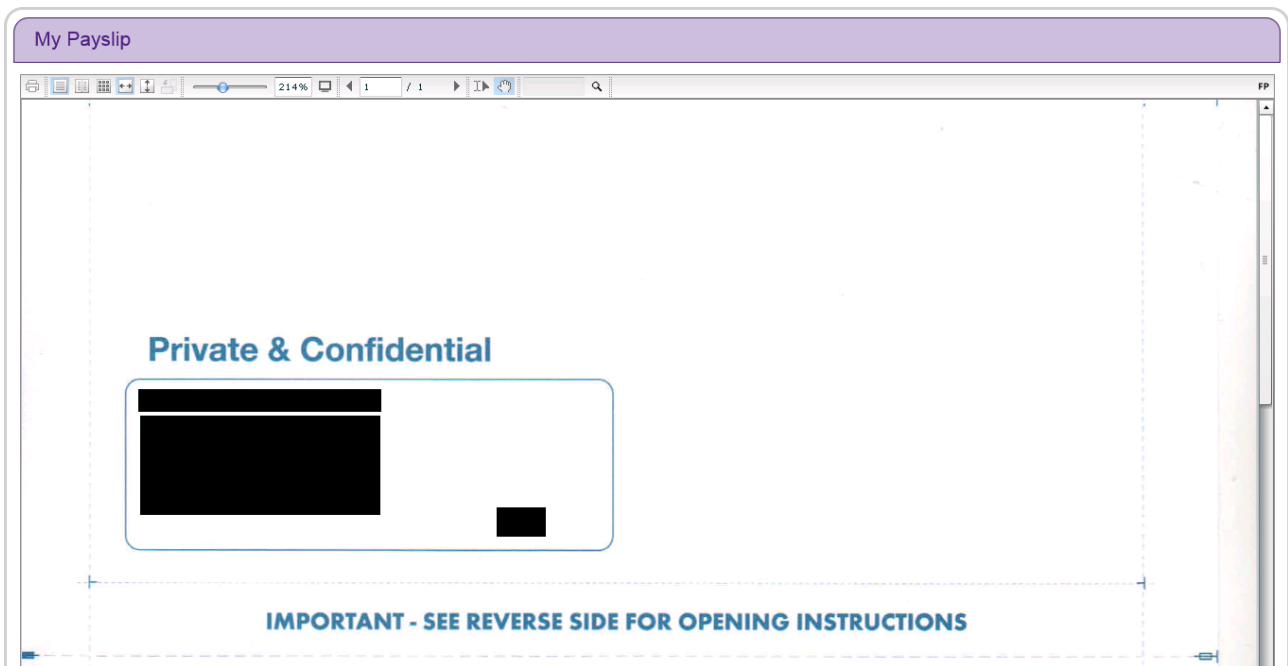
Payslip Month:

This is your payslip history page, where you will see any payslips that have been uploaded to the ENABLE Scotland payslip portal for you. This example only shows one payslip for demonstration purposes, if there were more, these would be listed below in this same format.

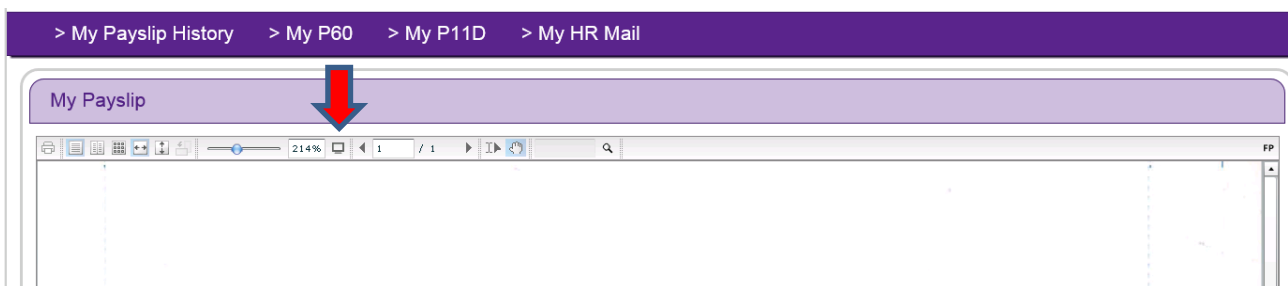
5 Open Your Payslip

To view your ePayslip, you should click on the “Open Payslip” icon on the right hand side of the screen.

This will then display your ePayslip in an iFrame/Internal window as shown below

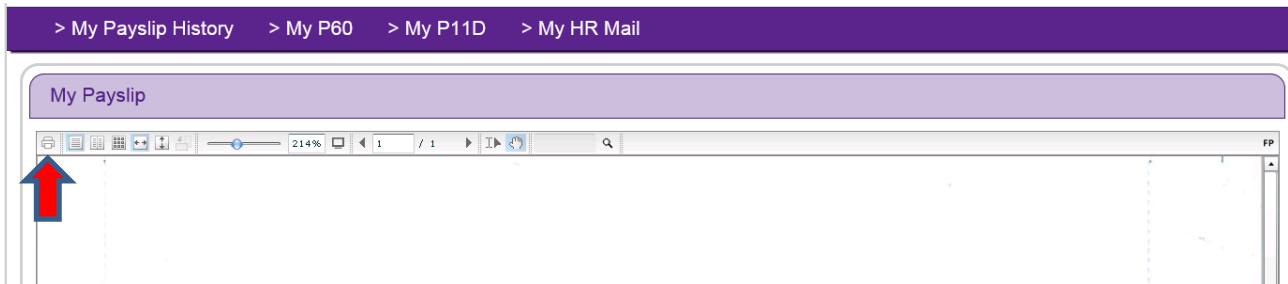


If you click on the “Fullscreen” icon, as shown below, you will then be able to view your Payslip in a new window. You will need to then scroll down using the scroll bar on the right hand side in order to see all your Payslip information.

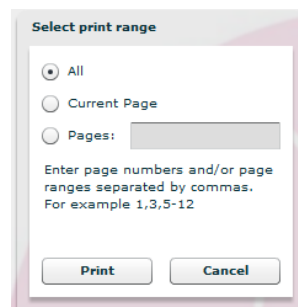


6 Printing Your Payslip

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.



Once selected, you will get the below box pop up;

The dialog box is titled 'Select print range'. It contains three radio button options: 'All' (which is selected), 'Current Page', and 'Pages:'. The 'Pages:' option has a text input field next to it. Below the options, there is a small text box with the instruction: 'Enter page numbers and/or page ranges separated by commas. For example 1,3,5-12'. At the bottom of the dialog, there are two buttons: 'Print' and 'Cancel'.

You can now either select to print the relevant page, or the whole document, and then just click the “Print” button.

7 Forgotten Password / Password Reset

To reset your ePayslip portal password, please click the “Forgotten Password” option on your SSLPost log-in page.

If you require support to reset your password then please contact either the SSLPost Customer Services team on **08456 425 425**, and a member of the team will manually reset this for you over the phone, alternatively contact ENABLE Scotland ICT team at ict@enable.org.uk

8 Queries / Support

If you have any other questions, or require further help using the ENABLE Scotland SSLPost Portal, you can contact SSLPost Customer Services team between the hours of 8am – 5pm Monday to Friday on 08456 425 425 or email SSLPost at customerservice@sslpost.com or support@sslpost.com

For Payroll queries please contact ENABLE Scotland Payroll team at payroll@enable.org.uk

For support to access your ENABLE Scotland email account please contact the ICT team at ict@enable.org.uk

9 General Frequently Asked Questions

Q. What is SSLPost?

A. SSLPost are the company that provide the secure email facility for ENABLE Payroll Department. SSLPost is an encryption wrapper that securely delivers by email any digital content to authorised and registered recipients.

Q. How secure is SSLPost?

A. SSLPost uses Secure Socket Layers (SSL) with a 128-bit key to encrypt communication with the server. The Advanced Encryption Standard (AES) algorithm is used with a 128-bit key to encrypt messages. AES and SSL are recognised as highly secure algorithms when used with a 128-bit key.

Q. Is SSLPost ISO Accredited?

A. Yes. SSLPost has an ISO 27001 certificate, following an intensive 3rd party audit.

Q. What software do I need to use SSLPost?

A. SSLPost only requires an internet browser and an email client.

Q. Which internet browsers are compatible with SSLPost?

A. SSLPost has been tested with all major browsers, including Internet Explorer and Mozilla.

Q. Which email clients are compatible with SSLPost?

A. SSLPost has been tested with all major email clients, including Outlook, Evolution, Hotmail, Zimbra, Mail.com and Gmail.

Q. Do I need an email address?

A. Yes. You need an email address to activate your SSLPost account and receive secure emails. You should use your corporate ENABLE email account (this ends with @ENABLE.org.uk OR @ENABLEmobile.org.uk)

Q. Can I use SSLPost over dial-up?

A. Yes. SSLPost can be used over a dial-up connection.

Q. Do I need a digital certificate?

A. No. SSLPost uses a password as the primary authentication method, thus eliminating the certificate distribution issues which occur in many similar systems.

10 Recipient's Frequently Asked Questions

Q. I cannot find my Welcome Email?

A. If you cannot see your Welcome Email in your inbox, you will need to check your spam/junk folder in case it has fallen into there. If you still cannot see this, you should contact our ICT Team for further support (ict@ENABLE.org.uk) or contact SSLPost Customer Services team on 08456 425 425 (8am – 5pm Monday to Friday) or via email to customerservice@sslpost.com who will manually resend this again for you.

Q. Is it safe to use SSLPost on a public computer?

A. Although SSLPost is secure, public computers generally do not provide a trusted environment. You should not enter sensitive information such as credit card details or your SSLPost password in an un-trusted environment. When using a public or shared computer you should click the public / shared computer option at the Outlook Web App sign in screen.

Q. Can I reply back from the secure email?

A. Yes, after reading your secure email, there is a visible 'Reply' button, that once clicked will take you into your secure SSLPost account in order to send a secure email back to the sender.

Q. Is it safe to receive secure emails in a wireless hotspot?

A. Yes. SSLPost encrypts all communication between your computer and the SSLPost server, so provided you trust your own computer's environment all information is secure.

Q. Do I need an email address?

A. Yes. You will need a valid email address to activate your SSLPost account and receive secure emails. You should use your ENABLE Scotland email account (ENABLE.org.uk OR ENABLeMobile.org.uk)



www.ENABLE.org.uk

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