



# **FPS E-Payslip Portal User Guide**

## Table of Contents

<b>1. Welcome to your FPS Portal</b>	Page 03
<b>2. Register your Portal Account Password</b>	Pages 03 - 04
<b>3. My Payslip History</b>	Page 05
<b>4. Open your Payslip</b>	Page 06
<b>5. Printing your Payslip</b>	Page 07
<b>6. Forgotten Password / Password Reset</b>	Page 08
<b>7. Logging into the FPS Portal</b>	Page 09
<b>8. Other Queries</b>	Page 09

## Welcome to your FPS Portal

Thank you for choosing the FPS Portal. To help you get up and running quickly, we've compiled some easy instructions for setting up your account to access your ePayslips.

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

The FPS Portal Landing Page can be found at:

<http://www.sslpost.com/clients/firstpayroll/fps.php>

## Registering your FPS Portal Account Password

In order to register your FPS Portal password, you will need to click the "Register" button on the FPS landing page, or go directly to the link below

<https://secure.sslpost.com/app/register/fps/>

You should see a similar dialog box to the one below; you will need to enter your National Insurance Number and surname, then click the "Activate Your Account" button.



Register Your Account

✔ **Activate Account**

To register your account with SSLPost, complete the following:

National Insurance Number:

Surname:

**Activate Your Account**

You will then be asked to enter a password and then re-enter this to verify it, as shown in the screenshot below.

Your password should be a minimum of 8 characters, including one upper case and one number.

Then click the “Set Password” button. This password will be used each time you access your secure Portal:

Next you will be taken to the screenshot below. The information requested here is entirely optional and is **not** required to support the FPS e-payslip process.

Skip this step, by clicking the “Update Settings” button:

You will then automatically be re-directed to your FPS Portal home page.

## My Payslip History

Your FPS Portal home page is shown below. This provides you with an overview of your pay details.



SETTINGS | LOGOUT

Logged in

> My Payslip History

### My Payslip History

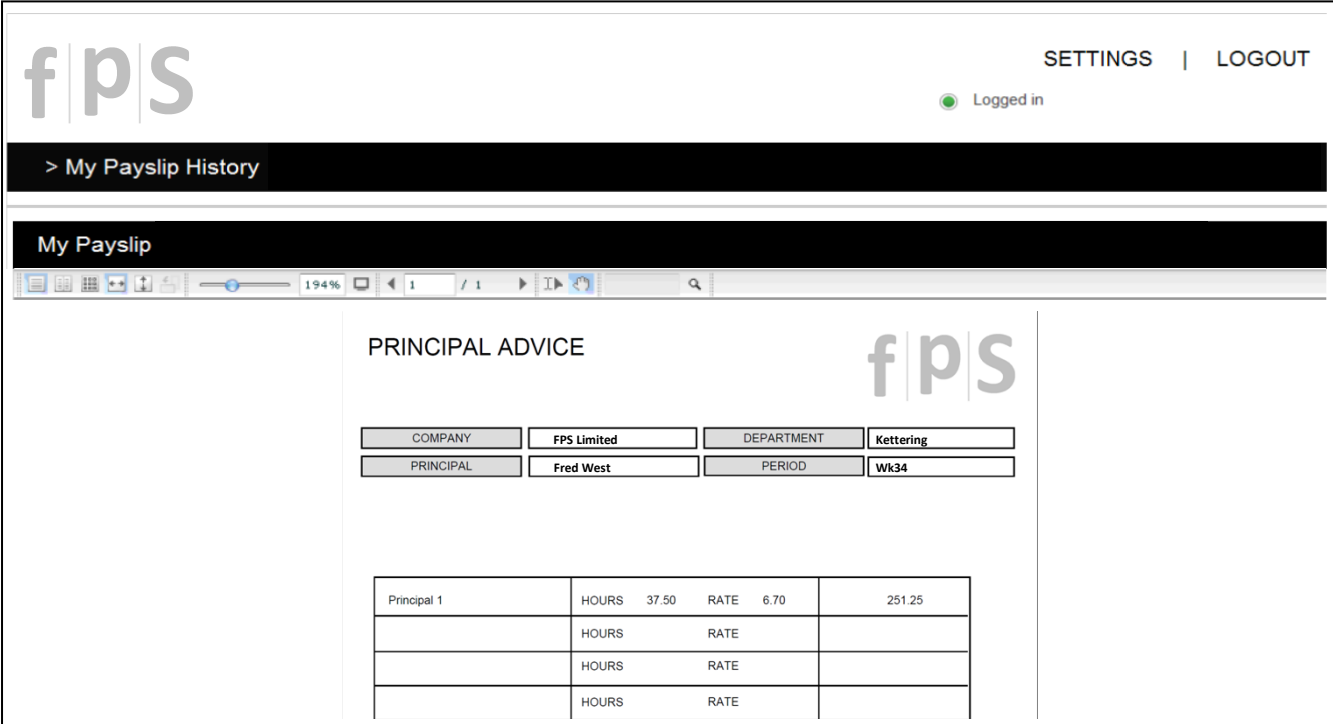
Tax Year	Tax Period	Pay Date	Income Tax	National Insurance	Total Payments	Other Deductions / Payments	Net Pay	
2010	12	31-Mar-11	£ 120.40	£ 82.38	£ 1224.92	£ Not Available	£ 1022.14	<a href="#">Open Payslip</a> <a href="#">View Payslip Data</a>
2010	11	28-Feb-11	£ 120.20	£ 82.38	£ 1224.92	£ Not Available	£ 1022.34	<a href="#">Open Payslip</a> <a href="#">View Payslip Data</a>
2010	10	31-Jan-11	£ 120.40	£ 82.38	£ 1224.92	£ Not Available	£ 1022.14	<a href="#">Open Payslip</a> <a href="#">View Payslip Data</a>
2010	9	31-Dec-10	£ 120.40	£ 82.38	£ 1224.92	£ Not Available	£ 1022.14	<a href="#">Open Payslip</a> <a href="#">View Payslip Data</a>
2010	8	30-Nov-10	£ 120.20	£ 82.38	£ 1224.92	£ Not Available	£ 1022.34	<a href="#">Open Payslip</a> <a href="#">View Payslip Data</a>

Page 1 of 1

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

### Open your Payslip

To see your actual Payslip, you will need to click on the “Open Payslip” icon on the right hand side of the screen. This will then display your Payslip in a 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.



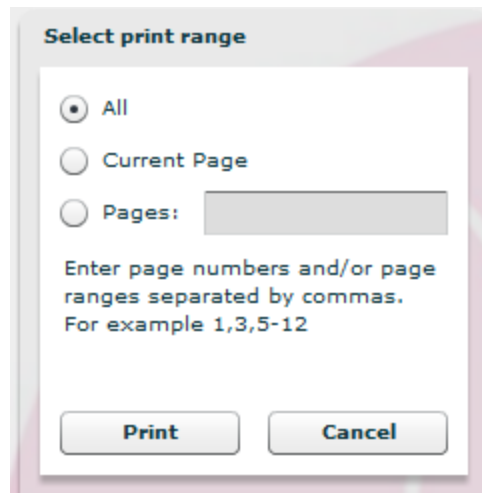
## Printing your Payslip

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 screenshot below. Please ensure you collect your printed payslip immediately, particularly if you have printed on a shared printer, in order to guarantee the confidentiality of your print.



The screenshot shows the FPS Portal interface. At the top left is the FPS logo. At the top right are links for 'SETTINGS' and 'LOGOUT', and a 'Logged in' status indicator. Below the navigation bar is a section titled '> My Payslip History'. Underneath, there is a 'My Payslip History' header. A toolbar is visible below the header, containing various icons for document management. An arrow points to the 'Print Range Icon' (a printer icon with a document) in the toolbar. Below the screenshot, the text 'Print Range Icon' is written in a large, bold font.

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



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

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

## Forgotten Password / Password Reset

You can reset your password by clicking on 'Forgotten Password' where you will be asked security questions to verify your identity.

If you have forgotten your security answers please contact the **SSLPost** Customer Services team on **08456 425 425** and a member of the team will manually reset this for you over the phone.

**Please note that SSL cannot answer any payroll related queries and deal exclusively with the technical aspects of the portal such as passwords and resetting security answers etc.**



FORGOTTEN PASSWORD?

Not logged in

SSLPost | Login (Personal Computer)

National Insurance Number:

Password:

Login

Forgotten Password?

**Please make sure you have your Employee Number and National Insurance number available, as you will be asked for these when you call.**



## Logging into the FPS Portal

Go to the FPS landing page and click on the “login” button:

<https://secure.sslpost.com/app/login/domain/fps/>

It is recommended that you save the login URL you were provided with into your Internet browser favourites.

f|p|S

FORGOTTEN PASSWORD?

Not logged in

SSLPost | Login (Personal Computer)

National Insurance Number:

Password:

Login

Forgotten Password?

Once at the login screen all you need to do is enter your National Insurance 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.

### Other Queries

If you have any other questions or require further help using the FPS E-Payslip Portal, you can contact the SSLPost Customer Services team between the hours of 8am – 5pm Monday to Friday on 08456 425 425.

You can also email them at [customerservice@sslpost.com](mailto:customerservice@sslpost.com) or [support@sslpost.com](mailto:support@sslpost.com)

**Please note that SSL cannot answer any payroll related queries and deal exclusively with the technical aspects of using the portal such as logging-on, passwords and resetting security answers etc.**

For all payroll related queries, please contact FPS on **0845-520-3031** or email [principal@first-payroll.com](mailto:principal@first-payroll.com).

We hope you enjoy using your new portal!