



SSLPost Portal User Guide

SSLPost is a registered trading name of GCRYPT, which is a limited company registered in England and Wales, Company Number 5671802; VAT Registered: 893 5646 73. Registered Office: 68 Jesmond Road West, Newcastle upon Tyne, Tyne & Wear, NE2 4PQ.

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1. Welcome to your SSLPost Portal

Thank you for choosing the SSLPost Portal. To help you get up and running quickly, we've compiled some easy instructions for setting up your account to access either, your ePayslips, P60s, P11Ds or HR Mail.

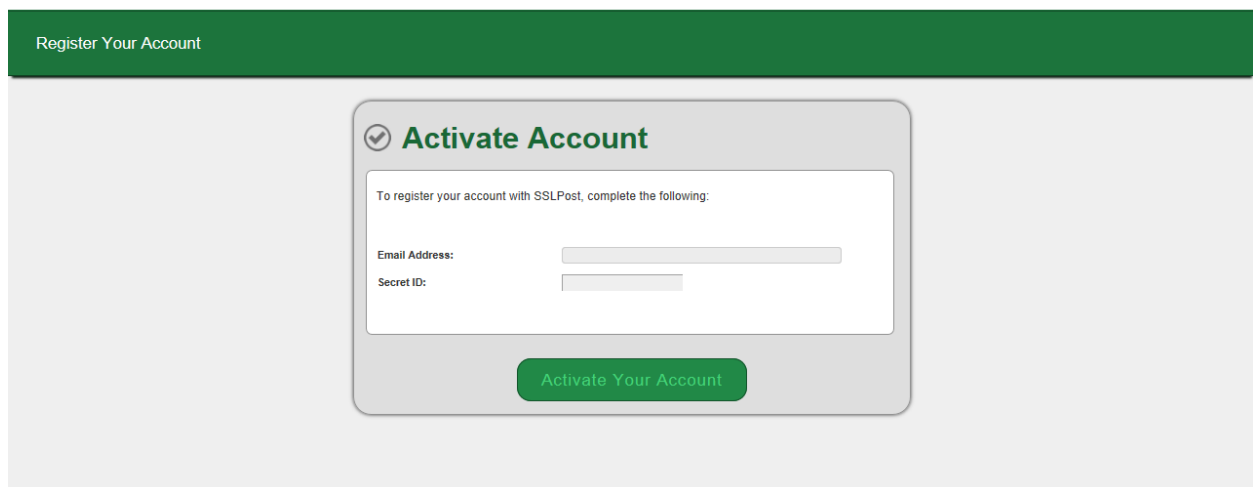
This User Guide provides you with a basic 'step by step' set of instructions for setting up your Portal account password, logging into your SSLPost Portal account and viewing your secure documents.

2. Registering your SSLPost Portal Account Password

In order to register your SSLPost Portal password, you will need to go to a URL, similar to the one below (please note your HR Administrator should provide you with this link):

[https://secure.sslpost.com/app/register/"Company Name"/](https://secure.sslpost.com/app/register/)

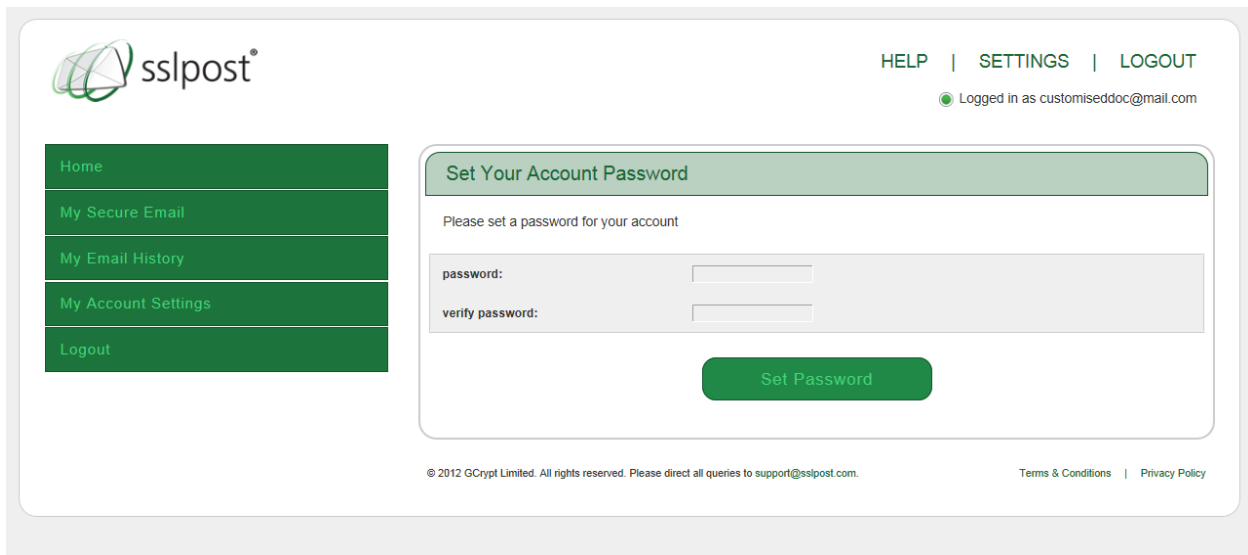
You should see a similar dialog box to the one below; you will need to enter the relevant requested options, such as either your email address, National Insurance Number, Employee payroll number, or any other option your company have requested you register your account with, then click the "Activate Your Account" button.

You will then be asked to enter in a password and then re-enter this to verify it, as shown in the below screenshot. Your password should usually be a minimum of 8 characters, with at least one lower case, one upper case and one number (however it will depend on what your company have requested). Then click the "Set Password" button. This password will be used each time you access your secure SSLPost Portal:

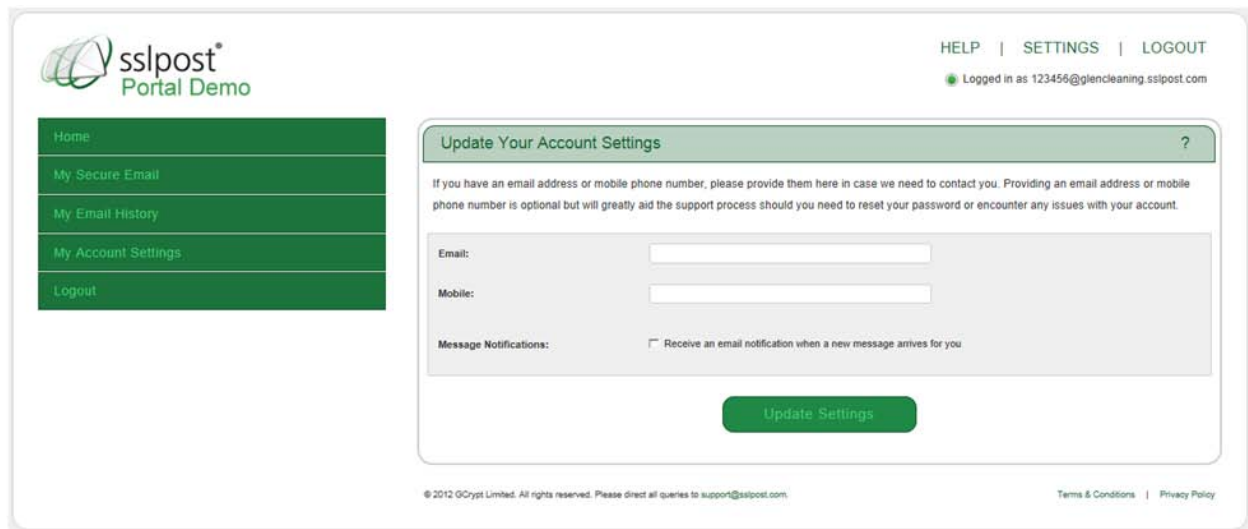
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Once you have set your password, you will then be taken to the below optional screen, allowing you to enter an email address (the system will then inform you that your payslip has been uploaded to the SSLPost Portal each month) and mobile number (this will allow you to reset your password via your mobile phone, if you Portal account has this functionality).

If you wish to skip this step, please just click the “Update Settings” button:



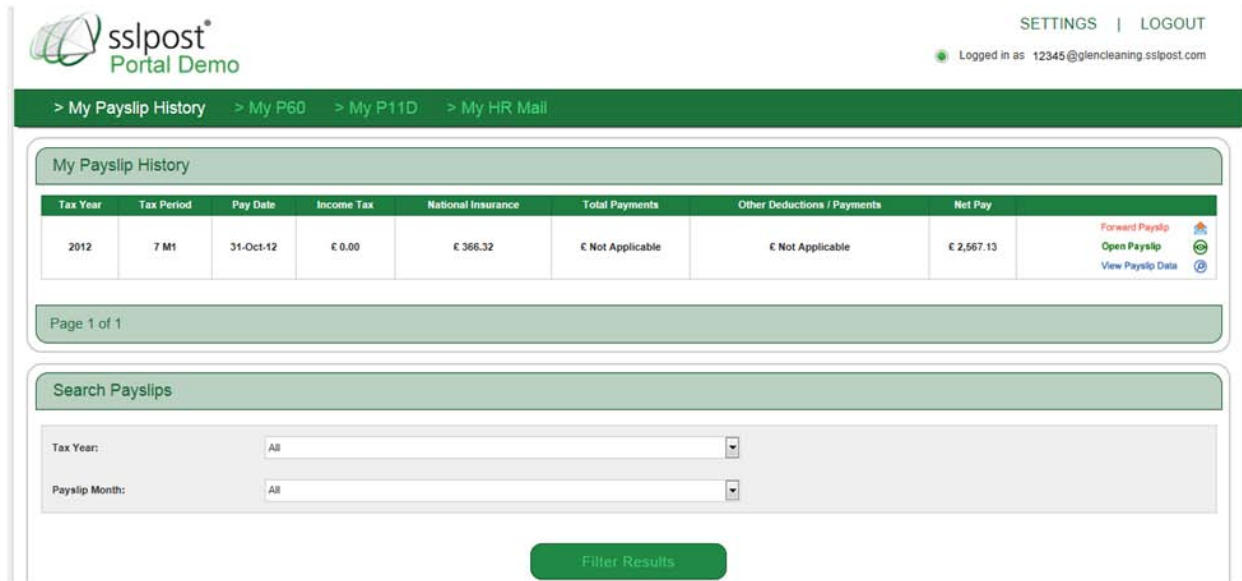
You will then automatically be re-directed to your SSLPost Portal home page.

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3. My Payslip History

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



My Payslip History

Tax Year	Tax Period	Pay Date	Income Tax	National Insurance	Total Payments	Other Deductions / Payments	Net Pay	
2012	7 M1	31-Oct-12	€ 0.00	€ 366.32	€ Not Applicable	€ Not Applicable	€ 2,567.13	Forward Payslip Open Payslip View Payslip Data

Page 1 of 1

Search Payslips

Tax Year: All

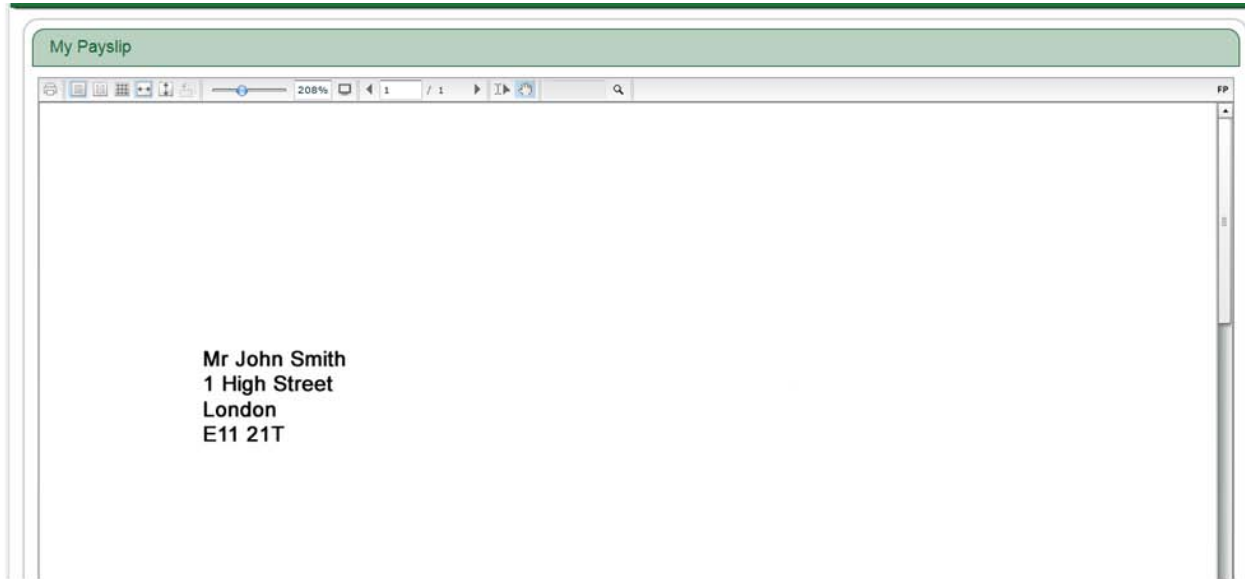
Payslip Month: All

Filter Results

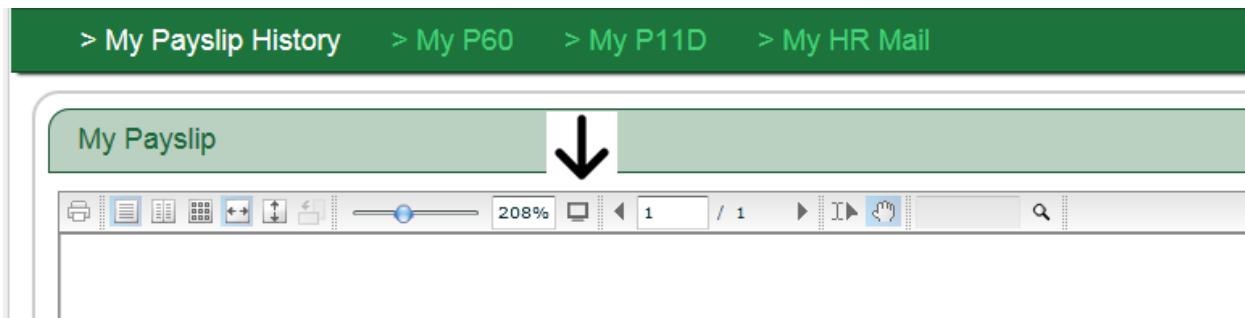
This is your payslip history page, where you will see any payslips that have been uploaded to the payslip portal for you. This example only shows one payslip for demonstration purposes, if there were more, these would be listed below in this same format.

4. 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 an iFrame/Internal window as shown below (unless your company have chosen the option for you to download your payslip directly from the SSLPost Portal – **if this is the case, please go to Section 6 of this document**):



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.

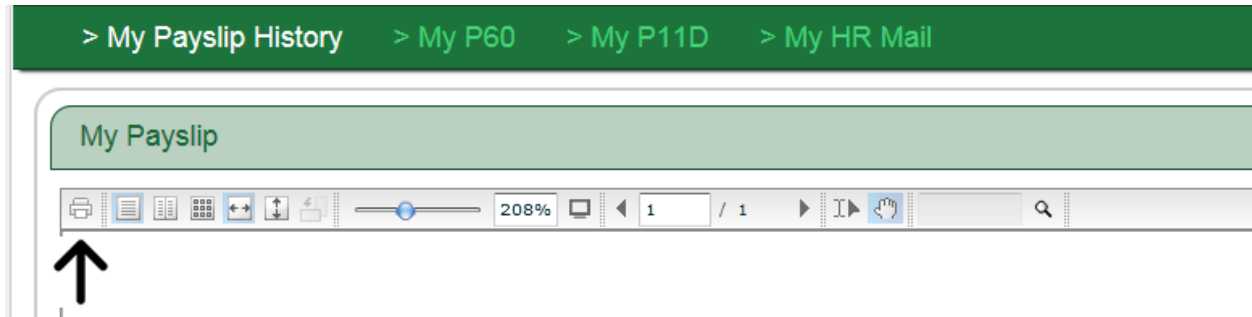


5. Printing your Payslip

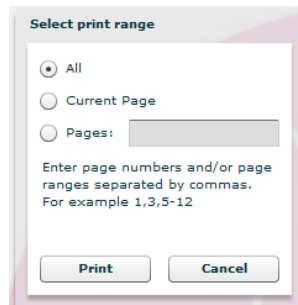
If you wish to print your Payslip, you can do so by clicking the “Print” icon on the top left of your screen, as shown in the below screenshot.

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



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

6. Forgotten Password / Password Reset

If you log into your SSLPost Portal with an email address, then in order to reset your password, please click the “Forgotten Password” option on your SSLPost log-in page. However, if you log into the SSLPost Portal via an employee payroll number or any other means other than an email address, then 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 make sure that you have your Employee Number, National Insurance number etc available, as you will be asked for this when you call.

7. Logging into the SSLPost Portal

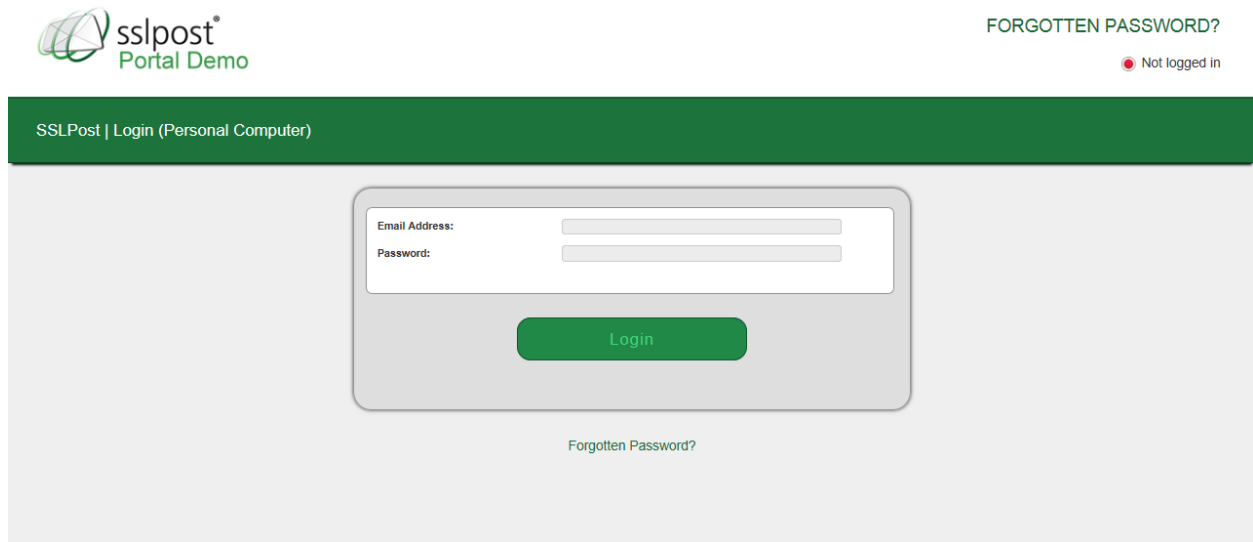
After you have registers your password for your SSLPost Portal, the URL you will need to log in will be similar to the one below, your HR Administrator will provide this to you:

[https://secure.sslpost.com/app/login/domain/ “Company Name” /](https://secure.sslpost.com/app/login/domain/“Company Name”/)

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



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 pink “**Login**” button.

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

8. Other Queries

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

Alternatively, you can email them a customerservice@sslpost.com or support@sslpost.com

Kind regards,



Graham Lee, Customer Service Manager

SSLPost Ltd, 68 Jesmond Road West, Newcastle upon Tyne, Tyne & Wear, NE2 4PQ

Telephone: 08456 425425

Website: www.sslpost.com

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