

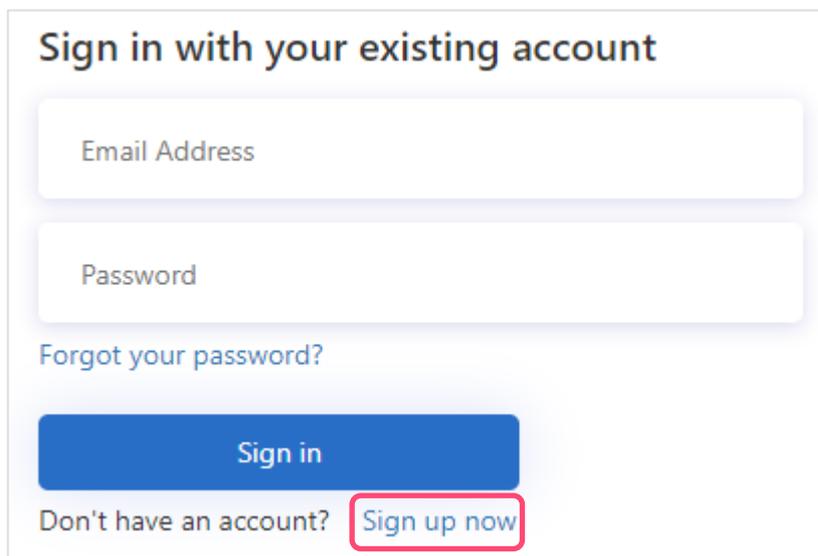
EPM ePayslips Single Sign-On Account

The EPM ePayslips Single Sign-On account offers ePayslips account holders an enhanced ePayslips Portal experience, including the ability to:

- view payslips for any school the employee has worked at whose Payroll service provider is EPM
- update their address details directly
- update their email address

Setting up Your Single Sign-On Account: Existing ePayslips Users

1. Sign in to your existing ePayslips account. The ePayslips Welcome page is displayed.
2. Click on **Upgrade to Single Sign-On**. The **Sign In** window is displayed.



Sign in with your existing account

Email Address

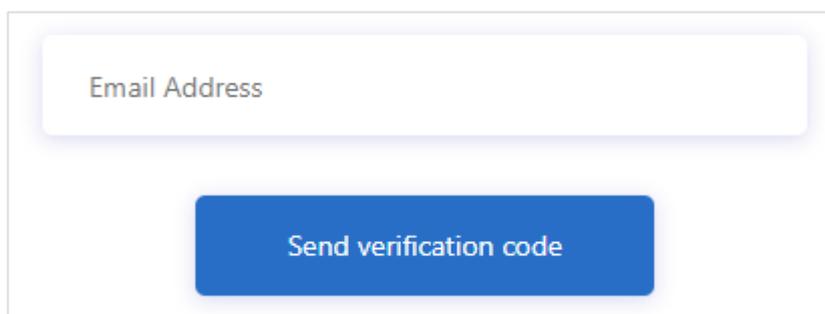
Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

3. Click on **Sign up now** to progress to the next stage.
4. Enter your email address. This email address will be your user name when accessing your single sign-on account.



Email Address

Send verification code

5. Click on **Send Verification Code**. You will receive an email with your verification code.
6. Enter the code.

A screenshot of a web form for verification. At the top, there is a light blue rounded rectangular box containing the email address "anne.other@email.co.uk". Below this is a white rounded rectangular box with the placeholder text "Verification code". At the bottom of the form are two blue rounded rectangular buttons: "Verify code" on the left and "Send new code" on the right.

7. Click on **Verify Code**.
 - If you did not receive the code, click on **Send new code**.
8. Enter a password for your single sign-on account in the **New Password** and **Confirm New Password** text boxes.
9. Click on **Create**. The authentication set up window is displayed. Here you can set up the phone number you would like to use for multi-factor authentication (MFA) each time you log in to your single sign-on account.
10. From the **Country Code** drop-down list box, select United Kingdom (+44).
11. In the **Phone Number** text box, enter the phone number you would like to use.

A screenshot of a web form for selecting a phone number. At the top, there is a line of text: "Enter a number below that we can send a code via SMS or phone to authenticate you." Below this is a section titled "Country Code" with a white rounded rectangular drop-down menu showing "United Kingdom (+44)" and a downward arrow. Below that is a section titled "Phone Number" with a white rounded rectangular text box containing "07123456789". At the bottom are two blue rounded rectangular buttons: "Send Code" and "Call Me".

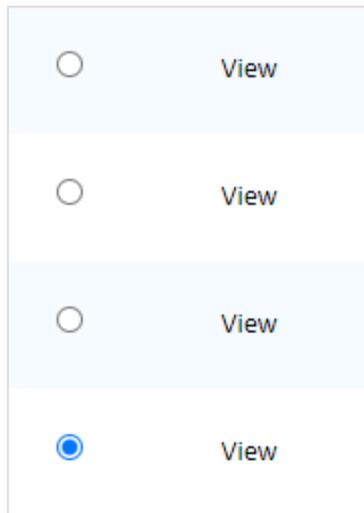
12. Click on one of the following:
 - **Send Code**: to receive a verification via text message
 - **Call Me**: to receive a verification code via automated voice call

13. Once received, enter the verification code. You are automatically redirected to your Single Sign-On account.

Viewing Your Payslips and P60s

When you access your Single Sign-On account a list of all schools where you were paid through EPM is displayed.

1. Click on the radio button for the school whose payslips you want to view. The name of the school is displayed at the top of the page.



<input type="radio"/>	View
<input type="radio"/>	View
<input type="radio"/>	View
<input checked="" type="radio"/>	View

2. From the menu bar, select one of the following:
 - **Latest Payslip:** displays the most recent payslip.
 - **My Payslips:** displays a list of all past payslips. Select the tax year from the **Tax Year** drop-down list box to view the payslips from that tax year.
 - **My P60s:** displays a list of your P60s.

Viewing and Changing Your Personal Details

The Single Sign-On account gives employees the ability to update their personal records for schools where they are currently employed (and where EPM is the payroll provider). The following can be amended:

- Name
- Address
- Email
- Mobile number
- Bank details

Updating your details via your Single Sign-On account will only amend your EPM records. To amend the details with the school you should contact the school directly.

1. Click on the radio button for the school where you want to update your details. The name of the school is displayed at the top of the page.

<input type="radio"/>	View
<input type="radio"/>	View
<input type="radio"/>	View
<input checked="" type="radio"/>	View

2. From the menu bar, select **My Details**. The details EPM holds are displayed.
3. Click on **Edit My Details**. The edit screen is displayed.
4. Amend the details you want to change.
5. Click **Save For Current School**. This will amend the details only for the selected school.