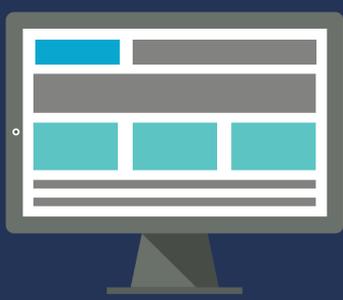




6 STEPS TO ONLINE PAYSLEIPS

THE 6 STEPS BELOW WILL HELP YOU PREPARE FOR AND SET UP YOUR ONLINE PAYSLEIPS PORTAL. YOU CAN FIND FURTHER INFORMATION AT WWW.SAGE.CO.UK/PAYSLEIPS

STEP 1



CREATE A SAGE ID:

Creating a Sage ID is simple, just go to <https://my.sage.co.uk/> and click 'Create a Sage Login'

If you already have one, please check you can log on using your email address and password.

STEP 2



VERIFY YOUR EMPLOYEES' DETAILS

In order for your employees to access their Online Payslips, they each need their own email address. To help you verify the employee data you hold in Sage 50 Payroll, from Reports > Employee, you can run the Employee Details Verification Letter. You can then send this to your employees to check and confirm their details.

STEP 3



UPDATE EMPLOYEE DETAILS

If any of your employees' details have changed or are incorrect, before using Online Payslips you must update their record in Sage 50 Payroll.

STEP 4



GET A COMPANY LOGO

When setting up your Online Payslips account, you have the option to add your company logo to the portal. This is seen by your employees when logging on to view their payslips, helping to create a more professional and personal experience.

DOWNLOAD VERSION 22.03 TO GET GOING

STEP 5



MANAGE YOUR ONLINE PAYSLEIPS PORTAL

You can set up and customise your Online Payslips portal before you start to publish your payslips. For more information about this please visit our Help Centre at www.sage.co.uk/payslips

STEP 6



START USING ONLINE PAYSLEIPS

Once you're all set up and happy with your online portal, you're ready to start uploading and publishing your payslips. For more information, please visit our Help Centre at www.sage.co.uk/payslips

FOR FULL DETAILS ON EACH OF THESE STEPS
PLEASE VISIT WWW.SAGE.CO.UK/PAYSLEIPS

