

## ePay instructions to access payslips online

### Academy Employees

#### What is ePay?

Payslips, P60s and P45s are all available for you to access online, anywhere, from any device.

These are no longer provided in paper format and the online versions are classed as the official documents.

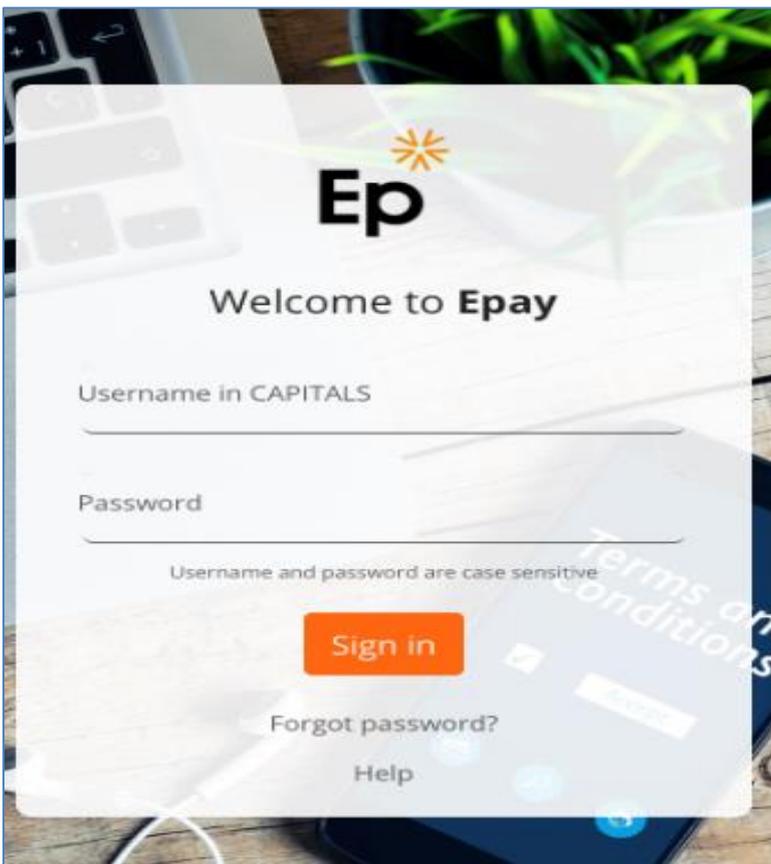
#### How do I access ePay?

To access your ePay account please click on the link below:

 <https://epay.myaceni.co.uk/academies>

Alternatively type the following link into the search bar of your device: <https://epay.myaceni.co.uk/academies>

This will take you to the log in page.



#### Lost log on details, forgotten username?

If you are unable to find your welcome email, please contact the Surrey My Helpdesk on [sscgeneralenquiries@surreycc.gov.uk](mailto:sscgeneralenquiries@surreycc.gov.uk)

In order that you get a quick response please ensure you include your full name, date of birth and home postal address in the email text. Please also include 'Epay lost welcome email' in the email title.

#### How do I log into ePay?

If you have logged on previously you will need:

- Your **username** (your National Insurance Number)
- Your **password** and **security questions answers** that you set up (both are case sensitive so please take care when entering these details)

If this is the first time accessing your ePay account, you will need:

- Your welcome email - **this includes your temporary password** (this will be sent to your registered email address).
- Your **username** (your National Insurance Number)
- Once you have entered your username and temporary password, you will be required to create your own password and set your security questions and answers.
- **Password** - needs to include 8 characters with at least 1 capital letter and 1 number.

## What do I do once logged in?

To navigate around the site you can click on **Menu/burger icon** at any time, which will give a drop down box of the options available.



All of your payroll documents are under the 'my docs' tab. Click on the link to view your Payslips, P60s or P45.

My Documents	
Doc Type	Items
Payslips	82
P60s	7

You will need to click on each link to then view all of the documents saved.

Click on the pay date field to view each payslip.

## Forgotten password?

If you have forgotten your password please click on 'forgot password' link at the bottom of the homepage.



You will then need to enter your username and then click **request**.

A password reset email will be sent to your registered email account. Please be patient for the email to come through. If you do not receive this then please contact the Helpdesk.

Summary	
Payslip Date	31 Jul 2019
Gross Pay	245.59
Total Deductions	49.00
<b>Net Pay</b>	<b>196.59</b>
	<a href="#">View</a>

## Frequently Asked Questions

### It does not seem to recognise my temporary password?

If copying this, please ensure you do not have any gaps at the beginning or end of the password.

### What is my username?

Your username is your National Insurance Number.

### How will I know when a new payslip is ready to view?

You will receive an email notification to say your new payslip or P60 is ready to view via ePay. You can change your email address by going to the 'my details' tab.

### What happens if I leave the company? Can I still access my payslips?

Access to your ePay account will be available for a period of 3 months following your leaving date.

### Are payslips considered as official documents?

Yes. All your payslips are kept in one secure place on the online portal and you can print copies yourself or save these in a PDF format should you need them for a loan or mortgage application.