EPM EPayslips Single Sign-On Setup Guide

With a single sign-on account, you benefit from enhanced features, including the ability to:

- view payslips for any school you have worked at where EPM is the service provider
- update your address details directly
- update your email address.

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

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.
3. Click on 'Sign up now' to progress to the next stage.
4. Enter your email address. This email address will be the username you use when accessing your single sign-on account.
5. Click on 'Send verification code'. You will receive an email with your verification code.
6. Enter the code.
7. Click on 'Verify code'. If you did not receive the code, click '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.
12. Click on one of the following:
    - Send code: to receive a verification code 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 the schools you worked at will be displayed where you were paid through EPM.

1. Click on the button for the school whose payslips you want to view. The name of the school is displayed at the top of the page.
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 allows you to update your personal records for schools where you are currently employed and where EPM is the payroll provider. You can amend the following:

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

Updating your details via your single sign-on account will only amend your EPM records. To amend your details with the school, you need to contact the school directly.

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

Still need help with your ePayslips? Just drop us a line at helpdesk@epm.co.uk