Employee Guide

How to log in to your payroll portal with 2FA (2-factor authentication)

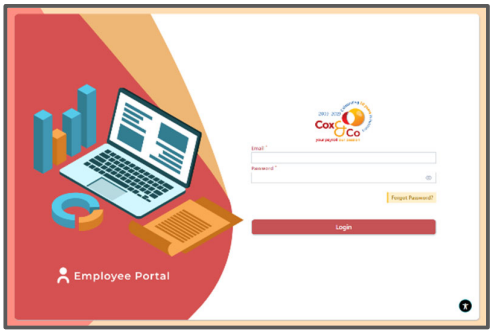
This guide provides a step-by-step guide on how to log into your payroll portal when 2FA is active. Your payroll portal provides secure access to all your personal payroll documents, including payslips, P60s, pension communications and P45.

Step 1: Navigate to the portal login page

Access the payroll portal and enter your previously setup login details.

If this is your first login, use the credentials provided in your welcome emails.

Login page URL: https://employeeportal.payrollsolutionsltd.co.uk/#/login

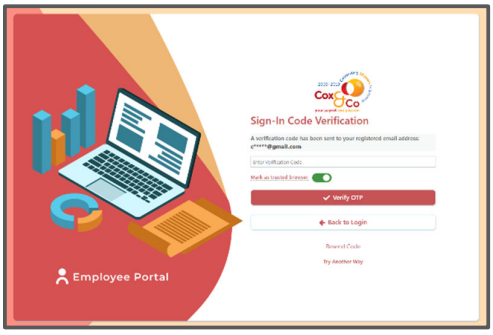


Step 2: Verify your identity with a code

Check your email inbox for an email containing your verification code.

You can either copy and paste or manually enter the verification code into the box.

OPTIONAL – TRUST THIS DEVICE:
If you click the toggle underneath the input box to turn it green, you will mark this browser as trusted. This will reduce the number of times you are asked to verify in the future. If you are using a shared or public computer, leave this option disabled.



NEW EMPLOYEES ONLY: Verify your information

Upon logging in, you'll be asked to verify your date of birth and change your password.

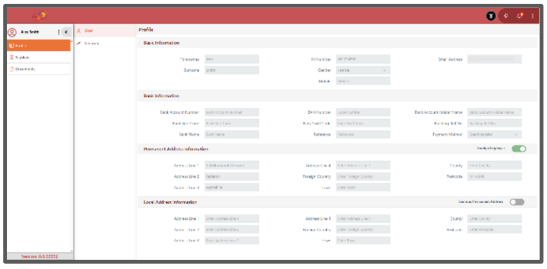
Be sure to use the correct format (dd/mm/yyyy) and meet the password criteria. Anything else will be rejected.



Step 3: Login and check your details

Once you have changed your password, you will be taken directly to your employee portal.

Please review the personal details we hold for you and ensure these are accurate. If incorrect, please inform your employer.



Need help?

Visit our website for further guides and videos
https://payrollsolutionsltd.co.uk/knowledge-centre/portal-help-employee/

Or contact us using the details below

If you have a query, or require assistance, please contact us

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