

Employee email

Our payroll software provider has delivered a fantastic new payroll self-service tool, allowing you to gather documents and information in a simple and secure manner.

My ePay Window will replace OpenPayslips and OpenEnrol, providing you with access to:

- Payslips
- Pension letters
- Other documents (e.g.P60's or P45's)

Soon, you will receive an invitation to set up an account from donotreply@myepaywindow.com which will look something like this. Please read the email and follow the set-up process – do not report the sender as junk or spam.

my@PayWindow

User Invitation

Welcome to myePayWindow

Dear

You are invited via this email to register on the myePayWindow website so that you can securely access your Payslips, CIS statements, P11ds and related payroll information at anytime and from anywhere.

This registration process requires that you enter various personal information, so we suggest you have a previous Payslip, Statement or P11d to hand before starting. This information will be valid for 20 days.

[Click here to Register](#)

Please note, if the invitation has already expired please **contact your Employer** who will be able to send a new invitation to you.

You must set up new login credentials to enable the enhanced security settings available. Please make sure that you have your National Insurance Number (on your payslip) or Passport number to hand, as you will need it to activate your account.

Optional as you may wish to impose on all employees – Should you wish, you can apply 2-stage or 2-factor authentication to your account, giving an increased level of security for your personal data.

Currently there is no app for My ePay Window. When new documents are available, you will receive email notifications, providing a link to view or download documents to any work or personal device.

For further information and guidance, view the set-up guide [here](#) or take a look at this short video showing how to view payslips [here](#).

If you have any issues, please contact (employer account holder)

Kind Regards

Your Payroll Team