

Setting Up MyView Accounts To View Payslips

Please see below a step by step guide to gaining access to the Companies HR Portal, MyView. This will enable you to view your payslips online and amend your personal details should you need to.

First, copy and paste the below link into your internet browser to access the MyView log-in page. This can be done on a Company PC or your own computer, tablet or smartphone.

[Click HERE to access the MyView Dashboard](#)

1. Click on the **Forgotten Your Password?** link which is just under the 'Sign In' button on the right of the screen
2. Enter your Employee number. This is always 8 digits in length and can be obtained from your Manager or from the Welcome email you received.
3. Enter your date of birth and complete the two security questions
4. Click **Reset My Account** on the right hand side of the screen
5. You will then receive a Confirmation Message explaining that a temporary password has been emailed to you - click 'Continue' on the right hand side to return to the log-in page
6. You should then receive an email containing a system generated password
7. Back on the log-in page of MyView you can then complete the log-in details in the top right of the log-in page as follows:

Employee Number: 8 digit number

Password: as provided in the email sent to you

8. You will then be instructed to reset your password. The existing password will be the temporary password emailed to you
9. Choose your own **New Password** which needs to be at least six characters and include at least one number, one uppercase letter and one lowercase letter. You must not give this password to anyone else

10. Once completed, click **Submit** on the right hand side
11. You will receive a confirmation message that your password has been updated and, after a few seconds, you will be redirected into the system.

Once logged in you will see a dashboard display and menu options on the left hand side of the screen as follows:

- **MY PAY DOCUMENTS** - you can view and print current and historical payslips & P60 forms
- **MY TIMESHEETS & HOLIDAYS** – displays your timesheet as completed by your manager and the details of your holiday entitlement and remaining balance
- **MY PERSONAL DETAILS** – this holds your details which you can view and update