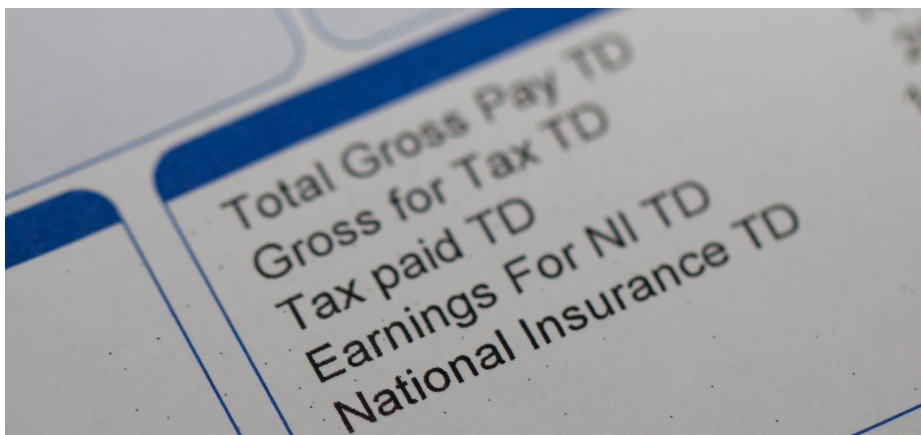


Guide to Your Online Payslips from LWR



Using the Lucy Walker Recruitment Sage Online Payslips, you can view your payslips online 24/7 at your convenience via a desktop computer, laptop, tablet or smartphone.

Once your employer registers you for online payslips, you must activate your account using the link in your Welcome email. You can then log in to the Online Payslips portal any time to view your payslips. You can also set up a user notification email, so you receive an email when your payslip is ready.

NOTE: If you have any problems using this service including queries about the values of your payslips, any changes to your personal details, or payslips not showing... speak to us!

How do I access the Online Portal and how does it work?

1. Visit <https://eol.sage.co.uk/employee/index.html#/account/sign-in>
2. Enter your login email address and password
3. Click Sign in

Once you've finished viewing your payslips, to keep your information secure, remember to log out using the Sign Out option in the top right-hand corner.

What can I see on the portal?

- **My Payslips**

From here you can view, download and print your payslips.

Note: You can only view payslips once your Employer uploads and publishes them. If your payslip isn't showing, please inform your employer.

1. Click My Payslips
2. Click View next to the payslip you want to view

From here, you can save the payslip as a PDF or print the payslip, using the options at the top of the window.

3. To return to your list of payslips, click My Payslips

- **My Profile**

Here you can view your user details, set up a user notification so you receive an email when your payslip is ready and also change your password.

- **User Details**

If you change email address or any other personal details in this area, you must advise your employer to update your details in their payroll software. When they next upload and publish your payslip, your new details are also uploaded. You can then use your new email address to log in to the Online Payslips portal.

- **User Notifications**

1. Click My Profile
2. In the User Notifications area, select the Receive email notifications? checkbox
3. Enter your email address
4. Click Update settings

Tip: If you don't receive a notification email, you should check your spam and junk folders for the email. Emails are sent from **no-reply@sageonlinepayslips.com**

- **Change Password**

1. Click My Profile
2. In the Change password area, enter your old password
3. Enter and confirm your new password
4. Click Update settings

- **I've forgotten my Password**

1. Click Forgotten password?
2. Enter your email address and click Continue

You'll receive an email with further instructions. If you don't receive your password reset email, ensure that you check your spam and junk folders for the email. If you still don't receive the email, please advise your employer.