



Summary

Paylinks is an online portal through which your Payslips and Employment Contract will be securely stored along with any communications from your employer. You can use this service through computer, tablet or mobile phone. Below is a simple step by step guide for first time registration and navigation of your account.

Registering Your Account

Once we have generated your account, you will receive the following email directing you to log in for the first time:



Let's Get Started

Your employer has invited you to use PayLinks, a powerful self-service portal allowing 24/7 access to your communications, payslips, employment documentation and exclusive benefits.

Your unique activation link has been generated, and you can get started as soon as you're ready.

[Activate my Paylinks](#)

(If that doesn't work for some reason, simply click <https://app.paylinks.co.uk/invite/TFoQMURyZUzmOUw3QzFod2VtN2NlbDITM05WMC9MZG8vdUZ7ZHoGxaYrlyQ0cwT2VNS1JHTEg3S7PM0NPVmlkZkd0U1FqUHVuMlhDeGyWR0xd2c9PQ==>)

In the future, you can simply sign in to <https://app.paylinks.co.uk/>.

If you have any questions about your wage, contract or taxes please get in touch with your employer, as PayLinks is unable to help with these types of questions. Should you have any problems while using the PayLinks app, we can be reached by emailing support@paylinks.co.uk.

Enjoy using PayLinks!

Simply click 'Activate my Paylinks' and you will be redirected to the first-time login page:

Done app.paylinks.co.uk AA ↻

PayLinks

Register for PayLinks
To access your Communications, Payslips, Benefits and more, please register below.

Your Email Address

If this email is incorrect, please contact your employer.

First Name

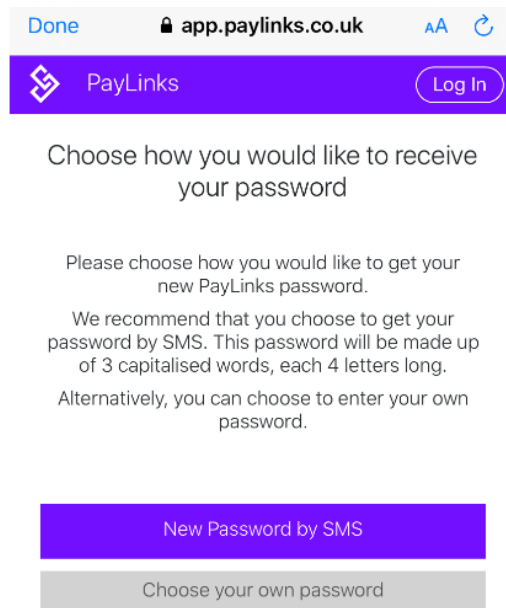
Last Name

Mobile Number

Please ensure your mobile number is correct. We'll need it to complete your registration!

[Register](#)

Enter your mobile number and press Register to be taken through to the password creation screen



You have the choice of either creating your own password or receiving one to your mobile by SMS. Please note that if you choose to enter your own password that it needs to be at least 6 characters long but does not need to be alpha numeric.

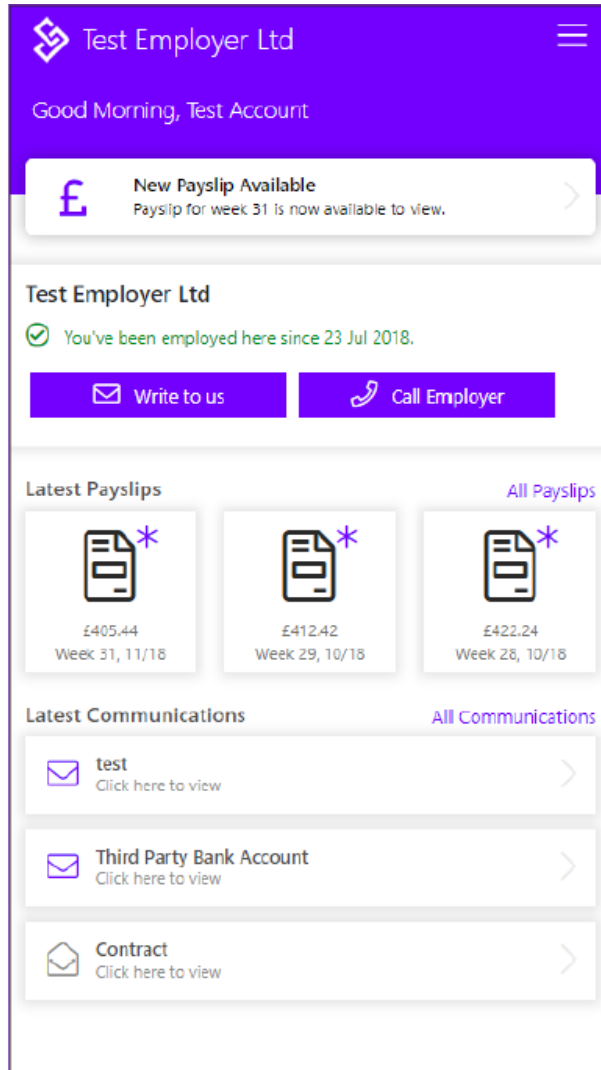
Upon entering your password, you will have successfully activated your account!

[Paylinks Portal Navigation](#)

Dashboard

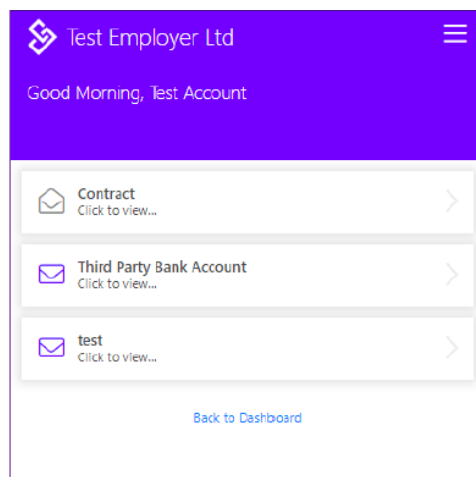
Once you have successfully registered your PayLinks account you will be able to see the dashboard. The dashboard provides a useful breakdown of important information, including:

- Latest Payslips
- Recent Communications
- Employment Information



Communications

The PayLinks communications tab will hold any emails you have received from your employer, so all the important information you need is accessible from one place.



Payslips

The payslips page displays a chronological list of your recent payslips issued under your current employment. You are able to view a breakdown of your payslip within the app and can also download a PDF version.

The screenshot shows the 'Payslips' page for 'Test Employer Ltd'. The header includes the company name and a greeting: 'Good Morning, Test Account'. The main content is divided into two sections. The left section is a list of recent payslips, each with a document icon, the week number, a 'Download PDF Payslip' link, the net pay amount, and the hours worked at a rate of £10.50 per hour. The right section provides a detailed breakdown for 'Week 7' (04/11/2018), showing a gross pay of £514.50 and a net pay of £405.44. This section includes 'Your Details' (Company: Test Employer Ltd, Tax Code: 1185L), a 'Breakdown' table of earnings and deductions, and an 'Information' table showing the calculation of gross pay from hours worked.

Week 31, 2018	Net Pay
Download PDF Payslip	£405.44
Hours - 49.00 @ £10.50	View

Week 29, 2018	Net Pay
Download PDF Payslip	£412.42
Hours - 50.00 @ £10.50	View

Week 28, 2018	Net Pay
Download PDF Payslip	£422.24
Hours - 50.00 @ £10.50	View

Week 27, 2018	Net Pay
Download PDF Payslip	£415.00
Hours - 49.00 @ £10.50	View

Week 26, 2018	Net Pay
Download PDF Payslip	£415.00
Hours - 49.00 @ £10.50	View

Week 25, 2018	Net Pay
Download PDF Payslip	£372.16
Hours - 43.00 @ £10.50	View

Week 7	Gross	Paid
04/11/2018	£514.50	£405.44

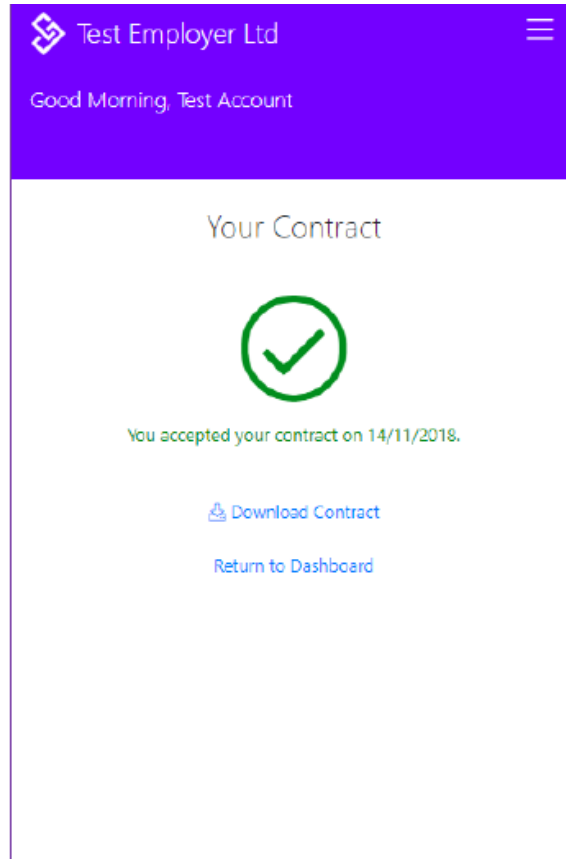
Your Details		Breakdown	
Test Employer Ltd	Gross Salary		£514.50
Tax Code: 1185L	Taxable Gross		£514.50
	Tax		£57.20
	Employee's NI		£42.30

Information			
Description	Qty	Unit Cost	Total
Hours - H	49.00	£10.50	£514.50

[Download PDF Payslip](#)
[Back to All Payslips](#)

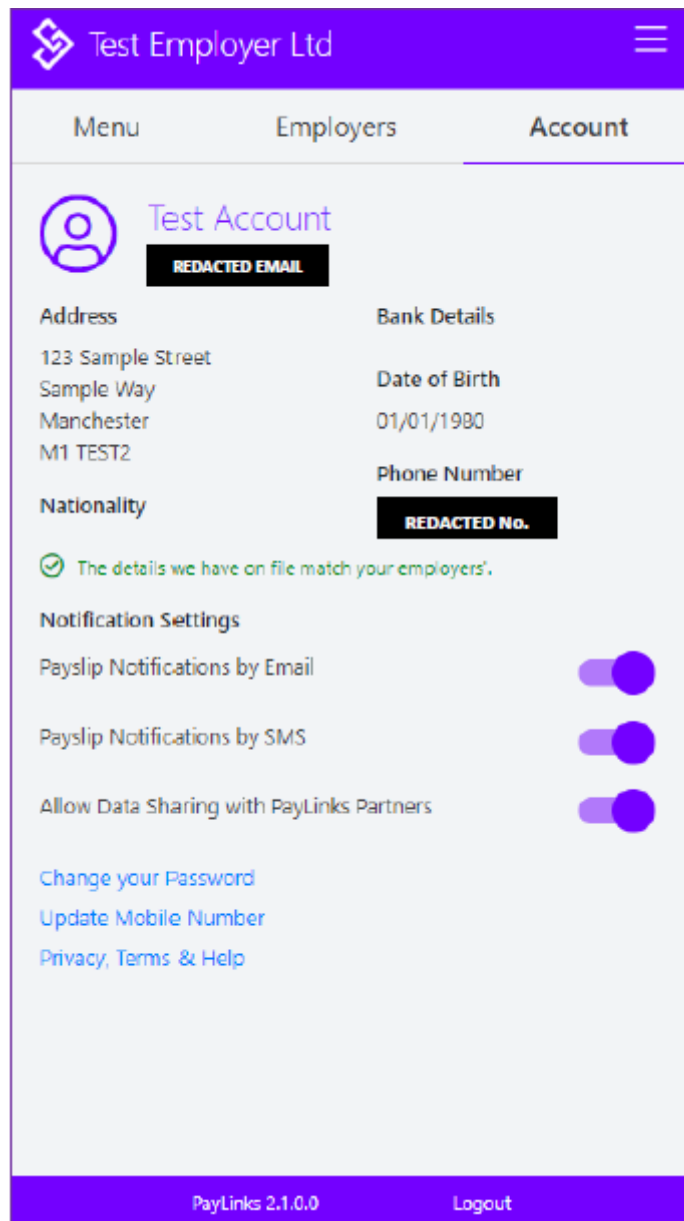
Contract

Upon entering your Paylinks portal you will be presented with your employment contract. The below picture shows what your portal will look like once the contract has been accepted, but before this you will be prompted to read and accept your contract before accessing your data.



Account Details


Within PayLinks you can view the details held about you and also change a range of settings, including Notification settings. It's here that you can update your password or mobile number.



The screenshot shows the 'Account' tab selected in a mobile application. The header includes the company logo and name 'Test Employer Ltd' and a menu icon. Below the header are three tabs: 'Menu', 'Employers', and 'Account'. The main content area displays the user's profile information for 'Test Account', with the email address redacted. It lists personal details such as address, date of birth, and phone number (also redacted). A confirmation message states that the details match the employer's records. Under 'Notification Settings', there are three toggle switches for email, SMS, and data sharing, all of which are currently turned on. At the bottom, there are links to change the password, update the mobile number, and view privacy/terms. The footer shows the version 'PayLinks 2.1.0.0' and a 'Logout' button.

Test Employer Ltd

Menu Employers **Account**


 **Test Account**
REDACTED EMAIL

Address
123 Sample Street
Sample Way
Manchester
M1 TEST2

Bank Details

Date of Birth
01/01/1980

Phone Number
REDACTED No.

 The details we have on file match your employers'.

Notification Settings

Payslip Notifications by Email

Payslip Notifications by SMS

Allow Data Sharing with PayLinks Partners

[Change your Password](#)

[Update Mobile Number](#)

[Privacy, Terms & Help](#)

PayLinks 2.1.0.0 Logout