

Registering for your payslip portal.



You will only be able to register after receiving your first pay after we have processed your first payroll.

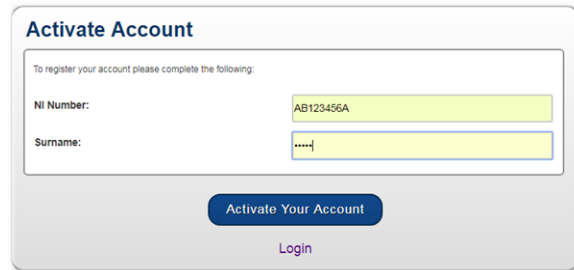
Using your preferred internet browser go to

<https://www.cobia-uk.com/payslipportal> and click  then follow the steps below.

1

Enter your National Insurance number and Surname then proceed to “Activate Your Account”.

If “user not found” please wait until your first payroll had been processed.

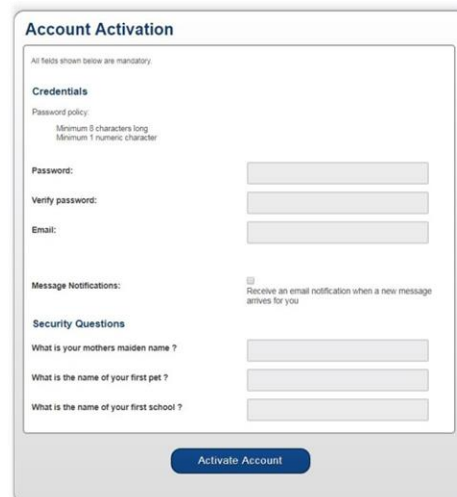


2

To activate your account enter the following:

- A secure password
- Email address (not required).
- Three security questions for password recovery.

Then simply click “Activate Account”



SETTINGS | LOGOUT
Logged in as ab123456a

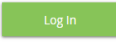
My Payslip History | My P45

My Payslip History

Tax Year	Tax Period	Pay Date	Total Payments	Net Pay	Download Payslip
2017/18	1	30-Apr-17	£ 1575.00	£ 1344.48	

Page 1 of 1

3

You can now view, download and print your payslip online. Use the  button on the payslip portal page to return to this page.

Payslip portal - FAQ's

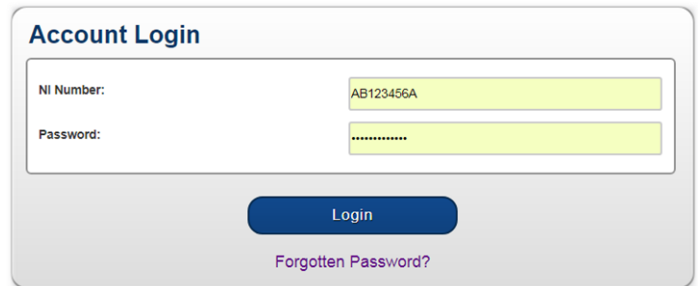


How do I login?

Using your preferred internet browser go to

<https://www.cobia-uk.com/payslipportal> and click .

Once you are on the login page enter your National Insurance number and the password you used on set up.

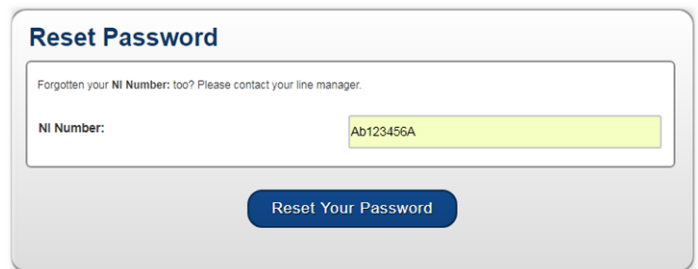


The 'Account Login' form features a title 'Account Login' at the top. Below it are two input fields: 'NI Number:' with the value 'AB123456A' and 'Password:' with a masked password '*****'. A blue 'Login' button is positioned below the fields, and a purple link 'Forgotten Password?' is located at the bottom of the form.

I've forgotten my password, how do I reset it?

1

To reset your password go to the login page (following the steps above) and click "forgotten password?".



The 'Reset Password' form has a title 'Reset Password' and a message: 'Forgotten your NI Number: too? Please contact your line manager.' Below this is an 'NI Number:' input field containing 'Ab123456A'. A blue 'Reset Your Password' button is at the bottom.

2

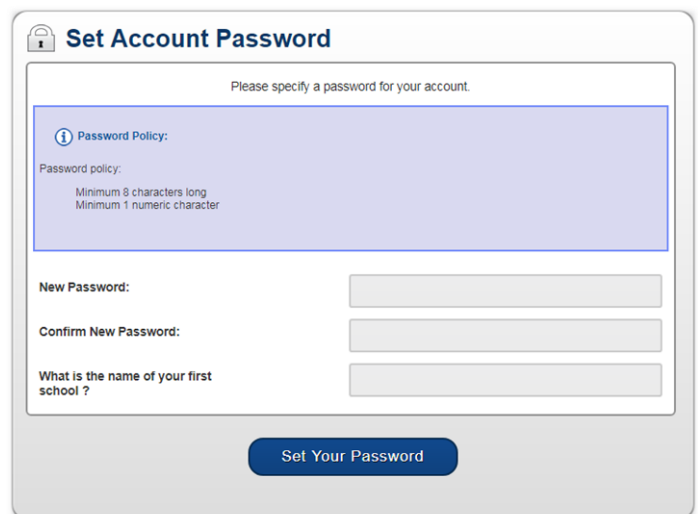
Enter you National Insurance number and press "Reset Your Password".

(If you have forgotten your NI number or it isn't working then please contact your line manager)

3

Enter your new password and answer the security question to verify.

(If you have forgotten your security question please contact your line manager)



The 'Set Account Password' form is titled 'Set Account Password' and includes a lock icon. It asks the user to 'Please specify a password for your account.' A 'Password Policy' section lists requirements: 'Minimum 8 characters long' and 'Minimum 1 numeric character'. Below are three input fields: 'New Password:', 'Confirm New Password:', and 'What is the name of your first school?'. A blue 'Set Your Password' button is at the bottom.

What can I use the Setting page for?

After you have logged in go to the “setting” button located on the top right of the home page, next to the “log out” button.

On this page you can do the following:

- View Login History.
- Update your email address and change you notification setting.
- Change your password (requires current password to confirm changes).
- Change your security answers (requires current password to confirm changes).

The screenshot displays the Cobia user interface for the Settings page. At the top left is the Cobia logo with the tagline "employment matters". At the top right, there are links for "SETTINGS" and "LOGOUT", and a status indicator "Logged in as ab111111a". Below the header, there are navigation tabs for "My Payslip History" and "My P45". The main content area is divided into several sections:

- Account Settings Summary**: A header for the settings overview.
- View Login History**: A section showing a list of login attempts. Two entries are visible, both from IP address 999.17.1.999:02, one at 2:43 p.m. GMT and another 2 days ago at 2:33 p.m. GMT.
- Update Account Settings**: A form with an "Email:" input field and a "Message Notifications:" checkbox labeled "Receive an email notification when a new message arrives for you". An "Update Settings" button is at the bottom.
- Change Password**: A section with a "Password policy" box listing requirements: "Minimum 8 characters long" and "Minimum 1 numeric character". Below are input fields for "Old Password:", "New Password:", and "Confirm New Password:". An "Update Password" button is at the bottom.
- Change Security Answers**: A form with four input fields for security questions: "What is your mothers maiden name?", "What is the name of your first pet?", "What is the name of your first school?", and "Password:". An "Update Security Answers" button is at the bottom.

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