



Achieve Together Payroll Portal

Getting Started:

The URL users require is: <https://achievetogether.upg-portal.co.uk/>

There is a [User Guide or a Click here to view the User Guide](#) tab which gives detailed step by step instructions for portal use.

Customer Registration:

New employees can only be registered on to the portal through a request made by their manager.

Managers: Please complete the New Users Request Form giving the User's full name, the payroll number and the email address of the new user.

New Employees will be sent an automated email confirming their registration and giving instructions on how to log on to the portal – a temporary password will be supplied.

Changing your password:

New users need to change this initial password to ensure security of information.

If a user needs to reset their password they can use the "[click here to reset forgotten password](#)" link on the portal.

Changing your email address:

If you change your email address, please ask your manager to send an update.

Log In:

User ID: Payroll Number

Password: Password User created or the one they were sent in the automated email at time of registration

Viewing Payslips/P60s/P45s

Users can view their documents by clicking on to "Full Document Search". This will list the first 100 documents over a number of pages.

There is a white tab "[Payslips](#)" – clicking on this will give drop down options of documents available: Payslips/P60/P45. Click on the document you want to see.