



How to set up your Access EarlyPay account and add bank details

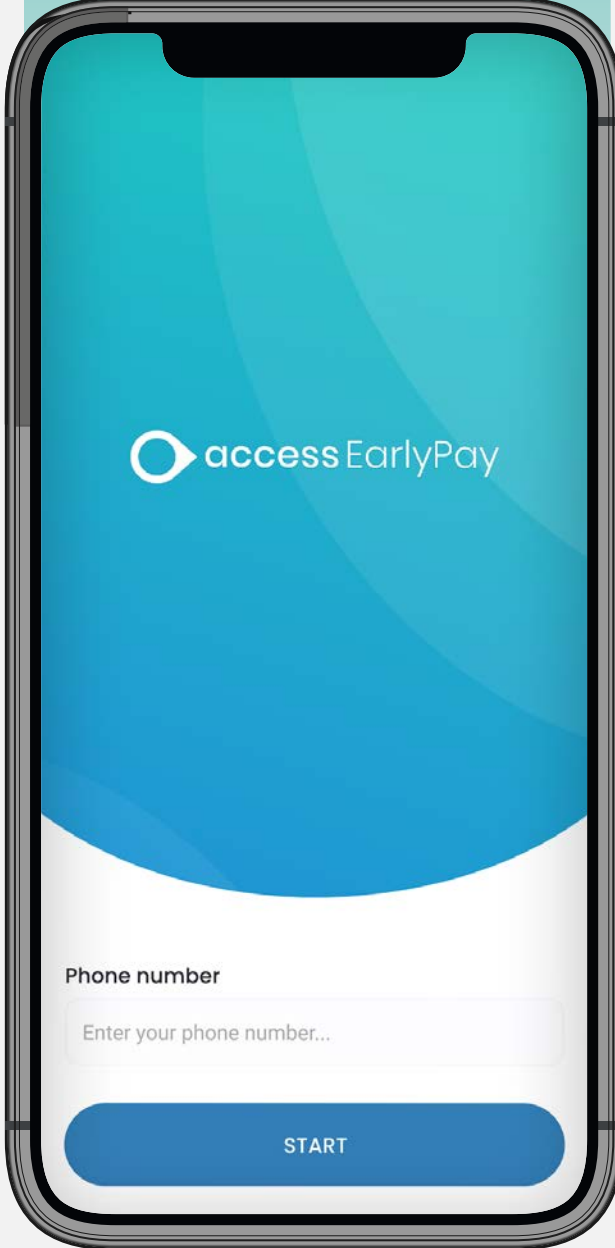
Your 10 step guide to getting instant
access to your pay, when you need it



Part 1: Registering your device with Access EarlyPay

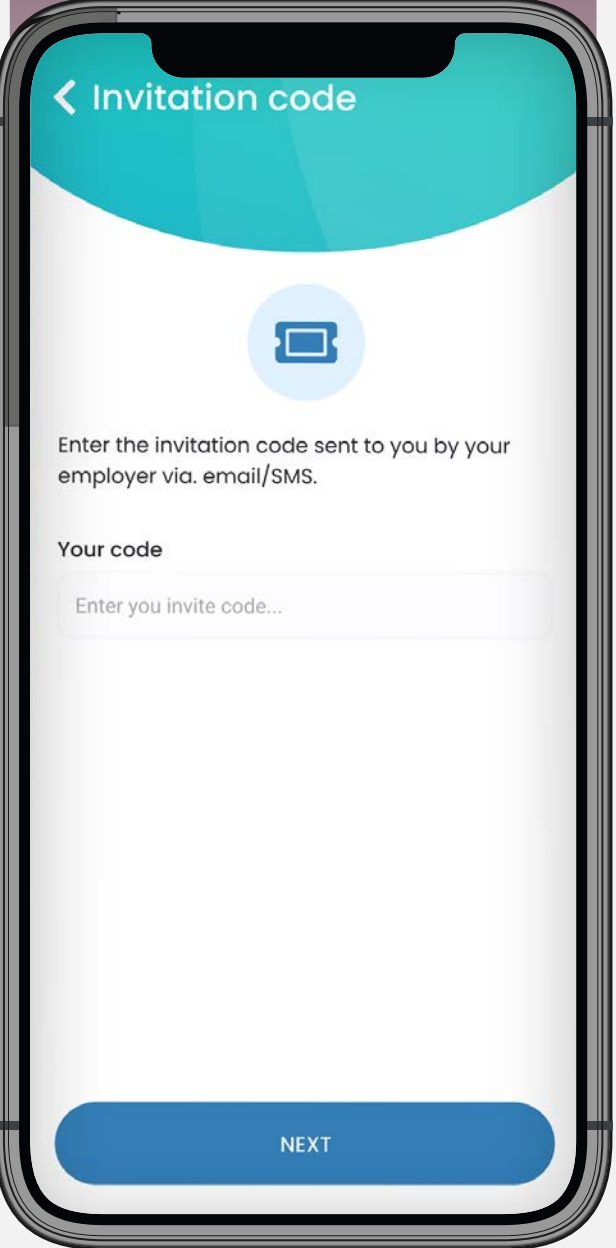
1

Enter your devices phone number.



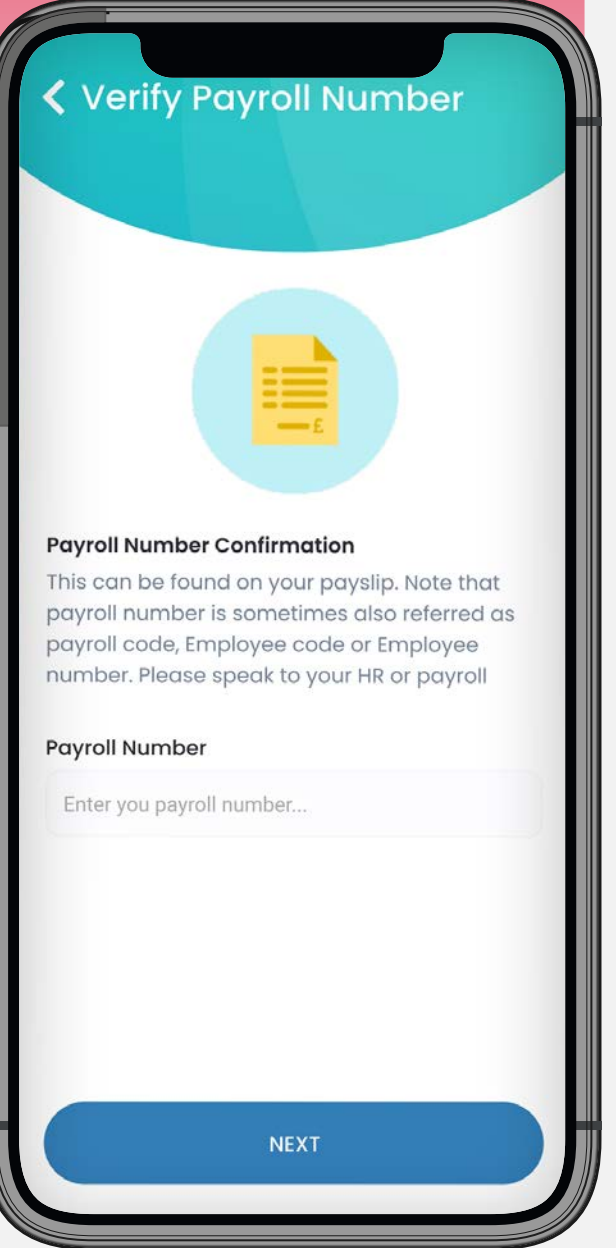
2

Enter the invitation code your employer sent you.



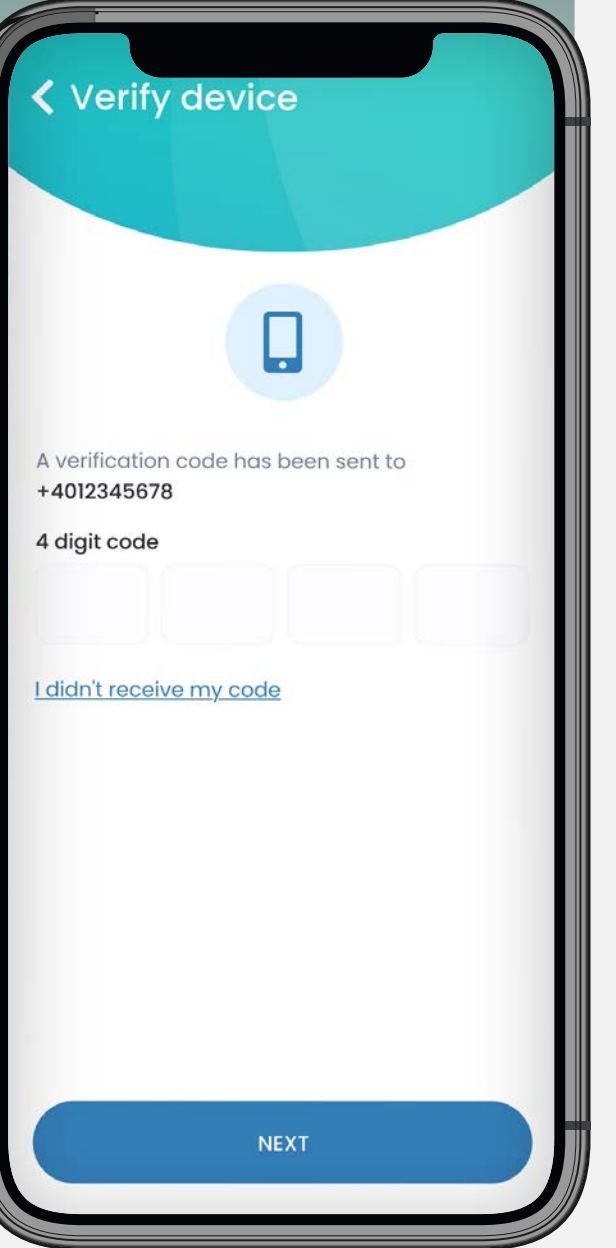
3

Enter your payroll number, this can be found on your payslip.



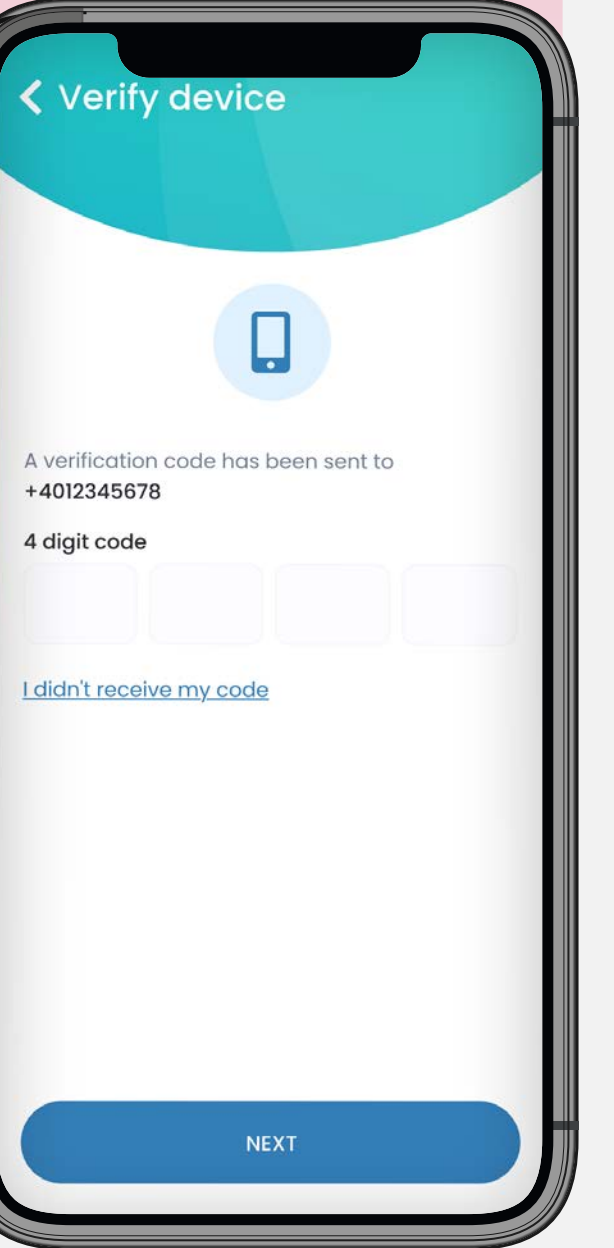
4

Enter the verification code we just sent via SMS to your device.



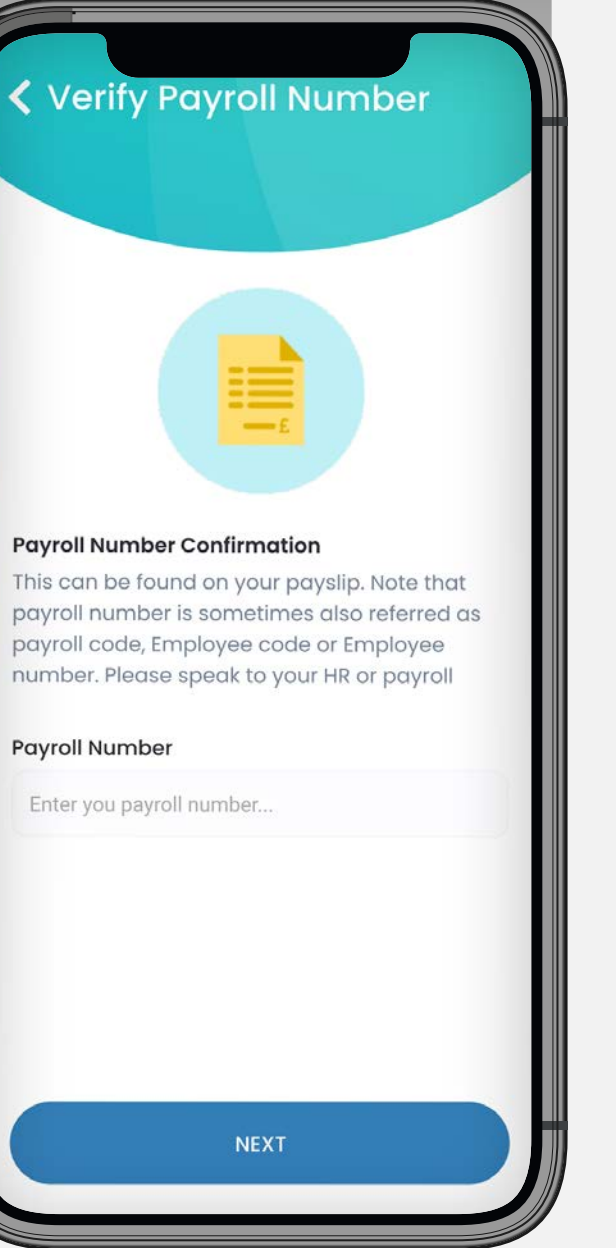
5

Create a secure pascode that is both memorable and unique to yourself.



6

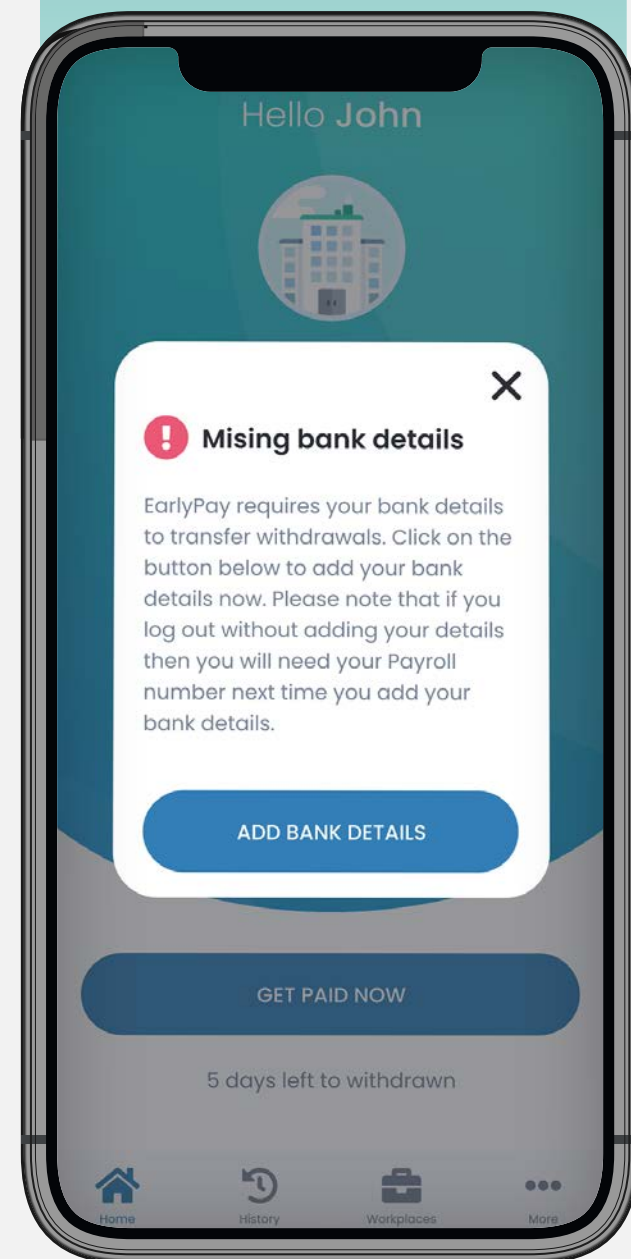
You're all set! Click 'EarlyPay Home' where you may be asked to input your bank details (see part 2 below).



Part 2: Adding your bank details to Access EarlyPay

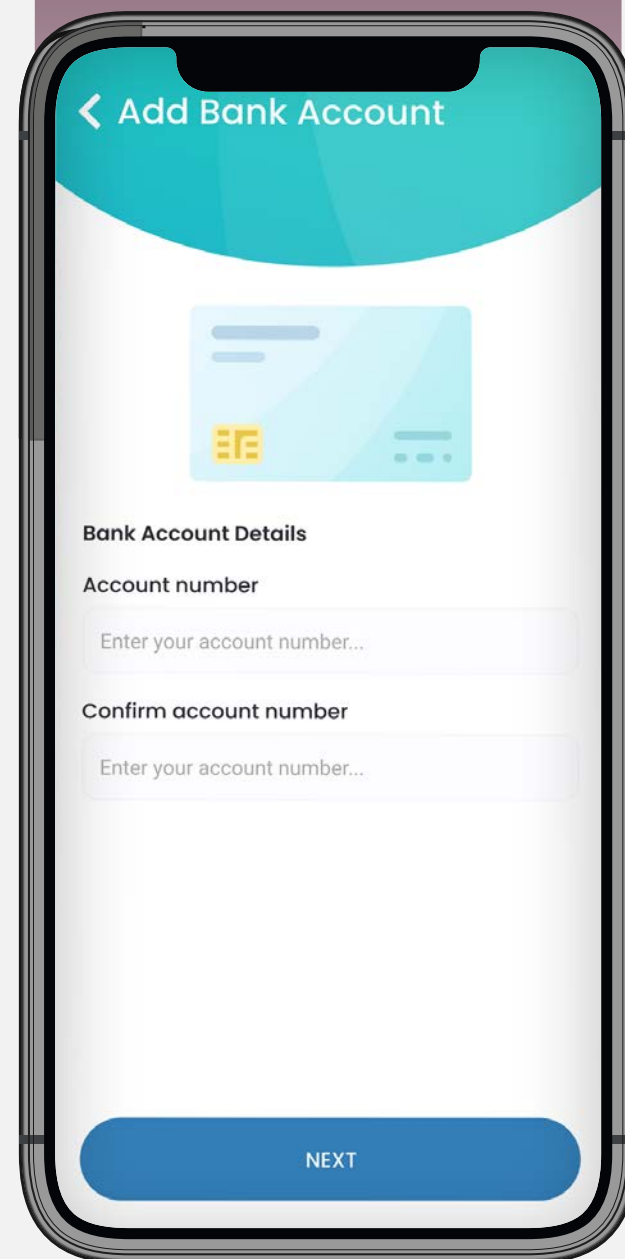
7

You'll be prompted that your bank details are missing, click 'Add Bank Details' to continue to step 8.



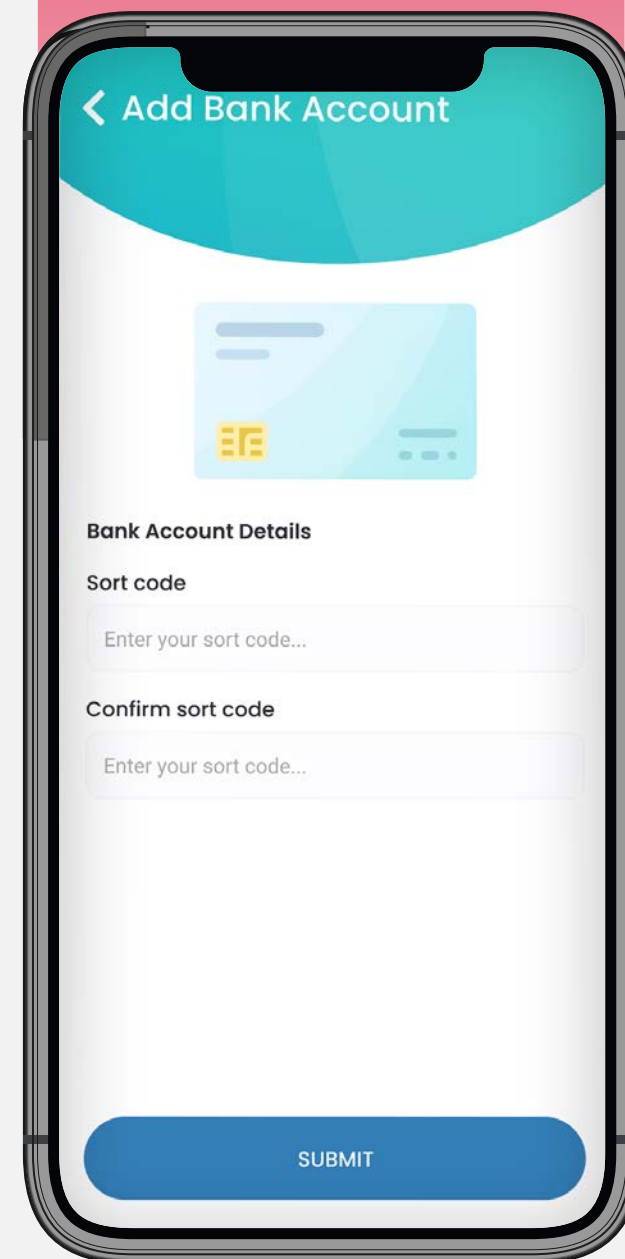
8

Enter your bank account number, and confirm the number to ensure no errors are made.



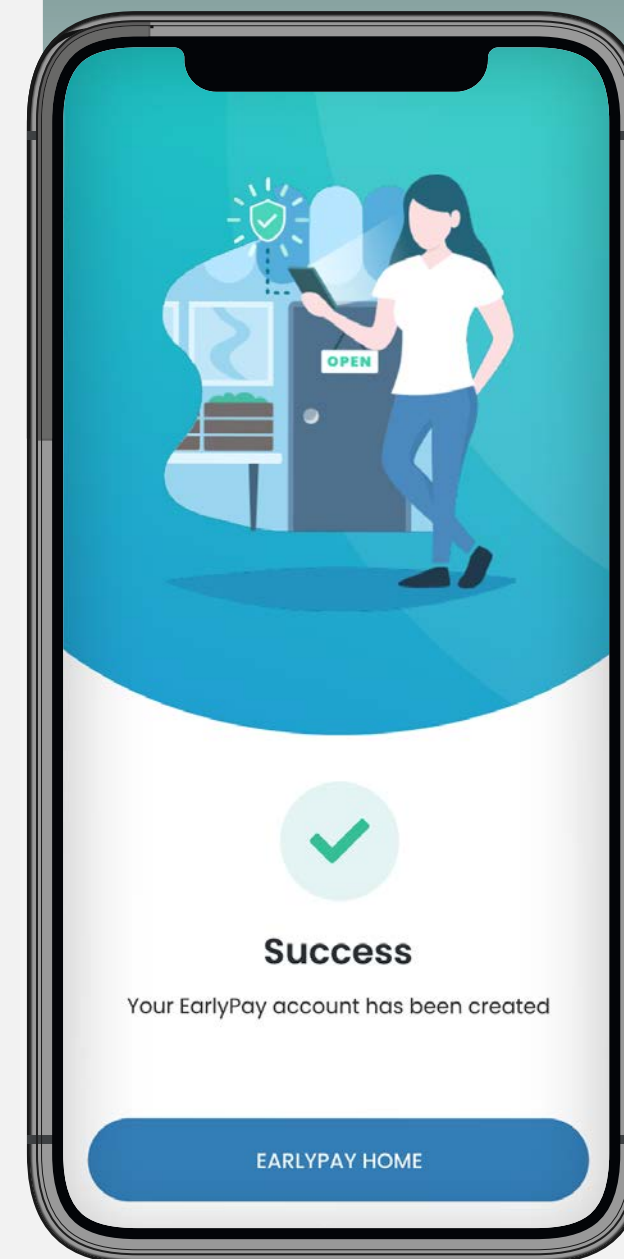
9

Enter your bank account sort code, and confirm the sort code to ensure no errors are made.



10

That's it! You're ready to use Access EarlyPay, click 'EarlyPay Home' to visit the home screen and gain immediate access to your pay, your way!



Need more help?

If you struggle at any stage during the set up process, get in touch with your line manager. If they're unable to help they'll escalate the issue to one of our account managers who will resolve the issue as soon as possible.

For in-app help, click on 'more' on the Access EarlyPay home screen to access our support team or view our FAQ's

