How do my employees access the self service portal?

Employees can access the self service portal using the email address that is associated with their contact details in BrightPay. To invite employees to use the portal, we recommend using the following template:

Dear [Employee Name],

I hope this email finds you well. As part of our efforts to streamline our payroll and HR processes, we have implemented a self-service portal that allows you to access your pay information from any browser. To get started, please follow the instructions below to set up your account:

1. Click on this link here to access the self-service portal.

2. Enter the email address that you currently receive your payslips to.

3. Follow the prompts to create a password and complete the registration process.

4. Once you have set up your account, you can log in to the self-service portal by clicking on this link here. From there, you will be able to view your pay information.

Thank you for your cooperation in this matter.

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