

CIS User Quick Guide

Portal features V25 (U3-2022)

<https://www.mypaywindow.com>



my@PayWindow

CIS user guide

1. CIS Login page
2. myePayWindow user interface
3. CIS Dashboard
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5. 2 Step Authentication & 2 Factor Authentication
6. Notifications
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CIS Login Page

The screenshot shows the login interface for my@PayWindow. At the top center is the logo **my@PayWindow** in orange. Below it are two input fields: a 'Username' field with an envelope icon and a 'Password' field with a lock icon. A blue box highlights the password field. Below the fields is a large orange 'Login' button with a circular arrow icon. At the bottom left is the IRIS logo. At the bottom right is the Netcraft seal, which includes the text 'NETCRAFT', 'www.mypaywindow.com', 'Security Audited 2022-05-08', and 'Click to Verify'. Two blue arrows point to the 'Forgot Password?' and 'Forgot Username?' links. Several other blue arrows point to the input fields and the 'Forgot Username?' link, each accompanied by explanatory text.

Enter Username

Username



Password



Login

[Forgot Password?](#)

[Forgot Username?](#)



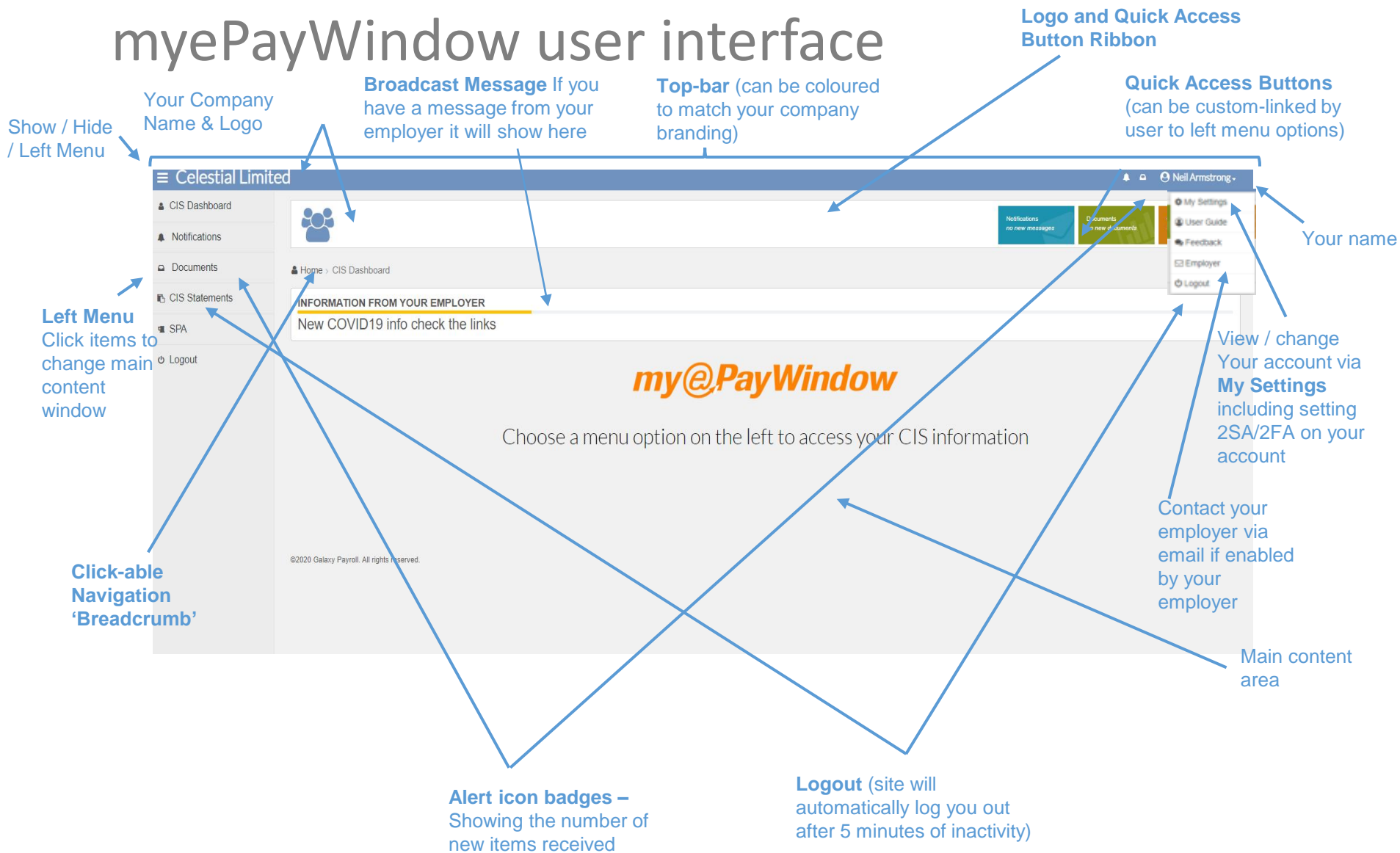
Click 'Forgot Username' to re-set your username

Netcraft seal – this is a third party that audits myePayWindow. Netcraft cannot assist with any myePayWindow queries

Click 'Forgot Password' to re-set your password

Enter Password If the user enters an incorrect password 5 times the user will be locked out. Please contact your payroll department to reset or wait for an hour

myePayWindow user interface



CIS Dashboard – Home Page

The screenshot shows the 'CIS Dashboard' home page for 'Neil Armstrong'. The page features a blue header with the 'Celestial Limited' logo and the user's name. A left-hand navigation menu includes options for 'CIS Dashboard', 'Notifications', 'Documents', 'CIS Statements', 'SPA', and 'Logout'. The main content area displays a 'Broadcast Message' from the employer about COVID-19 information, a 'my@PayWindow' logo, and a copyright notice for Galaxy Payroll. Three status boxes at the top right indicate 'no new messages', 'no new documents', and 'Show CIS Statements'.

Celestial Limited Neil Armstrong

CIS Dashboard
Notifications
Documents
CIS Statements
SPA
Logout

Broadcast Message If you have a message from your employer it will show here

Notifications no new messages Documents no new documents CIS Statements Show CIS Statements

Home > CIS Dashboard

INFORMATION FROM YOUR EMPLOYER
New COVID19 info check the links

my@PayWindow

Choose a menu option on the left to access your CIS information

All Left hand menus actions are the same as the employee dashboard

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Dashboard 'Widgets' will be developed in later Portal versions and you will be able to choose your favourites for display on your 'Dashboard' page

My Settings – My Key Info tab

Annotations:

- Blue arrow pointing to the 'Mr' dropdown menu: "Your user information as held by your Payroll Department & last login to Portal"
- Blue arrow pointing to the email field: "Email address account reset emails will be sent to"
- Blue arrow pointing to the 'Last Login' field: "Your user information as held by your Payroll Department & last login to Portal"

Basic Information	
Title	Mr
First Name	Neil
Last Name	Armstrong
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Date Of Birth	01-01-1975
Phone	none
Email	nfrancis@star-payroll.com
AddressLine1	3 Lunar Drive
AddressLine2	AddressLine2
AddressLine3	AddressLine3
City	City
PostCode	BN1 3ZX
County	County
Country	England

Employment	
Employer Name	Celestial Limited
Tax District	BS30 6DL
Tax Reference	1111
NI Number	
NI Letter	X
Employee Ref	8

Portal	
Last Login	21/01/2019 09:49
Invited	18/12/2018 18:22
Role	Portal Employee CIS

My Settings – My Account tab

Change password – On clicking this you will be logged out immediately and an email will be sent to your registered portal email address (the address held by your Payroll department and to which your Portal invitation was sent). The email will contain a link to reset your password. You will be required to verify your identity so have a previous payslip to hand.

The screenshot shows the 'My settings' page under the 'My Account' tab. The 'Reset Account Security' section has two buttons: 'Change password' and 'Change username'. The 'Use additional authentication as part of the logon process' section includes a dropdown menu with options: 'None', 'None', 'Enable 2SA', and 'Enable 2FA'. A blue arrow points from the 'Change password' button to the text above. Another blue arrow points from the 'Enable 2SA' option in the dropdown menu to the text below.

Change username – On clicking this you will be asked to confirm your registered portal email address (the address held by your Payroll department and to which your Portal invitation was sent) You will then be logged out and an email will be sent to this registered portal email address The email will contain a link to reset your username. You will be required to verify your identity so have a previous payslip to hand.

2SA/2FA provides additional security for you when logging into myePayWindow. If this is not already enforced for compliance with company policies. You can enable or remove this here. 2SA will require you to create a memorable word between 6 & 12 characters in length. 2FA will require a smartphone “authenticator app”. Each time you log in you will be required to enter a code from the app.

Note: To change your registered Portal email address please contact your Payroll department. This address cannot be changed via the Portal at the moment.

My Settings — My Account tab – Enable 2 Step Authentication

Enable 2SA



Are you sure you want to Enable 2 Step Authentication on your account? Click on confirm to be directed to the login page where you will be asked to create a memorable word.

Cancel Confirm

my@PayWindow First time memorable word

Please enter the new memorable word

The Memorable word can only contain letters and digits and be between 6 & 12 characters in length.

Memorable Word

Confirm Memorable Word

Submit

Click on **Confirm** to confirm that you would like 2SA Enabled.

After confirming your username and password you will be prompted to create a memorable word between 6 and 12 characters in length. Note: You can only use letters and digits (special characters will not be allowed). Click submit to save your memorable word.

my@PayWindow

Enter the following characters from your memorable word:

2nd: [A] 5th: [A]

Login

Forgot Memorable word?

IRIS

The next time you login, after entering your username and password you will be additionally prompted to enter two random characters from your memorable word. Note: You will get 3 attempts, which if unsuccessful will result in your account being locked for 1 hour

If you forget your memorable word you can request a reset link to be sent to your portal email address here.



My Settings — My Account tab – Enable 2 Step Authentication

Celestial Limited

Neil Armstrong

Notifications 3 new message(s)

Documents no new documents

CIS Statements Show CIS Statements

Home > My Settings

My settings *various portal settings*

My Key Info My Account My Settings Privacy & Terms

Reset Account Security

When you reset either your password, your username or your memorable word you will be logged out of the website automatically and you will be sent an email with a link that will allow you to complete the reset process.

Change password

Change username

Change memorable word

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Use 2 Step Authentication as part of the logon process

2 Step Authentication provides additional security for you when logging into myePayWindow. If this is not already enforced for compliance with company policies you can enable this for your own personal use via the settings below. If 2 Step Authentication is enforced as a company mandatory requirement you will be unable to alter the below 2SA Settings.

To Enable or Remove 2 Step Authentication click on the button below:

- You will be asked to create a memorable word between 6 and 12 characters in length.
- Once your memorable word has been set-up, you will be asked to enter 2 random characters from this word each time you log in.
- If you forget your memorable word, you can reset it during the logon process.
- If you wish to Remove 2 Step Authentication, click the Remove 2SA button to remove the memorable word from your login.

Remove 2SA

When 2SA is enabled this button will show. Click here to change/reset your memorable word.
Note You can also reset your memorable word at logon via the memorable word entry screen.

You can remove 2SA by clicking here. You will be taken to the login screen and asked to enter your Username, Password and 2 characters from your memorable word to confirm the remove 2SA action.

Note: If 2 Step Authentication has been enforced via your Employer as a company mandatory policy you will be unable to alter the 2SA Settings and this button will be inactive

My Settings — My Account tab — Enabling 2 Factor Authentication

First time Authentication

When 2FA is enabled you will return to the login page and asked to enter your username and password. Ensure you have your “authenticator app” installed on your smartphone.

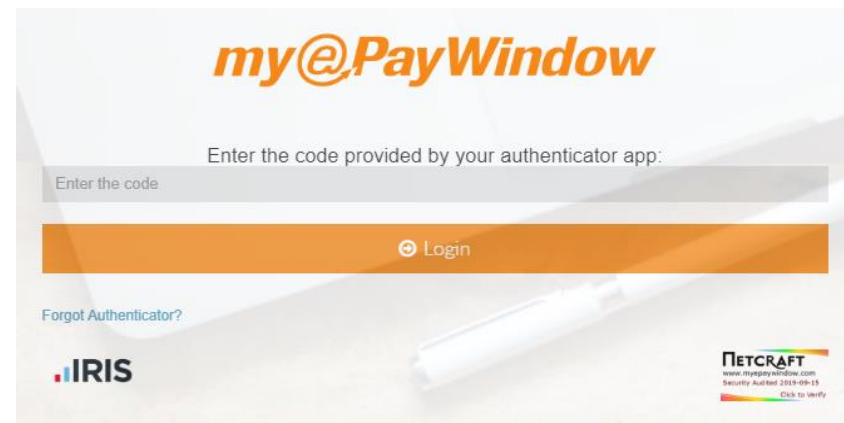
If you are using your smartphone for first time authentication, either copy and paste the long code or hold your finger down on the QR code. You will be asked if you wish to open in “Authenticator”.

Your chosen authenticator app will open, and you will be asked to add the token. The app will provide you with a code which you will need to enter to access your account.

Subsequent logins

Once you have entered your username and password you will be asked to enter the code from your “authenticator app”

If you are unable to access the code or your smartphone you can click on [Forgot Authenticator?](#). You will be asked to enter your username and will be sent an email link to reset your account.



My Settings — My Account tab – Enable 2 Factor Authentication

Celestial Limited

Neil Armstrong - 5 -

Notifications 12 new message(s)

Documents no new documents

ePayslips Payslips, P60s, P11ds

Home > My Settings

My settings various portal settings

My Key Info My Account My Settings Privacy & Terms

Reset Account Security

When you reset either your password, your username or your memorable word you will be logged out of the website automatically and you will be sent an email with a link that will allow you to complete the reset process:

- Change password
- Change username
- Change 2FA

Use additional authentication as part of the logon process

2 forms of optional user security authentication can be used in addition to the standard username and password:

- 2 Step authentication 2SA – Requires a user to set-up a memorable word from which they will be required to enter 2 random characters from this word each time they log-in to gain access to their account.
- 2 Factor Authentication 2FA – Requires a smartphone 'Authenticator App' (Google/MS/Authy/andOTP are some examples). Each time a user logs-in they will additionally need to enter a code generated by the authenticator app to gain access to their account.

Remove 2FA

To Enable or Remove 2FA click on the button below:

- You will need to download a smartphone authenticator app and when you next log in, scan or copy/paste the QR code to link your account to the app.
- On Subsequent login you will be required to enter a code generated by the app.
- If you are unable to access your smartphone you can reset 2FA during the logon process. Click on Forgot Authenticator and enter your username to receive an email link to verify your identity and reset 2FA.
- If you wish to Remove 2 Factor Authentication, click the Remove 2FA button to remove the process from your login

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When 2FA is enabled this button will show. Click here to change 2FA **Note You can also reset 2FA at login by clicking on Forgot Authenticator?**

You can remove 2FA by clicking here. You will be taken to the login screen and asked to enter your Username, Password and code from your "authenticator app" to confirm the remove 2FA action.

Note: If 2 Factor Authentication has been enforced via your Employer as a company mandatory policy you will be unable to alter the 2FA Settings and this button will be inactive

My Settings – My Settings tab

Click to save and immediately apply your preferences to the Quick Access Buttons

Use these options to change / assign one of the 'left-menu' items to a 'Quick Access Button'. This can be useful for convenience when accessing the Portal on a mobile device. (Quick access button 3 will be closest to your thumb on a smartphone!)

By default email notifications will be set. Untick the box and Click 'Save My settings to' switch off daily reminders by email for 'new-unread' notifications

Note: More options will appear on this tab in later releases to personalise your Dashboard-home page

My Settings — Privacy & terms tab

Scroll window to end of document to see 'Consent withdrawal button' Note: if you withdraw consent you will be logged out immediately and your account will be disabled and your employer notified

Celestial Limited

Home > My Settings

My settings various portal settings

My Key Info My Account My Settings **Privacy & Terms**

Last Updated: 23rd November 2017

Please see below the myePayWindow Privacy statement and terms and conditions of use for which you provided your consent when you first registered to use this service. You can review and download them again here. You can also withdraw your consent at any time below. If you withdraw consent you will be logged out of the site immediately, your account will be locked and we will await instructions from your employer.

Download PDF version

my@PayWindow

DATA PROTECTION

This myePayWindow.com service is provided for under an Agreement between Galaxy Payroll and "our Customer" (who will either be your Employer or your Employer's Payroll Service Provider). Under this Agreement Galaxy Payroll may be processing information about Data Subjects on our Customer's behalf and thus act as a "Data Processor" for the purposes of the prevailing EU_GDPR Data Protection regulations. In these circumstances, Galaxy Payroll will (i) only process personal data in accordance with our Customer's lawful and reasonable instructions, ensuring its own compliance with the prevailing Data Protection regulations; and (ii) comply with all integrity and confidentiality obligations equivalent to those imposed on our Customer, as Data Controller under the prevailing Data Protection regulations.

If you wish to access this service then you should read and accept the Terms and Conditions set out below:-

Terms and Conditions for use of myePayWindow.com Website

In these Terms and Conditions we, our or us refers to Galaxy Payroll as proprietors of the myePayWindow.com ("the Website")

1. Acceptance of Terms
2. Modifications
3. Copyright
4. Permitted Use
5. Disclaimer and Limitation of Liability
6. Third Parties
7. Invalidity

Click to download a copy

Click to expand / collapse details



Notifications

Alert badges showing Number of new Notifications received

Notification actions (will vary by notification 'type')

Click to sort grid view in ascending/descending order

Choose 'Current' or 'Archive' Notifications view

Search for notifications

Select All

Notification actions:
Mark As read / Unread – will un-bold / bold the notification and decrement / increment the Alert badge
Archive / Un Archive – will move notification from 'current' view to 'archive' view & vice versa
CIS Statement – will take you directly to the Statement
Download – will download the document

Note: The notification actions available will vary by notification

The screenshot shows the 'Notifications' page in the my@PayWindow system. At the top, there are three alert badges for Notifications (3 new messages), Documents (no new documents), and CIS Statements (Show CIS Statements). Below these is a search bar with 'Go' and 'Reset' buttons. The main area contains a table of notifications with columns for Title, Received, Type, State, Due (days), and actions (+/-). The table lists four notifications related to CIS Statements. At the bottom, there are 'Actions on selected' buttons: Mark As Read, Mark As Unread, and Archive.

Actions on Selected: If you select more than one notification you can apply an action, e.g. Archive to all

Click '+ / -' or anywhere on notification to expand / collapse view to see 'item actions'



Documents

Alert badges showing Number of new Documents received

Document actions

Click to sort grid view in ascending/descending order

Choose 'Current' or 'deleted' Documents view

Select All

Search for documents

List of Documents as sent to you by your Payroll Department

Actions on Selected: If you select more than one document you can apply an action, e.g. Delete to all

Click '+ / - ' or anywhere on document to expand / collapse view to see 'item actions'

Status will show as 'Downloaded' once you have downloaded!

Notes: Documents will only be retained for a limited time period so it is recommended you download documents locally for your records. When you delete a document it is permanently deleted. The 'deleted view is a 'reminder' view of your deleted documents. If you accidentally delete a document ask your Payroll department to upload it again.



CIS Statements

Search for Statements

Notifications
no new messages

Documents
no new documents

CIS Statements
Show CIS Statements

Home > CIS Statement Listing

CIS Statement | You have 1 CIS Statement(s)

CIS Statements

Search:

	Pay Date ▼	Tax Year/Period	Total Payable	
<input type="checkbox"/>	Wednesday 31st October 2018	2018/07	96	-

Showing record: 1 to 1 from 1 item(s)

Actions on selected:

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Statements available for you to view

Actions on Selected: If you select more than one Statement you can download all Statements in one go.

View or download individual Statements

Pay date, Tax Year/Period and Total Payable (click column heading to sort ascending / descending)

Click '+ / - ' or anywhere on Statement entry to expand / collapse to view or download

Accounts are accessible for 15 months after your leave date, you will be notified prior to account closure. We recommend changing your email address to a private email address and downloading copies of your Statements before the account is closed.



CIS Statements – Online CIS Statement view

Click on 'Breadcrumb' to go back to CIS Statement listing (or Home etc.)

Mr Neil Armstrong

Construction Industry Scheme
Statement of payment for Month ending : **31 October 2018**

Celestial Limited
Building 3, Hatters Lane Croxley Park, Watfor Hertfordshire United Kingdom WD18 8YG
Contractor's Employer's Reference Number : 1111

Subcontractor

Name	Mr Neil Armstrong
Unique Taxpayer Reference	382355213
Verification Number	V100002715
Gross Amount paid (Excl VAT) (A)	120.00
Less cost of materials	0.00
Amount liable to deduction @ 0%	120.00
Amount deducted (B)	24.00
Amount payable (A-B)	96.00
VAT Paid	0.00
Total payable	96.00

Note: This is an example only and your actual CIS view and the detail shown will vary according to the settings chosen by your Payroll department. Your Employer can enable page 2 of the CIS Statement to show a Pay Component breakdown

Bookmark the Portal!

<https://www.myePayWindow.com>



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