

Newcastle City Council Online Portal

nccportal.newcastle.gov.uk

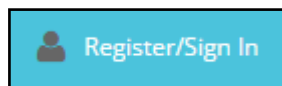
Sign Up Instructions



For any support , help or issues please email:
digitalnewcastle@newcastle.gov.uk

Step 1: Creating an account

- Go to nccportal.newcastle.gov.uk
- Click “Register / Sign In” in the top right



Sign up for a new account using the form below:
* Indicates required fields.

First Name *

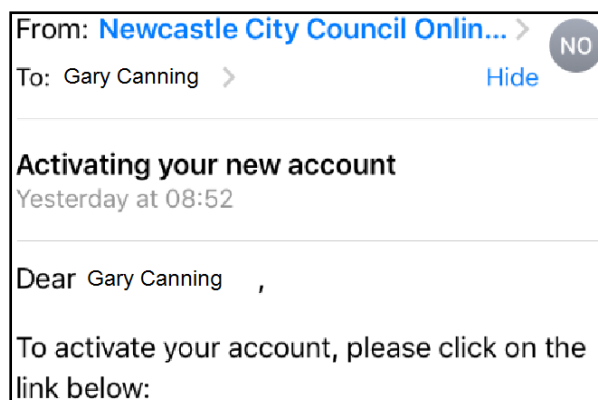
Last Name *

Email *

Password *

- This will open “My Account” page, if this is the first time you are using the service you will need to register
- To do this, go to the bottom half of the page and complete your First Name and Last Name, your email address (we would recommend you use a personal email address that only you have access to)
- Now enter a strong password— it must have at least 8 characters and include both upper and lower case letters, a character (i.e. £%\$) and a number
- Finally click “Register”

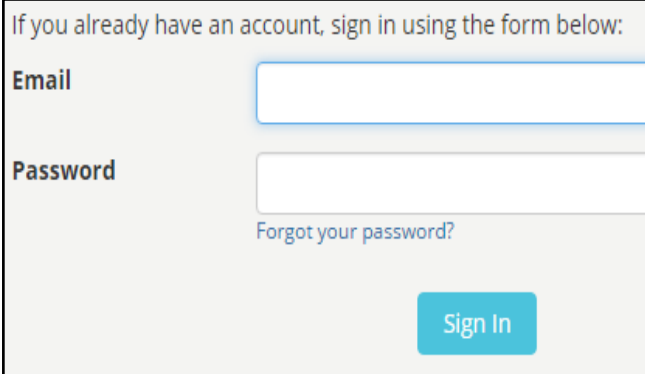
- You will now see a message telling you that your account has been created and you need to log into your email account to activate it
- Log into the email account you registered your account with
- Your inbox should contain an email from [Newcastle City Council Online Portal](#) with the title “Activating your new account” (if not try looking in your Junk or Spam folder)
- Open this email and click the link within it – this verifies that you have a real email address
- You will now be taken back to the My Account page which will confirm your account is now active—Congratulations you have set up an account!



Step 2:

Adding your payslip

- You will only need to do this process once
- Make sure you have your National Insurance Number to hand
- Go to nccportal.newcastle.gov.uk
- Click “Register / Sign In” in the top right hand corner
- This will open “My Account” page (if this page doesn't open please click “My Account”)
- In the top part of the page enter the email address you registered with
- Now enter your password you created during registration
- Click “Sign in”




If you already have an account, sign in using the form below:

Email

Password

[Forgot your password?](#)



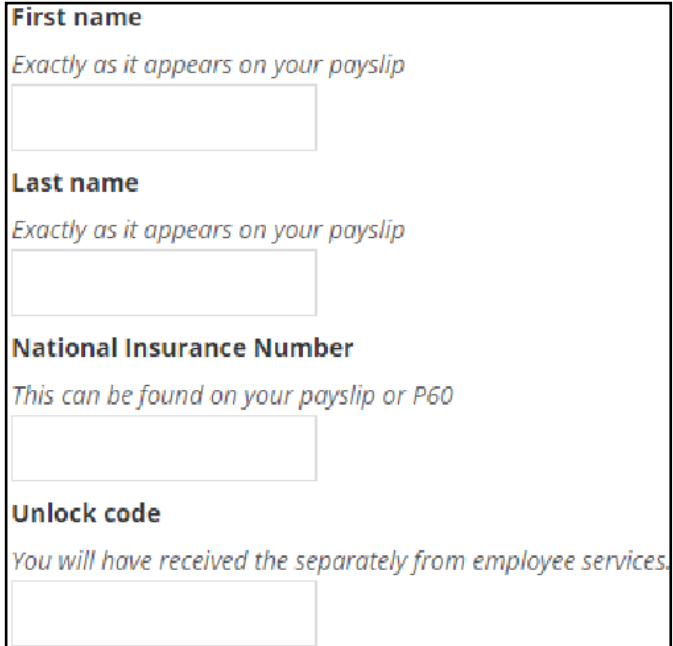
Your enrolled services

You are not enrolled for any services.

Further services you could enrol for

- On the next page “Click” on the box “My Details”
- On the left hand side of the page is an option to select services you can enrol for
- Click “Enrol” for Employee Services account

- The next page you will need to complete is employee services request, this page is used to verify who you are and that you are entitled to see the payslips
- Please input your details, for “First Name” input your name in full, e.g. Robert instead of Bob or your actual first name as opposed to your preferred name
- You will need to input your “unlock” code – this is found on your “secret code letter/ email”
- The system will now confirm that you are who you say you are



First name
Exactly as it appears on your payslip

Last name
Exactly as it appears on your payslip

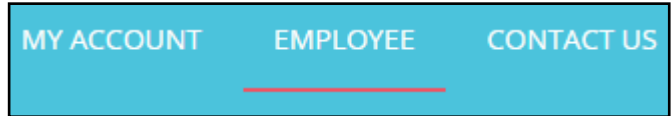
National Insurance Number
This can be found on your payslip or P60

Unlock code
You will have received the separately from employee services.

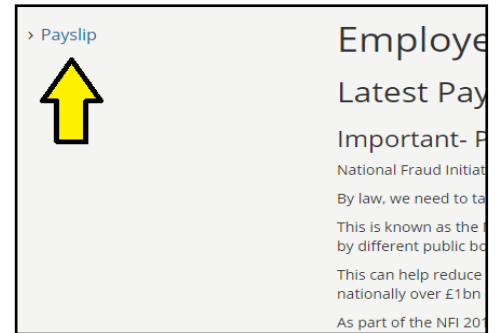
Step 3:

Viewing your payslip

- You now will see you have more options, “Click” on employee at the top of the page



- Here is information from Employee Services, you will see “Payslip” on the left hand side of the page



- If you “Click” Payslip you will be shown your most recent payslip

- At the top you can change which month or year payslip you want to view

The screenshot shows the 'Employee Payslip' page. At the top left, there is a navigation menu with 'Employee' and a highlighted 'Payslip' option. The main heading is 'Payslip'. Below it, there is a 'Period' section with dropdown menus for 'Month' (set to 'September') and 'Year' (set to '2016'), and a 'Submit' button. The Newcastle City Council logo is displayed, along with the text 'Provided by Employee Services'. The page is divided into two main sections: 'Employee' and 'Pay Date'. The 'Employee' section includes 'NI No.' (AB123456Z), 'Employer' (Newcastle City Council, Civic Centre, Newcastle Upon Tyne, NE1 8QH), and 'Posts' (Cleaner). The 'Pay Date' section includes 'Pay Date' (30.09.2016), 'Tel No' (0300 200 3300), 'Tax Period', 'Tax Code', 'Tax Ref', and 'Tax Office' (NEWCASTLE 1). At the bottom, there is a table with columns for 'Payments' and 'Deductions', including 'Description', 'Units', 'Arrears', 'Amount', and 'Balance'.

- Once you have finished looking at your payslip go to the top of the page and click “Sign Out”
- Congratulations—you now have access to your online payslip
- Keep an eye out for future services you will be able to use through the portal!

