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Your guide to activating your online portal

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Welcome To Your Online Portal

By using Clipper Contracting's new online portal you will be able to access the secure web portal from any location with internet access via your PC, smartphone or tablet. You will be able to view your previously submitted expense claims and their associated status.

By using the portal in this way you will be able to track your own expenses from initial creation through to final payment as well as being able to change personal details and view current and previous payslips.

Email Activation

You will receive an email asking for you to activate your online account. Once activated, you will be able to logon to the secure online expenses portal.

You will be sent an email using the email address your payslip is currently sent to. Contained within the email will be a link to take you to the online expenses portal.

Once your account has been established you can enter and track your live expenses by logging onto your account.

A dummy example of the email appears below:

Hi,
Thank you for your time on the phone, we hope everything was explained to you clearly.
Please click on the link below and choose a password to activate your online account – it will only work once.

https://eezytime.co.uk/MeritPortal/activate_account.aspx?id=Ok2RswdmOPK9ykh8kf7MXNIIbVbEWVsh02f1XXmDI79k%3d

Our retained margin does vary between agencies that we engage with and is dependent on the solution you are on. A member of our team should have mentioned this to you upon registration but if you have any query as to what it might be, do not hesitate to contact us again.

You will need to accept the relevant contract that will appear once you log-in to your portal. If you don't accept this, we'll be unable to pay you. Please review it and once you have accepted it, you will be able to view this through your portal.

To access your portal moving forward, please use and save this link: [here](#)

To complete your file, please send us a copy of your Passport to hr@clippercontracting.co.uk

If you don't have a Passport, you can send a copy of a full birth certificate and proof of NI instead. This will cause delays in payment if we don't receive sufficient ID.

If you have any questions please contact our employee support team.

Email: contactus@clippercontracting.co.uk

Phone: 01305 233170

For updates, follow us on Twitter [@ClipperContract](#)

Kind Regards,

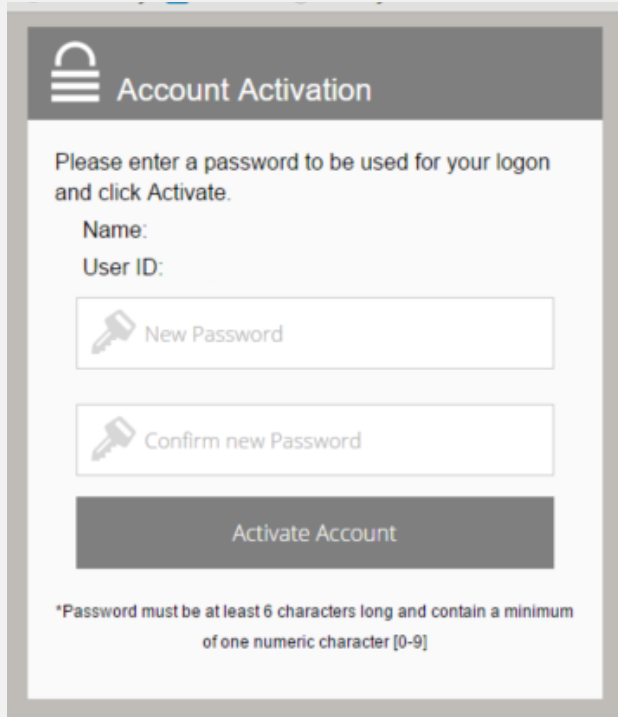
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Logging Onto The Online Expenses Portal

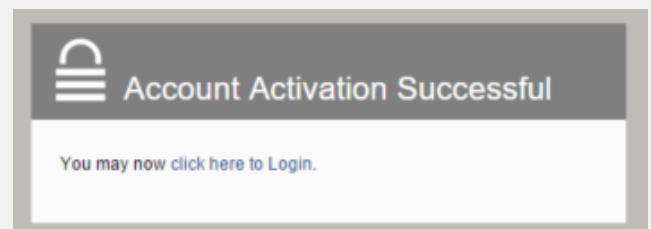
You will only need to do this once

Click the link on the email to take you to the below screen



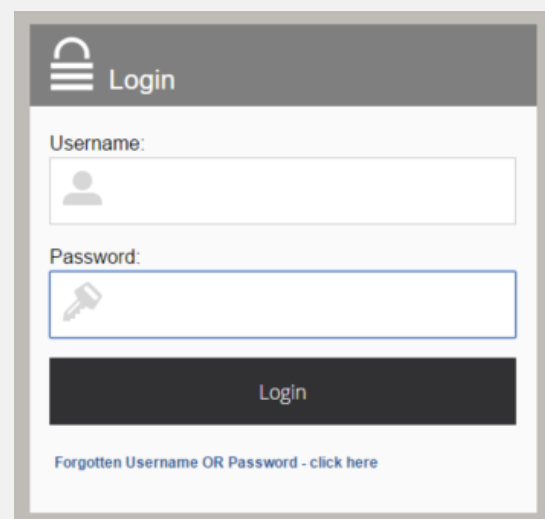
The Account Activation screen features a dark header with a padlock icon and the title 'Account Activation'. Below the header, a message reads: 'Please enter a password to be used for your logon and click Activate.' There are two input fields: the first is labeled 'Name:' and 'User ID:' with a key icon and the placeholder 'New Password'; the second is labeled 'Confirm new Password' with a key icon. A dark 'Activate Account' button is positioned below the input fields. At the bottom, a note states: '*Password must be at least 6 characters long and contain a minimum of one numeric character [0-9]'.

Your User ID will automatically be set based on your forename and surname, decide on a new password enter it here and then click on Activate Account. The following message will then be displayed if the account activation has been a successful:-



The Account Activation Successful screen has a dark header with a padlock icon and the title 'Account Activation Successful'. Below the header, a message reads: 'You may now [click here to Login](#)'.

At this stage it asks for you to click on the link to login to the online expenses portal. You will be taken to the login page which looks like



The Login screen features a dark header with a padlock icon and the title 'Login'. Below the header, there are two input fields: the first is labeled 'Username:' with a person icon; the second is labeled 'Password:' with a key icon. A dark 'Login' button is positioned below the input fields. At the bottom, a link reads: 'Forgotten Username OR Password - [click here](#)'.

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Please note:

The activation email can only be used to activate your online account, you will therefore need to use the combination of the User ID and password each time you logon to the secure portal

Once logged in the home screen will look like the below. From here you can submit expenses, view payslips, change personal details and contact Clipper.

